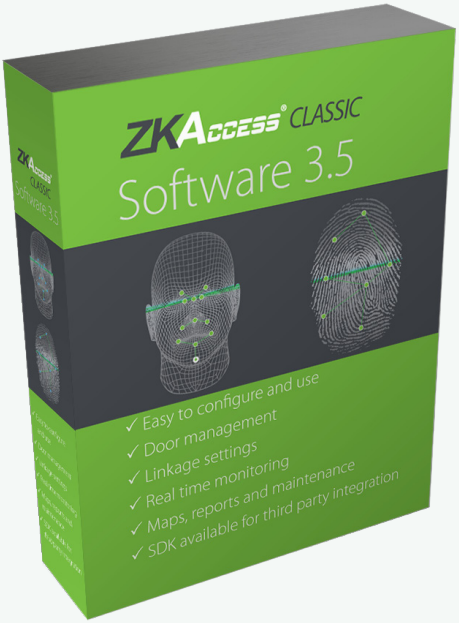
ZKAccess®

Installation Guide



ZKAccess *CLASSIC* 3.5

www.zkaccess.com

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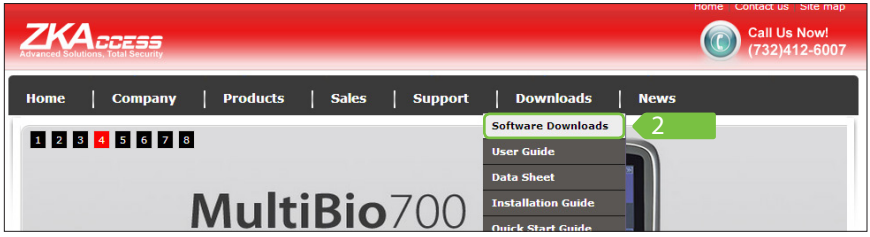
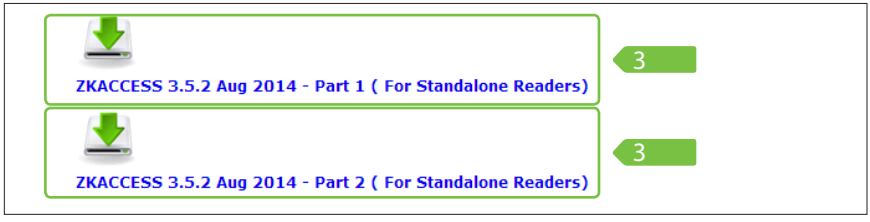
Downloading



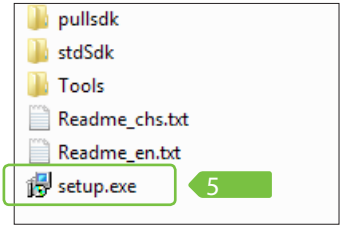
1. Go to zkaccess.com
2. Hover over Downloads then click Software Downloads in the dropdown menu.

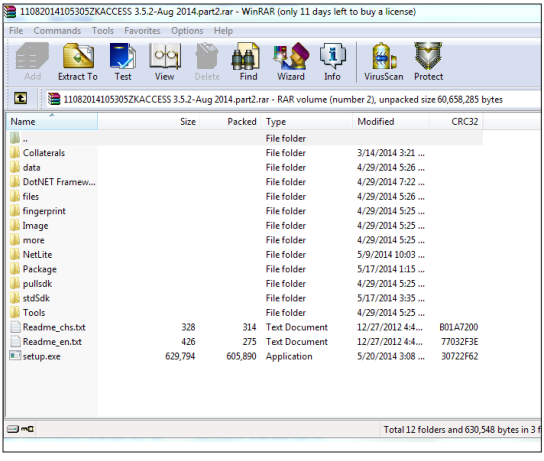


3. Scroll to the bottom of the page and click ZKACCESS CLASSIC 3.5 to download

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

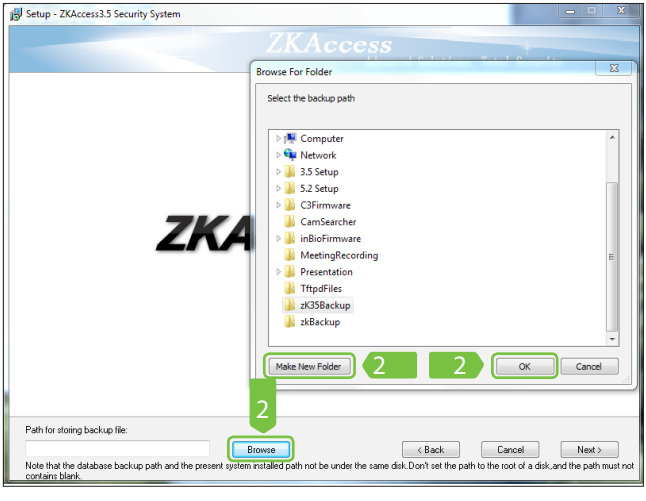
4. Extract Files to a Setup Folder
5. Open the setup folder and run setup.exe to install





