

**Quicktionary<sup>®</sup> 2**  
**Premium**  
**User Manual**



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# Introduction

Congratulations on your choice of the state of the art Pen from WizCom Technologies. WizCom makes personal, portable scanning Pens that assist with reading, understanding and utilizing text.

Use the Pen to scan full lines of text, receive word-by-word translations, and hear scanned words pronounced aloud. Go to the downloads section on the WizCom website to install additional dictionaries.

The Pen can also scan and store printed material anytime and anywhere. Use the Pen to store over 500 pages of printed text, in a wide range of fonts and sizes, for easy transfer to a PC. Text can also be scanned directly into any Windows-based application for ultimate productivity!

This manual is divided into four sections:

1. **Getting Started** - This section provides basic information on Pen functions and how to scan, on installing the USB driver and WizCom Desktop and establishing Pen-PC Communications.
2. **The Pen** - This section demonstrates how to work with the Pen, including explanations of all the Pen menu options, applications and different ways of scanning, inserting and editing text in files.
3. **The WizCom Desktop** - This section demonstrates the use of the PC application used for transferring and synchronizing data between the Pen and PC.
4. **Additional Information** - View additional information such as Pen maintenance information.

## Contact and Support Information

Contact us at 888 777 0552 (Toll free in USA and Canada ) or +1 978 727 0026 or email [usa.support@wizcomtech.com](mailto:usa.support@wizcomtech.com).

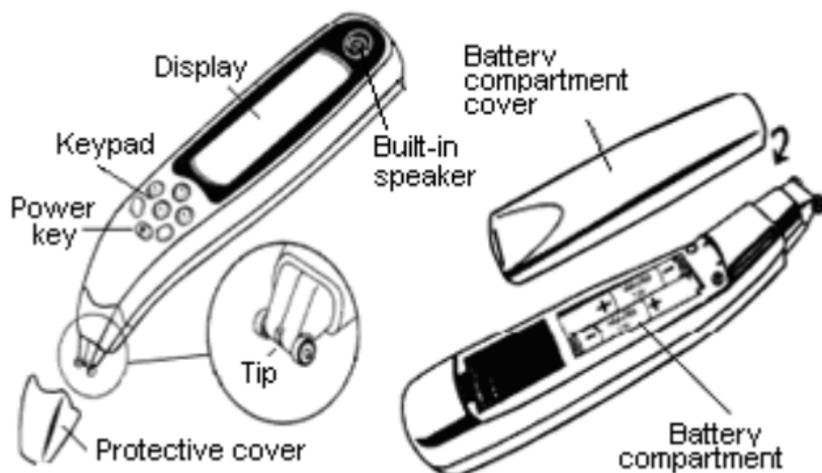
Visit our website <http://www.wizcomtech.com> to view the FAQ section for the Pen and to register your product.

# Getting Started

## Familiarizing Yourself with the Pen

### The Pen Parts

Your Pen contains the following parts:



### Front and Rear Views



### Top View

*Important: Before using the headphones, please adjust the volume using the **Set Volume** option in the **Scan and Translate**.*

## Setting Up Your Pen

To get started:

1. Remove your Pen from its protective case.
2. Remove the battery compartment cover from the back of the Pen.
3. Insert 2 AAA batteries into the Pen with the positive and negative terminals corresponding to the markings on the sides of the battery compartment.
4. Close the battery compartment.
5. Remove the protective cover from the Pen tip.
6. Press  to turn the Pen on.
7. The Pen is ready to scan!

*Note: If you are left-handed, see **Set Right-Left-Handed** on page 29 to change your Pen to left-handed scanning.*

## Basic Pen Commands

### The Pen Keys and their Functions

The keypad contains seven keys for operating your Pen. Use the keys as follows:

- Power key : Turn the Pen on and off.
- ENT key : Access submenus or screens, confirm a selection or perform an operation.
- ESC key : Navigate backwards, close a screen, or cancel an operation.
- Direction keys : Scroll through menus and screens.

### Navigating Menus and Lists

To select an item from a menu or a list:

1. Scroll through the menu, using  or  until the item you want is highlighted.
2. Press ENT.

To select a command key on the display:

1. Use the direction keys to highlight the command key.
2. Press ENT.

To return to a previous menu level from a sub-menu, option or list, press ESC.

## Scanning Guidelines

### Scanning Mode

The Pen is in scanning mode when the red light at the tip of the Pen is blinking. Scanning mode is disabled when accessing menus.

### Scanning Direction

Text can be scanned from right to left or from left to right. Both will produce the same results.

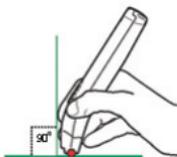
### Scanning Restrictions

The Pen scans and recognizes printed text in a wide range of languages, font types and point sizes (6-22 points, up to 8mm) and in a variety of colors on contrasting backgrounds (except red on white, white on red, blue on black and black on blue). It does not recognize handwriting, cursive fonts, mathematical symbols or other profession-specific signs.

### Tips for Good Scanning

To ensure optimum scanning results:

- Hold the Pen at the correct scanning angle.
- Place the scanning material on a flat surface.
- Ensure scanning material is good quality and pages are not creased. Poorly photocopied materials may provide bad results.
- Do not scan too fast.



Correct scanning angle of 90°

### Poor Character Recognition

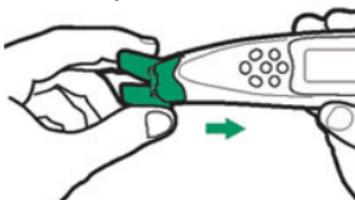
Poor character recognition may occur for the following reasons:

- Low quality scanning material.
- The scanning settings are not set correctly (e.g. Inverse).
- Holding the Pen at the wrong scanning angle.
- Scanning too fast.

## Learning to Scan (using the Trainer)

This tutorial uses the **Scan and Store** application and the plastic scanning Trainer provided with your Pen.

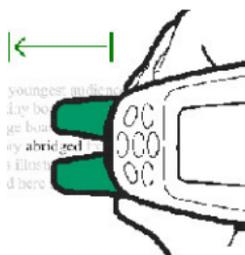
1. Slide the Trainer onto the tip of the Pen (instead of the cap) and press into place.



2. Turn the Pen on. The **Pen Main Menu** appears. If the **Pen Main Menu** does not appear, press ESC until it is visible on screen.
3. Scroll to the **Scan and Store** application using the direction keys and press ENT.
4. Scroll down to **New File** and press ENT.
5. Scroll down to **OK** and save the default file name. A blank screen appears with a blinking cursor.
6. Position the Pen at a 90° angle and center the following text between the feet of the trainer. This angle should be maintained even when scanning without the trainer.

Use the following practice sentence:

This sentence will help me practice scanning.



7. Glide the Pen from right to left in a straight line over the text. Start scanning 1cm from the end of the text and finish 1cm after the beginning of the text.
8. The scanned text will appear on the screen. If the text does not appear correctly on the screen, press ENT to erase it and scan again.

## Downloading and Installing the Pen Software

Download the installation software from the internet in order to install the USB cable and Desktop application needed to connect your Pen to the PC.

