



Clear Ballot

ClearAccess 2.0

Poll Worker Guide

ClearAccess Poll Worker Guide

Clear Ballot Part Number: 100054-10016

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Table of contents

Preface	11
Chapter 1. ClearAccess overview	13
1.1 About the ClearAccess voting system	13
1.2 ClearAccess components	14
1.2.1 Touchscreen computer	14
1.2.2 Printer	16
1.2.3 Paper stock	17
1.2.4 Backup battery power	17
1.3 Voting overview	18
1.3.1 Ballot content	18
1.3.2 Ballot selection	18
1.3.3 Ballot presentation	19
1.3.4 Ballot navigation	19
1.3.5 Voting instructions	19
1.3.6 Ballot settings	19
1.3.7 Overvoting	20
1.3.8 Blank voting	20
1.3.9 Undervoting	20
1.3.10 Straight-party voting	20
1.3.11 Write-ins	22
1.3.12 Inactivity	22
1.3.13 Primary elections	23
1.3.14 Review votes	23
1.3.15 Ballot printing	24
1.4 Poll worker responsibilities	24
1.4.1 Administrative	25
1.4.2 Equipment	25



1.4.3 Voting	25
1.4.4 Security	26
1.4.5 Supplies	26
1.4.6 Election close	26
Chapter 2. Setting up the ClearAccess station	27
Chapter 3. Personal assistive devices	30
3.1 Accessible keypad	30
3.1.1 Enter	30
3.1.2 Accessible keypad commands	30
3.1.3 Next/previous page	32
3.1.4 Settings	32
3.1.5 Shift	32
3.1.6 Help	33
3.2 Sip-and-puff	33
3.2.1 Sip-and-puff overview	33
3.2.2 Sip-and-puff functionality	33
3.2.3 Replacing the sip-and-puff mouthpiece	34
3.2.4 Using a voter's sip-and-puff device	38
Chapter 4. Opening the polls	39
Chapter 5. Election day	41
5.1 Equipment preparation	41
5.1.1 Touchscreen	41
5.1.2 Sight-impaired	41
5.1.3 Mobility impaired	42
5.2 Voter preparation	42
5.3 Voting	43
5.4 Equipment maintenance	44
5.5 Security	44



Chapter 6. Starting and ending a ClearAccess session	46
6.1 Starting the ClearAccess station	46
6.2 Logging into ClearAccess	47
6.3 Viewing system status	48
6.4 Ending a ClearAccess session	49
Chapter 7. Voting with the touchscreen	50
7.1 Language selection	50
7.2 Party selection	51
7.3 Voting instructions	51
7.4 Settings	52
7.4.1 Language option	53
7.4.2 Zoom option	54
7.4.3 Color option	55
7.4.4 Output option	56
7.4.5 Sound option	57
7.5 Audio toolbar	58
7.6 Ballot header	58
7.7 Ballot navigation	59
7.8 Contests on the ballot	60
7.8.1 Overview	60
7.8.2 Long header	61
7.8.3 Long candidate list	62
7.9 Contest selection	64
7.10 Overvoting	64
7.11 Write-ins	65
7.12 Review votes	66
7.12.1 Review votes screen	66
7.12.2 Navigating the Review votes screen	66



7.12.3 Navigating to and from Review votes screen	67
7.13 Ballot printing	68
7.13.1 Ballot printing procedure	68
7.13.2 Ballot printing unsuccessful	69
7.14 Ballot cancellation	72
Chapter 8. Voting with the accessible keypad	73
8.1 Language selection	73
8.2 Party selection	74
8.3 Voting instructions	74
8.4 Settings	74
8.4.1 Ballot language	74
8.4.2 Magnification	74
8.4.3 Color options	75
8.4.4 Exiting Settings	75
8.5 Ballot header	75
8.6 Ballot navigation	75
8.7 Contests on the ballot	76
8.8 Contest selection	76
8.9 Playback volume	76
8.10 Playback rate	76
8.11 Pause/resume	76
8.12 Skip to next/previous sentence	76
8.13 Overvoting	77
8.14 Write-ins	77
8.15 Review votes	77
8.15.1 Vote review content	78
8.15.2 Navigating the vote review	78
8.15.3 Navigating to and from the vote review	78



8.16 Ballot printing	78
8.16.1 Ballot printing procedure	78
8.16.2 Ballot printing unsuccessful	79
8.17 Ballot cancellation	79
Chapter 9. Voting with the sip-and-puff	80
9.1 Language selection	80
9.2 Party selection	81
9.3 Voting instructions	81
9.4 Changing voter settings using a sip-and-puff	82
9.4.1 Language option	83
9.4.2 Zoom option	83
9.4.3 Color option	84
9.4.4 Output option	86
9.4.5 Sound option	87
9.5 Ballot header	88
9.6 Ballot navigation	89
9.7 Contests on the ballot	89
9.7.1 Overview	90
9.7.2 Long header	90
9.7.3 Long candidate list	91
9.8 Contest selection	92
9.9 Overvoting	92
9.10 Write-ins	93
9.11 Review votes	94
9.11.1 Review votes screen	94
9.11.2 Navigating the Review votes screen	94
9.11.3 Navigating to and from the Review votes screen	95
9.12 Ballot printing	95



9.12.1 Ballot printing procedure	96
9.12.2 Ballot printing unsuccessful	97
9.13 Ballot cancellation	98
Chapter 10. Working with ballot stubs	99
10.1 About ballot stubs	99
10.2 Disabling and enabling ballot stub printing in ClearAccess	99
Chapter 11. Working with ballot serial numbers	101
11.1 About ballot serial numbers	101
11.1.1 Configuring serial numbers in ClearAccess	101
11.2 Viewing the serial number start value and current value	102
11.3 Changing the serial number start value	102
Chapter 12. Voting with the barcode scanner	104
12.1 About barcode scanning	104
12.1.1 Capabilities and limitations	104
12.1.2 Voting workflow using a barcode scanner	104
12.2 Voting using a barcode scanner	105
Chapter 13. Troubleshooting	108
13.1 Loss of power	108
13.1.1 Supplies	108
13.2 Touchscreen troubleshooting	109
13.3 Printer troubleshooting	109
13.4 Keypad troubleshooting	110
13.4.1 Supplies	110
13.5 Sip-and-puff troubleshooting	110
13.6 Supplies	111
13.6.1 Increasing sip-and-puff sensitivity	111
13.7 Audio troubleshooting	111
13.7.1 Supplies	112



Chapter 14. Closing the polls	113
Chapter 15. Shutting down the ClearAccess station	115
Chapter 16. Ballot reconciliation	117
Chapter 17. Breaking down the ClearAccess station	118
17.1 Break-down and pack the touchscreen computer	118
17.2 Break-down and pack the printer	118
17.3 Break-down and pack the remaining supplies	118
Appendix A. Supplies	120
Appendix B. Forms	121
B.1 Seals	121
B.2 Ballot reconciliation	122



Preface

This section defines the purpose of this document. It contains the following subsections.

- About this document
- Scope of this document
- Intended audience
- Contact us

About this document

This document provides operating instructions and reference information for poll workers using the ClearAccess accessible voting system. It is compliant with the documentation requirements of *VVSG 2005, Volume 2, Section 2.8*.



A ClearVote® system can comprise the ClearAccess®, ClearAudit®, ClearCast®, ClearCount® and ClearDesign® products. Jurisdictions are not required to purchase all products. You can ignore references to any ClearVote products that are not part of your voting system. Also ignore implementation options that are not relevant to your policies and procedures.

Scope of this document

This document contains the following sections:

- [ClearAccess Overview](#)
- [Setting up the ClearAccess station](#)
- [Starting and ending a ClearAccess session](#)
- [Personal assistive devices](#)
- [Opening the polls](#)
- [Election day](#)
- [Voting using the touchscreen](#)
- [Voting using the accessible keypad](#)
- [Voting using the sip-and-puff](#)
- [Voting using the barcode scanner](#)
- [Troubleshooting](#)
- [Closing the polls](#)
- [Shutting down the ClearAccess station](#)
- [Ballot reconciliation](#)
- [Breaking down the ClearAccess station](#)
- [Supplies](#)
- [Forms](#)

Intended audience

This document is intended for election officials and election staff who are responsible for operations and maintenance before, during, and after an election. This document is also used by Clear Ballot personnel who support election officials and election staff.

Contact us

Clear Ballot Group welcomes your feedback on our documentation. Please send comments to Documentation@ClearBallot.com.

If you have questions about using your ClearVote product, contact your Clear Ballot representative.



Chapter 1. ClearAccess overview

The following topics provide an overview of the ClearAccess accessible voting system:

- "About the ClearAccess voting system" below
- "ClearAccess components" on the next page
- "Voting overview" on page 18
- "Poll worker responsibilities" on page 24

1.1 About the ClearAccess voting system

The ClearAccess accessible voting system allows voters with substantial impediments to vote independently, in privacy and comfort. It integrates seamlessly with existing voting and ballot counting solutions.

ClearAccess hardware is designed for comfort and flexible use. Its compact size makes it easy to transport and set up. The touchscreen unit pivots to the desired viewing position, and can display ballots in portrait or landscape mode. Ports and power switches are protected from unauthorized access.

ClearAccess supports a range of ballot configurations, voting options, and languages. Voters can make ballot choices using the touchscreen, a keypad, or a sip-and-puff. Voting instructions can be read from the screen or played over audio headphones. Screen contrast, magnification, and audio playback can be customized at any time.

Voters can review their choices and make changes prior to printing the ballot.



The ClearAccess ballot-marking system is used to vote and mark ballots with voter selections, but is not used to count, tally or report contest or candidate totals.



Figure 1-1. ClearAccess voting station

1.2 ClearAccess components

A ClearAccess voting station consists of these components:

- A touchscreen computer
- A printer capable of printing the required ballot lengths
- An uninterruptible power source (UPS) to provide backup power in case of a power outage.
- A keypad, to allow vision-impaired voters to input ballot selections
- Audio headphones, to allow vision-impaired voters to listen to audio ballot playback
- (Optional) A sip-and-puff device, to allow mobility-impaired voters to input ballot selections
- (Optional) A barcode scanner, to automatically load ballots by scanning a QR code

1.2.1 Touchscreen computer

ClearAccess voters make their election choices on the voting station's touchscreen computer. ClearAccess supports these touchscreen computer models

- "Elo E series" on the facing page
- "Elo X series" on the facing page

1.2.1.1 Elo E series

The Elo E Series is a 15 inch touchscreen computer. It includes four USB ports, all in the port bay on the left side of the pedestal. The port bay can be enclosed by a cover which comes with the unit. The power button is located on the front-left side of the pedestal behind the touchscreen.



Figure 1-2. Elo E Series touchscreen computer

1.2.1.2 Elo X series

The Elo X Series is a 20 inch touchscreen computer. It includes six USB ports, four in the port bay on the rear of the device, and two on the underside of the touchscreen frame below the Elo logo. The port bay can be enclosed by a cover which comes with the unit and can be secured by a screw. The power button is located on the touchscreen frame below the Elo logo.



Figure 1-3. Elo X Series touchscreen computer

1.2.2 Printer

After making their election choices on the ClearAccess computer, voters print their ballots on the voting station's printer. ClearAccess supports these printer models:

- "Okidata B432"

1.2.2.1 Okidata B432dn

The Okidata B432dn is a compact laser printer with duplex printing capability. It can print up to up to 1200 x 1200 dpi resolution and 42 pages per minute. It connects to the ClearAccess station via a high-speed USB 2.0 interface. It has a separate toner and image drum for lower operating costs.

The Okidata B432dn printer can print ballots up to 19 inches long in duplex.



Figure 1-4. Okidata B432dn printer

1.2.3 Paper stock

The ballot paper stock you can use with ClearAccess is governed by A) the stock weights supported with ClearCast and ClearCount, and, B) your choice of printer. Stock weights supported with ClearCast and ClearCount are listed in the *ClearVote Ballot Stock and Printing Specification*. Consult your Clear Ballot representative for help selecting ballot stock to meet your needs.

1.2.3.1 Supported ballot lengths

ClearAccess supports the following ballot lengths:

1.2.3.1.1 Okidata B432

- 11 inches
- 14 inches
- 18 inches
- 19 inches

1.2.4 Backup battery power

ClearAccess stations and printers can be configured at the polls with an uninterruptible power source (UPS) to provide backup power in case of a power outage. See the *ClearVote Approved Parts List* for the uninterruptible power source (UPS) models supported with ClearAccess.

1.3 Voting overview

ClearAccess voting functionality is described in the following topics. The information presented is applicable to all modes of voting, be it using the touchscreen, keypad, or sip-and-puff.

- "Ballot content" below
- "Ballot selection" below
- "Ballot presentation" on the facing page
- "Ballot navigation" on the facing page
- "Voting instructions" on the facing page
- "Ballot settings" on the facing page
- "Overvoting" on page 20
- "Blank voting" on page 20
- "Undervoting" on page 20
- "Straight-party voting" on page 20
- "Primary elections" on page 23
- "Write-ins" on page 22
- "Inactivity" on page 22
- "Review votes" on page 23
- "Ballot printing" on page 24

For more information on voting ClearAccess using the:

- Touchscreen, see "Voting with the touchscreen" on page 50
- Keypad, see "Voting with the accessible keypad" on page 73
- Sip-and-puff, see "Voting with the sip-and-puff" on page 80
- Barcode scanner, see "Voting using a barcode scanner" on page 105

1.3.1 Ballot content

Each ballot contains a unique, sequential set of contests and questions. Each contest contains heading text followed by the list of candidates in the contest, in the appropriate sequence. For questions, the question text is followed by the possible responses, typically "yes" and "no."

1.3.2 Ballot selection

Each ballot is listed on the **Select Ballot** screen by precinct, split, and party (in the case of a closed primary).

A Search option allows the list of ballots displayed to be narrowed to those whose identification information contains the search text entered. If the list of ballot types does not fit into a single screen, a vertical scroll bar appears on the right side of the ballot list for navigation purposes.

1.3.3 Ballot presentation

The ballot can be presented to the voter either on the touchscreen in visual format, played back to the voter over headphones in audio format, or both. The voter can input ballot selections using either the touchscreen, the keypad or sip-and-puff. The voter can choose to vote using any input and presentation combination. Visual and audio ballots are presented with the same ballot content (other than voting instructions, which are different for visual and audio ballots).

1.3.4 Ballot navigation

The voter can advance either forward or backward through the contests and questions on the ballot, and proceed at any time to the ballot review phase. The voter can also return from ballot review directly to any contest or question on the ballot.

For more information on ballot navigation using the:

- Touchscreen, see "Ballot navigation" on page 59
- Keypad, see "Ballot navigation" on page 75
- Sip-and-puff, see "Ballot navigation" on page 89

1.3.5 Voting instructions

Each ballot is prefaced with detailed voting instructions, presented either in written or in audio format, depending on the ballot presentation requested. These instructions can also be repeated at the voter's convenience in the course of voting.

Voting instructions can be customized according to local requirements.

1.3.6 Ballot settings

The ClearAccess application offers a Settings function that allows the voter to customize ballot presentation options at any point in the voting process. The following can be customized in Settings:

- Ballot presentation language
- Ballot magnification
- Ballot color options
- Audio ballot presentation
- Visual ballot presentation

1.3.7 Overvoting

It is not possible to overvote in any contest or question on the ballot using the ClearAccess accessible voting solution. Once the number of candidates or responses to vote for have been selected, no more selections can be made in the contest. If a voter attempts to make an additional selection when the number of candidates or responses has already been chosen, a message is displayed or played back, indicating that no more choices can be made. One or more of the existing selections must be de-selected to continue making selections in the contest.

1.3.8 Blank voting

It is not necessary to select a candidate or response in a contest. However, the election can be configured to present a warning message when a blank vote is encountered. When the voter does not make a selection in the current contest or question and attempts to skip to the next or previous contest, a warning message is displayed or played back, requesting the voter to confirm continuing to the next or previous contest without making a selection in the current contest.

1.3.9 Undervoting

An undervote occurs when the number of candidates or responses selected in a contest or question is less than the number to vote for, but more than zero. A voter is free to undervote a contest, and not obliged to select the number of candidates or responses to vote for.

An election can be configured to present a warning message when an undervote is encountered. When the voter undervotes a particular contest or question and attempts to skip to the next or previous contest, a warning message is displayed or played back, requesting the voter to confirm continuing to the next or previous contest without selecting the number of candidates or responses to vote for in the current contest.

1.3.10 Straight-party voting

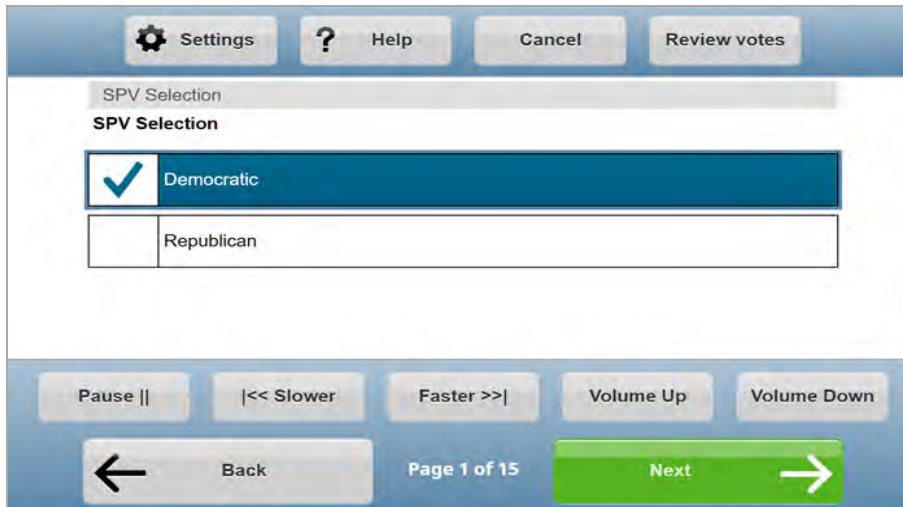
A straight-party contest lets a voter choose a party to vote for, thereby automatically selecting candidates on the ballot endorsed by that party.

Straight-party contests are common in general-style elections. Though less common, straight-party voting can also occur in primary elections, where slates are used in place of parties. The straight-party selection option usually appears at the beginning of the ballot.

1.3.10.1 Straight-party voting standard behaviors

In ClearAccess, straight-party voting works as follows:

- If a voter selects a political party in the **Political Party Contest Selection** screen, then all candidates endorsed by the selected party are automatically selected in all subsequent contests on the ballot for which straight-party voting is enabled.



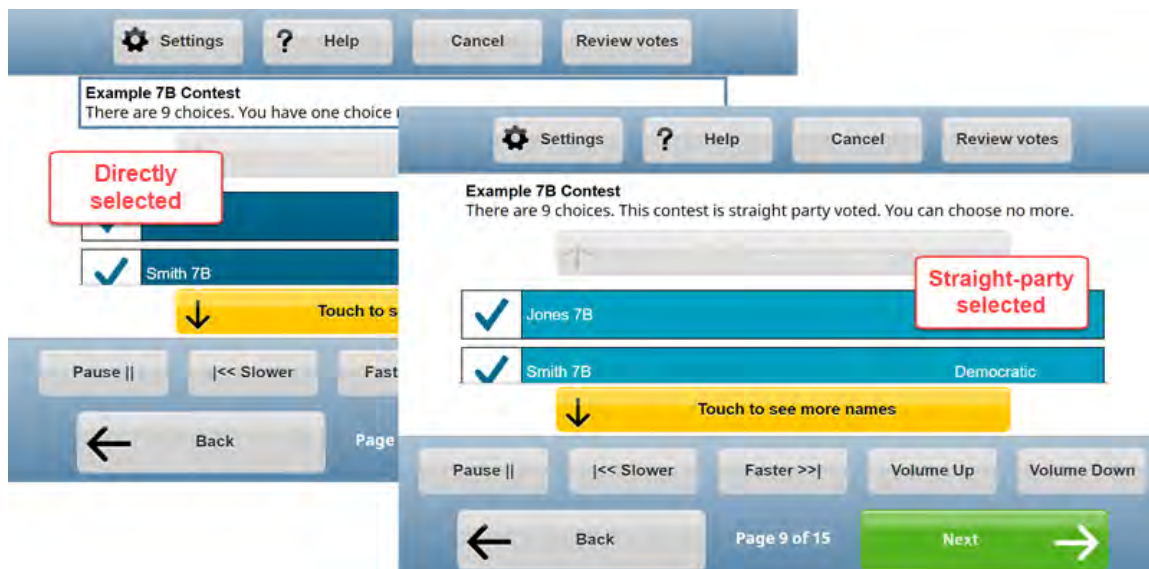
- The candidates endorsed by a party will generally be candidates belonging to that party, but could also include other candidates (for example, independents).

Also, not every contest on the ballot may be enabled for straight-party voting. For contests not associated with straight-party voting, there is no automatic selection of candidates.

The association of candidates with a party's endorsement, and the enabling of contests for straight-party voting, are performed in ClearDesign.

- Total candidates selected via straight-party voting will not exceed the limit for votes cast on the ballot.
- In addition to selecting the straight-party option, a voter can also directly select individual candidates in any contest, provided the combined straight-party and directly selected candidates do not exceed the limit for votes cast.

On the ClearAccess selection screens, candidates directly selected by the voter are shown in dark teal. Straight-party selected candidates are shown as light teal.



- Deselecting the party choice automatically deselects all straight-party-selected candidates in all contests on the ballot. It does not deselect candidates that were directly selected by the voter.
- If the voter subsequently changes the party choice, then the straight-party-selected candidates automatically switch to those endorsed by the newly chosen party in all ballot contests.

1.3.10.2 Straight-party selections on the printed ballot

If the voter accepted all straight party-selected votes, the straight party contest oval is filled in. If the voter deselected (un-voted) one or more straight party selection on the ballot, the straight party contest oval is not filled in. Instead, a black diamond is printed next to the straight party selection.

1.3.11 Write-ins

Contests can be configured to allow for manual entry of candidates not on the ballot. Spaces can be provided in each contest for write-in candidates, up to and including the number to vote for.

