



Voting with Verity Touch Writer



Welcome to the *Voting with Verity Touch Writer* learning module, which covers all the basic tasks you'll need to complete with this piece of equipment while the polls are open.

Be sure to also review the module on *Voting with Verity Scan* and the available video on *Election Day Processing and Assisting Voters*.

Voter Privacy and Assisting Voters

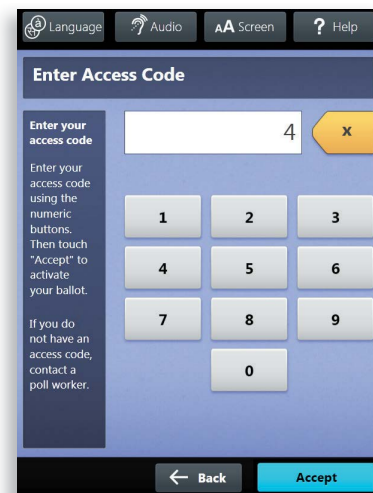
- ▶ No person other than a voter, a person assisting a voter, or a poll worker should enter the voting area.
- ▶ Voters should not be allowed to enter the voting booth area until a booth (or Verity Touch Writer Booth, if using the Verity Touch Writer) is open and available for use.
- ▶ If assisting a voter, stand beside the privacy screen to maintain voter privacy. Ask appropriate questions to learn what part of the voting process the voter needs help with, e.g. 'What screen is visible?'

! IMPORTANT: Always ask for the voter's explicit permission before seeing the ballot, screen, or touching the voter's voting device.

Creating Voter Access Codes

Verity Touch Writer is an accessible ballot marking device. On Verity Touch Writer, poll workers will create an Access Code, hand the printed Access Code to the voter, and allow the voter to enter the Access Code and begin voting. When they are finished voting, the voter will print the marked ballot, and then cast their ballot using Verity Scan, or into a ballot box to be processed centrally.

1 When the device is ready to be voted, the **Enter Access Code** screen will display (or, if multiple Languages are available, the **Select Language** screen will display). ▶



2 Press the *blue* poll worker button on the back of the Verity Touch Writer. ▶



Creating Voter Access Codes, *continued*

3 Enter the Poll Worker Code and select **Accept**. ▼

Menu ? Help

Enter Poll Worker Code

Enter Code

Enter your 6 digit Poll Worker Authorization Code using the number pad to the right.

Select "Cancel" to return to the previous screen.

1 2 3
4 5 6
7 8 9
Cancel 0 Accept

4:18 PM Thursday 12/11/2014 Ballots: 0 Lifetime: 14

4 Select **Create ballot Access Code**. ▼

Menu ? Help

Poll Worker Tasks

Choose from the menu

To return to the voting screens, touch "Exit."

Create ballot access code
Deactivate an access code
Spoil current ballot
Print access code summary
Exit

4:18 PM Thursday 12/11/2014 Ballots: 0 Lifetime: 14

5 Choose the correct precinct from the list (A) and select **OK** (B). ▶

Menu ? Help

Select a precinct from the list

Start typing to filter the list...

101-A 1 2 3
101-B 4 5 6
102 7 8 9
103 ABC
104

Cancel OK

4:18 PM Thursday 12/11/2014 Ballots: 0 Lifetime: 14

Creating Voter Access Codes, *continued*

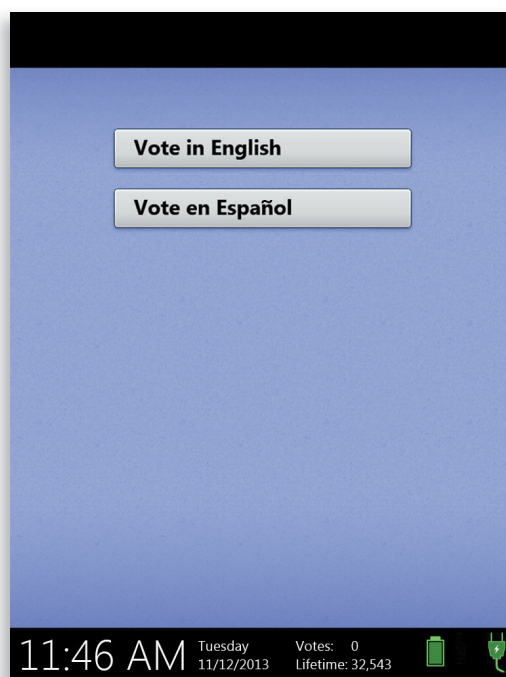
6 To view the Access Code before printing, tap **Touch here to preview the code (A)**. Confirm the precinct information displayed in the top left, and then select **Yes, print the code (B)**. ▼



7 Hand the printed Access Code to the voter and allow them to enter the code on the Verity Touch Writer and begin voting.

