

# **User Manual**

# ZKBioSecurity

Date: March 2020 Software Version: ZKBioSecurity V5000 2.0.0 Doc Version: 2.9 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.zktecousa.com.

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

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### 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 ZKBioSecurity V5000 2.0.0 software.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

## **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></ok>
[]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window
1	Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder].

### Symbols

Convention	Description
	This implies about the notice or pays attention to, in the manual
	The general information which helps in performing the operations faster
*	The information which is significant
0	Care taken to avoid danger or mistakes
	The statement or event that warns of something or that serves as a cautionary example.

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# 1 <u>Requirement and Introduction</u>

Today, modern companies' concern for security has rapidly increased. Every company wants to work in a secured environment. To reach this level, ZKTECO brings to you a management system that helps customers to integrate operations of safety procedures on one platform. The system is divided into ten modules, namely: Personnel, Access, Attendance, Elevator, Hotel Systems, Visitor Systems, Parking Lot Systems, Patrol Systems, Video Systems and Systems Management.

### Features

- It can manage around 30,000 personnel data with its powerful data processing capacity.
- Users' data are more secured with multi-level management role-based level management.
- It can track events and operations in Real-time to ensures prompt feedbacks of data to the supervisor.

### \* Configuration Requirements

- > Dual core processor with speeds of 2.4GHz or above.
- > System Memory of 4GB or above.
- Available space of 30GB or above. We recommend using NTFS hard disk partition as the software installation directory.
- > Monitor Resolution of 1024\*768px or above.

### Operating System

- Supported Operating Systems: Windows 7 / Windows 8 / Windows 8.1 / Windows 10 / Windows Server 2008/2013(32/64).
- Supported Databases: Postgre SQL (Default), SQL Server & Oracle (Optional).
- Recommended browser version: IE 11+/Firefox 27+/Chrome 33+.

**Note:** You must use IE 8.0 or newer version for fingerprint registration and verification.

### **1.1** Personnel Module

This module is used to set Person details and their department. It primarily consists of two parts: Department Management settings, which is used to set the Company's organizational chart; Personnel Management settings, which is used to input person information, assign departments, maintain and manage personnel.

# **1.2 Access Control Module**

This module is a web-based management system which enables normal access control functions, management of networked access control panel via computer, and unified personnel access management. The access control system sets door opening time and levels for registered users.

# 1.3 Attendance Module

It can achieve cross-regional attendance centralized control through the shift and shift management. You can apply for Appended Receipt, Leave, Overtime, etc. in Exception Management. In this module, you can also attendance point for access/parking and other functions.

# 1.4 Elevator Module

This module is mainly used to set device parameters (such as the swiping interval for taking elevators and elevator key drive duration), manage personnel's access rights to different floors and elevator control time, and supervise elevator control events. You may set registered users' rights to floors. Only authorized users can reach certain floors within a period of time after being authenticated.

# 1.5 Video Module (Video Linkage & VMS)

Video provides video linkage function to manage the Video Server, view the Real-Rime Video, and query the Video Record, popup the Real-Time Video when linkage events occur.

VMS supports features such as real-time preview, video playback, linkage alarm, and decoding video, etc. It also provides flexible and diverse solutions to meet the need of small and medium projects.

# 1.6 FaceKiosk Module

The FaceKiosk device based on visible light face is used to verify face by uploading and downloading personnel access level. In addition, advertisement pictures and videos can be sent to the FaceKiosk device to make full use of the functions of the device in different time periods.

# 1.7 Face Intellect Module

Software support Face Intellect devices, intelligent recognition and face matching. It can cooperate with the access control module when it is used as a reader, the door will be opened by access control panel after verification.

# 1.8 Temperature Module

System Management is primarily used to assign system users and configure the roles of corresponding modules, manage databases such as backup, initialization, and recovery, and set system parameters and manage system operation logs.

# 1.9 System Management Module

System Management is primarily used to assign system users and configure the roles of corresponding modules, manage databases such as backup, initialization, and recovery, and set system parameters and manage system operation logs.

# 2 System Operations

# 2.1 Login to the System

User Login	$\sim$	English	$\sim$
admin			~
			?

After installing the software, double-click the ZKBioSecurity icon to enter the system. You may also open the recommended browser and input the IP address and server port in the address bar. The IP address is set as: http://127.0.0.1:8098 by default.

If the software is not installed in your server, you may input the IP address and server port in the address bar.

The user name of the Superuser is [admin], and the password is [admin], then click [**login**]. After the first login to the system, please reset the password in [Personnel Information].

If the user needs to use the software in different languages, please choose the language from the dropdown menu above the login field. The supported languages are Chinese (Simplified), English, Spanish, Thai, Indonesian, Vietnamese, Chinese (Traditional), Russian, and Korean.

In the login interface, if the user has already installed the fingerprint driver, enrolled the fingerprint, and started the service, click the **Fingerprint** button next to the Login button. Now, the user can verify the fingerprint through the fingerprint scanner to login to the software.

### ≪Note:

- The user name of the super user is [admin], and the password is [admin]. After the first login to the system, please reset the password in [Personnel Information].
- If you have selected the HTTPS port during software installation, input the server IP address and port number (for example, https://127.0.0.1:8448) in the address bar and press Enter. The following prompt may be displayed:

The owner of 192.168.214.143 has configured their web being stolen, Firefox has not connected to this website.	site improperly. To protect your information from
Learn more	
Go Back	Advanced
Report errors like this to help Mozilla identify and b	olock malicious sites

Here, you need to add a site exception following the exception adding prompts after you press Advanced. Different browsers may have different setting.

If you have selected the HTTPS port during software installation, the following message may be displayed on the login page:

🕕 Click	here for	driving	detecting	abnormal	processing

Click **Connect.** On the page that is displayed, download issonline.exe and corresponding certificates before using functions such as fingerprint and external devices.

### 2.2 Dashboard

After logging in, the home page is displayed as shown below. If you want to go to home page from any

interface, then you can click ZKTECO on the upper left corner of the interface to return to the home page.

2       Disordetric Data         0       0      <	ZKTeco	Veikome, admin 🔅 🔞 1 🤉 🕚
	2 Total Liter 2 Total Device Access Attendance Event Trends	0       0
	1 0.8 0.6 0.4 0.2 0 0.00 2.00	8.00 20.00 22.00

# 2.3 Activating the System

Please refer to the corresponding license document.

# 2.4 Modifying Password

You can modify the login password in [Personal Information] 🔘 :

Username*       admin         Username should be composed between 1-30 characters are in letters,numbers,or symbols (@/.I-I+I_).         Reset Password       Image: Composed between 1-30 characters are in letters,numbers,or symbols (@/.I-I+I_).         Password*       Image: Composition of A to 18 characters,default is in 111111.         Confirm Password*       Image: Composition of A to 18 characters,default is in 111111.         Confirm Password*       Image: Composition of A to 18 characters, default is in 111111.         Role       Image: Composition of A to 18 characters, default is in 111111.         Role       Image: Composition of A to 18 characters, default is in 111111.         Role       Image: Composition of A to 18 characters, default is in 111111.         Image: Composition of A to 18 characters, default is in 111111.       Image: Composition of A to 18 characters, default is in 111111.         Confirm Password*       Image: Composition of A to 18 characters, default is in 111111.         Role       Image: Composition of A to 18 characters, default is in 111111.         Auth Department       Image: Composition of A to 18 characters, default is in 111111.         Image: Composition of A to 18 characters, default is in 111111.       Image: Composition of A to 18 characters, default is in 111111.         Role       Image: Composition of A to 18 characters, default is in 111111.       Image: Composition of A to 18 characters, default is in 1111111. <th>nd</th>	nd
Reset Password       Image: Composition of 4 to 18 characters, default is a composition of 4 to 18 characters, default is 111111.         Confirm Password*       Image: Composition of 4 to 18 characters, default is 111111.         Confirm Password*       Image: Composition of 4 to 18 characters, default is 111111.         Confirm Password*       Image: Composition of 4 to 18 characters, default is 111111.         Confirm Password*       Image: Composition of 4 to 18 characters, default is 111111.         Confirm Password*       Image: Composition of 4 to 18 characters, default is 111111.         Confirm Password*       Image: Composition of 4 to 18 characters, default is 111111.         Confirm Password*       Image: Composition of 4 to 18 characters, default is 111111.         Superuser State       Image: Composition of 4 to 18 characters, default is 111111.         Role       Image: Composition of 4 to 18 characters, default is 111111.         Auth Department       Image: Composition of 4 to 18 characters, default is 111111.         If you don't select department you will not have full departmental permission.       Image: Composition of 4 to 18 characters, default is 111111.	
Password*       Password is a composition of 4 to 18 characters, default is 111111.         Confirm Password*       Image: Composition of 4 to 18 characters, default is 111111.         Superuser State       Image: Composition of 4 to 18 characters, default is 111111.         Role       Image: Composition of 4 to 18 characters, default is 111111.         Auth Department       Image: Composition of 4 to 18 characters, default is 111111.         Image: Composition of 4 to 18 characters, default is 111111.       Image: Composition of 4 to 18 characters, default is 111111.         Superuser State       Image: Composition of 4 to 18 characters, default is 11111.         Auth Department       Image: Composition of 4 to 18 characters, default is 11111.         If you don't select department you will not have full departmental permission.	
Confirm Password*       Image: Confirm Password*         Superuser State       Image: Confirm Password*         Role       Image: Confirm Password*         Auth Department       Image: Confirm Password*         If you don't select department you will not have full departmental permission.	
Superuser State     Image: Constraint of the second s	
Role     Image: mail to be an	
Auth Department If you don't select department you will not have full departmental permission.	
Authorize Area If you don't select zone you will not have full zone permission	n.
Email	
First Name admin	
Last Name	

Check [Reset Password] box to modify the password.

**Note:** Both, super user and the new user are created by the superuser (the default password for the new users is 111111). The user name is not case-insensitive, but the password is case-sensitive.

## 2.5 Exit the system

Click the [**Logout**] button 些 on the upper right corner of the interface to exit the system.

ZKTeco	<u>ک</u> (	9 😨 🗉	d 🖨 🖄	a 🛙 🖲	٢	Welcome, admin 🔅 🕕 () () () Authorized Company: ZKTeco
2 Total User 2 Total Device Access Attendance Event Trends	Biometric Da Biometric Da Um Can Visitor Parking Day Week	ta J Month	ant 1 With Password Manual Password	0 With Face 2 Without Face		10         7         9         3           Total Event         Image: Second Event         Image: Sec
1 0.8 0.6 0.4 0.2 0 0.00 2.00 Event Exception TOP 5	4.00 6.00 8	.00 10.00 12.00 G	14:00 16:00 11 Area Monitor	100 20.00 22.00	0	

# 3 Personnel Management

Before using the other functions, please configure the personnel system: Personnel and Card Management.



## 3.1 Personnel

Personnel system includes these modules: Person, Department, Position, Dismission Personnel, Custom Attributes, and Parameters.

### 3.1.1 Person

When using this management program, the user shall register personnel in the system, or import personnel information from other software or documents into this system. For details, see Common Operations.

Main functions of Personnel Management include Add, Edit, Delete, Export and Import personnel, and Adjust Department.

### Add Personnel

1. Click [Personnel] > [Person] > [New]:

			New			×
Personnel ID* First Name Gender Certificate Type Birthday Hire Date Device Verification Password		Depa Last I Mobil Certif Email Positi Card	rtment* 2 Name e Phone icate Number on Name Number e Number e Receiver e Rece	ZKTeco	E-mail Notification 120*140).	
Access Control	Time Attendance	Elevator Control	Plate Register	FaceKiosk	Face Intellect	More Card:
Access Control Time Attendance Eleval		t <u>All</u> Device Op ect All Delay Pas Disabled Set Valid	beration Role		Drdinary User	
		Save and New	ок с	Cancel		

### Fields are as follows:

**Personnel ID:** An ID may consist of up to 9 characters, within the range of 1 to 799999999. It can be configured based on actual conditions. The Personnel No. contains only numbers by default but may also include letters.

### ∕≤Notes:

- > When configuring a personnel number, check whether the current device supports the maximum length and whether letters can be used in personnel ID.
- To edit the settings of the maximum number of characters of each personnel number and whether letters can also be used, please click Personnel > Parameters.

**Department:** Select from the pull-down menu and click [**OK**]. If the department was not set previously, only one department named [**Company Name**] will appear.

First Name/Last Name: The maximum number of character is 50.

Gender: Set the gender of personnel.

**Password:** Set password for personnel accounts. It can only contain up to 6-digits. If a password exceeds the specified length, the system will truncate it automatically. It cannot be the same with others password and the duress password.

**Certificate Type:** There are four types of certificates: ID, Passport, Driver License and Others. Click icon to recognize the Certificate automatically. Please refer <u>3.1.7 Parameters</u> and <u>15.2.5 Client Register</u> to see how to register one.

Certificate Number: Click icon and the Certificate information will pop up automatically.

Social Security Number: Set personnel social security number. The max length is 20.

Mobile Phone: The max length is 20, and this is an optional field.

**Reservation Code:** The max length is 6; the initial password is 123456.

**Position:** It is the designation of the personnel. It can be referred as the level of personnel in workmanship.

Birthday: Input employee's actual birthday.

**Email:** Set the available email address of the personnel. The max length is 30. Punctuations, namely, the " - ", " \_ " and " . " are supported. If the Event Notification is checked, the Email is required.

**E-mail Notification:** After checking this menu, the system will send an email to the relevant person once an access or an elevator event occurs. If there is no setting to email sending server, the Email Parameter Settings window will pop up if this menu is checked. Please refer to <u>E-mail Management</u> for the setting information.

**Card number:** The max length is 10, and it should not be repeated.

**Hire Date:** It is the date on which the personnel are appointed. Click to select the date.

**Personal Photo:** The picture preview function is provided, supporting common picture formats, such as **jpg**, **jpeg**, **bmp**, **png**, **gif** etc. The best size is 120×140 pixels.

- **Browse:** Click [**Browse**] to select a local photo to upload.
- **Capture:** Taking photo by camera is allowed when the server is connected with a camera.

**Register Fingerprint/Finger Vein:** Enroll the Personnel Fingerprint, Finger Vein or Duress Fingerprint. To trigger the alarm and send the signal to the system, scan the Duress Fingerprint.

### How to register fingerprint:



- 1) Move the cursor to the fingerprint icon position, a registration pop-up or drive download box will appear, click [**Register**].
- 2) Select a fingerprint, press on the sensor by three times, then "Fingerprint registered Successfully" will be prompted.
- 3) Click [**OK**] to complete registration.



Click a fingerprint to delete. If you need to register a duress fingerprint, check the Duress Fingerprint box.

### ∕≤Notes:

- > If fingerprints are duplicated, "Don't repeat the fingerprint entry" will be prompted.
- If the fingerprint sensor driver is not installed, click "Install driver" and the system will prompt to download and install driver.
- After installing the fingerprint sensor driver, if the fingerprint register button is grey in IE browser while it is normal in other browsers (such as Firefox, Google), you can change the settings of IE browser, as per the following:
- 1) In IE browser, click **[Tools]** > **[Internet Options]** > **[Security]** > **[Credible Sites**], add http://localhost to the credible sites, then restart the IE browser.
- In IE browser, click [Tools] > [Internet Options] > [Advanced] > [Reset] to pop up a dialog of Reset Internet Explorer Settings, click [Reset] to confirm; then restart the IE browser (you may try when Point 1 does not help).
- 3) If all the above settings do not work, please execute following operations (take IE11 browser as an example): click [Tools] > [Internet Options] > [Advanced] > [Security], check the option of [Allow software to run or install even if the signature is ...], and remove the tick before [Check for server certificate revocation], then restart IE.
- 4) If the browser is below IE8, the fingerprint registration page will be different:



5) The system supports the access from the Live20R fingerprint device and the fake fingerprint prevention function.

Fingerprint	×
Suspected fake fingerprint, please re-register.	
Duress Fingerprint	
ОК	
Cancel	

Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail		
Levels Settings	Add Check All	Superuse	r Dolo	No	✓	
	Clear A	Delay Pas	ssage			
		Disabled				
		set Valid	Time			
			Click on Add			
	S	ave and New	ОК Са	incel		

### 2. Set the Access Control parameters for the personnel. Click [Access Control] :

#### **Fields are as follows:**

Level Settings: Click [Add], then set passage rules of special positions in different time zones.

			Add	to Levels				×
Level	Name	Q (8	)					
The c	urrent query condit	tions: None						
Alterna	tive			Se	electe	d(0)		
	Level Name	Time Zone				Level Name	Time Zone	
				>>				
				>				
				-				
				<<				
			-					
1<	< 0 > >  50	rows per page * Total o	of U records					
			-					
			OK		Can	cel		

**Superuser:** In access controller operation, a super user is not restricted by the regulations on time zones, anti-passback and interlock and has extremely high door-opening priority.

Device Operation Authority: Select administrator to get its levels.

**Delay Passage:** Extend the waiting time for the personnel through the access points. Suitable for physically-challenged or people with other disabilities.

**Disabled:** Temporarily disable the personnel's access level.

Set Valid Time: Set Temporary access level. Doors can be set to open only within certain time periods. If it

is not checked, the time to open the door is always active.

**EXNote:** The system will automatically search for the relevant numbers in the departure library during verification.

The Personnel Information List, by default, is displayed as a table. If Graphic Display is selected, photos and numbers will be shown. Put the cursor on a photo to view details about the personnel.

### 

- Not all devices support the "Disabled" function. When a user adds a device, the system will notify the user whether the current device supports this function. If the user needs to use this function, please upgrade the device.
- Not all the devices support the "Set Valid Time" function of setting the hour, minute, and second. Some devices only allow users to set the year, month, and day of the local time. When a user adds a device, the system will notify the user whether the current device support this function. If the user needs to use this function, please upgrade the device.
- 3. Set the Time Attendance parameters for the personnel. Click [**Time Attendance**]:

Access Control	Time Attendance	Elevator Control	Plate Pegister	Personnal Datail	
Access Control	Time Allendance	Elevator Control	Fidle Register	Personner Detail	
Attendance Area		Attendance Calculation	Vec V		
🗹 🗋 Area Name			103 .		
		Device Operation Role	Employee •		
	N				
	WS				

### Fields are as follows:

Attendance Area: You can set the staff attendance area.

Attendance Calculation: Set if the attendance needs to be calculated or not. Select [Yes] for calculating attendance. Select [No] for not calculating the attendance.

**Device Operation Role:** It will set the authority for operating the device and send it to the corresponding device.

4. Set the Elevator Control parameters for the personnel. Click [Elevator Control]:

Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail		
Levels Settings	Add	Superuse	er	No	¥	
	Clear All	Set Valid Time				

#### **Fields are as follows:**

**Superuser:** In elevator controller operation, a super user is not restricted by the regulations on time zones, holidays and has extremely high door-opening priority.

**Set Valid Time:** Set Temporary elevator level. Floor buttons can be set to be pressed only within the time periods. If it is not checked, the time to press the floor button is always active.

Solution Note: The Elevator level must be set in advance.

5. Set the Elevator Control parameters for the personnel. Click [Elevator Control]:

	Access Control	Time Attendance	Elevator Control	Plate Register	Personnel Detail	
Lic	ense Plate			Parking Space		$\oplus$

### Fields are as follows:

License Plate: The user needs to register the license plate.

Parking Space: Parking space corresponding to the vehicle.

**Solution** Note: Each personnel may register a maximum of 6 license plates.

6. Click [Personnel Detail] to access the details and editing interface, and enter more information.

me Attendance Elevato	or Control	Plate Register	FaceKiosk	Face Intellect	More Cards	Personnel Detail
Employee Type		T	Hire Ty	pe		Y
Job Title			Street			
Birthplace			Country	/		
Home Address			gogogo	1		
Office Phone			Office A	Address		
Event Level		•	KK		Yes ; No	

7. After entering the information, click [**OK**] to save and exit, the person details will be displayed in the added list.

### • Edit Personnel

Click [Personnel] > [Person], then select a person, and click [Edit].

### Delete Personnel

Click [**Personnel**] > [**Person**], then select a person, and click [**Delete**] > [**OK**] to delete.

**Solution Note:** All relevant information about the person will be deleted.

### • Dimission

1. Click [**Personnel**] > [**Person**], then select a person, and click [**Dimission**].

ZKTeco	요 🚺 🕘 🖭					<u>ي</u>			in (	(i)     (?     (i)     (i	pany: ZKTeco
👤 Personnel 🕞	Department Name	Person	nel ID		First Name 3		Last Name			Мо	re* Q 🛞
Person	The current query conditions: None			_		-					
		C+ Refr	esh 🕒 Ne	ew 2 Dimission	Adjust Departmen	ht 圖7 Adjust Position	Delete	Export	1 * [	🎽 Import 👻	G Statistics
Department	ZKTeco(13)	D P	ersonnel ID	First Name	Last Name	Department Name	Card Number	Biolog	ical Te	emplate Quantity	Status
Position	Marketing Department(0)	<b>Z</b> 1		Nick	Tong	ZKTeco		@ 0		80	Normal
Dimission Personnel	Development Department(0)	13		sefe	fffsg	ZKTeco	1439580204	@ 0		8.0	Normal
T	Service department(1)		A.E.	2.0			00000000	80	80	8.0	Normal
remporary Personnei	Hotel(0)	- 12		2. 36	elect Personner		492209090	00			Normal
Custom Attributes		12	31	1651		ZNIEGO	506304749	0 @	.0	N O	Normal
Parameters		23	<u>50</u>			ZKTeco		0	0	A 0	Normal
		23	<u>45</u>	Nick	Tong	ZKTeco	1303615774	0	0	0	Normal
		<u>23</u>	<u>49</u>			Financial Departmen	t	0	0	) o	Normal
		23	46			ZKTeco	505955673	@ 0	0	A 0	Normal
		23	48	Marion		ZKTeco		0	.0	<b>0</b>	Normal
		□ 23	47	DODY	xiao	ZKTeco	1847505206	<b>@</b> 0		8 0	Normal
			456			ZKTeco		@ 0		8.0	Normal
			* <u>***</u>	Dista	Frinds (Income	21(7000					Nerral
Card Management 🕀		10	32	Diedo	Fajardo Hernandez	ZKIECO		@ 0		0	Normai
		< 12	20	kaifu	1	7KTern	175957/99	88 N	<b>n</b>	M n	Normal
AD Management 🕀		(< <	- 13 🔉 🗦	50 rows per pag	ie 👻 Jump To 1	/1 Page Tota	al of 13 records				

2. Select the date, then select type and write reason and click [OK].



### • Adjust Department

1. Click [**Personnel**] > [**Person**], then select a person, and click [**Adjust Department**]:

Personnel Department Name Personnel ID First Name 3 Last Name More 0 0   Person Department query conditions: None     Person   Department   Department   Department   Development Department(0)   Development Dep	ZKTeco	£ 0 .		÷ 🖄 🖓		hin 🕦 (†) (†) (®) (†) Authorized Company: ZKTeco
Person       Import venditions: None         Department       Import venditions: None         Import venditions: None       Import venditions: None         Department       Import venditions: None         Import venditions: None       Import venditions: None         Department       Import venditions: None         Development Department(0)       Development Department(0)         Development Department(0)       Import venditions: None         Development Department(0)       Import venditions: None         Development Repartment(0)       Import venditions: None         Department       Selected Person*         Import Venditions: None       Selected Person*     <	👤 Personnel 🕞	Department Name	Personnel ID	First Name 3	Last Name	More+ Q 🛞
Department 1 Tecio(13)   Marketing Department(0) Department(0)   Dimission Personnel First Name   Temporary Personnel 2. Select a person   Custom Attributes   Parameters     Parameters     Card Management     Card Management     Card Management     Terd Management     Card Managem	Person	The current query conditions: None				
Department       1       Teco(13)       Marketing Department(0)       Position       Development Department(0)       First Name       Last Name       Department Name       Card Number       Biological Template Quantity       Status         Dimission Personnel       Einancial Department(0)       I       1       Marketing Department(0)       1       1       Marketing Department(0)       1       1       1       Marketing Department(0)       1       <	Danastmant		C Refresh Mew	So Dimission 👜 Adjust Department 🏨 Adjust Posi	tion 👘 Delete 🗹 Expo	rt 👻 Import 👻 🕒 Statistics
Position       Marketing Department(0)       0       1       N       Adjust Department       0       0       0       0       0       Normal         Dimission Personnel       Einancial Department(0)       1315       24       580204       0       0       0       0       Normal         Custom Attributes       1315       24       1315       24       104749       0       0       0       Normal         Parameters       2345       Ni       1234       12       12       10       10       Normal       10       Normal         2346       2346       2346       0       0       0       0       0       Normal         2346       2346       10       0       0       0       0       0       Normal         2346       2346       10       2346       10       0       0       0       0       Normal         2345       10       0       0       0       0       0       Normal         2346       1032       1360       10       Normal       0       0       0       Normal         1032       1360       1360       1360       1360       10	Department	1 Teco(13)	Personnel ID Fi	st Name Last Name Department Nam	ne Card Number Biolo	gical Template Quantity Status
Dimission Personnel       Financial Department(1)       1315       24         Temporary Personnel       2. Select a person       1315       24         Custom Attributes       1231       12         Parameters       2345       Nu         2346       2346       6573       0       0       0       Normal         2346       2346       6573       0       0       0       Normal         2346       2346       65673       0       0       0       Normal         2345       Nu       0       0       0       0       Normal         0       0       0       0       0       Normal         10232       Disport       Fajardo Hernandez       ZKTero       12652/49       0       0       0       Normal	Position	Marketing Department(0)	☑ 1 NK	Adjust Department	× 00	0 0 Normal
Temporary Personnel       2. Select a person       1 315       24         Custom Attributes       1 221       12         Parameters       2 3250       10       0       0       0       0       0       0       Normai         1 221       12       12       12       12       12       12       10       0       0       0       0       Normai         Parameters       2345       Na       1       2345       Na       1615774       0       0       0       Normai         2346       2346       2346       12       2346       15573       0       0       0       Normai         23456       12       2345       12       0       0       0       0       Normai         1032       23456       10       1032       100       Fajardo Hernandez       ZKTero       1265736       0       0       0       Normai         1032       1032       1032       1032       1032       1032       1032       Normai       1032       1032       1032       1032       1032       1032       1032       1032       1032       1032       1032       1032       1032       1032	Dimission Personnel	Financial Department(1)	1316 ssl		)580204 💮 0	0 0 Normal
Custom Attributes <ul> <li>1231</li> <li>1231</li> <li>1231</li> <li>1235</li> <li>1235</li> <li>1234</li> <li>1235</li> <li>1234</li> <li>1235</li> <li>1234</li> <li>1234</li> <li>1235</li> <li>1234</li> <li>1235</li> <li>1234</li> <li>13</li></ul>	Temporary Personnel	2. Select a person	<u>1315</u> <u>zk</u>	Selected Person*	i9098 🕘 0	🗑 0 🔒 0 Normal
Parameters <ul> <li>2345</li> <li>2346</li> <li>2347</li> <li>0</li> <li>0</li></ul>	Custom Attributes		□ <u>1231</u> tes	R	304749 🛞 0	0 0 Normal
Parameters       2345       Nu       Transfer Reason       615774       0       0       0       Normal         2349       2346       2346       155673       0       0       0       Normal         2346       2348       Ma       55673       0       0       0       Normal         2345       OK       Cancel       505206       0       0       0       Normal         23450       Disop       Fajardo Hernandez       ZKTero       1355749       0       0       0       Normal         1032       Disop       Fajardo Hernandez       ZKTero       1355749       0       0       0       Normal			2350	New Department*	@ 0	0 0 Normal
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□       2346       155673       0       0       0       Normal         □       2348       Mai       0       0       0       0       Normal         □       2347       D0       OK       Cancel       55673       0       0       0       Normal         □       23456       OK       Cancel       555206       0       0       0       Normal         □       1032       Diego       Fajardo Hernandez       ZKTeco       0       0       0       Normal         □       1032       Diego       Fajardo Hernandez       ZKTeco       0       0       0       Normal		1	2349	~	@ 0	0 0 Normal
Card Management       -       2348       Ma       0       0       0       0       Normal         1032       Diego       Fajardo Hernandez       ZKTeco       0       0       0       0       Normal         1132       Diego       Fajardo Hernandez       ZKTeco       0       0       0       Normal			2346		155673 @ 0	0 0 Normai
Card Management       -       1032       Diego       Fajardo Hernandez       ZKTeco       0       0       0       0       Normal					@ 0	0 0 Normal
Card Management         ⊕         Card Management         ⊕         OK         Cancel         ©         0         0         0         Normal           1032         Diego         Fajardo Hernandez         ZKTeco         ©         0         0         Normal			2347 DO		1505206 📾 0	0 0 Normal
Card Management         ⊕         1032         Diego         Fajardo Hernandez         ZKTeco         ⊕         0         Normal           1230         Vality         II         7KTeco         125852488         0         0         Normal			23456	OK Cancel	@ 0	0 0 Normal
Card Management ⊕			□ 1032 Die	To Faiardo Hernandez ZKTeco	@0	0 % 0 Normai
	Card Management 🕀		1220 kai	i TKTern	125852488 @ 0	
			< 1.12		Fotol of 10 records	
I AD Additisgentent	AD management (+)		¢ < 1-13 > >	ou rows per page + Jump 10 1 /1 Page 1	rotar or 13 records	

- 2. Select [New Department].
- 3. Click [**OK**] to save and exit.

### Statistics

Click [**Personnel**] > [**Person**] > [**Statistics**]. View the number of personnel, the number of fingerprints, face templates, finger vein enrolled, card numbers, gender and other statistical information.

;	Statistics	×
Statistical Type	Current Total	
Male	2	
Female	2	
Personnel Quantity	13	
Fingerprint Quantity	0	
Face Quantity	0	
Finger Vein Quantity	0	
Number of cards held	7	
	Close	

### • Export

Click [**Personnel**]> [**Person**]> [**Export**] to export personnel information, personnel biometric templates, personnel import templates and personnel photo.

Export Personnel	
Export Biometric Template	
Download Personnel Import Template	
Export Personnel Photo	

1. Export Personnel: Personnel's basic information is all checked (selected); check custom attributes as required.

		Export Personnel			×
✓Basic Information	<ul> <li>Personnel ID</li> <li>Department</li> <li>Certificate Type</li> <li>Email</li> </ul>	<ul> <li>First Name</li> <li>Gender</li> <li>Certificate Nu</li> <li>Reservation C</li> </ul>	<ul> <li>Last Name</li> <li>Birthday</li> <li>Card Number</li> <li>Mobile Phone</li> </ul>	<ul> <li>Department</li> <li>Password</li> <li>License Plate</li> </ul>	
Custom Attributes	Employee Type     Birthplace     Office Phone	Hire Type Country Office Address	<ul> <li>Job Title</li> <li>Home Phone</li> </ul>	Street Home Address	
The File Type	EXCEL File	$\checkmark$			
Export Mode	<ul> <li>All data (Can exp</li> <li>Select the amour</li> </ul>	port up to 40000 data) nt of data to export (Ca	n export up to 40000	data)	
	From the article	1 Strip, is deriv	ved 100 Data		
	0	K Cano	cel		

						ZKT	ECO						
						Per	son						
Personnel ID	First Name	Last Name	Department Number	Department Name	Gender	Birthday	Password	Certificate Type	Certificate Number	Card Number	Email	Reservation Code	Mobile Phone
1	Jerry	Wang	1	General	Male	1980-04-23	1	1	TP443566	4461253	abwe@qwe.com	123458	59495464
2	Lucky	Tan	3	Development Department	Female	1992-12-08	2	3	784515	6155266	778@abc.com	123458	4425521
2940	Sherry	Yang	hotel	Hotel	Female	1997-12-01	2940	1	741741	1411237	555@qq.com	123456	145145145
3	Leo	Hou	4	Financial Department	Male	1998-12-22	3	1	23687	13271770	3232@qq.com	123458	34342543
4	Berry	Cao	1	General	Female	2007-12-05	4	4	745688QQWA	13592341	QWA@zzz.com	123458	74755466
5	Necol	Ye	2	Marketing Department	Male	2017-01-10	5	1	32242311	13260079	3322@qq.com	123456	0645454
6	Amber	Lin	4	Financial Department	Female	2017-07-04	6	1	784525004	4628036	787878@eru.com	123456	44620545
7	Jacky	Xiang	1	General		2016-01-05	7	8	ees1213232	6323994	434@gg.com	123456	54243231
8	Glori	Liu	2	Marketing Department	Female	1995-12-05	8	1	433114354	6189166	987@abcd.com	123456	77545353
9	Lilian	Mei	3	Development Department	Female	1992-12-23	9	1	XS22030	9505930	8989@pp.com	123456	221112121

2. Export the Biometric Template.

	Export Biometric Template	×
The File Type	EXCEL File	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	OK Cancel	
	Descend Direction Treatment	

					Pe	rsonnel Bio	ometric Te	mplate
Personnel D	First Name	Last Name	Biometric	Biometric	Biometric	Biometric	Biometric	Biometric Template
1	Jerry	Wang	1	Fingerprint	10	4	1	TEXTU zbcAAAFDxEECAUHCc70AAAdDmkBAAAAbDrwg/IADwLvgANACkAyOCzAB4PF wD20zoM1g ACAX4H9A/gACp950B0ABUESOCHAHLAACID=MIMIOCAJBISOBgAVgMIAACOAMAAAEAYOJpO AyO+4PKgA6AkmotiwsaAaFKa8-AOMIjYoMDXFLgACwO+OTgCHAND@9;5ACAPTIAAXFcAQO CpANMINwCDDSL = wAQAYMFT w6aAYYMDwDyAdQASgBdABMPAADUPDAD+ABQK703WABBA CBAFsOIQOCAACIUwcQOTUCagJ0ABO?WAXO4M5gAzA0BWCAAUHDPAD+ABQK703WABBA AdWP9QYAbaKNAAAAACBHgA1DaK9gBfAZ8MDA8FAAX2ADH8PYYVD2qOS457BK7N7WHZqAG BEHIF9g2B97H07hy0F7F3BbyHds5594F10gV+880g9f7R/XWA4FYQ4p0S457BK7N7WHZqAG BeHIF9g2B97H07hy0F7F3BbyHds5594F10gV+880g9f7R/XWA4FYQ4p0S457BK7N7WHZqAG BeHIF9g2B97H07hy0F7F3BbyHds5594F10gV+880g9f7R/XWA4FYQ4p0S457BK7N7WHZqAG BeHIF9g2B97H07hUG7F3B07H65950F10gV+880g9f7R/XWA4FYQ4p0S457BK7N7WHZqAG BeHIF9g2B97H07H07F3B07H3B04H59gY18BU3B108H1K1g9G1g53Xg8H0X7BK7AG BaJUSO1h17Q17A2AA2FHACsa6FX0XMV81500WH5-QDv1gJHP;gBDAH+V1O3drWg2masvCH44 Ee114708a70F1H.C3=vr4DXGBaB5q8d78JU4AK7B5gVe5X3MUF43Q1Q9AAFU2AAsAFTv1PpaR0 B2WUJBGecWo2ETAOY1NBAOSF7BAOJAFTB1BF0DyG3y7850C4WgaAEC2Y872XA2CHAH AeA1hLCW0mM48FwmMZzh6DECTWTE2xabpCWAwAAXBAdQHHNJhNR0wlRVWAwAx17WigAY009 B18C1YQ4KM06Q101YJ2FcYEM803BF10BAAK7X32rCVMHW7B4V0B47FF86938V00F5H+v1Cag0PNK RXMMIkCGA01YJ2FcYEWaHCVXDB03RF8DgACBAVXW7BXX0BAdQHHNJhNR0wlRVWAwAx17WigAY09 B18C1YQ4KNF07F16C3BAUANMTCAB3D8WW7BVX0BAC2FF86Q38W0H8BAAK2Cg8NM3 B18C1YQ4KNF07F5B548F76CABAM7BDgCC58A7735X0C4ACA0Ed2F2MCH4AE02VHX4F78H08470F7H1+v0Cag0PNK RXMMIkCGA01YJ2FcYEW3HCVXDB03RF8DgACBAYA37K1B4W1HW7B470B79F58542WH4W7F550B45F65887F580W4MA25F40H470F79L+w1FW9F580V4JM3 B18C1YQ4KNF07F5884F765B8F76CABAUMM57434X1358747TFACA02FF86Q33W0H8F8AK4C569BNM3 B18MW79WD4845005DNN99W01B0A08B8EUSEFECWV42F29F11F0F79E80F41494037K444F780 B18MYF79W4785458WF765B8F76CAB44778A471AB7W1=W74W94F580W41A85 N5MMHBB01YPAB4005D5NN99W01B0A08B8EUSEF5FCWV42F9+1F0F1F56E8FF5780W4425 B18P779V4W124M2780490100100K75203W488274A1M89W14=W74W9478590X4DB NSMWF09W478447788487040504N1899W01B0A08B8EUSEF5FCWV42F9+1F0F1F56E8FF580W4422070717h50E8FF57440W74205474409W38E2 118P7774W42W4728457W4122M402W422B47420W842F04=

3. Download Personnel Import Template: Before exporting personnel template, you can configure the corresponding fields (including custom attributes fields) to be exported, the required fields (Personnel ID, Name, Department ID, Department Name) do not support configuration.

	Download	d Personnel Import Ter	mplate		×
Basic Information	<ul> <li>Personnel ID</li> <li>Department</li> <li>Certificate Type</li> <li>Email</li> </ul>	<ul> <li>First Name</li> <li>Gender</li> <li>Certificate Nu</li> <li>Reservation C</li> </ul>	<ul> <li>Last Name</li> <li>Birthday</li> <li>Card Number</li> <li>Mobile Phone</li> </ul>	<ul> <li>Department</li> <li>Password</li> <li>License Plate</li> </ul>	
Custom Attributes	<ul> <li>Employee Type</li> <li>Birthplace</li> <li>Office Phone</li> </ul>	<ul> <li>Hire Type</li> <li>Country</li> <li>Office Address</li> </ul>	<ul> <li>Job Title</li> <li>Home Phone</li> </ul>	<ul> <li>Street</li> <li>Home Address</li> </ul>	
The File Type	EXCEL File	T			
	0	K Can	cel		

### 4. Export Personnel Photo.

	Export Personnel Ph	oto	×
The File Type	TAR		
Export Mode	All data (Can export up to 40000)	data)	
	<ul> <li>Select the amount of data to expo</li> </ul>	ort (Can export up to 40000 data)	
	From the article 1 Strip, i	is derived 100 Data	
	ОК С	ancel	

### • Import

Click [**Personnel**] > [**Person**] > [**Import**] to import personnel information and personnel biometric templates. It only supports personnel information templates for importing.

Ľ	Import 👻
Ľ	Import Personnel
Ľ	Import Biometric Template
Ľ	Import Personnel Photo

1. Import Personnel: Select "Yes" for [**Update the existed Personnel ID in the system**], the original data will be overwritten when the personnel ID is repeated; select "No", the opposite.

	Import Personnel	×
File Format	Excel	
Destination File	浏览	
Header Start Rows	2 The default is the second row.	
Delimiter	\t 🗸	
Update the existed Personnel I	D in the system:	
Next	Step Cancel	

### 2. Import Biometric Template.

Import Biometric Template		×
File Format	Excel	
Destination File	浏览	
Header Start Rows	2 The default is the second row.	
Delimiter	\t 🗸	
	Next Step Cancel	

3. Import Personnel Photo: The personnel photo need to be named by personnel ID, supporting common picture formats, such as JPG, JPEG, PNG, GIF, etc., jpeg, png, gif, etc.



**Note:** You can import the personnel photos in 2 ways: Importing distinctive photos and Compressed package. While importing distinctive photos, the user can import a maximum of 3000 photos at a time. While importing the compresses package, it must be in ZIP format and must not exceed 500MB.

### • Print Card

Click [**Personnel**] > [**Person**] > [**Import**] to open the card printing interface.

#### ∕≤Notes:

- 1) The card template can be defined in [System]> [Basic Management] > [Print Template].
- 2) Before selecting the printer, the user must first download and install the driver through [Personnel] > [Person] > [Parameters] > [Registration Client]. The registration code can be added through [System]> [Authority Management] > [Client Register]. Only after the registration code is registered successfully, the client can do the card printing operation.

### 3.1.2 Department

Before managing company personnel, it is required to set a departmental organization chart of the company. Upon the first use of the system, by default it has a primary department named [General] and numbered [1]. This department can be modified but can't be deleted.

Main functions of Department Management include Add, Edit, Delete, Export and Import Department.

#### Add a Department

1. Click [Personnel] > [Personnel] > [Department] > [New]:



#### Fields are as followed:

**Department Number:** Letters and numbers are available. It cannot be identical to the number of another department. The number shall not exceed 30 digits.

**Department Name:** Any combination of a maximum of 100 characters. In case of different levels, the department names can be repeated.

**Sort:** Number only. The valid range is 1-9999999999. The smaller the number of department sort in a same level, the higher ranks such department have. If this field is empty, it will be arranged in accordance with the increasing order.
**Parent department:** Select a parent department from the pull-down list. Parent Department is an important parameter to determine the company's organizational chart. On the left of the interface, the company's organizational chart will be shown in the form of a department tree.

The cu	irrent query conditions: None
	Ē
407	General
[	Development Department
[	Financial Department
	Hotel

- 2. After filling the details, you can click [**OK**] to complete adding; click [**Cancel**] to cancel it, or click [**Save and new**] to save and continue adding new department.
- 3. To add a department, you can also choose [**Import**] to import department information from other software or other documents into this system. For details, see <u>Common Operations</u>.
- Edit a Department

Click [Personnel] > [Personnel] > [Department] > [Edit].

- Delete a Department
  - 1. Click [Personnel] > [Personnel] > [Department] > [Delete]:



2. Click [OK] to delete.

SNote: If the department has sub-departments or personnel, the department cannot be deleted.

• Export

Export Department

- Download Department Import Template
- 1. Export Department includes Exporting Department and Downloading Department Import Template.
- 2. Department: can be exported in EXCEL, PDF, CSV file format.

Export Department ×									
The File Type	EXCEL File								
Export Mode	All data (Can export up to 40000 data)								
	<ul> <li>Select the amount of data to export (Can export up to 40000 data)</li> </ul>								
	From the article 1 Strip, is derived 100 Data								
	OK Cancel								

		ZKTECO		
		Department		
Department Number	Department Name	Parent Department Number	Parent Department	Created Date
hotel	Hotel			2017-12-15 09:06: 51
4	Financial Department	1	General	2017-12-15 09:06: 48
3	Development Department	1	General	2017-12-15 09:06: 48
2	Marketing Department	1	General	2017-12-15 09:06: 48
1	General			2017-12-15 09:06: 48

3. Download Department Import Template: Excel template file can be exported, and you have to use this template format to import department.

	Download Department Import Template
The File Type	EXCEL File
Export Mode	All data (Can export up to 40000 data)
	O Select the amount of data to export (Can export up to 40000 data)
	From the article 1 Strip, is derived 100 Data
	OK Cancel

#### • Import

1. Click [**Personnel**] > [**Department**] > [**Import**], the import interface is as follows:

	Import	×
File Format Destination File Header Start Rows Delimiter	<ul> <li>● Excel ○ Csv</li> <li>浏览</li> <li>P The default is the second row.</li> <li>\t </li> </ul>	
	Next Step Cancel	

- 2. Import department information: can import EXCEL, CSV format files.
- 3. Select the destination file, fill in the header start rows, click [**Next Step**], the interface are as follow:

Import									
Database Fields	Importing data fields								
Department Number*	Department Number								
Department Name*	Department Name								
Parent Department Number	Parent Department Number								
Parent Department Name	Parent Department								
Previous Step Nex	tep Cancel								

4. After importing the file, the system will match the imported report field and the data segment field automatically. If the matching is incorrect, you can modify it. Click [Next].

Processing command									
Total Progress									
100%									
ntow otbepartment name warketing bepartment can not be set as parent departments									
Row 6: Department name can not be empty!									
Row 7: Department name can not be empty!									
Succeed: 2, Failed: 3. Complete									
The window will close after 4 second(s). Suspend Close	Close								

# 3.1.3 Position

To organize the personnel as per their competency and skills, you can set position as required. If you set position, you can easily filter report only for a particular post.

1. Click [Personnel] > [Personnel] > [Position] > [New]:

ZKTeco	£ 1 4 m	Welcome, admin (1) (1) (2) (2) (1)
Personnel     Person     Person     Department     Position     Dimission Personnel     Temporary Personnel     Custom Attributes     Parameters	Position Number The current query conditions: None	Position Name  Position Name Position Name Parent Position Number Parent Position Position Name Parent Position Position Name Position Name Position Name Position Name Position Name Position Name Position Parent Position OK Cancel  Position Cancel
Card Management		IC < 1-3 > >I 50 rows per page + Jump To 1 /1 Page Total of 3 records
<		>

## Fields are as follows:

**Position Number:** Set the value of position number. It can be letters or numbers, or combination of both. Special characters are not allowed. Length shall not exceed 30 digits.

**Position Name:** Set a suitable name for the position. Any character, maximum combination of 100 characters. Position names should not be repeated.

**Sort:** Supports only numbers. The valid range is 1-999999999. The smaller the number of department sort in a same level, the higher ranking a department has. If not filled in, it will be arranged in accordance with the added order.

**Parent Position:** By default, there are no position. It is an important parameter to organize the personnel as per their skills and competency.

2. Fill the details as required and save.

# 3.1.4 Dimission Personnel

This parameter will display the personnel who are not working in company anymore. Once the person is dimissoned, it will be listed here.

	ZKTECO		£		Ð	<b>i</b>				R	÷				(R) any: ZK	
2	Personnel	Θ	Persor	nnel ID		Firs	t Name		Departmer	ent		Dimission Typ	e	More-	9	8
	Person		The cu	irrent query con	ditions: None	e										
	Department			Personnel ID	First Name	e Las	t Name	Department	Hire Date	Dimissio	on Date	Dimission Type	Dimission Reason	Operati	ions	
	Position			1314	13	14		Marketing Depart		2018-05-	22	Resignation		Edit Rei	nstateme	nt
	Temporary Personnel															
	Custom Attributes															
	Falameters															
		ŝ														
	Card Management	Ð														
	AD Management	$\oplus$	14 4	1-1 > >1	50 rows pe	er page 🔹	Jump To	o 1 /1 Page	Total of 1 recor	rds						
<	f.															>

1. You can re-employ personnel by selecting the required employee and click [**Reinstatement**] below operations tab.

	ZKT===		Ω						Reinstatement			×	) (j	? (?)	(
		_		Personnel ID*	1314				Department*	ZKTeco			norized	Company: ZK	СТесо
1	Personnel	Θ	Persor	First Name	13				Last Name	14			M	ore <b>- Q</b>	8
			The cu	Gender		-	~	]	Password						>
'	Person		() R	Certificate Type	ID		~	5	Certificate Number				2. C	lick here	
(	Department			Social Security Number					Mobile Phone				-	On Vions	-
F	Position			Reservation Code	1234	56	_		Birthday			Browse Capture	-	dit Reinstateme	ont
				Position					Card Number		B			dit Poinstatom	ont
	T			Biological Template Quantity	@ L	u 🖗 u			Hire Date					an remarateme	2115
				Access Control	ime Att	endance	Fle	vator Co	ontrol Plate Register	Personnel Detail					
	1. Select the required			Levels Settings		Add	2101		Superveer	No		1			
	person			Master		Check All			Device Operation Role	Ordinan/ Llear	×	1			
						Clear All			Delay Passage		•				
									Disabled						
									Set Valid Time		$\sim$				
											3.	Update the			
												required			
e d	Card Management	$\oplus$													
		Ŭ													
- <b>-</b>	AD Management	$\oplus$	< <						014						
<								(	OK Cancel						>

2. Once the details are updated, click [**OK**] to save.

# 3.1.5 Temporary Personnel

This parameter will display the personnel who are uploaded by scanning the QR code of the big-screen facial recognition time and attendance device (uFace WG100).

ZKTeco	હ			:		8		<b>@</b>	Welcome, admin   (î) (î) (î) (û) ( <sup>†</sup> ) Authorized Company: ZKTeco
Personnel	Perso	nnel ID		First Name			Q 🛞		
Person	The c	urrent query con	ditions: None						
Department		Personnel ID	Eiret Name	Last Name	Photo				Operations
Position		Personnerio	r nat realine	Cast Name	FIND				Operationa
Dimission Personnel		123	Eve	Cai	-	6			Delete
Temporary Personnel					-				
Custom Attributes									
Parameters									
Card Management 🔶									
AD Management	10.7	c 1-1 ⇒ ⇒।	50 rows per pag	e + Jump1	To 1 /1	Page Tota	al of 1 records		
<									>

## • Refresh

Click [**Refresh**] at the upper part of the list to load new temporary personnel.

• Review

Select a temporary personnel and click [Review]:

Pro	ompt
Are you sure you wan oper	t to perform the Review ation?
ок	Cancel

The person reviewed will be automatically added to the list of person.

## • Delete

Delete the selected temporary personnel.

# **3.1.6** Custom Attributes

Some personal attributes can be customized or deleted to meet different customers' requirements. When the system is used for the first time, the system will initialize some personal attributes by default. Customized personal attributes can be set for different projects according to requirements.

#### • New a Custom Attribute

Click [**Personnel**] > [**Personnel**] > [**Custom Attributes**] > [**New**], then edit the parameters and click [**OK**] to save and exit.

ZKTeco	윤 🚺					3	Welcome, admin	(Î)     (I)     (
Personnel	Display Name	Attribute Value		٩	8			
Person	The current query co	nditions: None						
Department		Attribute Value Input Tune	Pour	Column	Display in Parnan	Operations		
Position		Attribute value imput Type	NUW	Column	List	Operations		
Dimission Personnel	Employee Type	Official Staff, Probation Staf Pull-down List	3	1	No	Edit Delete		
Temporary Personnel	Hire Type	Contract Worker;Non Contr Pull-down List	3	2	No	Edit Delete		
Custom And Suite	Job Title	Text	4	1	No	Edit Delete		
Custom Attributes	Street	Text	4	2	No	Edit Delete		
Parameters	Birthplace	Text	5	1	No	Edit Delete		
	Country	Text	5	2	No	Edit Delete		
	Home Phone	Text	6	1	No	Edit Delete		
	Home Address	Text	6	2	No	Edit Delete		
	Office Phone	Text	7	1	No	Edit Delete		
	Office Address	Text	7	2	No	Edit Delete		
Card Management 🕀								
AD Management 🕀	< < 1-10 > ⇒	1 50 rows per page + Jump To 1	/1 Page To	otal of 10 reco	rds			
<								>

## Fields are as follows:

Display Name: Must be filled and should not be repeated. Max length is 30.

Input Type: Select the display type from "Pull-down List", "Multiple Choice", "Single Choice" and "Text".

Attribute Value: Suitable for lists displaying as "Pull-down List", "Multiple Choice" and "Single Choice" lists. Use a ";" to distinguish the multiple values. If the input type is "Text", the attribute value is not suitable.

**Row/Colum:** The column and row of a field are used together to control the display position of the field. Numerals are supported. The column number cannot exceed 99, and the row number can only be 1 or 2. The combination of the column and row must not be duplicated. As shown in the following figure, Employee Type, is in the first column and first row, and Hire Type is in the first column and second row.

Access Control	Elevator Control	Personnel Detail		
Email			Event Notification	
Employee Type			Hire Type	 •
Job Title			Street	
Birthplace			Country	
Home Phone			Home Address	
Office Phone			Office Address	

## • Editing a Custom Attribute

Click [Edit] to modify the corresponding attributes.

#### • Deleting a Custom Attribute

Click [**Delete**] to delete an unused attribute. If the attribute is in use, the system will pop up confirmation before confirming to delete.

**Note:** The custom attribute will not be recovered once deleted.

# 3.1.7 Parameters

1. Click [Personnel] > [Personnel] > [Parameters]:

Personnel ID Setting
The Maximum Length: 9
Support Letters: O Yes  No
Personnel ID Auto-increment: Yes No
Card Setting
The Maximum Length: 32 Bits(Binary)
Card Format Display:   Decimal  Hexadecimal
Multiple Cards per Person: O Yes   No
Dimission Personnel
Keep the personnel id for the dimission employee: Yes
Temporary Personnel
Review:  Yes  No
Registration Client
Certificate Recognition
OCR OIDReader
Registration Code* Register O Download OCR V1 0 Driver O Download OCR V2 0 Driver
Caro Printing Peopletration Code*
ОК
Self-service Registration
QR Code URL: http://192.168.213.19:8098/app/v1/adreg
Download QR code image
The second se
「「「「「「「」」」」
NE(0822551)
A STATE AND A STAT

- 2. Set the maximum length for a Personnel ID. And whether it will support letters or not. If Personnel ID Auto increment is selected as Yes, then while adding personnel one by one, the ID in field automatically updates to the next new number.
- 3. Set the maximum length (binary number) of the card number that the current system will support.
- 4. Set whether the personnel ID for the demission employee can be kept.
- 5. Set whether the temporary personnel uploaded and registered by scanning the QR code of the big-screen facial recognition time and attendance device need to review.
- 6. Set the card format currently used in the system. The card format cannot be switched once it is set up.
- 7. Set whether "Multiple Cards per Person" will be allowed or not.
- 8. Used the QR code to Self-Registration.
- 9. Registration Client.
- If no driver has been installed, the [Download Driver] link is displayed. Click the link to download and install the driver.

