

User Manual



Version 7.4.3

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Introduction

This is the user manual of the new **fastID**, the biometric ID and passport photo system. This user guide helps you in everyday use. Please check www.fastID.photo for the latest release information, videos and FAQ.

Please send your questions and comments to support@idstation.eu

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1. Set up your system

fastID comes in one box, containing:

1. fastID printer
2. brown carton box containing the ID console, cables and accessories
3. Camfi controller [only if ordered]

The Camfi controller is an optional accessory. So you need to order it separately along with the new fastID passport photo system. A Camfi controller is a WiFi device that you connect to your camera. It will transfer any image you take automatically to the fastID.

Setting up your fastID system is quite easy. Unpack everything from the carton box and follow these simple steps:

- Step 1 :** Take the printer, connect it to a power outlet and switch it ON

Step 2 : Load paper and ribbon according to the instructions (appendix A)

Step 3 : Put the ID console on top of the printer and connect it to a power outlet

Step 4 : Use the USB cable to connect the printer to the ID console

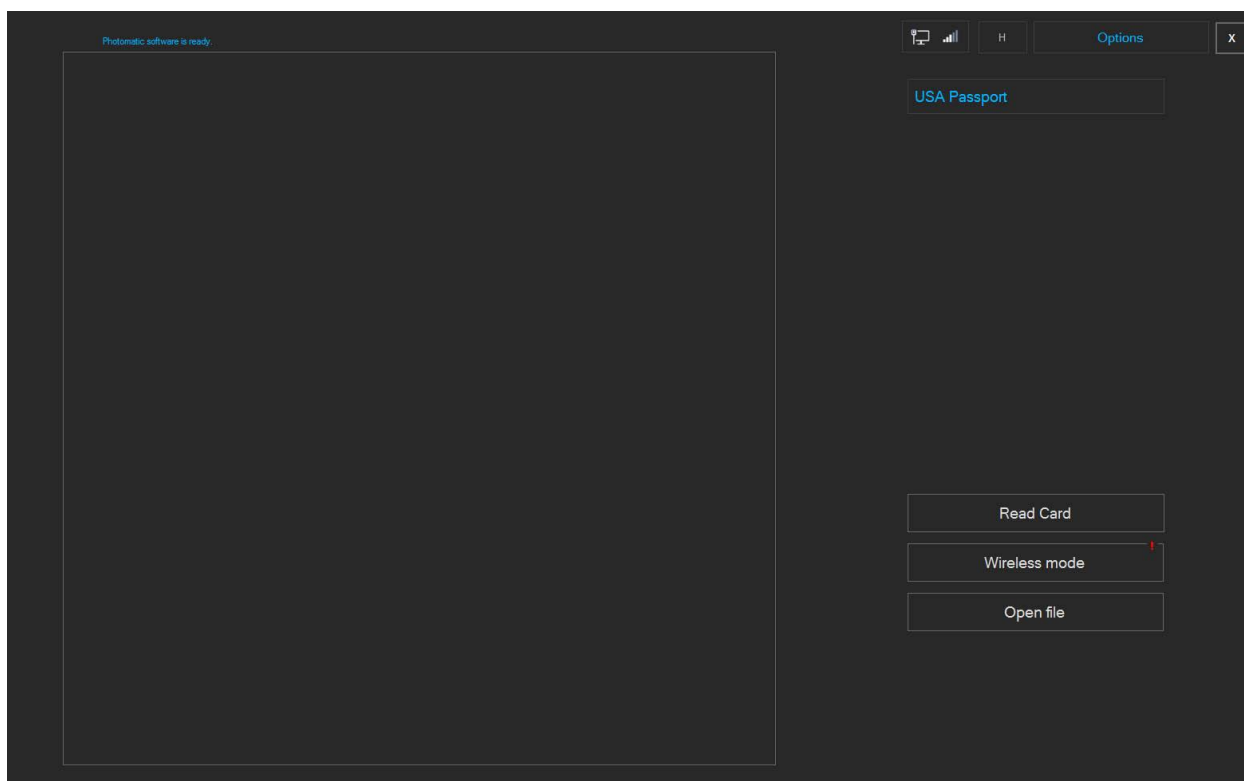
Step 5 : Insert the Card reader in an USB port on the right side of the ID console

Now switch on the ID console. If the software reports "Printer not on-line" and shows a red exclamation mark on the "Print" button you may have forgotten one of the above steps or you may have made not loaded the paper and ribbon properly.

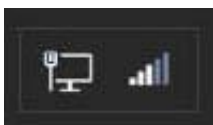
2. Getting started

Let's assume you just finished setting up your system, so it's up and running and the printer has plenty of paper and ribbon and is on-line. Your new fastID system is ready to start processing pictures.

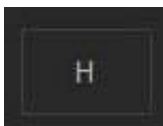
Your ID console will look like this:



A short explanation of the buttons in the startup window:



Network status button. Click this button to see the status of connections (internet and connection to Camfi) of your fastID. If you're not connected to internet you will get a red exclamation mark.



Home button. Click this button to clear the screen and clear the session. Use this button to prevent the customer's photo to remain on screen while the system is idle.



Exit button. Click this button to exit the software and return to the desktop. This feature may be password protected to prevent users from leaving the software and entering Windows.

Options

Options button. Click this button to enter the Options menu. The options menu has several functions. These are explained in chapter 9 of this manual.

USA Passport

The Country button. This button show the name of the selected country template. Every picture that you select will be processed into a passport photo for that country. Click on this button to select another country. This feature is very powerful. Read chapter 10 for more information.

Read Card

Read Card button. Click this button to start reading photos from a memory card. First insert the SD card into the reader, then click. The software will scan the card and show you the last pictures first. These are explained in chapter 9 of this manual.

