



Clear Ballot

## **ClearVote 2.3**

### **ClearAccess Poll Worker Guide**

---

# ClearAccess Poll Worker Guide

Clear Ballot Part Number: 100054-10020

Copyright © 2012–2023 Clear Ballot Group. All rights reserved.

This document contains proprietary and confidential information consisting of trade secrets of a technical and commercial nature. The recipient may not share, copy, or reproduce its contents without express written permission from Clear Ballot Group.

ClearAccess, ClearAudit, Clear Ballot, ClearCast, ClearCount, ClearDesign, ClearVote and the Clear Ballot eye logo are registered trademarks, and CountServer, CountStation, DesignServer, DesignStation, ScanStation, Visualization of Voter Intent, Visual Verification, and Vote Visualization are trademarks of Clear Ballot Group. Other product and company names mentioned herein are the property of their respective owners.

Document Type: Customer

Clear Ballot Group  
2 Oliver Street, Suite 200  
Boston, MA 02109  
857-250-4961  
[clearballot.com](http://clearballot.com)



## Document history

Date	Description	Version	Authors
01/11/2017	Initial submission to EAC.	1.0	Nel Finberg
02/03/2017	Minor typographical and reference-related edits.	1.0.1	Nel Finberg
05/16/2017	Introduced procedure for replacing the sip-and-puff mouthpiece. Minor edits.	1.1	Nel Finberg
06/16/2017	Minor updates for vote-by-mail campaign.	1.1.1	Joni G. McNutt
07/20/2017	Added ClearAccess component dimensions; description of effect of deselecting straight party choice on the touchscreen as well as print ballot.	1.2	Nel Finberg
09/26/2017	Minor edits. Deleted HP Officejet 100 Mobile section.	1.3	Nel Finberg
10/12/2017	Updated Troubleshooting chapter.	1.4	Nel Finberg
10/31/2017	Recommendation included to replace headphone sanitary covers. Added statement that sentence skip is only functional for TTS audio.	1.5	Nel Finberg
11/03/2017	Bezel added to component list. Eaton UPS models redacted. Photos updated.	1.6	Nel Finberg
11/06/2017	Updated dimension of Dell Inspiron 15" 7000.	1.6.1	Joe Srednicki
11/16/2017	Updated Configuring the ClearAccess accessible voting system section.	1.6.2	Joni G. McNutt
01/19/2018	Vote-by-Mail campaign 2	1.6.3	Joni G. McNutt
06/08/2018	Updated touchscreen and printer version support. Added bar code scanner support. Minor edits.	1.7	Mike Quigley
09/28/2018	Minor edits.	1.7.1	Mike Quigley
04/12/2019	Revised for screen terminology changes. Minor edits.	1.7.2	Mike Quigley

Date	Description	Version	Authors
08/08/2019	Restructured document, minor edits	1.8	Joni G. McNutt
08/13/2019	Minor edits	1.8.1	Joni G. McNutt
11/22/2019	Updated screen images, formatting, and minor edits	1.8.2	Joe Srednicki
12/20/2019	Added a statement about the braille overlay to "Accessible keypad." Added a statement to "Keyad commands" about using the Next button at the end of a write-in choice to read the choice out loud.	1.8.3	Joe Srednicki
02/12/2020	Minor edits	1.8.4	Joe Srednicki
12/30/2020	Minor edits	1.8.5	Joe Srednicki George Petta
02/19/2021	Added caution statements to "Setting up ClearAccess in the setup box configuration."	1.8.6	Joe Srednicki
12/10/2021	Added information about the Lexmark MS521dn printer. Minor edits.	1.8.7	Eric Burz
01/10/2022	Updated cover page. Updated cross-references.	1.8.8	Eric Burz
01/24/2022	Updated "Setting up ClearAccess in the setup box configuration with the Oki Data printer and CyberPower UPS." Added "Setting up ClearAccess with the Lexmark printer and APC UPS."	1.8.9	Joe Srednicki
03/14/2023	Updated "Printers," "Supported models of touchscreen computers," "Setting up ClearAccess in a tabletop configuration with Dell touchscreens," and "Voting using a barcode scanner." Made minor edits.	1.9	Erica Riddle, Kristina Arnold
04/03/2023	Minor edits.	1.9.1	Douglas McCulloch



---

# Table of contents

<b>Preface</b> .....	<b>10</b>
<b>Chapter 1. Overview</b> .....	<b>12</b>
1.1 Hardware components of ClearAccess .....	12
1.2 Supported models of touchscreen computers .....	13
1.3 Printers .....	15
1.4 Paper stock .....	16
1.5 Ballot lengths .....	16
1.6 Battery backup and UPS .....	17
1.7 Poll worker responsibilities .....	17
1.7.1 Administrative .....	17
1.7.2 Equipment .....	17
1.7.3 Voting .....	18
1.7.4 Security responsibilities .....	18
1.7.5 Supplies .....	18
1.7.6 Election close .....	19
<b>Chapter 2. ClearAccess ballots</b> .....	<b>20</b>
2.1 Ballot design and language options .....	20
2.2 Ballot content .....	20
2.3 Ballot selection .....	20
2.4 Ballot presentation .....	20
2.5 Ballot navigation .....	20
2.6 Voting instructions .....	21
2.7 Ballot settings .....	21
2.8 Overvoting .....	21
2.9 Undervoting .....	21



---

2.10 Blank voting .....	21
2.11 Write-in votes .....	22
2.12 Straight-party voting (SPV) .....	22
2.12.1 Guidelines for straight-party voting .....	22
2.12.2 Straight Party Type .....	23
2.12.3 Exclusive straight-party conflicts .....	24
2.12.4 Straight-party overrides .....	25
2.13 Primary elections .....	25
2.13.1 Open primaries in ClearAccess .....	25
2.13.2 Primary preference selection .....	25
2.14 Inactivity .....	25
2.15 Reviewing votes .....	26
2.16 Ballot printing .....	26
<b>Chapter 3. Setting up the ClearAccess station .....</b>	<b>28</b>
3.1 Setting up ClearAccess in a tabletop configuration with Elo Touchscreens .....	28
3.2 Setting up ClearAccess in a tabletop configuration with Dell touchscreens .....	31
3.3 Setting up ClearAccess in the setup box configuration with the Oki Data printer and CyberPower UPS .....	32
3.4 Setting up ClearAccess in the setup box configuration with the Lexmark printer and APC UPS .....	36
3.5 Starting the ClearAccess station .....	40
3.5.1 Logging in to ClearAccess .....	40
3.5.2 Voting session information .....	41
3.6 Ending a ClearAccess session .....	41
3.7 Accessible keypad .....	42
3.8 Sip-and-puff device .....	44
<b>Chapter 4. Voting preparation .....</b>	<b>46</b>
4.1 Preparing the ClearAccess touchscreen for voting .....	46



---

4.2 Preparing the ClearAccess equipment for voters who are blind, have low vision, or have hearing loss .....	46
4.3 Supplies .....	46
4.4 Voter preparation .....	47
4.5 Equipment maintenance .....	48
4.6 Security during voting .....	48
4.7 Opening the polls .....	48
4.8 Voting process .....	49
4.9 Early voting process .....	50
4.10 Resuming voting .....	51
<b>Chapter 5. Voting with the touchscreen .....</b>	<b>52</b>
5.1 Selecting a language with the touchscreen .....	52
5.2 Voting instructions for the touchscreen .....	52
5.3 Ballot header .....	53
5.4 Contests .....	54
5.5 Selecting choices in a contest .....	54
5.6 Ballot navigation .....	55
5.7 Overvoting .....	56
5.8 Write-in votes .....	56
5.9 Party preference .....	58
5.10 Canceling a ballot .....	58
5.11 Settings .....	58
5.12 Audio toolbar .....	60
5.13 Reviewing choices on a ballot .....	61
5.14 Ballot printing .....	61
5.15 Resolving issues with ballot printing .....	62
<b>Chapter 6. Voting with the accessible keypad .....</b>	<b>63</b>
6.1 Language selection .....	63



---

6.2 Voting instructions .....	63
6.3 Ballot header .....	63
6.4 Contests on the ballot .....	63
6.5 Contest selection .....	63
6.6 Ballot navigation .....	64
6.7 Overvoting .....	64
6.8 Write-in votes .....	64
6.9 Party selection .....	65
6.10 Ballot cancellation .....	65
6.11 Settings .....	65
6.12 Audio volume .....	66
6.13 Audio speed .....	66
6.14 Pausing and resuming .....	66
6.15 Skip to next or previous sentence .....	66
6.16 Reviewing votes .....	67
6.17 Ballot printing .....	67
6.18 Resolving issues with ballot printing .....	68
<b>Chapter 7. Voting with the sip-and-puff device .....</b>	<b>69</b>
7.1 Language selection .....	69
7.2 Voting instructions for the sip-and-puff device .....	69
7.3 Ballot header .....	69
7.4 Contest .....	69
7.5 Selecting a choice in a contest .....	70
7.6 Ballot navigation .....	70
7.7 Overvoting .....	70
7.8 Write-in votes .....	71
7.9 Party preference .....	71
7.10 Canceling a ballot .....	71





---

7.11 Settings .....	71
7.11.1 Language .....	72
7.11.2 Zoom .....	72
7.11.3 Color .....	72
7.11.4 Output .....	73
7.11.5 Sound option .....	73
7.12 Reviewing choices on a ballot .....	74
7.13 Ballot printing .....	74
7.14 Ballot printing unsuccessful .....	75
7.15 When voters need help transferring a printed ballot .....	75
<b>Chapter 8. Voting with the barcode scanner .....</b>	<b>76</b>
8.1 Barcode-scanning capabilities .....	76
8.2 Workflow for using a barcode scanner .....	76
8.3 Voting using a barcode scanner .....	77
<b>Chapter 9. Ending an election .....</b>	<b>79</b>
9.1 Closing the polls .....	79
9.2 Shutting down the ClearAccess station .....	80
9.3 Ballot reconciliation .....	80
9.4 Breaking down the ClearAccess station .....	80
<b>Appendix A. Replacing the sip-and-puff mouth tube .....</b>	<b>82</b>
<b>Appendix B. Using a voter's sip-and-puff device .....</b>	<b>85</b>
B.1 Installing a voter's sip-and-puff device on the ClearAccess station .....	85
B.2 Detaching a voter's sip-and-puff device from the ClearAccess station .....	85
<b>Appendix C. Error messages .....</b>	<b>86</b>
C.1 Incorrect login code (password) .....	86
C.2 Incorrect poll worker code .....	86
C.3 No audio or screen selection .....	86
C.4 Print error .....	86



## Preface

This section defines the purpose of this document.

### 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*.

### Scope of this document

This document contains the following sections:

- Chapter 1. Overview
- Chapter 2. ClearAccess ballots
- Chapter 3. Setting up the ClearAccess station
- Chapter 4. Voting preparation
- Chapter 5. Voting with the touchscreen
- Chapter 6. Voting with the accessible keypad
- Chapter 7. Voting with the sip-and-puff device
- Chapter 8. Voting with the barcode
- Chapter 9. Ending an election
- Appendix A. Replacing the sip-and-puff mouth tube
- Appendix B. Using a voter's sip-and-puff device
- Appendix C. Error messages

### Intended audience

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

### Conventions

This section describes conventions used in this document.

---

## References to ClearVote products

A ClearVote® system can comprise the ClearAccess®, 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.

## BDF and ADF

ClearAccess imports an election definition contained in an accessible definition file (ADF) created by ClearDesign. ClearCount and ClearCast import an election definition contained in a ballot definition file (BDF) created by ClearDesign.

Versions of ClearDesign earlier than 2.0 created unencrypted ADFs and BDFs. ClearDesign 2.0 and later versions produce encrypted ADFs and BDFs. You can distinguish between unencrypted and encrypted ADFs and BDFs by the ending of the filename.

File type	Filename ends in
Unencrypted accessible definition file	adf.zip
Encrypted accessible definition file	adfx.zip
Unencrypted ballot definition file	bdf.zip
Encrypted ballot definition file	bdfx.zip

In this document, the general terms ADF and BDF can refer to both the unencrypted and encrypted versions of these files.

For the specifics of the ADF and BDF file formats, see the following:

- *ClearDesign Accessible Definition File Guide*
- *ClearDesign Ballot Definition File Guide*

## Contact us

Clear Ballot Group welcomes your feedback on our documentation. Please send comments to [Documentation@ClearBallot.com](mailto:Documentation@ClearBallot.com).

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



## Chapter 1. Overview

ClearAccess is an in-person ballot-marking system designed to ensure access for all voters. ClearAccess runs on commercial off-the-shelf (COTS) computers. The ClearAccess software captures the choices of voters and prints machine-readable ballots.

### 1.1 Hardware components of ClearAccess

Figure 1-1 shows the hardware components of a ClearAccess accessible voting system. Table 1-1 on page 13 describes each of the numbered component shown in Figure 1-1.

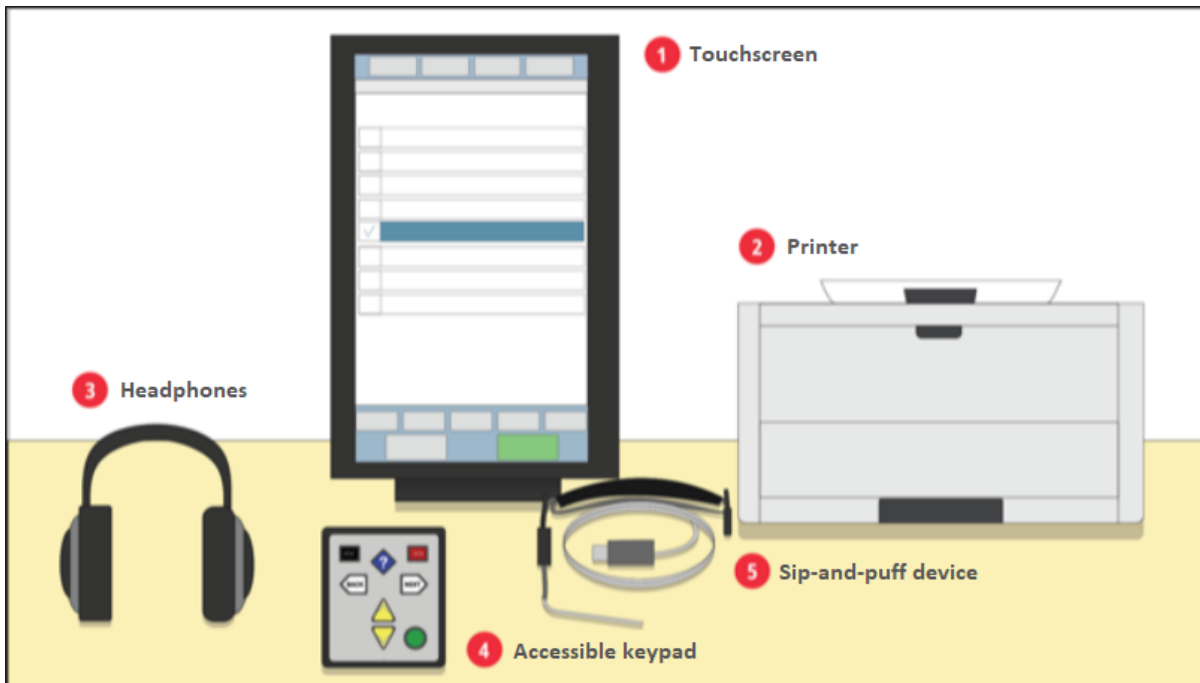


Figure 1-1. Hardware components of a ClearAccess system

**Table 1-1. Description of ClearAccess hardware components**

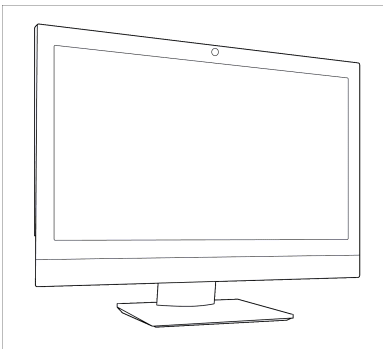
Item	Description
1. Touchscreen	The touchscreen provides a visual presentation of the ballot content with options to adjust text size or contrast. Voters can make ballot selections on the touchscreen or can use an assistive device, such as the sip-and-puff device or accessible keypad.
2. Printer	Voters end the ClearAccess voting process by printing a machine-marked, scannable paper ballot.
3. Sip-and-puff device	The sip-and-puff device enables voters to make ballot selections using their mouths instead of touching the screen or using the accessible keypad.
4. Accessible keypad	The accessible keypad enables voters to make ballot selections with a tactile device.
5. Headphones	The headphones provide an audio version of the ballot content.

