

# ID station Photomatic



## User Manual

Version 7.3

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## Introduction

This is the User Manual of ID station *Photomatic*, the most reliable and fastest biometric 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.

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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 blank (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.

## Setting up the system

ID station Photomatic is a “wired” system, meaning that there are cables between printer and camera. In the case of ID station Photomatic this cable is a 5m long cable containing :

- Power cable for camera
- Power cable for tablet
- USB cable for the printer

Insert the USB cable into the USB port of the printer. Plug in the two power plugs (one from the camera and one from the tablet) into power outlets.

Finally connect the printer to a power outlet using the power cable in the printer box.

The ID station Photomatic is now ready to be switched on (assuming the printer has paper and ribbon! This is described in a separate manual)

The camera and tablet are mounted onto a frame. This frame has a mounting point for a pole or tripod. See the picture on the right: this is the way ID station Photomatic is to be setup. Put the camera + tablet unit on a pole and place the printer somewhere in the neighborhood.

If you want to put the printer somewhere else (further away from the pole) the 5m cable might be too short. In that case we have an accessory to extend the range up to 100 meters. Please call your local ID station reseller.



## Chapter 1. Power ON/OFF

### Power ON:

1. Switch on the printer
2. Then switch on the camera
3. Finally switch on the tablet

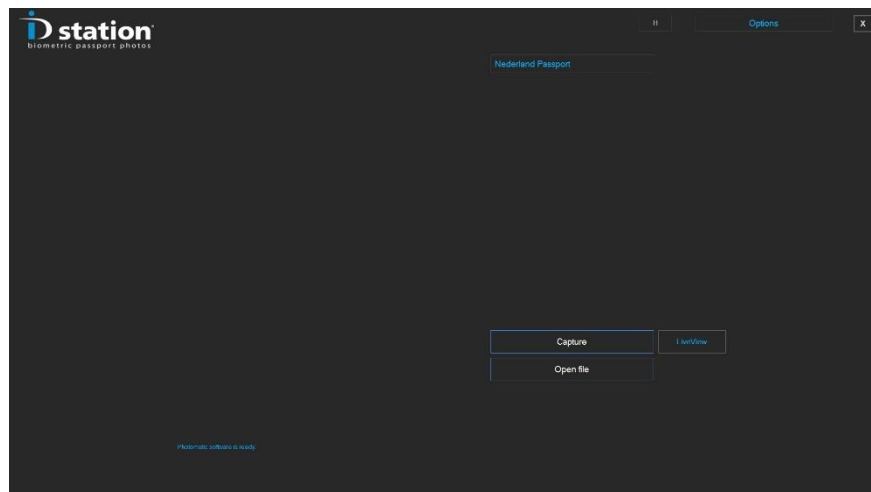


The ON/OFF button of the printer is located at the back-side of the printer. Make sure the printer and camera are switched ON before you start the tablet. Otherwise you will get an error message stating that the printer is not on-line when the tablet is booted.

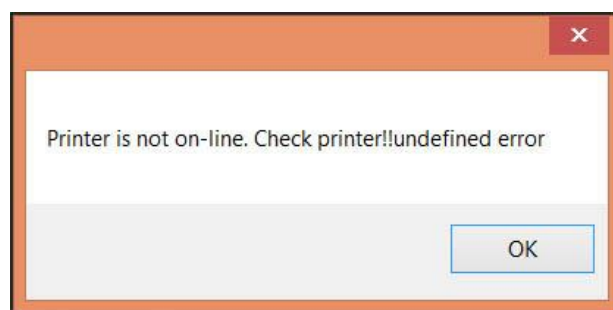
Now switch ON the camera. The on/off switch is located on the top of the camera body immediately next to the shooting mode dial.

