Polling Place Field Guide

VERSION 2.7

Document Number 6651-053 A01

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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 Writer Duo (referred to as "Verity Duo"), and Verity Scan devices.

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Verity Controller, Touch Writer Duo, & Scan

With **Verity Controller** and **Verity Touch Writer Duo,** poll workers issue Access Codes with Verity Controller, which voters use to access, mark and print paper vote records on a Verity Duo device. The voter will then scan their vote record using a Verity Scan device.

Verity Touch Writer Duo may be used with **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 27.

Verity Scan is a polling place-based digital scanner for scanning and casting printed vote records from Verity Duo devices. Verity Scan deposits scanned vote records into its ballot box for secure storage.

vDrives are used to transfer digital ballot styles from the Verity election definition software to Verity Controller and Verity Scan. When used with Duo, vote data is not stored on the Controller's vDrive. vDrives are inserted into a standard USB port located in a locked and sealed compartment; each Verity Controller and Verity Scan has its own vDrive.

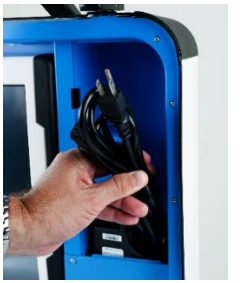
NOTE: *Software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting System to verify the authenticity of the software before allowing it to operate.*

Controller and Duo setup

setting up Verity Controller

1. Set the Verity Controller on top of a table near where you plan on setting up your Verity Duo 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). ▼

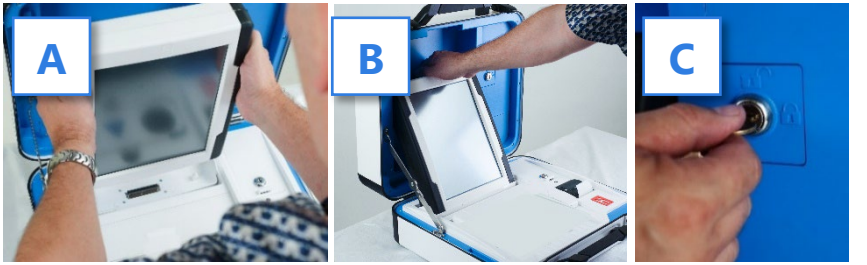
   IMPORTANT: Do not plug the power cord into the wall yet.

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 Writer Duo 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 Duo. ▼

setting up the Verity Touch Writer Duo

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

   NOTE: *If you will be connecting a Verity Access device, Duo 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 Duo device to the booth. ▶

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

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

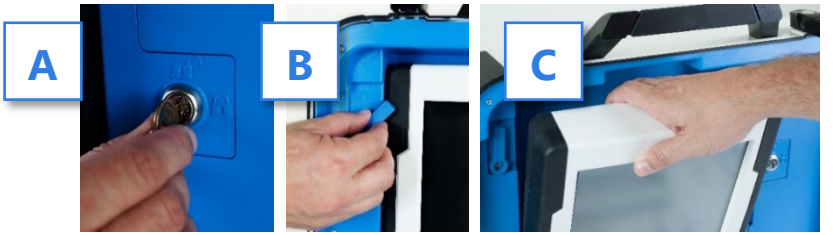
5. If the Duo will be used with Verity Access, connect the Verity Access device now. Connect the blue cord from the Verity Access into the corresponding port on the back of the Duo device. The Access device may be placed in the cradle to the right of the Duo. ▼

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

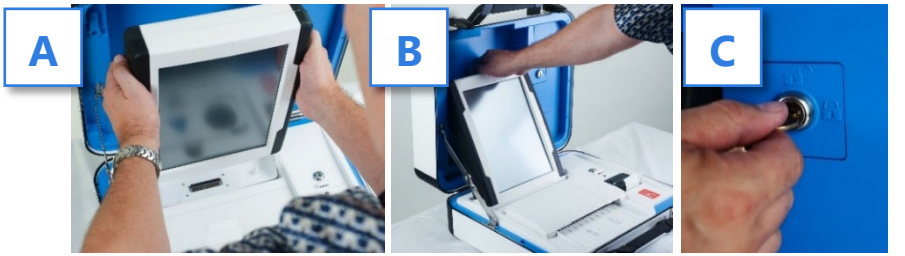
7. Open the Verity Duo case and lock the lid brace in place. ▶

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**).▼

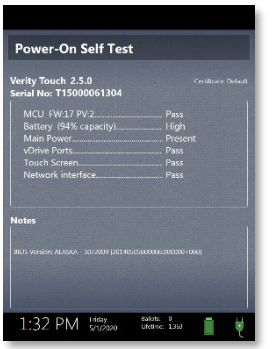


10. Verify the device seals, per local procedure. Attach privacy screens.

11. Plug the Verity Duo power cord into AC power. ▶

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

13. During the power on process, the Verity Duo 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. ▶



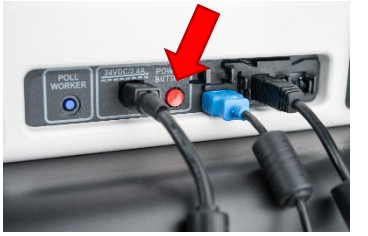
connecting additional Verity Touch Writer Duo devices

When connecting a second Duo 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 Duo device. ▶

