Register and Activate WorldCard Team Basic Edition

◎ Register

Thank you for purchasing this product, at first, please access the following URL or use the QR code to register:

wctreg.worldcardteam.com

On the registration page, please complete all the information, including the activation code and the company information. For the accounts, please specify who the administrator, and enter the manager role and assistant role account information; the usage permissions will be different due to different roles, but you can change that in the settings afterwards.

After completing the form, please click the [Send] button, and follow the instructions to receive the confirmation email in the mailbox of administrator you signed to complete the registration.

◎ Activation

After the registration is completed, the system will send another notification e-mail to the administrator account, please follow the instructions to activate.

The e-mail will include the WorldCard Team server URL (**wct.worldcardteam.com**), login account/password information, software download links of each platform, and a link to the administrator's manual.

Please connect to **wct.worldcardteam.com**, and use the account you set up with the password provided in the e-mail to log in for the first time.

Recommended Browsers: Internet Explorer 11/ Edge / Chrome/ Firefox / Safari / QQ / Sogou.

After login, please set the new password. In the future, please log in with the new password. Once you've set the password, sign in again with your new password to get started with WorldCard Team. We recommend you to watch the quick tour to get to know the function areas quickly.

◎ WorldCard Team Service Settings

Since you are the administrator, you can make the WorldCard Team related settings afterwards.

Please note that the setting of WorldCard Team can only be made through the webpage. Please log in with the administrator account, click on the upper right of the screen, and select [Settings] to enter.

In the setting, you can manage the user accounts, adjust the permission of data sharing, and add the custom fields according to the team's needs. If you use the CRM system, please do the binding settings here.

For detailed information, please refer to the Administrator's manual to know how to set up and use the WorldCard Team service.

WorldCard Team Applications Download

◎ Windows

The download link is available in the notification letter of WorldCard Team activation, or login WorldCard Team web page, and click the on the on the upper-right of screen, then choose [Software Download]. Please download the [WorldCard Team (Windows)] software and double-click the file to install after downloading.

After launching the WorldCard Team application, please enter the WorldCard Team server URL and key in your account / password to log in.

◎ Mac

To install WorldCard Team application, please open App Store in Mac system, and enter [WorldCard Team] in the upper-right search bar to search.

Click [Get] button, and enter your Apple account / password to start download. When the download is finished, you will be able to find WorldCard Team application in [Applications].

After launching the WorldCard Team application, please enter the WorldCard Team server URL and key in your account / password to log in.

◎ iOS / Android

To install WorldCard Team app, please open App Store / Google Play in your iOS / Android device, and search [WorldCard Team] to download and install.

Or you can read the QR code below to access the download page:

iOS

Android

After downloading and launching the WorldCard Team app, please enter the WorldCard Team server URL and your account / password to log in.

Scanner Using Instructions

◎ Connect Hardware

This product comes with a card scanner, please use the card scanner with WorldCard Team Windows/Mac software.

After the WorldCard Team software is installed, please pull out the USB cable behind the scanner and plug into the USB port of the computer, and make sure the USB cable not to block the exit for the business card can be rolled out smoothly.

The cover of the card scanner must be completely lifted up first to expose the paper feed port, and then put the business card to the left to scan, as shown in the following figure.

Open WorldCard Team software, click in the toolbar to open the scanning wizard, then select the recognition language you need, and then put the side of the business card to be scanned face up in the scanner, the scanner will clamp the business card and start scanning.

When the scanner starts scanning, the light will continue to flash. When it stops flashing, it means you can continue to scan back side of the business card or the next card. After scanning, press [Finish] button, the card recognition will start.

◎ Calibrate the Scanner

If the scanned image is unclear or the color is deviated in the future, please click the in the toolbar to open the scanning wizard, then click the [Calibrate] button, or click [Run] / [Calibrate Scanner], then follow the instructions to do the calibration.

