



VERITY®

**polling place
operations guide**



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polling place operations guide



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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 Controller *and* Verity Touch

- ▶ **Verity Controller** and **Verity Touch** make up the Verity Direct Record Electronic (DRE) Voting system. Using Verity Controller and Verity Touch, poll workers issue Access Codes with Verity Controller, which voters use to access, mark and cast digital ballots via a touch screen on a Verity Touch. Multiple Touch devices can be connected to a single Controller device. Verity Touch is compatible with Verity Access.



Verity Access

- ▶ Verity Touch 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 or held in hand.



Verity system components, *continued*

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 Controller has its own vDrive.

polling place planning

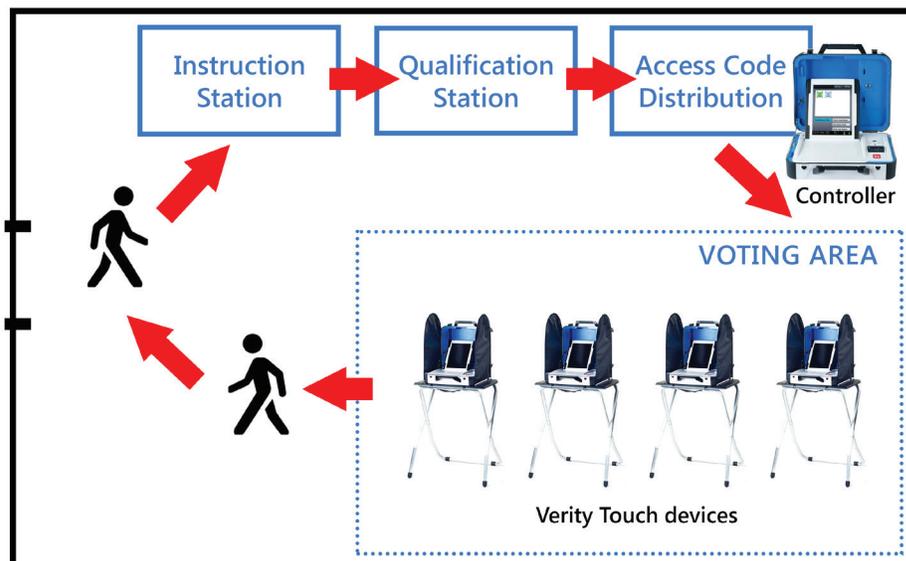
Before polls open, it is important to plan carefully to ensure a smooth experience for both voters and poll workers alike. This section describes the necessary steps to prepare the polling place for voting.

- 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)
- voting booth(s)
- headphones
- tactile switches
- power bricks and cords
- power strips and extension cords
- ballot box(es) *(if applicable)*
- tables and chairs
- voter qualification supplies
(pollbook, label printer, etc.)
- paper for thermal printers
- 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 as well as during normal operations.
- ▶ Review local procedures for dealing with equipment failures and operation from battery power.
- ▶ Review local security procedures.

Verity Controller and Touch



1

setting up Verity Controller & Touch

setting up the Verity Controller

1 Set the Verity Controller on top of a table near where you plan on setting up your Verity Touch device(s).



setting up Verity Controller, *continued*

- 2** 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. ▶



- 3** Plug the power cord securely into the power brick. ▶



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



setting up Verity Controller & Touch

setting up Verity Controller, *continued*

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



- 6** Unlock the tablet. ▼ **7** Open the latch. ▼



setting up Verity Controller, *continued*

- 8 Remove the tablet from its storage compartment. ▼



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



setting up Verity Controller & Touch

setting up Verity Controller, *continued*

10 Lock the tablet in place. ▼



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

setting up Verity Controller, *continued*

- 11** Plug the power cord into a power strip/wall outlet.



- 12** Verify the Controller device seals, per local procedure.

- 13** Power on the Verity Controller using the *red* power button on the back of the device. ▶



- 14** During the power on process, the Verity Controller will print the Power-On Self Test report. 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.

setting up the Verity Touch 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.

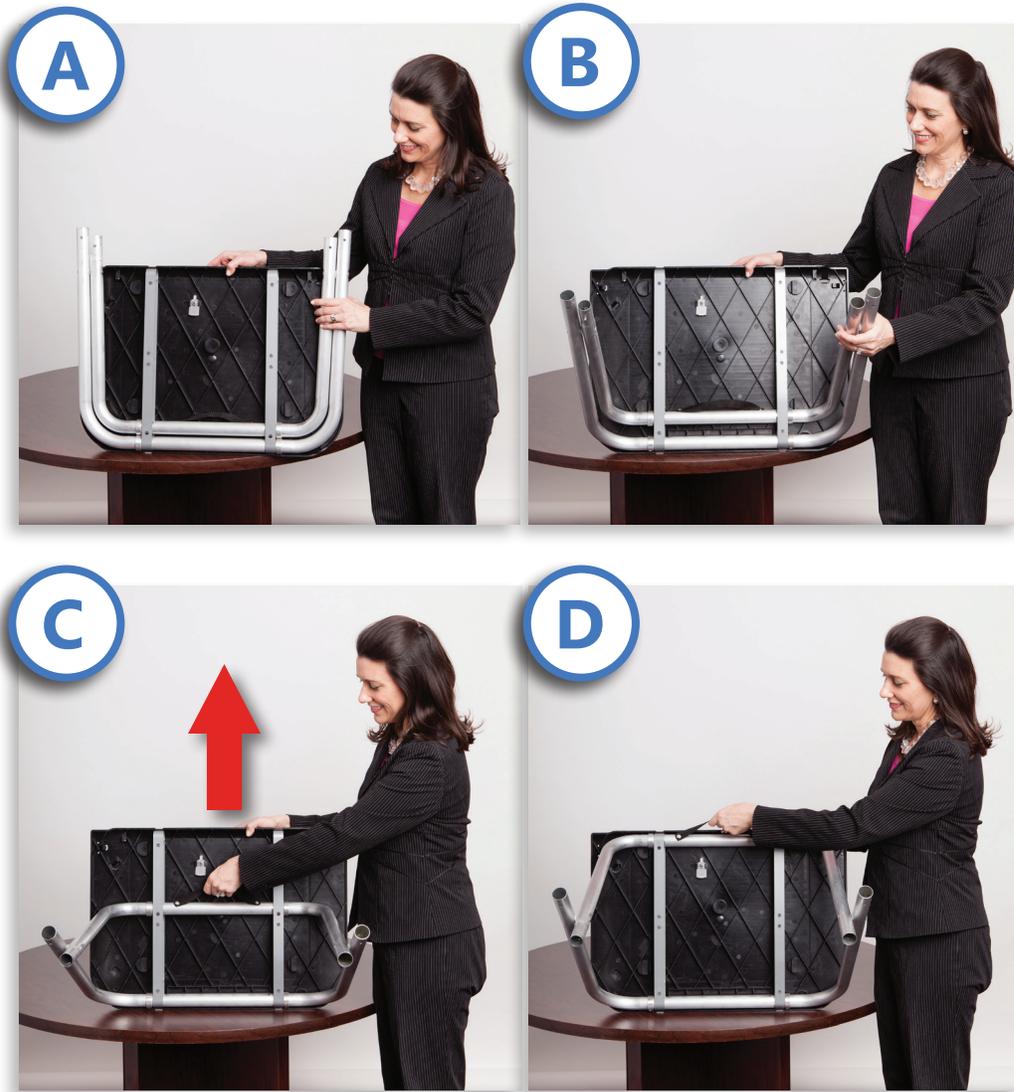


! IMPORTANT: Touch with Access should be used with the lower, wider Accessible booth.



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 Verity Controller & Touch

setting up voting booth, *continued*

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



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. ▼



setting up Verity Touch

1 Set the Verity Touch 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, *continued*

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



4 Plug the power cord securely into the power brick. ▶



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



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

setting up Verity Controller & Touch

setting up Verity Touch, *continued*

- 6** Insert a booth connection cord into one of the available ports on the back of *Verity Touch*. ▼



- 7** Insert the other end of the booth connection cord into one of the available ports on the back of the *Verity Controller*. ▼



setting up Verity Touch, *continued*

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



- 9** Unlock the tablet. ▼ **10** Open the latch. ▼



setting up Verity Controller & Touch

setting up Verity Touch, *continued*

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



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



setting up Verity Touch, *continued*

13 Lock the tablet in place. ▼



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

14 Plug the Verity Touch power cord into power strip/wall outlet.



setting up Verity Controller & Touch

setting up Verity Touch, *continued*

15 Verify the Verity Touch 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. ▶



16 Power on the Verity Touch using the *red* power button on the back of the device. ▶



17 During the power on process, the Verity Touch will display the Power-On Self Test report. Any hardware or connection issues will be highlighted in yellow. If any issues are highlighted, 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.

connecting additional Verity Touch devices

When connecting a second Verity Touch device, the setup process is the same as that described in the previous section, except for the booth connection cable:

1 Insert a booth connection cord into one of the available ports on the back of the new Verity Touch device. ▶



2 Insert the other end of the booth connection cord into either:

a) the remaining available port on the back of the first Verity Touch, *or*

b) the remaining available port on the back of the Verity Controller.



3 Power on the second Verity Touch using the *red* power button on the back of the device. ▶



connecting additional Verity Touch devices, *continued*

Verity Controller and Touch devices may be set up in a variety of configurations; sample configurations are illustrated on the following page. When setting up Verity Controller and Verity touch devices, here are some important things to remember:

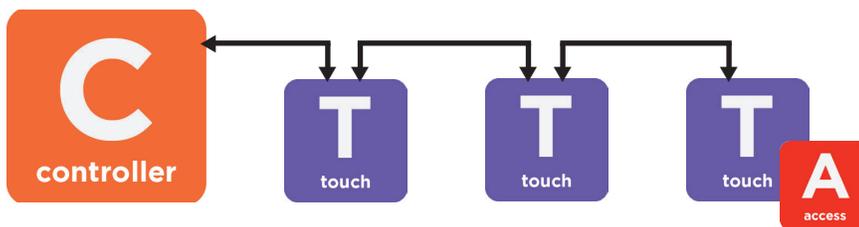
- ▶ The Verity Controller should be powered on *before* powering on Verity Touch devices.
- ▶ Up to 12 *total* Verity Touch devices may be connected to a single Verity Controller, regardless of configuration.
- ▶ Verity Controller has two available connection ports; Verity Touch devices may be connected to either one or both of these ports.
- ▶ Additional Verity Touch devices may be connected to preceding Verity Touch devices, in a daisy-chain fashion.
- ▶ Verity Touch with Access devices should be placed at the end/outside of the line (furthest from the Verity Controller)
- ▶ Up to two Touch units in a row can be powered off, or have their tablets disconnected, without affecting other Touch devices in the chain.

connecting additional Verity Touch devices, *continued*

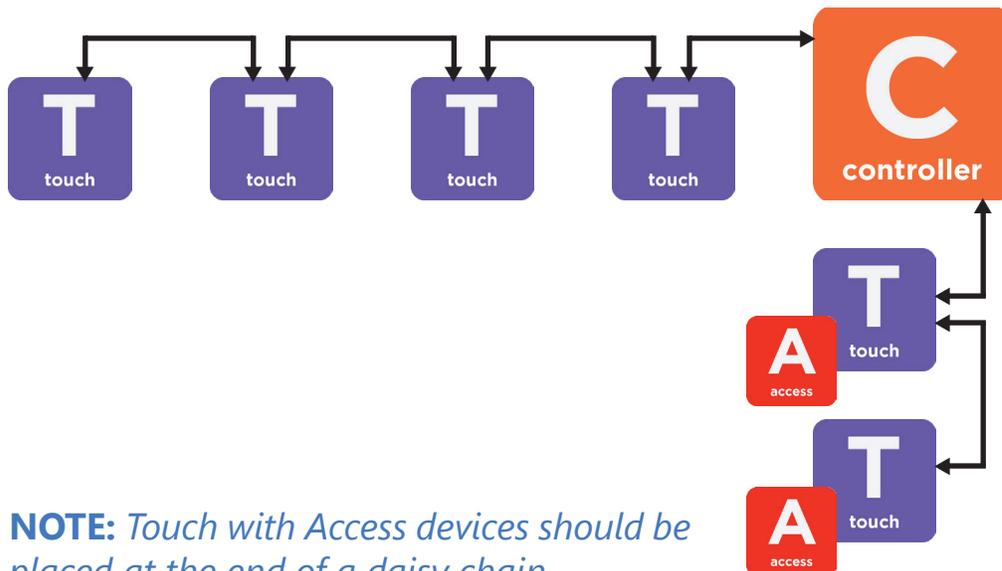
sample Controller/Touch configurations

Up to 12 Verity Touch or Touch with Access devices can be connected to a single Verity Controller.

