User Manual

F34

Date: April 2026

Doc Version: 1.0

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.

For further details, please visit our Company's website www.zkteco.com.

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It is an essential pre-requisite for the satisfactory operation and maintenance that the operating and maintenance personnel are fully familiar with the design and that the said personnel have received thorough training in operating and maintaining the machine/unit/equipment. It is further essential for the safe operation of the machine/unit/equipment that personnel has read, understood and followed the safety instructions contained in the manual.

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The product will be updated from time to time without prior notice. The latest operation procedures and relevant documents are available on http://www.zkteco.com

If there is any issue related to the product, please contact us.

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To know more about our global branches, visit www.zkteco.com.

About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the Manual

This manual introduces the operations of **F34**.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.
Features and parameters with ★ are not available in all devices.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	**Description**
Bold font	Used to identify software interface names e.g. **OK**, **Confirm**, **Cancel**.
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.
For Device	
Convention	**Description**
< >	Button or key names for devices. For example, press <OK>.
[ ]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window.
/	Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder].

Symbols

Convention	Description
	This represents a note that needs to pay more attention to.
	The general information which helps in performing the operations faster.
	The information which is significant.
	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

Table of Contents

1 Safety Measures

The below instructions intend to ensure that the user can use the product correctly to avoid danger or property loss. The following precautions are to keep users safe and prevent any damage. Please read carefully before installation.

⚠ Noncompliance with instructions could lead to product damage or physical injury (may even cause death).

1. **Read, follow, and retain instructions** - All safety and operational instructions must be properly read and followed before bringing the device into service.
2. **Do not ignore warnings** - Adhere to all warnings on the unit and in the operating instructions.
3. **Accessories** - Use only manufacturer-recommended or product-sold accessories. Please do not use any other components other than manufacturer suggested materials.
4. **Precautions for the installation** – Do not place this device on an unstable stand or frame. It may fall and cause serious injury to persons and damage to the device.
5. **Service** - Do not try to service this unit yourself. Opening or removing covers may expose you to hazardous voltages or other hazards.
6. **Damage requiring service** - Disconnect the system from the Mains AC or DC power source and refer service personnel under the following conditions:
   - When cord or connection control is affected.
   - When the liquid spilled, or an item dropped into the system.
   - If the system is exposed to water or inclement weather conditions (rain, snow, and more).
   - If the system is not operating normally, under operating instructions.

   Just change controls defined in operating instructions. Improper adjustment of the controls may result in damage and involve a qualified technician to return the device to normal operation.

   And do not connect multiple devices to one power adapter as adapter overload can cause over-heat or fire hazard.
7. **Replacement parts** - When replacement parts are required, service technicians must only use replacement parts provided by the supplier. Unauthorized substitutes can result in a burn, shock, or other hazards.
8. **Safety check** - On completion of service or repair work on the unit, ask the service technician to perform safety checks to ensure proper operation of the device.
9. **Power sources** - Operate the system only from the label's power source form. If the sort of power supply to use is unclear, call your dealer.
10. **Lightning** - Can install external lightning conductors to protect against electrical storms. It stops power-ups from destroying the system.

    Recommended installing the devices in areas with limited access.

2 Electrical Safety

- Before connecting an external cable to the device, complete grounding properly, and set up surge protection; otherwise, static electricity will damage the mainboard.
- Make sure that the power has been disconnected before you wire, install, or dismantle the device.
- Ensure that the signal connected to the device is a weak-current (switch) signal; otherwise, components of the device will get damaged.
- Ensure that the standard voltage applicable in your country or region is applied. If you are not sure about the endorsed standard voltage, please consult your local electric power company. Power mismatch may cause a short circuit or device damage.
- In the case of power supply damage, return the device to the professional technical personnel or your dealer for handling.
- To avoid interference, keep the device far from high electromagnetic radiation devices, such as generators (including electric generators), radios, televisions, (especially CRT) monitors, or speakers.

3 Operation Safety

- If smoke, odour, or noise rise from the device, turn off the power at once and unplug the power cable, and then please contact the service centre.
- Transportation and other unpredictable causes may damage the device hardware. Check whether the device has any intense damage before installation.
- If the device has major defects that you cannot solve, contact your dealer as soon as possible.
- Dust, moisture, and abrupt temperature changes can affect the device's service life. You are advised not to keep the device under such conditions.
- Do not keep the device in a place that vibrates. Handle the device with care. Do not place heavy objects on top of the device.
- Do not apply rosin, alcohol, benzene, pesticides, and other volatile substances that may damage the device enclosure. Clean the device accessories with a piece of soft cloth or a small amount of cleaning agent.
- If you have any technical questions regarding usage, contact certified or experienced technical personnel.

Note:

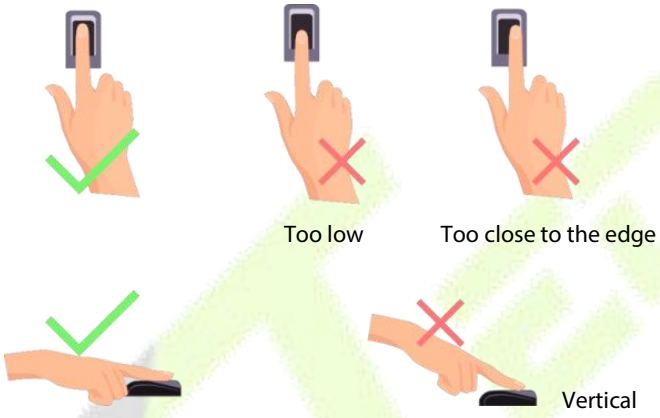
- Make sure whether the positive polarity and negative polarity of the DC 12V power supply is connected correctly. A reverse connection may damage the device. It is not advisable to connect the AC 24V power supply to the DC 12V input port.
- Make sure to connect the wires following the positive polarity and negative polarity shown on the device's nameplate.
- The warranty service does not cover accidental damage, damage caused by mis-operation, and damage due to independent installation or repair of the product by the user.

4 Instruction for Use

Before getting into the device features and functions, it is recommended to be familiar with the below fundamentals.

4.1 Finger Positioning

Recommended fingers: The index, middle, or ring finger and avoid using the thumb or pinky fingers, as they are difficult to accurately press onto the fingerprint reader.

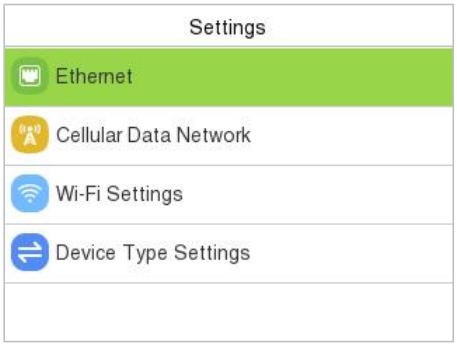


Note: Please use the correct method when pressing your fingers onto the fingerprint reader for registration and identification. Our company will assume no liability for recognition issues that may result from incorrect usage of the product. We reserve the right of final interpretation and modification concerning this point.

4.2 Standby Interface

The device uses a 2.4-inch color screen, which all operations are performed through the keypad. After connecting the power supply for the first time, the following standby interface is displayed:

Press **M/OK** to enter the Settings interface:



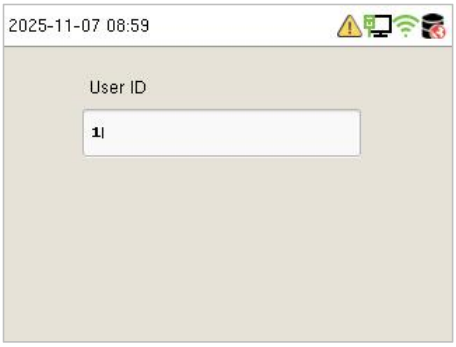
The device type is **BEST Protocol** by default. You can enter **Device Type Settings** to switch the communication protocol as needed.

- **BEST Protocol:** It is suitable for connecting to ZKBio Zlink.
- **PUSH Protocol:** It can be set as A&C PUSH (which is suitable for connecting to ZKBio CVAccess) or T&A PUSH (which is suitable for connecting to ZKBio Time Cloud/ZKBio Time).

Enter **Ethernet** or **Wi-Fi Settings** to configure the network. After setting successfully, the device will pop up a QR code interface for scanning.

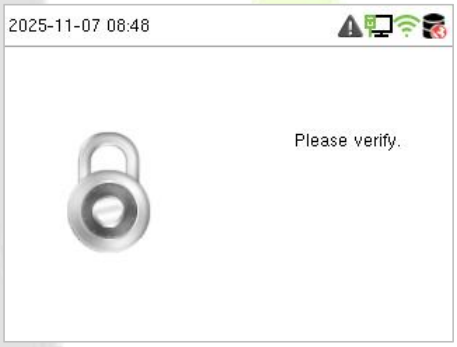
Once the device is connected to ZKBio Zlink, the QR code will disappear. Or the device type is switched to PUSH Protocol, the following standby interface is displayed:

- Enter any number to access the User ID input interface.



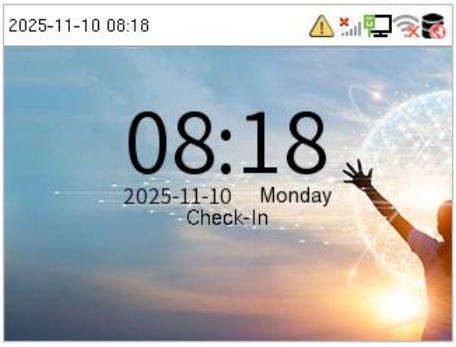
- When there is no Super Administrator set in the device, press **M/OK** to go to the menu.

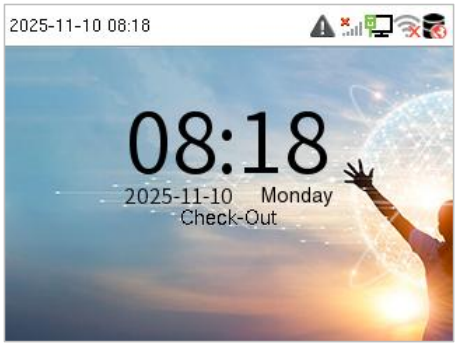
- After adding a Super Administrator on the device, it requires the Super Administrator's verification before opening the menu functions.



Note: For the security of the device, it is recommended to register a super administrator the first time you use the device.

- On the standby interface, the punch state options can also be shown and used directly. The black bold shortcut key mappings will be displayed on the screen if you press the relevant shortcut key on the keypad, as shown in the picture below. For the specific operation method, please see "Shortcut Key Mappings."





Note: The punch state options are only available when the device type is set as T&A PUSH.

4.3 Verification Mode

4.3.1 Fingerprint Verification

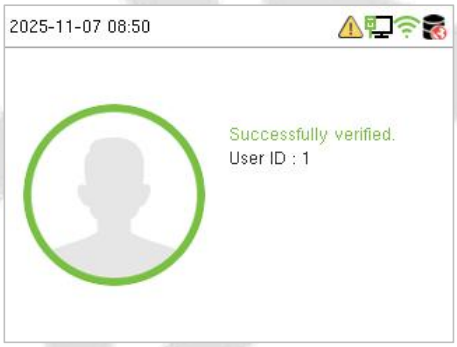
- **1: N Fingerprint Verification Mode**

The device compares the current fingerprint with the available fingerprint data stored in its database.

Fingerprint authentication mode is activated when a user places their finger onto the fingerprint scanner.

Please follow the recommended way to place your finger onto the sensor. For details, refer to section Finger Positioning.

Verification is successful:



Verification is failed:

- **1:1 Fingerprint Verification Mode**

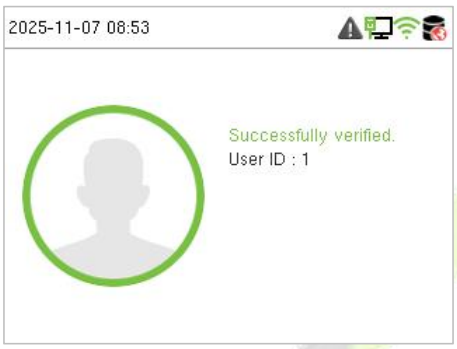
The device compares the current fingerprint with the fingerprints linked to the entered User ID through the virtual keyboard.

In case users are unable to gain access using the 1:N authentication method, they can attempt to verify their identity using the 1:1 verification mode.

Enter the user ID and press **M/OK**. If an employee registers a password and card in addition to the fingerprint, the following screen will appear. Select **Fingerprint** to enter the 1:1 fingerprint verification mode.

Press the fingerprint to verify.

Verification is successful:



Verification is failed:

4.3.2 Card Verification

- **1: N Card Verification Mode**

The 1: N Card Verification Mode compares the card number in the card induction area with all the card number data registered in the device. The following screen displays on the card verification screen.

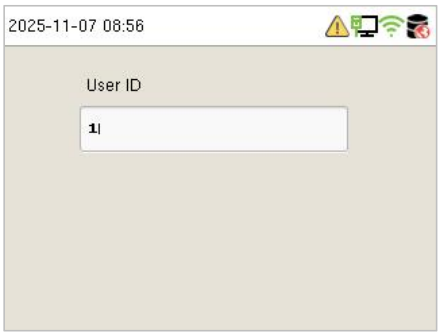
Verification is successful:

Verification is failed:

- **1:1 Card Verification Mode**

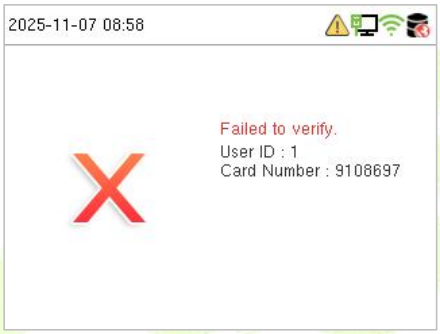
The 1:1 Card Verification mode compares the card number in the card induction area with the number associated with the employee's User ID registered in the device.

Enter the user ID and press **M/OK**. If an employee registers a fingerprint and password in addition to the card, the following screen will appear. Select **Card** to enter the 1:1 card verification mode.



Verification is successful:

Verification is failed:



4.3.3 Password Verification

The device compares the entered password with the registered password and User ID.

Enter the user ID and press **M/OK**. If an employee registers a fingerprint and card in addition to the password, the following screen will appear. Select **Password** to enter the 1:1 password verification mode.

Below are the display screens after entering a correct password and a wrong password, respectively.

Verification is successful:

Verification is failed:

4.3.4 QR Code Verification★ (PUSH Protocol)

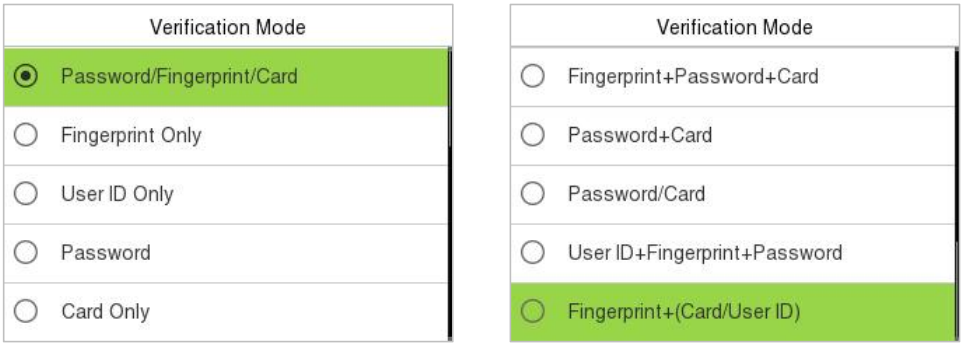
Tap **Mobile Credential** on the ZKBio Zexus Mobile Page, and a QR code will appear, which includes employee ID and card numberinformation. The QR code can replace a physical card on a specific device to achieve contactless authentication. Please refer to 22.4 Mobile Credential.

4.3.5 Combined Verification (PUSH Protocol)

This device allows you to use different types of verification methods to increase security. There are a total of 15 different verification combinations that can be implemented, as listed below:

Combined Verification Symbol Definition

Symbol	Definition	Explanation
/	or	This method compares the entered verification of a person with the related verification template previously stored to that Personnel ID in the Device.
+	and	This method compares the entered verification of a person with all the verification templates previously stored to that Personnel ID in the Device.



Combined Verification Mode set up procedure:

- Combined verification requires personnel to register all the different verification methods. Otherwise, employees will not be able to successfully verify the combined verification process.
- For example, if an employee has only registered for password data but the Device verification mode is set to "Password + Card", the employee will not be able to successfully complete the verification procedure.

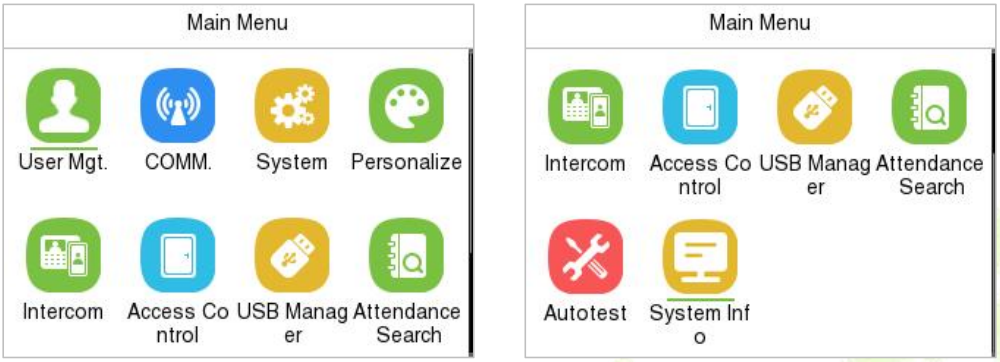
Reason:

- This is because the Device compares the password template of the person with the registered verification template (both the Card and the Password) previously stored to that Personnel ID in the Device.
- But, since the employee has only registered their password and not their card, the verification process will not be successful, and the device will display the "Verification Failed."

5 Main Menu

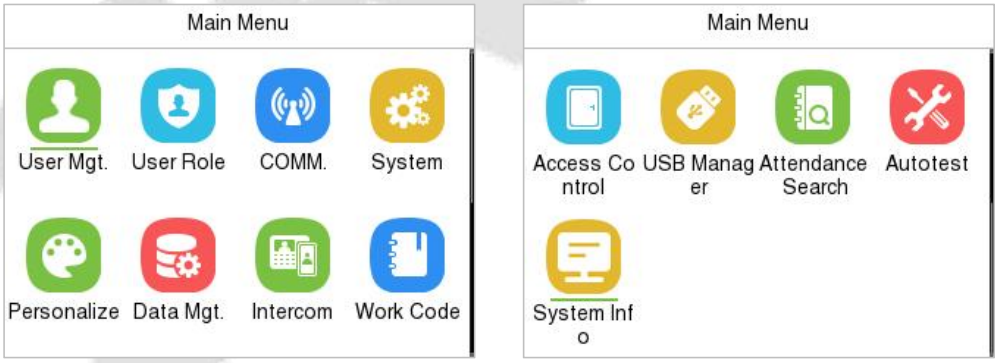
Press **M/OK** on the initial interface to enter the main menu, as shown below:

Note: The menu display may vary depending on the device type (BEST Protocol/A&C PUSH/T&A PUSH).



BEST Protocol

A&C PUSH



T&A PUSH

Function Description

Menu	Description
User Mgt.	To Add, Edit, View, and Delete information of a User. (Only support viewing user information when the device type is BEST Protocol.)
User Role	To set the permission scope of the custom role and enroller for the users, for example the system's operating rights. (Only for PUSH Protocol)

COMM.	To set the relevant parameters of Network, Serial Comm, PC Connection, Cellular Data Network★, Wi-Fi★, Cloud Server, Wiegand and Network Diagnosis.
System	To set parameters related to the system, including Date Time, Attendance/Access Logs Settings, Fingerprint, Device Type Settings, USB Upgrade, Security Settings, Update Firmware Online and resetting to factory settings.
Personalize	To customize settings of User Interface, Voice, Bell Schedules, Punch State Options (Only for T&A PUSH) and Shortcut Key Mappings settings (Only for T&A PUSH).
Data Mgt.	To delete the data. (Only for PUSH Protocol)
Access Control	To set the parameters of the lock and the relevant access control device including options like Time schedule/Time rule settings, Holiday Settings, Access groups, Combine verification, Anti-Passback Setup, and Duress Option Settings.
USB Manager	To upload or download the specific data by a USB drive.
Attendance Search	To query the specified event logs.
Work Code	Set different type of work. (Only for T&A PUSH)
Autotest	To automatically test whether each module functions properly, including the LCD Screen, Audio, Keyboard, fingerprint sensor and Real-Time Clock.
System Info	To view Privacy Policy, Data Capacity and Device and Firmware information of the current device.

6 User Management

When the device is on the initial interface, press **[M/OK]** button and enter **User Mgt.**.

BEST Protocol

PUSH Protocol

6.1 New User Registration (PUSH Protocol)

Select **New User** on the **User Mgt.** interface to add a new user.

6.1.1 Register a User ID and Name

Enter the **User ID** and **Name**.

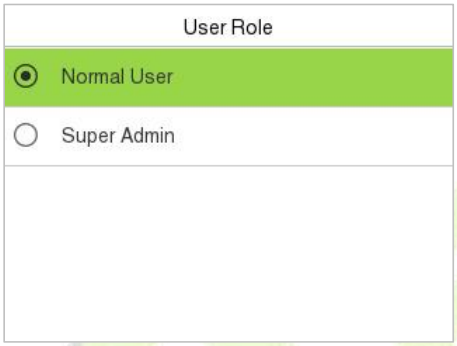
Note:

1. A name can be taken up to 36 characters long.
2. The user ID may contain 1 to 14 digits by default, supporting both numbers and alphabetic characters.
3. During the initial registration, you can modify your ID, but not after registration.
4. If the message "**Duplicated!**" appears, you must choose a different User ID because the one you entered already exists.

6.1.2 User Role

On the **New User** interface, select **User Role** to set the user's role as either **Normal User** or **Super Admin**.

- **Super Admin:** The Super Administrator owns all management privileges in the Device.
- **Normal User:** If the Super Admin is registered already in the device, then the Normal Users will not have the privilege to manage the system and can only access authentic verifications.
- **User Defined Roles:** The Normal User can also be assigned custom roles with User Defined Role. The user can be permitted to access several menu options as required.

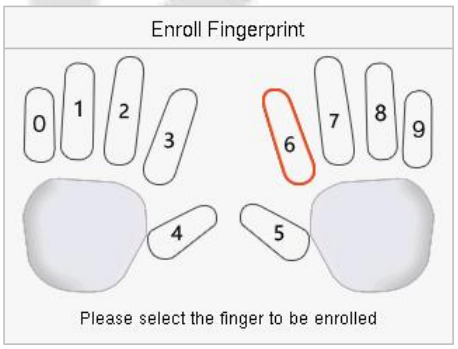


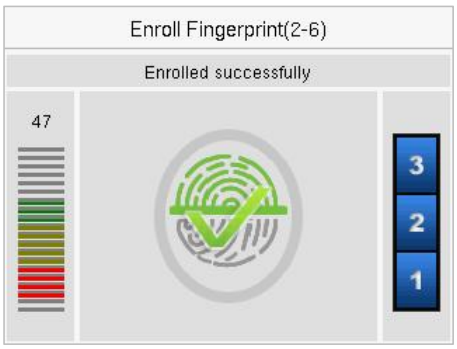
Note: If the selected user role is the Super Admin, then the user must pass the identity authentication to access the main menu. The authentication is based on the authentication method(s) that the super administrator has registered.

6.1.3 Register Fingerprint

Select **Fingerprint** in the **New User** interface to enter the fingerprint registration page.

- Select the finger to be enrolled.
- Press the same finger on the fingerprint reader three times.
- Green indicates that the fingerprint was enrolled successfully.

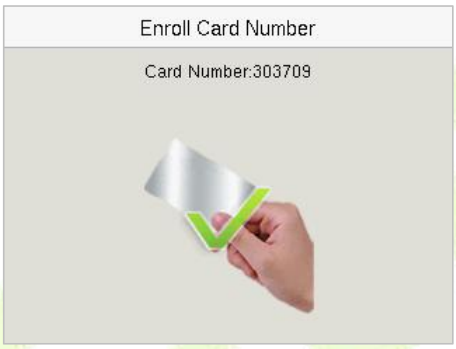




6.1.4 Card Number

Select **Card Number** in the **New User** interface to enter the card registration page.

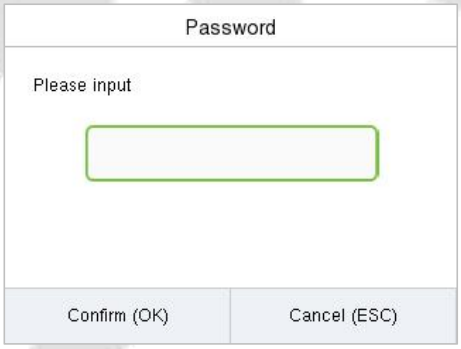
- On the card interface, swipe the card under the card reading area. The registration of the card will be successful.
- If the card has already been registered, the message "**Error! Card already enrolled**" appears. The registration interface appears as follows:

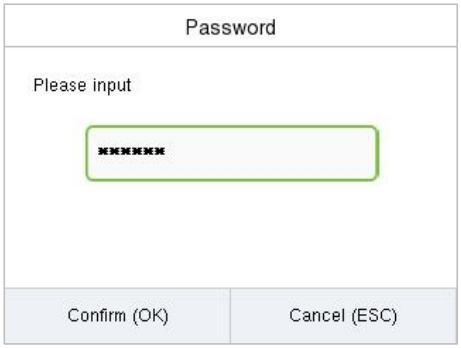


6.1.5 Password

Select **Password** in the **New User** interface to enter the password registration page.

- On the Password interface, enter the required password and re-enter to confirm it and press **M/OK**.
- If the re-entered password is different from the initially entered password, then the device prompts the message as "**Password not match!**", where the user needs to re-confirm the password again.
- The password may contain 6 to 8 digits by default.





6.1.6 Access Control Role

The **Access Control Role** sets the door access privilege for each user. It includes the access group, time period and duress fingerprint.

- Enter **Access Control Role** > **Access Group** to assign the registered users to different groups for

better management. New users belong to Group 1 by default and can be reassigned to other groups. The device supports up to 99 Access Control groups.

- Select **Time Period**, to select the time to use.
- The user may specify one or more fingerprints that have been registered as a duress fingerprint(s). When press the finger corresponding to the duress fingerprint on the sensor and pass the verification, the system will immediately generate an external alarm.
- Enter **Verification Mode** to select verification mode for the user.
- Select whether to apply the group time period for this user.

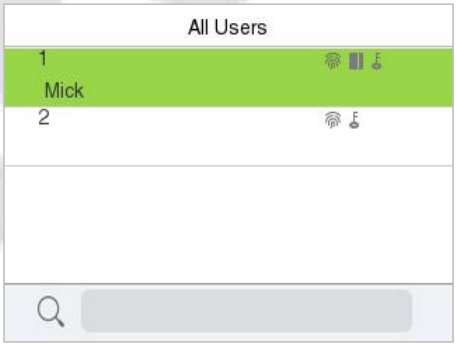
A&C PUSH

T&A PUSH

6.2 All Users

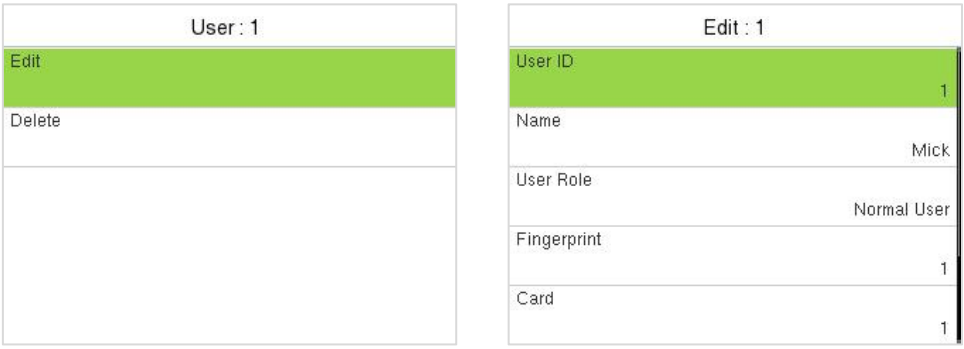
When the device is on the initial interface, press **[M/OK]** button and enter **User Mgt.** > **All Users**.

- On the **All Users** interface, enter the required retrieval keyword (where the keyword may be the user ID or full name) on the search bar on the user's list and the system will search for the related user information.



6.2.1 Edit User (PUSH Protocol)

On the **All-Users** interface, select the required user from the list and select **Edit** to edit the user information.



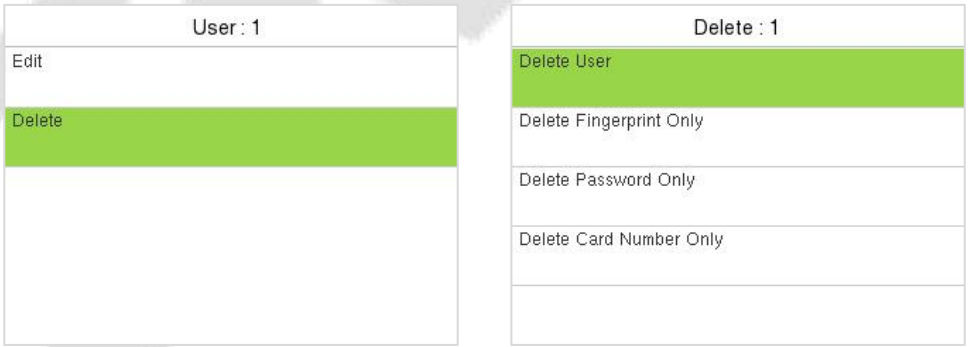
Note: The process of editing the user information is the same as adding a new user, except that the User ID cannot be modified while editing a user. The process in detail refers to "User Registration".

6.2.2 Delete User (PUSH Protocol)

On the **All Users** interface, select the required user from the list and select **Delete** to delete the user or specific user information from the device. On the **Delete** interface, select the required operation, and then press **M/OK** to confirm the deletion.

Delete Operations:

- **Delete User:** Deletes all the user information (deletes the selected User as a whole) from the Device.
- **Delete User Role Only:** Deletes the user's administrator privileges and make the user a normal user.
- **Delete Fingerprint Only:** Deletes the fingerprint information of the selected user.
- **Delete Password Only:** Deletes the password information of the selected user.
- **Delete Card Number Only:** Deletes the card information of the selected user.



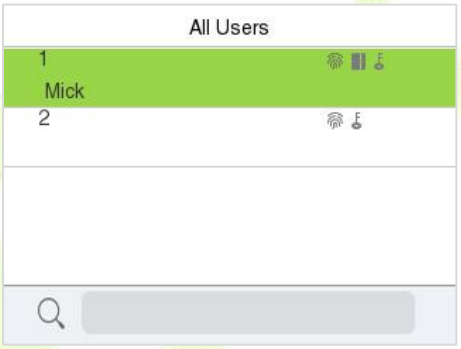
6.3 Display Style

When the device is on the initial interface, press **[M/OK]** button and enter **User Mgt.** > **Display Style**.

All the Display Styles are shown as below:

Multiple Line:

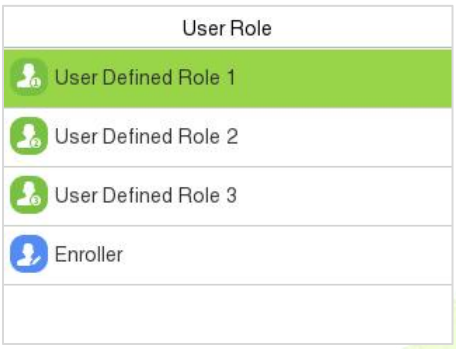
Mixed Line:



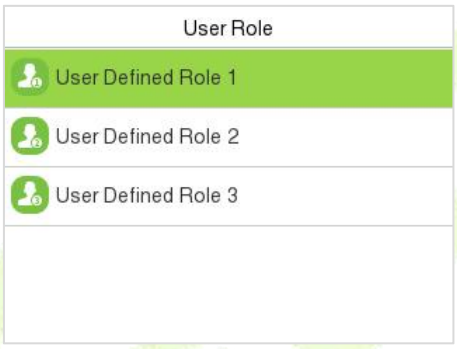
7 User Role (PUSH Protocol)

User Role allows you to assign specific permissions to certain users based on their requirements.

- When the device is on the initial interface, press **[M/OK]** button and enter **User Role** > **User Defined Role** to set the user defined permissions.
- The permission scope of the custom role can be set up into 3 roles, that is, the custom operating scope of the menu functions of the user.



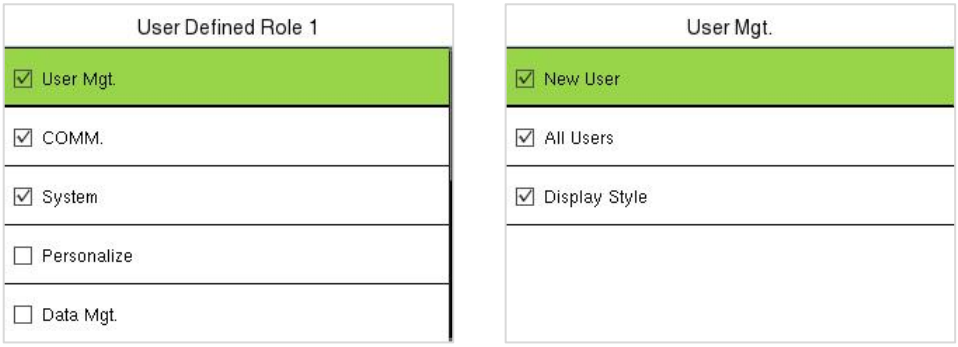
A&C PUSH



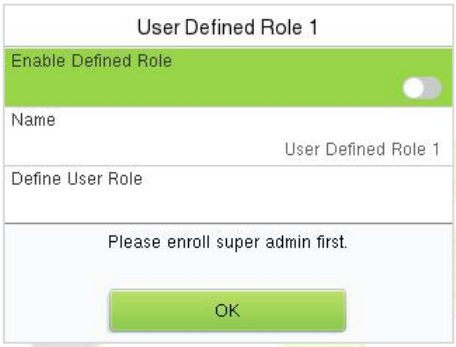
T&A PUSH

- On the **User Defined Role** interface, toggle **Enable Defined Role** to enable or disable the user defined role.

- Then, by selecting on Define User Role, select the required privileges for the new role, and then press the **M/OK** key.
- When assigning privileges, the main menu function names will be displayed on the left and its sub-menus will be listed on the right.
- First select the required **Main Menu** function name, then press **M/OK** and select its required sub-menus from the list.



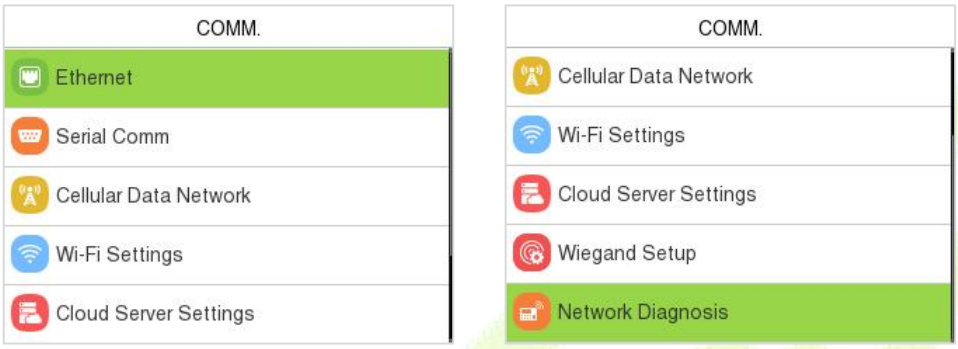
Note: If the User Role is enabled for the Device, enter **User Mgt. > New User > User Role** to assign the created roles to the required users. But if there is no super administrator registered in the Device, then the device will prompt "**Please enroll super admin first.**" when enabling the User Role function.



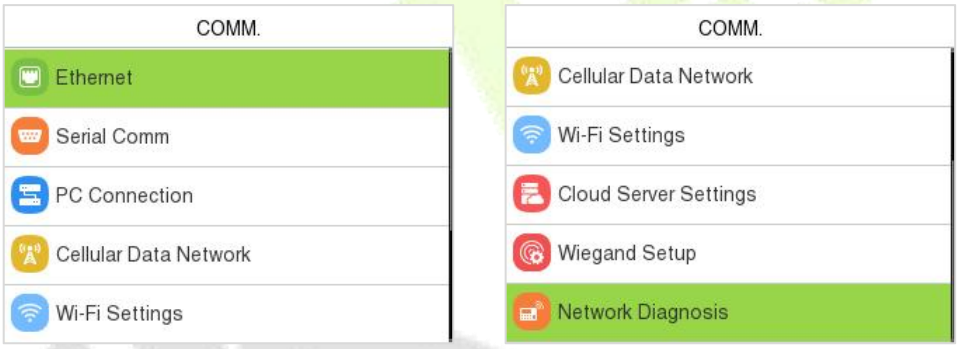
8 Communication

Communication Settings are used to set the parameters of the Network, Serial Comm, PC Connection, Cellular Data Network★, Wi-Fi★, Cloud Server, Wiegand, and Network Diagnosis.

When the device is on the initial interface, press **[M/OK]** button and enter **COMM.**



BEST Protocol

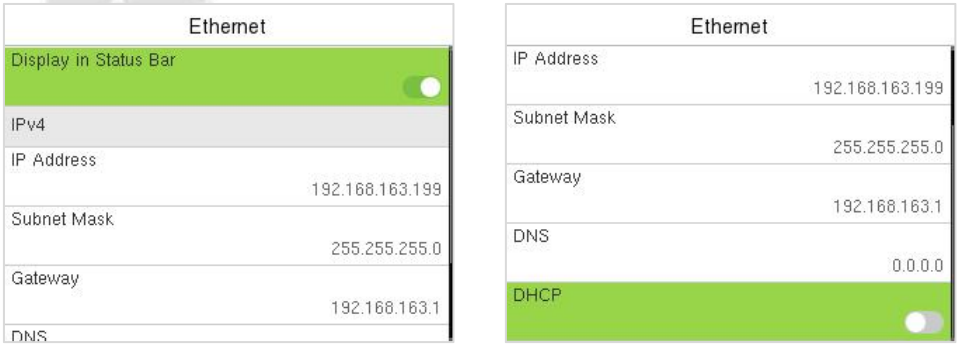


PUSH Protocol

8.1 Ethernet

When the device needs to communicate with a PC via the Ethernet, you need to configure network settings and make sure that the device and the PC connecting to the same network segment.

Select **Ethernet** on the **COMM.** Settings interface to configure the settings.



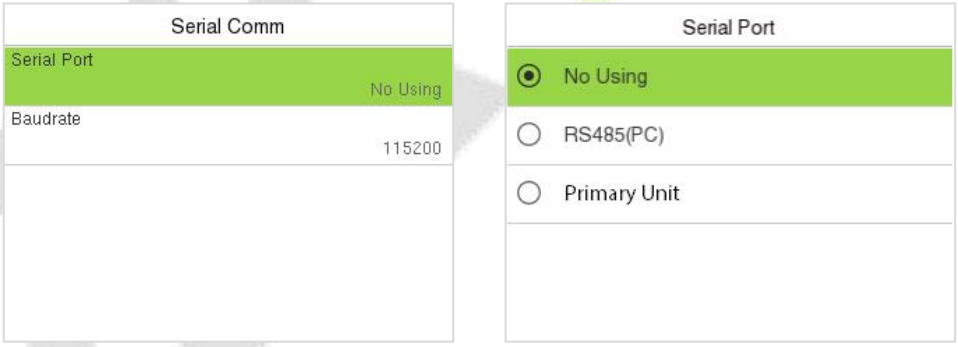
Function Description:

Function Name	Description
Display in Status Bar	Toggle to set whether to display the network icon on the status bar.
IP Address	The default IP address is 192.168.1.201. It can be modified according to the network availability.
Subnet Mask	The default Subnet Mask is 255.255.255.0. It can be modified according to the network availability.
Gateway	The Default Gateway address is 0.0.0.0. It can be modified according to the network availability.
DNS	The default DNS address is 0.0.0.0. It can be modified according to the network availability.
DHCP	Dynamic Host Configuration Protocol dynamically allocates IP addresses for clients via server.

8.2 Serial Comm

Serial Comm function establishes communication with the device through a serial port (Primary Unit function).

Select **Serial Comm** on the **COMM.** Settings interface.

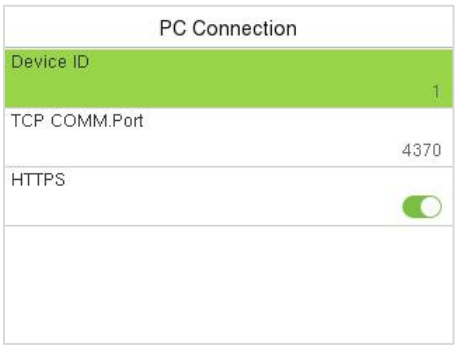


Function Description

Function Name	Description
Serial Port	**No Using:** No communication with the device through the serial port. **RS485(PC):** Communicates with the device through RS485 serial port. **Primary Unit:** When RS485 is used as the function of "**Primary Unit**", it can be connected to a reader.
Baudrate	When the serial port is set as **Primary Unit**, the baudrate is 115200 by default and cannot be modified.

8.3 PC Connection (PUSH Protocol)

Select **PC Connection** on the **COMM.** Settings interface to configure the communication settings.



Function Description

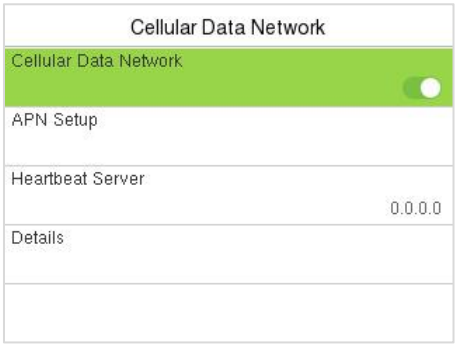
Function Name	Description
Comm Key	This menu only appears after enabling **Standalone Communication** function in **System> Security Settings**. To improve the security of data, the Comm Key needs to be entered before the device can be connected to the C/S software. It can be changed as needed.
Device ID	It is the identification number of the device, which ranges between 1 and 254.
TCP COMM.Port	The default TCP COMM Port value is 4370. It can be modified according to the network availability.
HTTPS	Based on HTTP, transmission encryption and identity authentication ensure the security of the transmission process.

8.4 Cellular Data Network★

When the equipment is in the Dial-Up Network, make sure the device is in the coverage of GPRS or WCDMA signal, and it is must know of the used modem type, APN name and access number and so on. Before enabling, please insert the All-in-one card into the 4G module first.

Select **Cellular Data Network** on the **Comm.** Settings interface.

Toggle the button to enable the Cellular Data Network. Under normal circumstances, the device will automatically connect to the mobile network after being enabled. If you cannot connect, you can manually set the relevant parameters to connect. When the mobile network is connected successfully, the initial interface will display the mobile network 4G logo.



Function Description

Function Name	Description
Cellular Data Network	Whether to enable the mobile network.
APN Setup	To set APN information, such as the dialed number, user name and password. **APN:** Access Point Name, provided by the operator and not supported in the CDMA network. **Dial Number:** Number of the cellular data network. **User Name and Password:** To verify whether the user has the privilege to use this network.
Heartbeat Server	To detect the connection status of the mobile network. The terminal periodically sends ICMP packets to the heartbeat server to detect whether the terminal is online. When the terminal is offline, the device automatically performs dial-up connection again. Therefore, when setting the heartbeat server, ensure that the heartbeat server can be pinged and remain online stably for a long term. **Note:** Generally, the customer can set the heartbeat server address as the ADMS server address.
Details	To view the information about mobile network connection, such as network mode, IP address, received data, and sent data.

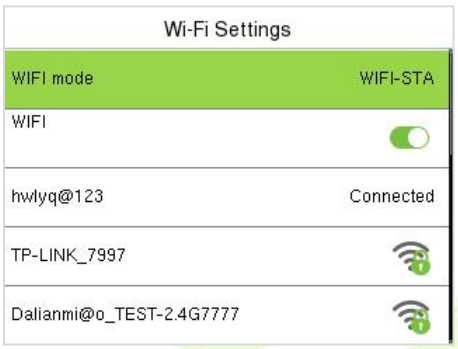
Note: To use the cellular data network function, the device must be connected to an external power supply. Additionally, while connected to an external power supply, you must manually enable the cellular data network function.

8.5 Wi-Fi Settings★

The device provides a Wi-Fi module, which can be built-in within the device module.

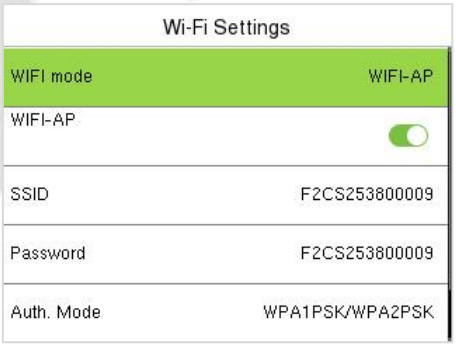
The Wi-Fi module enables data transmission via Wi-Fi (Wireless Fidelity) and establishes a wireless network environment. Wi-Fi is enabled by default in the device. If you don't need to use the Wi-Fi network, you can toggle the Wi-Fi to disable the button.

Select **Wi-Fi Settings** on the **COMM.** Settings interface to configure the Wi-Fi settings.



➢ WiFi mode

It is **WIFI-STA** by default. The **WIFI-AP** mode is suitable for use in scenarios where there is no network coverage or when quick configuration of the access control system is required. For example, it can be used for simple testing after installation.
In **WIFI-AP** mode, the device can emit an AP hotspot, allowing users to connect to the WiFi hotspot via mobile devices (smartphones, tablets, etc.) and then access the device's built-in webserver directly through a browser for remote management.
When connecting to the AP hotspot for the first time, the default SSID and password are: **[Device Serial Number] / [Device Serial Number]**.

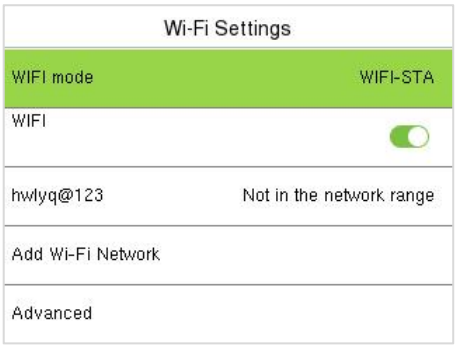


Note: For security considerations, the device's AP hotspot will automatically turn off **every 30 minutes** to prevent unauthorized access.

➢ Searching the Wi-Fi Network

- Wi-Fi is enabled in the device by default. Toggle the button to enable or disable Wi-Fi.
- Once the Wi-Fi is turned on, the device will search for the available Wi-Fi within the network range.

- Select the required Wi-Fi name from the available list and input the correct password in the password interface, and then press **M/OK**.



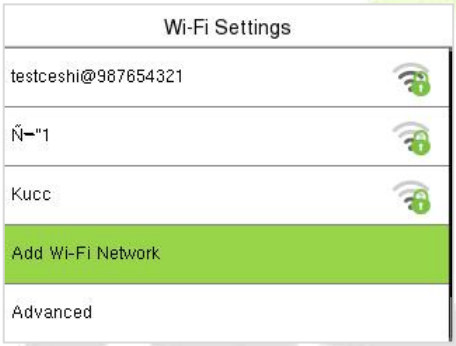
WIFI Enabled: Select the required network from the searched network list.

Select the password field to enter the password and press **M/OK.**

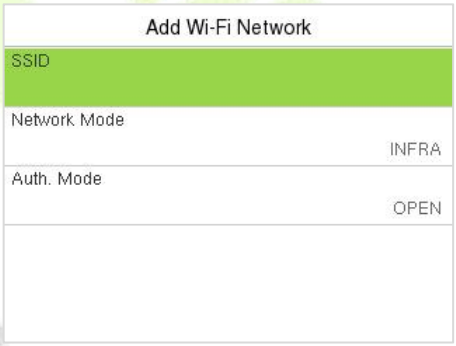
- When the Wi-Fi is connected successfully, the initial interface will display the Wi-Fi logo.

➢ Adding Wi-Fi Network Manually

The Wi-Fi can also be added manually if the required Wi-Fi does not show on the list.



Select **Add Wi-Fi Network** to add the Wi-Fi manually.

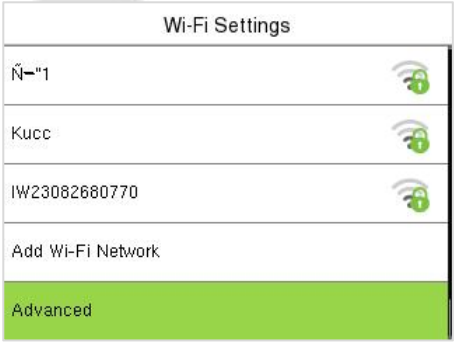


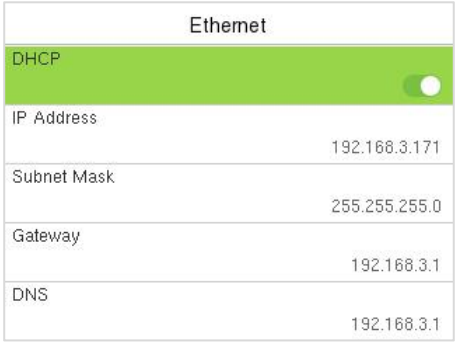
On this interface, enter the Wi-Fi network parameters. (The added network must exist.)

Note: After successfully adding the Wi-Fi manually, follow the same process to search for the added Wi-Fi name.

➢ Advanced Setting

On the **Wi-Fi Settings** interface, select **Advanced** to set the relevant parameters as required.



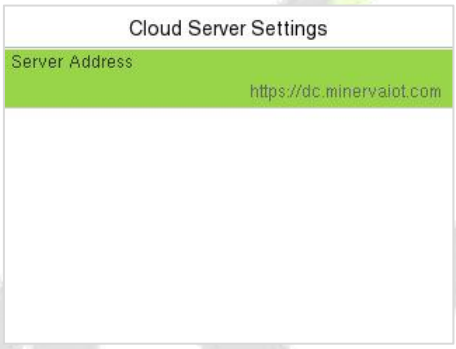


Function Description

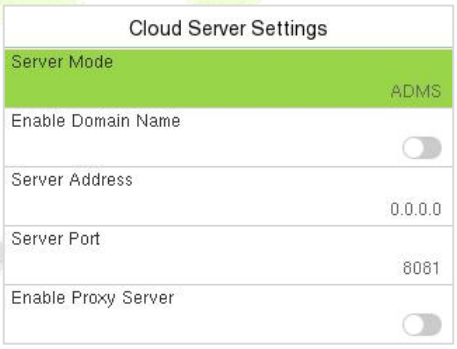
Function Name	Description
DHCP	Dynamic Host Configuration Protocol (DHCP) dynamically allocates IP addresses to network clients. If the DHCP is enabled, then the IP cannot be set manually.
IP Address	The IP address for the Wi-Fi network, the default is 0.0.0.0. It can be modified according to the network availability.
Subnet Mask	The default Subnet Mask of the Wi-Fi network is 255.255.255.0. It can be modified according to the network availability.
Gateway	The Default Gateway address is 0.0.0.0. It can be modified according to the network availability.
DNS	The default DNS is 0.0.0.0. It can be modified according to the network availability.

8.6 Cloud Server Settings

Select **Cloud Server Settings** on the **COMM.** Settings interface to connect with the ADMS server.



BEST Protocol



PUSH Protocol

Function Description

Function Name		Description
Enable Domain Name	**Server Address**	Once this mode is turned ON, the domain name mode "http://... " will be used, such as http://www.XYZ.com, while "XYZ" denotes the domain name.
Disable Domain Name	**Server Address**	The IP address of the ADMS server.
	Server Port	Port used by the ADMS server.
Enable Proxy Server		The IP address and the port number of the proxy server is set manually when the proxy is enabled.

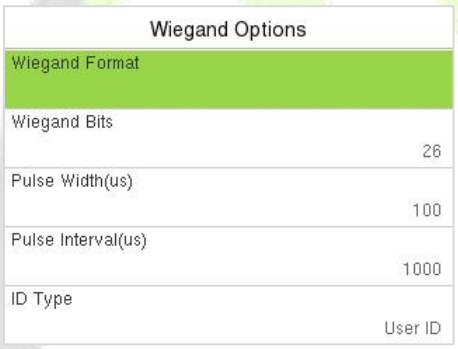
8.7 Wiegand Setup

It is used to set the Wiegand input and output parameters.

Select **Wiegand Setup** on the **COMM.** Settings interface to set up the Wiegand input and output parameters.

Note: The Wiegand interface is shared, and the user can choose to use either the Wiegand input or Wiegand output function to interface with different Wiegand devices.

8.7.1 Wiegand Input



Function Description

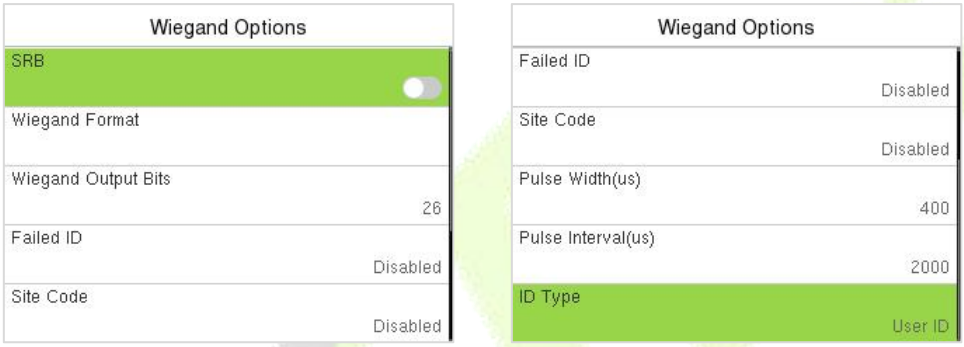
Function Name	Description
Wiegand Format	Its value can be 26 bits, 32 bits, 34 bits, 36 bits, 37 bits, 50 bits and 64 bits.
Wiegand Bits	The number of bits of the Wiegand data.
Pulse Width(us)	The value of the pulse width sent by Wiegand is 100 microseconds by default, which can be adjusted within the range of 20 to 400 microseconds.
Pulse Interval(us)	The default value is 1000 microseconds and can be adjusted within the range of 200 to 20000 microseconds.
ID Type	Select between the User ID and card number.

Various Common Wiegand Format Description:

Wiegand Format	Description
Wiegand26	ECCCCCCCCCCCCCCCCCCCCCCCCO It consists of 26 bits of binary code. The 1st bit is the even parity bit of the 2nd to 13th bits, while the 26th bit is the odd parity bit of the 14th to 25th bits. The 2nd to 25th bits is the card numbers.
Wiegand26a	ESSSSSSSSCCCCCCCCCCCCCCCCO It consists of 26 bits of binary code. The 1st bit is the even parity bit of the 2nd to 13th bits, while the 26th bit is the odd parity bit of the 14th to 25th bits. The 2nd to 9th bits is the site codes, while the 10th to 25th bits are the card numbers.
Wiegand34	ECCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCO It consists of 34 bits of binary code. The 1st bit is the even parity bit of the 2nd to 17th bits, while the 34th bit is the odd parity bit of the 18th to 33rd bits. The 2nd to 25th bits is the card numbers.
Wiegand34a	ESSSSSSSSCCCCCCCCCCCCCCCCCCCCCCCCO It consists of 34 bits of binary code. The 1st bit is the even parity bit of the 2nd to 17th bits, while the 34th bit is the odd parity bit of the 18th to 33rd bits. The 2nd to 9th bits is the site codes, while the 10th to 25th bits are the card numbers.
Wiegand36	OFFFFFFFFFFFFFFFFCCCCCCCCCCCCCCCCMME It consists of 36 bits of binary code. The 1st bit is the odd parity bit of the 2nd to 18th bits, while the 36th bit is the even parity bit of the 19th to 35th bits. The 2nd to 17th bits is the device codes. The 18th to 33rd bits is the card numbers, and the 34th to 35th bits are the manufacturer codes.
Wiegand36a	EFFFFFFFFFFFFFFFFFCCCCCCCCCCCCCCCCO It consists of 36 bits of binary code. The 1st bit is the even parity bit of the 2nd to 18th bits, while the 36th bit is the odd parity bit of the 19th to 35th bits. The 2nd to 19th bits is the device codes, and the 20th to 35th bits are the card numbers.
Wiegand37	OMMMMSSSSSSSSSSSSCCCCCCCCCCCCCCCCCCCE It consists of 37 bits of binary code. The 1st bit is the odd parity bit of the 2nd to 18th bits, while the 37th bit is the even parity bit of the 19th to 36th bits. The 2nd to 4th bits is the manufacturer codes. The 5th to 16th bits is the site codes, and the 21st to 36th bits are the card numbers.
Wiegand37a	EMMMFFFFFFFFFSSSSSSCCCCCCCCCCCCCCCCO It consists of 37 bits of binary code. The 1st bit is the even parity bit of the 2nd to 18th bits, while the 37th bit is the odd parity bit of the 19th to 36th bits. The 2nd to 4th bits is the manufacturer codes. The 5th to 14th bits is the device codes, and15th to 20th bits are the site codes, and the 21st to 36th bits are the card numbers.

Wiegand50	ESSSSSSSSSSSSSSSCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCO It consists of 50 bits of binary code. The 1st bit is the even parity bit of the 2nd to 25th bits, while the 50th bit is the odd parity bit of the 26th to 49th bits. The 2nd to 17th bits is the site codes, and the 18th to 49th bits are the card numbers.
"C" denotes the card number; **"E"** denotes the even parity bit; **"O"** denotes the odd parity bit. **"F"** denotes the facility code; **"M"** denotes the manufacturer code; **"P"** denotes the parity bit; and **"S"** denotes the site code.	

8.7.2 Wiegand Output



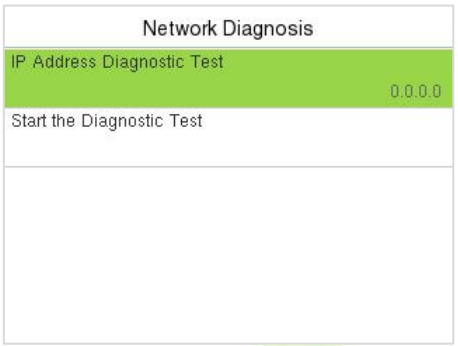
Function Description

Function Name	Description
SRB	When SRB is enabled, the lock is controlled by the SRB to prevent the lock from being opened due to device removal.
Wiegand Format	Its value can be 26 bits, 32 bits, 34 bits, 36 bits, 37 bits, 50 bits and 64 bits.
Wiegand Output Bits	After selecting the required Wiegand format, select the corresponding output bit digits from the Wiegand format.
Failed ID	If the verification fails, the system will send the failed ID to the device and replace the card number or personnel ID with the new one.
Site Code	It is similar to the device ID. The difference is that a site code can be set manually and is repeatable on a different device. The valid value ranges from 0 to 256 by default.
Pulse Width(us)	The time width represents the changes in the quantity of electric charge with regular high-frequency capacitance within a specified time.
Pulse Interval(us)	The time interval between pulses.
ID Type	Select the ID types as either User ID or card number.

8.8 Network Diagnosis

It helps to set the network diagnosis parameters.

