



# **International Electronics Inc. eMerge™ Browser Managed Security Platform**

## **Photo ID Badging Install and Setup Guide**

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# Photo ID Badging Install and Setup Guide

## Photo ID Requirements List

The hardware, software, and licenses required for your IEI eMerge™ Photo ID features are listed below.

In addition to those items it will be necessary for you to have:

- Physical access to the Network Controller and permission to shutdown the security system, and restart it.
- Login username and password to the Network Controller with setup privileges.

## Hardware

At this release the Photo ID feature is tested to work with the following devices:

- **Cameras:** Canon PowerShot digital cameras A510, A520, A70, A75, A85, G2, G3.
- **PC with Windows XP Pro:** To use as enrollment/badging station. You will need an administrative account on the PC in order to install software.
- **Printers:** Evolis, Magicard Tango, Magicard Rio, Fargo DTC 525 LC. (Optional).
- **Photo ID Badge blanks:** (Optional)
- **Compact Flash Card:** The size requirement of this compact flash is dependent upon the number of photo IDs to be stored. Photo IDs created with the eMerge features will be approximately 30KB each. ID photos ported from other sources may be larger. We recommend that you get a compact flash approximately twice the size of your calculated photo ID storage requirements.

## Software and Licenses

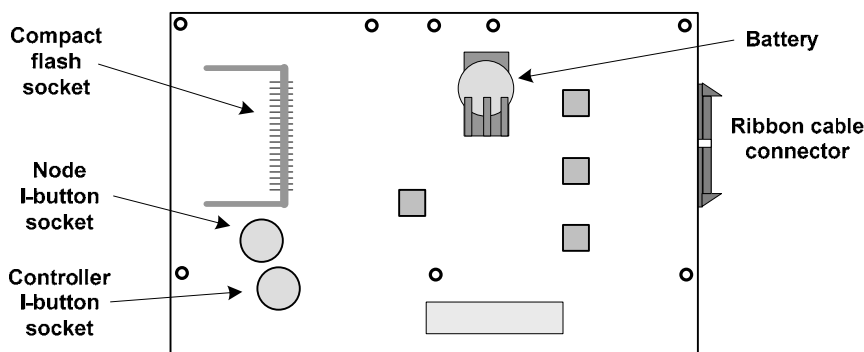
- **Photo ID license file:** In new systems this file is already resident in the I-button. In existing systems this file (ibutton.lic) may need to be uploaded to the network controller. Obtain this file from IEI. You will need to provide the iButton Serial Number from the Support/Utility>About page of the security application.
- **IWS software:** The EPI Builder runtime software, the EPI Builder Designer software, and the IWS Canon Plug-in.
- **Browser:** Internet Explorer 6+ is needed because of the use of an Active X component.

## Upgrading Systems for Photo ID Badging

**NOTE:** If you are doing Photo ID Setup on a system that already has a “Badge” license and a compact flash card, skip this procedure and begin below at “Photo ID Setup Procedure.”

### How do I check a system for a Photo ID license and compact flash memory card?

1. Select **Support/Utility : About**.
2. In the **Licenses** list look for “**Badge**.” If “Badge” is not in the list then this system is not yet licensed for the Photo ID Badging feature. You will need to proceed with the steps below to apply the license file.
3. Look at the compact flash socket on the underside of the Controller/Node blade.



The Controller/Node module bottomsides.

4. If the compact flash card socket is empty you will need to proceed with the steps below to install one.

### Backup Network Controller database and save to PC

1. Log in to the Security Application.
2. Select **Administration : Utilities : Backup Database**.
3. In the **Backup Database** section enter an explanatory comment about this backup. This comment will later appear above under **Existing Backups**.
4. Click **Backup Now** and the current security database is copied to ROM on the Network Controller and to the network storage location (local share) if one is configured.

**NOTE:** The Controller may require several minutes to complete this operation.

5. When this new backup appears in the **Existing Backups** section click the **get** link.
6. In the **File Download** dialog click **Save**.
7. In the **Save As** dialog browse to the location where you wish to save this backup.
8. Click **Save**.

### **Shutdown Network Controller and remove power (if installing a compact flash card)**

1. Select Setup : System Maintenance : Utilities.
2. In the **System Shutdown** utility click **Shutdown Now**.
3. When you hear the double-beep, disconnect all power from the Network Controller. Screen prompts will guide you.

**NOTE:** Any battery backup or UPS must also be disconnected.

### **Install compact flash card (if necessary) and restore power**

1. Insert the compact flash card into the compact flash socket on the underside of the Controller/Node module. Be sure that it is fully seated. See the diagram above.
2. Reconnect external power and any battery backup or UPS power to the Controller.

### **Apply the Photo ID features license file**

**NOTE:** This is only necessary if you are upgrading an existing system with no photo ID license.

1. Log in to the Security Application.
2. Select **Setup : Site Settings : Add Software Licenses**.
3. Browse to the photo ID license file (ibutton.lic) and click **Save**.

**NOTE:** This step both uploads and applies the license file. Once the license file is applied the system performs a one-time compact flash card setup. When the process is complete the system returns a message to the user about the success/failure of the licensing process.

