
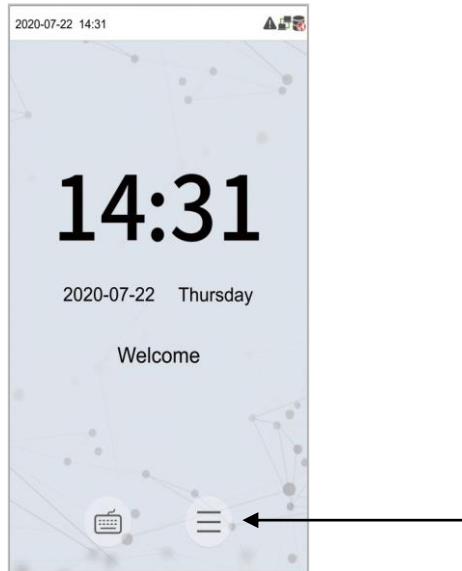
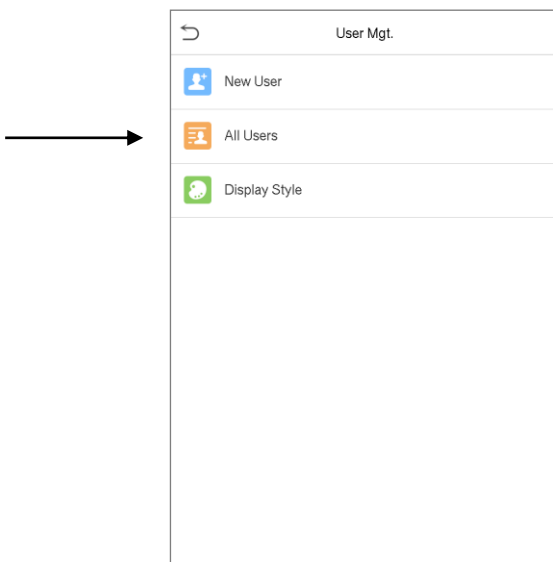
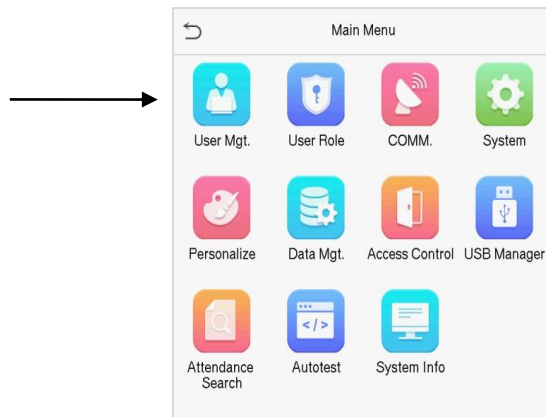


