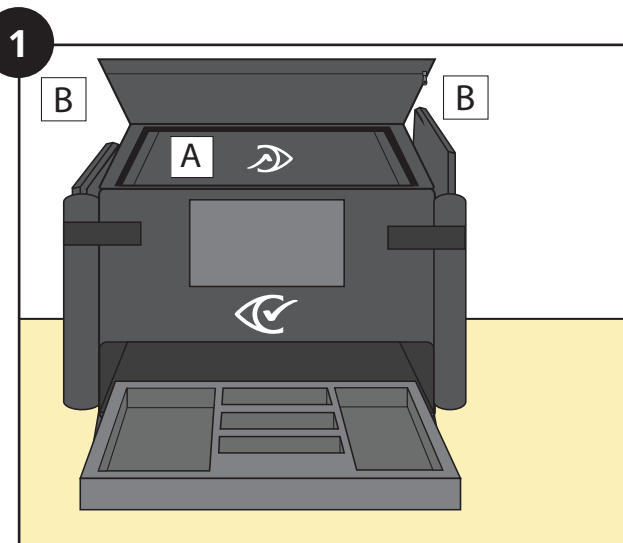
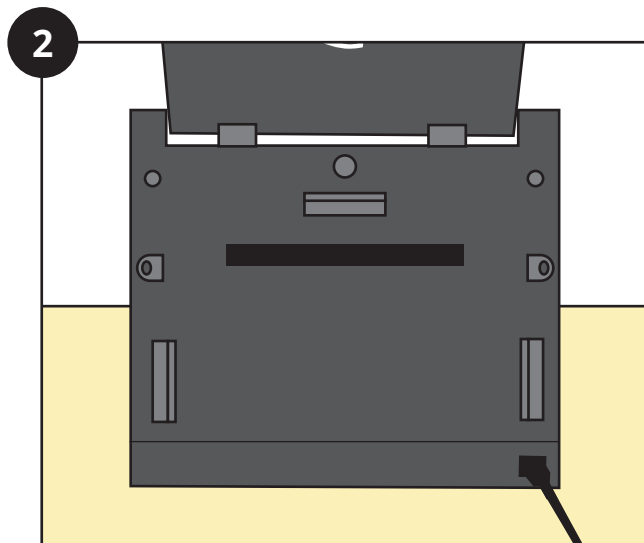


# ClearCast™ 1.5 Poll Worker Quick Guide

## Set up the voting station



- Unpack the voting station (A) and ballot bags (B) from the carrying case and place them on a flat surface.
- Raise the touchscreen to a vertical position.
- Verify all tamper-evident seals.



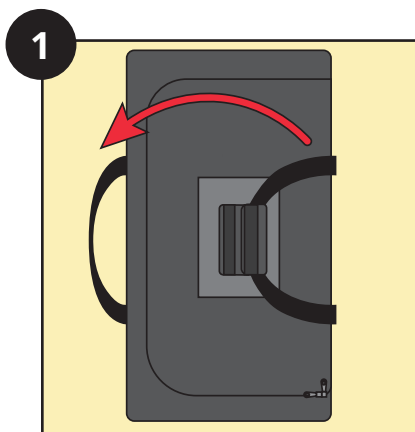
- Plug the voting station's power cord into an easily accessible power source.
- The voting station starts up and the Power On report prints automatically.

## Verify the Power On report

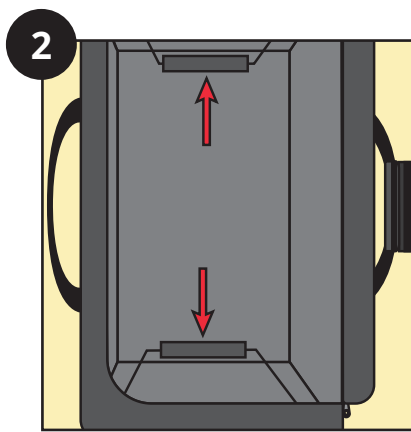
Power On Report
Date: 2018-11-06 Time: 15:46:09
Machine Name: Clear County Station 5 Machine Serial #: CAST00012 Firmware Version: 01.05.00.1806 Build: 2018-09-07 14:34:04
Protected Counter: 287
Election State: Election Election: Clear County General, Nov. 06, 2018 Vote Center: Precinct 25
Printer Connected?: Yes Scanner Connected: Yes Battery State: Charge level: 100% Charging USB 1 Present: Yes USB 2 Present: Yes
5323C2
===== END =====