Reader		
~	Register	O Download OCR V1.0 Driver  Download OCR V2.0 Driver
V	Register	Download Driver
	Reader	Reader Register Register Register

> Select the corresponding registration code and click [Register].

ard Printing	
Registration Code*	Register

**Solution** Note: Click [System] > [Authority Management] > [Client Register] to view the registration code.

- 10. Click [OK] to save the settings and exit.
- More Cards

After the "Multiple cards per person" function is enabled, you can set multiple cards on the Personnel page.

		Edit		×
Personnel ID*	3	Department*	Financial Department	
First Name	abc	Last Name		j ( ) l
Gender	Female 🗸	Password		
Certificate Type	ID 🗸 EQ	Certificate Number		
Social Security Number		Mobile Phone		
Reservation Code	123456	Birthday		(Optimal Size 120*140).
Position	Manager	Card Number	258478	Browse Capture
Biological Template Quantity	🗑 0 🔒 0	Hire Date	2017-03-02	
Access Control Tr Secondary Card	International Elevator Contr Solution Solution	ol Plate Register	More Cards	Personnel Detail
	ОК	Cancel		

**Solution** Not all devices support this function. For details, please consult the technical personnel.

# 3.2 Card Management

There are three modules in card management: Card, Wiegand Format and Issue Card Record.

# 3.2.1 Card

- Batch Issue Card
  - 1. Click [Personnel] > [Card Manage] > [Batch Issue Card]:

				Batch Issu	e Card						×
A Personnel ID	only supports in	put figures, and	only shows persons with	h no card issued (max.	. 300)! The d	evice only rea	ids the unregi	stered card w	when the issuin	g way is reader.	
Start Personnel I	D			End Personnel ID					Generate Lis	1	
Card Enrollment	Method	USB Reader		nput Card Number					<u>OK Clear</u>		
Number of Perso	ns with No Card	Issued:0			Number of	Issued Cards	:0				
Personnel ID	First Name	Last Name	Department Name		Number	Personnel ID	First Name	Last Name	Department Name	Card Number	
			Save ar	nd New O	К	Cancel					

2. Enter Start and End Personnel No. and click [Generate List] to generate personnel list and show all personnel without cards within this number series.

**Solution** Note: The Start and End Personnel No. only support numbers.

3. Select Card Enrollment Method: Register with a USB Reader or device.

If you want to enroll a card with a USB Reader, you may place the card over the "issue machine" directly. The System will get the card number and issue it to the user in the list on the left.

For the use of device, you need to select the position of punching, click  $\checkmark$  [**Start to read**], the system will read the card number automatically, and issue it to the user in the list on the left one by one. After that, click  $\Box \Rightarrow$  [**Stop to read**].

**Note:** During the "Batch Issue Card", system will check whether the card issuer issues card or not, if card has been issued before, the system will prompt "The Card Number has already been issued".

4. Click [OK] to complete card issue and exit.

# 3.2.2 Wiegand Format

Wiegand Format is the card format that can be identified by the Wiegand reader. The software is embedded with 9 Wiegand formats. You may set the Wiegand card format as needed.

C+ H	cetresh 🔄 New 🕋 Delete 🛶 Card	Formats lesting			
	Name	Mode	Site Code	Auto	Operations
	<u>Wiegand 형식26</u>	Mode One	0	Yes	Edit
	<u>Wiegand 형식26a</u>	Mode One	0	No	Edit
	<u>Wiegand 형식34</u>	Mode One	0	Yes	Edit
	<u>Wiegand 형식34a</u>	Mode One	0	No	Edit
	<u>Wiegand 형식36</u>	Mode One	0	Yes	Edit
	<u>Wiegand 형식37</u>	Mode One	0	Yes	Edit
	<u>Wiegand 형식37a</u>	Mode One	0	No	Edit
	<u>Wiegand 형식50</u>	Mode One	0	Yes	Edit
	<u>Wiegand 형식66</u>	Mode One	0	Yes	Edit
	5656	Mode One	0	No	Edit Delete

# **Card Formats Testing**

When the card number does not match with the one which is displayed on the system, the user can use the **Card Formats Testing function** to calibrate the Wiegand format. The page is explained as follows:

Select the device that supports the card format test function, and fill the card number and the site code (optional):

- 1) Click [**Read Card**], and swipe the card on the reader. The original card number will be displayed on the **Original Card Number** text box.
- 2) Click [**Recommended Card Format**] and the recommended Wiegand card format will be displayed below.
- 3) Click [Auto calculate site code while the site code is left bank] and the software will calculate the site code according to the card format and card number.
- 4) Click [**OK**] and the page will jump to the Wiegand format page to save the new Wiegand format.

**EXAMPLE** The card format testing function is only supported by few devices.

This software supports two modes for adding the Wiegand Format: If mode 1 does not meet your setting requirements, you may switch it to mode 2. Take Wiegand Format 37 as an example:

Name"         Miegand Format37           Total Bit"         37           Site Code"         0           Auto         ✓           Mode One         ✓           First Parity Check(p)         1           Second Parity Check(p)         37           Odd Parity Check(p)         1           Start Bit         The Maximum Length         0         0           0         18         1         18         19         2         16         0         0						Edit					
Total Bit*       37         Site Code*       0         Auto       Image: Code State Code State Code State Code State Code State Code State Bit         Mode One       First Parity Check(p)         First Parity Check(p)       1         Second Parity Check(p)       37         Odd Parity Check(p)       1         Start Bit       The Maximum Length       Start Bit       The Maximum Length         18       1       18       19       2       16       0       0         Mode Two        Card Check Format*       pssssssssssssssssssssssssssssssssssss	Name*		Wiegand F	Format37	1						
Site Code*       0         Auto       Image: Code Code Code Code Code Code Code Code	Total Bit*		37								
Auto  Mode One First Parity Check(p) 1 Second Parity Check(p) 37 Odd Parity Check(p) 37 Odd Parity Check(p) Start Bit The Maximum Length Start Bit The Maximum Length Start Bit The Maximum Length Start Bit III Dength Start Bit IIII Dength Start Bit IIII Dength Start Bit IIII Dength Start Bit IIII Dength Start Bit IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Site Code		0								
Mode One          First Parity Check(p)       1         Second Parity Check(p)       37         Odd Parity Check(p)       37         Odd Parity Check(o)       Even Parity Check(e)       CID(c)       Site Code(s)       Manufactory Code         Start Bit       The Maximum Length       Start Bit	Auto										
First Parity Check(p)       1         Second Parity Check(p)       37         Odd Parity Check(p)       37         Odd Parity Check(o)       Even Parity Check(e)       CID(c)       Site Code(s)       Manufactory Code         Start Bit       The Maximum Length       Start Bit	Mode C	One									
Second Parity Check(p)       37         Odd Parity Check(o)       Even Parity Check(e)       CID(c)       Site Code(s)       Manufactory Code         Start Bit       The Maximum Length       Start Bit       Code(s)       Manufactory Code         20       18       1       18       18       19       2       16       0       0         Mode Two       Card Check Format*       pssssssssssssssssssssssssssssssssssss	First Parity	y Check(p)	1								
Odd Parity Check(o)         Even Parity Check(e)         CID(c)         Site Code(s)         Manufactory Code           Start Bit         The Maximum Length         Start Bit         Start Bit	Second Pa	arity Check(p)	37								
Start Bit     The Maximum Length       10     18     1     18     18     19     2     16     0     0       0     Mode Two     Card Check Format*     pssssssssssssssssssssssssssssssssssss	Odd F	Parity Check(o)	Even	Parity Check(e)	)	CID(c)	Si	te Code(s)	Manuf	actory Code	e(m)
ID         IS         IS         IB         IB         IB         IB         ID         D         D         D           Mode Two         Card Check Format*         pssssssssssssssssssssssssssssssssssss	Start Bit	The Maximum Length	Start Bit	The Maximu Length	um Start Bit	The Maximu Length	m Start Bit	The Maximum Length	Start Bit	The Max Leng	timum th
O Mode Two Card Check Format* psssssssssssssssssscocccccccccccccccccc	0	18	1	18	18	19	2	16	0	D	
Card Check Format* psssssssssssssssssssscocccocccocccoccco	) Mode T	Two									
	Card Che	ck Format*	pssss	55555555555000		p					
Parity Check Format* eeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	Parity Chr	eck Format*	eeeeee	eeeeeeeeeee	600000000000000000000000000000000000000	00000					
	any one	Edit i dimat	eccec								

## **Format Specifying:**

"P" indicates Parity Position; "s" indicates Site Code; "c" indicates Cardholder ID; "m" indicates Manufactory Code; "e" indicates Even Parity; "O" indicates Odd Parity; "b" indicates both odd check and even check; "x" indicates parity bits no check.

# 3.2.3 Issue Card Record

ZKTeco	£				a 🖄	🖗 🍪		ome, admin (R) (i) (?) (R) ( <sup>1</sup> ) Authorized Company: ZKTeco
Personnel 🕀	Card Number		Action		More V	. 🛞		
	The current que	ery conditions: None						
Card Management	C+ Refresh							
Card 2	ard Number	Personnel ID	First Name	Last Name	Action	Operator	Issue Card Date	Change Time
Wiegand Format	258478	3	abc		Issue Card	admin	2018-03-22 13:28:53	2018-03-22 13:28:53
Issued Card Record	456789	2	abc		Issue Card	admin	2018-03-22 12:17:45	2018-03-22 12:17:45
	987654	1	abc		Issue Card	admin	2018-03-22 11:54:59	2018-03-22 11:54:59
	1245646	13			Issue Card	admin	2018-03-22 09:47:10	2018-03-22 09:47:10
AD Management 🕀	(c ∈ 1-4	> >1 50 rows per	page 👻 Jum	p To 1 /1 F	Page Total of 4 reco	rds		

It records the life cycle of a card and display the operations performed on the card.

**EXNote:** The cards and card issuing records of an employee will be deleted altogether when the employee's account is deleted completely.

# 4 Access

The system needs to be connected to an access controller to provide access control functions. To use these functions, the users must install devices and connect them to the network first, then set corresponding parameters, so that they can manage devices, upload access control data, download configuration information, output reports and achieve digital management of the enterprise.

# 4.1 Device

Add an access device, then set the communication parameters of the connected devices, including system settings and device settings. When communication is successful, you can view here the information of the connected devices, and perform remote monitoring, uploading and downloading etc.

# 4.1.1 Device

# Add Device

There are two ways to add Access Devices.

- 1. Add Device by manually
- A. Click [Access Device] > [Device] > [New] on the Action Menu, the following interface will be shown:

## TCP/ IP communication mode

13	New	×	Ne	w	×
Device Name® Communication Type® IP Address® Communication port® Communication Password Icon Type® Control Panel Type Area® Add to Level Clear Data in the Device when Adding ↓ [Clear Data in the Device (except event record), ple	TCP/IP ORS485   I   4370   Door   One-Door Access Cont   Area Name   Image: State of the stat	device	Device Name* Communication Type* Serial Port Number* RS485 Address* RS485 Address Code Figure Baud Rate* Communication Password Icon Type* Control Panel Type Area* Add to Level Clear Data in the Device when Adding Clear Data in the Device when A	COM1 (Range1-63) (	ME 8 V
Save and New	OK Cancel		Save and New	OK Cancel	

## RS485 communication mode

#### Fields are as follows:

**IP Address:** Enter the IP Address of the access controller.

Communication port: The default value is 4370.

Serial Port No.: COM1~COM254.

**RS485 Address:** The machine number, ranging from 1 to 63. If Port No. is the same, it is not allowed to set repeated RS485 addresses.

Baud Rate: Same as the baud rate of the device. The default is 38400.

**RS485 Address Code Figure:** Display the code figure of RS485 address.

#### **Common options:**

Device Name: Any character, up to a combination of 20 characters.

Communication Password: A maximum of 6 digits; both number and letters are available.

#### ∕≤Notes:

- > You do not need to input this field if it is a new factory device or just completed initialization.
- When communication password for the standalone device's is set as "0", it means no password. However, in case for access control panel, it means the password is 0.
- > You need to restart the device after setting the door sensor of the standalone device.

Icon Type: It will set the representation of the device. You can choose as per the kind of device; Door, Parking barrier, Flap Barrier.

Door	
Parking Barrier Flap Barrier	$\square$

**Control Panel Type:** One-door access control panel, two-door access control panel, four-door access control panel, Standalone Device.

Area: Select specific areas of devices. After setting areas, devices (doors) can be filtered by areas upon Real-Time Monitoring.

**Switch to Two-door Two-way:** When the control panel type is set to the four-door access control panel, the four-door access control panel can be switched to the two-door two-way access control panel in the system.

Add to Level: Automatically add the device to the selected level. The device cannot be automatically added to the selected level if the number of personnel exceeds 5000. You can add personnel after the device is successfully added.

**Clear Data in the Device when Adding:** If this option is checked, the system will clear all data in the device (except the event logs). If you add the device just for demonstration or testing, there is no need to tick it.

**B.** After editing, click [**OK**], and the system will try to connect the current device.

If it is successfully connected, it will read the corresponding extended parameters of the device.

**Extended Device Parameters:** It includes serial number, device type, firmware version number, auxiliary input quantity, auxiliary output quantity, door quantity, device fingerprint version, and reader quantity.

**Note:** When deleting a new device, the software will clear all user information, time zones, holidays, and access control levels settings (including access levels, anti-pass back, interlock settings, linkage settings etc.) from the device, except the events records (unless the information in the device is unusable, or it is recommended not to delete the device in used to avoid loss of information).

## **Access Controller Settings:**

> TCP/ IP Communication Requirements

Supports enabling TCP/ IP communication, directly connect device to the PC or connect to the local network, input the IP address and other information of the device.

RS485 Communication Requirements

Supports enabling RS485 communication, connect device to PC by RS485, input the serial port number, RS485 machine number, band rate and other information of the device.

2. Add Device by Searching Access Controllers

Search the access controllers in the Ethernet.

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

				Search Device	<i>N</i> .			×
Search	No device four	nd? <u>Download Sear</u>	ch Tools to Local Disk	Searched devices	count:2			
Total Progress		100%		Number of device	s added:1			
IP Address		Device Type		Serial Number		8		
IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Model	Server Address	Operations	
192.168.217.221		255.255.255.0	192.168.217.1	3835181800001	inBIO460 Pro		Add	
-				728-				
				Close				

**EXAMPLE:** UDP broadcast mode will be used to search access device. This mode cannot perform cross-Router function. IP address can provide cross-net segment, but it must be in the same subnet, and needs to be configured the gateway and IP address in the same net segment.

4) Click on [**Add**] in the search list.

If the device is a pull device, you may input a device name, and click [OK] to complete device adding.

Device Name*	192.168.214.9	
Communication Password		
Area*	Area Name	
Add to Level	<b>T</b>	
Clear Data in the Device when Adding		
[Clear Data in the Device when Ac record), please use with caution!	Iding] will delete data in the device (e	xcept event

Clear Data in the device when Adding: Tick this option, after adding device, the system will clear all data in the device (except the event logs).

If the device is a push firmware device, the following windows will pop-up after clicking [**Add**]. If IP Address in [**New Server Address**] is selected, then configure IP address and port number. If Domain Address in [**New Server Address**] option is selected, then configure domain address, port number and DNS. Device will be added to the software automatically.

Device Name*	192.168.214.201
New Server Address*	IP Address Domain Address     192 . 168 . 214 . 43
New Server Port*	8088
Communication Password	
Area*	Area Name
Add to Level	······
Switch to Two-door Two-way	
Clear Data in the Device when Adding	
[Clear Data in the Device when A record), please use with caution!	adding] will delete data in the device (except event

Device Name*	192,168,214,229
New Server Address*	OIP Address   Domain Address
	biosecurity.xmzkteco.com
New Server Port*	80
DNS*	8 . 8 . 8 . 8
Communication Password	
Area*	Area Name
Add to Level	¥
Switch to Two-door Two-way	
Clear Data in the Device when Adding	
[Clear Data in the Device when Air record), please use with caution!	dding] will delete data in the device (except event

New Server Address: To add a device by IP Address or Domain Address, devices can be added to the software by entering the domain address.

New Server Port: Set the access point of system.

DNS: Set a DNS address of the server.

**Clear Data in the Device when Adding:** If this option is selected, then after adding device, the system will clear all data in the device (except the event logs). If you add the device merely for demonstration or testing, there is no need to tick it.

**Solution** Solution S

5) The default IP address of the access device may conflict with the IP of a device on the Local network. You can modify its IP address: click [**Modify IP Address**] beside the [**Add**] and a dialog box will pop up in the interface. Enter the new IP address and other parameters (Note: Configure the gateway and IP address in the same net segment).

**EXNote:** Some PUSH devices support SSL. To use this function, select the HTTPS port during software installation and ensure that the device firmware supports SSL.

# 4.1.2 Device Operation

For communication between the system and device; data uploading, configuration downloading, device and system parameters shall be set. Users can edit access controllers within relevant levels in the current system; users can only add or delete devices in Device Management if needed.

C	Refresh 🕒 New	Delete [	Export Q	Search Devi	ce 🗸 Enable	Ø Disable	Synchronize A	II Data to Devices	≡ More →	
	Device Name	Serial Number	Area Name	Communic Type	Network Connection Mode	IP Address	RS485 Parameter	Enable Å	Upgrade Firmware     Reboot Device     Get Device Option	Operations
	<u>192 168 214 215</u>	6405163500013	Area Name	ТСРИР	Wired	192.168.214.215		õ		Edit Delete

#### • Edit or Delete a Device

Edit: Click Device Name or click [Edit] to access the edit interface.

**Delete:** Select device, click [**Delete**], and click [**OK**] to delete the device.

Device Name*	¢16.27.0.1
Communication Type*	○ TCP/IP ○ RS485
Serial Number*	14863635477750
IP Address*	216 . 27 . 0 . 1
Communication port*	6066
Control Panel Type	Four-Door Access Cont 🗸
Area*	Area Name

For the details and settings of the above parameters, see <u>Device</u>. Items in grey are not editable. The device Name should be unique and must not be identical to another device.

Access Control Panel Type cannot be modified. If the type is wrong, users need to manually delete the device and add it again.

#### • Export

Device information can be exported in EXCEL, PDF, CSV file format.

The File Type	EXCEL File
Export Mode	
	Select the amount of data to export (Can export up to 40000 data)
	From the article 1 Strip, is derived 100 Data
	OK Cancel

					Device					
Device Name	Serial Number	Area Name	Communication Type	Network Connection Mode	IP Address	RS485 Parameter	Enable	Device Model	Register device	Firmware Version
192.168.218.60	20100501999	Area Name	HTTP	Wired	192.168.218.60		Enable	C3-400Pro		AC Ver 4.7.7.3033 Jun 16 2017

#### • Disable/Enable

Select device, click [**Disable/Enable**] to stop/start using the device. When communication between the device and the system is interrupted or device fails, the device may automatically appear in disabled status. After adjusting local network or device, click [**Enable**] to reconnect the device and restore device communication.

#### • Synchronize All Data to Devices

Synchronize data of the system to the device. Select device, click [**Synchronize All Data to Devices**] and click [**OK**] to complete synchronization.

Clear All	Access Authority     Linkage     First-Person Open Door     Auxiliary Output     parameters	<ul> <li>✓ TimeZone, holidays</li> <li>✓ Interlock</li> <li>✓ Multi-Person Open Door</li> </ul>	Door parameters AntiPassback Wiegand Format	
tal Progress				
Hidden			Synchronize	Close

**EXNote:** [Synchronize All Data to Devices] will delete all data in the device first (except transactions), and thus download all settings again. Please keep the internet connection stable and avoid power down situations. If the device is working normally, please use this function with caution. Execute it in rare user situations to avoid impact on normal use of the device.

## Upgrade Firmware

Tick the device that needs to be upgraded, click [**Upgrade firmware**] to enter edit interface, then click [**Browse**] to select firmware upgrade file (named emfw.cfg) provided by Access software, and click [**OK**] to start upgrading.

**«Note:** The user shall not upgrade firmware without authorization. Contact the distributor before upgrading firmware or upgrade it following the instructions of the distributor. Unauthorized upgrade may affect normal operations.

#### • Reboot Device

It will reboot the selected device.

## • Get Device Option

It gets the common parameters of the device. For example, get the firmware version after the device is updated.

## • Get Personnel Information

Renew the current number of personnel, fingerprints, finger vein and face templates in the device. The final value will be displayed in the device list.

#### Get Transactions

Get transactions from the device into the system. Two options are provided for this operation: Get New Transactions and Get All Transactions.

**Get New Transactions:** The system only gets new transactions since the last collected and recorded transaction. Repeated transactions will not be rewritten.

Get All Transactions: The system will get transactions again. Repeated entries will not be shown twice.

When the network status is healthy and the communication between the system and device is normal, the system will acquire transactions of the device in real-time and save them into the system database. However, when the network is interrupted or communication is interrupted for any reasons, and the transactions of the device have not been uploaded into the system in real-time, [Get Transactions] can be used to manually acquire transactions of the device. In addition, the system, by default, will automatically acquire transactions of the device at 00:00 on each day.

**Note:** Access controller can store up to 100 thousand of transactions. When transactions exceed this number, the device will automatically delete the oldest stored transactions (deletes 10 thousand transactions by default).

#### • Synchronize Time

It will synchronize device time with server's current time.

• Set Server

It will set parameters of the device connected to the server.

- Set Background Verification Parameters
  - 1. Select the required online device; click [More] > [Set Bg verification parameters]:

elected Device The devices which have disabled	background verification : 192.168.0.225	
Set Bg-Verification Options		
Background verification	Enable 🔻	
If the device is offline	Standard Access Level 🔻	
otal Progress		
Hidden	Start	Close
		A

Background verification: Enable or Disable Background verification function.

If the device is offline: If the controller is offline, the device has levels of Standard Access Level or Access Denied.

2. After setting parameters, click [Start] button to issue command to the device setting.

**Solution** Note: If you need advanced access control functions, please enable [Background verification], and issue the background verification parameters to the device.

## • Set Device Time Zone

If the device supports the time zone settings and is not in the same time zone with the server, you need to set the time zone of the device. After setting the time zone, the device will automatically synchronize the time according to the time zone and server time.

### • Set Daylight Saving Time

According to the requirements of different regions, set Daylight Saving Time rules.

## Modify IP Address

Select a device and click [**Modify IP address**] to open the modification interface. It will obtain a real-time network gateway and subnet mask from the device. (Failed to do so, you cannot modify the IP address). Then enter a new IP address, gateway, and subnet mask. Click [**OK**] to save and quit. This function is the similar as [Modify IP Address Function] in <u>Device</u>.

## Modify Communication Password

The system will ask for the old communication password before modifying it. After verification, input the new password twice, and click [**OK**] to modify the communication password.

**«Note:** Communication password shouldn't contain spaces; it is recommended to use a combination of numbers and letters. Communication password setting can improve the device's security. It is recommended to set communication password for each device.

#### Modify RS485 Address

Only the devices that use RS485 communication and with no DIP Switch can modify RS485 address.

• Modify the fingerprint identification threshold (Ensure that the access controller supports fingerprint function)

	Modify the Fingerprint Identification Threshold	×
	The fingerprint identification (35-70) threshold*	
И		
И.	OK Cancel	

Users can modify the fingerprint identification thresholds in the devices; it ranges from 35 to 70 and it is 55 by default. The system will read the thresholds from the device. Users can view the thresholds devices list. More than one device can be changed by using Batch operation function.

#### • Switch network connection

Network Connection Mode	O Wired O 4G O Wifi	
	Search WIFI	
Wireless SSID*	TP-LINK_6D9C_xinxiao	
Wireless Key*		

This function is applicable to InBio5 series access control panels, which is used to switch among different network connection modes of the control panel.

#### • View Rules of Devices

Shows the Access rules in the device.

ture type	Description	Nee
Interlock	Not Set	INONE
Linkage	Not Set	
Anti-Passback	Not Set	
First-Person Normally Open	Not Set	
Multi-Person Opening Door	Not Set	
Door Sensor	Not Set	
Active Time Zone	Has been set	
Passage Mode Time Zone	Part of the set	
Background verification	Not opened	Between multiple rules
Global Anti-Passback	Not opened	with a ' ' separated.
Global Interlock	Not opened	Linkage and global
Global Linkage	Not opened	and clobal anti-passback
		are set at the same time.
		there may be conflicts.

## • View Device Capacity

It checks the capacity of personnel's biometric details in the device.

			١	/iew Device Cap	acity			×
		In Sof	tware			In	FirmWare	
R.	27	0	6		27	0	6	 Get All
192.168.217.221	2/60000	0/20000	×	×				Get
▲ If you find that t	he data is not co	nsistent with the d	levice, please	synchronize the	data of the two	before the que	ny!	

## • Set the Registration device

Set the registration device only when the standalone device's data such as personnel can automatically upload.

Set The Reg	gistration device	×
Set The Registration device	Yes	•
ОК	Cancel	

# 4.1.3 Doors

 Click [Access Device] > [Device] > [Door] to enter Door Management interface (click "Area Name" in the left, system will automatically filter and display all access devices in this area).

Door	Name	Owned	d Device	Area Name		Mo Mo	re* Q 🛞			
The o	urrent query conditions	: None								
C.	Refresh 🔄 Remote O	pening 🗸 Enable	e 🖉 Disable 🗉 Re	emote Closing 🕼 Cancel	Alarm 🖰 Remote	Normally Op	oen ≡ More +			
	Door Name	Area Name	Owned Device	Serial Number	Door Number	Enable	Active Time Zone	Door Sensor Type	Verification Mode	Operations
	216.27.0.1-1	Area Name	216.27.0.1	14883835477750	1	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	216.27.0.1-2	Area Name	216.27.0.1	14883635477750	2	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	216.27.0.1-3	Area Name	216.27.0.1	14883635477750	3	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	216.27.0.1-4	Area Name	216.27.0.1	14863635477750	4	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-1	Area Name	192.168.217.221	3835161600001	1	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-2	Area Name	192.168.217.221	3635161600001	2	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192.168.217.221-3	Ares Name	192.168.217.221	3635161600001	3	0	24-Hour Accessible	None	Card or Fingerprint	Edit
	192 168 217 221-4	Area Name	192.168.217.221	3635161600001	4	0	24-Hour Accessible	None	Card or Fingerprint	Edit

## Door parameter modification:

Select the door to be modified, and click Door Name or [**Edit**] button below operations to open the Edit interface:

			Edit		×
Device Name*	192.168.12.155		Door Number*	1	
Door Name*	192.168.12.155-1		Active Time Zone*	24-Hour Accessible	•
Verification Mode*	Card or Fingerprint	·	Lock Open Duration*	5	second(0-254)
Wiegand Format	Auto 🔻	·	REX Mode*	Unlock	•
Operate Interval*	2	second(0-254)	REX Delay		second(5-254)
Door Sensor Type*	None		REX Time Zone	24-Hour Accessible	•
Close and Reverse State			Anti-Passback Duration of Entrance	0	minute(0-120)
Door Sensor Delay	63	second(1-254)	Duress Password		(Maximum 6 Bit Integer)
Passage Mode Time Zone			Emergency Password		(8 Bit Integer)
Passage Delay	15	second(0-60)	Disable Alarm		
Multi-Person Operation	10	second(5-60)	Open Door Delay	0	second(0-60)
	The above settings a	re copied to		•	

#### Fields are as follows:

**Device Name:** It can't be edited.

**Door Number:** System will automatically name it according to doors quantity of the device. This number will be consistent with the door number on the device.

**Note:** By default, the suffix number in the Door Name is consistent with the Door Number, but 1/2/3/4 in Anti-Passback and interlock refer to the Door Number, rather than the number following the Door Name, and they are not necessarily related.

**Door Name:** The default is "device name \_door number". The field can be modified as needed. Up to 30 characters can be entered.

Active Time Zone: Active Time Zone must be input, so that the door can be opened and closed normally. A Passage Mode Time Zone must be set within the Active Time Zone. By default, both are null.

**Solution** Note: For a door, in Normal Open state, a person who is allowed to be verified 5 times consecutively (verification interval should be within 5 seconds) can release the current Normal Open status and close the door. The next verification will be a normal verification. This function is only effective at the Active Time Zone of specified doors. And within the same day, other Normal Open intervals set for the door and First-Person Normally Open settings will not take effect anymore.

**Lock Open Duration:** It is the time period for which the door remains unlocked after punching. The unit is second (range: 0~254 seconds), and the default value is 5 seconds.

**Operate Interval:** It is the Interval between two punches. The unit is second (range: 0~254 seconds), and the default value is 2 seconds.

Anti-Passback Duration of Entrance: Only one entry is allowed with a reader in this duration. The unit is minute (range: 0~120 minutes), and the default value is 0 minute.

**Door Sensor Type:** None (will not detect door sensor), Normal Open, Normal Close. The default value is NO. If you have selected as Normal Open or Normal Close, you need to set Door Sensor Delay and decide whether or not Close and Reverse-lock is required. When the door sensor type is set as Normal Open or Normal Close, the default door sensor delay is 15 seconds, and the close and reverse state is enabled.

**Door Sensor Delay:** The duration for delayed detection of the door sensor after the door is opened. When the door is not in the Normally Open period, and the door is opened, the device will start the counting. It will trigger an alarm when the delay duration is expired and stops the alarm when you close the door. The default door sensor delay is 15s (range: 1~254 seconds). Door Sensor Delay should be greater than the Lock Open Duration.

Close and Reverse State: It will set to either lock or not lock the door after door closing. Check it for locking after door closing.

**Verification Mode:** Identification modes include Only Card, Card plus Password, Only Password, Card plus Fingerprint, Card or Fingerprint. The default value is Card or Fingerprint. When both Card and Password mode is selected, make sure the door is equipped with a reader that has keyboard.

**Wiegand Format:** Select the Wiegand card format that can be identified by the Wiegand reader of the door. If the format of punched card is different with the setting format, the door cannot be opened. The software is embedded with 9 formats, and the default is Wiegand card format, except for the card format name containing a, b or c.

**Request to Exit (REX Mode):** Locking indicates that the door will be locked after the exit button is pressed. Unlocking indicates that the door will be unlocked after the exit button is pressed. The default value is unlocking.

**Request to Exit Delay (REX Delay):** It indicates the alarm delay time for door detection after the exit button is locked. When the door is unlocked forcibly, the system will detect the door status after a period of time. The default is 10s (range: 1~254 seconds). The exit button has to be locked before setting this option.

**REX Time Zone:** The button is available only in the specified time segment.

Anti-Passback Duration of Entrance: Based on the lock opening duration, the door sensor delays exit delay. The duration of the entry will be extended. To function this feature, you need to check [Delay passage] option to extend relevant duration when adding or editing staff information. For example, you may extend the duration of entrance for people with disabilities.

**Open Door Delay:** The time period to keep the door open after the verification completes (range: 1~60 seconds).

**Multi-Person Operation Interval:** The time interval between two verifications with cards or fingerprints (range: 1~60 seconds).

**Duress Password, Emergency Password:** Duress means any threats, violence, constraints, or other action used to coerce someone into doing something against their will. In these situations, input Duress Password (with an authorize card) to open the door. When the door is opened with Duress Password, the alarm is triggered. Upon emergency, user can use Emergency Password (named Super Password) to open door. Emergency Password allows normal opening, and it is effective in any time zone and any type of verification mode, usually used for the administrator.

- Duress Password Opening (used with an authorized card): Password should be a number not exceeding 6 digits. When Only Card verification mode is used, you need to press [ESC] first, and then press the password plus [OK] button, then finally punch legal card. The door opens and triggers the alarm. When Card + Password verify mode is used, please punch legal card first, then press the password plus [OK] button (same as normal opening in card plus password verification mode), the door opens and triggers the alarm.
- Emergency Password Opening: Password must be 8 digits. The door can be opened only by entering the password. Please press [ESC] every time before entering password, and then press [OK] to execute.

When using Duress Password or Emergency Password, the interval for entering each number shall not exceed 10 seconds, and both the passwords should not be the same.

**Disable Alarm:** Check the box to disable the alarm voice in real-time monitoring page.

The above Settings are Copied to: It has below two options.

- All doors of current device: Click to apply the above settings to all doors of the current access device.
- All doors of all devices: Click to apply the above settings to all doors of all access devices within the current user's level.
- 2. After setting parameter(s), click [**OK**] to save and exit.

User Manual

# 4.1.4 Reader

1. Click [Access Device] > [Reader] on the Action Menu, click on reader name or [Edit]:

ZKTeeo &		li 🚔 🖄	🦗 🌐	Welcome, admin 🤇	Authorized Company: 11
Access Device	1 or Name	Q (8)			
Door 2 he current qu	ery conditions: None				
Reader C+ Refresh					
Auxiliary Name	D	Edit		Camera Ope	rations
Auxiliary Ou	- <u>1-in</u> 19			Edit	Bind/Unbind Camera
Event Type 192.168.12.145	1-Out 19; Door Name*	192.	.168.12.155-1	Edit	Bind/Unbind Camera
Daylight Saving Time 192.168.12.155	1-in 197 Name*	192.	.168.12.155-1-In	Edit	Bind/Unbind Camera
Device Monitoring 192.168.12.155	-1-Out <sup>190</sup> Number*	1		Edit	Bind/Unbind Camera
<u>192.168.12.155</u>	2-In 19. In/Out*	In	Out	Edit	Bind/Unbind Camera
Real-Time Monitoring	2-Out 190 Communical	tion Type	cand/RS485	Edit	Bind/Unbind Camera
Alarm Monitoring	3-in 19	uon type	ganario 405	Edit	Bind/Unbind Camera
Map 192.168.12.155	3-Out 190 Encrypt			Edit	Bind/Unbind Camera
192.168.12.155	-4-In 19; The above s	ettings are copied to	<b>v</b>	Edit	Bind/Unbind Camera
Access 4. Click on 158.12.155	4-Out 19	ryption is copied to all readers of	current device!	Edit	Bind/Unbind Camera
R. Advar required	<u>-1-in</u> 190			Edit	Bind/Unbind Camera
reader 168.12.160	-1-Out 190			Edt	Bind/Unbind Camera
Reports 192.168.214.74	- <u>1-In</u> 190	ОК	Cancel	Edt	Bind/Unbind Camera
107 160 314 74	1 0.4 10			C.43	Dind/Unbind Comoro
Gg Video Integrated ⊕ I < < 1 - 18	> > 50 rows per page + Jump	To 1 /1 Page Total of 18 records	S		

Name: Name of the reader displayed on the list page.

**Communication Type:** Wiegand/RS485, Wiegand, RS485, and Disabled are available. When a communication type is selected, the reader interface on the device will receive data (including card and fingerprint data) for the specified type only.

**Encrypt:** If this option is selected, the device may only be used with encrypted readers, such as SF10 and FR1300.

#### **Bind/Unbind Camera**

Through this option, the reader can be connected to the cameras, and the system will make a video linkage (pop-up videos, videos or screenshots) once there is a corresponding event occurs.

2. Click [Bind/Unbind Camera] to select channel(s):

ZKTeen		£ I			1		5	i) M		£	Welcome, admin	(1) (i) (i) (1) Authorized Company: 11
Access Device	Θ	Name	1 or N	ame			۹	$\otimes$				
Door	2	ne current query con	ditions: None									
Reader	$\sim$	r + Retresh			Bind/L	Jobind Ca	amera				×	
Auxiliary.	Ohan	and Manage			_		_	0	0			perations
Auxiliary Ou	Chan	nername	3	enal Number				4	$\otimes$			Bind/Unbind Camera
Event Type	Alterna	current query conditionative	ns: None				Selecte	d(0)				t Bind/Unbind Camera
Daylight Saving Time		Channel Name	Owned Device	Serial Nur	mber			Chann	el Name	Owned Device	Serial Number	Bind/Unbind Camera
Device Monitoring Real-Time Monitoring		192.168.214.220-1	192.168.214.220	7586dde16	65d9a0b				G	3		Bind/Unbind Camera
Alarm Monitoring						>>						nd/Unbind Camera
Man						>						Bind/Unbind Camera
may						*						Bind/Unbind Camera
Access Control												
Advanced Functions	_										4. C	lick here
Reports	14	< 1-1 >>  5	0 rows per page 👒	Total of 1	records							Bind/Unbind Camera
Video Integrated					OK		Can	cel				Dindflahind Comoro

3. Select and move the required reader towards right list and Click [**OK**] to finish.

**EXAMPLE** A reader can be used to bind more than one channel.

# 4.1.5 Auxiliary Input

It is mainly used to connect to the devices, such as the infrared sensors or smog sensors.

- 1. Click [Access Device] > [Auxiliary Input] on the Action Menu, to access below shown interface:
- 2. Click on Name or [Edit] to modify the parameters as shown below:

ZKTeco	오 🕕			i 🛱 🛣 🐔	2 ÷	Welcome, admin
Access Device	Name 2 e current query co	aditions: None	Name	Printed Name	Q (8)	)
Reader Auxiliary Input Auxiliary Output Event Type Daylight Saving Time Device Monitoring Real-Time Monitoring Alarm Monitoring	3 Auxiliary Incut-1 Auxiliary Incut-2 Auxiliary Incut-3 Auxiliary Incut-3 Auxiliary Incut-1 Auxiliary Incut-1 Auxiliary Incut-2 4. Click here	Device N 192.168.1: Dev 192.168.1: Nun 192.168.1: Nan 192.168.2: Prin 192.168.2: Activ 192.168.2 Ren	Lo Name" Iber" tee Name" tee Name" ve Time Zone hark	Edit 192.168.12.155 1 Auxiliary Input-1 IN1 24-Hour Accessible	×	Operations Edit Bind/Unbind Camera Edit Bind/Unbind Camera Edit Bind/Unbind Camera Edit Bind/Unbind Camera Edit Bind/Unbind Camera
Access Control Access Control Advanced Functions Reports Video Integrated	<ul> <li>♥</li> <li>●</li> <li>●</li> <li>(+)</li> <li>(</li></ul>	50 rows per page	- Jump To 1	OK Cancel /1 Page Total of 6 records		

## Fields are as follows:

Name: You can customize the name according to your preference.

Printed Name: It will be the printed name on the hardware, such IN5.

Active Time Zone: Auxiliary input is available only in the specified time segment.

Solution Note: Only Name, Active Time Zone and Remarks can be modified.

3. Click [**OK**] to save the name and remark and exit.

#### **Bind/Unbind Camera**

Through this option, the reader can be connected to the cameras, and the system will make a video linkage (pop-up videos, videos or screenshots) once there is a corresponding event occurs. For this, the interaction setting in Linkage or in Global Linkage should be done before. For details, please refer to <u>Reader</u>: Bind/Unbind Camera.

Solution Note: An auxiliary input point can bind more than one channel.

# 4.1.6 Auxiliary Output

It is mainly related to alarm and is used when linkage is working.

1. Click [Access Device] > [Auxiliary Output] on the Action Menu to access the following interface:

lame		Device Name		Printed Nar	me	Q 🛞	
he cu	rrent query condition	ns: None					
) F	efresh 📳 Remote	Open 🔠 Remote Close	Remote I	Normally Open			
	Name	Device Name	Number	Printed Name	Passage Mode Time Zone	Remark	Operations
	Auxiliary Output-1	216.27.0.1	1	OUT1			Edit
	Auxiliary Output-1	192.168.217.221	1	OUT1			Edit
	Auxiliary Output-2	192.168.217.221	2	OUT2			Edit
	Auxiliary Output-3	192.168.217.221	3	OUT3			Edit
	Auxiliary Output-4	192.168.217.221	4	OUT4			Edit

2. Click [Edit] to modify the parameters:

Device Name*	192.168.12.155	
Number*	1	
Name*	Auxiliary Output-1	
Printed Name*	OUT1	
Passage Mode Time Zone		
Remark		

#### Fields are as follows:

Name: You can customize the name according to your preference.

Printed Name: The printing name in the hardware, for example OUT2.

**Passage Mode Time Zone:** The auxiliary output will be in normal open or normal close in the selected time zone.

**Solution** Note: Only Name, Passage Mode Time Zone and Remarks can be modified.

3. Click [**OK**] to save the name and remark and exit.

# 4.1.7 Event Type

It will display the event types of the access devices.

1. Click [Access Device] > [Event] to access the following page:

ZKTeco	2			i 🙆 🔗	<u>نې</u>		Authorized Company:	
Access Device	Dev	ice Name	vel	Event Name	Mor	e• Q 🛞		
Door	2 )•	current query conditions: None						
Reader	C	Refresh G는 Set Audio						
Auxiliary Input		Event Name	Event Number	Event Level	Device Name	Serial Number	Operations	
Auxiliary Output		Normal Verify Open	0	Normal	192.168.12.145	AJI6174360005	Edit	
Event Tuno		Verify During Passage Mode Time Zone	1	Normal	192.168.12.145	AJI6174360005	Edit	
Event Type		First-Personnel Open	2	Normal	192.168.12.145	AJI6174360005	Edit	
Daylight Saving		Multi-Personnel Open	3	Normal	192.168.12.145	AJI6174360005	Edit	
Device Monitoring		Emergency Password Open		Normal	192 168 12 145	A.II6174360005	Edit	1
Real-Time Monitoring	•	Open during Passage Mode Time Zone	5 4. (	Click on requ	ired event	860005	Edit	
Alarm Monitoring		Cancel Alarm	7			4360005	Edit	
Man		Remote Opening	8	Normal	192.168.12.145	AJI6174360005	Edit	
map	* 🗉	Remote Closing	9	Normal	192.168.12.145	AJI6174360005	Edit	
Access Control		Disable Intraday Passage Mode Time Zone	10	Normal	192.168.12.145	AJI6174360005	Edit	
		Enable Intraday Passage Mode Time Zone	11	Normal	192.168.12.145	AJI6174360005	Edit	
Advanced Functions (+		Door Inactive Time Zone Verify Open	21	Exception	192.168.12.145	AJI6174360005	Edit	
Reports (7		Illegal Time Zone	22	Exception	192.168.12.145	AJI6174360005	Edit	
		Access Denied	23	Exception	192.168.12.145	AJI6174360005	Edit	
Video Integrated 🕀	14	< 1 - 50 >> 1 50 rows per page *	Jump To 1 /6 Page	Total of 257 records				

2. Click [Edit] or click the event type name to edit:

Device Name*	192.168.12.145 *	
Event Number*	1	
Event Level"	Normal •	
Event Name*	Verify During Passage Mot	
Event Sound	Already Exists Oppload	
		Play
Copy the above settings to		
all devices		

### Fields are as follows:

Event Level: Normal, Exception, and Alarm are available.

**Event Name:** It can't be modified.

Event Sound: You can set custom sound being played when the event occurs in real-time monitoring.

**Copy the above settings to all devices:** This event will be applied to all current devices within the purview of the same user event number.

Set Audio: Same as the event sound. Click [Set Audio]:



You can upload an audio from your local PC. The file must be in wav or mp3 format, and it must not exceed 10MB.

For more details about Event Type, please refer to Access Event Type.

# 4.1.8 Daylight Saving Time

DST, also called the Daylight-Saving Time, is a system to adjusting the official prescribe local time to save energy. The unified time adopted during the implementation of known as the "DST". Usually, the clocks are adjusted forward one hour in the summer to make people sleep early and get up early. It can also help to save energy. In autumn, clocks are adjusted backwards. The regulations are different in different countries. At present, nearly 70 countries adopt DST.

To meet the DST requirement, a special function can be customized. You may adjust the clock one hour forward at XX (hour) XX (day) XX (month) and one hour backward at XX (hour) XX (day) XX (month) if necessary.

# Add DST

1. Click [Access Device] > [Daylight Saving Time] > [New]:

ZKTeo 2	<u>R</u> 🚺 🦯						<u>ی</u>		Welcome, admir	Authorized Company: 11
Access Device	🕞 Refresh 📑 New 🏠 Del	ete 🖉 DST Setting								
Door 2	Start Time			End Time			tions			
Reader	USA Daylight Saving Tim At	4 Jond Sunday	in MAR	At 02hour	the First Sunday	in NOV				
Auxiliary Input		_								
Auxiliary Output	_									
Event Type					New				×	
Daylight Saving Time		DST Name*				7				
Device Monitoring 3		Start Time*	M	R .	Second •	Sunday	• 2	v o'clock		
Real-Time Monitoring		End Time*	NO	• VC	First v	Sunday	• 2	v o'clock		
Alarm Monitoring				ß						
Map										
Access Control			up and h	lou	OK		Caner		2	
Advanced Functions 🕀	L	Sa	ive and r	vew	UK		Calice	1		
Reports 🕀										
Video Integrated	c 1 - 1 > >1 50 rows p	er page 👻 Jump To	1 /1	Page To	tal of 1 records					

Set as "Month-Weeks-week hour: minute" format. The start time and end time is needed. For example, the start time can be set as "second Monday in March, 02:00". The system will be advanced one hour at the start time. The system will go back to the original time at the end time.

#### • Use a DST

ZKTeco	윤 🗊 🟒	1	H 4	<b>A</b> 🔅	Welcome, admin	(1) (1) (2) (2) (1) Authorized Company: 11						
Access Device O Ceresh 🕑 New 👚 Delete 🖉 DST Setting												
Door 2	DST Name		DST Setting									
Reader Auxiliary Input Auxiliary Output Event Type Daylight Saving Time Device Monitoring Real-Time Monitoring Alarm Monitoring	✓ USA Daylight Saving	Device	All          192.168.12.155         192.168.214.74									
Мар												
Access Control												
Advanced Functions												
ि Reports ⊕			OK Cancel		-							
Video Integrated 🕀	(c c 1-1 > ⇒) 50				_							

The user can enable the DST setting on a device: In the DST interface, select a DST setting, and click [**DST Setting**], select the device to apply the DST setting to and click [**OK**] to confirm.
#### ∕≤Notes:

- If a DST setting is in use, it cannot be deleted. Stop the DST before deleting.
- If a DST setting is in use, the latest modification will be sent to the device. Disconnection of the relevant device will lead to transmission failure, and it will resume at the next connection.
- In the Door Management module of the access control system, you can enable or disable DST function. If you enable DST setting, the system will be advanced one hour at the start time. The system will go back to the original time at the end time. If you did not set a DST in the device, the system will prompt "The Daylight Saving Time hasn't been set in this device" when you disable the function.

## 4.1.9 Device Monitoring

By default, it monitors all devices within the current user's level. You may click [Access Device] > [Device Monitoring] to view a list of operation information of devices: Device Name, Serial No., Area, Operation Status, Current status, Commands List, and Related Operation.

ZKTeco	윤 🖸							(i) (i) (i) (ii) (ii) Authorized Company: 11
Access Device	Area	Status	<b>v</b>	Device Name	Serial Nur	nber	8	
Device 2	Export	Clear All Command						
Door	Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently The Abnormal State	Operations
Reader	192.168.12.145	AJI6174360005	003	Connecting device	Disconnected	80	Disconnected	Clear Command View Cor
Auxiliary Input	192.168.12.155	AK1F173460006	FaceOn	Connecting device	Disconnected	75	Disconnected	Clear Command View Cor
Auviliary Output	192.168.12.160	AJKQ173960007	FaceOn	Connecting device	Disconnected	36	Disconnected	Clear Command View Cor
	192.168.214.74	3763161600001	FaceOn	Get real-time event	Disconnected	6	Disconnected	Clear Command View Cor
Event Type	192.168.214.70	6403144900090	FaceOn	Disconnected	Connection timeout	6	Connection timeout	Clear Command View Cor
Daylight Saving Time								
Device Monitoring								
Real-Time Monitoring	3							
Alarm Monitoring			N					
Access Control 🕀			13					
Advanced Functions								
🕞 Reports 🕀								
Video Integrated $\oplus$	Current device cou	unt : 5 🔹	Normal : 0 exception : 5	Oisable : 0	Command Sum : 203			9 Suspend Monitor

#### • Export

Device commands can be exported in EXCEL, PDF, CSV file format.

	Export	×
The File Type	EXCEL File	
Export Mode	All data (Can export up to 40000 data)	
	$\bigcirc$ Select the amount of data to export (Can export up to 40000	) data)
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	

			ZKIECO			
			Device Monitoring			
Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently The Abnormal State
192.168.218.60	20100501999	Area Name	Get real-time event	Normal	0	None

You may clear the command as needed. Click [**Clear Command**] in operations column:

Pro	mpt
Are you sure to clear	r command queues?
ОК	Cancel

### Click [OK] to clear.

#### 

- After the implementation of Clear Command, you can perform the Synchronize All Data to Devices operation on the device list to re-synchronize data in the software to the device, but this operation cannot be performed when the user capacity and fingerprint capacity are fully consumed on the device. Once the capacity is insufficient, you can replace the current device with a higher-capacity one or delete the rights of some personnel to access this device, and then perform the Synchronize All Data to Devices operation.
- Operate State is the content of communications equipment of current device, mainly used for debugging.
- The number of commands to be performed is greater than 0, indicating that the data is not yet synchronized to the device, so wait for the synchronization to complete.

# 4.1.10 Real-Time Monitoring

#### Click [Access Device] > [Real-Time Monitoring].

It will monitor the status and real-time events of doors under the access control panels in the system in real-time, including normal events and abnormal events (including alarm events).

The Real-Time Monitoring interface is shown as follows:

Click a door to enable the selection mode. You can perform operations such as batch selection, batch remote opening, remote closing, activate lockdown, deactivate lockdown, and remote normally open.



Area	<b>•</b> •	Status V	Device Name	Seri	ial Number		×	
Door	Auxiliary Inj	put Auxiliary Output	Elevator					
All Doors:	ote Opening	Remote Closing	ancel Alarm 🕥 Activ	ate Lockdown 💮 Deactiv	ate Lockdown	Remote Norma	ally Open 🗮 More 👻	8
216.27.0.1-1 216.27.0	1.1-2 216.27.	0.1-3 216.27.0.1-4 192.168.2 .221-1	17 192.168.217 192.1 .221-2 .2	268.217 192.188.217 21-3 221-4				
Current Total:8		Online:4 🥥 Disable:0 🖕 Offline	:4 @Unknown:0	Door Name				
Real-Time Events								
Time	Area	Device	Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode
2017-02-09 11:40:15	Area Name	192.168.217.221(363516160	2001)	Device Started			Other	Other
Total Received:1		Normal:1 Exception:0 04	Jarm 0	Clear Rows Data	Event (	Description		

# Different icons represent status as followed:

lcons	Status	lcons	Status
	Device banned	<b>,</b> *	Door Offline
<b>2</b> , <b>2</b>	Door sensor unset, Relay closed /Without relay status		Door sensor unset, Relay opened/Without relay status
	Online status Door closed, Relay closed/Without relay status	<b>,</b> -	Online status Door closed, Relay opened/Without relay status
<b>.</b> , <b>.</b>	Online status Door opened, Relay closed/Without relay status	<b>,</b>	Online status Door opened, Relay opened/Without relay status
	Door opened alarming, Relay closed		Door opened alarming, Relay opened
· · ·	Door opening timeout, Relay closed /Without relay status, Door Sensor Opened	<b>,</b>	Door opening timeout, Relay opened/Without relay status
	Door opening timeout, Relay closed/ Door Sensor Closed		Door opening timeout, Relay opened/ Door Sensor Closed

<b>;</b>	Door closed alarming, Relay closed/Without relay status	<b>,</b> 1	Door closed alarming, Relay opened/Without relay status
	Door sensor unset, Door alarming, Relay closed		Door sensor unset, Door alarming, Relay opened
<b>0</b>	Door opening timeout, Without relay status/Door Sensor Closed		Door locking
≪ <b>Note∙</b> Wit	hout relay status, indicates that the curr	ent firmware do	bes not support "detect relay status"

Note: Without relay status, indicates that the current firmware does not support "detect relay status" function.

## 1. Door

## Monitoring All

By default, the home page displays all doors of the panels within the user's level. User may monitor door(s) by setting the Area, Access Control or Door.

Remote Opening/Closing: It can control one door or all doors.

To control a single door, right click over it, and click [**Remote Opening/ Closing**] in the pop-up dialog box. To control all doors, directly click [**Remote Opening/ Closing**] behind Current All.

In remote opening, user can define the door opening duration (The default is 15s). You can select [**Enable Intraday Passage Mode Time Zone**] to enable the intraday door passage mode time zones, or set the door to Normal Open, then the door will not be limited to any time zones (open for 24 hours).

To close a door, select [**Disable Intraday Passage Mode Time Zone**] first, to avoid enabling other normal open time zones to open the door, and then select [**Remote Closing**].

**«Note:** If [**Remote Opening /Closing**] fails, check whether the devices are disconnected or not. If disconnected, check the network.

**Cancel the alarm:** Once an alarming door is displayed on the interface, the alarm sound will be played. Alarm cancellation can be done for single door and all doors. To control a single door, move the cursor over the door icon, a menu will pop-up, then click [**Remote Opening/Closing**] in the menu. To control all doors, directly click [**Remote Opening/Closing**] behind Current All.

**EXNOTE:** If [**Cancel the alarm**] fails, check if any devices are disconnected. If found disconnected, check the network.