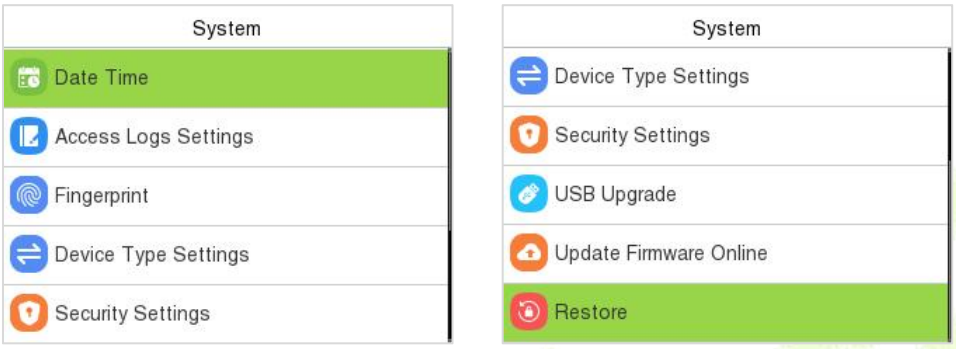
Select **Network Diagnosis** on the **COMM.** Settings interface. Enter the IP address that needs to be diagnosed and select **Start the Diagnostic Test** to check whether the network can connect to the device.



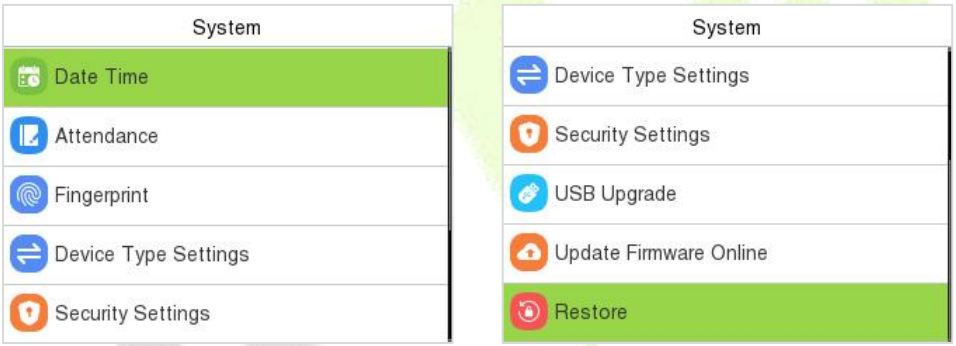
9 System Settings

It helps to set related system parameters to optimize the accessibility of the device.

When the device is on the initial interface, press **[M/OK]** button and enter **System.**



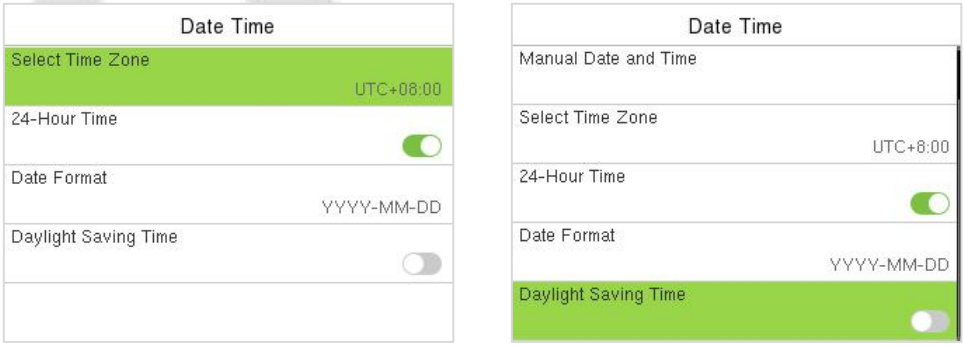
BEST Protocol/A&C PUSH



T&A PUSH

9.1 Date and Time

Select **Date Time** on the **System** interface to set the date and time.



BEST Protocol PUSH Protocol

- Select **NTP Server** to enable automatic time synchronization based on the service address you enter.
- Select **Manual Date and Time** to manually set the date and time and then press **M/OK** and save.

- Select **Time Zone** to manually select the time zone where the device is located.
- Enable or disable the **24-Hour Time**. Select the **Date Format** to set the date format.
- Select **Daylight Saving Time** to enable or disable the function. If enabled, enter **Daylight Saving Mode** to select a daylight-saving mode and then enter **Daylight Saving Setup** to set the switch time.

Week Mode

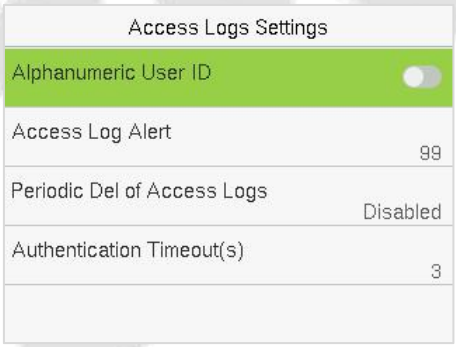
Date Mode

- When restoring the factory settings, the time (24-hour) and date format (YYYY-MM-DD) can be restored, but the device date and time cannot be restored.

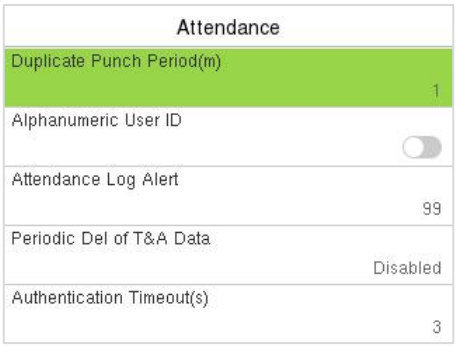
Note: For example, if a user sets the time of the device from 18:35 on March 15, 2024 to 18:30 on January 1, 2025. After restoring the factory settings, the time of the device will remain at 18:30 on January 1, 2025.

9.2 Access Logs Settings / Attendance

Select **Access Logs Settings / Attendance** on the **System** interface.



BEST Protocol/A&C PUSH



T&A PUSH

A&C Terminal:

Function Name	Description
Alphanumeric User ID	Enable/Disable the alphanumeric as User ID.

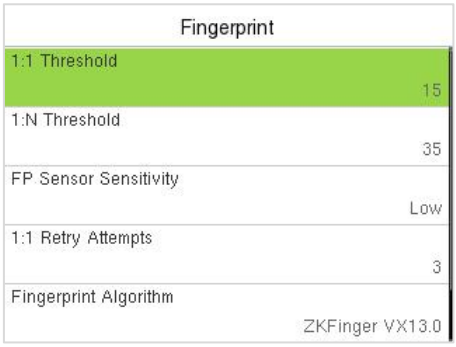
Access Log Alert	When the record space of the access reaches the maximum threshold value, the device automatically displays the memory space warning. Users may disable the function or set a valid value between 1 and 9999.
Periodic Del of Access Logs	When access logs reach its maximum capacity, the device automatically deletes a set of old access logs. Users may disable the function or set a valid value between 1 and 999.
Authentication Timeout(s)	The amount of time taken to display a successful verification message. Valid value: 1 to 9 seconds.

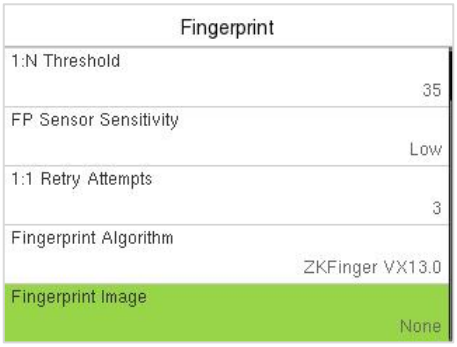
T&A Terminal:

Function Name	Description
Duplicate Punch Period(m)	Within a set time period (unit: minutes), the duplicated attendance record will not be reserved (value ranges from 1 to 999999 minutes).
Alphanumeric User ID	Enable/Disable the alphanumeric as User ID.
Attendance Log Alert	When the record space of the attendance reaches the maximum threshold value, the device automatically displays the memory space warning. Users may disable the function or set a valid value between 1 and 9999.
Periodic Del of T&A Data	When attendance logs reach its maximum capacity, the device automatically deletes a set of old attendance logs. Users may disable the function or set a valid value between 1 and 999.
Authentication Timeout(s)	The amount of time taken to display a successful verification message. Valid value: 1 to 9 seconds.

9.3 Fingerprint

Select **Fingerprint** on the **System** interface to go to the Fingerprint parameter settings.



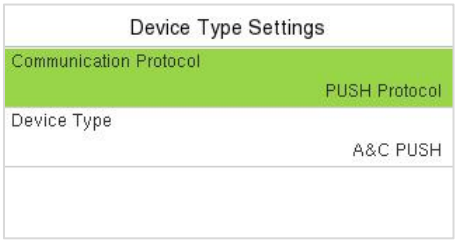


Function Description

Function Name	Description
1:1 Threshold	Under 1:1 verification method, the verification will only be successful when the similarity between the acquired fingerprint data and the fingerprint template associated with the entered user ID enrolled in the device is greater than the set value.
1:N Threshold	Under 1:N verification method, the verification will only be successful when the similarity between the acquired fingerprint data and the fingerprint templates enrolled in the device is greater than the set value.
FP Sensor Sensitivity	To set the sensibility of fingerprint acquisition. It is recommended to use the default level "**Medium**". When the environment is dry, resulting in slow fingerprint detection, you can set the level to **"High**" to raise the sensibility; when the environment is humid, making it hard to identify the fingerprint, you can set the level to "**Low**".
1:1 Retry Attempts	In 1:1 Verification, users might forget the registered fingerprint, or press the finger improperly. To reduce the process of re-entering user ID, retry is allowed.
Fingerprint Algorithm	Fingerprint algorithm version. Default support ZKFinger VX13.0, can change to ZKFinger VX10.0.
Fingerprint Image	To set whether to display the fingerprint image on the screen during fingerprint enrollment or verification. Four choices are available: **Show for Enroll:** to display the fingerprint image on the screen only during enrollment. **Show for Match:** to display the fingerprint image on the screen only during verification. **Always Show:** to display the fingerprint image on screen during enrollment and verification. **None:** not to display the fingerprint image.

9.4 Device Type Settings

Select **Device Type Settings** on the **System** interface to configure the Device Type Settings.

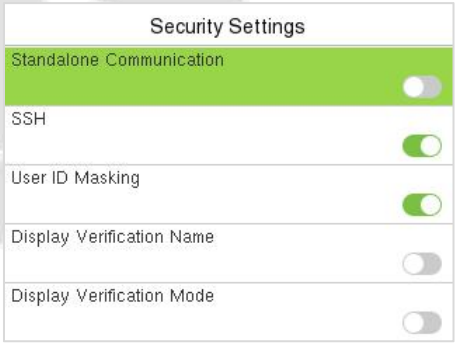


Function Name	Description
Communication Protocol	Set the device communication protocol. It is **BEST Protocol** by default, which is suitable for ZKBio Zlink. **PUSH Protocol:** It can be set as A&C PUSH (which is suitable for ZKBio CVAccess) or T&A PUSH (which is suitable for ZKBio Time Cloud/ZKBio Time).
Device Type	Set the device as an access control terminal or attendance terminal.

Note: After changing the device type, the device will delete all the data and restart, and some functions will be adjusted accordingly.

9.5 Security Settings

Select **Security Settings** on the **System** interface to go to the Security settings.



Function Description

Function Name	Description
Standalone Communication	By default, this function is disabled. It is used to connect the C/S software (like ZKTime.Net, etc.). When it is switched on, a security prompt appears, and you need to set the Comm Key, the device will restart after you confirm.

SSH	SSH is used to enter the background of the device for maintenance.
User ID Masking	When enabled, and then the user is successfully compared and verified, the User ID in the displayed verification result will be replaced with an * to achieve secure protection of sensitive private data.
Display Verification Name	Set whether to display the username in the verification result interface.
Display Verification Mode	Set whether to display the verification mode in the verification result interface.

9.6 USB Upgrade

The device's firmware program can be upgraded with the upgrade file in a USB drive. Before conducting this operation, please ensure that the USB drive contains the correct upgrade file and is properly inserted into the device.

If no USB disk is inserted in, the system gives the following prompt after you select **USB Upgrade** on the System interface.

Select **USB Upgrade** on the **System** interface.

Note: If upgrade file is needed, please contact our technical support. Firmware upgrade is not recommenced under normal circumstances.

9.7 Update Firmware Online

Select **Update Firmware Online** on the System interface.

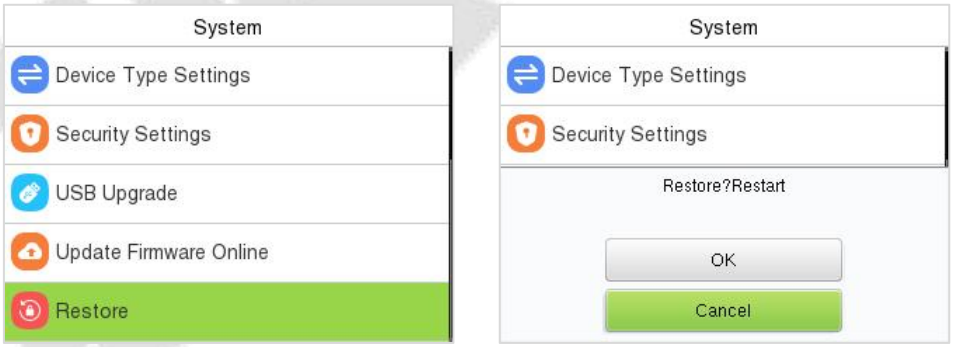
The Firmware Update Online function is enabled by default. Select Check for Updates it may have the following 3 scenarios:

- If the query fails, the interface will prompt "Query failed".
- If the firmware version of the device is latest, it will prompt that the current firmware version is already the latest.
- If the firmware version of the device is not the latest, the version number and change log of the latest version will be displayed. Users can choose whether to update to the latest firmware version.

9.8 Factory Reset

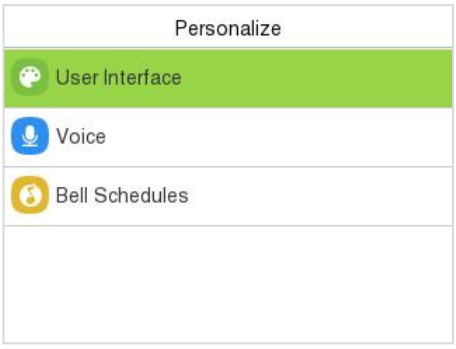
The Factory Reset function restores the device settings such as communication settings and system settings, to the default factory settings (this function does not clear registered user data).

Select **Restore** on the **System** interface and then press **M/OK** to restore the default factory settings.



10 Personalize Settings

When the device is on the initial interface, press **[M/OK]** button and enter **Personalize** to customize the interface settings, voice, bell, punch state options, and shortcut key mappings.

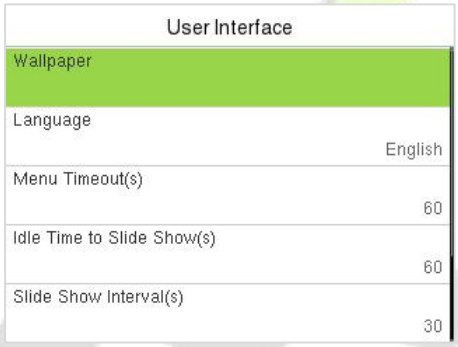


BEST Protocol/A&C PUSH

T&A PUSH

10.1 User Interface

Select **User Interface** on the **Personalize** interface to customize the display style of the main interface.



Function Description

Function Name	Description
Wallpaper	It helps to select the main screen wallpaper according to the user preference.
Language	It helps to select the language of the device. The device restart has taken effect.
Menu Timeout (s)	When there is no operation, and the time exceeds the set value, the device automatically goes back to the initial interface. The function can either be disabled or set the required value between 60 and 99999 seconds.
Idle Time to Slide Show (s)	When there is no operation, and the time exceeds the set value, a slide show is displayed. The function can be disabled, or you may set the value between 3 and 999 seconds.

Slide Show Interval (s)	It is the time interval in switching between different slide show pictures. The function can be disabled, or you may set the interval between 3 and 999 seconds.
Idle Time to Sleep (m)	If the sleep mode is activated, and when there is no operation in the device, then the device will enter standby mode. This function can be disabled or set a value within 1 to 999 minutes.
Main Screen Style	The style of the main screen can be selected according to the user preference.

10.2 Voice

Select **Voice** on the **Personalize** interface to configure the voice settings.

Function Description

Function Name	Description
Voice Prompt	Toggle to enable or disable the voice prompts during function operations.
Keyboard Prompt	Toggle to enable or disable the keypad sounds.
Volume	Adjust the volume of the device which can be set between 0 to 100.

10.3 Bell Schedules

Select **Bell Schedules** on the **Personalize** interface to configure the Bell settings.

➢ **New Bell Schedule:**

Select **New Bell Schedule** on the **Bell Schedule** interface to add a new bell schedule.

Function Description

Function Name	Description
Bell Status	Toggle to enable or disable the bell status.
Bell Time	Once the required time is set, the device automatically triggers to ring the bell during that time.
Repeat	Set the required number of counts to repeat the scheduled bell.
Ring Tone	Select a ringtone.
Internal Bell Delay(s)	Set the replay time of the internal bell. Valid values range from 1 to 999 seconds.

➢ **All Bell Schedules:**

Once the bell is scheduled, on the **Bell Schedules** interface, select **All Bell Schedules** to view the newly scheduled bell.

➢ **Edit the Scheduled Bell:**

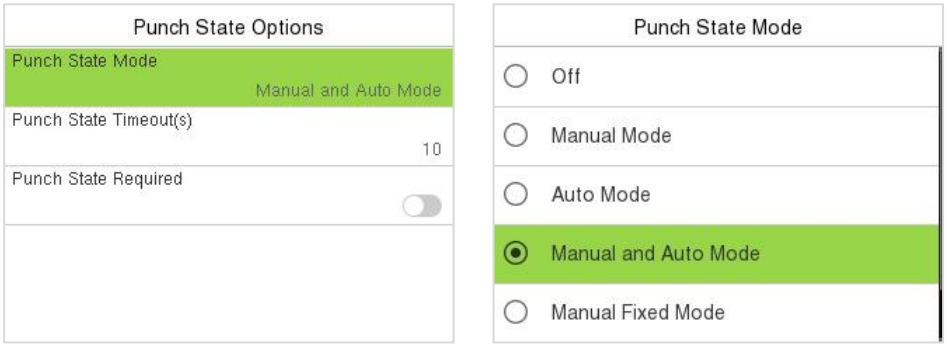
On the **All Bell Schedules** interface, select the required bell schedule, and select **Edit** to edit the selected bell schedule. The editing method is the same as the operations of adding a new bell schedule.

➢ **Delete a Bell Schedules:**

On the **All Bell Schedules** interface, select the required bell schedule, select **Delete**, and then press **M/OK** to delete the selected bell.

10.4 Punch States Options (T&A PUSH)

Select **Punch States Options** on the **Personalize** interface to configure the punch state settings.



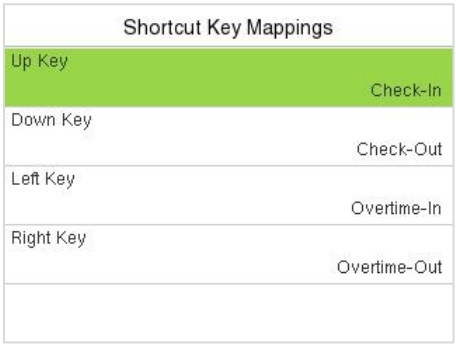
Function Description

Function Name	Description
Punch State Mode	**Off:** Disable the punch state function. Therefore, the punch state key set under Shortcut Key Mappings menu will become invalid. **Manual Mode:** Switch the punch state key manually, and the punch state key will disappear after Punch State Timeout. **Auto Mode:** The punch state key will automatically switch to a specific punch status according to the predefined time schedule which can be set in the Shortcut Key Mappings. **Manual and Auto Mode:** The main interface will display the auto-switch punch state key. However, the users will still be able to select alternative that is the manual attendance status. After timeout, the manual switching to punch state key will become auto-switch punch state key. **Manual Fixed Mode:** After the punch state key is set manually to a particular punch status, the function will remain unchanged until it is being manually switched again. **Fixed Mode:** Only the manually fixed punch state key will be shown. Users cannot change the status by taping any other keys.
Punch State Timeout(s)	It is the time for which the punch state displays. The value ranges from 5 to 999 seconds.
Punch State Required	Select whether an attendance state needs to be selected after verification. **ON:** Attendance state needs to be selected after verification. **OFF:** Attendance state need not requires to be selected after verification.

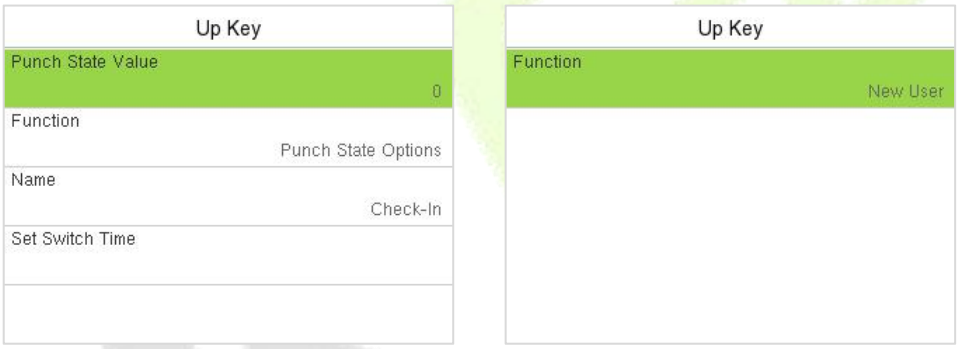
10.5 Shortcut Key Mappings (T&A PUSH)

Users may define shortcut keys for attendance status and functional keys which will be defined on the main interface. So, on the main interface, when the shortcut keys are tapped, the corresponding attendance status or the function interface will be displayed directly.

Select **Shortcut Key Mappings** on the **Personalize** interface to set the required shortcut keys.



- On the **Shortcut Key Mappings** interface, select the required shortcut key to configure the shortcut key settings.
- On the **Shortcut Key (example, "Up Key") interface**, select **Function** to set the functional process of the shortcut key either as punch state key or function key.
- If the Shortcut key is defined as a function key (such as New user, All users, etc.), the configuration is completed as shown in the image below.



- If the Shortcut key is set as a punch state key (such as check in, check out, etc.), then it is required to set the punch state value (valid value 0 to 250), name.

➢ **Set the Switch Time**

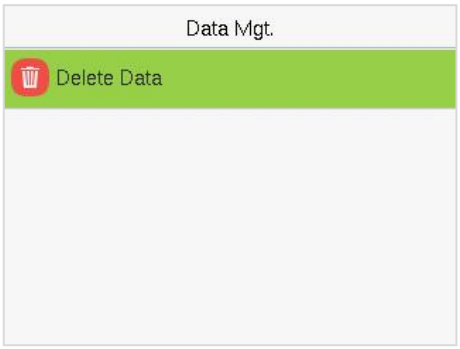
- The switch time is set in accordance with the punch state options.
- When the **Punch State Mode** is set to **Auto Mode**, the switch time should be set.
- On the **Shortcut Key** interface, select **Set Switch Time** to set the switch time.
- On the **Switch Cycle** interface, select the switch cycle (Monday, Tuesday, etc.) as shown in the image below.

- Once the Switch cycle is selected, set the switch time for each day, and press **M/OK** to confirm, as shown in the image below.

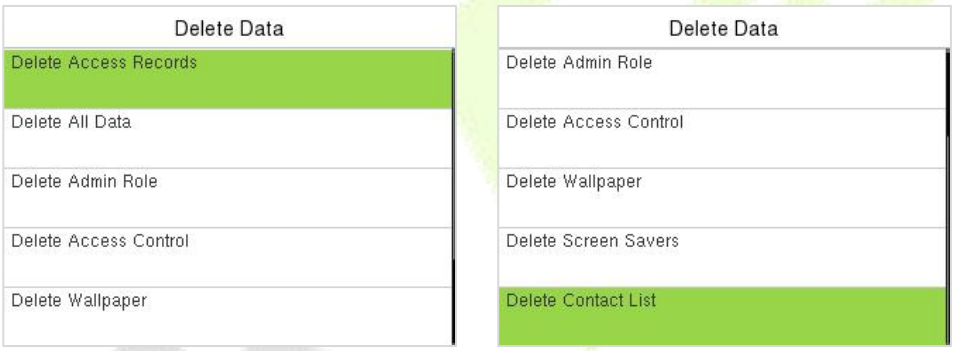
Note: When the function is set to Undefined, the device will not enable the punch state key.

11 Data Management (PUSH Protocol)

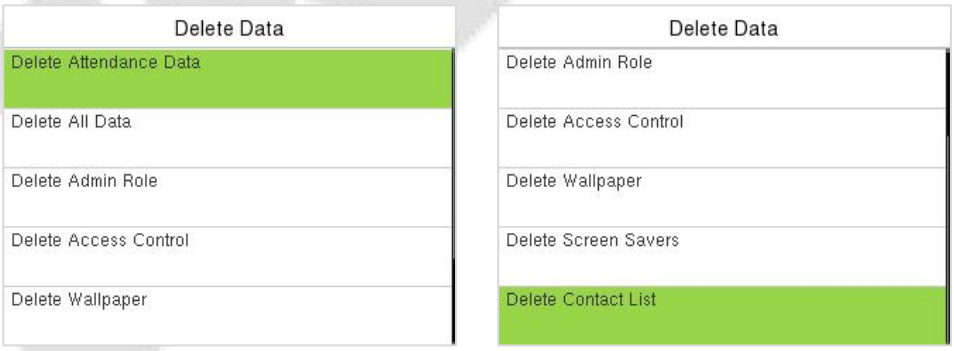
When the device is on the initial interface, press **[M/OK]** button and enter **Data Mgt.** to manage the relevant data in the device.



Select **Delete Data** on the **Data Mgt.** interface to delete the required data.



A&C PUSH



T&A PUSH

Function Description

Function Name	Description
Delete Access Records / Attendance Data	To delete the access records / attendance data conditionally.
Delete All Data	To delete the information and access records / attendance data of

	all registered users.
Delete Admin Role	To remove all the administrator privileges.
Delete Access Control	To delete all the access data.
Delete Wallpaper	To delete all the wallpapers in the device.
Delete Screen Savers	To delete all the screen savers in the device.
Delete Contact List	To delete all the contact list in the device.

The user may select **Delete All** or **Delete by Time Range** when deleting the access records / attendance data, to **Delete by Time Range**, you need to set a specific time range to delete all data within a specific period.

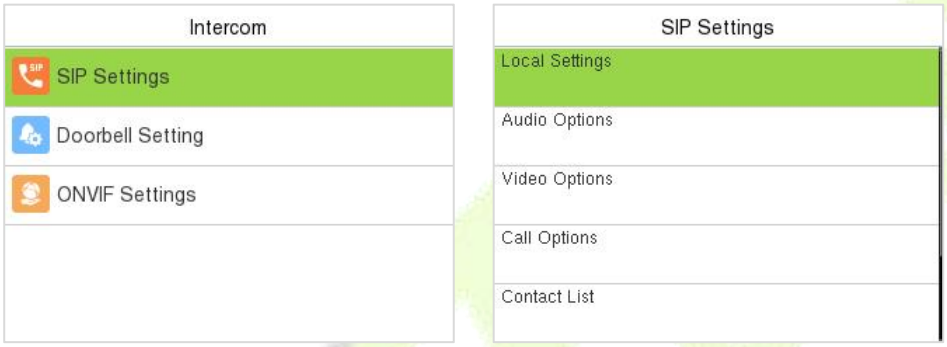
12 Intercom

When the device is on the initial interface, press **M/OK** and select **Intercom** to set relevant parameters of intercom, including SIP, Doorbell and ONVIF Settings.

The device achieves video intercom there are two modes, respectively, the LAN and SIP server. For more details, please refer to 26 SIP Video Intercom.

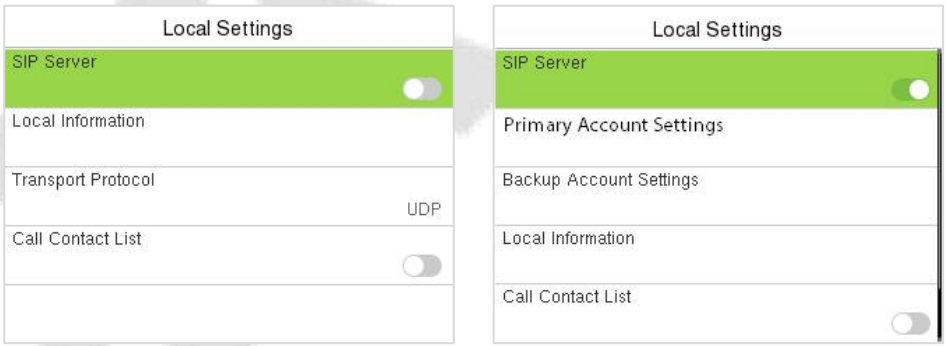
12.1 SIP Settings

Select **SIP Settings** on the **Intercom** interface to configure the settings.



12.1.1 Local Settings

Select **Local Settings** on the **SIP Settings** interface.



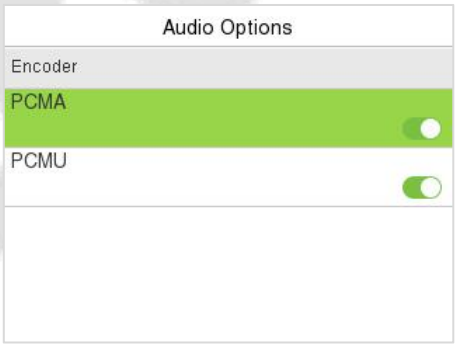
Function Description

Function Name	Description
SIP Server	Select whether to enable the SIP server. When it is enabled, the SIP account needs to be set. **Note:** Every time this feature is turned on or off, the contact list will be reset.
Primary Account Settings	After assigning the SIP account to the device on the ZKBio CVAccess, the account information will be automatically synchronized to the device. You don't need to configure it manually.

Backup Account Settings	Select whether to enable the backup account settings.
Device Port	When using a local area network for intercom, enter the device port number.
Local Information	**Device Type:** Set the device type as **Entrance Station** or **Fence Terminal**. And set the specific location information of the device, including the block, unit (can be disabled), and room number. When it is set as Fence Terminal, the call page will display block, unit and room number. **Note:** The contact list will be cleared after changing the device type.
Transport Protocol	Set the transport protocol between the device and indoor monitor.
Call Contact List	Select whether to enable the contact list on the call page. When it is enabled, you can press the **Up Key** to open the contact list on the call page.
Call Number Type	**Room Number:** The device can call the extension number (short number) or room number. **SIP Account Number:** The device can only call the SIP account.

12.1.2 Audio Options

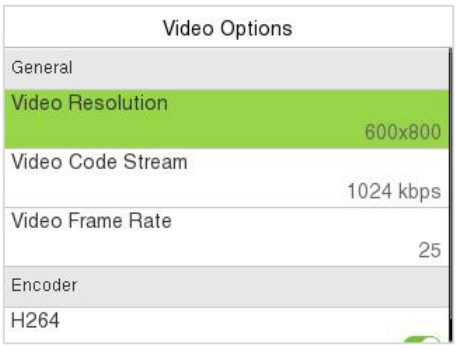
Select **Audio Options** on the **SIP Settings** interface.



Select the audio encoder for intercom. Both PCMU and PCMA provide better voice quality, but they take up more bandwidth, requiring 64kbps.

12.1.3 Video Options

Select **Video Options** on the **SIP Settings** interface.

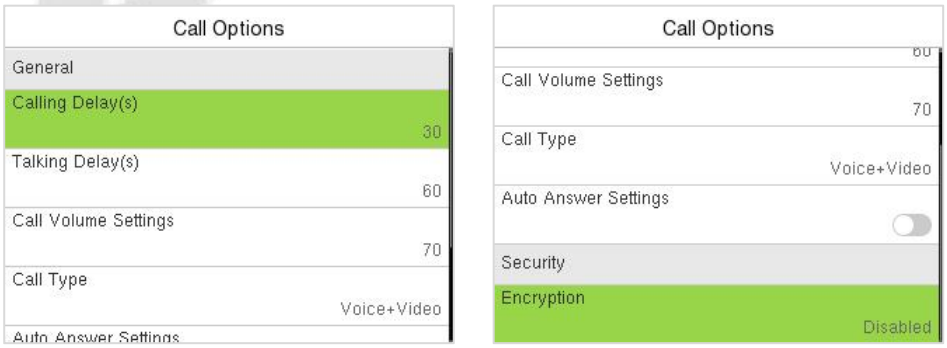


Function Description

Function Name	Description
Video Resolution	Select the video resolution of the intercom, 1024 x 576 or 800 x 600. The device only supports landscape screen. It is suggested to set as 800 x 600.
Video Code Stream	Select the video code stream of the intercom, the larger the value, the higher the picture and sound quality of the video, and the greater the network requirements.
Video Frame Rate	Refers to the number of frames per second of the intercom video display, the larger the value the smoother, the device defaults to 25Hz, does not support modification.
Encoder	Whether to enable H264 Encoder.

12.1.4 Call Options

Select **Call Options** on the **SIP Settings** interface.



Function Description

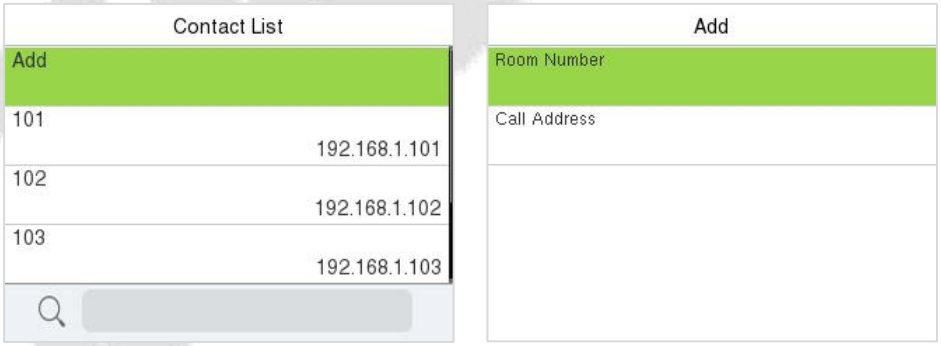
Function Name	Description
Calling Delay(s)	Set the time of call, valid value 30 to 60 seconds.
Talking Delay(s)	Set the time of intercom, valid value 60 to 120 seconds. It is suggested to set as 60s.
Call Volume Settings	Set the volume of the call, with valid value ranging from 0 to 100.
Call Type	Set the call type to Voice only or Voice+Video.
Auto Answer Settings	Select whether to enable the auto answer function. When it is enabled, the device will automatically answer if the indoor monitor calls.
Auto-Answer Delay Time	The device will automatically answer after the set delay time if the indoor monitor calls, valid value 0 to 10 seconds.
Encryption	It is disabled by default.

12.1.5 Contact List

Select **Contact List** on the **SIP Settings** interface.

In SIP Server mode, the contact list is synchronized by the ZKBio CVAccess Server to the device. The contact list can only be viewed, cannot be edited. When the SIP server is disabled, the room number and call address of the indoor monitors can be added here.

Select **Add** to enter the Add Contact List interface.



- **Room Number:** Customize the number of the indoor monitor.

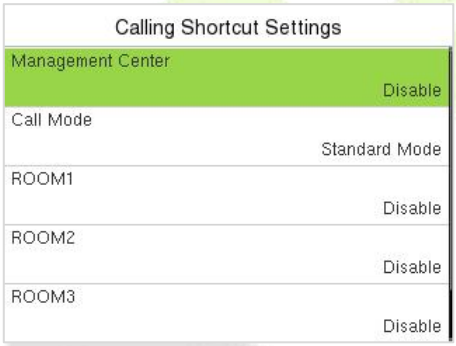
When the device type is set as **Entrance Station**, the room number can be 1~ 4 digits. When the device type is set as **Fence Terminal**, you need to input the block, unit and room number. For example, if the indoor monitor is in Block 3, Unit 2, Room 2601, then input "03.02.2601".

Entrance Station Fence Terminal

- **Call Address:** It is the IP Address of the indoor monitor.

12.1.6 Calling Shortcut Settings

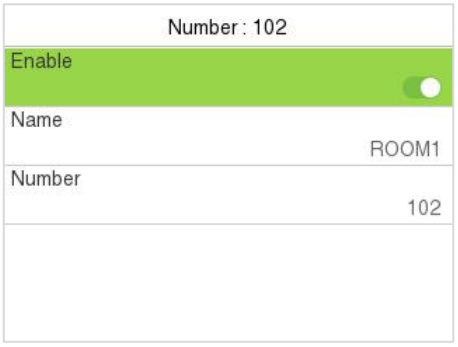
Select **Calling Shortcut Settings** on the **SIP Settings** interface.



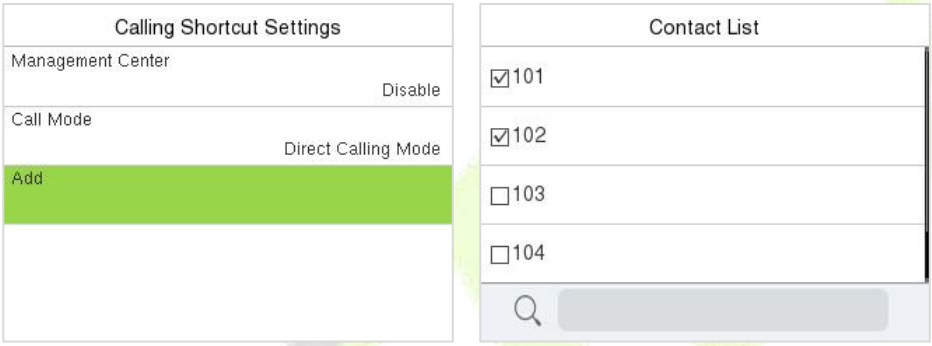
Management Center: Select whether to enable the Management Center and set its number. After enabling, you can press the key to directly call the admin on the call page.

Call Mode: It can be set as **Standard Mode** or **Direct Calling Mode**.

- In Standard mode, there are **4** shortcut keys that can be enabled and defined in the device: **ROOM1**, **ROOM2, ROOM3** and **ROOM4**. You can set a shortcut key to call the indoor monitor quickly without entering the number of the indoor monitor each time.
  Name: Customize the name of the shortcut keys.
  Number: Select the room number that set in the **Contact List** Menu.

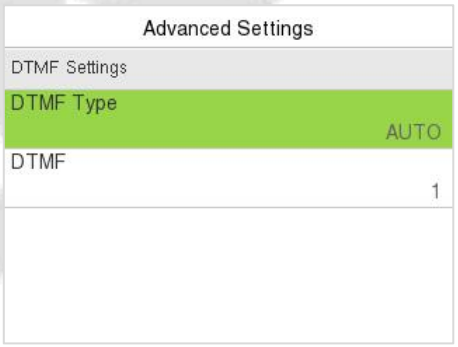


- In Direct Calling mode, the user can call multiple indoor monitors directly.
  Enter **Call Mode > Direct Calling Mode> Add**, select the indoor monitors that you want to call, then the indoor monitors will be displayed in the list.



12.1.7 Advanced Settings

Select **Advanced Settings** on the **SIP Settings** interface.



Function Description

Function Name	Description
DTMF Type	Set the DTMF type as AUTO, SIP INFO or RFC2833.
DTMF	The value should be set as same as the value of DTMF in the indoor monitor.

12.2 Doorbell Setting

Select **Doorbell Setting** on the **Intercom** interface to set the doorbell.

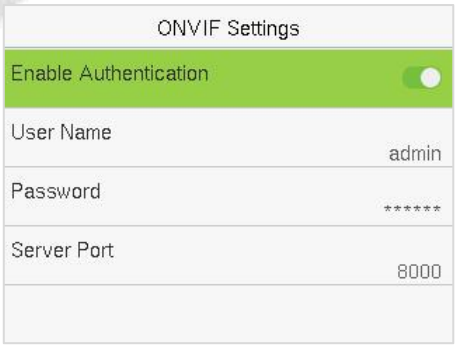
Function Description:

Function Name	Description
Doorbell Setting	**Disabled:** The doorbell button is disabled. **Doorbell Only:** When the user presses the doorbell button, only the doorbell rings. **Video Intercom Only:** When the user presses the doorbell button, only the device makes a call. **Doorbell+Video Intercom:** When the user presses the doorbell button, the doorbell rings and the device makes a call at the same time.

12.3 ONVIF Settings

Note: This function needs to be used with the network video recorder (NVR).

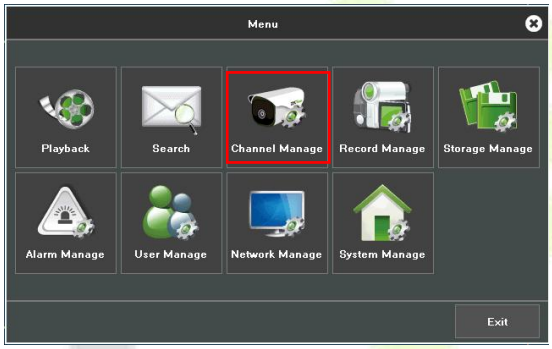
1. Set the device to the same network segment as the NVR.
2. Select **ONVIF Settings** on the **Intercom** interface.



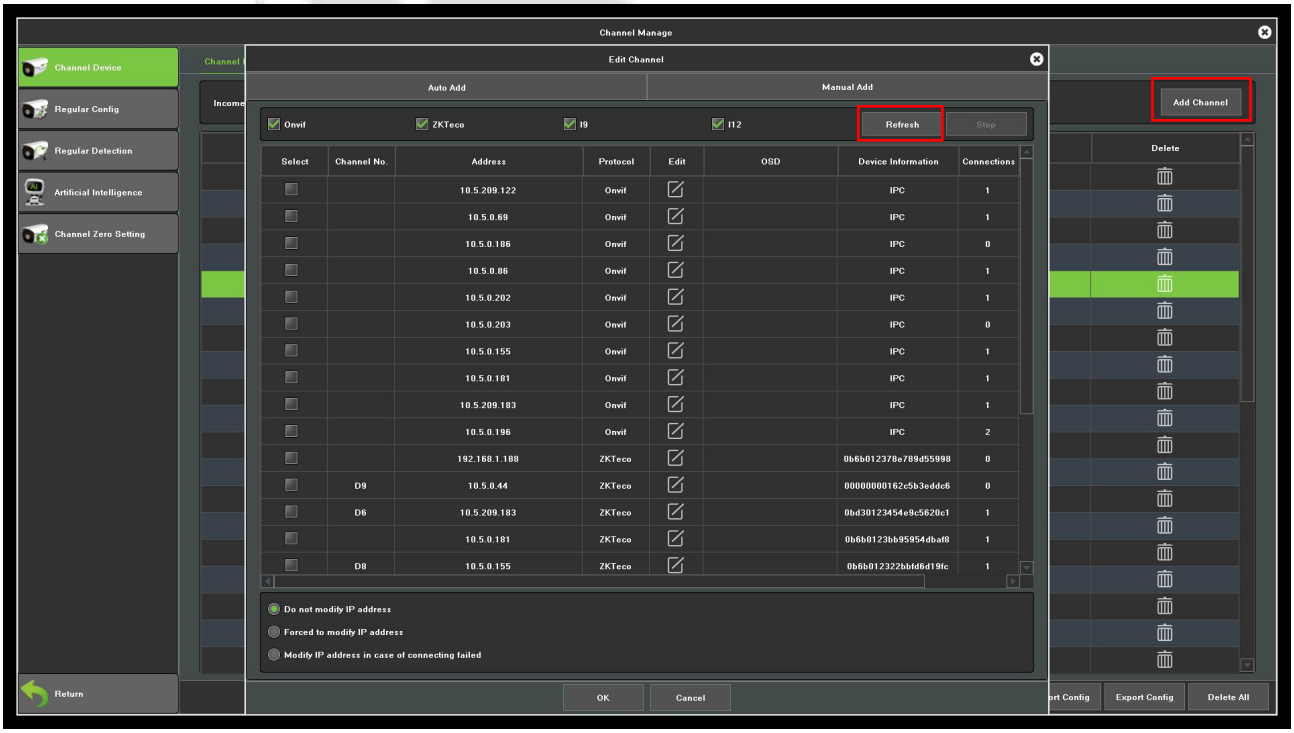
Function Description:

Function Name	Description
Enable Authentication	Enable/Disable the Authentication Function. When it is disabled, there is no need to input the User Name and Password when adding the device to the NVR.
User Name	Set the User Name. The default is **admin**.
Password	Set the password. The default is **admin@123**.
Server Port	The default is 8000, and cannot be modified.

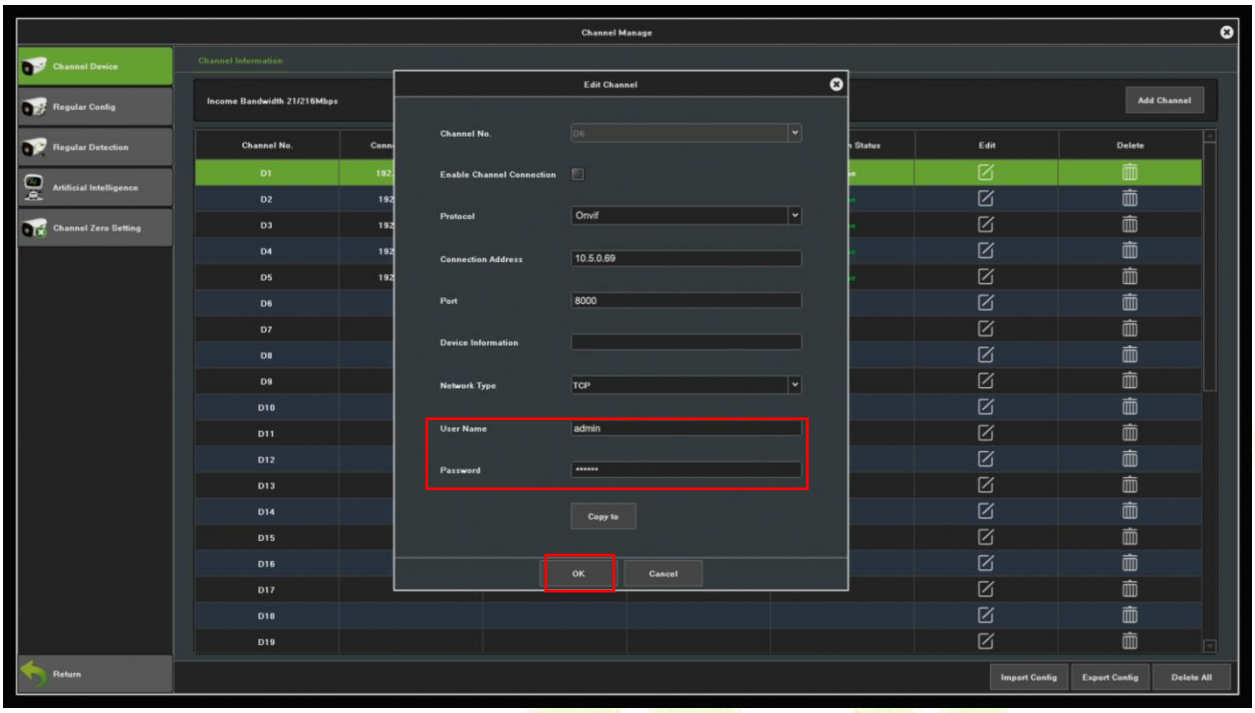
3. On the NVR system, click on [**Start**] > [**Menu**], then the main menu will pop up.



4. Click [**Channel Manage**] > [**Add Channel**] > [**Refresh**] to search for the device.

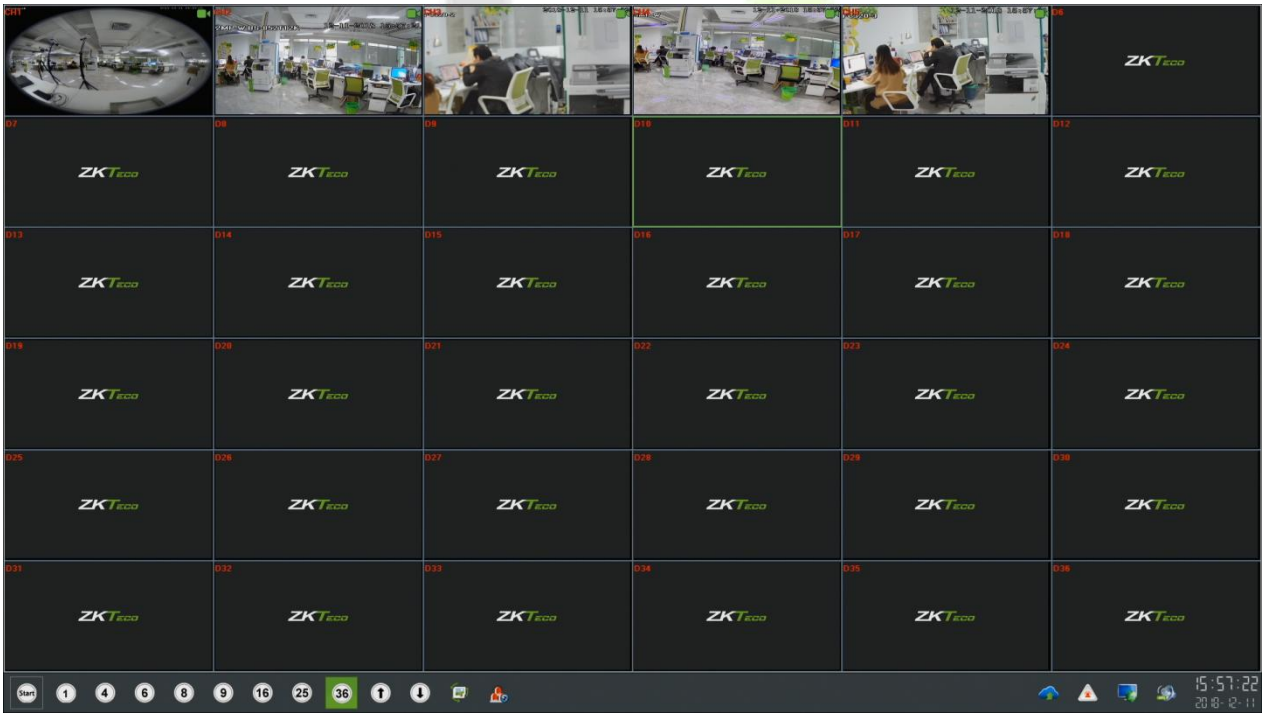


5. Select the checkbox for the device you want to add and edit the parameters in the corresponding text field, then click on **OK** to add it to the connection list.



Note: The User Name and Password is set in the **ONVIF Settings** of the device.

6. After adding successfully, the video image obtaining from the device can be viewed in real-time.



For more details, please refer to the *NVR User Manual*.

13 Work Code (T&A PUSH)

Employees' salaries are subject to their attendance records. An employee can be engaged in more than one type of work which may vary with time. As the pay varies according to the work types, the terminal provides a parameter to indicate the corresponding work type for every attendance record to facilitate rapid understanding of different attendance situations during the handling of attendance data.

Select **Work Code** on the main menu interface. It is only for time attendance terminal.

13.1 Add a Work Code

Function Description:

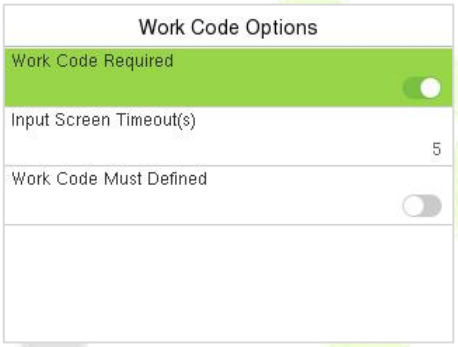
Function Name	Description
ID	It is the digital code of the work code. Users may set a valid value between 1 and 99999999.
Name	It is the naming of the work code.

13.2 All Work Codes

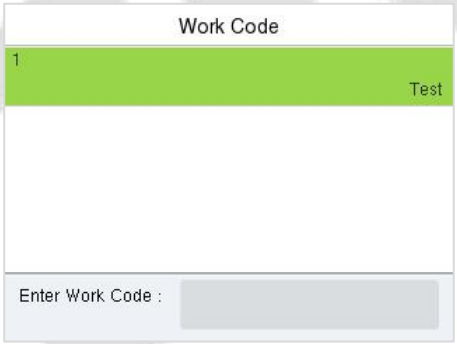
You can view, edit and delete work codes in All Work Codes. The process of editing a work code is the same as adding a work code, except that the ID is not allowed to be modified.

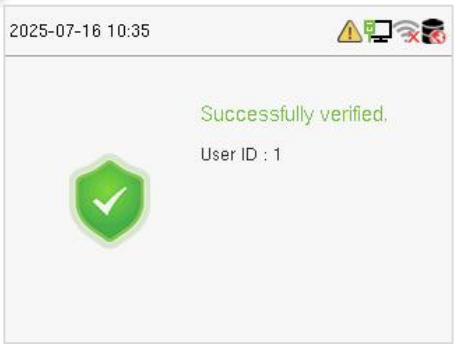
13.3 Work Code Options

To set whether entering the work code is a must and whether the entered work code must exist during authentication.



In **1: N** or **1:1** verification, the system will automatically pop up the following window. Select the corresponding Word Code manually to verify successfully.

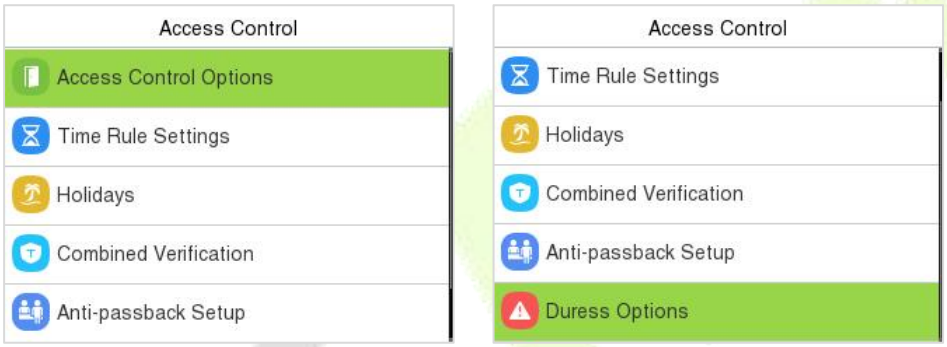




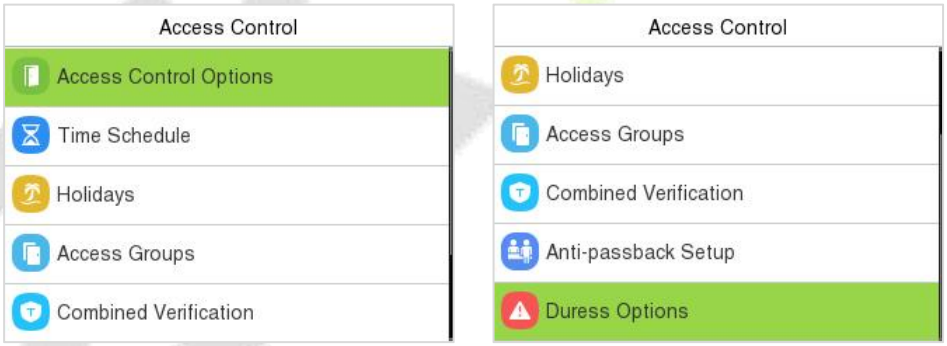
14 Access Control

When the device is on the initial interface, press **[M/OK]** button and enter **Access Control** to set the schedule of the door opening, locks control and to configure other parameters settings related to access control.

BEST Protocol



A&C PUSH



T&A PUSH

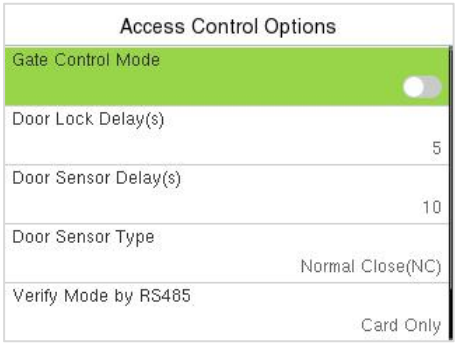
To get access, the registered user must meet the following conditions:

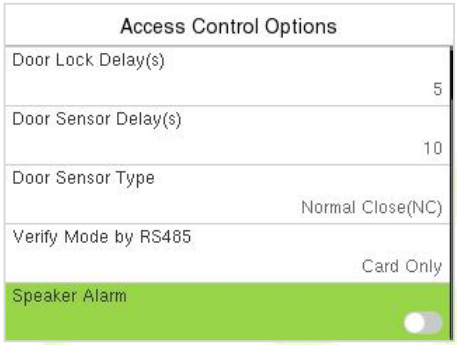
1. The relevant door's current unlock time should be within any valid time zone of the user's time period.
2. The corresponding user's group must be already set in the door unlock combination (and if there are other groups, being set in the same access combo, then the verification of those group's members is also required to unlock the door).
3. In default settings, new users are allocated into the first group with the default group time zone, where the access combo is "1" and is set in unlock state by default.

14.1 Access Control Options

Select **Access Control Options** on the **Access Control** interface to set the parameters of the control lock of the terminal and related equipment.

BEST Protocol:

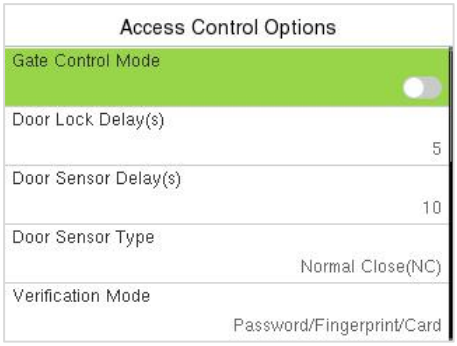


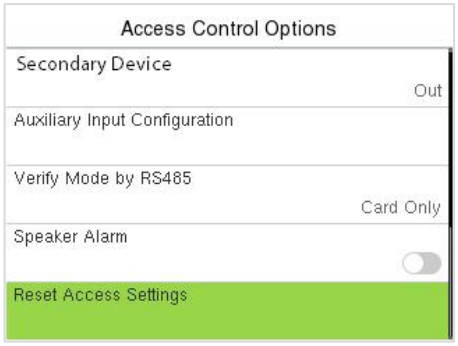


Function Description:

Function Name	Description
Gate Control Mode	It toggles between **ON** or **OFF** switch to get into gate control mode or not. When set to **ON**, the interface removes the Door Lock Delay, Door Sensor Delay, and Door Sensor Type options.
Door Lock Delay (s)	The length of time that the device controls the electric lock to be in unlock state. Valid value: 1~99 seconds.
Door Sensor Delay (s)	If the door is not locked and is left open for a certain duration (Door Sensor Delay), an alarm will be triggered. The valid value of Door Sensor Delay ranges from 1 to 255 seconds.
Door Sensor Type	There are three Sensor types: **None**, **Normal Open**, and **Normal Close**. **None:** It means the door sensor is not in use. **Normal Open:** It means the door is always left open when electric power is on. **Normal Close:** It means the door is always left closed when electric power is on.
Speaker Alarm	It transmits a sound alarm or disassembly alarm from the local. When the door is closed or the verification is successful, the system cancels the alarm from the local.

