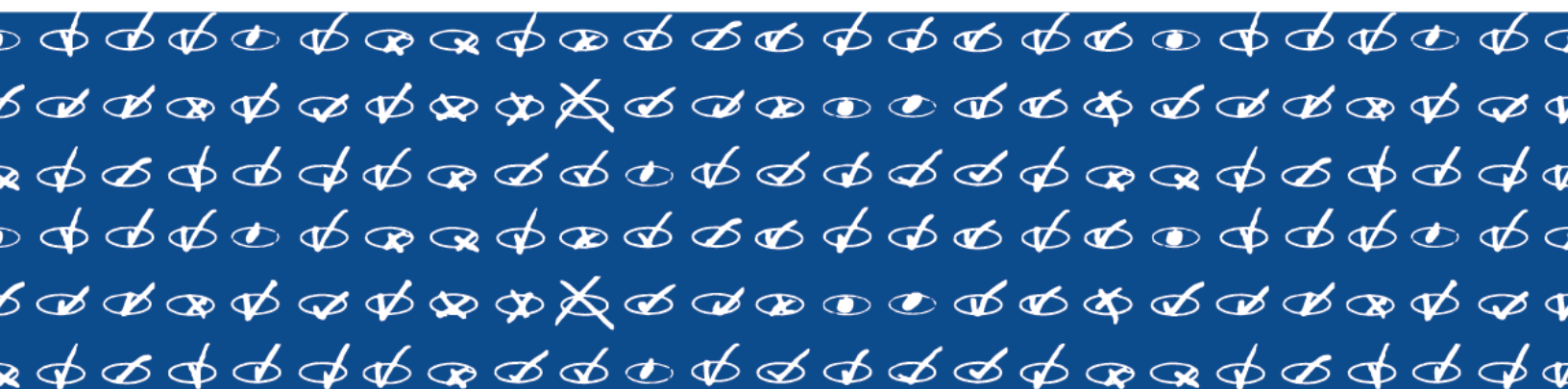


# ClearCast Pre-Election Day Training Guide

*Election Officials and Maintenance*





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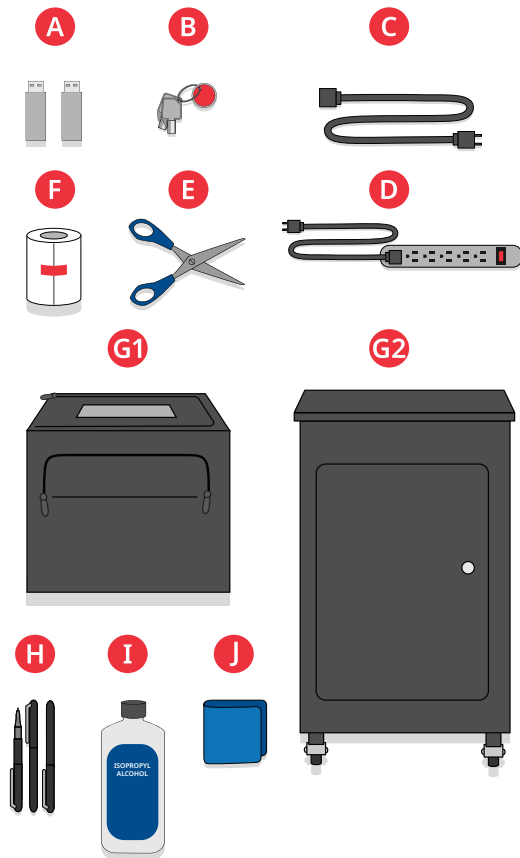
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## PURPOSE

The purpose of this document is to provide instructions for election officials and maintenance workers using the ClearCast tabulator before periods of official voting. A more in-depth look at ClearCast can be found in the *ClearCast 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 AND SETUP

Ensure that you have the following supplies.

- A. Two USB media sticks:
  - One with ballot definition file (BDF)
  - One that is blank/formatted (FAT32)
- B. Keys for ClearCast tabulator compartments
- C. Power cord
- D. Extension cord or power strip (if required)
- E. Scissors
- F. Spare printer paper roll
- G. Collapsible ballot box (1) or bag (2)
- H. Ballot marking instruments
- I. One bottle isopropyl alcohol
- J. One microfiber cloth or cleaning glove

