

Installation Guide

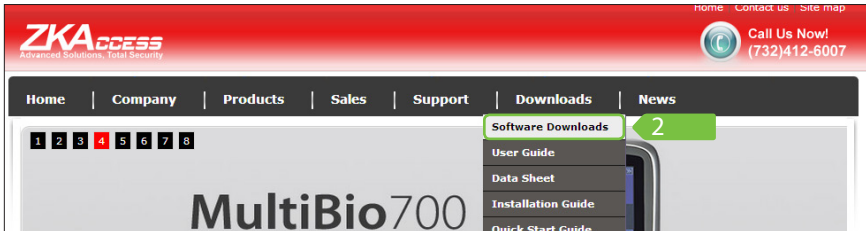


ZKAccess *CLASSIC* 3.5

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Downloading



1. Go to zkaccess.com
2. Hover over **Downloads** then click **Software Downloads** in the dropdown menu.

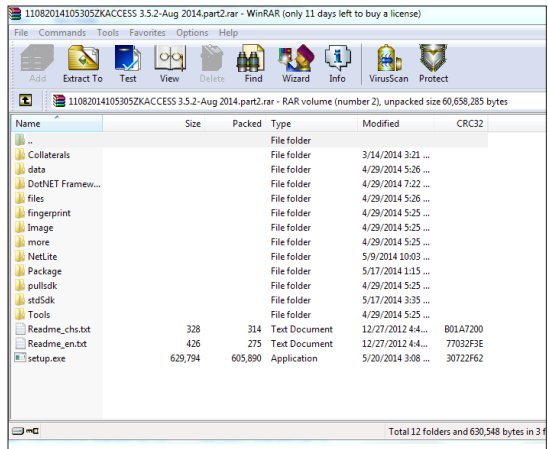
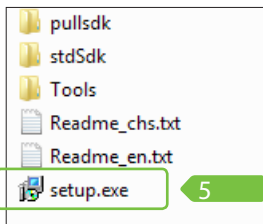


3. Scroll to the bottom of the page and click **ZKACCESS CLASSIC 3.5** to download

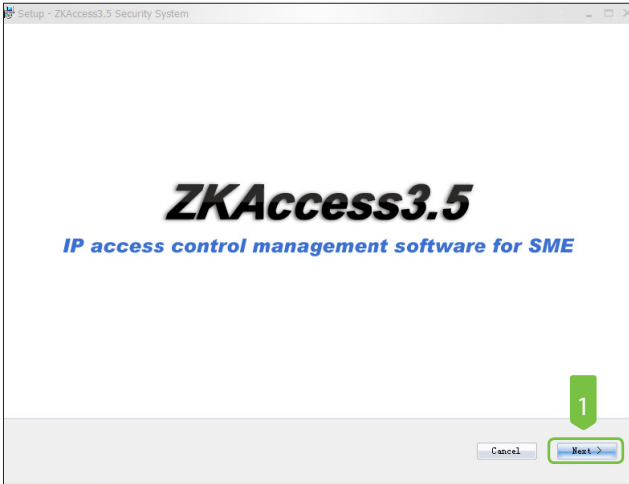


If you do not have software to extract compressed files, Scroll up on the same page to find **Winrar 32** or **Winrar 64** to *download*

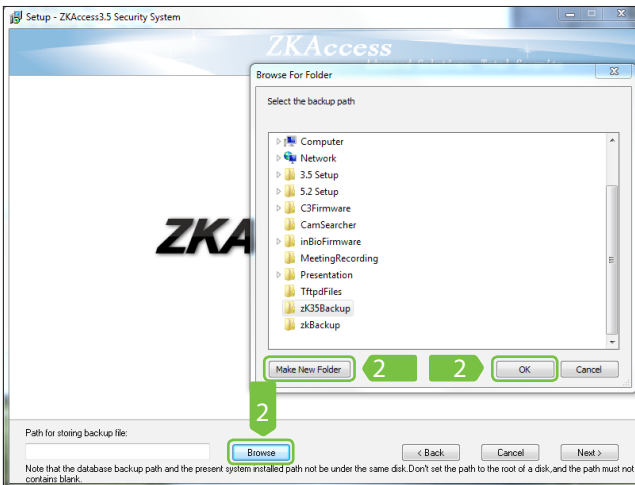
4. Extract Files to a Setup Folder
5. Open the setup folder and run **setup.exe** to install