For information on entering write-ins using the:

- Touchscreen, see "Write-ins" on page 65
- Keypad, see "Write-ins" on page 77
- Sip-and-puff, see "Write-ins" on page 93

1.3.12 Inactivity

If no activity is detected in the ClearAccess voting session for a designated period of time (no keys pressed, no screen taps, and no audio played), then the voter is prompted with an inactivity message. If the voter does not respond to the prompt within the specified cancellation time, then the voting session is canceled, and the system automatically re-displays the ballot selection screen. If the voter does respond to the inactivity message, then voting can continue as before.

Inactivity Timeout

There has been no activity on the system. If you need more time press the OK button.



Figure 1-5. Inactivity message

1.3.13 Primary elections

A primary is an election held to determine which candidate will represent a political party for a given office in the general election. A primary can take the form of either open or closed.

An open primary ballot includes all partisan and non-partisan contests, allowing the voter to decide which party to align with in the course of voting. However, it is not possible for a voter to cross party lines on an open primary ballot. A closed primary ballot is limited to the partisan contests corresponding to a single political party, in addition to any non-partisan contests running in the election.

The presentation of open and closed primary ballots in the ClearAccess accessible voting system is similar. In a closed primary election, the ballot itself is associated with a party (except for the ballots with no partisan contests), is selected by the poll worker, and issued to the voter based on the voter's party registration. The voter voting on a closed primary ballot is presented only with the partisan contests corresponding to the voter's registered party.

In an open primary, on the other hand, the voter is presented with a mandatory preference contest at the outset of voting, which allows the voter to pick a party. The partisan contests presented to the voter correspond to the party selected in the preference contest. If the voter decides to select a different party in the preference contest, then all prior partisan contest selections are lost unless the voter reverts to the original party selection.

1.3.14 Review votes

At the completion of voting, the voter reviews the candidate and response selections made on the ballot in the Review votes screen. The voter can jump from the Review votes screen directly to any contest on the ballot, make the desired changes to candidate/response selections, then return directly to Review votes screen.

For more information on reviewing the ballot using the:

- Touchscreen, see "Review votes" on page 66
- Keypad, see "Review votes" on page 77
- Sip-and-puff, see "Review votes" on page 94

1.3.15 Ballot printing

When voting is complete, the voter's paper ballot is printed. All meaningful ballot content presented while voting (e.g., contests, candidates, question responses) is included on the printed ballot in the same order it was presented on the screen. All selections printed to the paper ballot are identical to those made on the ClearAccess station.

The printed ballot contains no information linking the ballot to the voter's identity or method of voting.

The length of the printed ballot can vary.

1.3.15.1 Straight party voting selections

If the voter accepted all straight party-selected votes, the straight party contest oval is filled in. If the voter deselected (un-voted) one or more straight party selection on the ballot, the straight party contest oval is not filled in. Instead, a black diamond is printed next to the straight party selection.

1.3.15.2 Ballot stubs

If ballot stubs have been configured for the election, and stub printing is enabled, a stub will print with the ballot. The content of the stub is determined by the ballot designer and varies with jurisdiction. Typically stubs serve as receipts to allow for ballot tracking and/or reconciliation. ClearVote supports up to three stubs per ballot.

ClearAccess gives you the ability to turn off ballot stub printing, if necessary.

1.3.15.3 Reviewing and casting the ballot

Once the ballot is printed, the voter can review it for accuracy before it is cast. A secrecy sleeve should be provided to the voter so the ballot can be transported privately to the ballot box.

For information on printing ballots using the:

- Touchscreen, see "Ballot printing" on page 68
- Keypad, see "Ballot printing" on page 78
- Sip-and-puff, see "Ballot printing" on page 95

1.4 Poll worker responsibilities

The responsibilities assumed by poll workers using the ClearAccess accessible voting system fall into the following categories:

- "Administrative" on the facing page
- "Equipment" on the facing page
- "Voting" on the facing page

- "Security" on the next page
- "Supplies " on the next page
- "Election close" on the next page

1.4.1 Administrative

Following are the ClearAccess administrative responsibilities for poll workers:

- Ensure all election day procedures are followed properly
- Identify personnel trained for ClearAccess support
- Complete mandated election day documentation
- Contact election support for further assistance ,when necessary

1.4.2 Equipment

Following are the ClearAccess equipment-related responsibilities for poll workers:

- Inventory voting equipment
- Verify and record seal numbers
- Ensure that voting equipment is configured correctly for voting
- Ensure the correct poll open activities are performed at the start of election day
- Verify ClearAccess functionality
- Perform a Logic and Accuracy Test, if mandated
- Ensure cleanliness and integrity of polling place area and equipment
- Troubleshoot equipment and follow problem resolution procedures
- Install voter sip-and-puff devices following the required protocol
- Properly disassemble, inventory, and secure voting equipment at the end of election day

1.4.3 Voting

Following are the ClearAccess voting and voter-assistance responsibilities for poll workers:

- Describe to each voter ClearAccess's accessibility features
- Select the right ballot for the voter
- Assist voters with ClearAccess settings
- Assist voters with ballot adjudication
- Provide voters with ballot secrecy sleeves
- Manage traffic flow and voter privacy

- Ensure that correct procedures are maintained for issuing provisional ballots
- At the end of each early voting day, shut the station down (without closing the polls)

1.4.4 Security

Following are the ClearAccess security-related responsibilities for poll workers:

- Ensure access to the ClearAccess station is supervised at all times
- Ensure the Voter password is retained by poll workers only
- Ensure each voter is accompanied to a ClearAccess station by an authorized poll worker
- Ensure no unauthorized access is granted to ClearAccess stations
- Ensure voter privacy is maintained throughout the voting process
- Ensure each voter's ballot is placed in a secrecy sleeve and brought to a secure receptacle
- Ensure ClearAccess stations display the Voter Log In prompt when not in use
- Ensure seals on ClearAccess USB ports remain unbroken during election day
- Ensure seals on filled ballot containers remain unbroken during election day
- Ensure no ClearAccess ballots circulate in the voting location other than those deposited by voters in the secure receptacle provided
- Ensure voting screens are arranged around ClearAccess stations for optimal privacy

1.4.5 Supplies

Following are the ClearAccess supplies-related responsibilities for poll workers:

- Maintain election supply stocks through election day
- Maintain sufficient ballot stock through election day
- Contact election central to obtain additional ballot stock and supplies, when necessary
- Maintain voting equipment integrity and cleanliness during election day

1.4.6 Election close

Following are the ClearAccess poll-closing responsibilities for poll workers:

- Ensure designated poll closing procedures are followed
- Ensure roster reconciliation is performed using approved procedures
- Ensure voted ballots are secured
- Ensure seals are verified
- Ensure voting equipment is uninstalled and secured
- Ensure election supplies are inventoried

Chapter 2. Setting up the ClearAccess station

The location for the ClearAccess voting station must conform to the electrical and environmental requirements of the system components. See the manufacturer documentation.

Prepare each ClearAccess station for voting as follows:

1. Unpack the ClearAccess touchscreen computer, printer, accessible keypad, headphones, and related supplies. If using, unpack the sip-and-puff and/or barcode reader.
2. Arrange the voting station components, as follows:
 - a. Position the ClearAccess components in the voting space to ensure access for mobility-impaired voters.
 - b. Position the accessible keypad on one side of the ClearAccess station.
 - c. Position the sip-and-puff (if used) on the other side of the station.
 - d. Position the barcode scanner (if used) as described in "Installing the barcode scanner" on page 1.



3. Inspect the security seal(s) on the touchscreen computer. Ensure they are present and have not been tampered with.
4. Record the seal numbers in the form provided.
5. Ensure the following activity is witnessed:
 - a. Remove the seals from the touchscreen computer. Remove the port cover plate. (If present, first remove the screw securing the cover plate.)
 - b. Connect the printer and accessible keypad to the touchscreen via USB cable.

- c. Plug in the audio headphones.
- d. Connect the touchscreen's power cord.
- e. If using, connect the sip-and-puff and/or the barcode reader to the touchscreen via USB cable.
- f. Replace the port cover plate. If the plate on your touchscreen model includes a securing screw, replace the screw.
- g. Apply new seals to the cover plates edges or over the securing screw, as shown here:



Elo X with security seal



Elo E with security seals

- h. Record the new seal numbers.
6. Prepare the printer, as follows:
 - a. Reinstall the image drum with toner cartridge in the printer if it was shipped separately.
 - b. Open the printer input and output trays.
 - c. Count the designated number of blank sheets of paper and load in printer.
 - d. Record the number of sheets loaded in the form provided.
 7. Prepare the power connections, as follows:
 - a. Plug the power cords for the touchscreen and printer into the UPS.
 - b. Plug the UPS into the designated wall power outlet.
 - c. Use power extension cords as necessary.
 - d. Stabilize power cabling using the rubber matting provided.
 8. Power-on the ClearAccess station and printer.

9. If the touchscreen model is the Elo X Series:
 - Disable the power button as described in "Disabling the power button on the Elo X Series" on page 1.
 - Apply a security seal over the rubber flange that covers the two USB ports on the bottom off the unit.
 - Record the seal number.
10. Place the voting screen around the ClearAccess station. The placement should ensure comfort and privacy.

Chapter 3. Personal assistive devices

ClearAccess supports these personal assistive devices:

- "Accessible keypad" below
- "Sip-and-puff" on page 33

3.1 Accessible keypad

The accessible keypad features 8 keys controlling every possible ClearAccess audio ballot function. The USB keypad has been designed for ease of use for people with sensory or mobility impairment. Robust in construction, the keypad is impact resistant and sealed for regular wash down and sanitation, measuring 104.5 mm x 118.5 x 17.5 mm.



Figure 3-1. Accessible keypad

3.1.1 Enter

- green circle button
- used to select or deselect a choice
- pressed once to make a choice (such as a candidate selection), and pressed again to de-select the choice
- located at the bottom-right of the keypad

3.1.2 Accessible keypad commands

Use the command buttons on the accessible keypad as follows.

Table 3-1. Accessible keypad command buttons

Button Name	Appearance	Use To
Enter	Green circle at the bottom-right of the keypad	Select or deselect a choice <ul style="list-style-type: none"> • Press once to make a choice (such as a candidate selection) • Press again to de-select the choice
Next/Previous Item	Two yellow triangles at the bottom-center of the keypad	Move to the next or previous item <ul style="list-style-type: none"> • Press the lower triangle to move to the next item in a list (such as the next candidate) • Press the upper triangle to move to the previous item
Next/Previous Page	Two white arrows at the center of the keypad	Navigate between pages <ul style="list-style-type: none"> • Press the right arrow to move to the next ballot page • Press the left arrow button to move to the previous page • Hold the left arrow down for more than one second to cancel the voting session • Hold the right arrow down for more than one second to go to the Review page
Settings	Red rectangle at the top-right of the keypad	Access the Settings page
Shift	Black rectangle at the top-left of the keypad	When pressed together with any of the following, controls audio as follows: <ul style="list-style-type: none"> • Yellow triangle-up, raises audio volume • Yellow triangle-down, lowers audio volume • White arrow-left, slows the speech rate • White arrow-right, speeds the speech rate • Green circle, pauses or resumes speech • Red rectangle, skips to the next sentence • Blue diamond, skips to the previous sentence Change starts with the next spoken sentence.

Table 3-1. Accessible keypad command buttons (continued)

Button Name	Appearance	Use To
Help	Blue diamond at the top-center of the keypad Has a question mark and raised bump in its center	Access help

3.1.3 Next/previous page

- two white arrow buttons
- the right white arrow button is used to move to the next ballot page
- the left white arrow button is used to move to the previous page
- holding the left white arrow button down for more than one second allows the voter to cancel the voting session
- holding the right white arrow button down for more than one second jumps to the review page
- located on the left- and right sides of the center of the keypad

3.1.4 Settings

- red rectangle button
- used to access the **Setting** page
- located at the top-right of the keypad

3.1.5 Shift

- black rectangle button
- acts as a shift key
- located at the top-left of the keypad
- when depressed at the same time as any of the following, changes the buttons to control audio play volume and speed as follows:
 - the yellow triangle up button increases playback volume
 - the yellow triangle down button decreases playback volume
 - the left white arrow button slows the speech rate down
 - the right white arrow button increases the rate of speech playback
 - the green circle button pauses or resumes speech playback

- the red rectangle button skips to the next sentence
- the blue diamond button at the top skips to the previous sentence
- The effect of these buttons starts with the next sentence spoken.

3.1.6 Help

- blue diamond-shaped button
- features a question mark and raised bump in its center
- used to access help at any time
- located at the top center of the keypad

3.2 Sip-and-puff

Sip-and-puff-related topics include:

- "Sip-and-puff overview" below
- "Sip-and-puff functionality" below
- "Replacing the sip-and-puff mouthpiece" on the next page
- "Using a voter's sip-and-puff device" on page 38

3.2.1 Sip-and-puff overview

The sip-and-puff devices listed in the *ClearVote Approved Parts List* allow voters to perform all ClearAccess functions using sip and puff activation. The sip-and-puff provides input using an integrated USB computer interface. It operates at a pressure of approximately 3-inches water column below and above ambient pressure. The device is configurable with DIP switches, and allows for flexible positioning of the mouthpiece and headset.

3.2.2 Sip-and-puff functionality

The sip-and-puff lets voters make choices using a single sip, a single puff, a long sip, a long puff, a double sip, a double puff, or a triple sip or puff.

- The long sip or puff is about half a second long.
- A double sip or puff comprises two single sips or puffs separated by no more than a quarter second.
- Individual sips or puffs in sequence of three must be separated by no more than a quarter second.

Table 3-2. Sip-and-puff functions

To	Use
Advance the ballot to the next item Move forward through instructions, contest titles, or a list of choices	single puff
Move the ballot to the previous item Move back through instructions, contest titles, or a list of choices	single sip
Select or de-select a choice Select the current item. When the item is selected, the box turns blue. Change the selection, advance to the applicable candidate and perform a long puff. When the item is de-selected, the box turns white.	long puff
Re-display the voting instructions	long sip
Move to the next page	double puff
Move to the previous page	double sip
Display the Settings page	triple puff
Cancel the voting session	triple sip

To vote for a candidate not on the ballot, select the write-in option. Additional instructions are displayed explaining how to complete the write-in.

3.2.3 Replacing the sip-and-puff mouthpiece

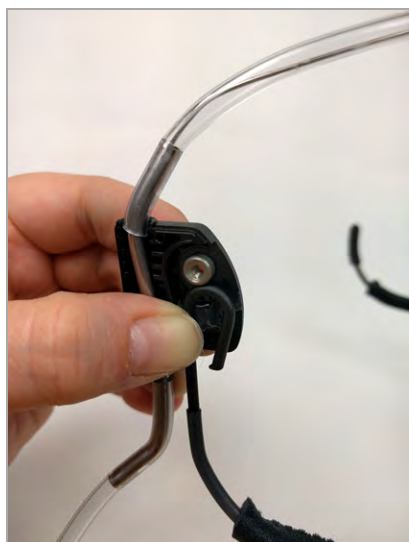
The sip-and-puff mouthpiece is a clear plastic tube shaped by means of an internal wire. The tube and wire can be bent and cut to adapt to meet individual needs. The mouthpiece connects to a metal tube, which in turn connects to further plastic tubing and the sip-and-puff control unit. Replacing the mouthpiece involves removing the existing plastic tube and wire and installing new ones.

To replace the mouthpiece:

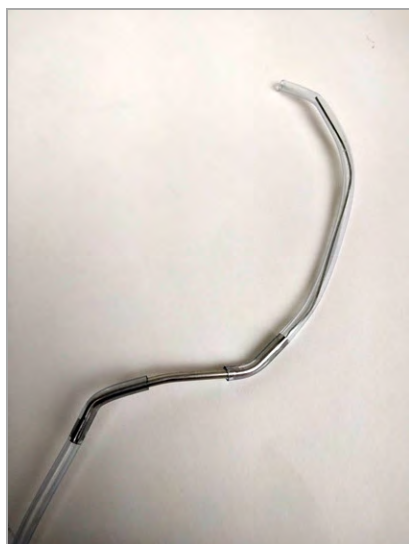
1. Detach the sip-and-puff from the ClearAccess station.
2. Using a Torx T6 screwdriver, unscrew and remove the cover of the bracket connecting the headpiece to the mouthpiece.



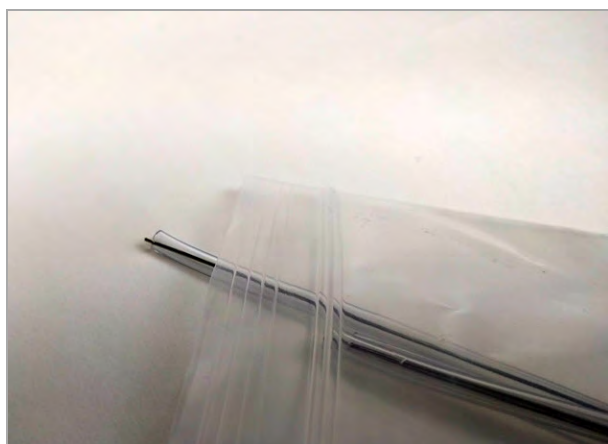
3. Note the position of the tubing inside the bracket. Then remove the mouthpiece from the bracket.



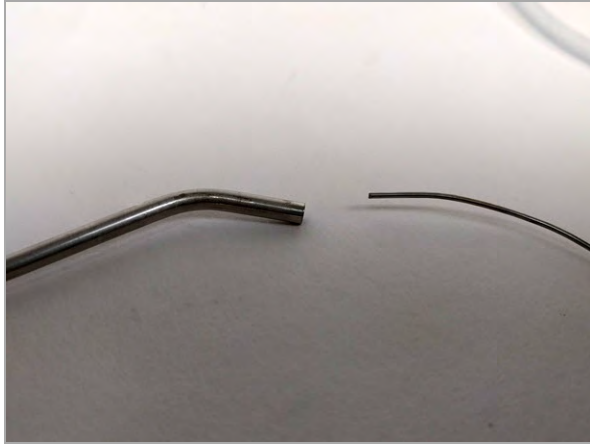
4. Note the way the plastic mouthpiece tube is attached to the curved metal tube.



5. Detach the mouthpiece tube by working its lower end gently back and forth until it slips off the metal tube.
6. Ease the wire out of the metal tube.
7. Discard the old wire and mouthpiece tube.
8. Remove the new mouthpiece tube and wire from its packaging.



9. Detach the wire from the new mouthpiece tube.
10. Insert the wire into the open end of the metal tube. Slide it in carefully until it clears the bend in the metal tube.



11. Slide the new mouthpiece tube over the wire and ease it over the metal tube. Work it gently back and forth until it reaches the bend in the metal tube.



12. Place the mouthpiece back in its original position inside the bracket.
13. Return the bracket cover and screw shut.



14. Reinstall the sip-and-puff USB connector into the designated port of the ClearAccess station.
15. Position the sip-and-puff headset on the voter's head.

16. Adjust the shape of the mouthpiece tube as required.

3.2.4 Using a voter's sip-and-puff device

Clear Ballot Group recommends using the sip-and-puff at the polls. However, voters can use their own sip-and-puff devices provided the devices are compatible and configured for use with ClearAccess.

3.2.4.1 Installing a voter's sip-and-puff on the ClearAccess station

To install a voter's sip-and-puff device:

1. Remove the seal from the accessible keypad USB connector.
2. Record the seal removal.
3. Disconnect the accessible keypad USB connector from the ClearAccess station
4. Insert the voter's sip-and-puff USB connector into the ClearAccess port previously used by the keypad.
5. Apply a seal to the voter's sip-and-puff USB connector so that it adheres to both the connector and the ClearAccess station base.
6. Record the newly applied seal number.

3.2.4.2 Detaching a voter's sip-and-puff from the ClearAccess station

When the voter is finished voting, detach the voter's sip-and-puff as follows:

1. Remove the seal from the voter's sip-and-puff USB connector.
2. Record the seal removal.
3. Disconnect the voter's sip-and-puff USB connector from the ClearAccess station.
4. Insert the accessible keypad USB connector into the ClearAccess port where the voter's sip-and-puff was connected.
5. Apply a seal to the accessible keypad USB connector so that it adheres to both the connector and the ClearAccess station.
6. Record the newly applied seal number.

Chapter 4. Opening the polls

To allow voting to begin, the ClearAccess software must be set to Polls Open mode.

When Polls Open mode is set, the Open Polls report displays automatically. It contains system, election, and voting location status information, as well as voted ballot statistics. Report contents should be verified, and the vote ballot amounts should be confirmed to be zero.



The appearance of the **Voting** Log In screen at the end of this procedure ensures that the ClearAccess station is functioning as expected and is ready for voting.

