

This Quick User Guide helps you install and get started with the **IRIScan™ Anywhere 3** scanner.

The software delivered with this scanner is:

- **Readiris™ Pro 14** and **Cardiris™ Pro 5** (for Windows®)
- **Readiris™ Pro 14** and **Cardiris™ Pro 4** (for Mac® OS)

For detailed information about Readiris™ and Cardiris™ full range of features, consult the **help file** provided with the software, or the latest **User Guides** on www.irislink.com/support/userguides.

The descriptions in this guide are based on the Windows 7 and Mac OS Lion operating systems. All information is subject to change without prior notice.

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1. Using the IRIScan™ scanner

Before you begin: charge your scanner for 4 hours.

1. Turn on your computer.
2. Connect the scanner to your computer using the USB cable.
3. The orange light is on while charging.
4. When the scanner is fully charged the orange light goes out. Then disconnect your scanner from the computer.



Preliminary note:

The IRIScan™ scanner is designed to be used on its own, disconnected from any computer. The documents you scan are stored in the scanner's **internal memory** (or optional SD card / USB flash drive). From there they can be loaded into Readiris™ and Cardiris™.

So, note that the IRIScan™ is not a Twain-based scanner that can be used from within any application to scan documents. Instead, think of it as a USB storage device that is able to scan independently.

Scanning documents:

STEP 1: Press the power button for a moment.

- The green light blinks a few seconds then remains on.
- The scanner is now ready.



 Refrain from scanning documents while the green light is blinking!

STEP 2: Scan your documents

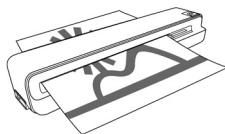
Tip: you can scan documents either in a standard resolution of 300 dpi or in a high resolution of 600 dpi. To switch to a high resolution, press the power button once. The green light now turns orange.

To scan documents:

- Insert your documents facing up.
- Use the paper guide to align the documents with the scanner.

When scanning, the green light blinks.

Wait until the light stops blinking before inserting a new document.



Your documents are now ready to be loaded into Readiris™ and Cardiris™.

2. Software Installation on a Windows PC

- Insert the **IRIScan™ Anywhere 3** DVD-ROM in your DVD-ROM drive.
- On the menu screen that appears, click **Readiris™ Pro 14** to start the Installation Wizard.
- Click **Next** and follow the on-screen instructions.
- When the installation is finished, return to the menu screen and repeat the same procedure to install **Cardiris™ Pro 5**.



If the **AutoRun** window does not appear:

- Go to **Computer** > DVD Drive.
- Double-click the DVD Drive, and then double-click **Setup.exe** to start the Installation Wizard.

2.1 Using Readiris™ on a Windows PC

2.1.1 Starting Readiris™

During installation, a Readiris™ program shortcut was created on your Desktop. Double-click the shortcut to start Readiris™



2.1.2 Activation + Registration

Activation

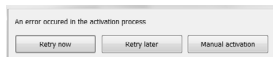
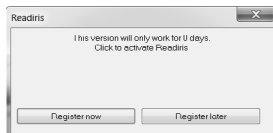
When you start Readiris™, you are asked to activate it. Unactivated versions can only be used for 10 days.

- Click **Yes** to activate Readiris™.

Note that an internet connection is required to activate.

- Enter the activation code you find on the label inside the DVD box and click **OK**.

Tip: if an error occurs during the activation process, note that you can also do a manual activation.



Registration

Once the Activation is completed, you are asked to **Register** Readiris™. Registering is required to get Technical Support. Registering also offers other benefits such as product updates and discounts on future products.

Fill in the Registration form and click **Register Now** to send.

Note that an internet connection is required to register.



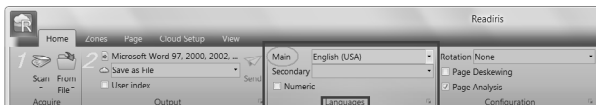
2.1.3 Basic Processing Steps

In this section we cover the **basic processing steps** in Readiris™. Follow these steps in order to **open** your IRIScan™ images, **recognize** them and send them to your **application** (e.g. Microsoft® Word, Adobe® Reader) or to the **Cloud**.

