

CardMinder

User's Guide

Introduction

CardMinder is an application for scanning business cards.

This manual provides an overview and the basic operations of CardMinder.

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Manuals

When using CardMinder, read the following manuals as needed.

Manual	Description	Reference Method
ScanSnap Operator's Guide	Read this manual for information about basic operations of ScanSnap, software installation, scanning methods, various settings, and handling of the ScanSnap.	Select the [Start] menu → [All Programs] → [ScanSnap Manager] → [Operator's Guide].
CardMinder User's Guide (this manual)	Read this manual when you need more information in general, on product features and operating environment.	Select the [Start] menu → [All Programs] → [CardMinder] → [Manual].
CardMinder Help CardMinder Mobile Viewer Help	Read the Help file when questions or problems regarding operations (e.g. when setting items) arise. Each help provides an explanation for every operation, window and message.	For information on how to open the Help, refer to " 1.3 Starting Up and Exiting " (page 13).
ScanSnap Online Update Help	Read this Help file when questions or problems regarding operations arise. This provides an explanation for every operation, window and message.	<ul style="list-style-type: none"> ● Select the [Start] menu → [All Programs] → [ScanSnap Online Update] → [Help]. ● Press the [F1] key on the keyboard while this window is displayed. ● Click the [Help] button in any window.

Structure of This Manual

This manual consists of the following:

Chapter 1 CardMinder Overview

This chapter provides an overview of CardMinder's features and describes how to start up and exit CardMinder.

Chapter 2 How to Use CardMinder

This chapter describes the basic operations of CardMinder.

Appendix A Installing and Uninstalling

This appendix provides system requirements, and describes how to install and uninstall CardMinder.

To learn the basic functions of CardMinder, reading from Chapter 1 to Chapter 2 in this order is recommended.

For details about CardMinder operations, windows, and error messages and their solutions, refer to the CardMinder Help and CardMinder Mobile Viewer Help.

Arrow Symbols in This Manual

Right-arrow symbols (→) are used to connect icons or menu options you should select in succession.

Example: Select the [Start] menu → [Computer].

Screen Examples in This Manual

Microsoft product screenshots are reprinted with permission from Microsoft Corporation.

The screen examples in this manual are subject to change without notice in the interest of product development.

The screenshots used in this manual are of Windows 7.

The actual windows and operations may differ depending on the operating system.

If the actual screen differs from the screen examples in this manual, operate by following the actual displayed screen.

Abbreviations Used in This Manual

The following abbreviations are used in this manual.

Abbreviation Used	Name
Windows 8	Windows® 8 operating system, English version Windows® 8 Pro operating system, English version Windows® 8 Enterprise operating system, English version
Windows 7	Windows® 7 Starter operating system, English version Windows® 7 Home Premium operating system, English version Windows® 7 Professional operating system, English version Windows® 7 Enterprise operating system, English version Windows® 7 Ultimate operating system, English version
Windows Vista	Windows Vista® Home Basic operating system, English version Windows Vista® Home Premium operating system, English version Windows Vista® Business operating system, English version Windows Vista® Enterprise operating system, English version Windows Vista® Ultimate operating system, English version
Windows XP	Windows® XP Home Edition operating system, English version Windows® XP Professional operating system, English version
Windows	Windows 8, Windows 7, Windows Vista, or Windows XP
Microsoft Office	Microsoft® Office
Excel	Microsoft® Excel® 2010 Microsoft® Office Excel® 2007 Microsoft® Office Excel® 2003
Internet Explorer	Windows® Internet Explorer® Microsoft® Internet Explorer®
Windows Mail	Microsoft® Windows® Mail
Outlook	Microsoft® Outlook® 2010 Microsoft® Office Outlook® 2007 Microsoft® Office Outlook® 2003
ACT!	ACT!™
GoldMine	GoldMine®
Outlook Express	Microsoft® Outlook® Express
ScanSnap	Color Image Scanner ScanSnap (*)

*: ScanSnap Network Scanner is not included.

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Chapter 1 CardMinder Overview

This chapter provides an overview of CardMinder's features, and describes how to start up and exit CardMinder.

