

Installation Guide



ZKAccess *CLASSIC* 3.5

www.zkaccess.com

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Downloading

ZKACCESS Advanced Solutions, Total Security	nome Contact us Site map Call Us Now! (732)412-6007
Home Company Products Sales Support	Downloads News
	Software Downloads
	User Guide
	Data Sheet
MultiBio700	Installation Guide

- 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



	Tart				Winted	(i)	ViewScan	V Prote	ļ	
1108201	4105305ZKA	CCESS 3.5.	2-Aug 20	114.part2.r	ar - RAR volun	ne (numl	ber 2), unpack	ed size	60,658,285 b	ytes
ne		Si	ze	Packed	Туре		Modified		CRC32	
					File folder					
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lata					File folder		4/29/2014 5:2	6		
OotNET Framew					File folder		4/29/2014 7:2	2		
iles					File folder		4/29/2014 5:2	6		
ingerprint					File folder		4/29/2014 5:2	!5		
mage					File folder		4/29/2014 5:2	!5		
nore					File folder		4/29/2014 5:2	5		
VetLite					File folder		5/9/2014 10:0	13		
ackage					File folder		5/17/2014 1:1	5		
oulisdk					File folder		4/29/2014 5:2	!5		
tdSdk					File folder		5/17/2014 3:3	15		
ools					File folder		4/29/2014 5:2	!5		
leadme_chs.txt		3	28	314	Text Docume	nt	12/27/2012 4	4	B01A7200	
Readme_en.txt		4	26	275	Text Docume	nt	12/27/2012 4	4	77032F3E	
etup.exe		629,7	94	605,890	Application		5/20/2014 3:0	8	30722F62	

Installation



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

影 Setup - ZKAccess3.5 Security System	X
ZKAccess	
Browse For Folder	23
Select the backup path	
> Computer > Network > 3 35 Stup > 3 52 Stup > 3 52 Stup > 4 35 Stup > 3 25 Stup > 4 36 Stup > 4 36 Stup > 4 36 Stup > 52 Stup 106 Stup > 4 106 Stup > 4 MetingRecording > 4 PropFiles 1 XtdSRectup 1 XtdSRectup	E
Make New Folder 2 OK	Cancel
Pah for stoing backup file:	Next >
Note that the database backup path and the present system installed path not be under the same disk.Don't set the path to the root of a disk,and contains blank.	the path must not

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]).



2. Click Add

add 🔁	23
Area Name 3	*
Area Code 4	*
Parent Area 5 Area Name	*
Remarks	
бок	ancel

- 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

		-										-				
📃 System 🛛 🙆 Personnel	鏺 Device	Acces:	s Control	ang Time	eAttendance	👔 Report	🛛 💭 Help									
E- Personnel		_											Device			
∰tE ent ©_F el	Ad 🗐	id 📝 Ea	sit 👿	Delete 🤇	🔍 Search	📜 Get Lo	gs 📑 Syr	nc All Data To Devi	ce 🕎 G	et Personn	el Data From Device	e 🚺 Get	t Information of P	ersonnel 😻 N	lore •	
L 🝰 🗠 🚹 rd		Devic	e Name	S	Serial Numbe	er Co	mmunication	IP Address	Ser	rial Port N	RS485 Address	Enable	Personnel Q.	. Fingerprint	Vein Number	Face q
⊡- sp Dev	E a	192.1	168.10.12	6 5	652013050	945 TC	РЛР	192.168.10.126				0	6	7	0	0
Acade Sector Acades Control Acades Control	2	1927	108 10 12	8 5	852013050	445 10	egne -	192-198-19-12					0	1	U	0
1. Click D 2. Click A	evice dd															
Sasic parameters				_		<u> </u>			X							
Device Name					- 3	Device	vame		1.							

Device Name	Device Name
Communication Password	
Access Control Panel Type 4	Standalone SDK Machine 👻
Switch to Two-door Two-way	
Auto Synchronize Device Time With PC Time	
Area 5	Office •
Clear Data in the Device when Adding	
Communication Mode	TCP/IP O RS485/RS232
IP Address 6	192.168.1.201
IP Port Number	4370 *
	7
Test Connection Save and Continue	OK Cancel

- 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

TVA cours 2 5 Consulture

To add an Access Control Panel:

								_				
ZKAccess3.5 Security System										100		
📃 System 🛛 🙆 Personnel	🕸 Device	Access Control	💲 TimeAttendance 🛛 👔 F	teports 빈 Help								
🖃 🚔 Personnel									Device			
- di Department	Add	📝 Edit i 👔 Del	lete 🔍 Search 🚡	Get Logs 📑 📲 Syn	c All Data To Device	Get Personn	el Data From Device	Cet	Information of P	ersonnel 😻 M	ore +	
- Se Issu		Device Name	Serial Number	Communication.	IP Address	Serial Port N.	RS485 Address	Enable	Personnel Q.	Fingerprint	Vein Number	Face qu
- Area	1	192.168.10.126	5652013050945	TCP/IP	192.168.10.126			0	6	7	0	0
- Device												
Search Access Cont												
E- Access Control	1											
- 🔄 Time Zones												
- 🔁 Holidays												
- 🌄 Door Settings												
- 📓 Access Levels												

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

6	2	Searc	h Access Control Panel	5							23
	/	Se	earch by TCP/IP Sea	arch by RS485							
		_	MAC Address	IP Address	Subnet Mask	Gateway	Serial Number	Device Type	Status		
- 3		•	00:17:61:10:3F:6C	192.168.10.126	255.255.255.0	192.168.10.1	5652013050945	inBIO260	YES		
								3	2		
	1	The to	tal number of access o	ontrol panels found i	s:1	М	odify IP Address	Add Device	Search	Retu	n

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

🔁 Add Device	X
Basic parameters	
Device Name 4	Access Control Panel
Communication Password	
Access Control Panel Type 4	Two-Door Access Control Pan 👻
Switch to Two-door Two-way	
Auto Synchronize Device Time With PC Time	
Area 4	Office •
Clear Data in the Device when Adding	
Communication Mode	TCP/IP O RS485/RS232
IP Address	192.168.10.126 *
IP Port Number	4370 •
	5
TestConnection	OK Cancel

- 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.

ZKAccess3.5 Security System		1 (B)					
📃 System 🛛 🚔 Personnel	😂 Device 🛛 📙	Access Control 🛛 🍰 TimeAttendance 🏾 🥡 Reports	🛙 🛄 Help				
🖃 🚰 Personnel		Access Control Time	Zone				
and Department	Add 🗒	Zedit 👿 Delete					
🗠 💒 Issue Card		Time Zone Name	Remarks				
	▶1	24-Hour Accessible	24-Hour Accessible				
- Device	2	Employee Shift	9-5				
Search Access Cont	3	test	5 min				
🖃 📕 Access Control							
🔁 Time Zones							
📴 Holidays							
Door Settings							
Access Levels							

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

🔁 Edit	100		-			113	150	23
Time Zone Name Standalone device param	Employee Shift	•	Remarks	9-5			Help?	
Timezone ID 1	2 2	Timezone ID 2		Timezone II	D 3 •	Holi	day TZ Id	•
Monday	3:00	6:00		12:00	15:00	3	21:00	
Tuesday						L	· · · · · · ·	
Wednesday								
Thursday	·····					L		
Friday						L		
Saturday								
Sunday								
Holiday Type 1		· · · · · · · · · · ·				· · · · · · · ·	· · · · · · ·	
Holiday Type 2								
Holiday Type 3	0 3:00	6:00	9:00	12:00	15:00	18:00	21:00	24
	Start Time 09:30	End Tim	e 10:01			ОК	Can	cel

- 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

ZKAccess3.5 Security System				
📃 System 🛛 🚔 Personnel	🕸 Device 🚪	Access Control 🛛 🍰 TimeAttendan	ce 🏼 🧵 Reports 🛛 🔲 Help	
🖃 🚔 Personnel			Access Levels	
- A Department - 2 Personnel	Add	📝 Edit i III Delete 🧏 Persi	onnel Access Levels	
💷 💒 Issue Card	A	Access Level Name	Access Control Time Zone	Door Combination
	▶1 A	AC1	24-Hour Accessible	
Device	2 A	AC2	Employee Shift	
🦾 🔍 Search Access Cont				
🖃 📕 Access Control				
- 🔁 Time Zones				
Holidays 🔄				
Door Settings				
- Access Levels	4			
Wiegand Format				
i	•			

1. Click Access levels > Add

Access Level Name Employee Day Shift	2	Access	s Control Time Z	one Employ	yee Shift	• •
Selecte Doors		Selected Do	oors			
Door Name Device Na	me 🛛 🔊		Door Name	l.	Owned De	vice
▶ 1 Access Control Panel-1 Access Co	introl Panel	▶1 [Access Co	ntrol Panel-2	Access Co	ontrol Panel
	>		_			
	<					
		J				
Selecte Personnels		Selected Pe	ersonnels			
Person / First Name Last Card N	um Departmen		Person /	First Na L	ast Na Card	Nu Departme
▶ 1 6988869 6988869 6988869 69888	39 Company	▶1 [] 1	1	1	Company
	>	2	2	2	2	Company
	<	3	3	3		Company
		II -			2	
		J			ОК	Cancel

