

IRIScan™ Anywhere 5



Scan anywhere, go paperless!

for Windows® and Mac®

Mobile scanner & OCR software

Getting Started

This **Quick User Guide** helps you get started with the **IRIScan™ Anywhere 5**.

Please read this guide before operating this scanner and its software. All information is subject to change without prior notice.

The softwares delivered with this scanner are: **Readiris™** and **Cardiris™ (PC and Mac)**.

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

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1. Introduction

The **IRIScan™ Anywhere 5** is designed to be used on its own, disconnected from any computer. The documents you scan are stored on the scanner's microSD card. From there they can be loaded into Readiris™.

Note that the IRIScan™ Anywhere 5 is not a Twain-based scanner that can be used from within any application to scan documents. Instead, think of it as an external storage device that is able to scan independently.

2. Software installation

2.1 Added value

You can use **Readiris™** to load the scans from the removable disk and convert them into compressed and text-searchable output formats.

You can use **Cardiris™** to turn your business card into digital **contacts** (contact management software).

Check the [System Requirements](#) to make sure your system is compatible.

2.2 Installation

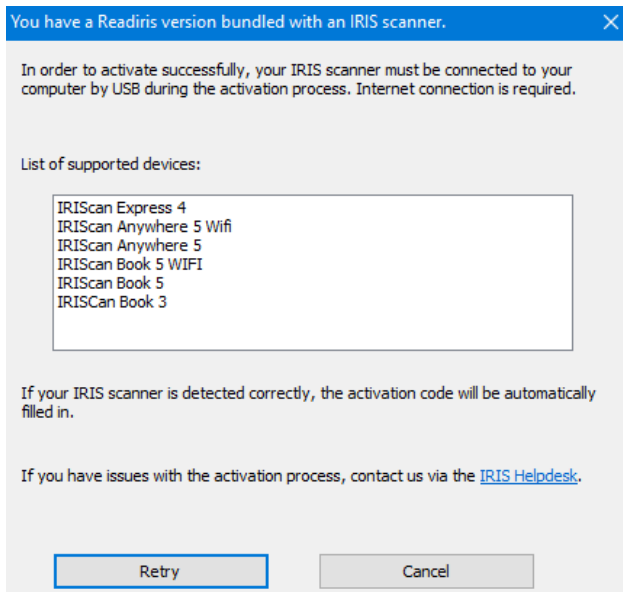
1. Go to <http://www.irislink.com/start>.
2. Scroll down to **IRIScan™ Anywhere 5**.
3. Select the version you acquired and click **Getting Started**.
4. Then click **Start now**.
5. Complete the form and click **Register now**.
6. Select the required Operating System.
7. Click **Download** to download the software.
8. Go to the location where you downloaded the software, and run the installation file.
9. The following setup screen is displayed:
WARNING: install the different software applications in the order indicated below.



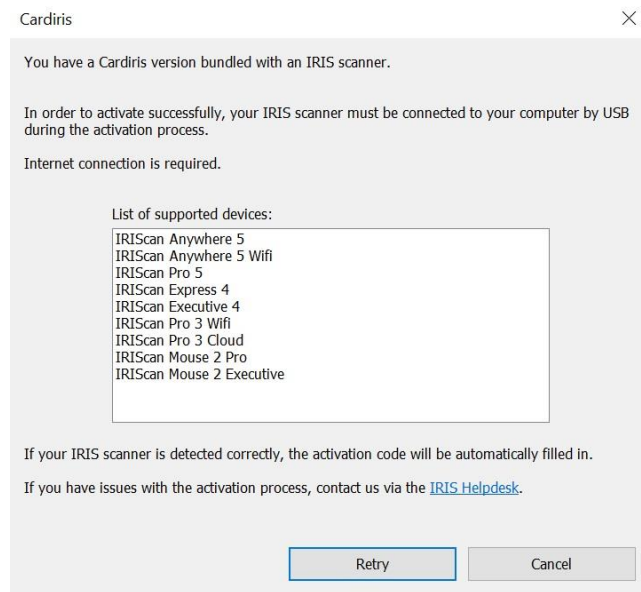
10. Click Readiris™ Pro to install it. Follow the on-screen instructions.
11. Click Cardiris™ Corporate to install it. Follow the on-screen instructions.
12. [Connect your scanner](#) when needed.

