

ClearAccess™ Quickstart Guide



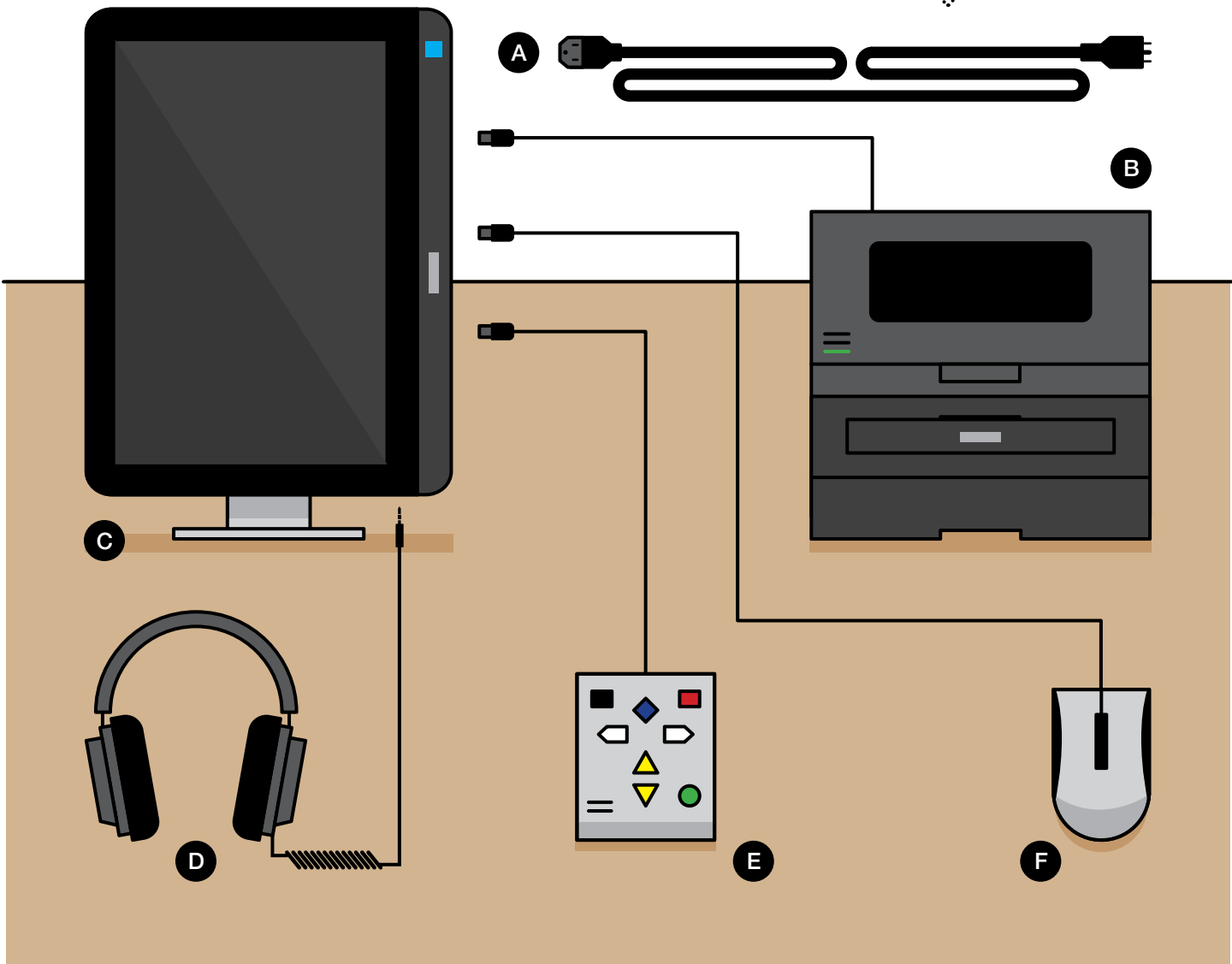
Introduction

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 persons could linger near the voter or view their selections.

