

# CONTENTS

|  |            |
|--|------------|
| <b>Chapter 1 Product Features .....</b>                    | <b>1-1</b> |
| <b>Chapter 2 System Installation .....</b>                 | <b>2-1</b> |
| 2.1 System Requirements .....                              | 2-1        |
| 2.2 Hardware Installation of Card Reader .....             | 2-1        |
| 2.3 Software Installation .....                            | 2-3        |
| 2.4 Color Calibration .....                                | 2-5        |
| <b>Chapter 3 Features .....</b>                            | <b>3-1</b> |
| 3.1 iCard Manager .....                                    | 3-1        |
| 3.2 Scan of card with iCard Manager .....                  | 3-2        |
| 3.3 PenPower iCard .....                                   | 3-4        |
| Open PenPower iCard .....                                  | 3-4        |
| Multifunction Viewing Window .....                         | 3-4        |
| Inserting Card .....                                       | 3-7        |
| Continuous Double-Side Scanning .....                      | 3-10       |
| Editing Cards .....  | 3-11       |
| Modifying Cards .....                                      | 3-19       |
| Adding New Cards .....                                     | 3-20       |
| Self-Define field .....                                    | 3-22       |
| Reading Cards .....  | 3-23       |
| Setting Up Properties of Your Card List .....              | 3-23       |
| Setting Up Card Category .....                             | 3-25       |
| Adding Card Category .....                                 | 3-25       |
| Setting Up Traditional or Simplified Chinese Version ..... | 3-26       |
| Voice Tag .....  | 3-26       |
| Searching Cards .....                                      | 3-28       |
| Calendar .....   | 3-30       |
| Export Your Card Information .....                         | 3-31       |
| Printing Cards .....                                       | 3-33       |
| 3.4 Infrared Transmission .....                            | 3-35       |
| Infrared Cell Phone Transmission .....                     | 3-35       |
| Infrared Palm Transmission .....                           | 3-37       |
| 3.5 Integrating iCard with Mail Programs .....             | 3-39       |
| Integrating Outlook Express Interface: .....               | 3-39       |
| Integrating Microsoft Outlook Interface: .....             | 3-41       |
| <b>Chapter 4 Troubleshooting .....</b>                     | <b>4-1</b> |

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# Chapter 1 Product Features

## **Card Reader**

With PENPOWER iCard, texts can be quickly scanned and input, thus avoiding the complicated operation procedures common to most scanners. It supports the scanning of full-color cards and photos.

## **Artificial Intelligence Self-Learning Function**

You can self-define the recognition label. The artificial intelligence Self-Learning function can improve the recognition capability.

## **Multiple Viewing Interface**

The multiple viewing modes allow you to look up card information, calendar, images and texts. You can also use the drag-and-drop function to move the card to a category or put into the calendar.

## **Integrating Personal Calendar**

The drag-and-drop function can link cards to their related calendar and set up alarm reminder. There are three display modes for calendar: daily, monthly and events.

## **Printing Card Template**

You can edit printing templates of cards. The data of cards can be printed in various formats such as envelopes, labels or address books.

## **Integration of Simplified and Traditional Chinese**

You can switch between traditional Chinese, simplified Chinese or Hong Kong version as Recognition Core immediately without exit the application program or restart your computer.

## **Recognize both Chinese and English Cards**

Traditional/simplified Chinese and English cards can be accurately identified.

## **Multi-scan**

A card with English and Chinese on each side can be scanned continuously. Dynamic switch between both sides is also possible in managing and editing windows.

## **Automatically Identifying field Information**

After automatically identified, the data is stored by the property of each field, such as name, title, company, telephone, fax and address and so on.

## **Managing Cards**

With easy-to-use card management interface, card information can be managed, searched, added and deleted according to categories. Function menu can be started with a right click of your mouse. The operation procedures are simple and clear.

**Editing Cards**

The editing window, which enables instant preview of a card, allows you to edit and re-recognition based on various fields. Personal information and photo can be added into cards.

**Exporting Cards Information**

Cards information can be saved as text or image files. Or it can be exported directly to application softwares like Outlook, Outlook Express, Excel, Access, Win CE or Palm.

**Fully Integrate with Outlook and Outlook Express Interfaces**

The program interfaces with Outlook and Outlook Express are fully integrated. You can directly scan, edit, modify card's information in the program and add it to address book. You can preview your scanned originals or search cards via voice recognition.

**Infrared Transmission**

With infrared transmission function, card data can be exported to cell phone and Palm, forming convenient link with your mobile communications database.

**Intelligent Card Search**

Just enter the keywords for search, cards that match the criteria will be located.

**Voice Search**

The system will automatically generate voice tag based on "name" fields. You can also record your own voice tags and search cards accordingly.

**Setting up Background**

There are many colors and designs for you to choose from. You can set up your preferred background for the cards list area, adding fun to your work!

**Pronouncing Cards**

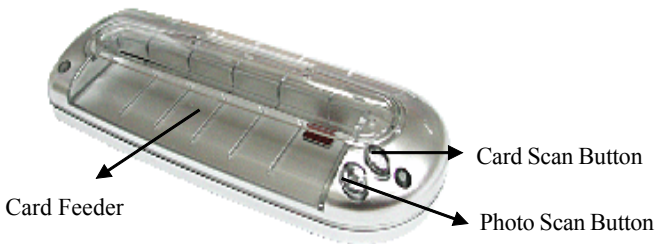
You can choose to have card contents read in Mandarin or Cantonese.

## Chapter 2 System Installation

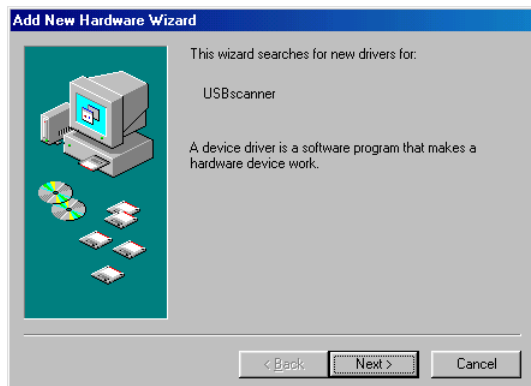
### 2.1 System Requirements

- \* Pentium 166 PC or higher
- \* Min. 64MB memory
- \* 90MB of available hard disk space
- \* Win 98 / Me / 2000 / XP

### 2.2 Hardware Installation of Card Reader



1. Plug the USB connector of Card Reader into the USB port of the computer. Windows system will automatically detect the new hardware of USB Scanner. Click "Next" button.



2. Choose the first option, the system will automatically search for appropriate device drivers. Click "Next".



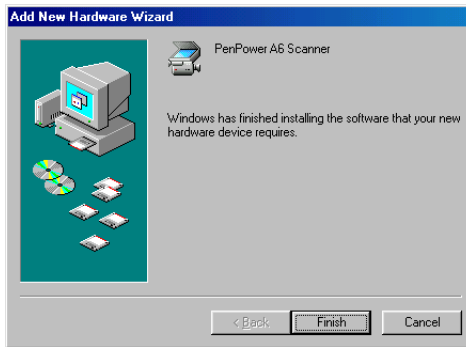
3. Check "Specify a location" and set the path to "Driver/iCardHome" folder. Be sure to place iCard CD ROM disk into the CD-ROM drive. Click "Next".



4. Click "Next" and begin installing Card Reader driver.



- Click "Finish" and complete the installation of the driver.



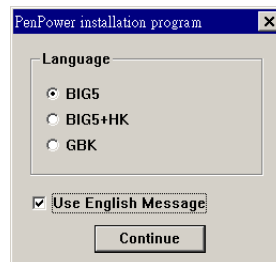
- After installing the device driver of Card Reader, please refer to the following "Software Installation" section and continue to install the software of iCard.

## 2.3 Software Installation

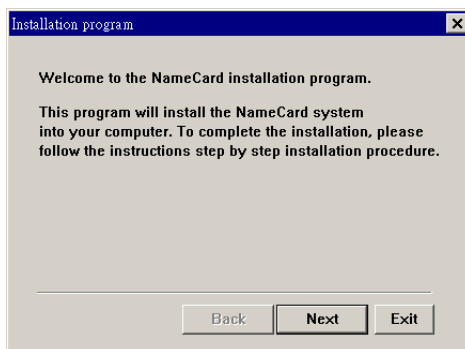
- Insert the iCard CD-ROM disk into your CD-ROM drive, the system will automatically start installation process. Please select "Install iCard HOME".



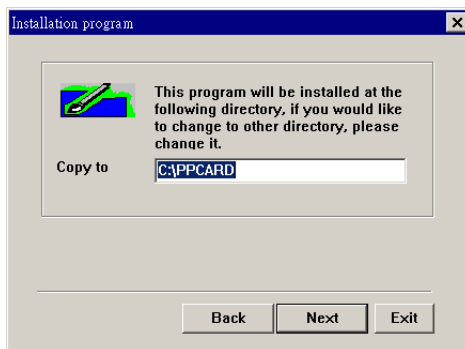
- Select Traditional, Hong Kong style traditional or Simplified Chinese version.



3. Click "Next".



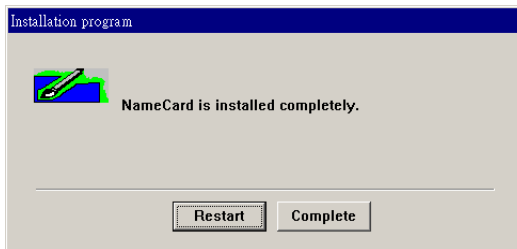
4. Specify installation directory.



