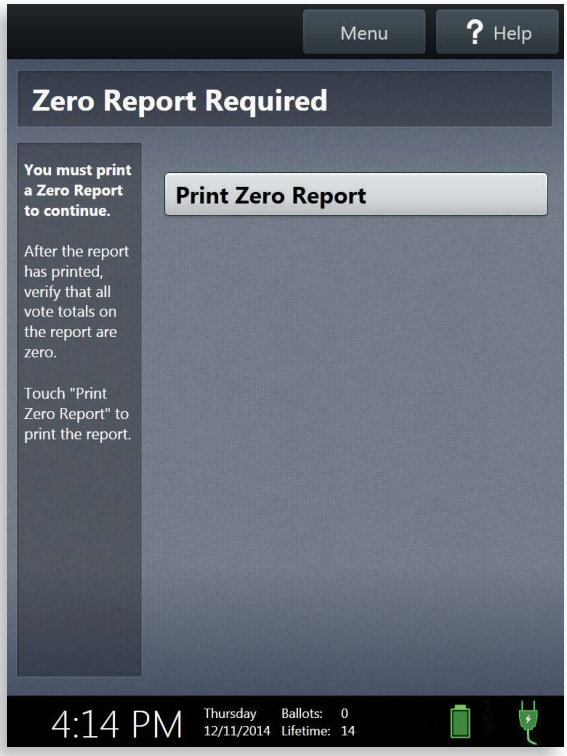
DELAWARE COUNTY PENNSYLVANIA
SAFE SOUND SECURE ELECTIONS
BUREAU OF ELECTIONS

# How to Use Verity Scan

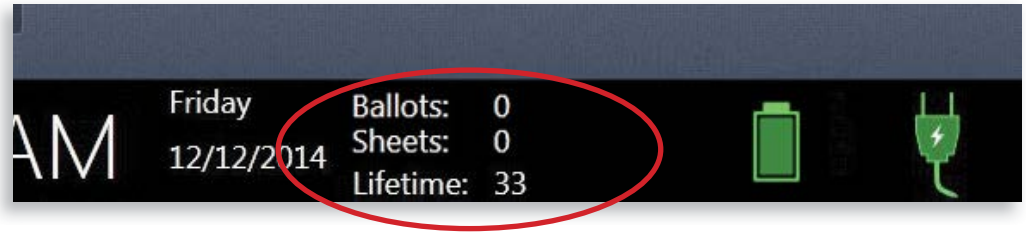
Welcome to the *How to Use Verity Scan* learning module. In this short guide, you'll learn what different items on the screen mean, how to operate the printer, and procedures for entering codes and opening the polls. Let's get started!

# 1 Understanding the Screen

When powered up for the first time on Election Day the Verity Scan should display the **Print Zero Report** screen. ▶



## Understanding the Screen, *continued*




The following information appears at the bottom of the screen:

### Ballots

- This is the number of ballots scanned and cast on the Verity Scan for the current election.
- At the start of Election Day, this number should be zero.

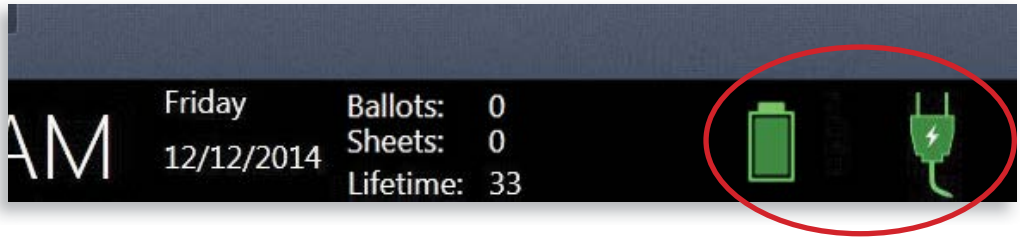
### Sheets

- This is the number of ballot sheets scanned on the Verity Scan for the current election.
- At the start of Election Day, this number should be zero.

