

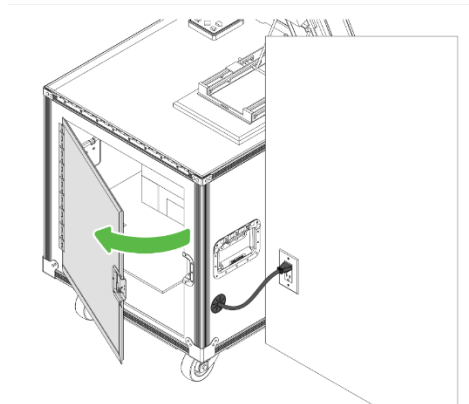
**Open Polls**

**ClearMark BMD**

1. Locate your ClearMark ballot marking devices. They are in the taller black rolling cases with a label that says ClearMark. Position machine & lock wheels.

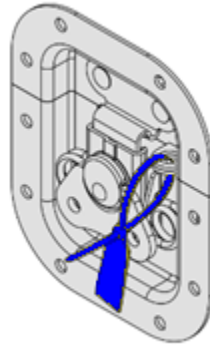


2. Verify the **Red String Seal** on the front & back door of the machine. The power cord will be wound on the side of the machine.

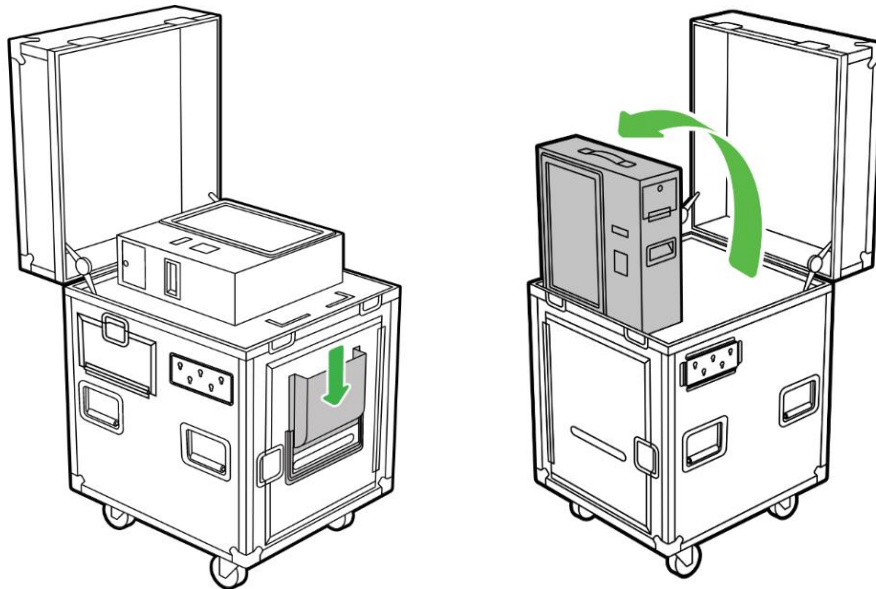


3. Plug the machine into a power strip found in delivery truck, be sure power strip is on. The ClearMark BMD will start up automatically when plugged into power. A small sample paper will print. If it does not print, please call the BOE immediately. Once it prints, you can discard the paper.

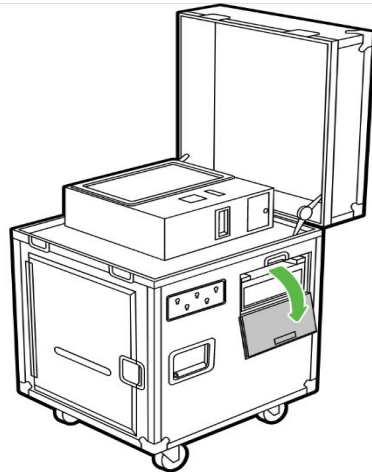
4. Remove and record the **Blue String Seal** from the top compartment. Place in White District Envelope.



5. Open the cover, remove the chute, slide ballot chute into the grooves on the front of the machine. Lift ClearMark machine and use the kickstand to position the ClearMark at desired angle. The ClearMark should be left standing straight up. Verify **Blue Sticky Seal** on Sip & Puff door located by the kickstand.



6. Attach the smaller privacy screen found in delivery truck to the Velcro tabs.
7. Remove and verify the Verification Scanner **Blue Seal** on the right side of the case, place in White District Envelope. Open the door with latch and leave.