2. Insert the other end of the booth connection cord into either:
   - **a)** The remaining available port on the back of the first Duo, *or*
   - **b)** The remaining available port on the back of the Verity Controller

3. Power on the second Duo using the *red* power button on the back of the device. ▶

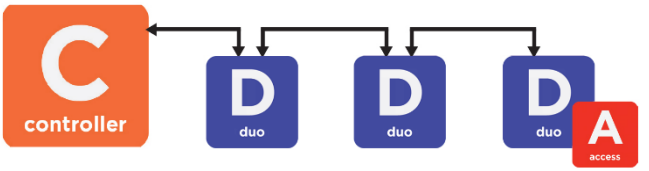


sample Controller/Duo configurations

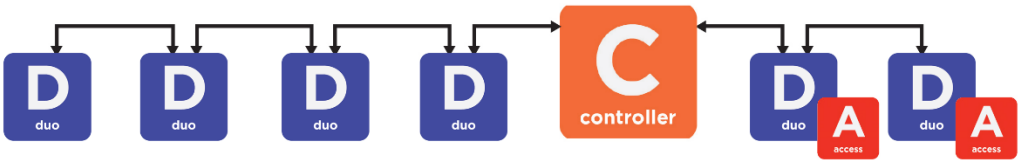
Verity Controller and Duo devices may be set up in a variety of configurations; sample configurations are illustrated below. Here are some important things to remember when setting up Verity Controller and Duo devices:

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

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



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

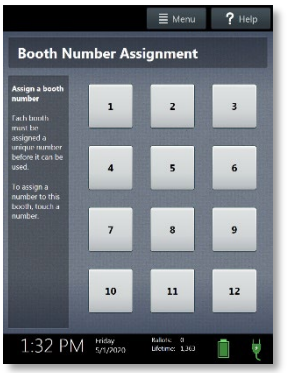


assigning a booth number

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

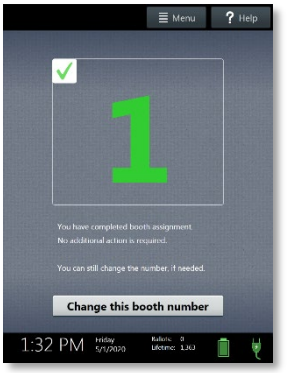
1. Set up and power on the Verity Controller and Verity Duo devices.

2. On Verity Duo, select the number on the screen that you would like to assign to the Duo booth. ▶



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

   - Repeat steps 2-3 for all Duo booths.
   - 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.

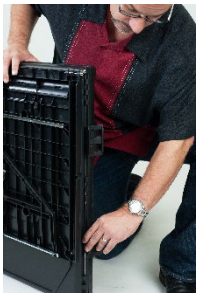


setting up Verity Scan

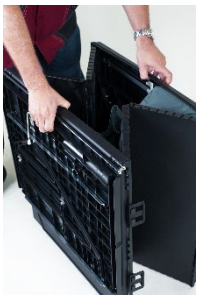
setting up the ballot box

1. Position the folded ballot box as shown. ▶

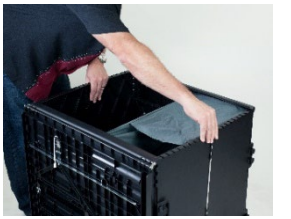
2. Unlatch the four clips (two on each side). ▶



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. ▶

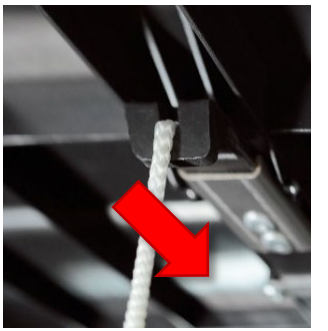
10. Press firmly on bottom panel to lock it in place. ▼

setting up the Verity Scan

1. Assemble the ballot box, if this has not been done already (see page 18).

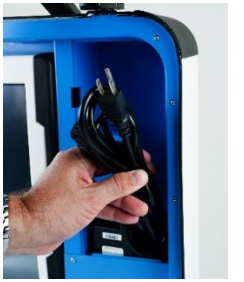
2. Place the Verity Scan on the ballot box, aligning footpads with the indentations. The handle on the Verity Scan must face the front of the ballot box. ▶

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. ▶

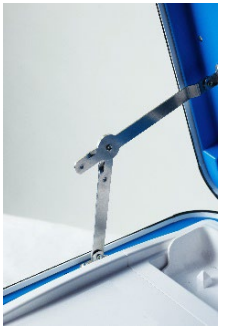
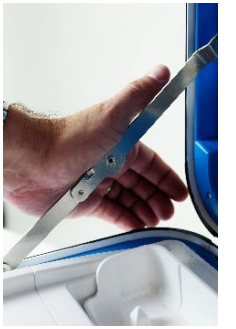


6. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Scan (flat side up). ▼

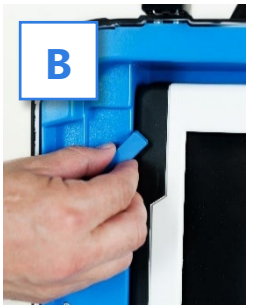
   IMPORTANT: Do not plug the power cord into the wall yet.

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

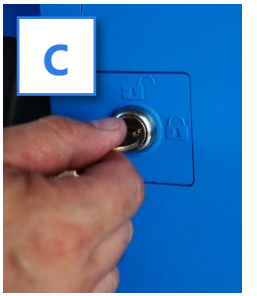
   IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.

