

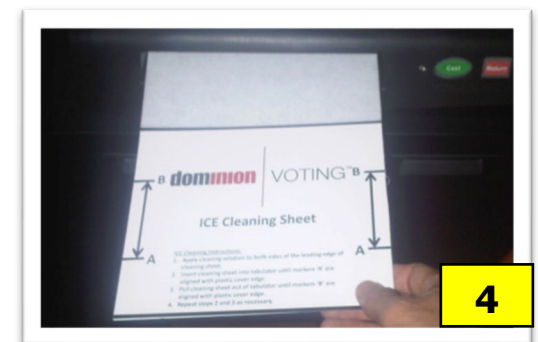
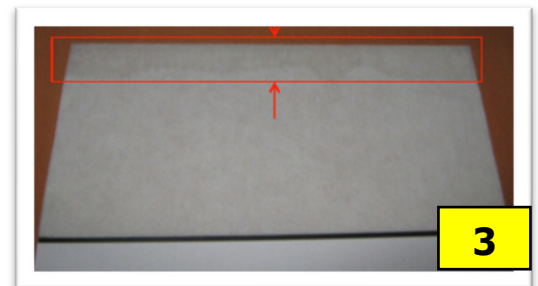
ImageCast® Evolution (ICE) Paper Path Cleaning Instructions

Ink accumulation in the ballot feed path may make it necessary to clean the rollers that handle ballots being inserted into the ICE. Please consult with Command Central prior to doing this to confirm cleaning is necessary. If required, please follow the directions below carefully.

Important! You will need to log out of voting in order to perform the cleaning. If you are in Standard Voting, place your **BLACK** security key on the side of the ICE to **Exit**, press **Utilities**, then press **Logout** and **Logout** again.

This procedure assists in cleaning the Top and Bottom read heads used for imaging.

1. Place your **YELLOW** security key on the receptacle on the side of the ICE.
2. Enter your normal **Username** and **Password**.
3. Take the clear spray bottle that contains Isopropyl Alcohol and lightly spray along the fabric edge (top 1") on both sides of the approved ICE cleaning sheet.
4. Manually feed the fabric edge of the cleaning sheet into the tabulator until the "A" line on the cleaning sheet is aligned with the top edge of the ballot entry slot.
5. Pull the cleaning sheet out until the "B" line is aligned with the top edge of the ballot entry slot.
6. Manually repeat steps 3 and 4 in a back and forth motion at least five (5) times.



Verification Test

1. From the **Technician Menu**, select **Diagnostics**, then **Functional Tests**. Press the **Scanner** button.
2. Press the **Scan** button.
3. Feed a **single blank sheet** into the tabulator.
4. Inspect the scanned image of the blank sheet on the LCD Touchscreen for dirt specs or black stripes. View page one from top to bottom by scrolling with your finger, then do the same for page two. Both pages should be free of marks.
5. If both scans are clean white, press **OK**. You can then press the lower left **Back, Back, Exit** then use your **BLACK** security key to log into the current election. Or you can simply shut down the ICE by pressing the top right power button, then press **Shutdown**. Wait for the powering down sound before lowering the ICE screen.
6. If there are any black lines/streaks, repeat step 3 - 4 above.



Storing Process

1. The cleaning sheet is reusable up to five (5) times only. Indicate the date for each of the five times you've completed the read head/roller-cleaning process.
 - _____
 - _____
 - _____
 - _____
 - _____
2. Place the clear spray bottle in the storage bag provided.
3. Place the cleaning sheet in the storage bag provided.
4. Return the cleaning solution, cleaning sheet and this instruction sheet to the box and store in a climate-controlled location.

Additional cleaning sheets are available at www.ccelections.com or by calling 320.259.7027.

That's it!

Questions? Call us at: [320-259-7027](tel:320-259-7027)
