VERITY®

poll worker's field guide

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about this guide

the *Verity Poll Worker's Field Guide* is a condensed guide to polling place tasks using the Verity voting system. For more detailed information, see the *Verity Polling Place Operations Guide*.

VERITY®

poll worker's field guide

S scan

W touch writer

version 2.X

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Verity Scan

Verity Scan is a polling place-based digital scanner for voted ballots. Verity Scan can be used with hand-marked ballots or with ballots printed using Verity Touch Writer. Verity Scan deposits scanned ballots into its ballot box for secure storage.

Verity Scan and ballot box, shown with optional privacy screens.

In the Verity system, **vDrives** are used to transfer digital ballot styles from the Verity software to voting devices, and to transfer voted ballots to Verity software for tabulation. vDrives are inserted into a standard USB port; each Verity Scan has its own vDrive.

For a detailed visual guide to the setup and operation of the Verity Scan, see the ***Verity Polling Place Operations Guide: Scan & Touch Writer****.*

setting up Verity Scan

1 Assemble the ballot box (if it is not already). ▶

2 Place the Verity Scan on the ballot box and lock it in place (if it is not already). ▶

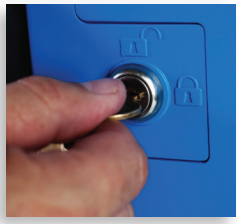
3 Unlock the case (if locked). Open the case and remove the power brick and power cord from the storage compartment. Close the compartment and case. ▶

4 Plug in the Verity Scan power cord into the power brick and then plug the power brick into the back of the Verity Scan (flat side up). ▶

setting up Verity Scan, *continued*

5 Open the Verity Scan case and lock the lid brace in place. Unlock, unlatch and remove the tablet. ▶

6 Seat the tablet in the cradle, tilt it back, and lock it in place. ▶



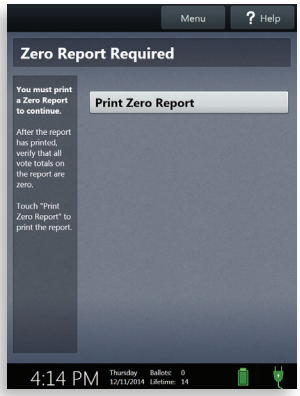
7 Verify the Verity Scan device seals, per local procedure. Attach privacy screens, if applicable. ▶

8 Plug in the power cord into AC power and press the *red* button on the back of the Verity Scan to power it on. ▶

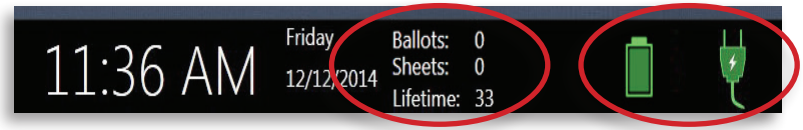
Verity Scan orientation

screen orientation

When powered up for the first time on Election Day (or the first day of Early Voting), Verity Scan should display the **Print Zero Report** screen. ▶



In addition to the date and time, the following appears at the bottom of the screen: ▼



- ▶ **Ballots**: The number of ballots scanned and cast on the Verity Scan for the current election; at the start of Election Day, or the start of the first day of Early Voting, this number should be zero.
- ▶ **Sheets**: The number of ballot sheets scanned on the Verity Scan for the current election; at the start of Election Day, or the start of the first day of Early Voting, this number should be zero.
- ▶ **Lifetime Count**: The number of ballots cast on the Verity Scan for the lifetime of the device (for all elections).
- ▶ **Battery and AC power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level is found on the Verity Scan Power-On Self Test report.

thermal printer operation

1 The thermal printer is located on the right-hand side of Verity Scan. ▶

2 To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you. ▶

3 To replace paper: Place the new paper roll into the printer as shown. Paper must roll out from the bottom. ▶

4 Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper. ▶

opening polls

You must open polls on the first day of Early Voting, and on Election Day. For instructions on reopening polls on the second or subsequent day of Early Voting, see page 12.

1 Setup and power on the Verity Scan. Confirm that you are running on AC power (see page 8).

2 Select **Print Zero Report.** ▶

NOTE: *If you are reopening polls during Early Voting (e.g. on the second day of Early Voting, or later), then you will not print a Zero Report. See page 12.*

3 Wait while the Zero report prints (on the *thermal printer)*. Using the Zero report, check the following:

- ▶ Verify the ballot count total on the Zero report is ZERO and enter it in the Reconciliation Log.
- ▶ Verify that the precinct(s) and polling place on the report are correct.