The software can be downloaded from the following location:

<http://www.wizcomtech.com/quicktory2prem/>

Use the installation software to:

- **Install Product on PC:** Install the USB driver and **WizCom Desktop** necessary for transferring data between your Pen and PC.
- **Install Add-Ons:** Install additional components on your Pen, such as dictionaries, interface languages, spellers (for enhanced scanning recognition for specific languages). The USB driver must be installed (from **Install Product on PC**) before you can install any Add-Ons.

## Installing the WizCom Desktop

While the Pen can be used as a stand-alone device, installing the **WizCom Desktop** allows you to transfer files between your Pen and PC. To install the Desktop you will need your Pen, the USB cable provided with the Pen, and the installation software downloaded from the internet.

*Important: Do not connect the USB cable to your computer until you have completed the USB driver installation.*

To install the Desktop:

1. Download and run the installation software from the internet. (See **Downloading and Installing the Pen Software** above).
2. From the **Main Menu** click **Install Product on PC**.
3. Follow the instructions to install first the USB driver and then the **WizCom Desktop**.

*Note: Please restart your computer if requested to during the installation procedure.*

## Establishing Pen-PC Communications

Do the following to check that your Pen and PC are configured correctly for Pen-PC Communications:

### On the Pen:

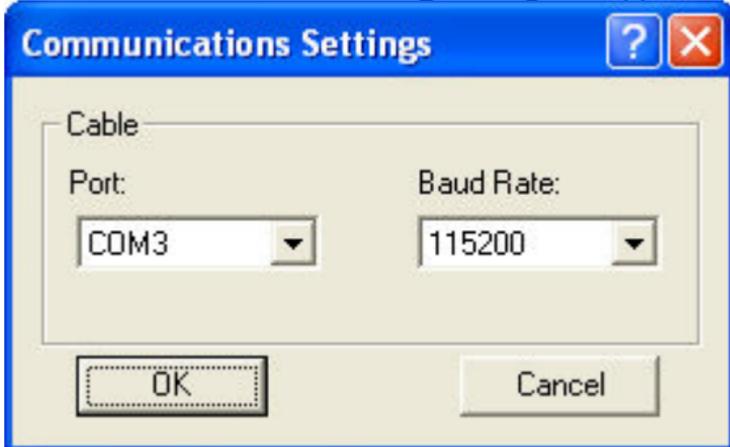
To set the Pen communications settings:

1. Turn the Pen on, scroll down to **Options** in the **Pen Main Menu** and press ENT.
2. Scroll down to **Advanced Options** and press ENT.
3. Scroll down to **Set Baud Rate** and press ENT.
4. The baud rate should be set to 115,200. Scroll down until you see 115200 on screen and press ENT.
5. Press ESC twice to return to the **Pen Main Menu**.

### On the Desktop:

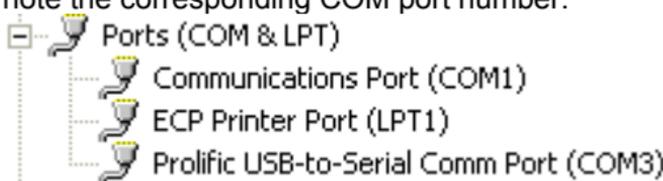
To view the Desktop application communications settings select **Communications Settings** from the **Pen Communications** menu on the **Menu Bar** of the Desktop application.

The **Communications Settings** dialog box appears:



## Getting Started

The correct settings (when using the USB cable) should be as follows:

1. The **Port** should correspond to the COM port being used by the Pen. To find out whether the port is correct do the following:
  - a. Connect the USB cable to a USB port on your PC.
  - b. On your computer go to **Start/Settings/Control Panel** and select **System**.
  - c. Click on the **Hardware** tab and then click on the **Device Manager**.
  - d. Scroll down to **Ports (COM & LPT)** and open the drop-down list of ports.
  - e. Find the "Prolific USB-to-Serial Comm Port" and note the corresponding COM port number.

The screenshot shows the Windows Device Manager window with the 'Ports (COM & LPT)' category expanded. It lists three ports: 'Communications Port (COM1)', 'ECP Printer Port (LPT1)', and 'Prolific USB-to-Serial Comm Port (COM3)'. Each port has a small icon to its left.
  - f. Go back to the **Communications Settings** dialog box and modify the **Port** option accordingly.
2. The baud rate should be set to 115,200.
3. Click **OK**.

*Note: If the "Prolific USB-to-Serial Comm Port" is not listed under **Ports (COM & LPT)** it means that the USB driver has not been installed correctly. Rerun the driver installation. If at any stage you are requested to restart your computer, please do so.*

Once this is complete, run the **Communications Wizard** to establish communications between your Pen and the PC.

Make sure you are an administrator on your PC and that the cable jack is pushed firmly into the Pen (until you hear the last little "click").

The **Communications Wizard** can be accessed from the **Help** menu on the **Menu Bar** of the **WizCom Desktop**.

# The Pen

## Main Pen Functions

You can access all the main Pen functions from the **Pen Main Menu** which can be seen when turning your Pen on for the first time. Use the direction keys to scroll through the menu options, and ENT to enter an application or access a function or menu. Press ESC to return to the **Pen Main Menu** from within any of the options.

The **Pen Main Menu** contains the following options:

### Scan and Store

The **Scan and Store** application enables you to scan printed text into your Pen. This text can later be transferred to your computer. See page 12.

### Scan and Translate

The **Scan and Translate** application allows you to scan and translate text. See page 14 for information on installing additional dictionaries.

### Scan to PC

The **Scan to PC** application enables you to scan text directly into Windows applications. See page 22.

### Scanning Training

Learn how to scan using the built-in scanning training. See page 25.

### Send Stored Files to PC

Activates the process, which transfers files between your Pen and PC. See page 26.

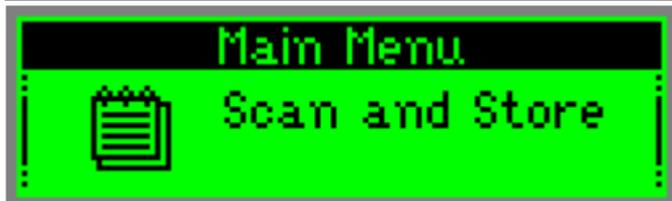
### Options

Allows you to change settings on your Pen, such as the scanning language and the menu type. Use advanced options to initiate communication between your Pen and PC. See page 29.

### Information

Displays information about your Pen's current status. See page 31.

## Scan and Store



Use **Scan and Store** to scan printed text, such as excerpts from journals and books, into your Pen. Access **Scan and Store** from the **Pen Main Menu**.

To create a new file, select **Create New File** from the **Scan and Store Menu** which opens as soon as you enter the application. Press ESC from the **Scan and Store Menu** to return to the **Pen Main Menu**.

The scanning screen will appear, with a blinking cursor:



Scan text directly into this screen. The text appears highlighted. If the scanned text is unclear, erase it by pressing ENT while it is still highlighted. Otherwise, continue scanning. The next scans will appear consecutively on screen.

To erase individual characters, move the blinking cursor to the point after the character you wish to erase and press ENT.

To insert text at a specific point, move the blinking cursor to that point using the direction keys. New scanned text will be inserted at the location of the blinking cursor.

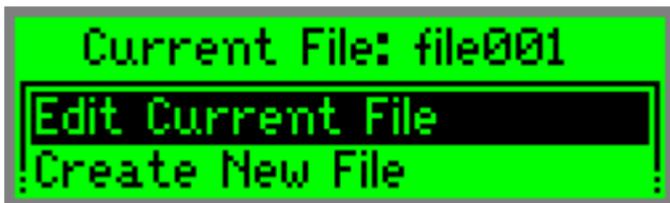
Scroll through the text using the direction keys. Insert a new paragraph at the end of the text by pressing .