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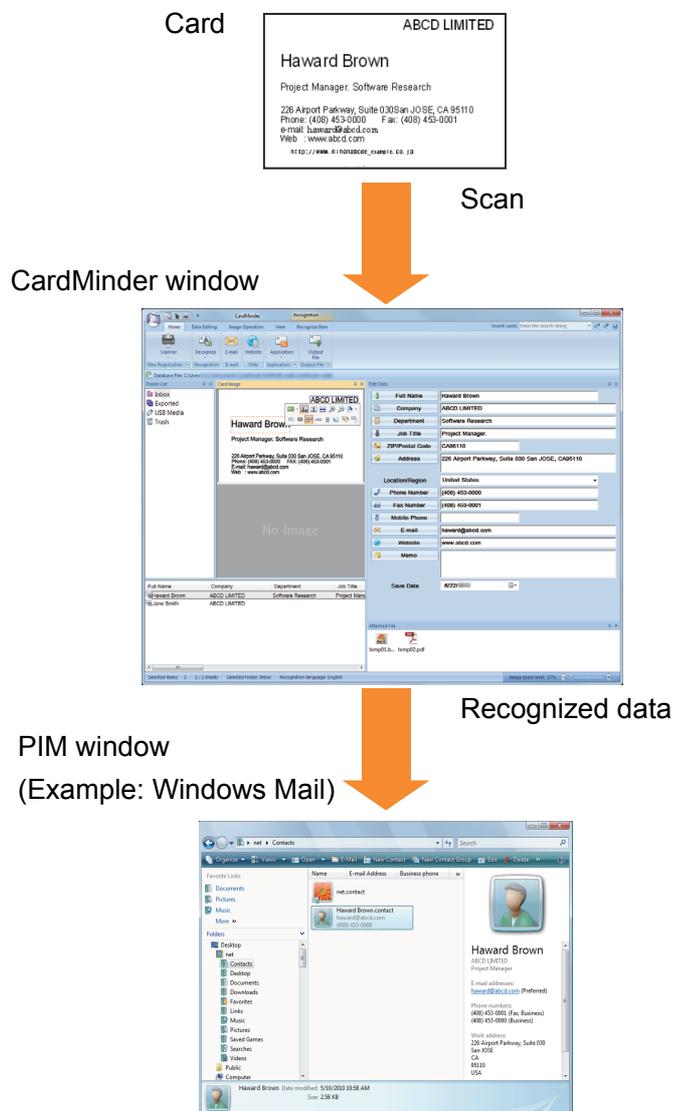
1.1 Outline

CardMinder is an application for scanning business cards.

This application digitalizes large amounts of business cards into images at a high speed and recognizes text on those cards, thus allowing you to search for your clients' business cards from those data quickly, and create your client databases conveniently.

CardMinder uses an Optical Character Recognition (OCR) engine to recognize text on cards and shares the data created with Personal Information Manager (PIM) applications.

CardMinder contains two separate functions: CardMinder Viewer to enable business card data to be quickly searched from other applications, and CardMinder Mobile Viewer to enable scanned business card data to be viewed on other computers not installed with CardMinder.



1.2 Features

CardMinder provides the following features:

- Simplex and duplex scanning with single-button operations (when using ScanSnap)
- Recognizing the character strings on business cards to create character data and keywords
- Combining data of two single-sided card images to create data for one double-sided card
- Management of card images and databases as well as their supplementary information added manually to the [Memo] field
- Exporting of card data to other applications through Personal Information Manager (PIM)

The applications to which card data can be exported to are:

- Excel 2003, 2007, 2010
 - Outlook 2003, 2007, 2010
 - Outlook Express V5.0, V5.5, V6.0
 - Windows Mail (in Windows Vista)
 - ACT! Version 6.0, 9.0, 10.0, 11.1, 12.0
 - GoldMine Version 6.0
 - Rack2-Filer Smart
 - Other available applications (you can add an application which allows you to export the card data)
 - Linking with Salesforce CRM to register card data in order to view the card information on the website provided by Salesforce CRM
 - Outputting card data in other formats such as CSV
- The following formats can be output.
- CSV
 - Text
 - vCard (version 3.0)
 - ContactXML (version 1.1)
- Searching of card data using keyword items such as "Full Name" and "Company"
 - Startup of your linked e-mail program to send e-mail to the recognized e-mail address(es)
 - Startup of your linked web browser to browse the recognized company's website
 - Searching of card data using text in other applications
 - CardMinder Mobile Viewer that views card images with a computer not installed with CardMinder

- Using a CardMinder V4 or earlier database by converting it into a database for CardMinder V5
- Using the CardMinder database for Mac

1.3 Starting Up and Exiting

This section describes how to start up and exit CardMinder.

ATTENTION

The user authority to use CardMinder is as follows:

- For Windows 7 or Windows Vista
You must be authorized as a "standard user" (Power Users group) or a higher level to log on and use this application.
- For Windows XP Professional
You must be authorized as a "standard user" (Power Users group) or a higher level to log on and use this application.
- For Windows XP Home Edition
You must be authorized as an "administrator" of the computer to log on and use this application.

CardMinder

The procedures for starting up and exiting CardMinder are described below.

Starting up

The procedure for starting up CardMinder is described below.

1. Select the [Start] menu → [All Programs] → [CardMinder] → [CardMinder].

⇒ CardMinder is started.