Marking Ballots with Verity Touch Writer

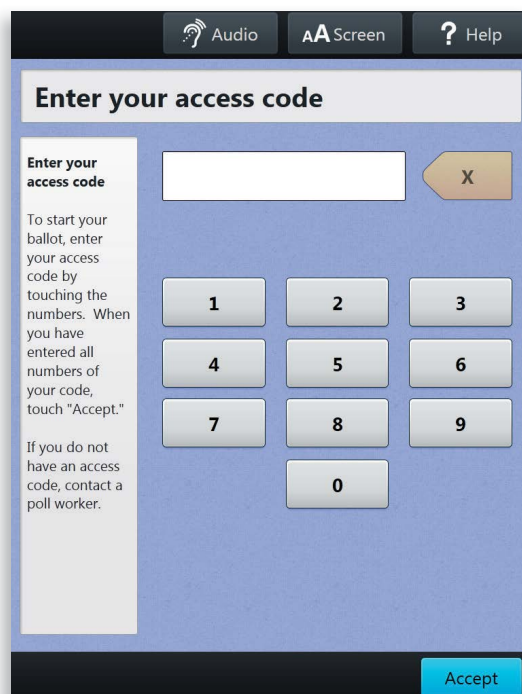
1 Voter selects Language (if applicable). ▼



- ▶ If multiple languages are available, Verity Touch Writer presents the voter with this screen before prompting the voter to enter their Access Code.
- ▶ The language selected applies to both the device instructions *and* the ballot.
- ▶ If the voter changes his/her mind, the language settings can still be changed at any time in the process by accessing the language menu.

Marking Ballots with Verity Touch Writer, *continued*

- 2 Voter enters their Access Code, and then selects **Accept.** ▼

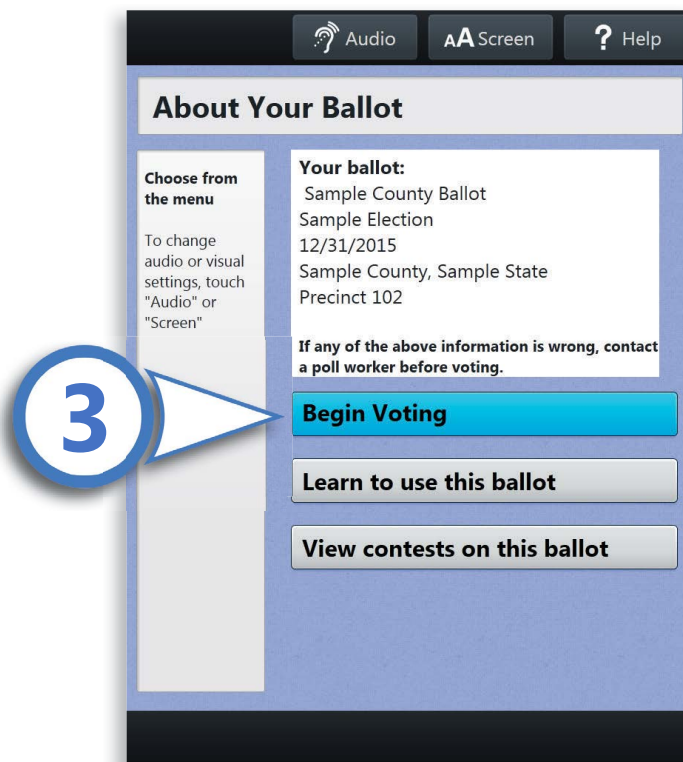


- ▶ The voter can enter the Access Code using the touch screen, or using the Move wheel and Select button on the Verity Access.



Marking Ballots with Verity Touch Writer, *continued*

3 Voter selects **Begin Voting**. ▼



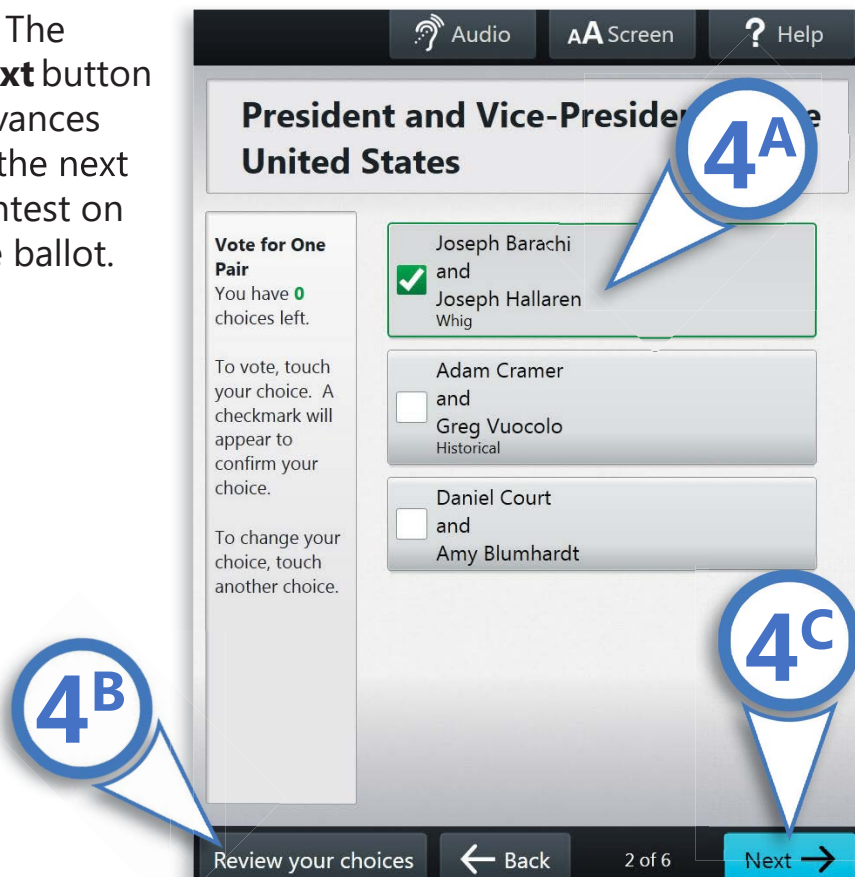
- ▶ After choosing their Language preference (if applicable) and entering their Access Code, the voter will see the screen above.
- ▶ From here, voters can start voting (by selecting **Begin Voting**), learn how to use the ballot, or view a list of contests on the ballot.
- ▶ The Language (if applicable), Audio, and Screen settings and the Help button are also available.

