EQUIPMENT OFFICER

OVERVIEW OF THIS ROLE	CONTENTS OF THIS BINDER:
The Equipment Officer: • Is primarily responsible for the set-up and take down of voting equipment and voting privacy booths. • They observe voter insertion of ballot into optical scan tabulator and assist voters in interpreting and responding to system error messages. • Directs voters to available booths and may provide assistance upon request; always maintains each voter's right to a private ballot. • Upon closing of polls, voting machines may ONLY be turned off and packed AFTER all reports have been generated. **DO NOT LOSE THIS GUIDE**	**Front Pocket:** • Equipment Officer Checklist • Election specific materials or instructions will be placed here. **TAB 1**: General Instructions (3 sections) • Opening the polls • During Polling • Closing the polls **TAB 2**: Seal Certificate • Instructions and Sample reporting form **TAB 3**: Ballot Scanner • Step Wise instructions - Short Version **TAB 4**: Touch Writer • Step Wise instructions - Short Version **TAB 5**: Emergency Procedures **Rear Pocket** Blank Forms
PRIMARY ELECTIONS:Voter Registration in Virginia does not request nor require a party designation. Primary Elections can be for one specific party, or a "dual" party primary. In a dual primary, there will be different ballots for each (2) party. This is essentially two separate elections. IF the event of a Primary Election, an addendum to these instructions, providing specific policies & procedures for that election, will be placed in the front pocket of this binder	

EQUIPMENT OFFICER

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EQUIPMENT OFFICER

Statement on use of Seal Certificate:

Voting Equipment Security is <u>essential</u> before, during & after the election.

The Seal Certificate is a critical item, with the original completed by the Electoral Board during Logic & Accuracy Testing. The original is provided in a clear vinyl sleeve attached to the lid of the Verity Scanner.

See the Seal Certificate section (2) for details.

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EQUIPMENT OFFICER

<u>BEFORE THE POLLS OPEN</u>

Upon arrival at the polling place, there are several pieces of equipment to set up:

- Ballot box – the Scanner sits on top of the ballot box.
- Touch Writer stand – the Touch Writer is locked onto this stand.
- Printer table – this is a small card table, should be placed next to the Touch Writer stand.
- Scanner – Placed on top of, and locks onto the top of the ballot box; <u>voters</u> place their marked ballots into the scanner which reads the ballot then feeds it into the ballot box.
- Touch Writer – locks onto the Touch Writer stand.
- Laser printer – place the printer on the little card table next to the Touch Writer stand; connect to the printer with the cable inside the box with the printer.

SETUP THE BALLOT BOX

The Ballot Box serves as the base for the scanner, and in integral in Scanner operation. The Ballot Box may have been set up by the Electoral Board the day prior. If not the case, refer to the video presentation in your training, or as found later in this binder and assemble the Ballot Box before setting up the Scanner.

Position the Ballot Box where appropriate for voter use after marking their vote.

Follow the steps in installing the Scanner (next page) to complete the set up.

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EQUIPMENT OFFICER
While the Polls are Open

Touch Writer

Upon the request of a voter to use the Touch Writer provide all assistance necessary to allow the voter to successfully vote on that machine. (see p. 41-50 in Verity Field Guide)

- Make sure the voter allows the printer to print the ballot on both sides before it is removed by the voter.
- Direct the voter to the Scan for voting the ballot.
- Obtain the Chief's assistance if a voter changes their mind as to which party primary, they wish to participate in. (Only for Primary Elections)
- Obtain the Chief's assistance if a voter decides to abandon the Touch Writer and use the paper ballot to vote.

Scanner

- Monitor voters as they use the scanner. Be careful not to stand so close that you can see how the voter has marked their ballot.
- Ballots may be inserted for scanning in any direction or orientation.
- There are occasions when the scanner will reject a submitted ballot and return an on-screen message. If the scanner does not accept the ballot, carefully read the message on the screen and proceed accordingly. Following are those occasions:
  - An "OVERVOTE" - when the voter has marked too many selections for an individual race - OR an "UNDERVOTE," in which the voter has not marked one or more selections, the voter has two choices:
    - Cast the ballot as is, in which case the overvoted <u>selections will not be counted</u>.
    - Remove the ballot, take the ballot to the Chief who will **<u>void</u>** the ballot, get a new ballot, voter to mark the new ballot, feed it into the scanner.
    - *NOTE*: In some instances, notably uncontested races, the scanner will accept the ballot without questions. This only happens when a candidate running for office (i.e.: County Treasurer) is unopposed.
  - If the scanner does not accept a ballot for other reasons, it will display an error screen asking the voter to try feeding the ballot again – do not force the ballot, turn the ballot around and try to feed it.
  - If the scanner will not accept a ballot no matter what you do, let another voter vote. If that voter votes without a problem, take the first voter to the Chief, to mark the ballot spoiled/voided, and issue a new ballot to the voter.
  - If the scanner will not accept any ballots at all, deposit all ballots into the emergency slot, explaining the situation to the voter, alert the Chief, and call the Election Office IMMEDIATELY.

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EQUIPMENT OFFICER

VOTING USING THE TOUCH WRITER

Following these instructions is a copy pages (41-47) the instruction manual for Touch Writer. You can refer to the pages.

The Touch Writer screen will display ***Ready For Use*** in bold type along with other information. Touch "***Ready For Use***."

The Touch Writer will ask for the ***Poll Worker Code***. Refer to the machine codes for this election and enter the requested Poll Worker Code on the touchscreen keypad.

Once you have entered the six-digit Poll Worker Code, touch ***Accept*** on the bottom right of the on-screen keyboard.

Depending on the election or the precinct, you may be asked to select the precinct. If so, touch the appropriate box to select your precinct.

The screen will then display the precinct you selected and ask if this is correct. If correct, touch ***Activate This Ballot***.

The next screen will voter a choice:
- ○ ***To Get Started Touch Here****; or*
- ○ Show a small picture of the Touch Writer controller. If the voter needs to use any of the handicapped features, ***Touch The Controller Picture***.
- ○ If the voter does NOT need the handicapped features, touch the ***To Get Started Touch Here*** section on the screen.

THIS IS IMPORTANT:
- ○ If the voter selects *"**To Get Started Touch Here**",* continue reading.
- ○ If the voter selects the handicapped features, go to the attached printed instructions and follow the instructions on pages 43 and 44.

When the voter has the ***To Get Started Touch Here*** selection, the voter will have three choices:
- a. ***Begin Voting***
- b. ***Learn To Use This Ballot***
- c. ***View Contests On This Ballot***
- d. If the voter selects b. or c., the voter will go through the screens explaining how to use the ballot, or, displaying the contests on the ballot. After viewing the selected information, the voter will sent back to the ***Begin Voting*** screen

EQUIPMENT OFFICER

VOTING USING THE TOUCHWRITER - continued

The machine will then display each contest; the voter votes by touching the screen in box next to the name of the selected candidate. At the bottom right corner of each page is a ***Next*** button. After voting for the contests on the screen, the voter taps the NEXT button to go to the next page.

After the voter has completed voting, machine will show a ***Review Your Ballot*** screen. The voter will have the choice to ***Print*** their ballot, or, ***Return To Ballot*** if want to change any choices.

When the voter is satisfied with their ballot and PRINTS the ballot, the printer will print their individualized ballot.

<u>**CAUTION**</u>: ***The Printer Prints On Two Sides*** -the voter should not remove the ballot from the printer until both sides have been printed.

The voter then removes their printed ballot from the printer, takes that ballot to the scanner, and feeds the ballot into the scanner.

REMEMBER: At no time should Election Officers (you) handle the ballot. Provide the voter a ballot folder for removal from the printer and transport to the scanner.

ELECTION OFFICER INSTRUCTIONS
EQUIPMENT OFFICER
CLOSING THE POLLS

If ballots were placed in the Emergency Container
- If ballots were placed in the emergency slot of the ballot box during the day, DO NOT CLOSE THE POLLS until the ballots in the emergency container have been scanned.
  - Open the emergency box, recording the seals on the Seal Certificate.
  - Have two Officers of Election – one from each Party -- put the ballots through the scanner.
  - Verify that all ballots have been removed from the emergency container and fed through the scanner.
  - THEN, close the polls in accordance with the following instructions.

