



VERITY®

**polling place
operations guide**



Hart InterCivic Quality and Information Security Policy

Hart InterCivic is committed to consistently providing high quality products and services for its customers through adherence to its established hardware and software Quality Management Systems, complying with customer, statutory, and regulatory requirements, and a commitment to continual improvement. Hart InterCivic is also committed to the integrity and the security of the information used in the product development process, in the products themselves, and in our management of customer data during the implementation process.

This DOCUMENT and the SOFTWARE, HARDWARE, and FIRMWARE to which it pertains contain confidential and proprietary information belonging exclusively to Hart InterCivic, Inc. No part of this publication may be modified, reproduced, stored in a retrieval system, or transmitted in any form, distributed by any electronic or mechanical means, photocopied, recorded, or otherwise reproduced or distributed without prior written permission from authorized personnel at Hart InterCivic, Inc. Any person receiving this document has a duty to take reasonable precautions preventing unauthorized use or disclosure of the contents.

Trademarks

Hart InterCivic and Verity are registered trademarks of Hart InterCivic, Inc.

Hart InterCivic disclaims any proprietary interest in the marks and names of others.



Hart InterCivic, Inc.
15500 Wells Port Drive
Austin, TX 78728
Help Desk: 866.275.4275 (866.ASK.HART)
eFax: 512.252.6925
eMail: hartsupport@hartic.com
Hart Support Online: <https://hartsupport.hartic.com>

Document Number 6642-002 A
© 2016 Hart InterCivic, Inc.
All Rights Reserved



polling place operations guide



version 2.X

contents



introduction

10

about this guide.....	10
objectives of the training course.....	11
Verity system components.....	12
polling place planning.....	14
<i>sample supplies checklist.....</i>	<i>17</i>

Verity Scan

21

1 setting up Verity Scan

22

setting up the ballot box.....	22
setting up Verity Scan.....	28
<i>Verity Scan setup checklist.....</i>	<i>34</i>

2 Verity Scan orientation **36**

screen orientation.....	36
poll worker button.....	38
thermal printer operation.....	39
entering passcodes.....	41

3 opening polls on Verity Scan **42**

open polls procedure.....	42
<i>about the Zero report.....</i>	<i>44</i>
reopening polls (Early Voting).....	48
<i>opening polls checklist.....</i>	<i>49</i>

4 voting with Verity Scan **50**

voter privacy and assisting voters.....	50
instructions for hand-marking ballots.....	51
the Verity Scan insert ballot screen.....	52
scanning marked ballots with Verity Scan.....	53
Verity Scan help buttons and features.....	55
spoiling printed paper ballots.....	56
scanning overvoted ballots.....	57
scanning undervoted and blank ballots.....	58
scanning problems.....	59
provisional ballots.....	59
<i>the emergency ballot bag/emergency ballot slot.....</i>	<i>60</i>

other Verity Scan features.....61

Run Tests, Change Settings, and Administrator menus.....61

**5 suspending and closing
polls on Verity Scan** **62**

suspending polls on Verity Scan (Early Voting).....62

closing polls on Verity Scan (Election Day).....66

Verity Touch Writer **71**

1 setting up Verity Touch Writer **72**

setting up the ballot printer.....72

setting up Verity Touch Writer voting booth.....79

setting up Verity Touch Writer.....83

Verity Touch Writer setup checklist.....90

2 Verity Touch Writer orientation **92**

screen orientation.....92

entering passcodes.....94

poll worker button.....94

thermal printer operation.....95

**3 opening polls on
Verity Touch Writer** **98**

opening polls.....98

about the zero report.....100

reopening polls (Early Voting).....	104
opening polls checklist.....	105
4 voting with Verity Touch Writer	106
voter privacy and assisting voters.....	106
creating voter Access Codes.....	107
marking ballots with Verity Touch Writer.....	110
making write-in choices.....	116
printing blank ballots.....	117
Verity Touch Writer help and features.....	118
about Verity Access.....	122
installing headphones.....	123
installing tactile switches/input devices.....	124
spoiling a ballot on Verity Touch Writer.....	125
spoiling printed paper ballots.....	126
deactivating an Access Code.....	127
printing Access Code summaries.....	130
other Verity Touch Writer features.....	131
Run Tests, Change Settings, and Administrator menus.....	131
5 suspending and closing polls on Verity Touch Writer	132
suspending polls on Touch Writer (Early Voting).....	132
closing polls on Touch Writer (Election Day).....	137

contents

appendix A: best practices 142

power supply best practices.....142

polling place security recommendations.....143

appendix B: device reports 144

list of Verity device reports.....145

glossary 148

index 166



introduction

about this guide

This guide outlines the steps to deploy and operate Verity polling place equipment. The particular device implementation may vary depending on your state and jurisdiction.

This document provides step-by-step instructions for each of the essential polling place tasks, including setting up the voting devices, opening polls, working with voters, and closing polls. The *Verity Polling Place Operations Guide* is designed as an accompaniment to the **Verity Polling Place Operations** training course, as well as a guide for use by election staff and poll workers in a real election environment. For a condensed version of this guide, see the *Verity Poll Worker's Field Guide*.

objectives of the Verity Polling Place Operations training course

In the **Verity Polling Place Operations** training course associated with this document, election officials and staff will train poll workers on the procedures necessary to set up and operate a polling place successfully using the Verity Voting System. Election officials and staff learn the techniques necessary to conduct a successful training in the **Verity Train the Trainer** training course, taught by Hart instructors.



Verity system components

TIP:

The particular quantities and types of voting equipment used at your polling place may vary depending on your jurisdiction.

Verity Scan

- ▶ **Verity Scan** is a polling place-based digital scanner for voted paper ballots. Verity Scan can be used with hand-marked ballots or with those printed using Verity Touch Writer. Verity Scan allows the voter the opportunity to check and correct the ballot before casting. Verity Scan deposits scanned ballots into its ballot box for secure storage.



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 on the attached printer. The voter then retrieves and casts the paper ballot.



Verity Touch Writer with Access and ballot printer

Verity system components, *continued*

Verity Access

- ▶ Verity Touch Writer devices are compatible with **Verity Access**, which provides the voter with additional input options: a move wheel and select button, headphones, and tactile switch or sip-and-puff devices. The Verity Access can be docked within Verity Touch Writer or held in hand.



Verity vDrives

- ▶ 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 and Touch Writer has its own vDrive.

polling place planning

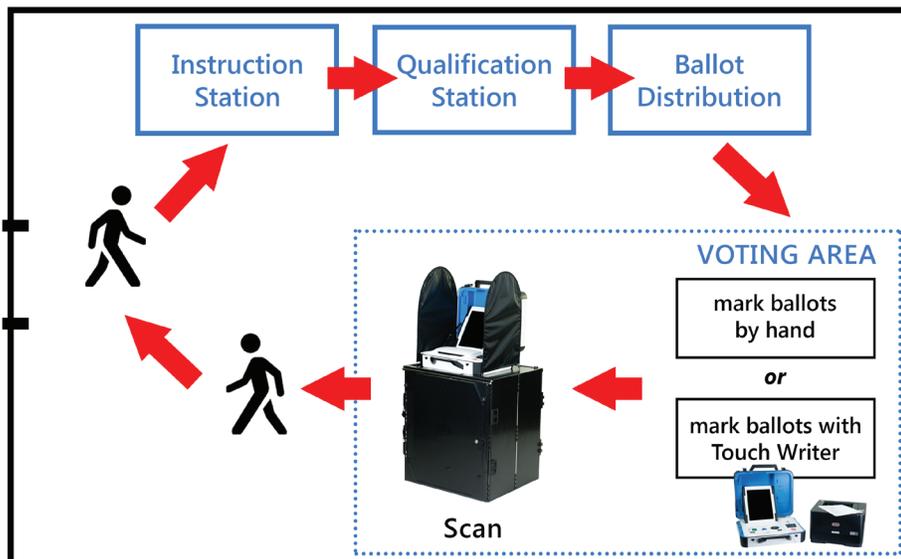
Before polls open, it is important to plan carefully to ensure a smooth experience for both voters and poll workers alike. This section describes the necessary steps to prepare the polling place for voting.

- 1 Plan** the polling place layout to ensure smooth flow of voters.
- 2 Check** supplies (hardware, accessories, paperwork, etc.).
- 3 Familiarize** yourself with contingency procedures.

1 follow a polling place layout plan

- ▶ Polling place layout should be planned to ensure a smooth flow of voters. Layouts will vary depending on implementation.
- ▶ Supplies should be staged for easy access by poll workers.
- ▶ Voting devices should be positioned to ensure adequate privacy for voters.
- ▶ Never leave voting equipment unattended while polling place is open.

sample polling place layout



2 maintain and check a supplies checklist

- ▶ Supplies may include: polling place devices and accessories, signage, and paperwork.
- ▶ Election officials should plan for appropriate quantities of all supplies based on the expected needs of each specific polling place.
- ▶ Prior to opening polls, polling place staff should check that they have all supplies on the checklist in the appropriate quantities.



sample supplies checklist

- voting device(s)
- ballot box(es) and booth(s)
- ballot printer(s) *(if applicable)*
- headphones
- tactile switches
- power bricks and cords
- power strips and extension cords
- tables and chairs
- voter qualification supplies
(pollbook, label printer, etc.)
- paper for thermal printers
- paper/toner for ballot
printer(s) *(if applicable)*
- polling place layout plan
- sample ballots
- instructional flyers, etc.
- logs and envelopes
- preprinted paper ballots and pens
(in the event of an extended power loss)

3 review any contingency plans in case of emergency

- ▶ Polling place staff should familiarize themselves with proper emergency procedures in case of weather-related or other disasters.
- ▶ In the case of extended power loss, poll workers should be aware of proper procedures for providing paper ballots to voters.
- ▶ Review and follow proper chain-of-custody procedures, whether operating during periods of power loss, or during normal operations.
- ▶ Review local procedures for dealing with equipment failures and operation from battery power.
- ▶ Review local security procedures.



Verity Scan



1

setting up Verity Scan

setting up the ballot box

1 Position the folded ballot box as shown. ▶



setting up the ballot box, *continued*

2 Unlatch the 4 clips (2 on each side). ▼

3 Pull open the ballot box. ▼



4 Press the side panels outward until they are flat, being careful not to pinch your hands or fingers. ►



setting up the ballot box, *continued*

5 Lower the bottom panel but do not press down. ▶



6 Release the lid by unhooking the 3 straps. ▶



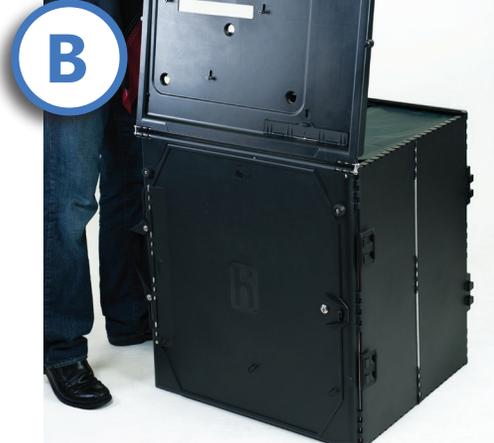
setting up the ballot box, *continued*

7 Pull on the string on the underside of the lid towards you to unlock the lid latch. ▶▼



setting up the ballot box, *continued*

8 Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of ballot box, and then press it down. Do not force it.

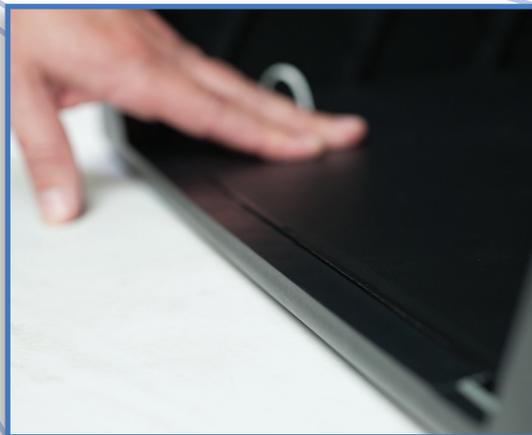


setting up the ballot box, *continued*

9 Unlock the front door with the ballot box key. ▶



10 Press firmly on bottom panel to lock it in place. ▶



setting up Verity Scan

- 1 Set the Verity Scan on top of the ballot box, aligning footpads with the indentations. ▼



- 2 Reach inside the ballot box and push the latch away from you to lock the lid and the Verity Scan in place. ▼



- 3 Close and lock the front ballot box door. ▼



setting up Verity Scan *(continued)*

- 4** 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. ▶



- 5** Plug the power cord into the power brick. ▶



- 6** Plug the power brick into the back of the Verity Scan (flat part up). ▼



setting up Verity Scan, *continued*

- 7** Open the Verity Scan case and push the lid brace to lock it into place. ▼



- 8** Unlock the tablet. ▼



- 9** Open the latch. ▼



setting up Verity Scan, *continued*

- 10** Remove the tablet from the storage compartment. ▼



- 11** Seat the tablet in its cradle & tilt it back. ▼



setting up Verity Scan, *continued*

12 Lock the tablet in place.



! IMPORTANT: Verity Scan will not function unless the lock is engaged.

13 Plug the power cord into a power strip/
wall outlet.



setting up Verity Scan, *continued*

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



15 Power on the Verity Scan using the red power button on the back of the device. ▼



16 During the power on process, the Verity Scan will print the Power-On Self Test report on its built-in thermal printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and restart the device using the red power button.

TIP: Note that software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting system to verify the authenticity of the software before allowing it to operate.

Verity Scan setup checklist

- 1** Set up ballot box *(page 22)*
- 2** Set up Verity Scan *(page 28)*
- 3** Power on Verity Scan



2

Verity Scan orientation

screen orientation

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



screen orientation, *continued*



The following information appears at the bottom of the screen:

Ballots

- ▶ This is 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

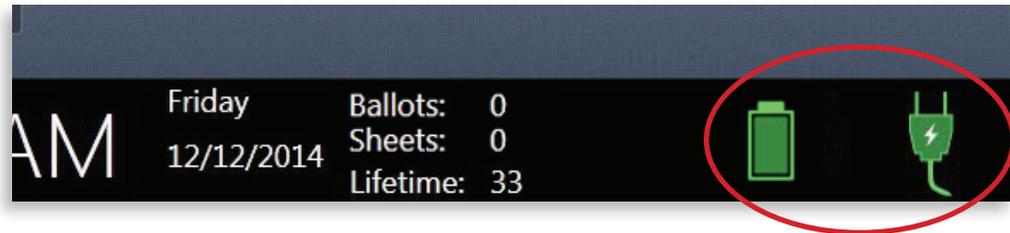
- ▶ This is the number of ballot sheets scanned on the Verity Scan for the current election.
- ▶ At the start of Election Day, or the start of the first day of Early Voting, this number should be zero.

Lifetime

- ▶ This is the number of ballots scanned and cast on the Verity Scan for the lifetime of the device (for all elections).
- ▶ This number will vary.

Verity Scan orientation

screen orientation, *continued*



AC and Battery Power indicators

- ▶ A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Verity Scan Power-On Self Test report.

! IMPORTANT: All devices should have access to both AC power and battery power.

poll worker button

The blue poll worker button is located on the back of Verity Scan. This button is used for certain actions such as accessing the close polls menu and (depending on the election settings chosen in your jurisdiction) overriding rejected ballots. ▶



thermal printer operation

The built-in thermal printer is used to print device reports.

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



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



Verity Scan orientation

thermal printer operation, *continued*

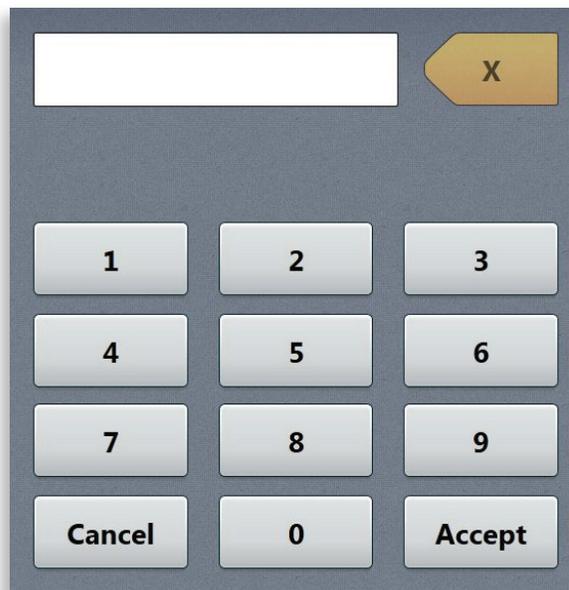
3 To replace paper: Place the new paper roll into the printer as shown. Paper must roll out from the bottom. ▼



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. ►



entering passcodes



- ▶ Passcodes can be entered via the device touch screen.
- ▶ Passcodes must be 6 digits long.
- ▶ Passcodes are determined by your local election office prior to the election.
- ▶ Selecting the yellow button to the right of the passcode field will delete the last character entered. Select **Cancel** to return to the previous screen.
- ▶ After entering the passcode, select **Accept** to proceed.

3

opening polls on Verity Scan

open polls procedure

! IMPORTANT: Polls should not be opened until the time designated by your jurisdiction. However, should you inadvertently open polls before directed, do NOT close polls; simply wait for the designated time before admitting voters into the polling place.

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 48.

open polls procedure, continued

- 1 Setup and power on all devices. Confirm that you are running on AC power (see page 38). ▶



- 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 48.*



- 3 Wait while the Zero report prints on the Verity Scan thermal printer.

! IMPORTANT: The Zero report must be printed before opening polls (unless you are reopening polls during Early Voting - see page 104).

opening polls on Verity Scan

about the Zero report

- ▶ This report verifies that no votes have been cast on the device for the current election. It should also be used to verify that the precinct(s) and polling place are correct.
- ▶ The Zero report must be printed before opening polls.
- ▶ File this report as per your local jurisdiction guidelines.

VOTING MACHINE SURVEY		0
BALLOT		
Election Date: 1/23/2014		0
County of Fairfax		0
Sample Polling Place		0
Early Voting		0
Verity Scan		0
S/N: 345642		0
Version: 01.01.45		0
Ballot Counter:	0	0
Lifetime Counter:	5034	0
Zero Report		
02/07/2014 1:43 PM		
Tally Summary Report By		
Contest		
Precincts/Splits Included:	5	
<u>Mayor of Mount Rushmore</u>		
George Washington	0	0
Thomas Jefferson	0	0
Abraham Lincoln		
Theodore Roosevelt		
Write-ins		0
Undervotes		0
Overvotes		0
Members of Parliament		0
All ZEROS		
Official Signatures		

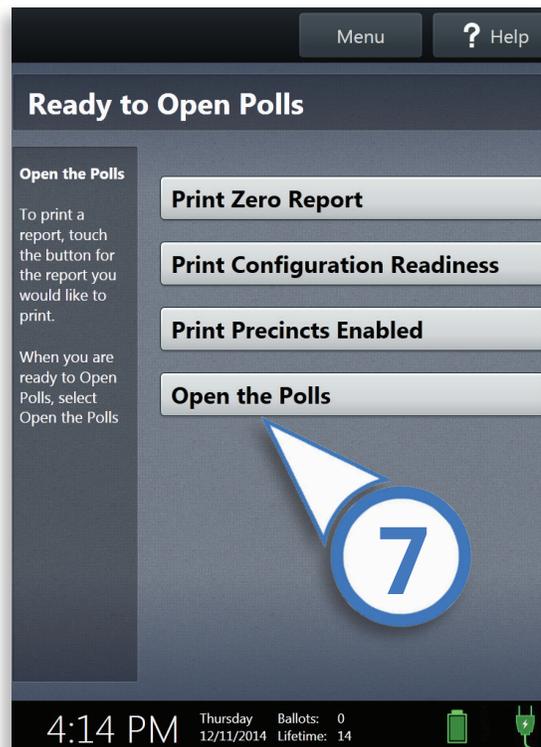
! IMPORTANT: Remember, the Zero report must be printed **before** opening polls. Once polls are opened, you cannot print a Zero report.

open polls procedure, *continued*

- 4 Verify the ballot count total on the Zero report and enter it in the Reconciliation Log.
- 5 Verify that the precinct(s) and polling place on the report are correct.
- 6 Verify that the clock in the bottom left corner of the screen displays the correct time.