A&C PUSH:



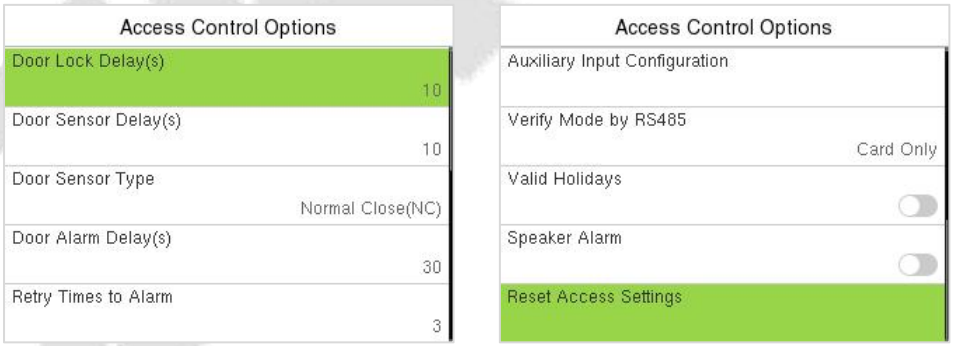


Function Description:

Function Name	Description
Gate Control Mode	It toggles between **ON** or **OFF** switch to get into gate control mode or not. When set to **ON**, the interface removes the Door Lock Delay, Door Sensor Delay, and Door Sensor Type options.
Door Lock Delay (s)	The length of time that the device controls the electric lock to be in unlock state. Valid value: 1~99 seconds.
Door Sensor Delay (s)	If the door is not locked and is left open for a certain duration (Door Sensor Delay), an alarm will be triggered. The valid value of Door Sensor Delay ranges from 1 to 255 seconds.
Door Sensor Type	There are three Sensor types: **None**, **Normal Open**, and **Normal Close**. **None:** It means the door sensor is not in use. **Normal Open:** It means the door is always left open when electric power is on. **Normal Close:** It means the door is always left closed when electric power is on.
Verification Mode	The supported verification mode includes Password/Fingerprint/Card, Fingerprint Only, User ID Only, Password, Card Only, Fingerprint/Password, Fingerprint/Card, User ID + Fingerprint, Fingerprint + Password, Fingerprint + Card, Fingerprint + Password + Card, Password + Card, Password/Card, User ID + Fingerprint + Password, Fingerprint + (Card/User ID).
Door Available Time Period	It sets the timing for the door so that the door is accessible only during that period.
Normal Open Time Period	It is the scheduled time-period for "Normal Open" mode so that the door is always open during this period.

Primary Device	While configuring the primary and secondary devices, you may set the state of the primary as **Out** or **In**. **Out:** A record of verification on the primary device is a check-out record. **In:** A record of verification on the primary device is a check-in record.
Secondary Device	While configuring the primary and secondary devices, you may set the state of the secondary as **Out** or **In**. **Out:** A record of verification on the secondary device is a check-out record. **In:** A record of verification on the secondary device is a check-in record.
Auxiliary Input Configuration	Sets the door unlock time period and auxiliary output type of the auxiliary terminal device. Auxiliary output types include None, Trigger door open, Trigger Alarm, Trigger door open and Alarm.
Verify Mode by RS485	When the RS485 reader function is turned on, the verification method is used when the device is used as a primary or a secondary.
Speaker Alarm	It transmits a sound alarm or disassembly alarm from the local. When the door is closed or the verification is successful, the system cancels the alarm from the local.
Reset Access Settings	The access control reset parameters include door lock delay, door sensor delay, door sensor type, verification mode, door available time period, normal open time period, primary device, and alarm. However, erased access control data in Data Mgt. is excluded.

T&A PUSH:



Function Description:

Function Name	Description
Door Lock Delay (s)	The length of time that the device controls the electric lock to be in unlock state. Valid value: 0 to 10 seconds.

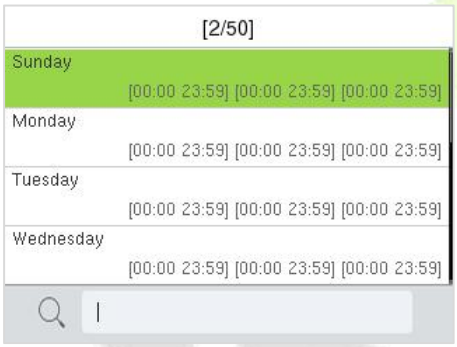
Door Sensor Delay (s)	If the door is not locked and is left open for a certain duration (Door Sensor Delay), an alarm will be triggered. The valid value of Door Sensor Delay ranges from 1 to 255 seconds.
Door Sensor Type	There are three Sensor types: **None**, **Normal Open**, and **Normal Close**. **None:** It means the door sensor is not in use. **Normal Open (NO):** It means the door is always left open when electric power is on. **Normal Close (NC):** It means the door is always left closed when electric power is on.
Door Alarm Delay(s)	When the state of the door sensor is inconsistent with that of the door sensor type, alarm will be triggered after a time period; this time period is the Door Alarm Delay (the value ranges from 1 to 999 seconds).
Retry Times to Alarm	When the number of failed verifications reach the set value (value ranges from 1 to 9 times), the alarm will be triggered. If the set value is None, the alarm will not be triggered after failed verification.
Normal Close Time Period	It is the scheduled time-period for "Normal Close" mode so that the door is always closed during this period.
Normal Open Time Period	It is the scheduled time-period for "Normal Open" mode so that the door is always open during this period.
Auxiliary Input Configuration	Sets the door unlock time period and auxiliary output type of the auxiliary terminal device. Auxiliary output types include None, Trigger door open, Trigger Alarm, Trigger door open and Alarm.
Verify Mode by RS485	When the RS485 reader function is turned on, the verification method is used when the device is used as a primary or a secondary.
Valid Holidays	To set if **Normal Close Time Period** or **Normal Open Time Period** settings are valid in set holiday time period. Choose [**ON**] to enable the set **NC** or **NO** time period in holiday.
Speaker Alarm	It transmits a sound alarm or disassembly alarm from the local. When the door is closed or the verification is successful, the system cancels the alarm from the local.
Reset Access Setting	The access control reset parameters include door lock delay, door sensor delay, door sensor type, door alarm delay, normal close time period, normal open time period, and alarm. However, erased access control data in Data Mgt. is excluded.

14.2 Time Rule Settings / Time Schedule (PUSH Protocol)

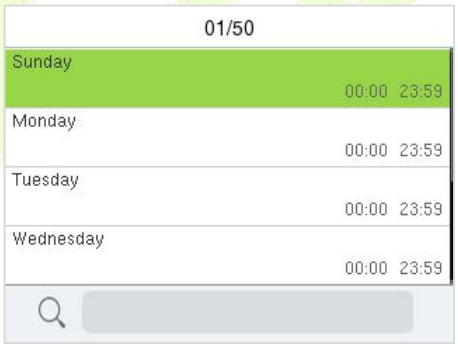
Select **Time Rule Settings / Time Schedule** on the **Access Control** interface to configure the time settings.

- The entire system can define up to 50 Time Rules.
- Each time-period represents **10** Time Zones, i.e., **1** week and **3** holidays, and each time zone is a standard 24 hour period per day and the user can only verify within the valid time-period.
- One can set a maximum of 3 time periods for every time zone. The relationship among these time-periods is "**OR**". Thus, when the verification time falls in any one of these time-periods, the verification is valid.
- The Time Zone format of each time-period is **HH MM-HH MM**, which is accurate to minutes according to the 24-hour clock.

Search the required Time Rule in the grey box and specify the required Time Rule number (maximum up to 50 rules).

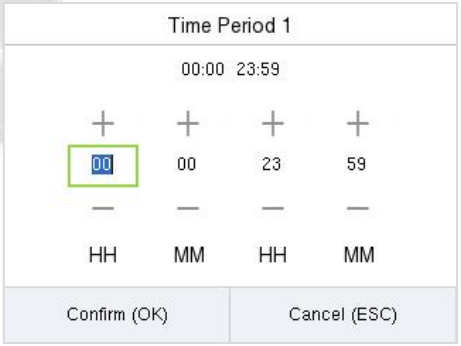


A&C PUSH



T&A PUSH

On the selected Time Rule number interface, select the required day (that is Monday, Tuesday, etc.) to set the time.



Specify the start and the end time, and then press **M/OK**.

Note:

1. The door is inaccessible for the whole day when the End Time occurs before the Start Time (such as **23:57 to 23:56**).

2. It is the time interval for valid access when the End Time occurs after the Start Time (such as **08:00 to 23:59**).
3. The door is accessible for the whole day when the End Time occurs after the Start Time (such that Start Time is **00:00** and End Time is **23:59**).
4. The default Time Rule 1 indicates that the door is open all day long.

14.3 Holidays (PUSH Protocol)

When there is a holiday, you may need a different access time; however, altering everyone's access time one by one is extremely time-consuming. Thus, a holiday access time that applies to all workers can be set, and the user will be able to open the door during the holidays.

Select **Holidays** on the **Access Control** interface to set the holiday access.

➢ **Add a New Holiday:**

Select **Add Holiday** on the **Holidays** interface and set the holiday parameters.

A&C PUSH

T&A PUSH

➢ **Edit a Holiday:**

On the **Holidays** interface, select a holiday item to be modified. Select **Edit** to modify holiday parameters.

➢ **Delete a Holiday:**

On the **Holidays** interface, select a holiday item to be deleted and select **Delete**. Press **M/OK** to confirm the deletion. After deletion, this holiday does not display on the **All Holidays** interface.

14.4 Access Groups (T&A PUSH)

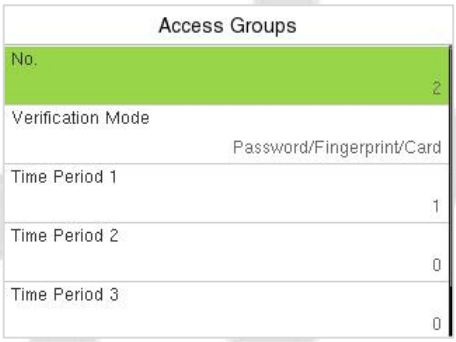
Grouping is to manage users in groups, only for time attendance terminal.

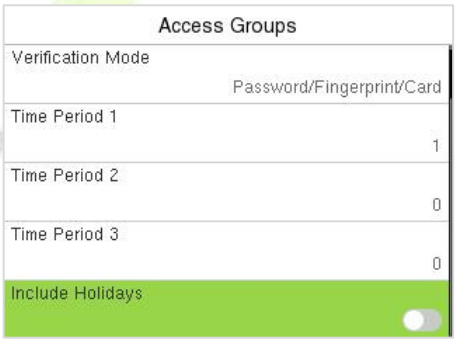
The default time zone for group members is the group time zone, while users can set their personal time zone. When the group verification mode and the user verification mode overlap, the user verification mode takes priority. Each group can set a maximum of 3 time zones; as long as one of them is valid, the group can be successfully verified. The newly enrolled user is assigned to Access Group 1 by default, but can be assigned to another access group.

Select **Access Groups** on the **Access Control** interface.

➢ **Add a New Holiday:**

Select **New Group** on the **Access Group** interface.





Note:

1. The system has a default access group numbered 1, which cannot be deleted but can be modified.
2. A number cannot be modified again after being set.
3. When the holiday is set to be valid, the personnel in a group can open the door only when group time period overlaps with the holiday time period.
4. When the holiday is set to be invalid, the access control time of the personnel in this group is not affected by holidays.

➢ **Edit Group:**

On the **All Group** interface, tap to select the access group item to be modified. Select **Edit** to modify group parameters.

➢ **Delete a Group:**

On the **All Group** interface, select an access group item to be deleted and select **Delete**. Press **M/OK** to confirm the deletion. After deletion, this group does not display on the **All Group** interface.

14.5 Combined Verification (PUSH Protocol)

Access groups are arranged into different door-unlocking combinations to achieve multiple verifications and strengthen security.

In a door-unlocking combination, the range of the combined number N is **0 ≤ N ≤ 5** and the number of members N may all belong to one access group or may belong to five different access groups.

Select **Combined Verification** on the **Access Control** interface to configure the combined verification setting.

On the combined verification interface, select the Door-unlock combination to be set, and press the **up** and **down** arrows to input the combination number, and then press **M/OK**.

For Example:

- If the **Door-unlock combination 1** is set as (**01 03 05 06 08**). It indicates that the unlock combination 1 consists of 5 people and all the 5 individuals are from 5 groups, namely, AC Group 1, AC Group 3, AC Group 5, AC Group 6, and AC Group 8, respectively.
- If the **Door-unlock combination 2** is set as (**02 02 04 04 07**). It indicates that the unlock combination 2 consists of 5 people; the first two are from AC Group 2, the next two are from AC Group 4, and the last person is from AC Group 7.
- If the **Door-unlock combination 3** is set as (**09 09 09 09 09**). It indicates that there are 5 people in this combination; all of which are from AC Group 9.
- If the **Door-unlock combination 4** is set as (**03 05 08 00 00**). It indicates that the unlock combination 4 consists of only three people. The first person is from AC Group 3, the second person is from AC Group 5, and the third person is from AC Group 8.

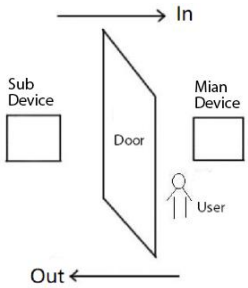
Note: To delete the door-unlock combination, set all Door-unlock combinations to 0.

14.6 Anti-passback Setup (PUSH Protocol)

A user may be followed by some person(s) to enter the door without verification, resulting in a security breach. So, to avoid such situations, the Anti-Passback option was developed. Once it is enabled, the check-in and check-out record must occur alternatively to open the door to represent a consistent pattern.

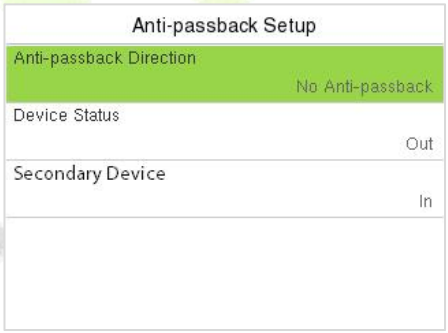
This function requires two devices to work together:

One device is installed on the indoor side of the door (main device), and the other one is installed on the outdoor side of the door (the sub device). The two devices communicate via the Wiegand signal. The Wiegand format and Output type (User ID/Card Number) adopted by the main device and sub device must be consistent.



Select **Anti-passback Setup** on the **Access Control** interface.

A&C PUSH



T&A PUSH

Function Description:

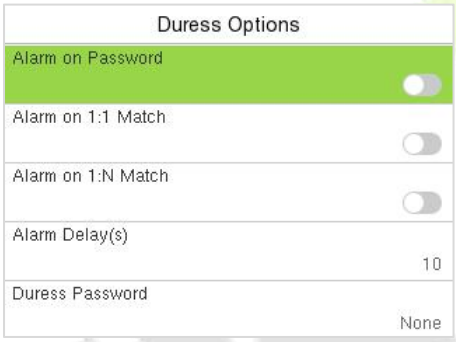
Function Name	Description
Anti-passback Direction	**No Anti-passback:** The Anti-Passback function is disabled, which means successful verification through either the main device or sub device can unlock the door. The attendance state is not saved in this option. **Out Anti-passback:** The user can check-out only if the last record is a check-in record otherwise an alarm is raised. However, the user can check-in freely. **In Anti-Passback:** The user can check-in again only if the last record is a check-out record otherwise an alarm is raised. However, the user can check-out freely. **In/Out Anti-passback:** In this case, a user can check-in only if the last record is a check-out or the user can check-out only if the last record is a check-in otherwise the alarm is triggered.

Device Status	Set the state of the device as **Out** or **In**. **Out:** A record of verification on the device is a check-out record. **In:** A record of verification on the device is a check-in record.
Secondary Device	Set the state of the secondary as **Out** or **In**. **Out:** A record of verification on the secondary device is a check-out record. **In:** A record of verification on the secondary device is a check-in record.

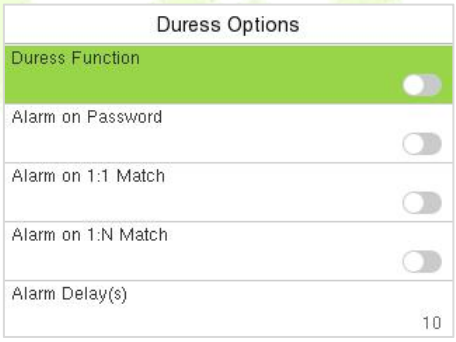
14.7 Duress Options Settings (PUSH Protocol)

Once a user activates the duress verification function with a specific authentication method(s), and when he/she is under coercion and authenticates using duress verification, the device unlocks the door as usual. At the same time, a signal is sent to activate the alarm as well.

On the **Access Control** interface, select **Duress Options** to configure the duress settings.



A&C PUSH



T&A PUSH

A&C PUSH:

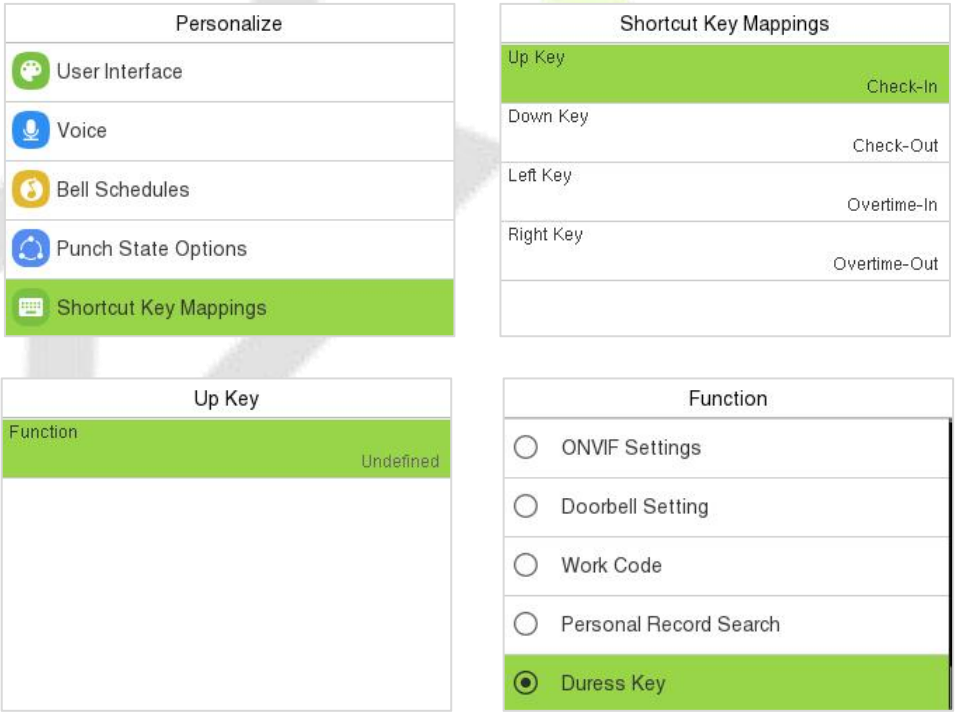
Function Name	Description
Alarm on Password	After enabled, when a user uses the password verification method, an external alarm signal will be generated, otherwise there will be no alarm signal.
Alarm on 1:1 Match	After enabled, when a user uses the 1:1 verification method, an external alarm signal will be generated, otherwise there will be no alarm signal.
Alarm on 1:N Match	After enabled, when a user uses the 1:N verification method, an external alarm signal will be generated, otherwise there will be no alarm signal.
Alarm Delay (s)	Alarm signal will not be transmitted until the alarm delay time is elapsed. The value ranges from 1 to 999 seconds.
Duress Password	Set the 6-digit duress password. When the user enters this duress password for verification, an external alarm signal will be generated.

T&A PUSH:

Function Name	Description
Duress Function	After enabled, Duress Key can be set in the Shortcut Key Mappings. After pressing the "Duress Key", then (within 10 seconds) press any registered fingerprint to generate an external alarm upon successful verification.
Alarm on Password	After enabled, when a user uses the password verification method, an external alarm signal will be generated, otherwise there will be no alarm signal.
Alarm on 1:1 Match	After enabled, when a user uses the 1:1 verification method, an external alarm signal will be generated, otherwise there will be no alarm signal.
Alarm on 1:N Match	After enabled, when a user uses the 1:N verification method, an external alarm signal will be generated, otherwise there will be no alarm signal.
Alarm Delay (s)	Alarm signal will not be transmitted until the alarm delay time is elapsed. The value ranges from 1 to 999 seconds.

- **Duress Key Settings (Such as set Up Key] as Duress Key)**

After enabled the Duress Function, enter **Personalize > Short Shortcut Key Mappings**. Select the **Up Key** > **Function** > select the "**Duress Key**" option.



15 USB Manager

You can import user information, access data and other data from a USB drive to computer or other devices.

Before uploading/downloading data from/to the USB disk, insert the USB disk into the USB slot first.

Select **USB Manager** on the main menu interface.

BEST Protocol

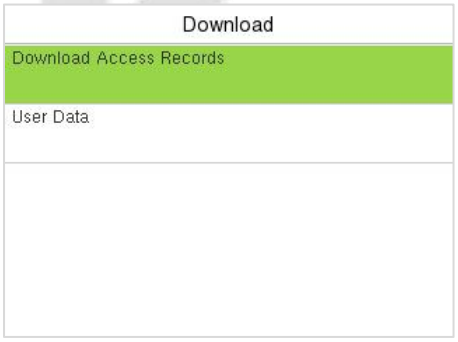
A&C PUSH

T&A PUSH

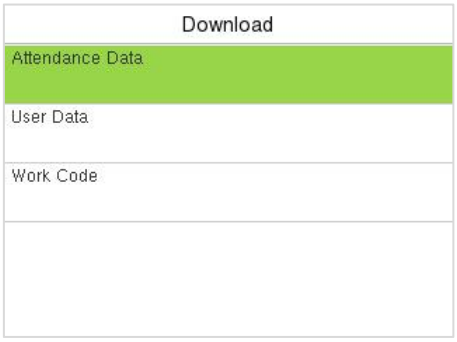
Note: Only FAT32 format is supported when downloading data using USB disk.

15.1 USB Download (PUSH Protocol)

On the **USB Manager** interface, select **Download**.



A&C Terminal



T&A Terminal

Function Description

Function Name	Description
Download Access Records/Attendance Data	To download access record/attendance data in specified time period into USB disk.
User Data	To download all user information from the device into USB disk.
Work Code	To download all work code from the device into USB disk.

15.2 USB Upload

On the **USB Manager** interface, select **Upload**.

BEST Protocol

A&C PUSH

T&A PUSH

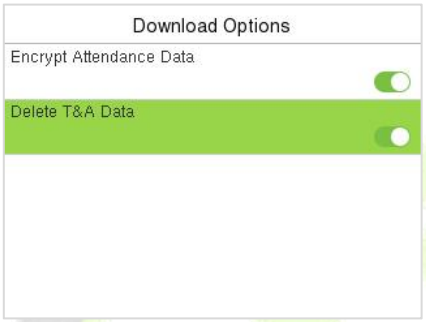
Function Description

Function Name	Description
Screen Saver	To upload all screen savers from USB disk into the device. You can choose Upload selected photo or Upload all photos. The images will be displayed on the device's main interface after upload.

Wallpaper	To upload all wallpapers from USB disk into the device. You can choose Upload selected photo or Upload all photos. The images will be displayed on the screen after upload.
User Data	To upload all the user information from USB disk into the device.
Upload Work Code	To upload all work code from USB disk into the device.

15.3 Download Options (T&A PUSH)

On the **USB Manager** interface, select **Download Options**.



Function Description

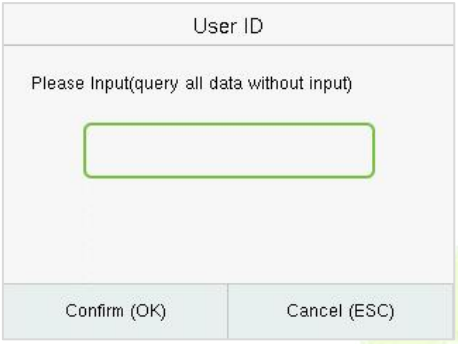
Function Name	Description
Encrypt Attendance Date	The attendance data is encrypted during the uploading and downloading.
Delete T&A Data	After successful downloading, the attendance data on the device is deleted.

16 Attendance Search

Once the identity of a user is verified, the access record/attendance data is saved in the device. This function enables users to check their event logs.

When the device is on the initial interface, press **[M/OK]** button and enter **Attendance Search** to search for the required event Logs.

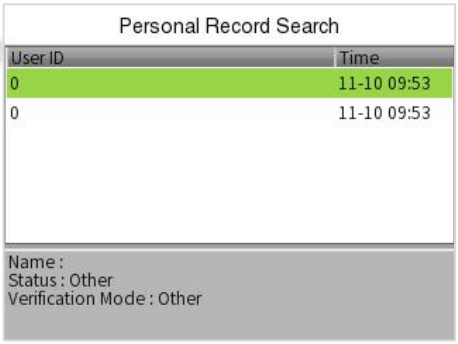
Note: The event logs include not only successful verification records, but also the failed verification records.



1. Enter the user ID to be searched and press **M/OK**. If you want to search for records of all users, press **M/OK** without entering any user ID.

2. Select the time range in which the records need to be searched.

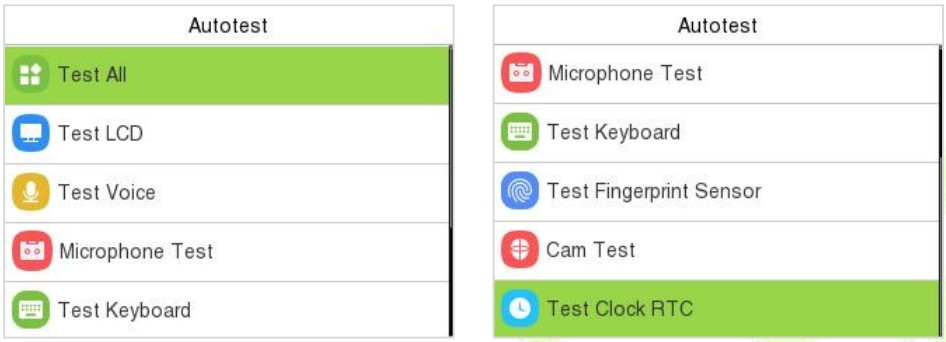
3. Once the record search completes. Tap the record highlighted in green to view its details.



4. The figure shows the details of the selected record.

17 Autotest

When the device is on the initial interface, press **[M/OK]** button and enter **Autotest**, it enables the system to automatically test whether the functions of various modules are working normally, including the LCD, Voice, Keyboard, Fingerprint and Real-Time Clock (RTC).

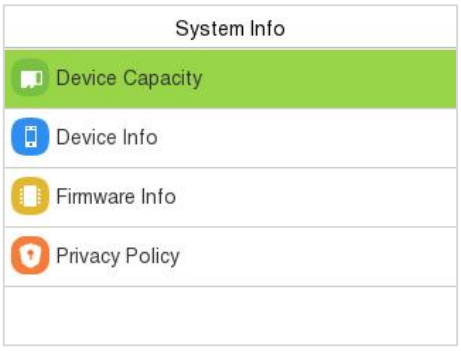


Function Description

Function Name	Description
Test All	To automatically test whether the LCD, Voice, Fingerprint and Real-Time Clock (RTC) are normal.
Test LCD	To automatically test the display effect of LCD screen by displaying full-color, pure white, and pure black to check whether the screen displays colors normally.
Test Voice	To automatically test whether the audio files stored in the device are complete and the voice quality is good.
Microphone test	To test if the microphone is working properly by speaking into the microphone.
Test Keyboard	The terminal tests whether every key on the keyboard works normally. Press any key on the **Test Keyboard** interface to check whether the pressed key matches the key displayed on the screen. The keys are displayed as dark grey before and turn green after pressed. Press **ESC** to exit the test.
Test Fingerprint Sensor	To test the fingerprint sensor by pressing a finger on the scanner to check if the acquired fingerprint image is clear. When you are pressing a finger on the scanner, the fingerprint image will display on the screen.
Cam Test	To test if the camera functions properly.
Test Clock RTC	To test the RTC. The device tests whether the clock works normally and accurately with a stopwatch. Press **M/OK** to start counting and press it again to stop counting.

18 System Information

When the device is on the initial interface, press **[M/OK]** button and enter **System Info** to view the storage status, version information of the device, firmware information and privacy policy.



Function Description

Function Name	Description
Device Capacity	Displays the current device's user storage, fingerprint, card and password storage, administrators and records.
Device Info	Displays the device's name, serial number, MAC address, Fingerprint algorithm, Platform information, MCU Version and Manufacturer.
Firmware Info	Displays the firmware version and other version information of the device.
Privacy Policy	Display the device's privacy policy.

19 Connect to Webserver

19.1 Login Webserver

There are two modes to access the device's webserver: **Standard mode** and **AP mode**.

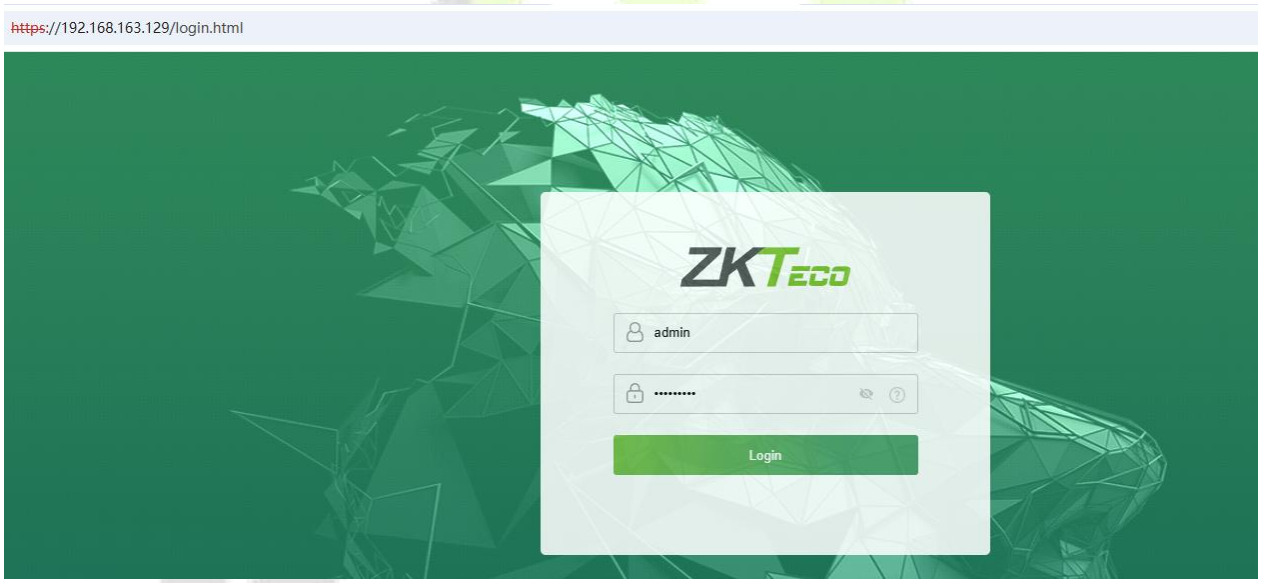
Standard Mode allows users to access the device's Webserver via the Internet or LAN, enabling communication and data transfer between the device and software over the network.

In **AP Mode**, the device can emit an AP hotspot, allowing users to connect to the WiFi hotspot via mobile devices (smartphones, tablets, etc.) and then access the device's built-in webserver directly through a browser for remote management.

19.1.1 Standard Mode

1. Open a browser to enter the address to log in to the WebServer, the address is **https:// Serial IP Address**. For example: **https://192.168.163.129**.

2. Enter the WebServer account and password, the default account is: **admin**, password: **admin@123**.

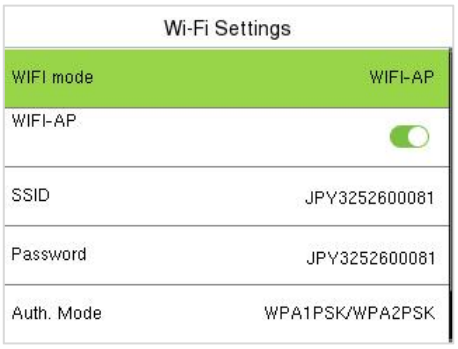


Note:

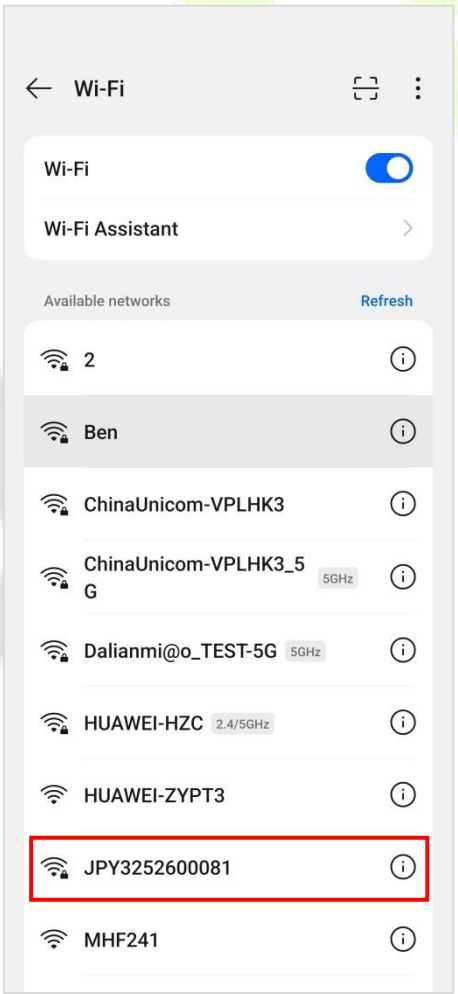
1. After logging in for the first time, it is required that the users change their original password.
2. In order to retrieve the password easily, please register a super admin first, please refer to 6.1 New User Registration.

19.1.2 AP Mode★

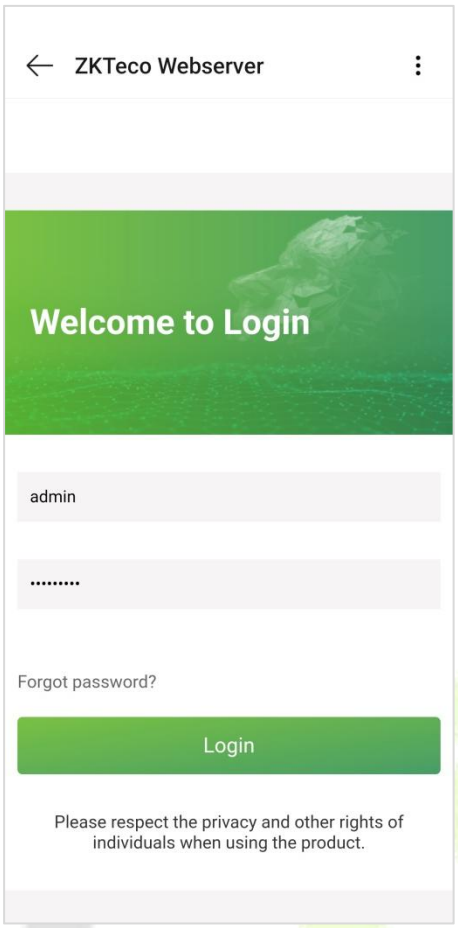
1. Enter **COMM. > Wi-Fi Settings**, change the WiFi mode as **WIFI-AP** and enable it. The default SSID and password are: **[Device Serial Number] / [Device Serial Number]**.



2. Turn on the Wi-Fi switch of your smartphone. Select the Wi-Fi that named after the device serial number from the available list and input the password (default: same as device serial number) to connect it.



3. After the Wi-Fi is connected successfully, it will jump to the webserver login page. Enter the WebServer account and password, the default account is: **admin**, password: **admin@123**.



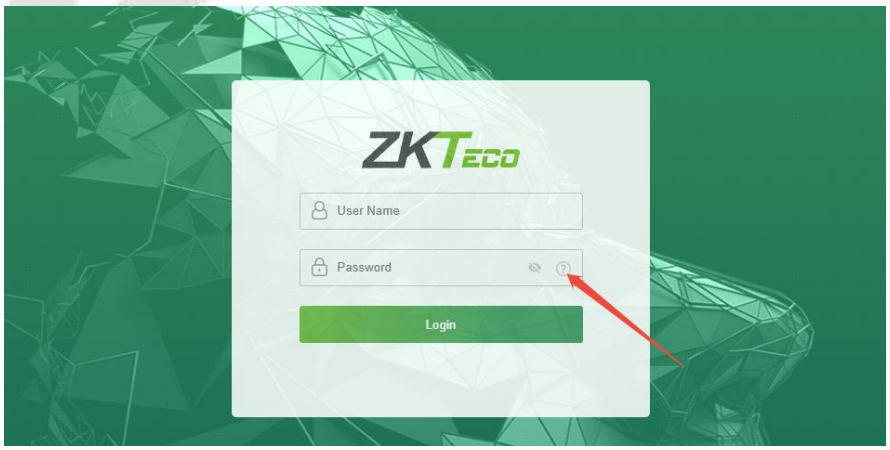
Note: The operation of Webserver on the PC and smartphone is generally the same. The following text takes PC as an example to illustrate.

19.2 Forgot Password

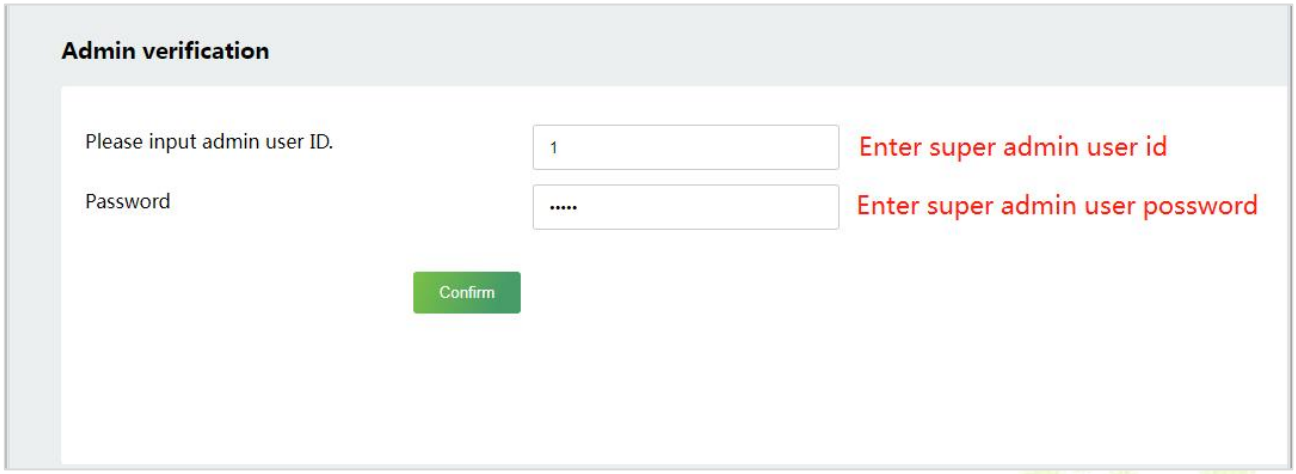
- **Method 1 (When there is a super admin):**

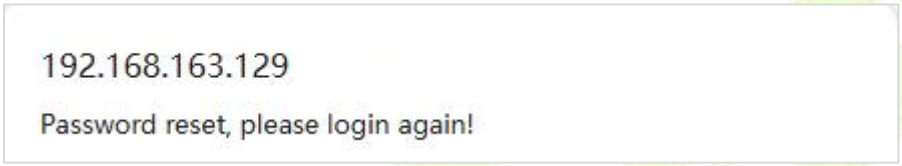
If you forgot the password of WebServer, you could reset it by the registered super admin. The detailed steps are as follows:

1. Click the icon on the login interface.

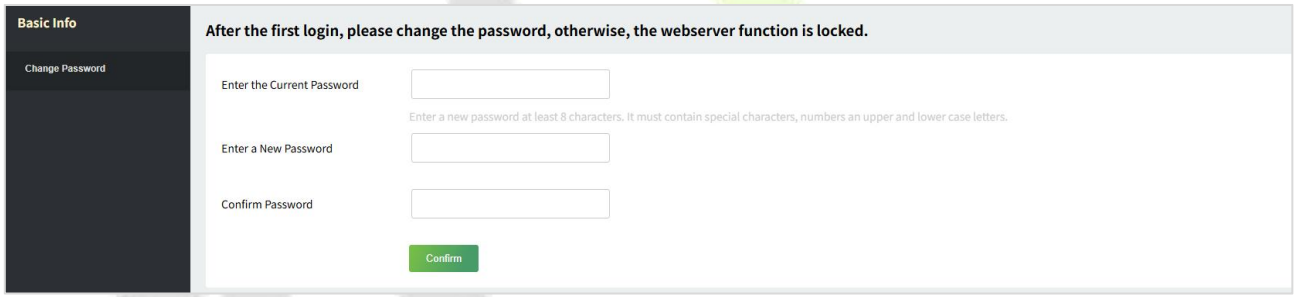


2. On the pop-up page, enter the relevant information of the super admin user as prompted.





3. After a successful reset, enter the default account and password (account: **admin**, password: **admin@123**) on the login interface to log in.
4. For security reasons, it is required to change your password after successfully logging in.

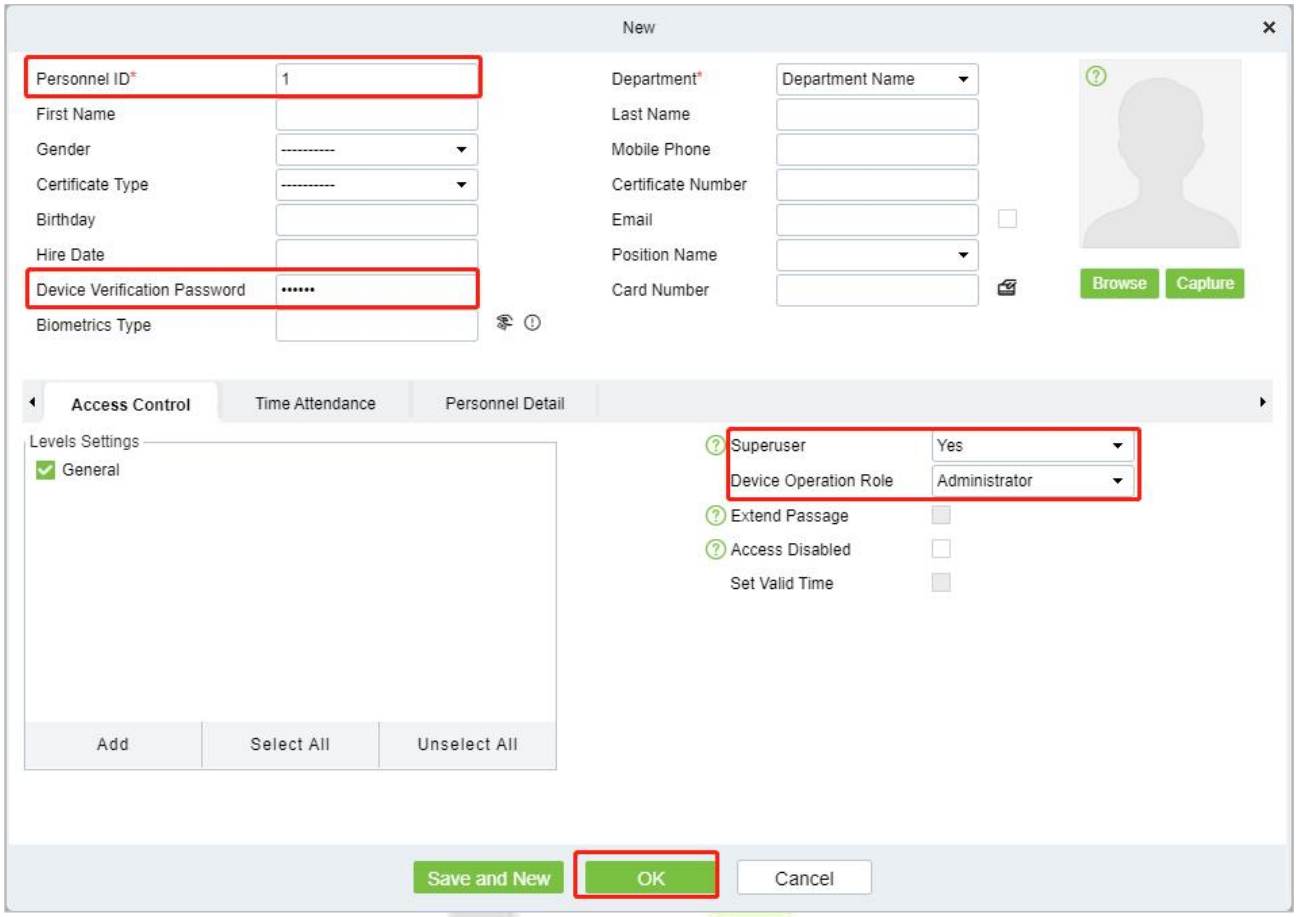


Note: The super admin must exist.

- **Method 2 (When there is not a super admin):**

If the network of the device is normal and ZKBio Zlink / ZKBio CVAccess / ZKBio Time / ZKBio Time Cloud has been connected, you can reset the password by sending the super admin account and password from the server.

1. Click **Personnel** > **Person** > **New** on the ZKBio Zlink / ZKBio CVAccess / ZKBio Time / ZKBio Time Cloud Server; register the super admin information and set the super admin role on the new interface as required. (Here take ZKBio CVAccess interface as an example)



2. After registering the information of the super admin, click **OK**.
3. Click **Access** > **Device** > **Control** > **Synchronize All Data to Devices** to synchronize all the data to the device including the new users.

Note: For other specific operations, please refer *the relevant software User Manual.*

4. After the data synchronization is successful, you can reset the password with the newly registered super admin. The operation steps are the same as method 1.

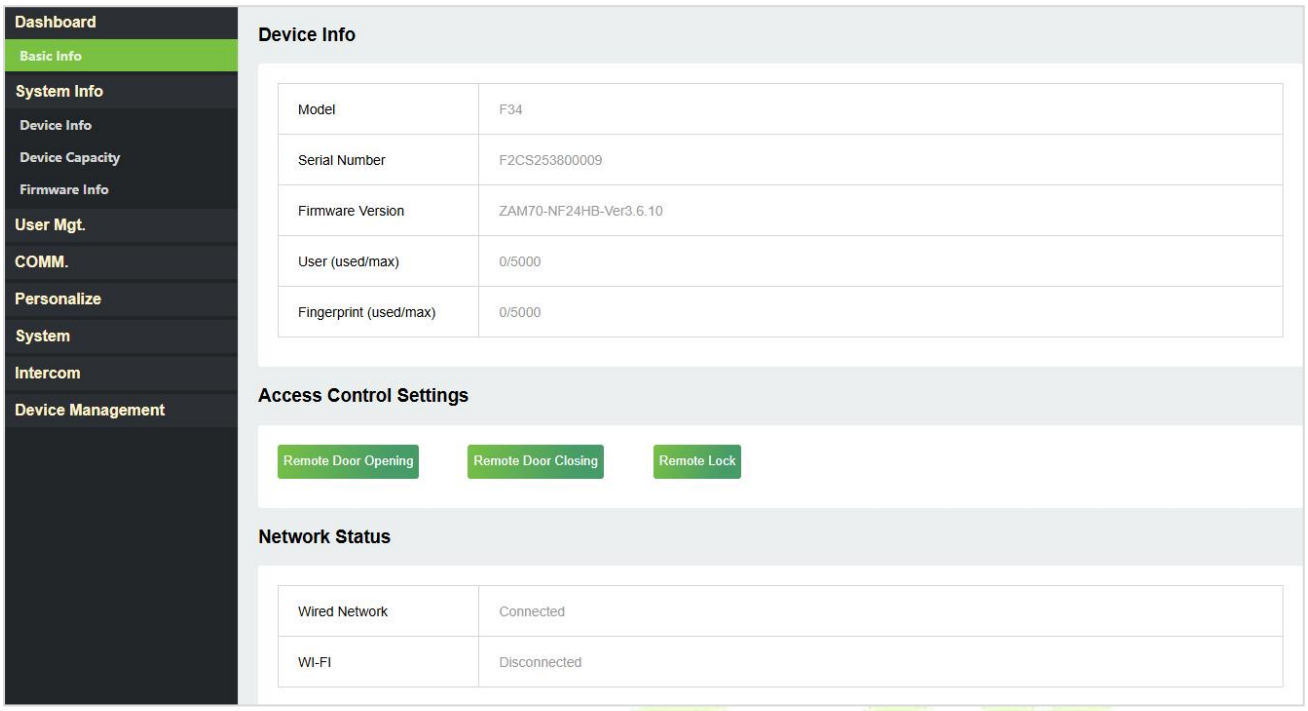
- **Method 3:**

If the device has not registered a super admin and cannot connect to the server, please contact our after-sales technicians to help retrieve the password.

19.3 Basic Information

Note: The Webserver interface display may vary depending on the device type (BEST Protocol/A&C PUSH/T&A PUSH). The following text takes A&C PUSH as an example to illustrate.

Click **Basic Info** on the WebServer. In this interface, you can view the basic information and network status of the current device.



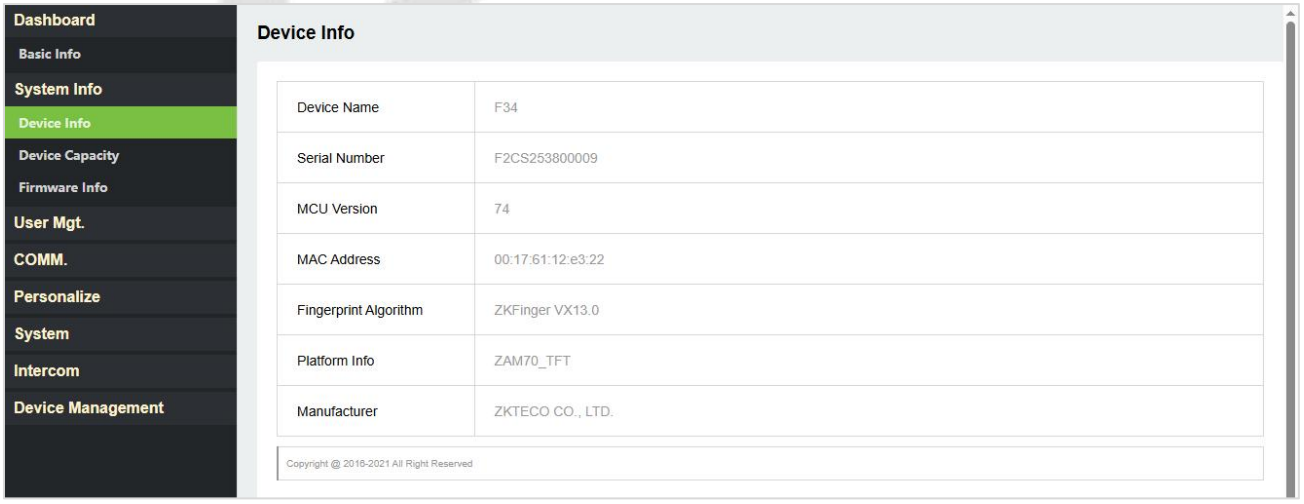
Access Control Settings:

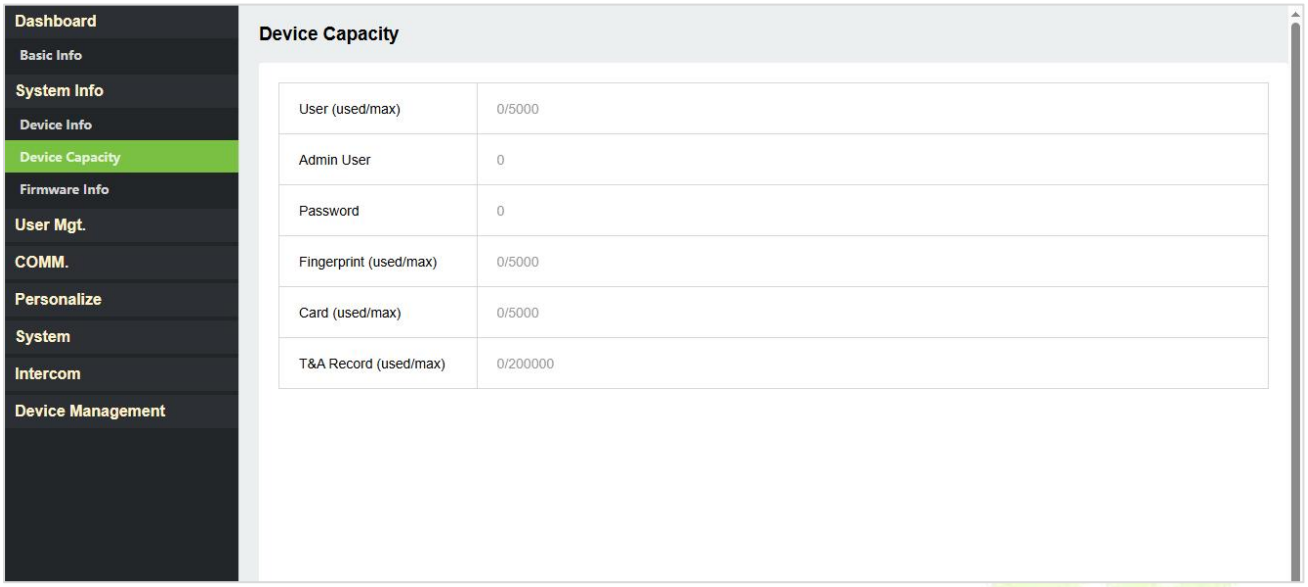
Function Name	Description
Remote Door Opening	Click it to open the door remotely. If the operation is successful, the device will prompt "Door opened".
Remote Door Closing	Click it to close the door remotely.
Remote Lock/unlock	Click here to lock or unlock remotely.

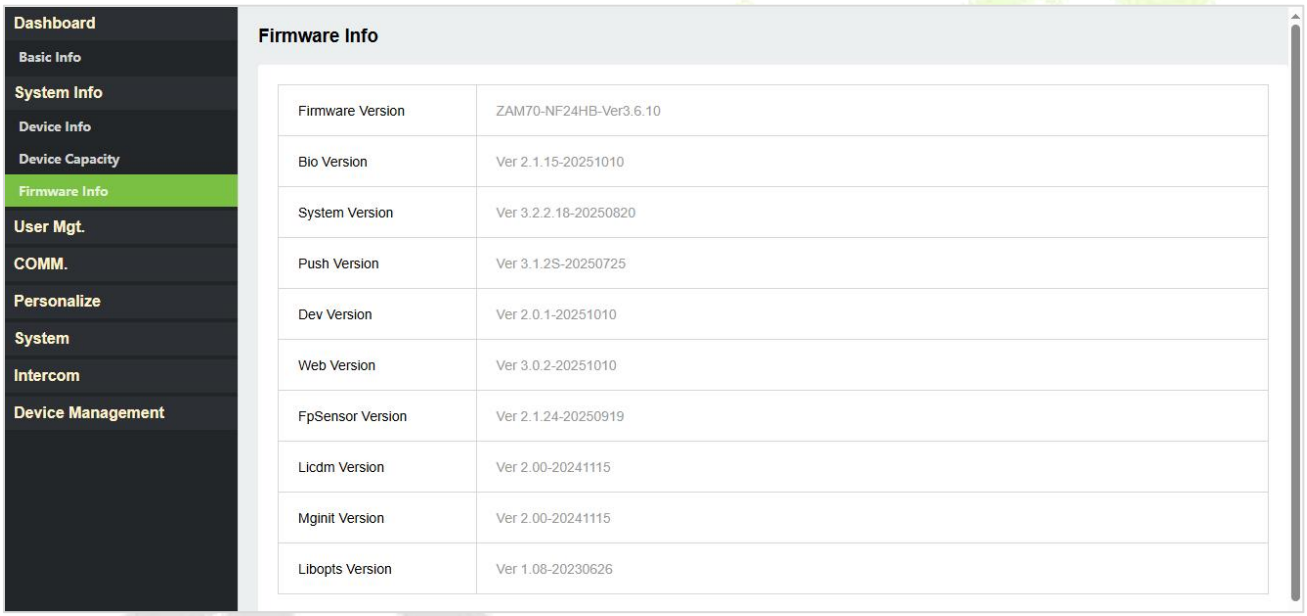
19.4 System Information

Click **Device Info/Device Capacity/Firmware Info** on the WebServer.

In the interface, you can view the data capacity, device and firmware information of the current device.







Function Name	Description
Device Info	Displays the device's name, serial number, MCU version, MAC address, fingerprint algorithm version information, platform and manufacturer information.
Device Capacity	Displays the current device's user storage, password, fingerprint, card storage, administrators, and event logs.
Firmware Information	Displays the firmware version and other version information of the device.

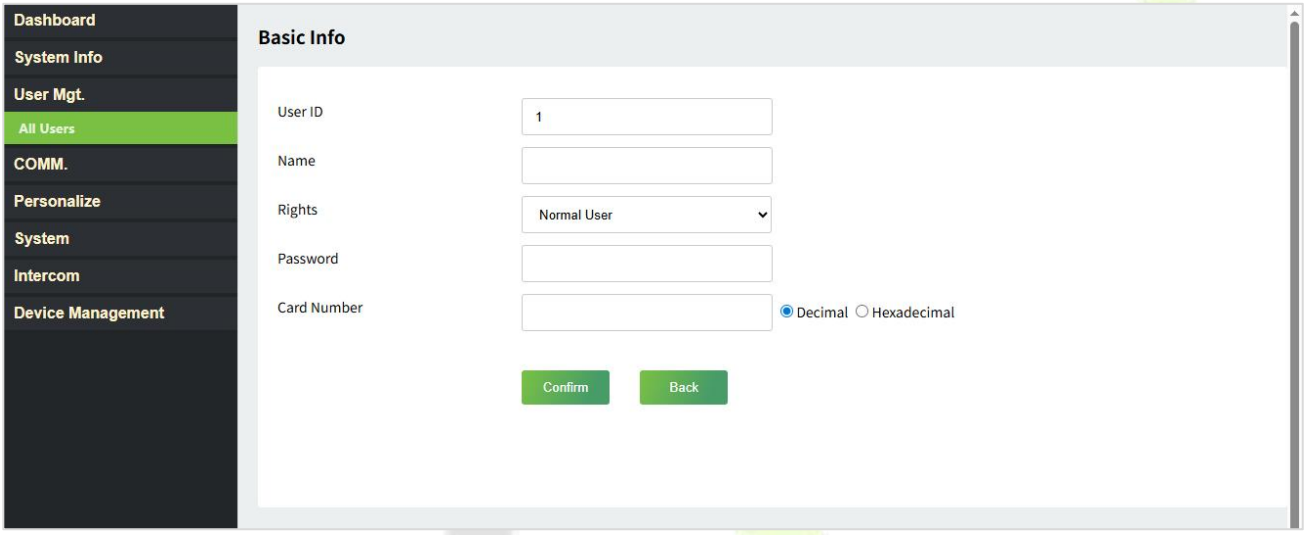
19.5 User Management

19.5.1 User Registration

- **Basic Information**

Click **All Users > New User** on the WebServer.

In this interface, you can register the User ID, Name, Rights, Password, Card Number and Access Control Role of the new user, click **Confirm** to save.



Function Name	Description
User ID	The user ID may contain 1 to 14 characters by default.
Name	A name can be up to 63 characters.
Rights	Set the role for the user as either Normal User or Super Admin. • **Super Admin:** The Super Admin owns all management privileges in the WebServer. • **Normal User:** If the Super Admin is already registered in the WebServer, then the Normal Users will not have the privileges to manage the system and can only access authentication verifications.
Password	Set the user's registration password.
Card Number	Select the type of the card number and enter it manually, after registering the user's card number, the user can swipe the card for verification.
Access Control Role	The Access Control Role sets the door access privilege for each user, new users will be added to Group 1 by default, which can be reassigned to other required groups. The system supports up to 10 access control groups.

