



Verity Print operations



the Verity Print operations course

This course provides election workers with an overview of the operation of the Verity Print on-demand ballot printing device. In this course, trainees will learn to successfully set up the Verity Print, issue paper ballots, and shut down the Verity Print.

This course is designed to accompany the *Verity Print Field Guide*.

Prerequisites: For elections staff, the *Verity Train the Trainer* course is recommended prior to conducting live training events with poll workers.



Introduction:
getting started



Verity Print

- On-demand ballot printing device
- May be used at the polling place, or centrally
- Election worker can print ballots one at a time, or in batches, using the attached ballot printer





vDrives

- Used to transfer digital ballot styles from the Verity election definition software to Verity Print.
- Inserted into a USB port located in a locked and sealed compartment; each Verity Print has its own vDrive.



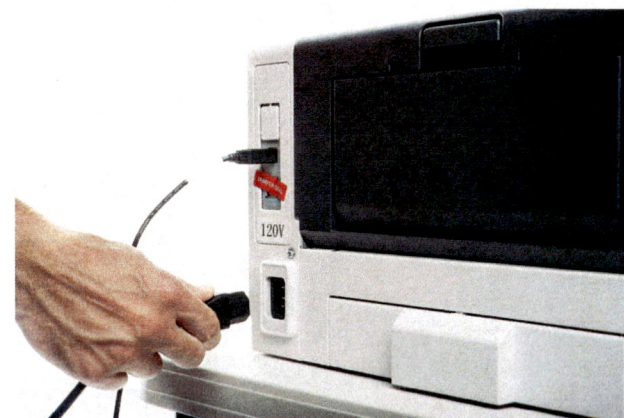
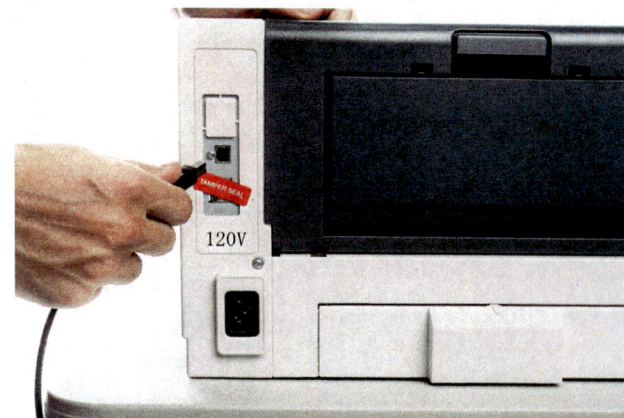


Module 1:
setting up Verity Print



setting up the ballot printer

- 1) Place ballot printer on a table.
- 2) Plug the square end of the USB printer cable into to the back of the printer. (The other end will be plugged into the Verity Print).
- 3) Insert the printer power cord into the printer and the other end into an outlet or UPS.





setting up the ballot printer

- 4) Load the ballot printer with appropriate ballot paper.*
- 5) Do not power on the printer at this time.





setting up the ballot printer *(OKI b431 only)*

If using the manual paper tray on the OKI b431 printer, you must press the blue release button to raise the paper to the rollers.





setting up Verity Print

- 1) Set Verity Print on the table next to the ballot printer.
- 2) Open the Verity Print case and remove the power brick/cord.

1



2





setting up Verity Print

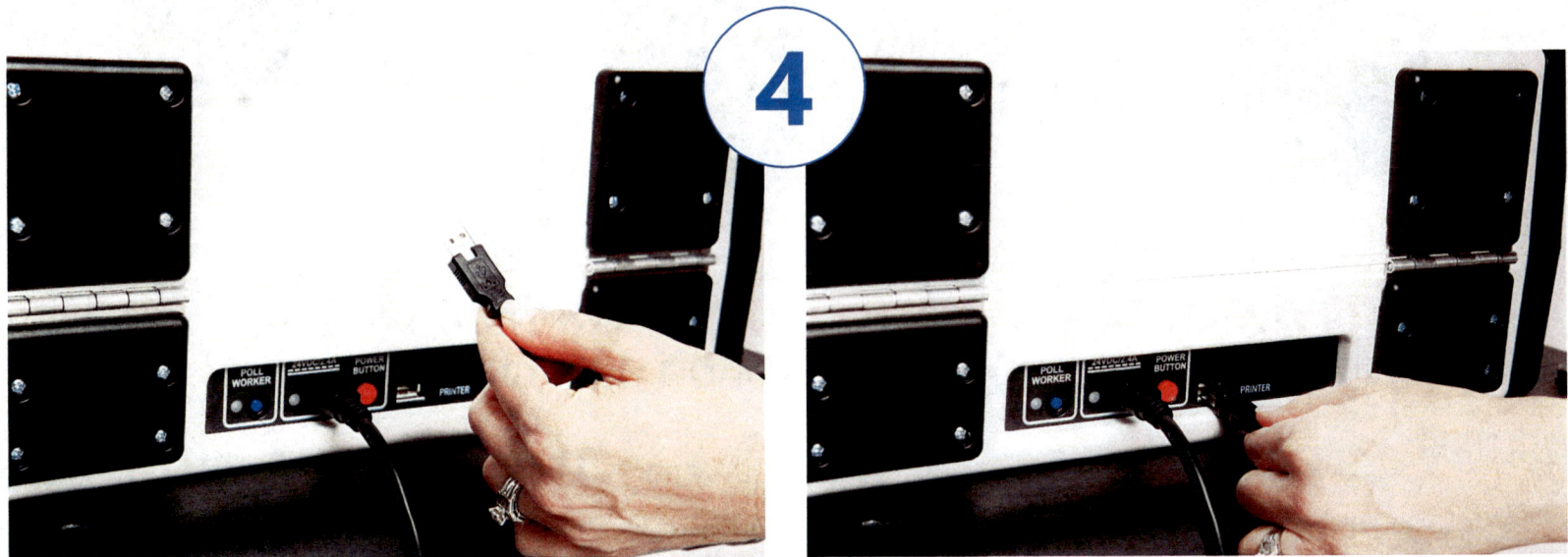
- 3) Plug the power cord into the power brick. Plug the power brick into the back of Verity Print (flat part up). **DO NOT PLUG INTO WALL YET.**





