

# **PenPower Phone2PC**

## **User Manual**

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Version: v1.0 Win

# PenPower Technology Ltd.

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### FCC Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful 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 to correct the interference by one 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.

### FCC Caution:

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

This device complies with Part 15 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.

## **CE Warning**

Hereby, PenPower, declares that this WorldPenScan X is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

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There may be newer versions of the software that was released during or after this product's manufacturing date. If the content in the User Manual differs from the on-screen interface, please follow the instructions on the on-screen interface instead of the User Manual.

# History

v1.0.0

Year 2017, first version.

# Chapter 1 Installations

## 1.1 Install APP on Smart Phone

### 1.1.1 On Android device (Download APP via Google Play)

Please search [Phone2PC] on Google Play, and click [Install] once found. Or you can use the phone to scan the QR Code below to link to access the installation screen.



### 1.1.2 On iPhone (Download APP via APP store)

Please search [Phone2PC] on APP store, and click [Install] once found. Or you can use the phone to scan the QR Code below to link to access the installation screen.



## 1.2 Install software on PC

Please plug Phone2PC USB Bluetooth receiver to the computer, and open Phone2PC APP on the phone. Please turn on the Bluetooth function if you were asked to, and the APP will pop up a guideline for software downloads, please follow the steps to download and install the PC software. Or later you can click  / [Settings] / [PC software download] in the APP to install the software.

If you cannot properly install with the guidelines, please download the Phone2PC PC software via the following URL depending on your computer system.

Windows: <http://mobile.penpower.net/download/Phone2PCW>

Mac: <http://mobile.penpower.net/download/Phone2PCM>

## Chapter 2 Start to Use

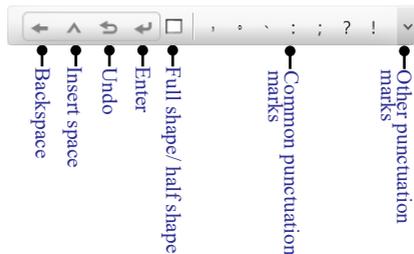
Before using Phone2PC, **please remember to launch the PC software first, and then open the Phone2PC APP**; At this point your phone will ask to turn on Bluetooth function as well , and once the Bluetooth function is turned on, your phone will automatically connect with the receiver.

When the connection is established, you will see [connection success] message appears on the PC software, and APP's Bluetooth icon will become  from .

Phone2PC requires network connection on your phone and PC, if your phone has network usage restrictions, please switch to Wi-Fi to get better user experience, and also avoid to reduce the network usage after long-term use.

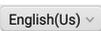
### 2.1 Voice Typing Function

Tap  on the main page of APP, the  icon on the PC software will light up, and the [Simple Editing Toolbar] will appear as well for you to edit the sentences you entered;



Open any text editing software you want to use, such as MS Word, and click the cursor to the input area.

- **Operations on Android**

1. Tap Voice Input  and tap  to choose the language you want to speak and recognize.
2. The microphone button  will become **Green** when you tap it, and at this point you can start to talk to your phone's microphone; When the program detects you stop talking, or when it comes to a certain length, the microphone icon will turns **Red** and start the voice recognition. Please wait for the microphone icon turns

**Green** again, which means the recognition is done, then you can start to talk again.

**Microphone icon (Green): Start talking.**

**Microphone icon (Red): Stop talking, your voice is under recognizing.**

**Tips: You can tap the microphone icon to pause or resume talking anytime.**

3. If you want to use typing ways to send text to your computer, please tap Keyboard Input , and then use the keyboard to type.
4. Tap  on the upper-right corner to switch Auto/Manual mode of sending out texts; Please remember to tap [Submit] button on the screen to send out the texts when you in manual mode.
5. The [Simple Editing Toolbar] can help you to switch the Full shape/Half shape of the texts you sent out, and insert the common punctuation marks, also insert space and others, for you to complete the inputs.

### • **Operations on iPhone**

1. Tap Voice Input  and tap  to choose the language you want to speak and recognize.
2. The microphone button  will become **Green** when you tap it, and at this point you can start to talk to your phone's microphone, and it will recognize your voice in real time; Remember to tap [Submit] button to send the texts to PC when you are done of talking.