Installation



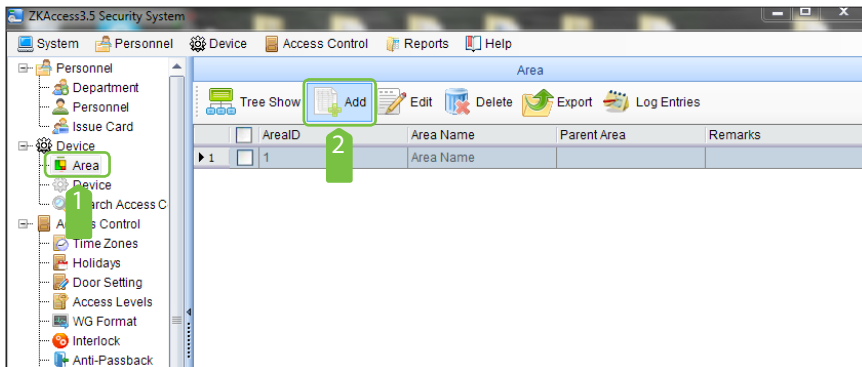
1. Click **Next** until asked to choose a path for storing backup files



2. Click **Browse** and **Make New Folder**, now hit **OK**
3. Click **Next** and then **Install**

Adding an Area

Before adding devices, it is required to add an area to manage devices. The system, by default, has set an area named **Area Name** and **Area ID [1]**.



1. Click **Area**
2. Click **Add**

Add

Area Name **3** *

Area Code **4** *

Parent Area **5** *

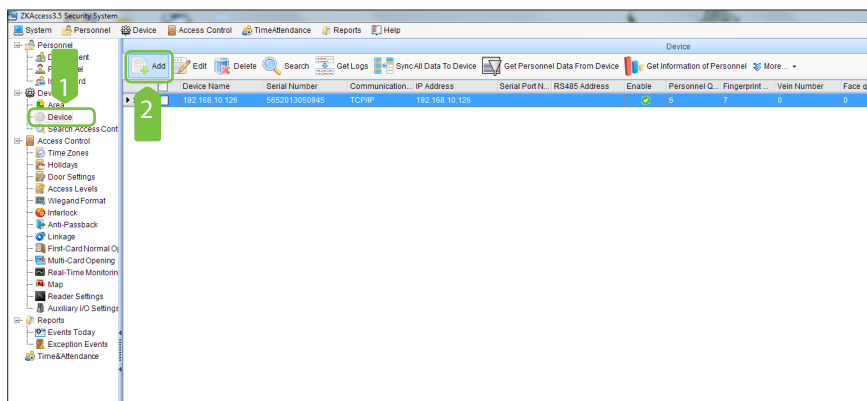
Remarks

6

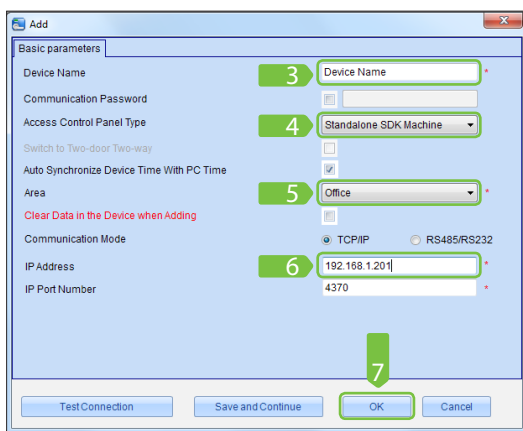
3. Input the Area Name,
4. Area Code (Unique ID number up to 8 digit)
5. Choose a Parent Area from the dropdown menu
6. Click **OK**

Adding a Device

To add a standalone device:

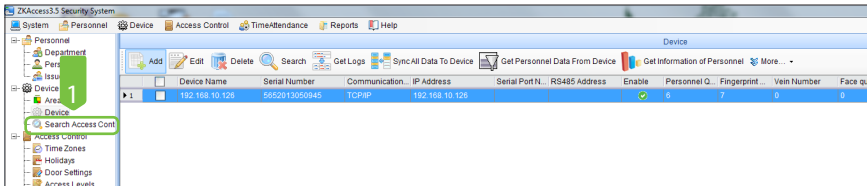


1. Click **Device**
2. Click **Add**

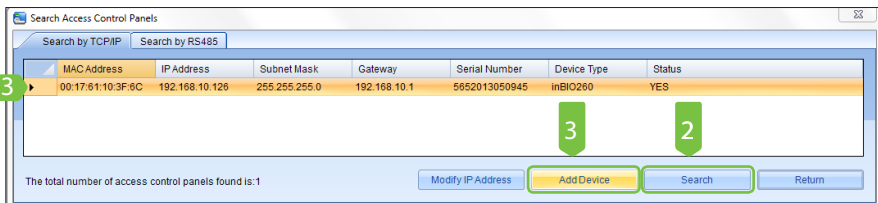


3. Input a Device Name
4. For Access Control Panel Type, select [Standalone SDK Machine]
5. Choose an Area
6. Input the device's IP Address
7. Click **OK**

