



Setting Up Verity Scan



Welcome to the *Setting Up Verity Scan* learning module. Here you'll see the basic steps of setting up your ballot box and the Verity Scan digital scanner.

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.

1

Setting Up the Ballot Box

1 Position the folded ballot box as shown. ▶

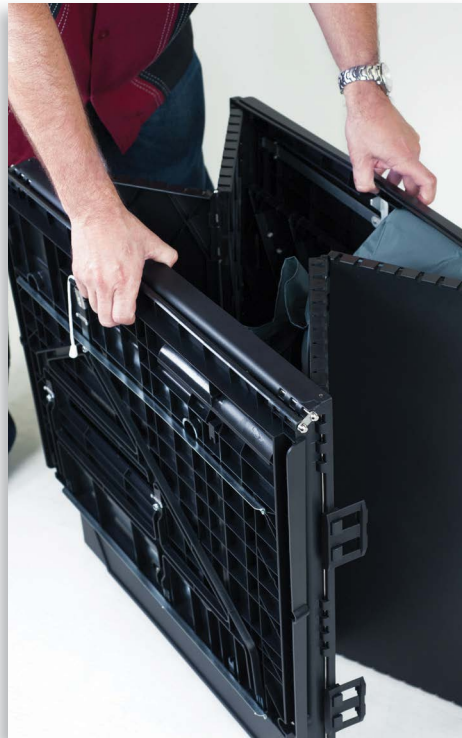


Setting Up the Ballot Box, *continued*

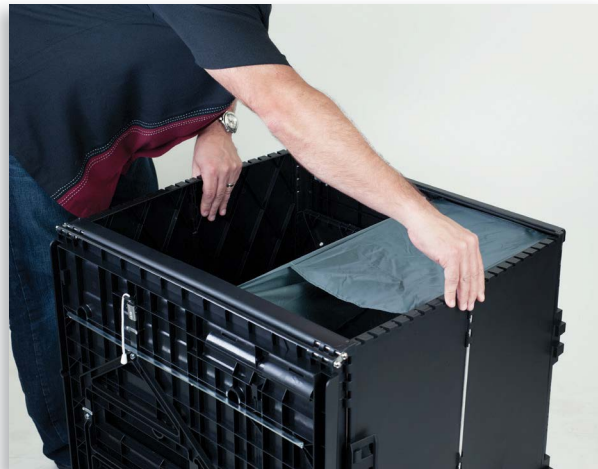
2 Unlatch the 4 clips (2 on each side). ▼



3 Pull open the ballot box. ▼



4 Press the side panels outward until they are flat, being careful not to pinch your hands or fingers. ►



Setting Up the Ballot Box, *continued*

- 5** Lower the bottom panel but do not press down. ▶



- 6** Release the lid by unhooking the 3 straps. ▶



Setting Up the Ballot Box, *continued*

7 Pull the string on the underside of the lid toward you to unlock the lid latch. ▶▼



Setting Up the Ballot Box, *continued*

8 Lift the lid while gently pulling upward and outward, ensuring that the double hinge is fully extended. Lay the lid across the top of ballot box, and then press it down. Do not force it.

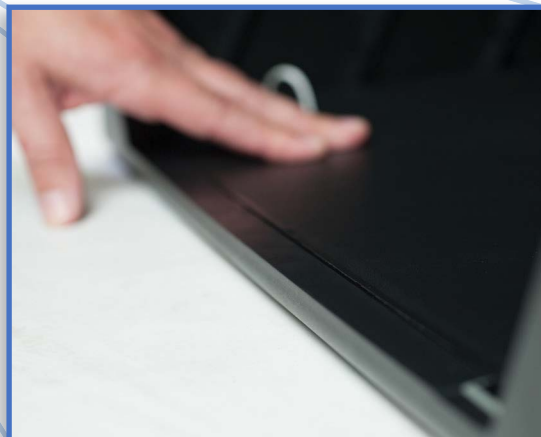


Setting Up the Ballot Box, *continued*

9 Unlock the front door with the ballot box key. ▶



10 Press firmly on bottom panel to lock it in place. ▶



Setting Up the Ballot Box, *continued*

11 Place the ballot bag inside the ballot box. ▶



2

Setting Up Verity Scan

- 1** Set the Verity Scan on top of the ballot box, aligning footpads with the indentations. ▼



- 2** Reach inside the ballot box and push the latch away from you to lock the lid and the Verity Scan in place. ▼



- 3** Close and lock the front ballot box door. ▼



Setting Up Verity Scan, *continued*

4 Unlock the case (if locked).
Open the case and remove the power brick and power cord from the storage compartment. Close the compartment and case. ▶



5 Plug the power cord into the power brick. ▶



6 Plug the power brick into the back of the Verity Scan (flat part up). ▼



Setting Up Verity Scan, *continued*

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



- 8** ▼ Unlock the tablet.



- 9** ▼ Open the latch.



Setting Up Verity Scan, *continued*

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



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



Setting Up Verity Scan, *continued*

12 Lock the tablet in place.



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

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



Setting Up Verity Scan, *continued*

14 Verify the Verity Scan device seals, per local procedure. Attach privacy screens, if applicable. ▶



15 Power on the Verity Scan using the red power button on the back of the device. ▼



16 During the power on process, the Verity Scan 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 Scan Setup Checklist

- 1** Set up ballot box
- 2** Place ballot bag in ballot box
- 3** Set up Verity Scan
- 4** Power on Verity Scan