



OPENING THE POLLS

1. The ClearCast scanner will be set up on a table and ready to plug in and turn on.



2. Lift the lid/screen on the top of the scanner.

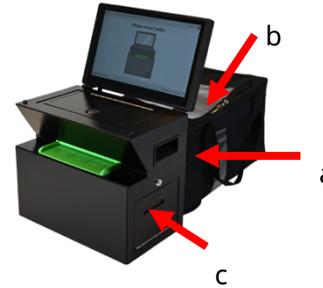


Plug the power cord into the power outlet or extension cord. Listen for a single beep.

ClearCast will automatically print a Power On Report

The ballot bag will be set up and attached to the ClearCast scanner with tamper evident seals.

3. Make a note of the four seal numbers and compare them to the numbers provided on your paperwork.



- a. There is one seal on each side of the ballot bag that secures the bag to the scanner.
- b. There is a third seal on the top of the bag that secures the zipper.
- c. A fourth seal is a "tape seal" that secures the printer cover door on the right side of the ClearCast scanner.

4. Tap **Log In** on the ClearCast screen.



Enter your password on the screen and tap **Submit**



5. Tap **Open Polls** on the screen.

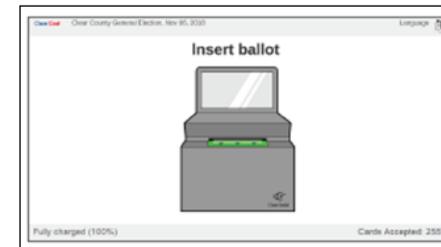


6. The Zero Totals Tape will automatically print.



7. Confirm the name of your precinct and that zero votes are displayed for each candidate. Remove and sign the Open/Zero report and fill out the Cert. of Examination. Store the signed tape and Cert. with your election paperwork.

8. Tap the **Start Voting** button to begin voting. Voting can begin at the scheduled opening time.



The battery charge and the public counter (number of ballots tabulated) is displayed on the ClearCast screen at all times.

A voted ballot can be inserted into ClearCast in any direction.



When a voted ballot is tabulated, a confirmation to the voter is displayed.

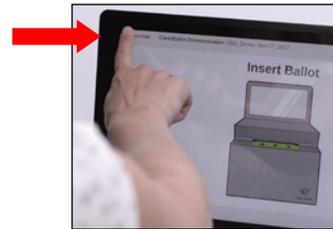


CLOSING THE POLLS

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



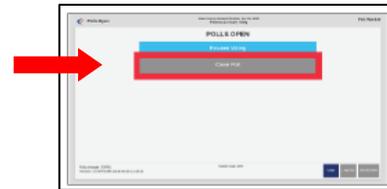
2. Tap the ClearCast button in the upper left corner of the screen.



The Voting Suspended report tape will print automatically.

Enter the password provided by your Election Administrator and tap **Submit**

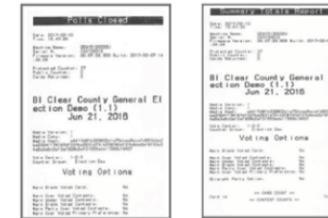
3. Tap the **Close polls** button.



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

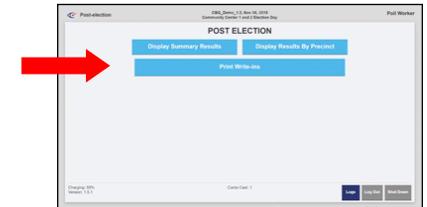


4. The Post-election screen will appear, and the required number of results tapes will print automatically.



Remove and separate the copies. Sign the results tapes.

5. On the Post-election screen, tap the **Print write-ins** button. You will need to press the button 3xs to print (3) write-in tapes.



This report will print images of each write-in vote cast.

6. After you have finished printing the reports, tap the **Log Out** button in the lower right corner of the screen.



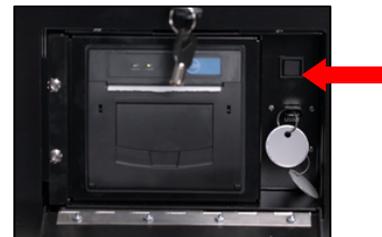
Tap the **Shut Down** button in the lower right corner of the screen. The ClearCast machine will turn off automatically. Tap **Submit** to confirm.

7. Remove the ballot bag. Verify and break the tamper-evident seals that secure the bag to the scanner. Detach the bag from the scanner.



Zip, close and seal the ballot path opening with a new tamper-evident seal.

8. The Judge will use the ClearCast key to unlock and open the side door on the right side of the scanner. Remove and secure both of the USB drives located in the printer compartment on the right side of the scanner.



Place both drives in the orange bag to be returned to the Election Office.

9. Close and re-lock the printer cover door. Store the key and the USB as instructed by the Election Director.

Lower the touchscreen on the ClearCast scanner.



Unplug the scanner from the power outlet or extension cord.

10. The ClearCast scanner will be picked up by County personnel.

Return the machine tapes and USB drives to the Election Office.