5. Fill in user name and company name.



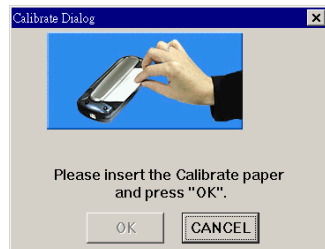
6. After finish the installation of PenPower iCard, please click "Restart".



After the computer has restarted, "iCard Manager" will appear on the taskbar. If "iCard Manager" is not started, please check to see if Card Reader is properly connected to the computer, and tighten the USB connection cord in Card Reader.

## 2.4 Color Calibration

When iCard is run for the first time, calibration wizard will appear. Insert the calibration card that comes with your iCard and click "OK". iCard will scan the white paper and calibrate colors. This will enhance color differentiation to ensure high recognition accuracy.




Tip: When inserting the calibration card, place the blank side down and insert it in the direction of the arrow.



## Chapter 3 Features

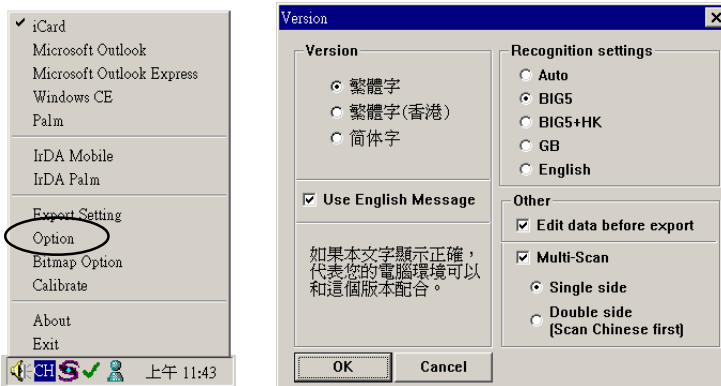
In addition to scanning and recognizing Chinese and English cards, PenPower iCard also includes a card database management system. This system can categorize, manage, search, add and delete cards. It can also be used together with Outlook, Outlook Express, Win CE, Palm and your cell phone. It is easy to learn how to use iCard to input card information. You can avoid the complicated operation procedures common to most scanners.

### 3.1 iCard Manager

After iCard is installed, iCard Manager will be automatically activated each time your computer is turned on.  icon will also appear on the lower right corner of the taskbar. You can directly scan cards via iCard Manager, and export data to iCard, Outlook, Outlook Express, Win CE or Palm.

#### Setting Up

Select "Option" from the main menu of iCard Manager. The set-up dialog box opens.



- \* Version: The captions of iCard can be shown in traditional Chinese, Hong Kong style traditional Chinese, simplified Chinese or English.
- \* Recognition Settings: You can set the scope of recognition of iCard.
- \* Edit data before export: Check this option if you want to edit or modify the scanned data on the editing window before it is exported to the application program.


- \* Multi-scan: If this option is checked, you can insert cards continuously within 30 seconds of the initial scanning without pressing the scan button. If different cards are to be continuously scanned, then check "Single Side". If you want to scan both sides of the same card, check "Double Side". Be sure to scan the Chinese side first then the English side and they will be identified as one card. You can switch the image information of the two sides in the managing and editing window of the iCard.

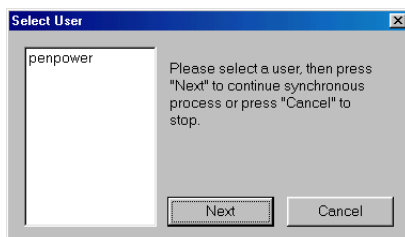
## 3.2 Scan of card with iCard Manager

1. When iCard Manager is on, insert the card. Press the Scan Card button and scan will start.
2. When scanning, the image of the card will appear on the lower right corner of the window. Once the scanning is completed, the selected application program is automatically started and the icon "Recognizing..." will appear. The computer is now recognizing card information. Once the recognition process has completed, the information will be automatically saved in the application program.



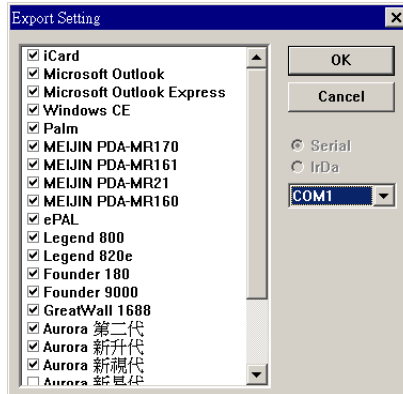
iCard Manager provides many application programs for storing card information: iCard, Outlook, Outlook Express, Win CE, Palm and so on. It can also transmit card information to cell phone and Palm via infrared. Before the scan starts, you can select one application program from the main menu of iCard. The scanned card information will be automatically stored into that application program. In the course of storing, the icon on the taskbar will be in rotating status.

 Note: When the card information is to be stored onto Palm, the Palm user must be selected.

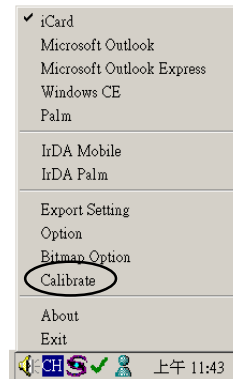




Tip: You can open "Export Setting" dialogue box from the main menu of iCard. Check the application programs or hardware you would like to export to. Select "Serial" or "IrDA" depending on your requirement, and select the correct connection port.



3. If the color of the scanned picture is too dark or too light and thus affects the recognition accuracy, please calibrate the color. Select "Calibrate" from the main menu of iCard. Insert calibration card and click "OK", the iCard will automatically scan white paper and calibrate the color. In subsequent scanning, the differentiation in color will not occur.

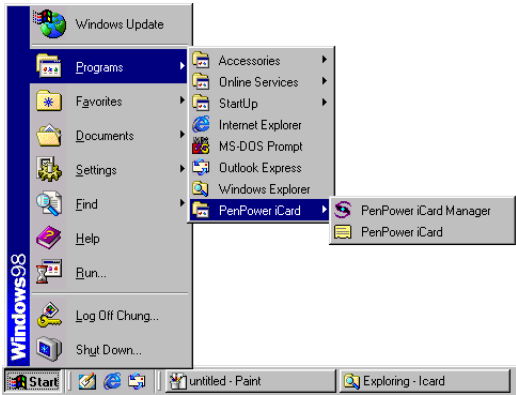


### 3.3 PenPower iCard

As a business card database management software, PenPower iCard comes with iCard Manager. Apart from scanning and recognizing business cards, it can also categorize, search, add or delete cards.

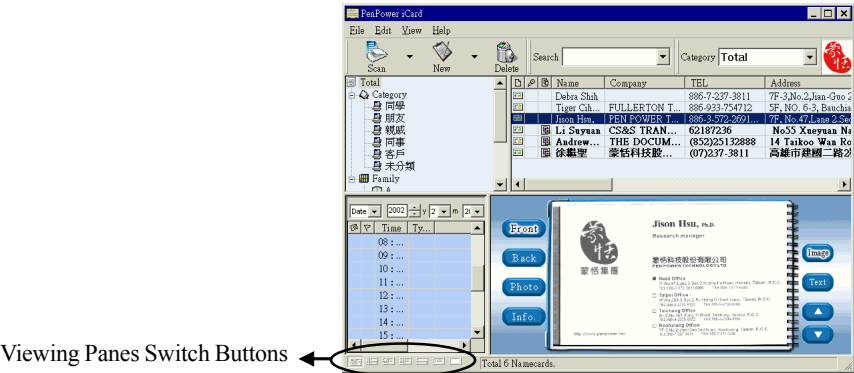
#### Open PenPower iCard

Select "Start/Programs/PenPower iCard/PenPower iCard Manager", and the iCard Management program will start.



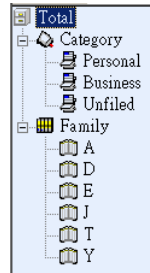
#### Multifunction Viewing Window

PenPower iCard includes "Category", "Card Information List", "Calendar Management" and "Card Image". You can select appropriate viewing panes through the layout switch buttons on the lower left side.



### Categorized Viewing Pane:

List all the categories and surnames so you can directly choose and view. For each newly added card, it will be moved automatically into the category according to the surname.



