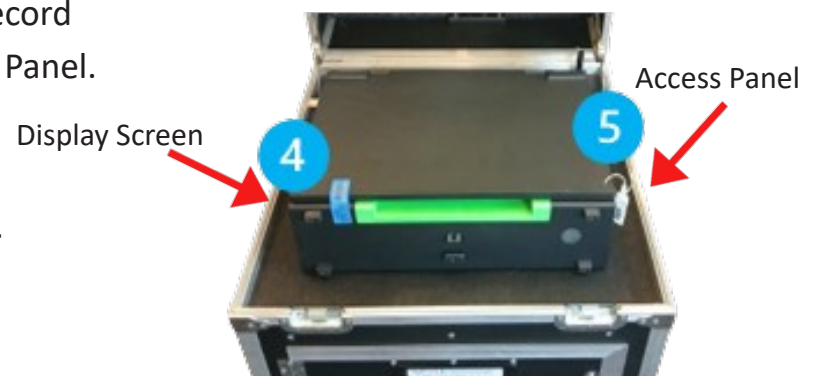Two (2) or more Election Officials from opposite political parties must complete the following steps on all Ballot Scanners.

Inspect Ballot Scanner

⚠️ One (1) Ballot Scanner Compartment contains secured EPBs. Lift lid using front handle only. **Do not** lift lid by corners or latches.

1. Locate the **Green** Update Binder and Clear Plastic Envelope from **Green** Supply Bag.
2. Retrieve Ballot Security Record from **Green** Update Binder.
3. Confirm serial numbers recorded in boxes #6, #7, and #8 on the Security Record match the serial numbers on the sealed Ballot Scanners.
4. Remove three (3) plastic seals from Ballot Scanner and place them inside Clear Plastic Envelope.
5. Use Ballot Scanner Key to unlock the Ballot Compartment.
6. Unlatch and open Ballot Compartment door.
7. Remove all EPBs and place on Check-In Table for EPB Team.
8. Verify Ballot Scanner Compartment is empty.
9. Close, latch, and lock Ballot Compartment Door with Ballot Scanner Key.
10. Remove a new plastic seal from Clear Plastic Envelope.
11. Record serial number from seal in Box #9 on Tuesday Morning Recordings section of the Ballot Security Record.
12. Seal Ballot Compartment Door.
13. Unlatch two silver latches on front of Ballot Scanner lid.
14. Lift up Lid using front handle only.
15. Confirm serial numbers recorded in boxes #4 and #5 on Security Record match the serial numbers on the sealed Display Screen and Access Panel.
16. Remove tamper tape from Display Screen and stick to back of Ballot Scanner Security Record.
17. Remove seal from Access Panel and place in Clear Plastic Envelope.
18. Repeat steps 3-17 on all Ballot Scanners.

Ballot Scanner Security Record | ELECTION DATE
LOCATION NAME: AB Route
ABBREVIATION:

Signature of Election Official	Signature of Opposing Party Election Official

Monday Night Seal Recordings

Ballot Box Lid (Left) Beginning Seal	Ballot Box Lid (Right) Beginning Seal
1.	2.
Ballot Compartment Door Beginning Seal	Display Screen (DO NOT remove)
3.	4.
Access Panel (DO NOT remove)	Ballot Box Lid (Left) Closing Seal
5.	6.
Ballot Box Lid (Right) Closing Seal	Ballot Compartment Door Closing Seal
7.	8.
Replacement Seal (if necessary)	Replacement Seal (if necessary)

Tuesday Morning Seal Recording

Ballot Compartment Door	Replacement Seal (if necessary)
9.	

Ballot Compartment Seal

Display Screen   Access Panel

Complete Ballot Scanner Setup

1. Remove the "Scan Ballots Here" sign and poles from inside Ballot Scanner lid.
2. Attach poles and sign holder to Ballot Scanner behind Display Screen.
3. Gently lift open Display Screen.
4. Verify Ballot Scanner power by confirming **green** LED light and Log In Screen.
5. Repeat steps 1-4 on all Ballot Scanners.

