

# User Manual



Version 7.3

Last change : August 2016

## Introduction

This is the user manual of **ID station**, the biometric ID and passport photo system. This user guide helps you in everyday use. Please check [www.IDstation.eu](http://www.IDstation.eu) for the latest release information, videos and FAQ.

Please send your questions and comments to [support@idstation.eu](mailto:support@idstation.eu)

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## Use of passwords

ID station will by default start in User mode. User mode is the normal operating mode, allowing users to operate the ID station with all basic features enabled.

More sophisticated features are password protected. For example to exit the application you may need to enter a password. There are four different levels that can be password protected.

By default the passwords are left open (hence no password will be required and the software will not prompt users to enter a password).

You can set passwords in the Admin menu.

## Chapter 1. Power On and Off

First of all let us explain how to start your ID station and how to shut it down at the end of each day. It's good practice to switch off your ID station at the end of the working day and to switch it on again the next morning. Same applies to your camera and CamFi controller (if you're working in wireless mode).

### To start your ID station:

1. Switch on the CamFi controller
2. Switch on the printer
3. Switch on the tablet



As of version 7.2 an ID station comes with a CamFi controller that will automatically import every picture you take from your camera into the system. This CamFi controller runs on batteries just like your camera so you need to switch it off and on. Better even us to connect the controller to the USB power cord every time you put the camera away when there are no more customers for passport photos.

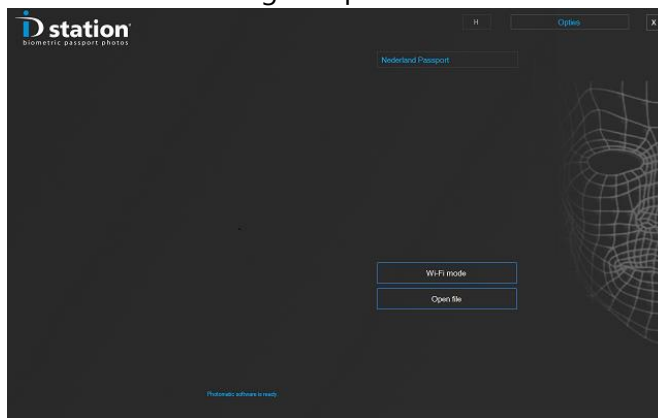
The on-off switch of the CamFi controller is on the left side:



When the CamFi controller is on the green light will burn. During start-up it will blink. Please remember that it takes about one minute for the CamFi controller to be operational.

The on-off button of the printer is located at the back-side of the printer. Make sure the printer is switched before you turn on the tablet. Otherwise you will get an error message stating that the printer is not on-line. The green power LED will burn when the printer is switched on.

Now press the On/Off button of the Tablet PC. The On/Off switch is located on the right side of the tablet. If you see the welcome screen after switching the unit on swipe upwards with your finder.



The Photomatic software (version 7) will start automatically. This is the start-up window.

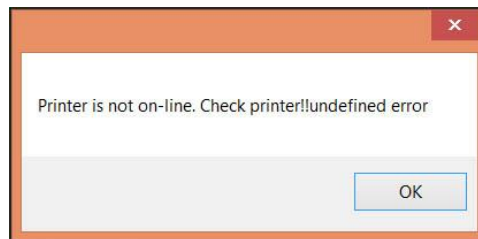
### **Help! The tablet doesn't start.....**

If you press the on-off switch of the tablet but the tablet doesn't boot, it may be that the tablet is in "power-safe" mode. Sometimes called "hibernate". To get the tablet out of hibernation you need to:

1. Press the on-off switch for 10 seconds. Keep it pressed down!
2. Now the tablet is powered down completely.
3. Boot the tablet as usual by pressing the on-off button for about a second. The tablet should boot now.