Please consult the User Guide for a complete overview of the output formats and applications.

Step 1: Choose the document language

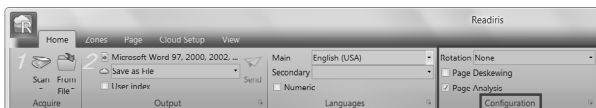
In the **Languages** group, click the down arrow to open the **Main** list > select the language of your document.



Step 2: If necessary, adjust the page configuration options

To rotate pages

In the **Configuration** group > click the down arrow to open the **Rotation** list > select the rotation degree or choose **automatic**.



To straighten pages

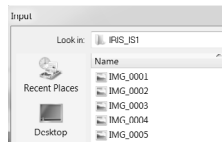
In the **Configuration** group > select the **Page Deskewing** option.

Note: leave the default option **Page Analysis** activated. This option divides your documents automatically into recognition zones. Readiris™ uses the zones to recognize your documents.

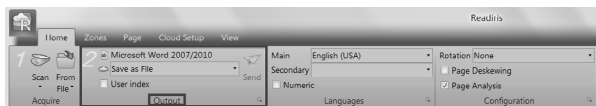
Step 3: Open your IRIScan™ images

1. Connect your IRIScan™ scanner to your computer and power on the scanner.
2. Readiris™ opens the scanner memory folder. Select the documents to load, then click **Open**.

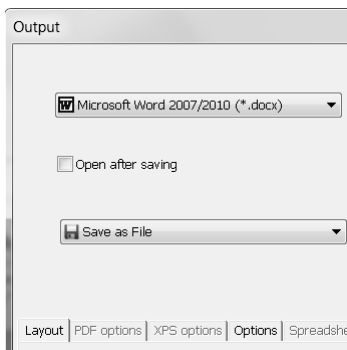
Tip: to load other images at a later time, click the **From File** button on the main toolbar.



Step 4: Select the output format and destination



In the **Output** group, click the arrow in the corner (see image above) to access the **Output** options.



- In the top list, select the desired **output application** and **format**. E.g. Microsoft Word 2007/2010, Adobe PDF.

Tip: if you select Word, choose **Recreate source document > Use columns instead of frames** to get the best results.

Tip: if you select PDF, choose **Adobe Acrobat PDF Image-Text** to get the best results.

- In the bottom list, select **Save as file** to save your documents to your computer or select a connector to send it to the Cloud (Evernote®, GoogleDocs®, Dropbox®, Box®).

Tip: you can also send document directly as e-mail attachment to Outlook®, Outlook Express® or Windows Live Mail.

To configure a Cloud connector:

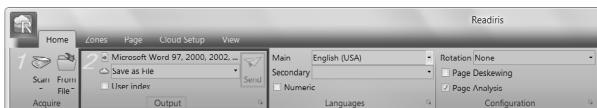


- Select a connector from the list, and then click **Configure**.
- Then fill in your **username** and **password**, and click **OK**.

Note: you must have access to a valid Cloud account to configure the connectors.

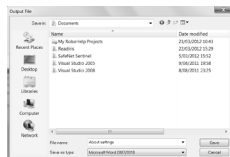
Step 5: Send your recognized image to the selected output format and application

In the **Output** group, click **Send**.



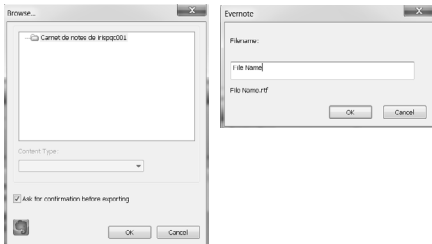
A: If you selected **Save as file**:

- The **Output File** window opens.
- Name your file and choose where to save it.



B: If you selected a **Cloud connector**:

- The Connector window opens.
- Choose the Cloud location and click **OK**.
- Then name your file and click **OK** again.



2.2 Using Cardiris™ on a Windows PC

2.2.1 Starting Cardiris™

During installation, a Cardiris™ program shortcut was created on your Desktop.

- Right-click the shortcut and click **Run as administrator** to start Cardiris™ for the first time.



