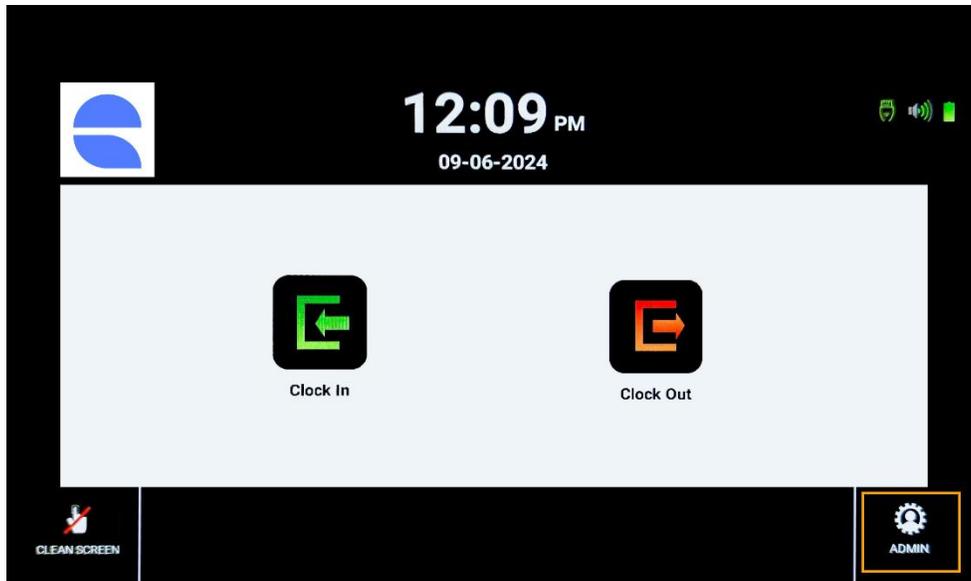


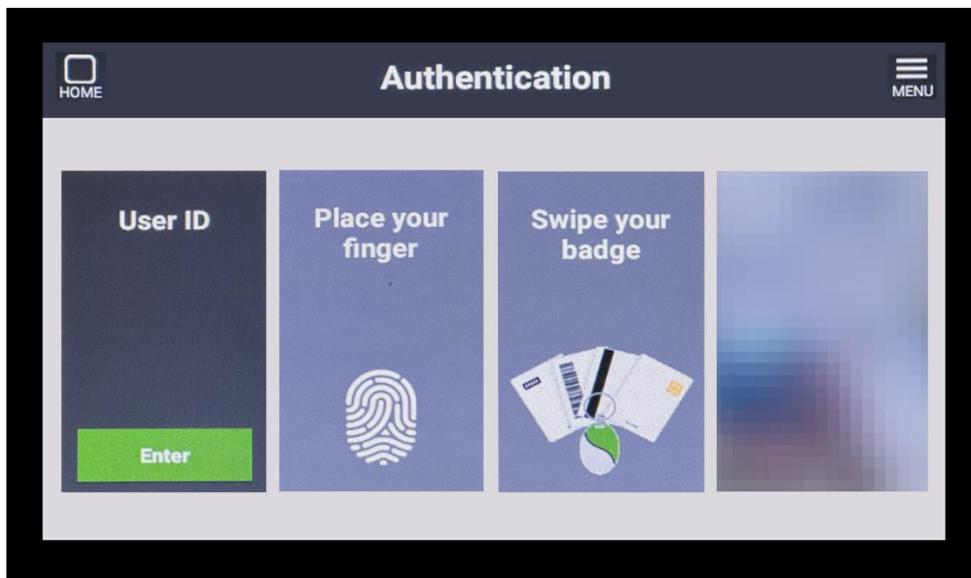
How to Enroll Facial Recognition

Please note that the ability to enroll fingerprints in the ZKTeco ULTIMA 200 time clock requires **Clock Manager Access**.

1. Ensure that the time clock is turned on.
2. Navigate to the Admin Portal.



3. **Authenticate Yourself** – Authentication is required any time the Admin Portal is accessed. Log in either by *User ID*, *Fingerprint*, *Badge*, or *Facial scan*.



