ClearAccess Election Day Training Guide
Poll Workers
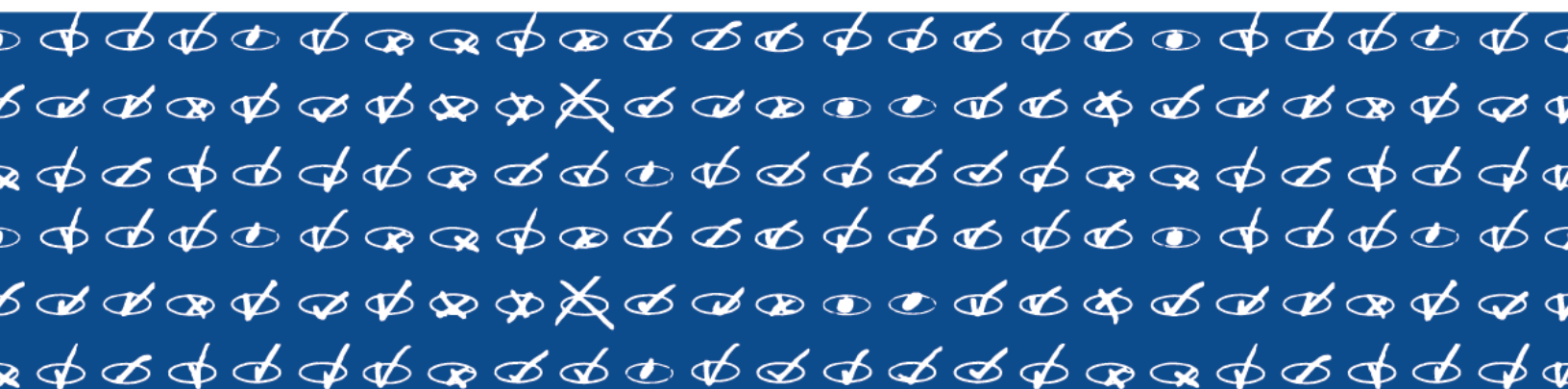
## CONTENTS

PURPOSE

The purpose of this document is to provide instructions for poll workers using the ClearAccess voting station during periods of official voting. A more in-depth look at ClearAccess can be found in the *ClearAccess 2.0 Poll Worker Guide.*

AUDIENCE

This document is intended for the poll workers who are responsible for operations and maintanence during the election, as well as the election administrators and staff who train them.
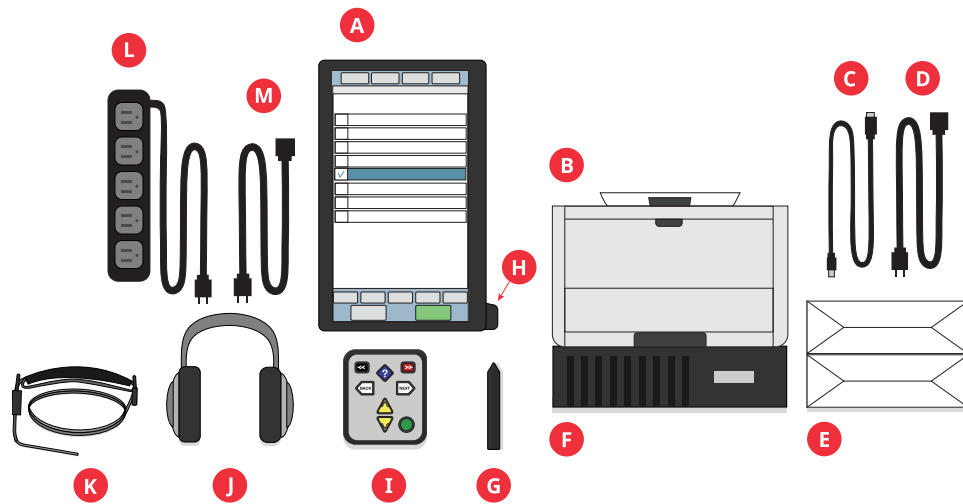
SUPPLIES

Ensure that you have the following supplies:

A. Voting touchscreen

B. Printer

C. Printer USB cord

D. Printer power cord

E. Ballot stock

F. UPS back-up power source (optional)

G. Assistive marking device

H. Barcode reader

I. EZ-Access keypad

J. Audio headphones

K. Sip-and-puff device

L. Power strip

M. Power cord

SETTING UP

Prepare each ClearAccess station for voting as follows:

1. Unpack the ClearAccess station, printer, EZ-access keypad, headphones and related supplies.

2. Position the ClearAccess station in the space provided to be accessible to mobility impaired voters.

3. Connect the printer cable, and EZ Access keypad into the USB ports.

4. Plug in the audio headphones.

5. Unpack the printer from its transport case and position the printer next to the ClearAccess station.

6. Connect the ClearAccess station to the printer using the USB cable provided.

7. Connect the power cords of the ClearAccess station and printer into AC power.

OPENING THE POLLS

The following procedure is used to vote with the ClearAccess unit on election day.

