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Keys and Codes

Equipment Keys

There are three keys associated with the voting equipment. The keys are color-coded and serve different functions.

The Green/Square Key is used to unlock and lock the outer case.

The Yellow/RS Key unlocks and locks the tablet into place.

The Red/CH Key locks and unlocks wherever you can gain access to voted ballots. This includes not only the front and rear doors of the Ballot Box, but also the vDrive compartments of both the Touch Writer and the Scan.

Equipment Codes

There are three codes associated with the equipment.

The Open Polls Code is used to open the polls on the Scan and Touch Writer.

The Poll Worker Code is used to create Access Codes on the Touch Writer and to access various information on both devices.

The Close Polls Code is used to close the polls on the Scan and Touch Writer

Setting up the Scan

The Ballot Box

1. Position the folded Ballot Box with the white cord at the top as shown :



2. Unlatch the 4 clips (two on each side)
3. Pull open the Ballot Box:



4. Press the side panels out until they are flat:



5. Let the floor panel drop, but do not force it down:



6. Release the top panel by unhooking the 3 elastic straps
7. Pull on the string to unlock the lid latch:



8. Flip the lid up and over. Pull up and out on the lid as you do this so that it lays flat across the top of ballot box and then press it into place:





9. Unlock the front door with the Red/CH Key.
10. Press firmly on the floor panel to lock it in place:



The Scan

1. Place Scan on top of the Ballot Box, aligning footpads with the indentations.
2. Open the front door of the Ballot Box. Push the latch (white cord) back to lock the lid and Scan in

place. Make sure Scan is secure by lifting Scan by handle (the ballot box should lift with it).

3. Close and lock the front ballot box door with the Red/CH key.
4. Use the Green/Square Key to unlock the Scan Case and open it.
5. Push down on the Lid Brace to secure it:



6. Use the Yellow/RS Key to unlock the Tablet:



7. Remove the Tablet from its compartment and seat it in its cradle
8. Tilt the Tablet back to rest against the lid.
9. Use the Yellow/RS Key to lock the Tablet in place.

10. Remove the Power Cord and “Brick” from their compartment and connect them.
11. Plug the Power cord into the back of the Scan and the other end into a surge protector.
12. Attach the Privacy Screens to the Ballot Box.
13. Push the red Power Button on the Scan to turn the power on.

Setting up the Touch Writer

The Printer

1. Set up the folding Printer Table found in the rectangular Hart bag
2. Locate the Oki Printer in the black cardboard box and place it on the Printer Table
3. Plug the power cord into the back of the printer and the other end into a surge protector
4. Plug the square end of the USB Printer Cable into the back of the Printer. The other end plugs into the TW later.
5. Load the Printer with appropriate sized paper if necessary.
6. Turn on the Printer using the rocker switch on the right side of the Printer.

The ADA Stand

1. Find the ADA Stand in the rectangular Hart bag and place it top side down on a table.

2. Release the bungee straps keeping the legs of the stand in place and unfold the legs.



3. Attach the rear and front leg extensions. Remember flat and angled edges attach to the opposite:



4. Flip the stand upright. Place it with the two independent legs in front for wheel chair access.

The Touch Writer

1. Place Touch Writer on top of the Stand, aligning footpads with the indentations.
2. Reach under the ADA Stand and push the latch back to lock the Touch Writer in place.
3. Use the Green/Square Key to unlock the Touch Writer Case and open it.
4. Push down on the Lid Brace to secure it:



5. Use the Yellow/RS Key to unlock the Tablet:
6. Remove the Tablet from its compartment and seat it in its cradle
7. Tilt the Tablet back to rest against the lid.
8. Use the Yellow/RS Key to lock the Tablet in place.
9. Remove the Power Cord and “Brick” from their compartment and connect them.
10. Plug the Power cord into the back of the Touch Writer and the other end into a surge protector.
11. Plug the USB end of the Printer Cable into the USB on the back of the Touch Writer.
12. Attach the Privacy Screens to the ADA Stand.
13. Push the red Power Button on the Touch Writer to turn the power on.

Opening the Polls on Scan and Touch Writer

1. Check the time and date. If it is correct, select Print Zero Report



2. Wait while the Zero Report prints. Verify the precinct, the contests and that all of the candidates have zero votes.

IF THIS INFORMATION IS NOT CORRECT CALL THE OFFICE IMMEDIATELY

3. Everyone signs the Zero Report tape. Post it near the machine for public viewing.
4. From the next screen, print two more Zero Reports (not needed for Touch Writer). Place them in Envelope 2.



5. Select Open the Polls and enter the Open Polls Code (found in Chief Binder).
6. Wait while the Open Polls Report prints. File this in Envelope 8.

Voting Device Orientation

Screen Orientation

The following appears at the bottom of the screen:



In addition to the date and time, you will find:

Ballots: The number of ballots scanned or printed on the device for the current election. At the start of the day, this number should be zero.

