ClearCast Election Day Training Guide
Poll Workers

## CONTENTS

PURPOSE

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

AUDIENCE

This document is intended for poll workers who are responsible for setting up and using the ClearCast tabulator during the election, as well as trainers of this role.
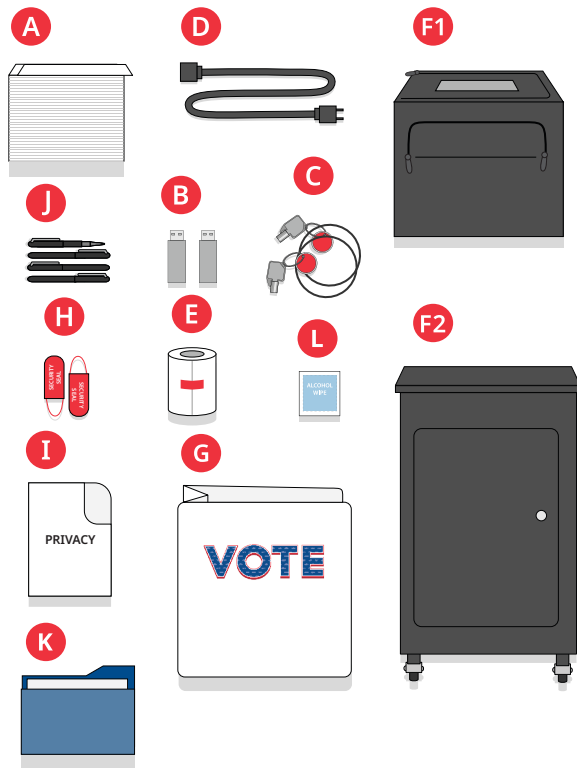
SUPPLIES

Ensure that you have the following supplies.

A. Ballots

B. Spare USB sticks (if applicable)

C. Keys and key wristbands

D. Extension cord

E. Spare paper roll

F. Collapsible ballot bags (1) or boxes (2)

G. Voting screens

H. Security seals

I. Secrecy sleeves

J. Ballot-marking instruments

K. Forms

L. Alcohol wipes

OPENING THE POLLS

1. Unpack and set up the ClearCast tabulator and collapsible ballot bag on a suitable table, or the ClearCast tabulator on the collapsible ballot box.

> **NOTE:**
> Detailed instructions for setting up the ClearCast tabulator and the collapsible ballot box are available in the *1.5 ClearCast Poll Worker Guide*.

2. Check to make sure the ClearCast tabulator printer is loaded with sufficient paper, with the leading edge feeding through the compartment door slot.