- ▶ Touch devices may be daisy-chained to a single Controller connection port:



- ▶ or, Touch devices may be connected in daisy-chains to *both* Controller connection ports:



NOTE: *Touch with Access devices should be placed at the end of a daisy chain.*

assigning booth numbers

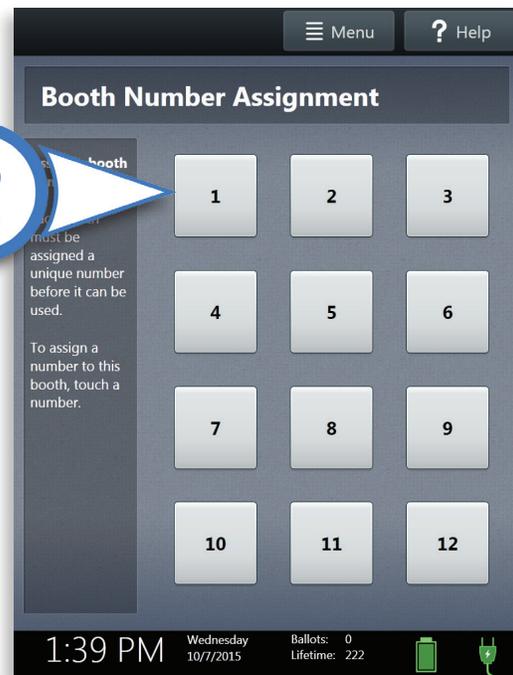
Before they can be used for voting, each Touch device must be assigned a booth number. This allows polling place staff to monitor the status of each Touch booth using Verity Controller (for information on monitoring Touch booths, see page 87). To assign booth numbers for each Touch device, follow the instructions below:

1 Set up all Verity Touch booths and devices and power on the Touch devices (see pages 24-37 for setup instructions). Once power on is complete, each Verity Touch should display the **Booth Number Assignment** screen.

2 Select the number on the screen that you would like to assign to that booth. ▶

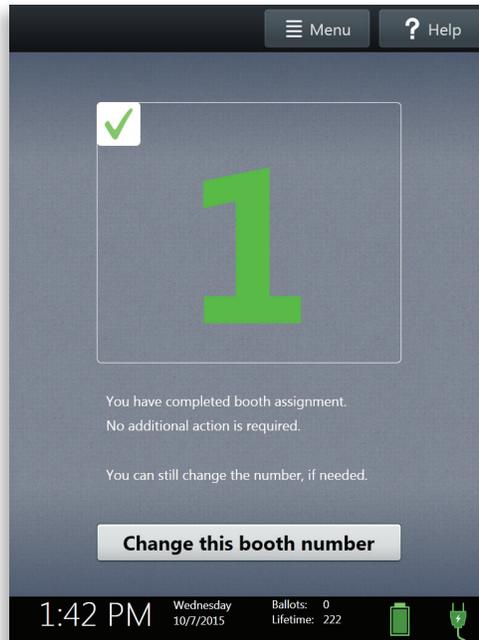
NOTE: Both numbers may be assigned in any order, however a logical practice would be to assign each booth number in ascending order, moving away or outward from the Verity Controller.

2



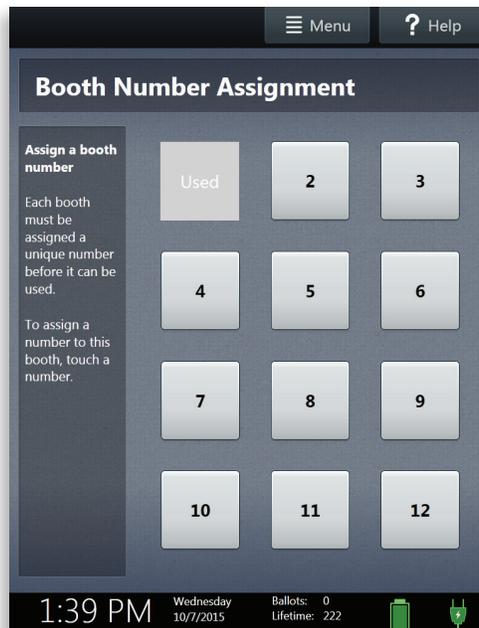
assigning booth numbers, *continued*

3 Once assigned, the Touch will display the chosen number in green. You may change the booth number at this time by selecting **Change this booth number**. ▶



4 Repeat steps 2-3 for all Touch booths. Note that each number may be assigned only once. If a number is already assigned to another booth, 'Used' will appear in place of that number on the screen. ▶

NOTE: *If your polling place configuration uses less than 12 Touch devices, some numbers will remain unused.*

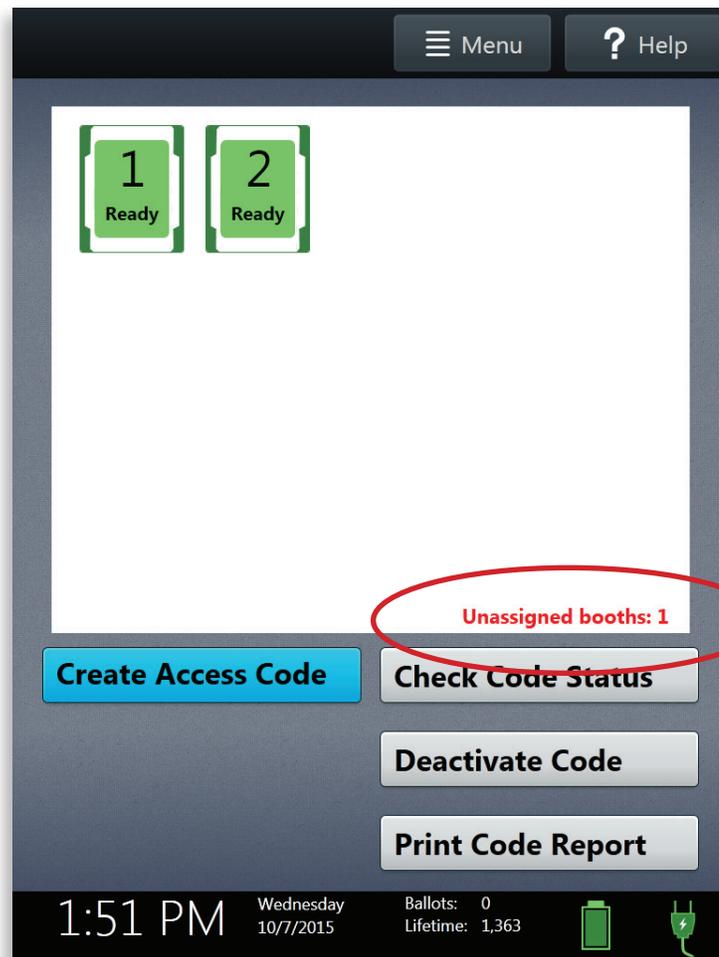


setting up Verity Controller & Touch

assigning booth numbers, *continued*

unassigned booths on Controller

If there are booths remaining that have not yet been assigned a booth number, red text will display in the bottom left of the Verity Controller screen. This text will indicate the number of booths that have not been assigned. ▼



Verity Controller & Touch setup checklist

- 1** Set up Verity Controller
- 2** Power on the Verity Controller
- 3** Set up Verity Touch booth(s)
- 4** Set up Verity Touch and connect to Verity Controller
- 5** Set up and connect additional Verity Touch devices, according to your configuration.
- 6** Power on Verity Touch devices.
- 7** Assign booth numbers on Verity Touch devices.

2

device orientation

Verity Controller

screen orientation

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



Verity Controller, *continued*

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 cast on the Verity Controller 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 cast on the Verity Controller 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 Verity Controller Power-On Self Test report.

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

Verity Controller, *continued*

entering passcodes

- ▶ Passcodes are entered via the device touch screen.
- ▶ 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 Controller. Since the Menu button is always accessible on the Verity Controller touch screen, the poll worker button on Controller is not used. ▶



Verity Controller, *continued*

thermal printer operation

The built-in thermal printer on the Verity Controller is used to print device reports.

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



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 Controller, *continued***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. ►

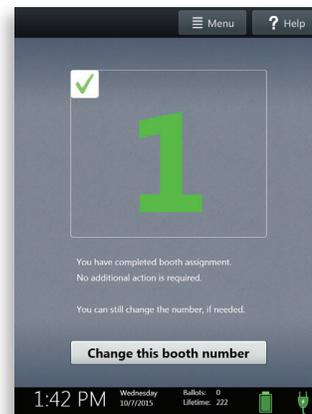


Verity Touch

screen orientation

When power up is completed for the first time on Election Day (or the first day of Early Voting) and booths are assigned, each Verity Touch device will display its **Booth Number Assignment**. ▶

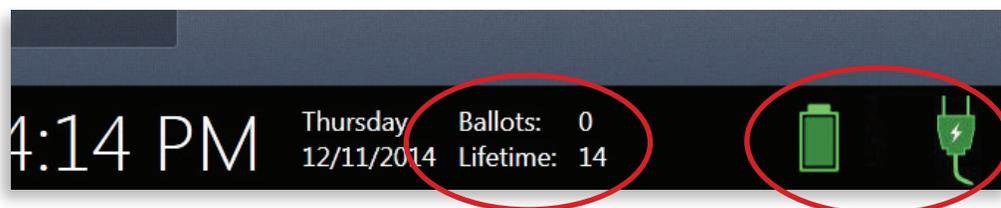
NOTE: *Booths must be assigned on each Touch device, and polls must be opened on Controller, before the Verity Touch may be used for voting. See page 38 for booth assignment instructions.*



The following information appears at the bottom of the Verity Touch screen:

- Time/Date
- Ballot and lifetime count
- AC and battery power indicators

NOTE: *The above items appear on the Verity Touch ONLY before polls are opened, after polls are suspended or closed, or within menus accessible to elections staff and poll workers. They do not appear when the Touch is available for voting, or while a ballot is loaded. For details on these indicators and what they mean, see page 43.*



Verity Touch, *continued*

entering passcodes

- ▶ Passcodes can be entered via the device touch screen, or using the Move Wheel and Select Button on the Access device (if available).
- ▶ 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. This button is used while polls are open for certain actions such as spoiling ballots, running tests, and accessing the main menu on Verity Touch.





