

## Quick User Guide

# You scan, it types.



English

# IRISPen™ Executive 7

This Quick User Guide helps you get started with the **IRISPen™ Executive 7**.

The descriptions in this guide are based on the Windows® 7 Operating System. Please read this guide before operating this scanner and its software. All information is subject to change without prior notice.

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## 1. Introduction

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IRISPen™ Executive 7 is a handy pen scanner that allows you to scan lines of text into any text-compatible application. With the IRISPen™ you can also scan table lines and small images such as logos, signatures and mathematical formulas.

Thanks to I.R.I.S.' OCR technology (Optical Character Recognition) IRISPen™ Executive 7 recognizes 130 languages, barcodes and check fonts. You can also have the application automatically translate the scanned text and read it out loud.

Note that with IRISPen™ Executive 7 you scan one line at a time.

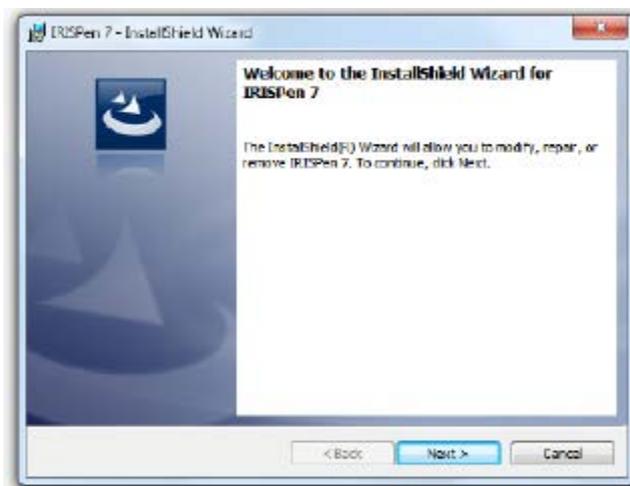
## 2. Installation

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**Important:** make sure you have the required administration rights on your computer to do the installation.

### Installation from CD-ROM:

1. Insert the **IRISPen™** disc in the CD-ROM drive of the computer.  
The setup menu is displayed automatically. If the menu does not start automatically, run **setupIRISPen.exe** from the disc.
2. Click **Install**. Then follow the on-screen instructions.  
**Important:** make sure the scanner is disconnected before you install the software.
3. Click **Finish** to complete the installation.



### Software Download

The IRISPen™ application can also be downloaded from the I.R.I.S. website.

1. Open your Internet browser and go to [www.irislink.com/softwaredownload](http://www.irislink.com/softwaredownload).
2. Scroll down to **IRISPen™**.
3. Click the version you want to download.
4. Go to the location where you downloaded the software, and run the installer: **IP7Exec.exe**.  
Then follow the on-screen instructions.
5. Click **Finish** to complete the installation.

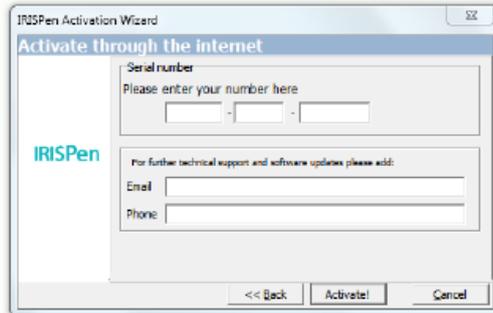
### 3. Activation

When the installation is completed, you are asked to activate the application.

1. Click **Next** in the screen that appears.
2. Enter the serial number, and click **Activate**.

**Notes:**

- You need an internet connection to do the activation.
- You find the serial number on the back of the CD-ROM sleeve. If you do not have the CD-ROM sleeve any more, contact I.R.I.S. support to obtain the serial number: [www.irislink.com/support](http://www.irislink.com/support)

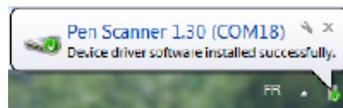


3. Click **Finish** to close the Activation Wizard.

### 4. Getting Started with the IRISPen™

#### Step 1: Connect the IRISPen™

Plug the IRISPen™ in a free USB port (USB 2.0 or higher). When you do this for the first time, the driver is installed automatically. When the installation is complete a balloon message appears in the bottom corner of the Desktop.



#### Step 2: Start the application

Double-click the **IRISPen™** shortcut on the Desktop.



When you start **IRISPen™ Executive 7** for the first time, a **Welcome** screen appears to help you on your way.



### Step 3: Watch the Tutorial

In the Welcome screen, click **Next** to start the **Tutorial**.

The Tutorial shows you how to scan. Also see the topic [Scanning](#) in this documentation for scanning tips.



