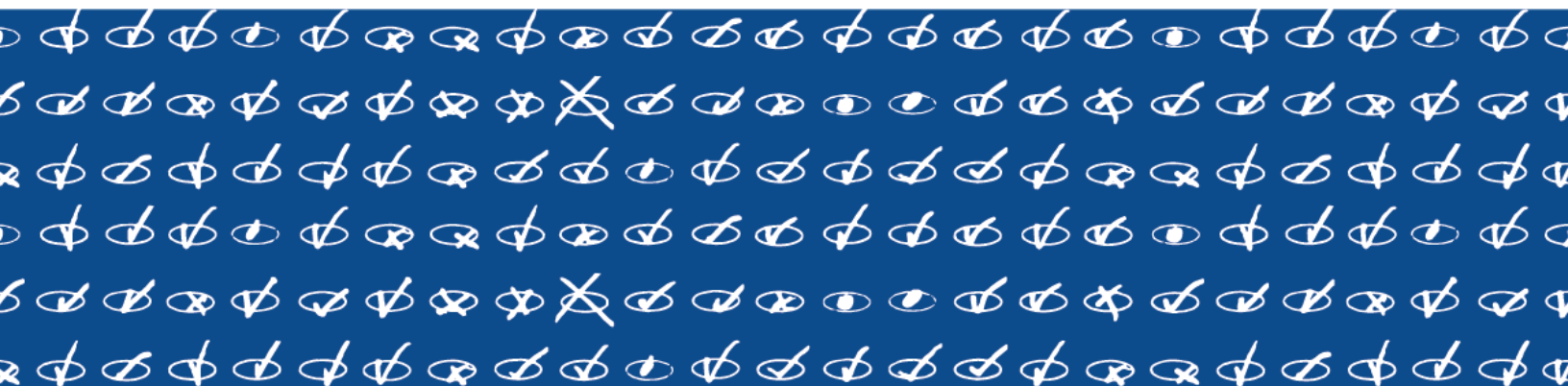


# ClearAccess Pre-Election Day Training Guide

*Election Officials and Maintenance*





## CONTENTS

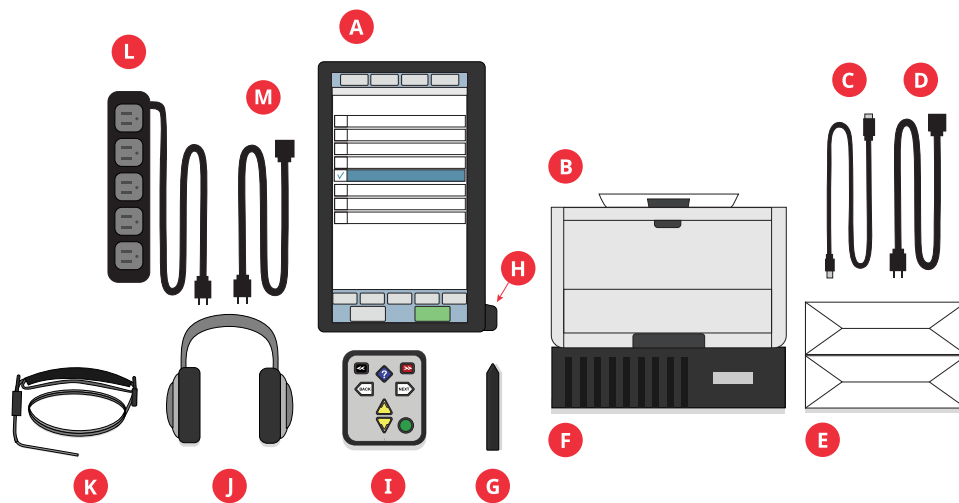
Purpose	2
Audience	2
Supplies	3
Setting Up	3
Loading an Election	4
Testing	7
Setting for Election	8

## PURPOSE

The purpose of this document is to provide instructions for election officials and maintenance workers using the ClearAccess voting station before periods of official voting. A more in-depth look at ClearAccess can be found in the *ClearAccess 2.0 Supervisor Guide*.

## AUDIENCE

This document is intended for election officials and maintenance workers who prepare the ClearAccess system before periods of official voting, as well as the election administrators and staff who train them.



## SUPPLIES

Ensure that you have the following supplies:

- |  |                        |
|--|------------------------|
| A. Voting touchscreen                  | H. Barcode reader      |
| B. Printer                             | I. EZ-Access keypad    |
| C. Printer USB cord                    | J. Audio headphones    |
| D. Printer power cord                  | K. Sip-and-puff device |
| E. Ballot stock                        | L. Power strip         |
| F. UPS back-up power source (optional) | M. Power cord          |
| G. Assistive marking device            |                        |