3

opening polls

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 43) ▶



opening polls, *continued*

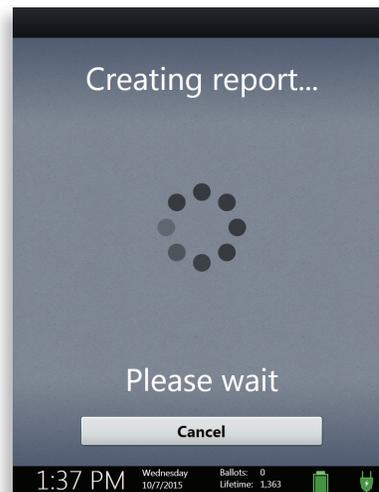
2 On the *Verity Controller*,
Select **Print Zero
Report.** ▶

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 55.*



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



! IMPORTANT: The Zero report must be printed before opening polls (unless you are reopening polls during Early Voting - see page 55).

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 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		0
<u>Mayor of Mount Rushmore</u>		
George Washington	0	0
Thomas Jefferson	0	0
Abraham Lincoln		0
Theodore Roosevelt		0
Write-ins		0
Undervotes		0
Overvotes		0
Members of Parliament		0
All ZEROS		
Official Signatures		

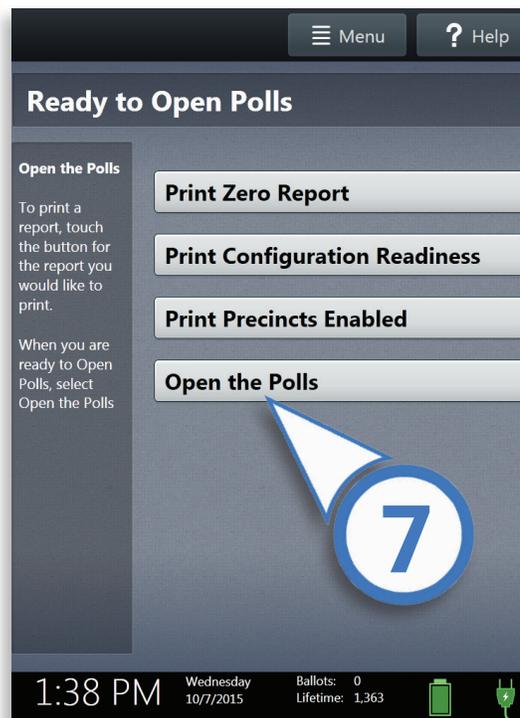
! IMPORTANT: Remember, the Zero report must be printed **before** opening polls. Once polls are opened, you cannot print a Zero report.

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 Controller and Touch screens display the correct time.

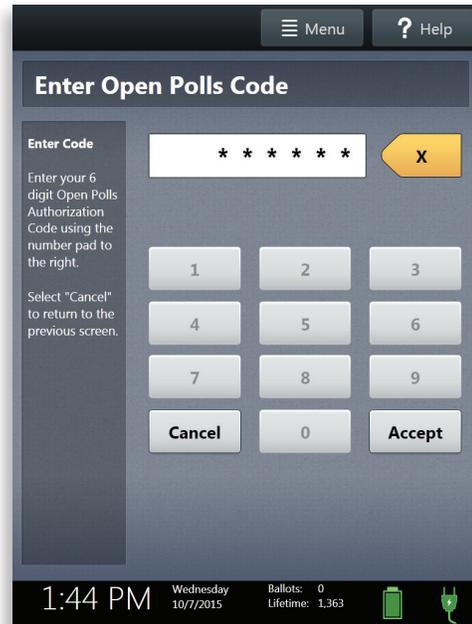
If the ballot count, precinct/polling place, or device clock are not correct, contact your election office.

- 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 110. ▶



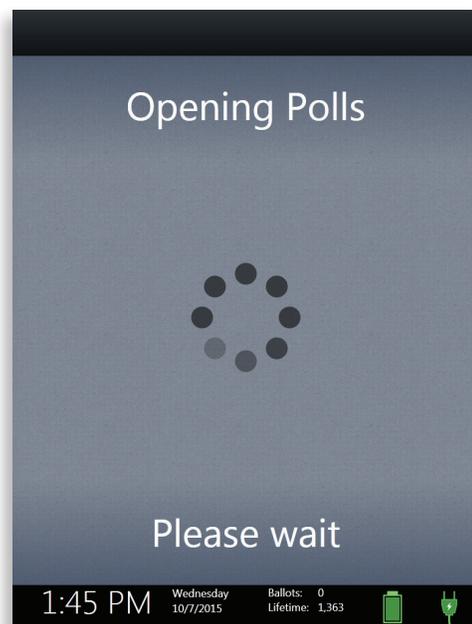
open polls procedure, *continued*

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



9 Wait while the Open Polls report prints. ▶

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



reopening polls *(Early Voting)*

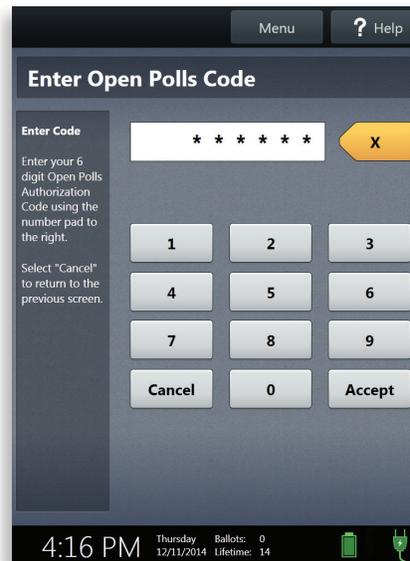
1 To reopen polls during Early Voting, set up and power on the Verity Controller and Touch devices. When prompted, select **Open the Polls** on the Verity Controller.



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 Controller and Touch devices *(see page 18)*
- 2** Print the Verity Controller 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** On Controller, select Open the Polls and enter your Open Polls Code
- 4** File reports according to local guidelines; verify device screens display as expected
- 5** Assign Touch booths
- 6** Verify Touch connectivity on Verity Controller



4

voting with Verity Controller & Touch

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 Verity Touch booth (or paper 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

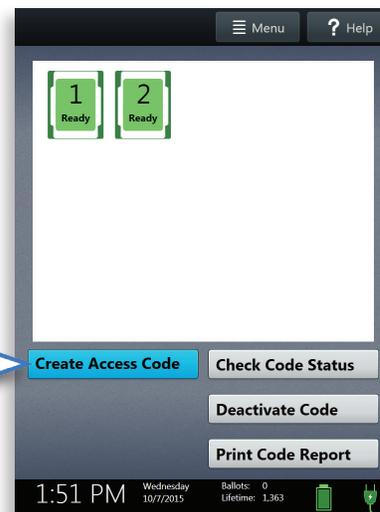
Verity Controller and Verity Touch are a direct-record electronic (DRE) voting system. On Verity Controller, poll workers will issue an Access Code, hand the printed Access Code to the voter, direct the voter to an open Verity Touch booth, and allow the voter to enter the Access Code and begin voting on the Verity Touch. When they are finished voting, the voter will cast their ballot electronically on the Verity Touch.

- 1** Verify that there is an open Touch booth available (for information on monitoring Touch booths with Verity Controller, see page 87).

The icon to the right indicates an open booth. ▶



- 2** On Verity Controller, select **Create Access Code**. ▶



voting with Verity Controller & Touch

creating voter Access Codes, *continued*

- 3** Choose the correct precinct from the list **(A)** and select OK **(B)**. ▶



- 4** (*Closed Primary Elections only*) Choose the correct political party from the list and select OK.

using a Verity Autoballot barcode scanner to issue access codes

If your jurisdiction has Verity Autoballot, you can use a barcode reader attached to the Verity Controller to scan barcode labels produced by your electronic pollbook. When using Autoballot, you will scan the barcode, skipping steps 1-4.

creating voter Access Codes, *continued*

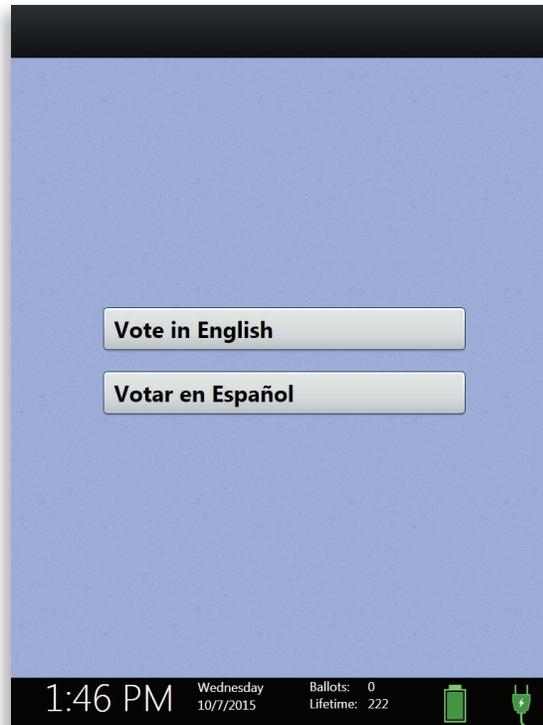
5 To view the Access Code before printing, tap **Touch here to preview the code (A)**. Confirm the precinct information displayed in the top left, and then select **Yes, print the code (B)**. To issue a provisional ballot, select **Mark as provisional** (for more information on provisional voting, see page 80). ▼



6 Wait while the Access Code prints on the Verity Controller's thermal printer. Hand the printed Access Code to the voter and direct them to an available Verity Touch booth.

voting with Verity Touch

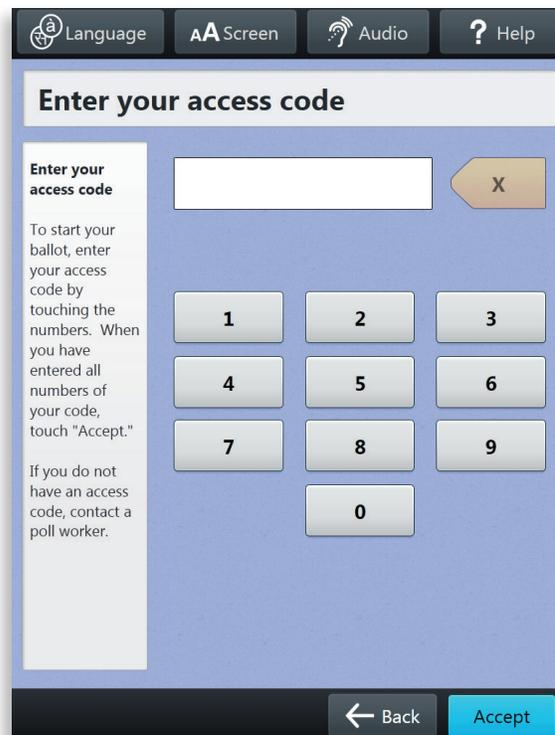
- 1 Voter selects Language (if applicable). ▼



- ▶ If multiple languages are available, Verity Touch 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 70).