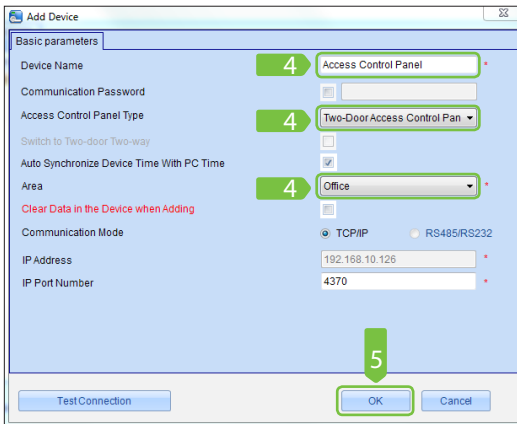
To add an Access Control Panel:



1. Click **Search Access Control Panels**, to show the Search interface, supports Ethernet and RS485 search.



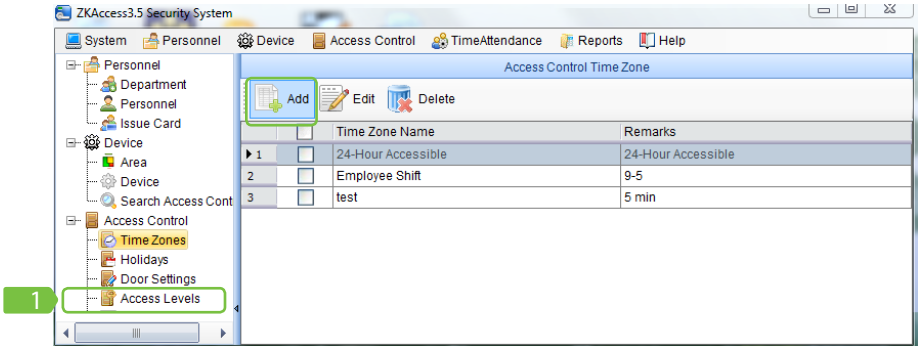
2. Click **Search**, and it will prompt [Please wait.....];
3. Click the device you wish to add. Click **Add Device**



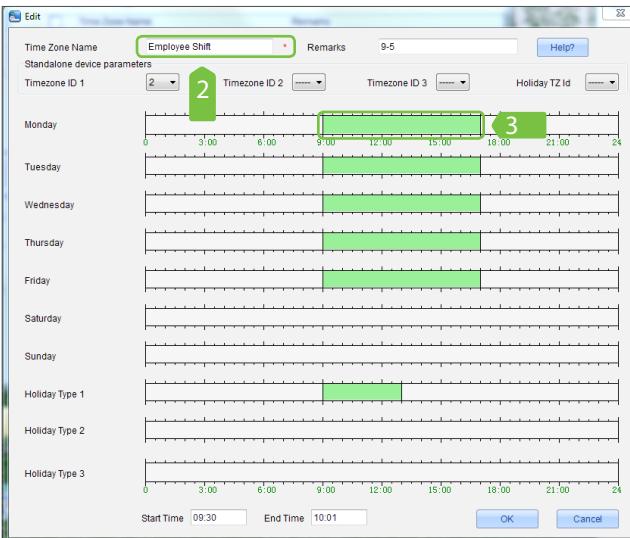
4. Input a device name, type, and area.
5. Click **OK**

Creating a Time Zone

Time Zones are used to set when readers will be active, when doors will be open, and when specified users will have access to specified doors.



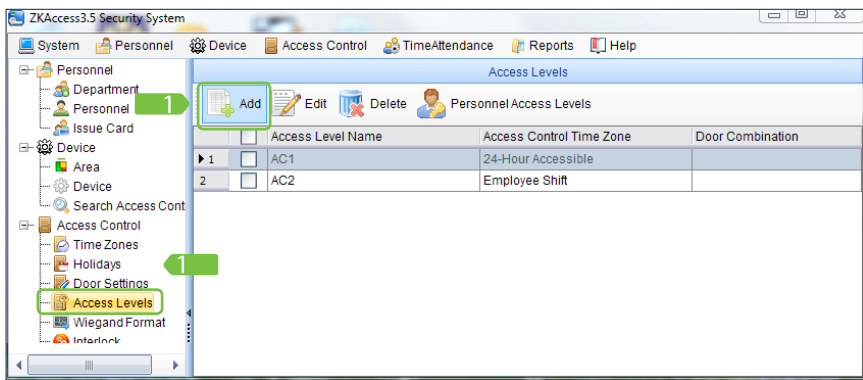
1. Click **Access levels** > **Add** to enter Add access levels edit interface;