## 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.



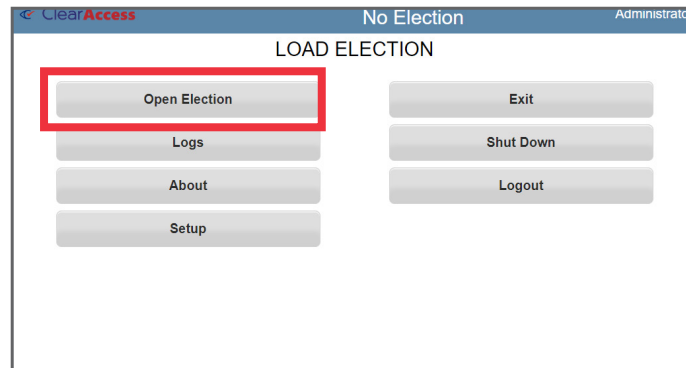
4. Plug in the audio headphones.
5. Unpack the printer from its transport case and position the printer next to the ClearAccess station.
6. Connect the ClearAccess station to the printer using the USB cable provided.
7. Connect the power cords of the ClearAccess station and printer into AC power.

## LOADING AN ELECTION

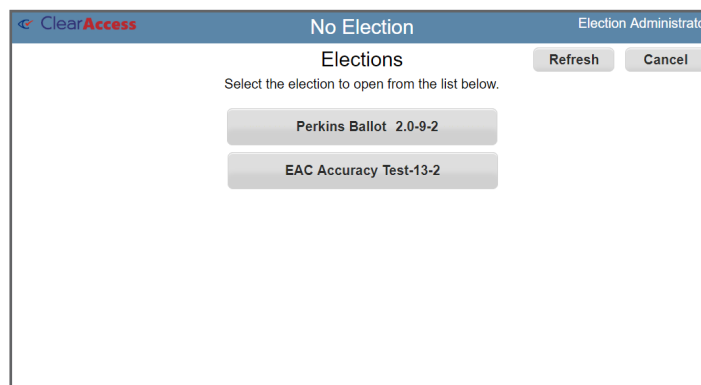
1. Power on the ClearAccess station and the printer.
2. Log in to Windows as the ClearAccess user with the password you have been provided.
3. Insert the USB stick loaded with the ADF into the designated USB port.
4. At login screen, select **Administrator** from the Select Role list (A).
5. Enter the Administrator password you have been provided in the Enter Code field (B).
6. Tap the **OK** button (C).



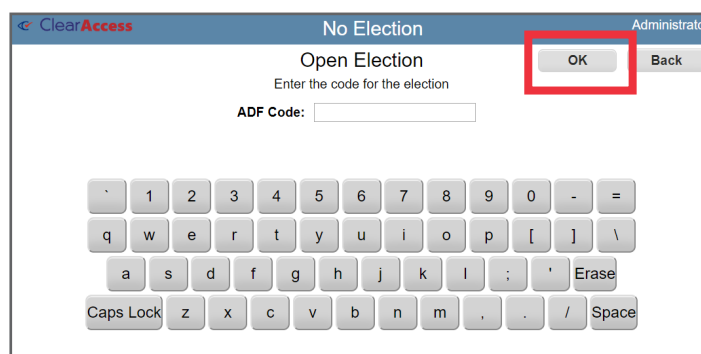
7. In the Load Election menu, tap the **Open Election** button.