- 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 Departmets

ZKAccess3.5 Security System			
🧾 System 🛛 🔮 Personnel	鏠 Device 🗧 Access Control 🖓 Tin	neAttendance 🛛 🥡 Reports 🔲 Help	
		Department	
Personnel	Tree View 🚺 Add 🍞 Ed	it 👖 Delete 🔗 Import 💅 Expor	t 进 Operation Logs
🔤 😤 Issue Card	Department Number	Department Name	Parent Department
Area	▶1 <u>1</u>	Company Name	
- 💮 Device			
Search Access Cont			

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

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

🔁 Add	
Department Name	2
Department Number	2
Parent Department Company Name • *	2
2 OK Cancel	

Enrolling Personnel

📃 System 🛛 👌 Personnel 🖓	😂 Dev	ice	Ac	cess Cor	ntrol 💡	🖁 TimeA	ttendanc	e 🛛 🧗 R	eports	🚺 Help				
🖃 🚰 Personnel								Person	inel					
- A Department		, Ad	id 📝	edit [🙀 Del	ete 🔍	Search	<u></u>	Adjust De	partment	😁 в	atch Add F	ersonne	I
🖳 🚰 Issue Card			Per /	First	Last	Card	Depa	Depa	Gender	10.0 F	9.0 FP	Vein N	Face	Face
E top Device	1	Ĩ	1	1		1	1	Com	Male	1	0	0	0	1
Area	2	j	2	2		2	1	Com	Male	1	0	0	0	1
Search Access Cont	3		3	3		3	1	Com	Male	2	0	0	0	1
□- Access Control	4		123	test	user1	7154	1	Com	Male	0	0	0	0	0
- 🔁 Time Zones	5		456	trial	user2		1	Com	Female	0	0	0	0	0
- 🔁 Holidays	6		6988	6988		6988	1	Com	Male	1	1	0	0	0
🔜 Door Settinas														

Personnel Profile	Details Alternative Acces	s Levels	
Personnel Number	123456789	Department	Company Name
First Name	User	Card Number	1234567 4
LastName	User	Mobile Phone	
Gender	Female -	Employee Date	2014-08-27 -
Password		Birthday	2014-08-27 🔻
Email		Terminal management p	iEmployee
Fingerprint Registe	USB Sensor 6		Browse
		Save and Conti	nue OK 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



	9			
Personnel Profile Details	Alternative Access Levels			
Alternative Access Levels		Selected Acc	ess Levels	
Access Leve	Name Access Control Time	>> [Access Level Name	Access Control Time
▶1 AC1	24-Hour Accessible	> 1	AC2	Employee Shift
		<		
		<<		
Multi-Card Opening Group				
Set Valid Time				
Start date	2014-08-27 🔻	End Date	9 2014-08-2	27 👻
	Save	and Continue	ОК	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

ZKAccess3.5 Security System		x
📃 System 🛛 🔮 Personnel 🗧	🖟 Device 🗧 Access Control 🚓 TimeAttendance 🥡 Reports 🔲 Help	
🕀 🚔 Personnel	Device	
⊡- 100 Device	🔜 Add 📝 Edit i 🕵 Delete 🔍 Search 📰 Get Logs 📑 Sync All Data To Device	÷
Search Access Cont	✓ Device Name C IP Addr Personn FI ↓ 1 ✓ Access Control T 192 168 ✓ 1 0	Device
Access Control	Get Inform 1 of Personn	nel
and three with the second and the se	₩ More	

1. Click <u>Device</u>. Choose a device to import personnel from. Get Personnel Data From Device to import from device

🔁 Get Data From Device	23
Download These Data Image: Comparison of the sector of the sect	
Progress	
0%	
Total progress	
0% 2	
Details Get Return	

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

Exporting Personnel Data to Device

🖅 🚔 Personnel		_				Access Levels	
E - 😂 Device E - 📕 Access Control		Add	Contraction of the second seco	1 elete	Person	nel Access Levels	
Time Zones			ACCESS L	evel Name	V	Access Control Time Zone	Door Combination
Policays	▶1	V	AC1			24-Hour Accessible	
Access Levels	2		AC2			Employee Shift	
Wiegand Format							

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

Access Level Name Employee Day Sh	ift •	2	Acc	cess C	ontrol Time Z	one Empl	oyee Shift	•	
Selecte Doors		. —	Selecter	d Door	s				
Door Name	Device Name	>>			Door Name	9	Own	ed Device	
▶ 1 Access Control Panel-1	Access Control Panel		▶1		Access Co	ntrol Panel-2	2 Acce	ss Control F	Panel
		× < <<							
Selecte Personnels			Selecter	dPers	onnels				
Person / First Name Las	st Card Num Departmen	>>			Person /	First Na	Last Na	Card Nu	Departme
▶ 1 6988869 6988869	6988869 Company		▶1		1	1		1	Company
		>	2		2	2		2	Company
		<	3		3	3		3	Company
				_					
L							0	к	Cancel

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.

