Thank you for purchasing a Scantron scanner. This document contains getting started information for the following scanners:

- iNSIGHT 4ES
- iNSIGHT 20 and 20 Plus
- iNSIGHT 30
- 5000i (with speed upgrade)
- iNSIGHT 70/150

The following information is available:

- 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

Note: We recommend an Internet connection and a web browser for accessing online support information and product updates. It is not required for product operation.

Contents

This release includes the iNSIGHT Scanner Utilities.

Documentation included (requires Adobe® Reader®):

- Scantron Scanners Image Scanner Utilities User’s Guide
- Release Notes
- Scantron Scanners Elements of Data Collection

iNSIGHT 4ES

- OpScan 4ES and iNSIGHT 4ES Operator's Guide
- OpScan 4ES and iNSIGHT 4ES Quick Start
• OpScan 4ES and iNSIGHT 4ES Quick Tips - Display Panel Messages
• SelfScore Quick Start
• SelfScore Scanner Operator's Guide
• SelfScore Scanning Tests, Surveys, and Ballots Using
• SelfScore Quick Tips - Tests, Surveys, and Ballots
• Select Stacker Operator’s Guide

**iNSIGHT 20/20 Plus**
• iNSIGHT 20 Operator’s Guide
• iNSIGHT 20 Quick Start
• iNSIGHT 20 Quick Tips
• iNSIGHT 20 Plus Operator’s Guide
• iNSIGHT 20 Plus Quick Start
• iNSIGHT 20 Plus Quick Tips

**iNSIGHT 30**
• iNSIGHT 30 Operator’s Guide
• iNSIGHT 30 Quick Start
• iNSIGHT 30 Quick Tips

**Operating System Compatibility**
In order to use the iNSIGHT Scanner Utilities software included with this kit, the host computer system must be running Windows 7 (32-bit or 64-bit), Windows 8 (32-bit or 64-bit, iNSIGHT 20/20 Plus or iNSIGHT 4ES only) or Windows 10 (32-bit or 64-bit, iNSIGHT 20 Plus or iNSIGHT 4ES only).

**Note**: The 5000i, iNSIGHT 30, iNSIGHT 70 and iNSIGHT 150 do not support Windows 8 or above. The iNSIGHT 20 does not support Windows 10.

**System Notes**
• Do not connect more than one scanner at a time to the host computer.
• You must have administrator rights to perform the installation procedures.
• You must install the iNSIGHT Scanner Utilities software before installing ScanTools Plus software.
• The Fast User Switching function of Windows XP is not supported. Only one instance of the iNSIGHT Scanner Utilities software can be running on a PC at one time, even when under separate user accounts using Fast User Switching.
iNSIGHT 4ES

Caution: Do not connect the scanner to the host computer before installing the iNSIGHT Scanner Utilities.

5000i/iNSIGHT 70/150

- 5000i with speed upgrade and iNSIGHT 70/150 scanners with Windows 7 (64-bit) must have the most recent version of the iPORT scanner drivers (v3.3.3) installed before the iNSIGHT Scanner Utilities software and ScanTools Plus 8.x. can be installed.

We recommend you install the software in the following order:

- iPORT drivers
- iNSIGHT Scanner Utilities software
- ScanTools Plus software

To install the iPORT scanner drivers, access the Drivers folder on the iNSIGHT Scanner Utilities CD. Follow the installation instructions in the iPORT Installation Guide - 3.3.3.pdf file on the CD to install the iPORT drivers.

- Older 5000i scanners with a hobbes board are not supported by ScanTools 8.x. If you are uncertain if your 5000i scanner has a hobbes board, contact Scantron Customer Support for assistance. The 5000i scanner with speed upgrade is supported by this release.

Installing iNSIGHT Scanner Utilities

Note: If you are installing an iNSIGHT 20/20 Plus or iNSIGHT 30 scanner, do not connect the power cord and USB cable until prompted by the installation program.

1. Insert the Image Scanner Utilities 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.
6. If you are installing the iNSIGHT 20/20 Plus or iNSIGHT 30 scanner, calibrate the scanner using the instructions in the iNSIGHT 20/20 Plus Quick Start guide or iNSIGHT 30 Quick Start guide.

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