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.

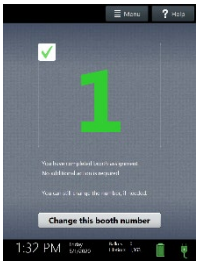
device orientation

screen orientation

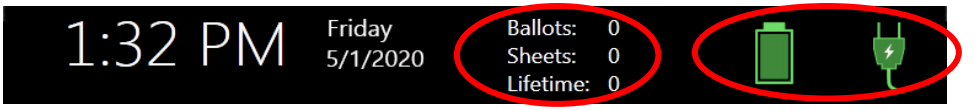
When powered up for the first time the device is used during a voting event, Verity Controller and Verity Scan should each display the Print Zero Report screen. ▶

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 30.*

When power up is completed and booths are assigned, the Duo 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 vote records printed on the Verity device for the current election; at the start of a voting event, this number should be zero.
- **Sheets:** The number of vote record sheets printed/scanned 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 printed vote records 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.

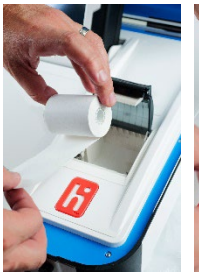
  NOTE: *Specific battery power level is found on the* Power-On Self Test *report. On Verity Controller and Scan, this report will print on the built-in report printer. On Verity Duo, this report will display on the screen when powering up.*

report printer operation

1. Verity Controller and Scan each include a built-in thermal report printer for printing access codes and reports. The thermal report printer is located on the right-hand side of the device. ▶

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 Duo, this button is used for certain actions such as spoiling voting sessions. On Verity Scan, the button is used to access the Main Menu screen. The poll worker button is not used on Verity Controller.

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

Verity Access may be used with any Verity Duo device.

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 30.

1. Set up and power all devices. **Confirm that the Controller and all Duo devices are running on AC power** (see page 25). Verify that the booth number is assigned.

2. On both the Verity Controller and Verity Scan, 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 30.*

3. Wait while the Zero reports print (on the built-in report printers). Using the Zero reports, check the following:

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

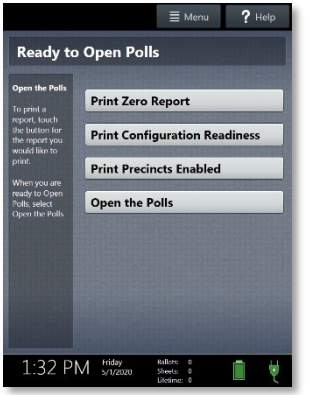
   IMPORTANT: If these items are incorrect, contact your elections office.

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

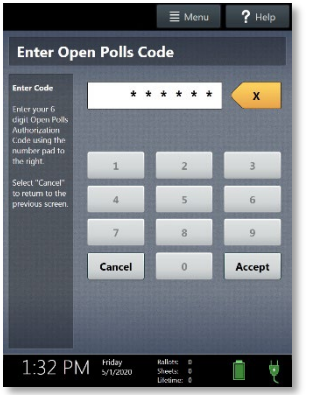
   IMPORTANT: If the clock is incorrect, contact your elections office.

5. On both Controller and Scan, 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. On both Controller and Scan, enter the Open Polls Code, and then select **Accept**. The Open Polls reports will print. ▶



7. Wait while the Open Polls reports print. File the Zero and Open Polls reports according to local guidelines.

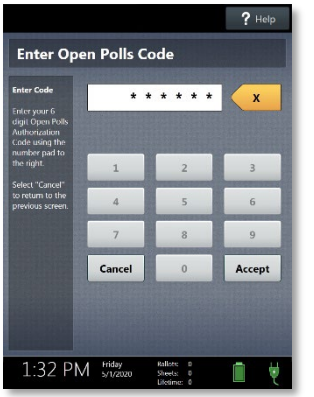
reopening polls

(Early Voting)

1. To reopen polls after polls have been suspended, power on all devices.

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

2. On both Controller and Scan, enter the Open Polls Code, and then select **Accept**. The Open Polls reports will print. ▶



3. Wait while the Open Polls reports print. File the Open Polls reports according to local guidelines.

issuing ballots & voting

overview: Verity Controller, Touch Writer Duo, & Scan

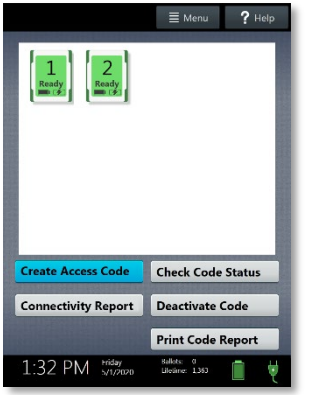
Using Verity Controller, poll workers will issue an Access Code, hand the printed Access Code to the voter, provide the voter with the required number of sheets of thermal paper, and direct the voter to the Verity Duo booth. The voter will enter their Access Code and begin voting. When finished voting, the voter will print their vote record on the Verity Duo and take it to Verity Scan to cast their ballot.

creating voter Access Codes

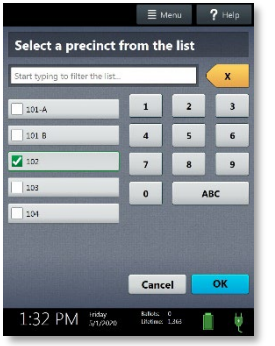
1. On Verity Controller, verify that the Duo booth is available (for information on monitoring Duo booths with Verity Controller, see page 49). ▶