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 will automatically start. On the right you see the start-up window. If you haven't switched on the camera and printer or have

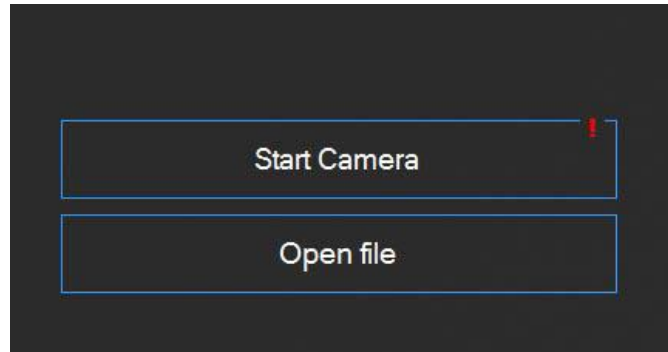


disconnected the ID station printer you will get an error message:



Just switch on the printer or connect it (plug in the USB cable). You do not need to restart, the software will re-initialize when you press the Print button later on.

A similar error message will appear if you haven't switched on the camera. Please switch it on now. You do not need to reboot though: the software will detect the camera coming on-line.



*If the camera is not on-line (not switched ON or if the USB cable is disconnected) you will see a red exclamation mark in the button "Start Camera". The exclamation mark will disappear as soon as the camera comes on-line.*

**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.

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:**

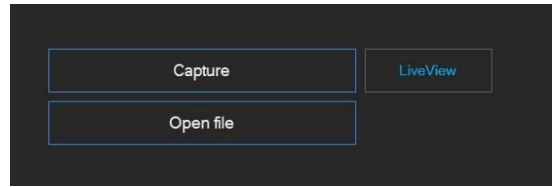
Press the ON/OFF button of the tablet to switch it off. You may leave the printer switched on if you like. If you switch it off remember to switch it on before booting the tablet. Best to switch off the camera too.

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**

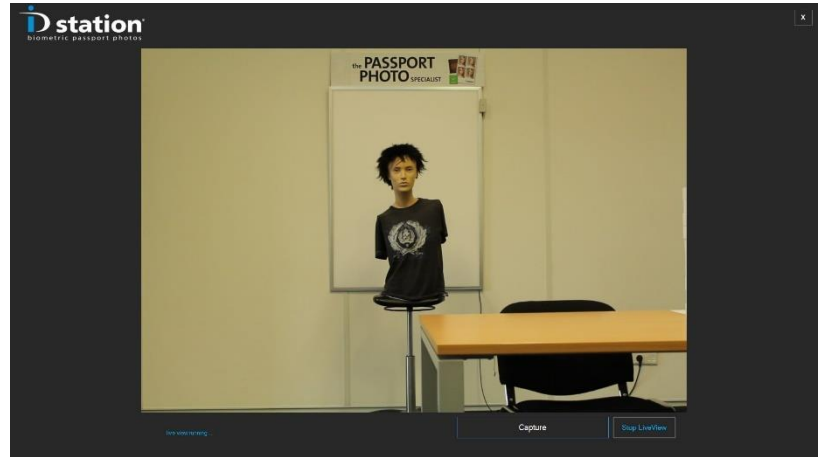
Now it's time to start taking pictures.

Click on the button "LiveView".



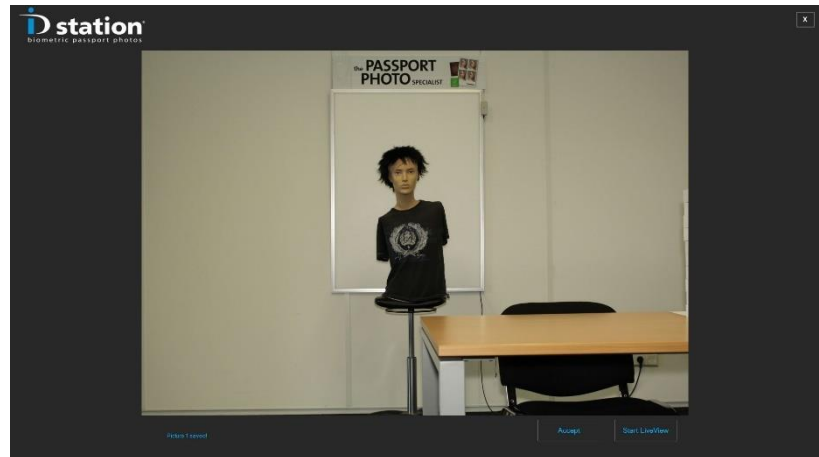
The software will start the camera.....A new window will open which will show the camera's live view:

Click on the "Capture" button to take the picture. The camera will take a picture. The Live View mode will be suspended and the picture just taken will be shown on screen. It will **also** be saved on the C drive of the ID station.



