

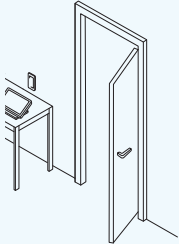
# Sansan Scanner Start-up Guide

Use this guide to make sure you have everything, and to get your Sansan Scanner Set up and running.

## Step 1. Choose a good location

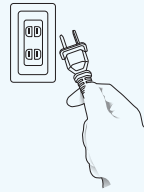
Sansan is most valuable to you when you make scanning business cards a daily routine.

Whenever possible, choose a high-traffic area where users will have easy access and a continual reminder to scan their cards.



High-traffic areas are ideal for your scanner

- By the main entrance of your office
- Near the most important shared office equipment (e.g. printer, copier)
- Break room or other space where staff often spend their time



Places with reliable power and network connection

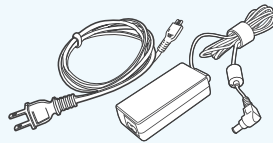
- At least two electrical outlets
- Near wired LAN (if using)
- Where there's a 60cm × 60cm area to accommodate the scanner

## Step 2. Check that you have everything

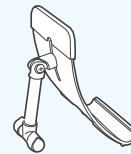
### Tablet



Tablet



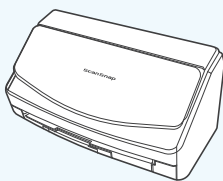
Power adapter and cord



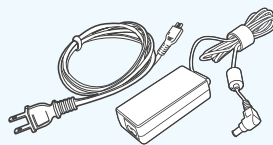
Stand

\*Not included if the tablet has a built-in stand.

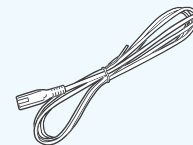
### Scanner



Scanner



Power adapter and cord



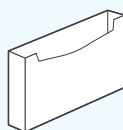
USB cable

Please note these parts **must all be returned** at the end of the contract.

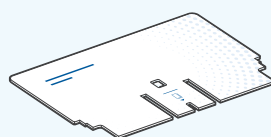
### Other items included



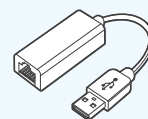
Troubleshooting Guide



Holding box



Scanner back cover



LAN adapter  
(if using wired LAN)



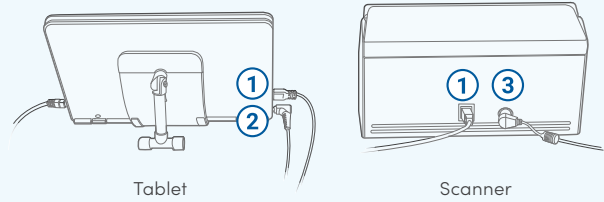
Scanning case for  
irregular cards

\*The above items are a typical example. Specific accessories may vary depending on the model you receive.  
If you are missing any items or want to confirm the contents, please be sure to contact us immediately.

## Step 3. Get Connected

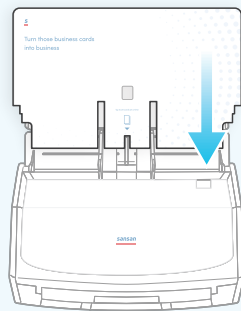
### 1. Connecting the cables

1. Set the tablet in the tablet stand (unless your tablet has a built-in stand).
2. Use the USB cable to connect the tablet with the scanner. ①
3. Connect the power cords. ② ③
4. Connect the LAN cable and adapter if you're using wired LAN.



### 2. Attach the scanner back cover

Fit the back cover into the scanner.



### 3. Turn on the tablet & check the connection

1. Press the power switch on the tablet.
2. After the tablet has started, confirm that the scanner app starts up.
3. Tap the "Sync" button at the top right of the screen and check that "Connected" is displayed at the bottom left of the screen.

\* If you don't see "connected" displayed, double-check your network setting and reconnect.

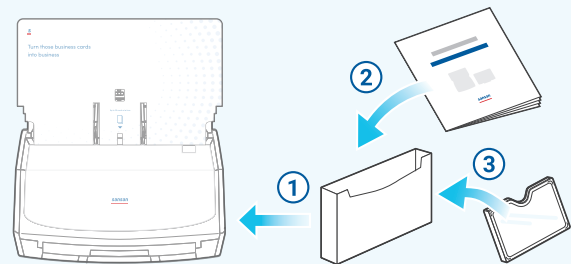
#### Connecting to wireless LAN

<https://jp-help.sansan.com/hc/en-us/articles/207097147-Connecting-to-the-internet-with-wireless-LAN>



## Step 4. Attach the holder

1. Attach the holder to the side of the scanner
2. Put the troubleshooting booklet in the holder
3. Put the case for irregular cards in the holder



## Always keep the tablet turned **ON**

#### Maintaining security

Keep your data secure with automatic updates for Sansan and your tablet OS.

#### Conserving power

Not turning the power on and off every time can actually save electricity.

#### Improving performance

Staff are more likely to scan their cards if they don't have to turn the machine on each time.

We've compiled questions and answers on all aspects of the Sansan system. Whether you want to maximize your use of Sansan or are having difficulties, please be sure to check here first.

**Sansan Support Center:** <https://jp-help.sansan.com/hc/en-us>