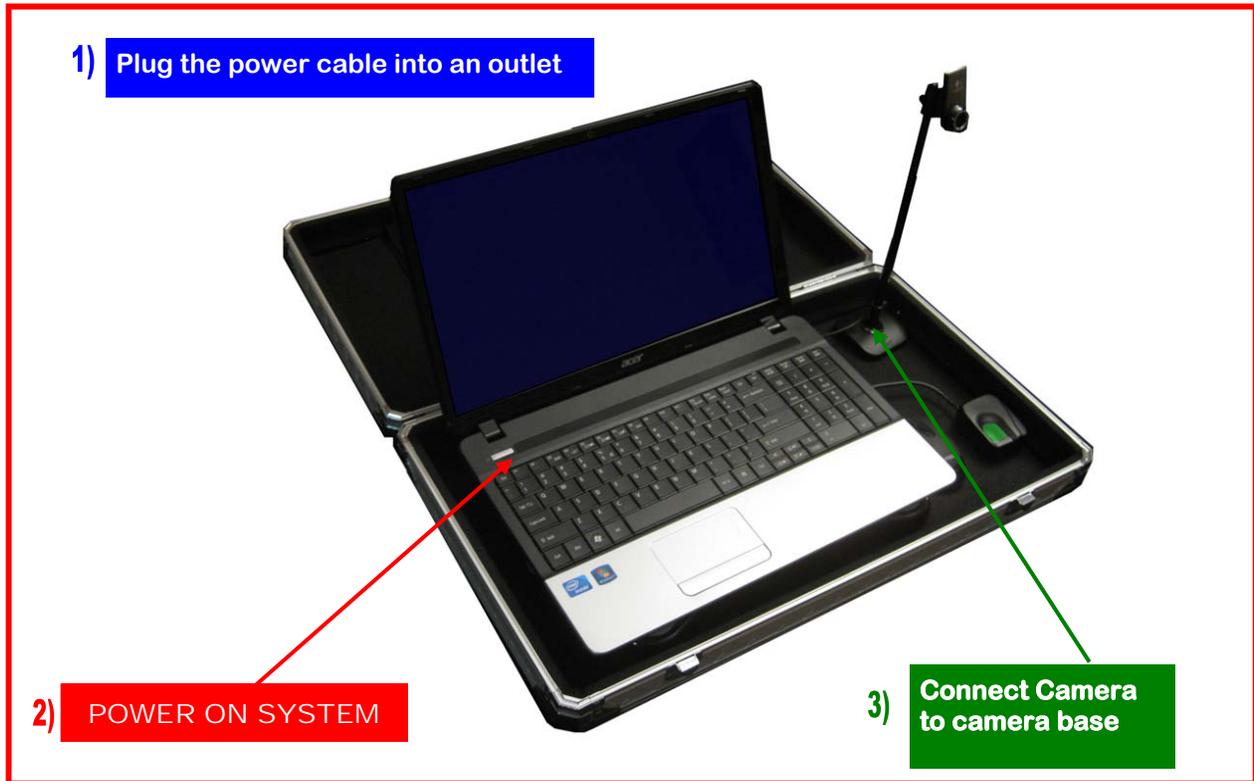# EZChildID®.com

EZ COMPACT USER MANUAL

Please follow these 3 easy steps, when setting up your EZ Child ID system.

1) Plug the power cable into an outlet

2) POWER ON SYSTEM

3) Connect Camera to camera base

CORPORATE OFFICES

EZChildID®.com

34900 Plymouth Rd.
Livonia, MI 48150
PH: 734-838-9800
FX: 734-838-9767
email: sales@ezchildid.com

When you turn the system on it will automatically boot up into the EZ Child ID program.

Be sure to allow the EZ Child ID System to fully boot up.

The program will prompt you for your Location /Region. This optional feature will help track the usage of the equipment and how many children were processed at each event.