4. Log out of the Security Application.

**NOTE:** All users must log out so that the application of updates will be completed.

5. Log back in to the Security Application and select **Support/Utility : About**.
6. In the **Licenses** list look for "**Badge**." The presence of the word "**Badge**" confirms the successful application of the license file.

# Photo ID Setup Procedure

## Install IWS software components on the PC

1. Insert the CD from the Photo ID Badging Packet into the CD drive in the PC.
2. Double-click the PhotoID.exe (for version 1.4.X eMerge systems) or the PhotoID\_v21.exe (for version 2.X eMerge systems) and it will guide you through the installation of:
  - IWS EPI Builder Runtime/Designer
  - IWS Canon plug-in

## Install printer driver and setup photo ID badge printer

**NOTE:** If you do not have a printer for your photo IDs, skip this part of setup.

1. Insert the Magicard CD into the PC and follow the instructions to install the printer driver on the PC.
2. Refer to printer documentation and complete the physical setup and connection of the printer.

## Complete the camera setup

**NOTE:** It is not necessary to install the Canon camera utilities on the PC. The IWS Canon Plug-in will provide sufficient function for creating photo IDs.

1. Refer to camera documentation and complete the physical setup and connection of the camera.
2. Refer to camera documentation and set the camera to take pictures at the minimum resolution and set the camera into portrait mode. Maximum photo ID size is 30K.

# Photo ID Badging Quick Start

## Photo ID Quick Start Procedure

### Log back in to the Security Application and verify Main Menu updates

1. Log in to the Security Application.
2. Select **Administration : Utility**.
3. Verify that **Photo ID Layout Delete** and **Photo ID Layout Upload** are on the Utility menu.

### Design and Upload Photo ID Badge Layouts

1. Using EPI Designer and data fields from the personal information records in your eMerge, create a photo ID badge layout and save it.

**NOTE:** To start EPI Designer select from the **Start** menu, **Programs : EPI Builder Runtime 6 : EPIDesigner**.

See below for a list of the data fields from the personal information records that you can use in your badge design, and refer to the EPI Designer documentation for help working with EPI Designer.

2. Select **Administration : Utility: Photo ID Layout Upload**.
3. Click the **Browse** button to browse to the location of your photo ID layout files.
4. In the Browse dialog box select the photo ID layout file you want to upload and click **Open**.

**NOTE:** Photo ID badge layout files must end with the .dgn extension and can be no larger than 15 MB. If you have layouts from previous versions of EPI Designer they can be opened and saved with the current version as “dgn” files.

5. Click **Save**.

### Create a photo ID badge

1. Select **Administration : People**.
2. Add a new person to the system or search for an existing person.
3. In the **Personal Information** section to the right there is a **Photo IDs** box.
4. Select from the drop-down the photo ID badge design you wish to use.
5. Click **Photo ID** and the Photo ID pop-up window appears.

**NOTE:** If the photo ID image window does not appear turn off the pop-up blocker or add the Network Controller site to the allowed site list.

6. In the **Photo ID** window click **Capture Image**, and the **Select Image Source** window appears.
7. Select **Canon Live Capture** and click **OK**. The **Canon Capture** window appears.
8. Ensure that the person is properly within the picture frame and click **Capture**.

**NOTE:** The software will perform “face-finding” and crop the image. This helps to ensure that the photo ID is less than the maximum allowed 30K.

9. The Canon Capture window closes and the Photo ID window redisplay with the image placed in the badge design. Confirm that the person’s image is correctly captured and click **Save Image**.
10. The captured image appears on the **Personal Information** page. Click the **Close** button in the **Photo ID** window.
11. Scroll to the bottom of the **Personal Information** page and click **Save**.

**NOTE:** On the Personal information page you can right click on the image and select **Save Picture as**. You can then save this image separately as a jpg or bmp file.

#### **Print to a photo ID badge printer...**

1. Click Print Photo ID.
2. Verify that the photo ID badge is properly printed.

#### **Queue photo ID badge requests for printing later...**

1. Click **Close**.
2. In the **Photo IDs** box to the right in the **Personal Information** section click to put a check in the **Request Photo ID** box.
3. Scroll down the page and click **Save**.
4. Select **Administration : Reports : People : Photo ID Requests**.
5. Verify that the Photo ID Requests report contains a record for the photo ID badge print request.

#### **Print Photo IDs from the queue...**

1. Select **Administration : Reports : People : Photo ID Requests**.
2. In the **Action** column click the printer icon. The **Photo ID** window appears.
3. Click **Print Photo ID and Close**. The **Print** dialog box appears.
4. Select the Photo ID printer from the **Name** drop-down and click **OK**.

## System Data for Photo ID Layouts

Using EPI Designer you can create your own custom photo ID badge layouts.

Selected data fields from the Personal Information page can be used as dynamic fields in the photo ID badge layout. The contents of those data fields will print on the badge when it is printed.

Data field names that may be used for dynamic fields in the photo ID badge layout you create using EPI Designer are:

- First\_Name
- Middle\_Name
- Last\_Name
- U\_Field1 (User-defined section)
- U\_Field2
- U\_Field3
- U\_Field4
- U\_Field5
- Company\_ID (ID#)
- User\_Note
- Badge\_Name (photo ID layout name)
- Start\_Date
- End\_Date
- Photo\_ID

For specific instructions regarding working with EPI Designer and designing badge layouts refer to the EPI Designer documentation.