KNOWLEDGE BASE ARTICLE

How to Create a Business Card (vCard) QR Code

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Table Of Contents

Introduction 4

Step 1. Open the vCard tab 4

Step 2. Enter the contact details 4

Step 3. Keep the code compact 4

Step 4. Add the corporate design 5

Step 5. Test the code 5

Step 6. Use the code 5

Summary 6

Introduction

A vCard QR code is a business card that saves itself: a person scans the code, and the smartphone offers to add a new contact with the name, phone numbers, email and company already filled in. Nothing has to be typed, and nothing is mistyped. This article shows how to make such a code with QR Code Generator and where it is useful.

Step 1. Open the vCard tab

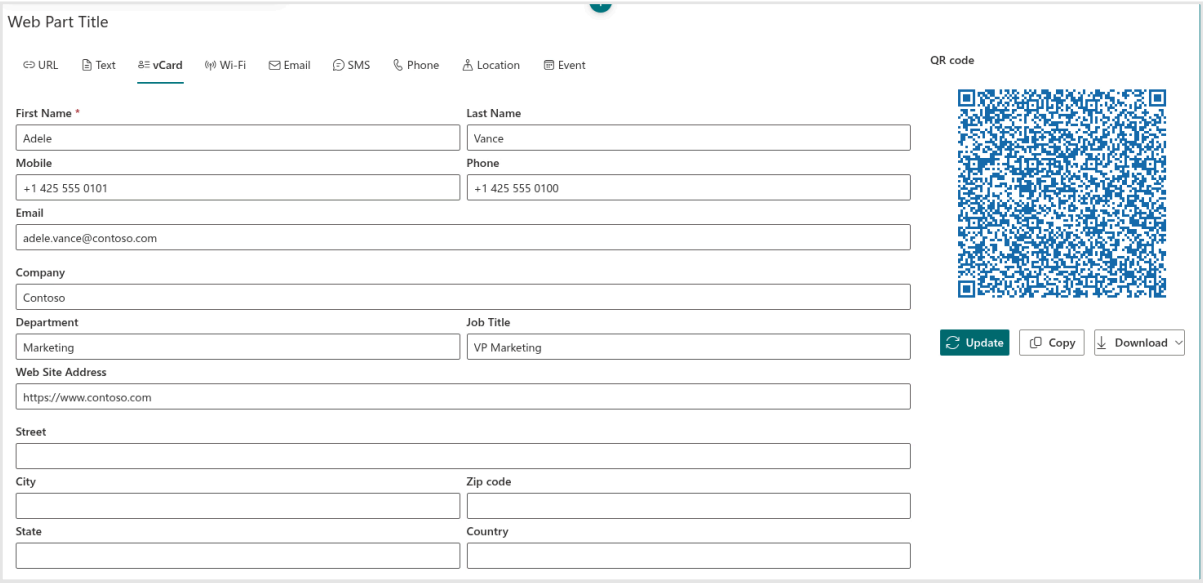
Open the page with the QR Code Generator web part and select the **vCard** tab.

Step 2. Enter the contact details

The fields are arranged in three groups.

1 **The person.** Fill in **First Name** — the only required field — and **Last Name**, then **Mobile**, **Phone** (the work number) and **Email**.
2 **The organization.** Fill in **Company**, **Department**, **Job Title** and **Web Site Address**.
3 **The address.** Fill in **Street**, **City**, **Zip code**, **State** and **Country** if the postal address is needed.

Enter phone numbers in the international format, with the plus sign and the country code, for example `+37167000000`, and the website address in full, with `https://`.



The vCard tab with the contact details of an employee

Step 3. Keep the code compact

Every filled-in field adds dots to the code. A card with all fields produces a dense code,

which is hard to scan when it is printed small. Decide by the place where the code will be used:

Where the code is used	Recommended fields
Printed business card, badge	Name, mobile phone, email, company, job title
Email signature, slide	The same, plus the work phone and the website
Poster, page of the intranet	All fields, including the postal address

Tip

The postal address is the longest part of the card. Leaving it out is the easiest way to make the code noticeably simpler.

Step 4. Add the corporate design

Set the color of the code in the **Colors** section and, if you wish, place the company logo in the center in the **Logo** section. With a logo, keep the data short and set **Error Correction** to **High**. See KB10265. Customizing the QR Code Design: Shape, Colors, Gradient and Corners and KB10266. How to Add a Company Logo to a QR Code.

Step 5. Test the code

Scan the preview with a smartphone. The phone should offer to create a contact; open it and check every field, especially the phone numbers and letters with diacritics in the name.

Step 6. Use the code

- **Business card or badge.** Click **Download** and choose **SVG** for a print shop or **PNG** for an office printer. On paper the code should be at least 2 x 2 cm.
- **Email signature.** Click **Copy** and paste the image into the signature, or download a PNG with **Size** set to 300–600.
- **Presentation.** Paste the copied image into the last slide next to your name.
- **Page of the intranet.** Set up the code on a page in edit mode and republish it, for example on the contact page of the help desk. See KB10269. Publishing a Preconfigured QR Code on a SharePoint Page.

Note

The code contains the contact details themselves. If a phone number or a job title changes, create a new code and replace the printed copies; codes that are already printed keep the old data.

Summary

Fill in the **vCard** tab, leave out the fields that are not needed, test the result with a phone and take the code with **Download** or **Copy**. The shorter the data, the easier the code is to scan from a small card.

Tip

If your organization uses Vitextra Employee Directory, a business card of any employee can be exported from the profile without typing: see KB50021. How To Export a User Profile as a Business Card (vCard).