

Technology

“How To” USER MANUAL

May 2018 Edition



How to...

Table of Contents

General Information

- Connect to WiFi
- About NFIQ Scores

Thumbies® App

- Configure the Thumbies App
- Use the Thumbies App
- Sync Prints Saved on the Thumbies App to Your Print Vault

Scanners

- Charge Your Scanner & iPod Touch
- Properly Clean Your TFScanner

The Print Vault™

- Find the Funeral Home Session ID#
- Search for a Print in the Print Vault

How to... Connect to Wi-Fi

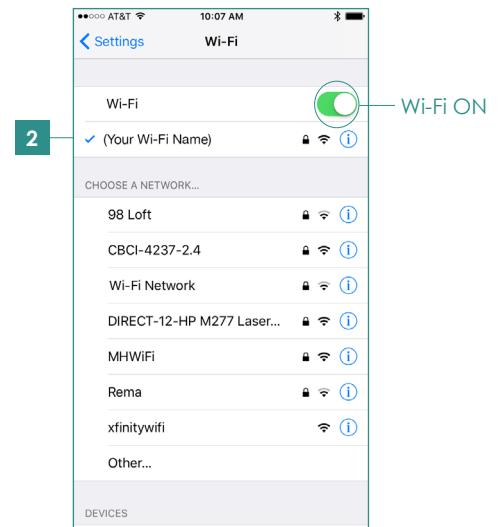
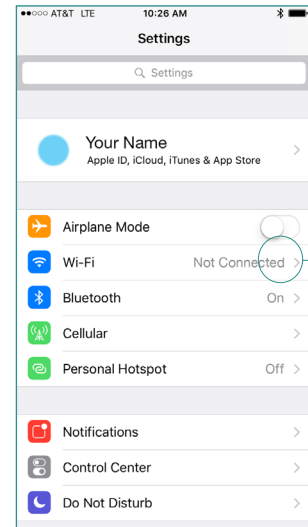
Make sure you are in a Wi-Fi area and make sure your Wi-Fi is detected.

To determine this:

- 1 Go to the settings on the iOS device. It should display your Wi-Fi network name to the right of the Wi-Fi icon/name. If it says “Off” or “Not Connected,” press the “>” arrow.

Make sure Wi-Fi is turned ON. Find **your** Wi-Fi network under the “CHOOSE A NETWORK” heading, press on your network name and type in your password, press “Join.”

- 2 If you see your Wi-Fi name touch it and make sure it has a check mark to the left of the name.





About...

NFIQ Scores

What does NFIQ mean?

The National Institute of Standards and Technology (NIST) created the standards for **National Fingerprint Image Quality (NFIQ)**... A standardized scoring of fingerprint quality...on a scale of 1-5 (1 being the highest 5 being lowest)

NFIQ, scientific quality grading software, assesses each print taken with the FbF mobileOne scanner. An NFIQ number is a prediction of an individual's performance; it reflects the predictive positive or negative contribution of an individual sample to the overall performance of a fingerprint matching system.

NFIQ's 5 levels of quality are intended to be predictive of the relative performance of a minutia based Fingerprint matching system.

NFIQ=1 indicates high quality samples.

NFIQ=5 indicates poor quality samples.

The Thumbies® App will accept **any** NFIQ score.

Last Touch™ will only accept an NFIQ score from 1-3.

How to...

Configure the Thumbies® App

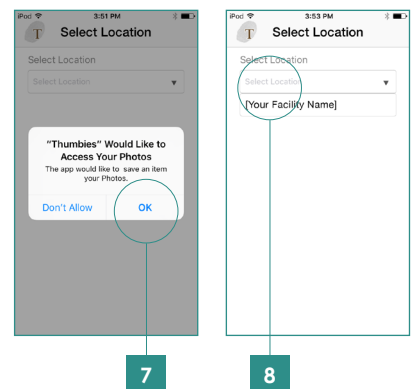
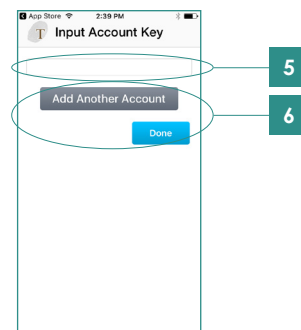
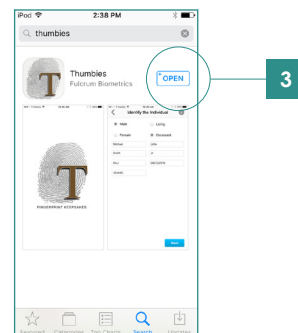
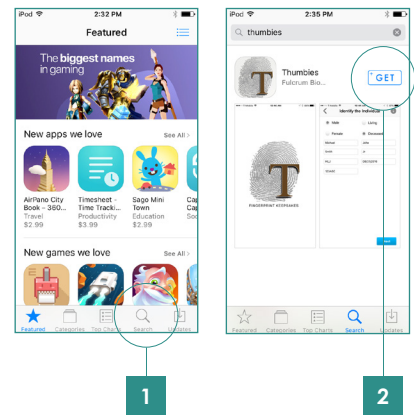
Note: Make sure all iOS devices are connected to Wi-Fi and logged into your iTunes® account.

