One-Shot

Passport and ID

Photo System

By APE Distribution

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PASSPORT SYSTEM INDEX

ONE-SHOT PASSPORT SYSTEM

Thank you for your purchase of our *One Shot Passport System*.

This system will give you profitable sales to customers requiring ID photos.

Please take the time to read this manual for details on how to properly set up, operate and maintain your system.

Support is available from our Brisbane head office on 1300 727 906.

Check the delivery

You will have received a number of boxes that together make up the *One Shot Passport System.*

1. Please check the packing sheet for a full list of what you should receive.

If any items are missing, please contact our office immediately on 1300 727 906

SET UP
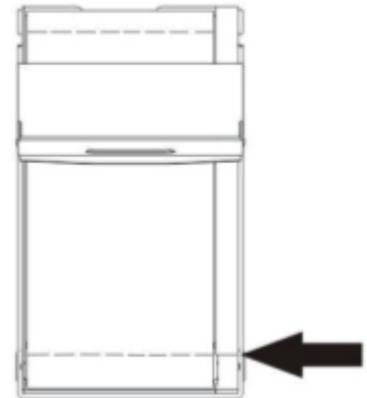## SET UP OF BACKFLASH SYSTEM

1.   Mount the blind and pelmet to the wall. (Note safety instruction.)

2.   Screw the round weighted base to the monopod shaft.

3.   Attach flash shoe to monopod shaft.

4.   Load 4 x AA batteries into flash unit.

5.   Attach the flash to the monopod.

6.   Fit large white diffuser to the flash lens.

7. Flash is fixed at 60 degrees. Do not move angle.

8.   Set the flash Mode to Slave 2 Power 1/64 & Zoom 24

9. Place flash lens directly behind the customer's upper shoulders; 30cm from the screen and pointing at the screen.

Refer to page **8** for detailed instructions on taking the photo and using the printer.

SET UP cont.

SET UP OF PRINTER

1. Plug hand controller and power lead. Secure the controller lead with the screws.

2. Place one pack of paper into paper tray. Handle paper by the larger perforated end.

3. Slide the paper tray into the printer firmly.

4. Open the front cover of the printer.

5. Slide the film magazine in and close the cover.

6. Turn on the printer.

CAMERA SET UP

Nikon

1. Load Batteries and Memory Card.
2. Press The On/Off Button.
3. Press Ok For English
4. Press Ok For Time Zone
5. Scroll Left To Get To Right Time Zone Press Ok
6. Put Date & Time In
7. Press Scene Button
8. Scroll Down To Portrait (Lady With Hat On)
9. Raise **Flash**. (Push button on side of flash.)
10. Scroll To **Fill Flash** (Flash Symbol ONLY)Everytime you switch the camera on.

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.

. **PHOTO and PRINTING PROCEDURE**
Overview

1.   After initial camera setup.

2.   Turn camera on.

3.   Flash UP.

4.   Position subject approximately 30 to 40cm in front of Shadow box or Back Screen if using a flash behind the subject.

5.   Camera lens 1 metre from subjects face.

6.   Zoom to ¾ fill viewer with subjects head. Head should be central in screen.

7.   Take photo by slowly pressing the shutter button. The first pressure is for focusing. Do not release button until flash fires.

8.   Inspect image on camera viewer for closed eyes etc.

9.   Plug SD card into printer.

10.   In printer select ID, Format (35x45) image.

11.   Rotate image.

12.   Zoom image to approximate size. Chin on bottom line and top of scalp to be between two top lines.

13.   Position image between guide lines.

14.   Adjust zoom.

15.   Save file.

16.   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.
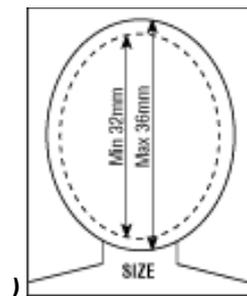
        Quick reference.

