

Removal Team: Rover and VLM (or other Official of the opposite party)

Step 1: Empty the Ballot Compartment

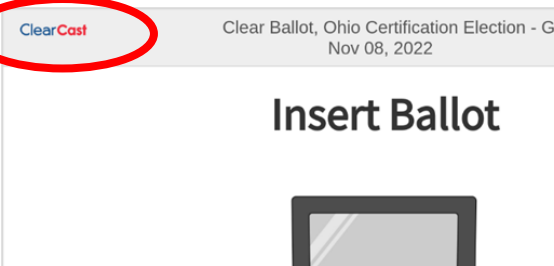


- ❑ Remove the plastic seal from the **Ballot Compartment Door** and place the seal in the Clear Plastic Envelope.
- ❑ Use the **Ballot Scanner Key** to unlock and open the Ballot Compartment Door, then unlatch and open the door.
- ❑ Remove the plastic ballot box from the Ballot Compartment. Remove **ALL** ballots from the plastic ballot box and place them inside the **ORANGE** Ballot Box. Confirm that no ballots have been left in the ballot compartment.
- ❑ DO NOT SEPARATE OR COUNT THE BALLOTS.
- ❑ Return the plastic ballot box to the inside of the Ballot Compartment. Close and lock the **Ballot Compartment Door** with the **Ballot Scanner Key**.

Step 2: Resealing the Ballot Compartment

- ❑ Remove two (2) plastic seals from the Clear Plastic Envelope and record the serial numbers in the **Replacement** boxes in the **Tuesday Morning Recordings** section of the **Ballot Scanner Security Record**.
- ❑ Use one (1) plastic seal to resealed the **Ballot Compartment Door**.

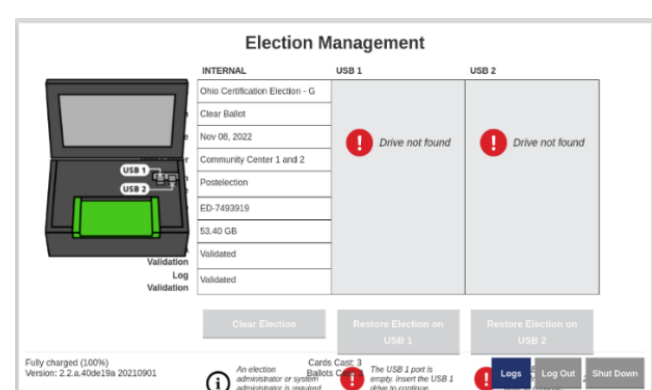
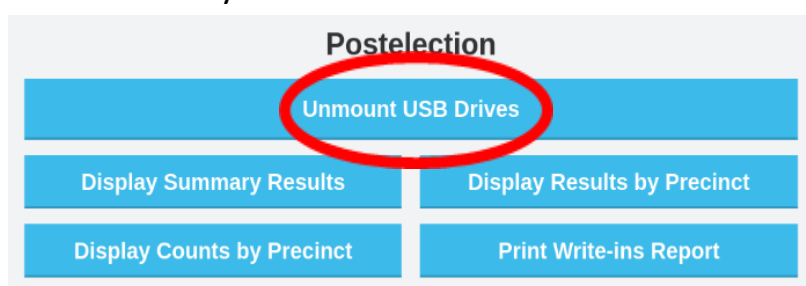
! If the ClearCast will not turn on or is inoperable, skip to **Step 4: Removing the Memory Stick**.

Step 3: Printing Results Reports

- ❑ Tap the **ClearCast logo** at the top left corner of the screen. The **Voting Suspended** report will print automatically. 
- ❑ On the **Select Role** screen, confirm the **Poll Worker** role is selected.
- ❑ Enter the password provided in the **GREEN** Supply Bag. Press the submit button.
- ❑ The **Polls Status** screen will now appear. Select **Close Polls**. 
- ❑ The Close Polls screen will appear, select **OK**.
- ❑ The **Polls Closed** report will print. Remove the report and give it to the Ballot Accounting team.
- ❑ Wait for two (2) copies of the **Totals Report** to print. **DO NOT** touch the Display Screen while the reports are processing, as this could delay the printing process.
- ❑ Two Election Officials of opposite parties must verify and sign both copies of the **Totals Report**. 
- ❑ Place a copy of the Totals Report from the Ballot Scanner:
 - ❑ At the exterior entrance to the Polling Location in public view.
 - ❑ Inside the **ORANGE** Ballot Bag
- ❑ Select **Shut Down** in the bottom right corner of the screen.

