

# How to Calibrate the ClearCast Scanner

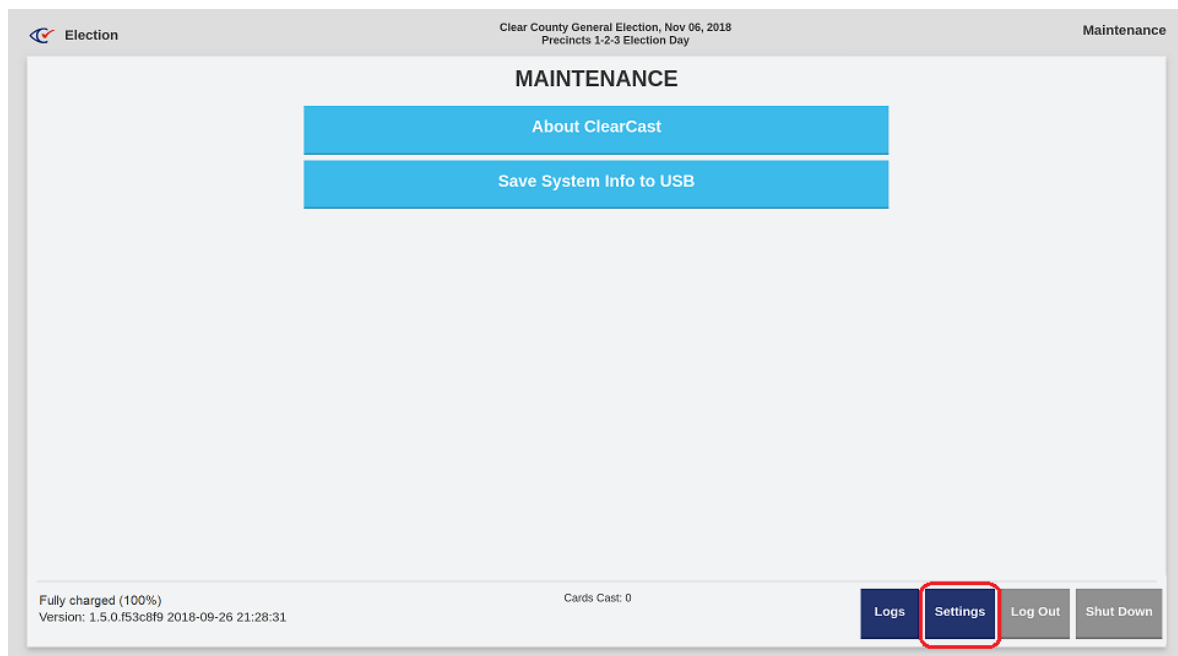


To calibrate correctly, you will need a blank sheet of ballot stock that measures 8.5"x11" or longer **and** matches exactly the ballot stock and weight of the printed ballots you will use in the upcoming election.

Once your ClearCast unit is calibrated to your precise ballot stock and weight, you will not need to repeat calibration unless you change ballot stock and weight used in future elections. There are other special circumstances that may require subsequent calibration so if you have questions about when to calibrate in the future, contact us at [support@clearballot.com](mailto:support@clearballot.com) for assistance.

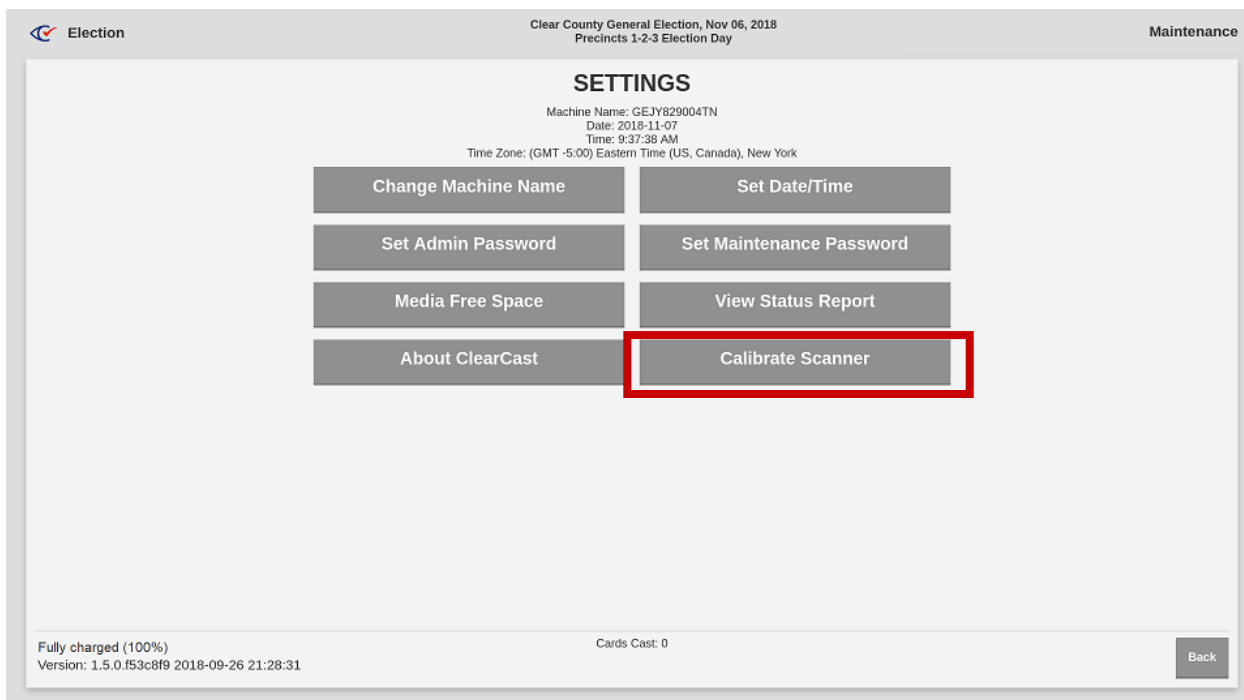
## Calibration Instructions

1. Log in to the voting station with the maintenance role and tap the **Settings** button

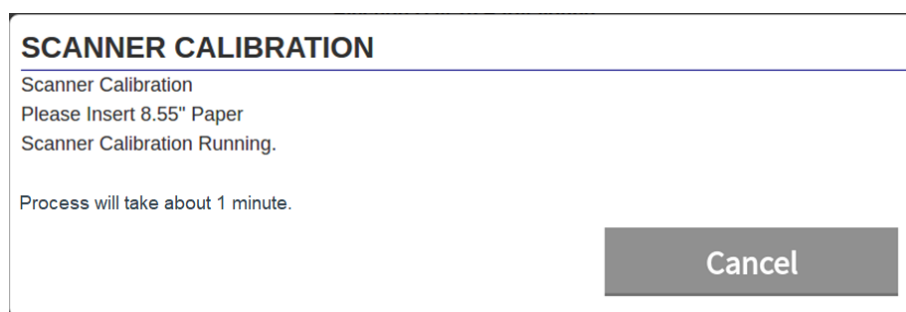




2. On the **Settings** screen, tap the **Calibrate Scanner** button.



3. When the Scanner Calibration prompt appears, feed a blank 8.5"x11" or longer sheet of ballot stock into the input tray. Be sure to use the same stock and weight as your printed ballot stock and weight.



4. When the scanner has been calibrated, the Settings screen reappears.
5. Tap the **Back** button to return to the Maintenance screen.