

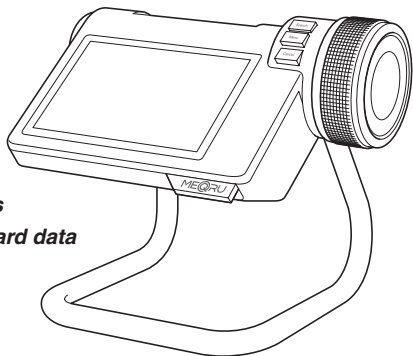
## Digital Business Card Holder

MEQRU™

## MQ10 User's Manual

**Quickly scan business cards  
as you receive them.**

**Instantaneous display enables  
smooth navigation of saved card data  
using only one hand.**



## Check the contents of your package

Main Unit, AC Adapter (AS0510JB), Calibration Card, Cleaning Card,  
Quick Guide, User's Manual.  
\* Micro USB Cable to backup is not included. Use a commercially available cable.

- \* Before using this device, make sure to read this manual carefully to use it properly.
- \* Keep this manual in a place where you can reference it anytime quickly.

## 1 Introduction

Welcome to the digital business card holder "MEQRU" MQ10.

**Safety precaution: Make sure to follow these instructions!**

In order to prevent the injury of users and other people or damage to your property, in this manual the precautions you must follow are indicated as follows. Before using this device, make sure to read this manual carefully to use it properly. Also, keep this manual in a place you can reference it quickly to resolve unknown problems anytime.

- The degree of damage that may be caused if you use the device in a wrong way without following the instructions displayed are indicated as follows:

<b>Warning</b>	This indicates content that "may cause death or severe injury" if you use the device in a wrong way not following this indication.
<b>Caution</b>	This indicates content that "may cause slight injury or physical damage to your property" if you use the device in a wrong way not following this indication.

- The following icons distinguish contents you should avoid and follow.

	This mark indicates a "warning" you should pay attention.
	This mark indicates a "prohibition" you must not do.
	This mark indicates an "instruction" you should follow.

## How to handle this device

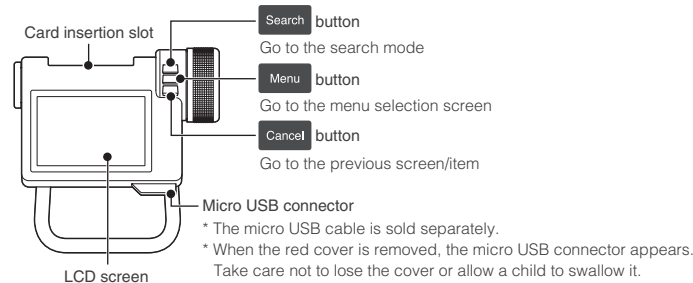
	Do not do operations that are not described in this manual. It may lead to accidents or the malfunction of the device.
	Do not disassemble or alter this device. Otherwise, it may cause a fire or electric shock. Also, do not do operations that are not described in this manual. It may lead to accidents or the malfunction of the device.
	Discard the plastic bags this device and this manual are wrapped in, or keep them away from children in order to prevent children from putting the bag over their heads. There is a risk of suffocation.

- 1 -

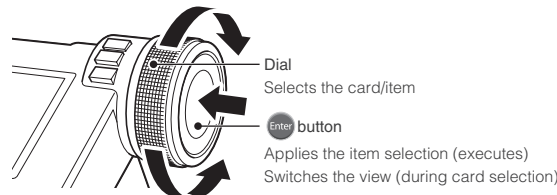
## 2 Preparing to use the MEQRU

## Name and function of each part

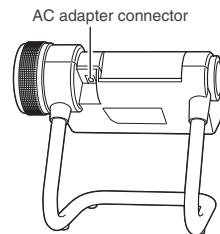
## &lt; Front side of the main unit &gt;



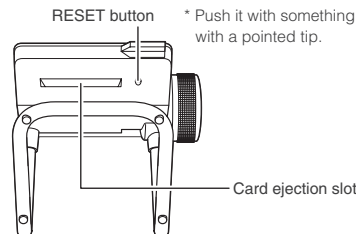
## &lt; Dial part of the main unit &gt;



