

# **BizCardReader 6.3**

**Windows 8 / 7 / Vista / XP**

## **User Guide**

**CardReader, Inc.**

[www.bizcardreader.com](http://www.bizcardreader.com)

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# General Information

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BizCardReader is an application that scans and manages your business cards by saving a picture of each card and automatically creating a database of your business contacts. Using Optical Character Recognition (OCR), a technology that allows computers to recognize printed text, BizCardReader will automatically read, sort and place card information into categories such as name, company and address in the database. BizCardReader also scans and stores photographs.

## System Requirements

- Computer running Windows 8 / 7 / XP or higher
- Minimum 16 MB RAM
- Minimum 20 MB free hard disk space.
- Available USB port with 0.5 A power (if card scanner is used)

## Installing the Card Scanner

The BizCardReader CD is needed to install the drivers for the card scanner.

You should logon to Windows as **Administrator** to ensure that you have sufficient privilege to install the scanner drivers.

### Installing the Scanner Driver

1. Insert the BizCardReader CD into the CD ROM drive and follow the on-screen instructions to install the BizCardReader application. Leave the CD in the drive and continue with the next step.
2. Plug the card scanner into the computer's USB port.
3. The system new hardware wizard will indicate that a new scanner has been found. Press "Next" to continue.
4. Select "**Search for the best driver (recommended) ...**" and click Next. If you have an internet connection, allow the system to search online for the latest available drivers.
5. If prompted to specify a location for the scanner driver, select the **CD ROM drive** by checking the appropriate box.
6. Continue the installation procedure to completion.

### Troubleshooting the Card Scanner

#### (A) Improper driver installation

If the scanner will not scan after you install the driver, you should try to re-install/update the driver. The following procedure describes how this can be done.

1. Place the BizCardReader CD into the drive, and exit the application software installation if prompted.
2. Unplug the USB cable from the scanner for a few seconds and then plug it back in.
3. If the system new hardware wizard is displayed, then follow the steps described above to install the scanner driver. Otherwise go on to the next step.
4. Start up the Windows Control Panel by clicking on the Windows task bar Start... Control Panel.
5. In the Control Panel, select Performance/System and Maintenance and click on the System icon. Then select **Device Manager** (for Windows 2000/XP users click on **Hardware**, then **Device Manager**).

6. If you see the BizCardReader scanner device with an exclamation mark beside it, highlight it and click Properties/Update Driver. Follow the instructions to search/locate the driver on the CD ROM. Click Finish after the driver is installed.

### **(B) CONFLICT WITH OTHER USB DEVICES**

Some problems are due to conflicts with other devices on the USB. To resolve this, disconnect all other devices (and/or hubs), and plug the card scanner **directly** into the USB port of the computer. If necessary, re-install the scanner driver.

## **The DuplexScan 1200/1210 Series Card Scanners**

The DuplexScan 1200/1210 scanner is a double sided scanner which scans both sides of an input document in a single pass. The input document can be returned (ejected) either at the front or the rear of the scanner. The document eject mode is set from the software in the scanner settings and options.

### **Inserting the document (card) for scanning**

The card should be inserted into the front of the scanner at the RIGHT end of the input slot.

### **Optional External power adapter**

For high volume usage of more than 200 scans per hour, you can use an external power adapter to supplement the battery power. If this is needed, please contact CardReader, Inc. ([www.bizcardreader.com](http://www.bizcardreader.com)) to purchase the power adapter.

### **Built-in Rechargeable Battery**

The unit contains a built-in self-recharging battery which boosts the scanning performance of the system. When you use the scanner for the first time, you should plug it into the USB port of a live PC, and allow the battery to charge for about 2-4 hours. The battery should last for several years in normal usage, and can be easily replaced if needed. If the red low battery light remains on for extended periods, you may have to replace the battery.

## **System Settings**

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In BizCardReader there are several settings that affect how the system processes the cards. To view the default system settings, select the **Settings** menu item. Then select the **System** option. The System Setting dialog box appears. The following settings can be enabled / disabled by clicking on their respective checkboxes:

- **Read card contents (OCR) after scanning:** If enabled, the system activates the OCR process to read the card contents after scanning. If disabled, OCR is not activated and only the scanned card image is displayed.
- **Automatically correct for upside-down cards:** If enabled, the system automatically flips the image to the correct orientation even if it was scanned in upside down.
- **Prompt before overwriting database:** If enabled, when the user wishes to save the database, BizCardReader prompts before overwriting the current contents of the database.
- **Enable balloon help:** If enabled, the system will pop up the balloon help when the cursor is placed over an icon.

- **Use uppercase for field data:** If enabled, the system changes the card contents to uppercase when writing into the data fields.

To activate/de-activate an option, simply click on the corresponding checkbox to add/remove the check. To confirm the settings, click **OK**.

The **Maximum records per database** parameter allows you to set the maximum number of records that can be accommodated in a single database.

## Scanner Settings

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To view and change scanner settings, select the **Settings** menu item. Then select the **Scanner** option. The Scanner Settings dialog box appears. The following options are available.

### **Image Format**

This specifies the format to save the scanned card images. The recommended format is JPEG Medium Compression.

### **Scan Resolution**

The recommended setting for scanning business card and IDs is 300 dpi.

### **Scan Brightness**

The recommended setting is NORMAL, and typically should not be changed. If you find that the scanned cards are consistently scanned in too dark, you can select the Lighter option. Similarly, select Darker if the cards are scanned in too light.

### **Image Type**

Select the image type to store the images. The recommended image type is 24 bit color.

### **Double Sided Card Images**

When scanning double sided cards, you can tile the front and back images of the card either vertically (one above the other), or horizontally (one beside the other).

### **Automatically start scanning when card is placed on the card scanner**

Check this option if you want the system to automatically start scanning when a card, photo, or other document is placed on the scanner. If this is not enabled, you will have to manually click on the scan icon to activate a scan.

### **Select...**

Click this button to select a scanner. A Select Scanner dialog box appears showing the list of available scanners. Select a scanner from the list and click the OK button.

### **Calibrate...**

Calibration should be performed the first time the scanner is used, and periodically, once every 4 - 6 months. Click on this button to begin calibration.

# Getting Started

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## Scanning Business Cards

The BizCardReader scanner is a portable high-resolution card scanner. After installing the scanner and application software, you are ready to begin scanning.

1. Startup BizCardReader.
2. Check that the Auto-Start scan feature is enabled (see Scanner Settings for details).
3. Place the card or photo face down on the scanner. Gently slide the card forward into the scanning slot.
4. The scanner will automatically start scanning and the card will be pulled through the scanner.
5. Insert the next card when prompted, until all cards or photos have been scanned.

When you have finished scanning the cards, a **Progress Window** showing the status is displayed. After the image files are processed, the last processed record is displayed in the address book.

If the orientation of any card is not upright, the Auto Orientation feature will usually detect the correct orientation and rotate the image to the upright position. In the event that this feature does not correctly detect the orientation, you do not need to rescan the cards; you can use the Rotate facility in the main menu to correct the orientation.