        65 x 65   NSW Taxi Licence
        51 x 51   USA
        51 x 51   Indian
        35 x 70   Canadian

ONE-SHOT Printing Procedure
In Detail

To PRINT Australian Passport photos (35mm x 45mm)

1.   Connect the camera to the printer by inserting the SD card from the camera battery compartment into the top slot of the printer or using the USB lead.
2.   Ensure the camera is turned on.
3.   Select **ID** on screen using the scroll/direction button.
4.   Press **OK.**
5.   Select ID photo size 35mm x 45mm 1x4 or 1x6 or 1x8.
6.   Press **OK.**
7.   You will see squares on the screen.
8.   Press **OK.**
9.   Wait until images appear on the screen.
10.   Select image by using scroll button.
11.   Press **OK.**
12.   Scroll to **Rotate**.
13.   Press **OK.**
14.   Rotate image to vertical.
15.   Press **OK.**
16.   Scroll to **Move** (Top row, first button.)
17.   Press **OK.**
18.   Move image to place image in the centre of the screen approximately.
19.   Press **OK.**
20.   Scroll to **Resize**.
21.   Press **OK.**
22.   Increase the image size until the subject fills the screen. The top of the scalp (not the hair) has to be between the two top lines and the chin resting on the bottom line.
23.   Press **OK.**
24.   Scroll to **Move** if positioning needs to be revisited.
25.   Press **OK.**
26.   Scroll to **Save Image** at the bottom right button.
27.   Press **OK.**
28.   Press **Print.**
29.   Check image against DFAT guide supplied with manual

Photo must be 45–50mm high and 35–40mm wide.

Show head and top of shoulders close up, so the measurement of the face from the bottom of the chin to the crown (i.e. top of head without hair) is between 32mm and 36mm.

MAINTENANCE

While your *One Shot Passport System* is simple to use, it does require a small amount of regular maintenance to keep it working efficiently.

It is necessary to use the supplied cleaning kit every two months otherwise coloured or white dots appear on the prints.

Please refer to the instruction sheet included in this manual on cleaning procedure.

Shadow Elimination Box

Keep the Perspex cover of the Shadow Elimination Box clean to avoid marks in the background of your passport photos. The Perspex can be cleaned with a lint free cloth and household window and glass cleaner. Do not use abrasive cleaners on the surface as this may cause scratches.

Display Sign

When removing the sign from the Shadow Elimination Box, be careful to not pull it in such a way as to bend or break the sign. The Display Sign can also be cleaned gently with a lint free cloth and household window and glass cleaner.

Deleting images from card

Images can be deleted from the card using functions within the camera. Please refer to Fuji camera guide.

Digital Camera

The digital camera needs only to be kept clean and the batteries replaced regularly. It is important to regularly (monthly) reformat the SD Media card.
Formatting of the card is important to improve the efficiency and longevity of the card.
Please consult the manufacturer's manual in the camera box for detailed instructions on this procedure.
Digital cameras are heavy users of batteries so we recommend using the rechargeable batteries that can be purchased from this company. One set of rechagable batteries will replace at least 100 sets of the non rechagable batteries so the cost outlay is justified.

The following notes draw on International Civil Aviation Organization (ICAO) standards for photographs to be included in machine-readable travel documents such as passports. These notes are designed to be read in conjunction with the Australian Passport Photo Guide 2008 and the pamphlet, Photograph Guidelines.

These notes will help in providing suitable photographs, so that applications for passports are not delayed by having to submit new photographs in the required format. It is important that photos are submitted to Australian Passport Office (APO) standards for security reasons.

Camera

Photograph requirements

The photograph must

- be taken no more than six months before lodgement of a passport application form
- be 45-50 mm in height and
- be 35-40 mm in width
- show a close up of the applicant's head and the top of the shoulders such that the vertical size of the head (as measured from the bottom of the chin to the crown of the head) is between 32 and 36 mm
- be centred, clear and in sharp focus with no shadows
- be of high quality, with no ink marks or creases
- have appropriate brightness and contrast that show skin tones naturally.

