

Quick start guide

ENROLLMENT

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Log	The enrollment procedure has been changed to version 5.025 to facilitate the enrollment.

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1. Create employee files

To enroll persons, the persons must be created in the personnel database (WEB-GUI) first.

If the terminals are operated with a FaceAdmin server, the personal files have to be created there. In this case, the persons must also be enabled for enrollment at a door station.

The PIN can be defined via the WEB GUI or via the enrollment procedure at the door station.

2. Start of the enrollment menu

The enrollment is made at a door station by holding the green enrollment card on the RFID reader.

3. Select employee for enrollment

A list of all persons who are enabled for enrollment is displayed. This list can be scrolled or jumped directly to the initial letter with the index bar on the right margin.

4. Select enrollment type

Once a person has been selected, a PIN, an RFID card or a face can be enrolled for this person.

After the enrollment, you return to this selection list. A different enrollment can then be selected. This still refers to the previously selected person.

5. PIN enrollment

If a PIN enrollment is selected, a number block for PIN input is displayed.

The following rules must be observed for the PIN:

- The PIN must be a minimum of 3 digits
- The PIN can consist of a maximum of 7 digits
- The PIN can not start with a 0
- The PIN can not already be assigned to another person

The PIN is stored in the database immediately after pressing the OK key.

Note: If the PIN is identical to a PIN previously entered for the same person, no error is displayed.

Note: The PIN can only be deleted via the WEB-GUI of the door station or the FaceAdmin.

6. RFID enrollment

If RFID enrollment is selected, a new card can be enrolled by holding an RFID card in front of the RFID sign.

The following rules must be observed for the RFID card:

- The RFID cards must match the type of the built-in reader (MIFARE, LEGIC, HID)

- The card may not be one of the system cards (red configuration or green enrollment card)
- The UID of the card may not already have been assigned to another person

Note: If the RFID UID is identical to a card previously enrolled for the same person, no error is displayed.

Note: The RFID UID can only be deleted via the WEB GUI of the door station or the FaceAdmin.

7. Face enrollment

For the enrollment of the face the person should position her face as centrally as possible in the picture. Then she should move the face slightly to the left, then to the middle, then to the right, until all the hooks are set (nasal tip maximally 2 cm move).

In the case of spectacle wearers, it may be necessary to slightly change the inclination of the head (nodding), since the eyes may not be recognized due to reflections on the spectacles.

8. Enabling and disabling of access variants

The access functions PIN, RFID and face can be selected and combined via the hooks in the access control page of the WEB GUI. As a result, multi-stage access methods (eg PIN and face) can also be implemented.

These settings are stored in the personnel database.

Note: After the enrollment, it is checked whether the access for the selected enrollment type has already been enabled. If this type is not enabled, this is done simultaneously with the enrollment as a single-stage access.

It is planned that in future versions the release of access possibilities can be effected time-controlled per door station. These releases are only temporary and have no influence on the personnel database. This feature is not yet implemented.