



Feature Description Document

Enrolling Employees from Device



Purpose

This document is an aid for training individuals in charge of the enrollment process using Invixium devices.

The person responsible for the enrollment of users should be patient, a good trainer and communicator. Before enrolling a member, it is necessary to explain the concept of using the fingerprint in addition to the significance of the finger's area that has been enrolled and the importance of re-presenting the enrolled area to the reader device.

Applies to

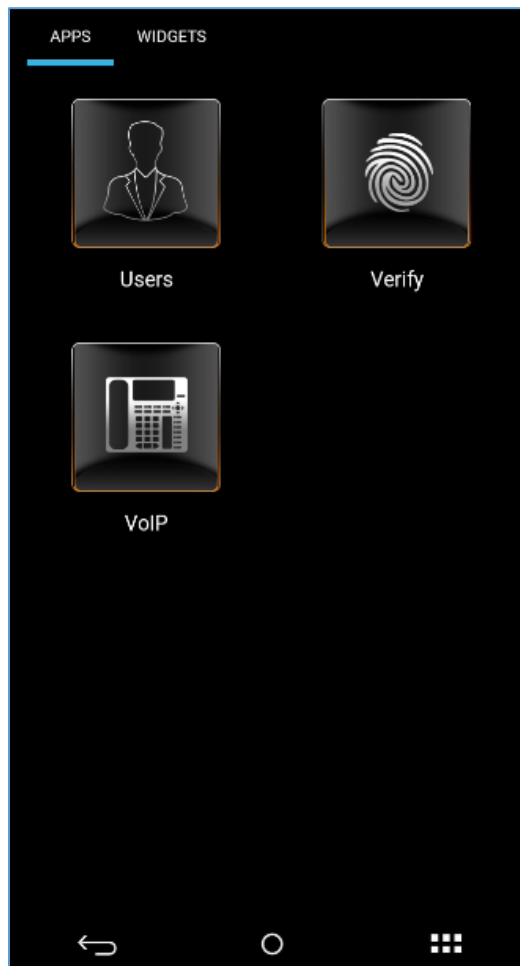
TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices	All Devices	All Devices	All Devices	All Devices	All Devices

Description

It is important to capture the highest quality fingerprint image possible because this initial image is used as a comparison during attempted verification. If the images do not match, the user is not allowed access.