### Card Information List:

The card information list displays card information in the category which you have selected in the categorized viewing pane.

| Total    | Name                    | Company             | TEL                    | Address                         |
|----------|-------------------------|---------------------|------------------------|---------------------------------|
| Category |                         |                     |                        |                                 |
| Personal |                         |                     |                        |                                 |
| Business |                         |                     |                        |                                 |
| Unfiled  |                         |                     |                        |                                 |
| Family   |                         |                     |                        |                                 |
| A        | Debra Shih              | PENPOWERTE...       | 3-57242691             | 7F, No.47, Lane 2, Sec 2, Ku... |
| D        | Y. T. Tsay,             | PEN POWER T...      | 886-2-2735-9922        | 7F No.47 Lane 2, Sec.2, Ku...   |
| E        | ELLIS. LAM M...         | CASIO COMPU...      | (852)23187172          | 9/F., Tower I, Millennium...    |
| J        | Andrew Tsang            | Xerox (Hong Ko...   | (852)25132318          | 14 Taikoo Wan Road Quar...      |
| T        | Jison Hsu.              | PEN POWER T...      | 886W-237*3811          | 7F-3, No.2, Jian-Guo 2nd -o...  |
| Y        | <b>Tiger Chou ex...</b> | <b>FULLERTON...</b> | <b>886-2-8912-4...</b> | <b>5F, NO. 6-3, Bauchian...</b> |



Tip: Click the field title or right click the field, you can rearrange cards in ascending or descending order.

| Name         | Sort Ascending  | TEL   |
|--------------|-----------------|-------|
| Andrew Tsang | Sort Descending | (852) |
| Debra Shih   |                 | 3-57  |
| Jison Hsu.   |                 | 886V  |



Tip: Hold the left mouse button down on any field, you can drag and drop the field to a new location.

| Name                    | Company             | TEL                    | Address                         |
|-------------------------|---------------------|------------------------|---------------------------------|
| Andrew Tsang            | Xerox (Hong Ko...   | (852)25132318          | 14 Taikoo Wan Road Quar...      |
| Debra Shih              | PENPOWERTE...       | 3-57242691             | 7F, No.47, Lane 2, Sec 2, Ku... |
| Jison Hsu.              | PEN POWER T...      | 886W-237*3811          | 7F-3, No.2, Jian-Guo 2nd -o...  |
| Y. T. Tsay,             | PEN POWER T...      | 886-2-2735-9922        | 7F No.47 Lane 2, Sec.2, Ku...   |
| <b>Tiger Chou ex...</b> | <b>FULLERTON...</b> | <b>886-2-8912-4...</b> | <b>5F, NO. 6-3, Bauchian...</b> |
| ELLIS. LAM M...         | CASIO CDMPU...      | (852)23187172          | 9/F., Tower I, Millennium...    |

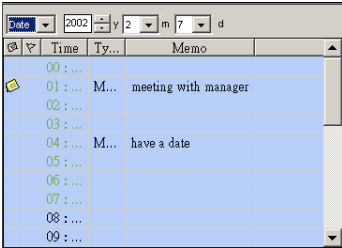
  

| Company             | Name                    | TEL                    | Address                         |
|---------------------|-------------------------|------------------------|---------------------------------|
| PEN POWER T...      | Y. T. Tsay,             | 886-2-2735-9922        | 7F No.47 Lane 2, Sec.2, Ku...   |
| <b>FULLERTON...</b> | <b>Tiger Chou ex...</b> | <b>886-2-8912-4...</b> | <b>5F, NO. 6-3, Bauchian...</b> |
| PEN POWER T...      | Jison Hsu.              | 886W-237*3811          | 7F-3, No.2, Jian-Guo 2nd -o...  |
| CASIO COMPU...      | ELLIS. LAM M...         | (852)23187172          | 9/F., Tower I, Millennium...    |
| PENPOWERTE...       | Debra Shih              | 3-57242691             | 7F, No.47, Lane 2, Sec 2, Ku... |
| Xerox (Hong Ko...   | Andrew Tsang            | (852)25132318          | 14 Taikoo Wan Road Quar...      |

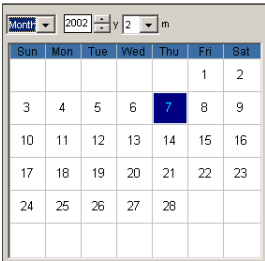
Hold the left mouse button down on the name field and drag it to right to where the arrow is, the name field will move to the right.

Calendar Management Pane:

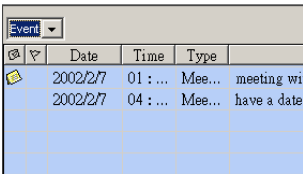
Calendar management area includes three viewing modes: "Daily", "Monthly" and "Events". "Daily calendar" records your daily schedules. "Monthly calendar" displays dates. "Events" lists all the contents.



Daily



Monthly



Events

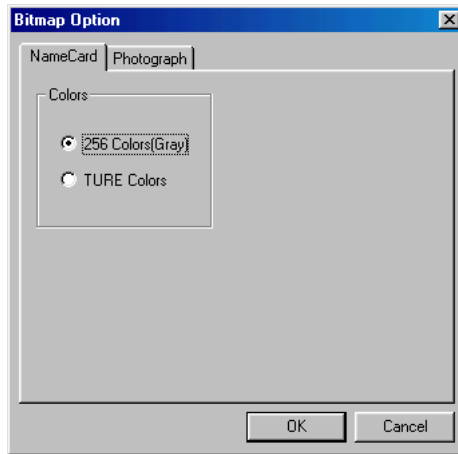
Card Image Viewing:

In card image viewing area, you can view the front/back, photo or personal information and choose to display all these data in image or text format.



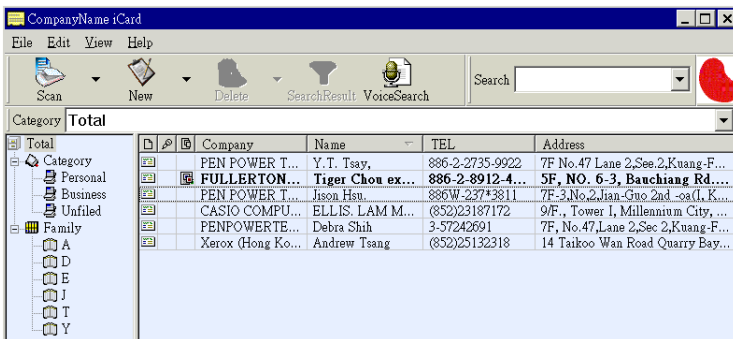



Tip: When scanning, you can choose grayscale or full-color scanning. Select "Bitmap Option" from the main menu of iCard Manager to set up the scanning mode.



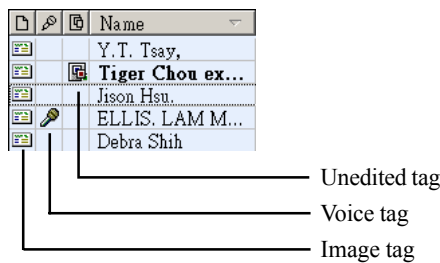
## Inserting Card

Insert card to your Card Reader then press down the scan button to start scanning. Once it is done, the information will be automatically saved to the fields.



Tip: After inserting the card, you can also click  to scan.


Those unedited cards will appear in bold face in the above-mentioned card management window. "Unedited" tag will appear in front of the record.



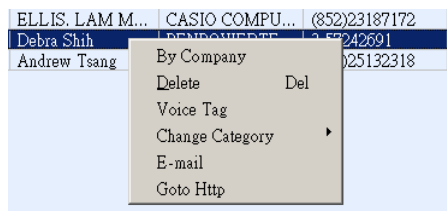
**Unedited tag:** Cards are directly stored onto the management window after the scanning without being edited.

**Voice tag:** Microphone icon will appear for those cards with voice tag.

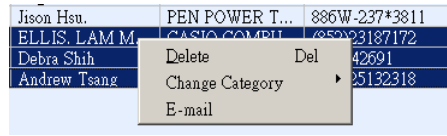
**Image tag:** Image tag appears in front of the record for the card information that was input by way of scanning.

 Note: For the function of the voice tag, please refer to "Voice tag" section.

On the card management window, select one piece of information and then click the right mouse button to start the function menu. You can then add cards from the same company, record voice tag, alter category, send E-mail, start home page or delete this information.



If you select multiple pieces of information and click the right mouse button to start the function menu, then you can only delete, alter categories and send E-mails.





When the mouse is on one piece of information, detailed contents will be shown in the Tip mode. The contents disappear as the mouse moves away.

|                         |                     |                        |                          |
|-------------------------|---------------------|------------------------|--------------------------|
| Y. T. Tsay,             | PEN POWER T...      | 886-2-2735-9922        | 7F No.47 Lane 2, See     |
| <b>Tiger Chou ex...</b> | <b>FULLERTON...</b> | <b>886-2-8912-4...</b> | <b>5F, NO. 6-3, Bauc</b> |

Jison Hsu.  
 ELLIS. LAM  
 Debra Shih  
 Andrew Tsan

Name: Tiger Chou ext.521  
 Position: Marketing Manager  
 Dept.: Image Business Unit  
 Company: FULLERTON TECHNOLOGY CO., LTD.  
 Address: 5F, NO. 6-3, Bauchiang Rd., Shindian City, Taipei Taiwan  
 TEL: 886-2-8912-4300  
 FAX: 886-2-8912-4303  
 E-mail: tiger@fullerton.com.lw  
 Http: www.lmogemore.com  
 Notes:

You can select two cards with only front side information and click the right mouse button to choose "Merge". Select one of the cards from the popped-up dialogue box as the front side and click "OK". The two pieces of information will be combined as the front and back sides of one card.

| Name               | Company                  | TEL               |
|--------------------|--------------------------|-------------------|
| <b>James Ko...</b> | <b>Shanghai Hewle...</b> | <b>net2792986</b> |
| <b>Junchung...</b> |                          | <b>222-3811</b>   |

Delete Del

Change Category

E-mail

Merge

**Namecard merge**

Please choose front side of namecards


☒ James Kong  
☐ Junchung Chiu

OK Cancel

Continuous Double-Side Scanning


If you want to continuously scan double-sided card (one side Chinese and the other English; Chinese is scanned before English), remember to check "Multi-scan/Double-Side" on the set-up window of iCard Manager. Then with the front side facing down, insert the card into Card Reader. After scanning and recognition, insert the back side for scanning. Once the recognition is done, the two sides will be stored as one record of information. You can switch "Front/Back Side" images in the image area.



 Tip: When you check "Multi-scan/Double-Side" in the set-up window of the iCard Manager, the scan button in the management window will automatically select "Multiscan/Double-Side".