voting with Verity Touch, *continued*

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

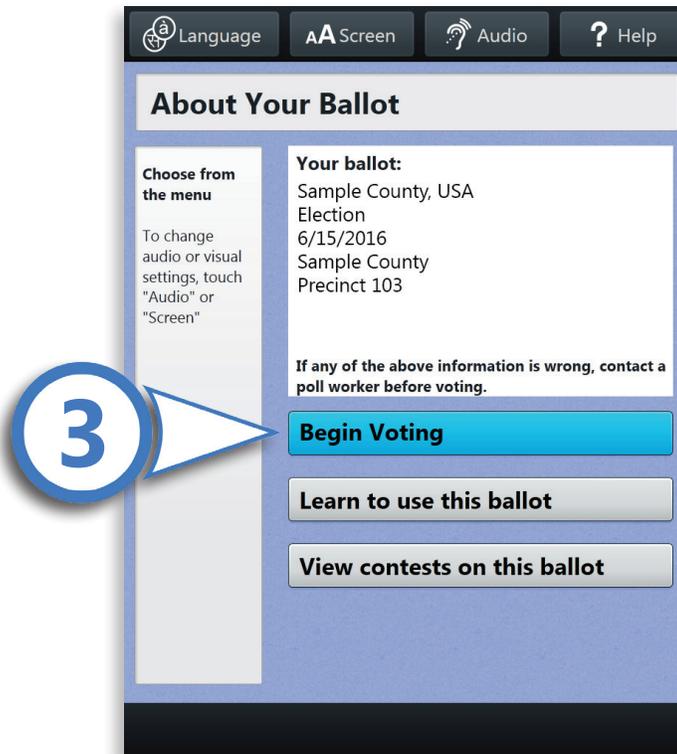


- ▶ The voter can enter the Access Code using the touch screen, or using the Move wheel and Select button on the Verity Access, if available.



voting with Verity Touch, *continued*

3 Voter selects **Begin Voting**. ▼



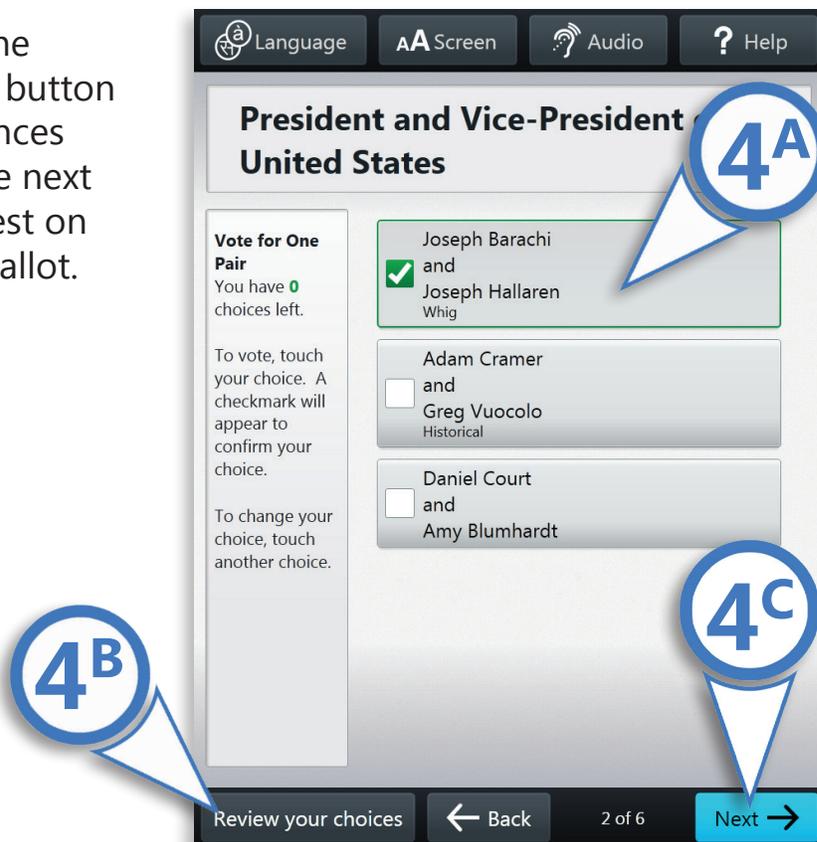
- ▶ After choosing their Language preference (if applicable) and entering their Access Code, the voter will see the screen above.
- ▶ From here, voters can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot.
- ▶ The Language (if applicable), Screen, and Audio settings and the Help button are also available (see page 70).

voting with Verity Touch, *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 (if available).

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

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

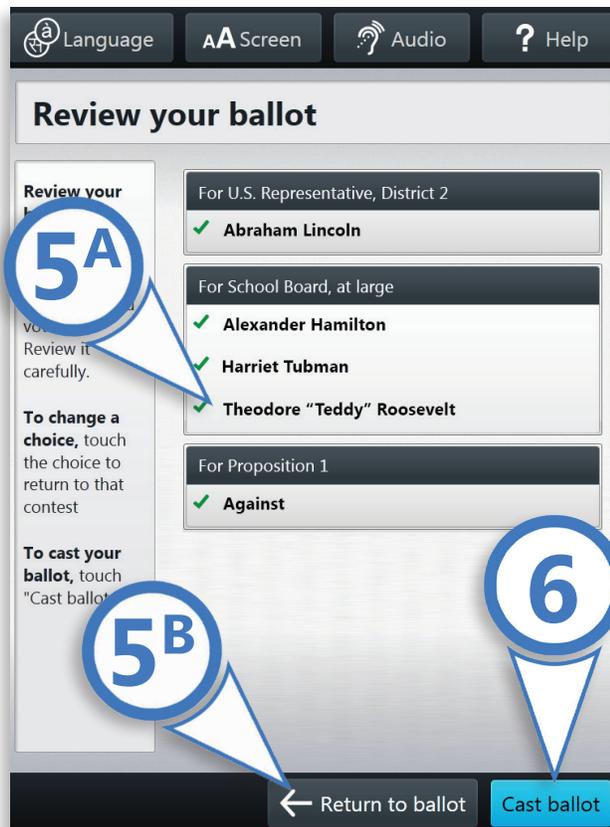


voting with Verity Touch, *continued*

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

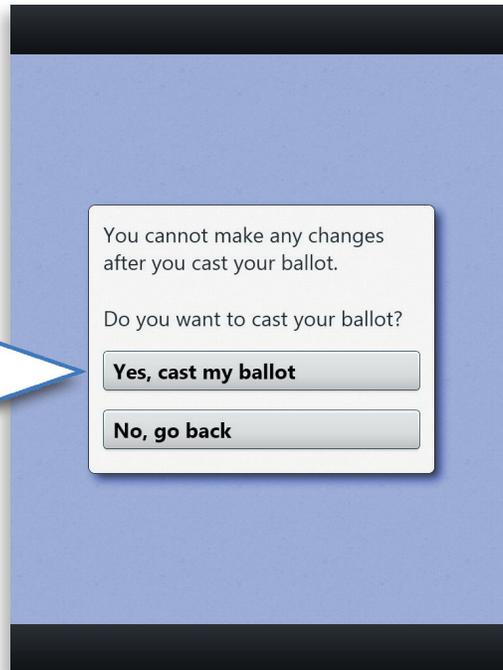
- ▶ The voter can **(A)** select a specific contest to return to that contest on the ballot or **(B)** select **Return to ballot** to go to the last contest visited.

6 After reviewing and confirming choices, the voter selects **Cast ballot** to cast their ballot. ▼

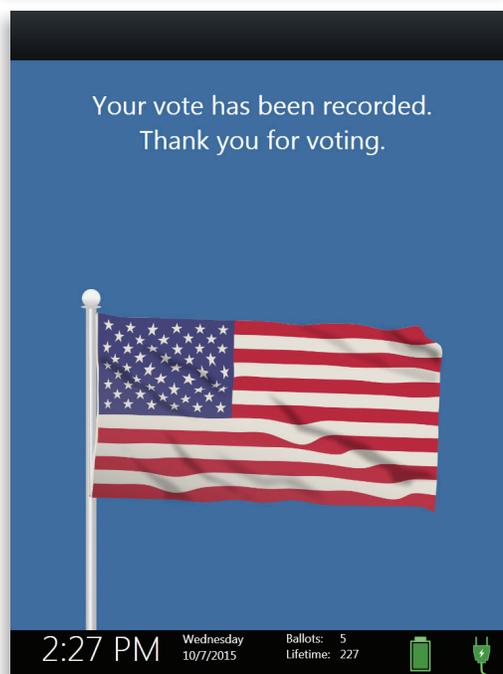


voting with Verity Touch, *continued*

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

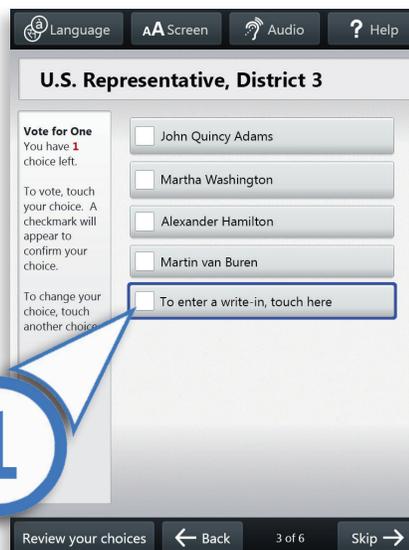


8 The ballot has been cast when the voter sees the waving American flag. ▶

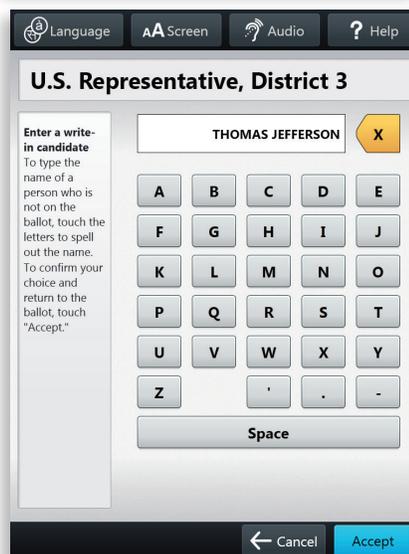


making write-in choices

1 Voter selects the write-in option using the touch screen, or by using the Move wheel and Select button on the Verity Access (if available).



