



# Polling Place Field Guide

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VERSION 2.5



Document Number 6651-032 A02

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## about this guide

This *Verity Polling Place Field Guide* is a portable guide to polling place tasks using the Verity Controller, Verity Touch, and Verity Touch with Access devices.



# Polling Place Field Guide



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**VERSION 2.5**

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## about Verity Controller and Verity Touch



**Verity Controller** and **Verity Touch** make up the Verity Direct Record Electronic (DRE) voting system. Poll workers issue Access Codes with Verity Controller, which voters use to access, mark and cast digital ballots via a touchscreen on a Verity Touch device. Multiple Verity Touch devices can be connected to a single Verity Controller device.



**Verity Touch with Access** is a Touch device that includes Verity Access, 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). For more information, see page 21.



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

## Controller and Touch setup

### setting up Verity Controller

1. Set the Verity Controller on top of a table near where you plan on setting up your Verity Touch device(s).
2. Follow local procedures to remove the tamper seal from the Verity Controller 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. ▶



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

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



4. Open the Verity Controller case and lock the lid brace in place. ▶

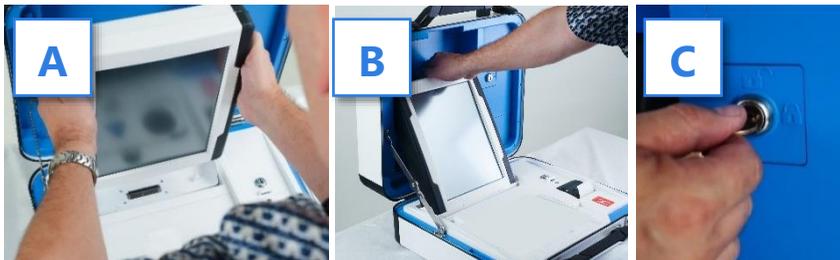
**IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.**



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



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



7. Verify the Verity Controller device seals, per local procedure.
8. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present. ►



9. *(if applicable)* If your jurisdiction uses the AutoBallot barcode reader: Connect the AutoBallot barcode reader to the USB connection located on the vDrive compartment above the report printer. ►



10. Press the *red* button on the back of the Verity Controller to power it on. ►
- During the power on process, a Power-On Self Test report will print on Verity Controller'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.



## setting up the Touch voting booth

1. Remove booth parts from the transport bag. A complete set of booth parts includes the booth table, rear leg assembly, front leg extensions, and privacy screens. ▼



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. ▼



## setting up the Verity Touch

1. Set the Verity Touch on top of the booth, aligning footpads with the indentations (the handle on the front of the Touch should face the same direction as the handle on the booth). ►

**NOTE:** *The Verity Touch with Access should be used with the Verity Accessible booth (bag with red handle).*



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 device to the booth. ►



3. Follow local procedures to remove the tamper seal from the Verity Touch 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 (flat side up). ▼

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



5. Insert a booth connection cord into one of the available ports on the back of *Verity Touch*. Insert the other end of the cord into one of the available ports on the back of the *Verity Controller*. ▶

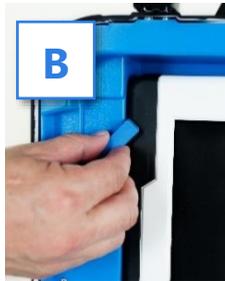


6. Open the Verity Touch case and lock the lid brace in place. ▶

**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 (C) the tablet. ▼



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



9. Verify the Verity Touch device seals, per local procedure.
10. Plug the Verity Touch power cord into AC power.



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



12. During the power on process, the Verity Touch screen will display a Power-On Self Test report. Any hardware or connection issues will be highlighted in yellow; if any issues are noted, check connections and restart the device using the red power button on the back of the device.



## connecting additional Verity Touch devices

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

1. Insert a booth connection cord into one of the available ports on the back of the new Verity Touch device. ▶
2. Insert the other end of the booth connection cord into either:
  - a) The remaining available port on the back of the first Verity Touch, *or*
  - b) The remaining available port on the back of the Verity Controller
3. Power on the second Verity Touch using the *red* power button on the back of the device. ▶