Photograph background

A uniform background must be used to provide a contrast to the face and hair. DFAT guidelines asks for a light coloured background as detailed on their supplied guide.

Camera Optical Lens and Setting Requirements

- 35mm SLR cameras (the camera's image capture chip must replicate 35mm film plain image capture dimensions) with a fixed Optical Focal Length Lens (or variable lens locked into position) between 90 to 130mm (35mm film camera equivalent) must be used. A wide angle or telephoto view will result in a distorted facial image.
- The distance between lens and subject (approx. 90cm) should be suitable to achieve an image of proper head size, with correct perspective and without distortion.
- Digital Zoom technology must **not** be used.

- Sharpening functions within the camera software must be turned off.
- The image must be created using "shadow less lighting". Background slave flash can be used to remove shadows. The lighting should not give the subject "red eyes".
- A head size template placed on the camera viewing screen must be used as a guide in obtaining the correct head size.
- The camera should be set to capture the image as a TIF (preferable) or JPG at highest quality setting with minimum file compression.

Digital Camera Resolution

- It is recommended that digital cameras should be at least 10Mega pixels resolution (preferably higher).

Person

Expression and frame

The photograph must show the applicant with

- a neutral expression
- the applicant alone
- the applicant looking directly at the camera
- with no other person or object (including toys or furniture) visible
- the mouth closed
- the applicant facing the camera and not looking over one shoulder (for example in portrait style photographs)
- the head should be upright such that an imaginary line drawn between the centres of the eyes is parallel to the top edge of the picture
- the applicant with eyes open and clearly visible and without hair obscuring any part of the eyes
- both edges of the face must be clearly visible.

Head coverings

- Head coverings such as hats or caps are not permitted.
- If an applicant wears a head covering for religious purposes, a photograph of the applicant wearing it will be accepted provided all facial features from bottom of the chin to top of the forehead (including both edges of the applicant's face) are clearly shown.

Glasses

Wearing of glasses is not recommended during photography. Even if applicants normally wear glasses, they do not need to wear them for a passport photograph. If they do:

- the photograph must show the eyes clearly
- there must be no flash reflection off the glasses
- tinted lenses are **not** permitted
- the frames must **not** cover any part of the eyes
- heavy framed glasses are not permitted.

Facial ornaments

Facial ornaments such as nose rings and studs are acceptable provided

- they are worn permanently by the applicant
- they do not cause a reflection in the photograph.

Hair and ears

- ears do not need to be visible in the photo
- most hair types (covering the complete frame) are acceptable providing the hair does not cover the face and the face/eyes are visible
- earrings are acceptable provided they do not obstruct the view of the edges of the face
- hair accessories are acceptable provided they do not obstruct the view of any facial feature.

Infants under three years of age

Generally, attempts should be made to ensure that photographs of infants comply with all requirements. Department of Foreign Affairs and Trade (DFAT) however, are prepared to relax some requirements for photographs of infants under the age of three.

The photo requirements the DFAT is prepared to relax are limited to the head sizes shown below, which are a variation of acceptable infant photos. The **Preferred** image is the image which is shown on the Australian Passport Photo Guide 2008.
The three images show the acceptable variances in head size.

- as a **Minimum** the infant's head must touch all three sides of the shaded area
- the infant can be shown smiling and/or with mouth open if this cannot be avoided.