1. Log on to ClearAccess using the Poll Worker password.

ClearAccess Perkins Ballot : Early Voting 1 [ELECTION]

SET FOR ELECTION OK

Please enter the Access Code

Select Role: Poll Worker

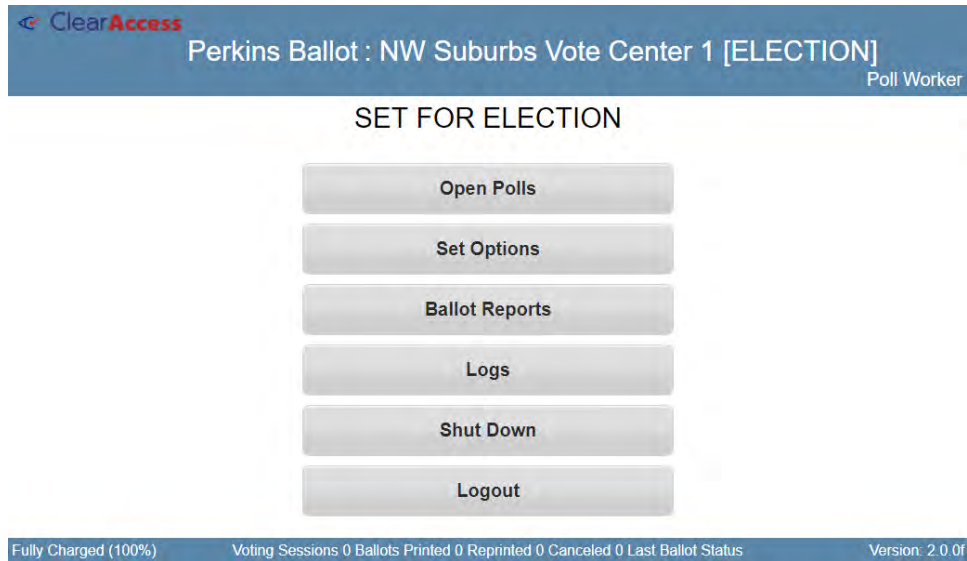
Enter Code:

Virtual keyboard layout:

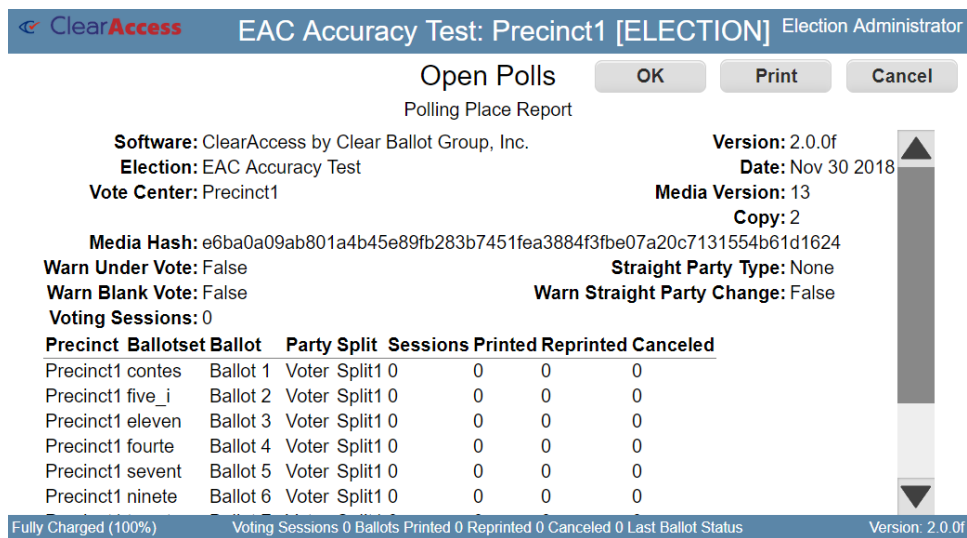
- Row 1: ` 1 2 3 4 5 6 7 8 9 0 - =
- Row 2: q w e r t y u i o p [] \
- Row 3: a s d f g h j k l ; ' Erase
- Row 4: Caps Lock z x c v b n m , . / Space

Bottom status bar: Fully Charged (100%) Voting Sessions 0 Ballots Printed 0 Reprinted 0 Canceled 0 Last Ballot Status Version: 2.0.0f

2. In the ClearAccess menu, tap the **Open Polls** button.



3. The Open Polls report is displayed.



4. Verify that all applicable status and identification information is correct on the report.
5. Verify that all voted ballot counts are zero.
6. Tap the **Print** button to print the report.
7. Tap the **OK** button on the Open Polls report screen to confirm the printing of the report.
8. Post the report at the voting location.
9. The **Voting** log in screen is now displayed and the system is ready to vote.

Chapter 5. Election day

Election day-related activities include the following:

- "Equipment preparation" below
- "Voter preparation" on the next page
- "Voting" on page 43
- "Equipment maintenance" on page 44
- "Security" on page 44

5.1 Equipment preparation

ClearAccess equipment preparation involves the following considerations:

- "Touchscreen" below
- "Sight-impaired" below
- "Mobility impaired" on the next page

5.1.1 Touchscreen

If the voter is using the touchscreen for:

- Viewing, ensure that the screen is angled to be visible for the voter
- Input, ensure that the entire screen is within comfortable reach

Keep the touchscreen is clean throughout election day.

5.1.2 Sight-impaired

- Ensure that the ClearAccess station is positioned in an accessible manner
- Ensure that the keypad is positioned according to voter dexterity
- Provide the voter with audio headphones
- Ensure that the accessible keypad is installed at all times and is clean
- Ensure that the audio headphones are installed at all times and clean
- Ensure that the headphone sanitary covers are replaced after every audio voter
- Demonstrate the location of printer ballot output and secrecy sleeve to the voter

5.1.3 Mobility impaired

- Ensure that the ClearAccess station is positioned in an accessible manner
- Ensure that the sip-and-puff is installed at all times and is clean
- Install the disposable gooseneck mouthpiece on the sip-and-puff
- Position the sip-and-puff on the voter
- Deploy the voter's sip-and-puff using the procedure provided in this document
- Keep sip-and-puff tube and numeric keypad disentangled

5.2 Voter preparation

Prior to voting, be prepared to provide the voter with a synopsis of the following topics:

- Language selection
- Party selection (closed primary)
- Party selection (open primary)
- Voting instructions
- Ballot header
- Ballot navigation
- Contests on the ballot
- Candidate selection
- Overvoting
- Write-ins
- Settings
- Ballot review
- Ballot printing
- Ballot cancellation

in terms of the ballot input/presentation configuration the voter will be using.

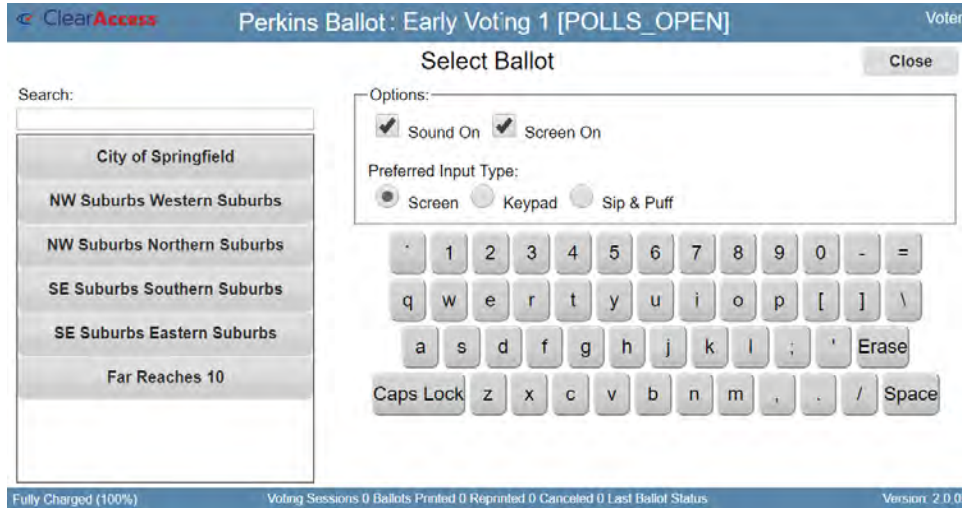
In the case of audio voters, also provide an explanation of:

- Playback volume
- Playback rate
- Pause/resume
- Skip to next/previous sentence

5.3 Voting

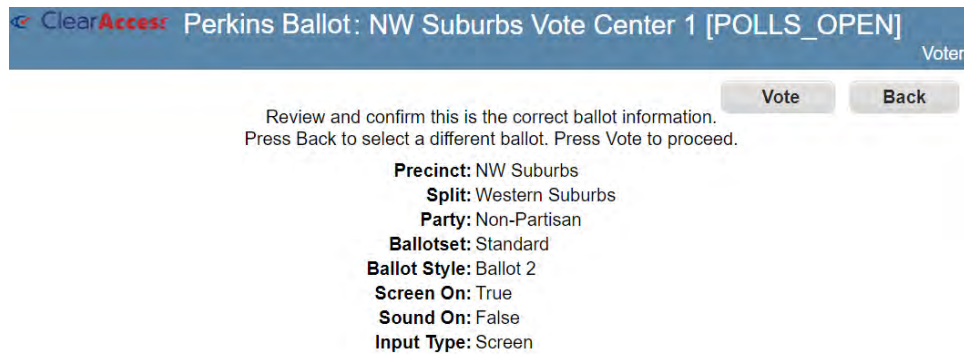
Follow this procedure to vote using the ClearAccess station on election day.

1. Register the voter at the polling location.
2. The poll worker logs into ClearAccess. The **Select Ballot** screen opens.



3. In the **Options** group box, the poll worker selects presentation and input options for the voter:
 - a. Select **Sound On** play back the audio ballot.
 - b. Select **Screen On** to display the visual ballot.
 - c. Select the input type:
 - Select **Screen** to complete the ballot using the touchscreen.
 - Select **Keypad** to complete the ballot using the keypad.
 - Select the **Sip and Puff** to complete the ballot using the sip-and-puff.
4. The poll worker taps the name of the desired ballot. If necessary, use the **Search** field to narrow the list of displayed ballots.

A message displays, asking the voter to review and confirm their choices.



5. To confirm, the poll worker taps **Vote**.
6. The poll worker moves aside to allow the voter access to the ClearAccess station.
7. The voter votes and prints the ballot. The voter is automatically logged out. The **Log In** screen displays.
8. If the voter used audio headphones, remove the sanitary cover, discard, and replace with a new cover.

5.4 Equipment maintenance

In the course of election day, ensure that:

- The printer remains powered on
- Sufficient paper stock is present in the printer input tray
- The ClearAccess station remains powered on
- The ClearAccess station displays the **Voting** log in prompt
- The Accessible Keypad is plugged in
- The sip-and-puff is plugged in
- The voter's sip-and-puff is deployed according to the procedure provided
- Full ballot boxes should be sealed prior to replacing
- The ClearAccess station is maintained clean
- All seals remain intact on the ClearAccess station through the course of election day

5.5 Security

Maintain security on election day as follows:

- Do not allow unauthorized individuals to approach the ClearAccess unit
- Voted ballots should be placed in secrecy sleeves and taken to the ballot box in a manner is secure and ensures anonymity
- Restrict access to ballot boxes
- Verify that seals remain intact



Chapter 6. Starting and ending a ClearAccess session

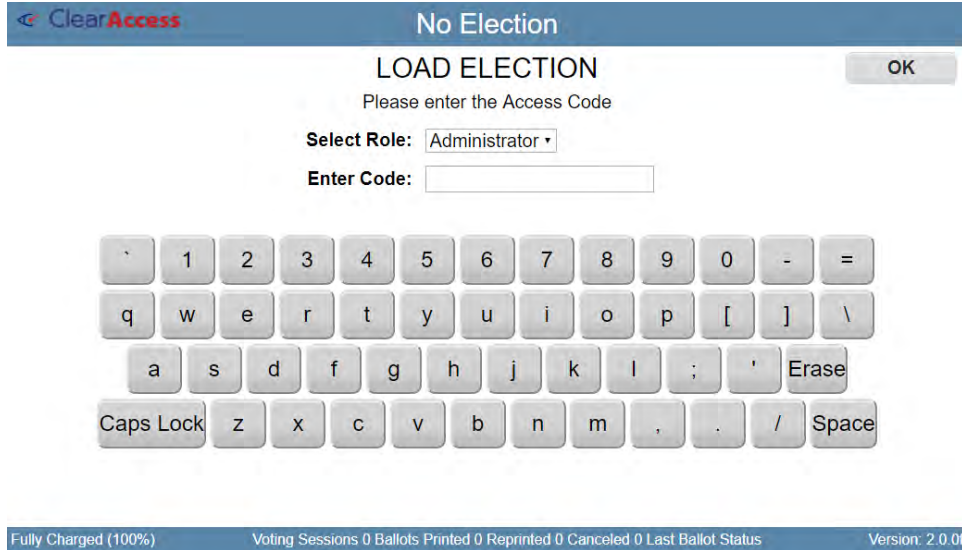
This chapter describes how to launch and end a session on a ClearAccess voting station.

- "Starting the ClearAccess station" below
- "Logging into ClearAccess" on the next page
- "Viewing system status" on page 48
- "Ending a ClearAccess session" on page 49

6.1 Starting the ClearAccess station

To power-on the ClearAccess station:

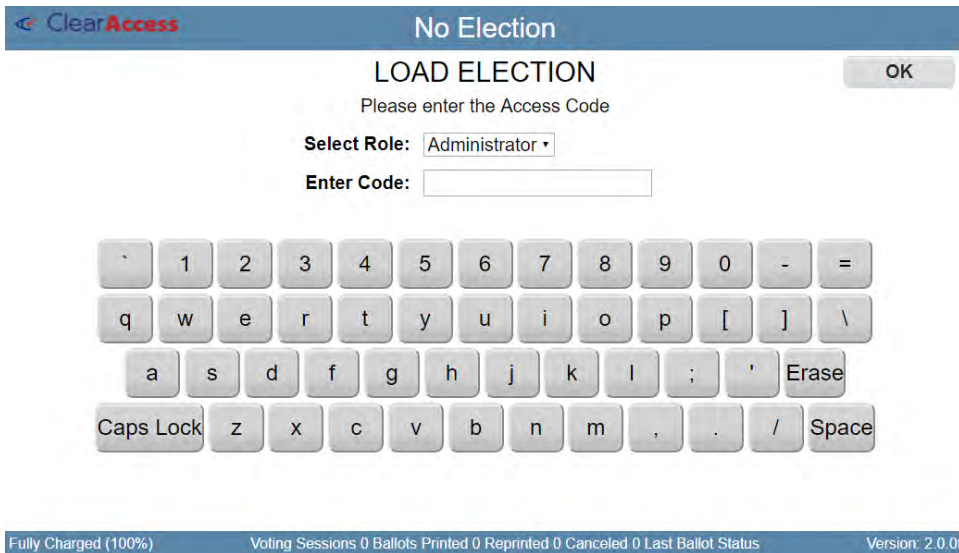
1. Ensure the unit is plugged in. Push its power button.
 - On the Elo E Series, the power button is located on the front of the pedestal base behind the screen.
 - On the Elo X Series, the power button is located on the screen frame near the Elo logo.
2. Windows starts. When Windows is done booting, press the **ESC** key, or drag up on the touchscreen with your finger to display the Windows Log In screen. The Log In screen presents two Windows accounts to choose from:
 - **ClearAccess** - This is the Windows account you use to run ClearAccess. After you log in as the ClearAccess user, ClearAccess launches automatically.
 - **<Windows Administrator>** - This is the Windows administrative account for the machine. Its use is typically limited to the person tasked with installing and configuring Windows on the voting station. The name of this user can vary (e.g., "CBG"); it is defined during Windows installation.
3. Tap the ClearAccess user to select it and enter the password.
4. Tap the arrow key to the right of the **Password** field to complete Windows Log In. ClearAccess starts and the ClearAccess Log In screen opens.



6.2 Logging into ClearAccess

ClearAccess starts automatically when you log into Windows on the ClearAccess station using the ClearAccess user account.

Upon starting, the ClearAccess **Log In** screen displays, prompting you to log in.



To log into ClearAccess:

1. Select your desired role.
2. In the **Enter Code** field, enter the password for your role.
3. Click **OK**.

Use the Voter role for live voting. When you log in using the Voter role, ClearAccess displays the **Ballot Selection** screen from which voting can begin.

6.3 Viewing system status

The ClearAccess interface includes a **Title Bar** at the top of the screen and a **Status Bar** at the bottom. Each provides information about the current session.

The **Title Bar** shows:

- The election title, voting location, and election mode (1)
- The logged-in user role (2)

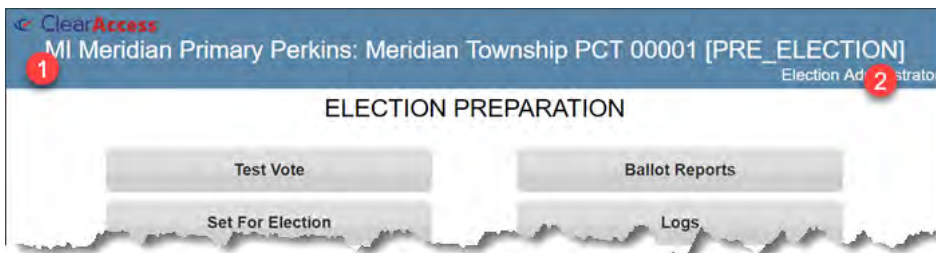


Figure 6-1. ClearAccess title bar

The **Status Bar** shows :

- Scanner indicator (if attached) (1)
- Voting and ballot printing status (2), including:
 - Voting sessions
 - Ballots printed
 - Ballots re-printed
 - Ballots canceled
 - Last ballot status
- Software version number (3)

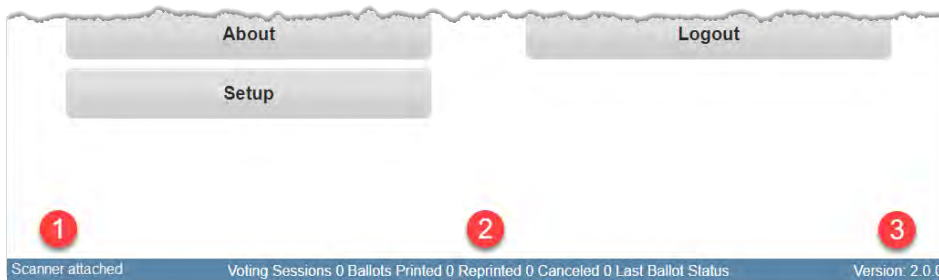



Figure 6-2. ClearAccess status bar

6.4 Ending a ClearAccess session

There are several menu command button you can use to end the current ClearAccess session. The command you choose will depend on your role and what you want to do.

Table 6-1. ClearAccess end-session commands

Command	Use To	Available To
Log Out	Log out the current user. ClearAccess remains running.	Administrator Election Administrator Maintenance Poll Worker
Shut Down	<p>Log out the current user and power-down the ClearAccess station.</p> <p> At the end of each early voting day, shut down the ClearAccess station but do not close the polls. Close the polls only at the end of election day.</p>	Administrator Election Administrator Maintenance Poll Worker



There is no explicit command for ending a Voter role session. Voter sessions end automatically when the individual successfully completes or cancels voting. The session will also timeout automatically after a period of inactivity.

Chapter 7. Voting with the touchscreen

This chapter describes voting and ballot navigation logic using the touchscreen.

- "Language selection" below
- "Party selection" on the next page
- "Voting instructions" on the next page
- "Settings" on page 52
- "Audio toolbar" on page 58
- "Ballot header" on page 58
- "Ballot navigation" on page 59
- "Contests on the ballot" on page 60
- "Contest selection" on page 64
- "Overvoting" on page 64
- "Write-ins" on page 65
- "Review votes" on page 66
- "Ballot printing" on page 68
- "Ballot cancellation" on page 72

7.1 Language selection

The first step in voting is to choose the ballot language. Select the button for the desired language. All contest, candidate, and heading text on the ballot will be in that language.



Figure 7-1. Selecting the ballot language



Language selection is not required for elections configured to use a single language.

7.2 Party selection

In an open primary election, a preference contest is automatically presented at the outset of voting, requiring the voter to select a party (or non-partisan). Only the contests endorsed by the selected party will then be presented on the ballot, in addition to any non-partisan contests running in the election.



Figure 7-2. Primary Preference contest

If the election is a closed primary, the party is selected with the ballot, as each ballot type listed in the **Select Ballot** screen corresponds to a party.

7.3 Voting instructions

Following the language selection screen, a page with voting instructions is displayed, describing the manner in which a candidate is selected and write-in candidate entered.

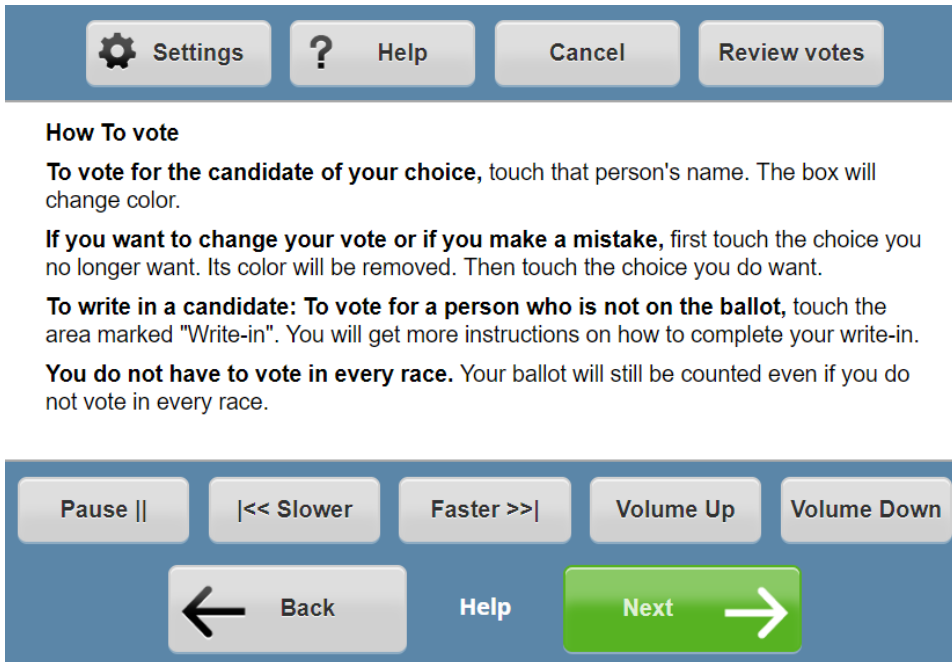


Figure 7-3. Voting instructions

Tap the **Next** button to advance to the next ballot page.

Voting instructions can be displayed at any time during voting by tapping the **Help** button on the ballot toolbar. Once the review of voting instructions is complete, tap the **OK** button to return to the ballot.

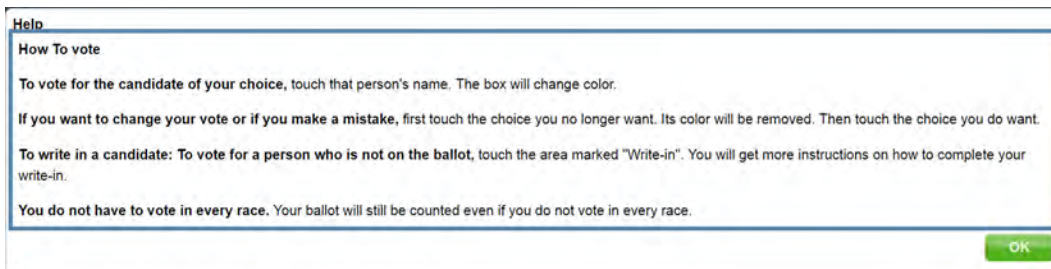


Figure 7-4. Ballot help

7.4 Settings

The voter can set language, audio, and visual options at any point in the voting process. These options are configured in the **Settings** screen, accessed by tapping the **Settings** button on the ballot toolbar. Options include:

- "Language option" on the next page
- "Zoom option" on page 54
- "Color option" on page 55

- "Sound option" on page 57
- "Output option" on page 56

To save changes and return to the ballot, tap the **OK** button. To reset Settings to their default values, tap the **Reset** button. Then tap the **OK** button to return to the ballot.