**Remote Normally Open:** It will set the device as normal open by remote.

Activate Lockdown: It will remotely set the door status to locked status. After this, the door wouldn't receive any operations, such as card reading and remote operations. This function is supported only by certain devices.

**Deactivate Lockdown:** It will unlock a locked door. This function is supported only by certain devices.

**Personnel photo display:** If a Real-Time Monitoring event contains personnel activity, the monitor will display the person photo (if no photo is registered, the monitor will display default photo). The event name, time and date are displayed.

Play Audio: If this option is selected, it plays an audio after an alarming event occurs.

### • Quick Management of Doors

If you move the cursor to a door's icon; you can perform the above operations in a quick way. In addition, you can query the latest events from the door.

192.168 .221-	Status Device: Serial Number Number: Door Sensor: Relay: Alarm:	192.168.217.221 :3635161600001 4 No Door Sensor Close None	
Do	Remote Openi	ng	
	Remote Closin	g	
	Activate Lockd	lown	
vent Desc	Deactivate Loc	kdown	Reade
	Cancel Alarm		
	Remote Norma	ally Open	
	Enable Intrada	y Passage Mode Time Zone	
	Disable Intrada	ay Passage Mode Time Zone	
	Query the late	st events from the door	

Query the latest events from the door: Click to quickly view the latest events happened on the door.

**Issue card to person:** If you swap an unregistered card, a record with a card number will pop-up in realtime monitoring interface. Right click that card number, and a menu will pop-out. Click "Issue card to person", to assign that card to one person.

#### • Event monitoring

The system will automatically acquire records of devices being monitored (by default, display 200 records), including normal and abnormal access control events (including alarm events). Normal events will appear in green; alarm events will appear in red; other abnormal events will appear in orange.

## 2. Auxiliary Input

It monitors current auxiliary input events in real-time.

Area		s	tatus	~	Device Name	Serial	Number		$\otimes$	
Door	Au	xiliary Inp	ut Au	xiliary Output	Elevator					
<b></b> *67	5			5						
Auxiliary	Auxiliary	Auxilia	ary Auxiliary	Auxiliary						
Current Total:	5	0	Online:4 🥥 Disab	le:0 🥥 Offline:1	@Unknown:0	Auxiliary Input Na	ame			
Real-Time Eve	ents									
Time	A	rea	Device		Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode

## 3. Auxiliary Output

Here you can perform Remote open, Remote Close, Remote Normally Open.

Area	Status	🗸 (	Device Name	Serial	Number		$\otimes$	
Door	Auxiliary Input	Auxiliary Output	Elevator					
All Doors: 🥘 Remot	e Open 🛛 💮 Remo	ote Close 🛛 🔛 Remote No	rmally Open					
Auxiliary Output-1	Auxiliary Output-2	Auxiliary Output-3						
Current Total:5	Online:4	⊌Disable:0 ●Offline:1 @	Unknown:0	Auxiliary Output N	lame			
Real-Time Events								
Time	Area Devio	e	Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode

## 4. Elevator

About the real-time monitoring of elevators, please refer to Real-Time Monitoring.

# 4.1.11 Map

Click [Access Device] > [Map] > [New] to add a map.

ZKTeco	£ <b>1</b> ∎:	🖺 🗳 🗧	i 🙆 🖂 🌐	Welcome, admin	Authorized Company: ZKTeco
Access Device	Centersh          • New          ✓ Edt            Tentersh            Map Index         4	ete 🖗 Save Positions 💕 Add Map	Door 🎯 Add Camera 🕀 Zoom Ir	a 🔍 Zoom Out 🖉 Full Screen	^
Auxiliary Output Event Type	C,		New	×	
Daylight Saving Time Device Monitoring		Map Name* Area Name*	Area Name		
Real-Time Monitoring Alarm Monitoring Map	T		Choose File No file cho	isen	
Access Contr 3 🕀		Save and N	ew OK	Cancel	
Advanced Functions 🕀	Real-Tir	ne Events	-		~
Video Integrated 🕀	Time	Area Device	Event Poin	Event Description Caro	I Number Person Re.

After adding, users can add door on the map, perform zoom-in, zoom-out, etc. If users relocated or modified the map, click [Save Positions] to save. The user can view the new setting at next visit.



Add/Delete Map: Users can add or delete a map as needed.

Edit Map: Users can edit map name, change map or the area it belongs to.

Adjust map (includes door): Users can add a door on the map or delete an existing one (right click the door icon, and select [**Delete Door**]), or adjust the map or position(s) of the door or camera icons (by dragging the door or camera icons), adjust the size of the map (click [**Zoom in**] or [**Zoom out**] or click [**Full Screen**]).

**Door operation:** If you move the cursor to a door, the system will automatically filter and displays the operation according to the door status. Users can do remotely open/close doors, cancel alarms, etc.

## Levels control:

- Users need to select the relevant area for the map when adding levels. The area will be relevant to the user access levels, users can only view or manage the map within levels. If the relevant area of a map is modified, all doors on the map will be cleared. Users need to add the doors manually again.
- 2) When an administrator is adding a new user, he can set the user operation rights in role setting, such as Save positions, Add Door, Add Camera, etc.

### 

- In map modification, users can choose to modify the map name but not the path. Users only need to check the box to activate the modification option.
- The system supports adding multi doors at the same time. After adding the doors, users need to set the door position on the map and click [Save].
- When modifying door icon, especially when users zoomed out the map, the margin for top and left shall not be smaller than 5 pixels, or system will prompt error.
- Users are recommended to add a map size under 1120 \* 380 pixels. If several clients access the same server, the display effect will be different according to resolutions of screen and the settings of browsers.

# 4.2 Access Control Management

## 4.2.1 Time Zones

It sets usage time of a door; the reader is usable during valid time periods of certain doors and unusable during other time periods. Time Zone can also be used to set Normal Open time periods or set access levels so that specified users can only access specified doors during specified time periods (including access levels and First-Person Normally Open).

The system controls access according to Time Zones (up to 255 time zones). The format of each interval for a time zone: HH: MM-HH: MM. Initially, by default, the system has an access control time zone named [24 hours Accessible]. This time period cannot be modified and deleted. The user can add new Access Control Time Zones that can be modified or deleted.

ZKTeco		£			i a	ŵ	A 🔅				) (R) ( <sup>1</sup> ) d Company: 11
Access Device	Ð	Time Zo	ne Name	4 rk		_					
Access Control	Θ	The curr Re	resh 🕒 New 👚 Delete				New			×	
Time Zones	<u> </u>		Time Zone Name	Time Zone Name*							
Holidays		2	4-Hour Accessible	Remark							
Access Lovels			н	Time	Inte	val 1	Inter	val 2	Inter	val 3	
Access Levels		. 1		Date	Start Time	End Time	Start Time	End Time	Start Time	End Time	
Set Access By Levels	3			Monday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Set Access By Person				Tuesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
		E 3		Wednesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Set Access By Departme	int 🛛	<b>a</b>		Thursday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Interlock		5		Finday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Linkage		E 6		Saturday	00 : 00	00 : 00	00 : 00	00 ; 00	00 : 00	00 : 00	
Liniugo		0 1	1	Holiday Type 1	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Anti-Passback			2	Holiday Type 2	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 1 00	
First-Person Normally Op	en 🗸		21221	Holiday Type 3	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	
Advanced Functions	⊕	0 1	elest.	Copy Monday's Setting	) to Others Weekda	ys: 🗐					
Reports	÷					ave and New	ОК	Cancel			
Video Integrated	Ð	10.0	1 - 11 > > 50 rows per	page + Jointh IO I	in cage	TUTAL OF TH RECURDS			_	_	

1. Add Access Control Time Zone

### 1) Click [Access Control] > [Time zones] > [New] to enter the time zone setting interface:

mark						
Time	Inter	val 1	Inter	val 2	Inter	val 3
Date	Start Time	End Time	Start Time	End Time	Start Time	End Time
Monday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Tuesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Wednesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Thursday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Friday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Saturday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Sunday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 1	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 2	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 3	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
ny Mandavia Cattin	n ta Othara Waalida					
py Monday's Setting	g to Others weekda	iys: 📋				

#### The parameters are as follows:

Time Zone Name: Any character, up to a combination of 30 characters.

**Remarks:** Detailed description of the current time zone, including explanation of current time zone and primary applications. Users can input up to 50 characters in this field.

Interval and Start/ End Time: One Access Control Time Zone includes 3 intervals for each day in a week,

and 3 intervals for each of the three Holidays. Set the Start and End Time of each interval.

**Setting:** If the interval is Normal Open, just enter 00:00-23:59 as interval 1, and 00:00-00:00 as interval 2/3. If the interval is Normal Close: all inputs will be 00:00-00:00. If users use only one interval, they just need to fill in interval 1, and interval 2/3 will be the default value. Similarly, when users only use the first two intervals, the third interval will be the default value. When using two or three intervals, users need to ensure that the two or three intervals do not overlap, and the time shall not cross the days. Or the system will prompt error.

Holiday Type: Three holiday types are unrelated to the day of a week. If a date is set to a holiday type, the three intervals of the holiday type will be used for access purpose. The holiday type is optional. If the user does not enter one, the system will use the default value.

**Copy on Monday:** You can quickly copy the settings of Monday to other weekdays.

- 2) After setting, click [**OK**] to save, and it will display in the list.
- 2. Maintenance of Access Control Time Zones

Edit: Click the [Edit] button under Operation to enter the edit interface. After editing, click [OK] to save.

**Delete:** Click the [**Delete**] button under Related Operation, then click [**OK**] to delete, or click [**Cancel**] to cancel the operation. A time zone in use cannot be deleted. An alternative way is to tick the check boxes before one or more time zones in the list, and click the [Delete] button over the list, then click [**OK**] to delete, and click [**Cancel**] to cancel the operation.

## 4.2.2 Holidays

Access Control Time of a holiday may differ from that of a weekday. The system provides access control time setting for holidays. Access Control Holiday Management includes Add, Modify and Delete.

ZKTeco	2 1			<b>ب</b>	Welcome, admin (1) (1) (2) (2) (1) Authorized Company: 11
Access Device 🕀	Holiday Name	4 Type	Recurring	■ Q ⊗	
	The current query condition none				
Time Zones	Holiday Name Holiday Type	Start Date End Date	Recurring Remark	Operations	
Holidays	CNY Holiday Type '		New	×	
Access Lends	Ç∂	Holiday Name*	I		
Set Access By L		Holiday Type*	Holiday Type 1	•	
Set Access By Person 3		Start Date*	2018-03-28		
Set Access By Department	ſ	End Date*	2018-03-28		
Interlock		Recurring	No	•	
Linkage		Remark			
Anti-Passback					
First-Person Normally Open					
Advanced Functions 🕘		Save and New	ок	Cancel	
Reports 🕀					
Video Integrated	(c < 1-1 ⇒ ⇒) 50 rows per pag	e - Jump To 1 /1 Page	Total of 1 records		

#### • Add

1) Click [Access Control] > [Holidays] > [New] to enter edit interface:

Holiday Type* Hol Start Date* 201	day Type 1 🔹
Start Date* 201	8-03-28
End Date* 201	8-03-28
Recurring No	T
Remark	
Remark	

#### Fields are as follows:

Holiday Name: Any character, up to a combination of 30 characters.

Holiday Type: Holiday Type 1/2/3, namely, a current holiday record belongs to the three holiday types and each holiday type includes up to 32 holidays.

**Start/End Date:** The date format: 2010-1-1. Start Date cannot be later than End Date, otherwise the system will prompt an error message. The year of Start Date cannot be earlier than the current year, and the holiday cannot be set across two different years.

**Recurring:** It refers a holiday whether to require modification in different years. The default is No. For example, the Near Year's Day is on January 1 each year, and can be set as Yes. The Mother's Day is on the second Sunday of each May; this date is not fixed and should be set as No.

For example, the date of Near Year's Day is set as January 1, 2010, and the holiday type is 1, then on January 1, Access Time Control will not follow the time of Friday, but the Access Control Time of Holiday Type 1.

2) After editing, click [**OK**] button to save, and it will display in the holiday list.

## Modify

Click Holiday Name or [**Edit**] button under Operations to enter the edit interface. After modification, click [**OK**] to save and quit.

## • Delete

In the access control holiday list, click [**Delete**] button under Operations. Click [**OK**] to delete, click [**Cancel**] to cancel the operation. An Access Control Holiday in use cannot be deleted.

# 4.2.3 Access Levels

Access levels indicate that one or several selected doors can be opened by verification of a combination of different person within certain time zone. The combination of different person set in Personnel Access Level option.



#### • Add

1. Click [Access Control] > [Access Levels] > [New] to enter the Add Levels editing interface:

Level Name*	
Time Zone*	24-Hour Accessible 🔻
Area*	Area Name

- 2. Set each parameter: Level Name (unrepeatable), Time Zone.
- Click [OK], the system prompts "Immediately add doors to the current Access Control Level", then click [OK] to add doors, then click [Cancel] to return the access levels list. The added access level is displayed in the list.



**EXNote:** Different doors of different panels can be selected and added to an access level.

# 4.2.4 Set Access by Levels

Add/Delete Personnel for Selected Levels:

- Click [Access Control] > [Access Levels] > [Set Access By Levels] to enter the edit interface, then click an Access level in the list on the left, personnel having right of opening doors in this access level will be displayed in list on the right.
- 2) In the left list, click [**Add Personnel**] under Operations to pop up the Add Personnel box; select personnel (multiple) and click > to move to the selected list on the right, then click [**OK**] to save and exit.
- 3) Click the level to view the personnel in the list on the right. Select personnel and click [**Delete Personnel**] above the list on the right, then Click [**OK**] to delete.

# 4.2.5 Set Access by Person

Add selected personnel to selected access levels or delete selected personnel from the access levels.

Add/Delete levels for Selected Personnel:

- Click [Access Control] > [Access Levels] > [Set Access By Person], click Employee to view the levels in the list on the right.
- 2) Click [Add to Levels] under Related Operations to pop up the Add to Levels box, select Level (multiple) and click > to move it to the selected list on the right; then click [OK] to save.
- 3) Select Level (multiple) in the right list and click [Delete from levels] above the list, then click [**OK**] to delete the selected levels.

Setting Access Control for Selected Personnel:

A. Select a person in the list on the left and click [Access Control Setting].

ZKTeco	£ 1 🗈 🏥		Kelcome, admin	(1) (i) (i) (i) (i) (i) (i) (i) (i) (i) (i
Access Device 🕀	Edit Levels For Personnel	. Click here	Browse Personnel 117055(0) From Levels	,
Access Control	The current query conditions: None	More	The current query conditions: None	⊂ ⊗
Time Zones 2	Refresh o Access Control Setting		Potrach      Dalata Erom Louair      F# Export	
Holidays	Personnel ID First Name <sup>A</sup> Last Name Card N	Access (	Control Setting	× Zone
Access Levels	× 117055 0 0	Superuser	No	
Set Access By Levels	0 0 1052 0 0	Device Operation Role	Ordinary User	
Set Access By Person	B765432 Jasmine wang	Deley Researce		
Set Access By Separtment	1234567	Delay Passage		-
Interlock	a 3043 4. Select	Disabled		
Linkage	3038 妞癸拷提界◆1	Set Valid Time		
Anti-Passback	2681 短發拷提界 ◆!			
First-Person Normally Open	□ 2674 妞契持◆插◆!			
Advanced Eunctions	□ 2988 担契持♦♦持指			
	2872 妞达拷提斤拷打			
🕎 Reports 🕀	<ul> <li>3182 知法持提芥い!</li> </ul>	ОК	Cancel	
	○ 2714 研決建想不量は (< 1-50 >>) 50 rows per page ▼ Total of			records
Video Integrated	1	•	4	•

B. Set access control parameters and then click [**OK**] to save the settings.

# 4.2.6 Set Access by Department

Add the selected department to the selected access levels or delete the selected department from the access levels. The access of the staff in the department will be changed.

## 4.2.7 Interlock

Interlock can be set for two or more locks belonging to one access controller. When one door is opened, the others will be closed, or you cannot open the door.

Before setting the interlock, please ensure that the access controller is connected with door sensor, which has been set as NC or NO state.

## Add Interlock

1. Click [Access Control] > [Interlock] > [New] to enter the edit interface:

		🚔 🎎 📿 😳	Wetcome, admin (1) (1) (2) (1) (1) Authorized Company: 11
Access Device	4. Click he	re	
Access Control	Delete		
Time Zones 2 Device Name Inte	anock Rule		Operations
Holidays		Now	~
Access Levels		New	^
Set Access By Levels	Device Name*	Click to select	
Set Access By Person	Interlock Rule*		
Set Access By Department	Interioek rule		
Interlock			
Linkage			
Anti-Passback	Save an	d New OK	Cancel
First-Person Normally 3	Save all	UNCW	Caller
Advanced Functions			
Reports 🕀			
Video Integrated    Video Integrated	s per page 👻 Jump To 1 /0 Pa	ige Total of 0 records	

- 2. Select Device Name. When users are adding devices, interlocked devices cannot be seen in the dropdown list. After deleting established interlock information, the corresponding device will return to the dropdown list. Interlock setting will vary with the number of doors controlled by selected devices:
- A one-door control panel has no interlock settings.
- A two-door control panel: 1-2 two-door interlock settings.
- A four-door control panel: 1-2 two-door interlock; 3-4 two-door interlock; 1-2-3 three-door interlock; 1-2-3-4 four-door interlock.
- 3. Select Interlock Rule, tick an item, then click [**OK**] to complete. The new added interlock settings will be shown in the list.

**Note:** During editing, the device cannot be modified, but the interlock settings can be modified. If the interlock settings are not required for the device any more, the interlock setting record can be deleted. If users delete a device record, its interlock setting record, if any, will be deleted.

## 4.2.8 Linkage

Linkage setting means when an event is triggered at an input point of the access control system, a linkage action will occur at the specified output point to control events such as verification, opening, alarm and abnormal of system, and list them in the corresponding monitoring view.

## Add Linkage setting:

	7KT=na	<b>. . . . . . . . . .</b>		Ν	lew	× )
_			Linkage Name*		Device*	Click to select
Ģ	Access Device 🕂	Linkage Name Device	Linkage Trigger Conditions*	Add Check All Clear All	Input Point*	
<b>A</b>	Access Control	The current query conditions: None				
	Time Zones	Linkage Name Device Name				
	Holidays	□ <u>111111</u> 192 9.12.155 .				
	Access Levels	<u>12</u> 192.168 74 .	Þ			
	Set Access By Levels		Output Daintt	Video Liekono E. m		
	Set Access By Person	4. Click here	Deer	Video Linkage E-m	Auriliary Output	
	Set Access By Department					
	Interlock					
	Linkage					
	Anti-Passbac					
	First-Person Norma					
ß	Advanced Functions 3		Action type"	Close 🔻	Action type"	Close
2	Reports 🔶					
ß	Video Integrated 🕀	(c) < 1-2 ⇒ ⇒1 50 rows per page →		Save and New	OK Cancel	

## 1. Click [Access Control] > [Linkage] > [New].

- 2. Enter the linkage name, select a linkage device, linkage trigger conditions, input point, output point, then set linkage action, video linkage and other parameters.
- 3. After selecting devices, corresponding linkage settings will be displayed. The System will first judge whether the device is successfully connected and has read extended parameters. If there is no available extended parameters, the system cannot set any linkage. If there is an available extended parameter(s), the system will show linkage settings according to the door quantity, auxiliary input and output quantity of currently selected device:

Choose Linkage Trigger Conditions	×
▲ □ ፻── Door Event	
C Access Denied	
C Activate Lockdown	
Anti-Passback	
🔲 🗋 Cancel Alarm	
Deactivate Lockdown	
🔲 🗋 Disable	
Door Closed Correctly	
🔲 🗋 Door Inactive Time Zone Verify Open	
Door Inactive Time Zone(Press Exit Button)	
Door Locked	
Door Opened Correctly	
	-

**Solution Solution Solution**

		New		×
Linkage Name*	Test	Device*	192.168.12.155	
Linkage Trigger Conditions*	Add Check All Clear All	Input Point*		
<ul> <li>Auxiliary Input Disconnect</li> </ul>	ted	Any     Auxiliany     Auxiliany     Auxiliany     Auxiliany     Auxiliany     Auxiliany	y Input-1 y Input-2 y Input-3 y Input-4	
Output Point*	Video Linkage	E-mail		
Door		Auxiliary Output		
<ul> <li>192.168.12.155</li> <li>192.168.12.155</li> <li>192.168.12.155</li> <li>192.168.12.155</li> <li>192.168.12.155</li> </ul>	1 2 3 4 ि₹	Auxiliary     Auxiliary     Auxiliary     Auxiliary     Auxiliary	y Output-1 y Output-2 y Output-3 y Output-4	
Action type*	Normally Open 🔹	Action type*	Normally Open	

4. Select the Input Point and Output Point, Linkage Action, Video Linkage and Email Address.

The fields are as follows:

Linkage Name: Set a linkage name.

**Linkage Trigger Condition:** Linkage Trigger Condition is the event type of selected device. Except Linkage Event Triggered, Enable/Disable Auxiliary Output, and Device Start. All events could be trigger condition.

**Input Point:** Any, Door 1, Door 2, Door 3, Door 4, Auxiliary Input 1, Auxiliary Input 2, Auxiliary Input 3, Auxiliary Input 4, Auxiliary Input 9, Auxiliary Input 10, Auxiliary Input 11, Auxiliary Input 12 (the specific input point please refers to specific device parameters).

**Output Point:** Lock 1, Lock 2, Lock 3, Lock 4, Auxiliary Output 1, Auxiliary Output 2, Auxiliary Output 3, Auxiliary Output 4, Auxiliary Output 6, Auxiliary Output 8, Auxiliary Output 9, and Auxiliary Output 10 (the specific output point please refers to specific device parameters).

Action Type: Close, Open, Normal Open, Lock, Unlock. The default is Close. To open, delay time or Normal Open shall be set.

## Video Linkage:

Output Point*	Video Linkage	E-mail		
Pop Up Video	Display time	10	s(5-60)	
Video	Video length	30	s(10-180)	
Capture	In the monitor	ring page immediately po	op up	
	Display time	10	s(10-60)	

- Pop up video: Whether to set the pop-up preview page in real-time monitoring, and set the pop-long.
- Video: Enable or disable background video recording and set the duration of background video recording.
- Capture: Enable or disable background snapshots.

**Delay:** Ranges from 1~254 second (This item is valid when Action type is Open).

Action type*	Open	۲	
Action time delay*	20		s(1-254)

5. After editing, click [**OK**] to save and quit, then the added linkage setting will be shown in the list.

For example, if users select Normal Punching Open Door as trigger condition, then the input point is Door 1, output point is Lock 1, action type is Open, delay is 60 second. When Normal Punching Open Door occurs at Door 1, the linkage action of Open will occur at Lock 1, and the door will be open for 60 second.

**Solution** Note: During editing, you cannot modify the device, but modify the linkage setting name and configuration. When delete a device, its linkage setting record, if any, will be deleted.

If the device and trigger condition are the same, and system has linkage setting record where the input point is a specific door or auxiliary input, it will not allow users to add (or edit) a linkage setting record where the input point is any.

On the contrary, if the device and trigger condition are the same, and the system has linkage setting record where the input point is 'Any', it will not permit user to add (or edit) a linkage setting record where the input point is a specific door or auxiliary input.

In addition, same linkage setting at input point and output point is not allowed. The same device permits consecutive logical linkage settings. The system allows to set several trigger conditions for a linkage setting at a time.

# 4.2.9 Anti-Passback

Currently anti-passback settings support in and out anti-passback. In some special occasions, it is required that the cardholders who entered from a room by card swiping at a door device must swipe the cards over a device at the same door when leaving to keep the entry and exit records strictly consistent. The user can use this function just by enabling it in the settings. This function is normally used in prisons, the army, national defense, scientific research, bank vaults, etc.

Add Anti-Passback Settings:

1. Click [Access Control] > [Anti-Passback] > [New] to show the edit interface:

ZKTeed & I	1 🖭 🛱	🚔 🏩 📈 🌐	Welcome, admin (1) (1) (2) (2) (1) Authorized Company: 11
Access Device	4. Click here		
Access Control	Delete	_	
Time Zones 2 Device Name	Anti-Passback Rule		Operations
Holidays			
Access Levels		New	×
Set Access By Levels	Device Name*	Click to select	
Set Access By Person			
Set Access By Department	Anti-Passback Rule		•
Interlock			
Linkage	ß		
Anti-Passback	Onus and		
First-Person Vormally Open	Save and r	Vew OK Cancel	
Advanced Funct			
Reports			
Video Integrated     Video Integrated	per page 👻 Jump To 1 /0 Page	e Total of 0 records	

- 2. Select devices. When users are adding Anti-Passback Rules, devices with anti-passback settings cannot be seen in the dropdown list. When deleting established anti-passback information, the corresponding device will appear in the dropdown list again. The settings vary with the number of doors controlled by the device.
- > Anti-passback settings of a one-door control panel: Anti-passback between door readers.
- Anti-passback settings of a two-door control panel: Anti-passback between readers of door 1; anti-passback between readers of door 2; anti-passback between door 1 and door 2.
- Anti-passback settings of a four-door control panel: Anti-passback of door 1 and door 2; anti-passback of door 3 and door 4; anti-passback of door 1/2 and door <sup>3</sup>/<sub>4</sub>; anti-passback of door 1 and door 2/3; anti-passback of door 1 and door 2/3/4; Anti-passback between readers of door 1/2/3/4.

**Note:** The door reader mentioned above includes Wiegand reader that connected with access controller and InBio reader. The single and two door controller with Wiegand reader includes out and in reader. There is only "In reader" for four door control panel. The reader number of 1, 2 (that is RS485 address or

device number, the same below) is for door 1, the reader number of 3, 4 is for door 2, etc. No need to consider if it is a Wiegand reader or InBio reader when you are setting the anti-passback between doors or between readers, just make sure the in or out reader is set according to the actual requirements. For the reader number, odd number is for in reader, and even number is for out reader.

3. Select Anti-Passback Rule, and tick one item, click [**OK**] to complete, then the added anti-passback settings will be shown in the list.

**Note:** When editing, you cannot modify the device, but can modify anti-passback settings. If anti-passback setting is not required for the device any more, the anti-passback setting record can be deleted. When you delete a device, its anti-passback setting record, if any, will be deleted.

# 4.2.10 First-Person Normally Open

First-Person Normally Open: During a specified interval, after the first verification by the person having First-Person Normally Open level, the door will be Normal Open, and will automatically restore closing after the valid interval has expired.

Users can set First-Person Normally Open for a specific door (the settings include door, door opening time zone and personnel with First-Person Normally Open level). A door can set First-Person Normally Open for multiple time zones. The interface of each door will show the number of existing First-Person Normally Open.

When adding or editing First-Person Normally Open settings, you may only select door and time zones. After successful adding, add personnel that can open the door. You can browse and delete the personnel on the right of the interface.

Operation steps are as follows:

 Click [Access Control] > [First-Person Normally Open] > [New], select Door Name and Passage Mode Time, and click [OK] to save the settings.

	B: 🖺 🖆 🚔 🎎	÷	Welcome, admin ① ① ② ② ① U
First Person Normal Open	<	Browse Personnel	
Access Control	4. Click here	Personnel ID First Na The current query conditions: None Refrect.	me Last Name
Interlock Door Name Device Nam	me Passage Mode Personnel Operations Time Zone Quantity	Personnel ID First Name	Last Name Department
Anti-Passback	New		×
First-Person Normally Open	Door Name*	Click to select	
Multi-Person Group Multi-Person Opening Du	Passage Mode Time Zone*	•	
Verification Mode	4		
Verification Mode Group Parameters	Save and New OI	Cancel	
Advanced Functions			
P Reports			
Image: Video Integrated     ⊕     Image: Control = 1 → 1 → 50 rows per particular to the second sec	age + Total of 1 records	1< < 0 ⇒ ⇒1 50 rows per page <	Total of 0 records

2. Click [**Add Personnel**] under Related operation to add personnel having First-Person Normally Open level (these personnel must have access control level), then click [**OK**] to save.

# 4.2.11 Multi-Person Group

The door will open only after the consecutive verification of multiple people. Any person verifying outside of this combination (even if the person belongs to other valid combination) will interrupt the procedure and you need to wait 10 seconds to restart verification. It will not open by verification by only one of the combination.

	ZKTeco		£								÷			(I) (I) (?) (II) ( <sup>1</sup> ) Authorized Company: 11
R	Access Device	÷	Open	Door Group		_		_		Browse Pe	ersonnel			
<b>A</b>	Access Control Set Access By Departme	⊖ 2	Group	p Name current query con Refresh 🕀 Ne	dition avere w Pelete	4. CI	ick here			Personnel The curren C Refre	ID It query condit sh 👔 Delete	First Name ions: None e Personnel		Last Name
	Interlock		0	Group Name	Personnel	Remark	Operations			E Pe	rsonnel ID	First Name	Last Name	Department Name
	Linkage Anti-Passback		0	1	2				Nev	N			×	General
	First-Person Normally Op	pen		3	0	Group	Name*						- 1	
	Multi-Person Group	por				Remark	ĸ						_	
	Verification Mode					-							_	
	Verification Mode Group	3	)			S	ave and N	ew	0	ж		Cancel		
	Advanced Euncliner	÷				-				1				
Linio	Advanced Functions	÷												
5	Reports	Ð												
品	Video Integrated	$\oplus$	10	< 1-3 ⇒ ⇒	50 rows per p	bage + To	otal of 3 records			10 0 1	-2 > >	50 rows per page	<ul> <li>Total of 2 r</li> </ul>	ecords

1. Click [Access Control] > [Multi-Person Group] > [New] to access the following edit interface:

Group name: Any combination of up to 30 characters that cannot be identical to an existing group name.

After editing, click [OK] to save and return. The added Multi-Person Personnel Group will appear in the list.

- 2. Click [Add personnel] under Related Operations to add personnel to the group.
- 3. After selecting and adding personnel, click [**OK**] to save and return.

**Note:** A person can only be grouped into one group.

# 4.2.12 Multi-Person Opening Door

Set levels for personnel in Multi-Person Personnel Group.

It is a combination of the personnel in one or more Multi-Person Personnel Groups. When setting the number of people in each group, you can configure one group (such as combined door opening by two people in one group) or multiple groups (such as combined door opening by four people, including 2 people in group 1 and 2 people in group 2), and at least one group shall consist of number of door opening people instead of 0, and the total number shall not be greater than 5. In addition, if the number of people entered is greater than that in the current group, Multi-Person Opening Door will be disabled.

Multi-Person Opening Door Settings:

	ZKTeco		Ω		ן א	1		L.	8			ê			i) ? (R) ( <sup>1</sup> ) thorized Company: 11
Ģ	Access Device	÷	Comt	bination Nar	ne	4.	Clio	ck here		Door Name	0	Q	$\otimes$		
	Access Control	Θ	0	Refresh	New m	Delete									
	Set Access By Departme	2		Combina	tion Name	Device Name		Door Number		Door Name		Current Personnel Cou	nt Muti-P	erson Group	Operations
	Interlock			Test						New					Edit Delete
	Anti-Passback				Door N Combi	ame*		Click to sele	ct						
	First-Person Normally Op Multi-Person Group	pen			Numbe	er of opening nel in each grou	qu	Group1			•	0	۲	(0)	
	Multi-Person Opening Do Verification Mode							Group2 Group3			•	0	* *	(0) (0)	
	Verification Mode Group		-					Group4			•	0	۲	(0)	
	Parameters		3					Group5			•	0	۲	(0)	
品	Advanced Functions	⊕													
8	Reports	Ð					Sa	ive and Nev		ок		Cancel			
品	Video Integrated	Ð		< 1-1 >	>1 50 m	ws per page 👻	Jump	To 1 /1	Page To	atal of 1 records	2				

1. Click [Access Control] > [Multi-Person Opening Door] > [New]:

2. The maximum number of multi-person opening door people for combined door opening is 5. That in the brackets is the current actual number of people in a group. Select the number of people for combined door opening in a group, and click [**OK**] to complete.

**EXNote:** The default Credit Card Interval is 10 seconds, it means that the interval of two personnel's verification must not exceed 10 seconds. You can modify the interval if the device supports.

# 4.2.13 Verification Mode Group

**Verification Mode:** You can set verification modes for doors and personnel separately in a specified time segment.

### • Add

1. Click [Access Control] > [Verification Mode] > [New] to go to the page for adding a verification mode rule.

						New				
Rule name*						Time	Zones*		*	
Time		1	nterval 1			lr.	iterval 2			Interval 3
Date	Start Time	End Time	Door Verification	Personnel Verification	Start Time	End Time	Door Verification	Personnel Verification	Start Time End Time	Door Verification Personnel Verification
Monday	00 : 00	00 : 00	¥	¥	00 : 00	00 : 00	<b>T</b>	<b>T</b>	00 : 00 00 : 00	¥ ¥
Tuesday	00 : 00	00 : 00	<b>T</b>	•	00 : 00	00 : 00	<b>T</b>	<b>T</b>	00 : 00 00 : 00	T T
Wednesday	00 : 00	00 : 00	<b>T</b>	•	00 : 00	00 : 00	•	<b>T</b>	00 : 00 : 00	T T
Thursday	00 : 00	00 : 00	<b>T</b>	•	00 : 00	00 : 00	*	<b>T</b>	00 : 00 : 00	T T
Friday	00 : 00	00 : 00	¥	<b>T</b>	00 : 00	00 : 00	<b>T</b>	<b>T</b>	00 : 00 : 00	T T
Saturday	00 : 00	00 : 00	T	······	00 : 00	00 : 00		······································	00 : 00 : 00	T
Sunday	00 : 00	00 : 00	•	•	00 : 00	00 : 00	•	······ •	00 : 00 00 : 00	······ •
Holiday Type 1	00 : 00	00 : 00		•	00 : 00	00 : 00	•		00 : 00 00 : 00	······ • ····· •
Holiday Type 2	00 : 00	00 : 00	*	•	00 : 00	00 : 00	*	<b>T</b>	00 : 00 00 : 00	······ · ···· ·
Holiday Type 3	00 : 00	00 : 00	*		00 : 00	00 : 00	*		00 : 00 00 : 00	
Copy Monday's Setting	to Others Weekd	lays:		s	ave and New	ок	Cancel			

- 2. Set the following parameters: Select a rule name (not repeatable), the time segment, and verification mode for a door or person in each time segment.
- 3. Click [**OK**] to finish the setting.
- 4. On the list page, you can add or delete doors in the verification mode rule.

**«Note:** If a rule includes the verification mode for personnel, you cannot select doors with the RS485 readers when adding doors. You can modify only the configuration on the reader setting page before adding doors.

Verification Mode Group: Set appropriate personnel for configured verification mode rule.

# 4.2.14 Parameters

Click [Access Control] > [Parameters] to enter the parameter setting interface:

ZKTeco	2 I I I II	Welcome, admin ①
Access Device	Type of Getting Transactions O Periodically	
Access Control 🖂	Interval: 1 T hour(s)	
Set Access By Levels	Set the Time for Obtaining New Transactions     0.00 1:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 0:00 11:00 11:00	
Set Access By Person	12.00 13.00 14.00 15.00 16.00 17.00 18.00 19.00 20.00 21.00 22.00 23.00	
Set Access By Department	Seticit All (Cancel) Getting transactions and synchronization time will be done at the same time.	
Interlock	Real Time Monitoring	
Linkage	C Enable Display Photos Function	
Anti-Passback	Enable Audio Alert Function	
First-Person Normally Open	Refresh the real-time monitoring page after setting Height.	
Multi-Person Group	Alarm Monitoring Recipient's Mailbox	
Multi-Person Opening Door		
Verification Mode		
Verification Mode Crown		
venilcasion mode Group		
Parameters		
Advanced Functions 🕘		
Reports 🕀		
Video Integrated	ОК	

### Type of Getting Transactions

• Periodically

Start from the setting and efficient time, the system attempts to download new transactions every time interval.

• Set the Time for Obtaining New Transactions

The selected Time is up, the system will attempt to download new transactions automatically.

## **Transaction Auto-Export**

The user can choose the export frequency and the data to be exported each time. If the export frequency is selected as **"By day"**, you must set the time to export the data. You must also select the mode of export. It can be daily transactions or all the system data(30000 data units can be sent at a time.

If the export frequency is selected as **"By Month"**, you must select the day to export the data. It can be the first day of the month or you can specify any particular date. Then select the export frequency as Daily Data or all System data. Finally, add the recipient's mail address to send the transaction data.

ZKTeco	오 🚺 🕘 약 🖻: 🖆 📾 🎎 🄬 🏦 📱 🕱 🛹 🌼 🤍 Welcome, admin 🔅 🖲 🖓 🖞 Authorized Company, 1
Ø	Type of Getting Transactions
Device 🕀	Periodically Interval: 1 * hour(s)
Access Control 🕞	Set the Time for Obtaining New Transactions     2000 11:00 2:00 3:00 4:00 5:00 6:00 7:00 8:00 9:00 10:00 11:00
Access Levels	Select All Cancel
Set Access By Levels	Cetting transactions and synchronization time will be done at the same time.
Set Access By Person	Transactions Auto-Export
Set Access By Department	Auto-Export By Day T
Interlock	11 • hour(s): 59 • minute
Linkage	Export Mode:
Anti-Passback	Tecupiants ManuoA
First-Person Normally Open	
Multi-Person Group	1
Multi-Person Opening	Real Time Monitoring
Verification Mode	The Real Time Monitoring Page Pop-up Photo Size Max Height 140 px(80 - 500)  Refresh the real-time monitoring page after setting Height.
Verification Mode Group	Alarm Monitoring Recipient's Malibox
Parameters	Example:123@foxmail.com,456@foxmail.com
Advanced Functions	
Reports 🕀	οκ

The Real Time Monitoring Page Pop-up Staff Photo Size: When an access control event occurs, the personnel photo will pop up. The size of pop photos shall be between 80 to 500 pixels.

Alarm Monitoring Recipient Mailbox: The system will send email to alarm monitoring recipient's mailbox if there is any event.

# 4.3 Advanced Functions

Advanced Access control is optional function. If needed, please contact business representative or presales engineer, you can use these functions after obtaining license and activating.

**Note:** Except Global Linkage, to use other advanced functions you need to enable Background Verification. For detail, please see <u>Device Operation</u>.

# 4.3.1 Zone

It mainly uses partition Zones in advanced access control. When using such advanced functions as Global Zone APB, you must define Access Zones.

## • Add

1. Click [Advanced Functions] > [Zone] > [New] to enter the Add Zone interface:

	ZKTeco	& <b>1</b>		Welcome, admin ① ① ② ② ① <sup>1</sup> Authorized Company: 11
Ē.	Access Device   Access Control	Zone Code	. Click here	
R.	Advanced Functions	Zone Code Name	Remark Operations	
	Zong Resci : Dofine Who Is Inst Global Anti-Pass 3 Global Interlock Group Global Interlock Person Availability LED Data	2 <u>30Lobby</u> 30th Floor Lobby <u>30Lobby</u> 30th Floor Court Yard <u>30Hall</u> 30th Floor Theatre <u>2</u> in <u>3</u> out	Zone Code* Name* Remark Save and New OK Cancel	
6	Reports 🕀			
昆	Video Integrated 🕀	IC < 1-7 > >1 50 rows per page -	Jump To 1 /1 Page Total of 7 records	

- 2. Set Zone Code, Name, Parent Zone and Remark as required.
- 3. Click [**OK**] to save and quit. The added Zone will appear in the list.

## What rules inside:

ZKTeco	<u>&amp;</u>				63		
Access Device Access Control Advanced Functions Zone Really Define Who Is Ins: Global Anti-Pass Global Anti-Pass Global Interlock Group Global Interlock Person Availability 4. Select	Zone Code The current query co Refresh N N Zone Code 2 30Lobby 30Court 30Hall 20Theatre 2 3	Name outside 30th Floor Lobby 30th Floor Court Va 30th Floor Hall 30th Floor Hall 30th Floor Hall	Aame What Rules Inside Remark outside Rule Type Person Availability	Operations What Rules Inside Rule Name Leo-Zone-test-Times   3333   Close	< here	×	
Reports Video Integrated	1¢ < 1-7 > ))	50 rows per page	- Jump To 1	/1 Page Total of 7 records			

# 4.3.2 Reader Define

Reader Define indicates that Reader control from one access zone to another one, it is based on access zone. If advanced functions are needed, you shall set the Reader Define.

### • Add

1. Click [Advanced Functions] > [Reader Define] > [New] to enter the add interface:

	ZKTeco		Ł		1		L.	<b>e 2</b>		÷		(Î) (Î) (Î) (Î) (İ) Authorized Company: 11
Ę	Access Device	÷	Name			4. C	lick h	ere				
₽	Access Control	ŧ	The curre	esh 🕒 New	Batch Nev	v 🎬 Delete						
R	Advanced Functions	Θ		ame		Goes From	Go	es To	Operations	5		
	Zone		2 🤒	2.168.12.155-1-In		in	out		Edit Delete			
			19	2.168.12.155-2-Out				New			×	
	Who Is Inside				F	Reader Name*				•		
	Global Anti-Passback				(	Goes From*						
	Global Linkage	3			(	Goes To*						
	Global Interlock Group		1		6							
	Global Interlock					Save a	nd New	OK		Cancel		
	Person Availability					Save a	IU INCW	UN		Cancer		
	LED Data											
B	Reports	Ð										
ß	Video Integrated	÷	10 0	- 2 >> >1 50 r	ows per pag	e 👻 Jump To	1 /1 Pa	ige Total of 2 record	s			

- 2. Set Reader Name, Goes From and Goes To as required.
- 3. Click [OK] to save and quit. The added Reader Define will appear in the list.
- Batch New
  - 1. Click [Advanced Functions] > [Reader Define] > [Batch New] to enter the batch add interface:

	ZKTeco		2		:	4. Click	here		ŵ		(1) (i) (?) Authorized	) ( R ( <sup>1</sup> ) Company: 11
ß	Access Device		Name				_					
ß	Access Control		The current que	ry conditions: None				Batch New		×		
۲.	Advanced Functions	Θ	Name		Goes	Select Reader*	Add Chec	All <u>Clear All</u>				
	Zone		2 192.168.1	2.155-1-In 2.155-2-Out	out					- 1		
	Reader Define									- 1		
	Global Anti-Passbac											
	Global Linkage	3								- 1		
	Global Interlock Group									- 1		
	Global Interlock					Goes From*			-			
	LED Data					Goes To*			•			
										_		
F	Reports					Save a	nd New	ок	Cancel			
G.	Video Integrated	Ð	(c < 1-2 ⇒	>) 50 rows per page	*	Jump To 1 /1	Page Total (	f 2 records	-			

2. Click [Add], select Reader(s) and move towards right and click [OK].

				:	ct Rea	der			×			
Nar	ne	Owned [	Devio	e			Se	rial Number		Q	$\otimes$	
The	current query condition	ns: None										
Alter	native						Selecte	ed( <b>1</b> )				
	Name	Owned Device		Serial Number				Name	Owned Device	Seria	al Number	
	192.168.12.155-2-In	192.168.12.155		AK1F173460006	â			192.168.12.155-1-Ou	192.168.12.155	AK1F	173460006	
	192.168.12.155-3-In	192.168.12.155	D	AK1F173460006	1							
	192.168.12.155-3-Ou	192.168.12.155		AK1F173460006		>>	1					
	192.168.12.155-4-In	192.168.12.155		AK1F173460006								
	192.168.12.155-4-Ou	192.168.12.155		AK1F173460006		<<						
	192.168.214.74-1-In	192.168.214.74		3763161600001	1							
	192.168.214.74-1-Ou	192.168.214.74		3763161600001	+							
1<	< 1-9 > >  50	) rows per page	*	Total of 9 record	s							
				OK			Can	cel				

3. Set Goes from and Goes to as required and press [OK].

# 4.3.3 Who is Inside

After entering the zone, you can view all personnel status in the zone by zone tree.

	ZKTeco		오 🛛 🕘	( <b>j</b> ~) ↓				R	<b>(</b> )	Welcome, admin	(1) (1) (2) (2) Authorized Com	) (†) Ipany: 11
Ę	Access Device	Ð	Personnel ID The current query conditions: None	F	irst Name		Last Nam	e	More▼	Q. (8)		
	Access Control	ŧ	C+ Refresh Delete Personnel	Ð	cport							
	Advanced Functions Zone Reader Define	Θ	30th Floor Lobby(0)     30th Floor Hall(0)     30th Floor Theatre(0)     30th Floor Court Yard(0)		Personnel ID	First Name		Last Name	Department	Card Number	Last Access time	Last Acce Rea
	Who Is Inside Global Anti-Passback		☐ in(0) ☐ out(0)			Ν						
	Global Linkage Global Interlock Group					20						
	Global Interlock											
	Person Availability											
5	Reports	ŧ										
ß	Video Integrated	ŧ		1<	< 0 > >1 50 row	s per page 🛛 👻	Jump To	o 1 /0 Pag	e Total of 0 records			

### Delete Personnel

Deleting personnel in the selected area will clear the global anti-passback status of the personnel.

#### • Export

Export selected personnel information in the area; you can export Excel, PDF, CSV format.

			ZKTECO Total People 10			
Personnel ID	First Name	Last Name	Department	Card Number	Last Access Time	Last Access Reader
1	Jerry	Wang	General	4461253	2017-12-18 09:29: 31	192.168.218.60-2- In
2	Lucky	Tan	Development Department	6155266	2017-12-18 09:27: 12	192.168.218.60-1- In
2940	Sherry	Yang	Hotel	1411237	2017-12-18 09:55: 52	192.168.218.60-1- In
3	Leo	Hou	Financial Department	13271770	2017-12-18 09:34: 57	192.168.218.60-2- In
4	Berry	Cao	General	13592341	2017-12-18 09:55: 58	192.168.218.60-1- In
5	Necol	Ye	Marketing Department	13260079	2017-12-18 09:34: 18	192.168.218.60-1- In
6	Amber	Lin	Financial Department	4628036	2017-12-18 09:25: 29	192.168.218.60-1- In
7	Jacky	Xiang	General	6323994	2017-12-18 09:27:	192.168.218.60-2- In
8	Glori	Liu	Marketing Department	6189166	2017-12-18 09:34: 20	192.168.218.60-2- In
9	Lilian	Mei	Development Department	9505930	2017-12-18 09:27: 22	192.168.218.60-1- In

# 4.3.4 Global Anti-Passback

Global Zone APB can set Anti-Passback across devices; you can use this function after setting Global Antipassback. You must set Access Zone and Reader Define before using, and also the device that has set Anti-Passback shall issue background verification parameters.

## • Add

1. Click [Advanced Functions] > [Global Anti-passback] > [New] to enter the add interface:

	ZKTeco		Ł		4	1				3 ŵ			? (R) ( <sup>1</sup> ) ed Company: 11	
ß	Access Device		Global	Anti-Passba	ick	4. Clic	k her			New				
₿	Access Control		The cu	rrent query o	condit ins:	None			Rule Name*			Last Name		
局。	Advanced Functions	Θ	C+ R	efresh 🕒	New 👚	Delete			Zone*		•			
	Zone		2	Rule Name	Zone	Anti- Passback	Lockout Duration	Anti- Pass	The following doors control			Card Number	Department	
	Reader Define					Туре		Rese Time	zone				General	
	Who Is Inside			2	in	Timed Anti-Pa	: 10	04:00:	Anti-Passback Type*	Logical Anti-Passback	•			
									Lockout Duration		minute(1-			
	Global Linkage													
	Global Interlock Group								Reset Anti-Passback					
	Global Interlock		3)						Status		m let et e t			
	Person Availability								Time		• O CIOCK			
	LED Data					ß			Apply to	All Personnel	•			
										All Personnel				
	Reports									Exclude Selected Personne	nnel			
R.	Video Integrated		10 0	1-1 >	>i 50 ro	ws per page	<ul> <li>Total of</li> </ul>	1 recor	Save and New	ОКС	ancel	records		
- 0101			4						P (4	E			•	

2. Set Rule Name (Unrepeatable), Zone, Anti-passback Type, Lockout Duration, Reset Anti-passback Status and When to Reset the Anti-passback as required.

**Zone:** Select an option from the dropdown list, Corresponding doors will display in the text box of "The following doors control access in and out of the zone". At the same time, the doors obey the rule of one door cannot set as the boundary of two independent Anti-passback.

Anti-passback Type: Logical Anti-passback, Timed Anti-passback or Timed Logic Anti-passback.

- Logical Anti-passback: The door will not open if the entry and exit records is not in consistent with Anti-passback zone.
- Timed Anti-passback: In specified time period, user can enter Anti-passback zone only once. After the Time period has expired, user state will be cleared, and allow user to enter this zone again.
- Timed Logic Anti-passback: In Specified time period, Users who enter Anti-passback zone must obey the rule of Logical Anti-passback. If users exceed timed period, system will time again.

**Lockout Duration:** Only select Timed Anti-passback and Timed Logic Anti-passback in Anti-passback Type. Lockout Duration can be set.

**Reset Anti-passback Status:** Tick it to clear Anti-passback status of personnel in the system, and recover initial state. Only tick this option. When to Reset the Anti-passback can be select. After the reset time of the anti-passback has expired, system will clear all the Anti-passback status of personnel in zone.

When to Reset the Anti-passback: Select time to reset Anti-passback.

Apply to: All Personnel, Just Selected Personnel and Exclude Selected Personnel three types.

- > Apply to All Personnel: Can only edit and does not support select personnel.
- Apply to Just Selected Personnel: The anti- passback is only effective for these selected personnel.
- Apply to Exclude Selected Personnel: The anti- passback only effective for these exclude selected personnel.
- 3. Click [**OK**] to save and quit. The added Global Zone APB will display in the list.

## 4.3.5 Global Linkage

The global linkage function allows you to configure data across devices. Only push devices support this function.

#### • Add

1. Click [Advanced Functions] > [Global Linkage] > [New]:

ZKTeea	<u>र</u> 1 स	New	×Þ
Access Dev 4. Cli	ck here ♀	Linkage Name" Apply to all personnel C Mandatory Field Linkage Trigger Conditions" Add Check All Clear All Input Point" Add Check All Clear All	
Advanced Functions	The currence uery conditions: None Refresh New Polete Linkage		
Zone Reader Define	Vame Conditions		
Global Anti-Passback Global Linkage		Output Point         Video Linkage         Active Time         E-mail         Linkage Voice Prompts           Door         Add Check All Clear All         Auxiliary Output         Add Check All Clear All         Auxiliary Output	
Global Interlock oup Global Interlock			I
Person Availability LED Data	3	Action type* Close   Action type* Close	
Reports	Ð		
Video Integrated		Save and New OK Cancel	

Apply to all personnel: If this option is selected, this linkage setting is effective for all personnel.

Active Time: Set the active time of the linkage setting.

2. Choose Global Linkage trigger conditions, the input point (System will filter devices according to the choice in first step) and the output point, Set up linkage action. For more details about these parameters, please refer to Linkage Setting.

**«Note:** You can select multiple Door Events, but "Fail to connect server", "Recover connection" and "Device connection off" will be filtered automatically from Door Event.

3. Click [**OK**] to save and quit. The added Global Linkage will display in the list.

# 4.3.6 Global Interlock Group

The global interlock group groups the doors in the global interlock, but to use the global interlock function, the device must be enabled with background authentication.

	ZKTeco		£		_1		1			÷		admin
Ģ	Access Device	Ð	Globa	al Interlock Group	4.	Click here		<	Door			>
₿	Access Control	Ð	Group The c	p Name	d ons: None			୍ ⊗	Door Name	query condition	Owned Device	Q ⊗
۲.	Advanced Functions	Θ	C	Refresh 🕒 Ne	w 👚 Delete				C+ Refres	h 🍈 Delete 🛛	Door	
	Zone		2	Group Name	Door Count	Group Interlock	Remark	Operations	Doc	or Name	Owned Device	
	Reader Define			1 DHDG	0			New			×	
	Who Is Inside		•	<u>123</u>	0	Group Name	e*	1				
	Global Anti-Passback					Remark		1				
	Global Linkage					Group Interle	ock					
	Global Interlock Group											
	Barson Availability							ж	Cance	1		
	LED Data		3								_	
			-									
5	Reports	۲										
ß	Video Integrated	Ð	10	c 1-3 ⇒ ⇒1	50 rows per pa	ige 👻 Total of	3 records	,	i< < 0 ∢]	> >) 50 ro	ws per page 👻 Total of	0 records

Click [Advanced Functions] > [Global Interlock Group] > [New]:

## **Group Name:**

Any combination of up to 30 characters that cannot be identical to an existing group name.

- 1. After editing, click [**OK**] to save. After confirming that add the door immediately, the information of added door will appear in the list.
- 2. Click [Add Door] under Related Operations to add door to the group.
- 3. After selecting and adding personnel, click [OK] to save and return.

**Group Interlock:** If the option is selected, set global interlock rule for the interlocking group.

# 4.3.7 Global Interlock

The global interlock function allows you to configure data across devices. Only push devices support this function.