If these items are not correct, contact your elections office

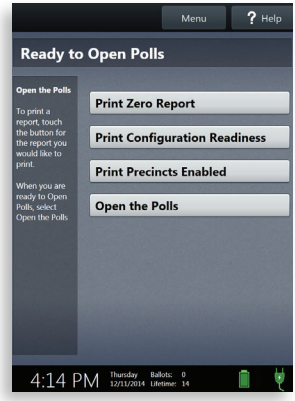
opening polls, *continued*

4 Verify that the clock in the bottom left corner of the screen displays the correct time.

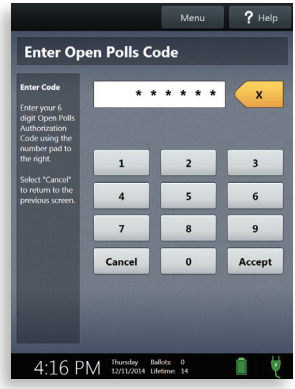
If the clock is not correct, contact your elections office

5 Select **Open the Polls.** You can also print a Configuration Readiness report, Precincts Enabled report, or a second copy of the Zero report, if your jurisdiction requires them. ▶

IMPORTANT: Once you open polls, you can no longer print a Zero report



6 Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶

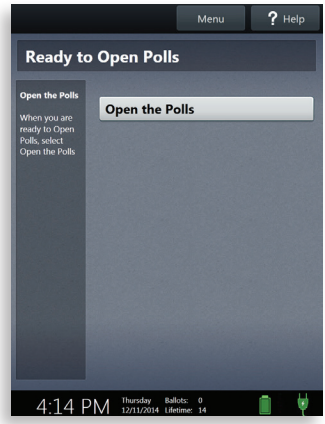


7 Wait while the Open Polls report prints. File the Zero and Open Polls reports according to local guidelines.

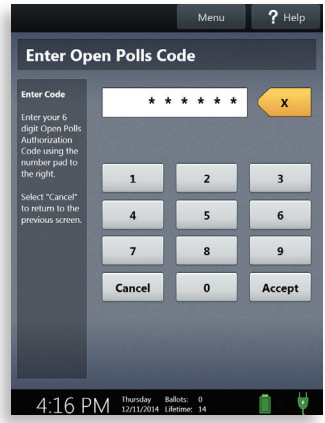
reopening polls *(Early Voting)*

1 To reopen polls during Early Voting, power on the Verity Scan. When prompted, select **Open the Polls**. ▶

Note: *When reopening polls during Early Voting, you will not print a Zero report.*



2 Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶



3 Wait while the Open Polls report prints. File the Open Polls report according to local guidelines.

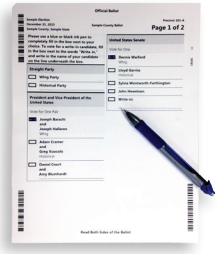
voting with Verity Scan

overview: Verity Scan

Verity Scan is a polling place-based scanner used to scan and cast paper ballots whether they are hand-marked or marked using Verity Touch Writer (for Touch Writer instructions, see page 23).

instructions for hand-marking ballots

1 The voter fills in the selection box to the left of their choices completely using blue or black ink.



2 When the voter has finished marking their ballot, they take the ballot to Verity Scan.

scanning ballots with Verity Scan

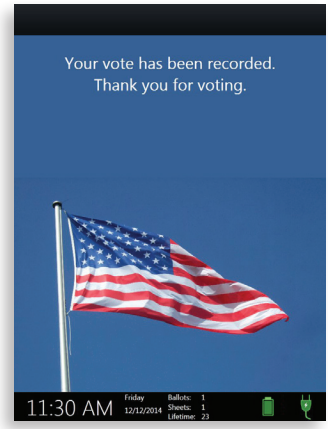
1 Verity Scan is ready to scan when you see the **Insert Ballot** screen. ▶

scanning ballots with Verity Scan, *continued*

2 Voter removes privacy sleeve (*if applicable*) and inserts the voted ballot into Verity Scan. Flashing green arrows indicate the location and direction of the scanner feed. ▶

3 After a ballot has been scanned, the voter waits a brief moment while the ballot is processed. ▶

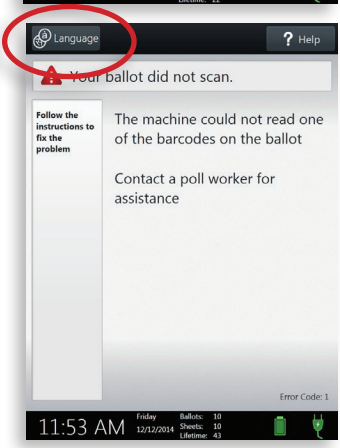
4 The voter's ballot has been cast when they see the waving American flag. If enabled, an audible chime will also be heard. ▶



Verity Scan help and features

- The **Help** button is located at the top right of the Verity Scan screen. This button provides the voter with help text for the voting step currently underway. Select **Exit Help** on the bottom right of the Help screen to return to scanning ballots.

