DELAWARE COUNTY PENNSYLVANIA

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ELECTIONS

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Voting with Verity Scan

Welcome to the *Voting with Verity Scan* 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 Touch Writer* and the available video on *Election Day Processing 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.

Instructions for Hand-Marking Ballots

1 Voter fills in the selection box to the left of their choices completely, using a blue or black pen.


2 When the voter has finished marking their ballot, they take the ballot to the Verity Scan device.

3 Voter inserts the voted ballot into the Verity Scan and follows the scanner screen directions to cast their ballot.

NOTE: *When voting for write-in candidates, the box to the left of the words "Write-In" must be filled completely, and the write-in candidate's name printed on the adjacent line.*

Verity Scan Insert Ballot Screen

Verity Scan is ready to scan when you see the Inser Ballot screen. ▼   t
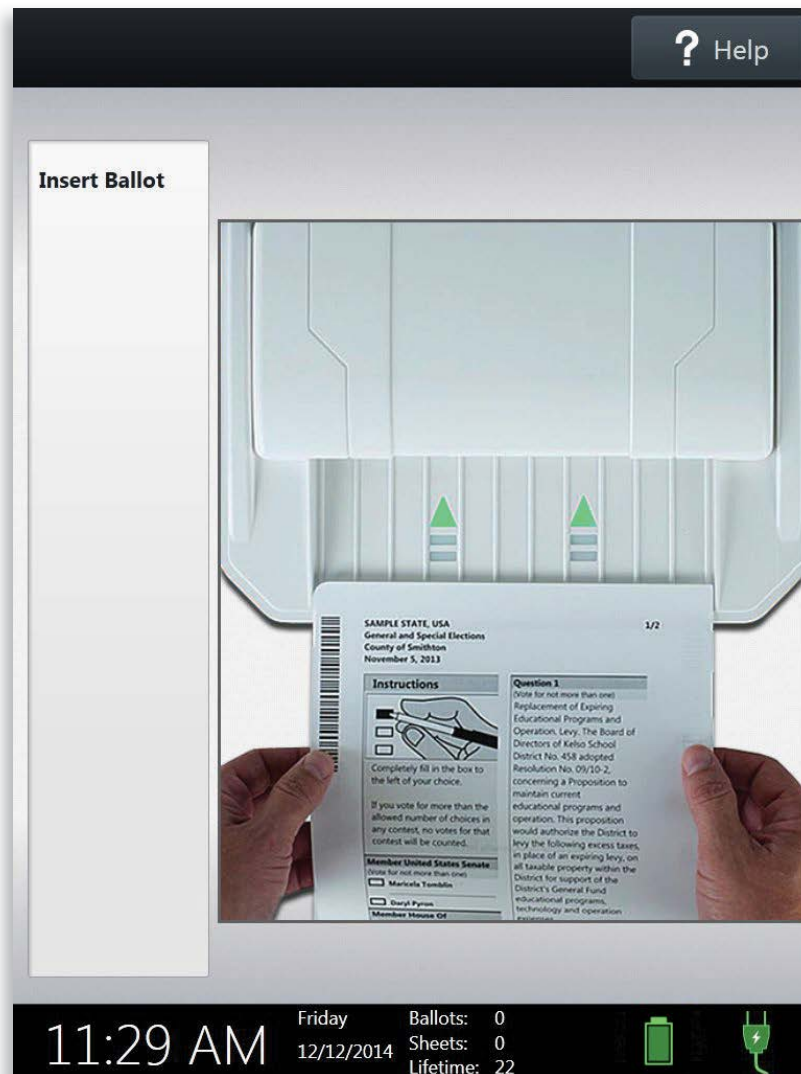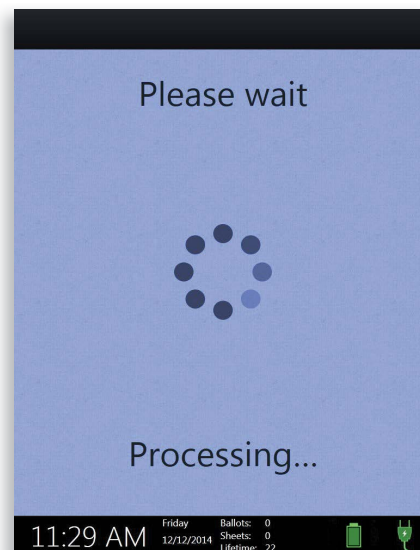
Scanning Marked Ballots with Verity Scan

1 Voter takes the voted ballot to the Verity Scan device. If using a privacy sleeve, remove the sleeve before scanning the ballot.