(You do not have to enter any information in this field, it can be turned off in the settings)

EZ Child ID Confirm

Location/Region of Child ID Event:

OK   Cancel
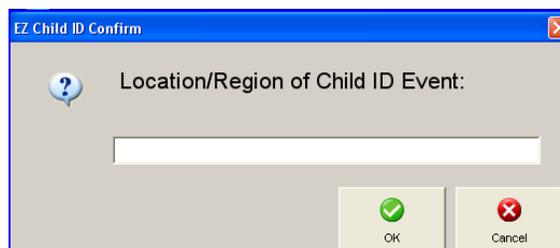
We have designed the software to be as user friendly as possible.

Entering Data

- Enter all data that was provided on the pre-interview form.
- There are a variety of dropdown menus to speed the interview process.
- We recommend that you *"TAB"* through the fields so you don't accidently skip a step.
- Once you are finished entering the data click the *"Next"* button on the bottom right hand corner of the screen to move to fingerprinting.

Pre-interview forms are provided to help ensure a successful event. Using the form will help reduce spelling errors and speed data entry. Events can be loud due to the fact that there are many children and we all know how quiet children are.

We do include the pre-interview form in the "Forms folder" on the desktop of your system. We suggest having them preprinted on a laser printer in order to reduce ink usage, but it is handy to have them on the computer, should you run out at an event.

Step 2 - Fingerprinting

You are now ready to scan the Childs fingerprints

To scan, begin with…
Right Thumb followed by the: Right Index / Right Middle / Right Ring / Right Little
Repeat the scans on the left hand in the same order.

Once completed you will have a Green Check mark on the right hand side of the form.

We have listed some tips to help you with any minor issues you may encounter

Quick Tips

1. You can right click on a fingerprint to delete one or all fingerprints. This is useful if you accidentally scan the wrong finger
2. Be sure the scanner lens is clean. We have multiple types of scanners. Check the cleaning instructions for your specific model below.
3. Small infants and children's fingerprints are sometimes difficult to get. You may have to skip a few in order to keep the event going smoothly.
4. If it is extremely hot outside, have a bowl of ice water to cool the child's fingers down. Since it is a biometric scanner there needs to be a temperature difference of 5 – 10 degrees. If it is cold then you will need to warm their hands.
5. If a child sucks their thumb there may be "holes" or "blank spots" on the fingerprint, this is normal.
6. You can check the quality of the scan by right clicking on the finger print and selecting *Analyze Print*.
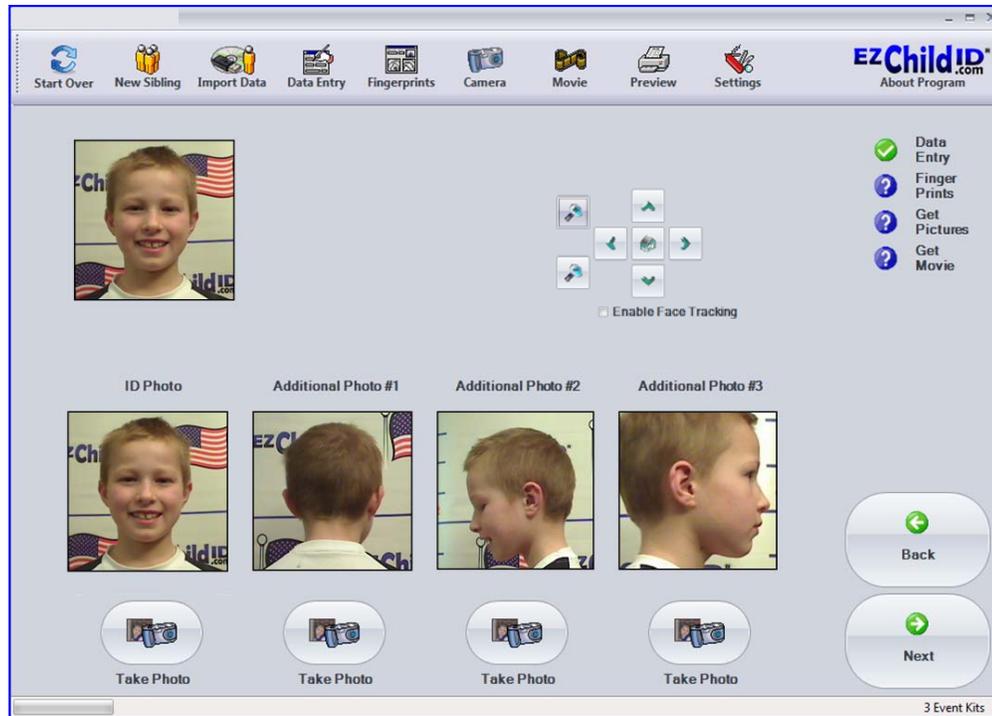
IMPORTANT

