

Intercorp Biometric Facial Scanners Registration Guide			
DOC VERSION	801-01	LAST UPDATED	6 JUN 2017
APPLICABLE TO	FACEATT 2, FACEATT 2000, FACEATT 4000, FACESLIM		

This document is a step-by-step user guide on registering users on Intercorp's biometric facial scanners. This document is applicable to the following Intercorp's facial readers, namely FaceAtt2, FaceAtt 2000, FaceAtt 4000 and FaceSlim.

**Important** - Please ensure that you have Administrator access rights for the facial scanners.

## TO REGISTER A NEW USER

Step 1	Access Administrator Menu
Step 2	Select <b>(MENU)</b>
Step 3	Select <b>(2)</b> for <b>(USER MANAGEMENT)</b>
Step 4	Select <b>(1)</b> for <b>(ENROL)</b>
Step 5	Input <b>(ID)</b> with numeric only, Select <b>(OK)</b>
Step 6	Skip <b>(NAME)</b> this is not required, Select <b>(OK)</b>
Step 7	Select <b>(1)</b> for <b>(FACE)</b> as Authentication Method
Step 8	Follow on-screen instructions to scan Face
Step 9	Select <b>(1)</b> for <b>(ACCESS &amp; ATTENDANCE)</b>
Step 10	Select <b>(OK)</b> to take a Profile Photo
Step 11	Registration Completed, Select <b>(ESC)</b> to exit

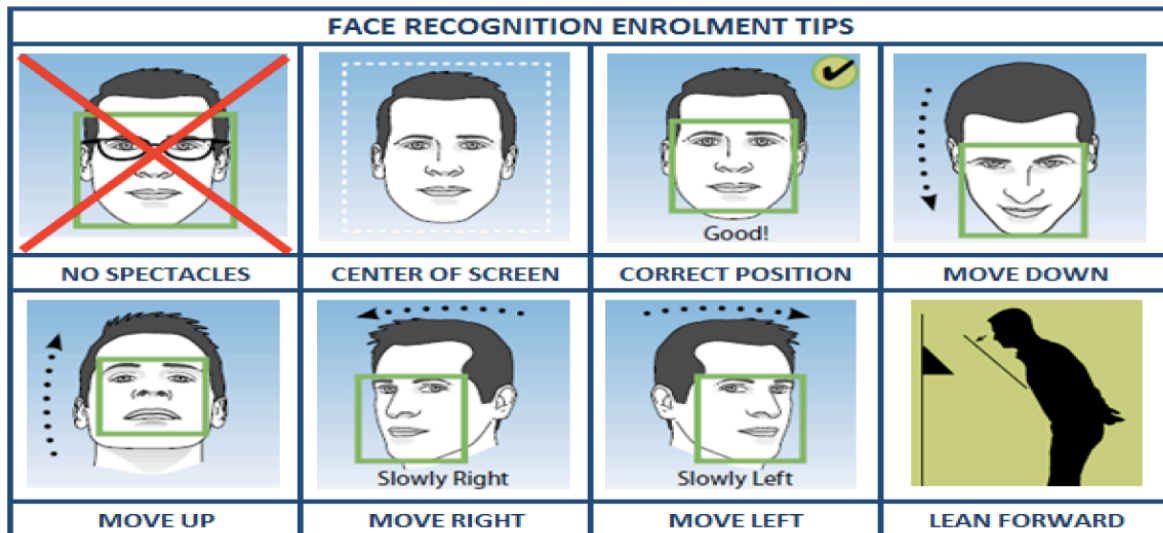
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## INTERCORP

Address : 82 Playfair Road D'Lithium #10-01 Singapore 368001

Website : [www.intercorpsolutions.com](http://www.intercorpsolutions.com) | Tel : +65 6844 1488 | Fax : +65 6747 8707 | Helpdesk : +65 6747 4844

## GOOD FACIAL SCANNING TIPS



If improper registration is carried out, this will affect authentication accuracy. In such scenarios, simply modify the User for facial re-registration.

**Pro Tip:** To pause the scanning process, simply cover the right camera.

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## TO MODIFY AN EXISTING USER

Step 1	Access Administrator Menu
Step 2	Select <b>(MENU)</b>
Step 3	Select <b>(2)</b> for <b>(USER MANAGEMENT)</b>
Step 4	Select <b>(2)</b> for <b>(MODIFY)</b>
Step 5	Input <b>(ID)</b> with numeric only, Select <b>(OK)</b>
Step 6	Select <b>(2)</b> for <b>(VERIFY METHOD)</b>
Step 7	Select <b>(1)</b> for <b>(FACE)</b> as Authentication Method
Step 8	Follow on-screen instructions to scan Face
Step 9	Modification Completed, Select <b>(ESC)</b> to exit

## TO DELETE AN EXISTING USER

Step 1	Access Administrator Menu
Step 2	Select <b>(MENU)</b>
Step 3	Select <b>(2)</b> for <b>(USER MANAGEMENT)</b>
Step 4	Select <b>(3)</b> for <b>(DELETE)</b>
Step 5	Input <b>(ID)</b> with numeric only, Select <b>(OK)</b>
Step 6	Select <b>(OK)</b> to confirm
Step 9	Deletion Completed, Select <b>(ESC)</b> to exit

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