Close the Polls on the Scanner
- <u>Immediately</u> after the last voter has deposited their ballot, and any ballots from the emergency container have been run, close the polls on the Scanner.
  - Press the BLUE POLL WORKERS BUTTON on the back of the scanner – CAREFUL – <mark>DO NOT PRESS</mark> the <mark>RED POWER ON/OFF BUTTON</mark> yet!
  - You will see a menu with several selections.
  - Select CLOSE POLLS
  - Select YES, CLOSE THE POLLS
  - Enter the CLOSE POLLS code, enter ACCEPT. The Chief has codes.
- You will see several choices, press the PRINT TALLY selection. A results tape will be printed; give the first results tape to the Reports Officer so the unofficial results can be called in.
- Print two additional results tapes – tap the screen selection PRINT TALLY -- and provide to the Reports Officer.
- Make certain you have printed <u>three</u> Tally Reports.
- Look at the screen; you will see the choice to PRINT WRITE-IN REPORT. Tap the screen to print a write-in report. Then, tap two more times to print two more write-in reports – total of three (3). **NOTE**: "Write-in" votes are not allowed for Primary Elections. There is NO NEED to print Write-in Reports for Primary Elections.
- ENSURE YOU HAVE PRINTED <u>THREE TALLY REPORTS</u> AND <u>THREE WRITE-IN REPORTS</u>.
- Press the RED POWER ON/OFF BUTTON to turn off the Scanner.
- Remove the seal from the vDrive compartment, unlock the compartment and remove the vDrive from the scanner. Give the V Drive and the removed seal to the Chief. Update the <u>Seal Certificate</u>.
- Close up the Scanner, put away the power supply block and power cords; put a seal on the handle; lock the handle. Update the <u>Seal Certificate</u>.
- In conjunction with the Ballot Officer remove the seals from the ballot box and update the <u>Seal Certificate</u>.
- Open the ballot box and remove the Scanner from the top of the box.
- Assist the Ballot Officer to pack the ballots.

EQUIPMENT OFFICER
CLOSING THE POLLS

<u>Close the polls on the Touch Writer</u>
- Press the BLUE POLL WORKERS BUTTON on the back of the Touch Writer – CAREFUL – do not press the RED POWER ON/OFF BUTTON.
- Enter the Poll Worker's Code.
- Select MENU at the top of the screen – tap on the word MENU.
- From the menu, select CLOSE POLLS, answer the question, YES, close the polls.
- Enter the Close Polls Code.
- The Close Polls report will be printed, then, select PRINT BALLOT COUNT – print three copies of the BALLOT COUNT – tap the screen each time to print a copy; give them to the Reports Officer.
- Ensure you have printed <u>THREE</u> BALLOT COUNT REPORTS.
- Press the RED POWER ON/OFF BUTTON to turn off the Scanner.
- Remove the seal from the vDrive compartment, unlock the compartment and remove the vDrive from the Touch Writer. Give the V Drive and the removed seal to the Chief. Update the <u>Seal Certificate</u>.
- Close up the Touch Writer, put away the power supply block and power cords; put a seal on the handle; lock the handle. Update the <u>Seal Certificate</u>.

The printer:

- Unplug the printer from electrical power.
- Unplug the cable that connects the printer to the Touch Writer.
- Roll up the power cable and the printer cable and lay the two cables on top of the printer – keep these two cables with the printer as you put the printer back into its cardboard box.

AFTER THE POLLS CLOSE

After closing the polls, Officers of Election must pack up several items – here are instructions and tips.

- <u>Scanner</u>: Pack; see details below.

- <u>Touch Writer</u>: Pack; see instructions below.

- <u>Printer</u>: Pack; see instructions below. NOTE: The printer has two cables attached to it: Power cord, and, cord connecting to the TouchWriter. Keep these two cords with the printer, do not pack them into the TouchWriter or scanner.

- <u>Ballot box</u>: Be certain ALL ballots have been removed from the ballot box and placed in the USED BALLOT envelope or box. Leave the ballot box assembled; we will knock it down and pack it Wednesday morning.

- <u>TouchWriter stand; printer table</u>: Leave these two assembled; we will knock them down and pack them Wednesday morning.

- <u>Voting privacy booths</u>: Fold down, stack together.

Packing the scanner, touch writer, and printer

The main problem with packing these two is fitting the power supply and its cables (plus the headphones in the Touch Writer) into the small compartment for these items. Check out the photos below – scanner on the left, TouchWriter on the right.

AFTER THE POLLS CLOSE

TIP   to fitting the power supply, cords, and headphones into the compartment.

1. Unplug the power cord from the power supply block – that is: the cord from the power supply block to the scanner or TouchWriter is attached to the power supply block. The cord that plugs into the wall can be disconnected from the power supply block – disconnect it.

2. Look at the photos. Note that the power supply block is placed in the compartment UNDER the lock that locks the tablet in place; placing the power supply block like this frees up a lot of space in the compartment. Push the cord connected to the power supply block into the space in front of and to the side of the power supply block.

3. Wrap the power cord into a bundle and shove it into the compartment as shown in the photos.

4. SCANNER: You are finished. Close the compartment.

5. TOUCHWRITER: Fold the headphones, coil the cord, and place the headphones as shown – with the large end of the headphones in the upper right corner of the compartment. Close the compartment.

After packing the power supply, cord, and headphones CHECK this:

- Did you remove the seal from the vDrive compartment?

- Did you unlock the vDrive compartment, remove the vDrive and its plastic cap, and give the vDrive to the Chief?

- Relock the vDrive compartment, no need to seal it.

- Close the scanner and TouchWriter; using the green key, lock the two locks on the handle.

- Place a seal on the handle.

Packing the printer

The printer has two cables attached to it: ***Power cord***, and ***cord connecting to the TouchWriter***. **DO NOT** pack either of these cords with the scanner or the TouchWriter – **keep these two cords with the printer.**

Set the printer into its box, resting it on the Styrofoam blocks in the bottom of the box. Lay the two cords on top of the printer.

Close the box lid.

Packing the Ballot Box

Fold the Ballot Box in the opposite way it was set up. Place the Ballot Box in the provided storage bag and leave for next morning pickup.

THANK YOU – YOU'RE DONE!!

EQUIPMENT OFFICER

Statement on use of Seal Certificate:

Voting Equipment Security is <u>essential</u> before, during & after the election.

The Seal Certificate is a critical item, with the original completed by the Electoral Board during Logic & Accuracy Testing, then continuing through Election Day. The original is provided in a clear vinyl sleeve attached to the lid of the Verity Scanner.

The provided Seal Certificate (see example following) contains spaces labeled for:

- Instructions for removing/applying to the Scanner and TouchWriter
- Spaces showing the Seal Number, Date/Time of Application, Initials and space to record your removal pf same on the Scanner & TouchWriter.
- Instructions for sealing installation and removal of seals on the Ballot Box
- Space to record your installation and removal of Seals on the Ballot Box.

It is your responsibility to remove seals from the handles of the equipment, to seal closed the Ballot Box once set, and to reseal per these instructions at close of voting. Read the instruction for the Seal Certificate in the following pages while referring to the sample seal certificate to the instructions.

If you have any questions regarding seal removal or installation consult your Chief Officer.

COMPLETING THE SEAL CERTIFICATE

THE SEAL CERTIFICATE must be completed ***accurately***. Notes A- G below refer to the marked areas on the Sample Seal Certificate. This guides the initial setup prior to opening the Polling Place to voters.

The partially completed seal certificate for your precinct is inserted in protector sheet adhered to the top of the Scanner.. This Certificate is generated during our Logic & Accuracy Testing which is conducted in preparation for each election.

EQUIPMENT OFFICER

Notes in thediscussion below refer to similarly shown notes on the example Seal Certificate.

BALLOT BOX   (Notes D & E)

The scanner sits atop the ballot box, so set this up first. After locking the scanner in place (next step) on top of the ballot box, the Equipment Officer must seal the ballot box.

NOTE D.**& E** :   Follow the instructions on the Seal Certificate to:

- Install seals on the ballot box before opening the poll.
- Record Seal Number, Date/Time installed, initials.

SCANNER AND TOUCH WRITER   (Notes A, B, C, F & G)

NOTE A.   When the Electoral Board tests and sets up the scanner and Touch Writer for the election, two seals are placed on each piece of equipment:

- One seal (red) on the vDrive compartment of both scanner and TouchWriter
- One seal (blue) on the carrying handle of both scanner and Touch Writer

In the blocks marked "*GR/EB applied on handle/*" and *"GR/EB applied on vDrive Box",* the Electoral Board recorded the seal numbers, date/time installed, and initials of installer. Compare the seal number of the seal on the carrying handles & vDrive box of both scanner and TouchWriter with the seal number recorded on the form.
If the numbers do not match, call the Registrar immediately and take no further action.

NOTE B: Remove the seals from the handles and open the machines. Give the removed/broken seals to the Chief Officer. In the spaces provided, record the date/time you removed the seals from the scanner and TouchWriter handles; initial the blocks whereindicated.