If the ballot count, precinct/polling place, or device clock are not correct, contact your elections office.

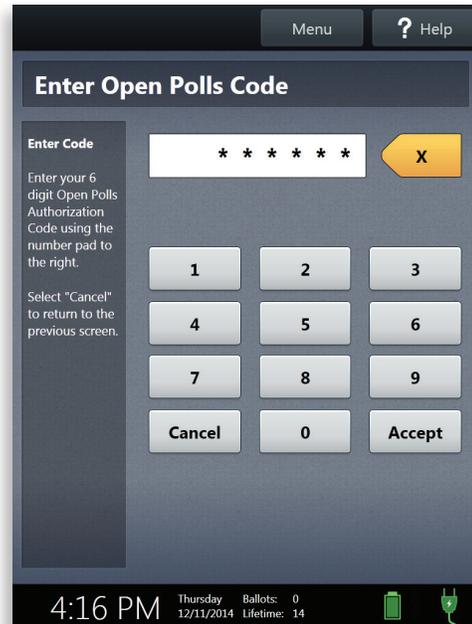
- 7 Select **Open the Polls**. You can also print a Configuration Readiness report, Precincts Enabled report, or a second copy of the Zero report, if your jurisdiction requires them. A list of device reports with descriptions is found on page 144. ▶



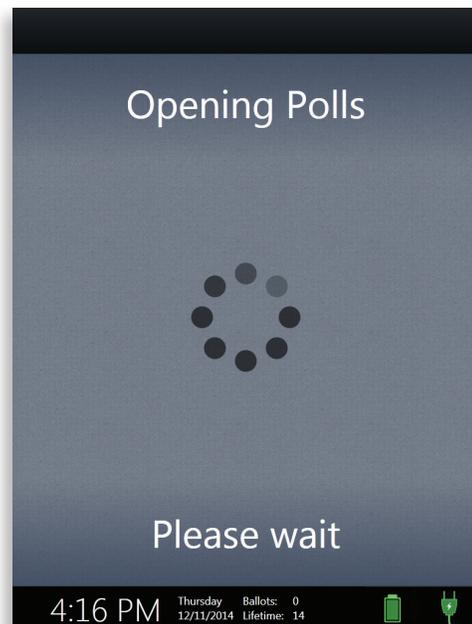
opening polls on Verity Scan

open polls procedure, *continued*

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



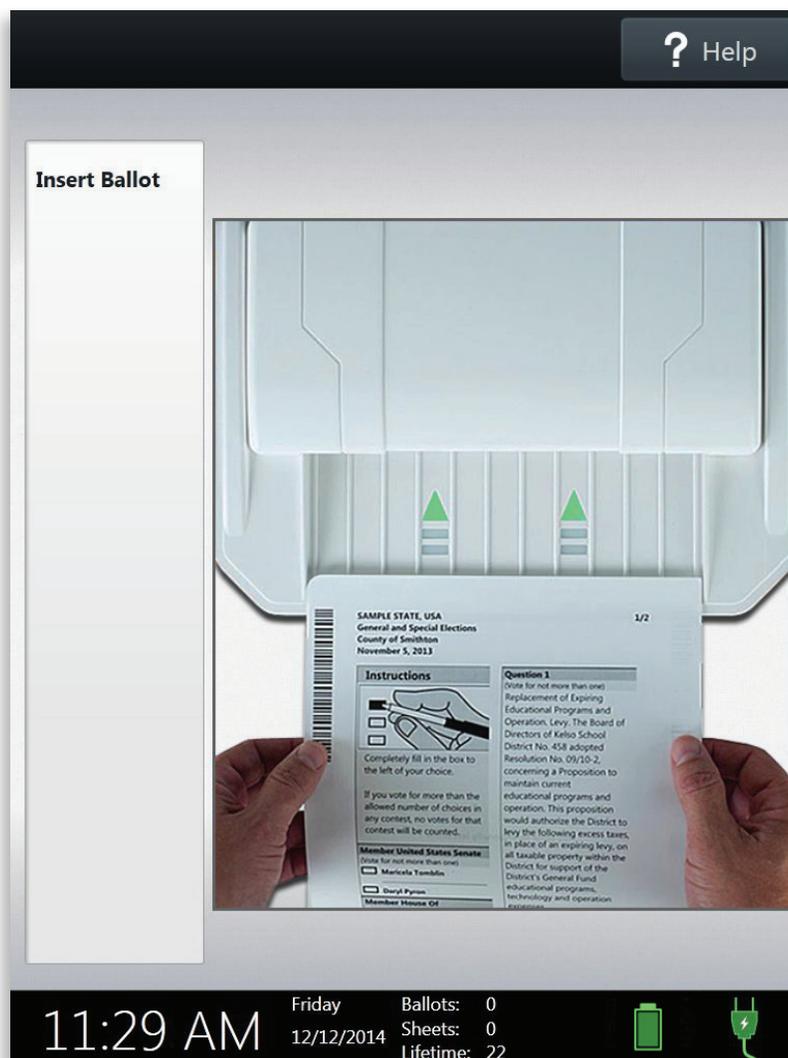
9 Wait while the Open Polls report prints. ▶



open polls procedure, *continued*

10 File the Zero report and Open Polls report according to local guidelines.

- ▶ When the Verity Scan screen displays Insert Ballot, the device is ready to scan ballots.

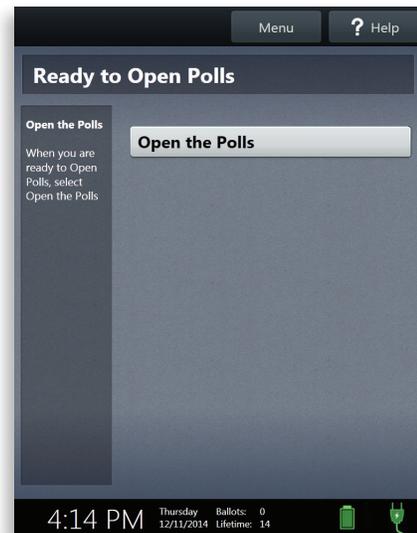


opening polls on Verity Scan

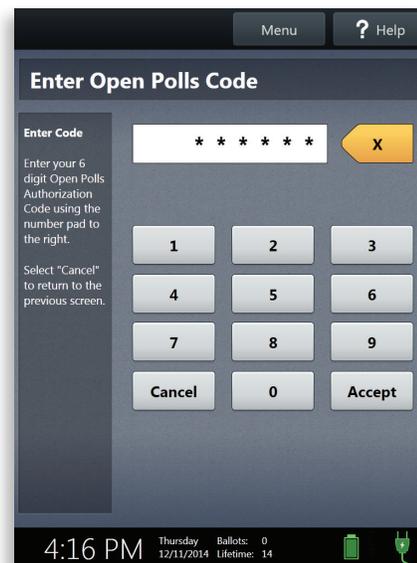
reopening polls *(Early Voting)*

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.

opening polls checklist

- 1** Set up Verity Scan *(see page 28)*
- 2** Print the Verity Scan Zero report and verify that the ballot count is zero and the precinct/polling place are correct; verify the device clock displays the correct time
(Exception: you will not print a Zero report on the second or subsequent days of Early Voting)
- 3** Select Open the Polls and enter your Open Polls Code
- 4** File reports according to local guidelines; verify that the Verity Scan screen displays 'Insert Ballot'

4

voting with Verity Scan

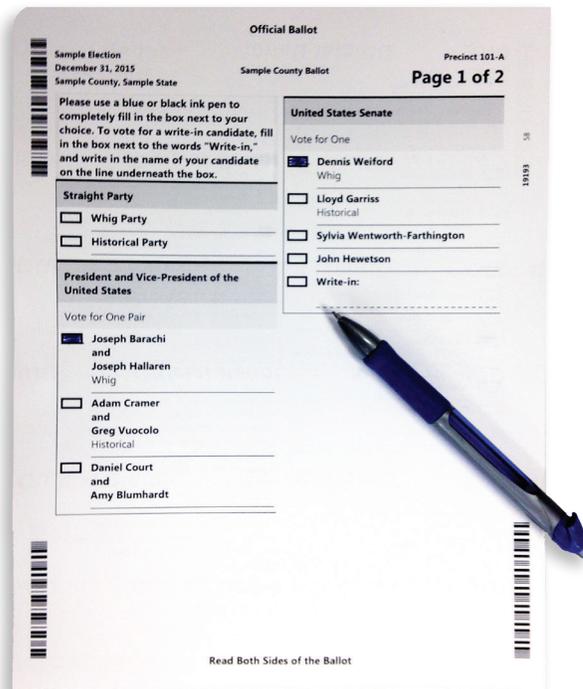
voter privacy and assisting voters

- ▶ No person other than a voter, a person assisting a voter, or a poll worker should enter the voting area.
- ▶ Voters should not be allowed to enter the voting booth area until a booth (or Verity Touch Writer booth, if using the Verity Touch Writer) is open and available for use.
- ▶ If assisting a voter, stand beside the privacy screen to maintain voter privacy. Ask appropriate questions to learn what part of the voting process the voter needs help with, e.g., 'What screen is visible?'

! IMPORTANT: Always ask for the voter's explicit permission before seeing the ballot, screen, or touching the voter's voting device.

instructions for hand-marking ballots

1 Voter fills in the selection box to the left of their choices completely, using a blue or black pen.



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

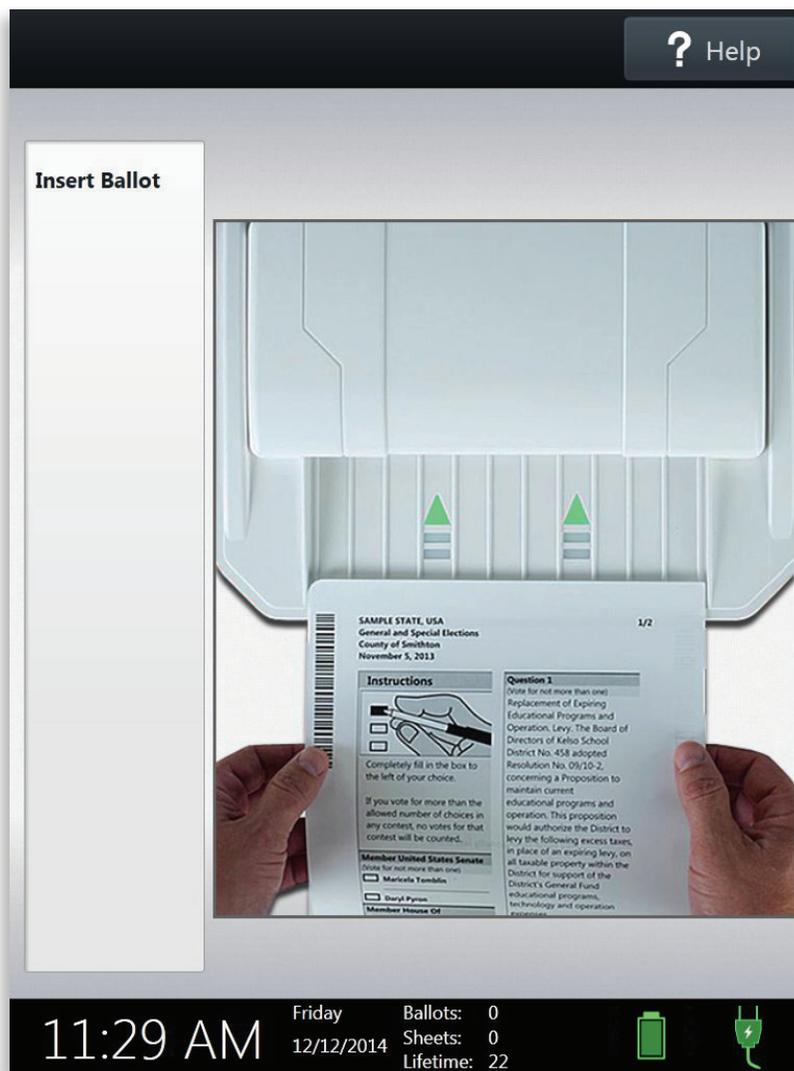
3 Voter inserts the voted ballot into the Verity Scan and follows the scanner screen directions to cast their ballot.

NOTE: When voting for write-in candidates, the box to the left of the words "Write-In" must be filled completely, and the write-in candidate's name printed on the adjacent line.

voting with Verity Scan

the Verity Scan insert ballot screen

Verity Scan is ready to scan when you see the Insert Ballot screen. ▼



scanning marked ballots with Verity Scan

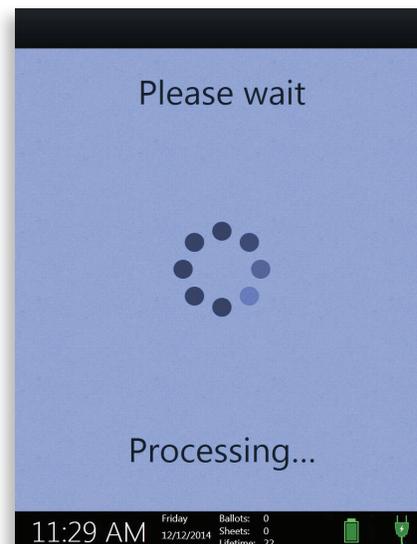
1 Voter takes the voted ballot to the Verity Scan device. If using a privacy sleeve, remove the sleeve before scanning the ballot.

2 Voter inserts the voted ballot into Verity Scan. Flashing green arrows indicate the location and direction of the scanner feed. ▶



TIP:
Ballots must be fed into Verity Scan short edge first, but otherwise can be inserted in any orientation.

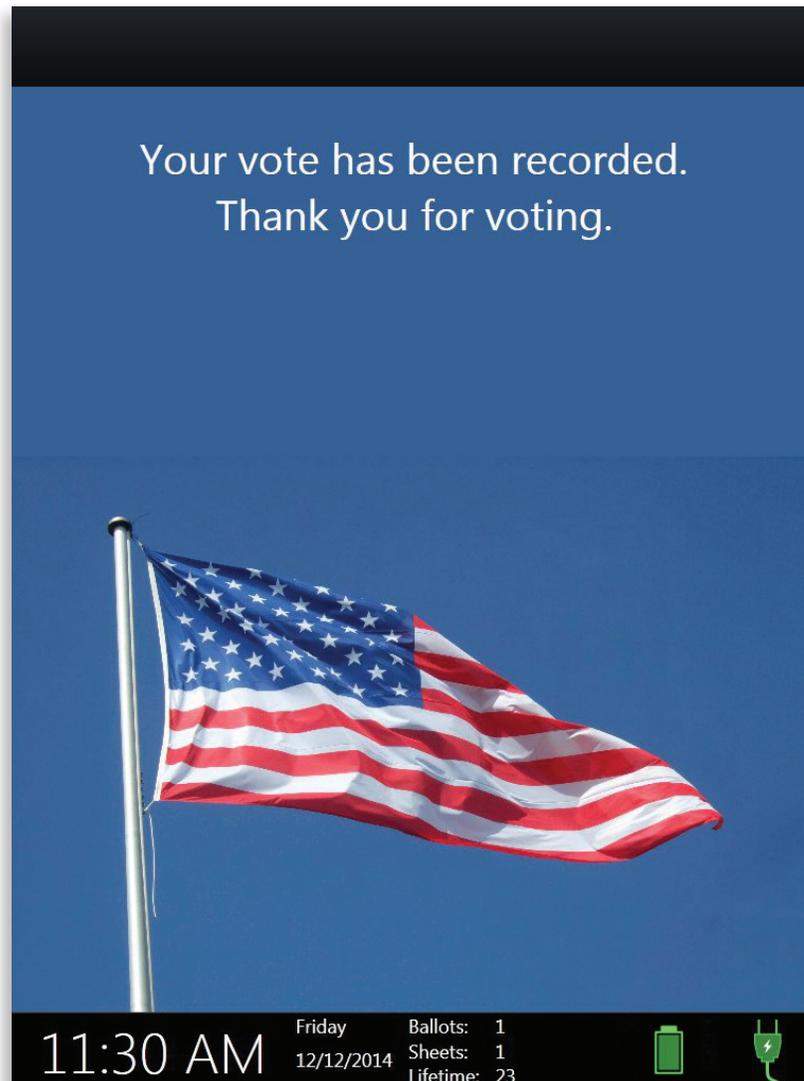
3 After a ballot has been scanned, the voter waits a brief moment while the ballot is processed. ▶



voting with Verity Scan

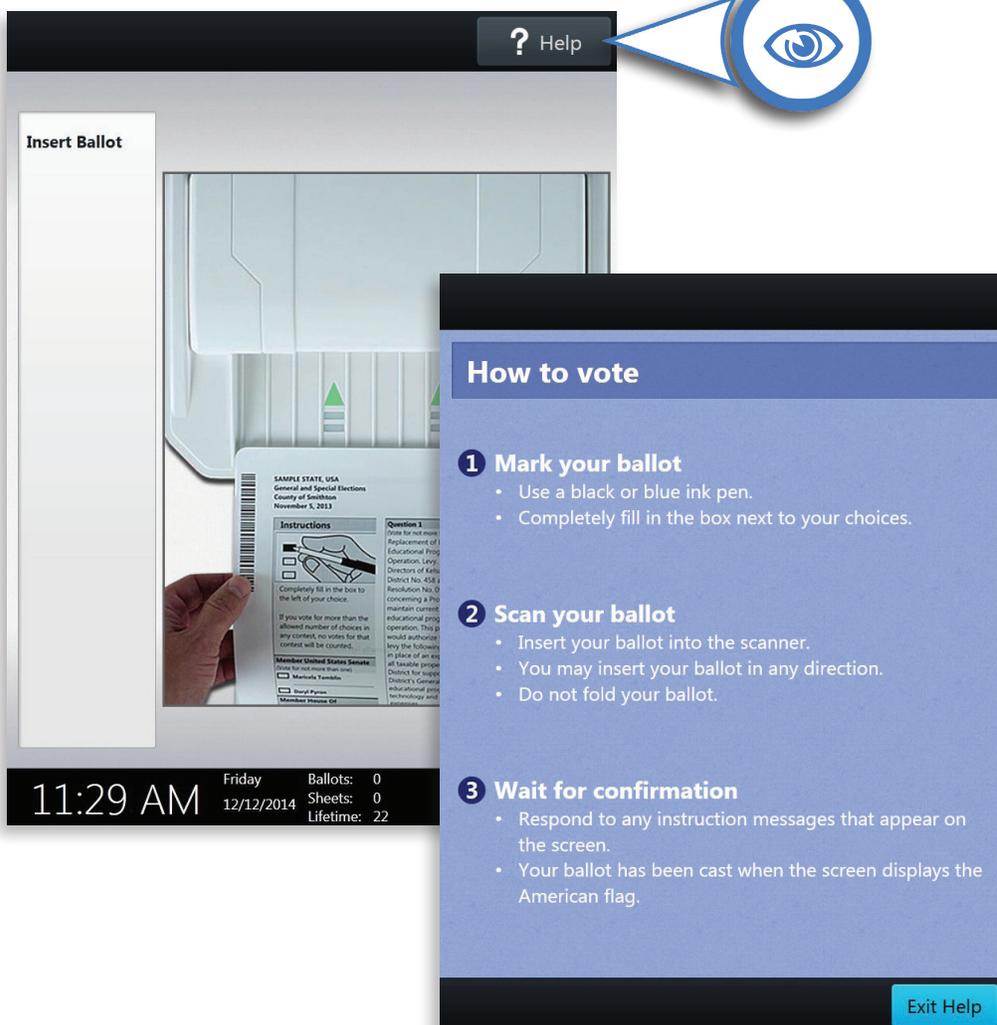
scanning marked ballots with Verity Scan,
continued

- 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 takes the voter to a screen with help text for the voting step currently underway. Select **Exit Help** on the bottom right to return to the main screen.