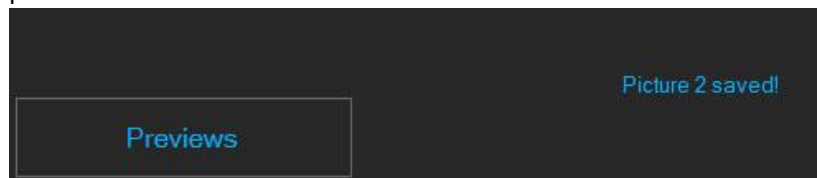
Now decide what to do: if this picture is fine and you do not want to take any more pictures of the customer click on "Accept". The software will start processing this picture.

If you want to take another picture of this customer, click on the button "Start LiveView".

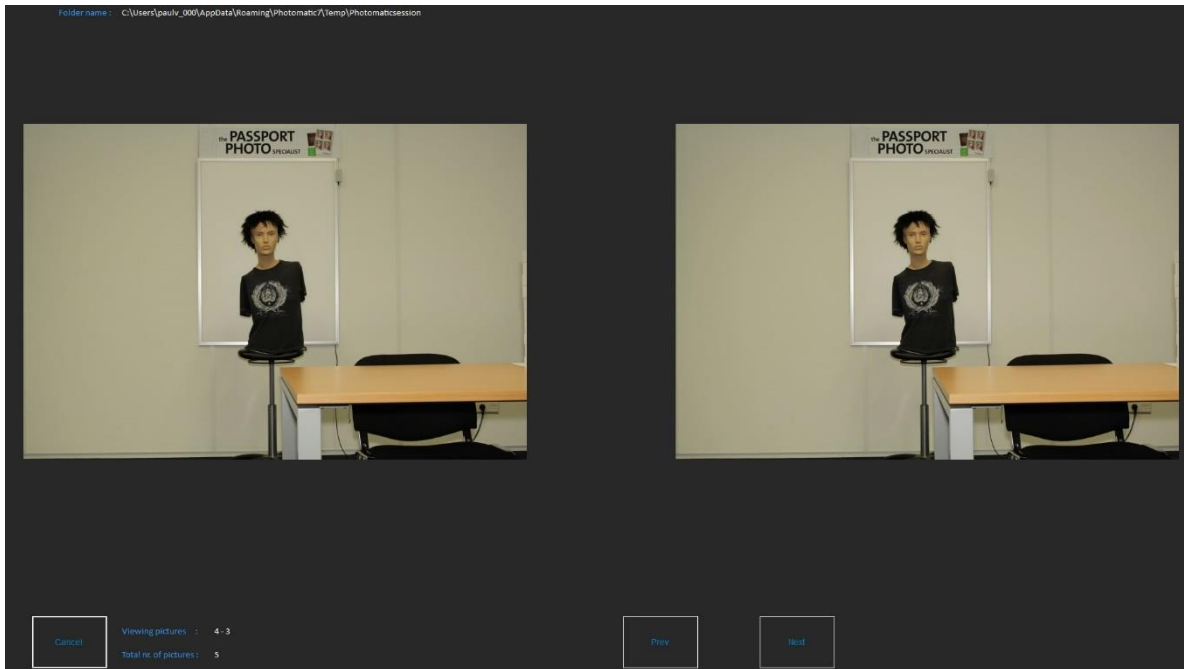


The camera will begin to show the Live View again and you can take another picture. If you have taken more than 1 picture the "Preview" button will appear:

You can look at all the pictures you took by clicking on this button. A new window will



opening allowing you to browse through all the pictures you took previously:



Click on "Next" or "Prev" to see the next or previous set of previews.

Click on a preview to select it. That picture will then be processed by the Photomatic software into a perfect passport photo.