NOTE C: RED SEAL - DO NOT REMOVE THE vDRIVE COMPARTMENT SEALS WHEN OPENING THE POLLS - you will remove these seals when polls close. Proceed with instructions to set up the scanner and TouchWriter, turn on, print Zero Reports, and Open the Polls.

ELECTIONS OFFICER INSTRUCTIONS
EQUIPMENT OFFICER

CLOSING THE POLLS
Ballot Box, Scanner and Touch Writer

NOTE E: Ballot Box

- Remove the ballot box seals (front and back; the seals you applied before opening the polls) AFTER closing the polls.

- Note date/time removed, initial in the appropriate blocks.

NOTE F.   vDRIVE BOX BEFORE - LOCKING THE MACHINES:

- Remove the seal from the vDrive box, make entries in the date/time removed and initials blocks for both scanner and Touch Writer.

- Remove the vDrive and cap from the vDrive compartment in both the scanner and Touch Writer. Give the two vDrives and the seals you removed from the two machines to the Chief Officer.

NOTE G.   AFTER LOCKING the MACHINES

- Get a long blue seal from the Chief Officer for the scanner and Touch Writer

- Place a seal on each carrying handle and record the seal number, date/time, and initials in the "OE (Officer of Election) applied at closing" blocks.

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EQUIPMENT OFFICER INSTRUCTIONS

SEAL INFORMATION – vDrive Compartments, Handles, Ballot Box

Place in Envelope 7C (except for Federal Elections)

Polling Place 1D	==This information will be filled in by Electoral Board==
Polling Place Name	==Once Logic & Accuracy Testing is complete==
Scanner Serial Number	
TouchWriter Serial Number	

SCANNER AND TOUCHWRITER: After completing Logic & Accuracy Testing the General Registrar or Electoral Board will place seals on the vDrive box and on the machine handles of Scanner and Touch Writer. When the polls are opened, an Officer of Election will remove the handle seals on both machines, open the machine, enter the date/time the seals were removed and initial. DO NOT REMOVE THE VDRIVE SEAL AT THIS TIME . After polls are closed, an Officer of Election will remove the vDrive seal, remove the vDrive, place it in Envelope 7, and lock the vDrive box. Enter the date/time and initials when the vDrive seal is removed . After the polls are closed and the vDrive has been removed from the machines, an Officer of Election will lock the scanner and Touch Writer, place a seal on the handles, and enter the seal number, date/time and initials where indicated

BALLOT BOX: . Ballot Box Seals Before opening the polls, two Officers of Election will examine the inside of the ballot box and inside the emergency ballot bag to ensure no ballots are in the ballot box or emergency bag. The OE will then close and lock the front and rear ballot box doors and place a seal on each door. After the polls are closed, two OE will break the seals, remove all ballots from the ballot box, place ballots in Envelope 6. Leave the ballot box unsealed.

SCANNER SEALS					
Where Applied	Seal Number	Date/Time Installed	Initials	Date/Time Removed	Initials
GR/EB on Handle	==**NOTE A**==			==**NOTE** B==	
GR/EB on vDrive Box	==**NOTE A**==			==**NOTE F**==	
OE – Poll CLOSING	==**NOTE G**==				
TOUCHWRITER SEALS					
GR/EB on Handle	==**NOTE A**==			==**NOTE** B==	
GR/EB on vDrive Box	==**NOTE A**==			==**NOTE F**==	
OE – Poll CLOSING	==**NOTE G**==				
BALLOT BOX SEALS					
Front Door prior to opening	==**NOTE D**==			==**NOTE E**==	
Rear Door prior to opening	==**NOTE D**==			==**NOTE E**==	

EQUIPMENT OFFICER INSTRUCTIONS

EQUIPMENT OFFICER

SETTING UP THE SCANNER
Field Guide p.5-27 follows with detailed instructions.

- Secure the Scanner to the ballot box, remove seal on handle and validate the seal number against that on the <u>Seal Certificate</u>.
- The ballot box has a front and rear door. Open both doors and request other Officers to confirm the ballot box is empty; close and lock the two doors; secure the two doors with seals. Record the seal numbers on the <u>Seal Certificate</u>.
- Set up the Scanner in accordance with the enclosed instructions. If you need detailed instructions, see pages 6 – 11 in the Field Guide.
  - When you turn on the Scanner, it will take a few minutes to boot up, then, you will see a screen with several selections.
    - Tap the screen on the selection PRINT ZERO REPORT. <u>Do not</u> tap on OPEN THE POLLS. Tap the screen two more times to print a total of three copies of the ZERO REPORT (this is NOT the Open Polls Report); have <u>all</u> Officers of Election sign all three copies; give them to the Reports Officer or Chief Officer.
    - After you have three copies of the Zero Report, then, tap OPEN THE POLLS – the Scanner will ask for your open polls code, enter the code using the on-screen keypad, tap ACCEPT. The polls are now open, and the scanner is ready to accept ballots.

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Verity Scan

Verity Scan is a polling place-based digital scanner for scanning and casting ballots. Verity Scan can be used with hand-marked ballots or with ballots marked and printed using Verity Touch Writer (see page 26). Verity Scan deposits scanned ballots into its ballot box for secure storage.

 vDrives are used to transfer digital ballot styles from the Verity election definition software to Verity Scan, and to transfer voted ballots from Verity Scan to Verity software for tabulation. vDrives are inserted into a standard USB port located in a locked and sealed compartment; each Verity Scan has its own vDrive.

NOTE: 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 Verity Scan

setting up the ballot box

1. Position the folded ballot box as shown. ▶

2. Unlatch the four clips (two 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. ▶
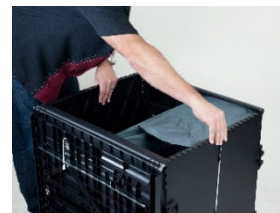
5. Lower the bottom panel but do not press down. ▶

6. Release the lid by unhooking the 3 straps. ▶

7. Pull the string on the underside of the lid upward to unlock the lid latch. ▶

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. ▼

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

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

setting up the Verity Scan

1. Assemble the ballot box, if this has not been done already (see page 6).

2. Place the Verity Scan on the ballot box, aligning footpads with the indentations. The handle on the Verity Scan must face the front of the ballot box. ▶

3. Reach inside the ballot box and pull the cord down and away from you to lock the lid and the Verity Scan in place. ▶
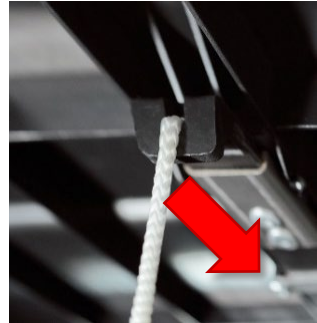
4. Close and lock the front ballot box door. ▶

5. Follow local procedures to remove the tamper seal from the Verity Scan handle, if applicable. 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. ▶

6. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Scan (flat side up). ▼

   IMPORTANT: Do not plug the power cord into the wall yet.

7. Open the Verity Scan case and lock the lid brace in place. ▶

   IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.
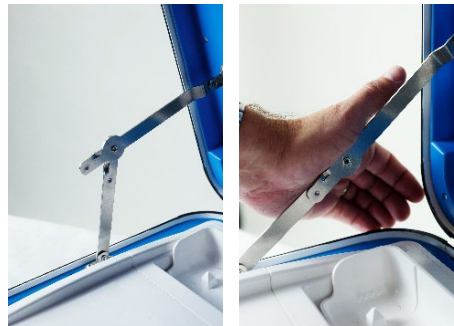
8. Unlock (**A**), unlatch (**B**), and remove (**C**) the tablet. ▼
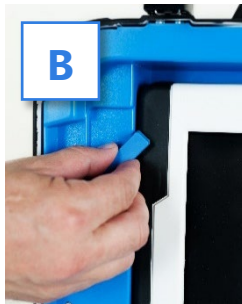
9. Seat the tablet in the cradle (**A**), tilt it back (**B**), and lock it in place (**C**). ▼
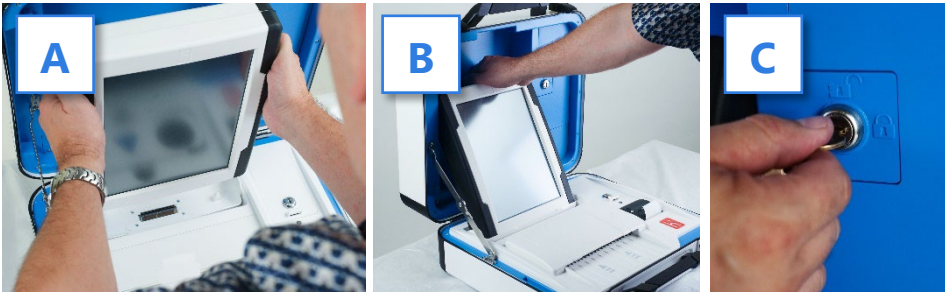
10. Verify the Verity Scan device seals, per local procedure. Attach privacy screens to each side of the ballot box, if applicable. ▶
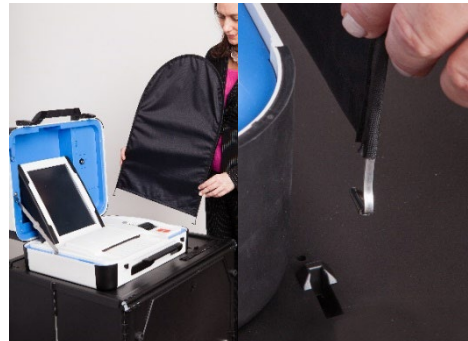
11. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present. ▶

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

- During the power on process, a Power-On Self Test report will print on Verity Scan's built-in 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.