The system will automatically place the card information into their respective record fields. Sometimes, there is information on a card that the system cannot classify. This is placed into the **Notes** field.

## Scanning double-sided cards

To scan a double sided card, place a check in the “Double Side” option in the main menu display. Then place the first side of the card on the scanner to begin scanning. The system will prompt you to insert the second side when ready.

You can control the way the front and back of the cards are tiled from the options in Scanner Settings.

## Attaching Images

BizCardReader allows you to attach multiple images (up to 8) to a single record. This feature is useful for storing additional cards or photographs associated with a contact record.

To attach images to a record:

1. Select and display the record.
2. Click the Attach Image icon, or select Image... Attach Image option.
3. Specify the scanning options in the Attach Image dialog box.
4. Place the image to be scanned onto the scanner and then click OK.

# Transferring data

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BizCardReader has extensive features which enable you to easily transfer all the text information from its database to applications such as spreadsheets, contact managers and handheld devices.

## Transfer data to Microsoft Outlook

The simplest way to transfer data to Microsoft Outlook is to use the built-in synchronization feature. To synchronize data with Outlook:

1. Outlook should be installed on your system.
2. Start up BizCardReader and click on File... Sync Data... Setup.
3. Select Outlook as the destination application and click OK.
4. In the Transfer/Synchronization dialog box, click on the Outlook tab.
5. Select the destination folder.
6. Specify the records to transfer – all or current only.
7. Specify/change the synchronization options (see below) if needed. Then click OK.
8. To start synchronization, select File... Synchronize data... Go, or click on the Synchronize data icon.

## Outlook Sync Options

The synchronization options control how data is transferred between BizCardReader and Outlook. To access the options,

1. Start up BizCardReader and click on File... Synchronize Data... Setup.
2. Select Outlook as the destination application and click OK

The available options are categorized under the different group tabs.

### Outlook Tab

#### Destination database folder

Select or specify the name of the destination folder where the contact records are to be transferred. You can choose either the default contact folder or a sub-folder of the default contact folder. For Outlook 2000 and higher, you can choose the option to select the folder at synchronization time.

#### Records to synchronize

All records in database - This will transfer all records in the currently opened BizCardReader database.

Current record only - This will transfer only the record currently displayed in the BizCardReader application.

### Update Method Tab

This option determines how duplicate records are updated. Duplicate records are records that have been transferred into Outlook during a previous synchronization action. When a duplicate record is encountered during synchronization, you can

- a. Skip it - do nothing and go on to the next record
- b. Overwrite the record in Outlook with the data from BizCardReader
- c. Overwrite the record in BizCardReader with the data from Outlook
- d. Overwrite either the BizCardReader or Outlook record with the record that was most recently changed.

Note: Email, Memo and Notes fields are not updated in duplicate records.

### **Fields Tab**

Select the fields to be used for synchronization by clicking on the check boxes.

### **Image Tab**

If desired, the image of the business card stored in BizCardReader can be transferred to Outlook and will be placed in the notes section. One of the following 2 methods of image transfer can be used.

#### **a. Linking the card image**

This method links the card image as an external file to the Outlook contact. The advantage in this is that the Outlook database is smaller because it does not contain the card image data. The disadvantage is that the image will no longer be available when you delete the BizCardReader database or the corresponding image in the BizCardReader database.

#### **b. Embedding the card image**

This method embeds the card image to the Outlook contact. The advantage in this is that the image is always available with the Outlook contact even when you delete the BizCardReader database. The disadvantage is that the Outlook database becomes larger with each embedded image.

### **Category Tab**

The options in this group allows you to specify the categories for filing the contacts.

### **Notification Tab**

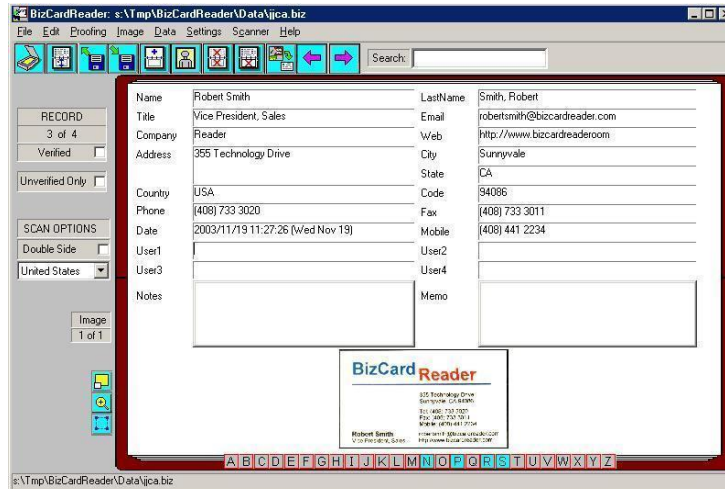
These options determine the prompts and progress indicators to be displayed during the synchronization process. Select the options by checking the appropriate boxes.

## **Transferring data to other applications**

You can use the **Automatic Export** or the **Standard Import/Export** features to transfer the card database to other applications. For more information, refer to the online help or see the section Exporting a Database.

# The Main Window

When you start the BizCardReader program, it displays the main window which contains the address book, icons and the main menu bar (at the top of the screen). This window contains most of the functions you will use for your card-scanning, photo scanning and card-retrieval tasks.



## Verified

If this box is checked, it indicates that you have verified the currently displayed card information.



## Show Unverified Only

If this box is checked, only "unverified" records will be displayed. It allows you to quickly find all records which have not been marked as verified. Click on this box to toggle the check mark.



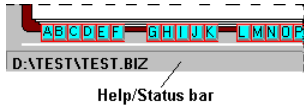
## Search

To search for a specific record, click in the Search input box with the left mouse. The list of available records appears in the window in tabular format. Enter the search string to find a record.



## Country of Origin

Click on the down arrow to select the country of origin of the business card. Correct country selection ensures better accuracy and performance by the system when it reads and detects field entries such as Address, City, State and Code.



The **Help/Status bar** on the bottom of the display gives a brief description of the icon at the mouse pointer.



### Click to Drag cursor

When you see the cursor message "Click to Drag", it means that you can move the indicated field contents by clicking on the mouse button and (without releasing the button) dragging the cursor to the destination field.

## Auto Indexing



The letters below the address book indexes the records according to the selected sort field. Position the mouse pointer on any of the letter tabs and press the left mouse button. The first record in the database that begins with that letter will be displayed.



# Control Menu and Image Icons

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## Description of the Menu Icons



### Scan

Start scan.  
Note: You do not need to use this button if the Auto-Scan feature is activated.



### Display Mode

Switch between 3 display modes.



### Save Database

Save the current database.



### Open Database

Retrieve a saved database.



### New Record

Create a new record by keying in data manually.



### Delete Record

Delete the current record and its associated card image(s).



### Delete Image

Delete the card image of the current record



### Attach Image

Attach an image/photo to current record.



### Synchronize Data

Synchronize data with other applications.



### Next Record

View next record



### Previous Record

View previous record.



### Expand Image

Maximize the card image.



