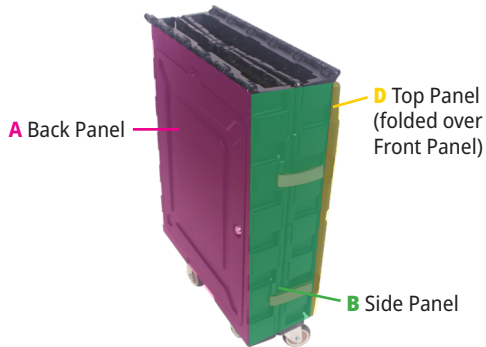


ClearCast Collapsible Ballot Box

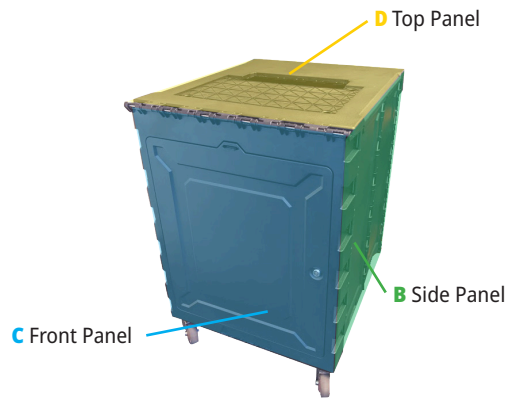
Setup and Breakdown



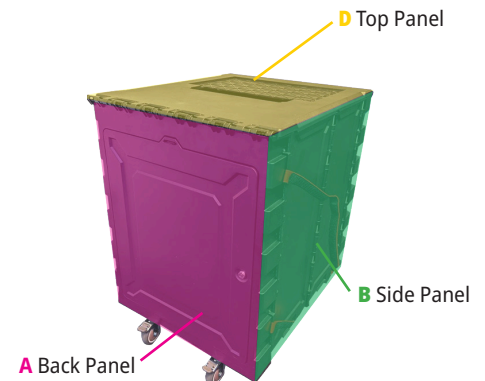
COLLAPSED BACK VIEW



EXPANDED FRONT VIEW



EXPANDED BACK VIEW



SETTING UP



Rotate the collapsed ballot box so you are facing the back panel (A). Push the locking levers down on both wheels to lock them in place during setup and voting processes.



Detach the two velcro straps on each side panel of the box, and let them hang freely.



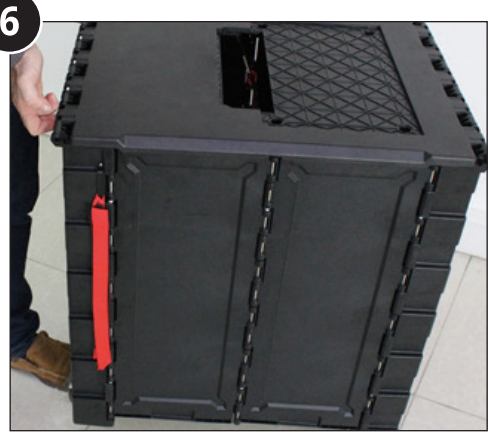
Pull the front and back panels apart to expand the side panels of the box.



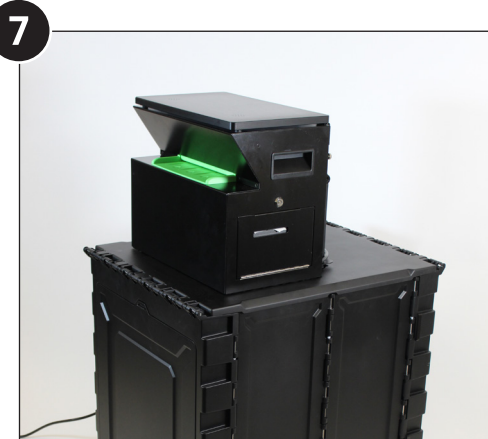
Release the bottom panel from its folded position against the back panel and lower it into position with its attached strap. Press down on the bottom panel until it clips into position. **Ensure that the bottom panel is secure so the sides do not buckle during use.**



Lift the top panel of the box from its folded position against the front panel, and set on top of the box.



Close the top panel and ensure it clicks into place. The plastic edges of the door and the front of the box should be fully flush and level. Test that it is secure by lifting the ballot box by the top panel.



Place the ClearCast on the top panel in its specialized footprint, facing away from the ballot slot.