Verity Scan orientation

screen orientation

When powered up for the first time the device is used during a voting event, Verity Scan should display the Print Zero Report screen. ▶

NOTE: If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report. See page 16.

In addition to the date and time, the following appears at the bottom of the screen:
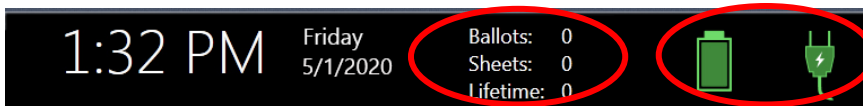
- **Ballots:** The number of ballots scanned and cast on the Verity Scan for the current election; at the start of a voting event, this number should be zero.
- **Sheets:** The number of ballot sheets scanned on the Verity Scan for the current election; at the start of a voting event, this number should be zero.
- **Lifetime:** The number of ballots cast on the Verity Scan for the lifetime of the device (for all elections).
- **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 Scan Power-On Self Test report.

  NOTE: If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch "If the power is out, touch here to use battery". If a voting session is in progress, this message will not appear until the session is completed.

  When battery power is low, and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.

poll worker button

The blue poll worker button is located on the back of Verity Scan. This button is used when suspending or closing polls. In some jurisdictions, this button may be used when scanning ballots with undervoted or overvoted contests; see page 19.

report printer operation

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

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

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

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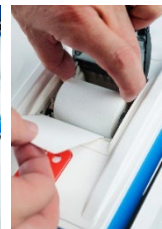
opening polls

You must open polls on the first day that voting will occur on that device. For instructions on reopening polls on the second or subsequent day of multiple-day voting events, see page 16.

1. Set up and power on the Verity Scan. **Confirm that you are running on AC power** (see page 12).

2. Select **Print Zero Report**. ▶

NOTE: If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report. See page 16.

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

- Verify the ballot count total on the Zero report is ZERO and enter it in the Reconciliation Log.
- Verify that the polling place on the report is correct.

   IMPORTANT: If these items are incorrect, contact your elections office.

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

   IMPORTANT: If the clock is incorrect, contact your elections office.

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

> IMPORTANT: Once you open polls, you can no longer print a Zero report.
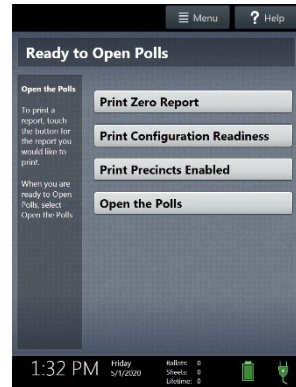
6. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶
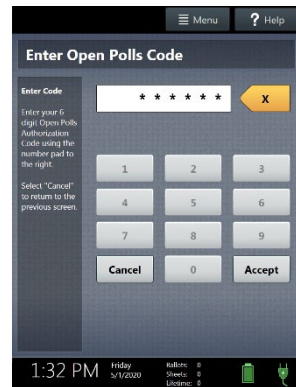
7. Wait while the Open Polls report prints. File the Zero and Open Polls reports according to local guidelines.

reopening polls
(Early Voting)

1. To reopen polls after polls have been suspended, power on the Verity Scan.

   NOTE: When reopening polls, you will not print a Zero report.

2. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶
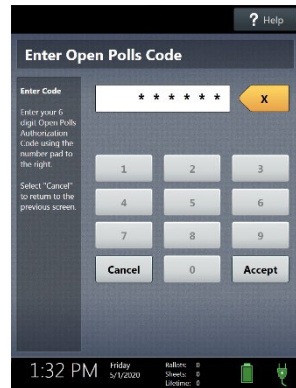
3. Wait while the Open Polls report prints. File the Open Polls report according to local guidelines.

voting with Verity Scan

overview: Verity Scan

Verity Scan is a polling place-based scanner used to scan and cast paper ballots whether they are hand-marked, or marked using Verity Touch Writer (for Touch Writer instructions, see page 26).

instructions for hand-marking ballots

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

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

scanning ballots with Verity Scan

1. Verity Scan is ready to scan when you see the **Ready to Use** screen. ▶

   IMPORTANT: In elections with multi-sheet ballots, voters must receive all sheets for their ballot. Voters should be instructed to scan all sheets of their ballot one at a time, even if they have made no choices on a given sheet. See page 20 for more information.
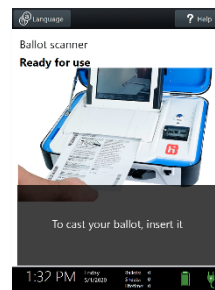
2. The voter removes the ballot privacy sleeve (if applicable) and inserts the voted ballot into Verity Scan. Flashing green arrows indicate the location and direction of the scanner feed. Ballots must be fed short edge first but may otherwise be scanned in any orientation. **If scanning a multi-sheet ballot, the voter must insert one sheet at a time.** ▶

3. After scanning their ballot, the voter waits a moment while the ballot is processed. ▶
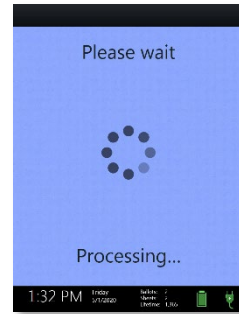
4. The voter's ballot has been cast when Verity Scan displays the American flag. If enabled, an audible chime will also sound. ▶
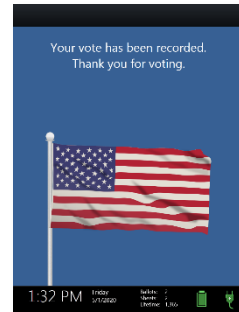
Verity Scan help and features

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

If multiple languages are available, Verity Scan will 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 any instructions or messages.

troubleshooting

If there is a problem with the Verity Scan, follow the error instructions on the screen (if applicable), and/or contact your elections office for assistance.

spoiling printed paper ballots

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

undervotes, overvotes, and blank ballots on Verity Scan

If scanning hand-marked paper ballots, and the voter has *overvoted* (marked more than the allowed number of choices in a contest), Verity Scan may prompt the voter to choose whether to:

- **a)** Remove their ballot and request a new ballot from the poll worker, *or*
- **b)** Cast their ballot as-is (overvoted contests will not be counted)

If the voter has left a ballot or contest blank, the voter may be prompted to choose whether to:

- **a)** Remove their ballot and make changes, *or*
- **b)** Cast their ballot as-is (blank contests will not be counted)

The voter prompts that appear on Verity Scan will vary depending on how the election was set up (determined by your jurisdiction). Follow the directions on the Verity Scan screen. In some jurisdictions, the voter will be prompted to contact a poll worker, and the poll worker must press the poll worker button to accept a ballot as-is.

provisional ballots

- **IMPORTANT: Unless configured otherwise by elections officials, Verity Scan will not accept provisional ballots printed from Verity Touch Writer.**
- Follow local guidelines and procedures for the issuing and handling of provisional ballots.
- Procedures vary from jurisdiction to jurisdiction; a typical procedure may require that provisional ballots be placed in a provisional ballot envelope, which is then placed in the emergency ballot bag (see page 20).

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. This slot should remain sealed unless the Verity Scan device cannot accept ballots. ▶

multi-sheet ballots and Verity Scan

When issuing paper ballots with multiple sheets, voters must receive all sheets for each ballot. Voters should be instructed to scan all sheets, even if they have made no choices on a given sheet. When scanning a multi-sheet ballot, the voter must insert one sheet at a time.