If you need to adjust the camera because the image quality is not acceptable or if pictures are rotated please read Section A : **Changing the Camera Settings** to learn how to adjust the camera settings file.

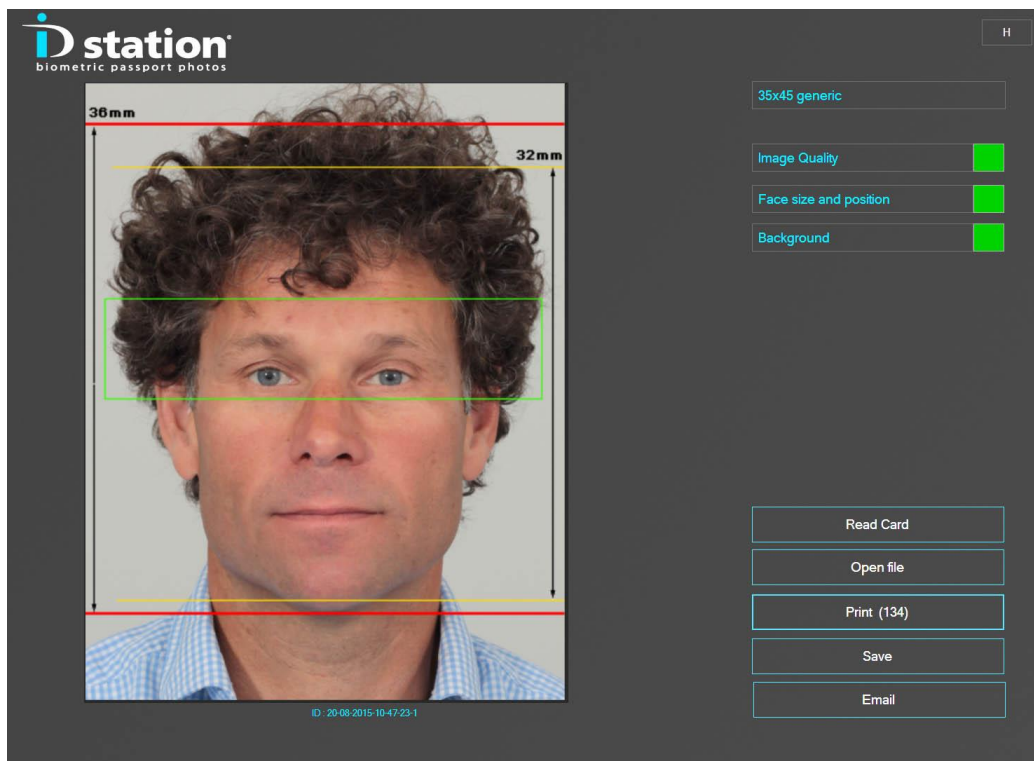
*You should not try to adjust the camera by pushing the buttons on the camera (which is difficult because the camera is mounted on a frame closely behind the tablet anyway). This will not work! The software controls the camera. Every time the camera is started the camera settings are overruled by the software. The software reads a file containing the preferred camera settings and these values are pushed into the camera. So changing the camera using the camera buttons is useless. They will be overruled by the software.*

### 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. You will get a detailed overview of all the test and the test results in % (0-100 where 100% is a perfect score). 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)