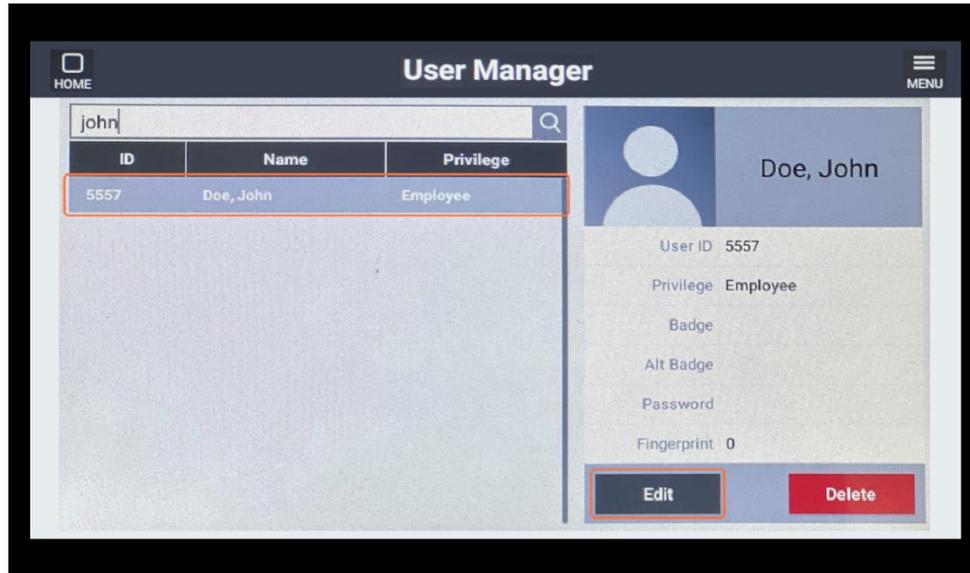
4. Select User Manager



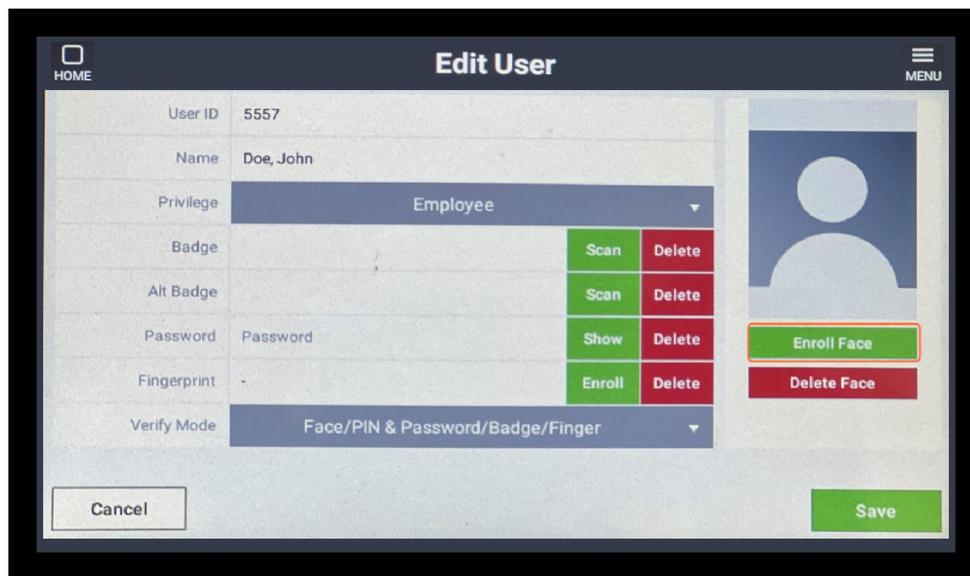
5. Search Employee – Utilize the search bar to search for the employee you wish to enroll.



