



Verity Print Field Guide

VERSION 3.0



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Humboldt County Office of Elections
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about this guide

This *Verity Field Guide* is a portable guide to using Verity Print.



Verity Print Field Guide



VERSION 3.0

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Verity Print

Verity Print is an on-demand ballot printing device; using Verity Print, you can print and issue blank paper ballots to voters using an attached ballot printer. The voter then hand-marks their ballot and casts it either using Verity Scan, or into a ballot box to be scanned centrally.



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

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 Print.) ▶



3. Insert the printer power cord into the printer and the other end into a 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.

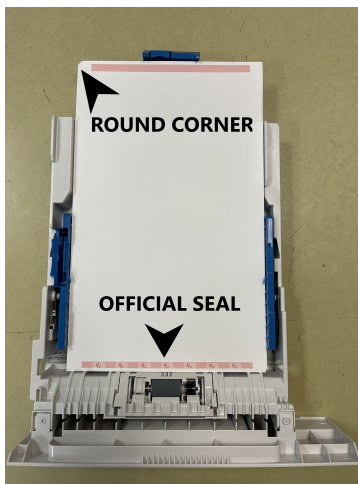
Loading ballot paper in the main tray (Tray 1)

- 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). ▶





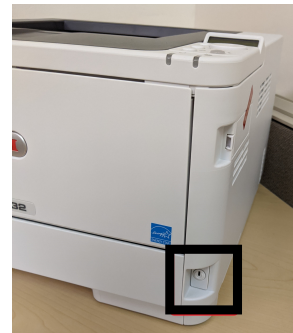
c) Reinsert and close the paper tray. ▶



d) Attach seal to paper tray at corner of paper tray door. Record seal number in security log. ▶



5. Press the switch on the bottom right side of the printer to power it on.



setting up the Verity Print

1. Position the Verity Print on a table next to the ballot printer.
2. Follow local procedures to log and remove the yellow beaded seal from the Verity Print handle,
3. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Print (flat side up). ▼

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



4. Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Print, with the **notch facing up**. ▼



5. Open the Verity Print case and lock the lid brace in place. ▶





Silver Key



Blue Key

6. Unlock using blue key. (A), unlatch (B), and remove the tablet (C). ▼



7. 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). ▼



8. 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.

9. Plug the power cord into surge protector/power strip. A green light should illuminate on the power brick when AC power is present.



10. Press the *red* button on the back of the Verity Print to power it on. ►

- During the power on process, a Power-On Self Test report will print on Verity Print'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.



11. *(if applicable)* If your jurisdiction uses the AutoBallot barcode reader: Wait until the Verity Print finishes powering up and displays the **Enter Poll Worker Code** screen, and then connect the AutoBallot barcode reader to the USB connection located on the vDrive compartment above the report printer. ►

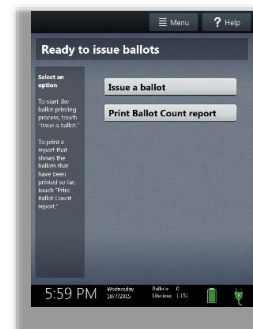


printing a Ballot Count report

1. On the Ready to issue ballots screen, select **Print**

Ballot Count report. ►

2. Wait while the report prints on Verity Print's built-in report printer. File the report according to local jurisdiction rules.



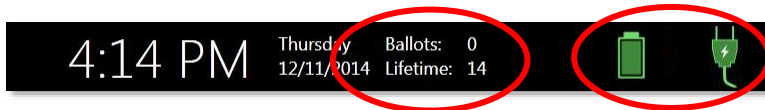
Verity Print orientation

screen orientation

When powered up for the first time the device is used during a voting event, Verity Print should display the Enter Poll Worker Code screen. ►



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 Print 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 Printed for the lifetime of the device (for all elections).
- **Battery and AC power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level is found on the Verity Print 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.

report printer operation

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



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. ▶



printing ballots

1. Setup and power on the Verity Print. **Confirm that you are running on AC power** (see page 11). Verify that the printer displays **READY TO PRINT**. ▶

If the printer is offline, or in power save/sleep mode, press the **ONLINE** button to wake up the printer. ▶

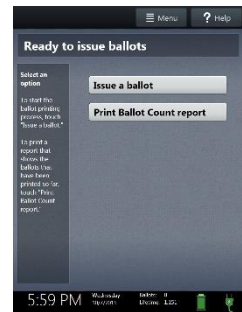


2. When prompted, enter the Poll Worker Code and select **Accept**. ▶
3. Print the **BALLOT COUNT REPORT** in accordance with you local jurisdictions guidelines.