- Verify the election and vote center.
- The questions on the report must all have *Yes* answers. If any are *No*, contact your supervisor for assistance.
- Confirm that the battery charge level is 100%.
- Confirm that the two USB drives are present.
- Detach the report and secure it according to your jurisdiction's policies.

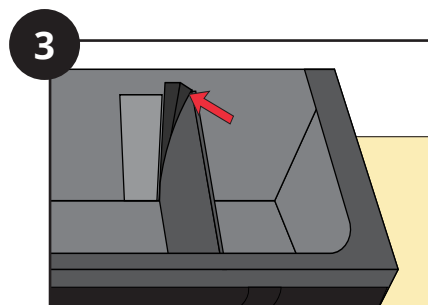
## Attach and secure a ballot bag



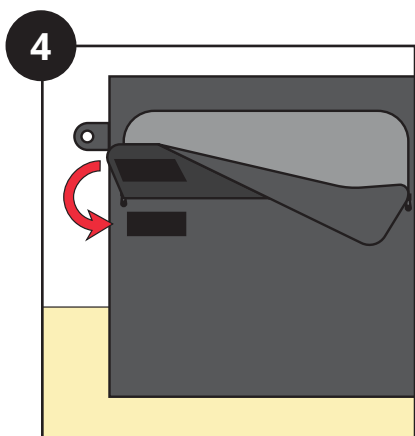
- Separate the carrying straps and unzip the top of the ballot bag.
- Pull the top upward to extend the height of the bag.



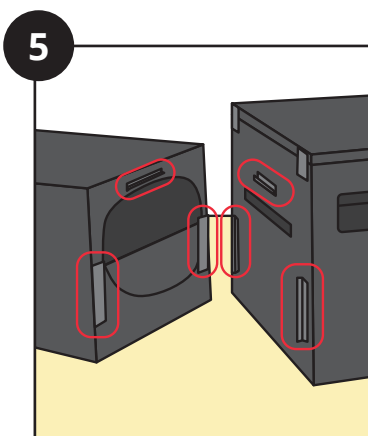
Inside the bag, push the bottom of each metal wall support toward the end it is attached to, and seal it in place with its Velcro flap.



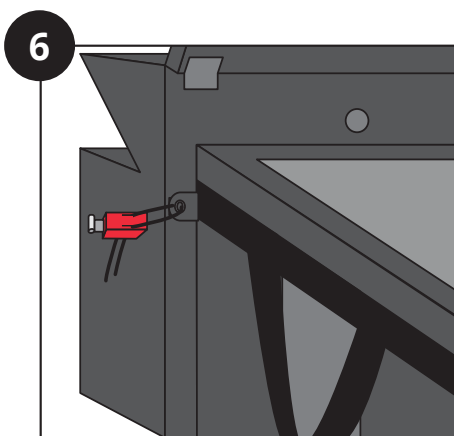
- Inspect the bag to ensure it is not damaged and that the sides are fully extended.
- If you are using ballots less than 18 inches in length, attach the dividing wall to the Velcro strips on each side of the ballot bag interior.



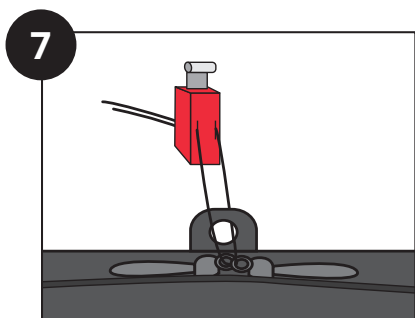
- Unzip the input flap at the front of the ballot bag.
- Fold the input flap down and secure it against the Velcro strips just below it on the outside of the bag.
- Zip the top of the bag closed.