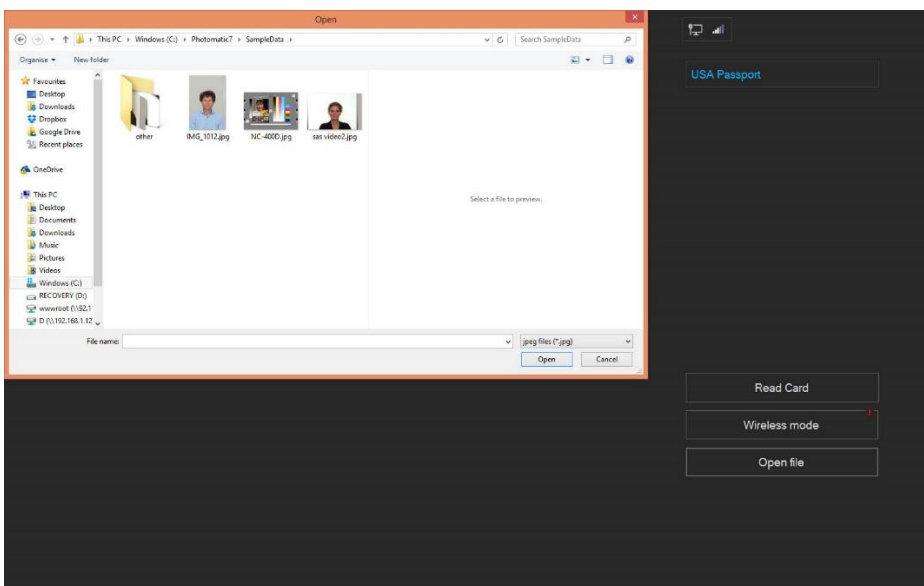
Wireless mode

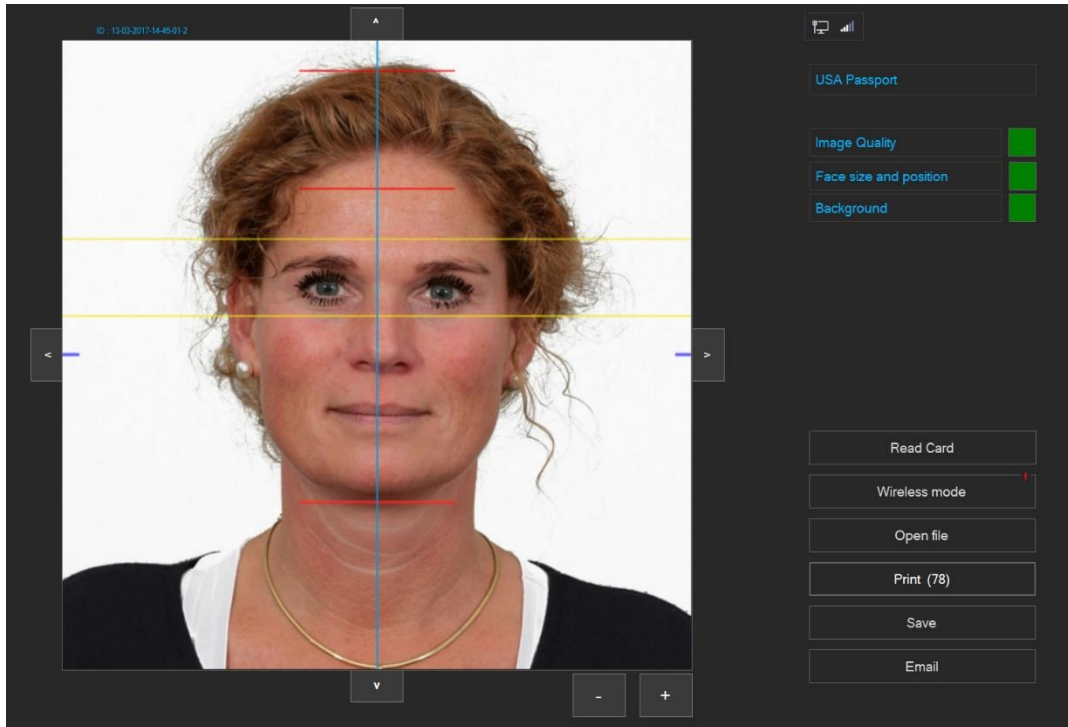
Wireless mode button. If you click this button the software will try to connect to a Camfi controller. The red exclamation mark appears if you're not connected to a Camfi controller. The Camfi controller has its own user manual.

Open file

The Open File button. Use this button to manually open a file. The file may be on a card, in a camera, on an USB drive or in a folder on the ID console. Also use this button to read a photo from the archives.

Now before we start taking pictures let's first check if all is Ok. We can do this by opening a sample photo. Click on "Open File" and select one of the sample photos:



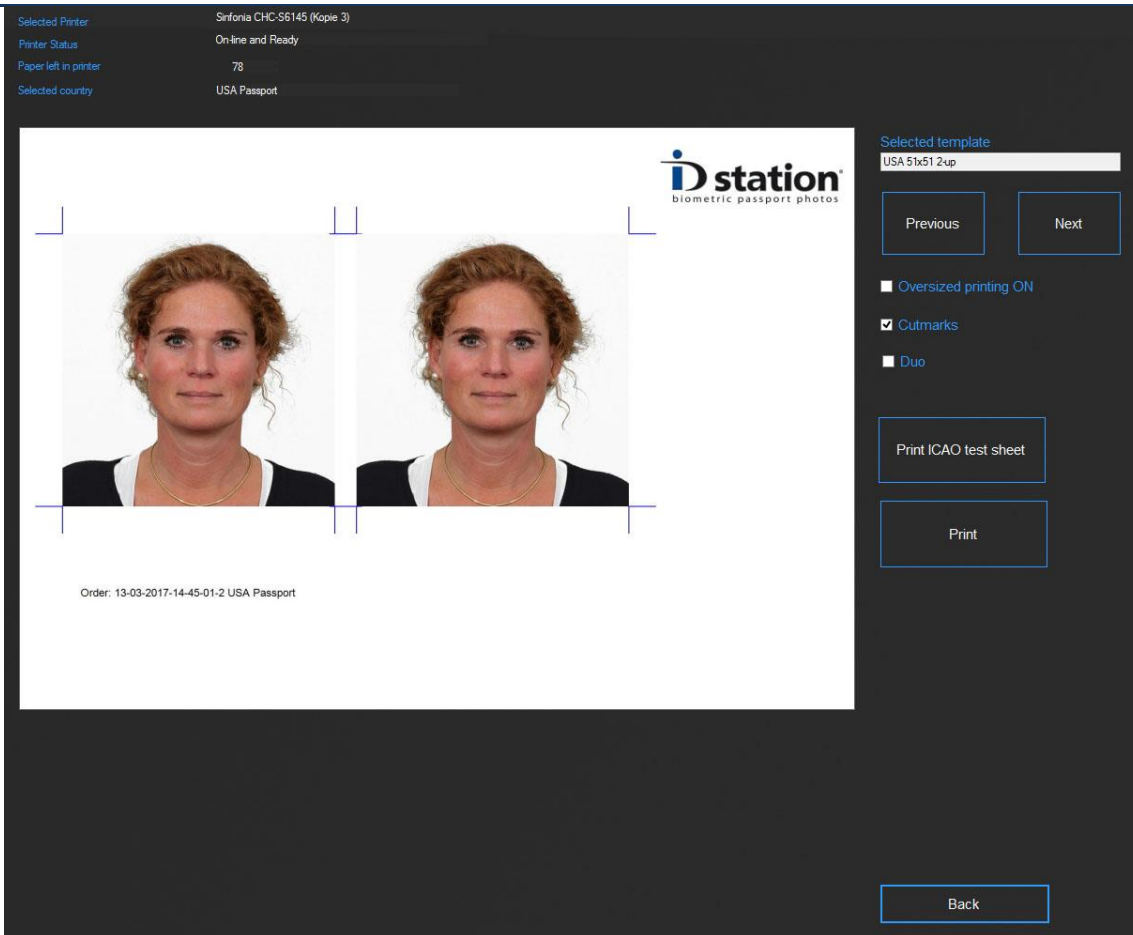


The software will process the sample photo into a perfectly aligned passport photo for "USA Passport", the selected country template. After the automatic processing the software will check if the passport photo complies to the requirements for a USA passport photo. The results are shown as green or red boxes.

Now click on the Print button:



The (78) behind the Print indicates the remaining number of prints. Probably you will 300 as you've just loaded a new ribbon and roll of paper into the printer. Now after you've clicked on the Print button the passport photos aren't printed immediately. You will first see the Print **Preview**:



The Print Preview window not only shows you a preview of what will be printed when you hit the Print button, it also contains information about the printer and the options you can select or deselect.

You may also select another Print template". For now, just click Print and the passport photos will be ready in about 10 seconds.

You have setup your new fastID and printed your first set of passport photos with it.

Now it's time to start taking pictures.

Chapter 2. Take a picture

In this manual we will not describe how you should adjust your camera and lighting in order to make a high quality photo. We will focus on how to get the image from your camera into the ID console.

fastID supports several ways of importing photos. In this manual we will describe only two:

1. Read images from a card, the Read Card mode
2. Wireless mode using the Camfi controller

Read Card mode

This is an easy and very reliable way of taking pictures and reading them into the fastID system. Make sure the SD card is in the camera though 😊

Take a couple of pictures. Take out the SD card and insert it into the card reader. The card reader is a simple USB card reader. If it get damaged somehow it's easy and cheap to replace. Now click on the Read Card button. The software will scan the card and will show the last two pictures you've just taken. To see more browse forward and backwards. Click on a preview to select it for processing.

There are a few things to consider:

- Image rotation : some take pictures in landscape, others in Portrait orientation. If you need to manually rotate each image every time, you better change the settings in the software.
- Image size : very large images take a lot longer to process
- Folder : the camera will save the pictures on the SD card in a particular folder. Will the software always find the correct folder? What to do if the software reports it cannot find the pictures?
- What happens if the card is full or damaged?

We will answer these questions in *Appendix B*.

Wireless mode using the Camfi controller

To work wirelessly we have prepared your fastID to work with the Camfi controller. This is the best solution for wireless picture transfer. The Camfi controller is an option. You may decide to order it along with your new fastID.



Appendix C contains a short [setup manual](#) for the CamFi controller. Please follow these instructions to setup your camera properly.



If you are seeing a red exclamation mark on the "Wireless mode" button the fastID console is **not** connected to the Camfi controller! Before you can start taking pictures you need to resolve this. Follow the instructions in the Camfi manual or read Appendix C.

Make sure your camera has a memory card inside, otherwise it won't work! Now take a couple of pictures and you will see them appear on the fastID console. Click on one of them to start processing it.

There are a few things to consider when using the Camfi controller:

- The fastID console must have a WiFi connection to the Camfi controller. Otherwise the images will not transmit. Clicking on the Wireless mode button will force fastID to make that connection.
- The camera and Camfi controller must be connected (with a short USB cable) otherwise the Camfi controller cannot access the images
- Image rotation and Image size
- What happens if the card inside the camera gets full?

These and other questions are answered in *Appendix C*.