Marking Ballots with Verity Touch Writer, *continued*

4 Make choices; The voter can make ballot choices using the touch screen, or by using the Move wheel and Select button on the Verity Access.

- ▶ (A) A selected choice will display a green box with check mark to the left of the choice.
- ▶ (B) The voter can review ballot choices by selecting **Review your choices**.

- ▶ (C) The **Next** button advances to the next contest on the ballot.

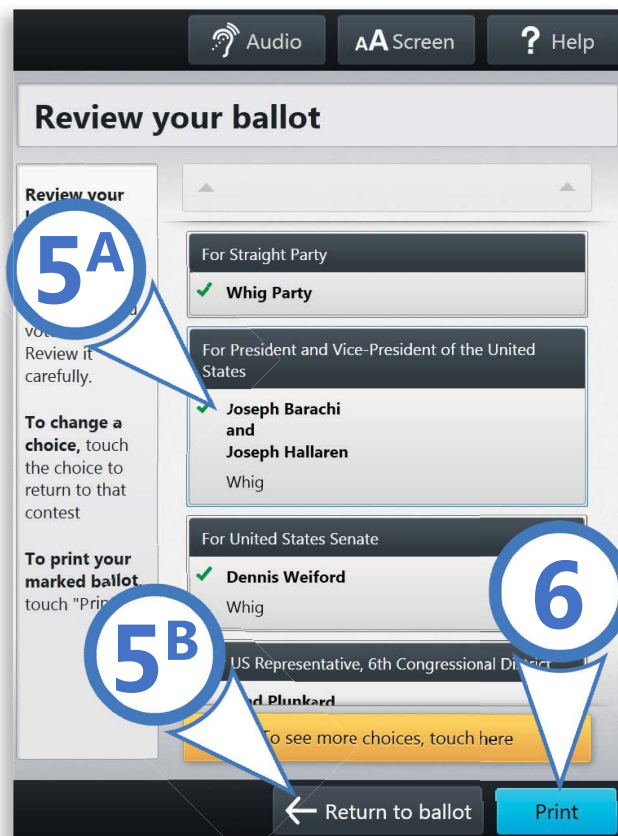


Marking Ballots with Verity Touch Writer, *continued*

5 When the voter has reached the end of the ballot, the **Review your ballot** screen appears.

- ▶ The voter can (A) select a specific contest to return to that contest on the ballot or (B) select **Return to ballot** to go to the last contest visited.

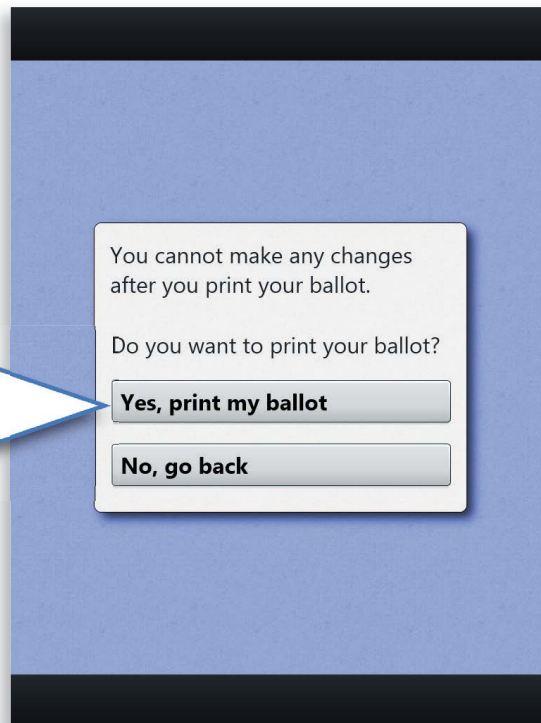
6 After reviewing and confirming choices, the voter selects **Print** to print the ballot. ▼



Marking Ballots with Verity Touch Writer, *continued*

- 7** Voter selects **Yes, print my ballot** ▶

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- 8** The voter retrieves the printed ballot from the laser printer next to their Verity Touch Writer.

- ▶ If your polling place is equipped with Verity Scan, The voter takes the printed ballot to the Verity Scan device to cast the ballot.