setting up Verity Print

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





setting up Verity Print

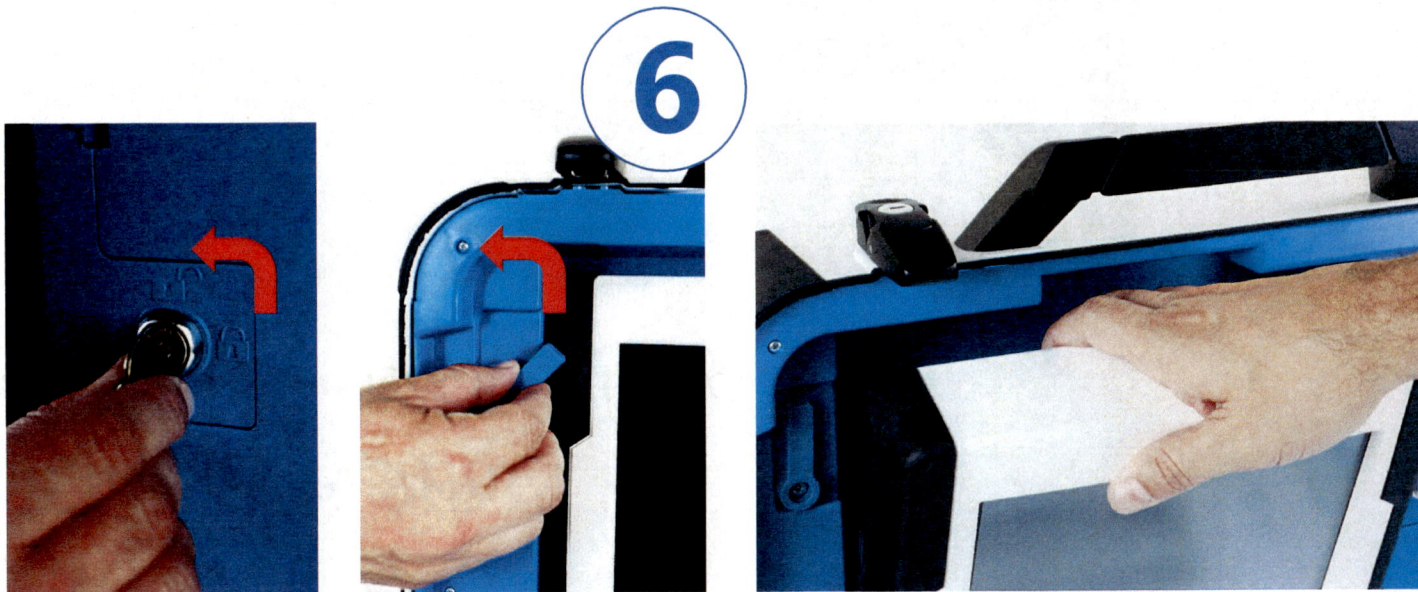
- 5) Open the case and lock the lid brace in place.





setting up Verity Print

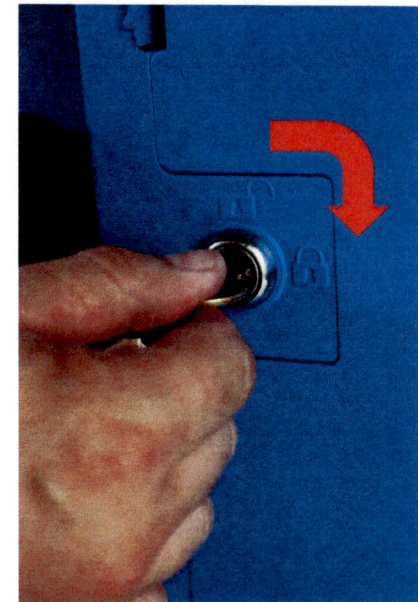
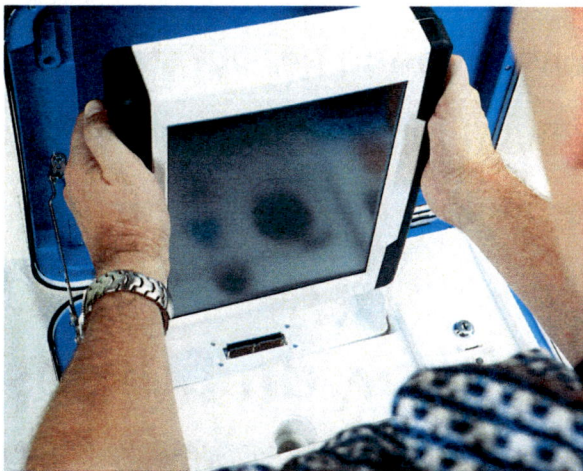
- 6) Unlock, unlatch, and remove the tablet from the storage compartment.





