



Opening Polls with Verity Touch Writer



Welcome to the *Opening Polls with Verity Touch Writer* learning module, which focuses on the procedures for printing your initial report, entering codes, and opening the polls on the ADA-compliant Touch Writer. Let's get started!

Opening Polls with Verity Touch Writer

Opening the Polls

- 1 Set up and power on all devices. Confirm that you are running on AC power. ▼

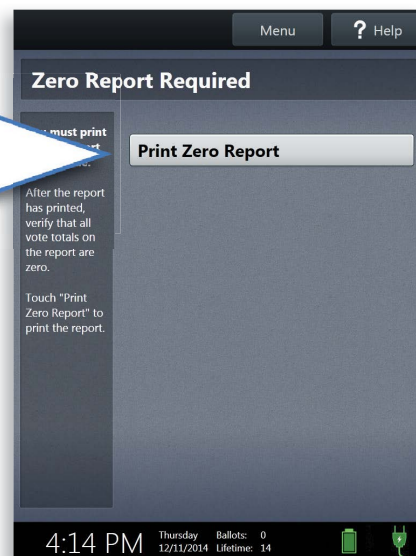


! IMPORTANT: Polls should not be opened until the time designated by your jurisdiction. However, should you inadvertently open polls before directed, do NOT close polls; simply wait for the designated time before admitting voters into the polling place.

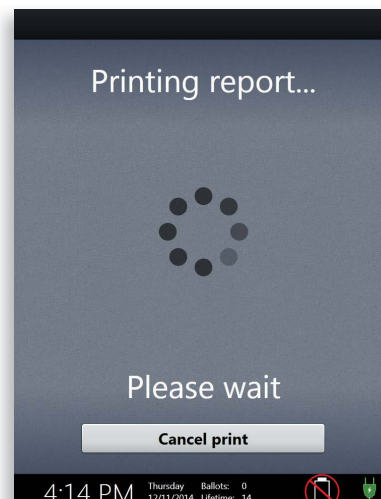
Opening the Polls, *continued*

2 Select **Print Zero Report.** ▶

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3 Wait while the Zero report prints on the Verity Touch Writer's thermal printer. ▶



! IMPORTANT: The Zero report must be printed before opening polls.

Opening the Polls, *continued*

About the Zero Report

- ▶ This report verifies that no access codes are issued or ballots printed on the device for the current election. It should also be used to verify that the precinct(s) and polling place are correct.
- ▶ The Zero report must be printed before opening polls.
- ▶ File this report as per your local jurisdiction guidelines.

The screenshot shows a 'Zero Report' from a voting machine survey. It includes the following information:

- VOTING MACHINES SURVEY BALLOT**
- Election Date:** 1/23/2014
- County of Fairfax**
- Sample Polling Place**
- Early Voting**
- Verity Scan**
- S/N:** 345642
- Version:** 01.01.45
- Ballot Counter:** 0
- Lifetime Counter:** 5034
- Zero Report** (button)
- 02/07/2014 1:43 PM**
- Tally Summary Report By Contest** (button)
- Precincts/Spits Included:** 5
- Mayor of Mount Rushmore**
- George Washington** 0
- Thomas Jefferson** 0
- Abraham Lincoln**
- Theodore Roosevelt**
- Write-ins**
- Undervotes**
- Overvotes**
- Member of Parliament**
- Proposed Change to Mount Rushmore**
- Yes** 0
- No** 0
- Undervotes** 0
- Overvotes** 0
- Total Ballots** 0
- All ZEROS** (button)
- Official Signatures**

