

# SCANNER INSTRUCTIONS

## 1 Insert Saving Device

You can save to a USB drive, floppy disk or zip disk.

## 2 Set Options

**Can any question be marked with 2 or more responses?**

**If Yes:**

1. Type **A**.
2. Press the **Enter** key.
3. Type **Yes**.
4. Press the **Enter** key.

**If No:**

Do nothing, the default is No.

**Are there less than 50 questions on one card?**

**If Yes:**

1. Type **B**.
2. Press the **Enter** key.
3. Type the number of questions on the exam. **See note.**
4. Press the **Enter** Key.

**If No:**

Do nothing, the default is 50.

**Note:** Never enter a number larger than 50 - even if you have more than 50 questions or multiple cards per student.

## 3 Enter File Name

1. Type **C**.
2. Press the **Enter** key.
3. Type the letter of the drive you are saving to and then type a **colon**.

**Example** A:

4. Type a file name and then type **.txt**

**Example:** A:exam1.txt

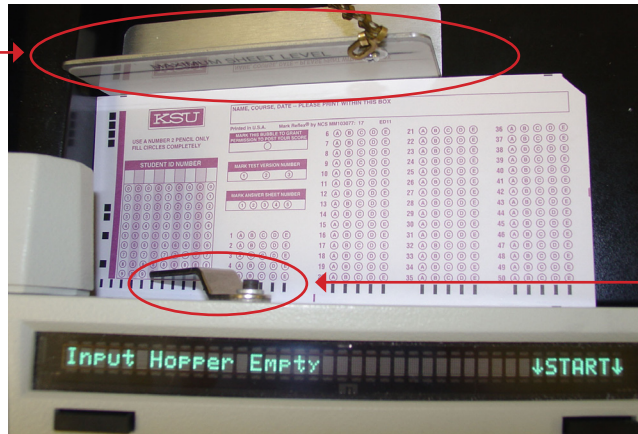
5. Press the **Enter** key.

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## 4 Place Cards in Hopper

1. Place cards in hopper, answer side up, facing front, under the lever.

If there are multiple cards per student, the cards must be placed together in the stack (it doesn't matter which card comes first).



2. Place magnetic card guide against the upper edge of the stack.

## 5 Start Scanning

1. Type **R**.
2. Press the **Enter** key.
3. Push the **Start** button on the scanner.



## 6 When Scanning is Finished

1. When all the cards have been scanned, press the **ESC** key.
2. Type **NO** when asked if you want to upload your data.
3. Press the **Enter** key.
4. Remove your saving device.

# COMMON SCANNER ERRORS

## SHEET SKEWED

- *Carefully* remove jammed card from scanner.
- Put it on top of the pile of scanned cards in the **output** hopper - the card was read.
- If the following error is **also** displayed, put the card on top of the pile in the **input** hopper to be read again:

ERROR - UNRECOGNIZED FORM - SHEET IGNORED - ERROR IN SHEET XXX

## SHEET TOO THICK

- *Carefully* remove jammed card(s) from scanner.
- If there is only one card, put it on top of the pile of scanned cards in the **output** hopper - the card was read.
- If there is more than one card, put the top card on top of the pile of scanned cards in the **output** hopper and then put the bottom card(s) back on top of the pile of cards in the **input** hopper to be read again.

## SHEET TOO THIN

If after pushing the start button, two cards go through the scanner at the same time, the scanner may detect a difference in thickness in the next card that goes through.

- Take the second card from the top of the pile of scanned cards in the **output** hopper and place it on top of the pile of cards in the **input** hopper to be read again.

## JAM AT SKEW SENSOR

- *Carefully* remove jammed card(s) from the scanner.
- Put the top card on top of the pile of scanned cards in the **output** hopper and then put the bottom card(s) back on top of the pile of cards in the **input** hopper to be read again.

## RESTART -- NO TIMING MARKS LAST SHEET

- *Carefully* remove the card from the scanner.
- Put the card on top of pile of cards in the **input** hopper to be read again, making sure it is answer side up and facing front.
- Push the **Start** button.

## ERROR - UNRECOGNIZED FORM - SHEET IGNORED - ERROR IN SHEET XXX

Card was not read because scanner could not recognize the card. Causes may include pencil marks along left side of card near skunk marks (small black squares), folded or torn corners, or because the sheet was skewed (see Sheet Skewed).

- Locate the card.
- Erase any extra marks, unfold corners of the card and then put the card on top of pile of cards in the **input** hopper to be read again.