

VERITY SCAN TABULATOR

Tasks to be performed by 2 Inspectors of opposite political parties
(Republican & Democrat)

TABLE OF CONTENTS

CHECK THE BALLOT BOX	3
SEAL THE BALLOT BOX	3
SEAL & SERIAL NUMBER VERIFICATION	5
SET UP THE TABULATOR.....	7
1. Dock the tablet	7
2. Power up the tabulator	8
3. Check "Ballots" counter on tabulator	8
4. Print Zero Report	9
5. Open the Polls	10
TROUBLESHOOTING	11
1. Ballot rejected due to voter mistakes	11
2. Ballot did not scan	11
3. Ballot jam.....	12
4. Tabulator is not working.....	12
5. Replacing the paper roll.....	13
CLOSING THE TABULATOR	15
1. Check emergency ballot bag.....	15
2. Record number of ballots tabulated.....	15
3. Close Polls	16
4. Write-In Report.....	17
5. Power down the tabulator	17

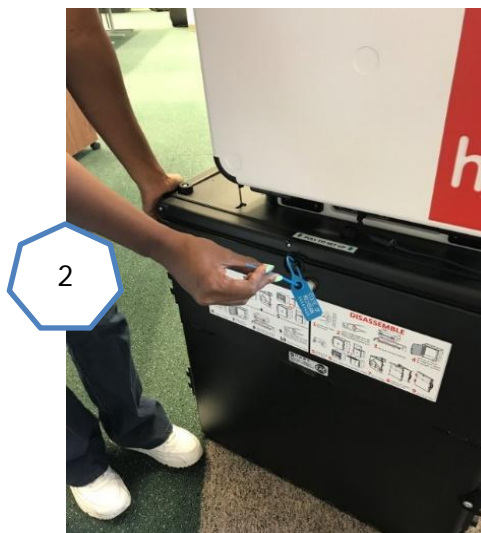
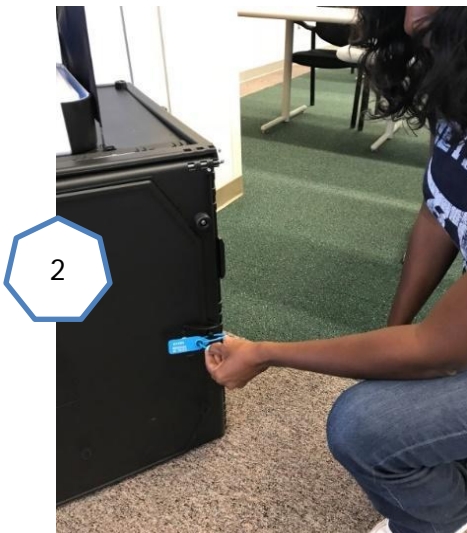
CHECK THE BALLOT BOX

1. Unlock, using black key, and open the front door of the ballot box. Make certain it does not contain any supplies or ballots from a previous election.
2. Remove the privacy screens from inside ballot box and attach them to the top of the box on each side of the tabulator.
3. Close and lock the door.



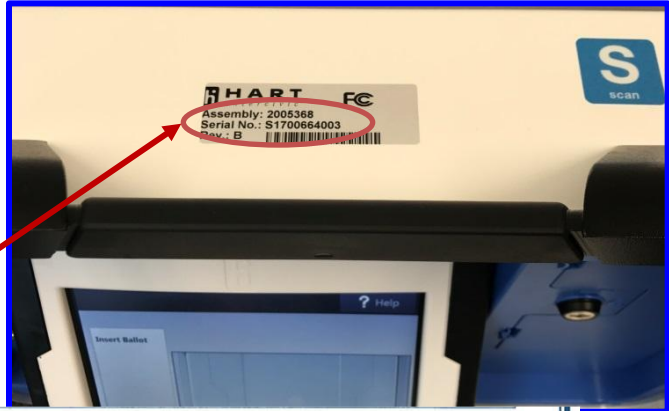
SEAL THE BALLOT BOX

1. A Republican and a Democrat Inspector will seal the empty ballot box.
2. Two blue pull-tite seals (*located at the back of this folder*) will be used: one on the front door, and one on the back door.
3. Record the seal numbers on the Tabulator Ballot Box Seal Certificate form (*located at the back of this folder with the seals*).
4. Sign the form and place in the [blue transfer bag](#).
5. If the ballot box is opened during voting, it must be re-sealed, and the new number(s) must be recorded on the same form.