2.3 Activation

The license numbers required to activate **Readiris™** and **Cardiris™** will be retrieved automatically on the condition that your scanner is connected to your computer by USB during activation process.



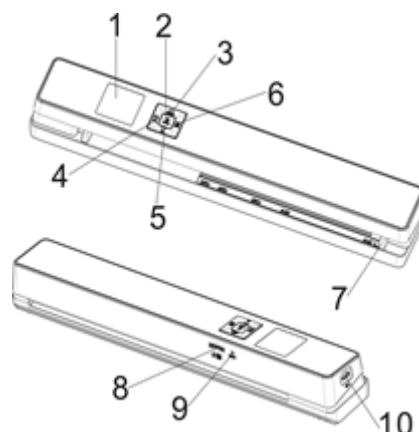
Activation of Readiris™








Activation of Cardiris™

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

3. Hardware Overview



| | | |
|----|--|--|
| 1 | LCD display | Displays the scanning status, scanned image and scanner settings. |
| 2 |  ENTER | Press for 3 seconds to power on/off. |
| 3 |  JPG/PDF | Press repeatedly to select the file format: JPG, PDF-A4 or PDF-Letter. The corresponding icon is displayed on-screen. |
| 4 |  | Press once to enter Setup mode and configure the settings. |
| 5 |  DPI | Press repeatedly to select the scan quality: LO (300dpi), MI (600dpi) or HI (1200dpi). The corresponding icon is displayed on-screen. |
| 6 |  BACK | Press to enter Playback mode and display scanned images. |
| 7 | Paper guide | Adjust to scan documents of different sizes. |
| 8 | microSD card slot | Insert the microSD card in this slot. |
| 9 | Reset | Insert paper clip to reset the scanner. |
| 10 | USB port | Insert the provided USB cable and connect to a computer to view and transfer files, and to charge the built-in battery. An AC/DC power adapter (not included) can also be used to charge the battery. |

4. LCD Display



| | |
|----------------------------|--|
| 1. Scan Format | JPG, PDF-A, PDF-L |
| 2. Scan Resolution | LO: 300 DPI, MI: 600 DPI, HI: 1200 DPI |
| 3. Battery Power Indicator | Fully charged Low battery. Please recharge. |
| 4. Scan Color | COLOR/MONO |
| 5. File Counter | Shows the number of scans on the microSD card |

5. Preparing the Scanner

5.1 Charge the Battery

Before you can use the IRIScan™ you must first charge the built-in battery:

- Connect the scanner to a computer with the included USB cable.

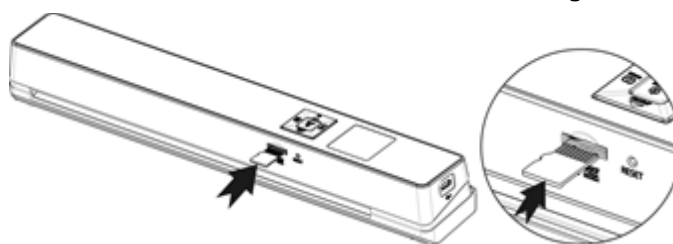
or

- Connect the scanner to an AC/DC power adapter via USB (Not included).

When the scanner is powered off during charging (recommended), the charge time is about 1.5 hours. When the battery is fully charged, an corresponding icon appears on the screen for a instant.


5.2 Insert the microSD Memory Card

1. Power OFF the scanner.
2. Insert the microSD card gently into the card slot until the card is latched.
The position how the card must be inserted is shown in the image below and on the scanner itself.