## &lt; Back side of the main unit &gt;



## &lt; Reverse side of the main unit &gt;



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	Keep this device away from children. Do not allow children to use it as a toy. It may cause injury.
	Keep small parts (such as the USB cover) away from children. It may cause death, severe injury, or injury due to accidental swallowing.
	Do not handle this device, the AC adapter or plug with wet hands. It may cause malfunctions, fire or electric shock.
	Do not spill drinks such as tea, coffee, or juice, or spray pesticides on this device. It may cause malfunctions, fire or electric shock. When you spill water, etc. on your device, pull out the AC plug from the outlet and contact your local dealer. Using the device in such conditions may cause a fire or electric shock.
	Do not put metal (such as a clip or stapler needle), liquid, clothing, or hair in this device. It may cause a fire, electric shock, injury, or malfunctions.
	If the LCD screen is damaged or broken, do not touch the liquid crystal inside. If it gets into your mouth, wash your mouth with water immediately and consult a doctor. If it gets into your eye or on your skin, wash it out well with clean water and visit a doctor.
	Unplug the AC adapter before performing maintenance. Otherwise, it may cause electric shock.
	Do not step on, drop, hit, give a large force to, or cause impacts to this device. It may break it and cause a fire or electric shock. When your device is broken, unplug the AC adapter and contact your local dealer. Using the device in such conditions may cause a fire or electric shock.
	When there is thunder, unplug the AC adapter. Otherwise, it may cause a fire or electric shock.
	If there are abnormal sounds, smoke, heat, or smells, unplug the AC adapter immediately. Using the device in such conditions may cause a fire or electric shock.

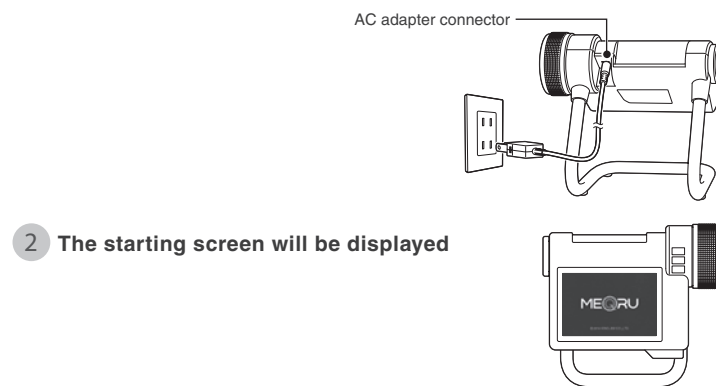
## About the AC adapter

	Do not use any AC adapter other than the dedicated AC adapter (AS0510JB) which came with this device. It may cause the malfunction of the device, over-heating, or smoke, which may result in a fire or electric shock.
	Make sure to use the AC adapter only at the specified supply voltage. It may cause the malfunction of the device, over-heating, or smoke, which may result in a fire or electric shock.
	Do not pull the AC adapter cord or put a heavy object on the cord. Otherwise, it may cause a fire or electric shock.

- 2 -

## Power cable connection

- 1 Insert the AC adapter that came with the device into the AC adapter connector of the main unit, and plug the other side into an outlet



- 2 The starting screen will be displayed

## Note

- \* When you turn on the power for the first time after purchasing, the initial setting screen will appear.
- \* Configure the language and clock settings.

## Caution

- \* Never unplug the power cord while adding or editing a card, or during PC link. It may cause data loss or corruption.

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## Precautions on handling

- This device is for indoor use only. Do not use it outdoors or in places with a lot of dust.
- Do not use an air sprays or sprays that include alcohol for cleaning. Dust may come inside the device by air sprayed strongly to cause the malfunction of the device.
- Do not cause strong impacts on the LCD screen surface by pushing or hitting it hard, or strongly scrub it. It may cause scratches or damage.
- Do not put this device near the air outlet of an air conditioner. If condensation occurs due to a sudden temperature change, it may cause erosion inside and then the malfunction of the device.
- If you conduct a forceful operation during use, it may cause abnormal operation such as stopping or data loss.