setting up Verity Print

- 7) Seat the tablet in cradle, tilt it back, and lock it in place. **Tablet must be locked to operate.**





setting up Verity Print

- 8) Verify device seals.
- 9) Plug the power cord into a power strip/outlet.
- 10) Power on the ballot printer.
- 11) Press the red button on the back to power on Verity Print.
- 12) Wait until Print is powered up, then plug in the AutoBallot barcode reader *(if applicable)*.

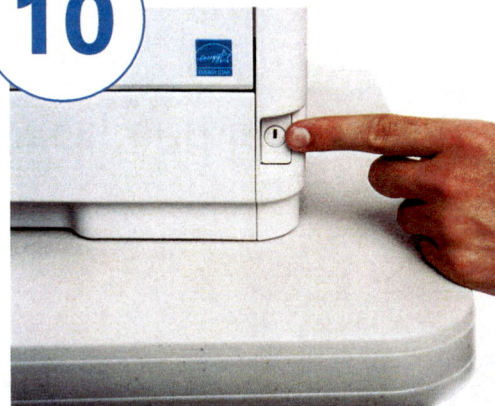
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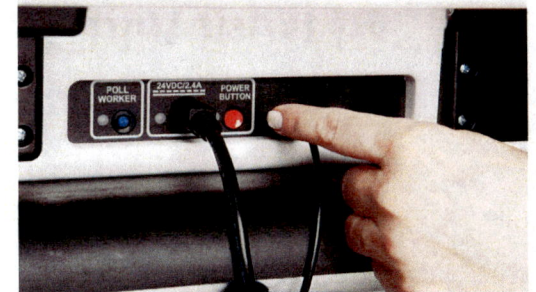
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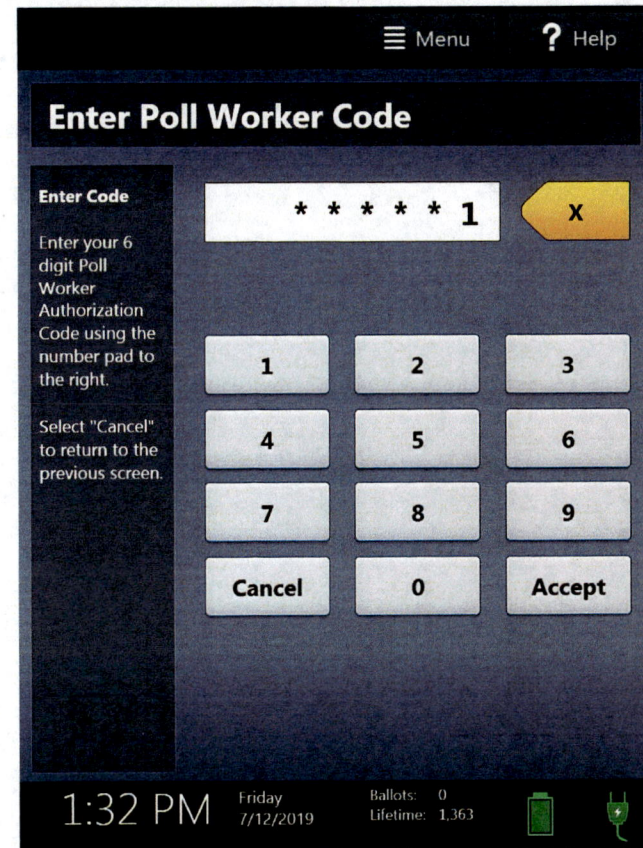
Module 2:

Verity Print orientation



screen orientation

When powered up, the Verity Print should display the **Enter Poll Worker Code** screen.