**Note: Maximum length of the iPhone recording is up to about 40 seconds, then it won't record anymore, so remember to send the results out if it stopped recording, then tap the microphone icon to continue.**

## 2.2 Translation Function

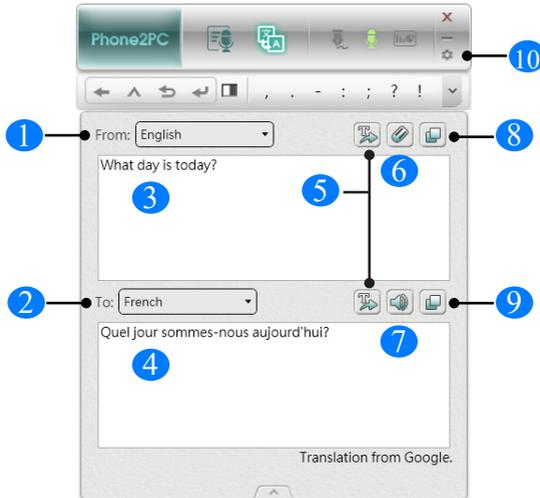
1. Click  on PC software, then choose the language you want to speak and recognize in the drop down menu at the top of the window, and then choose language you want to translate in the drop down menu at the bottom of the window.
2. Please refer to the previous instructions of [Voice Input], and use the voice input function, and click the mouse to the top of the text area, the program will automatically send the recognize results from your phone to the translation area, that provide the translation instantly.

**Tips:**

- Please insert the punctuation mark correctly in order to get the best translation result. In addition to typing through the [Simple Editing Toolbar], you can also use the [Convert

specific symbols] function in the PC software setting to “talk” punctuations.

- To leave the translation mode, click the [Hide] button  at the bottom edge of the software window.



- |   |                               |    |                       |
|---|-------------------------------|----|-----------------------|
| 1 | Input language                | 6  | Clear texts           |
| 2 | Translation language          | 7  | Pronunciation         |
| 3 | Text area                     | 8  | Copy original texts   |
| 4 | Translation area              | 9  | Copy translated texts |
| 5 | Send out texts to application | 10 | Settings              |

## 2.3 Mouse Function

Phone2PC also provides mouse function, whether you are sitting on the sofa listening to music or lying in bed to see the film, you can easily remote through the phone to control computer.

1. Tap , then you don't need to open the PC software and take the phone as a mouse, and control the computer by moving finger in the operation area of middle of the screen.
2. Below the screen, there are two buttons  that correspond to the Left/Right button of mouse, and single-tap or double-tap in the operation area of middle screen can also correspond to the single-click or double-click of left mouse button.

## 2.4 Slide Presentation Function

In addition,  Slides Control can turn your phone into a presenter to control your slides. (PC software needs to be opened)

1. After tapping the slide presentation function on the phone, the icon  on the PC software will light up, please select the slide presentation software you use, such as MS PowerPoint, and select your screen ratio; if you need countdown reminders, please enable [Timing] function, and tap  to set the length of countdown time.
2. Once you have set it, click the [START] button below to make your slide start to play. You can long press the operation area of middle screen to trigger the [Laser] function. Moreover, you can use your finger to slide left/right in the operation area to switch the next/previous page.
3. Tap  on the upper-right corner can temporarily turn off the slides if you need the audience focused on you, tap again to return.
4. If you want to leave the slide presentation, just tap .

## 2.5 Document Signing Function

Document signing function allows you to sign in PDF, Word, Excel and other format files, also can let you digitalize the document by taking pictures, and send to PC to for you sign.

### • **Start to Sign**

1. Tap  E-Signature on the main page of APP, the icon  on the PC software will light up, and you phone will enter the signing mode, please tap  button to start signing.

**Note: On Windows, Phone2PC only supports Adobe v11.0.8 and above version / Foxit v6.0 and above version PDF document software; On Mac, Phone2PC only supports Adobe DC version PDF document software. If you use Phone2PC with Windows MS Office 2007, please update it to Service Pack 3 suite.**

2. You can tap  to switch thin/thick stroke and tap  to change color; tap  to clean the stroke to re-write.
3. Tap [Send] on the up-right corner when you finish signing, and soon you will see the signature pasted on your document, you can enlarge/shrink the signature, or drag it

to change the position, and then save the document to finish.



