

ZKBioSecurity - Enrollment

The **first thing** that you need to take into consideration, is the environment where you will be placing the enrollment device.

The **second thing** when enrolling the users, you need to have a dedicated enrollment device added to the software (ZKBioSecurity), and the device should be set as “**Register Device**”.

The **third thing** is to follow the proper enrollment process to get a successful enrollment.

The **fourth thing** is to remember that the registration device doesn't have to be added to the Access Levels.

1. Installation environment

Very important to check the environment,

1. Indoors Use
2. Keep Distance
3. Avoid Glass Reflections or tile reflections
4. Avoid direct sunlight and exposure
5. Keep effective distance



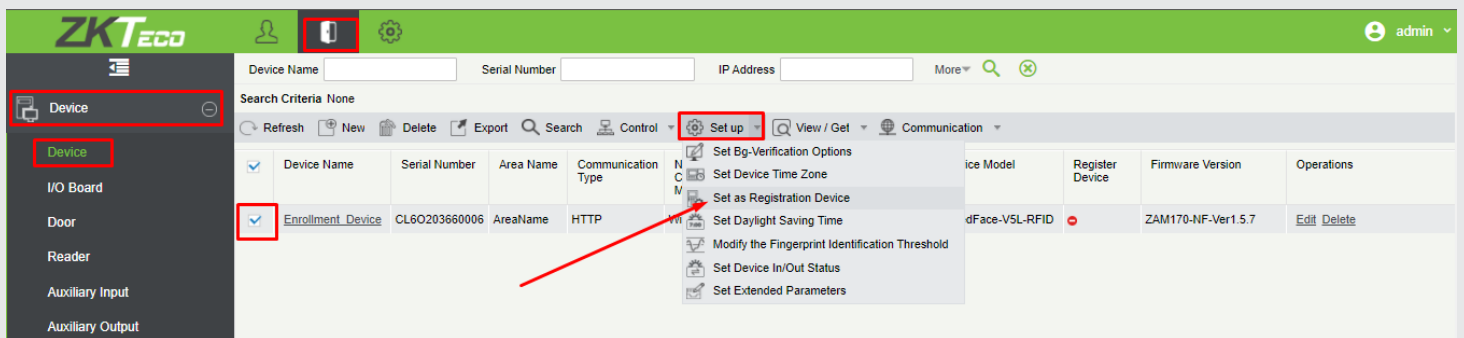
2. Register Device

How to set the device as a registration device after you just added it to the software.

Device > Device > Device

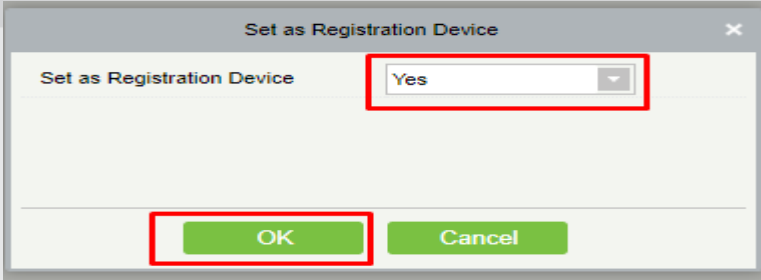
Select the device by clicking the device

Select the setup tab and select Registration Device

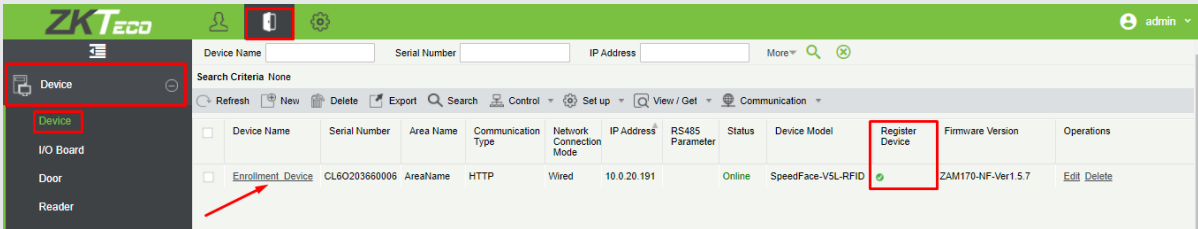


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Select "YES" then click Ok to save the changes.