2. Select **Create Access Code**. ▶

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

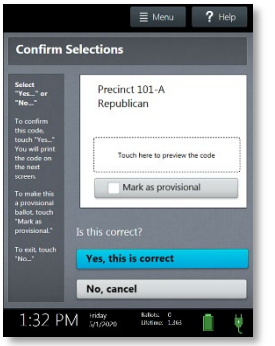


3. Choose the correct precinct from the list, and then select **OK**. ▶

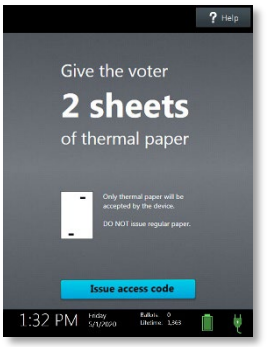


4. *(Closed Primary Elections only)* Choose the correct political party from the list and select **OK**.

5. Confirm the precinct/party information displayed in the top left, and then select **Yes, this is correct**. (To issue a provisional access code, select **Mark as provisional**; for more information on provisional voting, see page 42). ▶



6. Select **Issue Access Code**. Wait while the Access Code prints on Verity Controller's built-in thermal printer. Hand the printed Access Code, and the required number of thermal sheets, to the voter and direct them to the Verity Duo booth. ▶

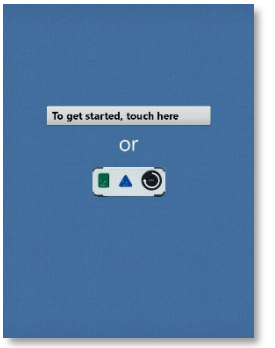


voting with Verity Touch Writer Duo

The voter may use the touchscreen or the Verity Access controller (if available) to navigate and make selections.

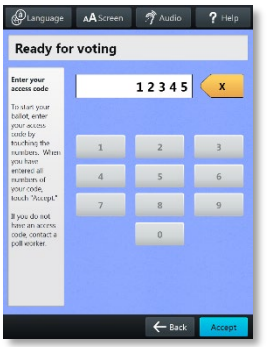
1. The voter selects **To get started, touch here**. ▶

   - 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 connected, 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 37).

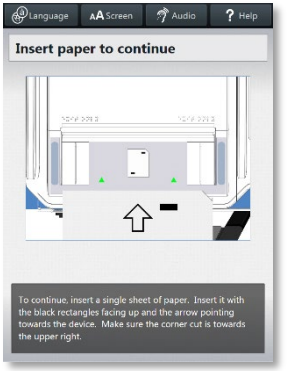


2. The voter enters their Access Code, and then selects **Accept**. ▶

   - The voter can enter the Access Code using the touchscreen, or the Verity Access (if available).

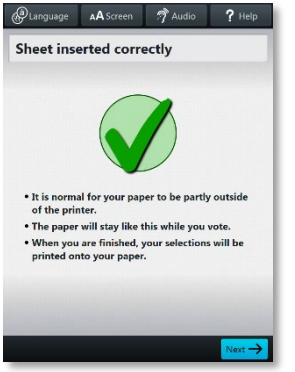


3. The voter inserts one sheet of thermal paper, in the orientation shown on the screen (black rectangles facing up, and arrow pointing toward the device). ▶

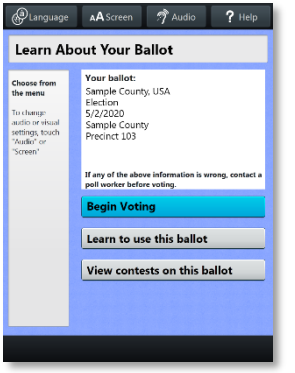


4. When the Duo displays the confirmation screen shown, the voter selects **Next** to continue. ▶

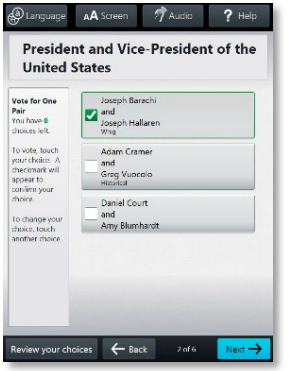
   - If Verity Access is connected, the voter will next be presented with a tutorial where they can choose settings, this step is discussed on page 37.



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. ▶

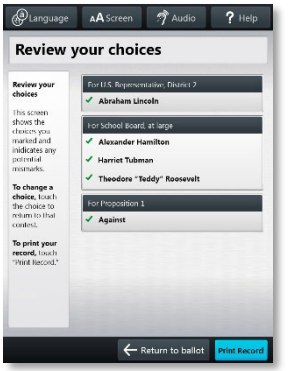


6. The voter makes their choices using the touchscreen (or Verity Access). ▶



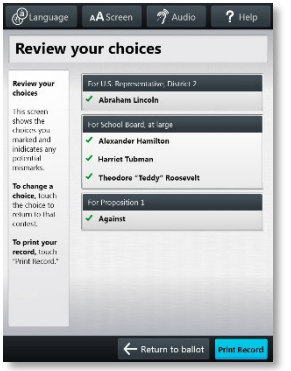
   - A selected choice will display a green box with check mark to the left of the choice.
   - The voter can review ballot choices by selecting **Review your choices**.
   - The **Next** or **Skip** button advances to the next contest on the ballot.
   - In an Open Primary, the voter will first be presented with a party selector screen.

