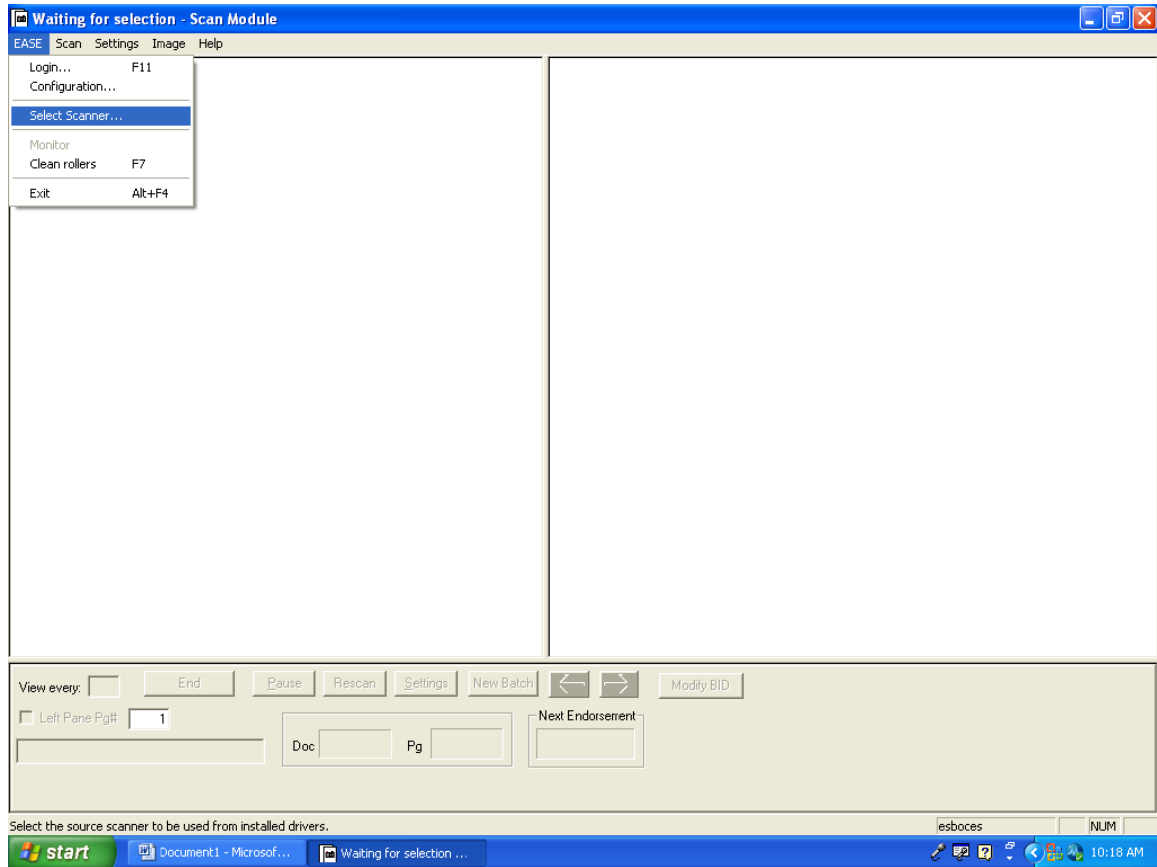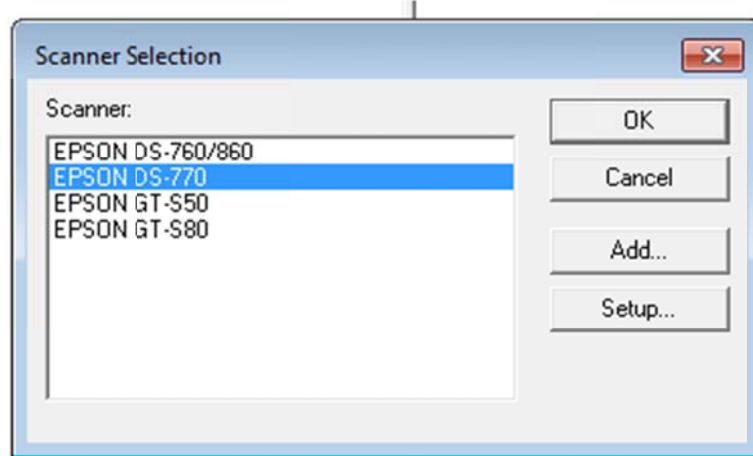- Click on following Desktop Icon to open program.
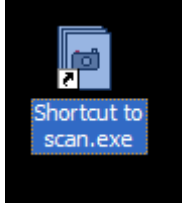
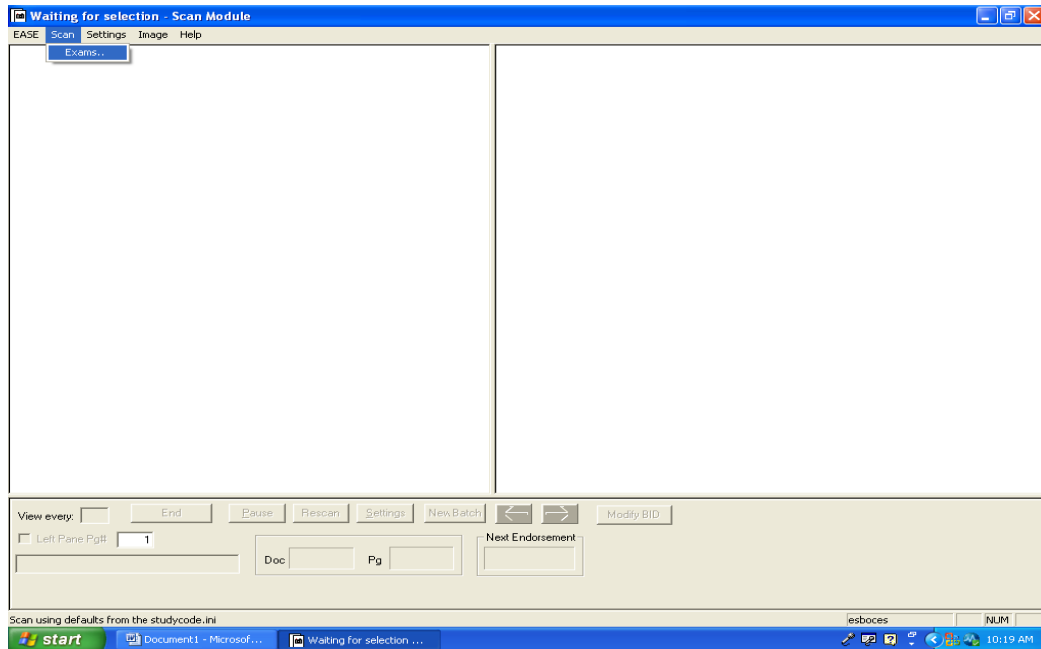- EASE Login – Enter District User ID and Password. **<u>DO NOT</u>** Change Password!!

