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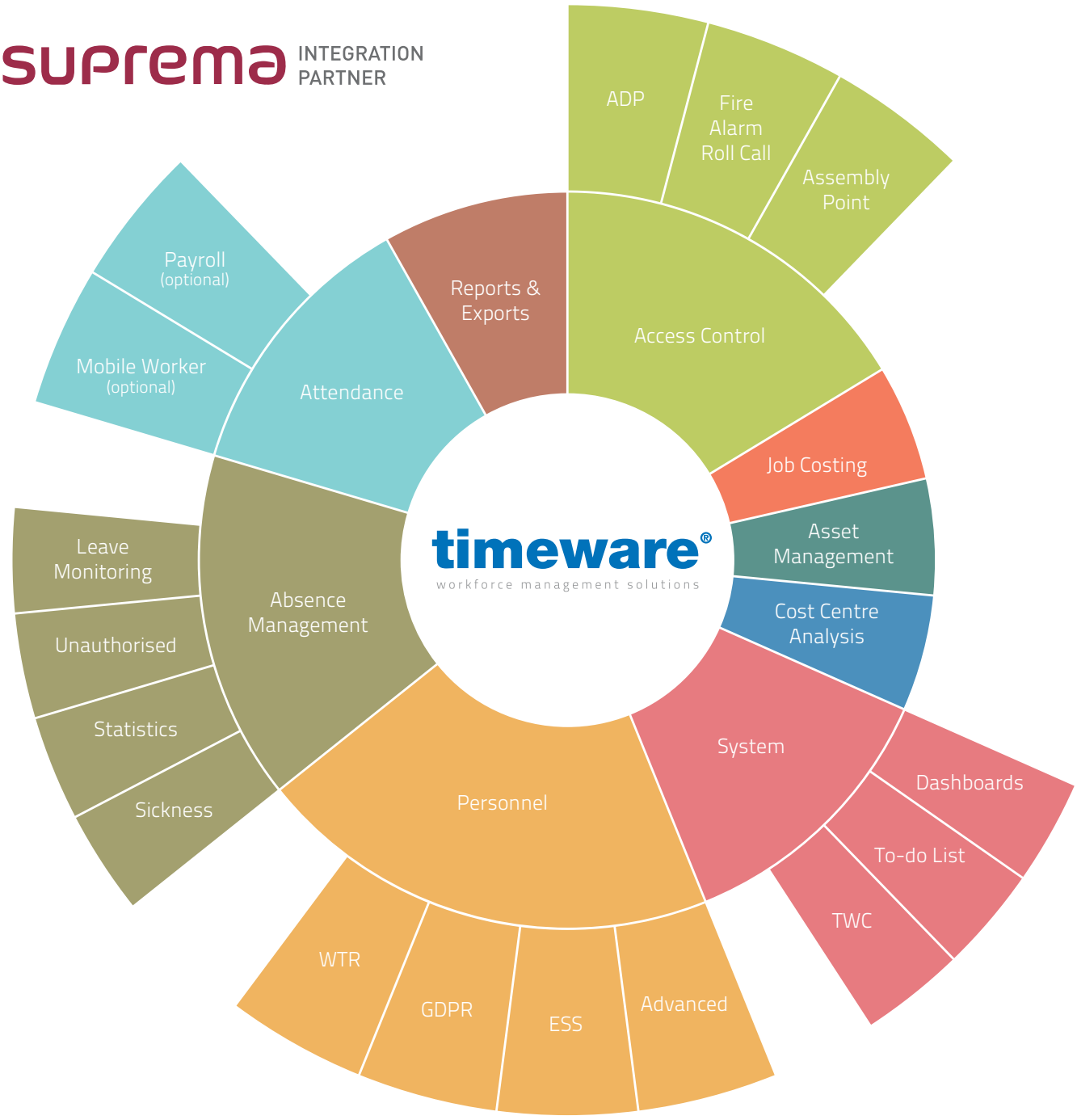
Technician:

timeware® Professional Suprema biometric enrolment procedure

suprema INTEGRATION PARTNER



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For more information about timeware® products, version updates, datasheets and reports, please refer to the timeware® community website:

www.timeware.org

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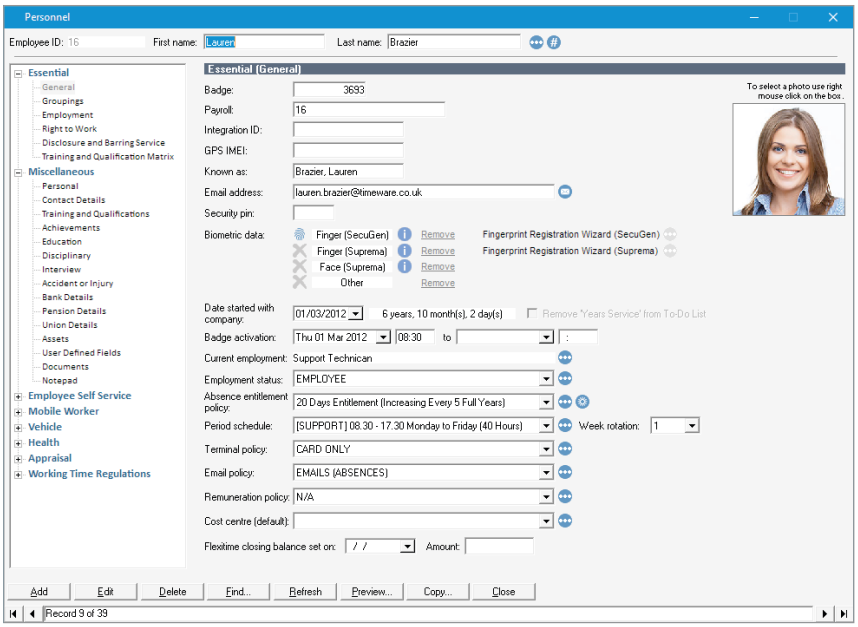
An introduction to timeware® Suprema biometric enrolment.

Before beginning the enrolment process, you must first ensure that the employee has been added into the timeware® Personnel module. Without a personnel record, we will not be able to enrol employees. Please see our www.timeware.org/documents website for information on how to do this.

Once this has been completed, you have a choice of either enrolling the employees fingerprints at either the wall mounted reader itself, or via a device that interfaces with your PC called a desktop enroller.

Most companies prefer the ease of enrolment via desktop enroller connected to a PC – It's quick and simple and can become a part of the new employee's enrolment procedure.

Remember that within seconds of the new fingerprints being added, they are instantly sent to all the other attendance and access terminals that the employee is allowed to use through their terminal policy.



t9-0730
Suprema BioMini enroller

Device: Suprema BioLite N2
Use: Attendance / Access / Assembly
Rating: IP67
Location: Offices, wash-down areas, open-air workshops, external walls
Prox: Various

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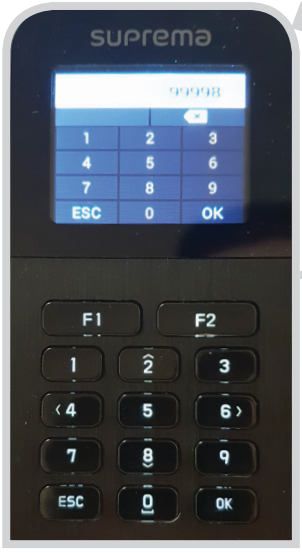
Enrolling at the Suprema biometric readers

Suprema have a range of biometric readers which companies can utilise, however only a number of them allow the employee to be enrolled via the readers themselves. It is typically the readers that contain a keypad function that enable enrolment. The benefit of this method of enrolment is that the employees will be enrolled on the exact same device that they will be clocking in/out.

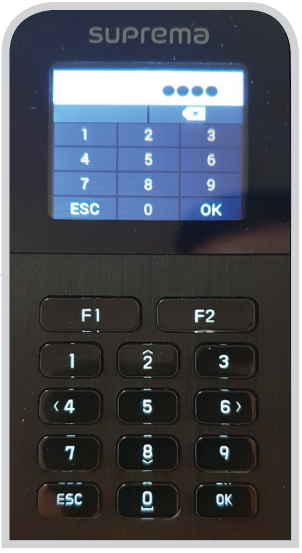
Note that the Suprema device has certain numbers as arrow keys i.e. 2 is Up, 6 is right etc. Look on the keypad for the direction keys !

To begin, press the esc button...

