

BizCardReader 5.0

Windows 98 / Me / 2000 / XP

Quick Start

Guide to installation and getting started

www.bizcardreader.com

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Card Reader, Inc.

www.bizcardreader.com

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Contents

- Contents..... iv**

- General Information 1**
 - System Requirements..... 1*
 - Installing the BizCardReader application..... 1*
 - Installing the BizCardReader 300G/600C Card Scanner..... 1*
 - Getting Help Online..... 2*

- System Settings..... 2**

- Scanner Settings..... 3**

- Getting Started..... 4**
 - Scanning Business Cards..... 4*
 - Scanning Photographs and two-sided cards..... 4*

- Transfer data to Outlook, Lotus Notes, Act, Palm, and others 5**
 - Transfer data to Microsoft Outlook 5*
 - Transfer data to Lotus Notes R5..... 5*
 - Transfer data to Act!..... 6*
 - Transfer data to Palm Pilot..... 6*
 - Transferring data to other applications 7*

- The Main Window..... 8**

- Control Menu Icons..... 10**

- Viewing Cards..... 11**
 - Display Mode..... 11*
 - Notes Field..... 11*
 - Viewing Records..... 11*

- Verifying Card Information..... 11**
 - Zooming in & out of the image..... 12*

<i>Shifting the image Window</i>	12
<i>Rotating Scanned Image</i>	12
<i>Read Card Contents</i>	12
Searching and Sorting	12
<i>Searching for a card</i>	12
<i>Sorting</i>	13
Editing Records	13
<i>Editing Text</i>	13
<i>Drag & Drop</i>	13
Phone Dialer	14
<i>Setting Dialing Options</i>	14
Managing Databases	14
<i>Database File and Image Files</i>	14
<i>Opening A Database</i>	14
<i>Saving A Database</i>	15
<i>Copying A Database</i>	15
<i>Merging Databases</i>	15
<i>Deleting a Database</i>	15
<i>Copy Field Contents</i>	15
<i>Updating a Database</i>	16
Exporting a Database	16
<i>Export Methods</i>	16
<i>Automatic Export</i>	16
Printing	17
<i>Printing Labels</i>	17
<i>Label Layout</i>	17
<i>Printing a Report</i>	18
<i>Print to File</i>	18
Scanner Maintenance	19
Scanner Warranty and Notices	20

<i>Limited Warranty</i>	20
<i>FCC Statement</i>	20
<i>Declaration of Conformity</i>	20

General Information

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 color photographs up to 600 dpi.

System Requirements

- PC compatible Intel Pentium system or higher
- Windows 98 / Me / 2000 / XP or higher
- Minimum 8 MB RAM
- Minimum 10 MB free hard disk space.
- Microsoft Windows compatible mouse.
- Available USB port with 500 mA power (if card scanner is used)

Installing the BizCardReader application

To install BizCardReader:

1. Place the BizCardReader CD in your CD drive.
2. In the Windows Taskbar, click the **START** button and select **RUN**.
3. Type **d:\setup** where d: is the drive letter for your CD drive.
Click the **OK** button.
4. Follow the instructions on the screen to install the BizCardReader software.

Installing the BizCardReader 300G/600C Card Scanner

The BizCardReader CD is needed to install the drivers for the BizCardReader 300G/600C card scanner.

Note for Windows 2000/XP users:

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

Installation for Windows 98 / Me / 2000 / XP

1. Insert the BizCardReader CD into the CD ROM drive and follow the on-screen instructions to install the BizCardReader program.
2. Plug the BizCardReader 300G/600C scanner into the computer's USB port.
3. The system will indicate that a new "BizCardReader 300G/600C" hardware has been found.
Press "Next" to continue.
4. Select "**Search for the best driver (recommended) ...**" and click Next.
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 it. The following procedure describes how this can be done.

1. Unplug the USB cable from the scanner for a few seconds and then plug it back in.
2. If a message indicating that a new device is found, and Windows is searching for the driver, then follow the steps described above to install the scanner driver. Otherwise go on to the next step.
3. Start up the Windows Control Panel by clicking on the Windows task bar Start... Settings... Control Panel.
4. In the Control Panel, double click on the System icon to start it, and then click on **Device Manager** (for Windows 2000/XP users click on **Hardware**, then **Device Manager**).
5. If you see the BizCardReader 300G/600C device with an exclamation mark beside it, highlight it and click the Remove button.
6. Reboot the computer and re-install the scanner driver following the procedure described above.