### Zoom Mode

Zoom in/out of the image  
(use *left/right* mouse buttons).



### Draw Zone

Mark a zone in the card image.  
The zone contents can then be dragged and placed into any record field.

# Viewing Cards

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## Display Mode

The address book of BizCardReader is displayed in three modes. Click on the Display Mode icon to view the different modes.

You can also change the display mode by selecting Change Display under the Data menu, or by pressing F8

## Notes Field

The Notes field contains miscellaneous information extracted from the card image.

## Viewing Records

To move from one record to another use the Next and Previous icons. To move to the first or last record, select **Edit** from the main menu and choose **Go Top** or **Go Bottom** respectively. If the record number of the desired card is known, select **Goto** from **Edit** menu and input this number.

### Viewing Records in Tabular Format

To view the card database in column format, simply point the mouse within the **Search** input box and click once on the left mouse button. The records will be displayed in tabular form in the View screen. To quit the View screen, press the **Esc** key or highlight a record and press the **Return** key.

# Verifying Card Information

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BizCardReader has a powerful proofing tool called the Card Verifier that enables you to easily proofread information in the scanned database. The verifier highlights the portion of the card image where the field information is extracted. It works in 3 modes: Normal, Cursor or Off. A tick beside a mode indicates the current mode. Choose the mode by selecting the **Proofing** option from the main menu. Choose a mode by clicking on it to select it.

**Normal Mode** - The Verifier highlights the image section when you double click on the text data in a field.


**Cursor Mode** - The Verifier automatically highlights the image section in any field where the cursor is placed.

**Off Mode** - Disables the Verifier.

### Setting Zoom Percentage


When using the Card Verifier, the line in the card image corresponding to the current highlighted word in a record field is displayed at the selected zoom magnification. The default is **Zoom 100%**. To see the highlighted line in the card image displayed at a lesser magnification, choose a smaller zoom percentage in the Proofing Menu.

## Zooming in & out of the image


To zoom in closer to any portion of the displayed image, simply click on the **Zoom** icon  and then point and click on the image. To zoom out on the image, place the pointer on the image and click once on the right mouse button.

## Shifting the image Window


In **Zoom** mode, you can shift the area of the card image displayed to any desired position. To do this, place the pointer in the image window, click and hold down the left mouse button. Then move the pointer to the new position and release the mouse button. Notice that as you move the pointer, the cursor

changes to the hand icon .

## Expanding the card image to full view

You can expand the displayed and view it in the Windows default image viewer by clicking on the Expand Image icon . Close the image viewer when done.

## Printing the card image

To print a copy of the displayed image, first expand it to full view by clicking on the Expand Image icon . Then use the print features of the Windows image viewer to print the displayed image.

## Rotating the Image

If the scanned image of the business card or photo is not in the upright position, use the options in the Image menu to manipulate the image. You can rotate it Left or Right 90 degrees, or Upside-down.

## Read Card Contents

Selecting this option from the Image menu causes the system to read (OCR) the image of the currently displayed card. The contents of the current display will be overwritten.

## Searching and Sorting

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### Searching for a card

A search input box with a light gray border. On the left side, there is a small rectangular button with the text "Search:" in a dark gray font. To the right of this button is a white rectangular text input field with a thin gray border.

To search for a card, simply enter the search string in the **Search** input box. The default search fields are the Name and Company fields. You can search for data in any field by using the Search By... option in the Data menu.

By default, BizCardReader searches the database for cards that contain all the keywords in the search string. The search is not case-sensitive: BizCardReader will find a record with 'IBM' in a specified field regardless of the search string being 'ibm', 'Ibm', or 'ibM'. The search results are shown in a tabular form on the View screen.

To view a specific record in the View screen, simply double-click on the desired record. Alternatively, use **PageUp** or **PageDown** keys to scroll up or down the list. Press **Enter** to view the currently highlighted record in the table. Press **ESC** to exit the search display.

## Using AND / OR Search Operators

You can have greater control over the search process by using the AND (&& ) OR ( || ) search operators between keywords to govern the way the system searches for cards in the database.

The system will search the database in all the selected search fields for the keywords specified in the Search For box. If multiple keywords and operators are used in a search string, the keywords will be processed in order from left to right.

### Example

As an example, assume that your database contains the following 3 records.

1. John Smith of Vision Corp
2. Sue Marston of Alpha Tech
3. James Smith of Alpha Inc

The search fields selected are Name and Company.

Type in the indicated keywords in the Search box and you will obtain the following results.

<u>Search</u>	<u>Result</u>	<u>Comment</u>
Smith	1, 3	
Smith && Alpha	3	AND operator
Smith    Alpha	1,2,3	OR operator
Smith Alpha	3	space defaults to AND
John && Alpha    Smith	1,3	left to right order

## Sorting

You can sort data on any of the available fields using the **Sort By...** option under the **Data** menu. If the option to Sort by Order of Record Entry is checked, the system will sort the records in the order the records were entered into the database. This is similar to sorting the records by the Date field.

## Editing Records

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You can edit any of the record fields in BizCardReader just like you would in a normal word-processor.

## Editing Text

To **insert** text, click on any of the record fields and type in the information you want to add.

To **copy** text, simply highlight the text and click on Edit menu, copy option (Ctrl-C).

To **paste** text, position the cursor at the insertion point. Select Edit menu, paste option (Ctrl-V).

To **move** text, simply highlight the text and click on Edit menu, cut option (Ctrl-X). Then paste the information to the destination field.

To **delete text**, simply highlight the text and use the delete or backspace key.

To **delete a card image**, click the Delete Image icon from the menu box in the main window. *Images deleted cannot be recovered.*


## Drag & Drop

The **drag-and-drop** feature is a quick and intuitive way to edit information in the record fields.

1. Highlight the text you want to move. (or point to the field name if you are moving all information in the record field)
2. Drag the highlighted text by clicking and holding down the left mouse button.
3. Move to the destination field and release the mouse button.

## Drag and Drop text from Image to Data Field

BizCardReader allows you to mark a reading zone on a displayed image and drag it directly into a data field. The built in optical character recognition engine will process the marked image zone, read any text data within the zone, and place the data in the designated field.

1. Click on the Draw Zone icon  and mark a rectangular boxed zone in the image for reading by clicking and dragging on the left mouse button.
2. Point within the boxed region, click and hold down the left mouse button, and drag the cursor to a destination field.
3. Release the mouse button and the data will be read and placed into the destination field.

## Managing Databases

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### Database Files and Image Files

All **text** information for a given database is stored in a single database file with the file extension “.**biz**”. Additional miscellaneous information for the database is stored in the file with the extension “.**dat**”. The images associated with the database are stored in the same directory as separate image files (with the extension “.tif”, “.bmp”, or “.jpg”). The name of each image file is prefixed with the name of the database file.

For example, if you have a database called MYDAT, then all image files associated with MYDAT have the following form: MYDAT00001.jpg, MYDAT00002.jpg, MYDAT00003.jpg.

