



Release Notes

OpScan[®] 4 ES and iNSIGHT[™] 4 ES Scanner Utilities

Version 1.0

October 2009

Thank you for purchasing an OpScan 4 ES or iNSIGHT 4 ES scanner.

This document contains the following information:

- CD Contents
- Operating System Compatibility
- Installation Procedures
- Connecting the Scanner

If you have any questions about this product:

- Call Scantron Customer Support at 1-800-338-5544

CD Contents

Software included on the CD:

- OpScan 4 ES and iNSIGHT 4 ES virtual scanner driver
- iNSIGHT 4 ES USB scanner driver*
- iNSIGHT 4 ES TWAIN driver*
- Scanner utilities software (for Scantron Field Engineer's use only)*

* Only installed when installing an iNSIGHT 4 ES scanner

Documentation included on the CD (requires Adobe[®] Reader[®])

- Image Scanner Utilities User's Guide (PDF)
- Release Notes (PDF)
- Elements of Data Collection (PDF)
- OpScan 4 ES and iNSIGHT 4 ES Scanners Quick Start (PDF)

- OpScan 4 ES and iNSIGHT 4 ES Scanners Operator's Guide (PDF)
- OpScan 4 ES and iNSIGHT 4 ES Quick Tips - Display Panel Messages (PDF)
- OpScan 4 ES and iNSIGHT 4 ES Quick Tips - Maintenance (PDF)
- SelfScore Quick Start (PDF)
- SelfScore Operator's Guide (PDF)
- SelfScore Scanning Tests, Surveys, and Ballots Using (PDF)
- SelfScore Quick Tips - Tests, Surveys and Ballots (PDF)
- Select Stacker Operator's Guide (PDF)

Operating System Compatibility

In order to use the Scantron scanner utilities software included with this kit, the host computer system must be running Windows XP Professional or Windows Vista Business Edition. This version of the utility software cannot be installed on a system running Windows 2000 or Windows NT 4.0. Installation will abort if Windows 2000 or Windows NT is being used.

Installation Procedures

Installing the OpScan 4 ES and iNSIGHT 4 ES Scanner Utilities requires that you first disable the Windows Power Management feature and uninstall any previous versions (if applicable). Follow the instructions below in the proper order to ensure success.

Disabling the Windows Power Management Feature


The OpScan 4 ES and iNSIGHT 4 ES Scanner Utilities are not compatible with the power management features of Microsoft Windows XP Professional or Windows Vista Business Edition. You must disable power management as follows:

For Windows XP Users

1. Select **Start > Settings > Control Panel > Power Options**. The **Power Options Properties** screen will appear.
2. In the **Power Schemes Tab**, select the following:
 - Turn off monitor = **Never**
 - Turn off hard disks = **Never**
 - System standby = **Never**
3. In the **Hibernate Tab**, select the following:
 - Enable hibernation = **NOT checked**

4. Click **OK** to close the **Power Options Properties** dialog box.
5. Close the **Control Panel** by clicking the **X** in the upper right corner.

For Windows Vista Business Edition Users

1. Select  (**Start**) > **Control Panel** > **System and Maintenance** > **Power Options**. The **Select a power plan** screen will appear.
2. In the **Select a power plan** screen, determine which plan is selected by looking for the blue dot in one of the radio buttons.
3. Select **Change plan settings** under the selected plan. The **Change settings for the plan** screen will appear.
4. Select the following:
 - Turn off the display = Never
 - Put the computer to sleep = Never
5. Click **Save changes** to save your settings.
6. Close the **Select a power plan** screen by clicking the **X** in the upper right corner.

Installing the OpScan 4 ES and iNSIGHT 4 ES Scanner Utilities

CAUTION: Do NOT connect the scanner to the host computer before installing the **OpScan 4 ES and iNSIGHT 4 ES Scanner Utilities**. Connecting prematurely may result in an incorrect driver being installed.


NOTE: Your user account must have **administrator** rights to perform the following procedures.

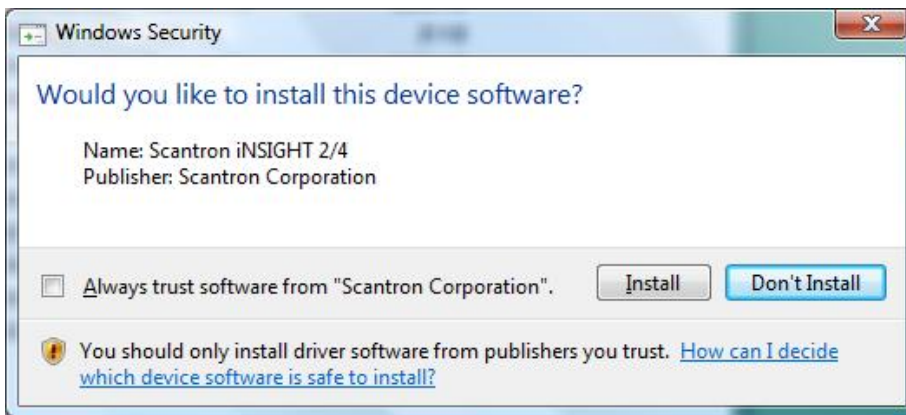
NOTE: These procedures install the scanner drivers if they have not been previously installed **or** if the existing drivers are older versions.

For Windows XP Users

1. Insert the **OpScan 4 ES and iNSIGHT 4 ES Scanner Utilities v1.0 CD-ROM** into the CD-ROM drive of the computer. If the auto run program starts, skip to step 4. Otherwise, continue with step 2.
2. Select **Start** > **Run**. The **Run** screen will appear.
3. Click **Browse** to select the CD-ROM drive of your computer. Select the **setup.exe** program on the CD and click **Open**.
4. The installation wizard will appear. Follow the on-screen instructions.

For Windows Vista Business Edition Users

1. Insert the **OpScan 4 ES and iNSIGHT 4 ES Scanner Utilities v1.0 CD-ROM** into the CD-ROM drive of the computer. If the auto run program starts, skip to step 4. Otherwise, continue with step 2.
2. Select  (**Start**) > **All Programs** > **Accessories** > **Run**. The **Run** screen will appear.
3. Click **Browse** to select the CD-ROM drive of your computer. Select the **setup.exe** program on the CD and click **Open**.
4. When the message advising that permission is required to continue is displayed, click **Continue**.
5. The installation wizard will appear. Follow the on-screen instructions.
6. If the following message appears, click **Install** to proceed with installation.



7. At the **Installation Complete** screen, click **Finish** to complete the installation process.

Connecting the Scanner

1. When you connect the scanner to the computer with the USB cable for the first time, a **Found New Hardware** bubble appears followed by the **Found New Hardware Wizard** dialog. The dialog asks, “Can Windows connect to Windows Update to search for software?” Select **No, not this time** and click **Next** to continue.
2. The next screen appears. It asks, “What do you want the wizard to do?” Because the driver was already loaded onto the computer during the earlier installation, select **Install the software automatically (Recommended)**. This will install the driver. Click **Next** to continue.

3. The **Completing the Found New Hardware Wizard** appears indicating that the software has been installed. Click **Finish** to complete installation.

NOTE: Do not connect more than one OpScan 4 ES, *i*NSIGHT 4 ES, or SelfScore scanner to the host computer at a time.

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