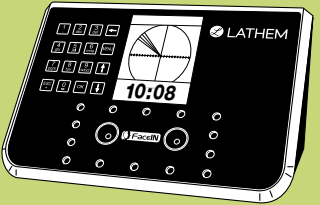




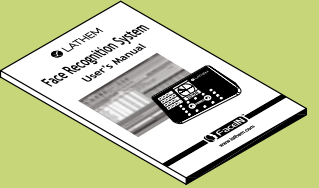
1

Verify Contents

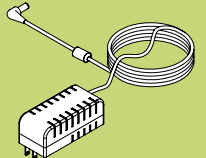
Verify the contents of your system and make sure your computer meets the minimum system requirements.



FaceIN Terminal



FaceIN User Guide



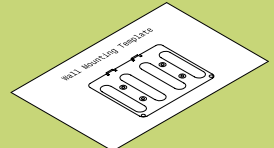
Power Adapter



PayClock Software CD



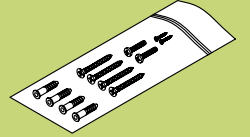
Ethernet cable



Mounting Diagram



Mounting Bracket

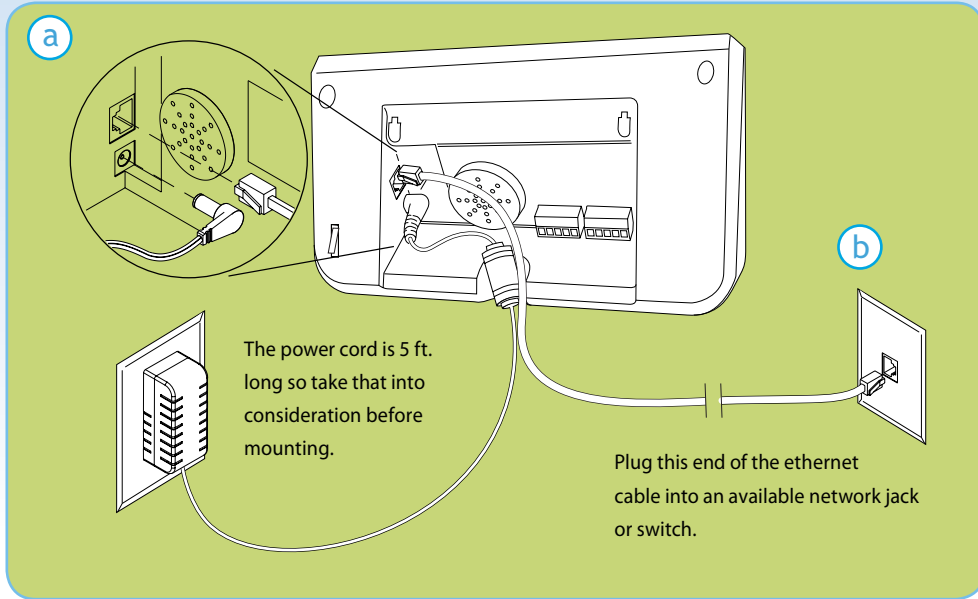


Mounting Hardware

QUICK START GUIDE READ THIS FIRST

2

Connect Power And Ethernet



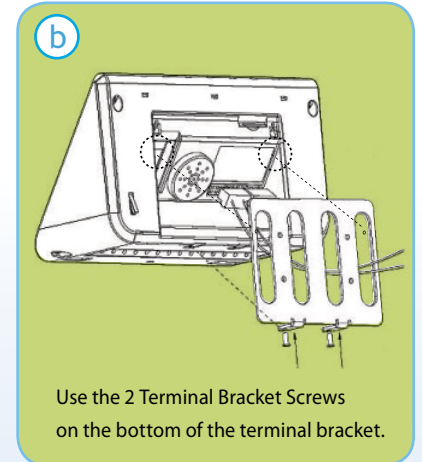
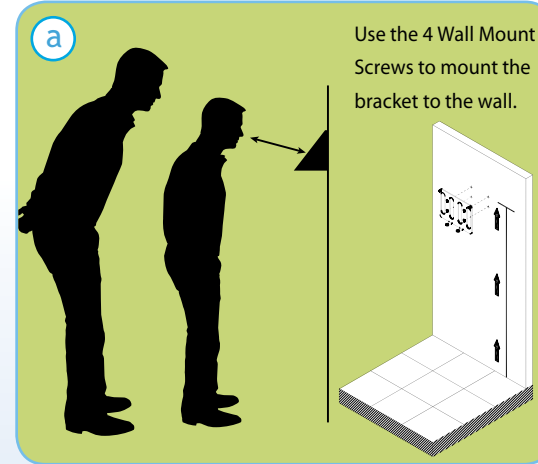
- Plug the RJ45 network cable into the Ethernet port and the Power Adapter plug into the Power Adapter port which is located in the compartment on back of the terminal.
- Plug the other end of the network cable into an available network jack or switch.