## Opening A Database

1. Select Open from the File Menu or click the Open Database icon. The Open dialog box will appear.
2. Select a database to open and click OK. The database will be opened and the first record is displayed. BizCardReader permits only one opened database at any time.

## Saving A Database

When a database is first created, it is given the name **Untitled**. To save the current database:

1. Select Save... from the File Menu or click on the Save Database icon.
2. Type a name for the database and select the directory to save it to and click OK.

## Copying A Database

When you want to duplicate the current database for reason such as to backup the database, simply follow these steps:

1. Select Save As... from the File Menu.
2. Enter the file name and select the drive and folder you want this database to be saved under.
3. If you want to include the images in the saving process, click on the Include Images checkbox.

## Merging Databases

BizCardReader has the capability to merge databases. The current database can be expanded by importing records from another database.

Before merging databases, make sure that the Maximum Records value in the System Setting is set to a number greater than or equal to the sum of the records in the two databases to be merged. To merge two databases, follow these steps:

1. Click on the Open Database icon to open a database to which you want to add the additional records
2. From the File Menu, Select Merge database...
3. In the File Name box, enter the drive and the file name of the database you want to merge with the currently opened database. Click **OK**.
4. In the Merge database dialog box, check the Include Image(s) box if you want to include the image(s) during the merging process.
5. Select the desired radio button to specify how the system should handle duplicate records.
6. Click **OK** to start the merging process.

## Deleting a Database

You can delete a database if you no longer want to keep it in the system.

1. Select Delete from the File Menu in the main window. The Delete Database dialog box appears.
2. Select the name of the database that you wish to delete from the list box.

3. Click OK and the database will be deleted from the hard disk. All Database data and images will be deleted.

## Editing Field Names

The names of the fields in the database can be changed according to the user needs. For example, the “User1” field name can be changed to “WorkCell”. To change a field name, click on the menu item Data... Edit Field Names. A dialog box with the editable field names will be displayed. The maximum length of a field name is 8 characters. Make the desired changes to the names, and click OK to save.

The **Automatic Field Content** (AFC) is an optional data string you can specify for each of the editable fields. When a new record is created, the (empty) field will be automatically filled with the AFC data, if available. However, if the field already contains data (extracted from OCR reading of the card image), the AFC data will not be placed into the field.

## Copy Field Contents

Copy Field Contents allows you to copy or move information from one field to another for all records in the database.

1. Select Copy Field Contents... from the Edit menu
2. Select the Source Field and the Target Field.
3. Select to Append or Overwrite information in the Target Field.
4. Check the Delete contents in Source Field after operation box if you no longer need the information in the Source Field after transferring the data.

## Updating a Database

When new records are added or the Name fields of existing records are edited, the database may not remain in the correct sorted order. The AutoIndex keys may also become dimmed. In this case, use the Update option in the Data Menu to re-sort the database.

## Exporting a Database

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### Export Methods

BizCardReader provides several export features which enable you to easily transfer all the text information from its database to applications such as spreadsheets, contact managers and handheld devices.

- Automatic Export - Transfers all the information in the database to a target application, automatically, whenever you update the database.
- Standard Export - Transfers all or selected portions of the database, and creates new customized export formats.
- Print to File – Writes out database information to a text file file.

## Automatic Export

The Automatic Export feature allows you to transfer all the text information in the database to an export file in a format which is compatible with the selected target application. Each time the database is edited and the contents saved, the export file is automatically updated. This frees you from the tedium of having to manually export the database whenever you scan new cards into the database or update the database contents.

To set up the automatic export feature, do the following.

1. Startup BizCardReader. Select Open from the File Menu to open a database containing the information you want to export.
2. Select Import/Export from the File Menu and then select Auto Export from the sub-menu. The Automatic Export dialog box appears.
3. Select the (target) application format by clicking on the down arrow of the Application list box. If the application is not listed, you should select and use one of the Standard Application formats.
4. After you have selected the compatible application format, the lower edit box will display the name of the export file to which the database contents will be saved. The name of the export file will be the name of the database followed by the “.csv” or “.txt” extension.
5. Note the name of the export file. Then click OK to confirm your selection or Cancel to quit.

**Note:** After you have selected the target application and clicked OK, the system will automatically save or update the database contents to the export file whenever the current database is edited and saved. When you close the current database and open another database, the Automatic Export feature remains in effect and will save the newly opened database to a new export file as specified in step (4) above.

To disable the automatic export feature, select “NONE” in the Application list box of the Automatic Export dialog box.

To read in the database into the target application, startup the application and use its import utility to read in the export file obtained in step (4).

## Standard Text Export Format

The Standard Text formats are export formats provided by the system to assist you in transferring the database information to third party applications. If the application to which you want to transfer data is not shown in the “Application format” list box, then select one of the Standard Text formats which is compatible with your application.

The Standard Text formats essentially export data from ALL the fields in the database. The difference between the format types is only in the way the Address, Notes and Memo fields are exported. Some applications accept only one address line, while others may accept 2 or 3 line addresses. Similarly, some applications can accept separate Notes and Memo fields, while others require the Notes and Memo field information to be combined into one single field.

The following chart summarizes the differences between the different Standard Application formats.

<b>Name</b>	<b>Address field</b>	<b>Notes and Memo fields</b>
Type A	Output in 1 line	Both fields combined into Notes
Type B	Output in 2 lines	Both fields combined into Notes
Type C	Output in 3 lines	Both fields combined into Notes
Type D	Output in 1 line	Separate fields



Type E	Output in 2 lines	Separate fields
Type F	Output in 3 lines	Separate fields

Examples:

The fields for Standard Text (Type A) format are as follows:

1. First Name
2. Last Name
3. Title
4. Company Name
5. Address (all 3 Lines)
6. City
7. State
8. Code
9. Country
10. Phone
11. Fax
12. E-mail
13. Web
14. Mobile
15. LastName
16. Date
17. User1
18. User2
19. User3
20. User4
21. Notes + Memo

The fields for Standard Text (Type F) format are as follows:

1. First Name
2. Last Name
3. Title
4. Company Name
5. Address Line 1
6. Address Line 2
7. Address Line 3
8. City
9. State
10. Code
11. Country
12. Phone
13. Fax
14. E-mail
15. Web
16. Mobile
17. LastName
18. Date
19. User1
20. User2
21. User3
22. User4
23. Notes
24. Memo

## Text and Image Export Formats

The Text and Image formats are export formats provided by the system to assist you in transferring the database information to third party applications.

The Text and Images (A - F) formats are basically the same as the Standard Text (A - F) formats, except that they include the image file names associated with each record. Eight fields (corresponding to the eight image file names) are appended to the end of each record in the exported file.

Example:

The fields for Text and Image (Type A) format are as follows:

1. First Name
2. Last Name
3. Title
4. Company Name
5. Address (all 3 Lines)
6. City
7. State
8. Code
9. Country
10. Phone
11. Fax
12. E-mail
13. Web
14. Mobile
15. LastName
16. Date
17. User1
18. User2
19. User3
20. User4
21. Notes + Memo
22. Image 1 file name
23. Image 2 file name
24. Image 3 file name
25. Image 4 file name
26. Image 5 file name
27. Image 6 file name
28. Image 7 file name
29. Image 8 file name

Note: Unused image file names will be blank. For example, if a record has only one image file, then the remainder 7 unused image file names will be blank.

