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I. Getting start

II. Unpack ContactPool Smart Device

III. Setup ContactPool

1. Go to ContactPool web site at www.contactpool.com to sign up for ContactPool.

2. Download the ContactPool PC application and complete the installation in your PC.
3. Connect ContactPool Smart Device with your laptop

**Note:** This is a UVC device supports plug-n-play without any installation.

4. Capture the cards on hand through SmartDevice and start to upload cards to ContactPool either through web or PC application to maintain the contacts.

**Note:** Once you select the on line cards transcribe service, the uploaded cards will be transcribe at a very low cost and updated into your existing ContactPool list.

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**IV. Detail Operation**

*ContactPool Web interface*

1. Sign up

Enter required account information as following. Then you can start to use the ContactPool.

![ContactPool Web Interface](image)

**Account Information**

- Email: [Enter Email]
- Create Password: [Enter Password]
- Create Username: [Enter Username]

**Personal Information**

- First Name: [Enter Name]
- Last Name: [Enter Name]
- Company: [Enter Company]
- Language: [Select Language]

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**Congratulations!**

You have been a ContactPool member successfully!

An activation message has been sent to your registered email: [carol@eu3c.com]

Please check it out!
2. Contact

Add contact

To add contact in ContactPool, you can go to the "Contacts" and click "Add Contact", a blank format will be pop out for manual maintenance.

Favorite

Every contact can be added into "Favorite" group or create the other group name for group management. The favorite contacts will be group and list in "Favorite" page.

Resents

To see recent editing contacts, select "Recents" in menu and you will find the recent contact information from the list.

List View

This is the function to display the ContactPool contacts in different format. They are "List view", "Detail view" and "Business Card" view for selection.
Recycle Bin
To avoid delete wrong contacts from list, the selected delete items will be move to "Recycle Bin".

Advanced Search
The feature provides quick search for a contact in ContactPool list by specific key words.

3. Service
Capture the cards on hand through SmartDevice and press "Upload" to save the cards images into ContactPool.

ContactPool also provides cards transcribe service. You can pick up a prefer package from the option below.
Once confirm the selection, the service record will show up in "My Account".

You can see the cards image transcribe status at "In Process" page.

The cards which completed transcription will be moved to "Completed" page. If there’s any card image cannot be recognized by service team, they will be listed at "Rejected" page instead. These images are required to be resend at better resolution.

4. Synchronize Contacts
The synchronize page can setup different synchronize points in ContactPool, such as Gmail, MSN, Outlook or your own laptop. Follow the instruction below to create new synchronize item, then, you can keep the completed contacts in one web location.
Synchronize point setting for Gmail and MSN:
1. Naming new synchronize point.
2. Enter email account and password. (MSN synchronize will be continued once sign in MSN)
4. Set conflict resolution.

Synchronize point setting for Laptop and Outlook:
1. Double click ContactPool Application download in laptop.
2. Add synchronize point name when a pop out window appears.
3. Go settings in ContactPool Application in laptop to enter user name and password for access ContactPool Online contacts management system.
4. Preset the synchronize preference and conflict resolution.
5. Press "Synchronize Server" to synchronize the contacts.

Ex. Synchronize ContactPool with Gmail

ContactPool PC application
1. Installation
Download the ContactPool application to your PC and completed the installation.
http://www.contactpool.com/static/downloaden.action

2. Using ContactPool
Enter ContactPool and select the function you want to apply.
Note: If you're using Vista and Win7, please run as an administrator by press right button of mouse to make sure all the function can be worked properly under the safety control.

3. Manage and Sync
When you enter "Manage and Sync.", you can start to add new contacts manually or directly sync. up the contacts with the other existing contact data, such as ContactPool Web, Gmail, or Outlook.

Press "NewContact" to add new Contact and fill the information into following format. Or apply the other menu for further editing.

To synchronize contacts at Web, please press "Sync. Server" button and fill the settings which correspond with web account.

Press OK and start to synchronize server contacts with local contacts in PC.
4. Find Contacts
Enter keyword at "Find Contacts", the contact will be sorted out from current list.

5. Take Picture
To upload the cards image through PC application, enter "Take Picture" menu and take the cards images by SmartDevice.

V. Specification

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Image Sensor:</td>
<td>2 mega CMOS sensor</td>
</tr>
<tr>
<td>Lens:</td>
<td>F no. = 2.8, 3 plastic elements,</td>
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<td>Fixed focus</td>
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<td>Automatic</td>
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<tr>
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<td>OS</td>
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