Note:

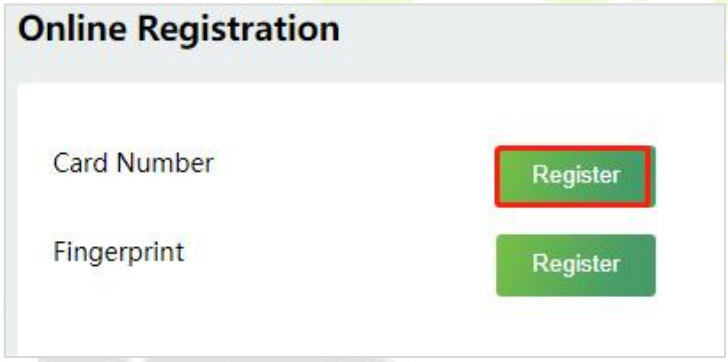
1. During the initial registration, you can modify your ID; you cannot be modifying the registered ID once after the successful registration.
2. If the message **"Registration failed!"** pops up, you must choose a different User ID because the one you entered already exists.

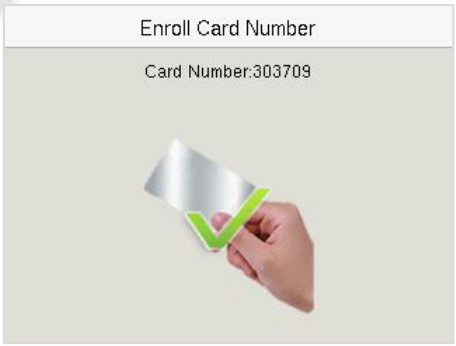
- **Online Registration**

In this interface, you can register the User's Card Number and Fingerprint. The verification mode can only be registered after the basic information is confirmed.

➢ **Register Card Number**

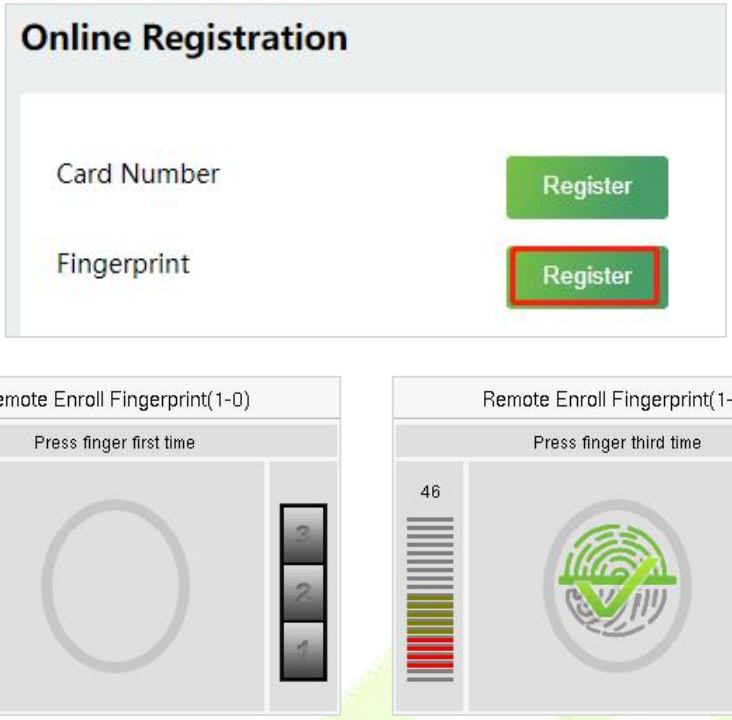
In the current interface, behind the card number bar, click **Register**, and the device will display the card number registration interface in real time, swipe the card underneath the card reading area. The registration of the card will be successful.





➢ **Register Fingerprint**

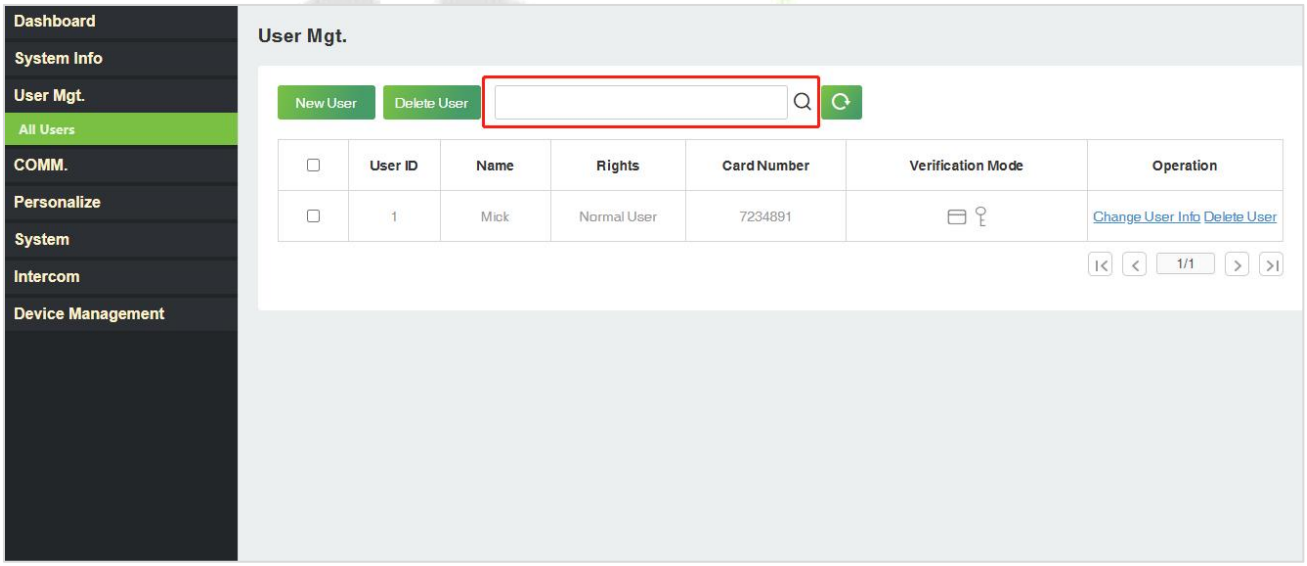
In the current interface, behind the fingerprint bar, click **Register**, and the device will display the fingerprint registration interface in real time, press your finger onto the fingerprint sensor of the device, and follow the instructions to complete the registration.



For fingerprint pressing operation, please refer to Finger Positioning.

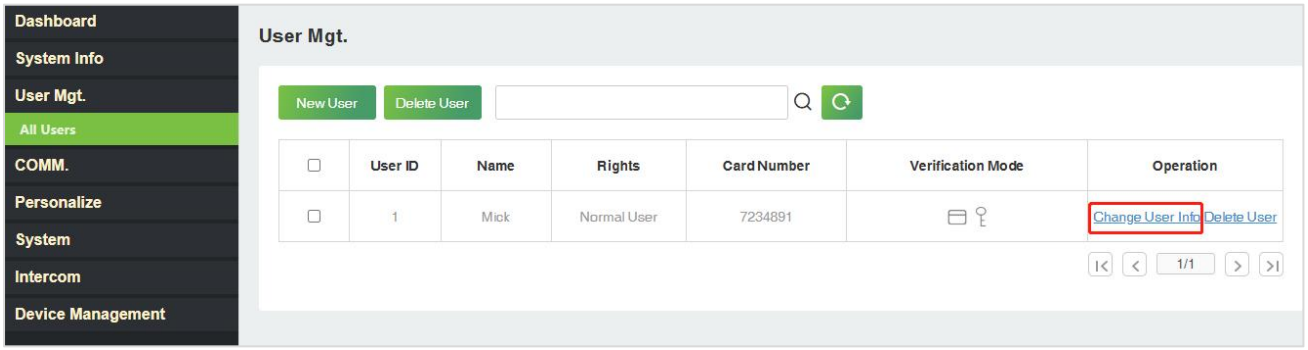
19.5.2 Search for Users

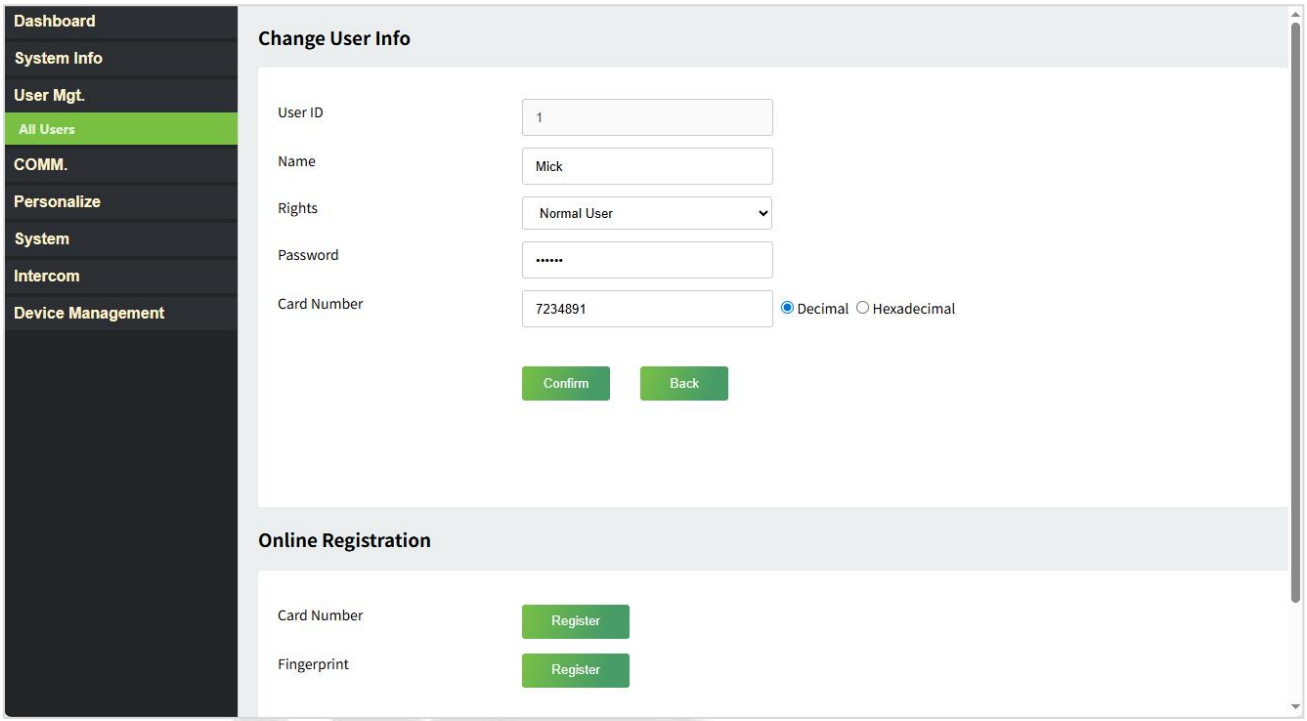
Click **All Users** on the WebServer, click the search bar to enter the required retrieval keyword (where the keyword may be the user ID or full name) and the system will search for the related user information.



19.5.3 Edit User

On the **All Users** interface, select the required user from the list and click **Change User Info** to edit the user information.

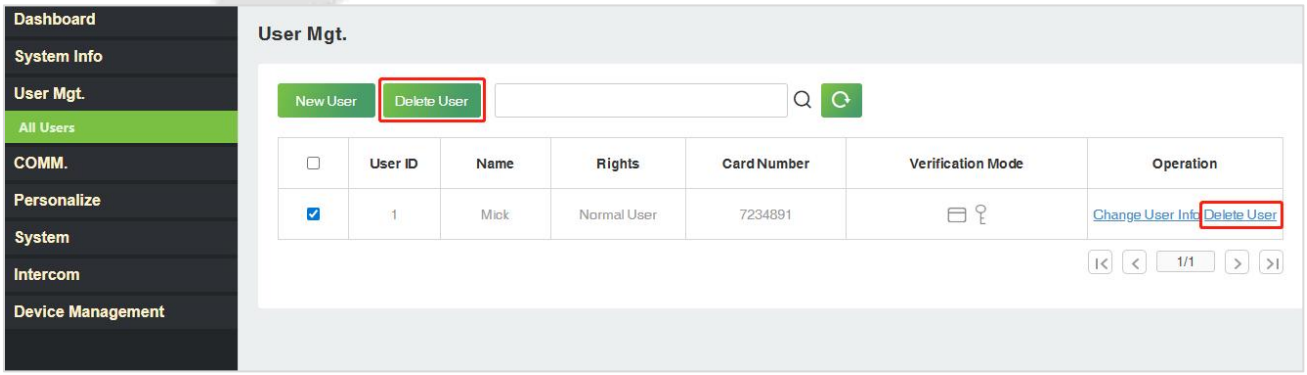




Note: The process of editing the user information is the same as that of adding a new user, except that the User ID cannot be modified. The process in detail refers to 18.5.1 User Registration.

19.5.4 Delete User

On the **All Users** interface, select the required user from the list and click **Delete User** to delete the user. Here individual deletion and batch deletion is available.

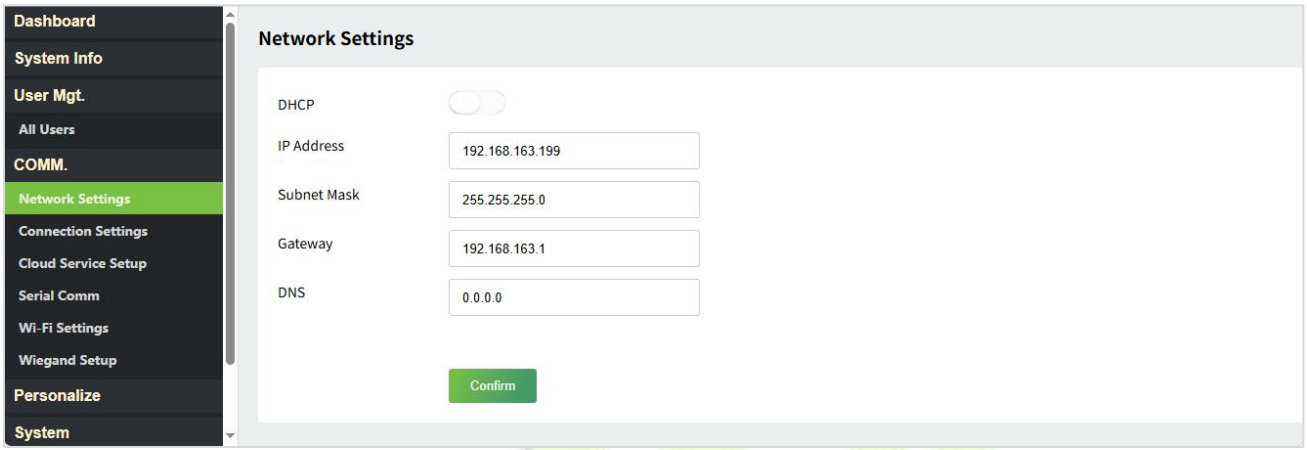


19.6 Communication

19.6.1 Network Settings

Click **Network Settings** on the WebServer.

Change the IP address of the device as needed, click **Confirm** to save, and the device will automatically synchronize the IP information.

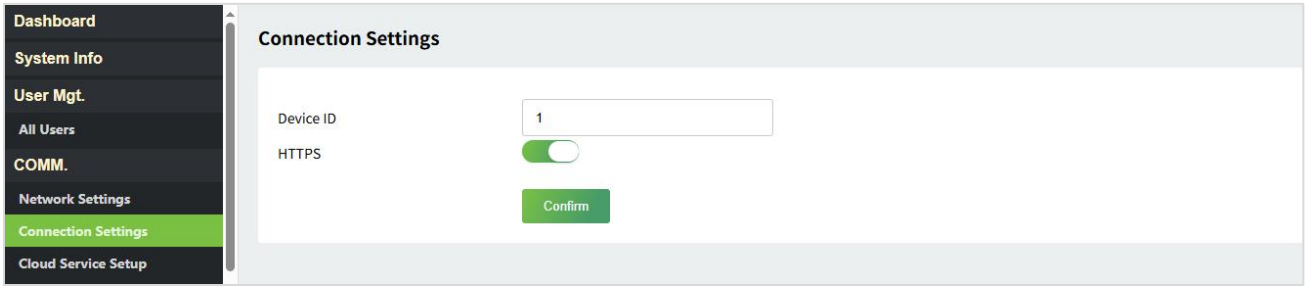


Function Name	Description
DHCP	Select whether to obtain the IP Address by automatically.
IP Address	The default IP address is 192.168.1.201. It can be modified according to network availability.
Subnet Mask	The default Subnet Mask is 255.255.255.0. It can be modified according to network availability.
Gateway	The Default Gateway address is 0.0.0.0. It can be modified according to network availability.
DNS	The default DNS address is 0.0.0.0. It can be modified according to network availability.

Note: After the IP address of the device is changed successfully, you need to log out of the currently WebServer and log in again to the IP address you just changed to connect to the device. For WebServer login details, please refer to Login WebServer.

19.6.2 Connection Settings

Click **Connection Settings** on the WebServer.

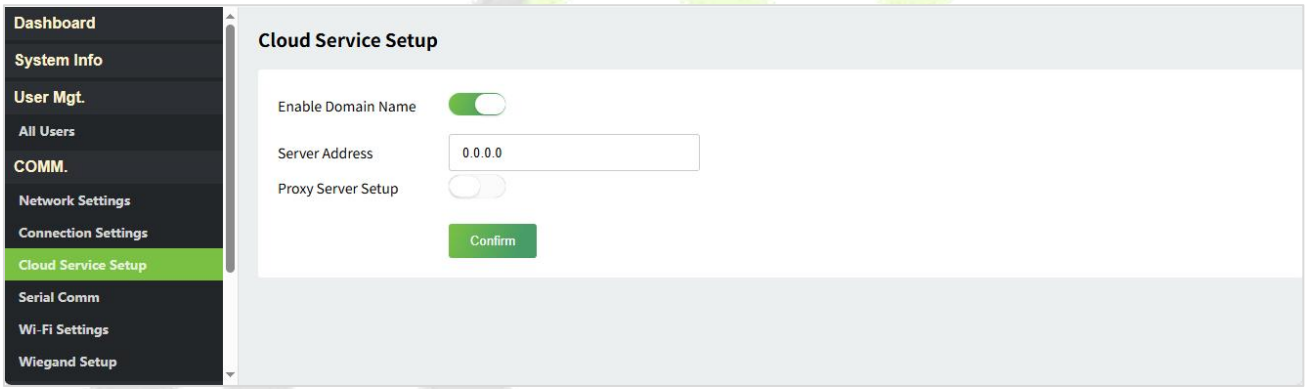


Function Name	Description
Device ID	It is the identification number of the device, which ranges between 0 and 255.
HTTPS	Based on HTTP, transmission encryption and identity authentication ensure the security of the transmission process.

19.6.3 Cloud Service Setup

Click **Cloud Service Setup** on the WebServer.

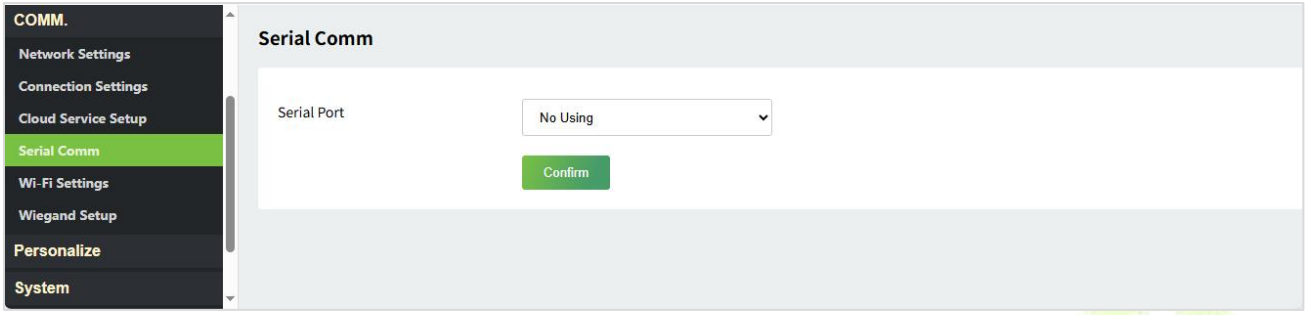
Cloud Server Setup was used to connect to the ZKBio CVAccess / ZKBio Time / ZKBio Time Cloud software, please refer to chapter 21/22/23.



Function Name		Description
Enable Domain Name	**Cloud Server Address**	Once this function is enabled, the domain name mode "http://..." will be used, such as http://www.XYZ.com, while "XYZ" denotes the domain name (when this mode is turned **ON**).
Disable Domain Name	**Cloud Server Address**	IP address of the ADMS server.
	Cloud Server Port	Port used by the ADMS server.
Proxy Server Setup		When you choose to enable the proxy, you need to set the IP address and port number of the proxy server.

19.6.4 Serial Comm

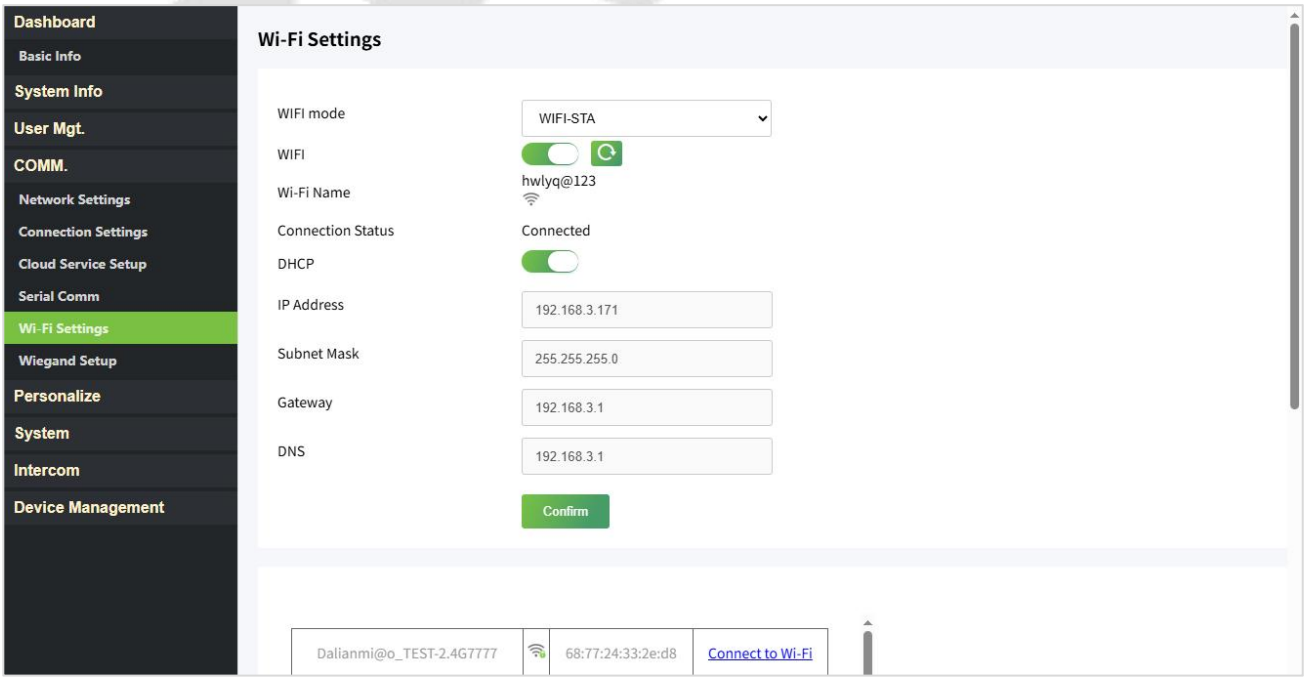
Click **Serial Comm** on the WebServer.



Function Name	Description
Serial Port	**No Using:** No communication with the device through the serial port. **RS485(PC):** Communicates with the device through RS485 serial port. **Primary Unit:** When RS485 is used as the function of "**Primary Unit**", it can be connected to a reader.
Baudrate	When the serial port is set as **Primary Unit**, the baudrate is 115200 by default and cannot be modified.

19.6.5 Wi-Fi Settings★

The device supports the Wi-Fi module, which is built-in within the hardware, to enable data transmission via Wi-Fi and establish a wireless network environment.

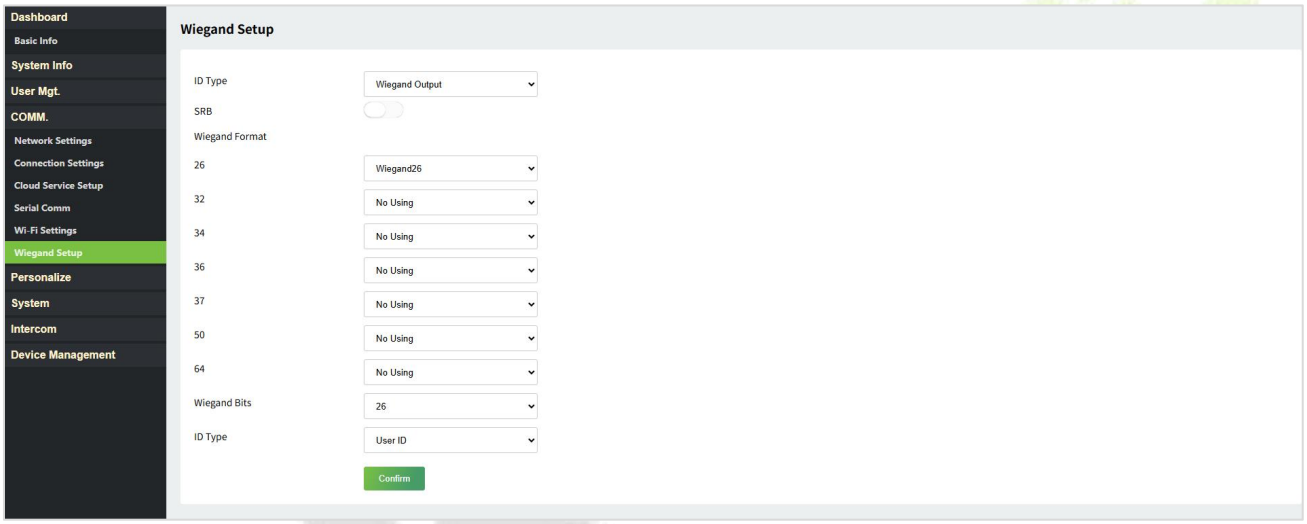


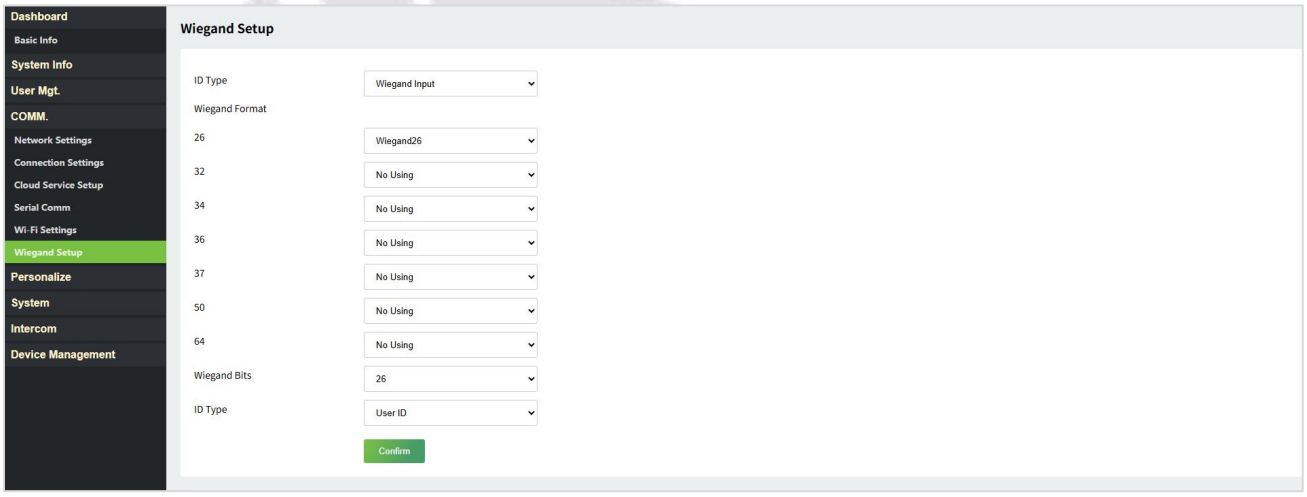
- First set the WIFI mode, it is WIFI-STA by default.
- When Wi-Fi is enabled, the device will search for the available Wi-Fi within the network range.
- Click **Connect to Wi-Fi** after the required Wi-Fi name from the available list and input the correct password, and then click [**Confirm**].
- After successful verification, the connection status will display "**Connected**".

19.6.6 Wiegand Setup

Click **Wiegand Setup** on the WebServer.

It is used to set the Wiegand input and output parameters.





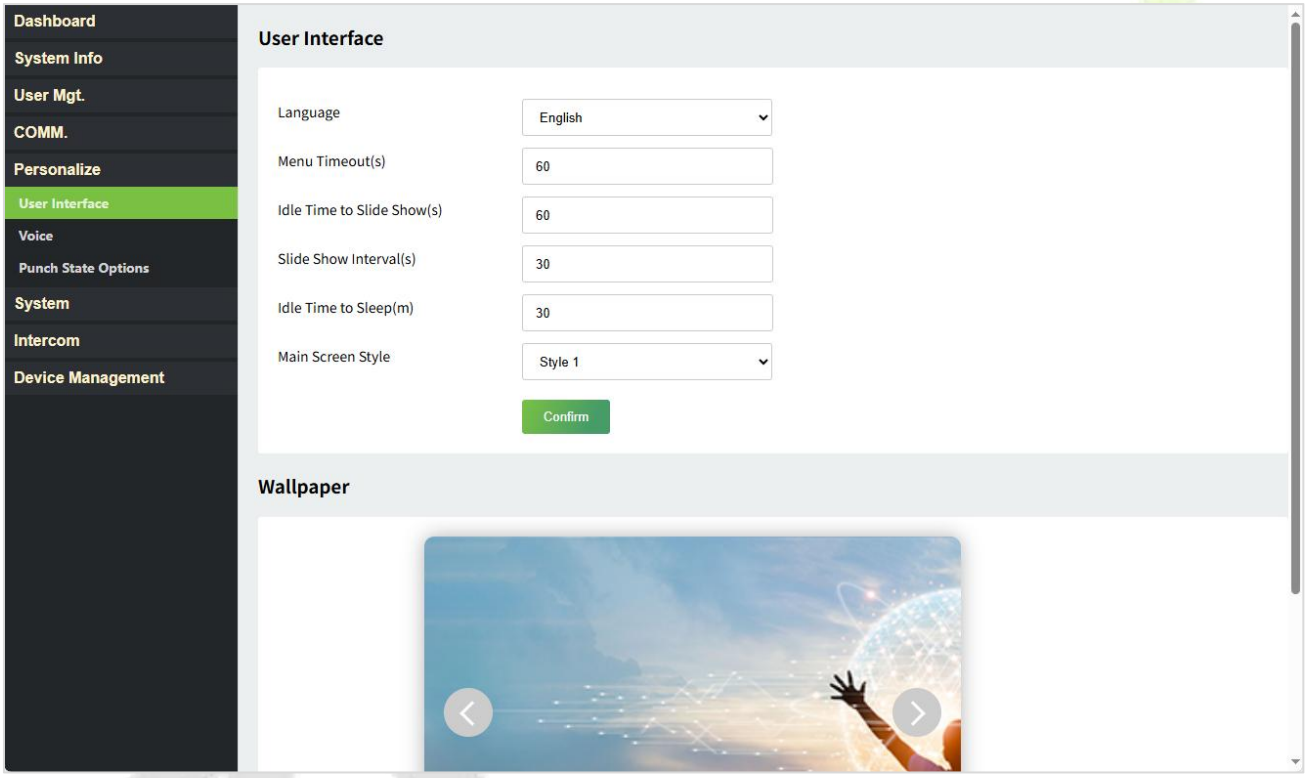
Function Name	Description
Wiegand Format	Its value can be 26 bits, 32 bits, 34 bits, 36 bits, 37 bits, 50 bits and 64 bits.
Wiegand Bits	The number of bits of the Wiegand data.
ID Type	Select between the User ID and card number.

SRB	When SRB is enabled, the lock is controlled by the SRB to prevent the lock from being opened due to device removal.

19.7 Personalize

19.7.1 User Interface

Click **User Inteface** on the WebServer.

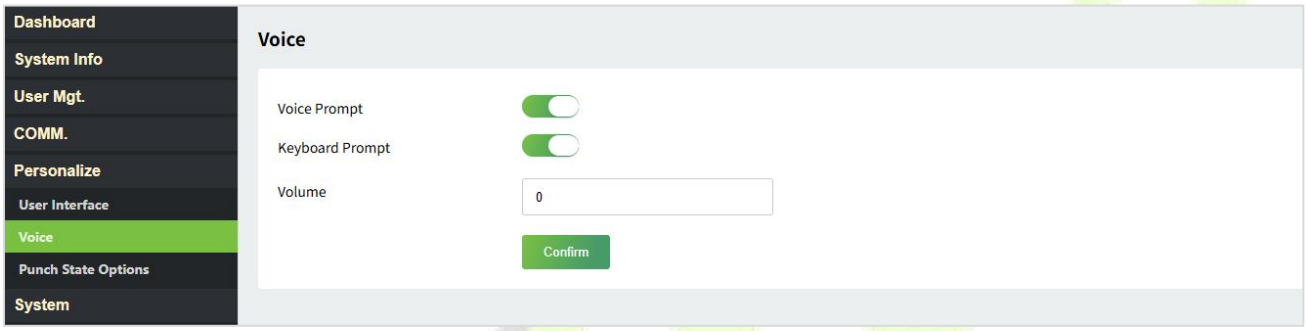


Function Name	Description
Language	It helps to select the language of the device.
Menu Timeout (s)	When there is no operation, and the time exceeds the set value, the device automatically goes back to the initial interface. The function can either be disabled or set the required value between 60 and 99999 seconds.
Idle Time to Slide Show (s)	When there is no operation, and the time exceeds the set value, a slide show is displayed. The function can be disabled, or you may set the value between 3 and 999 seconds.
Slide Show Interval (s)	It is the time interval in switching between different slide show pictures. The function can be disabled, or you may set the interval between 3 and 999 seconds.

Idle Time to Sleep (m)	If the sleep mode is activated, and when there is no operation in the device, then the device will enter standby mode. This function can be disabled or set a value within 1 to 999 minutes.
Main Screen Style	The style of the main screen can be selected according to the user preference.
Wallpaper	Select the main screen wallpaper according to the user preference.

19.7.2 Voice

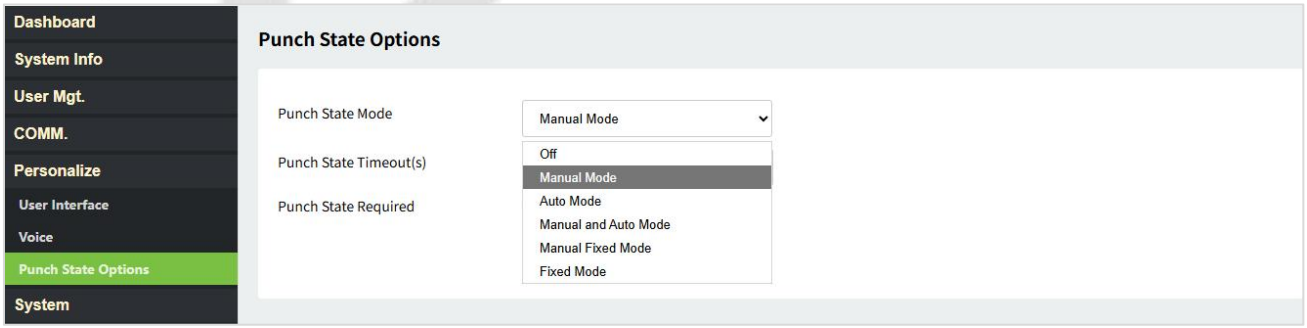
Click **Voice** on the WebServer.



Function Name	Description
Voice Prompt	Toggle to enable or disable the voice prompts during function operations.
Keyboard Prompt	Toggle to enable or disable the keypad sounds.
Volume	Adjust the volume of the device which can be set between 0 to 100.

19.7.3 Punch State Options

Click **Punch State Options** on the WebServer. It is only for time attendance terminal.



Function Name	Description
Punch State Mode	**Off:** Disable the punch state function. Therefore, the punch state key set under Shortcut Key Mappings menu will become invalid.

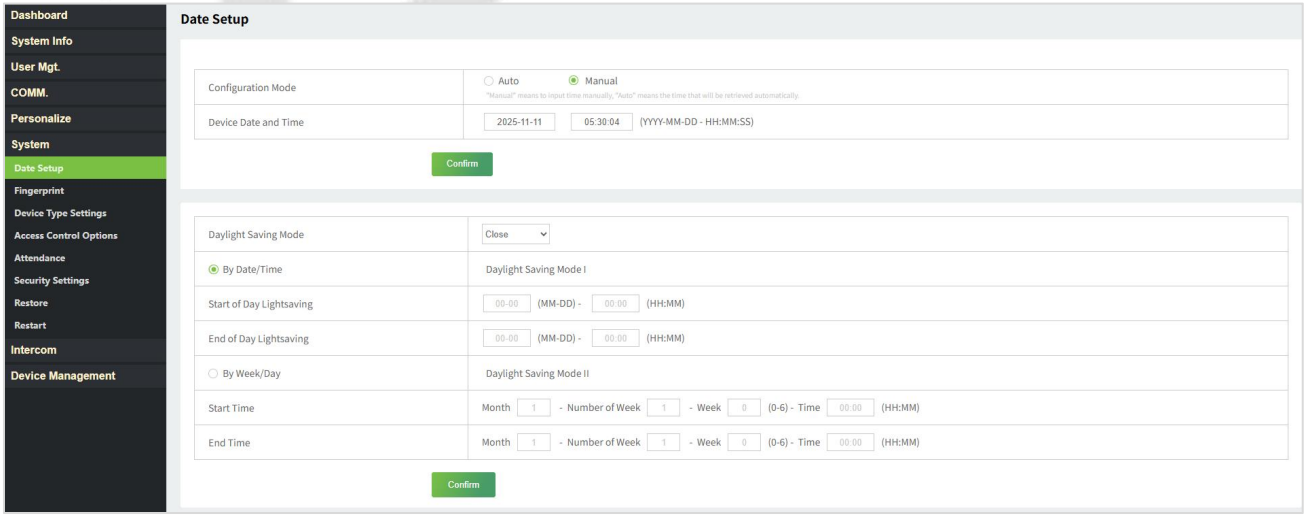
	Manual Mode: Switch the punch state key manually, and the punch state key will disappear after Punch State Timeout. **Auto Mode:** The punch state key will automatically switch to a specific punch status according to the predefined time schedule which can be set in the Shortcut Key Mappings. **Manual and Auto Mode:** The main interface will display the auto-switch punch state key. However, the users will still be able to select alternative that is the manual attendance status. After timeout, the manual switching to punch state key will become auto-switch punch state key. **Manual Fixed Mode:** After the punch state key is set manually to a particular punch status, the function will remain unchanged until it is being manually switched again. **Fixed Mode:** Only the manually fixed punch state key will be shown. Users cannot change the status by taping any other keys.
Punch State Timeout(s)	It is the time for which the punch state displays. The value ranges from 5 to 999 seconds.
Punch State Required	Select whether an attendance state needs to be selected after verification. **ON:** Attendance state needs to be selected after verification. **OFF:** Attendance state need not requires to be selected after verification.

19.8 System

19.8.1 Date Setup

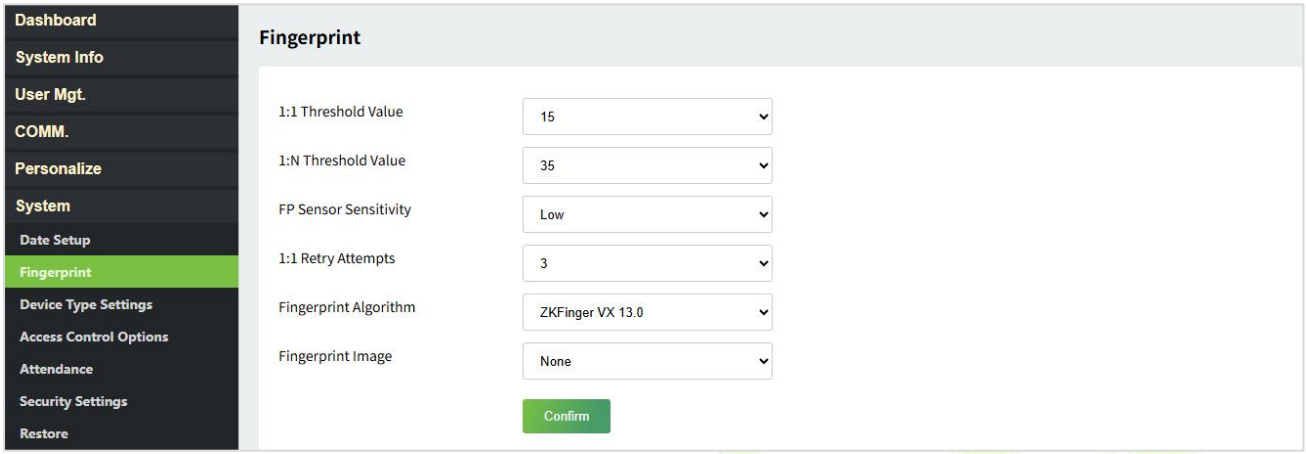
Click **Date Setup** on the WebServer.

- Click **Manual** to manually set the date and time and click **Confirm** to save.
- Select Open or Close the **Daylight Saving Mode** function. If opened, set the **Daylight Saving Time** and **End of Daylight Saving**.



19.8.2 Fingerprint

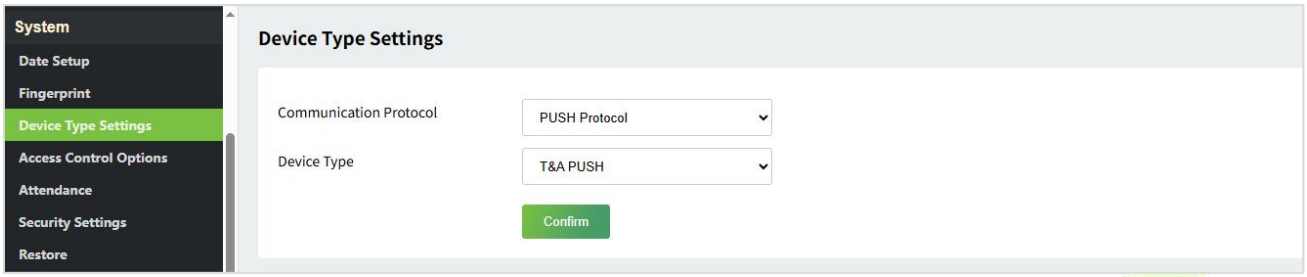
Click **Fingerprint** on the WebServer.



Function Name	Description
1:1 Threshold Value	Under 1:1 verification method, the verification will only be successful when the similarity between the acquired fingerprint data and the fingerprint template associated with the entered user ID enrolled in the device is greater than the set value.
1:N Threshold Value	Under 1:N verification method, the verification will only be successful when the similarity between the acquired fingerprint data and the fingerprint templates enrolled in the device is greater than the set value.
FP Sensor Sensitivity	To set the sensibility of fingerprint acquisition. It is recommended to use the default level "**Medium**". When the environment is dry, resulting in slow fingerprint detection, you can set the level to **"High**" to raise the sensibility; when the environment is humid, making it hard to identify the fingerprint, you can set the level to "**Low**".
1:1 Retry Times	In 1:1 Verification, users might forget the registered fingerprint, or press the finger improperly. To reduce the process of re-entering user ID, retry is allowed.
Fingerprint Algorithm	Fingerprint algorithm version. Default support ZKFinger VX13.0, can change to ZKFinger VX10.0.
Fingerprint Image	To set whether to display the fingerprint image on the screen during fingerprint enrollment or verification. Four choices are available: **Show for Enroll:** to display the fingerprint image on the screen only during enrollment. **Show for Match:** to display the fingerprint image on the screen only during verification. **Always Show:** to display the fingerprint image on screen during enrollment and verification. **None:** not to display the fingerprint image.

19.8.3 Device Type Settings

Click **Device Type Settings** on the WebServer.



Function Name	Description
Communication Protocol	Set the device communication protocol. It is **BEST Protocol** by default, which is suitable for ZKBio Zlink. **PUSH Protocol:** It can be set as A&C PUSH (which is suitable for ZKBio CVAccess) or T&A PUSH (which is suitable for ZKBio Time Cloud/ZKBio Time).
Device Type	Set the device as an access control terminal or attendance terminal.

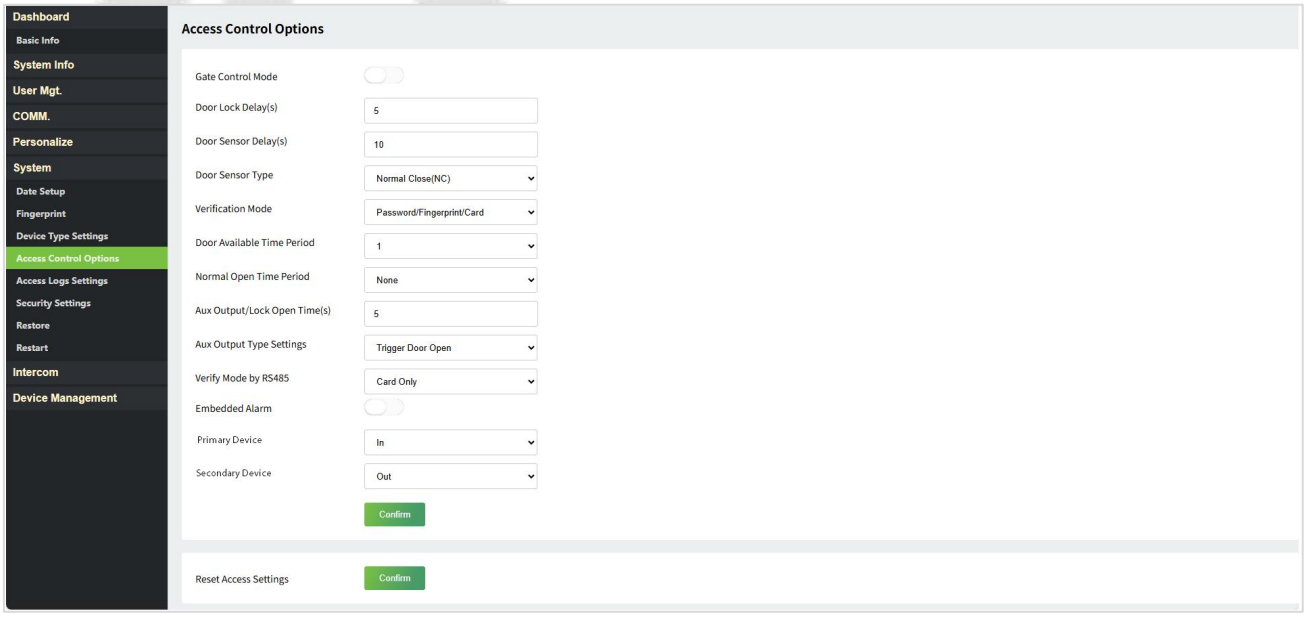
Note: After changing the device type, the device will delete all the data and restart, and some functions will be adjusted accordingly.

19.8.4 Access Control Options

Click **Access Control Options** on the WebServer.

On the Access Control interface to set the parameters of the control lock of the terminal and related equipment.

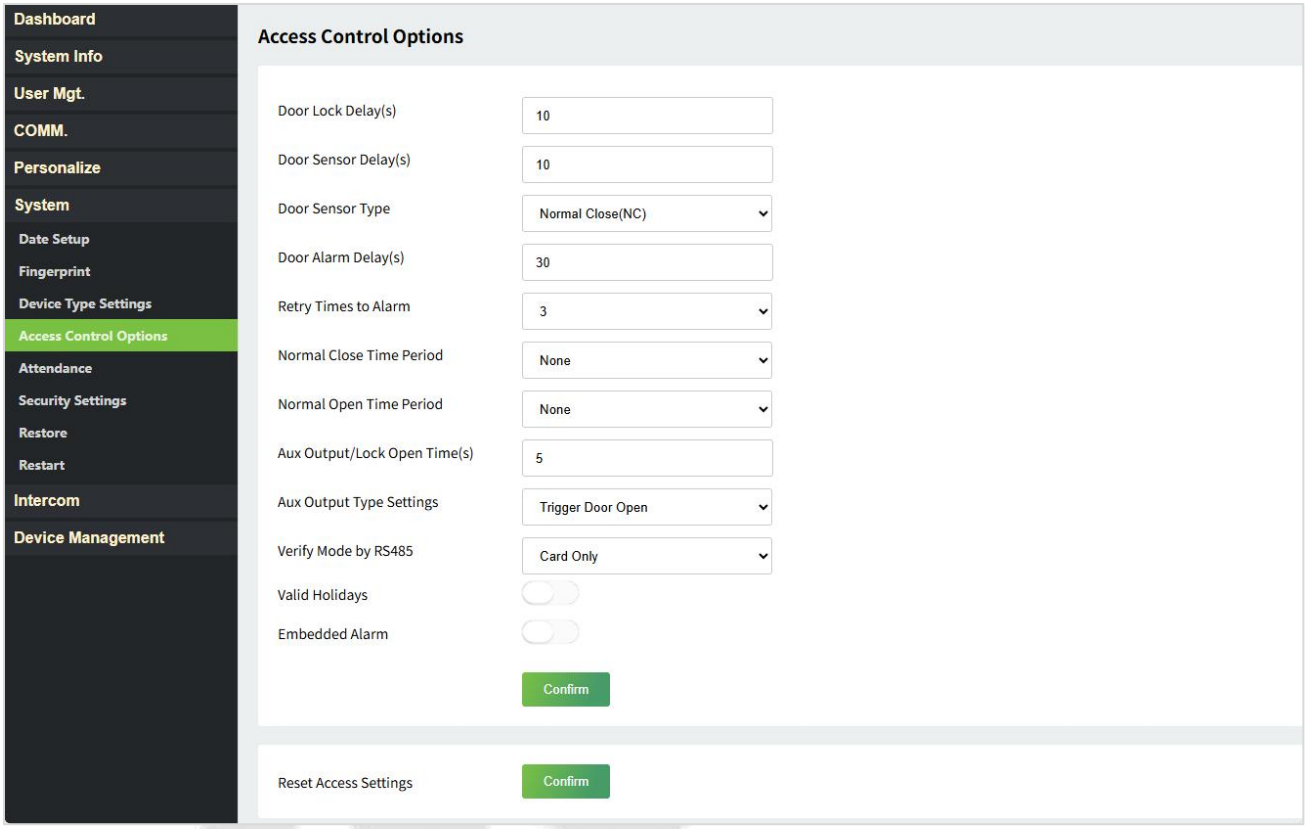
Access Control Terminal:



Function Name	Description
Gate Control Mode	It toggles between **ON** or **OFF** switch to get into gate control mode or not. When set to **ON**, the interface removes the Door Lock Delay, Door Sensor Delay, and Door Sensor Type options.
Door Lock Delay (s)	The length of time that the device controls the electric lock to be in unlock state. Valid value: 1~99 seconds.
Door Sensor Delay (s)	If the door is not locked and is left open for a certain duration (Door Sensor Delay), an alarm will be triggered. The valid value of Door Sensor Delay ranges from 1 to 255 seconds.
Door Sensor Type	There are three Sensor types: **None**, **Normal Open**, and **Normal Close**. **None:** It means the door sensor is not in use. **Normal Open:** It means the door is always left open when electric power is on. **Normal Close:** It means the door is always left closed when electric power is on.
Verification Mode	The supported verification mode includes Password/Fingerprint/Card, Fingerprint Only, User ID Only, Password, Card Only, Fingerprint/Password, Fingerprint/Card, User ID + Fingerprint, Fingerprint + Password, Fingerprint + Card, Fingerprint + Password + Card, Password + Card, Password/Card, User ID + Fingerprint + Password, Fingerprint + (Card/User ID).
Door Available Time Period	It sets the timing for the door so that the door is accessible only during that period.
Normal Open Time Period	It is the scheduled time-period for "Normal Open" mode so that the door is always open during this period.
Aux Output/Lock Open Time(s)	Sets the door unlock time period of the auxiliary terminal device.
Aux Output Type Settings	Auxiliary output types include None, Trigger door open, Trigger Alarm, Trigger door open and Alarm.
Verify Mode by RS485	When the RS485 reader function is turned on, the verification method is used when the device is used as a primary or a secondary.
Embedded Alarm	If enabled, it transmits a sound alarm or disassembly alarm from the local. When the door is closed or the verification is successful, the system cancels the alarm from the local.
Primary Device	While configuring the primary and secondary devices, you may set the state of the primary as **Out** or **In**. **Out:** A record of verification on the primary device is a check-out record. **In:** A record of verification on the primary device is a check-in record.

Secondary Device	While configuring the primary and secondary devices, you may set the state of the secondary as **Out** or **In**. **Out:** A record of verification on the secondary device is a check-out record. **In:** A record of verification on the secondary device is a check-in record.

Attendance Terminal:

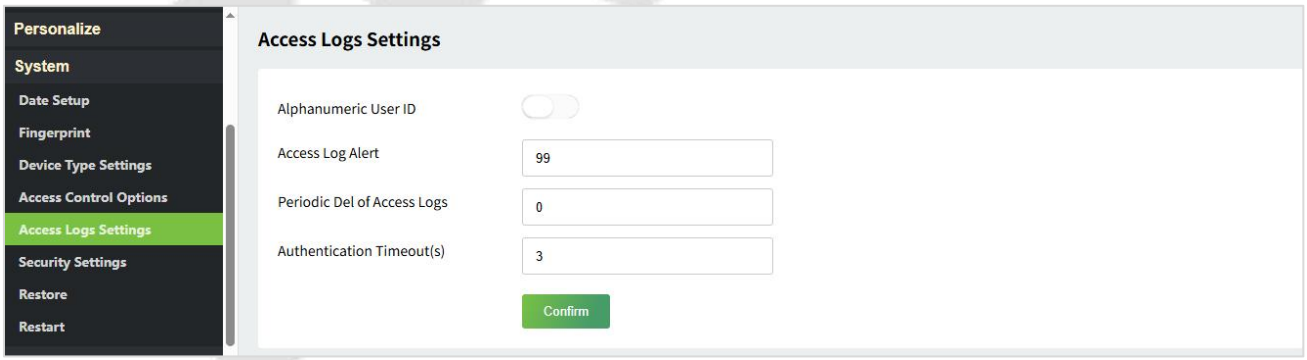


Function Name	Description
Door Lock Delay (s)	The length of time that the device controls the electric lock to be in unlock state. Valid value: 0 to 10 seconds.
Door Sensor Delay (s)	If the door is not locked and is left open for a certain duration (Door Sensor Delay), an alarm will be triggered. The valid value of Door Sensor Delay ranges from 1 to 255 seconds.
Door Sensor Type	There are three Sensor types: **None**, **Normal Open**, and **Normal Close**. **None:** It means the door sensor is not in use. **Normal Open (NO):** It means the door is always left open when electric power is on. **Normal Close (NC):** It means the door is always left closed when electric power is on.
Door Alarm Delay(s)	When the state of the door sensor is inconsistent with that of the door sensor type, alarm will be triggered after a time period; this time period is the Door Alarm Delay (the value ranges from 1 to 999 seconds).

Retry Times to Alarm	When the number of failed verifications reach the set value (value ranges from 1 to 9 times), the alarm will be triggered. If the set value is None, the alarm will not be triggered after failed verification.
Normal Close Time Period	It is the scheduled time-period for "Normal Close" mode so that the door is always closed during this period.
Normal Open Time Period	It is the scheduled time-period for "Normal Open" mode so that the door is always open during this period.
Aux Output/Lock Open Time(s)	Sets the door unlock time period of the auxiliary terminal device.
Aux Output Type Settings	Auxiliary output types include None, Trigger door open, Trigger Alarm, Trigger door open and Alarm.
Verify Mode by RS485	When the RS485 reader function is turned on, the verification method is used when the device is used as a primary or a secondary.
Valid Holidays	To set if **Normal Close Time Period** or **Normal Open Time Period** settings are valid in set holiday time period. Choose [**ON**] to enable the set **NC** or **NO** time period in holiday.
Embedded Alarm	If enabled, it transmits a sound alarm or disassembly alarm from the local. When the door is closed or the verification is successful, the system cancels the alarm from the local.

19.8.5 Access Logs Settings/Attendance

Click **Access Logs Settings/Attendance** on the WebServer.

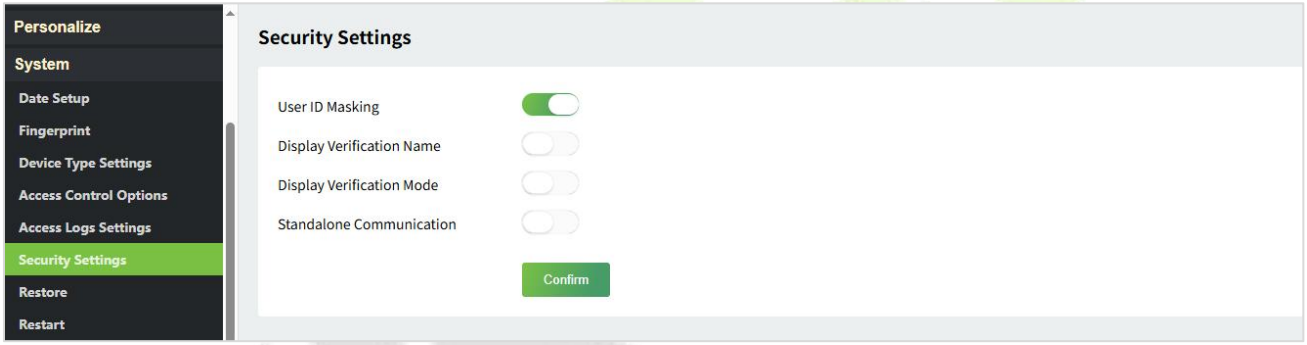


Function Name	Description
Duplicate Punch Period(m)	Within a set time period (unit: minutes), the duplicated attendance record will not be reserved (value ranges from 1 to 999999 minutes).
Alphanumeric User ID	Enable/Disable the alphanumeric as User ID.

Access/Attendance Log Alert	When the record space of the attendance/access reaches the maximum threshold value, the device automatically displays the memory space warning. Users may disable the function or set a valid value between 1 and 9999.
Periodic Del of Access Logs/T&A Data	When access/attendance logs reach its maximum capacity, the device automatically deletes a set of old access/attendance logs. Users may disable the function or set a valid value between 1 and 999.
Authentication Timeout(s)	The amount of time taken to display a successful verification message. Valid value: 1 to 9 seconds.

19.8.6 Security Settings

Click **Security Settings** on the WebServer.