3. Plug the power cord into a wall outlet. (If an extension cord is required, it should be a heavy-duty type.)

4. The ClearCast tabulator turns on automatically when plugged into AC power, and the Power On report prints automatically.
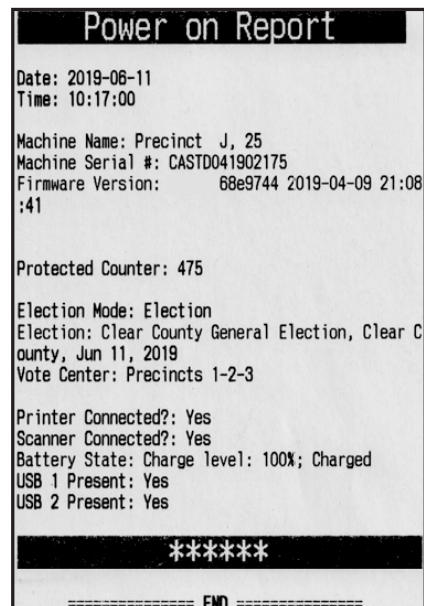
At the top of the screen you should see election information for the current election. If you see "No Election" contact your supervisor as the ClearCast tabulator is not configured for the election.
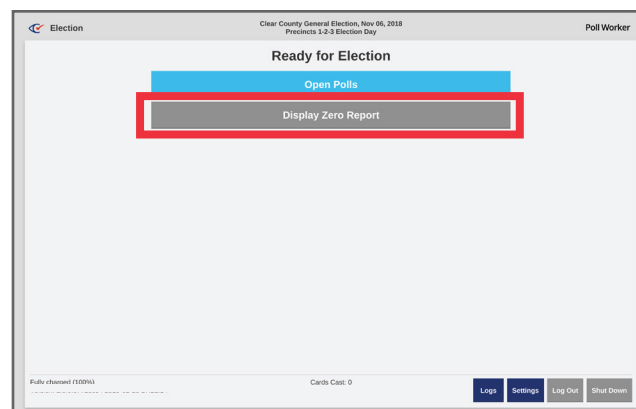
5. On the ClearCast tabulator touchscreen, tap **Log In**.
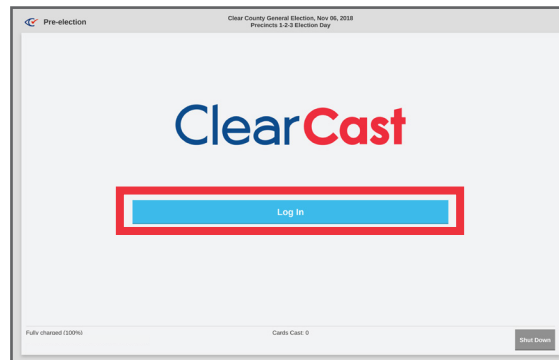
6. Select the **System Administrator** tab (A), enter the password in the "Enter your password" field (B), then tap the **Submit** button (C).
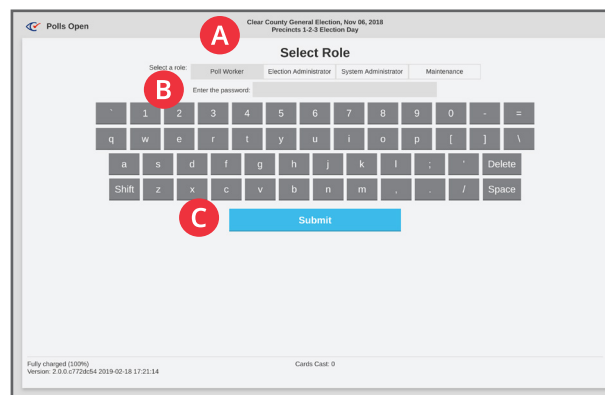
7. Tap the **Display Zero Report** button.

8. Scroll through the contents of the Totals Report to ensure that all contests show zero results. Secure and/or display the Zero Totals report(s) according to your jurisdiction's guidelines: Print the zero totals report by touching the **Print** (B) button or tap **Close** (A) to return to the Ready for Election screen.

Totals Report

CARD COUNT

Card Id	Count
No Cards Cast	0

CONTEST COUNTS

President of the Unified States (cross-voting)

OPTIONS:
Vote for: 1
Warn Overvotes:............................... Yes
Warn Undervotes: Yes
Warn Blank Votes:............................. Yes

CHOICES:	COUNT
Samuel Brussels.................................	0
Henessy Walkerton	0
Martinia Lopez..................................	0

(A) Close   **(B)** Print

9. Tap the **Open Polls** button.

Election	Clear County General Election, Nov 06, 2018 Precincts 1-2-3 Election Day	Poll Worker

Ready for Election

Open Polls

Display Zero Report

Fully charged (100%)   Cards Cast: 0   Logs Settings Log Out Shut Down

10. The Polls Opened report prints automatically (see top of next page).

```
            Polls Opened
Date: 2019-06-11
Time: 10:18:07

Machine Name:     Precinct J, 25
Serial #:         CASTD041902175
Firmware Version:
8:41

Protected Counter: 475
Public Counter:    0
Cards Returned:    0

Clear County
Clear County General Election
Jun 11, 2019
Ballot Definition File Version: 2

Media Version:
Media Copy:
Media Hash:      d601cdbc1147d509add14ed6ec59d0a17
6042904cef79ac03e6689b08267cc10

Vote Center:   Precincts 1-2-3
Counter Group:  Election Day

Default Device Settings
Warn Blank Voted Card:          Yes
Warn Overvoted Contests:        Yes
Warn Undervoted Contests:       Yes
Warn Blank Voted Contests:      Yes
Warn SParty Overvoted Contests: Yes
Warn Overvoted Primary Pref.:   Yes
Straight Party Option:          Yes
Straight Party Type:            Exclusive
============== END ==============
```
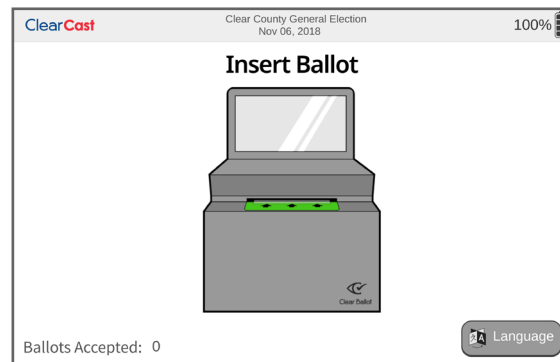
VOTING

