INFINITY
TIME AND ATTENDANCE SYSTEM
Biometric Enrolment Procedure 2015

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An Introduction to Infinity biometric enrolment

Before beginning the enrollment process you must first ensure that the employee has been added into Infinity personnel.

Once this is complete, you have a choice of either enrolling their fingerprints at a biometric attendance terminal, a biometric access terminal or at a PC using the desktop enroller.

Most companies prefer to enroll fingerprints at the PC – its quick and simple and can become part of the new employee induction process.

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

t8-0355
biometric enrollment device

t9-7550
bio touchscreen terminal.

Enrolling biometrics at the Infinity attendance terminal.

Infinity attendance terminals incorporates the ability to enrol employees at the terminal. This process carries the advantage of enrolling in the same environment that the employee will be clocking in/out within (eg factory). For this process to work a pre-created personnel record within the Infinity software is required and without it the employee record will not appear on the terminal for enrolment.

To begin, press anywhere within the centre of the screen.

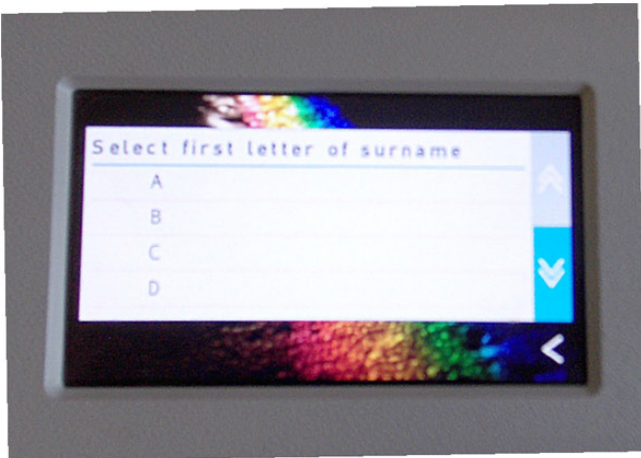Then press the button to the right of the screen that is highlighted.
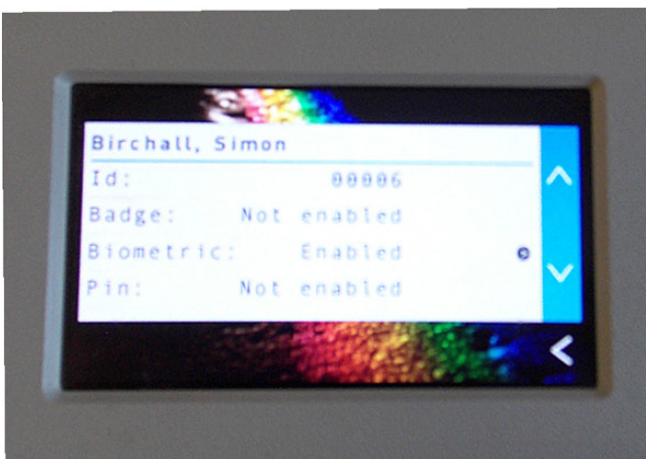

Press the supervisor button.

Enter the security code (the default is 9876) then press the tick button.

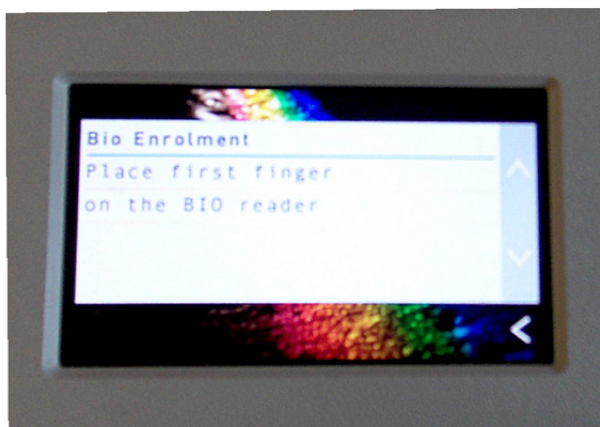Press the enrolment button.

