**Clear Ballot**

<u>**Arrival at the Polling Place:**</u>

Machine keys, seal reports, and White District Envelopes are located inside the delivery truck door on the right inside a plastic box and folder. After opening machines please return keys back to the plastic box and instructions with seal reports to the folder for the day. Power strips & machine cords can be found in vinyl pockets inside delivery truck. Privacy screens for machines will be found in delivery truck as well.

<u>Open Polls</u>

Clear Cast Scanner

1. Confirm that the correct machines have been delivered to your polling place. If there is a machine labeled for a different location, call the Board of Elections immediately. 518-761-6456
2. Locate your ClearCast Go Scanners. These are in the shorter black rolling cases with labels that say ClearCast on them. Please be sure that you begin with setting up and opening this machine first. Position & lock wheels.
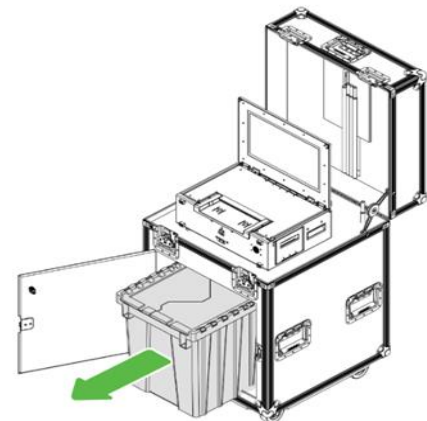

3. Use key to open the Ballot Box Door in the front of the machine and verify no ballots are in the ballot box. If you find any ballots remove them, place a big X on them, fold in half, and put in the Blue Inspector bag. Be sure to leave the ballot box open and return it to the inside of the machine, slide all the way to the left. Close and lock the door. Seal the door with a **Red String Seal** and record on the Seal Report.
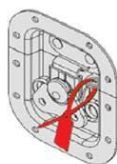
4. Remove and verify the **Blue String Seal** from the top of the machine. Place the seal in the White District Envelope. Open machine top.

5. Open the receipt printer door on the right side of the scanner. Take out the receipt paper and remove adhesive. Unroll a small amount of receipt paper to feed <mark>OVER</mark> the printer rollers. <mark>KEEP THE RECEIPT ROLL TIGHT</mark>, shut receipt printer doors all the way, and ensure a small amount of paper is fed through the receipt slot.
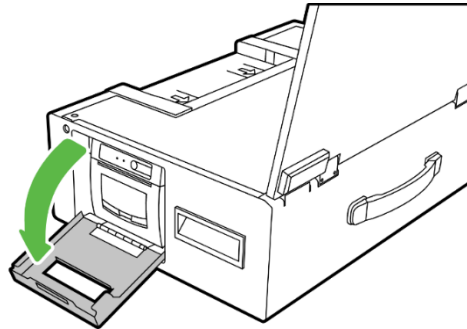