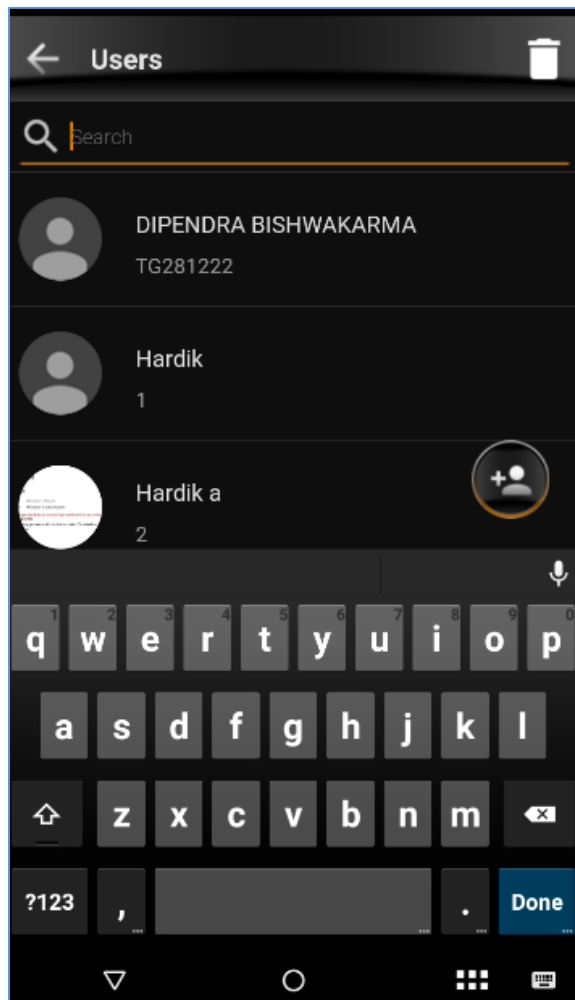
Enrolling Employees from Device

1. On the device >> Tap on the menu (☰).
2. Navigate to the **Users** app.

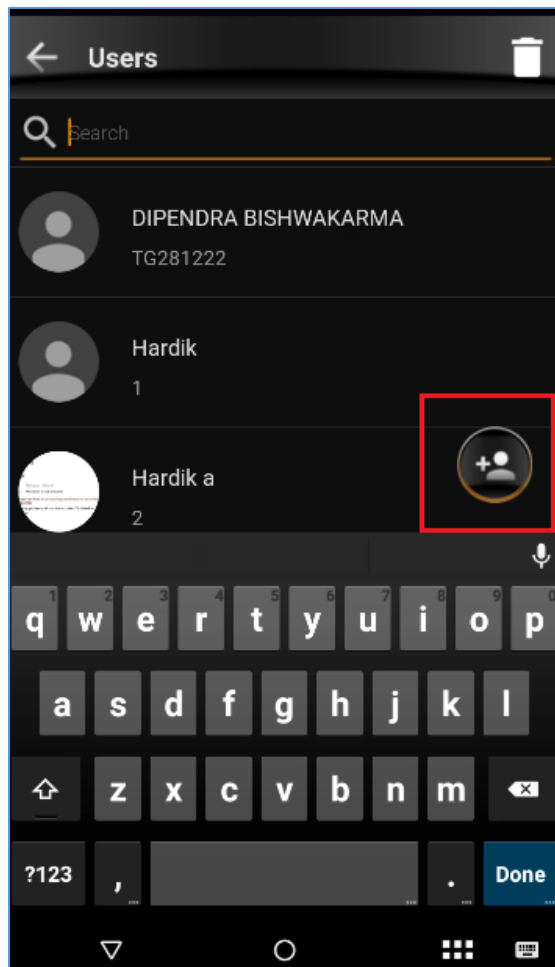


3. Enter the default PIN “0000” to open the app.

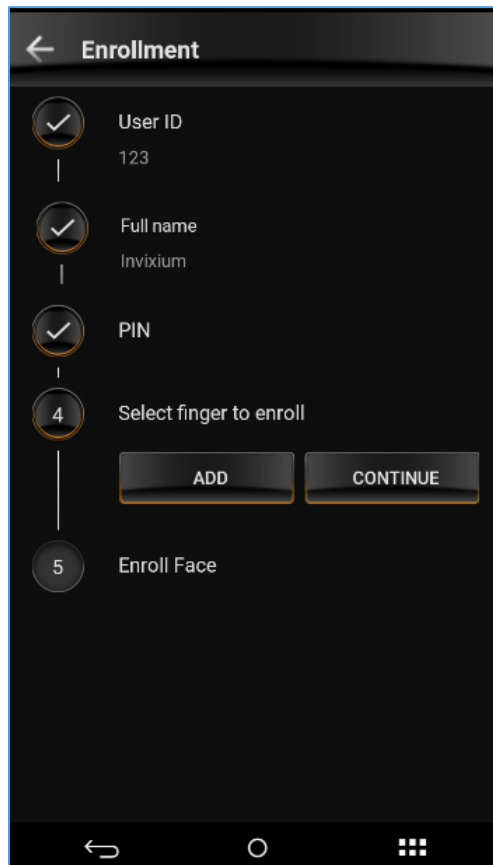
4. Once you have successfully logged in, you will see the list of the users that are available on the device.



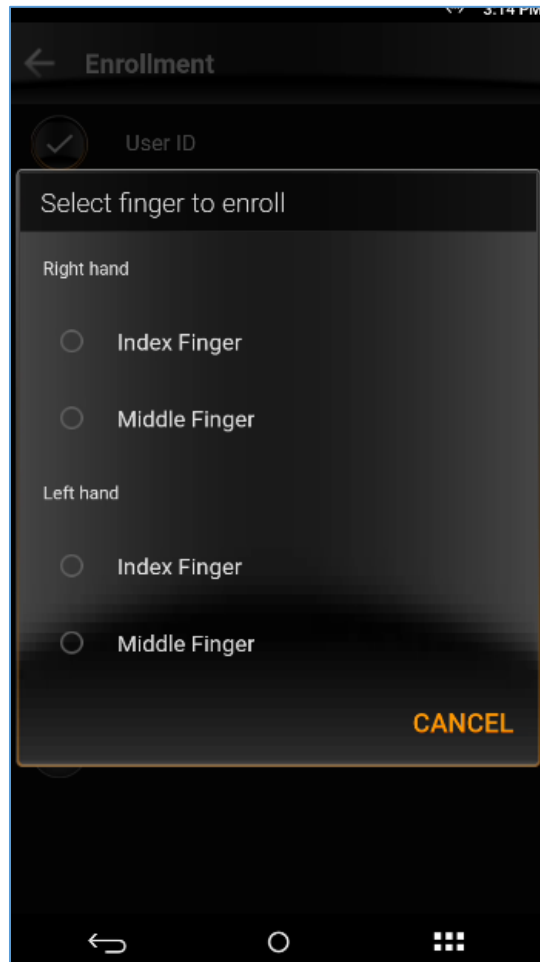
5. To begin enrollment, tap on the Add icon. Or, you can search for an existing user and update the user's fingerprint and face templates.



