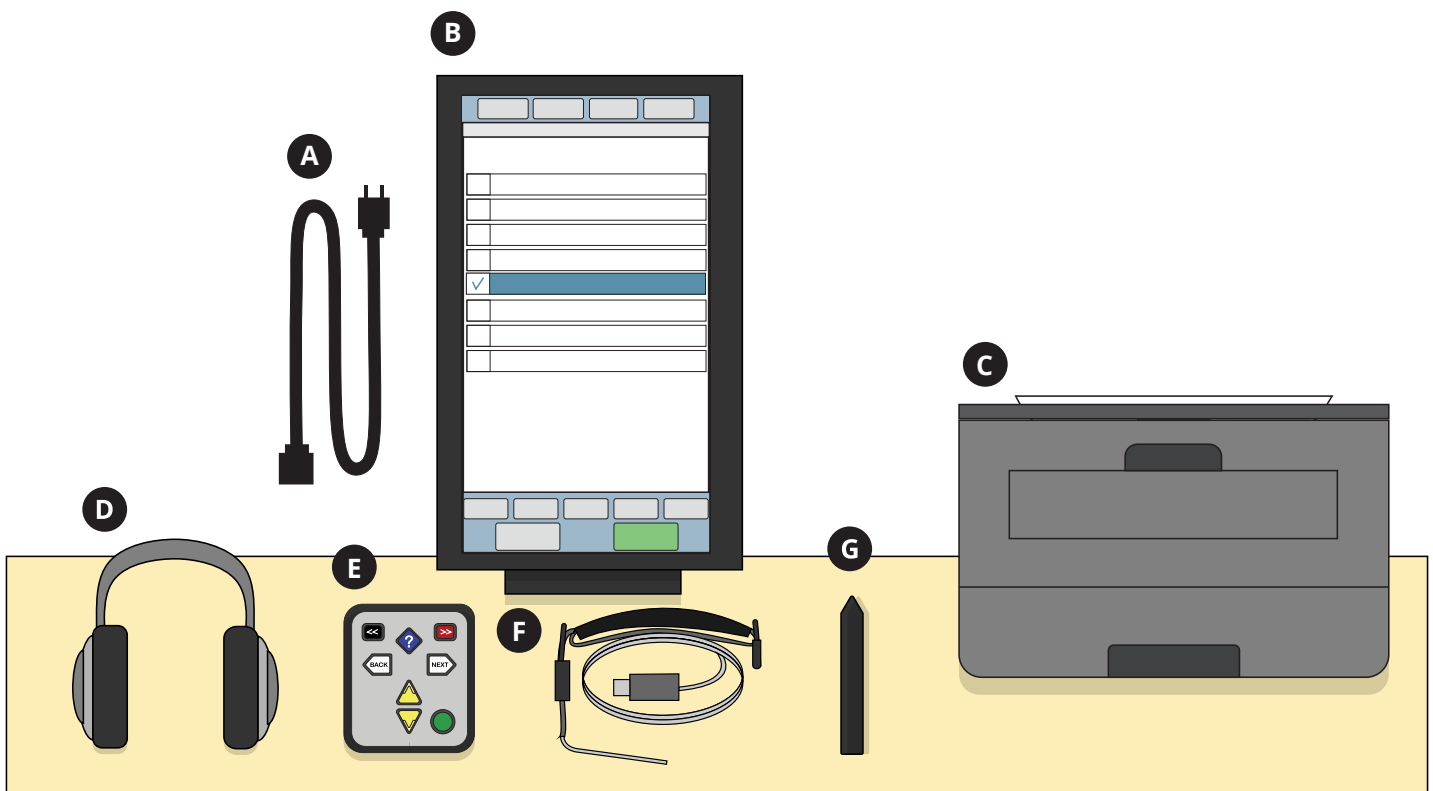# ClearAccess™ Poll Worker Setup Guide

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.
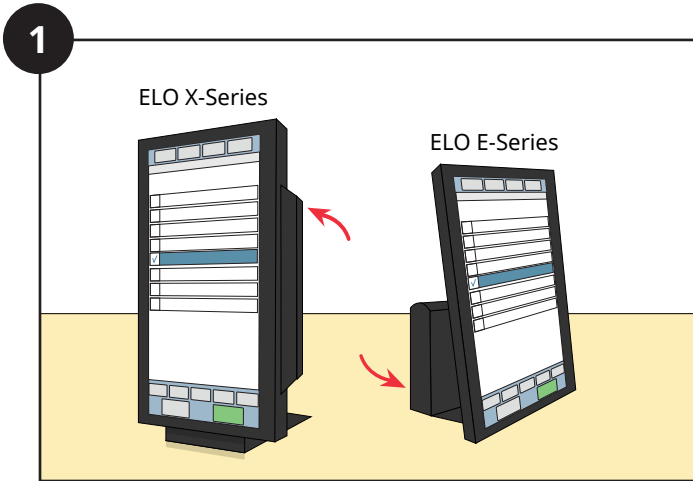