Installation

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

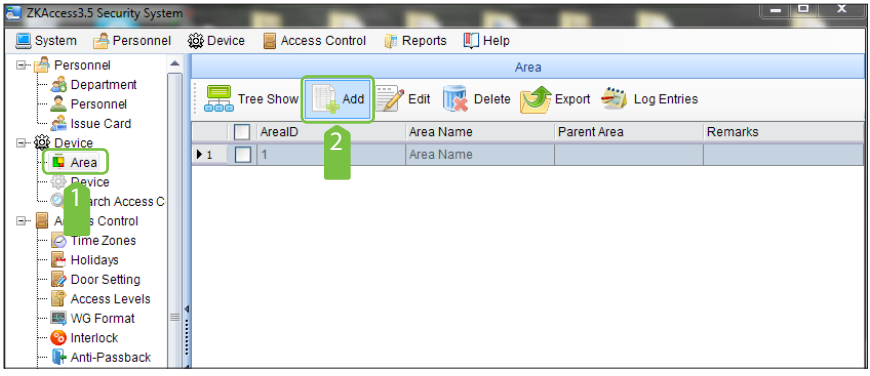


2. Click Browse and Make New Folder, now hit OK

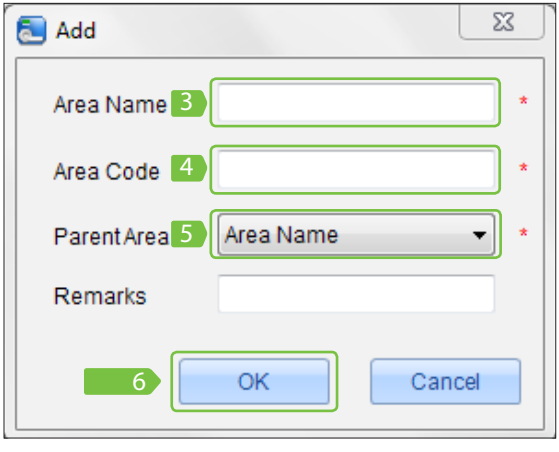
3. Click Next and then Install

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].



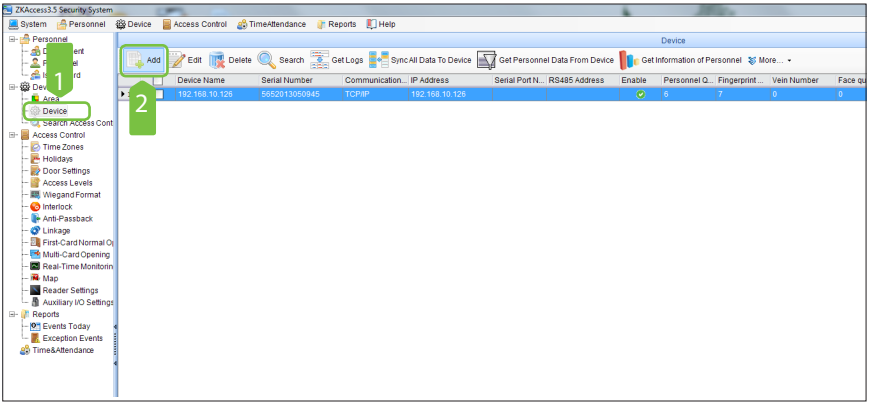
1. Click Area
2. Click Add



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

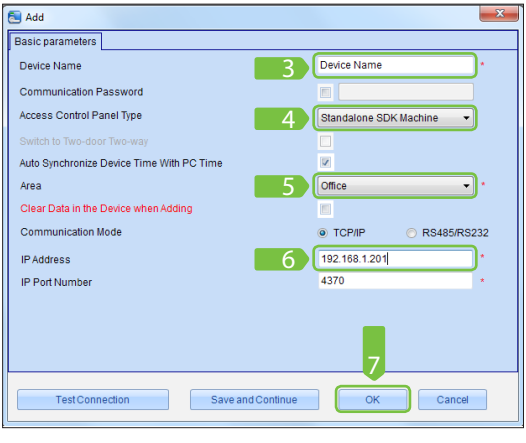
Adding a Device

To add a standalone device:



1. Click Device

2. Click Add



3. Input a Device Name

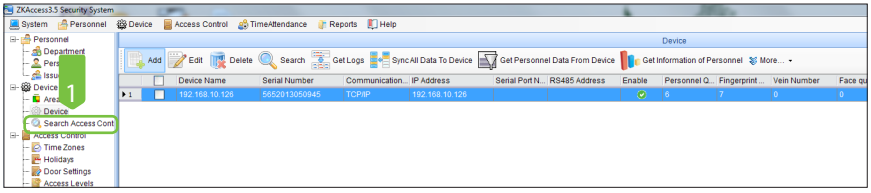
4. For Access Control Panel Type, select [Standalone SDK Machine]

5. Choose an Area

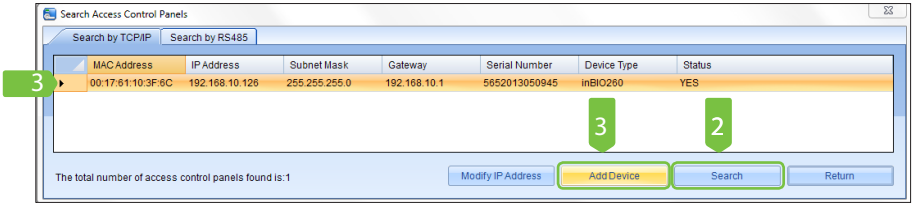
6. Input the device's IP Address

7. Click OK

To add an Access Control Panel:

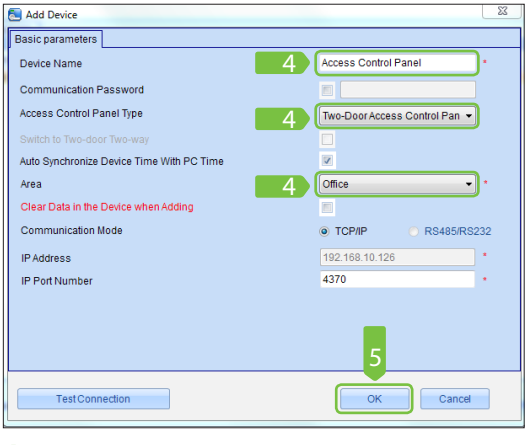


1. Click **Search Access Control Panels**, to show the Search interface, supports Ethernet and RS485 search.



2. Click **Search**, and it will prompt [Please wait……];

3. Click the device you wish to add. Click **Add Device**

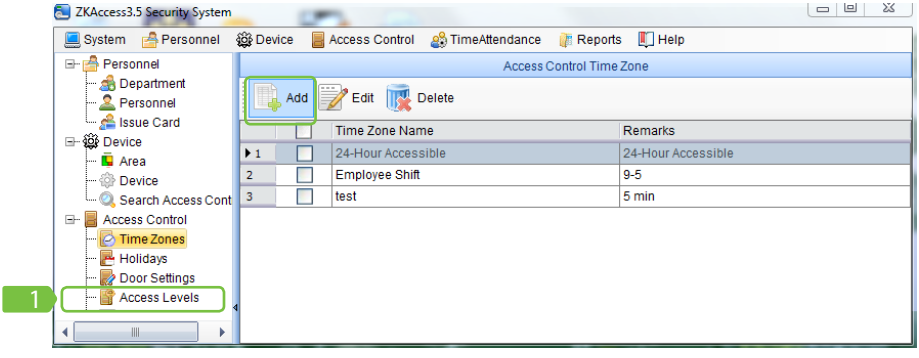


4. Input a device name, type, and area.

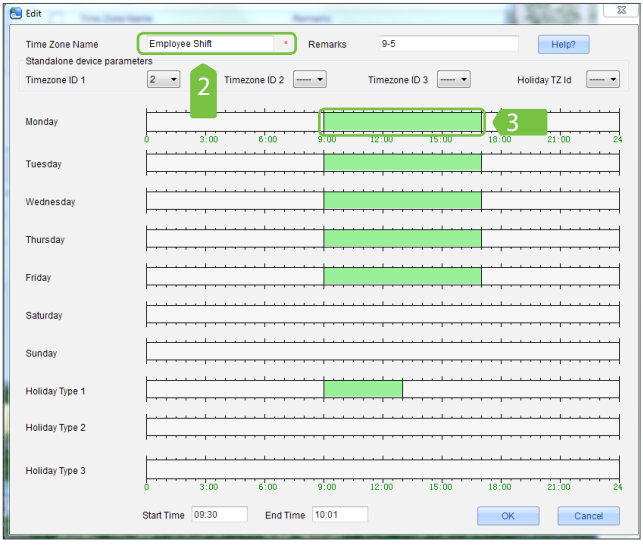
5. Click **OK**

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;