Printing

Image Preparation Requirements

The photographer

- must **not** crop the image in post production software below the minimum pixels of the required output size (see last point "Image Size" specifications)
- must **not** resize the image in any way that might alter the perspective
- must **not** retouch or alter the image so that subject's appearance has changed, images must reflect a true likeness of the person
- must **not** use "sharpening tool functions" in post production software
- must **not** remove red eye or shadows in post production software Photographs showing red eye should be taken again. Use appropriate flash mount technology to avoid these issues. It is recommended that the flash is angled slightly down.
- must **not** show shadows across the face or behind the head
- must **not** show reflections on the face
- must **not** remove facial moles, freckles or other blemishes from the image
- must **save** the image as an uncompressed TIF, BMP or PSD file, the image must **not** be saved as a compressed JPG

Image size must be:

- Using 400ppi Printers: 35mm x 45mm @ 400dpi or 551pixels x 709 pixels

Paper types and surfaces

Incorrect paper types and surfaces can cause problems affecting the quality of the image printed in the passport.

Only the following paper types are **acceptable** for printing passport photographs:

- instant photographic standard gloss
- sublimation dye photographic standard gloss
- RA4 silver halide photographic standard gloss

The following paper types are **NOT** acceptable:

- inkjet paper
- photocopy paper
- paper with heavy watermarks

The paper surface used must be

- 'semi gloss' photographic paper

The following paper surface types are **NOT** acceptable:

- lustre surface photographic paper
- matt surface photographic paper
- high gloss surface photographic paper

Printed image output should be made on printers with these minimum specifications

- full colour continuous tone printers with a minimum 300ppi print resolution, for example photographic paper silver halide type printers (with laser or similar print engines), dye sublimation printers (using low gloss paper) or other continuous tone printers using a 6 colour process
- printed output 8 Bit RGB Colour (for example, 24 Bit Colour)
- paper weight between 180 to 290gsm (standard weight and de-luxe weight silver halide photographic papers are suitable)
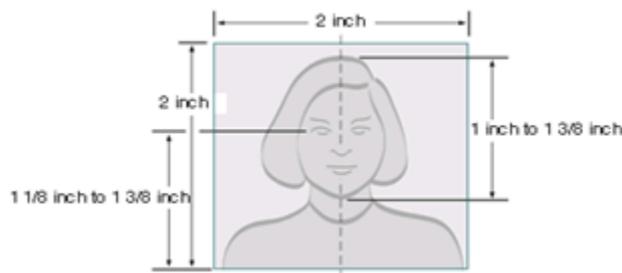- paper surface can be gloss but not very high gloss

Do Not Use

- photographic paper silver halide analogue printers with "digital print attachments" unless they print at a minimum of 300ppi
- inkjet printers (unless they match the above standards using archival photographic paper and inks)
- colour laser printers
- very high gloss, lustre, silk or matt papers
- thermal papers with heavy backing (for example, 350gsm or above)

United States & Indian Passport Photos
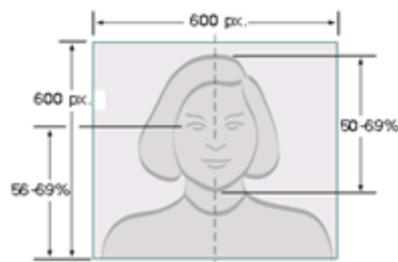
Photo Composition Template

- Make sure the photo presents the full head from the top of the hair to the bottom of the chin
- Centre the head with the frame
- The person in the photo should have a neutral expression and be facing the camera

Paper Photo Head Size Template

- Photo must be 2 inches by 2 inches
- The height of the head (top of hair to bottom of chin) should measure 1 inch to 1 3/8 inches (25 mm - 35 mm)
- Make sure the eye height is between 1 1/8 inches to 1 3/8 inches (28 mm – 35 mm) from the bottom of the photo

Digital Image Head Size Template

- The top of the head, including the hair, to the bottom of the chin must be between 50% and 69% of the image's total height. The eye height (measured from the bottom of the image to the level of the eyes) should be between 56% and 69% of the image's height.

- Image pixel dimensions must be in a square aspect ratio (meaning the height must be equal to the width). Minimum acceptable dimensions are 600 pixels (width) x 600 pixels (height). Maximum acceptable dimensions are 1200 pixels (width) x 1200 pixels (height).

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