



Setting Up Verity Touch Writer



Welcome to the *Setting Up Verity Touch Writer* learning module. This module covers several topics related to the ADA-compliant Verity Touch Writer, including:

- [Setting up the ballot printer](#)
- [Setting up the Touch Writer voting booth](#)
- [Connecting the Touch Writer](#)
- [Using the Touch Writer screen and printer](#)

Be sure to also watch the three videos from the voting machine warehouse, which will show you more detailed information about getting set up on Election Day, connecting all of your machines, breaking down and packing up at the end of the day, and where to turn if you need help on Election Day.

Setting Up the Ballot Printer

- 1** Set up the ballot printer table and place the ballot printer on the table. ►



Setting Up the Ballot Printer, *continued*

2 Insert the square end of the printer cable into the printer. ►



3 Insert the printer power cord into the printer and the other end into an outlet or UPS/ battery backup. ►



Setting Up the Ballot Printer, *continued*

4 Load the ballot printer with appropriate ballot paper.

loading 8.5" x 11" (LTR) ballot paper

1 Open the printer drawer. ►



2 Load 8.5" x 11" ballot paper as shown and close printer drawer. ►



Setting Up the Ballot Printer, *continued*

loading 8.5" x 14" (L GL) ballot paper

1 Pull out tray extension on back of printer. ►



2 Pull printer tray completely out of printer. ▼



Setting Up the Ballot Printer, *continued*

3 Push blue tab and pull the paper guide to the 8.5" x 14" setting. ▼



4 Load 8.5" x 14" ballot paper as shown. ▼



5 Reinsert and close the paper tray. ▼



Setting Up the Ballot Printer, *continued*

loading 8.5"x 17" ballot paper

! IMPORTANT: In order for paper to feed properly from the Manual Paper Tray, you must also load a few sheets of standard sized paper in the main cassette tray.

- 1 Open the front manual feed door; flip up and extend the tray as shown. ▼



- 2 Load 8.5"x17" ballot paper as shown. ▼



- 3 Press the blue release button (located to the right of the paper) to raise the paper to meet the rollers. ►



Setting Up the Ballot Printer, *continued*

- 5 Use the switch on the side of the printer to power on the printer.



! IMPORTANT: Do not power on Verity Touch Writer until you have powered on the ballot printer and connected it to the Verity Touch Writer.

Setting Up Verity Touch Writer Voting Booth

Remove the booth and privacy screens from the equipment cage and set up the booth as demonstrated in the *Opening Your Cage and Getting Set Up* voting machine warehouse video. The privacy screens will be attached after your machines are all hooked up.



Setting Up Verity Touch Writer

1 Set the Verity Touch Writer on top of 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 Reach under the front of the booth top and push the latch in the direction of the back of the booth to lock in place. ►



Setting Up Verity Touch Writer, *continued*

3 Unlock the case (if locked). Open the case and remove the power brick, power cord, and headphones from the storage compartment. Close the compartment and case.



4 Plug the power cord securely into the power brick.



Setting Up Verity Touch Writer, *continued*

- 5** Plug the power brick into the back of the Verity Touch Writer (flat part up).



- 6** Insert the flat end of the USB printer cable to the back of the Verity Touch Writer (the notch faces up). ▼



Setting Up Verity Touch Writer, *continued*

- 7** Open the Verity Touch Writer case and push the lid brace to lock it into place. ▼



- 8** Unlock the tablet. ▼ **9** Open the latch. ▼



Setting Up Verity Touch Writer, *continued*

- 10** Remove the tablet from its storage compartment. ▼



- 11** Seat the tablet in its cradle and tilt it back. ▼



Setting Up Verity Touch Writer, *continued*

12 Lock the tablet in place.



! IMPORTANT: Verity Touch Writer will not function unless the lock is engaged.

13 Plug the Verity Touch Writer power cord into a power strip/wall outlet.



Setting Up Verity Touch Writer, *continued*

14 Attach privacy screens

to booth after voting device is installed by inserting each screen into the notches on the sides of the booth top. ►



15 Power on the Verity Touch Writer using the red power button on the back of the device. ►



! IMPORTANT: Do not power on the Verity Touch Writer until you have powered on the ballot printer and connected it to the Verity Touch Writer.