- If errors or other messages appear, Verity Scan may also display a language button in the upper left. Selecting the language button will allow the voter to choose from a list of available languages.



spoiling printed paper ballots

To spoil a printed paper ballot, follow your local procedures (for example, filling out a spoiled ballot log and envelope).

overvotes, undervotes, and blank ballots on Verity Scan

If scanning manually voted paper ballots, and the voter has overvoted (marked too many choices), Verity Scan may allow the voter to:

A Remove their ballot and request a new ballot from the poll worker, or

B Cast their ballot as-is (overvoted contests will not be counted)

If the voter has undervoted (left a contest or contests blank), Verity Scan may allow the voter to:

A Remove their ballot and make changes, or

B Cast their ballot as-is (blank contests will not be counted)

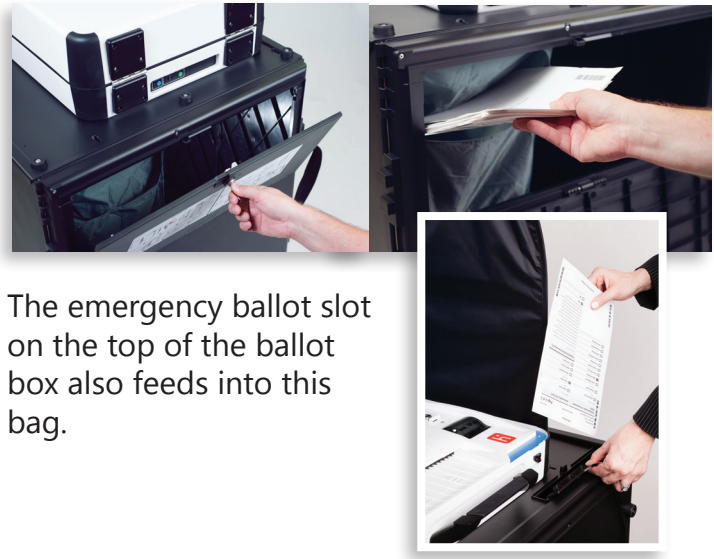
The options available for casting overvoted and undervoted ballots will vary depending on how the election was set up (determined by your jurisdiction). In some jurisdictions, the poll worker must press the poll worker button to accept a ballot as-is. In some jurisdictions, voters may not be given the opportunity to correct their ballot.

provisional ballots

- Follow your local jurisdiction's guidelines for issuing provisional ballots.
- **Provisional ballots should never be scanned at the polling place using Verity Scan.**
- Procedures vary from jurisdiction to jurisdiction; a typical procedure requires that provisional ballots be placed in a provisional ballot envelope, which is then placed in the emergency ballot slot (see below).

the emergency ballot bag *and* emergency ballot slot

- A separate, secure bag for unscanned ballots is included inside the ballot box. It is accessible through an additional locking door located on the back of the Verity Scan ballot box.



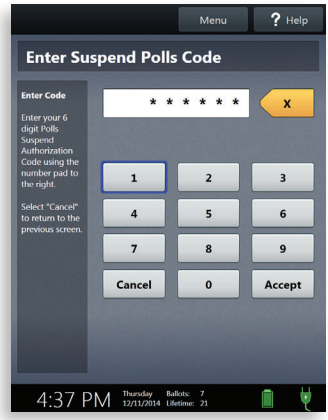
- The emergency ballot slot on the top of the ballot box also feeds into this bag.

suspending polls *(Early Voting)*

1 Press the *blue* poll worker button on the back of the Verity Scan. ▶

2 Select **Suspend Polls**. ▶

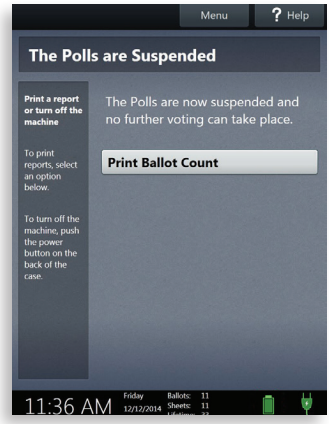
3 Enter the Suspend Polls Code and select **Accept**. A Suspend Polls report will automatically print. ▶



4 Wait while the Suspend Polls report prints.

suspending polls on Verity Scan, *continued*

5 The polls are now suspended. Print and file reports available on the screen as required by your jurisdiction. The available reports may vary and are configured by the election officials in your jurisdiction. You may use the space below to document your local requirements. ▶



local reporting requirements

6 When you have finished printing reports, press the *red* power button on the back of the Verity Scan to power it off. ▶

7 Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring equipment, vDrives, and/or Ballots to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door.

closing polls *(Election Day)*

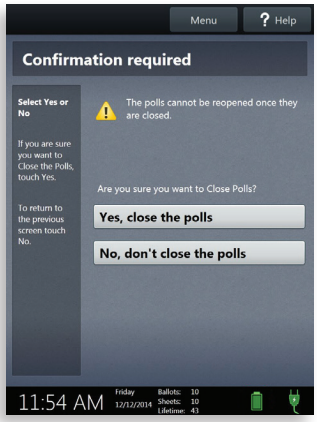
IMPORTANT: Wait until after the close polls time to close polls. Once polls are closed they cannot be reopened on that device.

1 Press the blue poll worker button on the back of the Verity Scan. ▶

2 Select **Close Polls.** ▶

3 Select **Yes, close the polls.** ▶

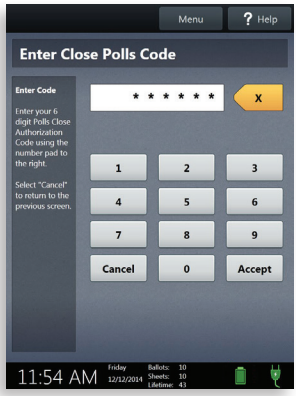
IMPORTANT: Once polls have been closed, they cannot be reopened on that device.



closing polls on Verity Scan, *continued*

4 Enter the Close Polls Code and select **Accept**. ▶

5 Wait while the Close Polls report prints.



6 The polls are now closed. Print and file available reports as required by your jurisdiction. The available reports may vary and are configured by the election officials in your jurisdiction. You may use the space below to document your local requirements.

local reporting requirements

7 Press the *red* power button on the back of the Verity Scan to power it down. ▶

- ▶ Wait for the tablet to be completely powered down and showing a black screen before unlocking and removing it from the cradle
- ▶ After stowing the tablet, make sure to lock it in with the key and pull the blue latch down to secure it in place.

