



# Polling Place Field Guide

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VERSION 2.7



Document Number 6651-055 A01

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Document Number 6651-055 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 Scan and Verity Touch Writer devices.



# Polling Place Field Guide



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**VERSION 2.7**

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# Verity Scan

**Verity Scan** is a polling place-based digital scanner for scanning and casting ballots. Verity Scan can be used with hand-marked ballots or with ballots marked and printed using Verity Touch Writer (see page 26). Verity Scan deposits scanned ballots into its ballot box for secure storage.



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

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

## setting up Verity Scan

### setting up the ballot box

1. Position the folded ballot box as shown. ▶



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



3. Pull open the ballot box. ▶



4. Press the side panels outward until they are flat, being careful not to pinch your hands or fingers. ▶



5. Lower the bottom panel but do not press down. ▶



6. Release the lid by unhooking the 3 straps. ▶



7. Pull the string on the underside of the lid upward to unlock the lid latch. ▶



8. Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of ballot box, and then 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. ▼



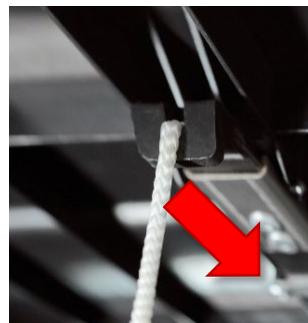
## setting up the Verity Scan

1. Assemble the ballot box, if this has not been done already (see page 6).

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



3. Reach inside the ballot box and pull the cord down and away from you to lock the lid and the Verity Scan in place. ▶



4. Close and lock the front ballot box door. ▶



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. ►

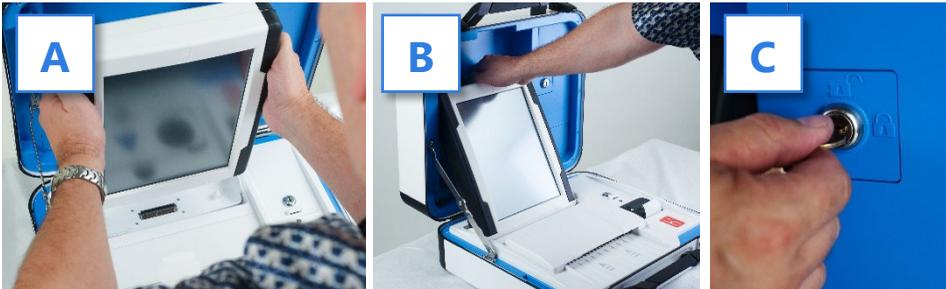
**IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.**



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.



## Verity Scan orientation

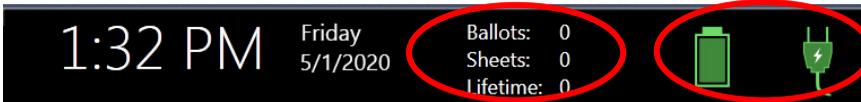
### screen orientation

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

**NOTE:** If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report. See page 16.



In addition to the date and time, the following appears at the bottom of the screen:



- **Ballots:** The number of ballots scanned and cast on the Verity Scan for the current election; at the start of a voting event, this number should be zero.
- **Sheets:** The number of ballot sheets scanned on the Verity Scan for the current election; at the start of a voting event, this number should be zero.
- **Lifetime:** The number of ballots cast on the Verity Scan for the lifetime of the device (for all elections).
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Scan Power-On Self Test report.

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

When battery power is low, and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.

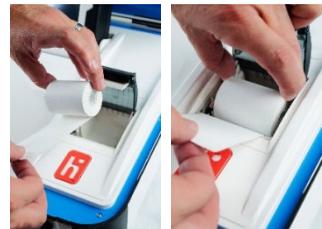
## poll worker button

The blue poll worker button is located on the back of Verity Scan. This button is used when suspending or closing polls. In some jurisdictions, this button may be used when scanning ballots with undervoted or overvoted contests; see page 19.



## report printer operation

1. The thermal report printer is located on the right-hand side of Verity Scan. ▶
  
2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you, and then lift up to open the paper compartment. ▶
  
3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom. ▶
  
4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper. ▶



## opening polls

You must open polls on the first day that voting will occur on that device. For instructions on reopening polls on the second or subsequent day of multiple-day voting events, see page 16.