### Step 4: Select the Scan Direction

When you have watched the Tutorial, click **Next** to choose the **Scan Direction**.

The direction in which you scan depends on whether you are right-handed or left-handed. Therefore, you need to select the scanning hand.



In case you want to change the scanning hand later on, see the topic [Configuration](#).

### Step 5: Practice your Scanning

Click **Next** to display the **Practice** screen. Here you can practice your scanning and see what the results look like.

1. In the ribbon, select the language of your documents.
2. Click and slide the IRISPen™ over a line of text and check the results.  
**Important:** hold the pen upright while scanning. Do **not** scan in a 45 degree angle or less.



**Tip:** in this screen you can watch the **Tutorial** again and also a **Demo**. When you are done practicing you can do some actual scanning.

## 5. Scanning

In this section we explain the different scanning possibilities of the IRISPen™.

Before you begin, make sure the IRISPen™ is plugged in in a USB port. If it is not plugged in, a small cross is displayed on the IRISPen™ icon in the System Tray.



### Important Scanning Tips

Bear in mind the following **scanning tips** that help improve the scanning quality:

- Hold the pen upright to scan text. Do **not** scan in a 45 degree angle or less.



- Make sure both sharp ends of the scanner tip always touch the page during scanning.
- Scan one line of text at a time. Make sure the line is approximately in the middle of the two scanner tips.



- Avoid scanning too slowly. Slide the IRISPen™ smoothly, in a fluid motion.
- Avoid applying excessive pressure. Otherwise, the scanning may result in jerky, uneven motions.

### 5.1 Scanning Text to Applications

IRISPen™ can scan lines of text into virtually any application that supports text.

1. Select the right language from the list in the ribbon.  
IRISPen™ Executive 7 recognizes 130 languages.



2. Click the tab **Scan to doc / app**.  
The option **Scan as > text** is selected by default.
3. Open the application to which you want to scan.  
Note that the application must be text-compatible. E.g. Microsoft Word.
4. Click with the mouse inside the open application.
5. Click and slide the IRISPen™ over a line of text.  
The recognized text appears in the application. If the scanning was not performed correctly, animated tips appear on screen.

**Tip:** to hear the text read out loud after scanning, select the **Say out loud** option on the ribbon.

### Note:

By default, IRISPen™ adds a space after each scan, and adds new scans on the same line in your application until the line is full.

To start a scan on a new line:

- Click and slide the IRISPen™ over a line of text.
- At the end of the line, click again with the IRISPen™.

The cursor now moves to the line below. To modify the default settings, see the topic [Configuration](#).

## 5.1.1 Scanning Vertical Text

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IRISPen™ Executive 7 can scan vertical text, to scan Japanese text for instance.

To scan vertical Japanese text:

1. Select **Japanese** from the language list.
2. Then select **Vertical** on the ribbon.



## 5.1.2 Scanning Tables

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IRISPen™ Executive 7 can scan tables to spreadsheet applications such as Excel:

1. Select **Table mode > ON**.
2. Open a spreadsheet application and mouse click inside it.
3. Click and slide the IRISPen™ over a table line.  
The content is filled in in different cells in the application.

## 5.1.3 Scanning Numbers

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When your documents contain numbers only, it is recommended activating the **numbers only** feature:

1. Select **Scan text as > 123...** on the tab **Scan to doc / app**.

## 5.1.4 Scanning Single Words

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To scan single words, instead of full lines:

1. Select **Text span > Single word**.
2. Place the scanner well in front of each word to start the scanning, and also end the scanning well after each word.

### 5.1.5 Scanning Barcodes

1. Select **Barcode** from the language list.
2. Click and slide the IRISPen™ horizontally over a barcode.  
Or slide the pen diagonally over a barcode.



### 5.1.6 Scanning Checks

With IRISPen™ Executive 7 you can also scan the so-called MICR lines you find at the bottom of cheques.

Note that IRISPen™ recognizes the **CMC7** MICR code.



*Example of CMC7 MICR code*

To scan such codes, select **CMC7** from the language list on the ribbon.



## 5.2 Scanning Images

IRISPen™ Executive 7 can also scan lines of text as **images** to applications. This can come in handy when scanning logos, signatures or mathematical formulas for instance.

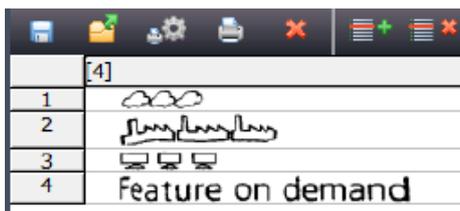
### Scan images to an application

1. On the tab **Scan to doc / app**, select **Scan as > Image**. All other options are then deactivated.
2. Open the application to which you want to scan.  
Note that the application must support images. E.g. Paint.
3. Click with the mouse inside the open application.
4. Click and slide the IRISPen™ over a line of text.  
It appears as image in the application.

