

# Scanner Installation Guide

## BCR901 and DX1210 scanners

The BCR901 and DX1210 are USB powered TWAIN compliant card scanners suitable for scanning photographs, documents and identification cards to your computer. The scanners are usually bundled with application software such as Scan-ID, BizCardReader 6, and ScanToFile which enable you to scan and save images to PDF, JPEG, TIFF, or Windows BMP image formats.

Operating Systems: Windows XP / Vista / 7 / 8 / 10

### **IMPORTANT: Initial Charging for DX1210 Duplex Scanner**

If you are using the DX1210 duplex scanner, you must allow the scanner to charge for about 4 – 6 hours before first use (or after several months of storage). Just leave the scanner plugged into the USB port of the computer and keep the computer ON for several hours, and the scanner will automatically charge up. Note that it is normal for the red light on the scanner to blink during scanning.

### **Steps to Installing the Card Scanner**

The scanner is packaged with an Application Software CD which contains the Scan-ID (or BizCardreader) program, and the scanner drivers. Follow the instructions below to install the scanner driver and application software.

NOTE: Please logon to Windows as **Administrator** to ensure that you have sufficient privilege to install the scanner.

#### **A. Installing the Application Software:**

1. Insert the Application Software CD into the CD/DVD drive and follow the on-screen instructions to install the software applications. If the installation does not automatically start up, open Windows Explorer and locate the file "SETUP.EXE" in the Application CD, and double click on it. This should start up the installation process.
2. Follow the instruction on screen to complete the software installation. When prompted, enter the 15 character Serial Number found on the CD envelope or CD case.
3. **Leave the Application CD in the CD/DVD** drive and continue with the next step.

#### **B. Installing the Scanner Driver:**

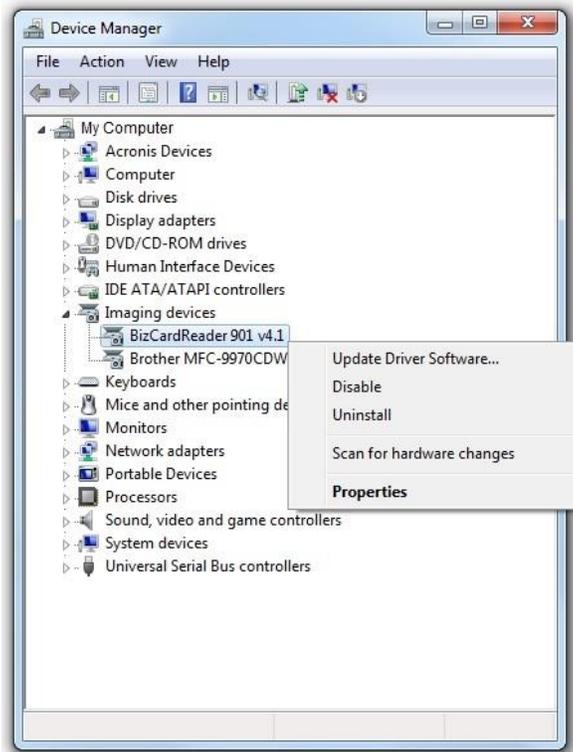
4. Ensure that the Application CD is in the CD/DVD drive.
5. Plug in one end of the USB cable provided to the scanner, and the other end to the computer's USB port. The green light in front of the scanner should turn on.
6. The system will detect that a new scanner has been found, and attempt to install the driver for the device. On most systems where automatic driver installation is enabled, the scanner driver will install automatically, and the scanner will be ready for use.
  - a. If prompted, select "**Search for the best driver (recommended)**" and click Next. If you have an internet connection, allow the system to search online for the latest available drivers.
  - b. If prompted to specify a location for the scanner driver, select the Application CD in the CD/DVD drive.
  - c. If you get an error message that the driver installation failed, refer to the Troubleshooting section below.
7. Continue the driver installation procedure to completion.

#### **C. Troubleshooting the Card Scanner**

If you get an error message that the scanner driver cannot be installed, or if the scanner will not scan after you install the driver, you should try to re-install/update the driver. The following procedure describes how this can be done.

1. Place the Application CD into the CD/DVD drive. Exit the application software installation if prompted, but **leave the Application CD in the drive.**

2. If you do not have the CD, you can download the scanner driver from [www.bizcardreader.com](http://www.bizcardreader.com). After you download the driver, note the folder where the downloaded driver file is saved.
3. Unplug the USB cable from the scanner for a few seconds and then plug it back in.
4. If the system new hardware wizard is displayed, then follow the steps described in the previous section to install the scanner driver. Otherwise go on to the next step.
5. Start up the Windows Device Manager. You can find the Device Manager as follows:
  - a. In Windows 7 or 10, click on the Windows start icon on the bottom left corner of the desktop, and type in "Device Manager" in the Search box.
  - b. In Windows 8, click in the Search icon found at the top right corner of the Windows START screen, and type in "Device Manager".
6. You can also start up the Device Manager from the Control Panel - in the Control Panel, select System and Security and then click on the System icon. Then select **Device Manager** (usually on the top left, just below Control Panel Home). The Device Manager screen will be displayed.



7. In the Device Manager screen, look under Imaging Devices, and locate the BCR901 or DX1210 card scanner.
  - a. If you see the BCR901 or DX1210 card scanner under Imaging Devices, RIGHT click on the scanner, and select properties. **If the Device Status (in Properties) shows the device working properly, the driver installation is successfully completed.** Close and exit the Device Manager, and the scanner is ready for use.
  - b. If you see the BCR901 or DX1210 scanner with an exclamation mark beside it, highlight it and RIGHT click to select Update Driver Software. Follow the instructions to search/locate the "drivers" folder on the Application CD (or the folder where you saved the downloaded driver file). Click Finish after the driver is installed.
  - c. If you do not see the scanner under Imaging Devices, look in the same Device Manager screen for "Unknown Device" under "Other Devices". Highlight the Unknown Device, and RIGHT click on it to select Update Driver Software. Follow the instructions to search/locate the "drivers" folder on the Application CD (or the folder where you saved the downloaded driver file). Click Finish after the driver is installed.
8. Upon successful installation of the device driver, the Device Status described above should show the device working properly.