## How to Enroll Face Template

1. Press  on the Standby interface to enter the “Main Menu”, the following screen will be displayed

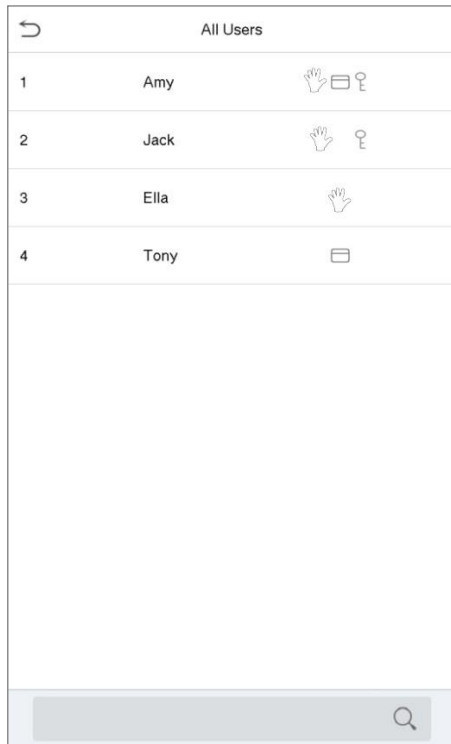


2. On the Main Menu, tap “User Mgt”., and then tap “All Users” to search for a User.

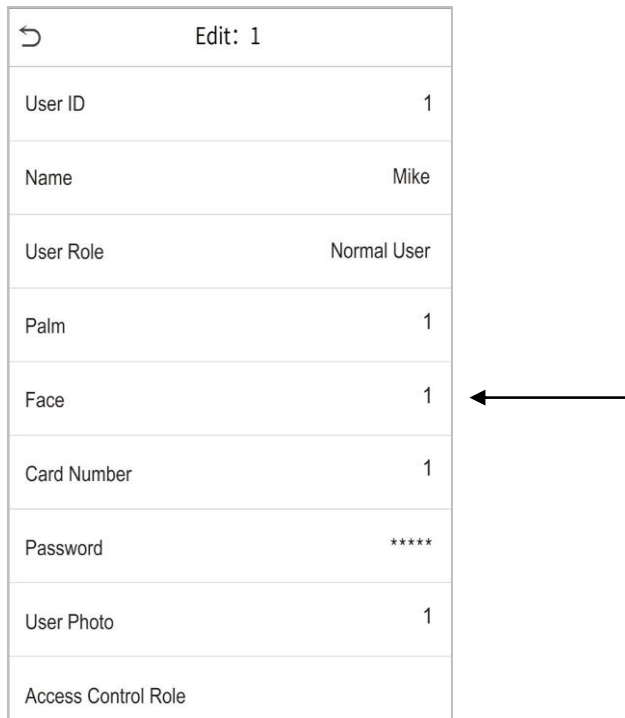


## Biometric Time Solutions - Face Enrolment Guide - Speedface Mini

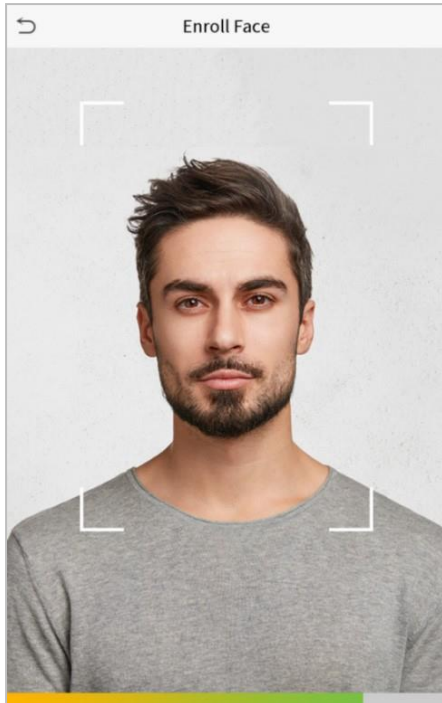
3. On All Users interface, tap on the required user from the list and tap “Edit” to edit the user information.



4. Tap “Face” in the Edit User interface to enter the face registration page.



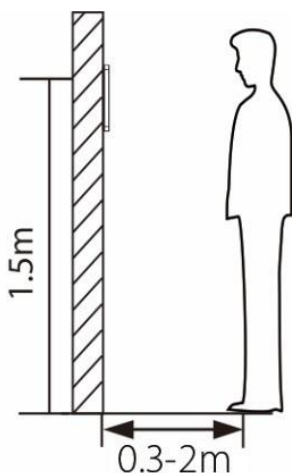
5. Please face towards the camera and position your face inside the white guiding box and stay still during face registration.
6. A green progress bar appears at the bottom of the screen while registering the face and a “Enrolled Successfully” is displayed when the progress bar completes.



