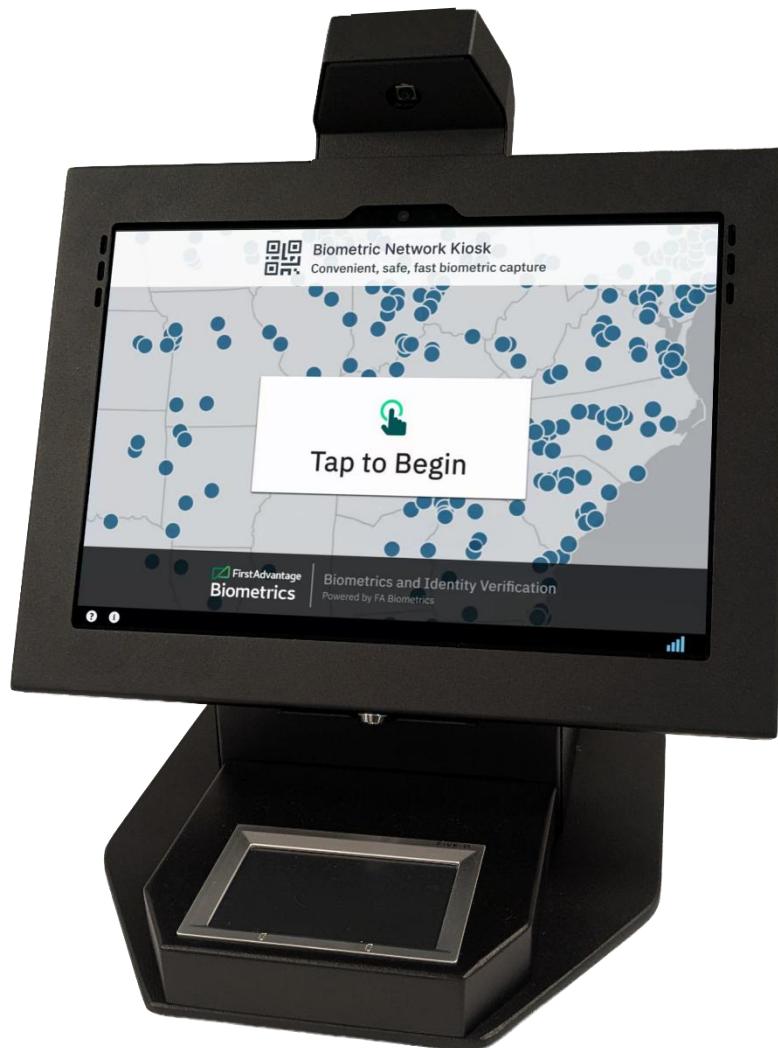


Biometric Capture Device (BCD)

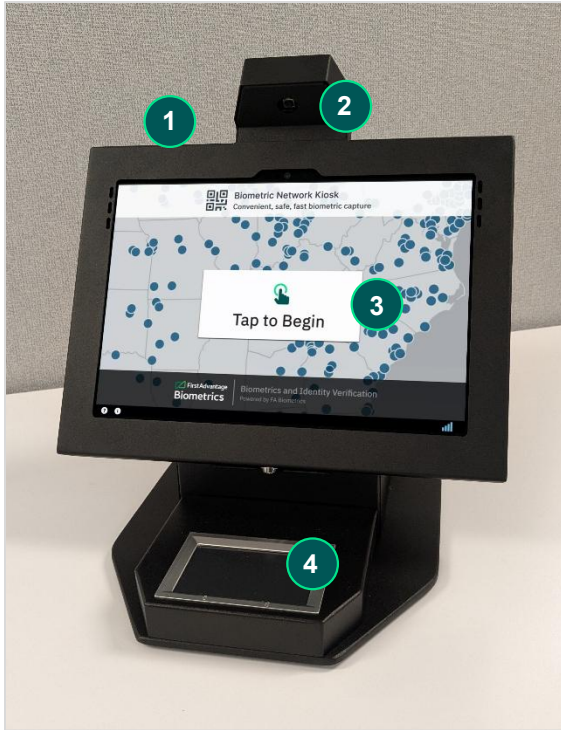
Rev E Installation Instructions



What You Received

Biometric Capture Device (BCD)