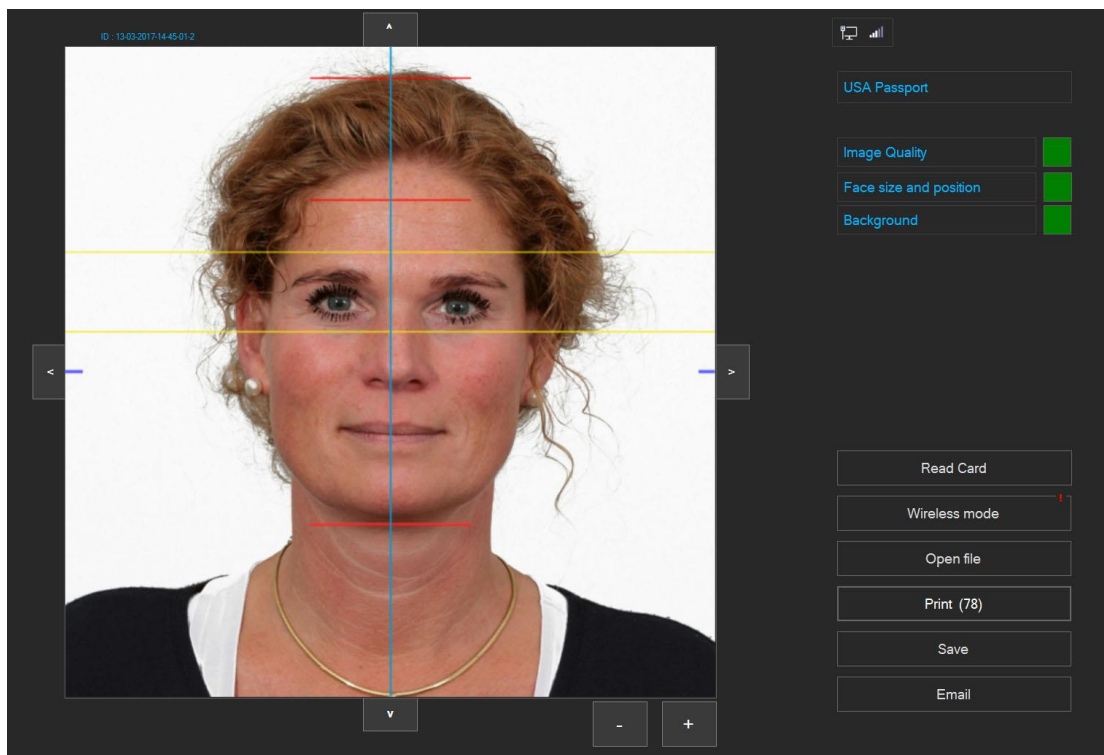
If you are interested in the other options please refer to the www.fastid.photo website and check out the various How to's.

Chapter 3. The software will process the picture

Once you have selected a picture the Photomatic software will process it for the Country you selected. 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. The 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

Image Quality: means that this passport photo passes all tests related to exposure, contrast, sharpness, resolution as well as all tests related to biometric data in the photo. Click on this button the see the results of all tests! You can use these results to fine-tune your camera and lighting setup.

Face size and position means that the size and position of the face in the passport photo is OK. You should verify this using the overlay that is drawn over the photo. Usually the face size is from chin to crown and the overlay will help you to make sure that is correct. You can manually improve this using the up, **down**, left, right and “-” and “+” buttons around the preview. If you click on this button you will see a few more buttons for rotating the image.

Background means the background color in the passport photo is OK and there are no shadows or objects in the background. There are countries that require a white background, but there are also countries that require a light-grey or blue background. This test will verify the background is OK. Click on this button to see details of this and to EDIT the background. This is an advanced feature described in detail in chapter 11.

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 buttons around the preview.

Up, Down, Left and Right : move the face position.

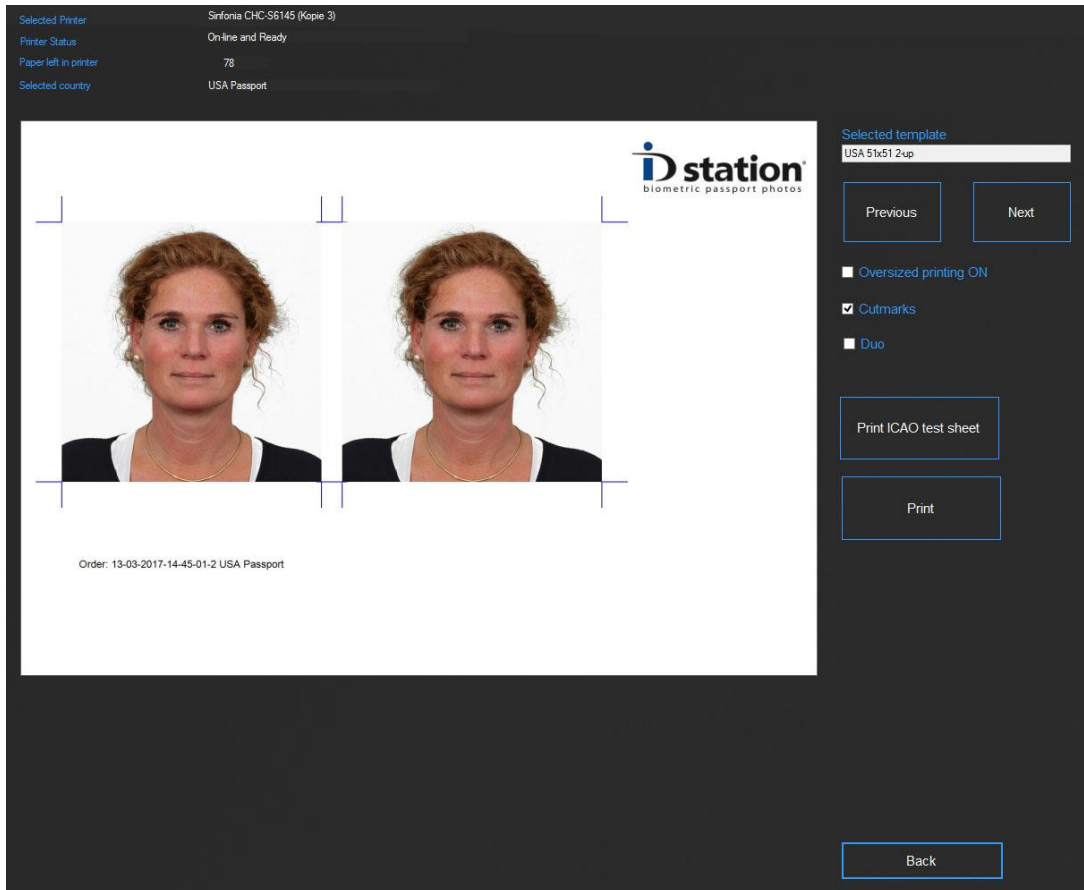
+ and - : zoom in or out, make the face size smaller or larger.

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



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

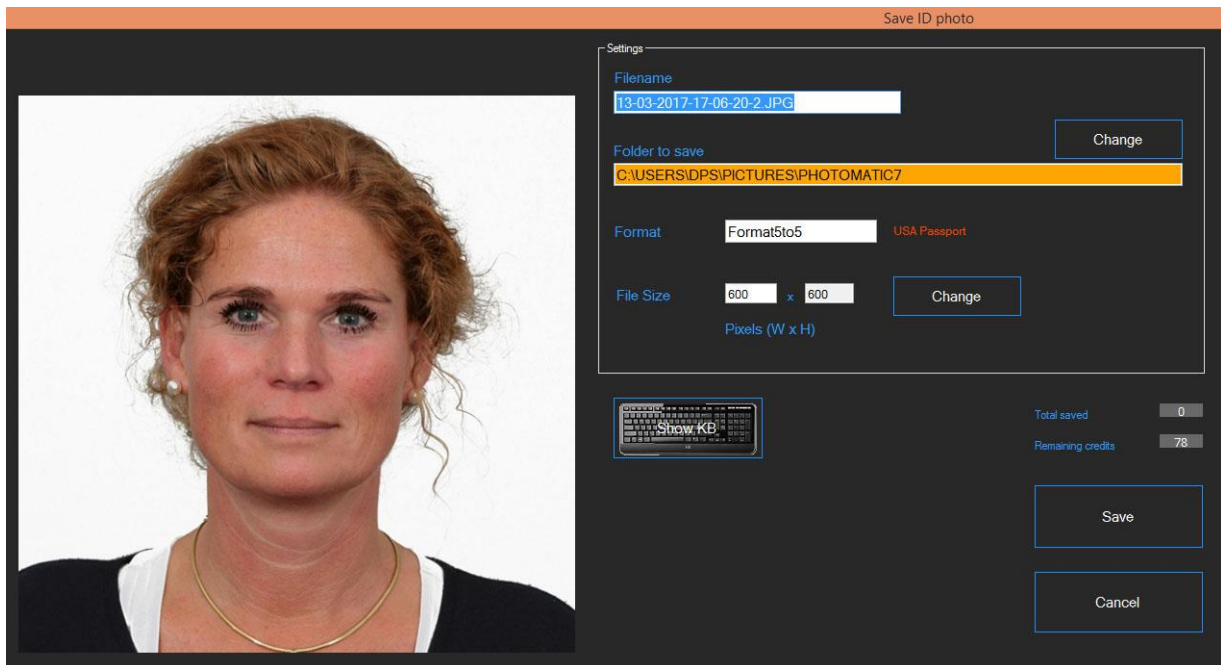
To print the preview just click on the "Print" button. You can also print the **ICAO test report** of this passport photo.