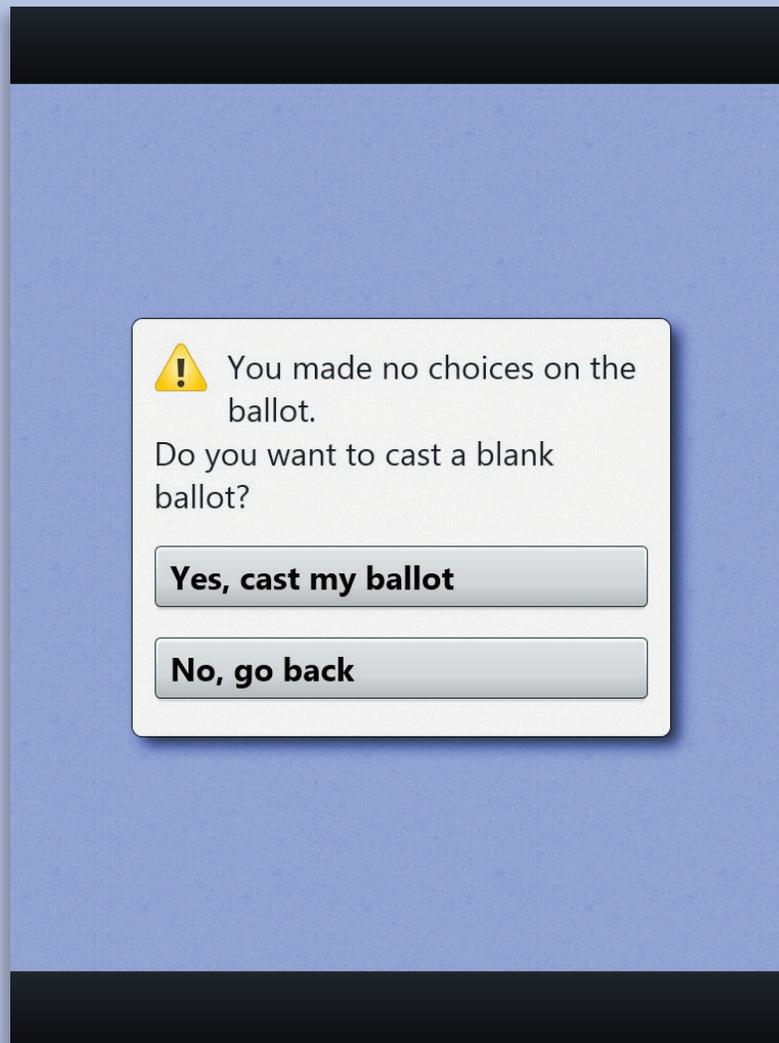
2 Voter uses the touch screen or the Move wheel and Select button on the Verity Access to type the name of their desired write-in candidate, and then selects **Accept**.



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.

casting blank ballots

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



Verity Touch help and features

Each Verity Touch 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 **Exit Help** or **Return to ballot** on the bottom right.

- ▶ The **Help** menu is located at the top right of the Verity Touch 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.



Language AA Screen Audio ? Help

U.S. Representative, District 3

Vote for One
You have **1** choice left.

To vote, touch your choice. A checkmark will appear to confirm your choice.

To change your choice, touch another choice.

John Quincy Adams

Martha Washington

Alexander Hamilton

Martin van Buren

To enter a write-in, touch here

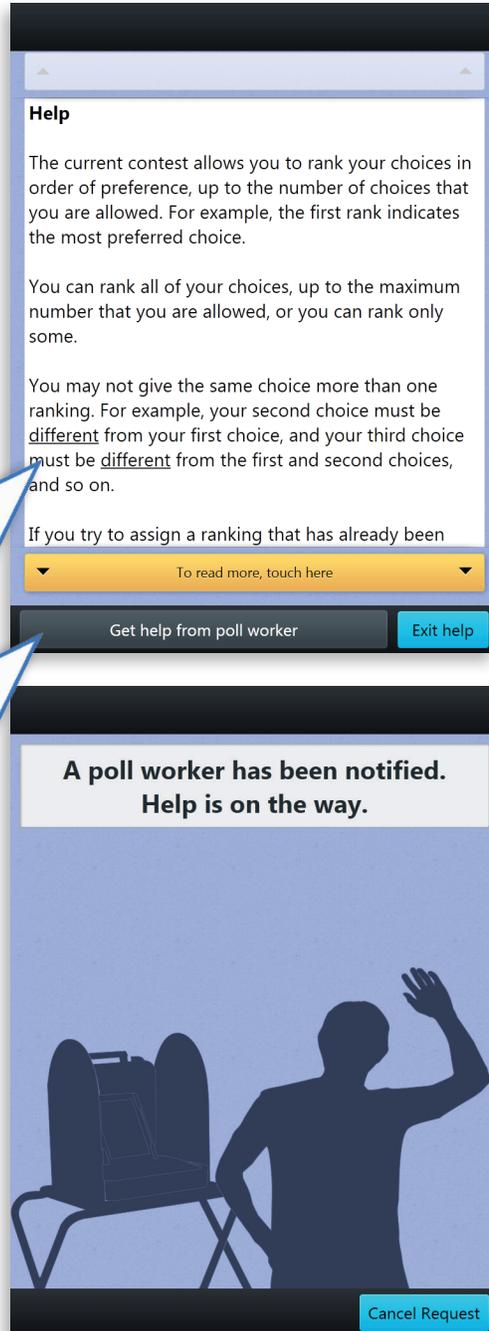
Review your choices ← Back 3 of 6 Skip →

Verity Touch help and features, *continued*

When a voter selects the **Help**, they are presented with contextual help related to the current voting step **(A)**. From there, the voter can also select the **Get help from poll worker**, on the bottom left **(B)**, to summon a poll worker.

A

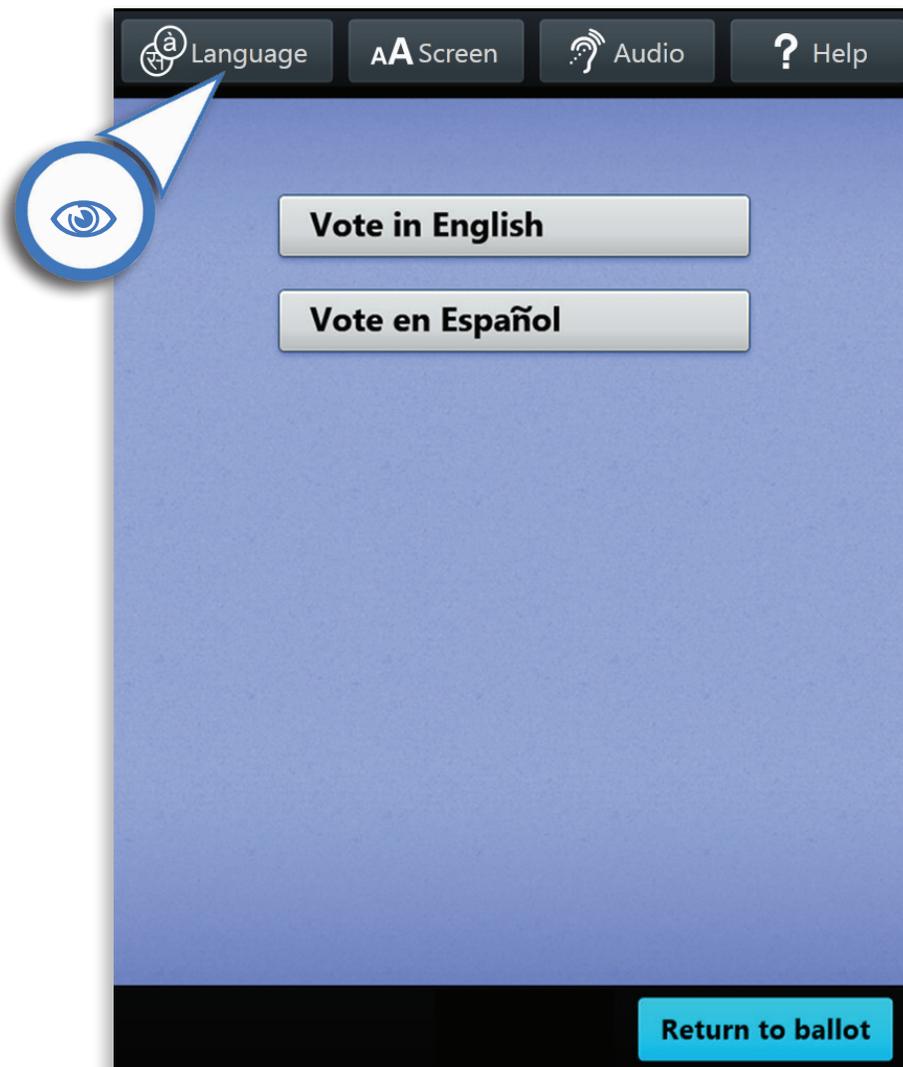
B



NOTE: *The poll worker help request will be visible on the Verity Controller screen (see page 87).*

Verity Touch help and features, *continued*

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



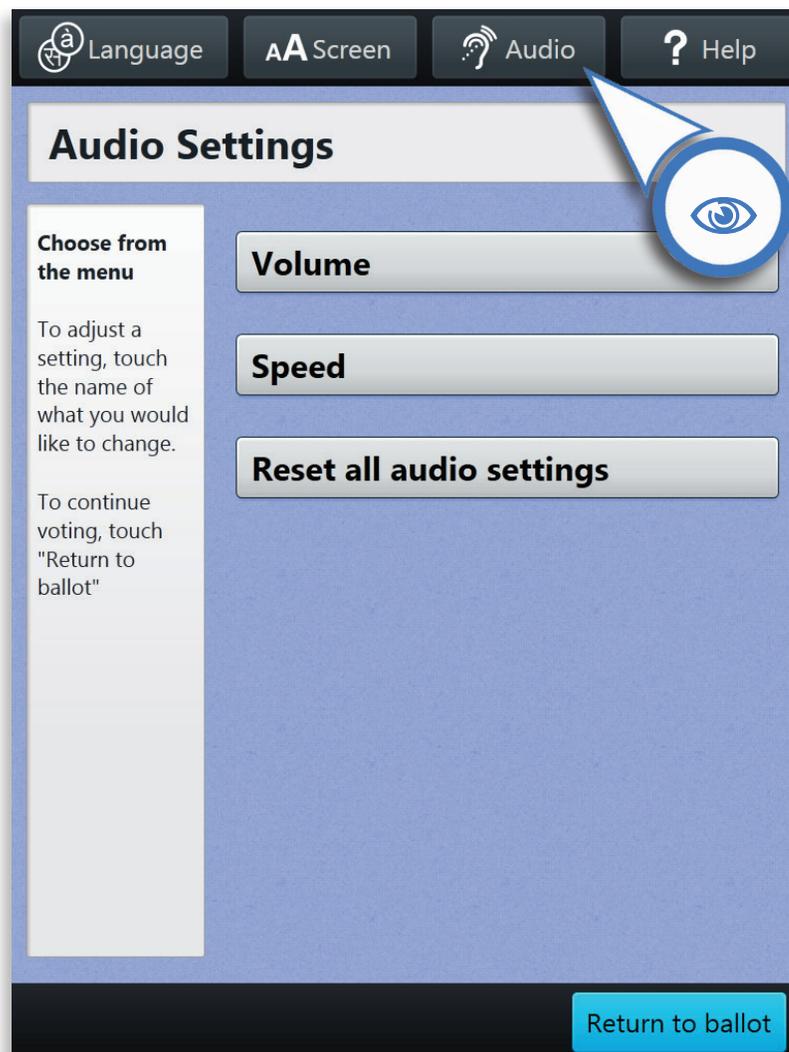
Verity Touch help and features, *continued*

- ▶ The **Screen** menu is located at the top center right of the Verity Touch 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).



Verity Touch help and features, *continued*

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



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. ▶



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

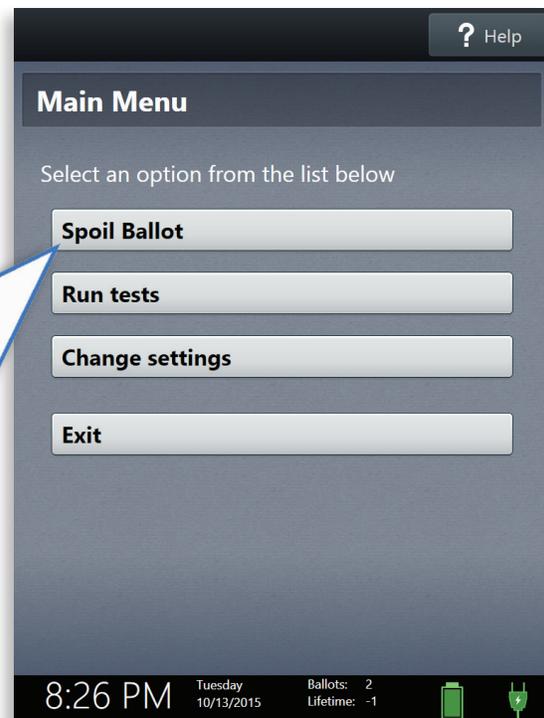
- ▶ The Spoil Ballot menu allows you to spoil (discard) the current ballot *before* it is cast.

