



**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*.



poll worker's field guide



version 2.X

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Verity Print

Using **Verity Print**, you can print and issue blank paper ballots to voters using an attached ballot printer. The voter votes their ballot and casts it either using Verity Scan, or into a ballot box to be scanned centrally.



Verity Print
and ballot printer



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 Print has its own vDrive.

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

setting up Verity Print

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 Print.) ▶



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



setting up Verity Print, *continued*

4 Load the ballot printer with appropriate ballot paper.

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 Print and power it on.

6 Position the Verity Print on a table next to the ballot printer.

7 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. ▶



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



setting up Verity Print, *continued*

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



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



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



12 Verify the Verity Print device seals, per local procedure.

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



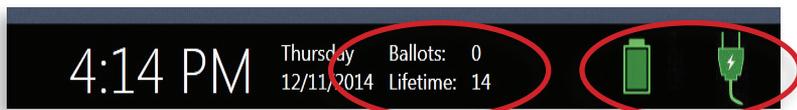
Verity Print orientation

screen orientation

When powered up for the first time on Election Day (or the first day of Early Voting), Verity Print 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 Print 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 Print 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 Print Power-On Self Test report.

thermal printer operation

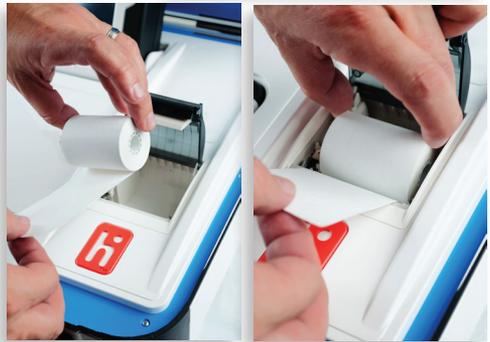
1 The thermal printer is located on the right-hand side of the Verity Print. ▶



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 13.

1 Setup and power on the Verity Print. Confirm that you are running on AC power (see page 9).

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 13.*



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 Print. 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. ▶

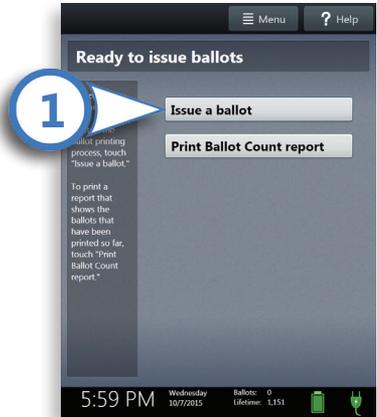


3 Wait while the Open Polls report prints. File the Open Polls report according to local guidelines.

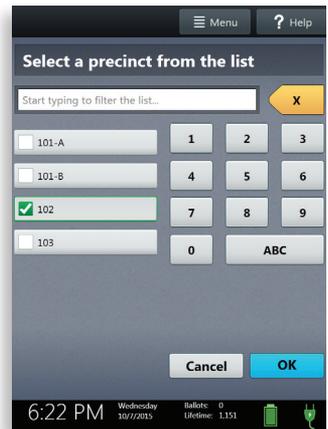
issuing ballots with Verity Print

printing ballots

1 When a Verity Print is powered on and polls are open, the **Ready to issue ballots** screen will display. Select **Issue a ballot**. ▶



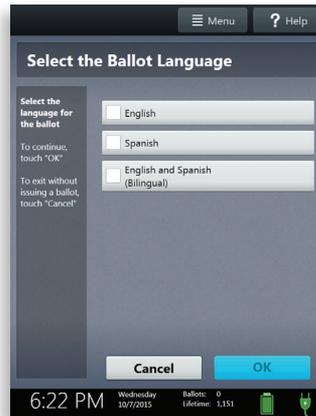
2 Choose the precinct, and then select **OK**. ▶



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

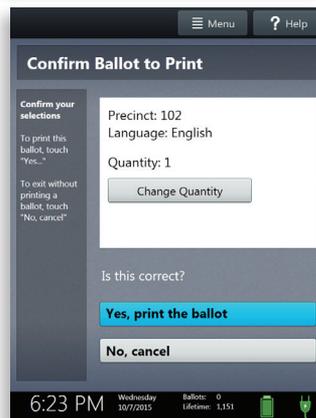
printing ballots, *continued*

4 Choose the ballot language, and then select **OK**. ▶

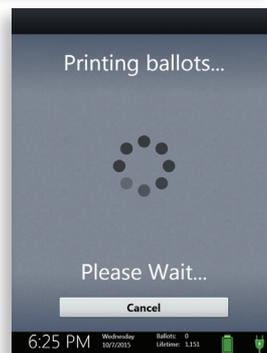


5 Verify that the correct precinct and language are displayed on the screen (and party, if this is a primary election). ▶

- To change the quantity of ballots to print, select **Change Quantity**, enter the number of ballots to print, and then select **Accept**. You may print up to 100 ballots at a time.



