IRIS
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IRISNotes™ Air 3

iOS / Android / Mac OS / Windows

You write, it types!

for Windows®, Mac®, iOS, Android

Digital note Taker

This Quick User Guide helps you get started with **IRISNotes™ Air 3**.

The descriptions in this documentation are based on the Windows® 10, Mac® OS X Sierra, iOS 9.3.2 and Android 5.1.1 Operating Systems. Please read this guide before operating this scanner and its software. All information is subject to change without prior notice.

To make sure you have the latest version of this documentation, to consult the Frequently Asked questions or to contact Technical Support visit **www.irislink.com/support**.

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1. Introduction

IRISNotes is a pen and mobile note taker. With IRISNotes your handwritten notes and drawings can be turned into editable text on your PC, Mac, Tablet and Smartphone. From there, your notes can be sent to your favorite text processor (Word, Outlook, Notepad) and shared on social media.

In the IRISNotes app for iOS and Android you can also save live recordings of your notes - including spoken comments - so they can be used in MOOCs (Massive Open Online Courses). You can for instance create micro-lectures to help students learn online, provide online one-on-one tutoring where you use your tablet and smartphone as whiteboard, correct homework online, etc.

2. Package Contents

Smart pen, receiver unit, 2 ink refills, refill extractor and retractable USB cable.

3. Hardware Overview

Receiver Unit

1	Clip	Clips the receiver unit to a paper.
2	Display	Displays the current status.
3	Power button	Press briefly to power on the receiver. Press and hold for 3 seconds to power it off.
4	Bluetooth connection	Press to connect the receiver to a mobile device.
5	Mini USB port	Insert the Mini USB cable to connect the receiver to a computer.
6	Reset hole	When the receiver does not respond, insert a needle or paper clip into the **Reset** hole and press it for 3 seconds to reset the device. **Important**: only use reset when absolutely necessary.

Smart Pen

7	Mini USB port	Insert the Mini USB cable to connect the pen to a computer for charging. Note: disconnect the pen after about 2 hours.
8	LED indicator	The LED is **on** during charging, **off** when the pen is fully charged and **blinks** when the battery is low.

Display

	Receiver unit connected to computer.
	Memory full: upload your files to your computer and delete them from memory.
	Pen low battery.
	Receiver unit low battery.
	Note mode.
	Mouse mode.
	Number of saved notes in memory.

4. Preparing the IRISNotes pen

Warning: do not try to dismantle the pen. This may damage it.

4.1. Charge the pen battery

1. Connect the pen to your computer using the provided mini USB cable.
   Important: make sure your computer is powered on.
2. It takes about 2 hours for the pen to be fully charged.

4.2 Charge the receiver unit

1. Connect the receiver unit to your computer using the provided mini USB cable.
   Important: make sure your computer is powered on.
2. It takes about 2 hours for the receiver to be fully charged.

4.3 Insert an ink refill

1. Remove the cap from the pen.
2. Slide the refill into the tip of the pen.
3. Gently press the refill until it is securely locked in place.

   Important: when using a refill that was not delivered with your IRISNotes package, make sure it is a standard metal refill of Φ 2.35 mm * 67.0 mm.

To remove an empty refill:

1. Remove the cap from the pen.
2. Use the extractor to hold the refill.
3. Gently pull the old refill out.

5. Writing Notes

Important: make sure the receiver is disconnected from your computer when writing notes.

Step 1 Clip the receiver unit to a sheet of paper.

IRISNotes supports pages up to A4 size.

Tip: always place the unit at the top center of a page.

Step 2 Briefly press the power button to power on the receiver.

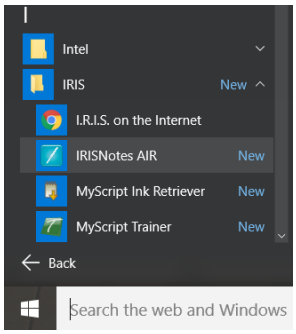
Step 3 Start writing a note.

While you write you should see the pen icon on the display .

Writing Tips

- Hold the pen firmly and write normally.
- Do not write directly below the receiver, but leave at least a 1.5 cm margin.
- Do not put your fingers between the pen and the receiver. This will block the signal.
- Use cursive or printed letters. Avoid stylistic writing.
- Write as consistently as possible. Try to use the same size and shape each time you write a letter or character. Also, write capital letters larger then lowercase letters.
- Leave some space between words. Try not to overlap letters or characters.
- Don't hyphenate words at the end of a line. Instead, write the entire word on the next line if you don't have enough space.
- Use lined paper, so you avoid line skew.

- Use **MyScript Trainer** to train the software on your handwriting.
  On Windows this application can be found in **All apps** > **IRIS**.
  On Mac OS X it is located in **Applications**.



Windows

Step 4 Press the power button once to end and save the current note.

Pressing the button is required to save your notes to the receiver. The number on the display increases by 1 each time you press the power button after writing a note. The number shows how many notes are saved to the receiver. You can write up to 100 notes of A4 size.