## Notes and disclaimers

- The LCD display used in this device is manufactured with high technology. However, the display may have a dot or dots that do not light, or that light all the time. This is not a malfunction. Please understand this in advance.
- The data captured may be changed or lost due to a malfunction, modification, or other handling. In that case, we do not take any responsibility for recovering the data that is changed or lost, or any loss due to it.
- Data saved on this device or a personal computer cannot be stored for a long period or persistently. We do not take any responsibility for any data loss or lost income due to the malfunction, repair, or inspection of this device, or the malfunction, repair or inspection of a personal computer caused by use of this device, or any data loss, malfunction or lost income due to them. Please understand this in advance.
- Use this device after making sure that images created by scanning cards using this device satisfy your accuracy and quality requirements (for example, reproducibility of dimension accuracy, information amount, color tone, etc.). Also, when discarding a card which you scanned, do so at your own risk after checking the image created by scanning the card. A part of the image may be cut off or lost.
- A part or all of a card may not be read due to the occurrence of a blur, distortion, spot, crack, unreproducible color, card jam, etc. depending on the card conditions (material, thickness, color, bending, holes. etc.). Also, the card may be damaged by card jams.
- The content of this document, product specifications, and design are subject to change without notice. Please understand it in advance.
- This document is created with thorough preparation. However, please contact us if you find any errors.

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## 4 Basic operations

## Turning on/off the screen display

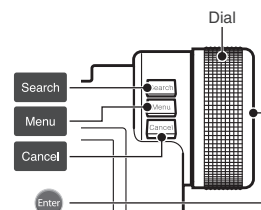
## &lt; Turning on the screen display &gt;

- 1 Operate the dial or one of the buttons

The screen display will turn on.

## Note

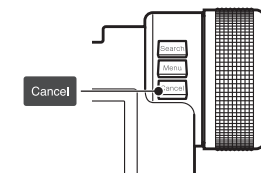
- \* When a card is inserted, the scanning screen will appear.



## &lt; Turning off the screen display &gt;

- 1 Press and hold Cancel

The screen display will turn off.



## Note

- \* When no operation is performed for about three minutes, the auto power off function works and the screen display goes off automatically (by default). The auto power off setting can be changed.

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## ■ Initial settings

When you turn on the power for the first time after purchasing, you need to configure the language and clock settings. The date a card is added will be recorded depending on the date and time configured in the clock setting. Make sure to configure them as follows:

### 1 Choose [English] or [ 日本語 ] and press





### 2 Turn the dial to change the value in the item. When you press , the cursor moves to the next item (Year → Month → Date → Hour → Minute → OK)



### 3 When the settings are completed, select [OK] and press

#### Note

- When [English] is selected, the messages are displayed in English, and "A to Z" and "?" are displayed as indexes.
- When [ 日本語 ] is selected, the messages are displayed in Japanese, and " あ ん わ ", "A to Z", and "?" are displayed as indexes.
- The range of the date and time you can specify is from "1975/1/1 00:00 to 2037/12/31 23:59".
- To change the language setting, select  →  → [Format]. Please notice that when you perform formatting, all data will be removed.

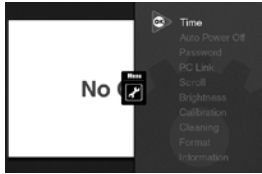
- 8 -

## ■ Other settings

### < Setting item list >

#### 1 Select → →

Setting items are as follows:



Item	Description
Time	Configures the date and time Setting range: 1975/1/1 00:00 - 2037/12/31 23:59
Auto Power Off	Sets the auto power off time Setting range: 1 min. / 3 min. / 5 min. / 10 min.
Password	Specifies the password as a four-digit number
PC Link	Backs up the cards * A separately sold micro USB cable is required
Scroll	Switches the turning direction of the cards
Brightness	Adjusts the screen brightness
Calibration	Corrects the color hue*
Cleaning	Performs scanner cleaning*
Format	Clears data * All data that has been added will be deleted. Please beware that you cannot undo this operation. The language can be changed after you perform formatting.
Information	Checking the unit information (such as available space)

\* For more information, see "10. Maintenance and cleaning".

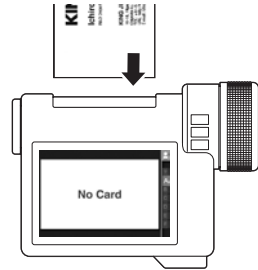
- 9 -

## 5 Adding a card

### ■ Scanning a card

#### 1 Insert the card straight into the card insertion slot with the front face upward

Insert the card, making sure its orientation is correct, and hold it gently until the card is pulled in automatically.