HINT

- You can also start up CardMinder by:

- Double-clicking on the desktop shortcut ()
- Clicking the [Show in CardMinder] button () in the Image Toolbar in the CardMinder Viewer window.
- If a password has been set for the database, the [Password Entry] window will appear when starting CardMinder. To start CardMinder, enter the password and then click the [OK] button.
- A new database is created each time a user starts CardMinder the first time.
The default database locations are as follows:
 - For Windows 7 or Windows Vista
Drive name (C, etc.):\Users*user name*\Documents\CardMinder\CardMinder DB.cxdb
 - For Windows XP
Drive name (C, etc.):\Documents and Settings*user name*\My Documents\CardMinder\CardMinder DB.cxdb
- From the next time on, CardMinder always starts showing contents of the last-operated CardMinder database in its window.

Exiting

The procedure for exiting CardMinder is described below.

- 1. Click the [Application Button] ().**

⇒ The Application Menu appears.

- 2. Click the [Exit] button in the Application Menu.**

⇒ CardMinder is exited.

HINT

You can also exit CardMinder by clicking the [Close] button () in the title bar.

CardMinder Viewer

The procedures for starting up and exiting CardMinder Viewer are described below.

Starting up

The procedure for starting up CardMinder Viewer is described below.

1. Select the [Start] menu → [All Programs] → [CardMinder] → [CardMinder Viewer].

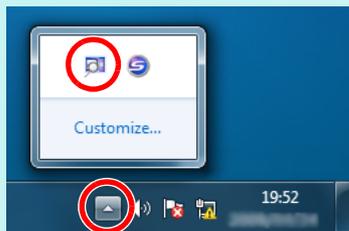
⇒ CardMinder Viewer is started.

HINT

- You can also open the CardMinder Viewer window as follows:

- The CardMinder Viewer icon () is displayed in the menu that appears when you click  in the notification area.

The notification area is located at the far right of the taskbar.



(For Windows Vista and Windows XP, the CardMinder Viewer icon () is displayed in the notification area.)

- Perform one of the following:

- Double-click the [CardMinder Viewer] icon ().
- Right-click the [CardMinder Viewer] icon () and then select [Show CardMinder Viewer] from the menu that appears.

- When CardMinder Viewer is running, you can use text in another application to search for a particular card data within CardMinder; select a desired text string in the application, and then press the shortcut key ([Alt] + [F3]).

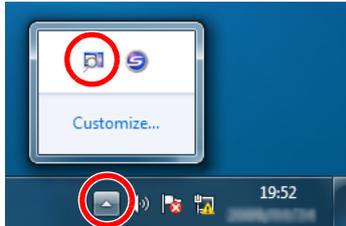
Once your search is finished, the CardMinder Viewer window opens, listing the card data that match(es) the search term.

Exiting

The procedure for exiting CardMinder Viewer is described below.

1. Click  in the notification area to show the menu.

The notification area is located at the far right of the taskbar.



2. Right-click the [CardMinder Viewer] icon (), and select [Exit] from the menu that appears.

⇒ CardMinder Viewer is exited.

HINT

- You can also hide CardMinder Viewer by clicking the [Close] button () in the title bar.
- For Windows Vista and Windows XP, the CardMinder Viewer icon () is displayed in the notification area.
- Once CardMinder Viewer is exited, you can no longer search for card data from another application such as Notepad.

CardMinder Mobile Viewer

The procedures for starting up and exiting CardMinder Mobile Viewer are described below.

Starting up

The procedure for starting up CardMinder Mobile Viewer is described below.

1. Connect the removable media that contains the card data and the CardMinder Mobile Viewer application to another computer.

HINT

To use CardMinder Mobile Viewer, you first need to export the card data and the application from CardMinder in your computer to another computer. For details, refer to CardMinder Help.

2. Select the [Start] menu → [Computer].

HINT

For Windows Vista, select the [Start] menu → [Computer].
For Windows XP, select the [Start] menu → [My Computer].

3. Select the connected removable media.

4. Double-click the [BzCardViewer.exe] icon.

⇒ CardMinder Mobile Viewer is started.

ATTENTION

- CardMinder Mobile Viewer will not be started as long as the [USB Media Linkage Settings] dialog box is open. Close the [USB Media Linkage Settings] dialog box first, and then restart CardMinder Mobile Viewer.
- If CardMinder Mobile Viewer is protected with a password, a password entry dialog box appears when you double-click the [BzCardViewer.exe] icon.
To open CardMinder Mobile Viewer, enter a password in the dialog box, and click the [OK] button. Use the password which you specified in the [USB Media Linkage Settings] dialog box.

Exiting

The procedure for exiting CardMinder Mobile Viewer is described below.