Use the **Set New File Language** option in the **Scan and Store Menu** to change the scanning language for the next new file you create.

## Transferring Files to the PC

To transfer stored files to the PC, launch the **WizCom Desktop**, connect the USB cable to both Pen and PC and select **Send Stored Files to PC** from the **Pen Main Menu**. To change the default **Send Stored Files to PC** settings, see **Change File Transfer Settings** on page 28.

## The Scan and Store Menu



The **Scan and Store Menu** contains the following options. Select the option to perform the function described. To return to the **Scan and Store Menu** from within a file, press ESC.

### Edit Current File

The last file you opened is called the current file. Select this option to open the current file for editing.

### Create New File

Select this option to create a new file. Scan in the file name and select **OK**. The scanning screen will appear.

### Open File

Open an existing file for viewing or editing.

### Delete File

Delete an existing file.

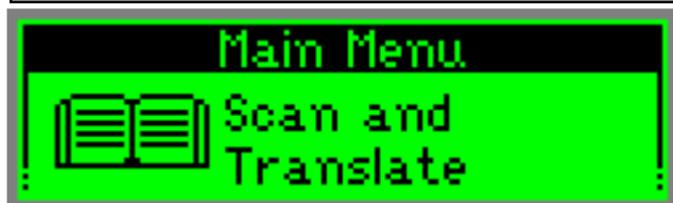
### Set Scanning Direction

Choose between horizontal and vertical scanning when the file language is set to Chinese.

### Set New File Language

Choose the scanning language you wish to use for the next new file you create.

## Scan and Translate



Use the **Scan and Translate** application to scan and translate text in various languages. Hear scanned text read aloud from either the **Split Screen** or the **Dictionary Screen**.

Access **Scan and Translate** from the **Pen Main Menu**. You will reach the **Input Screen** and the red light at the tip of the Pen will flash. Scan into any screen as long as the red light is flashing. Scanning is disabled when accessing menus.

## Installing Dictionaries

Dictionaries can be installed from the WizCom website from the following link:

<http://www.wizcomtech.com/dictionaries>

Click on the dictionary you wish to install and follow the instructions provided.

## The Scan and Translate Screens

The **Scan and Translate** application has three main screens, the **Input Screen**, the **Split Screen** and the **Dictionary Screen**. You can scan into any screen when the red light at the Pen tip is blinking. Text on screen will be over-written by the newly scanned text.

## The Input Screen

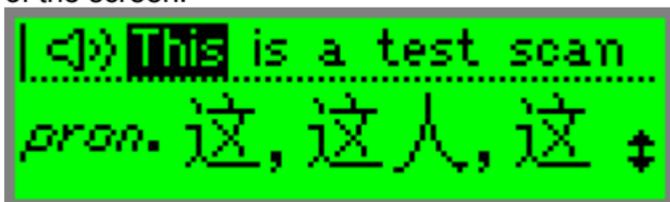
This is the screen that appears when you enter the **Scan and Translate** application. Scan text directly into this screen. The box on the top right shows the currently selected dictionary.



- After scanning, text is displayed in the **Split Screen** or the **Dictionary Screen**.
- Press ENT from the **Input Screen** to access the **Scan and Translate Menu**.

## The Split Screen

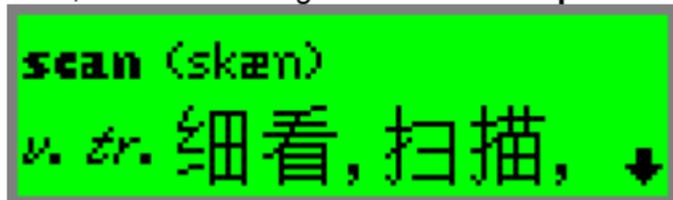
The **Split Screen** appears after scanning more than one word. The scanned text appears on the top of the screen, and the translation of the highlighted word appears on the bottom of the screen.



- Scroll through the scanned text using  $\leftarrow$  or  $\rightarrow$ . The  $\rightarrow$  arrow indicates that scrolling to the right will reveal the rest of the scanned text.
- Scroll through the dictionary entry for the highlighted word using  $\uparrow$  or  $\downarrow$ .
- Press ENT to view the highlighted word in the **Dictionary Screen**.
- If the selected dictionary supports reading aloud, use  $\leftarrow$  to scroll to the  $\leftarrow$  icon (voice). Highlight the icon to hear the scanned text read aloud. Press ENT to hear the text read aloud again.
- Press ESC to return to the **Input Screen**.

## The Dictionary Screen

The **Dictionary Screen** appears after scanning a single word, or after selecting a word from the **Split Screen**.



- Scroll through the dictionary entry using ▲ or ▼.
- If the selected dictionary contains support for reading aloud, press ENT to hear the word read aloud.
- If accessed from the **Split Screen**, press ESC to return to the **Split Screen**.

## The Scan and Translate Menu

Press ENT from the **Input Screen** to access the **Scan and Translate Menu**. To return to the **Input Screen** press ESC. The **Scan and Translate Menu** contains the following options. Options may vary depending on the selected dictionary:

### Hear English Speech

When **Hear English Speech** is selected, the **Scan and Translate** application reads scanned text aloud the moment you select it for translation.

### Set Volume

Use this option to adjust the volume level of the speaker.

1. Select **Set Volume**. The adjustment bar appears.
2. Adjust the volume level to the setting you want using ▲ or ▼ and press ENT.

### Set Speaking Speed

This option enables you to adjust the speed at which the Pen pronounces words.

1. Select **Set Speaking Speed**.
2. Adjust the speed using ▲ or ▼ and press ENT.

### Set Scanning Direction

This option allows you to choose between horizontal and vertical scanning in dictionaries such as Chinese Simplified→English.

### View Translated Words

This option displays a chronological list of the most recently displayed words, with the last word you defined at the top. The history list can store up to 80 words. Once the list is full, the oldest word is deleted from the list to make room for the most recent one.

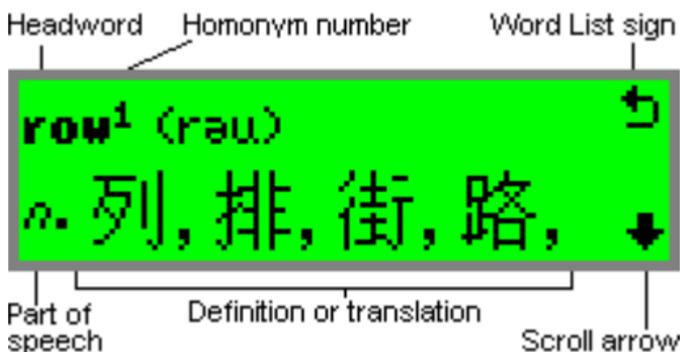
### Select Dictionary

View a list of the dictionaries on the Pen and change the selected dictionary. This option is only available if there is more than one dictionary installed on the Pen.

## The Dictionary Entries

The dictionary entries contain various elements and indicators. The following examples are taken from the English to Chinese Simplified and German to English dictionaries.