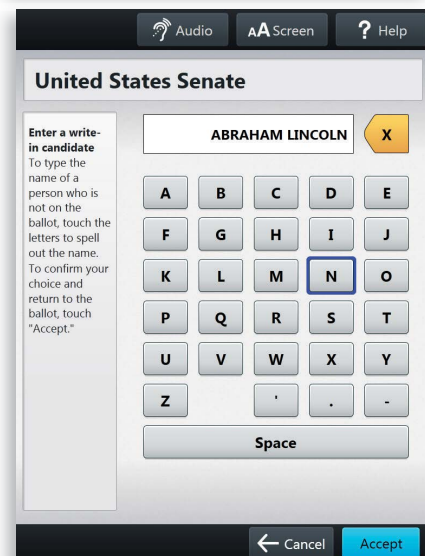


Making Write-in Choices

1 Voter selects the write-in option using the touch screen, or by using the Move wheel and Select button on the Verity Access. The **Enter Write-in** screen will appear. ▶



2 Voter uses the touch screen or the Move wheel and Select button on the Verity Access to type the name of their desired write-in candidate, and then selects **Accept**. ▶

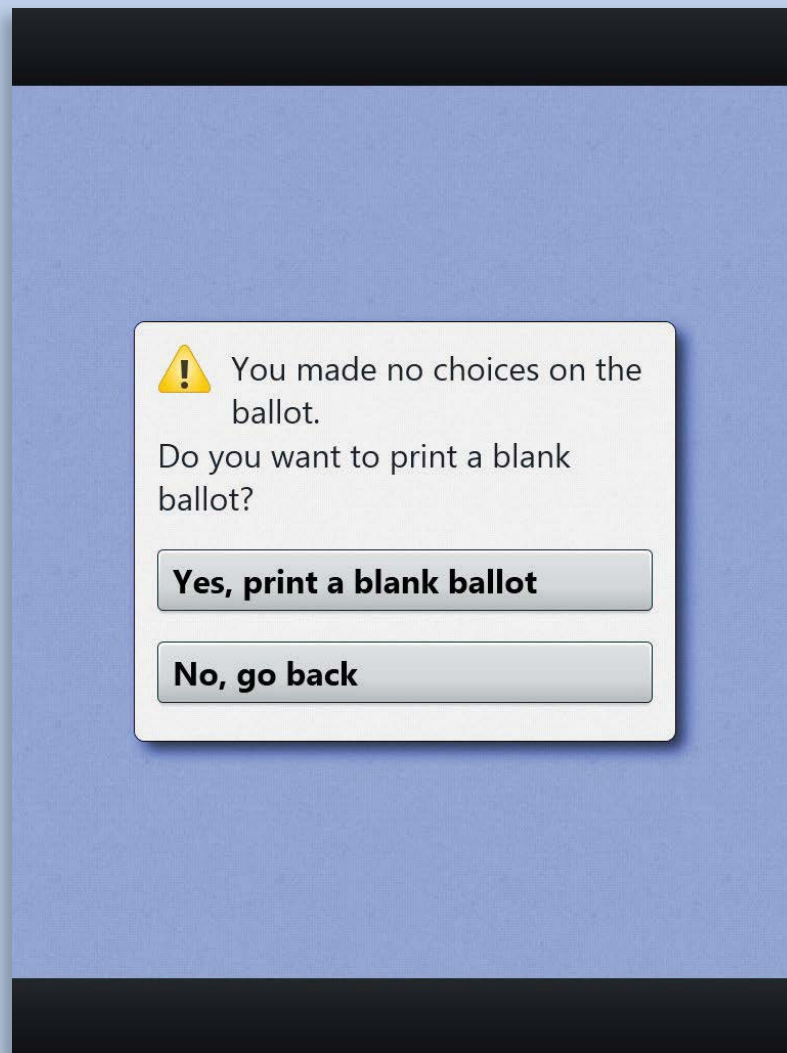


3 The write-in option will appear selected with a green box and check mark to the left of the choice, showing the write-in candidate name the voter typed.

Making Write-in Choices, *continued*

Printing Blank Ballots

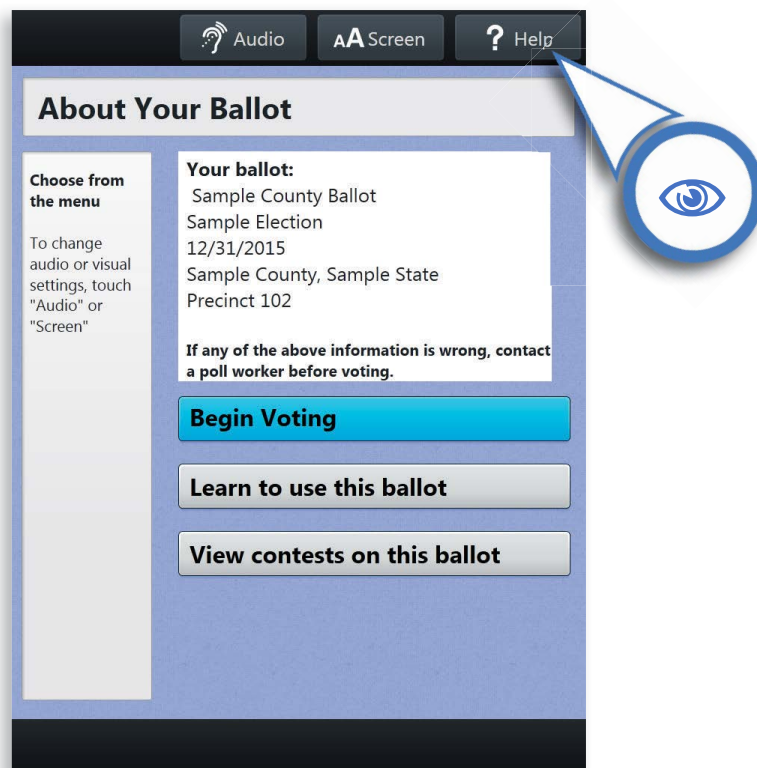
- ▶ If the voter has marked no choices and selects the Print button, Verity Touch Writer will ask the voter to confirm before printing the blank ballot.



