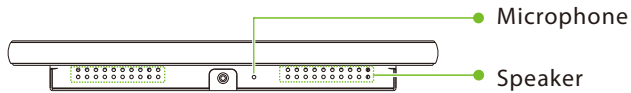


Quick Start Guide

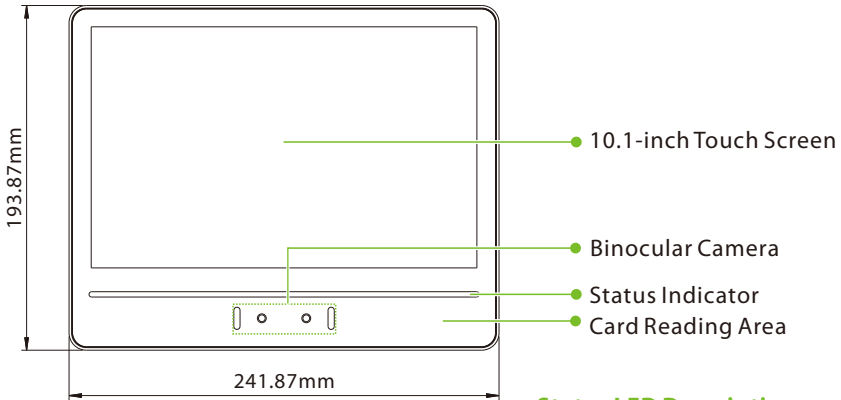
FaceKiosk-H10A

Version: 1.0

1. Components



Bottom

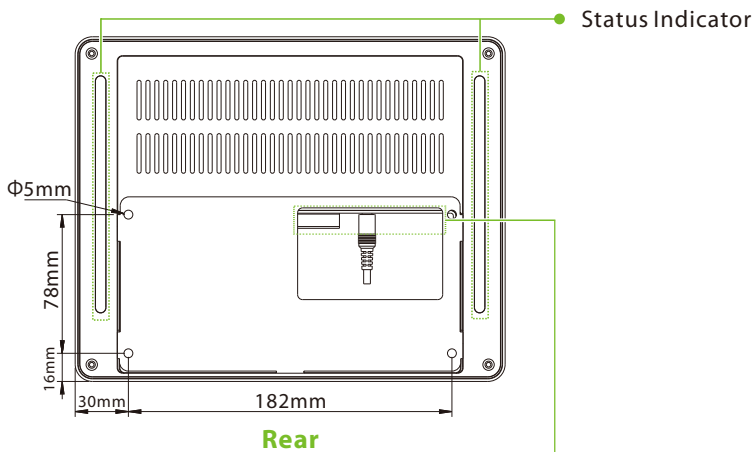


Front

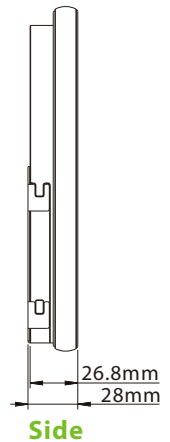
Status LED Description:

Green-The meeting room is available.

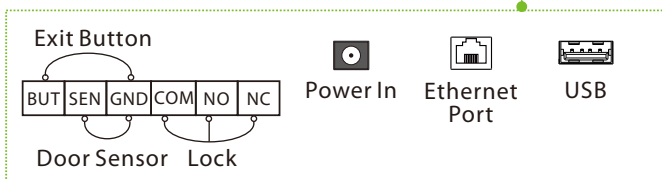
Red-The meeting room is occupied.



Rear



Side



2. Installation Procedure

❖ Preparation before Installation

1. Prepare the necessary tools.



Network Cable



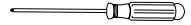
Marker Pen



Small Cross
Screwdriver



Knife



Large Cross
Screwdriver



Tape Measure



Power Strip



Level Ruler

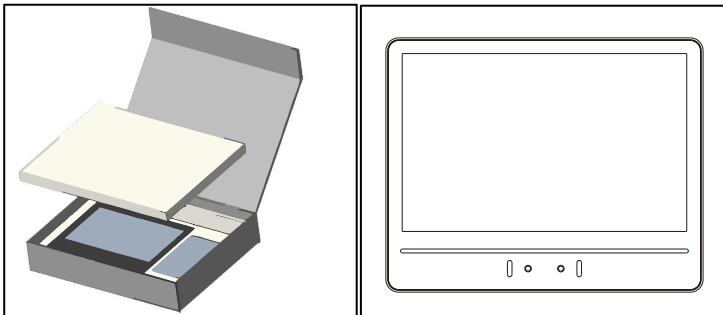


6mm Expansion
Rubber Plugs
and Screws

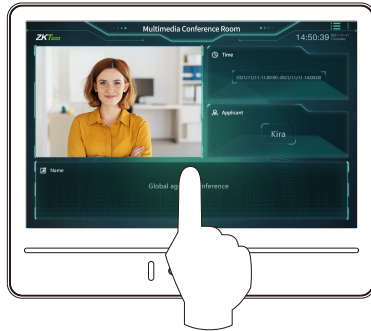


6mm Impact
Drill

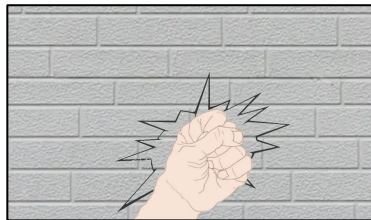
2. Unpacking and Device Testing: Take out the power adapter, power cable and device from the packing from the box one at a time. Connect the power cable to the device and turn it on; check the device appearance for scratches and other defects.



