



IRIS Business Card Reader II Quick Installation Guide

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IRIS

IRIS Business Card Reader II



PRODUCT INSTRUCTIONS

Installing the Cardiris software

The Cardiris software is delivered on an autorunning CD-ROM. To install, insert the CD-ROM in your CD-ROM drive and wait for the installation program to start running. Follow the on-screen instructions.

Installing the business card scanner

Install the Cardiris software before you install the business card scanner so that the scanner drivers are installed automatically. To install the scanner, plug the USB cable into the scanner's USB port and into your computer's USB port. Windows identifies the IBCR II scanner and finds the appropriate drivers.

Calibrating the business card scanner

The first time you run the IBCR II, you have to select and calibrate your scanner:

- Run the Cardiris software
- Use the command "Select Source" under the "File" menu to select the IBCR II scanner as your image source
- Click the command "New" under the "File" menu to create a new contact database, or click the command "Open" under the "File" menu and open the sample database (located in the Cardiris installation folder)
- **Click on the "Scan" button to start acquiring business cards:** you'll be prompted to calibrate your business card scanner. Follow the on-screen instructions. You'll be invited to insert the white calibration sheet (supplied with the scanner) in the scanner – place it correctly in the scanner!

When the calibration is completed successfully, you're ready to scan in business cards

Archiving business cards

1. Run the Cardiris software
2. Open an existing database (menu "File"> command "Open") or create a new database (menu "File"> command "New")
3. Go to the card view by clicking the "Card" button on the Cardiris toolbar
4. Insert a business card face down, head first in the scanner (see the illustration)!
5. Click on the "Scan" button to start scanning. Your business card is archived by the Cardiris software. It has the yellow status of a new card

Recognizing business cards



- Select the country of the business card in the “Card Style” dropdown list
- Click on the “Recognize” button: the card image is OCRed and the data gets sent to the various database fields -the company, name, title, e-mail, etc. thanks to the “field analysis”
- Check if the data was correctly recognized and complete it if necessary:
 - The tab “Extra” may contain recognized information that couldn’t be assigned to a specific field! You can “cut and paste” and “drag and drop” data to the correct field for quick editing
 - Click on the “Process” button, draw a frame around a piece of information in the card image, and drag the frame to a database field. The OCR gets executed “on the fly”!
- Click on the status button “Indexed” when the company name is correct
- Click on the status button “Verified” when you have validated every database field – address, website, telephone, etc.

Importing, exporting, and synchronizing contacts

1. Importing contacts

Click on the button “Import-Export-Synchronize”, go to the tab “Import” and select your contact manager. Click on “Import” to execute

2. Exporting contacts

Click on the button “Import-Export-Synchronize”, go to the tab “Export” and select your target database, contact manager, or electronic address book. Configure the export if necessary. Click on “Export” to execute

3. Synchronizing contacts

Click on the button “Import-Export-Synchronize”, go to the tab “Synchronize” and select your database, contact manager or electronic address book to be synchronized. Configure the synchronization if necessary. Click on “Synchronize” to execute

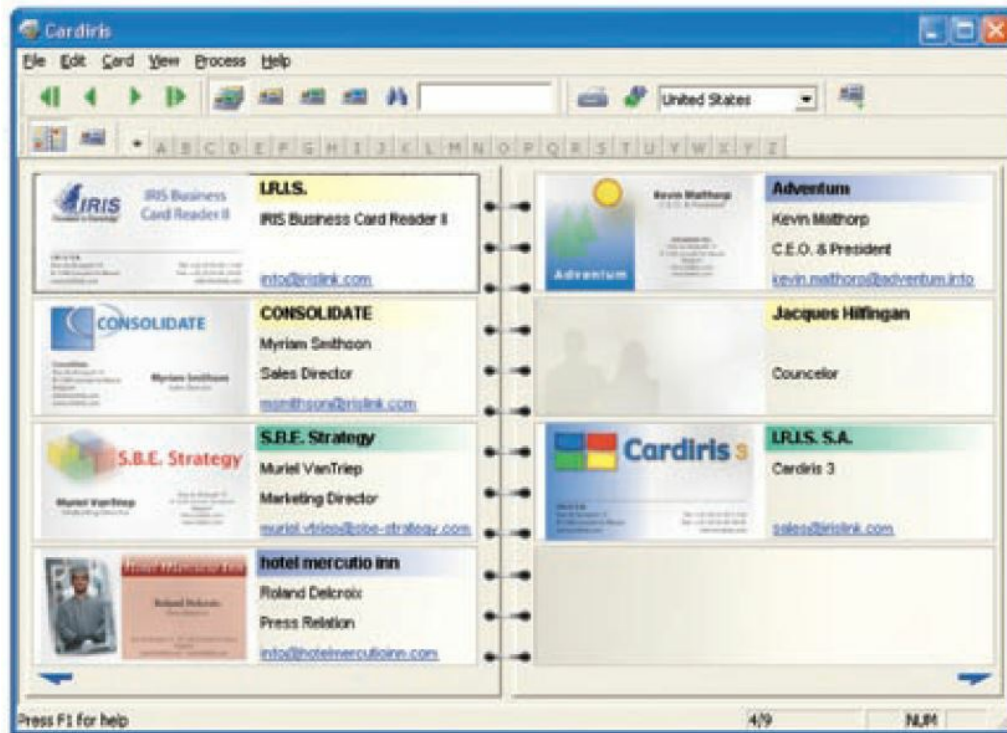
Managing your contacts

Display your contacts by their status:

1. Click on the button “All” to display any card in the database
2. Click on the button “New” to display the new cards. These cards have only been scanned; the new cards are yellow
3. Click on the button “Indexed” to display the indexed cards – their company name was validated. Indexed cards are green. You can complete the validation of the other data fields and declare these cards “verified” by clicking the status button “Verified”]
4. Click on the button “Verified” to display the cards that were entirely validated. Verified cards are blue; these contacts can be exported, synchronized, used in mailings, etc.

Searching and selecting contacts:

1. Click on the “Select” button to find your contacts back. Fill out one or more fields in the search mask to execute the “query by example” Searching
2. Enter a search term in the “Search” field and press Enter to execute “free text” searching on any database field



First card

Go to the first card of the database/of your selection

Previous card

Go to the previous card of the database/of your selection

Next Card

Go to the next card in the database/of your selection

Last card

Go to the last card of the database/of your selection

All cards

Display all cards of the database

New cards

Display the "new" cards. (These cards weren't indexed yet.)

- Check the company name and change the card status to "indexed" with the status button "Indexed"
- Check the other data fields and change the card status to "verified" with the status button "Verified". You can now export these contacts!



Indexed cards

Display the “indexed” cards. The company name of these contacts was validated. Check the other database fields and change the card status to “verified” with the status button “Verified”

Verified cards

Display the “verified” cards. All database fields of these cards were validated. Don’t hesitate to export these cards!

Select cards

Execute “query by example” searching in the database by filling out one or more data fields in the search mask



Search cards

Execute “free text” searching on any data field; you can find any contact even when you have very little information to go on. (Press Enter to execute the query!)

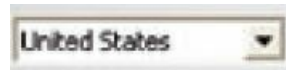


Scan cards

Scan your cards and archive them in the electronic Rolodex®

Recognize card

Choose the card style before you trigger the card recognition!



Card style

Indicating the card’s country is imperative to execute the recognition and field analysis correctly!



Export, import, and synchronize contacts

- Export your contacts to your favorite contact manager, to the electronic address book of your PDA, or save them in a structured text file
- Import contacts from contact managers and electronic address books into the Cardiris database
- Synchronize your Cardiris contacts with your database or the electronic address book of your PDA



Album view

Display your cards in an album view

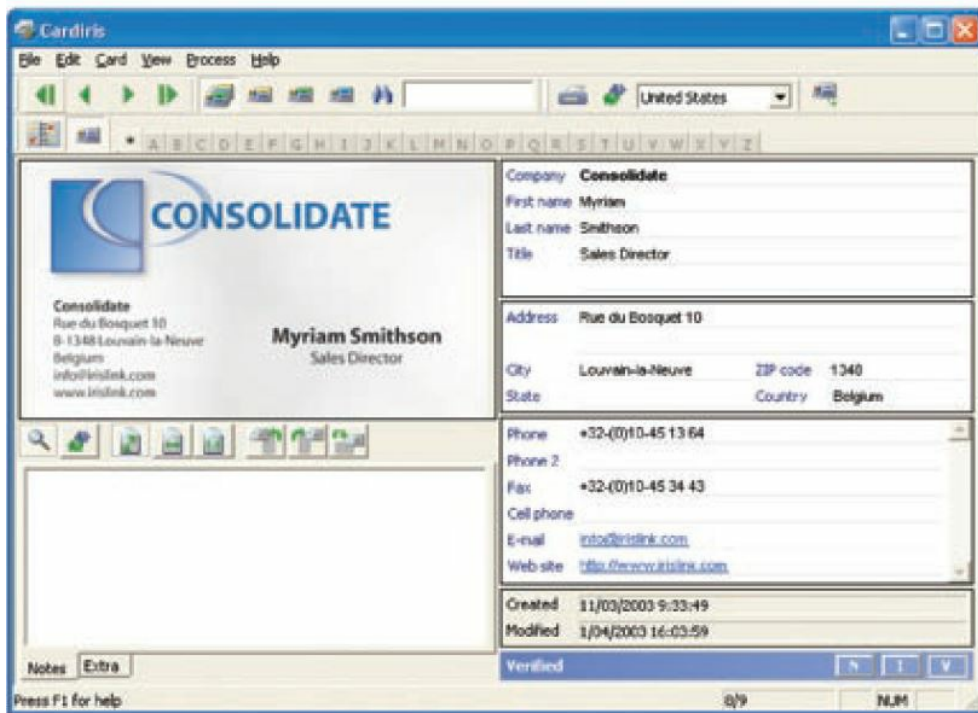
Card view

Display a single card. This view mode displays all data fields, including personal notes. You can change the card status here