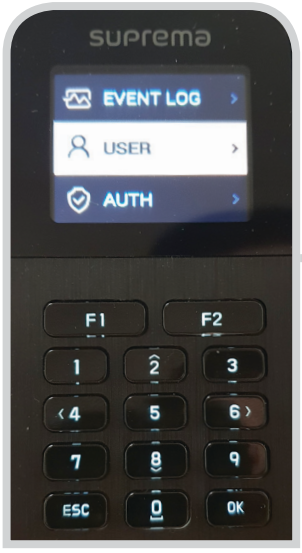
Then press ok...



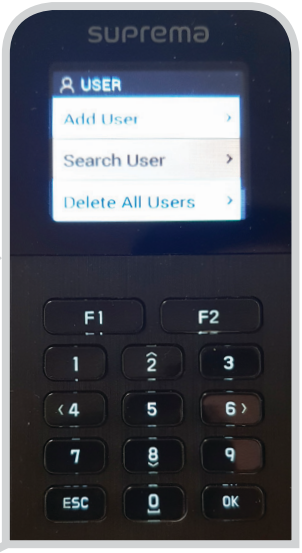
First enter 99998 and click ok...



Then press 9876 and then ok...

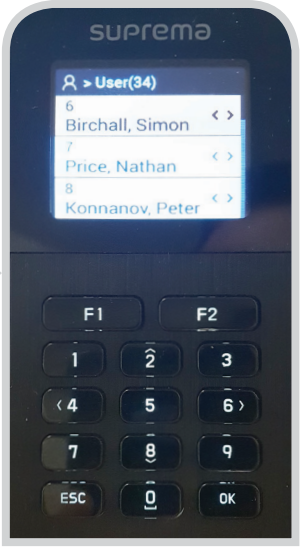


Press user and then press the right arrow...



Press search user and then press the right arrow...

Press right on "all"...



Search for the employee and press the right arrow...

continued
on page 10...

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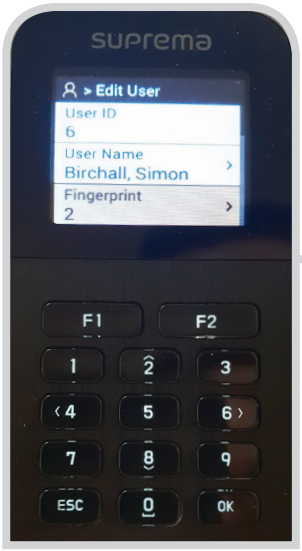
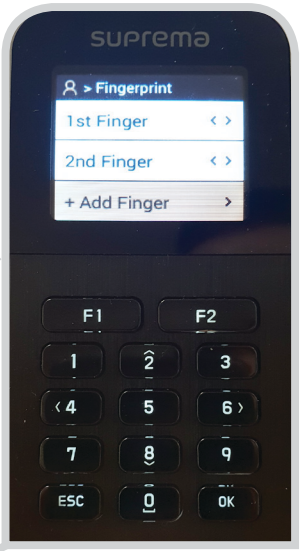
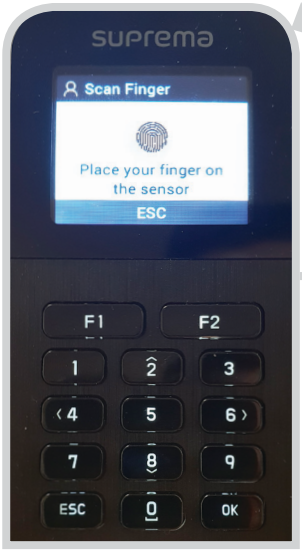


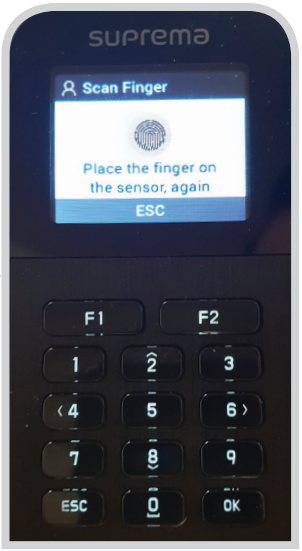
Press fingerprint and then press the right arrow...



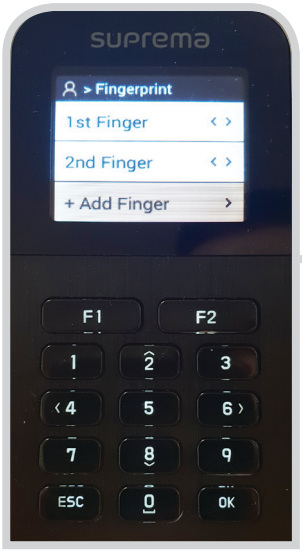
Press add finger then press the right arrow...