1. Click the [Close] button () in the title bar.

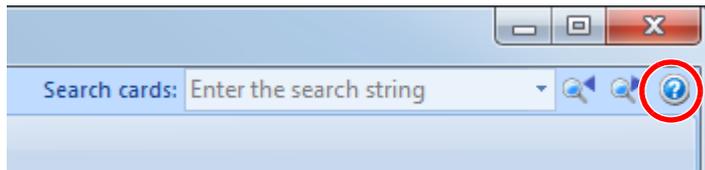
⇒ CardMinder Mobile Viewer is exited.

CardMinder Help

The procedures for starting up CardMinder Help are described below.

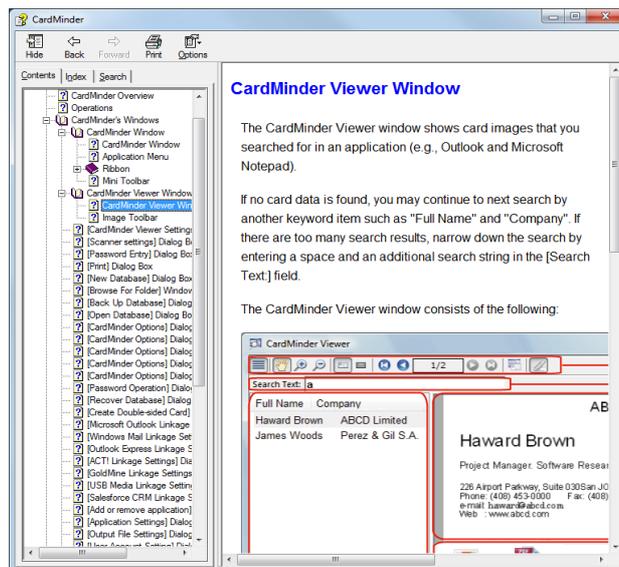
Opening from the CardMinder window

To open Help while you are using CardMinder, press the [F1] key on the keyboard, or click the [Help] button () next to the Basic Search Toolbar.



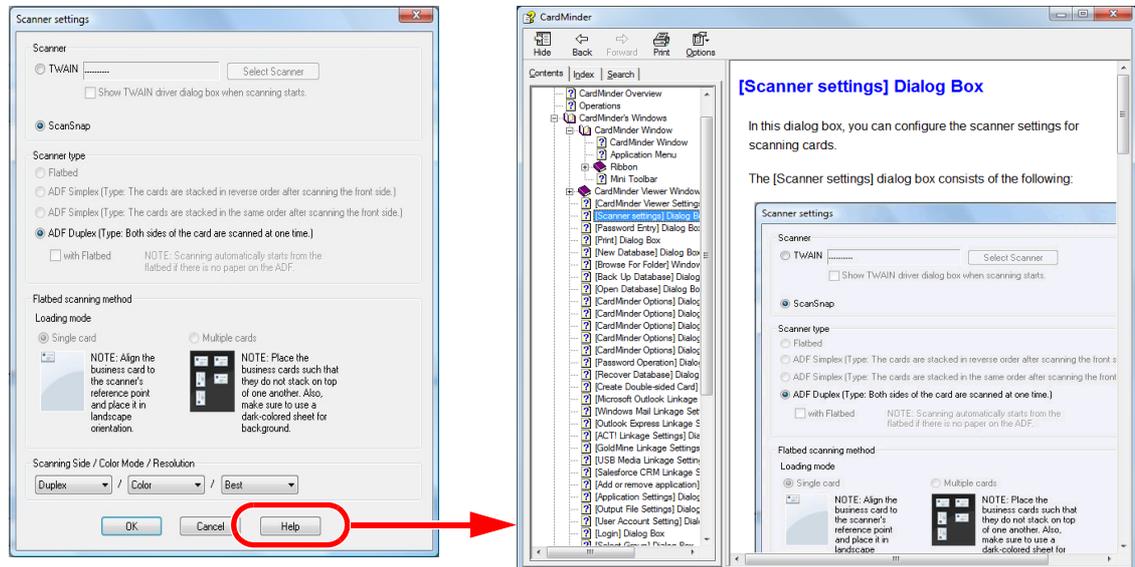
Opening from the CardMinder Viewer window

To open Help while you are using CardMinder Viewer, press the [F1] key on the keyboard. This will open Help, showing the topic about the CardMinder Viewer window.



Opening with the [Help] button on the window

To open Help while you are using CardMinder, press the [Help] button on the current window or dialog box if it has [Help] button on it. This will open Help, showing the topic about the currently-displayed window or dialog box. You can also open the Help topic by pressing the [F1] key on the keyboard.



