

**DYMO®**



Quick Start Guide  
Guide de démarrage rapide  
Erste schritte  
Beknopte handleiding  
Guida rapida  
Guía rápida de inicio  
Guia de início rápido

**CardScan\***

Executive & Team



## DYMO CardScan\* Executive and CardScan\* Personal

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 (Federal Communications Committee) 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 correcting the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.
- Use shielded cables to connect this device to computers.
- Consult the dealer or an experienced radio/TV technician for help.

You may find helpful the following booklet, prepared by the FCC: *Interference Handbook*. This booklet is available from the U.S. Government Printing Office, Superintendent of Documents, Washington, DC 20402-9325.

Note: 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 and void the manufacturer's warranty.

## Quick Start Guide

Follow these steps to install the CardScan software and scanner.

### Unpacking your CardScan Scanner

- 1 Unpack your scanner and save the packing materials.
- 2 Make sure you have all the items shown in Figure 1.

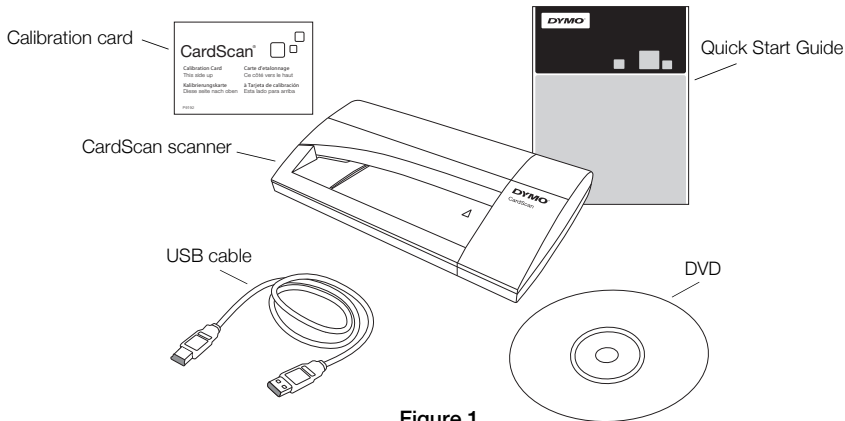


Figure 1

## Installing the Software

This section describes how to install the CardScan software on a Windows or Mac operating system.

To install the CardScan software, you must be logged in as Administrator.

**WINDOWS** You have the choice of installing the CardScan software, the CardScan for Outlook Add-In, or both. To install both versions, follow the instructions to install the CardScan software and then follow the instructions to install the CardScan for Outlook Add-In.

### To install the software on a Windows system

- 1 Insert the CardScan software DVD into your CD-ROM/DVD drive. After a few seconds, the installation screen appears.

If the installation screen does not appear, do the following:

- a. On the Windows taskbar, click **Start** and then choose **Run**. The Run dialog box appears.
  - b. Enter **D:\autorun.exe** (where D is the letter assigned to the DVD drive), and then click **OK**.
- 2 Enter the Product Key located on the DVD sleeve, and then click **Continue**.

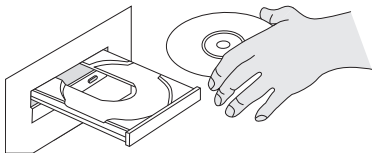


Figure 2

3 Do one of the following:

- If you want to scan cards directly into Outlook, click **Install CardScan for Outlook Add-In** and then follow the on-screen instructions.
- To install the CardScan Executive or Team software, click **Install CardScan Executive/Team** and then follow the on-screen instructions.

The selected software is installed.

### To install the software on a Mac OS system

- 1 Insert the CardScan software DVD into your CD-ROM/DVD drive. After a few seconds, the installation screen appears.
- 2 Drag the CardScan icon to the **Applications** folder.

## Connecting Your CardScan Scanner

### To connect your CardScan scanner

- 1 Plug the USB cable into the USB port on the back of the scanner.
- 2 Connect the other end of the USB cable into an available USB port on your computer.

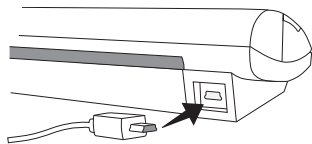


Figure 3

**NOTE** If the scanner was already connected, unplug the scanner and then plug the scanner in again.

## Starting CardScan for the First Time

This section describes how to start CardScan for the first time. Depending on the version of the software you installed, refer to the following sections:

- Starting the CardScan Software for the First Time (Windows)
- Starting the CardScan for Outlook Add-In for the First Time
- Starting the CardScan Software for the First Time (Mac)

### Starting the CardScan Software for the First Time (Windows)

The first time you open the application, the CardScan Setup Wizard appears and guides you through the following steps:

- Setting up your scanner
- Registering the software

#### To start CardScan for the first time

1 Do one of the following:

- Double-click  on your desktop.
- Click **Start**, then **Programs>CardScan>CardScan**.

The CardScan software is activated automatically and the CardScan Setup Wizard starts.

2 In the **CardScan Setup Wizard**, click **Next** and then follow the on-screen instructions to set up your scanner.

- 3 On the **Register CardScan** page of the **CardScan Setup Wizard**, click **Register Now** and then follow the on-screen instructions to register the software.
- 4 Follow the instructions in the **Create or Open a File** dialog box to create a new CardScan data file.

**NOTE** You can use the CardScan Setup Wizard at any time. The CardScan Setup Wizard is available from the Tools menu in CardScan.

### **Starting the CardScan for Outlook Add-In for the First Time**

The first time you open Outlook after installing the CardScan for Outlook Add-In, you are prompted to activate the software.

#### **To start the CardScan for Outlook Add-In for the first time**


- 1 Open Microsoft Outlook.
- 2 Click **Yes** in the **CardScan for Outlook** dialog box to activate the software.
- 3 Enter the Product Key located on the DVD sleeve, and then click **OK**.
- 4 Click **OK** on the Activation completed successfully message.

## Starting the CardScan Software for the First Time (Mac)

The first time you open the application, the CardScan Setup Assistant appears and guides you through the following steps:

- Accepting the License Agreement
- Activating the software
- Registering the software

### To start CardScan for the first time

- 1 Double-click  in the **Applications** folder to open the CardScan software.
- 2 On the **License Agreement** page of the Setup Assistant, follow the on-screen instructions to accept to the License Agreement.
- 3 On the **Activation** page, do one of the following:
  - Select **Activate Online**, enter the Product Key located on the DVD sleeve, and then click **Activate**.
  - Select **Activate by phone**, and then follow the instructions provided by Customer Support.
- 4 On the **Register CardScan** page, click **Register Now** and then follow the on-screen instructions to register the software.

For complete details on using the software, refer to the online Help.

If you need further assistance, contact Technical Support at (877) 724-8324. You can also obtain support at [www.dymo.com](http://www.dymo.com).



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