

# Timekeeper Face Reader Quick Start Guide



If you have received your Face Reader unit in the post then your 1<sup>st</sup> actions should be to

1. You should fix the unit at a height that allows the smallest person in your company to use the unit easily we usually recommend this to be 110cm to the base of the unit but can be slightly higher. Also make sure the unit is not facing directly to a bright light as this may affect how it can see the employees faces.
2. Connect the unit to power using the included power adaptor
3. Connect the unit to your network with the included network cable  
(The unit is not WiFi enabled) The unit is set to DHCP so by connecting it to your network it should pick up an ip address automatically and connect to your Freetime hosted system on our servers, as long as the network has access to the internet and this device is not prevented from connecting by your I.T department.
4. Add your employees to your software (if not already done so) making note of the unique ID number used for each employee.
5. Navigate to the support site to see a video of how to enroll your staff members <https://www.alldaytime.co.uk/support/freetime-help/> if you select the tab labelled "Attendance Unit Guides" then select "Face Readers" you should see a video guide of how to enroll on the face reader.
6. **Important note** The units are sent to you with no admin user on them so you can directly access the menu . After you have added your staff to the units you should set at least 2 staff as admin users so they are then the only ones who are able to access the menu. as soon as you edit a staff member to be not just a user but an admin instead, access to the menu will require a admin users face to be shown to gain access.
7. To edit a staff member to be admin simply select from the main menu User/User List/select the staff member/touch the admin box, and select Admin from the list, select the back arrow and "OK" to save.
8. When a staff member who is enrolled on the unit presents his or her face the unit will try to identify them if successful it will give a voice prompt of "OK" the unit is very quick so it may catch the persons face a 2<sup>nd</sup> or 3<sup>rd</sup> time in this case it will say "verified " which is the unit saying ok I already have recorded this event. The staff member has not been clocked IN OUT several times. If the same person returns to the unit several minutes later however they will get the "OK" message as this will be a new event recorded.

For further help and advice please use the live chat at the base of every freetime software page to discuss with the support team directly. Or the same live chat from the base of our support site listed above.