**Multi-Person Opening Door Setting:** 

Click [Advanced Functions] > [Global Interlock]> [New]:

ZKTeco	2			a 🖄	<b>A</b> 🔅	Welcome, admin (1) (1) (2) (2) (1) Authorized Company: 11
Access Device 🕀	Global Interlock	4. Click	here	~	Global Interlock Group	,
Access Control 🔶	The current query con	ons: None	u a	8	The current query conditions: Non	e Remark
Advanced Functions	C Refresh 🕑 New	Delete			C Refresh Delete Group	
Zone	2 Name	Remark Oper	ations		Group Name	Remark
Reader Define	1		<u>aa Group</u>	,	Vew	×
Who Is Inside				_		
Global Anti-Passback			Name*	L		
Global Linkage			Remark			
Global Interlock Group						
Global Interlock			1	OK	Cancol	
Person Availability				UK	Calicer	
LED Data						
Reports 🕀						
Video Integrated	(< < 1-1 ⇒ ⇒) ∢	50 rows per page 👻	Total of 1 records	•	I< < 0 > >1 50 rows per p	age  + Total of 0 records +

#### Name:

- 1) Any combination of up to 30 characters that cannot be identical to an existing name.
- 2) After editing, click [**OK**] to save. After confirming that add the group immediately, the information of add group will appear in the list.
- 3) Click [Add Group] under Related Operations to add door to the group.
- 4) After selecting and adding group, click [**OK**] to save and return.

Group Interlock: If the option is selected, set global interlock rule for the interlocking group.

#### ∕≪Notes:

- > In the same interlock, all the doors in the group cannot be duplicated.
- > If the interlock group exists in the interlock function, it cannot be deleted directly.

# 4.3.8 Person Availability

It is mainly used to limit valid date/ after the first use of valid days/ use number of times of personnel in advanced access control area.

	ZKTeeo		£			🚔 🏦 🤗	÷	Welcome, admin	(R) (i) (P) (R) (l) Authorized Company: 11
ß	Access Device	Ð	Avail	ability Name	Zone	<b>९</b> ⊗			
æ	Access Control	Ð	The c	current query conditions: None Refresh 👚 New 🕋 Delete 🗧	3 Set Zone Properties				
П.	Advanced Functions	Θ		Availability Name	Zone	Zone property name	Use	Detail	Operations
	7000			Leo-Zone-test-Times	outside	Leo-Test-Times	Use number of times	3 Time(s)	Edit Delete
	2			<u>123</u>	30th Floor Court Yard	times	Use number of times	100 Time(s)	Edit Delete
	Reader Define			3333	outside	times	Use number of times	100 Time(s)	Edit Delete
	Who Is Inside								
	Global Anti-Passback								
	Global Linkage								
	Global Interlock Group								
	Global Interlock								
	Person Availability								
	LED Data			2					
	Reports	Ð	3						
G.	Video Integrated	€	14	< 1 - 3 > >) 50 rows per page	e 👻 Jump To 1 /1 F	age Total of 3 records			

### • Set Zone Properties

	ZKTeco		£ 1 1	: 🛱 🗳		÷	Welcome, admin	(i)     (i)     (i)     (k)     (
B	Access Device	÷	Availability Name	Zone 4.	Click here			
		~	The current query conditions: None					
ß	Access Control	Ð	🔿 Refresh 🕒 New 👚 Delete 🎡	Set Zone Properties				
۵.	Advanced Functions	Θ	Availability Name	Zone	Zone property name	Use	Detail	Operations
	Zone		2 Leo-Zone-test-Times	outside	Leo-Test-Times	Use number of times	3 Time(s)	Edit Delete
	2016		123	30th Floor Court Yard	times	Use number of times	100 Time(s)	Edit Delete
	Reader Define		3333	outside	times	Use number of times	100 Time(s)	Edit Delete
	Who Is Inside							
	Global Anti-Passback							
	Global Linkage							
	Global Interlock Group							
	Global Interlock							
	Person Availability							
	LED Data		_					
5	Reports	3						
G.	Video Integrated	÷	$(< \langle 1-3 \rangle \Rightarrow =)$ 50 rows per page	- Jump To 1 /1 Pa	age Total of 3 records			

		Clickh	oro	Zone	Properties					×
Zone	Properties	CIICK II	ele		Brow	se Personnel				
Nam	e	Row	Q 🛞		Pers	onnel ID	First Name		More Q 🛞	
The	current query con	di ons: None			The o	current query condi	tions: None			
C	Refresh 🕒 Nev	w 👚 Delete			C	Refresh 👚 Delet	te Personnel			
	Name	Use Detail	Remark	Operations	0	Personnel ID	First Name	Department		
	times	Use number o 100 Time(s)		Edit Add Personnel						
	Leo-Test-Times	Use number o 3 Time(s)		Edit Add Personnel						
	VD	Valid Date Valid Until 2018	-0	Edit Add Personnel	1					
	10 Times	Use number o 10 Time(s)	De	Edit Add Personnel						
	31 Days FUV	After the first ( 31 day(s)		Edit Add Personnel						
14	< 1-5 > >)	50 rows per page 👻 To	tal of 5 records		1<	< 0 > >1 50	rows per page	- Total of 0 record	ds	
4					)					. E

1. Click [Advanced Functions] > [Person Availability] > [Set Zone Properties] > [New], the following interface will be shown:

		New		×
Name*				
Use*		Valid Date	$\checkmark$	
Date*				
Remark				
	Save and New	ОК	Cancel	

**Use:** It is divided into Valid Date, after the first use of valid days and Use number of times, corresponding to Date, Days and Times.

2. Click [Advanced Functions] > [Person Availability] > [Set Zone Properties] > [Add Personnel], apply the zone properties to the specified personnel.
|   |   |  |   |   |   |  | Zone I        | Properti                                    | es      |                                |                            |                   |                |                             |                                    |
|---|---|--|---|---|---|--|---------------|---|---------|--------------------------------|----------------------------|-------------------|----------------|-----------------------------|------------------------------------|
| Zone  | Properties  |  |   |   |   |  |               | Br  | owse Pe | ersonnel                       |                            |                   |                |                             | >                                  |
| Name  |   | Remark   |   | Q 🛞   |   |  | (             |   |         |                                | First N                    | lame              | Mo             | re≖ Q                       | $\otimes$                          |
| The c   | urrent query cond   | ditions: None  |   |   |   |  | >             | C   | ICK I   | here                           | ons: None                  |                   |                |                             |                                    |
| C   | Refresh 🕒 Nev   | v 🕋 Delete   |   |   |   |  |               | (   | P Refre | sh 🏠 Delete                    | Personnel                  |                   |                |                             |                                    |
|   | Name  | Use  | Detail  | Remark  | Op  | erations   |               | 6   | Pe      | rsonnel ID                     | First Nam                  | e Depar           | ment           |                             |                                    |
|   | times   | Use number of  | o 100 Time(s)                                       |   | Edit  | Add Personnel  |               |   |         |                                |                            |                   |                |                             |                                    |
|   | Leo-Test-Times  | Use number of  | o 3 Time(s)   |   | Edit  | Add Personnel  |               |   |         |                                |                            |                   |                |                             |                                    |
|   | VD  | Valid Date   | Valid Until 2018                                    | -0  | Edit  | Add Personnel  |               | 1   |         |                                |                            |                   |                |                             |                                    |
|   | 10 Times  | Use number of  | o 10 Time(s)  |   | R Edit                                      | Add Personnel  |               |   |         |                                |                            |                   |                |                             |                                    |
|   | 31 Days FUV   | After the first  | 1 31 day(s)   |   | Edit  | Add Personnel  |               |   |         |                                |                            |                   |                |                             |                                    |
| 1¢<br>4   | < 1-5 > >   | 50 rows per p  | bage <del>-</del> To                                | tal of 5 record                                   | S   |  |               | )<br>+ 4                                    | < < 0   | > >  50 m                      | ows per page               |                   | of 0 records   |                             | •                                  |
|   |   |  |   |   |   |  |               |   | -       |                                |                            | _                 |                | 100 C                       | -                                  |
|   |   | Denartment   |   |   |   |  | Add P         | erson                                       | nel     |                                |                            |                   |                |                             | ×                                  |
| O Per   | Query O   | Department   | First N   | ame   |   | Last   | Add P<br>Name | erson                                       | nel     | C                              | ard Numbe                  | r                 |                | More                        | ×<br>Q ⊗                           |
| O     O     Per     The   | Query O C<br>sonnel ID C<br>current query   | Department<br>conditions:  | First N   | ame   |   | Last   | Add P<br>Name | ersoni                                      | nel     | C                              | ard Numbe                  | r                 |                | More                        | ×<br>Q ⊗                           |
| O     O     Per     The     Altern  | Query O C<br>sonnel ID C<br>current query<br>native   | Department<br>conditions:  | First N   | ame   |   | Last   | Add P<br>Name | erson                                       | Selecte | C:                             | ard Numbe                  | r                 | _              | More                        | ×<br>Q ⊗                           |
| O     O     Per     The     Alter   | Query C<br>sonnel ID<br>current query<br>native<br>Personnel<br>ID  | Department<br>conditions:  | First N<br>None<br>Last<br>Name                     | ame<br>Card<br>Number                             | Gender                                      | Last<br>Departmer<br>Name  | Add P<br>Name | erson                                       | Selecte | Cad(0)<br>Personnel<br>ID      | ard Numbe<br>First<br>Name | r Last<br>Name    | Card<br>Number | More <b>⊸</b><br>Gender     | X<br>Q ( (x)<br>Department<br>Name |
| C     Per     The     Altern  | Duery C<br>sonnel ID<br>current query<br>native<br>Personnel<br>ID<br>117055  | Conditions:  | First N<br>None<br>Last<br>Name                     | ame<br>Card<br>Number                             | Gender<br>                                  | Departmen<br>Name<br>General   | Add P<br>Name | erson                                       | Selecte | c:<br>ed(0)<br>Personnel<br>ID | ard Numbe<br>First<br>Name | r Last<br>Name    | Card<br>Number | More <del>▼</del><br>Gender | X<br>Q (S)<br>Department<br>Name   |
| C     Per     The     Altern  | Duery C<br>sonnel ID<br>current query<br>native<br>Personnel<br>ID<br>117055<br>1170550   | Conditions:  | First None  | ame<br>Card<br>Number                             | Gender<br>                                  | Last<br>Departmer<br>Name<br>General<br>General  | Add P<br>Name | erson                                       | Selecte | ci<br>ed(0)<br>Personnel<br>ID | ard Numbe<br>First<br>Name | r Last<br>Name    | Card<br>Number | More⊽<br>Gender             | X S                                |
| O     O     Per     Alten     O   | Query C<br>sonnel ID<br>current query<br>native<br>Personnel<br>ID<br>117055<br>1170550<br>10522  | Department<br>conditions:<br>First Å<br>Narva<br>0<br>0<br>0<br>10522  | First N<br>None<br>Last<br>Name                     | ame<br>Card<br>Number                             | Gender<br>                                  | Departmen<br>Name<br>General<br>General<br>General   | Add P<br>Name | ersoni                                      | Selecte | ed(0)<br>Personnel<br>ID       | ard Numbe<br>First<br>Name | r Last<br>Name    | Card<br>Number | More~<br>Gender             | X<br>Q, ⊗<br>Department<br>Name    |
| C     Per     The     Alter   | uery ○ C<br>sonnel ID ⊂<br>current query<br>native Personnel<br>ID 117055<br>1170550<br>10522<br>87654321                                   | Conditions:  | First N<br>None<br>Last<br>Name                     | Card<br>Number                                    | Gender                                      | Departmen<br>Name<br>General<br>General<br>General<br>General  | Add P<br>Name | ersoni<br>>><br>>                           | Selecte | cd(0)<br>Personnel<br>ID       | ard Numbe<br>First<br>Name | r<br>Last<br>Name | Card<br>Number | More -                      | X<br>Q S<br>Department<br>Name     |
| C     Per:     The     Alter     O  | 2uery □ C<br>sonnel ID □<br>current query<br>native<br>Personnel<br>ID<br>1170550<br>10522<br>87654321<br>1234567                           | Department<br>conditions:<br>First<br>Narve<br>0<br>0<br>10522<br>Jasmine<br>max   | First N<br>None<br>Last<br>Name                     | Card<br>Number                                    | Gender<br>                                  | Last<br>Departmen<br>Name<br>General<br>General<br>General<br>General<br>General   | Add P<br>Name | >>><br>>><br><                              | Selecte | cd(0)<br>Personnel<br>ID       | First<br>Name              | r Last<br>Name    | Card<br>Number | More <del>▼</del><br>Gender | X<br>C S<br>Department<br>Name     |
| C     Per:     The     Alteri   | Query □ C<br>sonnel ID □<br>current query<br>native<br>Personnel<br>ID<br>1170550<br>10522<br>87654321<br>1234567<br>3043                   | Department<br>conditions:<br>First A<br>Narva<br>0<br>0<br>0<br>10522<br>Jasmine<br>max<br>HEMARE INFO                   | First N<br>None<br>Last<br>Name                     | Card<br>Number                                    | Gender<br><br><br>Female                    | Last<br>Departmer<br>Name<br>General<br>General<br>General<br>General<br>General   | Add P<br>Name | >><br>>><br><<br><                          | Selecte | ed(0)<br>Personnel<br>ID       | ard Numbe<br>First<br>Name | r Last<br>Name    | Card<br>Number | More~<br>Gender             | X<br>Q S<br>Department<br>Name     |
| C     C     Pers     The     Alter  | uery ○ C<br>sonnel ID ⊂<br>current query<br>native<br>Personnel<br>ID 117055<br>1170550<br>10522<br>87654321<br>1234567<br>3043<br>3038     | Department<br>conditions:<br>First ▲<br>Narks ▲<br>0<br>0<br>10522<br>Jasmine<br>max<br>如受拷提斤<br>如政法理事                   | First N<br>None<br>Last<br>Name                     | ame<br>Card<br>Number<br>)<br>)<br>)<br>)         | Gender<br><br>Female<br>                    | Last<br>Departmer<br>Name<br>General<br>General<br>General<br>General<br>General<br>General                                  | Add P<br>Name | >>><br>>><br><                              | Selecte | ed(0)<br>Personnel<br>ID       | First<br>Name              | r Last<br>Name    | Card<br>Number | More -                      | X<br>Department<br>Name            |
| C     C     Per     The     Alter     C     C   | 2uery 0 0<br>sonnel ID<br>current query<br>native<br>Personnel<br>1170550<br>10522<br>87654321<br>1234567<br>3043<br>3038                   | Department<br>conditions:<br>First ▲<br>0<br>0<br>10522<br>Jasmine<br>max<br>知癸拷提斤<br>知癸拷提                               | First Name  | ame Card<br>Number<br>)<br>)<br>)<br>)            | Gender<br><br><br>Female<br><br>            | Last<br>Departmen<br>Name<br>General<br>General<br>General<br>General<br>General<br>General                                  | Add P<br>Name | <pre>ersonu </pre>                          | Selecte | Ci<br>ed(0)<br>Personnel<br>ID | First<br>Name              | r Last<br>Name    | Card<br>Number | More-                       | X<br>Department<br>Name            |
| C     C     Per     The     Alter     O     C | Duery ○ C<br>sonnel ID<br>current query<br>native<br>Personnel<br>ID<br>1170550<br>10522<br>87654321<br>1234567<br>3043<br>3038<br>< 1-50 > | Department<br>conditions:<br>First ▲<br>Nartwa<br>0<br>0<br>0<br>10522<br>Jasmine<br>max<br>知受拷提斤<br>知受拷提斤<br>30<br>50 r | First N<br>None<br>Last<br>Name<br>wang<br>lastName | ame<br>Card<br>Number<br>)<br>)<br>)<br>123456789 | Gender<br><br><br>Female<br><br>otal of 100 | Last<br>Departmer<br>Name<br>General<br>General<br>General<br>General<br>General<br>General<br>General<br>General<br>General | Add P<br>Name | >>><br>>><br><                              | Selecte | ed(0)<br>Personnel<br>ID       | ard Numbe<br>First<br>Name | r Last<br>Name    | Card<br>Number | More -                      | X<br>Department<br>Name            |
| C     Per     The     Alter     C | Duery ○ C<br>sonnel ID ○<br>current query<br>native Personnel<br>ID 1170550<br>10522<br>87654321<br>1234567<br>3043<br>3038<br>< 1 - 50 >   | Department<br>conditions:<br>First ▲<br>Narve<br>0<br>0<br>10522<br>Jasmine<br>max<br>如癸拷银斤<br>如癸拷银斤<br>如癸拷银斤            | First None Last Name (                              | ame<br>Card<br>Number<br>)<br>)<br>)<br>123456789 | Gender<br><br>Female<br><br>otal of 100     | Last<br>Departmer<br>Name<br>General<br>General<br>General<br>General<br>General<br>General<br>General<br>General            | Add P<br>Name | <pre>ersonu &gt;&gt; &lt;&lt;&lt;&lt;</pre> | Selecte | ed(0)<br>Personnel<br>ID       | First<br>Name              | r Last<br>Name    | Card<br>Number | More -                      | X<br>Department<br>Name            |

#### • New

Click [Advanced Functions] > [Person Availability] > [New], the following interface will be shown:

	ZKTeco		£		1	Ì <sup>r</sup> ¦‡					R	<u>نې</u>			(1) (1) (2) (1) Authorized Company:	) 11
Ģ	Access Device	÷	Availabilit	y Name		Zone			Q	*						
₽	Access Control	ŧ	C+ Refr	resh 🕑 New 🎬	Delete	Set Zo	one Propert	ties								
۲.	Advanced Functions	Θ		wailability Name	4	Click	cher		Zone pr	operty name		Use	Detail		Operations	
	Zone		2	o-Zone-test-Times		Ctici	( ner		Leo-Test	-Times		Use number of times	s 3 Time(s)	)	Edit Delete	
	Reader Define		33	2 33						New				×	Edit Delete	
	Who Is Inside					Availabi	lity Nam	e*								
	Global Anti-Passback					Zone*		-				•		_		
	Global Linkage					Zone Pr	operties				-	•		_		
	Global Interlock Group													_		
	Global Interlock															
	Person Availability															
	LED Data						Sa	ve and N	lew	0	ĸ	Cancel		- 1		
5	Reports	2												1		
6	Video Integrated	÷	IC C	1-3 > > 50 m	ws per pa	ige +	Jump To	1 /1 F	age To	tal of 3 records	i,					

Select the Zone and Zone Properties to control the person availability.

### • Delete

Click [Advanced Functions] > [Person Availability], select an Availability Name, click [Delete] > [OK] to delete.

### 4.4 Access Reports

Includes "All transactions", "Events from Today", "All Exception Events" and so on. You can export after query.

You can generate statistics of relevant device data from reports, including card verification information, door operation information, and normal punching information, etc.

About the Normal and abnormal event please refer to **<u>Real-Time Monitoring</u>** for details.

Verify mode: Only Card, Only Fingerprint, Only Password, Card plus Password, Card plus Fingerprint, Card or Fingerprint and etc.

**EXNote:** Only event records generated when the user uses emergency password to open doors will include only password verification mode.

### 4.4.1 All Transactions

Because the data size of access control event records is large, you can view access control events as specified condition when querying. By default, the system displays latest three months transactions. Click [**Reports**] > [**All Transactions**] to view all transactions:

	ZKTECO	£ .	1		E 🚔 🖄	A 😳		me, admin (	Authorized Co	(R) ( <sup>1</sup> ) ompany: 11
Ę	Access Device 🕀	Time From 2017-1	2-28 00:00:00	To 2018-03-28 2	Personnel ID	Device Name		Mor	e* Q 🛞	
Δ	Access Control	The current query co	onditions: Time Fr	om:(2017-12-28 00:00:	00) To:(2018-03-28 23:59:59)					
1		C Refresh	Clear All Data 🛛 🛃	Export						
R	Advanced Functions	Time	Device Name	Event Point	Event Description	Media File Personnel ID	First Name	Last Name	Card Number	Area Name
7	Reports	2018-03-15 14:32:18	inPulse+_ZKHK	inPulse+_ZKHK-1	Unregistered Personnel	1	aime	wong		Face( ^
	All Transactions 2	2018-03-15 14:27:59	inPulse+_ZKHK	inPulse+_ZKHK-1	Unregistered Personnel	1	aime	wong		Facet
	Events Fron Today	2018-03-21 17:32:18	192.168.12.153	192.168.12.153-1	Anti-Passback	1	11	11	8014184	Facet
	Evenies i toni odaj	2018-03-21 17:32:56	192.168.12.153	192.168.12.153-1	Anti-Passback	1	11	11	8014184	Face
	Last Known Posic	2018-03-21 17:29:44	192.168.12.153	192.168.12.153-2	Anti-Passback	1	11	11	8014184	Facet
	All Exception Events 3	2018-03-21 17:30:16	192.168.12.153	192.168.12.153-1	Normal Verify Open	1	11	11	8014184	Facet
	Access Rights By Door	2018-03-21 17:31:53	192.168.12.153	192.168.12.193-1	Anti-Passback	1	11	11	8014184	Facet
	Access Rights By Personnel	2018-03-03 19:50:45	192.168.12.155		Disconnected					Facet
		2018-03-03 19:48:53	192.168.12.155		Connected to the server					Facet
		2018-03-03 19:44:55	192.168.12.155		Can not connect to server					Facet
		2018-03-03 19:54:45	192.168.12.155		Connected to the server					Facet
		2018-03-03 19:56:15	192.168.12.155		Disconnected					Facet
		2010 02 02 10-22-20	100 100 10 100		Con not connect to conver					Fant *
G.	Video Integrated	(< < 1-50 ≯	>1 50 rows per p	page 👻 Jump To	1 /16 Page Total of 791 rec	ords				

Media File: You can view or download the photos and videos created in the video system.

Clear All Data: Click [Clear All Data] to pop up prompt and click [OK] to clear all transactions.

**Export:** You can export all transactions in Excel, PDF, CSV format.

Time: 2017-09-15.0	0 - 00 - 00 - 2017-12	.15 23 - 59 - 59				ZKTECO All Transactions						
Time	Device Name	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department Name	Reader Name	Verification Mode	Area Name	Remark
2017-12-15 18:29: 02	192.168.218.60	192.168.218.60-2	Background Verify Success	6	Amber	Lin	4628036	Financial Department	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 59	192.168.218.60	192.168.218.60-1	Background Verify Success	6	Amber	Lin	4628036	Financial Department	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 45	192.168.218.60	192.168.218.60-2	Background Verify Success	5	Necol	Ye	13260079	Marketing Department	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 41	192.168.218.60	192.168.218.60-1	Background Verify Success	5	Necol	Ye	13260079	Marketing Department	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 38	192.168.218.60	192.168.218.60-2	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 35	192.168.218.60	192.168.218.60-1	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 23	192.168.218.60	192.168.218.60-2	Background Verify Success	2940	Sherry	Yang	1411237	Hotel	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 20	192.168.218.60	192.168.218.60-1	Background Verify Success	2940	Sherry	Yang	1411237	Hotel	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 17	192.168.218.60	192.168.218.60-2	Background Verify Success	9	Lilian	Mei	9505930	Development Department	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 13	192.168.218.60	192.168.218.60-1	Background Verify Success	9	Lilian	Mei	9505930	Development Department	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 06	192.168.218.60	192.168.218.60-2	Background Verify Success	3	Leo	Hou	13271770	Financial Department	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 01	192.168.218.60	192.168.218.60-1	Background Verify Success	3	Leo	Hou	13271770	Financial Department	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:25: 18	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:25: 04	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:23: 52	192.168.218.60	192.168.218.60-2	Background Verify Success	1	Jerry	Wang	4461253	General	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:23: 40	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:23: 26	192.168.218.60	192.168.218.60-1	Remote Opening						Other	Other	Area Name	
2017-12-15 18:23:	192.168.218.60	192.168.218.60-2	Background Verify	1	Jerry	Wang	4461253	General	192.168.218.60-2-	Only Card	Area Name	
sated on: 2017-12-15 18:36	6.39											

### 4.4.2 Events from Today

Check out the system record today.

Click [Reports] > [Events from Today] to view today's records. You can export all events from today in Excel, PDF, CSV format.

Personnel ID		Device Name	1	More	v Q 🛞						
The current query co	nditions: None										
C Refresh	Clear All Data	Export									
Time	Card Number	Personnel ID	First Name	Last Name	Department Name	Device Name	Event Point	Event Description	Media File	Reader Name	Verification Mode
2015-05-26 16:41:56	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:54	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:52	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:49	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:42	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:37	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:27	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:22	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Duress Open Alarm		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:18	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:14	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-1	Normal Verify Open		192.168.1.134-1	Only Fingerprin
2015-05-26 16:41:03	2182405	54	dany	nee	General	192.168.1.134	192.168.1.134-2	Normal Verify Open		192.168.1.134-2-	Only Card

### You can export all events from today in Excel, PDF, CSV format.

						ZKTECO						
-					[a	Events From Today						
2017-12-15 18:29: 02	4628036	Personnel ID 6	Amber	Last Name Lin	Financial Department	192.168.218.60	192.168.218.60-2	Event Description Background Verify Success	Reader Name 192.168.218.60-2- In	Only Card	Area Name Area Name	Remark
2017-12-15 18:28: 59	4628036	6	Amber	Lin	Financial Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 45	13260079	5	Necol	Ye	Marketing Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 41	13260079	5	Necol	Ye	Marketing Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 38	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 35	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 23	1411237	2940	Sherry	Yang	Hotel	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 20	1411237	2940	Sherry	Yang	Hotel	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 17	0505030	0	Lilian	Mei	Development Department	192.169.219.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 13	9505930	9	Lilian	Mei	Development Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:28: 06	13271770	3	Leo	Hou	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:28: 01	13271770	3	Leo	Hou	Financial Department	192.168.218.60	192.168.218.60-1	Background Verify Success	192.168.218.60-1- In	Only Card	Area Name	
2017-12-15 18:23: 52	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:23: 16	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:23: 12	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:23: 02	6155266	2	Lucky	Tan	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:22: 21	4461253	1	Jerry	Wang	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
2017-12-15 18:20: 24	9505930	9	Lilian	Mei	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name	
Created on: 2017-12-15 18:36	55											

1/30

### 4.4.3 Last Known Position

Check out the final position of personnel who has access privileges to access. It is convenient to locate a person.

Click [**Reports**] > [Last Know Position] to check out.



**Locate the location of personnel:** Personnel with electronic map authority, click on the corresponding [**Personnel ID**], you can locate the specific location of the personnel in the electronic map by the way of flashing the door.

You can export all personnel final position data in Excel, PDF, CSV format.

						ZKT	ECO						
						Last Know	wn Position						
Personnel ID	First Name	Last Name	Card Number	Time	Department Name	Device Name	Event Point	Event Description	Reader Name	Verification Mode	Area Name	Zone	Remark
6	Amber	Lin	4628036	2017-12-15 18:29: 02	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
5	Necol	Ye	13260079	2017-12-15 18:28: 45	Marketing Department	192,168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
1	Jeny	Wang	4461253	2017-12-15 18:28: 38	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
2940	Sherry	Yang	1411237	2017-12-15 18:28: 23	Hotel	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
9	Lilian	Mei	9505930	2017-12-15 18:28: 17	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
3	Leo	Hou	13271770	2017-12-15 18:28: 08	Financial Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
2	Lucky	Tan	6155266	2017-12-15 18:23: 02	Development Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
8	Glori	Liu	6189166	2017-12-15 18:20: 14	Marketing Department	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
4	Berry	Cao	13502341	2017-12-15 17:43: 13	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
7	Jacky	Xiang	6323994	2017-12-15 17:43: 08	General	192.168.218.60	192.168.218.60-2	Background Verify Success	192.168.218.60-2- In	Only Card	Area Name		
800000011	Morry	Fang	6189166	2017-12-15 11:45: 04	Visitor	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name		
800000010	Tommy	Qi	6323994	2017-12-15 11:42: 42	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name		
80000009	Elian	Peng	13592341	2017-12-15 11:41: 08	Visitor	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name		
80000008	Goura	Viny	1411237	2017-12-15 11:39: 21	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name		
80000007	Monio	Wu	4628036	2017-12-15 11:22: 55	Visitor	192.168.218.60	192.168.218.60-1	Normal Verify Open	192.168.218.60-1- In	Only Card	Area Name		
80000006	Bella	Yu	4461253	2017-12-15 11:19: 58	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name		
80000004	Tom	Lee	13260079	2017-12-15 11:19: 46	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify Open	192.168.218.60-2- In	Only Card	Area Name		
800000005	Bill	Fang	9505930	2017-12-15 11:19:	Visitor	192.168.218.60	192.168.218.60-2	Normal Verify	192.168.218.60-2-	Only Card	Area Name		
rd on: 2017-12-15 18:3	7:08												

### 4.4.4 All Exception Events

Click [**Reports**] > [**All Exception Events**] to view exception events in specified condition. The options are same as those of [**All Transactions**].

ZKTeco	٤ (	1			<b>a</b> <i>i</i>		÷		e, admin (Î) (Î) (Î) Authorized Com	) (†) pany: 11
Access Device 🕀	Time From 20	017-12-28 00:00:00	To 20	18-03-28 23:59:59	Personnel ID		Device Nan	ne	More V 🛞	
• • • • •	The current que	ery conditions: Tir	me From:(2017-12	-28 00:00:00) To:(2	018-03-28 23:59:59)					
Access Control (+)	C+ Refresh	Clear All Data	Export							
Advanced Functions	Personnel ID	First Name	Last Name	Card Number	Time	Department Name	Device Name	Event Point	Event Description	R
Reports (-)	1223			9971599	2018-03-21 19:12:48	General	192.168.12.153	192.168.12.153-1	Normal Verify Open	192
	338				2018-03-15 14:35:20		inPulse+_ZKHK	inPulse+_ZKHK-1	Multi-Personnel Verify Failed	inP
All Transactions	1	aime	wong		2018-03-15 14:32:18	Hotel	inPulse+_ZKHK	inPulse+_ZKHK-1	Unregistered Personnel	inP
Events From Today	2				2018-03-08 10:54:13		192.168.12.153	192.168.12.153-1	Multi-Personnel Open	192
Last Known Position	5				2018-03-08 10:54:00		192.168.12.153	192.168.12.153-1	Access Denied	192
All Excention Events	12			79828	2018-03-05 23:27:26		192.168.7.144	192.168.7.144-4	Normal Verify Open	192
	<u>147</u>	camo-test		4055535	2018-02-09 16:56:02	Camo-test	192.168.12.209	192.168.12.209-1	Superuser Open Doors	192
Access Rig ts By Door	210	camo-test2		10399396	2018-02-09 14:24:09	Camo-test	192.168.12.209	192.168.12.209-1	Normal Verify Open	192
Access Rights D	4	4			2018-01-24 14:30:38	т	192.168.12.145	192.168.12.145-1	Normal Verify Open	192
3	1777	Test	three		2018-01-23 20:13:37	General	Bangladesh	Bangladesh-1	Normal Verify Open	192
	6666	Test	two	3330968948	2018-01-23 11:28:42	General	Bangladesh	Bangladesh-1	Normal Verify Open	192
	5555	Test	one	462430029	2018-01-23 11:28:38	General	Bangladesh	Bangladesh-1	Normal Verify Open	192
			6	one						
	÷						3	. 4		•
Video Integrated 🕀	< < 1-12	> > 50 rows	s per page 👻	Jump To 1	/1 Page Total of 12	records				

Clear All Data: Click [Clear All Data] to pop up prompt, and then click [OK] to clear all exception events.

**Export:** You can export all exception events in Excel, PDF, CSV format.

T 2017 00 15		15 22 - 50 - 50				ZKTECO All Exception Events						
Time: 2017-04-15 C	Event Description	Event Point	Device Name	Card Number	Personnel ID	First Name	Last Name	Area Name	Department Name	Reader Name	Verification Mode	Remark
2017-12-15 17:43: 03	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 17:42: 41	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 17:35: 27	Operation Interval too Short	192.168.218.60-1	192.169.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 10:35:	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 16:35: 06	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 16:34:	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-	Other	
2017-12-15 16:33: 52	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 16:33:	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1-	Other	
2017-12-15 16:33: 35	Operation Interval too Short	192.168.218.60-2	192.168.218.60					Area Name		192.168.218.60-2- In	Other	
2017-12-15 16:33: 14	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 16:06: 54	Can not connect to		192.168.218.60					Area Name		Other	Other	
2017-12-15 13:50:	Disconnected		192.168.218.60					Area Name		Other	Other	
2017-12-15 11:53: 45	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 11:41: 04	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 11:19: 45	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 11:19:	Operation Interval too Short	192.168.218.60-1	192.168.218.60					Area Name		192.168.218.60-1- In	Other	
2017-12-15 11:05: 50	Anti-Passback	192.168.218.60-1	192.168.218.60	9505930	80000005	Bill	Fang	Area Name	Visitor	192.168.218.60-1- In	Only Card	
2017-12-15 11:05:	Anti-Passback	192.168.218.60-1	192.168.218.60	13260079	80000004	Tom	Lee	Area Name	Visitor	192.168.218.60-1-	Only Card	
reated on: 2017-12-15 18:3	7:19											

### 4.4.5 Access Rights by Door

View related access levels by door. Click [**Reports**] > [**Access Rights By Door**], the data list in the left side shows all doors in the system, select a door, the personnel having access levels to the door will be displayed on the right data list.



You can export all the personnel having access levels to the door data in Excel, PDF, CSV format.

and the second se			
	ZKT	ECO	
	192.168.218.60-1(1)	Opening Personnel	
Personnel ID	First Name	Last Name	Department
2940	Sherry	Yang	Hotel
1	Jerry	Wang	General
2	Lucky	Tan	Development
3	Leo	Ноц	Financial
	200	1100	Department
4	Berry	Cao	General
5	Necol	Ye	Marketing Department
6	Amber	Lin	Financial
7	Jacky	Xiang	General
8	Glori	Liu	Marketing
9	Lilian	Mei	Development

### 6.8.6 Meal Summary Table

Click [Statistical Report] > [Meal Summary Table], as shown below:

æ	Basic Information	÷	Start Time	2018-08-28	3 00:00:00	End Time	2018-11-2	8 23:59:59	Meal Nar	me		Q (8)	)					
		_	The current	t query cond	litions: Start T	me: (2018-08-	28 00:00:00)	End Time:(20)	18-11-28 23:5	9:59)								
	Device	€	C+ Refres	ih 📑 Exp	ort													
L.	Card Management	⊕	Meal Name	Consumpti Times	Total Consumption	Counting Times	Number of Error Corrections	Total Error Corrections	Number of Supplemen	Total Supplementa Order	Accounting	Total Accounting	Actual Consumption Times(Device)	Actual Consumption Amount(Device)	System Amount Settlement(Including Supplementary Order)	System amount settlement(Including Accounting)	Date of Consumption	
ā	Consumption Detail	€	Breakfast	0	0.00	0	0	0.00	1	6.00	0	0.00	0	0.00	6.00	6.00	2018-08-282018-11-28	
B	Manual Supplement	æ	Lunch	0	0.00	0	0	0.00	2	30.00	0	0.00	0	0.00	30.00	30.00	2018-08-282018-11-28	
	Consumption	Ŭ	Dinner	0	0.00	0	0	0.00	3	32.00	0	0.00	0	0.00	32.00	32.00	2018-08-282018-11-28	
	Subsidy	€	Midnight Sn	× 0	0.00	0	0	0.00	3	62.00	0	0.00	0	0.00	62.00	62.00	2018-08-282018-11-28	
			Meal 05	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28	
Ð	Consumption Report	Ð	Meal 06	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28	
B	Statistical Report		Meal 07	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28	
		S.	Meal 08	0	0.00	0	0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	2018-08-282018-11-28	
	Personal Consumption St Table	latistics	Summary:	0	0.00	0	0	0.00	9	130.00	0	0.00	0	0.00	130.00	130.00	2018-08-282018-11-28	
	Department Summary Tal	ble																
	Restaurant Summary																	
	Device Summary Table																	
	Income and Expenditure Summary Table																	
			(c < 1)	9 > >1	50 rows per p	age v	Jump To 1	/1 Page	Total of 9	records								

#### Export

Click the **[Export]** button at the top of the list to open an export dialog box, as shown below. Click **[OK]** to export the data according to the query conditions and export conditions. The export format type can be selected as Excel, PDF, or CSV files.

	Export	×
The File Type	EXCEL File V	
Export Mode	<ul> <li>All data (Can export up to 40000 data)</li> </ul>	
	<ul> <li>Select the amount of data to export (Can export up to 40000 ditems)</li> </ul>	data
	From the article 1 Strip, is derived 100 Data	
	OK Cancel	

#### Refresh

Click [Refresh] to load the latest meal summary table data.

**Note:** If there is more data in the page meal summary table, you can also enter the device name, name, and consumption time in the search field, and click [ $\bigcirc$ ] to search for it.

The data statistics column includes:

#### Meal Name

- Consumption Times
- Total Consumption
- Counting Times
- Number of Error Corrections
- ✓ Total Error Corrections
- Number of Supplementary Order
- Total Supplementary Order
- Accounting Times
- Total Accounting
- Actual Consumption Times(Device)
- Actual Consumption Amount(Device)
- System Amount Settlement(Including Supplementary Order)
- System amount settlement(Including Accounting)
- Date of Consumption

The following is the calculation formula of the specific column.

Consumption times = Total number of count the particular type is consumed.

Total consumption = Total amount of money consumed for the particular type.

Counting times = Total number of times the type is counted.

Number of error corrections = Total number of error correction for the particular type name.

Total error correction = Total amount of error correction for the particular type name.

Times of supplementary order = Total count of supplementary order for the particular type.

Total supplementary order = Total amount of supplementary order for the particular type.

Accounting times = Total count of billing for the particular type.

Total Accounting = Total amount of money billed for the particular type.

Actual Consumption Times (device) = [Consumption times - Number of error corrections].

Actual Consumption Amount (device) = [Total Consumption - Total Error Correction].

System Amount Settlement (including supplementary order) = [Total Consumption - (Total Error Correction + Total Supplementary Order)].

System Amount Settlement (including billing) = [Total Consumption - (Total Error Correction + Total Supplementary Order + Total Accounting)].

# 7 <u>Elevator</u>

The following is the manual of online elevator control. If you are using offline elevator control, please refer to <u>Offline Elevator Control Manual</u>.

The Elevator Control System is mainly used to set device parameters (such as the swiping interval for taking elevators and elevator key drive duration), manage personnel's rights to floors and elevator control time, and supervise elevator control events. You can set registered users' rights to floors. Only authorized users can reach certain floors within a period of time after being authenticated.

# 7.1 Elevator Device

### 7.1.1 Device

There are two ways to add Elevator Devices.

### Add Device manually

1. Click [**Elevator Device**] > [**Device**] > [**New**] on the Action Menu, the following interface will be shown:

RS485 communication mode

	New	×		New	
Device Name*	1		Device Name*		
Communication Type*	TCP/IP O RS485		Communication Type*	O TCP/IP . RS4	185
IP Address*			Serial Port Number*	COM1	~
Communication port*	4370		RS485 Address*		(Range
Communication Password			RS485 Address Code	ON	KE
Number of expansion board	0		Figure		
Each expansion board relay	16			1 2 3 4 5	678
number			Baud Rate*	38400	$\sim$
Area*	Area Name		Communication Password		
Clear Data in the Device			Number of expansion board	0	~
when Adding			Each expansion board relay	16	
Clear Data in the Device v	when Adding) will delete data in the de	vice	number		
(except event record), plea	se use with caution!		Area*	Area Name	
			Clear Data in the Device when Adding		
			[Clear Data in the Device v     (except event record), plea	when Adding] will del se use with caution!	ete data in the dev
Course and Many	OK Cancal		Save and New	OK	Cancel

TCP/ IP communication mode

**IP Address:** Enter the IP Address of the elevator device.

Communication port: The default is 4370.

Serial Port No.: COM1~COM254.

**RS485 Address:** The machine number, range 1-255. When Serial Port No. is same, it is not allowed to set repeated RS485 addresses.

**Baud Rate:** Same as the baud rate of the device. The default is 38400.

**RS485 Address Code Figure:** Display the code figure of RS485 address.

#### **Common options:**

Device Name: Any character, up to a combination of 20 characters.

**Communication Password:** The max length is 6 with numbers or letters. The initialized device's communication password is blank.

**Note:** You do not need to input this field if it is a new factory device or just after the initialization.

Number of expansion board: The expansion board number of elevator device controlling.

Each expansion board relay number: Each expansion board has 16 relays.

Area: Specify areas of devices. After Area Setting, devices (doors) can be filtered by area upon Real-Time Monitoring.

**Clear Data in the Device when Adding:** Tick this option, after adding device, the system will clear all data in the device (except the event logs). If you add the device just for demonstration or testing, there is no need to tick it.

**Extended Device Parameters:** Includes serial number, device type, firmware version number, auxiliary input quantity, auxiliary output quantity, door quantity, device fingerprint version, and reader quantity etc.

2. After editing, click [**OK**], and the system will start to connect the current device.

If successfully connected, it will read the corresponding extended parameters of the device and save.

**Note:** When deleting a new device, the software will clear all user information, time zones, holidays, and elevator access levels settings from the device, except the events record (unless the information in the device is unusable, or it is recommended not to delete the device in used to avoid loss of information).

### **Elevator Controller Settings:**

- > TCP/ IP Communication Requirements
- Support and enable TCP/ IP communication, directly connect device to the PC or connect to the local network, query IP address and other information of the device;
- > RS485 Communication Requirements
- Support and enable RS485 communication, connect device to PC by RS485, query the serial port number, RS485 machine number, baud rate and other information of the device.

### • Add Device by Searching Elevator Controllers

Search the elevator device in the Ethernet.

- 1) Click [Elevator Device] > [Device] > [Search Device], to show the Search interface.
- 2) Click [**Search**], and it will prompt [searching.....].
- 3) After searching, the list and total number of elevator devices will be displayed.

				Search Device				×
Search	No device found?	Download Search	Tools to Local Disk					
Total Progress								
IP Address		Device Type		Serial Number				
IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Type	Set Server	Operations	
				Close				

**Note:** Here we use UDP broadcast mode to search elevator devices, this mode cannot perform cross-Router function. IP address can be cross-net segment, but must belong to the same subnet, and needs to be configured the gateway and IP address in the same net segment.

- 4) Click [**Add Device**] behind the device, and a dialog box will pop up. Enter self-defined device name, and click [**OK**] to complete device adding.
- 5) The default IP address of the elevator device may conflict with the IP of a device on the Local network. You can modify its IP address: Click [**Modify IP Address**] behind the device and a dialog box will open. Enter the new IP address and other parameters (**Note:** Configure the gateway and IP address in the same net segment).

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### 7.1.2 Reader

Each elevator device has a reader, the reader information can be set.

Click [Elevator Device] > [Reader], select a reader name in the reader list:

Device Name*	192.168.1.53	
Name*	192.168.1.53-Reader	
Operate Interval*	2	second(0-
	254)	
Verification Mode*	Card or Fingerprint	•
The above Settings are		•
Copied to		

#### **Fields are as follows:**

**Device Name:** It is not editable.

Name: The default format is "Device Name - Reader", it is editable within 30 characters.

**Operate Interval:** The interval between two verifications. The default value is 2 seconds, the range is 0~254 seconds.

**Verification Mode:** The default setting is "Card or Fingerprint". The Wiegand reader supports "Only Card", "Only Password", "Card or Password", "Card and Password", "Card or Fingerprint". The RS485 reader supports "Card or Fingerprint". Make sure the reader has a keyboard when the verification mode is "Card and Password".

### The above Settings are Copied to:

All Readers of All Devices: Apply the above settings to all readers within the current user's level.

Click [OK] to save and exit.

### 7.1.3 Floor

Click [Elevator Device] > [Floor], select a floor name in the list to click [Edit]:

Device Name	192.168.1.53	
Floor Number	1	
Floor Name*	192.168.1.53-1	
Floor Active Time Zone*	24-Hour Accessible	•
Floor Passage Mode		•
Time Zone		
Button Open Duration*	5	second(
	254)	
The above Settings are		•
Copied to		

#### Fields are as follows:

Device Name: It is not editable.

Floor Number: The system automatically numbered according to the number of relays.

Floor Name: The default setting is "Device Name- Floor Number"; it is editable within 30 characters.

**Floor Active Time Zone, Floor Passage Mode Time Zone:** The default setting is Null. The Floor Active Time Zones that are initialized or newly added by users will be displayed here so that users can select a period. When editing a floor, the Floor Active Time Zone must be specified. The key for closing the related floor can be released continuously only after the effective periods of this floor are specified. Floor Passage Mode Time Zone takes effect only within the floor effective period. It is recommended that the floor continuous release period be included in the floor effective period.

**Button Open Duration:** It is used to control the time period to press floor button after verification. The default value is 5 seconds; the range is 0~254 seconds.

The above Settings are Copied to: Including below two options.

- All Floors of Current Device: To apply the above settings to all floors of the current elevator device.
- > All floors of all Devices: To apply the above settings to all floors within the current user's level.

### 7.1.4 Auxiliary Input

It is mainly used to connect to devices, such as the infrared sensor or smog sensor.

Click [Elevator Device] > [Auxiliary Input] on the Action Menu, enter into the following page:

Click [Edit] to modify the parameters:

	Edit	
Device Name*	192.168.214.66	
Number*	9	
Name*	Auxiliary Input-9	
Printed Name*	IN9	
Remark		
	OK Cancel	

Fields are as follows:

Name: You can customize the name according to your preference.

Printed Name: The printing name in the hardware, for example IN9.

Click [Edit] to modify the name and remark. Others are not allowed to edit here.

### 7.1.5 Event Type

Display the event types of the elevator devices. Click [**Elevator Device**] > [**Event**], the following page is displayed:

⊖• Refresh				
Event Name	Event No.	Event Level	Device Name	Serial No.
Normal Punch Open	0	Normal	192.168.90.235	0013130700074
Punch during Passage Mode Time Zone	1	Normal	192.168.90.235	0013130700074
Open during Passage Mode Time Zone	5	Normal	192.168.90.235	0013130700074
Remote Release	8	Normal	192.168.90.235	0013130700074
Remote Locking	9	Normal	192.168.90.235	0013130700074
Disable Intraday Passage Mode Time Zone	10	Normal	192.168.90.235	0013130700074
Enable Intraday Passage Mode Time Zone	11	Normal	192.168.90.235	0013130700074
Normal Fingerprint Open	14	Normal	192.168.90.235	0013130700074
Press Fingerprint during Passage Mode Time Zo	16	Normal	192.168.90.235	0013130700074
Operate Interval too Short	20	Exception	192.168.90.235	0013130700074
Button Inactive Time Zone(Punch Card)	21	Exception	192.168.90.235	0013130700074
Illegal Time Zone	22	Exception	192.168.90.235	0013130700074
Access Denied	23	Exception	192.168.90.235	0013130700074
Disabled Card	27	Exception	192.168.90.235	0013130700074
Card Expired	29	Exception	192.168.90.235	0013130700074
Password Error	30	Exception	192.168.90.235	0013130700074
Press Fingerprint Interval too Short	31	Exception	192.168.90.235	0013130700074

More details about Event Type, please refer to Elevator Event Type.

# 7.1.6 Device Monitoring

By default, it monitors all devices within the current user's level, click [Elevator Device] > [Device **Monitoring**], and lists the operation information of devices: Device Name, Serial No., Area, Operation Status, current status, commands List, and Related Operation.

Area	Status	<b>•</b>	Device Name	Serial Num	iber	$\otimes$	
Export							
Device Name	Serial Number	Area	Operation Status	Current Status	Commands List	Recently The Abnormal State	Operations
192.168.214.66	0013130700074	Area Nameaa	Get real-time event	Normal	0	None	Clear Command View Command

You can clear command as required. Click [Clear Command] behind the corresponding device:

Pro	mpt
Are you sure to clea	r command queues?
ОК	Cancel

#### Click [OK] to clear.

#### ∕≤Notes:

- 1) After the Clear Command is executed, you can perform the Synchronize All Data to Devices operation on the device list to re-synchronize data in the software to the device, but this operation cannot be performed when the user capacity and fingerprint capacity are fully consumed on the device. Once the capacity is insufficient, you can replace the current device with a large-capacity one, or delete the right of some personnel to access this device, and then perform the Synchronize All Data to Devices operation.
- 2) Operate State is the content of communications equipment of current device, mainly used for debugging.
- 3) The number of commands to be performed is greater than 0, indicating that data is not synchronized to the device, just wait.

### 7.1.7 Real-Time Monitoring

Click [**Elevator Device**] > [**Real-Time Monitoring**], real-time monitor the status and real-time events of elevator controllers in the system, including normal events and abnormal events (including alarm events). Real-Time Monitoring interface is shown as follows:

Area	Dev	ice Name	Remotely	Release the Button Remotely Lo	ck the Button			
Time	Area Name	Device Name	Event Point	Event Description	Card Number	Person	Reader Name	Verification Mode
2017-02-10 16:11:12	Area Name:	192.168.214.66(00131	192.168.214.66-2	Remote Release				Other
2017-02-10 16:11:12	Area Name:	192.168.214.66(00131	192.168.214.66-1	Remote Release				Other
2017-02-10 16:11:01	Area Name:	192.168.214.66(00131	192.168.214.66-Rea	Disabled Card	2338484	2829(xinxiao yanç	192.168.214.66-Read	Card or Fingerprint
2017-02-10 16:10:47	Area Name:	192.168.214.66(00131	192.168.214.66-Rea	Disabled Card	2338484	2829(xinxiao yanç	192.168.214.66-Read	Card or Fingerprint
2017-02-10 16:10:44	Area Name:	192.168.214.66(00131	192.168.214.66-Rea	Disabled Card	2338484	2829(xinxiao yanç	192.168.214.66-Read	Card or Fingerprint
Total Received 5		Normal:2 Exce	eption:3 • Alarm:0	Clear Rows Data	Ev	ent Description		Play Audio 17 Show Photos 10

### 1. Event Monitoring

System automatically acquires monitored device event records (by default, display 200 records), including normal and abnormal elevator control events (including alarm events). Normal events appear in green, alarm events appear in red, other abnormal events appear in orange.

**Monitor Area:** All floors with elevator controller in the system is monitored by default, you can target to monitor one or more floors by Area, Status, Device Name and Serial NO.

**Show Photos:** If Real-Time Monitoring is involved in a person, the monitor displays the personal photo (if no photo is registered, display default photo). The event name, time and name are displayed.

#### 2. Remotely Release Button

Click [Remotely Release Button]:

Rem	otely Release the Button	×
User Password*		
Prompt		
For system security, pleas	se enter the user password for verifica	ation to
proceed to next step!		
Next	Step Cancel	

Input the user password (the system logging password), click [Next Step]:

Remotely Release the Button	×
	-
▲ □ ▷ 192.168.1.53	
192.168.1.53-1	
192.168.1.53-2	
192.168.1.53-3	
192.168.1.53-4	
192.168.1.53-5	
192.168.1.53-6	
192.168.1.53-7	
192.168.1.53-8	
192.168.1.53-9	
192.168.1.53-10	
192.168.1.53-11	
192.168.1.53-12	
	· ·
Previous Step Next Step Cancel	

Select the floor, and click [Next Step]:

Remotely Release the Button	
Remote release: 5     second(1-254)	
Enable Intraday Passage Mode Time Zone	
Sustained release button	
	_
Previous Step Complete Cancel	

#### Fields are as follows:

**Remote Release:** It determines whether the corresponding key to the selected floor can be pressed. You can customize the key release duration (15s by default), or select Enable Intraday Passage Mode Time Zone. You can also directly set the current status of the floor to continuously release. In this case, the floor is not subject to restrictions of any periods, including Floor Active Time Zone, Floor Passage Mode Time Zone, and Button Open Duration. That is, the floor will be continuously released in 24 hours every day.

Enable Intraday Passage Mode Time Zone: To close a floor, you must first set Disable Intraday Passage

Mode Time Zone to prevent the case that the floor is opened because other continuous open periods take effect. Then, you need to set to close the Remote Lock Button.

**Sustained Release Button:** The floor that is set to the continuously release state is not subject to restrictions of any periods, that is, the floor will be continuously released in 24 hours every day. To close the floor, you must select Disable Intraday Passage Mode Time Zone.

**«Note:** If a failure message is always returned for the remote release key, check whether there are too many currently disconnected devices on the device list. If yes, check the network connection.

Select the options, click [**Complete**] to finish enabling the button.

# 7.2 Elevator Rules

It can control buttons of a common elevator and implement unified management on people going in or on access and exits of each floor through the elevator controller on the computer management network. You can set the rights of registered personnel for operating floor buttons on the elevator.

### 7.2.1 Time Zones

### • Add Elevator Control Time Zone

Remark										
Time Interval 1 Interval 2 Interval 3										
Date	Start Time	End Time	Start Time	End Time	Start Time	End Time				
Monday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00				
Tuesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00				
Wednesday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00				
Thursday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00				
Friday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00				
Saturday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00				
Sunday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00				
Holiday Type 1	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00				
Holiday Type 2	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00				
Holiday Type 3	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00				
ny Monday's Settin	n to Others Weekda	ve:								
py Monday's Setting	g to Others Weekda	ys: 🛄								

1. Click [**Elevator**] > [**Time Zones**] > [**New**] to enter the time zone setting interface:

### The parameters are as follows:

Time Zone Name: Any character, up to a combination of 30 characters.