? Help

Insert Ballot

How to vote

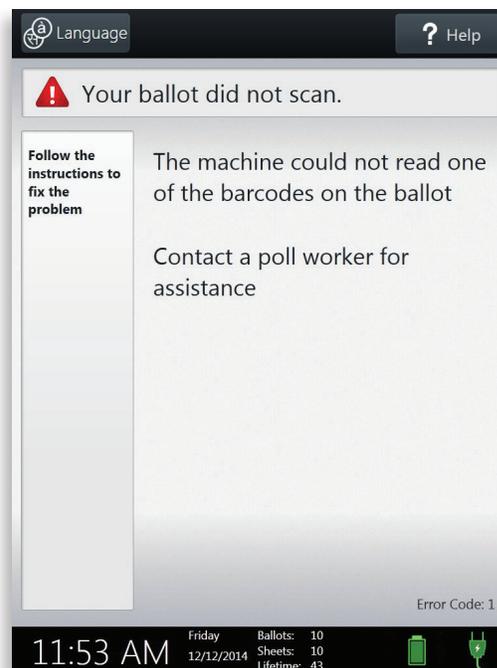
- 1 Mark your ballot**
 - Use a black or blue ink pen.
 - Completely fill in the box next to your choices.
- 2 Scan your ballot**
 - Insert your ballot into the scanner.
 - You may insert your ballot in any direction.
 - Do not fold your ballot.
- 3 Wait for confirmation**
 - Respond to any instruction messages that appear on the screen.
 - Your ballot has been cast when the screen displays the American flag.

Exit Help

11:29 AM Friday 12/12/2014 Ballots: 0 Sheets: 0 Lifetime: 22

Verity Scan help and features, *continued*

- ▶ 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 in which to display the messages.



spoiling printed paper ballots

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

scanning overvoted ballots

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 make changes (typically requiring that the ballot be spoiled and a new ballot issued), *or*

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



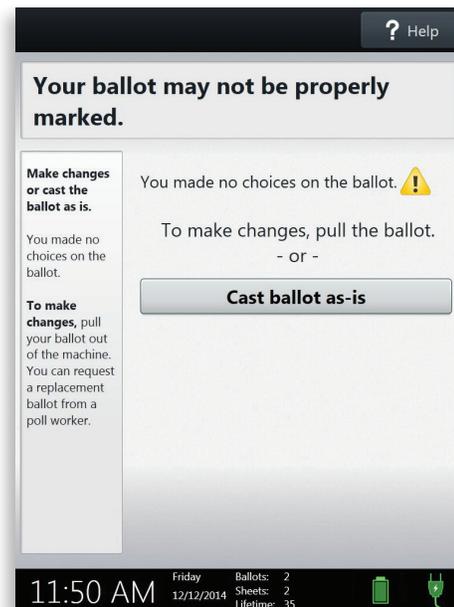
The options available for casting overvoted ballots will vary depending on how the election was set up (determined by your jurisdiction). In some jurisdictions, the poll worker may be required to press the poll worker button to accept an overvoted ballot as-is.

scanning undervoted and blank ballots

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*

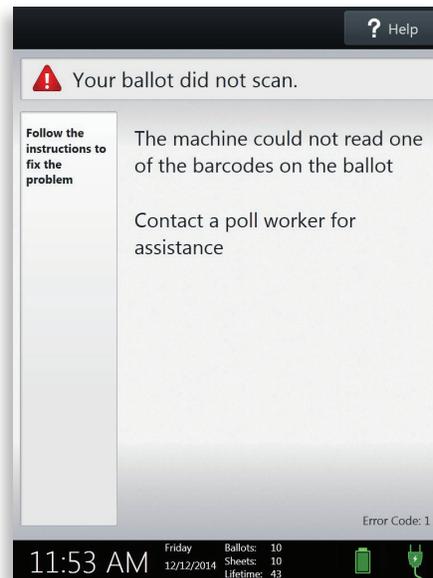
B Cast their ballot as-is



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

scanning problems

If the ballot does not scan correctly, Verity Scan will display the screen shown, and the voter will be instructed to either re-scan or contact a poll worker for assistance. ▶



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.

voting with Verity Scan

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.



other Verity Scan features

Pressing the poll worker button on the Verity Scan will allow election staff to access additional Verity Scan features.

Run Tests, Change Settings, and Administrator menus

These three menus are described in the *Verity Support Procedures Guide*. Availability of these menus will depend on the current state of the device. Poll workers should not access these menus unless they have been authorized to do so by election officials, and only after receiving proper training in their use.

5

suspending and closing
polls on Verity Scansuspending polls on Verity Scan
(Early Voting)

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

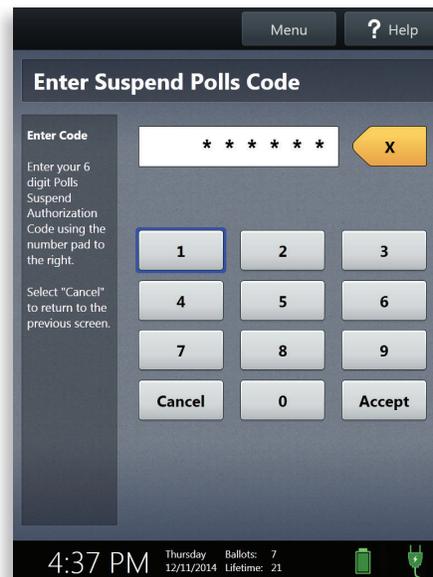


suspending polls on Verity Scan, *continued*

2 Select Suspend Polls.



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



suspending and closing polls on Verity Scan

suspending polls on Verity Scan, *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. 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

suspending polls on Verity Scan, *continued*

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



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

7 Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring voting devices, 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.

TIP:

Some models of Verity power cord have a connector that locks into place. If you have this type of power cord, the connector will make a small "click" when connecting. 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.

suspending and closing polls on Verity Scan

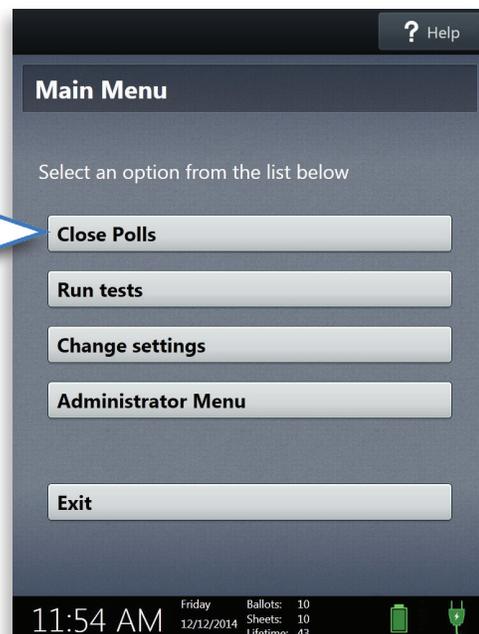
closing polls on Verity Scan *(Election Day)*

! IMPORTANT: Wait until 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. ▶



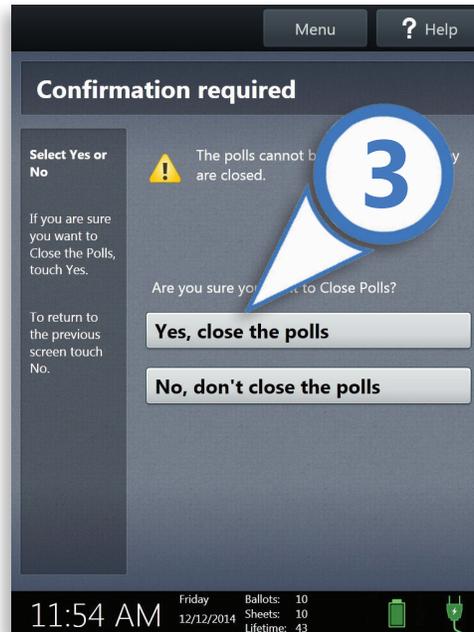
2 Select Close Polls. ▶



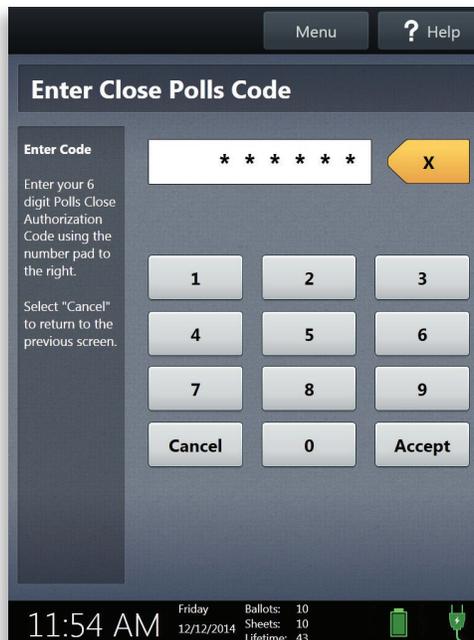
closing polls on Verity Scan, *continued*

3 Select Yes, close the polls. ▶

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



4 Enter your Close Polls Code and select Accept. ▶



TIP: Some models of Verity power cord have a connector that locks into place. If you have this type of power cord, the connector will make a small “click” when connecting. 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.

suspending and closing polls on Verity Scan

closing polls on Verity Scan, *continued*

- 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.



- ▶ A list of device reports with descriptions can be found on page 144.

local reporting requirements

closing polls on Verity Scan, *continued*

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

- ▶ Wait for the Verity Scan to be completely powered down and showing a black screen before unlocking the tablet 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 voting devices, 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



1

setting up Verity Touch Writer

setting up the ballot printer

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



setting up the ballot printer, *continued*

2 Insert the square end of the printer cable into the printer. ▶



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



setting up Verity Touch Writer

setting up the ballot printer, *continued*

- 4 Load the ballot printer with appropriate ballot paper.

loading 8.5" x 11" (LTR) ballot paper

- 1 Open the printer drawer. ▶



- 2 Load 8.5" x 11" ballot paper as shown and close printer drawer. ▶



setting up the ballot printer, *continued*

loading 8.5" x 14" (LGL) ballot paper

- 1 Pull out tray extension on back of printer. ▶



- 2 Pull printer tray completely out of printer. ▼



setting up Verity Touch Writer

setting up the ballot printer, *continued*

3 Push blue tab and pull the paper guide to the 8.5" x 14" setting. ▼



4 Load 8.5" x 14" ballot paper as shown. ▼



5 Reinsert and close the paper tray. ▼



setting up the ballot printer, *continued*

loading 8.5" x 17" ballot paper

! IMPORTANT: In order for paper to feed properly from the Manual Paper Tray, you must also load a few sheets of standard sized paper in the main cassette tray.

- 1 Open the front manual feed door; flip up and extend the tray as shown. ▼



- 2 Load 8.5"x17" ballot paper as shown. ▼



- 3 Press the blue release button (located to the right of the paper) to raise the paper to meet the rollers. ►



setting up Verity Touch Writer

setting up the ballot printer, *continued*

5 Use the switch on the side of the printer to power on the printer.



! IMPORTANT: Do not power on Verity Touch Writer until you have powered on the ballot printer and connected it to the Verity Touch Writer.

setting up the Verity Touch Writer voting booth

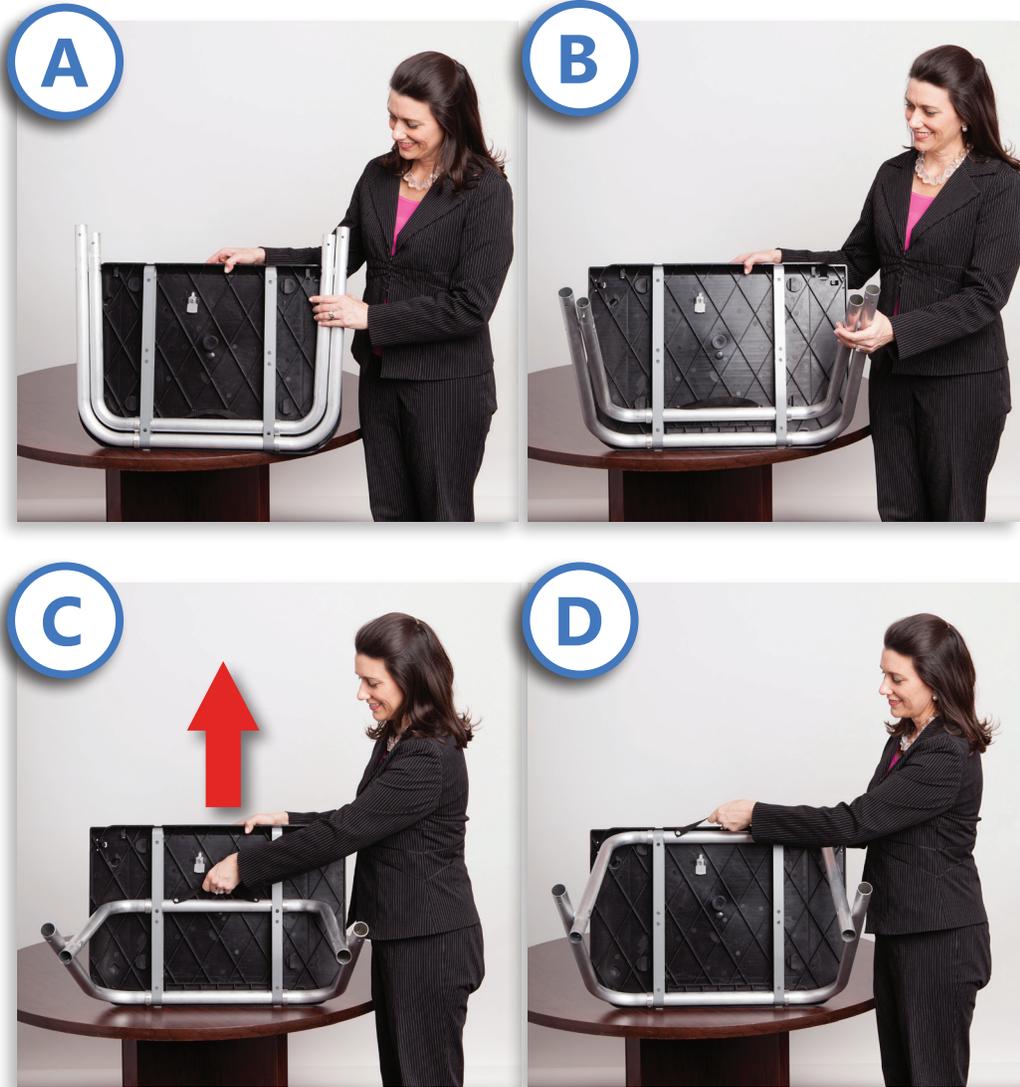
- 1** Remove booth parts from the transport bag. A complete set of booth parts includes the booth table, rear leg assembly, front leg extensions, and privacy screens. ▼



setting up Verity Touch Writer

setting up voting booth, *continued*

- 2** Unfold the legs from booth table. Pull on the handle and lift to lock the legs into place. ▼



setting up voting booth, *continued*

- 3** Attach the rear leg assembly. Press the metal buttons to attach and lock it into place. ▼



setting up Verity Touch Writer

setting up voting booth, *continued*

- 4** Attach the front leg extensions. Press the metal buttons to attach and lock it into place. ▼



- 5** Turn the booth over to install the Verity Touch Writer. ▼



setting up Verity Touch Writer

1 Set the Verity Touch Writer on top of booth, aligning footpads with the indentations (the handle on the front of the Touch Writer should face the same direction as the handle on the booth). ▶



2 Reach under the front of the booth top and push the latch in the direction of the back of the booth to lock in place. ▶



setting up Verity Touch Writer

setting up Verity Touch Writer, *continued*

3 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.



4 Plug the power cord securely into the power brick.



setting up Verity Touch Writer, *continued*

- 5** Plug the power brick into the back of the Verity Touch Writer (flat part up).



- 6** Insert the flat end of the USB printer cable to the back of the Verity Touch Writer (the notch faces up). ▼



setting up Verity Touch Writer

setting up Verity Touch Writer, *continued*

- 7** Open the Verity Touch Writer case and push the lid brace to lock it into place. ▼



- 8** Unlock the tablet. ▼ **9** Open the latch. ▼



setting up Verity Touch Writer, *continued*

- 10** Remove the tablet from its storage compartment. ▼



- 11** Seat the tablet in its cradle and tilt it back. ▼



setting up Verity Touch Writer

setting up Verity Touch Writer, *continued*

12 Lock the tablet in place.



! IMPORTANT: Verity Touch Writer will not function unless the lock is engaged.

13 Plug the Verity Touch Writer power cord into a power strip/wall outlet.



setting up Verity Touch Writer, *continued*

14 Verify the Verity Touch Writer device seals, per local procedure. Attach privacy screens to booth after voting device is installed by inserting each screen into the notches on the sides of the booth top. ▶



15 Power on the Verity Touch Writer using the red power button on the back of the device. ▶



! IMPORTANT: Do not power on the Verity Touch Writer until you have powered on the ballot printer and connected it to the Verity Touch Writer.

16 During the power on process, the Verity Touch Writer will print the Power-On Self Test report on its built-in thermal printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and restart the device using the red power button.

TIP: Note that software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting system to verify the authenticity of the software before allowing it to operate.

Verity Touch Writer setup checklist

- 1** Set up ballot printer table and ballot printer
- 2** Load ballot printer paper
- 3** Power on the ballot printer
- 4** Set up Verity Touch Writer booth and Verity Touch Writer
- 5** Connect ballot printer to Verity Touch Writer
- 6** Attach privacy screens to the Verity Touch Writer booth
- 7** Power on Verity Touch Writer



2

Verity Touch Writer orientation

screen orientation

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



screen orientation, *continued*



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

Ballots

- ▶ This is the number of ballots printed on 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

- ▶ The number of ballots printed on the Verity Touch Writer for the lifetime of the device (for all elections).
- ▶ This number will vary.

AC and Battery Power Indicators

- ▶ A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Touch Writer Power-On Self Test report.

! IMPORTANT: All devices should have access to both AC power and battery power.