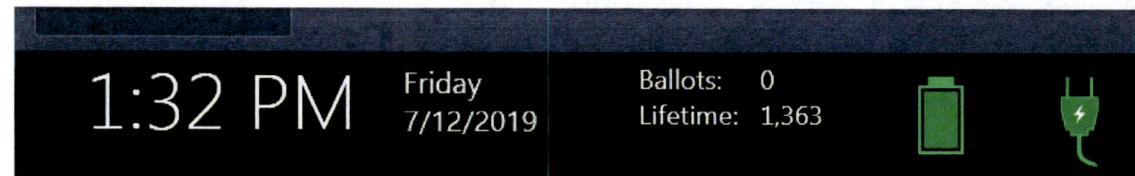




screen orientation

The bottom of the screen displays:

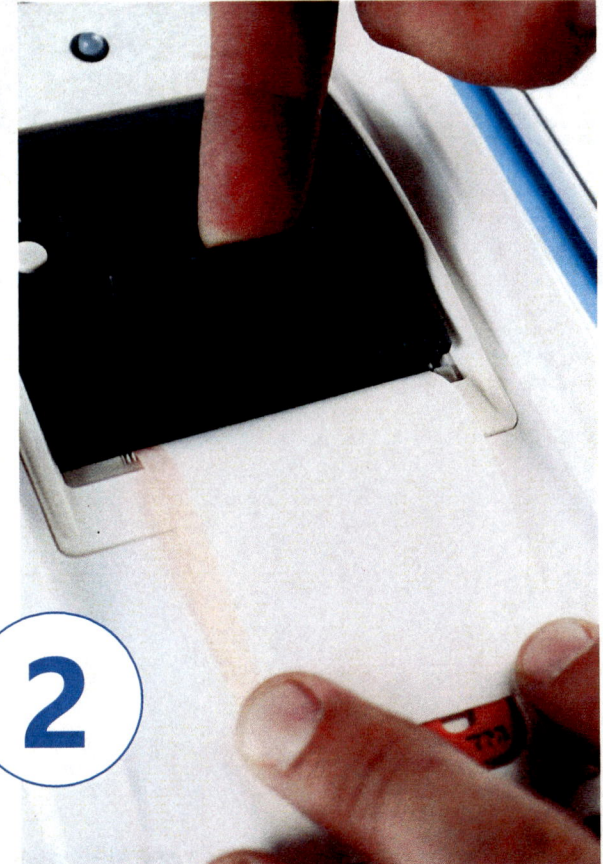
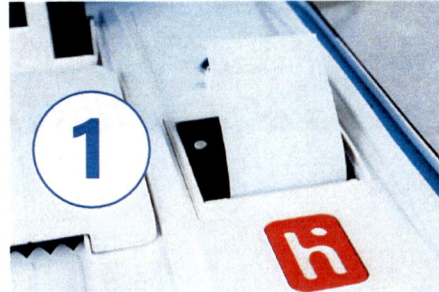
- Date/Time
- Ballots (for current election)
- Lifetime (for all elections)
- Battery/AC Power indicators





thermal report printer

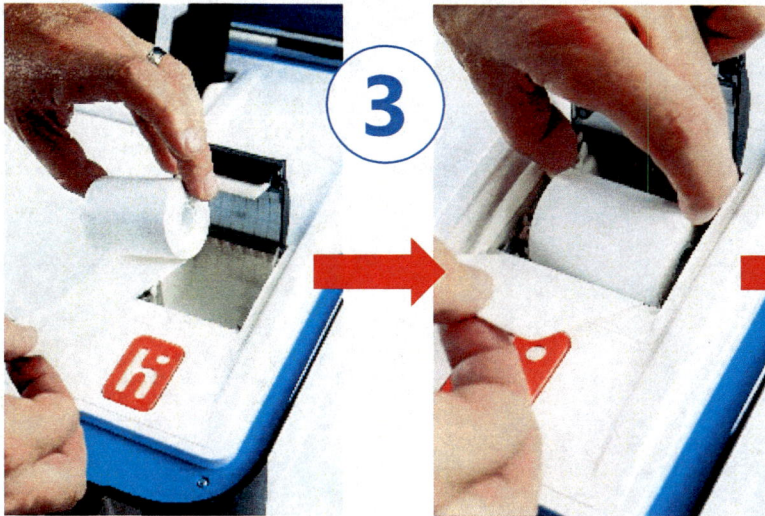
- 1) The thermal report printer is located on the right side of the Verity Print.
- 2) To open: pull the lever on the top of the printer cover towards you.





thermal report printer

- 3) Place new paper roll into the printer as shown – paper rolls from the bottom.
- 4) Close the printer cover. The button can be used to feed the paper.






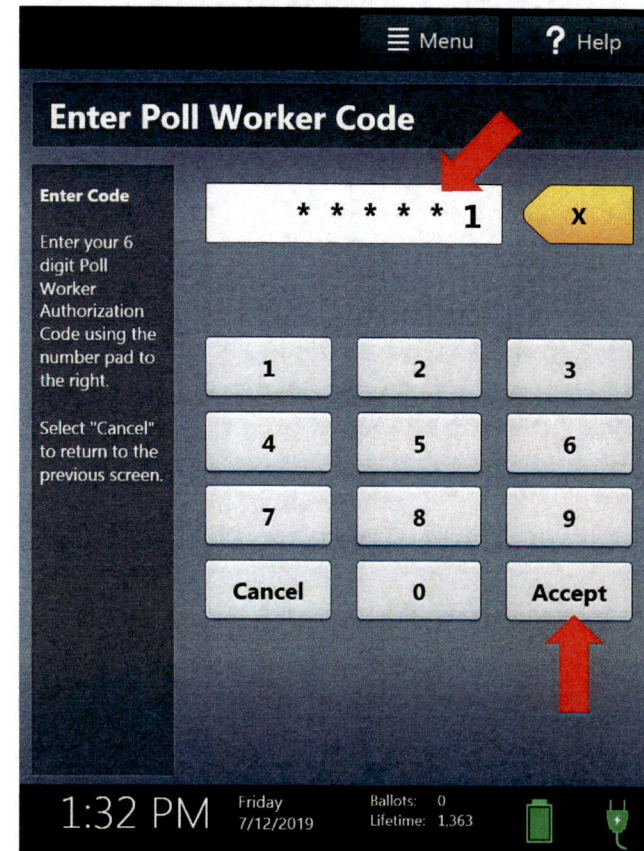
Module 3:

printing ballots with Verity Print



printing ballots

- 1) Set up and power on Verity Print
Verify that the Printer displays
READY TO PRINT.
 - If the printer is offline, or in power save/sleep mode, press the ONLINE button to wake up the printer. 
- 2) Enter the Poll Worker Code, and then select **Accept**.

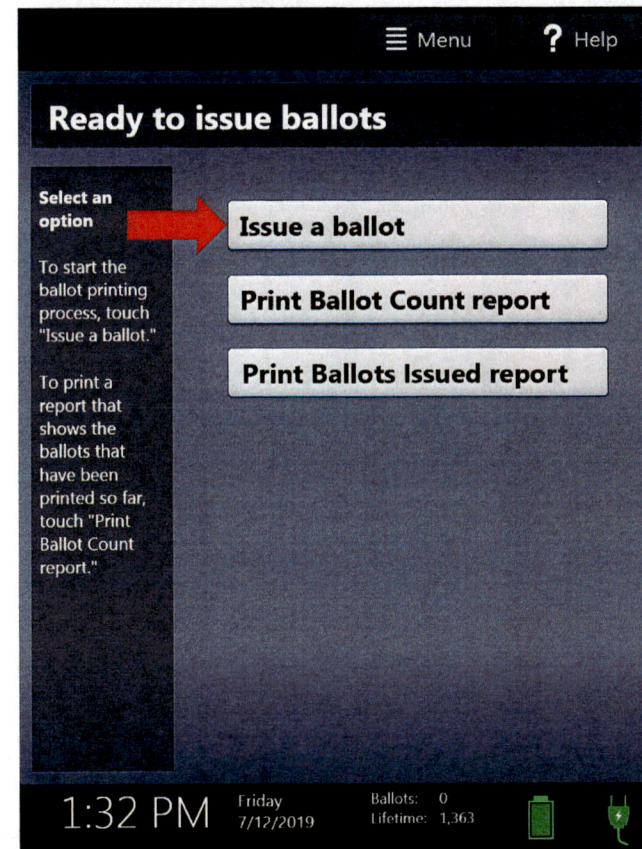




printing ballots

3) The Ready to issue ballots screen will display. Select **Issue a ballot**.

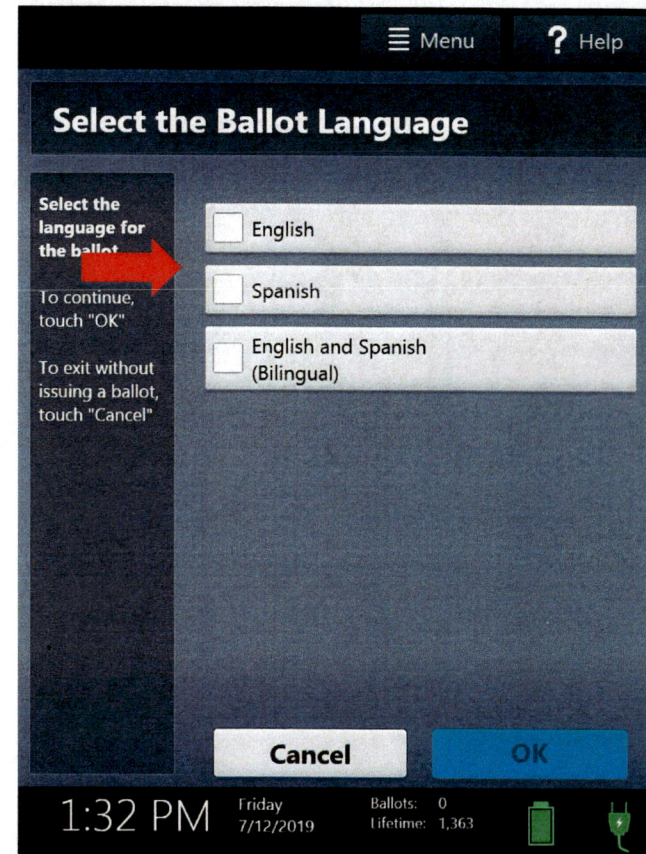
*NOTE: If your jurisdiction has **Verity AutoBallot**, you can use the barcode reader attached to the Verity Print to scan barcode labels produced by your electronic pollbook. When using AutoBallot, you will scan the barcode, skipping steps 3-6 of this section*





printing ballots

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





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printing ballots with Verity Print

printing ballots

- 5) Choose the precinct, and then select **OK**.
- 6) For Primary Elections, choose the Party, and then select **OK**.