## Export Card Images

You can export (i.e save) the images in the database to any folder on the hard disk. Each image associated with a record is saved to a file using the Name of the record as the file name.

For example, if the database contains a record John Smith with an associated image, then the exported image from the record will be the image file “John\_Smith.jpg”, which will be saved to the folder specified.

To Export Images:

1. Select File... Import/Export... Export Images
2. Select the target folder to which the exported images will be saved. We highly recommend that you pick a new/empty folder to contain the exported images. To do this, you will have to first create the target folder from your desktop application.
3. Select the export range of records for which you want to save the images.
4. Select the format of the output image file – e.g. by Name field (“John\_Smith.jpg”) or Lastname field (“Smith\_John.jpg”).
5. Check “Append Record ID...” to append a the unique Record ID to the end of the filename (e.g “John\_Smith\_R12345.jpg”). This is useful if you have multiple records with identical names as it creates unique filenames for each record.
6. Check “Append Picture Number...” to append a picture number “P1” to the first image filename of a record (e.g John\_Smith\_P1.jpg). If a record has multiple attached images, each additional image after the first will automatically have P2, P3... etc appended to the image filename.
7. Check “Overwrite...” to allow overwriting of exiting images of the same name (if any) in the target folder.
8. Click OK to export the images.

## Printing

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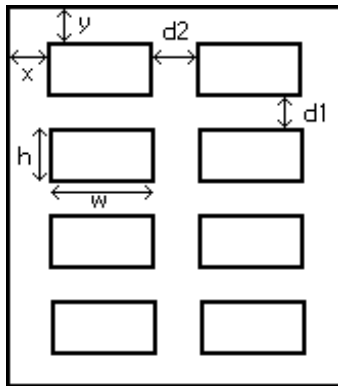
### Printing Labels

BizCardReader can generate mailing labels for all or selected contacts in the database. To print labels:

1. Select Print from the File Menu, and then select Print Label from the sub-menu. The Print Label dialog box appears.
2. Select the Print Range and Print Label options.
3. Click the Labels button to select the type of label you want to print. The Select Label dialog box appears.
4. Listed in the Labels list box are standard label types. To choose one of them, click on the desired label type and then click OK to return to the Print Label dialog box. If the desired label type is not listed, you can create a new label format by clicking on the New button. Refer to the section below on Label Layout for information on how to specify the label layout.
5. Click the Fields button to select the fields that you wish to print. Click OK when done.
6. In the Print Label dialog box, select your desired font type by clicking on Fonts button. Click on Setup button to setup the printer.
7. Click Preview from the Print Label dialog box to view the layout of the labels in a page.
8. If the layout is OK, click on Print button to start printing.

## Label Layout

The following gives an example of defining the label layout.



Number of Label Rows: **4**  
Number of Label Columns: **2**  
**w** - Label Width  
**h** - Label Height  
**d1** - Vertical label distance  
**d2** - Horizontal label distance  
**x** - Top left label from left edge  
**y** - Top left label from top edge

## Print to File

The Print-to-File option allows you to write database information to a text file file. Writing to a text file is useful if you need to transfer the database information to a word processor for manual editing and formatting prior to printing.

1. Select Print from the File Menu, and then select Print to File from the sub-menu. The Print To File dialog box appears.
2. In the Print Range, select to save Current Record, Selected Records, Search Result or Full Database.
3. In the Format pull down menu, click the down arrow and select the application you want to print to.
4. Specify the filename and directory to save the output file and click **OK**.

## Frequently Asked Questions

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### How do I back up the card database?

We strongly recommend that you back up the card database to avoid losing the data in the event of a system or hard disk failure. BizCardReader provides a simple feature for you to make a backup of all the data in the database.

To create a backup of the database MyCardData:

#### METHOD 1

1. Start up BizCardReader and open the database MyCardData.

2. Click on the File menu and select Save As...
3. In the Save As dialog box, select the folder where you want to store the backup database, and specify the name of the backup database (e.g. "MyCardDataBakup").
4. If you want to include the card images in the back up, place a check in the Include Images check box.
5. Click OK, and the database will be saved to MyCardDataBakup.
6. Close MyCardDataBakup, and re-open MyCardData to continue your work.

In the event that you need to recover the database, simply open MyCardDataBakup, and use the Save As feature to restore the database to its original location.

#### METHOD 2

You can use Windows Explorer to backup a database. In Explorer, simply make a copy of the folder containing the database MyCardData. In the event that you need to recover the database, simply restore the contents of the folder to its original location.

## How do I recover from a corrupted database?

A hard disk or power failure may cause the card database to be corrupted. BizCardReader always keeps a backup of the last database that was saved. In the event that a database becomes corrupted, you can try to manually recover the last saved database following the procedure below.

Assume that the corrupted database is named "MyCardData". To recover the database:

1. Close BizCardReader, and start up Windows Explorer.
2. In Explorer, open the folder where MyCardData is stored, and find the two files "MyCardData.biz", and "MyCardData.bak"
3. Rename "MyCardData.biz" to "MyCardDataCorrupt.biz".
4. Rename "MyCardData.bak" to "MyCardData.biz".
5. Start up BizCardReader and open the database "MyCardData". If the last backup database is intact, you should be able to view all the records of the previous saved data before the database was corrupted

## How do I make a copy of my database?

To create a duplicate of the current database, simply follow these steps:

1. Select Save As from the File Menu.
2. Enter the file name and select the drive and folder you want this database to be saved in.
3. If you want to include the images in the duplicate database, check the Include Images checkbox.
4. Click OK to start the copy process.

## Do I have to select the country of origin?

The Country list box is located at the lower left region of the main display of BizCardReader. Selecting the correct "country of origin" of the business card ensures better reading accuracy and performance by the system when it reads and detects field entries such as Address, City, State and Code. To select the country

1. Position the left mouse button on the down arrow located to the right of the Country list box and press on it once.

2. Select the country of your choice and click on the left mouse button once. “South East Asia” option includes countries like Singapore, Malaysia, Hong Kong and Indonesia. If a country is not in the list, choose “[Other]”.

## How do I print the displayed card image?

To print a card or photo image, first locate the record and display the image on the main display of BizCardReader. Then click on the (yellow) Expand/Print Image icon on the left side of the image display, or from the Image item in the menu bar. This will launch the operating system default viewer for the image. You can then print the image from the system viewer. Consult the system viewer help for additional instructions on printing

## How do I create a new label format for printing?

To create a new label, follow the steps below.

1. From the Print Label dialog box, click on the Labels button.
2. Click the New button in the Select Label dialog box. The Create New Label dialog box will appear.
3. Enter the label specifications and the label name. Refer to the Label Layout section in this guide for details on how to specify the label parameters.
4. Click the Save button to save all changes, or Cancel button to quit without saving.