*Note: Not all dictionaries contain all the elements mentioned.*



### Scroll Arrows

The scroll arrows on the bottom right of the screen indicate that you can scroll up and down to view the entire dictionary entry.

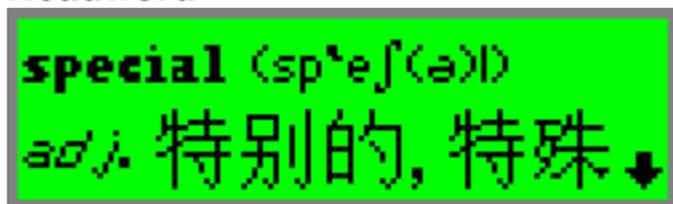
## Word List ↗

The **Word List** sign appears at the top right of the **Dictionary Screen** and indicates that there are additional entries for the headword on screen. Press ESC to view the **Word List**.

The **Word List** appears:

- When the scanned word corresponds to more than one dictionary entry. For example, if you scan the word “dressing”, the Scan and Translate application enables you to choose between the dictionary entries “dress” and “dressing”.
- When the scanned word is a homonym, a word that is the same as another in spelling but different in meaning.
- After scanning an idiom or phrasal verb, **Scan and Translate** will automatically recognize the entire phrase from the first word highlighted, and will provide a **Word List** containing both the whole idiom and the first highlighted word.

## Headword



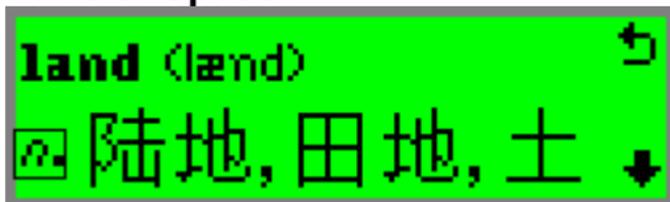
The selected word or a derivative of the selected word, may consist of more than one word. The screenshots here display the headword "special" and the word "ate", a derivative of the headword "eat".

## Phonetics



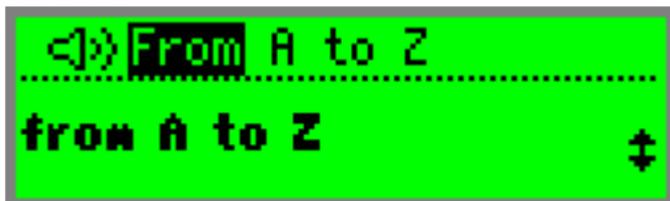
The phonetic transcription of the headword.

## Parts of Speech



Categories of words that describe their particular function, e.g. nouns, verbs, adjectives.

## Idioms



Expressions or phrases usually composed of a sequence of words. They can be identified:

- Automatically within a sentence
- By scrolling through the translation of the first word of the sequence.

If you scan text containing an idiom, **Scan and Translate** will automatically display the translation of the idiom when the first word is highlighted, i.e. the idiom "From A to Z" displayed from the headword "From".

## Split Verbs



If you scan a single word which is part of a split verb:

1. The translation will appear along with the **Word List** icon. In the **Word List**, the **SPLIT VERB** option appears allowing you to scan the first part of the split verb.
2. The message "Scan 1st part" will appear allowing you to scan the first part of the split verb in order to view the translation of the entire verb.

If you scan a line of text containing a split verb (e.g., in the German to English dictionary), the **Scan and Translate** automatically recognizes the verb and combines the parts.

The dictionary entry for the verb is displayed as soon as you highlight the first part of the verb that appears in the sentence. For example, if you scan in the sentence "ihr stellt etwas auf", the dictionary entry for "aufstellen" appears as soon as you highlight "stellt".

## Compound Words



If you scan a word that is not a dictionary entry, but is a compound word consisting of existing dictionary entries (e.g., in the German to English dictionary), the **Scan and Translate** separates the compound word into its respective entries.

The translation of the primary word in the compound word appears first, with the **Word List** sign next to it.

To display the dictionary entry for another part of the compound word:

- Press ENT to go to the **Dictionary Screen** (if you scanned more than one word).
- Press ESC to display the word list.
- Scroll to the word you want to translate and press ENT.
- For example: If you scan the word 'Sprachgemeinschaft', the entry for 'gemeinschaft' appears. Go to the word list and select 'Sprache' to view its translation.

## Hear Scanned Text Read Aloud

Scanned text can be read aloud from both the **Split Screen** and the **Dictionary Screen**. Adjust the volume using **Set Volume** in the **Scan and Translate Menu**.

*Note: Not all dictionaries have text-to-speech functionality.*

The **Hear English Speech** option can be accessed from the **Scan and Translate Menu** when the source language of the selected dictionary is English.

When **Hear English Speech** is selected:

- Scrolling through the text in the **Split Screen** will cause the word to be read aloud as it is highlighted.
- Accessing the **Dictionary Screen** by either scanning a single word or from the **Split Screen** will cause the word to be read aloud automatically.

When **Hear English Speech** is not selected:

- Scrolling to the left in the **Split Screen** until the  icon is highlighted will cause the entire sentence to be read aloud. Press ENT when the icon is highlighted to hear the text read aloud again.
- Press ENT to hear the word read aloud in the **Dictionary Screen**.

## Homograph Pronunciation

A homograph is one of two or more words that have the same spelling but differ in origin, meaning, and sometimes pronunciation, such as "fair" (pleasing in appearance) and "fair" (market) or "wind" (wīnd) and "wind" (wĭnd).

If the selected word is a homonym, Scan and Translate will read out all the options for pronouncing the word.

## Scan to PC



Use **Scan to PC** to scan text and send it directly to the PC. Text can be scanned into any file or application on the PC that has a blinking cursor. Access the **Scan to PC** application by selecting it from the **Pen Main Menu**.

**Scan to PC** works in the same way as standard editing using a keyboard i.e., highlighted text is overwritten, text is inserted in Insert Mode or overwritten in Overwrite Mode. Using **Scan to PC** does not interfere with your regular use of the Windows application.

To use **Scan to PC**, the **WizCom Desktop** must be running on the PC. If there is no **Scan to PC** compatible application open on screen, the text will still be sent from the Pen, but will not be accessible on the PC. The **WizCom Desktop** does not need to be maximized on screen as long as it is running (the  icon appears in the notification area of the Windows taskbar).

## Using Scan to PC

To use **Scan to PC**:

1. Launch the **WizCom Desktop**.
2. Make sure that the Pen is connected to the PC with the USB cable.
3. Ensure that communications are working between your Pen and computer. If you are not sure if your communications are working, run the **Communications Wizard** from the **Help** menu on the **WizCom Desktop Menu Bar**.

*Note: If you have problems with Pen-PC Communications, see **Establishing Pen-PC Communications** on page 9.*

4. On your Pen, select **Scan to PC** from the **Pen Main Menu**. The application opens in the scanning screen so you can start scanning immediately.
5. When you have finished scanning, press ESC on the Pen to exit **Scan to PC**.

*Note: **Scan to PC** works in most Windows applications; however, it may be incompatible with some applications.*

## Scan to PC Settings in the WizCom Desktop

Use the **Scan to PC Settings** in the **WizCom Desktop** to determine what key is inserted after each line of text is sent to the PC application. The default setting is **Space**, meaning that a space is inserted after each scan appears in the application.