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



2 Select Spoil Ballot. ▶

2

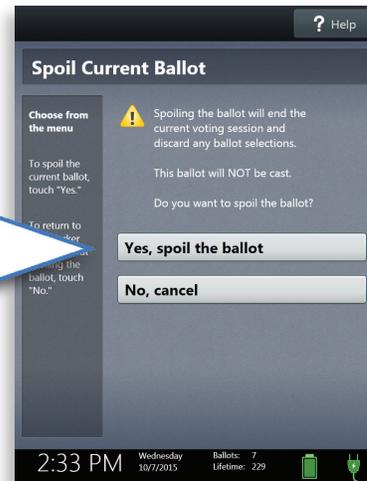


3 Enter the Poll Worker Code and select **Accept**.

spoiling a ballot, *continued*

4 Select **Yes, spoil the ballot.** ▶

4



5 Select **OK.** Fill out and file any paperwork required by your jurisdiction. ▶

5



spoiling printed paper ballots

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

provisional ballots on Verity Touch

When issuing Access Codes on the Verity Controller, the poll worker has the option to issue an electronic provisional ballot. This is done by selecting **Mark as provisional** on the Confirm Access Code screen. The electronic provisional ballot feature should only be used in jurisdictions that perform tabulation with Verity Count, as Verity Count is required to retrieve and include provisional ballots in the election results.

When issuing an electronic provisional ballot, a longer Access Code tape will print that contains a unique ballot code as well as a space for the voter's signature. This code and signature must be filed for future reference by election officials.

The screenshot shows the 'Confirm Access Code' interface on a Verity Touch device. At the top right, there are 'Menu' and 'Help' icons. The main title is 'Confirm Access Code'. On the left, a sidebar titled 'Confirm your selections' provides instructions: 'To print this code, touch "Yes"', 'To make this a provisional ballot, touch "Mark as provisional"', and 'To exit without printing a code, touch "No"'. The main area displays 'Precinct 102' and a yellow bar labeled 'Provisional'. Below this, the 'Access Code' is '54173' and the 'Retrieval Code' is '1060700002'. A green checkmark is next to the 'Mark as provisional' button. At the bottom, there are two buttons: 'Yes, print the code' and 'No, cancel'. The status bar at the bottom shows the time as 1:49 PM, the date as Wednesday 10/7/2015, and battery status.

curbside voting with Verity Touch

The tablet of each Verity Touch device may be removed and used for curbside voting, if your jurisdiction allows this. To perform a curbside voting session with Verity Touch, follow the instructions below:

- 1** On Verity Controller, issue an Access Code for the curbside voter (see page 59).
- 2** Enter the Language choice (if applicable) and Access Code on the Verity Touch that will be used for curbside voting. (see page 62)
- 3** Unlock the Touch tablet. ▶

! IMPORTANT: Disconnecting or undocking more than *two* Verity Touch devices at a time may cause connection problems for the other Touch devices in the chain.



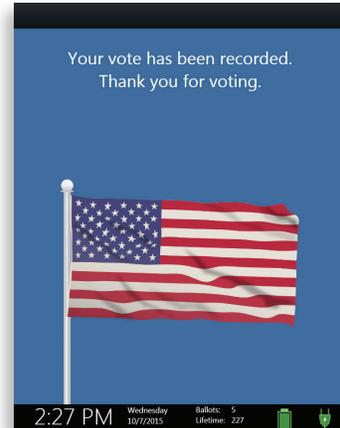
- 4** Tilt the tablet forward and remove the tablet from its base station. ▶



voting with Verity Controller & Touch

curbside voting with Verity Touch, *continued*

5 Take the tablet to the voter and allow them to vote their ballot. When they have finished, the voter must select **Cast ballot**, then **Yes, cast my ballot**. Verify that the screen displays the waving American flag. ▶



6 Return the tablet to its base station. Seat the tablet in its cradle and tilt it back. ▼



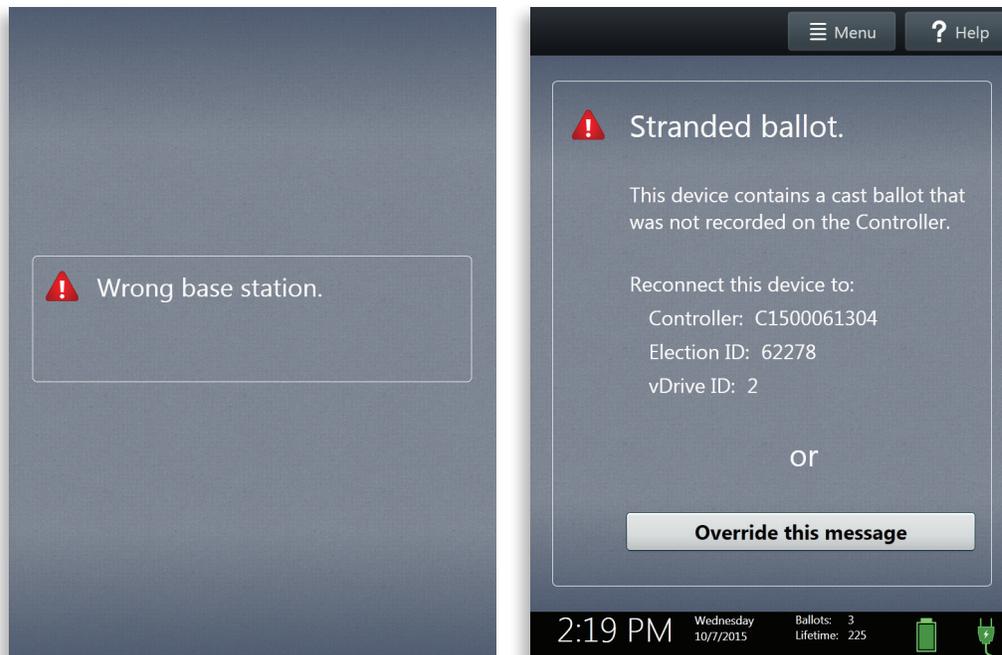
7 Lock the tablet in place. ▶



curbside voting with Verity Touch, *continued*

8 Once the Touch tablet is reconnected to its base station/booth, the curbside vote will automatically transfer to its Controller, and the Touch should return to the Enter Language or Enter Access Code screen. **If the Touch tablet is unable to reconnect to its Controller, you will see an error message on the screen; follow the instructions on the screen to resolve the issue.**

- ▶ The Touch tablet must be reconnected to its own base station and Controller; otherwise, you will see one of the messages below. Remove the tablet and connect it to the correct base station/booth/Controller.



other Verity Touch features

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

Run Tests, Change Settings, and Administrator menus

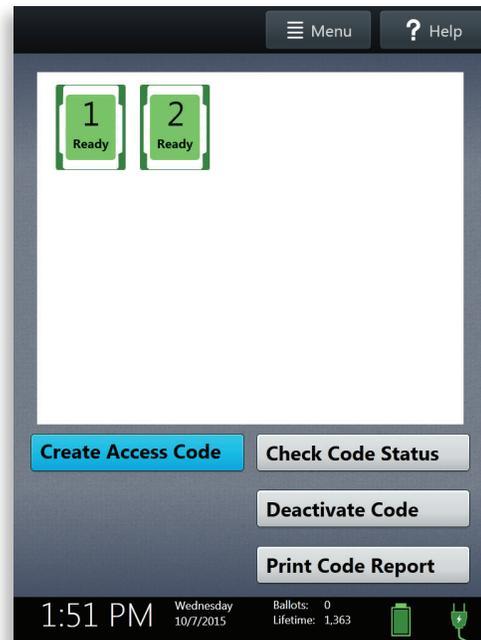
These three menus are described in the *Verity Support Procedures Guide*. Availability of these menus will depend on the current state of the device. Poll workers should not access these menus unless they have been authorized to do so by election officials, and only after receiving proper training in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



5

monitoring and managing Touch Devices with Verity Controller

On the main screen of Verity Controller, you can visually monitor the status of each Verity Touch booth connected to that controller. The status of each Touch booth is represented by a series of icons; these are described on the following page. ►



NOTE: *If the number of icons shown on the screen does not match the number of expected booths, check connections and see page 40, unassigned booths on Controller.*

monitoring Verity Touch booths



Starting: This Touch voting booth is powering up.



Ready: This Touch voting booth is ready for a new voter.



In use: A voting session is underway at this Touch voting booth (a ballot is loaded).



Help needed: The voter at this booth has requested poll worker assistance.



Alert: There is an error or issue with this Touch voting booth; Go to that Touch voting booth and follow the directions on the screen.

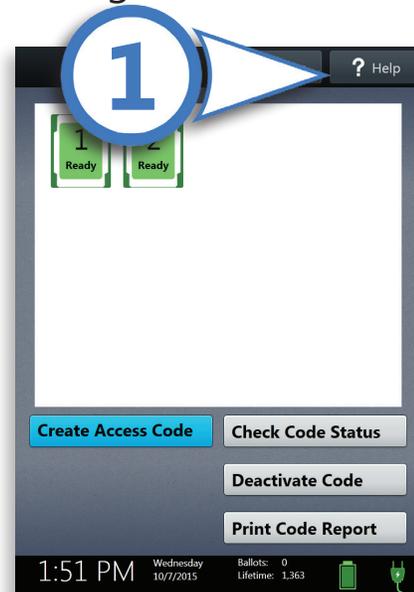


Not connected: This Touch tablet is no longer connected to its base station (for instance, it is being used for curbside voting).

accessing Verity Controller help

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

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

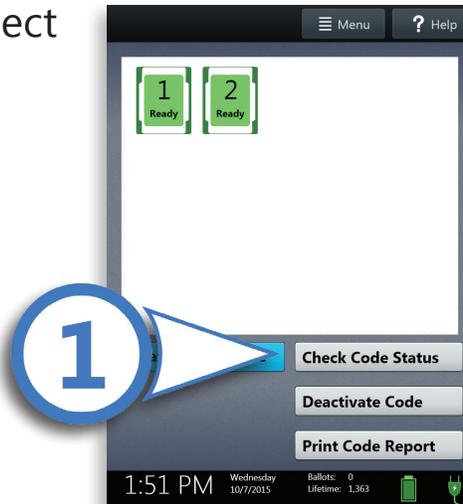


- 2 To exit the help screen, select the **Exit Help** button on the bottom right.

