Scanning with Kyocera Scanners

Once students have completed their assessments, the answer sheets are to be scanned using your Kyocera 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 Home button.
3. On the Home screen, locate and select the button programmed for scanning to Performance Matters.
4. Press the device Start button.
5. The scanner will establish a connection with the FTP server and begin scanning.