Parts List

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

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

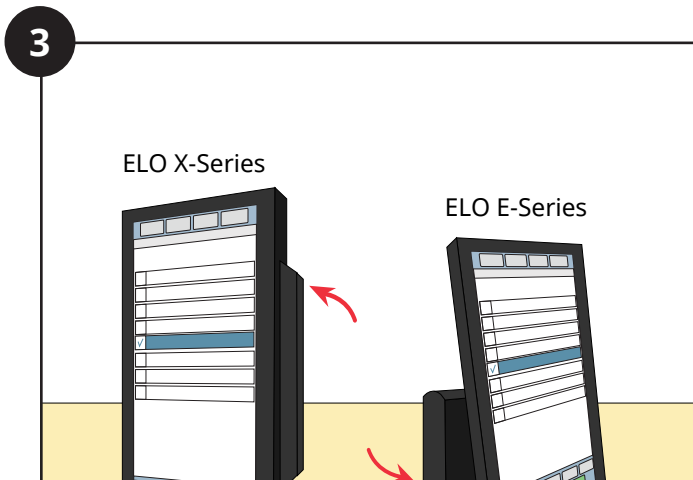|	
D	Headphones
E	Keypad
F	Sip and Puff
G	Pointer

Polling place setup
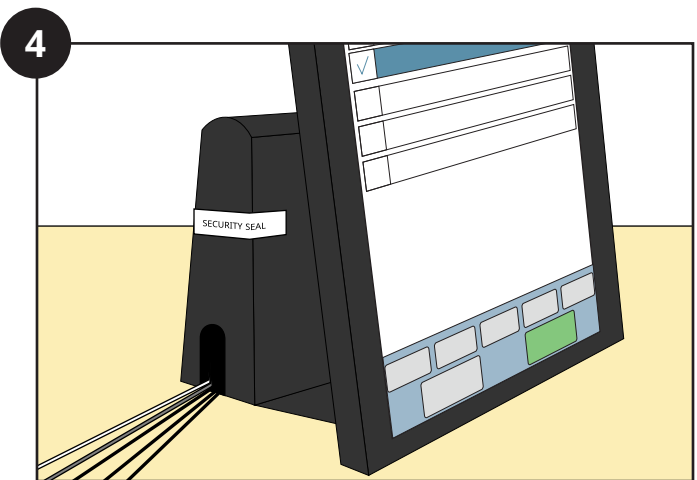
1

ELO X-Series

ELO E-Series

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

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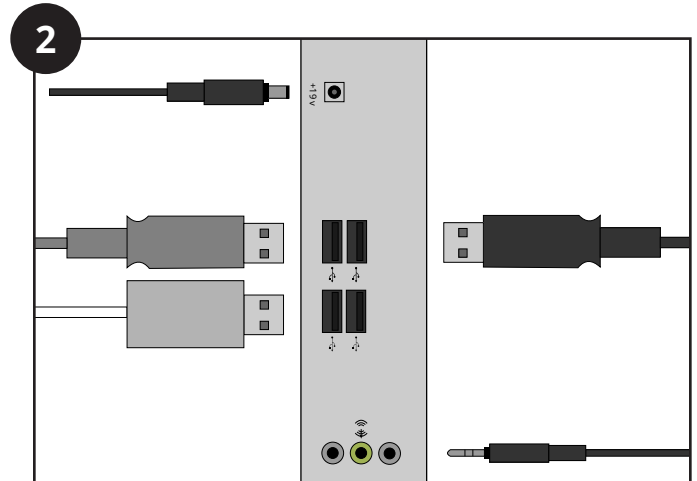
Attach cables for power, keypad, sip and puff, printer, and headphones. (ELO E-Series shown.)