6. Enter the required data like User ID, First Name, etc. Click **Add** to start enrolling fingerprint templates.



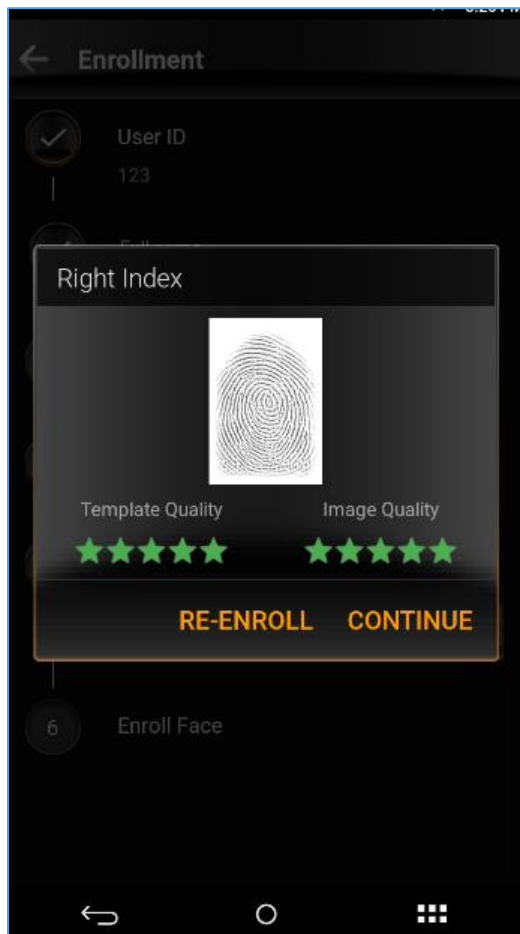
7. Select the finger to start the finger enrollment process.



8. After selecting the desired finger, ask the user to place their finger on the device's sensor.

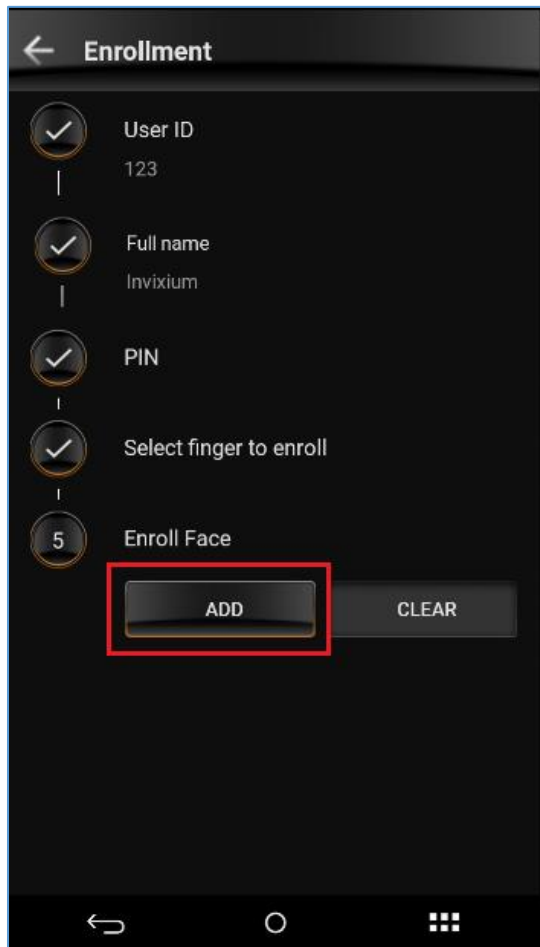


9. After placing the finger, the device will confirm the template quality and image quality. Tap **Re-Enroll** to re-enroll the same finger or tap **Continue** to confirm the fingerprint quality.

