



Question: How do I set up the Dazzle License and Check Scanner ?

Answer:

GENERAL:

The ScanShell 800 or 800R USB scanners work in conjunction with the IDScan software and with DAZZLE™, to read and recognize all kinds of licenses, ID's and checks (or cheques). Your scanner and software must be purchased from “**Card Scanning Solutions**” at www.card-reader.com. You should order the Scanshell 800R scanner with the “**IDScan**” software. Please do not attempt to substitute a different scanner, and do not attempt to buy a cheaper Scanshell Scanner from EBay or somewhere else – it will not work. Dazzle has no financial connection with Card-Scanning-Solutions, and we do not benefit in any way from your purchase.

Only ONE (1) scanner per store is needed, although you can use more if you want. The scanner(s) should be installed and plugged into whichever workstation(s) are in the most central and convenient location. Due to some very clever programming in Dazzle, all your other workstations will have access to the data from the scanners. So the first thing to do is decide which station(s) will have a scanner attached.

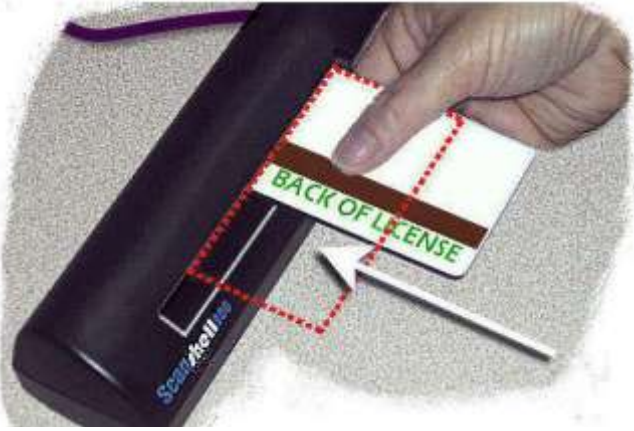
DOWNLOAD the Dazzle ID-Scanner installation program from the Dazzle-pawn website. It can be downloaded from <http://dazzlepawn.com/dazzledownloads/dazzleidscaninstall.exe>. A download password will be needed. The Dazzle ID Scanner installation software is NOT a substitute for the “**IDScan**” software. You still need to buy that. However, do NOT run the IDScan install disk until – or unless – the Dazzle install software asks you to.

IMPORTANT: The Dazzle ID Scanner installation and setup software should be installed on all stations – whether a scanner is attached or not. During the install process, the software will ask you if a scanner is attached.

SCANNER POSITION: There are two ways to mount your scanner:

- **horizontally** (or flat) on a table or countertop, with connecting cable at rear right.
 - **vertically**, attached to a wall with foam tape or velcro, with connecting cable at bottom left.
-

SCANNING LICENSES: Please scan Licenses and ID's as shown on next page.



Horizontal Mounting

Scanner should be oriented with connecting cable at rear right.

License: FACE DOWN. Insert from **FRONT**.

Orientation: PORTRAIT (shown) or LANDSCAPE (red dotted line)

Position: RIGHT end of slot.

Do not force. Scanner will pull license in direction of white arrow.



Vertical Mounting

Scanner should be oriented with connecting cable at bottom left.

License: FACE AWAY FROM YOU. Insert from **TOP**.

Orientation: PORTRAIT (shown) or LANDSCAPE (as before)

Position: LEFT end of slot.

Do not force. Scanner will pull license in direction of white arrow.

SCANNING CHECKS



Scanning Checks – any mounting

Checks (or “cheques” if you are in the UK) are always inserted **face down**, and obviously in **portrait** mode.

Do not force. Scanner will pull check in direction of white arrow.

SOFTWARE INSTALLATION

DO NOT USE the IDScan installation CD that comes with your scanner unless or until Dazzle requests it.

You must use the special **Dazzle/IDScan** install CD, or the Dazzle/IDScan install-program, available from www.dazzlepawn.com/dazzledownloads/dazzleidscaninstall.exe.

The software needs to be installed on all Workstations, whether a scanner is attached or not.