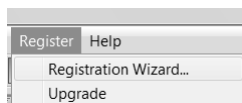
2.2.2 Registering Cardiris™

It is recommended you register your copy of Cardiris™. Registering is required to get Technical Support.

Registering also offers other benefits such as product updates and discounts on future products.

- On the **Register** menu, click **Registration Wizard**.
- Then follow the on-screen instructions.

Note that an internet connection is required to register.



2.2.3 Basic Processing Steps

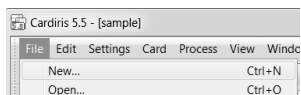
In this section we cover the **basic processing steps** in Cardiris™.

Follow these steps in order to create a new database, load and recognize your documents and export them to your favorite applications (e.g. Windows Contacts, Google Contacts™)

Step 1: Create a new database

On the **File** menu, click **New** to open a new, empty database.

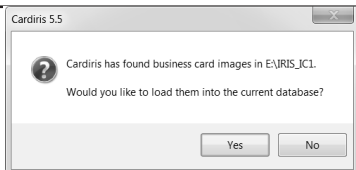
Then click **Save as** on the **File** menu to save the new database.



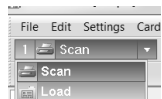
Any changes you now make in the database are saved automatically.

Step 2: Load your IRIScan™ images

1. Connect your IRIScan™ scanner to your computer and power on the scanner.
2. Cardiris™ detects if card images were scanned to the scanner memory. Click **Yes** to select them. Cardiris™ then opens the right folder.

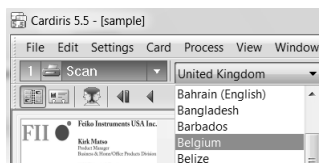


Tip: to load other images at a later time, click the down arrow next to **Scan**, and select **Load**. Now click the **Load** button to load images

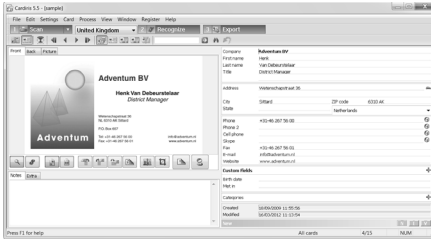


Step 3: Recognize your documents and turn them into contacts

1. Select the country of your documents in the drop-down list.
2. Select the cards you want to recognize.
3. Then click **Recognize**.



4. The information on the card is assigned to the corresponding data fields. Double-click a card to check the results.



Tips:

- ⇒ The results can be edited by typing, moved from one field to another by **cut-and-paste** and **drag-and-drop**.
- ⇒ You can also assign **categories** to contacts and create **custom fields**.

Step 4: Export your Contacts

Your Cardiris™ contacts can be exported to numerous applications: Microsoft Outlook, Windows Contacts, Microsoft Excel and so on.

1. Select the cards you want to export.



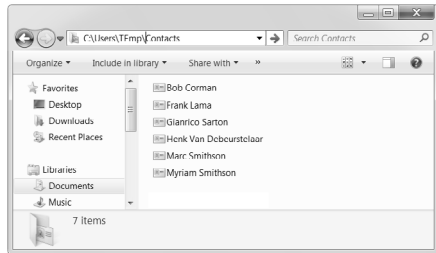
2. Then click **Export**.

3. Select the **Export** application of your choice, and then click the **Export** button. Use the **Configure** button for additional options.

Example: Windows Contacts



Your contacts are now stored as Windows contacts



For detailed information about the **Export** options, refer to the **help file** provided with the software.

3. Software Installation on a Mac OS computer

- Insert the **IRIScan™** DVD-ROM in the DVD-ROM drive, then click the DVD-ROM icon on the Desktop.
- Run the **Readiris™ Pro 14** installer package and follow the on-screen instructions.
- Then click **Install** to start the actual installation.
You might be asked to enter an Administrator Username and Password to install Readiris.
- You are prompted to enter the **serial number**.
The serial number can be found inside the product box and contains 15 digits.
- When the installation is finished, click **Close**.
The Readiris folder is added to the Applications folder by the installation program.
- Then, return to the DVD-ROM contents and repeat the same procedure to install **Cardiris™ Pro 4**.