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





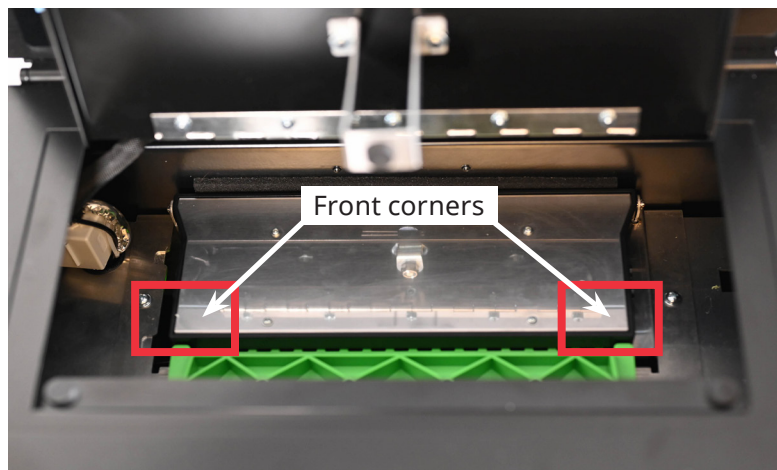
## CLEANING THE SCANNER

Every 2,000 cards processed by the scanner, the two strips of glass at the top and bottom of the scanner should be cleaned with a lint-free cloth.

### **WARNING**

Never blow canned air into the ClearCast tabulator.

1. Lift the touchscreen.
2. Unlock and open the scanner hatch.
3. Carefully grasp the front corners of the scanner lid, and lift.

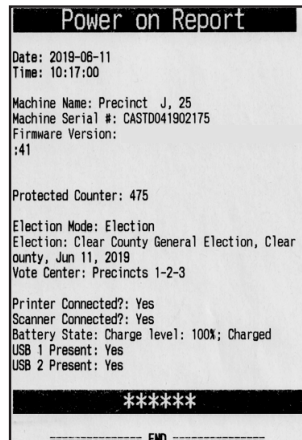


4. Locate the glass plates inside the scanner engine and clean them with the lint-free cloth.
5. If paper dust or other debris is visible in the scan engine, the engine should also be wiped out with a lint-free cloth.
6. Locate the scanner rollers. Moisten a lint-free cloth with isopropyl alcohol and gently wipe the rollers.
7. Once the rollers have been cleaned, close the scanner lid.
8. Gently press both front corners of the scanner lid so that it clicks shut.
9. Close and lock the scanner hatch.



## TURNING ON THE TABULATOR

1. Plug the power cord into the back of the ClearCast tabulator and into an AC power source.
2. The ClearCast tabulator powers on when plugged into AC power. The Power On report prints.

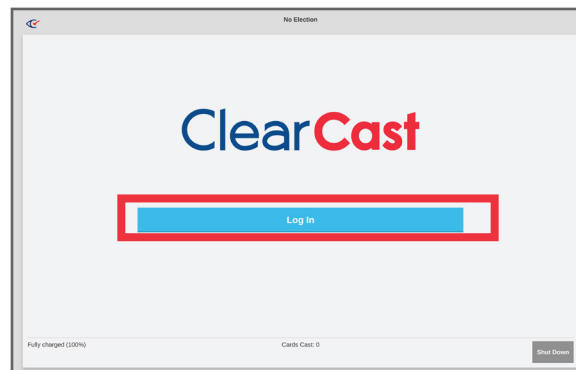


## CALIBRATING THE SCANNER

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

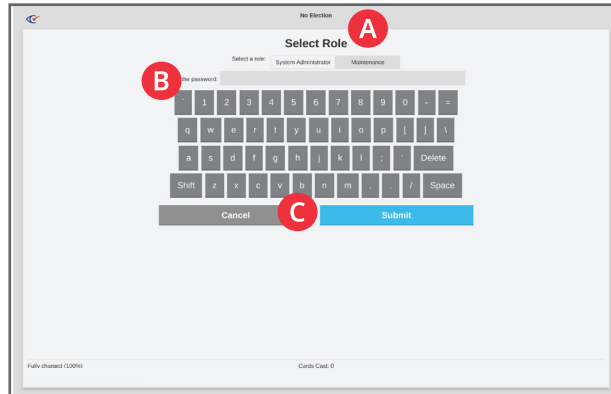
Once your ClearCast unit is calibrated to your precise ballot stock and weight, you will not need to repeat calibration unless you change ballot stock and weight used in future elections. There are other special circumstances that may require subsequent calibration so if you have questions about when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