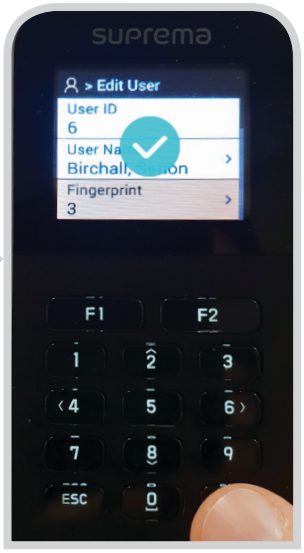
Place your finger on the scanner...



Place your finger on the scanner again...



If you want to add a second finger follow the same process, however only the first 2 fingers will come into the software...



Press ok to come out of the menu...

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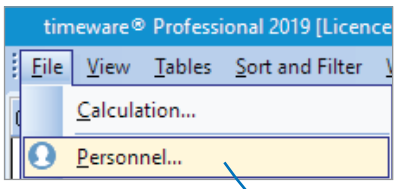
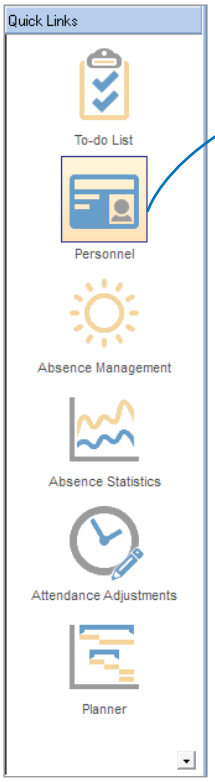
Enrolling Suprema biometrics at the timeware® client.

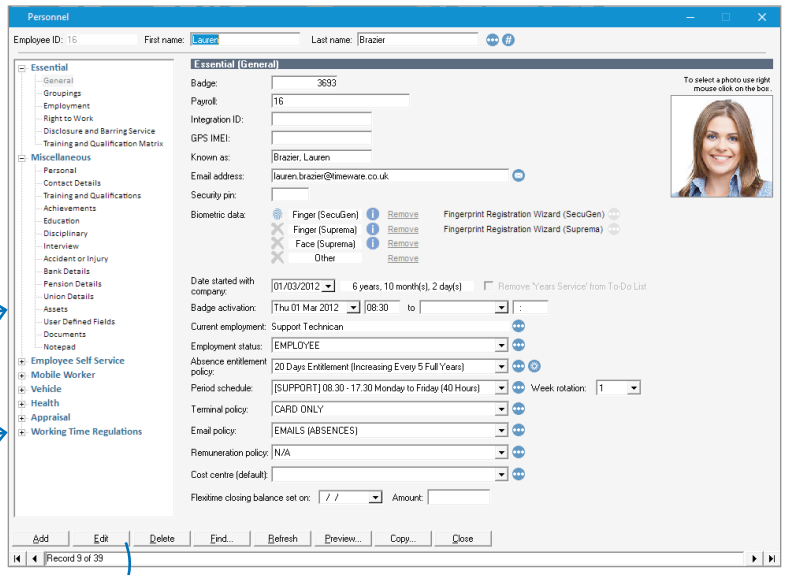
timeware® Professional 2019 allows supervisors to enrol employees without having to leave the desk. We use two devices depending on your requirements for this. One that works over your network and one that works locally. Both use the same method with the exception of one step for the network (IP) enroller.

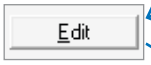
To enable the IP enroller on your user go, to file then preferences. Click on Under the Bonnet and then in the 'Suprema (IP) biometric..." option, set the dropdown menu to the suprema enrolment device you are using. Then click OK.



