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## Keys and Codes

### Equipment Keys

There are three keys associated with the voting equipment. The keys are color-coded and serve different functions.

The Green/Square Key is used to unlock and lock the outer case.

The Yellow/RS Key unlocks and locks the tablet into place.

The Red/CH Key locks and unlocks wherever you can gain access to voted ballots. This includes not only the front and rear doors of the Ballot Box, but also the vDrive compartments of both the Touch Writer and the Scan.

### Equipment Codes

There are three codes associated with the equipment.

The Open Polls Code is used to open the polls on the Scan and Touch Writer.

The Poll Worker Code is used to access various information on both devices.

The Close Polls Code is used to close the polls on the Scan and Touch Writer.

## Setting up the Scan

### The Ballot Box

1. Position the folded ballot box as shown.



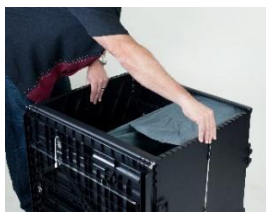
2. Unlatch the four clips (two on each side).



↔ 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.



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 red/CH ballot box key.



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



### The Scan

1. Place the Scan on the ballot box, aligning footpads with the indentations. The handle on the Verity Scan must face the front of the ballot box.
2. Reach inside the ballot box and pull the cord down and away from you to lock the lid and the Scan in place.
3. Lift Scan handle to ensure it is attached.



4. Close and lock the front ballot box door.

5. Open the case using green/square key and remove the power brick and power cord from the storage compartment. Close the compartment and case.

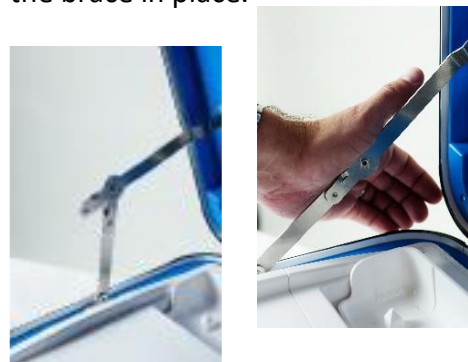


6. Plug the power cord into the power brick, and then plug the power brick into the back of the Scan (flat side up).

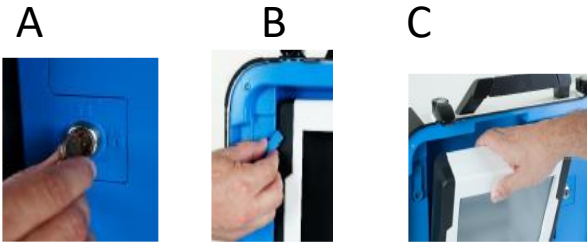
**IMPORTANT: Do not plug the power cord into the wall yet.**



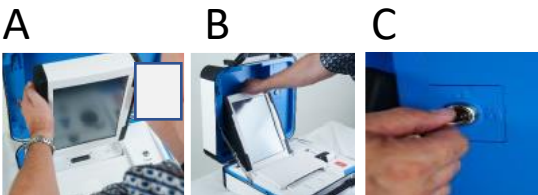
7. Open the Scan case and lock the brace in place.



- Unlock (A) using yellow/RS key, unlatch (B), and remove (C) the tablet.



- Seat the tablet in the cradle (A), tilt it back (B), and lock it in place using yellow/RS key (C)



- Verify the Scan device red seal number located on the vDrive compartment with back of envelope #7.
- Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present.
- Press the *red* button on the back of the Scan to power it on.
- During the power on process, a Power-On Self Test report will print. If any issues are noted check the connections and restart the device.
- Attach privacy screens to ballot box.
- Attach three white seals to ballot box.

## Setting up the Touch Writer

### The Printer

- Set up the folding Printer Table found in the rectangular Hart bag
- Locate the Oki Printer in the black cardboard box and place it on the Printer Table
- Plug the power cord into the back of the printer and the other end into a surge protector
- Plug the square end of the USB Printer Cable into the back of the Printer. The other end plugs into the Touch Writer later.
- Load the Printer with the correct size paper if necessary.

### The ADA Stand/voting booth

- Find the ADA Stand in the rectangular Hart bag and place it top side down on a table.
- Release the bungee straps keeping the legs of the stand in place and unfold the legs.



- Attach the rear and front leg extensions. Remember flat and angled edges attach to the opposite on the rear legs.



4. Flip the stand upright. Place it with the two independent legs in front for wheelchair access.



## The Touch Writer

1. Place Touch Writer on top of the Stand, aligning footpads with the indentations.



2. Stand at the front of the ADA Stand. Reach under the Stand and push the latch away from you to lock the Touch Writer in place.