### Lifetime

- This is the number of ballots scanned and cast on the Verity Scan for the lifetime of the device (for all elections).
- This number will vary.

## Understanding the Screen, *continued*




### 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 Verity Scan Power-On Self Test report.

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

# Poll Worker Button

The blue poll worker button is located on the back of Verity Scan. This button is used for certain actions such as accessing the close polls menu and (depending on the election settings chosen in your jurisdiction) overriding rejected ballots.

# 2 Operating 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 Scan. ▶

**2** To open the paper compartment: While standing in front of the Verity Scan, pull the lever on the top of the printer cover towards you. ▶

## Operating 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. ▶

# Operating the Printer, *continued*

## Entering Passcodes

- Passcodes can be entered via the device touch screen.
- Passcodes must be 6 digits long.
- 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.

# 3 Opening Polls Procedure

**! 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.

You must open polls on Election Day.

## **Opening Polls Procedure**, *continued*

**1** Setup and power on all devices. Confirm that you are running on AC power. ▶

**2** Select **Print Zero Report.** ▶

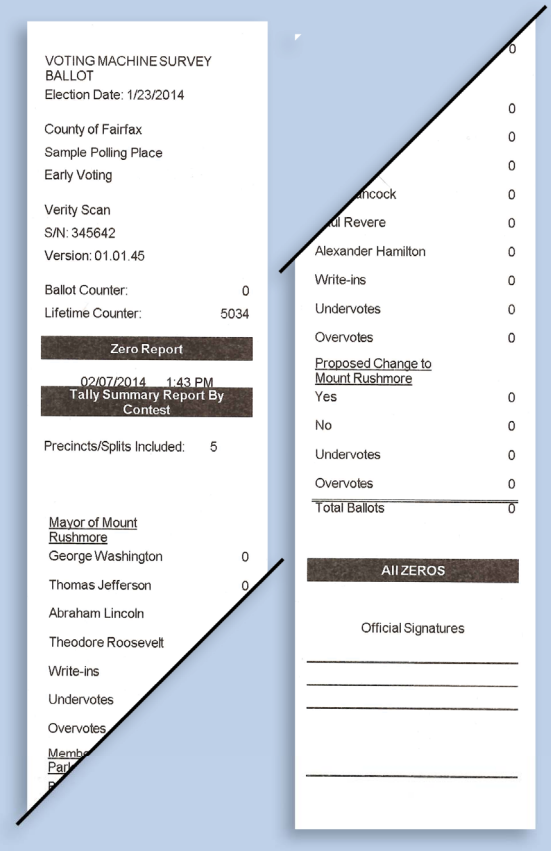
**3** Wait while the Zero report prints on the Verity Scan thermal printer.

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

## Opening Polls Procedure, *continued*

# About the Zero Report

- This report verifies that no votes have been cast 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.



VOTING MACHINE 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**

02/07/2014 1:43 PM
**Tally Summary Report By Contest**

Precincts/Splits Included: 5

Mayor of Mount Rushmore
George Washington 0
Thomas Jefferson 0
Abraham Lincoln
Theodore Roosevelt
Write-ins
Undervotes
Overvotes

0
0
0
0
ancock 0
ul Revere 0
Alexander Hamilton 0
Write-ins 0
Undervotes 0
Overvotes 0

Proposed Change to Mount Rushmore
Yes 0
No 0
Undervotes 0
Overvotes 0
Total Ballots 0