6. Using the Scanner

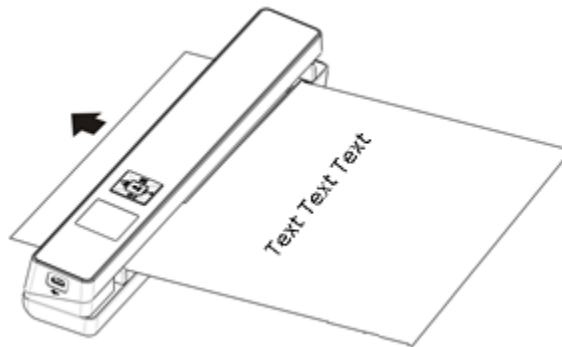
6.1 How to Scan Documents

1. Press  **ENTER** for 3 seconds to power on the scanner.
When you power on the scanner for the first time you need enter the time/date and the display language as explained in 4.2.

NOTE: the scanner auto powers off if it is not used for 10 minutes.

2. Use the paper guides to align the documents with the scanner.
3. Smooth the edges of the document before scanning.
4. Aim the edge of the document at the scanner slot.
5. Gently insert a document facing upwards into the scanner slot. The scanning starts automatically.

TIP: align the documents left in the scanner slot.



During scanning, the scanning status is displayed on-screen.



















NOTES:

1. When you are scanning while the scanner is connected to an external power supply, the scanner enters battery charging mode if no action is undertaken during 1 minute.
2. If the **Instant Preview** is set to "on", the scanned image is always shortly displayed on-screen before the scanner returns to standby mode.
3. When the memory card is full, the scanner is unable to scan more images and "**Full**" flashes on the screen for 2 seconds.



6.2 Configuring the Settings



1. Press  to enter Setup menu.
2. Press   or   to flip through the different settings.
3. Press   to enter a setting.
4. Again press   or   to go through the available options.
5. Press   to confirm and to return to the previous screen.
6. To exit Setup Mode or to return to previous screens, press  or  .

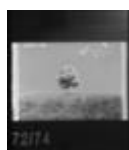
Settings Overview







| Menu items | Description |
|--------------|---|
| JPG/PDF | Scan Format: JPG, PDF-A4, PDF- Letter |
| Quality | Scan Quality: 300 dpi, 600 dpi, 1200 dpi |
| Color | Scan Color: Color/Mono |
| Language | Menu Language |
| Date/Time | Date and Time |
| Inst.Preview | Instant Preview |
| Auto Off | Auto Power Off: disabled or after 10 minutes. |
| Delete All | Delete All Files |
| Format | Format the microSD Memory Card |
| Device Info | Device Information |

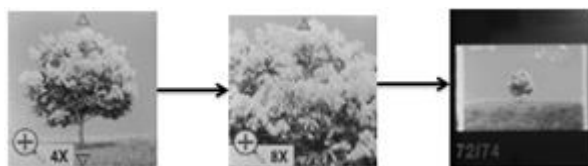
6.3 Displaying Scans

When you have scanned documents, you can display the scans on the scanner screen.

1. Press   to enter Playback mode. The last scanned image is displayed.



2. Press   or   to flip through the scans.
3. To zoom in on a scan, press   once to zoom to 4x, or twice to zoom to 8x.



Note: if a scan exceeds 9 MB you cannot zoom in on it.

4. The ▲ and ▼ indicators appear on the screen and allow you to view the different parts of the image. Press ▲ or ▼ to move up/down on the image.
5. Press ⚙ to make the ◀ and ▶ indicators appear. Press ▲ or ▼ to move left/right on the image.
6. Press ⏮ to return to normal view.

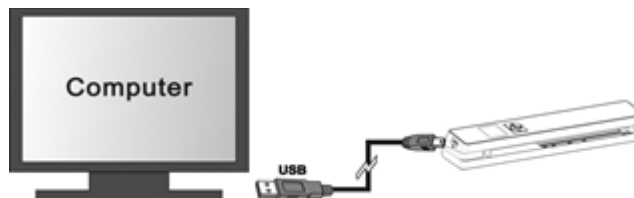
6.4 Deleting Files

1. Press ⏮ to enter Playback mode.
2. Press ▲ or ▼ to select the file you want to delete.
3. Press ⚙.
4. Press ▲ or ▼ to select "Yes" or "No".
5. Press ⏻ to confirm your selection and return to the previous screen.