### Scan images to the Images Collector

You can also scan images to the Images Collector in the IRISPen™ application.

1. Click the tab **Other Options**.
2. Click **Images Collector**.
3. Click and slide the IRISPen™ over the line you want to scan.  
Each line is added as a new image.



4. You can now save all the images to an image scroll. Or copy-paste them to other applications.

## 5.3 Scanning Text to Speech

Text you scan can be read out to you by the IRISPen™ application. There are two ways to scan to speech:

- Directly in an open application.
- In the IRISPen™ interface, and then you export the scanned text.

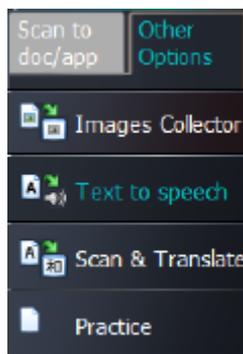
**Note:** in either case, make sure your computer is connected to the internet to use this feature.

### Directly in an open application

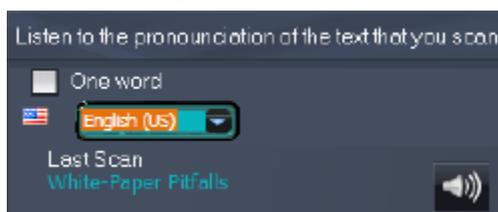
1. Click the tab **Scan to doc / app**.
2. Select the option **Say out loud**.
3. Click inside an application and scan like you normally scan. The text is read out loud.  
See [Scanning Text to Applications](#) if necessary.

### In the IRISPen™ interface

1. Click the tab **Other Options > Text to speech**.

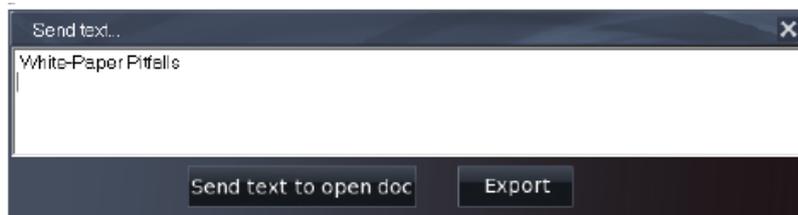


2. Select the language of the text you will be scanning.



3. To scan single words, select the **One word** option.
4. Click and slide the IRISPen™ over a line of text.  
The text is read out loud.

5. To hear the last scan again, click the speaker icon at the top of the screen.  
To hear the entire text, click the speaker at the bottom of the screen.
6. To send the scanned text to an application, click **Send to** in the bottom right corner.
  - Then click **Send text to open doc** to send it to the application that is currently open.
  - Or click **Export** to save the text to a .txt file.



## 5.4 Scanning and Translating Text

Text you scan can be translated on the spot by the IRISPen™ application. There are two ways to scan and translate text:

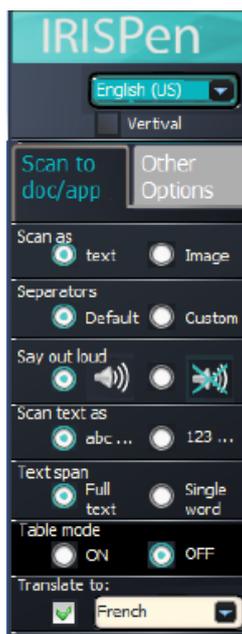
- Directly in an open application.
- In the IRISPen™ interface, and then you export the translated text.

**Note:** in either case, make sure your computer is connected to the internet to use this feature.

### Translating text directly into an application

1. Click the tab **Scan to doc / app**.
2. Select the option **Scan as > text**.
3. Select the scan language at the top of the ribbon.
4. Select **Translate to**, and select the target language from the list.

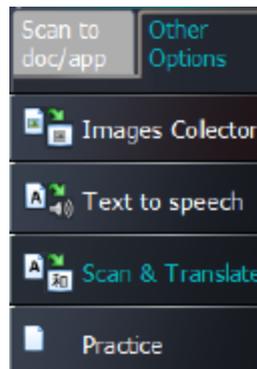
**Tip:** to hear the text read out loud in the application, select **Say out loud**.



