



# Closing Polls on Verity Touch Writer



Welcome to the *Closing Polls on Verity Touch Writer* learning module. This module focuses on the important steps that must be followed to close the polls on Election Day.

You'll also see some tips about disconnecting the device and closing it up at the end of the day. For more detail on these steps, be sure to view the *Breaking Down and Packing Up* voting machine warehouse video.

# Closing Polls on Verity Touch Writer

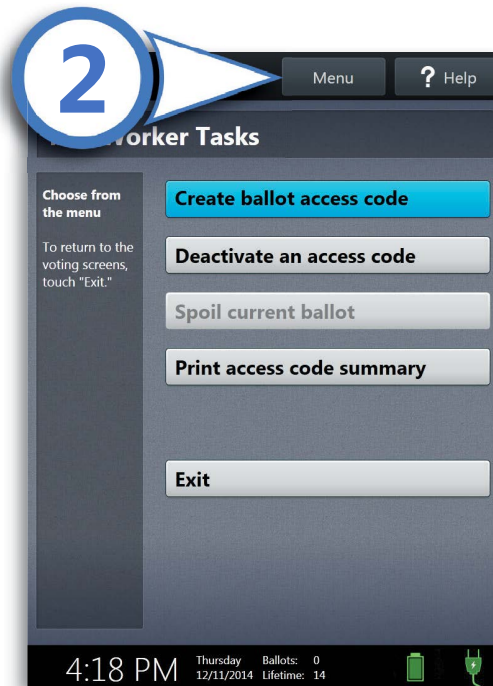
**! IMPORTANT:** Wait until the close polls time to close polls. Once polls are closed they cannot be reopened on that device.

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

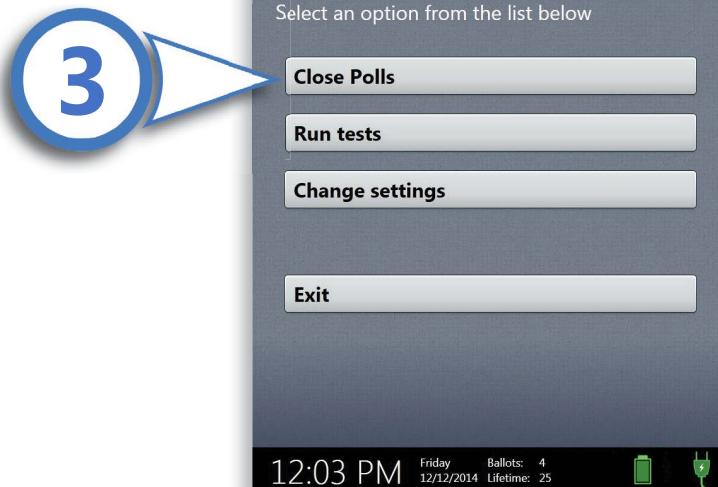


## Closing Polls on Verity Touch Writer, *continued*

**2** Select **Menu**. ▶



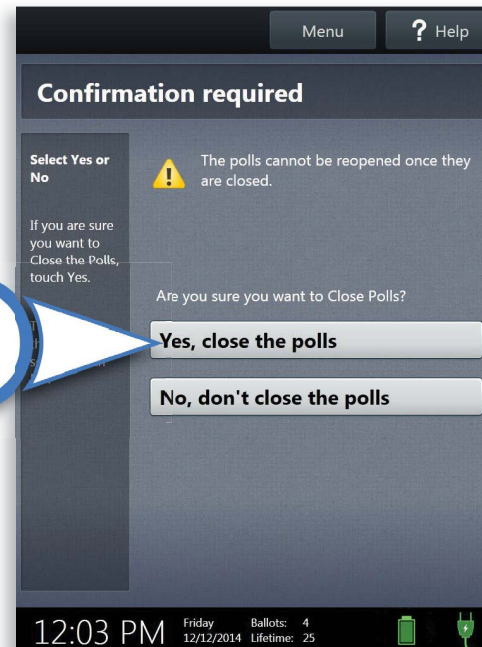
**3** Select **Close Polls**. ▶



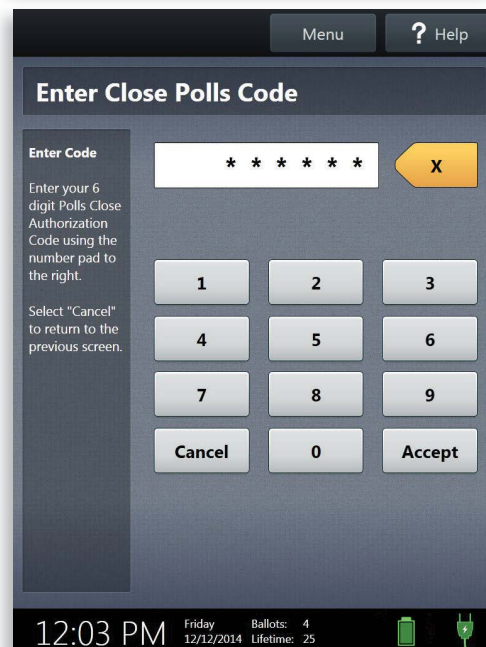
## Closing Polls on Verity Touch Writer, *continued*

**4** Select **Yes, close the polls.** ▶

**IMPORTANT: Once polls have been closed, they cannot be reopened on that device.**

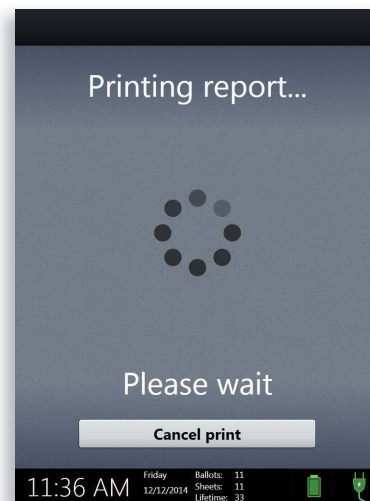


**5** Enter your Close Polls Code and select **Accept.** ▶

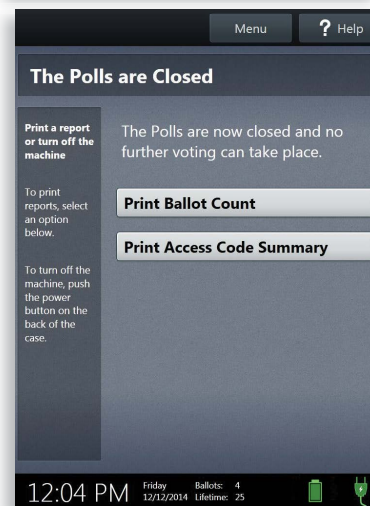


## Closing Polls on Verity Touch Writer, *continued*

**6** Wait while the Close Polls report prints. ▶



**7** The polls are now closed. Print and file available reports as required. ▶



## Closing Polls on Verity Touch Writer, *continued*

**8** Press the *red* power button on the back of the Verity Touch Writer to power it down.

- ▶ Wait for the Touch Writer to be completely powered down and showing a black screen before unlocking the tablet and removing it from the cradle.
- ▶ After stowing the tablet, make sure to lock it in with the key and pull the blue latch down to secure it in place.

**9** Follow guidelines, including chain-of-custody procedures, when transferring voting devices, vDrives, and/or ballots to your central counting location.

---

 **TIP:**

Some models of Verity power cord have a connector that locks into place. If you have this type of power cord, the connector will make a small “click” when connecting. To disconnect the power cord, grasp the cord at the base of the black connector molding where it connects to the Verity device, and slide back the sleeve. This will unlock the connection so that the cord may be removed.

---