- At the Waiting for selection – Scan Module Screen Select EASE from the Top Menu and Select Scanner.


- Highlight your scanner model and say OK.

- At the Waiting for selection – Scan Module Screen Select SCAN, and Highlight Exam.

- Load Scan Sheets into scanner – Note what test name you're scanning! Sheets are loaded face down and upside down.

- At the Scanning Parameters screen – select from the Exam dropdown menu and highlight the correct Regents exam to scan. Click on the Start Scanning button below.

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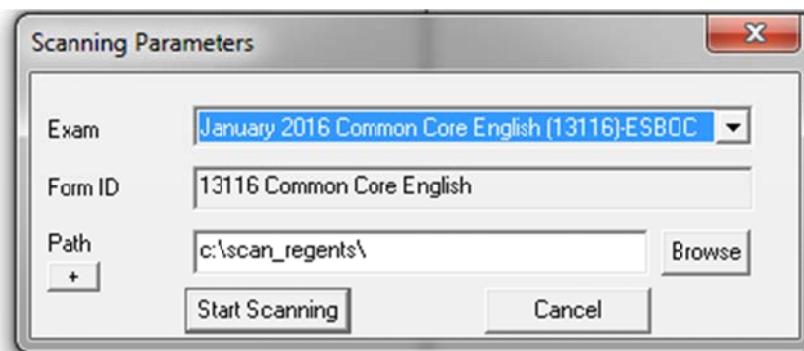
- After scanning the first batch of sheets, you have three option buttons below. Select one of two to continue. Click on "End" if you have no more answer sheets to scan. Click on "Resume" after you have loaded more answer sheets for that batch.

- When you are all done click on "End" and the following options will come up:

- "Would you like to end this exam?" Select "Yes" if you are done scanning this batch.
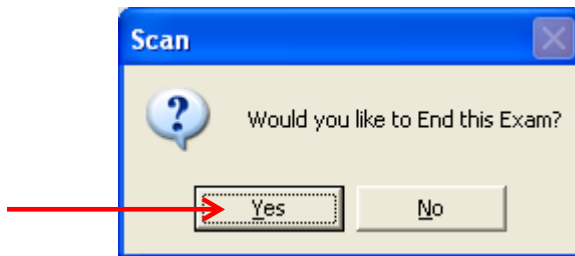
- If you say "YES," then "Do you wish to Continue and Transfer the Images" comes up. Say "YES".
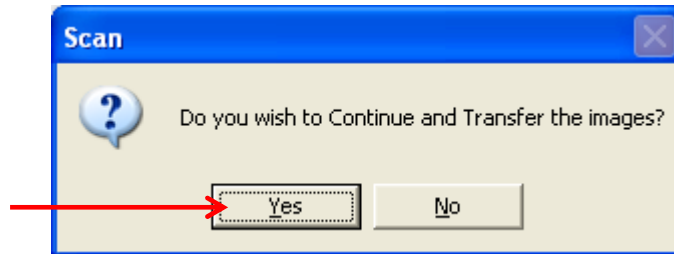
- The images are now on their way to OSC and the following window will appear to confirm the number of pages, **images**, and **name of exam**.