- The Verity Scan ballot counter will increment when a sheet 1 is scanned but not when a sheet 2 (or higher) is scanned. If sheet 2 of a 2-sheet ballot is scanned without a sheet 1, the ballot counter will not increment, but all votes on sheet 2 will be counted accurately.
- If the voter has not yet scanned any part of the ballot and the voter realizes that a sheet needs to be spoiled, it is generally considered best practice to spoil and replace all ballot sheets. While not necessary, this may assist in the location of all ballot sheets in the event of an audit or recount.
- If not all sheets can be spoiled (i.e. one sheet has already been scanned), spoil the remaining sheet(s) of the ballot, provide replacement sheet(s), and spoil the unused sheets from the replacement ballot.
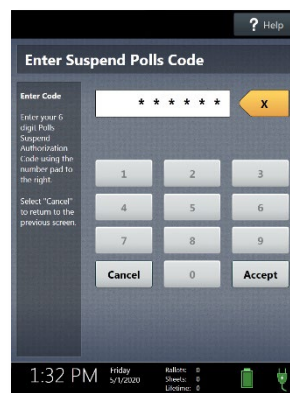
suspending polls

(Early Voting)

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

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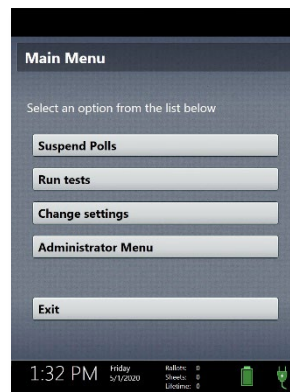
3. Enter the Suspend Polls Code and select **Accept**. A Suspend Polls report will print automatically. ▶

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

<div align="center">

local reporting requirements

</div>

5. When you have finished printing reports, **wait at least 10 seconds**, and then press the *red* power button on the back of the Verity Scan to power it off. ▶

    IMPORTANT: Wait for the Verity Scan to be completely powered down and showing a black screen if you will be unlocking and removing the tablet. If stowing the tablet, make sure to lock it in place with the key and pull the blue latch down to secure it in place.

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

<div align="center">

local procedures

</div>

closing polls

> **IMPORTANT: Wait until the close polls time to close polls. In most jurisdictions, once polls have been closed, they cannot be reopened on that device.**

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

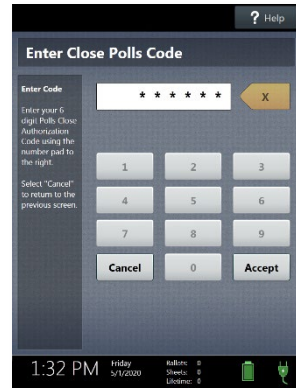**2.** Select **Close Polls**. ▶
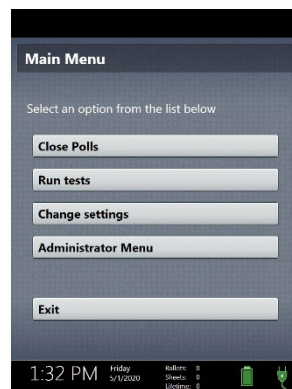
3. Select **Yes, close the polls**. ▶

> **IMPORTANT: Do not close polls until the proper time. In most jurisdictions, once polls have been closed, they cannot be reopened on that device.**
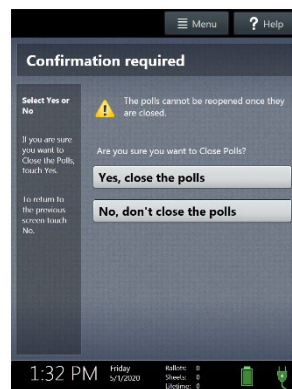
4. Enter the Close Polls Code and select **Accept**. ▶

> **IMPORTANT: If you attempt to close the polls before the proper time, you will be prompted to enter an Administrator passcode. Contact your Elections office before proceeding.**

The Close Polls report will print automatically. Depending on election settings chosen by your jurisdiction, certain additional reports may also print automatically.

5. The polls are now closed. 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 local requirements.

local reporting requirements

6. When you have finished printing reports, **wait at least 10 seconds**, and then press the *red* power button on the back of the Verity Scan to power it off. ▶

> **IMPORTANT: Wait for the Verity Scan to be completely powered down and showing a black screen if you will be unlocking and removing the tablet. If stowing the tablet, make sure to lock it in place with the key and pull the blue latch down to secure it in place.**

> *NOTE:* *The Verity power cord has a locking connector. 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.*

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

<div align="center">

local procedures

</div>

EQUIPMENT OFFICER

SETTING UP THE TOUCH WRITER

(Refer to the Field Guide p.26-40 if you need detailed instructions.)

- Secure the Touch Writer to the Touch Writer table, remove seal on handle and validate the seal number against that on the Seal Certificate.

- Set up the Touch Writer in accordance with the enclosed instructions. If you need detailed instructions, see pages 23 - 31 in the Field Guide.

- Remember to set up the printer, plug it into a power outlet, and connect the cable from the Touch Writer to the printer. Turn the printer on with its power switch.
    - When you turn on the Touch Writer, it will take a few minutes to boot up, then you will see a screen with several selections.
        - Tap the screen on the selection PRINT ZERO REPORT. Do not tap on OPEN THE POLLS. Tap the screen two more times to print a total of three copies of the ZERO REPORT (this is NOT the Open Polls Report); all Officers of Election sign all three copies; give to Chief.

        - After you have three copies of the Zero Report, tap OPEN THE POLLS – the Touch Writer will ask for your open polls code, enter the code using the on-screen keypad, tap ACCEPT. The polls are now open, and the Touch Writer is ready to print ballots.

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EQUIPMENT OFFICER

VOTING USING THE TOUCH WRITER

Following these instructions is a copy pages (41-47) the instruction manual for Touch Writer. You can refer to the pages.

The Touch Writer screen will display **Ready For Use** in bold type along with other information. Touch "**Ready For Use**."

The Touch Writer will ask for the **Poll Worker Code**. Refer to the machine codes for this election and enter the requested Poll Worker Code on the touchscreen keypad.

Once you have entered the six-digit Poll Worker Code, touch **Accept** on the bottom right of the on-screen keyboard.

Depending on the election or the precinct, you may be asked to select the precinct. If so, touch the appropriate box to select your precinct.

The screen will then display the precinct you selected and ask if this is correct. If correct, touch **Activate This Ballot**.

The next screen will voter a choice:
- o **To Get Started Touch Here**; *or*
- o Show a small picture of the Touch Writer controller. If the voter needs to use any of the handicapped features, **Touch The Controller Picture**.
- o If the voter does NOT need the handicapped features, touch the **To Get Started Touch Here** section on the screen.

THIS IS IMPORTANT:
- o If the voter selects *"To Get Started Touch Here",* continue reading.
- o If the voter selects the handicapped features, go to the attached printed instructions and follow the instructions on pages 43 and 44.

When the voter has the **To Get Started Touch Here** selection, the voter will have three choices:
- a. **Begin Voting**
- b. **Learn To Use This Ballot**
- c. **View Contests On This Ballot**
- d. If the voter selects b. or c., the voter will go through the screens explaining how to use the ballot, or, displaying the contests on the ballot. After viewing the selected information, the voter will sent back to the **Begin Voting** screen

Over for Page 2

EQUIPMENT OFFICER

VOTING USING THE TOUCHWRITER - continued

The machine will then display each contest; the voter votes by touching the screen in box next to the name of the selected candidate. At the bottom right corner of each page is a ***Next*** button. After voting for the contests on the screen, the voter taps the NEXT button to go to the next page.

After the voter has completed voting, machine will show a ***Review Your Ballot*** screen. The voter will have the choice to ***Print*** their ballot, or, ***Return To Ballot*** if want to change any choices.

When the voter is satisfied with their ballot and PRINTS the ballot, the printer will print their individualized ballot.

CAUTION: ***The Printer Prints On Two Sides*** -the voter should not remove the ballot from the printer until both sides have been printed.

The voter then removes their printed ballot from the printer, takes that ballot to the scanner, and feeds the ballot into the scanner.

REMEMBER: At no time should Election Officers (you) handle the ballot. Provide the voter a ballot folder for removal from the printer and transport to the scanner.

Verity Touch Writer

Verity Touch Writer is an accessible ballot marking device; any voter may use Touch Writer to make their ballot selections using either the touchscreen, or the Verity Access (described below). Once a voter has finished voting and reviewed their choices, they will then print a paper ballot, marked with their choices, from the attached printer. The voter then retrieves and casts the ballot, either using Verity Scan, or into a ballot box to be processed centrally.

Verity Access is an Audio-Tactile Interface (ATI) intended for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or sip-and-puff devices).

vDrives are used to transfer digital ballot styles from the Verity election definition software to Verity Touch Writer, and to transfer device audit log data from Verity Touch Writer to Verity software (vote data is not stored on Verity Touch Writer). vDrives are inserted into a standard USB port located in a locked and sealed compartment; each Verity Touch Writer has its own vDrive.

