Verity Print Field Guide

VERSION 2.7

Document Number 6651-058 A00

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about this guide
This *Verity Field Guide* is a portable guide to using Verity Print.

Verity Print Field Guide

VERSION 2.7

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Verity Print

Verity Print is an on-demand ballot printing device; using Verity Print, you can print and issue blank paper ballots to voters using an attached ballot printer. The voter then hand-marks their ballot and casts it either using Verity Scan, or into a ballot box to be scanned centrally.

vDrives are used to transfer digital ballot styles from the Verity election definition software to Verity Print, and to transfer device audit log data from Verity Print to Verity software (vote data is not stored on Verity Print). vDrives are inserted into a standard USB port located in a locked and sealed compartment; each Verity Print has its own vDrive.

NOTE: *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.*

setting up Verity Print

setting up the ballot printer

1. Set up the ballot printer on the table next to where you will set up the Verity Print.

2. Plug in the square end of the USB printer cable into the printer. (The flat end will be plugged into the Verity Print.) ▶

Brother HLL2400

OKI B432

3. Insert the printer power cord into the printer and the other end into an outlet or UPS/battery backup.

4. Load the ballot printer with appropriate ballot paper. Note that the paper size will vary by election, and the printer tray configuration may vary depending on the type of printer used. Follow local procedures.

    - On most printers, ballot sizes up to 14" can be loaded into the stock main printer tray (Tray 1).
    - For ballot sizes of 8.5" x 17" or larger, a tray extension kit (provided by your jurisdiction) must be installed.
    - You may use the space provided on the following page to document any printer setup information specific to your jurisdiction.

5. Do not power on the printer at this time - the printer should be powered on after the Verity Print.

notes:

setting up the Verity Print

1. Position the Verity Print on a table next to the ballot printer.

2. Follow local procedures to the remove tamper seal from the Verity Print handle, if applicable. 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. ▶

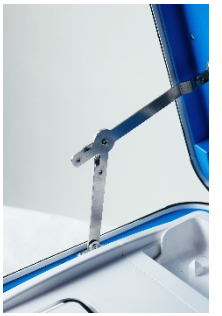
3. Plug the power cord into the power brick, and then plug the power brick into the back of the Verity Print (flat side up). ▼

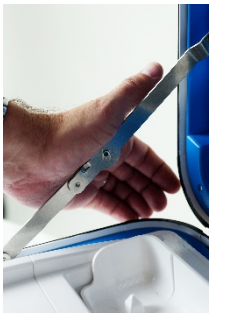
IMPORTANT: Do not plug the power cord into the wall yet.

4. Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity Print, with the notch facing up. ▼

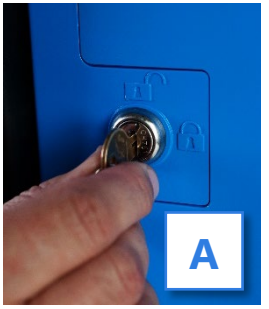
5. Open the Verity Print case and lock the lid brace in place. ▶

   IMPORTANT: Never tilt a device up by the handle while cords are connected – this can damage the cord where it connects to the device, or cause damage to the device itself.





6. Unlock (**A**), unlatch (**B**), and remove the tablet (**C**). ▼



7. Seat the tablet in the cradle (**A**), tilt it back (**B**), and lock it in place (**C**). ▼

8. Verify the Verity Print device seals, per local procedure.

9. Plug the power cord into AC power. A green light should illuminate on the power brick when AC power is present. ▶

10. Press the switch on the bottom right side of the *ballot printer* to power it on. ▶

11. Press the *red* button on the back of the Verity Print to power it on. ▶

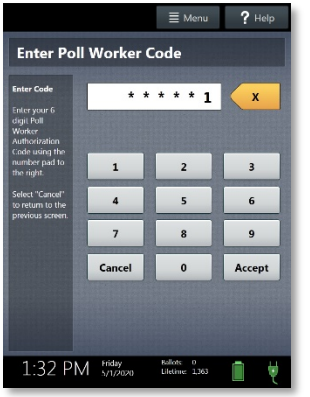
    - During the power on process, a Power-On Self Test report will print on Verity Print's built-in printer. This report will indicate any hardware or connection issues; if any issues are noted, check connections and power off the printer and the Verity Print. Power the printer on first before powering on the Verity Print.