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

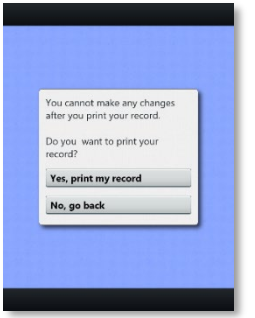


   - The voter can select a specific contest to return to that contest, or select **Return to ballot** to go to the last contest visited.

8. After reviewing and confirming their choices, the voter selects **Print Record** to print their vote record. ▶



9. The voter is asked to confirm they want to print their vote record, and then selects **Yes, print my record**. ▶



10. The device will instruct the voter to remove their printed record and take it to the Verity Scan to cast their ballot. ▶
    - If the vote record requires multiple sheets, the voter will be instructed to remove the first sheet and insert the next blank sheet.

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.*

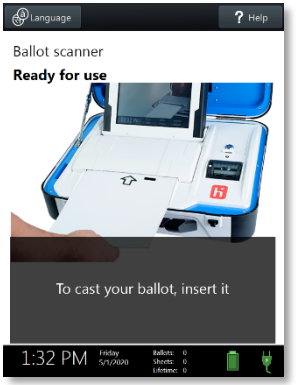
printing blank vote records

If the voter did not make any choices and selects the Print Record button, Verity Duo will ask the voter to confirm before printing the blank record.

scanning printed vote records with Verity Scan

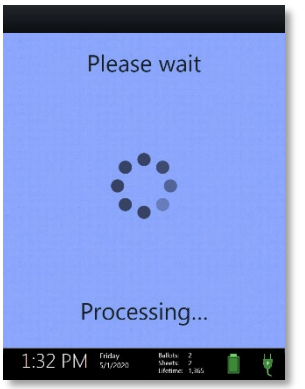
1. Verity Scan is ready to scan when you see the **Insert Ballot** screen. ▶

   IMPORTANT: In elections with multi-sheet ballots, voters must receive all the required number of blank sheets to print a complete ballot. Voters should be instructed to scan all sheets of their ballot, even if they have made no choices on a given sheet. See page 48 for more information.

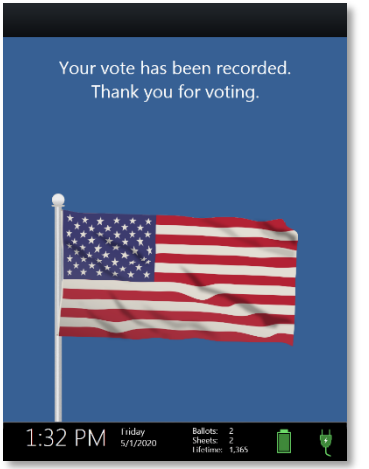


2. The voter removes the ballot privacy sleeve (if applicable) and inserts the first page of the printed vote record into Verity Scan. Flashing green arrows indicate the location and direction of the scanner feed. Ballots in the correct orientation, with the arrow facing up and pointing toward the scanner. If scanning a multi-sheet vote record, the voter will be prompted to insert the next sheet.

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

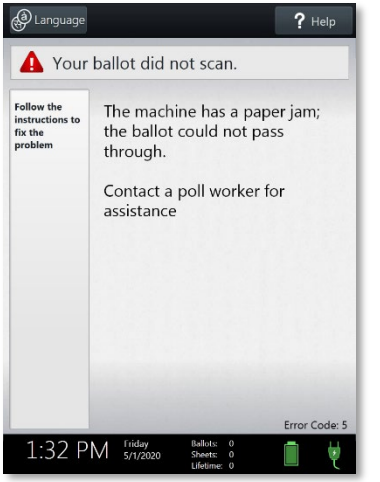


4. The voter's ballot has been cast when the Scan screen displays the American flag. If enabled, an audible chime will also sound. ▶



troubleshooting

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



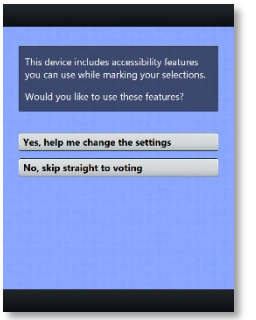
additional settings: Duo

Verity Access settings and tutorial

If Verity Access is connected, after inserting the first sheet of thermal paper, 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.

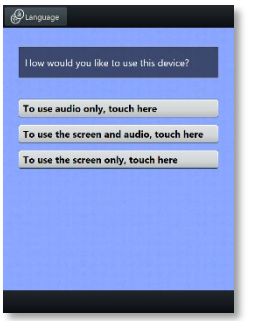
1. The voter chooses whether they would like to use the Verity Access accessibility features. ▶

   - 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 26, step 5)

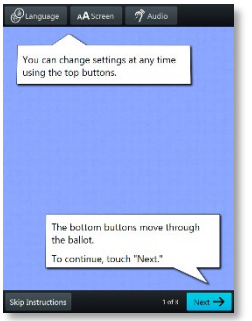


2. The voter will select whether to use only audio, screen and audio, or screen only. ▶

   - Depending on the option chosen, the voter can make changes to the audio and/or screen settings at this time.