> **Important**: do not activate Bluetooth on the receiver unless you want to write notes inside the **IRISNotes** iOS or Android app. When Bluetooth is activated your notes cannot be stored on the receiver.

Step 5 Upload your notes to the IRISNotes application on Windows, Mac OS X, iOS or Android

See the topics **Using IRISNotes on Windows and Mac OS X** and **Using IRISNotes on iOS and Android** to learn how to do so.

6. Using the IRISNotes Software

6.1 System Requirements

Windows	
Computer and processor	1 GHz processor or higher.
Memory	Minimum 512 MB RAM. 1 GB recommended.
Hard disk	Minimum 300 MB of free hard disk space.
Operating System	Windows 10, 8 and 7. All 32 or 64 bit.
Mac OS X	
Computer and processor	Intel Core Duo 1 GHz.
Memory	Minimum 512 MB RAM. 1 GB recommended.
Hard disk	Minimum 475 MB of free hard disk space.
Operating System	Mac OS X 10.9 and above.
iOS	
Operating System	iOS 8.0 and above.
Screen resolution	1280 * 720 (minimum). 1920 * 1080 (recommended).
Bluetooth	Bluetooth Low Energy Core 4.0 (BLE).
Android	
Operating System	Android 4.4.4 and above.
Screen resolution	1280 * 720 (minimum). 1920 * 1080 (recommended).
Bluetooth	Bluetooth Low Energy Core 4.0 (BLE).

6.2 Using IRISNotes on Windows and Mac OS X

In order to use IRISNotes, you must first install the IRISNotes software.

6.2.1 Install the software

1. Open your Internet browser and go to **www.irislink.com/start**.
2. Scroll down to **IRISNotes Air 3** and click **Getting Started**.
3. Then click **Start now**.
4. Complete the form and click **Register now**.
5. Select the required Operating System.
6. Click **Download** to download the software.
7. Go to the location where you downloaded the software, and run the installation file.

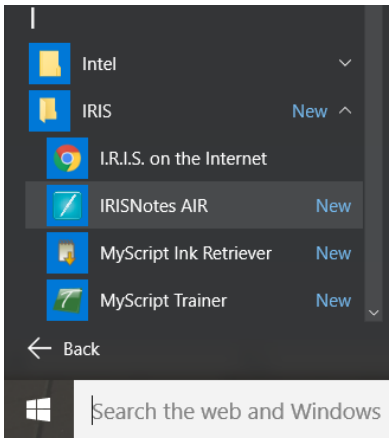
   Important note (PC): make sure to install the correct languages in which you write your notes. You can select all 31 languages if necessary.
8. Follow the on-screen instructions.

Once the installation is complete, you have the following applications on your computer:

- **MyScript Ink Retriever**: with this application you download notes from the receiver to your computer.
- **MyScript Trainer**: this application helps you train IRISNotes to recognize your handwriting better.
- **IRISNotes Air**: with the application you manage and edit notes, convert them into typed text and export them to text-processing or via e-mail.

On Windows these applications can be found in **All apps** > **IRIS**.

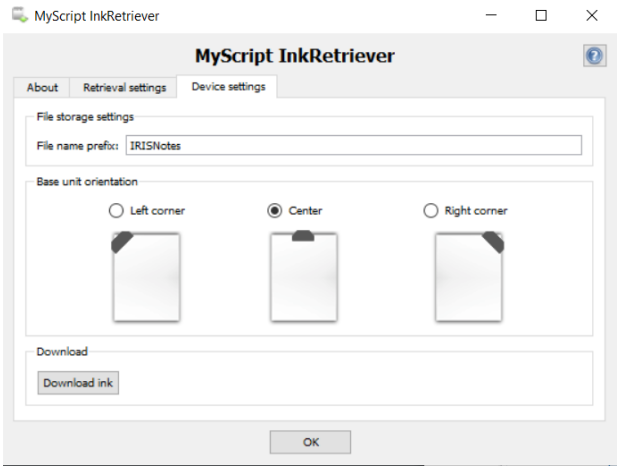
On Mac OS X they can be found in **Applications**.



Windows

6.2.2 Download Notes with MyScript Ink Retriever

1. Connect the receiver unit to your computer with the provided USB cable.
2. Start **MyScript Ink Retriever.**
   On Windows the **MyScript Ink Retriever** application starts automatically.
3. Type in a prefix for your notes. The prefix is added to each note name.
4. Indicate where you placed the receiver. Note that **Center** is recommended.
5. Click **Download ink** to download the notes from the receiver.



The notes are stored in the default location. Click the tab **Retrieval Settings** to see to which folder your notes are downloaded.

Tip: to delete notes from the receiver after downloading them, click the **Retrieval Settings** tab > select **Advanced Settings** > select the option **Clear files from device after downloading**.