Attach the ballot bag by sliding its two metal plates down into the two channels on the back of the voting station, and then pushing its top metal clip down onto the corresponding bracket on the voting station.



- Secure the ballot bag by attaching tamper-evident seals to each of the two tabs on the front of the ballot bag and its corresponding security clip on the voting station.
- Insert a card into each transparent pocket of the ballot bag that identifies the voting location, the election, and the voting station's serial number.



- Secure the top of the ballot bag by applying a tamper-evident seal to the two closed zipper pulls and the top tab.
- Record all tamper-evident seals according to your jurisdiction's policies.

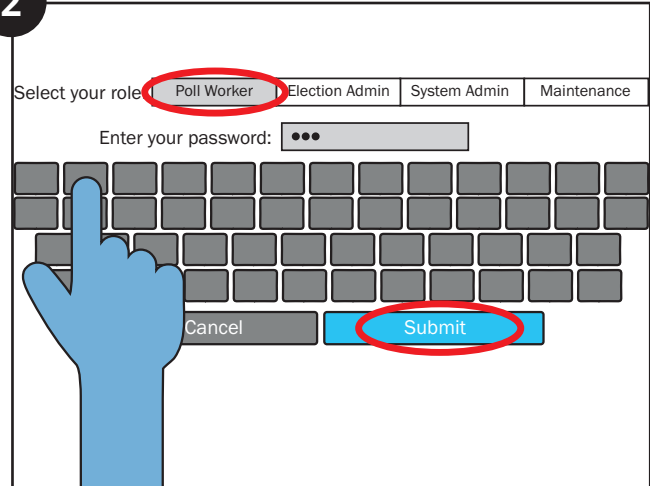
## Log in with the poll worker role

1



On the touchscreen, tap the **Log In** button.

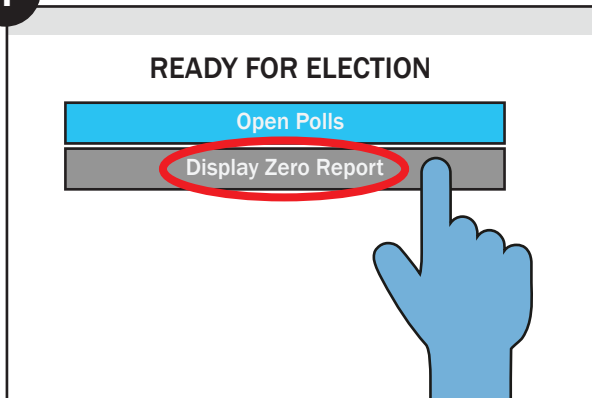
2



- On the password entry screen, tap the **Poll Worker** tab.
- Enter the password and tap the **Submit** button.

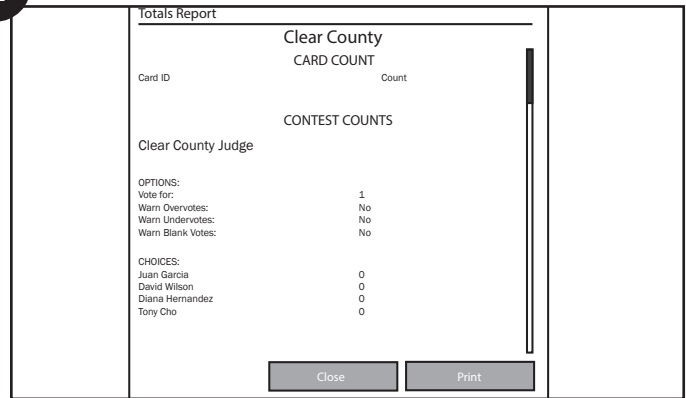
## Open the polls

1



- Your supervisor will indicate if you need to manually print the zero Totals report before opening the polls.
- To print the zero Totals report, tap the **Display Zero Report** button.

