



Passport Photo

Manual

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SET UP OF PRINTER

1. Plug hand controller and power lead. Secure the controller lead with the screws.
2. Place half of pack of paper into paper tray. Handle paper by the larger perforated end. Put remaining paper in another bag away from dust.
3. Slide the paper tray into the printer firmly.
4. Open the front cover of the printer.
5. Remove tag from side of ribbon cassette
6. Slide the ribbon magazine in (45 degree angle) and close the cover.
7. Turn on the printer.

CAMERA SET UP

Nikon

- Load **Batteries** and Memory **Card**.
- Press **The On/Off** Button.
- Press Ok For English
- Press Ok For **Time Zone**
- Scroll Left To Get To Right Time Zone Press Ok
- Put **Date & Time** In press OK

CONGRATULATIONS! Your camera is set for use.

CAUTION!!

Every site is different and your installer may have set your camera up slightly differently.

If they differ from the above please set the camera to your sites specifications.

FUJI S Series

CAMERA SET UP

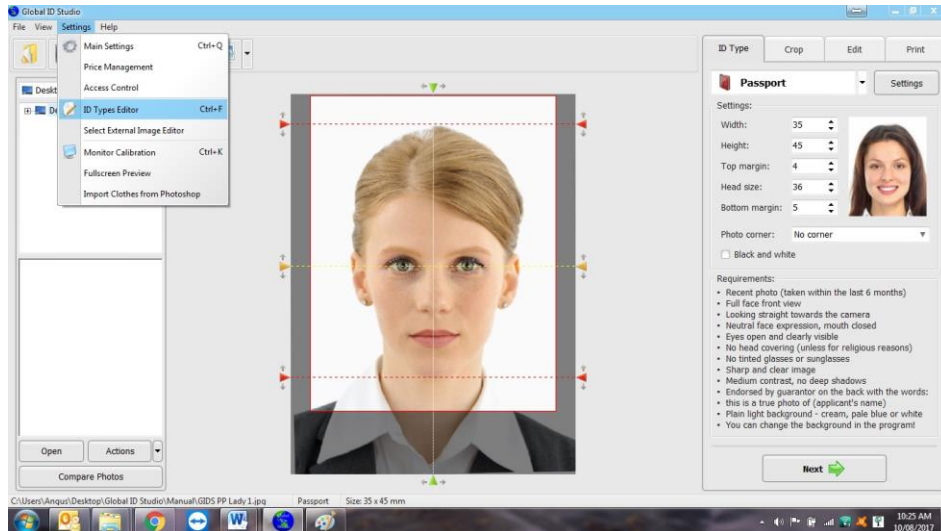
1. Load **Batteries** and Memory **Card**
2. Turn **On**. (Slide switch to right)
3. Press **MENU/OK**
4. Toggle down to **Set up**
5. Toggle down to **Date/Time**
6. Toggle right and **Set Date Time**
7. Press **MENU/OK**
8. Press **F** (above and to the right of Menu/OK)
9. Toggle right and select **400**
10. Check **Image Size L4:3, Quality N, Colour STD**
11. Press **F**
12. Press **Menu/OK**
13. Sharpness select **Hard**
14. Press **Menu/OK**
15. Press **+/-** button at bottom right.
16. Press **Navigator** ring up or down to set left bottom figure to **250**.
17. Press **Navigator** ring left or right to set right lower figure to **3.1**
18. Press **Menu/OK**
19. Press **Face Detection** (Button near power switch)
20. Select **Face Detect Red Eye Removal On**.

Photo and Printing Procedure For Global ID Studio

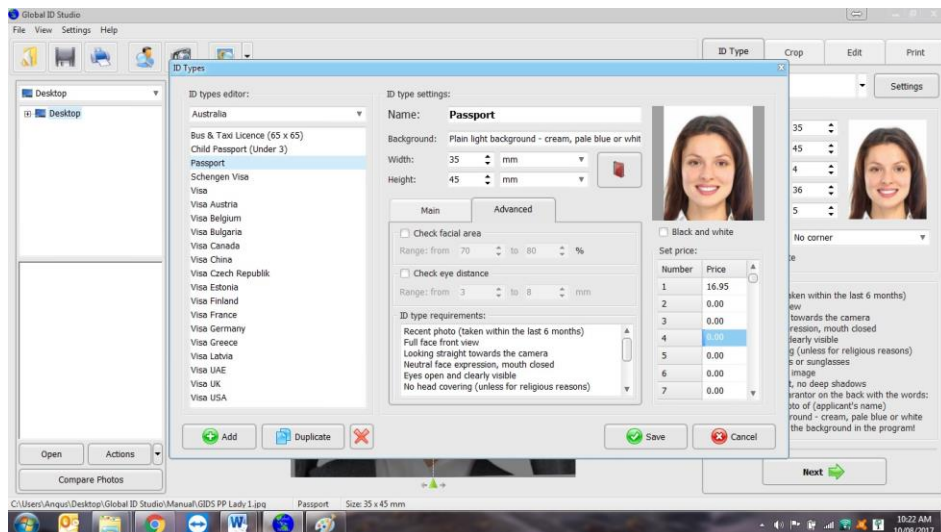
1. Make sure USB cable has been connected at the back of the Printer to the GIDS Laptop Computer.
2. Switch on computer
3. Switch on Printer
4. Check to make sure that the card is in the Digital Camera
5. Open GIDS program (Global ID Studio) on the computer
6. Click settings
7. Click ID Types Editor
8. Choose Country (Type in Country)
9. Choose Size needed.
10. Turn On Camera and take picture
11. Remove memory card from camera and place in computer.
12. Goto drop down top left and choose SD card folder
13. Open folder of the days date
14. Double click on picture
15. When picture comes up click Next
16. Make sure all lines touch the top of the head and chin bottom of the chin
17. Click Next to print or Save to photo to file
18. If you are printing Print Photo and choose S420 printer
19. Print (make sure Printer is S420)