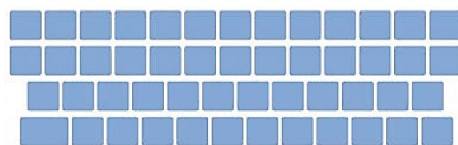
8. When the login screen appears use the Poll Worker Password: **warren** to log into the ClearMark. Press OK.

### LOAD ELECTION

OK

Select Role:  ▼

Enter Code:



9. Select Open Polls.

### SET FOR ELECTION

Open Polls

Set Options

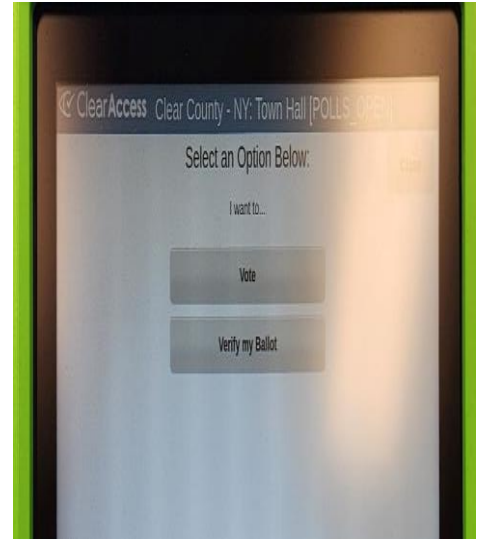
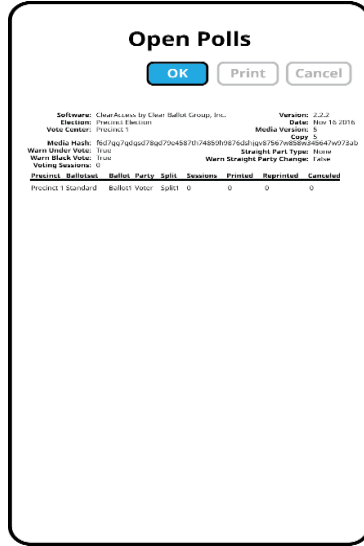
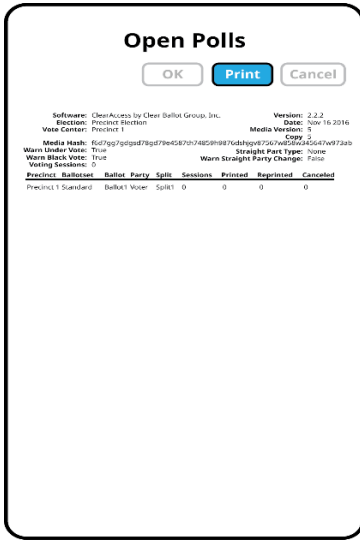
Ballot Reports

Logs

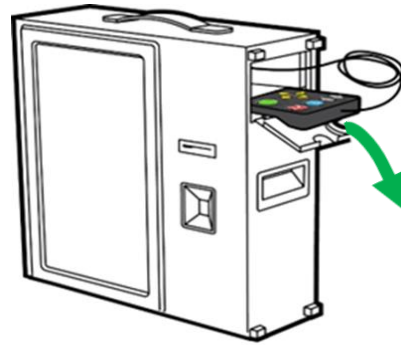
Shut Down

Log Out

10. Review the polling place report. Print the report and place in White District Envelope. This may take a minute to print. Do not hit print multiple times, wait for report to print. Press **OK** to Open Polls. Screen should now have options for “Vote” or “Verify Vote”. Password for voter is located on BMD Seal Report.



11. Unscrew knob on right side where ATI is stored. Remove ATI, plug the headphones into the ATI and leave on machine. Close ATI door with wire through cutout.



12. The machine is now ready to be used.



**Closing Polls**

**ClearMark BMD**

1. Select close upper right hand corner. You will need to select Pollworker in dropdown. Using the poll worker Password: **warren**. Hit OK.
2. Select "Close Polls" from the on-screen menu.