**All ZEROS**

Official Signatures

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

## Opening Polls Procedure, *continued*

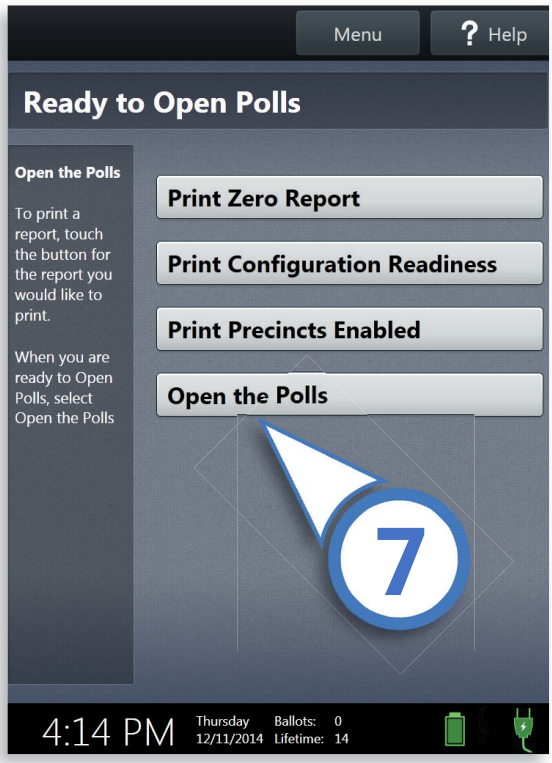
**4** Verify the ballot count total on the Zero report and enter it in the Reconciliation Log.

**5** Verify that the precinct(s) and polling place on the report are correct.

**6** Verify that the clock in the bottom left corner of the screen displays the correct time.

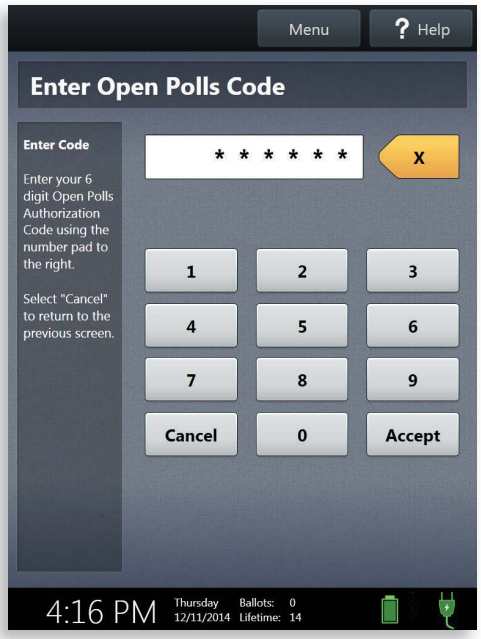
**If the ballot count, precinct/polling place, or device clock are not correct, contact your elections office.**

**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. ▶

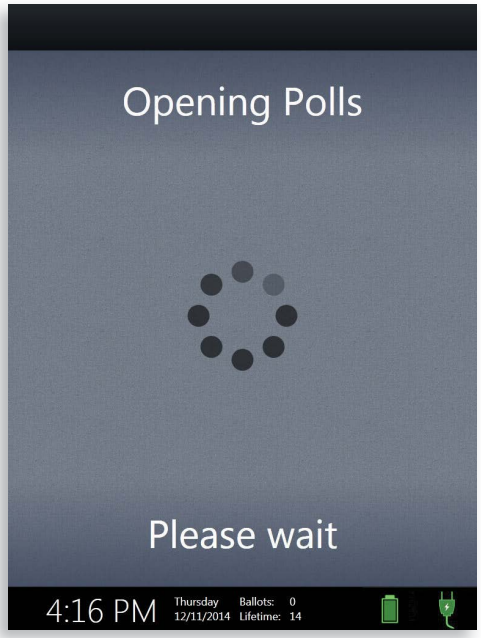


## Opening Polls Procedure, *continued*

**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 Polls Procedure, *continued*

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

- When the Verity Scan screen displays Insert Ballot, the device is ready to scan ballots.

## Opening Polls Checklist

- ☐ **1** Set up Verity Scan
- ☐ **2** Print the Verity Scan 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 Verity Scan screen displays 'Insert Ballot'