3. Turn on the device and make sure that the touch and other functions work properly.



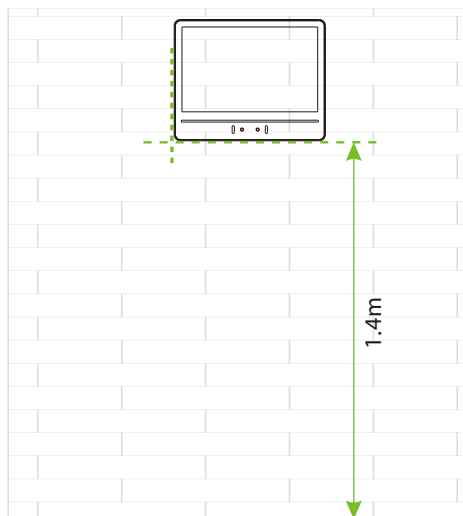
4. Knock on the wall to see whether the load-bearing wall is stable.



❖ Installation

● No reserved wiring hole position:

1. **Choose the Installation Location:** Use a measuring tape to measure the installation height of the device (it is recommended that the bottom of the device be 1.4m above the ground), and use a marker to mark the installation position of the device.

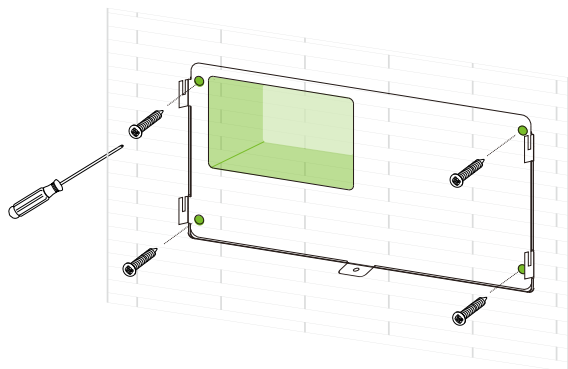


-
- A diagram showing a green rectangle on a grid. The rectangle has a width of 82 and a height of 52. It is positioned such that its top-left corner is 36 units from the left edge and 30 units from the bottom edge. The bottom-right corner is 46 units from the bottom edge. The rectangle is centered horizontally and vertically within the grid.

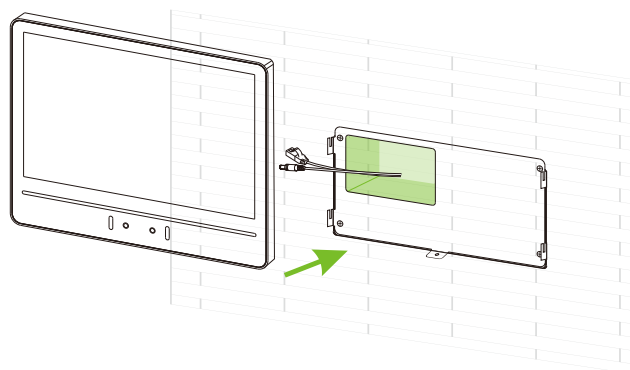
-

-
- A diagram illustrating a rectangular area on a grid. The area is shaded green and is divided into four quadrants by a horizontal and a vertical line. Four green dots are placed at the corners of the rectangle. Four arrows, each labeled 'C' and 'D', point from the corners towards the center of the rectangle.

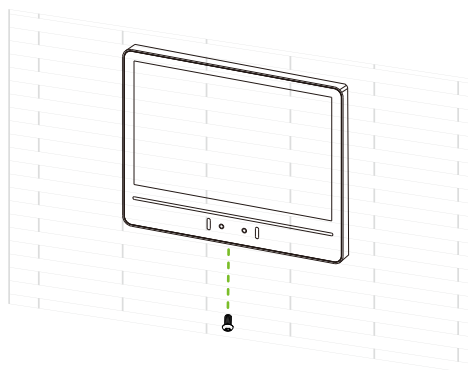
5. Align the rear hanging plate with the wall and the installation holes and attach the rear hanging plate with four tapping screws.



6. Pull the network cable and power cable out of the rear hanging board from the cable outlet and connect them into the device. Then align the device to the wall hanging holes with the hooks on the rear hanging plate and hang it on the rear hanging plate.