(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.

Getting Help Online

The User's Guide for BizCardReader is available online. Simply start up BizCardReader and click on the Help item on the top menu bar. Click on the Contents tab and you will see the list of books and topics that will guide you through using all the features of the system.

In addition to selecting Help from the main menu, you can also access the Online Help from most dialog boxes by clicking on the Help buttons displayed in them.

For technical support visit www.bizcardreader.com or email support@bizcardreader.com.

System Settings

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:

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

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

To activate/de-activate an option, simply click on the corresponding checkbox to add/remove the check. To confirm the settings, click **OK**. To return to the previous dialog box without modifying the settings, click **Cancel**. For Online Help, click the **Help** button.

Scanner Settings

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 Compress(ion).

Scan Resolution

The recommended setting is 300 or 400 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 or Lightest options. Similarly, select Darker or Darkest 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.

Scan all cards and process as a batch

Check this option if you want to scan in all cards before processing them together as a batch. If this box is not checked, the system will process each card immediately after it is scanned.

Automatically start scanning when document is 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

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

Scanning Business Cards

The BizCardReader 300G/600C card scanner is a portable high-resolution scanner which simplifies the task of scanning stacks of business cards and color photographs. 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 Photographs and two-sided cards

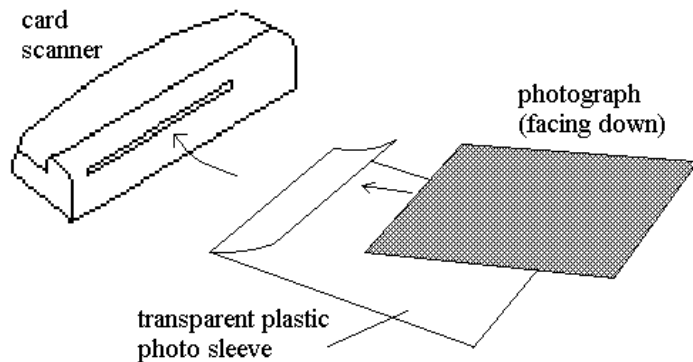
BizCardReader allows you to attach multiple images (up to 8) to a single record. This feature is useful for scanning two-sided cards, or for storing additional cards or photographs which you want to associate with a contact record.

To attach images to a record:

1. Select and display the record.
2. Click 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.

Using the Photo Sleeve (model 600C only)

When scanning photographs, we strongly recommend that you use the transparent plastic sleeve provided. Simply insert the photograph as shown in the diagram into the sleeve, and then place the sleeve, with the sealed edge first, into the scanning slot. Using the photo sleeve will significantly reduce the possibility of damaging the photograph or getting it jammed in the scanner during scanning.



Scanning photographs using the photo sleeve

Transfer data to Outlook, Lotus Notes, Act, Palm, and others

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 (97 or higher) 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 the synchronization options (refer to the online help in BizCardReader for more information) by clicking on the appropriate tabs. Then click OK.
8. To start synchronization, select File... Synchronize data... Go, or click on the Synchronize data icon.

Transfer data to Lotus Notes R5

The simplest way to transfer data to Lotus Notes R5 (or higher) is to use the built-in synchronization feature. To synchronize data with Lotus Notes R5:

1. Lotus Notes should be installed on your system.
2. Close the Lotus Notes application, and then start up BizCardReader and click on File... Sync Data... Setup.
3. Select Lotus Notes as the destination application and click OK.

4. In the Synchronization setup dialog box, click on the Lotus Notes tab.
5. Type in the full path name to the Lotus Notes application executable file (notes.exe). For example, if you installed Lotus Notes to your C drive using the standard defaults, the full path name will normally be "C:\Lotus\Notes\notes.exe."
6. Specify the address book for storing the contact information. Normally, this will be Lotus Notes database file "C:\Lotus\Notes\Data\names.nsf."
7. Specify the records to transfer – all or current only.
8. Specify the synchronization options (refer to the online help in BizCardReader for more information) by clicking on the appropriate tabs. Then click OK.
9. To start synchronization, select File... Synchronize data... Go, or click on the Synchronize data icon.