SEAL & SERIAL NUMBER VERIFICATION

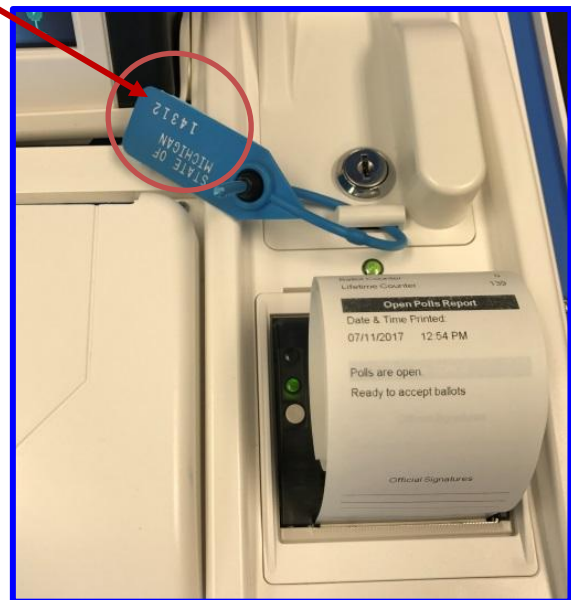
1. Compare serial number on top of tabulator case against number written on front cover of paper poll book.



**CLERK'S PREPARATION CERTIFICATE
FOR
TABULATOR AND VOTER ASSIST TERMINAL (VAT)**

1	S1700664003 Tabulator Serial No.	<input type="text"/> Voter Assist Terminal Serial No.	<input type="text"/> Voter Assist Terminal Seal No.
2	14312 Tabulator Seal No.	I certify that the precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded.	
	<input type="text"/> Tabulator Seal No.	<input type="text"/> Signature of Clerk or Authorized Assistant	<input type="text"/> Date

2. Compare seal number on locked compartment against number written on front cover of paper poll book.



SET UP THE TABULATOR

1. Dock the tablet

- a. Unlock compartment to right of tablet using red key.



- b. Open latch.



- c. Remove tablet from storage compartment.



- d. Seat tablet in cradle and tilt back. Close latch.



- e. Lock in place using red key. **Tablet must be locked to operate.**

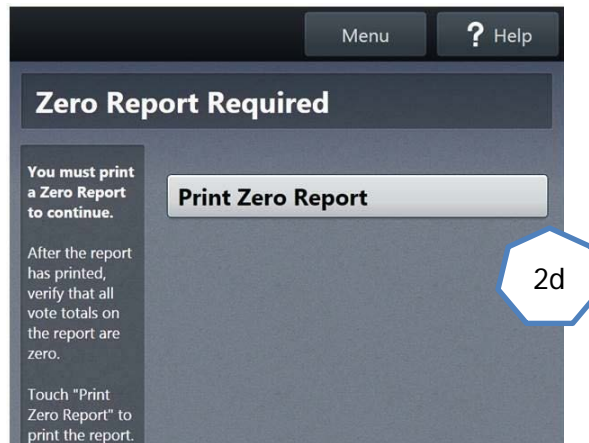


2. Power up the Tabulator

- a. Plug power cord into surge protector, and plug surge protector into wall outlet. **Flip the switch of the surge protector to turn the surge protector on.**
- b. Press red Power Button on back of tabulator to power on.
- c. The unit will take approximately 5 – 7 minutes to power on and perform a security check.

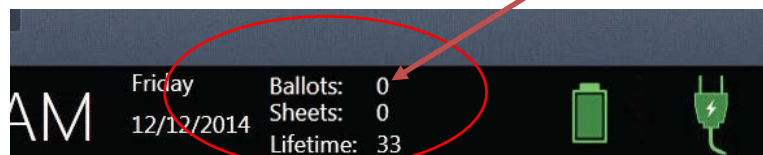


- d. When powered up, the tabulator should display the **Print Zero Report** screen.



3. Check "Ballots" Counter on Tabulator

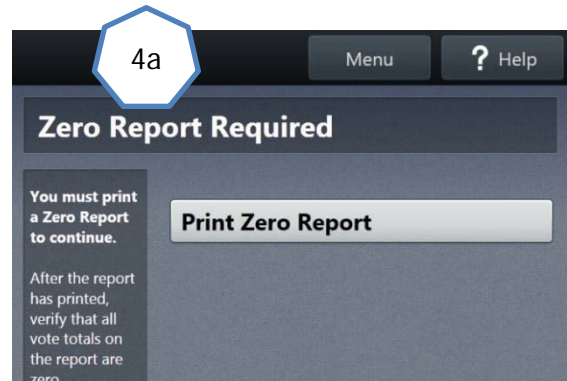
- a. The "Ballots" counter should be at "0". The "Sheets" counter should also be at "0".



