

# IRIScan™ Book 2 Executive

## Setup & Usage

The IRIScan Book 2 is a battery powered portable scanner that does not require a computer to scan. The images are stored on the micro SD card supplied with the product and accessed when you come back to your computer.

1. On first use attach the USB cord into the scanner and plug it into the computer to charge the scanner. You can also use any iPod type USB wall adapter (not included) to charge the scanner.



2. Insert the micro SD card into the side of the scanner face up so that the copper contacts are visible as you insert the card.
3. Detach the USB cable from the scanner when you are ready to scan or format the micro SD.

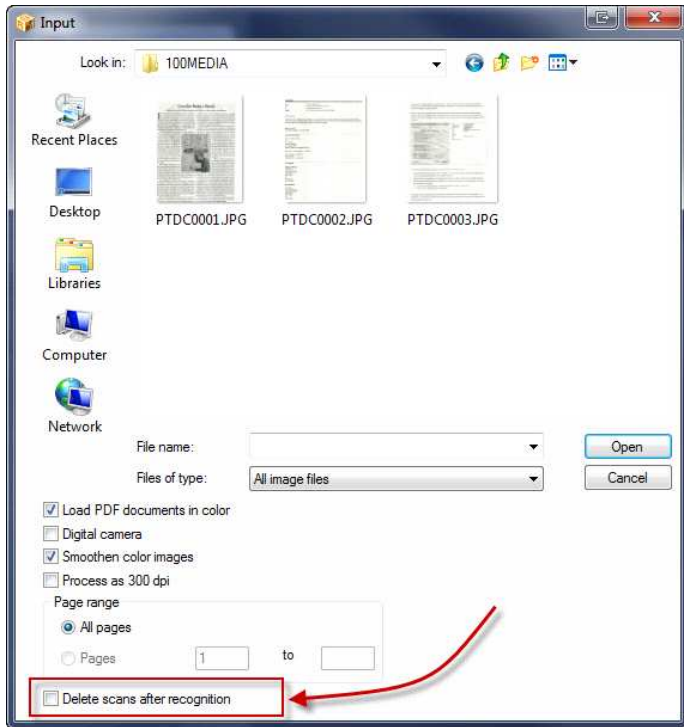
When the scanner is connected to the computer via the USB cable with the power switch in the Off or BT (Bluetooth) position then the **red err light** will be lit. This is normal. The scanner will be charging but no USB data connection is established with the computer. When you turn the scanner to the On position then the LCD screen should display USB indicating two way communication.

Slide the button to scan to turn on the scanner and place the scanner onto the item to be scanned. Tap the Scan button and the green Scan LED should light up. Move the scanner down the sheet and press the scan button again to end the scan.

When you scan with the IRIScan Book 2 the images are stored as JPG files on the micro SD. You can access these in Windows Explorer or use the supplied Readiris software to open and process the images to PDF, Word, Excel etc..



When you start the Readiris software with the scanner connected with the USB cable it will open to the folder on the scanner where the images are stored. You can also click on the Open button on the left tool bar in Readiris and navigate to the DCIM/100Media folder on the scanner or to another folder where the images are store.



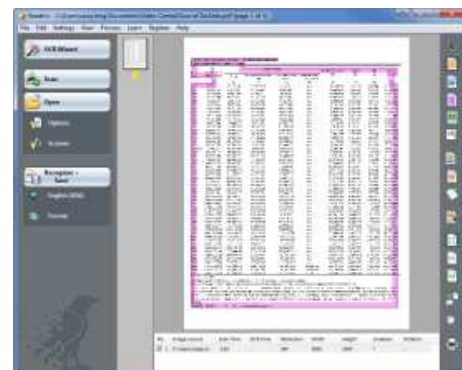
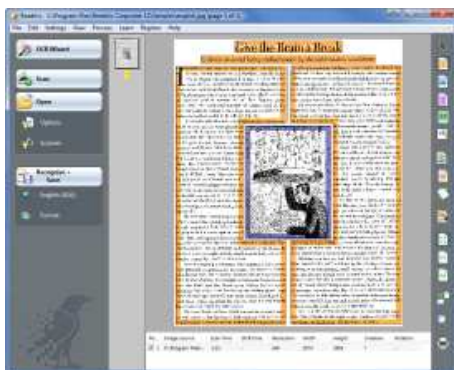
**To select all the images** - Single click on the first image then hold down the shift key and select the last.

**To select some of the images** - Single click on the first image then hold down the Ctrl key and select the desired images.

To remove the images from the scanner check the box at the bottom for Delete scans after recognition.

Readiris is a tool to convert pictures of documents into actual documents. When you scan or open an image in the software the first thing it does is analyze the page and puts color coded boxes over various sections of the document to tell you what it intends to do with the various sections if converting to a text based format such as Microsoft Word. The zones correspond to the tools on the upper part of the right toolbar. Whatever information that is contained in the area within a zone will be converted to the format indicated by the color code on the zone. Information not contained in a zone will be ignored.