STARTING GIDS

1. Open up GIDS (Global ID Studio)
2. Click Settings



3. ID types editor
4. Choose Country (Type in Country)



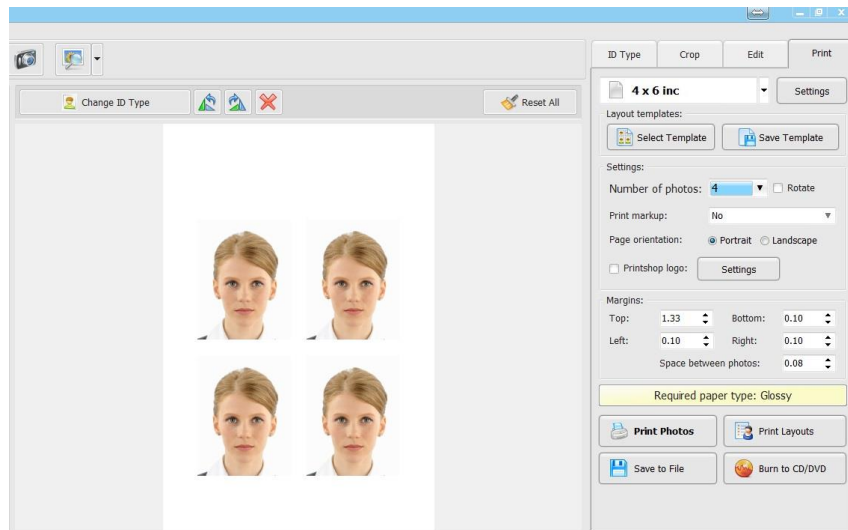
5. Choose size needed (35 x 45)
6. Save
7. Take picture and remove SD card from camera
8. Place SD card into computer
9. Go to left hand side drop box
10. Choose SD card & folder
11. Choose picture and double Click or Enter

12. When picture comes up **Click Next**

13. Make sure all lines are around the head (top line on crown bottom line on the chin)



14. **Click Next** to print or save photo to file(save photo is for disc or email only)



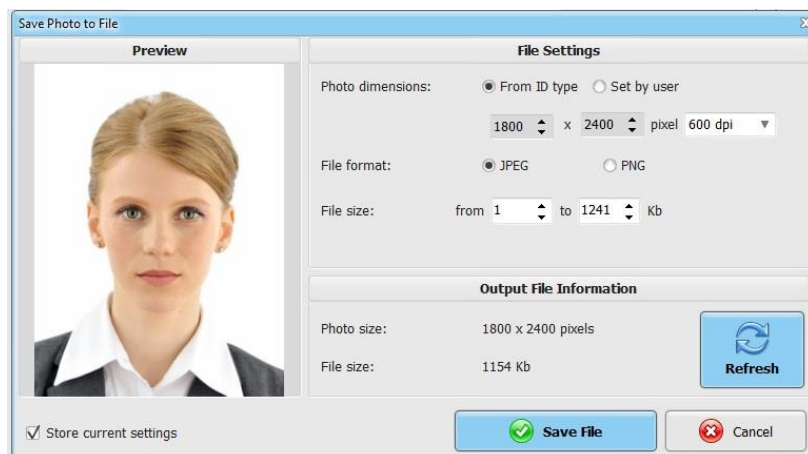
15. Print photo

Saving Images To File For Email

1. ID types editor
2. Choose Country
3. Choose size needed (35 x 45)
4. Save
5. Take picture and remove SD card from camera
6. Place SD card into computer
7. Go to left hand side drop box
8. Choose SD card & folder
9. Choose picture and double **Click or Enter**
10. When picture comes up **Click Next**
11. Make sure all lines are around the head (top line on crown bottom line on the chin)



12. Save picture to folder



Make sure DPI is set at 600 or 1200 and file size is more than 300kb

PHOTO and PRINTING PROCEDURE For ONE SHOT PASSPORT SYSTEM

***Please note this procedure is for use
for customers without the GIDS System***

- After initial camera setup.
- Turn camera on..
- Camera lens 1 metre from subjects face.
- Zoom to $\frac{3}{4}$ fill viewer with subjects head. Head should be central in screen.
- Take photo by slowly pressing the shutter button. The first pressure is for focusing. Do not release button
- Inspect image on camera viewer for closed eyes etc.
- Plug SD card into printer.
- In printer select ID, Format (35x45) image.
- Rotate image.
- Zoom image to approximate size. Chin on bottom line and top of scalp to be between two top lines.
- Position image between guide lines.
- Adjust zoom.
- Save file.
- Push print button.