**Remarks:** Detailed description of the current time zone, including explanation of current time zone and primary applications. The field is up to 50 characters.

**Interval and Start/End Time:** One Elevator Control Time Zone includes 3 intervals for each day in a week, and 3 intervals for each of the three Holidays. Set the Start and End Time of each interval.

**Setting:** If the interval is Normal Open, just enter 00:00-23:59 as the interval 1, and 00:00-00:00 as the interval 2/3. If the interval is Normal Close: All are 00:00-00:00. If only using one interval, user just needs to fill out the interval 1, and the interval 2/3 will use the default value. Similarly, when only using the first two intervals, the third interval will use the default value. When using two or three intervals, user needs to ensure two or three intervals have no time intersection, and the time shall cross over to 2<sup>nd</sup> day, or the system will prompt error.

Holiday Type: Three holiday types are unrelated to the day of a week. If a date is set to a holiday type, the three intervals of the holiday type will be used for access. The holiday type is optional. If the user does not enter one, system will use the default value.

Copy on Monday: You can quickly copy the settings of Monday from Tuesday to Sunday.

- 2. After setting, click [**OK**] to save, and it will display in the list.
- Maintenance of Elevator Time Zones

Edit: Click the [Edit] button under operation to enter the edit interface. After editing, click [OK] to save.

**Delete:** Click the [**Delete**] button under Related Operation, then click [**OK**] to delete, or click [**Cancel**] to cancel the operation. A time zone in use cannot be deleted. Or tick the check boxes before one or more time zones in the list, and click the [**Delete**] button over the list, then click [**OK**] to delete, click [**Cancel**] to cancel the operation.

### 7.2.2 Holidays

Elevator Control Time of a holiday may differ from that of a weekday. The system provides elevator control time setting for holidays. Elevator Holiday Management includes Add, Modify and Delete.

#### • Add

Click [**Elevator**] > [**Holidays**] > [**New**] to enter edit interface:

Holiday Name*	
Holiday Type*	Holiday Type 1 🔹
Start Date*	2015-03-19
End Date*	2015-03-19
Recurring	No 🔻
Remark	

#### Fields are as follows:

Holiday Name: Any character, up to a combination of 30 characters.

**Holiday Type:** Holiday Type 1/2/3, namely, a current holiday record belongs to the three holiday types and each holiday type includes up to 32 holidays.

**Start/End Date:** The date format: 2010-1-1. Start Date cannot be later than End Date otherwise system error will occur. The year of Start Date cannot be earlier than the current year, and the holiday cannot span years.

**Recurring:** It means that a holiday whether to require modification in different years. The default is No. For example, the Near Year's Day is on January 1 each year, and can be set as Yes. The Mother's Day is on the second Sunday of each May; this date is not fixed and should be set as No.

For example, the date of Near Year's Day is set as January 1, 2010, and the holiday type is 1, then on January 1, Access Time Control will not follow the time of Friday, but the Access Control Time of Holiday Type 1.

After editing, click [OK] button to save, and it will display in holiday list.

#### • Modify

Click Holiday Name or [Edit] button under Operations to enter the edit interface. After modification, click [OK] to save and quit.

#### • Delete

In the access control holiday list, click [**Delete**] button under Operations. Click [**OK**] to delete, click [**Cancel**] to cancel the operation. An Elevator Holiday in use cannot be deleted.

### 7.2.3 Elevator Levels

Elevator levels indicate that one or several selected doors can be opened by verification of a combination of multi person within certain time zone. The combination of multi-person set in Personnel Access Level option.

#### • Add

1. Click [Elevator] > [Access Levels] > [New] to enter the Add Levels editing interface:

New	,
24-Hour Accessible	T
Area Name	
	24-Hour Accessible Area Name

- 2. Set each parameter: Level Name (unrepeatable), Time Zone and Area.
- 3. Click [**OK**], the system prompts "Add floors to the current elevator control level immediately", click [**OK**] to add floors, click [Cancel] to return the elevator levels list. The added level is displayed in the list.

Add floors to the current elevator control level NC Cancel Add Floor Number Floor Name © © Tecurrent query conditions: None Attemative Selecte(0) Ploor Number Floor Name 1 192168.153-1 2 192168.153-2 3 192168.153-3 4 192168.153-5 5 192168.153-5 6 192168.153-5 6 192168.153-5 7 192168.153-5 6 192168.153-5 7 192168.153-5 6 192168.153-5 7 192168.153-5 7 192168.153-5 6 192168.153-5 7 192168.153-5					Prom	pt			
OK         Cancel           Add Floor           Floor Number           Floor Name           1 <t< th=""><th></th><th></th><th></th><th>Add floors to the ii</th><th>current mmedia</th><th>elevat tely?</th><th>or control level</th><th></th><th></th></t<>				Add floors to the ii	current mmedia	elevat tely?	or control level		
Floor Number       Floor Name       Image: Constraint of the second seco				ок		C	Cancel		
Floor Number       Floor Name       Image: Control of Control					Add Floo	r			×
Selected(0)         I       192.168.1.53-1         2       192.168.1.53-2         3       192.168.1.53-3         4       192.168.1.53-3         5       192.168.1.53-5         6       192.168.1.53-6         7       192.168.1.53-7         9       50 rows per page	Floor	Number	F	Floor Name			Q. 🖻		
Alternative       Selected(0)         I       192.168.1.53-1         2       192.168.1.53-2         3       192.168.1.53-3         4       192.168.1.53-4         5       192.168.1.53-5         6       192.168.1.53-6         7       192.168.1.53-7         8       From 1 To 50         50 rows per page	The c	urrent query conditio	ons: None						
Floor Number       Floor Name         1       192.168.1.53-1         2       192.168.1.53-2         3       192.168.1.53-3         4       192.168.1.53-4         5       192.168.1.53-5         6       192.168.1.53-6         7       192.168.1.53-7         •       •	Alterna	itive				Selecte	:d(0)		
1       192.168.1.53-1         2       192.168.1.53-2         3       192.168.1.53-3         4       192.168.1.53-4         5       192.168.1.53-5         6       192.168.1.53-6         7       192.168.1.53-7         •       From 1 To 50         •       50 rows per page		Floor Number	Floor Name				Floor Number	Floor Name	
2       192.168.1.53-2         3       192.168.1.53-3         4       192.168.1.53-4         5       192.168.1.53-5         6       192.168.1.53-6         7       192.168.1.53-7         8       From 1 To 50         50 rows per page		1	192.168.1.53-1		<b>^</b>				
3       192.168.1.53-3         4       192.168.1.53-4         5       192.168.1.53-5         6       192.168.1.53-6         7       192.168.1.53-7         ✓       From 1 To 50         50 rows per page		2	192.168.1.53-2		- C				
4       192.168.1.53-4         5       192.168.1.53-5         6       192.168.1.53-6         7       192.168.1.53-7         ✓       From 1 To 50         50 rows per page		3	192.168.1.53-3		>>				
6       192.168.1.53-5         7       192.168.1.53-7         8       192.168.1.53-7         9       102.100.1.50.0         101.100.1.50.0       0         102.100.1.50.0       50 rows per page		4	192.168.1.53-4		>				
6       192.168.1.53-6         7       192.168.1.53-7         ✓       From 1 To 50         50 rows per page		5	192.168.1.53-5		<				
□ 7 192.168.1.53-7		6	192,168,1,53-6		<<				
K K From 1 To 50 ▷ ▷ ▷ 50 rows per page		7	192 168 1 53-7						
Image: Weight of the second		,	102.100.1.53-7		-				
OK Cancel		From 1 To 5	0 👂 👂	50 rows per page					
OK Cancel									
				OK		Can	cel		

**SNote:** Different floors of different elevator controllers can be selected and added to an elevator level.

### 7.2.4 Set Access by Levels

Add/Delete Personnel for Selected Levels:

- 1) Click [**Elevator**] > [**Set By Levels**] to enter the edit interface, Click an Elevator level in left list, personnel having right of opening door in this access level will display on right list.
- 2) In the left list, click [Add Personnel] under Operations to pop-up the Add Personnel box; select personnel (multiple) and click > to move it to the right selected list, then click [OK] to save and complete.
- 3) Click the level to view the personnel in the right list. Select personnel and click [**Delete Personnel**] above the right list, then Click [**OK**] to delete.

### 7.2.5 Set Access by Person

Add selected personnel to selected elevator levels, or delete selected personnel from the elevator levels.

- Add/Delete levels for Selected Personnel:
  - Click [Elevator] > [Elevator Levels] > [Set By Person], click employee to view the levels in the right list.
  - 2) Click [Add to Levels] under Operations to pop-up the Add to Levels box, select Level (multiple) and click > to move it to the right selected list; click [OK] to save and complete.
  - 3) Select Level (multiple) in the right list, and click [**Delete from levels**] above the list, then click [**OK**] to delete the selected levels.

### • Setting levels for Selected Personnel:

1) Select a person in the list on the left and click [Elevator Control Setting]. The following page is displayed:

	EI	evator Control Setting	×
1	Superuser	No	~
	Set Valid Time		
1			
l			
l			
	0	K Cancel	

2) Set access control parameters and click [**OK**] to save the setting.

### 7.2.6 Set Access by Department

Add selected department to selected elevator levels, or delete selected department from the elevator levels. The access of the staff in the department will be changed.

### 7.2.7 Global Linkage

The global linkage function enables you to configure data across devices. Only push devices support this function.

### • Add

1) Click [Elevator] > [Elevator] > [Global Linkage] > [New]:

		New			×
Linkage Name*	Add Check All Clear All	Apply to a Input Poin	II personnel 🗹	ar All	
Output Point Floor Add Check All Clear /	Video Linkage	Active Time	E-mail	Linkage Voice Prompts	
Action type*	Close	~			
	Save and Nev	N OK	Cancel		_

The fields are as follows:

Linkage Name: Set a linkage name.

**Linkage Trigger Condition:** Linkage Trigger Condition is the event type of selected device. Except Linkage Event Triggered, Cancel Alarm, Enable/Disable Auxiliary Output, and Device Start, all events could be trigger condition.

**Input Point:** Any, Door 1, Door 2, Door 3, Door 4, Auxiliary Input 1, Auxiliary Input 2, Auxiliary Input 3, Auxiliary Input 4, Auxiliary Input 9, Auxiliary Input 10, Auxiliary Input 11, Auxiliary Input 12 (the specific input point please refers to specific device parameters).

**Output Point:** Lock 1, Lock 2, Lock 3, Lock 4, Auxiliary Output 1, Auxiliary Output 2, Auxiliary Output 3, Auxiliary Output 4, Auxiliary Output 6, Auxiliary Output 8, Auxiliary Output 9, and Auxiliary Output 10 (the

specific output point please refers to specific device parameters).

**Linkage Action:** Close, Open, Normal Open. The default is closed. To open, delay time shall be set, or select Normal Close.

#### Video Linkage:

- Pop up video: Whether to set the pop-up preview page in real-time monitoring, and set the pop-long.
- Video: Enable or disable background video recording, and set the duration of background video recording.
- > Capture: Enable or disable background snapshot.

Delay: Ranges from 1~254s (This item is valid when Action type is Open).

2) Click [**OK**] to save and quit. The added Global Linkage will display in the list.

**«Note:** It is not allowed to set the same linkage setting at input point and output point. The same device permits consecutive logical linkage settings. The system allows you to set several trigger conditions for a linkage setting one time.

### 7.2.8 Parameters

#### Click [Elevator] > [Elevator] > [Parameters]:

Type of Getting	g Transaction	5									
Periodically	/										
Interval: 1	Mour(s)										
Set the Tim	e For Obtaini	ing New Trans	actions								
<b>O:00</b>	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00
12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00
Select All	Cancel										
Real Time Mor	nitoring										
					billing.			- 5	1.6		
The Real Time	e Monitoring F	rage Pop-up a	staπ Photo Si	ze max Heigi	nt: 140	<b>px</b> (8	0 - 500) <b>A</b> R	erresn the rea	il-time monito	r page aπer se	ating Height.

Type of Getting Transactions:

#### > Periodically

Start from the setting and efficient time, the system attempts to download new transactions every time interval.

#### > Set the Time For Obtaining New Transactions

The selected Time is up, the system will attempt to download new transactions automatically.

**The Real Time Monitoring Page Pop-up Staff Photo Size:** When an access control event occurs, the personnel photo will pop up, set the size of the pop-up photos, the range is 80-500px.

# 7.3 Elevator Reports

Includes "All transactions" and "All Exception Events". You can export after querying.

### 7.3.1 All Transactions

Because the data size of elevator access control event records is large, you can view elevator access control events as specified condition when querying. By default, the system displays the latest three months transactions.

### Click [Reports] > [All Transactions] to view all transactions:

Time From 2015-0	2-26 00:00:00	To 2015-05-26 23:59	:59 Personnel ID		Device N	ame		More - Q	$\otimes$		
The current query co	nditions: Time Fro	om:(2015-02-26 00:00:00) 1	To:(2015-05-26 23:59:59)								
🔿 Refresh	Refresh 🕋 Clear All Data [ Z Export										
Time	Device	Event Point	Event Description	Media File	Personnel ID	First Name	Last Name	Card Number	Department	Reader Name	Verification Mode
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-1	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passw
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-1	Trigger global linkage	<b>•</b>	11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passw
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-2	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passw
2015-05-22 17:01:00	192.168.60.53	192.168.60.53-2	Trigger global linkage	•	11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passw
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-1	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passw
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-1	Trigger global linkage	•	11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passw
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-2	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passw
2015-05-22 17:00:49	192.168.60.53	192.168.60.53-2	Trigger global linkage	<b>•</b>	11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passw
2015-05-22 16:58:26	192.168.60.53	192.168.60.53-2	Normal Punch Open		11	jolly	wei	3406918	General	192.168.60.53-Re	Card or Passw

### Clear All Data: Click [Clear All Data] to pop up prompt and click [OK] to clear all transactions.

**Export:** You can export all transactions in Excel, PDF, CSV format.

Time: 2017-09-18 0	0 : 00 : 00 - 2017-12	-18 23 : 59 : 59				ZKTECO All Transactions						
Time	Device	Event Point	Event Description	Personnel ID	First Name	Last Name	Card Number	Department	Reader Name	Verification Mode	Area	Remark
2017-12-15 10:35: 43	192.168.218.65	192.168.218.65-8	Normal Punch Open	3	Leo	Hou	13260079	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 43	192.168.218.65	192.168.218.65-5	Normal Punch Open	3	Leo	Hou	13260079	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 43	192.168.218.65	192.168.218.65-9	Normal Punch Open	3	Leo	Hou	13260079	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 39	192.168.218.65	192.168.218.65-1	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 39	192.168.218.65	192.168.218.65-4	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 39	192.168.218.65	192.168.218.65-3	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 39	192.168.218.65	192.168.218.65-2	Normal Punch Open	1	Jerry	Wang	9505930	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 36	192.168.218.65	192.168.218.65-8	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 36	192.168.218.65	192.168.218.65-10	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 36	192.168.218.65	192.168.218.65-9	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 36	192.168.218.65	192.168.218.65-7	Normal Punch Open	2	Lucky	Tan	13271770	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 31	192.168.218.65	192.168.218.65-6	Normal Punch Open	2940	Sherry	Yang	4461253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 31	192.168.218.65	192.168.218.65-8	Normal Punch Open	2940	Sherry	Yang	4461253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 31	192.168.218.65	192.168.218.65-7	Normal Punch Open	2940	Sherry	Yang	4461253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:35: 31	192.168.218.65	192.168.218.65-5	Normal Punch Open	2940	Sherry	Yang	4481253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:32: 51	192.168.218.65	192.168.218.65-5	Normal Punch Open	2940	Sherry	Yang	4461253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:32: 51	192.168.218.65	192.168.218.65-8	Normal Punch Open	2940	Sherry	Yang	4461253	General	192.168.218.65- Reader	Card or Fingerprint	Area Name	
2017-12-15 10:32:	192.168.218.65	192.168.218.65-6	Normal Punch	2940	Sherry	Yang	4461253	General	192.168.218.65-	Card or Fingerprint	Area Name	
eated on: 2017-12-18 15:01	127											

### 7.3.2 All Exception Events

Click [**Reports**] > [All Exception Events] to view exception events in specified condition. The options are same as those of [All Transactions].

Time From 2015-0	2-26 00:00:0	D To 201	5-05-26 23:59:59	Personnel	ID		Device	Name		More	- Q	$\otimes$
The current query co	nditions: Tim	ne From:(2015-02-	26 00:00:00) To:(2	015-05-26 23:59:5	59)							
🔿 Refresh	Clear All Data	🗹 Export										
Time	Area	Device	Event Point	Event Description	Card Number	Personnel ID	First Name	Last Name	Departmer	Reader Name	Verification Mode	Remark
2015-05-20 10:41:31	Area Name	192.168.60.53	192.168.60.53-Re	Disabled Card	3406918		jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-20 10:41:23	Area Name	192.168.60.53	192.168.60.53-Re	Disabled Card	3406916		jolly1	wei	General	192.168.60.	Card or Fing	
2015-05-19 14:59:46	Area Name	192.168.60.53	192.168.60.53-Re	Disabled Card	3406916		jolly1	wei	General	192.168.60.	Card or Fing	
2015-05-19 13:57:12	Area Name	192.168.60.53	192.168.60.53-Re	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 13:54:46	Area Name	192.168.60.53	192.168.60.53-Re	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 11:53:35	Area Name	192.168.60.53	192.168.60.53-Re	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 11:50:51	Area Name	192.168.60.53	192.168.60.53-Re	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	
2015-05-19 11:42:57	Area Name	192.168.60.53	192.168.60.53-Re	Disabled Card	8651633					192.168.60.	Card or Fing	
2015-05-18 14:36:23	Area Name	192.168.60.53	192.168.60.53-Re	Card Expired	3406916	12	jolly2	wei	General	192.168.60.	Card or Fing	

Clear All Data: Click [Clear All Data] to pop up prompt, click [OK] to clear all exception events.

Export: You can export all exception events in Excel, PDF, CSV format.

Time: 2017-09-18 00	0 : 00 : 00 - 2017-12	2-18 23 : 59 : 59			8	ZKTECO All Exception Events						
Time	Area	Device	Event Point	Event Description	Card Number	Personnel ID	First Name	Last Name	Department	Reader Name	Verification Mode	Remark
2017-12-15 10:29: 11	Area Name	192.168.218.65	192.168.218.65- Reader	Disabled Card	9505930	1	Јепу	Wang	General	192.168.218.65- Reader	Card or Fingerprint	
2017-12-15 10:29: 14	Area Name	192.168.218.65	192.168.218.65- Reader	Disabled Card	4461253	2940	Sherry	Yang	General	192.168.218.65- Reader	Card or Fingerprint	
2017-12-15 10:29: 09	Area Name	192.168.218.65	192.168.218.65- Reader	Disabled Card	13260079	3	Leo	Hou	General	192.168.218.65- Reader	Card or Fingerprint	
2017-12-15 10:29: 09	Area Name	192.168.218.65	192.168.218.65- Reader	Operate Interval too Short	13260079	3	Leo	Hou	General	192.168.218.65- Reader	Card or Fingerprint	

### 7.3.3 Access Rights by Floor

View related access levels by door. Click [Reports] > [Access Rights By Floor], the data list in the left side shows all floors in the system, select a floor, the personnel having access levels to the floor will display on the right data list.

Access Rights By Floor			Browse 192.168	.214.66-1(1) Oper	ning Personnel			
Floor Name	Device Name	▼ Q ⊗	⊖ Refresh I Export					
The current query conditi	ions: None		Personnel ID	First Name	Last Name	Department		
⊖ Refresh			2952			General		
Floor Name	Floor Number	Owned Device						
192.168.214.66-1	1	192.168.214.66						
192.168.214.66-2	2	192.168.214.66						
192.168.214.66-3	3	192.168.214.66						
192.168.214.66-4	4	192.168.214.66						
192.168.214.66-5	5	192.168.214.66						
192.168.214.66-6	6	192.168.214.66	=					
192.168.214.66-7	7	192.168.214.66	=					

You can export all the personnel having access levels to the floor data in Excel, PDF, CSV format.

	ZKT	ECO	
	192.168.218.65-1(1)	Opening Personnel	
Personnel ID	First Name	Last Name	Department
2940	Sherry	Yang	Hotel
1	Jerry	Wang	General
2	Lucky	Tan	Development Department
3	Leo	Hou	Financial Department
5	Necol	Ye	Marketing Department
6	Amber	Lin	Financial Department
8	Glori	Liu	Marketing Department
9	Lilian	Mei	Development Department

### 7.3.4 Access Rights by Personnel

Click [Reports] > [Access Rights By Personnel], the data list in the left side show all doors in the system, select personnel, the personnel having access levels to the door will display on the right data list.

Access Rights By F	Personnel				Browse 4200106 Having Level to A	Access
Personnel ID	First	Name	Last Name More V	$\otimes$	🔿 Refresh 🛛 🗹 Export	
The current query c	onditions: None				Floor Number	Floor Name
C Refresh						
Personnel ID	First Name	Last Name	Department Name			
2869			General			
4200106			General			
2829	xinxiao	yang	General			
2791	xiaoxiao	yang	General			
2	xiao2	xiao2	General			
2826316			zjj		=	
11111111	1313aaaaaaaaa	a 1313bbbbbbbbbb	General		Ē	
2480050			General			

You can export all the floor information in Excel, PDF, CSV format.

2940(Sherry)	Having Level to Acce	ess
Floor Number	Floor Name	
1	192.168.218.65-1	
2	192.168.218.65-2	
3	192.168.218.65-3	
4	192.168.218.65-4	
5	192.168.218.65-5	
6	192.168.218.65-6	
7	192.168.218.65-7	
8	192.168.218.65-8	
9	192.168.218.65-9	
10	192.168.218.65-10	

ZKTECO

# 11 Video (Video Linkage)

The system supports video linkage of access elevator control. You can achieve the management of DVR/ NVR/IPC, real-time video preview, video records query and automatically popping up of linkage events.

You need to add video device, set linkage function in Linkage Setting and Global Linkage in advanced.

**Note:** The current software only supports HIKVision, ZKIVision and Dahua devices. For more details about the devices models, please contact technical support personnel to confirm.

## **11.1 Video Device**

### • Add a Video device

Click [Video] > [Video Device] > [Video Device] > [New]:

Protocol Type*	Private      Onvif	
Device Name*		
Host Address*		
IP Port*	8000	
Username*	admin	
Password*	•••••	
Area Name*	Area Name	

### Fields are as follows:

**Device Brand:** The current software version only supports ZKTeco, HIKVISION, Dahua, Axis, Panasonic and Geovision brands. For each brand supporting models, please refer to the Hardware Support List for Video Module.

Protocol Type: The Private or Onvif protocol is automatically selected after Device Brand is specified.

**Device Name:** Any characters within a length of 30.

Host Address: Input the device's IP address.

**IP Port:** The default corresponding IP Port will display after select Device Brand.

User Name: Any characters within a length of 15 (mandatory).

Password: Any characters within a length of 32 (mandatory).

Area Name: Divide area for the device.

**«Note:** After adding device, only the device name and area name can be modified again, other options cannot be modified.

• Enable/Disable a Video Device

Select a video device in the list and click [Enable] or [Disable].

• Edit/Delete Video a Device

Select a video device in the list and click [Edit] or [Delete].

#### • Communication Settings

When the communication parameters are modified in the device, the modification must be synchronized to the software to keep consistency, otherwise all the channels of the video device will not work normally.

Select a device, click [Communication Settings]:

Serial No.*	DS-2CD2012-I20140819C	
Host Address*	192.168.1.94	
IP Port*	8000	
Username*	admin	
Password*		

#### Video Linkage Operation Guide

Click [Video Linkage Operation Guide], guide users to add video equipment, binding cameras for access control equipment and set the linkage.

# 11.2 Video Channel

When adding a video device, the system will automatically detect the number of cameras on this device, that is, the number of channels, and generate a number of channels accordingly. For example, a video device has 16 cameras. After adding this device, the system will generate 16 channels, and name the channels by default using the format "Device name-channel No.".

### • Enable/Disable Video Device

Click [Video] > [Video Device] > [Channel]:

Devic	e Name	Chan	nel Name	An	ea Name	•	Q	Ō
The c	urrent query conditions: N	one						
C+ F	Refresh 🗸 Enable ⊘	) Disable						
	Channel Name	Channel Number	Area Name	Device Name	Enable	Operations		
	Channel 1	0	Area Name	lh	0	Edit		

### Click [Edit] below Operations in the list:

Channel Name*	Channel 1	
Device Name*	lh	
Channel Number*	0	
Channel Status*	Enable	

### Fields are as follows:

Channel Name: Any characters within a length of 30.

Device Name, Channel Number and Channel Status are not editable in this page. You can modify them in Video Device. The channel number is the channel number in video device.

### **11.3 Video Preview**

Click [Video] > [Video Device] > [Video Preview], the left side is the device and channel lists, click a channel to view the monitor screen.



Re-click the channel to shut down the screen.

### *∝*Notes:

- A video can allow five users to preview at the same time. In chronological order, the exceeded users cannot preview the video normally, and the page will be grey.
- If there are no video controls in the system, the below prompts will be displayed:

1.your computer is not installed to browse the video control, or the installation of the version of the control is not the latest.

<u>
 Click to download the OCX 1.0 control.</u> <u>
 Click to download the OCX 2.0 control.</u>

Click to download both the controls. Install the controls, and refresh the page, you can view the monitor screen normally. To prevent abnormal video display, please install the controls that ZKBioSecurity offers.



# 11.4 Video Event Record

View the records of catching pictures and videos.

### Click [Video] > [Video Device] > [Video Event Record]:

Time From	2018-01	-04 00:00:00 To	2018-04-04 23:59:5	9 Device Name		More	Q 🛞	
The current	query co	nditions: Time From:	2018-01-04 00:00:00)	To:(2018-04-04 23:59:59)				
C Refrest	h 🔐 C	lear All Data 📃 Lis	t 👻					
Start Time		End Time	Area Name	Device	Channel Name	Media File	Status	Remark
2015-03-19	13:53:33	2015-03-19 13:53:3	3 Area Name	lh	lh-1		Capture Success	
2015-03-19	13:53:33	2015-03-19 13:54:0	3 Area Name	lh	lh-1	۲	Video Success	
2015-03-19	13:44:56	2015-03-19 13:44:5	6 Area Name	lh	lh-1		Capture Success	
2015-03-19	13:44:56	2015-03-19 13:45:2	6 Area Name	lh	lh-1	۲	Video Success	
2015-03-19	13:43:43	2015-03-19 13:43:4	3 Area Name	lh	lh-1	-	Capture Success	
2015-03-19	13:43:43	2015-03-19 13:44:1	3 Area Name	lh	lh-1	۲	Video Success	
2015-03-19	13:41:09	2015-03-19 13:41:0	9 Area Name	lh	lh-1	<b></b>	Capture Success	
2015-03-19	13:41:08	2015-03-19 13:41:3	8 Area Name	lh	lh-1	۲	Video Success	
2015-03-19	13:40:18	2015-03-19 13:40:1	8 Area Name	lh	lh-1		Capture Success	

### The media file is:

💽 : Indicates that the linkage type is "Video", you can click to download this file. Please choose a third

part of video player to play the file, or else it cannot be played normally.

🔤 : Indicates that the linkage type is "Capture", you can click to view this file.

**Note:** If the "Video" and "Capture" are both selected, there will be 2 records. For more details about the way to set the linkage type, please refer to <u>Linkage Setting</u>.

### 11.5 Parameters

Click [Video] > [Video Device] > [Parameters]:

Video File Path :	D:\BioSecurityF	File\vid\videoLinkageFile		
/ideo File Clean L	Jp			
When disk space	is less than 1	GB,   delete the previo	us video files and photos	o not record and capture
/ideo control sele	ction			

Video File Path: Path for storing files when the server records videos or captures images.

Video File Clean Up: When the disk space for storing video files is smaller than the pre-set value, you can choose to delete the old video files or not to record videos or capture images. If you choose Delete, the software will delete the video files that are generated in the earliest day and continue to record videos; otherwise, the software does not record videos.

Video Control selection: It can set whether to download OCX 1.0 or OCX 2.0.

## **11.6 Solutions of Exceptions**

# A. Client browser cannot playback video, preview, or Real-Time Monitoring page has no video pops-up:

Firstly, ensure IE11 or above version browser is available, client and Video Server are on the same network segment and the video ActiveX installation is successful. If the ActiveX installation fails, above all, uninstall the video ActiveX that were originally installed, run the "regsvr32-u NetVideoActiveX23.ocx" command, and then in the browser, set all the options in "Tools -> Internet Options -> Security -> Custom Level" on the ActiveX to "Enable or Prompt", re-open the browser, re-login screen and open the video preview page, run the button "all add items of the site".

B. The network or power of video device is shut off while previewing the video screen.

Check whether the network or power is connected normally. Refresh the page after ensuring that the connection is normal, refresh the page, and re-open the video preview.

### C. In the E-Map, no video pops-up after clicking the camera icon:

Make sure to use IE11 and above version browser, client and Video Server on the same network segment and the video ActiveX installation is successful. Also, view whether the browser is preventing the temporary window pops up, if it is change to allow window pops up to the site.

# D. Video linkage is triggered, the video server does not have video or size of the video file that the client downloads from the Video Server is 0kb:

First, ensure that the software server has set Time Server (keep the Windows time service and has set the NTP function of the video server), it is recommended to set the time interval of the video server smaller to ensure accurate synchronization software server and video server time, so as to keep the time consistent between software server and controllers. It is recommended set Linkage Recording Time more than 5 seconds, to avoid executing video linkage commands delay, which may lead to the downloaded 0kb video file.

### E. The Video system is not normal to use in windows server 2008:

Desktop Experience feature needs to be added in windows server2008 before the normal use of the video.

**Step 1:** Run" services.msc" to open the "Service Manager".

**Step2:** Set the start type of "Windows Audio" and "Themes" as Automatically Start.

**Step3:** Run the service manager, click **[Add functions]**, check the "Desktop Experience" box and click **[Install]**. Reboot the server after the installation is finished.

#### F. The video downloaded to local cannot be played:

Please choose a third part of video player to play the file, or else it cannot be played normally.

G. When the browser is chrom42 or above version, the system will prompt you to install video controls though you have already installed.

The old NPAPI controls are disabled in chrom42 or above version. You should open the browser and enter "chrome://flags/#enable-npapi" in address bar to enable the controls.

# 12 Video (VMS)

# **12.1 Video Device**

On the VMS module, click Video Device to go to the Video Device module.

### 12.1.1 Add a Video Device

On the Video Device module, click Video Device, and then click New to manually add the video device.

• Fill in the relevant fields with the corresponding values:

Host Address: Enter the IP address of your system.

**IP Port:** Enter the Port number.

Device Name: Enter the Device Name.

**Username:** Enter the Username.

Password: Enter a unique password.

Area Name: Select the Area name from the drop-down list.

**Protocol Type:** Select the protocol from the drop-down list for transmitting the data.

Click [OK] to add the device.

	New			2
Address*				
ort*	80			
evice Name*				
sername*				
ssword				
ea Name*	Area Name			
otocol Type*	ONVIE			
	Address* rt* wice Name* ername* ssword ea Name* otocol Type*	Address* 80  rt* 80  wice Name*  ername*  ssword ea Name* Area Name otocol Type* ONVIF	Address* 80 vice Name* ername* ssword ea Name* Area Name  otocol Type* ONVIF	Address* 80 vice Name* 90 ername* 90 ssword 90 ea Name* Area Name 90 ptocol Type* 0NVIF 90
### • Search and Add Video Device

On the **Video Device** interface, click **Search Device** to search and add the Video Device.

On the **Search Device** window, click the **Search button** on the upper left corner and it will list the search results.

During the search process the device with "**ONVIF**" protocol type will not display the serial number, and it can be viewed only after adding the device.

ZKTeco	Pers	sonnel Access	Video	快速开发	Demo System	System					
©	Device				Search Device		×				
☐ \ Video Device	The cur     Correct Ref	Search									
Video Device		Total Progress	al Progress 100% Searched devices count 4 Number of devices added:2								
Video Channel		IP Address		Protocol Type	<b>v</b>		te				
		IP Address	Communication port	Protocol Type	Serial Number	Operations	te				
		192.168.213.181	80	ZKTeco	0B8700027BEF0001CE59	This device has been added					
		192.168.213.181	80	ONVIF		This device has been added					
E Decoding	÷	192.168.213.221	1028	ONVIF		Add					
Real-Time Monitoring	Ð	192.168.213.82	80	ONVIF		Add					
Record	Ð										
Report	$\oplus$										
- نُظْرِ- Linkage Manager	Ð				Class						
Connection Manager	⊕ <mark>к к</mark>	1-2 > >	ou rows per page	• Jump to		z records					

On the **Search** list, the Add operation will not be available for the devices that have been already added.

On the **Search** list, click **Add** to add the required devices.

On the New window, enter the Username and the Password.

The curr								
🖓 Refr	Total Progress	-5		New				
			Host Address*	192.168.213.82				n
¥ .	IP Address		IP Port*	80				ati
	IP Address	С	Device Name*	192.168.213.82				ati
		p	Username*					
	192.168.213.181	80	Password				led	
	192.168.213.181	80	Area Name*	Area Name	-		led	
	192.168.213.221	10,	Protocol Type*	ONVIF				
	192.168.213.82	80						
			Save and Ne	ew OK	Cancel			
						_		

### ≪Note:

On the **New** window the other information (Host address, IP Port, Device Name, Area Name, and the Protocol Type) will get automatically updated by the software.

## • Equipment Timing

On the Video Device interface, click Equipment timing to set the timing.

On the **Equipment timing** window, you can either select the Manual calibration and set the time or can select the Automatic timing.



## 12.1.2 Video Channel

On the Video Device module, click Video Channel to go to the Video Channel interface.

## Enable/Disable Channel

On the **Video Channel** interface, you can edit the channel name, and enable or disable the required video channel.

Video Device	) The c	urrent query conditions	None				
	CR	efresh 🗸 Enable ⊘	Disable				
Video Device Video Channel	0	Channel Name	Channel Number	Area Name	Device Name	Serial Number	Enable
	0	5	Edit		× 8.232.161	20003432797	0
		Channel Name*	3 CH01		8.232.162	20003432743	0
		C Device Name*	192.168	.232.161	8.232.163	20003310362	0
		Channel Number*	1 Enable		8.232.164	20003310522	0
		<u>(</u>			8.232.165	20003432281	0
		<u> </u>			8.232.166	20003433118	0
		<u>(</u>	ж	Cancel	8.232.167	20003432790	0
Decoding	() ()	01104		Total and the state	100 100 000 100	00000400404	

# 12.2 Decoding

The decoder can transmit the video images to the screen, which is used to set the TV wall and other such features.

On the Video module, click Decoding to go the Decoding module.

## 12.2.1 Decoder

On the **Decoding** module, click **Decoder** to go to the Decoder interface.

### • Add a new Decoder

On the Decoder interface, click **New** or **Search Device** to add a new decoder.

$\odot$	🖓 Re	fr 1 🕒 New	👚 Dele 2	Q Search Device				
☐ Video Device ⊕		Serial Number		Decoder Name	IP Address	Whether Online	Port	Operations
Ecoding —		014D012373B81	2BE0556	3	New			Edit Delete
		014D0123B2A05	91C18F2	IP Address*				Edit Delete
Decoder		014D01232EFF4	BCFB21C	Port*			I	Edit Delete
Decoder Grouping		014D0123A91EE	D4EAC96	Decoder Name*				Edit Delete
TV Wall				Username*				
Decoder Preview Settings				Password				
Decoder Preview Play								
Decoder Playback								
				Save and Ne	w OK	Cancel		

# 12.2.2 Decoder Grouping

The grouping of Decoder can be set for different video channels.

On the **Decoding** module, click **Decoder Grouping** to group the decoder.

The left side of the **Decoder Grouping** interface displays the Group list and the right side of the interface displays the video channel corresponding to the group.

0	Decoder Grouping <	zu1 Bound channel :									
 ↓ Video Device ↔	GroupName Q 😣	Channel Name	<b>、⊗</b>								
	The currant query conditions None	The current query conditions None									
Decoding O	Refrest Trans New Polete	🔿 Refresh 👚 Delete									
Decoder	GroupName Oper <mark>2<sup>10</sup>ons</mark>	Channel Name Device Name	Channel Devise Se Number	rial Number Pause Time Operations							
Decoder Grouping	zu1 <u>Delete</u> Add Channel	CH01 192.168.232	61 1 200034327	97 20 Delete							
TV Wall	zu2 Delete Add Channel										
Deserves Draview Collings	zu3 Delete Add Channel										
Decoder Preview Settings	qwertyuiopasdfc Delete Add Channel										
Decoder Preview Play	ชื่อด้วถอดรหัสชื่อ <u>Delete</u> <u>Add Channel</u>										
Decoder Playback											
Decoder Preview Settings Decoder Preview Play Decoder Playback	zu3     Delete Add Channel       qwertyuiopasdfg     Delete Add Channel       ขึ้อตัวถอลรรงสชื่อ     Delete Add Channel										

### • Add a New Decoder Group

On the **Decoder Grouping** interface, click **New** to add a new decoder group.

On the **New** window, enter the group name.

	$\odot$	Deco	der Grouping		<	zu1 Bound channel	:		
Γa	Video Device (+)	Gro	upName	<u>୍</u>	∞	Channel Name			
-		The c	urrent query cor	ditions None		The current query conditions No			
	Decoding	()• R	efresh 📑 New	Delete		🕞 Refresh 👚 Delete			
	Decoder		GroupName	Operations		New	×		
	Decoder Grouping		zu1	Delete Add Channel	GroupName*				
	TV Wall		zu2	Delete Add Channel					
	Decoder Preview Settings		zu3 gwertyuiopasdfc	Delete Add Channel					
	Decoder Preview Play		ชื่อตัวถอดรหัสชื่อ	Delete Add Channel					
	Decoder Playback								
۲	Real-Time Monitoring 🔶				Save and New	ОК	Cancel		

## • Add Channel:

Click **Add Channel** to add a video channel to the decoder group.

On the **Add Channel** window, select the video channel to be added to the group from the list on the left side of the window.

The selected video channel will be reflected on the right side of the window.

			Ado	d Chan	nel					×
Cha	nnel Name	Device	Name			Pause Time 20		Q	8	
The c	urrent query conditions	None								
Alterna	ative				Select	ed(1)				
	Channel Name	Device Name				Channel Name	Device Name			
	CH01	192.168.232.203	-			CH01	192.168.232.222			
	CH01	192.168.232.204								
	CH01	192.168.232.205		>>						
	CH01	192.168.232.206		>						
	CH01	192.168.232.207		<						
	CH01	192.168.232.208		<<						
	CH01	192.168.232.210								
	CH01	192.168.232.211								
	CH01	192.168.232.212								
1<	< 1-50 > >i	50 rows per page 👻								
			ОК		Car	ncel				

## 12.2.3 TV Wall

The TV wall is used for setting the size of the video display that is joined together by the display screen. It can be added, edited, enabled, or disabled in the TV Wall menu.

On the **Decoding** module, click **TV Wall** to go to the TV Wall interface.

<u>ی</u>		C+ Re <sup>r</sup> 1 <sup>sr</sup> (* New								
Video Device	$\oplus$	T∨ Wall Name	Whether To Enable	Description	Operations					
Decoding	Θ	2x2	Enable	12323	Edit Delete Enable Disable					
Decoder		Tên tường	Enable		Edit Delete Enable Disable					
Decoder Grouping										
TV Wall										

- Add a new TV Wall Settings:
  - 1. On the TV Wall interface, click New to add new TV wall settings.
  - 2. Fill in a unique name for the TV wall, where the names cannot be changed once saved.
  - 3. Set the Matrix (here, the matrix refers to the number of rows and columns of the TV wall).
  - 4. Add a description for the TV wall.
  - 5. Click Next Step to go to the next setting.



On this Next window, perform the below action to set the TV Wall.

Click the required ① screen from the matrix on the right side of the window, then select a ② decoder to be displayed, and then click ③ Complete to update the TV Wall settings.



## **12.2.4** Decoder Preview Settings

The Decoder Preview settings facilitates in setting up the video preview screen.

On the **Decoding** module, click **Decoder Preview Settings** to go to the Decoder Preview Settings interface.

### • Features available on the Decoder Preview Settings:

**TV Wall:** On the top right corner of the interface, select the type of TV wall to be previewed from the dropdown option.

Save: Click Save to save the preview settings plan.

Save As: Click Save As to save the preview settings in a different location or name.

Delete: Click Delete to delete the preview settings.

Stop Plan: Click Stop Plan to stop the plan.

Start the plan round: Click Start the plan round to initiate the plan.

Plan Setting: Click Plan Setting to set a new decoder plan.

Exit Plan Editing: Click Exit Plan Editing to exit from editing the existing plan.

**New:** Click **New** to create a new preview plan.

	©	Video Device											TV Wall	2×2	•
	j Video Device	< Device G	iroup		169 Decoder-1				:	X 249 Decoder-1			2	2x2 Tên tười	ng
	Decoding	Search 4 ⑥ 区域名称	Q	Î											
	Decoder	4 (G 123		11											
	Decoder Grouping	4 🔒 192.168.2 🙈 CH01	13.120												
1	TV Wall	4 🔒 192.168.232	.161												
	Decoder Preview Settings	🚜 20楼办公 4 🖰 192.168.232	⊠1 .162		247 Decoder-1				;	×					
	Decoder Preview Play	< 20楼办公	⊠2												
	Decoder Playback	⊿ 🔒 192.168.232 ▲ 20楼办公	.163 区3												
		a 🔒 192.168.232	164												
۹	Real-Time Monitoring	≪ 看不了C⊦ ∡ 🔒 192.168.232	101 .165												
8	Record	🛹 20楼无人 4 🔒 192.168.232	办公区1 .166		3		2	6		7	8	9			
5	Report	🛹 20楼无人 4 🔒 192.168.232	办公区2 .167	ļ	save	Save As	Delete	Stop P	lan Start I	the plan round	Plan Setting	Exit Plan Editing		16 2	5 36
<u>ښ</u>	- Linkage Manager	🛹 20楼办公 ▲ 😤 192.168.232	⊠4 .169					盟							
Ð	Connection Manager	4 20楼多媒 4 00. 100 160 222 4 00. 100 160 222	体1 170 ▶	•	New	四分割	九分割1	四分割2	九分割2	四分割3	四分割4				

#### • Create a New plan

To set the preview, it is essential to create a plan first if there is no existing plan.

On the **Decoder Preview Settings** interface, click **New** to create a new plan.

On the **Plan Setting** window, enter the **Plan Name** (e.g. Division) and **Residence Time** (e.g. 15), and then click **OK** to save.

©	Video Device						TV Wall 2x2 •
Video Device ⊕	Device Group	169 Decoder-1			X 249 Decoder-1		x
	Search					看不了CH01	20楼无人办公区1
	· ⑥ 区域名称						
Decoder	4 G 123						
Decoder Grouping	<ul> <li>Hereit 192.168.213.120</li> <li>CH01</li> </ul>				20	唯无人办公区2	20楼办公区4
TV Wall	4 📇 192.168.232.161			Plan Setting	×		
Decoder Preview Settings	▲ 20楼办公区1 ▲ 序 192,168,232,162		Plan Name*	Division			
Decoder Preview Play		247 Decoder-1	Residence Time*	15	(10-		
Decoder Playback	<ul> <li>▲ (192.168.232.163)</li> </ul>	20楼办公区1		500second)			
	▲ 20楼の公区3 ▲ 倍 192.168.232.164						
Real-Time Monitoring +	《看不了CH01	20楼办公区2		OK Cancel			
-	192.108.232.105 20株売人の公区1						
Record 🕀	▲ 📇 192.168.232.166						
Report 🕀	20楼无人办公区2	save Save As	Delete	Stop Plan	Start the plan round	Plan Setting Ex	it Plan Editing 🔲 👬 🏥 🕼 25 🔅
UP ·	▲ 192.168.232.167	64					
- ဤ - Linkage Manager 🕀	▲ C 192.168.232.169	100 AB	-88	499 499	199	dHR.	
	▲ 20楼多媒体1	New 四分割	Children 九分割1	CHCH CHCH 四分割2 九分割2	Chthr 四分割3	Chthr 四分割4	
G S							

## • Division (Created/Existing Plan Name)

The newly created or the existing plan name will be displayed at the bottom of the interface as shown in the below image.

### • To Divide the Decoder Screen

On the **Decoder Preview Settings** interface, click **Division** (plan name), and then select the required decoder screen from the matrix.

Device Group > 169 Decoder-1 4249 Decoder-1 Video Device CH01 Q Î Search 2 Decoding ⑥ 区域名称 4 🕝 123 Decode # 🔒 192.168.213.120 Decoder Grouping 📣 CHD1 a 🔒 192.168.232.161 TV Wall 🖞 20楼办公区1 4 🔒 192.168.232.162 Decoder Preview Play ※ 20様の公区2 4 🔒 192.168.232.163 Decoder Playback 🔩 20楼办公区3 4 🖧 192.168.232.164 🐔 看不了CH01 Real-Time Monitoring 4 🔒 192.168.232.165 🔩 20楼无人办公区1 Record 3 4 🔒 192.168.232.166 🐔 20楼无人办公区2 9 🔲 👬 🏭 16 25 3 Report 4 Pm 192.168.232.167 🐔 20楼办公区4 · \_ Linkage Man 4 🔒 192.168.232.169 盟 🐔 20楼多媒体1 New 四分割 九分割1 四分割2 九分割2 四分割3 四分割4 Connection Ma 100 160 000 170

Then select any one of the matrix screens from the options to further divide the selected decoder screen.

### • Add the Video to the Screen

On the divided decoder screen matrix, select any one of split screen, then select the required video channel from the list on the left, and then click ③ **Save** to update the plan settings.



## 12.2.5 Decoder Preview Play

On the **Decoding** module, click **Decoder Preview Play** to go to the Decoder Preview Play interface.

- 1. Select a TV wall type from the drop-down list.
- 2. Click Division (the plan name) to initiate the preview.
- 3. Click Start the plan round and the display connected to the decoder will perform the video roving.

**Note:** There is no default video available in the software.

	$\odot$										TV Wall 2x2 ▼	,
	Video Device		169 Decoder-1					249 Decoder-1		1	2x2	
					CH01				CH01	C	CH01	
	Decoding											
	Decoder								0104		·,	
	Decoder Grouping								CHUT			
	TV Wall											
	Decoder Preview Setting	5	047 Deceder 1				•				ļ,	
			247 Decoder-1	_			,					
	Decoder Playback											
۲	Real-Time Monitoring											l
8	Perord											
	Record									4	3	,
F	Report							2		Stop Plan	Start the plan round	ļ
ښ.	Linkage Manager		品品	668	品品	1993	品品	品品				
			四分割	九分割1	四分割2	九分割2	四分割3	四分割4	Division			
Ð	Connection Manager											

## **12.2.6** Decoder Playback

On the **Decoding** module, click **Decoder Playback** to go to the Decoder Playback interface.

- Functions and Operations
  - 1. **TV Wall** The upper right corner is the TV wall, and the binding relationship between the TV wall and the video device can be selected.
  - 2. **Device and Storage Server** Select the required video from the Device or the Storage server on the left upper column of the interface.
  - 3. Search:

Search the video channels in the bottom left of the interface, which filters the search video types.

You can search for different videos according to four different conditions.

Date: Search by the required date.

Search				
Date: 1	2019-12-26			
BitStream Type :	Main BitStream	۲	2	
Retrieval Mode :	Any	۲	3	
Search Type :		-	4	
	Search			

Bitstream Type: Select either Main BitStream or Sub BitStream from the drop- down list.

Search			
Date:	2019-12-26		
BitStream	Main BitStream	۲	
Type :	Main BitStream		1
Retrieval	Sub BitStream		
Mode :			
Search	Normal	-	
Type :			
	Search		

Retrieval Mode: Select either Any or All from the drop- down list.

All: If the Retrieval mode is All, then all the alarm options will be selected in the Search type field, and the Search function searches and retrieves the videos that meet all the alarm options.

Any: If the Retrieval mode is Any, then the Search function searches and retrieves only the videos that meet the checked-in alarm options.

Date:	2019-12-26
BitStream Type :	Main BitStream
Retrieval Mode : Search	Any  Any All
Type:	Search

**Search Type:** You can choose Normal, Motion, Alarm, Counting Alarm, Cross Line Alarm, Area Alarm and Object Alarm.

4 Ba	Clear	ОК
	Normal	
4 Ph	Motion	
4	🗌 📕 Alarm	
Search	🗌 📕 Counting Alarm	
Search	🗌 📕 Cross Line Alarm	
Date:	🗌 📕 Area Alarm	
BitStream Type :	Object Alarm	
Retrieval		
Mode :	Select All	
Search	Normal -	CH04
Type :		
	Search	

- 4. The Decoder displays the selected video.
- 5. The lower right corner is the playback control panel.



You can even split the screen by choosing the matrix option below and then add the video channel to the corresponding split screen.

	$\odot$		ΞE							T∨ Wall 2×2 ▼
	Video Device		< Device	Storager S	erver	169 Decoder-1	×	249 Decoder-1		x
	Decoding		Search	(	٦	CH01		CH01	CH01	แก้ไขแก้ไขแก้ไขแ
	Decoder		⊿ (© 123							
	Decoder Grouping		3 4 🖧 192.	168.213.120 001						
	TV Wall		a 🔒 192.16	3.232.161		147 D d 4	×			
	Decoder Preview Setting	js	< 20楼 4 🔒 192.16		*	247 Decoder-1 181-	CH1			
	Decoder Preview Play		•		•					
			Search							
			Date: 2019-1	2-26						
۲	Real-Time Monitoring		BitStream Main E	litStream •		60-00 01-00 02-00 03-00 04-00 0	S-00 06-00 07-00 08-00 09-00 10-00 11-	00 12-00 13:00 14:00 15:0	16-00 17-00 18-00 19-00	20-00 21:00 22:00 23:00
~			Retrieval Any			00:00 01:00 02:00 03:00 04:00 0		00 12:00 13:00 14:00 13:0	10:00 17:00 16:00 13:00	20:00 21:00 22:00 23:00
B	Record		Mode :							
F	Report		Search Norma Type :	l,Motion,Alar		2				
٠ <u>.</u>	Linkaga Managar		S	earch			16 25 36 🎞 🗙			2019-12-26 00:00:00

# 12.3 Face Recognition

The face recognition module is mainly used to manage the face NVR function, which can be used for the control and monitoring of black and white list. It can view the results of the camera capture, identify in real time, and can support the image search.

# 12.3.1 White List Group

## • White List Group Management of Personnel:

On the Video Device interface, click Face Recognition, then click White List Group, and then click New to add a new white list group.

Enter the Personnel Group name and click **OK**.

ZKTzco	£		Ð	Ť	ġ.		10	ata		<b>E</b>
$\odot$	White	List Group					Brow	vse BlackWh	ite White Li	ist 1 ( unde
Video Device	Perso	onnel Group			Q 🛞		C F	Refresh 🅋	Delete Pers	son 🗏 L
	The cu	irrent query co	onditions None	е				Personnel	ID	First
Decoding	C+ Re	fresh 📑 Ne	w 👘 Delete					23213		W
Face Recognition		Personnel	Group Typ	be (	Operations					
	-	White List 1	1		New					
White List Group		This List 1	Personnel	Group*	Ú.					
Black List Group										
Distribute Device							- 1			
Capture Contrast							_			
Image Search			Save a	nd New	OK	Cancel				
ja							T			

## Add Person

On the White List Group interface, click Add Person to add the personnel to the white list group.

	ZKTeco	5		D	⊕	Ť	<b>∦</b> -]‡	100 A	8	8			R	(j)		Welcome, adm	n {\$}	① Author	(†) (?) rized Comp
	©	White	List Grou	р							1	Brow	se BlackWhite:	White List					
	Video Device	Pers	onnel Gro	up			Q 🛞					Pers	sonnel ID		Name		0	2 🗵	)
		The c	urrent que	ery con	ditions No	me						The c	urrent query co	onditions None					
	Decoding	C+ R	efresh 📑	P New	Dele	te							efresh 🅋 De	lete Person ≡	E List 🖛				
3	Face Recognition		Personne	el Group	p	Oper	ations		2				Personnel ID	First Name	Last Name	Туре	Media F	ile	
-			White List	t		Edit	Add Persor	Manual A	dd Person				41414141	za	ZSS		<b>3</b>		
	Black List Group																		
-	Face Control																		
l i	Face Monitoring																		
Ā	Image Search																		
e l																			

On the **Add Person** window, select the required Personnel ID from the left side, then click the button to move the selected Personnel to the right side of the Add Person, and then click **OK** to update the selected Personnel ID to the White List Group.

				Add	d Perso	on			×			
Q	$\bigotimes$											
The c	current query conditions No	one										
Altern	ative					Select	ed(2)					
	Personnel ID	First Name	Last Name				Personnel ID	First Name	Last Name			
	4148			*			61724	61724				
	4147											
	61722	61722			>>							
	61723	61723			>							
	63050	63050			~							
	63051	63051										
	68079	68079										
	61720	61720										
1<	< 1-50 > > 50	rows per page	<ul> <li>Total of 555 records</li> </ul>	Ť								
			ОК			Car	icel					

### Manual Add Person

On the White List Group interface, click **Manual Add Person** to temporarily add the personnel to the white list group.