#### Note

- The card is displayed after being rotated clockwise by 90 degrees from the scanned direction.

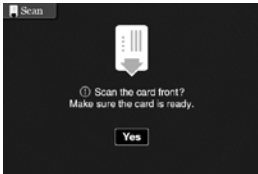
#### Caution

- Do not push in the card strongly.
- Insert the card in the search mode.

#### 2 When the message "Scan the card front?" is displayed, press

#### Caution

- Do not cover the card ejection slot with your finger, etc.



#### 3 The scanning screen will be displayed

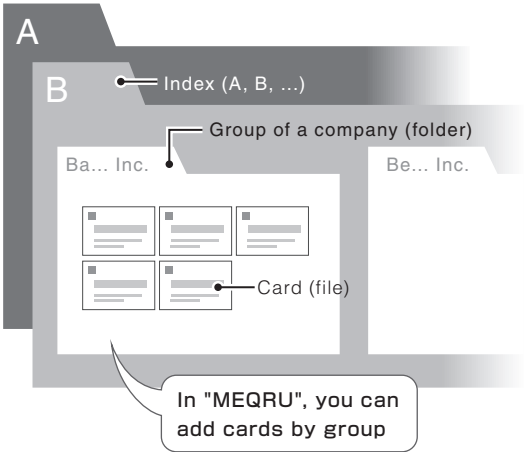
- 10 -

## ■ Adding the card

### Basic concept of filing

"MEQRU" uses a mechanism to add cards by groups. Creating groups using company names or person names to manage cards is helpful. As a concept, it may be easy to understand if you think of groups as folders on a computer, and cards as files on a computer.

#### Conceptual diagram



#### 1 Turn the dial to select the index and press


For example, for the name "KINGJIM", select [K].



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#### 2 Adding a group

##### a) Adding a new group

To create a new group, select between groups and press 


\* When there is no group in the index, this screen is not displayed.



##### b) Adding a scanned card to an added group

1) Select a group in the index and press 




2) Select the destination of the card  
Select the destination (the position to add) in the group and press 



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#### 3 Adding the card to your favorites


##### a) When newly adding the card to your favorites

Select [Yes] and press 

Select the destination (the position to add) and press 



##### b) When you will not add the card to your favorites

Select [No] and press 








#### 4 When the completion message is displayed, press

## ■ Checking the scanned image

After scanning the card, check the image. You can edit the image (such as rotating, back face scanning, or changing the date added).



#### 1 Checking the scanned image

Select an icon by rotating the dial, and press  to perform each operation.

-  : rotates the image by 180 degrees
-  : scans the back of the card
-  : changes the date added
-  : applies





#### Note


- To continue and scan the back of the card, perform Steps 3 and 4 in "Scanning and adding the back of the card" of "8. Editing".
- To redo the scan, press . When the message "Scan again?" appears, select [Yes] and press , and redo the procedure in "Scanning a card".

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## 6 Display

You can change the card display to check the card.  
Display the target card and press .

When you select , you can rotate, zoom in/out, and pan the card.

When you select , you can check, rotate, zoom in/out, and pan the back.

#### Note

- When the back has not been added,  will not be displayed.



### ■ Rotating the card

You can rotate the card by 90 degrees at once to check the displayed content.

#### 1 Select and press



#### 2 Press repeatedly to rotate the card

#### Note

- The status after the rotation will not be retained.



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## ■ Zooming in/out the card, panning the card


You can check the displayed content by zooming in/out the card.

- 1 Select  and press 



- 2 Select  or  and press  to zoom in/out the card


### Note

- You can press and hold  to zoom in/out continuously.
- The status after the zooming in/out will not be retained.



- 3 Select , , , , and press  to pan the card


### Note


- You can press and hold  to move the card continuously.
- The status after panning will not be retained.



## ■ Checking the back

Checks the back of the scanned card. You can edit (rotate, zoom in/out, and pan) the image.

- 1 Display the front of a card that has the back added, and press 

Below card images (front) with an added back,  will be illuminated.