6. The power cord for the machine is located in the vinyl pouch inside the delivery truck along with the power strip. Plug the power strip into the wall and then the cord into the power strip. Be sure the power strip is on. Plug the cord into the back of the machine. (cord side facing down) The machine will automatically start up when plugged into a power source. The machine will print a Power-On Report. This may take a minute. Check the Power on Report- Did it print properly when the machine turned on? <mark>You may need to re-spool the paper more tightly.</mark> **DO NOT TEAR OFF TAPE UNTIL POLLS COMPLETELY OPENED**
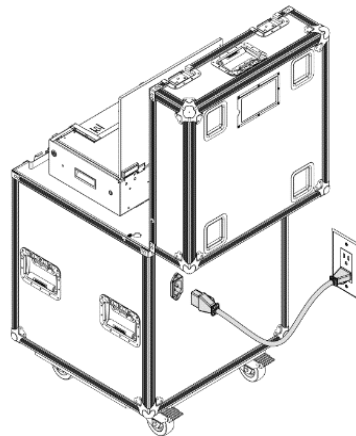
7. Lift screen. Verify the **Blue String Seal** from the corner of the scanner unit.
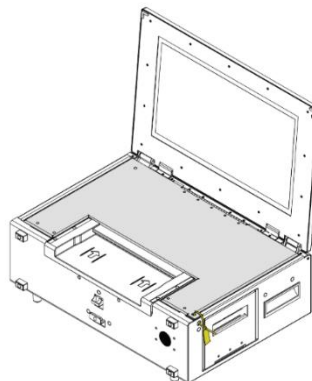
8. Wait for the Log-In prompt to appear. Press Log-In. Enter Password: <mark>warren</mark> & submit.
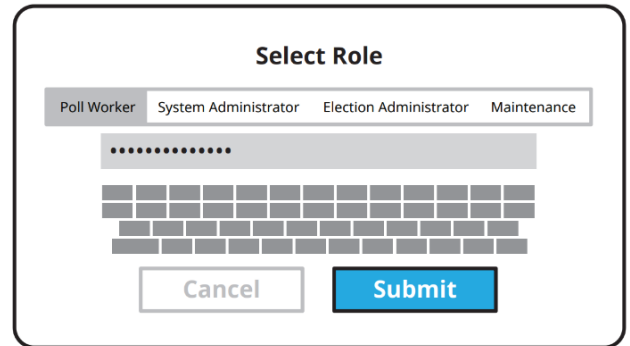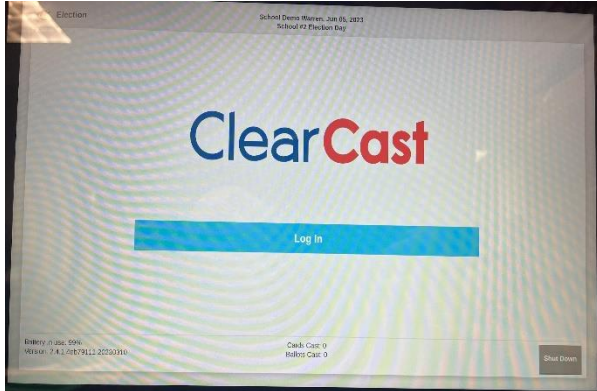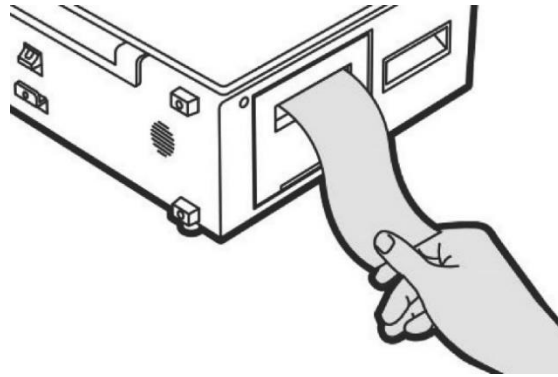

9. Select Open Polls. Report will begin printing. **DO NOT TEAR OFF TAPE UNTIL POLLS COMPLETELY OPENED**


10. Select Start Voting.

11. Zero tape will print further from the machine. Tear off. Confirm and have bipartisan team sign report. Place the zero tape in the White District Envelope. Reminder you only need one tape when opening.