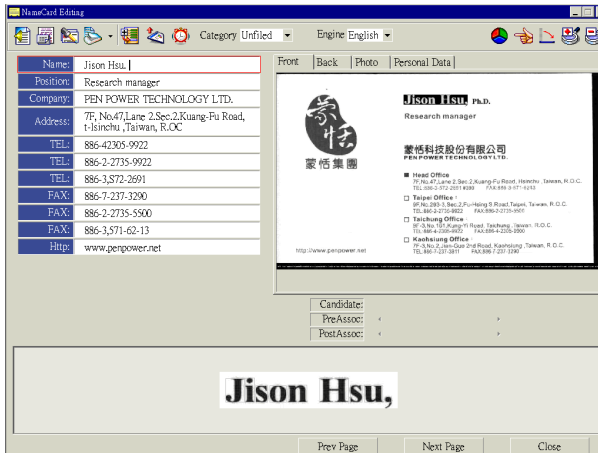


In case of continuous double-sided scanning, if the front side is to be scanned after the previous front side scanning is done, press the scan button of Card Reader to reset the front side scanning again. Otherwise, the action will be regarded as the back side of the previous scanning.

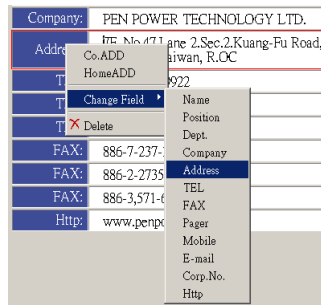
 Tip: For cards with back side image information, you can switch between front and back sides in the editing window. Please refer to "Editing cards" section for detailed operations.

## Editing Cards

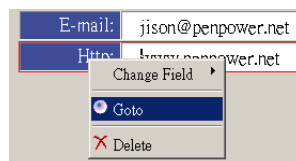
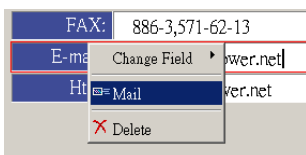
On card management window, double click the card you want to modified or edited in the list, and enter the card editing window.



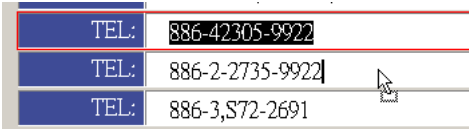
1. In the left side, you can click the left mouse button on the field title to alter the properties of the column.










2. Click the left mouse button on "E-mail" or "Website" field title, and you can send e-mails or start the web page.

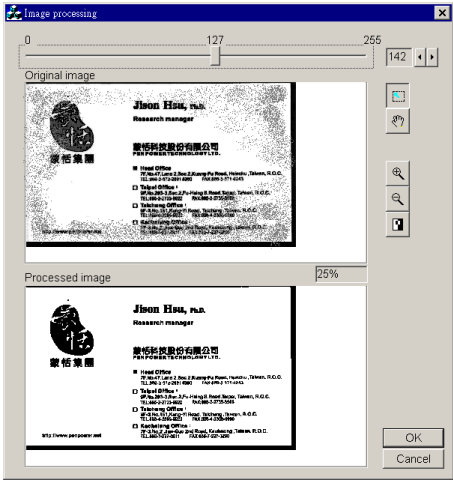




3. You can select some text in one field and drag it to other fields.



4. To better view the image, you can click "Zoom in"  , "Zoom out"  and "Rotate"  buttons on the upper right corner. You can also click the "Image Processing" button  to make adjustment to the original image. Then press the "Re-recognition"  button for re-recognition of the image so as to improve the recognition accuracy.

 Tip: After pressing the "Image Processing" button  , you will see the image-processing window.

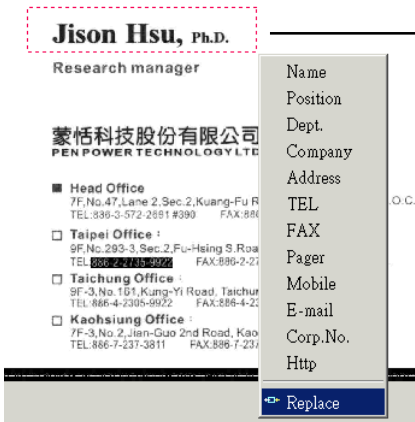


On the window, the upper card is the original image, the lower one is the adjusted image. You can use the sliding bar to fine-tune the contrast. You can click this button  to select an area. Click the reverse button  to reverse the color of the selected area. When the image is adjusted to the optimal condition, click "OK". The system will ask if you would like to have another recognizing action. Click "OK" to re-recognize this card.


5. If you press down the right mouse button, the cursor will change into a hand. Now you can move the image around for better viewing.





6. On the card image, you can press down the left mouse button to drag out a text area. Add this text to a certain field on the popped-up menu, or replace the currently selected field.





The hand-picked text area is shown in red dotted lines.

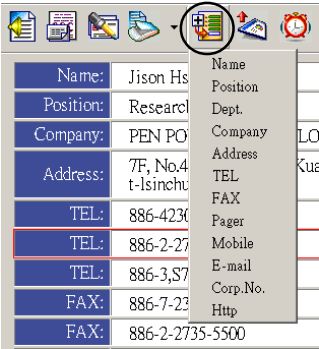
7. Click  to view the original image of a card. Click the image to close it.


Click 






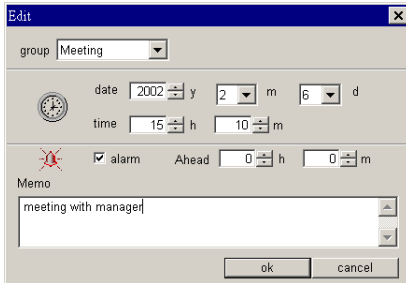
8. Click  to add a new field.



9. Click , then click the field text and the floating image will appear. The text area in the right-side image will also automatically correspond to the field text as selected.



10. Click  to start the dialogue box for editing the calendar. You can set up the category, time, contents and alarm time in relation to the card information. The system will remind you with the alarm at the preset time, and also show the contents of the calendar.




The 'Edit' dialog box contains the following fields:

- group: Meeting
- date: 2002 y, 2 m, 6 d
- time: 15 h, 10 m
- ☒ alarm Ahead: 0 h, 0 m
- Memo: meeting with manager
- Buttons: ok, cancel

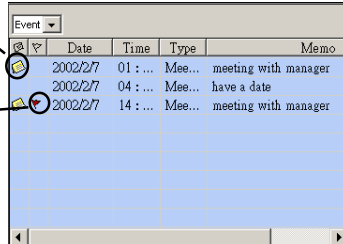





The 'Alarm' dialog box displays the text: meeting with manager and an OK button.


-  Tip: The card information with the alarm function will automatically record the contents of the calendar in the management window. With different attributes on the window, you can review related card information or start the contents of the calendar.

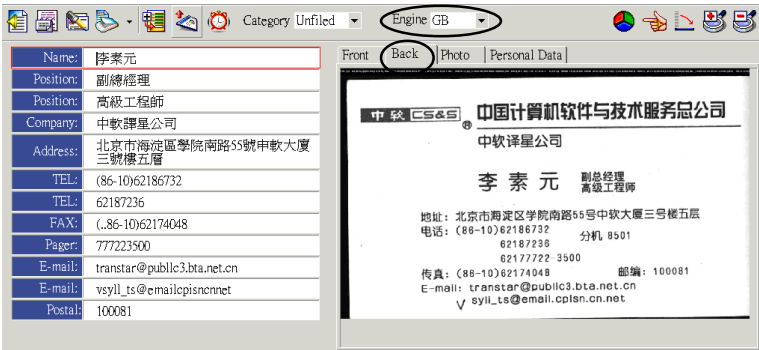
\* Double click this icon to display related card information on the card list.

\* Double click this icon to open the contents of the calendar.



| Event   | Date     | Time     | Type   | Memo                 |
|---|----------|----------|--------|----------------------|
|  | 2002/2/7 | 01 : ... | Mee... | meeting with manager |
|  | 2002/2/7 | 04 : ... | Mee... | have a date          |
|  | 2002/2/7 | 14 : ... | Mee... | meeting with manager |

11. When starting the editing window with the back-side card information, you can switch between front and back sides on the image. The left column information will change accordingly. If the "Re-recognition" button  is clicked, re-recognition will be done in accordance to the current image.

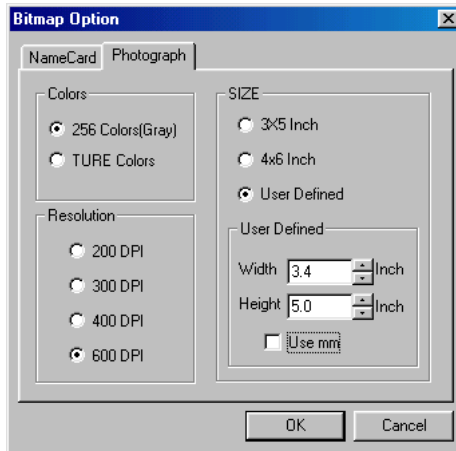


12. In the editing window, apart from viewing the front/back sides of a card, you can also directly scan color photos into iCard.

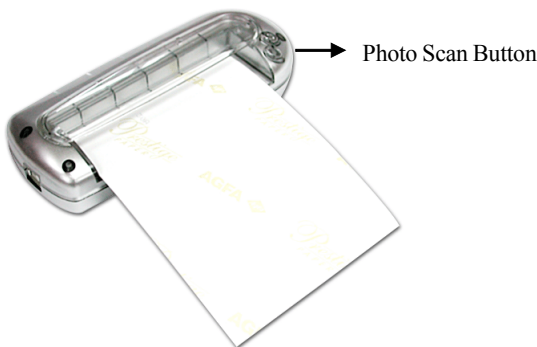




Prior to scanning photos, you should start "Bitmap Option" from the main menu of the iCard Manager. In this "Photograph" dialogue box, you can set up exporting mode as gray-scale or True color, as well as set up the photo size and resolution.