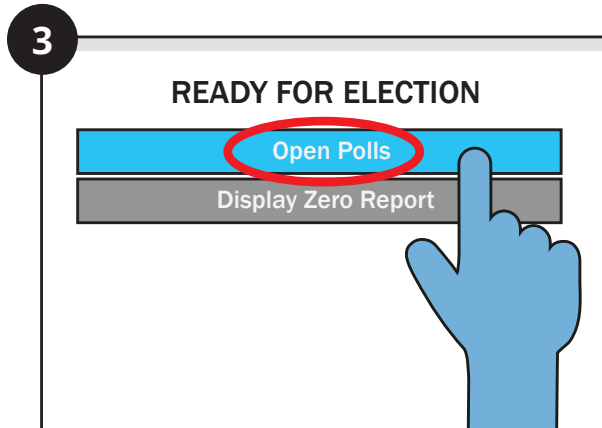
2



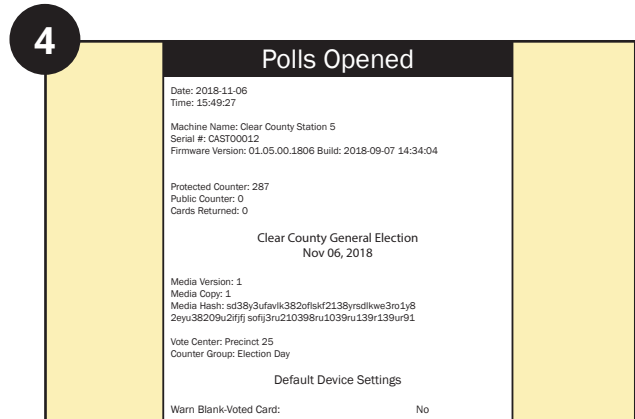
- Scroll through the zero Totals report to ensure that all contests show zero results.
- Tap the **Print** button.
- When printing finishes, follow your jurisdiction's policies for handling the report.

Continues on page 4

## Open the polls (continued)

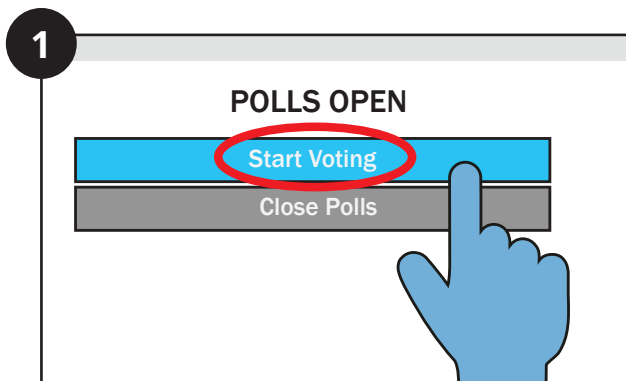


- Tap the **Open Polls** button.
- The voting station enters the Polls Open mode.

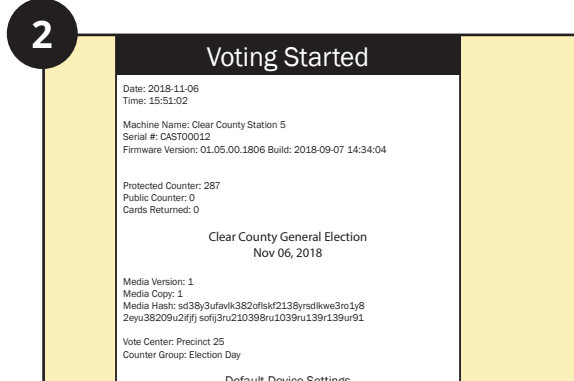


- The Polls Opened report prints automatically. Follow your jurisdiction's policies for handling the report.
- If the election is configured to do so, one or more copies of the zero Totals report might also print.