- **Template of Signature**

Template of Signature  to set the template of signature before you sign, and you can choose to attach the date of signing or your digital name.

1. First of all, tap  to set your [Digital name], and after that you can tap  to add the date of signing, or tap  to add digital name. Meanwhile, you can tap  to set the font of name and date as [Bold], [Italics] or [Underline], also you can tap  to set the sequence of date and name.
2. Moreover, you can drag the border of digital name and date to shrink or enlarge the size by tapping , or hold press the digital name and date to move the position.



*Note: If you use Adobe PDF software to open the document which you are going to sign, the template of digital name and date will be displayed as watermark as the sample below.*



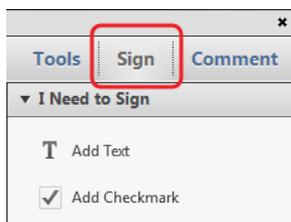
- **Text Information**

The [Text Information] can help you to send the texts you use quite often into documents on PC.

1. Please tap  in the main page on E-signature, and tap [Edit] to add the

information; The are default items like [Name], [Address] and [Company Name]. The attached digital name in the template of signature is the [Name] item here, please tap any item to start editing.

2. Tap  can add more information fields; If you need to delete any field, just tap .
3. Afterwards, when you sign or edit any documents, just enter this list page, and tap the [Send] button next to the information item you want to insert, and the texts will send to the document instantly.
4. If you are using Phone2PC with the Adobe PDF software, please click [Sign] on the Adobe PDF software and click [Add text] item, and then move the mouse cursor to the place where you are going to add the text information, then tap the text information on the phone to send out.



- **Document Digitization and Signature**

Phone2PC also provides document digitization function, just take a picture for the document you want to sign, the APP will convert the pictures into a PDF file, and send to PC through the cloud storage space for you to sign.

1. Please tap  on the main page of [E-Signature] top open camera, and you can tap  first to turn of the Flash Light , Auto Lighting  and Auto Crop  functions.
2. After shooting, you can tap  and  to rotate the image, or tap  to turn the image to gray or black and white; If you need to discard, please tap  and shoot again.
3. Please tap [Finish] on the upper-right corner to save the image, if you would like to keep adding images, please tap , and you will see a number increasing next to the [Finish] button.
4. After tapping [Finish] button, the options of [Dropbox] and [Google Drive] will pop up, please choose the cloud storage space you want to use. First time accessing the cloud storage space, it will ask you to log in, please log in with your account and password, then your PDF file of documents will be sent to PC through the cloud storage space.
5. On Windows, the PDF will be automatically opened once transferred to PC for you to sign, and the APP will also enter the signing mode; On Mac, the PDF file will be opened by browser, please save the PDF file to local.

6. All the used documents and signatures will be saved in a specific place, for Windows, the data will be saved in [Phone2PC] folder under [My Document], and for Mac, the used signatures will be saved in [All My Files] under [Favorites].

*Tips: If you want to change the cloud storage space or switch to another account, please tap  on the main page of E-Signature to log out, and then you can log in again with another account.*

## 2.6 Voice2Text Function

When you join an interviewing or listening to a class, the Voice2Text function can help you record your files and transfer them to your computer to convert them into editable text, help you to write reports or press words. **Before recognizing the recording file, please click  on the PC software first**, and you will be asked to install additional necessary components. Please follow the instructions on the screen to complete the installation.

1. Tap  on the main page, and tap  button to start recording, and tap it again can pause the recording; If you want to cancel, tap .
2. After recording, click the [Finish] button below, the recording file will automatically saved to the default path of the phone, and ask if you want to send it to the computer for recognition.
3. If you want to recognize the currently recorded file, please tap [Transfer to PC] button, and choose the [Recognize Language], and at this point, the APP will remind you to connect to Wi-Fi to create a file transfer route.
4. If you don't want to do the recognition now, just click [Cancel] button, the recording file will still save in the phone, and later you can tap  button in the APP [Voice-2Text] page to choose recording file to send again.