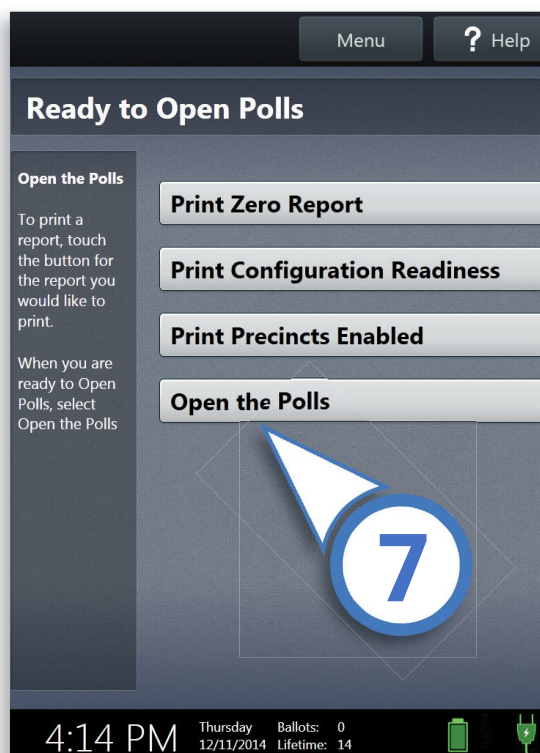
! IMPORTANT: Remember, the Zero report must be printed **before** opening polls. Once polls are opened, you cannot print a Zero report.

Opening the Polls, *continued*

- 4 Verify the ballot count total on the Zero report and enter it in the Reconciliation Log.
- 5 Verify that the precinct(s) and polling place on the report are correct.
- 6 Verify that the device clock in the bottom left corner of the screen displays the correct time.

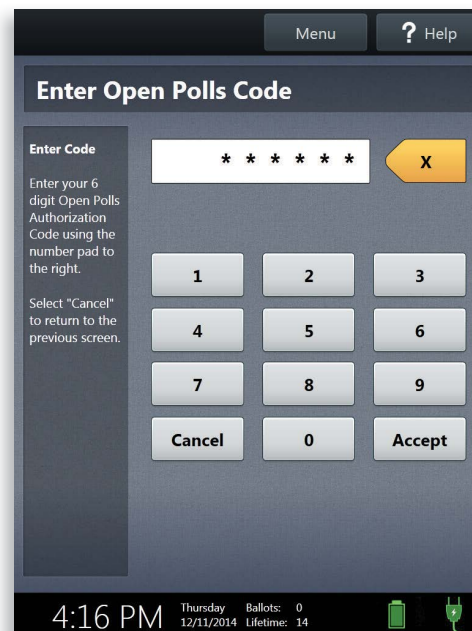
If the ballot count, precinct/polling place, or device clock are not correct, contact your election office.

- 7 Select **Open the Polls**. You can also print a Configuration Readiness report, Precincts Enabled report, or a second copy of the Zero report, if your jurisdiction requires them. ▶