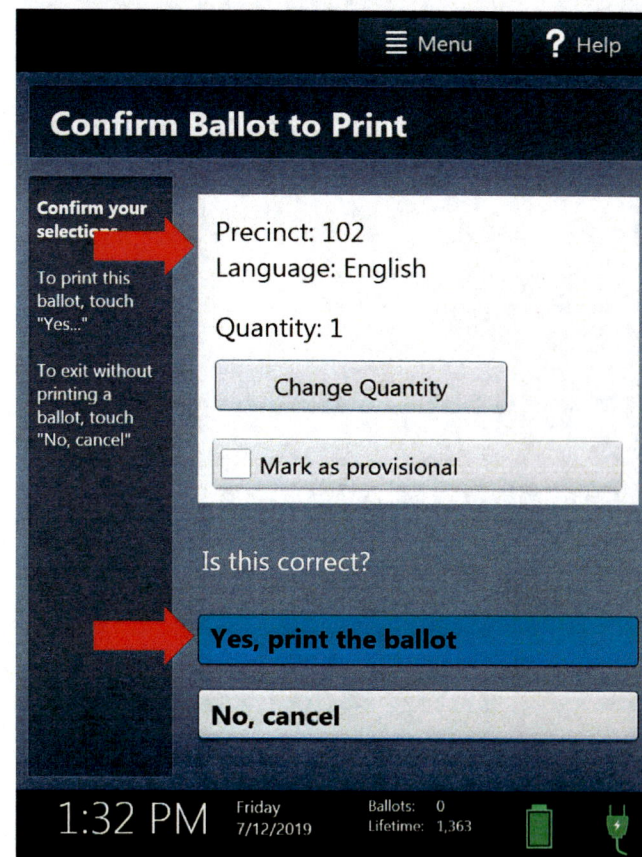
The screenshot shows a mobile application interface for selecting a precinct. At the top, there are 'Menu' and 'Help' icons. The main heading is 'Select a precinct from the list'. Below this is a search bar with the placeholder text 'Start typing to filter the list...' and a yellow 'X' button. A list of precincts is shown with checkboxes: '101-A', '101-B', '102', and '103'. The '102' option is selected, indicated by a green checkmark. To the right of the list is a numeric keypad with buttons for digits 1-9, 0, and an 'ABC' button. At the bottom of the screen are 'Cancel' and 'OK' buttons. A red arrow points from the '102' selection to the 'OK' button. The bottom status bar shows the time '1:32 PM', the date 'Friday 7/12/2019', and system information: 'Ballots: 0' and 'Lifetime: 1,363'. There are also icons for battery and signal strength.



printing ballots

7) Verify that the correct precinct/language/party are displayed. Select **Yes, print the ballot**.

- To change the quantity of ballots to print, select Change Quantity, enter the number of ballots to print, and then select Accept. You may print up to 100 ballots at a time.
- To issue provisional ballots, select **Mark as Provisional**. By default, Verity Scan will not accept provisional ballots unless configured otherwise



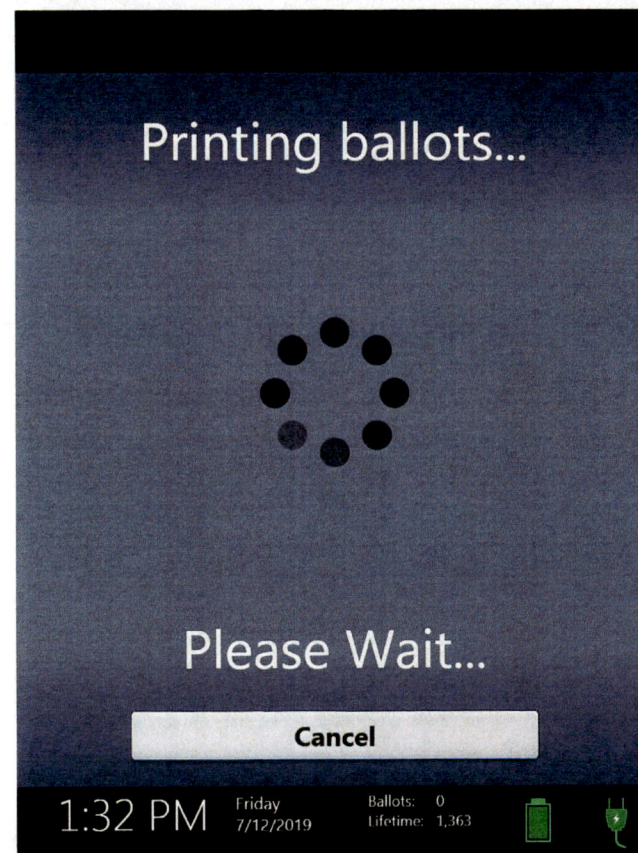


Verity Print Operations

printing ballots with Verity Print

printing ballots

- 8) Wait while the ballots print on the attached ballot printer.