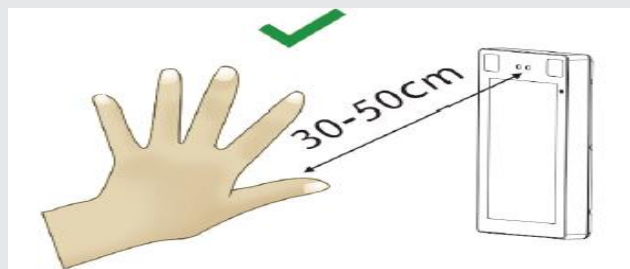
Your device is now set as a registration device.



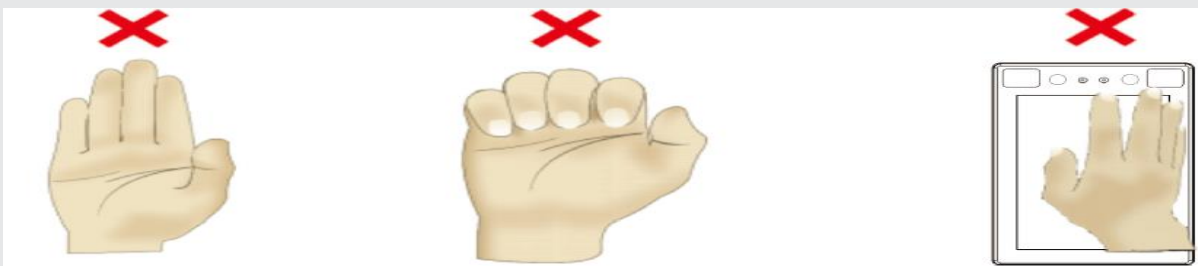
3. Enrollment

Palm enrollment

- Place your palm within 30-50 cm of the device.
- Place your palm in the palm multi-mode collection area, in such a way that the palm is placed parallel to the device.
- Make sure to keep space between your fingers.



Avoid the following.



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Face enrollment

We have 2 types of face registrations. You can either use one of the following.

- Enroll through the device.
- Upload a proper image/selfie through the software (ZKBioSecurity).

Enroll through the device.

Try to keep the face in the center of the screen during registration. Please face the camera and stay still during face registration. The page looks like this:



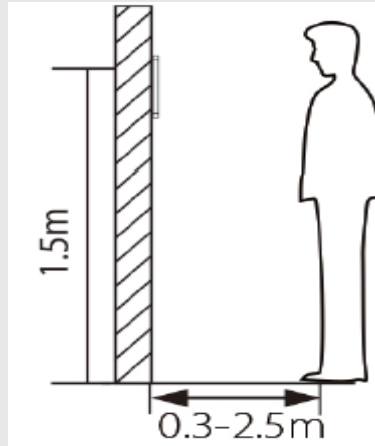
Cautions for registration of the face:

- 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.

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The recommended distance:

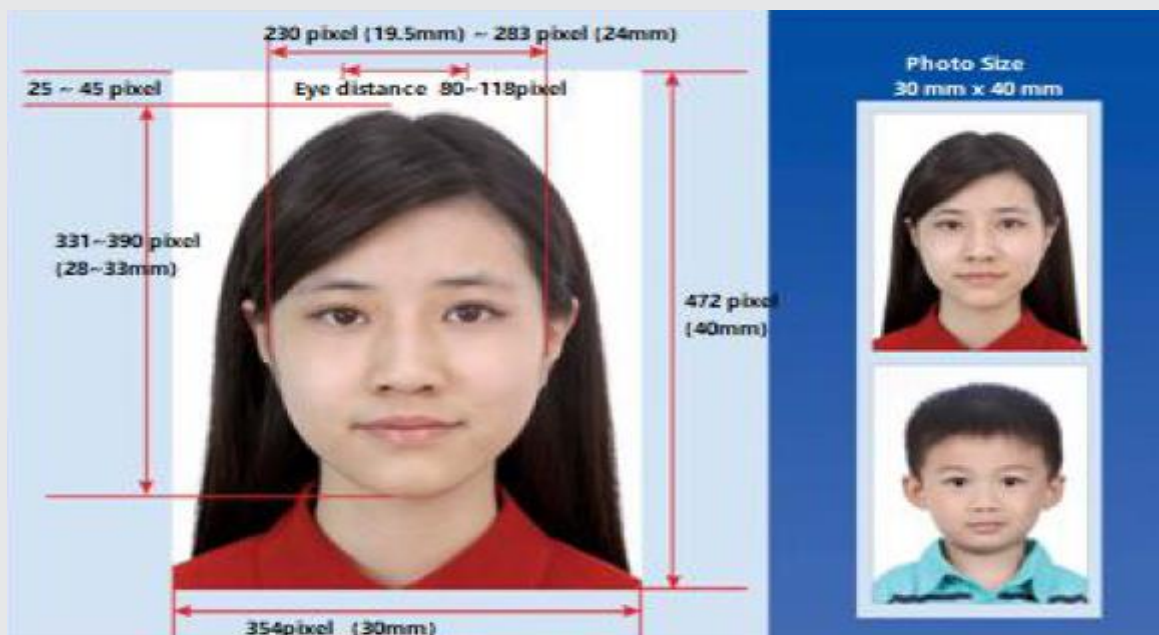
The distance between the device and a user whose height is within 1.55m-1.85m is recommended to be 0.3-2.5m. Users may slightly move forwards and backward to improve the quality of facial images captured.



Upload a proper image/selfie through the software (ZKBioSecurity).

Image requirements:

- Digital photos should be straightly edged, colored, half-portrayed with only one person.
- Persons who wear eyeglasses should remain to put on eyeglasses for photo capturing.
- A plain face with eyes naturally open is recommended.
- White background with dark-colored apparel.
- The captured person should be eyes-open and with clearly seen iris.
- The captured person should be clearly, natural in color, and without any shadow, light spot, or reflection in face or background, and appropriate contrast and lightness level.
- Take a proper ID photo.

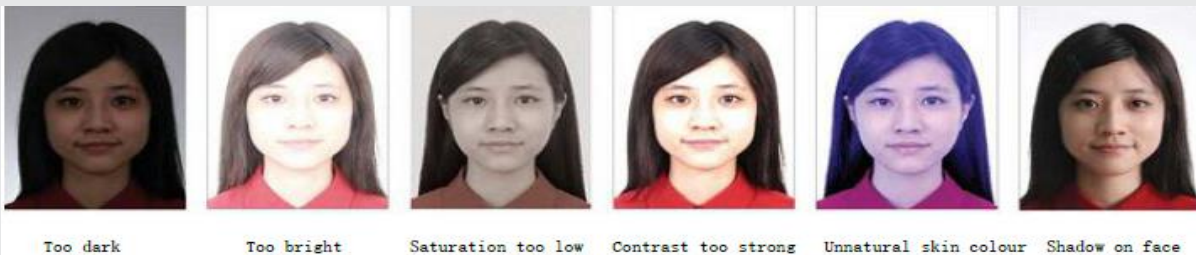


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Correct

Few examples that do not meet the requirements.



Too dark Too bright Saturation too low Contrast too strong Unnatural skin colour Shadow on face



Hair covers eyebrows, eyes or ears Hat or hair accessories cover face or ears Coarse-rimmed glasses Eyeglasses frame covers eyes Eyeglasses reflects lights Colored eyeglasses



Head too small Head too large Tilted head Sideward body Sideward head Person not at the centre



Stamp or other objects cover image Apparel colour and background to similar Image corrupted or has dirt Other object(s) captured Person doing movement Unnatural facial expression or crying

