

ClearAccess

CLOSING THE POLLS



STEP ONE:

After the close of polls, begin the poll closing process on the ClearAccess.

BEFORE SHUTTING DOWN MAKE SURE THAT ALL BALLOTS HAVE BEEN SCANNED.

STEP TWO:

Tap the **“Select Roll”** pulldown to select **Poll Worker** and enter the password provided to you in the **orange** pouch.



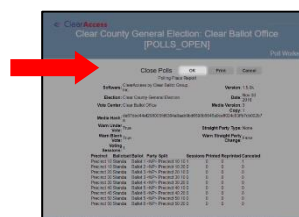
Tap **“OK”** to continue the poll closing process.

STEP THREE:

Tap the **“CLOSE POLLS”** button.



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



STEP FOUR:

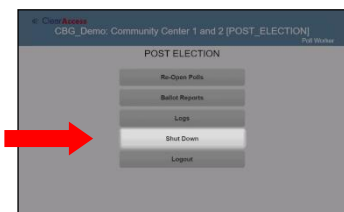
Tap **“BALLOT REPORTS”** and tap **“PRINT”** to print the ballot reconciliation report & place in the C envelope.



Tap **“CLOSE”**.

STEP FIVE:

Tap **“SHUTDOWN”** on the ClearAccess touchscreen.



Tap **“OK”** to complete the poll closing process.

STEP SIX:

Unplug the touchscreen and printer power cords from the power source.



Disconnect the printer cable from the printer.

STEP SEVEN:

Remove the paper from the printer tray.



If necessary close the tray extender by pressing and pushing the blue tab on the tray

Return the tray to the printer.
Power off the printer.

STEP EIGHT:

The ClearAccess hardware will be packed and locked in the cage to be picked up by County personnel.

Remember to return printer to the bottom of the carry case first before returning the touchscreen.

FOR QUESTIONS REGARDING CLOSING POLLS CALL 267-880-5300