When scanning photos, insert the photo face down (as shown). Then press photo scan button or click "iCard" on the editing window to start scanning. The scanned photo will be automatically saved in the photo field. You can check the photo information in the image-viewing pane of the management window.



Note: The photo information can also be imported from a flatbed scanner, or read from the file.

13. In the viewing window of "Personal Data", you can add personal information to the card.

Front | Back | Photo | **Personal Data**

Create Time: 2002/02/07 AM 11:53


Nickname  Blood type

Spouse  Star Signs

Sex  Education

BirthDay  Y  M  D

Notes

14. If you want to scan the back of a card in the editing window, insert the card into Card Reader and then select "Back" from the scan button . The scanned card will then be recognized as the back of the card in the current editing window. If you only click scan button without selecting "Back", the scanned card will be treated as a new card.



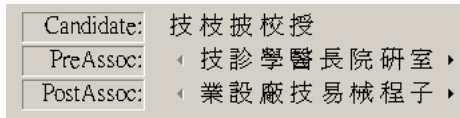
## Modifying Cards

Select a card to be modified from the card list, then start the editing window. If the correct character is among the characters shown, you can select it directly.

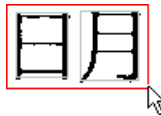
**Candidate Characters:** Ten approximate results are listed.

**Fore-related:** The related two-character word beginning with the character prior to the character to be modified. For example, the character prior to "科" is "恬". Thus the fore-related words include "恬淡", "恬澹" and "恬靜".

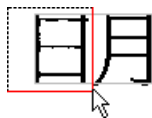
**Hind-related:** The related two-character word beginning with the character following the character to be modified. For example, the character after the "科" is "技". Thus the hind-related words include "科技", "特技", "球技", "絕技", "價技" and so on.



**Text Merge:** When a character is recognized to be more than one characters, you can combine them into one correct character. For example, "明" is recognized to be "日" and "月". Press down the left mouse button on the image area, and drag an image block to include these two characters' images. When the rectangular box matches the two characters and when the dotted line becomes solid line, release the left mouse button.



**Text Split:** When two characters are recognized as one, you can split it into two correct characters. For example, "日" and "月" are identified as "明". Press down the left mouse button in the image area. Using the vertical solid line or horizontal solid line that intersects with the cursor of the mouse as the cutting lines, drag the image to the location where cutting is desired and release the left mouse button. Two characters will be formed from the line of cut.



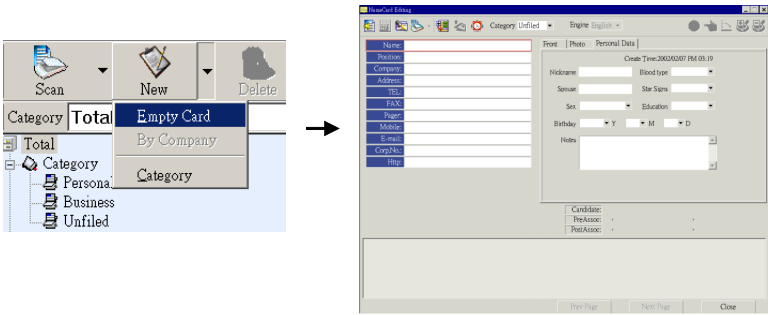
Vertical Cutting Line



Horizontal Cutting Line

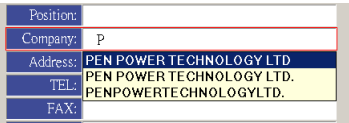
Adding New Cards

1. In addition to scanning cards with Card Reader, you can also click the arrow next to the "New" button in the iCard management window. Select "Empty Card" and start the editing window. Then scan the card or directly key in card information.



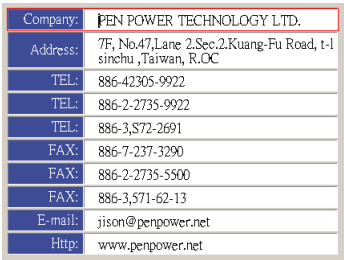
Based on the company field, when you key in the first character, there will appear a list of all companies in your card data that contain this character. You can select the information you want and the system will automatically fill in the field with the information related to this company.


For example, key in "P" in the company column and there will be a list of companies starting with the character "P". Go on and key in "ENPOWER", and there will be a list of companies starting with "PENPOWER".



When "PENPOWER TECHNOLOGY LTD." is selected, the system will directly fill in the field with their related information that already exists in the database.

The items to be filled include: address, registration number, telephone, fax, e-mail address and website.



 Tip: If the information you want does not appear in the scroll-down list, you can press Esc to cancel.

- Choose a record of information from the card list and click "New" button. After "By Company" is chosen, a blank card will be open. Based on the company name, the information you have chosen will be automatically filled into other fields.

For example, from the card list choose a record of information with "PENPOWER TECHNOLOGY LTD." as the company name. Click "New" button and select "By Company". In the blank card that is just opened, the information about "PENPOWER TECHNOLOGY LTD." is already automatically filled into other fields.

|  | Name                    | Company             | TEL                    |
|--|-------------------------|---------------------|------------------------|
|  | Y. T. Tsay,             | PEN POWER T...      | 886-2-2735-9922        |
|  | <b>Tiger Chou ex...</b> | <b>FULLERTON...</b> | <b>886-2-8912-4...</b> |
|  | Jison Hsu,              | PEN POWER T...      | 886-42305-9922         |
|  | ELLIS. LAM M...         | CASIO COMPU...      | (852)23187172          |
|  | Debra Shih              | PENPOWERTE...       | 3-57242691             |



BlankCard Editing

Category: Unfiled Engine: GB

Company: PEN POWER TECHNOLOGY LTD.

Address: 7F, No.47, Lane 2, Sec.2, Kuang-Fu Road, 1-sinchu, Taiwan, R.O.C.

TEL: 886-42305-9922

TEL: 886-2-2735-9922

TEL: 886-2-872-2691

FAX: 886-2-237-1290

FAX: 886-2-2735-5500

FAX: 886-3-571-62-13

E-mail: jison@penpower.net

Http: www.penpower.net

Front Photo Personal Data

Create Time: 2002/02/07 PM 03:31

Nickname: Blood type:

Spouse: Star Signs:

Sex: Education:

Birthday: Y M D

Notes:

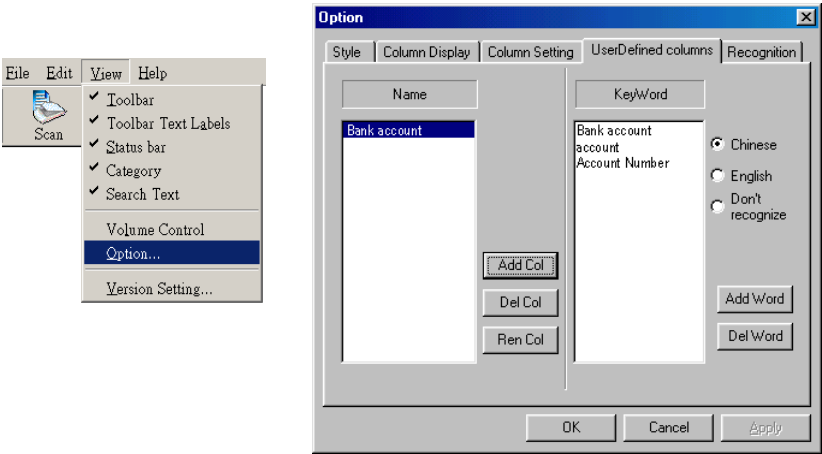
Candidate: Pre Assoc: Post Assoc:

Prev Page Next Page Close

Self-Define field

iCard allows you to self-define the key words of a field that iCard can identify, so as to expand the recognition capability. Choose "View"/ "Option" options in the main menu, and select "UserDefined Columns" page.

You can add a column and set up the recognition label for this field. Later when cards are scanned, any recognition label that matches what you have set up will automatically go to this userdefined field.





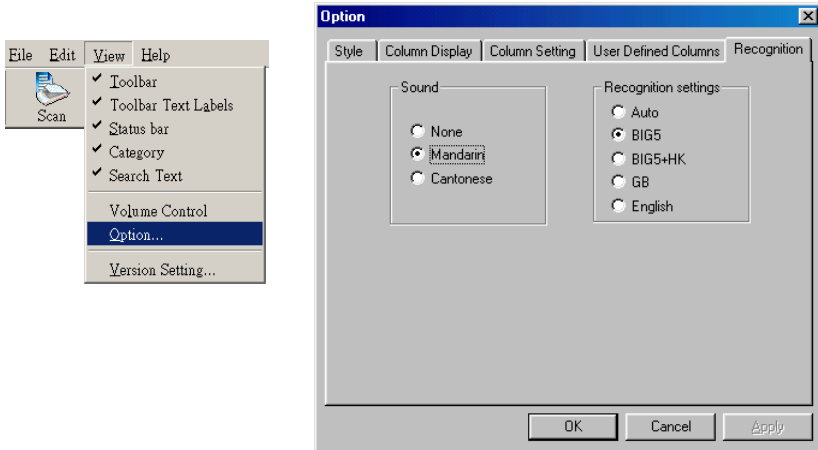
For example: (Please refer to the above picture)

There is "Bank account" information on your card. Yet there is no such item in the preset field of iCard. You can start "UserDefined Columns" dialogue box, add a field name (Bank account). You can then add recognition label (the key words on the card that are related to bank account) and set up the language to be recognized to Chinese or English.