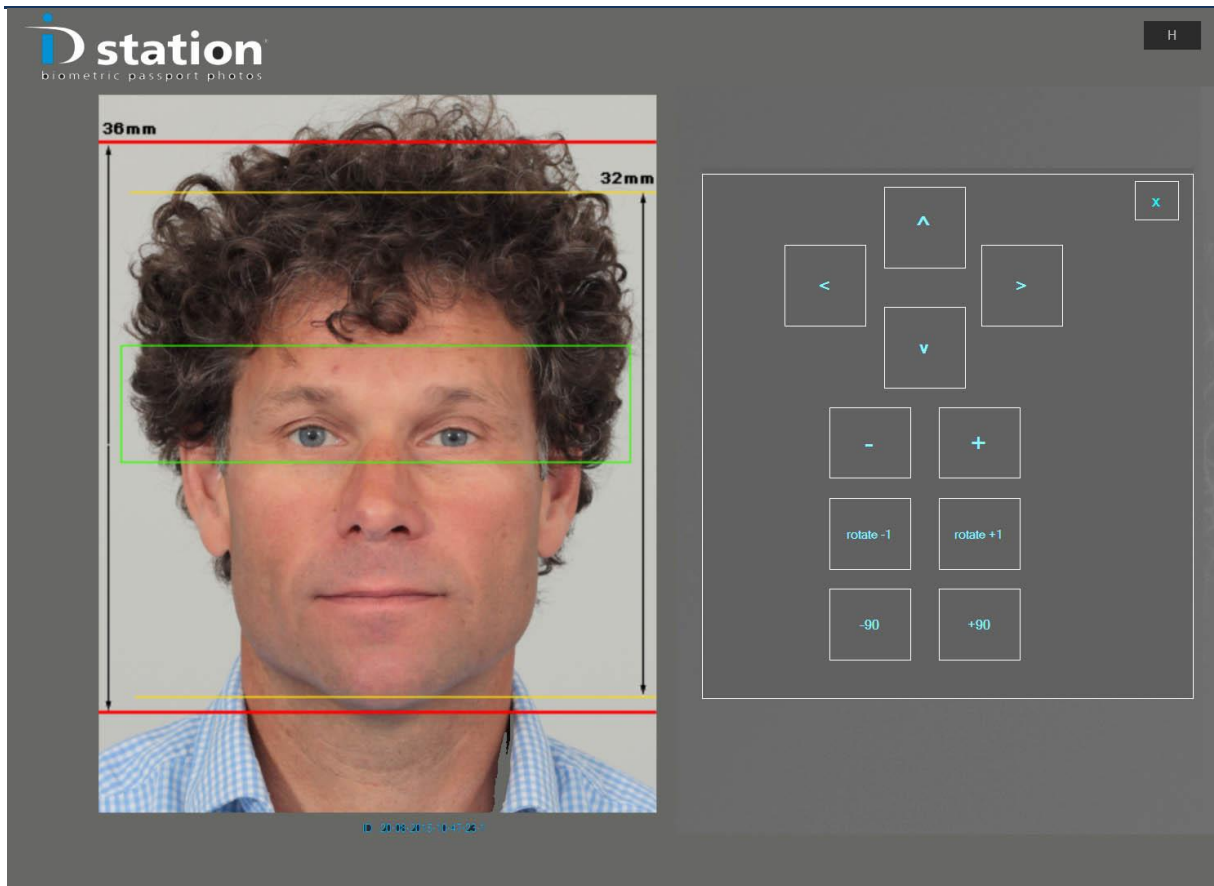


Captured OK.

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.