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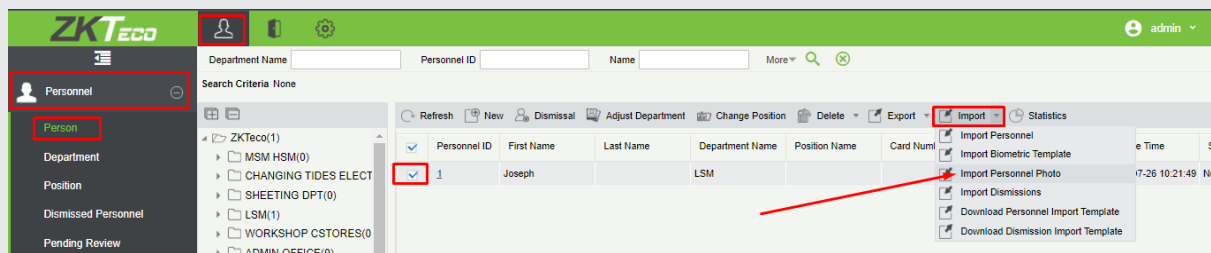


- How to upload the picture/photo on the software.

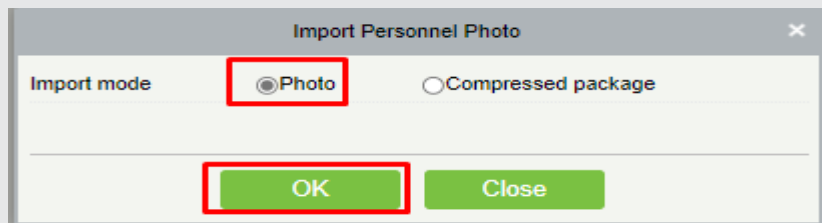
Personel > Personnel > Person

Select the user by ticking the tick box and select the Import Tab

Select Import Personnel photo.



