Scanning with Ricoh/Sharp/Lanier

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

To make scanning easy, an address book entry has 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 Scanner button.
3. From the device panel, select the Folder tab.
4. Under the Folder tab, select the button created for Performance Matters.
5. Select the Send File Type / Name button.
6. Under the Send File Type / Name menu, select the File Name button.
7. Enter a name or acronym that describes the location you're scanning from. Keep in mind, whatever name you choose must be followed by the underscore symbol (for example, abc_). Then press OK twice.
8. Press the device Start button.
9. The scanner will establish a connection with the FTP server and begin scanning.