*Tips:*

- *On Android phone, you can listen to the contents of the recording while selecting the recording file, and the iPhone can click the [Play] button below to listen.*
  - *To delete recording file, on iPhone, please slide the recording file from right to left in the selected recording screen, and tap the the [Delete] button; On Android phone, please use the file manager in the phone to open the [root directory\sdcard\Phone2PC folder] to delete the file.*
5. Before transferring a recording to your computer, please connect your phone to a Wi-Fi network, and fill in Wi-Fi password of the same Wi-Fi name that shown on the screen, and then click the [GO] button.

*Note: When there is any asking dialog of firewall appears on the PC, please click [Allow] to allow the establishment of the route.*

6. At this time, Phone2PC will automatically help you switch the computer network to the same Wi-Fi network as your phone connected (Wi-Fi function on PC must be turned on first), and the transmission route will be established.
7. If your computer does not have wireless network function, as long as the cable network your computer connected is the same network segment of the network as your phone Wi-Fi network, then it can be used as well, and do not need to enter any Wi-Fi password, just click the [GO] button to continue.
8. When the transmission route is established, the recordings on the mobile phone will be transmitted to the PC, and based on the language you set to recognize, and then display the results for you to confirm.

**Reminder:**

- ***If you cannot establish the connection due to any issue, please copy the recording files from your phone to your PC, then tap  on the [Voice2Text] page of PC software, and select the recording file you want to recognize, and set correct [Recognize Language] to start recognizing.***
  - ***On iPhone, please use the iTunes software to obtain the recording file; On Android phone, please find the recording files in the [root directory \sdcard \Phone2PC folder].***
9. If you need to correct any wrong texts, please click on that text paragraph, it will open an edit window for you to edit, you can click the  button on lower left corner to listen to the contents again, and click [Finish] to complete the correction.

**Note: Considering the performance of transferring and recognizing the recording files, it is recommended that the maximum recording time is 60 minutes, and the volume is too low or the sound source is not clear will affect the recognize results.**

10. After checking the results, you can click  button to save the results, or open any text editor like MS Word, and click the mouse to the text editor, then click  to send the results out to the text editor for other purposes.
11. Move the mouse cursor to the  above the recognition result, it will show the information of recording file, you can click  button next to it to play the recording file, or click the  button to open the storage location.

## Chapter 3 Software Settings

### 3.1 Windows / Mac

Click  on the upper right corner of PC software to open software settings.

1. On [General] page, you can change the display language of software and the storage path of recording files, also you can let the software comes up automatically while system boot up.
2. On [Voice2Text] page, you can select the commonly used languages and change the order in the drop-down menu when recognizing a recording file. You can also change the voice recognition engine here.
3. On [Translation] page, you can change the translation engine here to Baidu Translation or Google Translation.
4. On [Voice Input] page, you can adjust the font size in the translation window (Not supported on Mac), and you can also enable the [Convert specific symbols] function:
  - If you enable [Convert specific symbols] function, the software will automatically convert the recognition result of punctuation to text. For example, the recognized results [question mark] will be converted to [?], for you to easily insert the punctuations by speaking.
  - In addition, [Convert specific symbols] function supports simple voice actions. For example, when you say [Delete Forward], then the software will execute [Backspace] action for you.
  - Please click [Symbol/Command list] button for more details.
5. On [Sign setting] page, if you tick [Fill in] option, then when you sign in MS Word or Excel form, the signature will be automatically fit the size of the table.

### 3.2 Android / iPhone

Tap  on the main page to open menu.

1. Search Bluetooth receiver: Search and list all the idle Phone2PC devices, tap the device which you want to use to connect.
2. Forget this device: Tap to forget the connected Phone2PC device.
3. PC S/W download guide: Open the guide of downloading PC software.

4. PC connection test: Tap this option to test the connection quality with PC. If there is no success message pop up on the PC software, please check the connection between the hardware is correct.
5. Settings (Android only):
  - Speech engine settings: You can change the translation engine between Baidu Translation and Google Translation.
  - Voice recognition settings: You can manage the offline recognition languages here.
  - Sound effect: You can turn the sound effect on or off when using voice input function. This sound is made for you to identify the current phone status is recording or recognizing.
  - Recording position: The location information will be added in the recording file name if you turn on this function.
  - Open recorded file folder: Help you open the folder location where the recordings are stored.

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Release: October, 2017

Version: v1.0