1. At the Log In page, tap the **Log In** button.

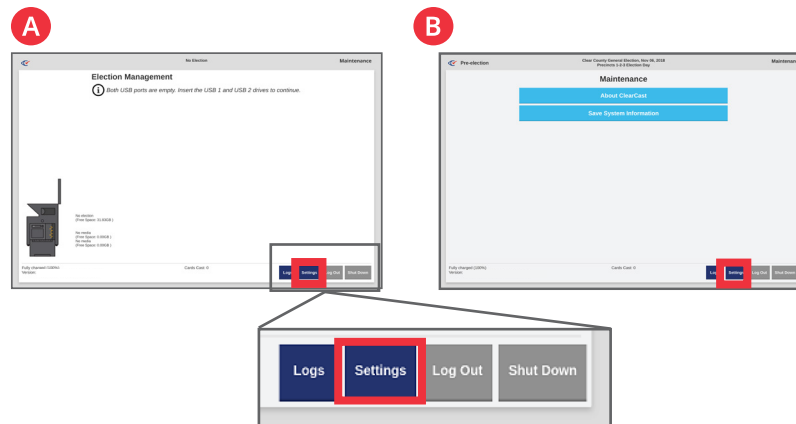




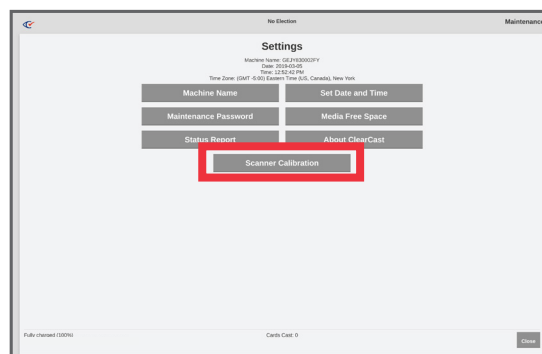
2. Select the **Maintenance** tab (A), enter the password in the “Enter your password” field (B), then tap the **Submit** button (C).



3. If USB media sticks have not yet been installed, the Election Recovery screen appears (A). If USB media sticks have been installed and an election loaded, the Pre-Election screen appears (B). In either case, tap the **Settings** button.

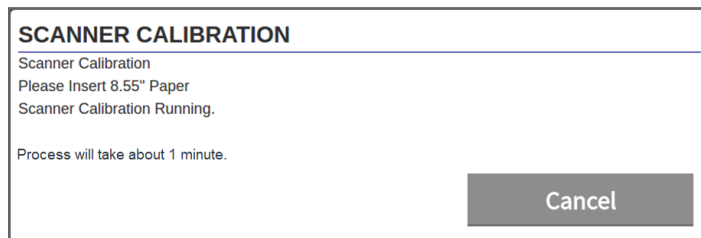


4. On the Settings screen, tap the **Scanner Calibration** button.





5. When the Scanner Calibration prompt appears, feed the scanner calibration card into the voting station's input tray.



When the scanner has been calibrated, the Settings screen reappears.

6. Tap the **Close** button to return to the Maintenance screen.



## UPDATING PASSWORDS

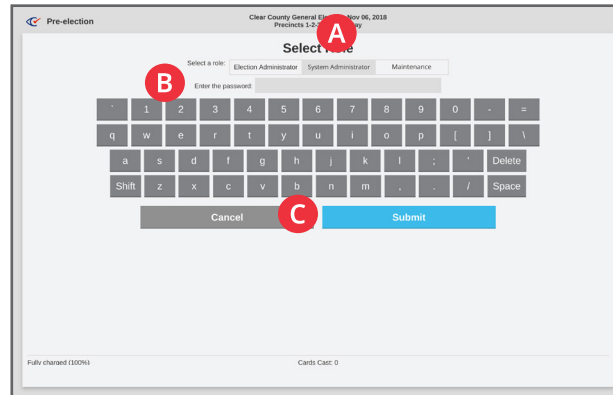
Prior to an election, the Maintenance and System Administrator passwords can be updated.

· **NOTE** ······  
· There are no passwords established on new tabulators.  
· ······

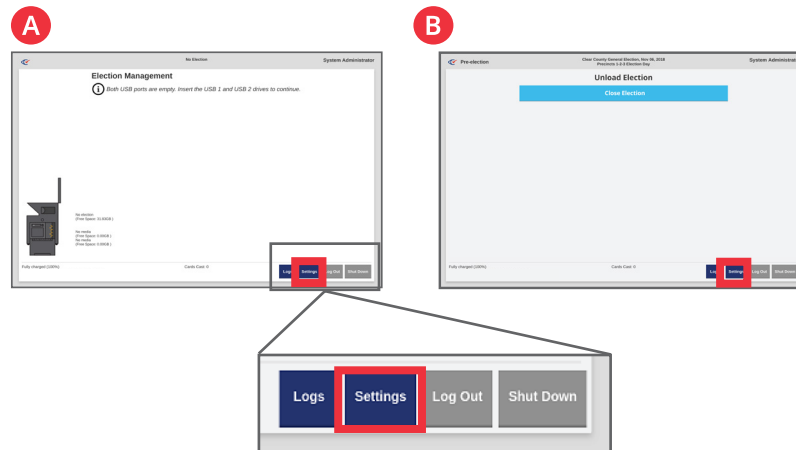
1. At the Log In page, tap the **Log In** button.