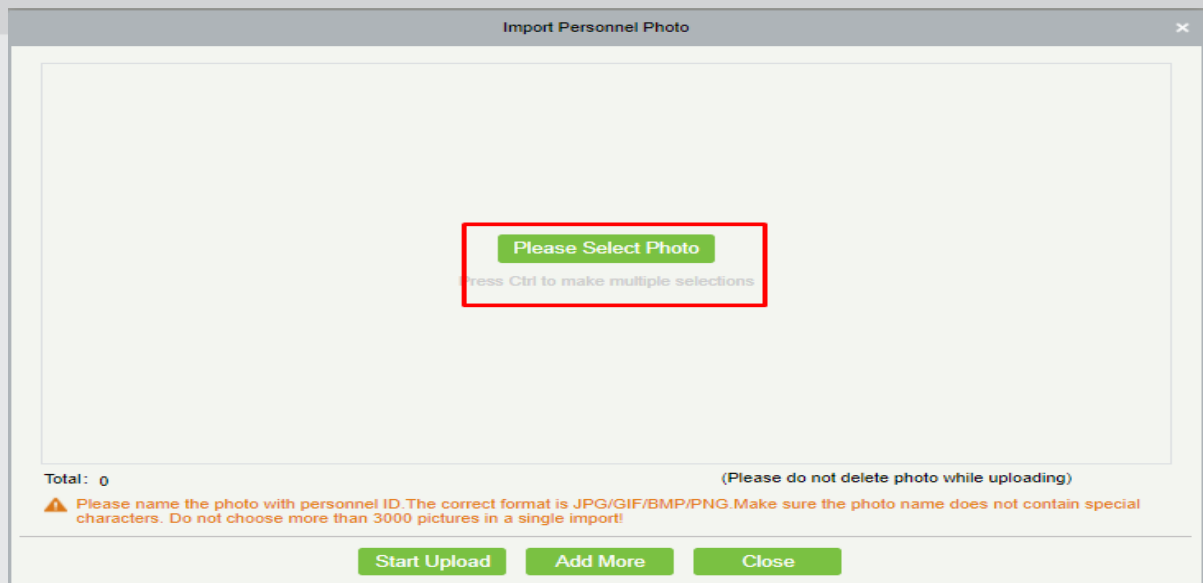
Select Photo



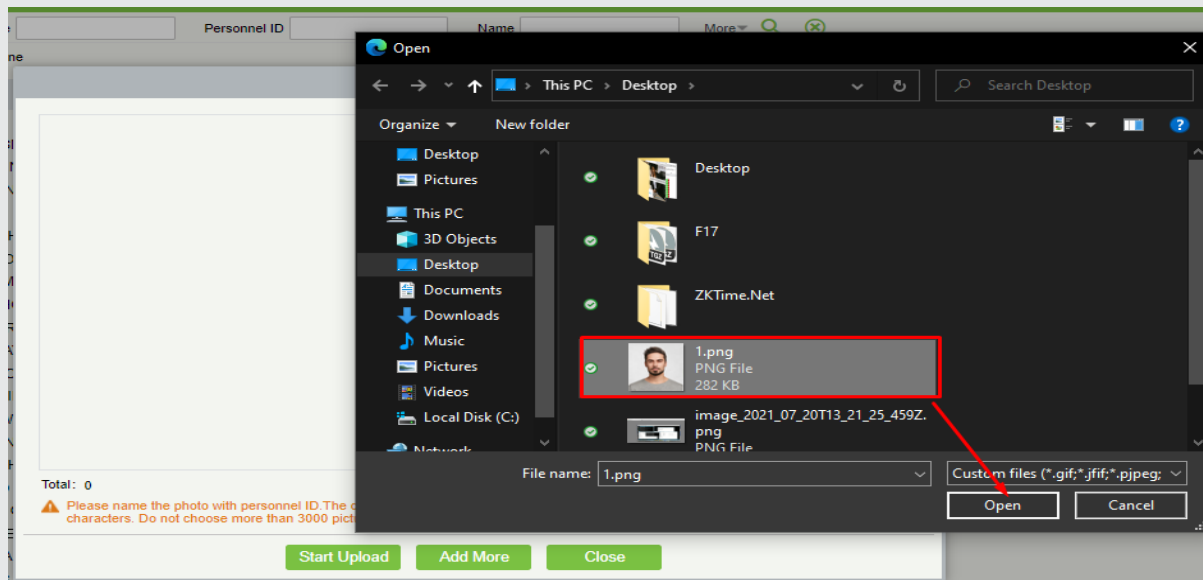
Click OK

[Type here]