Transfer data to Act!

The simplest way to transfer data to Act! (4.0 or higher) is to use the built-in synchronization feature. To synchronize with Act! 4.0:

1. Act should be installed on your system.
2. Start up BizCardReader and click on File... Sync Data... Setup.
3. Select Act as the destination application and click OK.
4. In the Transfer/Synchronization dialog box, click on the Act tab.
5. Type in the full pathname of the destination Act database file (.dbf), or click on the Browse button to locate the database file.
6. Enter the user name and password (if any) for the Act database.
7. Specify the records to transfer – all or current only.
8. Specify the synchronization options (refer to the online help in BizCardReader for more information) by selecting the appropriate tabs, and then click OK.
9. To start synchronization, select File... Synchronize data... Go, or click on the Synchronize data icon.

Transfer data to Palm Pilot

You can transfer the data in BizCardReader to Palm Pilot using the Palm Pilot HotSync feature. The following describes the procedure for setting up HotSync to work with the BizCardReader database.

A. Set up an Automatic Export file for HotSync

1. Start up BizCardReader and open the card database (e.g. MyBCRdata) which you want to HotSync to the Palm Pilot device.
2. Click on the File menu and select Auto Export.
3. In the Automatic Export dialog box, select Palm Pilot.
4. Note the name of the automatic export file for the database, shown in the lower display box. This file will have the ".csv" extension (e.g. MyBCRdata.csv).
5. Click OK and the automatic export file will be created.

B. Set up the HotSync Link to the Automatic Export file.

1. Start up the HotSync manager by selecting it in the Start menu under Programs...Palm Desktop. The HotSync icon should appear at the bottom of the screen on the status bar.
2. Click on the HotSync icon and select File Link.
3. In the File Link dialog box, select Create a new link and press Next.
4. In the Create a new link dialog box, select Address book as the Application name.
5. Click on the Browse button and locate the BizCardReader automatic export file "MyBCRdata.csv" mentioned above. Highlight the file in the Select file dialog box and click Open to select it.
6. Specify a category name for the card data (e.g. "Cards"), and click Next.
7. In the Specify Import Fields dialog box, the default field mapping should be as follows:

Palm Fields Data in "MyBCRdata.csv"

Last Name	LAST NAME
First Name	FIRST NAME
Title	TITLE
Company	COMPANY
Work	PHONE
Home	EMPTY
Fax	FAX
Other	EMPTY
Email	EMAIL
Address	FULL ADDRESS
City	CITY
State	STATE
Zip	CODE
Country	COUNTRY
Custom 1	WEB
Custom 2	MOBILE
Custom 3	LASTNAME
Custom 4	EMPTY
Note	NOTES
Private	EMPTY

Notes

- a. All boxes to the left of the Palm Fields should be checked.
 - b. The “EMPTY” field means that there is no data in the field.
 - c. You may alter the default mapping shown above by dragging the Palm fields to the desired locations. For example, if you use BizCardReader User1 field to store the home phone number, you should drag the Palm field “Home” to match up with the USER1 field. If you change a field mapping, ensure that all other fields remain correctly mapped.
8. Select Windows (ANSI) for the Source file character set and click OK to confirm the mapping, then click Done to confirm the link settings.

C. Set the Address Book HotSync Action to “Synchronize”

1. Click on the HotSync icon at the bottom of the screen and select Custom.
2. Select the Address Book conduit and click on Change.
3. In the HotSync options, select “Synchronize the files” and click OK, and then click Done.