1. Set up and power on the Verity Scan. **Confirm that you are running on AC power** (see page 12).
2. Select **Print Zero Report**. ▶

***NOTE:** If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report. See page 16.*



3. Wait while the Zero report prints (on the built-in report printer). Using the Zero report, check the following:
  - Verify the ballot count total on the Zero report is ZERO and enter it in the Reconciliation Log.
  - Verify that the polling place on the report is correct.
4. Verify that the clock in the bottom left corner of the screen displays the correct time.

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

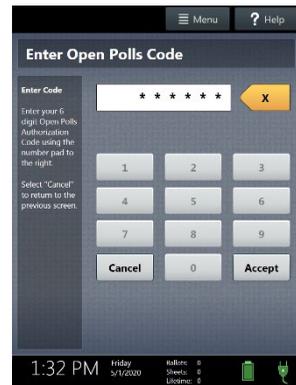
**IMPORTANT: If the clock is incorrect, contact your elections office.**

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

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



6. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶



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

## reopening polls

(Early Voting)

1. To reopen polls after polls have been suspended, power on the Verity Scan.

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

2. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶



3. Wait while the Open Polls report prints. File the Open Polls report according to local guidelines.

## voting with Verity Scan

### overview: Verity Scan

Verity Scan is a polling place-based scanner used to scan and cast paper ballots whether they are hand-marked, or marked using Verity Touch Writer (for Touch Writer instructions, see page 26).

### instructions for hand-marking ballots

1. The voter fills in the selection box to the left of their choices completely using blue or black ink.
2. When the voter has finished marking their ballot, they take the ballot to Verity Scan to cast their ballot.

### scanning ballots with Verity Scan

1. Verity Scan is ready to scan when you see the **Ready to Use** screen. ►

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



2. The voter removes the ballot privacy sleeve (if applicable) and inserts the voted ballot into Verity Scan. Flashing green arrows indicate the location and direction of the scanner feed. Ballots must be fed short edge first but may otherwise be scanned in any orientation. ►



3. After scanning their ballot, the voter waits a moment while the ballot is processed. ▶
4. The voter's ballot has been cast when Verity Scan displays the American flag. If enabled, an audible chime will also sound. ▶



## Verity Scan help and features

The **Help** button is located at the top right of the Verity Scan screen. This button provides the voter with help text for the voting step currently underway. Select **Exit Help** on the bottom right of the Help screen to return to scanning ballots.

If multiple languages are available, Verity Scan will also display a **Language** button in the upper left. Selecting the language button will allow the voter to choose from a list of available languages in which to display any instructions or messages.

## troubleshooting

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

## spoiling printed paper ballots

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

## undervotes, overvotes, and blank ballots on Verity Scan

If scanning hand-marked paper ballots, and the voter has *overvoted* (marked more than the allowed number of choices in a contest), Verity Scan may prompt the voter to choose whether to:

- a) Remove their ballot and request a new ballot from the poll worker, *or*
- b) Cast their ballot as-is (overvoted contests will not be counted)

If the voter has left a ballot or contest blank, the voter may be prompted to choose whether to:

- a) Remove their ballot and make changes, *or*
- b) Cast their ballot as-is (blank contests will not be counted)

The voter prompts that appear on Verity Scan will vary depending on how the election was set up (determined by your jurisdiction). Follow the directions on the Verity Scan screen. In some jurisdictions, the voter will be prompted to contact a poll worker, and the poll worker must press the poll worker button to accept a ballot as-is.

## provisional ballots

- **IMPORTANT: Unless configured otherwise by elections officials, Verity Scan will not accept provisional ballots printed from Verity Touch Writer.**
- 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 ballots be placed in a provisional ballot envelope, which is then placed in the emergency ballot bag (see page 20).

## the emergency ballot bag and emergency ballot slot

A separate, secure bag for unscanned ballots is included inside the ballot box. It is accessible through an additional locking door located on the back of the Verity Scan ballot box. ▶



The emergency ballot slot on the top of the ballot box also feeds into this bag. This slot should remain sealed unless the Verity Scan device cannot accept ballots. ▶



## multi-sheet ballots and Verity Scan

When issuing paper ballots with multiple sheets, voters must receive all sheets for each ballot. Voters should be instructed to scan all sheets of their ballot, even if they have made no choices on a particular sheet.