Select Please select photo

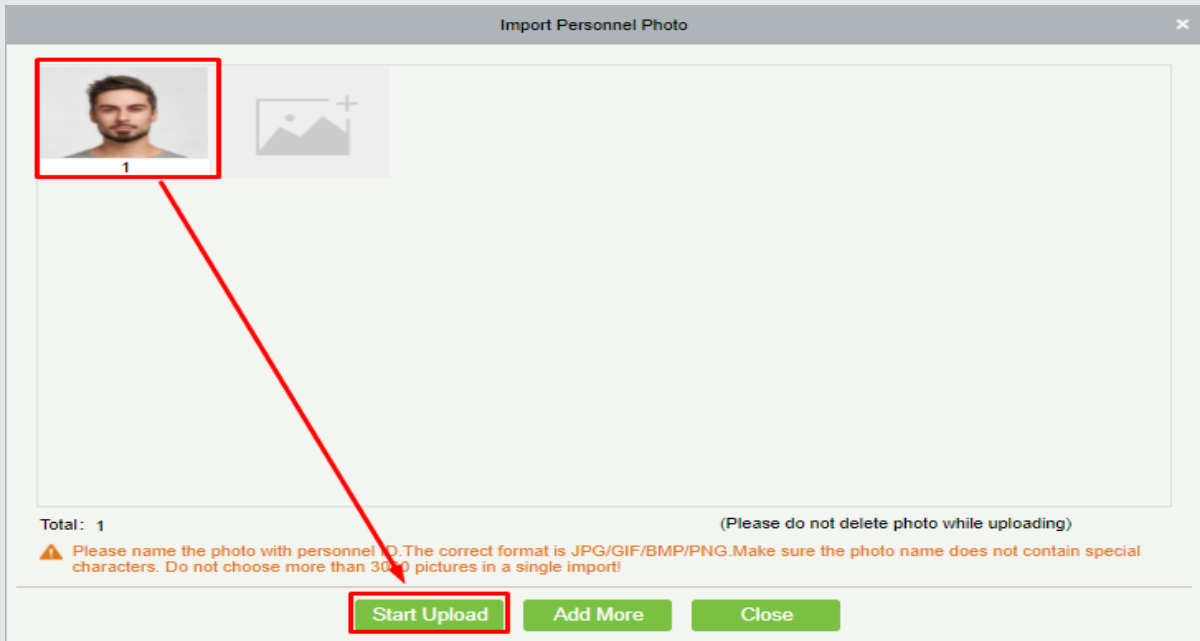


Browse to your photo and select it and select Open

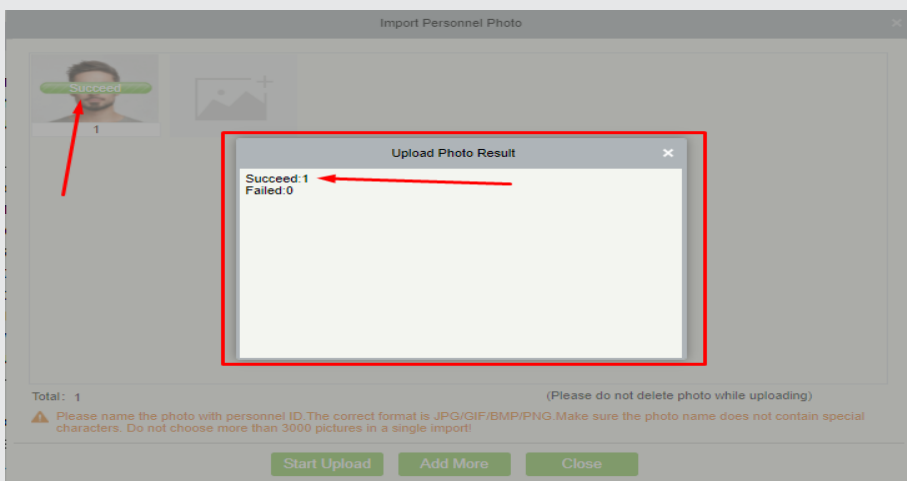


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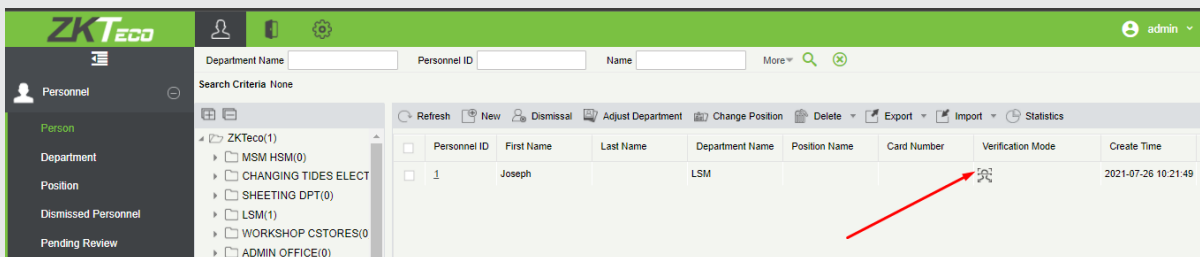
Your Photo will appear to select it and click on start upload



On the picture, it will show succeed and a popup message will show succeed with the Qty.