7. If the face is registered already, a the “**Duplicate Face**” message appears. The User Biometric Template must then first be deleted in the Jarrison Time software before you can continue

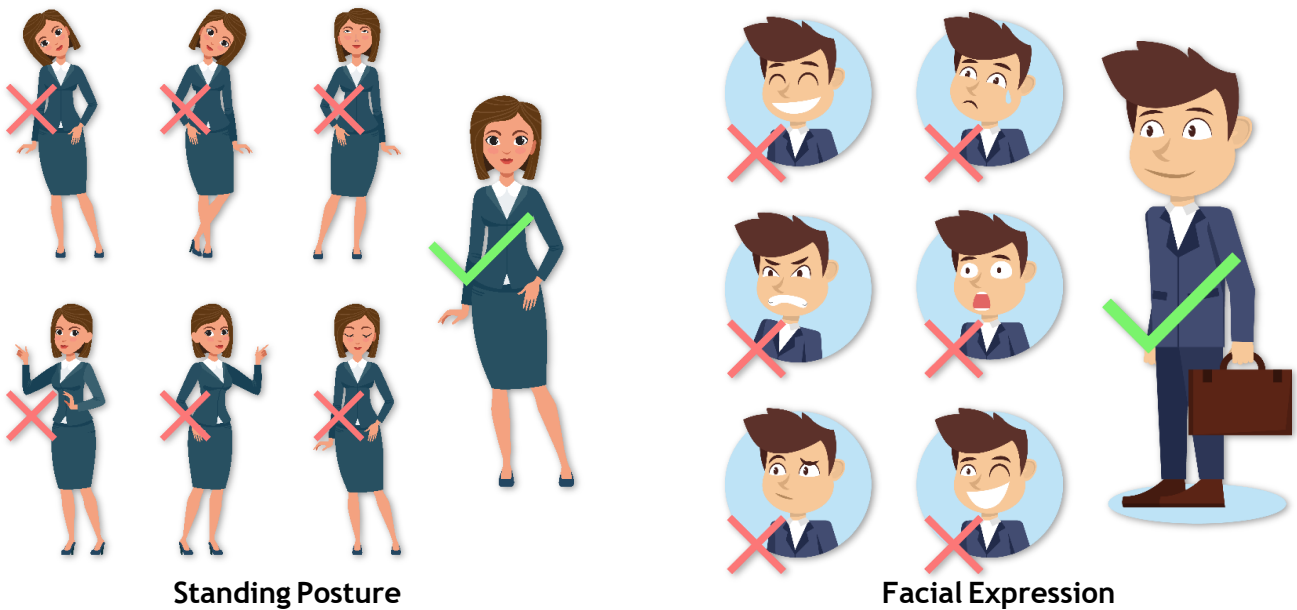
## Standing Position, Posture and Facial Expression

### 1. The recommended distance



The distance between the device and a user whose height is in a range of 1.55m-1.85m is recommended to be 0.3-2m. Users may slightly move forward or backward to improve the quality of facial images captured.

## 2. Recommended Standing Posture and Facial Expression



**NOTE:** Please keep your facial expression and standing posture natural while enrollment or verification.



Try to keep the face in the centre of the screen during registration. Please face towards the camera and stay still during face registration. The screen should look like this

### **3. Recommendation for registering a face**

- When registering a face, maintain a distance of 40cm to 80cm between the device and the face.
- Be careful not to change your facial expression. (smiling face, drawn face, wink, etc.)
- If you do not follow the instructions on the screen, the face registration may take longer or may fail.
- Be careful not to cover the eyes or eyebrows.
- Do not wear hats, masks, sunglasses, or eyeglasses.
- Be careful not to display two faces on the screen. Register one person at a time.
- It is recommended for a user wearing glasses to register both faces with and without glasses.

### **4. Recommendation for authenticating a face**

- Ensure that the face appears inside the guideline displayed on the screen of the device.
- If the glasses have been changed, authentication may fail. If the face without glasses has been registered, authenticate the face without glasses further. If the face with glasses has been registered, authenticate the face with the previously worn glasses.
- If a part of the face is covered with a hat, a mask, an eye patch, or sunglasses, authentication may fail. Do not cover the face, allow the device to recognize both the eyebrows and the face.