Staff Enrolment Procedure

Important Note:

1. Ensure that the device is charged adequately.
2. Ensure proper lighting on the Face of the staff for quick recognition. Also avoid bright light/ brightly lit background, like windows and doors, behind the head of the staff during face identification for quick results during face identification.
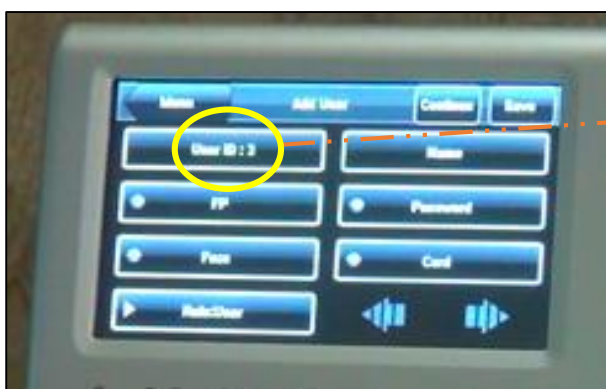

Step 1:

- Stand 3 to 4 ft away in front of the device such that your head is positioned in the device display as shown in picture.
- Press MENU button.
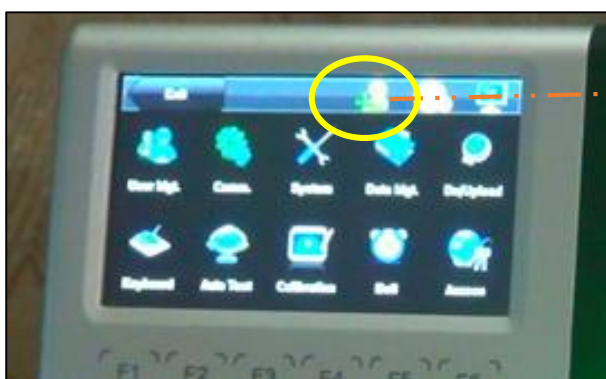
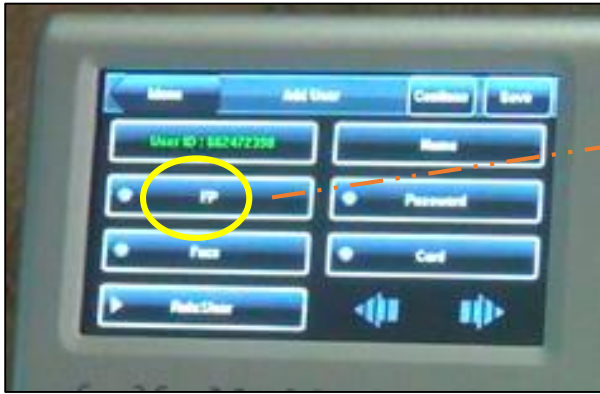
Step 2:

- Press ADD USER button.
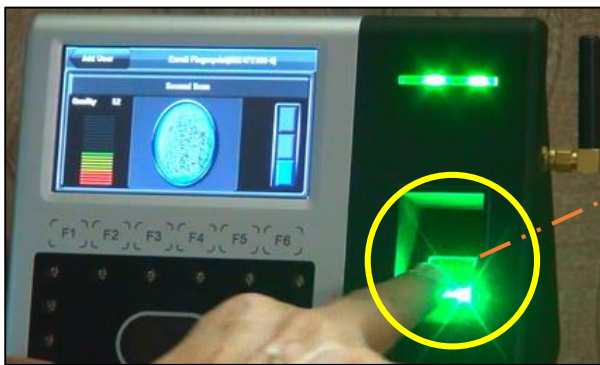

Step 3:

- Press USER ID button.