- The Verity Scan ballot counter will increment when a sheet 1 is scanned but not when a sheet 2 (or higher) is scanned. If sheet 2 of a 2-sheet ballot is scanned without a sheet 1, the ballot counter will not increment, but all votes on sheet 2 will be counted accurately.
- If the voter has not yet scanned any part of the ballot and the voter realizes that a sheet needs to be spoiled, it is generally considered best practice to spoil and replace all ballot sheets. While not necessary, this may assist in the location of all ballot sheets in the event of an audit or recount.
- If not all sheets can be spoiled (i.e. one sheet has already been scanned), spoil the remaining sheet(s) of the ballot, provide replacement sheet(s), and spoil the unused sheets from the replacement ballot.

## suspending polls

(Early Voting)

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

2. Select **Suspend Polls**. ▶



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



4. Polls are now suspended. Print and file reports available on the screen as required by your jurisdiction. Available reports may vary and are configured by the election officials in your jurisdiction. You may use the space below to document local requirements.

### local reporting requirements

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5. When you have finished printing reports, **wait at least 10 seconds**, and then press the **red** power button on the back of the Verity Scan to power it off. ▶



**IMPORTANT: Wait for the Verity Scan to be completely powered down and showing a black screen if you will be unlocking and removing the tablet. If stowing the tablet, make sure to lock it in place 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 the close polls time to close polls. In most jurisdictions, once polls have been closed, they cannot be reopened on that device.

1. Press the *blue* poll worker button on the back of the Verity Scan.
2. Select **Close Polls**. ▶



3. Select **Yes, close the polls**. ▶

**IMPORTANT:** Do not close polls until the proper time. 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. Depending on election settings chosen by your jurisdiction, certain additional reports may also 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

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6. When you have finished printing reports, **wait at least 10 seconds**, and then press the *red* power button on the back of the Verity Scan to power it off. ►



**IMPORTANT:** Wait for the Verity Scan to be completely powered down and showing a black screen if you will be unlocking and removing the tablet. If stowing the tablet, make sure to lock it in place 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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# Verity Touch Writer

**Verity Touch Writer** is an accessible ballot marking device; any voter may use Touch Writer to make their ballot selections using either the touchscreen, or the Verity Access (described below). Once a voter has finished voting and reviewed their choices, they will then print a paper ballot, marked with their choices, from the attached printer. The voter then retrieves and casts the ballot, either using Verity Scan, or into a ballot box to be processed centrally.



**Verity Access** is 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).



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

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

## setting up Touch Writer

### setting up the ballot printer

1. Set up the ballot printer table next to where you will set up the Touch Writer and set the ballot printer on the table.

2. Plug in the square end of the USB printer cable into the printer. (The flat end will be plugged into the Verity Touch Writer.) ►



Brother HLL2400



OKI B432

3. Insert the printer power cord into the printer and the other end into an outlet or UPS/battery backup.
4. Load the ballot printer with appropriate ballot paper. Note that the paper size will vary by election, and the printer tray configuration may vary depending on the type of printer used. Follow local procedures.
  - On most printers, ballot sizes up to 14" can be loaded into the stock main printer tray (Tray 1).
  - For ballot sizes of 8.5" x 17" or larger, a tray extension kit (provided by your jurisdiction) must be installed.
  - You may use the space provided on the following page to document any printer setup information specific to your jurisdiction.
5. Do not power on the printer at this time - the printer should be powered on after the Touch Writer.

notes:

## setting up the 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. ►



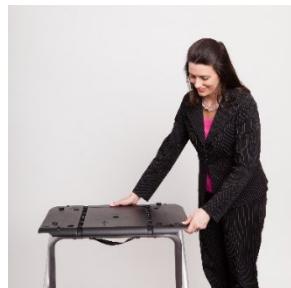
3. Attach the rear leg assembly. Press the metal buttons to attach and lock it into place. ▼



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 Writer. ▼



## setting up the Verity Touch Writer

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



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 Writer to the booth. ▶



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

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



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



6. Open the Verity Touch Writer 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 the tablet (C). ▼



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



9. Verify the Verity Touch Writer device seals, per local procedure. Attach privacy screens to both sides of the booth. ►



10. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present. ►



11. Press the switch on the bottom right side of the ballot printer to power it on. ►



12. Press the *red* button on the back of the Verity Touch Writer to power it on. ▶
  - During the power on process, a Power-On Self Test report will print on Touch Writer's built-in report printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and power off the printer and the Touch Writer. Power the printer on first before powering on the Touch Writer.
13. (*if applicable*) If your jurisdiction uses the AutoBallot barcode reader: Wait until the Verity Touch Writer finishes powering up and displays the **Print Zero Report** screen, and then connect the AutoBallot barcode reader to the USB connection located on the vDrive compartment above the report printer. ▶

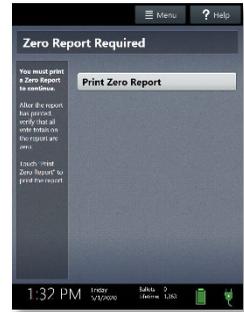


## Touch Writer orientation

### screen orientation

When powered up for the first time the device is used during a voting event, the Verity Touch Writer 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 40.*



In addition to the date and time, the following appears at the bottom of the screen:



- **Ballots:** The number of ballots printed using the Verity Touch Writer for the current election; at the start of a voting event, this number should be zero.
- **Lifetime:** The number of ballots printed using the Verity Touch Writer for the lifetime of the device (for all elections).
- **AC and battery power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Touch Writer Power-On Self Test report.

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

*When battery power is low, and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.*

## poll worker button

The blue poll worker button is located on the back of Verity Touch Writer. This button is used for certain actions such as printing reports and activating ballots. ▶



## 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

## 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. ▶



## report printer operation

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



2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift up to open the paper compartment. ▶



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



4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper. ▶



## 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 40.

1. Setup and power on the Verity Touch Writer. **Confirm that you are running on AC power** (see page 35).
2. Select **Print Zero Report**. ▶

***NOTE:** If you are reopening polls during subsequent days of a multiple-day voting event, then you will not print a Zero report. See page 40.*



3. Wait while the Zero report prints (on the built-in report printer). Using the Zero report, check the following:
  - Verify the ballot count total on the Zero report is ZERO and enter it in the Reconciliation Log.
  - Verify that the polling place on the report is correct.
4. Verify that the clock in the bottom left corner of the screen displays the correct time.

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

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

5. Select **Open the Polls**. You can also print a Configuration 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 Touch Writer.

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

2. Enter the Open Polls Code, and then select **Accept**. The Open Polls report will print. ▶



3. Wait while the Open Polls report prints. File the Open Polls report according to local guidelines.

## voting with Touch Writer

### overview: Verity Touch Writer

Verity Touch Writer is an accessible ballot marking device. On Verity Touch Writer, poll workers will activate a ballot, and then allow the voter to begin voting. When they are finished voting, the voter will print the marked ballot. The voter will cast their ballot using Verity Scan, or into a ballot box to be processed centrally.

### activating a ballot

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



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



#### 4. Select **Activate ballot.** ▶

If your jurisdiction has **Verity AutoBallot**, after activating the ballot, you can use the barcode reader attached to the Verity Touch Writer to scan barcode labels produced by your electronic pollbook. When using AutoBallot, you will scan the barcode, skipping steps 5-6 of this section.



#### 5. Choose the correct precinct from the list and select **OK.** ▶

- (Closed Primary Elections only) After choosing the precinct, select the Party, if applicable.



#### 6. Confirm the selections you have made, and then select **Yes, activate this ballot.** ▶

- If the precinct and/or party are incorrect, select **No, cancel** to return to the main menu.
- To activate a provisional ballot, select **Mark as provisional**; for more information on provisional voting, see page 50.



## marking ballots with Verity Touch Writer

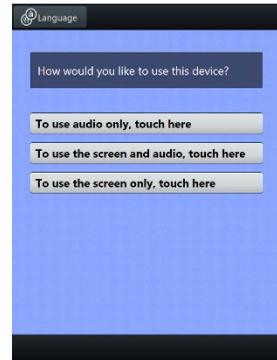
Once a poll worker has activated a ballot (page 41):

1. The voter selects **To get started, touch here** (or turns the Move wheel on Verity Access clockwise). 
  - If multiple languages are available, a “get started” button will appear in multiple languages. The voter selects the button with their preferred language.
  - The language selected applies to both the device instructions and the ballot.
  - The language settings can be changed at any time by accessing the language menu (see page 48).
  