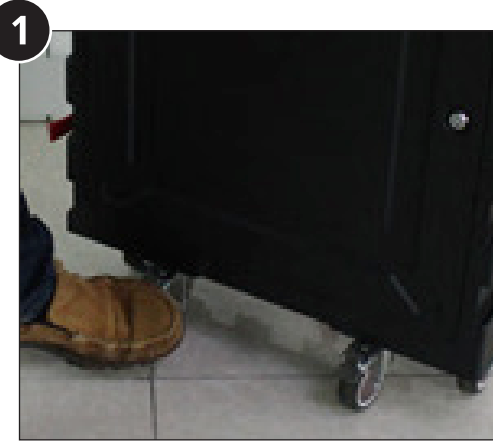
Position the open side of the chute against the top of the back of the ClearCast, and slide down into the top panel through the clips on the back of the ClearCast.



Open the back ballot box door and secure the chute in place by pulling the internal Y-strap toward you. Before releasing the strap, ensure the chute is correctly positioned and overlapping the edges on the ClearCast. Pull the strap in the opposite direction if need be to tighten the Slide Lock.



Ensure that the ClearCast is secure. Insert a ballot-collecting bin in the front door of the ballot box if applicable. Close and lock both doors.



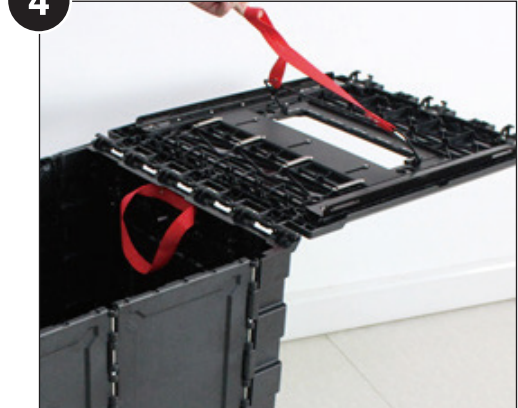
Ensure the wheels are still locked throughout the breakdown process. Unlock the back door and take out the ballot-collecting bin, if applicable.



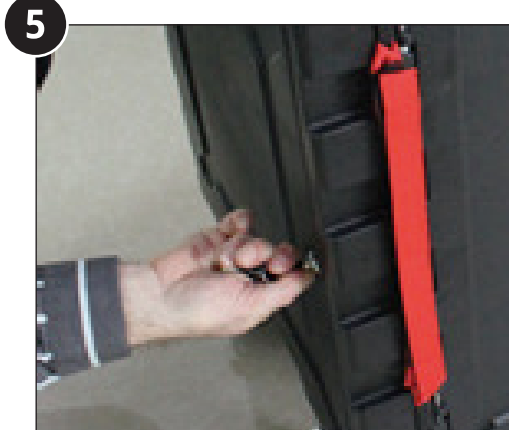
Pull the internal Y-strap toward you to release the chute. Lift the chute out of the ballot box and free of the clips on the ClearCast.



Squeeze the tab just inside the top of the back door frame and lift the top panel free.



Lift the top panel up and over, using the y-strap to lower it into place against the front panel.



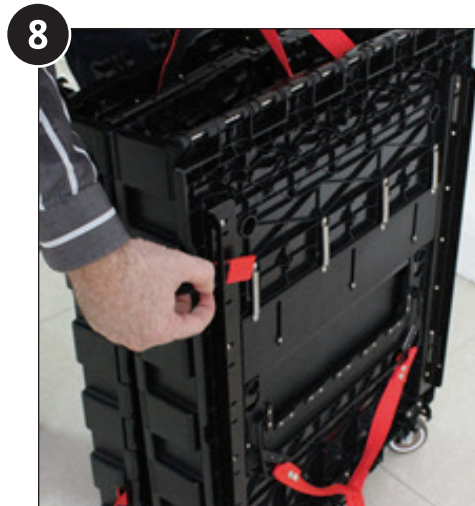
Lock the back door.



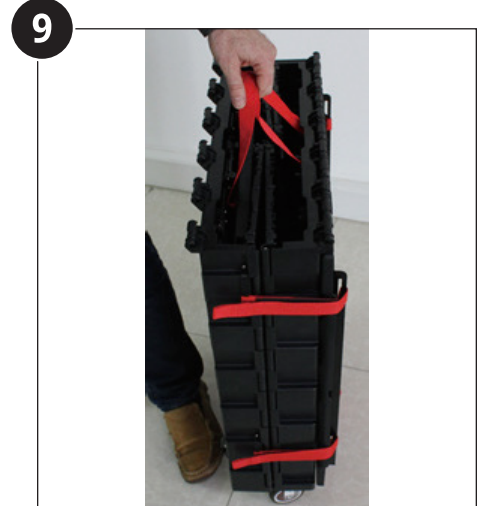
Reach inside the ballot box, squeeze the bottom panel release (A), and pull the floor panel up to its vertical position against the back panel (B).



Stabilize the back panel. Pull the front panel toward you with the front panel strap handle to fold the side panels in. Ensure you do not trap the velcro straps.



Attach the two velcro straps on each side panel.



Unlock the wheels. Combine the front and back strap handles into a single handle for stability.