An uninterruptible power supply (UPS) provides backup power for the ClearAccess system if a power outage occurs. Optionally, jurisdictions can attach a barcode scanner (not shown in Figure 1-1) that enables a poll worker to scan a QR code to select the applicable ballot style for a voter on the ClearAccess system.

## 1.2 Supported models of touchscreen computers

Voters make their election choices on a touchscreen computer. ClearAccess supports the models of touchscreen computer models described in this topic. See the *ClearVote Approved Parts List* for additional information.

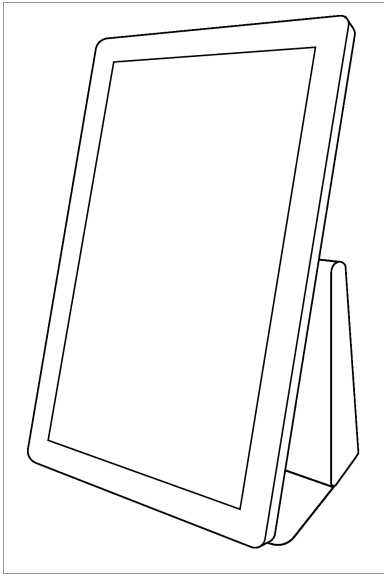
### Dell Optiplex touchscreen, model 5250



The Dell Optiplex computer is a 17-inch touchscreen. Its power button is located at the bottom right on the front.

**Figure 1-2. Dell Optiplex 5250**

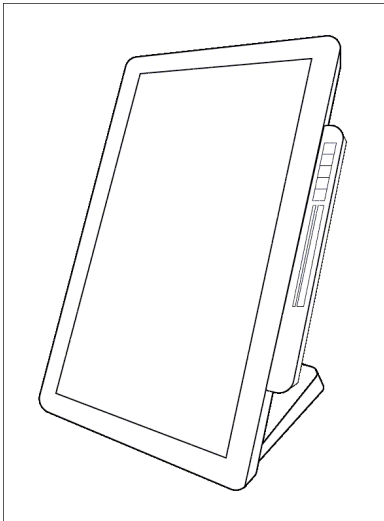
### **Elo E Series touchscreen, model ESY15E2 (E757464)**



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

**Figure 1-3. Elo E Series**

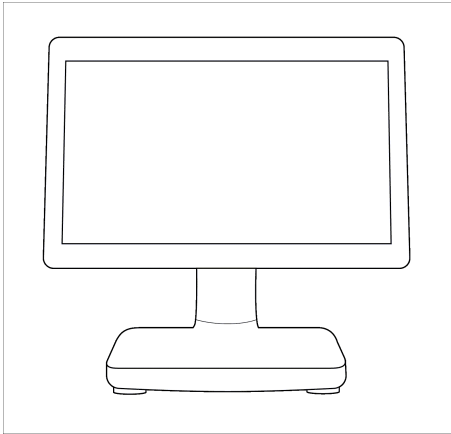
### **Elo X Series touchscreen, model ESY20X2 (E521522)**



The Elo X Series computer is a 20-inch touchscreen. 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 that comes with the computer and can be secured by a screw. The power button is located on the touchscreen frame below the Elo logo.

**Figure 1-4. Elo X Series**

### EloPOS, model EPS15E2



The Elo X Series computer is a 15-inch touchscreen. The power button is at the back of the computer on the upper right when the touchscreen is in portrait mode.

Figure 1-5. EloPOS computer

## 1.3 Printers

After making election choices on the ClearAccess computer, voters print their ballots on the voting station's printer. ClearAccess supports the printer models described in this section.

### Oki Data B432dn and Oki Data B432dn-B printers

The Oki Data printers are compact laser printers with duplex printing that can print up to 1200 x 1200 dpi resolution and 42 pages per minute. The printers connect to the ClearAccess station via a highspeed USB interface, and have a separate toner and image drum for lower operating costs.

The Oki Data B432dn printer can print ballots up to 14 inches long. The Oki Data B432dn-B printer can print ballots up to 22 inches long.

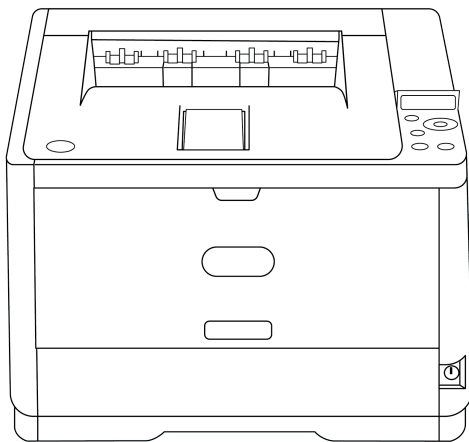


Figure 1-6. Oki Data B432dn printer

### Lexmark MS521dn printer

The Lexmark MS521dn printer is a compact laser printer with duplex printing capability. It has a 250-sheet capacity tray and prints monochrome pages up to 2400 x 600 dpi resolution. It connects to the ClearAccess station via a high-speed USB 2.0 interface.

The Lexmark MS521dn printer can print ballots up to 22 inches long.

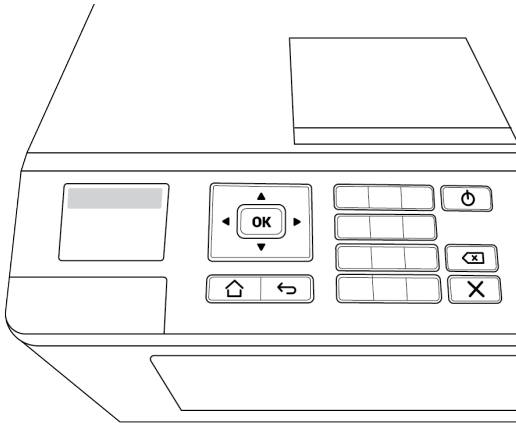


Figure 1-7. Lexmark MS511dn printer

## 1.4 Paper stock

The ballot paper that you can use with ClearAccess depends on the stock weights supported by the ClearCast and ClearCount systems and your choice of printer. See the *ClearVote Ballot Stock and Printing Specification* for more information. Consult your Clear Ballot representative for help in selecting ballot stock.

## 1.5 Ballot lengths

The Oki Data B432dn printer supports the following ballot sizes:

- Width: 8.5 inches
- Length: 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22 inches

Out of the box, the printers automatically print ballots that are 11 and 14 inches long. Depending on the printer driver used, you can configure additional paper sizes.

The Lexmark MS521dn printer supports the following size ballots:

- Width: 8.5 inches
- Length: 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22 inches

Out of the box, the printer automatically prints ballots that are 11, 13, and 14 inches long. You can configure additional paper sizes.



## 1.6 Battery backup and UPS

The *Voluntary Voting System Guidelines* require that uninterruptible power supply (UPS) devices be available and able to provide a minimum of two hours of operating time for each voting station component. See the *ClearVote Approved Parts List* for a list of supported UPS devices.

To increase the time available for battery backup of the laser printer, ensure that additional UPS devices are available at the polls. Replace any marginally charged UPS before the start of a voting session.

UPS devices attached to a laser printer must have at least 1000-watt capacity (watts are not the same as VA). Do not assume that a 1500 VA UPS can output 1000 watts to operate a laser printer.

## 1.7 Poll worker responsibilities

This topic lists the responsibilities of poll workers.

### 1.7.1 Administrative

Poll workers responsible for the following administrative procedures:

- Ensure that all required voting procedures are followed.
- Identify personnel trained for support.
- Complete the mandated jurisdictional documentation.
- Contact election support for further assistance, when necessary.

### 1.7.2 Equipment

Poll workers have the following responsibilities for voting equipment:

- Inventory voting equipment.
- Verify and record tamper-evident seals.
- Ensure that voting equipment is configured correctly for voting.
- Verify the functionality of ClearAccess.
- Ensure that the correct poll-opening activities are performed at the start of voting.
- Ensure cleanliness and integrity of the polling place and the equipment.
- Troubleshoot equipment and follow problem resolution procedures.
- Install voter sip-and-puff devices by following the required protocol.
- Properly disassemble, inventory, and secure voting equipment at the end of voting.

### 1.7.3 Voting

Poll workers are responsible for the following voting activities:

- Describe the accessibility features to each voter.
- Select the correct ballot for each voter.
- Help voters with ClearAccess settings.
- Help voters with ballot functions, when necessary.
- Provide voters with ballot secrecy sleeves.
- Manage traffic flow and voter privacy
- Follow the correct procedures for provisional ballots.
- At the end of each early voting day, shut down the ClearAccess station (without closing the polls).

### 1.7.4 Security responsibilities

Poll workers must ensure the following:

- The ClearAccess station is always supervised.
- The voter code (password) is known only by poll workers.
- An authorized poll worker must accompany each voter to a ClearAccess station.
- Unauthorized personnel must not access the touchscreen voting stations.
- Voter privacy is maintained throughout the voting process.
- The ballot of each voter is placed in a secrecy sleeve and brought to a secure receptacle.
- ClearAccess stations display the Voter Login prompt when not in use.
- Seals on ClearAccess USB ports remain unbroken during voting.
- Seals on filled ballot containers remain unbroken during voting.
- No ballots circulate in the voting location other than voters depositing ballots in the secure receptacle.
- Voting screens are arranged around ClearAccess stations for optimal privacy.

### 1.7.5 Supplies

Poll workers have the following responsibilities for supplies:

- Maintain election supply stocks during voting.
- Maintain a supply of ballot stock during voting.
- Contact election central to obtain additional ballot stock and supplies, when necessary.
- Maintain voting equipment integrity and cleanliness during voting.

### 1.7.6 Election close

Poll workers are responsible for the following activities when closing an election:

- Follow all designated poll-closing procedures.
- Reconcile ballots by following approved procedures.
- Secure voted ballots.
- Verify that tamper-evident seals are in place.
- Uninstall and secure voting equipment.
- Inventory election supplies.

## Chapter 2. ClearAccess ballots

This chapter provides an overview of ClearAccess ballots.

### 2.1 Ballot design and language options

Contests, questions, candidates, responses, and language options for an election are configured in the ClearDesign EMS. The default ClearAccess instructions for navigating and controlling the ballot can also be customized in the ClearDesign EMS. For more information, see the ClearDesign user documentation.

### 2.2 Ballot content

Jurisdictions use ClearDesign to define elections and lay out ballot layouts. When an election definition and its ballot layouts are final, the ballot designer exports the data to an ADFx. An administrator then imports the ADFx into ClearAccess. For security, the ADFx is encrypted. Encryption ensures that only ClearAccess can read the contents of the ADFx.

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

### 2.3 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 function makes it easy to locate the appropriate ballot. If the list of ballot types does not fit onto a single screen, a vertical scroll bar appears on the right side of the ballot list for navigation.

### 2.4 Ballot presentation

ClearAccess can present a ballot on the touchscreen, play an audio version of the ballot over headphones, or both. A voter can make selections by using the touchscreen, accessible keypad, or a sip-and-puff device. A voter can use combination of presentation and input options.

Visual and audio ballots have the same content other than voting instructions.

### 2.5 Ballot navigation

The voter can move back or forth through the contests on the ballot and proceed to the ballot review at any time. The voter can also return from the ballot review to any contest on the ballot.

## 2.6 Voting instructions

Each ballot begins with detailed voting instructions. The voting instructions are in written or audio format depending on the format that the voter request. Voting instructions can also be repeated at the voter's convenience during voting.

Voting instructions can be customized according to local requirements.

## 2.7 Ballot settings

ClearAccess allows a voter to customize ballot-presentation options at any point in the voting process. A voter can customize the following:

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

## 2.8 Overvoting

ClearAccess prevents overvotes. After a voter selects the maximum allowed number of choices for a contest, ClearAccess does not allow any additional choices.

If a voter tries to select more than the allowed number of choices for a contest, ClearAccess displays or plays a message. The voter must deselect one of the previous choices before he or she can select another choice.

## 2.9 Undervoting

An undervote occurs when a voter selects fewer than allowed number of choices for a contest. ClearAccess allows a voter to undervote a contest.

An election can be configured to present a warning message when an undervote occurs. The message requests the voter to confirm moving to the next or previous contest without selecting the allowed maximum number of choices in the current contest.

## 2.10 Blank voting

A blank vote occurs when a voter skips voting for an individual contest in an election. ClearAccess allows blank voting.

An election can be configured to present a warning when a voter does not select a choice in the current contest and attempts to move to the next or previous contest.

## 2.11 Write-in votes

Contests can be configured to allow the manual write-in of candidates whose names do not appear on the ballot. Spaces can be provided in each contest for write-in candidates up to the maximum number of allowed choices.

## 2.12 Straight-party voting (SPV)

For straight-party voting, a voter selects a party on the SPV Selection screen (Figure 2-1). As a result, all candidates endorsed by that party (voter group) become automatically selected. Depending on the requirements of the jurisdiction, a voter may be able to override the choices endorsed by a voter group for individual contests.



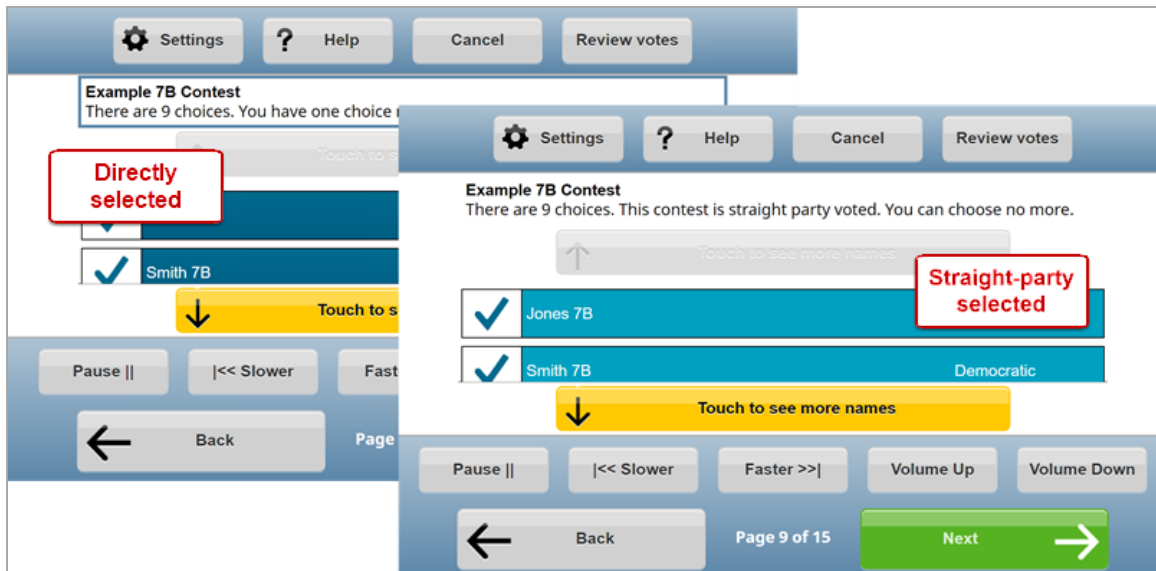
Figure 2-1. SPV Selection screen

### 2.12.1 Guidelines for straight-party voting

The following guidelines apply to straight-party voting:

- The setup of straight-party contests and party endorsements of candidates takes place in ClearDesign.
- The candidates endorsed by a party are usually candidates who belong to the party, but can include other candidates, such as independents.
- Some contests on a ballot may not be enabled for straight-party voting. No automatic selection of candidates occurs when a contest is not enabled for straight-party voting.
- If a voter selects a political party on the SPV Selection screen (Figure 2-1 on page 22) of ClearAccess, all candidates endorsed by the selected party are automatically selected in all subsequent contests for which straight-party voting is enabled on the ballot.