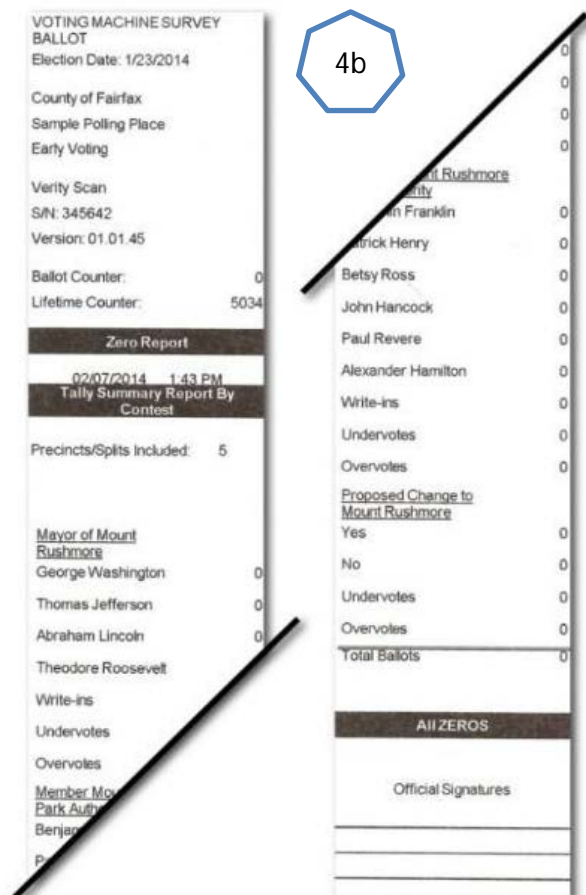
- b. The "Lifetime" counter is irrelevant to the election.

4. Print Zero Report

- a. Tap Print Zero Report on the touchscreen to print the Zero Report.



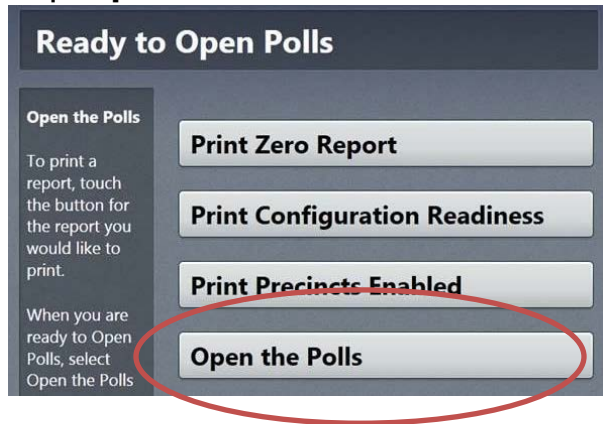
- b. On the Zero Report verify:
 - o The precinct number is correct.
 - o All candidates' names and proposals print on the tape (compare against a ballot).
 - o All vote totals are "0".



- c. Detach report, fan fold the report neatly, secure with a paperclip, and place in [blue transfer bag](#). This report does not need to be signed.

5. Open the Polls

- a. Tap **Open the Polls** on the touchscreen.



- b. Enter the Open Polls Code: **xxx** and tap **Accept**.



- c. A short Open Polls Report will print. Detach report and place in [blue transfer bag](#).
- d. When tablet screen displays **Insert Ballot**, the tabulator is ready to scan ballots.

TROUBLESHOOTING

1. Ballot rejected due to voter mistakes

Over Vote. Tabulator error message:

Too many choices are marked. This contest will not be counted.

Voter may:

- 1) Request a replacement ballot from the poll worker (Inspector follows spoil ballot process; or
- 2) Tap **Cast ballot as-is**
The contest(s) that are over voted will not be counted. All other contests will be counted.