Verity Touch Writer orientation

entering passcodes

- ▶ Passcodes can be entered via the device touch screen, or using the Move Wheel and Select Button on the Access device.
- ▶ Passcodes must be 6 digits.
- ▶ Passcodes are determined by your local election office prior to the election.
- ▶ Selecting the yellow button to the right of the passcode field will delete the last character entered. Select **Cancel** to return to the previous screen.
- ▶ After entering the passcode, select **Accept** to proceed.



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 on Verity Touch Writer. ▶



thermal printer operation

The built-in thermal printer is used to print device reports.

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. ►



Verity Touch Writer orientation

thermal printer operation, *continued*

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. ►





3

opening polls on Touch Writer

opening polls

! IMPORTANT: Polls should not be opened until the time designated by your jurisdiction. However, should you inadvertently open polls before directed, do NOT close polls; simply wait for the designated time before admitting voters into the polling place.

- 1** Setup and power on all devices. Confirm that you are running on AC power (see page 93) ▶

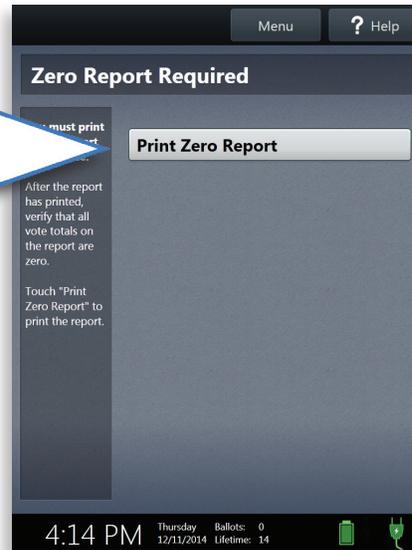


opening polls, *continued*

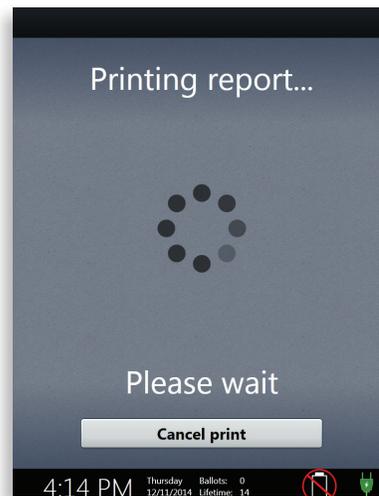
2 Select Print Zero Report. ▶

2

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 104.*



3 Wait while the Zero report prints on the Verity Touch Writer's thermal printer. ▶

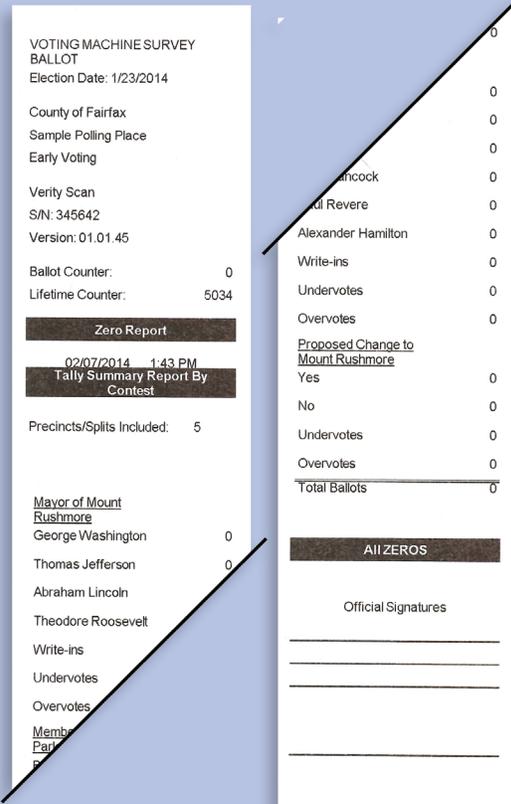


! IMPORTANT: The Zero report must be printed before opening polls (unless you are reopening polls during Early Voting; see page 104).

opening polls on Verity Touch Writer

about the Zero report

- ▶ This report verifies that no access codes issued or ballots printed on the device for the current election. It should also be used to verify that the precinct(s) and polling place are correct.
- ▶ The Zero report must be printed before opening polls.
- ▶ File this report as per your local jurisdiction guidelines.



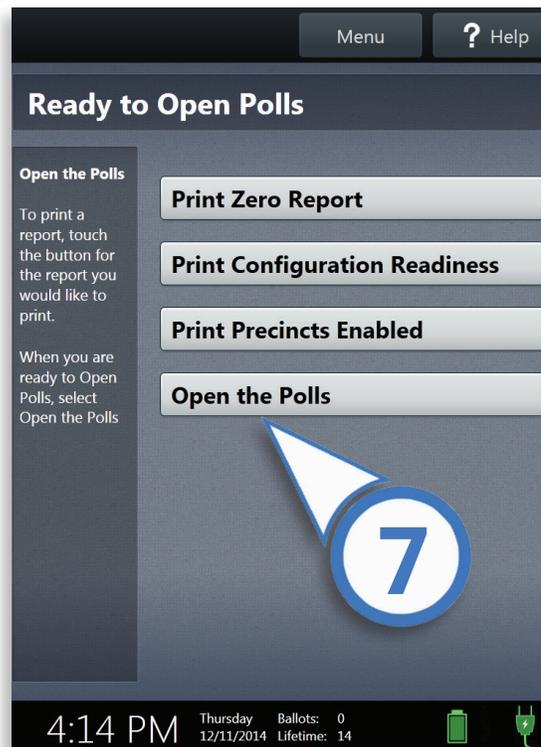
! IMPORTANT: Remember, the Zero report must be printed **before** opening polls. Once polls are opened, you cannot print a Zero report.

opening polls, *continued*

- 4 Verify the ballot count total on the Zero report and enter it in the Reconciliation Log.
- 5 Verify that the precinct(s) and polling place on the report are correct.
- 6 Verify that the device clock in the bottom left corner of the screen displays the correct time.

If the ballot count, precinct/polling place, or device clock are not correct, contact your election office.

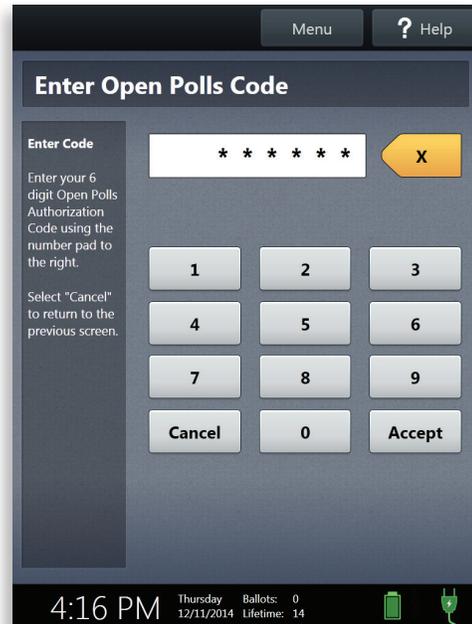
- 7 Select **Open the Polls**. You can also print a Configuration Readiness report, Precincts Enabled report, or a second copy of the Zero report, if your jurisdiction requires them. A list of device reports with descriptions is found on page 144. ▶



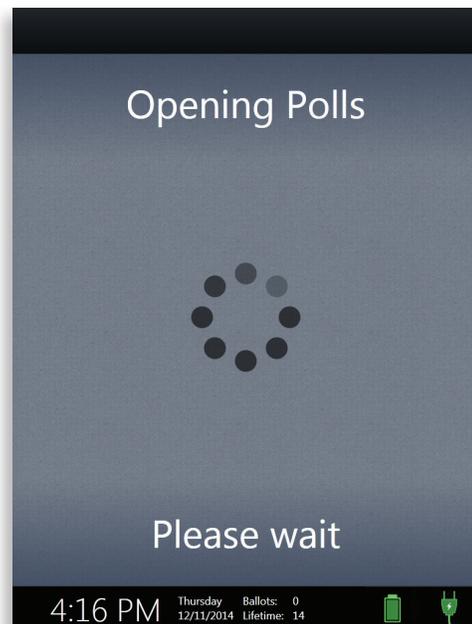
opening polls on Verity Touch Writer

opening polls, *continued*

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



9 Wait while the Open Polls report prints. ▶

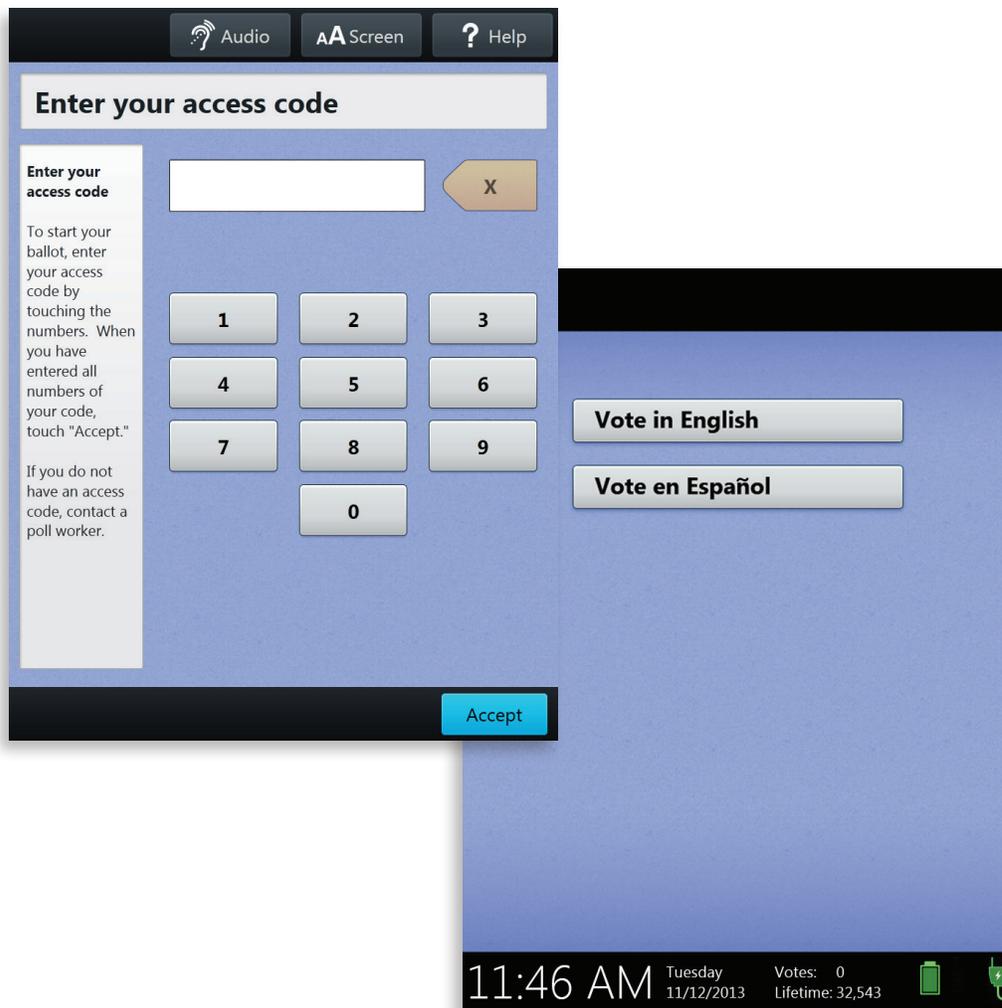


opening polls, *continued*

10

 File the Zero report and Open Polls report according to local guidelines.

- ▶ When the Verity Touch Writer screen displays Enter Access Code (or, if multiple languages are available, Vote in {Language}) the device is ready for voters. ▼

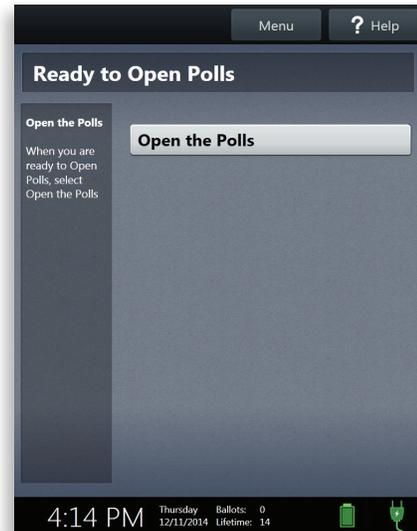


opening polls on Verity Touch Writer

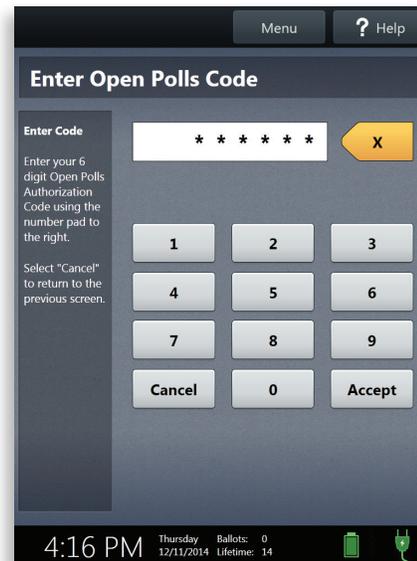
reopening polls *(Early Voting)*

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.

opening polls checklist

- 1 Set up Verity Touch Writer** *(see page 83)*
- 2 Print the Verity Touch Writer Zero report and verify that the ballot count is zero and the precinct/polling place are correct; verify the device clock displays the correct time.** *(Exception: you will not print a Zero report on the second or subsequent days of Early Voting)*
- 3 Select Open the Polls and enter your Open Polls Code**
- 4 File reports according to local guidelines; verify that the Touch Writer screen displays as expected**

4

voting with Verity Touch Writer

voter privacy and assisting voters

- ▶ No person other than a voter, a person assisting a voter, or a poll worker should enter the voting area.
- ▶ Voters should not be allowed to enter the voting booth area until a Touch Writer booth (or standard voting booth, if voting on a paper ballot) is open and available for use.
- ▶ If assisting a voter, stand beside the privacy screen to maintain voter privacy. Ask appropriate questions to learn what part of the voting process the voter needs help with, e.g., 'What screen is visible?'

! IMPORTANT: Always ask for the voter's explicit permission before seeing the ballot, screen, or touching the voter's voting device.

creating voter Access Codes

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, and then cast their ballot using Verity Scan, or into a ballot box to be processed centrally.

1 When the device is ready to be voted, 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. ▶



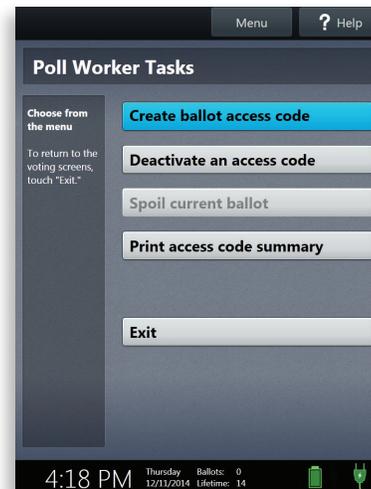
voting with Verity Touch Writer

creating voter Access Codes, *continued*

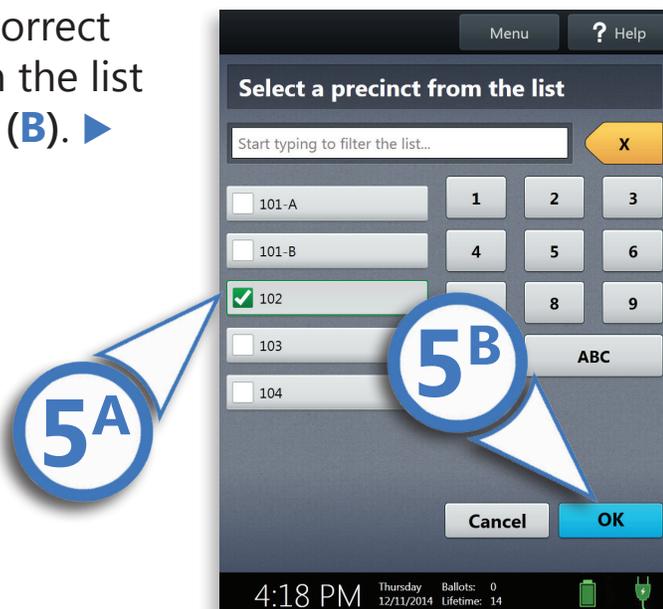
3 Enter the Poll Worker Code and select **Accept**. ▼



4 Select **Create ballot Access Code**. ▼



5 Choose the correct precinct from the list (**A**) and select **OK** (**B**). ►



creating voter Access Codes, *continued*

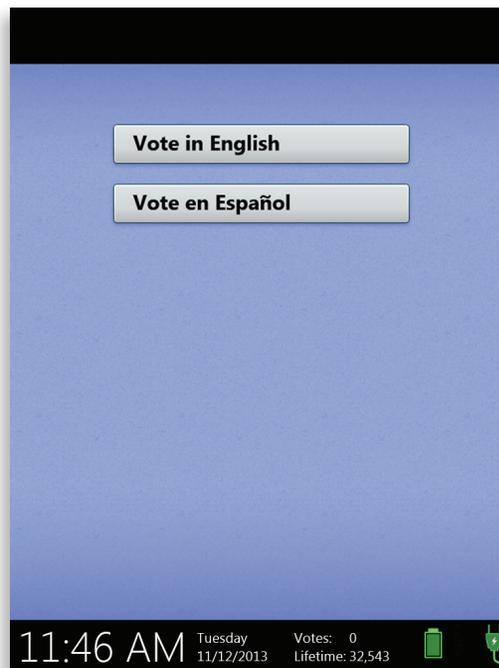
- 6** To view the Access Code before printing, tap **Touch here to preview the code (A)**. Confirm the precinct information displayed in the top left, and then select **Yes, print the code (B)**. ▼



- 7** Hand the printed Access Code to the voter and allow them to enter the code on the Verity Touch Writer and begin voting.

marking ballots with Verity Touch Writer

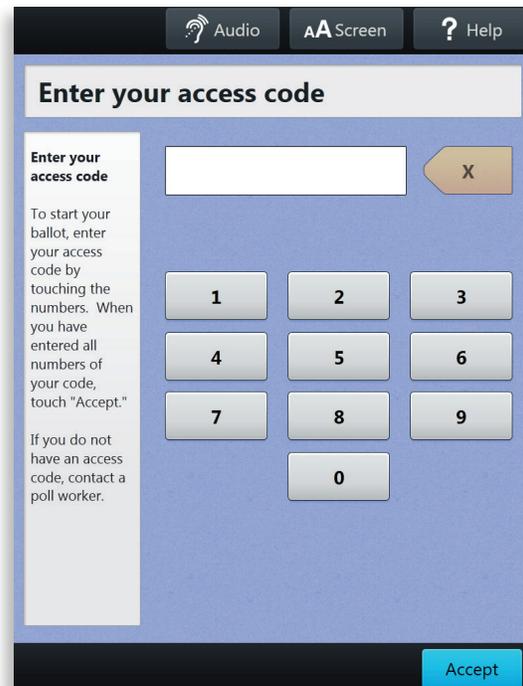
- 1 Voter selects Language (if applicable). ▼



- ▶ If multiple languages are available, Verity Touch Writer presents the voter with this screen before prompting the voter to enter their Access Code.
- ▶ The language selected applies to both the device instructions *and* the ballot.
- ▶ If the voter changes his/her mind, the language settings can still be changed at any time in the process by accessing the language menu (see page 118).