On the **Manual Add Person** window, enter the required Personnel ID, First Name, Last Name, and then click **Save** to manually update the Personnel ID to White List Group.

The temporarily added personnel will not be synchronized to the personnel module of the system, so the Personnel ID can be same as the system personnel. To add a temporary whitelist, you must select a photo of the person.



Click the 🔤 image button to enlarge and view the photos of whitelist.



# 12.3.2 Black List Group

Blacklist group management of personnel:

On the **Video Device** interface, click **Face Recognition**, then click **Face Recognition** -> **Black List Group** -> **New**, add a new group, fill in the group name, and click **OK** to confirm.

3	Black	k List Group			Brow	vse BlackWhite Black Grou	p1 ( undefined )						
Video Device	Per	sonnel Group		Q 🛞	C	○ Refresh  Pelete Person  List  +							
	The	current query con	ditions None			Personnel ID	First Name	Last Name	Туре	Media File			
Decoding	⊖ F	Refresh  👚 New	Pelete			23131	xsa	CZXC	Temp	<b>—</b>			
Face Recognition		Personnel Group	Group Type	Operations									
White List Group		Black Group1	Black List	Edit Add Person Manual Add Person									
Black List Group													
Distribute Device													
Capture Contrast													
Image Search													

To manage blacklist personnel, you can ① add existing personnel in the ZKBioSecurity system to the blacklist group; ② you can temporarily add personnel to the blacklist group for control.

$\odot$	Black	List Group			Brov	wse Bl	lackWhite Black Group	p1 ( undefined )			
Video Device	Pers	sonnel Group		<b>८</b> 🛞	C I	Refres	sh 👚 Delete Person	$\equiv$ List $\star$			
	The c	current query con	ditions None			Pe	rsonnel ID	First Name	Last Name	Туре	Media File
Decoding	()• R	lefresh 📑 New	Delete			231	31	xsa	CZXC	Temp	<u> </u>
Face Recognition		Personnel Group	Group Type	Operations 2							
White List Group		Black Group1	Black List	Edit Add Person Manual Add Person							
Black List Group											
Distribute Device											
Capture Contrast					1						
Image Search											

Click ② to temporarily add a blacklist. To temporarily add a blacklist, you must add a photo.

	Manual Add Person		
Personnel ID*	21		
First Name*	Black Watch		
Last Name		(Optimal Size	
		120*140).	
		Browse Capture	
	Save Clo	se	_

# 12.3.3 Face Control

It is used to deliver black and white list groups to NVR devices that support face recognition.

	©		Task Name	Q 🛞			
	Video Device		The current query conditions None				
			🕞 Refresh  🗎 New 🕋 Delete	🕒 Synchronize Data			
	Decoding		Task Name	Distribute Device	Host Address	Group Name	Operations
ম্র	Face Recognition	Θ	white List control	192.168.214.130	192.168.214.130	White List	Edit Delete
	White List Group						
	Black List Group						
	Face Control						
	Face Monitoring						
	Image Search						

Click Face Recognition > Distribute Device > New to add a device group for black and white list assignment.

①Select the NVR device that needs to send the black / white list.

②Select the black / white list group that needs to be sent.

N	lew ×
Distribute Control Name*	Watch Control 1
Distribute Device*	192.168.214.244
Group Name*	2
	White List 1
	Black Group1
Save and New	OK Cancel

**Solution** When adding new NVR to server each time, it is required to click [OK] again, to save the Server info for NVR device on the "Connection Manager" interface, so that the black and white list can be sent to the corresponding new face NVR.

0	)		VMS System
Video Device		÷	VMS Connection http://192.168.214.139:8489 Path
Decoding		$\oplus$	BioSecurity
Face Recogni	ition	Ð	BioSecurity Path http://192.168.214.139:8098
Real-Time Mo	onitoring	÷	Save The File Video File Path F:\BioSecurityFile\VideoLinkageFile
Record		$\oplus$	Video File Clean Up
Report		÷	When disk space is less than $\fbox{$GB, \textcircled{\tiny{\textcircled{\sc 0}}}$}$ delete the previous photos $\bigcirc$ do not capture
- ဤ - Linkage Mana	ager	÷	Set Server Info For NVR Device
Connection M	lanager	Θ	Set Server Path For NVR Device. <sup> </sup> http://192.168.214.139.8098 (eg:http://127.0.0.1:8098)
Connection Ma			
			UK

## **12.3.4** Face Monitoring

Real-time monitoring of NVR and its camera to capture and contrast the black and white list personnel.

①Monitors and displays the Whitelist Personnel List.

2 Monitors and displays the Blacklist Personnel List.

③Full screen monitoring.



**Note:** If the person is neither in the white list group nor in the black list group, then the person will appear on the alarm list on the right with "Stranger Alarm".

Click the 🗎 button on the Black List Alarm list to view specific alarm details.



Click (1) to view the real-time monitoring screen; click (2) to view the video alarm recording.

Alarr	n Details		
	Device: Name: Personnel Time: Event:	192.168.213.160 xsa ID:23131 2020-01-17 13:47:06 Black List Alarm	
Real-Time Monitoring	Video Re	cord	

• Real-Time Monitoring Screen.



• View the video record within 10 seconds before and after the Alarm.

1 Play the video in the device.

②Play the video in the storage server;

- ③View the video in full screen.
- ④Click Download to download the video.



## 12.3.5 Image Search

You can search for matching faces captured by related NVR and camera devices by uploading photos of personnel.

ZKTECO	ይ 🚺	J 😨		8		R	<b>@</b>	elcome, admin	Authorized Co	() () ()
©	Search Criteria	< Se	arch Result			_				
☐;] Video Device ⊕										
Decoding										
Sace Recognition										
White List Group										
Black List Group										
Face Control	(Optimal Size 120	*140).								
Face Monitoring	Device" 192.168	8.214.130								
Image Search	device)	INVR.								
	Number CH1									
	Start Date" 2020-03 End Date" 2020-03	3-18 00:00:0								
👰 Real-Time Monitoring 💮										
Pag Record ⊕	Search									
🗗 Report 💮										
•່ฏ_ Linkage Management ⊕										

**Upload Image**: Click to upload photos of personnel who needs to be searched.

Device: Select the devices to be searched from the drop-down list.

**Start Date and End Date**: Enter the start and end date to search, and then click **Search** to search.

The results will be listed on the right side of the interface.



IC C 51-100 > >1 50 rows per page \* Jump To 2 /3 Page Total of 142 records

# 12.4 Real-Time Monitoring

The real-time monitoring menu has three sub-menus, Group, Layout, and Video Preview.

The group and layout settings are for the third menu-preview. You can choose to preview in the form of group and layout.

## 12.4.1 Group

It can manage video channels in groups.

Click [Group] > [New] to add a new group, fill in the Group Name, and click [OK] to confirm.

	©	Grou	p		<	Brow	/se group name:维	1 bind channels:				
	Video Device	Gro	up Name	Q	8	Cha	annel Name	Q ⊗				
		The o	current query conditions None	Э		The current query conditions None						
	Decoding	⊖ F	Refresh 🕐 New 👚 Delete			(° F	Refresh 🕋 Delet	e				
•	Real-Time Monitoring		Group Name	Operatio	ons		Device Name	Channel Name				
-			组1	Delete	Add Channel		192.168.232.161	CH01				
			组2	Delete	2 New		× 32.162	CH01				
	Layout		组3	Delete			32.163	CH01				
	Video Preview		组4	Delete	Group Name*		32.164	CH01				
			组5	Delete			32.165	CH01				
			qwertyuiopasdfghjklzxcvbnmc	Delete			32.166	CH01				
			123123	Delete	Save and New OK Cance	sl	32.167	CH01				
			ชื่อกลุ่ม	Delete	Add Channel		192.168.232.169	CH01				
							192.168.232.170	CH01				
œ,	Record						192.168.232.171	CH01				
5	Report											
· <u>ُ</u> شْ-	Linkage Manager											
ð	Connection Manager	ĸ	< 1-8 >>1 50 rd	ws per pa	age 👻 Jump To 1 /1 Page   Total of 8 records		< 1-10 >	> 50 rows per page 👻 Jump To 1 /1 Page				

Click [Add Channel] to add video channels to this group.

			Add	Chan	nel		×
Dev	rice Name	Channel Name				Q 🛞	
The o	current query condi	tions None					
Altern	ative				Select	ed(1)	
	Device Name	Channel Name				Device Name	Channel Name
	192.168.232.177	CH01	^			192.168.232.176	CH01
	192.168.232.178	CH01					
~	192.168.232.179	CH01		>>			
	192.168.232.180	CH01		>			
	192.168.232.181	CH01		~			
	192.168.232.182	CH01					
	192.168.232.183	CH01					
	192.168.232.184	CH01	Ŧ				
•	< 1-50 > >	► 50 rows per page -					
		OK			Can	cel	

# 12.4.2 Layout

It sets the display style of the OCX and displays the bound video channels.

Click [Layout] -> [New] to add layout settings.

	©		Seria	al Number		Q 🛞		
Γh	Video Device	æ	The cu	urrent query condi	tions None			
•			C₂ R€	efresh 🕒 New	Pelete			
	Decoding	$\oplus$		Layout Name	Stay Time(s)	Туре	Screen Count	Operations
•	Real-Time Monitoring	Θ		<u>12221321</u>	25	Wide Screen	48	Edit Delete
-				<u>52343242</u>	20	Normal Screen	4	Edit Delete
	Group			649999999999999999	20	Normal Screen	64	Edit Delete
	Layout			ge	323	Normal Screen	4	Edit Delete
	Video Preview			<u>อยู่ตลอดเวลา(ที่สอง</u>	1232	Normal Screen	4	Edit Delete

For the first time users, click "Click to download." and install the "zkVideoActiveX" plugin.

	New	×
Video Device Layout Name* Stay Time(s)* Screen Style* channel*	New	×
	<ul> <li>CH01</li> <li>Particle 20楼办公区1</li> <li>Particle 20楼办公区2</li> <li>Particle 20楼办公区3</li> <li>Particle 20楼办公区3</li> <li>Particle 20楼办公区3</li> <li>Particle 20楼办公区3</li> <li>Particle 20楼永公区3</li> <li>Particle 20楼永公区4</li> <li>Particle 20楼永公区4</li> <li>Particle 20楼永公区4</li> <li>Particle 20楼永公区4</li> <li>Particle 20K</li> <li>Particle 20K&lt;</li></ul>	
	▲ 192.168.232.166 ▲ 20楼无人办公区: ● 102.169.232.167 Save and New OK Cancel	

### • Add layout settings:

① Fill in the **Layout Name** on the left, ② Fill in the **Stay Time**, the preview time of the video channel set by this layout. ③ Select the **Screen Style** of the layout. There are **Normal Screen** and **Wide Screen** and a variety of screen options.

④ Click on the video **channel** on the left to bind it to the screen on the right ⑤. After binding the screen, a screen will be displayed, click **[OK]** to save.



## 12.4.3 Video Preview

Click [**Real-Time Monitoring**] -> [**Video Preview**] to enter the video preview interface. The video preview interface is divided into four parts.



① Video device selection area.

2 Video preview display interface.



i: Takes a screenshot within the blue frame of the selected screen,

ii: Displays the screen in the full screen preview.

iii: Stops all the preview screens,

iv: Different split screen options.

③ PTZ Control: This function is only available for dome camera.



④ Alarm Information list.

There are three tabs in the video device selection area, which are device list, group, and layout.

Online devices are green and offline are gray.

## • Video list for video preview:

The device list has three levels, which are area, device, and channel. ① Select the layout to be previewed. ② ③ Left-click an online channel to play the corresponding channel's screen on the right preview window (blue frame). Click again to stop playback.

	3	Video Device	2. TIC // C/L 二二 一二 一二 一二 二 二 二 二 二 二 二 二 二 二 二 二 二	<u>≰</u> 2末40⊡
Da	Video Device	Device Group		
	Decoding	① E城名称		
9	Real-Time Monitoring	⊕ <sup>4</sup> (G 123 <sup>1</sup> (G 123		
	Group	G CH01     A      A  A     A     A   A		
	Layout	A 20楼办公区1		
		▲ 음: 192.168.232.162 ≪1 20楼办公区2 ▲ 음: 192.168.232.163 ≪1 20楼办公区3	2 <sup>(1</sup> ).4(1)	<u>ह</u> ी ने. 4) छ।
		A E: 192.168.232.164	03	
		PTZ Control		
		AUTO Group Group	◙ ⊕ ₽ ■ ■ # # @ @ @ 1	
		Speed :		

### • Group Video Preview:

Click [**Group**] in the tab page, here is a list of all the groups set in the [**Group**] menu. Right-click a group and three options will appear, which are [**Start Rolling**], [**Stop All**], and [**Preview**].

① **Start Rolling:** After the round starts, it will automatically start timing (15 seconds) to start the group switching preview from the selected group.

For example, group 5 is currently selected. The preview screen on the right will preview this group first, and then switch to preview group 1 after 15 seconds, and then preview group 2, group 3 group 5 group 1 after 15 seconds and keeps looping.

**② Stop All:** Click to stop rolling and preview.

③ **Preview:** Play the group monitoring screen on the preview screen on the right. Offline devices will not display the preview screen.



## • Layout Video Preview

Click [Layout] in the tab page, here is a list of all the layout settings that have been set in the [Layout] menu. Right-click a layout and three options will appear: [Preview], [Start Rolling], and [Stop All].

① **Preview:** Play the layout monitoring screen on the preview screen on the right. The offline devices will not display the preview screen.

② **Stop all:** Click to stop rolling and preview.

③**Start Rolling:** After the round starts, it will automatically start timing (can be set in Layout) to start the layout switching preview from the selected layout and keep looping.



# 12.5 Record

The record function is mainly used to configure the record plan and view the related video records of the device.

## 12.5.1 Storage Server

## • Configure the record plan

Before setting the record plan, you must first configure the storage capacity, otherwise the corresponding records will not be generated.

	0		C Refresh					
	Video Device		Server Name	IP	Port	Used Percent	Used Space	Operations
			Local_Storager	127.0.0.1	0	91%	350GB / 385GB	Record Plan Setting Storager Quota Setting
	Decoding	Ð						
۲	Real-Time Monitoring							
œ,	Record							
	Video Record							

Click ① [Storage Server] -> [Storage Quota Setting] to configure the record storage capacity of the VMS server.

It will obtain the available capacity of the hard disks on the VMS server other than the system disk and configure the disk space for storing videos.

		Edit	1		
Disk Number	Partition	Available Space(GB)	Total Space(GB)	Quota(GB)	
ST500DM002-1BD142 ATA Device	D:	18	129	18	
ST500DM002-1BD142 ATA Device	E:	4	129	4	
ST500DM002-1BD142 ATA Device	F:	12	127	10	
		OK Cancel			

### • Record Plan Setting

Click ② [**Record Plan Setting**] to enter the record plan setting page.

Click [New] to select a video channel to set the record plan.

deo C	Channel				
1000			Record Pla	in	
* Nei	w 📑 Copy Channe	l Config 👘 Delete	Record Mo	del Stop Video Recordi Pre-Record 1	Time
-1 5	Device Name Chan	nal Onerations		New	
	Name	e e	Select Channel		-
a (	192.168.232.1€ CH01	Delete Record P		Subordinate Level Contained C	K / Field
	192.168.232.1€ CH01	Delete Record P		CH01	*
3	192.168.213.18 181-C	H1 Delete Record P		CH01	
i s	192.168.213.21 CH01	ใขแก่ <u>Delete Record P</u>		4 🔲 🔒 192.168.232.178	- 6
	192.168.214.18 www	พมา: <u>Delete</u> <u>Record P</u>		🗆 🔫 CH01	
	¿Está seguro d ¿Está	segi. Delete Record P		4 B 61 192.168.232.179	
	แก้ไขแก้ไขแก้ไร แก้ไขเ	เก่ไขเ <u>Delete</u> <u>Record P</u>		4 92 168 232 180	
	192.168.213.12 CH01	Delete Record P		CH01	-
	192.168.213.1{ CH01	Delete Record P	Save an	d New Select All	

After selecting the video channel, you can set the corresponding record plan, as shown below:

								E	dit											
Vide 1	o Channel		3	Record Plan     S Record Model Timing Video + Alar Pre-Record Time No Pre-Record																
Ľ	New Copy C	Channel Con	ifig Delete	ייי [ <mark>6]</mark>	DelayRe	ecord T	ime	No Dela	y y	-	Necolu II	ine No	riente	Joru						
	Device Name	Channel Name	Operations		×D	elete		前 Dele	te All											
	192.168.232.16	CH01	Delete Record Plan	1	<mark>-</mark>	0	2	4	6	8	10	12	14	16	18	20	22	24		
	192.168.232.16	CH01	Delete Record Plan		Sun.															
	192.168.213.18	181-CH1	Delete Record Plan		Mon	0	2	4	6	8	10	12	14	16	18	20	22	24		
	192.168.213.21	CH01ไขแก้	Delete Record Plan	I	inon.	0	2	4	6	8	10	12	14	16	18	20	22	24		
	192.168.214.18	www.wมาย	Delete Record Plan		Tues.															
	¿Está seguro d	¿Está segu	Delete Record Plan		Wed	0	2	4	6	8	10	12	14	16	18	20	22	24		
	แก้ไขแก้ไขแก้ไร	แก้ไขแก้ไขเ	Delete Record Plan		Wed.	0	2	4	6	8	10	12	14	16	18	20	22	24		
	192.168.213.12	CH01	Delete Record Plan		Thur.															
	192.168.213.18	CH01	Delete Record Plan		Fri	0	2	4	6	8	10	12	14	16	18	20	22	24		
						0	2	4	6	8	10	12	14	16	18	20	22	24		
Jum	p To 1 /1 F	Page Tota	al of 9 records		Sat.															
					Save	and N	ew		OK		Cancel									

① Add a record video channel.

② **Copy Channel Config** can copy the record plan of the ⑦ weekly record panel to the selected video channel.

3 Delete the selected record plan;

④ Record Model:

i: Stop Video Recording.

**li:** Timing Video.

lii: Alarm Video.

Iv: Timing Video + Alarm Video.

Record Model	Timing Video + Alar 🗸	Pre-Re					
	Stop Video Recording						
	Timing Video						
	Alarm Video 📊						
iv	Timing Video + Alarm V	/ideo					

(5) Select Pre-Record Time: When the record model is in **Stop Video Recording** or in **Timing Video**, the pre-record time should be "**No Pre-Record**" by default.

Pre-Record Time	No Pre-Record
	No Pre-Record
	5s
	10s
	20s
	30s

<sup>(6)</sup> Select Delay Record Time: When the recording type is Stop Video Recording and Timing Video, the default delay record time can only be "**No Delay**".



⑦ Record plan panel, drag to select the record time.

# 12.5.2 Video Record

Video playback can be viewed on the [Video Record] interface.

The video playback interface is divided into four areas:

- ① in the device area, there are two-tab pages, the device list interface and the local storage server.
- 2 Video search area.
- ③ Video download area.
- ④ Video playback area.



### • Device area:

Video device selection area, there are 2-tab pages, which are device and local storage server. Online devices are shown in green and offline devices are shown in gray.

Select the video channel to be searched in ①, select the conditions for video search in ②, and click **[Search]** to search for video. If there is a video, it will display the video segment that can be played; if there is no video, it will pop up **[No data]**.

## • Video search conditions:

There are four search filter conditions: ①Date, ②BitStream Type (Main or sub BitStream), ③Retrieval Mode (Any and All), ④Search Type (there are 7 options, multiple options can be selected).

Search				
Date:	2019-12-30	)	1	
BitStream Type :	Main BitStr	eam	<mark>⊻</mark> 2	
Retrieval Mode :	All		<mark>∼</mark> 3	
Search	Normal			
Type :	Clear			4 ок
	<b>~</b>	Normal		
		Motion		
		Alarm		
		Counting	Alarm	
		Cross Lir	ne Alarm	
		Area Alar	m	
		Object Al	arm	

### • Video download area:

Before downloading, select the device in the device area, select the date and start/end time of the video (123), click Download, if there is no data, it will pop up [**No data**]; If there is a video will directly start to download and show the (4) download progress. After the download is completed, the progress will display [**Download Completed**].

Download				
Date:	2019-12-3	80 1		
Start:	15 : 32	: 29	<mark>∉2</mark>	
End:	17 : 32	: 29	<u> </u>	
Downl	load	Stop1	19% 4	
-	1110	- W		N.

### • Video playback area:

- ① Play button; ② Pause button; ③ Stop button; ④ Mute button; ⑤ Play by frame; ⑥ Screenshot button.
- ⑦ Full screen playback button; ⑧ ⑨ ⑩ Double speed adjustment button.
- (1) Play video clips; (12) Video playback window.

Note: The video playback area can only play up to 4 videos at the same time.



# 12.6 Report

The report function of the video module can query operation records of the system user on the video device, the video alarm records, facial recognition alarm report, and the video linkage records.

## 12.6.1 Recognition Alarm Report

It is mainly used to show the facial recognition alarm report.

Include three alarm type: White List Alarm, Black List Alarm, Stranger Alarm.

	©		Alar	m Time From 2019-11-24	00:00:00	To 2020-02-24	23:59:59	Device Name	C	8	
_⊃	Video Device	Ð	The c	urrent query conditions /	Alarm Time Fro	m:(2019-11-24 00	:00:00) To:(2020-				
	Decoding	Ð		Alarm Time	Device	Name	Alarm Nar	me Alar	m Type	Confirm Alarm	Media File
ম্র	Face Recognition	Ð		2020-2-12 10:48:40	192.168	213.160	jason	Black	List Alarm	0	
۲	Real-Time Monitoring	Ð		2020-2-12 10:48:32 2020-2-12 10:48:30	192.168	213.160	jason	Black	List Alarm	•	
മ്പ	Record	Ð		2020-2-12 10:48:29	192.168	213.160	jason	Black	: List Alarm	•	
	Report	Θ		2020-1-16 15:45:25	192.168	213.160	cxzcz	Black	: List Alarm	0	
	Recognition Alarm Repor			2020-1-16 15:45:23	192.168	213.160	CXZCZ	Black	List Alarm	0	
	Video Operation Report			2020-1-16 15:45:21	192.168	213.160	CIZCZ	Black	List Alarm	•	
	Video Alarm Report			2020-1-16 15:45:20	192.168	213.160	CXZCZ	Black	: List Alarm	0	<b>•</b>
·	Video Event Record										
- <u>[]</u> -	- Linkage management										
P	Connection Management	Ð	14	c 1-10 > >1	50 rows per	page 👻 Jumj	p To 1 /1	Page Total of 10 r	ecords		

# **12.6.2** Video Operation Report

It is mainly used to list the operation records of the system users on video device.

You can choose ① start time, ② operation type (User Login/Device Management/Linkage Rule) and other conditions to filter the report.

	©		Operation Time Fro	m 2019-12-	03 00:00:00 To 2020	-03-03 23:59:59 One	ration Type		Q (8	)	
Сh	Video Device		The current query c	onditions C	peration Time From:(201						
			🔿 Refresh 🛛 🗹 Ex	port			Device Management				
	Decoding		Time	Operation User	IP Address	Operation Type	Target Add	Linkage Rule			
2	Face Recognition		2020-03-03 14:12:31	admin	192.168.214.10	User Login					
	Pool Timo Monitoring		2020-03-03 14:12:31	admin	192.168.214.10	Logout					
L	Rear-Time Monitoring		2020-03-03 14:11:39	admin	192.168.214.10	User Login					
മപ	Record		2020-03-03 14:11:39	admin	192.168.214.10	Logout					
, 			2020-03-03 13:56:14	admin	192.168.214.10	User Login					
	Report		2020-03-03 10:48:03	admin	192.168.214.10	Logout					
	Recognition Alarm Report		2020-03-03 10:29:05	admin	127.0.0.1	User Login					
			2020-03-03 09:52:33	admin	192.168.214.10	User Login					
	video Operation Report		2020-03-03 09:52:33	admin	192.168.214.10	Logout					
	Video Alarm Report		2020-03-03 09:49:44	admin	192.168.214.10	User Login					
	Video Event Record		2020-03-02 17:17:14	admin	192.168.214.10	Logout					
			2020-03-02 16:59:00	admin	192.168.214.10	User Login					
			2020-03-02 16:36:56	admin	192.168.214.10	Logout					
٠ <u>̈́</u> ḿ-	Linkage Management		2020-03-02 16:24:12	admin	192.168.214.10	User Login					
			1010 01 01 46-14-40	admin	400 400 044 40	Logout					_
ð	Connection Management	$\oplus$	ı< < 1-50 >	>1 5	0 rows per page 👻 🛛 Ji	ump To 1 /2 Page	Total of 9	3 records			

## 12.6.3 Video Alarm Report

It is mainly used to list all the video alarm record reports.

You can select ① the start time, the serial number of the video channel, and ② different alarm types to filter the report. There are 8 types of alarms that can be filtered: Motion Detection, Video Loss, Video Occlusion, Alarm Inputs, Counting Detection, Area Detection, Item Detection, Cross-Line Detection. Click ③**Media File** to view the alarm video.

	0	Operation Time Fro	m 2019-12-03 00:00:	00 To 2020-03-03 23:59:59	Alarm Type		Q 🛞	
m	Video Device	The current query c	onditions Operation 1	Fime From: (2019-12-03 00:00:				
		C Refresh			Video Loss			
	Decoding	Start Time	End Time	Serial Number	Alarm Type	Tampering	Media File	
<u>(</u> 0]	Face Recognition	2020-03-03 15:34:22	2020-03-03 15:34:28	20003483997	Motion Detection	Alarm In Counting Alarm	и <mark>© 3</mark>	
23		2020-03-03 15:11:15	2020-03-03 15:11:21	20003483997	Motion Detection	Area Alarm CTC	os 💿	
٢	Real-Time Monitoring	2020-03-03 15:11:03	2020-03-03 15:11:09	20003483997	Motion Detection	Object Detection	» ( <b>)</b>	
~		2020-03-03 14:15:02	2020-03-03 14:15:39	0B810002046F0001CD56	Motion Detection	192.168.213.180-CH01	۲	
B	Record	2020-03-03 13:59:28	2020-03-03 14:00:20	0B810002046F0001CD56	Motion Detection	192.168.213.180-CH01	۲	
	Report	2020-03-03 13:57:06	2020-03-03 13:58:31	0B810002046F0001CD56	Motion Detection	192.168.213.180-CH01	۲	
		2020-03-03 09:49:39	2020-03-03 09:50:16	0B810002046F0001CD56	Motion Detection	192.168.213.180-CH01	۲	
	Recognition Alarm Report	2020-03-02 19:32:36	2020-03-02 19:32:47	20003483997	Motion Detection	192.168.232.172-Cocto	95 🕑	
	Video Operation Report	2020-03-02 16:29:47	2020-03-02 16:29:58	20003483997	Motion Detection	192.168.232.172-Cocto	os 🕟	
		2020-03-02 14:05:45	2020-03-02 14:05:56	20003483997	Motion Detection	192.168.232.172-Cocro	» (•)	
	Video Event Record	2020-03-02 13:43:56	2020-03-02 13:53:04	0B810002046F0001CD56	Motion Detection	192.168.213.180-CH01	۲	
		2020-03-02 13:43:18	2020-03-02 13:43:54	0B810002046F0001CD56	Motion Detection	192.168.213.180-CH01	۲	

# 12.6.4 Video Event Report

The video event report data comes from the capture and the video recording data generated by the linkage between the access control and the video module.

Search event report data based on the time period and device name. You can select any one option to display data types: List, Image, Video.

	Operation Time From         2019-12-03 00:00:00         To         2020-03-03 23:59:59         Device Name         More ~ Q         Ø												
	Video Device		The current query conditions Operation Time From: (2019-12-03 00:00) To: (2020-03-03 23:59:59)										
			🔿 Refresh     Cl	ear All Data	$\equiv$ List	Ŧ							
	Decoding		Start Time	End Time	📃 List	ge 3	a Name	Device Name	Channel Name	Media File	Status	Remark	
[Ω]	Face Recognition		2020-03-03 14:15:04	2020-03-03	Image: Note State St	eo	Name	192.168.213.180	CH01		Capture Success		
23			2020-03-03 14:15:03	2020-03-09	14:15:33	Area	Name	192.168.213.180	CH01	⊛	Video Success		
۲	Real-Time Monitoring		2020-03-03 13:59:45	2020-03-03	3 13:59:45	Area	Name	192.168.213.180	CH01		Capture Success		
			2020-03-03 13:59:44	2020-03-03	3 14:00:14	Area	Name	192.168.213.180	CH01	۲	Video Success		
Ľ	Record		2020-03-03 13:59:30	2020-03-03	3 13:59:30	Area	Name	192.168.213.180	CH01		Capture Success		
	Report		2020-03-03 13:59:29	2020-03-03	3 13:59:59	Area	Name	192.168.213.180	CH01	۲	Video Success		
			2020-03-03 13:57:55	2020-03-03	3 13:57:55	Area	Name	192.168.213.180	CH01		Capture Success		
	Recognition Alarm Report		2020-03-03 13:57:54	2020-03-03	3 13:58:24	Area	Name	192.168.213.180	CH01	۲	Video Success		
	Video Operation Report		2020-03-03 13:57:27	2020-03-03	3 13:57:27	Area	Name	192.168.213.180	CH01	<b></b>	Capture Success		
	Video Alarm Report		2020-03-03 13:57:26	2020-03-03	3 13:57:56	Area	Name	192.168.213.180	CH01	۲	Video Success		
Γ	Video Event Record		2020-03-03 13:57:07	2020-03-03	3 13:57:07	Area	Name	192.168.213.180	CH01		Capture Success		
			2020-03-03 13:57:07	2020-03-03	3 13:57:37	Area	Name	192.168.213.180	CH01	$\odot$	Video Success		
Γ			2020-03-03 09:49:41	2020-03-03	09:49:41	Area	Name	192.168.213.180	CH01		Capture Success		

①Click on the location of the image to display it; ② Click on the video play button to play it.

	3		Operation Time Fro	2019-12-03 00:00:1	To 2020-03-03	23:59:59 Device N	lame	N	Nore* 🔍 🛞				
Г'n	Video Device		The current query conditions Operation Time From: (2019-12-03 00:00:00) To: (2020-03-03 23:59:59)										
~			🕑 Refresh 👚 Clear All Data 🗮 List 👻										
	Decoding		Start Time	End Time	Area Name	Device Name	Channel Name	Media File	Status	Remark			
[0]	Face Recognition		2020-03-03 14:15:04	2020-03-03 14:15:04	Area Name	192.168.213.180	CH01		Capture Success				
27			2020-03-03 14:15:03	2020-03-03 14:15:33	Area Name	192.168.213.180	CH01	۲	Video Success				
۲	Real-Time Monitoring		2020-03-03 13:59:45	2020-03-03 13:59:45	Area Name	192.168.213.180	CH01	🖃 <mark>1</mark>	Capture Success				
~			2020-03-03 13:59:44	2020-03-03 14:00:14	Area Name	192.168.213.180	CH01		Video Success				
뿝	Record		2020-03-03 13:59:30	2020-03-03 13:59:30	Area Name	192.168.213.180	CH01	· *	Capture Success				
	Report		2020-03-03 13:59:29	2020-03-03 13:59:59	Area Name	192.168.213.180	CH01	۲	Video Success				
			2020-03-03 13:57:55	2020-03-03 13:57:55	Area Name	192.168.213.180	CH01		Capture Success				
	Recognition Alarm Report		2020-03-03 13:57:54	2020-03-03 13:58:24	Area Name	192.168.213.180	CH01	۲	Video Success				
	Video Operation Report		2020-03-03 13:57:27	2020-03-03 13:57:27	Area Name	192.168.213.180	CH01		Capture Success				
	Video Alarm Report		2020-03-03 13:57:26	2020-03-03 13:57:56	Area Name	192.168.213.180	CH01	۲	Video Success				
	Video Event Record		2020-03-03 13:57:07	2020-03-03 13:57:07	Area Name	192.168.213.180	CH01		Capture Success				
	Video Event Record		2020-03-03 13:57:07	2020-03-03 13:57:37	Area Name	192.168.213.180	CH01	۲	Video Success				

# 12.7 Linkage Management

Alarm linkage management is mainly used to configure the alarm linkage trigger conditions and action types of video device in the management system.

## 12.7.1 Linkage Management

Click [Linkage Management] to enter the linkage management interface and click [New] to add an alarm management.
#### ①Enter Rule Name.

<sup>(2)</sup>Alarm Type, there are 8 options (Motion Detection, Video Loss, Video Occlusion, Alarm Inputs, Counting Detection, Area Detection, Item Detection, Cross-Line Detection).

③Select the Alarm Source, that is, select a video channel.

(4) Linkage Action: there are five options: Capture, PTZ, Videotape, Pop-up image, TV wall.

⑤Action type.

<sup>®</sup>Remarks.

**Note:** When the alarm type is selected as Alarm inputs, the pull-down option of the alarm source will become the alarm input. Not all devices have alarm inputs. There are two types of alarm input: local alarm source and network alarm source. IPC devices have only local alarm source and no network alarm source. NVR devices have network alarm source.

Q	Rule Name Q 🛞	
☐; Video Device ⊕	The current query conditions None	
Decoding     Image: Constraint of the second o	Rule Name     Alarm Type       31232     Motion Deto       cvdsffffffffffffffffffffffffffffffffffff	New     ×       1 Rule Name*     A       2 Alarm Type*     Counting Detection       3 Alarm Source*     CH01       4 Linkage Action*     Capture       • Videotape     Pop-up Image       • Videotape     Pop-up Image
Linkage Manager		6 Remarks Save and New OK Cancel

There are five options for linkage actions:

①Capture, ② PTZ, ③ Videotape, ④ Pop-up Image, ⑤ TV Wall.

You can select multiple options, but you can configure the actions one by one only.

Linkage Action*	1 Capture	2 PTZ
	3 Videotape	4) Pop-up Image T∨ Wall

> When selecting **Capture**, select the video channel that needs to be captured.



> When selecting **PTZ**, you can choose to call the present point or turn on the round.

	P	TZ	
20楼过道1 ▲ 20楼过道1 ▲ 2192.168.232.173 ● 4 CH01 ▲ 192.168.232.174 ● 4 CH01 ▲ 192.168.232.175 ● 4 CH01 ▲ 2 192.168.232.176 ● 4 CH01 ▲ 2 192.168.232.176 ● 4 CH01	Add	Mode Call Present Point 1 Turn On the Round 1 Delete	
Channel		Operate	
192.168.232.174-CH0		Call Present Point1	
			•
	save	Cancel	

When selecting Videotape, select the video channel that needs video; multi-channel can be selected.

Videotape	×
🗆 🗠 CH01	
a 🖰 192.168.232.187	1.1
🗹 🗠 CH01	
▲ A 192.168.232.188	
🗆 🔩 CH01	
▲ C 192.168.232.189	
🗆 < CH01	
▲ A 192.168.232.190	
🗆 < CH01	
▲ 6 192.168.232.191	
🗆 🛹 CH01	
save Cancel	-
	۶.

When **Pop-up image** is selected, select the output channel and set the duration of the pop-up image. There are Automatic (stop when the alarm stops) and pop-up time setting.

	Pop-up	Image		
a 😤 192	.168.232.176			*
	S CH01			
a 🖧 192	.168.232.177			
<b>V</b> 4	🖏 CH01			
a 🖧 192	.168.232.178			
	S CH01			
a 🖧 192	.168.232.179			
	🖏 CH01			
a 🖧 192	.168.232.180			
	🖏 CH01			
a 🖧 192	.168.232.181			-
p Mode	<ul> <li>Automatic</li> <li>After</li> </ul>	20	Seconds Stop	
	save	Cancel		
	<ul> <li>192</li> /ul>	Pop-up	Pop-up Image	Pop-up Image         192.168.232.176         CH01         192.168.232.177         CH01         192.168.232.178         CH01         192.168.232.178         CH01         192.168.232.178         CH01         192.168.232.179         CH01         192.168.232.180         CH01         192.168.232.181         p Mode       Atter         20       Seconds Stop

> When **TV-Wall** is selected, you can select the corresponding alarm linkage output video channel. You need to add a decoder first.

	١	r∨ Wal	I	
	CH01 92.168.232.181 CH01 92.168.232.182 CH01 92.168.232.183 CH01 CH01 CH01	•	<ul> <li>249 Decoder</li> <li>247 Decoder</li> <li>169 Decoder</li> <li>232 Decoder</li> </ul>	
Cha	Add		Delete	
192.1	68.232.181-CH01	24	7 Decoder	
Stop Mode	Automatic      After     save	ľ	20 Seconds Stop Cancel	

## 12.8 Connection Manager

### 12.8.1 Connection Manager

Click [Connection Manager] to enter the connection management configuration interface:

1. The address and port number of the VMS client.

**Note:** The VMS Client must be installed and configure the connection with VMS Server.

- 2. Configure the access address of ZKBioSecurity.
- 3. Configure the storage address of the video linkage captured pictures and video files.
- 4. Configure the size of the space where the video linkage media files are stored. When the media file capacity reaches the configured space size, there are two options: "Delete old files" and "No longer capture".
- 5. Set and save the server info for NVR Device.

	$\odot$	VMS System
□¤	Video Device	1 VMS Connection http://192.168.214.139:8489
	Decoding	BioSecurity
মি	Face Recognition	2 BioSecurity Path http://192.168.214.139.8098
•	Real-Time Monitoring	Save The File 3 Video File Path: F\BioSecurityFileWidWideoLinkageFile
••• •••	Record	Video File Clean Up
F	Report	4 When disk space is less than 1 GB. e delete the previous photos ) do not capture
٠ <u>̈́ض</u> ́	Linkage Manager	Set Server Info For NVR Device
Ð	Connection Manager	5 Set Server Path For NVR Device: http://192.168.214.139.8098 (eg.http://127.0.0.1:8098)
		OK

## 12.9 Access Control Module and VMS-Video Linkage Function

## Description

### 12.9.1 Access Control and Video Linkage Function

VMS video function can replace the original Video module to make a video linkage with the access control module. The setting method is the same as the original setting linkage method of access control and video module.

The steps to set up the linkage between access control and VMS video are as follows:

Oevice Name	e Serial N	umber	More	Q 🛞				
Video Device — The current qu	uery conditions None							
C Refresh	😬 New 👘 Delete 🔍 Search D	Device 🛗 Equipr	ment timing 🗸 Enabl	e 🖉 Disable				
Video Device Device	Name Serial Number	Area Name	Host Address IP Port	Protocol Type	Device Model	Status	Enable	Operations
Video Channel	0.202.240 0040101000002	E244040101	02.100.202.24.00	U.V.I		Onnio	v	Luit Doloto
<u> </u>	8.232.231 5643191000011	区域名称 1	92.168.232.23 80	ONVIF	IPC	Online	0	Edit Delete
192.168	8.232.230 20003482993	区域名称 1	92.168.232.23( 80	ONVIF	IPC	Online	0	Edit Delete

1. Under VMS device interface, add video device.

2. Add the access control device under the device interface of the access control module.

ZKTeco	S			R	<u>نې</u>						W	/elcome, admin 《양 ( A	いい) (1) (?) wthorized Compan
©	Dev	ice Name	Se	rial Number		IP Add	dress	h	∧ore≠ Q	8			
📮 Device 🕞	The c	urrent query condition	ons None										
ų	C+ R	efresh 📑 New f	Delete 📑 Exp	ort Q Sear	ch Device 🖳	Device Control	* <03 Set up *	Q View and	Get Devic	e Info 👻 👲	Communica	ation *	
Device		Device Name	Serial Number	Area Name	Communicati	Network	IP Address	RS485	Status	Device	Register	Firmware Version	Operations
Door					Туре	Connection Mode		Parameter		Model	Device		
Reader		<u>192.168.214.181</u>	0566141900195	区域名称	HTTP	Wired	192.168.214.18		Online	inBIO460	•	AC Ver 5.7.6.3026 Aug	8 Edit Delete
Auxiliary Input		acc1	acc980000001	区域名称	HTTP	Wired	192.168.50.2		Offline	TDB09	•	Ver 9.0.0.7-HW-201910	Edit Delete

3. Under the Reader interface of the access control module, bind the reader of the access control device to the VMS video channel that needs video linkage. A reader can bind up to 5 video channels.

**Note:** The combined channel must first set the alarm video in the <u>Storage Server-Record Plan Setting</u>, so that the access control linkage can produce the video.

<b>(</b>	Reader Name	Door	Name		<u>२</u> 🛞					
. Device	The current query conditions None									
	C Refresh									
Device	Reader Name	Door Name	Number	Communicatior	Communicatior	In/Out	Bound camera	Operations		
Door				Туре	Address					
Reader	<u>192.168.214.181-1-In</u>	192.168.214.181-1	1			In	CH01,181-CH1,CH01ไข	Edit Binding/unbinding the camera		
Auxilians Innut	192.168.214.181-1-Out	192.168.214.181-1	2			Out		Edit Binding/unbinding the camera		
Auxiliary Input	192.168.214.181-2-In	192.168.214.181-2	3			In		Edit Binding/unbinding the camera		
Auxiliary Output	192.168.214.181-2-Out	192.168.214.181-2	4			Out		Edit Binding/unbinding the camera		
Event Type	<u>192.168.214.181-3-In</u>	192.168.214.181-3	5			In		Edit Binding/unbinding the camera		
Davlight Saving Time	192 168 214 181-3-Out	192 168 214 181-3	6			Out		Edit Binding/unbinding the camera		

4. Set the linkage trigger conditions, input point, output point, etc., click **[OK**] to save. For details, please refer to [**Linkage**] setting instructions of access control module.

	ZKTECO	2		A 49	New	×
	©	Linkage Name	Linkage Name*	1	Device*	acc1
Ģ	Device 🕀	The current query	Linkage Trigger Condition First-Personnel Open Multi-Personnel Open	s* Add Select All Unselect.	All Input Point*	,
A	Access Control	Linkage Na				1-1
Ĩ.	Time Zones	2 <u>13213</u>				
	Holidays					
	Access Levels					
	Set Access By Levels		Output Point*	Video Linkage	E-mail	
	Set Access By Person		Pop Up Video	Display time	10	s(5-60)
	Set Access By Department		✓Video	Video length	30	s(10-180)
	Interlock		Capture	In the monitori	ing page immediately pop I	up
				Display time	10	s(10-60)
	Anti Dasabash		Make sure that the co will not work! Please r	rresponding input point linkag nake sure that the video mod	ge is bound to available vid lule has set the storage spa	eo channel, otherwise the video linkage function ace, and the video channel bound to the input
	Anti-Passoack		point has set the schedule	ed recording!		
	First-Person Normally Open					
	Multi-Person Group	-				
G.	Advanced Functions 🕀					
	Reports ①			Save and New	ОК	Cancel

5. Real-time monitoring interface preview linkage effect is as follows: linkage triggered, pop up the video playback window.

	©	Area	•	Status	Device Name	1	More 👻	*601 K/s 80,							
R	Device	Door A	uxiliary Input	Auxiliary Output											
		All Doors 📋 Remote	opening	Remote Closing 🥁 Cancel A	larm 🕋 Activate l	ockdown 💮 Deactivate	Lockdown $\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	re 🔻							
	Device	192,168,214 192,168	168.214 192.168.214 192.168.214 192.168.214												
	Reader	221-1 .221-2	.221-	-3 .221-4											
	Auxiliary Input						Video Linkage	× × ×							
	Auxiliary Output			调用开门事件	片, 触发联动,	弹出预览视频	Remote Opening	NTW SHE GROUP							
	Event Type	Current Total:4	<ul> <li>Or</li> </ul>	nline:4 🧉 Disable:0 🥥 Offline:0 💡	Unknown:0	Door Name	1 Lan	<b>1F</b>							
	Daylight Saving Time	Real-Time Events				1100									
	Device Monitoring	Time	Area	Device	Event Point	Event Description									
	Real-Time Monitoring	2019-09-05 17:22:31	Area Name	192.168.214.221(6566144900047)	192.168.214.221-1	Linkage Event Triggered	10000								
		2019-09-05 17:22:31	Area Name	192.168.214.221(6566144900047)	192.168.214.221-1	Remote Opening	10.22								
ß	Access Control														
R.	Advanced Functions														
F	Reports	Total Received: 2	4 <b>e</b>	Normal:2 🥥 Exception:0 🥥 Alarm:0	Clear Data	Rows et Mar	ew Message:1 Event Description								

# 12.10 VMS Client Instructions

## 12.10.1 VMS Client

The VMS client is called ZKBioSecurity VMS Plugin, and its functionality is similar to that of the VMS server. After logging into the VMS client, the control panel lists as follows. ①10 common function modules (Preview, Playback, Decoder, Alarm, Log, Device management, User management, Decoder configuration, Alarm configuration and Local configuration) and ② Alarm event center.



Click the **i**con in the upper right corner to log out of the system.

Click **[Preview]** to open the client preview interface, and you can select video channel, group and layout for screen preview. For the operation of preview interface, please refer to <u>12.4.3 Video Preview</u>.

ZKTEED Control panel Preview ×	User: admin D – 6° X Right: administrator Time: 2020-01-02 12:04:11 Site: Leo
Device       Group       Layout         • 1821       • 1823         • 1835       • quertyuiopasdfghjkltxxvbm         • 123123       • sansu	PTZ Control + Zoom - + Focus - tris - Speed: Preset 1 + X Cruise: 1 + X Track: 1 + X X
	Bright: Contrast Contras
Alarm Event 💉 🄃	* • *

Click [**Playback**] to open the client playback interface. The function of the playback interface is basically the same as that of the VMS server. Please refer to <u>12.5.2 Video Record</u> for the operation method.

	Control Preview panel	Playback ×		User: admin 🕞 – 6° X Right: administrator Time: 2020-01-02 14:49:02 Site: Leo
Device         Local-Storage           ✓         ■ Local_Storage           ✓         ■ 192-168.232.162-20#3           ✓         ■ 192-168.213.181-181-4           ✓         ■ 192-168.213.219-CH01	ZKTECO	ZKTECO	ZKTECO	Search Condition
2	ZKTECO	ZKTECO	ZKTECO	28 27 28 29 90 31 1 2 3 4 5 6 7 8 Stream Type: Main Stream ▼ Search From. ● Any O All
	ZKTECO	ZKTECO	ZKTECO	Search Type: Normal Motion Alarm Intelligent Intelligent Wideo Search
	Constraints     Constrai	ספר 12020-01-01 Show intellige סייים אין 1200 נייים אין 1200 נייים אין 1200 נייים 1200 נייים 1200 נייים 1200 ניי	1500   1500   1700   1500   1500   2000   2100   2200   200	

There are two differences: ① on the client side, you can replay nine video channels at the same time, while on the server, you can only replay four channels at the same time. ② Add a download configuration interface.

Download			ah wae ce		34		- ×
Location	Storage					~	
Channel							$\geq$
Range	2020/01/01	•	00:00:00	*	23:59:59	- 	
Path					Br	rowse	Open
Progress							0%
		STA	RT	Sto	p )		

Click **[Decoder]** to enter the decoder operation interface. The decoder interface of the VMS client integrates the three functions of decoder preview settings, decoder preview play and decoder playback on the VMS server into one interface. Please refer to <u>12.2.4 Decoder Preview Settings</u>, <u>12.2.5 Decoder Preview</u> <u>Play</u> and <u>12.2.6 Decoder Playback</u>.

ZKTec	ð	Control panel	Preview	Playback	Decoder	×	U R Ti S	ser: admin ⊡ – d <sup>a</sup> > ght: administrator me: 2020-01-02 16:07:25 te: Leo
Device Group	Preview	Playback	S					TV Wall 2x2
🔺 🥪 CMS	169 Decod	er-Output1	J		⊾ ×	249 Decoder-Output1		Ъ×
4 😌 123								
© 192.100.213.12								
🚱 1321334								
▲ == 192.168.232.161 () ▼ 192.168.232.161								
▲ == 192.168.232.162								
💱 🖬 20楼办公区2	047 Deced	ar Outputt						
▲ 🔤 192.168.232.163	247 Decou	er-Output r						
4 - 192.168.232.164	4							
📭 ■ 看不了CH01								
4 📼 192.168.232.165								
◎ ■ 20楼无人办2								
● ■ 192.108.252.106								
4 📼 192.168.232.167								
☞ ■ 20楼办公区4	Save	Save As	Delete	Stop Plan Start	roll Setting Exi	it Modify		🗰 16 36 64 X 🖪 S
▲ === 192.168.232.169								
▲ 🛋 192.168.232.170		밑밀	, 22, t	10, 100	22, 22,	rgg		
🔍 ➡ 20楼多媒体2		تليك	친난 찬	반				
▲ 🔤 192.168.232.171	Add	四分割	九分割1 四分	分割2 九分割2	四分割3 四分割4	Division		
Alarm Event 🚿 🐠								+ • • •

Click **[Alarm]** to enter the alarm report interface. It is the same as the report on VMS, except you can't immediately view the alarm video. If you need to view the alarm video, you can go to the <u>12.6.3 Video</u> <u>Alarm Report</u> on the VMS server.

	ntrol Preview Playback	Decoder Alarm	User: admin ြ} — 67 × Right: administrator Time: 2020-01-02 16.49.54 Site: Leo	
BeginTime 2020/01/02 00:00:00 🗘 to 2020	0/01/02 16:30:24 🗘 Type AllType 🔹 Searc	zh en		
ALARM SOURCES	Alarm Type	START TIME	END TIME	
192.168.232.230-CH01	Motion detection	2020-01-02 16:28:06		
192.168.232.172-20楼过道1	Motion detection			
12321324324-แก้ไขแก้ไขแก้ไขแก้ไขแ	Motion detection			
192.168.232.174-CH01	Motion detection			
192.168.232.172-20楼过道1	Motion detection			
192.168.232.205-CH01	Motion detection		2020-01-02 15:52:49	
192.168.232.229-CH01	Motion detection	2020-01-02 15:44:58	2020-01-02 15:45:04	
192.168.232.172-20楼过道1	Motion detection	2020-01-02 15:44:53	2020-01-02 15:45:05	
192.168.232.174-CH01	Motion detection	2020-01-02 15:33:26		
170alarm logs,1/12pages			First Prev Next Last	
Alarm Event 💉 🚸			<b>→</b> ■ *	

Click **[Log]** to query the user's operation record of the video device. The content is the same as that seen in the <u>12.6.2 Video Operation Report</u>.

Zk	Teco Contr	ol Log			User: admin
Log type: AllType	Start time: 2020/01/02	00:00:00 🗘 End time: 2020/01/	02 23:59:59 Search	Operation type	Export
1	2020-01-02 15:22:41	admin	192.168.213.133	Login	i diget
			192.168.213.15	Login	
	2020-01-02 12:05:49		192.168.213.15		
	2020-01-02 10:50:49				
21 records, 1/2 pa				•	First I Previous I Next I Last

Click [Device management] to enter the device management interface of VMS client.

ZKTeco	Cont pan	rol Device el management				User: admin Right: administrator Time: 2020-01-02 1 Site: Leo	– ₽ × 7:10:03
Device Center Decoder 2 Group	3	Layout 4 Storage 5 Dec Grou	p <mark>6</mark>				
	No.	SN	Device name	Device type	Protocol Type	IP address	State
		IDS-2PT7T20BX-D20190412CCCHD0878	192.168.213.120			192.168.213.120	
			192.168.232.162			192.168.232.162	
			192.168.232.164			192.168.232.164	
			192.168.232.166			192.168.232.166	
			192.168.232.169			192.168.232.169	
			192.168.232.171			192.168.232.171	
			192.168.232.173			192.168.232.173	
					First	Previous I Next	Last
Alarm Event 🖋 🐠							★ ■ ★

Including: ① is the Device monitoring interface, which is the same as the information listed in the Video Device interface on the VMS server. ②Decoder management interface, the same as the content of <u>12.2.1</u> <u>Decoder</u>. ③ Video group management interface, please refer to <u>12.4.1 Group</u>. ④ Video channel layout management interface, please refer to <u>12.4.2 Layout</u>. ⑤ Storage service configuration interface, please refer to <u>12.5.1 Storage Server</u>. In the record plan module, right-click to add or delete the record plan. See figure 1 below. ⑥Decoder group, please refer to <u>12.2.2 Decoder Grouping</u>.

Storage Config			×
RedPlan	Record Mode	Timing&Alarm Record =	
<ul> <li> <ul> <li>192.168.213.181-CH1</li> <li>192.168.213.219-CH1</li> <li>192.168.214.185-CH1</li> <li>25tă seguro de salir-CH1</li> <li>25tă seguro de salir-CH1</li> <li>192.168.213.120-CH1</li> <li>192.168.213.180-CH1</li> </ul> </li> </ul>	Sunday Monday Tuesday Wednesday Thurosky		
Add Channel Delete All Channel	Fodey Saturday	Al Day (Working Days) (User Defined)	
	Pre-record Post-record Copy to chill	No Pre-record   No Post-record   Advanced Save Cancel	

Click [User management] to enter the user management interface of the system. This interface lists ① all the users of VMS system, click ② to set different permissions for each user to access the device, map, TV wall. The admin has all permissions by default.