6. Edit Employee



7. Enroll Face

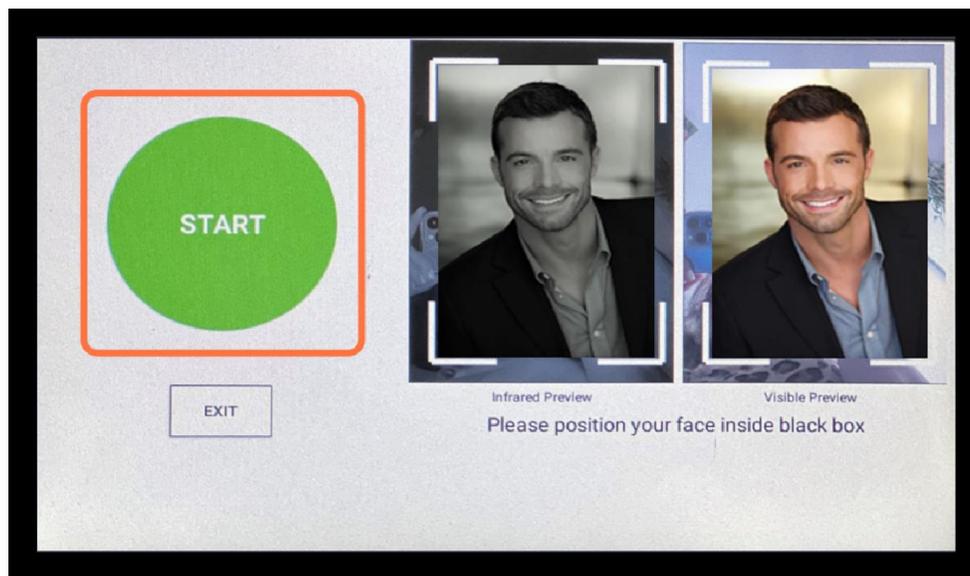


Upon clicking "**Enroll**", a message will appear regarding Biometric Data and how the facial scan is saved within the time clock. Read the disclaimer and then click "**I Accept**" to proceed with saving the facial enrollment. Should the employee decline, the facial enrollment will be cancelled.

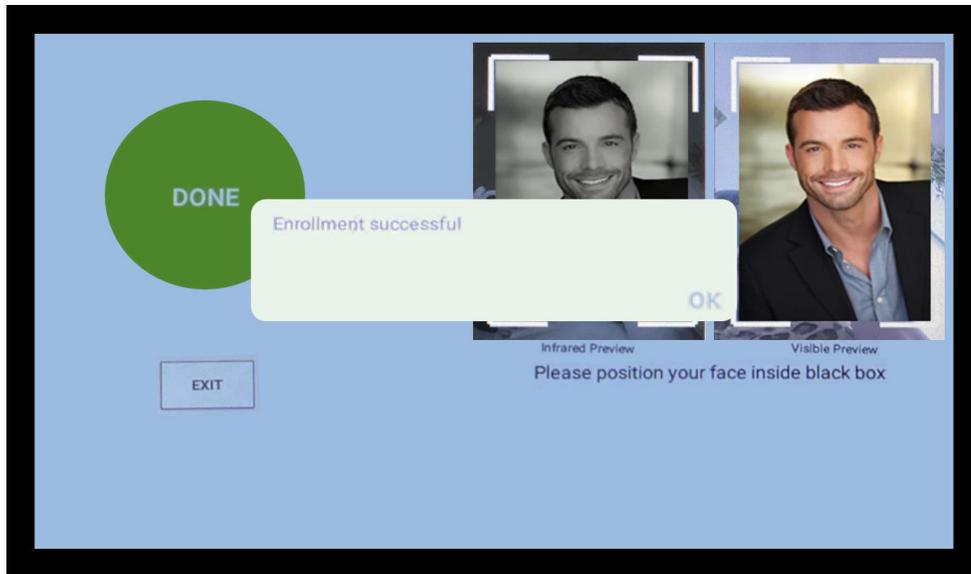
Confirmation!

By clicking "ACCEPT" below and completing enrollment, I acknowledge and consent to the following: To facilitate the timekeeping process, this device authenticates an individual's identity by collecting a data set based on the distance between points on an image of the individual's fingerprint and creating a unique identifier. This unique identifier may be considered Biometric Data. This device does not store an image of the fingerprint itself. I understand that, where applicable, my employer is responsible for providing me with notices and policies relating to use of my Biometric Data, including but not limited to providing a description of the data usage and level of protection. I agree with any policy provided by my employer regarding Biometric Data retention and destruction. Biometric Data collected by this device will be permanently destroyed upon the termination of your employment relationship. Empeon, a service provider under contract with your employer, may have access to the information collected by this device, including Biometric Data. My consent applies to each use of this device, including past and future use. I can contact my employer about any rights I may have in connection with my Biometric Data, including any right to withdraw consent.