### **Help, an error message appears.....**

If you haven't connected the printer to the ID station tablet or if the printer is switched off you will get an error message:

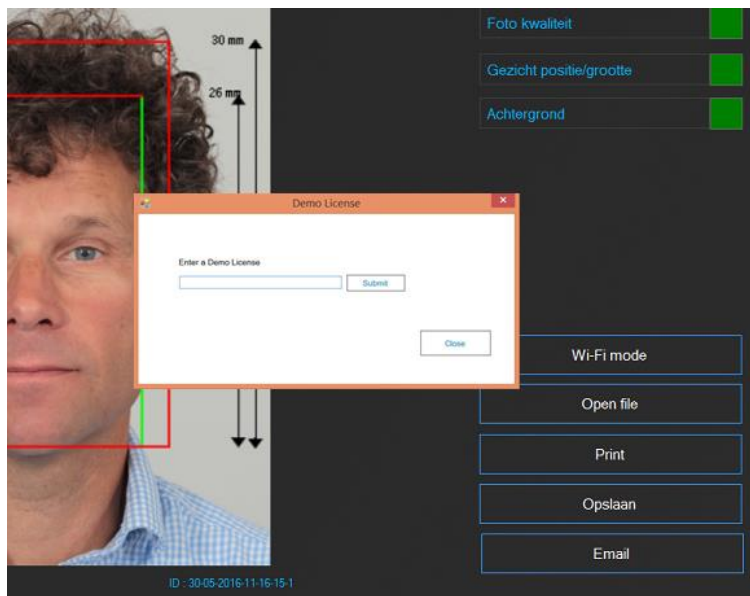


Just switch on the printer. You do not need to restart, the software will re-initialize when you press the Print button later on.

**Important :** Without the ID station printer connected to the system the software will be locked. You will not be able to save, email or print. The software will ask for a license key:

The printer holds the license key that unlocks the software!

So every time the software asks to enter a license key you probably have forgotten to connect the printer, or the printer is not switched on.....



**Power OFF:**

Press the ON/OFF button of the tablet to switch it off. You may leave the printer switched on if you like. If you switch it off remember to switch it on before booting the tablet.

Also switch off the CamFi controller. Remember the CamFi controller runs on **batteries**, just like your camera. So you should make sure the batteries are charged while it's not being used. The camera usually has a special charger, but the CamFi controller has a built-in battery that cannot be removed. You should charge it using its USB charge cable. There's no adapter so you should plug in the USB charge cable into a USB port of a running computer or tablet (the ID station for example) or use a general purpose 5V adapter. These are pretty common.

It's good practice to plug in the USB power cord into the CamFi controller when you're not using the camera. This will ensure you always have enough battery power. The CamFi controller uses the batteries heavily, so better charge them all the time!

If your system is not used for some time, the "screen saver" will start. To stop the screensaver just touch the monitor. When the system is not used for a long time the power-save mode will start. Press the ON/OFF button to resume ID station.

## Chapter 2. Take a picture and import it into the system

ID station has multiple options to transfer an image from the camera to the ID station.

ID station comes with a plug&play **CamFi controller**.

Plug&play means that it's already paired to the ID station. Just connect the CamFi controller to your camera and start taking pictures. There's a separate installation manual for the CamFi controller. Please follow these instructions to setup your camera properly.



Once the controller and camera are connected and the controller is fixed to the camera you can switch on the camera, make sure it has a memory card inside, otherwise it won't work! The CamFi controller should have been switched on when starting up the system, as it's the first device you should switch on every morning. For more information about the CamFi controller and its settings please read the CamFi "How to".

### No Eye-Fi card

ID stations no longer contain Eye-Fi cards for wireless picture transfer. The CamFi controller has replaced the Eye-Fi card as of July 1<sup>st</sup> 2016 because it's a much more reliable and faster solution. For backwards compatibility the software still supports the use of Eye-Fi cards though. However ID station support cannot support the use of them anymore. This means you have to install and pair the Eye-Fi card yourself and if there's a problem in transferring the pictures we cannot help solving it.

### Working with a memory card

Another procedure of taking pictures are importing them into the ID station is through the camera's memory card. The working procedure is simple: insert the card in your camera and take a couple of pictures. Now take out the card and insert it in the card reader of your ID station.