7. Connecting to a Computer

You can connect your scanner to your computer and view the scans on the computer screen.

1. Press ⏻ for 3 seconds to power on the scanner.
2. Connect the scanner to your computer using the USB cable.



3. Press ⏻ briefly to enter USB mode. The USB icon is displayed on the scanner screen, and the scanner is now recognized as removable disk.



4. Browse to **Computer > Removable disk > DCIM\100Media** to view, import, copy, move or delete scans.

NOTE: on macOS the Removable disk icon is displayed on the Desktop.

8. Troubleshooting

For **Technical Support**, go to <http://www.irislink.com/support>

9. System requirements

Software suite for Windows®: Windows® 7 | Windows® 8 | Windows® 10

RAM: 1GB (2GB Recommended)

Minimum disk space available: 1GB

Internet connection for software download

Software suite for macOS®: 10.12 and above (Mojave included)

RAM: 1GB (2GB Recommended)

Minimum disk space available: 1 GB

Internet connection for software download

The system requirements and compatibility can change over time, depending on the operating system and updates from Microsoft/Apple.

To get the most up to date requirements, you can check the [Support Page](#) on our website.

10. Legal Information

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Safety Instructions

Follow these safety instructions when setting up and using the scanner:

- Read all these instructions, and follow all warnings and instructions given in this document.
- Place the scanner close enough to the computer for the interface cable to reach it easily.
- Never handle the scanner with damp or wet hands, in nomadic mode, or when used as a fixed unit.
- When connecting this product to a computer or other device with a cable, ensure the correct orientation of the connectors. Each connector has only one correct orientation. Inserting a connector in the wrong orientation may damage both devices connected by the cable.
- Other than placing a mini SD card or new batteries in the openings provided for the purpose and indicated on the scanner, do not insert objects into any opening as they may touch dangerous voltage points or short out parts and lead to a risk of electrocution.
- Place the product on a flat, stable surface large enough to safely hold the product and the document to be scanned.
- Never disassemble the scanner.
- If the product overheats or produces smoke or an unusual odour, discolours or becomes deformed in an abnormal way, immediately turn off the scanner, remove the batteries where applicable, and disconnect the cables. Stop using the scanner and contact your dealer or IRIS customer support to receive instructions on the procedure to follow.
- Take care not to drop the scanner or expose it to physical impacts.
- Do not place or store the scanner outdoors, in a car, near heat sources, in locations that are dusty, damp or exposed to impact, vibration, condensation, high temperatures, sunlight, strong light, or rapid changes in temperature or humidity.
- Never attempt to disassemble, modify, or repair the scanner or any of its components yourself.
- Special precaution concerning the model equipped with Wifi transmission only (IRIScan Book Executive 3, IRIScan Anywhere 3 Wifi, IRIScan Pro 3 Wifi):
- Radio waves from this product may adversely affect the operation of other devices, such as medical equipment, measuring instruments in aeroplanes, or automatically controlled devices, such as pacemakers, automatic doors, or fire alarms, and any other device that is sensitive to radio waves.
- When using this product near such devices or inside a medical facility, follow the directions marked on the devices concerned and the instructions for authorized staff members at the facility, and follow all posted warnings and directions on the device to avoid causing an accident.

FCC Statement

WARNING: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/ TV technician for help.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference.

(2) This device must accept any interference received, including interference that may cause undesired operation.



Disposal of Waste Equipment by Users in Private Households in the European Union

This symbol on the product or on its packaging indicates that the product cannot be disposed of with your other household waste. Instead it should be sent to appropriate facilities for recovery and recycling in an effort to protect human health and the environment. For more information about where you can drop off your waste equipment for recycling, please contact your local



IC RSP-100

Hereby, IRIS s.a declares that their "IRIScan™ Mouse Wifi, IRIScan™ Book Executive, IRISPen™ Air, IRIScan™ Anywhere » devices are in compliance with the essential requirements and other relevant provisions of IC RSP-100 Canadian directive.