There are a few options such as "oversized" (print the passport photos a little larger) or with cutmarks. 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 "nice" photo with a smiling person.

Chapter 6. Save

The Save option is designed to provide a digital copy of the passport photo. You will save the passport photo as a JPEG file on a memory card, USB stick or on another storage device.

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 can change the

- file name
- destination folder (such as USB stick or memory card)
- file size

The country template (displayed in red) will contain information about the preferred file size, so if you change it you should be sure that the new file size meets the requirements.

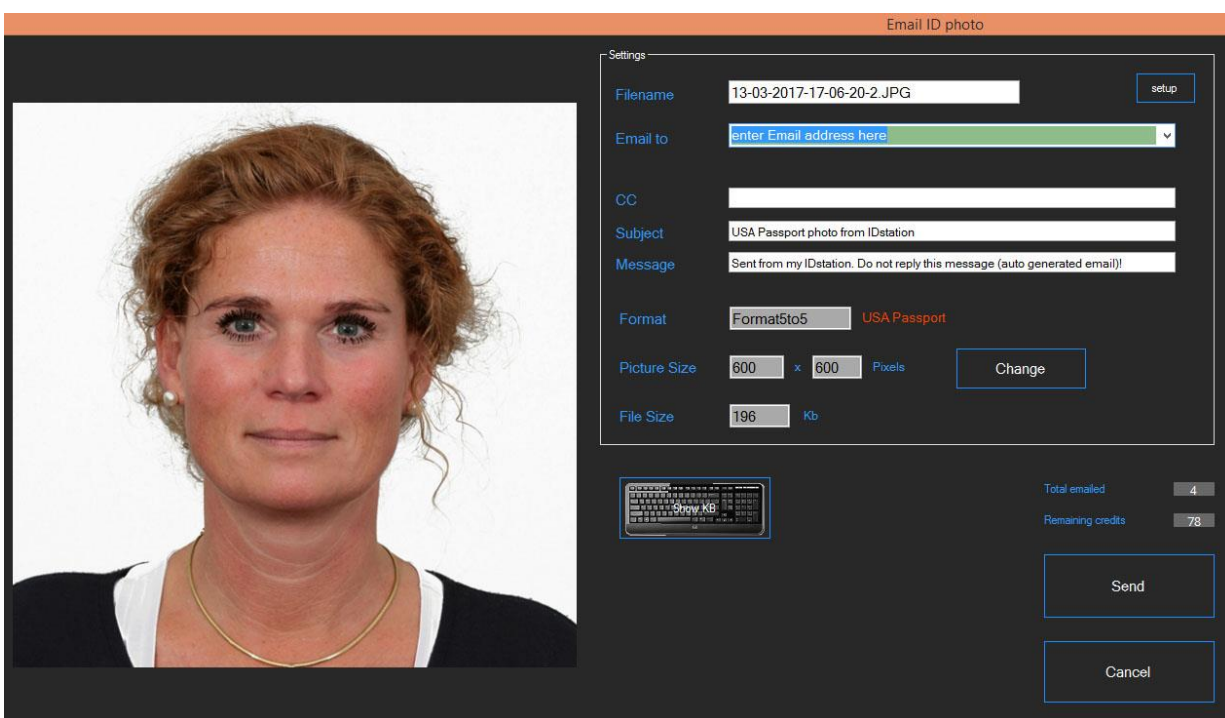
When starting the Save tool the Photomatic software will check if the destination folder exists. If not, you will be shown a warning (and the field will be orange just as in the example above). So if the destination is a drive letter for SD card or USB sticks better make sure the card is inserted in the reader.

Chapter 7. Email

Instead of saving the JPEG file on a memory card or USB drive you can send it immediately using Email.

fastID 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"!

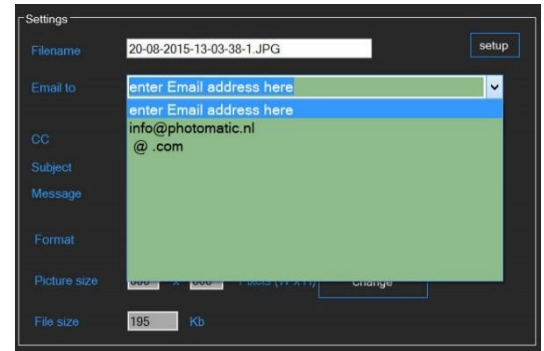


Most fields in the Email tool are preset with default values. The selected country is shown in **red** to emphasize that it is processed and checked for this application (only!).

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](#).



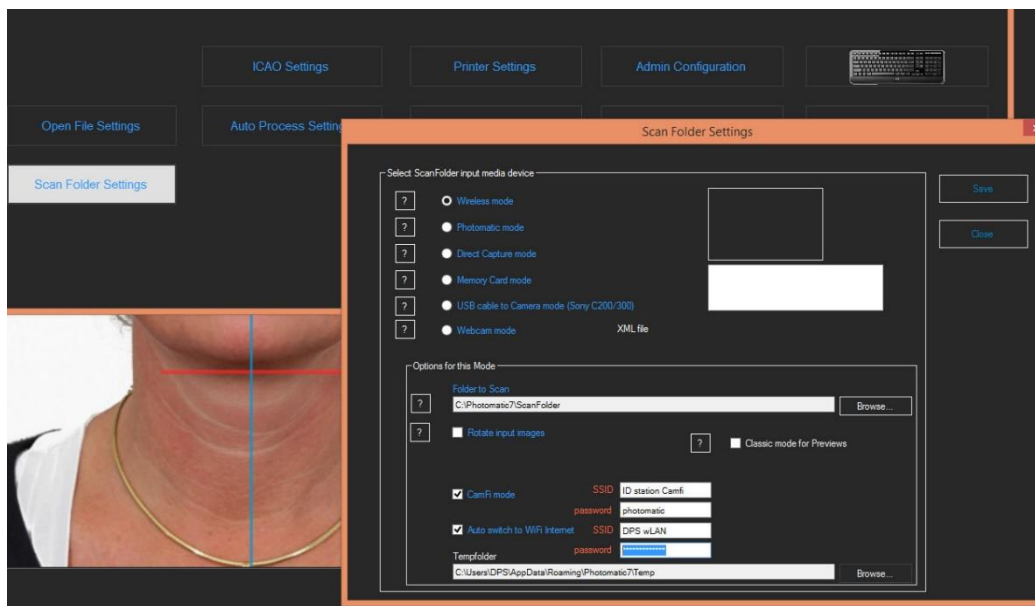
Email and Camfi and Internet

In order to use Email you need an internet connection. There are two ways of connecting your fastID console to internet:

- wired : connect an internet cable to the UTP port of the ID console
- wireless : connect to a WiFi internet network.

Now the wired internet option is easy and doesn't need any changes to the system. Camfi and wired internet can work side by side without any problem.

If you do not have wired internet, only wireless, then you need to adjust some settings in the fastID software to be able to use Camfi and Wireless Internet side by side. The fastID software is able to switch between two networks, but you need to specify the name and password of the network. For this you need to go to Options and select System Settings. Then click on the button Scan Folder Settings:



Here you see the option you should use and full in:

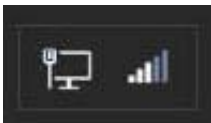
☒ CamFi mode
 SSID ID station Camfi
 password photomatic
☒ Auto switch to WiFi Internet
 SSID DPS wLAN
 password

Select the option “Auto switch to WiFi internet” and fill in the SSID (name of the WiFi network) and the password.

Now if you have entered this information correctly every time you click on the Email button the fastID will automatically switch to WiFi internet in order for you to be able to send an email.

Once you’ve sent it and closed the Email window fastID will switch back to the Camfi network.

It’s important to be sure that the ID console has a connection to the WiFi internet network. Therefore we advise to first make a connection in Windows. Exit the fastID software, go to Windows network settings and make a connection to the WiFi internet network. When connection is made start a browser (Edge, Internet Explorer) to make sure.

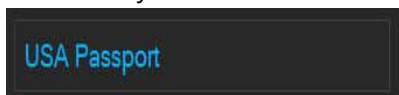


This button will show a red exclamation mark if you’re not on-line. Click on the button to get an overview of the status.