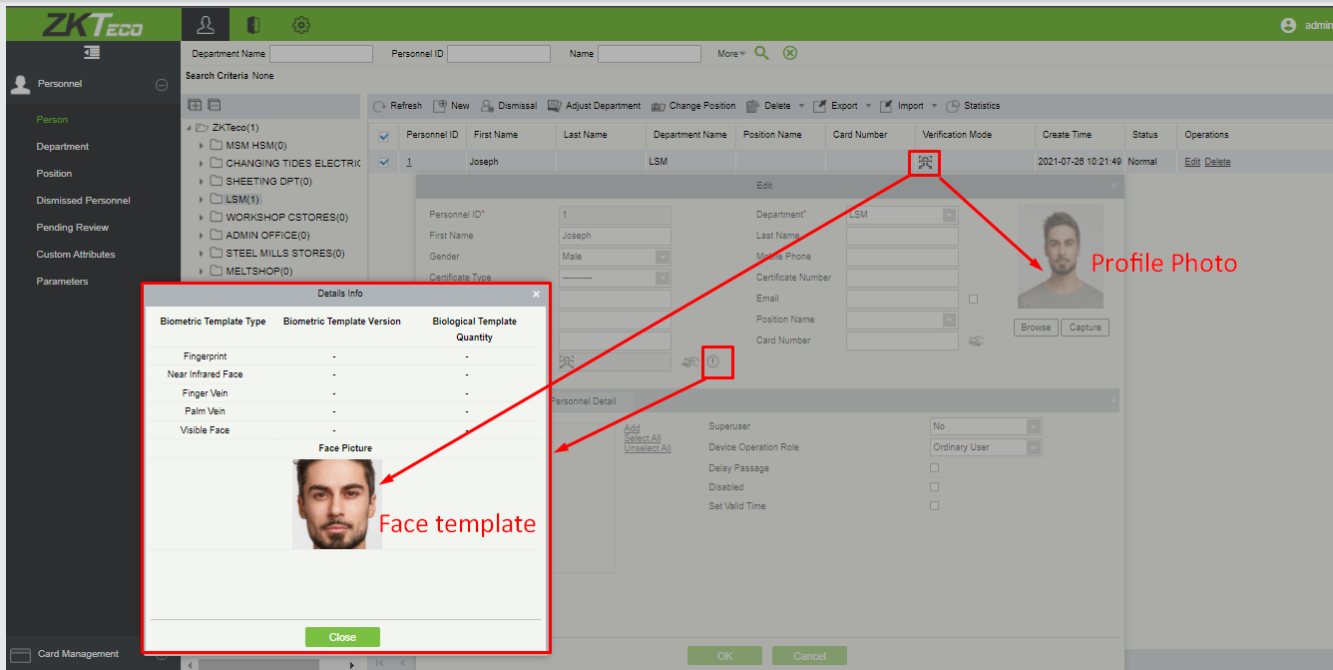


Back to the main screen, you will see a verification Mode



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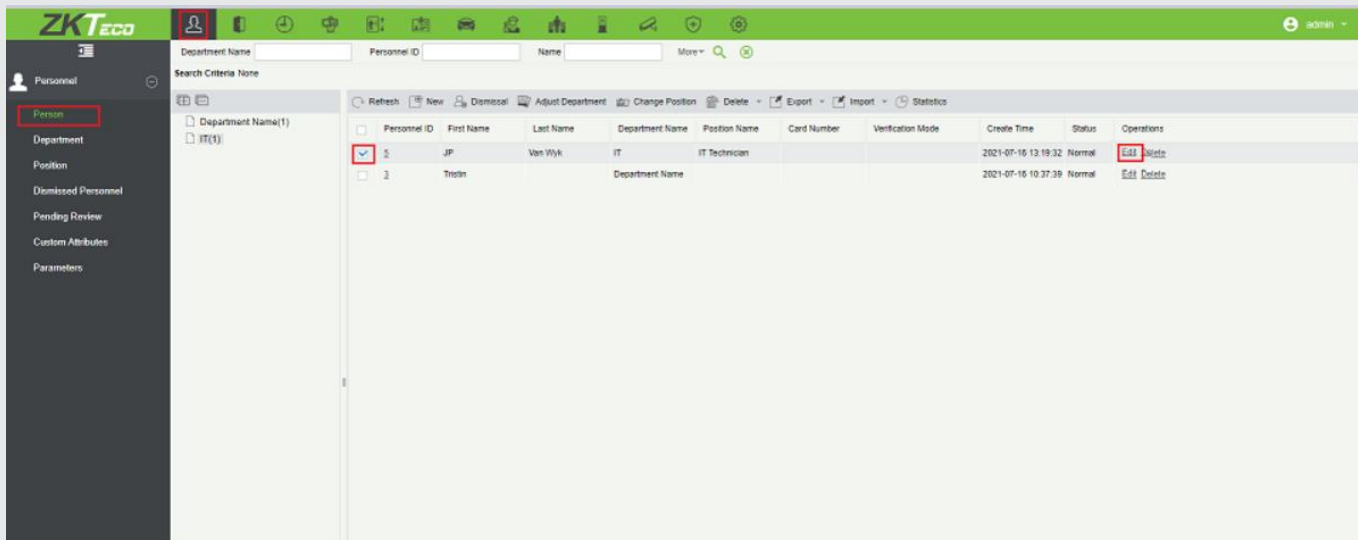
Click on the profile to see the information