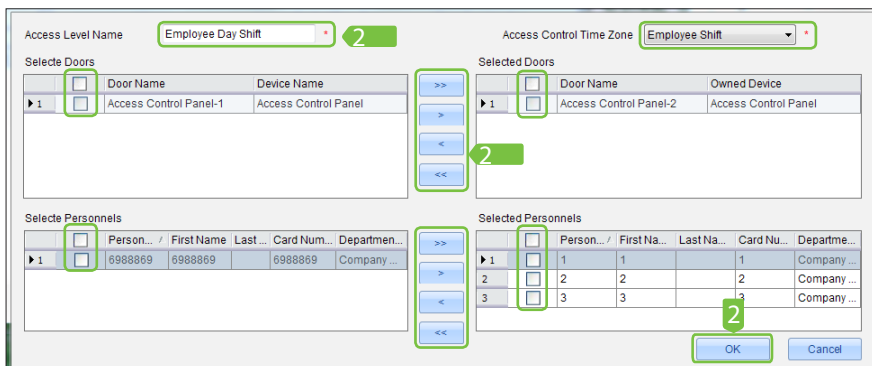
2. Input a Time Zone Name
3. Click and drag in each day's frame to set up to three intervals per day or holiday

Creating an Access Level

Access levels means in a specific time period, which door or door combination can be opened through verification



1. Click **Access levels** > **Add**

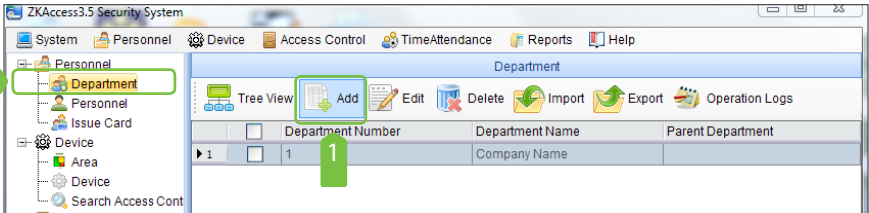


2. Set the access level name, time zone, doors, and personnel that will have access.
3. Click **OK** to complete setting and quit

Creating Departments / Enrolling Personnel

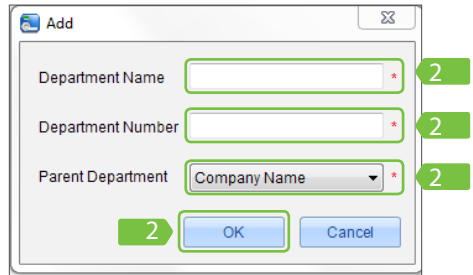
Before managing Personnel it is required to describe the company's departmental organization.

Creating Departments

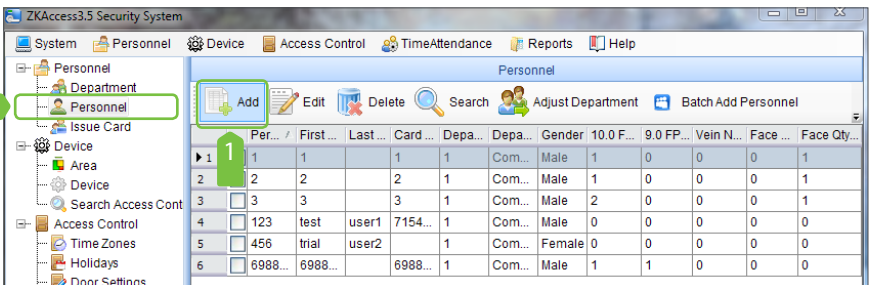


1. Click **Department** > **Add** to create Departments.

2. Input department name and department number. Choose parent department. Then click **OK**



Enrolling Personnel



1. Click **Personnel** > **Add** to show personnel profile edit interface

The screenshot shows the 'Personnel Profile' form with the following fields and callouts:

- 2**: Personnel Number (123456789)
- 3**: Department (Company Name)
- 4**: Card Number (1234567)
- 5**: Password (*****)
- 6**: Fingerprint Register (USB Sensor)
- 8**: Terminal management (Employee)

Other fields include: First Name (User), Last Name (User), Gender (Female), Employee Date (2014-08-27), Birthday (2014-08-27), and Email. A 'Browse' button is next to the 'Fingerprint Register' field. Buttons at the bottom are 'Save and Continue', 'OK', and 'Cancel'.