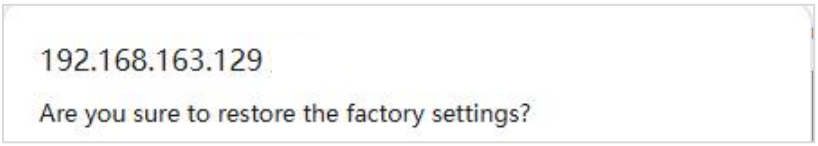


Function Name	Description
User ID Masking	When enabled, and then the user is successfully compared and verified, the User ID in the displayed verification result will be replaced with an * to achieve secure protection of sensitive private data.
Display Verification Name	Set whether to display the username in the verification result interface.
Display Verification Mode	Set whether to display the verification mode in the verification result interface.
Standalone Communication	By default, this function is disabled. It is used to connect the C/S software (like ZKTime.Net, etc.). When it is switched on, a security prompt appears, and you need to set the Comm Key, the device will restart after you confirm.

19.8.7 Restore

Click **Restore** on the WebServer, and it will pop up the following prompt box. Click Yes to restore the factory settings.

The Restore function restores the device settings such as communication and system settings to the default factory settings (this function does not clear registered user data).



Note: After reset, the IP of the device is restored to the original 192.168.1.201, please refer to 18.6.1 Network Settings to modify the IP.

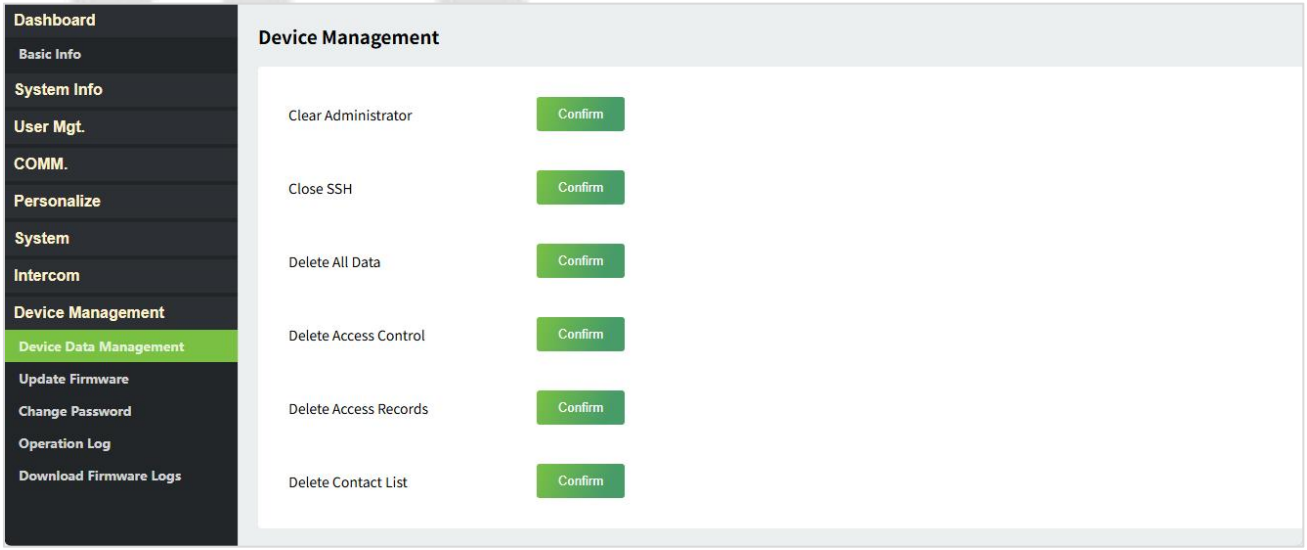
19.8.8 Restart

Click **Restart** on the WebServer, and it will pop up the following prompt box. Click Yes to reboot.

19.9 Device Management

19.9.1 Device Data Management

Click **Device Data Management** on the WebServer.

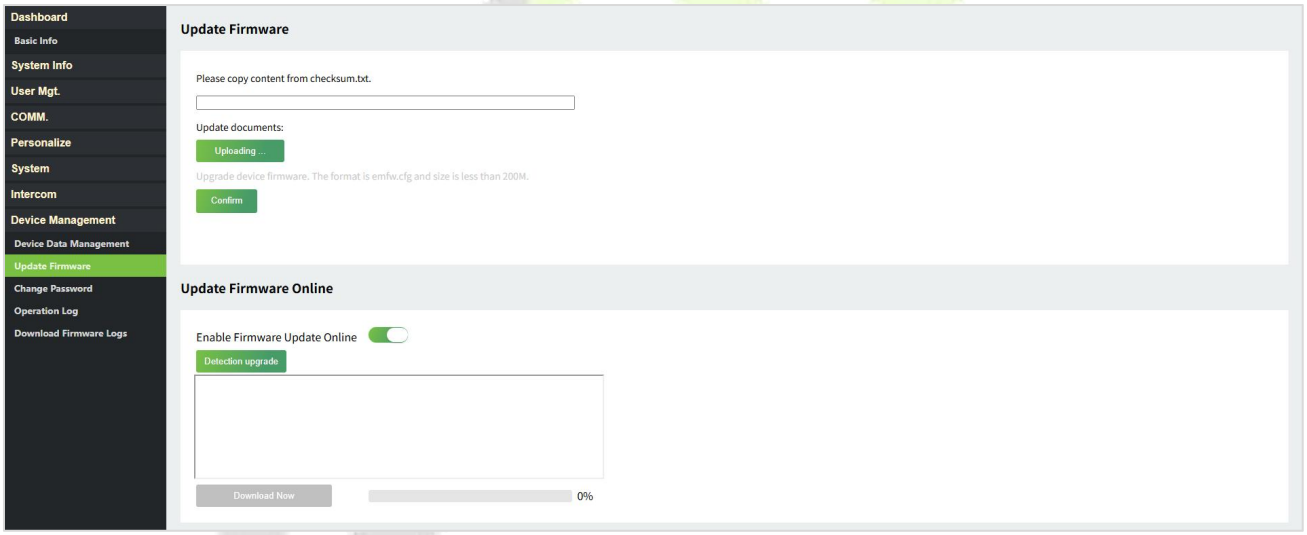


Function Name	Description
Clear Administrator	Choose whether to change the super administrator into a normal user.
Close SSH	SSH is used to enter the background of the device for maintenance, choose whether to close the SSH.
Delete All Data	To delete the information and attendance logs/access records of all registered users.
Delete Access Control	To delete all the access data.
Delete Access/Attendance Records	To delete all the access/attendance records.
Delete Contact List	To delete all the contact list in the device.

19.9.2 Update Firmware

Click **Update Firmware** on the WebServer.

Select an upgrade file and click **Confirm** to complete firmware upgrade operation.



Note: If the upgrade file is needed, please contact our technical support. Firmware upgrade is not recommenced under normal circumstances.

You can also choose to update firmware online. Click **Detection upgrade** it may have the following 3 scenarios:

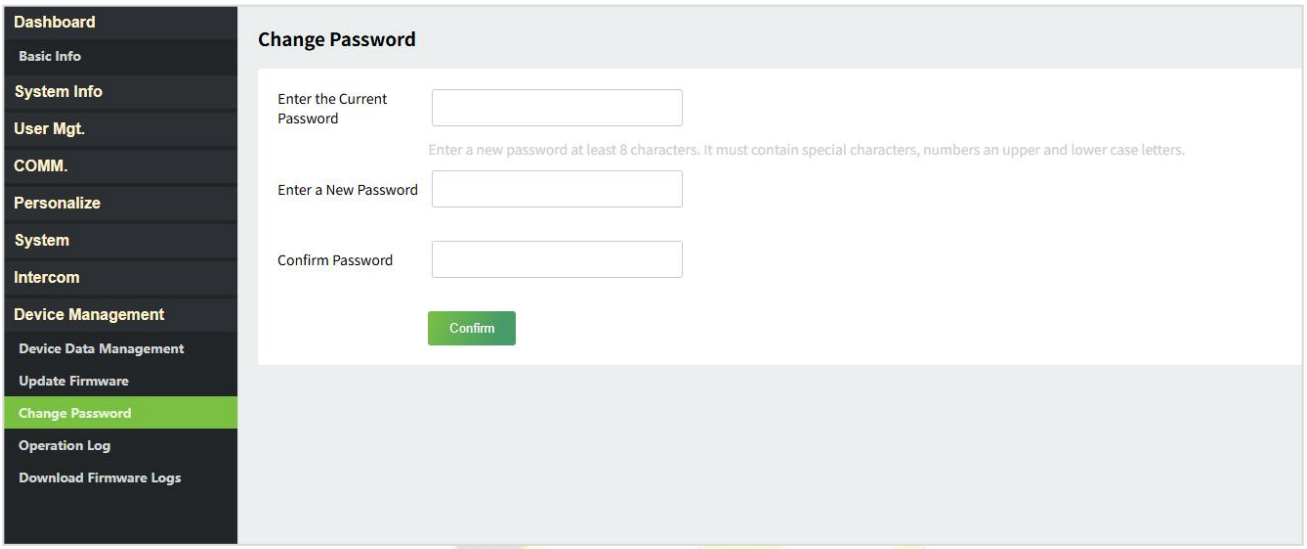
- If the query fails, the interface will prompt "Query Failed".
- If the firmware version of the device is latest, it will prompt that the current firmware version is already the latest.

- If the firmware version of the device is not the latest, the version number and change log of the latest version will be displayed. Users can choose whether to update to the latest firmware version.

19.9.3 Change Password

Click **Change Password** on the WebServer.

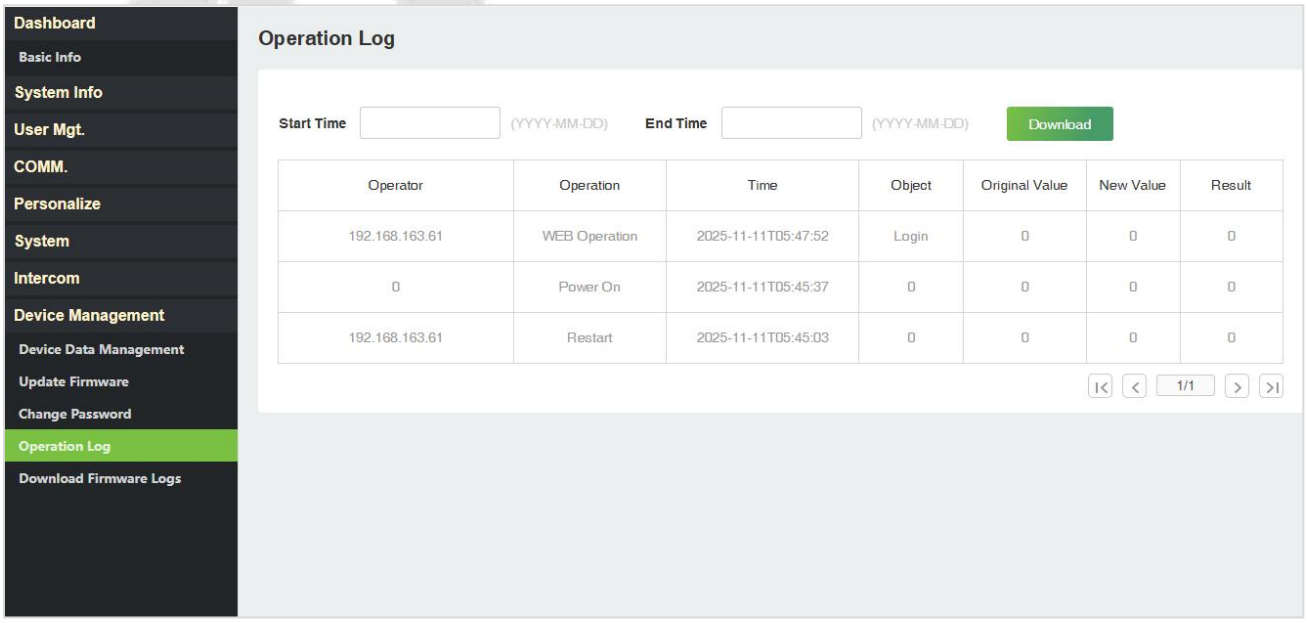
In this interface, you can change the password of WebServer.



19.9.4 Operation Log

Click **Operation Log** on the WebServer.

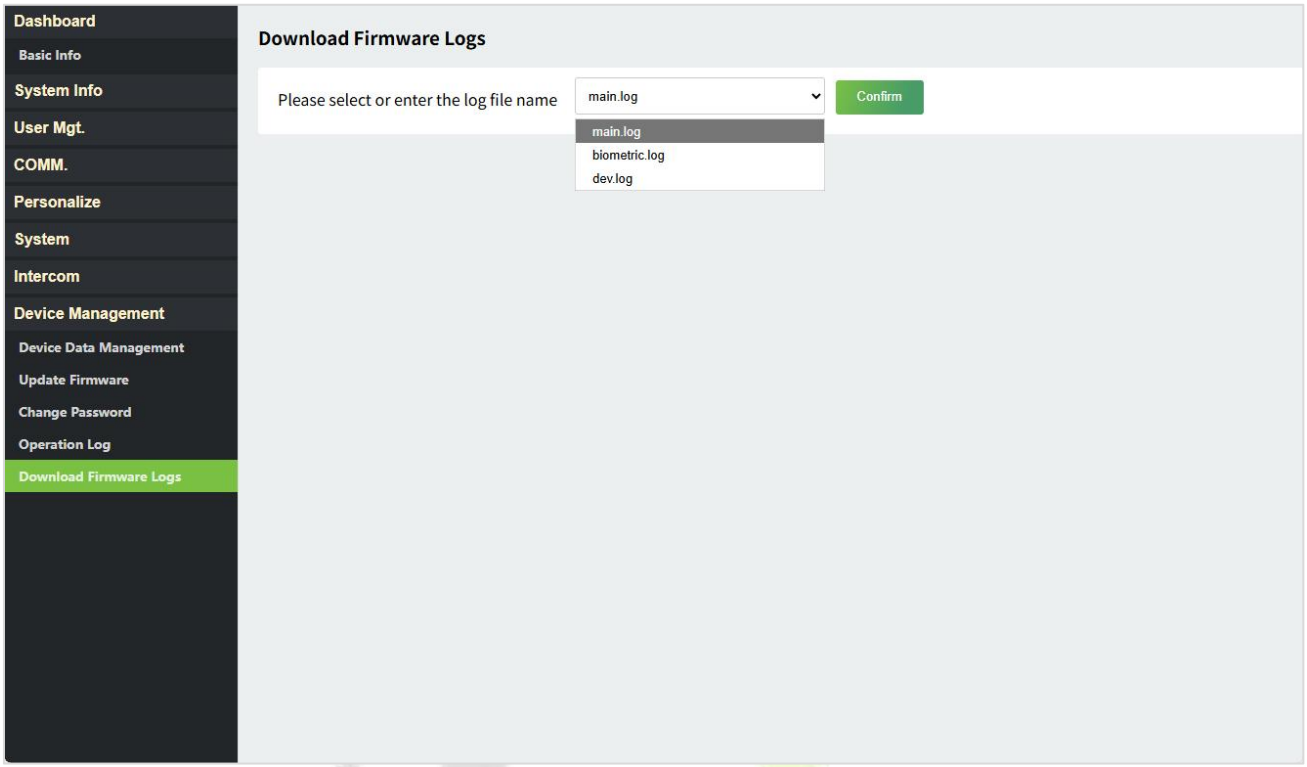
All the user's operation records on the device or WebServer are saved. Users can search and download these logs by time.



19.9.5 Download Firmware Logs

Click **Download Firmware Logs** on the WebServer.

In this interface, you can select download the main, biometric, or dev.log.



20 Connecting to ZKBio Zlink App

The App pages may vary depending on the version, and the document is for reference only.

Change the device communication protocol to BEST protocol, then the device can be managed by ZKBio Zlink, please refer to 9.4 Device Type Settings.

- **Download the ZKBio Zlink App**

Search for the "ZKBio Zlink" App in the iOS App Store or Google Play Store. Or scan the QR code below to install the app.

Apple App Store

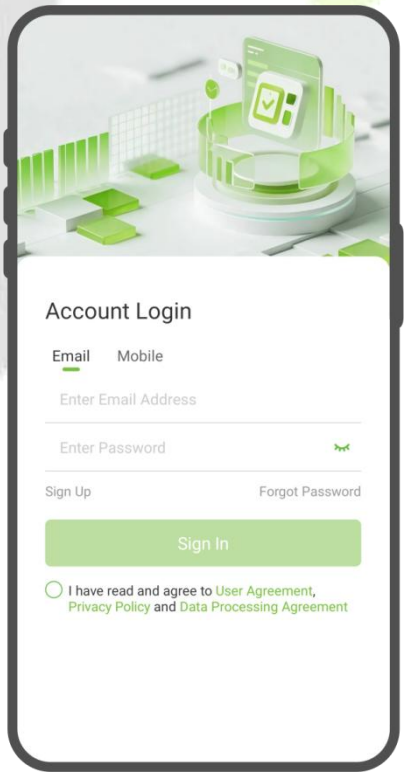
Google Play Store

Download on the App Store

GET IT ON Google Play

20.1 Login to the App

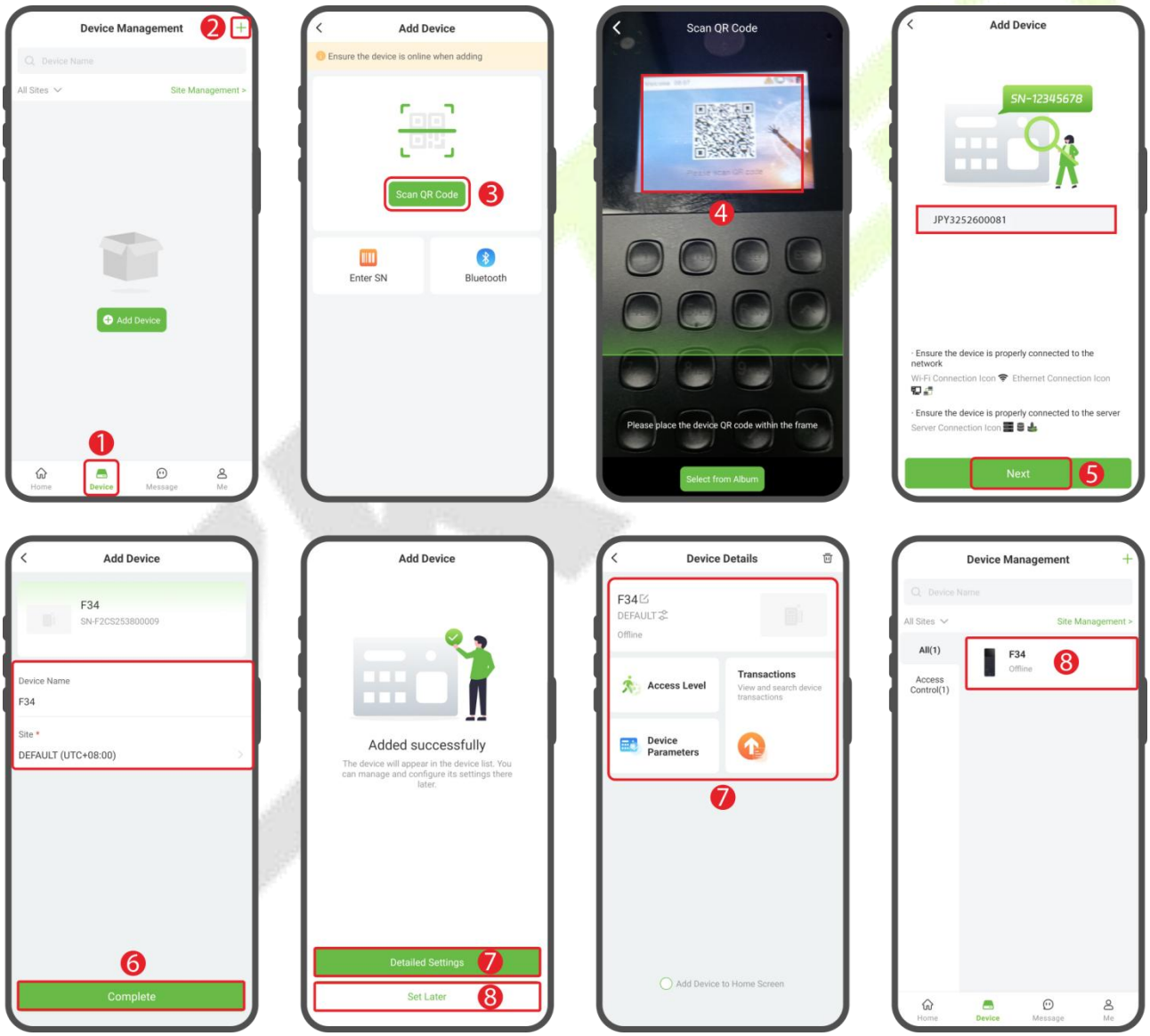
Enter your registered account and password, check “I have read and agree to User Agreement, Privacy Policy and Data Processing Agreement” and click **Sign In** to log in to the App.



Note: *For more operations, refer to the ZKBio Zlink App's user manual.*

20.2 Add Device on the App

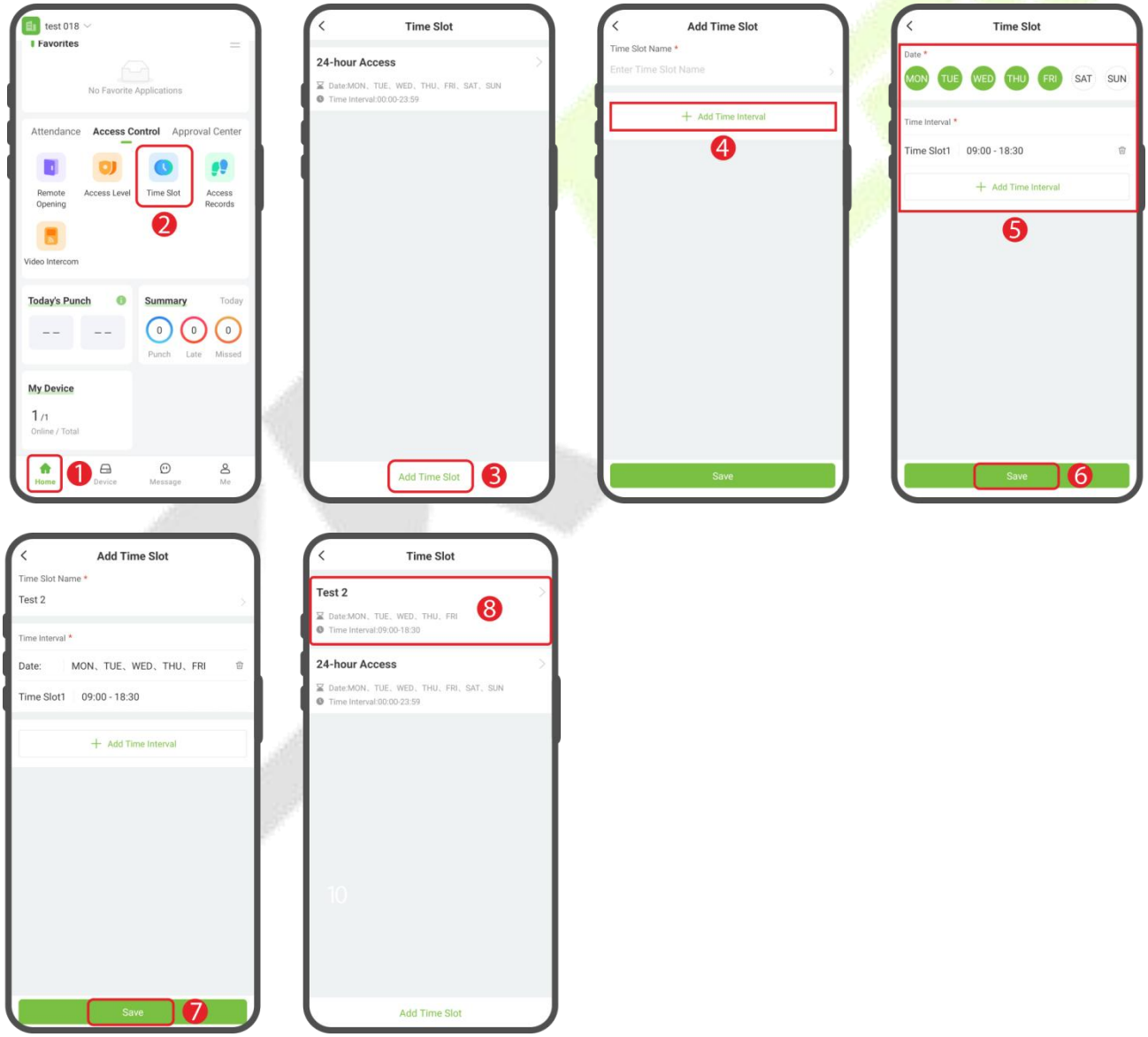
- Access the ZKBio Zlink App and click on [**Device**] > the + icon in the top-right corner to access the "Add Device" screen. (See diagram step 1,2)
- Then click [**Scan QR Code**] to scan the QR code on the device. After scanning the QR code to find the device, click [**Next**]. (See diagram step 3,4,5)
- Enter the device name and specify the device to a site. Click [**Complete**] to complete the addition. (See diagram step 6)
- Once successfully added, the device is displayed in the list of the device interface. Click [**Detailed Settings**]/[**Set Later**] to enter the corresponding interface. (See diagram step 7,8)

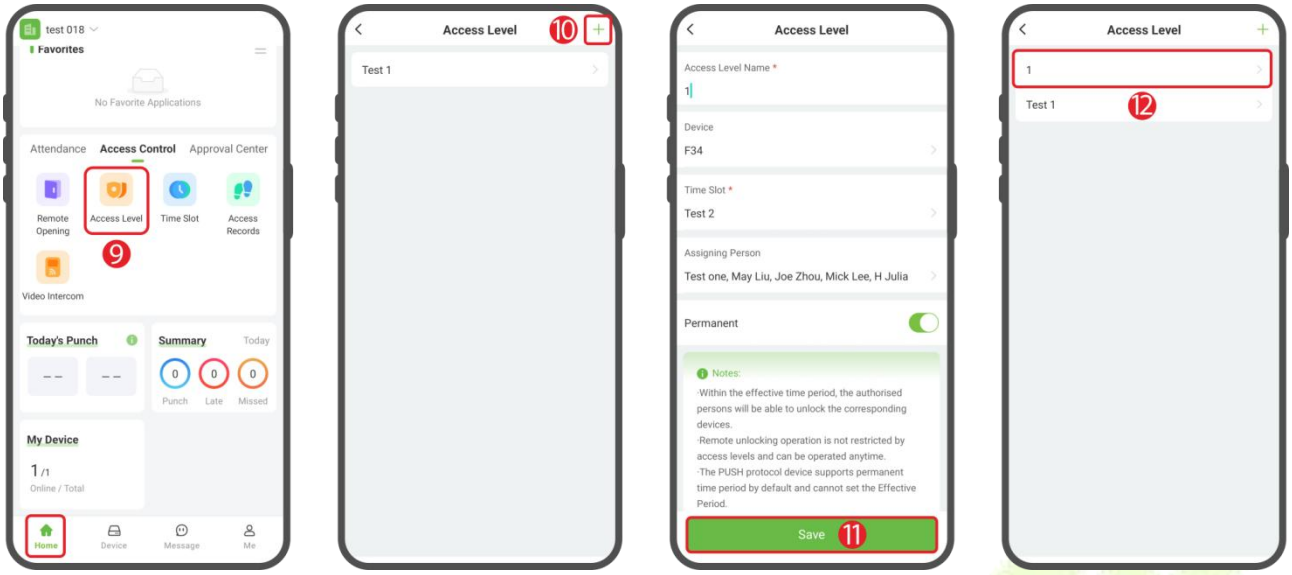


20.3 Set Access Levels

- Click [**Home**] > [**Access Control**] > [**Time Slot**] > **[Add Time Slot]** to add a time slot. (See diagram step 1,2,3)
- Set the time slot name and click [**Add Time Interval**] to add the time intervals, then click [**Save**]. The time slot will then appear in the list. (See diagram step 4,5,6,7,8)

  Note: There is a default timeslot named **24-hour Access** in the system.
- Click [**Home**] > [**Access Level**] > the + icon in the top-right corner to add an access level. (See diagram step 9,10)
- Set the name, select the time slot, device, and persons, and click [**Save**] to synchronize the access level to the device. The access level will then appear in the list. (See diagram step 11,12)



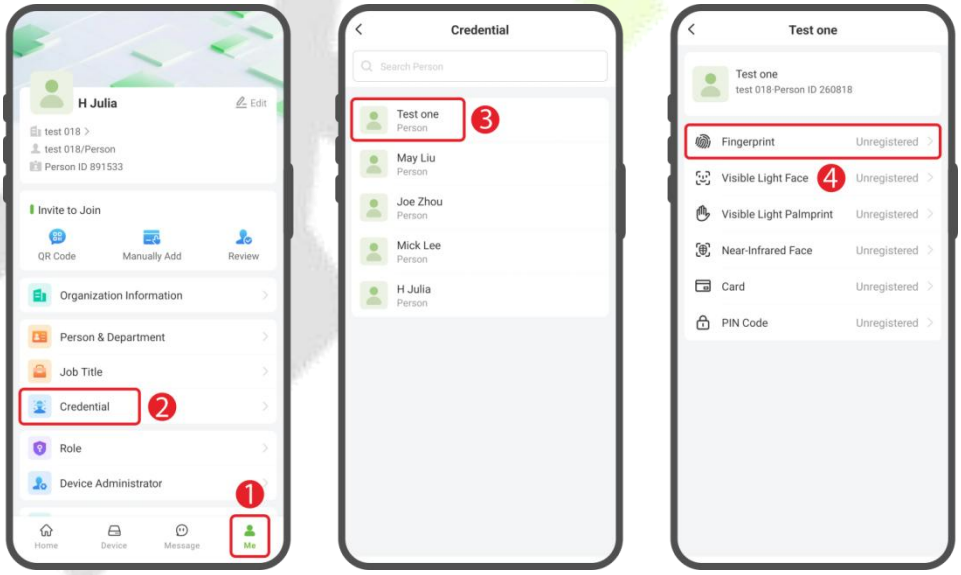


20.4 Register Verification Mode on the App

Once you have added persons to the device, you can register verification modes to them.

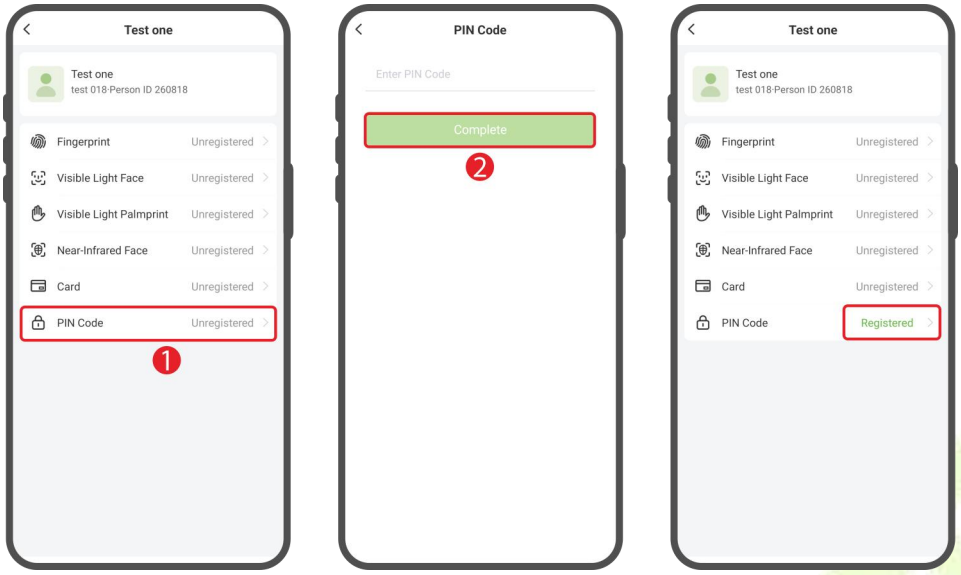
Note: It must be based on the functions actually supported by the device.

Click [**Me**] > [**Credential**] to enter the Credential screen, select the person who needs to register verification mode. (See diagram step 1,2,3,4)



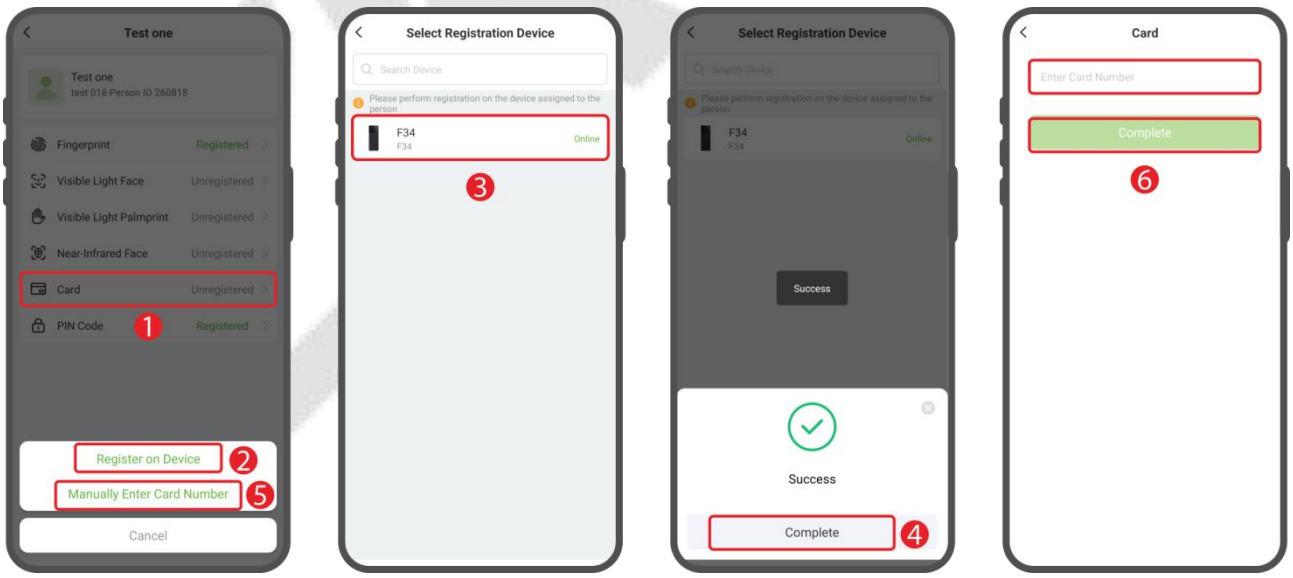
Register Password

In the Details interface, click [**PIN Code**] and enter the password in the setting screen, then click [**Complete**]. (See diagram step 1,2)



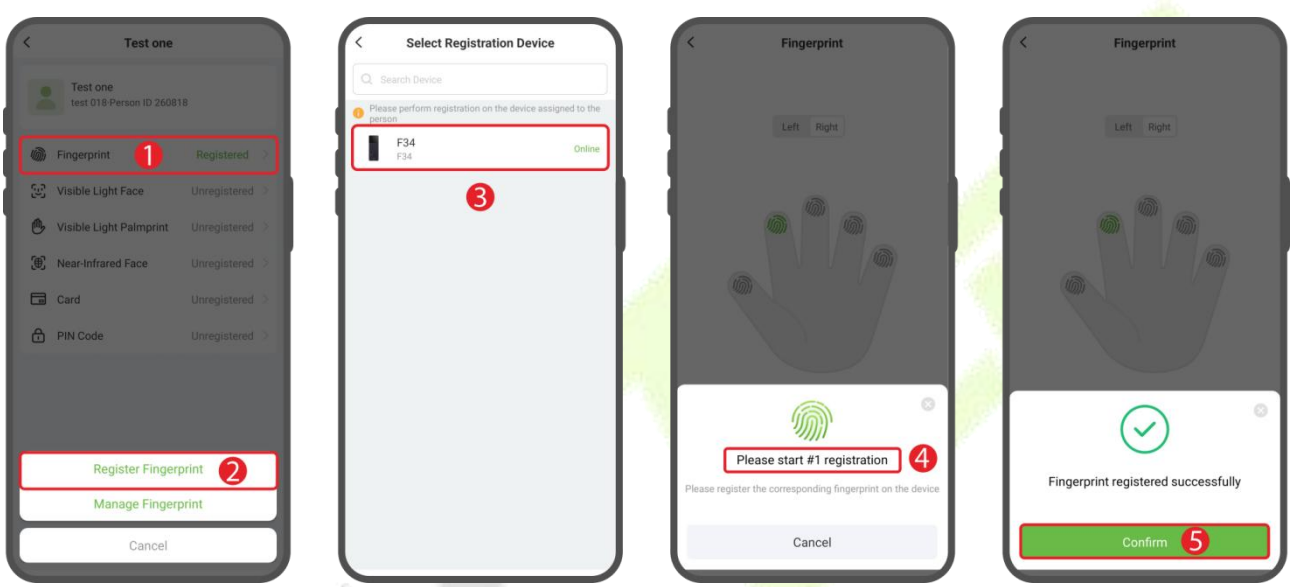
Register Card

- In the Details interface, click on the icon. You can select Register on Device or Manually Enter Card Number. If you want to register on device, then click **Register on Device**. (See diagram step 1,2)
- Select the registration device, at the same time, the device displays the Enroll Card Number interface. Place the card in the swipe area, when the app displays "**Success**", it means the card is successfully registered. (See diagram step 3,4)
- When you click [**Manually Enter Card Number**], simply enter the card number directly in the pop-up window. (See diagram step 5,6)



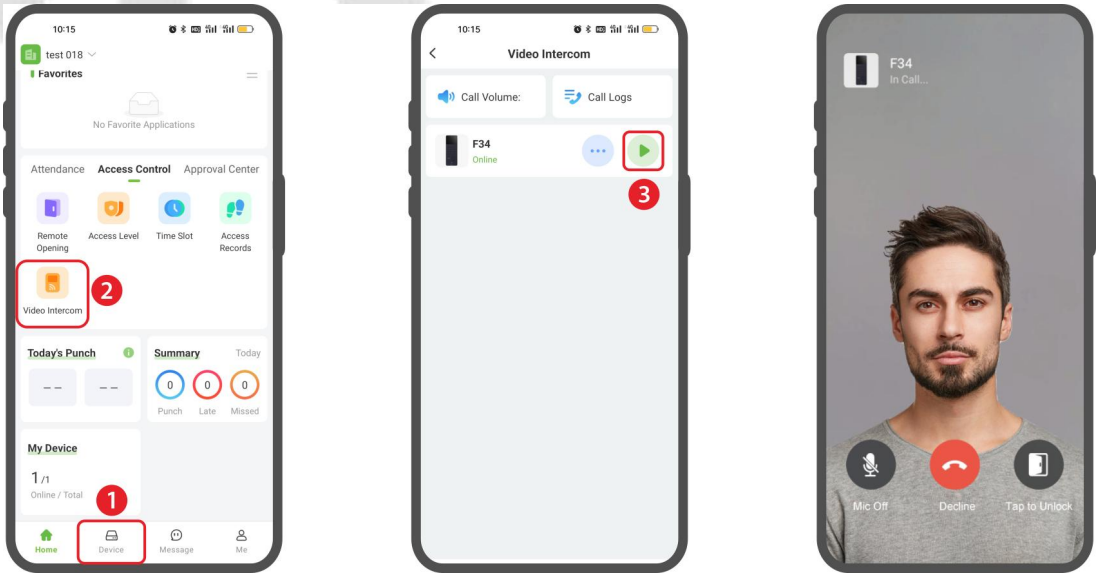
Register Fingerprint

- In the Details interface, click the icon > [**Register Fingerprint**], select the device and the fingerprint to register. When selecting a device for registration, the device will prompt "Please press your finger" and press 3 times on the collector after hearing the prompt. (See diagram step 1,2,3,4)
- Click [**Confirm**] to return. (See diagram step 5)
- When you hear the message "Registration is successful", the registration is successful. And you can repeat the above operation to register other fingers.



20.5 Video Intercom

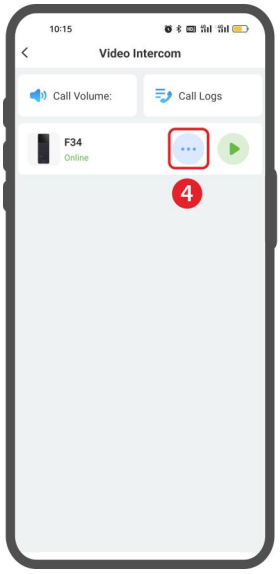
- Click [**Device**] > [**Video Intercom**], then click the icon to call this device. Tap the "Tap to Unlock" icon to remotely unlock the door.

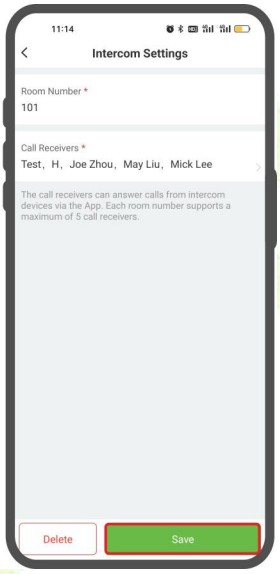


- Tap the icon to enter the intercom settings interface. Click [**Mobile App**] > [**Add**] to link personnel who can answer incoming calls via the app.

  Room Number: Customize the number of the person.

  Person: One or multiple persons can be selected. If multiple persons are selected, all the persons will receive the call when the device calls the number.





- After completing the setup, press the video intercom button on the device. In the pop-up interface, enter the call number or press the **UP** key to open the contact list and search for the person you wish to call. Then press the **M/OK** button to initiate the call.

21 Connecting to ZKBio Zlink Web

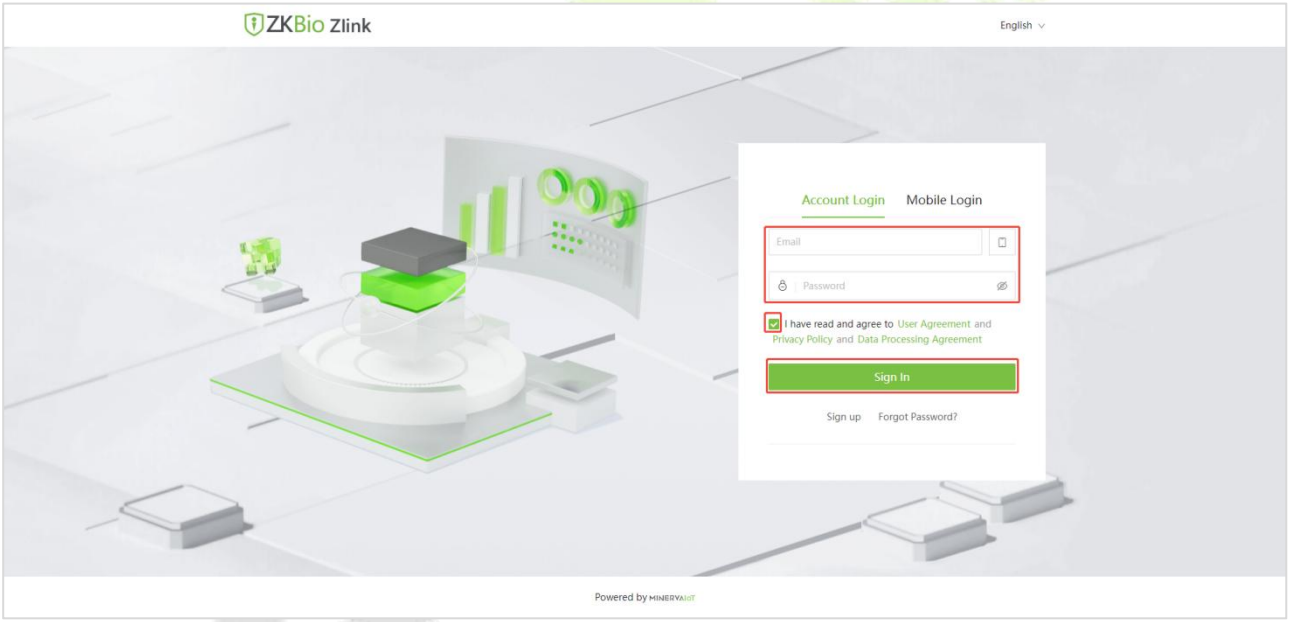
The web pages may vary depending on the version, and the document is for reference only.

Change the device communication protocol to BEST protocol, then the device can be managed by ZKBio Zlink, please refer to 9.4 Device Type Setting.

Users can use the created account to access ZKBio Zlink Web to connect devices, add new personnel, register the verification method of registered personnel, synchronize personnel to devices and query records.

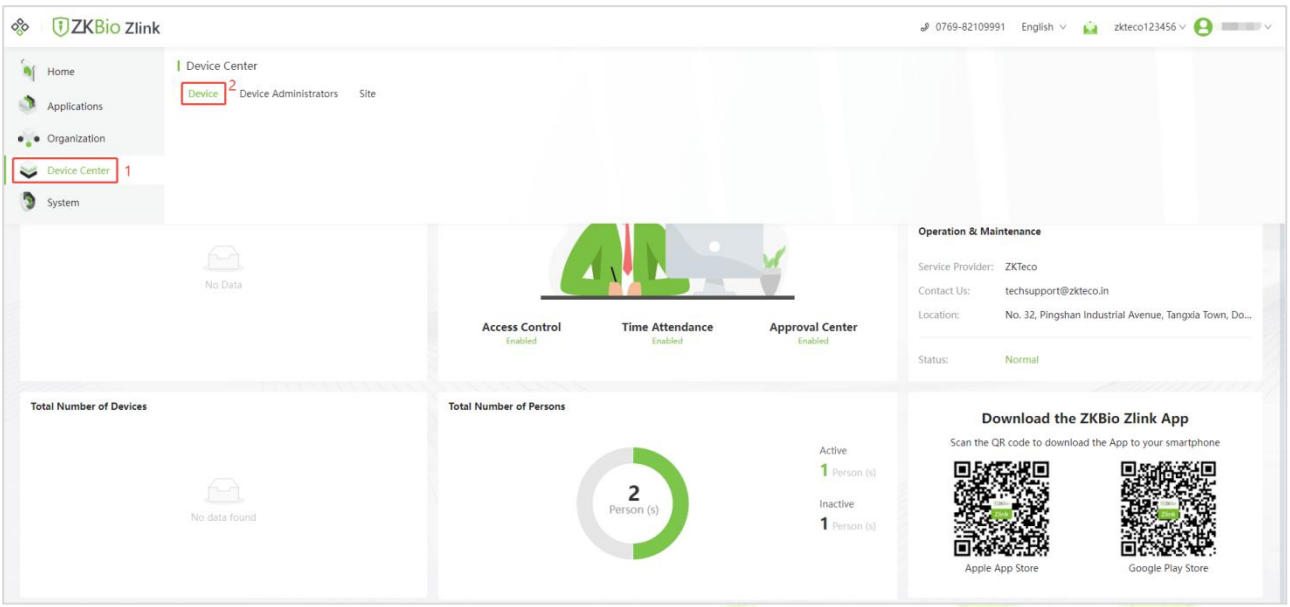
21.1 Login to the Web

1. Please open the recommended browser and enter the IP address to access the ZKBio Zlink Web: http://zlink.minervaiot.com.
2. Enter your Email ID and password on the login screen, check "I have read and agree to User Agreement and Privacy Policy and Data Processing Agreement" and click [**Sign In**] to login.

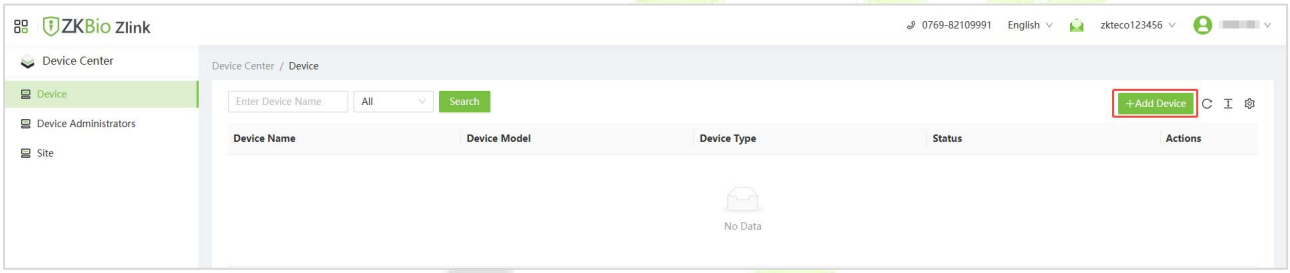


21.2 Add Device on the Web

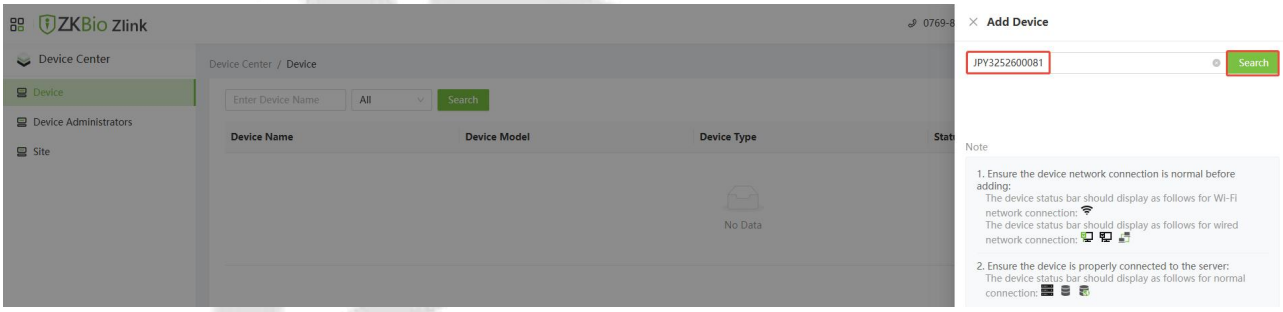
1. Click the icon on the top left corner, and click [**Device Center**] > [**Device**] to enter the device setting interface.



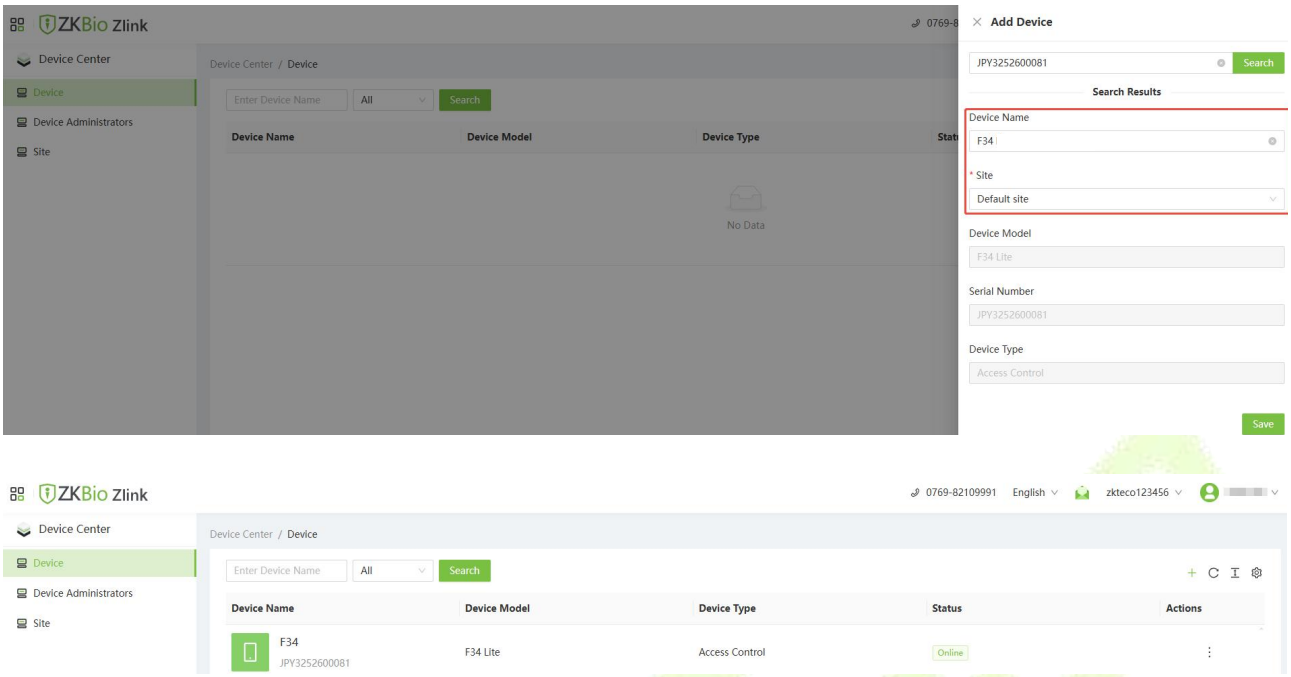
2. Then click [**Add Device**] to enter the Add Device interface.



3. Enter the Serial Number and click [**Search**].



4. Then enter the device name and specify the device to a site. Select Site from the drop- down menu. Click [**Save**] to complete the addition.

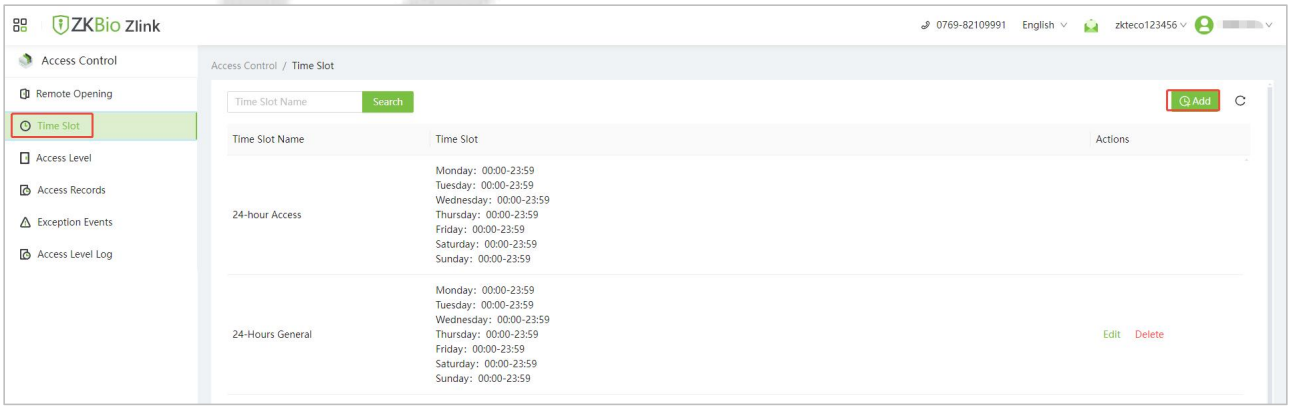


Note: *Wait a moment for the device status to change from "**Offline**" to "**Online**".*

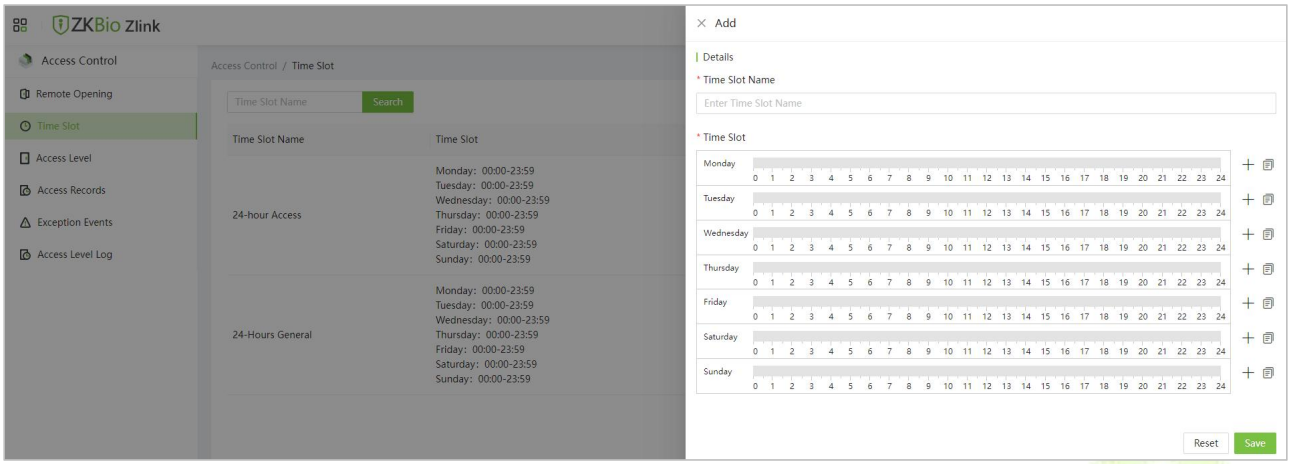
21.3 Set Access Levels

1. Click the icon on the top left corner, and click [**Applications**] > [**Access Control**] to enter the access control settings interface.

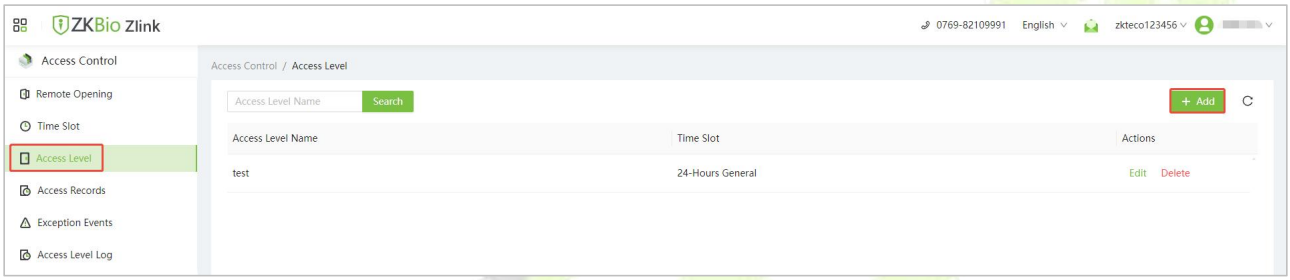
2. Click [**Time Slot**] > [**Add**] to add a time slot.



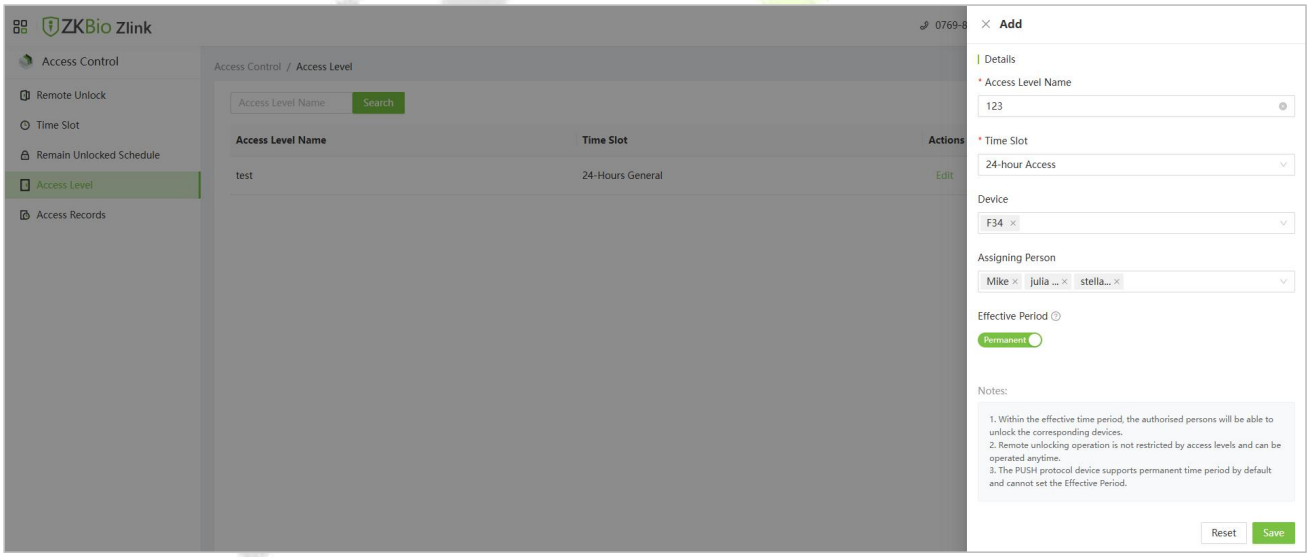
3. Set the name and time slot, and click [**Save**]. Then the time lot will be displayed in the list. (**Note:** There is a default timeslot named **24-hour Access** in the system.)