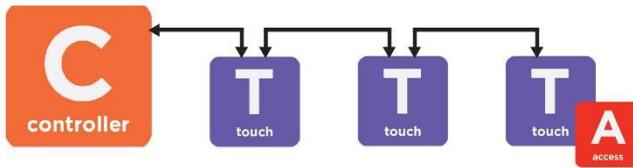


## sample Controller/Touch configurations

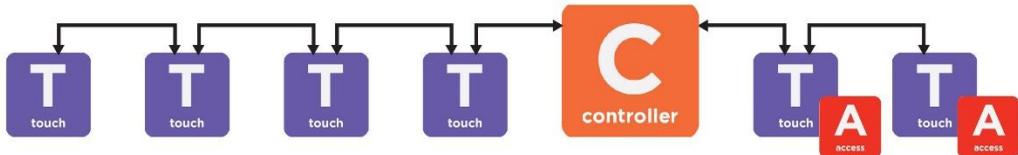
Verity Controller and Touch devices may be set up in a variety of configurations; sample configurations are illustrated below. When setting up Verity Controller and Verity Touch devices, here are some important things to remember:

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

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



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



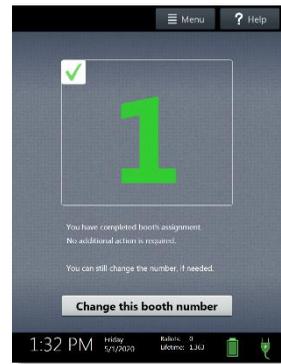
## assigning booth numbers

Before they can be used for voting, each Touch device must be assigned a booth number. This allows polling place staff to monitor the status of each Touch booth using Verity Controller.

1. Set up and power on Verity Controller and all Verity Touch devices.
2. On a Verity Touch, select the number on the screen that you would like to assign to that Touch booth. ▶



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



4. Repeat steps 2-3 for all Touch booths.

**NOTE:** Each number may be assigned only once. If a number is already assigned to another booth, 'Used' will appear in place of that number on the screen. ►



## unassigned booths on Controller

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

For more information on monitoring Verity Touch devices using Verity Controller, see page 37.



## device orientation

### screen orientation

When powered up for the first time the device is used during a voting event, Verity Controller 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 24.*



When power up is completed and booths are assigned, each Touch device will display its booth number assignment. ►



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 device for the current election; at the start of a voting event, this number should be zero.
- **Lifetime Count:** The number of ballots cast on the Verity device 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.

**NOTE:** *Specific battery power level is found on the Power-On Self Test report. On Verity Controller, this report will print on the built-in report printer. On Verity Touch, this report will display on the screen when powering up.*

## **about battery power**

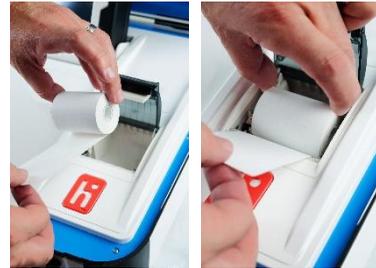
If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch "If the power is out, touch here to use battery". If a voting session is in progress, this message will not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

For more information on monitoring Verity Touch devices using Verity Controller, see page 37.

## report printer operation

1. Verity Controller includes a built-in thermal report printer for printing access codes and reports. The thermal report printer is located on the right-hand side of Verity Controller. ▶
2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you, 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. ▶



## poll worker button

The blue poll worker button is located on the back of each device. On Verity Touch, this button is used while polls are open for certain actions such as spoiling ballots, running tests, and accessing the main menu. The poll worker button is not used on Verity Controller.



## about Verity Touch with 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

Verity Access is built-in with all Verity Touch with Access devices; a separate *external* Access device may be purchased for use while the Verity Touch with Access tablet is undocked. External Verity Access devices will function properly only when connected to Verity Touch with Access tablets; they will not provide full functionality if connected to a standard Touch tablet.

## 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. ▶



## 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 24.

1. Set up and power all devices. **Confirm that the Controller and all Touch devices are running on AC power** (see page 18). Verify that all booths are assigned.

2. On the Verity Controller, 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 24.*



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 Controller.

***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.

## issuing ballots & voting

### overview: Verity Controller and Touch

Using Verity Controller, poll workers will issue an Access Code, hand the printed Access Code to the voter, direct the voter to an open Verity Touch booth, and allow the voter to enter the Access Code and begin voting using Verity Touch. When finished voting, the voter will cast their ballot electronically on the Verity Touch.

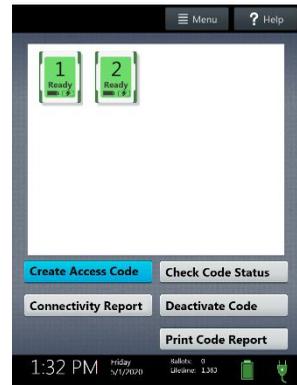
### creating voter Access Codes

1. On Verity Controller, verify that there is an open Touch booth available (for information on monitoring Touch booths with Verity Controller, see page 37). ▶



2. Select **Create Access Code**. ▶

If your jurisdiction has **Verity AutoBallot**, you can use the barcode reader attached to the Verity Controller to scan barcode labels produced by your electronic poll book. When using AutoBallot, you will scan the barcode, skipping steps 2-4 of this section.