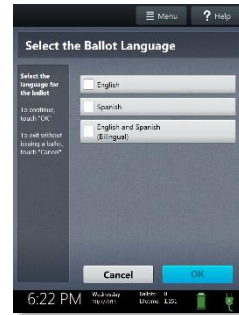


4. The Ready to issue ballots screen will display. Select **Issue a ballot**. ▶

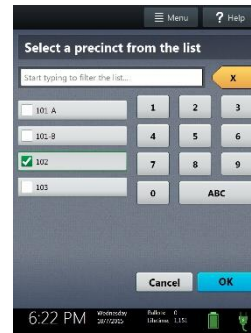
If your jurisdiction has **Verity AutoBallot**, you can use the barcode reader attached to the Verity Print to scan barcode labels produced by your electronic pollbook. When using AutoBallot, you will scan the barcode, skipping steps 3-6 of this section.



4. Choose the ballot language, and then select **OK**. ▶



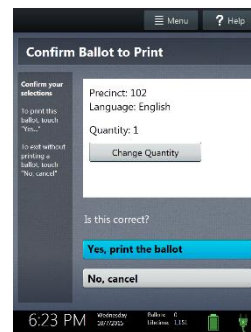
5. Choose the precinct, and then select **OK**. ▶



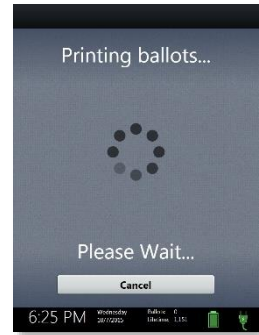
6. *(Primary Elections only)* Choose the party, and then select **OK**.

7. Verify that the correct precinct and language are displayed on the screen (and party, if this is a primary election), and then select **Yes, print the ballot**. ▶

- To change the quantity of ballots to print, select **Change Quantity**, enter the number of ballots to print, and then select **Accept**. You may print up to 100 ballots at a time.



8. Wait while the ballots print on the attached ballot printer. ▶



other tasks and features

resolving printing errors

If an error occurs during printing (for example, the printer is out of paper), the nature of the error will be displayed on the screen. Follow the directions on the screen to resolve the issue. If you are unable to resolve the issue, contact your elections office. ▶



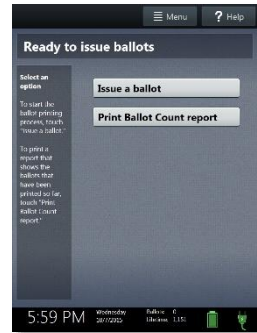
spoiling printed paper ballots

To spoil a ballot that has already been printed from Verity Print, or to spoil a preprinted paper ballot, follow your local procedures (for example, filling out a spoiled ballot log and envelope).

printing a Ballot Count report

You can print a Ballot Count report on Verity Print at any time.

1. On the Ready to issue ballots screen, select **Print Ballot Count report**. ▶

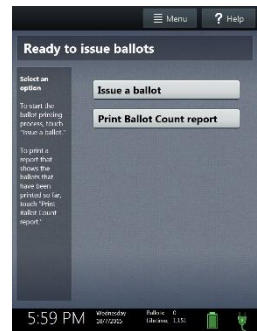


2. Wait while the report prints on Verity Print's built-in report printer. File the report according to local jurisdiction rules.

accessing Verity Print help

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

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



2. To exit the help screen and resume issuing ballots, select **Exit Help** on the bottom right of the Help screen.

shutting down Verity Print

Prior to shutting down Verity Print. Print the **BALLOT COUNT REPORT** in accordance with you local jurisdictions guidelines.

1. When you have finished printing ballots and reports, press the *red* power button on the back of the Verity Print to power it off. ▶



IMPORTANT: Wait for the Verity Print 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.*

2. Follow your local jurisdiction’s guidelines, including chain-of-custody procedures, when transferring equipment 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

notes:



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