4. Click [**Access Level**] > [**Add**] to add an access level.



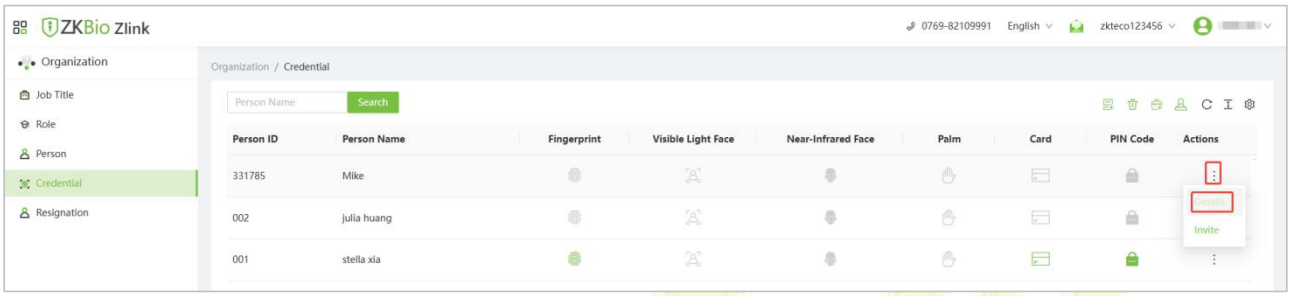
5. Set the access level name, select the time slot, device, and persons, then click **Save** to synchronize the access level to the device.

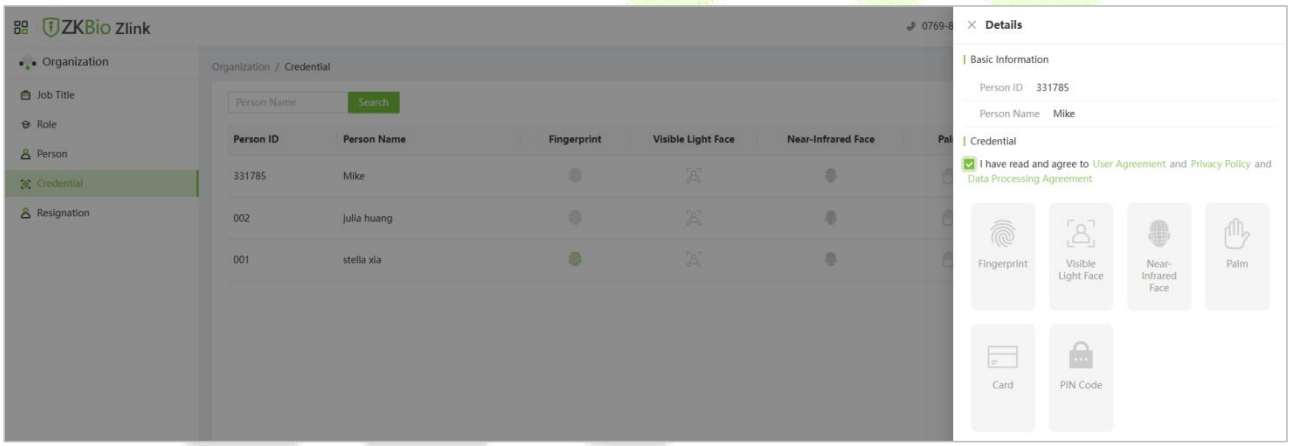


21.4 Register Verification Mode on the Web

1. Click the icon on the top left corner, and click [**Organization**] > [**Credential**] to enter the credentials setting interface.

2. Select the person and click the icon > **Details**, check "I have read and agree to User Agreement and Privacy Policy and Data Processing Agreement" and click **Fingerprint/Card/PIN Code** to remotely register the personnel biometric verification mode.

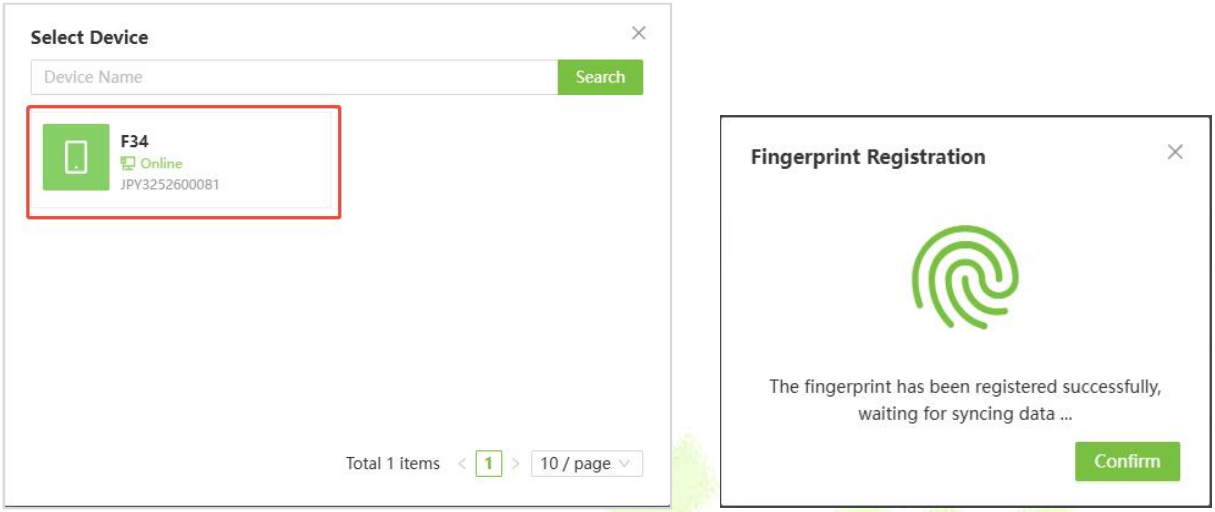




- **Register Fingerprint**

1. Click **Fingerprint** in the Details page. Click **13.0Version** or **10.0Version** (it depends on the fingerprint algorithm that set in **System > Fingerprint**). Choose the hand and finger to be enrolled in the pop-up prompt window.

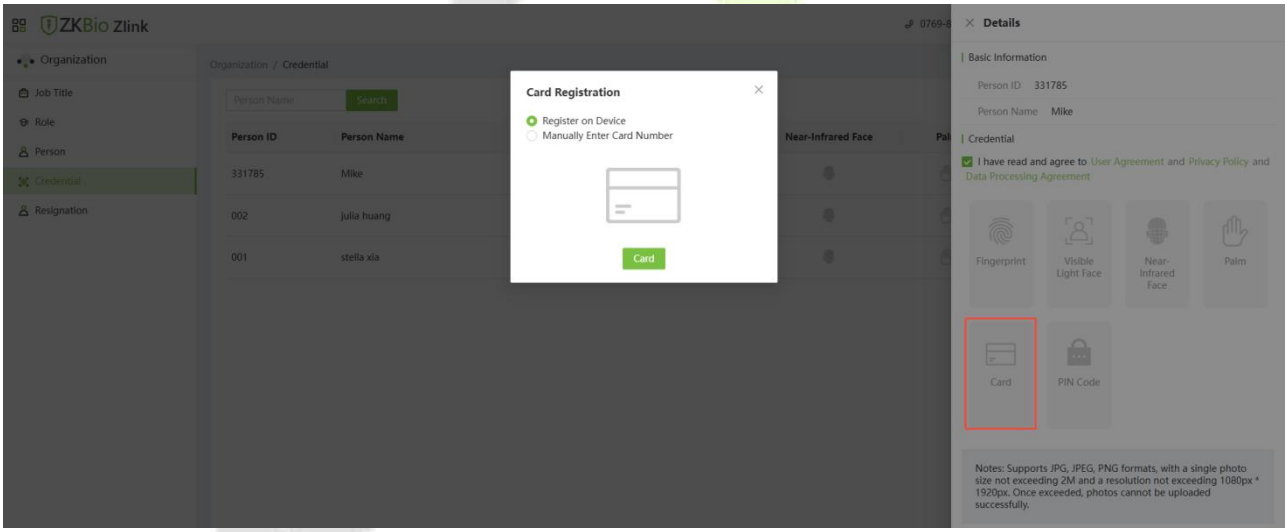
2. Select the registration device, the device will display the fingerprint registration screen. According to the prompts, place your finger on the fingerprint sensor and press 3 times. When the interface prompts “Enrolled Successfully”, it means the fingerprint registration is successful.



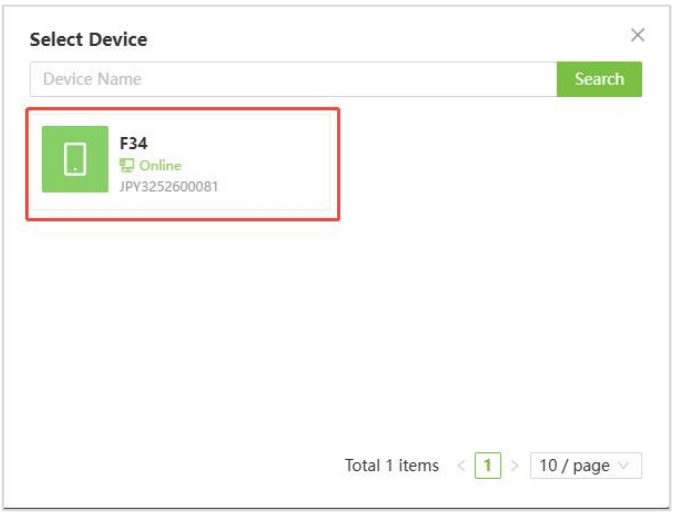
3. And you can repeat the above operation to register other fingers.

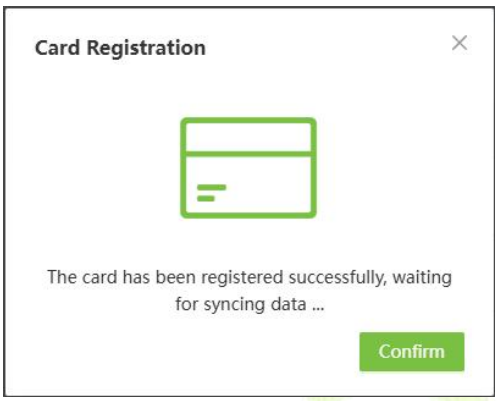
- **Register Card**

1. Click **Card** in the Details page. You can select Register on Device or Manually Enter Card Number. If you want to register on device, then click **Register on Device**.



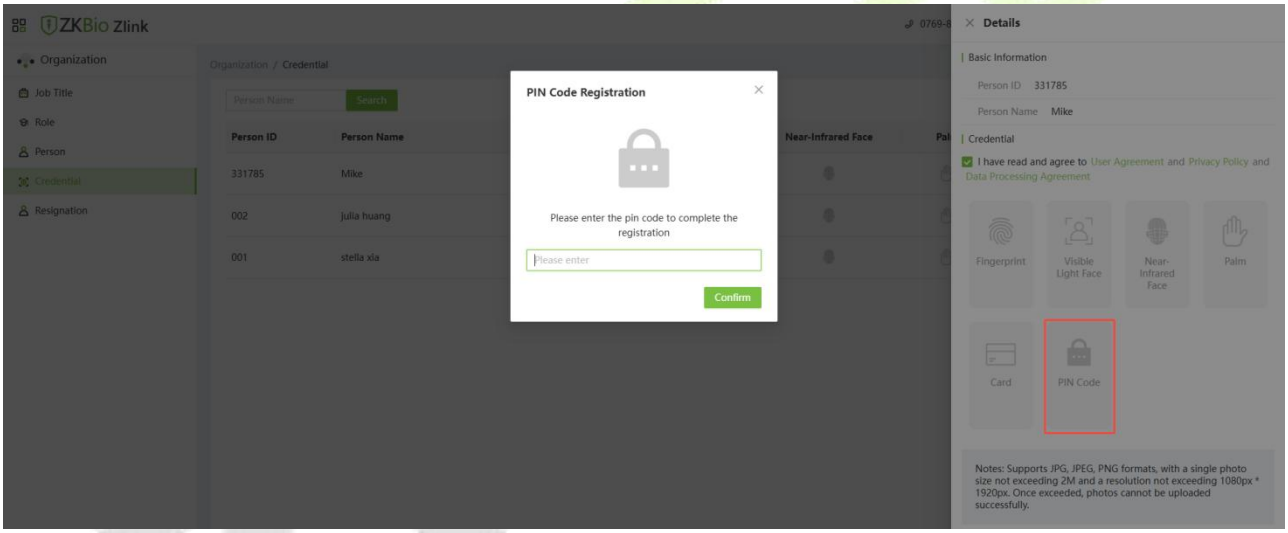
2. Select the registration device, the device will display the **Enroll Card Number** interface. Place the card in the swipe area, when the display shows green √, it means the card is successfully registered.





- **Register Password**

Click **PIN Code** in the Details page. Set the password in the pop-up prompt window, and then click [**Confirm**].



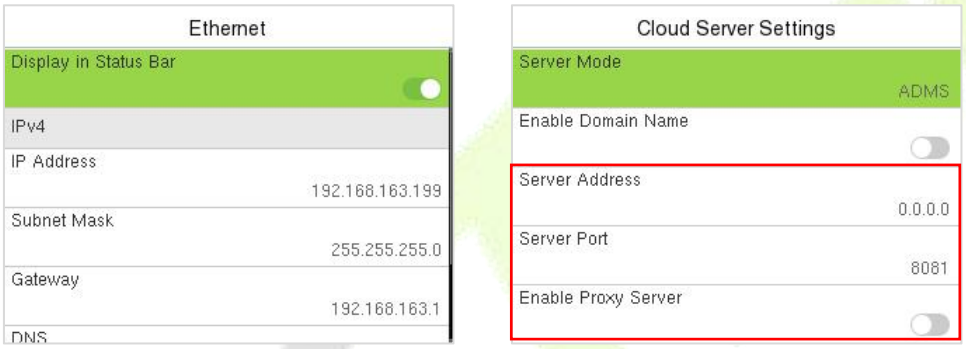
For more details, please refer to the ZKBio Zlink User Manual.

22 Connect to ZKBio CVAccess Software

Change the device type as A&C PUSH, then the device can be connected to ZKBio CVAccess, please refer to 9.4 Device Type Setting.

22.1 Set the Communication Address

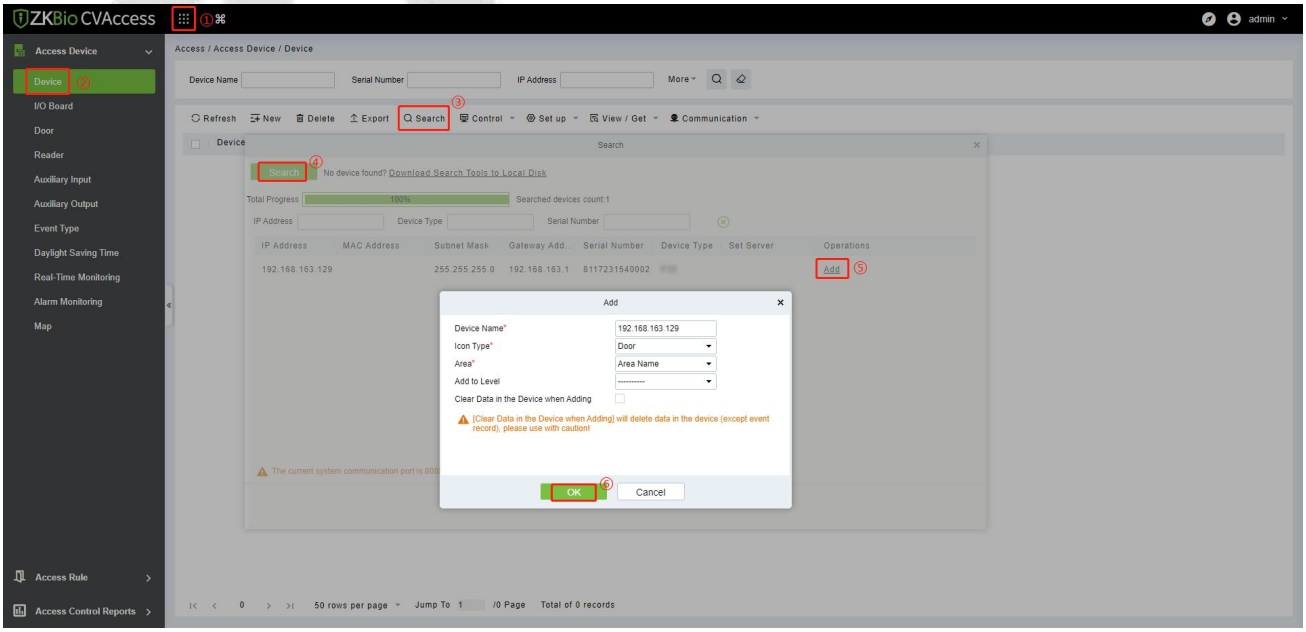
1. Press **M/OK** and enter **COMM.** > **Ethernet** to set the IP address and gateway of the device. (***Note:*** The IP address should be able to communicate with the ZKBio CVAccess server)
2. Press **M/OK** and enter **COMM.** > **Cloud Server Setting** to set the server address and server port.
   Server address: Set the IP address as of ZKBio CVAccess server.
   Server port: Set the server port as of ZKBio CVAccess.



22.2 Add Device on the Software

Add the device by searching. The process is as follows:

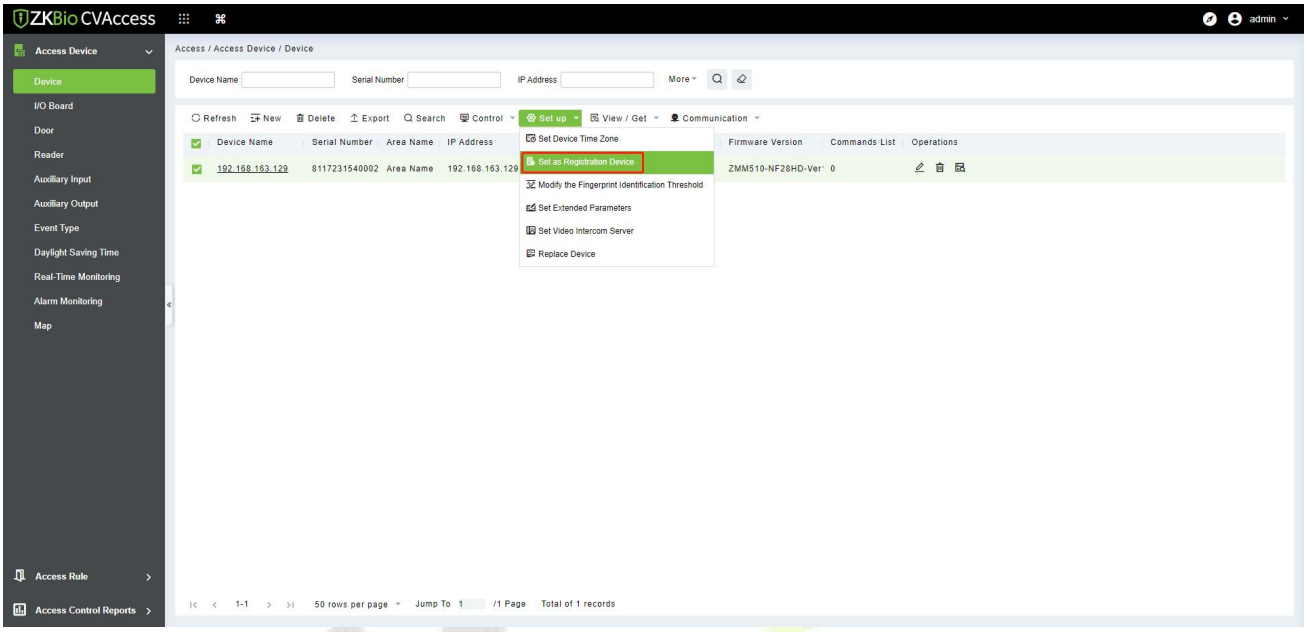
1. Click **Access** > **Device** > **Search** > **Search**, to open the Search interface in the software.
2. Click **Search**, and it will prompt [**Searching……**].
3. After searching, the list and total number of access controllers will be displayed.



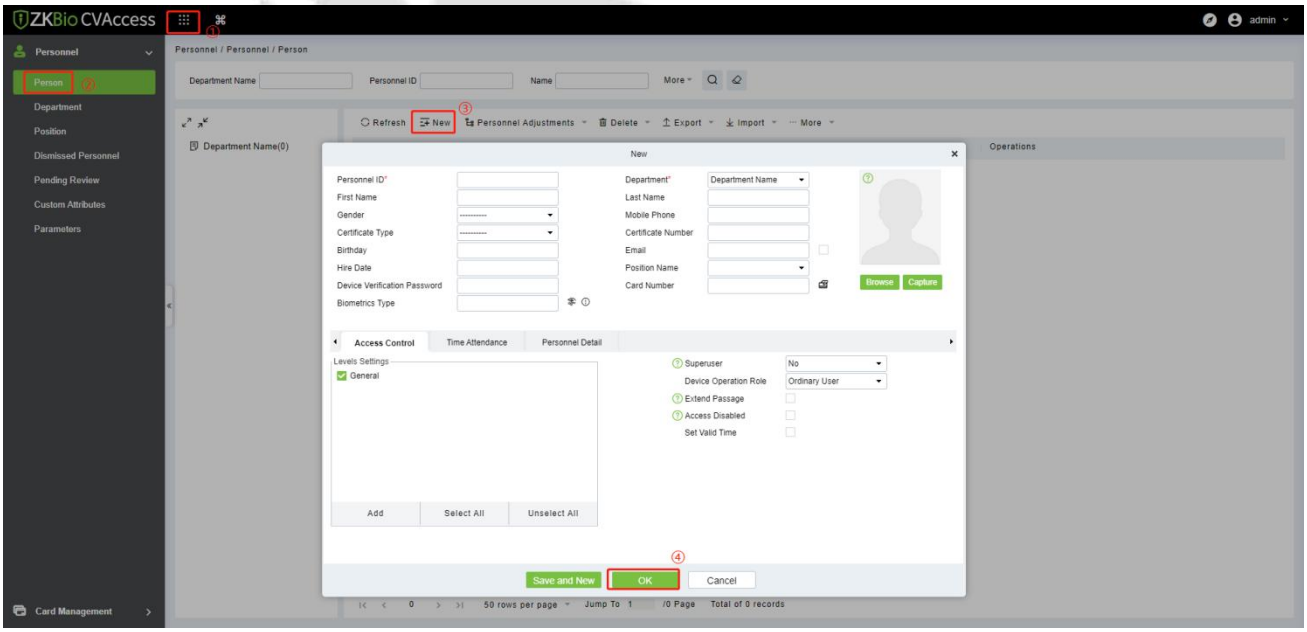
4. Click [**Add**] in operation column, a new window will pop-up. Select Icon type, Area, and Add to Level from each dropdown and click [**OK**] to add the device.
5. After the addition is successful, the device will be displayed in the device list.

22.3 Add Personnel on the Software and Online Fingerprint Registration

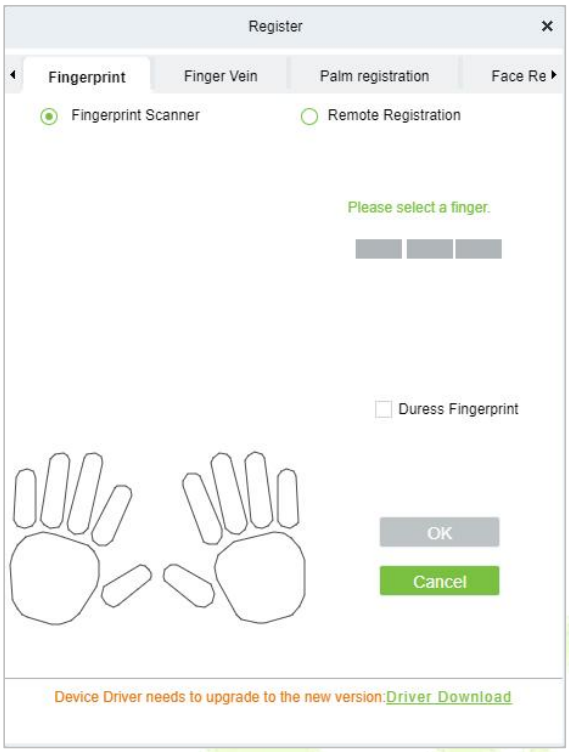
1. In the device list, select the device and click **Set up > Set as Registration Device.**



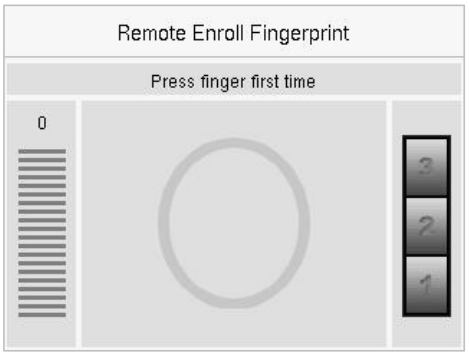
2. Click **Personnel** > **Person** > **New**:



3. Fill in all the required fields of the user and click  to enter the online fingerprint registration interface.



4. Click **Driver Download** to install the driver first.
5. Select **Remote Registration**, then select the IP address of the device and click **Confirm**.



6. Select the finger you want to register and press your finger on the fingerprint sensor of the device three times. If the fingerprint is successfully registered, the device will prompt "Enrolled successfully".
7. If you want to register a duress fingerprint, you can click **Duress Fingerprint** before registering the fingerprint.
   - **Duress fingerprint:** In any case, a duress alarm is generated when a fingerprint matches a

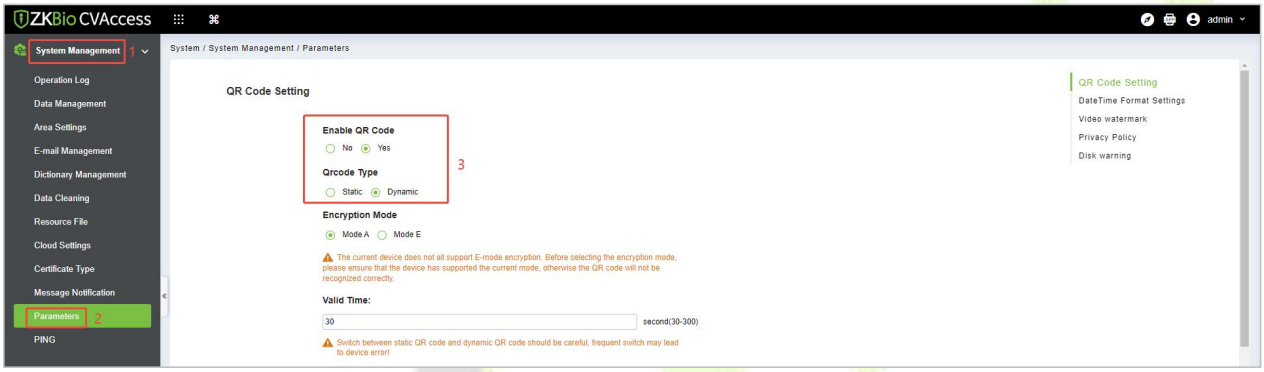
duress fingerprint.

8. Click **OK** to save the user.
9. Click **Access > Device > Control > Synchronize All Data to Devices** to synchronize all the data to the device including the new users.

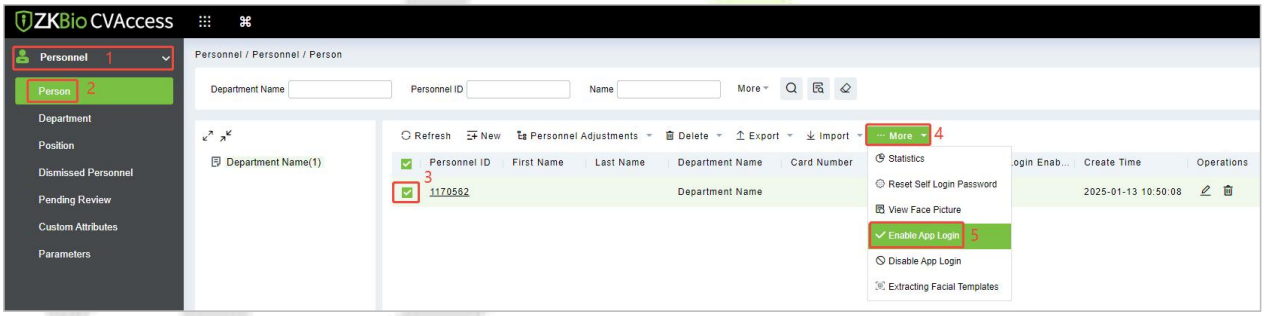
22.4 Mobile Credential★

After downloading and installing the ZKBio Zexus Mobile App, the user needs to set the Server before login. The steps are given below:

1. In ZKBio CVAccess, click **System** > **System Management** > **Parameters**, set **Enable QR Code** to "Yes", and select the Qrcode Type as **Dynamic**, the valid time of the QR code can be set.

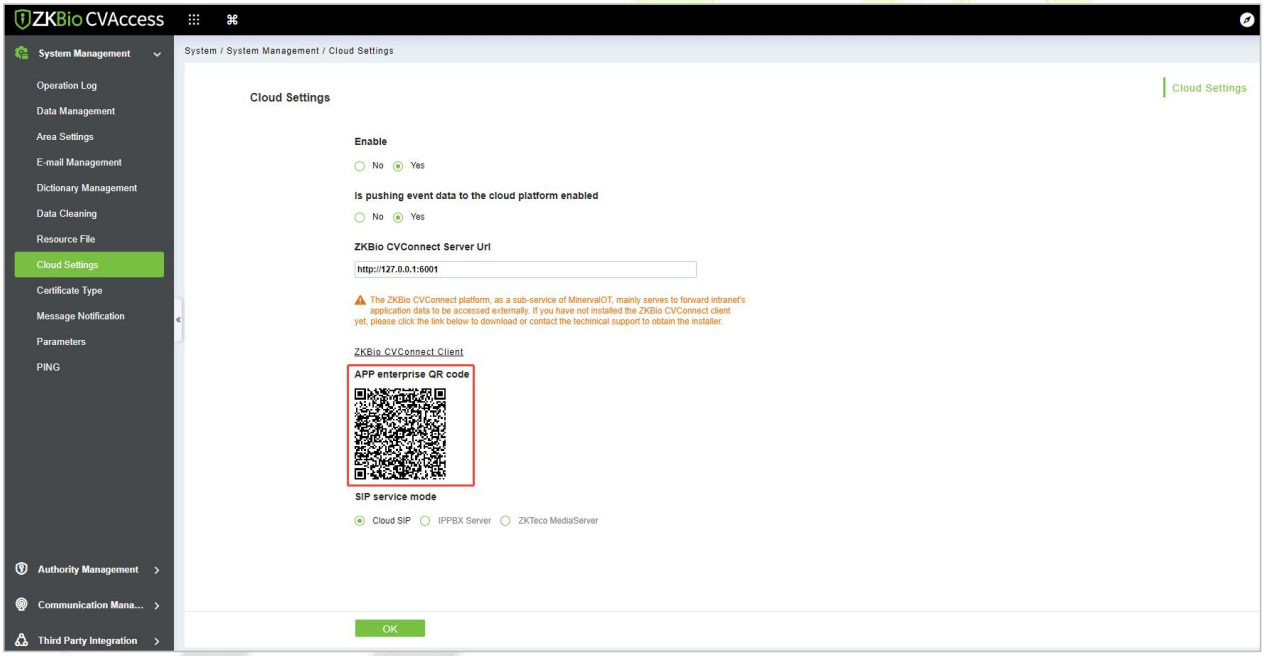


2. Click **Personnel > Personnel > Person**, select the personnel and click **More > Enable APP Login**.

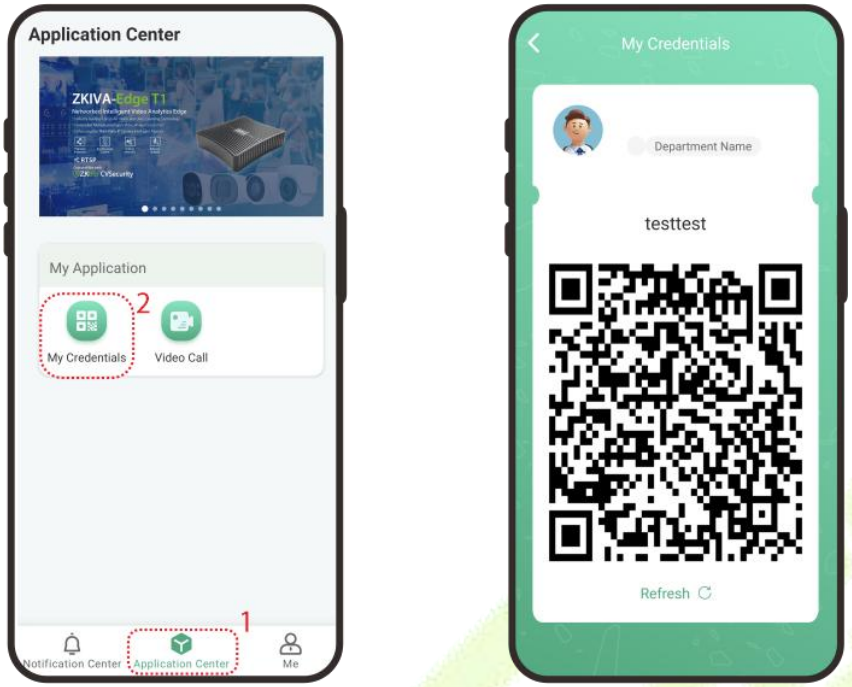


3. Open the App on the Smartphone. On the login screen, select the role-**Personnel**, enter the account information, and click **Login**.

   Organization Name: Scan the organization code you get before. (Enter **System > System Management >Cloud Setting >APP enterprise QR Code**)
   Account & Password: The personnel ID & password (default: 123456).



4. Click **Application Center** > **Mobile Credential** on the App, and a QR code will appear, which includes employee ID and card number information.



5. The QR code can replace a physical card on a specific device to achieve contactless authentication to open the door.
6. The QR code refreshes automatically for every 30s and supports manual refresh.

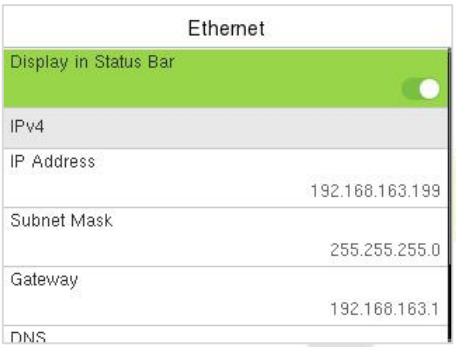
Note: *For other specific operations, please refer to ZKBio CVAccess User Manual.*

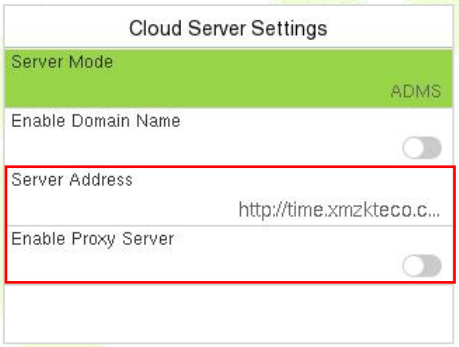
23 Connect to ZKBio Time Software

Change the device type as T&A PUSH, then the device can be connected to ZKBio Time, please refer to 9.4 Device Type Setting.

23.1 Set the Communication Address

1. Press **M/OK** and enter **COMM.** > **Ethernet** to set the IP address and gateway of the device. (***Note:*** The IP address should be able to communicate with the ZKBio Time server)
2. Press **M/OK** and enter **COMM.** > **Cloud Server Setting** to set the server address and server port.
   Server address: Set the IP address as of ZKBio Time server.
   Server port: Set the server port as of ZKBio Time server.
   Or you can choose to enable **Domain Name** and set the server address.

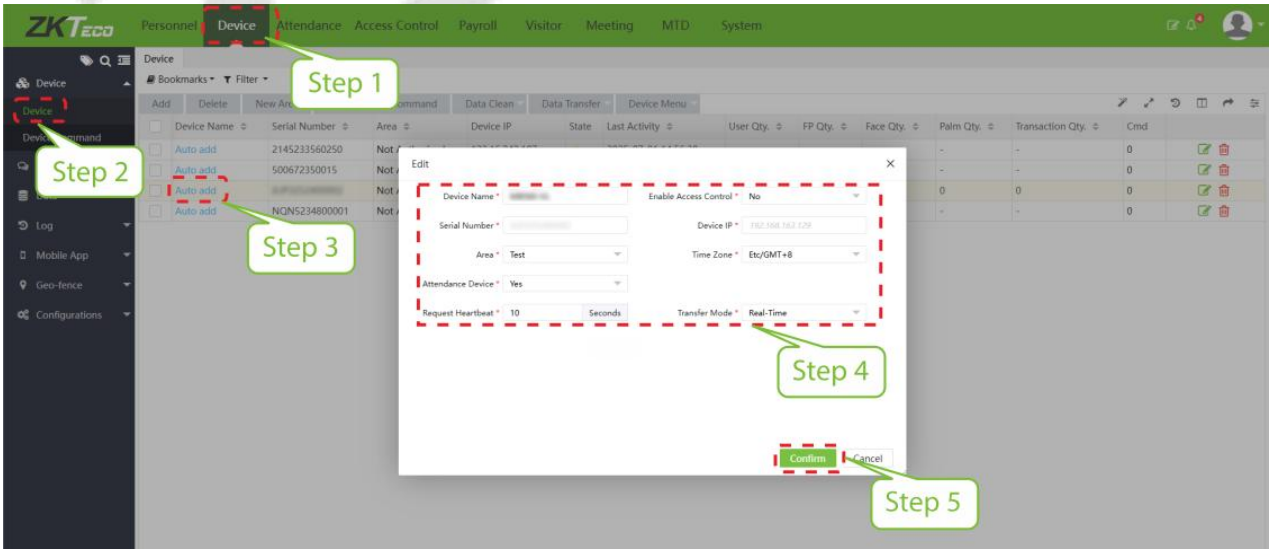




23.2 Add Device on the Software

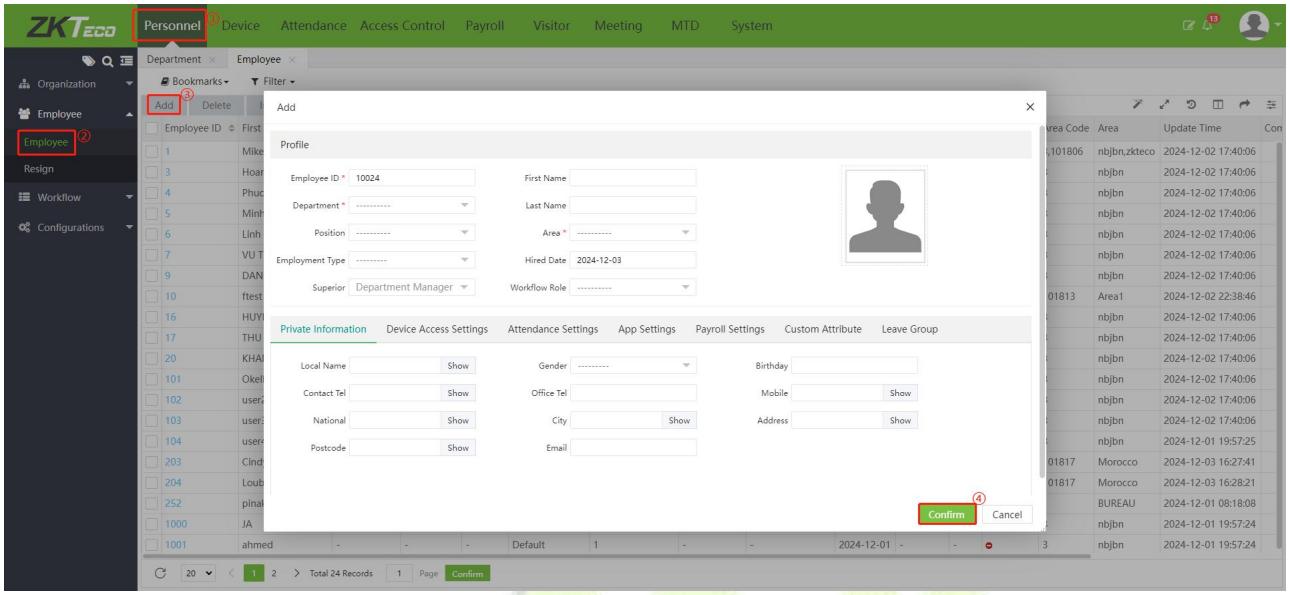
After setting on the device, the device will be automatically added to the software. Open the ZKBio Time software then select [**Device Module**] > [**Device**] > [**Device**], click the device in the list, change the Device Name and Area.

Note: The devices added automatically must be assigned to custom areas to communicate with the software.

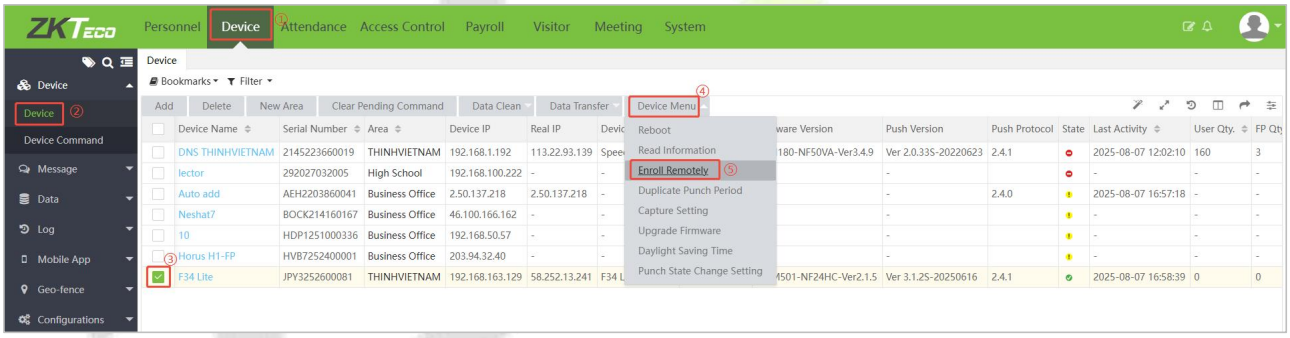


23.3 Add Personnel on the Software and Online Fingerprint Registration

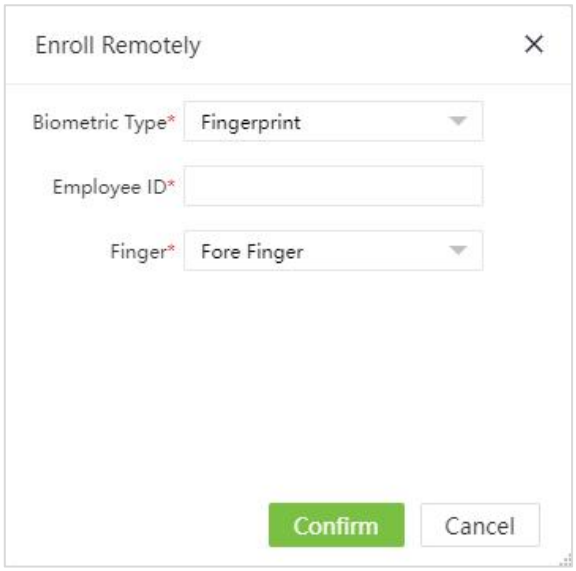
1. click **Personnel** > **Employee** > **Add**:

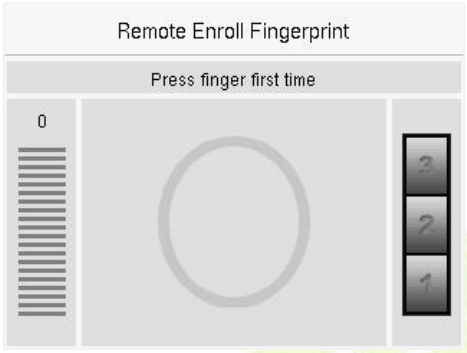


2. Fill in all the required fields and click [**Confirm**] to register a new user.
3. Click **Device** > **Device**, select the device and click **Device Menu** > **Enroll Remotely**.

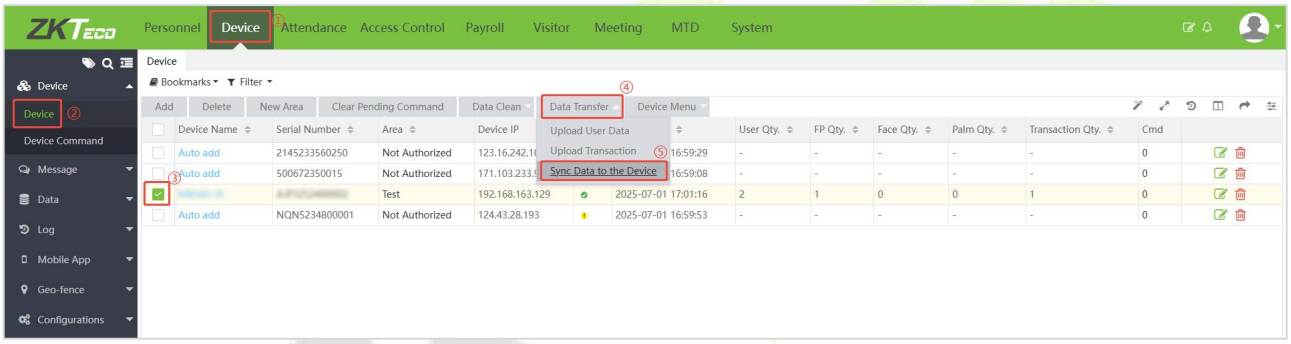


4. Enter the Employee ID and select the finger you want to register and press your finger on the fingerprint sensor of the device three times. If the fingerprint is successfully registered, the device will prompt "Enrolled successfully".





5. Select the device in the list, click **Data Transfer > Sync Data to the Device** to synchronize all the data to the device including the new users.



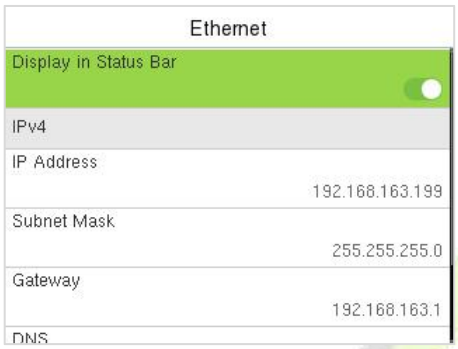
Note: For other specific operations, please refer the *ZKBio Time User Manual*.

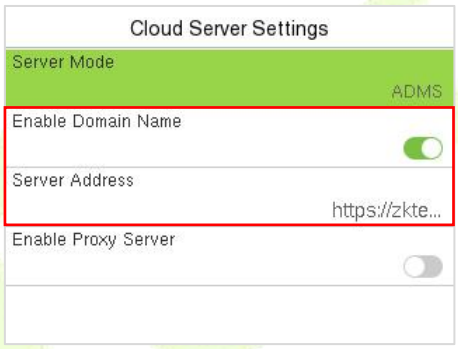
24 Connect to ZKBio Time Cloud Software

Change the device type as T&A PUSH, then the device can be connected to ZKBio Time Cloud, please refer to 9.4 Device Type Setting.

24.1 Set the Communication Address

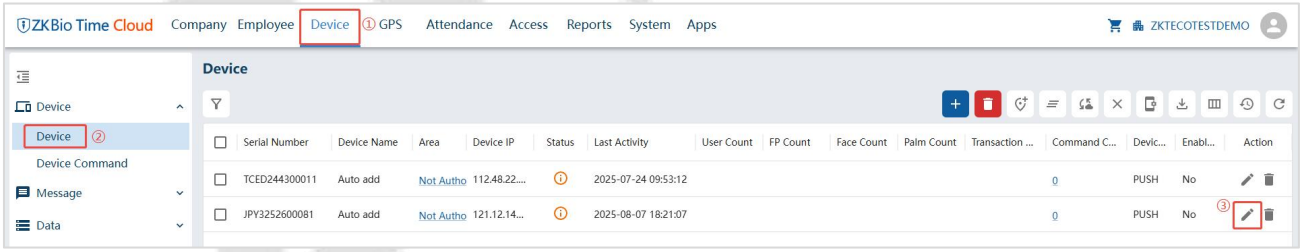
1. Press **M/OK** and enter **COMM.** > **Ethernet** to set the IP address and gateway of the device. (***Note:*** The IP address should be able to communicate with the ZKBio Time Cloud)
2. Press **M/OK** and enter **COMM.** > **Cloud Server Setting** to enable Domain Name and enter the correct domain name.

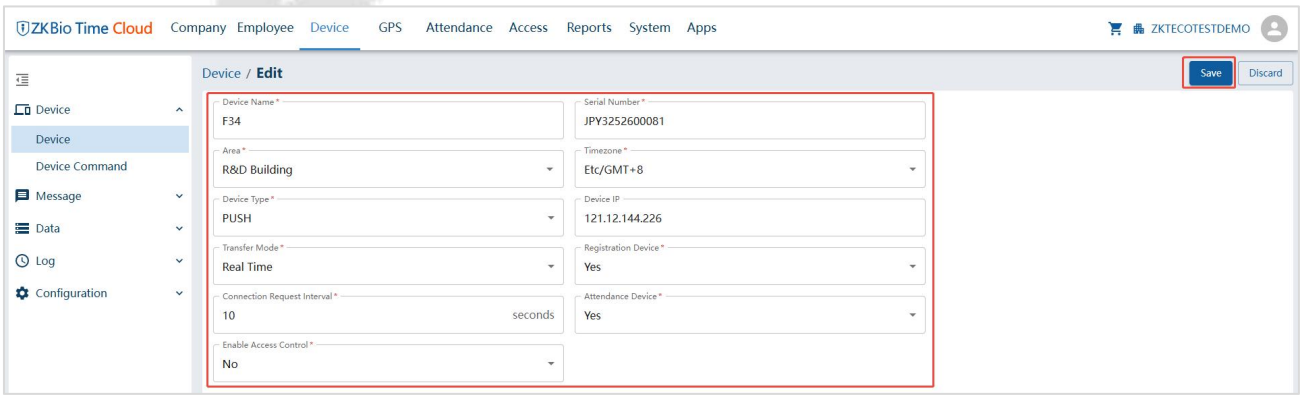




24.2 Add Device on the Software

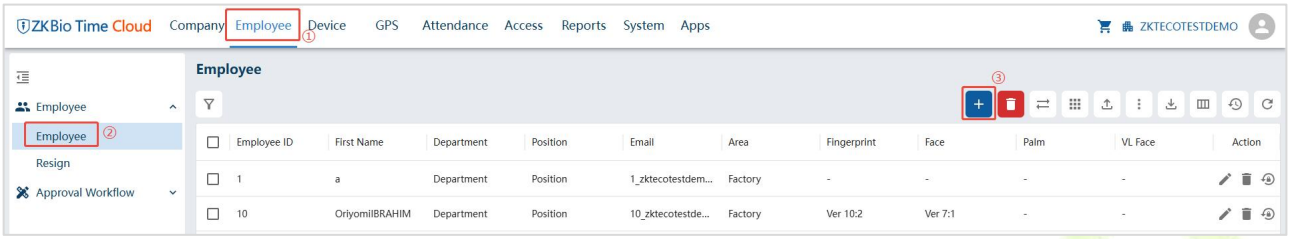
After setting on the device, the device will be automatically added to the software. Open ZKBio Time Cloud software, click **Device** > **Device** > **Edit icon** to enter the Device Edit interface. Change the Device Name and Area, then it can communicate with the software.



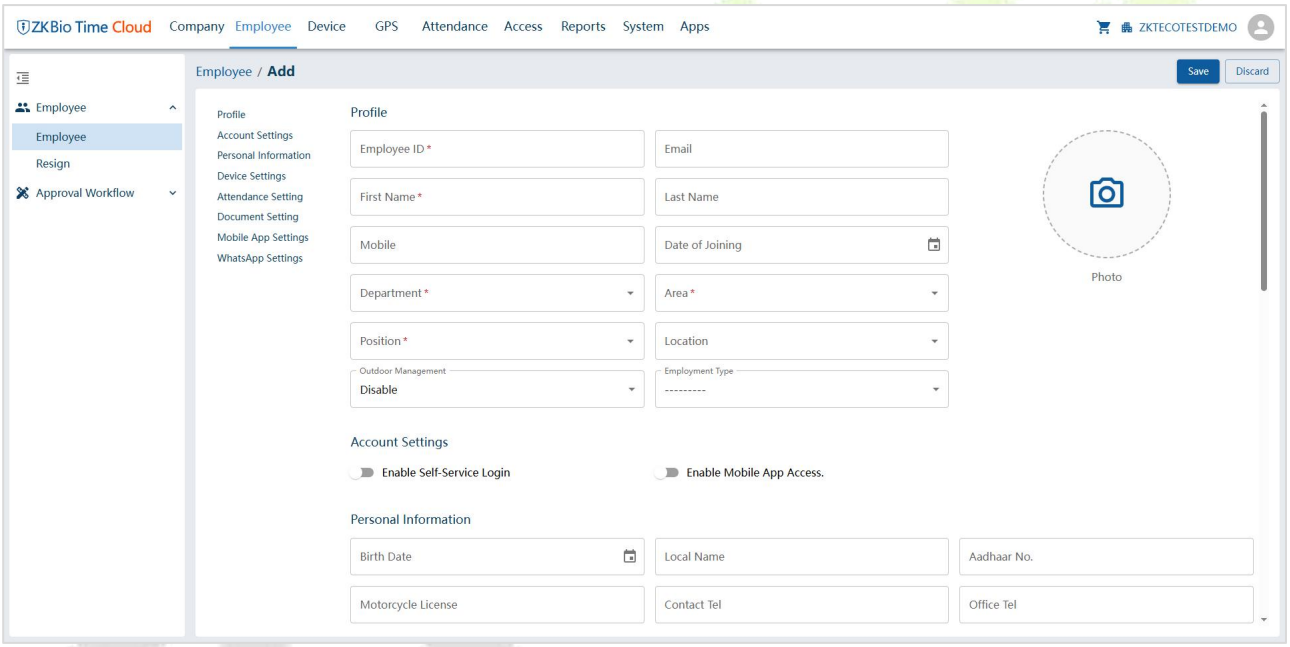


24.3 Add Personnel on the Software and Online Fingerprint Registration

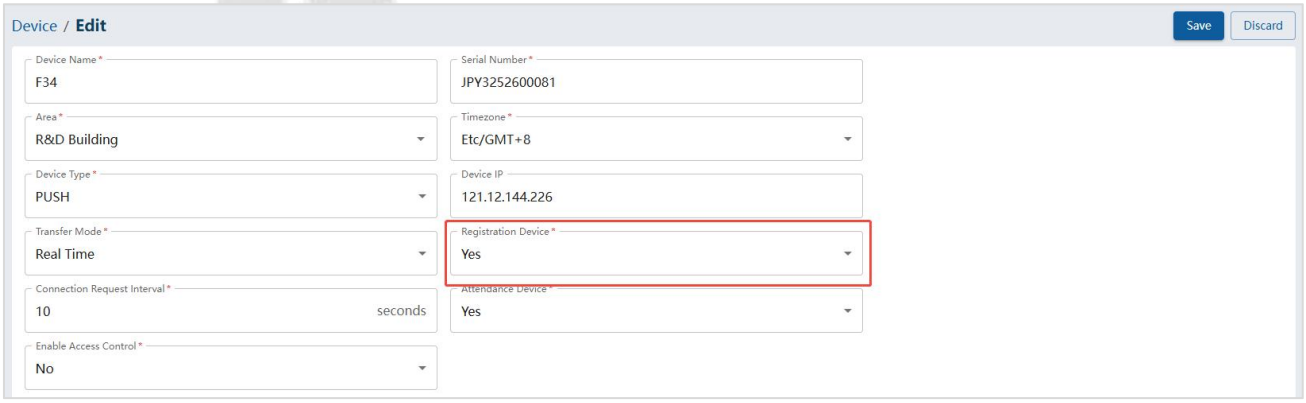
1. Click **Employee > Employee >** **Add icon** to enter the Employee Add interface.



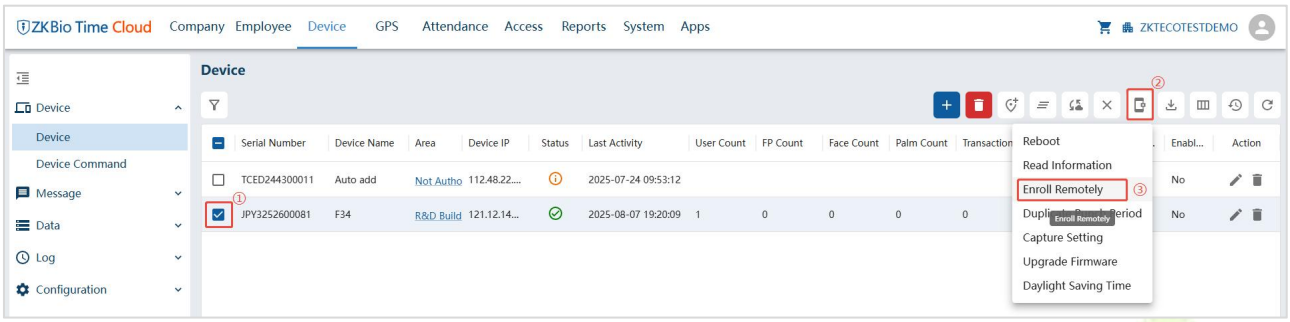
2. Fill in all the required fields and click **Save** to register a new user.



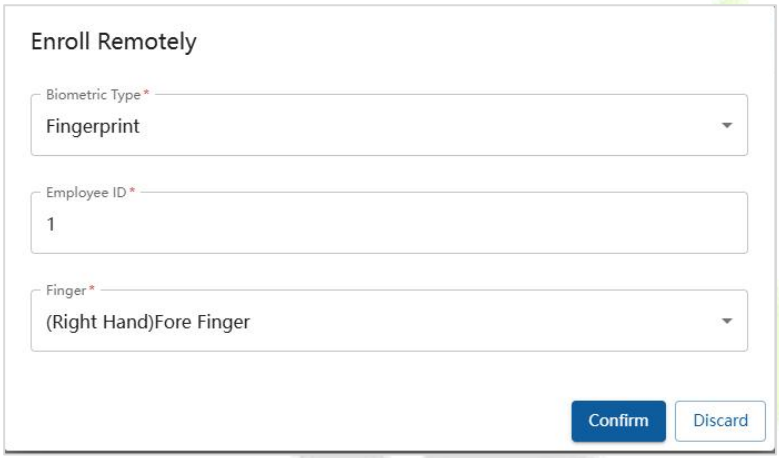
3. Click **Device > Device >** **Edit icon** to enter the Device Edit interface, set the Registration Device as **Yes** and click **Save**.