2. Enter a Personnel Number. It cannot exceed 9 digits.
3. Select a department from the pull-down menu
4. (Optional) Enter a card number manually or using a card issuer.
5. (Optional) Enter a password for readers with keypad
6. (Optional) Click USB Sensor to enroll fingerprints.

7. Select a finger and press on the sensor three times. When you see "Succeed in fingerprint registration" Click **OK**



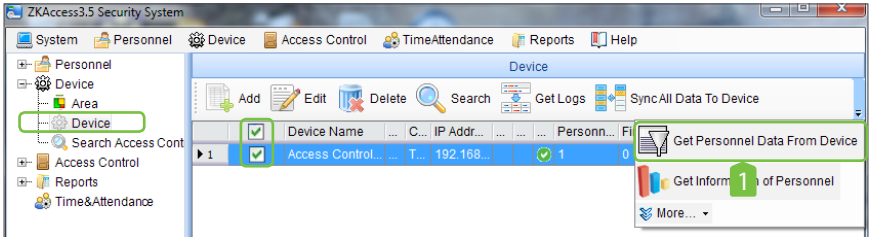
The screenshot shows the 'Alternative Access Levels' tab. It contains two tables for 'Alternative Access Levels' and 'Selected Access Levels'. A green callout **9** points to the 'OK' button at the bottom. The 'Selected Access Levels' table is as follows:

	Access Level Name	Access Control Time...
▶ 1	AC2	Employee Shift

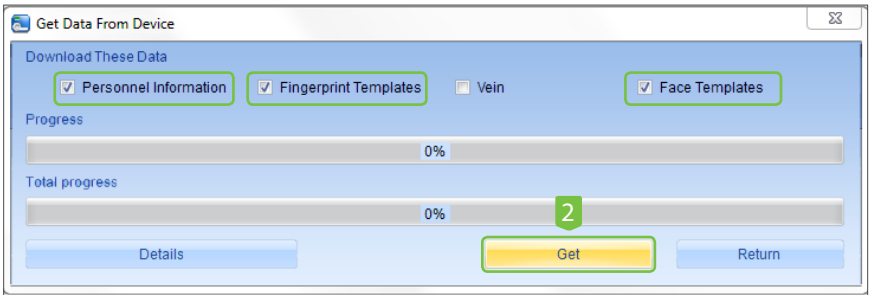
Other fields include: Multi-Card Opening Group (dropdown), Set Valid Time (checkbox), Start date (2014-08-27), and End Date (2014-08-27). Buttons at the bottom are 'Save and Continue', 'OK', and 'Cancel'.

8. (Optional) Register employee as Administrator through [Terminal Management]
9. Click the **Alternative Access Levels** tab choose the user's Access Level. Click **OK**