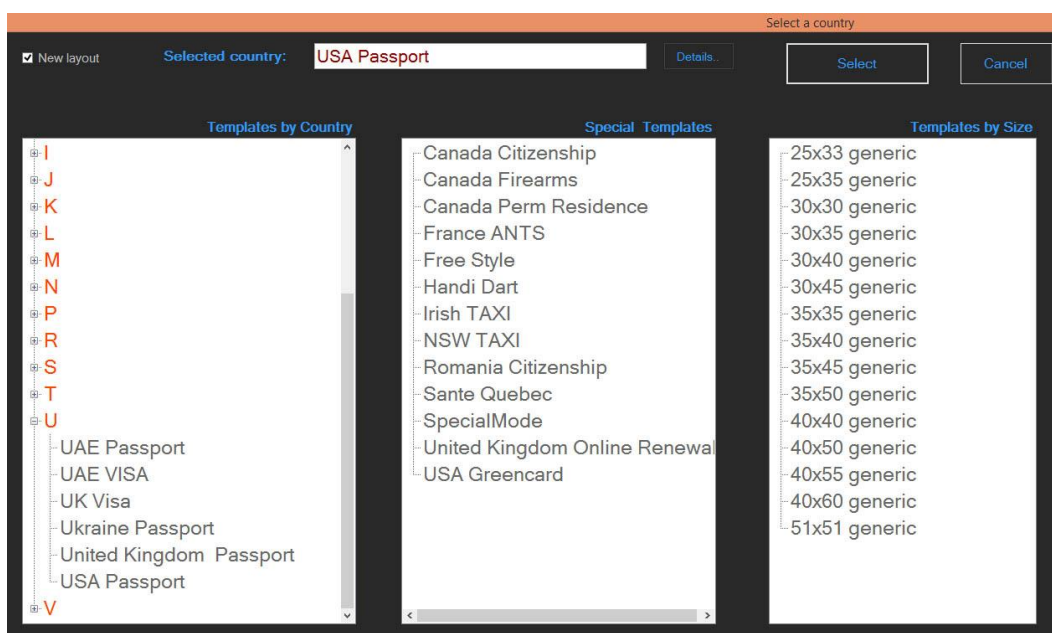
Chapter 8. Taking passport of VISA photos for another country

Passport photos vary between countries. Some are 35x45 mm, others are 2"by 2". Some require a white background, others a grey or even blue background. fastID has templates for almost every country and other applications such as drivers licenses, taxi permits and much more.

To take a passport photo for another country first select that template. Click on the country button:



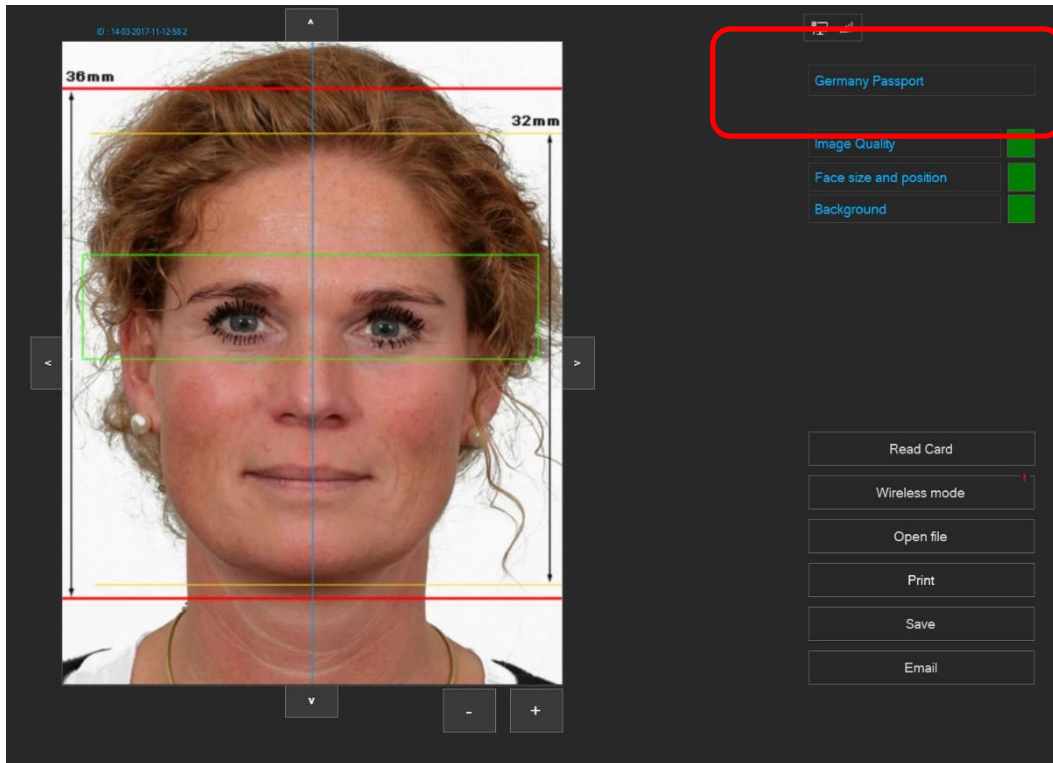
A new window will open showing a list of all available country templates. In fact this window can be viewed in two modes: with **flags** or in lists (example below):



The checkbox upper left (New Layout) will switch between the two modes.

Click on the template you need and click on the "Select" button. For example if you to take a passport photo for a German passport, goto G, expand and select Germany Passport.

Now take pictures as usual. Select a preview and the software will process the photo according to the requirements in the country template you just selected:



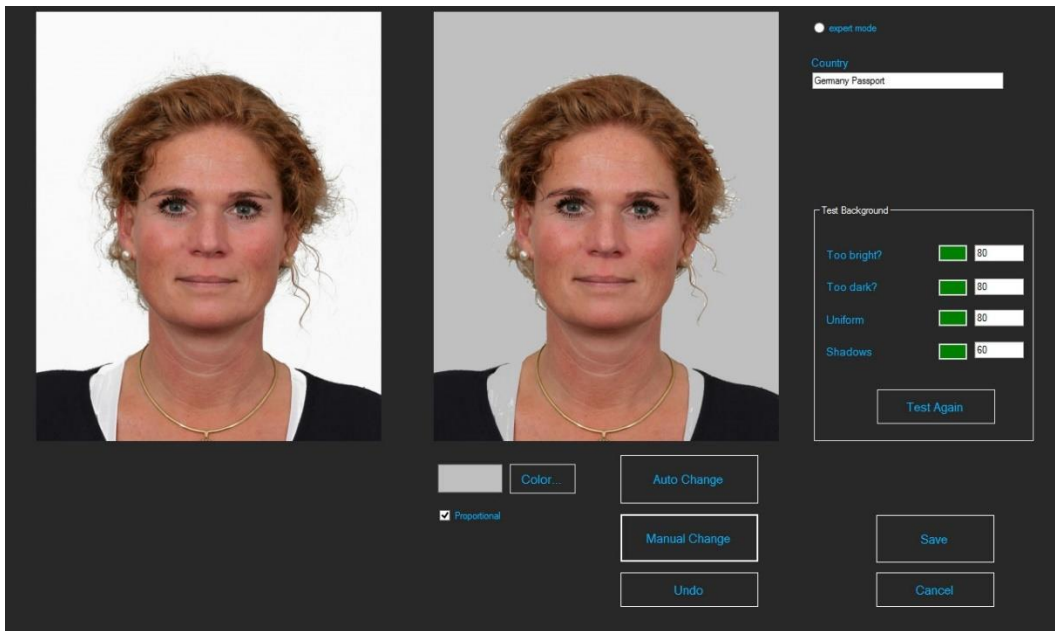
You'll see the different face size and position. Also the size of the passport photo has changed to 35x45 mm. If you click on Print you will see that the Print Preview has also changed to a different layout. It's all done just by selecting another country template!

If the background color is rejected (because it's white and the country template specifies it should be gray) you will see a red box. Click on it and you will start the Background tool.

Chapter 9. The Background tool

The Background tool is designed to check and improve the background color of the passport photo. This may be necessary when taking passport photos for other countries.

The tool opens in a new window showing two previews and a few options.



You may edit the background using the "Auto Change" option or you can edit the background manually through the button "Manual Change". You can try them both if you like.

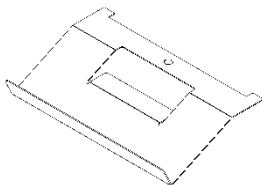
The results are shown on screen, see the example above.

Please read the "How to use the Background tool" for much more information.

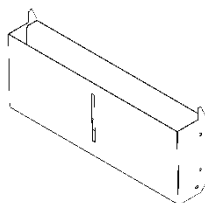
Appendix A. Load paper and ribbon

Caution: This printer weighs about 10Kg. Please handle it carefully. When lifting the printer, always hold bottom of printer. Otherwise, the printer may be damaged.