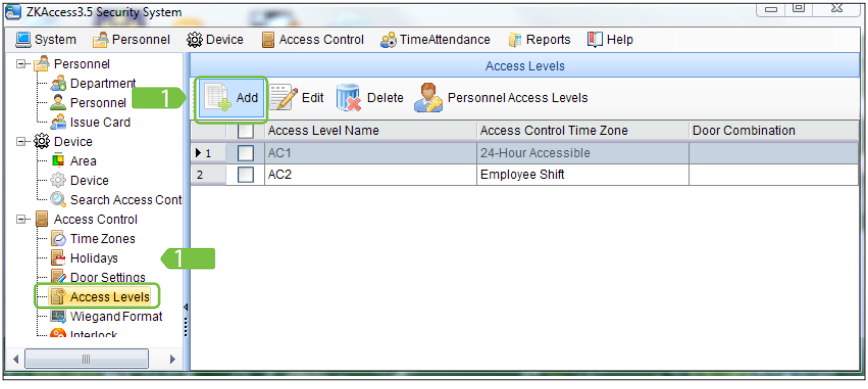


2. Input a Time Zone Name

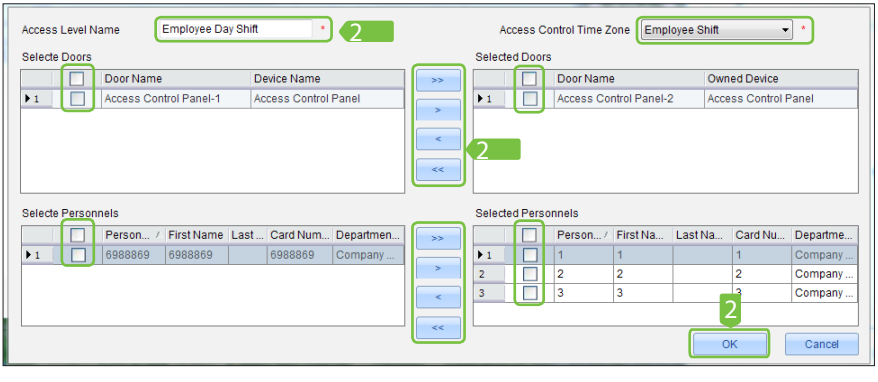
3. Click and drag in each day's frame to set up to three intervals per day or holiday

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



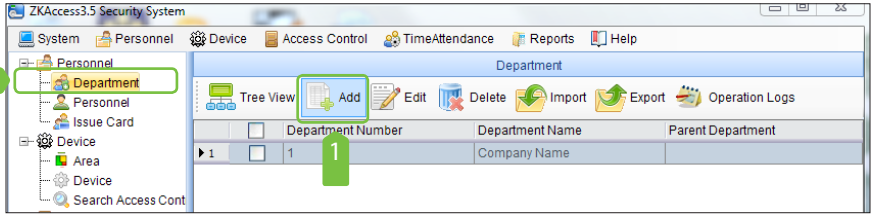
2. Set the access level name, time zone, doors, and personnel that will have access.

3. Click OK to complete setting and quit

Creating Departments / Enrolling Personnel

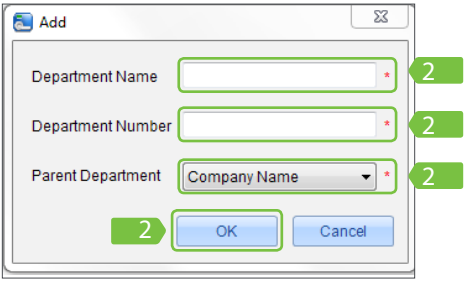
Before managing Personnel it is required to describe the company's departmental organization.

