

Open Polls-Verity Scan

1. Cut the zip seal from the handle of the Verity Scan case. Cut off the zipper portion of the seal, discard the zipper part, and place the seal (part with the number) in the ziplock bag labeled "Used Seals." Place the ziplock bag of seals in Ballot Box #4-Unused Ballots.
2. Use the green key to unlock both locks on the case and open the case. Lock the lid brace in place (on the left side of case when opened).
3. Use the yellow key to unlock, unlatch, and remove the tablet.
4. Seat the tablet firmly in the cradle, tilt it back, and lock it in place with the yellow key.
5. Compare the vDrive seal number from the device to the seal number on the Ballot & Seal Certificate you found inside of the case. Complete & sign your portion of the Ballot & Seal Certificate. Place this form inside Ballot Box #4-Unused Ballots. (Notify the Custodian of the Election if these numbers do not match.)
6. Ensure the power cord is properly connected to the back of the Verity Scan and plug the power strip into the wall outlet. Make sure the power strip switch is on.
7. Press the red power button on the back of the Scan device. The device will take approximately 5-8 minutes to power on. The screen will go black during the startup process. This is normal.
8. The Verity Scan Device will print a Diagnostic Report tape. Please **DO NOT** remove this tape report until directed.
9. After device has powered on, ensure the Scan device is running on AC power (look for green plug icon in bottom, right corner of tablet).
10. Verify the time in the bottom, left corner of the tablet screen. If the clock is incorrect, select "Menu" and "Change Settings." Enter the Maintenance Code provided in the Poll Worker Codes section of this notebook and select "Accept." Select "Set Clock" and adjust the time as needed. Select "Exit" when finished.
11. Print Zero Report
 - a. You will find a Zero Report signed by the election officials who prepared the device for this election attached to the Verity Scan. **DO NOT** remove this tape report until directed.
 - b. Once the Scan device is powered on, select "Print Zero Report."
 - c. Verify the ballot count total on the Zero Report is ZERO and enter that number on the Reconciliation Log (large white envelope).
 - d. Verify that the polling place on the report is correct.
 - e. Leave the Reports tape on the printer.
12. Select "Open the Polls." If you have not yet printed a Zero Report, you may do so at this time. Once the polls have been opened, you may no longer print a Zero Report.
13. Enter the Open Polls Code provided in the Poll Worker Codes Section of this notebook and then select "Accept." The Open Polls Report will print.
14. Once the Open Polls Report has printed, remove the Reports tape from the printer.
 - a. Both co-judges must sign the new Zero Report.
 - b. File the Reports tape in the Device Reports Envelope (clipped to the large, white envelope titled "Main Envelope.")
15. The Verity Scan will display "Ready to Use." The polls are now open and the Verity Scan is now ready to scan ballots.

Open Polls-Verity Duo

1. Cut the seal from the handle of the Verity Duo case. Place the broken seal in the ziplock bag labeled "Used Seals" and place the ziplock bag of seals in Ballot Box #4-Unused Ballots.
2. Use the green key to unlock both locks on the case and open the case. Lock the lid brace in place (on the left side of case when opened).
3. Use the yellow key to unlock, unlatch, and remove the tablet.
4. Seat the tablet firmly in the cradle, tilt it back, and lock it in place with the yellow key.
5. Compare the vDrive seal number from the device to the seal number on the Ballot & Seal Certificate you found inside the case. Complete and sign your portion of the Ballot & Seal Certificate. Place this form inside Ballot Box #4-Unused Ballots. (Notify the Custodian of the Election if these numbers do not match.)
6. Ensure the power cord is properly connected to the back of the Verity Duo and plug the power strip into the wall outlet. Make sure the power strip switch is on.
7. Press the red power button on the back of the Duo device. The device will take approximately 5-8 minutes to power on. The screen will go black during the startup process. This is normal.
8. The Verity Duo Device will print a Diagnostic Report tape. Please **DO NOT** remove until directed.
9. After the Duo has powered on completely, ensure it is running on AC power (look for green plug icon in bottom, right corner of tablet).
10. Verify the time in the bottom, left corner of the tablet screen. If the clock is incorrect, select "Menu" and "Change Settings." Enter the Maintenance Code provided in the Poll Worker Codes section of this notebook and select "Accept." Select "Set Clock" and adjust the time as needed. Select "Exit" when finished.
11. Print Zero Report
 - a. You will find a Zero Report signed by the election officials who prepared the device for this election attached to the Verity Duo. **DO NOT** remove this Report until directed.
 - b. Once the Duo device is powered on, select "Print Zero Report."
 - c. Verify that the polling place on the report is correct.
 - d. Leave the Reports tape on the printer.
12. Select "Open the Polls." If you have not yet printed a Zero Report, you may do so at this time. Once the polls have been opened, you may no longer print a Zero Report.
13. Enter the Open Polls Code provided in the Poll Worker Codes Section of this notebook and then select "Accept." The Open Polls Report will print.
14. Once the Open Polls Report has printed, remove the reports tape from the printer.
 - a. Both co-judges must sign the new Zero Report.
 - b. File the Reports tape in the Device Reports Envelope (clipped to the large, white envelope titled "Main Envelope.")
15. The Verity Duo will display "Ready to Use." The polls are now open and the Verity Duo is now ready to print Printed Vote Records (PVRs).