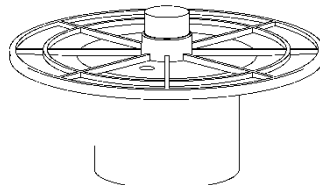
You will be needing the printer and its accessories (see below) to load paper. And of course you will need a media box containing two rolls and two sets of ribbons. Each roll and ribbon holds 300 prints.



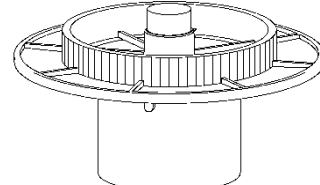
Tray



Dust Box



Paper Flange(White)



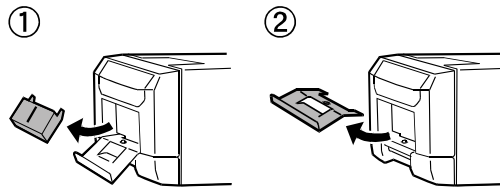
Paper Flange (Blue)



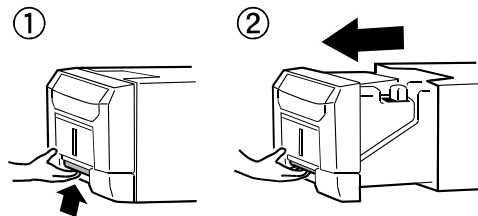
Box of media

Loading the Ribbon

Remove the dust box and tray.

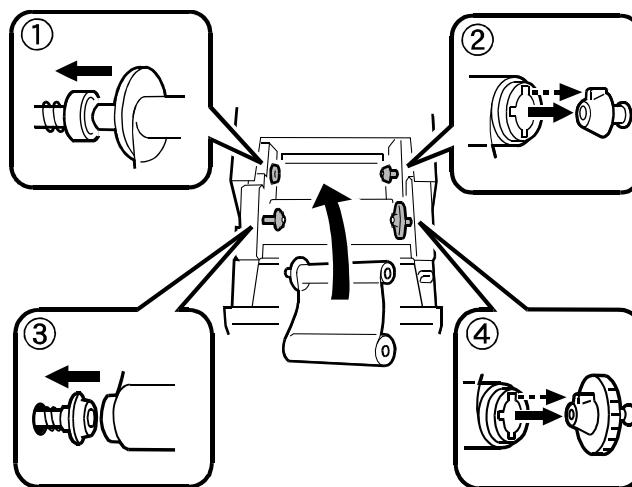


Carefully lift the drawer lever and pull the drawer unit

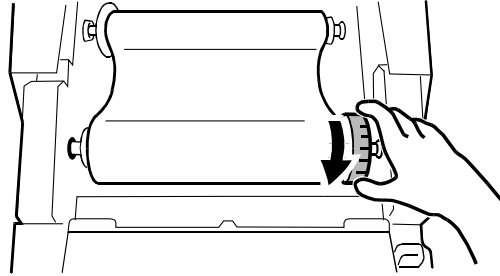


Attention: Do not open the drawer unit quickly or with unnecessary force. Do not press the drawer unit or place a heavy object other than paper after opening the drawer unit.

Insert the ribbon as shown. Note that the **PINK** bar is placed in the lowest holder (pink on the left side) and the **GREEN** bar is placed in the highest holder (green part right)

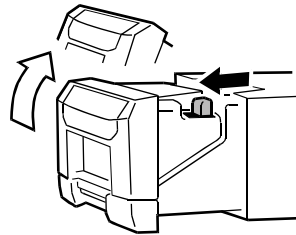


Take the slack of the ink ribbon by turning the ink ribbon supply core.



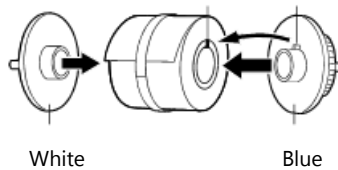
Loading Paper

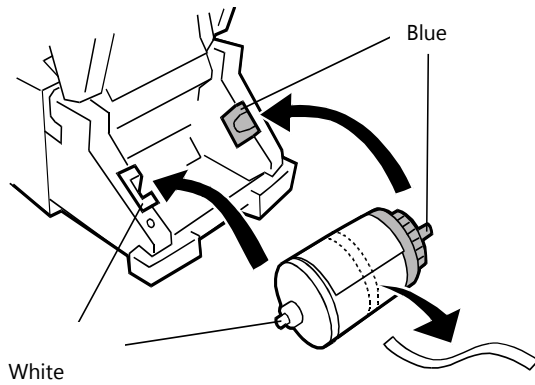
Make sure the power of the printer is switched ON (the printer will tell you when the paper is properly loaded). Pull out the drawer unit and pull the lever to open the open guide unit.



Attention: Do not open the drawer unit quickly or with unnecessary force.

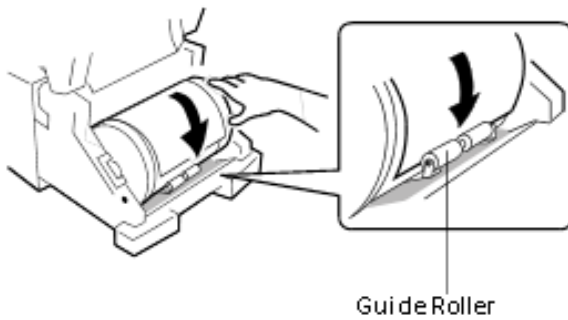
Put the the paper flanges (white and blue) as shown below.



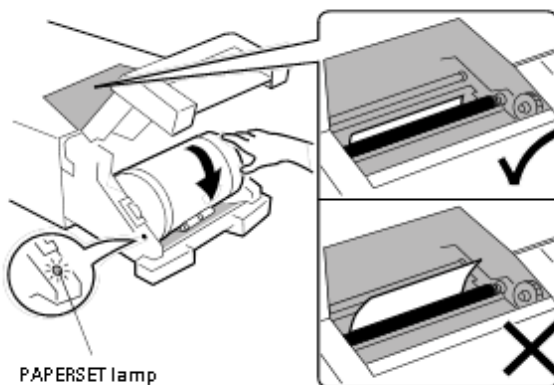


Now put the roll of paper with the flanges into the printer. The white flange on the left and the blue on one the right side.

Remove the pink paper ribbon.



Now take the edge of the paper and insert the edge of paper under the guide roller by rotating the paper flanges.

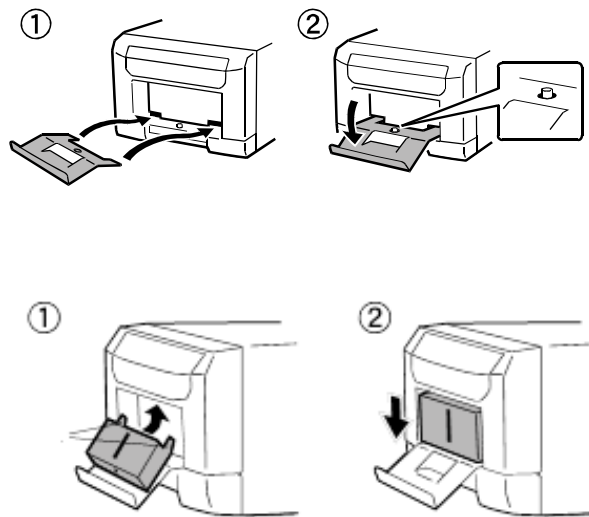


Insert the paper until the PAPER SET light is lit.

Close the drawer unit. In case that both the paper and the ink ribbon are loaded into the printer and the drawer unit is closed, initialization starts and four sheets of paper are ejected automatically.

Restore the paper bin

Insert the claw of the tray first and insert the projected section of the printer in the hole at the tray.



Appendix B. How to : Read Card Mode

One of the most common ways of importing images into a system is the "Read Card" mode. The procedure is simple: the card (usually an SD card) is in the camera. Take a couple of pictures. The camera saves the images onto the card.

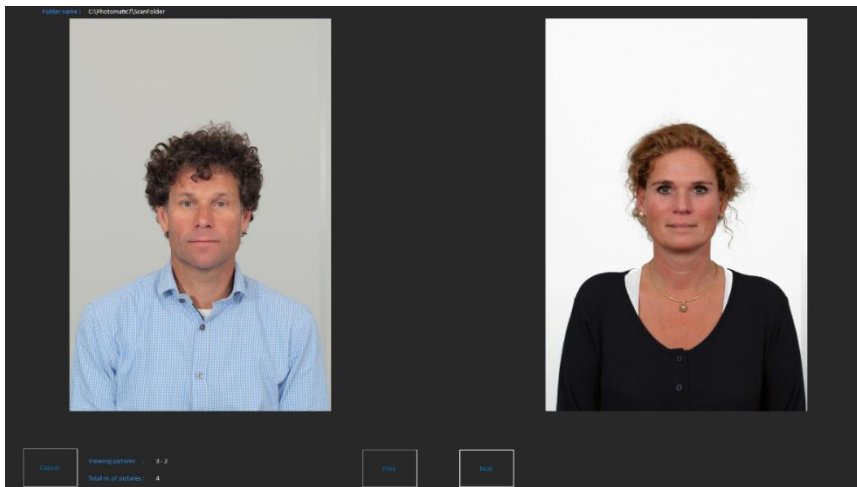
Now take out the card from the camera and insert it into the card reader. fastID has a USB card reader that fits into one of the USB ports of the ID console.