1. Power on the ClearAccess station and the printer.

2. Log into Windows as the ClearAccess user with the provided password.

3. On the Set for Election login screen, select the role of Poll Worker from the dropdown menu (A) and enter the provided password with the provided onscreen keyboard (B). Tap **OK** to log in (C).

4. On the Set for Election menu, select **Open Polls**.

5. Verify all counters are zero and tap the **OK** button.

VOTING

1. The Voting login screen appears. Select the role of Voter (A), enter the password provided to you (B), and tap the **OK** button (C).

The ballot selection screen appears. Help the voter choose their ballot with the following options, labeled in the image below:

2. Select from the visual options.

    • Select the **Sound On** checkbox (A) to play back the audio ballot or deselect if audio is not required.

    • Select the **Screen On** checkbox (B) to display the visual ballot or deselect if a blank screen is required.

3. Select from the input options.

    • Select the **Screen** radio button (C) to allow entry using the tap screen.

    • Select the **Keypad** radio button (D) to allow entry by means of the keypad.

    • Select the **Sip & Puff** radio button (E) to allow entry using the Sip and Puff.

4. Select the correct ballot from the list on the left column of the Select Ballot screen (F).

NOTE

Narrow the list of ballots displayed in the left ballot selection list by entering the appropriate search text in the **Search** field.

5. Confirm the ballot information and tap **Vote** (A, below) to continue to the voting screen or **Back** (B) to correct information on the previous screen.

6. Allow the voter to continue voting the ballot, giving them space but answering any additional questions they may have.

   The voter can set or change options at any point in the voting process. These options are configured by touching the **Settings** button on the ballot toolbar.

- To save updates and return to the ballot, tap the **OK** button (A).

- To reset settings to default values, tap the **Reset** button (B), then tap the **OK** button (A) to return to the ballot.

7. The voter selects their selections and prints their ballot.

8. Once the voter has finished voting, the Voting login screen is displayed.

INACTIVITY

If no activity on the voting session (no keys pressed, no screen touches, and no audio played) is detected for a designated period of time, then the voter is prompted with an inactivity message. If the voter does not respond to the prompt within a specified cancellation time, then the voting session is canceled, and the system automatically displays the Voting login screen. If the voter does respond to the inactivity message, they can return to their voting session.
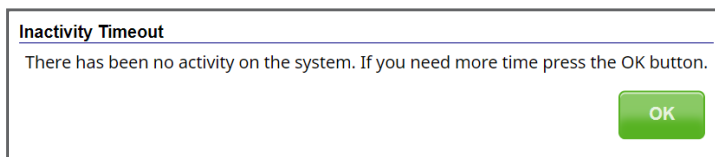

CLOSING THE POLLS

Once voting has finished at the end of election day, the polls must be closed on the ClearAccess station. Once the polls have been closed, the election is in Post-Election mode. Only the Poll Worker or Election Administrator roles can be used to close the polls.

> *NOTE*
>
> At the end of every early voting day, the ClearAccess™ station should be shut down, but the polls not closed. **The polls should only be closed on the ClearAccess station at the end of election day.**

1.   Log in using the Poll Worker role.

2.   Tap the **Close Polls** button on the Voting screen.
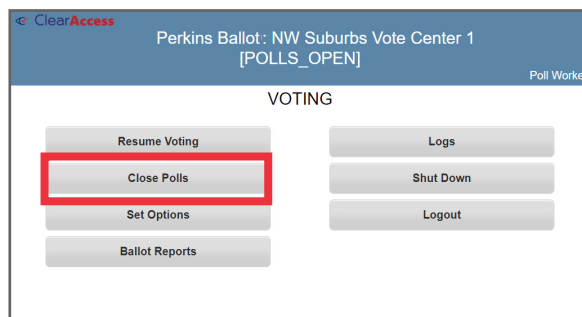
The Close Polls report is displayed.

3. Verify that all applicable status and identification information is correct on the report.

4. Tap the **Print** button (B) to print the report.

5. Tap the **OK** button (A) to close the polls.

The Postelection menu now appears.

6. Tap the **Shut Down** button to turn off the ClearAccess station.

7. Turn off the printer.

8. Disassemble and stow all equipment and accessories for transport and storage.