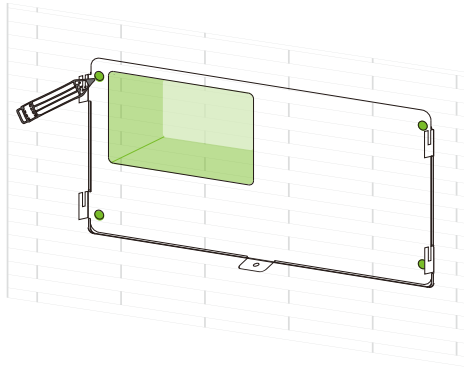


7. After aligning the bottom hook screw, insert and tighten the hook screw. Then connect the power cable into the power strip and turn on the device.



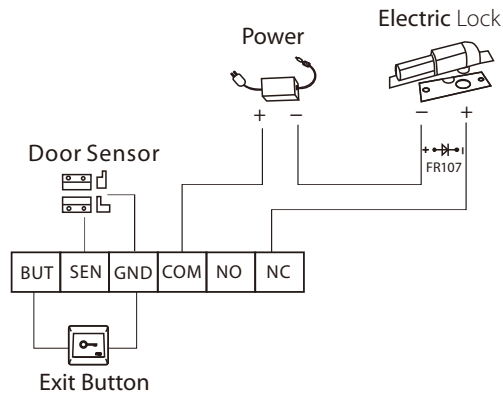
● Reserved wiring hole position:

1. Align the outlet hole of the rear hanging plate with the reserved outlet hole of the wall, use the level ruler to make sure that the rear hanging plate parallel to the ground, and use a marker to mark the position of the fixing holes of the rear hanging plate on the wall.



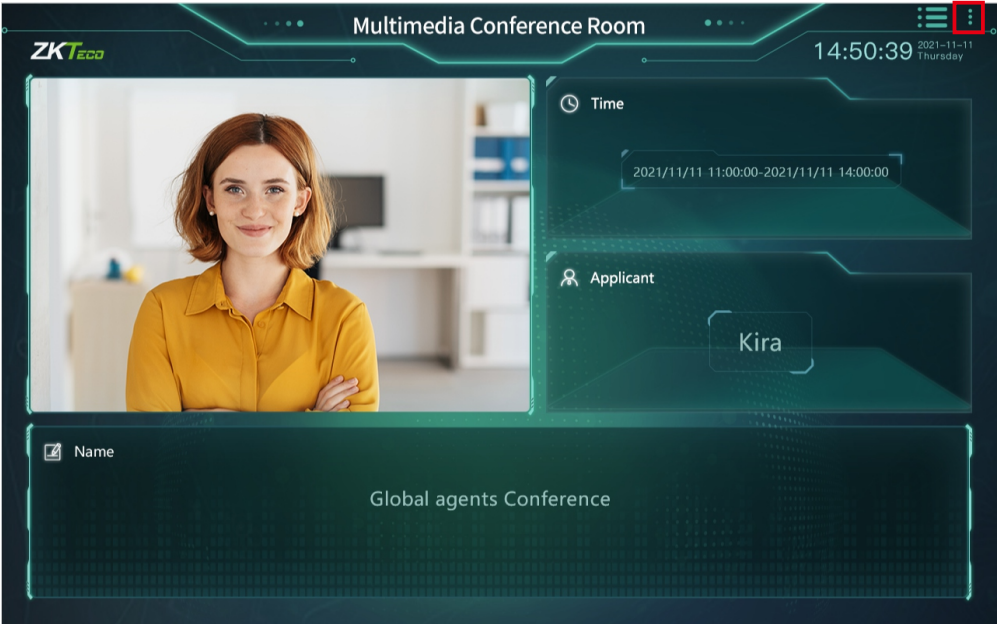
2. For the rest of the installation steps, refer to Step 3 to 7 in the "No reserved wiring hole position" section.