- 2 Select  and press 

The back image will be displayed.



- 3 Check the back image

 : rotates the image by 180 degrees

 : zooms in/out the card

, , ,  : pans the image




## 7 Searching

### ■ Basic operation of searching



You can search cards you added to “MEQRU” in one of the five modes. Choose a mode which is appropriate for your needs.

- 1 Press  to select one of the search mode icons

Search modes are switched every time you press  in the following order.


- 2 Search cards by turning the dial

- 3 Press  to display the card

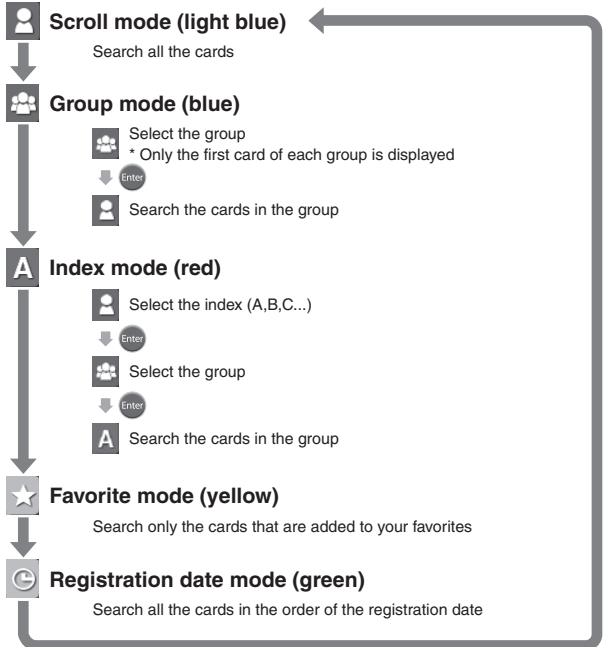
The  and  illuminate only when cards are added to your favorites and the back of the card is added respectively.




### Note

- When you press  on the screen that displays the card you searched, you can edit the card or configure the main unit. (For more information, see “8. Editing”.)






### [Five search modes]



## 8 Editing

When you press  on the screen that displays a card, you can edit the card or configure the main unit.



Icon	Description	For the procedure, see:
	Adds/deletes a card to your favorites <sup>1</sup>	[Adding/removing to favorites] in this section
	Changes the position of a group or card in the list <sup>2</sup>	[Moving a group or card] in this section
	Scans and adds the back of a card <sup>3</sup>	[Scanning and adding the back of a card] in this section
	Deletes a group or card <sup>2</sup>	[Moving a group or card] in this section
	Displays settings of and information about the main unit	[Other settings] in “4. Basic operations”


<sup>1</sup> This is not displayed on the group selection or index selection screen.

<sup>2</sup> This is not displayed on the index selection screen.


<sup>3</sup> This is not displayed on the group selection or index selection screen or when the back is already added.

### ■ Adding/removing to favorites

< When adding a card to your favorites >

- 1 Display the target card and press 


- 2 Select  and press 

- 3 Select the destination (the position to add) and press 



### Note

- This procedure is not needed at purchasing or when no card is added to your favorites.


- 4 When the completion message is displayed, press 

When a card is added to your favorites, a  illuminates at the bottom of the card screen (front).

< When removing a card from your favorites >

When you want to delete a card that is added to your favorites, select  and press .

### ■ Moving a group or card

- 1 Display the group or card you want to move and press 

- 2 Select  and press 

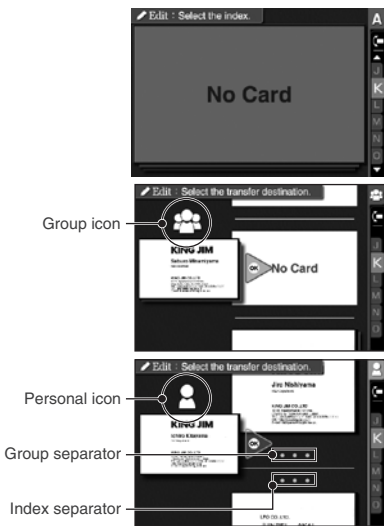
- 3 Select the destination (the position to put) and press 

a) When the indexes are displayed, you can select and move an index.

b) When  is displayed, you can select and move a group.

c) When  is displayed, you can move a card.