Importing Personnel Data from Device

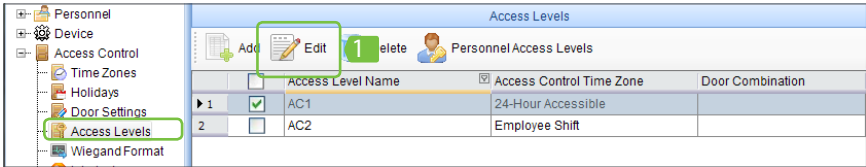


1. Click **Device**. Choose a device to import personnel from.
Get Personnel Data From Device to import from device

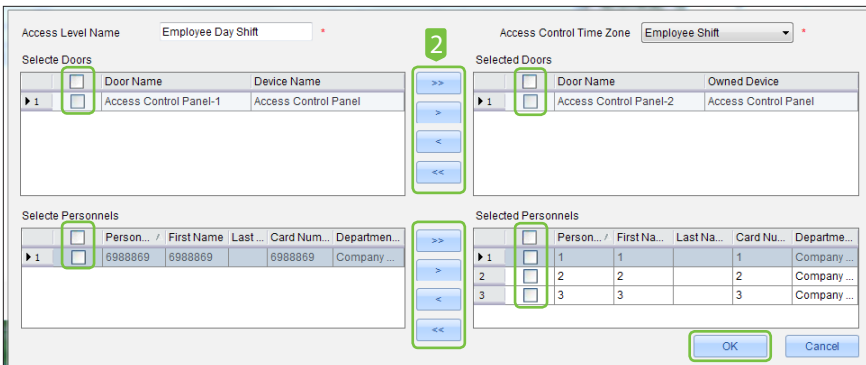


2. Choose Personnel, Fingerprints, or Face Templates to download, click **Get**

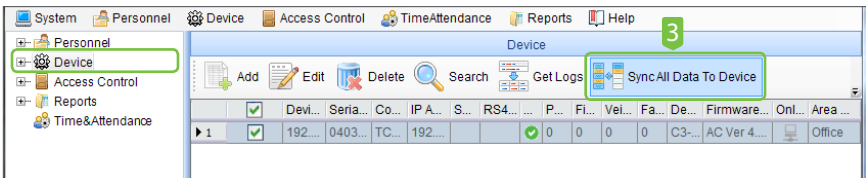
Exporting Personnel Data to Device



1. To export personnel data to another device, go to **Access levels** > **Edit**

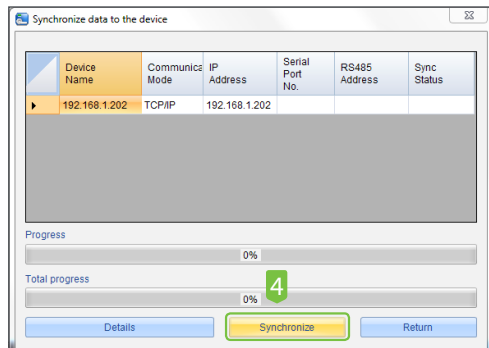


2. Add the personnel and device to an access level. Click **OK**

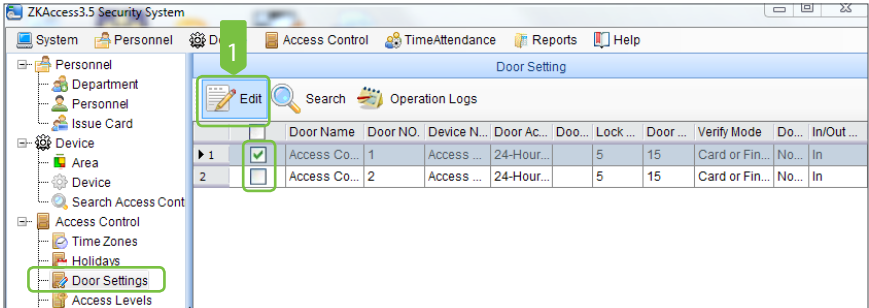


3. Go to **Device**, choose a device to export the personnel to, and click **Sync All Data To Device**

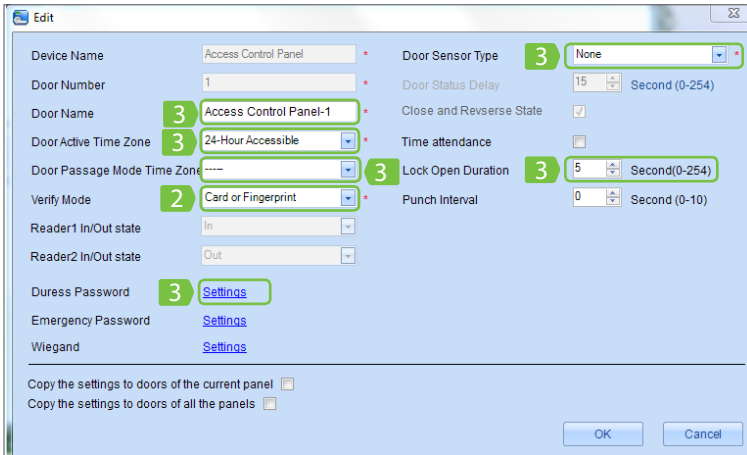
4. Click **Synchronize**.



Door Settings



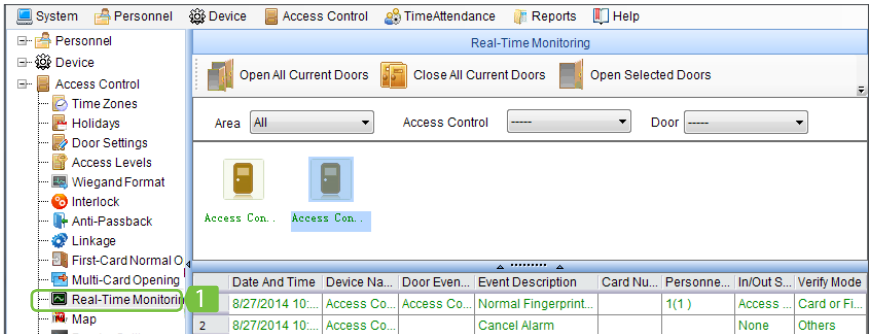
1. Click **Door Setting**, select the door to be modified, click **Edit**



2. Set the verification mode desired for the door.
3. (Optional) Modify the Door's name, active time zone, passage mode, sensor type, lock open duration, and duress settings.