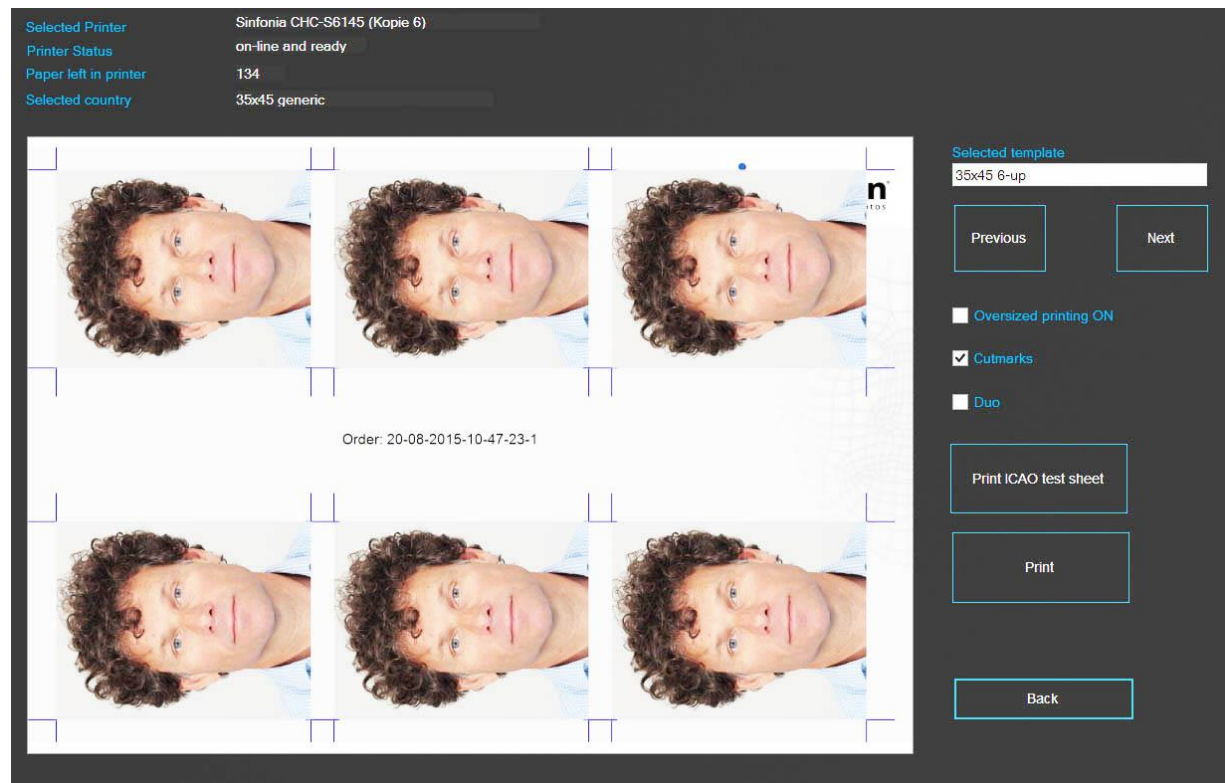
Background : If the background test fails the measured background color does not meet the requirements of the selected country. For example the preferred background color for Canadian passport photos is white. The preferred background color for passport photos for the UK is light gray. If you capture 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 (123)" 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".



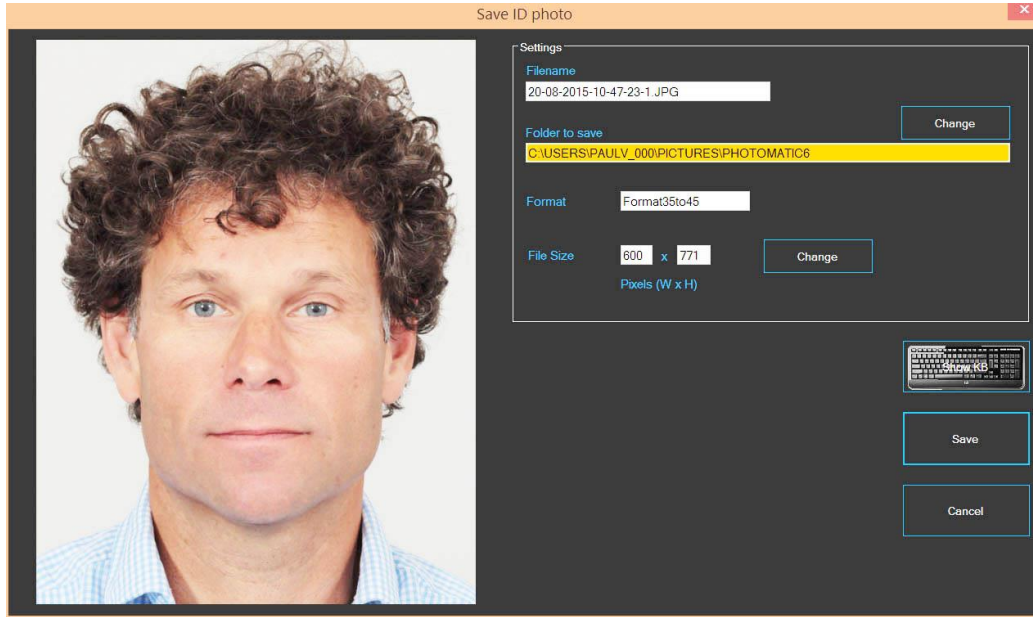
ID station contains many print templates. If you want to select another print template, instead of printing the default one, click on "Previous" or "Next".

