DNP

Up & Running Guide

IDW520 ID Photo System

Use this guide to set up your IDW520 system for the first time, and as a reference when you're using the system every day. If you need more information on how to operate your system, use the help videos on your console (? button on the main screen) or download the User Guide from our website: http://www.dnpphoto.com

Installing the System

IDW520 ID Photo System

Questions about warranties, drivers, advanced features, or other products? Get more information here:
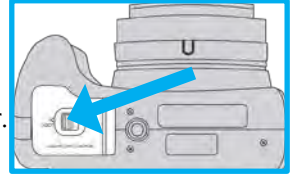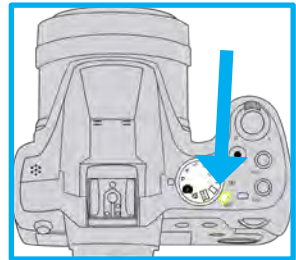dnpphoto.com/support

1. Preparing the Camera

- Unpack the camera.

- Locate the Wi-Fi SD card that was shipped in the box with your console kit.

- Place the rechargeable battery in the battery compartment and the SD card in the card slot. The battery compartment and SD card slot are located on the bottom of the camera. Close the door.

- Use the supplied charging cable and plug to charge the camera battery. The charging port is on the side of the camera inside the HDMI compartment. Plug the cable into the charge port and the plug adaptor, then plug the adaptor into a wall outlet.

- Make sure the camera is OFF before charging (the camera will not charge if it is powered ON. When the red light appears on the top of the camera, the battery is charging. The camera battery must be charged prior to use.

- Connect the camera strap and lens lanyard to the camera.

2. Setting up the Printer

- **Unpack the printer.** Remove any packaging foam or tape from the outside of the printer.

- **Plug it in.** Plug the USB cable into the back of the printer. Plug the power cord into the back of the printer and into the wall outlet. Switch the printer power button to ON.

- **Open the printer.** Press the release lever on top of the printer to open the media door (left image). Remove the paper spools (and any packaging materials!). Remove the spacers from the printer spools and set them in a safe place. The spacers are not needed when using ID Photo media.

- **Load the paper.** Remove the paper spools from the paper compartment. Locate your media box and remove a roll of paper.

Place the new paper roll on the paper spools. Be sure to press the spools against the paper roll to set the paper tightly against the spools.

• **Feed the paper into the printer.** Place the paper spool into the printer with leading edge of the paper feeding over the top of the roll, towards the front of the printer. Feed the paper into the bottom of the paper compartment until the printer beeps. This means that the paper is in the correct position. The printer will complete the loading process when the door is closed.

• **Load the ribbon into the printer.** Orient the new ribbon so that the yellow supply side (larger side) is towards you and the white take-up side (smaller side) is towards the back of the printer. Align the left sides of the ribbon with the grooves and then lower the click the right sides into place.

SUPPLY

TAKE-UP

• **Wind the ribbon.** Wind the supply spool (spools closest to the front of the printer) to remove any slack in the ribbon.

• **Close up the printer.** Some blank prints are ejected. (Any time a fresh media set is installed or the paper roll is re-fed into the feed path blank prints are made to align the paper.)
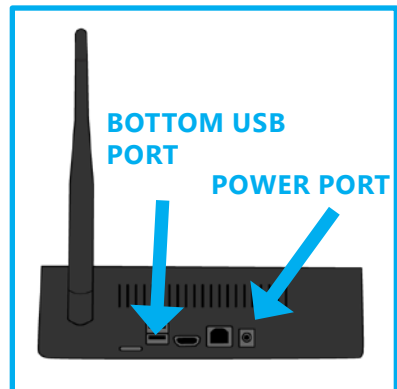
3. Setting up the Processor Console

• Unpack the console from the shipping box. Remove any protective plastic sheeting, packaging materials, or foam from the processor console.

• Plug the printer USB cable into the bottom port on the back of the console.

• Plug the power cord into the console power port and into a wall outlet. Do not power on the processor console at this time.

BOTTOM USB PORT

POWER PORT

4. Starting the System

Follow the proper sequence when powering ON the system. First the **photo printer**, then the **IDW520 console**, and finally the **passport camera**.

- **Power ON the ID Photo Printer.**
  - Press the power switch on the back of the printer. As the printer initializes, it will check the media quantities and make sure everything is properly installed.
  - When the power light on the printer is green, it is ready for use.
- **Power ON the Processor Console.**
  - Press and hold the power button on the right side of the console for a few seconds.
  - The console will initialize.
  - When the main screen is displayed on the console and the printer window has a green outline, you can continue.
  - Once the printer and console are powered ON, a POST test image is printed - this signals that the printer and console are connected and ready for use.
- **Power ON the ID Photo Camera.**
  - Make sure the battery is fully charged and the SD Wi-Fi camera card is installed.
  - Make sure the dial on the top of the camera is in the P position.
  - Power the camera ON.
  - The camera will initialize and the LCD screen on the back of the camera will power on.
- **Verify the system is ready for use.**
  - The camera icon turns green when the system is ready for use.