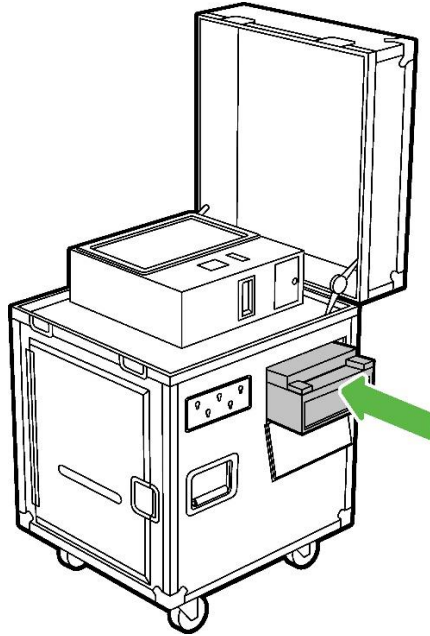
**VOTING**



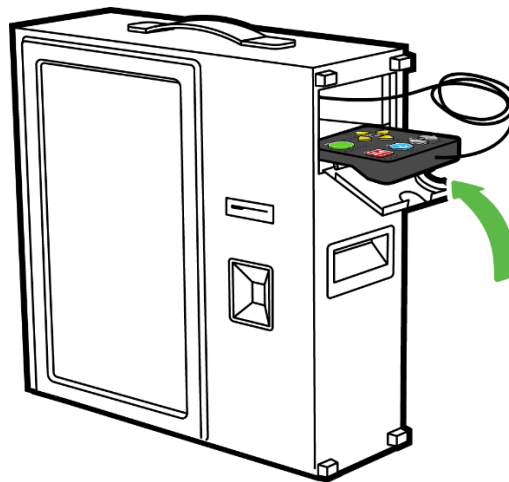
3. Print the report. Hit OK. Store report on the Clearmark before closing hood.
4. Select "Shut Down" from the menu to power off the device. Hit OK.



5. Unplug the machine and wrap cord with Velcro strap to handle. Return power strip to vinyl bag in delivery truck.
6. Make sure the results verification scanner is safely stowed away in its side compartment and close the side door. Place **Red String Seal** on door and record on Seal Report.

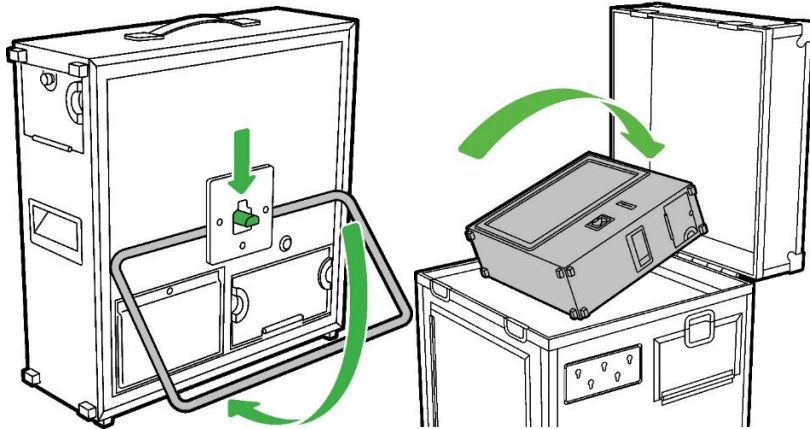


7. Unplug headphones and stow ATI in the side compartment of the ClearMark. Be sure to turn knob to lock.

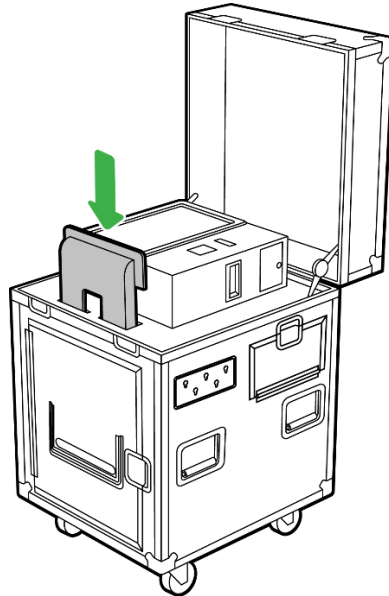


8. Remove privacy screen and return to delivery truck.

9. Disengage the kickstand and carefully lower the ClearMark into the horizontal position.



10. Place ballot chute back into cut-out in front of the ClearMark.



11. Close the top compartment. Place **Red String Seal** through latch hole. Record on Seal Report. Make sure all Seal Reports are completed and signed. Return these to the plastic folder along with machine keys to the plastic box in the delivery truck.