Once the set-up is completed, when you scan cards later on, iCard will save it to "Bank account" field as long as there is information about "Account Number, Account, Bank" on the card.

## Reading Cards

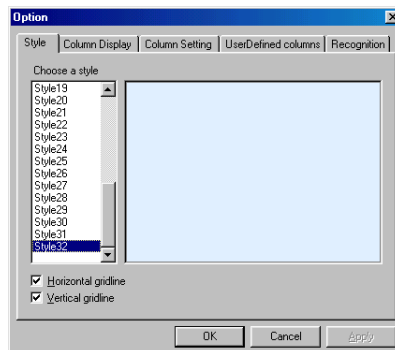
Click  button, the contents of the cards can be read in either Mandarin or Cantonese. From "View/Option" option in the main menu, you can set this button as Mandarin or Cantonese. If it is set up as "None", then  button will not be shown.



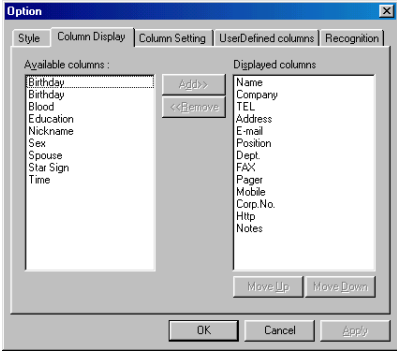
## Setting Up Properties of Your Card List

Select "View/Option" option in the function menu, and start the set-up dialogue box.

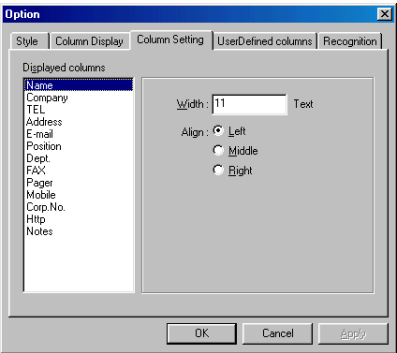
Set up the background of the card list area. You have as many as 32 patterns to choose from. The two options "Horizontal gridline" and "Vertical gridline" provide the option of setting up horizontal or vertical line so as to separate each field.



Set up the fields to be shown in the card list area. Use "Add"/"Remove" button to add or delete fields. Use "Move Up"/"Move Down" buttons to alter the order of the field in the list.



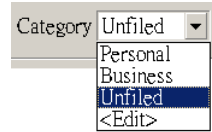
Set up the width and alignment of each field in the card list area.



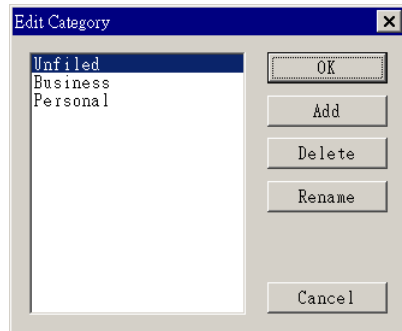


### Setting Up Card Category

1. Start card-editing window, choose appropriate category from "Category" menu.



2. Select "Edit" and start category editing window. You can then add, delete or rename the category.

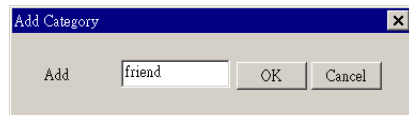


### Adding Card Category

1. Click the "New" button, choose "Category" and open the dialogue box of "Add Category".



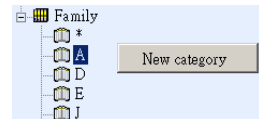
2. Input the new card category name.



Tip: You can directly drag and drop a card's information in one category to another category.



Tip: You can also choose "New Category" by right clicking in the categorized viewing window.



Setting Up Traditional or Simplified Chinese Version

Select the "View/Version Setting" from the main menu and start the dialogue box of "Version Setting". You can set up traditional BIG 5 code or simplified GB code as the exporting language after the text is scanned and recognized.


Use English Message:

Check this option if you want all the message of PenPower iCard displayed in English.




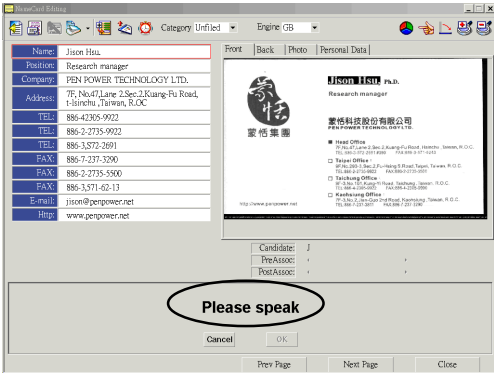
Voice Tag


When a new card is added, the system will automatically treat "Name" as the tag for voice search. You can search for card by directly reading out the name.

 Tip: When searching for card with name, be sure to read it in Mandarin.

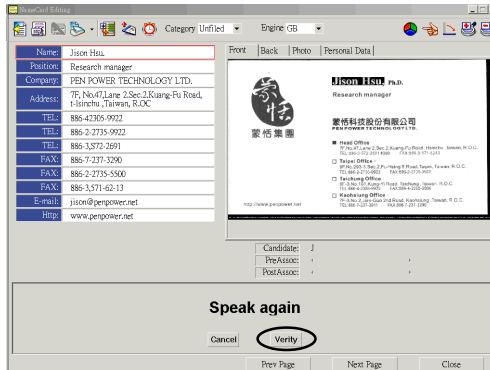
In addition, you can also self-define voice tag. With one sentence representing one card, you can use your voice to perform search.

1. Start a card and enter the editing window. Click  and record your voice with a microphone.

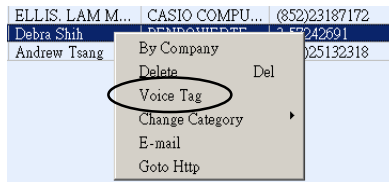



 Tip: Self-defined voice tag is not limited to Mandarin only.





2. Click "Verify" button and record the same voice again. Failure signal indicates the disagreement between two recordings. You can click "Retry" and record the voice again.



3. You can also do it in card management window, by selecting one piece of information and clicking the right mouse button to choose "Voice Tag".



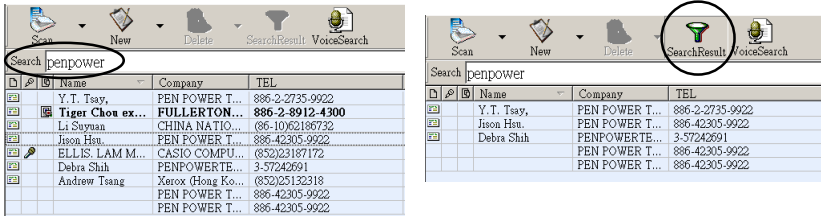
4. The card with voice tag will have a microphone icon in front of the name. You can click  and read out the voice tag of the card. The system will search for the card according to the tag. Once the card is found, the card-editing window will be automatically started.

|   |                 |                   |                |
|---|-----------------|-------------------|----------------|
|  | Jison Hsu       | PEN POWER T...    | 886-42305-9922 |
|  | ELLIS. LAM M... | CASIO COMPU...    | (852)23187172  |
|  | Debra Shih      | PENPOWERTE...     | 3-57242691     |
|  | Andrew Tsang    | Xerox (Hong Ko... | (852)25132318  |


Searching Cards

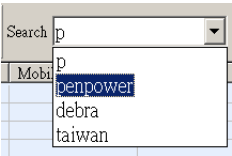
\* Text Search

In "Search" field, input the key strings to be searched for and press "Enter". Once any part of the field contents in the card contains these key strings, the search criteria are met. The table will list only the card information that meets the criteria. The "Search Result" button is in the depressed status.



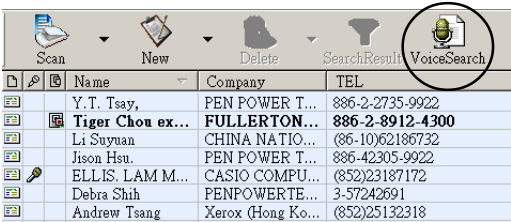
Click "Search Result" button and the table will be restored to containing all card information.

 Tip: The used strings will be automatically entered into a history list for future use.



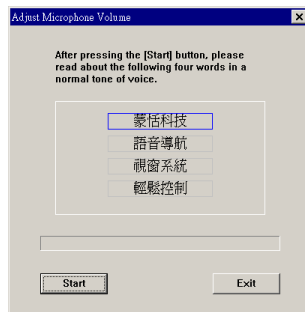
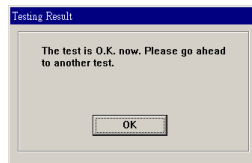
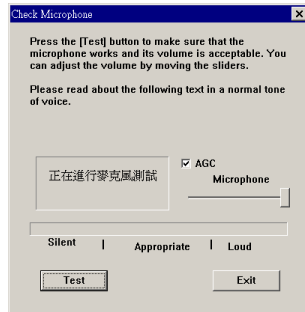
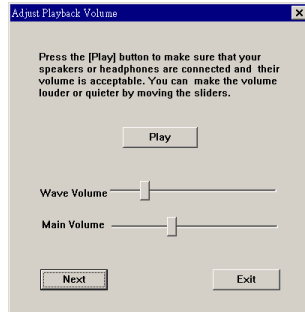
\* Voice Search

Before using "Voice Search", please set up the voice tag of the card. The card with voice tag will have microphone icon in front of it. Click "Voice Search" button and read the voice tag of the card. The system will automatically search for this card and directly start editing window once the information is located.