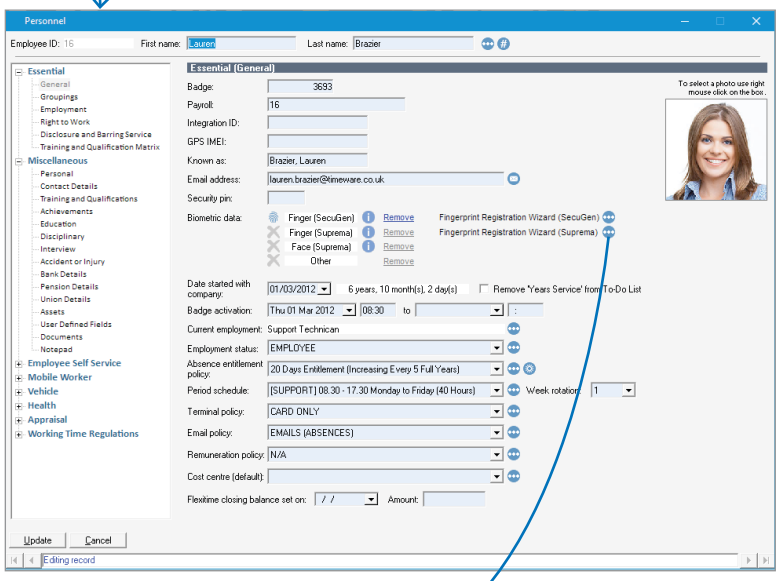
Click the personnel link by either going to file, then Personnel... or clicking the quick link



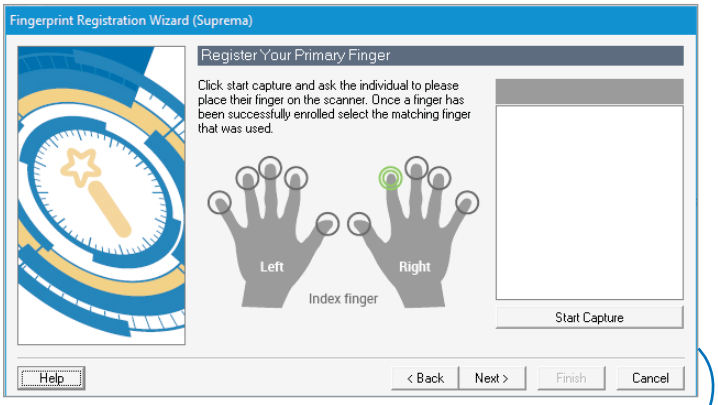




Click the Edit button at the bottom of the screen.

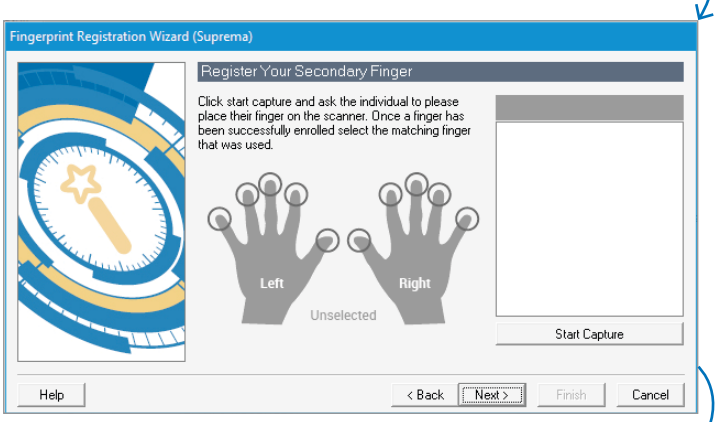


Click the blue icon next to the Suprema Finger Print Registration Wizard. This will bring up the registration wizard.

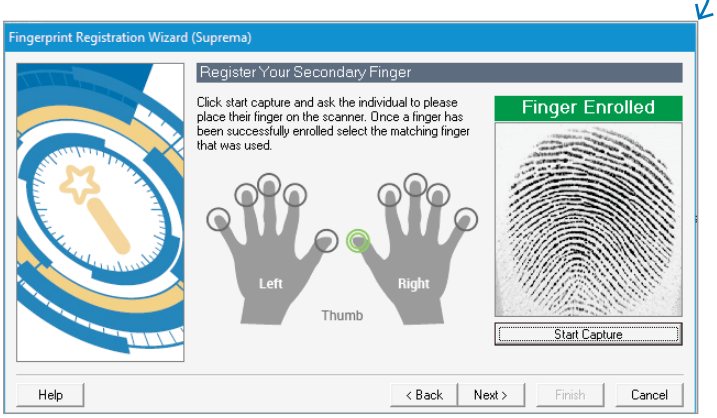


Click next until you get to the stage where you can register your Primary Finger. Select the finger you are enroling...

Press start capture and present your finger...



Follow the instructions on the screen until it requires a second finger...



Repeat the process for second finger, click ok then update...