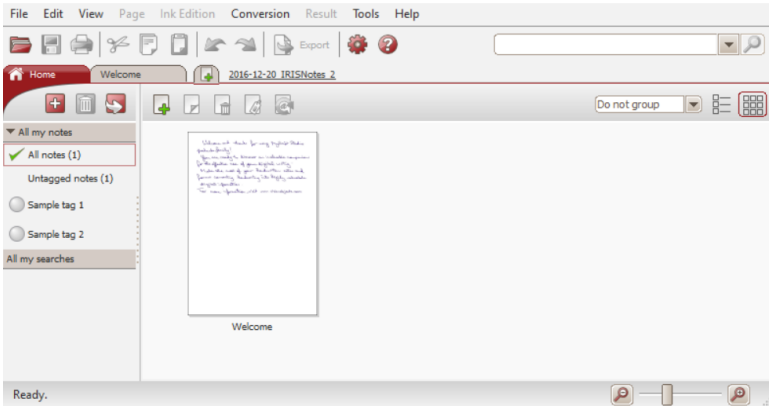
6.2.3 Activate the IRISNotes software

Before using IRISNotes you are recommended to activate it. Unactivated versions are only available for 30 days.

1. Start the **IRISNotes** software.
2. You are asked to activate the software. Click **Activate** to do so.
3. Enter the activation code you find inside the product box, and click **Activate** again.
   Note that an internet connection is required to activate.

6.2.4 Edit Notes in the IRISNotes application

- When you have downloaded the notes with MyScript Ink Retriever, they are available in the IRISNotes software.
- Double-click a note to display it.

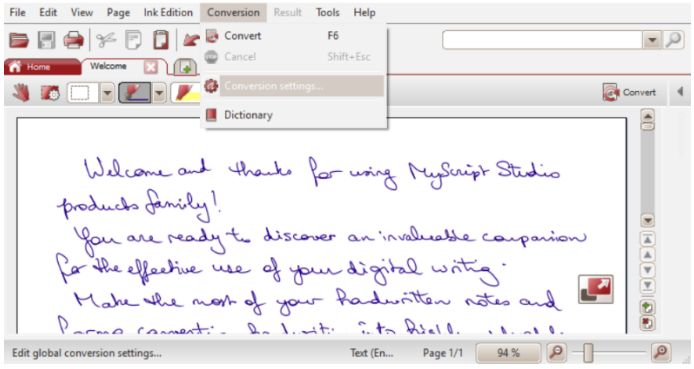


In case you want to download notes manually:

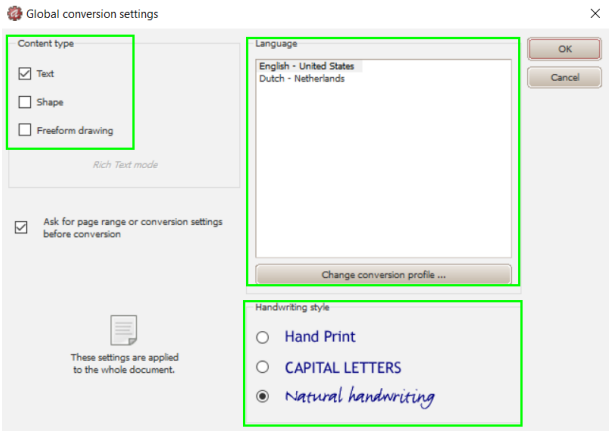
- Click the open icon .
- The default notes location opens. Go to **notes** > **Ink Devices**, and then select the notes you want to load.

Converting Notes

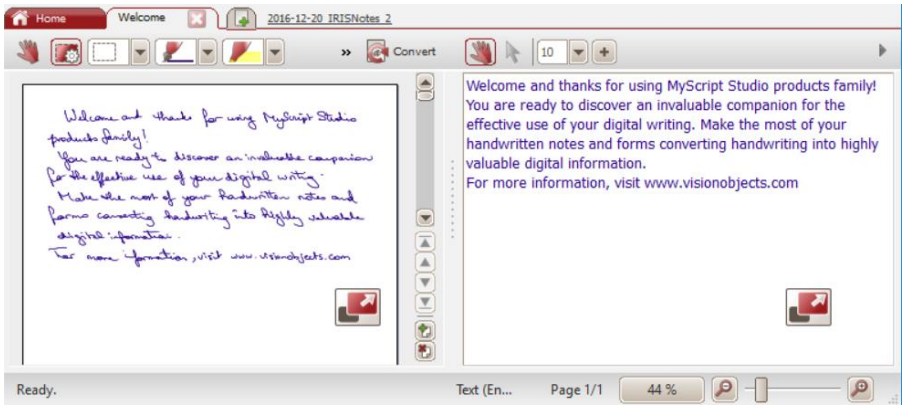
1. In the **Conversion** menu, click **Conversion Settings**.



2. In the **Conversion Settings** menu:
   - Select **Text** as **Content Type**.
   - Select the **Language** in which the notes are written.
   - Select the correct **Handwriting style**.