Verity Touch Writer Help and Features

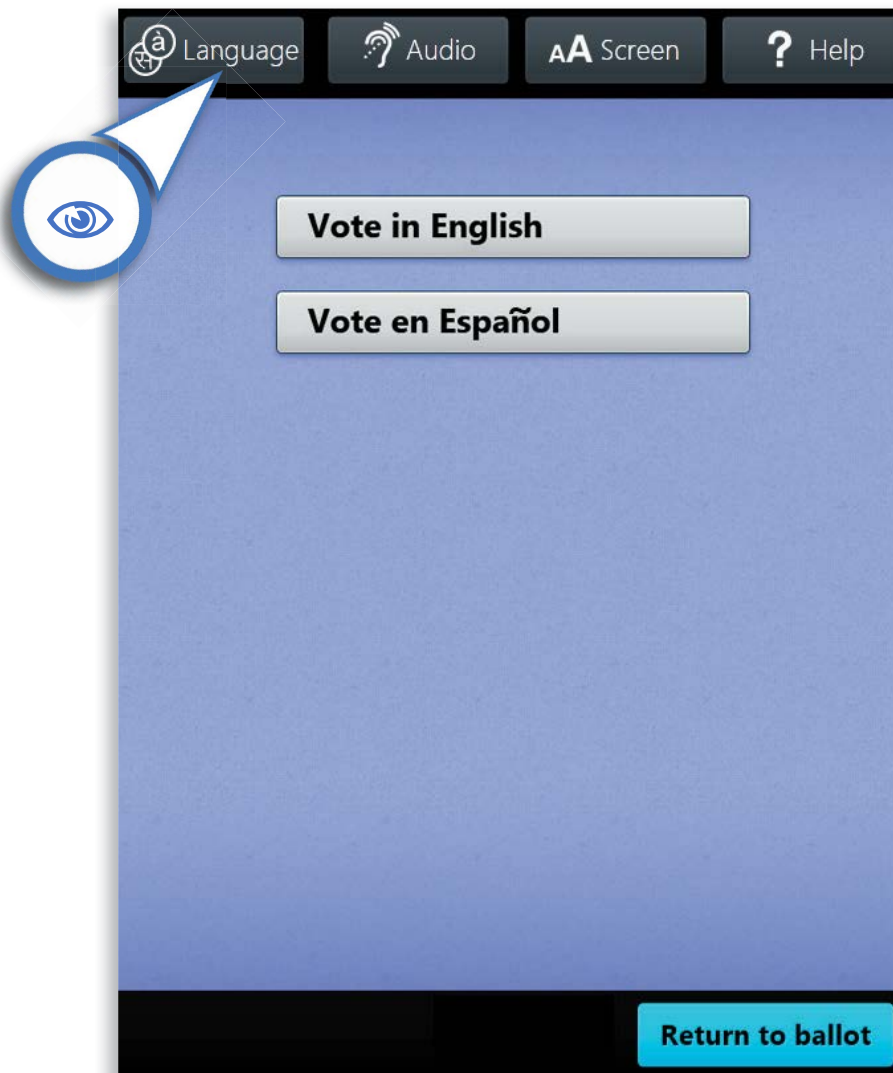
The Verity Touch Writer is equipped with context-specific voter help and settings that can be accessed from the touch screen. To exit help or settings screens and resume voting, select the **Exit Help** or **Return to ballot** button on the bottom right.

- ▶ The **Help** menu is located at the top right of the Verity Touch Writer screen. Selecting **Help** takes the voter to a screen with help text for the voting step currently underway. Help is also available via the help button on the Verity Access.



