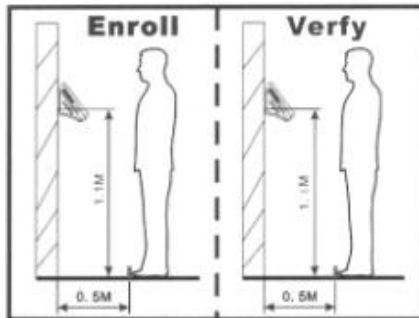


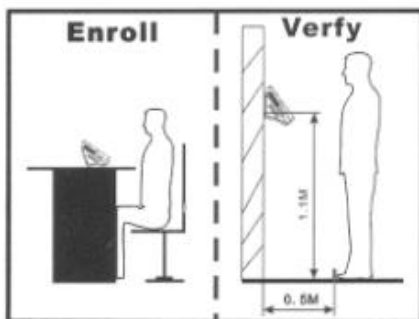
Face Scanning Employee Enrolment.



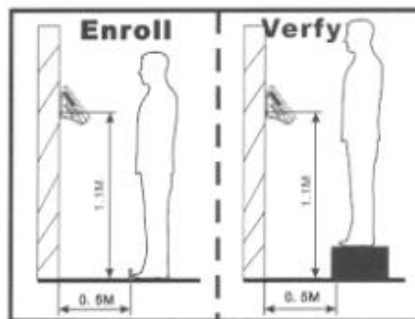
When enrolling users and then subsequently verifying those users, it's important those users consistently stand (or sit) at the same distance and angle from the device.

Several wrong ways:

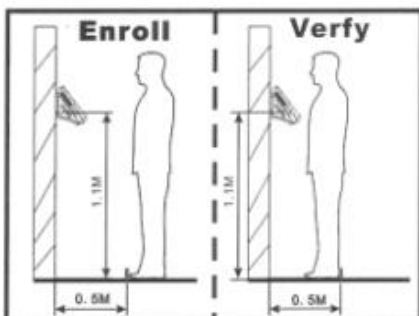
Too high



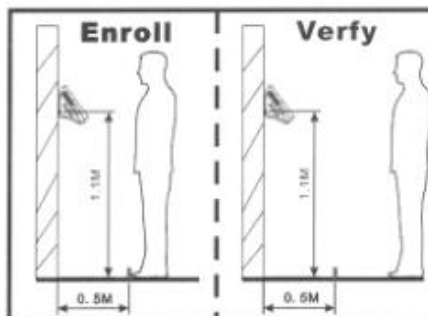
Too low



Too close



Too far



The device has three (3) methods of enrollment: **Face /Password/ID card.**

The device has many ways of Identification and Verification: **1:N Face Identification/ID card Identification/Password Identification/1:1 ID Card plus Face Verification/1:1 PIN plus Face.**

Use **1:N**(face) for FAST 1-step matching. With one glance, the device will query its entire database to see if your face exists.

Use **1:1** (face)2-step matching when you need greater accuracy and reliability.

Step #1:Enter your User ID#.

Step #2:Display your face. device will attempt matching your "stored" face with "live" face.

During the verification, position your head such that your face appears in the center of the device display window. Focus your face inside the green box.

Step 1 :



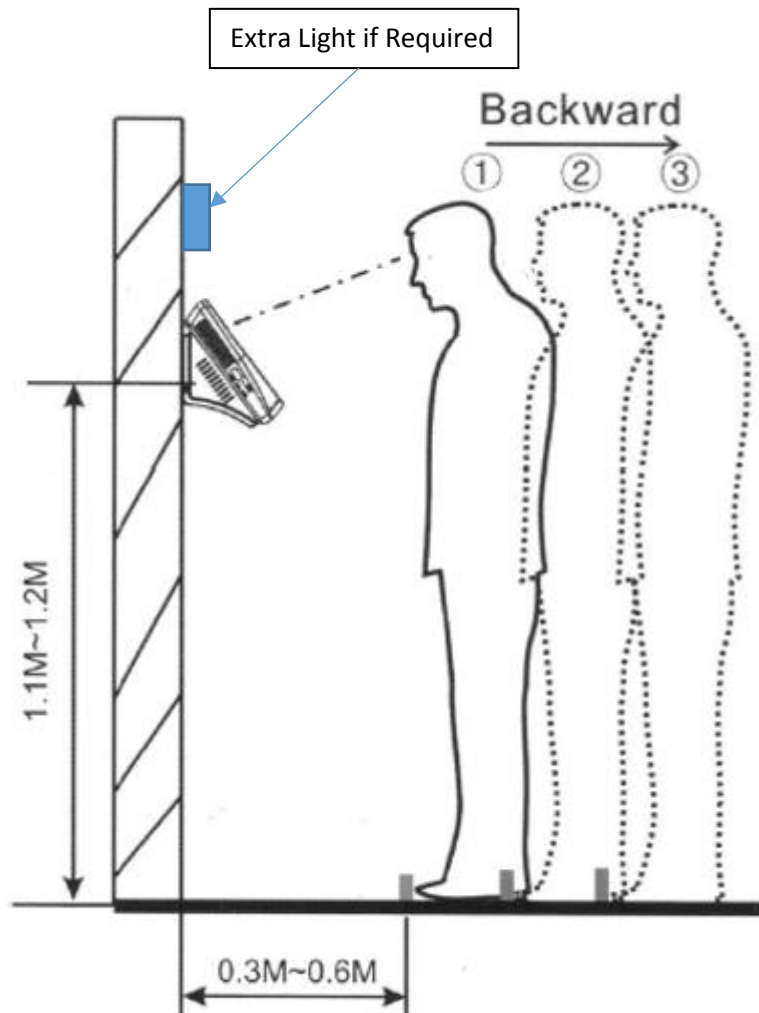
Step 2 :



Step 3 :

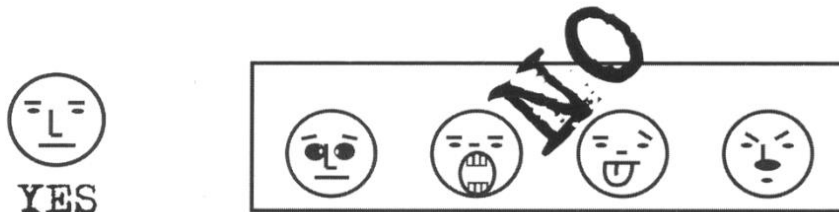


Make sure the employees face is pointing down towards the terminal so that their face is parallel to the angle of the terminal and their face looks like the images above.

