

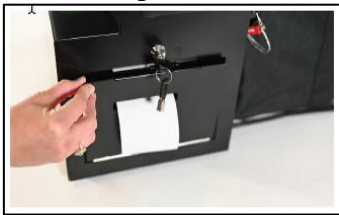
ClearCast

CLOSING THE POLLS



STEP ONE:

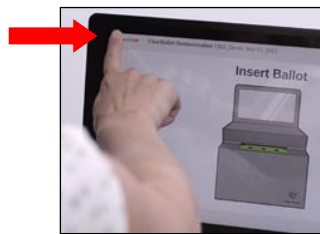
After 8 PM and the last voter has cast their ballot, you can close the polls.



MAKE SURE THAT ALL BALLOTS HAVE BEEN SCANNED BEFORE CLOSING THE POLLS.

STEP TWO:

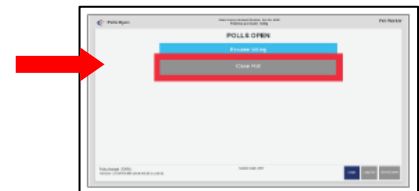
Tap the ClearCast logo **once** in the upper left corner of the screen. There may be a delay before printing, please wait.



The “VOTING SUSPENDED” report tape will print.
Enter the **PASSWORD** provided to you in your **orange** pouch and tap **“SUBMIT”**

STEP THREE:

Tap the **“CLOSE POLLS”** button.

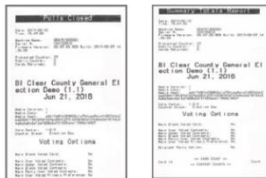


Tap the **“OKAY”** to confirm that you want to close the polls. There may be a delay before printing, please wait.



STEP FOUR:

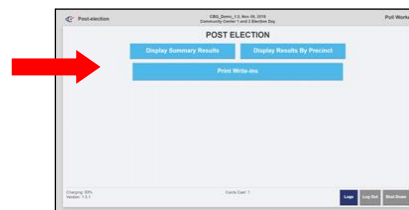
The “POST ELECTION” screen will appear, and the required number (4) of polls close tapes will print automatically.



1. Remove and separate the copies.
2. Sign the polls close tapes.
3. Place a copy in Envelopes: B, C, and I
4. Hang the final copy at the polls

STEP FIVE:

On the “POST ELECTION” screen, tap the **“PRINT WRITE-INS”** button **once**. There may be a delay before printing, please wait.



This report will print images of each write-in vote cast.

Place a copy in Envelope C

STEP SIX:

After you have finished printing the reports, tap the **“LOGOUT”** button in the lower right corner of the screen.



Tap the **“SHUTDOWN”** button in the lower right corner of the following screen. The ClearCast machine will turn off automatically. Tap **“OKAY”** to confirm.

MAKE SURE MACHINE IS OFF BEFORE PROCEEDING!

STEP SEVEN:

Cut zip ties to remove the ballot bag. Detach the bag from the scanner.

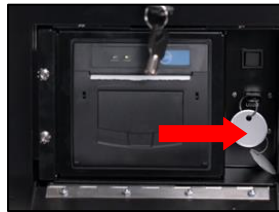


Zip, close and seal the ballot path opening with a new red CLOSE POLLS seal.

STEP EIGHT:

The Judge will use the ClearCast key, provided in the orange pouch, to unlock and open the side door on the right side of the scanner. Remove and secure both USB drives, located in the printer compartment on the right side of the printer.

DO NOT REMOVE USB WHILE MACHINE IS ON



Place both USB drives in small orange pouch to be returned to the office by the Judge of Election.

STEP NINE:

Close and re-lock the printer cover door. Store the key and the USBs in the small orange bag to be returned to the office by the Judge of Elections.

Lower the touch screen on the ClearCast scanner.



Unplug the scanner from the power outlet or extension cord.

STEP TEN:

Return the ClearCast scanner to the carrying case, zip and return to cage.



Return the machine tapes and USB's to the Election Office with other required supplies.

FOR QUESTIONS REGARDING CLOSING POLLS CALL 267-880-5300