Your scanner can be cleaned with a damp cloth, alcohol, or a wet wipe.

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Step 3 - Photo

Take a Photo of the Individual

   In this latest release we have simplified the process. We have a live video screen on the top and *4 photo buttons* at the bottom. The first photo button is for the ID photo and the other 3 are for additional photos. We recommend two   profile views and a photo of the back of the head. You can also do a close up of the ear since it is as unique as a fingerprint.

> *Note: The ID photo is the only one that is printed on the card.*
> *The 3 additional photos will be burned on the CD. So if you are*
> *not burning a CD then you only need to take the ID photo*

Quick Tips

1. Be sure to take photos from all of sides of the child.
2. Be sure to select the photo you want to print on the form as the ID photo all other photos will be saved on the CD, but only the ID photo will print on the form.
3. Remember that it is ok if a parent has to hold their young child. If you push the child too hard the child may not want to cooperate on the rest of the process.
4. Try to get the child to smile showing their teeth. Teeth are very unique and can help law enforcement in finding a child.
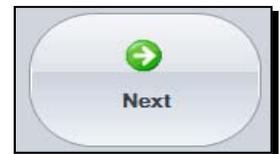
Take a Video of the Individual

Click the "Record" icon in the middle of the screen.
When you are finished click "Stop".   **The video is complete**.

Click the "*Next*" button to proceed to the preview screen.

Quick Tips

- KEEP YOUR VIDEO INTERVIEW SHORT!!! This is extremely important in helping your event go smoothly. If your video is too long, it adds CD burn time to the process. You are looking to get a voice print and some mannerisms.

  If they are not responding you should proceed forward.

- Have the child hold the microphone close to their mouth. Make sure they speak clearly and they are loud enough.

- Check the right hand side of the form and make sure you have all 4 green check marks completed.

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Step 5 - Preview / Print / Burn
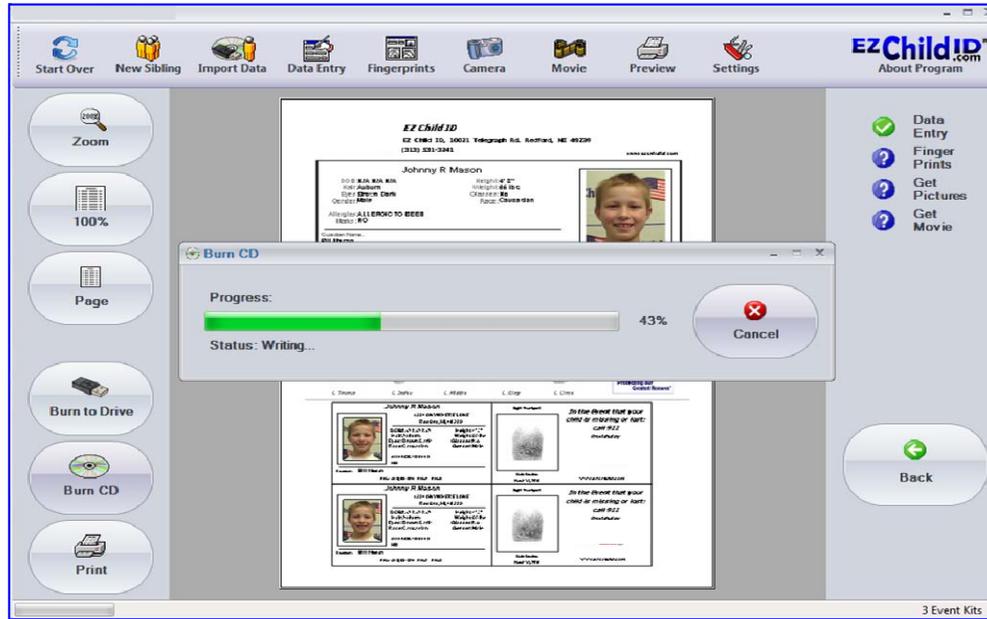
You are now ready to preview the form. This is where you can look over the data for the final time and then proceed to processing the form. You can choose to copy it to a USB flash drive, burn it to a CD or print the form.
You can choose to do all of them or just one.