Scroll down until you find the first letter of the employees surname and press the letter.
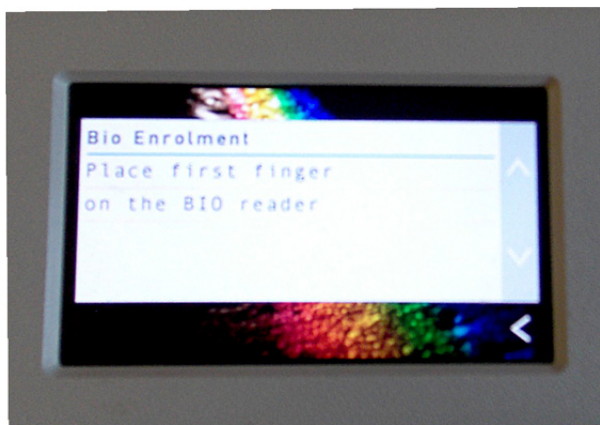

Scroll up or down until you find the employee you wish to enrol and then press the biometric line.
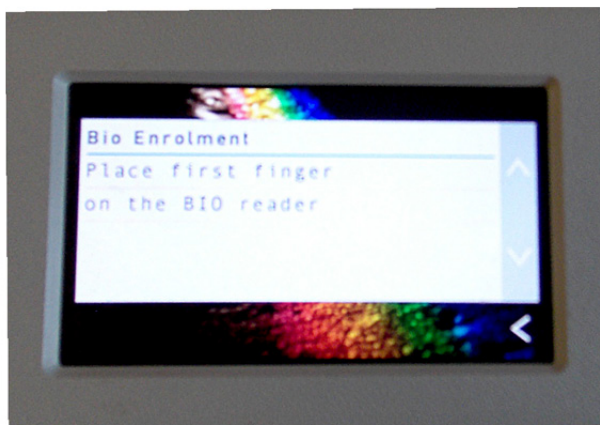
This is the biometric reader, it will turn red when your finger is placed on the scanner.

Place your primary finger on the biometric reader trying to get as much coverage as possible.
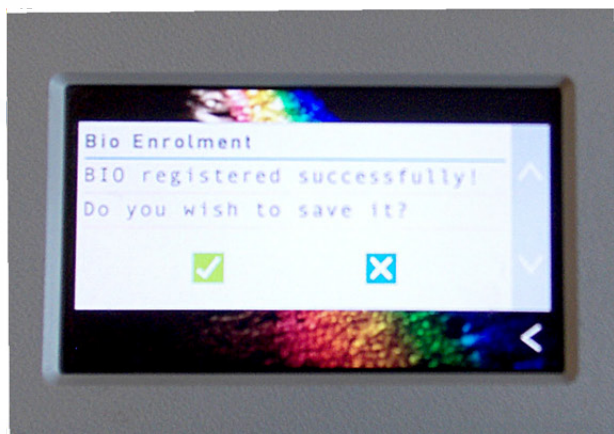

Remove your finger and then place the same finger on again.

Remove and place the same finger on the biometric reader one last time until verified.

The first finger will now be verified. The process will now continue for the secondary finger. Follow the same procedure for the secondary finger.

It will ask you if you wish to save the biometric template. Press the tick.


Make sure that the employee now says biometric Enabled once registered.

Now you can either press the button arrow all the way back to the main screen, or leave it.