- Choose the correct precinct from the list, and then select **OK**. ▶



- (Closed Primary Elections only)* Choose the correct political party from the list and select **OK**.
- Confirm the precinct information displayed in the top left, and then select **Yes, print the code**. (To issue a provisional ballot, select **Mark as provisional**; for more information on provisional voting, see page 34). ▶



- Wait while the Access Code prints on Verity Controller's built-in thermal printer. Hand the printed Access Code to the voter and direct them to the Verity Touch booth.

## voting with Verity Touch

Once a poll worker issued an access code to the voter (page 25), the voter proceeds to an available Touch booth, and then:

1. The voter selects **To get started, touch here.** ▶

- If multiple languages are available, a “get started” button will appear in multiple languages. The voter selects the button with their preferred language.
- If Verity Access is equipped, moving the access wheel will advance to the next screen.
- The language can be changed at any time by accessing the Language menu (see page 32).



2. The voter enters their Access Code, and then selects **Accept.** ▶

- The voter can enter the Access Code using the touchscreen, or the Verity Access (if available).
- If Verity Access is equipped, the voter will next be presented with a tutorial where they can choose settings, this step is discussed on page 31.

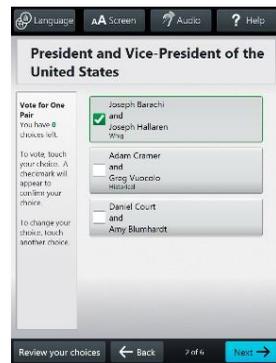


3. The voter can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot. ▶



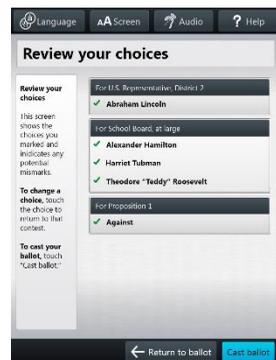
4. The voter makes their choices using the touchscreen (or Verity Access, if available). ▶

- 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.

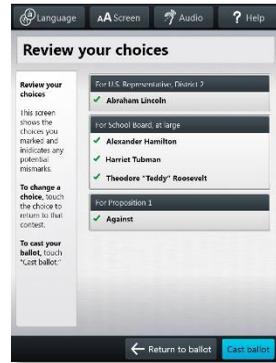


5. When the voter has reached the end of the ballot, the **Review your choices** screen appears. ▶

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



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



7. The voter is asked to confirm they want to cast their ballot, and then selects **Yes, cast my ballot**. ▶



8. The voter is finished when they see the American flag (and/or, if using headphones, when they hear an audio confirmation). ▶



## 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, 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.*

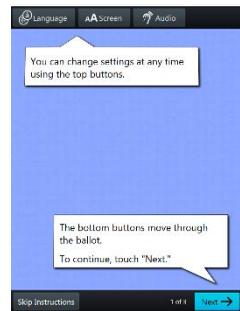
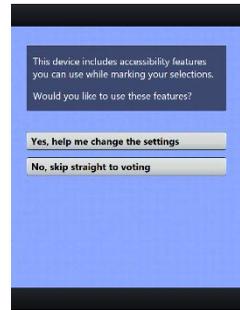
## casting blank ballots

If the voter did not make any choices and selects the Cast ballot button, Verity Touch will ask the voter to confirm before casting the blank ballot.

## Verity Access settings and tutorial

If Verity Access is equipped, after entering their access code, the voter will next be presented with a tutorial where they can choose settings. The voter may choose to skip this tutorial if they wish.

