



Polling Place Field Guide

VERSION 3.1.0



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about this guide

This *Verity Polling Place Field Guide* is a portable guide to polling place tasks using the Verity Scan and Verity Touch Writer devices.



Polling Place Field Guide



VERSION 3.1.0

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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. 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. ▶



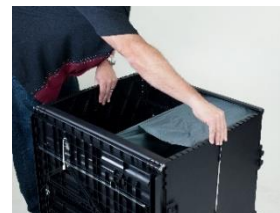
2. Unlatch the four clips (two on each side). ▶



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 gently press it down. Do not force it. ▼



9. Remove the silver key from the voting equipment manuals and supplies bag. ▶

Using the silver key, unlock the front door of the ballot box.



Silver Key



Blue Key



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



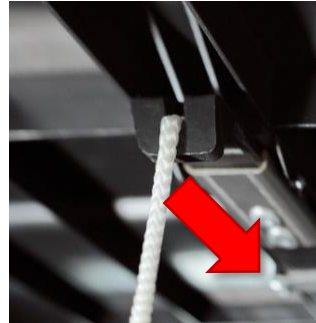
setting up the Verity Scan

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 after displaying Ballot box when polls open-close.. ▶



5. Remove power brick and power cord from the voting equipment manuals and supplies bag.

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. Log the yellow beaded seal number on your Security Log - AM. 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.



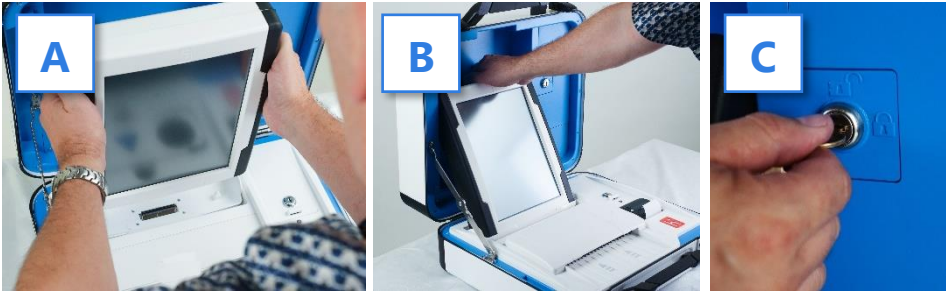
8. Unlock (A), unlatch (B), and remove (C) the tablet. ▼



A: Remove blue key from the voting equipment supplies bag. Use the blue key to unlock the tablet from its cradle.

9. Log the red flat CFAST seal number on the Security Log - AM.

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



10. Log the red wire seal number found on the white panel box (located to the right side of the cradle) on the Security Log - AM.

11. Plug the power cord into a surge protector/strip. 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

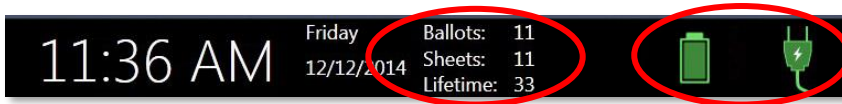
screen orientation

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

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

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

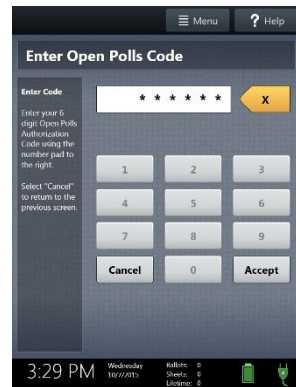
5. Select **Open the Polls**. You can also print a Configuration Readiness report, Precincts Enabled report, or additional copies of the Zero report, if your jurisdiction requires them.



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. ►

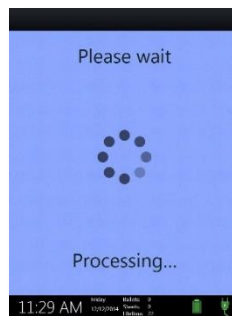
IMPORTANT: In elections with multi-sheet ballots, voters must receive all sheets for their ballot. Voters should be instructed to scan all sheets of their ballot, even if they have made no choices on a particular sheet. See page 20 for more information.



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. ►



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: Verity Scan will not accept provisional ballots printed from Touch Writer. Preprinted ballots used for provisional voting should never be scanned at the polling place using Verity Scan.**
- Follow your local jurisdiction's guidelines for the issuing and handling of paper provisional ballots.
- Refer to the Precinct Board Handbook for specific procedures on provisional ballot processing.

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 of their ballot, even if they have made no choices on a particular sheet.

- 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.

local reporting requirements

5. When you have finished printing reports, 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 with the key *and* pull the blue latch down to secure it in place.

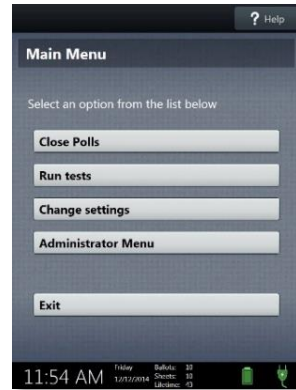
6. Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring equipment, vDrives, and/or ballots to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door. You may use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

local procedures

closing polls

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



4. Enter the Close Polls Code and select **Accept**.
The Close Polls report will 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, 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 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.

local procedures



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