3. Door Sensor, Exit Button and Lock Connection

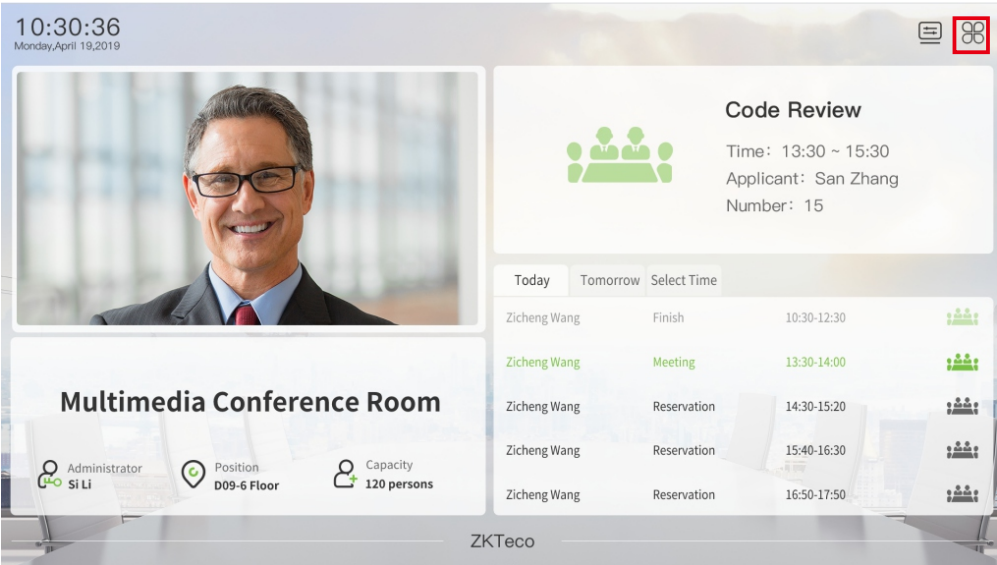


4. Home Screen

The device has two theme styles for the home page. It can be set in [Meeting Management] > [Meeting Theme]. The default is technology style.



Technology Style



Business Style

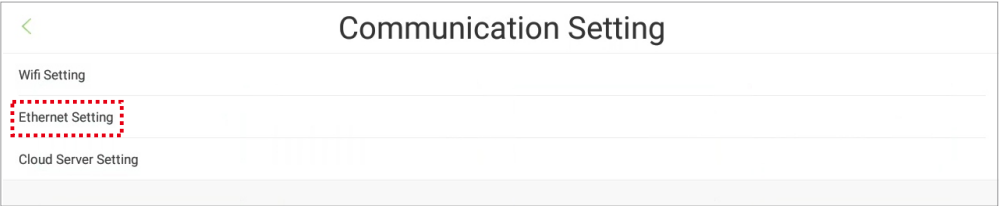
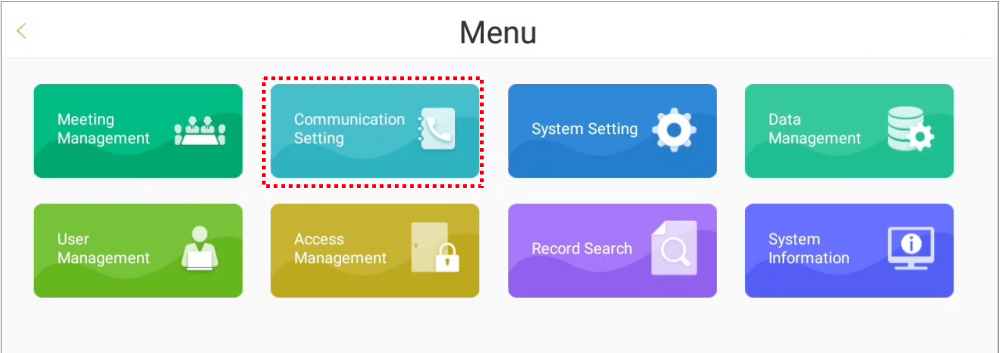
Click the  or  button in the upper right corner to access the main menu.

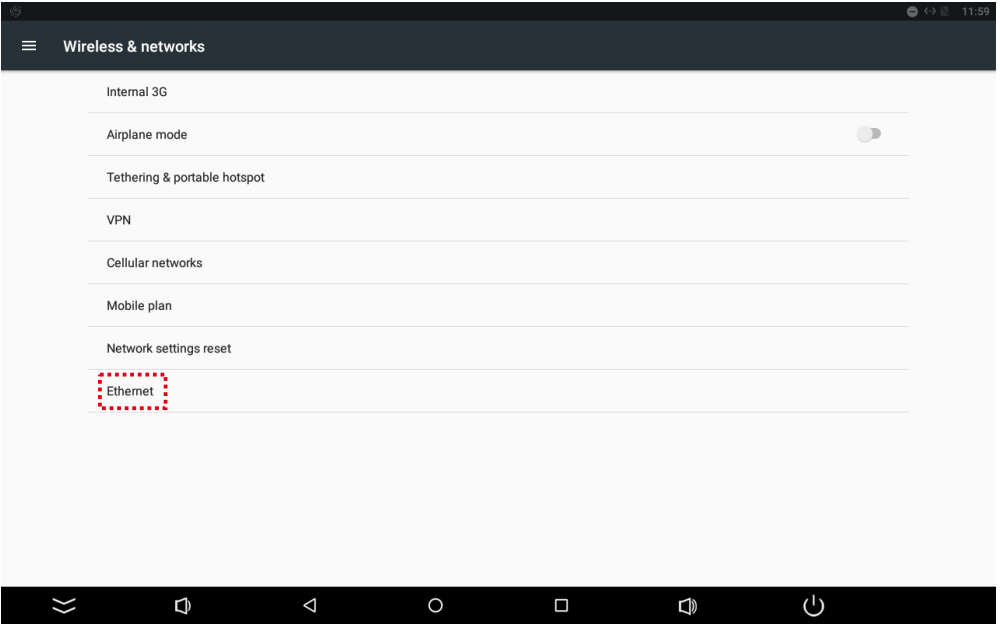
Note: If the Super Administrator is not registered for the device, then tap to access the main menu. If the device has a Super Administrator, then his/her verification is required to access the main menu. For security purposes, it is advisable to register the Administrator while using the device for the first time.