3.1. Using Readiris™ on a Mac OS computer

3.1.1 Starting Readiris™

- To start Readiris™, go to **Finder > Applications > Readiris™ Pro 14**.
- Then double-click the **Readiris™** icon.



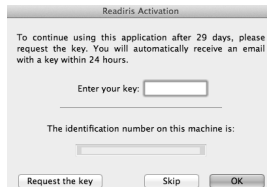
3.1.2 Activation + Registration

Activation (Readiris ESD version and Readiris Corporate)

When you run Readiris™, you are asked to activate it. Unactivated versions can only be used for 30 days.

- Click **Request the key** to obtain your software key.
You are redirected to the Activation web page.
- Fill in your data and click Submit.
You will receive the software key by e-mail within 24 hours.
- Once you've received the key from I.R.I.S. insert it in the corresponding field, and then click OK.

Note that an internet connection is required to complete the activation.



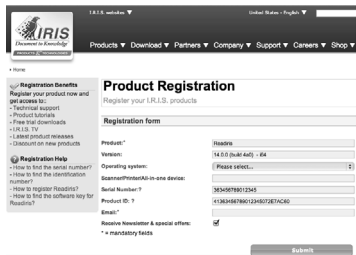
Registration

You are recommended to register Readiris™. Registering is required to get Technical Support. Registering also offers other benefits such as product updates and discounts on future products.

To register Readiris™:

- On the **Help** menu, click **Register Readiris** to be directed to the Registration web page.
- Fill in your data and click **Submit**.

Note that an internet connection is required to register.



3.1.3 Basic Processing Steps

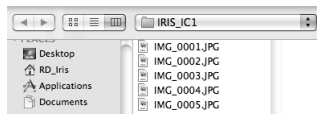
In this section we cover the **basic processing steps** in Readiris™.

Follow these steps in order to **scan** documents, **open** PDF files and image files, **recognize** them and send them to your **application** (e.g. Microsoft® Word, iWork® Pages, Adobe® Reader) or to an **online Storage System** (Google Docs, Dropbox, Evernote).

Please consult the User Guide on www.irislink.com/support/userguides for a complete overview of the output formats and applications.

Step 1: Load your IRIScan™ images

1. Connect your IRIScan™ scanner to your computer and power on the scanner.
2. Readiris™ opens the scanner memory folder.
Select the documents to load, then click **Open**.



Step 2: Modify the scanned/opened images and their recognitions zones

When scanning/opening documents in Readiris™ the page thumbnails are displayed in the Pages panel.

The current image - and its recognition zones - are displayed in the center of the interface.

They can be modified easily:

- To change the order of the pages, drag the thumbnails to a different position in the Pages panel.
- To delete a page, select a page and click the delete icon.
- To delete a zone, select it and press the Backspace button.

Page thumbnails



Current image



Step 3: Choose the document language

Click the language list in the top toolbar and select the language of your document.

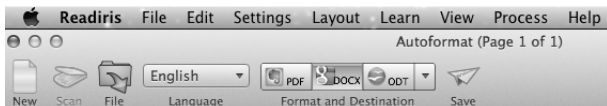
When you are using Readiris for the first time, a list of 10 languages is displayed. This list corresponds to preferred languages list of your Mac Operating System.

To select another language:

- Click **Other Languages**.
- Select the language of your document from the language list.



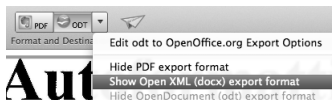
Step 4: Select the output format and destination



In the top toolbar, click the output format you want to generate. Example: **DOCX** to do text editing, **PDF** for storage purposes.

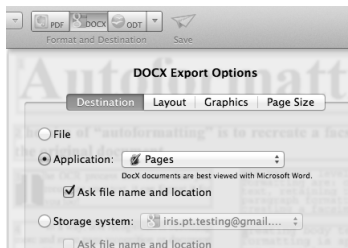
To add or remove formats from the toolbar:

Click the down arrow and select which format you want to add or remove.