Creating Departmets

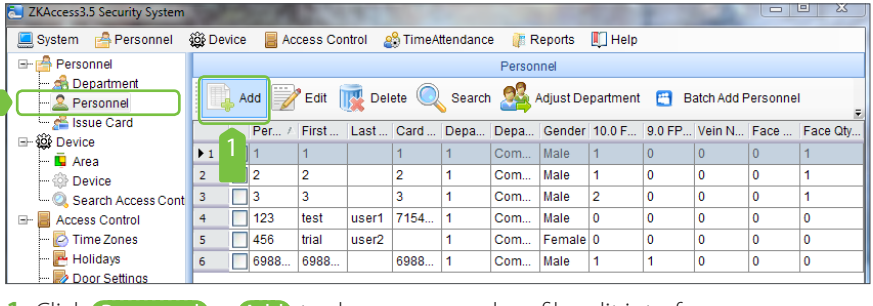


1. Click Department > Add to create Departments.

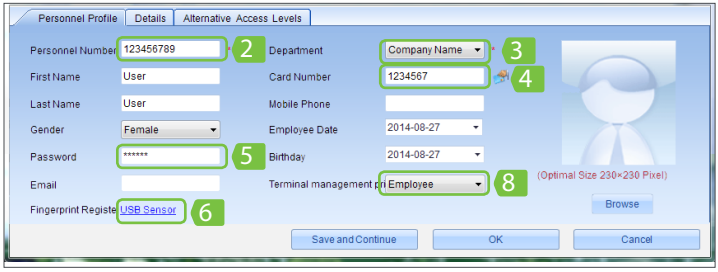
2. Input department name and department number. Choose parent department. Then click OK



Enrolling Personnel



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



2. Enter a Personnel Number. It cannot exceed 9 digits.

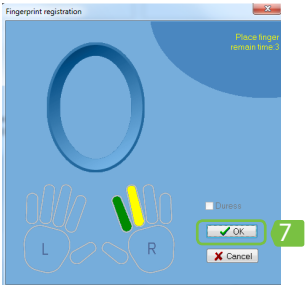
3. Select a department from the pull-down menu

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.

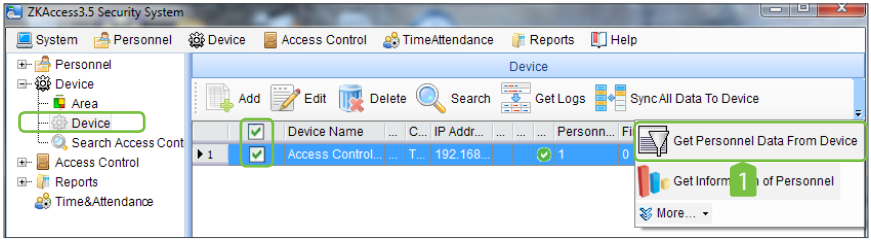
7. Select a finger and press on the sensor three times. When you see "Succeed in fingerprint registration" Click OK



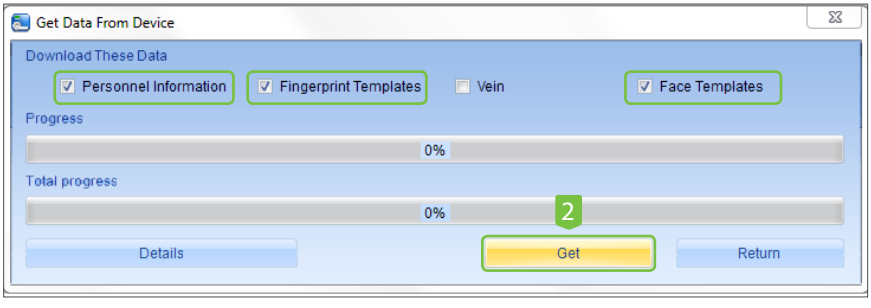
8. (Optional) Register employee as Administrator through [Terminal Management]