8 Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring equipment, vDrives, and/or ballots to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door. You may use the space below to document local transfer procedures.

local procedures

Verity Touch Writer

Using **Verity Touch Writer,** voters mark digital ballots via a touch screen. After the voter has confirmed their selections, the voter prints the marked ballot. The voter then retrieves and casts the ballot, either using Verity Scan, or into a ballot box to be processed centrally.

Verity Touch Writer is compatible with **Verity Access**, an interface providing additional input options: a move wheel and select button, headphones, and tactile switches.

Verity Touch Writer with Access and ballot printer

For a detailed visual guide to the setup and operation of the Verity Touch Writer, see the ***Verity Polling Place Operations Guide: Scan & Touch Writer****.*

setting up Verity Touch Writer

1 Set up the ballot printer table and set the ballot printer on the table. ▶

2 Plug in the square end of the USB printer cable into the printer. (The flat end of the cord will be plugged into the Verity Touch Writer.) ▶

3 Insert the printer power cord into the printer and the other end into an outlet or UPS/battery backup. ▶

4 Load the ballot printer with appropriate ballot paper.

setting up Verity Touch Writer, *continued*

5 Press the switch on the bottom right side of the printer to power it on.

IMPORTANT: Make sure you have powered on the printer before you set up Verity Touch Writer and power it on.

6 Assemble and position the Verity Touch Writer booth according to your polling place layout plan. Position the booth next to the ballot printer. Place the Verity Touch Writer on the booth and lock in place. ▶

7 Unlock the case (if locked). Open the case and remove the power brick, power cord, and headphones from the storage compartment. Close the compartment and case. ▶

8 Plug in the Verity Touch Writer power cord into the power brick and then plug the power brick into the back of the Verity Touch Writer (flat side up). ▶

setting up Verity Touch Writer, *continued*

9 Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Touch Writer, with the notch facing up. ▶

10 Open the Verity Touch Writer case and lock the lid brace in place. Unlock, unlatch and remove the tablet. ▶

11 Seat the Verity Touch Writer tablet in its cradle, tilt it back, and lock it in place. ▶

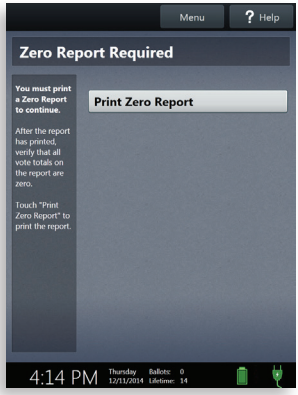
12 Verify the Verity Touch Writer device seals, per local procedure. Attach privacy screens. ▶

13 Plug in the Verity Touch Writer power cord into AC power and press the *red* button on the back of the Verity Touch Writer to power it on. ▶

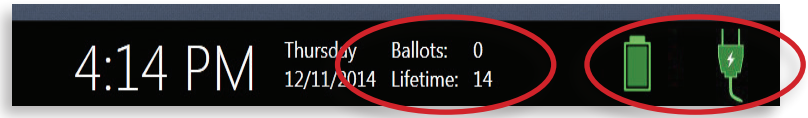
Verity Touch Writer orientation

screen orientation

When powered up for the first time on Election Day (or the first day of Early Voting), Verity Touch Writer should display the **Print Zero Report** screen. ▶



In addition to the date and time, the following appears at the bottom of the screen: ▼



- **Ballots**: The number of ballots printed using the Verity Touch Writer for the current election; at the start of Election Day, or the start of the first day of Early Voting, this number should be zero.
- **Lifetime Count**: The number of ballots printed using the Verity Touch Writer for the lifetime of the device (for all elections).
- **Battery and AC power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level is found on the Verity Touch Writer Power-On Self Test report.

poll worker button

The blue poll worker button is located on the back of Verity Touch Writer. This button is used for certain actions such as printing reports and issuing access codes.

about Verity Access

Verity Access allows voters with disabilities to vote privately and independently, and is compatible with headphones, tactile input switches, and/or other inputs such as sip-and-puff devices. With Verity Access, a voter can:

- Navigate through a ballot with the Move wheel
- Make selections on a ballot with the Select button

installing headphones and tactile switches

1 Lift the Verity Access controller from its cradle.

2 Plug the headphones into the headphone jack on the top left of the Verity Access. ▶

3 Plug the tactile switches, sip-and-puff, or any other dual-switch input device into the jack on the top right of the Verity Access. ▶

thermal printer operation

1 The thermal printer is located on the right-hand side of the Verity Touch Writer. ▶

2 To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you. ▶

3 To replace paper: Place the new paper roll into the printer as shown. Paper must roll out from the bottom. ▶

4 Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper. ▶

opening polls

You must open polls on the first day of Early Voting, and on Election Day. For instructions on reopening polls on the second or subsequent day of Early Voting, see page 32.

