Turning On the Scanner

1. On the scanner, press the switch on the back to turn the scanner on.

2. The message “Initializing...” will appear on the display panel. After a few seconds, another message will appear indicating what action needs to be taken next.

   Note: The scanner firmware does diagnostics checks each time the unit is powered on and during scanning. If the firmware determines that the read heads needs to be recalibrated, you will get the following messages on the display panel.

   RECALIBRATE: ........

   SEE MANUAL

Score Answer Sheets Using ParScore

1. Be sure to fill in the ‘Scoring & Printing Options’ pink section in the top center of your Scantron key test sheet.
2. Enter the background menu by holding down both buttons for about five seconds. When the message “Background Menu” appears, briefly, release the buttons.

3. Locate and select ParScore from the Windows Start menu or double-click the ParScore icon on your desktop.

Score Answer Sheets Using SelfScore

Use SelfScore mode to mark corrections and totals on the answer sheets. SelfScore does not require the use of a computer. To use both SelfScore and ParScore, the test sheets must be run through the scanner twice.

1. Be sure to fill in the ‘Scoring & Printing Options’ pink section in the top center of your Scantron key test sheet.

Notes: Leave Key ID blank

Item count equals the number of questions
2. Enter the background menu by holding down both buttons for about five seconds. When the message “Background Menu” appears briefly, release the buttons.

| 1. Push ‘Next’ two times  
| 2. Push ‘Change’ until “Mode = SelfScore”.  
| 3. Push ‘Next’ four times & then ‘Exit’.  
| 4. “Perform Test Scoring” should appear on the LCD. |

**Loading Sheets into the Scanner**

Use the following procedure to scan a stack of sheets:

1. Verify the scanner is ready to scan. The display panel should display the following message:

```
Perform Test Scoring
↓No↓  ↓Yes↓
```

If there is nothing in the display, verify that you have pressed a button for about 2 seconds to bring the scanner out of sleep mode. If there is still nothing in the display, verify that the unit is plugged in and turned on.

2. Press the **Press To Load** button on the side of the input tray and while holding it down, complete steps 3 (optional), 4, and 5 in this procedure. Depressing this level allows the sheets you load to slide as far into the input tray area as possible. This is important for proper feeding.
3. Load the input tray by stacking all sheets the same way as shown. Verify that the sheets are as far to the left in the input tray as possible.

![Image of input tray]

4. Slide the paper guide so that it just touches the sheets. **Important:** Release the **Press To Load** button if locked.

![Image of paper guide]

5. If documents jam during scanning, the display panel will display an error message. You can use the following general procedure for clearing jams.

**Scanning Tests**

1. Group the sheets in this order:
   - Key sheet(s)
   - Letter Grade Kay (optional)
   - Answer sheets/Absent Student sheets

2. You can load all of the sheets at once into the input tray as described in “Scanning Sheets”. You can use the instructions below if you would like to feed the sheets one at a time.

3. The scanner operator panel displays the message:

   ![Perform Test Scoring](image)
4. Press Yes. The scanner operator panel displays the message:

```
Feed test key
↓ Quit ↓
```

5. Feed the key sheet. The scanner prints the points earned, the percent that are correct, and the word “KEY” at the bottom of the sheet. If using performance assessment, it prints the combined number that are correct and combined percent that are correct.

If using more than one key, the scanner will ask you to scan subsequent key sheets. Once keys have been scanned, this message is displayed.

```
Feed Optional Letter Grade Key, or Answer Sheet
↓ Quit ↓  ↓ Start ↓
```

6. If using letter grades, feed the Optional Letter Grade Key now.

7. Then feed the student answer sheets.

As each sheet is scanned, the operator panel displays the number of sheets the scanner has scanned. Also, the scanner prints the number that are correct, percent that are correct, and roster number on each answer sheet. It will also print the combined points earned, and the combined percent that are correct if you are using performance assessment, and the letter grade if you are using the Optional Letter Grade Key.

If the key indicates that the incorrect answers are to be marked, the scanner marks them as follows.

```
MARK CORRECT ANSWER     MARK X
2. (A) (C)(D)(E)  A.      2. (A) (B)(C)(D)(E)  X.
3. (A) (C)(D)(E)  A:       3. (A) (B)(C)(D)(E)  X:
```

8. When you are finished scanning answer sheets, scan the results sheets.

9. When you are finished scanner the entire group of sheets and you have all the analysis information you need, press Quit. The scanner operator panel displays the message:

```
Results will be lost
Quit?
↓ No ↓  ↓ Yes ↓
```
10. Press **Yes**. (if you press **No**, you can scan more answer sheets or results sheets).