# Enrolling biometrics at the Infinity client.

Infinity Professional 2015 allows supervisors to enrol employees without having to leave the desk. It uses a desktop enrolment device connected to a PC which interfaces with the Infinity software and the employees personnel record.
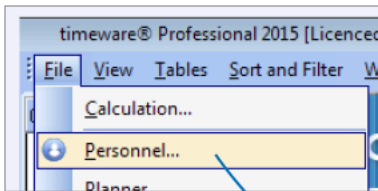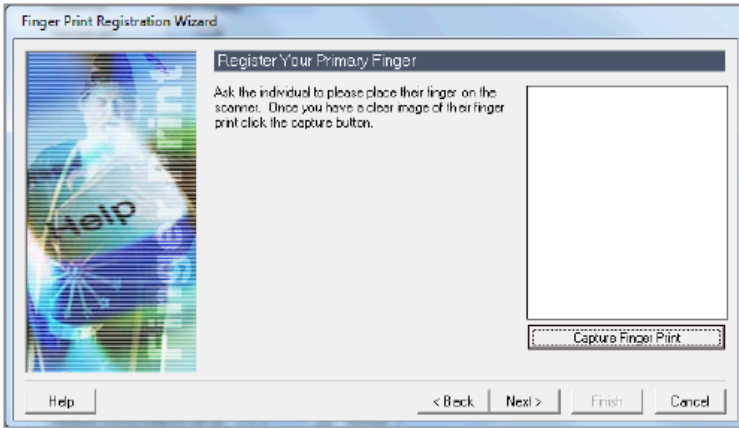

Click the personnel link by either going to file, then Personnel... or clicking the quick link
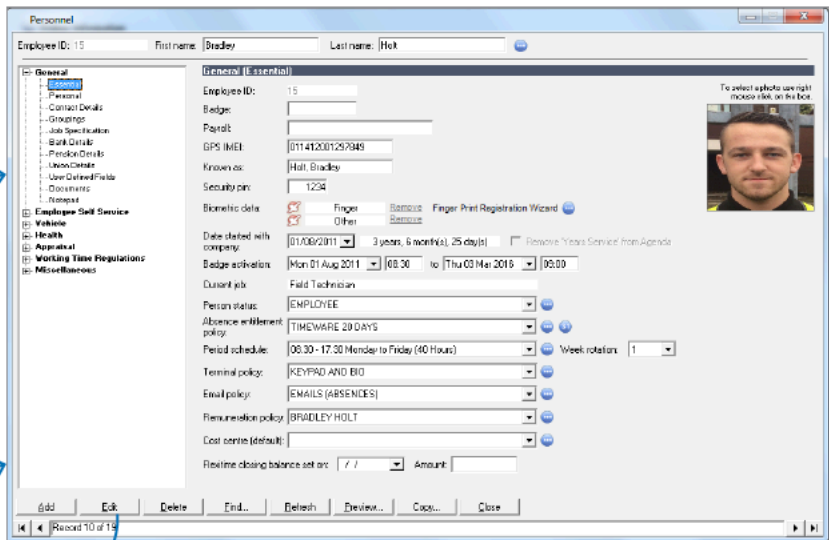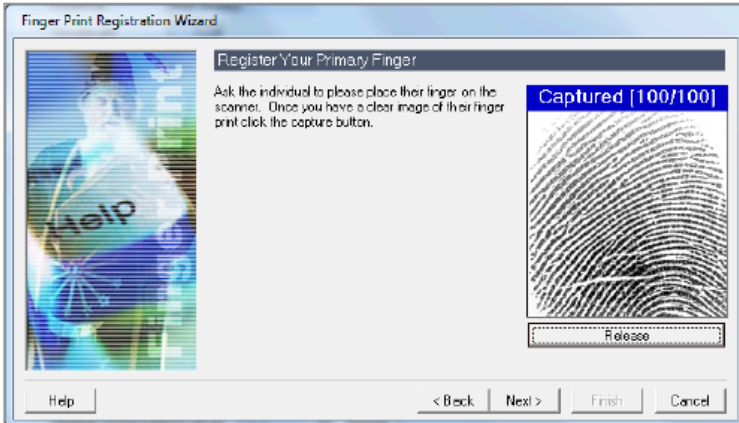