16 During the power on process, the Verity Touch Writer will print the Power-On Self Test report on its built-in thermal 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.



TIP:

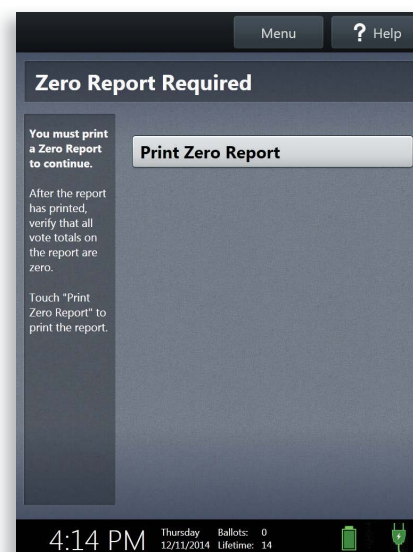
Note that software startup for each unit may take several minutes, due to security and data integrity checks that the Verity software performs. This process is included in the design of the Verity Voting system to verify the authenticity of the software before allowing it to operate.

Verity Touch Writer Setup Checklist

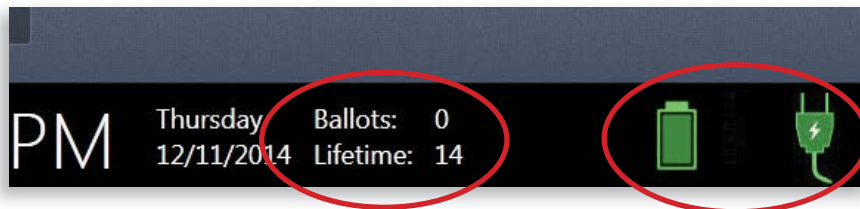
- ☐ **1** Set up ballot printer table and ballot printer
- ☐ **2** Load ballot printer paper
- ☐ **3** Power on the ballot printer
- ☐ **4** Set up Verity Touch Writer booth and Verity Touch Writer
- ☐ **5** Connect ballot printer to Verity Touch Writer
- ☐ **6** Attach privacy screens to the Verity Touch Writer booth
- ☐ **7** Power on Verity Touch Writer

Using the Verity Touch Writer Screen

When powered up for the first time on Election Day, the Verity Touch Writer should display the **Print Zero Report** screen. ►



Using the Verity Touch Writer Screen, *continued*



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

Ballots

- ▶ This is the number of ballots printed on the Verity Touch Writer for the current election.
- ▶ At the start of Election Day, this number should be **zero**.

Lifetime

- ▶ The number of ballots printed on the Verity Touch Writer for the lifetime of the device (for all elections).
- ▶ This number will vary.

AC and Battery Power Indicators

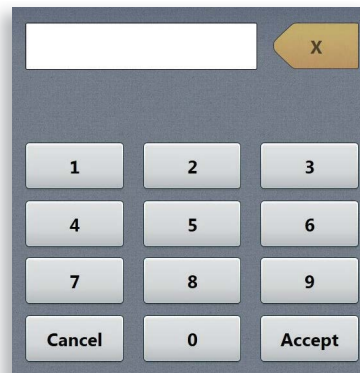
- ▶ A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level can be found on the Touch Writer Power-On Self Test report.

! IMPORTANT: All devices should have access to both AC power and battery power.

Verity Touch Writer Orientation

Entering Passcodes

- ▶ Passcodes can be entered via the device touch screen, or using the Move Wheel and Select Button on the Access device.
- ▶ Passcodes must be 6 digits.
- ▶ Passcodes are determined by your local election office prior to the election.
- ▶ Selecting the yellow button to the right of the passcode field will delete the last character entered. Select **Cancel** to return to the previous screen.
- ▶ After entering the passcode, select **Accept** to proceed.



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 issuing Access Codes on Verity Touch Writer. ▶



Verity Touch Writer Orientation, *continued*

Using the Printer

The built-in thermal printer is used to print device reports.

1 The thermal 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. ►



Using the Printer, *continued*

3 To replace paper: Place the new paper roll into the printer as shown. Paper must roll out 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. ►