ZKTECD :::: Control panel :::: Management		User: admin ⊡ – 6 <sup>9</sup> × Right: administrator Time: 2020-01-02 17:39:51 Site: Leo
Username	User type	Operation
admin 1		Right
		2 Right
		Right
Alarm Event 🚿 📣		<b>→</b> • •



Click [**Decoder configuration**] to enter the management interface of TV wall. Please refer to <u>12.2.3 TV Wall</u> for specific setting steps.

Z	Control panel	Decoder configuration		User: admin Branch – th <sup>an</sup> X Right: administrator Time: 2020-01-02 17:56:50 Site: Leo
SN.	TV Wall Name	State	Description	Operation
1				Modify Delete Disable
	Tên tường			Modify Delete Disable
Alarn	n Event 🚿 🚸			* 🗆 🌸

Click **[Alarm configuration]** to enter the alarm linkage management interface of the client, and the alarm linkage setting is the same as <u>12.7.1 Linkage Management</u>.

ZK	Teco	Control panel	Alarm configuration					User: admin P – 6 <sup>9</sup> × Right: administrator Time: 2020-01-02 18:05:47 Site: Leo
Add Device Refres	h							I
Rule Name	Alarm Type	Alarm	Source	Remarks	Enable	Desc	ription	
		DEVICES-192.168.213				Modify	Delete	
						Modify	Delete	
เปิดใช้งาน		DEVICES-192.168.213.				Modify	Delete	
						Modify	Delete	
		DEVICES-192.168.214				Modify	Delete	
Alarm	and 40							
Alarm Even								→ □ «

Click [Local configuration] to enter the system configuration interface of the client. ① Capture, download, export log path can be set. ② Different alarm sounds can be set. ③The record storage path can be set. ④ The client database can be backed up and restored.

Click [Save] to save the configuration.

ZKTECD III Control panel co	kocal nfiguration		User: admin ⊡ – 5 <sup>9</sup> × Right: administrator Time: 2020-01-02 18:11:13 Site: Leo
Window scale	Auto login Boot from the start Auto stream Speed mode Save mode sub screen open the main stream		'
1 Capture path	C//Capture	Browse Open	
Download path	C:\Download	Browse Open	
Export log path	C:Logs	Browse Open	
Sync device time	Set Time 🖸 Auto time Sync time 09:38 👗 Interval 1 👗 Day		
2 Alarm sounds	Set		
3 Rec storage path settings	Set		
4 Data backup and restore	Backup Restore		
Channel count			
Record colors	ScheduleMotion detectations Smart		
Version	V2.0[20191217]		
	Save		
Alarm Event ≼ 4			

# 13 FaceKiosk

## 13.1 FaceKiosk

### 13.1.1 Device

Search Device: In the tool bar, select the "Search device" menu. Add the device to the software server

**Solution** Note: User need to entry the hardware deivce and setting some paramter which is support to setting the software server address.

		Searc	th Device	×
Search				
Total Progress	100%		Searched devices count 1	
IP Address	Serial	Number	$\otimes$	
IP Address	Serial Number	Device Type	Operations	
192.168.214.220	173708520010	Information Screen	Add	
▲ The current syste	em communication port i	is 8088, please make	e sure the device is set correctly.	
		C	Close	

#### Add Device

Click the **[Add]**, the system will show the menu, user can typing the important information, click the **[OK]** button.

	Add	×
Device Name*	173708520010	
Device Serial Number*	173708520010	
IP Address	192 . 168 . 214 . 220	
Attendance Area*	Area Name	
Enrollment Device		
(	OK Cancel	

Device Name: FaceKiosk Device name.

Device Serial Number: Just support to show the default value, It can't support to edit.

**IP Address:** Belong to the device parameter and used to communication with the software server.

Attendance Area: Which area the FaceKiosk device belong to.

**Enrollment Device:** Support to setting as the registration device.

**Enable/Disable:** Select device, click [**Disable/Enable**] to stop/start using the device. When communication between the device and the system is interrupted or device fails, the device may automatically appear in disabled status. After adjusting local network or device, click [**Enable**] to reconnect the device and restore device communication.

**Synchronize software Data to the Device:** Synchronize data of the system to the device. Select device, click [**Synchronize All Data to Devices**] and click [**OK**] to complete synchronization.

View Device Parameters: Show the capacity detail.

View Device Parameters	×
Parameter Name	Parameter Values
Current Number of Users/Maximum Number of Users	3/5000
Current Face Number/Maximum Number of Faces	2/400
Current Fingerprint Number/Maximum Number of Fingerprints	0/2000
Current Finger Vein Number/Maximum Number of Finger Veins	0/1000
Current Palm Number/Maximum Palm Number	0/0
Current Number of Records/Maximum Number of Records	11/100000
Maximum Number of User Photos	10000
Close	

### 13.1.2 Area

#### Set Attendance by Area/Person

The area is unified to the system management for maintenance, and the Facekoisk is displayed by area and by person. It displays each area and the personnel belonging to each area in area settings, and display the area to which the personnel belongs in person settings.

ZKTeco	R		ŵ P:	1 <b>1</b>	8 <b>2</b> 19		E	\$ \$	Welcome, adn	nin 🔅 🛞 († 🤉 🕛 Authorized Company: 11
0	Area					Brow	se Personnel 🕮	域名稱Belong Area	IS	*
EaceKiosk Device	Area Number		Area Name		Q, 🛞	Per	sonnel ID		Name	More+ Q 🛞
	The current qu	ery conditions Nor	ie			The o	urrent query co	nditions None		
Device	C+ Refresh	Synchronize Peo	ple In The Area			() F	efresh 🕋 Del	ete Personnel		
Set Attendance By Area	Area Number	Area Name	Personnel Quantity	Operations			Personnel ID	First Name	Last Name	Department Name
Set Allendance By Person		區域名稱	23	Add Personnel			414141415			部門名稱
	2	att_test	1	Add Personnel			414141414	434	gong	部門名稱
	code1	name1	0	Add Personnel			3001	1		att_test
							979883		教力	部門名稱
						-	2915	人关		
ZKTeco	£		<b>ð</b> 11:		8 <b>2</b> 8 <b>1</b> 8			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Welcome, adr	nin 🔅 🛈 🚺 🕐 🔱 Authorized Company: 11
©	For regional ec	ditors				Brow	se Personnel 张	梦杰Belong Areas		
FaceKiosk Device	Personnel ID		Name	More	+ Q 🛞	Are	a Number		Area Name	Q 🛞
	The current qu	ery conditions Nor	ie -			The o	urrent query co	nditions None		
Device	O Refresh					() F	efresh 👚 Del	e <mark>te the</mark> area		
Set Attendance By Area	Personnel ID	First Name	Last Name	Department Name	Operations		Area	Area Name		
Set Attendance By Person	5421049	张梦杰		部門名稱	Add area		Number			
	3	唐三	唐	att_test	Add area					
	1	弗兰德		att_test	Add area					
	4	胖子	唐	att_test	Add area					
	555222	火舞		部門名稱	Add area					

#### • New

#### [Area] -> [new].

	New	×
If the new area in the area administrator to re-author	a failed to show the list, please contact the ize the user to edit the area!	
Area Number*		
Area Name*		
Parent Area*	Area Name	
Remark		
Save and New	OK Cancel	

After you finish the input value, click the submit button [**Save and new**] or [**OK**].

Area Number: It just can support typing the number and alphabet.

Area Name: It can support typing anything alphabet, but can't typing the comman.

Parent Area: The default parent area is Area name. User can select any area.

**Remark:** It can support to typing anything.

**SNote:** This area contact with the system area. Which is under the system module.

**SNote:** If some persons belong to the area, so that this area can't support to delete.

## 13.1.3 Personnel Area Setting

#### Regional Add Staff

Select a [Area] and click the [Regional add staff] to this area.

			Add Persor	nel			
Personnel ID		First Name			Department Na	me	More - Q 🛞
The current query cond	itions None						
Alternative				Selecte	ed(0)		
Personnel ID	First Name	Department			Personnel ID	First Name	Department
I< < 0 >	>1 50 rows	per page 👻	0K	Can	cel		

Delete: Select person which is the user want to delete, the system will automatic to delete this user from the device.

**Resynchronize to Device:** Synchronized the personnel information to the device by manual.

# 13.2 Media Advertising

### **13.2.1** Advertisement Resources

In the Advertisement resources module, it can support to create/edit/delete advertisement resources.

**Refresh:** Refresh the data which is show on the table.

New: Support to upload some new advertisement resources to software server.

	New		×
Medium Type*	Image	•	
Media Resource Type*	Local Resource	•	
Media Name*			
File Upload*	Browse		
Save and New	ОК	Cancel	

Medium Type: It have both value to choice. Image and video.

**Media Resource Type:** It Support to upload some file to server form the local computer. Or setting the link from the network.

Media Name: It can support the used defined the media name which is used for user remember.

File Upload: It can support select the file from the local computer. Which is will be uploaded.

Edit: It can support to edit and fixed the information.

**Delete:** It can support to be deleted.

### 13.2.2 Advertising Setting

Click [Advertising Setting], this module support to create/edit/delete the advertising.

#### Add AD:

Open [Advertising Setting], Click [Add AD].

C+ Refresh				📿 Refresh 👚 De	lete	
Device Serial Number	Device Name	Operations		Media Name	Medium Type	
173708520010	173708520010	Add AD				
			Add AD			
	Name	Q (8)				
	The current que	ry conditions None				
	Alternative			Selected(0)		
	Name	Medium Type		Name	Medium Type	
			>>			
			~ <			
			<<			
	i< < 0	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>				_
		OK		Cancel		
14 K 1-1 5 51	50 rows per page 👻	Jump To 1 /1 Page Total of 1 records		1< < 0 >	50 rows per page 👻	Jump To 1 /0 Page Total of 0 records

**Delete:** It can support to delete the advertising.

## 13.3 Reports

### 13.3.1 Verification Record

Click [**Reports**] > [**Verification Record**] to view specified events in specified condition. The options are same as those of [**Verification Record**].

	ZKTeco	Ł	D	0	÷	<b>e</b> :	e	8	8 <b>2</b> 6	2	3	E 4	3				
	©	Time From	2019-02-15	5 00:00:00	To 2019-0	5-15 23:59:59	Per	sonnel ID			Name			Serial Number			More* Q 🛞
Ä	Information Screen	The current	query condi	tions Time	From:(2019-0	02-15 00:00:00	) To:(2019	9-05-15 23:59:51	9)								
$\sim$					C	Refresh	Export									Verification del	tails
2	Media Sovertising	+ 🗀 Depar	tment Nam	e(0)	De	partment Num	ber Des	partment Name	Personnel ID	FirstNar	ie Las	tName	Area Name	Device Serial Number	Ve		Verity photo
	Reports Venification Record																
																Parsonnal ID	
																First Name	
															1	Department	
																Verification Time Serial Number	
					* [c	č 0	3 3	50 rows p	er page -	Jump To 1	/0 Page	Total of	0 records		•		

# 14 Face Intellect

Face Intellect Device used the push protocol to communication with the software. It can support to setting the Face Intellect device as the reader, and then used the Face Intellect device to verification the user facial, according the verification result to make the decision whether if open door.

# 14.1 Face Intellect Device

## 14.1.1 Device

#### **Search Device**

Click [Face Intellect Device] > [Device] > [Search Device]:

			Sear	rch Device			×
Search							
Total Progress	100%	6	Searched d	levices count:1			
IP Address	Devi	ісе Туре	Seri	al Number		$\otimes$	
IP Address	Serial Number	MAC Address	Subnet Mask	Gateway Address	Device Type	Operations	
192.168.213.235	8T8OR030007	2c:28:b7:00:0d:99	255.255.255.0	192.168.213.1	FI710	Add	
				Close			

#### **Add Device**

Click the **[Add]**, the system will show the menu, user can typing the important information, click the **[OK]** button.

	Aud	×
Device Name*	192.168.213.235	
Serial Number*	8T8OR030007	
IP Address*	192 . 168 . 213 . 235	
Area*	Area Name	
	OK Cancel	

#### **Upgrade Firmware**

Tick the device that needs to be upgraded, click **[Upgrade firmware]** to enter edit interface, then click **[Browse]** to select firmware upgrade file (named emfw.cfg) provided by Access software, and click **[OK]** to start upgrading.

**Note:** The user shall not upgrade firmware without authorization. Contact the distributor before upgrading firmware or upgrade it following the instructions of the distributor. Unauthorized upgrade may affect normal operations.

#### Synchronize Time

It will synchronize device time with server's current time.

#### Synchronize All Data to Devices

Synchronize data of the system to the device. Select device, click [Synchronize All Data to Devices] and click [OK] to complete synchronization.

### 14.1.2 Personnel in Area

#### **Add Personnel**

Click [Personnel in Area] > [Area] > [Add Person]:

The current query conditions Non-         Condit Non-         Conditions Non-
Image: Constraint of the second of
C Area Name         Personnel ID         First Name         Last Name         Department Name         Area Name           Lobby         2888         Est Name         Department Name         Area Name
2888     Department Name     Area Name
IC C 1-1 > > 50 rows per page + Jump To 1 /1 Page Total of 1 records
Refresh
Device Name Serial Number Area Name IP Address Status Device Model Firmware Version Bounding Acc Reader
IC C 0 > >I 50 rows per page + Jump To 1 /0 Page Total of 0 records

#### **Delete Personnel**

Click [Personnel in Area] > [Area] > select the person > [delete Person]:

#### **Sync Selected Data to Devices**

Synchronize selected data to the device. Select area, click [Sync Select Data to Devices] and click [OK] to complete synchronization.

## 14.2 Reports

### 14.2.1 All Transactions

**∠Note:** Here have two cases.

- 1) If the user setting the Face Intellect device connect with the lock directly, Once the validation is successful, the record is displayed in the report
- 2) If the user setting the Face Intellect device as the reader with the access device. All the record will be show on the access module. And can't show on this report.

	<b>N</b>
The current query conditions Time From: (2019-02-15 00:00:00) To: (2019-05-15 23:59:59)	
🕞 Refresh 🍈 Clear All Data 📑 Export	
Time         Device Name         Personnel ID         First Name         Last Name         Department Number         Department Name         Area Name	

# 16 Temperature Detection

MTD (Mask and Temperature Detection) module is primarily designed to work with the access control devices which have body temperature detection and mask detection features. It provides real-time monitoring of temperature and mask detection of all the users and various analysis reports.

## 16.1 Temperature Management

## 16.1.1 Real-Time Monitoring

Click [Temperature Detection] > [Temperature Management] > [Real-Time Monitoring].



The Real-Time Monitoring interface allows the user to monitor the body temperature of the users with their image captured during verification. The mask and temperature data is collected at every entry and exit point of the premises if the personnel is registered in the device. There are 3 different categories of records that are displayed on the monitoring page. They are:

- Personnel with abnormal temperature (masked or unmasked).
- Personnel without a mask.
- Personnel with normal body temperature and mask.

亘	Real-Time Monitoring
😚 Temperature Management 🖂	
Real-Time Monitoring	Abnormal Temperatur
Statistics panel	
Temperature Raw Record	Set up ×
Individual Temperature Record	Body temperature <sup>®</sup> β7.3 ℃ ✓
Abnormal Temperature Record	
Department Daily Statistic	
Monthly Statistics	
Parameters	No Masks
	9

The system allows the users to set the body temperature threshold which determines the category that the user data will be recorded i.e Abnormal Temperature or Normal Temperature.

## 16.1.2 Statistic Panel



Click [Temperature Detection] > [Temperature Management] > [Statistic Panel].

The statistics panel provides statistical data for the Administrators to analyze the number of users with normal body temperature, abnormal temperature, and unmeasured body temperature in a specific time period. The statistics can be filtered by time i.e., Today, This Week, and This Month.

You can also click on any category on the Pie-chart and the corresponding personnel details will be displayed on the right side of the interface. Also, personnel can be searched by entering the Personnel ID or Department Name on the top-right corner of the interface.

*∝***Note:** The statistics are only available for system personnel.

### **16.1.3** Temperature Raw Record

#### Click [Temperature Detection] > [Temperature Management] > [Temperature Raw Record].

The **Temperature Raw Record** displays the reports in event-time order i.e. sequentially as it happens regardless of Normal Temperature/Abnormal Temperature/Department/Masked/Unmasked. It also displays the Department Name, Body Temperature, Status, and Photo which a user can check instantly after verification.

J	R		Ð	ŵ					÷ (	<u>ô</u> }				8	
	Time From	2020-04-01 00	:00:00	Tn 2020-	07-01 23:59:59	Name	s	tatus		More 🗸 🛞					
h	The current	t query condition	ons Time	From:(2020-0	04-01 00:00:00) To:(2020	0-07-01 23:59:59)									
'	🔿 Refresh	Export													
	Record number	Event Date		Area Name	Device Name	Event Point	Personnel ID	First Name	Last Name	Department Name	Mask	Body temperature	Original body temperature	Status	Photo
	3772	2020-07-01 14	12:04	Area Name	192.168.214.249防	192.168.214.249-1	4146		liuliu1	Department Name	Yes	37	37	Normal	
	3771	2020-07-01 14	12:02	Area Name	192.168.214.249防	192.168.214.249-1	4146		liuliu1	Department Name	Yes	36.9	36.9	Normal	
	3764	2020-07-01 14	06:23	Area Name	192.168.214.249防	192.168.214.249-1	4146		liuliu1	Department Name	Yes	36.7	36.7	Normal	-
	3763	2020-07-01 14	06:21	Area Name	192.168.214.249防	192.168.214.249-1	4146		liuliu1	Department Name	Yes	36.8	36.8	Normal	
	37 <mark>6</mark> 1	2020-07-01 14	06:18	Area Name	192.168.214.249防	192.168.214.249-1	4146		liuliu1	Department Name	Yes	36.7	36.7	Normal	-
	3760	2020-07-01 14	:06:10	Area Name	192.168.214.249防	N 192.168.214.249-1	4146		liuliu1	Department Name	None	36.9	36.9	Normal	
	3759	2020-07-01 14	06:08	Area Name	192.168.214.249防	192.168.214.249-1	4 <mark>14</mark> 6		liuliu1	Department Name	None	36.9	36.9	Normal	-
	3758	2020-07-01 14	06:06	Area Name	192.168.214.249防	192.168.214.249-1	4146		liuliu1	Department Name	None	37.2	37.2	Normal	-
	3751	2020-07-01 14	05:32	Area Name	192.168.214.249防	n 192.168.214.249-1	4146		liuliu1	Department Name	Yes	36.5	36.5	Normal	-
	3750	2020-07-01 14	05:30	Area Name	192.168.214. <mark>249</mark> 防	N 192.168.214.249-1	4146	100	liuliu1	Department Name	Yes	36.6	36.6	Normal	-
	3749	2020-07-01 14	05:28	Area Name	192.168.214.249防	192.168.214.249-1	4146		liuliu1	Department Name	Yes	36.4	36.4	Normal	
	3742	2020-07-01 11	09:33	Area Name	192.168.214.249防	192.168.214.249-1	4146		liuliu1	Department Name	Yes	36.7	36.7	Normal	
	2720			· · · · · · · · · · · · · · · · · · ·	400 400 044 040Ft		1410		india.ca	B	v		AA 7	A1	-

Click the **IMAGE** icon to view the captured photo.

st 🧕 Verify Photo M	× Status	Photo
	Normal	
	Normal	
	Normal	-
	Normal	
	Normal	
	Normal	-
	Normal	-
5 TIP	Normal	-
	Normal	
	Normal	
	Normal	
	Normal	-
	Normal	

#### Export

1						Temp	erature+Raw+Rec	ord					
2	Record number	Event Date	Area Name	Device Name	Event Point	Personnel ID	First Name	Last Name	Department Name	Mask	Body temperature	Original body temperature	Sta
3	3772	2020-07-01 14:12:04	Area Name	192.168.214.249防疫	192.168.214.249-1	4146	六六的	iiuliu1	Department Name	Yes	37.0	37.0	Nor
4	3771	2020-07-01 14:12:02	Area Name	192.168.214.249防疫	192.168.214.249-1	4146	六六的	liuliu1	Department Name	Yes	36.9	36.9	Nor
5	3764	2020-07-01 14:06:23	Area Name	192.168.214.249防疫	192.168.214.249-1	4146	六六的	រែបរែប1	Department Name	Yes	36.7	36.7	Nor
6	3763	2020-07-01 14:06:21	Area Name	192.168.214.249防疫	192.168.214.249-1	4146	六六的	liuliu1	Department Name	Yes	36.8	36.8	Nor
7	3761	2020-07-01 14:06:18	Area Name	192.168.214.249防疫	192.168.214.249-1	4146	六六的	liuliu1	Department Name	Yes	36.7	36.7	Nor
8	3760	2020-07-01 14:06:10	Area Name	192.168.214.249防疫	192.168.214.249-1	4146	入入的	liuliu1	Department Name	None	36.9	36.9	Nor
9	3759	2020-07-01 14:06:08	Area Name	192.168.214.249防疫	192.168.214.249-1	4146	六六的	liuliu1	Department Name	None	36.9	36.9	Nor
10	3758	2020-07-01 14:06:06	Area Name	192.168.214.249防疫	192.168.214.249-1	4146	六六的	liuliu1	Department Name	None	37.2	37.2	Nor
11	3751	2020-07-01 14:05:32	Area Name	192.168.214.249防疫	192.168.214.249-1	4146	六六的	liuliu1	Department Name	Yes	36.5	36.5	Nor
	4 1	Temperature+Raw+	Record	(t)									•

#### ∕≤Note:

- If the Personnel ID field is blank, it represents a Visitor.
- The "Original body temperature" is usually measured by the device, and it can't be modified. But the "Body Temperature" can be revised in "Abnormal Temperature Record".

## 16.1.4 Individual Temperature Record

This report displays all the body temperature details of a User or Personnel daily.

ZK	Teco	£	0	¢						🙁 admin
	1	Time From	2020-04-01 00:00	1:00 To 202	20-07-01 23:59:59	Name	Perso	onnel ID	More+ Q 🛞	
🕥 Temperatu	ne 🔾	The current	query conditions	Time From:(2	2020-04-01 00:00:00)	To:(2020-07-01 23:59:	59)			
V		C+ Refresh	Export							
Real-Time I Statistics pa	Monitoring	Personnel II	D First Name	Last Name	e Department Number	Department Name	Event Date	Body temperature		Status
Temperator	o Paw Rocard	789783	i		1	Department Name	2020-06-28	37.0.36.8.36.8.36.6.37	0.36.7.36.9.36.9.36.5.37.0.36.9.36.9.37.	<u>0,:</u> Normal
remperatur	C TRAW TRECOID	545456			1	Department Name	2020-06-30	37.1,36.8,36.9,36.1,35	6,36.8,36.6,36.8,36.6,36.6,36.7,36.7,36.	8,: Normal
Individual T	emperature Record	545456			1	Department Name	2020-06-29	36.1,36.8,36.7,36.7,36	3.36.5.36.8.37.1.37.0.37.0.37.1.36.9.37.	<u>0,:</u> Normal
Abnormal T	emperature Record	545456	10		1	Department Name	2020-07-01	36.7,36.5,37.0,36.8,36	9 36 8 36 9 36 8	Normal
Department	Daily Statistic	545455			1	Department Name	2020-06-29	<u>-1-,-1-,-1-</u>		Unmeasured
Monthly Sta	distics	545455			1	Department Name	2020 06 28	37.0.37.0.37.0.37.0.37	0 36 0 36 7 37 1 37 0 36 8 37 0 37 0 37	0,: Normal
Parameters		41 <mark>4</mark> 6	666de	liuliu1	25	poss	2020-06-28	36.7,37.1,36.5,36.9,37	1 37 3 36 9 37 1 37 1 36 5 37 0 36 9 36	3,: Exception
		41 <mark>4</mark> 6	666de	liuliu1	1	Department Name	2020-07-01	37.0,36.9,36.7,36.8,36	7 36 9 36 9 37 2 36 5 36 6 36 4 36 7 36	<u>7,;</u> Normal
		4146	666de	liuliu1	34001	w	2020-06-29	36.6,36.7,36.8,36.9		Normal
		4146	666de	liuliu1	25	poss	2020-06-29	36.8, 36.4, 37.0, 36.9, 37	0 36.8 36.8 36.8 36.7 36.9 37.0 37.3 37.	0.: Exception
		41 <b>4</b> 6	666de	liuliu1	1	Department Name	2020-06-30	37.1,37.2,37.1,37.3,37	. <u>5,37.4,37.4,37.0,37.1,36.9</u>	Exception
		4146	666de	liuliu1	34001	w	2020-06-30	37.1,37.2,37.2,36.6,36	8 37 0 36 2 36 4 37 2 37 3 37 1 37 3 36	5.: Exception
		41429	41429		4	Department Name	2020-06-29	<u>d-d-d-d-d-d-d-</u>	<u>de, de, de, de, de, de, de, de, de, 36, 8, de, de, de</u>	Normal
		34001	v		34001	w	2020-06-28	36.5,36.6,36.5,36.5,36	9.36.9	Normal

### Click **Body Temperature** to view the details of each record.

						Edit									
🔿 Refre	3 Refresh														
	Area Name	Device Name	Event Point	Personnel ID	First Name	Last Name	Department Name	Mask	Body temperature	Original body temperature	Status	Photo			
16:07:1 <mark>4</mark>	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	Yes	37	37	Normal	-			
16:07:11	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	Yes	36.8	36. <mark>8</mark>	Normal	<b>_</b>			
15:51:28	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	Yes	36.8	36.8	Normal	-			
15:51:25	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	Yes	36.6	36.6	Normal				
15:51:23	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	Yes	37	37	Normal	-			
15:51:20	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	Yes	36. <mark>7</mark>	36.7	Normal	<b>_</b>			
5:51:18	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	Yes	36.9	36.9	Normal	-			
5:51:16	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	Yes	36.9	36. <mark>9</mark>	Normal	-			
15:51:13	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	Yes	36.5	36. <mark>5</mark>	Normal	-			
5:50:29	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	None	37	37	Normal	-			
5:50:26	Area Name	192.168.214.249	192.168.214.249-1	789783	kaik <mark>a</mark> i		Department Nar	None	36.9	36.9	Normal	<b></b>			
15:50:23	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	None	36.9	36.9	Normal				
5:50:21	Area Name	192.168.214.249	192.168.214.249-1	789783	kaikai		Department Nar	None	37	37	Normal	<b>_</b>			
							-	100				-	*		

## 16.1.5 Abnormal Temperature Record

It displays the record of exceptional body temperatures i.e. above the body temperature threshold and the temperature of personnel which is not detected.

Click [Temperature Detection] > [Temperature Management] > [Abnormal Temperature Record].

	ZKTECO	S	0 6	9	init 6	21 E	¢ di			R	e						e admin
	1	Time	From 2020-04-01 (	00:00:00 To	2020-07-01 23:	59:5 <b>9</b> N	lame			rocessing	status -		More *	Q 🛞			
6	Temperature 🕞	The c	current query condit	tions Time Fro	m:(2020-04-01 0	0:00:00) To:	(2020-07-(	01 23:59:59)									
	Real-Time Monitoring	C R	Event Date	Area Name	f Persons in Clos	Personnel	Firet	Departme	Mask	Bedy	Status	Processing time	Processin	Processor	Process	Photo	Operations
	Statistics panel	3.44	Lyen Date	Alsa Name	Device Maine	ID	Name	Name	NIGON	tempe	Jiaius	Processing time	method	10000300	status	11020	Operationa
	Temperature Raw Record	0	2020-06-29 16:23:2	4 Area Name	192.168.214.24	8 41 <mark>46</mark>	1	OSS	None	37.3	Excepti						Edit
	Individual Temperature Record	100	2020-06-30 11:04:4	8 Area Name	192.168.214.24	: 545456		Jepartmen	None		Unmea:						Edit
	Abnormal Tomperature Record	0.	2020-06-29 09:04:2	4 Area Name	192.168.214.24	1			None		Unmea:					~	Edit
	Automai temperature Record	12	2020-06-29 09:04:3	1 Area Name	192.168.214.24				None	36.3	Normal	2020-06-29 09:19:55	The device	admin	Processe		Edit
	Department Daily Statistic	101	2020-06-30 11:05:5	4 Area Name	192.168.214.24	1 545456		Departmen	None		Unmea:						Edit
	Monthly Statistics	10	2020-06-30 14:59:0	5 Area Name	192.168.214.24	t.			None	37.5	Excepti					<b>—</b>	Edit
	Parameters	100	2020-06-29 09:03:3	3 Area Name	192.168.214.24	545455	1000	Departmen	None		Unmea:						Edit
		0	2020-06-29 09:04:2	1 Area Name	192.168.214.24	ų.			None		Unmea:						Edit
			2020-06-28 15:28:4	4 Area Name	192.168.214.24	4146		poss	None	37.3	Excepti						Edit
		6	2020-06-29 09:04:2	9 Area Name	192.168.214.24	8			None		Unmea:					-	Edit
		(13)	2020-06-30 14:24:4	7 Area Name	192.168.214.24	! 41 <mark>46</mark>		w	None	37.3	Excepti					<b>E</b>	Edit
		10	2020-06-28 16:00:3	2 Area Name	192.168.214.24	! 41 <mark>46</mark>		poss	None	37.7	Excepti						Edit
		$\underline{D}^{(1)}$	2020-06-29 09:23:4	7 Area Name	192.168.214.24	41 <mark>46</mark>		poss	None	36	Normal	2020-06-29 10:42:18	Mariual me	admin	Processe	<b></b>	Edit
		111	2020-06-28 13:56:3	7 Area Name	192.168.214.24	!! 4146		poss	None	37.3	Excepti						Edit
		0	2020-06-28 15:29:5	i1 Area Name	192.168.214.24	! 41 <mark>46</mark>		poss	None	37.3	Excepti	2020-06-29 10:49:54	The device	admin	Processe	1	Edit
		+	1-50 > >	50 rows p	ierpage – Ji	ump To 1	/3 Pa	ige Total of	142 record	s							.,

#### Edit

Click the **Edit** option to revise the user's body temperature by manual detection. The edit window pops-up as shown below:

Body temperature*	36.5	
Processing method*	Manual measurement	
Precessor*	admin	
Remark	After manual measure the body temperature, it is normal.	

#### Inquiry of Persons in Close Contact with Suspected Cases

It will help the user to check the personnel who had contact with any suspected persons. Enter the contact time, 1 to 120 minutes is applicable.

		Time From 2020-04-01 00:00:00 To	2020-07-01 23:59:59 Name Processing	status	Mc
6	Temperature 🕞	The current query conditions Time From	r:(2020-04-01-00:00:00) To:(2020-07-01-23:59:59)		
	Real-Time Monitoring	Event Date Area Name	Device Name Personnel First Last Name Departme	Mask Body	Status Pro
	Statistics panel Temperature Raw Record	2020-07-01 15:35:55 Area Name	192.168.214.24! 4146 666de liuliu1 Departmen 1	None 37.5	Excepti
	Individual Temperature Record	2020-07-01 15:35:53 Area Name 2020-07-01 15:35:49 Area Name	192.168 Condition 192.168 Close contact time (minutes)*	× 37.4 37.5	Excepti
		2020-07-01 15:35:46 Area Name	192.168	37.4	Excepti
	Monthly Statistics	2020-06-30 15:33:13 Area Name 2020-06-30 15:33:07 Area Name	query period. Minutes, 1-120.	37.5	Excepti 2020
	Parameters	2020-06-30 15:33:05 Area Name	192.168 OK Cancel	37.4	Excepti
		<ul> <li>2020-06-30 15:01:05 Area Name</li> <li>2020-06-30 14:59:05 Area Name</li> </ul>	192.168.214.24!	None 37.5	Excepti
		2020-06-30 14:58:46 Area Name	192.168.214.24!	Yes 37.3	Excepti

Click **OK** to view the search results.

					unate contact of a	uspected ca.	50						
Abnormal Temperature	List	of Persons in Clos	e Contact										
		Event time	Area Name	Device name	Event Point	Personnel ID	First Name	Last Name	Department Name	Mask	Body temperatu	Status	Photo
37.6°C         Brassen ID:       678         First Name:       William         Last Name:       William         Mask:       Yes         Department:       Department Name         Time:       2020-06-18         Time:       21:53:27		2020-06-18 11:55:	Area Name	192.168.5.239	192.168.5.239-1	0				Yes	37.2	Normal	
	4	< 1-1 > >r	50 rows pe	rpage - Jun	np To 1 /1 Pa	age Total of	f 1 records						•

## **16.1.6 Department Daily Statistics**

It displays the department-wise temperature detection records. A user can select a department from the list of departments in the left panel which displays the number of persons with normal temperature, abnormal temperature, and unmeasured in the specific department daily. It also displays the proportion of abnormal body temperature.

	ZKTeco	R		Ð	-			8	8		2 0	9 🐵			e admin 👻
	3	Time From	2020-04	4-01 00:00:0	D To	2020-07-01	23:59:59	Depar	rtment Numbe	r	Depa	rtment Name		Q (8)	
3	Temperature 🕞	The current	t query co	onditions T	ime Fro	om:(2020-04-0	01 00:00:00)	To:(2020	D-07-01 23:59	59)					
	Pool Time Monitoring	ΦE				C+ Refresh	Export	t							
	Statistics panel		Departmen Number	t Departmer Name	nt	Event Date	Number of Normal Temperatur	Number of Abnormal Temperatur	Number of Unmeasured	Actual Attendance People	Total Number of Department People	Proportion of Abnormal Body Temperature			
	Temperature Raw Record	* C	11		5	1	Department	t Name	2020-07-01	1	1	0	2	446	50%
	Individual Temperature Record					1	Department	t Name	2020-06-30	1	1	0	2	446	50%
	Abnormal Temperature Record					34001	w		2020-06-30	0	1	0	1	1	100%
						1	Department	t Name	2020-06-29	2	0	1	3	446	33.33%
	Monthly Statistics					25	poss		2020-06-29	0	1	0	1	11	100%
	Parametore					34001	$\sim$		2020-06-29	1	0	0	1	1	0%
	Falameters					1	Department	t Name	2020-06-28	2	0	0	2	446	0%
						25	poss		2020-06-28	0	1	0	1	11	100%
						34001	w		2020-06-28	1	0	0	1	1	0%
						vis	(Visitor)		2020-06-28	3	0	0	3	3	0%
							1-10			no – lumo To	1 /1 Pac	Total of 10 rea	corde		
						R K	1-10 >	>∣ 5	0 rows per pa	ge 👻 Jump To	1 /1 Pag	Total of 10 re	cords		

### **16.1.7** Monthly Statistics

Click **[Temperature Detection] > [Temperature Management] > [Monthly Statistic]** to view the infographics of monthly temperature detection.

	ZKTeen	Ł	0	Ð	它	<b>M</b> :		8	8			R	Ð	@	😢 admin 👻
	<u>.</u>	Monthly	y Statistics												
6	Temperature $\bigcirc$	Month	2020-07												
		The cu	rrent query o	condition	s None										
	Real-Time Monitoring								-	Abnormal	Norn	nal 💼 U	Inmeasured		
	Statistics panel				70 -										
	Temperature Raw Record														
	Individual Temperature Record				60 -										
	Abnormal Temperature Record														
	Department Daily Statistic				50 -	-	~								
						1		10							
	Parameters				40 -	Normal:	iai: 5 : 56	)							
						<ul> <li>Unmeas</li> </ul>	sured: 0								
					30 -										
					20										
					20-										
					10-										
					0-1	2 3 4	5 6	7 8 9	9 10 11	12 13	14 15 1	6 17 18	19 20	21 22 23 24 25 26 27 28 29 30 31	

### 16.1.8 Parameters

It allows the user to set the body temperature threshold which determines the category to which the recorded temperature falls-in i.e Abnormal Temperature or Normal Temperature. For example, assume that the threshold temperature is set to 37.3°C. If the recorded temperature is 37°C, it will be saved as "Normal Temperature" and if the recorded temperature is 38°C, it will be saved as "Abnormal Temperature". The temperature unit can also be chosen between °C or °F.

	ZKTeen		L	0	$\odot$	Ť	<b>F</b> :	<b>(111)</b>
	₫		Temperal	ture thresh	old setting			
9	Temperature	Θ	Body ter Unit*	mperature'	37.30 ●℃〇 °F			
	Real-Time Monitoring							
	Statistics panel							
	Temperature Raw Record							
	Individual Temperature Re	cord						
	Abnormal Temperature Re	cord						
	Department Daily Statistic							
	Monthly Statistics							
	Parameters							

**Solution** Solution After setting the body temperature threshold, the Real-Time Monitoring Page will refresh, and the persons will be categorized according to the new threshold temperature.

# 17 Appendices

# **Common Operations**

Select Personnel

The selected personnel page in the system is as below:

						-								
Zone	*		_		۲		Las	t Acces	s Reader*			23378	۲	
) Qu	ery 🔘 D	epartment										-	-	
erso	nnel ID		First	Name		Last Name			Card Nur	nber		More	- Q (	$\otimes$
he c	urrent query	conditions	: None										-	
terna	itive							Select	ed(0)					
0	Personnel ID	First Name	Last Name	Card Number	Gender	Department Name			Personnel ID	First Name	Last Name	Card Number	Gender	Department Name
	3	abc		258478	Female	Financial Department								
	1	abc			-	General	>>							
							>							
							<							
							<<							
<	< 1-2 >	>1 50 r	ows per pag	e 👻 T	otal of 2 rec	ords								

# 15 System Management

System settings primarily include assigning system users (such as company management user, registrar, access control administrator) and configuring the roles of corresponding modules, managing database, setting system parameters and view operation logs, etc.

## **15.1 Basic Management**

Click [System] > [Basic Management] > [Operation Log]:

## 15.1.1 Operation Log

Operation User		Operation 1	Time From		То	More Q	$\otimes$
he current que	ry conditions: None						
C Refresh	Export						
Operation User	Operation Time	Operation IP	Module	Operating Object	Operation Type	Operation Content	Resu
dmin	2018-04-04 17:47:01	127.0.0.1	System	User	Login	Login	ø
dmin	2018-04-04 17:08:42	127.0.0.1	System	User	Login	Login	0
dmin	2018-04-04 16:44:47	127.0.0.1	Video	Video Device	Search Device	Search Device	0
dmin	2018-04-04 16:29:22	127.0.0.1	Video	Video Device	New	192.168.1.169/192.168.1.169	0
dmin	2018-04-04 16:28:20	127.0.0.1	Video	Video Device	Search Device	Search Device	0
dmin	2018-04-04 16:24:21	127.0.0.1	System	User	Login	Login	0
Imin	2018-04-04 14:45:00	127.0.0.1	Patrol	Plan	New	Test plan	٥
1 min	2018-04-04 14:42:22	127.0.0.1	Patrol	Patrol Group	New	Test Group	٥
Imin	2018-04-04 14:22:38	127.0.0.1	System	User	Login	Login	۲
dmin	2018-04-04 13:16:43	127.0.0.1	System	User	Login	Login	0
dmin	2018-04-04 12:43:04	127.0.0.1	Parking	Temporary Vehicle Ch	New	A	0
dmin	2018-04-04 12:34:44	127.0.0.1	Parking	Temporary Vehicle Ch	Delete	A,B,C	0
imin	2018-04-04 12:33:34	127.0.0.1	System	User	Login	Login	0
dmin	2018-04-04 12:28:09	127.0.0.1	System	User	Login	Login	0

All operation logs are displayed in this page. You can query specific logs by conditions.

**Export:** Export the operation log records, save to local. You can export to an Excel, PDF, or CSV file. See the following figure.

1/25

Operation User	Operation Time	Operation IP	Module	Operating Object	Operation Type	Operation Content	Result
admin	2017-12-18 15:06: 35	127.0.0.1	Visitor	Visitor	Export	Export	Succeed
admin	2017-12-18 15:03: 40	127.0.0.1	Elevator	Access Rights By Personnel	Export	Export	Succeed
admin	2017-12-18 15:03: 17	127.0.0.1	Elevator	Access Rights By Floor	Export	Export	Succeed
admin	2017-12-18 15:02: 59	127.0.0.1	Elevator	All Exception Events	Export	Export	Succeed
admin	2017-12-18 15:01: 27	127.0.0.1	Elevator	All Transactions	Export	Export	Succeed
admin	2017-12-18 14:25: 34	127.0.0.1	Attendance	Appended Receipt	Export	Export	Succeed
admin	2017-12-18 14:24: 41	127.0.0.1	Attendance	Leave	Export	Export	Succeed
admin	2017-12-18 14:24: 05	127.0.0.1	Attendance	Leave	Export	Export	Succeed
admin	2017-12-18 14:23: 45	127.0.0.1	Attendance	Business Trip	Export	Export	Succeed
admin	2017-12-18 14:23: 25	127.0.0.1	Attendance	Go Out	Export	Export	Succeed
admin	2017-12-18 14:22: 26	127.0.0.1	Attendance	Overtime	Export	Export	Succeed
admin	2017-12-18 14:13: 29	127.0.0.1	Attendance	Overtime	Export	Export	Succeed
admin	2017-12-18 14:06: 58	127.0.0.1	Attendance	Adjust and Append	Export	Export	Succeed
admin	2017-12-18 14:04: 21	127.0.0.1	Attendance	Adjust Shift	Export	Export	Succeed
admin	2017-12-18 14:02: 21	127.0.0.1	Attendance	Adjust Shift	New	5	Succeed
admin	2017-12-18 14:00: 27	127.0.0.1	Attendance	Adjust Shift	New	4;3	Succeed
admin	2017-12-18 13:56: 27	127.0.0.1	Attendance	Adjust Shift	New	3	Succeed
admin	2017-12-18 13:55:	127.0.0.1	Attendance	Adjust and Append	New	3::3	Succeed

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## 15.1.2 Database Management

#### Click [System] > [Basic Management] > [Database Management]:

Username		Q ⊗										
The current query conditions: None												
C Refresh	Backup Immediately	Backup Schedule										
Username	Start Time	Database Version	Backup Immediately	Backup Status	Backup Path	Operations						

All history operation logs about database backup are displayed in this page. You can refresh, backup and schedule backup database as required.

#### Backup Immediately

Backup database to the path set in installation right now.

**Note:** The default backup path for the system is the path selected during the software installation. For details, refer to 'Software Installation Guide'.
### Backup Schedule

#### Click [Backup Schedule]:

Backup Schedule	×	
Backup Schedule		
From 2014-08-08 18:00:00 Start Every 7 V Day		
The last backup time:None		
The next backup time:2015-03-27 18:00:00,left 7 day 7 hour 59 minute 39 second.		
Prompt		
The backup copy of the database, the database server and the server must be on the same computer. If the backup fails, please refer to the user manual in users of the FAQ.		
OK Cancel	_	

Set the start time, set interval between two automatic backups, click [OK].

#### • Restore Database

 Click the start menu of the PC > [All programs] > [ZKBioSecurity] > Then run "Services Controller", and you can find out the icon of "Services Controller" in Taskbar as follow, right click that icon, then left click "Restore Database".

🐊 Skype	<u>^</u>		
Snaglt 7			
\mu Startup	Achal Abhishek		
🔒 TechSmith	Documents		
Tencent Software	bocuments		
🔒 tinySpell	Pictures		
tinySpell+	Music		
VideoLAN			
Windows Accessories	Games		
Windows Ease of Access	Deres have a		1
Windows System	Recent items	Configure the Server Port	
3 WinRAR	This PC	Configuration Database	
WinZip 22.0		Configuration Database Local Backup Path	
YTD Video Downloader	Control Panel	Configuration Database Local Dackup Fatt	
J ZKBioSecurity	PC settings	Restore Database	
Environment Testing Tools		Configuration module	3 🗟 🗖
Services Controller	Devices and Printers	Service is running, click here to stop	
😤 Uninstall ZKBioSecurity	Default Programs		-2
ZKBioSecurity	111 10 10	Exit	
3 ZKOnvifPlugin	Help and Support		
Apps	V Run		Customize
◀ Back			
Search programs and files	Shut Down 🔸		- 🛂 🐴 🐣

2) In the popup window, click "Browse" to choose the backup file to restore the database.

**EXNote:** Before restoring a database, it is recommended that you back up the current database to avoid data loss.

		Browse	
	0%		

### 15.1.3 Area Setting

Area is a spatial concept which enables the user to manage devices in a specific area. After area setting, devices (doors) can be filtered by area upon real-time monitoring.

The system, by default, has an area named [Headquarters] and numbered [1].

### • Add an Area

Click [System] > [Area Setting] > [Area] > [New]:

	New	>
If the new area in the administrator to re-au	area failed to show the list, please cor thorize the user to edit the area!	tact the
Area Number*		
Area Name*		
Parent Area*	Area Name	
Remark		

Fields are as follows:

Area Number: It must be unique.

Area Name: Any characters with a length less than 30.

Parent Area: Determine the area structure of system.

Click [OK] to finish adding.

### • Edit/Delete an Area

Click [Edit] or [Delete] as required.

### 15.1.4 Department

Click [**System**] > [**Department**] to manage the department information:

Department Name	Department Number		<b>Q</b> 🛞			
The current query conditions None						
	efresh 🕒 New 👘 Del	ete 🗹 Export	Import			
<ul> <li>▲ C→ General</li> <li>▶ C→ Marketing Department</li> </ul>	Department Name	Department Number	Parent Department Number	Parent Department Name	Creation Date	Operations
C Developerment Department     Financial Department	General Marketing Department Developerment Department Financial Department	1 2 3 4	1 1 1	General General General	2019-06-17 14:40:30 2019-06-17 14:40:30 2019-06-17 14:40:30 2019-06-17 14:40:30	Edit Edit Edit Edit

## 15.1.5 E-mail Management

Set the email sending server information. The recipient e mail should be set in Linkage Setting.

Click [Basic Management] > [Email Management] > [Email Parameter Settings]:

zmail Falameter Settings			
Email Sending Server*	I	(smtp.xxx.xxx)	
Port*	25	SSL TLS	
Email Account*		(xxx@xxx.xxx)	
Password*			
Sender Name			
<ul> <li>1.Please fill in the corre</li> <li>2.Confirm the filled in m</li> </ul>	ect mailbox paramete nailbox SMTP servic	ers. e is provisioning.	
<ul> <li>1.Please fill in the corre</li> <li>2.Confirm the filled in m</li> <li>A mail of connection test</li> </ul>	ect mailbox paramete nailbox SMTP servic st will be sent to you	ers. e is provisioning. r designated mail box.	
1.Please fill in the corre     2.Confirm the filled in m     A mail of connection tes     st Connection	ect mailbox paramete nailbox SMTP servic st will be sent to you	ers. e is provisioning. r designated mail box.	

**Note:** The domain name of E-mail address and E-mail sending sever must be identical. For example, the Email address is: test@gmail.com, and the E-mail sending sever must be: smtp.gmail.com.

### **15.1.6 Dictionary Management**

Data dictionary management function, users can find the meaning of error code and self-check software errors.

Module		Dictionary	classifi	Value		Q 🛞
The current query	conditions None					
Module	Dictionary classification	Key name	Value			
System	Gender	М	Male			
System	Gender	F	Female			
System	Result	0	Failed			
System	Result	1	Succeed			
System	Boolean	true	Yes			
System	Boolean	false	No			
System	Document Type	1	ID			
System	Document Type	3	Passport			
System	Document Type	4	Driver License			
System	Document Type	8	Others			
System	Access Connection State	-5000	The master device has been rec	eived and the sub-device	is waiting to execute.	
System	Access Connection State	-1300	Queue abnormalities			
System	Access Connection State	-1200	Queue abnormalities			
System	Access Connection State	-1112	Command has been manually d	eleted		
System	Access Connection State	-1111	Command has been deleted fro	m the synchronous data		
System	Access Connection State	-1100	Queue abnormalities			

# 15.1.7 Audio File

Click [System]>[Basic Management]>[Audio File] to open the following interface:

ZKTeco	2	5	0		÷	Ĩ <sup>™</sup> .		8	8 <b>1</b> 8		R	÷	Welcome, admin ( ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )
©	File	Alias			Q (	3							
Basic Management 🕞	The c	urrent efresh	query condi	tions Nor	ie a								
Area Setting	111	File A	lias	Size		Suffix	c	perations					
Department		Maiss		3.92MB		mp3	E	dit Delete					
System Parameter		報警		20KB		wav	E	dit					
E-mail Management													
Dictionary Management													
Data Cleaning													
Audio File													
Data Migration													
Certificate Type													

### • Add

1) Click [System]>[Basic Management]>[Audio File]>[New], the following window appears:

	New	×
File Upload*	Not Uploaded Browse	Play
File Alias*		
Size		
Suffix		
A Please upload a	a wav or MP3 file, the size of 0 to	10MB!
Save a	nd New OK	Cancel

2) Click [**Browse**] to upload an audio file locally. The file format must be in WAV or mp3 format and must not exceed 10M in size.

File Alias(Name): Any character, up to 30 characters.

**Size:** After uploading the file, the file size is automatically generated.

Suffix: After uploading the file, the suffix of the file is automatically generated.

• Edit

Click the file name or [**Edit**] to edit the audio file details which supports replacing the audio files and editing the file name.. The "size" and "suffix" automatically change depending on the size and type of audio file being uploaded. After editing, click [**OK**] and exit.

• Delete

Select the specified audio file to delete and click [Delete].

### 15.1.8 Data Cleaning

To save the disk storage space, the expired data generated by the system must be cleaned up regularly. Click [System]> [Basic Management]> [Data Cleaning].

ZKTeco	200		a & A I	🗶 🙉 📘	٩	W	elcome, admin 👙 🔃 🕐 🤇
©	Record				2		
🖁 Basic Management 🕤	Access Transactions*	Retains the recent 15	<ul> <li>months of data</li> </ul>		Execution Time	01:00:00 ▼	(Carefully clean up)
Language Pack	Consumer Transactions!	Retains the recent 15	<ul> <li>months of data</li> </ul>		Execution Time	01:00:00 ▼	(Carefully clean up)
Operation Log	Elevator	Retains the recent 15	<ul> <li>months of data</li> </ul>		Execution Time	01:00:00 ▼	(Carefully clean up)
Database Management	Transactions* Visitor	Retains the recent 15	<ul> <li>months of data</li> </ul>		Execution Time	01:00:00 •	(Carefully clean up)
Area Setting Department	Transaction* Parking Transactions*	Retains the recent 15	<ul> <li>months of data</li> </ul>		Execution Time	01:00:00 ▼	(Carefully clean up)
System Parameter	Patrol Transactions*	Retains the recent 15	<ul> <li>months of data</li> </ul>		Execution Time	01:00:00 ▼	(Carefully clean up)
E-mail Management Dictionary	Passage Transactions*	Retains the recent 15	<ul> <li>months of data</li> </ul>		Execution Time	01:00:00 ▼	(Carefully clean up)
Management Data Cleaning	FaceKiosk Transactions*	Retains the recent 15	<ul> <li>months of data</li> </ul>		Execution Time	01:00:00 ▼	(Carefully clean up)
Audio File	System						
Data Migration	System Operation	Retains the recent 15	<ul> <li>months of data</li> </ul>		Execution Time	03:00:00 ▼	(Carefully clean up)
Certificate Type Print Template	Device Commands*	Retains the recent 6	<ul> <li>months of data</li> </ul>		Execution Time	02:00:00 ▼	Immediately Clean Up
System Monitoring	Database Backup File*	Retains the recent 6	<ul> <li>months of data</li> </ul>		Execution Time	04:00:00 ▼	Immediately Clean Up
	Prompt						
	A Cleaning frequent	y is executed once every day	and clean up data before the sel	t number of reserved mo	onths.		
	A Execution Time re	fers to the time when the syste	m starts to perform a data clear	n-up.			
· · · · · · · · · · · · · · · · · · ·	A When you click O	K the system will automaticall	clean expired system data acc	ording to the user's setti	nos.		

### **15.1.9** Data Migration

The Software supportsmigration from 3150 to V5000, including various modules and events (except the patrol module). Here, you have to configure the Database type, IP address, database port, database name, database password, and software version. Select the modules to be migrated for automatic migration.

Click [System Management]> [Basic Management]> [Data Migration].

	-	0	1 march	-	1000	-	 		1.00	-	10000	-				Walcoma admin	8000U
	ZKTECO	2		Θ	팝		8	En a	affa -			R	(ij)				Authorized Company: 11
	0	Data	abase Sou	rce Confi	duration												
	Basic Management				-							-					
L.											Dat	abase Typ	be*	postgresql			
	Language Pack										IP A	Address*		127.0 .0 .			
	Operation Log										Dat	ahase Por	rt*	5432			
1	Database Management										Dat	ahase Na	me*	security db			
	Area Setting										Dat	abase Use	ername	postores			
	Department										Dat	abase Pas	ssword*				
	System Parameter										Sof	tware Vers	sion*	ZKBioSecruity_			
	E-mail Management						⊮S'	vstem 🗷 F	ersonnel	Acces	ss ≠ Atte	endance 🗷	Elevato	r Z Parking Z Consumption Z V	isitor  Event Records		
	Dictionary												Lioren	in tuning - concempton - t			
	Management				)atabase	Source						0	)ata Mio	ration		Migration Com	plete
	Data Cleaning					and an and a second							0000000			- Interview	
	Audio File																
	Data Migration																
	Certificate Type																
	Print Template																
	System Monitoring																

### *K*Notes:

1. 3150 and V5000 are installed on the same server.