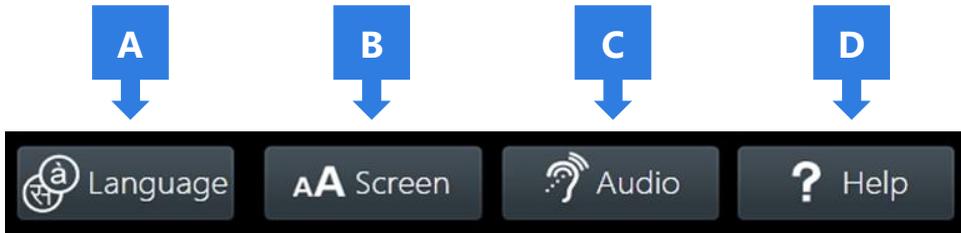
- The voter chooses whether they would like to use the Verity Access accessibility features. ▶
  - If the voter chooses **Yes, help me change the settings**, they will proceed to the next step.
  - If the voter chooses **No, skip straight to voting**, they will be taken to the About Your Ballot screen (page 28, step 3)
- The voter will select whether to use only audio, screen and audio, or screen only. ▶
  - Depending on the option chosen, the voter can make changes to the audio and/or screen settings at this time.
- The voter will be presented with a tutorial on voting using the Touch with Access device. There is a total of three screens in the tutorial—the voter can select **Next** to view each screen (or listen to the accompanying audio), or the voter can select **Skip Instructions** to skip straight to the About Your Ballot screen and begin voting. ▶



## Verity Touch help and features

Each Verity Touch is equipped with context-specific help text and settings that can be accessed from the touchscreen. To exit help or settings screens and resume voting, the voter selects **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).
- If the Touch device is equipped with Verity Access, 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.



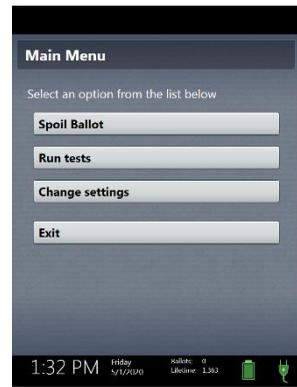
## troubleshooting

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

## spoiling a ballot on Verity Touch

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

1. Press the *blue* poll worker button on the back of the Verity Touch.
2. Select **Spoil ballot.** ►



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



4. Select **Yes, spoil the ballot.**
5. Select **OK.** Fill out and file any paperwork required by your jurisdiction.

## provisional ballots on Verity Touch

Follow local procedures for issuing and processing provisional ballots, as determined by local and state rule and code.

If your jurisdiction procedures permit, poll workers may issue an electronic provisional ballot using Verity Controller by selecting **Mark as provisional** on the Confirm Access Code screen.



**IMPORTANT:** The electronic provisional ballot feature should only be used in jurisdictions that perform tabulation with Verity Count, as Verity Count is required to retrieve and include provisional ballots in the election results.

When issuing an electronic provisional ballot, the Access Code printed by the Controller includes a unique ballot code and a space for the voter's signature. This code and signature must be filed for future reference by election officials.

## undocking the Verity Touch tablet

If a voting session is in progress when the Verity Touch tablet is undocked, Verity will allow the voting session to continue. This scenario is described in the steps below:

### The ballot is activated:

1. On Verity Controller, issue an Access Code for the voter.
2. Poll worker selects the voter's Language preference (if applicable) and enters the Access Code on the Verity Touch. Once the "About Your Ballot" screen appears, a voting session is in progress.

### The poll worker undocks the tablet:

**IMPORTANT: The Touch device must have sufficient battery power to function with the tablet undocked; at least 40% battery power is recommended.**

3. Unlock the Touch tablet. Tilt the tablet forward and remove the tablet from its base station.
4. While the tablet is undocked, the voter can mark their selections. The voter casts their ballot by selecting **Cast ballot**, and then **Yes, cast my ballot**. The screen displays the American flag. ▶



### The poll worker reconnects the tablet and normal voting operations resume:

5. Return the tablet to its base station. Seat the tablet in its cradle and tilt it back. ▶



6. Lock the tablet in place. ▶



7. Once the Touch tablet is reconnected to its base station/booth, the cast ballot record will automatically transfer to its Controller.
  - The Touch device should return to the Enter Language or Enter Access Code screen.

If the Touch tablet is unable to reconnect to its Controller, you will see an error message on the screen; follow the instructions on the screen to resolve the issue, and/or contact your elections office.

**NOTE:** Verity Access is built-in with all Verity Touch with Access devices; jurisdictions may purchase a separate external Access device for use while the Verity Touch with Access tablet is undocked. External Verity Access devices will function properly only when connected to Verity Touch with Access tablets; they will not provide full functionality if connected to a standard Touch tablet.

## Verity Controller features

### monitoring Verity Touch devices

On the main screen of Verity Controller, you can visually monitor the status of each Verity Touch device connected to that Controller. Each Touch device is represented by an icon that displays the booth number, booth status, and the battery and AC power status for each device.

**NOTE:** *If the number of icons shown on the screen does not match the number of expected booths, check connections and see page 17, unassigned booths on Controller.*

The battery power and AC power indicators that display for each Touch device are illustrated below:



**Battery full, AC present**



**Battery full, AC missing**



**Battery 50%, AC present**



**Battery low, AC Present**



**Battery missing (or dead),  
AC Present**

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.