You are now ready to take ID photos!

Using the System

IDW520 ID Photo System

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1. Start the System.

- Follow the proper sequence when powering ON the system. First the **photo printer**, then the **IDW520 console**, and finally the **passport camera.** Do not turn the camera ON until you see the console main screen.

- When you see the **CAMERA CONNECTED** message on the console, you're ready to begin. This takes about a minute.

2. Take the photo.

- Place the subject in front of a white or off-white background with no textures or patterns.

- Have the person stand (or sit) close to the background to minimize shadows.

- If possible, use lights to properly illuminate the subject and/or use the camera flash to further reduce shadows.

- Stand 6 feet (2 meters) away from the subject. Hold the camera so that the camera lens is eye-level with the subject.

- Center the subject's head in the guide on the camera screen. Use the zoom to line up the subject's head within the guide.

- **Take the picture.**

- Review the photo on the camera screen and verify that the subject's head fits within the guides.

- Press the **Fn2** button on the top of the camera.

- The print count menu appears on the camera LCD screen. Check that print count is **1** and press the **MENU/SET** button to send the image to the IDW520 console. The printer icon appears and the image transfer begins.
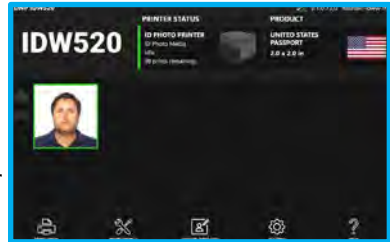
3. Exit PLAYBACK Mode.

- Press the **PLAYBACK** button again to exit PLAYBACK mode and return to CAMERA mode.
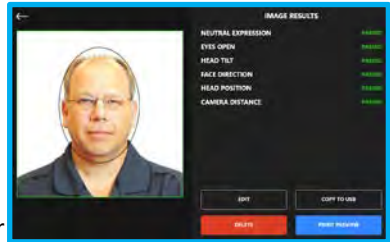 **Do not leave the camera in PLAYBACK mode.**

4. Verify the Image Transfer.

- The IDW520 console displays a **DOWNLOADING IMAGE** message. As the thumbnail appears a **PROCESSING** message appears on each thumbnail. When the **DOWNLOAD COMPLETE** message appears, your images have transferred.

- For information on transferring multiple images at once, see your user manual.

5. Print the image.

- Images that transfer appear in your image gallery. Select an image by touching it. This opens the Image Results screen. From this screen you can:

  - Press **PRINT PREVIEW** to review and print your image.

  - Press **EDIT** to edit your image

  - Press **DELETE** to delete your image.

  - Press **COPY TO USB** to copy this image to a USB drive.

- From the print preview screen, press the **PRINT** button to print the image. You can also copy to USB or print and copy to USB from this screen.

Reprinting Images

Reprinting an image is simple! From the main screen, touch the thumbnail of the image. From the inspection screen, press the **Print Preview** button. On the review screen, press **Print**.

Editing Images

ATTENTION: Only edit images if it is absolutely necessary.

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1. Press the **EDIT** button.
2. Make changes to the color, brightness, contrast, and rotation.
3. Press **ACCEPT** to print your image. Press **RESET** to return to the original image. Press **CANCEL** to return to the main screen.

Erasing Images

ATTENTION: DO NOT format the camera card! Use the delete option to remove images from your SD card.

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1. On the camera, press **PLAYBACK**.
2. Once playback mode is active, press the **DELETE** button.
3. From this screen, you can delete:
   - A **single** image.
   - **Multiple** images.
   - **All** images on the card.
4. Select the delete option you want to use using the control wheel. Press **SET** to select the option.
5. When asked, confirm that you want to delete the image(s).
6. When you're done, press the **DELETE** button again, then press the **PLAYBACK** button.
7. This returns the camera to shooting mode.

Enabling the Flash

The flash is automatically set to the correct settings for ID Photo use.

- Simply open the flash hood to enable the flash. Press the **Lightning Bolt** ⚡ button on the back left of the camera, and the flash symbol will appear in the LCD screen.

Changing the Printer Paper

NOTE: The spool spacers that shipped with your system are not used with the IDW520 printer media.

1. **Empty the scrap bin.** If you haven't already, remove the paper tray from the front of the printer. Remove the scrap bin and throw away any scraps. Set the scrap bin aside.

2. **Remove the old paper (if necessary).** Remove the paper spools from the paper compartment. Remove the old paper from the spools and throw it away.

3. **Prep the new paper roll.** Open the printer media box and remove a roll of paper. Remove the plastic but do not remove the edge seal at this time. Check that the paper edges are flat and are not protruding from the center of the roll. Place the new paper roll on the paper spools. Be sure to press the spools against the paper roll to set the paper tightly against the spools.

4. **Orient the paper roll.** Make sure the paper roll is oriented so that the leading edge of the paper roll is coming over the top of the paper roll and directed towards the bottom of the paper roll.