Display the cards whose company name starts with a specific letter

Turn the pages of your electronic Rolodex®



Magnifying glass

Zoom on portions of the business card image to study any detail

Drag-and-drop data

Draw a frame around a piece of information in the card image and drag the frame to a data field: the OCR gets executed "on the fly"!

Fit to Window

Displays the entire business card

Fit to width

Displays the entire width of the business card (useful for "portrait" business cards)

Actual size

Display the scanned business card at its real size

Rotate left

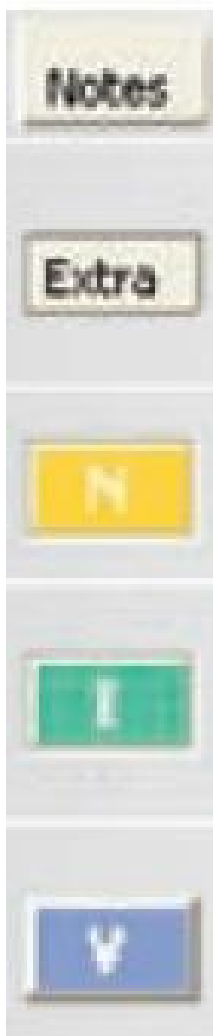
Rotate the business card 90° to the left

Rotate right

Rotate the business card 90° to the right

Turn upside down

Rotate the business card 180°

**Notes**

Add personal notes to your contact

Extra

This tab holds any data the OCR process can't assign to a specific database field. Cut and paste or "drag-and-drop" information to the other database fields for quick editing!

New

Any business card is "new" until the company name has been validated by the user

Indexed

Click the status button "Indexed" when you've checked the company name of your business card. Indexed cards can be searched only by the company name!

Verified

Click the status button "Verified" when you've validated all data fields of a business card. Verified cards can be searched by any field and can be exported to other applications safely

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FREQUENTLY ASKED QUESTIONS

What is the IRIS Business Card Reader II?

The IRIS Business Card Reader II is a device designed for scanning and managing business cards, helping users digitize and organize their contact information.

How does the Business Card Reader II work?

The device typically works by scanning business cards, using OCR (Optical Character Recognition) technology to extract and digitize the contact information, which is then stored in a digital database.

What types of business cards can I scan with this device?

The Business Card Reader II is designed to scan a wide range of business cards, including those with various sizes, designs, and languages.

What is the scanning resolution of the device?

The device typically provides high-quality scanning with a resolution of up to 600 dpi (dots per inch), ensuring clear and accurate results.

Is the Business Card Reader II compatible with Mac computers?

The device is usually compatible with both Windows and Mac operating systems, ensuring broad compatibility for different users.

What software is included with the Business Card Reader II for contact management?

The device often comes with software that allows you to manage and organize your scanned business card contacts, including options for exporting and sharing contact information.

Can I synchronize the scanned contact information with my email or contact management software?

Yes, the Business Card Reader II is often capable of synchronizing scanned contact information with popular email and contact management software, making it easy to update your contacts.

Is there a mobile app available for accessing and managing scanned contacts on the go?

As of the last available information, there may be a mobile app available for accessing and managing scanned contacts on your smartphone or tablet.

What is the warranty period for the IRIS Business Card Reader II?

The warranty typically ranges from 1 year to 2 years.

Can I scan double-sided business cards with this device?

The Business Card Reader II may have a duplex scanning feature, allowing you to scan both sides of a business card automatically.

Is there an option to scan and recognize handwritten notes on business cards?

The device is primarily designed for printed text and may not be optimized for recognizing handwritten notes on business cards.

Is the device suitable for high-volume business card scanning?

The Business Card Reader II is suitable for moderate to high-volume business card scanning, making it a convenient tool for professionals who frequently receive business cards.

What is the power source for the device?

The device is usually powered by an external power source, such as a power adapter, to ensure consistent operation.

Is there a feature to automatically categorize and tag scanned contacts?

The device may offer features for categorizing and tagging scanned contacts to help you organize and search your contact database more efficiently.

Can I export scanned contact information to a CSV file for use in other applications?

Yes, the Business Card Reader II often allows you to export scanned contact information to a CSV file, which can be used in various applications and software.

Is the device compact and portable for easy transportation?

The device is typically compact and portable, making it convenient to transport and use in different locations.

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