2. Select the **System Administrator** tab (A), enter the password in the “Enter your password” field (B), then tap the **Submit** button (C).



3. If USB media sticks have not yet been installed, the Election Recovery screen appears (A). If USB media sticks have been installed and an election loaded, the Pre-Election screen appears (B). In either case, tap the **Settings** button.



The Settings menu is displayed.





4. Tap the **System Administrator Password** button in the Settings menu.

The screenshot shows the 'Settings' screen of the 'System Administrator' interface. At the top, it says 'No Election' and 'System Administrator'. Below this, the title 'Settings' is centered. Underneath, there is a small block of text: 'Machine Name: GLEJ783002FY', 'Date: 2018-05-27', 'Time: 1:32:11 PM', and 'Time Zone: (GMT -5:00) Eastern Time (US, Canada), New York'. Below this text are six buttons arranged in a 3x2 grid: 'Machine Name', 'Set Date and Time', 'System Administrator Password' (highlighted with a red box), 'Maintenance Password', 'Media Free Space', and 'Status Report'. At the bottom of the screen, there is a status bar with 'Fully charged (100%)', 'Cards Cast: 0', and a 'Close' button.

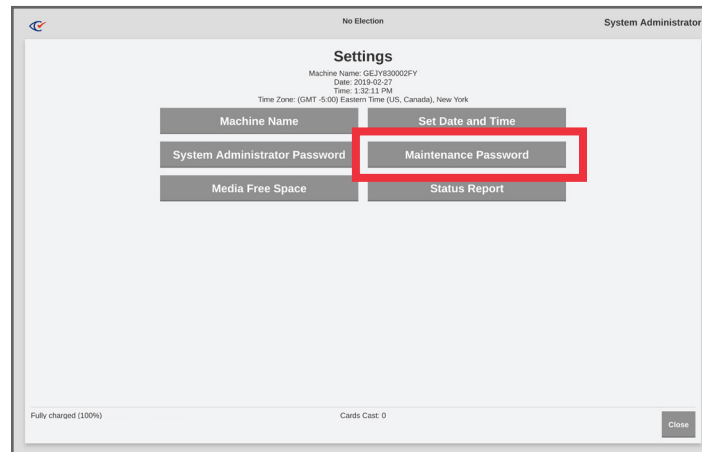
5. Enter the current System Administrator password in the Current Password field (A). Then, enter the new password in the New Password field (B) and again in the Confirm password field (C). Tap the **Save Password** button (D).

The screenshot shows the 'System Administrator Password' screen. At the top, it says 'Pre-election' and 'Clear County General Election, Nov 06, 2018'. Below this, the title 'System Administrator Password' is centered. Underneath, there are three password fields: 'Current Password:', 'New Password:', and 'Confirm Password:'. Each field is followed by a red circle with a letter: 'A' for Current Password, 'B' for New Password, and 'C' for Confirm Password. Below the password fields is a numeric keypad and a QWERTY keyboard. At the bottom of the screen, there is a blue button labeled 'Save Password' with a red circle 'D' next to it. At the bottom of the screen, there is a status bar with 'Fully charged (100%)', 'Cards Cast: 0', and a 'Close' button.

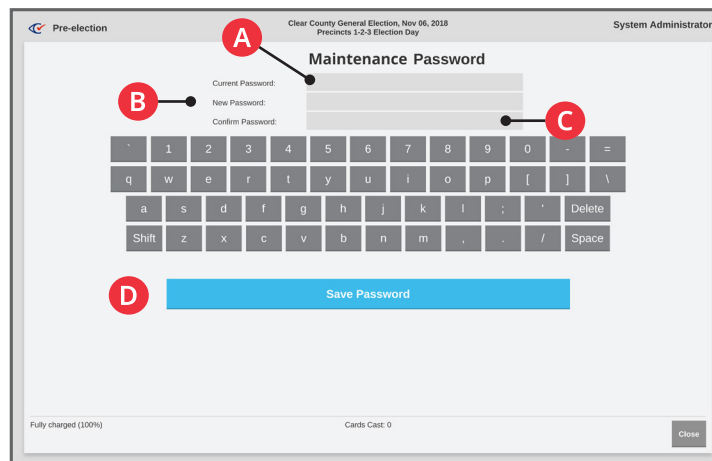
The Settings menu is displayed.



