**eDoctrina® Scanning Setup**

Using eDoctrina® scanning requires schools/districts to send scanned images to via FTP, or File Transfer Protocol. Below are settings required for the FTP, followed by typical scanner settings that result in the successful processing of answer sheets.

We will work with you to optimize scanner settings. Ideally, you can have a one-touch button set up on your scanner that sends images with the identified settings via FTP.

If a scanning technician is coming in to set up your equipment, let us know so that we can be available to support the process and process test scans.

**FTP Settings**

FTP IP: 72.45.148.242

Port: 21

 \* *NOTE: Ensure ports 21 and 20 are open through your firewall bi-directionally.*

Folder: csatbubb.fof

Username: edoctrinaftp

Password: ed0ctrin@ftp

MODE: PSV (passive)

 **Scanning Settings**

File type: Tiff (required – must NOT be compressed)

Image type: Text (usually there are options of “photo,” “photo-text” or “text”).

Resolution: 300 DPI (minimum)

Color: Black and White (required)

Image Quality: Medium or High

Sharpness: High (recommended if available)

Contrast: Normal (recommended)

**Scanning Test Page**

Please scan a copy of this page with the following information filled out.

After scanning, send an email to everrall@edoctrina.org alerting us of the scan and we will check for it:

Person Scanning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Scanner / Copier Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Scanner Verification Summary Sheet**

**Please use to document each scanner that is set up.**

| **Scanner Name / Location** | **Method****(Direct FTP or Network FTP )** | **Scan Received** | **Quality Acceptable** |
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