9. Click the Alternative Access Levels tab choose the user's Access Level. Click OK

Importing Personnel Data from Device

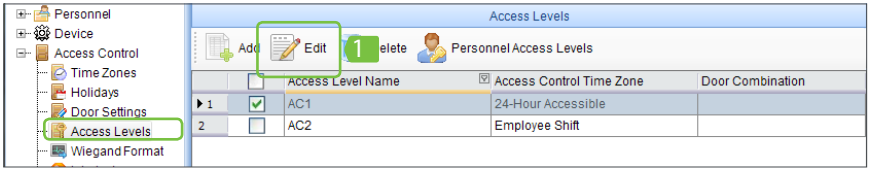


1. Click Device. Choose a device to import personnel from.
   Get Personnel Data From Device to import from device

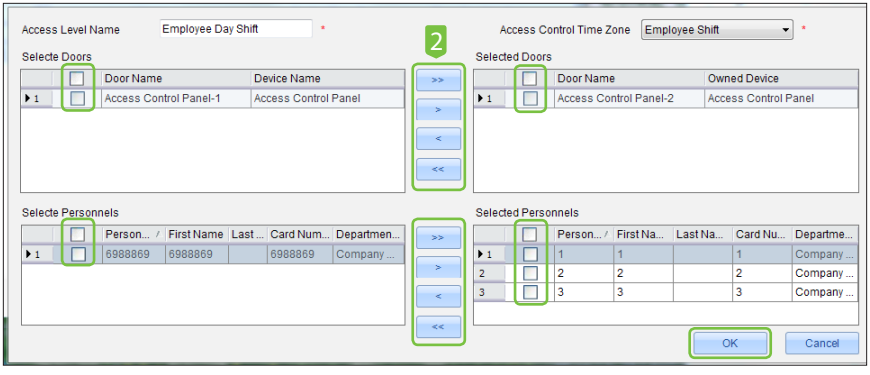


2. Choose Personnel, Fingerprints, or Face Templates to download, click Get

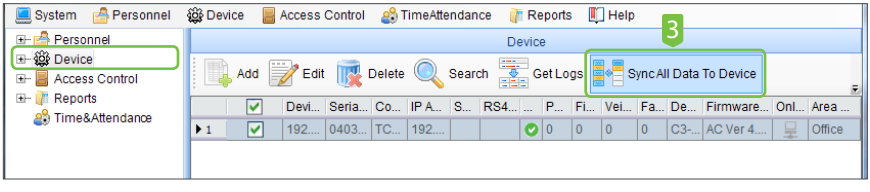
Exporting Personnel Data to Device



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

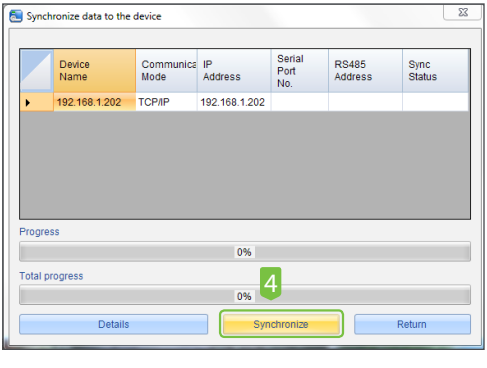


2. Add the personnel and device to an access level. Click **OK**

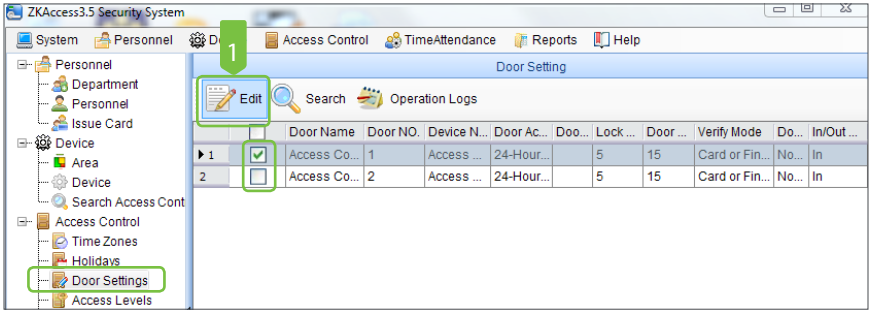


3. Go to **Device**, choose a device to export the personnel to, and click **Sync All Data To Device**

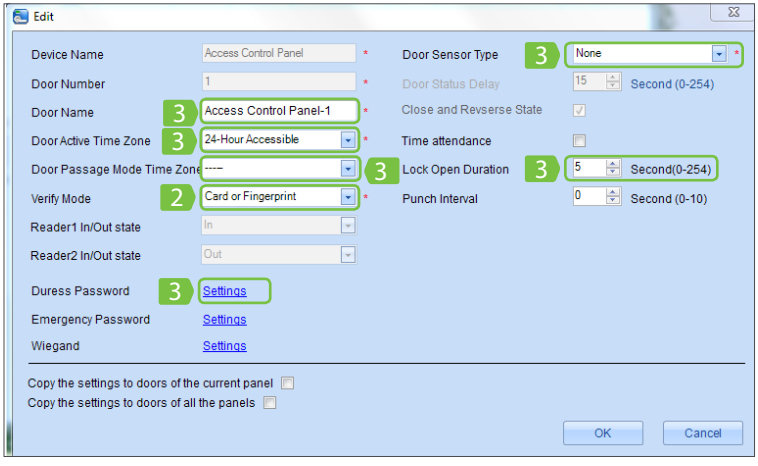
4. Click **Synchronize**.