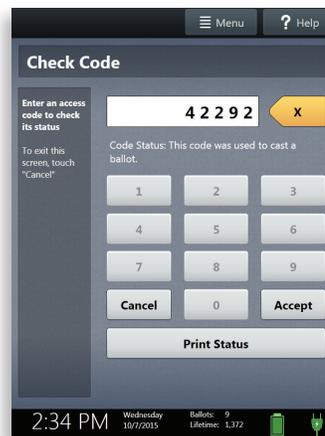
checking an Access Code

To check the status of an Access Code, follow the steps below:

- 1 On Verity Controller, select **Check Code Status**. ▶



- 2 Enter the code you wish to check using the touch screen, and then select **Accept**. ▶



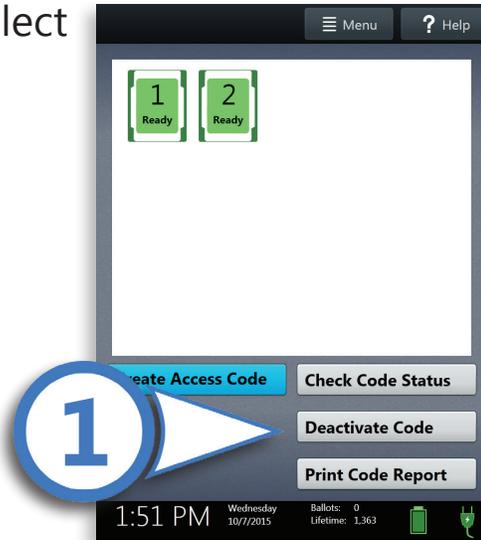
- 3 The status of the code will display on the screen:
 - This code was used to cast a ballot
 - This code has been deactivated
 - This code has expired
 - This code has been spoiled
 - This code has been issued and is ready for use

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

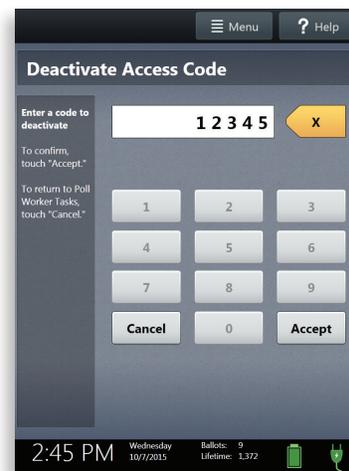
deactivating an Access Code

To deactivate an unused Access Code, follow the steps below:

- 1 On Verity Controller, select **Deactivate Code**. ▶



- 2 Enter the code you wish to deactivate using the touch screen, and then select **Accept**. ▶

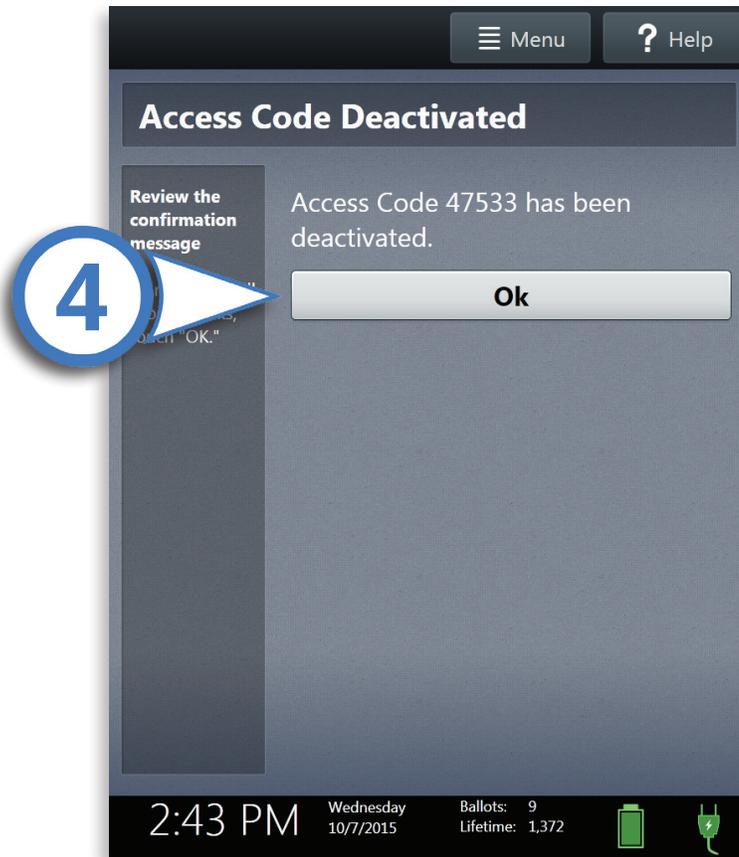


- 3 If the code cannot be deactivated, a message will display explaining why. Select **Cancel** to return to the main screen.

- This code was used to cast a ballot
- This code has already been deactivated
- This code has expired
- This code has been spoiled

deactivating an Access Code, *continued*

- 4 If the code is successfully deactivated, select OK.

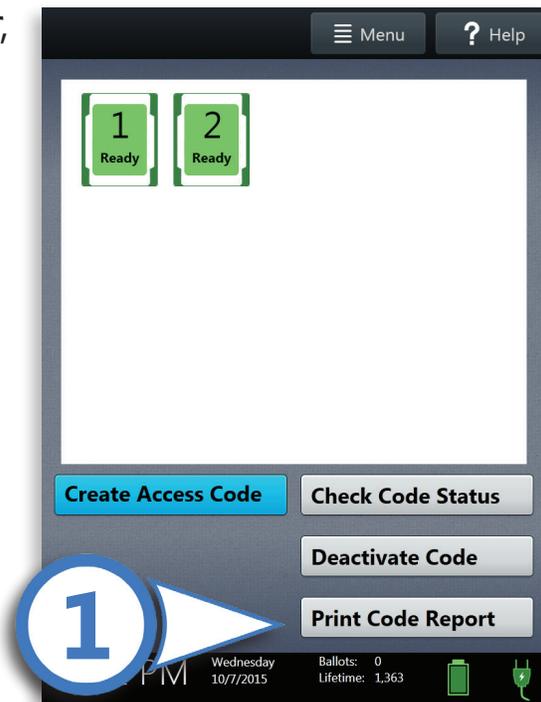


Ensure a voter is qualified and has not already voted before issuing the voter a new Access Code.

printing Access Code reports

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

1 On Verity Controller, select **Print Code Report**.



2 The Access Code report will print on Verity Controller's built-in thermal printer.

other Verity Controller features

Selecting **Menu** on the top of the Verity Controller screen will allow election staff to access additional Controller features.

Run Tests, Change Settings, and Administrator menus

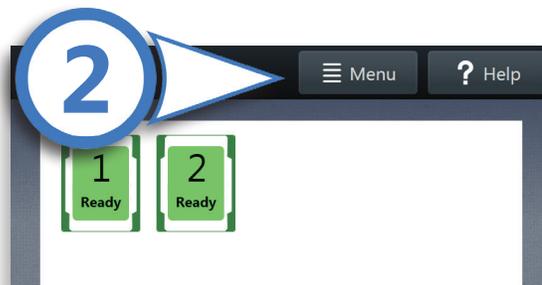
These three menus are described in the *Verity Support Procedures Guide*. Availability of these menus will depend on the current state of the device. Poll workers should not access these menus unless they have been authorized to do so by election officials, and only after receiving proper training in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

resetting booth numbering

This menu allows election staff to reset booth numbering (if, for instance, device placement was reconfigured, or the booth numbering was assigned in error). To reset booth numbering,

1 Ensure that no voters are using the Verity Touch devices.

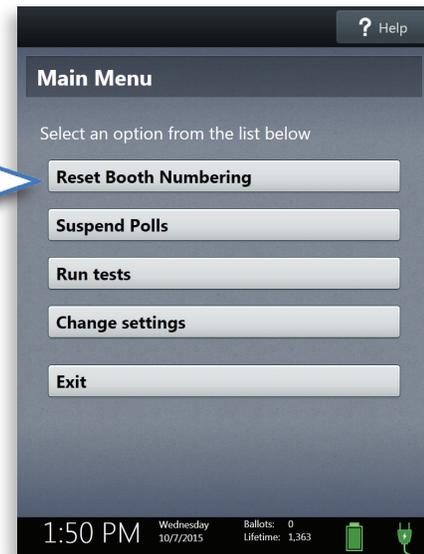
2 Select **Menu** on the top of the Verity Controller screen. ▶



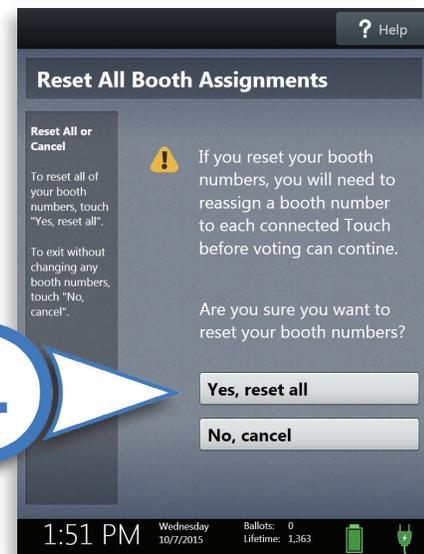
other Verity Controller features, *continued*

resetting booth numbering, *continued*

3 Select Reset Booth Numbering. ▶



4 Select Yes, reset all. ▶



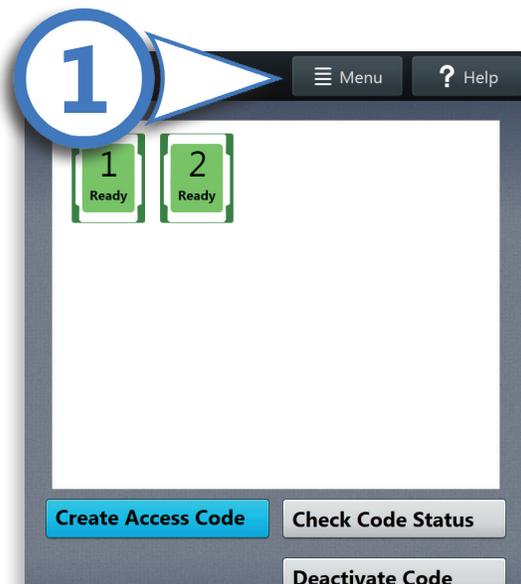
5 Reassign booth numbering (for instructions, see page 38).