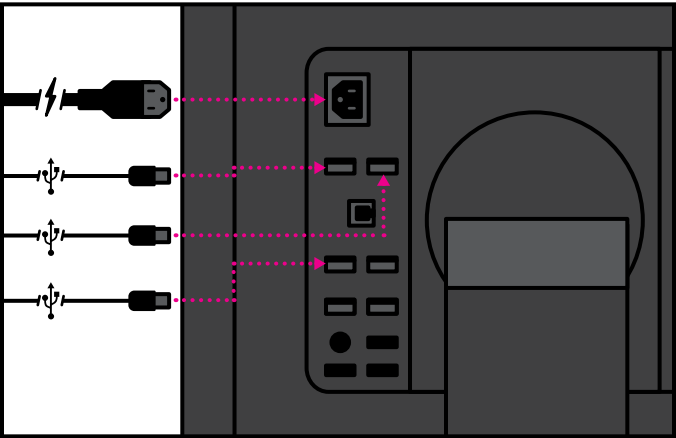
Parts list

- | | | |
|----------|------------|--|
| A | Power cord | |
| B | Printer | Place the printer so the voter can access and cast their ballot if able. |
| C | Computer | |
| D | Headphones | Lay out headphones for voters who need them. |
| E | Keypad | Lay out keypad for voters who need it. |
| F | Mouse | |

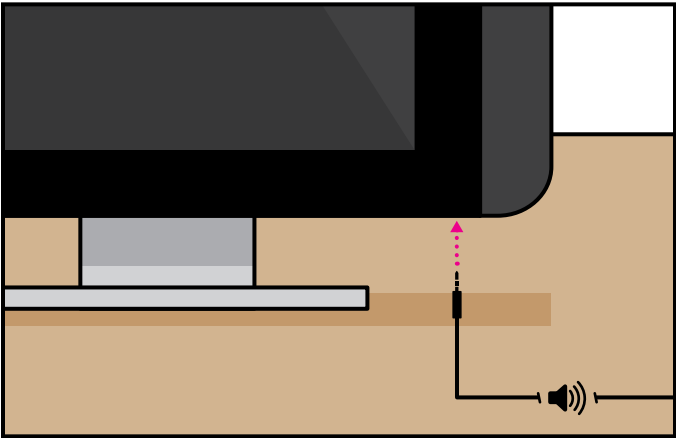


Polling place setup

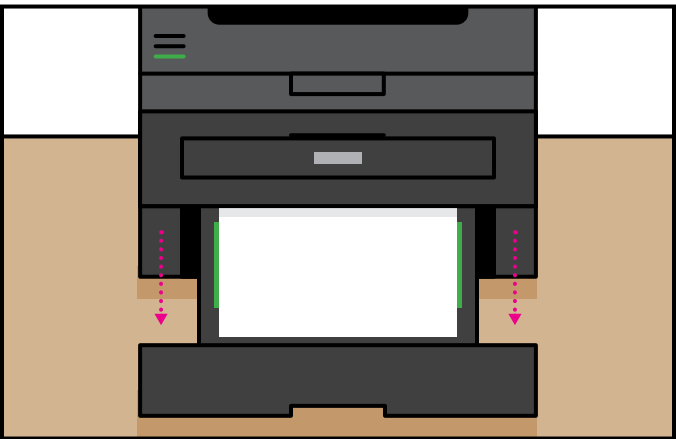
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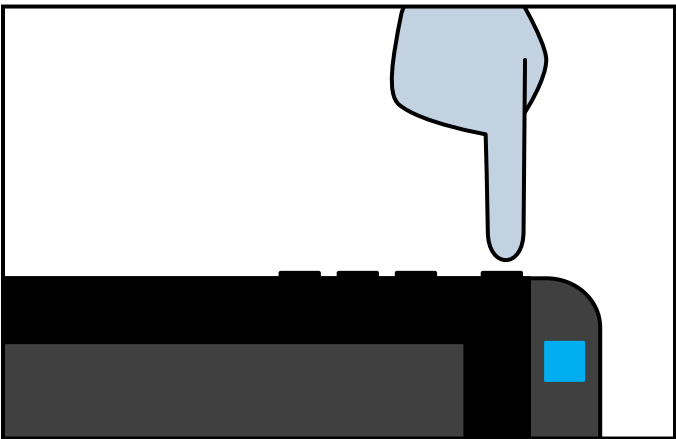
- 1 Attach cables for power, mouse, and keypad to back of computer.



- 2 Place the headphone jack in the audio connector on bottom of the computer.