NOTE: 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 Touch Writer

setting up the ballot printer

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

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

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

4. Load the ballot printer with appropriate ballot paper. Note that the paper size will vary by election, and that the printer tray used may vary depending on the types of printers and accessories used in your jurisdiction. Follow local procedures.

   Loading ballot paper in the main tray (Tray 1)

   a) Pull out the tray 1 drawer on the printer. ▶

   b) Load paper in the tray. If necessary, push the blue tab and pull the paper guide to the appropriate setting (Letter/8.5"x11", or Legal/8.5"x14"). Paper sizes larger than 8.5"x14" require a tray extender (not available in all jurisdictions). ▶

c) The main tray extender kit for 17"/20" ballots includes two parts:

- The front piece installs into the MP Tray door and is used to support the ballots as they exit the printer.
- The rear piece replaces the stock paper stop and rear tray extension cover. Once installed, the extender can support 14", 17", and 20" paper; however, the stock paper stop must be reinserted to support 11" paper.

d) Reinsert and close the paper tray. ▶

Loading ballot paper in the manual paper tray (MPT)

In some jurisdictions, the manual paper tray must be used for larger paper sizes; follow local procedures.

a) Open the front Manual Paper Tray (MPT) and extend the tray as shown. ▶

b) If applicable, place the optional tray extender in the tray. ▶

c) Load ballot paper in the tray. Ensure the paper guides on the sides of the tray are set snug to the paper.

5. Do not power on the printer at this time.

setting up the 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. ▼

2. Release bungee cords holding the booth legs, if present. Unfold the legs from booth table. Pull on the handle and lift to lock the legs into place. ▶

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

4. Attach the front leg extensions. Press the metal buttons to attach each leg and lock them into place. ▼
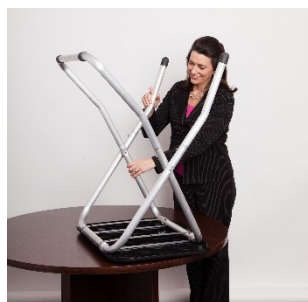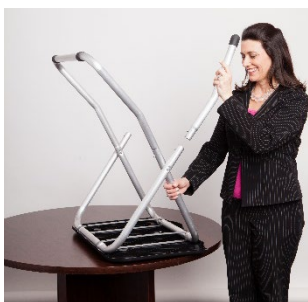
5. Turn the booth over to set up the Verity Touch Writer. ▼
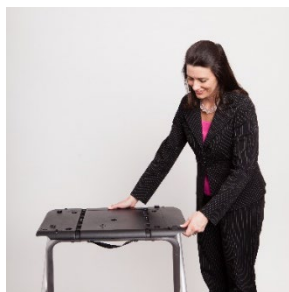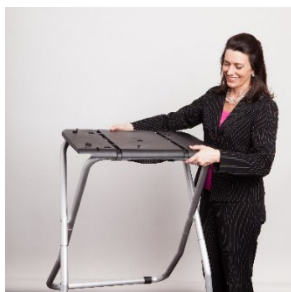
setting up the Verity Touch Writer

1. Set the Verity Touch Writer on top of the 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. Stand at the front of the booth. Reach under the front of the booth top and push the latch away from you to secure the Touch Writer to the booth. ▶

3. Follow local procedures to remove the tamper seal from the Touch Writer handle, if applicable. Unlock the case (if locked). Open the case and remove the power brick and power cord from the storage compartment. Close the compartment and case. ▶

4. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Touch Writer (flat side up). ▼

    IMPORTANT: Do not plug the power cord into the wall yet.

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

6. Open the Verity Touch Writer case and lock the lid brace in place. ▶

> **IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.**
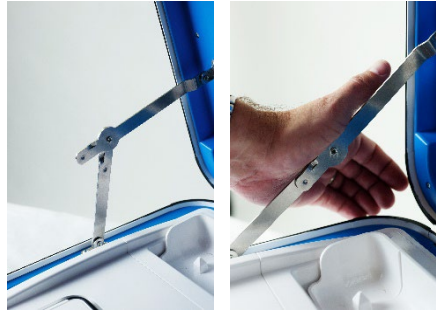
7. Unlock (**A**), unlatch (**B**), and remove the tablet (**C**). ▼

8. Seat the tablet in the cradle (**A**), tilt it back (**B**), and lock it in place (**C**). ▼

9. Verify the Verity Touch Writer device seals, per local procedure. Attach privacy screens to both sides of the booth. ▶

10. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present. ▶

11. Press the switch on the bottom right side of the *ballot printer* to power it on. ▶

12. Press the *red* button on the back of the Verity Touch Writer to power it on. ▶

- During the power on process, a Power-On Self Test report will print on Touch Writer's built-in report printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and power off the printer and the Touch Writer. Power the printer on first before powering on the Touch Writer.

13. *(if applicable)* If your jurisdiction uses the AutoBallot barcode reader: Wait until the Verity Touch Writer finishes powering up and displays the **Print Zero Report** screen, and then connect the AutoBallot barcode reader to the USB connection located on the vDrive compartment above the report printer. ▶

Touch Writer orientation

screen orientation

When powered up for the first time the device is used during a voting event, the Verity Touch Writer should display the Print Zero Report screen. ▶

NOTE: *If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report. See page 40.*
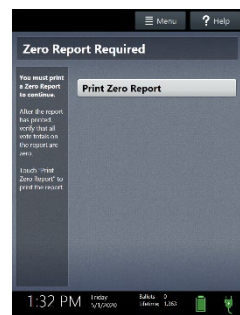
In addition to the date and time, the following appears at the bottom of the screen:

- **Ballots:** The number of ballots printed using the Verity Touch Writer for the current election; at the start of a voting event, this number should be zero.
- **Lifetime:** The number of ballots printed using the Verity Touch Writer for the lifetime of the device (for all elections).
- **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.

  NOTE: *If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch "If the power is out, touch here to use battery". If a voting session is in progress, this message will not appear until the session is completed.*

  When battery power is low, and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.

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 activating ballots. ▶

about Verity Access

Verity Access is intended for voters that cannot, or prefer not to, use the touchscreen. Verity Access includes two connection ports: the left connection port for headphones, and the right connection port for any dual-switch input device (such as tactile switches or 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
- Activate help text using the **Help** button

installing headphones and tactile switches

1. Lift the Verity Access from its cradle.

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

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

report printer operation

1. The thermal report 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 and lift up to open the paper compartment. ▶

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

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

opening polls

You must open polls on the first day that voting will occur on that device. For instructions on reopening polls on the second or subsequent day of multiple-day voting events, see page 40.

1. Setup and power on the Verity Touch Writer. **Confirm that you are running on AC power** (see page 35).

2. Select **Print Zero Report**. ▶

NOTE: If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report. See page 40.

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

- Verify the ballot count total on the Zero report is ZERO and enter it in the Reconciliation Log.
- Verify that the polling place on the report is correct.

   IMPORTANT: If these items are incorrect, contact your elections office.

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

   IMPORTANT: If the clock is incorrect, contact your elections office.

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

> IMPORTANT: Once you open polls, you can no longer print a Zero report.
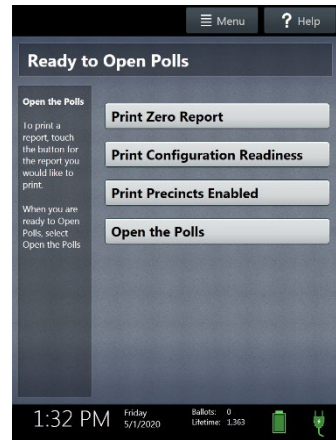
6. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶
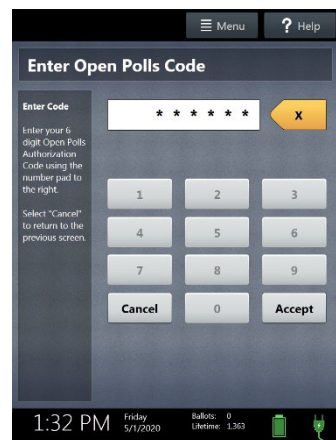
7. Wait while the Open Polls report prints. File the Zero and Open Polls reports according to local guidelines.

reopening polls
(Early Voting)

1. To reopen polls after polls have been suspended, power on the Verity Touch Writer.

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

2. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶
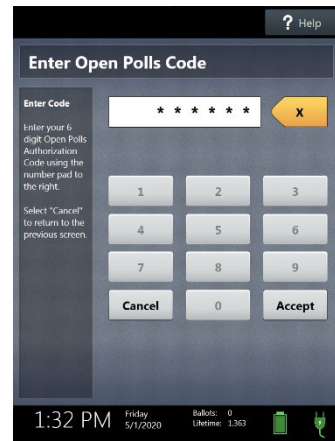
3. Wait while the Open Polls report prints. File the Open Polls report according to local guidelines.