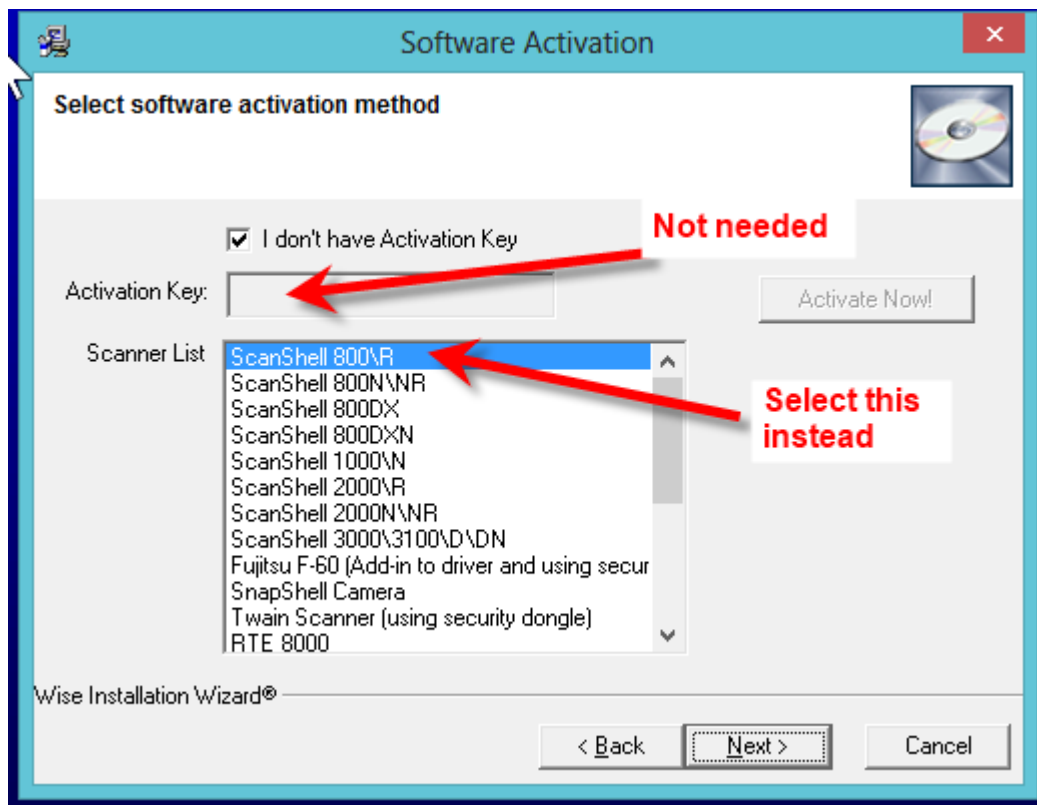
Unplug the scanner, if it is plugged in to this station at this time.

Know the product key of your scanner. This is usually on the box or in the package. It is a 16-digit number. If you cannot locate this number you can use our number, which is **99629CC12UPG9G14**.

Run the Dazzle ID Scanner installation software. It is mostly automatic. Just follow the simple on-screen instructions.

When you see the screen asking for the 16 digit product key, please enter it.

When you see the screen asking for the software activation method, click **“I don’t have Activation Key”** and then just select your scanner from the list. If any other scanner is selected, please deselect it.



If **NO** scanner is to be attached to this station, your installation is now **complete**. You can skip the rest of the setup instructions. You can now proceed to setting up the next workstation.

If a scanner is to be used on this station, plug in the ID-scanner now.

Most of the time Windows will recognize it automatically and no further action will be required. But if you see a dialog about “New Hardware Installation” it means Windows does not know where the drivers are for the scanner. In this case choose the option for **“Install drivers automatically.”** After a few seconds you should see a “balloon” saying your new hardware is ready for use.



Double click the **“ID-Scanner”** icon you see on your desktop **Do not** click the icon labeled “Clear Yesterdays Scans”

After a few 30 seconds the Scanner program will start. There is nothing to configure – Dazzle has done it all for you. However, if you are installing more than one scanner there is one small setting to change. Please call Dazzle technical support for help with this.