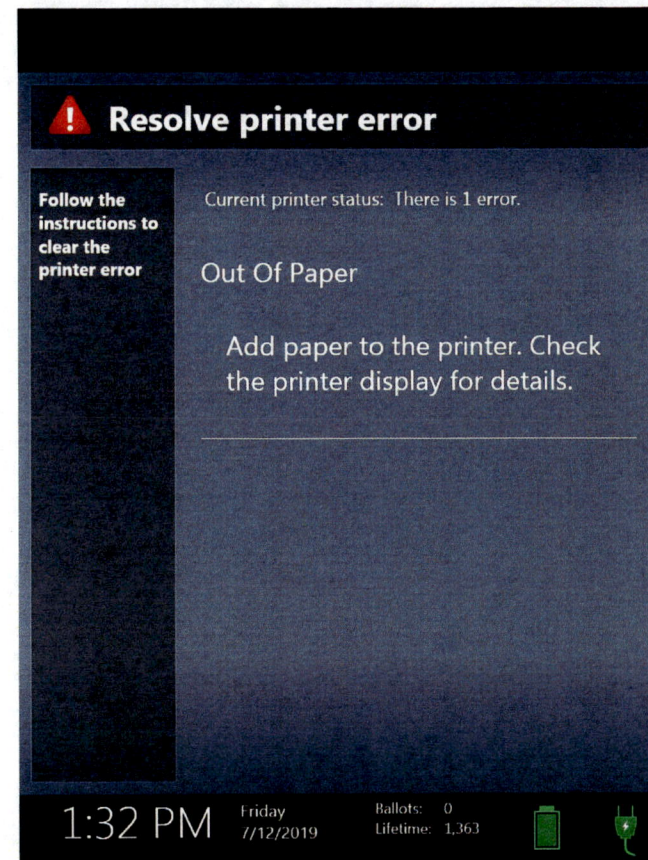
Module 4:

other tasks and features



resolving printer errors

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

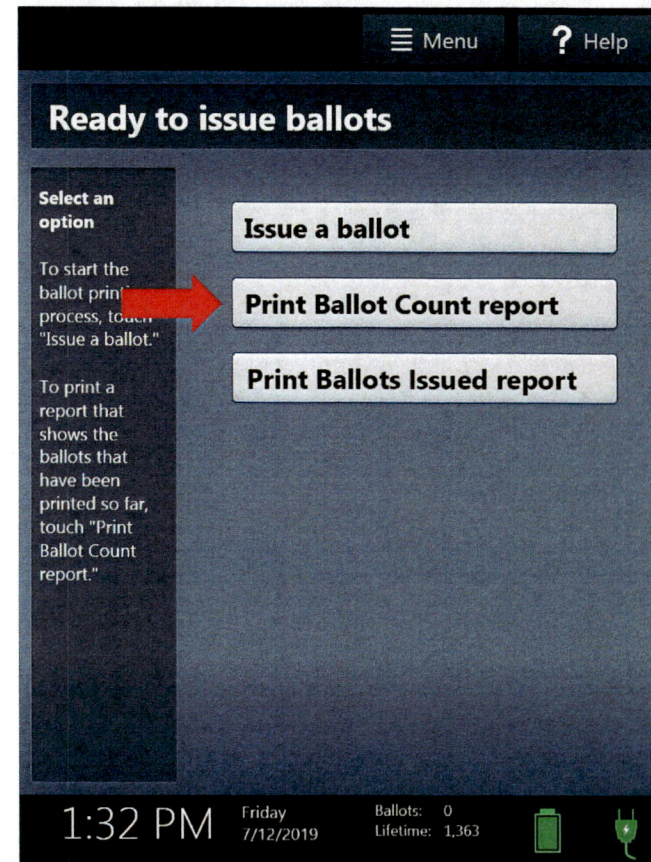




printing reports

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

- 1) On the Ready to issue ballots screen, select the report you need to print.
- 2) Wait while the report prints on Verity Print's built-in report printer. File the report according to local jurisdiction rules.

