



## Release Notes

# OpScan<sup>®</sup> 4 ES and *i*NSIGHT<sup>™</sup> 4 ES Scanner Utilities

Version 1.4

August 2011

Thank you for purchasing an OpScan 4 ES or *i*NSIGHT 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 *i*NSIGHT 4 ES scanner drivers
- Scanner utilities software for working with technical support

Documentation included on the CD (requires Adobe<sup>®</sup> Reader<sup>®</sup>)

- Image Scanner Utilities User's Guide
- Release Notes
- Elements of Data Collection
- OpScan 4 ES and *i*NSIGHT 4 ES What's In This Box
- OpScan 4 ES and *i*NSIGHT 4 ES Scanners Quick Start
- OpScan 4 ES and *i*NSIGHT 4 ES Operator's Guide
- OpScan 4 ES and *i*NSIGHT 4 ES Quick Tips - Display Panel Messages
- OpScan 4 ES and *i*NSIGHT 4 ES and SelfScore Quick Tips - Maintenance

- SelfScore What's In this Box
- SelfScore Quick Start
- SelfScore Operator's Guide
- SelfScore Scanning Tests, Surveys, and Ballots Using
- SelfScore Quick Tips - Tests, Surveys and Ballots
- Select Stacker Operator's Guide

## Operating System Compatibility

In order to use the Scantron scanner utilities software included with this kit, the host computer system must be running XP Professional, Windows Vista Business Edition (32-bit), or Windows 7 (32-bit or 64-bit). This version of the utility software cannot be installed on a system running Windows 2000 or Windows NT 4.0.

## 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 installation.

**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 7, Windows XP, and Windows Vista Business Edition Users

1. Insert the **OpScan 4 ES and iNSIGHT 4 ES Scanner Utilities v1.3 CD-ROM** into the CD-ROM drive of the computer.
2. **Browse** to your CD-ROM drive.
3. Double-click **setup.exe**.
4. Follow the on-screen instructions.
5. Click **Finish**.

## 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 “Can Windows connect to Windows Update to search for software?” message appears.

2. Select **No, not this time**, and click **Next**.

The “What do you want the wizard to do?” message appears.

3. Because the driver was already loaded onto the computer during the earlier installation, select **Install the software automatically (Recommended)**.

This installs the driver.

4. Click **Next**. The **Completing the Found New Hardware Wizard** message appears indicating that the software has been installed.

5. 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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