Opening from the [Start] menu

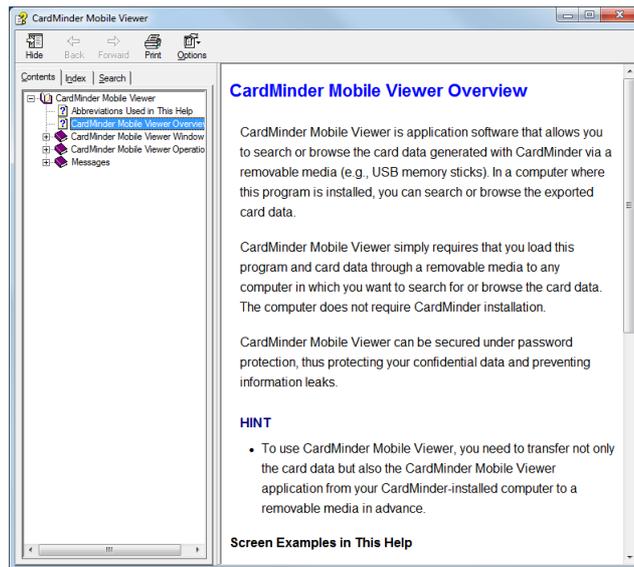
To open CardMinder Help, select the [Start] menu → [All Programs] → [CardMinder] → [Help].

CardMinder Mobile Viewer Help

The procedures for starting up CardMinder Mobile Viewer Help are described below.

Opening from the CardMinder Mobile Viewer window

To open Help while you are using CardMinder Mobile Viewer, just press the [F1] key on the keyboard.



Opening the Help File

To open Help, double-click on the [MobileViewer.chm] icon included in the connected removable media (e.g., USB memory).

Chapter 2 How to Use CardMinder

This chapter describes the basic operations, from starting CardMinder to scanning and saving cards, and how to use card data.

Follow the procedures described in this chapter to learn the basic functions of CardMinder.

For details about operations, windows, functions, and error messages and their solutions, refer to CardMinder Help or CardMinder Mobile Viewer Help.

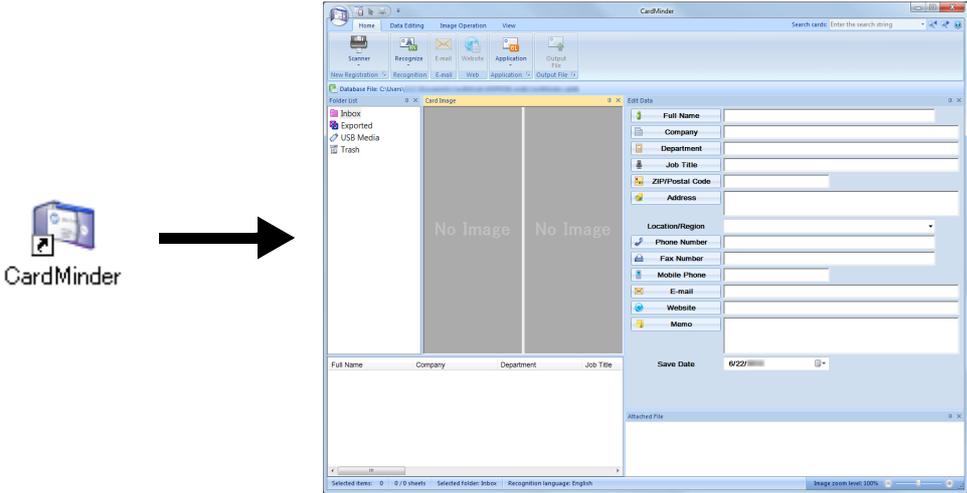
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2.1 Flow of Operations

Basic Procedures

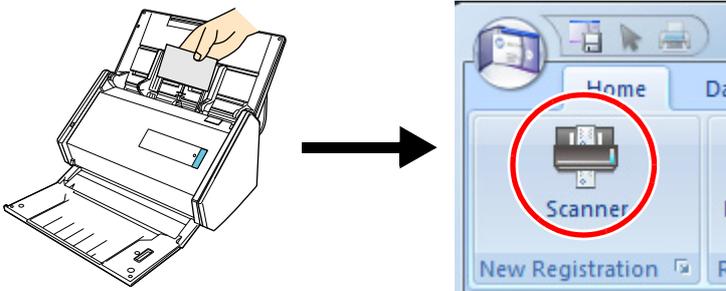
1. Start CardMinder.

Start up CardMinder by double-clicking the [CardMinder] icon on the desktop.



2. Scan a card with the scanner.

Click the [Scanner] button on the [Home] tab to start scanning a card.



When scanning is complete, the information printed on the card (name, company, address, etc.) is automatically recognized as text and displayed in the Edit Data pane. The image data scanned from the card is displayed in the Card Image pane.