If unable to use the voice search function, please check to see if the microphone is properly connected. To set up the microphone, select "View/Volume Control" from the main menu.


1. Click "Play" button. When the music starts playing, you can move the sliding bars to adjust the wave and volume. Adjust the volume by moving the sliding bar to the left or right until the volume is proper. Press "Next" afterwards.
2. Click "Test" and say "Testing Microphone" to test if your microphone is working properly. You may move the sliding bar on the right to adjust the volume of the recording. If the volume is still low after you move the bar to the maximal end, check "AGC" option.
3. Click "OK" and continue the second-phase of testing.
4. Click "Start" and read out the four phrases in the window.
5. Click "OK" to finish the microphone set-up.



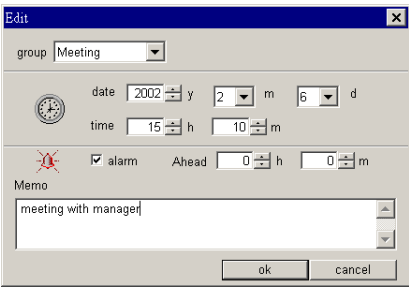
Calendar


iCard integrates the functions of personal calendars and establishes relevant calendars or memo based on cards.


Two Ways of Creating Calendars

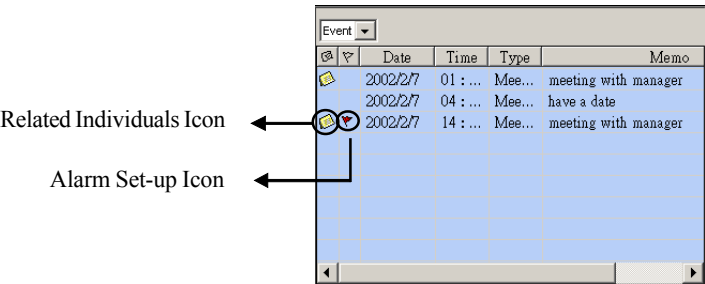
- 1. Click  button in the editing window to start the calendar-editing dialogue box.
- 2. Point to a certain time in the calendar management window and double click to start the calendar-editing dialogue box.

In the calendar dialogue box, you can set up the category, time, contents and alarm time of the calendar. The system will remind you with the alarm at the preset time and display the contents of the calendar.



In the card management window, you can just drag the related card record from the card list then drop to the preset calendar. A  icon will appear.

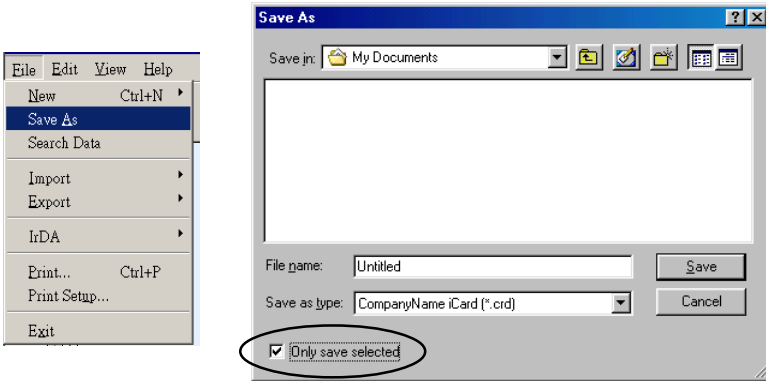
If you wish to view the individuals in relation to the calendar, you can click  button. The card list will only display those whom have been dragged to this calendar.



Click "Search Result" button and the list will be restored to containing all cards' information.

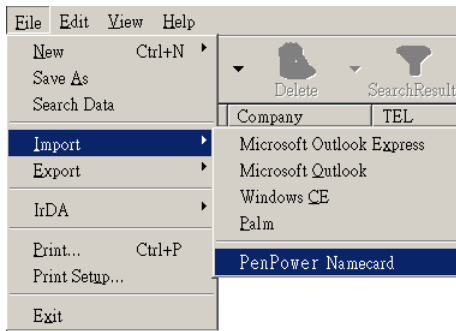
## Export Your Card Information

PenPower iCard is a card management system. It stores the card information into its database. When selecting "File/Save As" option in the function menu, you can save the card information as iCard file, MS Access database file, Text Only format, CSV format or card image (\*.jpg).

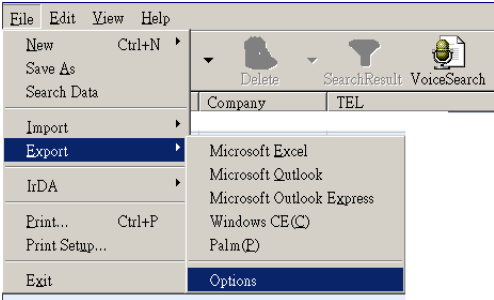


In "Save As" dialogue box, if "Only Save Selected" is checked, then only the selected records will be saved. If the box is unchecked, then all the records in the card list will be saved.

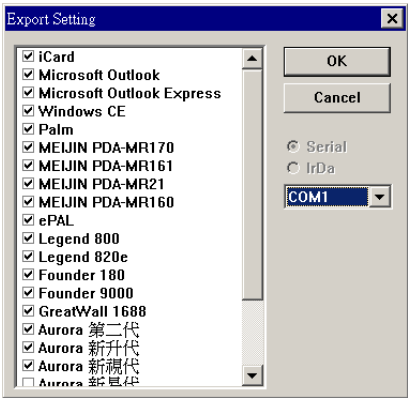
You can save card information as "iCard file". As a backup, the file can be saved in another computer. With the "File/Import/PenPower NameCard" option in the main menu, the card information can be added to the current card database.





Select "File/Export" option in the main menu. There will appear various applications to export the card information to Excel, Outlook, Outlook Express, Windows CE or Palm and so on.



Select "File/Export/Options" to open a checklist of the application for exporting. You can check according to your needs. The export function menu will only keep those selected items.



-  Note: Exporting can only be done in versions over Excel97, Outlook97 and Outlook Express 4.0.
-  Tip: You can select "Serial" or "IrDA" as transmission mode, and select the appropriate connection port.

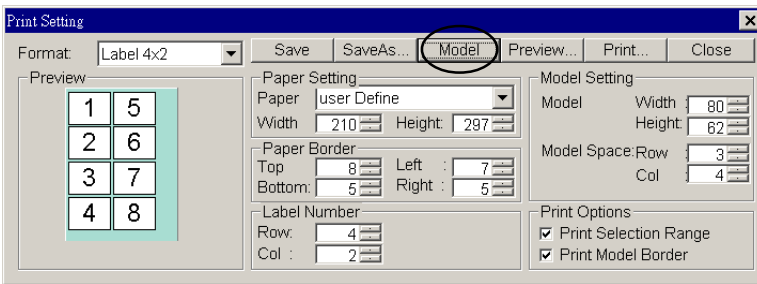


## Printing Cards

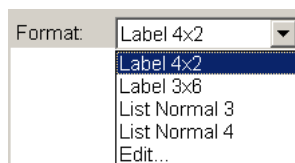
iCard allows you to edit templates for printing your cards. Card information can be printed in forms of envelopes, labels or directory.



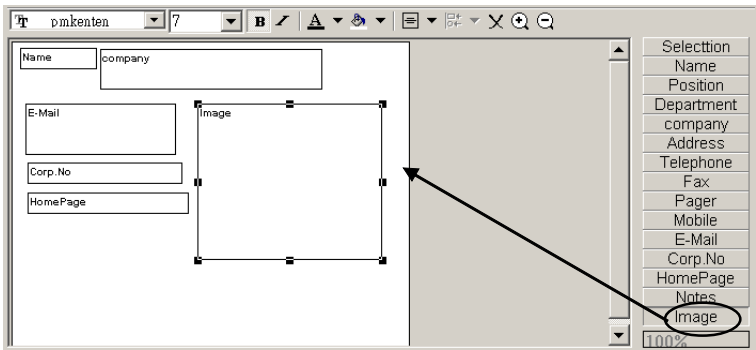
Start Printing Setup window from "File/Print".



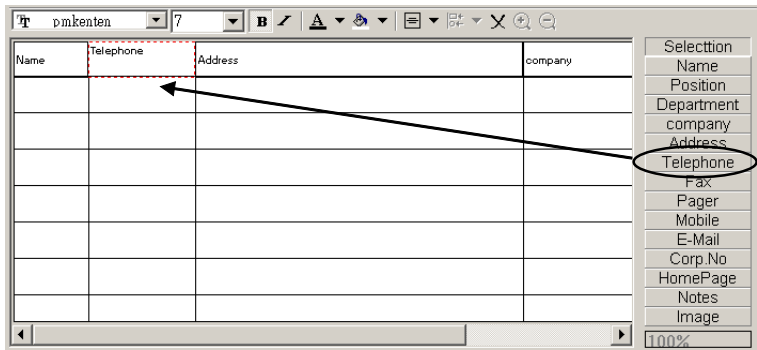
There are two kind of templates of Label and List Normal.



In the "Label" template, you can click "Model" to start model-editing window. Click the field title on the right, place it to the editing area on the left and adjust its location and size. You can also set up the properties of the printing text. After the model is adjusted, save it as your specific template for immediate use in the future.



If the List Normal template is chosen, you can only add field titles to list and adjust field width in the model-editing window, without being able to edit the layout.



