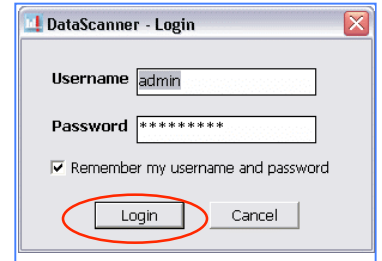
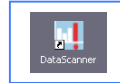


How to Calibrate Your Answer Documents Using DataScanner

Why Calibrate?

- Calibration is used to configure your scanner to correctly read the answer sheet within the printed registration marks (6 sideway T marks). Calibrating your scanner is not always necessary. If your scanner is processing your answer sheets without issue, it is not necessary to calibrate your scanner.

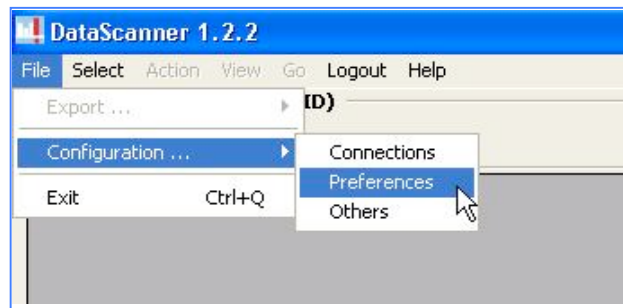


Step 1: Login

1. Double-click the **DataScanner** icon on the scan station PC desktop.
2. Enter your DataDirector username and password and click **Login**.
3. If your account is associated with multiple sites or groups, click the appropriate site. If you are affiliated to only your school site, proceed to the next step.

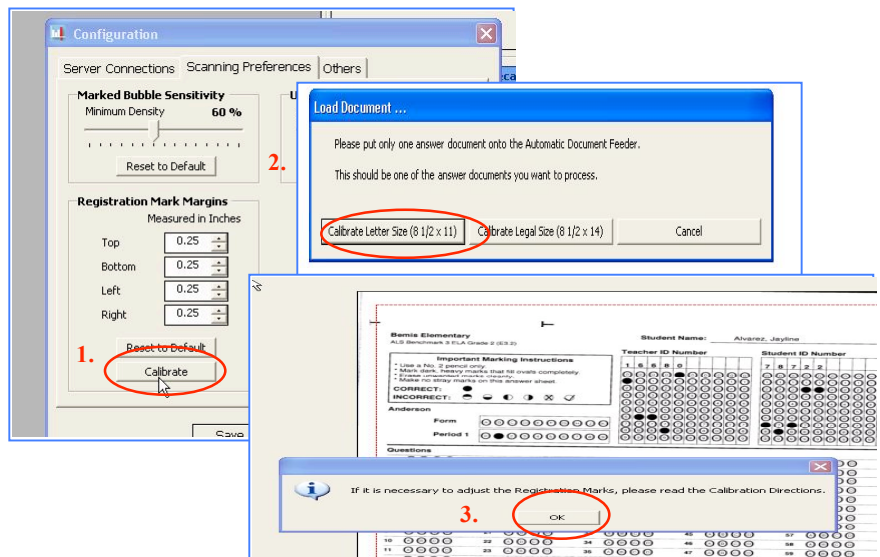
Step 2: Go to the File Menu

1. Click **File**.
2. Select **Configuration**.
3. Select **Preferences**.



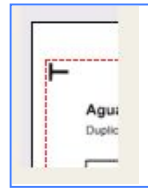
Step 3: Set up the Calibration

1. Click **Calibrate**.
2. Select your paper size.
3. Allow the document to feed.
4. Click **OK**.



Step 4: Calibrate the Answer Document

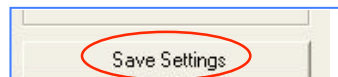
1. Use the Registration Mark Margin Arrows to bring the red perforated line in to “hug” the registration marks (T-marks).
2. The red perforated line should be as close to the T-marks as possible without touching them.



3. You may note that the T-marks are uneven on the page. This is okay as long as the red line is as close to the nearest T-mark on each of the margins.

Step 5: After You Have Calibrated

1. After you have your T-marks in the desired location, click **Save Settings**.



2. You will be re-directed to the configuration window where you will click **Save** once again.