Access **Scan to PC Settings** from the **Pen Communications** menu on the **WizCom Desktop Menu Bar**.

From the **Scan to PC Settings** menu define the key you want to enter after each scan:

- **Space**: Inserts a space after each scan.
- **Tab**: Inserts a tab after each scan.
- **New Line**: The cursor moves to the next line after each scan.
- **Nothing**: Nothing is inserted after each scan; the next scanned text will be inserted immediately after the last character of the previous scan.

## Scanning in Different Languages

### On the Pen:

Use the left/right direction keys to change the scanning language. When the scanning language is set to Chinese, use the up/down direction keys to switch between horizontal and vertical scanning.

### On the PC:

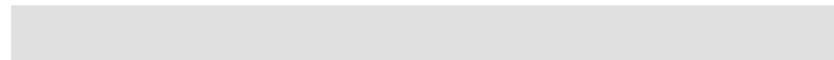
If you are scanning in languages other than English, your Windows settings (non-unicode programs option) must be configured to fully support the language you wish to use. If

## The Pen

the version of Windows you are using does not support the character set of the language you have selected, you will not be able to view the character set correctly. Language settings can be accessed through the **Windows Control Panel** settings (name of application varies depending on which operating system you are running).

The keyboard corresponding to the scanning language you require should be installed and should be active in the Windows application you wish to scan into. The **WizCom Desktop** language bar should be set to the required language.

To confirm that the language settings are correct in the Windows application, open the application you wish to scan text into and attempt to type text in the required language. If it appears correctly, the Windows application is ready.



## Scanning Training



Use the scanning training to learn how to scan correctly with your Pen.

Follow the instruction on the Pen. Use the left/right direction keys to move between screens and the ESC key to exit.

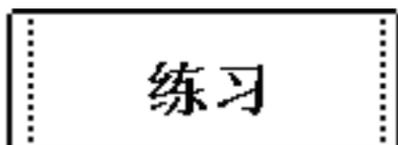
The scanning language correlates to the interface language currently selected on the Pen.

The training provides you with two options

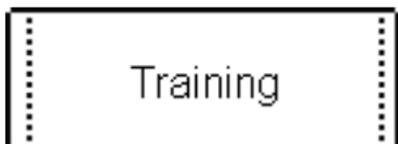
1. Scanning with the training card and plastic scanning Trainer provided with the Pen.

The following is the text provided on the training card:

Chinese Simplified:



English:



Use this training as many times as you want to perfect your scanning technique.

2. Scanning without the training card.  
Use this scanning training to practice scanning freehand without the plastic scanning Trainer.

## Send Stored Files to PC



Use the **Send Stored Files to PC** option in the **Pen Main Menu** to transfer **Scan and Store** files from your Pen to the PC using the Desktop application

To use **Send Stored Files to PC**, the **WizCom Desktop** must be running on the PC. The **WizCom Desktop** does not need to be maximized on screen as long as it is running (the  icon appears in the notification area of the Windows taskbar).

Before using **Send Stored Files to PC**, make sure to modify the default settings in the **WizCom Desktop** by accessing the **File Transfer Settings** option from the **Pen Communications** menu in the **Menu Bar**.

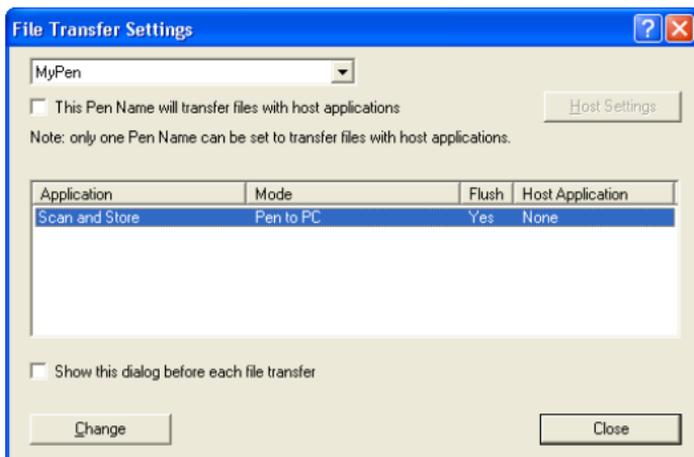
To transfer files using **Send Stored Files to PC** do the following:

1. Connect the USB cable to both the Pen and the PC.
2. Make sure that Pen communications are set to **On** in the Desktop and that communications have been established (see **Establishing Pen-PC Communications** on page 9).
3. On your Pen, scroll down to **Send Stored Files to PC** in the **Pen Main Menu** and press ENT.
4. A dialog box will open on the PC showing the file transfer process.
5. The success message will appear when the **Send Stored Files to PC** process has completed.

## File Transfer Settings in the Desktop

Use the **File Transfer Settings** dialog box to determine what happens to files saved on the Pen when you select **Send Stored Files to PC** from the **Pen Main Menu**.

If you have several Pens using the same Desktop application, you can define individual settings for each Pen, based on their individual Pen names.



To define **File Transfer Settings**:

1. Select **File Transfer Settings** from the **Pen Communications** menu on the **Menu Bar** of the Desktop to reveal the **File Transfer Settings** menu.
2. Make sure that the Pen name shown is the same as the Pen you are using. If not, select the correct Pen name from the drop-down list.
3. To select the file transfer function for each application, either double-click on the application name in the table, or click on the application name and then click the **Change** button. The **Change File Transfer Settings** menu will appear. It displays the options available for the **Scan and Store** application. See below for more information.
4. Select the option you wish to use and click OK.
5. If you want the **File Transfer Settings** dialog box to appear before each **Send Stored Files to PC** operation (to verify the settings), click on the **Show this Dialog**

**before each file transfer** checkbox prior to closing the dialog box.

6. When you have finished, close the **File Transfer Settings** menu by clicking on the **Close** button.

## Change File Transfer Settings

There are two options available when transferring Scan and Store files to the PC:

1. **Pen to PC:** The Pen files are copied from the Pen to the computer, overwriting the corresponding files on the computer. To erase files from the Pen after synchronizing check the **Flush** option.
2. **Don't transfer the files of this application:** No files are transferred between the Pen and computer; the files remain untouched.

## Synchronize with Host Applications

If you want your files to be saved in Microsoft Office compatible formats you must activate the **Host Settings** function in the **File Transfer Settings** menu.

1. Select **File Transfer Settings** from the **Pen Communications** menu on the **Menu Bar** of the Desktop. The **File Transfer Settings** menu appears.
2. Check the option **This Pen Name will transfer files with host applications**.

*Note: Only one Pen can be associated with host applications. If the checkbox is disabled it means another Pen has already been selected to interact with these applications. If you wish to change it, go through the Pen names list, find the one where the option is checked and deselect it.*

3. Click on the **Host Settings** button (now enabled).
4. Look at the information for **Scan and Store** in the **Host Application** column. Click on the column and a drop-down menu will appear.
5. Select the option you wish to activate.

## The Options Menu



Modify the default Pen settings using this menu which can be accessed via the **Pen Main Menu**. To select an option, scroll to the required option using  $\blacktriangle$  or  $\blacktriangledown$  and press ENT when the option is highlighted. To return to the previous screen without making changes, press ESC.

The **Options** menu contains the following:

### Set Interface Language

Use this option to change the language in which menus and messages appear. Select **Interface Language**.