After you save the label format, it will appear in the “Label” list under Select Label dialog box.

## Can I scan more than one image to a record?

BizCardReader allows you to attach multiple images (up to 8) to a single record. This feature is useful for scanning multi-sided cards, or for storing additional cards or photographs which you want to associate with a contact record.

To attach images to a record:

1. Select and display the record.
2. Click on the Attach Image icon, or select the Image... Attach Image menu item.
3. Specify the scanning options in the Attach Image dialog box.
4. Place the image to be scanned onto the scanner and then click OK.

## How do I delete multiple records from a database?

To delete multiple records from the database:

1. Switch to the View mode by clicking on Data... View, or by clicking in the Search box.
2. In the View display, select the records to delete by checking the box next to it.
3. Click on Edit... Delete Record to delete all the records which have been checked.

## How do I export the database to Excel?

To export the database to Microsoft Excel, you should first export the database to a file using the standard export or automatic export methods. Use one of the Standard Text (with image) formats for the export.

This will create a "CSV" (comma separated values) export file which can be opened directly from Excel.

## How do I create a new file export format?

If the application to which you want to transfer data is not listed in the application format list in the Export dialog box, you can create a customized export format for it. To create a new export format, do the following.

1. Select Export under File Menu or click the Export icon from the menu box.
2. Click on the Edit button and the Select Export Format dialog box will appear.
3. Click the New button and the Create Export Format dialog box will appear.
4. Type in a name for the new format which you are creating.
5. Select the fields to be exported from the Available Fields list box by highlighting the item and then clicking on the Select button. Alternatively, you can double-click on the item and it will be displayed in the Exported Fields list box.
6. Select the character to use as field delimiter by clicking on Tab or Comma in the Delimiter box.
7. If you wish to include the names of the fields in the first record of the output file, click on the Include Header checkbox.
8. If you want the names of the image files to be included in the export file, check the Include Image Files box.
9. Click OK when you are done with your selection or Cancel to discard

## How do I export or print only selected records?

First switch to the View screen to select the records by clicking in the Search box. After you have selected the records, click on File... Print (or Export) to print the selected records.

## How do I import an external database?

BizCardReader's importing function allows you to import data from other applications by reading in tab or comma delimited text files generated by the applications.

To import data from other applications, you need to first export the data from the source application to a file in *comma* or *tab* delimited format. Refer to the manuals of the application on how to do this. After you have exported the data, startup BizCardReader to import the data into its database.

To import a delimited text file:

1. Select Import from the File Menu. The Import dialog box will appear.
2. Click the Browse button. Find the import file and click Open.
3. Select the delimiter: comma or tab if you know the format of the import text files. The system will usually perform its own auto detection for the delimiters.
4. The list of fields in the first line of the imported file will be placed in the Available Fields box.
5. Match the items from the Available Fields list with the Target Fields... list by highlighting your selection from both lists and then clicking on the Select button.
6. The matched items will appear in the Mappings list box.
7. To delete an entry in the Mappings list box, simply highlight the item and click on the Remove button.
8. Click OK to import the database or Cancel to quit.

## **How do I merge 2 databases into a single database?**

BizCardReader has the capability to merge databases. The current database can be expanded by bringing in records from another database.

Before merging databases, make sure that the Maximum Records value in the System Setting is set to a number greater than or equal to the sum of the records in the two databases to be merged.

To merge two databases, follow these steps:

1. Click on Open Database icon to open a database which you want the additional records to be added.
2. Select Merge database... from the File Menu.
3. In the File Name box, enter the drive and the file name of the database you want to merge with the currently opened database. Click OK.
4. In the Merge database dialog box, check the Include Image(s) box if you want to include the image(s) during the merging process.
5. Select the desired radio button to specify how the system should handle duplicate records.
6. Click OK to start the merging process.

## **How do I set the maximum number of records in a database?**

The following procedure describes how the maximum records for a database can be changed.

As an example, assume that you initially set the Maximum Records value to 1000. After scanning 950 cards, you decide to increase the maximum number of records to 2000. The following steps should be taken:

1. Save and Close the current database.
2. From the Settings Menu, select the System option. The System Setting dialog box will appear.
3. Change the Maximum Records value to 2000 and click OK.
4. Reopen the saved database file. The maximum records that can be accommodated is now 2000.

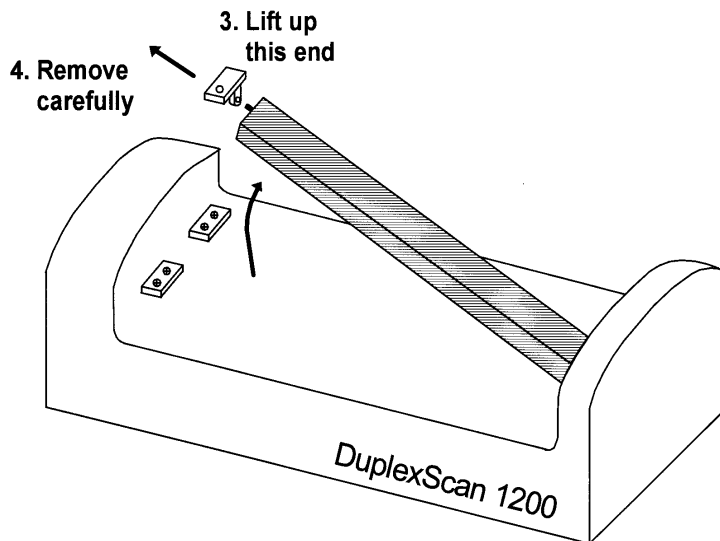
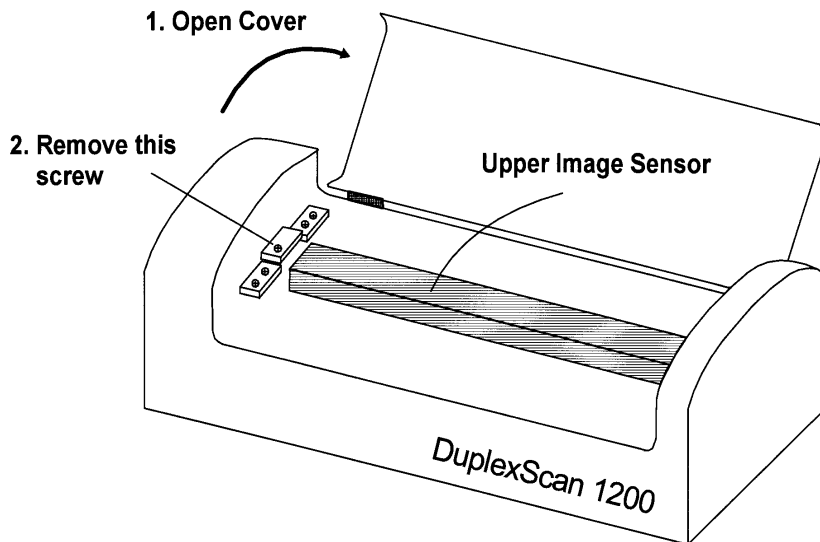


# Scanner Maintenance

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The scanner requires no maintenance except for occasional cleaning. Dirt and other foreign particles from scanned cards and photographs may accumulate on the scanning glass and roller after an extended period of scanning. If there are noticeable dark lines in the scanned images, the scanner may need cleaning.