- The total number of candidates selected for a straight-party contest cannot exceed the allowed number of choices for the contest.
- In addition to selecting the straight-party option, a voter can also directly select individual candidates in any contest provided that the combined straight-party and directly selected choices do not exceed the maximum allowed number of choices for the contest.
- On the ClearAccess screens, candidates directly selected by a voter appear with a dark teal background. Straight-party selected candidates appear with a light teal background. See Figure 2-2.



**Figure 2-2. Straight-party voting: directly selected and straight-party selected candidates**

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

### 2.12.2 Straight Party Type

A Straight Party Type indicates how adjudication handles ambiguous cases where marks appear in straight-party voting (SPV) contest and in the partisan contests controlled by the SPV contest.

The Straight Party Type is assigned in ClearDesign on the Election dialog.

The ClearVote systems support the following Straight Party Type values listed in Table 2-1.

**Table 2-1. Straight Party Type values**

Rule	Description
None	(Default) If a jurisdiction does not use SPV, the Straight Party Type value is None
Additive	The SPV-selected party choice is applied to the contest. Any marks for additional candidates are counted. If the marked candidates plus the candidates for the SPV-selected party will result in an overvote, the entire contest is considered as overvoted, and no votes are counted.
Combine	The SPV-selected party choice is applied to the contest. If there are fewer candidates for the select party than allowed choices, any marks for additional candidates are counted. If the marked candidates plus the candidates for the SPV-selected party will result in an overvote, only the SPV-selected candidates are counted.
Exclusive	An SPV-selected party choice applies only if all ovals of a partisan contest are entirely blank. Otherwise, only the marked ovals are counted, and SPV is not applied to that contest.
Exclusive One Touch	This option uses the same logic as Exclusive. An exception occurs when voting a straight-party ticket in ClearAccess and then selecting a choice associated with a different party. In this situation, all the straight-party choices become deselected and the choice associated with the different party remains selected. Normal vote-selection rules apply when the ClearAccess voter selects additional choices. For example, a voter receives a warning if he or she tries to overvote the contest.
Override	SPV overrides or ignores any existing marks in partisan contest.

### 2.12.3 Exclusive straight-party conflicts

Suppose that following conditions apply:

- An election has a Straight Party Type of Exclusive.
- The voter selects some choices for contests on the ballot.
- The voter selects a party on the SPV Selection screen (Figure 2-1 on page 22).
- The party selected on the SPV Selection screen differs from the party affiliation of one or more candidate choices that the voter previously selected on the ballot.

In this situation, ClearAccess issues a warning message. The warning message indicates that the party selected on the SPV Selection screen will not affect any previously selected candidates affiliated with other parties.

Tap the **OK** to continue.



## 2.12.4 Straight-party overrides

Suppose that the following conditions apply:

- An election has a Straight Party Type of Override.
- A voter selects choices in contests that are eligible for straight-party voting.
- The voter selects a party on the SPV Selection screen (Figure 2-1 on page 22).

In this situation, ClearAccess issues a warning message. This message indicates that the choice on the SPV Selection screen will override the any previously selected choices for all contests eligible for straight-party voting.

Tap **OK** to accept the override and continue. Tap **Cancel** to cancel the straight-party selection.

## 2.13 Primary elections

A *primary election* determines which candidates will represent a political party for a slate of offices in a general election.

A primary election can be open or closed:

- In an *open primary*, the ballot includes all partisan and nonpartisan contests. The voter decides a party affiliation when selecting a ballot.
- In a *closed primary*, the ballot includes the partisan contests corresponding to a single political party and any nonpartisan contests in the election.

### 2.13.1 Open primaries in ClearAccess

In an open primary, ClearAccess presents a mandatory preference contest to a voter at the start of voting. The partisan contests presented to the voter correspond to the party selected for the preference contest. If the voter decides to select a different party in the preference contest, ClearAccess removes all previously made selections for partisan contests unless the voter reverts to the original party selection.

### 2.13.2 Primary preference selection

ClearAccess displays a warning message if a voter does not select a party preference for an open primary ballot. Selecting a party preference is mandatory for an open primary ballot.

## 2.14 Inactivity

If ClearAccess detects inactivity for a specified time, the system displays an inactivity timeout message.

If the voter does not respond, ClearAccess cancels the voting session after a specified time and redisplay the Select Ballot screen (See "Voting process" on page 49).

If the voter responds to an inactivity timeout message, he or she can continue voting.

The length of the inactivity timeout and cancellation timeout are set in the ClearDesign on the Device Type: Accessible Marker dialog.

## 2.15 Reviewing votes

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

See "Reviewing choices on a ballot" on page 61.

## 2.16 Ballot printing

When voting is complete, the voter's paper ballot is printed. All ballot content appears on the printed ballot in the same order as presented on the ClearAccess screen. All selections printed to the paper ballot are identical to those made on the ClearAccess station. If a jurisdiction is using ballots with multiple languages, the printed ballot will also have multiple languages even though the voter only voted in their chosen language.

The printed ballot contains no information that identifies the voter or the method of voting.

The length of the printed ballot can vary, depending upon the ballot length configured in the ClearDesign.

### 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 (unvoted) one or more straight-party selections on the ballot, the straight-party contest oval is not filled in. Instead, a black diamond prints next to the straight-party selections.

### Ballot stubs

If ballot stubs have been configured for the election and stub printing is enabled, a stub prints with the ballot. The ballot designer determines the content of the stub. The content of the stub varies by jurisdiction. Typically, stubs serve as receipts to allow for ballot tracking and reconciliation. The ClearVote systems support up to three stubs per ballot.

ClearAccess allows you to turn off the printing of stubs. When turning stub printing on or off, you must adjust the size of the paper stock in the printer.

### Examples of printing stubs

Suppose that you print a 17-inch card containing a 14-inch ballot with a 3-inch stub and you disable stubs. In this situation, you must replace the 17-inch stock in the printer with 14-inch stock.

Suppose that you print an 11-inch ballot without stubs and then enable printing of a 3-inch stub. In this situation, you must put 14-inch stock in the printer.

### **Reviewing the ballot and placing it in the ballot box**

After the ballot is printed, the voter can review it for accuracy before placing it in the ballot box. The poll worker must provide the voter with a secrecy sleeve so that the voter can transport the ballot privately to the ballot box.

## Chapter 3. Setting up the ClearAccess station

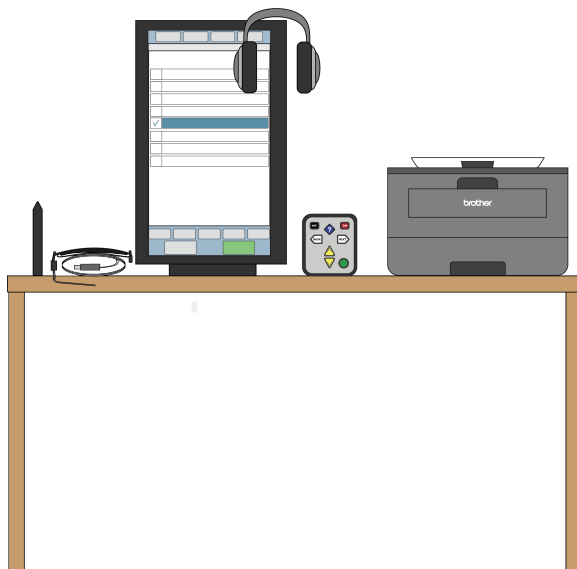
The location for the ClearAccess voting station must conform to the electrical and environmental requirements of the system components. See the documentation from the manufacturer for more information.

### 3.1 Setting up ClearAccess in a tabletop configuration with Elo Touchscreens

Prepare each ClearAccess station for voting as follows:

1. Unpack the ClearAccess touchscreen computer, printer, accessible keypad, headphones, and related supplies. Also unpack the sip-and-puff device and barcode scanner if they will be used.
2. Arrange the voting station components as follows:
  - a. Position the ClearAccess components in the voting space to ensure access voters who use wheelchairs.
  - b. Position the accessible keypad on one side of the ClearAccess station.
  - c. (If used) Position the sip-and-puff device on the other side of the station.
  - d. (If used) Position the barcode scanner.

Figure 3-1 shows the ClearAccess equipment in the tabletop configuration.



**Figure 3-1. ClearAccess equipment in the tabletop configuration**

3. Verify and record the tamper-evident seals on the touchscreen computer.

4. Ensure the following activity is witnessed:
  - a. Remove the tamper-evident seals from the touchscreen computer and 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 with the USB cables.
  - c. Plug in the audio headphones.
  - d. Connect the touchscreen's power cord.
  - e. (If used) Connect the sip-and-puff device and barcode screen using USB cables.
  - f. Replace the port cover plate and secure it with the screw, if it includes one.
  - g. Apply tamper-evident seals to the cover plate edges or over the securing screw ( and record the seals (Figure 3-2 through Figure 3-4).

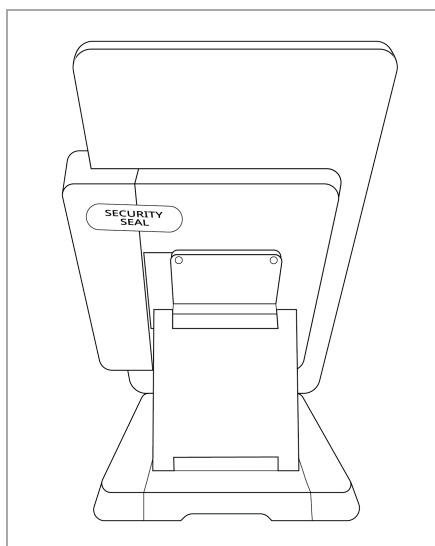


Figure 3-2. Elo X with security seal

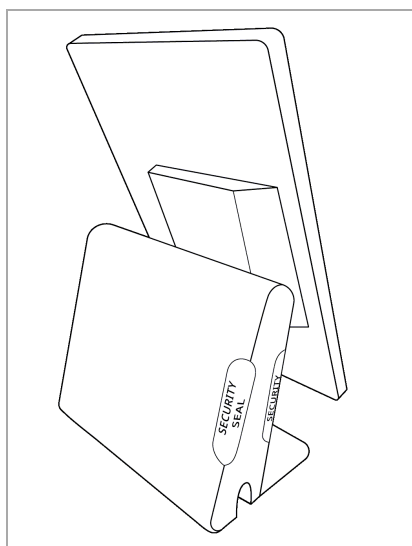
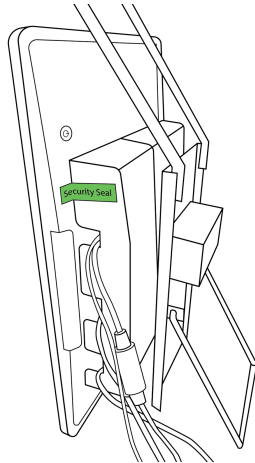


Figure 3-3. Elo E with security seals



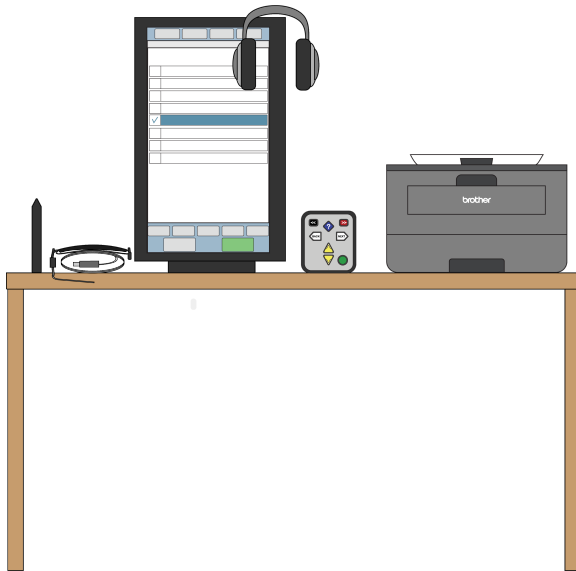
**Figure 3-4. EloPOS with security seal**

5. Prepare the printer:
  - a. Install the image drum with the 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 them in the printer.
  - d. Record the number of sheets loaded.
6. Prepare the power connections:
  - a. Plug the power cords for the touchscreen and printer into the UPS.
  - b. Plug the UPS into the designated power outlet. Use extension cords if necessary.
  - c. Stabilize the power cords with the rubber matting provided.
7. Power on the ClearAccess station and printer.
8. For the Elo X Series touchscreen, apply a tamper-evident seal over the rubber flange that covers the two USB ports on the bottom of the computer, and record the seal.
9. Place the voting screen around the ClearAccess station to ensure comfort and privacy.

## 3.2 Setting up ClearAccess in a tabletop configuration with Dell touchscreens

Prepare each ClearAccess station for voting as follows:

1. Unpack the ClearAccess touchscreen computer, printer, accessible keypad, headphones, and related supplies. Also unpack the sip-and-puff device if it will be used.
2. Arrange the voting station components as follows:
  - a. Position the ClearAccess components in the voting space to ensure access for voters who use wheelchairs.
  - b. Position the accessible keypad on one side of the ClearAccess station.
  - c. Position the sip-and-puff device (if used) on the other side of the station, as shown in the following figure.



**Figure 3-5. Sip-and-Puff position**

3. Verify and record the tamper-evident seals on the touchscreen computer.
4. Ensure the following activity is witnessed:
  - a. Remove the tamper-evident seals from three USB ports.
  - b. Connect the printer, accessible keypad, and sip-and-puff device to the touchscreen with the USB cables.
  - c. Apply tamper-evident seals to the three USB ports so that the seals are connected to the cable and the station.
  - d. Record the new seals.

5. Plug in the audio headphones.

### 3.3 Setting up ClearAccess in the setup box configuration with the Oki Data printer and CyberPower UPS

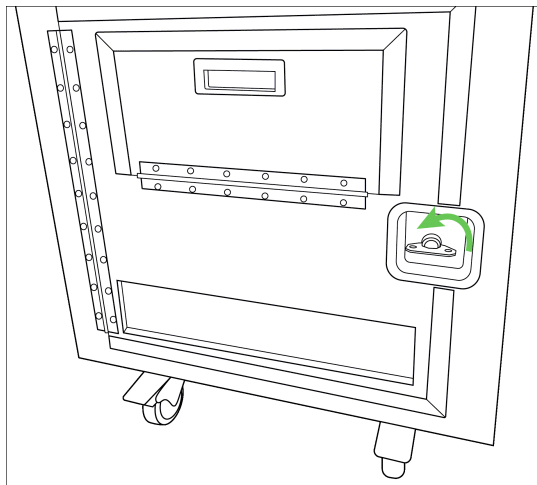


**Caution:** When lifting the ClearAccess setup box, always lift with two people. Each person must use two handles to distribute the weight evenly.

For ClearAccess voting stations that use Oki Data printers, prepare each station for voting as follows:

1. Open the rear door of the unit by rotating the butterfly latch to the left.
2. Unwrap the CyberPower power cord from the cable-management hooks.
3. Feed the power cord through the hole located on the right side of the ClearAccess setup box.
4. Plug in the power cord of the ClearAccess setup box into a 15A 120V outlet.
5. Open the lower door by rotating the butterfly latch to the left (Figure 3-6).

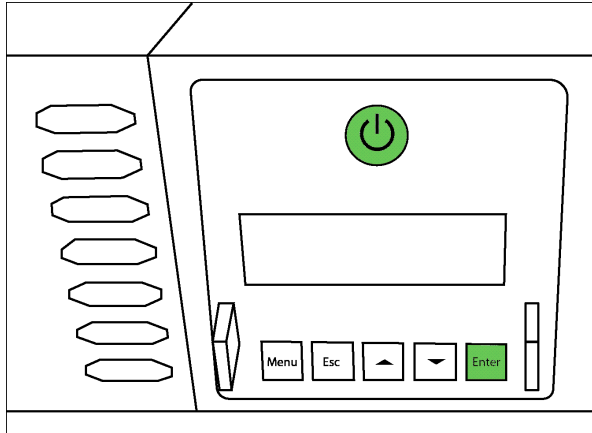
You can now open the door to expose the printer and uninterrupted power supply.