marking ballots with Verity Touch Writer, *continued*

2 Voter enters their Access Code, and then selects Accept. ▼



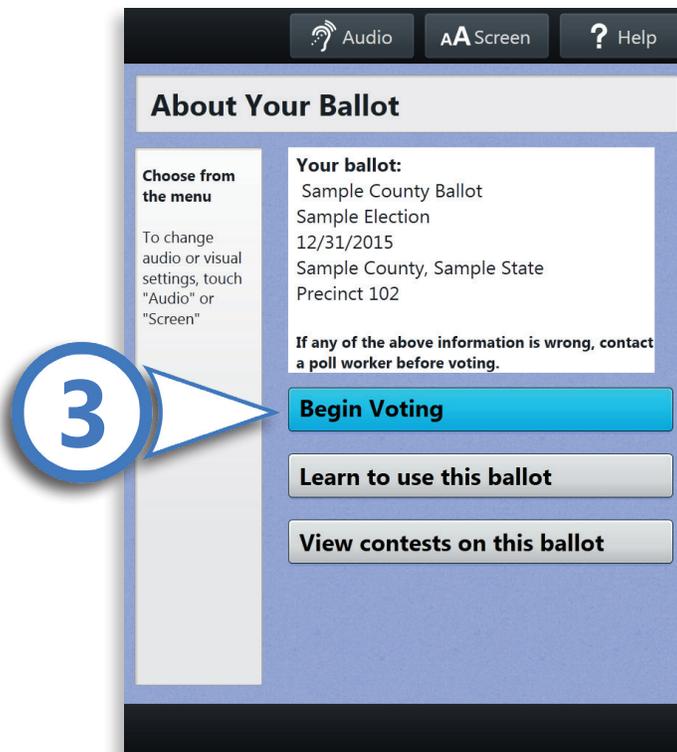
- ▶ The voter can enter the Access Code using the touch screen, or using the Move wheel and Select button on the Verity Access.



voting with Verity Touch Writer

marking ballots with Verity Touch Writer, *continued*

3 Voter selects **Begin Voting**. ▼



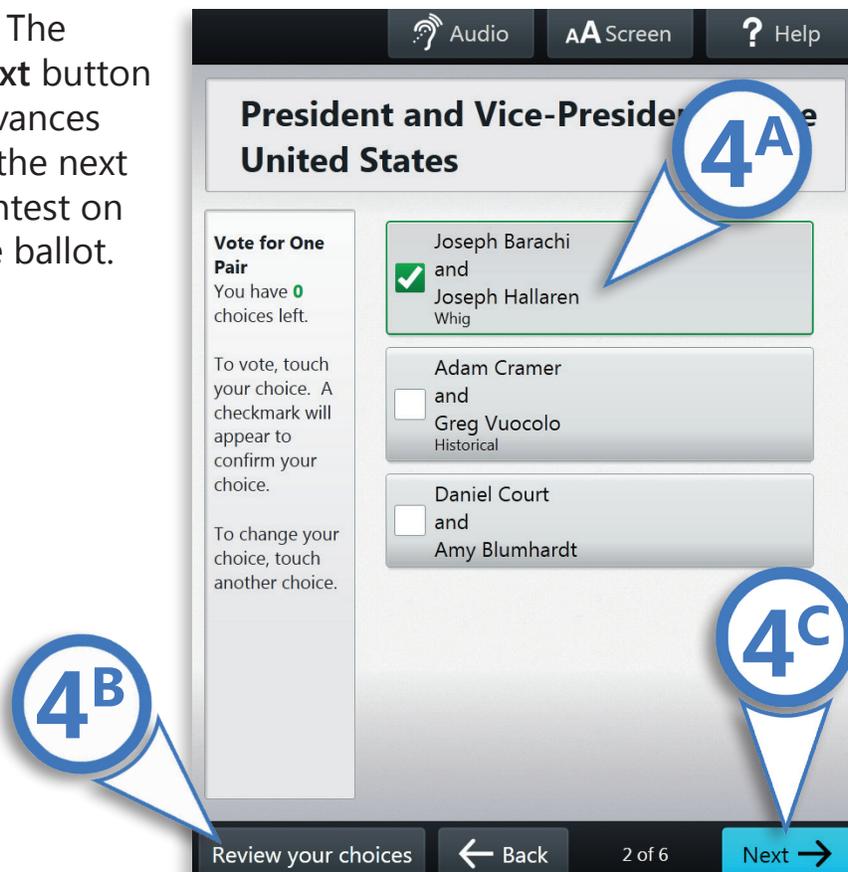
- ▶ After choosing their Language preference (if applicable) and entering their Access Code, the voter will see the screen above.
- ▶ From here, voters can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot.
- ▶ The Language (if applicable), Audio, and Screen settings and the Help button are also available (see page 118).

marking ballots with Verity Touch Writer, *continued*

4 Make choices; The voter can make ballot choices using the touch screen, or by using the Move wheel and Select button on the Verity Access.

- ▶ (A) A selected choice will display a green box with check mark to the left of the choice.
- ▶ (B) The voter can review ballot choices by selecting **Review your choices**.

- ▶ (C) The **Next** button advances to the next contest on the ballot.



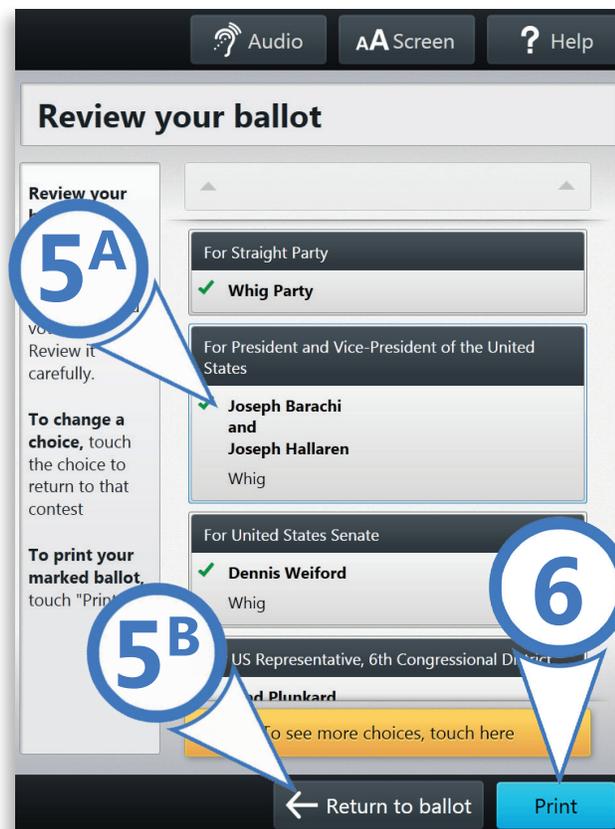
voting with Verity Touch Writer

marking ballots with Verity Touch Writer, *continued*

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

- ▶ The voter can **(A)** select a specific contest to return to that contest on the ballot or **(B)** select **Return to ballot** to go to the last contest visited.

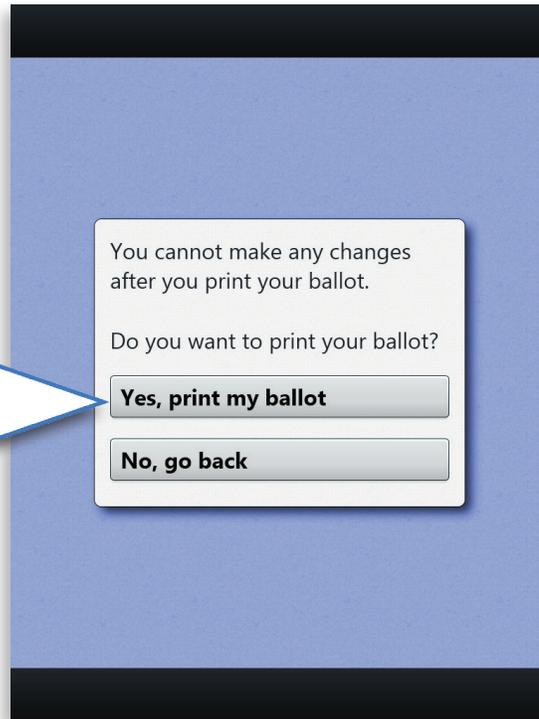
6 After reviewing and confirming choices, the voter selects **Print** to print the ballot. ▼



marking ballots with Verity Touch Writer, *continued*

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

7



- 8** The voter retrieves the printed ballot from the laser printer next to their Verity Touch Writer.

- ▶ If your polling place is equipped with Verity Scan, The voter takes the printed ballot to the Verity Scan device to cast the ballot.



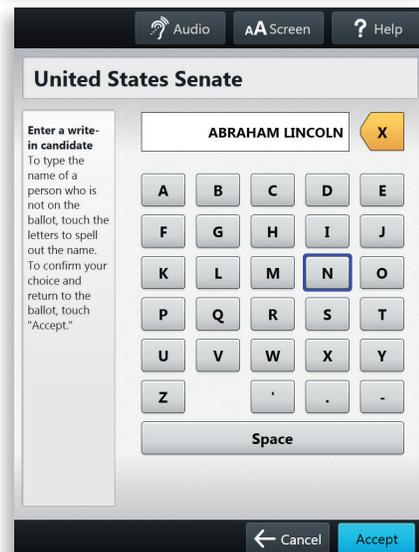
voting with Verity Touch Writer

making write-in choices

1 Voter selects the write-in option using the touch screen, or by using the Move wheel and Select button on the Verity Access. The **Enter Write-in** screen will appear. ▶



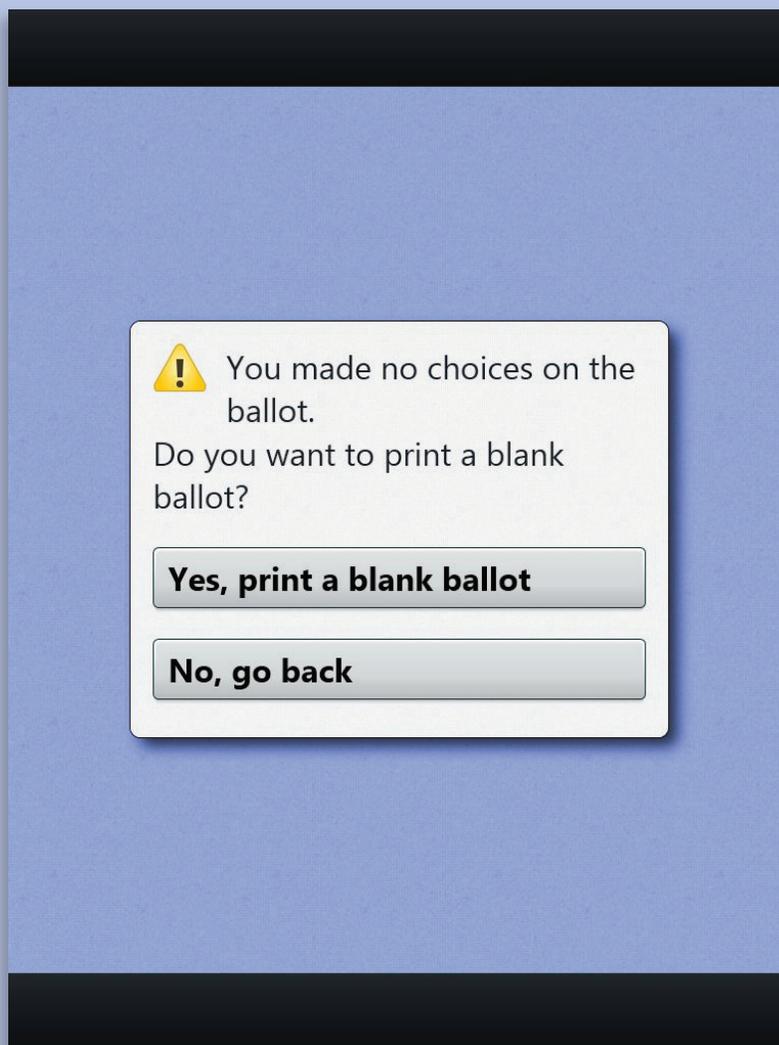
2 Voter uses the touch screen or the Move wheel and Select button on the Verity Access to type the name of their desired write-in candidate, and then selects **Accept**. ▶



3 The write-in option will appear selected with a green box and check mark to the left of the choice, showing the write-in candidate name the voter typed.

printing blank ballots

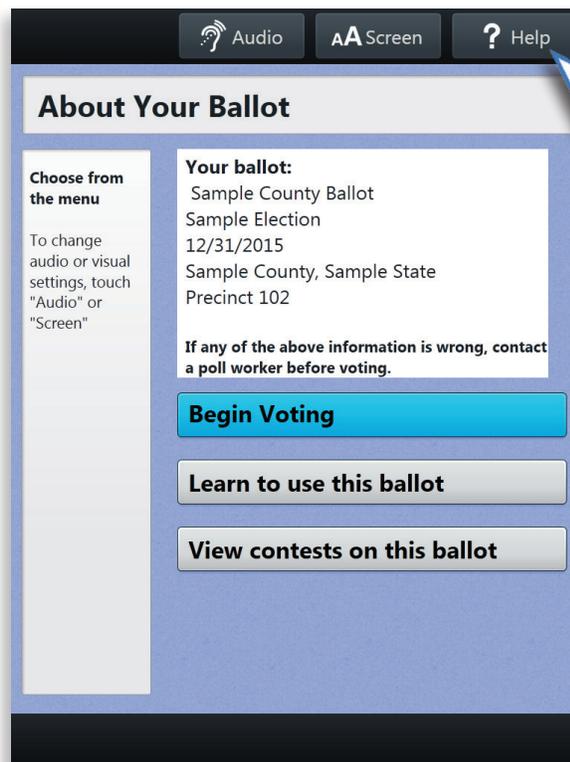
- ▶ If the voter has marked no choices and selects the Print button, Verity Touch Writer will ask the voter to confirm before printing the blank ballot.



Verity Touch Writer help and features

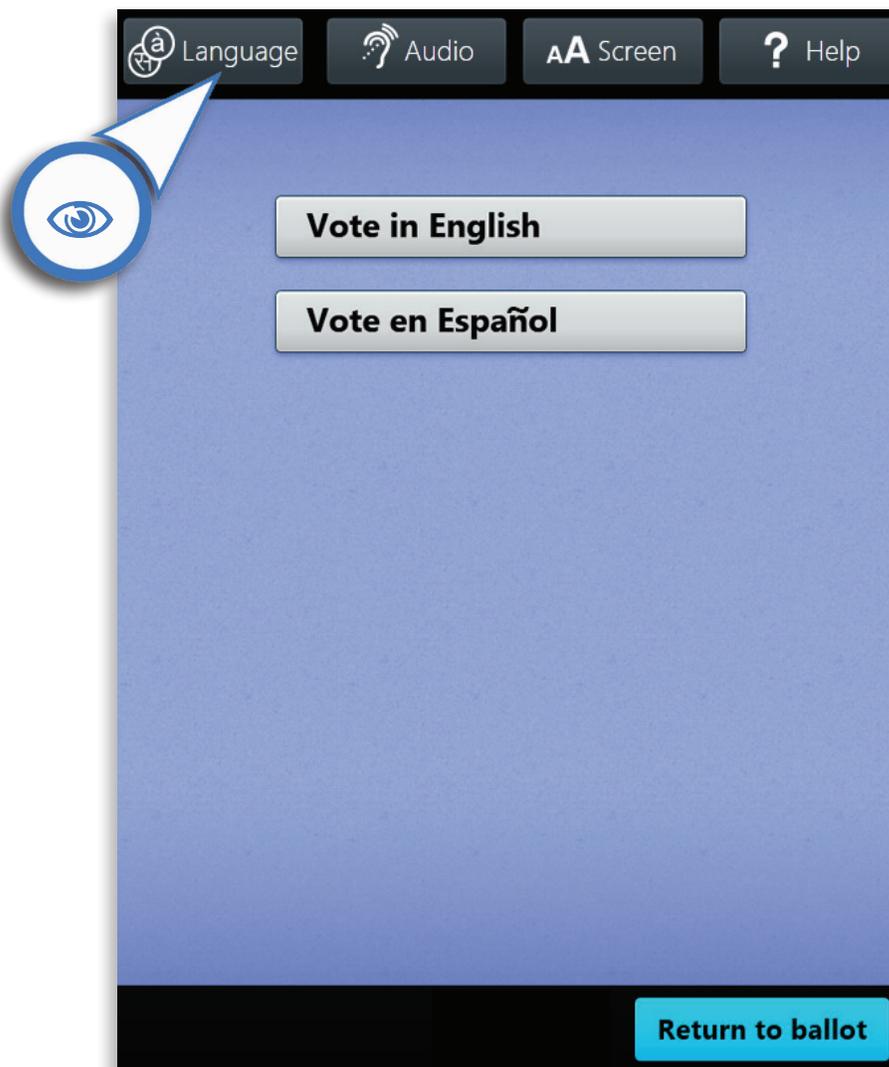
The Verity Touch Writer is equipped with context-specific voter help and settings that can be accessed from the touch screen. To exit help or settings screens and resume voting, select the **Exit Help** or **Return to ballot** button on the bottom right.

- ▶ The **Help** menu is located at the top right of the Verity Touch Writer screen. Selecting **Help** takes the voter to a screen with help text for the voting step currently underway. Help is also available via the help button on the Verity Access.