Scan Ballots Here

Log In Screen

ClearCast
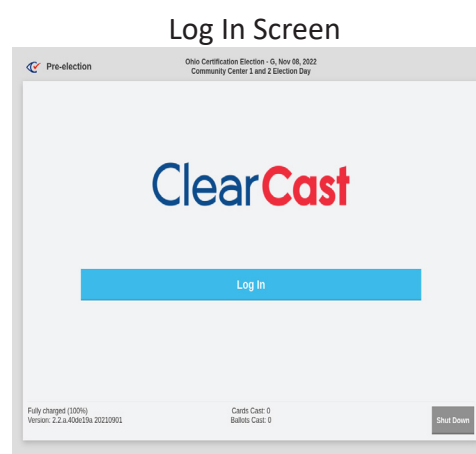
🖥️ **Troubleshooting Tip**

Issue: No power on Ballot Scanner.

Solution:

- Verify plug is secured to both Ballot Scanner and the surge protector, and that the surge protector is turned on.
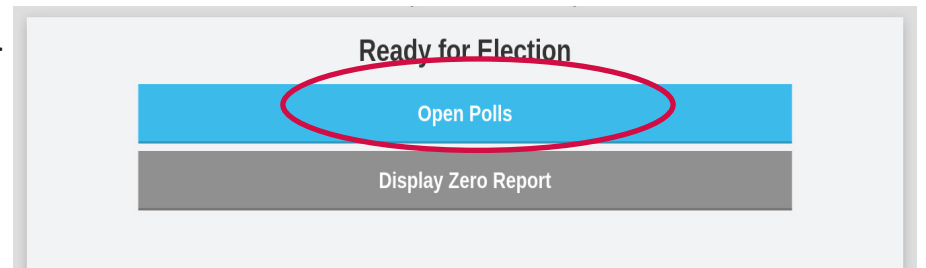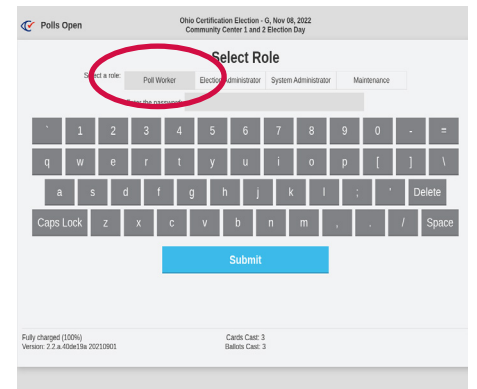- Notify VLM to troubleshoot.

Green LED Light

Two (2) or more Election Officials from opposite political parties must complete the following steps on all Ballot Scanners.

Open Polls

⚠️ Do not touch the screen until all reports have finished printing. Polling Locations with multiple precincts will take longer to print. Some Ballot Scanners could take 10 minutes (+) to print.

1. Retrieve Ballot Scanner Password from **Green** Update Binder in the **Green** Supply Bag.

2. Select "Log In" button on screen.

3. Select "Poll Worker" role on the Select Role screen.

4. Enter provided password.

5. Select "Submit" button.

6. Select "Open Polls" button.

7. Wait for "Polls Opened" report and "Totals Report" to print.

8. Repeat steps 2-7 on all Ballot Scanners.

9. Verify Display Screen has two (2) options:

   • Start Voting

   • Close Polls

10. Select "Start Voting" button.

11. Wait for "Voting Started" report to print.

12. Confirm "Voting Started" on report.

13. Tear off all reports.

14. Two Election Officials of opposite political parties must:

   • Verify Public Counter line shows "0" votes.

   • Sign the report

15. Place report inside **Blue** EPB & Ballot Scanner Reports Envelope located at Check-in Table.

🖥️ **Troubleshooting Tip**
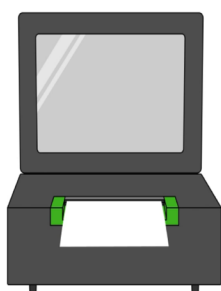
Issue: Reports do not print or information is incorrect.

Solution:

- Notify VLM/VLD immediately and record in **Pink** Memo Sheet.
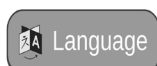
- Call BOE (216) 443-3277

Insert Ballot One Sheet at a Time

Cards Accepted: 0
Ballots Accepted: 0

The Ballot Scanner is ready for first voter when Display Screen reads:

Insert Ballot One Sheet at a Time