1) Burn to Drive
This option allows you to burn the data to a flash drive.
You can burn multiple files to the flash drive.

2) Burn CD
Make sure you have a disk in the drive and simply click the **Burn CD** button. Once it starts burning you can move on to the next child. It will automatically eject CD when it is finished burning. This option allows you to burn the data to a CD or DVD.

3) Print the form.
Click on the **Print** icon and then click ok.
(Your form should start printing)

4) To start the next child click the "Start Over" icon on the upper left of the form.
This will delete all information and the information is unrecoverable. Be sure the data is correct before starting over. A screen will appear stating that all information was deleted and you can show the parents if they would like to see. You need to click **"OK"** to move on to the next child.

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Final Reminders

It is always good to have the parent review the form for spelling errors. Once this form printed and it has been sent to the CD burner and you are sure that it is being burned, you can start over and go onto the next child. This will speed up the Child ID process.

New Sibling

If you have multiple children from the same family, we have a "New Sibling" button. This will erase all of the personal information, but keep the parents name, address, and phone number. You will still have to burn a CD for each child, but it eliminates you from having to re-enter all the parent data again.

Import Data

This is a great feature that allows you to take a CD that you previously burned and re-populate all the data fields. This is great for the times when you make a CD and delete all the information, only to realize the you misspelled a name. It is also great if a child brings back the CD next year, you can import the data and will only have to change the height, weight, fingerprints and photos.
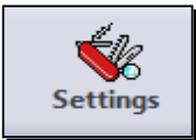
Settings

Under Settings is where you can customize your EZ Child ID software to be your own.

- Custom Name & Title
- Custom Address
- Custom Website
- Custom Phone #
- Zip Codes for all states

- 6 customizable logos
- Custom password
- Extra CD Content Folders
- Your website included on every ID card and more!!!