2 Voter inserts the voted ballot into Verity Scan. Flashing green arrows indicate the location and direction of the scanner feed. ▶

☞ **TIP:** Ballots must be fed into Verity Scan short edge first, but otherwise can be inserted in any direction.
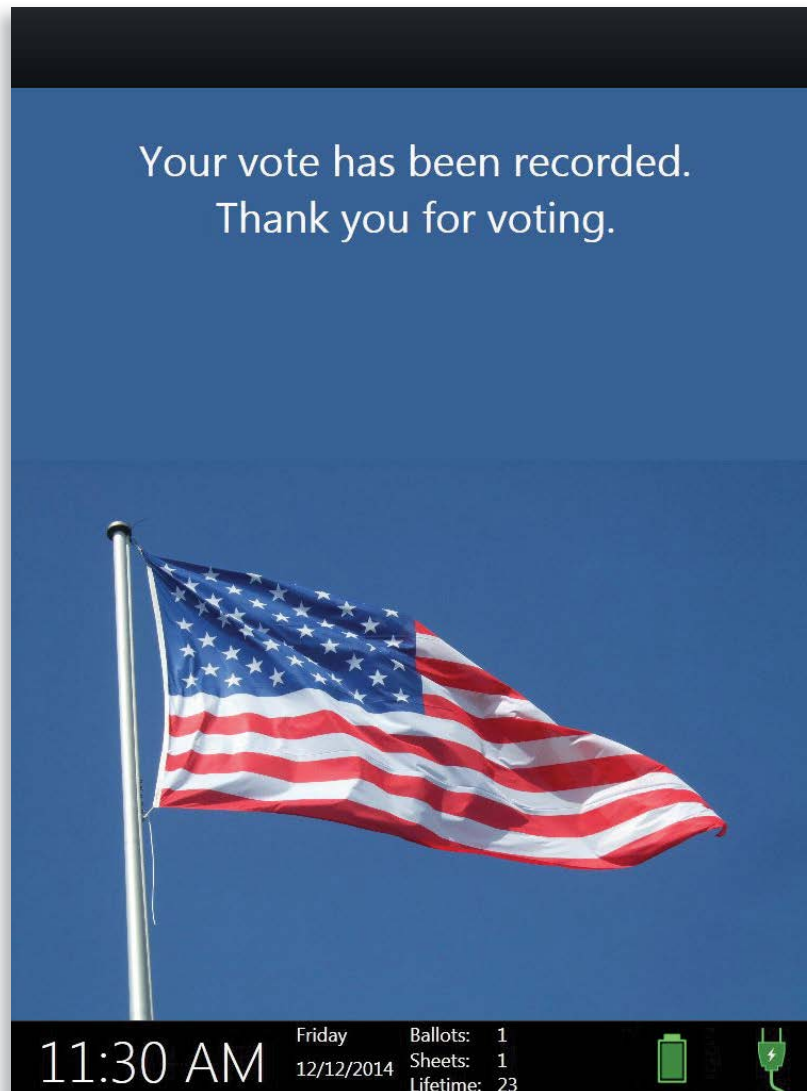
3 After a ballot has been scanned, the voter waits a brief moment while the ballot is processed. ▶

Please wait

Processing...

