Scanning with Konica Minolta

Once students have completed their assessments, the answer sheets are to be scanned using your Konica Minolta scanner. The scan will be sent to Performance Matters for scoring and reporting.

To make scanning easy, an address book entry and program key have been set up with all of the necessary FTP and scan settings already configured. To scan, simply follow these steps.

1. Place the document(s) face up in the automatic document feeder or face down on the scanner glass.
2. Press the device Fax/Scan button.
3. On the device screen, in the Address Book, browse or search for the address created for scanning to Performance Matters and select it.
4. Press the device Start button.
5. The scanner will establish a connection with the FTP server and begin scanning.