***Please refer to the user manual for more details.**

Renew or Purchase More User Authorization

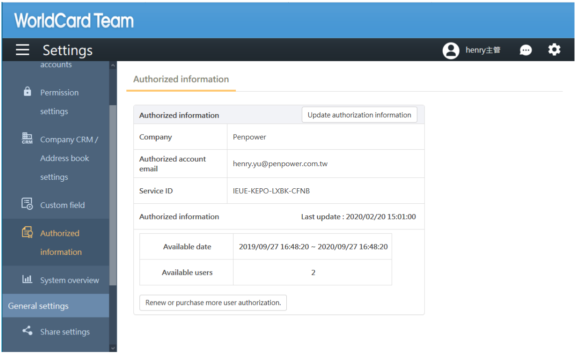
In the future, when the WorldCard Team service is about to expire, or you want to add more users, please use the administrator account to log in to the WorldCard Team service on the webpage, and refer to diagrams on the next page to operate.

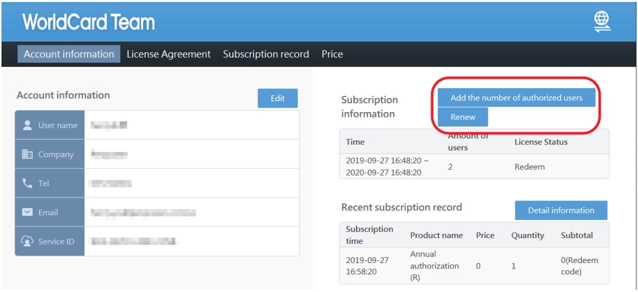
Click the [Renew or purchase more user authorization] button in the [Authorized Information] page in the settings, then choose whether you want to add more users or to renew the current authorization. Then follow the instructions on the screen and fill in the number of users or the renewal time to make the payment.

After the renewal is completed, the information on the [Authorized Information] page will be updated.

Reminder: The price of additional purchase/renewal is US $ 5 per person per month (paid annually), and the maximum number of authorized users is up to 90.

✱ PenPower Technology reserves the right to adjust related operations and prices.


WorldCard Team
Settings
henry主管
accounts
Permission settings
Company CRM / Address book settings
Custom field
Authorized information
System overview
General settings
Share settings
Authorized information
Authorized information
Update authorization information
Company
Penpower
Authorized account email
henry.yu@penpower.com.tw
Service ID
IEUE-KEPO-LXBK-CFNB
Authorized information
Last update : 2020/02/20 15:01:00
Available date
2019/09/27 16:48:20 ~ 2020/09/27 16:48:20
Available users
2
Renew or purchase more user authorization.

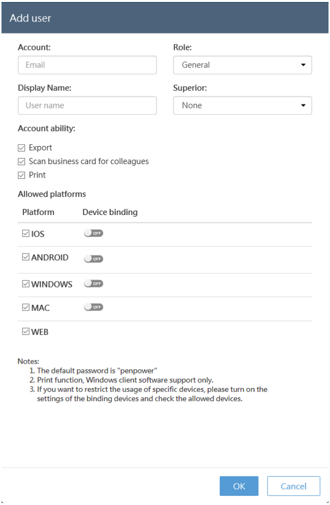

WorldCard Team
Account information
License Agreement
Subscription record
Price
Account information
Edit
User name
Company
Tel
Email
Service ID
Subscription information
Add the number of authorized users
Renew
Time
Amount of users
License Status
2019-09-27 16:48:20 ~ 2020-09-27 16:48:20
2
Redeem
Recent subscription record
Detail information
Subscription time
Product name
Price
Quantity
Subtotal
2019-09-27 16:58:20
Annual authorization (R)
0
1
0(Redeem code)

FAQ

1. How to Add New User Account for Other Colleagues to Use WorldCard Team?

Please go to WorldCard Team Settings (web version), [Manage Account] page, click on the quick toolbar to add a user account.

Please enter the information in the above fields and check the ability to allow the user to use, such as printing or scanning for colleagues, then click [OK] to complete.



