

# CardScan<sup>®</sup>

FOR ACT!<sup>®</sup> PREMIUM

Version 4.1

## CardScan for ACT! Premium

CardScan for ACT! Premium is the fastest, easiest, most accurate way to enter contacts into your ACT! Premium database. It maximizes your efficiency with such features as:

- Capturing records by scanning business cards and importing existing CardScan files and text files.
- Creating contacts simply by dragging and dropping data from emails, vCards, and other documents directly into the CardScan window.
- Adding other data that may be required to create Contacts and Companies.
- Associating contacts with existing companies, as well as creating new companies.
- Verifying the data accuracy and completeness, and preventing duplicate entries.

**NOTE TO ADMINISTRATORS:** For all administrative functions, see the *CardScanProAdmin.chm* Help file on the CardScan for ACT! CD-ROM.

## **System Requirements**

CardScan for Act! Premium requires the following:

- Microsoft® Windows® 2000, XP Professional, or Vista
- Internet connection
- Pentium® P1 processor or later
- 128 MB RAM or greater
- 100 MB disk space
- CD-ROM drive
- USB port for scanner connection
- CardScan scanner – 700c or later

## Installing CardScan for ACT! Premium

**IMPORTANT:** Install the CardScan for ACT! software before connecting the scanner to your computer.

### To install the software

- 1 Locate the software Product Key on the CD-ROM package. You will be prompted for this number during installation.
- 2 Log on as Administrator or to an account with Administrator privileges.
- 3 Insert the CardScan for ACT! CD-ROM.  
If the CardScan for ACT! installation program does not start automatically, choose **Start→Run**, enter **D:\setup.exe** (where D is the letter of your CD-ROM drive), and click **OK**.
- 4 Follow the on-screen instructions to finish installing CardScan for ACT!.

### To install the scanner

- ▶ Plug the scanner's USB cable into the computer's USB port after you install the software.

## To install the Administrator application

- 1 Complete steps 1 - 3 in the software installation procedure on the previous page.
- 2 Choose **Custom** in the Setup Type window and click **Next**.
- 3 Add the **Administrator** component and continue with the installation.

**NOTE TO ADMINISTRATORS:** For information regarding silent installation, refer to *CardScan for ACT! Silent Install.doc* on the CardScan for ACT! CD-ROM.

## Activating CardScan for ACT! Premium

You have a 30-day grace period to activate CardScan for ACT!. CardScan may be activated over the Internet or by telephone, if you do not have Internet access. If you do not activate CardScan within the grace period, you will no longer have access to the software.

Users must activate their own copy of CardScan. When the maximum number of activated users reaches the license limit, no other users will be able to activate CardScan. You must contact CardScan Technical Support to obtain additional activations.

## Getting Started

Depending on which CardScan scanner you are using, you may need to calibrate the scanner on your first CardScan for Act! startup.

### To scan your first business card

- 1 Choose **Start→Programs→CardScan→CardScan for ACT!**. The CardScan for ACT! window opens and displays the Calibrate dialog box (only for the CardScan 700c scanner).
- 2 If you have a CardScan 700c scanner, follow the on-screen instructions for calibrating the scanner. If you have a CardScan 800c scanner, you do not have to calibrate the scanner.
- 3 Check the Status line at the bottom of the window. If the scanner is connected properly, the Status line reads: **Ready to scan. Please insert card.**
- 4 Begin scanning by inserting a business card into the scanner. The scanner scans the card and displays the Scanning Options dialog box.

## Information and Support

- For **Online Help**, press **F1** or choose **Help→Contents**.
- For the **ReadMe** file, choose **Help→View ReadMe**.
- For **Online Support**, click **CardScan Support** on the Help menu bar.

### For Information

CardScan  
25 First Street  
Suite 107  
Cambridge, MA 02141

### For Technical Support

- Call **800-316-8893** or **617-492-4200**  
10:00 A.M. – 6:00 P.M. EST Monday – Thursday  
10:00 A.M. – 5:30 P.M. EST Friday
- Send an email to **prosupport@cardscan.com**
- Visit the Support section at **<http://www.cardscan.com>**

**CardScan**

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