No Ethernet? Transfer data back and forth between this unit and the software using a standard USB thumb drive, eliminating the need for an Ethernet connection. **See Appendix A** in the User's Guide for instructions.

3

Mount On Wall



Mount the FaceIN terminal by choosing your "shortest" employee and have them stand in front of the device. Hold the device on the wall so that this employee can comfortably center their face in the LCD display window. Mark the height of the terminal on the wall.

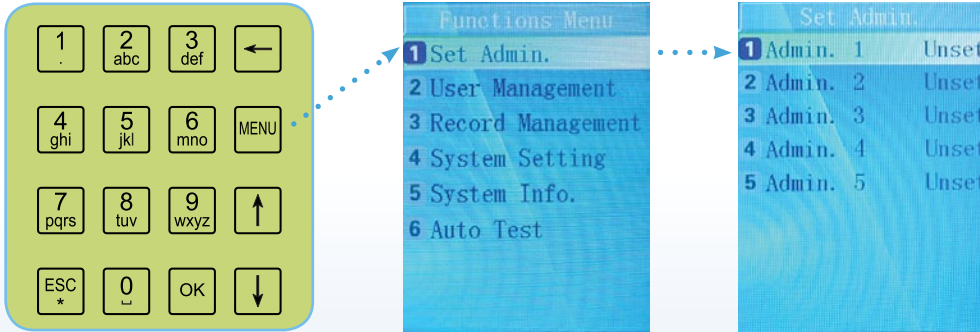
NOTE: taller employees can easily adjust their stance to center their face in the LCD display window. For detailed wall mounting instructions please refer to the User's Guide.






Align the FaceIN terminal with the pins on the mounting-plate and secure the two together with the 2 Phillips head screws. Be careful not to pinch the AC cord. When finished, plug the Power Adapter into an AC wall outlet.

4

Enroll An Administrator

NOTE: An Administrator is required to enroll employees or change device settings. You can enroll up to five (5) Administrators. Use keypad to navigate through screens.

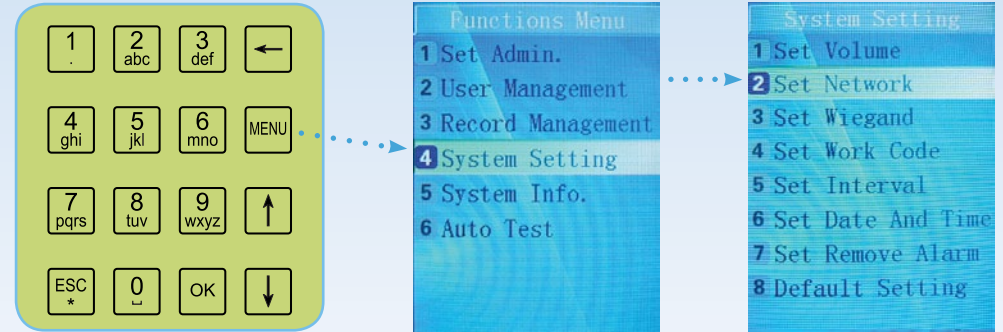






- When the FaceIN terminal is powered up and at the home screen, **press the**  **key**.
- After pressing the MENU key, the Functions Menu will open. **Press the**  **key** on the keypad to start the Admin Enrollment process.
- You will be prompted to enroll your face as the Administrator of the device. **Please review Face Enrollment Tips section (on the back) of this guide.**
- Press the**  **key** on the keypad to select Admin 1 and begin the Face Enrollment process.
- When Face Enrollment is complete, the display will ask you if you want to set the Administrator as a User. **Press the**  **key** on the keypad to bypass this setting.
- A successful registration confirmation screen will appear, and after 2 seconds, it will default to the **Set Admin screen**.
- Enter additional Administrators as necessary at this time by repeating the steps above.
- When complete, **press the**  **key** multiple times to return to the main default screen.