SCANNER CALIBRATION

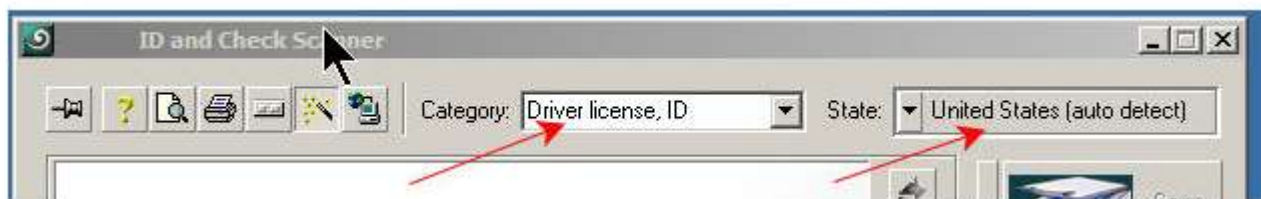
Before you can use a scanner for the first time **it must be calibrated.** Always keep your calibration card in a safe place in case it needs to be re-calibrated in the future.

Insert a license or business card into the scanner. (see pictures page 1 & 2). It will **not** pass through. You should see a message telling you to “Calibrate” the scanner. Remove the license and insert the special **“Calibration Card”** that came with the scanner. This is a white card with large black areas on it. Insert it with the all-white side uppermost. One end of the card is marked with arrows to show you which end to insert.

Click the **“Calibrate”** button. The card will pass slowly through the scanner. When finished, click the **“Done”** button.

Your scanner is now ready for use. The defaults at the top of the screen have been set to “Driver license, ID” and “United States (auto detect)” If for some reason your screen is different, please select these options manually. If you are in a different country, please select your country in the right-hand box. The system will remember your choices in the future. **Please don’t adjust or change any other settings or buttons.**

Correct settings for USA use. In Canada or Europe please select your country on the right.



TESTING YOUR SCANNER

Pass a drivers license through the scanner, in the manner shown in the pictures (page 1 & 2). You can insert the license in any orientation, it does not matter. However it must be **face-down.**

You should see an image of the license appear, and you will see the software scanning and examining it. To check that the data was extracted properly you can click the **OCR** button. You should be able to see the extracted name, address, etc.

Minimize the scanner application. From now on it will “live” down on your Windows task bar. If it is not there, it is not running. And if it is not running, your scanner won’t work. To restart it if accidentally closed, double-click the IDScan icon on your desktop. The installation program also puts a special “**startup**” link in your computer so the scanner application will automatically start every time you boot your computer.



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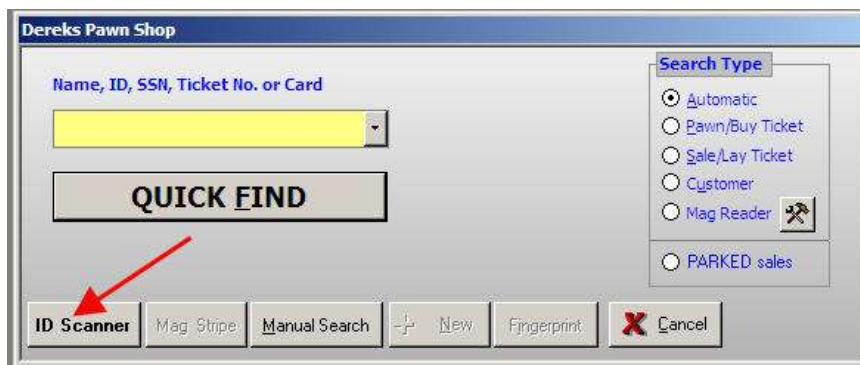
Setup and testing is now complete. You are ready to start using your scanners.

USING YOUR SCANNER(S) WITH DAZZLE

CUSTOMER LICENSES AND ID'S

HOW TO FIND A CUSTOMER USING THE LICENSE SCANNER

When the customer walks in, ask for his ID immediately and scan it. Dazzle will store that information and it will be available when you need it. Now proceed as you normally would, by pressing **F10**, or clicking on “**Quick Find**”. However, now there is no need to ask for his Social Security number (that’s not really legal anyway), and no need to ask his name. Just click on the “**ID Scanner**” button.



You will see a list of the last **few licenses (or checks) scanned**. Yours should be at the top of the list. Just Click on it.



Note: If for some reason the customer's license is not on the list, wait a moment and click the **refresh** button

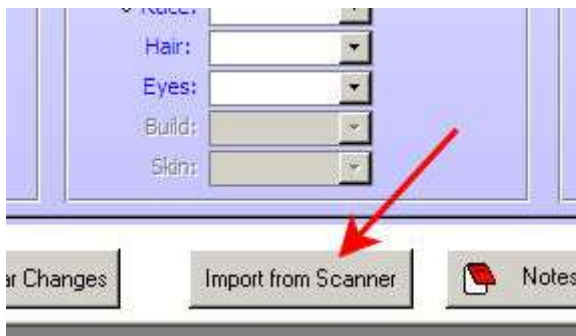
The customer's license or ID number will be instantly transferred into **Dazzle Quick Find**, and that customer will be instantly located in the database without any further action by you. You can then proceed to doing transactions with that customer.