Scroll to the interface language you want, using  $\blacktriangle$  or  $\blacktriangledown$  and press ENT.

### Set Right/Left Handed

Use this option to switch between right and left handed modes. Switching between these modes rotates the text on the display 180°.

1. Select **Set Right/Left Handed**.
2. Scroll to the mode you prefer using  $\blacktriangle$  or  $\blacktriangledown$  and press ENT.

### Set Black/White Text

Use this option to switch between scanning white text on a dark background and scanning dark text on a light background.

1. Select **Set Black/White Text**.
2. Scroll to the mode you prefer using  $\blacktriangle$  or  $\blacktriangledown$  and press ENT.

### Set Auto Shut-Off Time

If the Pen is not in use it will shut down automatically after two minutes. Use this option to change the automatic shut-off time.

1. Select **Auto Shut-Off Time**.
2. Choose the auto shut-off time you want using  or  and press ENT.

### Set Contrast

Use this option to adjust the brightness of the display.

1. Select **Set Contrast**; the adjustment bar appears.
2. Adjust the contrast using  or  and press ENT. The higher the number, the darker the display.

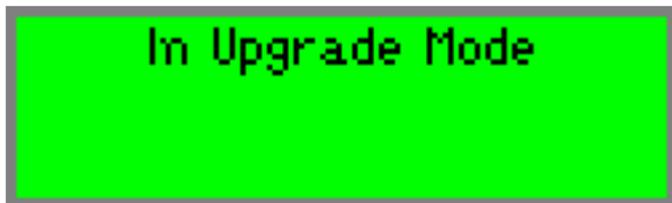
### Advanced Options

Access this option to initiate Pen-PC Communications, to change communication settings and to compact Pen memory.

#### Enter Upgrade Mode

Use **Enter Upgrade Mode** only when directed to by the **WizCom Desktop** or the product installation software. It is accessed from **Options\Advanced Options** in the **Pen Main Menu**.

**Enter Upgrade Mode** is used by the Desktop to optimize the Pen file system, to check Pen-PC Communications using the **Communications Wizard** and to launch the **Add/Remove Pen Components** dialog. It is also used to install dictionaries.



See ***Establishing Pen-PC Communications*** on page 9 to ensure that your Pen and PC are set up correctly for communication.

**Set Baud Rate**

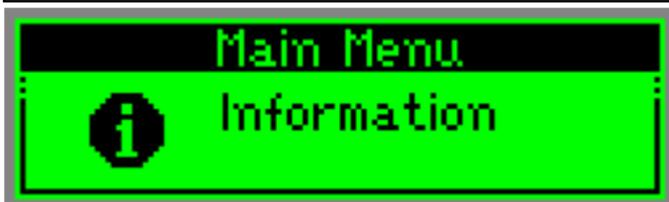
The baud rate should always be set to 115,200.

1. Select **Set Baud Rate**.
2. If the baud rate is not 115,200, scroll down using  until it is visible on screen and press ENT.

**Compact Memory**

Maximize free space on the Pen's extension card by compacting components already on the Pen.

## The Information Menu



The **Information** menu displays the following Pen information:

**View Battery Status**

Check how much power is left in the batteries. A diagram displays the power level.

**View Memory Status**

See how much memory is left on the Pen's extension card. This option is useful if you wish to know if your Pen contains enough free memory to install extra components such as dictionaries.

**View Serial Number**

View the Pen's serial number.

**Versions and Copyrights**

View Pen version number, copyright information and version number of the Pen operating system.

## The WizCom Desktop

The **WizCom Desktop** is the application your Pen uses to communicate with and transfer data to your PC. It has two main functions:

1. Transferring stored data from the Pen to the PC using the **Send Stored Files to PC** option on the Pen.
2. Scanning data directly into Windows applications using **Scan to PC**.

You can also use the Desktop to view and edit the text sent from the Pen to the PC, convert sent files to other formats, modify Pen components and optimize Pen performance by compacting the Pen file system.

### Running the Desktop

If, during installation, you selected the option for the Desktop to run upon Window's start-up, the Desktop will automatically start running when you start your computer.

To open the Desktop window, click the Desktop icon  in the notification area of the Windows taskbar and select the **Show Window** option from the pop-up menu.

If the Desktop application does not run when you start up your computer, or if you closed the application, you can start it by opening the Windows Start menu and selecting **Programs\WizCom Desktop\WizCom Desktop**.

### Exiting the Desktop

To exit the Desktop, select **Exit** from the **File** menu. Or click the Desktop icon, then select **Exit**.

Pressing ALT+F4 on the keyboard or clicking  in the upper-right corner of the Desktop window closes the Desktop window, but does not close the Desktop application. The application continues to run in the background, and the Desktop icon remains in the notification area of the Windows taskbar.

## The Desktop User Interface

The Desktop is divided into three main sections:

1. **Menu Bar:** The **Menu Bar** runs across the top of the screen. It contains all the options for using the Desktop.
2. **Toolbar:** The **Toolbar** is an iconic interface containing some of the main Desktop features.
3. **Desktop Window:** The **Desktop Window** is where all the files transferred between the Pen and PC can be viewed and edited.

### The Menu Bar

The **Menu Bar** runs across the top of the screen. It contains four menus.



**The Menu Bar**

To select an option, click on the menu and then click on the option in the drop-down list. Some menus can be activated using shortcut-key commands which are shown on the right of the menu option. Press the key sequence shown to execute the shortcut-key command.

### The File Menu

The **File Menu** contains the following options:

- **New:** Create a new file.
- **Open:** Open an existing file.
- **Save As:** Save an existing file in a different location/format.
- **Pen Names:** Add, rename or delete Pen Names.
- **Find:** Search for words in the current file.
- **Print:** Print the current file.
- **Exit:** Exit the Desktop. Note: Selecting  will minimize the application to the Windows Taskbar.

## The Pen Communications Menu

The **Pen Communications Menu** contains the following options:

- **Turn Pen Communications Off/On:** Toggle communications on and off.
- **Add/Remove Pen Components:** For **advanced users only!** Should not be accessed unless advised by Support.
- **Optimize Pen File System:** Clear empty spaces on your Pen extension card caused by file transfer and deletion.
- **Communications Settings:** Define communication settings for Pen-PC communications.
- **File Transfer Settings:** Define the settings for Pen-PC file transfer.
- **Scan to PC Settings:** Choose the key you wish to insert after each line of text is sent to the PC. The default setting is **Space**.

## The View Menu

The **View Menu** contains the following options:

- **Log:** View the history of the last three **File Transfer** sessions.
- **Interface Language:** Change the language in which menus and messages appear in the Desktop.
- **Text Size:** Change the text size in the **Files** and **Current Files Panes**.
- **Toolbar:** Hide or show the **Toolbar**, which contains icons for accessing some of the main Desktop functions.
- **Status Bar:** Hide or show the **Status Bar** at the bottom of the screen which provides information about the current status of the application files you are viewing in the Desktop application.
- **Applications:** The applications shown in the **View** menu vary depending on the applications installed on your Pen. Select an application to view the application files in the **Desktop Window**.

## The Help Menu

The **Help Menu** contains the following options:

- **Help:** Access the Desktop online help document.
- **Communications Wizard:** Run the **Communications Wizard** to establish communications between your Pen and the PC.
- **Register at WizCom Site:** Register your Pen on the WizCom website.
- **About:** View the Desktop copyright and version information.