11:29 AM Friday 12/12/2014 Ballots: 0 Sheets: 0 Lifetime: 22

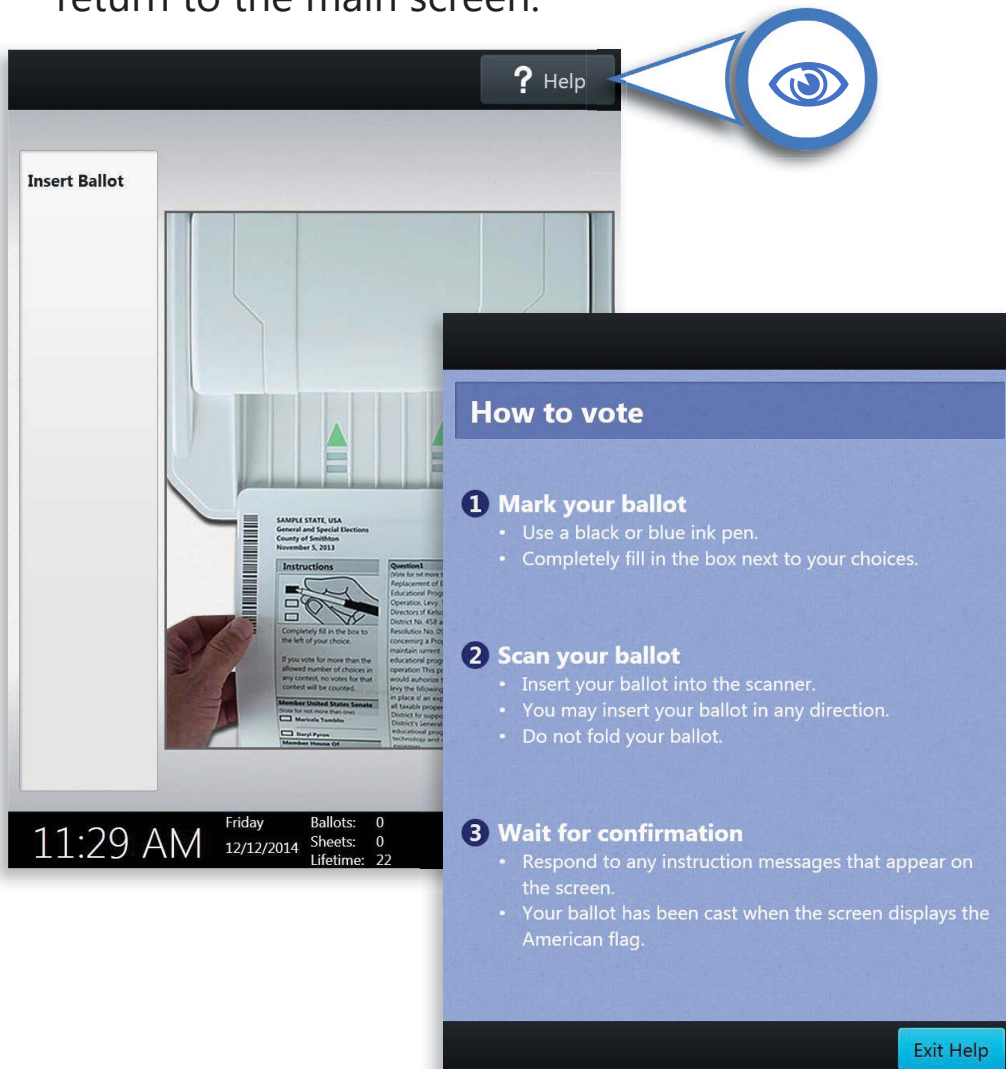## Scanning Marked Ballots with Verity Scan,
continued

4 The voter's ballot has been cast when they see the waving American flag. If enabled, an audible chime will also be heard. ▼

Verity Scan Help and Features

▶ The **Help** button is located at the top right of the Verity Scan screen. This button takes the voter to a screen with help text for the voting step currently underway. Select **Exit Help** on the bottom right to return to the main screen.

▶ If errors or other messages appear, Verity Scan may also display a language button in the upper left. Selecting the language button will allow the voter to choose from a list of available languages in which to display the messages.
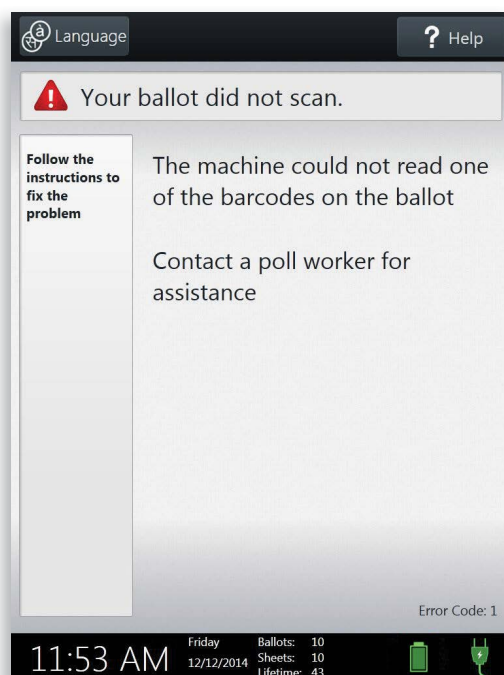
Spoiling Printed Paper Ballots

To spoil a preprinted paper ballot, follow your local procedures (for example, filling out a spoiled ballot log and envelope).

