



Predefining Worksheet

Read the instructions carefully and check the box as you complete each step.

Remember: you do not have to predefine one machine at a time!

In Preparation for the Early Voting Period

TEMPLATE

- ☐ Retrieve all equipment for this vote center; confirm with Warehouse Manager
- ☐ Have enough Oki Printers and 8.5 x 14 paper available to pre-define the Touch Writers and Verity Prints
- ☐ Have a set of vote center keys and paperclips handy
- ☐ Open the voting equipment cases
- ☐ Take the power cords out of their compartments (on the right) and plug into power source
- ☐ Open the thermal paper roll compartment to make sure there's sufficient printer paper; replace if needed
- ☐ Unlock the touchscreens (use vote center keys)
- ☐ Open up the large compartment on the back of the touchscreen that holds the battery. Confirm that there's a battery in the device and that it's plugged in. Close the door to the battery compartment when completed.



Predefining Worksheet

- ☐ Locate the red wire seals on the back of the touchscreens that cover the C-Fast compartment. Record the number on the red wire seal (one person reads out, the other records)

| Machine # | Red Wire Seal # |
|----------------|-----------------|
| Touch Writer # | |
| Touch Writer # | |
| Touch Writer # | |
| Verity Print # | |
| Verity Print # | |
| Scanner # | |

- ☐ Dock and lock the touchscreens into place
- ☐ Open the V-Drive compartments (on the right; use vote center keys)
- ☐ Insert Verity Keys (blue USB sticks) in the appropriate ports for all equipment



Predefining Worksheet

- ☐ Insert the V-Drives (black USBs; one per machine) in the appropriate ports and complete the table (one person reads out, the other records)

| Machine # | Serial ID # | V-Drive # |
|----------------|-------------|-----------|
| Touch Writer # | | |
| Touch Writer # | | |
| Touch Writer # | | |
| Verity Print # | | |
| Verity Print # | | |
| Scanner # | | |

- ☐ Plug in Oki Printers and connect to all Touch Writers and Verity Prints. Make sure you check your connections.
- ☐ Turn on the Oki Printers; make sure they have some paper in the trays and read “Ready to Print” (and NOT in Sleep Mode)
- ☐ Turn on all voting equipment (red button in back)
- ☐ Verify the Power-On Self-Test Report (prints automatically) does not have any **MISSING** components
- DO NOT remove any reports
 - If any components are **MISSING**, check printer and power cables, make sure the printer is NOT in Sleep Mode
 - Turn the system off then on again; repeat as many times as necessary until all components for that machine pass
- ☐ Confirm the Election Name and Date on the “Load New Election” screen
- ☐ Press “Yes, load new election”
- ☐ Enter the Verity Key password, hit Accept



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- ☐ You will see “Loading Key data,” “Loading new election,” and “Setting Up Election” screens. When you see the message, “You may remove the Verity Key” message, remove the Verity Key (blue USB)
- ☐ Enter the Maintenance Code, hit Accept
- ☐ Select the appropriate Vote Center, which will start with “Early Voting”, hit OK
- ☐ Confirm the correct Vote Center name, click “Yes, assign it”
- ☐ Print a report from each machine
 - DO NOT remove any reports
 - Verify each report reads 0 on the ballot counter (lifetime counter might not read 0; that’s okay)
 - Print Zero Report if working on a Touch Writer or Scanner
 - If working on a Verity Print, enter the Poll Worker Code, then Print Ballot Count Report
- ☐ Roll up the thermal paper reports and secure with a paper clip
- ☐ Verify the correct date and time; if incorrect, then
 - Go to Menu
 - Select Change settings
 - Enter the Maintenance Code, hit Accept
 - Select set clock
 - Adjust the time/date as needed
 - Exit when done
- ☐ Turn off equipment (red button in back)
- ☐ Close the V-Drive compartment (no key required)
- ☐ Apply a Red Sticker Seal to the V-Drive compartment



Predefining Worksheet

- ☐ Record the Red Sticker Seal numbers (one person reads out, the other records)

| Machine # | Red Sticker Seal # |
|----------------|--------------------|
| Touch Writer # | |
| Touch Writer # | |
| Touch Writer # | |
| Verity Print # | |
| Verity Print # | |
| Scanner # | |

- ☐ Clean touchscreens with the screen cleaner
- ☐ Undock the touchscreens (use vote center keys)
- ☐ Lock the touchscreens back into their compartments (use vote center keys)
- ☐ Put the power cables back into their compartments and replace covers
- ☐ Close the voting equipment cases



Predefining Worksheet

☐ Place a white wire seal on all handles and record numbers (one person reads out, the other records)

| Machine # | White Wire Seal # |
|----------------|-------------------|
| Touch Writer # | |
| Touch Writer # | |
| Touch Writer # | |
| Verity Print # | |
| Verity Print # | |
| Scanner # | |

☐ Hand this completed worksheet to the Warehouse Manager

Predefined by _____

Predefined by _____

Warehouse Manager: _____

Date: _____

Warehouse Manager:

☐ Verify that Serial IDs are properly recorded

☐ Use this form to populate Predefining Worksheet Election Day, V-Drive Assignments spreadsheet