Insert the card carefully.

Once the card is in the reader you can start importing the photos. Click on:



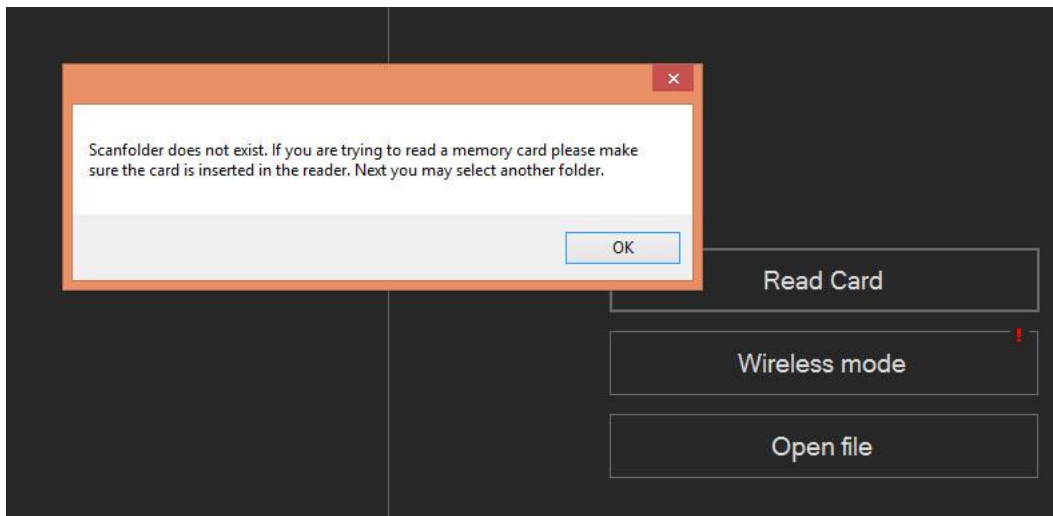
Now the software will search for the card. When it has detected the card it will scan the card looking for the a folder called "DCIM". This is the default folder all cameras use to save images. If the DCIM folder is found the software will subsequently scan all folders inside the DCIM folder. The software will select the most recent folder! Then the images inside that folder will be shown as previews on screen, the last one taken will be shown first.



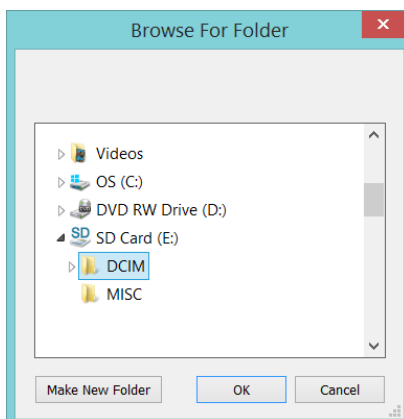
The software shows just two previews, Browse through all the files using the next and previous buttons. Click on the preview you want to process.

In the left upper corner you will see the folder that was selected. You can manually change it by clicking on the Setup button.

Now if you have inserted the memory card incorrectly or there is another problem with the card or USB card reader you will get an error message when clicking on the Read Card button:

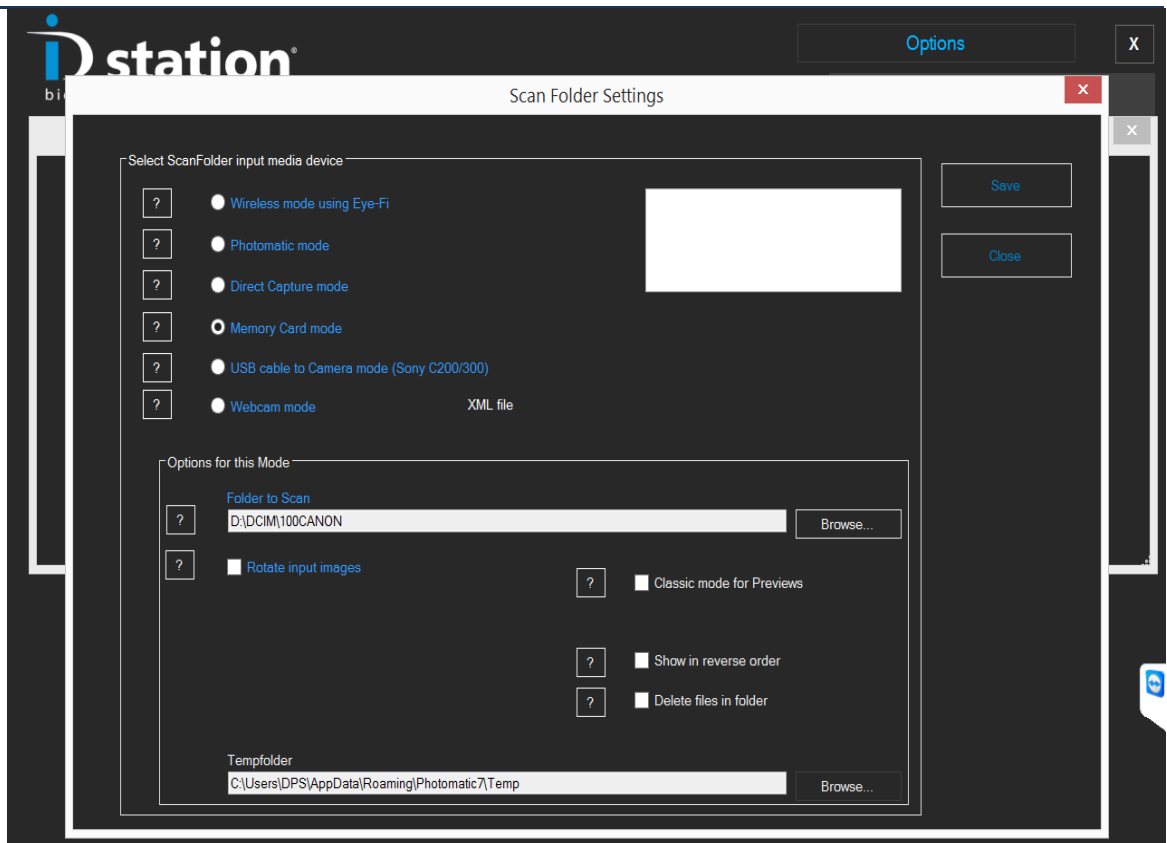


Click on OK. Now you will be shown a Dialog box in which you can select a folder.



If the card is not in the reader or not properly inserted it will not be detected and hence not shown in this Dialog box. Otherwise select the card and the folder you want to scan and click OK. The software will continue scanning the selected folder.

You may preset the rotation of imported images using the System Settings in the Options menu.



Here you can preset the rotation as well as the default folder that the software will search for at first when reading the card.

Remember to clean up the memory card every once and a while.

Appendix C. How to : Camfi

The CamFi controller is an accessory that is connected to the camera with a short USB cable. You may mount the controller onto the camera's hot shoe or use the special frame. The Camfi controller supports Canon and Nikon DSLR cameras.