2. 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 45, step 5)



3. The voter selects whether to use the screen, audio, or both to complete their ballot, and then adjusts their audio and/or screen settings.

- If the voter chooses to use both the screen and audio, they will then be walked through the audio settings and screen settings before proceeding. The voter selects **OK, it sounds good/OK, it looks good** in the bottom right to proceed.
- If the voter chooses to use the screen only and turn off the audio, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will then be walked through the screen settings before proceeding. The voter selects **OK, it looks good** in the bottom right to proceed.
- If the voter chooses to use the audio only, they will be asked to confirm before proceeding, by selecting **Yes, turn it off**. The voter will proceed through their ballot using the Access device with headphones. The voter can **select Touch here to enable the screen** to turn the screen display on at any time.



4. The voter is presented with three screens of instructions that orient them to the Touch Writer device. The voter can select **Next** to view each instructional page or select **Skip Instructions** to go to their ballot. ▶

- On the last page of instructions, the voter selects Start in the bottom right to begin marking their ballot.
- The Language (if applicable), Audio, and Screen settings and the Help button are also available (see page 48).

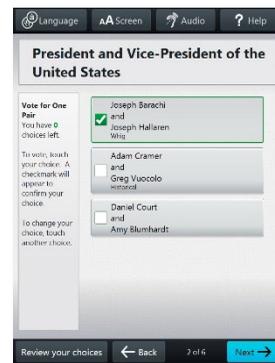


5. The voter can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot. ►



6. The voter makes their choices; The voter can make ballot choices using the touchscreen, or by using the Move wheel and Select button on the Verity Access. ►

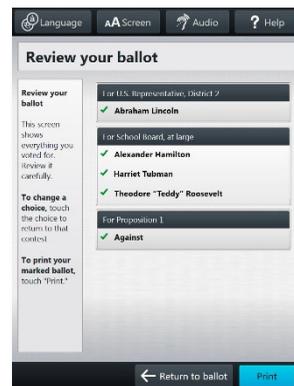
- A selected choice will display a green box with check mark to the left of the choice.
- The voter can review ballot choices by selecting **Review your choices**.
- The **Next** or **Skip** button advances to the next contest on the ballot.



7. When the voter has reached the end of the ballot, the **Review your ballot** 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** to print the ballot. ►



9. The voter selects **Yes, print my ballot.** ▶



10. The voter retrieves the printed ballot from the laser printer next to their Verity Touch Writer. ▶

- If your polling place is equipped with Verity Scan, the voter will take their printed ballot to the Verity Scan device to cast their ballot.



## 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, using the touchscreen or Verity Access, 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 ballots

If the voter has marked no choices and selects the Print button, Verity Touch Writer will ask the voter to confirm before printing the blank ballot.

## substitutions in <n of m> contests

In a contest with more than one valid choice (e.g. 'vote for one, two or three'): If the voter has already selected the allowed number of choices, and then selects an additional choice, Touch Writer will indicate which previous choice is being changed, and which new selection is being added.

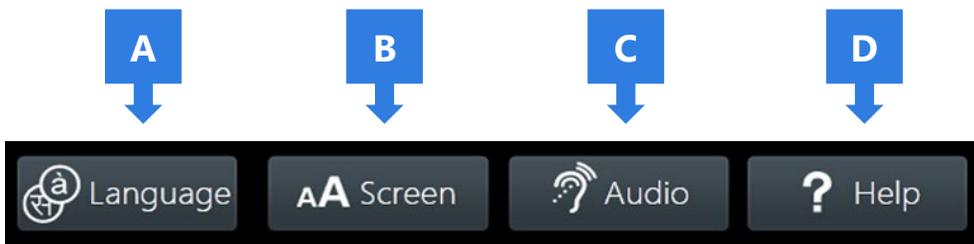
## voting session idle timeout

If the 'idle session' setting has been activated by election officials, then a warning will appear after 5 minutes of inactivity; if the voter does not respond to the warning within 45 seconds, the Touch Writer will display the "Session Locked" screen. When the session is locked, a poll worker may either spoil the ballot, or unlock the session and allow the voter to continue voting.