5. Ethernet and Wi-Fi Connection

❖ LAN Connection

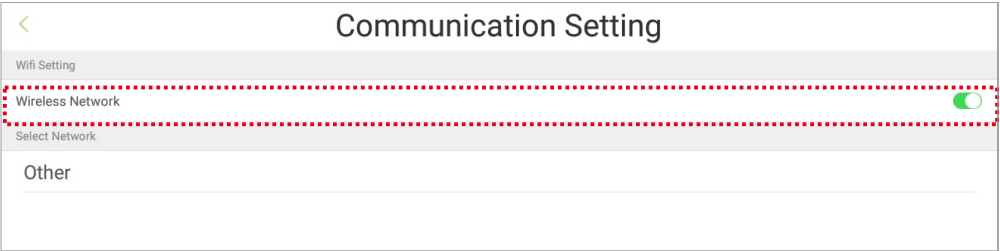
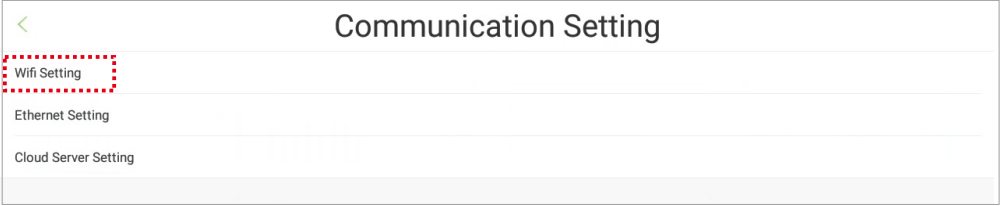
Connect the network cable. On the main menu, tap on **[Communication Setting] > [Ethernet Setting]** to set the network parameters.





❖ Wi-Fi Connection

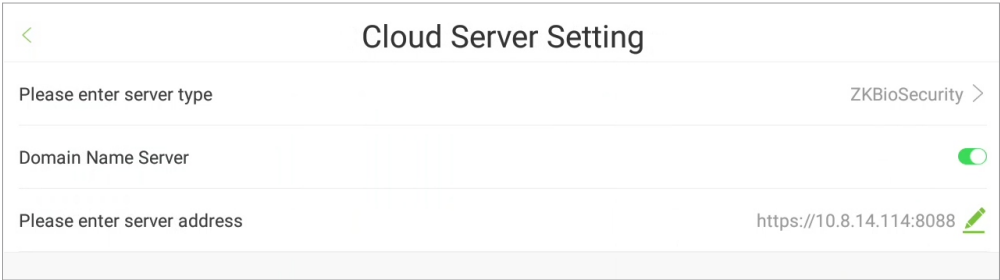
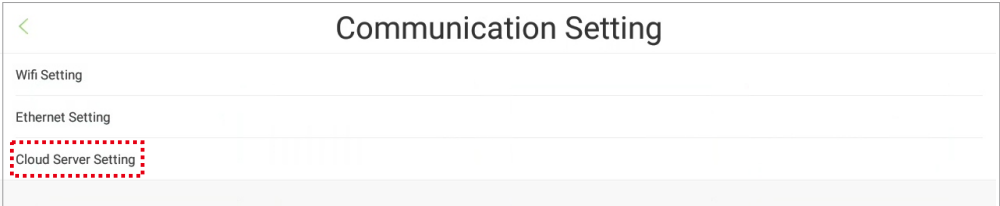
Tap on [Communication Setting] > [Wifi Setting], and enable the Wireless Network.



6. Armatura One Connection

❖ Settings on Device

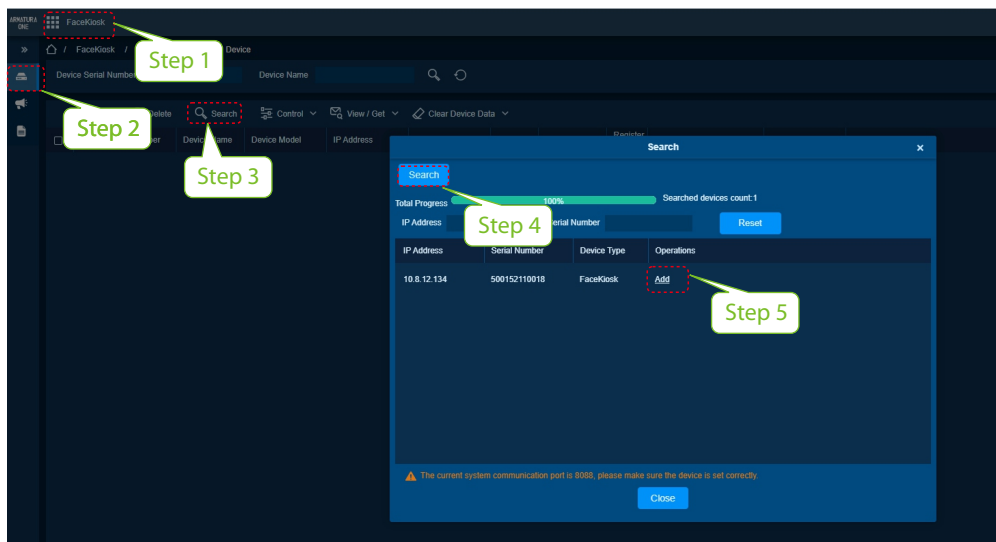
Tap on [Communication Setting] > [Cloud Server Setting] to set the server details.