**Figure 3-6. Turning the butterfly latch to the left to open the lower door**

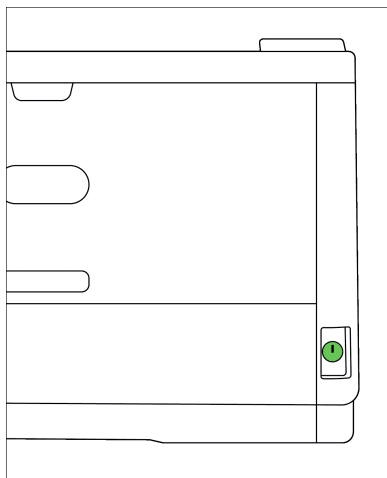
6. Turn on the CyberPower UPS by pressing the large power button then pressing the **Enter** button (Figure 3-7).





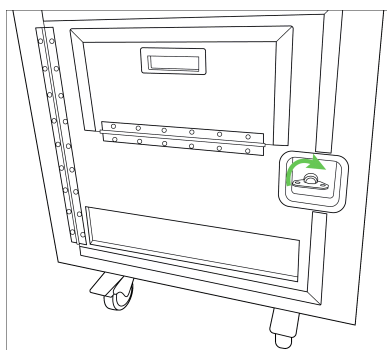
**Figure 3-7. Power button on the CyberPower UPS**

7. To power on the printer, press and hold the power button (Figure 3-8).



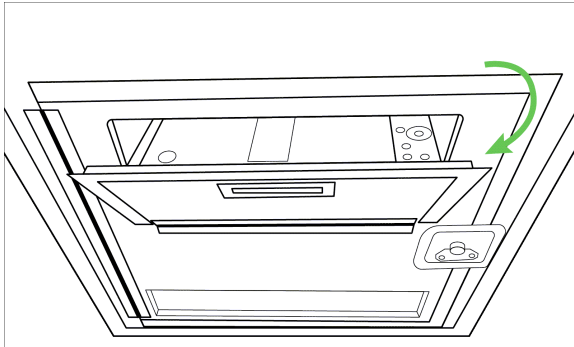
**Figure 3-8. Power button on the printer**

8. Close the lower front door by rotating the butterfly latch to the right (Figure 3-9). Replace any desired tamper evident seals.



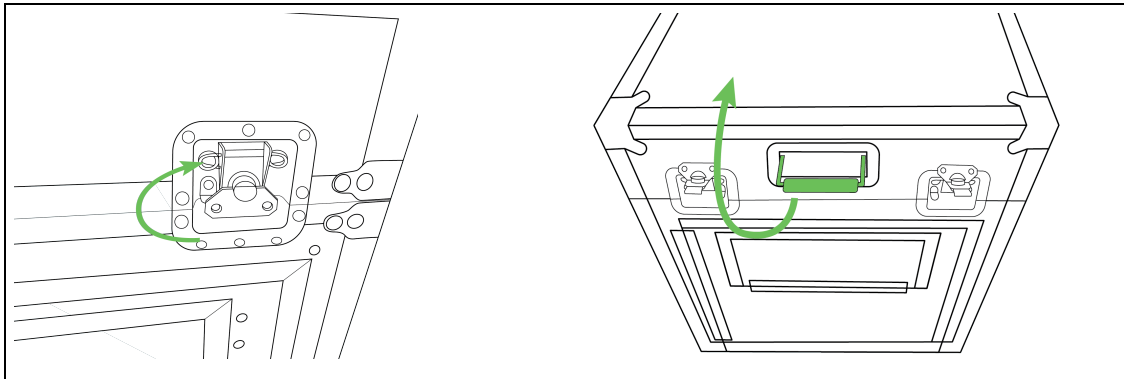
**Figure 3-9. Turning the butterfly latch to the right to close the lower door**

9. Open the small hatch located on the lower door by using the designated handle exposing the top of the printer (Figure 3-10).



**Figure 3-10. Opening the hatch on the lower door to expose the top of the printer**

10. Open the top compartment by rotating both butterfly latches to the left (Figure 3-11). Next use the front facing handle to flip open the top compartment, exposing the touchscreen monitor, keypad, headphones, and sip-n-puff.

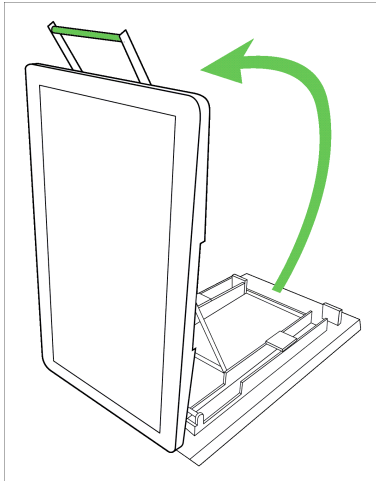


**Figure 3-11. Opening the top compartment door**

11. Move the touchscreen monitor into its most upright position by grabbing the handle and pulling towards you. The stand should click into the desired position (Figure 3-12).

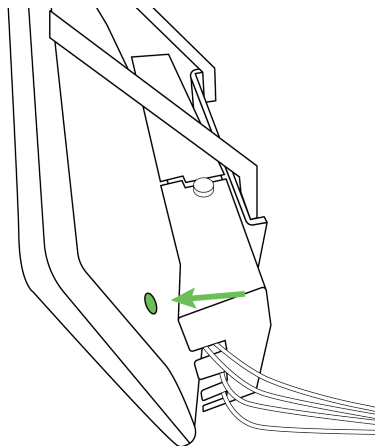


**Caution:** Pinch point. Be aware of your hand position when opening and closing the kickstand.



**Figure 3-12. Moving the touchscreen into an upright position**

12. If the touchscreen monitor is not already powered on, turn it on by pressing the power button located on the back right side of the monitor (Figure 3-13).



**Figure 3-13. Pressing the power button on the touchscreen**

### 3.4 Setting up ClearAccess in the setup box configuration with the Lexmark printer and APC UPS

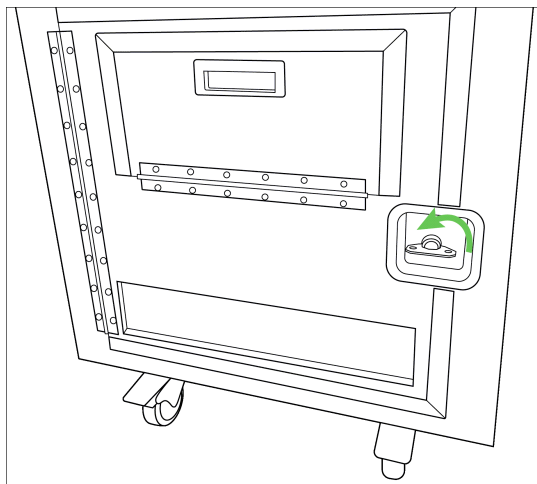


**Caution:** When lifting the ClearAccess setup box, always lift with two people. Each person must use two handles to distribute the weight evenly.

For ClearAccess voting stations that use Lexmark printers, prepare each station for voting as follows:

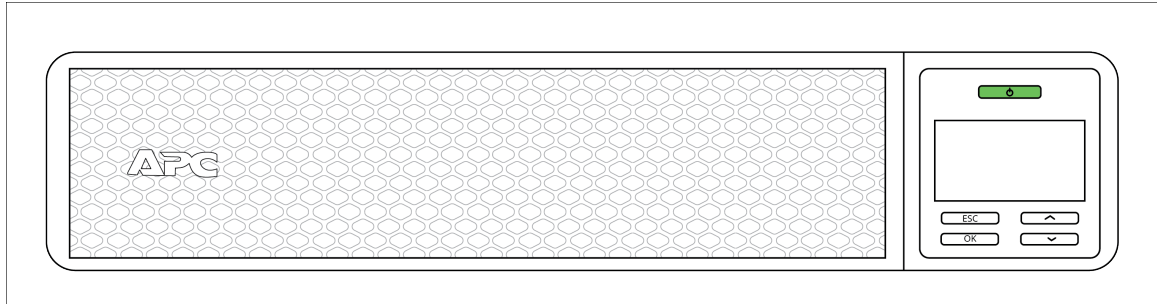
1. Open the rear door of the unit by rotating the butterfly latch to the left.
2. Unwrap the APC power cord from the cable-management hooks.
3. Feed the power cord through the hole located on the right side of the ClearAccess setup box.
4. Plug in the power cord of the ClearAccess setup box into a 15A 120V outlet.
5. Open the lower door by rotating the butterfly latch to the left (Figure 3-14).

You can now open the door to expose the printer and uninterrupted power supply.



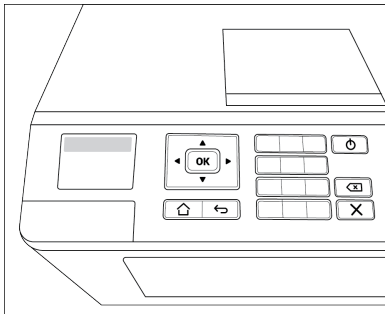
**Figure 3-14. Turning the butterfly latch to the left to open the lower door**

6. Turn on the APC UPS (Figure 3-15):
  - a. Press the power button.
  - b. Press the **OK** button and select **Turn on immediately**.



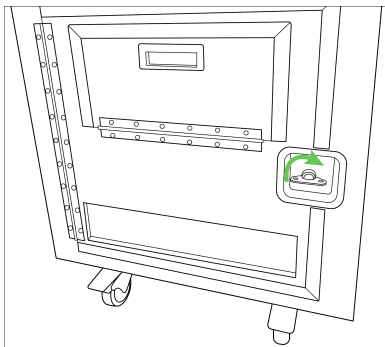
**Figure 3-15. Power button on the APC UPS**

7. To set up the UPS, set **Go into Bypass** for the Bypass Control option. To set this option, do the following on the UPS:
  - a. Click the **OK** button.
  - b. Under the Main menu, select the **Control** option.
  - c. Under the Control menu, select the **Bypass Control** option.
  - d. Under the Bypass Control option, select **Go to Bypass**.
8. To turn on the printer, press and hold the power button (Figure 3-16).



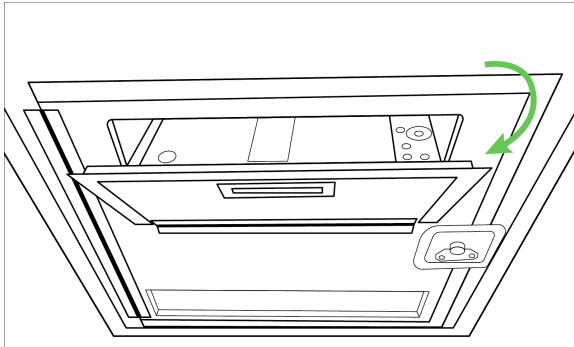
**Figure 3-16. Power button on the printer**

9. Close the lower front door by rotating the butterfly latch to the right (Figure 3-17). Replace any desired tamper evident seals.



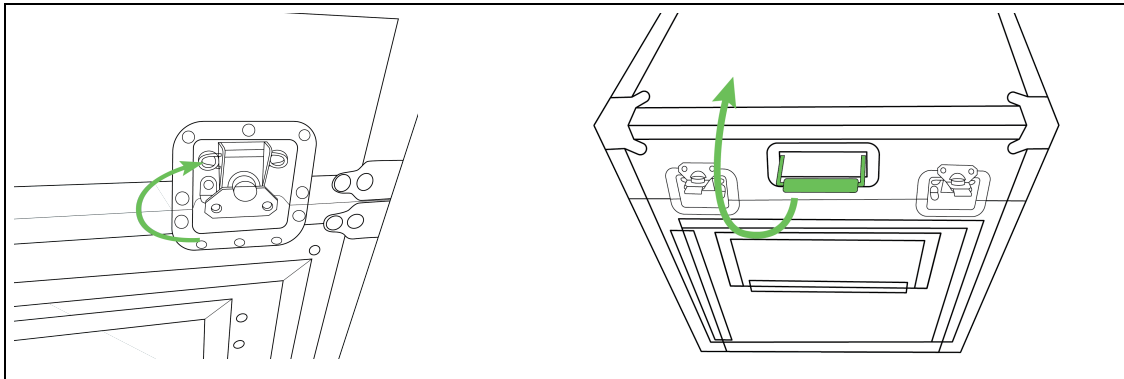
**Figure 3-17. Turning the butterfly latch to the right to close the lower door**

10. Open the small hatch located on the lower door by using the designated handle exposing the top of the printer (Figure 3-18).



**Figure 3-18. Opening the hatch on the lower door to expose the top of the printer**

11. Open the top compartment by rotating both butterfly latches to the left (Figure 3-19). Next use the front facing handle to flip open the top compartment, exposing the touchscreen monitor, keypad, headphones, and sip-n-puff.

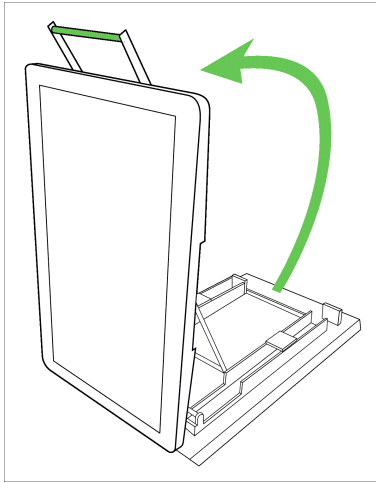


**Figure 3-19. Opening the top compartment door**

12. Move the touchscreen monitor into its most upright position by grabbing the handle and pulling towards you. The stand should click into the desired position (Figure 3-20).

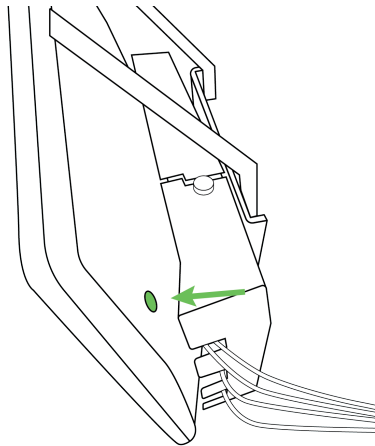


**Caution:** Pinch point. Be aware of your hand position when opening and closing the kickstand.



**Figure 3-20. Moving the touchscreen into an upright position**

13. If the touchscreen monitor is not already turned on, press the power button located on the back right side of the monitor (Figure 3-21) to turn on the monitor.



**Figure 3-21. Pressing the power button on the touchscreen**

## 3.5 Starting the ClearAccess station

To start the ClearAccess station:

1. Ensure that the station is plugged in and push the power button.
  - On the Elo E Series touchscreen, the power button is located on the front of the pedestal base behind the screen.
  - On the Elo X Series touchscreen, the power button is located on the frame near the Elo logo.
  - On the EloPOS touchscreen, the power button is located on the back upper right when the touchscreen is in portrait mode and the logo is on the right side on the front of the unit.
  - On the Dell Optiplex, the power button is located at the top of the display on the left when the touchscreen is in portrait mode.
2. After Microsoft Windows starts, press the ESC key or drag up on the touchscreen with your finger to display the Windows Log In screen.
3. On the Windows Log In screen, tap to select one of the following accounts, specify the corresponding password, and tap to complete the Windows login:
  - **ClearAccess**—Use this account to run the ClearAccess program.  
After you log in as the ClearAccess user, the application starts and displays ClearAccess Login screen.
  - **<Windows Administrator>**—Use this account to install and configure Windows on the voting station. The username, such as *CBG*, is defined during Windows installation.  
After you log in as the Windows Administrator, complete any necessary system configuration procedures and log out.

### 3.5.1 Logging in to ClearAccess

After you log in to Windows with the Windows ClearAccess user account, ClearAccess displays the login screen.

To log in to ClearAccess:

1. In **Select Role**, choose the desired role from the drop-down list.
2. In **Enter Code**, enter the code for your role.
3. Tap **OK**.