Door Settings



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

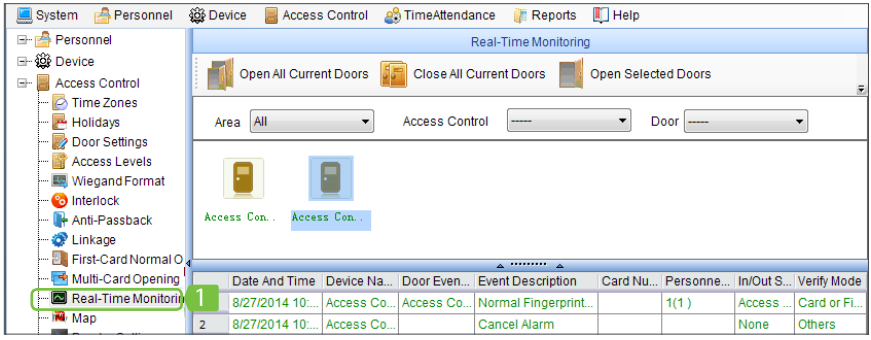


2. Set the verification mode desired for the door.

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

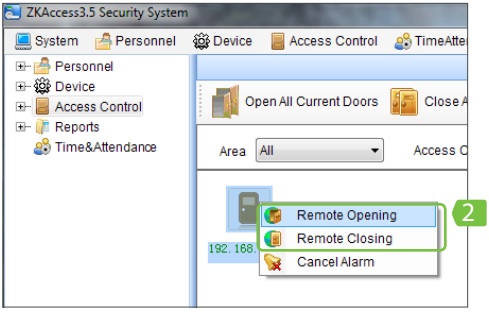
Real Time Monitoring

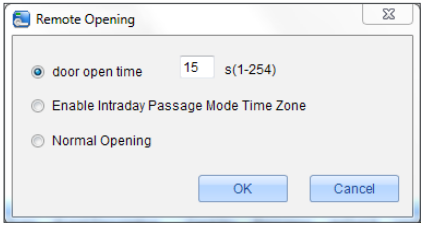
Monitor the statuses and real-time events of doors under the access control panels in the system in real-time.