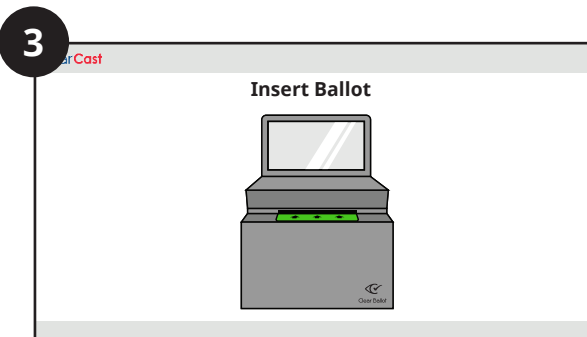
## Start voting



On the Polls Open screen, tap the **Start Voting** button.



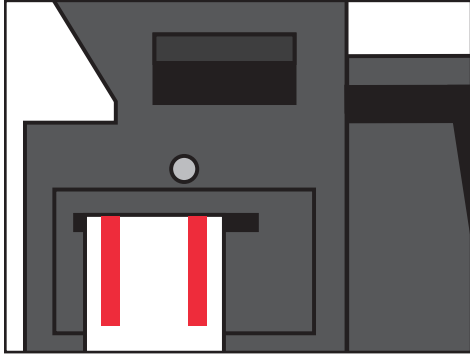
The Voting Started report prints automatically. Handle the report according to your jurisdiction's policies.



The touchscreen displays the Insert Ballot prompt, indicating that the voting station is ready to accept ballots.

**IMPORTANT:** Poll workers must ensure voter privacy during ballot casting.

## Replace the printer paper

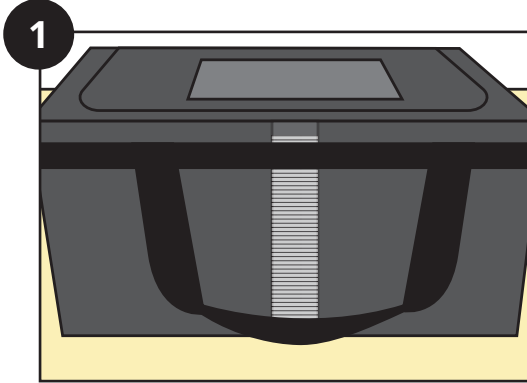


When printing reports, watch for colored streaks to appear on the paper. When this occurs:

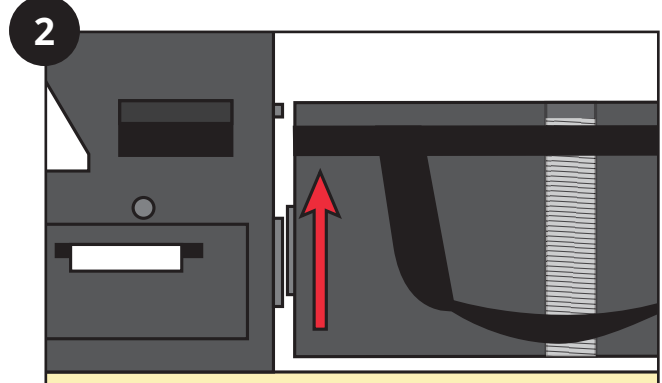
- Tap the **Replace Paper** button.
- Contact your supervisor to unlock the printer compartment door and change the paper roll.

Note: If the paper nears depletion while a report is printing, you can pause printing to change the paper.

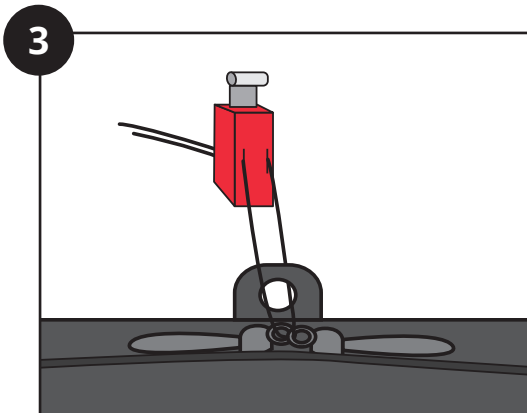
## Detach and secure a full ballot bag



Replace the ballot bag when it becomes full, which you can determine through its translucent view panels on each side.