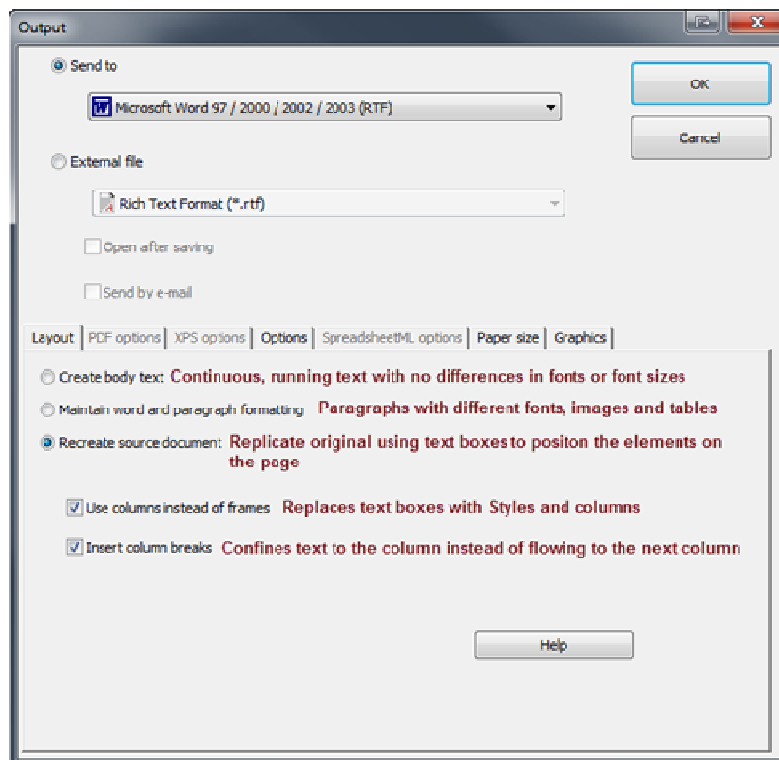
These zones can be manipulated if necessary to give you the expected output as described in the quick start guide available here; [www.irislink.com/Support/gettingstarted](http://www.irislink.com/Support/gettingstarted). By and large unless there is a problem you can accept them as they are and process the document to Word or elsewhere as outlined below.





- 1.) Click on Open to access the scanned images. The Scan button can be used for other scanners that are twain based.
- 2.) Select output format and options by clicking on the Format button on the left toolbar. Select the format in the drop down box. You will have choices for Word, Excel, and PDF etc.
- 3.) Click on Recognize + Save to process

Output Format screen with Layout option explanations.





## Calibration

- 1.) Place the SCANNER sideways on a piece of white paper and press the SCAN button to turn ON.
- 2.) Press and hold the C/BW button on the side of the scanner and then press the SCAN button once to enter into auto calibration mode. You can then release the buttons

The SD symbol on the scanner's LCD will flash and stop when internal memory clearing process is complete. The "GREEN" and "RED" LED light will then turn on. Do not move the SCANNER. Wait until the "RED" **ERR.** LED turns off. The "GREEN" **SCAN** LED will stay on.

- 3.) Start scanning the white paper by sliding the SCANNER across the paper until the "GREEN" **SCAN** LED light turns off. (slide the SCANNER backwards if necessary).
- 4.) Calibration is complete. Press and hold SCAN button to turn off the SCANNER.

## Time Stamp

To set the device to insert a time stamp on the scanned images use these steps.

- Press the Scan button for 2 seconds to power on the scanner.
- Insert a pointy object, like a paper clip, into the Time set button:

1. Then press C/BW or DPI to change the (1) year. Press Scan to confirm and move on to the (2) month.
2. Repeat step 1 for the (2) month, (3) date, (4) hour and (5) minutes.

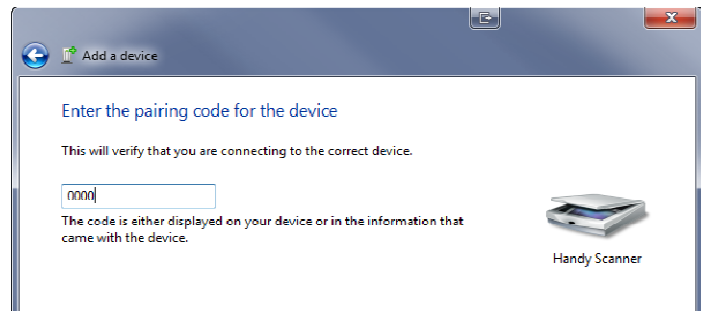
There are five screens for setting the time stamp. The first number in the screen tells you what screen of five that you are on. So when you change the numbers you are only changing the two digits on the right side of the display.

Year  
Month  
Date  
Hour  
Minutes

## Bluetooth

The Windows 7 setup is illustrated here. Other versions of Windows may vary.

On first use slide the switch on the scanner to the BT position. Open the notification area icons and right click on the icon and choose **Show settings** and set as pictured. Then right click and choose **Add a device**.



After entering the pairing code, 0000 press the Scan button on the scanner when you see this BT light flashing. This accepts and establishes the communication.

When you press scan button on the scanner again it will upload the current image number on the scanner. Press the DPI < > C/BW on the side of the scanner to increment the numbers to the next image and press the Scan button again to upload the next image to the My Pictures folder.

You do not have to delete the Handy Scan once the pairing has been done. On next use slide the switch on the scanner to the BT position and press the scan button. You will get this balloon message in the notification area. Just click on it and set a duration and click OK. It should then proceed with the upload to the My Pictures folder.

**Request to access PIM Item Transfer service**

Bluetooth device 'Handy Scanner' is attempting to access the PIM Item Transfer Folder or PIM items on this computer. Click here to grant or deny permission.