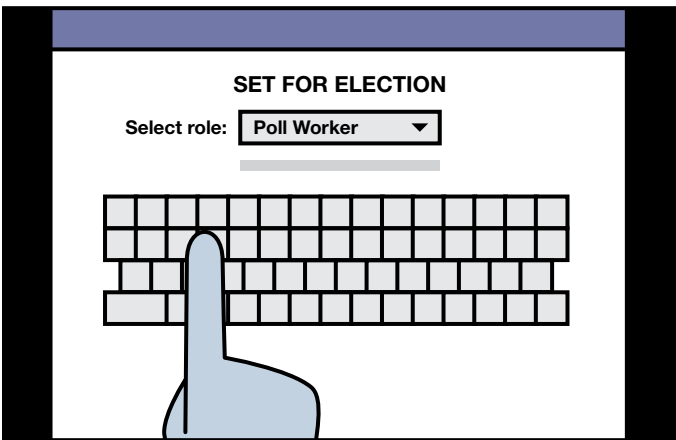


- 3 Depending on local practice, load ballot paper into the printer now or when each voter is ready to use the station.

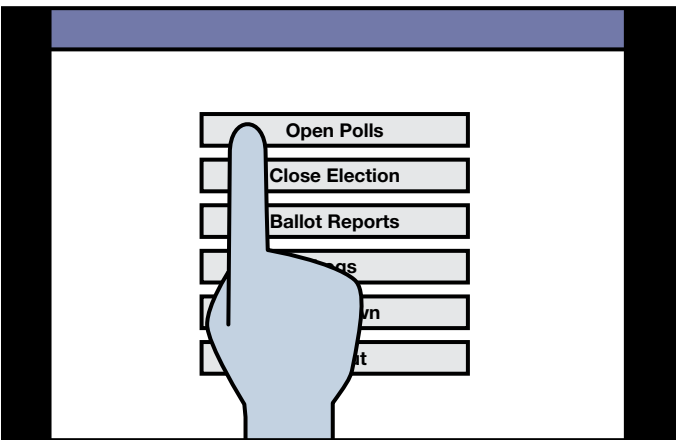


- 4 Turn computer on. Power up the printer, too.

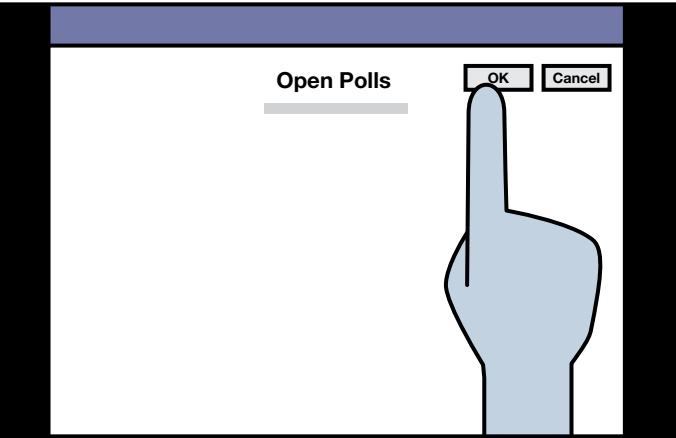
Opening the polls for voting



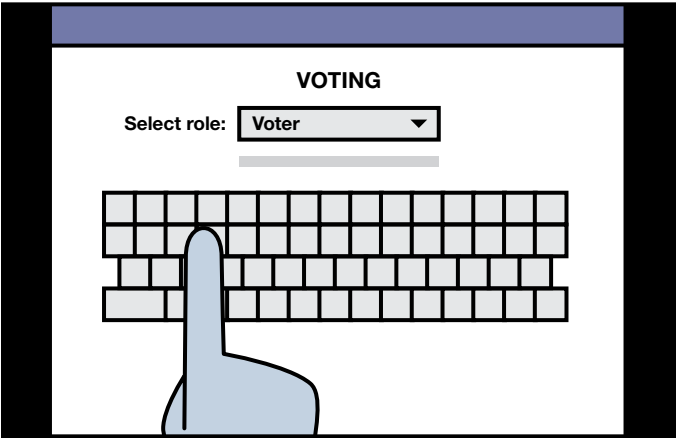
- 1 Log in to ClearAccess as a "Poll Worker".