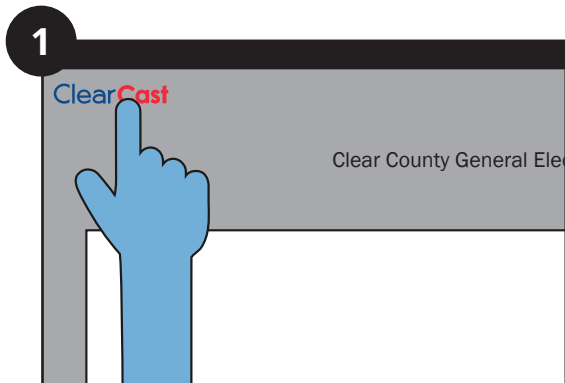
- Verify and remove the tamper-evident seals that connect the ballot bag tabs to the security clips on the back of the voting station.
- Lift the ballot bag so that it releases from the voting station channels and bracket.



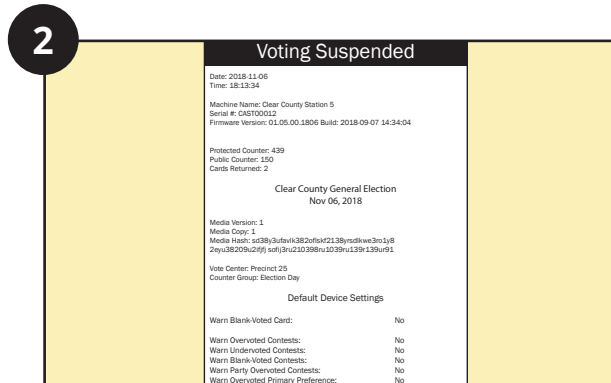
- Ensure that the seal attached to the zipper pull tabs on the top of the ballot bag is intact, and verify its number.
- Close the input flap of the ballot bag, apply a tamper-evident seal to its two zipper pulls, and record the seal.
- Inspect the ballot bag to ensure it is intact.
- Log and secure the ballot bag.
- Attach a new ballot bag.

## Early voting: Suspend ballot casting

At the end of an early voting day, suspend ballot casting on the ClearCast voting station. During early voting, do *not* close the polls. Only close the polls at the end of official voting on Election Day.



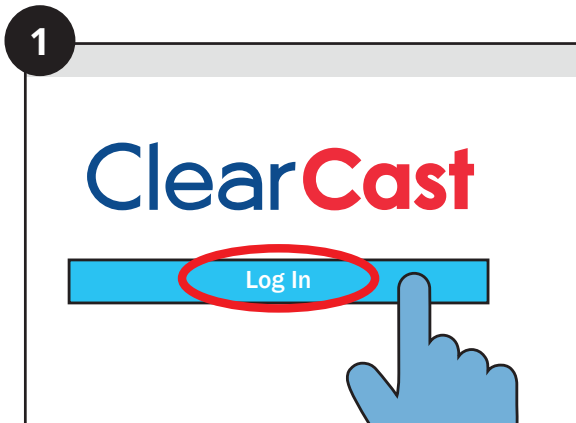
Tap the ClearCast logo at the top left corner of the touchscreen.



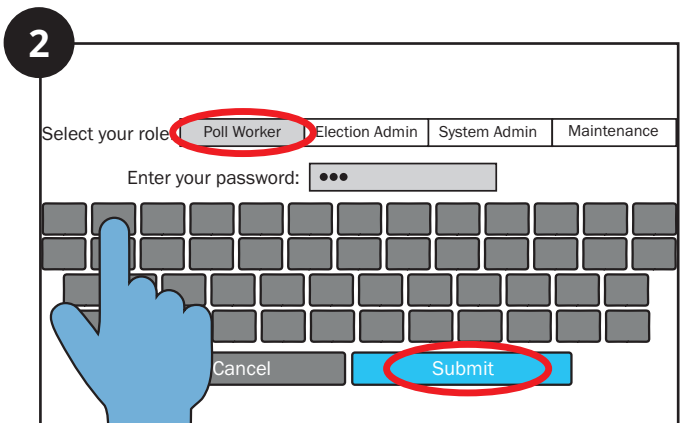
The Voting Suspended report prints automatically. Handle the report according to your jurisdiction's policies.