3. Use the green/square Key to unlock the Touch Writer Case.

5. 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 Touch Writer (flat side up).

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



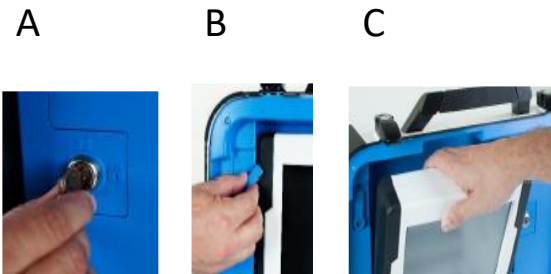
7. Plug the flat end of the USB printer cable from the ballot printer into the back of the Touch Writer, with the notch facing up.



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



- Unlock (A) using yellow/RS key, unlatch (B), and remove the tablet (C).



- Seat the tablet in the cradle (A), tilt it back (B), and lock it in place using yellow/RS key (C).



- Verify the Scan device red seal number located on the vDrive compartment with back of envelope #7.
- Plug the power cord into AC power.
- A greenlight should illuminate on the power brick when AC power is present.



Verify

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

**IMPORTANT: If the clock is incorrect, contact Chief HQ**

- Press the switch on the bottom right side of the ballot printer to power it on.
- Press the *red* button on the back of the Scan to power it on.
- During the power on process, a Power-On Self-Test report will print. If any issues are noted check the connections and restart the device
- Attach privacy screens to Touch Writer stand.

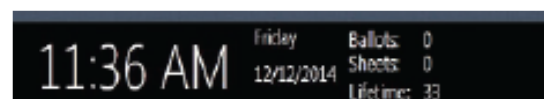
## Scan and Touch Writer Orientation

### Screen Orientation

When turned on for the first time during an election the machine will show the Print Zero screen.



**The following appears at the bottom of the screen:**





In addition to the date and time you will find the following:

**Ballots:** The number of ballots scanned or printed on the device for the current election. At the start of the election, this number should be zero.

**Sheets (Scan only):** The number of sheets scanned on the device for the current election. At the start of the election, this number should be zero. This number will match “ballots” unless the ballot has multiple sheets of paper.

**Lifetime:** The number of ballots scanned or printed for the lifetime of the device.

**AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug 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”.

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.

Note: During early voting you will not print a Zero Report after the first day. If the machine shuts down due to power failure you will not print a Zero Report when you restart the machine.

## Poll Worker Button

The blue Poll Worker Button is located on the back of the device. Use this button for certain actions such as printing reports, accessing the menu, and closing the polls.



## Opening the Polls on Scan and Touch Writer

1. Check the time and date. If it is correct, select Print Zero Report.



2. Wait while the Zero report prints. Using the Zero report, check the following:
  - a. Verify the ballot count total on the Zero report is ZERO.
  - b. Verify that the polling place on the report is correct.

**IMPORTANT: If these items are incorrect, contact Chief HQ**

- Everyone signs the Zero Report tape. Post it on the wall near the machine for public viewing.
- From the next screen print two more Zero Reports (not needed for TW). Place in Envelope #2



- Select **Open the Polls** and enter the **Open Polls Code** (from Chief Binder).
- Place in Envelope #8

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

## Printer Operation

The thermal printer is located on the right-hand side of Scan and TW.



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 to open the paper compartment.



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



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.



## Casting Ballots with the Scan

The Scan is ready to scan ballots when you see the Ready to Use screen.

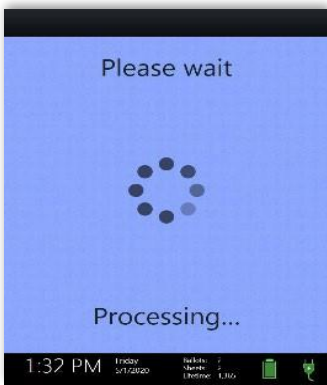




Voter inserts the ballot into Scan. Flashing Green arrows indicate the location and Direction of the scanner feed. Ballots must Be fed short edge first, otherwise orientation does not matter.



After scanning their ballot, the voter waits a moment while the ballot is processed.

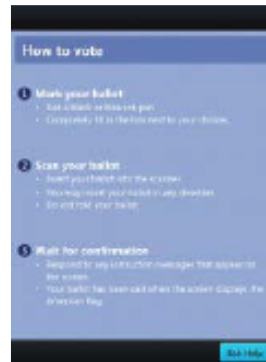


The voter's ballot has been cast when Scan displays the American flag.