1 Setup and power on the Verity Touch Writer. Confirm that you are running on AC power (see page 27).

2 Select **Print Zero Report.** ▶

Note: *If you are reopening polls during Early Voting (e.g. on the second day of Early Voting, or later), then you will not print a Zero report. See page 32.*

3 Wait while the Zero report prints (on the built-in thermal printer). Using the Zero report, check the following:

- ▶ Verify the ballot count total on the Zero report is ZERO and enter it in the Reconciliation Log.
- ▶ Verify that the precinct(s) and polling place on the report are correct.

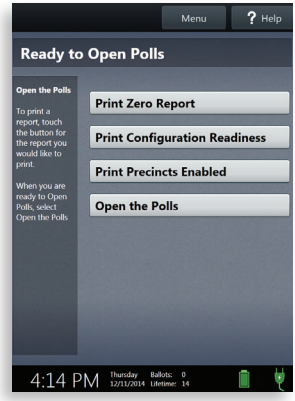
If these items are not correct, contact your elections office

opening polls, *continued*

4 Verify that the clock in the bottom left corner of the screen displays the correct time.

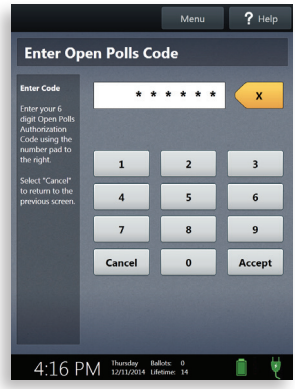
If the clock is not correct, contact your elections office

5 Select **Open the Polls.** You can also print a Configuration report, Precincts Enabled report, or a second copy of the Zero report, if your jurisdiction requires them. ▶



IMPORTANT: Once you open polls, you can no longer print a Zero report

6 Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶

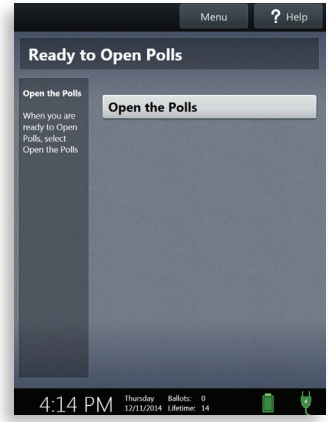


7 Wait while the Open Polls report prints. File the Zero and Open Polls reports according to local guidelines.

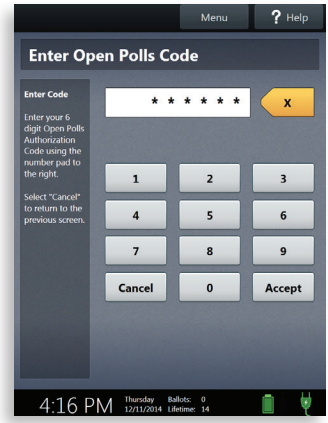
reopening polls *(early voting)*

1 To reopen polls during Early Voting, power on the Verity Touch Writer. When prompted, select **Open the Polls**. ▶

NOTE: *When reopening polls during Early Voting, you will not print a Zero report.*



2 Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶



3 Wait while the Open Polls report prints. File the Open Polls report according to local guidelines.

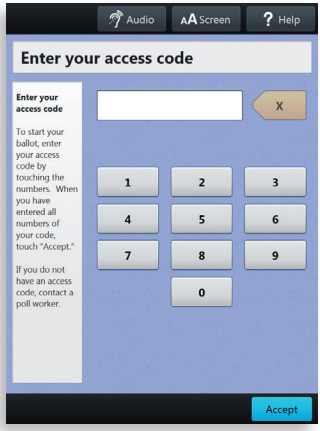
voting with Verity Touch Writer

overview: Verity Touch Writer

Verity Touch Writer is an accessible ballot marking device. On Verity Touch Writer, poll workers will create an access code, hand the printed access code to the voter, and allow the voter to enter the access code and begin voting. When they are finished voting, the voter will print the marked ballot.

creating voter access codes

1 When Verity Touch Writer is ready for a voter, the **Enter Access Code** screen will display (or, if multiple Languages are available, the **Select Language** screen will display). ▶

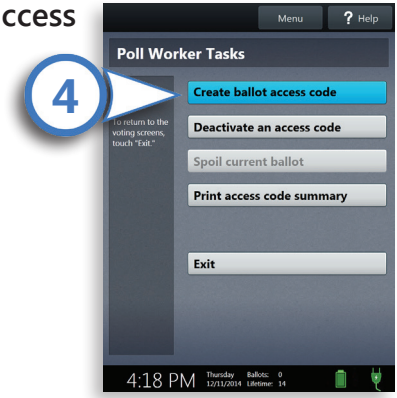


2 Press the *blue* poll worker button on the back of the Verity Touch Writer. ▶

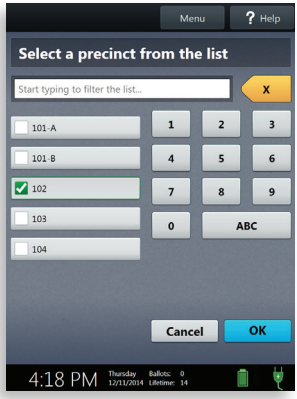
3 Enter the Poll Worker Code and select **Accept**.