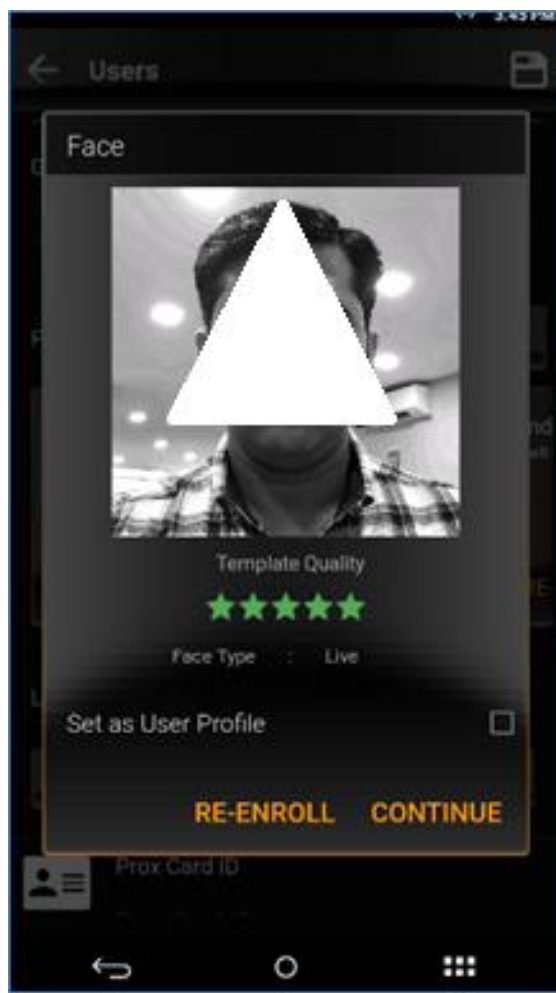


10. After completing fingerprint enrollment, the next option is to enroll face.

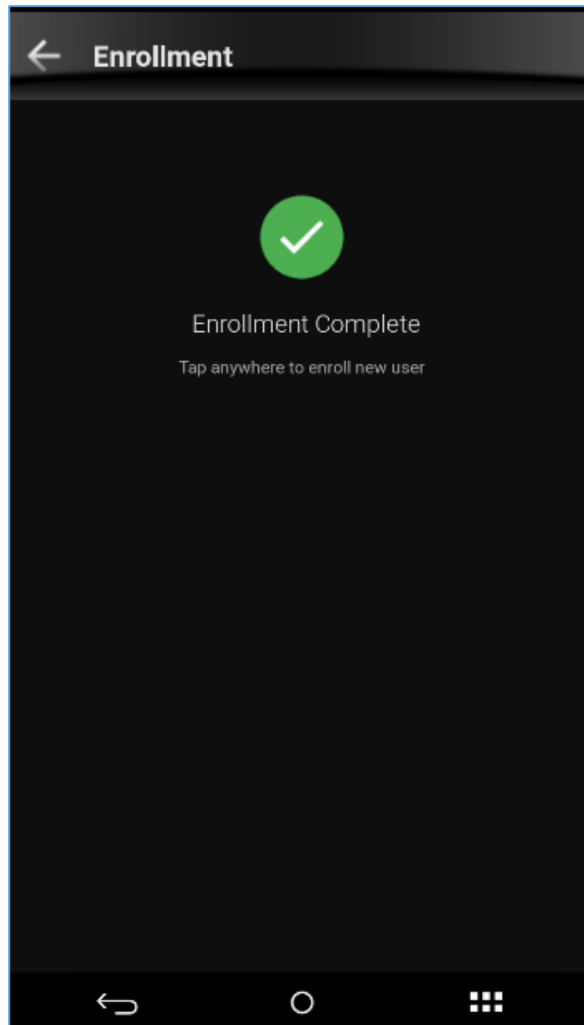
11. Tap **Add** to enroll the user's face.



- After tapping **Add**, the device camera is activated to capture the user's face. After capturing the image, you will be prompted to either **Re-Enroll** or **Continue**.
 - Face Type should be **Live**.
 - If you want to use the same image as a user profile picture, check the "Set as User Profile" box.
 - While enrolling the user's face, Invixium recommends standing a maximum of 2 to 3 feet from the device and showing a full frontal face for better template quality.



12. After completing the enrollment process, tap **Save** (📁) to save the user's template.





Support

For more information relating to this Feature Description document, please contact us at support@invixium.com

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