12. *(if applicable)* If your jurisdiction uses the AutoBallot barcode reader: Wait until the Verity Print finishes powering up and displays the **Enter Poll Worker Code** screen, and then connect the AutoBallot barcode reader to the USB connection located on the vDrive compartment above the report printer. ▶

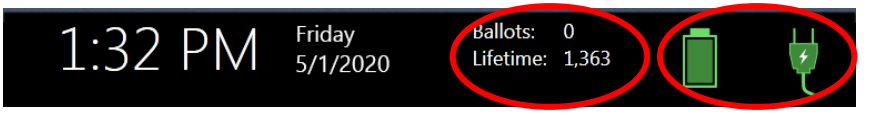
Verity Print orientation

screen orientation

When powered up for the first time the device is used during a voting event, Verity Print should display the Enter Poll Worker Code screen. ▶



In addition to the date and time, the following appears at the bottom of the screen:



- **Ballots:** The number of ballots printed using the Verity Print for the current election; at the start of a voting event, this number should be zero.
- **Lifetime:** The number of ballots printed using the Verity Printed for the lifetime of the device (for all elections).
- **Battery and AC power indicators:** A green battery icon indicates the battery is connected; a green plug icon indicates AC power is connected. Specific battery power level is found on the Verity Print Power-On Self Test report.

NOTE: *If AC power is not available, the device will automatically switch over to battery power, and a warning message will display. To dismiss the message and continue operating on battery power, touch "If the power is out, touch here to use battery".*

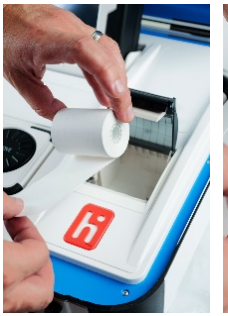
When battery power is low, and AC power is disconnected, a warning message will appear on the device screen. Reconnect the device to AC power.

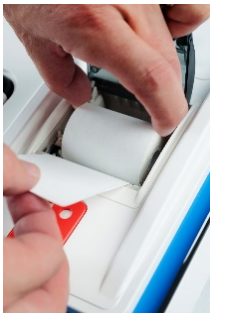
report printer operation

1. The thermal report printer is located on the right-hand side of the Verity Print. ▶

2. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover towards you and lift up to open the paper compartment. ▶

3. To replace paper: Place the new paper roll into the printer as shown. Paper must roll up from the bottom. ▶



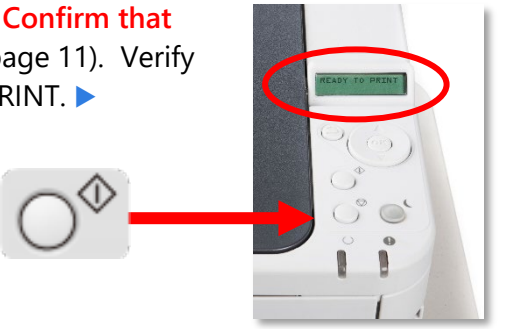


4. Close the printer cover. The paper must extend out from underneath the front edge of the cover. The white button can be used to advance the paper. ▶

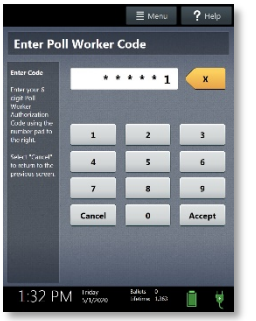
printing ballots

1. Setup and power on the Verity Print. **Confirm that you are running on AC power** (see page 11). Verify that the printer displays READY TO PRINT. ▶

   If the printer is offline, or in power save/sleep mode, press the ONLINE button to wake up the printer. ▶

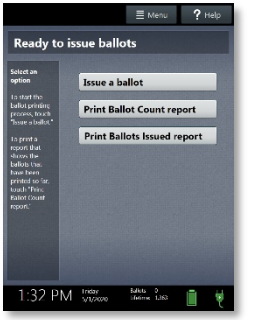


2. When prompted, enter the Poll Worker Code and select **Accept**. ▶



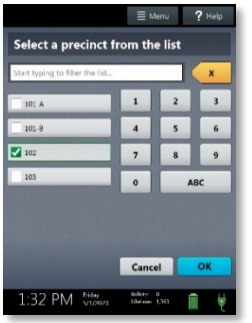
3. The Ready to issue ballots screen will display. Select **Issue a ballot**. ▶

   If your jurisdiction has **Verity AutoBallot**, you can use the barcode reader attached to the Verity Print to scan barcode labels produced by your electronic pollbook. When using AutoBallot, you will scan the barcode, skipping steps 3-6 of this section.