Go to Apple's App Store to install the Thumbies App onto your Apple Device:

- 1 Tap on the magnifying glass icon to search for the Thumbies App
- 2 Tap on "Get" to download the free Thumbies App
- 3 Tap "Open" when the Thumbies App has completed the downloading process

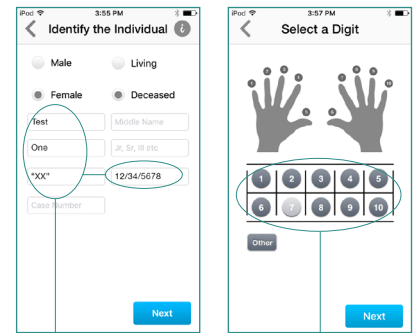
Once Thumbies App is downloaded

- 4 Connect the iOS device to the scanner base, touch the Thumbies App (if not already open) and turn on the scanner.
- 5 It will say "Input Account Key" (this is a unique code generated by your vault to ensure security). **Now please contact Meadow Hill's customer service or scanner division to receive the Input Account Key.** Type in the Input Account key that was provided to you by Meadow Hill's customer service or scanner division.
- 6 Double check the access key, it will say "Add Another Account" (to add more Funeral Home Vaults up to 10 you must have Meadow Hill generate an Input Account Key for each Vault under their account number) or tap "Done" (finishes the configuration).
- 7 **First time use only:** A pop up box will appear that says, "Thumbies' Would Like to Access Your Photos." Select "OK" to allow Thumbies to access your photos.
- 8 Tap on the drop-down box and select a location.



[continued]

- 9** Take a Test Print for each Vault to ensure the configuration was completed successfully. On the "Identify the Individual" page put "Test" for the First name, "One" for the Last name, put initials in the print taker line, then choose a date, press "Next."
- 10** Select a digit, press "Next."
- 11** Place finger on Gold panel to take print.
- 12** When the NFIQ Score appears press "OK" if you are satisfied with the print quality or "Try Again" to retake the scan. Once satisfied, press "Next" to continue the process.
- 13** Press "Save This Print And Continue" if you choose to add more prints and repeat the previous process, otherwise:
 - 13a** Press "Save This Print And End Session"
- 14** When prompted by the pop-up "Sync now to your print vault?" press "Yes."



9

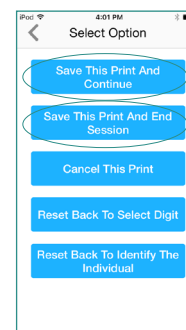
10



11

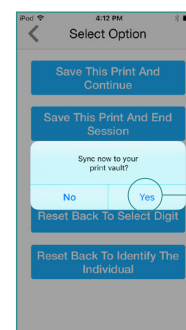


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13

13a



14

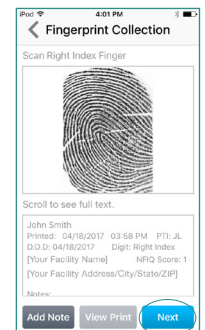
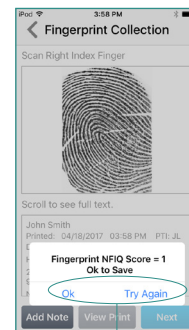
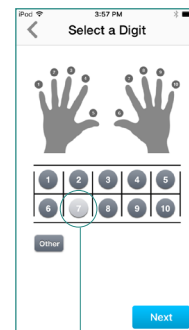
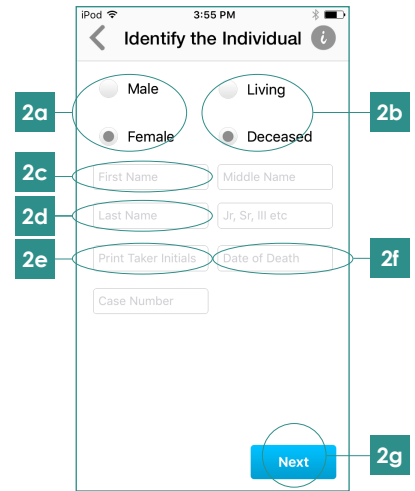
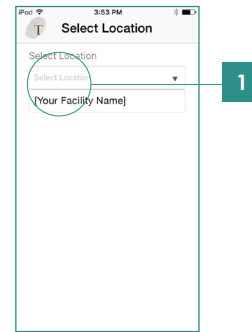
Repeat if there are multiple facilities, then go into the Vault and check to see if the prints synced to your unique Vault. This is a terrific way to double check your work!

