

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: `scan-ny.edoctrina.org` (The fixed IP address is 52.201.195.90 and should only be used if the device does not support URL's as this IP address may be subject to change)

Port: 21 or 22

- NOTE: Ensure ports 22, 21 and 20 are open through your firewall bi-directionally.

Username: Will be provided separate from this document: _____

Password: Will be provided separate from this document: _____

- if you do not have your username and password, send an email request to help@edoctrina.org

MODE: PSV (passive)

Scanning Settings

- File type: Tiff (required - must NOT be compressed) single-page per file is recommended.
- Image type: Text (usually there are options of "photo," "photo-text" or "text").
- Resolution: 400 DPI is recommended / 300 DPI minimum
- Color: Black and White (required) (DO NOT USE GREYSCALE or COLOR)
- Image Quality: Medium or High
- Sharpness: Highest setting available recommended if available.
- Contrast: Normal (recommended)

DO THE FOLLOWING BEFORE SETTING UP YOUR COPIER

Prior to setting up your copier, it is recommended that you try to connect to our server from a computer to confirm there are no firewall or content filter settings blocking the connection.

1. Go to a computer on your network and open any browser.
2. Type <ftp://scan-ny.edoctrina.org> into the browser.
3. You should be prompted for a username and password. If you are not prompted for a username or password, then your firewall is blocking the connection. Work with your network administrator to help open traffic to our FTP server.
4. After you enter your username and password you should see your FTP folder and be able to place files into this folder. If your login does not work, double check it with your support person. If it still does not work, your firewall or content filtering (Barracuda, Lightspeed, etc.)

may be blocking the connection, please contact your network administrator for assistance.

If you were successfully able to connect to our servers with a computer, attempt to setup your copier and send a test scan to us.

Scanning Test Page

Please scan a page with the following information filled out. After scanning, send an email to help@edoctrina.org alerting us of the scan and we will check for it:



Person Scanning: _____

District: _____

School: _____

Contact Email: _____

Scanner / Copier Location: _____

If you are having trouble with setup or connection, please review our [Scanning Trouble Shooting Guide](#) to make sure everything is configured correctly.

Feel free to email us at help@edoctrina.org for assistance with scanning or information about configuring your scanning device.