## DuplexScan 1200/1210 Series Cleaning Procedure



### Instructions:

1. Lift up the top cover of the scanner.
2. Remove the SINGLE screw as shown. Use a small Philips head screwdriver. **DO NOT remove any other screw.**

3. Carefully lift up the left end of the upper imaging sensor.
4. Slide off the end retainer and remove the sensor from the right end pivot hole. DO NOT detach the white ribbon cable from the sensor.
5. Turn the upper sensor so that the glass plate faces up. Then rest the sensor on the scanner.
6. Wipe away dirt or other particles from the upper and lower glass plates and rubber rollers with a dry cotton cloth. Use a small amount of rubbing alcohol if needed.
7. Carefully re-assemble the scanner. **Do not use excessive force when tightening the screws.**

## DuplexScan 1200/1210 Battery Replacement

Fig. 1

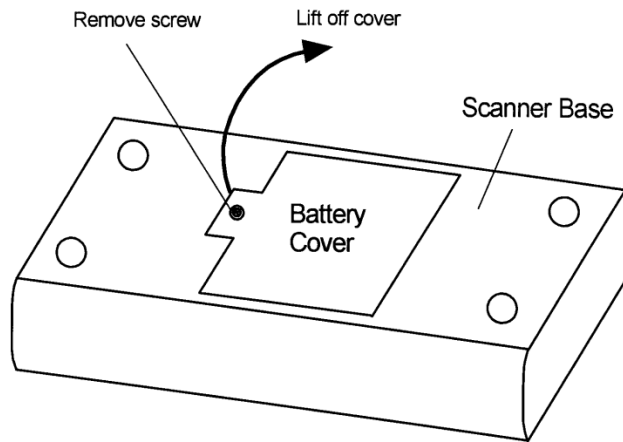
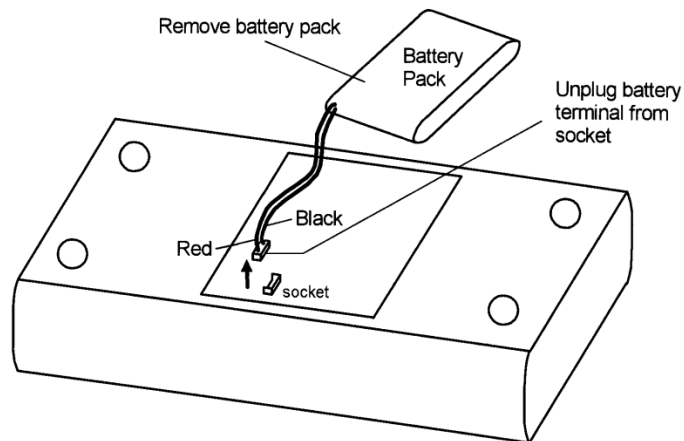


Fig. 2



### Instructions:

1. Unplug all cables from the scanner.
2. Turn the scanner upside down, and remove the screw from the battery cover as shown in Fig. 1.
3. Lift off the cover as shown.

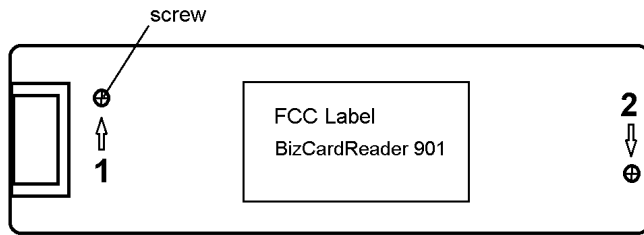
4. Remove the battery and unplug the battery terminal from the socket. You will have to hold the (red and black) wires firmly at the base of the terminal, and rock gently to pull the terminal off the socket.
5. Place the new battery into the battery compartment, and plug the terminal securely into the socket. DO NOT use excessive force. Note the pins in the socket as the terminal can fit in only in one direction.
6. Carefully replace the battery cover over the compartment. When the cover is closed, the battery must be positioned completely within the raised boundary edges of the cover. DO NOT use force to close the cover; re-adjust the battery position if needed to ensure that the cover closes easily.
7. Secure the cover using the screw. Do not over-tighten the screw.
8. Plug the scanner into the USB port of a computer, and power on the computer in order to charge the battery. **The battery should be charged 4-6 hours before use.** The low battery light will turn off when the battery is sufficiently charged.
9. The old battery must be discarded properly and should not be placed in fire.

## BizCardReader 901 Vertical Mount Setup

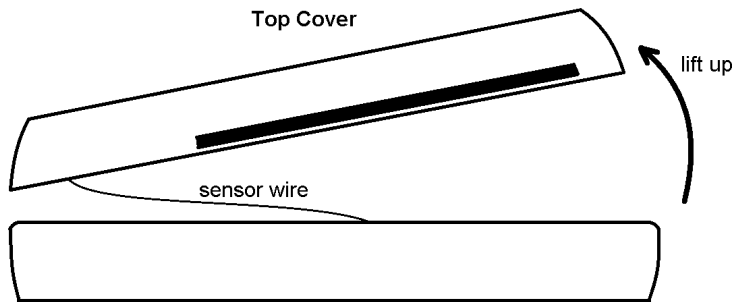
### BizCardReader 901 Vertical Mount Setup



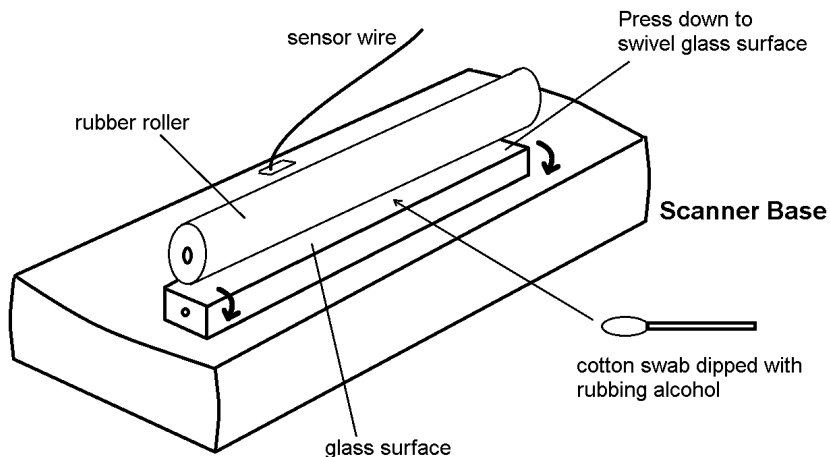
## BizCardReader 901 Cleaning Procedure



Scanner Base (bottom view)



Scanner Base (front view)



1. Turn the scanner over so that the bottom side faces up.

2. Remove the 2 screws located on the bottom of the scanner as shown. Use a small Philips head screwdriver.

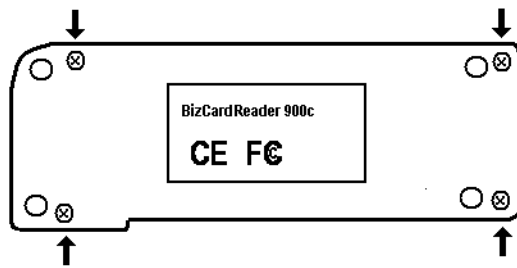
3. Turn the scanner upright, and carefully pry open the top cover. Lift off the cover and place it next to the scanner base.