Open Polls-Verity Print

1. Break the seal and unlock the **UNSLOTTED** end of Ballot Box #4-Unused Ballots. Place the broken seal in the ziplock bag labeled "Used Seals" and place the ziplock bag of seals in Ballot Box #4-Unused Ballots.
2. Retrieve the first package of Official Ballot Stock (OBS), the first package of Thermal Ballot Stock, and the Election Day Register of Official Ballots/Ballot & Seal Certificate.
3. Carefully remove the tape seals and place the seals in their respective places on the Blank Ballot Paper & Ballot Count form, which is attached to the Election Day Register of Official Ballots/Ballot & Seal Certificate. (The ID number on the Seal should match the Seal # in the "Delivered" column.)
4. Place the Official Ballot Stock in the Oki printer. Align the curved edge of the paper in the bottom, right corner, and place in the printer tray with the curved edge of the paper in the right, front corner of the printer tray.
5. Ensure the flat end of the USB printer cable is plugged into the back of the Verity Print device, with the notch facing up. The other end of the USB printer cable should be plugged into the Oki printer. Ensure the Oki printer's power cable is plugged into the power strip and the power strip is plugged into the wall outlet.
6. Turn on the Oki printer (bottom, right, front side of printer). The Oki printer will display "Ready to Print" when it has powered on completely.
7. Cut the zip seal from the handle of the Verity Print case. Cut off the zipper portion of the seal, discard the zipper part, and place the seal (part with the number) in the ziplock bag labeled "Used Seals." Place the ziplock bag of seals in Ballot Box #4-Unused Ballots.
8. Use the green key to unlock both locks on the Verity Print case and open the case. Lock the lid brace in place (on the left side of case when opened).
9. Use the yellow key to unlock, unlatch, and remove the tablet from its storage compartment.
10. Seat the tablet firmly into its cradle, tilt it back, and lock it in place with the yellow key. The tablet must be locked for the Print device to operate.
11. Ensure the power cord is properly connected to the back of the Verity Print and the power strip.
12. Press the red power button on the back of the Verity Print device. The device will take approximately 5-8 minutes to power on. The screen will go black during the startup process. This is normal.
13. Once the Verity Print is powered on completely, plug the AutoBallot barcode reader into the port located on the vDrive door (Look for the red dot.)
14. The Verity Print device will print a Diagnostic Report tape. Please remove the Report tape and place it in the small white Device Reports Envelope (clipped to the large, white envelope titled "Main Envelope").

15. Ensure the device is running on AC power (look for green plug icon in bottom, right corner of tablet).
16. Verify the time in the bottom, left corner of the tablet screen. If the clock is incorrect, select **"Menu"** and **"Change Settings."** Enter the Maintenance Code provided in the Poll Worker Codes section of this notebook and select **"Accept."** Select **"Set Clock"** and adjust the time as needed. Select **"Exit"** when finished.
17. The Verity Print will display the **"Enter Poll Worker Code."** Enter the Poll Worker Code that has been provided to you in the list of poll worker codes and click **"Accept."**
18. The **"Ready to Issue Ballots"** screen will display when the Verity Print is ready to print ballots.

Note: If the printer happens to go into **"Power Save/Sleep Mode,"** press the **ONLINE** button to wake up the printer. The **ONLINE** button is located on the top, front right of the printer and looks like a circle and a small, raised diamond.