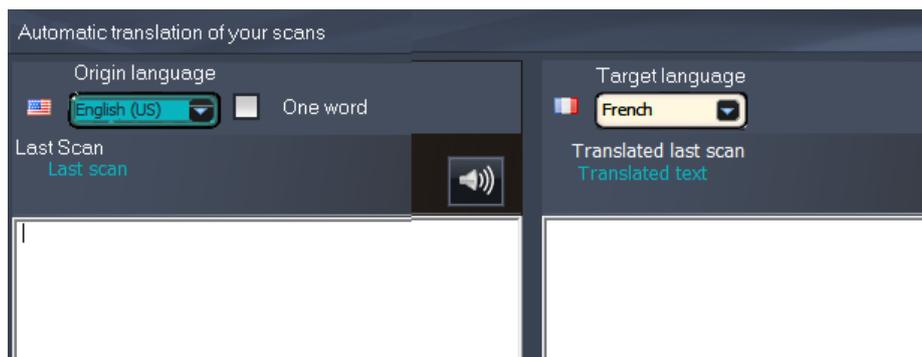
5. Open the application to which you want to scan.  
Note that the application must be text-compatible. E.g. Microsoft Word.
6. Click with the mouse inside the open application.
7. Click and slide the IRISPen™ over a line of text.  
The translated text appears in the application.

### Translate text in the IRISPen™ interface

1. Click the tab **Other Options** > **Scan & Translate**.



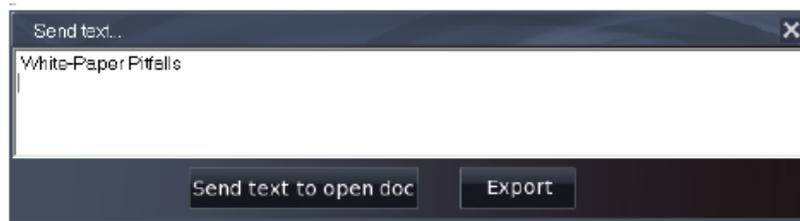
2. Select the language of the text you will be scanning in the left column.
3. Select the language into which the text must be translated in the right column.



4. To scan single words, select the **One word** option.
5. Click inside the left column.
6. Click and slide the IRISPen™ over a line of text.  
The text is translated in the right column.
7. To hear the scanned text or its translation read out loud, click the corresponding speaker icon.



8. To send the scanned text to an application, click **Send** to at the bottom of each column:
  - Then click **Send text to open doc** to send it to the application that is currently open.
  - Or click **Export** to save the text to a .txt file.



## 6. Configuration

To access the configuration settings, click the settings icon in the bottom left corner.



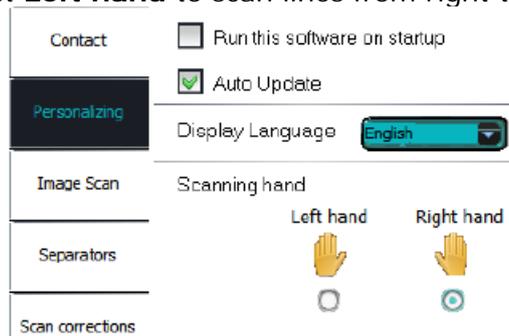
### Contact

On this tab you can enter your Name, Email and Phone number. If you fill in these fields, their data is filled in automatically in the contact form when you contact Technical Support. You can contact Technical Support by clicking  and then **Call support**.

### Personalizing

On this tab you can personalize your IRISPen™ application.

- To start IRISPen™ automatically when you start your computer, select **Run this software on startup**.
- IRISPen™ updates automatically when new updates are available. In case you want to avoid automatic updates, clear the option **Auto Update**.
- IRISPen™ is available in 20 interface languages. Select the required language from the list.
- Select the **Scanning hand**:
  - Select **Right hand** to scan lines from left to right.
  - Select **Left hand** to scan lines from right to left.



### Image Scan

On this tab you can define the minimal image width. In general the default width is recommended (3000). To scan extremely small text you can increase the minimal image width. The higher this value, the smaller the text you can scan.

### Separators

The separators determine how the lines you scan will be separated.

**Scan separator:** select what IRISPen™ must do after you have scanned a line.

**Click separator:** select what IRISPen™ must do when you click the pen after you have scanned a line.

**Table separator:** select what IRISPen™ must do when scanning tables in Table mode.

### Scan corrections

Scan corrections help you improve your scanning technique. Scan corrections can be shown as animations, balloon messages or not at all.

## 7. Troubleshooting

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Should you experience issues when using the IRISPen™ Executive 7:

- Consult the **Troubleshooting** section in the interface.



- Click the question marks in the interface to access the **Help** file.
- Contact I.R.I.S. support at [www.irislink.com/support](http://www.irislink.com/support).



I.R.I.S. - Louvain-la-Neuve (Belgium)  
I.R.I.S. AG - Aachen (Germany)  
I.R.I.S. Inc. - Delray Beach (United States)  
I.R.I.S. HK Ltd - Hong Kong (China)

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