The ClearCast tabulator is now in Polls Open mode.

1. Tap the **Start Voting** button to begin voting.

2. A Voting Started report prints automatically.


```
            Voting Started
Date: 2019-06-11
Time: 10:19:04

Machine Name:     Precinct J, 25
Serial #:         CASTD041902175
Firmware Version:
8:41

Protected Counter: 475
Public Counter:    0
Cards Returned:    0

Clear County
Clear County General Election
Jun 11, 2019
Ballot Definition File Version: 2

Media Version:
Media Copy:
Media Hash:      d601cdbc1147d509add14ed6ec59d0a17
6042904cef79ac03e6689b08267cc10

Vote Center:   Precincts 1-2-3
Counter Group:  Election Day

Default Device Settings
Warn Blank Voted Card:          Yes
Warn Overvoted Contests:        Yes
Warn Undervoted Contests:       Yes
Warn Blank Voted Contests:      Yes
Warn SParty Overvoted Contests: Yes
Warn Overvoted Primary Pref.:   Yes
Straight Party Option:          Yes
Straight Party Type:            Exclusive
============== END ==============
```

3. The ClearCast tabulator touchscreen displays the ballot insertion prompt, and voters may insert their ballot.

4. After a ballot is inserted, the below screen is displayed.
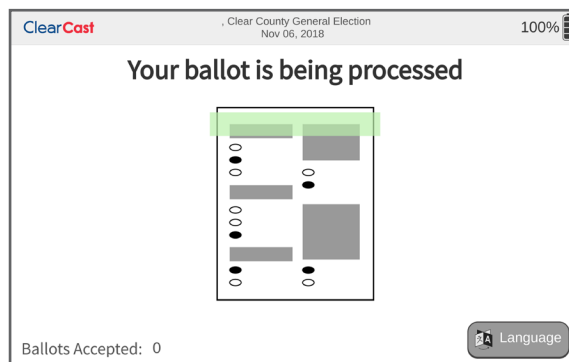
5. The following confirmation message appears when the ballot has been cast.

BALLOT HANDLING DURING SCANNING

When voters insert their ballots into the ClearCast tabulator, they may be advised of various circumstances that require their attention if the ballot definition file (BDF) for the election was optionally configured to do so. An example of one of these is shown below.
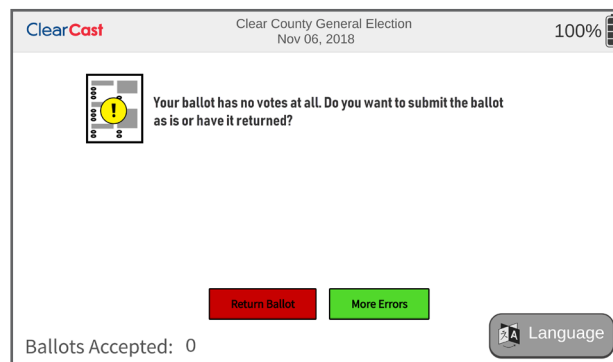
The circumstances that may produce such messages include the following:

OVERVOTES

- The number of candidates or choices selected in a contest exceeds the number to vote for.

- All non-overvoted contests on the ballot will be counted.

- Any uncorrected overvoted contest will be assigned zero votes.

UNDERVOTES

- An undervote occurs when fewer candidates or choices than the number to vote for have been selected in a contest.

- An undervote in a contest does not affect other selections in that contest.

BLANK CONTEST

- A blank contest occurs when no candidates or choices have been selected in a contest.