8. Select the desired election from the Elections list.



9. Enter the ADF password you have been provided in the Open Election screen, then tap **OK**.





10. If the election has been created with multiple vote center categories, select the applicable category.

ClearAccess No Election Election Administrator

Select Vote Center Category

Please Select the Vote Center Category to use from the list below

Back

Election Day

Early Voting

11. Select the voting location where the ClearAccess station will be used from the Select Vote Center list.

ClearAccess No Election Election Administrator

Select Vote Center

Please Select the Vote Center to use from the list below

Back

NW Suburbs Vote Center 1

Election Day City of Springfield Vote Center

NW Suburbs Vote Center 2

SE Suburbs Vote Center

Far Reaches

12. The Election Preparation menu appears. Remove the USB stick containing the ADF from the ClearAccess USB port.

ClearAccess EAC Accuracy Test: Precinct1 [PRE\_ELECTION] Election Administrator

ELECTION PREPARATION

Test Vote

Set For Election

Change Vote Center

Set Options

Close Election

Ballot Reports

Logs

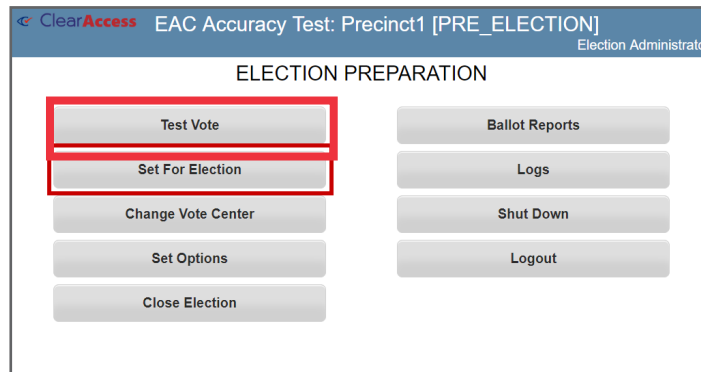
Shut Down

Logout



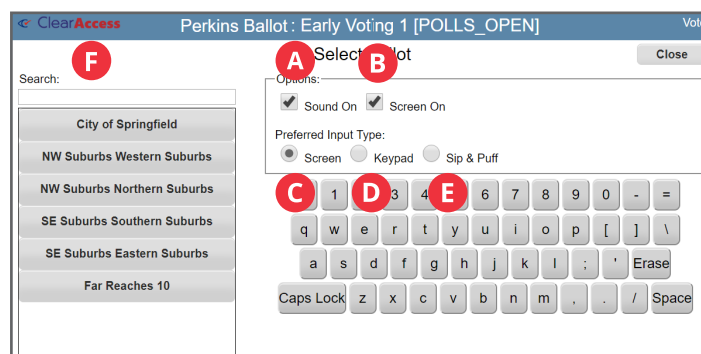
## TESTING

1. In the Election Preparation menu, select **Test Vote**.



The ballot selection screen appears.

2. Select from the visual options:
  - Select the **Sound On** (A) checkbox to play back the audio ballot or deselect if audio is not required.
  - Select the **Screen On** (B) checkbox to display the visual ballot or deselect if a blank screen is required.
3. Select from the input options:
  - Select the **Screen** (C) radio button to allow entry using the tap screen.
  - Select the **Keypad** (D) radio button to allow entry by means of the keypad.
  - Select the **Sip & Puff** (E) radio button 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. Tap the **Vote** button in the confirmation message to vote the test ballot.

ClearAccess Clear County General Election: Clear Ballot Office [POLLS\_C - CIV]

Review and confirm this is the correct ballot information.  
Press Back to select a different ballot. Press Vote to proceed.

Precinct: Precinct 10  
Split: Precinct 10 10  
Party: Non-Partisan  
Ballotset: Standard  
Ballot Style: Ballot 1  
Screen On: True  
Sound On: True  
Input Type: Screen

Vote Back

6. Test all settings and selections to verify proper functioning.

## SETTING FOR ELECTION

1. In the Election Preparation login screen, select the role of Election Administrator (A) and enter the password you were provided in the Enter Code field (B). Then, tap the **OK** button (C).

ClearAccess Perkins Ballot: Early Voting 1 [PRE\_ELECTION]

ELECTION PREPARATION

Please enter the Access Code

Select Role: Election Administrator (A)

Enter Code: (B)

OK (C)

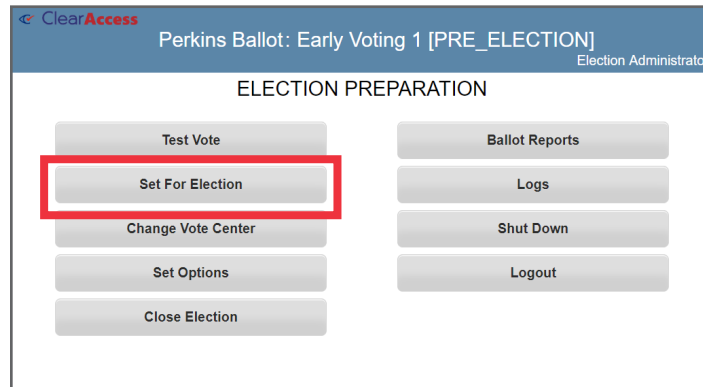
Virtual keyboard layout:

- Row 1: 1, 2, 3, 4, 5, 6, 7, 8, 9, 0, -, =
- Row 2: q, w, e, r, t, y, u, i, o, p, [, ], \
- Row 3: a, s, d, f, g, h, j, k, l, ;, ', Erase
- Row 4: Caps Lock, z, x, c, v, b, n, m, ., /, Space

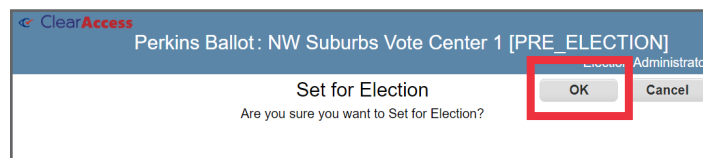




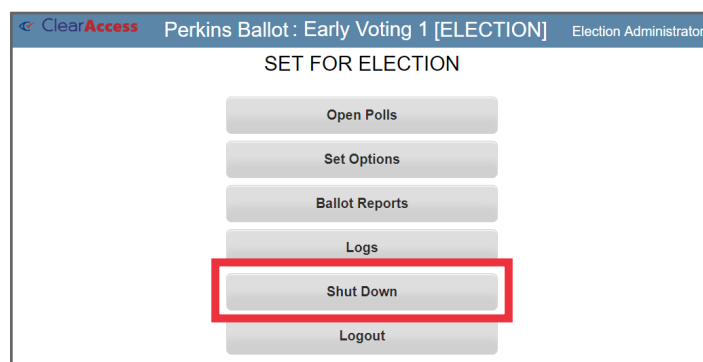
2. In the Election Preparation menu, tap the **Set for Election** button.



3. Tap the **OK** button in the confirmation prompt.



4. The Set for Election menu is now displayed. Tap the **Shut Down** button.



5. Disassemble and pack all components for delivery.