

FIRST STEPS OF THE DAY

Swear in your workers. Sign Poll Book.

1. Unlock latches of Verity Scan (Tabulator), open the case and remove the power cords from storage compartment. Close the compartment and case.



2. Plug the Verity Scan (Tabulator) power cord into the power brick and then plug the power brick into the back of the Verity Scan (flat side up). **DO NOT PLUG THE POWER BRICK INTO THE WALL YET.**



3. Open the Verity Scan (Tabulator) case and lock the lid brace in place. Unlock, unlatch and remove the tablet.



4. Seat the tablet in the cradle, tilt it back and lock it in place.



5. Verify the Verity Scan (Tabulator) device seal number. Attach privacy screens.



6. Plug in the power cord into AC power and press the RED button on the back of the Verity Scan (Tabulator) to power it on.

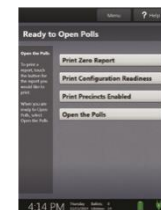


7. Once powered up, Select Print Zero Report. Wait while the Zero report prints. (Leave Zero report attached.) Using the Zero report check the following:

- Verify the ballot count total on the Zero report is Zero.
- Verify the polling place on the report is correct.
- Have **EVERYONE** sign the zero tape.



8. Verify the clock in the bottom left corner of the screen displays the correct time.



9. Select Open the polls.

10. Enter the Open Polls Code 080718 and then select Accept. The Open Polls report will print.



FIRST STEPS OF THE DAY-Cont'd

Set up and Testing of the Verity Touch Writer (VAT) – See separate instructions.

Chairman and one other worker follow the step by step instructions to open the EPB. Have **EVERYONE** create a User Name and Password.

Have election workers hang signs, stamp applications to vote and generally prepare for 7 am.

Have an election worker count and verify the number of absentee ballots received at 6 am. Verify number on “Ballot Issued” sheet.

MAKE SURE BALLOT BOX IS EMPTY, (using key to unlock door).

You now are ready for your first voter.