Click on the "read card" button to start scanning the memory card. The software will show the last taken pictures first. Click on the preview you want to process.

If there's no "Read Card" button your ID station is set to another way of importing pictures. So you need to change this. The procedure for this is described in a separate manual called "How to read cards". Please read this manual.

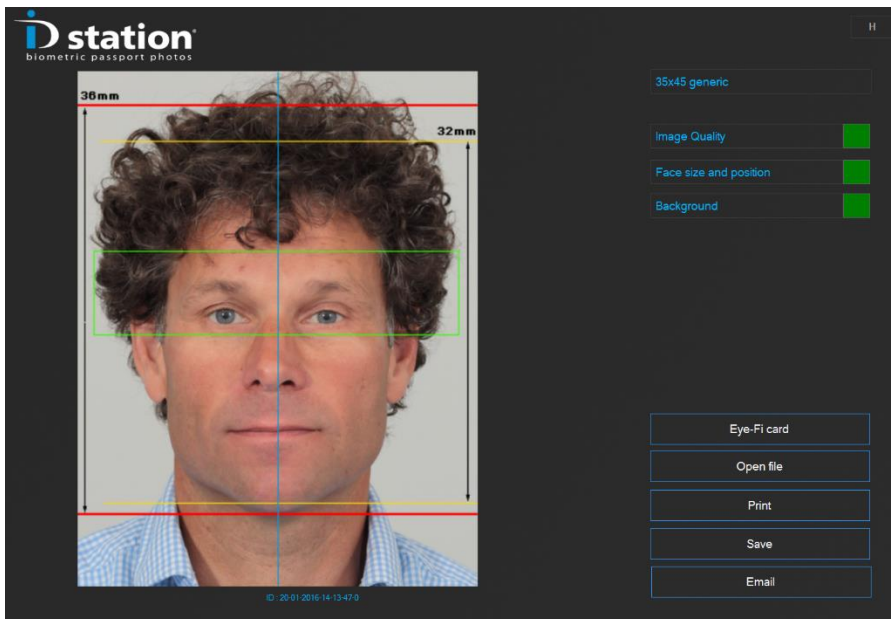
There are a few other procedures for importing the pictures, such as the Photomatic mode. For more information please refer to the manual on "Scan folder settings".

### Chapter 3. The software will process the picture

Once you have selected a picture the Photomatic software will process it. Please wait while the software automatically turns the picture into a passport photo and subsequently runs a full check!

The biometric engine will automatically detect the face and eyes and will generate a perfectly aligned passport photo. The result is shown with an "Overlay" on top of it that will help you to check the face size and position.

Now the software will run a full quality test. It will check if the automatically generated passport photo meets the official requirements for Image quality, Face size and position and background color and uniformity. All these requirements are described by the ICAO, sometimes with extra local requirements.



The results are shown as green or red squares. You can click on the buttons to further inspect the results of the tests. If one of tests failed the square will be red and you should click on the appropriate button to check....



## Chapter 4. Check!

Before we **Print, Email or Save** the passport photo we should make sure the passport photo is OK and meets all requirements for official passport photos. It is very important to do this while the customer is still here, preferably still sitting in front of the camera.

The requirements for passport photos and ID photos are strict. You should check each and every passport photo before you print it and the ID station software will help you do this.

The software checks every photo on:

- ICAO (ISO/IEC 19794-5) requirements
- Local requirements depending in the selected country
- Face size and position
- Background

### What to do when a test has failed?

Image Quality : if the Image Quality test fails click on the button to investigate. Usually the picture needs to be re-taken.

