Using the IRISC Card Reader to Save Business Cards to a Contact List

Connect to the Business Card List on BizNet

1. Go to https://biznet.katz.pitt.edu/Administration/Lists/Business%20Card%20Contacts/
2. Click the Actions tab
3. Select Connect to Microsoft Outlook
4. A security message will pop up on your computer. Click Allow. (A second may pop up; click Allow)
5. Another window may pop up asking you to confirm. Click Yes

The new contact list, Administration – Business Card Contacts will now show up in the left navigation pane under Other Contacts.

Install the I.R.I.S Software

If you do not have administrative rights to your computer, please contact Katz IT Services to install this software for you. Otherwise:

1. Insert the CD into your computer's optical CD or DVD drive
2. Open My Computer and the drive labeled Cardiris. Double-click on setup.exe.
3. Follow the on-screen instructions

Create a New Database

Open the Cardiris software by going to Start/Windows button→Programs→I.R.I.S. Applications→IRISCard 4 Pro. You do not need to register or update the software. Make sure the card scanner is plugged in to one of your computer's USB ports. If you have not used the software previously, a sample database will open.

1. Change the Card Style at the top of the program from United Kingdom to United States
2. Click on File→New...
3. Click the Scan button in the top left

If you have the IRIS calibration sheet, insert it into the scanner and press OK to calibrate. Otherwise, click Cancel to start scanning business cards.

4. Insert your first business card into the scanner, aligned to the right. The scanner will draw the card through automatically (do not push). Insert the card horizontally or vertically, but make sure the text is facing down
5. Pull the scanned card out of the back of the scanner
6. Insert your second business card into the scanner, text down
7. Continue until all cards are scanned
8. Click Close
Recognize Card Text and Edit Contact Information

1. Press CTRL + A to select all cards
2. Click Recognize at the top of the program

The card scanner will fill in some of the information fields for each card. Some editing will be necessary. To edit cards:

3. Select the first card
4. Click the Card View button in the top left. This allows you to scroll individually through the cards to edit information
5. Input any remaining card information into the fields on the right
   - If the contact has a web site listed, it must go into the Notes field on the bottom left. Do not enter anything into the field marked Web site
   - To scan the back of a card, click the Back tab above the card, then Click here to scan..., then Acquire... then place the card in the scanner as usual with the back of the card facing down

When you're finished editing, click the Next Card button on the toolbar to move to the next card.

Export Your Business Cards

Once all of your cards have been scanned, click the Export button in the top right.

1. Under the Synchronize tab, select Microsoft Outlook
2. Click Synchronize
3. Select the SharePoint Lists folder
4. Select Administration - Business Card Contacts
5. Click OK

Your newly created contacts will now synchronize with the Administration site Business Card Contacts list. Provided you are connected to the internet, they will be almost instantly available to anyone who has access to the list.