Sheets (Scan only): The number of sheets scanned on the device for the current election. At the start of the day, this number should be zero.

Lifetime: The number of ballots scanned or printed for the lifetime of the device.

Power Indicators: If the battery icon is white it means the battery is missing, not connected or below 20% charge. Check the Battery and replace if needed.

The Plug Icon should be green. If the Plug Icon is white, it means the device is not receiving AC power. Check your connections.

KEEP AN EYE ON YOUR POWER INDICATORS THROUGHOUT THE DAY

Poll Worker Button



The blue Poll Worker Button is located on the back of the device. Use this button for certain actions such as printing reports, closing the polls and issuing access codes on the Touch Writer.

To Replace Paper in the Thermal Printer

1. While standing in front of the device pull the lever on the top of the printer cover towards you.



2. Place the new roll into the Thermal Printer as shown.



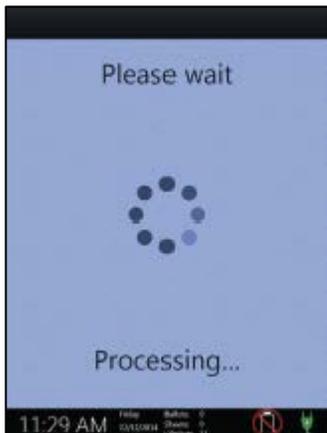
3. Close the Thermal Printer cover. The paper must extend out from the printer.

Casting Ballots with the Scan

1. The Scan is ready to scan when you see the Insert Ballot Screen.



2. Voter inserts the marked ballot into Scan. Ballots can be fed into the Scan in any orientation except sideways.
3. After a ballot has been scanned, the voter waits while the ballot is processed.



4. The voter's ballot has been cast when the waving American flag can be seen.



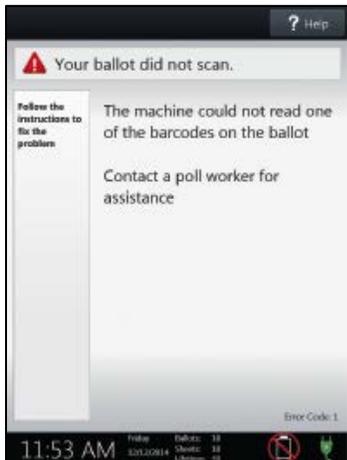
Scan Help Features

The Help Button is located at the top right of the Scan Screen. This button takes the voter to a screen with help topics for the voting step currently underway. Select Exit Help on the bottom right to return to the main screen.



Scanning Problems

If the ballot does not scan correctly, the Scan will display the screen shown below and the voter will be instructed to contact an election Officer for assistance.



Processing Overvotes, Undervotes and Blank Ballots

If scanning a voted paper ballot and the voter has overvoted, undervoted or scanned a blank ballot, Verity Scan will show the following prompts



- A. **To make changes pull the ballot-** If the ballot is blank or undervoted the voter can make changes and scan the same ballot. If the ballot is overvoted the voter must spoil the ballot and be issued a new one.
- B. **Cast as is-** The voter can override Verity Scan (Note: overvoted contests will not be counted).

The Unscanned 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 Scan Ballot Box.



The Emergency Ballot Slot on the top of the Ballot Box also feeds into this bag. This slot is used to collect unscanned ballots in the Unscanned Ballot Bag.



THIS BAG MUST BE CHECKED AND ANY BALLOTS INSIDE SCANNED BEFORE POLLS ARE CLOSED!



Provisional Ballots

- Refer to the What Ifs for the provisional ballot process
- Provisional Ballots are printed from the Touch Writer. See the “Issuing Ballots from the Touch Writer” section of this manual.
- **Provisional ballots should never be scanned at the polling place using the Scan.**

Issuing Ballots with the Touch Writer (Including Provisional Ballots)

Generating Access Codes

1. When the device is ready to be used, the “Enter your access code” screen will appear.



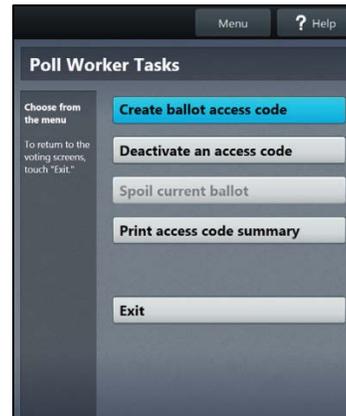
2. Press the blue Poll Worker Button on the back of the device.



