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# 1. INTRODUCTION

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## ABOUT THIS DOCUMENT

### Navigating this user guide on screen

If you are using this user guide on screen, please note that all entries in the *Table of Contents* at the beginning of this document are live hyperlinks. In addition, you can open the *Bookmarks* of the Acrobat Reader and use them to navigate the document.

## OVERVIEW

**Scan2Contacts** is an add-on application for Microsoft Outlook contacts management software.

It scans business cards, and automatically inputs both their textual data and image to a new contact record in Outlook.

Within seconds of placing a card into the scanner, **Scan2Contacts** pulls the information off the card using OCR – Optical Character Recognition technology, and automatically populates the text fields of a new Outlook contact record (name, title, phone number, etc.), while also capturing an image file of the card.

Scan2contacts works directly from within Outlook, making it the only business card scanning package that does not require cards to be scanned into a 3rd party application before the information can be imported into Outlook.

### Features

- Fully integrated into Microsoft Outlook
- Scan business cards directly and automatically into Microsoft Outlook

- Capture both data and image
- Just a few seconds per scan
- Auto detect function - just place the card in the scanner

### **Scanner specifications**

- Powered by the computer USB – No external power source is needed
- Small footprint
- Fully mobile

## 2. GETTING STARTED

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### BEFORE USING THE SCANNER

The scanner has been carefully packaged to avoid damage during transportation. Before operating the scanner, please remove the packaging materials. After removing the packaging materials, you will find the following:

- ScanShell scanner
- Application CD
- USB interface cable
- Calibration paper
- Cleaning paper

### MINIMUM SYSTEM REQUIREMENTS

The minimum system requirements are:

- Pentium III with 128MB
- Win 98 Second Edition or higher
- USB port
- Microsoft Outlook 2000 or higher installed

### CONNECTING THE SCANNER

The scanner is connected to the computer via the USB port. To connect the scanner, do the following:

- Place the scanner on a flat, firm, solid surface with easy access.
- Plug the USB interface cable into the USB port of the computer
- After the *Add new hardware wizard* dialog box appears, click *Next* until you are asked to set the

driver for the reader. You'll find the driver on the Installation CD at:

- a. < CD-ROM drive  
>:/Driver/800 (for the ScanShell 800 or 800N scanner model)
- After you specify the driver, click *Next*.
  - You will be presented with a standard Windows message:



- Click *Continue Anyway*. The installation of Scanshell scanner drivers is safe for you computer and will not affect your system.
- Click *Next* until the installation is complete.

## INSTALLATION

To install the software on the computer, do the following:

1. Close all programs.
2. Insert the CD into the CD ROM drive.
3. Wait until the install program begins and follow the instructions on the screen.
4. If the install program does not automatically start, click the *My Computer* icon on the desktop and then select the CD ROM drive.
5. Double click on the *Setup* program.
6. Wait until the install program begins and follow the instructions on the screen.

The software starts automatically when starting Outlook.

## UNINSTALL

To uninstall the software, open the *Add-Remove Programs* control panel. Select *Scan2Contacts* and click on *Add/Remove*. Follow the uninstall instructions until the operation is completed.





### 3. USING SCAN2CONTACTS

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**Scan2Contacts** adds a small toolbar to Outlook, which is loaded at Outlook's startup.



**Scan2Contacts Toolbar in outlook**

Buttons	Name	Description
	Scan2Contacts	Opens a <i>Scan2Contacts</i> window with version information, setup, and scanner maintenance options
	State	The <i>State</i> buttons indicate the current state of the application:  = Enabled  = Disabled

## APPLICATION STATE

When the application loads, its state is set to *Enabled* by default.

### Setting the application state

- Press on the state button to toggle between the enabled and disabled state.
- If the application is enabled (green button), pressing on the state button will disable the application and the button will become gray.
- If an error occurred while the application was loaded, the state will be set to *Disabled*. You can try to enable the application by pressing on the state button. If this does not help, check if the scanner is properly connected and try again.

## **SCAN2CONTACTS WINDOW**

The *Scan2Contacts* window is opened by pressing the toolbar's *Scan2Contacts* button. It displays scanner maintenance options and version information:

## Scanner calibration

Scanner calibration resets the scanner color sensor and generates higher accuracy in the OCR detection process. When you use the scanner for the first time, you will be prompted to calibrate the scanner.

Calibrating the scanner is also a good idea if you notice deterioration in scanning and OCR quality.

- Open outlook
- Open the Scan2Contacts window
- Click the 'Calibrate Scanner' button.
- Insert the calibration paper that came with the scanner.
- Click OK.

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**Note:** *The scanner **must** be calibrated before the first use*

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## Cleaning the scanner


It is recommended to clean the scanner from time to time, especially if you notice irregularities and deterioration in scanning and OCR quality.

- Open outlook
- Open the Scan2Contacts window Click the 'Clean Scanner' button.
- Insert the cleaning paper that came with the scanner. You can add a few drops of alcohol or cleaning solution to the cleaning paper.
- Click OK.

## Setting the contacts folder

By default, contacts are saved in the contacts root folder. However, you can select any other folder as the destination folder of Scan2Contacts, to which the scanned business cards will be saved.

To select a different destination folder:

- Click on the Scan2Contacts button .
- Select the desired folder from the Destination Contact Folder dropdown menu.

## Show when outlook starts up

If this field is checked, the Scan2Contacts window will be opened each time Outlook starts up.

## SCANNING A CARD

Scanning a business card is simple:

- Feed the card into the scanner.
- Wait until the card is scanned and processed.
- A new contact window will open with the details of the business card. You can edit and save it manually or scan another card. In the latter case, the contact will be saved automatically.

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***Note:** when the Scan2Contacts windows is open, auto-detect and automatic scanning will not work*

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## 4. APPENDIX A: TROUBLESHOOTING

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Description	Answer
When I try to enable Scan2 Contacts I got an error message, which says that another CSSN application is open	Scan2Contacts can not work while another CSSN application is running. To activate Scan2Contacts, close the other application and press on the state button in the toolbar.
I opened outlook and got an error message from Scan2Contacts	Scan2Contacts failed to load. Check if the scanner is connected properly, and press on the state button in the toolbar. If <b>Scan2Contacts</b> is not enabled, contact the support team.
The application state is set to <i>Disabled</i> on startup.	Try to enable the application by pressing on the state button. If this does not help, check if the scanner is properly connected and try again
There are irregularities or deterioration in scanning and OCR quality	Clean and calibrate the scanner, see page 9
Any other problem or question	Contact our technical support at <a href="http://www.scan2contacts.com">www.scan2contacts.com</a>