4. Access levels

Personel > Personnel > Person

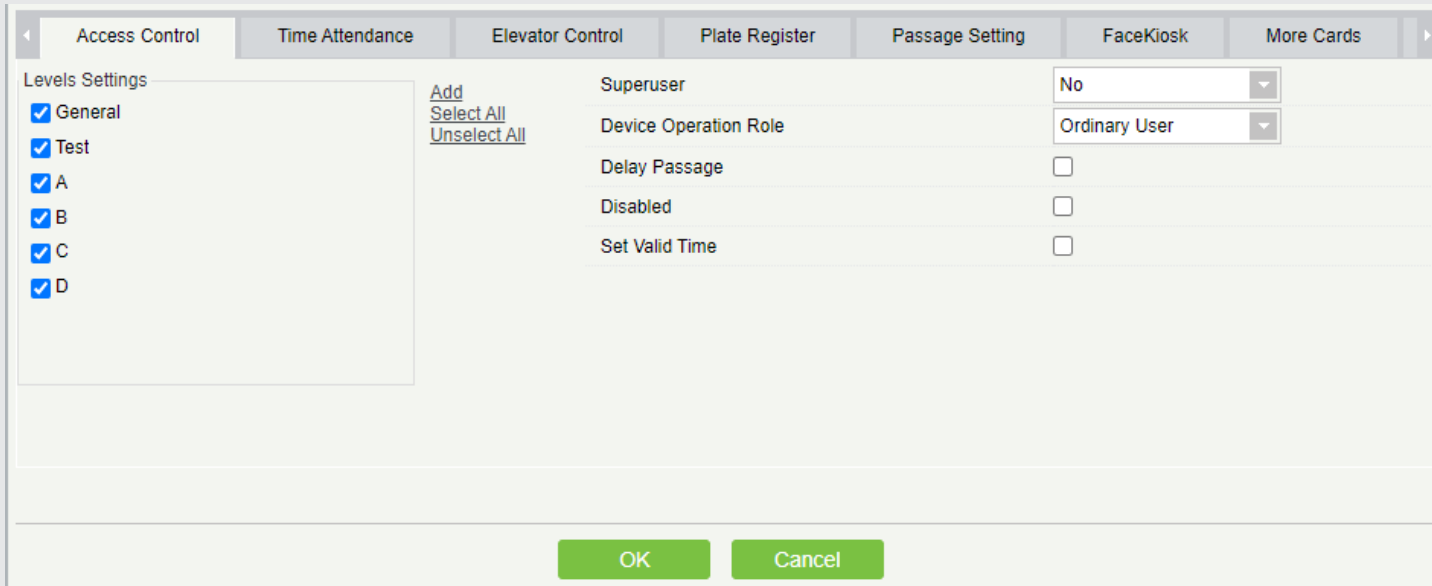
Select the user by ticking the tick box and edit



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In the personnel screen, you can set up the access levels.

If access levels are not pulling through you can click on Add or if it appears tick the access levels the user needs.



Select OK.

Access levels is setup.

For more Access levels please see the Access levels documents.

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