5

Configure Network Settings

After you have successfully enrolled the Administrator, you will have access to the device configuration settings.

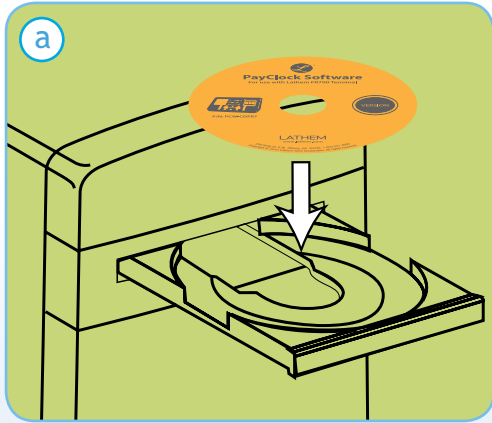


- From the main home screen, **press the**  **key**. The Administrator must present their face for verification.
- The main Functions Menu screen will appear.
- Press the**  **key** on the keypad.
- The System Setting Menu screen will appear.
- Press the**  **key** on the keypad to access the Set Network Menu.
- Using the keypad, enter the network configuration settings provided by your Network Administrator. Record the settings for future reference. Note: If your computer is not connected to a Local Area Network, and is operating as a stand alone terminal, you should enter an IP address of 192.168.0.1 or 192.168.0.2, and leave the Subnet Mask and Gateway settings blank.
- Press the**  **key** to save your settings.
- After successfully saving your network configuration settings the terminal will automatically restart.

6

Install Software

Go to the computer where you want to install the PayClock Software.
See User's Guide for detailed instructions.



- a. Important** - Make sure your screen saver is not showing before inserting the installation CD's. Install the **PayClock Software**. (For more detailed instructions see the User's Guide).



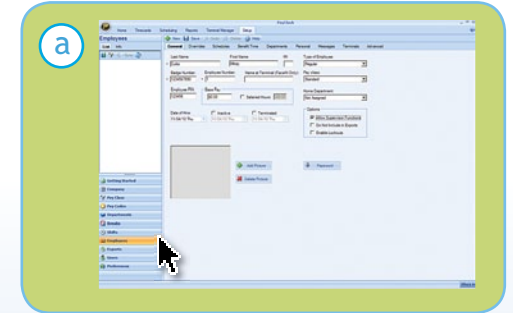
- b. Open PayClock** - Open the PayClock software by clicking on the PayClock Icon. The default password is **lathem**. (For more detailed instructions see the User's Guide.)

7

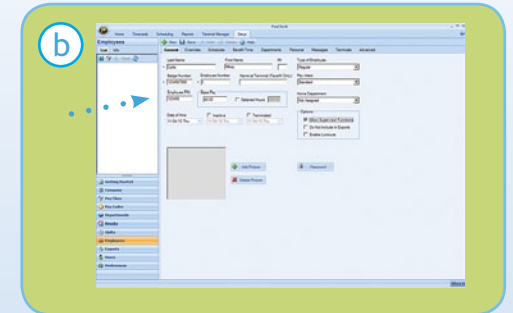
Add Employees In Software

The screens below indicate a few key steps in adding an employee.
(For more detailed instructions see the User's Guide).

- a. Add Employees** - The Employee button under the Setup Tab is used to maintain the employees in the PayClock software. This will include adding, editing and terminating employees. (For more detailed instructions see User's Guide).



- b. Employee PIN** - The **PIN** you enter in the PayClock software **must match** the **User No.** at the FaceIN terminal. The software uses these numbers to identify which punches go with which employee. Record the PIN you enter for each employee for use when enrolling employee faces in the terminal, as shown in Step 9.