## Early voting: Resume ballot casting

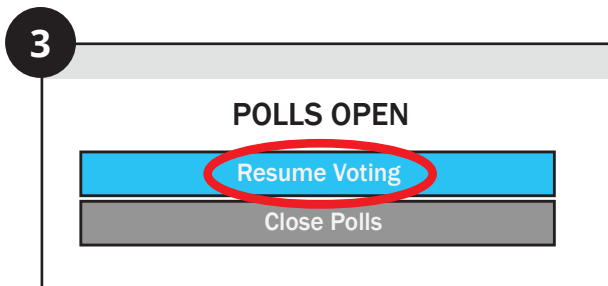
This procedure prepares the ClearCast voting station for voting on a subsequent day of early voting.



On the touchscreen, tap the **Log In** button.



- On the password entry screen, tap the **Poll Worker** tab.
- Enter the password and tap the **Submit** button.

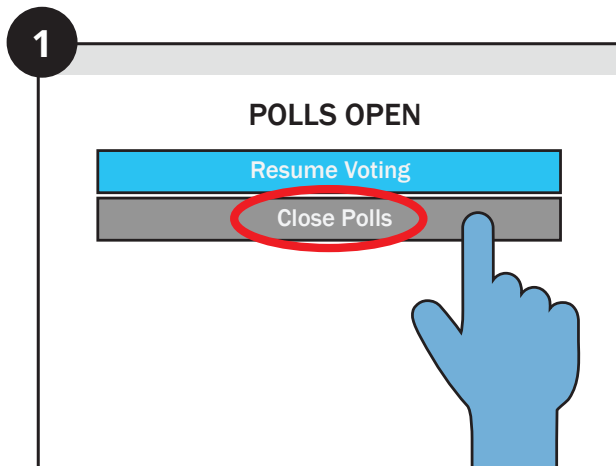


The Polls Open screen appears. Tap the **Resume Voting** button.

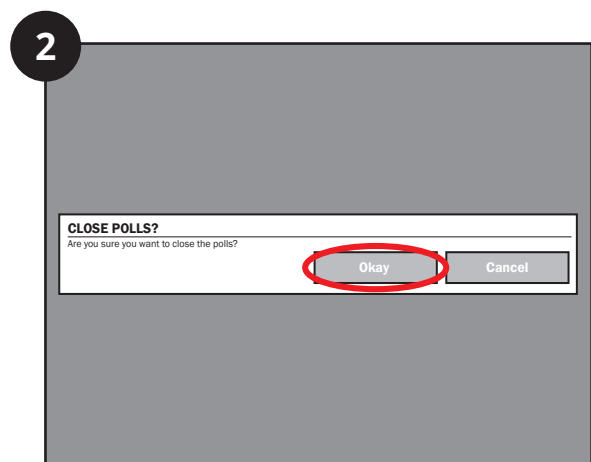
## Election Day: Close the polls

When official voting ends on Election Day, close the polls on the ClearCast voting station. Closing the polls sets the election to the Postelection mode. Election officials use the Postelection mode to perform administrative functions prior to closing the election, such as printing reports.