BLANK-VOTED CARD

- A blank voted card occurs when no candidates or choices have been selected on an entire ballot card.

PRIMARY PARTY CROSSOVER VOTES (NOT APPLICABLE IN ALL JURISDICTIONS)

- A primary party crossover vote occurs when the voter crosses party lines on an open primary ballot.

PRIMARY PREFERENCE OVERVOTES (NOT APPLICABLE IN ALL JURISDICTIONS)

- A primary preference overvote occurs when more than one party is selected in a primary preference contest in an open primary election.

STRAIGHT PARTY OVERVOTES (NOT APPLICABLE IN ALL JURISDICTIONS)

- A straight party overvote occurs when more than one party is selected in a straight party contest.

UNREADABLE BALLOT

- The tabulator may not be able to process a ballot if its control marks or the paper the ballot is printed on have been damaged or compromised.

- A ballot damaged in this manner typically must be either replaced or manually adjudicated.

When the above circumstances are encountered, and if the Ballot Definition File (BDF) for the election has been configured to do so, the voter is given the option to continue with the same ballot, remark the ballot, or mark an alternative ballot.
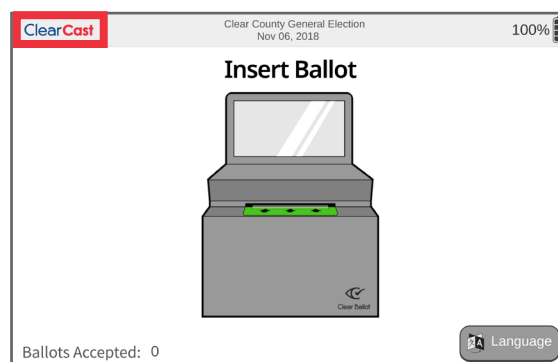
- To submit the ballot as is, the voter may tap the **Submit Ballot** button (A).

- To return the ballot to remedy the given circumstance, the voter may tap the **Return Ballot** button (B).
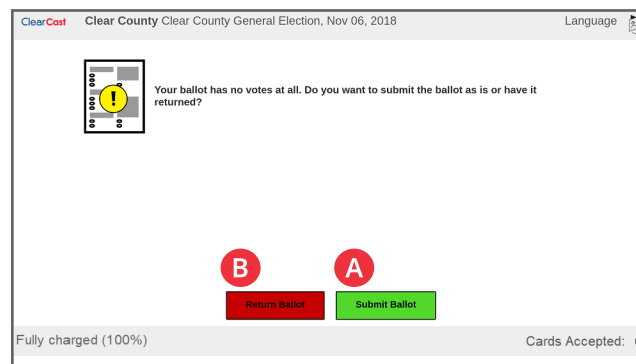
SUSPEND AND RESUME VOTING

> *NOTE*
> Suspending ballot casting does not close the polls. Only close the polls at the end of official voting on Election Day.

1. Tap ClearCast logo in the upper left corner of the touch-screen.

2.   The Voting Suspended report prints automatically.

The login menu is displayed.

3.   Log in as Poll Worker.

The Polls Status screen is displayed.

> **NOTE**
> At this point, it is possible to resume voting if necessary. Select **Resume Voting** to vote again.

CLOSING THE POLL

1. When you are ready to close the polls, tap **Close Polls**.

> **NOTE**
> Only close the polls at the end of the election after all votes have been cast. An Election Administrator is required to reopen the polls.

2. Tap **OK** in the confirmation prompt.

3. The Polls Closed status report and Totals Report (if pro-grammed to do so) print automatically.

4. When reports have finished printing, secure and/or display the report(s) according to your jurisdiction's guidelines.
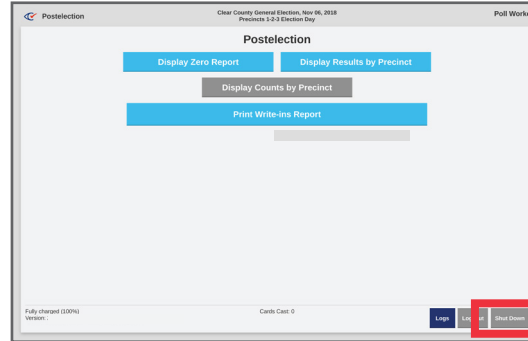
The Post-Election menu is now displayed.