3. Click **OK** to save the settings.
4. Double-click the note to convert, and then click the **Convert** button.
   The converted note is displayed as editable text in the right-hand panel.



Editing Notes

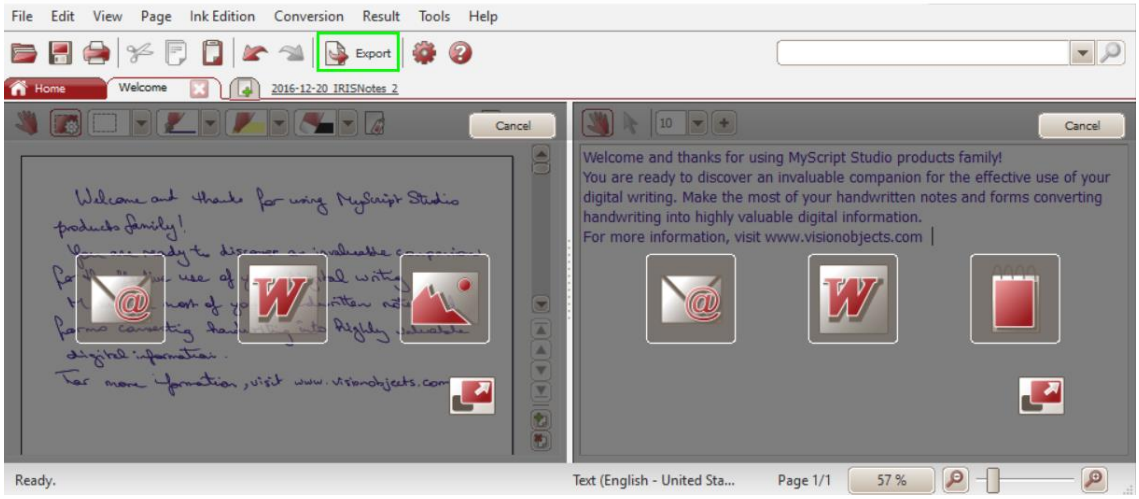
You can freely edit both your original notes, and their corresponding converted text.

Use the **editing** toolbar (1) to edit your ink notes: select zones, erase parts, add nex text, rotate, add space, etc.

Use the **text editing** toolbar (2) to edit the converted text: change color, change font, add text, align, justify, add bullets, etc.

Exporting Notes

To export notes, click the **Export** button. You can export both your original notes, and their corresponding converted text.



The originals (in the left-hand column) can be exported as image files via e-mail, pasted into Word* and saved as image.

The converted text (in the right-hand column) can be pasted into an e-mail, in Word* and in a text editor.

*Word is not available in the Mac version.

6.3 Using IRISNotes on iOS and Android

In the IRISNotes app you can capture handwritten notes as JPG and PDF images. You can either use the IRISNotes pen on a piece of paper, or use your fingers to write directly on your smartphone screen.

You can also save live recordings of your notes - including spoken comments - so they can be used in MOOCs (Massive Open Online Courses). You can for instance create micro-lectures to help students learn online, provide online one-on-one tutoring where you use your tablet and smartphone as whiteboard, correct homework online, etc. The IRISNotes technology makes it very easy to enter mathematical and chemical formulas, drawings, diagrams, calculations and so on.

The recordings are very small in size, i.e. less than 1 MB and have a maximum recording time of 5 minutes.

6.3.1 IRISNotes on iOS

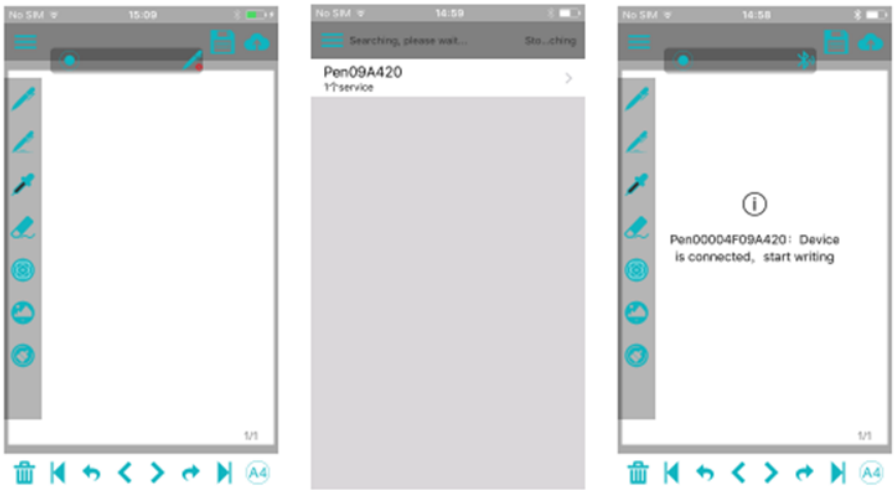
Install the app

- Go to **App Store** and search for the **IRISNotes** app.
- Tap **Get** and follow the instructions.
  The app will be installed in the language of your interface. If that language is not available the app will be installed in English.