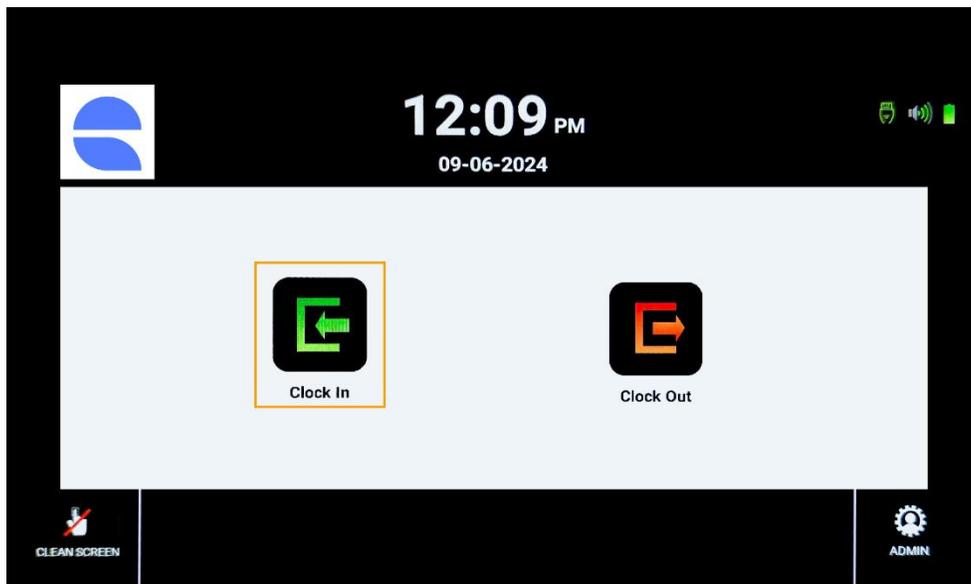
8. **Scan Face** – Click the green "**Start**" button to initiate a facial scan. Please make sure the face being scanned is positioned inside the black box.



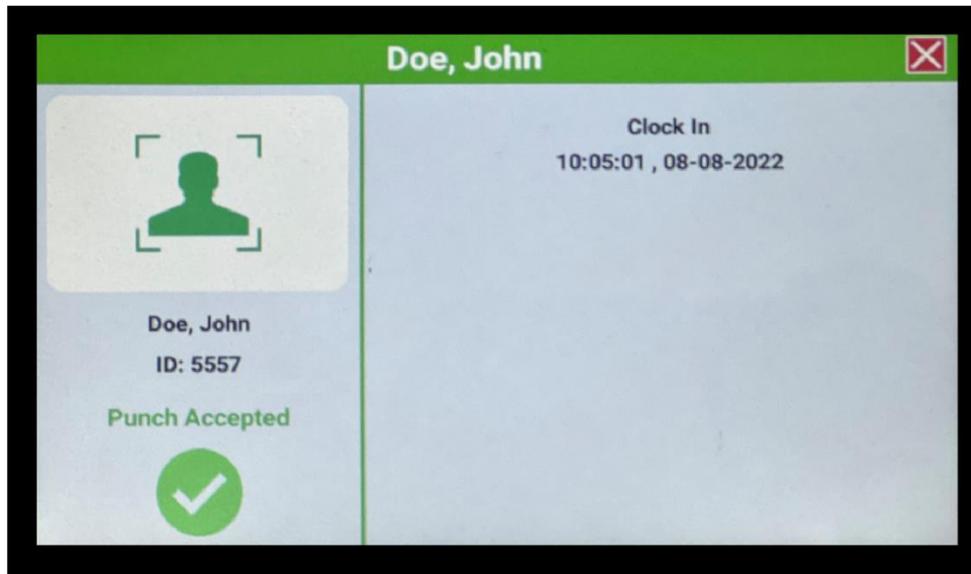
9. **Confirm Successful Enrollment** – A window will then appear confirming the enrollment was successful. Click "**OK**" to close this screen and then click "**Exit**" to navigate back to the Admin Portal.



10. **Test Punch** – Have the employee record a punch via facial scan to confirm whether the facial scan is accepted. Upon initiating this, it will require two-factor authentication. The first punch method should be clocking in with a clock ID and the second method should be a facial scan.



If the punch is successful, the screen will display "**Punch Accepted**".



If the facial scan fails, try again. If the second attempt fails, repeat steps 4-9 to re-enroll the employee's facial scan again.