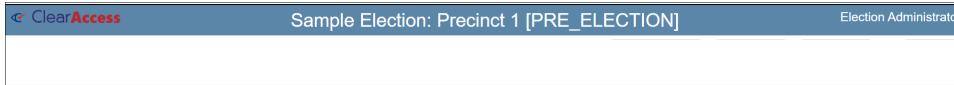
### 3.5.2 Voting session information

The title bar and status bar provide information about the current voting session.

#### Title bar

The title bar (Figure 3-22) appears at the top of the ClearAccess screen and contains:

- The election title, voting location, and election mode
- The role of the logged-in user

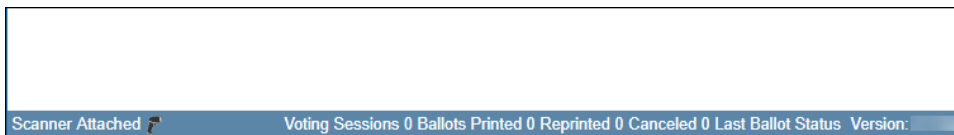


**Figure 3-22. Title bar that appears at the top of the ClearAccess screen**

#### Status bar

The status bar (Figure 3-23) appears at the bottom of the ClearAccess screen and contains:

- Barcode scanner indicator (if attached)
- Voting and ballot printing status, including:
  - Voting sessions
  - Ballots printed
  - Ballots reprinted
  - Ballots canceled
  - Last ballot status
- Software version number



**Figure 3-23. Status bar that appears at the bottom of the ClearAccess screen**

## 3.6 Ending a ClearAccess session

Several command buttons enable you to end the current ClearAccess session. The command you choose depends upon your role and what you want to do. See Table 3-1 for a description of each command button.

**Table 3-1. Command buttons for ending a ClearAccess session**

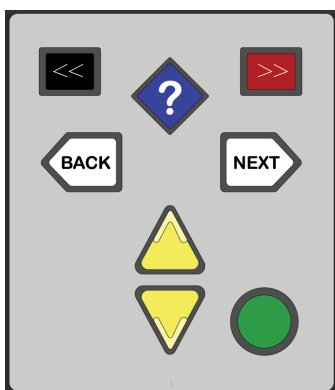
Command	Use To	Access
Log Out	Log out the current user. ClearAccess remains running.	All roles
Shut Down	Log out the current user and shut down the ClearAccess station.  At the end of each early voting day, shut down the ClearAccess station, but do <i>not</i> close the polls. Close the polls <i>only</i> at the end of voting on election day.	All roles

There is no command button for ending a voting session. Voting sessions end automatically when a voter successfully completes, or cancels, voting. The voting session also times out after a period of inactivity.

### 3.7 Accessible keypad

The accessible keypad (Figure 3-24) has eight keys that control every possible ClearAccess audio ballot function. The keypad has been designed for ease of use. The keypad is impact-resistant and sealed for cleaning and sanitation.

Clear Ballot provides an optional braille overlay for the keypad. The overlay contains braille labels that identify each key for voters who are blind or have low vision.










**Figure 3-24. Accessible keypad**

Table 3-2 lists the commands available on the accessible keypad.

**Table 3-2. Accessible keypad commands**

Name	Button	Use
Help		Press to display the Help screen.

Table 3-2. Accessible keypad commands (continued)

Name	Button	Use
Enter		Press once to make a choice, such as a candidate selection.  Press again to deselect the choice
Next item		Press to move to the next item in a list, such as the next candidate.
Previous item		Press to move to the previous item in a list.
Next screen		Press to move to the next screen.  Press and hold for more than one second to go to the Review screen.  If you are on a write-in screen and press <b>Next</b> while the cursor is at the end of the write-in choice, ClearAccess reads the write-in choice out loud. This capability informs voters if they have made a typing mistake before submitting the write-in choice.
Previous screen		Press to move to the previous screen.  Press and hold for more than one second to cancel the voting session.
Settings		Press to display the Settings screen.
Shift		When pressed with another button, Shift controls the audio as follows: <ul style="list-style-type: none"> <li>• Shift + yellow triangle-up— raises the audio volume</li> <li>• Shift + yellow triangle-down—lowers the audio volume</li> <li>• Shift + white arrow-left—slows the speech rate</li> <li>• Shift+ white arrow-right—speeds the speech rate</li> <li>• Shift + green circle— pauses or resumes the speech</li> <li>• Shift + red rectangle—advances to the next sentence</li> <li>• Shift+ blue diamond—returns to the previous sentence</li> </ul> Changes begin with the next spoken sentence.

## 3.8 Sip-and-puff device

The sip-and-puff device allows voters to perform all ClearAccess functions using sip-and-puff activation. The sip-and-puff device 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. Contact Clear Ballot for more information about the appropriate models of sip-and-puff devices to use.

### Configuring the sip-and-puff device

Using a paper clip, configure the four DIP switches on the sip-and-puff device as follows:

1. On
2. Off
3. On
4. Off

Setting the fourth DIP switch to Off increases the sip-and-puff sensitivity. This setting is especially important for the optimum performance. For more information, see the user guide for your sip-and-puff device model.

For information about replacing the mouth tube, see "Replacing the sip-and-puff mouth tube" on page 82.

For information about using a voter's personal sip-and-puff device, see "Using a voter's sip-and-puff device" on page 85.

### Sip-and-puff functionality

The sip-and-puff device lets voters make choices using a single sip, a single puff, a long sip, a long puff, a double sip, a double puff, a triple sip, and a triple 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 3-3 lists sip and puff operations.

**Table 3-3. Sip and puff operations**

To	Use
Advance the ballot to the next item Move forward through instructions, contest titles, or a list of choices	Single puff
Return the ballot to the previous item Move backward through instructions, contest titles, or a list of choices	Single sip
Select or deselect 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 deselected, the box turns white.	Long puff
Access the menu	Long sip
Move to the next screen	Double puff
Move to the previous screen	Double sip
Display the Settings screen	Triple puff
Display the Help screen	Triple sip

To vote for a candidate not on the ballot, select the write-in option. Additional instructions appear that explain how to complete the write-in vote.

## Chapter 4. Voting preparation

This chapter provides some guidelines and procedures to prepare for voting.

### 4.1 Preparing the ClearAccess touchscreen for voting

Follow these general guidelines to prepare the touchscreen for voting:

- Position the touchscreen so that voters easily see it.
- Ensure that the touchscreen is within comfortable reach.
- Keep the touchscreen clean throughout voting.

### 4.2 Preparing the ClearAccess equipment for voters who are blind, have low vision, or have hearing loss

Follow these guidelines to prepare the ClearAccess equipment for voters who are blind, have low vision, or have hearing loss:

- Position the ClearAccess station so that it is easily accessible.
- Install the accessible keypad:
  - Ensure that the keypad is available for a voting session.
  - Position the keypad so that it is comfortable to use.
  - Keep the keypad clean.
- Attach the audio headphones to the ClearAccess station:
  - Ensure that the headphones are available for all voting sessions.
  - Keep the headphones clean.
  - Replace the sanitary covers on the headphones after each use.
- Show voters the location of the printer ballot printer and the secrecy sleeves.

### 4.3 Supplies

Prepare the following voting equipment and supplies for delivery to the polling locations:

- ClearAccess voting station and power cord
- Accessible keypad
- Audio headphones
- Headphone sanitary covers
- (optional) Approved sip-and-puff device
- (optional) Approved barcode scanner

- Extension cord
- Protective power cord matting
- UPS
- Printer and power cord
- Printer USB cable (to connect printer to computer)
- Toner cartridge
- Paper stock
- Tamper-evident seals
- Jurisdictional forms
- Voting screens
- Pens
- Provisional ballot envelope
- Secrecy sleeves

## 4.4 Voter preparation

Prepare instructions to voters on the following topics as needed:

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

For audio voters, prepare instructions on the following topics:

- Volume controls
- Audio speed
- Pausing and resuming
- Moving to next or previous sentence

## 4.5 Equipment maintenance

During voting, ensure the following:

- The printer remains on.
- The printer input tray has enough paper.
- The ClearAccess station remains powered on.
- The ClearAccess station displays the Voting login prompt.
- The accessible keypad is connected.
- The sip-and-puff device is connected.
- The voter's sip-and-puff device is deployed correctly.
- Full ballot boxes are sealed and replaced as needed.
- The ClearAccess station is kept clean.
- All tamper-evident seals remain intact on the ClearAccess station.

## 4.6 Security during voting

Maintain security during voting as follows:

- Do not allow unauthorized individuals to approach the ClearAccess station.
- Place voted ballots in secrecy sleeves and ensure they are deposited into the ballot box in a manner that is secure and ensures anonymity.
- Restrict access to ballot boxes.
- Verify that tamper-evident seals remain intact.

## 4.7 Opening the polls

To allow voting to begin, set the ClearAccess station to the Polls Open mode.

When you set the Polls Open mode, the Open Polls report displays automatically. This report contains system, election, voting-location status information, and voted ballot statistics. Verify the contents of this report and confirm that the voted ballot counts are 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.

To open the polls:

1. Log in to the ClearAccess station using the poll worker or election administrator role and code.
2. On the Set for Election screen, tap **Open Polls**.

The Open Polls report appears (Figure 4-1).

**Open 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  
**Media Hash:** e6ba0a09ab801a4b45e89fb283b7451fea3884f3fb07a20c7131554b61d1624 **Copy:** 2  
**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:

**Figure 4-1. Open polls report**

3. Verify that all applicable status and identification information is correct on the report, and that all ballot counts are zero.
4. Tap **Print** and then **OK** to print the report.
5. Follow your jurisdiction's procedures for handling the report.

ClearAccess displays the Voting Login screen and the ClearAccess station is ready for voting.

## 4.8 Voting process

Follow this procedure to vote using the ClearAccess station:

1. Register the voter at the polling location.
2. Log in to the ClearAccess station with the voter role.

ClearAccess displays the Select Ballot screen.

3. In the Options group box, select the applicable presentation and input options for the voter:
  - Select **Sound On** to play the audio ballot.
  - Select **Screen On** to display the visual ballot.
  - Select the Preferred Input Type: **Screen, Keypad, or Sip & Puff**.
4. Select the name of the desired ballot from the list on the left of the Select Ballot screen.  
If necessary, use the **Search** field to narrow the list of displayed ballots.  
ClearAccess displays a confirmation message.
5. Review the selections in the confirmation message:
  - If the selections are correct, tap **Vote**.
  - If the selections are incorrect, tap **Back** to return to the Select Ballot screen to make the necessary changes.
6. Allow the voter access to the ClearAccess station and assist the voter as needed.  
The voter selects choices on the ballot, prints it, and is automatically logged out. ClearAccess displays the Login screen.
7. Clean and replace equipment as necessary to prepare for the next voter:
  - Clean the touchscreen and accessible keypad.
  - If the voter used audio headphones, remove the sanitary cover, discard it, and replace it with a new cover.
  - If the voter used the sip-and-puff device, replace the mouthpiece.

## 4.9 Early voting process

During early voting, the poll worker shuts down the ClearAccess station at the end of each day by logging in with poll worker role and then tapping **Shut Down**.

**Note:** Do *not* close the polls during early voting. *Only* close the polls at the end of voting on election day.

## 4.10 Resuming voting

During early voting, election officials shut down the ClearAccess station at the end of each day *without* closing the polls. Follow the procedure below to resume voting on a subsequent day of early voting.

To resume voting:

1. Log in with the desired user role (poll worker or election administrator) and the applicable code.  
ClearAccess displays the Voting screen.
2. On the Voting screen, tap **Resume Voting**.  
ClearAccess displays the Login screen.
3. In **Select Role**, select Voter and enter the voter code in the **Enter Code** field.

## Chapter 5. Voting with the touchscreen

This chapter describes how to vote with the touchscreen.

### 5.1 Selecting a language with the touchscreen

If an election has ballot content in more than one language, the first step in voting is to choose the desired language (Figure 5-1). Tap the button for the desired language to display all contest, candidate, and heading text in that language. If an election is in a single language, no language selection screen appears.



Figure 5-1. Selecting a language with the touchscreen

### 5.2 Voting instructions for the touchscreen

After selecting the language, ClearAccess displays a screen of voting instructions (Figure 5-2). Tap **Next** to go to the next screen.

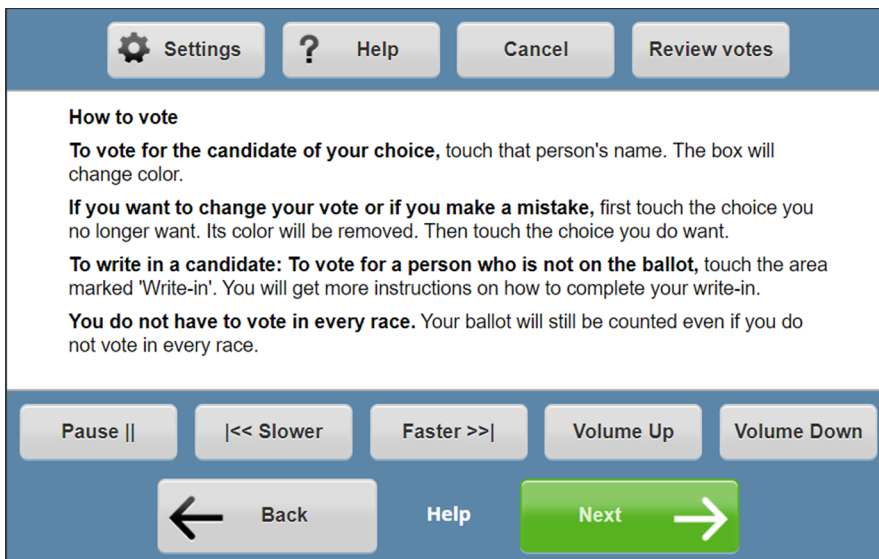
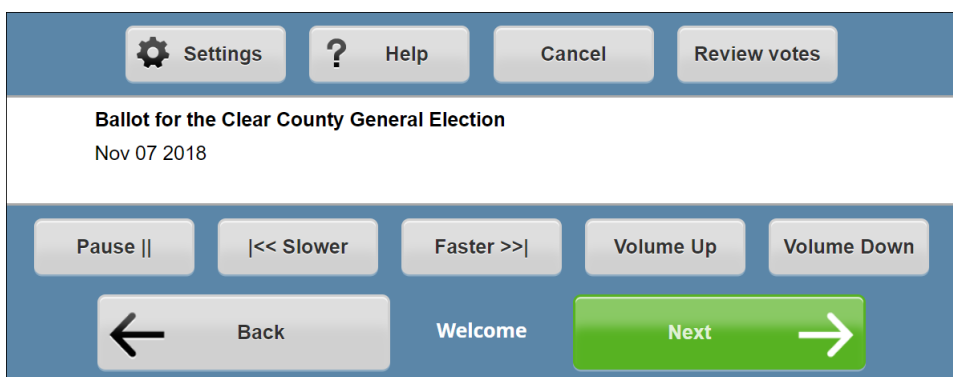


Figure 5-2. Voting instructions for the touchscreen

To display voting instructions at any time, tap the **Help** on the ballot toolbar. Tap **OK** to return to the ballot.

### 5.3 Ballot header

The next screen displays the ballot header (Figure 5-3). A ballot header can include the election date and the districts applicable to the ballot.



**Figure 5-3. Ballot header**

If the ballot header does not fit on a single screen, a vertical scroll bar appears on the right. Navigation buttons appearing at the bottom and top and bottom of the ballot header allow the voter to move forward or backward through the header text.

#### Toolbar

A toolbar appears above the header. The toolbar contains the buttons described in Table 5-1.

**Table 5-1. Toolbar**

Button	Description
Settings	Controls the visual presentation of the ballot. See "Settings" on page 58.
Help	Enables you to redisplay the voting instructions at any time. See "Voting instructions for the touchscreen" on the previous page.
Cancel	Cancels the current ballot.
Review Votes	Enables you to review the choices that you have made on the ballot. See "Reviewing choices on a ballot" on page 61.