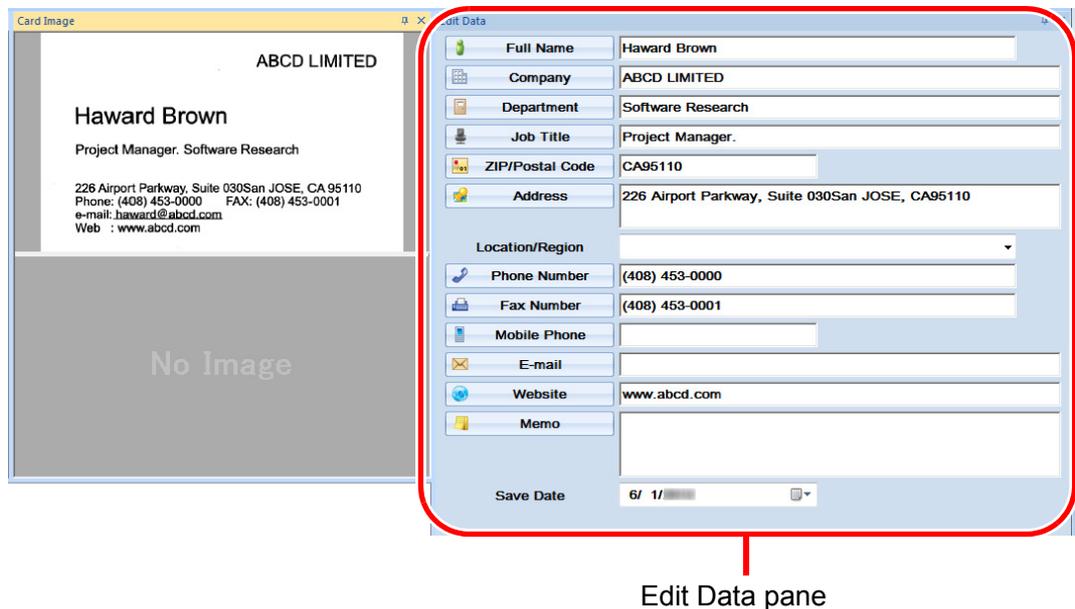
ATTENTION

ScanSnap Manager must be installed on your computer when you want to recognize the following languages.

- Chinese (simplified)
- Chinese (traditional)
- Korean

3. Check the card data.

Make sure that the front and back card images are correct, and that the text on the card images are displayed correctly in the Edit Data pane.



4. If you want to change the language to be used for text recognition:

1. Click  on the [Home] tab.
 - ⇒ The recognized languages are displayed.
2. Select the language for the text to be scanned.
 - ⇒ The icon for the [Recognize] button changes to the selected language.
3. Click the icon for the [Recognize] button.

Example: To recognize English, click .

⇒ A confirmation message for the recognition process is displayed.

4. Click the [Yes] button.
 - ⇒ Text on the card data will be recognized as the selected language.

ATTENTION

ScanSnap Manager must be installed on your computer when you want to recognize the following languages.

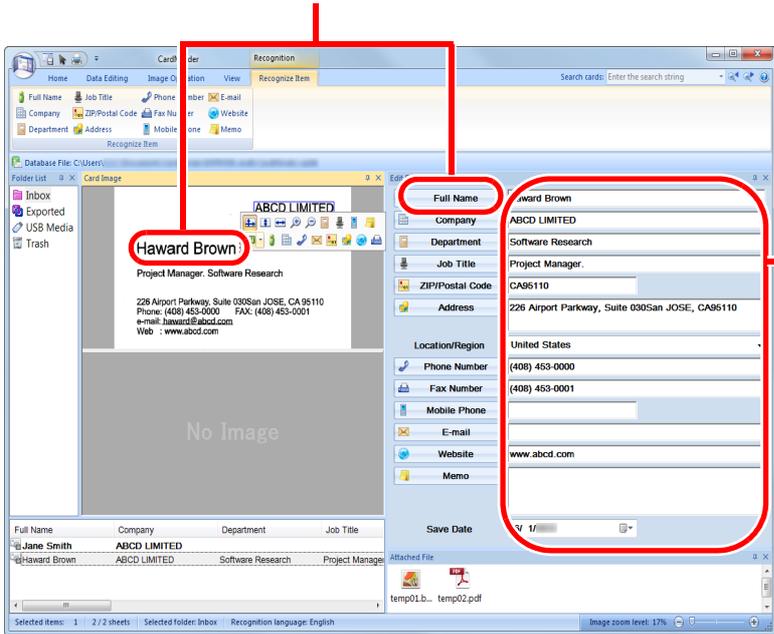
- Chinese (simplified)
- Chinese (traditional)
- Korean

5. Correct the card data, if necessary.

Correct the recognition results in the Edit Data pane, as well as the image of the scanned card.