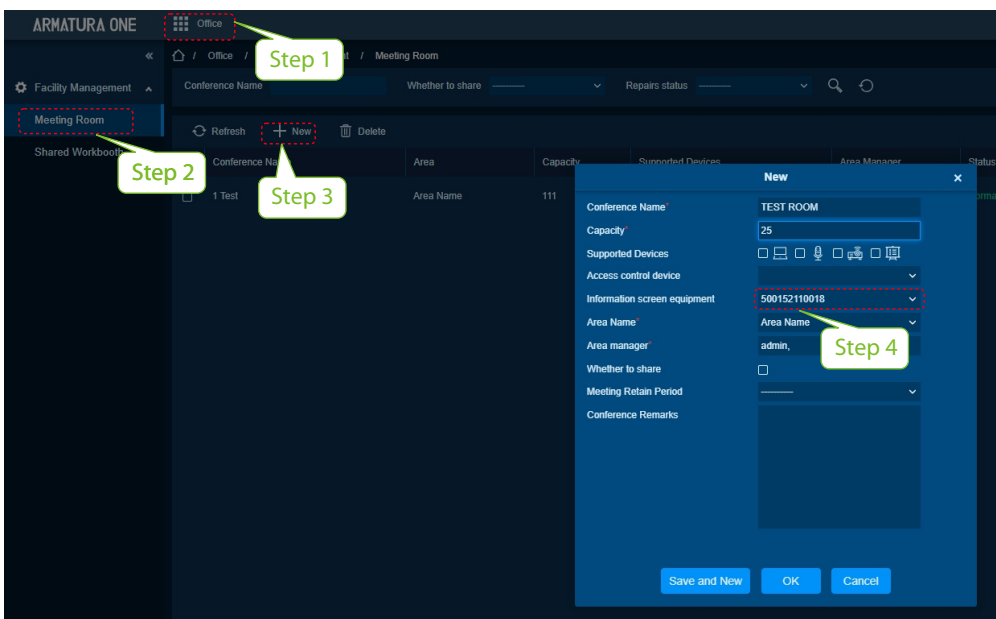
- Server Type:** Select ZKBiosecurity.
- Domain Name Server:** When the software is in HTTPS mode, the setting should be enabled.
- Server Address:** In domain name mode, you need to type the complete server address and server port, as shown in the figure above.

❖ Settings on Armatura One

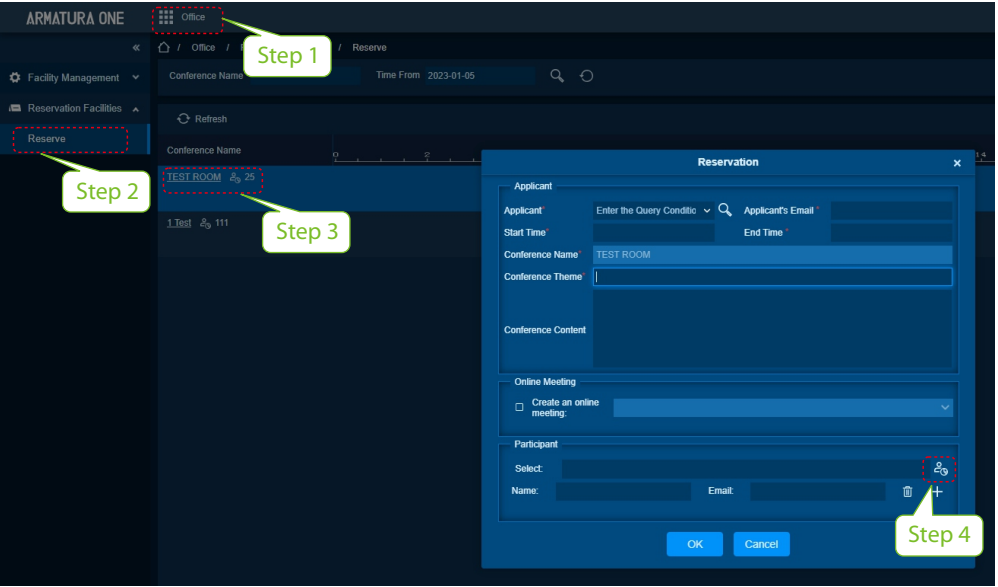
Open the Armatura One software then select [**FaceKiosk Module**] > [**FaceKiosk Device**] > [**Device**] > [**Search**] > [**Search**] > [**Add**] to add the device to the software.