Connect the receiver to the IRISNotes app

Before you begin: do not use a USB cable to connect your mobile device to a computer when using the IRISNotes app. This may cause errors.

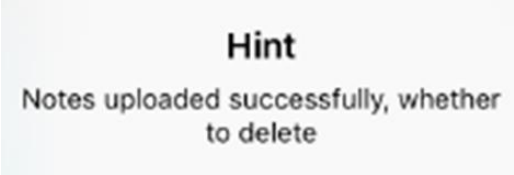
1. Briefly press the power button on the receiver to power it on.
2. Briefly press the Bluetooth button to activate Bluetooth.
3. Now activate Bluetooth on your iOS device.
4. Open the **IRISNotes** app and tap the pen icon ( ).
5. In the message that appears select **Don't Allow**.
6. The IRISNotes pen is displayed on screen. Tap the pen name to connect.
   When the connection is complete the following message appears: **Device is connected, start writing**.



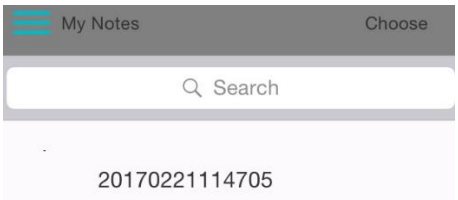
Important: the receiver cannot be connected to more than one Bluetooth device at the same time. To connect it to another device you must first disconnect it. To do so, tap the Bluetooth icon ( ).

Upload notes from the receiver

1. To upload all the notes you have written outside the IRISNotes app, connect the receiver to the app via Bluetooth as explained above.
2. In the IRISNotes app tap the upload icon ( ). **Uploading notes...please wait** now appears at the bottom of the screen.
3. Wait until the confirmation message is displayed:
   - Click **Delete** if you want to delete all notes from the receiver. The counter on the receiver will be set to zero.
   - Click **OK** if you want to keep the notes on the receiver.



4. All your notes will be bundled into a single file in **My Notes**.
   The file name consists of the date and time in the following format: yyyymmddhhmmss.



5. Tap the note to open it.
   Swipe the screen to view the other pages (if any).

Write notes inside the app

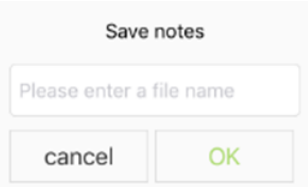
1. Connect the receiver to the app via Bluetooth as explained above.
2. Clip the receiver unit to a sheet of paper.

   Tip: always place the unit at the top center of a page.
   Important: make sure the receiver is disconnected from your computer.

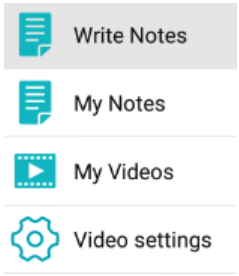
3. Start writing a note.

   While you write you should see the pen icon on the display .

   For writing tips, see the section **Writing Notes** > **Writing tips**.
4. If the screen is full and you want to continue on the next page, tap the next page icon ( )
5. To save your current notes, tap the save icon ( ) and then enter a file name.
   Note that a single note may contain multiple pages.



6. To access your saved notes, tap the menu icon > **My Notes**.

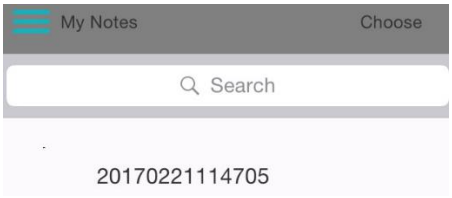


7. Tap a note to view its content.
8. To return to writing notes, tap **Write Notes**.

Share notes

The notes you have stored in **My Notes** can be shared as JPG and PDF file on your favorite social media.

1. In **My Notes**, tap the note you want to share.
   Note that you cannot share multiple files the same time.



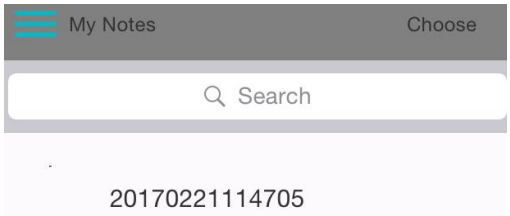
2. Select the required format in the top right corner: **PDF** or **JPG**.

   Tip: if the note you want to share contains multiple pages, select **PDF**.

3. Then select how you want to share the note.
   Note that the available apps depend on the format you selected.

Example apps when PDF is selected.

4. To share an entire upload, which contains multiple notes, tap **Choose** in the top right corner and then select the file.
   The name of an upload file always consists of the date and time (yyyymmddhhmmss).