#### Moving to the next screen

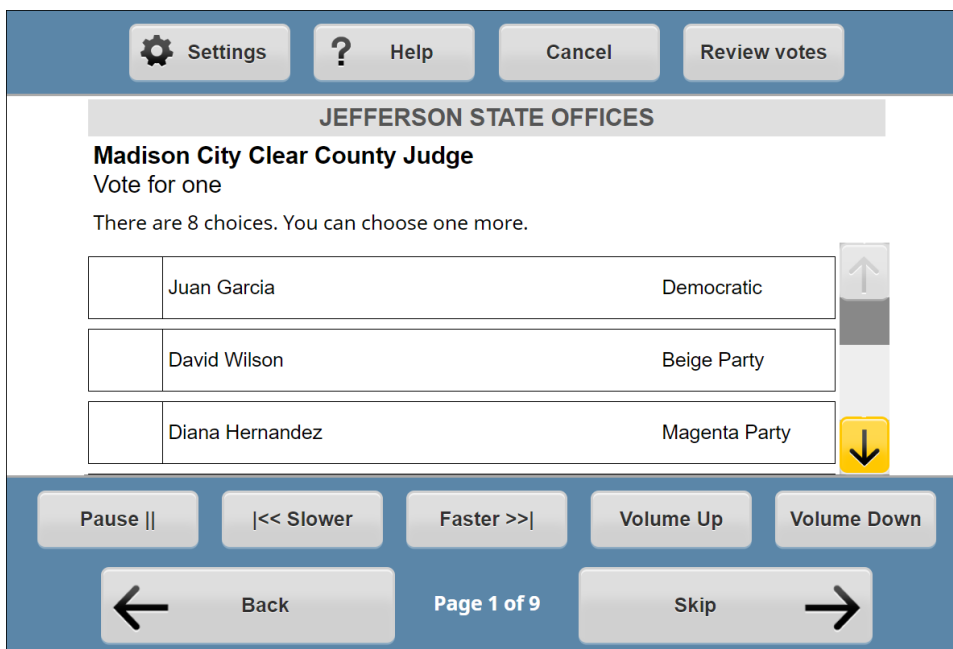
Tap **Next** to advance to the next ballot screen.

## 5.4 Contests

ClearAccess presents one contest per screen as shown in the example in Figure 5-4.

A contest header appears at the top of the screen. The contest header contains the following:

- The name of the contest
- The allow number of choices
- The text of ballot question



**Figure 5-4. Contest screen**

If the list of candidates does not fit on a single screen, a vertical scroll bar appears on the right. Navigation buttons at the bottom and top let the voter move forward or backward through the candidate list.

## 5.5 Selecting choices in a contest

To select a candidate or response choice on a visual ballot, tap the candidate name (Figure 5-5). A check mark then appears next name of the selected choice. The background color of the choice also turns teal (unless your jurisdiction has selected nonstandard color options).

To deselect a choice, tap the choice again. The check mark no longer appears and the background color changes from teal to white.

To select another choice after reaching the maximum number of allowed choices, deselect one of the previous choices and then select the alternate choice.

A choice becomes selected or deselected when a voter taps anywhere in the rectangle containing the choice and then removes a stylus or finger.

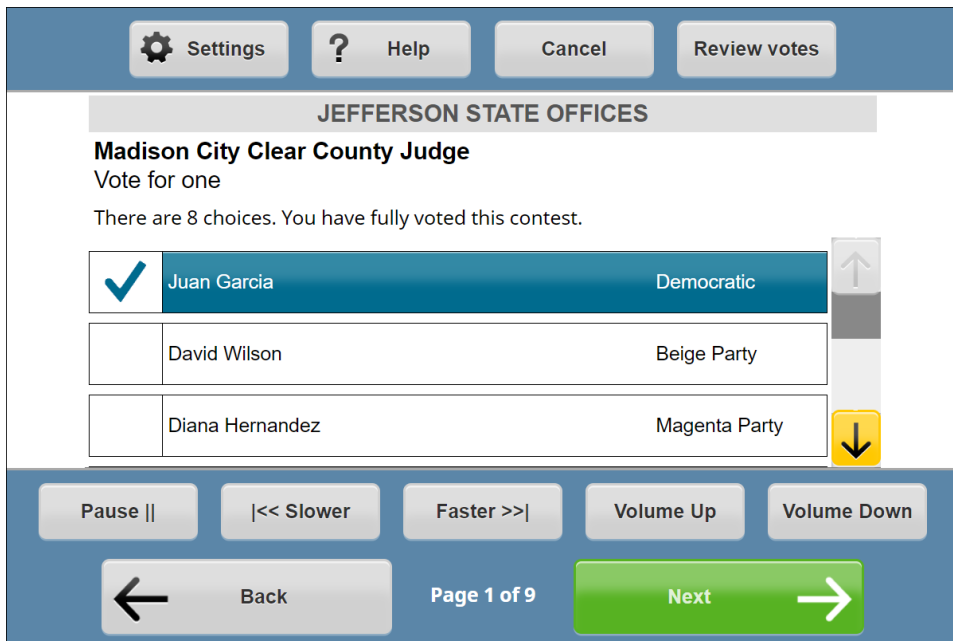


Figure 5-5. A candidate selected in a contest

## 5.6 Ballot navigation

At the bottom of the contest screen, the Back and Next buttons allow a voter to navigate to the previous or following contest on the visual ballot (Figure 5-6). Until the voter selects a candidate or response for the current contest, the Skip button appears in place of the Next button.

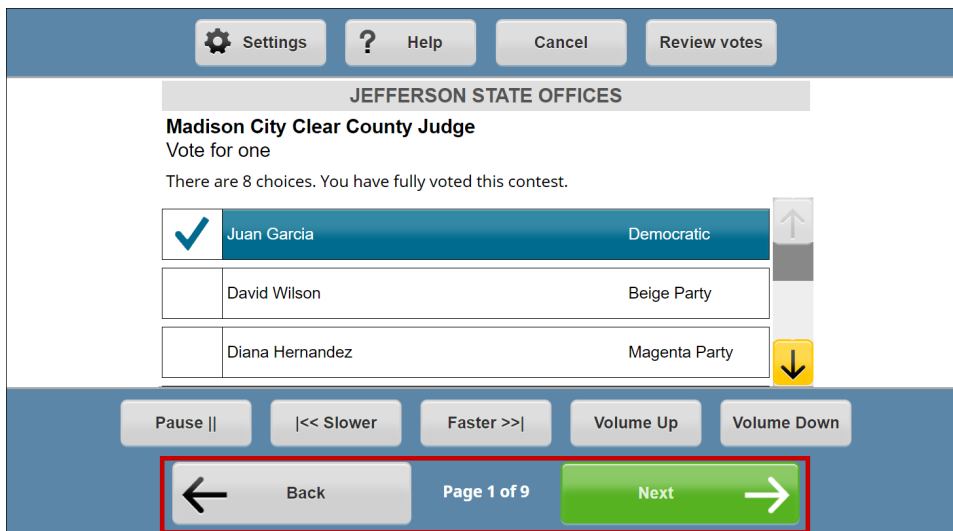
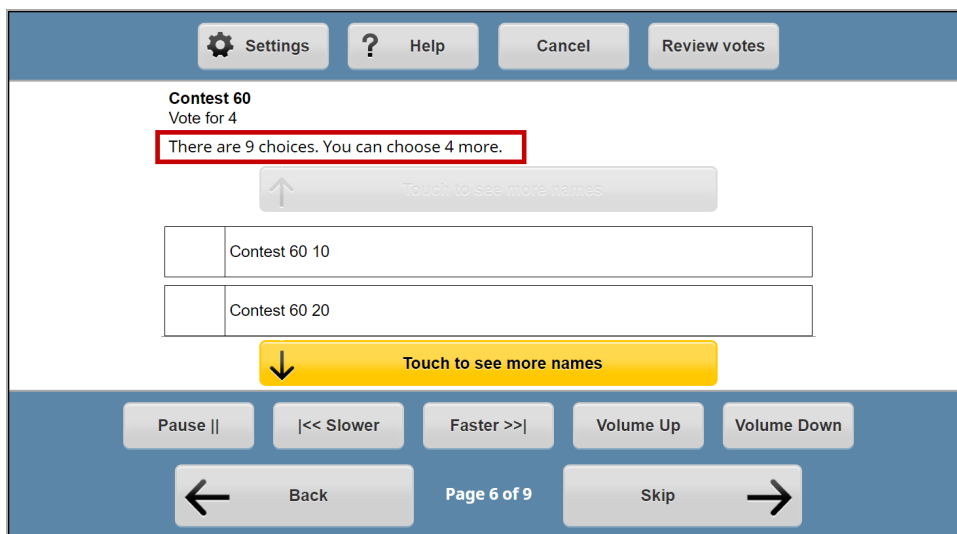


Figure 5-6. Back and buttons (outlined in red)

An election can be configured to warn a voter who tries to undervote or blank vote a contest:

- If a voter does not make any choices in a contest and clicks **Next**, ClearAccess presents the warning message for a blank vote.
- If a voter does makes fewer than the allowed number of choices in a contest and clicks **Next**, ClearAccess presents the warning message for an undervote (Figure 5-7).



**Figure 5-7. Warning for an undervote**

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

## 5.7 Overvoting

ClearAccess does not allow overvotes.

Suppose that the following conditions are true:

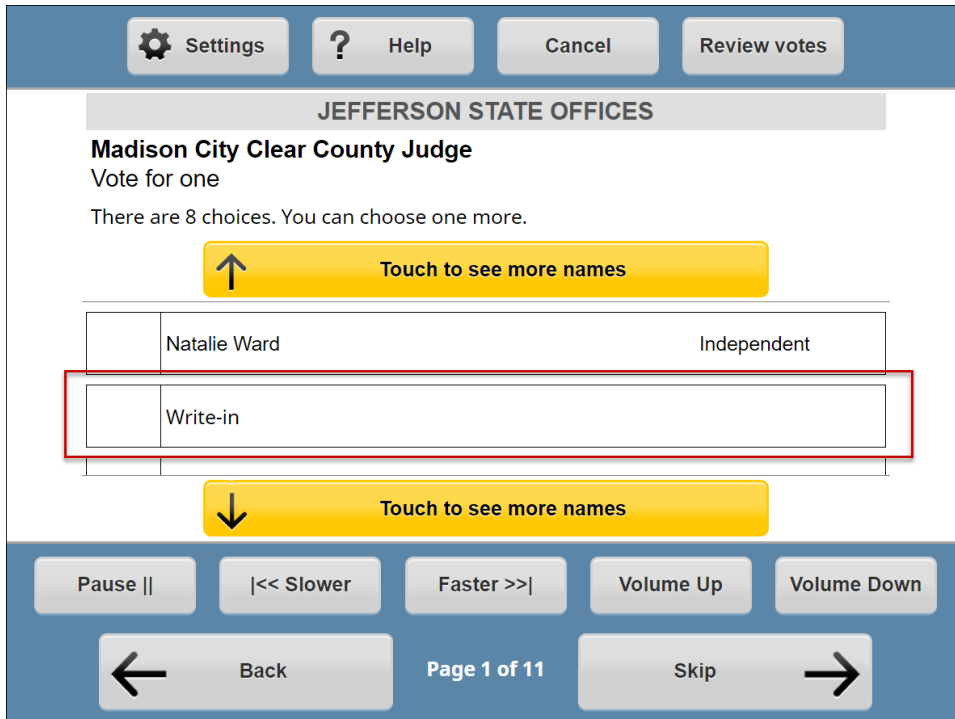
- A voter has selected maximum number of allowed choices in a contest.
- The voter tries to select an additional choice.

In this situation, ClearAccess issues a warning message that guides the voter to correct their vote.

## 5.8 Write-in votes

To vote for a candidate who is not registered to run in an election, tap a write-in rectangle in the contest. In Figure 5-8, the write-in rectangle is outlined in red.





**Figure 5-8. Write-in rectangle (outlined in red)**

When you tap a write-in rectangle, a screen with a keyboard appears (Figure 5-9). Use the keyboard to enter the candidate name. If the entire keyboard does not fit on the pane provide on the screen, yellow buttons at the top and bottom of the pane enable you move up and down to view the keyboard.

After you type the desired write-in choice, tap **Accept** to save the entry.

The screenshot shows a mobile application interface for writing in a candidate. At the top, it says "Write-in a name for PRESIDENT". Below this, there is a text input field with a cursor. Underneath the input field is a QWERTY keyboard with a "Delete" key. At the bottom right of the screen is a "Cancel" button.

**Figure 5-9. Keyboard screen for a write-in candidate**

## 5.9 Party preference

In an open primary election, ClearAccess automatically present a Party Preference screen at the start of voting. This screen requires the voter to select a party or the nonpartisan option. The contests endorsed by the selected party are presented on the ballot, in addition to any nonpartisan contests in the election.

If an election is a closed primary, the party is selected by choosing a ballot that is party specific. In a closed primary, the ballot contains only contests endorsed by an individual party plus any nonpartisan contests.

### 5.10 Canceling a ballot

A voter can cancel a ballot at any time during voting by tapping **Cancel** on the ballot toolbar and selecting **OK** in the confirmation message.

### 5.11 Settings

The voter can set language, audio, and visual options at any point in the voting process. Use the Settings screen to configure these options. To access this screen, tap **Settings** on the ballot toolbar.

The remainder of this topic explains the available settings.

## Language

Select the desired language for the ballot.

The language option does not appear if one language is available.

## Zoom

Adjust the magnification of the screen. The following settings available.

- Default
- Small
- Large
- Extra Large

## Color

Adjust the screen color and contrast. See Table 5-2.

**Table 5-2. Color settings**

Setting	Properties
Color	Contest, candidate, and header text appear in a predefined set of colors.  Buttons appear with default colors.
Black on White	Black text appears against a white background.  Voted candidates and voting options appear in white text against a black background.  No color appears otherwise.
White on Black	White text appears against a black background.  Voted candidates and voting options appear in black text against a white background.  No color appears otherwise.
Yellow on Black	Yellow text appears against a black background.  Voted candidates and voting options appear in black text against a yellow background.  No color appears otherwise.
Low Contrast	Blank space is darkened to pale gray.  Colored space is reduced to a darker gray.

## Output

Adjust the visual display of the ballot and screen reader. See Table 5-3.

**Table 5-3. Output options**

Button	Action
Sound and Screen	Turns on the visual ballot display and the audio screen reader.
Sound Only	Turns off the visual ballot display.  When you select Sound Only, the general, audio, and navigation toolbars appear at the top of the screen.
Screen Only	Turns off the audio screen reader.

## Sound

Use this option to adjust the audio. See Table 5-4.

**Table 5-4. Sound options**

Button	Action
Sound On	Plays the audio
Sound Off	Suppresses the audio
Slower	Slows the audio
Faster	Speeds up the audio
Volume Up	Increases the audio volume
Volume Down	Decreases the audio volume

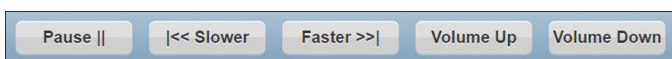
## Saving changes and restoring defaults

To save changes and return to the ballot, tap **OK**.

To restore settings to their default values, tap **Reset** and then **OK** to return to the ballot.

## 5.12 Audio toolbar

The audio toolbar at the bottom of the screen ballot lets a voter control the speed and volume of the audio ballot.



**Figure 5-10. Audio toolbar**

- **Pause**—Pauses the current audio, changes the button to **Play**
- **Play**—Restarts the audio when it is paused.
- **Slower**—Slows down audio
- **Faster**—Speeds up audio
- **Volume Up**—Increases the audio volume
- **Volume Down**—Decreases audio volume

### 5.13 Reviewing choices on a ballot

A voter can review a ballot at any time during voting by tapping **Review votes** on the toolbar.

When you tap **Review Votes**, ClearAccess displays the Review Votes screen.

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

The voter can navigate the Review Votes screen using the vertical scroll bar to the right of the contest list. The voter can also tap the navigation buttons at the bottom and top of the Review Votes screen to move forward or backward in the contest list.

The voter can return to a specific contest on the ballot by selecting that contest on the Review Votes screen. Candidate selections can be added or changed on the ballot before returning to the Review Votes screen.