If the customer is not found, choose "Search for this customer a different way". Dazzle will insert his name and you can just click **Quick Find** again to find by name.

The beauty of this method is – if you have to add or modify this customer, then when you display the customer window, the scanned license data will still be available for you to import with no typing. You don't need to scan the license again.

ADDING OR MODIFYING CUSTOMER DATA IN THE CUSTOMER WINDOW:

When you see the blue "Customer" screen, do **not** type in all the information. Instead, **scan** the license through the scanner. Wait a couple of seconds, then click the **'IMPORT FROM SCANNER'** button at the bottom of the screen.



You will see a list of the last **few licenses (or checks) scanned**. Yours should be at the top of the list. Just **CLICK** it.



Note: If for some reason the customers license is not on the list, wait a moment and click the **refresh** button

All that customer's data will be **instantly** imported into the customer screen with no typing. A picture of his license will appear in the Photo and Fingerprint tab. This picture will be visible every time you do business with this customer, next to his pawn and sales graphs. You can also print it, enlarged, by printing the **“Customer RAP-sheet.”**

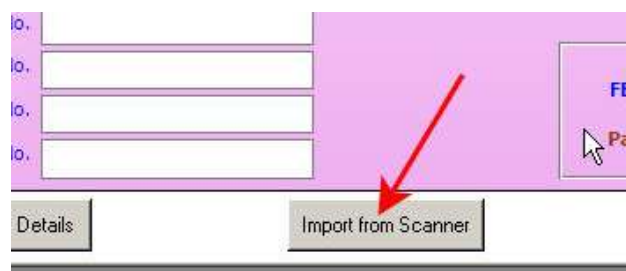


At any time you wish, in the future, if he gets a new license, you can display the customer screen, scan his license again, and click the **IMPORT FROM SCANNER** button to update all the information.

Once you have used this method, you will never want to go back to the old way of typing manually ☺

CHECKS

When you display the NEW CHECK screen to cash a check for a customer, do **not** type in the information. Instead, scan the check through the scanner. Wait a couple of seconds, then click the **IMPORT FROM SCANNER** button at the bottom of the screen.



Just as with a license You will see a list of the last few checks (and licenses) scanned. Yours should be at the top of the list. Simply click it, and the check data will be instantly imported into the check screen with no typing. A **picture of the check** will be displayed at the top right, and you can zoom in on it if you like. This picture is stored in your database and can be printed out full-size if necessary.

It will still be necessary to manually select a check **TYPE** before you can save your check transaction.

Note: If for some reason the your check is not on the list, wait a moment and click the **refresh** button.

Hand Written Information will not be read or scanned. Also, if there is a lot of artwork or logos on the check, it may interfere with reading some of the information.

THE IDSCAN “CLEAR YESTERDAY” PROGRAM.



During installation another icon was placed on your desktop called “**Clear Yesterdays Scans**”. When you scan licenses and checks each day, the program creates and stores temporary files on your server. The “Daily Delete” program simply flushes these files, so they don’t accumulate and slow down your operation. However, there is **no need** to click this icon or run this program manually, because your installation program has configured the workstation to delete unwanted files **automatically** every time it boots up in the morning.

CLEANING YOUR SCANNER(S)

We hope you enjoy your new scanner(s). We recommend you **clean** them every couple of months using the rectangular white cleaning card that came with the scanner. It looks like a piece of stiff fabric. Put a few drops of alcohol on it and run it through the scanner a few times. Do **not** use any other kind of cleaning fluid. Also, if reading performance ever deteriorates, you should re-run the **calibration** procedure, so keep the calibration card in a safe place.

This is the end of the scanner intallation and use instructions. The next section deals with troubleshooting.

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TROUBLESHOOTING YOUR SCANNER

If your scanner stops working or does not work properly, check the following points:

- Make sure the USB cable is tightly plugged into the back of the scanner.