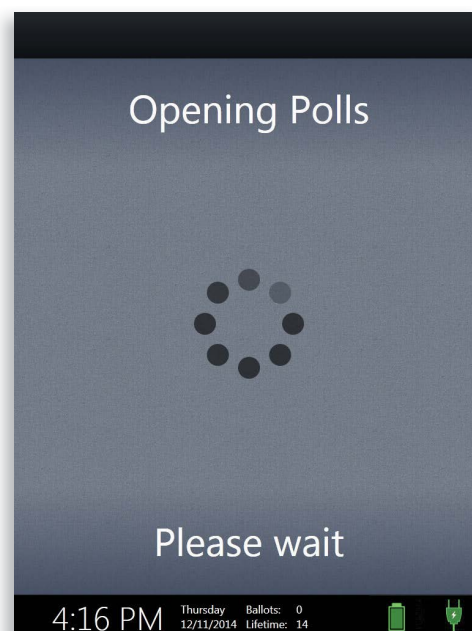


Opening the Polls, *continued*

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



9 Wait while the Open Polls report prints. ▶

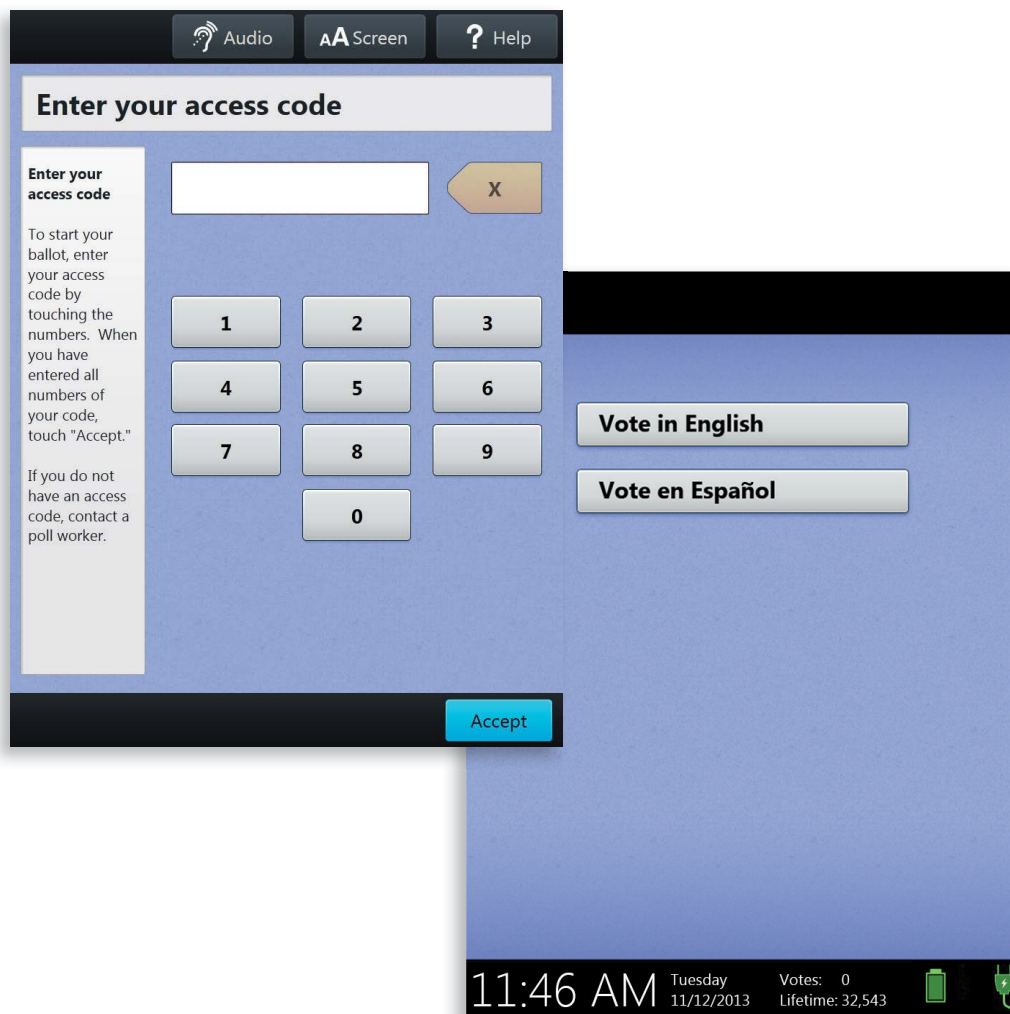


Opening the Polls, *continued*

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 File the Zero report and Open Polls report according to local guidelines.

- ▶ When the Verity Touch Writer screen displays Enter Access Code (or, if multiple languages are available, Vote in {Language}) the device is ready for voters. ▼



Opening Polls Checklist

- 1** Set up Verity Touch Writer
- 2** Print the Verity Touch Writer Zero report and verify that the ballot count is zero and the precinct/polling place are correct; verify the device clock displays the correct time
- 3** Select Open the Polls and enter your Open Polls Code
- 4** File reports according to local guidelines; verify that the Touch Writer screen displays as expected