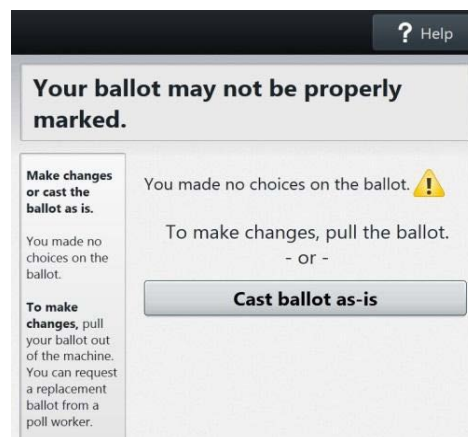


Blank Ballot. Tabulator error message:

You made no choices on the ballot.

Voter may:

- 1) Pull the ballot out of tabulator and darken marks; or
- 2) Tap **Cast ballot as-is**



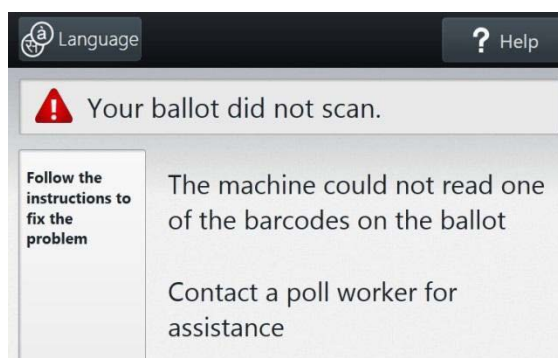
2. Ballot did not scan

Ballot is ejected from tabulator.

Tabulator error message:

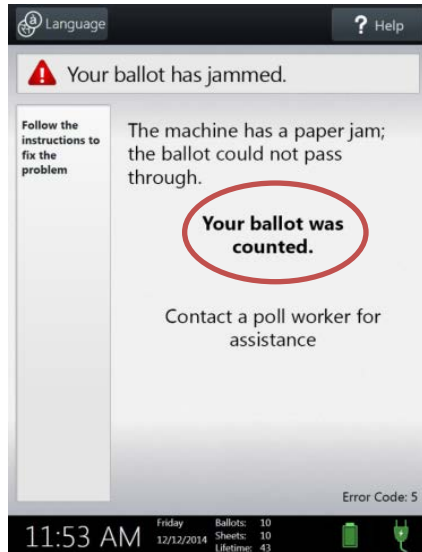
Your Ballot did not scan.

Voter should pull ballot from tabulator, and insert the bottom end of the ballot first.

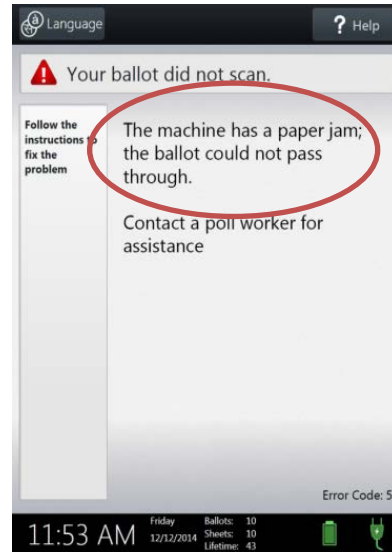


3. Ballot jam

In the unlikely event of a ballot jam, look to the screen to determine if the ballot was counted.



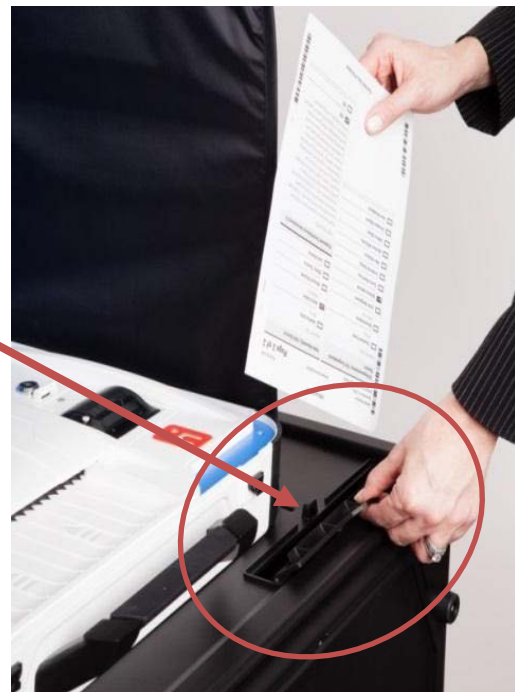
If counted, an Election Inspector should place the ballot inside the ballot box.