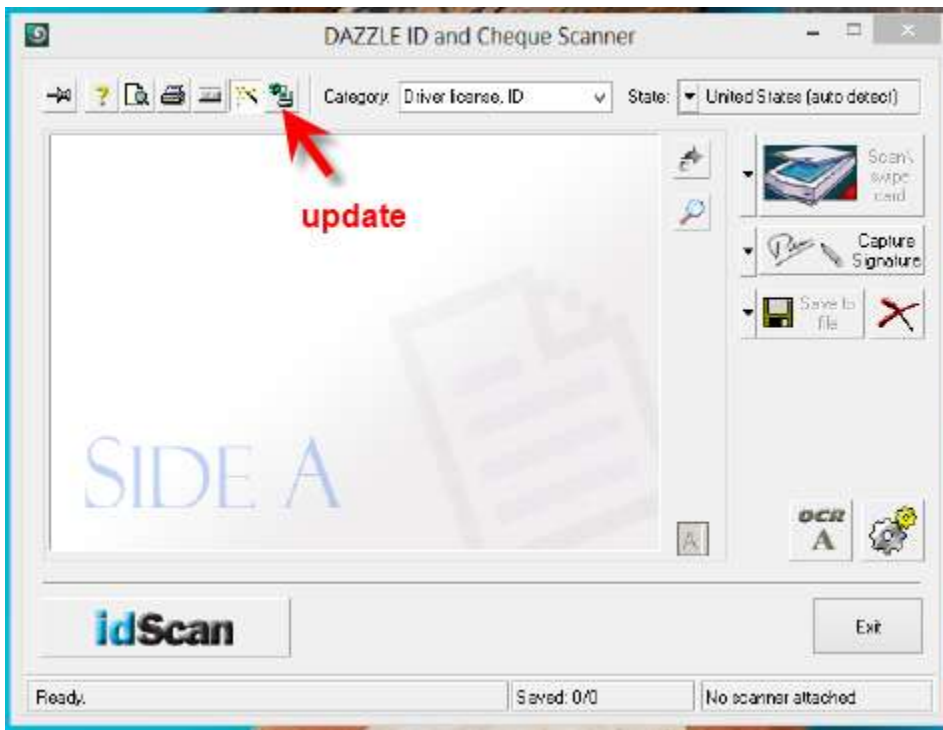


Is the scanner icon visible on the task bar? If not, the scanner program is not running. Double click the scanner icon on the desktop to start it up. This may fix the problem.

Click the taskbar icon to show the scanner program fully onscreen.

■ UPDATE SOFTWARE

Your scanner software may need updating. To do this, click the “Update” button on the scanner screen (as shown in picture below.) An internet connection will be needed.



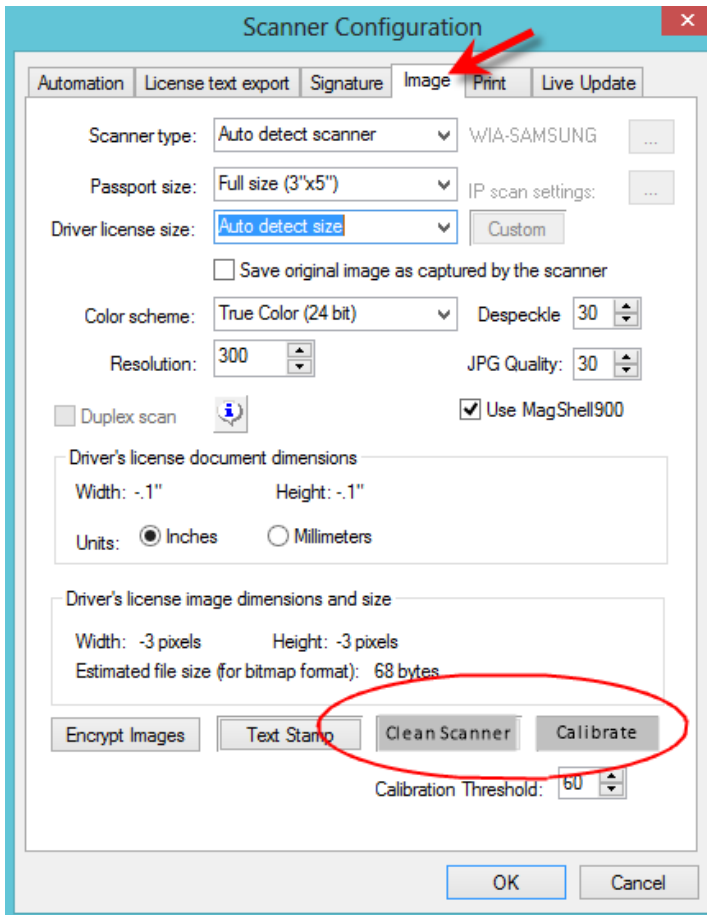
■ CALIBRATE AND CLEAN SCANNER



If you still have problems, the scanner may need CALIBRATING and/or CLEANING. Check your scanner screen and look for the “Gear wheels” button at the bottom right. If it is not visible, please EXIT/CLOSE your scanner screen and then re-open it. The button should now be visible.