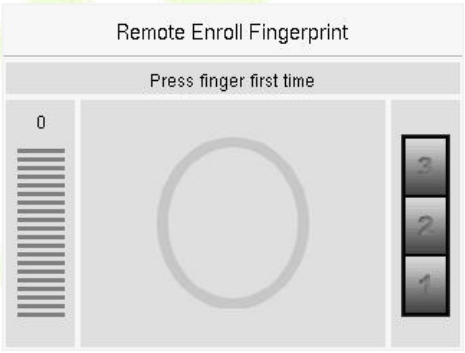


4. Select the device in the list, click icon > **Enroll Remotely.**

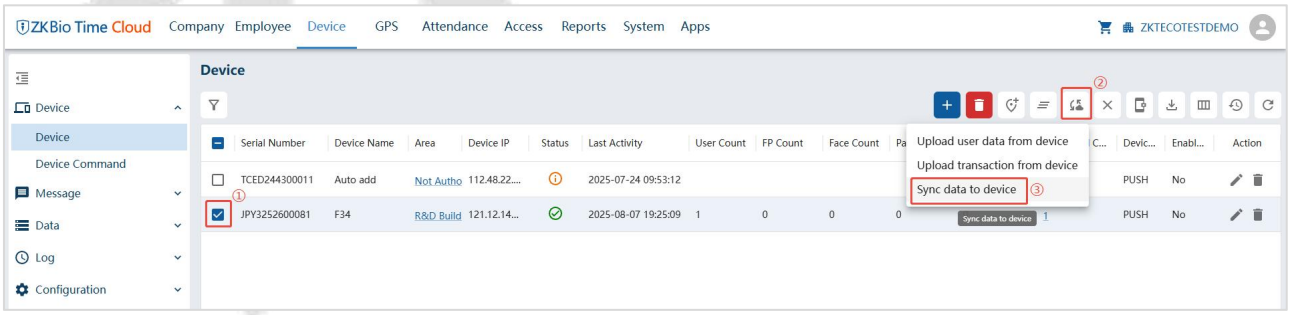


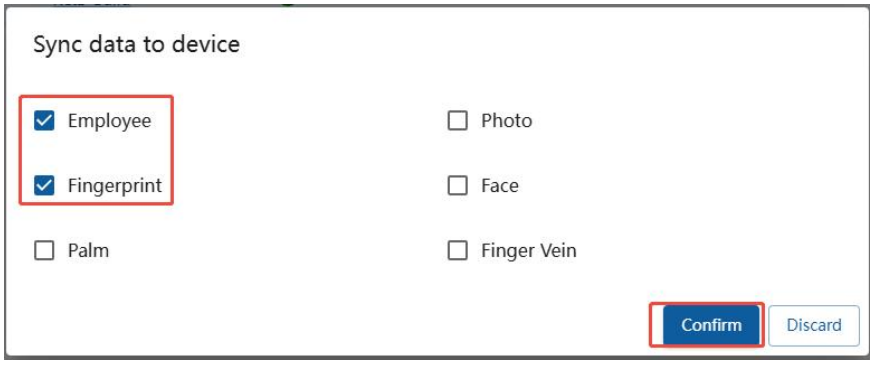
5. Enter the Employee ID and select the finger you want to register and press your finger on the fingerprint sensor of the device three times. If the fingerprint is successfully registered, the device will display "Enrolled successfully".





6. Select the device in the list, click icon > **Sync Data to Device** to synchronize all the data into the device including the new users.





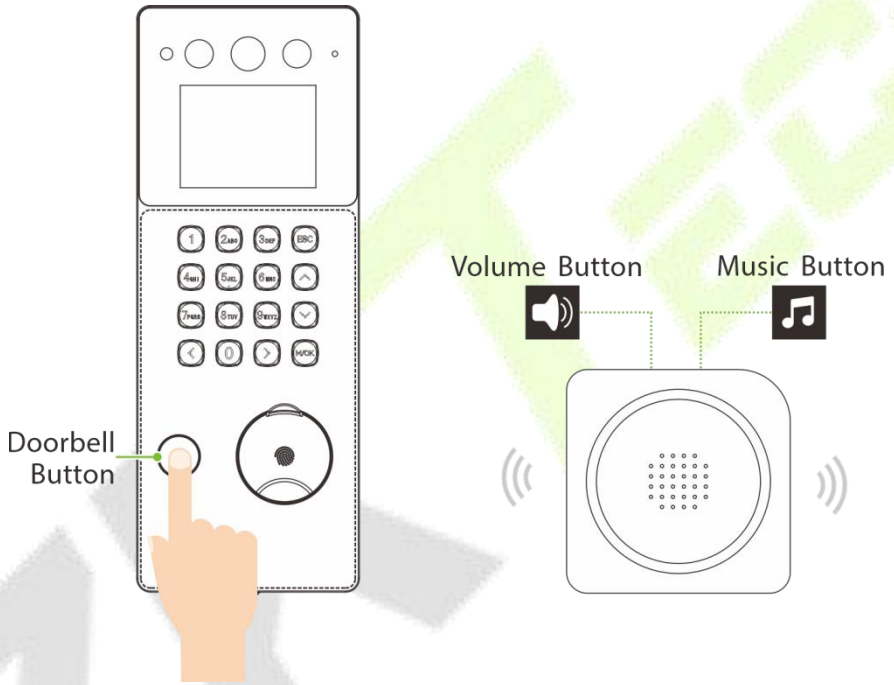
Note: For other specific operations, please refer the *ZKBio Time Cloud User Manual*.

25 Connecting to Wireless Doorbell★

Note: This function needs to be used with the wireless doorbell.

25.1 Connect the Wireless Doorbell

1. First, power on the wireless doorbell. Then, press and hold the music button for 1.5 seconds until the indicator flashes to indicate it's in pairing mode. After that, press the doorbell button on the device, if the wireless doorbell rings and the indicator flashes, it means the pairing was successful.



2. After a successful pairing, press the doorbell button on the device will ring the wireless doorbell.

Note:

1) Each device only supports one wireless doorbell.
2) Wireless doorbell needs to be purchased by the customers themselves.

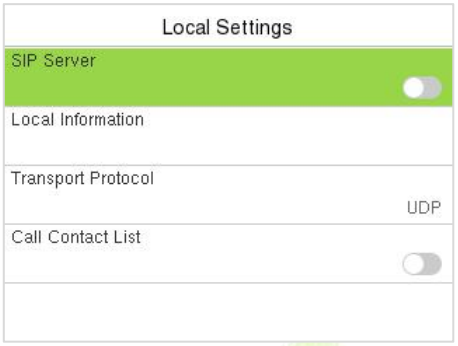
25.2 Unbinding the Wireless Doorbell

Power off the wireless doorbell first, then re-installing the batteries while pressing and holding the music button until the indicator is on, indicating that the unbinding is successful.

26 SIP Video Intercom

26.1 Local Area Network Use

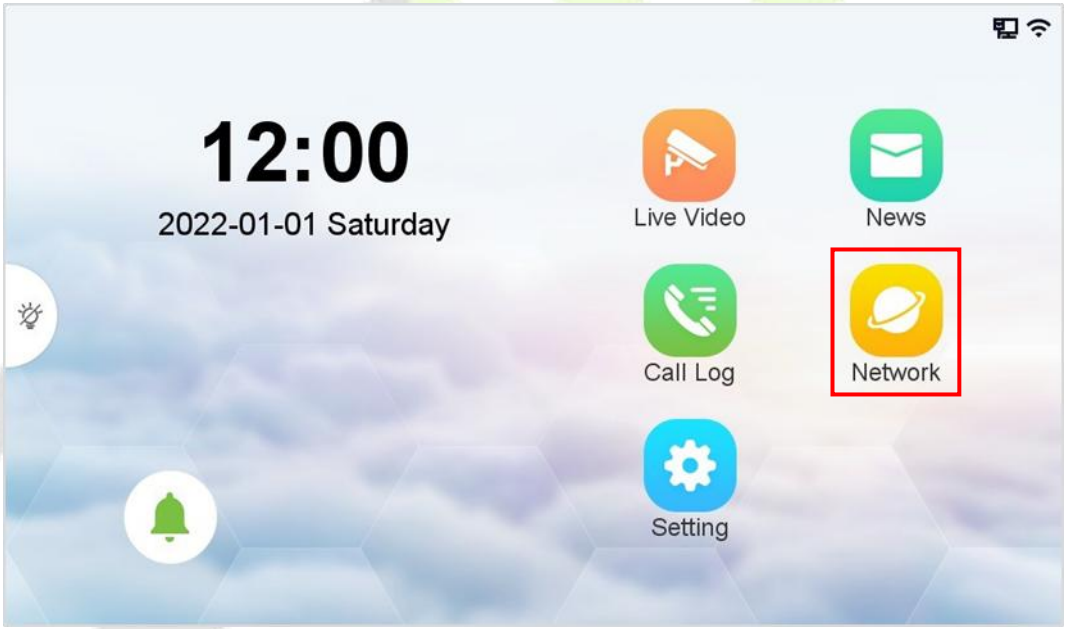
In this mode, please make sure that the SIP Server of the device is disabled.



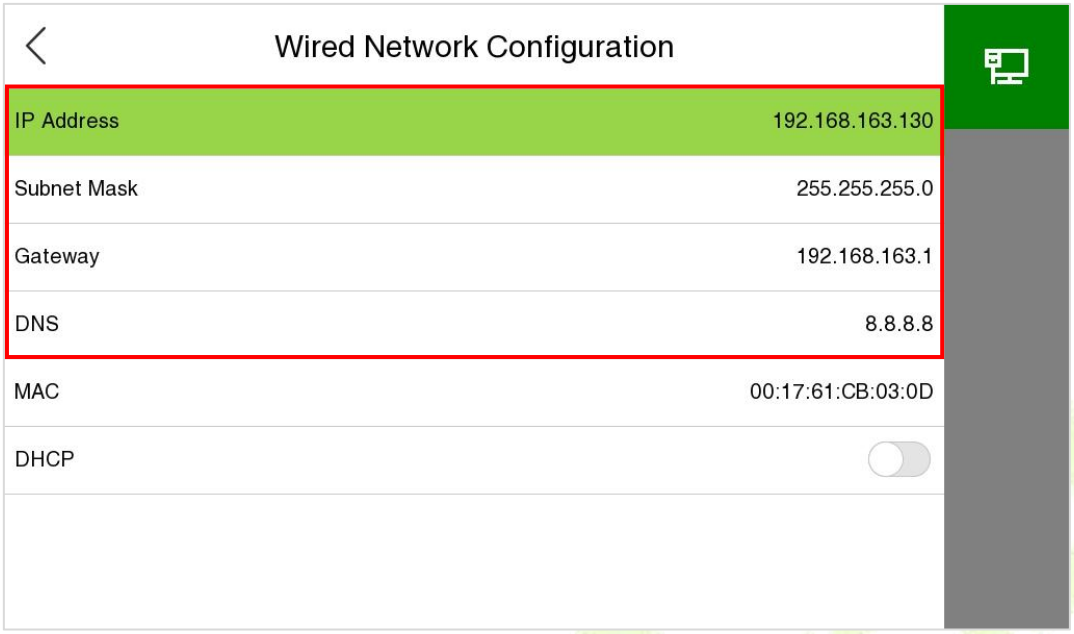
This function needs to be used with the indoor monitor VT07-B01.

- **On the Indoor Monitor:**

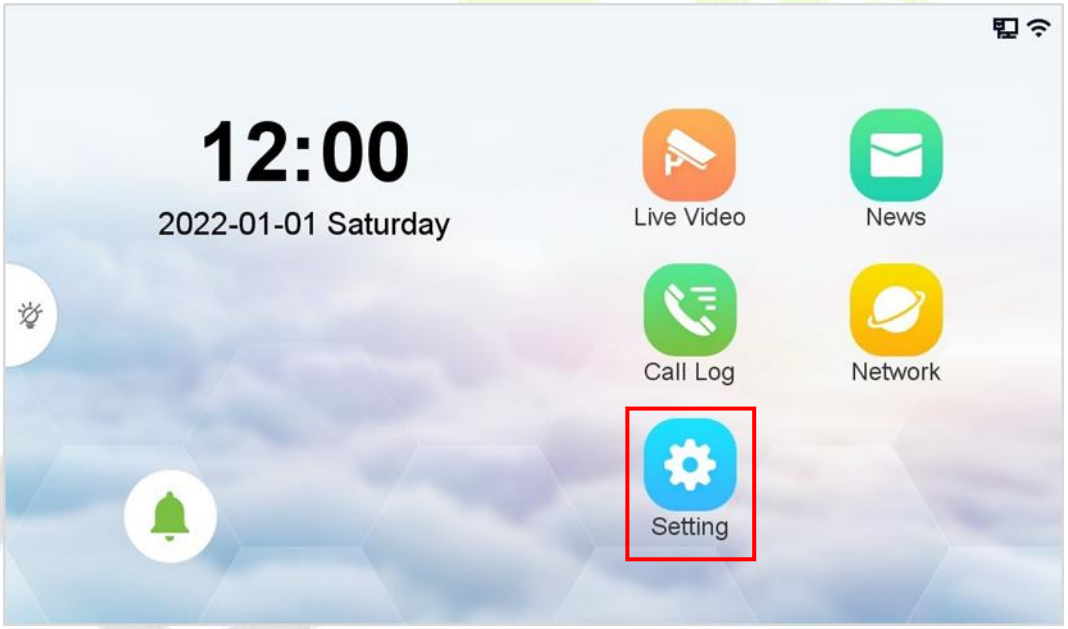
1. Tap **Network** > to enter the wired network setting interface. (Default password: **123456**)

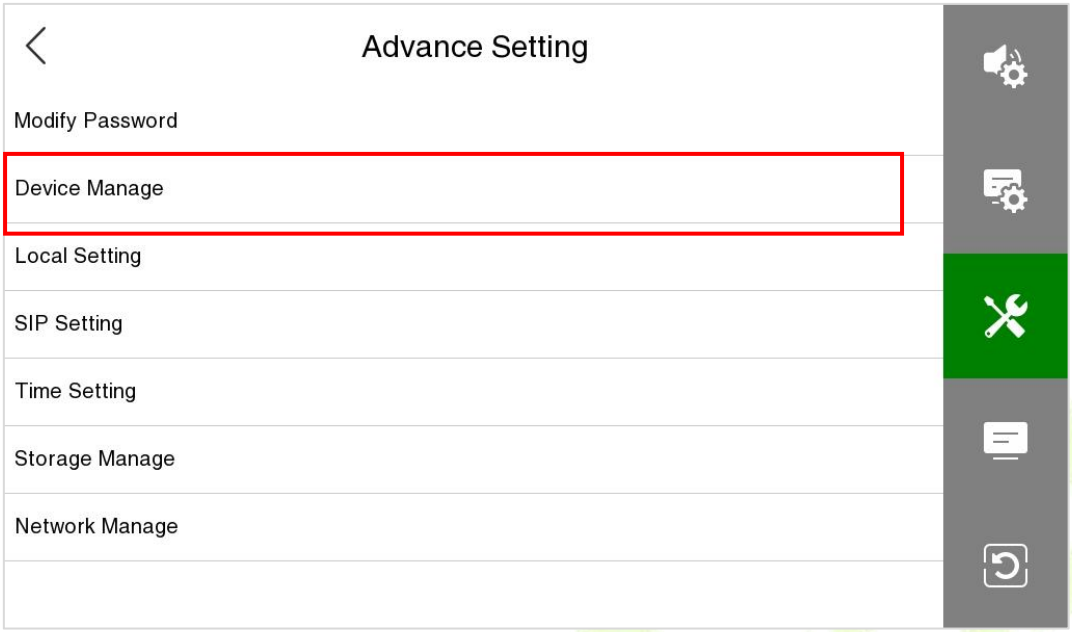


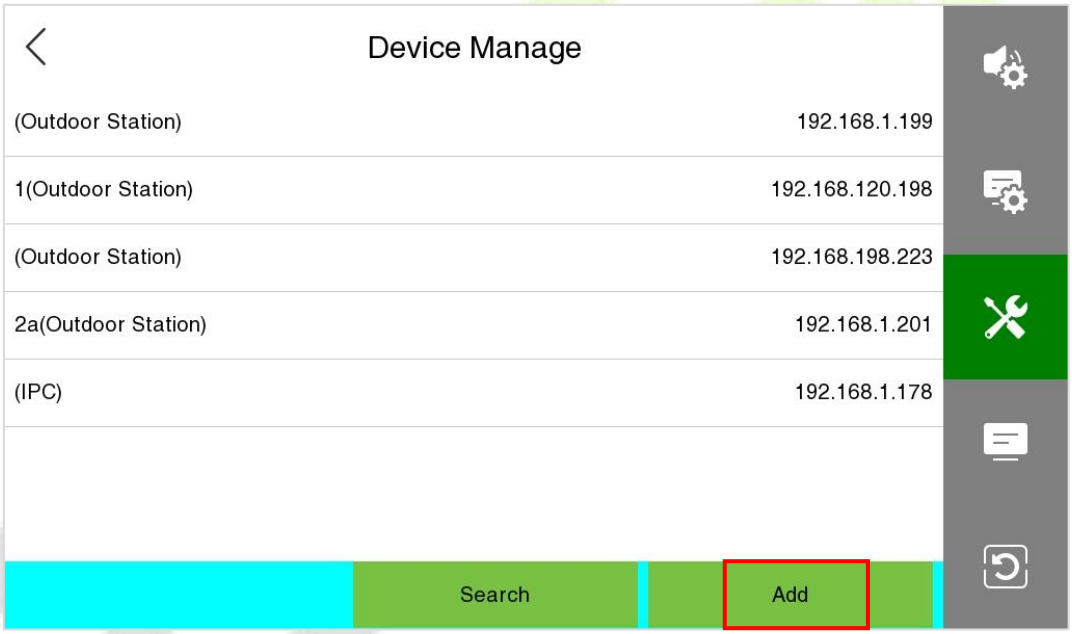
2. Set the IP Address and Gateway of the indoor monitor. (**Note:** The IP address should be in the same network segment as the device.)



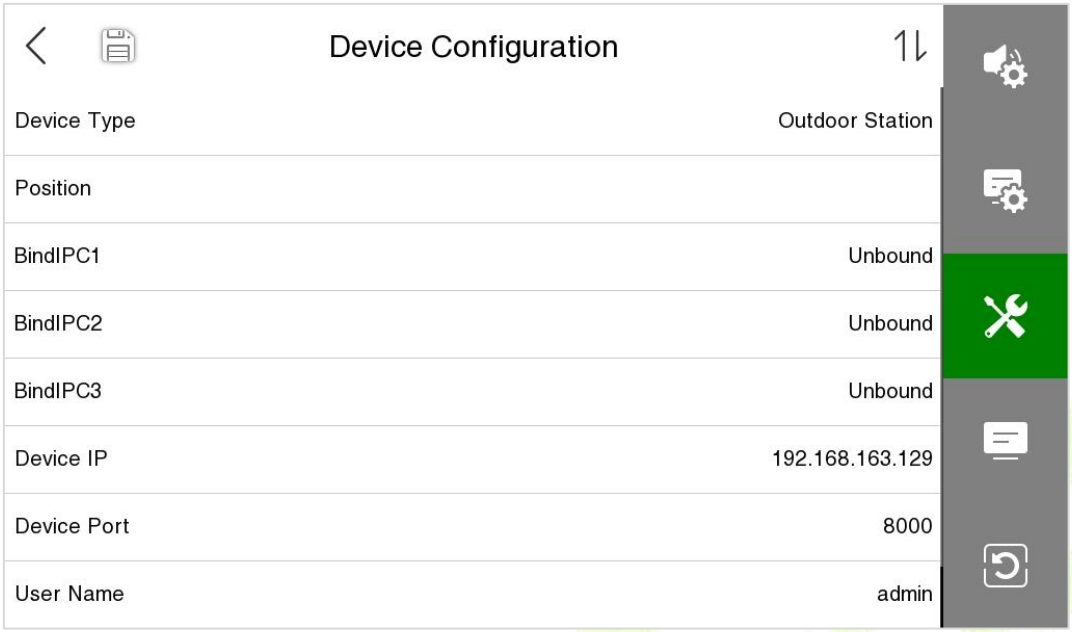
3. Tap **Setting** > **Advance Setting** > **Device Manage** > **Add** to add the device.





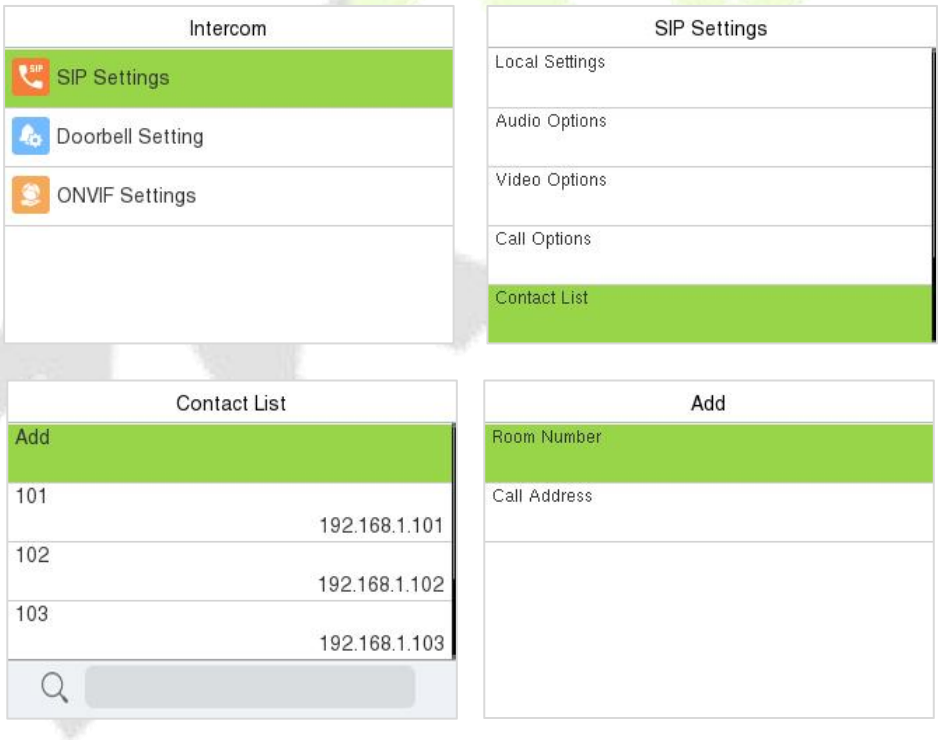


4. Set the related information of the device, then click **Save**.
   Device Type: Set as Outdoor Station.
   Device IP: Enter the IP address of the device.
   Device Port: 8000.
   User Name: admin.
   Password: 123456.



- **On the Device:**

1. Press **M/OK** key and enter **[Intercom] > [SIP Settings] > [Contact List] > [Add]** to add the connected indoor monitors.



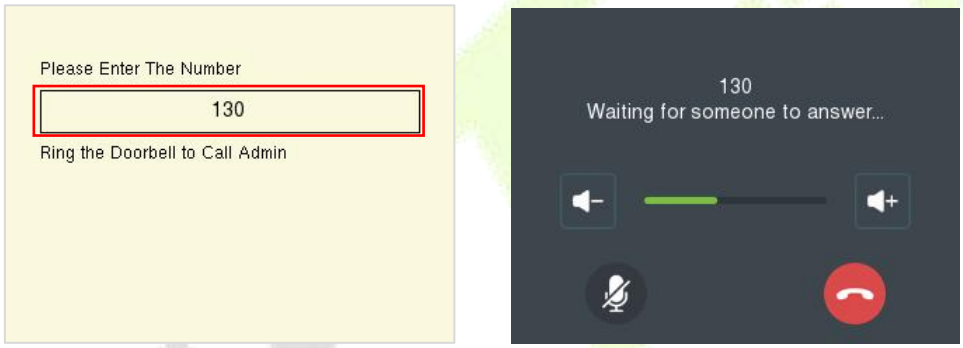
Room Number: Customize the number of the indoor monitor.

When the device type is set as **Entrance Station**, the room number can be 1~ 4 digits. When the device type is set as **Fence Terminal**, you need to input the block, unit and room number. For example, if the indoor monitor is in Block 3, Unit 2, Room 2601, then input "03.02.2601".

Entrance Station Fence Terminal

Call Address: It is the IP Address of the indoor monitor.

2. To enable the video intercom function, press the doorbell button on the device and enter the number or IP address of the indoor monitor in the provided interface.

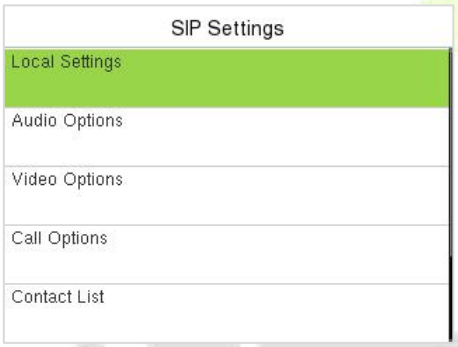


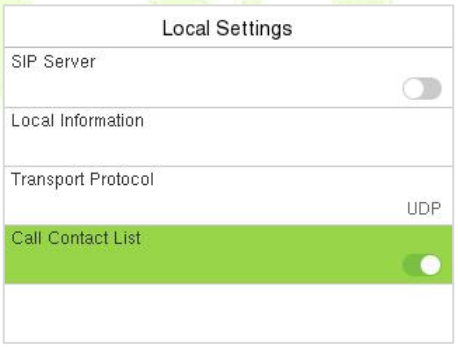
Entrance Station

Fence Terminal

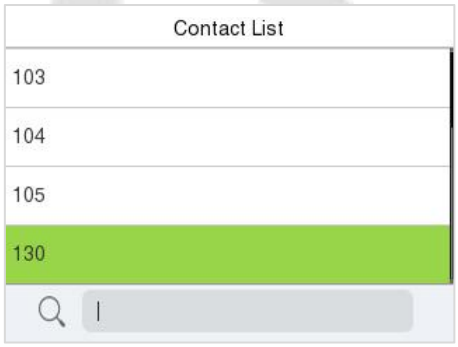
26.1.1 Call Contact List

1. On the **SIP Settings** interface, tap **Local Settings** > **Call Contact List** to enable the call contact list.



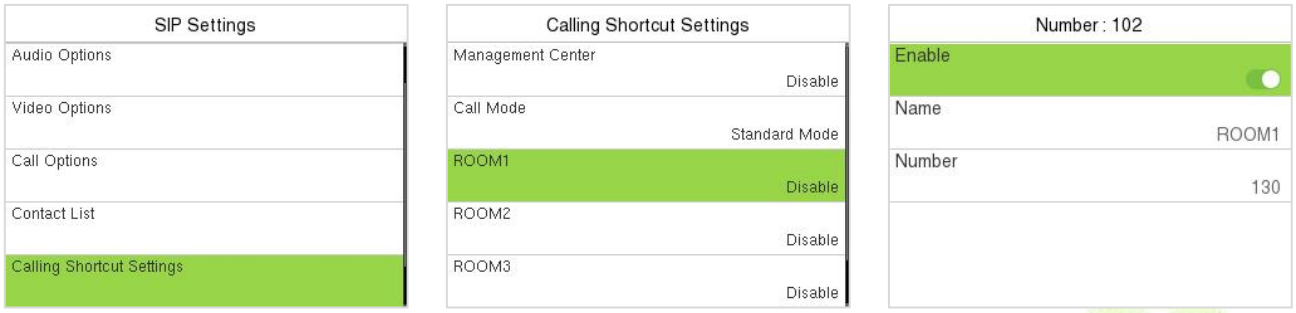


2. Press the doorbell button on the device to enter the call page, then you can press the **Up** key to open the contact list, select the number of the indoor monitor you want to call.



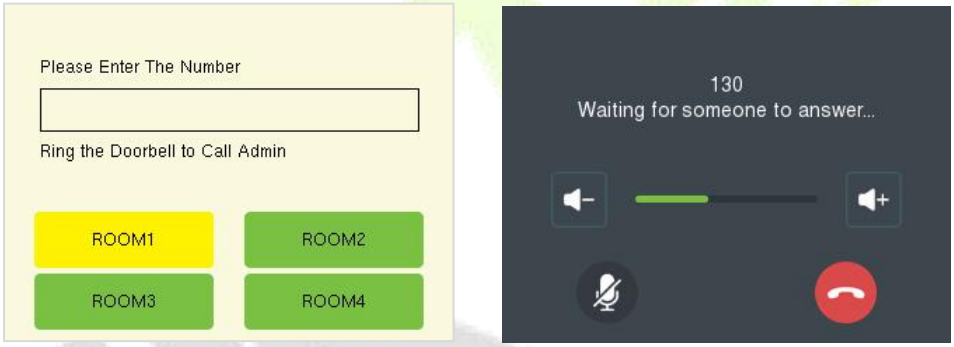
26.1.2 Custom the Calling Shortcut Keys

1. On the **SIP Settings** interface, tap **Calling Shortcut Settings** to enable and define the shortcut keys.



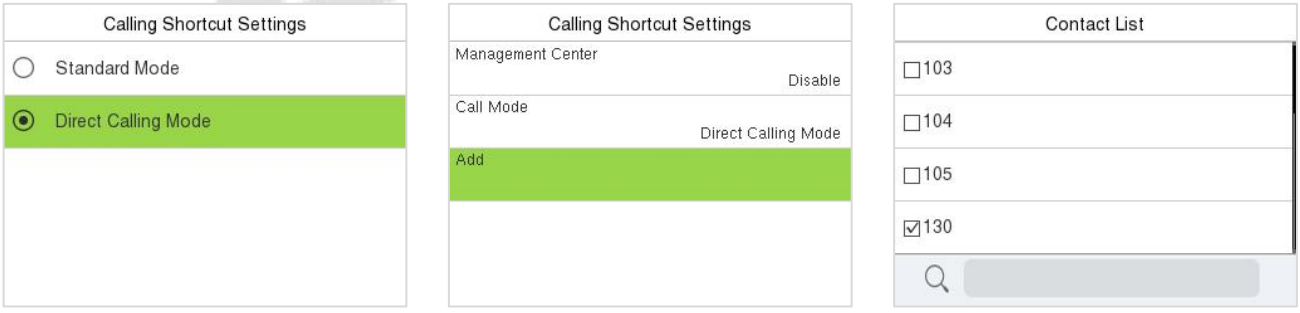
Name: Customize the name of the shortcut keys.
Number: It is the room number that set in the **Contact List** Menu.

2. Then you can press the doorbell button on the device and select the calling shortcut keys to call the indoor monitor.

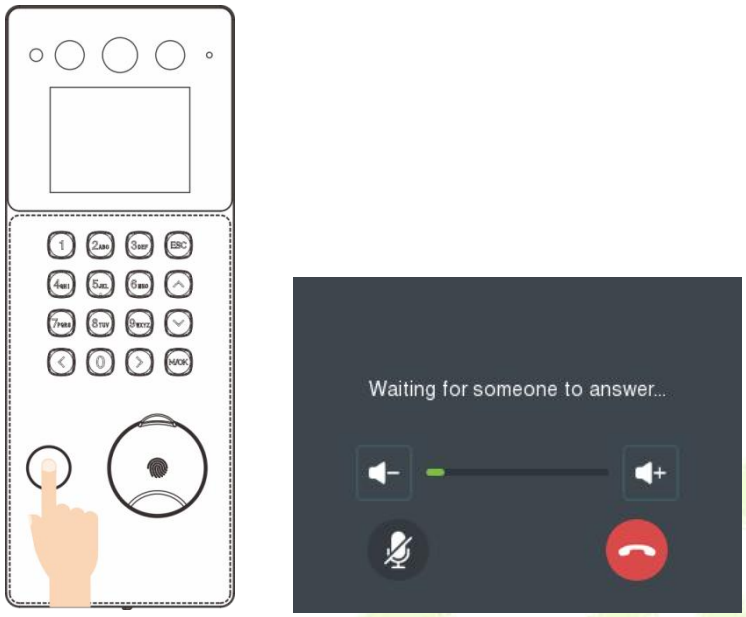


26.1.3 Direct Calling

1. On the **SIP Settings** interface, enter [**Calling Shortcut Settings**] > [**Call Mode**] > [**Direct Calling Mode**] > [**Add**]. Select the IP address of the indoor monitors that you want to call, then the indoor monitors will be displayed in the list.

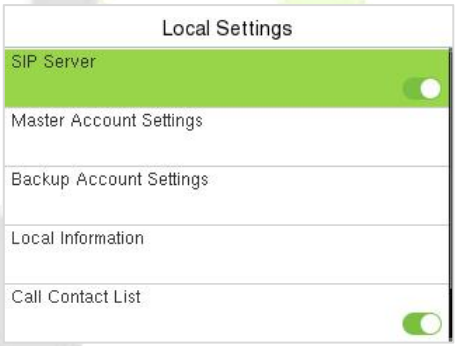


2. Then you can press the doorbell button on the device to call the indoor monitors directly.



26.2 SIP Server

In this mode, please make sure that the SIP Server of the device is enabled.



This function needs to be used with the ZKBio CVAccess server, ZKBio Zexus Mobile App, indoor monitor VT07-B26L-W / VT07-B22L and PC Client BioTalk Pro.

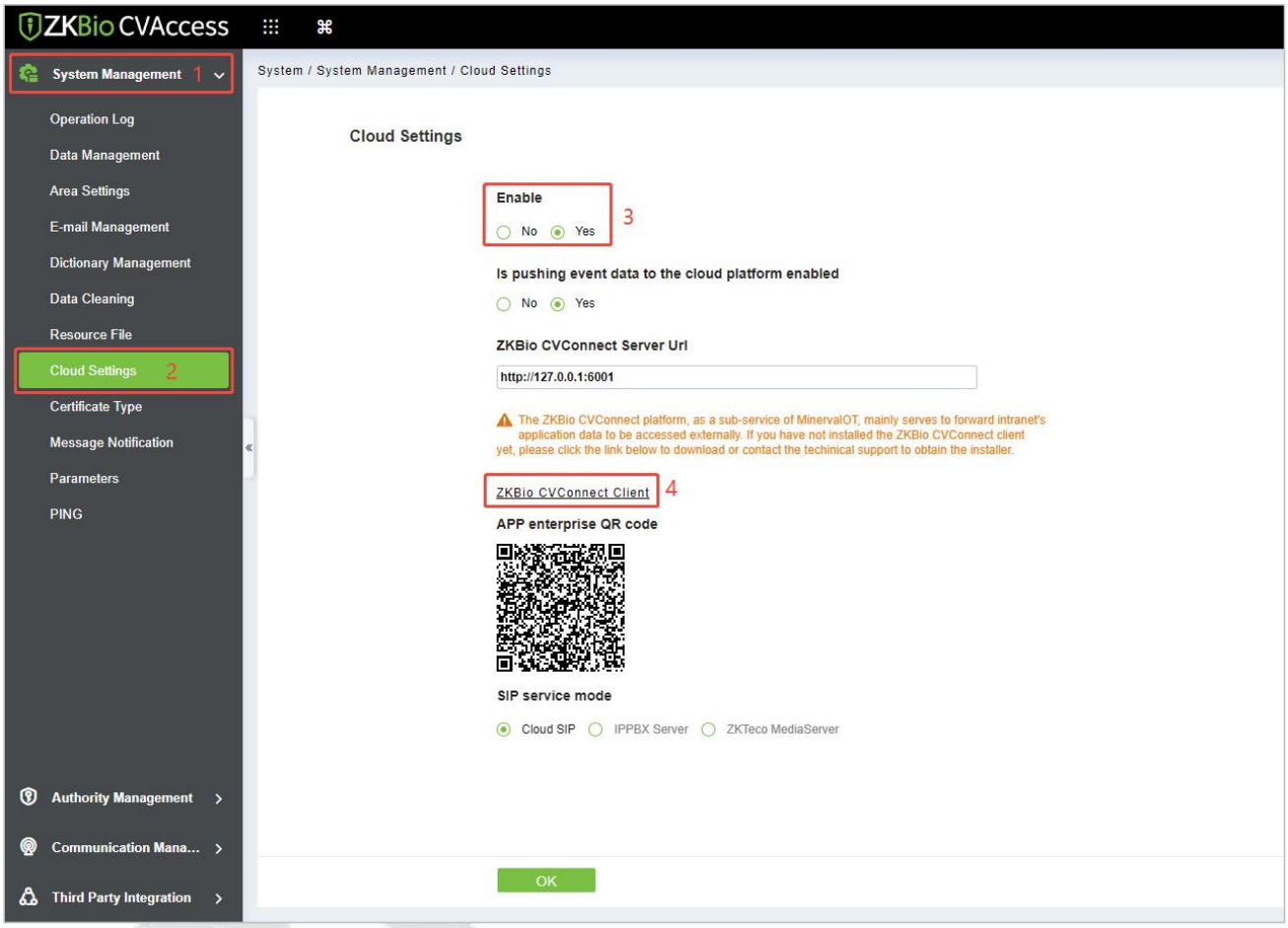
ZKBio CVAccess supports 2 kinds of SIP server: **cloud SIP** and **PBX server**, users can choose one according to the actual situation.

- **Cloud SIP mode:** Users do not need to purchase additional SIP server, only need to purchase SIP account permission.
- **PBX server:** You need to purchase a PBX server for local deployment. You do not need to purchase an additional SIP account.

The following text mainly introduces the Cloud SIP mode.

26.2.1 SIP Server Configuration

1. On the ZKBio CVAccess software, click **System > System Management > Cloud Settings** to enable the Cloud SIP service.
2. Click **ZKBio CVConnect Client** to download and install it.



Note:

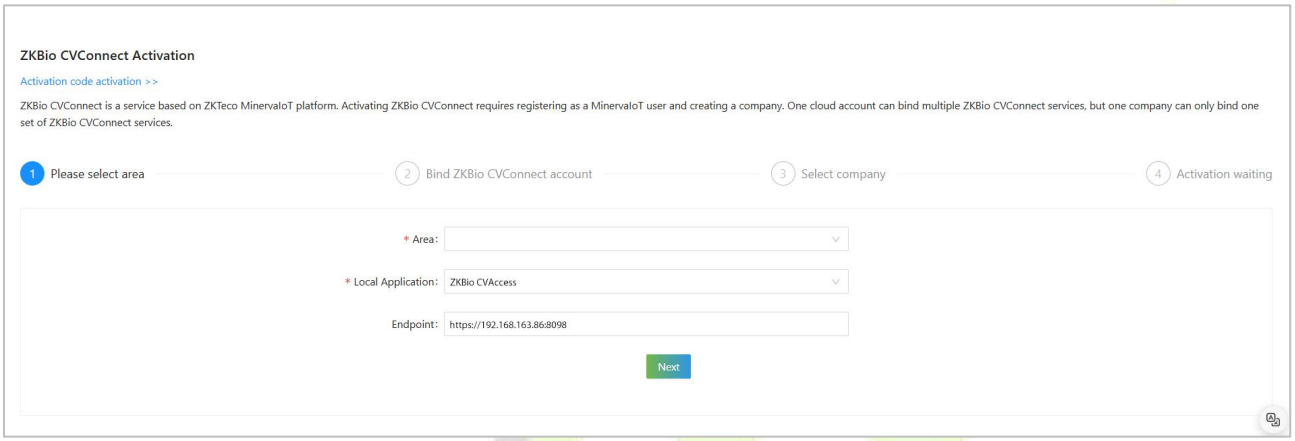
1) Ensure the ZKBio CVConnect client is installed if Cloud SIP is activated.
2) After cloud SIP is enabled, the device network needs to be able to connect to the external network before it can be used.

➢ **ZKBio CVConnect Client Activation Steps**

Step 1: Double-click the desktop shortcut key. Jump to browser page.

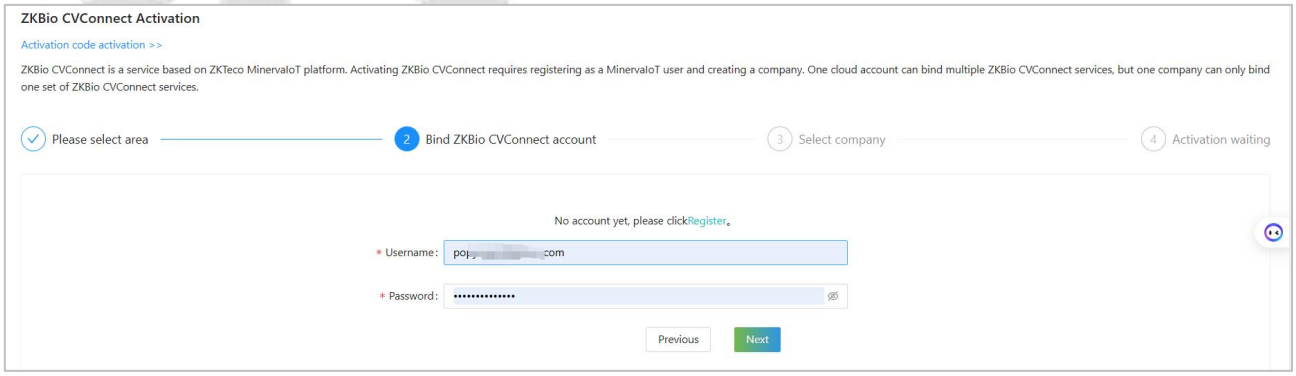
Step 2: Follow the steps on the page to complete activation.

1. Select Area

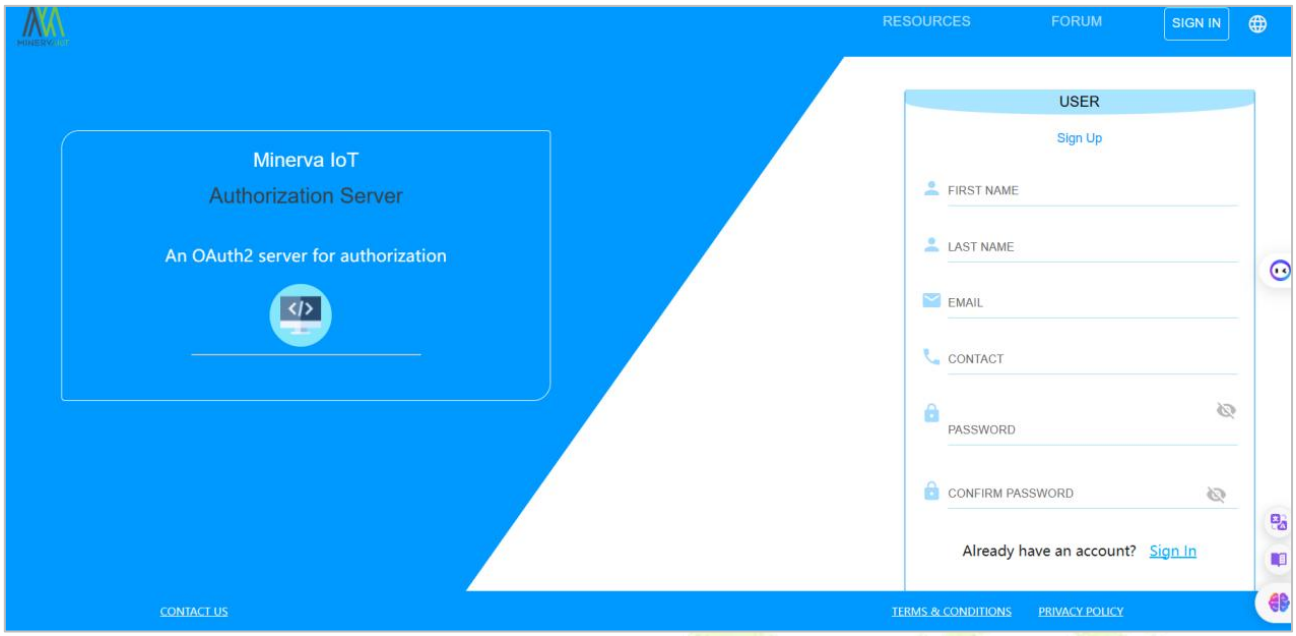


- **Area:** Select the area of the cloud server, currently only China, Singapore and America are available, other areas will be added later.
- **Local Application:** Set as ZKBio CVAccess.
- **EndPoint:** The server address of your local application. For example, if your local application is ZKBio CVAccess with a server address of https://192.168.163.86:8098, enter this server address here so that ZKBio CVConnect can correctly forward the data from your local server for access by the Mobile APP.

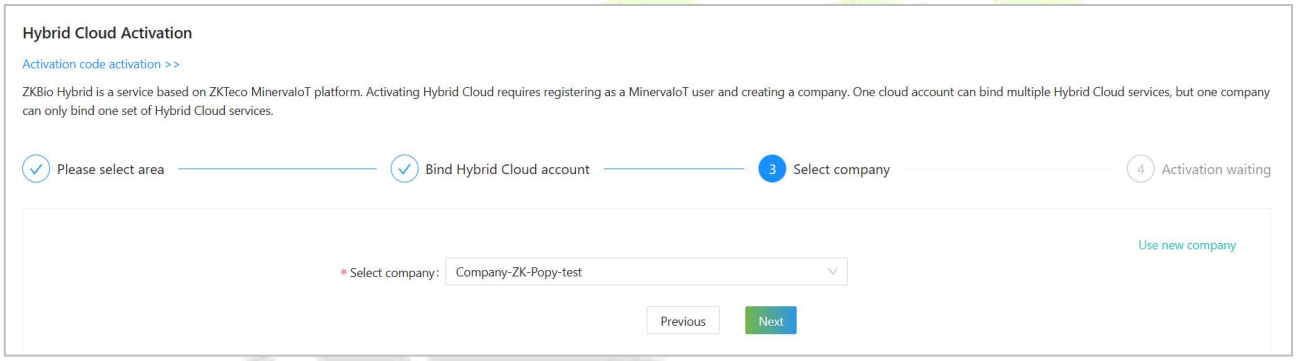
2. Bind ZKBio CVConnect Account



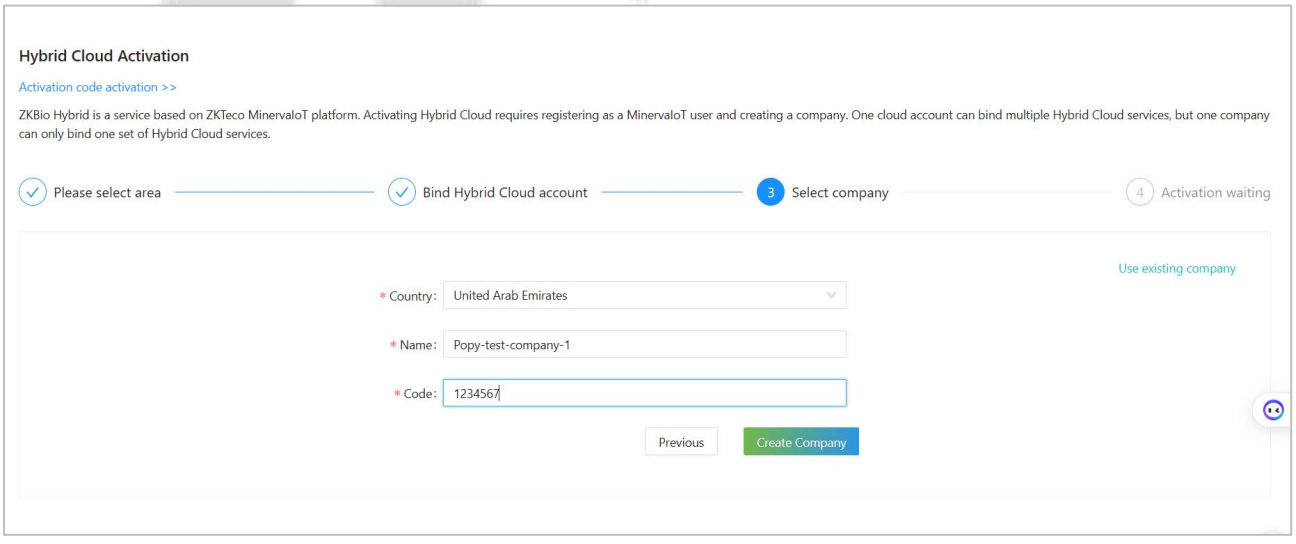
If you already have a Minerva IoT account, you can use it and log in; otherwise click on **Register**, then jump to Minerva IoT registration page and register your account.



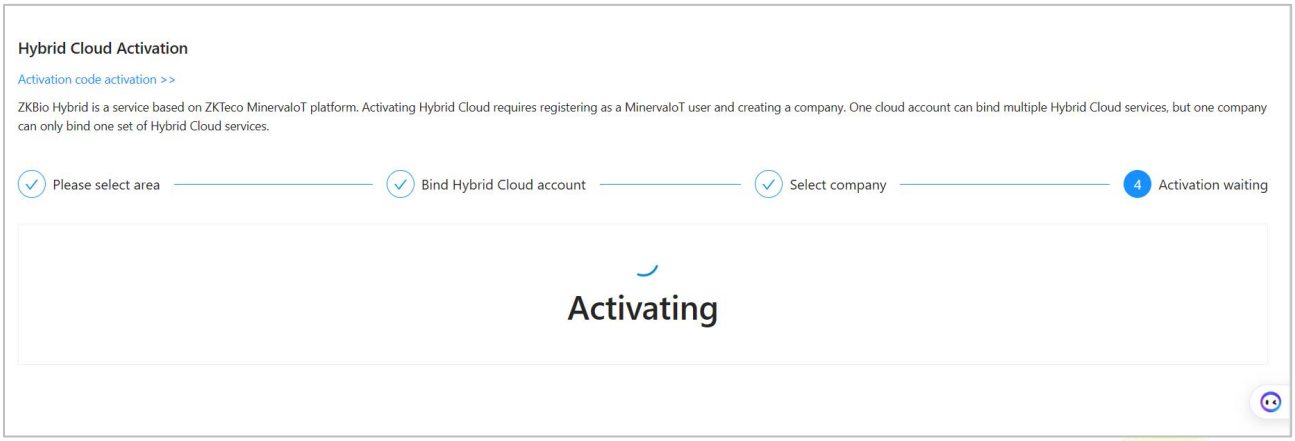
3. Select Company



If you don't currently have a company, you can choose to create one by clicking **Use New Company.**



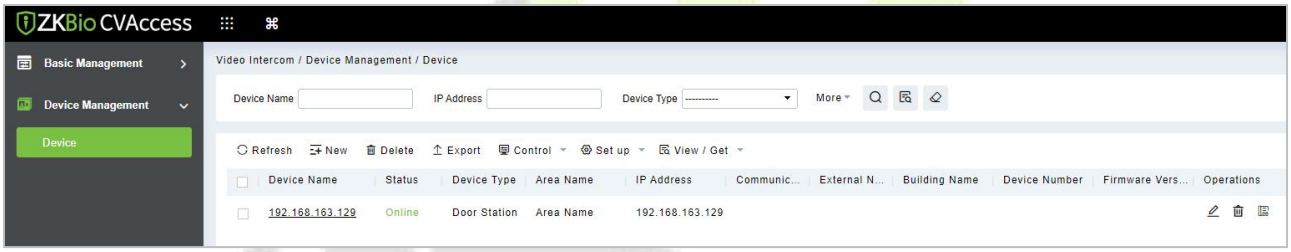
Start Activating and wait for 1-2 minutes until the Activation completely.



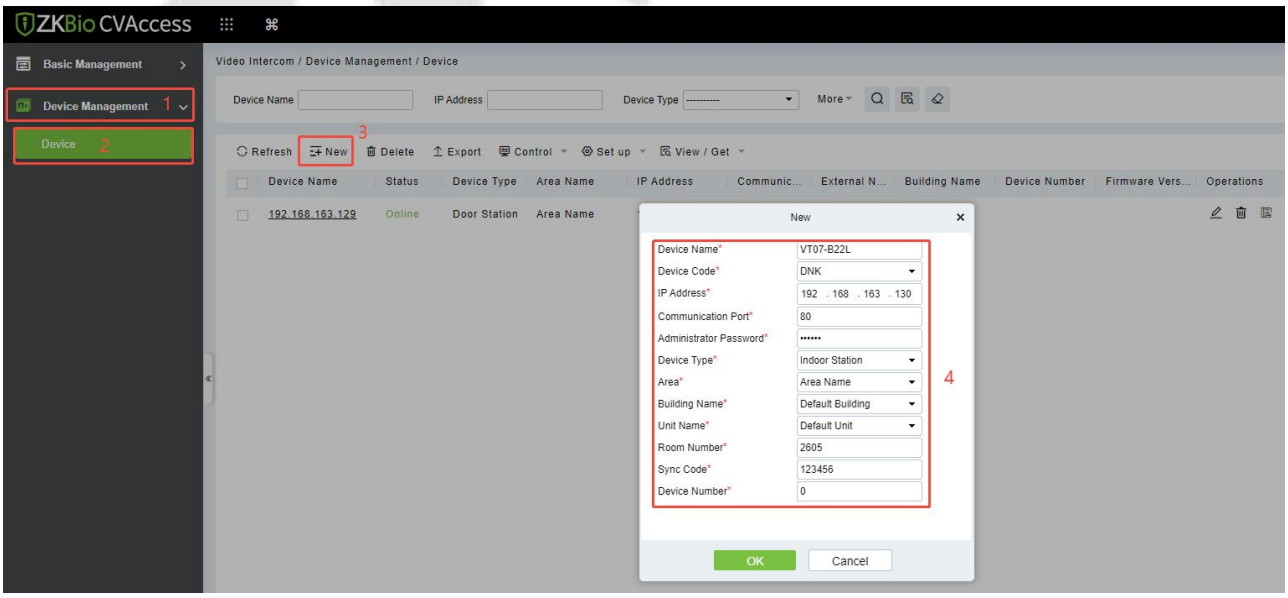
The specific installation and activation steps of the ZKBio CVConnect client can refer to ZKBio Zexus Mobile App User Manual.

26.2.2 Add Device

1. Add the device to the **Access** Module of the software. Then the device will be automatically synchronized to the **Video Intercom** module. (The adding method can refer to 22 Connect to ZKBio CVAccess Software)



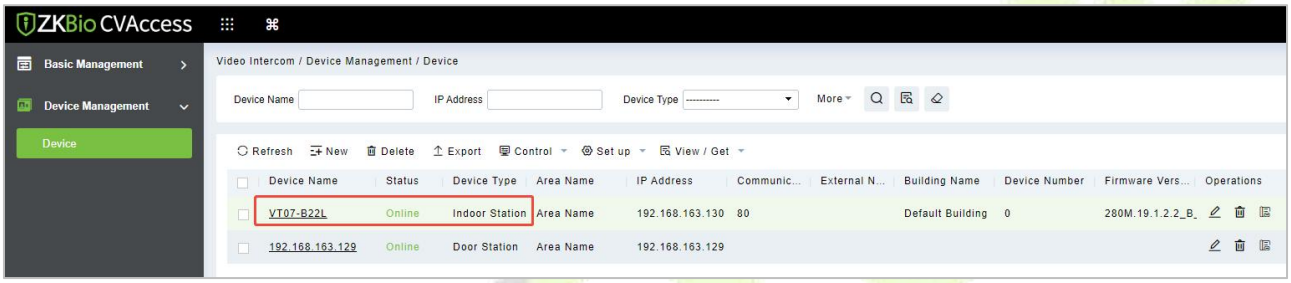
2. Click **Video Intercom > Device Management > Device > New** to add the indoor monitor.



- **Device Name:** Enter the name of the indoor monitor.

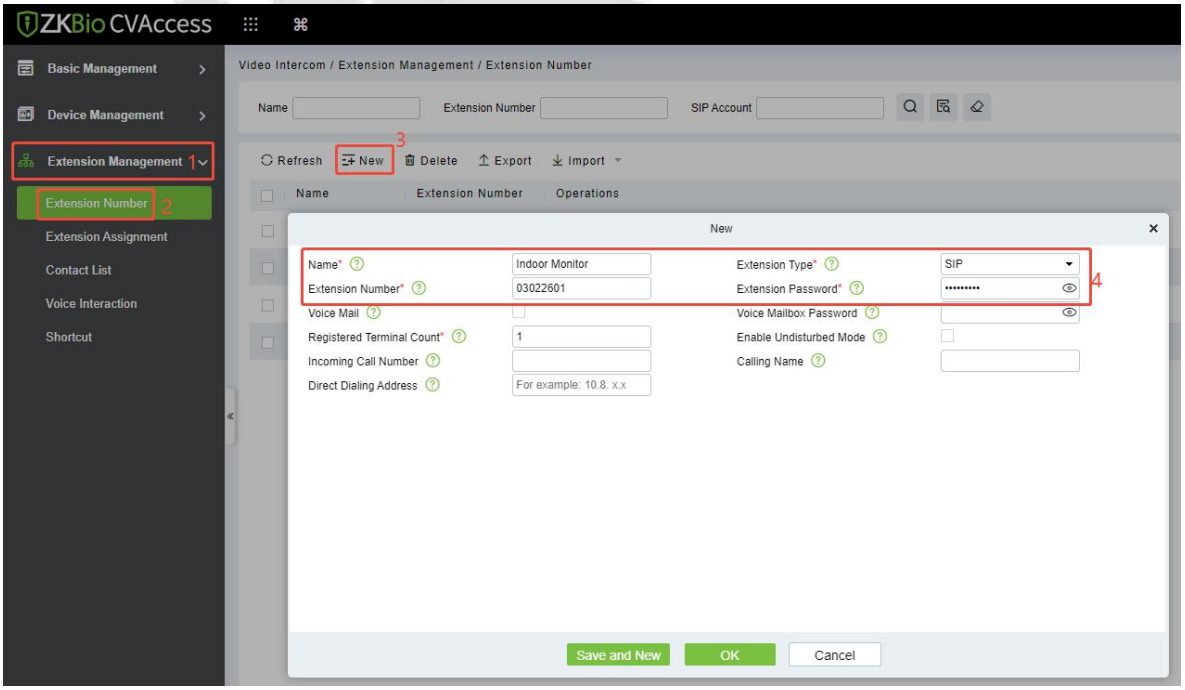
- **Device Code:** Set as DNK.
- **IP Address:** Enter the IP address of the indoor monitor.
- **Communication Port:** 80 by default.
- **Administrator Password:** 123456 by default.
- **Device Type:** Set as Indoor Station.
- **Area/ Building Name/Unit Name:** Select from the drop-down list.
- **Room Number:** Customize the number of the indoor monitor.
- **Sync Code:** Can be customized by the user. (It is used when a resident has multiple indoor monitors. The indoor monitors which have the same Sync Code will be called at the same time.)
- **Device Number:** The setting range is 0-9. For example, if there is only one indoor monitor in the room, the device number will be 0. If there are two units, one will be 0 and the other will be 1, and so on.

After the addition is successful, the indoor monitor will be displayed in the device list.



26.2.3 Create Extension Numbers

Click **Video Intercom > Extension Management > Extension Number > New** to create extension numbers.

