Spot Usage Transfer Form

Date of Transfer: _____

This form will help to maintain the integrity of all OKS Program equipment as it moves between clubs within your zone. After completing this form, please send a copy to your OKS Zone Coordinator and retain a copy in your OKS Club Coordinator records. Copy can be sent by photo from a camera enabled phone or scanned and sent by email or mailed to the OKS Zone and Club Coordinators address.

Checklist	Included	Comments
Spot Vision Screener		
Spot Vision Screener ID _____		
Carrying Case		
Spot AC power cord		
Neck Strap		
Printer		
Printer AC power cord		
Ink cartridges in the printer		
Printer Carrier – green Forrester carrier		
Other		
Spare ink cartridges (unopened)		
Two 8GB USB drives		
Stanley Fatmax Inverter (with instructions)		
15' Power extension cord w/ 3 head plug		
LED book light		
Stylus pen		
Spot Instruction manual		
HSB OKS Operation Manual		
Printer instruction manual		

Transferred From or Provider

Name: _____

Club Name: _____

Transferred To or Receiver

Name: _____

Club Name: _____

Both parties, provider and receiver of this Spot Kit, have verified that all components on the Checklist are included and the Spot Vision Screener and Printer are working properly.

_____

Signature of Provider

_____

Signature of Receiver

Basic Spot Vision Screener Care

1. Spot is a precision instrument. It must not be dropped or subjected to physical shock.
2. Spot is NOT waterproof. Any minor water droplets on Spot should be wiped off with a soft dry cloth.
   If accidentally dropped into liquid or spilled on, WelchAllyn Customer Service should be contacted immediately.
3. DO NOT leave Spot in excessive heat or cold such as in a car or in direct sunlight.
   Extreme temperatures can cause the Spot to malfunction
4. Spot contains precision electronic circuitry. Never attempt to disassemble Spot yourself. This will void any warranty.
5. Do not use cleaners that contain organic solvents to clean Spot's body or front glass.
6. For stubborn dirt, use the provided cleaning cloth with a small amount of water or a non-abrasive cleaner. For any questions about proper cleaning procedures, please contact WelchAllyn Customer Service
7. When plugging the AC power connector into Spot, be sure not to force the power connector into the Spot device as this may cause damage not covered under warranty.
8. The neck and wrist straps on Spot are intended to prevent dropping or it slipping out of a grasp. It is not to be used to carry or support the weight of Spot.

Basic Printer Care

1. Printer ink cartridges always need to be installed in the printer at all times. Never deliver printer without cartridges installed.