Click the “Gear Wheels” button to open the “Scanner Configuration” window

Click the “Image” tab at the top. You will see a “Calibrate” button near the bottom right. (see picture below) Before you click this button, have your calibration card ready. When you click it, calibration will begin. Follow the instructions earlier in this document for calibration.



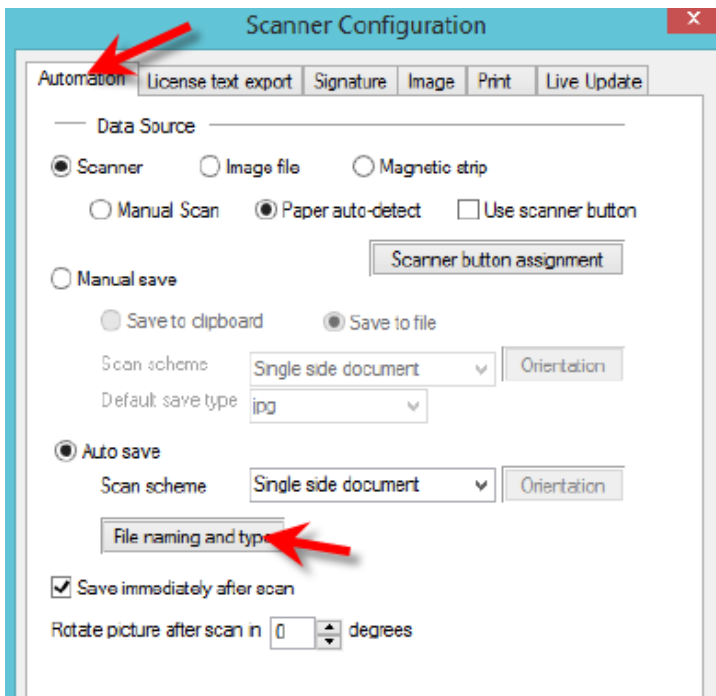
NOTE: if you don't have, or can't find your calibration card, you can download one from [here](#). Print it out on white paper, on a good printer, and cut to size where shown.

If you still have problems after calibration, the scanner may need CLEANING. Use An index card, and brush some rubbing-alcohol on it. Quickly, before the alcohol dries, click the “**Clean Scanner**” button (next to the “Calibrate” button.) Feed the wet card through the scanner. Flip the card over and repeat.

You should then repeat the calibration.

■ CHECK SETTINGS

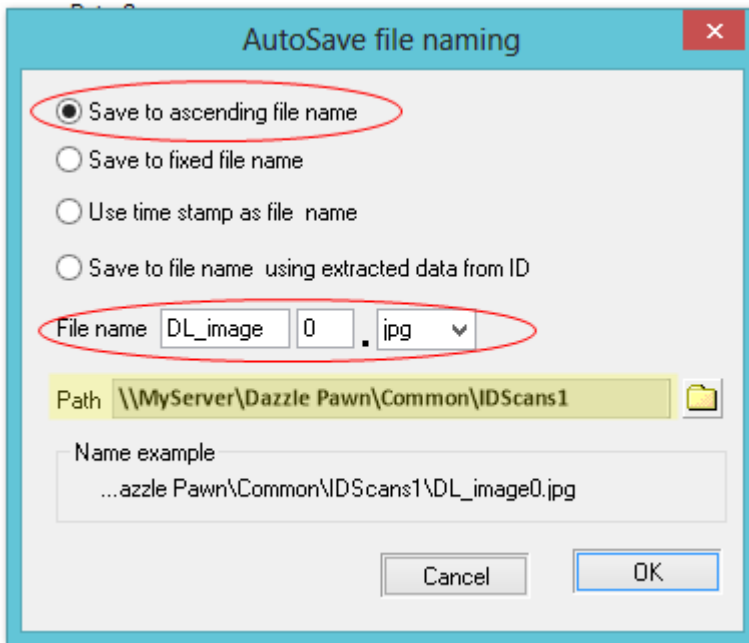
If you still have a problem, you should check all the settings, as follows:



- Click on “Automation”

Make sure ALL your settings match ALL those shown in this picture.