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:



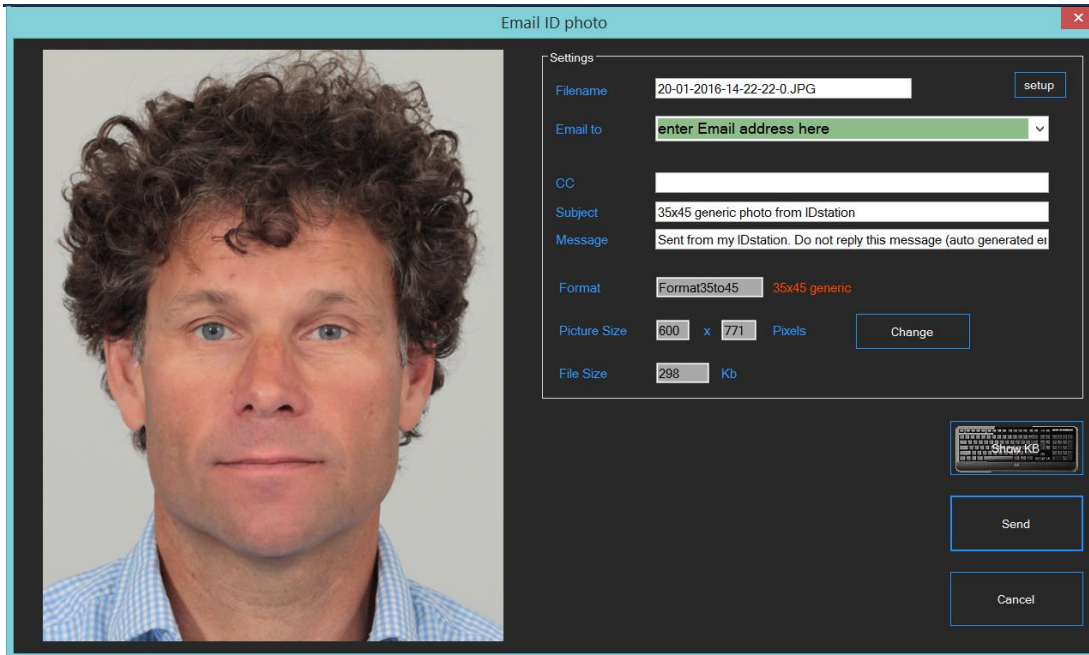
Click on "Save" to save the ID photo as a JPEG file. The file name, destination folder (such as USB stick or memory card) and file size are preset. These values are stored in the DefaultSaveTemplate. You can edit them if you like.

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"!

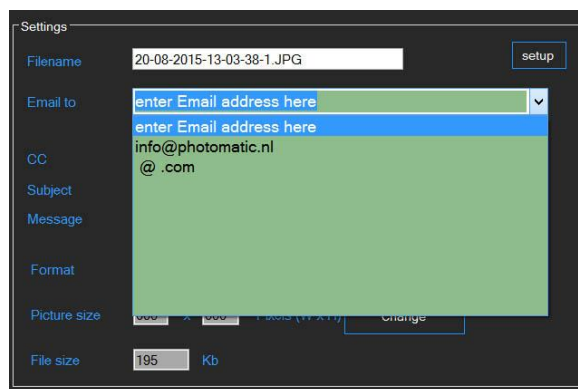


Most fields in the Email tool are preset with default values. The selected country is shown in **red** to emphasize that it is processed and checked for this application (only!).

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.

For more information (such as the setup button and how to change the preset fields) please read the [How to Email manual](#).



## Changing the Camera Settings

The concept of the "Photomatic mode" is that every picture is taken with exactly the same camera settings. These settings are saved into a file and every time a picture is taken these settings are uploaded into the camera.

Hence, to change a camera setting, you need to change that file.

To read the camera settings file, make changes to it, test them and finally save these changes back into the camera settings file we have made a special tool: the EOS tool. Attached to this manual you will find the manual of the EOS tool: How to use the EOS tool.

You may find other useful information on our website [www.IDstation.eu](http://www.IDstation.eu)