Using the Hot Sync feature

Whenever you scan in new cards into the BizCardReader database, simply

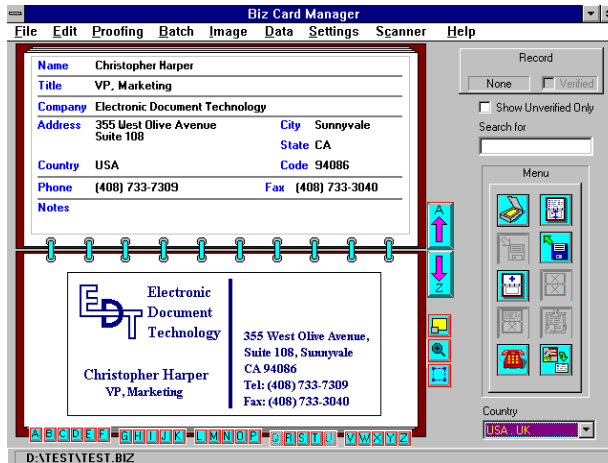
- a. Save the database, then
- b. Press HotSync on the Palm device to transfer/synchronize the data

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.



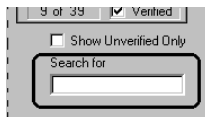
Verified

If this box is checked, it indicates that you have verified the currently displayed card information. Click on this box to toggle the check mark.



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.



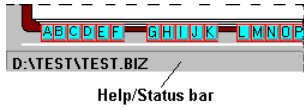
Search For

To search for a specific record, click in the **Search For** input box with the left mouse. The list of available records appears in the window in tabular format. Enter the search string. The list will automatically locate the search within the list.



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** gives you a brief description of the icon that the mouse pointer is pointing at. When not displaying help information it also displays the full path name of the database that is currently opened by the user.



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 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.



Delete Image

Delete the card image of the current record but retain the card information.



Attach Image

Attach image/photo to current record.



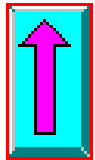
Phone Dialer

Dial the phone from your computer (*modem required*).



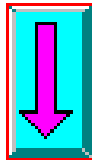
Synchronize Data

Synchronize data with external information managers.



Up Arrow

View previous record.



Down Arrow

View next 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

Display Mode

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

Mode A - This consists of two smaller windows. The upper window displays fields. The lower window displays the scanned image of the current record.

Mode B - Similar to mode A except that there are 4 additional user definable fields: E-Mail, Web, User1 and User2.

Mode C - Similar to mode B except that the image display area is replaced by a Memo Pad.

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 Up-arrow and Down-arrow 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 For** 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 hit the **Return** key.

Verifying Card Information

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.

Rotating Scanned Image

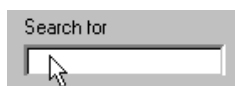
If the scanned image of the business card or photo is not in the upright position, use the options in the Image Menu to manipulate the image. You can rotate it Right 90, Left 90 or Upsidedown 180.

Read Card Contents

Selecting this option from the Image menu causes the system to read (OCR) the image of the currently displayed card.

Searching and Sorting

Searching for a card



To search for a card, simply enter the search string in the **Search For** 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 under 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.

Sorting

You can sort data on any field by using the **Sort By...** option under the **Data** menu.

Editing Records

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**, simply view the selected card and 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.

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.

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

Phone Dialer

If you have a modem installed to your computer, you can use BizCardReader's **AutoDial** feature to place phone calls directly from your computer.

To dial a phone call, you can click on the Phone Dialer icon or invoke the Dial utility under the Data option in the main menu.

1. Type in the number in the **Number to dial** box. (By default, it is the phone number in the current displayed record).
2. Click the Dial button to initiate dialing.

Setting Dialing Options

To set up the dialing options so that BizCardReader can autodial phone numbers for you using the Dial... utility under the Data Menu.

1. Select Dial from the Data Menu or click on the Dial icon.
2. Click Options button to set up dialing options.
3. Port specifies the communications port through which BizCardReader will try to talk to your modem. You should select the port to which your modem is connected.
4. Command is concerned with the prefixing and suffixing of your phone number with numbers or control characters before the number is transmitted to the modem. Refer to your modem manual for details on the use of control characters.
5. Select Timeout period. The system will wait for a response within the specified Timeout period. If there is no response, the user will have to click **Dial** to re-attempt to place the call.
6. Click **OK** to confirm settings in the Communication dialog box and **Cancel** to quit.

Managing Databases

Database File and Image Files

All information in a given database is stored in a single database file with the file extension “.biz”. The images associated with the database are stored in the same directory as separate image files (with the extension “.tif”, “.bmp”, “.pcx” 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 the image files associated with MYDAT have the following filenames: MYDATaaa.tif, MYDATaab.tif, MYDATAac.tif, etc.