How to... Use the Thumbies® App

Connect the iOS device to the scanner base, touch the Thumbies App (if not already open) and turn on the scanner.

- 1 If you have multiple Vaults tap the drop down box and select a location in which you are taking a print for
- 2 Enter the information into the mandatory fields on the "Identify the Individual" page:
 - 2a Male or Female
 - 2b Living or Deceased
 - 2c First Name
 - 2d Last Name
 - 2e Print Takers Initials
 - 2f Enter the Date of Death or Date of Birth
 - 2g Press "Next"
- 3 Touch the number that correlates with the digit you want to print, press "Next."
- 4 Place finger on Gold panel to take print.
- 5 Press "OK" on the NFIQ score or "Try Again" if you want to try for a better score (a "1" being the highest quality score)

****Please consider that darker prints no matter their score may not be usable for keepsake purposes****
- 6 Press "Next!" once you accepted the NFIQ Score



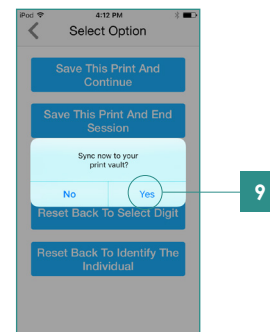
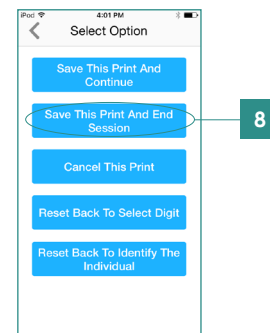
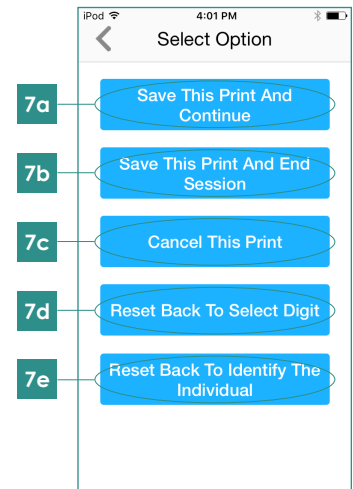
[continued]

7 The next screen provides you with the following 5 options:

- 7a** “Save This Print and Continue” if you choose to add more prints and repeat the previous process without re-entering the individual’s information again
- 7b** “Save This Print And End Session” will close the print taking session and allow you to sync prints to the vault
- 7c** “Cancel This Print” will **cancel all prints** and allow you to start over
- 7d** “Reset Back To Select Digit” will allow you to reselect a digit to reprint
- 7e** “Reset Back To Identify The Individual” will allow you to self-correct any misspellings before syncing to the vault. In return it will ask you to take new prints so the meta tag reflects your changes.

8 After making any changes and completing the process you will want to select “Save This Print And End Session.”

9 Press, “Yes” when it asks to “Sync now to your print vault?”



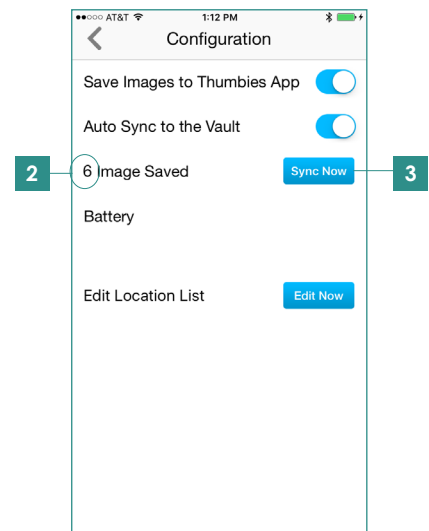
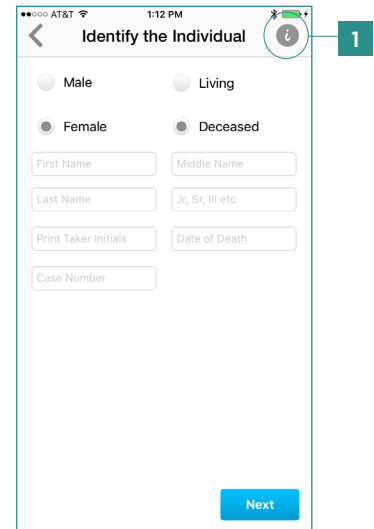
How to...

Sync Prints Saved on the Thumbies™ App to Your Print Vault

Turn on the Scanner base and launch the Thumbies App.