Synch	nronize data to the	device				23
	Device Name	Communica Mode	IP Address	Serial Port No.	RS485 Address	Sync Status
•	192.168.1.202	TCP/IP	192.168.1.202			
Progre	ss					
			0%			
Total p	rogress		0%	4		

Door Settings

ZKAccess3.5 Security System	_	127	2							L		2 23			
📃 System 🛛 🐣 Personnel 🖓	<u>نې</u> ۵	B	Access Contro	ol 🚳 Tim	eAttendanc	e 🛛 👔 Rej	ports	🚺 Help							
🖃 🚔 Personnel	U	Door Setting													
🤹 Department 🙎 Personnel	E Contraction of the second se	Edit 🔍 Search 👋 Operation Logs													
Se issue Card		I	Door Name	Door NO.	Device N	Door Ac	Doo	Lock	Door	Verify Mode	Do	In/Out			
	▶1		Access Co	1	Access	24-Hour		5	15	Card or Fin	No	In			
Device	2		Access Co	2	Access	24-Hour		5	15	Card or Fin	No	In			
🦾 🔍 Search Access Cont		_													
🖃 📕 Access Control															
🛃 Time Zones															
- P Holidavs - Door Settings - Access Levels															

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

🔁 Edit						X
Device Name	Access Control Panel	*	Door Sensor Type	3	None	× *
Door Number	1	•		_	15 🔶 Seco	ind (0-254)
Door Name 3	Access Control Panel-1].	Close and Revserse	State		
Door Active Time Zone	24-Hour Accessible	j.	Time attendance			
Door Passage Mode Time Zon		3	Lock Open Duration	3	5 🕀 Seco	ind(0-254)
Verify Mode 2	Card or Fingerprint).	Punch Interval	_	0 🚖 Seco	ind (0-10)
Reader1 In/Out state	In 💌					
Reader2 In/Out state	Out 👻					
Duress Password 3	Settings					
Emergency Password	Settings					
Wiegand	<u>Settings</u>					
Copy the settings to doors of the	e current panel					
Copy the settings to doors of all	the panels 📃					
					ОК	Cancel

- 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.

📃 System 🛛 🔮 Personnel	鏠 Device 🗧 Access Control 🔹 TimeAttendance 🏼 🥼 Reports 🔳 Help										
🖃 🚔 Personnel	Real-Time Monitoring										
🖃 鏠 Device	Open All Current Doors 🙃 Close All Current Doors 🔲 Open Selected Doors										
🖃 📕 Access Control											
- C Time Zones											
💾 Holidays	Area Ali Access Control Door O										
🛃 Door Settings											
Marcess Levels											
Wiegand Format											
- Conterlock	Aurora Cara Aurora Cara										
Anti-Passback	Access con. Access con.										
Cinkage											
First-Card Normal O	۵ ······· ۵										
Multi-Card Opening	Date And Time Device Na Door Even Event Description Card Nu Personne In/Out S Verify Mode										
Real-Time Monitorin	8/27/2014 10: Access Co Access Co Normal Fingerprint 1(1) Access Card or Fi										
🕅 Map	2 8/27/2014 10: Access Co Cancel Alarm None Others										
	Z 8/2/1/2014 10 Access Co Cancer Alarm None Others										

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

- ZKAccess3.5 Security System System 🔗 Personnel Device Access Control 2 TimeAtte 🖅 📥 Personnel Open All Current Doors Close A 2. Right click on the door icon to Harris Control 🖅 🔐 Reports remote open/close. 🍰 Time&Attendance Area All • Access O Remote Opening Remote Closing **G** 192, 168 Cancel Alarm 23 23 🔁 Remote Opening Remote Closing 15 door open time s(1-254) Close door Enable Intraday Passage Mode Time Zone O Disable Intraday Passage Mode Time Zone Normal Opening OK Cancel ОК Cancel
- 3. Choose door open time or Enable Intraday Passage Mode
- 4. Choose close door or Disable Intraday Passage Mode