5. **Set the new paper roll in the printer.** Place the spool and new paper roll in the printer paper compartment. Remove the seal on the paper. Advance the paper so that the paper from the top to the bottom of the roll and into the printer paper compartment. Continue feeding the paper until the printer beeps. The ERROR LED changes from flashing red and orange to flashing red.

6. **Replace the scrap bin.** Reset the scrap bin in the printer.

NOTE:
The POWER LED light turns green when the ribbon, paper, and scrap bin are properly installed. If the ERROR LED flashes red, make sure ribbon, paper, and scrap bin are properly seated.

7. **Replace the paper tray.** The paper tray can hold up to 20 prints. However, it is recommended that prints are removed from the tray at regular intervals to prevent jams.

Replacing the Printer Ribbon

1. Press the button on the top of the printer to open the ribbon compartment.

2. If an existing ribbon is in place, remove the ribbon and discard it.

3. Orient the new ribbon so that the supply side (larger side) is towards you and the take-up side (smaller side) is towards the back of the printer.

4. Align the left sides of the ribbon with the grooves and then lower the right sides of the ribbons until they click into place.

SUPPLY   **TAKE-UP**

PLACE THIS SIDE FIRST   **PLACE THIS SIDE SECOND**

5. Remove any slack from the ribbon by rotating the ribbon towards the supply side.

6. Close the ribbon compartment.

ID Camera (Panasonic FZ80) Default Settings

ATTENTION: The SD card is unique to your camera and console system. Do not use other cards or reformat the card you received with your system.

If you need to restore the IDW520 default settings, use the following information. Change only the settings you see here unless you are instructed to do so by a service technician. Many of the menu sections have multiple pages of options. Use the scroll wheel (▼ and ▲) to scroll through the options. From the tabs on the left, select the menu section.

With the camera in shooting mode, press the **MENU** button to activate the settings menu you need to update.

RECORD

- Aspect Ratio (MENU PG. 1): 4:3

- Picture Size (1): S.4.5.M

- Meter Mode (2): CENTER

- Burst Rate (2): L

- Shutter Type (5): AUTO

- ISO Increments (6): 1/3 EV

MOTION PICTURE

- Record Format (MENU PG. 1): AVCHD

SETUP>BEEP

- Beep Vol (MENU PG. 2): LOUD

- Shutter Vol (2): LOUD

- Shutter Tone (2): #2

SETUP>ECONOMY

- Sleep Mode (MENU PG. 31): 5 minutes

- Sleep Mode WIFI (3): ON

- Auto LVF Monitor (3): 5 minutes

PLAYBACK MODE

- Fn1 PRINTER ICON

- Fn2: PRINTER ICON

CUSTOM

- Focus Release Priority (MENU PG. 3): FOCUS

- MF Assist (3): OFF

- MF Guide (4): OFF

- Peaking (4): OFF

- Center Marker (4): ON

- Expo.meter (5): OFF

- Auto Review (7): HOLD

- Fn Button Set (7): See "FN BUTTON SETTINGS"

- Lens Position Resume (7): ON

- Video Button (8): OFF

- Touch Setting (8): OFF

FN BUTTON SETTINGS

(CUSTOM MENU, PG 7) The Fn (Function) buttons on your camera can be set to custom options and those option can be different depending on if you're in RECORD or PLAYBACK mode. Below are the required settings for **RECORD** mode.

RECORD MODE:

- Fn1: FLASH MODE

- Fn2: GUIDE LINE

- Fn4: PREVIEW

- Fn6: SILENT MODE

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Images aren't printing

- **Is the app working?** Make sure console is powered ON and that the IDW520 app is on the screen. If the system is not powered ON, use the proper powering sequence: first the printer first, then the console, and finally the camera.

- **Are you close to the console?** Stay within 15 ft.

- **Was the image sent to the console?** Enter **PLAYBACK** mode. Scroll to the image and make sure the print icon is marked.

- **Did the camera connect?** Listen for **PING**. It takes at least one minute to connect. Look for the **CAMERA FOUND** message on the console screen. On the bottom left side of the main screen look for the camera gauge (marked with a **C**) to verify the camera is connected to the console.

  - If unsure, power cycle the camera. Look for **CAMERA CONNECTED**.

  - You can also check that the camera batteries are charged.

  - If camera isn't connected, restart the console. Press the **GEAR** icon, then press **SHUTDOWN** (confirm the shutdown when the message appears). Wait for the console to shut down. Press **POWER** (side of the console) to restart the console.

Other tips

- **Always look for the POST test image**. A test page is printed every time the system is restarted to show that the printer is working properly and that the system is ready to use.

- **Use the proper shutdown procedure.** Always shut down the console using the software menu gear icon and by pressing the **SHUTDOWN** option. Then turn off the camera and finally the printer. Do not restart the console by pressing the power button on the side of the console - doing so can cause system issues.

- **Wait for camera & console to sync.** The system can take up to two (2) minutes to sync up.

- **Recharge the batteries often.** Once the battery reaches 50%, the remaining battery drains quicker. If the camera isn't detected on the console, always check to see if the batteries have a proper charge.

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