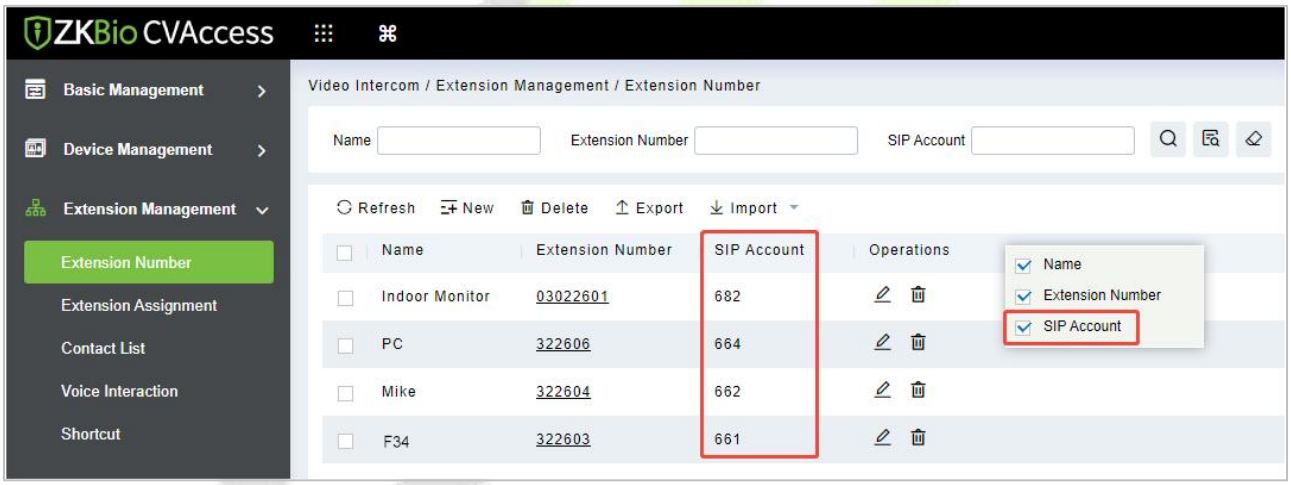


- **Name:** Customize the extension name. If it is a residential scene, the name can be set to the room number; if it is an office scene, the name can be set to the work number and name information.
- **Extension Type:** SIP by default.
- **Extension number:** Customize the extension number, it can be up to 8-digit; for example, the number of Room 401, Unit 2, Building 1 can be defined as 01020401 for quick internal identification.
- **Extension Password:** User's SIP account password, which can be used to request account registration from the SIP service.
- **Registered Terminal Count:** The maximum number of terminals that a user can register to the same number. When the number of concurrent registrations is 1, it means that new registrations are allowed to preempt the registration address. When the number of concurrent registrations is 2 or more, new registrations will be automatically blocked once the number of registrations reaches the limit.

After the user creates the extension number, the system will automatically generate a SIP account. For example, assuming the user has created the extension number 322603, the system automatically generates the SIP account as 661, so the SIP User Name used on the terminal is 661.

Note:

1) The SIP Account column is hidden by default. You can right-click the row which Operations is in and check the SIP Account to display it.

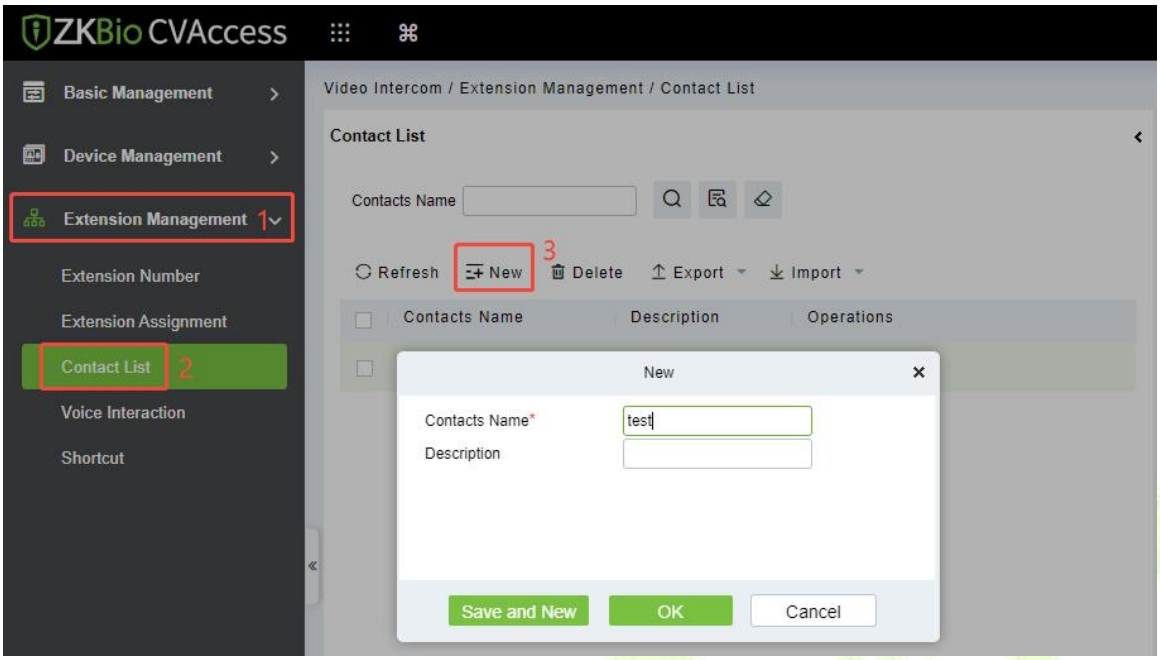


2) If you use a PBX, the extension number will be directly used, and the SIP account list will be empty.

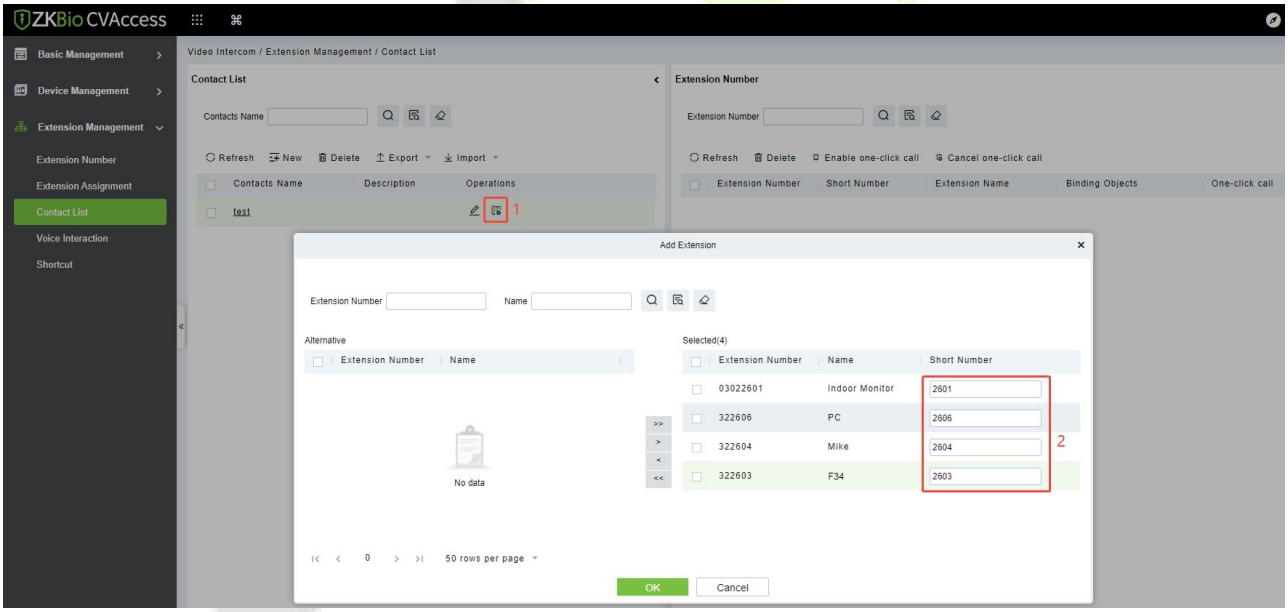
26.2.4 Contact List

If you need to enable different devices or personnel to view a limited number of contacts, you can configure the contact list.

1. Click **Extension Management > Contact List > New** to create a contact list.



2. Click the icon to add extension numbers to the contact list. During the process of adding extension numbers, you can define a short number for the extension on the right, for example, if the number for Room 1101 is defined as 101. After defining and synchronizing the short number to the device, the device can then dial the short number 101 to call that room.



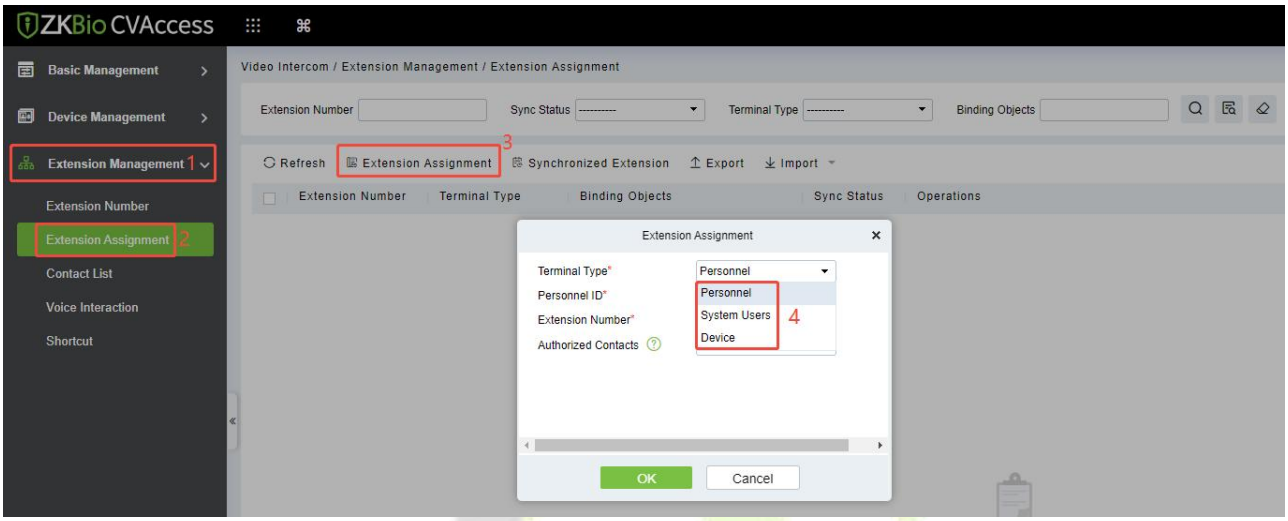
Note:

1) If you add an extension number to the contact list without editing the short number, and you wish to edit it later, you will need to delete the extension number from that contacts and then edit it when re-adding, or delete it and use the import function afterward.
2) If the device is set to be a fence terminal, please do not define the short number of the indoor monitors. You just need to input the block, unit and room number to call the indoor monitor.

26.2.5 Assignment of Extension Numbers and SIP Accounts

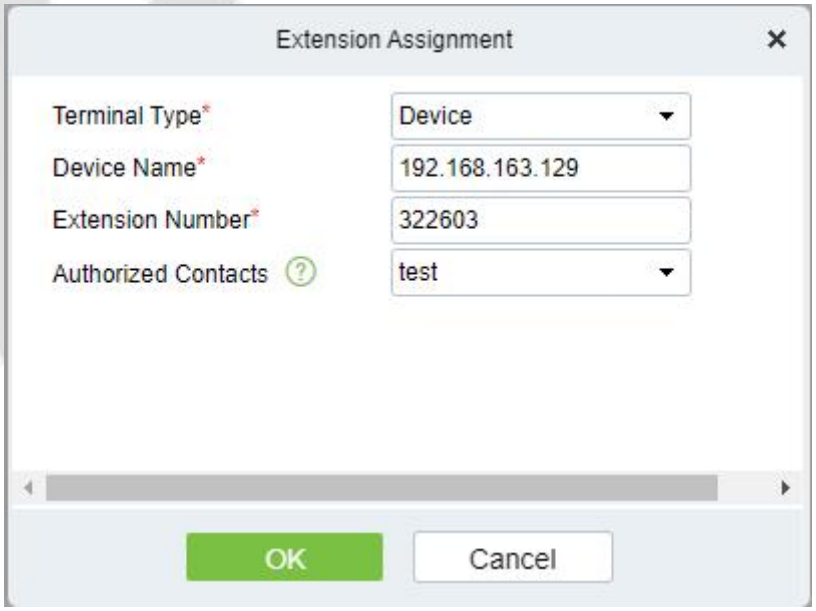
The extension number or SIP account can be assigned to personnel, devices or system users. After allocation, personnel and users' APP will be able to directly use video intercom for communication. The device can also be used directly without manual additional configuration.

Click **Extension Management > Extension Assignment > Extension Assignment**, select the Terminal Type.

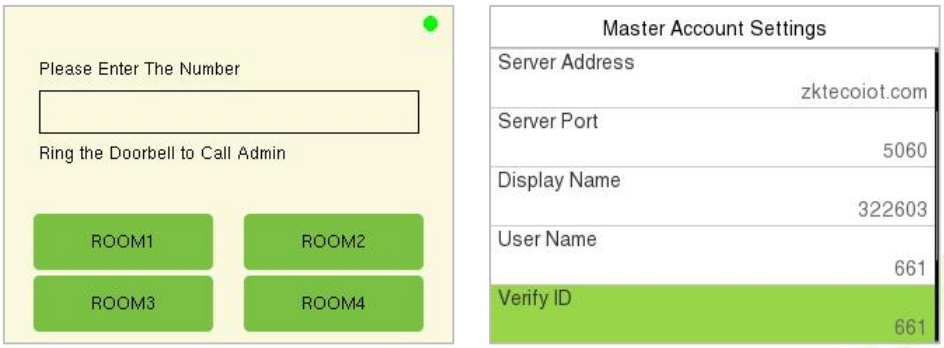


- **Device Account Assignment**

1. Select the Terminal Type as **Device**.
2. Select the device need to be bound (device or indoor monitor) and the extension number. The account information will be automatically synchronized to the device. Select the Authorized Contacts to assign the contact list to the device; only after the assignment can the device call room numbers/short numbers or make calls through the contact list search.

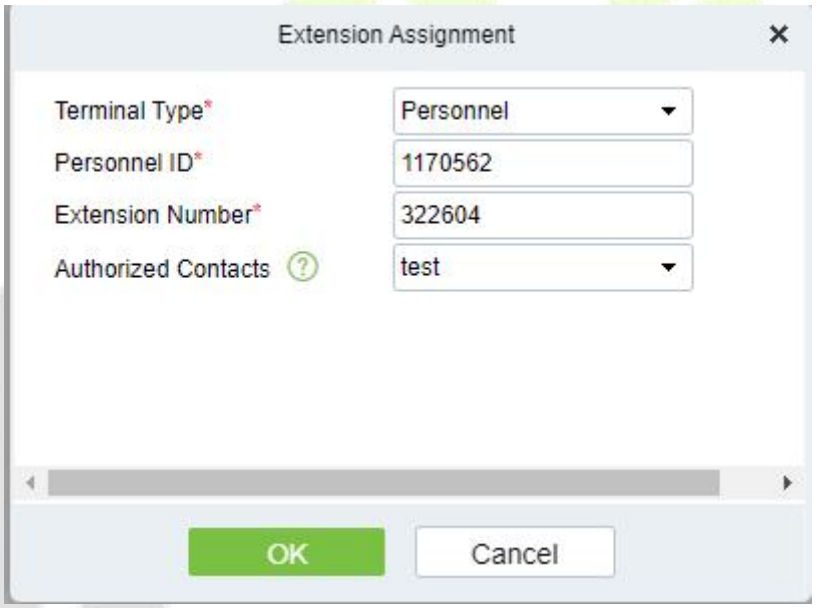


3. After successful assignment, a green dot will appear in the upper right corner of the call page, indicates that the device is connected to the server. You can also enter **[Intercom] > [SIP Settings] > [Local Settings] > [Primary Account Settings]** to see that SIP server and account information have been automatically written, as shown in the following figure.



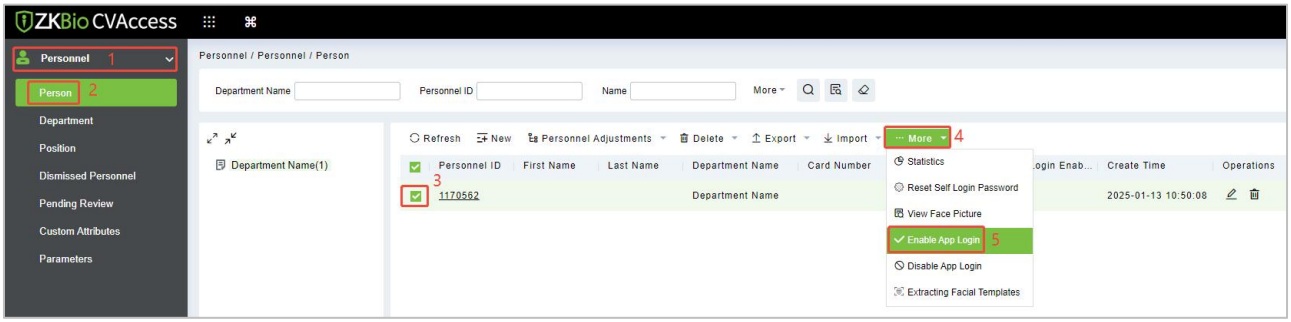
- **Personnel Account Assignment (ZKBio Zexus App)**

1. Select the Terminal Type as **Personnel**.
2. Select the person to be assigned an account and the extension number. Select the Authorized Contacts to assign the contact list to the individual, and after the assignment, the individual can view the contacts in the contact list upon logging into the ZKBio Zexus App.

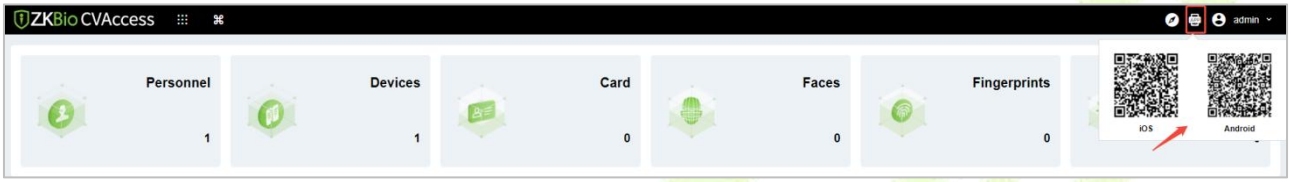


Note:

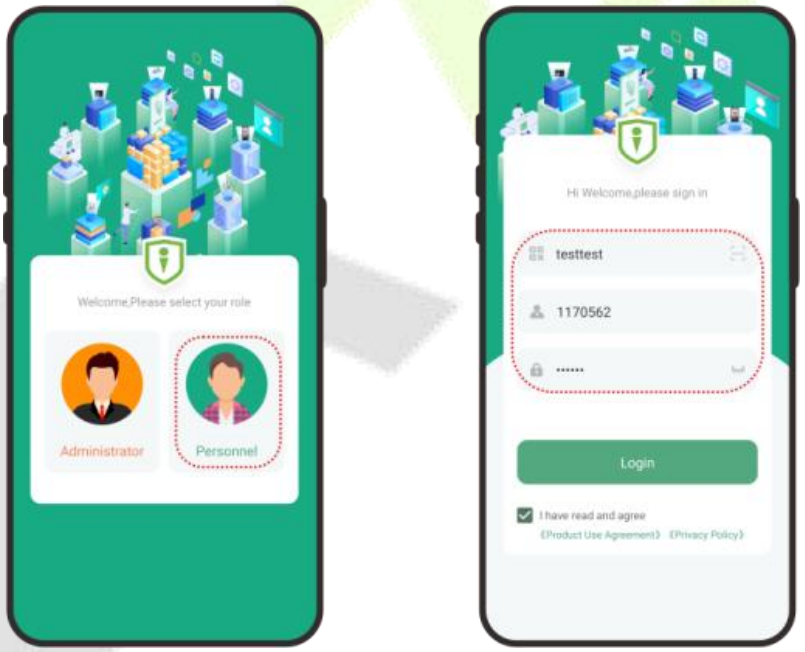
1) Before assign account to the personnel, you need first add personnel in ZKBio CVAccess. The adding method can refer to 20 Connect to ZKBio CVAccess Software.
2) The personnel need to enable APP Login. (Click **Personnel > Personnel > Person > More > Enable APP Login**.) Once a person has enabled APP login, they can directly access the Video Intercom feature upon logging into the App.



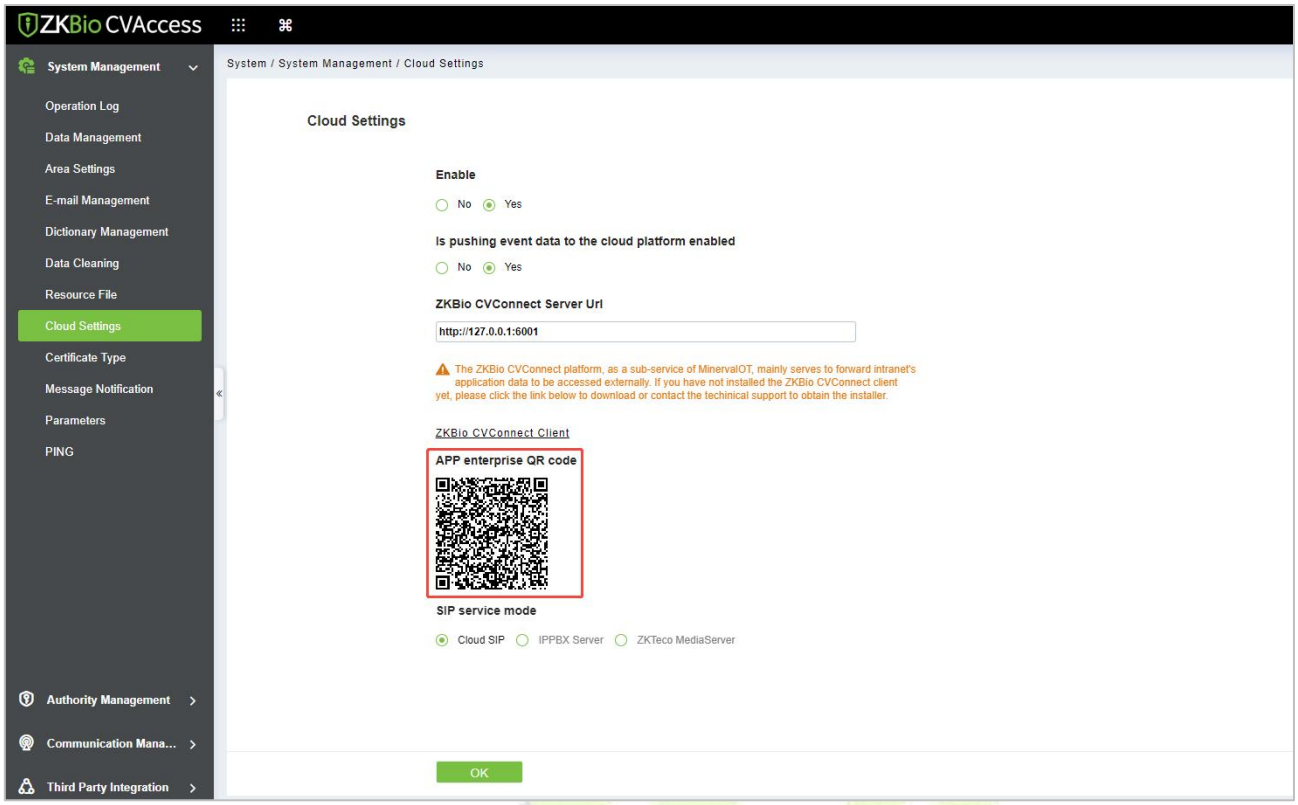
3) You can click the icon at the right top corner of the ZKBio CVAccess interface to scan the QR code to install the ZKBio Zexus App.

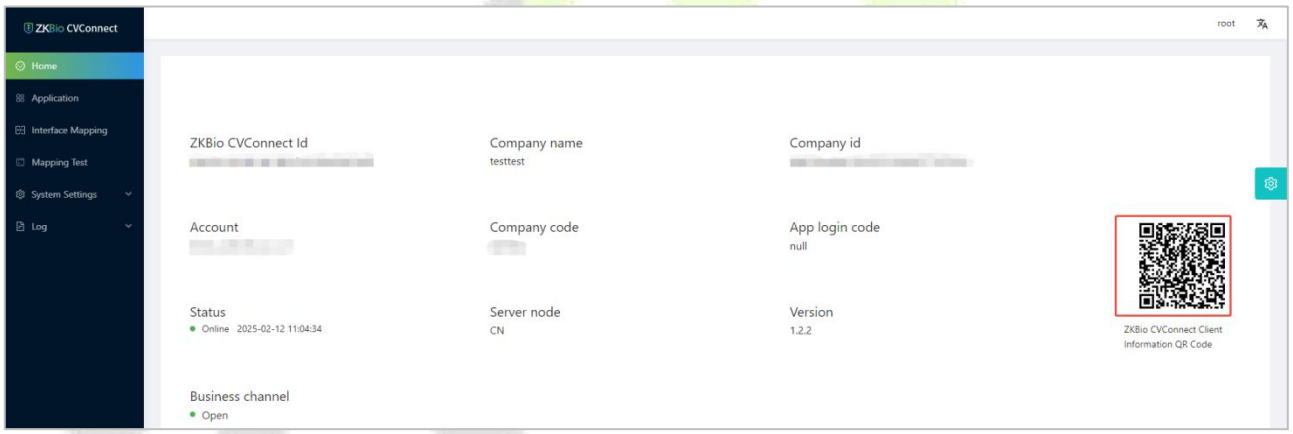


3. After successful assignment, the personnel can login to the App. Select the role-**Personnel** , enter the account information, and click **Login**.



Organization Name: Scan the organization code you get before. (Go to ZKBio CVAccess web, enter **System > System Management >Cloud Setting >APP enterprise QR Code**, or go to ZKBio CVConnect client, scan the ZKBio CVConnect Client Information QR Code.)



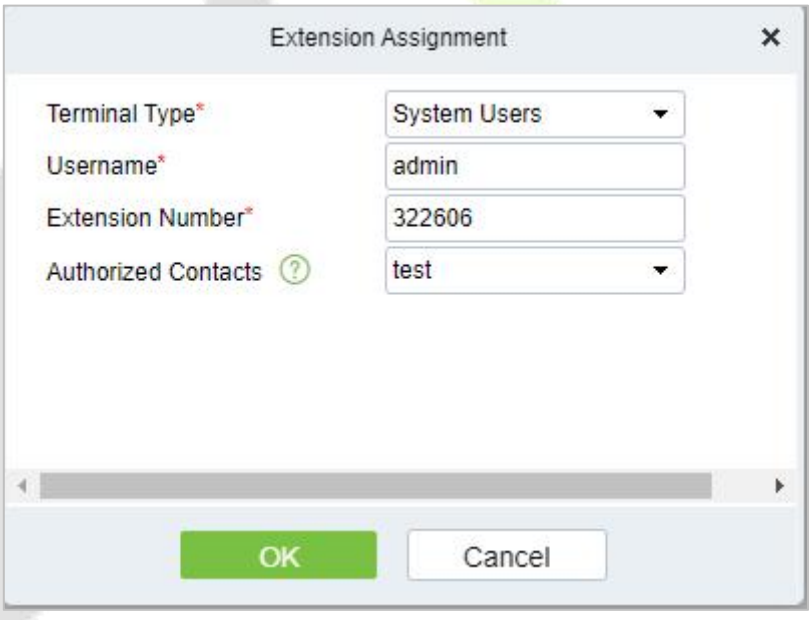


Account & Password: The personnel ID & password (default: 123456).

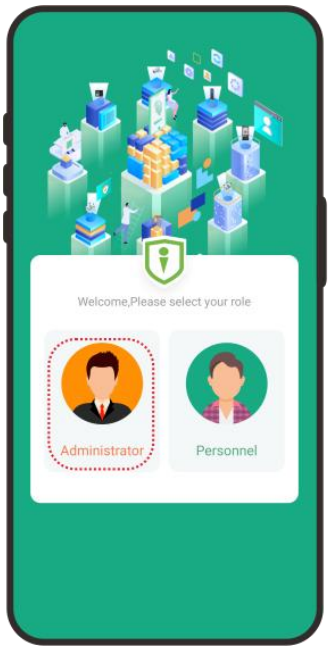
4. Click **Application Center > Video Call** to enter the video call application, and the status will be displayed as **Connected**. If the person has not assigned an extension number, entering the application will prompt "you have not assigned an extension number, please contact the administrator". Then you can directly enter the extension number of the device or click the icon to search for the device and call it.

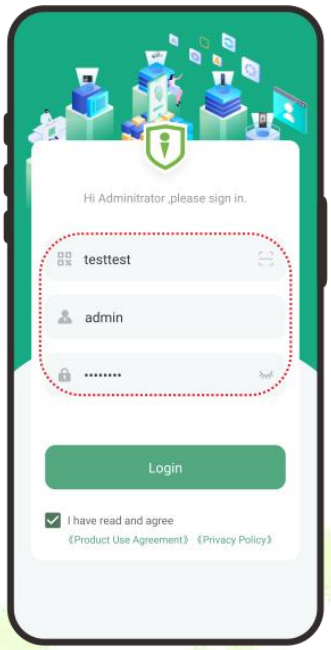
- **System User Account Assignment (ZKBio Zexus App)**

1. Select the Terminal Type as **System Users**.
2. Select the system user to be assigned an account and the extension number. Select the Authorized Contacts to assign the contact list to the admin, and after the assignment, the admin can view the contacts in the contact list upon logging into the ZKBio Zexus App.

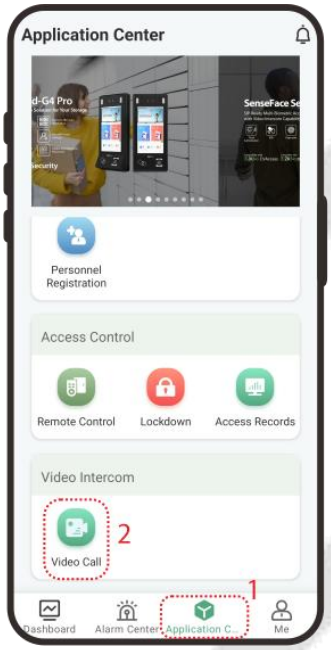


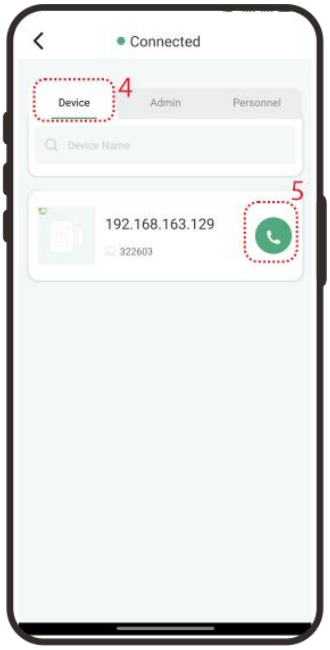
3. After successful assignment, the admin can login to the App. Select the role-**Administrator**, enter the account information, and click **Login**.
   Organization Name: Scan the organization code you get before.
   Account & Password: The administrator account; Same account & password as ZKBio CVAccess.





4. Click **Application Center > Video Call** to enter the video call application, and the status will be displayed as **Connected**. Then you can directly enter the extension number of the device or click the icon to search for the device and call it.





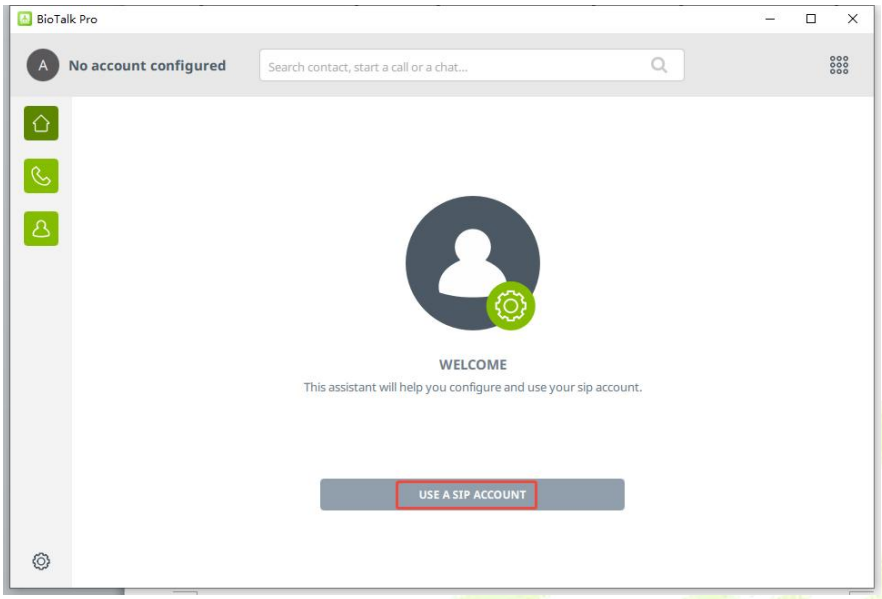
The App complete operation steps please refer to the ZKBio Zexus Mobile App User Manual.

26.2.6 PC Client Functionality

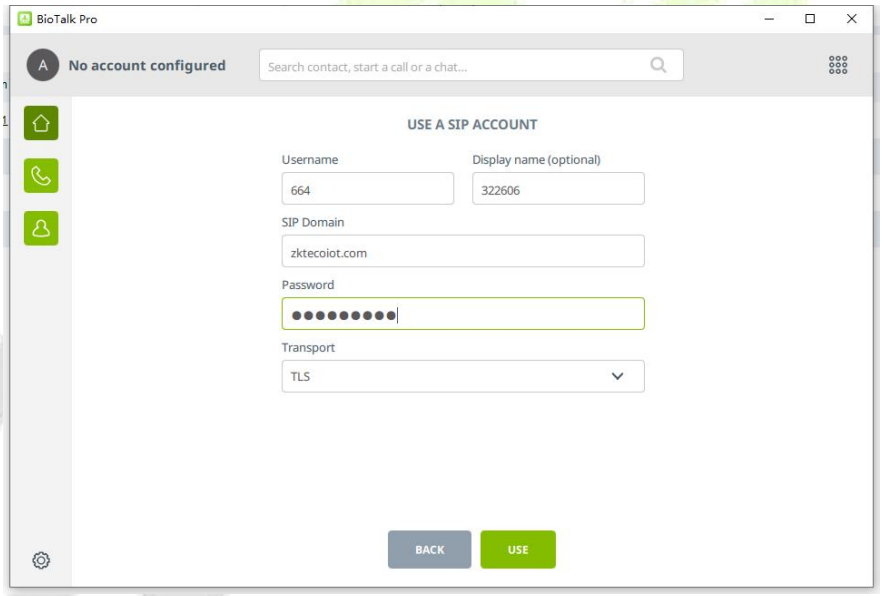
To use the BioTalk Pro PC client, please contact the appropriate person for an installation package.

Operation Guide

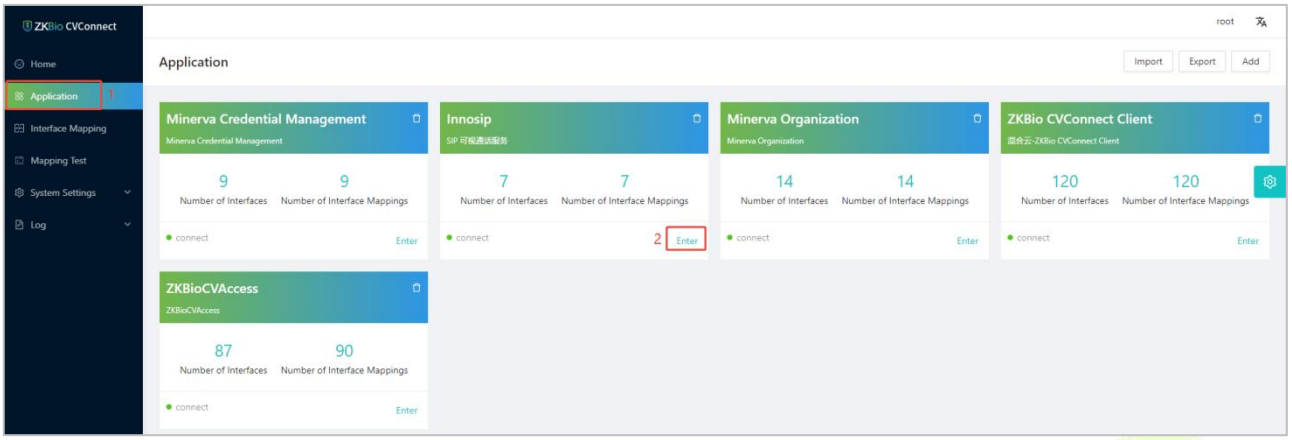
Step 1: Configure the SIP account: Click **USE A SIP ACCOUNT** button.

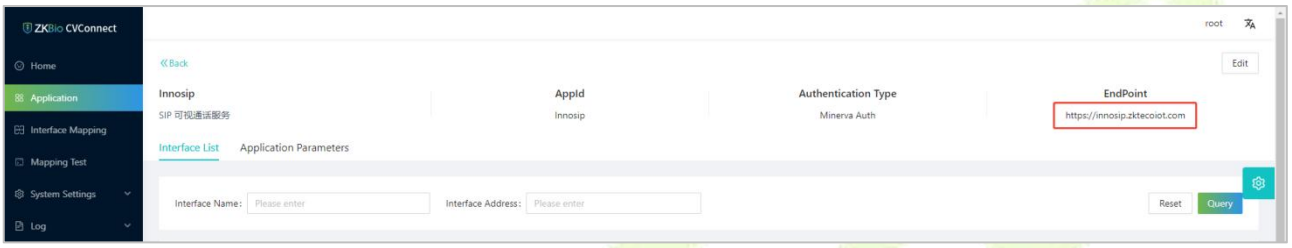


Step 2: Fill in the SIP account information in order and click **USE**.



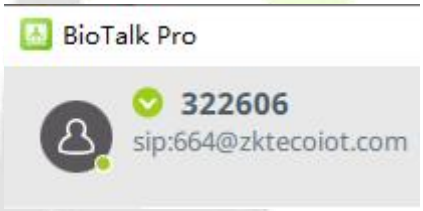
- **Username:** Enter the SIP account. (**Note:** You need to create a new SIP account for the PC client in ZKBio CVAccess, then you can use the account to login to the PC client.)
- **Display Name:** It is the extension number.
- **SIP Domain:** The SIP Server Domain. (Go to ZKBio CVConnect client, click **Application > Innosip > Enter**, the EndPoint address is “https://innosip.zktecoiot.com”. Then 'zktecoiot.com' is the actual SIP server domian you need to enter on the PC Client.)





- **Password:** The extension password of the SIP account for PC client.
- **Transport:** Transportation Protocol, TLS by default.

Wait 1 minute until the status shows Connected, as shown below:

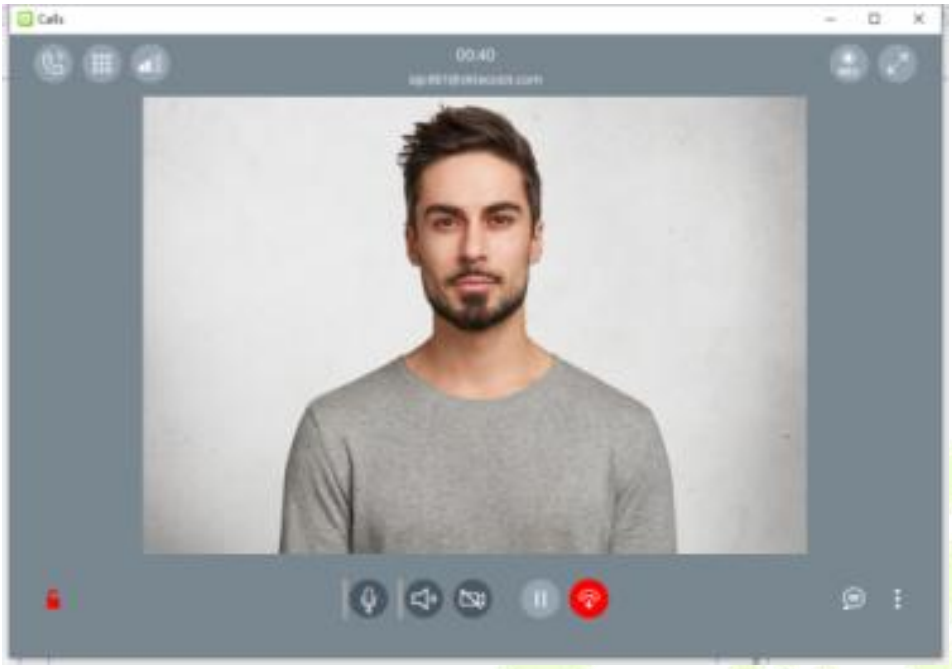


Note: In the Cloud SIP mode, if dialing is required, the PC Client should dial directly to the target SIP account. For example, if the extension number created on ZKBio CVAccess is 322603, the corresponding generated SIP account is 661, then the PC Client should dial 661 when making a call. Therefore, it is recommended to directly create a contact in the address book with the number 661.

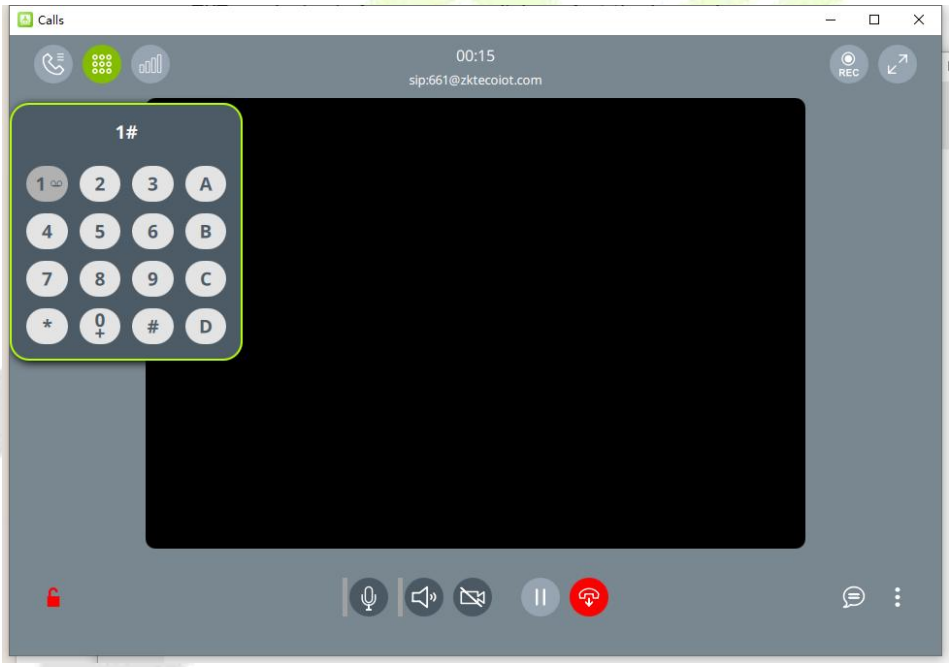
At this point you can start to use it normally, the PC client, the device and the App can call and answer each other.

When the PC Client receives a call, a window alert will pop up in the lower right corner of the desktop.

Click the  icon to accept it.



You can open the door by clicking on the keypad and entering the DTMF value of the device, e.g. the default value of ZKTeco device is 1, so you can click on 1 at the keypad.

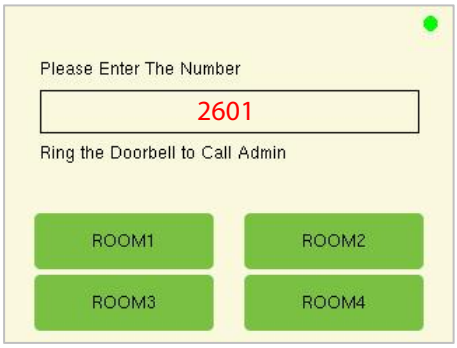


26.2.7 Make a Call

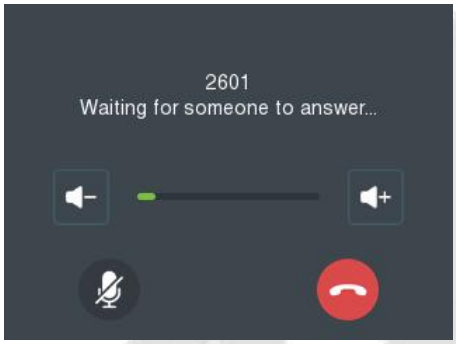
Two-way calls can be made between the device, indoor monitor, ZKBio Zexus App, and PC client (BioTalk Pro).

- **Device Call the Indoor Monitor (VT07-B26L-W / VT07-B22L)**

1. Add the indoor monitor on the ZKBio CVAccess software, then assign an extension number to the indoor monitor. (The operations steps can refer to 26.2.2 Add Device and 26.2.5 Assignment of Extension Numbers and SIP Accounts)
2. Press the key on the device and enter the Short Number of the indoor monitor in the pop-up interface of the device. Or press the **Up** key on the call page to open the contact list and search for the indoor monitor to call it.

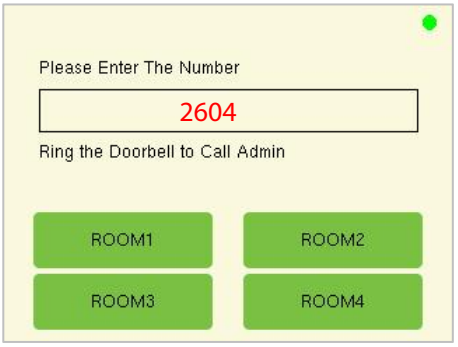


or

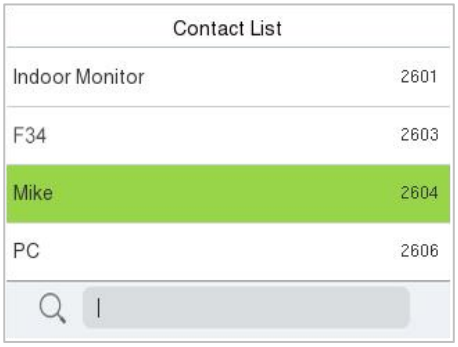


- **Device Call the Phone (ZKBio Zexus App)**

1. On the ZKBio CVAccess software, assign an extension number to the personnel. (The operations steps can refer to 23.2.5 Assignment of Extension Numbers and SIP Accounts)
2. Press the key on the device and enter the Short Number of the personnel in the pop-up interface of the device. Or press the **Up** key on the call page to open the contact list and search for the personnel to call him/her.

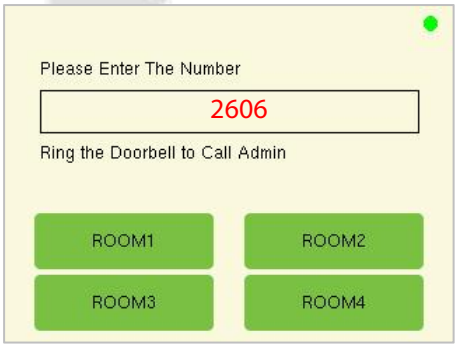


or

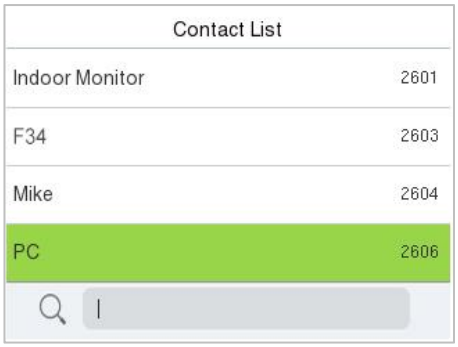


- **Device Call the PC Client (BioTalk Pro)**

1. Install the BioTalk Pro software and configure the SIP account. (The operations steps can refer to 26.2.6 PC Client Functionality)
2. Press the key on the device and enter the Short Number of the PC client in the pop-up interface of the device. Or press the **Up** key on the call page to open the contact list and search for the PC client to call it.

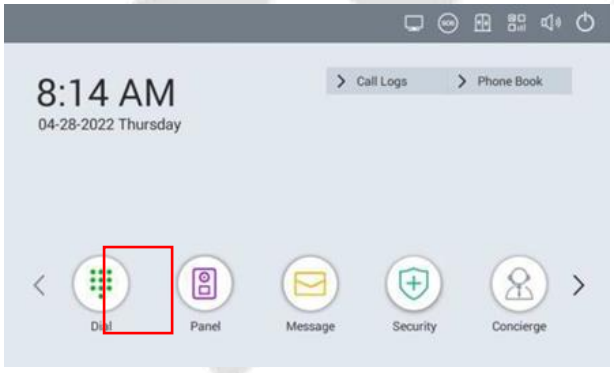


or



- **Indoor Monitor Call**

Click the **Dial** icon, then enter the SIP Account to make a call.



Note: The indoor monitor is not supported the assignment of the contact list in ZKBio CVAccess.

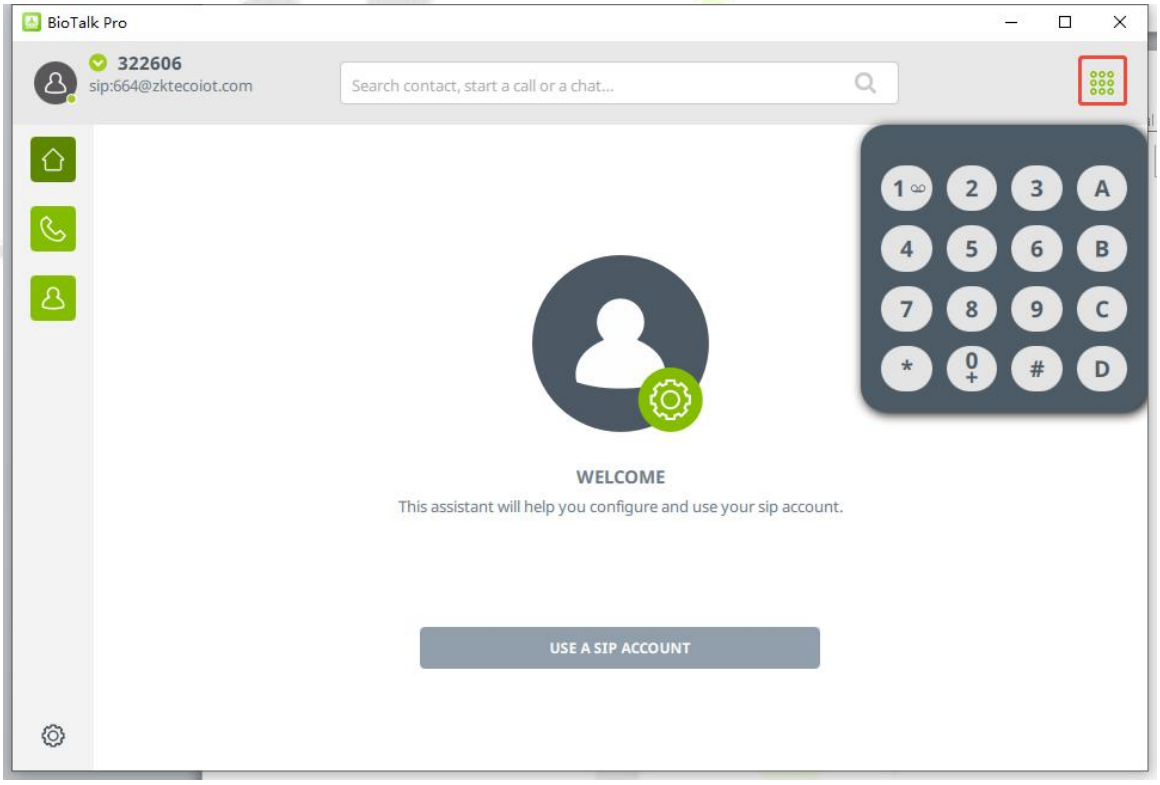
- **Phone Call**

Login to the ZKBio Zexus App, click **Application Center > Video Call** to enter the video call application,

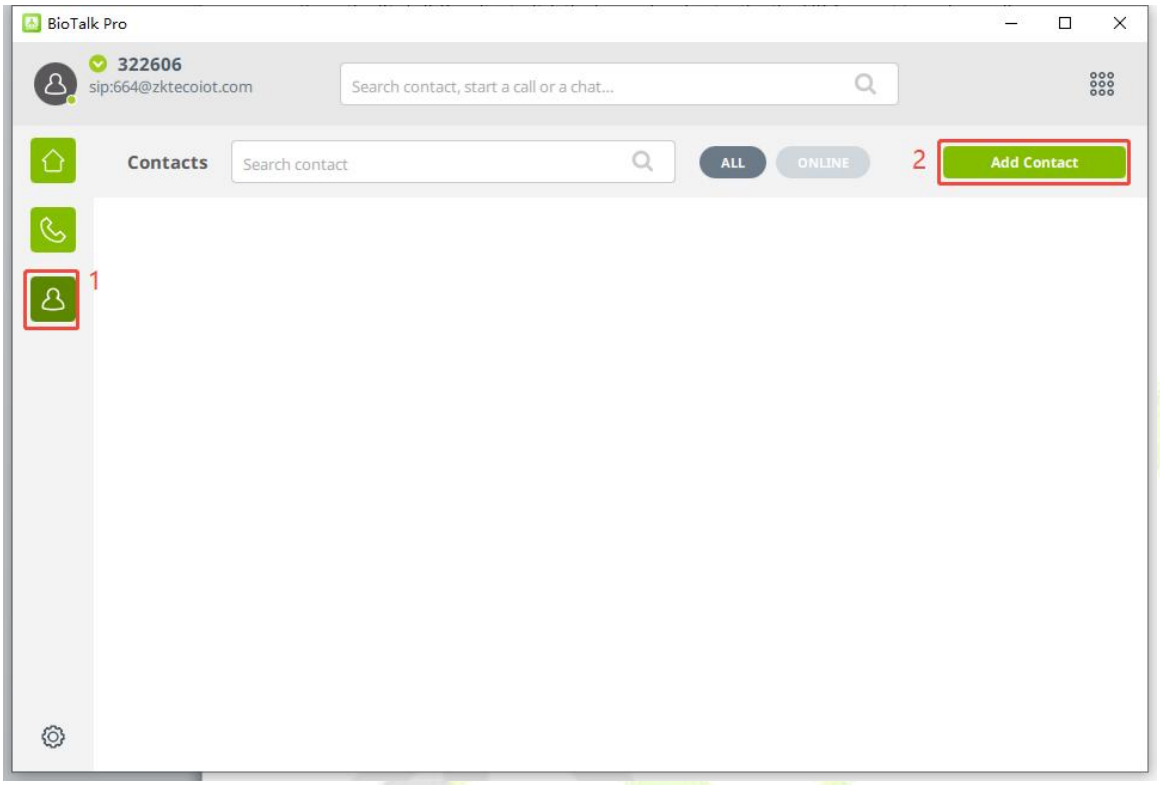
Then you can directly enter the extension number or click the  icon to search for the one you want to call.

- **PC Client (BioTalk Pro) Call**

Open the BioTalk Pro client, click the keypad and enter the the SIP Account to make a call.



You can click the icon **> Add Contact** to add the contact list manually.



Appendix 1

Privacy Policy

Notice:

To help you better use the products and services of ZKTeco and its affiliates, hereinafter referred as "we", "our", or "us", the smart service provider, we consistently collect your personal information. Since we understand the importance of your personal information, we took your privacy sincerely and we have formulated this privacy policy to protect your personal information. We have listed the privacy policies below to precisely understand the data and privacy protection measures related to our smart products and services.

Before using our products and services, please read carefully and understand all the rules and provisions of this Privacy Policy. If you do not agree to the relevant agreement or any of its terms, you must stop using our products and services.

I. Collected Information

To ensure the normal product operation and help the service improvement, we will collect the information voluntarily provided by you or provided as authorized by you during registration and use or generated as a result of your use of services.

1. **User Registration Information: At your first registration, the feature template (Fingerprint template/Face template/Palm template**) will be saved on the device according to the device type you have selected to verify the unique similarity between you and the User ID you have registered. You can optionally enter your Name and Code. The above information is necessary for you to use our products. If you do not provide such information, you cannot use some features of the product regularly.

2. **Product information:** According to the product model and your granted permission when you install and use our services, the related information of the product on which our services are used will be collected when the product is connected to the software, including the Product Model, Firmware Version Number, Product Serial Number, and Product Capacity Information. **When you connect your product to the software, please carefully read the privacy policy for the specific software.**

II. Product Security and Management

1. When you use our products for the first time, you shall set the Administrator privilege before performing specific operations. Otherwise, you will be frequently reminded to set the

Administrator privilege when you enter the main menu interface. **If you still do not set the Administrator privilege after receiving the system prompt, you should be aware of the possible security risk (for example, the data may be manually modified).**

2. All the functions of displaying the biometric information are disabled in our products by default. You can choose Menu > System Settings to set whether to display the biometric information. If you enable these functions, we assume that you are aware of the personal privacy security risks specified in the privacy policy.

3. Only your user ID is displayed by default. You can set whether to display other user verification information (such as Name, Department, Photo, etc.) under the Administrator privilege. **If you choose to display such information, we assume that you are aware of the potential security risks (for example, your photo will be displayed on the device interface).**

4. The camera function is disabled in our products by default. If you want to enable this function to take pictures of yourself for attendance recording or take pictures of strangers for access control, the product will enable the prompt tone of the camera. **Once you enable this function, we assume that you are aware of the potential security risks.**

5. All the data collected by our products is encrypted using the AES 256 algorithm. All the data uploaded by the Administrator to our products are automatically encrypted using the AES 256 algorithm and stored securely. If the Administrator downloads data from our products, we assume that you need to process the data and you have known the potential security risk. In such a case, you shall take the responsibility for storing the data. You shall know that some data cannot be downloaded for sake of data security.

6. All the personal information in our products can be queried, modified, or deleted. If you no longer use our products, please clear your personal data.

III. How we handle personal information of minors

Our products, website and services are mainly designed for adults. Without consent of parents or guardians, minors shall not create their own account. If you are a minor, it is recommended that you ask your parents or guardian to read this Policy carefully, and only use our services or information provided by us with consent of your parents or guardian.

We will only use or disclose personal information of minors collected with their parents' or guardians' consent if and to the extent that such use or disclosure is permitted by law or we have obtained their parents' or guardians' explicit consent, and such use or disclosure is for the purpose of protecting minors.

Upon noticing that we have collected personal information of minors without the prior consent from verifiable parents, we will delete such information as soon as possible.

IV. Others

You can visit https://www.zkteco.com/cn/index/Index/privacy_protection.html to learn more about how we collect, use, and securely store your personal information. To keep pace with the rapid development of technology, adjustment of business operations, and to cope with customer needs, we will constantly deliberate and optimize our privacy protection measures and policies. Welcome to visit our official website at any time to learn our latest privacy policy.

Eco-friendly Operation

The product's "eco-friendly operational period" refers to the time during which this product will not discharge any toxic or hazardous substances when used in accordance with the prerequisites in this manual.

The eco-friendly operational period specified for this product does not include batteries or other components that are easily worn down and must be periodically replaced. The battery's eco-friendly operational period is 5 years.

Hazardous or Toxic substances and their quantities

Component Name	Hazardous/Toxic Substance/Element					
	Lead (Pb)	Mercury (Hg)	Cadmium (Cd)	Hexavalent Chromium (Cr6+)	Polybrominated Biphenyls (PBB)	Polybrominated Diphenyl Ethers (PBDE)
Chip Resistor	×	○	○	○	○	○
Chip Capacitor	×	○	○	○	○	○
Chip Inductor	×	○	○	○	○	○
Diode	×	○	○	○	○	○
ESD component	×	○	○	○	○	○
Buzzer	×	○	○	○	○	○
Adapter	×	○	○	○	○	○
Screws	○	○	○	×	○	○

This table is prepared in accordance with the provisions of SJ/T 11364.

○ indicates that the total amount of toxic content in all the homogeneous materials is below the limit as specified in GB/T 26572.

× indicates that the total amount of toxic content in all the homogeneous materials exceeds the limit as specified in GB/T 26572.

Note: 80% of this product's components are manufactured using non-toxic and eco-friendly materials. The components which contain toxins or harmful elements are included due to the current economic or technical limitations which prevent their replacement with non-toxic materials or elements.

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