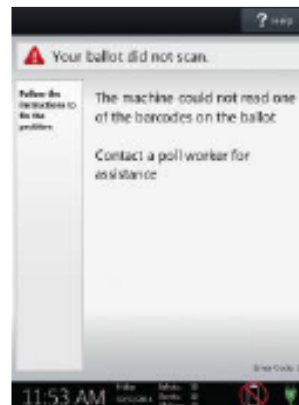
## Scan help features

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.



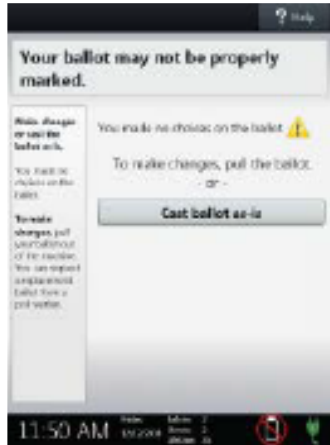
## Scanning Problems

If the ballot does not scan correctly, the Scan will display the screen shown below and the voter will be instructed to contact an election Officer for assistance.



## Processing Overvotes, Undervotes, and Blank Ballots

Scan will show the following screens if the voter has overvoted, under voted, or scanned a blank ballot.



To make changes pull the ballot. If the ballot is blank or under voted the voter can use the same ballot.

Cast as is. The voter can override Scan by touching "Cast Ballot as is."

(Tip) overvoted contests will not be counted.

## The Unscanned 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 Scan Ballot Box.



The Emergency Ballot Slot on the top of the Ballot Box also feeds into this bag. This slot is used to collect unscanned ballots in the Unscanned Ballot Bag.



**THIS BAG MUST BE CHECKED AND ANY BALLOTS INSIDE SCANNED BEFORE POLLS ARE CLOSED!**



## **Printing Ballots with the 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, using Scan.

## **ADA Access**

### About Verity ADA 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

## **Provisional Ballots**

1. Refer to the What Ifs for the provisional ballot process
2. We may give you separate Provisional ballots. If not given to you, you will print them from the Touch Writer.

**Provisional ballots are never to be scanned at the polling place.**

## Activating, Marking, and Printing Ballots with the Touch Writer

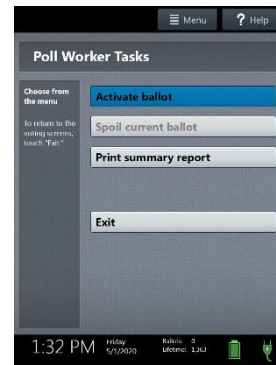
1. When the device is ready to be used for marking ballots, the “Ready for Use” screen will display.
2. Press and hold your finger on the **Ready for Use** button to continue (or, alternately, press the blue poll worker button on the back of the Touch Writer)



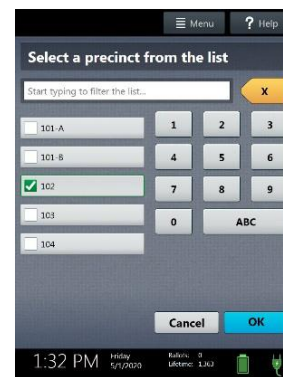
3. Enter the Poll Worker Code and select **Accept**.



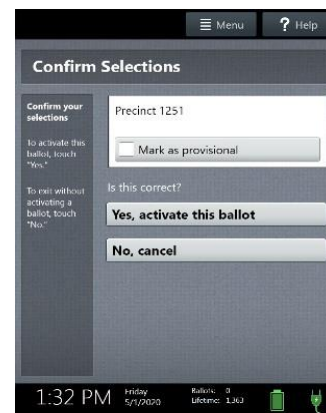
1. Select **Activate ballot**.



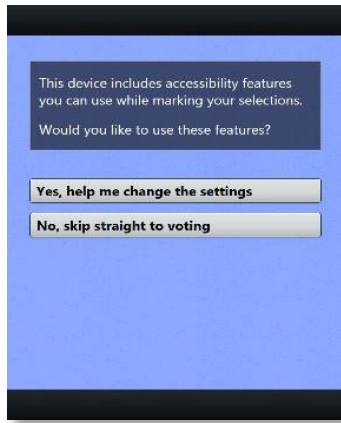
2. Choose the correct precinct from the list and select **OK**.



1. To activate a provisional ballot, select **Mark as provisional**
2. Confirm the selection you have made, then select **YES, activate this ballot**.