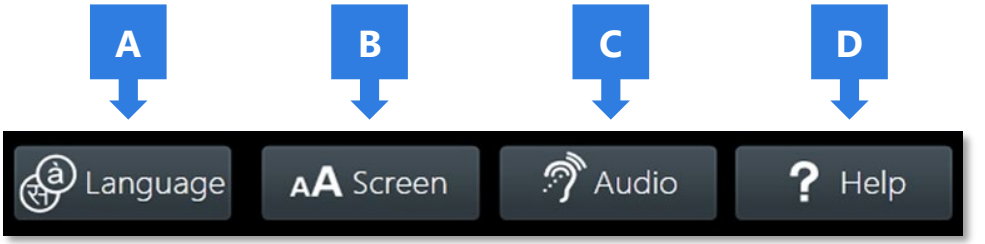
3. The voter will be presented with a tutorial on voting using the Duo device. There is a total of three screens in the tutorial—the voter can select **Next** to view each screen (or listen to the accompanying audio), or the voter can select **Skip Instructions** to skip straight to the About Your Ballot screen and begin voting. ▶



Verity Touch Writer Duo help and features

Verity Duo 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 Verity Access is connected, 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.

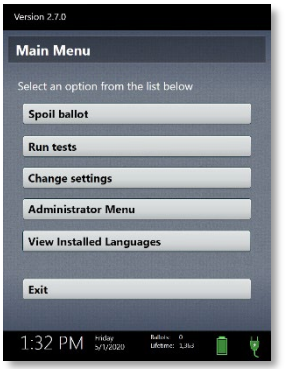


spoiling a voting session on Verity Touch Writer Duo

The Spoil Ballot menu allows a poll worker to spoil (discard) the current active session before the vote record is printed.

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

2. Select **Spoil ballot**. ▶



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

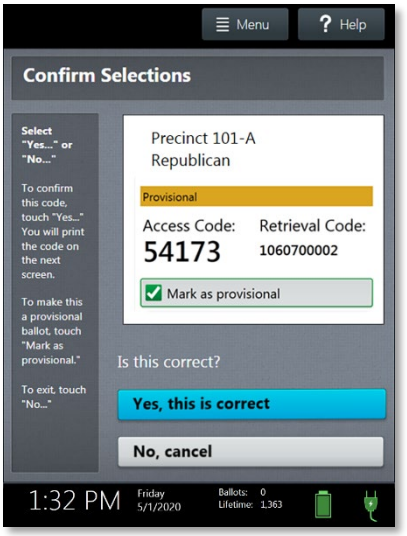
4. Select **Yes, spoil the ballot**.

5. Select **OK**. Fill out and file any paperwork required by your jurisdiction.

provisional voting on Verity Touch Writer Duo

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

If your jurisdiction procedures permit, poll workers may issue a provisional access code using Verity Controller by selecting **Mark as provisional** on the Confirm Access Code screen. A provisional voter will then use this code to access, vote, and print a provisional vote record.



IMPORTANT: Unless configured otherwise by elections officials, Verity Scan will not accept provisional vote records printed from Verity Duo. Follow local procedure to process any provisional printed vote records.

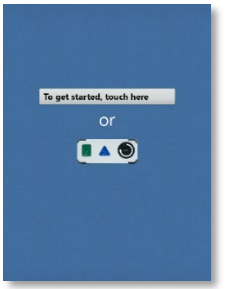
curbside voting with Duo Go

Duo Go is an optional accessory that allows jurisdictions to use Verity Duo for curbside voting. To use the Duo Go carrier for curbside voting:

1. Issue an access code for the voter's precinct and/or party using Verity Controller (see page 31).

2. At the Duo device, select **To get started, touch here**. ▶

   - If multiple languages are available, the "get started" button will appear in multiple languages. Select the voter's preferred language; the voter can change this language selection at any time while voting by accessing the Language menu (see page 40).



3. Enter the voter's Access Code, and then select **Accept**.

4. When the screen displays **Insert paper to continue**, unlock and remove the tablet from the Duo device.

   IMPORTANT: Do not remove the tablet until you have reached this screen.

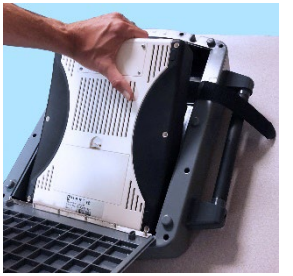
5. If the voter requires the Verity Access controller, you may connect the controller to the front port on the Duo Go carrier (removing the tamper seal first, if applicable).

6. Unlock the back panel on the Duo Go carrier and open the back panel door (removing the tamper seal first, if applicable).

7. Verify that the printer inside the Duo Go carrier is powered on. The power button is located on the upper left of the printer.

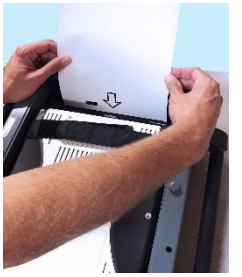
8. Connect the USB cable on the inside of the Duo Go carrier to the port on the side of the tablet. A tamper seal may be used to secure the cable; remove this seal first, if applicable.

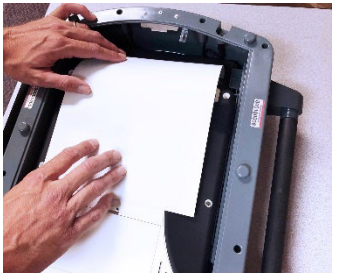
9. Seat the tablet inside the carrier and secure the Velcro straps around the tablet.