Step 4:

- Enter KGID Number of the Staff used in HRMS and eMIS. **KGID numbers of all staff are put-up on DCE Website for reference**
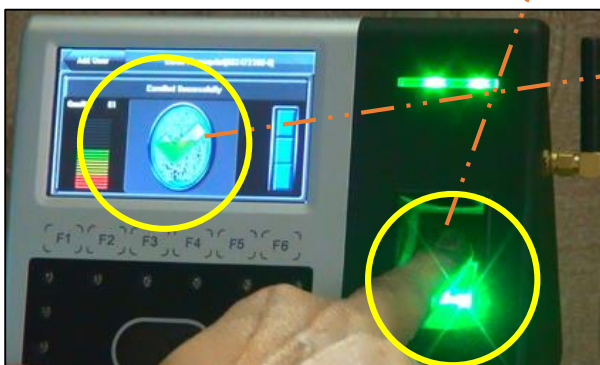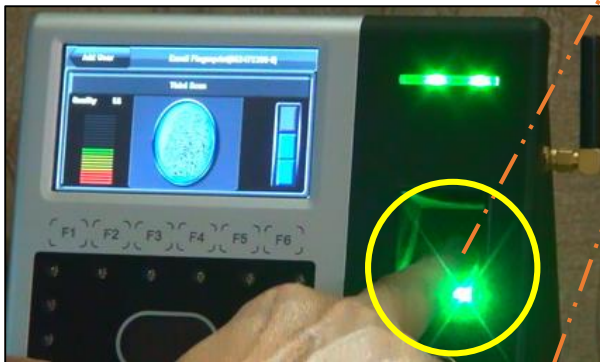- Then press OK

Step 5:

- Select FP for recording FINGER PRINT of the staff.

Step 6:

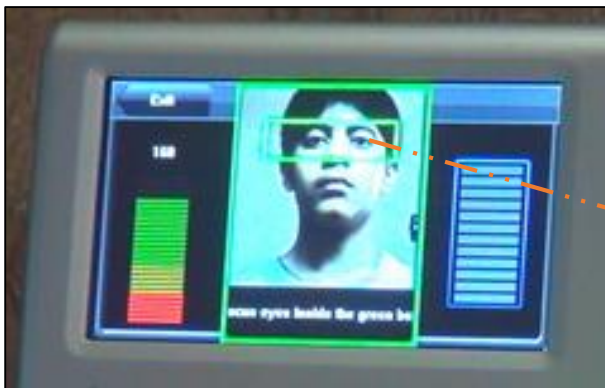- Place same finger on the finger print reader, THREE TIMES.

- The RIGHT mark after successfully reading finger print three times.
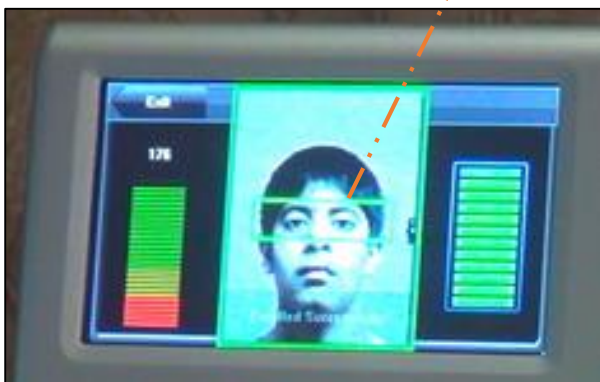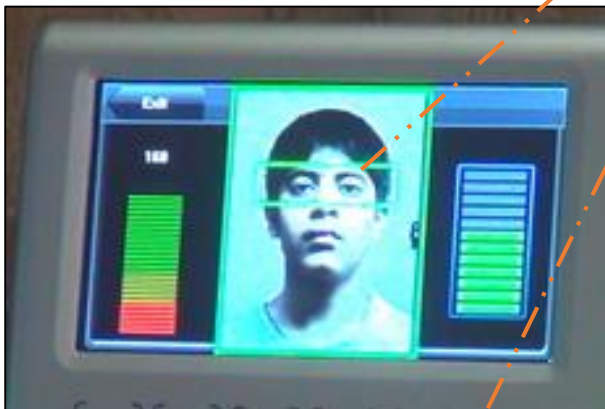- Finger Print recording is completed.

Step 7:

- Select FACE for recording the Face of the staff.