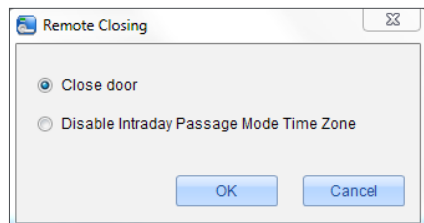
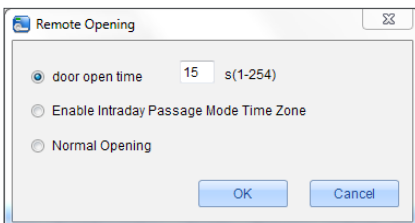
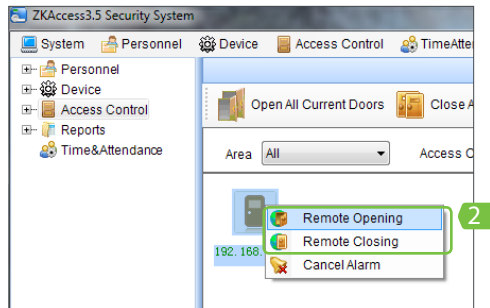
Real Time Monitoring

Monitor the statuses and real-time events of doors under the access control panels in the system in real-time.



1. Click **Real-Time Monitoring** to view live events

2. Right click on the door icon to remote open/close.



3. Choose door open time or Enable Intraday Passage Mode

4. Choose close door or Disable Intraday Passage Mode

Exporting Reports

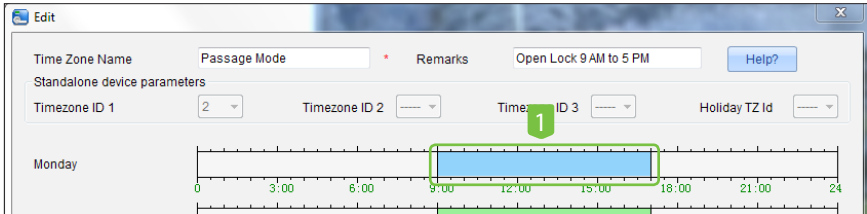
The screenshot shows the ZKAccess3.5 Security System interface. The 'Reports' menu item is highlighted with a green box and a '1'. The 'Export' button is highlighted with a green box and a '3'. The 'Search' button is highlighted with a green box and a '2'. The 'Events Today' section shows a search filter for the time period 2014-08-01 00:00 to 2014-09-11 23:59. The 'In/Out Status' dropdown is set to 'In' and the 'Search' button is clicked. The resulting table shows a list of events with columns for Date And Time, Person, First, Last, Card, Device, Event, P., Verif., In/O., Event D., and Remarks.

	Date And T...	Perso...	Firs...	Last ...	Car...	Devic...	Event P...	Verif...	In/O...	Event D...	Remarks
1	2014-08-27 ...	1	1				Acces...	Acces...	Card...	IN	Normal...
2	2014-08-27 ...						Acces...	Acces...	Others	None	Cancel ...
3	2014-08-27 ...						Acces...	Acces...	Others	None	Opened...
4	2014-08-27 ...						Acces...	Acces...	Others	None	Door Cl...
5	2014-08-27 ...						Acces...	Acces...	Others	None	Exit Butt...
6	2014-08-27 ...						Acces...	Acces...	Others	None	Cancel ...
7	2014-08-27 ...						Acces...	Acces...	Others	None	Exit Butt...
8	2014-08-27 ...						Acces...	Acces...	Others	None	Door Cl...
9	2014-08-27 ...						Acces...	Acces...	Others	None	Opened...
10	2014-08-26 ...					192.1...	192.16...	Others	None	Remote...	
11	2014-08-26 ...					192.1...	192.16...	Others	None	Remote...	
12	2014-08-26 ...					192.1...	192.16...	Others	None	Remote...	
13	2014-08-26 ...	4			698...	192.1...	192.16...	Card...	IN	Normal ...	
14	2014-08-26 ...	1	1			192.1...	192.16...	Card...	IN	Normal ...	
15	2014-08-26 ...	4				192.1...	192.16...	Card...	IN	Interlock	