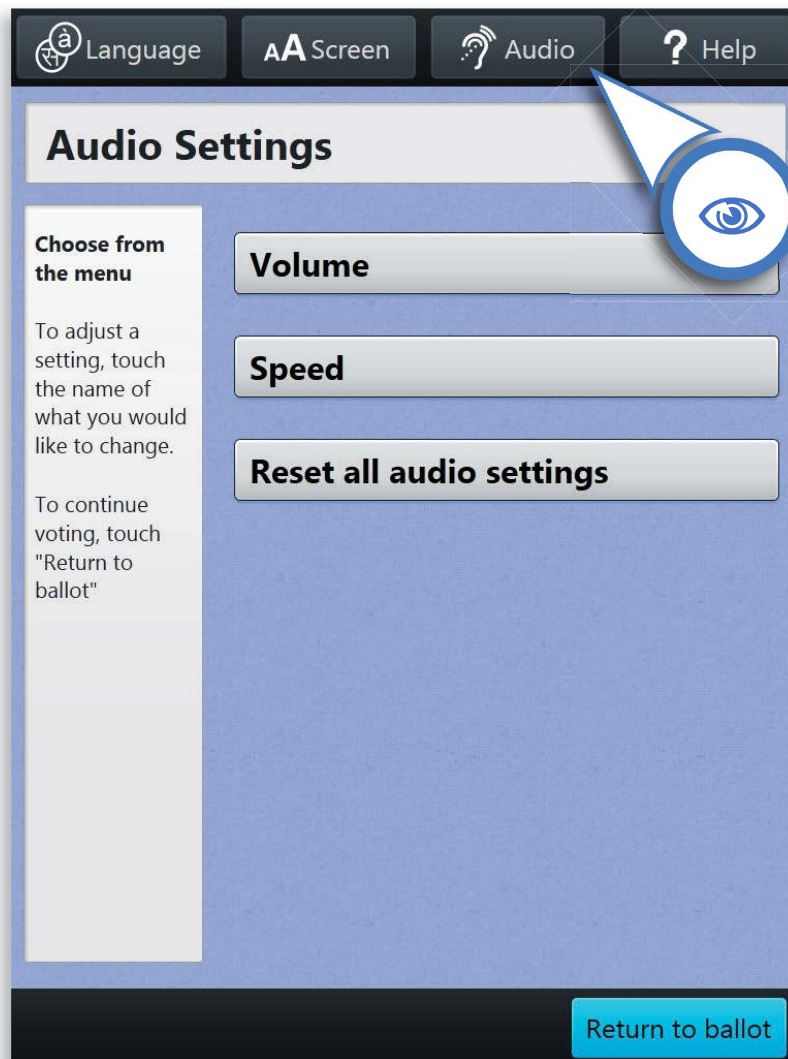
Verity Touch Writer Help and Features, *continued*

- ▶ If multiple languages are available, a **Language** menu will be located at the top left of the Verity Touch Writer screen. Selecting **Language** allows the voter to change the language of the instructions and ballot.



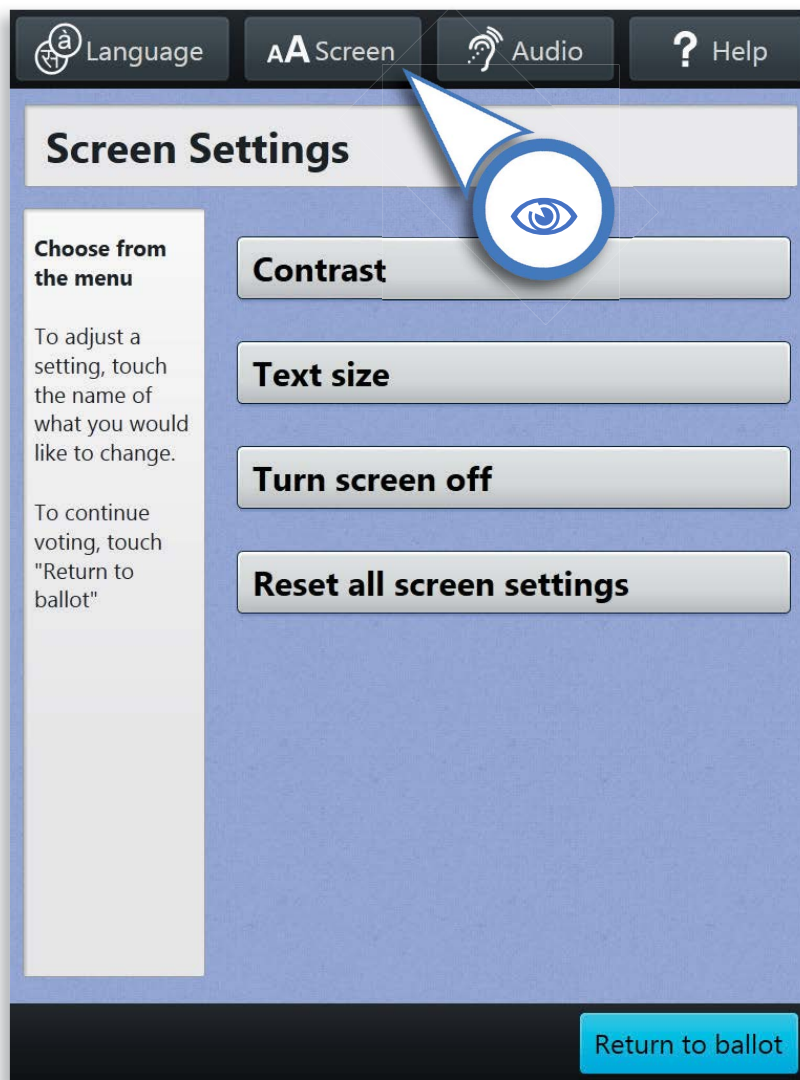
Verity Touch Writer Help and Features, *continued*

- ▶ The **Audio** menu is located at the top center right of the Verity Touch Writer screen. Selecting **Audio** allows the voter to change the audio settings (volume, speed, and pitch) for the headphones.



Verity Touch Writer Help and Features, *continued*

- ▶ The **Screen** menu is located at the top center left of the Verity Touch Writer screen. Selecting **Screen** allows the voter to change the screen settings (contrast and text size) and to turn the screen off (if using headphones only).