Compare image against the DFAT test guide. For other countries refer to later pages.
All require a white or off-white background.



Camera Operator Guidelines

Camera

- High-quality digital or film camera
- Focal length of 90-130mm used (35mm film equivalent)
- Camera-to-subject distance of 1.2 metres minimum

Lighting

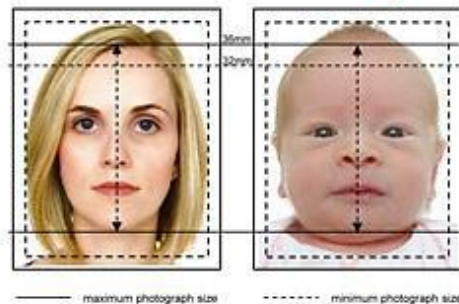
- Even, shadowless lighting on the face
- White or light grey background that contrasts with the subject
- No shadows on background
- Light to ensure no red-eye

Prints

- Print size 35mm wide x 45 mm high
- High quality, heavy-weight, glossy prints – 200 gsm minimum
- Photographic process, dye sublimation or professional inkjet printers only
- No heavy back-printing

Editing

- Final image must be a true likeness of the subject
- No retouching of photographs permitted
- Adjust brightness/contrast only
- Moles, wrinkles, scars must not be removed
- Must not remove red-eye by editing



Subject

- Eyes open and clearly visible
- Neutral expression – no smiling
- Mouth closed
- Subject centred and facing the camera – no "portrait" poses
- Whole face visible
- No hair or head covering across the face

Glasses

- If glasses are worn:
 - Thin frames only
 - Must not obscure any part of the face
 - No reflections permitted
 - Lenses cannot be tinted

Infants

- Infants under 3 years – minimum size shown below
- Images should still be compliant
- Open mouth will be accepted
- No other person or object in photo

Facial piercings

- Facial piercings, such as nose rings and studs, that are worn permanently by the subject, must not cause a reflection

Non-compliant images – these types of images will not be accepted



Smiling is not permitted – must be a neutral expression



Incorrect image exposure – images cannot be too light or too dark



The face and background must be shadow-free



The subject must be facing forward, without any head angle



If worn, glasses must not obscure the eyes or have any reflections



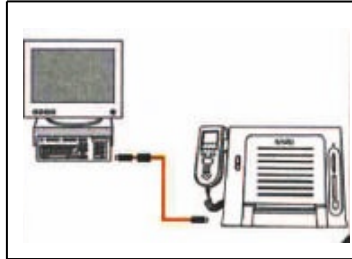
Head-coverings must not cover the face – same with hair



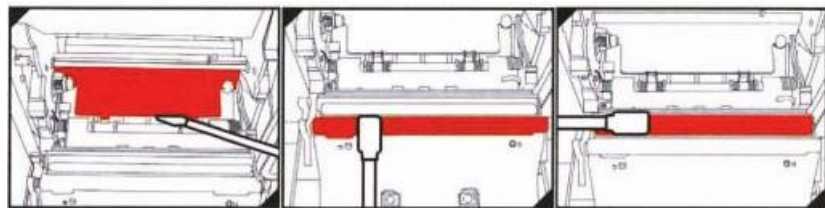
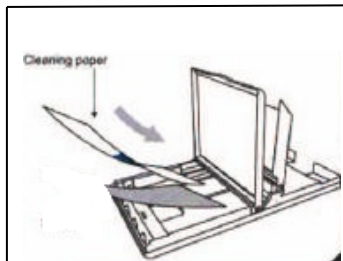
Head must not be tilted down or up



Printer Cleaning Procedure



1. Ensure the printer is disconnected from any other device
2. Remove the paper cassette
3. Remove the ribbon cartridge from the printer
4. Clean any dust from paper cassette
5. Re-insert Paper Cassette
6. Clean inside the printer with a swab or similar dipped in methylated spirits or alcohol



7. Remove the glossy protective tape from the sticky surface Front Side
8. Place the cleaning paper in the cassette facing the card sticky side up
9. On the printer controller, select SET-UP, then select CLEANING mode and press OK
10. Printer will flash '**Please remember to remove ribbon**' as reminder Press OK
11. When the cleaning paper ejects, reinsert and press OK-Repeat this step three times
12. Turn card over so sticky side is facing down on cassette and repeat step (9) three times
13. Add normal print paper into the cassette
14. Put ribbon back into printer