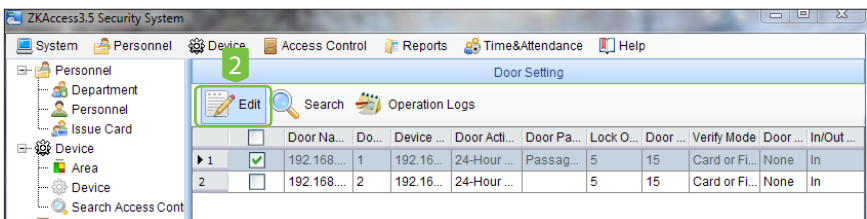
1. Click **Reports** to access transaction logs
2. Set filters to examine desired transactions, click **Search**
3. Click **Export** to export reports in XLS, PDF, or TXT file format

Passage Mode

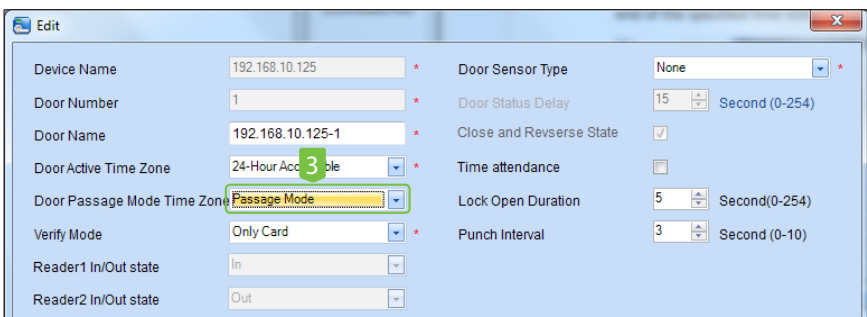
The Passage Mode feature will keep a door unlocked during a specified time zone. It will automatically unlock at the beginning of the time zone and will lock automatically at the end of the specified time zone.



1. Create a new Time Zone with the hours you want the door to be unlocked.



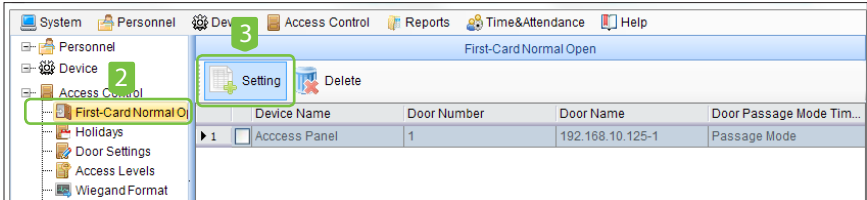
2. In Door Settings, Click Edit to change door settings.



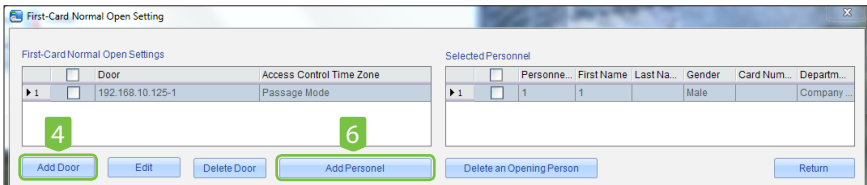
3. Click the dropdown menu titled "Door Passage Mode Time Zone" and select your new time zone

First-Card Normal Open

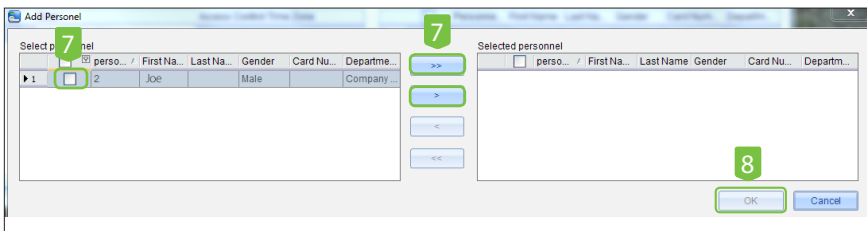
The First Card Normal Open feature will keep a door unlocked during a specified time zone when triggered by specified personnel. After a reader has been used by a specified personnel that day, the door will unlock automatically at the beginning of the time zone and lock again at the end of the specified time zone.



1. Create a new time zone with the hours you want the door to be unlocked.
2. Select the **First-Card Normal Open** Menu
3. Click **Setting**




4. Click **Add Door**
5. Choose the door you want to set to normal open and the time frame it will be unlocked. Click OK
6. Select the door and click **Add Personnel**




7. Select Personnel and use the arrow buttons to move them to the Selected personnel panel.
8. Click **OK**

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