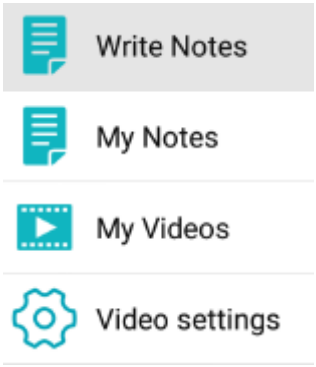


5. Then tap the share icon at the bottom of the screen ( ) and select the app of your choice.
   Note that uploads are always shared as PDF files.
   Also note that you cannot share multiple uploads at the same time.
6. To return to writing notes, tap **Write Notes**.

Record notes

1. To record your writing process, tap the record icon ( ).
   A timer starts running.
2. To end the recording, tap the save icon ( ) left of the timer.

3. Enter a file name and tap **OK**.
4. To access your saved recordings, tap the menu icon > **My Videos**.

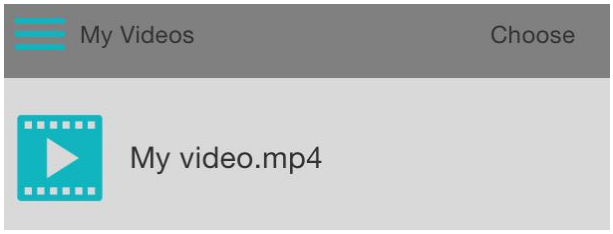


5. To return to writing notes, tap **Write Notes**.

Share recordings

The recordings you have stored in **My Videos** can be shared as .mp4 files on your favorite social media.

1. In **My Videos** tap a recording you want to preview.
2. To share a video, tap **Choose** in the top right corner and then select the file.



3. Tap the export icon ( ) to share the recording.
   Note that you cannot export multiple recordings at the same time.

6.3.2 IRISNotes on Android

Install the app

- Go to the **Play Store** and search for the **IRISNotes** app.
- Tap **Install** and follow the instructions.
  The app will be installed in the language of your interface. If that language is not available the app will be installed in English.

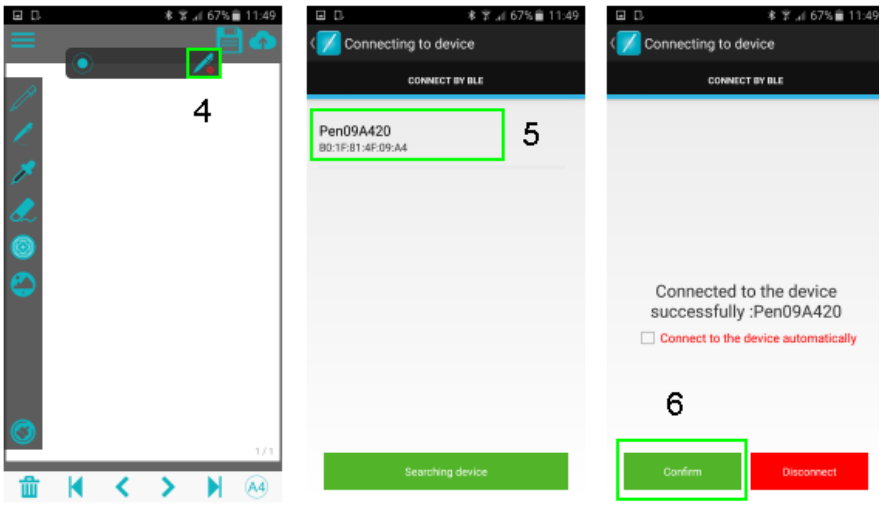
Connect the receiver to the IRISNotes app

Before you begin: do not use a USB cable to connect your mobile device to a computer when using the IRISNotes app. This may cause errors.

1. Briefly press the power button on the receiver to power it on.
2. Briefly press the Bluetooth button to activate Bluetooth.
3. Now activate Bluetooth on your Android device.
4. Open the **IRISNotes** app and tap the pen icon ( ).
5. The IRISNotes pen is displayed on screen. Tap the pen name to connect.
   When the connection is complete the following message appears: **Connected to the device successfully**.

   Tip: if you want the receiver to connect automatically to the app next time you activate Bluetooth on both devices, then select **Connect to the device automatically**.

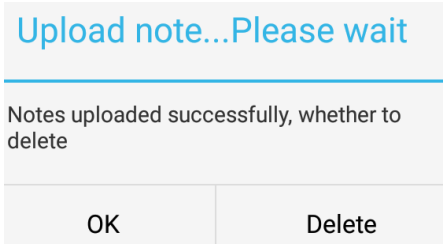
6. Tap **Confirm** to complete the process.



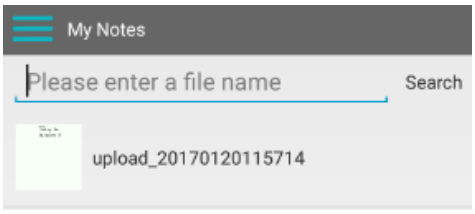
Important: the receiver cannot be connected to more than one Bluetooth device at the same time. To connect it to another device you must first disconnect it. To do so, tap the Bluetooth icon ( ) and then tap **Disconnect**.