10. Insert one sheet of thermal paper. Once the paper has fed into the printer, lay the sheet flat as shown.

NOTE: If the ballot requires more than one sheet of thermal paper, you will insert the next sheet later.





11. Close the back panel of the Duo Go carrier and remove the key.

12. Disconnect the Duo Go carrier from AC power.

13. Take the Duo Go carrier to the voter. When the voter has finished making their selections, they may print their vote record. The printed vote record will emerge from the slot above the screen.

- If the ballot requires additional pages, Duo will prompt you to insert the next sheet. Unlock the back of the Duo Go carrier, insert the next sheet into the printer, and then close and lock the back panel. The voter selects **Print record** to print the next sheet.

14. When the last sheet has printed, the screen displays **Your ballot has printed**. The voter can place all printed sheets into a privacy sleeve. Take the voter's ballot to the Verity Scan to cast their ballot.

15. Unlock the back of the Duo Go carrier to disconnect and remove the Duo tablet. Seat the tablet in the cradle, tilt it back, and lock it in place.

IMPORTANT: Don't forget to plug the Duo Go carrier back into AC power so that it is ready for the next voter.

additional features: Scan

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.

Verity Scan also displays 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.

spoiling printed vote records

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

provisional vote records

- **IMPORTANT: Unless configured otherwise by elections officials, Verity Scan will not accept provisional vote records printed from Verity Duo.**
- 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 vote records be placed in a provisional ballot envelope, which is then placed in the emergency ballot bag (see above).

the emergency ballot bag and emergency ballot slot

A separate, secure bag for unscanned vote records 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 printed vote records. ▶

multi-sheet vote records and Verity Scan

If a complete printed vote records requires multiple sheets, voters must receive the required number of blank sheets to print a complete vote record. Voters should be instructed to scan all sheets, even if they have made no choices on a given 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 vote record is scanned without a sheet 1, the ballot counter will not increment, but all votes on sheet 2 will be counted accurately.

Verity Controller features

monitoring the Verity Touch Writer Duo booth

On the main screen of Verity Controller, you can visually monitor the status of the Verity Duo booth connected to that Controller. The status of the Duo booth is represented by the icons described below.

NOTE: *If no icon appears, verify that the booth number is assigned on the Verity Duo (see page 15).*

Starting: The Duo device is starting up.

Ready: The Duo device is ready for a new voter.

In use: A voting session is underway at the Duo device (a ballot is loaded).

Printing: The Duo device is in the process of printing a vote record.

Printed: A voter has printed their vote record at the Duo device.

Help needed: The voter at this Duo device has requested poll worker assistance.

Locked: The Touch Writer Duo voting session has been locked due to inactivity. This setting may be programmed by election officials. To unlock the session, go to the Duo device and follow the instructions on the screen.

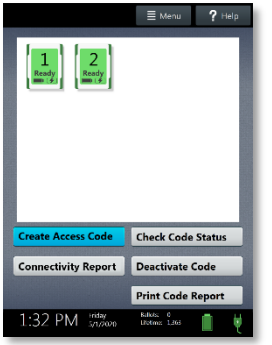
Alert: There is an error or issue with the Duo device; Go to that Duo device and follow the directions on the screen.

Not Connected: The Duo device (or its tablet) is not connected to the Controller.

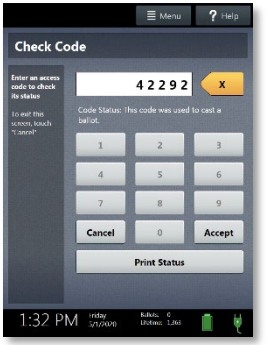
checking an Access Code

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:

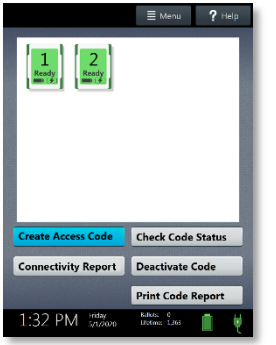
   - This code was used to print a vote record
   - This code has been deactivated
   - This code has expired
   - This code has been spoiled
   - This code has been issued and is ready for use

   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**. ▶

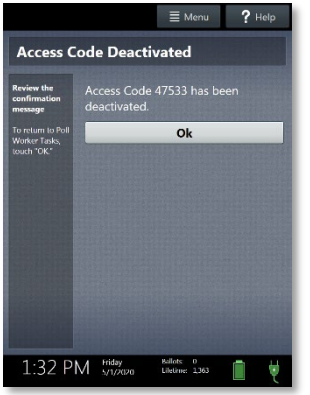


2. Enter the code you wish to deactivate using the touchscreen, and then select **Accept**. ▶

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 print a vote record
   - This code has already been deactivated
   - This code has expired
   - This code has been spoiled

4. If the code is successfully deactivated, select **OK**. ▶

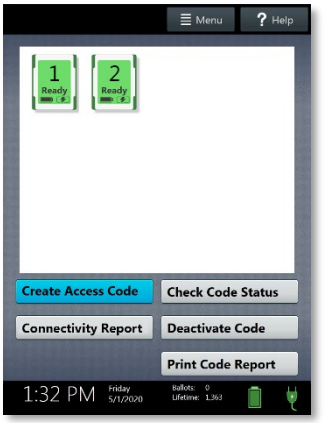


IMPORTANT: Verify a voter is qualified and has not already voted before issuing a new Access Code.