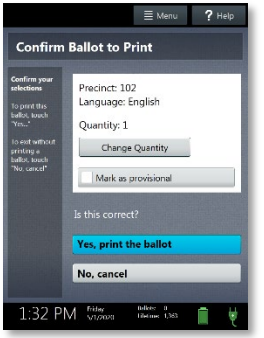
4. Choose the ballot language, and then select **OK**. ▶

5. Choose the precinct, and then select **OK**. ▶



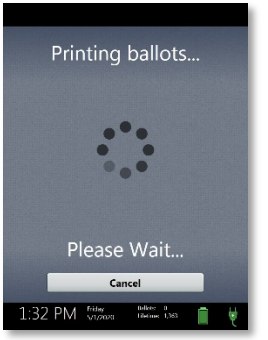
6. *(Primary Elections only)* Choose the party, and then select **OK**.

7. Verify that the correct precinct and language are displayed on the screen (and party, if this is a primary election), and then select **Yes, print the ballot**. ▶



   - To change the quantity of ballots to print, select **Change Quantity**, enter the number of ballots to print, and then select **Accept**. You may print up to 100 ballots at a time.
   - To issue provisional ballots, select **Mark as Provisional**. **Unless configured otherwise by elections officials, Verity Scan will not accept provisional ballots from Verity Print.**

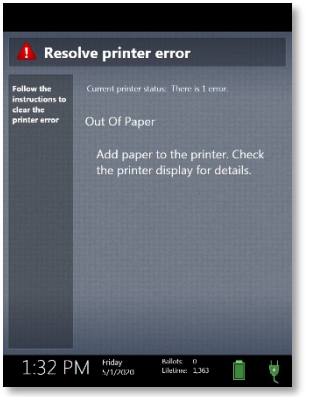
8. Wait while the ballots print on the attached ballot printer. ▶



other tasks and features

resolving printing errors

If an error occurs during printing (for example, the printer is out of paper), the nature of the error will be displayed on the screen. Follow the directions on the screen to resolve the issue. If you are unable to resolve the issue, contact your elections office. ▶



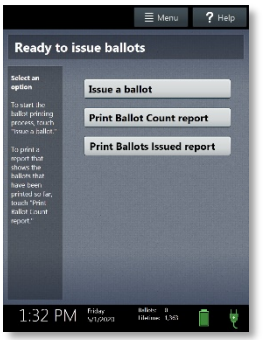
spoiling printed paper ballots

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

printing Ballot Count or Ballots Issued reports

You can print a Ballot Count or Ballots Issued report on Verity Print at any time.

1. On the Ready to issue ballots screen, select **Print Ballot Count report** or **Print Ballots Issued report**. The Ballot Count report provides a total number of ballots printed for each precinct/ballot style. The Ballots Issued report provides a reordered list of the ballot unique identifiers printed (for tracking ballot allocation). ▶

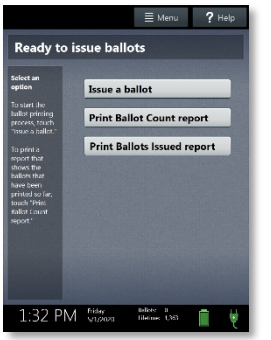


2. Wait while the report prints on Verity Print's built-in report printer. File the report according to local jurisdiction rules.

accessing Verity Print help

Verity Print is equipped with built-in help text that can be accessed from the touchscreen. The content of the Help screen will vary depending on the context.

1. Select **Help** at the top right of the Verity Print screen to access the Help screen. ▶



2. To exit the help screen and resume issuing ballots, select **Exit Help** on the bottom right of the Help screen.

shutting down Verity Print

1. When you have finished printing ballots and reports, press the *red* power button on the back of the Verity Print to power it off. ▶

IMPORTANT: Wait for the Verity Print to be completely powered down and showing a black screen if you will be unlocking and removing the tablet. If stowing the tablet, make sure to lock it in with the key and pull the blue latch down to secure it in place.

NOTE: *Certain older models of Verity power cord have a locking connector. When inserting the connector into a Verity device, it will make a small "click." 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.*

2. Follow your local jurisdiction's guidelines, including chain-of-custody procedures, when transferring equipment to your central counting location. If you are leaving equipment in place, be sure to properly secure all equipment, preferably behind a locked door. You may use the space below to document local transfer procedures.

local procedures

notes:

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