creating voter access codes, *continued*

4 Select **Create ballot access code.** ▶

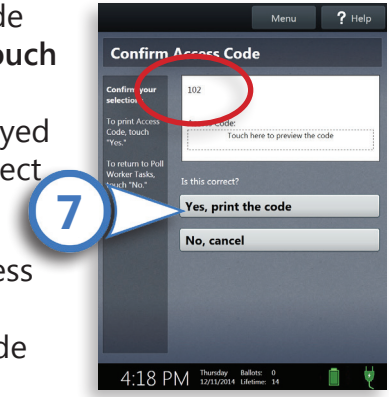


5 Choose the correct precinct from the list, and then select **OK.** ▶



6 (*Primary Elections only*) Choose the party, and then select **OK.**

7 To view the access code before printing, tap **Touch here to preview the code.** Confirm the precinct displayed in the top left, and then select **Yes, print the code.** ▶

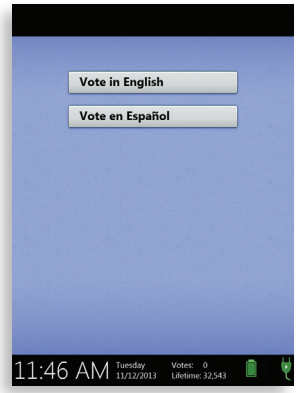


8 Hand the printed Access Code to the voter and allow them to enter the code and begin voting.

marking ballots with Verity Touch Writer

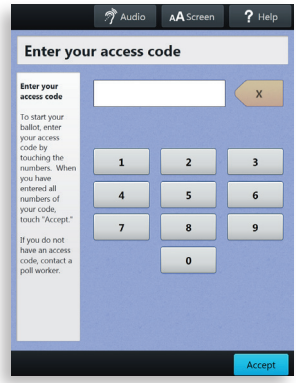
1 Voter selects Language *(if applicable)*. ▶

- If applicable, the voter will choose their language before entering their Access Code.
- Language selected applies to both Verity Touch Writer instructions *and* the ballot.
- Language can be changed at any time by accessing the language menu (see page 38).



2 Voter enters their access code, and then selects **Accept**. ▶

- The voter can enter the access code using the touch screen, or the Verity Access.

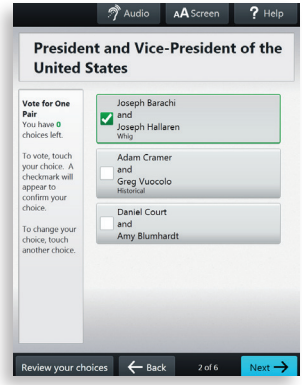


3 Voter selects **Begin Voting**. ▶

- Voters can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot.
- The Language (if applicable), Audio, and Screen settings and the Help button are also available (see page 38).

marking ballots with Verity Touch Writer, *continued*

4 Make choices; The voter can use the touch screen, or the Move button and Select wheel on the Access device. ▶

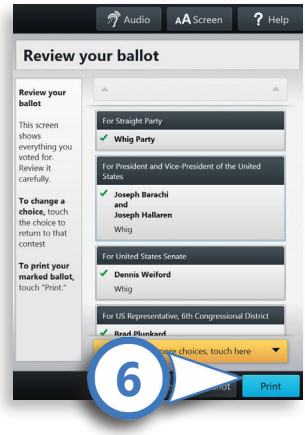


- A selected choice will display a green box with check mark to the left of the choice.
- The voter can select **Review your choices** to review ballot choices.
- The **Next** button advances to the next contest on the ballot.

5 When the voter has reached the end of the ballot, the **Review your ballot** screen appears.

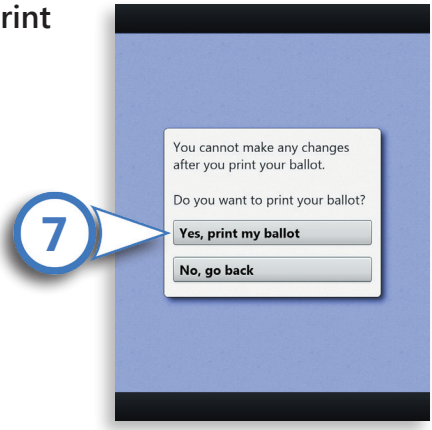
- Select a specific contest to return to that contest on the ballot or select **Return to ballot** to go to the last contest visited.

6 After reviewing and confirming choices, the voter selects **Print** to print the ballot. ▶



marking ballots with Verity Touch Writer, *continued*

7 Voter selects **Yes, print my ballot**. ▶



8 The voter retrieves the printed ballot (from the ballot printer next to the Verity Touch Writer) and takes it to Verity Scan or ballot box to cast their ballot.

making write-in choices

1 To vote for a write-in candidate on the ballot (may not be available on all contests): On the page for that contest, the voter selects "**To enter a write in, touch here**".