- Separators are displayed between indexes or groups.



- 4 When the completion message is displayed, press 

### ■ Scanning and adding the back of a card

- 1 Display the target card and press 

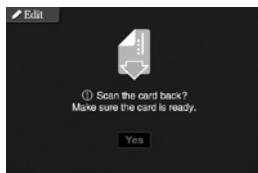
- 2 Select  and press 

- 3 Insert the card straight into the card insertion slot with the back face upward  
Insert the card, making sure its orientation is correct, and hold it gently until the card is pulled in automatically.

- 4 When the message “Scan the card back?” is displayed, press 


### Note

- The card is displayed after being rotated clockwise by 90 degrees from the scanned direction.




- 5 Check the back image

 : rotates the image by 180 degrees

 : applies



- 6 Select  and press 

When the back of the card is added,  is illuminated at the bottom of the card screen (front).

- 7 When the completion message is displayed, press 




## ■ Removing a group or card

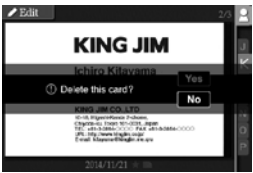
### ⚠ Caution

- When you delete a whole group, all the cards that are added to the group will also be deleted.
- Please notice that the deleted data cannot be restored.

1 Display the target group or card and press 

2 Select  and press 

3 When “Delete this entire group?” or “Delete this card?” is displayed, select [Yes] and press 



### ⚠ Caution

- When you select a group, the confirmation message will be displayed twice. Only when you are sure, select [Yes].



4 When the completion message is displayed, press 


## ■ Cleaning the scanner

When dust is shown with scanned card images, scan the cleaning card that came with the device several times.

1 Press  →  → 

2 Select [Cleaning] and press 

3 Insert the cleaning card (non-woven fabric) that came with the device straight into the card insertion slot

4 When the message “Cleaning the device?” is displayed, press 



5 When the completion message is displayed, press 

### ⚠ Caution

- If the scanned image includes unnatural dots or lines, dust particles or other foreign materials may have entered the scanner.
- Keep the cleaning card in a safe and clean place.
- For scanner cleaning, use only the cleaning card.

## ■ Wiping the device to clean it

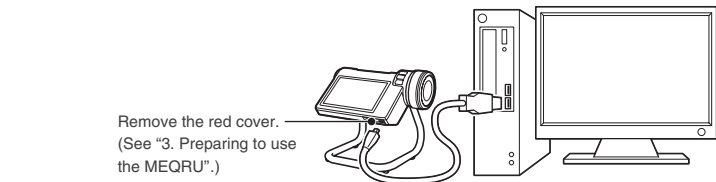
When the main unit gets dirty, wipe it with a soft dry cloth. Do not use benzine, paint thinner, alcohol, detergent, or cleaning spray. The external facing or letters may deteriorate.

## 9 Backing up the card data

When you connect the “MEQRU” to your computer, you can back up the added card data to the computer.

We recommend you perform backup in case the data in the MEQRU is lost.

1 Insert the terminal of the micro USB cable (commercially available one) into the micro USB connector, and connect the other side of the cable to the computer



2 Press  →  → 

3 Select [PC Link] and press 

The computer will detect a device named “MEQRU” and the backup data named “MEQRU.DAT”, “IMAGE.DAT” and “CARDPIC folder” will be displayed.

### ⚠ Caution

- “MEQRU.DAT”, “IMAGE.DAT” and “CARDPIC folder” are backup data which is created automatically. Never change or modify the file names or the content of the files.

4 Saving all backup data onto the desktop

### ⚠ Caution

- Use a micro USB cable that can transfer data. Charge-Only USB Cable cannot be used.
- Never disconnect the AC adapter or the micro USB cable during PC link. Otherwise data may be lost or damaged.

## 11 Discarding

This device includes a battery inside. Discard it following the instructions of your local town, instead of discarding it as household waste.