6. To change the Maintenance password, tap the **Maintenance Password** button in the Settings menu.



7. Enter the current Maintenance password in the Current Password field (A). Then, enter the new password in the New Password field (B) and again in the Confirm password field (C). Tap the **Save Password** button (D).



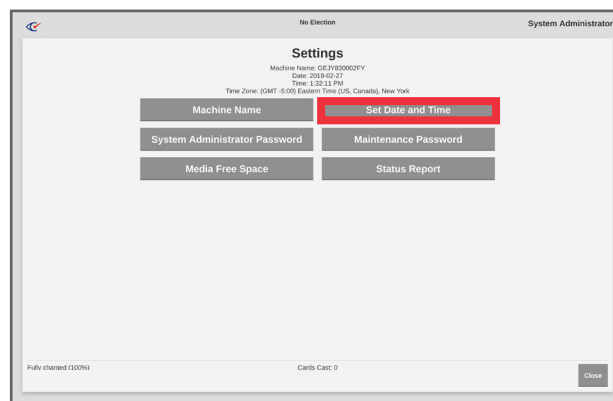
The Maintenance password has now been changed, and the Settings menu is displayed.



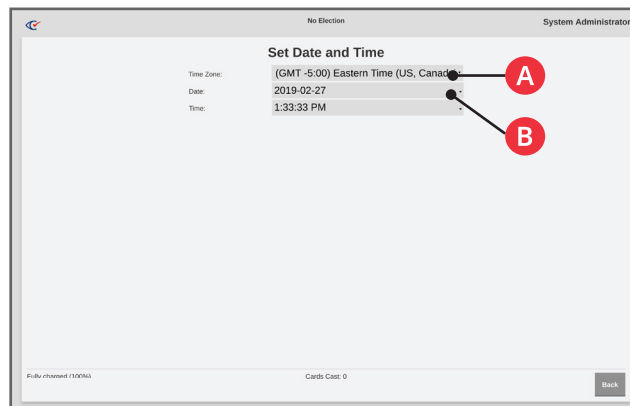
## SETTING THE DATE AND TIME

The ClearCast tabulator date and time settings should be set for the expected location and date of the election.

**NOTE**.....  
The tabulator should be configured for daylight savings time if it will be in effect when the election is held.



1. Tap the **Set Date and Time** button in the Settings menu. The Set Date and Time screen is displayed.
2. If the currently displayed time zone is not correct, tap the **Time Zone** field and choose the correct time zone from the list (A).
3. If the current date is not correct, tap the **Date** field (B).





- The date definition window display allows the month, day and year to be changed using the + and – buttons provided for each component. Adjust the day, month and year as required, then tap the **Set Date** button to save the updated date.

Thursday, November 8, 2018

+ + +

11 8 2018

- - -

Set Date

Cancel

The Set Date and Time screen is displayed.

- If the current time displayed is not correct, tap the **Time** field.

System Administrator

No Election

Set Date and Time

Time Zone: (GMT -5:00) Eastern Time (US, Canada)

Date: 2019-02-27

Time: 1:33:33 PM

Fully charged (100%) Cards Cast: 0

Back

- The time definition window display allows the hour, minute and AM/PM status to be changed using the + and – buttons provided for each component. Adjust the hour, minute and AM/PM status as required, then tap the **Set Time** button to save the updated time.

+ + +

5 44 PM

- - -

Set Time

Cancel



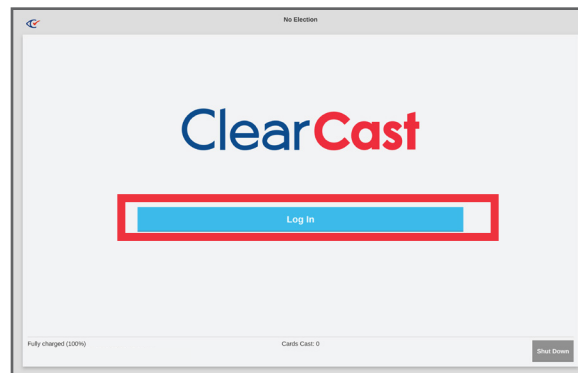
The Settings menu is displayed.

