

Installing Your Hand Scanner

The process associated with installing the new model of scanner that is designated to be used with VISTA Local or the original model that only works with VISTA closely mirror each other. As a reminder, the new model of scanner that is designated to work with VISTA Local will also work with VISTA.

You Have Two Scanner Options (New or Old)

1. To set up your new model scanner, you will need to download the New Scanning Executable file and New Scanner Set Up barcode. These are found under "Downloads" on the www.vista.utah.gov.
2. To set up your old model scanner, you will need to download the Old Scanning Executable file and Old Scanner Set up barcode. These are found under "Downloads" on www.vista.utah.gov.

These zip files contains the necessary ingredients for using each of the hand-scanners. Hand-scanners are used to record voting history, capture signatures, manage absentee voters, petitions, etc. Again, the new model of hand scanner can record voting history at the polling place with VISTA Local.

Step 1 (The Executable/Zip file) : Depending on what model of scanner you are using, select either the New or Old Scanning Executable button and select each of the defaults as they are presented to you. When downloading the file, make sure that the file path says **c:\scanner**. This will create a folder where the files will be saved.



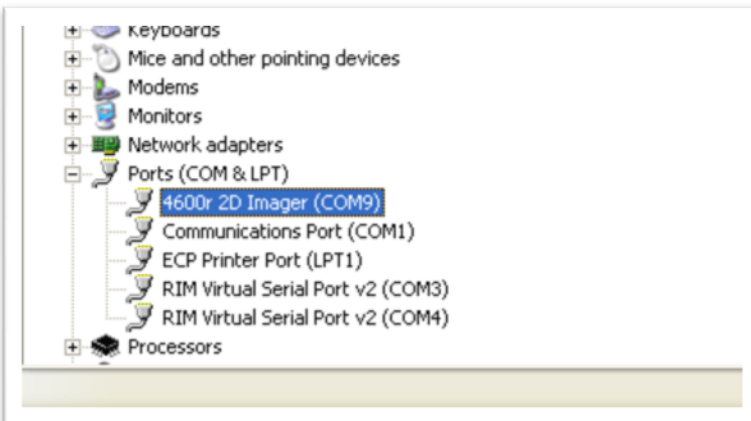
Step 2 : (The Scanner Set Up Barcode) : Download the New or Old Scanner Set Up. If you select the Old Scanner set up, you will want to print this pdf off and scan both of the bar codes, starting with the barcode at the top of the page. If you are selecting the New Scanner Set up, you can simply scan the barcode on your computer monitor.



Installing the Drivers

Now we need to tie everything together. Make sure that the scanner is plugged into your USB port. If you are using the old scanner, scan the pdf document. If you are using a new scanner, select the New Scanner Set up and then scan the barcode on your monitor. If the installation wizard doesn't appear, go to:

Start button of your computer > Control panel > System > Hardware > Device manager > Ports > Right-click IT 4600 Imager > Update driver.



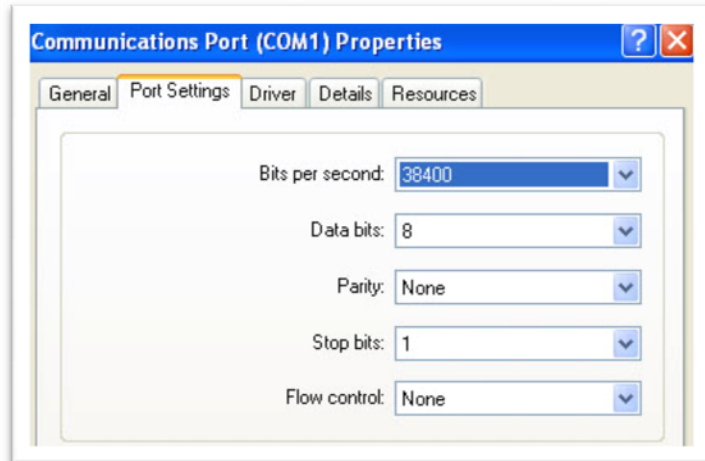
Using the Hardware Wizard



1. Select "No, not this time" and the next button.
2. Select "Install from a list or specific location (Advanced)" and the next button.
3. Select the check box for "Include this location in the search" and browse to choose C:\scanner.
4. Select the finish button to complete installation.

Setting the Speed and Port Number for the Scanner: After updating the driver, you will still be viewing the device manager screen. If not, you will access this screen by going to:

Start button of your computer > Control panel > System > Hardware > Device manager > Ports > Double-click on IT 4600 Area Imager. This takes you to the IT4600 Imager Properties screen. Then select the Port Settings tab. Select 38400 from the Bits per second drop down box. Then select the advanced button. Finally, select COM9 from the COM Port Number drop down box. Select OK to save your changes.



Remember! The bits per second must be set to 38,4000. After setting this, select the advanced tab and set your COM port number to COM9. Your scanner will not work without these settings.