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.

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

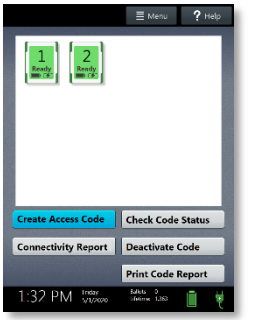


2. The selected report will print on Verity Controller's built-in report printer.

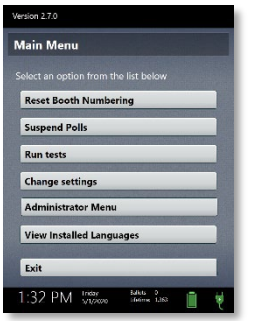
resetting booth numbering

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

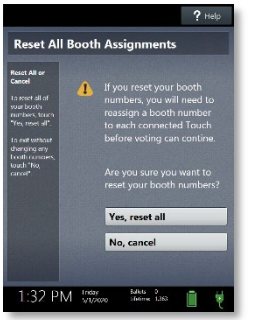
1. Ensure that no voter is using the Duo device. On Verity Controller, select **Menu** on the top of the screen. ▶



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



3. Select **Yes, reset all**. ▶

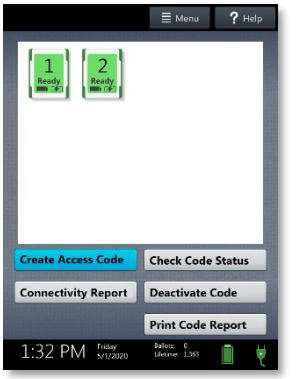


4. Reassign booth numbers (for instructions, see page 15).

suspending polls

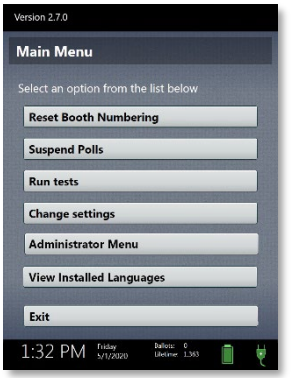
(Early Voting)

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

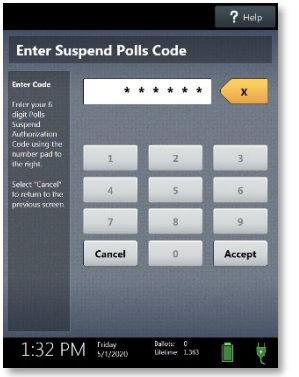


2. On Verity Scan, press the blue poll worker button on the back. ▶

3. On both Verity Controller and Verity Scan, select **Suspend Polls**. ▶



4. On both Verity Controller and Verity Scan, enter the Suspend Polls Code and select **Accept**. The Suspend Polls reports 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 on 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 each device (Controller, Duo, and Scan) 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 place with the key and pull the blue latch down to secure it in place.

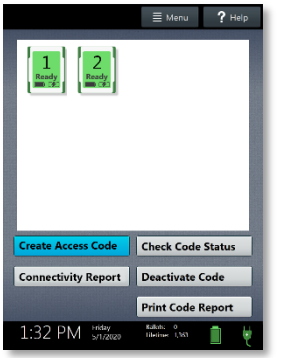
7. Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring equipment, vDrives, and/or vote records to your central counting location. If leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door. You may use the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

local procedures

closing polls

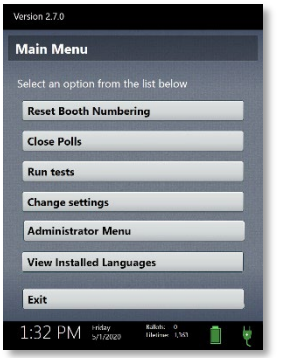
IMPORTANT: Wait until after the close polls time to close polls. In most jurisdictions, once polls have been closed, they cannot be reopened on that device.

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

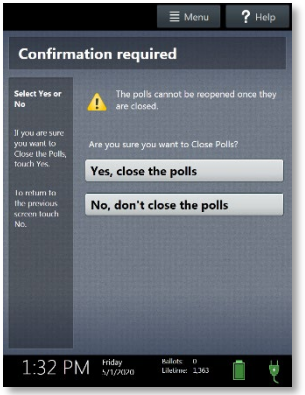


2. On Verity Scan, press the blue poll worker button on the back. ▶

3. On both Verity Controller and Verity Scan, select **Close Polls**. ▶

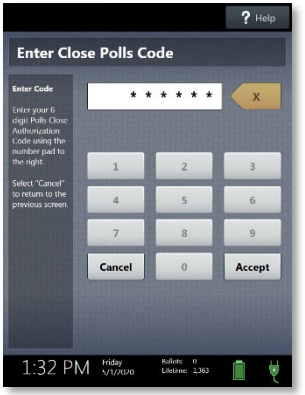


4. On both Verity Controller and Verity Scan, select **Yes, close the polls**. ▶



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

5. On both Verity Controller and Verity Scan, 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 reports will print automatically. Depending on election settings chosen by your jurisdiction, certain additional reports may also 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 each device (Controller, Duo, and Scan) 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 place with the key and pull the blue latch down to secure it in place.

NOTE: *Certain older models of Verity power cord have 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 vote records to your central counting location. If 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:

notes:

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