7. Tap the **Back** button to return to the Settings screen.



## LOAD THE ELECTION

1. Insert a USB stick with the Ballot Definition File (BDF) in to one of the available USB ports in the printer compartment, and a blank USB stick in the other.
2. Tap the **Log In** button on the log in screen.





3. Select the **System Administrator** tab (A), enter the password in the “Enter your password” field (B), then tap the **Submit** button (C).

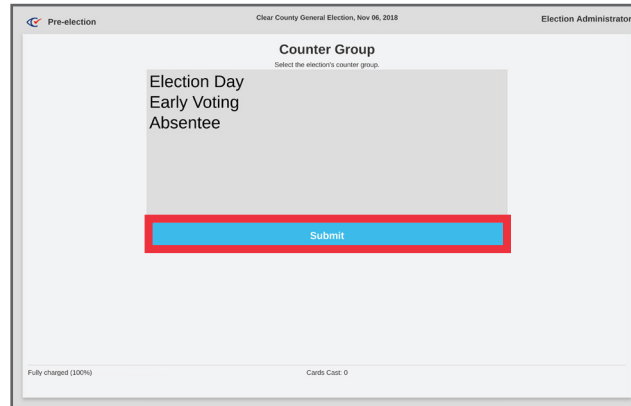
4. Tap the appropriate election on the Load Election screen.

The Election Password screen appears.

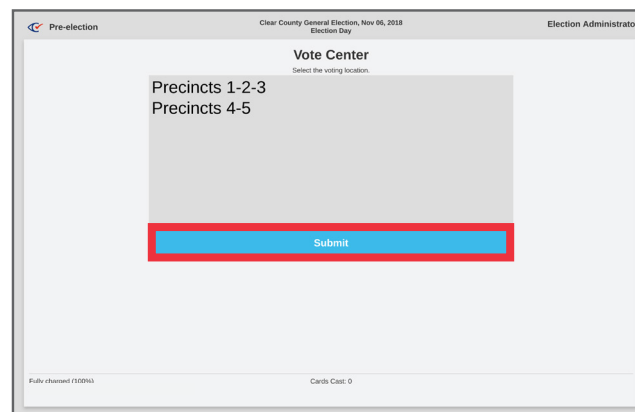
5. Insert the election password in the password field (A), then tap the **Submit** button (B).



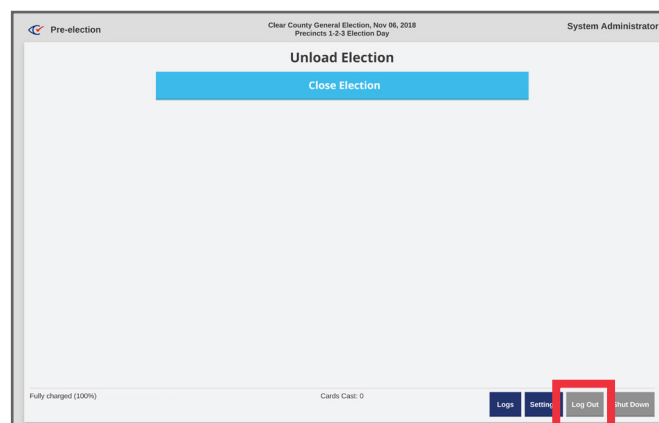
6. Tap the applicable counter group on the Counter Group screen, then tap the **Submit** button.



7. Tap the voting location on the Vote Center screen, then tap the **Submit** button.



8. The election has been loaded. Tap the **Log Out** button on the Unload Election menu screen.





## LOGIC AND ACCURACY (L&A) TESTING

Ensure that the entire test deck to be processed for the voting location has been assembled. Any applicable special voting rules should be reflected in the pre-marked test decks. Prepare a manual tally sheet reflecting the expected results.

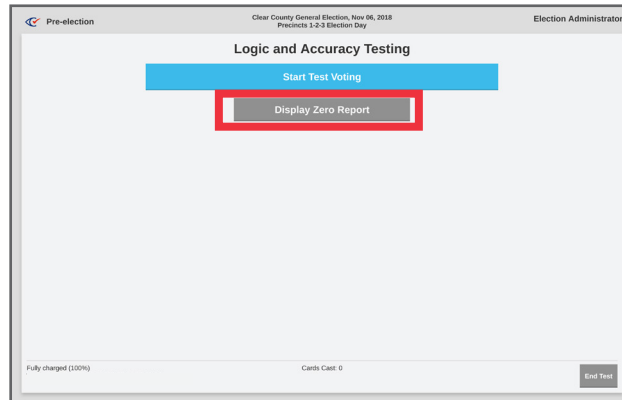
1. Tap the **Election Administrator** tab on the Select Role Screen (A), type your password into the password field (B), and tap the **Submit** button.