12. Attach larger privacy screen (found in delivery truck). Line-up with Velcro tabs. Left side has a circle cutout for power light, which should be green. Right side has cut out for report tape. Back has a cutout for a power jack cable. If this comes out the green light will flash red and you will need to plug the power jack back in.
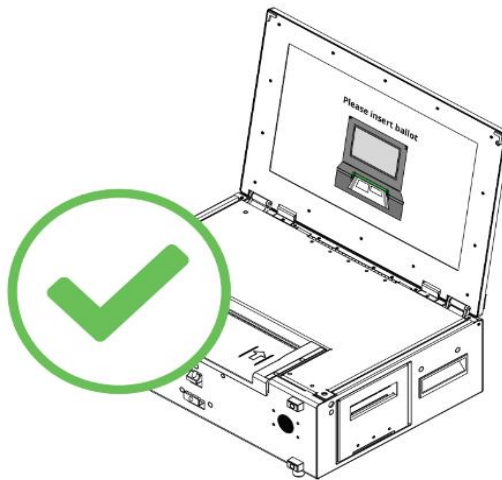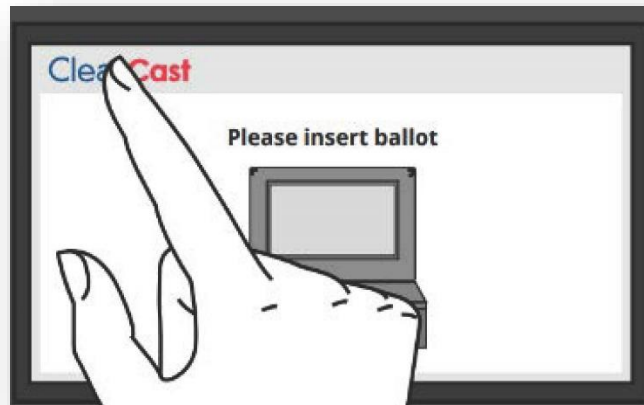

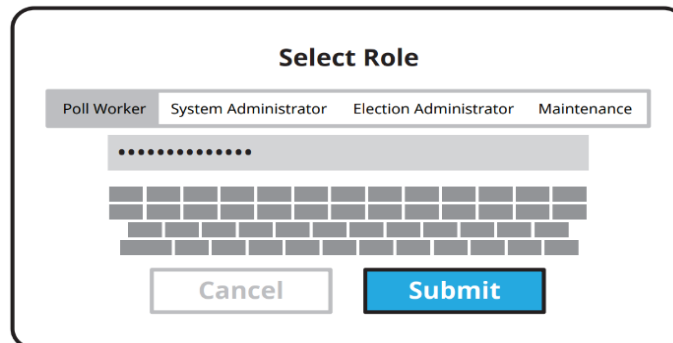13. The Clear Cast Scanner is ready for the day!
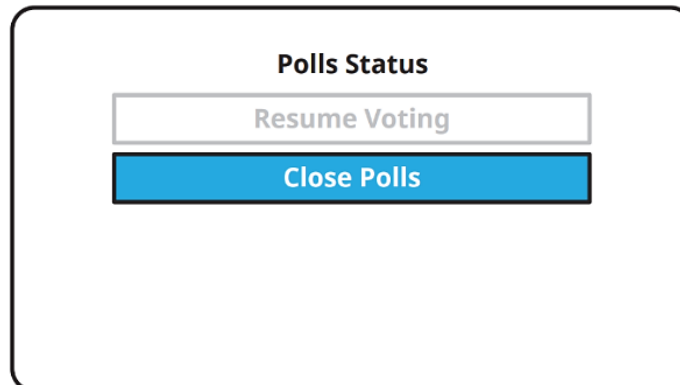
Closing Polls

ClearCast Scanner

1. Press the ClearCast hidden button in the upper left corner of the screen. This will pause the voting process and print a pause voting report.


2. Log in using your poll worker Password: warren. Press Submit.


3. Select Close Polls and confirm by pressing OK.

4. **DO NOT TEAR OFF TAPES UNTIL PRINTING HAS COMPLETELY STOPPED.** After the two tapes have printed, carefully tear off by pulling UP-*NOT OUT*. The bipartisan team will split copies, sign first copy and return in the White District Envelope. The second copy you will need to tape on the door for the public to see. Please remove when you are locking up poll site.

5. Select Unmount USB Drives. Postelection screen will show drives no longer attached. This is normal.
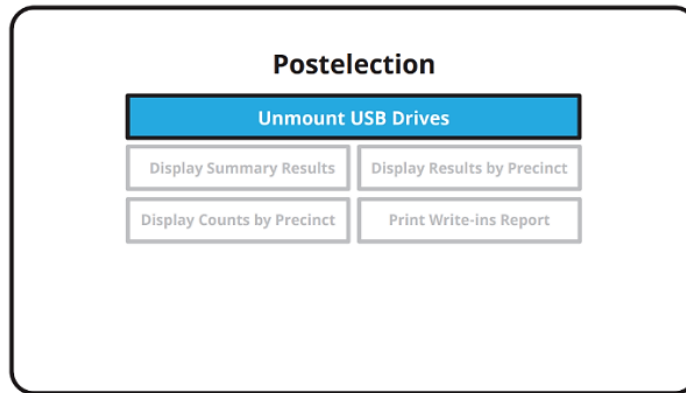

