



IRISCard 4/Cardiris 4 Getting Started Guide

Product names

The IRISCard Pro 4 and mini 4 products are bundled with their own dedicated Business Card Scanner. The Cardiris 4 is a software only product and is also the name of the software used on all product versions. All of them can be used with any twain based scanner to scan the card images, though the bundled scanners are not twain capable.



IRISCard Pro 4
Hardware

It is important to distinguish between the products when downloading updates from our website.

<http://www.irislink.com/c2-350-17/Product-Updates.aspx>



IRISCard mini 4
Hardware

The IRIScan product also contains the Cardiris versions 3 or 4 software but cannot be updated in that way.

IRISCard Pro 4

Scanning

There are two ways to scan with the product, either through the Cardiris software or using the IRISCard button manager which loads at startup. Both of the can be found in the Applications > Cardiris 4 folder. Most users opt for the button manager to take advantage of the automatic scanning capability. It controls the functions of the button on the scanner itself.

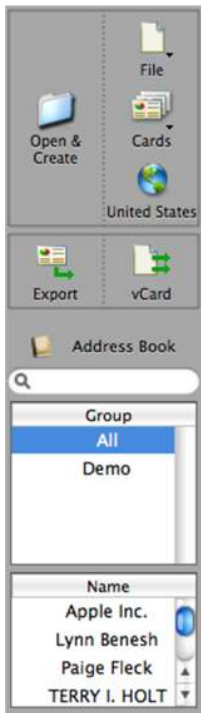


Click on the button manager icon of the dock and go to its preferences and mark the radio button for “when device senses a card – acts as”, set the action for the button and result as pictured.





In the Cardiris software go to its preferences and select the IRISCard in the dropdown. In most cases leave the formatting set to Automatic and click OK out of that window.



- ✓ File
- IRISCard
- IRISScan 1.6
- EPSON RX680/RX685/RX690
- IRISCan Pro TWAIN

On the left tool bar set the upper right button to **File** which sets the button on the lower left to *Open & Create*. Changing from File to one of the listed scanners changes it to *Scan & Create*.

Close the button manager if you want to use a different scanner!

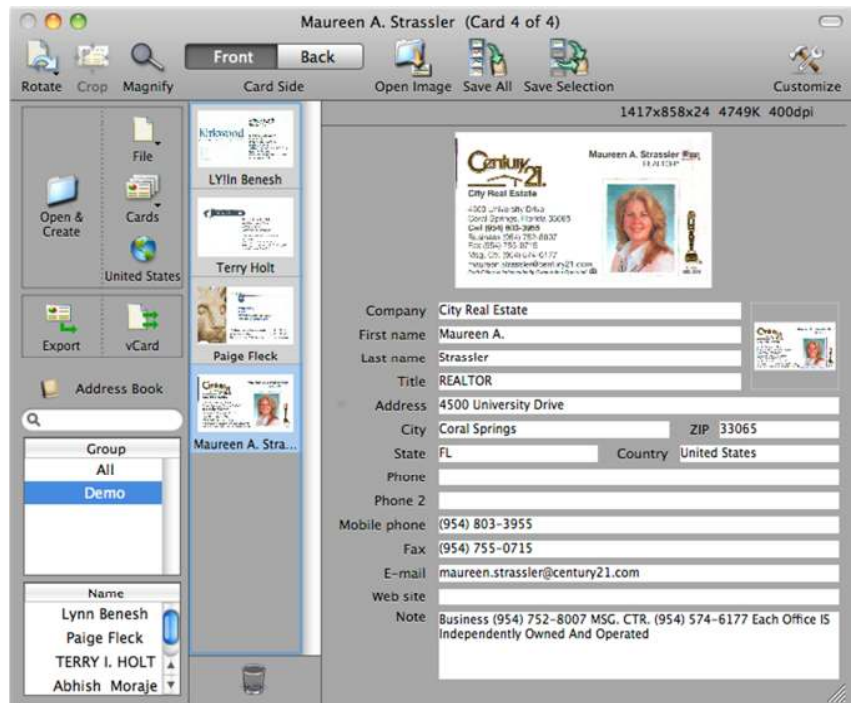


Backside scanning



Notice that you can scan the rear side image of the business card using the back button on the top tool bar. When you save to address book you will have to choose which image to drag to the image placeholder because Address Book can only display one image.

The two images will only be viewable at the same time within the Cardiris software.





Saving

When you insert a business card in the scanner it will feed through and process the information and populate the contact fields.

Review and make any needed corrections, choose a Group if so desired beforehand then click Save All or Save Selected and the cards will be saved to the Address Book.



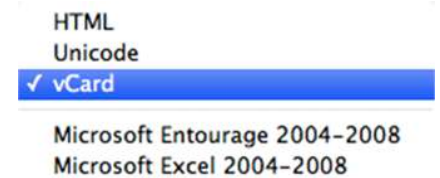
You can view those cards by clicking on the on the group on the lower left.

To include the card image draw a box on the image and drag to the field to the right of the Company name.

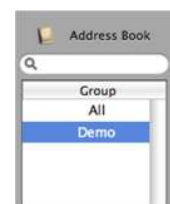


Export

To export the cards to another format or application select the format (vCard pictured) and click on Export. Shown are the available options. Unicode is the same as text.



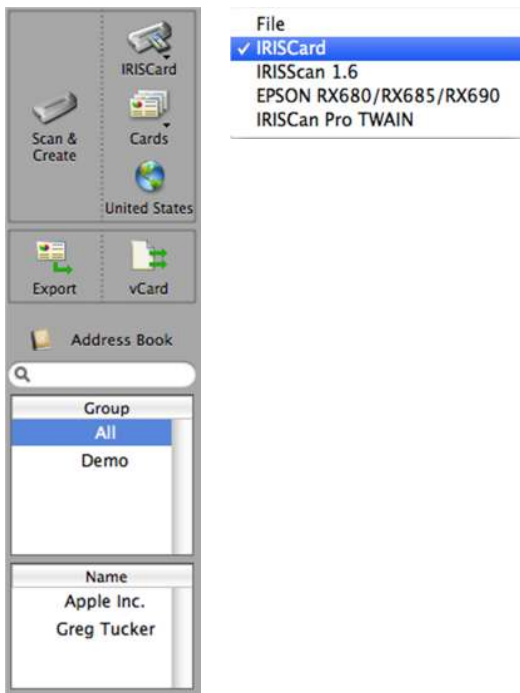
To create a new Group go to File > New Group and give it a name to display in the Cardiris Software. This will allow you to place the desired cards into a specified group in Address Book. You can also perform searches and drag the contacts from one group to the next.





IRISCard mini 4 & Cardiris 4

The software functions identically to the Pro 4 but there is no button manager so scans have to be started by clicking on Scan & Create button on the left toolbar. Select your scanner in the Cardiris Preferences and toggle the File button



If you are using a flatbed scanner you can scan multiple cards by placing up to 10 cards on the glass of the scanner. Leave a gap around all edges of the card keeping it away from the edge of the scanner bezel. You also want a dark background so the software can separate the individual card images from the larger image. A black or dark sheet of paper placed behind the cards works best. Scan at 400 DPI in color.

For very dark cards you would do the opposite and just close the lid to the scanner to create a white background. It is useful then to separate the cards into dark and light for this kind of processing.

You can also scan outside of the software and save the scans as image files or PDF files which can then be processed in the software.

The software will automatically extract the cards from the larger image and the information from the cards.