Step 8:

- Stand 3 to 4 ft away in front of the device and ensure that Face is sufficiently lit.
- Position your head such that the EYES ARE INSIDE THE GREEN BOX, three times at different levels after each prompt successively.
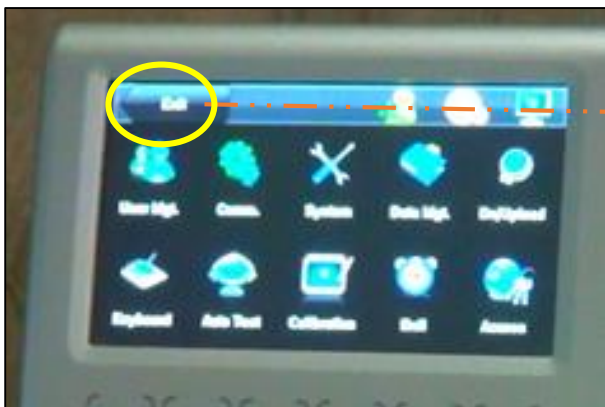

- Face recording is completed after successfully reading face for three times at different levels.

Step 9:

- Press SAVE button.

- Press MENU button to exit from ADD USER window.

Step 10:

- Press EXIT button to exit from MENU window.

This completes recording of FINGER PRINT and FACE for identification of one Staff Member
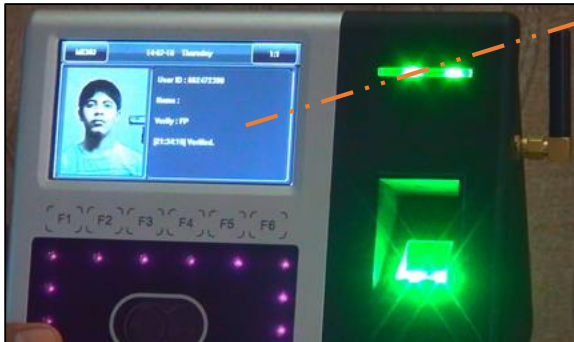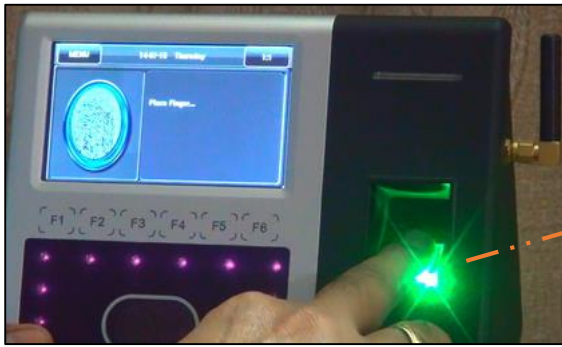

➕ FACE Identification Testing

- ✓ Stand 3 to 4 ft away in front of the device by positioning your head as shown in picture for 2 seconds.
- ✓ Device displays your identification details such as USET ID (KGID Number) and captured photo
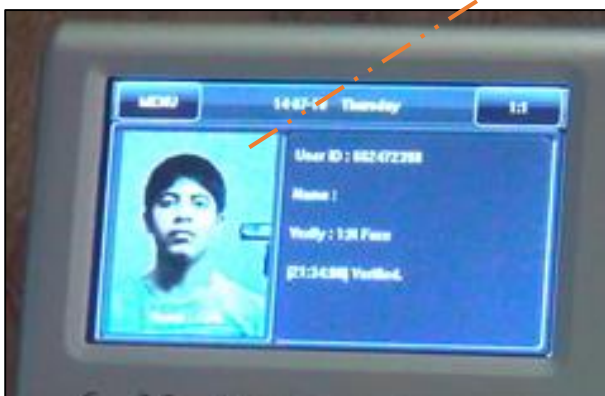
NOTE:

Avoid bright light/ glowing background, like windows and doors, behind the head of the staff during face identification for quick results

Finger Print Recognition Testing

- ✓ Hold your finger used for Finger Print Identification on the Finger Print Reader for 2 seconds.
- ✓ Device displays your identification details such as USET ID (KGID Number) and captured photo

Important Note:

- One staff, preferably College IT Coordinator, shall be in-charge of managing Biometric Attendance related activities.
- Use CORRECT KGID numbers during staff enrolment. Check with the KGID numbers of all staff members put-up on the DCE website.
- Check if correct Name and KGID number of yours is displayed each time after punching of attendance.