Opening and Closing the Polls on ClearAccess

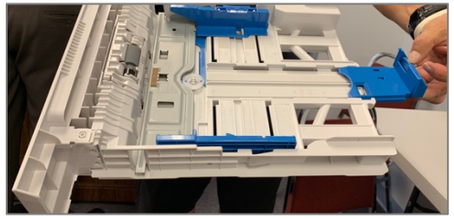
OPENING THE POLLS

1. The touchscreen and printer will be set up on a table.

2. The keypad, headphone cord, printer cable and power cord are attached to the touchscreen.

Plug the touchcscreen power cord into the power outlet or extenstion cord.

3. Completely remove the printer paper tray to load ballot paper. Press down and pull on the blue extender on the end of tray to fit the long paper.



Return the paper tray to the printer.

Plug the printer power cord into the power outlet or extenstion cord.

4. Close the printer tray door.

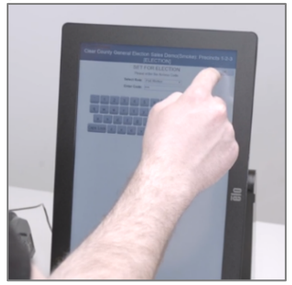
Check that the printer cable from the touchscreen is connected the back of the printer.

Use the button on the front of the printer to turn the printer on.

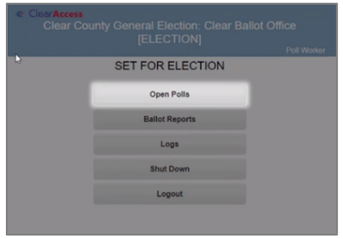
5. Turn on the touchscreen unit by slightly tilting the screen upward and press the power button.

Swipe your finger from the bottom to the top of the screen and enter the password you have been provided to unlock the ClearAccess user.

6. In ClearAccess, enter the password provided to you and tap **OK.**

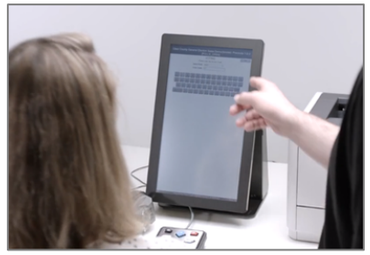


7. Tap Open Polls.



Tap **OK** to complete the poll-opening process.

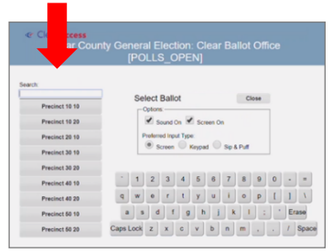
To begin the voting session, accompany the voter to the ClearAccess unit and use the provided password to unlock voting machine and tap **Vote**.



Assist the voter with set-up using the headphones and accessible keypad if necessary.

Choose the input device type the voter wishes.

Select the ballot style from the menu on the left side of the page.



Tap the **Vote** button to begin the voting session.

The voter will use ClearAccess to make their ballot selections and print the marked ballot.

The voted ballot must be scanned by the ClearCast scanner to complete the voting process.

You may assist the voter in transferring the ballot to the scanner.

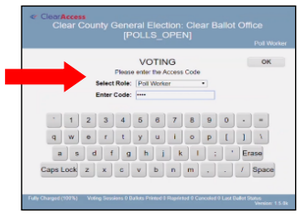
Opening and Closing the Polls on ClearAccess

CLOSING THE POLLS

1. After the last ballot has been scanned through the ClearCast scanner, begin the poll closing process.

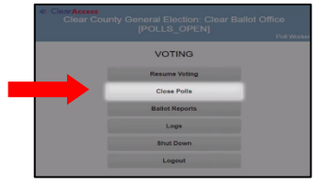
Make sure that all ballots have been scanned before closing the polls.

2. Tap the **Select Role** dropdown menu to select **Poll Worker** and enter the password provided to you by the Election Director.

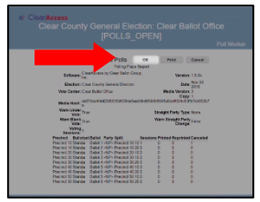


Tap **OK** to continue the poll-closing process.

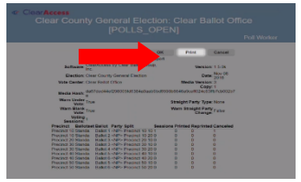
3. Tap the **Close Polls** button.



Tap the **OK** to confirm that you want to close the polls.



4. Tap **Ballot Reports** and tap **Print** to print the ballot reconciliation report to document how many ballots were printed on the ClearAccess ballot marking device.

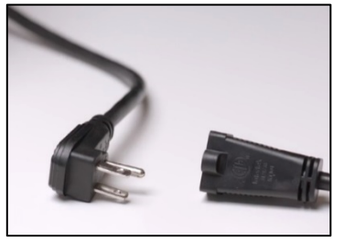


Remember to add the number of ballots printed by ClearAccess to the number of ballots issued to balance the number of ballots on the ClearCast scanner. Tap **OK.**

5. Tap **Shut Down** on the Post Election menu.

Tap **OK** to complete the poll-closing process.

6. Unplug the touchscreen and printer power cords from the power source.



Disconnect the printer cable from the printer.

7. Remove the paper from the printer tray.

Close the tray extender.

Return the tray to the printer.

8. The ClearAccess hardware will be packed and picked up by County personnel.