Note: The language option is not displayed if only one language is available.

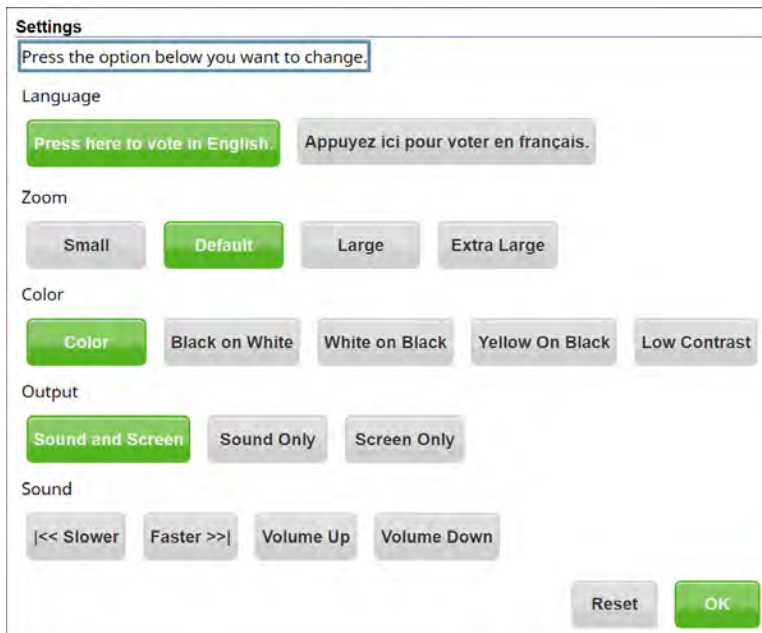


Figure 7-5. Settings screen

7.4.1 Language option

To change the language the ballot is presented in, select the desired language in the **Settings** screen.

Settings

Press the option below you want to change.

Language

Press here to vote in English. Appuyez ici pour voter en français.

Zoom

Small Default Large Extra Large

Color

Color Black on White White on Black Yellow On Black Low Contrast

Output

Sound and Screen Sound Only Screen Only

Sound

<< Slower Faster >>| Volume Up Volume Down

Reset OK

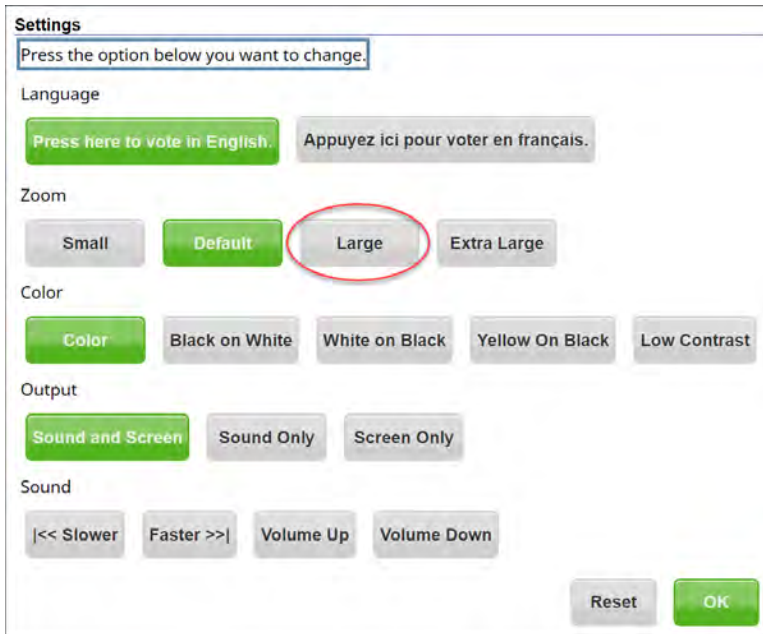
7.4.2 Zoom option

Use this option to adjust the screen magnification level:

Table 7-1. Settings: Zoom options

Setting	Properties
Small	<ul style="list-style-type: none"> Decreased magnification Smaller fonts More information shown on a page
Default	<ul style="list-style-type: none"> Initial size
Large	<ul style="list-style-type: none"> Increased magnification Larger fonts Less information shown on single page
Extra Large	<ul style="list-style-type: none"> Largest magnification Largest fonts Least information shown on a page

For example, to display the ballot using large fonts, select the **Large** button.



7.4.3 Color option

Use this option to adjust the screen color and contrast:

Table 7-2. Settings: Color options

Setting	Properties
Color	<ul style="list-style-type: none"> Contest, candidate and header text is presented with a pre-defined set of colors Buttons are displayed with default colors
Black on White	<ul style="list-style-type: none"> Black text against white background Voted candidates and voting options appear in white text against black background No color appears otherwise
White on Black	<ul style="list-style-type: none"> White text against black background Voted candidates and voting options appear in black text against white background No color appears otherwise
Yellow on Black	<ul style="list-style-type: none"> Yellow text against black background Voted candidates and voting options appear in black text against yellow background No color appears otherwise
Low Contrast	<ul style="list-style-type: none"> Blank space is darkened to pale gray Colored space is reduce to a darker gray

For example, to display the ballot using high contrast black-on-white, select the **Black on White** button.

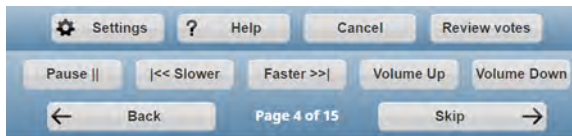
The screenshot shows a 'Settings' screen with a search bar at the top. Below it are sections for 'Language', 'Zoom', 'Color', 'Output', and 'Sound'. In the 'Color' section, the 'Black on White' button is circled in red. Other buttons in this section include 'Color', 'White on Black', 'Yellow On Black', and 'Low Contrast'. The 'Output' section has 'Sound and Screen', 'Sound Only', and 'Screen Only' buttons. The 'Sound' section has '|<< Slower', 'Faster >>|', 'Volume Up', and 'Volume Down' buttons. At the bottom right are 'Reset' and 'OK' buttons.

7.4.4 Output option

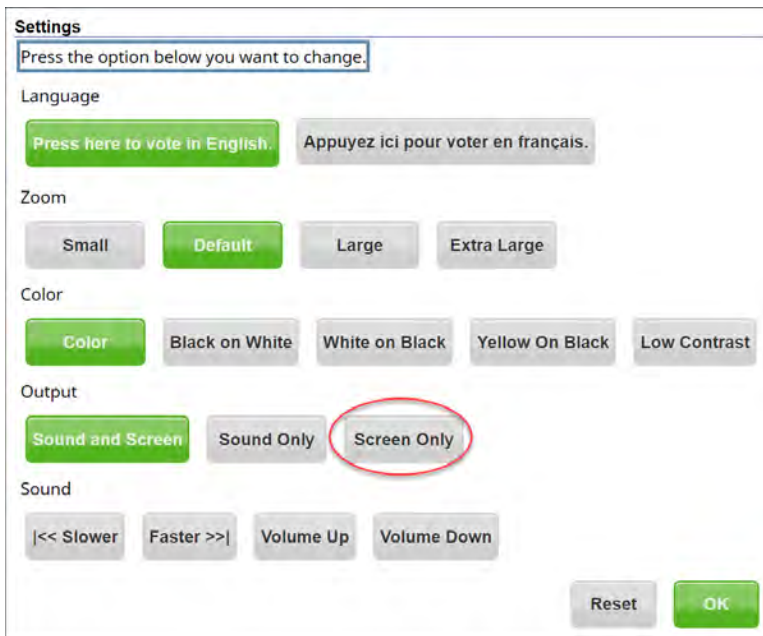
Use this option to adjust the visual display of the ballot and the screen reader:

Table 7-3. Settings: Output options

Button	Use To
Sound and Screen	Use the visual ballot on the screen and the audio screen reader
Sound Only	Turn off the visual ballot display Note: When Sound Only is selected, the general, audio, and navigation toolbars are displayed at the top of the screen.
Screen Only	Turn off the audio screen reader



For example, to display the ballot using the screen only with no audio output, select the **Screen only** button.



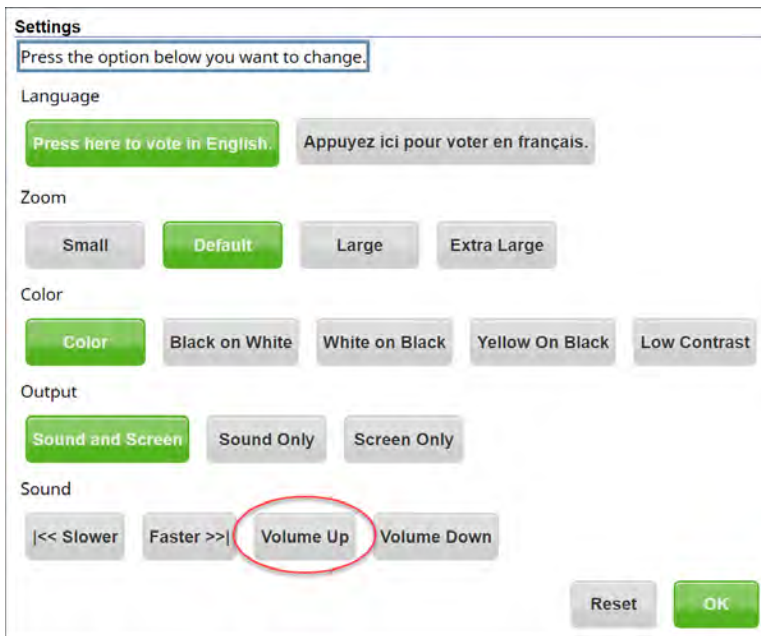
7.4.5 Sound option

Use this option to adjust the audio:

Table 7-4. Settings: Sound options

Button	Use To
Sound On	Play back the audio ballot
Sound Off	Suppress audio ballot playback
Slower	Slow down the audio playback
Faster	Speed up the audio playback
Volume Up	Increase the audio volume
Volume Down	Decrease the audio volume

For example, to turn up the volume, select the **Volume Up** button.



7.5 Audio toolbar

An audio toolbar is displayed at the bottom of the touchscreen ballot, allowing the voter to control the speed and volume of the audio ballot if it is being played back while the ballot is displayed on the touchscreen.

- **Pause** - Pauses current audio playback, changing button to **Play**
- **Play** - Displayed when audio playback has been paused; restarts audio playback
- **Slower** - Slows down audio playback
- **Faster** - Speeds up audio playback
- **Volume Up** - Increases the audio playback volume
- **Volume Down** - Decreases audio playback volume

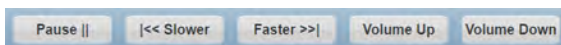


Figure 7-6. Audio toolbar

7.6 Ballot header

The subsequent page displays ballot header information. It may include the election date and the districts applicable to the ballot.

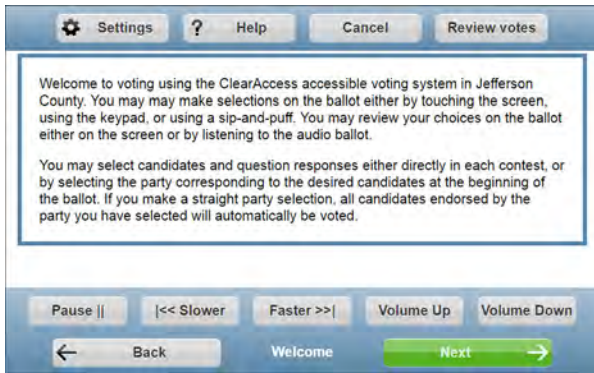


Figure 7-7. Ballot header screen

Tap the **Next** button to advance to the next ballot page.

7.7 Ballot navigation

At the bottom of the ballot page, the **Back** and **Next** buttons allow the voter to navigate to the prior or subsequent pages on the visual ballot. Until the voter selects a candidate or question response, the **Skip** button is displayed in place of **Next**. Once the voter makes a selection in a contest, the navigation button appears as **Next**.



Figure 7-8. Ballot navigation buttons

The election can be set up to return ballots that are either blank-voted or undervoted. If so, a warning message will be displayed if the voter attempts to advance to the next contest either making no selections or selecting less candidates or responses than the number to vote for.

Warning

You have not selected any choices.

To return to the contest to make a selection press "Back" otherwise press "Proceed" to proceed to the next contest without making any selection.



Figure 7-9. Blank vote warning message

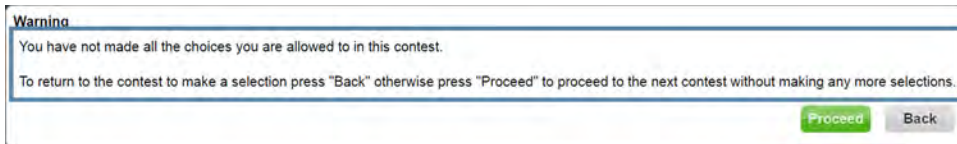


Figure 7-10. Undervote warning message

To continue to the next contest without selecting any further candidates or responses, tap the **Proceed** button, otherwise, tap the **Back** button to return to voting the contest.

7.8 Contests on the ballot

An overview of the contest presentation on the ballot is presented in "Overview" below.

An explanation of how ClearAccess presents header information if it exceeds the space available on a single screen is presented in "Long header" on the next page. An explanation of how ClearAccess presents candidates if the list exceeds the space available on a single screen is presented in "Long candidate list" on page 62.

ClearAccess does not support touch scrolling, that is, touching any position on the screen and scrolling ballot content up or down. It is only possible to scroll through header text or a list of candidates using the adjacent scroll bar.

7.8.1 Overview

Each contest on the ballot is presented with header text in addition to a list of candidates or responses in case of a question. No more than one contest is presented on each ballot page. The header text includes a description of the contest as well as the number to vote for. The body of question text is typically contained in the header.

The toolbar at the top of the touchscreen ballot page features supporting functions, allowing the voter to configure the ballot presentation, review voting instructions, cancel the ballot, and review current candidate and question selections.



Figure 7-11. Ballot page

7.8.2 Long header

If the header text cannot be presented on a single screen, a vertical scroll bar allows the voter to scroll through the header text. Yellow navigation buttons at the bottom as well as at top of the ballot text allow the voter to page forward or back through the header text.

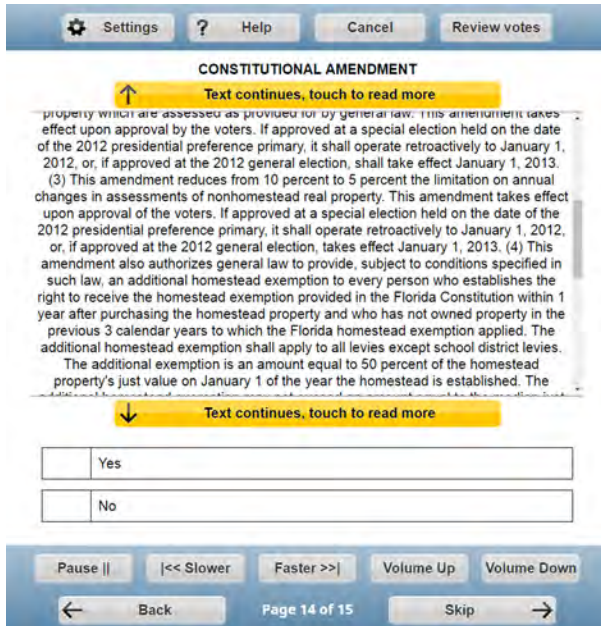


Figure 7-12. Paging/scrolling through header text

Observe the position of the scroll bar on the right side of the screen.

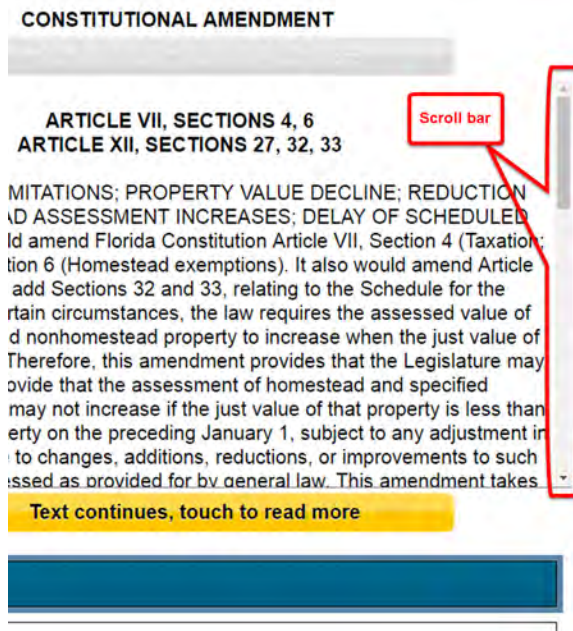


Figure 7-13. Scrolling through the header text

Locate the buttons used to page forward and back through the header text.

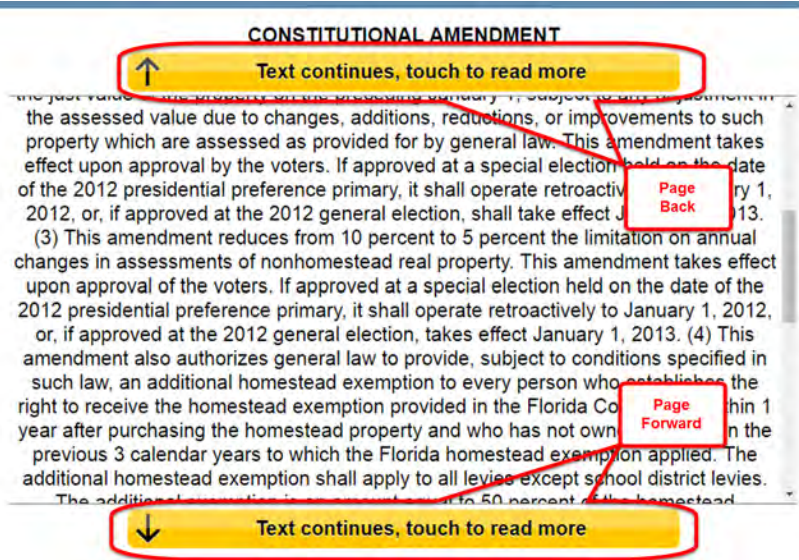


Figure 7-14. Paging through the header text

7.8.3 Long candidate list

If the list of candidates can't be displayed within a single page on the screen, a vertical scroll bar appears next to the candidate list, allowing the voter to scroll through the candidate list. Yellow navigation buttons at the bottom as well as at top of the candidates displayed on the current page allow the voter to page forward or back through the candidate listing.



Figure 7-15. Paging/scrolling through candidate list

Observe the position of the scroll bar on the right side of the screen.

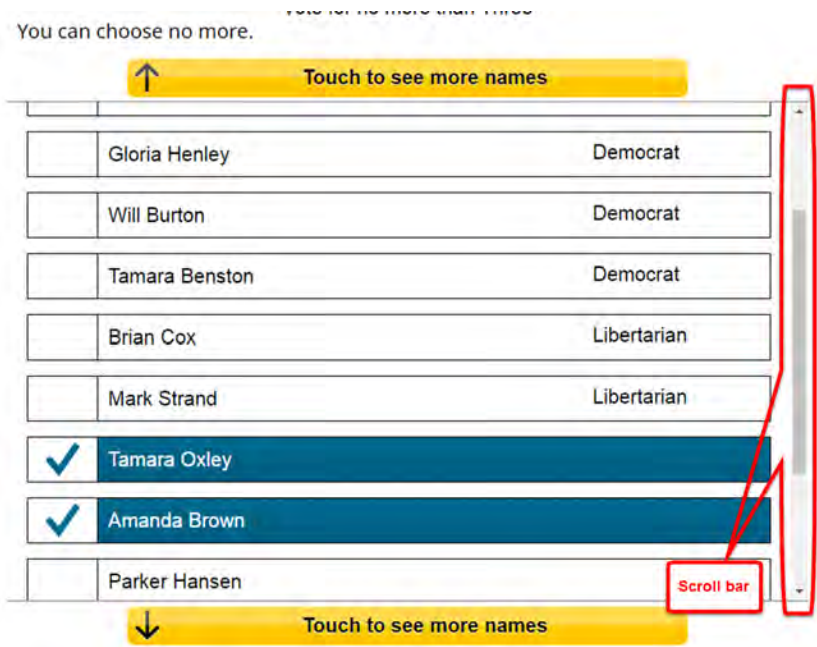


Figure 7-16. Scrolling through the candidate list

Observe the position of the buttons used to page forward and back through the candidate list.

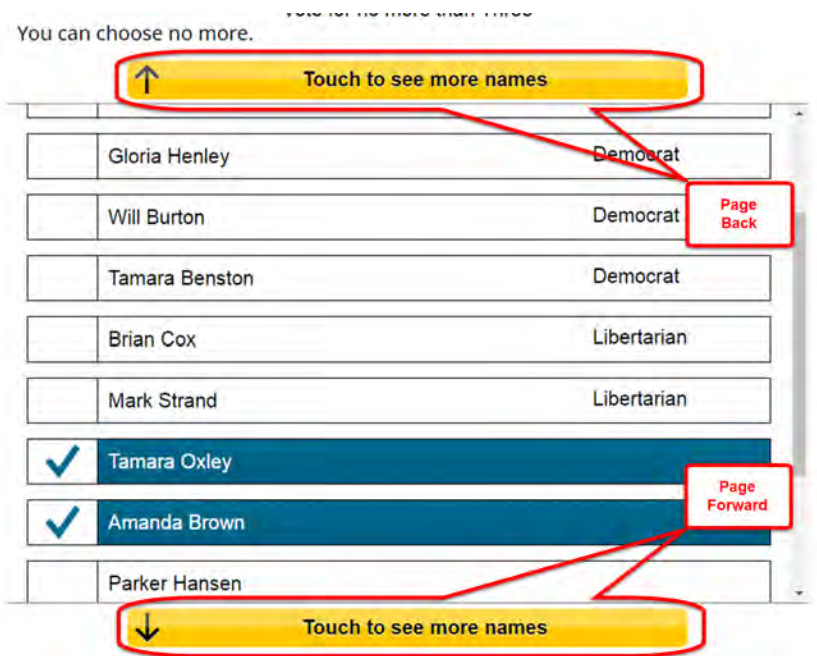


Figure 7-17. Paging through the candidate list

7.9 Contest selection

To select a candidate or question response on the visual ballot, tap the box the candidate is displayed in. The selected candidate turns blue (unless non-standard color options have been selected). To de-select the candidate, tap the name of a candidate again, and the candidate field will change again from blue to white.