If the ballot did not scan, remove the jam and allow the voter to re-scan their ballot.

4. Tabulator is not working

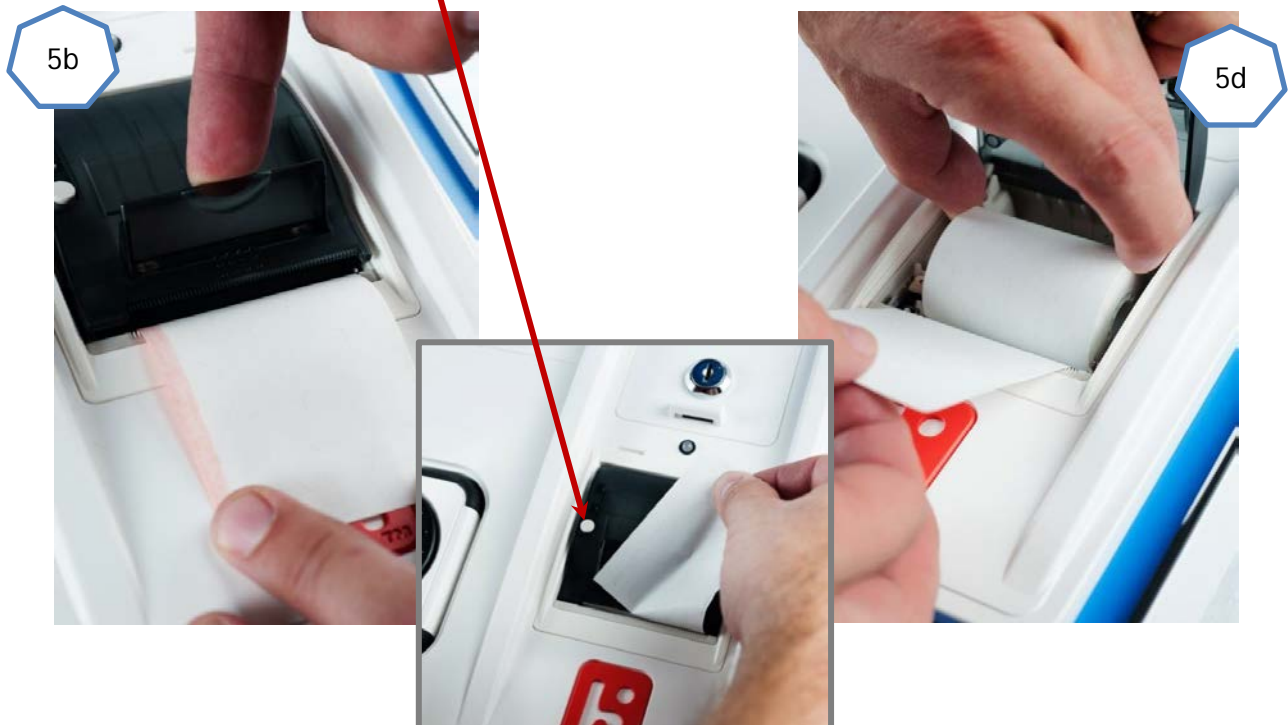
- a. If you experience an equipment issue or power loss, the voter may insert their voted ballot into the emergency ballot slot on the top of the ballot box. (They may also choose to wait until the equipment is working and feed their ballot through the tabulator.)
- b. Let the City Clerk's Office know this has happened.



- c. After every voter has finished voting at the end of the night, **and before the Close Polls button is pushed**, open the rear door of the ballot box and remove the unscanned ballots from the nylon bag.
- d. Two Inspectors (Republican and Democrat) will scan the ballots through the tabulator.
- e. If a ballot is rejected by the tabulator, call the City Clerk's Office for instructions.

5. Replacing the paper roll

- a. The Thermal Printer is located on the right-hand side of the tabulator.
- b. To open the paper compartment: While standing in front of the device, pull the lever on the top of the printer cover toward you.
- c. Pull old paper roll out of the printer. Discard.
- d. Drop the new paper roll into the printer with paper rolling from the bottom.
- e. Close printer cover. The paper must extend out from underneath the cover. The white button can be used to feed the paper.