Verity Touch Writer help and features, *continued*

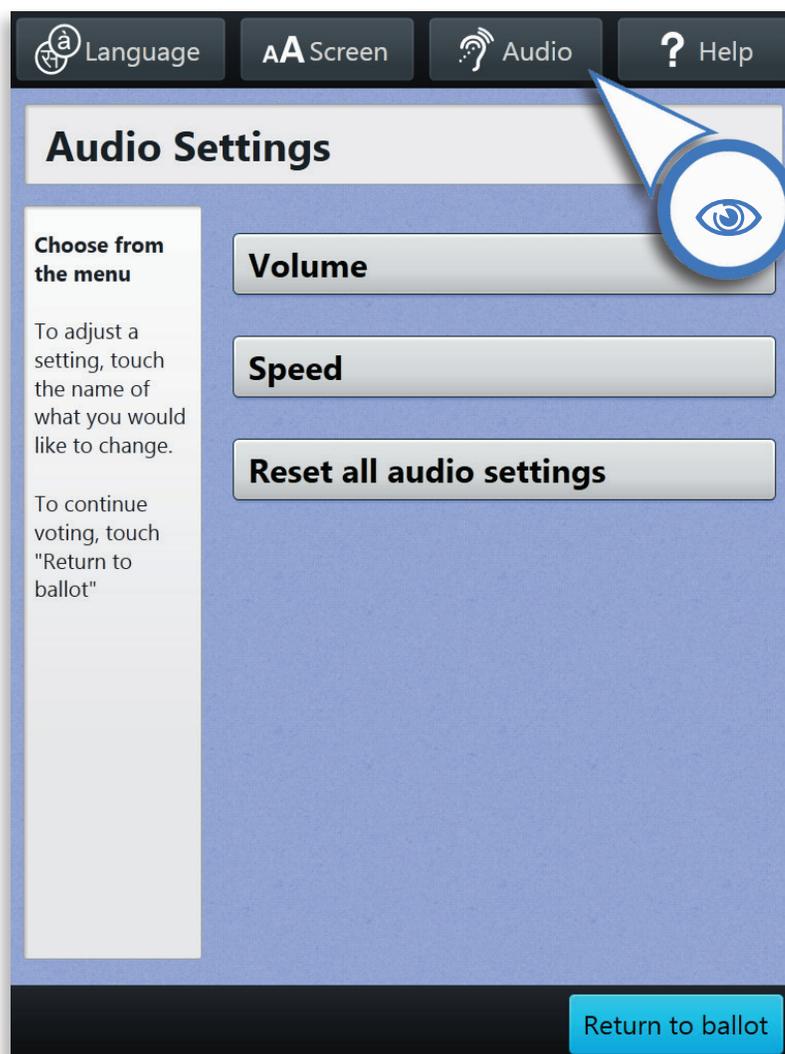
- ▶ If multiple languages are available, a **Language** menu will be located at the top left of the Verity Touch Writer screen. Selecting **Language** allows the voter to change the language of the instructions and ballot.



voting with Verity Touch Writer

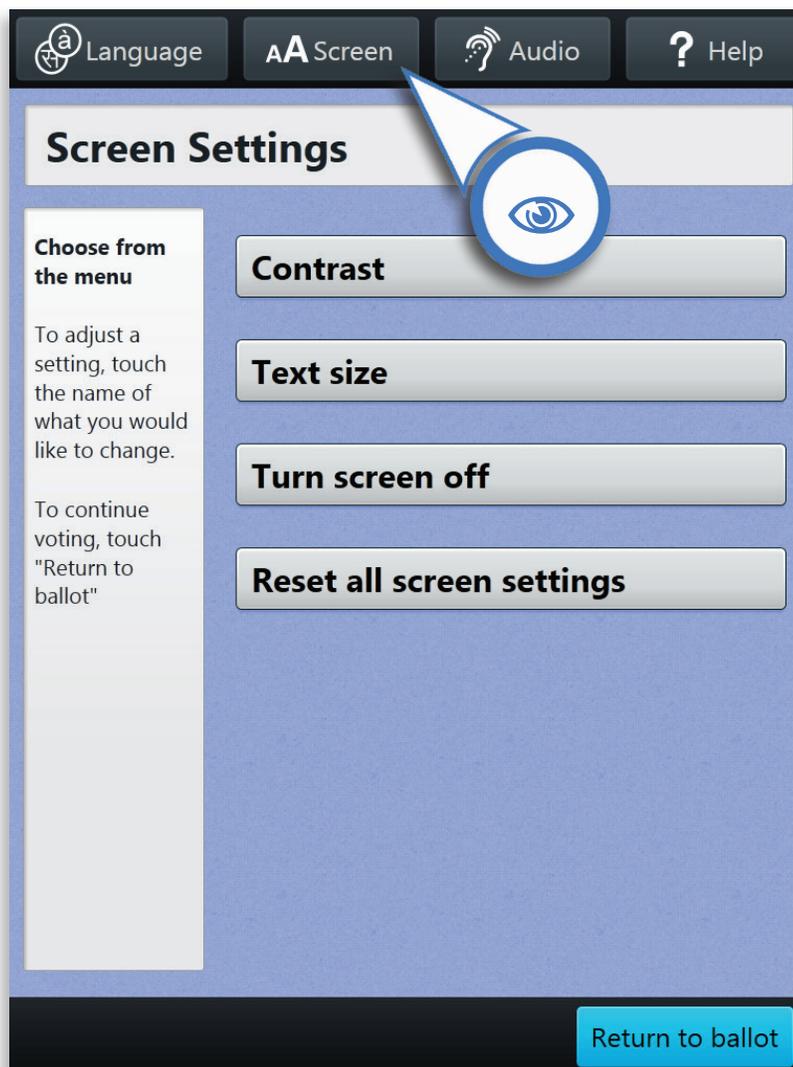
Verity Touch Writer help and features, *continued*

- ▶ The **Audio** menu is located at the top center right of the Verity Touch Writer screen. Selecting **Audio** allows the voter to change the audio settings (volume, speed, and pitch) for the headphones.



Verity Touch Writer help and features, *continued*

- ▶ The **Screen** menu is located at the top center left of the Verity Touch Writer screen. Selecting **Screen** allows the voter to change the screen settings (contrast and text size) and to turn the screen off (if using headphones only).



about Verity Access

Verity Access is an Audio-Tactile Interface (ATI) that allows voters with disabilities to vote privately and independently. Access includes headphones for voters with visual impairments, or others who want to hear the ballot. Verity Access is also compatible with tactile input switches and 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
- ▶ Headphones can be plugged into the top left side of the Verity Access.
- ▶ Tactile switches, sip-and-puff, or any dual-switch stereo input devices can be plugged into the top right side.



installing headphones

To install headphones on the Verity Access interface:

1 Lift the Verity Access from its cradle. ►



2 Plug the headphone cord into the headphone jack on the top *left* of the Verity Access. The headphone jack is also indicated by the raised headphone symbol. ►



voting with Verity Touch Writer

installing tactile switches or other input devices

To install input devices on the Verity Access interface:

1 Lift the Verity Access from its cradle. ►



2 Plug the tactile switches, sip-and-puff, or other stereo input device cord into the jack on the top *right* of the Verity Access. The input jack is also indicated by the raised wheelchair symbol. ►



spoiling a ballot on Verity Touch Writer *(if ballot has not been printed)*

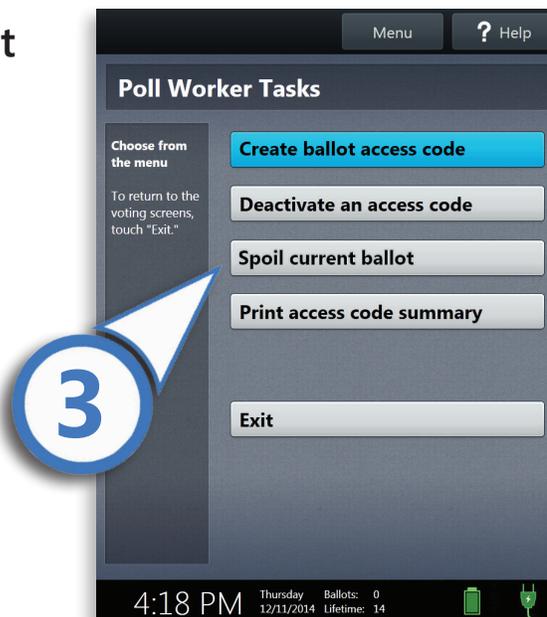
- ▶ The Spoil Current Ballot menu allows you to spoil (discard) the current ballot *before* it is printed.

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



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

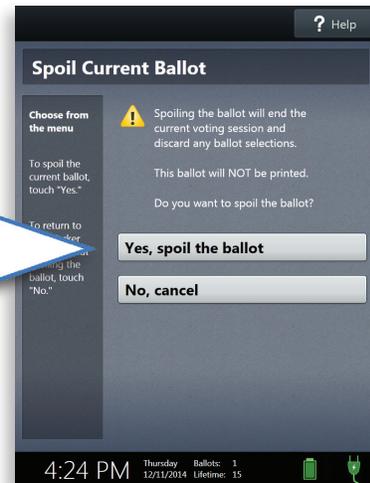
3 Select **Spoil current ballot**. ▶



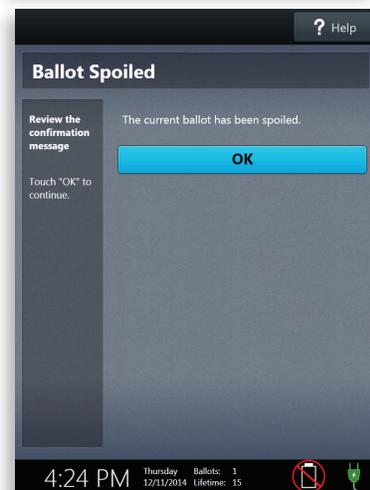
voting with Verity Touch Writer

spoiling a ballot, *continued*

- 4** Select **Yes, spoil the ballot.** ▶



- 5** 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, or to spoil a preprinted paper ballot, follow your local procedures (for example, filling out a spoiled ballot log and envelope).

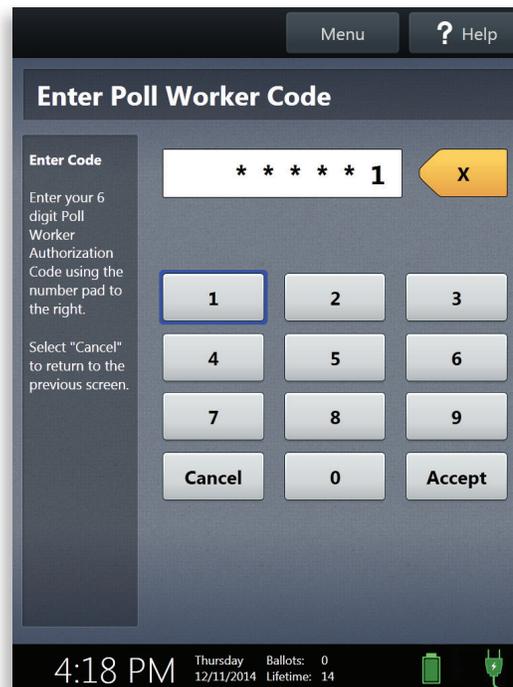
deactivating an Access Code

To deactivate an unused Access Code, or to check the status of an Access Code, follow the steps below:

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



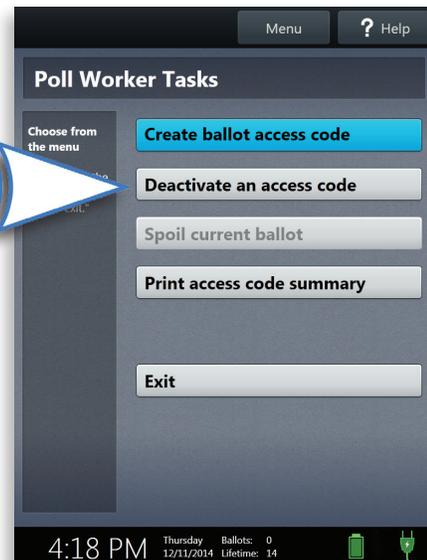
2 Enter the Poll Worker Code and select **Accept**. ►



voting with Verity Touch Writer

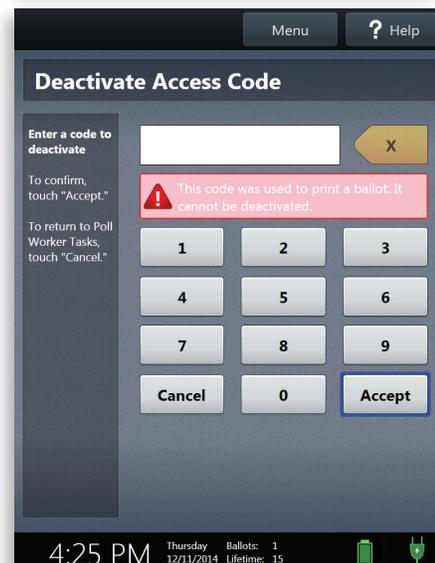
deactivating an Access Code, *continued*

3 Select Deactivate an Access Code. ▶



4 Enter the Access Code. Select **Accept** to deactivate an active code. If the code cannot be deactivated, a message will display explaining why:

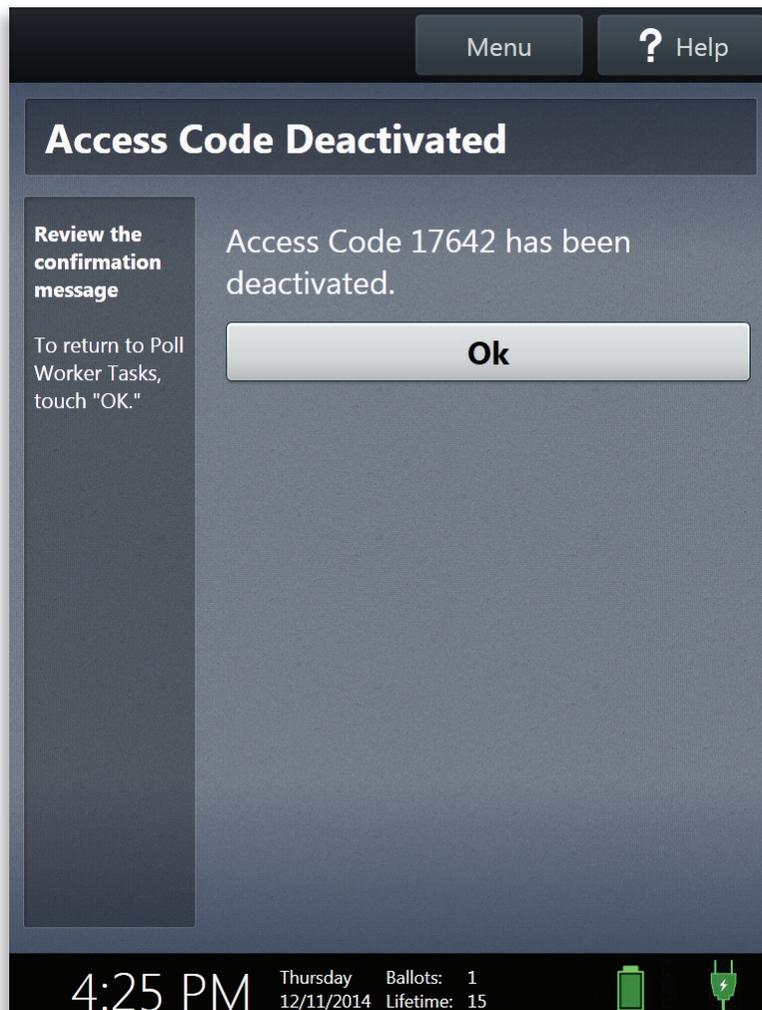
- This code was used to print a ballot
- This code was spoiled
- This code is expired.



deactivating an Access Code, *continued*

5 Select OK.

Ensure a voter is qualified and has not already voted before issuing the voter a new Access Code.



voting with Verity Touch Writer

printing Access Code summaries

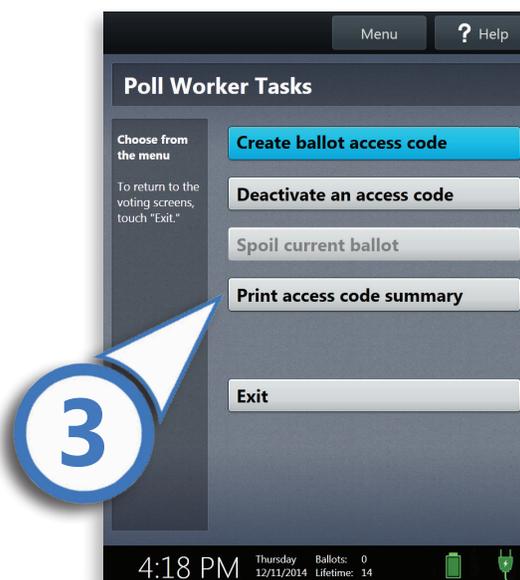
- ▶ You can print an Access Code summary on Verity Touch Writer at any time. This report lists the number of Access Codes issued, grouped by status, and total number of ballots printed.

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**. ▶



other Verity Touch Writer features

Pressing the poll worker button and selecting the **Menu** button on the top of the Verity Touch Writer screen will also allow election staff to access additional Touch Writer features.

Run Tests, Change Settings, and Administrator menus

These three menus are described in the *Verity Support Procedures Guide*. Availability of these menus will depend on the current state of the device. Poll workers should not access these menus unless they have been authorized to do so by election officials, and only after receiving proper training in their use.

5

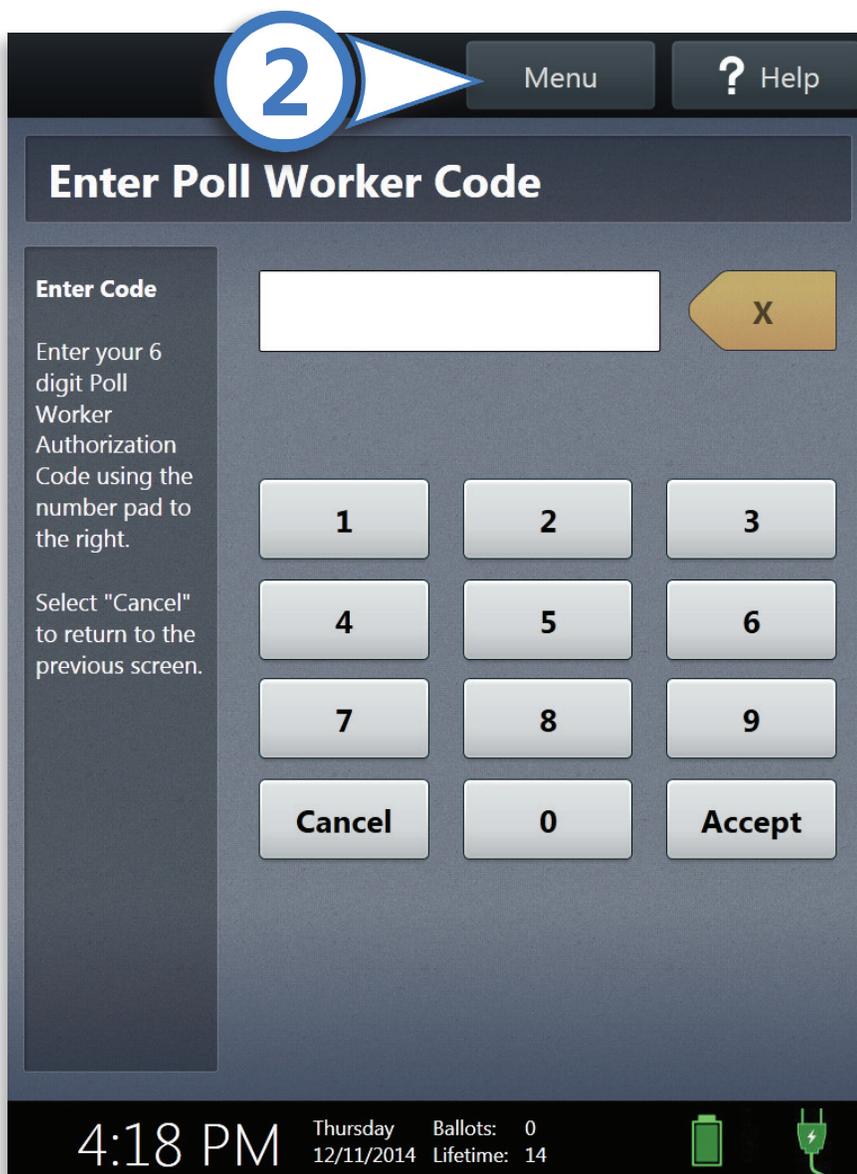
suspending and closing
polls on Verity Touch Writersuspending polls on Verity Touch
Writer *(Early Voting)*

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



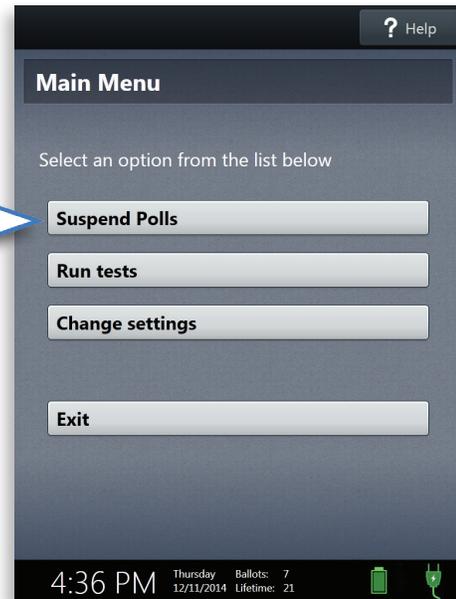
suspending polls on Verity Touch Writer, *continued*