voting with Touch Writer

overview: Verity Touch Writer

Verity Touch Writer is an accessible ballot marking device. On Verity Touch Writer, poll workers will activate a ballot, and then allow the voter to begin voting. When they are finished voting, the voter will print the marked ballot. The voter will cast their ballot using Verity Scan, or into a ballot box to be processed centrally.

activating a ballot

1. When the device is ready to be used for marking ballots, the "Ready for Use" screen will display.

2. Press and hold your finger on the **Ready for Use** button to continue (or, alternately, press the blue poll worker button on the back of the Touch Writer). ▶
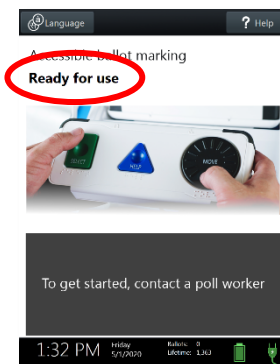
3. Enter the Poll Worker Code and select **Accept**. ▶
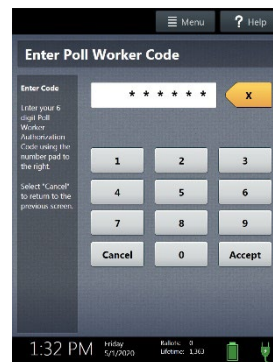
4. Select **Activate ballot**. ▶

If your jurisdiction has **Verity AutoBallot**, after activating the ballot, you can use the barcode reader attached to the Verity Touch Writer to scan barcode labels produced by your electronic pollbook. When using AutoBallot, you will scan the barcode, skipping steps 5-6 of this section.
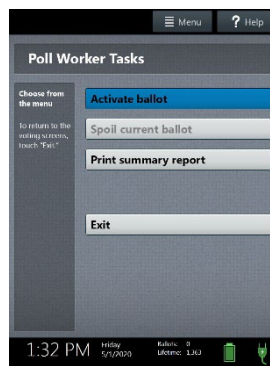
5. Choose the correct precinct from the list and select **OK**. ▶

- *(Closed Primary Elections only)* After choosing the precinct, select the Party, if applicable.
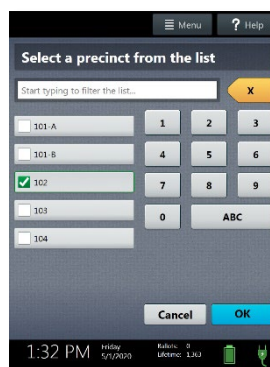
6. Confirm the selections you have made, and then select **Yes, activate this ballot**. ▶

- If the precinct and/or party are incorrect, select **No, cancel** to return to the main menu.
- To activate a provisional ballot, select **Mark as provisional**; for more information on provisional voting, see page 50.

marking ballots with Verity Touch Writer

Once a poll worker has activated a ballot (page 41):

1. The voter selects **To get started, touch here** (or turns the Move wheel on Verity Access clockwise). ▶

   - If multiple languages are available, a "get started" button will appear in multiple languages. The voter selects the button with their preferred language.
   - The language selected applies to both the device instructions and the ballot.
   - The language settings can be changed at any time by accessing the language menu (see page 48).

2. The voter chooses whether they would like to use the Verity Access accessibility features. ▶

   - If the voter chooses **Yes, help me change the settings**, they will proceed to the next step.
   - If the voter chooses **No, skip straight to voting**, they will be taken to the About Your Ballot screen (page 45, step 5)
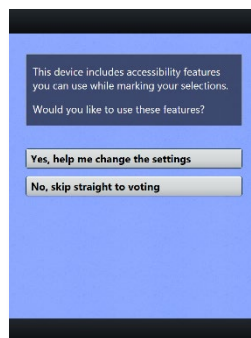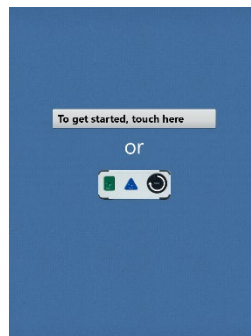
3. The voter selects whether to use the screen, audio, or both to complete their ballot, and then adjusts their audio and/or screen settings.

   - If the voter chooses to use both the screen and audio, they will then be walked through the audio settings and screen settings before proceeding. The voter selects **OK, it sounds good**/**OK, it looks good** in the bottom right to proceed.
   - If the voter chooses to use the screen only and turn off the audio, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will then be walked through the screen settings before proceeding. The voter selects **OK, it looks good** in the bottom right to proceed.
   - If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will proceed through their ballot using the Access device with headphones. The voter can **select Touch here to enable the screen** to turn the screen display on at any time.

4. The voter is presented with three screens of instructions that orient them to the Touch Writer device. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot. ▶

   - On the last page of instructions, the voter selects Start in the bottom right to begin marking their ballot.
   - The Language (if applicable), Audio, and Screen settings and the Help button are also available (see page 48).
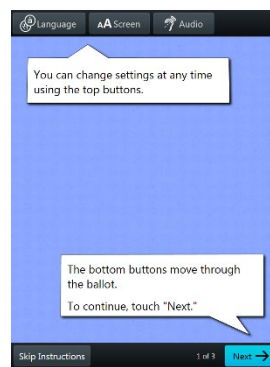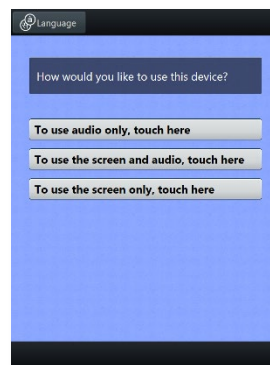
5. The voter can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot. ▶

6. The voter makes their choices; The voter can make ballot choices using the touchscreen, or by using the Move wheel and Select button on the Verity Access. ▶

   • A selected choice will display a green box with check mark to the left of the choice.
   • The voter can review ballot choices by selecting **Review your choices**.
   • The **Next** or **Skip** button advances to the next contest on the ballot.
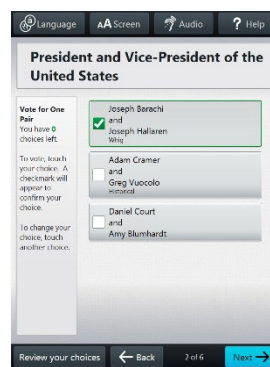
7. When the voter has reached the end of the ballot, the **Review your ballot** screen appears.

   The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest visited.

8. After reviewing and confirming their choices, the voter selects **Print** to print the ballot. ▶
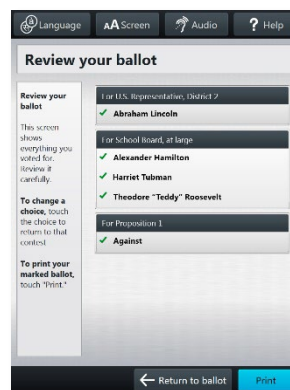
9. The voter selects **Yes, print my ballot**. ▶
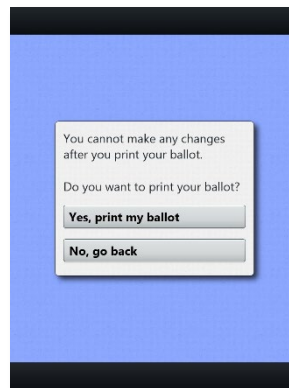
10. The voter retrieves the printed ballot from the laser printer next to their Verity Touch Writer. ▶

- If your polling place is equipped with Verity Scan, the voter will take their printed ballot to the Verity Scan device to cast their ballot.

making write-in choices

To vote for a write-in candidate on the ballot (if applicable):

1. On the page for that contest, the voter selects **To enter a write in, touch here**.

2. The voter types the name of the desired write-in, using the touchscreen or Verity Access, and then selects **Accept**.

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

NOTE: If a voter attempts to deselect a marked write-in choice, they will be asked to confirm before proceeding.

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.

substitutions in <n of m> contests

In a contest with more than one valid choice (e.g. 'vote for one, two or three'): If the voter has already selected the allowed number of choices, and then selects an additional choice, Touch Writer will indicate which previous choice is being changed, and which new selection is being added.

voting session idle timeout

If the 'idle session' setting has been activated by election officials, then a warning will appear after 5 minutes of inactivity; if the voter does not respond to the warning within 45 seconds, the Touch Writer will display the "Session Locked" screen. When the session is locked, a poll worker may either spoil the ballot, or unlock the session and allow the voter to continue voting.