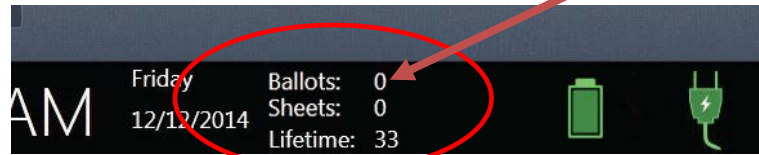
CLOSING THE TABULATOR

1. Check emergency ballot bag.

- a. After every voter has finished voting at the end of the night, **and before the Close Polls button is pushed**, open the rear door of the ballot box and check to see if any ballots are in the nylon bag.
- b. Two Inspectors (Republican and Democrat) will scan the ballots through the tabulator.
- c. If a ballot is rejected by the tabulator, call the City Clerk's Office for instructions.

2. Record number of ballots tabulated.

- a. After the last ballot is scanned into the tabulator, give Chair the number of ballots tabulated according to the "Ballots" Counter on the tabulator.



- b. The number must be written in the paper poll book, on **Certificate of Election Inspectors** page, in the first box of Section 1.

Statement of Votes – **CLIP or ATTACH** Tabulator Tape to this Page

JURISDICTION: _____ PRECINCT #: _____

1 ELECTION INSPECTORS' COMPLETION CERTIFICATE

After the Polls closed, we completed the following:

Recorded the **number of ballots tabulated** according to the public counter of the tabulator as: _____

Sealed all provisional **envelope** ballots for delivery to the Clerk, and recorded the number as: _____

Recorded the **number of voters** according to the List of Voters (including AV List if used) as: _____

- c. The number must also be entered into the Electronic Poll Book, in the Ballot Summary report.

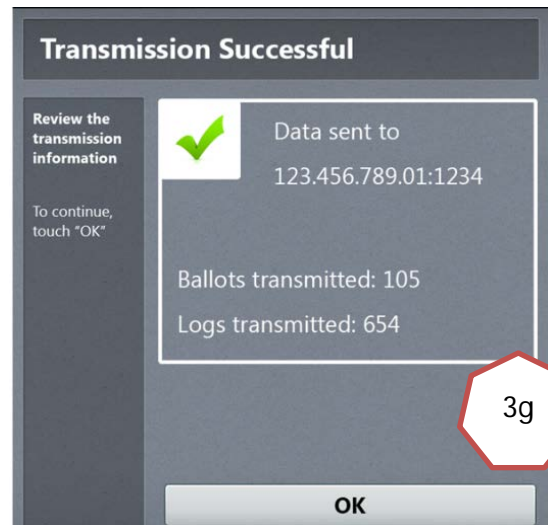
3. Close Polls

- a. Press the blue Poll Worker Button on the back of the tabulator.
- b. Tap **Close Polls** on touchscreen.
- c. Tap **Yes, close the polls.**
- d. Enter the Close Polls password: **xxx**. Tap **Accept**.



Totals Reports

- e. The first Totals Report will automatically print.
- f. The tabulator will automatically connect by modem to Oakland County and transmit results. *While this is happening, read the totals to any person who requests to hear the totals.*
- g. Once transmission is successful, tap **OK**.
- h. 2 additional Totals Reports will automatically print.
- i. Detach the 3 copies of the Totals Report from the tabulator and separate the 3 copies.
- j. Every Inspector must sign all 3 copies.



Number the signature lines on each copy. Each inspector should sign on the same number line as the line they signed when they took the Oath in the morning (inside front cover of paper poll book, Section 3 or Section 4).

Chair/Co-Chair sign last.

Fan fold Reports neatly and secure with a paperclip. Put the Reports in the [blue transfer bag](#).

4. Write-in Reports, if applicable **[not applicable for 8/6/2019]**

- a. If your precinct has an official write-in candidate(s) (*ask Chair*), tap **Print Write-in Report**.
- b. Tap **Print Write-in Report** 2 more times to create 3 Reports.



- c. Detach the 3 copies of the Write-in Report from the tabulator and separate the 3 copies.
- d. Every Inspector must sign all 3 copies.

Number the signature lines on each copy. Each inspector should sign on the same number line as the line they signed when they took the Oath in the morning (inside front cover of paper poll book, Section 3 or Section 4).

Chair/Co-Chair sign last.

- e. Fan fold Reports neatly and secure with a paperclip. Put the Reports in the [blue transfer bag](#).

5. Power down the tabulator

- a. Press the red Power Button on the back of the tabulator.
- b. Wait until the tablet screen goes completely black.
- c. **Unplug the tabulator.**