### 3.4 Infrared Transmission

PenPower iCard can export card information to your cell phone or Palm devices by way of infrared transmission.

#### Infrared Cell Phone Transmission

The followings are the ways of starting infrared cell phone transmission: through iCard Manager and through PenPower iCard.

##### \* iCard Manager

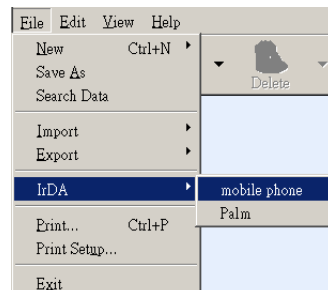
1. First start the infrared function of the cell phone, and then check "IrDA Mobile" from the main menu of the iCard Manager.
2. Target the infrared receiver of the computer toward the cell phone, and then scan cards with iCard. After the recognition process is completed, the editing window will appear, where you can modify the contents of the information. Once the "OK" button is clicked, the card information is stored into the cell phone.



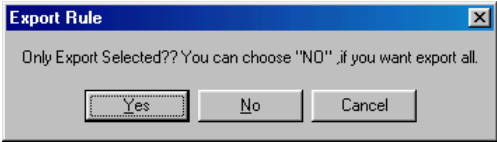
Note: If the editing window is not desired after the card recognition, you can select "Option" from the main menu and uncheck "Edit data before export" option.

##### \* PenPower iCard

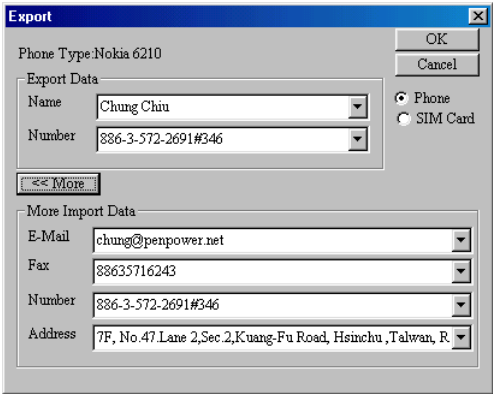
1. First start the infrared function of the cell phone, then select "File/IrDA/Mobile Phone" from PenPower iCard.



2. Click "Yes" in the pop-up window and only the selected information will be exported from the card list; if you choose "No", all the card information will be exported at the same time.



3. The following window will appear during transmission. You can choose to export to cell phone or SIM card. If you select "Phone", then you may click "More" where you can choose more detailed information.



- ▶ Note: If your cell phone does not support Chinese SIM card, then Chinese cannot be input in the "Name" field of the above window. Also, cell phone will be automatically selected for storing.
- ▶ Note: Currently there are following cell phones that support "Advanced" function: NOKIA 6210, 7110 and so on. E-mail, Fax, Number and Address can be transmitted into cell phones.

4. After the selection and modification, click "OK" and the information is exported into your cell phone.

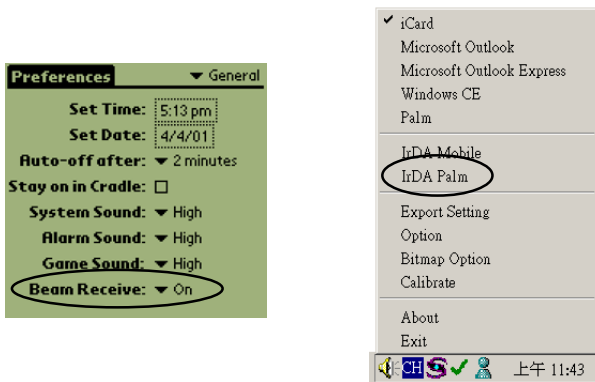
- ▶ Note: Currently PenPower iCard supports the following models of cell phone for infrared transmission: Nokia 6210, 6250, 7110, 8210, 8250, 8850, 8310, 6500, 6510, 5210; Motorola L2000, P7689, P7389i, TIMEPORT, A6288; Siemens 2588(S25), 3568i (S35), 6688(S45), 6618, 3618; Ericsson R320sc, R380sc, T39, T68....

## Infrared Palm Transmission

The followings are the ways of starting infrared Palm transmission: through iCard Manager and through PenPower iCard.

### \* iCard Manager

1. First start the infrared function of the Palm by starting "Beam Receive" option from "Preferences", then check "IrDA Palm" from the main menu of the iCard Manager.



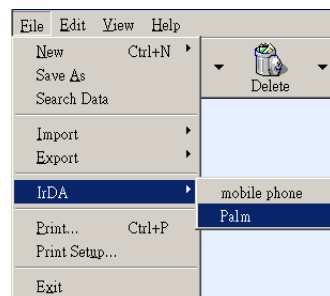
2. Target the Palm's infrared toward the infrared receiver of the computer, then scan cards with iCard. After recognition process is completed, the editing window will appear, where you can modify the contents of the information. Click "OK" to save the card information into the Palm.



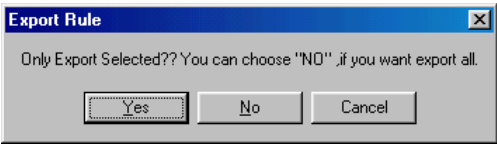
Note: If the editing window is not desired after card recognition, you can select "Option" from the main menu and uncheck "Edit data before export" option.

### \* PenPower iCard

1. First start the infrared function of the Palm, and then select "File/IrDA/Palm" from PenPower iCard.



2. Click "Yes" in the pop-up window and only the selected information will be exported from the card list; if you select "No", then all the card information is exported at the same time.



3. After exporting is over, Palm will display the signal of infrared reception. Click "Yes" and the card information will be stored into the directory of the Palm.




### 3.5 Integrating iCard with Mail Programs

In addition to exporting information to Excel, Outlook, Outlook Express, Windows CE and Palm, iCard also integrates with the interfaces of Outlook and Outlook Express. Thus you can directly scan card information in the mail programs and add it into their address book.

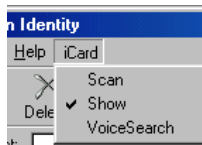
#### Integrating Outlook Express Interface:


After iCard is installed, "iCard" item will be added to the menu bar of Outlook Express's address book.



 Note: The integrating function of iCard in Outlook Express only works when iCard Manager is started.


Insert the card into Card Reader and then click "Scan" from the menu to start scanning. After the recognition is done, the result will be automatically stored into the address book.



 Note: If the editing window is not desired after card recognition, you can select "Option" from the main menu and uncheck "Edit data before export" option.

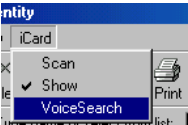
From the address book information input with iCard, you can view the card image. Once the name is chosen, the card image will automatically appear. To facilitate viewing, you can select "Zoom in" or "Zoom out", or close the image by clicking the "x" button on the upper right corner.




 Tip: The information input by way of iCard scanning will be stored in the "Shared Contacts" folder in the Outlook Express address book.

In the Outlook Express directory, you can conduct voice search with iCard.

When selecting "Voice Search" from the iCard menu, you will hear from the earphone the instruction to "Start Voice Search". Once you speak out the Chinese name, the system will automatically search for this card and directly start the contents of the information when the card is found.



 Note: This voice search function only applies to Outlook Express 4.0 or higher version, and only to Chinese names.




## Integrating Microsoft Outlook Interface:


After iCard is installed, an integrating tool bar will be added to the Microsoft Outlook program.



Insert the card into Card Reader and then click "Scan" from the menu to start scanning. After the recognition is done, the result will be automatically stored into the "Contacts".

 Note: If the editing window is not desired after card recognition, you can select "Option" from the main menu and uncheck "Edit data before export" option.

From the contact information input with iCard, you can view the card image. You can double click the name, the card image will automatically appear. To facilitate viewing, you can select "Zoom in" or "Zoom out", or close the image by clicking the "x" button on the upper right corner.

 Tip: iCard function in the Microsoft Outlook program can only be used with Office 2000 Version.

In the Outlook Contacts, you can conduct voice search with iCard.

When selecting "Voice Search" from the iCard tools bar, you will hear from the earphone the instruction to "Start Voice Search". Once you speak out the name, the system will automatically search for this card and directly start the contents of the information when the card is found.

 Note: This speech search function only applies to Outlook Express 4.0 or higher versions.

## Chapter 4 Troubleshooting

Q: In case iCard is connected to the computer with HUB, what to do if no hardware can be found after installation is completed and computer restarted?

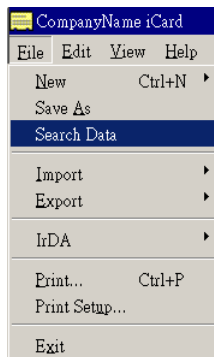
A: When iCard is connected to the computer with HUB, hardware may not be used owing to the overload of the power consumption. Plugging in the HUB power supply will solve the problem of power shortage and thus start the hardware.

Q: In Office 2000, if the iCard function in Microsoft Outlook is accidentally removed, how can it be restored?

A: Please go to "Function Menu/Tools/Options/Other/Advanced Options/COM Add Ins". Check "iCard AddIn" option to restore iCard function. If you already deleted "iCard AddIn", you must find the directory where iCard is installed and execute "Cardimg.exe" application program in "Win32" folder. Double click this program and execute Microsoft Outlook to restore iCard function.

Q: How to restore the previous card information after the iCard is deleted?

A: Please reinstall PenPower iCard and then select "File/Search Data". The system will search for the previous card database from your computer and restore it to the current installation directory.



# PenPower iCard Home V3.0 User Manual

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