To change the default options of a particular format:

- Double-click its format button.
- Then, select the **Destination** options of your choice:
 - Select **File** to save the documents locally to your computer or portable storage device.
 - Select **Application > Select Application** to open the documents in that application.
 - Select **Storage system** to send your documents to an online Storage system. Note that the connection to the online Storage system must be configured correctly to be able to export.



- Select the required **Layout** options.

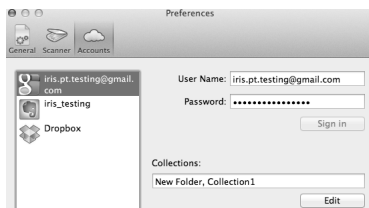
The **Layout** options determine to what degree the layout of your original documents will be re-created.

Tip: when you select DOCX as format, choose **Recreate source document > Use columns instead of frames** to get the best results.

Tip: if you select PDF, choose **Image-Text** to get the best results.

To configure an online Storage System:

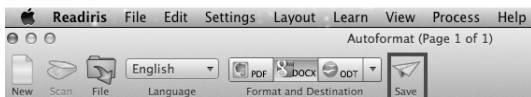
- On the **Readiris™** menu, click **Preferences**.
- Then click the **Accounts** icon.
- Select the **Evernote** or **Dropbox** account you want to use, then select the Notebook or Storage folder to connect to.
- To add a **Google Docs** account, click the + sign, and then enter your credentials.



Important note: to send documents to Evernote or Dropbox, the Evernote and Dropbox applications must be installed on your Mac, and they must be connected to your Evernote / Dropbox account.

Step 5: Save your recognized documents

Click **Save** to save your documents.



3.2 Using Cardiris™ on a Mac OS computer

3.2.1 Starting Cardiris™

During installation, a Cardiris™ program shortcut was created on the Dock. Click the shortcut to start Cardiris™.



3.2.2 Registering Cardiris™

It is recommended you register your copy of Cardiris™. Registering is required to get Technical Support. Registering also offers other benefits such as product updates and discounts on future products.

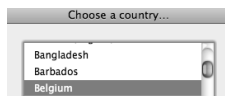
- Click **Register Cardiris™** on the **Help** menu. You will be directed to the registration web page.
- Then follow the on-screen instructions.

3.2.3 Using Cardiris™

In this section we cover the **basic processing steps** in Cardiris™. Follow these steps in order to load and recognize your documents save them to the Address Book and export them to your favorite applications (e.g. Mail, iWork® applications)

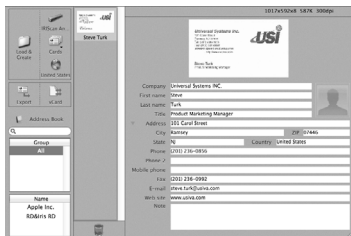
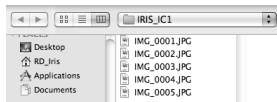
Step 1: Select the country of your documents

1. Click the globe icon.
2. Then select the required country from the list



Step 2: Load + Recognize the documents and turn them into contacts

1. Connect your IRIScan™ scanner to your computer and power on the scanner.
2. Cardiris™ opens the scanner memory folder. Select the business card to load, then click **Open**.
3. The documents are recognized automatically. The information on the cards is assigned to the corresponding data fields. Now check the results.



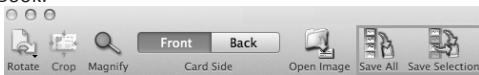
Tip: The results can be edited by typing, moved from one field to another by **cut-and-paste** and **drag-and-drop**.

Tip: to load other images at a later time, click **Load and Create** and browse for the images to open.



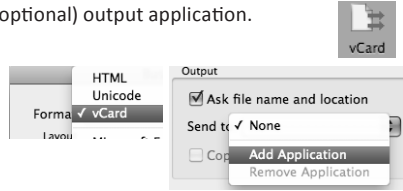
Step 3: Save your Contacts to the Address Book

Select the contacts you want to save, and then click **Save Selection**. Or click **Save All** to save all cards to the Address Book.