To select alternate candidate/s when the number to vote for has been reached, an existing candidate must first be de-selected prior to selecting the alternate candidate.



A candidate or response is selected/de-selected on the touchscreen when the screen is touched anywhere in the rectangle encompassing the candidate name and voting position. The selection is made when the button is released, that is, when the finger or stylus used to touch the screen is physically removed from the selection.



Figure 7-18. Selecting the candidate

7.10 Overvoting

It is not possible to overvote a contest using the ClearAccess accessible voting system. A warning message is displayed if the voter attempts to select an additional candidate once the number to vote for has been selected.



Figure 7-19. Attempting an overvote

Warning

You have already selected the maximum number of choices.

To choose another name **touch a choice you no longer want**. Its color will be removed. Then, touch the choice you do want.

This helps make sure you only change your vote when you mean to change it.



Figure 7-20. Overvote warning message

7.11 Write-ins

To vote for a candidate not registered to run in the election, tap the write-in line at the end of the candidate list. A write-in window containing an electronic keyboard will pop up. Use the buttons on the keyboard to define the candidate name. When the write-in candidate name has been completed, tap the **Accept** button to log the candidate entry and return to the ballot.



Figure 7-21. Selecting the write-in line

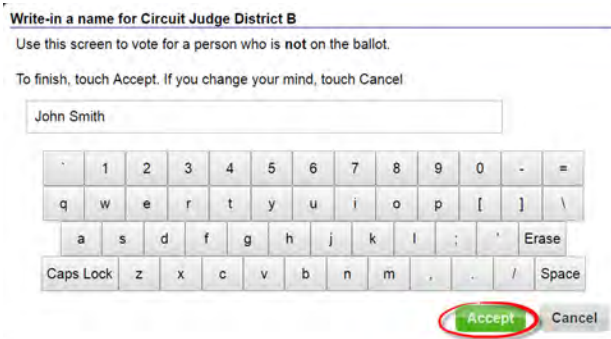


Figure 7-22. Entering a write-in candidate

7.12 Review votes

The Review votes screen appears at the end of the ballot and lists all candidate and question selections made by the voter. Ballot review involves the following:

- "Review votes screen" below
- "Navigating the Review votes screen" below
- "Navigating to and from Review votes screen" on the next page

7.12.1 Review votes screen

The Review votes screen reflects the most current selection of candidates and question responses the voter has made. Contests are presented in the same sequence as on the ballot, although only the voted candidates and question responses are listed for each contest. Each contest on the Review votes screen is presented with contest summary text as well the voted candidate and endorsing party, or response in case of a question. If no selection was made in a contest, informatory text is displayed for the contest, indicating that the contest has not been voted.

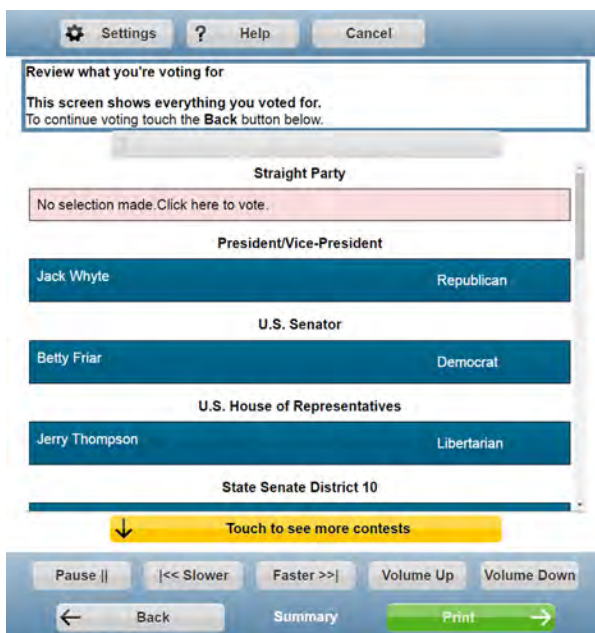


Figure 7-23. Review votes screen

7.12.2 Navigating the Review votes screen

The **Review votes** screen can be navigated using the vertical scroll bar on the right side of the contest list. The voter can also tap the yellow navigation button at the bottom as well as at top of the Review votes screen to page forward or backward in the contest list.

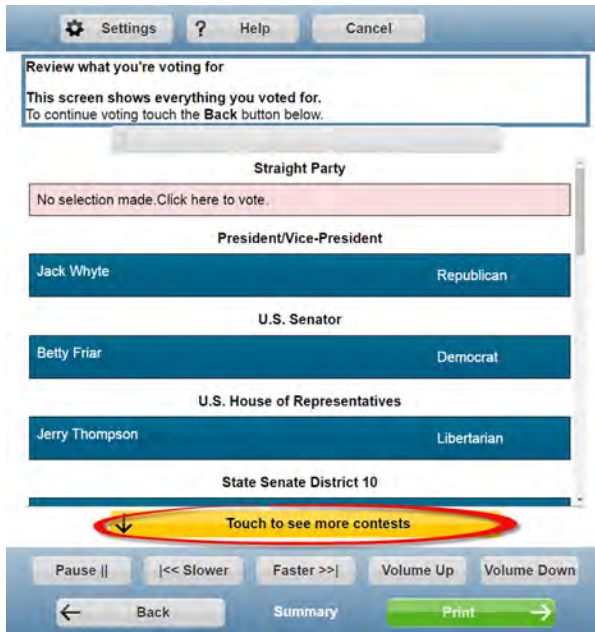


Figure 7-24. Paging forward in the Review votes screen

7.12.3 Navigating to and from Review votes screen

The ballot can be reviewed at any time in the course of voting by tapping the **Review votes** button in the toolbar. The voter can return to a specific contest on the ballot by selecting that contest in the Review votes screen. Candidate selections can be added or changed on the ballot before jumping back to the Review votes screen.

Once vote review has completed, tap the **Print** button to continue to the ballot printing phase.



Figure 7-25. Jumping to the Review votes screen

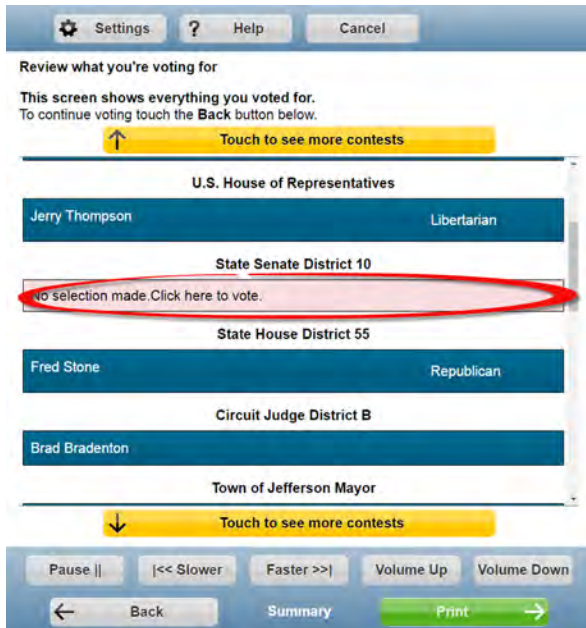


Figure 7-26. Jumping from Review votes to a specific contest on the ballot

7.13 Ballot printing

The ballot must be printed once the desired candidate and question responses have been selected and reviewed.

Ballot printing includes the following topics:

- "Ballot printing procedure" below
- "Ballot printing unsuccessful" on the next page



The printed ballot contains exactly the same contests and questions as presented to the voter on the ClearAccess station, along with the same candidate and response selections made.

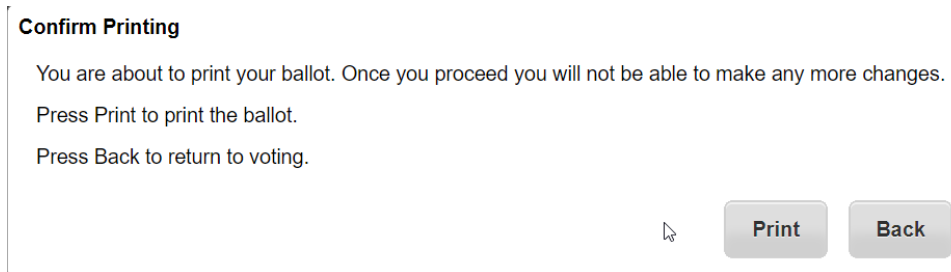
7.13.1 Ballot printing procedure

Print the ballot as follows.

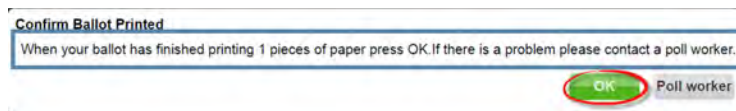
1. In the Review votes screen, tap the **Print** button.



2. Tap the **Print** button in the print confirmation message.



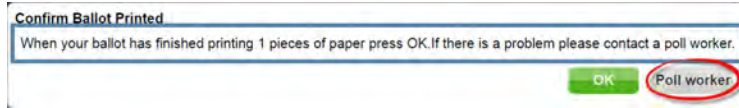
3. A print status message is displayed as the ballot page/s are printed.



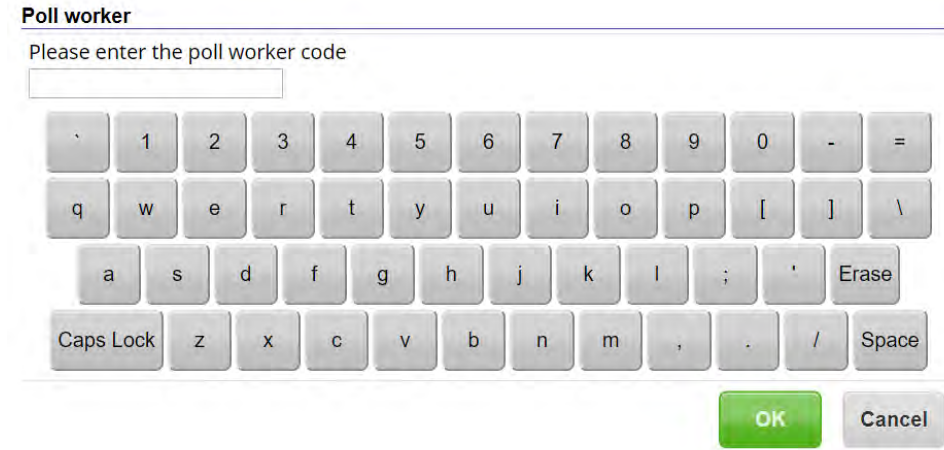
4. Tap the **OK** button in the message confirming the ballot has successfully printed.
5. The **Voting Log In** screen is re-displayed.

7.13.2 Ballot printing unsuccessful

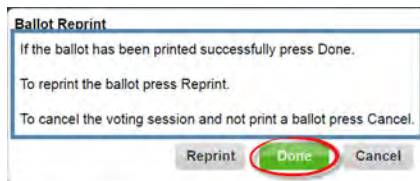
1. If a discrepancy arises in the course of ballot printing, tap the **Poll Worker** button in the ballot print confirmation message and call the poll worker.



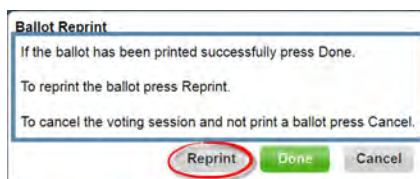
2. Enter the Poll Worker password using the electronic keyboard provided, then tap the **OK** button.



3. Resolve the voter's ballot printing discrepancy as required.
4. If the voter's concerns with respect to ballot printing have been resolved, tap the **Done** button in the **Ballot Reprint** prompt, then tap the **Yes** button in the confirmation message.



5. If the voter's concerns with respect to ballot printing have not been resolved, tap the **Reprint** button in the **Ballot Reprint** prompt.



6. Once the ballot has successfully printed, tap the **Yes** button in the ballot print confirmation message.



7. The **Voting** Log In screen is re-displayed.

7.14 Ballot cancellation

The ballot can be canceled at any time in the course of voting. To cancel the ballot, tap the **Cancel** button in the ballot toolbar, then select **OK** in the resulting confirmation message.



Figure 7-27. Canceling the ballot

Cancel Voting

If you want to cancel your voting session press the OK button.

To return to voting press the Cancel button.



Figure 7-28. Ballot cancellation confirmation

The **Voting** Log In screen is re-displayed.

Chapter 8. Voting with the accessible keypad

This chapter describes ballot input using the Accessible Keypad and ballot playback in audio format. The chapter covers the following topics:

- "Language selection" below
- "Party selection" on the facing page
- "Voting instructions" on the facing page
- "Settings" on the facing page
- "Ballot header" on page 75
- "Ballot navigation" on page 75
- "Contests on the ballot" on page 76
- "Contest selection" on page 76
- "Playback volume" on page 76
- "Playback rate" on page 76
- "Pause/resume" on page 76
- "Skip to next/previous sentence" on page 76
- "Overvoting" on page 77
- "Write-ins" on page 77
- "Review votes" on page 77
- "Ballot printing" on page 78
- "Ballot cancellation" on page 79



All ballot navigation and voting functionality is accessible using the accessible keypad - no other means of input is required.

8.1 Language selection

The first step in voting involves the selection of ballot presentation language. If the election is presented in multiple languages, instructions will be played back for selecting the desired language. Use the yellow triangle buttons to navigate through the list of languages, and when the desired ballot language plays back, press the green circle button to select that language.

If only one language is used in the election, then no language selection is presented on the ClearAccess ballot.

8.2 Party selection

If the election is an open primary, a party must be selected. Instructions are played back for selecting the desired party. Use the yellow triangle buttons to navigate through the list of parties, and when the desired ballot party plays back, press the green circle button to select the party.

8.3 Voting instructions

Listen to the playback of the voting instructions. When the voting instructions have finished playing back, press the right white arrow button to advance to the ballot header.

The voting instructions can be played at any time during voting by pressing the blue diamond-shaped button on the keypad. Listen to the voting instructions, then press the green circle button to return to the playback of the candidate list.

8.4 Settings

Use the Settings function to define:

- "Ballot language" below
- "Magnification" below
- "Color options" on the next page

Press the red rectangle button at any point in the voting process to configure ballot settings. For information on exiting Settings, see "Exiting Settings" on the next page.

8.4.1 Ballot language

If the election is presented in multiple voting languages and the desired language has not yet been selected, use the yellow triangle buttons to navigate through the list of languages, and when the desired language plays back, press the green circle button to select the language.

If the election is presented in a single language only, then no language selection is presented to the voter.

8.4.2 Magnification

To display the visual ballot and adjust the magnification settings, use the yellow triangle buttons to navigate through the magnification options, and when the desired magnification option plays back, press the green circle button to select.

8.4.3 Color options

To display the visual ballot and adjust the color/contrast settings, use the yellow triangle buttons to navigate, and when the desired option plays back, press the green circle button to select. Continue navigating to the Sound and Screen options, using the green circle button to select an alternate visual and audio ballot presentation as necessary.

8.4.4 Exiting Settings

To save the new options and return to the voting instructions, navigate forward until **OK** is played back. Then press the green circle button.

To return to the ballot without making changes, press the white left or right arrow button.

8.5 Ballot header

Ballot header information can be played back, including the date of the election and the districts applicable to the ballot. When the ballot header has finished playing back, press the right white arrow button to advance to the first contest.

8.6 Ballot navigation

Listen to the playback of contest header information, then use the lower yellow triangle button to navigate through the candidate list. To retrace back through the candidate list, use the upper yellow triangle button.

Use the two white arrow buttons located on the left- and right sides in the center of the keypad to navigate through the ballot pages. Press the right white arrow button advance to the next page on the ballot, and the left white arrow button return to the previous ballot page.

The election can be configured to return ballots that are either blank-voted or undervoted. These messages will be played back when attempting to advance to the next contest either making no selection or selecting less candidates or responses than the number to vote for.

The following message can be played back when attempting to advance from a blank-voted contest:

"Warning: You have not selected any choices. To return to the contest to make a selection, press Back, otherwise press Proceed to proceed to the next contest without making any selection."

The following message can be played back when attempting to advance from an undervoted contest:

"Warning: You have not made all the choices you are allowed to in this contest. To return to the contest to make a selection, press Back, otherwise press Proceed to proceed to the next contest without making any more selections."

8.7 Contests on the ballot

Each contest on the ballot is played back with header text, followed by a list of candidates or responses in case of a question. The header text includes a description of the contest as well as the number to vote for. The body of question text is contained in the header. Use the yellow triangle down button to advance from the contest header to the candidates.

8.8 Contest selection

To select a candidate or question response, press the green circle button when the candidate name plays back. When the candidate has been selected, the candidate name is played back again with a confirmation of having been voted. To de-select the candidate, press the green circle button and listen to the name being played back again, without the confirmation of having been voted.

To select alternate candidate/s when the number to vote for has been reached, an existing candidate must first be de-selected prior to selecting the alternate candidate.

8.9 Playback volume

As the ballot plays back, the voter can increase the audio volume to the desired level by pressing the black rectangle button located at the top-left of the keypad while repeatedly pressing the yellow triangle up button. To decrease the volume, press the black rectangle button while repeatedly pressing the yellow triangle down button until the desired volume is played back.

8.10 Playback rate

The voter can increase the rate at which the ballot is played back by pressing the black rectangle button located at the top-left of the keypad while repeatedly pressing the right white arrow button. To decrease the playback rate, press the black rectangle button while repeatedly pressing the white left arrow button until the desired playback rate is reached.

8.11 Pause/resume

To pause the audio playback of the ballot at any point, press the green circle button while pressing the black rectangle button located at the top-left of the keypad. To resume playback of the audio ballot, press the green circle button again while pressing the black rectangle button.

8.12 Skip to next/previous sentence

The voter can skip to the beginning of the next sentence by pressing the black rectangle button located at the top-left of the keypad at the same time as the red button in the top-right of the keypad. To skip to the beginning of the previous sentence, press the black rectangle button at the same time as the blue, diamond-shaped button.



This function is only available if the audio ballot has been generated using an automated Text-To-Speech (TTS) tool.

8.13 Overvoting

It is not possible to overvote a contest in the ClearAccess ballot-marking system. No action will be taken when attempting to select an additional candidate when the number of candidates to vote for has already been selected in a contest.

The following warning message is played back when attempting an overvote:

"You have already selected the maximum number of choices. To choose another name, tap a choice you no longer want. Its color will be removed. Then, tap the choice you do want. This helps make sure you only change your vote when you mean to change it."

8.14 Write-ins

To vote for a candidate not registered to run in the election, advance to the write-in position, then press the green circle button to enter the write-in candidate name.

Once the write-in instructions have played back, press the yellow triangle down key to begin. Use the yellow triangle up key to navigate through the letters of the alphabet, beginning with a blank space. When the desired letter is played back, press the white right arrow key to select the character and continue to the next character position. To step through the alphabet list again, press the yellow triangle down key to locate the desired letter, then press the white right arrow key to accept the current letter and continue to the next position.

Once the candidate name has been completed, press the green circle button to accept the write-in candidate and return to the playback of the candidate list.

8.15 Review votes

The Review votes function appears at the end of the ballot, and lists all candidate and question selections made by the voter. The review includes the following:

- "Vote review content" on the facing page
- "Navigating the vote review" on the facing page
- "Navigating to and from the vote review" on the facing page

8.15.1 Vote review content

The vote review reflects the most current selection of candidates and question responses the voter has made. Contests are presented in the same sequence as on the ballot, although only the voted candidates and question responses are listed for each contest. Each contest in the vote review is presented with contest summary text as well the voted candidate and endorsing party, or response in case of a question. If no selection was made in a contest, informative text is played back for the contest, indicating that the contest has not been voted.

8.15.2 Navigating the vote review

The vote review can be navigated using the yellow up and down triangle keys. Repeatedly press the yellow down triangle key to step forward through the contest description and the candidate/s voted for each contest. To return back through the vote review, repeatedly press the yellow up triangle key.

8.15.3 Navigating to and from the vote review

Candidate and response selections can be reviewed at any time in the course of voting by pressing the white right arrow button for more than one second. The voter can return to a specific contest on the ballot by pressing the green circle button while the contest header or corresponding candidate is played back. The voter can change or make additional candidate selections on the ballot before jumping back to the vote review. Once the vote review has completed, the voter can print the ballot.

8.16 Ballot printing

Once the ballot has been reviewed, the ballot must be printed. Upon completion of ballot printing, the **Voting** Log In screen is displayed, allowing the next voter to begin voting.

The procedure for printing ballots is provided in "Ballot printing procedure" below. If ballot printing is unsuccessful, see "Ballot printing unsuccessful" on the next page.



The printed ballot contains exactly the same contests and questions as presented to the voter in the ClearAccess application, along with the same candidate and response selections made.

8.16.1 Ballot printing procedure

Print the ballot as follows.

1. When vote review has completed, press the right white arrow button to advance to ballot printing.
2. Press the green circle button as the print confirmation message is played back.
3. Once the ballot has been printed, press the green circle button to confirm the ballot's successful printing.
4. The ClearAccess application returns to the Voting log in screen.

