**Deployment Checklist**

Project: Your name:

|  |  |
| --- | --- |
| Site name / code: | Time of Arrival |
| SwiftOne ID: | Geographical coordinates |
| SD card ID (installed): | SD card ID (swapped): |
| Time on the configuration tool: | Time on your cellphone/pc: |

SwiftOne status on arrival: Error / Record / Standby / NA

Water or Other damage?

Prefix are consistente with SwiftOne unit and local code?

Batery Voltage: New batteries?:

|  |  |
| --- | --- |
| **Action item** | **Check** |
| Leave a voice message upon arrival announcing the activity that will take place |  |
| If the recorder is installed and is due for maintenance, press the white button to stop the recording schedule |  |
| New batteries installed (terminals aligned to connection with red ring). |  |
| New SD cards in place (gold contact terminal at the bottom and facing the inside of the board) |  |
| Verified recording settings |  |
| The date and time are correct |  |
| The switch inside the cabinet is in the ‘ON’ position |  |
| Green LED (continuous recording) or blue LED (standby mode) is blinking |  |
| The cover's rubber gasket is not in place and the cover is correctly aligned to the case |  |
| The screws are firmly tightened |  |
| Unit is taped against water |  |
| The microphone is connected |  |
| The device is securely tied to a tree and the microphone is pointed downwards |  |
| No strap is superfluous to swing in the wind. |  |
| Leave a voice memo after servicing your device |  |

Voice message with relevant information contained in this spreadsheet