2. In the Election Preparation menu, tap the **Logic and Accuracy Testing** button.



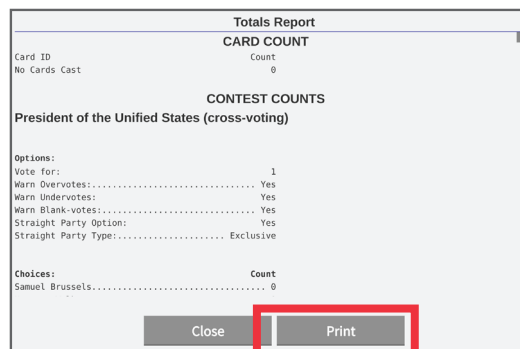


3. In the Logic and Accuracy Testing menu, tap the **Display Zero Report** button.



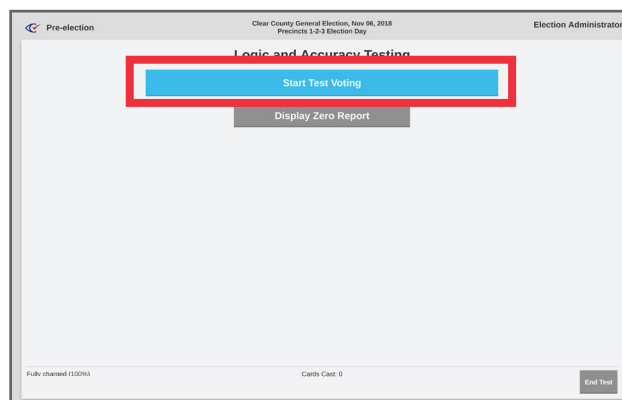
Scroll through the Totals Report display and verify that all counters displayed are zero.

4. To print a paper copy of the report, tap the **Print** button.



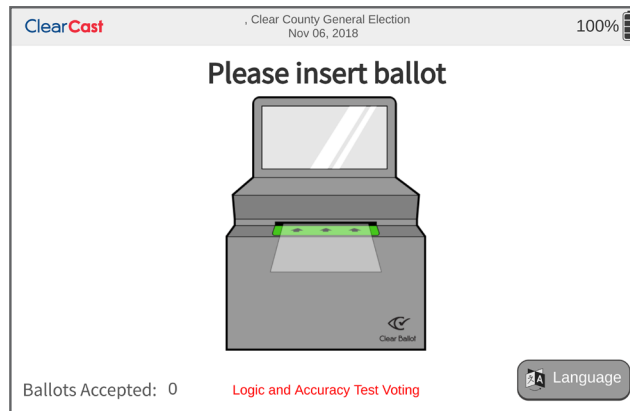
Once the report has been printed, the Logic and Accuracy Test menu is displayed.

5. To begin casting test ballots, tap the **Start Test Voting** button.



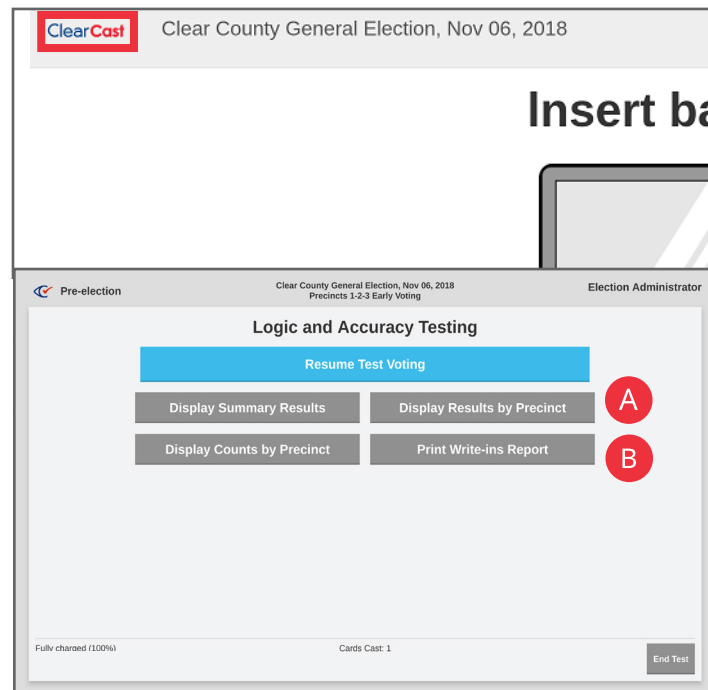


A ballot insertion prompt is displayed.