- 2 Select **Menu** at the top of the screen. ▼

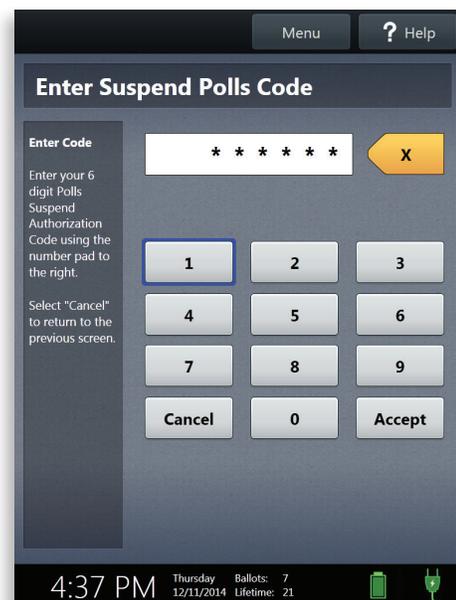


suspending polls on Verity Touch Writer, *continued*

3 Select Suspend Polls. ▶

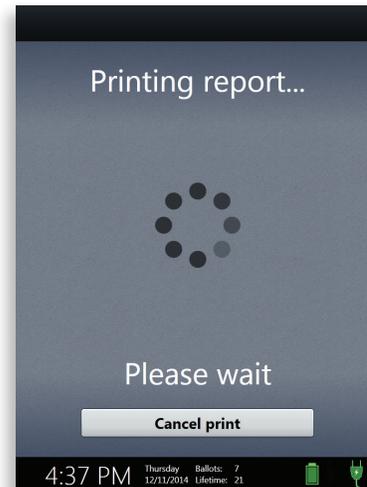


4 Enter your Suspend Polls Code and select **Accept**. A Suspend Polls report will automatically print. ▶

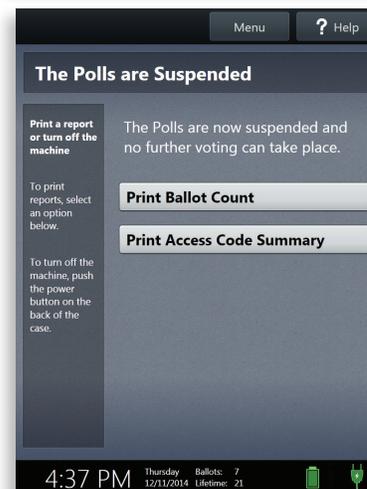


suspending polls on Verity Touch Writer, *continued*

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. 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

 **TIP:**

Some models of Verity power cord have a connector that locks into place. If you have this type of power cord, the connector will make a small “click” when connecting. 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.

suspending polls on Verity Touch Writer,*continued*

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

- ▶ If applicable, wait for the Touch Writer to be completely powered down and showing a black screen before unlocking the tablet 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 voting devices, 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 below to document local transfer procedures.

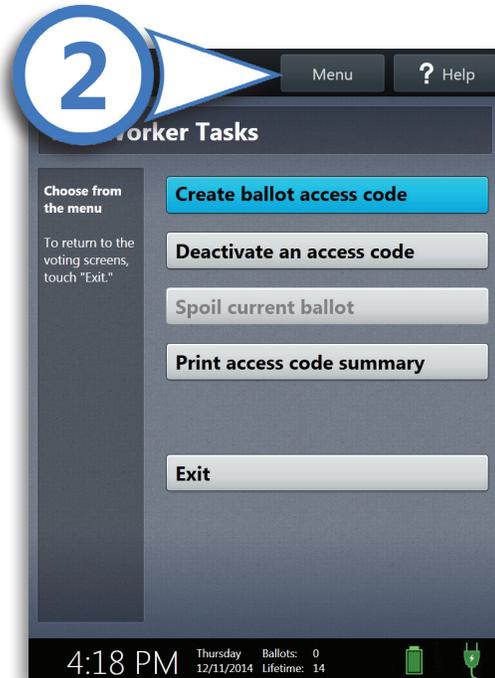
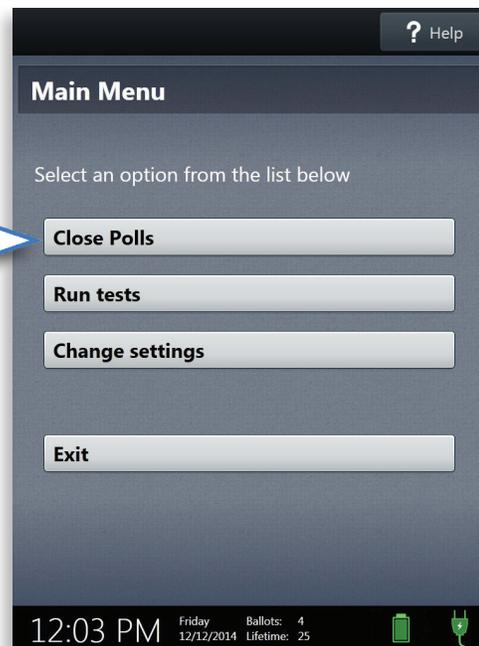
local procedures

closing polls on Touch Writer (election day)

! IMPORTANT: Wait until 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. ▼



closing polls on Verity Touch Writer, *continued***2** Select Menu. ▶**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.

4

Confirmation required

Select Yes or No

If you are sure you want to Close the Polls, touch Yes.

The polls cannot be reopened once they are closed.

Are you sure you want to Close Polls?

Yes, close the polls

No, don't close the polls

12:03 PM Friday 12/12/2014 Ballots: 4 Lifetime: 25

5 Enter your Close Polls Code and select Accept. ▶

Enter Close Polls Code

Enter Code

Enter your 6 digit Polls Close Authorization Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

1 2 3

4 5 6

7 8 9

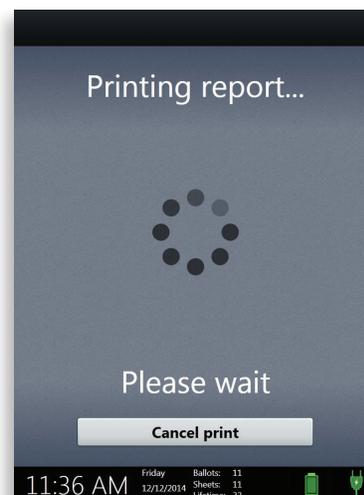
Cancel 0 Accept

X

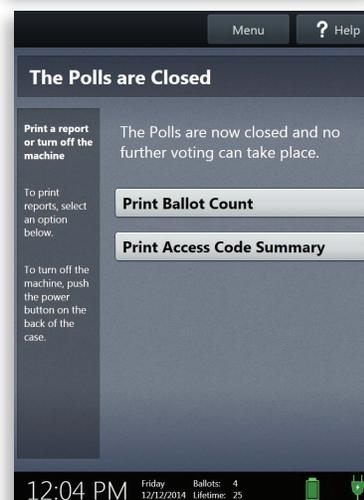
12:03 PM Friday 12/12/2014 Ballots: 4 Lifetime: 25

closing polls on Verity Touch Writer, *continued*

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. You may use the space below to document your local requirements. ▶



▶ A list of device reports with descriptions can be found on page 144.

local reporting requirements

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.

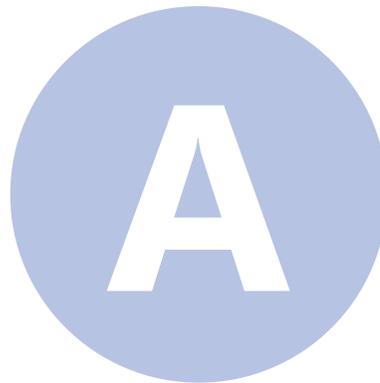
- ▶ Wait for the Touch Writer to be completely powered down and showing a black screen before unlocking the tablet and removing it from the cradle
- ▶ After stowing the tablet, make sure to lock it in with the key and pull the blue latch down to secure it in place.

9 Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring voting devices, 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 below to document local transfer procedures.

local procedures

 **TIP:**

Some models of Verity power cord have a connector that locks into place. If you have this type of power cord, the connector will make a small "click" when connecting. 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.



appendix A: best practices

power supply best practices

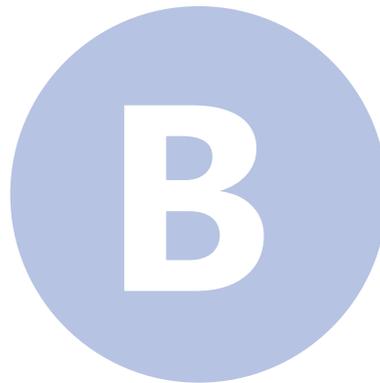
- ▶ Only use grounded AC power outlets (i.e., three prong outlets).
- ▶ Do not use three-prong to two-prong adapters, as these disable the ground path.
- ▶ Use power strips with lights that show when power is present.
- ▶ Ensure power switches on AC power strips are turned on.
- ▶ Test each socket beforehand; it is not uncommon to have a bad socket in a power strip or a wall outlet.



polling place security recommendations

- ▶ Restrict access to voting equipment behind locked doors when not in use.
- ▶ Ensure chain of custody when delivering, receiving or transporting any voting equipment, vDrives, or ballots.
- ▶ For authentication purposes, check for documentation containing serial numbers, seal numbers, and identification for anyone tasked with delivery or transport.
- ▶ Do not leave voting equipment unattended when polling place is open.
- ▶ Do not remove or tamper with seals, unless directed to do so by senior election officials.
- ▶ Do not issue Access Codes or paper ballots until voter has been properly qualified and there is an available voting booth.
- ▶ Report any suspicious activity to the local election officer.





appendix B: device reports

Verity Scan and Touch Writer device reports are printed on each device's built-in thermal printer. Some reports are automatically printed at the appropriate time; others are printed only upon request of the user. On the following page is a list containing each device report, including:

- Report name.
- Report contents or description.
- When the report is printed.

NOTE: *All reports include the date and time the report was printed.*

list of Verity device reports

Report name	Report contents/description	When it is printed
Power-up Self Test	<ul style="list-style-type: none"> • Software version • Device status • Power/battery status 	Automatically, when device is turned on.
Zero report (Verity Touch Writer)	<ul style="list-style-type: none"> • Election Name and Date • Jurisdiction and polling place • Election Mode (i.e. Early Voting or Election Day) • Ballot count • Lifetime count • Number of precincts/splits • Access code summary 	Before polls are opened, upon request.
Zero report (Verity Scan)	<ul style="list-style-type: none"> • Election Name and Date • Jurisdiction and polling place • Election Mode (i.e. Early Voting or Election Day) • Ballot count • Lifetime count • Number of precincts/splits • Tally summary by contest* 	Before polls are opened, upon request.
Open Polls	<ul style="list-style-type: none"> • Election Name and Date • Jurisdiction and polling place • Election Mode (i.e. Early Voting or Election Day) • Ballot count • Lifetime count 	Automatically, when polls are opened (i.e. Election Day) or re-opened (i.e. Early Voting).
Suspend Polls (Verity Touch Writer)	<ul style="list-style-type: none"> • Total Ballots printed • Precincts voted (summary) 	Automatically, when polls are suspended.
Close Polls (Verity Touch Writer)	<ul style="list-style-type: none"> • Election Name and Date • Jurisdiction and polling place • Election Mode (i.e. Early Voting or Election Day) • Ballot count • Lifetime count • Total Ballots printed • Precincts voted (summary) 	Automatically, when polls are closed.

appendix C: device reports

Report name	Report contents/description	When it is printed
Suspend Polls (Verity Scan)	<ul style="list-style-type: none"> • Election Name and Date • Jurisdiction and polling place • Election Mode (i.e. Early Voting or Election Day) • Ballot count • Lifetime count • Tally (summary by contest)* 	Automatically, when polls are suspended.
Close Polls (Verity Scan)	<ul style="list-style-type: none"> • Election Name and Date • Jurisdiction and polling place • Election Mode (i.e. Early Voting or Election Day) • Ballot count • Lifetime count • Tally (summary by contest)* 	Automatically, when polls are closed.
Precincts Enabled	<ul style="list-style-type: none"> • Election Name and Date • Jurisdiction and polling place • Election Mode (i.e. Early Voting or Election Day) • Ballot count • Lifetime count • Number of precincts/splits • List of precincts 	Available on the Ready to Open Polls screen.
Configuration Readiness	<ul style="list-style-type: none"> • Jurisdiction • Polling Place • Voting Type • Device Type • Device Serial Number • Software version • Ballot count • Lifetime count • vDrive ID 	Available on the Ready to Open Polls screen.
Access Code Summary	<ul style="list-style-type: none"> • Total Access Codes issued since polls were opened • Access codes cast/used • Access codes expired • Access codes deactivated • Access codes spoiled • Access codes open • Access codes in use 	Available at any time while polls are open on the Verity Touch Writer, by pressing the Poll Worker button on the back of the device.

Report name	Report contents/description	When it is printed
Tally*	<ul style="list-style-type: none"> • Total number of precincts/splits associated with the device • Vote totals for each contest choice/candidate, grouped by contest, for the device • Total ballots cast on the device. 	After polls are closed on Verity Scan, upon request.
Ballot Count	<ul style="list-style-type: none"> • Number of precincts/splits associated with the polling place • Number of precincts/splits with cast ballots • Total number of cast ballots • Total ballots cast for each precinct for the election • Total ballots cast for each precinct for that day 	After polls are closed on Verity Scan or Touch Writer, upon request.
Write-in report	<ul style="list-style-type: none"> • Ordered by precinct, and then contest • Each unique write-in entered • Votes received for each unique write-in 	After polls are closed on Election Day on Verity Scan, upon request.

*Note: The type of Tally report available (summary or by precinct) is determined according to settings chosen by the election officials. The Tally report may not be included for some jurisdictions, depending on local election procedures.

glossary

abandoned ballot

A ballot that the voter did not cast into the ballot box before leaving the polling place. Local election rules dictate dispensation of an abandoned ballot. In some jurisdictions, abandoned ballots must be spoiled (see also spoiled ballot).

absentee ballot

Ballot cast by a voter unable to vote in person at his or her polling place on election day.

absentee voting

A voting method by which people can cast their ballots without going to the polling place on election day. In some jurisdictions, early voting is referred to as 'absentee-in-person' or 'absentee walk-in' and by-mail voting is sometimes referred to as 'absentee-by-mail.'

Access Code

The five-digit number given to each voter that indicates to the Verity system which precinct and ballot style to display to the voter on the Verity Touch Writer. The Access Code is printed by the poll worker from

the Verity Touch Writer that the voter will use. The Access Code is only valid for a limited time and does not link to any voter information.

Access Code summary report

A report that is printed on the Touch Writer. It lists the number of Access Codes issued, voted, expired, and canceled.

Americans with Disabilities Act (ADA)

A 1990 federal act that established comprehensive standards for the treatment of persons with disabilities in employment, public accommodations, and other programs, including those operated by state and local governments.

audio ballot

A ballot in which a set of contests is presented to the voter in spoken, rather than written, form.

audio-tactile interface (ATI)

Voter interface designed to not require visual reading of a ballot. Audio is used to convey information to the voter and sensitive tactile controls allow the voter to communicate ballot selections to the voting system.

audit log

A report containing recorded information that allows elections officials to view the steps that occurred on the equipment and/or software included in an election in order to verify or reconstruct the user actions taken without compromising ballot or voter privacy.

ballot

The official presentation of all of the contests to be decided in a particular election.

ballot box

A secure receptacle for the Verity Scan that collects scanned paper ballots and that also has an emergency compartment for temporary storage of unscanned voted ballots in case the Verity Scan is disabled.

ballot box security seal

The seal attached to the ballot box door to secure the paper ballots. *See also security seal.*

ballot count

A number, shown on the Verity configuration reports and Polls Open screens that indicates how many ballots have been processed on that device for the current election. The ballot count of a device is reset to zero when a new election is loaded by election staff before an election.

ballot image

For a paper ballot, the electronic digital picture of the ballot. For an electronic ballot, the Cast Vote Record of the electronic ballot.

ballot instructions

(1) Instructional text that appears at the top of the ballot. There are two separate types of Ballot Instruction text: (1) Electronic and (2) paper ballot. There is also separate audio instruction associated with the Touch Writer ballot instruction. (2) Information provided to the voter during the voting session that describes the procedure for voting a ballot. Such material may (but need not) appear directly on the ballot.

ballot marking device (BMD)

An electronic machine at which a voter can make selections and then print a marked ballot, which the voter takes to a scanning device to be cast. No vote records are stored on the ballot marking device itself.

ballot number

In Verity, a number that can be placed on the ballot but which is not digitally processed in the system and is not part of the Cast Vote Record.

ballot position

The order on the ballot in which a candidate's name appears. For example, candidate B may have the 2nd position on the ballot, meaning that there is one candidate's name ahead of candidate B for that contest.

ballot stub

A perforated, removable portion of a ballot used in some jurisdictions. The ballot stub does not contain voteable contests.

ballot style

A ballot style is a grouping of certain precincts with an identical contest configuration. Every precinct's (or split precinct's) ballot is linked to one ballot style and there may be several precincts with the same ballot style. In Verity, the ballot style information is carried on the vDrive.

ballot text

Informational text embedded in the ballot that does not have the properties of a contest and cannot be voted. Ballot text is often used to identify a section of the ballot.

bar code

A printed horizontal strip of vertical bars of varying widths, groups of which represent decimal digits. In the Verity voting system, bar codes are required in order for paper ballots to be correctly scanned.

BMD

See **ballot marking device (BMD)**.

by-mail

When voters receive ballots through the mail system, and then return voted ballots to the scanning and tabulation center via the mail system (or via drop boxes).

candidate

Person contending in a contest for office. A candidate may be explicitly presented as one of the choices on the ballot or may be a write-in candidate.

canvass

Compilation of election returns and validation of the outcome that forms the basis of the official results by a political subdivision.

cast ballot

Ballot that has been deposited by the voter in the ballot box or electronically submitted for tabulation.

Cast Vote Record (CVR)

An anonymous record of the contest options that a voter selected on his/her cast ballot (otherwise known as the voter's choice set). In the Verity voting system, Cast Vote Records are stored in electronic format. One Cast Vote Record is equivalent to one ballot, and is the permanent record of all votes produced by a single voter whether in electronic, paper or other form. Also referred to as ballot image when used to refer to electronic ballots.

certification

Procedure by which a third party gives written assurance that a product, process or service conforms to specified requirements. See also state certification and national certification.

certification testing

Testing performed under either national or state certification processes to verify voting system conformance to requirements.

challenged ballot

Terminology and rules for challenged ballots vary by state. In general, a challenged ballot results when a voter's right to cast a ballot in a certain jurisdiction is challenged for various procedural reasons. If the challenge stands, the voter may, in most cases, vote provisionally.

close polls report

Report printed by the Verity voting device when the polls are closed. This report includes a time stamp indicating the date and time printed.

closed primary

Primary election in which a voter receives a ballot listing only those candidates running for office in the political party with which the voters is affiliated. In some states, non-partisan contests and ballot issues may be included. In some cases, political parties may allow unaffiliated voters to vote in their party's primary.

contest

A choice to be made on the ballot; a race. Contest types include offices, issues, referendums, measures, and propositions.

count

Process of totaling votes. Also the name of Verity's tabulation software application. See **tabulation**.

credentials

Authentication information that enables access to operations in the system or associated databases. Credentials typically include user IDs and passcodes.

cryptography

Discipline that embodies the principles, means, and methods for the transformation of data in order to hide their semantic content, prevent their unauthorized use, prevent their undetected modification and establish their authenticity.