- NEXT: Click the “**File Naming and Type**” button. “You will see the AutoSave File Naming window.”



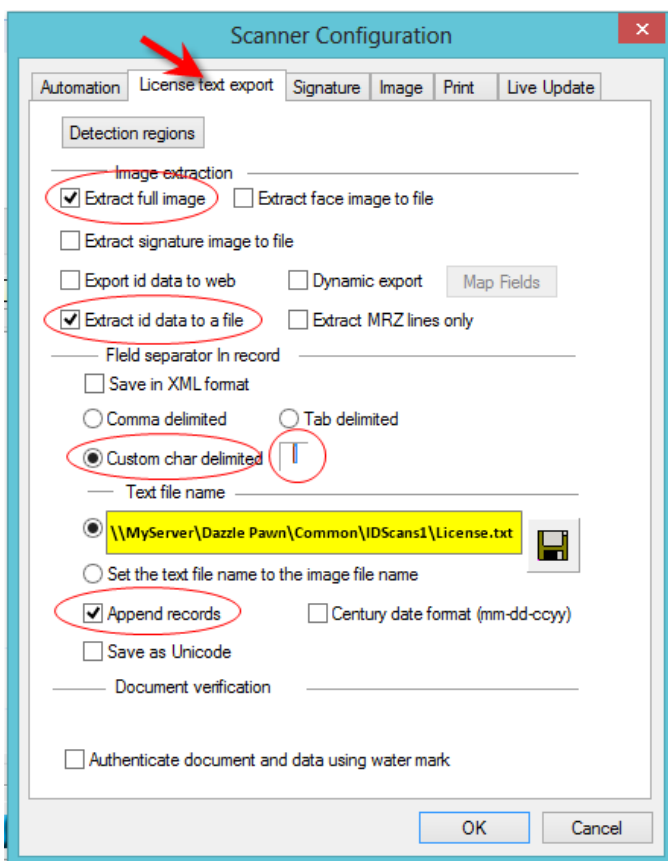
Make sure all your settings match all the settings in this picture.

Regarding the “PATH” field (shown in yellow), it must point to the “**Dazzle Pawn\Common\IDScans1**” folder of the **SERVER** in your network. Therefore the first part of the path must be the network name of your server.

Example if your server is called “MyServer,” the complete path will be:
 \\MyServer\Dazzle Pawn\Common\IDScans1.

IMPORTANT: Note the position of the slashes in the path. The path must start with two slashes. The easiest way to get this right is

to click the little folder beside the “path”, and browse your network until you come to your server, then click the “Dazzle Pawn” folder, then click “Common” then click “IDScans1”, then click OK. The proper path will be inserted for you.