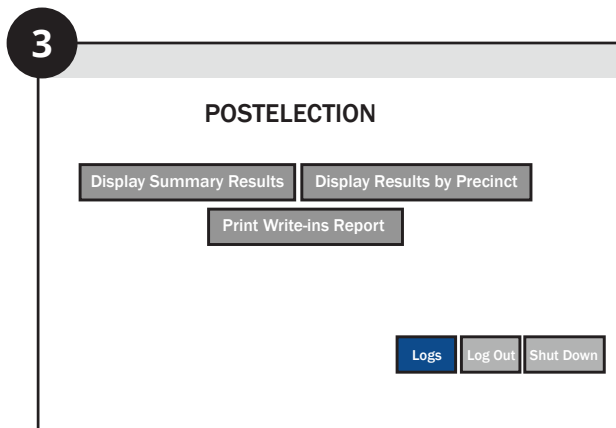
**Note:** Before you close the polls at the end of official voting on Election Day, you must suspend ballot casting. See page 6.



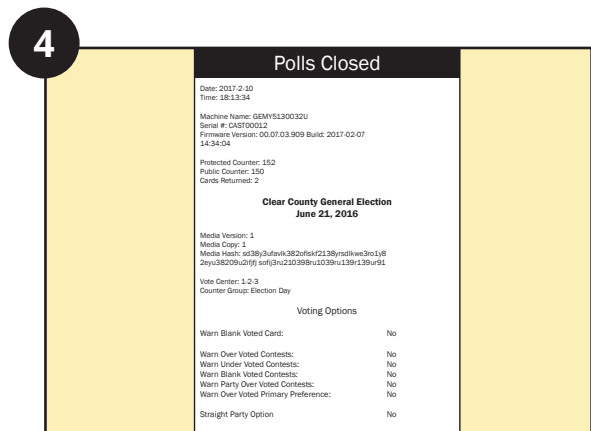
On the Polls Open screen, tap the **Close Polls** button.



Tap the **OK** button to confirm that you want to close the polls.



- The Postelection screen appears. The Polls Closed report prints automatically.
- If the election has been configured to do so, the Totals report also prints.



Handle the reports according to your jurisdiction's policies.

## Print reports

Totals Report

Clear County

CARD COUNT

Card ID 1 Count 152

CONTEST COUNTS

Jurisdiction-wide question

OPTIONS:

Vote for: 1 No

Warn Overvotes No

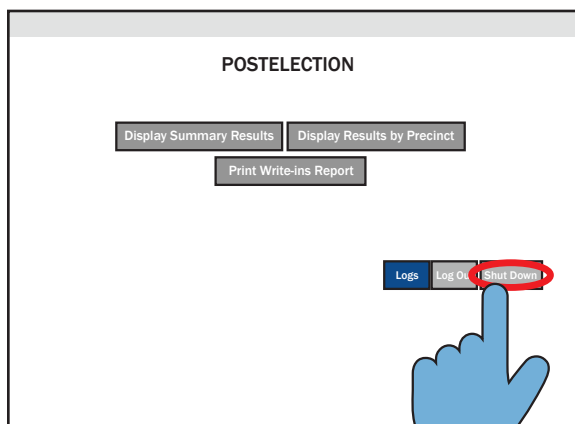
Warn Undervotes No

Warn Blank Votes No

Close Print

- On the Postelection screen, tap the button for the report you want to view (**Display Summary Results** or **Display Results by Precinct**).
- The report displays on the touchscreen. Tap **Print** to print the report.
- To return to the Postelection screen, tap the **Close** button.
- To print write-in results, tap the **Print Write-ins Report** button.
- Handle the reports according to your jurisdiction's policies.

## Shut down the voting station



- When you have finished printing reports, contact your supervisor to close the election.
- After your supervisor has closed the election, shut down the voting station by tapping the **Shut Down** button in the lower right corner of the Postelection screen.

## Close the polling location

- Verify and remove the tamper-evident seals that attach the ballot bag to the voting station.
- Log and secure the ballot bag.
- Remove the two USB drives and all printed reports, and secure them according to your jurisdiction's policies.
- Unplug the voting station.
- Ensure that all compartment doors are closed, locked and sealed.
- Secure the voting station keys.
- Lower the touchscreen.
- Repack the voting station and associated supplies into the carrying case.
- Perform ballot reconciliation.