Face size and position : if the Face size and position test failed most likely the picture you just took is not OK. Sometime users try to get the face size and position right when taking the picture. That's not necessary! When taking the pictures, please make sure the face size is not too large and centered (see examples below)

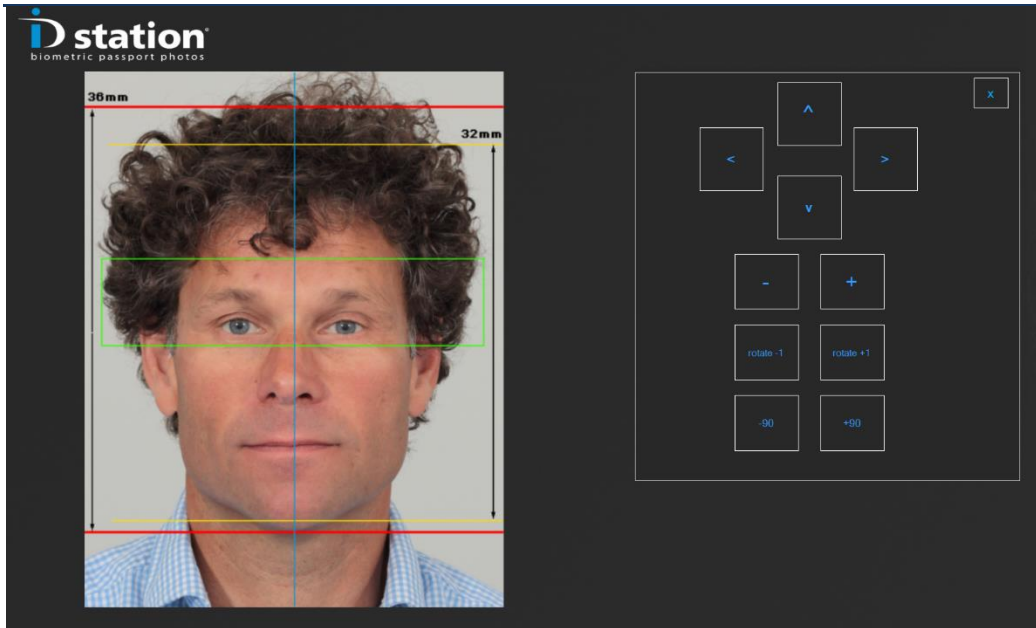


Captured OK.

Too much zoom.

Captured too low and too high.

Now if you have taken the pictures with this in mind, you can always edit the Face size and position afterwards using the software:



Click on the button "Face size and position" and you will be able to edit the face size (the "-" and "+" buttons) and position. Click on "X" when you're done. The edit buttons will disappear and the software will re-check the face size and position.

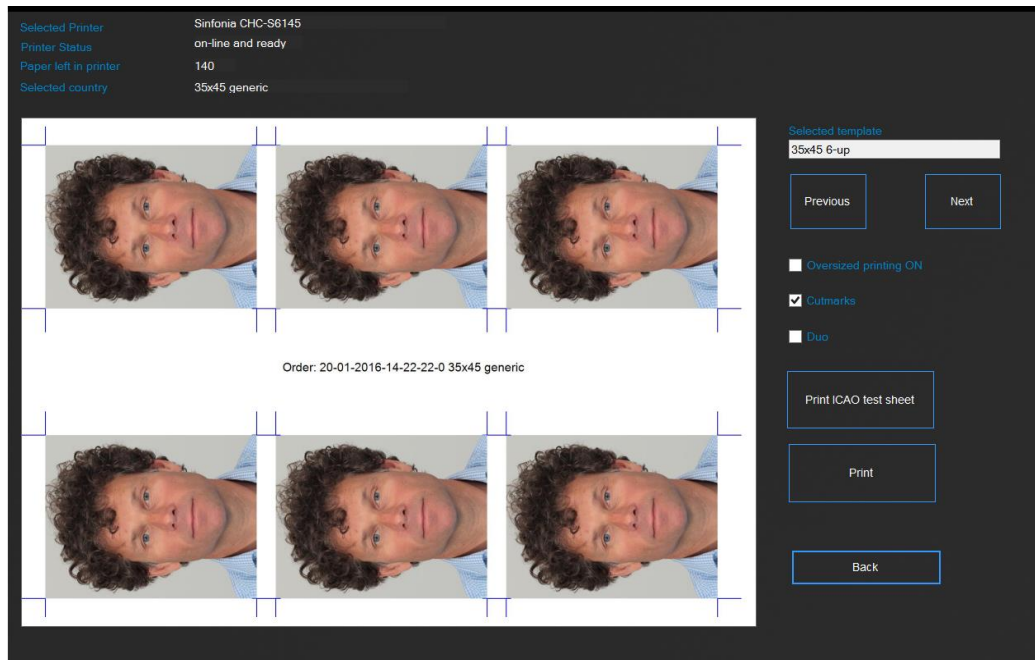
Background : If the background test fails the measured background color does not meet the requirements of the selected country. For example the preferred background color for Canadian passport photos is white. The preferred background color for passport photos for the UK is light gray. If you capture an image using white background and you select UK as country you will get a background error. You may use the background tool to change the background color. Click on the button to start this sophisticated tool. Please read the "*How To : background tool*" for a more elaborate and detailed description how to do this.

