Setting Up Your Scantron Score

NOTE: To protect your ink cartridges and get the longest life from them, we recommend leaving the Scantron Score turned on (the test scoring machine will go into sleep mode between uses to conserve power). If the scanner must be powered off for an extended period of time, store cartridges in sealed containers. See Printer Cartridge Replacement for details on removing the cartridge.

1. Remove the What's in This Box sheet and the instructions poster from the box. Setup instructions are found on the back of the What's in This Box sheet.
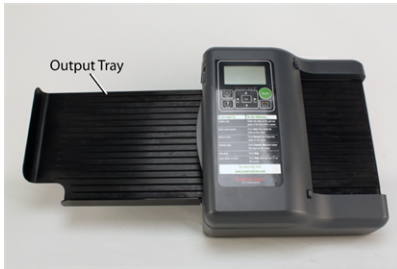

2. Remove the sample forms pack.

3. Remove the test scoring machine, dust cover, and power cord from the box.
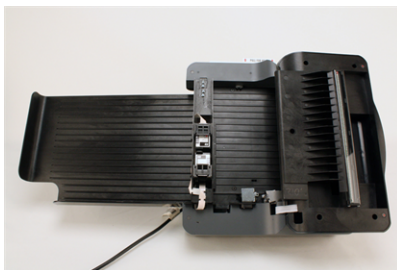

4. Select a location that has ample room around the machine and a place to hang the instructions poster.

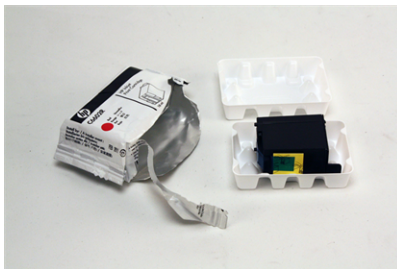5. Pull out the output tray until it stops.

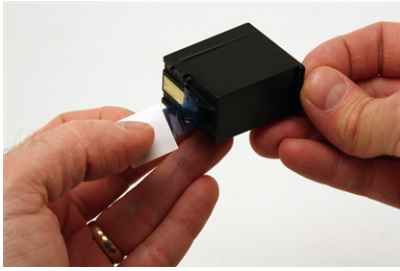6. Turn down the output tray bottom ledge.

7. Open the front cover.

8. Tilt the cartridge holders back.

9. Remove the new cartridges from the packaging.

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10. Remove the tape covering the ink jets.

11. Install the cartridges into the cartridge holders.

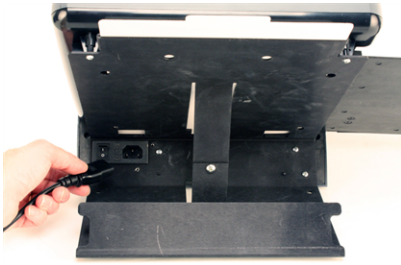12. Tilt the cartridge holders into their operating positions.
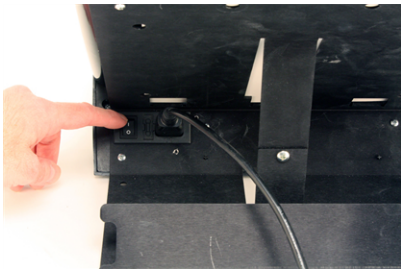

13. Close the front cover.

14. Plug the power cord into the wall. Be sure to use a surge protector.

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15. Plug the other end of the power cord into the test scoring machine.

16. Turn the machine on. The power switch is located on the back of the unit.

17. See Testing Your Scantron Score.