## The Toolbar

The Desktop **Toolbar** is located beneath the **Menu Bar** and allows quick access to some of the most-used Desktop functions. To select a toolbar option, click on the icon. To hide or show the toolbar, select **Toolbar** from the **View** menu.

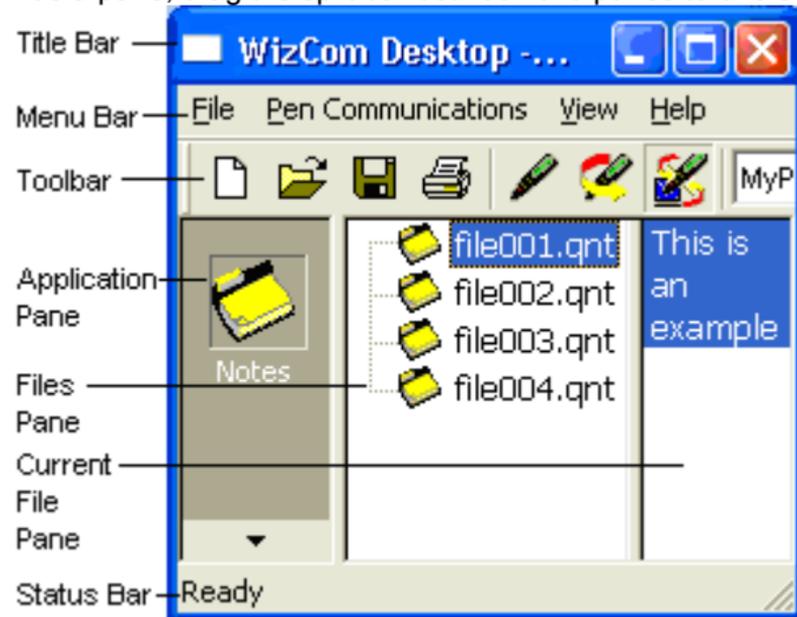


The **Toolbar** contains the following options:

|   |   |
|---|---|
|    | <b>New:</b> Create a new file in the selected application.                            |
|    | <b>Open:</b> Open a file in the selected application.                                 |
|   | <b>Save As:</b> Save the current file under a new name or in a different format.      |
|  | <b>Print:</b> Print the current file.   |
|  | <b>Pen Names:</b> Add, rename or remove <b>Pen Names</b> .                            |
|  | <b>Add/Remove Pen Components:</b> Add or remove Pen components.                       |
|  | <b>Turn Pen Communications Off/On:</b> Toggle Pen communications off and on.          |
|  | <b>Current Pen Name:</b> Shows the name of the Pen currently selected on the Desktop. |
|  | <b>Help:</b> Accesses the Desktop online help.  |

## Desktop Window

The Desktop Window is split into vertical panes. To resize or hide a pane, drag the split bar between two panes to one side.



## Applications Pane

The left pane is the **Applications Pane** and displays the icons of all the applications installed on the Pen. Click on the application icon to view the files associated with the application.

## Files Pane

The **Files Pane** displays the list of files for the application. Select a file name to view the contents of the selected file in the right pane, the **Current File Pane**.

## Current File Pane

Files can be created, opened and edited in this section. To open a file, select  from the toolbar or **Open** from the **File** menu and choose the file you wish to open. For applications with a middle pane, click on a file from the **Files Pane**. Only one file can be opened at a time.

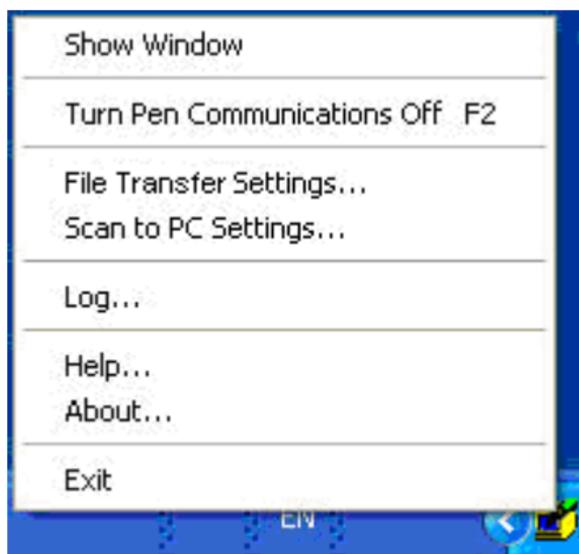
*Note: Any changes made to files are saved automatically.*

## The WizCom Desktop Taskbar Icon

The Desktop icon  is located in the notification area of the Windows taskbar. If you have set the Desktop to launch upon startup, the icon will appear automatically each time you start your computer. If not, the icon will appear only after you launch the Desktop.

When the Desktop is open on screen, clicking the  icon on the top right of the screen will not exit the application, but will cause it to minimize to the taskbar.

The Desktop is still running in this state. Clicking on the icon will cause a pop-up menu to appear with the following options:



The **Taskbar Menu** contains the following options:

- **Hide/Show Window:** Minimize or maximize the Desktop application.
- **Turn Pen Communications On/Off:** Activate or deactivate Pen-PC Communications.
- **File Transfer Settings:** Modify the file transfer settings using the **File Transfer Settings** dialog box.
- **Scan to PC Settings:** Define the character to be inserted after each line of text you scan using the **Scan to PC Settings** dialog box.

- **Log:** See the log of the last Pen-PC communication activity.
- **Help:** Access this document.
- **About:** View the copyright and version information for the Desktop application.
- **Exit:** Exit the Desktop application.

## Changing the Desktop Interface Language

The Desktop contains support for both Chinese Simplified and English user interfaces.

To change the Desktop interface language:

1. Select **Interface Language** from the **View** menu on the **Menu Bar**. The **Interface Language** dialog box appears.
2. Select the interface language you want from the list and click **OK**.
3. Restart the Desktop.

*Note: Your Windows settings (non-unicode programs option) must be configured to support the selected language. If your Windows version doesn't support the character set of the selected language, you will not be able to view the character set correctly.*

*Language settings can be accessed through the Windows **Control Panel Regional and Language Options** setting (name of setting menu varies depending on which operating system you are running).*

## Pen-PC Communication Settings

There are four ways in which the Pen communicates with the PC via the Desktop application:

- **Send Stored Files to PC** (initiated by Pen)
- **Scan to PC** (initiated by Pen)
- **Optimize Pen File System** (initiated by Desktop)
- Launching the **Add\Remove Pen Components** dialog (initiated by the Desktop)

When communicating with the PC, the Pen must be connected to the PC using the cable provided with the Pen.

## Communication Settings

The **Communications Settings** dialog box (accessed from the **Pen-PC Communications** menu on the **Menu Bar**) allows the following information to be modified:

- The type of communications.
- The communications port on the computer to which the connection device is associated.
- The communications baud rate (the speed at which the data is transmitted).

Communications settings must be defined correctly on both the Pen and Desktop in order for the two to communicate. See ***Establishing Pen-PC Communications*** on page 9 to configure the correct communication settings for both the Pen and PC.

## Desktop Modes - Turn Pen Communications Off/On

The Desktop application runs in two modes - online or offline. The default mode is online.

### Offline Mode

When the computer is offline, communications with the Pen are disabled. The Desktop cannot detect communications from, or initiate communications with the Pen. The **Pen Communications** menu options are disabled.