Remember that software helps you checking the passport photo. But the final decision to print or to capture another image is up to you! The software will allow you to print or save a passport photo even if one of the tests failed (note that this is a System setting so it may be the case that you are not allowed to print or save a rejected photo).

## Chapter 5. Print

Printing the photo is really simple. Click on the "Print (163)" button .The number behind Print tells you how many prints are left in the printer. Handy!

Now you'll see a preview of what will be printed. This depends on the selected print "template".



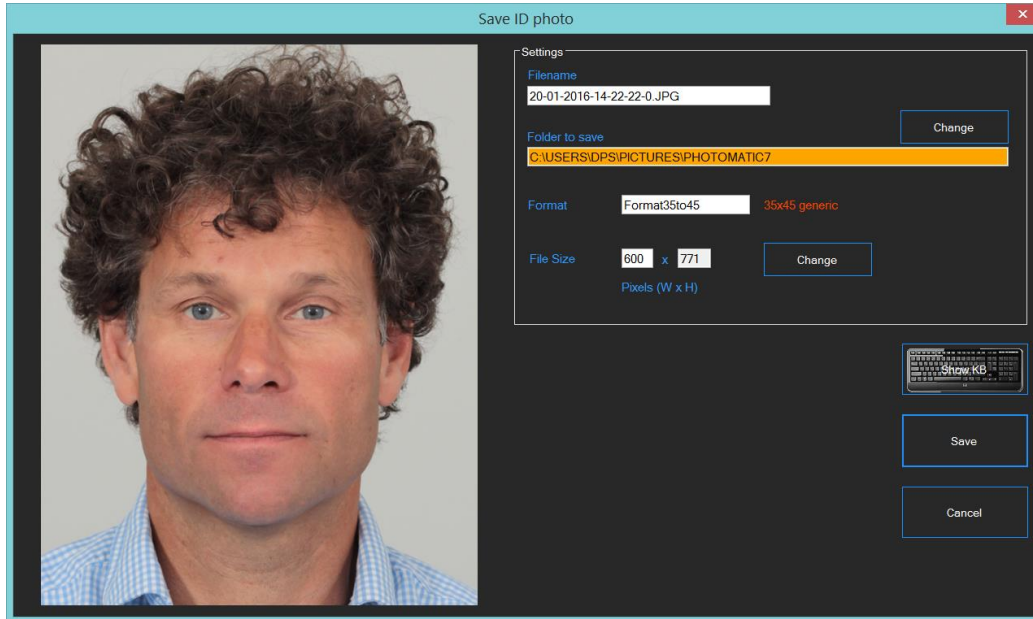
ID station contains many print templates. If you want to select another print template, instead of printing the default one, click on "Previous" or "Next".

To print the preview just click on the "Print" button. You can also print the **ICAO test report** of this passport photo.

There are a few options such as "oversized" (print the passport photos a little larger) or with cut marks. The DUO is an option to print two sets of ID photos on one sheet of paper. This option is typically used to print ID photos of someone with and without glasses or to print official passport photos and a "free style" photo with a smiling person.