CVR

See **Cast Vote Record (CVR)**.

damaged ballot

A paper ballot that has been torn or otherwise damaged to the extent that it cannot be read using an optical or digital scanning device.

digital scan

A process where ballots are scanned and the electronic, or digital, images of the ballot are captured in whole (as opposed to optical scan, where the image is not captured but light reflected off of or absorbed by marked surfaces is used to collect vote data).

direct record electronic (DRE)

The term for an electronic machine at which a voter can view, vote, and cast a ballot.

district

A selection of precincts and/or split precincts that determine a voting group.

DRE

See **direct record electronic (DRE)**.

duplex

Two-sided. In Verity ballots are printed and scanned on both sides of the ballot sheet. The Verity Scan scans both sides of the ballot sheet.

early voting

A term for votes cast in-person prior to election day. Nomenclature for early voting varies from state to state in the U.S. (absentee in-person, absentee walk-in, etc.).

election

A formal process of selecting a person for public office or of accepting or rejecting a political proposition by voting.

Election Assistance Commission (EAC)

Federal agency created by HAVA and chartered with, among other things, overseeing the testing and certification of voting systems.

election database

In Verity Data and Build, a data file or set of files that contain information about political subdivisions and boundaries, all contests and questions to be included in an election, and the candidates for each contest.

election day

A specific day, set by federal or state statute, when voting takes place and results tabulation and reporting begins.

election ID

An identification code assigned to an election by Verity Data and Build that is unique for every election. The election ID is used internally by the software applications.

emergency ballot slot/emergency ballot bag

A special receptacle in the Verity ballot box, with its own unique access door, that can be used to securely store unscanned ballots.

encryption

Process of obscuring information by changing plain text into cipher text for the purpose of security or privacy. *See also* **cryptography**.

firmware

Computer programs (software) stored in read-only memory (ROM) devices embedded in the system. A Verity device's firmware version is displayed on the Power On Self Test report.

functionality test

Testing of hardware functionality (e.g., testing to see that a Verity Touch Writer button responds correctly when pressed). Functionality tests are built into the Verity voting devices.

general election

Election in which voters, regardless of party affiliation, are permitted to select candidates to fill public office and vote on ballot issues. In the U.S., federal general elections are held on the first Tuesday after the first Monday in November, in every even-numbered year.

Help America Vote Act (HAVA)

Signed into law October, 2002, HAVA intends to assist states in the administration of federal elections and establishes 'minimum standards for states and units of local governments with the responsibility for the administration of federal elections.' Most importantly, HAVA mandates that each polling place in the United States have a federally approved handicap accessible voting system.

help button

Button on the Verity Access; when pressed, the Verity Touch Writer screen will display contextual help text.

invalid vote

An instance where a voter in an open primary has voted for a candidate for an opposing party after first declaring affiliation with another party.

lifetime count

A number, shown on the Verity device touch screens, that indicates how many ballots (Cast Vote Records) have been voted on the device over its lifetime. The lifetime count cannot be reset.

logic and accuracy test (LAT or L&A)

In the context of an election, a test to check the accuracy of the voting system tabulation. An LAT is accomplished by submitting test ballots for which the results are already known (i.e., a 'test deck') through the ballot counting system and comparing the results with the expected results. If an error occurs (i.e., the actual test deck count does not match the expected count), then the problem is investigated and corrected, and the test is repeated.

move wheel

The rotary wheel on the Verity Access that allows a voter to navigate the ballot and highlight choices by turning the wheel.

multi-seat contest

Contest in which multiple candidates can run, up to a specified number of seats. Voters may vote for no more than the specified number of candidates.

non-partisan office

An elected office for which candidates run independent of political party affiliation.

open polls report

Report printed by the Verity voting device when the polls are opened. This report includes a time stamp indicating the date and time printed.

open primary

Primary election in which any voter can participate, regardless of their political affiliation. In the U.S., states that have open primaries do not require voters to register by party. Some states require voters to publicly declare their choice of party ballot at the polling place, after which the poll worker provides or activates the appropriate ballot. Other states allow the voters to make their choice of party ballot within the privacy of the voting booth.

option

A choice on a ballot.

option box

The target area where a voter marks in order to make a selection on a ballot.

paper-based voting system

Voting system that records votes, counts votes, and tabulates the vote count, using one or more ballot cards or paper ballots. In some regions, the term paper ballot is equivalent to hand counted ballot.

poll worker button

A button located on the back panel of the Verity device used to access poll worker and administrator functions.

polling location

Physical address of a polling place.

polling place

The area within the polling location where voters cast ballots. Sometimes, a single polling place supports several precincts.

power on self test report

A report printed from the Verity voting device any time the device is powered on. This report shows a time stamp, firmware version, and diagnostic test result. A self-diagnostic test is run on the system, and the result is indicated as either a pass or fail on the report.

precinct

Election administration division corresponding to a contiguous geographic area that is the basis for determining which contests and issues the voters legally residing in that area are eligible to vote on. In traditional election nomenclature, precinct was once equivalent to polling place. This is not necessarily the case any longer.

primary election

Election held to determine which candidate will represent a political party for a given office in the general election.

provisional ballot

A ballot provided to individuals who claim they are eligible to vote but whose eligibility cannot be confirmed when they present themselves to vote. Once voted, such ballots cannot be included in the tabulation until after the voter's eligibility is confirmed.

race

A choice to be made on the ballot; a contest. Race types include offices, issues, referendums, measures, and propositions.

ranked choice voting

Practice that allows voters to rank candidates in a contest in order of choice 1, 2, 3, and so on. A candidate receiving a majority of the first choice votes wins that election. If no candidate receives a majority, the last place candidate is deleted, and all ballots are counted again, with each ballot cast for the deleted candidate applied to the next choice candidate listed on the ballot. The process of eliminating the last place candidate and recounting the ballots continues until one candidate receives a majority of the vote. The practice is also known as instant runoff voting, preferences or preferential voting, or ranked order voting.

recount

Re-tabulation of the votes cast in an election.

replacement ballot

A ballot that is designated by the election authority to be a replacement for a damaged ballot.

runoff election

Election to select a winner following a primary or a general election, in which no candidate in the contest received the required minimum percentage of the votes cast. The two candidates receiving the most votes for the contest in question proceed to the runoff election.

sample ballot

A ballot printed as a sample of the real election ballot. Sample ballots contain a special barcode which prevents them from being counted by the Verity system.

security controls

Management, operational, and technical controls (such as safeguards or countermeasures) prescribed for an information system to protect the confidentiality, integrity, and availability of the system and its information.

security seal

Tamper-evident seals put in place by the jurisdiction on voting devices and ballot boxes to restrict access to voted ballots and compartments containing voted ballots.

select button

Button on the Verity Access; a voter presses this button to select an option or ballot choice highlighted by the move wheel.

sheet

In reference to paper ballots, one piece of paper printed on both sides, i.e., duplex.

sheet count

On the Verity Scan device, a number, shown on the touch screen, that indicates how many physical ballot sheets have been scanned on that device for the current election. The sheet count of a device is reset to zero when a new election is loaded by election staff before an election.

sip-and-puff

A voter's personal input device that connects to the Verity Access using the disabled access jack. This enables disabled voters with extremely limited mobility to vote with a mouth-controlled device.

split precinct

When a precinct is divided to accommodate non-standard division of boundaries within it (i.e. when sub-jurisdiction districts affect the ballot styles within a parent jurisdiction precinct).

spoiled ballot

A ballot that has been rendered invalid, either by a voter who is still present at the polling place (making it necessary to give the voter a new ballot) or by virtue of being abandoned by the voter. *See also* **abandoned ballot**.

straight party voting

A voting method that presents a contest at the top of the ballot that allows selection of a single political party in order to automatically select candidates of that party in contests that allow straight party voting.

stub number

A number that can be placed on the ballot stub. In Verity, the stub number is not tied to the ballot number.

suspend polls report

A report that automatically prints when suspending polls during early voting.

system audit log

Captures system-specific information, such as operating system login or logout and operating system alerts, faults, and failures (that is, running on battery).

system battery

Rechargeable battery pack used in Verity voting devices.

tabulation

Process of totaling votes. *See also* **count**.

tactile switches

Also called 'dual mode switches,' or 'jelly switches,' these red and green 'paddles' enable voters with disabilities to vote without using the touch screen, move wheel or select button on the Verity Touch Writer. Voters without fine motor control may use these. The red tactile switch allows voters to navigate through the ballot, similar to turning the move wheel in a clockwise direction. The green switch is similar to pressing the select button.

tally report

An report that may be printed from a Verity voting device after polls are suspended closed. It includes the date, time, precinct, a tally of votes for each contest, and an Access Code or ballot summary. Use of this report may vary by jurisdiction.

thermal printer

Roll-feed printer built in to each Verity voting device used to print reports and (on the Verity Touch Writer) Access Codes. This printer uses heat to print on the paper, and thus does not use ink or toner.

touch screen voting machine

A voting machine that utilizes a computer screen to display the ballot and allows the voter to indicate his or her selections by touching designated locations on the screen.

undervote

An instance where the number of choices selected by a voter in a contest is less than the maximum number allowed for that contest, or when no selection is made for a single choice contest.

uninterruptible power supply (UPS)

A device that maintains AC power for a connected device during a power outage.

unique identifier

A number placed on the sheets of a ballot that uniquely identifies the

ballot in order to prevent scanning of duplicate paper ballots. Within the Verity system, unique identifiers are optional and cannot be tied to an individual voter (as there is no individual voter data in the Verity system). Unique identifiers contain no serial (i.e. sequential) data.

universal serial bus (USB)

An external peripheral interface standard for communication between a computer and other devices. In the Verity voting system, the vDrive and Verity Key connect to a USB port.

Verity Access

Verity's audio-tactile interface device.

Verity Controller

Verity polling place device for issuing Access Codes for and managing Verity Touch direct record electronic voting devices.

Verity Print

Verity device for on-demand selection and printing of paper ballots.

Verity Relay

Verity application designed to receive transmissions from specially-equipped Verity Scan with Relay devices. Transmitted data is written to a transfer vDrive and taken to Verity Count for tabulation.

Verity Scan

Verity polling place scanning device. These devices scan physical printed and marked ballots for collecting and tabulating votes.

Verity Scan with Relay

Verity Scan device modified with Relay modem kit upgrade. Scan with Relay is a Scan device equipped and configured for Relay transmission.

Verity Touch

Verity polling place direct record electronic voting device.

Verity Touch Writer

Verity polling place ballot marking device, with print capabilities for paper ballots.

Verity vDrive

In the Verity system, the electronic media used for transferring of election definitions and data, CVRs, and device audit logs between the Verity software workstations and voting devices.

vote center

Sometimes called super precincts or county-wide polling places. A polling place where all or a large set of election precincts and ballot styles are available for voters from a large area to come in-person to vote on election day.

vote for n of m

A ballot choice in which voters are allowed to vote for a specified number ('n') of candidates in a multi-seat contest where 'm' is the number of valid choices.

voted ballot

A ballot that has been cast.

voting position

Specific response field on a ballot where the voter indicates the selection of a candidate or ballot proposition response.

voting system

The total combination of mechanical, electromechanical or electronic equipment (including the software, firmware, and documentation required to program, control, and support the equipment) that is used to define ballots, cast and count votes, report or display election results; and to maintain and produce any audit trail information; and the practices and associated documentation used to identify system applications and versions of such applications; to test the system during its development and maintenance; to maintain records of

system errors and defects; to determine specific system changes to be made to a system after the initial qualification of the system; and to make available any materials to the voter (such as notices, instructions, forms or paper ballots).

write-in

A name of a candidate entered by the voter in order to vote for a candidate that is not listed in that contest.

write-in, certified

A candidate that has been certified by the election authority as being a valid write-in candidate for the election.

zero report

A voting device report that must be printed before polls are opened on the first day of early voting and on election day. A zero report must also be printed from the tabulation workstation prior to counting ballots on election day. This report lists the time, the number of precincts at the polling place, the contests and candidates on the ballot, and verifies that the current number of votes for each candidate or option is zero.

index

A

About Your Ballot screen (Verity Touch Writer) 112

Access Code Summary report (Verity Touch Writer) 130

access codes (Verity Touch Writer)
creating 107–109
deactivating 127–129
entering 111
previewing 109
printing summary report 130

Access controller. *See* **Verity Access**

AC power
best practices 142
indicator
Verity Scan 38
Verity Touch Writer 93
plugging into Verity Scan 29–30
plugging into Verity Touch Writer 84–85

Administrator menu
Verity Scan 61
Verity Touch Writer 131

audio settings (Verity Touch Writer) 112, 120

B

ballot box (Verity Scan)
and emergency ballot bag/slot 60
setting up 22–27

ballot count
Verity Scan 37, 45

Verity Touch Writer 93, 101

ballot printer (Verity Touch Writer)
connecting to Verity Touch Writer 85
loading paper 74–77
manual feed tray 77
powering on 78
setting up 72–78

ballots
device screen count 37, 93
hand-marking (paper) 51
marking and printing with Verity Touch Writer 110–115
printing and scanning blank ballots 58, 117
scanning with Verity Scan 53–54

battery power indicator
Verity Scan 38
Verity Touch Writer 93

booth. *See* **voting booth (Verity Touch Writer)**

C

casting ballots. *See* **Verity Scan - scanning marked ballots**

Change Settings menu
Verity Scan 61
Verity Touch Writer 131

Close Polls report
Verity Scan 68–69
Verity Touch Writer 140–141

closing polls
Verity Scan 66–69
Verity Touch Writer 137–141

E

emergency ballot bag/slot 60
emergency planning 18

errors (scanning) 59

H

help button

- Verity Scan 55
- Verity Touch Writer 118

I

insert ballot screen (Verity Scan) 52

L

language button/screen

- Verity Scan 56
- Verity Touch Writer 107, 110, 112, 119

lifetime count

- Verity Scan 37
- Verity Touch Writer 93

O

opening polls

- Verity Scan 42–49
- Verity Touch Writer 98–103

Open Polls report

- Verity Scan 46
- Verity Touch Writer 102

overvoted ballots 57

P

passcodes, entering

- Verity Scan 41
- Verity Touch Writer 94

polling place layout 15

polling place supplies 16–17

poll worker button

- Verity Scan 38, 57, 58, 62, 66
- Verity Touch Writer 94, 107, 125, 127, 130

power. *See* AC power

Power-On Self Test report

- Verity Scan 33
- Verity Touch Writer 89

power outage/loss of power. *See also* emergency ballot bag/slot

printer. *See* thermal printer; *See also* ballot printer (Verity Touch Writer)

printing ballots. *See* Verity Touch Writer, printing ballots

provisional ballots 59

R

reopening polls (Early Voting)

- Verity Scan 48
- Verity Touch Writer 104

reports

- list of device reports 144–147
- Verity Scan 68
- Verity Touch Writer 140

Review your ballot screen (Verity Touch Writer) 114

Run Tests menu

- Verity Scan 61
- Verity Touch Writer 131

S

Scan (device). *See* Verity Scan

scanning (ballots). *See* Verity Scan - scanning marked ballots

screen settings (Touch Writer) 121

security recommendations 143

sheet count (Verity Scan) 37

sheets (device screen count) 37

shutdown procedure, Verity Scan

- after closing polls on Election Day 69
- after suspending polls (Early Voting) 65

shutdown procedure (Verity Touch Writer)

- after closing polls on Election Day 141
- after suspending polls (Early Voting) 136

sip-and-puff 13, 124**spoiling ballots**

- on Verity Touch Writer 125–126
- printed paper ballots 56, 126

suspending polls (Early Voting)

- Verity Scan 62–65
- Verity Touch Writer 132–136

T**tablet (Verity Scan)**

- locking 32
- unlocking 30

tablet (Verity Touch Writer)

- locking 88
- unlocking 86

tactile switches 13

- installing 124

thermal printer

- Verity Scan 39–40
- Verity Touch Writer 95–96

Touch Writer. *See* **Verity Touch Writer**

U

undervoted and blank ballots 58

V

vDrives 13

transfer procedures 136, 141

Verity Access 12

- help button 118
- installing headphones 123
- installing tactile switches 124
- use in voting 122

Verity Scan 12, 21–69

- AC and battery power indicators 38
- Administrator menu 61
- ballot, sheet and lifetime counters 37
- Change Settings menu 61
- closing polls 66–69
- emergency ballot bag/slot 60
- entering passcodes 41
- errors (scanning) 59
- help button 55
- insert ballot screen 52
- language button 56
- locking tablet 32
- opening polls 42–47
- overvoted ballots 57
- poll worker button 38
- powering on 33
- reopening polls (Early Voting) 48
- Run Tests menu 61
- scanning marked ballots 53–54
- screen orientation 36–38
- setting up 22–35
- shutting down (Early Voting) 65
- shutting down (Election Day) 69
- software startup time 33
- suspending polls (Early Voting) 62–65
- thermal printer, operation and replacing paper 39–40
- undervoted and blank ballots 58
- unlocking tablet 30
- verifying ballot count 45

- verifying clock time 45
- verifying precinct/polling place 45
- zero report, printing 43

Verity Touch Writer 12, 71–141

- About Your Ballot screen 112
- AC and battery power indicators 93
- access code summary, printing 130
- Administrator menu 131
- ballot and lifetime counters 93
- ballot printer, loading paper 74–77
- ballot printer, setting up 72–78
- blank ballots, printing 117
- Change Settings menu 131
- closing polls 137–141
- connecting to ballot printer 85
- creating voter access codes 107
- entering passcodes 94
- headphones, installing 123
- help button 118
- language settings 119
- locking tablet 88
- marking ballots with 110–117
- opening polls 98–103
- poll worker button 94
- powering on 89
- printing ballots 114–115
- reopening polls (Early Voting) 104
- Review your ballot screen 114
- Run Tests menu 131
- screen orientation 92
- setting up 72–89
- shutting down (Early Voting) 136
- shutting down (Election Day) 141
- sip-and-puff, installing 124
- software startup time 89

- spoiling a ballot on 125–126
- suspending polls (Early Voting) 132–136
- tactile switches, installing 124
- thermal printer, operation and replacing paper 95
- unlocking tablet 86
- verifying clock time 101
- verifying precinct/polling place 101
- verifying the ballot count 101
- voting booth, setting up 79–82
- write-in voting with 116
- zero report, printing 99

voter instructions

- Verity Scan 50–51
- Verity Touch Writer 110–115

voter privacy 50, 106

voting booth (Verity Touch Writer)

- setting up 79–82

W

write-in voting

- on Verity Touch Writer 116
- when hand-marking paper ballots 51

Z

Zero report

- Verity Scan 43–45
- Verity Touch Writer 99–101



notes:

notes:



©2016 Hart InterCivic

Verity is a registered
trademark of Hart
InterCivic, Inc.