Click [**Office Module**] > [**Facility Management**] > [**Meeting Room**] > [**New**] to add a meeting room and connect the device. After adding, the meeting room name and capacity information will be distributed to the device.



In Office Module, click [**Reservation Facilities**] > [**Reserve**], click the meeting room to be reserved, fill relevant information, and select participant.



7. ZKBioTime Connection

❖ Settings on Device

Tap on [**Communication Setting**] > [**Cloud Server Setting**] to set the server details.

Cloud Server Setting	
Please enter server type	ZKBioTime >
Domain Name Server	☐
Please enter server address	10.8.50.105
Please enter server port	8892

- Server Type:** Select ZKBioTime.
- Domain Name Server:** When the software is in HTTPS mode, the setting should be enabled, otherwise, it should be disabled.
- Server Address:** Enter the server address.
- Server Port:** Enter the server port.

❖ Settings on ZKBioTime

After setting on the device, the device will be automatically added to the software. Open the ZKBioTime software then select [**Device Module**] > [**Device**] > [**Device**], click the device in the list, modify the Device Name and Area.

The screenshot shows the ZKBioTime software interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access Control', 'Payroll', 'Visitor', 'Meeting', 'MTD', and 'System'. The 'Device' module is selected, and the 'Device' sub-module is active. A table lists devices with columns: Device Name, Serial Number, Area, Device IP, State, Last Activity, User Qty, FP Qty, and Face Qty. A green callout 'Step 1' points to the 'Device' tab. Another green callout 'Step 2' points to the 'Device' button in the left sidebar. A third green callout 'Step 3' points to the 'Auto add' button in the table. An 'Edit' dialog box is open, showing fields for Device Name (FaceKoisk-H10A), Serial Number (500152160027), Area (DC4), Device IP (192.168.163.129), Time Zone (Etc/GMT+6), Attendance Device (Yes), Registration Device (No), Request Heartbeat (10), and Transfer Mode (Real-Time). A green callout 'Step 4' points to the 'Area' dropdown menu. The dialog box has 'Confirm' and 'Cancel' buttons at the bottom.

Click [**Meeting Module**] > [**Room**] > [**Room**] > [**Add**] to add a meeting room and connect the device. After adding, the Meeting Room Name and Capacity information will be distributed to the device.

The screenshot shows the ZKBioTime software interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access Control', 'Payroll', 'Visitor', 'Meeting', 'MTD', and 'System'. The 'Meeting' module is selected, and the 'Room' sub-module is active. A table lists rooms with columns: Room Code, Room Name, Capacity, and Location. A green callout 'Step 1' points to the 'Meeting' tab. Another green callout 'Step 2' points to the 'Room' button in the left sidebar. A third green callout 'Step 3' points to the 'Add' button in the table. An 'Add' dialog box is open, showing fields for Room Code (1), Room Name (Room2), Capacity (30), Location (Dongguan), Device (500152160027), and State (Enable). A green callout 'Step 4' points to the 'Device' dropdown menu. The dialog box has 'Confirm' and 'Cancel' buttons at the bottom.

In meeting module, click **[Meeting]** > **[Meeting]** > **[Add]**, fill the meeting information, select the Meeting Room, Attendee and Check In/Out Settings to complete the meeting reservation.

The screenshot shows the 'Add' form in the ZKTeco Meeting module. The interface includes a top navigation bar with 'Personnel', 'Device', 'Attendance', 'Access Control', 'Payroll', 'Visitor', 'Meeting', 'MTD', and 'System'. The left sidebar has 'Room', 'Meeting', 'Manual Log', 'Transaction', and 'Report'. The 'Meeting' tab is active, and the 'Add' button is highlighted with a red dashed box and labeled 'Step 1'. The form fields are as follows:

- Name*: test
- Topic*: test
- Online Meeting: ☐ Disable
- Start Time*: 2022-12-16 18:10:00
- End Time*: 2022-12-16 18:30:00
- Time Zone*: ETC/GMT+6
- Applicant*: 19982000 Stella
- Purpose*:
- Auto Approved: ☒ Enable

Below these fields are three tabs: 'Meeting Room', 'Attendee', and 'Check In/Out Setting'. The 'Meeting Room' tab is selected and highlighted with a red dashed box, labeled 'Step 2'. It contains a 'View Date*' field set to 2022-12-16 and a table of rooms:

	Name	Capacity	Location	Being Used
☐	au test	3	sydney	
☐	Salle numero 1	12	1er étage	
☒	Room2	30	Dongguan	

The 'Attendee' tab is highlighted with a red dashed box and labeled 'Step 3'. The 'Check In/Out Setting' tab is highlighted with a red dashed box and labeled 'Step 4'. At the bottom of the form, there is a pagination bar showing '1' of '1' page, a 'Confirm' button, and 'Total 3 Records | 10'.

