ClearAccess™ Poll Worker Setup Guide

Introduction
This is an illustration of a ClearAccess Accessible Voting Unit. Use this sheet to help you set up the voting station.

NOTE: Consider the privacy of the voter when setting up this station. Be sure to avoid situations where people could linger near the voter or view their selections.

Parts List

A. Power cord
B. Computer
C. Printer (place within reach of the computer)

D. Headphones
E. Keypad
F. Sip and Puff
G. Pointer

The following should be laid out only for voters who need them
Polling place setup

1. Remove the cover from the front right of the ELO X-series or the back left of the ELO E-series.

2. Attach cables for power, keypad, sip and puff, printer, and headphones. (ELO E-Series shown.)

3. Plug the power cords for the computer and printer into a power supply.

4. Replace the cover to secure the cords and place a security seal completely over the cover as shown. (Elo E-Series shown.)

5. Load ballot paper into the printer now or, if your jurisdiction rules apply, when each voter is ready to use the station.

6. Turn on the computer and printer.
Opening the polls for voting

1. Log in to ClearAccess as a Poll Worker.

2. When it is time to start voting, choose Open Polls and confirm Yes to start voting.
   Display and print a ballot reconciliation report, if required, before opening the polls.

3. Set Select role to Voter, then enter the voter access code.

4. Select the desired options on the right (A) and then select a ballot style (B) for the voter. You can also use a bar-coded card, if so equipped.

5. Press Vote if you selected the correct precinct and ballot, or Back to try again.

6. A voter can receive assistance getting set up at the voting station, but must be allowed privacy when making selections.
Closing the polls

1. When it is time to close the polls, log into ClearAccess by setting Select role to Poll Worker.

2. Choose Close Polls. Run a ballot reconciliation report, if required, before closing the polls.

3. Confirm that you want to close the polls. Once the polls are closed no one will be able to vote on this machine.


5. Turn off the computer and printer.