**DO NOT DETACH** the sensor wire.

4. Press down gently on the glass to swivel and expose the surface. Wipe away dirt or other particles from the glass surface and rubber roller with a dry cloth or cotton swap. Use a small amount of rubbing alcohol if needed.

5. Carefully re-assemble the top cover and screws. **Do not use excessive force** when tightening the screws.

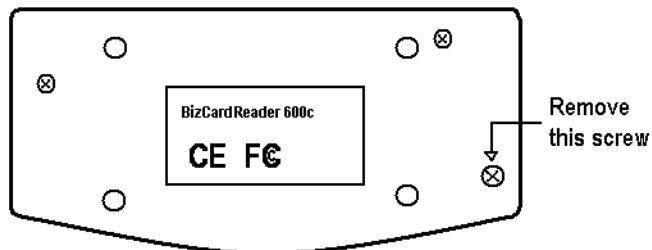
## BizCardReader 900C Cleaning Procedure



*BizCardReader 900c (Bottom View)*

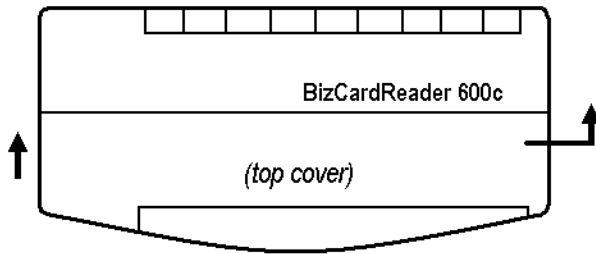
3. Turn the scanner over so that the bottom side faces up.
4. Remove the 4 screws located on the bottom of the scanner as shown. Use a small flat head screwdriver. **DO NOT** remove any other screw.
5. Turn the scanner upright and carefully lift off the top cover.
6. Wipe away dirt or other particles from the glass plate and rubber roller with a dry cotton cloth. Use a small amount of rubbing alcohol if needed.
7. Carefully re-assemble the top cover and screws. **Do not use excessive force when tightening the screws.**

## BizCardReader 600C Cleaning Procedure



*BizCardReader 600c (Bottom view)*

- a. Turn the scanner over so that the bottom side faces up.
- b. Remove the screw located on the bottom-right of the scanner as shown. Use a small flat head screwdriver. **DO NOT** remove any other screw.



- c. Turn the scanner upright and slide the top cover slightly to the right and lift up carefully.
- d. Remove the black rubber roller by lifting it up from the roller slots.
- e. Wipe away dirt or other particles from the glass plate and rubber roller with a dry cotton cloth. Use a small amount of rubbing alcohol if needed.
- f. Replace the roller and carefully re-assemble the cover and screw. **Do not use excessive force when tightening the screw.**

# Scanner Warranty and Notices

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## Limited Warranty

CardReader, Inc. ("Manufacturer") grants a limited one year warranty for the BizCardReader 901/1200/1210 card scanner ("Scanner"), effective from the date of purchase. If the scanner is a free replacement unit for a faulty (original) unit covered by warranty, the warranty period of the replacement unit expires at the end of the warranty period of the original unit. The Scanner is only covered by the terms of the warranty if it has been handled properly in normal use and used only for the purposes for which it has been designed.

If the Scanner is found to be defective in any way during its warranty period, Manufacturer will either repair or replace the defective Scanner with a new or refurbished unit; the course of action (repair or replacement) to be taken being determined by the Manufacturer alone. This warranty does not cover damage to the Scanner, resulting from accident, disasters, misuse, abuse, or any unauthorized modification of the Scanner. Limited warranty service may be obtained by delivering the defective Scanner to the Manufacturer within the effective warranty period, together with its original proof-of-purchase.

Each warranty is effective only for the duration of its warranty period, and no warranty will apply after the end of its warranty period. After the expiration of the warranty period, the cost of repairing and/or replacing Scanner will be borne by the user.

THE ABOVE WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY MANUFACTURER, OR ITS EMPLOYEES, DISTRIBUTORS, AGENTS, OR DEALERS SHALL INCREASE THE SCOPE OF THE ABOVE WARRANTIES OR CREATE ANY NEW WARRANTIES.

THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS, AND YOU MAY HAVE OTHER LEGAL RIGHTS THAT MAY VARY FROM STATE TO STATE.

### LIMITATION OF LIABILITY

MANUFACTURER SHALL NOT BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING, WITHOUT LIMITATION TO, DAMAGES FOR LOSS OF PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION, OR OTHER PECUNIARY LOSS) ARISING OUT OF THE USE OR INABILITY TO USE THE SCANNER. IN NO EVENT SHALL MANUFACTURER'S LIABILITY FOR DAMAGES RELATED TO THE INSTALLATION OR USE OF THE SCANNER EXCEED THE AMOUNT YOU PAID FOR THE SCANNER.

SOME JURISDICTIONS DO NOT ALLOW EXCLUDING OR LIMITING IMPLIED WARRANTIES OR LIMITING LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES, AND SOME JURISDICTIONS HAVE SPECIAL STATUTORY CONSUMER PROVISIONS WHICH MAY SUPERSEDE THIS LIMITATION. AS A RESULT, THIS LIMITATION OF LIABILITY MAY NOT APPLY TO YOU IF PROHIBITED BY THE LAWS OF YOUR JURISDICTION.

## FCC Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in any particular installation.

If this equipment does cause harmful interference to radio or even television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the scanning and computer equipment into an outlet on a circuit different from that which the receiver is connected.
- Consult the dealer or an experienced radio / TV technician for help.



# Declaration of Conformity

DECLARATION OF CONFORMITY  
According to 47CFR, Part 2 and 15 for:  
Class B Personal Computers and Peripherals; and/or  
CPU Boards and Power Supplies used with Class B  
Personal Computers:

We: CardReader, Inc.  
Located at: 1411 Ramon Dr.  
Sunnyvale, CA 94087  
Telephone: (408) 733 2233

Declare under sole responsibility that the product identified herein, complied with 47CFR Part 2 and 15 of the FCC rules as a Class B digital device. Each product marketed is identical to the representative unit tested and found to be compliant with the standards. Records maintained continue to reflect the equipment being produced can be expected to be within the variation accepted, due to quantity production and testing on a statistical basis as required by 47CFR 2.909. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Trade Name: BizCardReader / DuplexScan 1200, 1210  
Type of Product: Card Scanner  
Models: USB201 / USB203 / BCR300 / BCR900 / BizCardReader 1200DX, 1210DX