6 Wait while the ballots print on the attached ballot printer. ▶



using the Autoballot barcode scanner to issue ballots

If your jurisdiction has Verity Autoballot, you can use a barcode reader attached to the Verity Print to scan barcode labels produced by your electronic pollbook. When using Autoballot, you will scan the barcode, skipping steps 1-4 of the **printing ballots** section. For more information, see the *AutoBallot User Guide*.

printing errors

If an error occurs during printing (for example, the printer is out of paper), the nature of the error will be shown on the screen. Follow the directions on the screen to resolve the issue. ▶



spoiling printed paper ballots

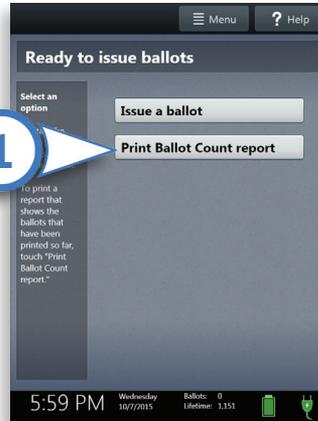
To spoil a ballot that has already been printed from Verity Print, or to spoil a preprinted paper ballot, follow your local procedures (for example, filling out a spoiled ballot log and envelope).

printing a Ballot Count report

You can print a Ballot Count report on Verity Print at any time while polls are open, and after polls are suspended or closed.

1 On the Ready to issue ballots screen, select **Print Ballot Count report**. ▶

2 Wait while the report prints on Verity Print's built-in thermal printer. File the report according to local jurisdiction rules.



accessing Verity Print help

Verity Print is equipped with built-in help text that can be accessed from the touch screen. The content of the Help screen will vary depending on the context.

1 Select **Help** at the top right of the Verity Print screen to access the Help screen. ▶

2 To exit the help screen and resume issuing ballots, select **Exit Help** on the bottom right of the Help screen.



suspending polls *(Early Voting)*

- 1** Select **Menu** at the top of the screen. ▶



- 2** Select **Suspend Polls**. ▶



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



suspending polls on Verity Print, *continued*

4 Wait while the Suspend Polls report prints. ▶



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



6 When you have finished printing reports, press the red power button on the back of the Verity Print 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.

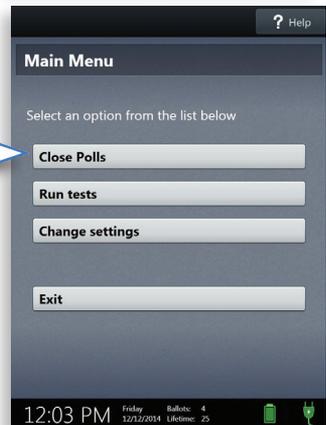
closing polls *(Election Day)*

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

- 1** Select **Menu** at the top of the screen. ▶



- 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 Print, *continued*

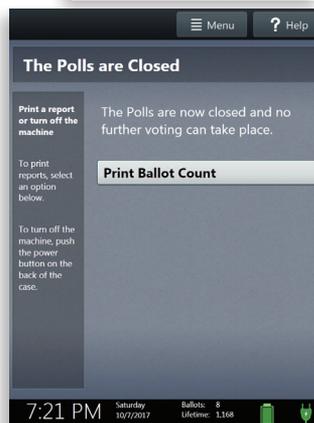
- 4** Enter the Close Polls Code and select **Accept**. ▶



- 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.



closing polls on Verity Print, *continued*

7 Press the red power button on the back of the Verity Print 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.

TIP: The Verity power cord has a connector that locks into place. When inserting the connector into a Verity device, it will make a small “click.” To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device, and slide back the sleeve. This will unlock the connection so that the cord may be removed.

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 can use the space on the following page to document local transfer procedures.

local procedures



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