If text has not been recognized correctly, either repeat the recognition process on the card data or enter it directly in the fields in the Edit Data pane. You can also correct card images that are askew, and errors in front/back scans.

To redo the recognition process on only selected areas, first select text in the card data and then click the appropriate field names.



You can directly correct the text in each field in the Edit Data pane.

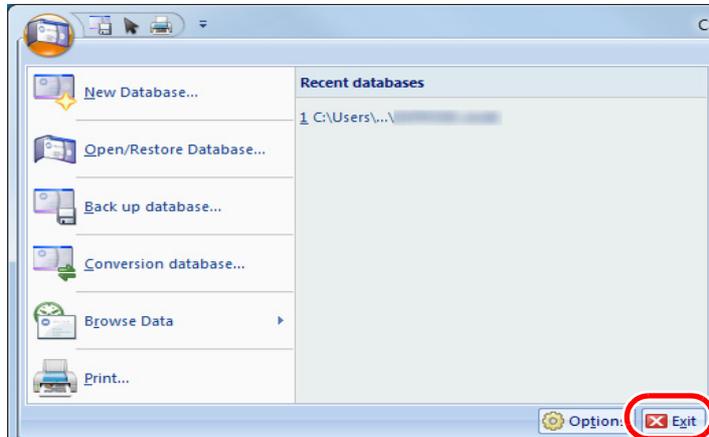
ATTENTION

ScanSnap Manager must be installed on your computer when you want to recognize the following languages.

- Chinese (simplified)
- Chinese (traditional)
- Korean

6. Exit CardMinder.

To exit CardMinder, click the application button () and then click the [Exit] button in the menu that appears.

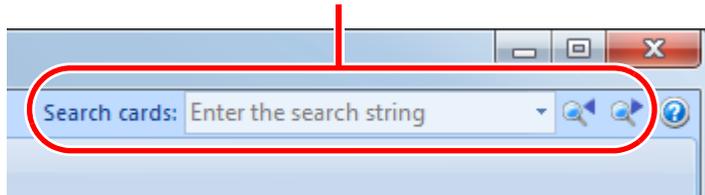


Searching Card Data

You can use names of individuals and companies to search card data. You can also use CardMinder Viewer to search card data.

Using the CardMinder Basic Search Toolbar

Search cards (Basic Search Toolbar)



To search card data, type in a search term (e.g., individual name or their company's name) in the Basic Search Toolbar.

The search results are displayed in the main window.

If multiple cards match the search conditions, click  to display the next result of the search in the main window.

Searching with CardMinder Viewer

You can also search card data when running a different application.

1. Select the desired character string.

2. Press [Alt] + [F3] on the keyboard at the same time.

⇒ CardMinder Viewer starts, and the card data found from the search conditions (name, company name, etc.) is displayed in the window.

If multiple cards match the search conditions, click  to display the next result of the search in the CardMinder Viewer window.

HINT

- The text entered will be searched for among the names and companies in the card data.
- Click  to display in the CardMinder window the details of the card data selected in the CardMinder Viewer window.

2.2 Using Card Data

Card data can be used in the following ways.
For details, refer to CardMinder Help.

Using Card Data

Click the following buttons on the [Home] tab to use card data in a variety of applications.

The screenshot shows the CardMinder software interface with the Home tab selected. The interface includes a menu bar with 'Home', 'Data Editing', 'Image Operation', and 'View'. Below the menu bar are several buttons: 'Scanner', 'Recognize', 'E-mail', 'Website', 'Application', and 'Output File'. Each button has a corresponding icon and a dropdown arrow. Red boxes highlight these buttons and connect them to descriptive text boxes.

Internet search
Access the website of the company in the card data.

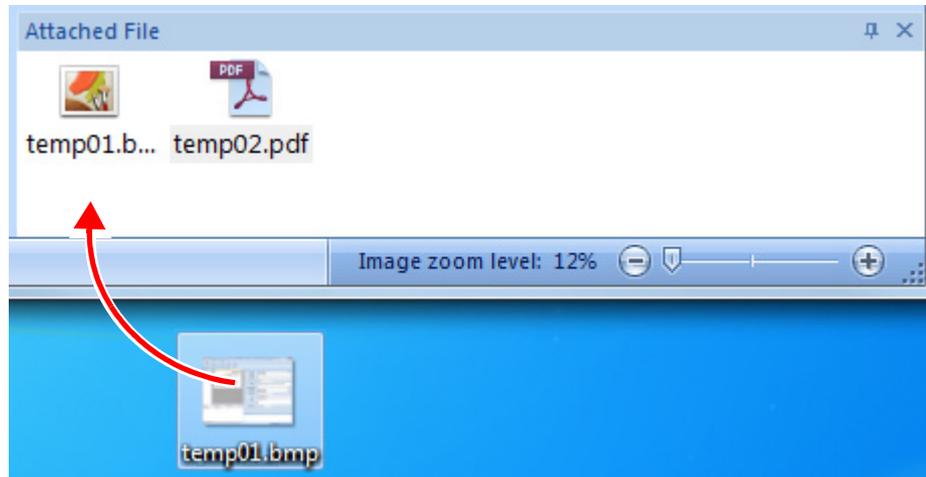
Output card data in different format
Output card data in vCard, CSV, text, or ContactXML format.