2 Voter types the name of the desired write-in, and then selects **Accept**.

3 The write-in will appear with a green box with check mark to its left, along with the write-in candidate name that the voter typed.

Verity Touch Writer help and features

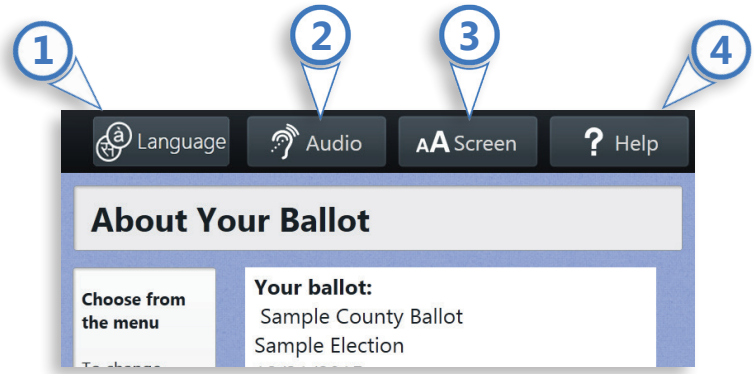
Each Verity Touch Writer is equipped with context-specific help text and settings that can be accessed from the touch screen. To exit help or settings screens and resume voting, select **Exit Help** or **Return to ballot** on the bottom right.

1 If multiple languages are available, a **Language Button** is located at the top left of the screen. Select this button to change the language of the instructions and ballot.

2 The **Audio Button** is at the top center left of the screen. Select this button to change the audio settings (volume and speed) for the headphones.

3 The **Screen Button** is at the top center right of the screen. Select this button to change the screen settings (contrast and text size) and to turn off the screen off (if using headphones only).

4 The **Help Button** is at the top right of the screen. Select this button to see help text for the voting step currently underway.



deactivating/checking an Access Code

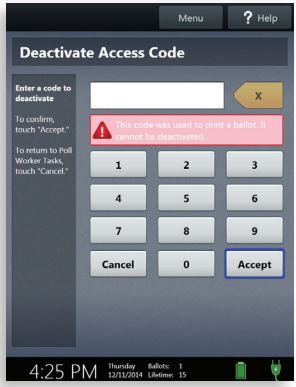
1 Push the *blue* poll worker button at the back of the Verity Touch Writer. ▶

2 Enter the Poll Worker Code and select **Accept**.

3 Select **Deactivate an access code**. ▶

4 Enter the access code. Select **Accept** to deactivate a code. If the code cannot be deactivated, a message will display explaining why: ▶

- The code was used to print a ballot.
- The code was spoiled.
- The code is expired.



5 Select **OK**.

Ensure voter is qualified and has not already voted before issuing a new access code.

printing an access code summary

- You can print an access code summary on Verity Touch Writer at any time. This report lists the number of access codes issued (grouped by status) and the total number of ballots printed.

1 Press the *blue* poll worker button on the back of the Verity Touch Writer.

2 Enter the Poll Worker Code and select **Accept**.

3 Select **Print access code summary**. ▶

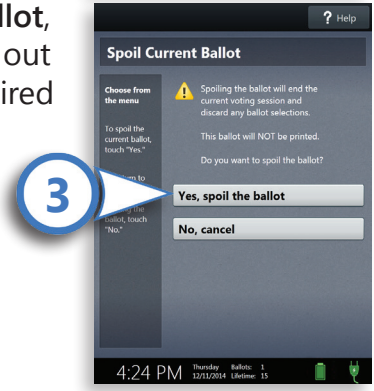
spoiling a ballot on Verity Touch Writer

(if ballot has not been printed)

1 Press the *blue* poll worker button on the back of the Verity Touch Writer. ▶ Enter the Poll Worker Code and select **Accept**.

2 Select **Spoil current ballot**. ▶

3 Select **Yes, spoil the ballot**, and then select **OK.** Fill out and file any paperwork required by your jurisdiction. ▶



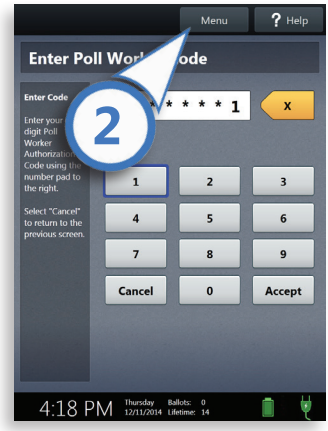
spoiling printed paper ballots

To spoil a ballot that has already been printed from Verity Touch Writer, follow your local procedures (for example, filling out a spoiled ballot log and envelope).