To disable Pen communications, select **Turn Pen Communications Off** from the **Pen Communications** menu on the **Menu Bar**, or deselect the  icon on the **Toolbar**. The option toggles to **Turn Pen Communications On**.

Select **Turn Pen Communications On** to re-enable Pen communications.

### Online Mode

When you are working online, communications with the Pen are enabled. The Desktop occupies the communications port on your computer and is in a state of readiness to receive communications from the Pen. It detects **Send Stored Files to PC** or **Scan to PC** commands being sent from the Pen, and can also initiate Desktop-controlled communications, such as optimizing the Pen file system using the Pen's **PC-Controlled Communication** option.

*Note: When Pen communications are enabled, the communications port specified in the communications settings on the Desktop is busy, and cannot be used for any other purpose.*

## Optimize the Pen File System

When you delete data from your Pen (either manually or by using the **Flush** option in the **File Transfer Settings** dialog box), the area that was used by the data is not actually deleted from the extension card memory. The **Optimize Pen File System** option enables you to free up those areas on the Pen's extension card memory that are no longer being used by application data.

To optimize your Pen's file system:

1. Turn your Pen on and select **Options/Advanced Settings/ Enter Upgrade Mode**.
2. Select **Optimize Pen File System** from the **Pen Communications** menu on the **Menu Bar** of the Desktop application. A progress bar appears on the computer that displays the progress of the optimization process.
  - If communications between your Pen and PC fail, an error message appears when you select

**Optimize Pen File System.** Try running the **Communications Wizard** from the **Help Menu** on the **Menu Bar** to correct the communications setup.

- If the Pen you have connected is not recognized by the Desktop, you are prompted to use the current **Pen Name**, choose an existing **Pen Name** or create a new **Pen Name**.
3. When the process is complete, a success message will appear.

***Important:** Do NOT abort the **Optimize Pen File System** process before it is completed. Failure to complete the process may result in the loss of all the Pen data.*

## Add/Remove Pen Components

The **Add/Remove Pen Components** menu is accessible via either the **Pen Communications** menu on the **Menu Bar** of the Desktop application, or by clicking  in the **Toolbar**. The dialog can only be launched when the Pen is connected to the PC and **Enter Upgrade Mode** has been selected on the Pen.

This dialog is for **advanced users only** and should not be accessed unless directed to by Support personnel.

## Recover Components Deleted from the Pen

If you do access the **Add/Remove Pen Components** menu and accidentally delete components from the Pen, use the product installation software to reinstall the lost components.

The product installation software contains a **Restore Pen** option which will restore any components you may have deleted.

## Managing Several Pens in the Desktop

You can use more than one Pen with the same Desktop application. Each Pen is defined on the Desktop by a unique **Pen Name** to make it recognizable by the software. The **Pen Names** dialog box contains several options for managing the

Pens in the Desktop. Use it to add, rename or remove a Pen or to set the current Pen.

Access the **Pen Names** dialog from the **File** menu on the **Menu Bar** or by clicking  on the **Toolbar**. The default **Pen Name** is "MyPen".

## Adding, changing and deleting Pens

- To add a Pen: Open the **Pen Names** menu and select **Add**. Type in a name for Pen and click **OK**.
- To change a Pen: Open the **Pen Names** menu and select the **Pen Name** you want to change. Select **Rename**, type the new name into the **Rename** box and click **OK**.
- To delete a Pen: Open the **Pen Names** menu and select the **Pen Name** you want to delete. Select **Remove**, click **Yes** when the confirmation message appears and click **OK**.

## Set the Current Pen

You can change the current Pen at any time by using the **Current Pen** drop-down list in the **Toolbar**.

Alternately, to set the current Pen: Open the **Pen Names** menu and select the **Pen Name** that you want to set as the current Pen. Select **Set as Current** and click **OK**.

## Working with Files in the Desktop

**To create new files:** Click on the **Scan and Store** icon and click  on the **Toolbar**. Type a name in the **New File** box and click **OK**.

Add or delete paragraphs by right-clicking in the **Current File Pane** and selecting the required option from the menu.

**To edit files:** Select the file you want to edit from the **Files Pane**. Double-click on the paragraph you wish to edit and a blinking cursor will appear at the beginning of the paragraph indicating that the text in the paragraph can be edited using the regular Windows keyboard editing commands.

*Note: All modifications made to files are automatically saved by the Desktop.*

**To open an existing file or import a file:** Clicking on the application icon in the **Application Pane** and click  on the **Toolbar**. Locate the file you wish to open and click **Open**.

**To save files with a different name or in a different format:** Click  on the **Toolbar**. Choose the format, file name and location and click **Save**.

**To delete files:** Right-click on the file you wish to delete in the **Files Pane** and select **Delete File** from the pop-up menu.

## Additional Information

### Batteries

Your Pen comes with 2 AAA Alkaline batteries. If the batteries are low, the "Replace Batteries" message appears on the Pen. When the batteries are about to run out, the Pen shuts down automatically. Many issues may occur on the Pen due to low batteries.

If you encounter strange behavior, check the battery level in the **Information** menu and replace batteries if relevant.

### Safety Points (Batteries)

*CAUTION: Risk of explosion if battery is replaced by an incorrect type. Use AAA Alkaline batteries only.*

- Always place 2 fresh batteries in the Pen. It is not advisable to use the Pen with batteries that are not at the same voltage level.
- Do not combine different types of batteries (e.g. rechargeable and non-rechargeable).
- Dispose of used batteries according to the manufacturer's instructions.

### Pen Maintenance

Your Pen conforms to the highest standards of craftsmanship and manufacture. To keep your product in good condition, follow these guidelines:

- Store in protective case when not in use.
- Keep away from excessive moisture and temperature extremes.
- Clean using a soft, damp cloth.
- Avoid exposing to direct sunlight for extended periods of time.

*CAUTION: To reduce the risk of electrical shock or damage to the internal components, do not spray liquid directly on the screen or allow excess liquid to drip inside your Pen.*

## Product Specification

| Feature                     | Description  |
|-----------------------------|--|
| Display Information         | Resolution: 122 x 32 pixels<br>Size: 61mm x 20mm / 2.4" x .8"  |
| Keypad                      | Push Buttons -<br>Power/ESC/ENT/Up/Down/Left/Right)  |
| CPU                         | ARM 7 TDMI   |
| Memory                      |  |
| ▪ RAM                       | 192KB  |
| ▪ ROM                       | 8 MB   |
| ▪ External memory card      | 4MB, 6MB or 8MB  |
| Communications              | USB Cable  |
| Optical Scanner             | <ul style="list-style-type: none"> <li>▪ 128 pixels linear array image sensor</li> <li>▪ 400 DPI resolution</li> </ul> |
| Power                       | 2 x 1.5V AAA Alkaline batteries  |
| Size                        | L x W x H:<br>163 mm x 38 mm x 23 mm<br>(6.4" x 1.5" x 1")   |
| Weight                      | 90 grams (3 oz.) without batteries +/- flash memory card)  |
| Safety                      | <ul style="list-style-type: none"> <li>▪ CE</li> <li>▪ RoHS</li> <li>▪ UL</li> <li>▪ FCC class B</li> </ul>            |
| Operating Temperature Range | 0°C - 40°C   |