Exporting Reports

ZKAccess3.5 Security System												x	
📃 System 🛛 🔓 Personnel	စ်ဖို့ De	wice 🚪 Acces	s Contro	I 🗳	TimeAtt	endanc	e 🥼 R	eports 🏾	Help				
🖽 🚔 Personnel		3					Events T	oday					
A. S Control		Export	Clear all	logs									
and Time&Attendance	Ti	me period	2014-)14-06-01 ▼ 00:00 2014-09-11 ▼ 23:59							Pers		
	C	ard Number						Device	Name			•	Nan
	In	/Out Status	2		•]	-1	Event Description					Verit
			Search			Canc	ei						
	4	Date And T V	Perso	Firs	Last	Car	Devic	Event P	Verif	In/O	Event D	Remarks	-
	▶1	2014-08-27	1	1			Acces	Access	Card	IN	Normal		=
	2	2014-08-27					Acces	Access	Others	None	Cancel		_
	4 3	2014-08-27					Acces	Access	Others	None	Opened		_
	4	2014-08-27					Acces	Access	Others	None	Door Cl		_
	5	2014-08-27					Acces	Access	Others	None	Exit Butt		_
	6	2014-08-27					Acces	Access	Others	None	Cancel		_
	7	2014-08-27					Acces	Access	Others	None	Exit Butt		_
	8	2014-08-27					Acces	Access	Others	None	Door Cl		_
	9	2014-08-27					Acces	Access	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				000	192.1	192.16	Others	None	Remote		_
	13	2014-08-26	4			098	192.1	192.16	Card		Normal		
	14	4 2014-08-26 1		1			192.1	192.10	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

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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.

Edit	×
Time Zone Name	Passage Mode • Remarks Open Lock 9 AM to 5 PM Help?
Standalone device para	meters
Timezone ID 1	2 • Timezone ID 2 • Timez ID 3 • Holiday TZ Id •
Monday	
	<u> · · · · · · · · · · · · · · · · · · ·</u>

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

ZKAccess3.5 Security System	200						-	10		-		X I
🧾 System 🛛 👌 Personnel	🙀 Device		Access Cont	rol (Reports	🍰 Time&	Attendance	🚺 Helj	D			
🖃 🚔 Personnel	2					Door	Setting					
🚵 Department 🚨 Personnel	E Contraction of the second se	📝 Edit 🔍 Search 进 Operation Logs										
i Ssue Card			Door Na	Do	Device	Door Acti	Door Pa	Lock O	Door	Verify Mode	Door	In/Out
	▶1	V	192.168	1	192.16	24-Hour	Passag	5	15	Card or Fi	None	In
												In

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

Edit				10 Mar 10	×
Device Name	192.168.10.125	*	Door Sensor Type	None	*
Door Number	1	*		15 🛓	Second (0-254)
Door Name	192.168.10.125-1	*	Close and Revserse State		
Door Active Time Zone	24-Hour Acc 3 ble	*	Time attendance		
Door Passage Mode Time Zon	Passage Mode]	Lock Open Duration	5 🚖	Second(0-254)
Verify Mode	Only Card 💌	*	Punch Interval	3 🛓	Second (0-10)
Reader1 In/Out state	In 💌				
Reader2 In/Out state	Out				

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 automaticcally at the beginning of the time zone and lock again at the end of the specified time zone.

📃 System 🛛 👌 Personnel	🕸 Dev 🔁 🚪 Access Control	🥼 Reports 🛛 🖓 Time	&Attendance 🗓 Help	
🖃 🚔 Personnel		First-Car	d Normal Open	
B-∰ Device 2 B- Access Control	Setting 🙀 Delete			
First-Card Normal O	Device Name	Door Number	Door Name	Door Passage Mode Tim
- Holidays	▶ 1 Acccess Panel	1	192.168.10.125-1	Passage Mode
🔐 Door Settings				
💹 Wiegand Format				

- 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

6	First	t-Car	d Norr	nal Open Setting					2	19	Sec. 1				X
	First-Card Normal Open Settings								dPerso	nnel					
				Door		Access Control Time Zone				Personne	First Name	Last Na	Gender	Card Num	Departm
	▶1			192.168.10.125-1		Passage Mode		1		1	1		Male		Company
	L	4				6									
Add Door Edit Delete Door Add Personel								De	lete an C	pening Perso	n				Return

- 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

ł	🕒 Ad	d P	erson	el			-	-	- Term			-					-	-						x
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			Ύ.	2	perso	First Na	Last Na	Gender	Card Nu	Departme					perso) /	FirstN	la	Last Nar	ne Ger	nder	Card Nu	Departm.	
	▶ 1				2	Joe		Male		Company		_												
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- 7. Select Personnel and use the arrow buttons to move them to the Selected personnel panel.
- 8. Click OK

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