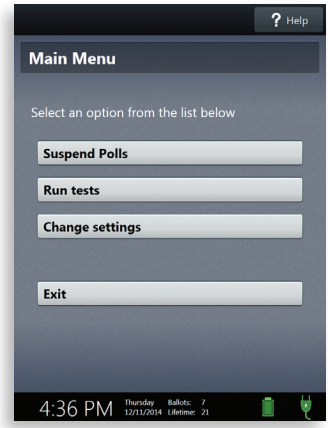
suspending polls *(Early Voting)*

1 Press the *blue* poll worker button on the back of the Verity Touch Writer. ▶

2 Select **Menu** at the top of the screen. ▶

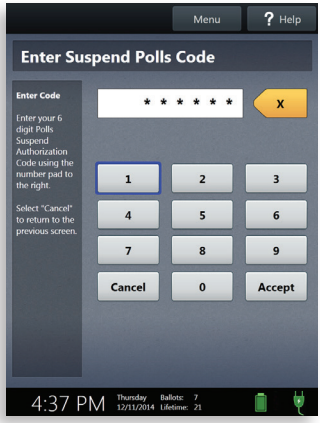


3 Select **Suspend Polls**. ▶



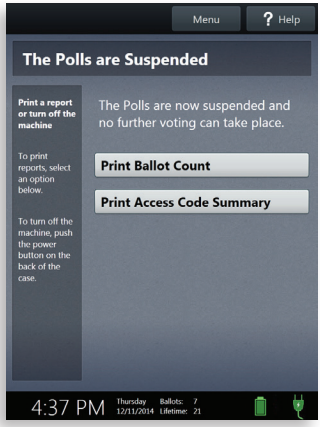
suspending polls on Verity Touch Writer, *continued*

4 Enter the Suspend Polls Code and select **Accept**. A Suspend Polls report will automatically print. ▶



5 Wait while the Suspend Polls report prints.

6 The polls are now suspended. Print and file reports available on the screen as required by your jurisdiction. ▶



7 When you have finished printing reports, press the *red* power button on the back of the Verity Touch Writer to power it off.

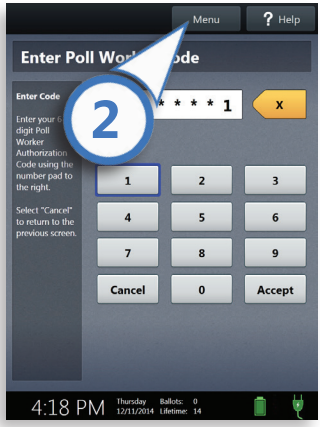
8 Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring equipment, vDrives, and/or Ballots to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door.

closing polls *(Election Day)*

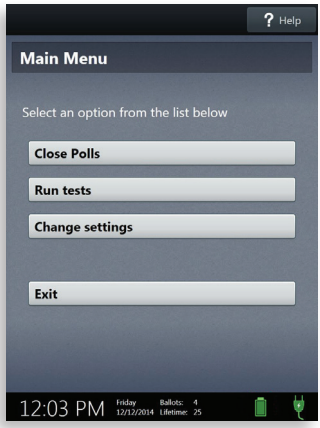
IMPORTANT: Wait until after the close polls time to close polls. Once polls are closed they cannot be reopened on that device.

1 Press the *blue* poll worker button on the back of the Verity Touch Writer. ▶

2 Select **Menu** at the top of the screen. ▶



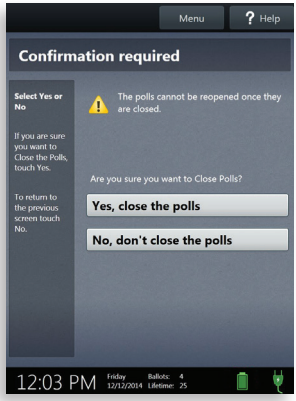
3 Select **Close Polls**. ▶



closing polls on Verity Touch Writer, *continued*

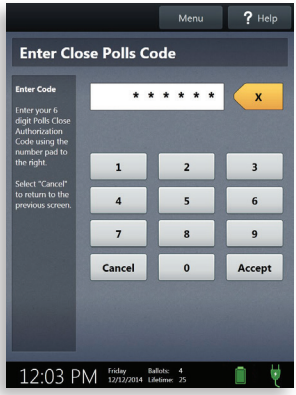
4 Select **Yes, close the polls.** ▶

IMPORTANT: Once polls have been closed, they cannot be reopened on that device.

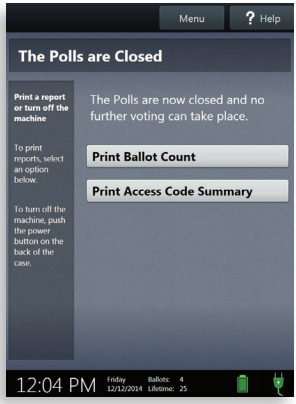


5 Enter the Close Polls Code and select **Accept**. ▶

6 Wait while the Close Polls report prints.



7 The polls are now closed. Print and file available reports as required by your jurisdiction. The available reports may vary and are configured by the election officials in your jurisdiction.



closing polls on Verity Touch Writer, *continued*

8 Press the *red* power button on the back of the Verity Touch Writer to power it down.

- Wait for the tablet to be completely powered down and showing a black screen before unlocking and removing it from the cradle
- After stowing the tablet, make sure to lock it in with the key and pull the blue latch down to secure it in place.

9 Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring equipment to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door. You can use the space on the following page to document local transfer procedures.

local procedures

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