## 12 Specifications

• Screen	: 3.5 inch TFT color LCD HVGA (320 x 480 dots)
• Scanner type	: Sheet feed scanner (one-side reading)
• Scanning size	: Minimum: 26 mm x 75 mm, maximum 54 mm x 90 mm
• Thickness of paper to be scanned	: Minimum 0.1 mm, maximum 0.43 mm
• Sensor	: Color CIS sensor
• Light source	: LED
• Resolution	: 300 dpi
• Scanning speed	: 6 sec./sheet or less
• Sheets that can be stored	: About 5,000 sheets for single side/about 2,500 sheets for double side * The number of sheets that can be stored is an estimation (calculated using 92 KB for one side of a card). This may change depending on the usage conditions of this device.
• Power source	: AC adapter (AS0510JB)
• Rated voltage	: AC 100-240V
• Maximum power consumption	: About 5.1 W
• Power consumption during waiting (when the screen is off)	: About 2.9 W
• Interface	: USB2.0 (micro-B type) * For the USB cable, use a commercially available one that can transfer data. Charge-Only USB Cable is not supported.
• External dimensions	: About 139 (W) x 125 (D) x 129 (H) mm
• Weight	: About 325 g *The AC adapter is not included
• Operation environment	: Temperature 5 to 35°C Humidity 30 to 80% (without condensation)
• Storage environment	: Temperature -10 to 55°C Humidity 5 to 80% (without condensation)

## ■ Disconnecting from the computer

1 When backup is completed, perform the “Safely removing hardware” procedure on the computer.

2 Disconnect the micro USB cable

### 📄 Note

- The PC link screen does not disappear until the micro USB cable is disconnected.

## ■ Expanding backup data

1 Overwrites all data with the backup data stored on the computer

### ⚠ Caution

- When you perform backup data overwriting, all data on the MEQRU will be replaced and the current data will be lost.

2 When expanding backup is completed, perform the “Safely removing hardware” procedure on the computer to disconnect the micro USB cable

### 📄 Note

- The PC link screen does not disappear until the micro USB cable is disconnected.

## Supported OS (For PC link)

- Windows® 8.1 / 8 / 7 / Windows Vista® (32/64bit)
- Mac OS X 10.10 / 10.9 / 10.8 / 10.7

\* This device may not work on computers with an upgraded OS.

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## 10 Maintenance and cleaning

## ■ Correcting the color hue

When noises such as dots or lines appear on images or the color hue has changed, perform the following operation (calibration) to correct the color hue.

1 Press  →  → 

2 Select [Calibration] and press 

3 Insert the calibration card (thick paper) that came with the device straight into the card insertion slot, and when the message “Calibrate the device?” is displayed, press 



4 When the completion message is displayed, press 

### ⚠ Caution

- Make sure to use only the calibration card that came with the device.
- Never remove or move the calibration card during calibration.

## 14 Warranty stipulations

1. If this product breaks down during the warranty period under normal operation as indicated on the precaution label on the main unit and in the user's manual, it will be repaired for free at the store of purchase. When this product is repaired or inspected, registered files, data, etc. are cleared. Please understand.
2. If this product breaks down during the warranty period, attach the warranty to the product and bring them to the store of purchase. We will repair the product for free.
3. If you cannot bring the product to the store of purchase, for example because you have moved or the product was a gift, consult with the import agent.
4. Even during the warranty period, repairs will be charged for in the following cases.
  - (1) Malfunction or damage due to mistakes in usage or inappropriate repair or alteration
  - (2) Malfunction or damage due to being dropped after purchase
  - (3) Malfunction or damage due to fire, earthquake, flood damage, lightning, or other natural disaster, pollution, or abnormal voltage
  - (4) Malfunction or damage due to a use other than the general usage application (for example, prolonged commercial use)
  - (5) When this warranty is not presented
  - (6) When the date of purchase, customer name, or store name is not written on this warranty certificate or was changed
  - (7) Wearing out, malfunction, damage, or loss of a separately sold product, consumable, or cutter
5. This document is valid only in the nation/region of purchase.
6. This warranty certificate will not be reissued. Store it carefully.

This warranty certificate promises repairs without charge based on the time period and conditions stated. Therefore, the contents of this warranty do not limit the legal rights of the customer.

When seeking repair, please bring the product and this warranty certificate to the store of purchase and request repair.

## MANUFACTURER

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