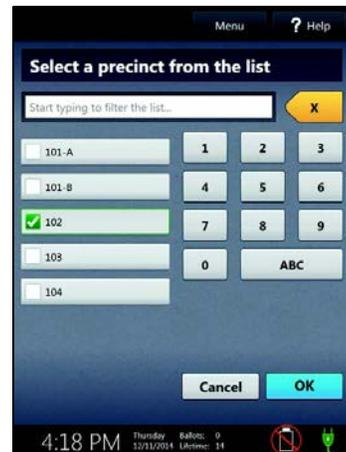
3. Enter the Poll Worker Code and select “Accept”.



4. Select “Create ballot access code”



5. Choose the correct ballot style from the list and select “OK”. **If you are printing a Provisional Ballot be sure to select the provisional version of the ballot.**



- Confirm ballot style in the top left and then select “Yes, print the code”.

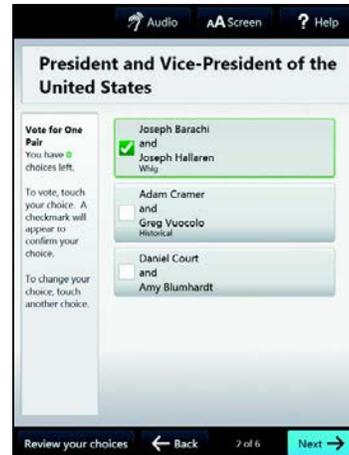


Marking and Printing Ballots with the Touch Writer

- The voter enters the Access Code, and then selects Accept. **If you are printing a Provisional Ballot, you would enter the Access Code, select “Accept” and print a blank ballot.**
- Voter selects “Begin Voting”



- The voter can use the touch screen or the Move Wheel and Select Button on the Access Device to make choices.



- A selected choice will display a green box with a check mark
 - The Voter can select “Review Choices” to review ballot choices
 - Selecting “Next” advances to the next contest.
- When the voter has reached the end of the ballot and selects “Next”, the Review your ballot screen appears.
 - After reviewing and confirming choices, the Voter selects “Print” to print the ballot.



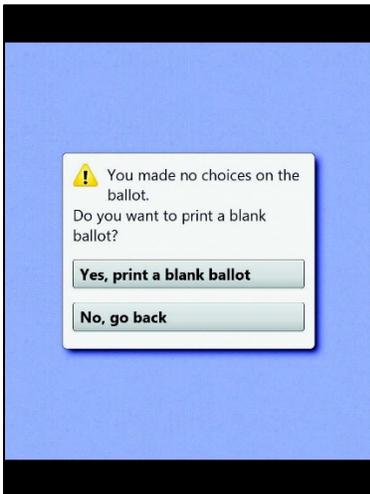
- The Voter selects “Yes, print my ballot”.
- The Voter retrieves the ballot from the printer and takes it to the Scan to cast their ballot.

Making Write-in Choices (not available for Primary Elections)

1. To vote for a write-in candidate on the ballot (may not be available on all contests): 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 write-in will appear with a green box and a check mark.

Printing Blank Ballots

If the Voter (or you, in the case of Provisional Ballots) has marked no choices and selects “Print”, the Touch Writer will ask to confirm before printing the ballot.



Touch Writer Help and Features



1. Select the Audio Button to change the Audio settings (volume and speed) for the headphones.
2. Select the Screen Button to change the screen settings (contrast and text size) and to turn off the screen.
3. Select the Help Button to see help text for the voting step currently underway.

Spoiling a Ballot on the Touch Writer

1. Press the blue Poll Worker Button on the back of the Touch Writer, enter the Poll Worker Code and select “Accept”.
2. Select “Spoil current ballot”.
3. Select “Yes, spoil the ballot” and then select “OK”.



Closing Polls on Scan

WAIT UNTIL AFTER THE CLOSE POLLS TIME AND MAKE SURE ANY BALLOTS IN THE UNSCANNED BALLOT BAG HAVE BEEN SCANNED!

1. Press the blue Poll Worker Button on the back of the Scan



2. Select "Close Polls".
3. Select "Yes, close the polls".
4. Enter the Close Polls Code and select "Accept". A Tally tape will print.
5. The Polls are now closed.
6. On the next screen print two more Tally tapes and three Write-in Report tapes



7. Press the red Power Button to turn off the device.

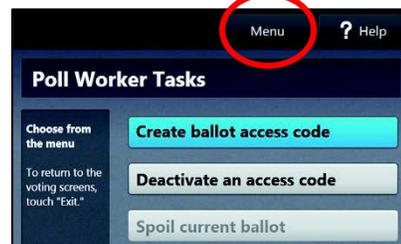


Closing Polls on Touch Writer

1. Press the blue Poll Worker Button on the back of the Touch Writer.



2. Press Menu at the top of the screen.



3. Select "Close Polls".
4. Select "Yes, close the polls".
5. Enter the Close Polls Code and select "Accept". The Polls are now closed. A Ballot Count tape will print.
6. Press the red Power Button on the Back of the Touch Writer to turn the device off.