Verity Touch Writer help and features

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

- If multiple languages are available, a **Language** button is located at the top left of the screen. Voters can select this button to change the language of the instructions and ballot.
- Voters can select the **Screen** button to change the screen settings (contrast and text size), or to turn the screen off (if using headphones only).
- Voters can select the **Audio** button to change the audio settings (volume and speed) for the headphones.
- The **Help** button is at the top right of the screen. Voters can select this button to see help text for the voting step currently underway.
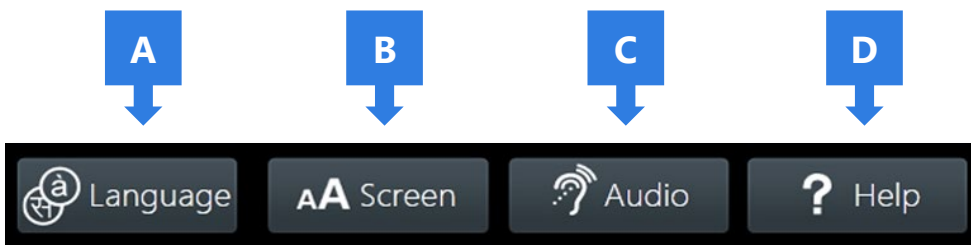

troubleshooting

If there is a problem with the Touch Writer, follow the error instructions on the screen (if applicable), and/or contact your elections office for assistance.

spoiling a ballot on Verity Touch Writer

The Spoil Current Ballot menu allows you to spoil (discard) the current active 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**. ▶
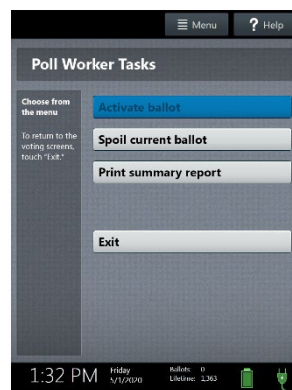
4. Select **Yes, spoil the ballot**.

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).

printing a summary report

You can print a ballot marking session summary report on Verity Touch Writer at any time. This report lists the number of ballots printed, active sessions, sessions in progress, and ballots spoiled.

1. Press and hold your finger on the Ready for Use button on the Touch Writer screen, or alternately, 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 summary report**. ▶
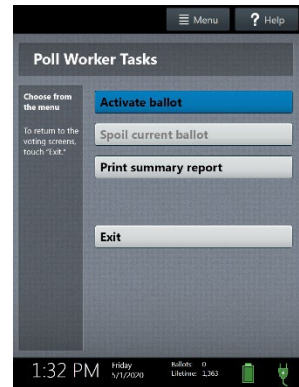
provisional voting on Verity Touch Writer

Follow local procedures for provisional voting, as determined by local and state rule and code.

If your jurisdiction procedures permit, poll workers may activate a provisional ballot using Verity Touch Writer by selecting **Mark as provisional** on the Confirm Selections screen. A provisional voter will then use Touch Writer to vote and print a provisional ballot.

> **IMPORTANT: Unless configured otherwise by elections officials, Verity Scan will not accept provisional ballots printed from Verity Touch Writer. Follow local procedure when processing provisional ballots.**
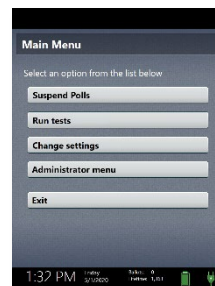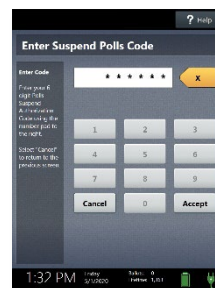
suspending polls

(Early Voting)

1. Press and hold your finger on the **Ready for Use** button on the Touch Writer screen, or, alternately, press the blue poll worker button on the back of the Verity Touch Writer.

2. Select **Menu** at the top of the screen. ▶
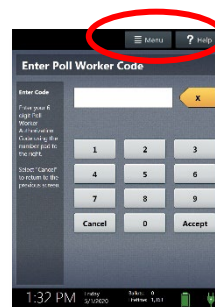
3. Select **Suspend Polls**. ▶

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

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

local reporting requirements

6. When you have finished printing reports, **wait at least 10 seconds**, and then press the *red* power button on the back of the Verity Touch Writer to power it off. ▶

   IMPORTANT: Wait for the Verity Touch Writer to be completely powered down and showing a black screen if you will be unlocking and removing the tablet. If stowing the tablet, make sure to lock it in place 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 equipment, vDrives, and/or ballots to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door. You may use the space below to document local transfer procedures.
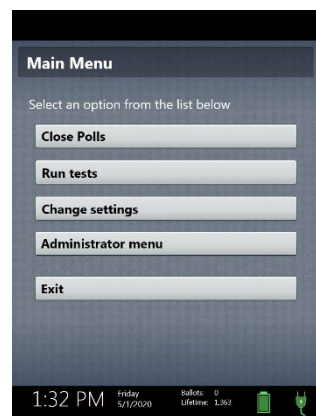
local procedures

closing polls

IMPORTANT: Wait until the close polls time to close polls. In most jurisdictions, once polls have been closed, they cannot be reopened on that device.

1. Press and hold your finger on the **Ready for Use** button on the Touch Writer screen, or, alternately, press the blue poll worker button on the back of the Verity Touch Writer.

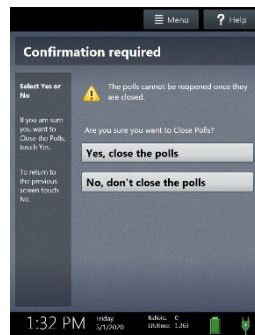2. Select **Menu** at the top of the screen. ▶
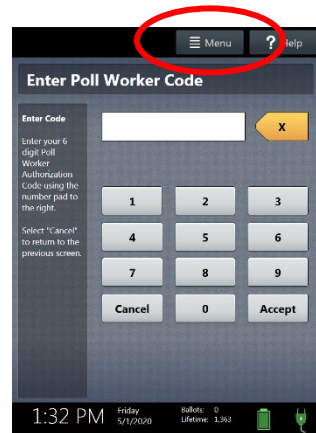
3. Select **Close Polls**. ▶

4. Select **Yes, close the polls**. ▶

> **IMPORTANT: In most jurisdictions, once polls have been closed, they cannot be reopened on that device.**

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

> **IMPORTANT: If you attempt to close the polls before the proper time, you will be prompted to enter an Administrator passcode. Contact your Elections office before proceeding.**

The Close Polls report will print automatically.

6. The polls are now closed. 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 local requirements.

local reporting requirements

7. When you have finished printing reports, **wait at least 10 seconds**, and then press the *red* power button on the back of the Verity Touch Writer to power it off. ▶

> **IMPORTANT: Wait for the Verity Touch Writer to be completely powered down and showing a black screen if you will be unlocking and removing the tablet. If stowing the tablet, make sure to lock it in place with the key and pull the blue latch down to secure it in place.**

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

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

local procedures

EMERGENCY PROCEDURES

(Not Location Specific)

1) YOUR PRIORITYIES

   a) Safety of Personnel and Voters

   b)   Security of the Ballots and Equipment

   c) Personal property and supplies

2) LOSS OF POWER

   a)   Continue Voting. Pollbooks and scanners will continue to operate for up to four hours, the printer will not.

   b)   Call the Registrar's Office at 580-4655.

   c)   The Board members will contact the appropriate emergency service to have a generator and necessary electric cables delivered.

   <mark>**DO NOT TURN THE Poll Pads, SCANNER OR TOUCH WRITER OFF.**</mark>
   <mark>**Doing so will cancel all reporting functions**</mark>

3) ABANDONMENT OF POLLING SITE

   a)   The person closest to the door will restrict entrance and direct all voters outside escorting them a safe distance from the building.   Tell voters that the precinct has been temporarily closed.

   b)   Ask all voters holding ballots to wait outside and they will be able to vote their ballots, once the equipment is outside.

4) Specific Role Responsibilities:

   a) Pollbook/Poll Pad Operators: Unplug and carry equipment/book outside. Do not accept any additional voters until a temporary site has been set up or the polling site has been moved to its emergency location.

   b)   The Ballot Officer: Collect and carry out all unused ballots.

   c)   The Equipment Officer: With the assistance of the Facilities Officer and any available persons, unplug the scanner and carry it and the ballot box outside.   DO NOT "CLOSE" THE POLLS.

   d)   The Chief Officer will collect all Provisional, void and spoiled ballots and a cell phone and carry them outside.

   e)   Ensure all people have evacuated to a safe distance from the building and the staff is providing collective oversight of all equipment and ballots.

   f)   The Chief will call:

   i)   911 in case of fire or a medical emergency.

   ii) The Registrar's Office and explain the situation.

   iii)   The contact for the alternative polling site.

Registrar's Office (804) 580-4655

EMERGENCY PROCEDURES

(Not Location Specific)

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