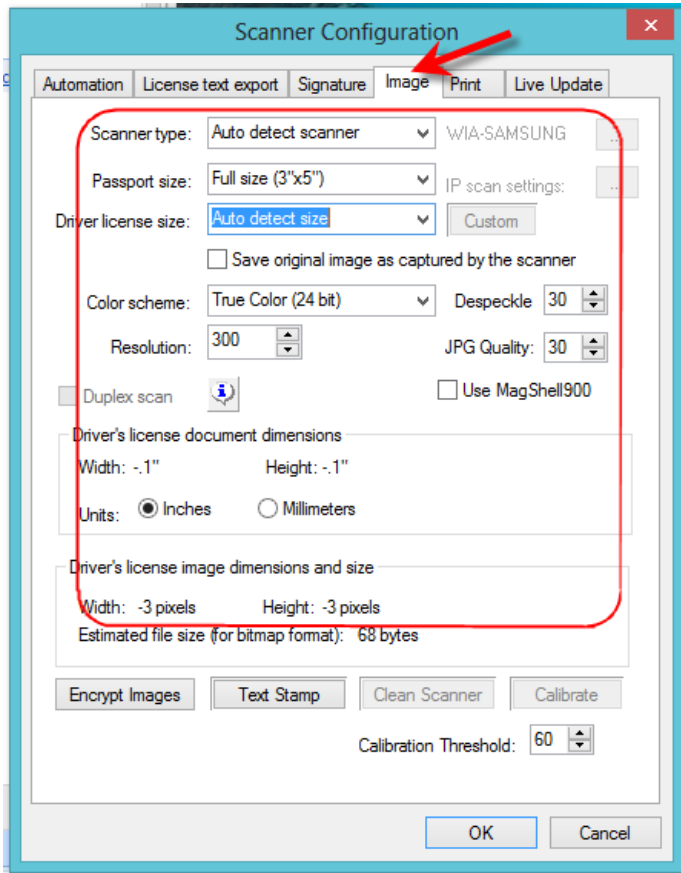


- NEXT: Click the “**License Text Export**” tab.

Make sure all your settings exactly match the settings shown in this picture.

Regarding the “**Text File Name**” shown in yellow, it should be **EXACTLY** the same as the “**Path**” name on the previous screen, but with “**\License.txt**” appended on the end. You will probably be able to copy and paste it from the previous screen, then just type the extra words on the end.

Note the field next to “Custom Char Delimited”. It should contain a **vertical bar** character like this |
 If the vertical bar is not there, you can type it in. The vertical bar is found on your keyboard just above the ENTER key. Hold down SHIFT while you press it.



- Click the “**Image**” tab

Make sure all your settings exactly match the settings shown in this picture.

The “**Scanner Type**” may say “**Auto Detect Scanner**” which is the most common setting, but you can also set it to “**Scanshell 800 series**” if you find that fixes problems, or improves performance.

- Click **OK** to close configuration.

■ **BACK ON THE MAIN SCREEN**, make sure all your settings match the settings shown below ...



- THIS COMPLETES all the configuration and settings. There is NO additional “Save” or “OK” button you need to click, so ...
- FINALLY, just click the Minimize icon at the top right to minimize your scanner to the task bar.

■ ON WORKSTATIONS THAT SHARE THE SCANNER ...

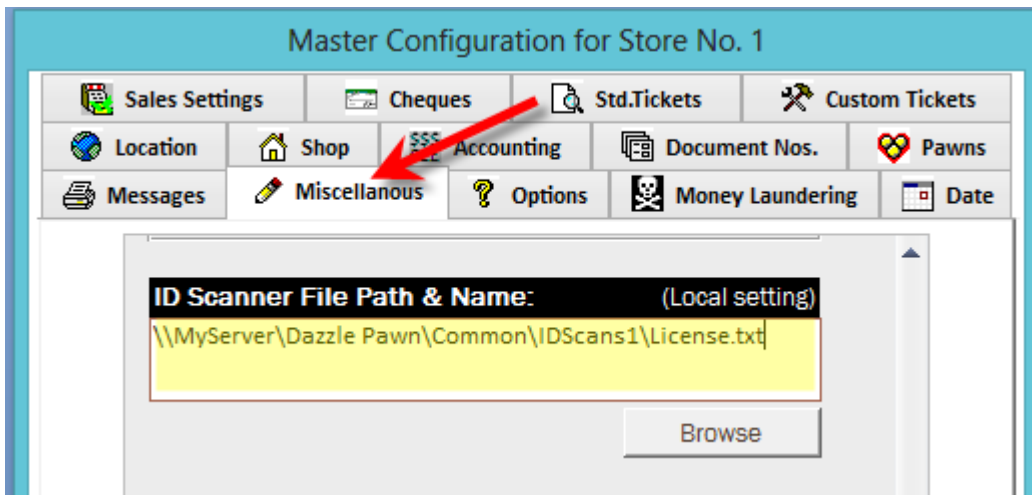
The scanner is physically attached (plugged into) one station, but all the other stations can access the scanned licenses. If other stations are not pulling up the scanned information properly, check this on each station ...

Click on OFFICE → CONFIGURATION → MASTER CONFIGURATION.

Click the “Misc” tab at the top.

Scroll half way down to the “ID Scanner” section.

You will see a section like the one shown below.



The ID Scanner File Path & Name (shown in yellow) should be exactly the same as the “text file name” you entered in the “License Text Export” tab on page 11.

Once again, the easiest way to ensure accuracy is to click the “Browse” button below this field, and browse your network until you find this exact location and file. Then click the “open” button in the browse window, to plug in the correct path and name automatically.

Click OK to close Master Configuration and save.

---This is the end of the troubleshooting section. ---