6. Cast each of the test ballots, feeding each ballot once the preceding ballot has scanned in its entirety.
7. To end the test, tap the **ClearCast logo** in the top left corner of the screen.

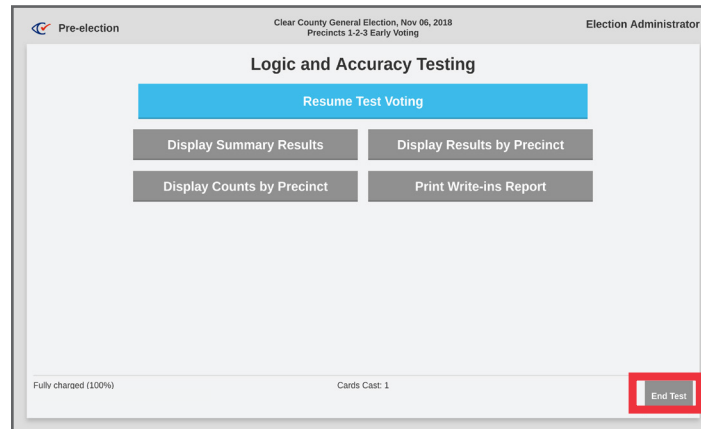
8.



Results  
test menu.  
 ballots, tap

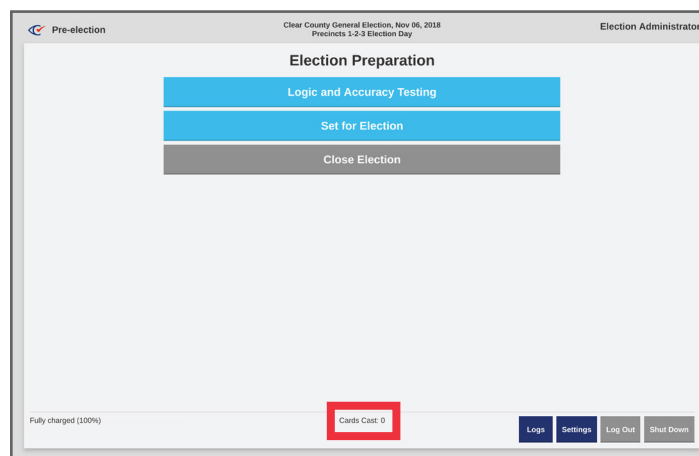


9. Once all results and Write-ins have been reviewed, in the Logic and Accuracy Test menu, tap the **End Test** button.



The Election Preparation menu is displayed.

10. Ensure that the Cards Cast count displayed at the bottom of the Election Preparation screen is zero.



## SETTING FOR ELECTION

Once pre-election Logic and Accuracy testing has been completed and the ClearCast tabulator is ready for official voting, set the election the Election Mode.

1. On the Log In screen, tap the **Log In** button.



2. Tap the **Election Administrator** tab on the Select Role Screen (A), type your password into the password field (B), and tap the **Submit** button.

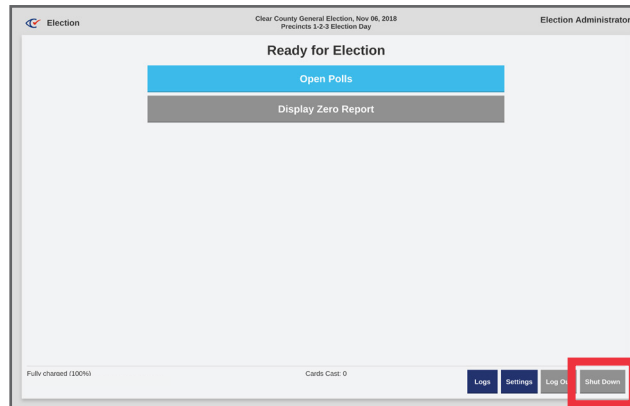
3. Tap the **Set for Election** button in the Election Preparation menu.

The Ballot Styles report is automatically printed.



The election state is now set to Election mode, and the Ready For Election menu is displayed.

4. Tap the **Shut Down** button in the bottom right corner of the screen.



5. Remove the power cord from both the tabulator and the wall outlet.
6. Ensure that the necessary seals have been applied, and the seal numbers recorded.
7. Close the touchscreen to its horizontal resting position.
8. Ensure that the ballot box has been removed.
9. Store the tabulator and supplies in its carrying case.
10. Ensure that the carrying case is labeled with the tabulator serial number and the intended voting location.