

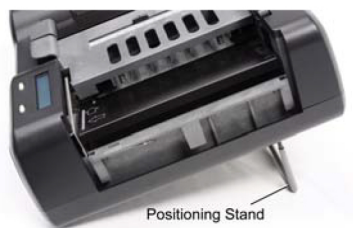
Data Collection
Scanners

STEP 1:

Setting up Your Scanner

NOTE: For detailed information, see the *SelfScore Operator's Guide*.

- A.** Extend the positioning stand on the bottom of the scanner so that the scanner is at the proper angle for scanning.



- B.** Insert the paper guide into the input tray, then install the input tray.



NOTE: When removing the tray, depress the tray release on the underside of the input tray.

- C.** Insert the Quick Tips quad-fold card in the slot on the underside of the input tray.

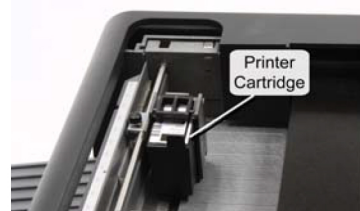
- E.** Install the output tray or optional Select Stacker (see Select Stacker Operator's Guide for information).



- F.** Adjust the adjustment bar to match the length of the scanned sheets.



- G.** Install the printer ink cartridges.



STEP 2:

Connecting the Power Supply

- A.** Find the power cable and the power supply that came with your scanner.



- B.** Plug the three prong plug into a properly grounded outlet or power strip.

- C.** Plug the other end of the power cable into the power supply.

- D.** Plug the round end of the power supply cable into the back of the scanner.



SelfScore® Quick Start, Continued

STEP 3: *optional*

Installing the Drivers and Scanner Utilities

NOTE: DO NOT perform steps 3 and 4 unless you will be collecting data using ScanTools® Plus or related software.

CAUTION: DO NOT TURN ON THE SCANNER AT THIS TIME. You must install the driver software before turning the scanner on.

- A. Insert the **OpScan 4 ES and iNSIGHT 4 ES Scanner Utilities CD** into the CD-ROM drive of the host PC.
- B. Browse to your CD-ROM drive.
- C. Double-click setup.exe.
- D. Follow the on-screen instructions to install the drivers and scanner utilities.
- E. When prompted for the scanner model, select **OpScan 4 ES** or **iNSIGHT 4 ES** depending on your model.
- F. Click **Finish** when setup is complete.

STEP 4: *optional*

Connecting the Scanner to the Computer

- A. Locate the USB ports on the back of the host computer. Plug the flat A end of the USB cable into one of the ports.



- B. Plug the B end of the USB connector into the USB port on the back of the scanner.

IMPORTANT: There may be a sticker covering the USB port. If so, remove it before plugging in the USB cable.



STEP 5:

Turning the Scanner ON

- A. Turn the scanner on by pressing the switch on the back of the scanner.



- B. Wait for the scanner to complete the self-test. The message "Initializing..." will appear. After a few seconds, another message appears indicating what action you need to take next.

STEP 6: *optional*

Installing Your Scanning Software

Install your scanning software. Refer to the documentation that came with your scanning software for instructions.

Using

www.scantron.com

If you have trouble using your scanner or software, our Web site can help. The Web site is available 24 hours a day, seven days a week.

STEP 7:

Registering Your Products

Outside the U.S.

Contact your local sales agent for registration and update information.

Within the U.S.

- A. Go to **www.scantron.com**.
- B. Select **Support > Product Registration**. The Product Registration page appears.
- C. Follow the on-screen instructions.

Contacting Customer Support

Outside the U.S.

Contact your local sales agent for support.

Within the U.S.

Call 1-800-445-3141 between 8:00 A.M. and 5:00 P.M. Monday through Friday, your local time (except Alaska and Hawaii where support is available through 5:00 P.M. CST).

Have the following ready:

- Scanner model and serial numbers.
- A description of your problem.
- Any error messages.
- A description of the software and other hardware you are using.