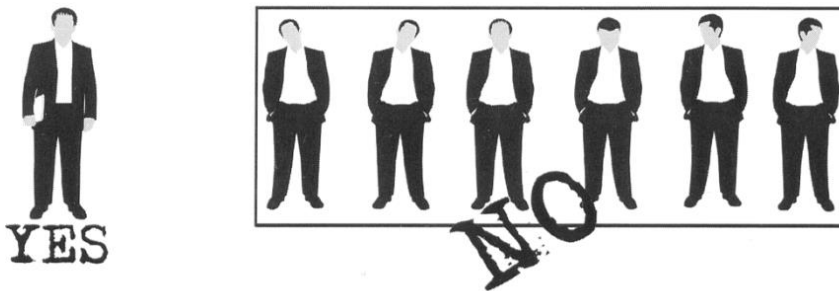


■ In cases where the lighting is insufficient or too bright behind the employees, fit a shaving light or similar above the clock to provide extra illumination in front of the employees.

Recommended facial Expressions vs. poor Expressions



Recommended Posture (pose) vs. poor Posture (pose)



Note: During enrollment and verification, try to have a relaxed unstrained facial expression and stand upright.

Start the Focus software.

Employee management.

Each User has to be enrolled on the Face Scanner as well as being registered with the FOCUS software.

You can enrol a User on the terminal first or the Software first. If you enrol at the terminal first, when you download that User's first clocking, the software will not recognise the User but may set up a 'dummy' User Record which you can edit with the actual User details – that is if the “Create Employee if badge not found” check box is ticked in the Connections menu.

PIN Numbers

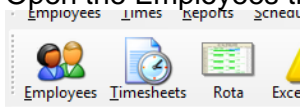
Each User enrolled on the Face Scanner has a template of their face signature stored in the machine along with their Personal Identification Number (PIN Number).

To clock in, a User only has to place their face in front of the terminal. This is called 'identification' mode or '1:N' where the terminal identifies the user from all the templates it has stored.

If the terminal has trouble identifying the user (maybe due to a haircut), a user can enter his/her PIN number before presenting their face to the terminal. This is 'verification' mode or '1:1', where the terminal verifies the user's face against a single template.

Setting up the Employee in Focus.

Open the Employees tree view:



Click New;

Fill in at least the Employee Name and PIN number.

Do not enter a badge number.

In the "Clock" tab, do not set a Badge number and the Authority level should be User.

Select the terminal that the employee will be clocking on and Click Save

Richard Bond

Title	First Name	Last Name	PIN
Mr	Richard	Bond	1234
Payroll Number	Job Title		
164	Programmer/Setter		

ZK

Authority Level	User
Badge Number	
Fingerprints	0

Clock

Update Clocks

Assigned to Clock

- VF780 + WIFI

Contact Groups Rules Holidays Dates **Clock** Memos

Now click "Update Clocks".

Now you can enrol the Employee on the Terminal:

Press Menu

Press 1:1

Enter 9999

And press the yellow Key

Enter 9876

OK

Add User

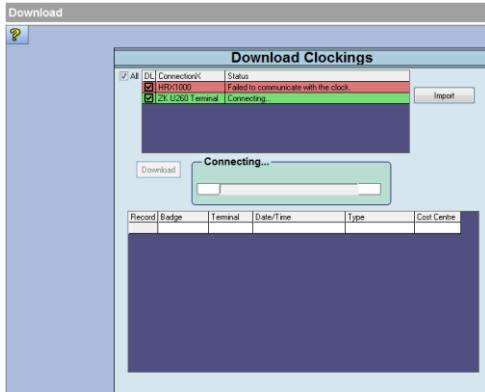
User ID Enter the PIN number used on the Focus Employee Form.


Face Focus eyes inside the green box 3 times

Role User.

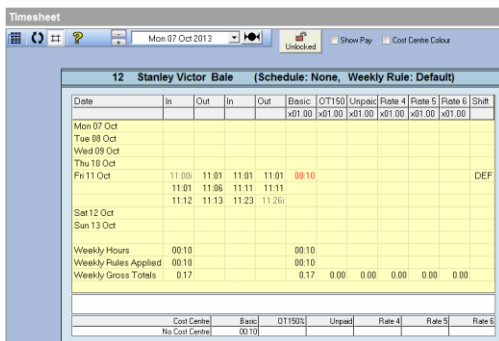
Save

To download clockings, click the Download button to take you to the Download Clockings screen... and click the Download button.



If you now right click the employee in the Employee List and select Timesheet and go to the current week by clicking the  button, you will see the clocking you have just downloaded.

Under 'Shift' at the right hand side you may see 'DEF' which stands for 'Default Shift' if no shift rules have been set up.



The grid will populate with any clocking's from the Face scanner showing the User's PIN Number, terminal number, Date and Time of clocking and the type of clocking IN or OUT.

Cost Centre is not used on Focus LITE.