3

ELO X-Series

ELO E-Series

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

4

SECURITY SEAL

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

5
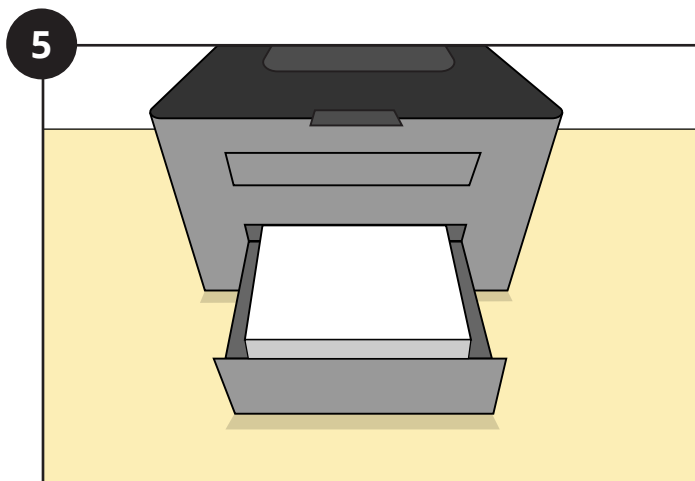
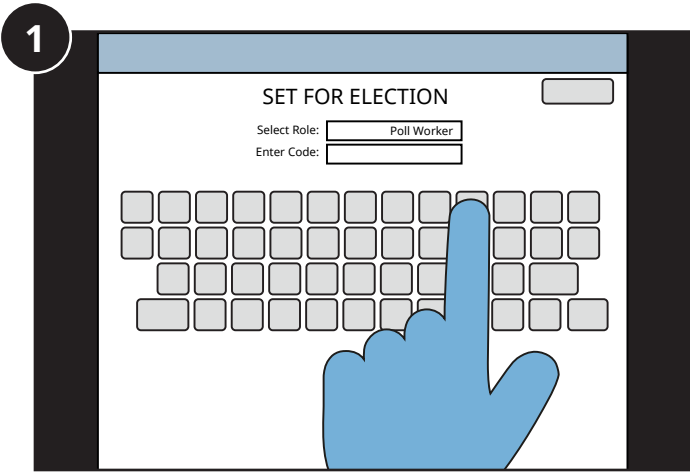Load ballot paper into the printer now or, if your jurisdiction rules apply, when each voter is ready to use the station.
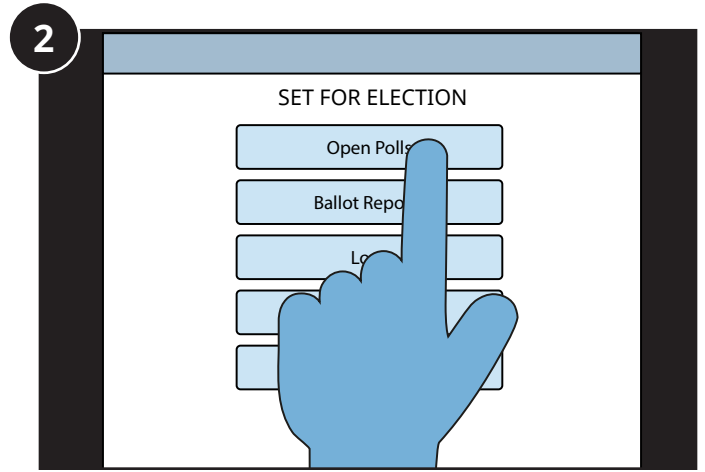
6

ELO X-Series

ELO E-Series

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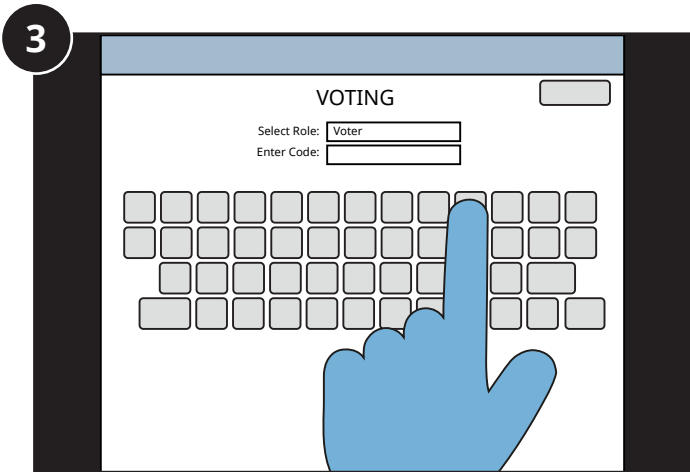
Opening the polls for voting