5. Tap Display Zero Report to display and print results reports (A) or print Write-in reports (B), if necessary.

6. To turn off the ClearCast tabulator, tap the **Shut Down** button in the lower right corner of the touchscreen.

7. Follow your local jurisdiction's procedures for end of election close-out. These may include:

   • Verify and remove the tamper-evident seals that attach the ballot bag to the voting station.

   • Log and secure the ballot bag.

   • Remove the two USB drives and all printed reports and secure them according to your jurisdiction's policies.

   • Unplug the voting station.

   • Ensure that all compartment doors are closed, locked and sealed.

   • Secure the voting station keys.

   • Lower the touchscreen.

   • Repack the voting station and associated supplies into the carrying case.

   • Perform ballot reconciliation.

   • Disassemble and repack the ClearCast tabulator and secure the ballot box for delivery to the election office.

CHECKLISTS

SUPPLIES

- ☐ Ballots
- ☐ Spare USB sticks (if applicable)
- ☐ Keys
- ☐ Key wristbands
- ☐ Extension cord
- ☐ Spare paper roll
- ☐ Ballot box(es)
- ☐ Voting screens
- ☐ Seals
- ☐ Secrecy sleeves
- ☐ Scissors (to break seals)
- ☐ Ballot Marking instruments
- ☐ Forms
- ☐ Alcohol Wipes

OPENING THE POLL

- ☐ Unpack and set up the ClearCast tabulator and collapsible ballot box on a suitable table.
- ☐ Plug the power cord into a wall outlet. (If an extension cord is required, it should be a heavy-duty type)
- ☐ The ClearCast tabulator turns on automatically on when plugged into AC power, and the Power On Report prints automatically.
- ☐ On the ClearCast tabulator touchscreen, tap **Log In**.
- ☐ On the password entry screen, tap the tab for your role: **Poll Worker**.
- ☐ Enter the password issued to you and tap **Submit**.
- ☐ Tap the **Open Poll** button.
- ☐ If configured to do so in ClearDesign, The Zero Totals report prints automatically. The number of copies automatically printed is also configured in ClearDesign.
- ☐ Scroll through the contents of the Zero Totals report to ensure that all contests show zero results. Tap **Print** if necessary.

> **NOTE**
>
> If the election is not configured to print the Zero Totals report automatically, then tap the **Display Zero Report** button to print the report now.

- ☐ Check to make sure the ClearCast tabulator printer is loaded with sufficient paper, with the leading edge feeding through the compartment door slot.
- ☐ Tap **Print** to print the report.

☐   Secure and/or display the Zero Totals report(s) according to your jurisdiction's guidelines.

☐   Tap the **Close** button in the report display window. The Ready for Election menu is displayed.

☐   Tap the **Open Poll** button.

☐   The Polls Opened status report is prints automatically

☐   The ClearCast tabulator is now in Polls Open mode. Tap the **Start Voting** button

☐   A Voting Started report prints automatically.

☐   The ClearCast tabulator touchscreen will display the ballot insertion prompt, and voters may insert their completed ballot card(s).

SUSPENDING AND RESUMING VOTING

☐   Tap the ClearCast logo in the upper left corner of the ClearCast tabulator touchscreen.

☐   The Voting Suspended report is automatically printed.

☐   The Polls Status menu is redisplayed.

☐   At this point, it is possible to resume voting if necessary.

CLOSING THE POLL

☐   Only close the poll at the conclusion of an election after all votes have been cast.

☐   If you are ready to close the polls, tap **Close Poll**.

☐   Tap **OK** in the confirmation prompt.

☐   The Polls Closed status report and if programmed in the Ballot Definition File (BDF) for the election to do so, a Summary Totals Report print automatically.

☐   When reports have finished printing, secure and/or display the report(s) according to your jurisdiction's guidelines.

☐   The Postelection menu is now displayed.

☐   Display and print results reports or print write-in reports, if necessary.

☐   To turn off the ClearCast tabulator, tap the **Shutdown** button in the lower right corner of the touchscreen

☐   Unlock and open the printer compartment to remove the USB sticks for delivery to the election office.

☐   Disassemble and repack the ClearCast tabulator and secure the ballot box for delivery to the election office.