1. The voter chooses whether they would like to use the Verity Access accessibility features.
8. If the voter chooses **Yes, help me change the settings**, they will proceed to the next step.
9. If the voter **No, skip straight to voting** they will be taken to the About Your Ballot Screen.



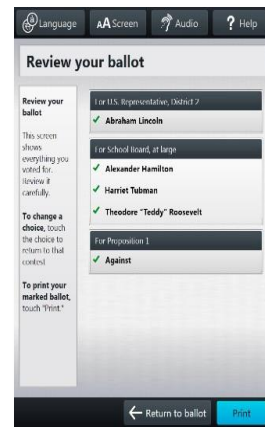
2. The voter can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot.



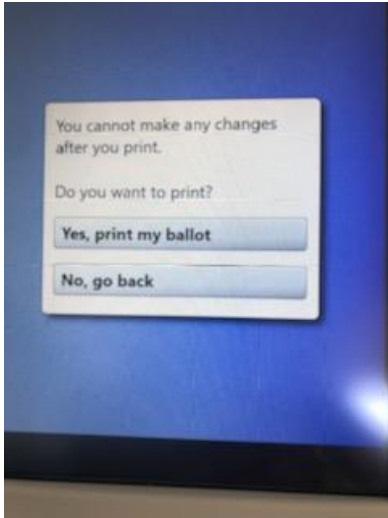
3. The voter can use the touch screen or the Move Wheel and Select Button on the Access Device to make choices.
  - a. A selected choice will display a green box with a check mark
  - b. Selecting "Next" advances to the next contest.



4. When the voter has reached the end of the ballot the review your ballot screen appears.
5. After reviewing and confirming choices, the voter selects "**Print**" to print the ballot.



3. The voter selects **“Yes, print my ballot.”**



4. The voter retrieves the ballot from the printer and takes it to the Scan and casts their ballot.



### **Making Write-in Choices (not available during Primary Elections)**

5. To vote for a write-in candidate on the ballot (if applicable): On the page for that contest the voter selects **“To enter a write-in, touch here.”**
6. The voter enters 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 and a check mark.

### **Printing Blank Ballots**

If the voter (or you in case of Provisional Ballots) has marked no choices and selects the print button, the Touch Writer will ask the voter to confirm before printing a blank ballot.





## 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.

1. 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. **(A)**
2. Voters can select the **Screen** button to change the screen settings (contrast and text size), or to turn the screen off. **(B)**
3. Voters can select the **Audio** button to change the audio settings (volume and speed) for the headphones. **(C)**
4. The **Help** button is at the top right of the screen. Voters can select this button to see help text. **(D)**



## Spoiling a Ballot on the Touch Writer

1. Press the blue Poll Worker Button on the back of the Touch Writer, enter the Poll Worker Code and select “Accept”.
2. Select “Spoil current ballot”.
3. Select “Yes, spoil the ballot” and then select “OK”.



## Closing Polls on Scan

**WAIT UNTIL AFTER THE CLOSE POLLS TIME AND MAKE SURE ANY BALLOTS IN THE UNSCANNED BALLOT BAG HAVE BEEN SCANNED!**

1. Press the blue button on the back of the Scan



2. Select "Close the Polls."
3. Select "Yes, Close the Polls."
4. Enter the Close Polls Code and select "Accept." **Three TALLY TAPES WILL PRINT. Make you have three Tally Tapes.**
5. The polls are now closed.
6. On the next screen **Print Three Write-in Tapes.**



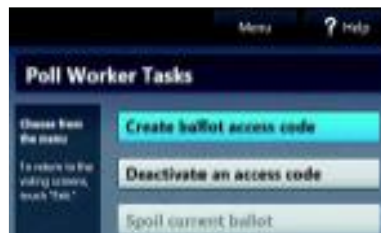
6. Press the red power button to turn off the device.



7. **Cut the red seal that secures the V drive compartment.**
8. Remove the V drive and place in envelope #11.
9. Place a new red seal on the V drive compartment.
10. Place cut seal in envelope #7

## Closing Polls on Touch Writer

1. Press finger on the **Ready for Use** button on the Touch Writer screen **or (not both)** 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 the Polls."

1. Select “Yes, Close the Polls.”
2. Enter the Close Polls Code and select “Accept.” **The close polls tape will print.**

The polls are now closed.

6. **Press the red power button to turn off the device.**
7. **Cut the red seal that secures the V drive compartment.**
8. Remove the V drive and place in envelope #11.
9. Place a new red seal on the V drive compartment.
10. Place cut seal on envelope #7.