Upload notes from the receiver

1. To upload all the notes you have written outside the IRISNotes app, connect the receiver to the app via Bluetooth as explained above.
2. In the IRISNotes app tap the upload icon ( ). **Uploading notes...please wait** now appears at the bottom of the screen.
3. Wait until the confirmation message is displayed:
   - Click **Delete** if you want to delete all notes from the receiver. The counter on the receiver will be set to zero.
   - Click **OK** if you want to keep the notes on the receiver.



4. All your notes will be bundled into a single file in **My Notes**.
   The file name starts with **Upload_**.



5. Tap the note to open it.
   At the bottom of the screen a number indicates how many pages the note contains. E.g. 1/3. Swipe the screen to view the other pages (if any).

Write notes inside the app

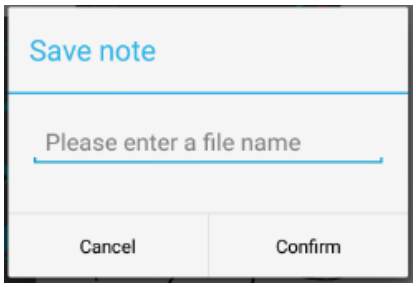
1. Connect the receiver to the app via Bluetooth as explained above.
2. Clip the receiver unit to a sheet of paper.

   Tip: always place the unit at the top center of a page.
   Important: make sure the receiver is disconnected from your computer.

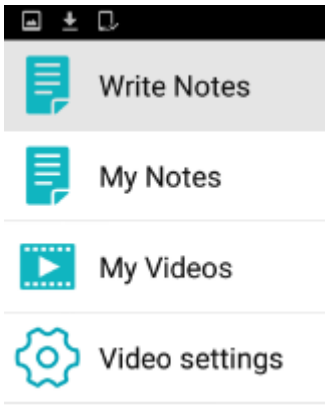
3. Start writing a note.

   While you write you should see the pen icon on the display .

   For writing tips, see the section **Writing Notes** > **Writing tips**.
4. If the screen is full and you want to continue on the next page, tap the next page icon ( )
5. To save your current notes, tap the save icon ( ) and then enter a file name.
   Note that a single note may contain multiple pages.



6. To access your saved notes, tap the menu icon > **My Notes**.

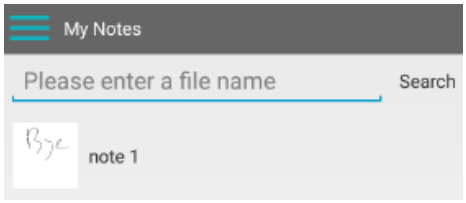


7. Tap a note to view its content.
   If a note contains multiple pages, the numbers are indicated at the bottom. E.g. 1/3.
8. To return to writing notes, tap **Write Notes**.

Share notes

The notes you have stored in **My Notes** can be shared as JPG and PDF file on your favorite social media.

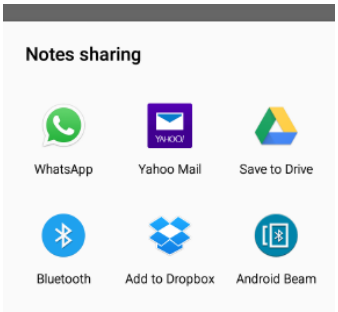
1. In **My Notes**, tap the note you want to share.
   Note that you cannot share multiple files the same time.



2. Select the required format in the top right corner: **PDF** or **JPG**.

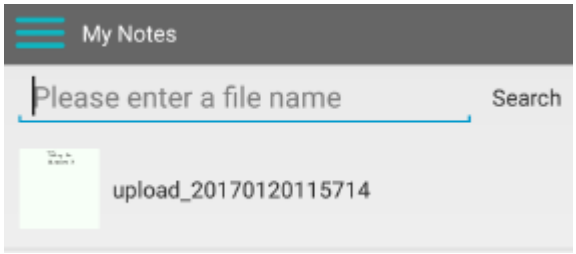
   Tip: if the note you want to share contains multiple pages, select **PDF**.

3. Then select how you want to share the note.
   Note that the available apps depend on the format you selected.



Example apps when PDF is selected.

4. To share an entire upload, which contains multiple notes, tap and hold a file whose name starts with **upload_**.

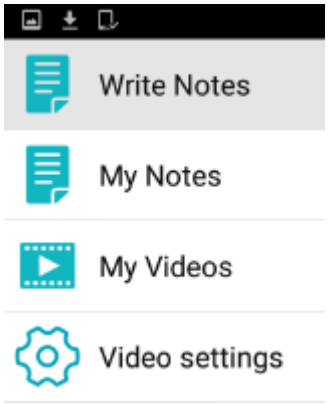


5. Then tap the share icon at the bottom of the screen ( ) and select the app of your choice.
   Note that uploads are always shared as PDF files.
   Also note that you cannot share multiple uploads at the same time.
6. To return to writing notes, tap **Write Notes**.