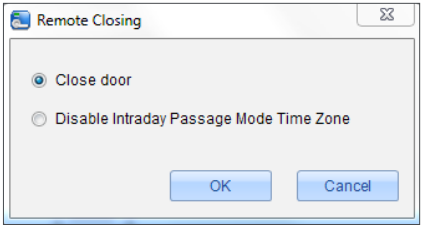


1. Click **Real-Time Monitoring** to view live events

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



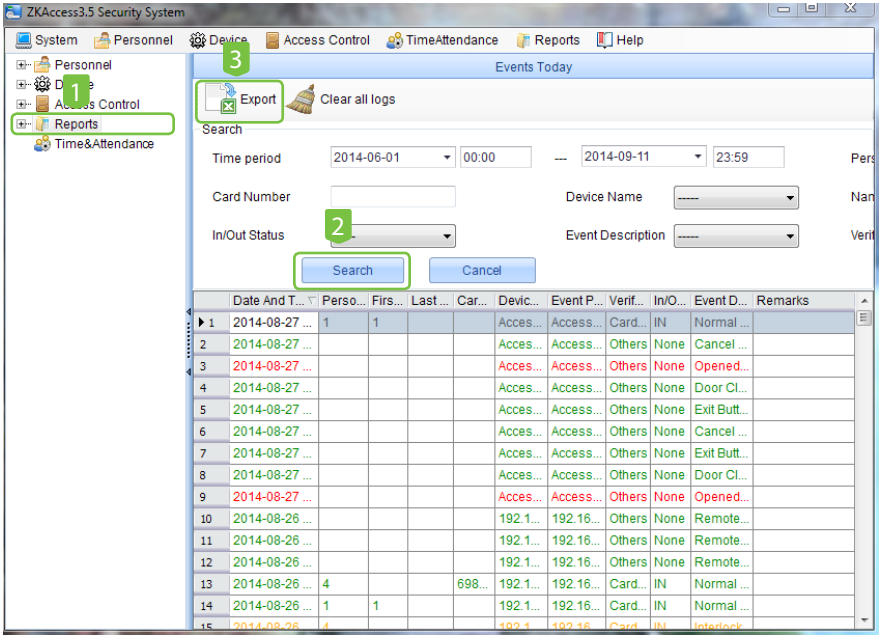




3. Choose door open time or Enable Intraday Passage Mode

4. Choose close door or Disable Intraday Passage Mode

Exporting Reports



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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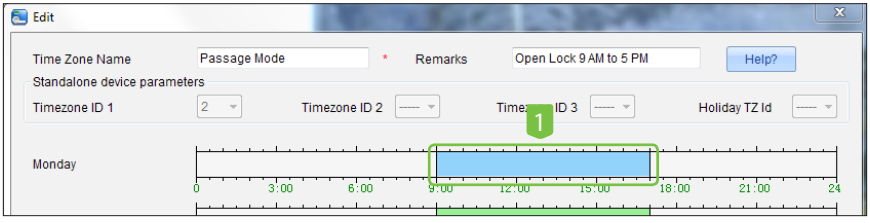
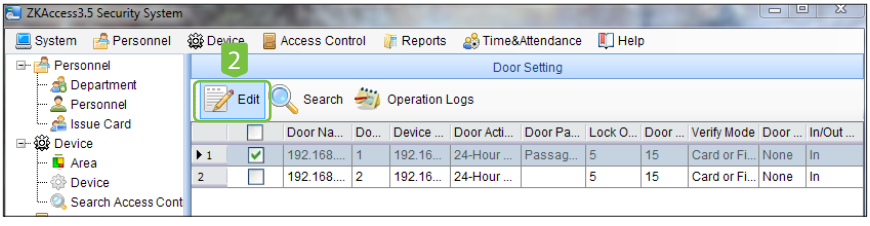
Passage Mode

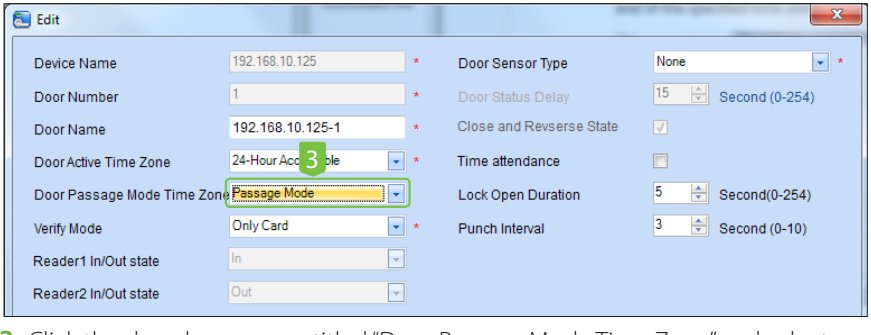
The Passage Mode feature will keep a door unlocked during a specified time zone. It will automatically unlock at the beginning of the time zone and will lock automatically at the end of the specified time zone.



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



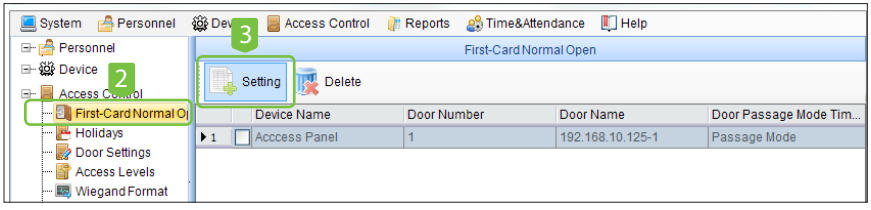
2. In Door Settings, Click Edit to change door settings.



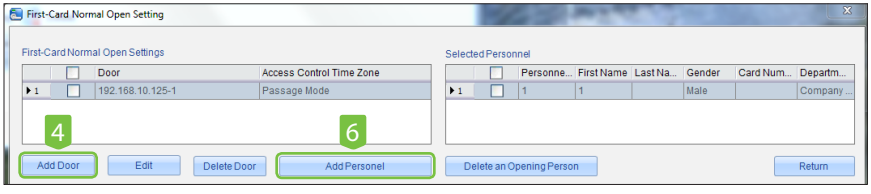
3. Click the dropdown menu titled "Door Passage Mode Time Zone" and select your new time zone

First-Card Normal Open

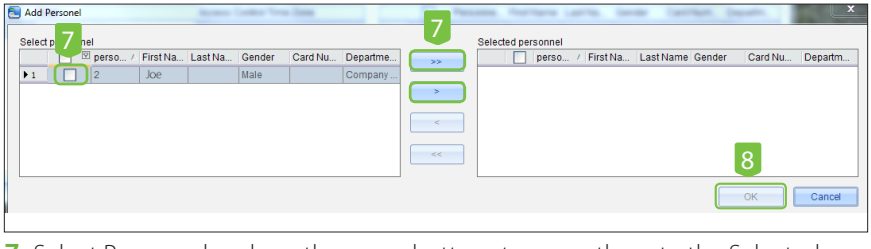
The First Card Normal Open feature will keep a door unlocked during a specified time zone when triggered by specified personnel. After a reader has been used by a specified personnel that day, the door will unlock automaticcally at the beginning of the time zone and lock again at the end of the specified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

ZKAccess
201 Circle Drive North, Suite 116
Piscataway, NJ 08854

t +1 732-412-6007
f +1 732-412-6008
sales@zkaccess.com

www.zkaccess.com

ZKAccess - a division of ZKTeco

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