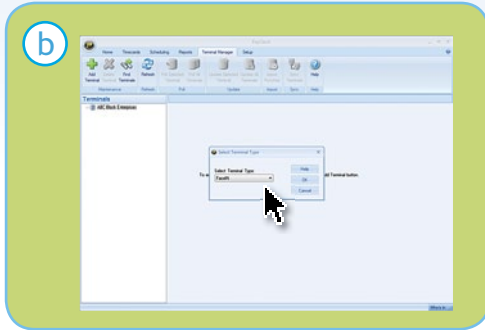
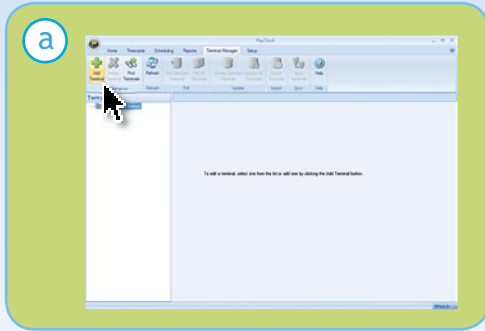


8

Setup Software Connection

The screens below indicate the first few key steps in setting up your software connection. (For more detailed instructions see the User's Guide).

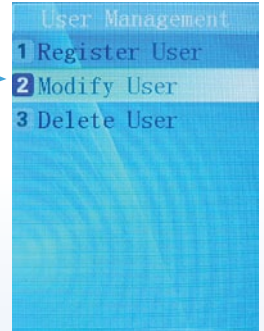
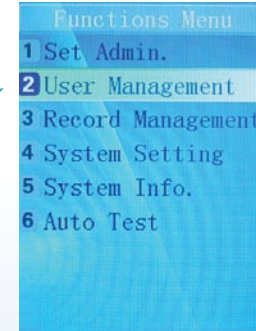
- Open your PayClock Software on your computer. Click on the **"Terminal Manager"** tab. Then click on the **"Add Terminal"** button located in the top left corner of the screen.
- Select **"FacelIN"** and click **OK** to continue.
- Type in the name or location identifier that you want to use to identify the FacelIN terminal in the text box next to Device Nickname.
- In the IP Address box **enter the IP Address** you entered into the terminal and then click **Save**.
- Click the **"Test Connection"** button to verify the communications between the PayClock software and the terminal. A confirmation screen will pop up, **click OK** to continue.
- Select the **"Settings Tab"** and click the **"Set"** button to send the time / date to the terminal.
- Click on the **"Update Selected Terminal"** button on the Ribbon Bar. This will send your employee data to the device.












9

Enroll Employee Faces

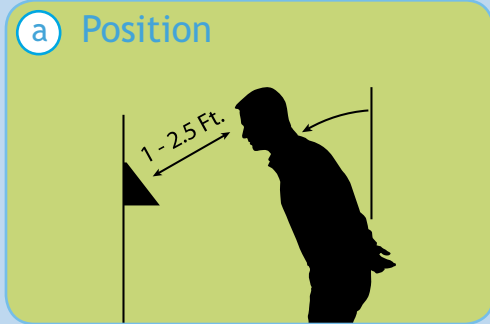
Once you have successfully updated the FaceIN Terminal with your employees, you can begin enrolling employee faces.



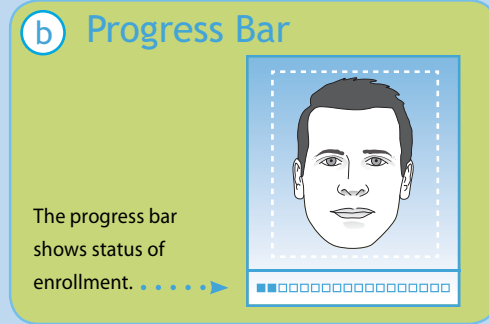
- From the main home screen, **press the**  **key**. The Administrator must present their face.
- Press the**  **key** on the keypad to access the User Management Menu.
- Press the**  **key** on the keypad to Modify User.
- Enter the PIN Number of the employee you want to enroll and **press the**  **key**.
- Their name will be displayed, **press the**  **key**.
- Press the**  **key** to select **Face** as the verify method.
- Enroll the employees face using the Face Enrollment Tips provided.**
- When "Permit Open Door" is displayed **press the**  **key**. *(This Step is for FR700 Terminals only)*
- When "Permit Attendance" is displayed **press the**  **key**.
- Complete these steps until all employees are enrolled.
- Once all employees are enrolled **press the**  **key** multiple times to return to the home screen and begin clocking employees In.

Face Enrollment Tips

Keep your eyes centered on the screen at all times during enrollment. Try to keep a solid green box around your face by following steps below.

