

# VERITY TOUCH WRITER/VAT SET UP & TEST BALLOT

1. Start out by setting up your printer. Plug in the square end of the USB printer cable into the printer. (The flat end of the cord will be plugged into the Verity Touch Writer (VAT)).
2. Insert the printer power cord into the printer and the other end into an outlet.
3. Load the ballot printer with appropriate ballot paper. Load only 1 sheet of ballot paper, so as not to allow printer to grab more than 1 sheet at a time.
4. Press the switch on the bottom right side of the printer to power it on.

5. Unlock latches of Touch Writer (VAT), open the case and remove the power cords from storage compartment. Close the compartment and case.



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



7. Open the Verity Touch Writer (VAT) case and lock the lid brace in place. Unlock, unlatch and remove the tablet.



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



9. Verify the Verity Touch Writer (VAT) device seal number. Attach privacy screens.



10. Plug the flat end of the USB printer cable from the ballot printer into the back of the Verity touch Writer (VAT), with the notch facing up.



11. Lift the Verity Access controller from its cradle.



12. Plug in the Headphones into the headphone jack on the top left of the Verity Access.

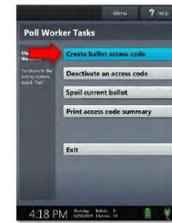
13. Plug in the power cord into AC power and press the RED button on the back of the Verity Touch Writer (VAT) to power it on.



14. The “Enter your access code” screen will appear. Press the blue Poll Worker button on the back of the Touch Writer.



15. Enter the poll worker code 080718 on the screen and press “Accept”. Press “Create ballot access code” and choose a Ballot Style from the list. Press “OK”.



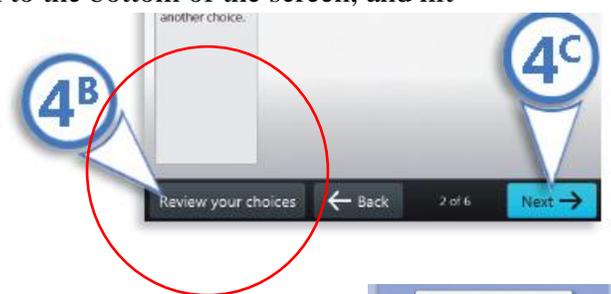
16. Press “Yes, print the code”. A 5-digit access code will print.



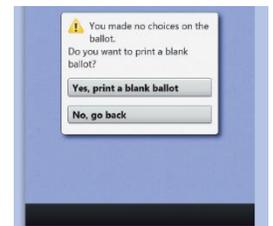
17. Enter the 5-digit access code. Press “Accept”. Press “Begin Voting”.



18. Once you are to begin your voting session, look to the bottom of the screen, and hit “Review your choices”. This will have you skip all of the races on the ballot.



19. Select Print. Then it will ask you if you would like to print a blank ballot. Select “Yes, print a blank ballot”.



20. Once your ballot has printed, write TEST VAT and put it in the **Local Clerks** envelope. on that ballot and put it in the Local Clerk Envelope.