About Verity Access

Verity Access is an Audio-Tactile Interface (ATI) that allows voters with disabilities to vote privately and independently. Access includes headphones for voters with visual impairments, or others who want to hear the ballot. Verity Access is also compatible with tactile input switches and other inputs such as sip-and-puff devices. With Verity Access, a voter can:

- Navigate through a ballot with the Move wheel
 - Make selections on a ballot with the Select button
- ▶ Headphones can be plugged into the top left side of the Verity Access.
- ▶ Tactile switches, sip-and-puff, or any dual-switch stereo input devices can be plugged into the top right side.



About Verity Access, *continued*

Installing Headphones

To install headphones on the Verity Access interface:

- 1** Lift the Verity Access from its cradle. ▶



- 2** Plug the headphone cord into the headphone jack on the top left of the Verity Access. The headphone jack is also indicated by the raised headphone symbol. ▶



About Verity Access, *continued*

Installing Tactile Switches or Other Input Devices

To install input devices on the Verity Access interface:

- 1** Lift the Verity Access from its cradle. ▶



- 2** Plug the tactile switches, sip-and-puff, or other stereo input device cord into the jack on the top *right* of the Verity Access. The input jack is also indicated by the raised wheelchair symbol. ▶



Spoiling a Ballot on Verity Touch Writer *(if ballot has not been printed)*

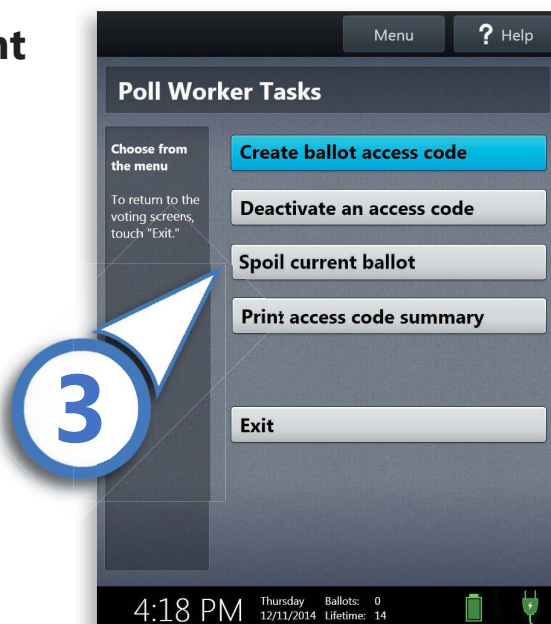
- ▶ The Spoil Current Ballot menu allows you to spoil (discard) the current ballot before it is printed.

1 Press the blue poll worker button on the back of the Verity Touch Writer. ▶



2 Enter the Poll Worker Code and select **Accept**.

3 Select **Spoil current ballot**. ▶

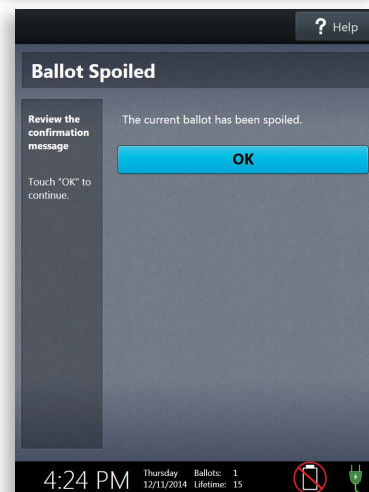


Spoiling a Ballot on Verity Touch Writer, *continued*

4 Select **Yes, spoil the ballot.** ▶



5 Select **OK**. Fill out and file any paperwork required by your jurisdiction. ▶



Spoiling Printed Paper Ballots

To spoil a ballot that has already been printed from Verity Touch Writer, or to spoil a preprinted paper ballot, follow your local procedures (for example, filling out a spoiled ballot log and envelope).

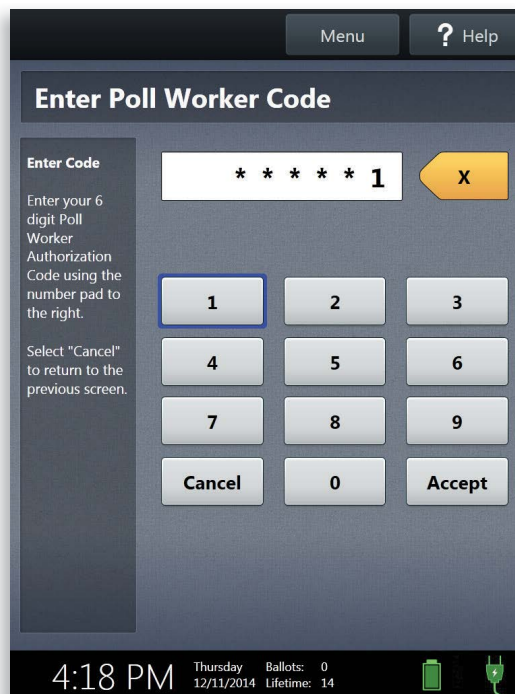
Deactivating an Access Code

To deactivate an unused Access Code, or to check the status of an Access Code, follow the steps below:

1 Push the blue poll worker button at the back of the Verity Touch Writer. ▶

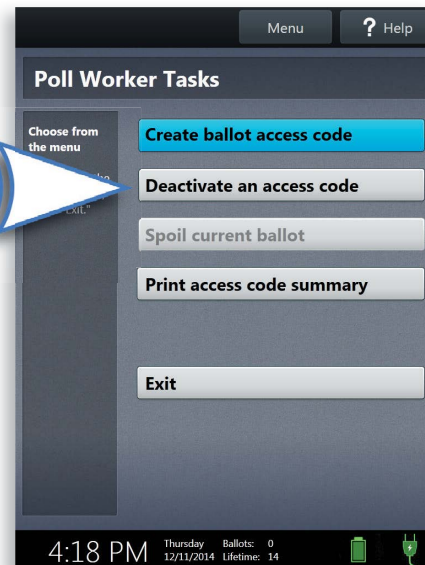
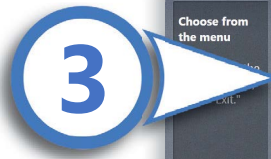


2 Enter the Poll Worker Code and select **Accept**. ▶



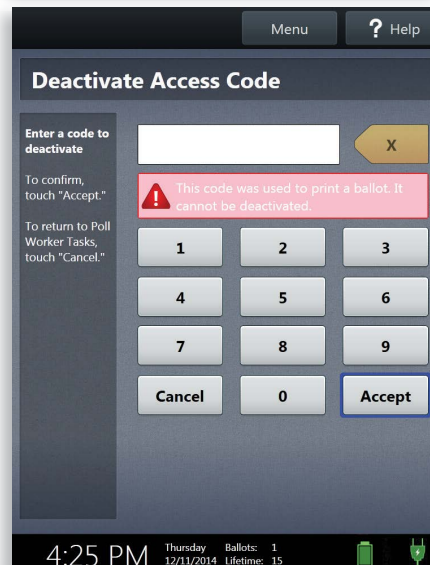
Deactivating an Access Code, *continued*

3 Select **Deactivate an Access Code**. ▶



4 Enter the Access Code. Select **Accept** to deactivate an active code. If the code cannot be deactivated, a message will display explaining why:

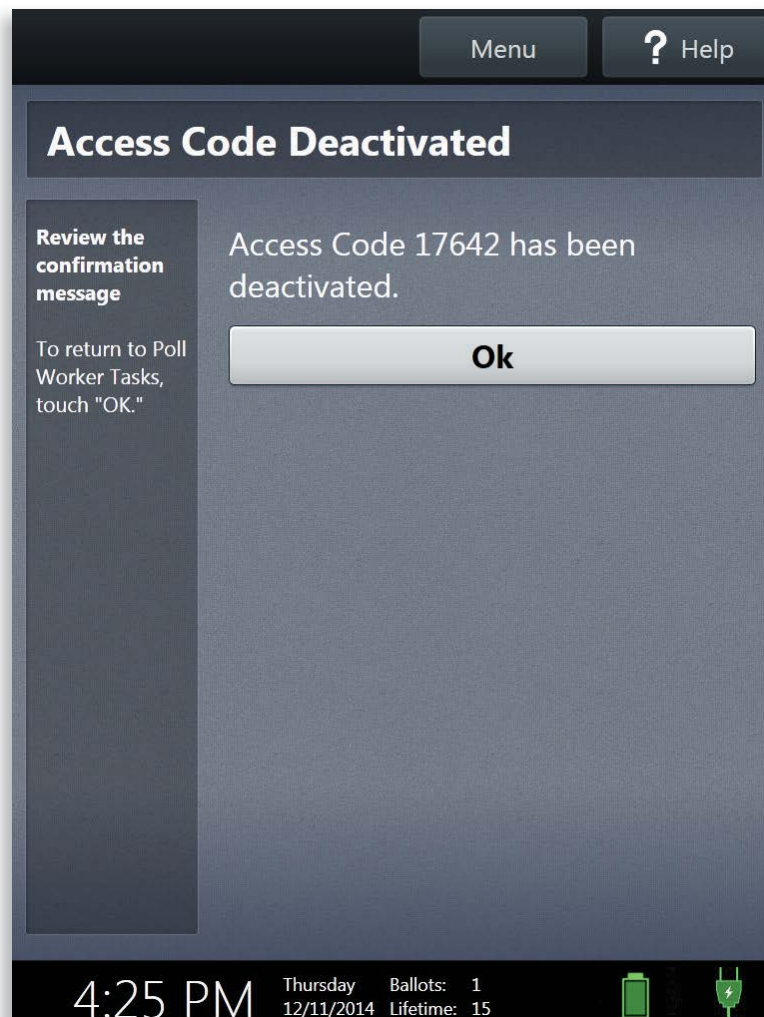
- This code was used to print a ballot.
- This code was spoiled.
- This code is expired.



Deactivating an Access Code, *continued*

5 Select **OK**.

Ensure a voter is qualified and has not already voted **before issuing the voter a new Access Code.**



Printing Access Code Summaries

- ▶ You can print an Access Code summary on Verity Touch Writer at any time. This report lists the number of Access Codes issued, grouped by status, and total number of ballots printed.

1 Press the *blue* poll worker button on the back of the Verity Touch Writer.



2 Enter the Poll Worker Code and select **Accept**.

3 Select **Print Access Code summary**. ▶