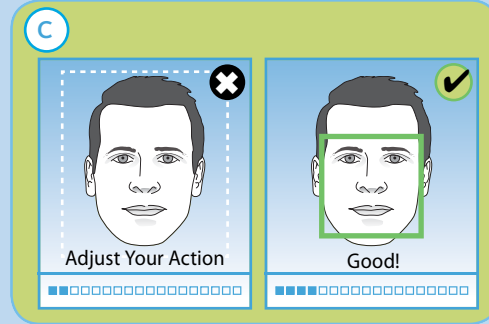


Position yourself and bend at the waist to bring your face 1- 2.5 ft. from the screen on the terminal.

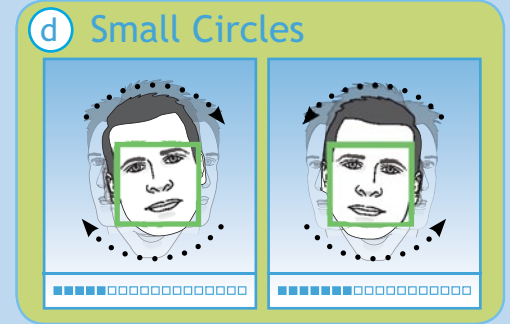


The progress bar shows status of enrollment. ▶

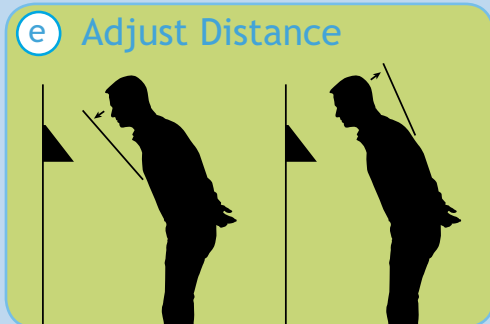
The line of squares at the bottom of the screen indicate how much data is needed to complete enrollment.



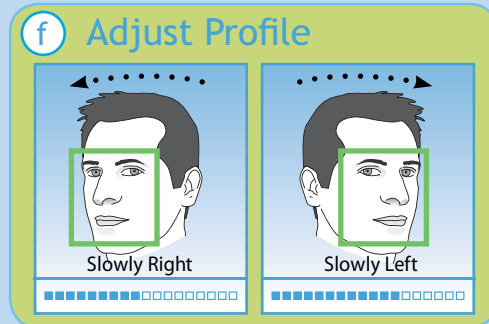
The white dashed box is preparing to locate points. Identification images will only be taken when the green box appears around your face.



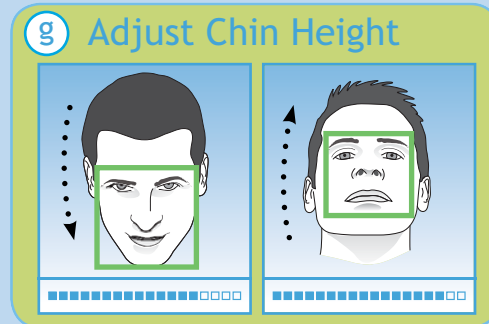
Slowly make an imaginary circle with your nose. Two small circles to the right and two to the left while **keeping eyes centered on the screen**.



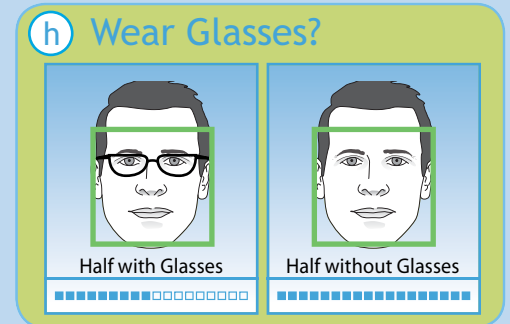
Slowly move your face closer until white-dashed frame appears and then move away until white-dashed frame appears.



Slowly turn your head fully to the right, and then fully to the left, all while keeping your eyes centered on the screen.



Tilt head down slightly (chin lowered) while keeping your eyes on the screen, then tilt head back slightly (chin upward).



If you wear glasses all of the time, or on occasion, you must initially enroll with your glasses on (sunglasses or dark tinted glasses are not allowed). Once the progress bar indicates enrollment is 50% complete, **REMOVE YOUR GLASSES** and complete the enrollment without your glasses on.