E-mail
After starting your e-mail program, send an e-mail to the e-mail address in the card data.

Link with other application
Link with another application to use card data in Outlook Express, Salesforce CRM, etc.
You can also link with USB media to use card data on a different computer.

Attaching a File to Card Data

You can drag and drop a file to easily attach it to card data.



Appendix A Installing and Uninstalling

This appendix describes the CardMinder system requirements, and how to install and uninstall CardMinder.

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A.1 System Requirements

The system requirements for CardMinder are as follows:

For the latest information on requirements, please visit the ScanSnap Support Site at:

<http://scansnap.fujitsu.com/g-support/en/>

Operating system (*1)(*2)	Windows 8 (*3) Windows 7 Windows Vista Windows XP
CPU (*4)	Intel® Core™2 Duo 2.2 GHz (Recommended: Intel® Core™ i5 2.5 GHz or higher)
Memory (*4)	32-bit: 1 GB or more (Recommended: 4 GB or more) 64-bit: 2 GB or more (Recommended: 4 GB or more)
Display resolution (*5)	Windows 8: 1024 × 768 pixels or higher Windows 7/Windows Vista/Windows XP: 800 × 600 pixels or higher
Hard disk space	660 MB or more of free disk space required (*6)
DVD-ROM drive	Required for installation
Scanner	ScanSnap (*7) (*8) (*9) or the image scanner that complies with TWAIN standards (Required when scanning cards)
Web browser	Internet Explorer 6.0 or later
Removable media	8 MB or more of free disk space required (required for USB Media Linkage)

- *1: It is recommended to use the operating system with the latest Service Pack applied.
- *2: For details about supported operating systems, refer to "System Requirements" in the Operator's Guide of your ScanSnap model.
- *3: CardMinder operates as a desktop application.
- *4: It is recommended to use CardMinder in an environment that meets the scanner system requirements or higher, if they are higher than the operating system requirements.
- *5: When the font size is large, some screens may not be displayed properly.
In that case, use a smaller font size.
- *6: To save a single card data (when scanned with Duplex, Color, and Best), about 250 KB or more of free disk space is required.
Estimate the required free disk space based on the number of cards to scan.
- *7: For details about ScanSnap, please visit our website at:
<http://scansnap.fujitsu.com/g-support/en/>
- *8: ScanSnap Network Scanner is not included.
- *9: Scanning with a WIA driver is not supported.

ATTENTION

- If the system requirements above are not satisfied, CardMinder may not operate.
- The user authority to use CardMinder is as follows.
 - For Windows 7 or Windows Vista
You must be authorized as a "standard user" (Power Users group) or a higher level to log on and use this application.
 - For Windows XP Professional
You must be authorized as a "standard user" (Power Users group) or a higher level to log on and use this application.
 - For Windows XP Home Edition
You must be authorized as an "administrator" of the computer to log on and use this application.
- If text is not displayed properly during:
 - Text recognition and display of business cards
 - Salesforce CRM linkage
 change the settings as follows:
 - Windows 7 or Windows Vista:
Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2003 or later version.
 - Windows XP:
 - Select [Control Panel] → [Regional and Language Options] → [Languages] tab, and then select [Install files for East Asian languages] under [Supplemental language support].
 - Install Universal Font (Arial Unicode MS) from the Setup Disk of Microsoft Office 2003 or later.

The following card data types are supported:

Data type	Card data created with a ScanSnap or TWAIN-compliant scanner
Paper size	<ul style="list-style-type: none"> ● For ScanSnap scanners A6 size or smaller ● For TWAIN-compliant scanners Depends on the model you are using
Side for text recognition	Front side
Recognizable font size	6 to 24 points

ATTENTION

- Scanning with a WIA driver is not supported.



- To recognize text on the back side of a card, click  on the [Image Operation] tab to switch to the back side before running the recognition process.
- Recognition of handwritten characters is not supported.

A.2 Installing

Install CardMinder from the Setup DVD-ROM provided with the ScanSnap.

Select [Typical] on [Setup Type].

For details, refer to "Installing the Software" in the Operator's Guide of your ScanSnap.

A.3 Uninstalling

Uninstall CardMinder on [Programs and Features] of [Control Panel].

For details, refer to "Appendix: Uninstalling the Software" in the Operator's Guide of your ScanSnap.

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