When the meeting status is approved, the meeting can be distributed to the device.

The screenshot shows the 'Meeting' list in the ZKTeco Meeting module. The top navigation bar is the same as in the previous screenshot. The left sidebar has 'Room', 'Meeting', 'Manual Log', 'Transaction', and 'Report'. The 'Meeting' tab is active, and the 'Add' button is highlighted with a red dashed box. The table below shows the list of meetings:

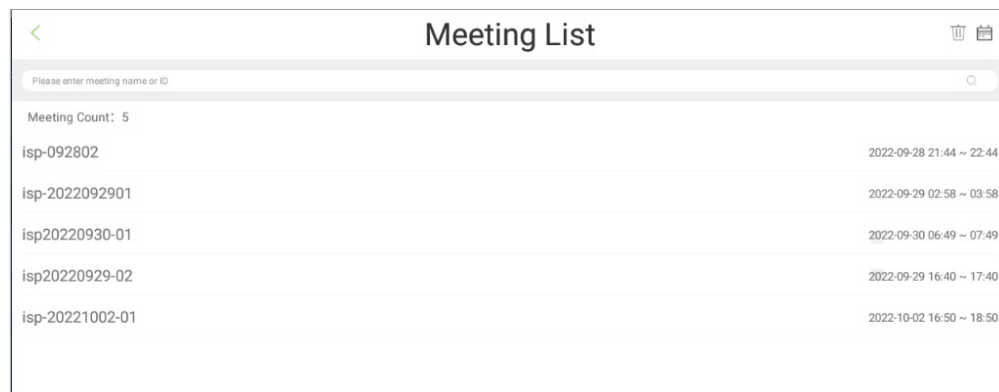
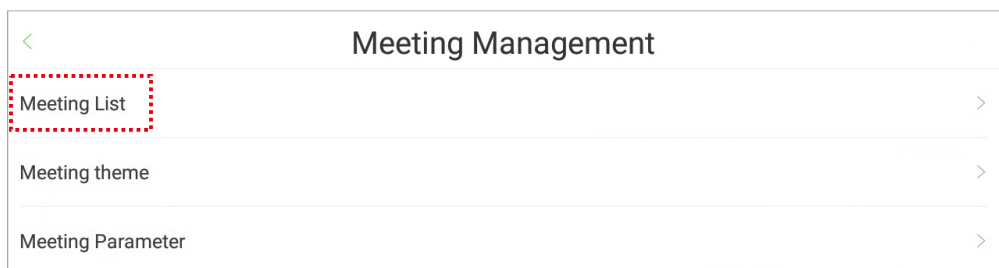
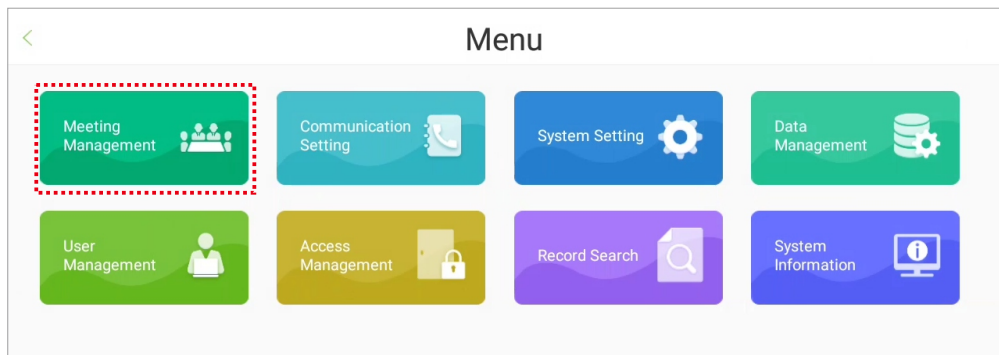
Name	Topic	Meeting Date	Time Zone	Meeting Period	Attendee	Meeting Room	Purpose	Apply Time	Start Host	Share Link	Applicant	Approval Stat
test	test	2022-12-16	ETC/GMT+6	18:10:00-18:30:00	2/30	Room2	test	2022-12-16 18:05:20			Stella	Approved

The 'Approval Stat' column shows 'Approved' for the meeting. A red dashed box highlights the 'Workflow' section on the right side of the table, which shows the approval process:

- 2022-12-16 18:05:20: Stella Approved test
- 2022-12-16 18:05:20: ABD Approved Auto Approved

8. View Meeting List and Participants Verification

After the software has completed the reservation, the meeting can be distributed to the connected device. Go to the firmware menu **[Meeting Management]** > **[Meeting List]** to view it.



Participants can check-in on the home page when the meeting is starting. It is restricted that only the participants or administrators of the current meeting can pass the verification. The verification mode supports face or card.

Note: For more details, please refer to **FaceKiosk-H10A User Manual**.

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