1. ID station Camfi frame



2. Camera's hot shoe

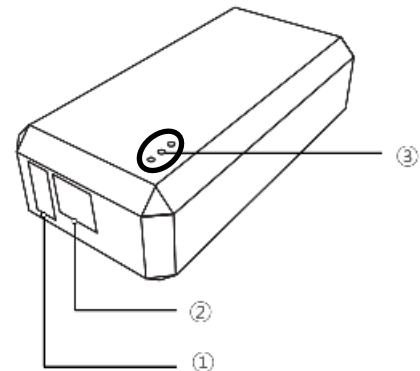


Once the controller and camera are connected and the controller is fixed to the camera you may:

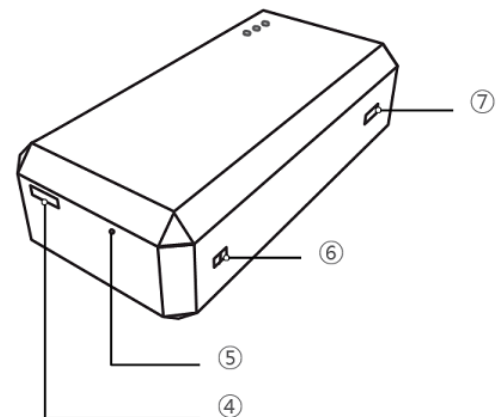
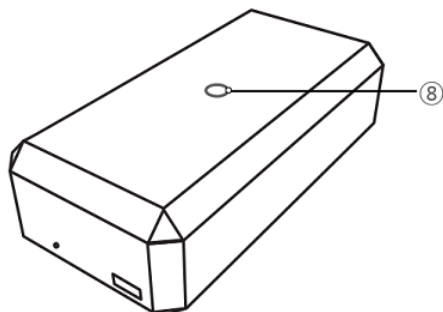
- Switch on the controller
- Switch on the camera, make sure it has a memory card inside

CamFi controller Overview

- ① USB connector for connecting to the camera
- ② Network port for connection to the PC (do not use)
- ③ Status Indicators;
 - 📶 System status
Flashing indicates the system is starting up.
Constant light indicates successful start-up
 - 📱 Battery status
Will turn "Orange" when the battery is running low
 - ⚡ Battery charging status
Will turn "Red" when the battery is being charged.
Will Turn "Green" when the battery is charged fully.



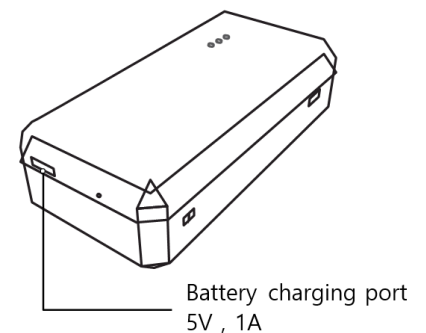
- ④ Micro USB Battery charging port
- ⑤ Reset button (factory reset)
- ⑥ Lanyard hole
- ⑦ Power switch
- ⑧ tapping hole for the frame



Charging battery:

Use the micro USB cable to connect to the USB port of the ID station to charge the battery.

Charge the CamFi controller when you when you are not using it! Insert the USB cable into the controller and USB port of the ID console!



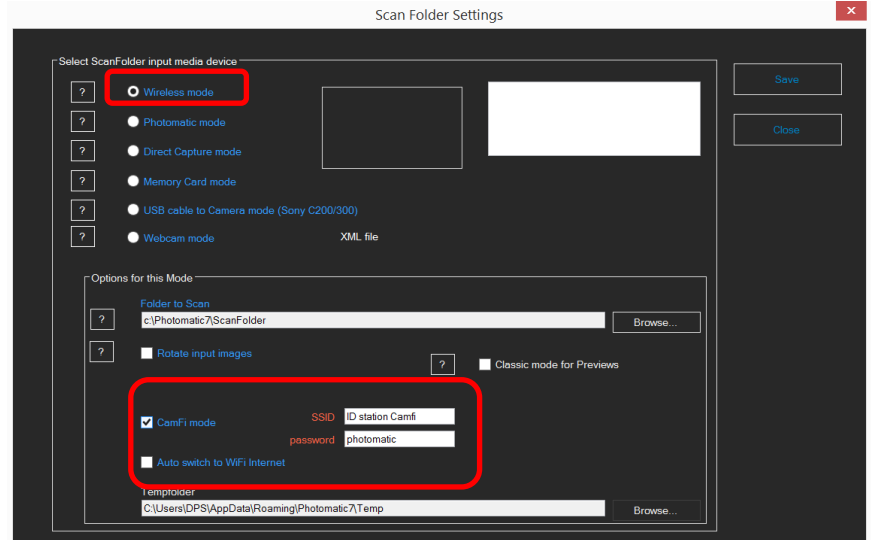
Software options

The options related to Camfi are found in "Options" -> "System Settings" -> "Scan Folder settings".

1) "Wireless mode" must be selected.

2) Select the checkbox "CamFi mode".

The CamFi controller will generate a network to which the ID station will connect. This network has a certain name (SSID) and password. Every CamFi controller we ship along with ID station generates a network called "ID station CamFi" and requires a password "photomatic". Never change these settings!



Internet

When using the CamFi controller your ID station will be connected to the CamFi controller. So your ID station is not connected to Wi-Fi Internet! How to use internet then?

Options:

1. **(Preferred Connection)** Connect your ID station to a wired internet connection (cable LAN). We have or can provide a USB to UTP connector for this.
2. Let ID station switch automatically to a Wi-Fi internet when you need to Email. For this you need to add an additional Wi-Fi connection (store Wi-Fi). This option is implemented in software:

Select the checkbox "Auto switch to Wi-Fi internet"



Enter your store's Wi-Fi internet network name and password.

Please do **not** select this option when using wired (cable) internet!

When you email an ID photo with ID station it will now autoconnect to your store Wi-Fi to send the email. When the email is send it will reconnect to ID station Camfi for the transfer of new photos.

If there is no internet cable connection on the USB Hub you can use an accessory "USB to UTP", see image. Note that when using wired internet you must deselect the "Auto switch to Wi-Fi internet" option!

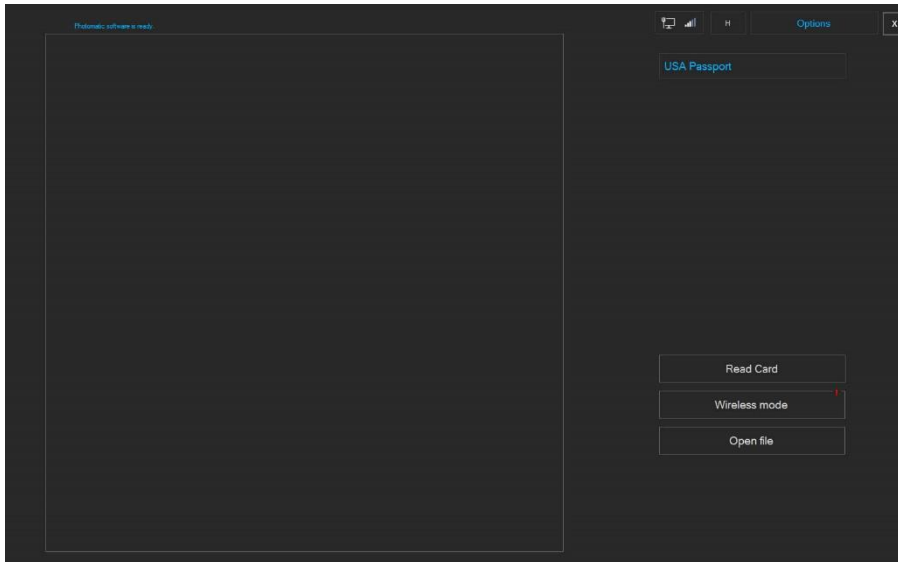
Finally save your changes and exit the tool. Now you're ready to test your new CamFi controller.

Step 4: Final check

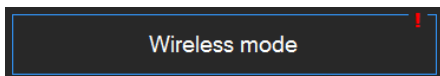
Final check:

- ✓ CamFi controller connected to camera
- ✓ Camera and controller are switched on
- ✓ Photomatic software settings are changed for CamFi support

Now reboot the ID station and wait until the Photomatic software has restarted. You should be seeing this:



If there's a red exclamation mark on the "Wireless mode" button the



ID station is not yet connected to the CamFi controller. Click on the button to force ID station to connect to the CamFi controller (remember the WiFi signal from the controller is named "ID station Camfi"). The ID station tablet needs to be connected to that WiFi network. Pushing the button will enforce this.

If that doesn't help reboot the ID console.

When your ID station is connected to the CamFi controller every picture you take will automatically be sent to the ID station and displayed by the software.

Instruction videos also available on our YouTube Channel:

<https://www.youtube.com/user/idstationdps>

Troubleshoot guide for CamFi can be downloaded from the ID station website www.idstation.eu

Don't forget to charge batteries!

The CamFi controller runs on a battery that needs to be charged every day! The CamFi kit contains a USB cable for charging the battery inside the controller. The battery doesn't need to be removed from the controller. Just insert the USB cable into the controller and on the other end insert the USB cable into a USB port of the ID station or a AC adapter for 5V USB devices.

Supported cameras

Canon

1Dx 5D II 5D III 5Ds* 5DsR* 6D 7D 7D II* 50D 60D
70D 100D 500D 550D 600D 650D 700D 1100D 1200D
1300D

Nikon

DF* D3 D3s D3x D4 D4s D90 D300 D300s D600
D610 D700 D750* D800* D810* D3200 D3300 D5000*
D5100* D5200* D5300* D5500* D7000* D7100* D7200*

* The USB cable with ID-Fi does not match for these cameras. Please use the original USB cable that came with the camera.