

ClearAccess

OPENING THE POLLS



STEP ONE:

Cut seals to open case. Remove the touchscreen and printer to set up on table.



STEP TWO:

The keypad, headphone cord, printer cable and power cord are attached to the touchscreen.



PLUG THE TOUCHSCREEN POWER CORD INTO THE POWER OUTLET OR EXTENSION CORD.

STEP THREE:

If not already filled, completely remove the printer paper tray to load provided ballot paper. If necessary, extend the blue extender on the end of tray to fit the longer ballot paper. Press and pull blue tab to extend. (If ballot size is bigger than 8.5"x11" then tray will not be prefilled.)



Return the paper tray to the printer. **PLUG THE PRINTER POWER CORD INTO THE POWER OUTLET OR EXTENSION CORD.**

STEP FOUR:

Close the printer tray door.



CHECK THAT THE PRINTER CABLE FROM THE TOUCHSCREEN IS CONNECTED THE BACK OF THE PRINTER.

HOLD THE BUTTON ON THE FRONT OF THE PRINTER TO TURN THE PRINTER ON.

STEP FIVE:

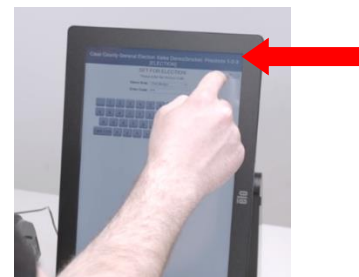
Turn on the touchscreen pressing the power button on upper right side.



Swipe your finger from the bottom to the top of the screen and enter the **PASSWORD** provided in orange pouch.

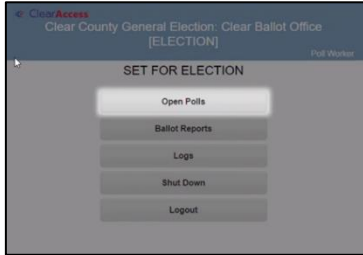
STEP SIX:

Enter the password provided in orange pouch and tap **"OK"** in the upper right corner.



STEP SEVEN:

Tap **“OPEN POLLS”** once.
Tap **“PRINT”** once to print polling place report. Confirm 0 sessions and place in C envelope.
Tap **“OK”** complete the poll opening process.



Machine is now ready for voting

To begin the voting session, accompany the voter to the ClearAccess unit and use the provided password in orange pouch to unlock voting machine and tap

“VOTE”

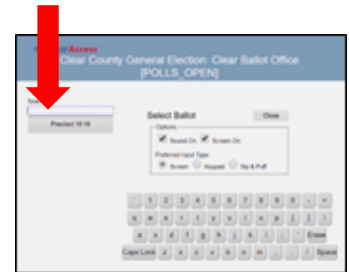
BE SURE SELECT ROLE IS “VOTER”

(This must be done for each voter.)



Assist the voter with set up using the headphones and accessible keypad if necessary.

Select the ballot from the menu on the left side of the page.
For primary elections you'll also need to choose the voter's party.



Tap the **“VOTE”** button to begin the voting session.

The voter can use the touchscreen or the keypad and headphones to vote.

The voter will use ClearAccess to make their ballot selections and print the marked ballot.



THE VOTED BALLOT MUST BE SCANNED BY THE CLEARCAST SCANNER TO COMPLETE THE VOTING PROCESS!

FOR QUESTIONS REGARDING SET-UP CALL 267-880-5300