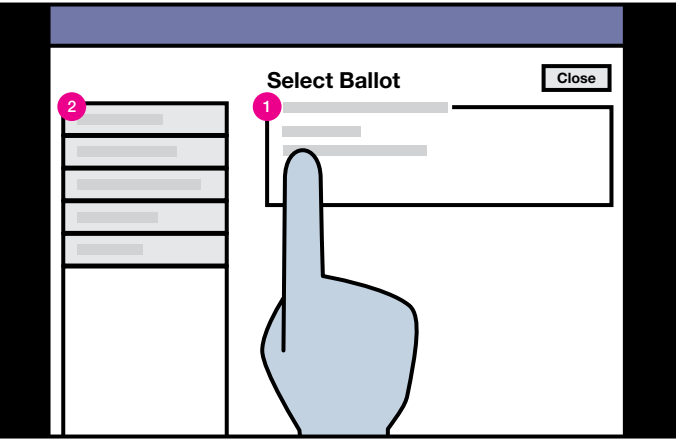
- 2 Choose "Open Polls" when it is time to start voting.
NOTE: Display and print a ballot reconciliation report if required before opening the polls.



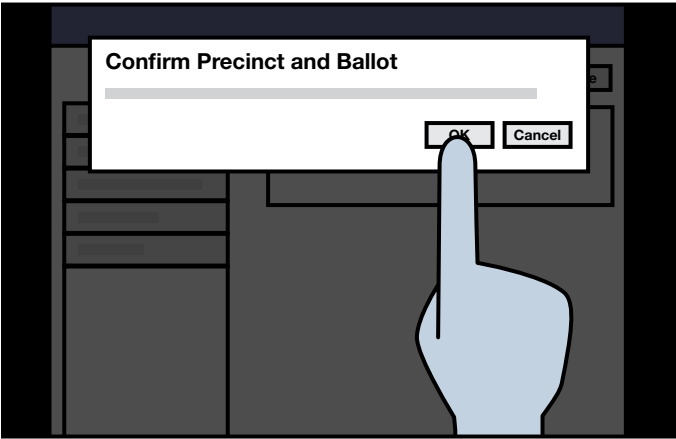
3 Confirm that you want to open the polls and allow voting to start.



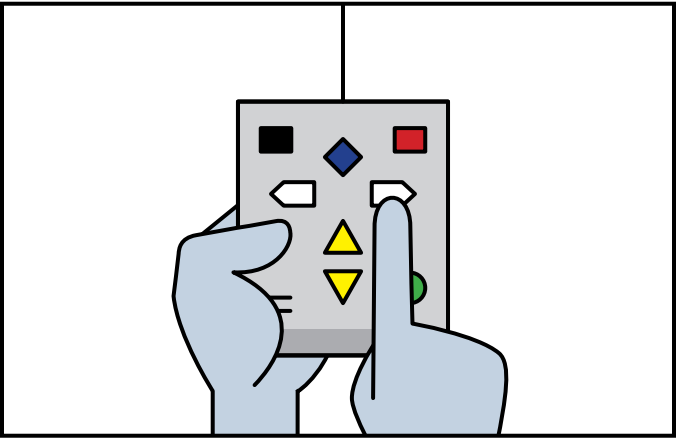
4 Be sure the "Select role" is set to "Voter", then enter the voter access code.



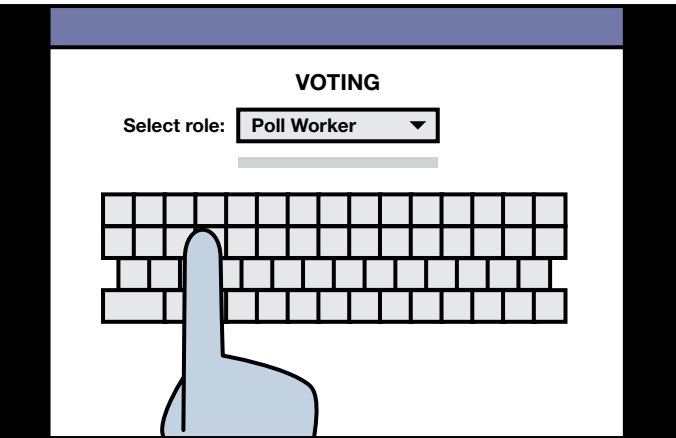
5 First select the "Options:", THEN the ballot style for the voter. You may also use a bar coded card if so equipped.