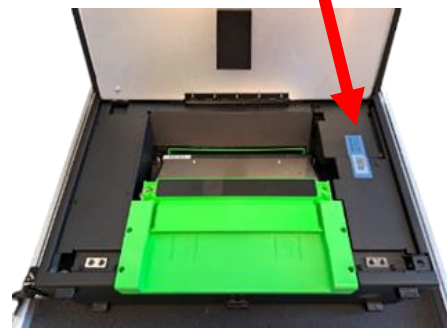
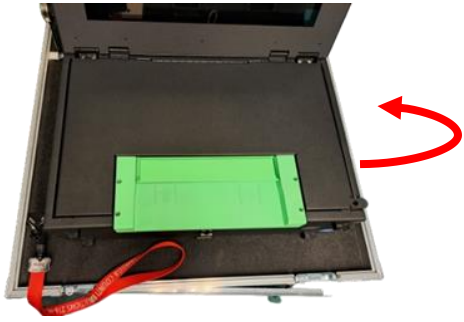
Step 4: Removing the Memory Stick

- ❑ On the Display Screen, select **Unmount USB Drives** on the Postelection screen.
- ❑ After unmounting the USB sticks, the screen will display that the drives are not found. It is now safe to remove the Memory sticks.



ClearCast | Removing Scanner from Service (WITH ballots cast) Side 2

- Remove the plastic seal from the Access Panel and place it in the Clear Plastic Envelope.
- Using the Ballot Scanner Key, unlock the top of the Access Panel.
- Record the serial number of the USB Memory Stick Door tamper in **Box #9** of Ballot Scanner Security Record. Remove the tamper tape and stick it onto the back side of the Security Record.



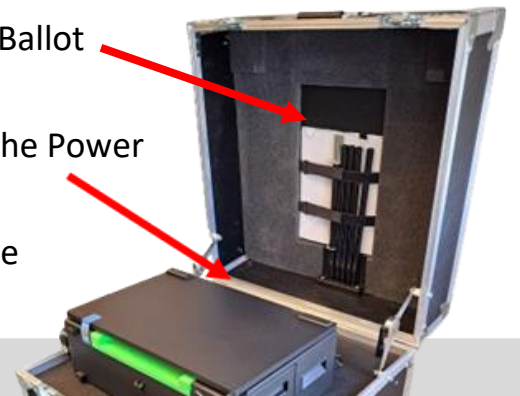
- Open the USB Memory Stick Door. Remove the Memory Stick with the **BLACK** tag and place it inside the clear Memory Stick Bag attached to the **RED** Ballot Box.

! **DO NOT REMOVE** the USB Memory Stick with the **RED** tag.

- Close the USB Memory Stick Door, then close the Access Panel.
- Close and lock the top of the Access Panel, then close the Display Screen.

Step 5: Closing and Locking the Ballot Scanner

- Disassemble the “Scan Ballot Here” sign and poles. Pack them inside the top of the Ballot Scanner Lid.
- Unplug the Power Cord from the Ballot Scanner and the Surge Protector. Wrap up the Power Cord and strap it to the handle behind the Ballot Scanner Display Screen.
- Close and latch the Ballot Compartment Door. Use the Ballot Scanner Key to lock the Ballot Compartment Door.



! Use the middle handle on the Ballot Box to pull the lid down to close it. **DO NOT** pull the lid down by the corners. Secure the latches on the left and right sides of the Ballot Box lid.

- Remove two (2) plastic seals from the Clear Plastic Envelope and record the serial numbers in box **#10** and **#11** of the **Original Ballot Scanner Security Record**.
- Seal the Ballot Compartment Doors and one (1) of the latches on the Ballot Scanner Lid.
- Remove a **YELLOW** Maintenance Tag from the **GREEN** Supply Bag.
- Record a brief description of the problem on the **YELLOW** Maintenance Tag and attach to the lid of the Ballot Scanner.
- Unlock the wheels and move the Ballot Scanner to the Transport Cart area.
- Retrieve a plastic seal from the Clear Plastic Envelope.
- Record the serial number in a blank space on the **Original Ballot Scanner Security Record**.
- Place the completed **Original Ballot Scanner Security Record** inside the **ORANGE** Ballot Bag.
- Seal the **ORANGE** Ballot Bag with the following election supplies inside:
 - The Voted Ballots from the Ballot Scanner that was shut down early.
 - The Memory Stick (inside the manila envelope) from the Ballot Scanner that was shut down early.
 - The signed and verified **Totals Report**.

Two rovers of opposite political parties MUST deliver the **Orange Ballot Bag** to the Board of Elections Warehouse. Please call (216) 325-3838 upon arrival.



If the ClearCast is not being replaced, STOP HERE.

If the unit is being replaced, continue with the ClearCast | Scanner Replacement QRG.