6

suspending and closing
pollssuspending polls *(Early Voting)*

1 On the *Verity Controller*, select **Menu** at the top of the screen. ▶

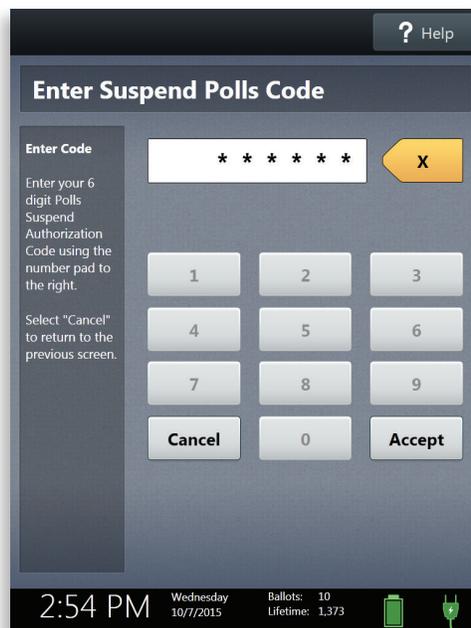


suspending polls, *continued*

2 Select Suspend Polls. ▶



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

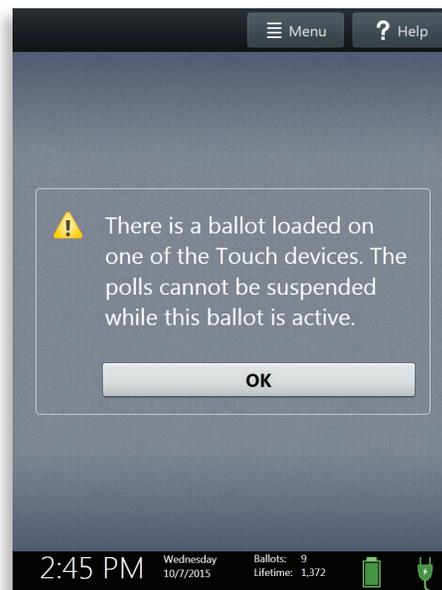
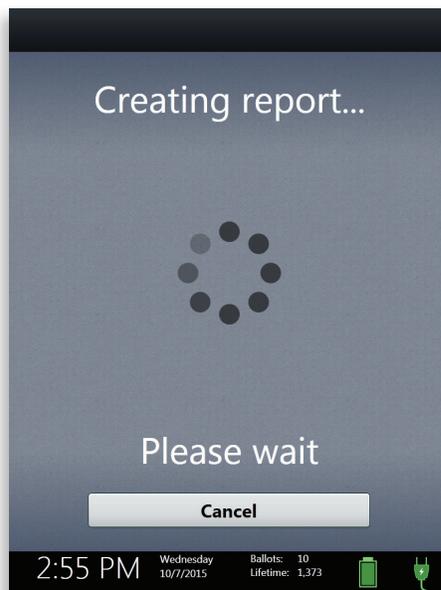


suspending and closing polls

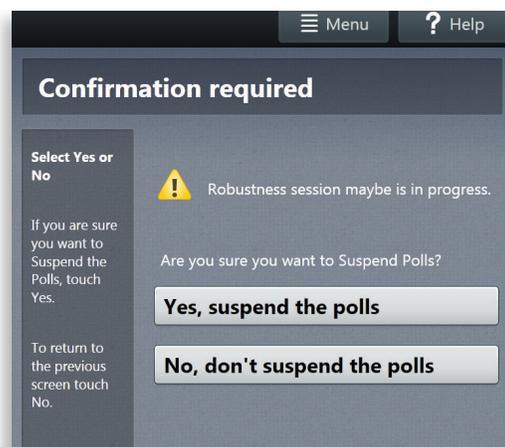
suspending polls, *continued*

4 Wait while the Suspend Polls report prints. ▼

▶ If a ballot is loaded on a Verity Touch device, you will see the message below. Polls cannot be suspended while there is an active ballot.

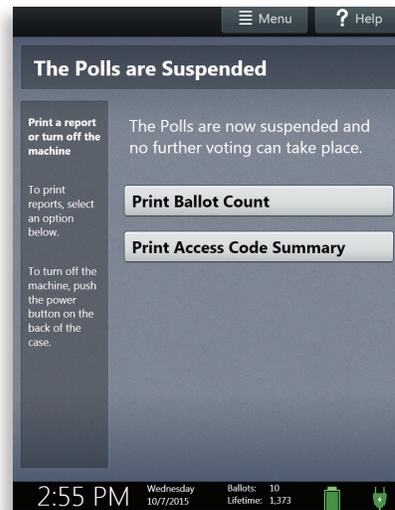


▶ If a Touch with an active ballot was disconnected, and has not been reconnected, you will see the message "**Robustness session maybe is in progress.**" Reconnect the Verity Touch, if possible. Otherwise, contact your election office. ▶



suspending polls, *continued*

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



local reporting requirements

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



- Wait for the Verity Controller to be completely powered down and showing a black screen if you will be unlocking the tablet and removing it from the cradle
- If stowing the tablet, make sure to lock it in with the key and pull the blue tab down to secure it in place.

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

suspending polls, *continued*

7 Press the *red* power button on the back of each Verity Touch device to power them down. ▶



- ▶ If applicable, wait for the Verity Touch device(s) 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.

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

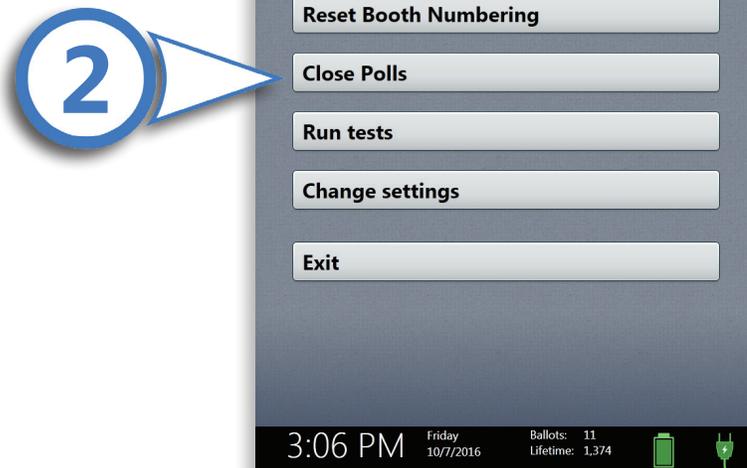
closing polls *(Election Day)*

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

1 On the *Verity Controller*, select **Menu** at the top of the screen. ▶

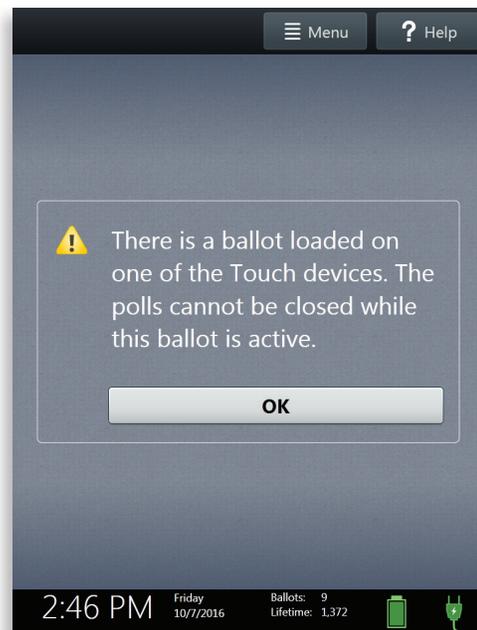


2 Select **Close Polls**. ▶

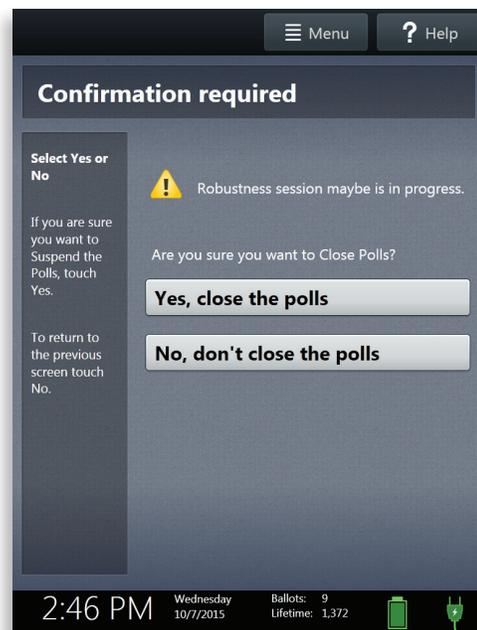


closing polls, *continued*

- ▶ If a ballot is loaded on a Verity Touch device, you will see the message to the right. Polls cannot be closed while there is an active ballot. ▶



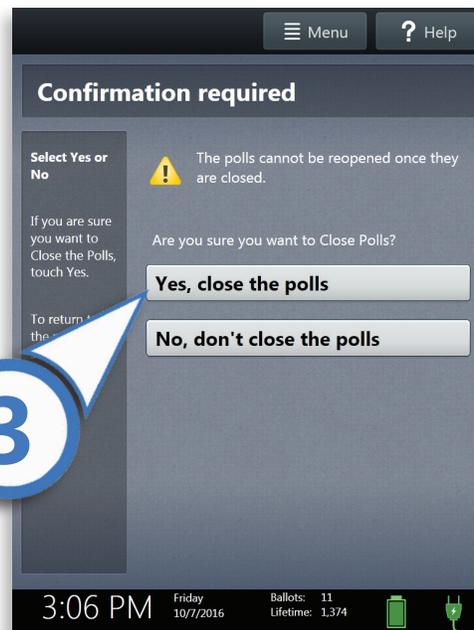
- ▶ If a Touch with an active ballot was disconnected, and has not been reconnected, you will see the message "**Robustness session maybe is in progress.**" Reconnect the Verity Touch, if possible. Otherwise, contact your election office. ▶



closing polls, *continued*

3 Select Yes, close the polls.

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

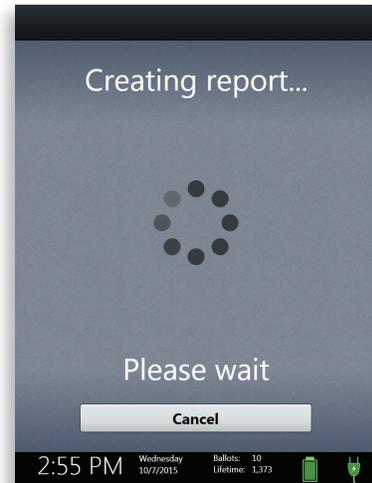


4 Enter the Close Polls Code and select Accept. ►



closing polls, *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 110.

local reporting requirements

closing polls, *continued*

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



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

8 Press the red power button on the back of each Verity Touch device to power them down. ▶



- ▶ Wait for the Verity Touch device(s) to be completely powered down and showing a black screen before unlocking the tablet(s) 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.

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

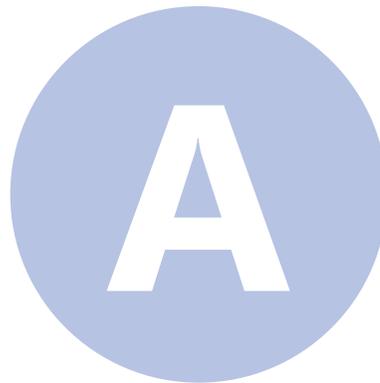
closing polls, *continued*

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

closing polls, *continued*

local procedures



appendix A: best practices

power supply best practices

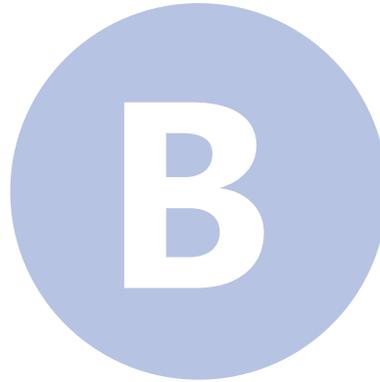
- ▶ Only use grounded AC power outlets (i.e., three prong outlets).
- ▶ Do not use three-prong to two-prong adapters, as these disable the ground path.
- ▶ Use power strips with lights that show when power is present.
- ▶ Ensure power switches on AC power strips are turned on.
- ▶ Test each socket beforehand; 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 Controller device reports are printed on the Controller's built-in thermal printer. Some reports with 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	<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) or.
Suspend 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 • Tally (summary by contest)* 	Automatically, when polls are suspended.
Close 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 • Tally (summary by contest)* 	Automatically, when polls are closed.

appendix B: device reports

Report name	Report contents/description	When it is printed
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.
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, 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, 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, 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. The Access Code is printed by the poll worker from the

Verity Controller. 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. 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 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 Access 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 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 Access. 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 Controller used to print reports and 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.

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