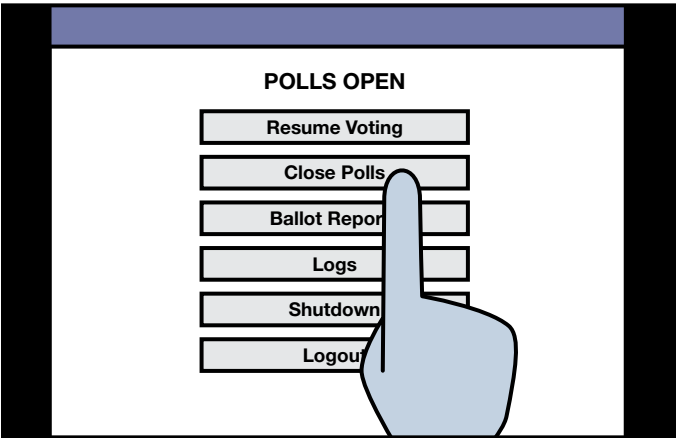
6 Press "OK" if you selected the correct precinct and ballot, or "Cancel" to try again.



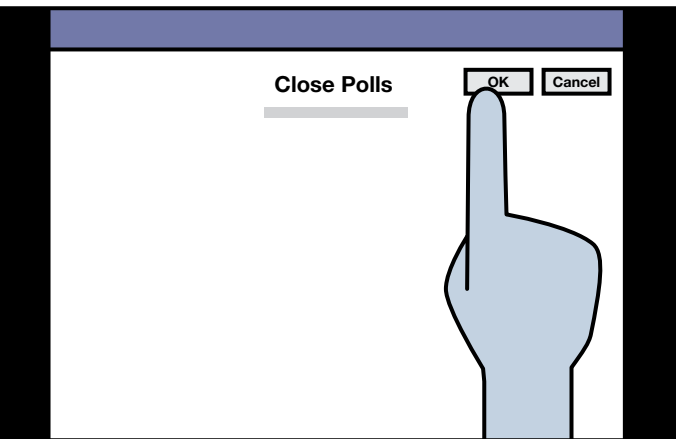
7 The voter can receive assistance in getting settled into the voting station but needs to be allowed privacy when making their selections.



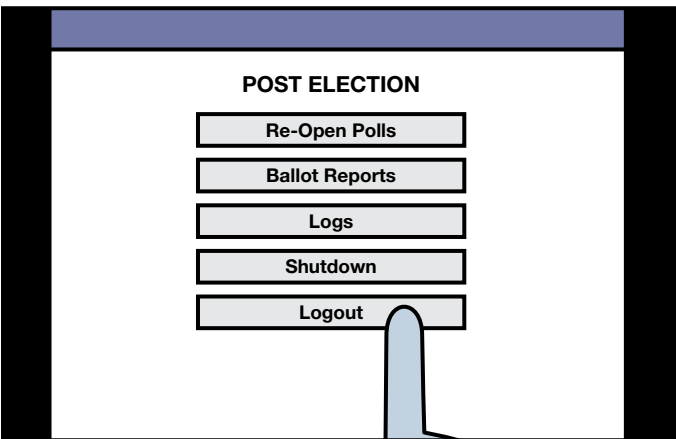
1 When it is time to close the polls, log into ClearAccess. Be sure the "Select role" is set to "Poll Worker".



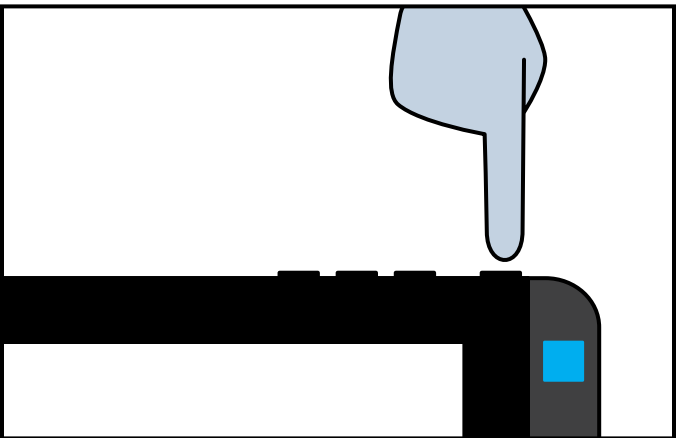
2 Choose "Close Polls".
NOTE: Run a ballot reconciliation report, if required, before closing the polls.



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



4 Logout of ClearAccess.



5 Turn computer off.