When vote review is complete, the voter taps **Print** to print the ballot so that he or she can deposit it in the ballot receptacle.

### 5.14 Ballot printing

After reviewing the ballot, the voter must print it so that it can be cast.

The printed ballot contains the same contests as presented to the voter on the ClearAccess station and the candidate and response selections that the voter made. If a jurisdiction is using ballots with multiple languages, the printed ballot will also have multiple languages even though the voter only voted in their chosen language.

To print the ballot:

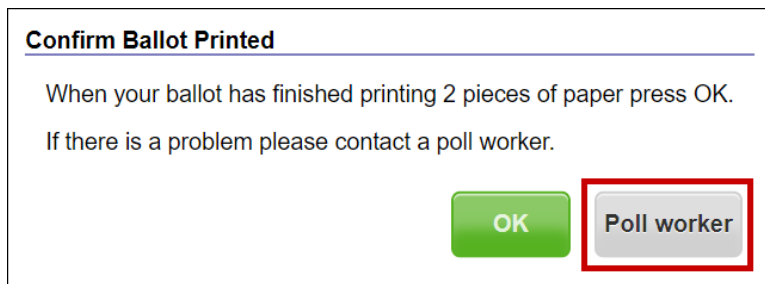
1. On the Review Votes screen, tap **Print**.

2. Tap **Print** in the Confirm Printing message.
3. When printing is complete, click **OK** in the Confirm Ballot Printed message.  
ClearAccess displays the Voter Login screen and is ready for the next voter.

## 5.15 Resolving issues with ballot printing

To resolve issues with ballot printing:

1. The voter taps **Poll Worker** in the Confirm Ballot Printed message to get the attention of the poll worker (Figure 5-11).



**Figure 5-11. Confirm Ballot Printed message**

2. The poll worker enters the code using the on-screen keyboard that appears and taps **OK**.
3. The poll worker resolves the printing issue.
4. If the printing issue has been resolved, tap **Done** on the Ballot Reprint message, and tap **Yes** in the Confirm Done message.
5. If the printing issue has not been resolved, tap **Reprint** on the Ballot Reprint message.
6. When the ballot has printed successfully, tap **Yes** in the Confirm Done message.  
ClearAccess displays the Voter Login screen and is ready for the next voter.

## Chapter 6. Voting with the accessible keypad

### 6.1 Language selection

The first step in voting is to select the ballot presentation language. If the election is presented in multiple languages, instructions play for selecting the desired language. Use the yellow triangle buttons on the keypad to navigate through the list of languages. When the desired language plays, press the green circle button to select that language.

If the election uses one language, no language selection appears.

### 6.2 Voting instructions

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

The voter can play the voting instructions 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 audio of the candidate list.

### 6.3 Ballot header

The voter can play ballot header information, including the date of the election and the districts applicable to the ballot. When the ballot header information has finished playing, press the right white arrow button to advance to the first contest.

### 6.4 Contests on the ballot

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

### 6.5 Contest selection

To select a candidate or response, press the green circle button when the desired selection plays. When a candidate or response has been selected, the selection plays again and confirms it has been voted. To deselect the candidate or response, press the green circle button. The selection plays again, without the confirmation of having been voted.

To select alternate candidates when the number to vote for has been reached, an existing candidate must be deselected before selecting the alternate candidate.

## 6.6 Ballot navigation

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

Use the two white arrow buttons located on the center of the keypad to navigate through the ballot screens. Press the right white arrow button to advance to the next screen of the ballot, and the left white arrow button to return to the previous ballot screen.

An election can be configured to return ballots that are either blank-voted or undervoted. Messages then play when a voter attempts to advance to the next contest after making no selection or selecting fewer candidates or responses than the number to vote for.

The following message can be played when a voter attempts 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 when a voter attempts 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."

## 6.7 Overvoting

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

The following warning message plays 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."

## 6.8 Write-in votes

To vote for a candidate who is not registered to run in an election, advance to the write-in position and press the green circle button. After the write-in instructions have played, 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 plays, press the white right arrow key to select it and continue to the next character position. To go 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 letter and continue to the next position.

When the candidate name is complete, press the green circle button to accept the write-in candidate and return to playing the candidate list.

## 6.9 Party selection

If the election is an open primary, a party must be selected. Instructions play for selecting the desired party. Use the yellow triangle buttons on the keypad to navigate through the list of parties. When the desired party plays, press the green circle button to select the party.

## 6.10 Ballot cancellation

A ballot can be canceled at any time during 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 plays. When the ballot is canceled, the Voting login screen appears.

## 6.11 Settings

A voter can press the red rectangle button on the keypad at any point in the voting process to configure ballot settings. The voter uses the Settings feature to define the following:

### Language

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

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

### Zoom

To display the visual ballot and adjust the magnification settings, use the yellow triangle buttons on the keypad to navigate through the zoom options. When the desired zoom option plays, press the green circle button to select it.

### Color

To display the visual ballot and adjust the color and contrast settings, use the yellow triangle buttons on the keypad to navigate through the color options. When the desired option plays, press the green circle button to select it.

## Output

To select an alternate visual and audio ballot presentation, use the yellow triangle buttons on the keypad to navigate through the output options. When the desired option plays, press the green circle button to select it.

## Sound

To select audio speeds and volume, use the yellow triangle buttons on the keypad to navigate through the sound options. When the desired option plays, press the green circle button to select it.

## Saving and Exiting

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

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

## 6.12 Audio volume

As the audio plays, the voter can increase the 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 reached.

## 6.13 Audio speed

The voter can increase the speed of the audio 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 speed, press the black rectangle button while repeatedly pressing the white left arrow button until the desired speed is reached.

## 6.14 Pausing and resuming

To pause the audio 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 playing the audio, press the green circle button again while pressing the black rectangle button.

## 6.15 Skip to next or previous sentence

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

This function is available only if an automated text-to-speech (TTS) tool has generated the audio ballot.

## 6.16 Reviewing votes

The Review Votes feature appears at the end of the ballot and lists all candidate and response selections made by the voter.

Candidate and response selections can be reviewed at any time during 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 audio plays. The voter can change or make additional candidate selections on the ballot before returning to the vote review. When the vote review is complete, the voter can print the ballot.

The vote review reflects the most current selection of candidates and responses the voter has made. Contests are presented in the same sequence as on the ballot, although only the voted candidates and 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. If no selection was made in a contest, audio plays, indicating that the contest has not been voted.

The vote review can be navigated using the yellow up and down triangle keys. Repeatedly press the yellow down triangle key to move forward through the contest description and the candidates voted for each contest. To move backward through the vote review, repeatedly press the yellow up triangle key.

## 6.17 Ballot printing

After the desired candidates and responses have been selected and reviewed, the ballot must be printed.

The printed ballot contains the same contests as presented to the voter on the ClearAccess station and the voter's choices for these contests. If a jurisdiction is using ballots with multiple languages, the printed ballot will also have multiple languages even though the voter only voted in their chosen language.

To print the ballot:

1. When vote review is complete, 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. After the ballot has been printed, press the right white arrow to confirm the ballot's successful printing. The Voting login screen appears.

## 6.18 Resolving issues with ballot printing

To resolve a printing issue:

1. If an issue occurs during ballot printing, wait for the ballot printing confirmation message to play.
2. Press the yellow down button until *poll worker* plays, press the green circle button, and then obtain the attention of the poll worker.
3. The poll worker enters the code by using the keyboard on the screen.
4. If the poll worker has resolved the printing problem, press the yellow down button until *Done* plays, and 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* plays in the confirmation message, and 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 login screen appears.

## Chapter 7. Voting with the sip-and-puff device

This chapter describes how to vote the sip-and-puff device.

### 7.1 Language selection

If an election has ballot content in more than one language, the first step in voting is to choose the desired language. Make the necessary number of single puffs to advance to the desired language and then make a long puff to select it. If the election is in a single language, no language selection screen appears.

### 7.2 Voting instructions for the sip-and-puff device

After you select a language, ClearAccess displays a screen of voting instructions. Make a double puff to advance to the next ballot screen.

To display voting instructions at any time, make a long sip. After reviewing the voting instructions, make a long puff to return to the ballot.

### 7.3 Ballot header

The next screen contains a ballot header. A ballot header can include the election date and the districts applicable to the ballot. Make a double puff to advance to the next ballot screen.

Use single puffs to move forward through a multiscreen header and single sips to move backward through the header screens. On the last header screen, a single puff advances to the first candidate in the contest.

### 7.4 Contest

ClearAccess presents one contest per screen.

A contest header appears at the top of the screen. The contest header can contain the following:

- The name of the contest
- The allowed number of choices
- The text of a ballot question

Make a single puff to advance from the header text to the first candidate in the list. Make single puffs to advance through the candidate list. Make single sips move backward through the candidates in the list.

If the list of candidates cannot fit on a single screen, make a single puff at the last candidate listed to display the next screen of candidates. If the first candidate on the screen or contest is the first candidate in the contest, make a single sip to display the preceding screen of candidates or header text.

## 7.5 Selecting a choice in a contest

To select a candidate or response, make a long puff. A check mark then appears next to the selected choice. The background color of the selected choice also turns teal (unless your jurisdiction has selected nonstandard color options).

To deselect a choice, make another long puff. The check mark no longer appears and the background color changes from teal to white.

To select another choice after reaching the maximum number of allowed choices, navigate to one of the previously selected choices, deselect it, and then navigate to and select an alternate choice.

## 7.6 Ballot navigation

Make a double puff to advance to the next ballot screen. Make a double sip to move to the previous screen.

An election can be configured to warn a voter who tries undervote or blank vote a contest:

- If a voter does not make any choices in a contest and tries to move to the next contest, ClearAccess presents a warning message for a blank vote.
- If a voter makes fewer than the allowed number of choices in a contest and tries to move to the next contest, ClearAccess presents the message for an undervote.

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

## 7.7 Overvoting

ClearAccess does not allow overvotes.

Suppose that the following conditions are true:

- A voter has selected maximum number of allowed choices in a contest.
- The voter tries to select an additional choice.

In this situation, ClearAccess issues a warning message that guides the voter to correct their vote.

When the warning message for an overvote appears, make a long puff to return to the contest.

---

## 7.8 Write-in votes

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

When you select the write-in rectangle, ClearAccess displays a screen with a keyboard.

Using a series of single puffs, beginning with a space, advance through the letters of the alphabet to reach the desired letter. Use a double puff to select the letter and continue to the next desired character. When the name is complete, use a long puff to submit the name of the write-in candidate.

## 7.9 Party preference

In an open primary, ClearAccess automatically presents a Party Preference screen at the start of voting. This screen requires the voter to select a party or the nonpartisan option.

Make the necessary number of single puffs to advance to the party of choice and then make a long puff to select the party. ClearAccess presents only the contests endorsed by the selected party and any nonpartisan contests on the ballot.

In a closed primary, a voter selects a party by requesting a party-specific ballot. In a closed primary, a close-primary ballot the contests endorsed by an individual party and any nonpartisan contests.

## 7.10 Canceling a ballot

A voter can cancel the ballot any time. To cancel the ballot, perform a long sip to access the menu, then a series of single puffs to navigate to the Cancel button. Do a long puff on the Cancel button to display the Cancel Voting message. Then do a double puff to confirm the cancellation.

After you cancel a ballot, ClearAccess redisplay the Voter Login screen.

## 7.11 Settings

A voter can change the settings at any time.

To change settings:

1. Make a triple puff to open the Settings screen.
2. To navigate on the Settings screen:
  - Make a single puff to cycle through the list of options.
  - Make a long puff to select an option.
3. To return all settings to their default values, use a series of single puffs to select the **Reset** button.

4. To save your choices:
  - a. Make a series of single puffs to navigate to the **OK** button.
  - b. Make a long puff to select **OK** and return to the ballot.

### 7.11.1 Language

To change the ballot-presentation language, make a series of single puffs until you reach the desired language, followed by a long puff to select it.

### 7.11.2 Zoom

The Zoom option allows the voter to increase or decrease the size of the visual display. For example, to display the ballot in a large font, make a series of single puffs until you reach the **Large** button, followed by a long puff to select it.

The following settings are available:

- Default
- Small
- Large
- Extra large

### 7.11.3 Color

Adjust the screen color and contrast. See Table 7-1.

**Table 7-1. Color settings**

Setting	Properties
Color	Contest, candidate, and header text appear in a predefined set of colors.  Buttons appear with default colors.
Black on White	Black text appears against a white background.  Voted candidates and voting options appear in white text against a black background.  No color appears otherwise.



Table 7-1. Color settings (continued)

Setting	Properties
White on Black	White text appears against a black background.  Voted candidates and voting options appear in black text against a white background.  No color appears otherwise.
Yellow on Black	Yellow text appears against a black background.  Voted candidates and voting options appear in black text against a yellow background.  No color appears otherwise.
Low Contrast	Blank space is darkened to pale gray.  Colored space is reduced to a darker gray.

### 7.11.4 Output

The Output options adjust the visual display of the ballot and the screen reader:

- Select the **Sound and Screen** option to use both options.
- To turn off the audio screen reader, make a series of single puffs to reach the **Screen Only** button and 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 and make a long puff.

When the **Sound Only** option is selected, only the general and navigation toolbars appear at the top of the screen (Figure 7-1).

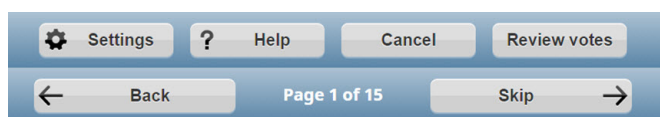


Figure 7-1. Toolbars when Sound Only is selected

### 7.11.5 Sound option

The Settings screen contains the audio playback options for sip-and-puff voters:

- To slow down the audio, make a series of single puffs to reach the **Slower** button and then make a long puff.

- To speed up the audio, make a series of single puffs to reach the **Faster** button and then make a long puff.
- To increase the volume, make a series of single puffs to reach the **Volume Up** button and then make a long puff.
- To decrease the volume, make a series of single puffs to reach the **Volume Down** button and then make a long puff.

## 7.12 Reviewing choices on a ballot

The Review Votes screen appears after the last contest on the ballot. Use a double puff to advance from the last contest to the Review Votes screen.

The Review Votes screen displays the currently selected candidates and responses. Contests appear in the same as on the ballot. Only the selected candidates and responses appear for each contest. Each contest on the Review Votes screen includes contest summary text, the selected candidate and endorsing party, or response. If no selection was made in a contest, text indicates that the contest has not been voted.

Use a series of single puffs to move through the contests and candidates. The first puff moves to the contest heading text. Subsequent single puffs advance through the voted candidates and responses. To move backward through the Review Votes screen, use a series of single sips.

The voter can return to a specific contest on the ballot by selecting that contest on the Review Votes screen. The voter can then change or add choices in selected contest, move through the additional contests, and return to the Review Votes screen.

When the review is complete, perform a double puff to advance to the ballot printing process.

## 7.13 Ballot printing

After a voter has selected and reviewed the desired choices in an election, the ballot must be printed.

The printed ballot contains the same contests as presented to the voter on the ClearAccess station, and the choices that the voter made. If a jurisdiction is using ballots with multiple languages, the printed ballot will also have multiple languages even though the voter only voted in their chosen language.

To print the ballot:

1. On the last contest on the Review Votes screen, perform a double puff to advance to ballot printing.
2. When ClearAccess displays the Confirm Printing message, make a long puff.

A print status message appears as the ballot prints.

3. Perform a long puff in the message confirming the ballot has successfully printed.  
ClearAccess redisplay the Voter Login screen and is ready for the next voter.

## 7.14 Ballot printing unsuccessful

To resolve a printing issue:

1. If an issue occurs during 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 then obtain a poll worker.
2. The poll worker enters the code using the on-screen keyboard.
3. When the poll worker has resolved the printing issue, perform the necessary single puffs to reach the **Done** button in the Ballot Reprint message, and then perform a long puff.
4. Perform a long puff in the Confirm Done message.
5. If the printing issue has not been resolved, perform a long puff in the Ballot Reprint message to reprint the ballot.
6. When the ballot has successfully printed, perform a long puff in the Confirm Done message.  
ClearAccess redisplay the Voter Login screen and is ready for the next voter.