8.16.2 Ballot printing unsuccessful

1. If a discrepancy arises in the course of ballot printing, wait for the ballot printing confirmation message to play back.
2. Press the yellow down button until "poll worker" is played back, press the green circle button, then call the attention of the poll worker.
3. The poll worker enters the password using the electronic keyboard displayed on the screen.
4. If the poll worker has resolved the printing problem, press the yellow down button in the resulting message playback until "Done" is played back, then press the green circle button to continue.
5. Press the green circle button to confirm ending the voting session.
6. To reprint the ballot, press the yellow down button until "Reprint" is played back in the confirmation message, then press the green circle button.
7. When the ballot has successfully printed, press the green circle button to confirm that the ballot has printed.
8. The **Voting** Log In screen is re-displayed.

8.17 Ballot cancellation

The ballot can be canceled at any time in the course of voting. To cancel the ballot, press the white left arrow button for more than one second, then press the green circle button when the confirmation message is played back. When the ballot is canceled, the **Voting** Log In screen is re-displayed.

Chapter 9. Voting with the sip-and-puff

This chapter describes ballot input using the sip-and-puff and ballot presentation on the touchscreen. This chapter covers the following topics:

- "Language selection" below
- "Party selection" on the next page
- "Voting instructions" on the next page
- "Changing voter settings using a sip-and-puff" on page 82
- "Ballot header" on page 88
- "Ballot navigation" on page 89
- "Contests on the ballot" on page 89
- "Contest selection" on page 92
- "Overvoting" on page 92
- "Write-ins" on page 93
- "Review votes" on page 94
- "Ballot printing" on page 95
- "Ballot cancellation" on page 98



All ballot navigation and voting functionality is accessible using the sip-and-puff - no other means of input is required.

9.1 Language selection

The first step in voting involves the selection of ballot presentation language. If the election is presented in a single language (ie. English), then no language selection screen is shown in the ClearAccess accessible voting system.

To select the ballot language, make the necessary number of single puffs to advance to the desired voting language, then make a long puff to select the language.

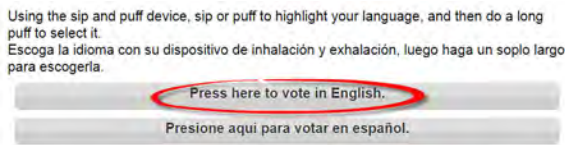


Figure 9-1. Selecting the ballot language

9.2 Party selection

In an open primary election, a preference contest is automatically presented at the outset of voting, requiring the voter to select a party (or non-partisan). Make the necessary number of single puffs to advance to the party of choice, then make a long puff to select the party. Only the contests endorsed by the selected party will then be presented on the ballot, in addition to any non-partisan contests running in the election.



Figure 9-2. Primary Preference contest

If the election is a closed primary, the party is selected with the ballot, as each ballot type listed in the **Select Ballot** screen corresponds to a party.

9.3 Voting instructions

A page with voting instructions is displayed, describing the manner in which a candidate is selected and write-in candidate created.

Make a double puff to advance to the next ballot page.

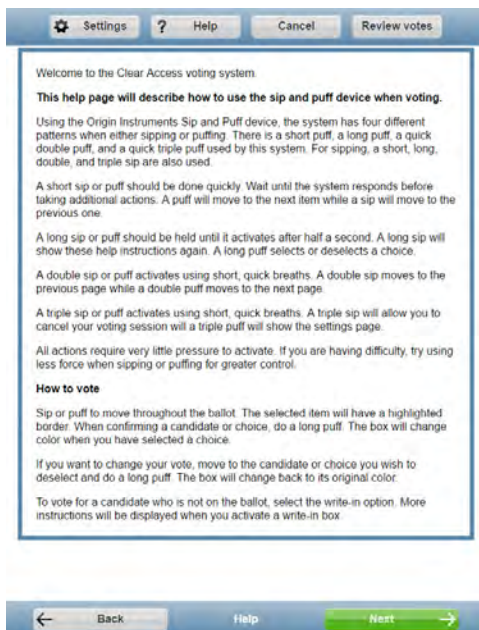


Figure 9-3. Voting instructions

Voting instructions can be displayed at any time during voting by making a long sip. When the voting instructions have been reviewed, make a long puff to return to the ballot.

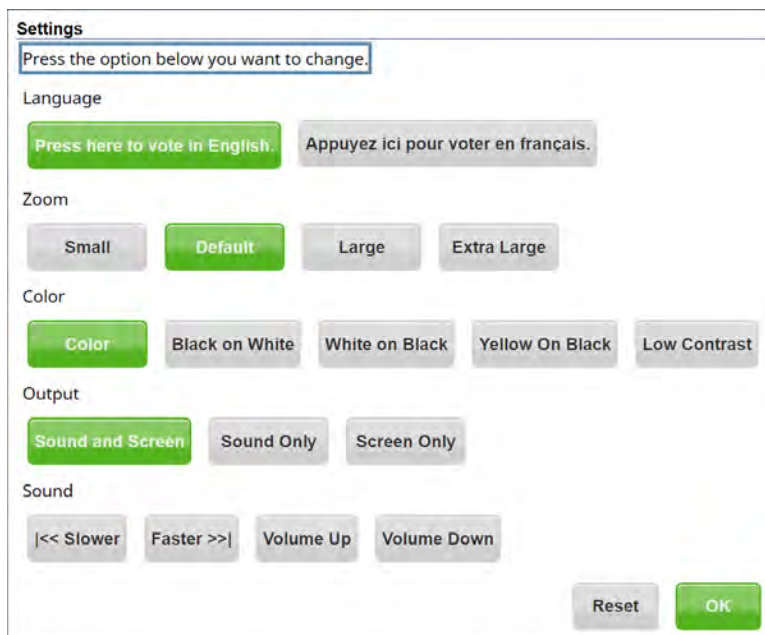
9.4 Changing voter settings using a sip-and-puff

The voter can change the following settings at any point in the voting process:

- "Color option" on page 84
- "Language option" on the next page
- "Zoom option" on the next page
- "Sound option" on page 87
- "Output option" on page 86

To change settings:

1. Use a triple puff to open the **Settings** screen.



2. On the **Settings** screen:
 - To cycle through the list of options, use a single puff.
 - To select an option, use a long puff.

Note: If the election is presented in a single language, no language options are displayed.
3. To return all settings to their default values, select the **Reset** button using a series of single puffs.

4. To save your choices, navigate to the **OK** button using a series of single puffs. Use a long puff to select **OK** and return to the ballot.

9.4.1 Language option

To change the language the ballot is presented in, make a series of single puffs until reaching the desired language, followed by a long puff to select the language.

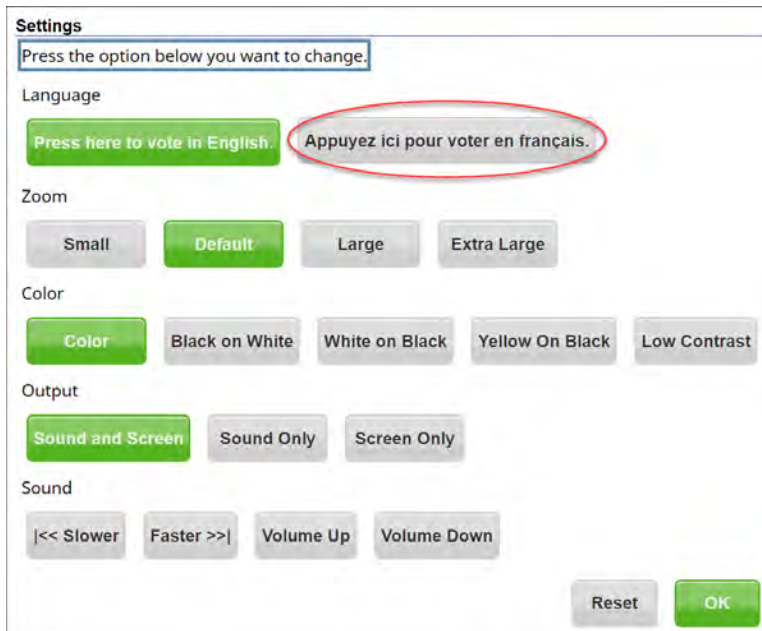


Figure 9-4. Selecting the language

9.4.2 Zoom option

The Zoom option allows the voter to expand or shrink the display using one of the following settings:

- **Small**
 - decreased magnification
 - presents the ballot with smaller fonts
 - more information is shown on a single page
- **Default**
 - at initial size
- **Large**
 - increased magnification
 - presents the ballot with larger fonts
 - less information is shown on a single page

- **Extra Large**
 - largest magnification
 - presents the ballot with largest fonts
 - least information is shown on a single page

For example, to display the ballot using large fonts, make a series of single puffs until reaching the **Large** button, followed by a long puff.

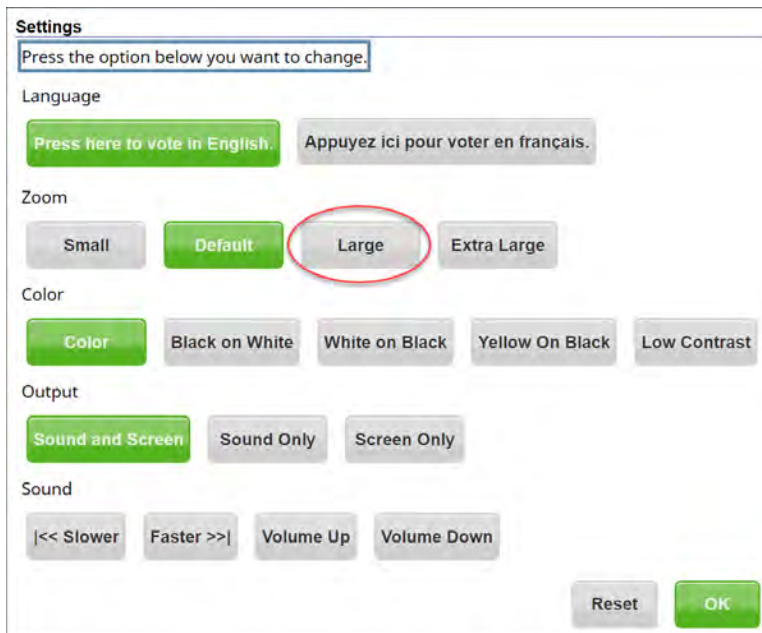


Figure 9-5. Large magnification

9.4.3 Color option

Change screen color and contrast using the following settings:

- **Color:**
 - contest, candidate and header text is presented with a pre-defined set of colors
 - buttons are displayed with default colors
- **Black on White**
 - black text against white background
 - voted candidates and configured voting options appear in reverse (white text against black background)
 - no color appears otherwise

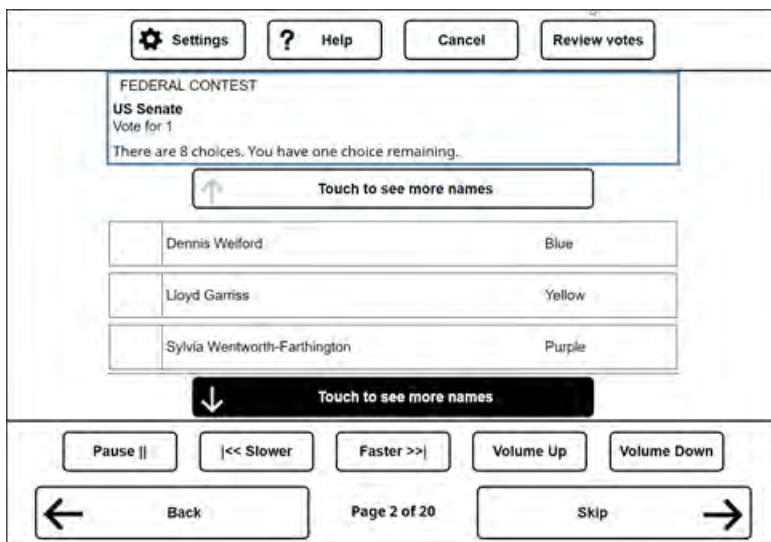


Figure 9-6. Black on white display

- **White on Black:**
 - white text against black background
 - voted candidates and configured voting options appear in reverse (black text against white background)
 - no color appears otherwise



Figure 9-7. White on black display

- **Yellow on Black:**
 - yellow text against black background
 - voted candidates and configured voting options appear in reverse (black text against

yellow background)

- no color appears otherwise



Figure 9-8. Yellow on black display

- **Low Contrast**
 - blank space is darkened to pale gray
 - colored space is reduce to a darker gray



Figure 9-9. Low contrast display

9.4.4 Output option

- To turn off the audio screen reader, make a series of single puffs to reach the **Screen Only** button, then make a long puff.

- To turn off the display of the ballot on the touchscreen, make a series of single puffs to reach the **Sound Only** button, then make a long puff.
- Select **Sound and Screen** to use both the screen and sound.

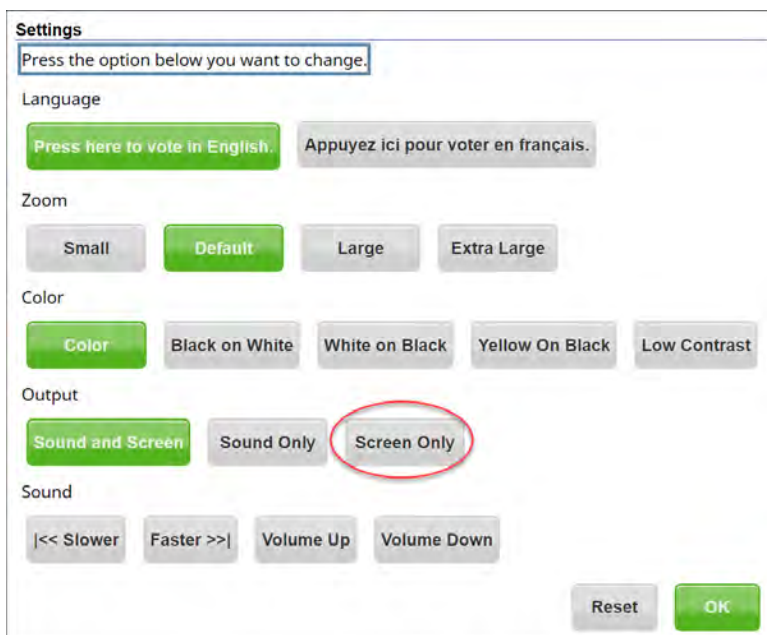


Figure 9-10. Suppressing the audio display

Note: When the **Sound Only** option is selected, only the general and navigation toolbars are displayed at the top of the screen.



Figure 9-11. ClearAccess display with Screen Off

9.4.5 Sound option

All audio playback controls for the sip-and-puff voters are found on the Settings screen. To change the audio speed or volume, the voter should access the Settings screen, navigate to the Sound controls, then adjust them as necessary.

- To slow down the audio playback, make a series of single puffs to reach the **Slower** button, then make a long puff.
- To speed up the audio playback, make a series of single puffs to reach the **Faster** button, then make a long puff.
- To increase the audio volume, make a series of single puffs to reach the **Volume Up** button , then make a long puff.

- To decrease the audio volume, make a series of single puffs to reach the **Volume Down** button , then make a long puff.

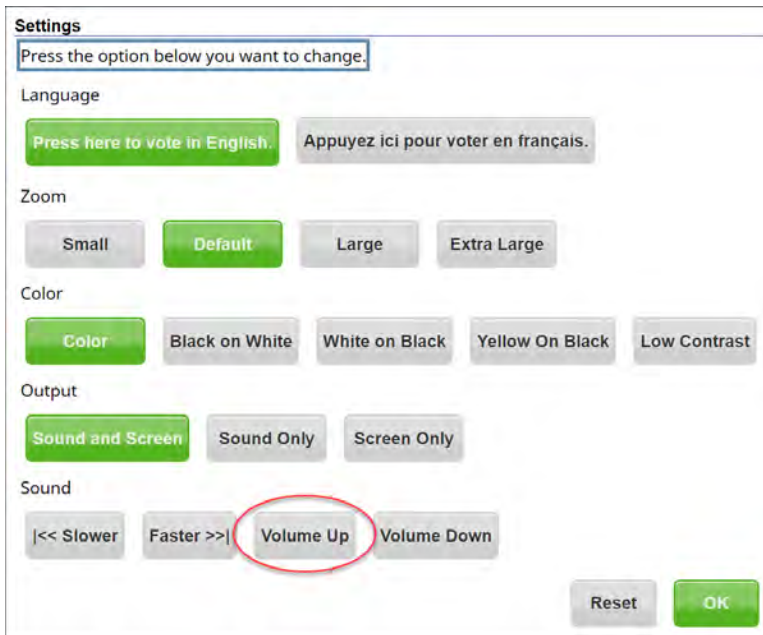


Figure 9-12. Increasing the audio

9.5 Ballot header

The subsequent page may display ballot header information, including the election date and the districts applicable to the ballot.

Make a double puff to advance to the next ballot page.

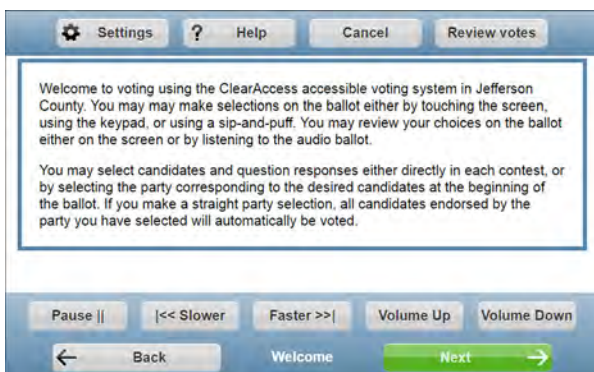


Figure 9-13. Ballot header screen

9.6 Ballot navigation

Making a double puff advances to the next ballot page, while a double sip moves to the previous page.



Figure 9-14. Ballot navigation buttons

The election can be configured to return ballots that are either blank-voted or undervoted. If so, the following messages will be displayed if the voter attempts to advance to the next contest either making no selections or selecting less candidates or responses than the number to vote for.

Warning

You have not selected any choices.

To return to the contest to make a selection press "Back" otherwise press "Proceed" to proceed to the next contest without making any selection.



Figure 9-15. Blank vote warning message



Figure 9-16. Undervote warning message

To proceed to the next contest, make a long puff, otherwise, to return to the contest and continue voting, make either a short sip or puff, then make a long puff.

9.7 Contests on the ballot

The presentation and navigation of a contest on the ballot includes the following topics:

- "Overview" on the facing page
- "Long header" on the facing page

- "Long candidate list" on the next page

9.7.1 Overview

Each contest on the ballot is presented with header text in addition to a list of candidates or responses in case of a question. No more than one contest is presented on each ballot page. The header text includes a description of the contest as well as the number to vote for. The body of the question text is typically contained in the header.



Figure 9-17. Ballot page

A single puff advances from the heading text to the first candidate in the list. Single puffs step through the candidate list, while single sips step back through candidates in the list.

9.7.2 Long header

Use single puffs to page forward through a multi-page header, and single sips to page back through the header. On the last header page, a single puff advances to the first candidate in the contest.

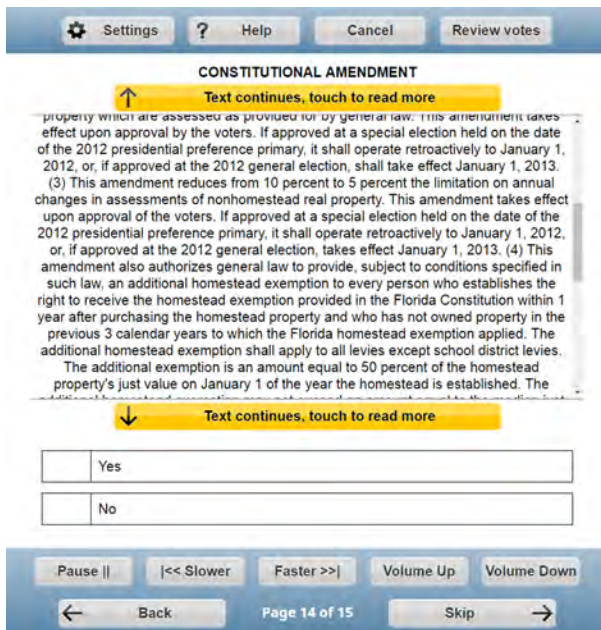


Figure 9-18. Paging/scrolling through header text

9.7.3 Long candidate list

If the list of candidates can't be displayed within a single page on the screen, a single puff at the last candidate listed will display the next page of candidates. Likewise, a single sip at the first candidate in the list will display the preceding page of candidates (or heading text, if the first candidate on the page is the first candidate in the contest).



Figure 9-19. Paging/scrolling through candidate list

9.8 Contest selection

Make a long puff to select a candidate or question response. The selected candidate turns blue (unless non-standard color options have been selected). To de-select the candidate, make another long puff, and the candidate field will change again from blue to white.

To select alternate candidate/s when the number to vote for has been reached, an existing candidate must first be de-selected prior to selecting the alternate candidate.



Figure 9-20. Selecting the candidate

9.9 Overvoting

It is not possible to overvote a contest in the ClearAccess accessible voting system. No action will be taken when attempting to select an additional candidate if the number of candidates to vote for has already been selected in a contest.

A warning message is displayed when attempting to overvote.



Figure 9-21. Attempting an overvote

Make a long puff when the following message appears to return to the contest.

Warning

You have already selected the maximum number of choices.

To choose another name **touch a choice you no longer want**. Its color will be removed. Then, touch the choice you do want.

This helps make sure you only change your vote when you mean to change it.



Figure 9-22. Overvote warning message

9.10 Write-ins

To vote for a candidate not registered to run in the election, use a series of single puffs to reach the write-in line at the end of the candidate list, then a long puff to select the write-in position.

A window will pop up in which the write-in candidate is entered. Using a series of single puffs, beginning with a space, step through the letters of the alphabet to reach the desired letter. Use a double puff to accept the letter and continue to the next character position. Once the name is complete, use a long puff to log the candidate name in the contest's write-in position.