- 1 Press the Information icon (i with the circle around it) located in the upper-right corner of the screen.
- 2 On the configuration page, under the toggles you will see a number next to the words “Image Saved”
- 3 Press “Sync Now” to send images to the Vault

When the number of images reads zero (0), all your prints have been added to your print vault.



How to...

Charge Your Scanner & iPod Touch

First locate the serial number on the back of the black scanner base. Then proceed with the following:

- 1 Using the black cord that was supplied with the scanner, plug the USB into a charging port into the computer or wall plug adapter.
- 2 Plug the micro-USB into the Scanner
- 3 For serial #s beginning with:
 - 3A **01-0311, 01-0911, 01-0912 & 01-1213:** Charge the Scanner in the OFF position & Charge the iPod separately with the white cord that was provided for minimum of 4 hours each.

PLEASE NOTE: Scanners with the above serial numbers will no longer be supported by our Vault System beginning June 30, 2017.

- 3B **01-1014, 01-0418:** The iPod AND Scanner will charge using just the black USB cord plugged into the Scanner (See 1 and 2). Charge the Scanner in the ON position for 4 hours or see Charging LED indicators on page 2.

To charge the iPod, turn the scanner base to the OFF position and this will charge the iPod. The iPod should charge for 4 hours or until the battery indicator says it is fully charged.

NOTE: If a scanner with a serial # of 01-1014 has just received a new main board and scanner is no longer charging the iPod following the ON/OFF process above, please follow the instructions for 3C (serial # of 01-0815 & 01-1015) on page 2.



[continued]

3C 01-0815 or 01-1015: The iPod AND Scanner will charge using just the black USB cord plugged into the Scanner (See **1** and **2**). Charge the Scanner in the **ON** position. In order for the iPod to charge it must be on and connected to the scanner base. This will be about an 8 hour charging process.



Scanner in ON position charges Scanner and iPod

3C

Charging LED Indicators for all V.2 Units Serial # 01-1014, 01-0815 or 01-1015



Blinking **Green** every 10 seconds – scanner is ON and has a good battery charge



Blinking **Yellow** every 10 seconds – scanner is ON and has approximately ½ a battery charge



Blinking **Red** every 10 seconds – scanner is ON and battery is low—scanner should be charged ASAP



How to...

Properly Clean Your TFScanner

Preventative Maintenance

When taking prints, we highly recommend cleaning the digit you are printing with acetone or dry wash before taking the print. This process not only helps to keep the scanner bed clean, it helps to dry the digit so a good quality print can be taken.

Cleaning the Scanner Bed

- 1 Start by dispensing a length of cellophane tape that is long enough to allow you to retain a finger hold on the tape while also covering the length of the scanner bed.
- 2 While continuing to hold one edge of the tape, gently place the tape on the gold and silver scanner bed and, using the pad of your free-hand thumb or finger, press the tape down.

DO NOT PRESS TOO HARD OR USE ANY SHARP OBJECTS, YOU COULD DAMAGE THE SCANNER BED AND THE SCANNER WILL NEED TO BE REPAIRED.

- 3 Carefully remove the tape.
- 4 Repeat this process until scanner bed is clear of debris.



How to...


Find the Funeral Home Session ID#

Once signed into the Print Vault

1. Tap on View Prints/Reports.
2. Find the individual you are searching for and tap the down arrow.
3. If the name you are looking for does not appear search by entering any of the following criteria:
 - First Name
 - Last Name
 - Case Number, or
 - Datein the proper boxes provided. The more information supplied, the quicker the search. Tap on Search.
4. The ID# is listed under Funeral Home Session ID. **Note:** Make sure you are giving your families the Funeral Home Session ID# **not** the Print ID.
5. The Funeral Home Session ID is assigned once a print session is synced to the Vault. If multiple print sessions are taken for the same individual, the Printee will be listed more than once in the vault. You may have to give the families multiple Funeral Home Session ID#'s for the same individual.

How to...

Search for a Print in Print Vault™

1. Under Prints/Reports, tap on the box that states **VIEW PRINTS/REPORTS**.
2. When the print history loads, select the name you are searching for. If the name you are looking for does not appear, search by entering the:
 - First Name
 - Last Name
 - Case Number
 - Funeral Home Session ID, or
 - Datein the proper boxes provided. The more information supplied, the quicker the search. Tap on **Search**.
3. Verify the name is spelled correctly. *(If spelled incorrectly, use the Print Vault-Print Change Request form from the Directors Resource Page under Scanner + Vault Information)*
4. Click on the arrow to the far right to view the uploaded session.
 - View a larger image: Tap on the edit icon (). Scroll down and click on Full Size Image to enlarge the image.
 - Click on the "X" to close the screen.