Record notes

1. To record your writing process, tap the record icon ( ).
   A timer starts running.
2. To end the recording, tap the save icon ( ) left of the timer.

3. Enter a file name and tap **Confirm**.
4. To access your saved recordings, tap the menu icon > **My Videos**.

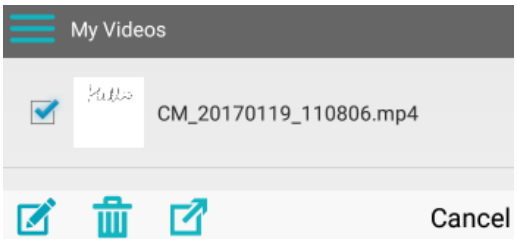


5. To return to writing notes, tap **Write Notes**.

Share recordings

The recordings you have stored in **My Videos** can be shared as .mp4 files on your favorite social media.

1. In **My Videos** tap a recording you want to preview.
2. To share a video, tap and hold it until an icon bar appears at the bottom of the screen.



3. Tap the export icon ( ) to share the recording.
   Note that you cannot export multiple recordings at the same time.

6.3.3 Interface and icon description

The interface icons and descriptions are identical on iOS and Android.

	Menu	In the menu you can access your saved notes, your recorded videos, the video settings and return to writing notes.
	Record	Tap to record the note writing process.
	Connect	Tap the pen icon to connect the pen.
	Save	Tap to save your notes.
	Export	Tap to export your notes.
	Pen type	Fountain pen, Neutral pen and Ball pen. Each has a different calligraphy style.
	Pen width	Fine, medium and wide.
	Ink color	Black, white, red, green, blue and yellow.
	Eraser	Tap the Eraser icon and move your finger over the screen to erase your writing.
	Shapes	Tap and select the shape you want to add. The move your finger over the screen to add it.
	Image	Allows you to add an image to your note. Images can be added from your device or from the camera.
	Clear	Clears the entire note.
	Delete	Deletes the current page of the note.
	Previous/Next	Go to previous/next page.

	First page/Last page	Go to first/last page.
	Page size	Selects the page size: A4 or A5. **Important**: when you change the size your current notes will be deleted.

7. Using IRISNotes as mouse

You can also use the IRISNotes pen as mouse. To switch to mouse mode:

- Connect the receiver to your computer using the provided USB cable.
- Hold the pen right in front of the receiver, then press the power button once.
  Note: on Mac OS X IRISNotes switches automatically to mouse mode.
- Tap the pen on a piece of paper. The cursor is now being controlled by the pen.
- Hover the pen above a page to move the cursor.
- To click an object, point with the cursor to the object, then tap with the pen to click it.
- To right-click an object, point to it, then tap and hold the pen for an instant.

8. Technical Info

Technical Characteristics	
Ultrasonic Frequency	80KHZ±5K
Battery Type	Receiver：lithium battery 3.7V Pen：lithium ion battery 3.7V
Refill Type	Standard metal refill（Φ 2.3 mm ± 0.05 mm * 67.0 mm ± 0.5 mm）
Charging Time	2 hours
Working Time	Receiver：charged, working for 10 hours Pen：charged, working for 60 hours
Standby Time	60 days
Timeout	After 15 minutes
Bluetooth specifications	
Standard	Bluetooth Low Energy Core 4.0 specification compliant
Transmission mode	Real-time transmission, Offline saving
Transmission rate	400 Byte/s
Physical Characteristics	
Operating Temperature	0ºC ~ +45ºC
Storage Temperature	-20ºC ~ +55ºC
Operation Relative Humidity	20% ~ 90% (25ºC)
Storage Relative Humidity	0% ~ 93% (25ºC)
Dimensions	
Receiver Size (L*W*H)	74 mm * 27.68 mm * 11.3 mm
Receiver Weight	27g
Pen Size	149.6 mm * 14.1 mm
Pen Weight	19.8 g（including refill）

9. Legal Notices

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Patents

IRISNotes is patent-protected. See the Release Note for more information.

10. Compliance

RoHS and WEEE Compliance

This product is compliant with RoHS Regulations of the European Parliament and Council Directive on the Restrictions of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment (2011/65/EU), and with the Waste Electrical and Electronic Equipment (WEEE) Directive (2012/19/EU).

FCC Radio Frequency Interference Statement

This equipment has been tested and found to comply with the limits for the class B digital device, pursuant to part 15c of the FCC Rules. These limits are designed to provide reasonable protection against interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and if not installed, and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try and correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This equipment has been certified to comply with the limits for a class B computing device, pursuant to FCC Rules. In order to maintain compliance with FCC regulations, shielded cables must be used with this equipment. Operation with non-approved equipment or unshielded cables is likely to result in interference to radio and TV reception. The user is cautioned that changes and modifications made to the equipment without the approval of manufacturer could void the user's authority to operate this equipment. This device complies with part 15c of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.