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 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 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.

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. Check 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

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 or a Dbase (DBF) 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 that 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 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).

Refer to the Online Help on “Importing card data into other applications” for details on importing data into specific applications.

Printing

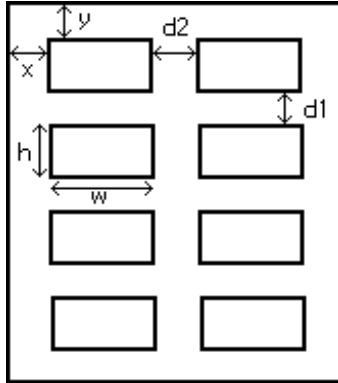
Printing Labels

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 types 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.
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

Printing a Report

BizCardReader allows you to print out a listing of the database in a table format. To print the database:

1. Select Print from the File Menu, and then select Print Label from the sub-menu. The Print Table dialog box will appear.
2. Set the range to Print.
3. Under Column Spacing, select Space Equally option if you want equal spacing between the fields. It is recommended that you use System Default which is the spacing provided by BizCardReader.
4. Set the options under Print Options. The "Number Pages" option generates page numbers for your output. The "Draw Table Outline" option allows you to print information with lines to show columns.
5. Click the Fields button to select the fields that you wish to print. The Select Output Field dialog box appears. Click **OK** to return to the Print Table dialog box.
6. Click the Font button to set the font type.

Click Preview to view the layout of the database. If the layout is OK, click on **Print** button to proceed on printing. Otherwise click **Close** to return to Print Table dialog box.

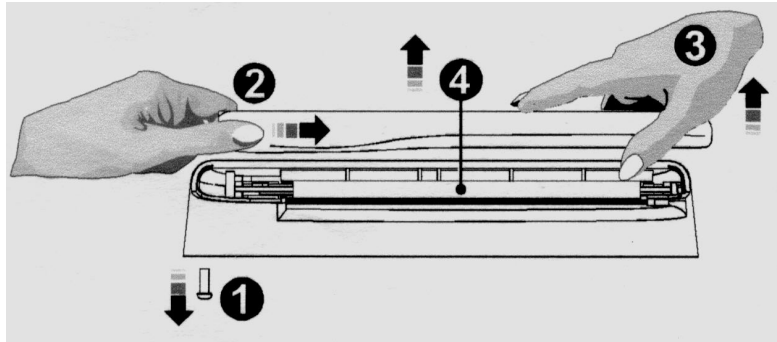
Print to File

The Print-to-File option allows you to write database information to a text file or a Dbase (DBF) 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. Writing to a DBF file allows you to transfer the database information to another application that is capable of handling DBF files.

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**.

Scanner Maintenance

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.



BizCardReader 600C Cleaning Procedure

- Place the scanner in front of you so that the curved side of the scanner is toward you. (The side with the USB port faces away.)
- Remove the screw located on the bottom-left of the scanner as shown in (1) in the illustration. Use a small flat head screwdriver.
- Slide the scanner cover slightly to the right and lift up carefully as shown in (2) and (3).
- Remove the black rubber roller (4) by lifting it up from the roller slots.
- Wipe away dirt or other particles from the glass plate and rubber roller with a dry cotton cloth. Use a small amount of alcohol if needed.
- Replace the roller and carefully re-assemble the cover and screw. **Do not use excessive force when tightening the screw.**

BizCardReader 300G Cleaning Procedure

To clean the BizCardReader 300G card scanner, follow the same cleaning procedure (a-f) for BizCardReader 600C. The housing screw is similarly located on the bottom left of the scanner; you remove and replace the top housing in the same manner as for the model 600C scanner.

Scanner Warranty and Notices

Limited Warranty

CardReader, Inc. ("Manufacturer") grants a limited 90 day warranty for the BizCardReader 300G/600c card scanner ("Scanner"), effective from the date of purchase. 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; 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

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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: 715 Liverpool Way,
Sunnyvale, CA 94087
Telephone: (408) 243 6922

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
Type of Product: Card Scanner
Model: USB203 / BCR300