Scanning Overvoted Ballots

If scanning manually voted paper ballots, and the voter has overvoted (marked too many choices), Verity Scan will allow the voter to remove the ballot.

This requires that the ballot be spoiled and a new ballot issued.

At no time are you to take the ballot from the voter. The voter should remove the ballot, fold the ballot, and take it to the board to be placed in the spoiled ballot envelope.
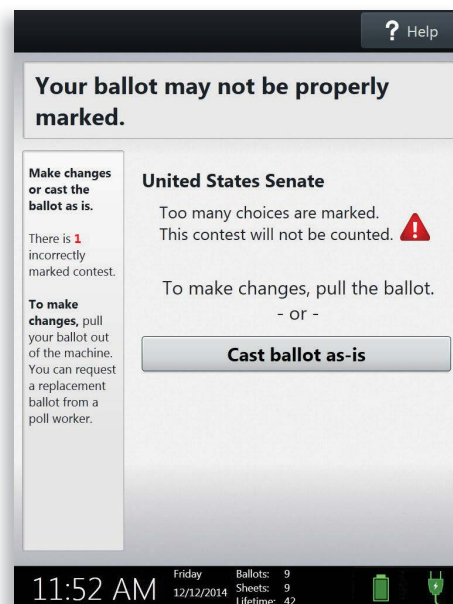
Scanning Undervoted and Blank Ballots

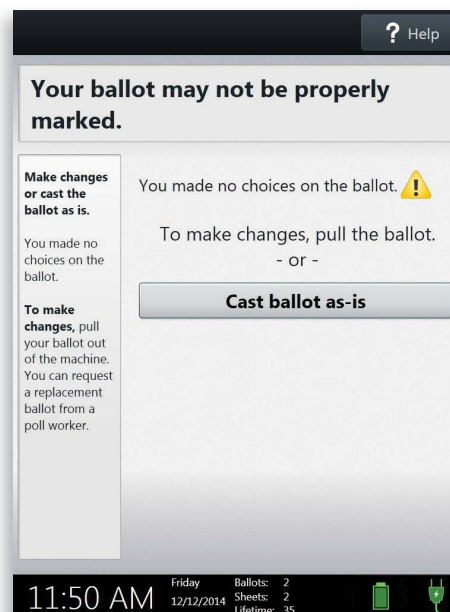If the voter has undervoted (left a contest or contests blank), Verity Scan may allow the voter to:
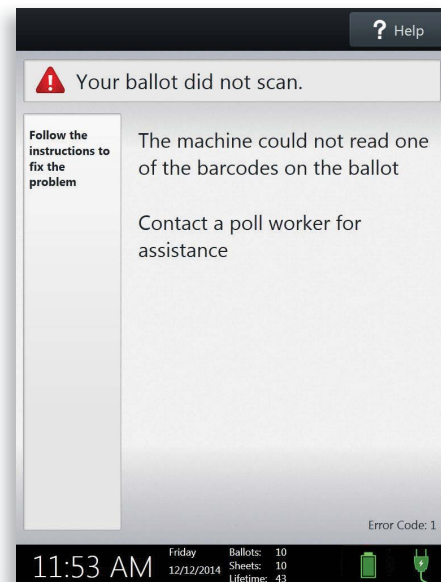
A Remove their ballot and make changes, *or*

B Cast their ballot as-is

Scanning Problems

If the ballot does not scan correctly, Verity Scan will display the screen shown, and the voter will be instructed to either re-scan or contact a poll worker for assistance. ▶

Provisional Ballots

▶ Follow your local jurisdiction's guidelines for issuing provisional ballots.

▶ **Provisional ballots should never be scanned at the polling place using Verity Scan.**

▶ Procedures vary from jurisdiction to jurisdiction; a typical procedure requires that provisional ballots be placed in a provisional ballot envelope, which is then kept separate from other ballots.

Other Verity Scan Features

Pressing the poll worker button on the Verity Scan will allow election staff to access additional Verity Scan features.

Run Tests, Change Settings, and Administrator menus

Availability of these menus will depend on the current state of the device. Poll workers should not access these menus unless they have been authorized to do so by election officials, and only after receiving proper training in their use.