## 7.15 When voters need help transferring a printed ballot

Voters who use the sip-and-puff device may need help in picking up the ballot from the printer and transferring it to a ballot box or precinct scanner. In these situations, a poll worker may need to help transfer the ballot to a secrecy sleeve while maintaining the voter's privacy. Each jurisdiction must provide a policy and procedure to handle these situations.

## Chapter 8. Voting with the barcode scanner

Optionally, a ClearAccess voting station can include a barcode scanner. When a poll worker or poll worker scans a QR code, the ClearAccess station automatically does the following:

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

### 8.1 Barcode-scanning capabilities

ClearAccess supports the following barcode-scanning capabilities:

- ClearAccess supports only QR codes. ClearAccess does not currently support other types of barcodes.
- 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-and-puff)
  - Screen on or off
  - Audio on or off
- If only some of the data is present or readable in the QR code, ClearAccess uses the data it can read and then supplies system defaults.
- 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 QR code. Generally, the larger the size, the farther it must be held from the scanner. Two inches by two inches is an approximate optimum printed size.
- The QR code must have a minimum 0.25-inch white border.
- See the *ClearVote Approved Parts List* for the supported models of barcode scanners.

### 8.2 Workflow for using a barcode scanner

To use a barcode scanner:

1. During setup of the ClearAccess voting station, the barcode scanner is installed and tested. See the *ClearAccess Installation Guide*.
2. During voting, a poll worker obtains the voter's information and prints the QR code for the voter.

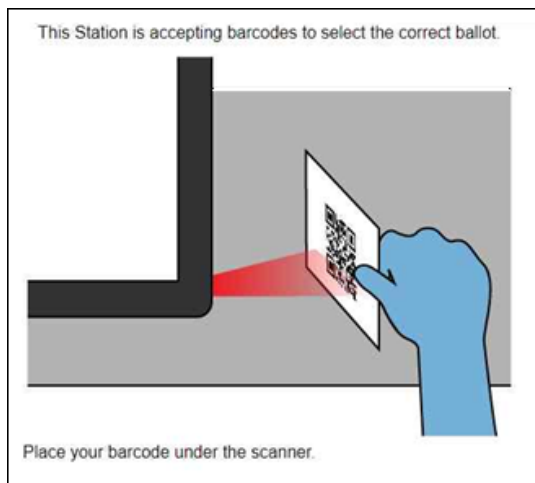


3. At the ClearAccess station, the voter (or, if necessary, the poll worker) scans the QR code. The scanner beeps to indicate a successful scan.
4. The ClearAccess station opens the applicable ballot and enables language and accessibility options based on the information in the QR code.
  - If the QR code is not readable, or if the ClearAccess station cannot determine a single ballot style from the QR code data, a message prompts the voter to manually select the precinct.
  - If a particular data point is missing or cannot be read from the QR code (such as, Language), the ClearAccess system uses the default.
5. The voter reviews the screen and confirms that the correct ballot has opened, and then proceeds to vote.

### 8.3 Voting using a barcode scanner

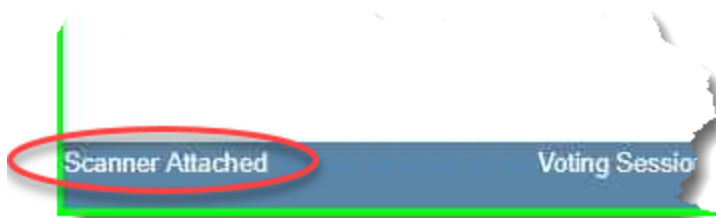
To vote using a barcode scanner:

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



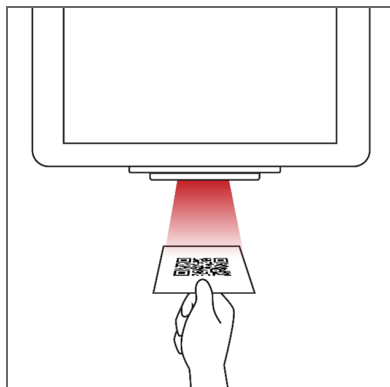
**Figure 8-1. Barcode scanner**

The status bar also indicates that a scanner is connected.



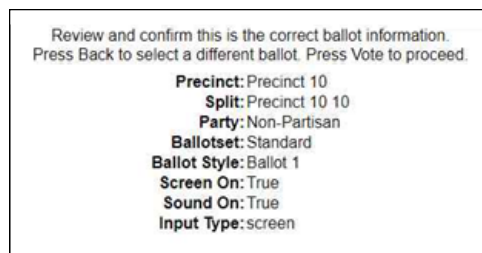
**Figure 8-2. Scanner attached message**

2. Hold the QR code 5 to 10 inches away from the barcode scanner so that the barcode scanner's red target light centers on the code



**Figure 8-3. Barcode scanner light**

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



**Figure 8-4. Ballot Confirmation screen**

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 QR code may be unreadable. Tap **Select Lookup** to select a ballot manually and proceed with voting.

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

## Chapter 9. Ending an election

This chapter describes the procedures for ending an election.

### 9.1 Closing the polls

At the end of voting on election day, you need to 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 the Postelection mode.
- The Close Polls report displays automatically. The report provides voted ballots statistics, as well as system, election, and voting location data.

**Note:** *Close the polls only at the end of Election Day. At the end of early voting days, shut down the ClearAccess station, but do not close the polls.*

To close the polls:

1. Log in with the Poll Worker or Election Administrator role.
2. Tap **Close Polls** on the Voting screen.

ClearAccess displays the Close Polls report (Figure 9-1).

The screenshot shows the 'Close Polls' report interface. At the top, it says 'ClearAccess EAC Accuracy Test: Precinct1 [POLLS\_OPEN] Election Administrator'. Below this are buttons for 'OK', 'Print', and 'Cancel'. The report title is 'Close Polls' and the subtitle is 'Polling Place Report'. The report contains the following information:

- Software: ClearAccess by Clear Ballot Group, Inc.
- Election: EAC Accuracy Test
- Vote Center: Precinct1
- Version: 2.0.0f
- Date: Nov 30 2018
- Media Version: 13
- Copy: 2
- Media Hash: e6ba0a09ab801a4b45e89fb283b7451fea3884f3fbe07a20c7131554b61d1624
- Warn Under Vote: False
- Warn Blank Vote: False
- Warn Straight Party Change: False
- Straight Party Type: None
- Voting Sessions: 0

Below this information is a table with the following columns: Precinct, Ballotset, Ballot, Party Split, Sessions Printed, Reprinted, and Canceled.

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

At the bottom of the screen, there is a status bar with the following information: Fully Charged (100%), Voting Sessions 0, Ballots Printed 0, Reprinted 0, Canceled 0, Last Ballot Status, and Version: 2.0.0f.

**Figure 9-1. Close Polls Report**

3. Check that all applicable status and identification information is correct on the report.
4. Tap **Print** to print the report.

5. Tap **OK** to complete closing the polls.
6. Follow your jurisdiction's procedures for handling the report.

## 9.2 Shutting down the ClearAccess station

To shut down the ClearAccess station:

1. Log in using the desired role.
2. On the Voting screen, tap the **Shut Down** button.
3. Tap the **OK** button in the confirmation prompt.

## 9.3 Ballot reconciliation

At the end of each voting day, reconcile printed ballot quantities by counting:

- 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 of the preceding items should correspond to the number of stock sheets issued to the polling location.

## 9.4 Breaking down the ClearAccess station

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

### Touchscreen computer

1. Power off the touchscreen computer and the printer.
2. Verify all tamper-evident seals.



3. Detach all seals necessary to access and remove the peripheral device connections:
  - Accessible keypad
  - Audio headphones
  - Sip-and-puff device
  - Barcode scanner (if used)
  - Printer cable
4. Disconnect all peripherals from the ClearAccess station.
5. Unplug and remove the touchscreen power cord.
6. (On the Elo touchscreens only) replace the port plate cover.
7. Apply tamper-evident seals.
8. Record all newly applied seals.
9. Pack the ClearAccess station and peripherals into the carrying case.

### **Printer**

1. Unplug the printer power cord and disconnect it and the 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 it in the designated plastic bag.
5. Pack the printer, printer parts, and cables into the printer transport case.

### **Other equipment and supplies**

1. Unplug the UPS.
2. Remove any power cord matting.
3. Unplug and spool and extension cords.
4. Pack the remaining supplies into the designated container.

---

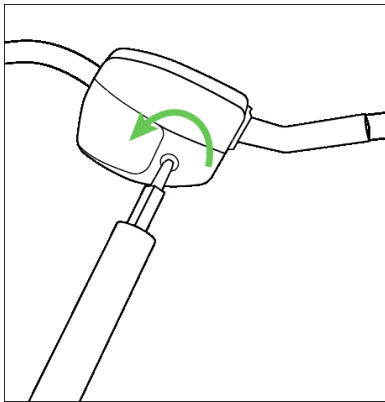
## Appendix A. Replacing the sip-and-puff mouth tube

The sip-and-puff mouth tube is a clear plastic tube shaped by an internal wire. The tube and wire can be bent and cut to meet individual needs. The mouth tube connects to a metal tube, which in turn connects to further plastic tubing and the sip-and-puff control box.

Replacing the mouth tube involves removing the existing plastic tube and wire and installing new ones.

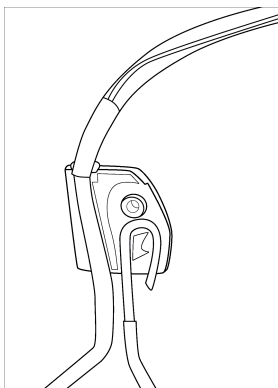
To remove the existing plastic tube and wire:

1. Detach the sip-and-puff device from the ClearAccess station.
2. Using a Allen screwdriver, unscrew and remove the cover of the bracket that connects the headpiece to the mouth tube (Figure A-1).



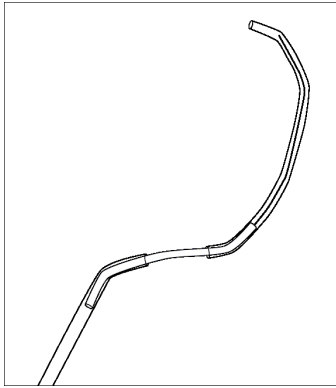
**Figure A-1. Removing the cover of the bracket that connects the headpiece to the mouth tube**

3. Note the position of the tubing inside the bracket. Then remove the mouth tube from the bracket (Figure A-2).



**Figure A-2. Removing the mouth tube from the bracket**

4. Note the way the plastic mouth tube is attached to the curved metal tube (Figure A-3).

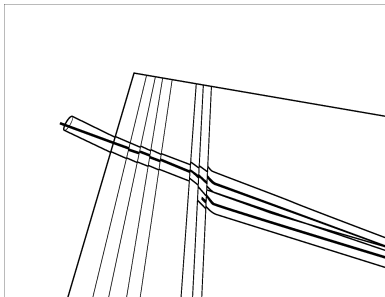


**Figure A-3. Plastic mouth tube attached to the curved metal tube**

5. Detach the mouth 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 mouth tube.

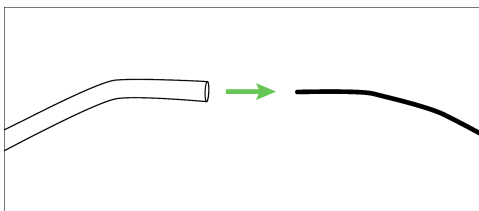
To install the new plastic tube and wire:

1. Remove the new mouth tube and wire from its packaging (Figure A-4).



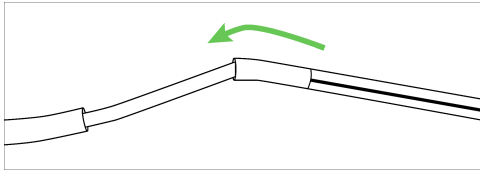
**Figure A-4. Removing the new mouth tube and wire from its packaging**

2. Detach the wire from the new mouth tube.
3. Insert the wire into the open end of the metal tube. Slide it in carefully until it clears the bend in the metal tube (Figure A-5).



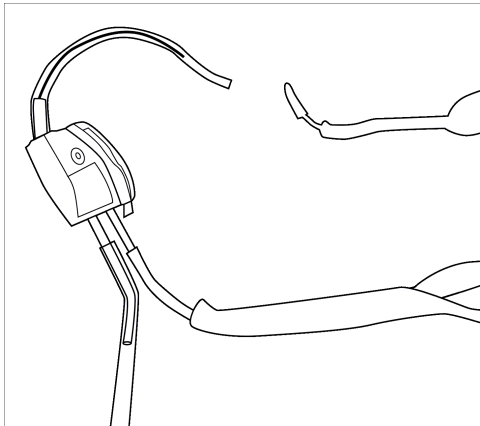
**Figure A-5. Inserting the wire into the open end of the metal tube**

- 
- Slide the new mouth 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 (Figure A-6).



**Figure A-6. Sliding the new mouth tube over the wire**

- Place the mouth tube back in its original position inside the bracket.
- Return the bracket cover and screw it shut (Figure A-7).



**Figure A-7. Returning the bracket cover**

- Reinstall the sip-and-puff USB connector into the designated port of the ClearAccess station.

## Appendix B. Using a voter's sip-and-puff device

This topic describes how to install a voter's sip-and-puff device.

### B.1 Installing a voter's sip-and-puff device on the ClearAccess station

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

1. Remove the tamper-evident 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 tamper-evident 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.

### B.2 Detaching a voter's sip-and-puff device from the ClearAccess station

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

1. Remove the tamper-evident 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 device was connected.
5. Apply a tamper-evident 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.

## Appendix C. Error messages

The following error messages may appear while using the ClearAccess system. Recommended resolution procedures are included.

**Note:** When you troubleshoot voting issues, make sure that you maintain the privacy of voters.

The error messages are documented as they appear when using the touchscreen input and display. Similar messages are presented when using the accessible keypad, the sip-and-puff device, or audio.

### C.1 Incorrect login code (password)

The following message appears if the login code is incorrect: Invalid code.

**Resolution:** Ensure that the desired role is selected from the **Select Role** list and use the on-screen keyboard to enter the corresponding code in the Enter Code field.

### C.2 Incorrect poll worker code

The following message appears if a poll worker enters an incorrect code when resolving a ballot-printing issue: Invalid code.

**Resolution:** Use the on-screen keyboard to enter the correct poll worker code.

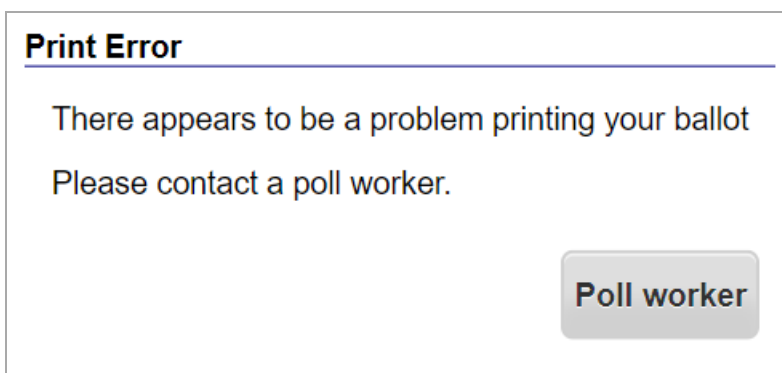
### C.3 No audio or screen selection

An error message appears if you do not select the **Sound On** or **Screen On** options on the Select Ballot screen.

**Resolution:** Select **Sound On** or **Screen On** to begin voting.

### C.4 Print error

An error message appears if a ballot printing error occurs.



**Figure C-1. Ballot printing error**

**Resolution:** Ensure that:

- The printer has the required ballot stock.
- The ink cartridge contains toner.
- Ballots do not jam during printing.
- You clear a paper jam before trying to reprint the ballot.

After you resolve the printing issue, tap the **Poll worker** button to continue.