Figure 9-23. Selecting the write-in line

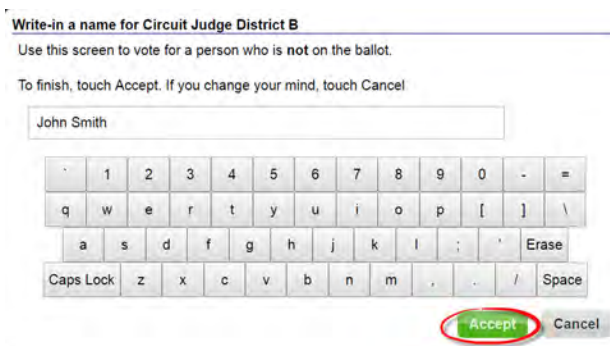


Figure 9-24. Entering a write-in candidate

9.11 Review votes

The Review votes screen appears at the end of the ballot and lists all candidate and question selections made by the voter. Vote review comprises the following:

- "Review votes screen" below
- "Navigating the Review votes screen" below
- "Navigating to and from the Review votes screen" on the next page

9.11.1 Review votes screen

The Review votes screen reflects the most current selection of candidates and question responses the voter has made. Contests are presented in the same sequence as on the ballot, although only the voted candidates and question responses are listed for each contest. Each contest on the Review votes screen is presented with contest summary text as well the voted candidate and endorsing party, or response in case of a question. If no selection was made in a contest, informatory text is displayed for the contest, indicating that the contest has not been voted.

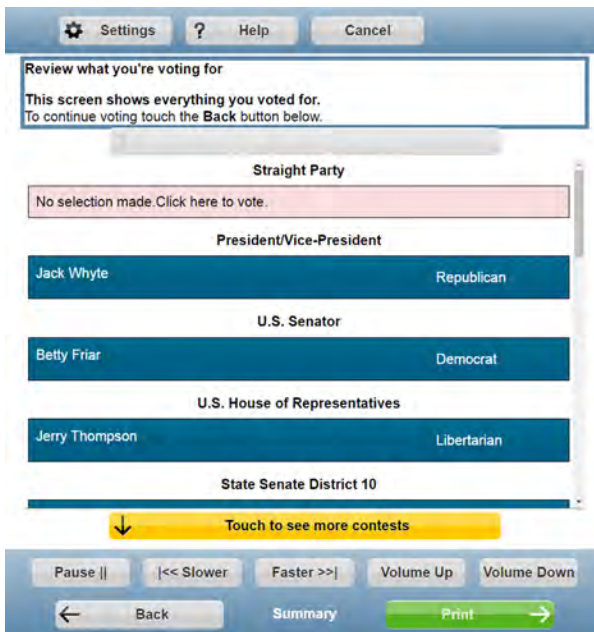


Figure 9-25. Review votes screen

9.11.2 Navigating the Review votes screen

Use a series of single puffs to step through the contests and candidates. The first puff takes the voter to the contest heading text, while subsequent single puffs step through the voted candidates and question responses. To step back through the Review votes screen, use a series of single sips.

9.11.3 Navigating to and from the Review votes screen

The Review votes screen appears immediately after the last contest on the ballot. Use a double puff to advance from the last contest to the Review votes screen. The voter can return to a specific contest on the ballot by selecting that contest in the Review votes screen. Candidate selections can be added or changed on the ballot before paging through the ballot back to the Review votes screen.

Once the vote review has completed, perform a double puff to advance to the ballot printing phase.



Figure 9-26. Jumping to the Review votes screen

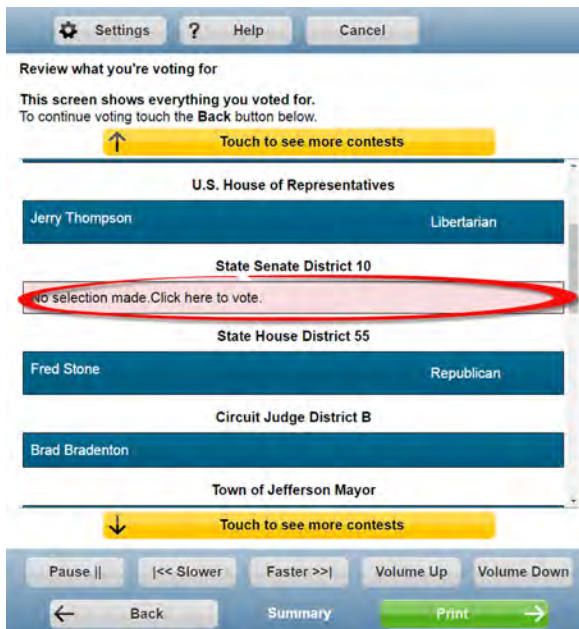


Figure 9-27. Jumping from Review votes to a specific contest on the ballot

9.12 Ballot printing

The ballot is printed once the desired candidate and question responses have been selected and reviewed.



The printed ballot contains exactly the same contests and questions as presented to the voter in the ClearAccess application, along with the same candidate and response selections made.

The procedure for printing ballots is provided in "Ballot printing procedure" below. To resolve ballot printing discrepancies, see "Ballot printing unsuccessful" on the next page.

9.12.1 Ballot printing procedure

Print the ballot as follows.

1. In the Review votes screen, perform a single puff to advance to ballot printing.



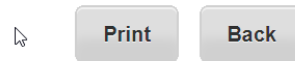
2. Perform a long puff in the print confirmation message.

Confirm Printing

You are about to print your ballot. Once you proceed you will not be able to make any more changes.

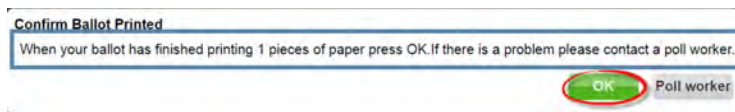
Press Print to print the ballot.

Press Back to return to voting.



3. A print status message is displayed as the ballot page/s are printed.

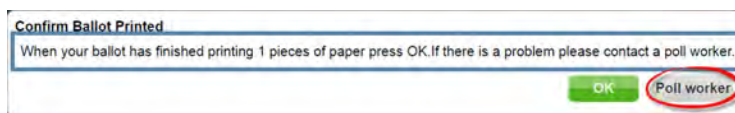
4. Perform a long puff in the message confirming the ballot has successfully printed.



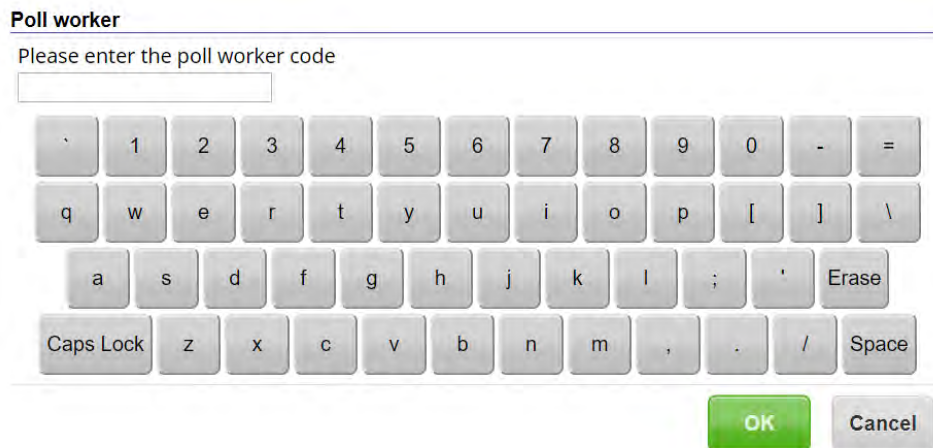
5. The **Voting** Log In screen is re-displayed.

9.12.2 Ballot printing unsuccessful

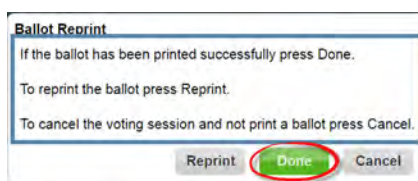
1. If a discrepancy arises in the course of ballot printing, perform the necessary single puffs to advance to the **Poll Worker** button in the ballot print confirmation message, perform a long puff, and call the poll worker.



2. Enter the Poll Worker password using the electronic keyboard provided.



3. Resolve the voter's ballot printing discrepancy as required.
4. If the voter's concerns with respect to ballot printing have been resolved, perform the necessary single puffs to reach the **Done** button in the **Ballot Reprint** prompt, then perform a long puff.



5. Perform a long puff in the confirmation message.



6. If the voter's concerns with respect to ballot printing have not been resolved, perform a long puff in the **Ballot Reprint** prompt to reprint the ballot.



7. Once the ballot has successfully printed, perform a long puff in the ballot print confirmation message.



8. The **Voting** Log In screen is re-displayed.

9.13 Ballot cancellation

The ballot can be canceled at any time in the course of voting. To cancel the ballot, perform a triple sip, then perform a long puff when the resulting confirmation message is displayed.

Cancel Voting

If you want to cancel your voting session press the OK button.

To return to voting press the Cancel button.



Figure 9-28. Ballot cancellation confirmation

The **Voting** Log In screen is re-displayed.

Chapter 10. Working with ballot stubs

10.1 About ballot stubs

Your election may have been configured to include stubs on the ballots. A stub is a tear-away perforation that contains information about the ballot. It can serve as a receipt for voters or as a ballot tracking or reconciliation mechanism.

Your ballot designer enables stubs for an election and determines the content using ClearDesign. ClearDesign supports up to three stubs per ballot.

Be sure to use the correct length paper stock for your ballot. If your ballot uses stubs, include the perforated stub into your paper size calculation. Printing on the wrong size paper stock can result in unusable ballots.

Note: There is no visual indicator in ClearAccess that tells you whether stubs have been enabled for a given election. Your Election Administrator can tell you whether a ballot has been designed to include stubs. The ClearAccess **Set Election Options** screen, where you can turn stub printing on and off, is available whether or not stubs exist on the ballot.

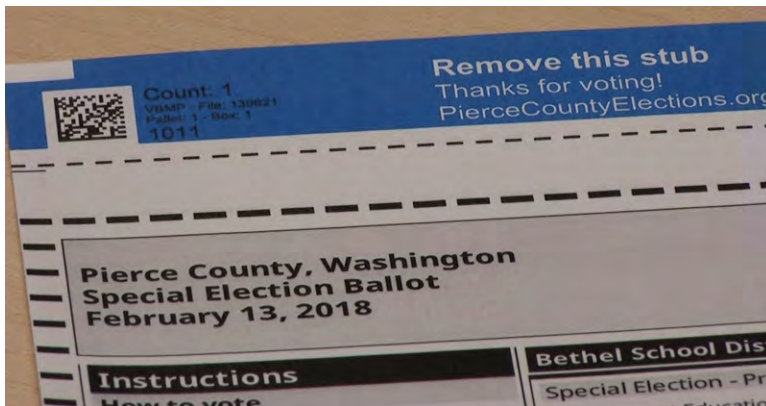


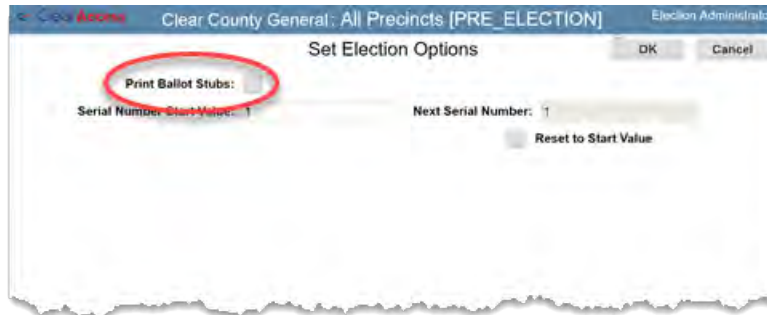
Figure 10-1. Ballot stub

10.2 Disabling and enabling ballot stub printing in ClearAccess

By default, stubs print automatically if configured for an election. If necessary, you can disable stub printing in ClearAccess. You might want to do this while testing, for example, or if your ballot stock does not include the perforations needed for stubs.

To turn off stub printing:

1. From the ClearAccess menu, select **Set Options**. The **Set Election Options** screen opens.
2. Uncheck **Print Ballot Stubs**.



3. Press **OK**.

To turn stub printing back on:

1. From the ClearAccess menu, select **Set Options**. The **Set Election Options** screen opens.
2. Check **Print Ballot Stubs**.
3. Press **OK**.

Chapter 11. Working with ballot serial numbers

11.1 About ballot serial numbers

Your election may have been configured to include serial numbers on the ballots. Each serial number serves as a unique identifier for an individual ballot.

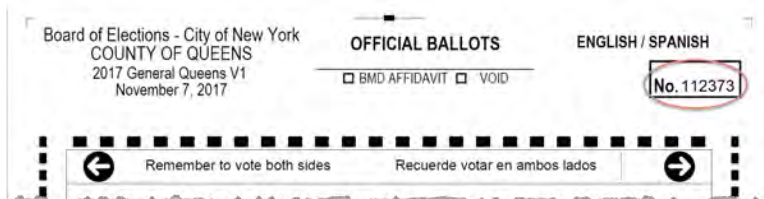


Figure 11-1. Ballot serial number

Serial numbers are enabled for an election and their location on the ballot determined using ClearDesign. The serial number can appear on a stub (if stubs are used on the ballot), in the body of the ballot, or in both places.

Using ClearDesign, the ballot designer also designates the starting number for the first printed ballot (for example, zero or one). Thereafter, on each printed ballot, the serial number increments by one (e.g., 2,3,4,5... etc.). ClearAccess formats serial numbers as whole numbers.

Each ClearAccess station calculates and prints serial numbers independent of others that are deployed for a given election. Thus, two ClearAccess stations, if they use identical start numbers, will print the same range of numbers. As a best practice, to ensure a unique set of serial numbers from each ClearAccess station, each station can be configured to use a different starting serial number (for example, 1, 5000, 10000, etc.) based on the expected number of ballots it will print.

The serial number resets to the start number when a new election is loaded on the ClearAccess station.

Note: There is no visual indicator in ClearAccess that tells you whether serial numbers have been implemented for a given election. Your Election Administrator can tell you whether a ballot has been designed to include serial numbers. The ClearAccess **Set Election Options** screen, where you can configure certain aspects of how serial numbers print, is available whether serial numbers actually exist on the ballot.

11.1.1 Configuring serial numbers in ClearAccess

ClearAccess lets you change the starting serial number. The change will start with the next printed ballot. You might need to do this:

- To ensure that different ClearAccess stations print a different range of serial numbers (for example, machine A uses a start number of 1; machine B uses a start number of 5,000; etc.)
- If you need to reprint one or more ballots that printed poorly.

- If test ballots were printed prior to the election and you want the first live ballot to begin at the start of the range.

When you reset the serial number start value, you can enter any number you choose; ClearAccess does not validate whether the number you enter was used before. Nor does it prevent you from creating a gap in the numbering sequence. Therefore, it's possible for a disparity to exist between the number of ballots printed and the serial number on the most recent ballot.

11.2 Viewing the serial number start value and current value

As necessary, you can view the serial number start value, as well as the number queued to appear on the next printed ballot.

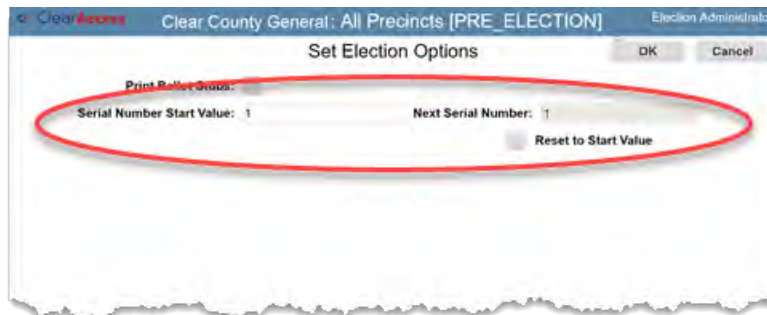
To view the serial number start value and current value:

1. From the ClearAccess menu, select **Set Options**. The **Set Election Options** screen opens.
 - The serial **Serial Number Start Value** field shows the number that was configured to appear on the first printed ballot.
 - The **Next Serial Number** field shows the number that will appear on the next printed ballot.
2. Press **Cancel** to close the screen.

11.3 Changing the serial number start value

To change the serial number start value:

1. From the ClearAccess menu, select **Set Options**. The **Set Election Options** screen opens.



2. In **Serial Number Start Value**, enter the new value to appear on the next printed ballot.
 - The **Serial Number Start Value** can be any whole number, including zero.
 - ClearAccess will automatically trim leading zeros from the number you enter. For example, 0001 will be trimmed automatically to 1.
3. Check the box for **Reset to Start Value**. The **Next Serial Number** field changes to match the

new start value you entered. This number will appear on the next printed ballot.

4. Press **OK**.

Chapter 12. Voting with the barcode scanner

This chapter describes voting using a barcode scanner.

- "About barcode scanning" below
- "Voting using a barcode scanner" on the next page

12.1 About barcode scanning

Optionally, your ClearAccess voting station may include a barcode scanner. This allows a voter to scan a QR Code© that automatically:

- Loads the correct ballot for the voter
- Sets the voter's language and accessible voting preferences

12.1.1 Capabilities and limitations

Barcode scanning with ClearAccess has these capabilities:

- Scanning is supported for QR Codes only. Other barcode types are not supported.
- ClearAccess can read the following information from a QR Code:
 - Election
 - Precinct
 - Split
 - Party
 - Ballot Set
 - Ballot Style
 - Language
 - Preferred Input Type (screen, keypad, sip & puff)
 - Screen on/off
 - Audio on/off
- If only some of the data is present or readable in the barcode, ClearAccess uses the data it can read and follows system defaults otherwise.
- To select a ballot, the QR Code must include at a minimum Precinct and Ballot Style data.
- There are no specific limits on the physical size of the printed barcode. Generally, the larger the printed size, the farther it must be held from the scanner. Two inches by two inches is an approximate optimum printed size.
- The barcode must have a minimum 0.25 inch white border.
- See the *ClearVote Approved Parts List* for the barcode scanner models supported with ClearAccess.

12.1.2 Voting workflow using a barcode scanner

The ClearAccess voting workflow using a barcode scanner is as follows:

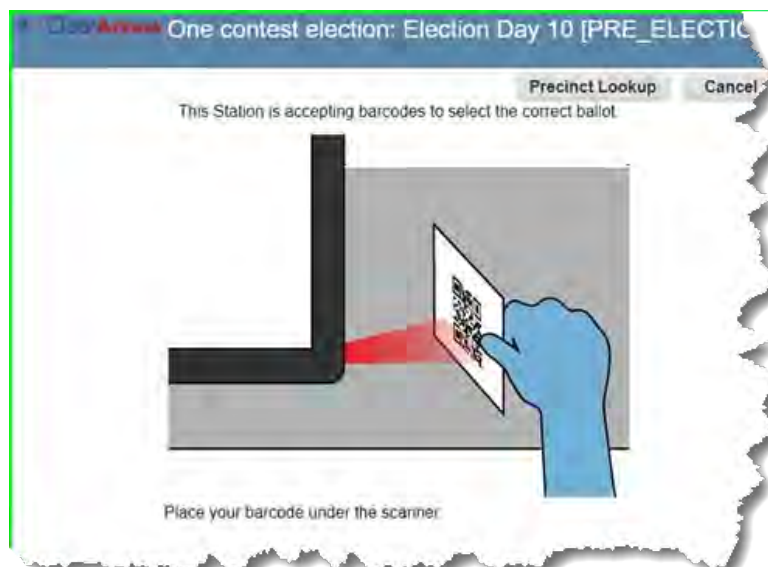


1. During setup of the ClearAccess voting station, the barcode scanner is installed and tested. See "Installing the barcode scanner" on page 1.
2. On election day, a poll worker at the polling place takes the voter's information and prints the barcode for the voter.
3. At the ClearAccess station, the voter (or, if necessary, the poll worker) scans the barcode. The unit beeps to indicate a successful scan.
4. ClearAccess loads a ballot and enables language and accessibility options abased on the information in the code.
 - If the barcode is not readable, or if ClearAccess cannot determine a single ballot style from the barcode data, ClearAccess displays an alert prompting the voter to manually select the precinct.
 - If a particular data point is missing or cannot be read from the barcode (e.g., Language), ClearAccess uses its system default.
5. The voter reviews the screen and confirms that the correct ballot has loaded, and then proceeds following normal ClearAccess voting procedure.

12.2 Voting using a barcode scanner

To vote using a barcode scanner:

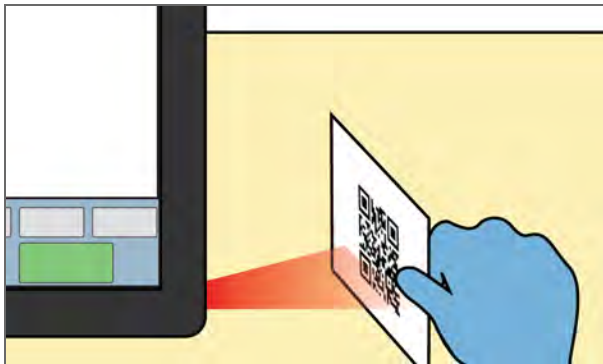
1. ClearAccess automatically displays barcode scanning instructions when a barcode scanner is attached.



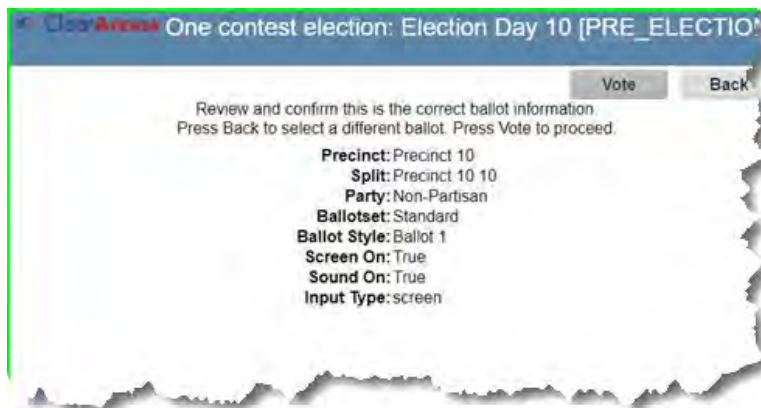
The **Status Bar** also confirms that a scanner is connected.



2. Hold the QR Code 5 to 10 inches away from the scanner. Or, if the voting station includes a marked scanning position, hold the code there. The scanner's red target light comes on automatically. Ensure that it is centered on the code.

