

## EASE Scan Installation – for version 3

Note: if you are using an Epson DS-860 or DS-760 scanner the version of the driver on Epson's website will not work. You will need to go to <https://ftp.epson.com/drivers/epson18417.exe> to download the correct ISIS driver.

To install the EASE software, you **must have administrative rights** to the machine.

For the older GTS-80 scanners, there is an updated driver and one is no longer available on our RIC FTP site. See below.

The driver can be updated by either of the two links listed below:

1. Direct from Epson:

<https://ftp.epson.com/drivers/epson15274.exe>

To update the driver via Epson's website:

- you will need to execute the file from the link. This will then create a folder on your c:
- Run C:\EPSON\epson15274\_isis\_11205.21001\SETUPEX.EXE

2. Google Drive link:

<https://drive.google.com/open?id=1goNa-lcd5rAM74bks2vn5E6OMA1hJxN>

To update from the Google drive link:

- Download and run the : SETUP-epson15274\_isis\_11205.21001.exe file

Instructions and the EASE software are available here:

[https://drive.google.com/drive/folders/1tacEdsI4ORV1MI5eL5OMCG\\_L5qdSEMqL](https://drive.google.com/drive/folders/1tacEdsI4ORV1MI5eL5OMCG_L5qdSEMqL)

These instructions assume that the **ISIS scanner driver and the USB scanner driver** are already installed, communications Port 22 is open and that the user has **Administrator** authority on the PC.

If you have difficulty with the install of EASE and you can't get in touch with anyone at DAS, call the vendor. "Max" is very helpful.

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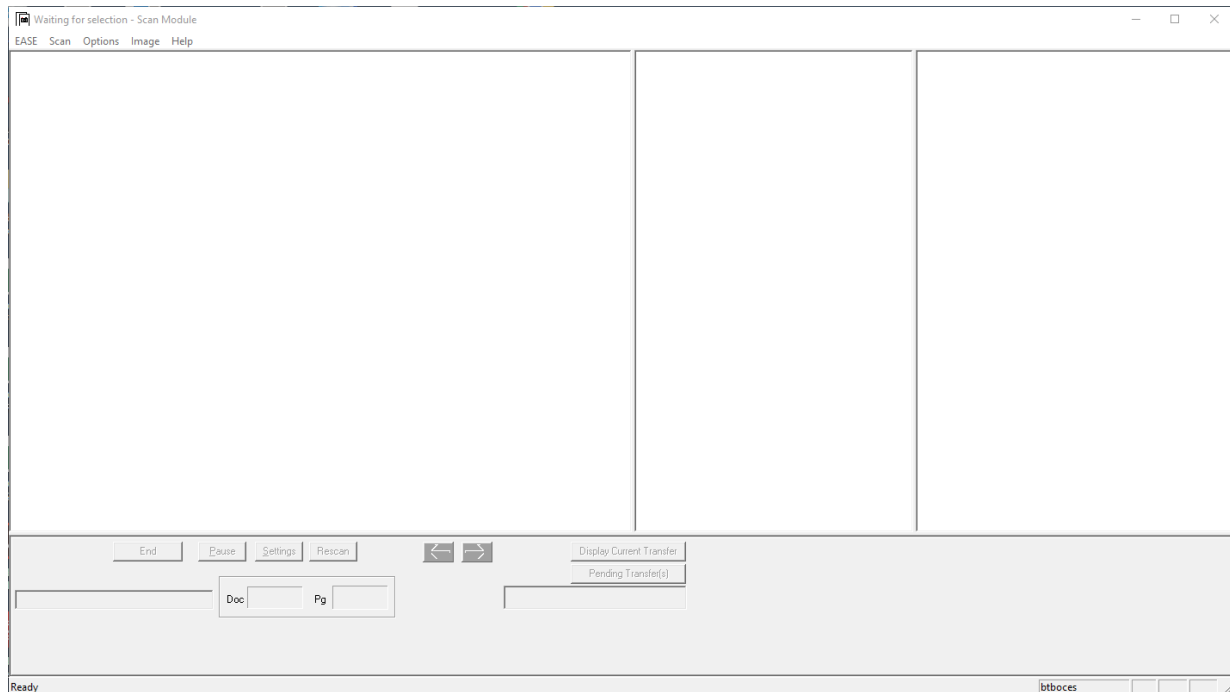
Verify the system works from end to end.

## **SCANNING**

If possible, locate sample answer sheets that were mailed to your district. Otherwise, just a blank sheet of paper to write “front” and “back” on will suffice.

Run the scan module from the desktop EaseScan icon....

- **Important:** RIGHT click the scan executable file and select “RUN AS ADMINISTRATOR”. (If you fail to do this step, you may encounter a message that says the EASE Software will be updated, but the update will stall and the pop-up message box will just sit there spinning.)
- Enter USERID & PW supplied by the RIC
- Maximize the screen (panes should look like this. Adjust as necessary)



- Load sample test doc(s) in scanner head down
- On upper left of the toolbar select SCAN and then EXAMS
- Select your Epson GT-S80 or other scanner from pull-down list
- Select answer sheet type to be scanned from pull-down menu,

- e.g. 2017 English Language Arts (Common Core)
- Scan (sample) answer sheets
- Images will appear on screen
- Select “End” – select “yes” to confirm
- Transfer images - yes
- E-mail notice will be sent to the primary account for your district. If the notice fails to appear after 5-10 minutes, check the “junk mail” and “spam” folders to see if it indeed arrived.

If you get a “tag not found” error in this test, most likely either or both of the ISIS and USB scanner drivers are not installed.