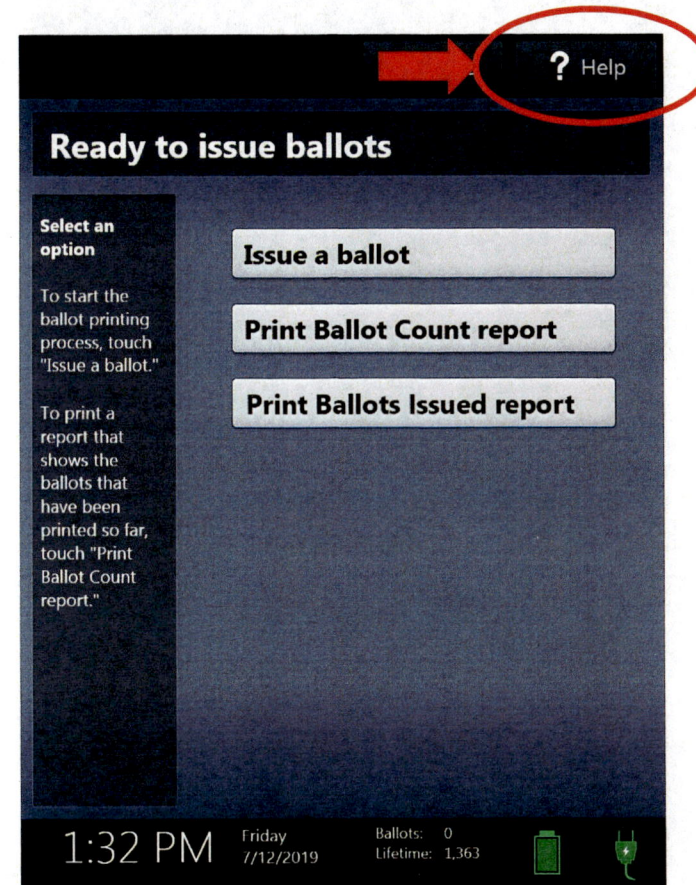




accessing Verity Print help

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

- 1) Select **Help** at the top right of the Verity Print screen to access the Help screen.
- 2) To exit the help screen and resume issuing ballots, select **Exit Help** on the bottom right of the Help screen.





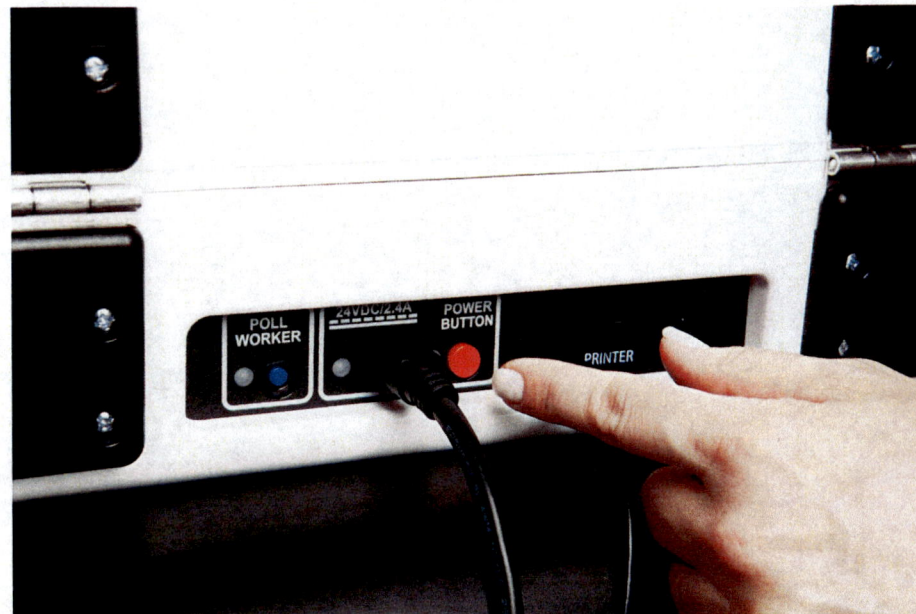
Module 5:

shutting down Verity Print



shutting down Verity Print

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

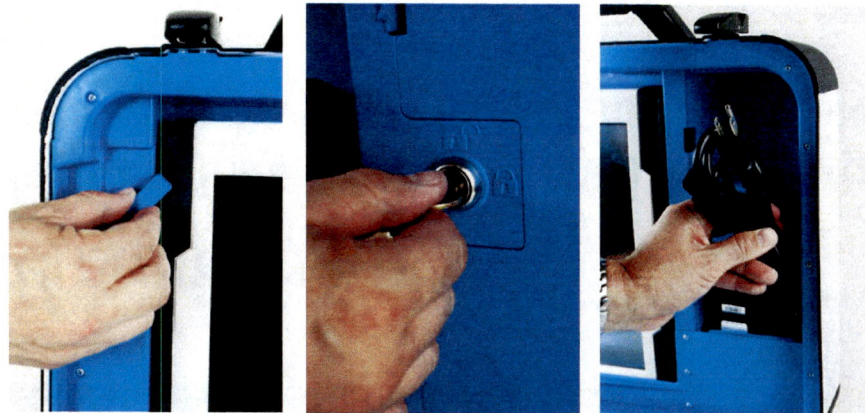




packing up equipment

Wait for the device to be completely powered down and showing a black screen before removing the tablet. Remember to properly latch and lock the tablet within the storage compartment.

Follow local procedures in determining whether you need to completely break down equipment at the end of the day.





transferring vDrives and equipment

- Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring voting devices, 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.



simulated polling place exercise



Verity Print Operations

polling place exercise

In groups, rotate roles and practice setting up Verity Print and issuing ballots. Use the *Verity Print Field Guide* as a reference.

- Set up ballot printer(s) and Verity Print device(s)
- Enter poll worker code on Verity Print
- Issue ballots using Verity Print
- Print a Ballot Count or Ballots Issued report
- Change ballot printer paper
- Change thermal report printer paper



Conclusion:

Verity Print operations review



Verity Print operations: review

- Setting up printer & Verity Print
- Issuing ballots
- Printing reports
- Shutting down



Verity Print Operations

review

questions?

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