The booth status icons reflect the status of the Touch device; each icon is described below:



**Starting:** This Touch voting device is powering up.



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



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



**Cast:** The voter at this Touch device has cast their ballot.



**Not Connected:** This Touch tablet is no longer connected to its base station.



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



**Alert:** There is an error or issue with this Touch device; Go to the Touch voting booth and follow the directions on the screen. If the battery is low, reconnect the Touch device to AC power.

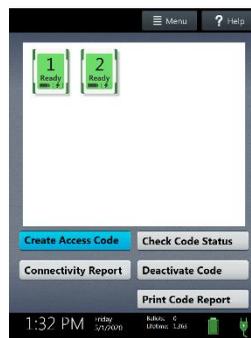


**Locked:** This Touch voting devices has been locked due to inactivity; go to the Touch voting booth to unlock the session (if voter is present) or spoil the ballot.

## checking an Access Code

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

1. On Verity Controller, select **Check Code Status**. ►



2. Enter the code you wish to check using the touchscreen, and then select **Accept**. ►



3. The status of the code will display on the screen; select **Cancel** to return to the main screen. Possible code statuses are listed below:
  - This code was used to cast a ballot
  - This code has been deactivated
  - This code has expired
  - This code has been spoiled
  - This code has been issued and is ready for use

**IMPORTANT: Verify a voter is qualified and has not already voted before issuing a new Access Code.**

## deactivating an Access Code

To deactivate an Access Code, follow the steps below:

1. On Verity Controller, select **Deactivate Code**. ►



2. Enter the code you wish to deactivate using the touchscreen, and then select **Accept**. ►



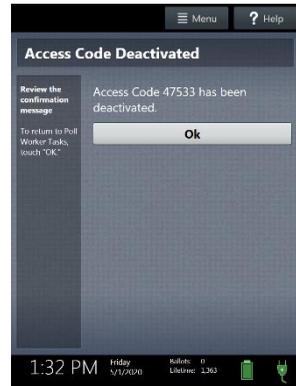
3. If the code cannot be deactivated, a message will display explaining why. Select **Cancel** to return to the main screen. Possible reasons are listed below:

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

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



**IMPORTANT: Verify a voter is qualified and has not already voted before issuing a new Access Code.**



## printing reports while polls are open

You can print an Access Code summary report or Connectivity report on Verity Controller at any time. The Code Report lists the number of Access Codes issued, grouped by status, and total number of vote records printed. The Connectivity Report provides the details and status of each device connected to the Controller.

- On Verity Controller, select either **Print Code Report** or **Connectivity Report**.

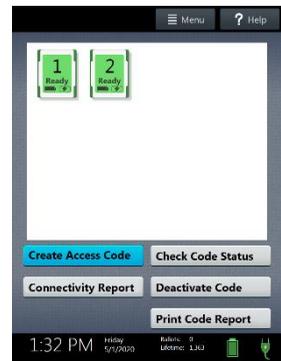


- The selected report will print on Verity Controller's built-in report printer.

## resetting booth numbering

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

1. Ensure that no voters are using the Verity Touch devices. On Verity Controller, select **Menu** on the top of the screen. ▶



2. Select **Reset Booth Numbering**. ▶



3. Select **Yes, reset all.** ▶



4. Reassign booth numbers (for instructions, see page 16).

## accessing Verity Controller help

Verity Controller 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 Controller screen to access the Help screen.
2. To exit the help screen, select **Exit Help** on the bottom right of the screen.

## suspending polls

(Early Voting)

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



2. Select **Suspend Polls**. ▶



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



4. 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 on below to document local requirements.

### local reporting requirements

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5. When you have finished printing reports, press the *red* power button on the back of each Verity Controller and Verity Touch device to power them off. ▶



**IMPORTANT: Wait for the Verity device 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.

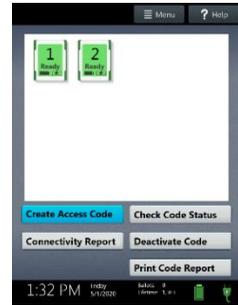
### local procedures

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## closing polls

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

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



2. Select **Close Polls**. ▶



3. Select **Yes, close the polls**. ▶

**IMPORTANT:** 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.



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 each Verity Controller and Verity Touch device to power them off. ▶



**IMPORTANT:** Wait for the Verity device 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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**notes:**

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**notes:**

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