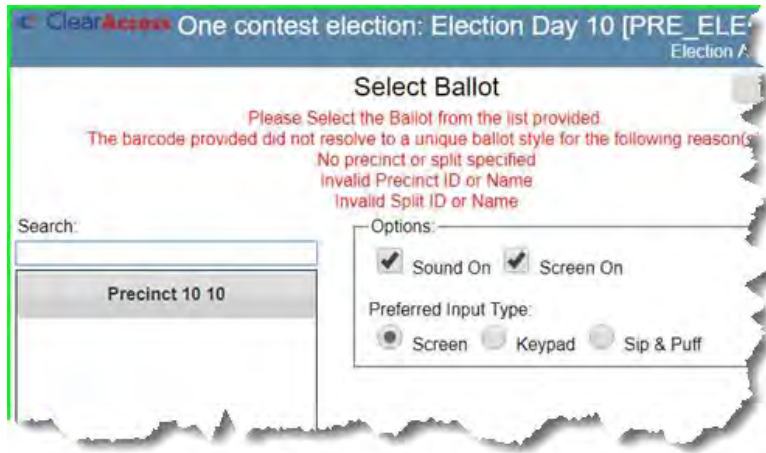


3. If the code scans successfully, the scanner beeps and the **Ballot Confirmation** screen opens. Review the selected options to ensure they are correct. Then proceed with voting.



If a beep does not sound and the screen does not change, the code did not scan. Try changing the code's position. If the paper is curled or ruffled, flatten it as much as possible. If it still does not scan the barcode may be unreadable. Click the **Select Lookup** button to select a ballot manually and proceed with voting.

4. If the code scans but there is insufficient data to select a ballot, ClearAccess displays an error message. Select a ballot manually and proceed with voting.



Chapter 13. Troubleshooting

The following are recommended troubleshooting procedures for issues with the ClearAccess station:

- "Loss of power" below
- "Touchscreen troubleshooting" on the next page
- "Keypad troubleshooting" on page 110
- "Increasing sip-and-puff sensitivity" on page 111
- "Sip-and-puff troubleshooting" on page 110
- "Audio troubleshooting" on page 111

If the steps provided do not resolve the issue, contact your technical support staff for further assistance.

13.1 Loss of power

If the ClearAccess station or printer are not receiving AC power, perform the following steps in sequence until the problem is resolved.

1. If there is a power outage, use a UPS to provide power. Only use UPS models listed in the *ClearVote Approved Parts List*.
2. Ensure that power cables are properly plugged into the ClearAccess station, printer, and the power outlet.
3. Use a charging device such as a mobile phone charger to test the power outlet. If the charger receives power but the ClearAccess station or printer does not, then the ClearAccess voting system must be replaced. Configure the new system using the instructions in the *ClearAccess Installation Guide*.
4. If the outlet is not functioning, try plugging the device into an alternate power socket.
5. If none of the power outlets at the polling location are functional, use a UPS to provide power.

13.1.1 Supplies

The following supplies are required to resolve power-related issues:

- Power cable
- Mobile phone charger
- UPS



13.2 Touchscreen troubleshooting

If the touchscreen is not functioning as expected, perform the following resolution steps in sequence until the problem is resolved.

1. Cancel then re-launch the same ballot. Ensure that the **Preferred Input Type** is set to **Screen**.
2. Cancel the ballot, end voting, then shut the ClearAccess station down without closing the polls. Detach, then reattach the power cord to power the ClearAccess station on again. Reenter voting mode. Ensure that the **Preferred Input Type** is set to **Screen**.

13.3 Printer troubleshooting

This section lists potential printer issues and possible solutions.

Symptom	Condition	Fix
Ballot prints with headers and/or footers	Occurs when printing a ballot from ClearAccess	<ol style="list-style-type: none"> 1. Log in to ClearAccess as the Administrator. 2. Click Setup. 3. Select a different (any) printer. 4. Click Save. 5. Click Setup again. 6. Re-select the original printer. 7. Click Save.
Unable to cancel a print job	ClearAccess does not allow access to the Windows Print Queue if it's necessary to cancel a print job	<p>Cancel the current print job using the control panel on the printer, as follows:</p> <p>Okidata: Tap the inverted triangle button once</p>
Smudging on ballots	Smudges appear on printed ballots.	<ol style="list-style-type: none"> 1. Ensure the printer's Media Weight option is correctly set. See the printer configuration topic(s) in the <i>ClearAccess Installation Guide</i>. 2. Clean the printer, as described in the <i>ClearAccess Maintenance Guide</i>.

Symptom	Condition	Fix
Paper size mismatch	Printer displays an error such as: "Load letter/plain and press ON LINE switch 460:MP Tray size mismatch."	Using the printer's control panel, for the desired tray 1. Change the paper size setting to a different value (e.g., from Letter to Custom). 2. Back out all the way to the Main Menu. 3. Return to the Paper Size setting for that tray and restore the setting to the desired size.
Longer ballots get stuck exiting the printer	Longer ballots exiting the Ok1432dn printer may occasionally get stuck in the seam between the printer lid and chassis. Occurs most often with 17 inch ballots.	Raise the paper stop on the printer lid.

13.4 Keypad troubleshooting

If the keypad is not functioning as expected, perform the following steps in sequence until the problem is resolved.

1. Detach the keypad from the ClearAccess station, then reinsert it into the USB port.
2. Cancel then relaunch the ballot. Ensure that the **Preferred Input Type** is set to **Keypad**.
3. Cancel the ballot, end voting, then shut the ClearAccess station down without closing the polls. Detach, then reattach the power cord to power the ClearAccess station on again. Reenter voting mode. Ensure that the **Preferred Input Type** is set to **Keypad**.
4. If the keypad continues to malfunction, replace the keypad.

13.4.1 Supplies

One keypad

13.5 Sip-and-puff troubleshooting

If the sip-and-puff is not functioning as expected, perform the following steps sequence until the problem is resolved.

1. If the voter's personal sip-and-puff is not registering inputs in the ClearAccess voting system, ensure that the procedure "Installing a voter's sip-and-puff on the ClearAccess station" on page 38 was followed correctly.



2. If the sip-and-puff mouthpiece has been changed and the previous mouthpiece functioned properly, ensure that the procedure "Replacing the sip-and-puff mouthpiece" on page 34 was followed correctly.
3. Detach the sip-and-puff from the ClearAccess station, then reinsert it into the USB port.
4. Cancel then re-launch the ballot. Ensure that the **Preferred Input Type** is set to **Sip and Puff**.
5. Cancel the ballot, end voting, then shut the ClearAccess station down without closing the polls. Detach, then reattach the power cord to power the ClearAccess station on again. Reenter voting mode. Ensure that the **Preferred Input Type** is set to **Sip and Puff**.
6. Ensure that the sip-and-puff dip switches are configured properly. See "Increasing sip-and-puff sensitivity" below.
7. If the sip-and-puff continues to malfunction, replace with a new sip-and-puff.

13.6 Supplies

- One spare mouthpiece (if the mouthpiece is being changed)
- One sip-and-puff unit (if the unit is being replaced)
- One paper clip (if dip switch settings must be changed)

13.6.1 Increasing sip-and-puff sensitivity

If a voter indicates that the sip-and-puff is not responsive enough:

1. Check to see if the fourth DIP switch is in the **Off** position.
2. If it is not, use a paper clip to set the switch to **Off**.
3. Confirm with the voter whether sip-and-puff performance improves.
4. If performance does not improve, remove the sip-and-puff from the ClearAccess station, then reinstall. Removing the sip-and-puff from the ClearAccess station will not affect the voting session other than increasing the sip-and-puff sensitivity.

13.6.1.1 Supplies

One paper clip

13.7 Audio troubleshooting

If the audio is not functioning as expected, perform the following steps in sequence until the problem is resolved.



1. If the voter reports a problem with the volume control, assist him or her in operating the control. (If a ballot is displayed on the touchscreen, navigate to a screen with no vote selections prior to adjusting the volume.)
2. Cancel the ballot. Then launch the same ballot again. Ensure that **Sound On** is selected.
3. Cancel the ballot, end voting, and shut the ClearAccess station down without closing the polls. Detach, then reattach the power cord to power the ClearAccess station on again. Reenter voting mode. Ensure that **Sound On** is selected.
4. Detach the headphones from the ClearAccess station, then reinsert the connector.
5. Replace the headphones.

13.7.1 Supplies


One pair of audio headphones

Chapter 14. Closing the polls

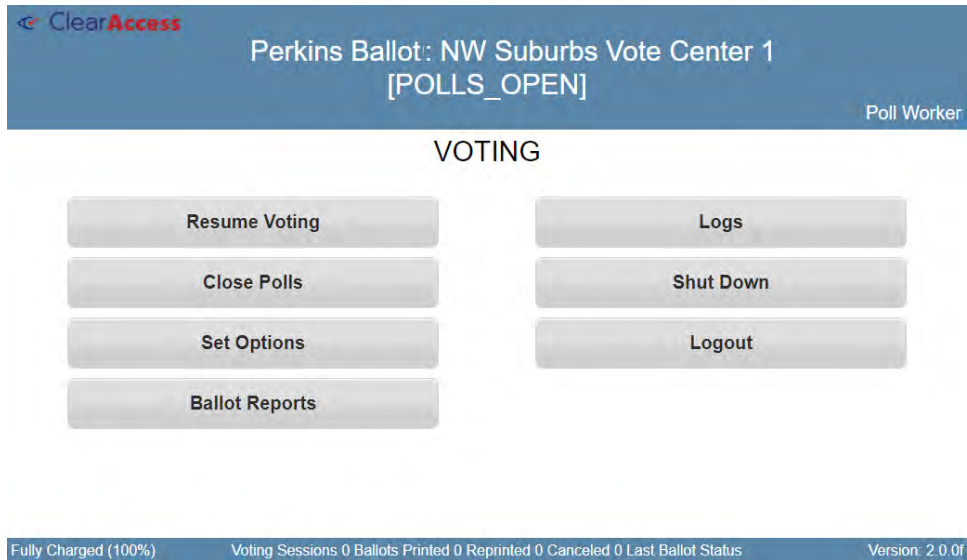
At the end of election day, close the polls on the ClearAccess station. Only Poll Workers and Election Administrators can close the polls.

When the polls are closed:

- The election enters Postelection mode.
- The Close Polls report displays automatically. The report provides voted ballots statistics as well as system, election, and voting location data.

 Be sure to only close the polls at the end of election day. Conversely, at the end of Early Voting days, shut down the ClearAccess station but do not close the polls.

1. Tap the **Close Polls** button in the menu.



- The Close Polls report is displayed.

ClearAccess EAC Accuracy Test: Precinct1 [POLLS_OPEN] Election Administrator

Close Polls OK Print Cancel

Polling Place Report

Software: ClearAccess by Clear Ballot Group, Inc. **Version:** 2.0.0f
Election: EAC Accuracy Test **Date:** Nov 30 2018
Vote Center: Precinct1 **Media Version:** 13
Copy: 2

Media Hash: e6ba0a09ab801a4b45e89fb283b7451fea3884f3fbe07a20c7131554b61d1624
Warn Under Vote: False **Straight Party Type:** None
Warn Blank Vote: False **Warn Straight Party Change:** False
Voting Sessions: 0

Precinct	Ballotset	Ballot	Party Split	Sessions	Printed	Reprinted	Canceled
Precinct1 contes	Ballot 1	Voter Split	1 0	0	0	0	0
Precinct1 five_i	Ballot 2	Voter Split	1 0	0	0	0	0
Precinct1 eleven	Ballot 3	Voter Split	1 0	0	0	0	0
Precinct1 fourte	Ballot 4	Voter Split	1 0	0	0	0	0
Precinct1 sevent	Ballot 5	Voter Split	1 0	0	0	0	0
Precinct1 ninete	Ballot 6	Voter Split	1 0	0	0	0	0

Fully Charged (100%) Voting Sessions 0 Ballots Printed 0 Reprinted 0 Canceled 0 Last Ballot Status Version: 2.0.0f

- Verify that all applicable status and identification information is correct on the report.
- Tap the **Print** button to print the report.
- Tap the **OK** button in the report screen to complete closing the polls. The **Post Election** menu opens.

ClearAccess EAC Accuracy Test: Precinct1 [POST_ELECTION] Election Administrator

POST ELECTION

Re-Open Polls

Close Election

Ballot Reports

Logs

Shut Down

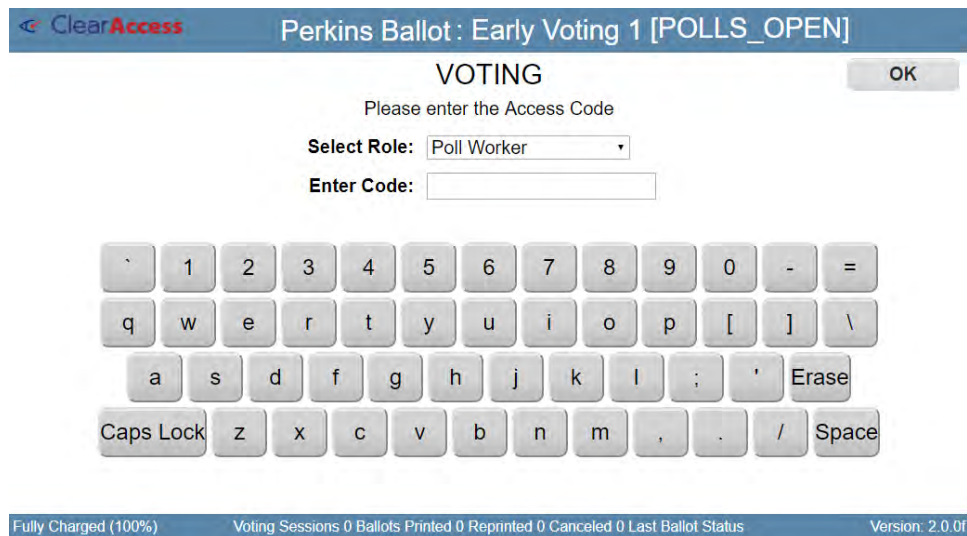
Logout

Fully Charged (100%) Voting Sessions 0 Ballots Printed 0 Reprinted 0 Canceled 0 Last Ballot Status Version: 2.0.0f

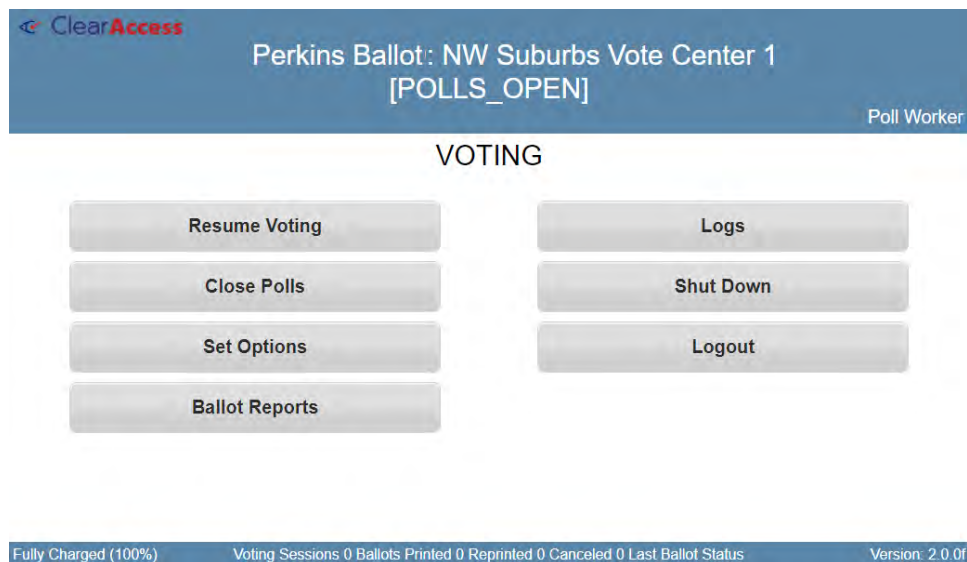
Chapter 15. Shutting down the ClearAccess station

Use the following procedure to shut down the ClearAccess station.

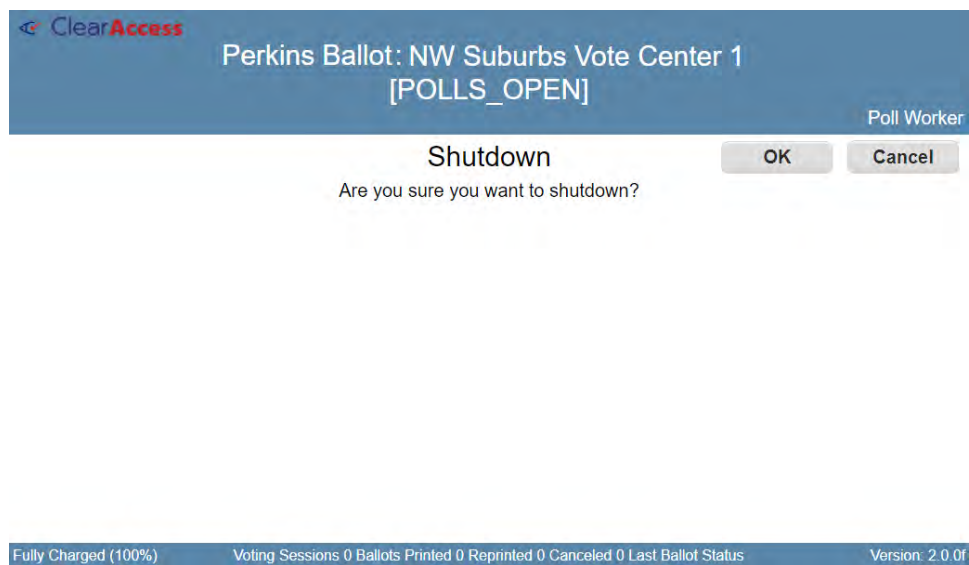
1. Log on using the Poll Worker role.



2. In the **Polls Open** menu, tap the **Shut Down** button.



3. Tap the **OK** button in the confirmation prompt.



Chapter 16. Ballot reconciliation

At the end of a voting day (election or early voting), reconcile printed ballot quantities as follows. Count the total number of:

- Regular ballots that have been printed
- Provisional ballots that have been printed
- Damaged, unusable sheets
- Spoiled ballots
- Paper sheets in the printer input tray
- Unused paper stock

The total number of the preceding items should correspond to the number of stock sheets issued to the polling location. Record the reconciliation numbers on the form provided.

Chapter 17. Breaking down the ClearAccess station

Following an election, disassemble and pack each ClearAccess voting station as follows.

17.1 Break-down and pack the touchscreen computer

1. Power-off the touchscreen computer and the printer.
2. Verify all ClearAccess security seal numbers.
3. Detach all seals from the USB port cover plate.
4. Remove the port cover plate. Unplug all peripherals from the ClearAccess station:
 - Accessible keypad
 - Audio headphones
 - Sip-and-puff (if used)
 - Barcode scanner (if used)
 - Printer cable
5. Unplug and detach the touchscreen power cable.
6. Replace the port cover plate.
7. Apply new seals to the USB port cover plates.
8. Record the numbers of the new seals.
9. Pack the ClearAccess station and appropriate peripherals into the carrying case.

17.2 Break-down and pack the printer

1. Unplug and detach the printer power cable and USB cable.
2. Remove the paper from the printer.
3. Collapse the printer input and output trays.
4. Remove the image drum from the printer with the toner cartridge locked inside , and place in the designated plastic bag.
5. Pack the printer, printer parts, and cables into the printer transport case.

17.3 Break-down and pack the remaining supplies

1. Unplug the UPS.
2. Remove any power matting used.



3. Unplug and spool and extension cables.
4. Pack the remaining supplies into the designated container.

Appendix A. Supplies

The following ClearAccess-related supplies should be received at the polling location:

- Power cables
- Printer
- Voting screen
- UPS
- Printer USB cable (used to connect printer and computer)
- Toner cartridge
- Paper stock
- Secrecy sleeves
- Accessible Keypad
- Approved Sip-and-Puff
- Audio headphones
- Power switch protection sheath
- Seals
- Power extension cabling
- Rubber power cable matting
- *ClearAccess Poll Worker Guide*
- Forms
- Pens
- Provisional ballot envelope
- Envelopes

Appendix B. Forms

The following forms can be used to support the procedures in this guide:

- "Seals" below
- "Ballot reconciliation" on the facing page

B.1 Seals

Use this form to record seal numbers.

Table B-1. ClearAccess station seal log

Seals					
ClearAccess serial number:					
Seal Number					
Port or Port Cover					
Verification					
Application					
Date					
Time					
Election Official					
Signature					

Enter the ClearAccess serial number at the top of the sheet.

For each seal used:

- Enter the applicable seal number in the next available **Seal Number** column
- Continuing in the same column, enter:
 - The applicable port in the **Port** row
 - An "X" in the **Verification** row if the seal is being verified
 - An "X" in the **Application** row if the seal is being applied
 - The date in the **Date** row
 - The time in the **Time** row
 - The name of the election official verifying/applying the seal in the **Election Official** row
 - Signature of the election official in the **Signature** row

B.2 Ballot reconciliation

The following form can be used to reconcile ballot stock at the close of voting:

Table B-2. ClearAccess station ballot stock log

Ballot Stock	
ClearAccess serial number:	
Regular ballots printed	
Provisional ballots printed	
Stock spoiled	
Ballots spoiled	
Stock in printer input tray	
Unused paper stock	
Date	
Time	
Election Official	
Signature	

Enter the ClearAccess serial number at the top of the sheet. Enter the number of:

- Regular ballots printed in the **Regular ballots printed** field
- Provisional ballots printed in the **Provisional ballots printed** field
- Sheets of ballot stock that have been spoiled in the **Stock spoiled** field
- Ballots that have been spoiled in the **Ballots spoiled** field
- Sheets in the printer input tray in the **Stock in printer input tray** field
- Sheets of unused ballot stock in the **Unused paper stock** field

Enter the:

- Date of the test in the **Date** row
- Time of the test in the **Time** row
- Name of the election official performing the reconciliation in the **Election Official** row
- Signature of the election official in the **Signature** row

