

ClearCast

OPENING THE POLLS



STEP ONE:

Three black cases will be delivered to your polling location that are zip tied shut. The smaller two cases contains the ClearCast Ballot Scanners. Remove these two cases from your cart.



Cut the seal of the smaller ClearCast Ballot Scanner case, lift the scanner and place it on a table.

STEP TWO:

Unzip and open the top of the ballot bag. Pull upward from the sides and push the metal bars inside outward.



Install the divider at the marked line. This will allow ballots to stack neatly in the bag.

Confirm that the ballot path zipper is OPEN.

Zip, close and seal the top of the ballot bag with a white OPEN POLLS seal.

STEP THREE:

Attach the ballot bag by sliding its two metal plates down into the two channels on the back of the voting machine. This is done easiest from the front of the machine. Secure the top metal clip onto the corresponding bracket.



Secure the ballot bag by attaching provided zip ties. There should be one on each side.

STEP FOUR:

Lift the lid/screen on the top of the scanner.

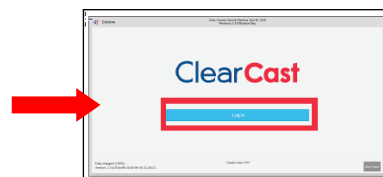


PLUG THE POWER CORD INTO THE POWER OUTLET OR EXTENSION CORD. LISTEN FOR A SINGLE "BEEP".

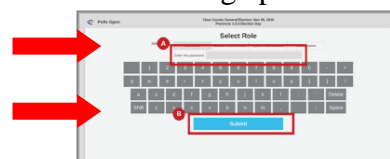
ClearCast will automatically print a "POWER ON REPORT" within a minute of powering on. Do not remove yet.

STEP FIVE:

Tap **"LOGIN"** on the ClearCast screen. Select Poll worker role.



Enter your password on the screen and tap **"SUBMIT."** Password is in orange pouch.



STEP SIX:

Tap **"OPEN POLLS"** on the screen.



STEP SEVEN:

The “Zero Totals Tape” will automatically print from the side compartment of the ClearCast scanner when the polls are open.

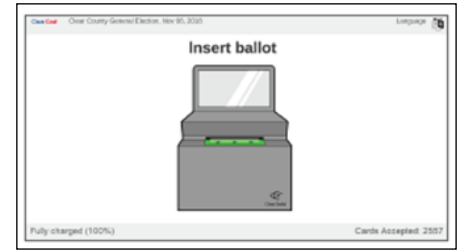


Confirm the name of your precinct and that zero votes are displayed for each candidate. Remove and sign the Open/Zero report. Store the signed tape in your C Envelope.

STEP EIGHT:

Tap the **“START VOTING”** button to begin voting.

Confirm the election and date at top of screen is correct. Voting can begin at the scheduled poll opening time.



The battery charge and the public counter (number of ballots tabulated) are always displayed on the ClearCast screen.

A voted ballot can be inserted into ClearCast in any direction.



When a voted ballot is tabulated, a confirmation to the voter is displayed.

Repeat these steps to open the polls on your second scanner.

BOTH SCANNERS MUST BE OPENED AND REMAIN OPEN UNTIL THE CLOSE OF POLLS

STEP TWO:

Lift the lid/screen on the top of the scanner.



PLUG THE POWER CORD INTO THE POWER OUTLET OR EXTENSION CORD. LISTEN FOR A SINGLE “BEEP”.

ClearCast will automatically print a “POWER ON REPORT” within a minute of powering on.

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