6. Select Shut Down to power off the scanner. Press OK.
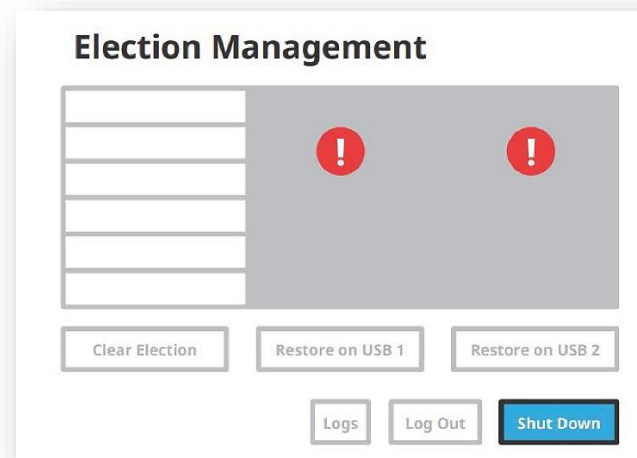
7. Remove the Blue String Seal from the corner of the scanner top door place in White District Envelope. Use key to unlock cover & lift.
8. Open the door of the USB compartment.

Unlock
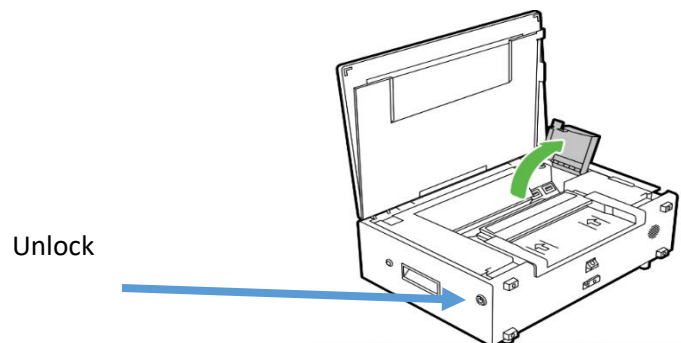
9. Remove the USB #1 stick place in Anti-static bag. Place in White district Envelope. Leave the second, secured, USB stick in the machine. Verify the Red String Seal on Seal Report.
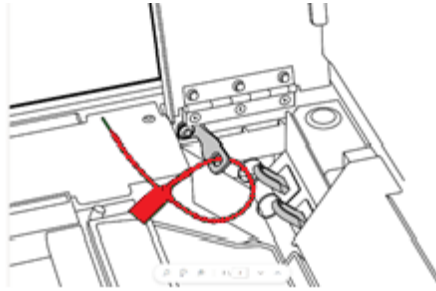
10. Close the USB door, and the scanner top door. Lock the top door.
11. Fold down the screen.
12. Unplug the machine, return power cord & power strip to the vinyl pocket along with the privacy screen to the delivery truck.
13. Close the top compartment of the machine. Seal with **Red String Seal** be sure to record on Seal Report.
14. Make sure all seal reports are complete and signed. Return these to the plastic folder along with machine keys to the plastic box in the delivery truck.

ONCE ALL SCANNERS HAVE BEEN CLOSED. USB #1 STICKS REMOVED. BE SURE TO PLACE THE STICKS IN THE ANTI-STATIC BAGS. OPENING & CLOSING TAPES SIGNED. VOUCHERS ALL COMPLETE. PLACE ALL ITEMS IN THE WHITE DISTRICT ENVELOPE. RUNNER NEEDS TO BRING TO THE BOARD OF ELECTIONS ALONG WITH THE ABSENTEE BALLOT DROPBOX