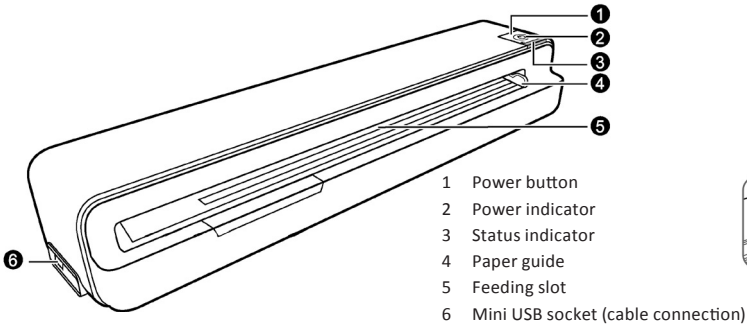
Step 4: Export your Contacts

- Click the format icon to select the format and (optional) output application.
- Select the required format in the **Format** list.
- Then click **Add application** in the **Send to** list if you want to export your contacts directly to one of your applications. Then browse for the required application.
- Click **OK** to save the settings.
- Then click **Export** to export your contacts.

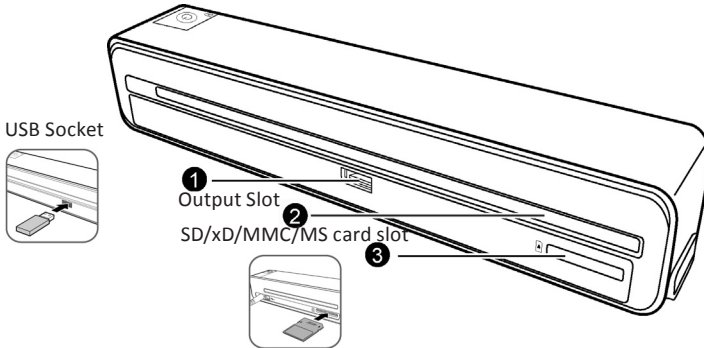


4. IRIScan™ Scanner Reference Information

Front view



Rear view



Scanner memory

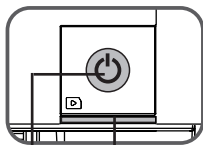
The scanner has a built-in 512MB memory. To provide extra storage memory, a 1GB SD memory card is provided with the scanner. A standard USB flash drive can also be used.

When storing images, the scanner uses the three possible memory types in the following priority order:

USB flash drive > Memory card > Built-in memory

Light indicators

Refer to the table below to view the lighting patterns of the Power and Status indicators.

























 : Blinking slowly

 : Blinking rapidly

 : Steadily on

 : Off

Power	Status	Description
	 color(*)	<ul style="list-style-type: none"> When the scanner is connected to a computer: the battery is fully charged and the scanner is ready for use. or <ul style="list-style-type: none"> When the scanner is not connected to a computer: the scanner power is on and the scanner is ready for use.
 green	 color(*)	Scanning current original.
 orange	 color	The battery is being charged when scanner power is on.
 orange	 color(*)	Reading/writing data in the scanner memory or storage devices.
 orange		The battery is being charged when the scanner power is off.
 orange	 color(*)	The battery power is low.
		<ul style="list-style-type: none"> The scanner is powered off. The battery is fully charged (when scanner power is off and connected to a computer).
 green	 color(*)	<ul style="list-style-type: none"> Initializing system and memory devices. Busy scanning and storing image file.
 green	 color(*)	<ul style="list-style-type: none"> Paper jam. Press the Power button. Calibration error. Please refer to the complete User Guide.
	 color(*)	No memory card, card full (free space below 10MB), card error, card locked or the file system is not supported. Remove files from the card to clear space, unlock the card if it is locked, or try another card.
 orange	 color(*)	The battery power is extremely low, and the scanner will power off automatically in 5 seconds. Charge the battery immediately.

(*) The following colors indicate the current resolution:

Green = 300 dpi (default setting)

Orange = 600 dpi

5. FAQ and Technical Support

Should you experience issues when using your Readiris™, Cardiris™ or the IRIScan™ scanners consult the Frequently Asked Questions on our website www.irislink.com/support/faq or contact Technical Support at www.irislink.com/support.