This manual was produced to get you familiar with our system. If you are having any issues, please don't hesitate to call or email us. We strive to have the best child id system in the country and your suggestions are always appreciated.
734-838-9800
Thank you again for purchasing the EZ CHILD ID SYSTEM and good luck with your child id event.
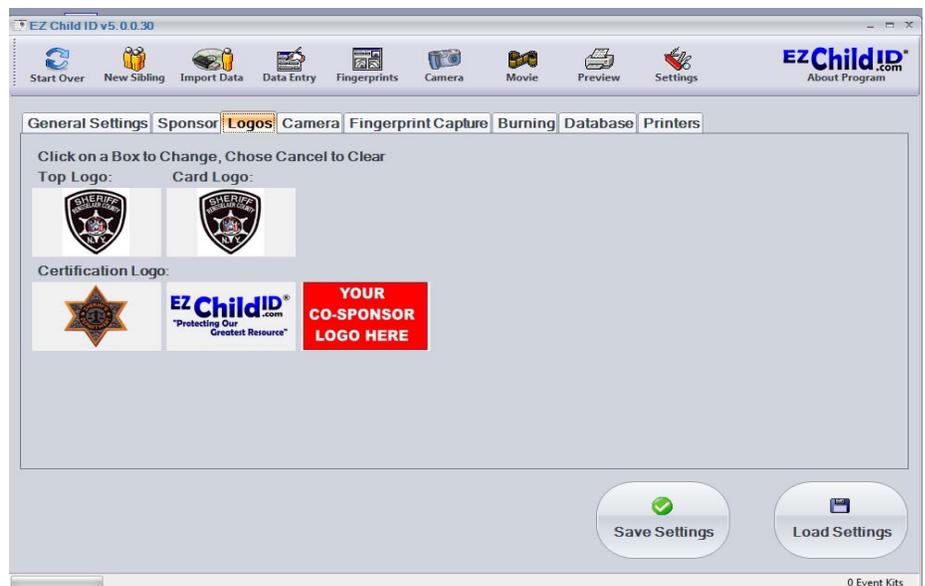
You can email us at
sales@EZchildID.com

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EZ Medical ID

Our new updated software includes EZ Medical ID. This new software allows you to create a medical identification card for people of all ages. It can be done in the middle of a child id event, by simply clicking the "Create Medical ID" box on your data entry screen.

Once you check *"Create Medical ID"*,
Three fields will appear on the screen.

1-Emergancy Contacts
**2-Physician Info**
3-Medications.
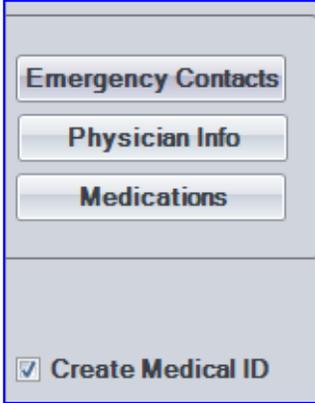
It is best if you have the subject fill out a pre-interview form before you arrive to create the medical ID.
It will speed up the time it takes to input the data.

You do not have to complete all the fields. Remember that the information is **NOT editable** by the recipient after you have left. If they need to update the ID card they will need to contact you to have it updated.

If you have to update a form, you can insert the CD, import their old data and then make the appropriate changes.

Once the EZ Medical ID information is filled out, you can follow the program just as you normally would.
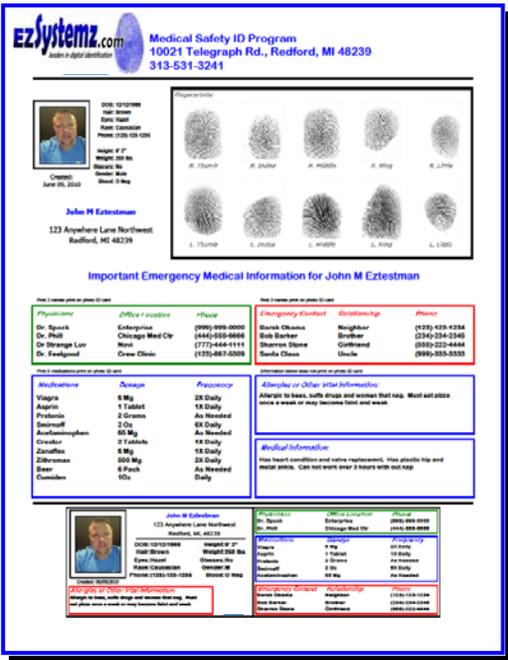
EZ Medical ID Features

- **Capture all 10 fingerprints**

- **Includes question for blood type**

- **Important medical information**

- **Includes date form was created**

- **All info can still be burned to CD**

- **Includes top 10 medications**

- **Includes 4 emergency contacts**

- **Includes 4 physician phone #'s**

- **Corporate logo on top of form**

- **Cut off & laminate ID card**