① Before installing V5000, you need to close the 3150 Tomcat service as well as the WatchDog service and remove the environment variable SEC.

- ② When installing, make sure the 3150 and V5000 communication ports are the same.
- ③ The first migration must be the Personnel module.

④ Check the event records (not checked by default): The access, elevator, attendance, patrol and video modules need to select the event records to transfer the records. There is no need to check the event records for visitor, parking, consumption modules and the event record will be migrated by default.

⑤ After all the modules are migrated, the parameter settings for each module need to be set again.

<sup>(6)</sup> Personnel comparison photos, access records photos, linkage photos and videos, attendance photos, parking photos, visitors photos and so on are all need to be copied because they are not transferred.

⑦After the migration is successful, restart the software service.

2. 3150 and V5000 installed on different servers:

① Install the V5000 service, the communication port is consistent with the communication port of 3150. After installation, the computer IP of V5000 needs to be changed to 3150 service address IP.

### **15.1.10** Certificate Type

The system initializes 9 certificate types. User can add the required certificate type for personnel and visitor registration.

### Click [System]> [Basic Management]>[Certificate Type].

	ZKTeco	2	2	0 6	D	ŵ			8	eta	æ	R	٩	Welcom	, admin	Authorized Company: 11
	©	C I	Refresh	🖱 New	@ De	elete										
B	Basic Management 🕤	١Ü.	Certifica	ates	Ce Na	rtificate	5	Operation	ns							
	Language Pack		1		ID											
	Operation Log	白	3		Pas	ssport										
	Database Management		4		Driv	ver Lice	nse									
	Area Setting	100	8		Oth	iers										
	Department															
	System Parameter															
	E-mail Management Dictionary Management Data Cleaning															
	Audio File															
	Data Migration															
	Print Template															
	System Monitoring															
5	Authority 🕀															

### 15.1.11 Print Template

You can manage the template for different cards: Personnel card template, Visitor receipt template/Card template are all configured here. The system initializes 5 types of personnel and visitor print templates.

Click [System]> [Basic Management]> [Print template].

ZKTeco	ξ	3 🛛 🕘 🤕		8	Sin a	6 <b>Ť</b> á		Æ	K	٢			Welcor	ne, admin	<ul> <li>Authorize</li> </ul>	(1) (1) d Compa	() ny: 11
0	Te	mplate Name	Q®														
💾 Basic Management 🖂	The	current query conditions N Refresh 👎 New 🕋 Delete	None														
Language Pack	100	Tomplato Nama	Modulo		Operation												
Operation Log	1.674		Bergeneel		Edit Dala	ito Dravia											
Database Managemen	t in	40404404040	Personnel		Edit Dele	te Previe	<u>wv</u>										
Area Setting		0000000000	Personnel		Edit Dolo	to Provie	IN IN										
Decaderant	m	5555555555	Personnel		Edit Dele	te Previe	W.										
Department		123	Personnel		Edit Dele	te Previe	W										
System Parameter	6	ccv1	Personnel		Edit Dele	te Previe	W										
E-mail Management		5656	Personnel		Edit Dele	ete Previe	W										
Dictionary Management	0	visitor receipt	Visitor		Preview												
Data Cleaning		visitor print card(horizontal)	) Visitor		Preview												
Audio File	10	visitor print card	Visitor		Preview												
Data Minutian		personnel print card(horizo	nta Personnel		Preview												
Data Migration	10	personnel print card	Personnel		Preview												
Certificate Type																	
Print Template																	
System Monitoring																	

## 15.1.12 System Monitoring

The system monitoring function displays the server processor usage, host memory usage, processor information, memory information, java virtual machine memory usage and other information.

Click [System]> [Basic Management]>[System Monitoring].

ZKTerro & D	0 9 E 🖄 📾 🔏 👬 🖡	🖲 🖉 🐵	Welcome, admin	<ul> <li>O ① ⑦ ①</li> <li>Authorized Company: 11</li> </ul>
©	Current Information Caching Trend Info	rmation		*
Basic Management	Brosseren Urana	PC Memory Users	ium Memoru Usaga	
Language Pack Operation Log Database Management Area Setting Department System Parameter E-mail Management Dictionary Management Data Cleaning	Processor Usage	PC Memory Usage	Jum Memory Usage 40 50 60 30 Usage Rate 70 10 80.86% 10	
Data Migration Certificate Type Print Template	Processor Information	Memory Information		
System Monitoring	Attributes Value	Attributes Total Space	Physical Host jvm 3.92GB 1.91GB	
	System Usage 37.13%	Use Space	3.08GB 1.55GB	
	User Usage 7.34%	Remaining Space	860.71MB 375.02MB	
🐣 Authority 🕀	Idle Rate 0%	Usage Rate	78.55% 80.86%	
Communication	Usage Rate 44.85%			

# **15.2** Authority Management

### 15.2.1 User

Add new user and implement levels for the user in the system.

1) Click [System Management] > [Authority Management] > [User] > [New]:

	New	×								
Username*	Register	•								
	Username should be composed between 1-30									
	characters and in letters,numbers,or symbols									
	@!.!-!+!_).									
Password*										
	Password is a composition of 4 to 18									
	characters,default is 111111.									
Confirm										
Password*										
State	Enable									
Multiple Login										
Maximum Number	10									
	Limit multiple login for the same account									
Superuser State		ι.								
Role		L								
Auth Department	•	L								
	If you don't select department you will not have full	Ŀ								
	departmental permission.	L								
Authorize Area	•	L								
	If you don't select zone you will not have full zone	L								
	permission.	L								
Email										
First Name										
Last Name										
Finderprint	Register Download New Driver 🙈 0									

### Fields are as follows:

Username: Any characters within a length of 30.

Password: The length must be more than 4 digits and less than 18 digits. The default password is 111111.

State: Enable or disable the user to operate the system.

Multiple Login: Enable if multiple users want to login to the same software simultaneously.

Maximum Number: Set the maximum number of users who can login at a time. The range is 1 to 100.

Super User State: Enable or disable the user to have the superuser's levels.

**Role Group:** Non-super user needs to choose a role group to get the levels of the group. The role group must be set in advanced in <u>Role Group</u>.

Auth Department: If no department is selected, then the user will have all department rights by default.

Authorize Area: No area selected means the user possesses all area rights by default.

Email: Type your email in the correct format.

First Name/Last Name: Type your initials.

**Fingerprint:** Enroll the user fingerprint or duress fingerprint. The user can login the system by pressing the enrolled fingerprint. If the user presses the duress fingerprint, it will trigger the alarm and send the signal to the system.

2) After editing, click [OK] to complete user adding, and the user will be shown in the list.

Click [Edit] or [Delete] as required.

### 15.2.2 Role

When using the system, the super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management and assign appropriate roles to users when adding users. A super user has all the levels, can assign rights to new users and set corresponding roles (levels) according to requirements.

1) Click [System] > [Authority Management] > [Role] > [New]:

			New					×
Role Name* Assign Permissions*								
<ul> <li>Personnel</li> <li>Person</li> <li>Department</li> <li>Position</li> <li>Dimission I</li> <li>Custom Att</li> <li>Parameters</li> <li>Card</li> <li>Wiegand F</li> <li>Issued Cart</li> <li>AD Sync</li> </ul>	Access t Personnel tributes s ormat d Record	Attendance	Elevator	Hotel	Visitor	Parking	Patrol	
Select All		Save and New	ОК	Can	cel			

- 2) Set the name and assign permissions for the role.
- 3) Click [OK] to save.

## 15.2.3 Role Group

You can add role groups to the system. A role group has all the levels assigned to roles within the group. An appropriate role group can be directly assigned to a newly-added user. Include all the levels for using all the service modules of the system and the system setup module. The default super user of the system has all the levels, can assign rights to new users and set corresponding role groups (levels) according to requirements.

1) Click [System Management] > [Authority Management] > [Role Group] > [New]:

	New	×	
Group Name*			
Assign Role*			
Parent Group			1
Group Description			
Save and New	ОК	Cancel	

- 2) Set the name and parent group, assign role for the group.
- 3) Click [**OK**] to save.

### 15.2.4 API Authorization

1. Activate the API through authorization. You can check whether the API has been activated on the About page (The API Authorization menu is displayed in System Management only when the API is activated). API is shown in License details below:

		<b>D</b> 1 1 1	
		Details	
Item	Status	Available/Total Points	Expiration Date
Advanced Access	Activated	1	2018-05-21
API	Activated	1	2018-05-21
Active Directory	Activated	1	2018-05-21
ARTECO	Activated	2Points	2018-05-21
C2P	Activated	2Points	2018-05-21
LED	Activated	5/5Points	2018-05-21
Mobile APP	Activated	10/10Points	2018-05-21
Personnel	Activated	30000Points	Permanent
Department	Activated	1000Points	Permanent
Area	Activated	1000Points	Permanent
LCD Real-Time Monitoring	Activated	1	2018-05-21
		Close	

 Log in to the system (as the super user, for example, admin) to enter the software. Click [System Management] > [Authority Management] > [API Authorization]. Add a client ID, which must be unique, and a client secret, which will be used when the API is invoked.

	New	
Client Id*		
Client Secret*		

3. Only when the client ID and secret are added can the next API operation page be displayed normally. Otherwise, the access is abnormal):

88	Basic Management	$\oplus$	Client	ld		Q 🛞		
ф	Authority Management	Θ	The c	urrent query cond Refresh	litions: None	Browse API		
	User			Client Id	Client Secret	Created Date	Operations	
	Role			TestID	Test	2018-04-05 10:28:46	Edit Delete	
	Role Group							
	API Authorization							
	Client Register							

4. After the client ID and secret are added, click Browse API on the API Authorization page to skip to the API operation page (The page of the ZKBioSecurity system must be open for normal access of the API operation page). This page provides multiple APIs:

88	Basic Management 🛛 🕀	Client Id										
		The c	The current query conditions: None									
цц.	Authority Management	C	C Refresh The New Collecte Browse API									
	User		Client Id	Client Secret	Cre	eated Date	Operations					
	Role		TestID	Te	2018	8-04-05 10:28:46	Edit Delete					
	Role Group											
	API Authorization	C	lick here									
	Client Register	0										

<b>7</b> ZKBioSecurity	http://127.0.0.1:8088/api/api-docs	Explore
ZKBioSecurityAPI		
AccLevel	S	Show/Hide   List Operations   Expand Operation
Card	s	Show/Hide   List Operations   Expand Operation
Department	S	Show/Hide   List Operations   Expand Operation
Device	S	Show/Hide   List Operations   Expand Operation
Door	S	Show/Hide   List Operations   Expand Operation
Person	S	Show/Hide   List Operations   Expand Operation
Reader	S	Show/Hide   List Operations   Expand Operation
Transaction	s	Show/Hide   List Operations   Expand Operation
[ BASE URL: /api ]		

When APIs are invoked, URLs of all request APIs must contain the access\_token parameter, whose value is determined by the client key configured on the background (if there are multiple keys, only one is selected), for example:

Request URL	
http://110.80.38.74:6066/api/accLevel/getById/2	

The access\_token parameter must be added when the API is invoked (one request URL can be invoked):

http://110.80.38.74:6066/api/accLevel/getByld/2.

## 15.2.5 Client Register

You can add client types for the system and generate registration codes for client registrations of each module function. The number of allowed clients is controlled by the number of allowed points.

	ZKTeco	2	2	Ð			<b>a</b> 6	i etta		R	÷	Welcome, admin 🔅 🕦 👔 🕐 🕛 Authorized Company: 11
	©	Reg	pistration Code		Client Type			Activation	•	Q®		
	Basic Management 🕀	The o	current query co	nditions None								
		C+ F	Refresh 📑 New	Reset	Delete							
ф	Authority Management		Registration Code	Client name	Registration Key	Activatio	Activated Date	Creation Date	Client Type	Op	perations	
	User		8F957E		18-31-bf-0e-7d-2b*8	0	2020-02-26	2020-02-26 09:55:	2 Card Printing-Visit	tor <u>De</u>	elete	
	Role		A68271		18-31-bf-0e-7d-2b*A	0	2020-02-26	2020-02-26 09:55:	1 OCR-Visitor	De	elete	
	System		3A1117		18-31-bf-0e-7d-2b*3/	0	2020-02-26	2020-02-26 09:55:	C Signature-Visitor	De	elete	
	Menu		E390DD		70-4d-7b-32-d2-66*E	0	2020-02-25	2020-02-25 16:07:	Card Printing-Per	sonnel <u>De</u>	elete	
	Operate		33047D			•		2020-02-25 16:06:	5 ID Reader-Person	nel <u>De</u>	elete	
	API Authorization	C)	11693A		70-4d-7b-32-d2-66*1	0	2020-02-25	2020-02-25 16:06:	5 OCR-Personnel	De	elete	
	Security Parameters											

Click [System Management] > [Authority Management] > [Client Authorization] > [New] to go to the [New] page:



Client Type: The value can be APP Client, OCR-Personnel, OCR-Visitor, ID Reader-Personnel, ID Reader-Visitor or Signature- Visitor, Card Printing- Personnel, Card Printing-Visitor

**Registration Code:** The registration code for **[APP Client]** is used under **[Network Settings]** on the APP login page and that for **[Print Card-Personnel]** is used under **[Parameter Settings]** > **[Client Registration]**. Only new registration codes added on the server are authorized and one registration code can be used by only one client.

1. To reset a client, select the client and click [Reset].



Click [OK] to reset the client.

2. To delete a client, select the client and click [Delete].



Click [**OK**] to delete the client.

### **15.2.6** Security Parameters

1) Login Verification Code Setting: It includes None, Always prompt verification code, Prompt after entering an error.

There are three login verification modes which can be selected.



Do not open verification code: The system allows no verification code

Open verification code: Users must fill in the verification code when logging in to the software.

Open after input error: The system will pop-up a verification box after filling in the wrong Username and password.

 Password Strength Setting: The path is [System] -> [Authority Management]-> [Set Security Parameter].



### 3) Lock account: The path is [System] -> [Authority Management] -> [Set Security Parameter].

The account will be locked if user fails to login the system as per the software setting. For example, if the system allows user fill in wrong username and password for 2 times. The system will be locked for 10 minutes after exceeding 2 times of operation.

	ZKTECO	Personnel Access System	Welcome, admin	@ @	) ()	Ċ
88 4	C Basic Management Authority Management User Role System	Set security parameters         Open login verification code:         Minimum password strength:         Image: Set security and the set of the				
C	Menu Operate API Authorization Client Register Set Security Parameters	Initialize password policy. Not mandatory				

4) Password valid day(s): The path is [System[ -> [Authority Management] -> [Set Security Parameter]. Users can set the validity as 30days, 60daysor permanent. If password gets expired, user cannot login to the system.

ZKTeco	Personnel Access	System			Welcome, admin	ŝ	¢۶	\$ (	\$ Q	ş (I	\$ @	\$ ®	\$ @
Ø	Set security parameters								-	_	_	_	_
Basic Management 🛛 🕂	Open login verification code:	Open after input error											
Authority Management	Minimum password strength: (	🖥 low 🕜 \ominus medium 🕢 \ominus higher 🕧											
User	Account failed to log in:	2Time(s)											
Role	locking:	10minutes											
System	Password validity period(Day):	Never expire											
······	Initialize password policy:	Not mandatory											
Menu													
Operate													
API Authorization													
Client Register													
Set Security Parameters													

5) Password Modification: The path is **[System]** -> **[Authority Management]** -> **[Set Security Parameter].** There are 2 options that user can set. Not mandatory andForced to modify the next time you login.

Not mandatory: The system does not need to modify the initial password.

Forced to modify the next time you login: It is compulsory to modify the initial password after the second login.

	ZKTeco	Personnel Access	System
	Ô	Sel security parameters	
8	Basic Management 🕀	Open login verification code:	Open after input error
븞	Authority Management	Minimum password strength	🖲 low 🕕 🔘 medium 🕕 🔘 higher (
	User	Account failed to log in:	2Time(s)
	Role	locking:	10minutes
	System	Password validity period(Day):	Never expire
	Menu	Initialize password policy:	Not mandatory
	Operate		
	API Authorization		
	Clicot Resider		
	Col Conuchi Decomolore		
	Set Security Parameters		

# **15.3** Communication

# **15.3.1 Device Commands**

Click [System] > [Communication] > [Device Commands], the commands lists will be displayed.

Submi	Time From	То	Serial Number		Back To Results	1	More♥	٩	*
The cu	rrent query conditions: N	one							
	efresh 👘 Clear Comma	nds [ 🕈 Export							
ID	Serial Number	Content		Immediately Cmd	Submit Time	Return Time	Retur	med Va	lue
2	657465498786654	DATA DELETE USERINFO PIN=3		•	2018-04-02 11:14:12				
1	657465498786654	DATA DELETE USERINFO PIN=1		•	2018-04-02 11:14:03				

If the returned value is more than or equal to 0, the command is successfully issued. If the returned value is less than 0, the command is failed to be issued.

Clear Commands: Clear the command lists.

**Export:** Export the command lists to local host. You can export to an Excel file. See the following figure.

			Device Commands			
ID	Serial Number	Content	Immediately Cmd	Submit Time	Return Time	Returned Value
1504	20100501999	DATA UPDATE userauthorize Pin=2AuthorizeTi mezoneld=1Auth orizeDoorld=1 Pin=1AuthorizeTi mezoneld=1Auth orizeDoorld=1	false	2017-12-18 10:51:15	2017-12-18 10:51:21	0
1502	20100501999	DATA UPDATE mulcarduser Pin=2CardNo=5d ec02LossCardFla g=0CardType=0 Pin=1CardNo=44 12c5LossCardFla g=0CardType=0 	false	2017-12-18 10:51:14	2017-12-18 10:51:21	0

## **15.3.2** Communication Device

Click [System] > [Communication] > [Communication Device], you can view all equipment information and communication in the system. Detailed information such as accessed module, serial number, firmware version, IP address, communication status and command execution can be viewed.

Mod	ule		Device Serial Number		Device	Name		Mor	e <b>▼ Q</b> (	8
The c	urrent query	conditions None								
()• R	efresh Q	View authorized device	1							
	Module	Device Serial Number	Device Firmware	Device Name	Device IP Address	Subnet Mask	Gateway	Enable	Status	Executory Command Count
	acc	OIN70600870605000	AC Ver 5.7.7.3030 Mar 23 2017	inbio460 Pro Pack	192.168.213.166	255.255.255.0	192.168.213.1	0	Online	16

View authorized device: View the authorized device information.

# **15.3.3 Communication Monitor**

Click [System] > [Communication] > [Communication Monitor] to check the adms communication port of the current server and check whether the Internet connection of the server is normal.

Adms Service Settings	
Adms Service Port	8088
A The current port is for d	levice communication service, if there is a network mapping for the service port, please refer to the actual mapped port.
Server Side Network Conditi	on
Whether the Internet connection is normal	Yes

# 15.4 Third Party

## 15.4.1 LED Device

The system integrated outsourcing LED equipment (control card: lumens 3200/4200), provides a window to display data; it can provide customers personnel in the access area quantity statistics, real-time information about personnel going in and out and personnel information in the area, etc.

	ZKTeco	5	Ł		Ð	Ť	<b>i</b> r:		-		6 <b>t</b> a	8		2 ()	Welcome, a		(i)     (
	©	Dev	ice Nam	e		Q	8										
88	Basic Management	The c	current q Lefresh	uery cond	ditions No	ne te 📝 LEC	) Data 🏾	Manually of	lefined cont	tent 🔂 S	nchronize All	Data to Dev	rices 🔲 LED	emplate Manag	ement = More -		
ಕೊ	Authority Management		Device	e Name	IP Ad	Idress	Port	Defau Code	lt Pass	Screen Width	Screen Height	Enable	Automatic Distribute Dat	LED Title		Operations	
민	Communication		<u>191</u>		192.16	58.214. <mark>1</mark> 91	5200	255.25	5.255.255	96	48	0	0			Edit Delete	
÷	Third Party																
	Intermediate Table																
	Line Notification																
	AD Management																
	SMS Management																
		14	« 1-	1	> 50	rows per pa	ige	lump To 1	/1 Pa	ige Total	of 1 records						

### • Add

Click [System]> [Extended Management]> [LED Device]> [New]. The page is displayed as follows:

Ne	ew ×
Device Name*	
IP Address*	
Port*	5200
Default Pass Code*	255 . 255 . 255 . 255
Use Template	<b>Y</b>
Screen Width*	
Screen Height*	
LED Title	
Block Number*	
Show Time	
Automatic Distribute Data	•
Delete data in device when new	
<u>Block Layout</u>	
Save and New	OK Cancel

Fields are as follows:

Device Name: Name of the LED device.

IP Address: IP address of the LED device.

Port: The default communication port is 5200.

Default Pass Code: The default value is 255.255.255.255.

Screen Width: Width of the dot matrix (resolution).

Screen Height: Height of the dot matrix (resolution).

LED Title: Select whether to display the title. If the parameter is left blank, the title is not displayed.

**Block Number:** Number of blocks that the LED is divided into (Note that the blocks do not contain the title and system time blocks).

**Show Time:** It will display time on the LED screen. Once you select it, you will find two options to choose from; Single Line and Multiline Display. Choose according to your choice.



Automatic Distribute Data: By default, this parameter is selected. You send data to the LED in the access control module only when you select this parameter. Otherwise, the content to be sent needs to be manually defined.

**Delete data in device when new:** Delete the original data in the device when adding LED device.

Block Layout: After you click Block Layout, the following box is displayed:

	E	Block1 (1	280*18	0)			
	E	Block2 (1	280*18	0)			
	F	Block3 (1	280*18	0)			
				-,			
	E	Block4 (1	280*18	0)			
	E	3lock4 (1	280*18	0)			
	E	3lock4 (1	280*18	0)			
Starting point Y, the	starting point o	Block4 (1	X axis	0) of the selected blo	ock and	the I	left upper
Starting point Y, the vertex of the X axis, ⊃ Block Layout	starting point o the axis distan	Block4 (1 f Y is the ce. Widt	280*18 X axis h, heigh	0) of the selected blo t, width, height.	ock and	the I	left upper
Starting point Y, the vertex of the X axis, > Block Layout Block1	starting point o the axis distan	Block4 (1 f Y is the ce. Widt	280*18 X axis 1, heigh	0) of the selected blo t, width, height.	ock and	the	left upper
Starting point Y, the vertex of the X axis, by Block Layout Block1 Block2	starting point o the axis distan From X:	Block4 (1 f Y is the ce. Widt	280*18 X axis 1, heigh	0) of the selected blo t, width, height. Width:	ock and	the I	left upper
Starting point Y, the vertex of the X axis, > Block Layout Block1 Block2 Block3	starting point o the axis distan From X: From Y:	Block4 (1 f Y is the ce. Widt	X axis X axis h, heigh	0) of the selected blo t, width, height. Width: Height:	1280	the l	left upper px px
Starting point Y, the vertex of the X axis, > Block Layout Block1 Block2 Block3 Block4	starting point o the axis distan From X: From Y: Font:	f Y is the ce. Widt	280*18 X axis h, heigh px px px	of the selected blo t, width, height. Width: Height: Display Effect:	1280 180 Display	the I	left upper px px ▼

### *∝*Notes:

- > Parameters must be set for each block.
- The height of each block must be equal to or larger than 12. Otherwise, the letters cannot be completely displayed.
- > The total height of all blocks cannot be larger than the screen height.

### • Edit

Click a device name or **[Edit]** under **[Operation]** to go to the edit page. After editing the device, click **[OK]** to save the setting.

### • Delete

Click a device name or [**Delete**] under [**Operation**] in the device list and click [**OK**] to delete the device or click [**Cancel**] to cancel the operation. Select one or more devices and click [**Delete**] above the list and click [**OK**] to delete the selected device(s) or click [**Cancel**] to cancel the operation.

### • Enable and Disable

Select a device and click **[Enable/Disable]** to start/stop using the device. If the device is enabled, data is transmitted to the device. Otherwise, no data is transmitted to the device.

### • Synchronize All Data To Devices

Synchronize the LED block layout and LED data setting in the system to the device. Select a device, click **[Synchronize All Data To Devices]**, and then click **[Synchronize]** to synchronize the data.

### • LED Template Management

Through this function you can create a template for the blocks. This template you can directly use at the time of adding LED device. When you are adding LED device, then after defining the blocks dimensions, you will be prompted to save the template as shown below:

Pro	ompt
Is the current layout	saved as a template?
ок	Cancel
-	

If you save it, then this template will be displayed in the LED Template Management list as shown below:

		LED	Template Management		
Temp	late Number		Template Name		Q 🛞
The c	urrent query cond	litions: None			
C	Refresh 🕒 Nev	v 🕋 Delete			
	Template Number	Template Name	Created Date	Operations	
	1	Test	2018-04-05 11:09:10	Edit Delete	
K	< 1-1 > >∣	50 rows per page	✓ Jump To 1 //	1 Page Total of 1 records	5

	LED Tem	nplate Management			×	
Template Number		Template Name		Q	$\otimes$	
The current query of the curre		New	×			
Template Number	Template Name* Screen Width* Screen Height* Block Number* LED Title Show Time Block Layout					
l≼ < 1-2 >	Save and New	OK Cancel Jump To 1 /1 Page	Total of 2 rec	ords		

You can directly create the blocks by clicking on [New] in above interface.

Fill all the required details and save. Once saved, you will find this template at the LED device adding interface.

Ne	2W	×
Device Name*		-
P Address*		
Port*	5200	
Default Pass Code*	255 . 255 . 255 . 255	
Jse Template	¥	
Screen Width*	Test	
Screen Height*	Test1	
ED Title		
Block Number*		
Show Time		
Automatic Distribute Data		
Delete data in device when new		
<u>Block Layout</u>		
Save and New	OK Cancel	

### • Restart

After you restart the device, the LED control card system will be restarted, data on the screen is cleared and data saved in the system is restored. After the device is successfully restarted, click [Synchronize All Data To Devices] to display all distributed content on the LED screen.

#### • Modify IP address

Modify the IP address of the device. The default IP address of the control card is 192.168.1.222.

### Manually defined content

Select a device and click [Manually defined content]. The page is displayed as follows:

Device Name	192.168.214.138	
block-1	Please enter the content	
block-2	Please enter the content	
block-3	Please enter the content	
	OK Cancel	

### *⊯*Notes:

- > At least one block must be selected for distribution of manually defined content.
- After the manually defined content is selected, the access control module cannot send data to the LED device.

**Solution Solution *

# 16 Appendices

# **Common Operations**

### Select Personnel

The selected personnel page in the system is as below:

						Add	Person	nel						×
Zone	r*		-		٠	]	Las	t Acces	s Reader*				٣	
Que Person	iery O D	epartment	Firs	Name		Last Name			Card Nur	nber		More	- Q (	$\hat{\mathbf{N}}$
The of Alterna	surrent query	conditions	s: None					Select	ed(0)				-	
	Personnel ID	First Name	Last Name	Card Number	Gender	Department Name			Personnel ID	First Name	Last Name	Card Number	Gender	Department Name
	3	abc		258478	Female	Financial Department								
	1	abc			-	General	>>							
							>							
							<							
1<	< 1-2 >	>1 50 r	ows per pag	e v T	otal of 2 rec	ords								
						ок		Can	cel					

You can select the personnel from list generated, or you can also click [More] to filter by gender or department.

Click > to move the selected personnel in to the selected lists. If you want to cancel the movement, click

### • Set Date and Time

Click the date and time box:

	New	r					>		
Host/Visited *	Entert	the Q	uery C	ondi	- 0	2			
Visit Department *					•				
Certificate Type*	D				-				
Certificate No.*									
First Name*									
Last Name									
lick here to hange Month							Click chang	here to ge Year	
Visit Reason	Visit				-	/	7/		<b>*</b>
Visited Date*	19-1	04-05	6						
License Plate	۰.		Ap	oril 20	18				
	Мо	Tu	We	Th	Fr	Sa	Su		
Save and New	26	27	28	29	30	31	1		
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		
v lump To 1 /0 P	16	17	18	19	20	21	22		
	23	24	25	26	27	28	29		

Click on the Year to select by clicking  $\leq$  or  $\geq$ . Click the Month and Date to select directly.

### • Import (take the personnel list importing as an example)

If there is a personnel file in your computer, you can Import it into the system.

1) Click [Import]:

	Import	×
File Format Destination File Header Start Rows Delimiter	<ul> <li>Excel Csv</li> <li>Choose File No file chosen</li> <li>2 The default is the second row.</li> <li>, •</li> </ul>	
Ne	ext Step Cancel	

#### Fields are as follows:

File Format: Select the file format to be imported.

**Destination File:** Choose file to be imported.

Head Start Rows: which row is the first row to be imported.

**Delimiter:** The delimiter of CSV format file, only "." and "-" are available.

2) Click [Next Step]:

Database fields	Importing data fi	elds
Personnel No.*	Personnel No.	•
Name	Name	•
Department Name	Department	•
Card Number	Card Number	۲
Gender	Gender	۲
Password	Password	۲
Mobile Phone	Mobile Phone	۲
Create Time	Create Time	٣
Email	Email	۲
Birthday	Birthday	•
Pin exists to update the data:  Yes	No	

- 3) Select the feeds to be imported to the system. "------" indicates the fields will not be imported.
- 4) Click [**Next Step**]:

1	Import Result	×
	All data imported successfully! Succeed: 2, Failed: 0.	
	Complete	_

The data is imported successfully.

#### *∝*Notes:

- When importing department table, department name and department number must not be empty, the parent department can be empty. Duplicated number does not affect the operation, it can be modified manually.
- When importing personnel table, personnel number is required. If the personnel number already exists in the database, it will not be imported.
- Export (take the personnel list exporting as an example)
  - 1) Click [**Export**]:

0.000				
All data (Can ex)	port up to	60000 data)		
<ul> <li>Select the amound</li> </ul>	int of data	to export (Can e	kport up	to 60000 data)
From the article	1	Strip, is derived	100	Data
	Select the amou From the article	Select the amount of data From the article 1	Select the amount of data to export (Can export from the article 1 Strip, is derived	Select the amount of data to export (Can export up From the article 1 Strip, is derived 100

- 2) Select the file format and export mode to be exported. Click [**OK**].
- 3) You can view the file in your local drive.

SNote: 10000 records are allowed to export by default, you can manually input as required.

# **Access Event Type**

Normal Events

**Normal Punch Opening:** In **[Only Card]** verification mode, the person having open door levels punch card at valid time period, open the door, and trigger the normal event.

**Normal Press Fingerprint Opening:** In **[Only Fingerprint]** or **[Card or Fingerprint]** verification mode, the person having open door levels press fingerprint at valid time period, the door is opened, and trigger the normal event.

**Card and Fingerprint Opening:** In **[Card and Fingerprint]** verification mode, the person having the open permission, punch the card and press the fingerprint at the valid time period, and the door is opened, and trigger the normal event.

**Exit button Open:** press the exit button to open the door within the door valid time zone, and trigger this normal event.

**Trigger the exit button (locked):** indicates the normal event triggered by pressing the exit button when the exit button is locked.

**Punch during Normal Open Time Zone:** At the normal open period (set normal open period for a single door or for first-person normally open), or through the remote normal open operation, the person having open door permission punch effective card at the opened door to trigger this normal event.

**Press Fingerprint during Normal Open Time Zone:** At the normal open period (set normal open period for a single door or for first-person normally open), or through the remote normal open operation, the person having open door permission press the effective fingerprint at the opened door to trigger this normal event.

**First-Person Normally Open (Punch Card):** In **[Only Card]** verification mode, the person having firstperson normally open permission, punch at the setting first-person normally open time period (the door is closed), and trigger the normal event.

**First-Person Normally Open (Press Fingerprint):** In **[Only Fingerprint]** or **[Card plus Fingerprint]** verification mode, the person having first-person normally open permission, press the fingerprint at the setting first-person normally open period (the door is closed), and trigger the normal event.

**First-Person Normally Open (Card plus Fingerprint):** In **[Card plus Fingerprint]** verification mode, the person having first-person normally open permission, punch the card and press the fingerprint at the setting first-person normally open period (the door is closed), and trigger the normal event.

Normal Open Time Zone Over: After the normal open time zone over, the door will close automatically.

**Remote Normal Opening:** When set the door state to normal open in the remote opening operation, this normal event is triggered.

**Cancel Normal Open:** When Punch the valid card or use remote opening function to cancel the current door normal open state, this normal event is triggered.

**Disable Intraday Passage Mode Time Zone:** In door normal open state, punch effective card for five times (must be the same user), or select [**Disable Intraday Passage Mode Time Zone**] in remote closing operation, and this normal event is triggered.

**Enable Intraday Passage Mode Time Zone:** If the intraday passage mode time zone is disabled, punch effective card for five times (must be the same user), or select [**Enable Intraday Passage Mode Time Zone**] in remote opening operation, and this normal event is triggered.

**Multi-Person Opening Door (Punching):** In **[Only Card]** verification mode, Multi-Person combination can be used to open the door. After the last card is verified, the system triggers this normal event.

**Multi-Person Opening Door (Press Fingerprint):** In **[Only Fingerprint]** or **[Card plus Fingerprint]** verification mode, Multi-Person combination can be used to open the door. After the last fingerprint is verified, the system triggers this normal event.

**Multi-Person Opening Door (Card plus Fingerprint):** In **[Card plus Fingerprint]** verification mode, Multi-Person combination can be used to open the door. After the last card plus fingerprint is verified, the system triggers this normal event. **Emergency Password Opening Door:** Emergency password (also known as super password) set for the current door can be used for door open. This normal event will be triggered after the emergency password is verified.

**Opening Door during Normal Open Time Zone:** If the current door is set a normally open period, the door will open automatically after the setting start time has expired, and this normal event will be triggered.

Linkage Event Triggered: After linkage configuration takes effect, this normal event will be triggered.

**Cancel Alarm:** When the user cancels the alarm of corresponding door successfully, this normal event will be triggered.

**Remote Opening:** When the user opens a door by [**Remote Opening**] successfully, this normal event will be triggered.

**Remote Closing:** When the user closes a door by [**Remote Closing**] successfully, this normal event will be triggered.

**Open Auxiliary Output:** In linkage setting, if the user selects Auxiliary Output for Output Point, selects Open for Action Type, this normal event will be triggered when the linkage setting takes effect.

**Close Auxiliary Output:** In linkage setting, if the user selects Auxiliary Output for Output Point, selects Close for Action Type, or closes the opened auxiliary output by [**Door Setting**] > [**Close Auxiliary Output**], this normal event will be triggered.

**Door Opened Correctly:** When the door sensor detects the door has been properly opened, triggering this normal event.

**Door Closed Correctly:** When the door sensor detects the door has been properly closed, triggering this normal event.

Auxiliary Input Point Disconnected: Will be triggered auxiliary input point is disconnected.

Auxiliary Input Point Shorted: When the auxiliary input point short circuit, trigger this normal event.

**Device Start:** Will be triggered if device starts (This event of PULL devices will not appear in real-time monitoring and can be viewed only in event records of reports).

### • Abnormal Events

**Too Short Punch Interval:** When the interval between two punching is less than the set time interval, this abnormal event will be triggered.

**Too Short Fingerprint Pressing Interval:** When the interval between two fingerprints pressing is less than the set time interval, this abnormal event will be triggered.

**Door Inactive Time Zone (Punch Card):** In **[Only Card]** verification mode, if the user having the door open permission punch but not at door effective period of time, this abnormal event will be triggered.

**Door Inactive Time Zone (Press Fingerprint):** If the user having the door open permission, press the fingerprint but not at the door effective time period, this abnormal event will be triggered.

**Door Inactive Time Zone (Exit Button):** If the user having the door open permission, press exit button but not at the effective period of time, this abnormal event will be triggered.

**Illegal Time Zone:** If the user with the permission of opening the door, punches during the invalid time zone, this abnormal event will be triggered.

**Illegal Access:** If the registered card without the permission of current door is punched to open the door, this abnormal event will be triggered.

Anti-Passback: When the anti-pass back takes effect, this abnormal event will be triggered.

Interlock: When the interlocking rules take effect, this abnormal event will be triggered.

Multi-Person Verification (Punching): When Multi-Person combination opens the door, the card verification before the last one (whether verified or not), this abnormal event will be triggered.

**Multi-Person Verification (Press Fingerprint):** In **[Only Fingerprint]** or **[Card or Fingerprint]** verification mode, When Multi-Person combination opens the door, the fingerprint verification before the last one (whether verified or not), this abnormal event will be triggered.

Unregistered Card: If the current card is not registered in the system, this abnormal event will be triggered.

**Unregistered Fingerprint:** If the current fingerprint is not registered or it is registered but not synchronized with the system, this abnormal event will be triggered.

**Opening Door Timeout:** If the door sensor detects that it is expired the delay time after opened, if not close the door, this abnormal event will be triggered.

**Card Expired:** If the person with the door access level, punches after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

**Fingerprint Expired:** If the person with the door access permission, presses fingerprint after the effective time of the access control and cannot be verified, this abnormal event will be triggered.

**Password Error:** If using **[Card plus Password]** verification mode, duress password or emergency password to open door, this abnormal event will be triggered.

**Failed to Close door during Normal Open Time Zone:** If the current door is in normal open state, but the user cannot close it by **[Remote Closing]**, this abnormal event will be triggered.

**Verification Mode Error:** If the user opening door mode is inconsistent with that set for current door, this abnormal event will be triggered.

Background Verification Failed: If the background verification fails, this abnormal event will be triggered.

**Background Verification Success:** If the background verification succeeds, this abnormal event will be triggered.

**Background Verification Timeout:** If no background verification result is returned in the specified period, this abnormal event will be triggered.

Multi-Person Verification Failed: When Multi-Person combination opens the door, the verification is

failed, and triggers this abnormal event.

### • Alarm Events

**Duress Password Opening Door:** Use the duress password of current door for verifying successfully and trigger this alarm event.

**Duress Fingerprint Opening Door:** Use the duress fingerprint of current door for verifying successfully and trigger this alarm event.

**Duress Opening Door Alarm:** Use the duress password or duress fingerprint set for current door for verifying successfully and trigger this alarm event.

**Opened Accidentally:** Except all normal events, if the door sensor detects that the door is opened, and this alarm event will be triggered.

**Door-open timeout:** This alarm event is triggered when the opened door is not locked at closing door time.

Tamper-Resistant Alarm: This alarm event will be triggered when AIO device is tampered.

Server Connection Failed: This alarm event will be triggered when the device is disconnected from the server.

Mains power down: Inbio5 series controller events, external power down.

Battery power down: Inbio5 series controller event, built-in battery power-down.

**Invalid card alarm:** Alarm event trigger when invalid card swiping five consecutively.

Solution Notes: The user can customize the level of each event (Normal, Abnormal, and Alarm).

# **Elevator Event Type**

### Normal Events

**Normal Punch Open:** This normal event is triggered if the verification mode is associated with cards, and a user with the floor opening right punches his/her card and passed the verification.

**Punch during passage mode time zone:** This normal event is triggered if a valid card is punched after a user with the floor opening right sets the Normally Open periods for a specific floor, or sets the floor to the Normally Open state through the remote opening floor operation.

**Open during passage mode time zone:** This normal event is triggered if a fingerprint is pressed after a user with the floor opening right sets the Normally Open periods for a specific floor, or sets the floor to the Normally Open state through the remote opening floor operation.

**Remote release:** This normal event is triggered if a user remotely releases a button successfully.

**Remote locking:** This normal event is triggered if a user remotely locks a button successfully.

**Disable intraday passage mode time zone:** This normal event is triggered if a user performs this operation on the Remotely Release Button page when a floor is in Normally Open state.

**Enable intraday passage mode time zone:** This normal event is triggered if the user performs this operation on the Remotely Lock Button page when the Normally Open periods of the floor are prohibited on the day.

**Normal fingerprint open:** This normal event is triggered if a user with the button releasing right presses his/her fingerprint in the "Card or fingerprint" verification mode and the verification is passed.

**Press fingerprint during passage mode time zone:** This normal event is triggered if a fingerprint is pressed after a user with the floor opening right sets the Normally Open periods for a specific door, or sets the door to the Normally Open state through the remote opening door operation.

Passage mode time zone over: When the preset Normally Open period arrives, the button is automatically locked.

**Remote normal opening:** This normal event is triggered if a user selects the continuously releasing button to set the button in continuously released state on the page for remotely opening the floor.

**Device started:** This normal event is trigger upon startup of the device. (This event will not appear in the real-time monitoring, and can only be viewed through the event records in the report.)

**Password open:** This normal event is triggered if a user with the button releasing right presses the password in the "Password only" or "Card or fingerprint" verification mode and the verification is passed.

Superuser open buttons: This normal event is triggered if the super user remotely releases a button successfully.

Start the fire floor: Release all buttons in the case of emergency so that users can select floors.

**Superuser close buttons:** This normal event is triggered if the super user remotely closes floors (locks the buttons) successfully.

Enable elevator control button: Restart the elevator control function.

Disable elevator control button: Temporarily disable the elevator control function.

Auxiliary input disconnected: This normal event is triggered if the auxiliary input point is disconnected.

Auxiliary input shorted: This normal event is triggered if the auxiliary input point is short circuited.

Abnormal Events

**Operate interval too short:** This abnormal event is triggered if the actual interval between two times of card punching is smaller than the interval that is set for this floor.

**Press fingerprint interval too short:** This abnormal event is triggered if the actual interval between two times of fingerprint pressing is smaller than the interval that is set for this floor.

Button inactive time zone (punch card): This abnormal event is triggered if the verification mode is associated with cards, and a user with the floor opening right punches his/her card beyond the effective periods.

**Illegal time zone:** This abnormal event is triggered if a user with the floor opening right punches his/her card beyond the effective periods.
Access denied: This abnormal event is triggered if a registered card is punched before the elevator control right of the current floor is set for this card.

Disabled card: This event is triggered if the current card number is not registered in the system yet.

**Card expired:** This event is triggered if a person, for whom the elevator control effective time is set, punches his/her card beyond the elevator control effective periods and verification fails.

**Fingerprint expired:** This event is triggered if a person, for whom the elevator control effective time is set, presses his/her fingerprint beyond the elevator control effective periods and verification fails.

**Password error**: This event is triggered if the verification mode is associated with the password and the password verification fails.

**Disabled fingerprint:** This event is triggered if the current fingerprint is not registered in the system or has been registered but not synchronized to the device.

Button inactive time zone (press fingerprint): This abnormal event is triggered if a user with the floor opening right presses his/her fingerprint beyond the effective periods of the floor.

**Failed to close during passage mode time zone:** This abnormal event is triggered if the current floor is in Normally Open state and the button cannot be locked by performing the Remotely Locking Button operation.

Wiegand format error: This abnormal event is triggered if a card is punched and the Wiegand format of this card is incorrectly set.

**SNote:** User can self-define the level of each event (normal, abnormal and alarm).

## **Offline Elevator Control Manual**

To use offline elevator control mode, you must use an offline elevator control license.

## **Offline Elevator Device**

Add the offline elevator control device to facilitate user management of device in the software. Among them, rights management is the same as online elevator control, offline elevator control module does not support most of the functions, such as synchronization data, equipment monitoring, real-time monitoring. Compared with the online elevator control, the following functions are missing: event type, device monitoring, real-time monitoring, holidays, global linkage, all records, all abnormal records, currently only supports synchronization time and modify button open duration and card writing operation.

New offline elevator devices:

### • System authorization

		About	
Version 3.1.5.0_R Details Package Bits x86 License Informatio	Dn ( License ID : 85	25 ) <u>Details</u>	
Item	Status	Available/Total Points	Expiration Date
Access	Activated	94/100Door(s)(Include max 15 PULL Device(s))	2019-04-04
Attendance	Activated	9/10T&A Terminal(s); 10/10LPR Camera(s); 10/10Door(s)	2019-04-04
Elevator(Offline)	Activated	9/10Device(s)	2019-04-04
Hotel	Activated	5/30Points	2019-04-04
Visitor	Activated	6/10Entries 2000Visitors/Month	2019-04-04
Parking(Door)	Activated	10/10Points	2019-04-04
Patrol	Activated	6/10Points	2019-04-04
Video	Activated	10/10Channel(s) (Support Onvif)	2019-04-04
Activation Online Activation Reinstall the syste Export existing licer The browsers which Internet Explorer 11 Monitor resolution	Offline Activation em hee Import an e ch we recommend +/Firefox 27+/Chro	Online Update Cancel xisting license led me 33+	

After offline elevator control is authorized, the default software and device mode in elevator parameter setting is offline and cannot be changed.

r.at	Elevator Device	~	Device mode			
E:		Ð	Offline			
<b>C</b> t	Elevator	Θ				
	Card					
	Time Zones					
	Elevator Levels					
	Set Access By Levels					
	Set Access By Person					
	Set Access By Departmer	nt				
	Parameters					
F	Reports	$\oplus$				

• Add devices by manually

Click [Elevator Device] > [Device] > [New] on the Action Menu, the following interface will be shown:

	New	×
Device Name*	I	]
Device Number*		(Range1-254)
Firmware Version*	AC Ver 7.0.0 Jul 1 201: 🗸	]
Number of Expansion	0 🗸	]
Board		
Each expansion board relay	16	
number		
Area*	Area Name	
Save and New	OK Car	ncel

### Fields are as follows:

Device Name: Any character, up to a combination of 20 characters.

Device Number: Range 1 ~ 254, the machine number cannot be repeated.

Firmware Version: Firmware version number of elevator control device.

Number of Expansion Board: Expands the number of floors that the elevator control device can control.

Each expansion board relay number: 16 relays per expansion board.

Area: Specify areas of devices. After Area Setting, devices (doors) can be filtered by area upon Real-Time Monitoring.

**Note:** When adding a device, the device number in the software should be the same as the 485 address setting number on the device.

#### • Synchronize Time

Click [Elevator Device] > [Device] > [Synchronize Time] on the Action Menu, the following interface will be shown:

Synchronize Time			
Synchronize Time*	2017-11-30 17:24:48		
Swipe the card on the synchronize the time from	e reader of the controller, the read n the card.	der will	
tal Progress			
Hidden	Start C	Close	
		^	

Synchronize device time with current server time.

Modify Button Open Duration

Click [Elevator Device] > [Device] > [Modify Button Open Duration] on the Action Menu, the following interface will be shown:

	Modify Button	Open Duration	
Selected Device			
Controller : 1			
Button Open Duration*		second(0-254)	
Start Time*	2017-11-30 17:26:39	End Time* 2017-12-10 17:26:39	
otal Progress			
Hidden		Start	Close
			1

**Button Open Duration:** It is used to control the time period to press floor button after verification. The default value is 5 seconds; the range is 0~254 seconds.

### **Initialize Card**

Users can initialize the card to restore the default password and sector operation.

Click [Elevator Device] > [Card] > [Initialize Card] on the Action Menu, the following interface will be shown:

Initialize card	×	
After initialization, the card will become a blank card!		
Total Progress		
Hidden Start Close	e	-
	~	

## Write Card

Write device number, personnel ID, personnel password, personnel authority, start time, end time, card number (calculated logic card number) and other related information to the card.

Click [Elevator Device] > [Card] > [Write Card] on the Action Menu, the following interface will be shown:

	Write Card	
First Name	Come	
Last Name		
Personnel ID*	21	
Card Number*	55855858	
Start Time*		
End Time*		
A Please set the start time an	nd end time in the edit person page and ther	n write card operation.
End Time*  Please set the start time an  otal Progress	nd end time in the edit person page and ther	write card operation.
End Time*  Please set the start time an  Total Progress	nd end time in the edit person page and ther	n write card operation.
End Time*  Please set the start time and Total Progress Hidden	nd end time in the edit person page and ther Star	t Close
End Time*  Please set the start time an  Total Progress  Hidden	nd end time in the edit person page and ther Star	t Close
End Time*  Please set the start time an otal Progress Hidden	nd end time in the edit person page and ther Star	t Close

### Fields are as follows:

First/Last Name: The maximum length cannot exceed 50, does not support comma; value sources Personnel field, cannot add, modify, delete.

**Personnel ID:** The default maximum length of personnel ID is 9, the effective range is 1-799999999, which can be configured according to the actual situation. Value sources Personnel field, cannot be added, modified or deleted.

**Card number:** Card number cannot be repeated, the maximum length of 10; value sources Personnel field, cannot add, modify, delete.

**Start time:** The effective starting time of the card; value sources Personnel field, cannot add, modify, delete.

End time: The effective cut-off time of the card; value sources Personnel field, cannot add, modify, delete.

**Note:** Personnel related authority (elevator levels), card number and related data can only be written when the personnel editing page is completely filled in. The card number is calculated logical card number; the logical card number stored in the database shall prevail.

### Write management card

Management card is mainly used to loss and revert card. When the card is lost or reverted, you need to write the card information into the management card, thus loss and revert card take effect.

Click [Elevator Device] > [Card] > [Write management card] on the Action Menu, the following interface will be shown:

	Write management card	×
Loss Card*		
Revert card*		
Start Time*	2017-11-29 17:38:21	
End Time*	2017-12-10 17:38:21	
The quantity of Lo	st cards and reverted cards can not be greater than 18	
The quantity of Lo     tal Progress	st cards and reverted cards can not be greater than 18	
The quantity of Lo     tal Progress     Hidden	st cards and reverted cards can not be greater than 18 Write Card Close	
The quantity of Lo  tal Progress  Hidden	st cards and reverted cards can not be greater than 18 Write Card Close	

### Fields are as follows:

**Function selection:** Management card is used to write the loss and revert card data in the software system to the management card and then loss and revert card by brushing the management card on the device.

Loss Card: Lost Card collection, drop-down selection.

Revert card: Revert Card collection, drop-down selection.

**Start Time:** The effective starting time of the card; value sources Personnel field, cannot add, modify, delete.

End Time: The effective deadline of the card; value sources Personnel field, cannot add, modify, delete.

### **Personnel System - Card**

Check the list of cards in the system and batch issue card, assigning cards to personnel.

Batch Issue Card

Click [Personnel] > [Card Manage] > [Card] > [Batch Issue Card]:

Batch Issue Card										
A Personnel ID only supports input figures, and only shows persons with no card issued (max. 300)! The device only reads the unregistered card when the issuing way is reader.										
Start Personnel ID		End Per	rsonnel ID					Generate Lis	t	
Card Enrollment Method	USB Reader	nput Ca	ard Number					OK Clear		
Number of Persons with No Card Is	ssued:0			Number of I	ssued Cards:	0				
Personnel ID First Name	Last Name I	Department Name		Number	Personnel ID	First Name	Last Name	Department Name	Card Number	
		Save and New	O	ĸ	Cancel					

### Card Enrollment Method: USB Reader or device.

Input Card Number: It can be generated by swiping an ID card on the USB reader and device, or entering it manually. The card manually entered may be IC card.

Report Lost Card

### Click [Personnel] > [Card Manage] > [Card] > [Report Lost Card]:

**Note:** Report Lost Card is applicable to all functional modules, not to the offline elevator module. After the report of loss, the status of the card becomes invalid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

### Reactivate Lost Card

### Click [Personnel] > [Card Manage] > [Card] > [Reactivate Lost Card]:

**Note:** Reactivate Lost Card is applicable to all functional modules, not to the offline elevator module. After reactivating lost card, the status of the card becomes valid but not written into the management card. Need to write management card in the appropriate module, such as offline elevator control module [Write management card] ([Elevator Device] > [Card] > [Write management card]).

# **FAQs**

### Q: How to use a card issuer?

A: Connect the card issuer to PC through USB port, and then select individual personnel card issue or batch card issue. Move the cursor to the card number input box, and punch the card on the card issuer, then the card number will be automatically shown in the input box.

### Q: What is the use of role setting?

A: Role setting has the following uses: 1. To set unified level for the same type of users newly added, just directly select this role when adding users; 2. When setting system reminder and determine which roles can be viewed.

### Q: How to operate if I want to set accounts for all personnel of the Company's Financial Department?

A: First, create a new role in system setting and configure the functions to be used for this role. Then add a user, set user information, and select the user's role, thus adding a new account. For other accounts, do the same.

# Q: In Windows Server 2003, why the IE browser displayed error when access the system, how to solve it?

A: This problem occurs because that Server 2003 has [Security Configuration Option] settings. If you want to access the system, please configure it as follows: click Start - Control Panel - Add or Remove Program, select [Add and remove Windows components] in the interface and click [Internet Explorer Enhanced Security Configuration] option, cancel the tick before it. Then click [Next] to remove it from the system. Open the system again the browser will access the system properly.

### Q: If backing up or restoring the database fails, the possible reason?

### **A:**

**Backup fails:** Please check the system environment variables, please go to Properties > Advanced to set the environment variables as "C:\Program Files\ZKBioSecurity3.0\MainResource\postgresql\bin:". "C:\Program Files" is the system installation path, you can modify by your actual situation.

**Restore fails:** There are several reasons: The system version is too high or too low, or the database has been damaged, you need to follow the prompts to change the system version or repair the system, re-install the database.

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