Click the edit button the bottom of the screen.
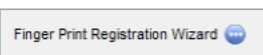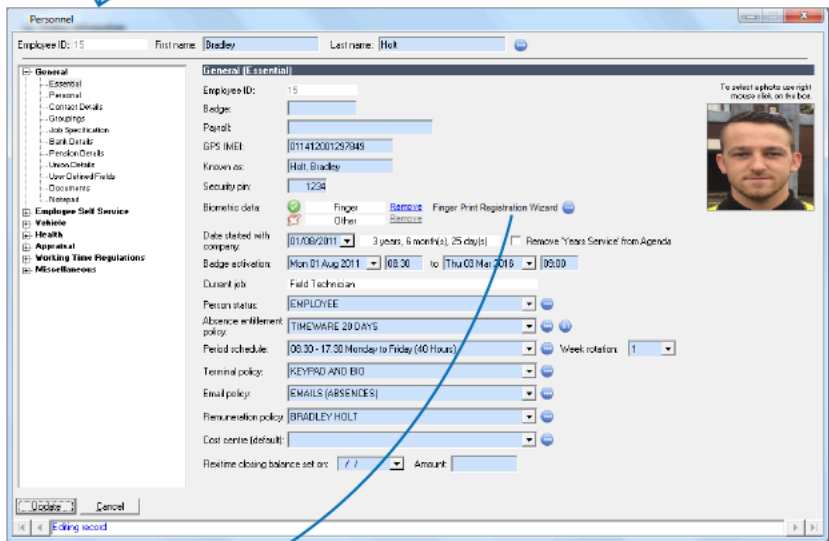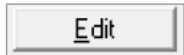
Click the blue icon next to the Finger Print Registration Wizard. This will bring up the registration wizard.

Click next until you get to the stage where you can register your Primary Finger. Place your primary finger on the registration device.

Click Capture Finger Print making sure to get as high a "captured" score as you can.
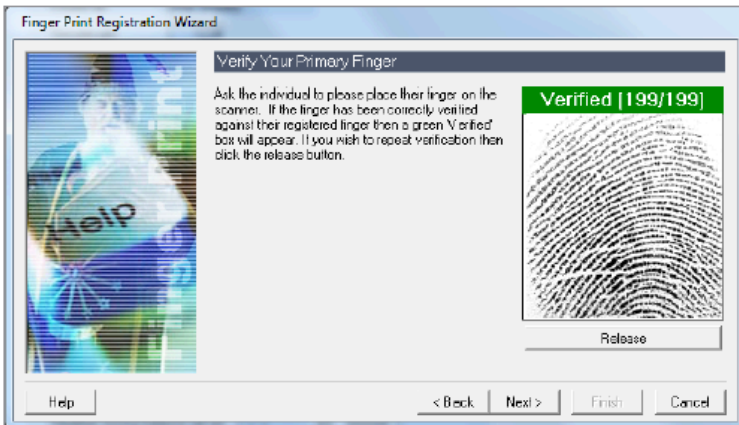
Click next and then place you fingerprint on the device again. Make sure the "Verified" score is as close to 199 as possible. If too low, the system won't accept the fingerprint.
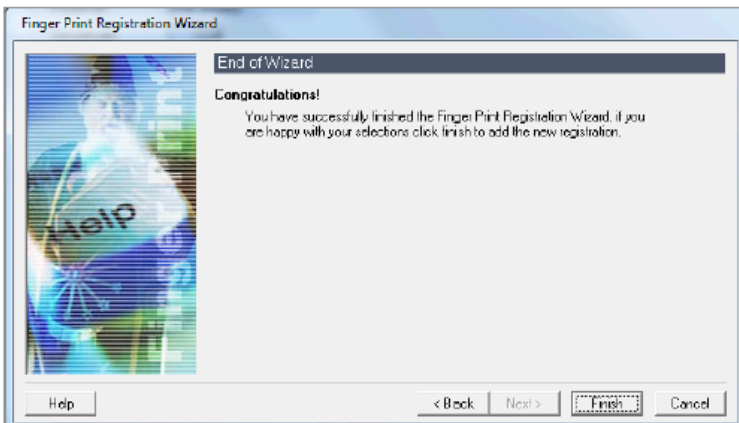
Click next then repeat the above processes for the secondary fingerprint. Once both fingers are registered, click finish. Then update the personnel record.