## Chapter 6. Save

Saving is as easy as printing. Just click on "Save and ID station will present the save option in a new window:



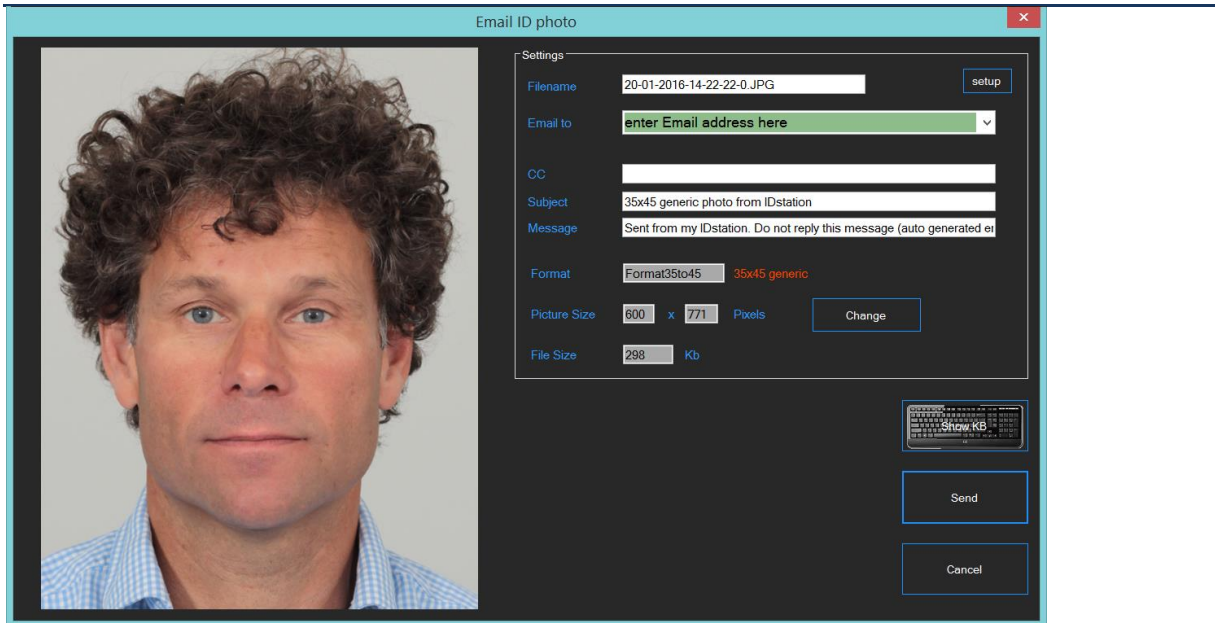
Click on "Save" to save the ID photo as a JPEG file. The file name, destination folder (such as USB stick or memory card) and file size are preset. These values are stored in the DefaultSaveTemplate. You can edit them if you like.

When starting the Save tool the Photomatic software will check if the destination folder exists. If not, you will be shown a warning (and the field will be orange just as in the example above).

## Chapter 7. Email

ID station has a great and powerful function to Email passport photos. (you need to be on-line to use this tool) Click on the "Email" button to start the tool.

**Note** : Remember that the passport photo you will be emailing is processed for a particular country. For example if you have selected "Canada Passport" as country the photo you will be emailing is processed and formatted for a Canada passport application (50x70). If you need to Email an ID photo for another application, such as a greencard for the US, first change the country selection to "USA greencard"!



Most fields in the Email tool are preset with default values. The selected country is shown in red to emphasize that it is processed and checked for this application (only!).

Just enter the Email address. You may enter this using the keyboard or select one of the preset Email addresses from the list (click on the dropdown list to see these).

Click on "Send" to send the JPEG file to the Email recipient. The file name, size and format are preset according to the information on screen. You can edit the size if you like. **Note** : Some application require a minimum or maximum file size. That's why the file size is calculated and shown.

You may decide to change the default Email settings for all countries, or may be just for one particular country. No problem, that is possible. All this and more (such as the setup button and how to change the preset fields) is described in the [How to Email manual](#).