The tallied results will be erased and this message will be displayed.

```
Perform Test Scoring

↓No↓     ↓Yes↓
```

**Printed Results**

The printed results look like this:

- The first character indicates the group number.
- The second character indicates the number of respondents in the group.
- The first character represents the question number.
- The second character represents the response letter.
- The third character represents the number of respondents for the question number and response letter shown.

When results printing is complete, an arrow (👉) will be printed as the last character on the sheet.
When results printing is complete, **END** is printed.

**Scanning Surveys**

1. Before you scan the surveys, make sure you have the group of sheets in this order:
   - Survey key (completed Group ID grid or blank form)
   - Completed surveys
   - Survey/Ballots Results sheets (one set per group)
2. The scanner operator panel must display the message “Perform Survey Tally” to tabulate surveys. If this message is not displayed, you can get to it by responding **No** to the “Perform Testing Scoring” and “Perform Ballot Tally” prompts.
3. Once the panel displays “Perform Survey Tally”, press Yes. The following display panel message appears.

   Feed survey key
   ↓Quit↓      ↓Start↓

4. Press Start and feed the survey key. The scanner prints the word “KEY” in the Survey Number area of the form and the following display panel message appears.

   Feed survey sheet or results sheet
   ↓Quit↓      ↓Start↓

5. Press Continue and feed the completed surveys.

   As each sheet is scanned, the operator panel displays the number of sheets the scanner has scanned.

6. When finished scanning the completed surveys, scan the Survey/Ballot Results sheets. The scanner displays the message “Feed Survey Results sheet or survey” until all of the results have been printed.

7. When you are finished printing results, press Quit.

8. Press Yes.

9. The survey results are erased and the following message is displayed.

   Perform Test Scoring
   ↓Yes↓      ↓No↓

**Tabulating Surveys**

**Completing the Survey Key**

The survey key must be blank. Do not mark any responses.

**Group ID**

The Group ID grid enables you to set up groups and accept only the surveys with the Group ID numbers you define.
Mark the bubbles according to the following instructions:

Completing the Surveys

Persons completing the surveys simply fill in their answers.

If you’re using groups

If you want to report results by group, use the Group ID grid. (You can mark each Group ID or you can request each respondent to complete it).

Completing the Survey/Ballots Results From

If you’re not using groups

On the first results sheet, do the following:
If you’re using groups

On the first results sheet, do the following:

Scanner Maintenance

You will find utility programs that allow you to calibrate the read heads, view and set communication parameters, adjust the display brightness, turn on and off the leading edge skew check, and adjust the printer offset.

Utilities

Utilities Menu

Description: This menu item allows you to enter the Utilities menu. Press Enter to enter the Utilities menu. Press Next to advance to the Diagnostics menu.

Top Head Calibrate

Description: This dialog allows you to run the top head calibration program. Press Next to skip this function and to advance to the next menu item. The following describes how to calibrate the top read head.
Calibration automatically adjusts the scanner read system to compensate for variations in scanner components.

Press **Run** to calibrate the top read head. The following item appears.

```
Feed Sheet # 1 of 5
↓Start↓  ↓Next↓
```

**Note:** If you run out of calibration sheets, reload the ones that are in the output tray.

Load the calibration forms (part #202-989-008) that came with your scanner by placing them in the input tray and depressing the **Press To Load** button. The orientation of the calibration sheets does not matter. Press **Start** to begin calibration. Press **Next** at any time to abort calibration. When calibration is complete, the following menu item appears.

```
Calibration Complete
↓Next↓
```

Press **Next** to complete calibration and to advance to the next menu item.

```
Bot Head Calibrate
↓Run↓  ↓Next↓
```

**Description:** This menu item allows you to calibrate the bottom read head.

Press **Next** to skip this function and to advance to the next menu item.

For instructions on calibrating the bottom read head, refer to the instructions for the top read head above.

**Ordering Forms and Print Services and Technical Support**

Scantron Online Store: go to [www.scantron.com/store](http://www.scantron.com/store) - use Form 106173

Scantron Print Services: 1-800-735-2566; fax #1-717-884-1300

Technical Support: 1-800-445-3141 or email: support@scantron.com