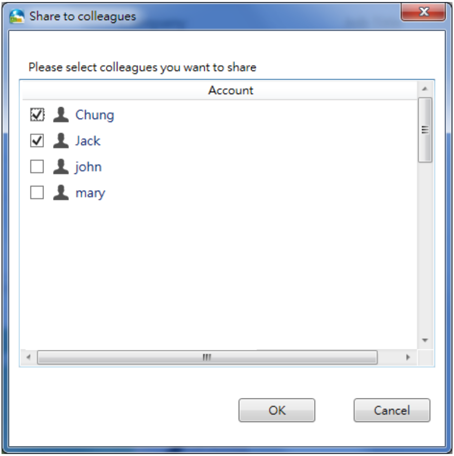
The default login password for new users is **penpower**, user will be asked to change the password when first time logging in.

If the user account is created by mistake, if this account has never logged in, you can easily click to delete it. But if this account has already logged in before, it cannot be deleted, you can only click to set this user account as inactive user or suspend user.

2. How to Share Contacts to colleagues?

The user will only see the contact information which created by self and subordinates. You cannot see the contacts that created by your supervisor or subordinates from the same department or other departments.

If you wish to share contacts with other users, you can select the contacts you want to share and click on the toolbar to share. Or right click the contact and choose [Share to Colleague] to open the list, then you will be allowed to specified users to see the information.



Please sync with WorldCard Team server after share. The WorldCard Team server will send notification to the users you share to. If you share the contacts under [Shared Contacts], the users will receive the notification immediately.

The users will receive the notification and find the shared contacts data in the category of your name under the [Shared Contacts].

Reminder: When share the information to others, his/her supervisor will see that information as well.

3. How to Scan Business Cards for Colleague/Boss?

With WorldCard Team software on each platform, you can scan business cards for other users. Please refer to the following steps to help your colleague/boss scan business cards.

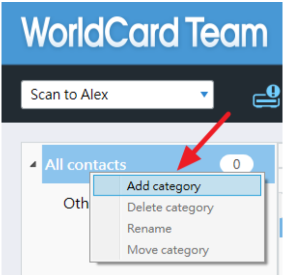
Operations on PC:

1. Open WorldCard Team Windows or Mac software, and select [Scan business card for colleagues] in the list at left-top corner of main screen, then tick the user you want to scan to, for example you want to scan for colleague (Alex).

2. After selecting, it will go to the page of scanning for colleagues, then

you can start to scan the business cards with the card scanner that are delivered by the colleague (Alex), and the scanned contacts will be categorized as [Other Contacts].

3. You can directly help the colleague to categorize the contacts, please right click on [All Contacts] to add categories, then drag the contacts to the categories to be categorized and then release it to complete the categorization.

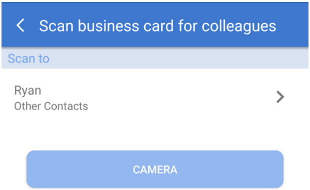


4. After correction and categorization, click the [Transfer to Colleague]  on the quick toolbar to send the scanned data to Alex and complete the task.
5. The contact data will disappear after sending to Alex, and Alex will receive a message notification. When Alex synchronizes with the WorldCard Team server, the contact data you send to him will automatically download it to [My Contacts] for Alex to see the business card you helped him scan.

Operations on APP:

1. Click  on the main screen icon, select [Scan business card for colleagues], and select the colleague also the category who you want to scan to, then press  in the upper right corner to confirm; here you can tap [Add Category] at the bottom left of the screen to help

your colleague to create a new category.



2. Click the [Camera] button to start taking the photo, and after confirming that the recognitions are correct, tap the in the upper right corner of the screen to send, then you can go ahead to take the next business card.
3. The contact data will disappear after sending to Alex, and Alex will receive a message notification. When Alex synchronizes with the WorldCard Team server, the contact data you send to him will automatically download it to [My Contacts] for Alex to see the business card you helped him scan.