Front



Back



Reference	Description
1	Protected on/off switch that limits unwanted access (the BCD will power on automatically once plugged in, but the switch can be used as backup)
2	Built in cameras
3	Touch screen
4	Fingerprint scanner
5	External camera for support purposes and capturing larger documents
6	Passport and card size document capture holder
7	Cellular antenna
8	Power cord (attached to the power supply in the back)



Installation Instructions (this document)

Instructions for installing the latest version (Rev E) of the BCD.

- If your location has the previous (Rev D) version of the BCD or Mobile BCD, the instruction packet will also include removal instructions for that version.



Cleaning Kit with Instructions

- Cleaning kit for the fingerprint scanner.
- Fingerprint scanner cleaning instructions.



Mounting Kit (Contained in the Cleaning Kit Bag)

Mounting kit specific to the TUPSS approved fixture.

- If your location does not have this specific desktop, please ignore.

Before Installing the Biometric Capture Device (BCD)

Choose a location for the BCD

1. Place the BCD in a location that ensures the applicant's visual and audio privacy.
2. Make sure an associate or administrator can take physical control of the device quickly.
3. Maintain good lighting conditions for photos.
4. Provide ADA/Section 508 compliance.
5. Use the device indoors only. Keep within 4 feet of one 110V AC wall outlet.

Installing the Biometric Capture Device (BCD)

Installation Instructions

Please Note: No installation tools are needed to install the BCD unless your location has a TUPSS approved fixture.



Step 1

Remove the BCD from its packaging, and save the packaging if possible.



Step 2

Place the BCD on an ADA/Section 508 access-compliant countertop or workstation so that the fingerprint scanner is even with the edge of the workstation.

- If you have a TUPSS approved fixture, use the mounting kit to attach from the bottom through the fixture's existing mounting holes.



Step 3


Uncoil the power cord and plug into a 110V AC wall outlet.

- If the power cord detached from the power supply in shipping, please plug back into the power supply (identified by the Microsoft logo) from the bottom, and press firmly to fully seat the connector.



Step 4

The BCD will turn on automatically once plugged in. Wait for the BCD to boot up.

- If the device does not turn on automatically, you can use the “L” shaped wrench from the mounting kit, or any similar object to press the power button through the access port on the upper left side. The port is located next to the power icon: 

Step 5

Once the BCD has booted, check that the cellular signal icon shows at least 3 out of 4 bars. If not, contact First Advantage Biometrics support.

- Phone: 844.787.3431
- Email: fa-biometrics@fadv.com



Your Rev E BCD is now installed!

Note: For applicants requiring special accommodations, the BCD can be unplugged and moved to facilitate any ADA/Section 508 related requests. The BCD will operate for up to 3 hours on battery power.

After accommodating fingerprint capture, do not forget to plug the BCD into a 110V AC Wall outlet after each use, so that it is charged and ready for the next customer.

After Installing the Biometric Capture Device (BCD)

After the BCD is installed, your organization’s administrator should:

1. Have all associates complete the fingerprinting training provided on the BCD.
2. Contact First Advantage Biometrics at 844.787.3431 to confirm your location is ready to process applicants.

Troubleshooting and Returns

If the BCD is not functioning properly, or you need to return the BCD, please contact First Advantage Biometrics Support:

- Phone: 844.787.3431
- Email: fa-biometrics@fadv.com

If you are instructed to return the BCD, please remember to include all of the accessories, hardware, power cables, and specific tools that were provided with your original shipment. Your organization may be charged for any lost, negligently damaged, or missing equipment. If you are missing any packaging items or need assistance with the packaging process, please contact First Advantage Biometrics Support.