## Verity Touch Writer help and features

Each Verity Touch Writer is equipped with context-specific help text and settings that can be accessed from the touchscreen or using Verity Access. To exit help or settings screens and resume voting, select **Exit Help** or **Return to ballot** on the bottom right.

- 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).
- 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.



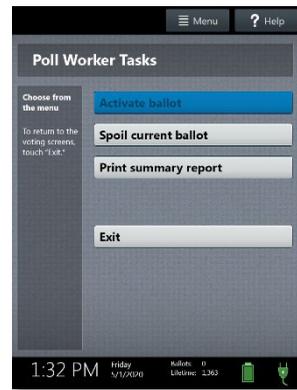
## troubleshooting

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

## spoiling a ballot on Verity Touch Writer

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

1. Press the *blue* poll worker button on the back of the Verity Touch Writer.
2. Enter the Poll Worker Code and select **Accept**.
3. Select **Spoil current ballot**. ▶



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

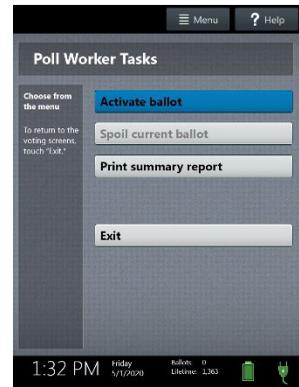
## spoiling printed paper ballots

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

## printing a summary report

You can print a ballot marking session summary report on Verity Touch Writer at any time. This report lists the number of ballots printed, active sessions, sessions in progress, and ballots spoiled.

1. Press and hold your finger on the Ready for Use button on the Touch Writer screen, or alternately, press the blue poll worker button on the back of the Verity Touch Writer.
2. Enter the Poll Worker Code and select **Accept**.
3. Select **Print summary report**. ▶



## provisional voting on Verity Touch Writer

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

If your jurisdiction procedures permit, poll workers may activate a provisional ballot using Verity Touch Writer by selecting **Mark as provisional** on the Confirm Selections screen. A provisional voter will then use Touch Writer to vote and print a provisional ballot.

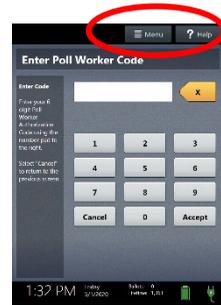
**IMPORTANT:** Unless configured otherwise by elections officials, Verity Scan will not accept provisional ballots printed from Verity Touch Writer. Follow local procedure when processing provisional ballots.

## suspending polls

(Early Voting)

1. Press and hold your finger on the **Ready for Use** button on the Touch Writer screen, or, alternately, press the blue poll worker button on the back of the Verity Touch Writer.

2. Select **Menu** at the top of the screen. ▶



3. Select **Suspend Polls**. ▶



4. Enter the Suspend Polls Code and select **Accept**. A Suspend Polls report 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 below to document local requirements.

### local reporting requirements

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6. When you have finished printing reports, **wait at least 10 seconds**, and then press the **red** power button on the back of the Verity Touch Writer to power it off. ▶



**IMPORTANT: Wait for the Verity Touch Writer 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 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.

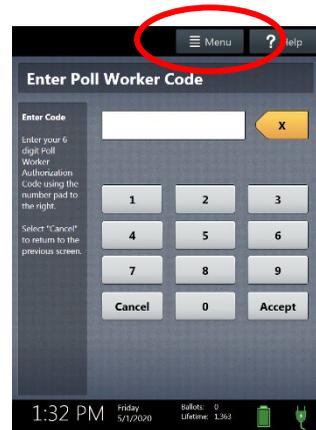
### local procedures

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## closing polls

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

1. Press and hold your finger on the **Ready for Use** button on the Touch Writer screen, or, alternately, press the blue poll worker button on the back of the Verity Touch Writer.
2. Select **Menu** at the top of the screen. ▶



3. Select **Close Polls**. ▶



4. Select **Yes, close the polls.** ▶

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



5. 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.



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 the Verity Touch Writer to power it off. ▶



**IMPORTANT:** Wait for the Verity Touch Writer 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 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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