

Your Business Card Scanner Can Be Your Most Valuable Management Tool

Business card scanners are the traveling business persons best friend. These days, you just arent anybody if you dont have a business card.

Everyone you meet, be they doctors, lawyers, plumbers, hairdressers or massage therapists, thrusts a business card in your hand. You arent taken seriously in business unless you have a card. And never mind trade shows. Everyone hands out business cards at those events. You could end up with a briefcase full of the things.

After a little while you can accumulate quite a collection of cards and run out of places to put them. What do you do. Get a business card scanner, thats what. A small, handheld [business card scanner](#) scans and digitalizes the data and images off a business card through a USB cable into the contacts template of your laptop or PC. No external power source is necessary. And no more briefcases or drawers cluttered with loose cards. All the scanned data will be at your fingertips and able to be shared with your team members right away. Marketing and networking efforts are streamlined, and your boss will be pleased with the low cost. Since business card scanners can be shared, there is no need to purchase one for each employee. Their small size and portability make them ideal for business trips.

Business card scanners use Optical Character Recognition technology to capture the data from business cards and transfer it to your computer. This capture is not limited to business cards, either. If your business requires personal information from clients, business card scanners can capture information from drivers licenses, medical insurance cards and passports and other forms of personal identification in a matter of seconds. A little business card scanner can make a big contribution towards achieving a paperless office environment.

Business card scanners have a few other attractive features. Some models have the capability of printing mailing labels from your contacts template once the data has been scanned into your system. If you have the software, you have the capability. Some systems also feature a data backup system that protects your valuable contact information data from damage. Another attractive feature allows you to synchronize the data in your business card scanner with your personal data assistant and mobile phone devices in addition to your computer network. What a fabulous innovation.

About the Author

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