1

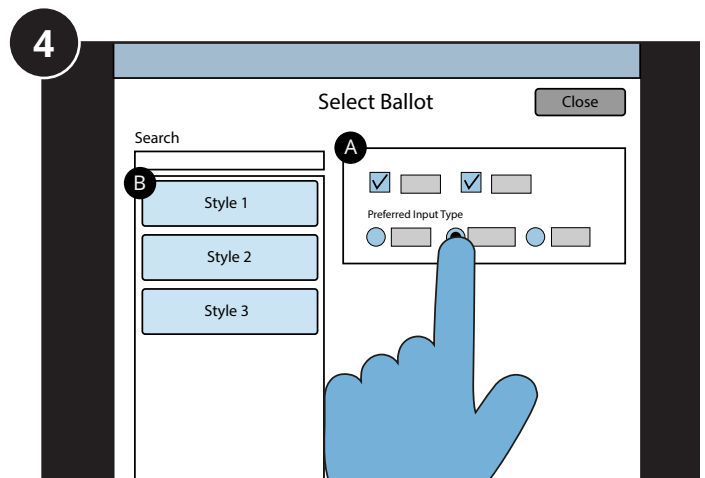Log in to ClearAccess as a Poll Worker.

2

When it is time to start voting, choose Open Polls and confirm Yes to start voting.
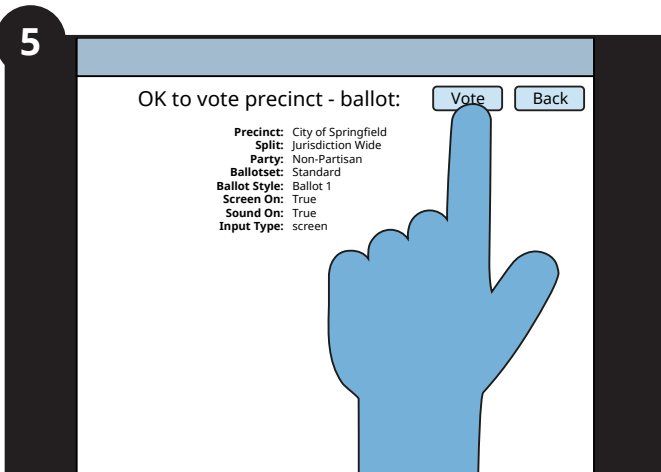
Display and print a ballot reconciliation report, if required, before opening the polls.
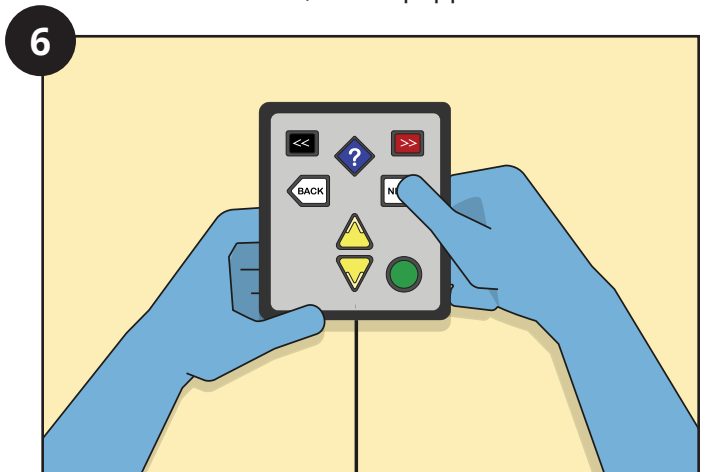
3

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.

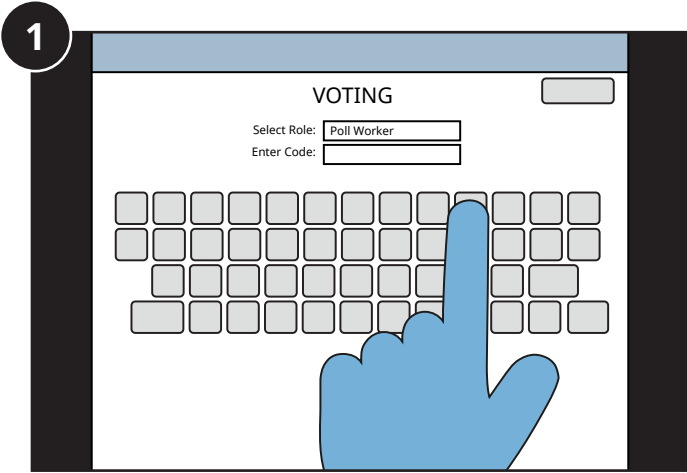**5**

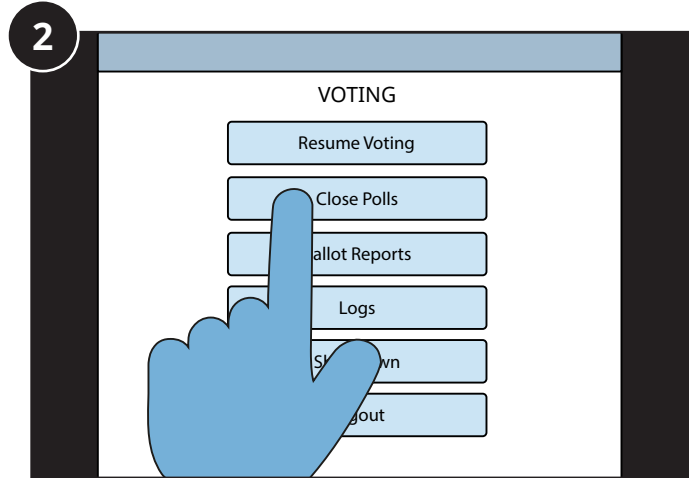Press Vote if you selected the correct precinct and ballot, or Back to try again.

6

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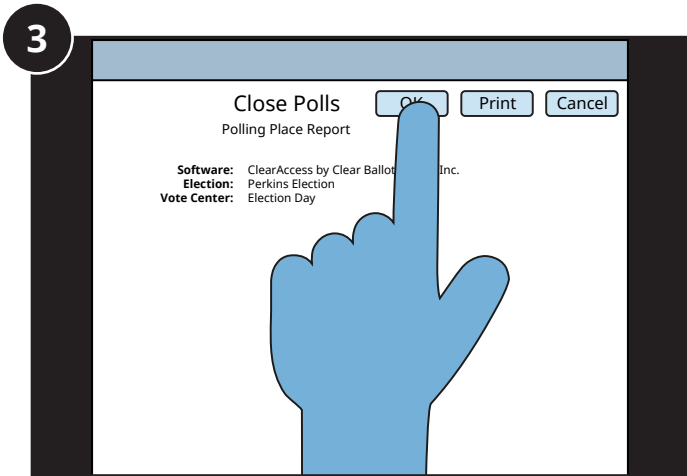
Closing the polls

1

VOTING

Select Role: Poll Worker
Enter Code:

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

2

VOTING

Resume Voting

Close Polls

Ballot Reports

Logs

Shutdown

Logout

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

3

Close Polls   OK   Print   Cancel
Polling Place Report

Software: ClearAccess by Clear Ballot Group, Inc.
Election: Perkins Election
Vote Center: Election Day

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

4

POST ELECTION

Re-Open Polls

Ballot Reports

Logs

Shutdown
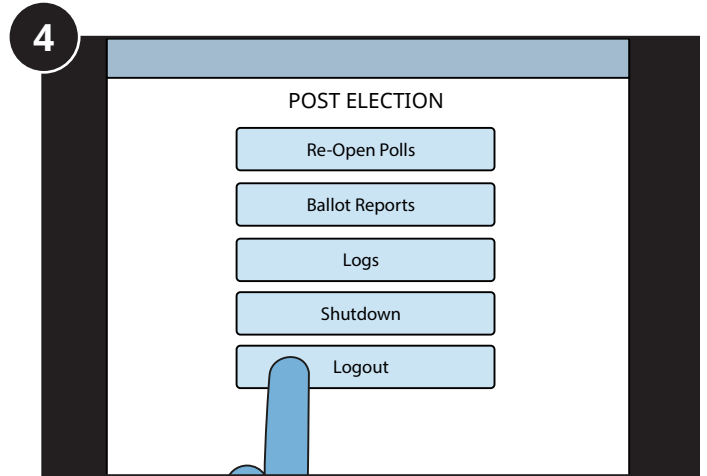
Logout

Log out of ClearAccess.

5
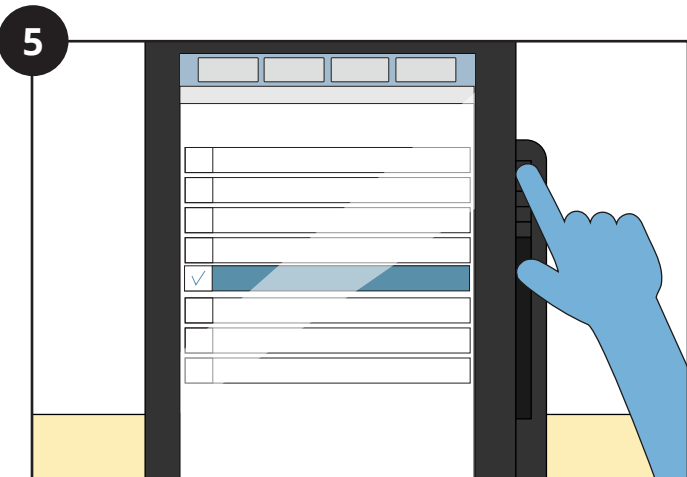
Turn off the computer and printer.