

# **Quick Start Guide**



## ProCapture-T & ProRF-T + ZKBioSecurity 3.0

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ZKBioSecurity Software Installation and Setup starts at Page 16 The following precautions are to keep users safe and prevent any damage. Please read carefully before installation.



**Do not** install the device in a place subject to direct sunlight, humidity, dust or soot.



**Do not** place a magnet near the product. Magnetic objects such as magnets, CRTs, TVs, monitors or speakers may damage the device.



Do not place the device next to heating equipment.



**Be careful** not to let liquid like water, drinks or chemicals leak inside the device.



Do not let children touch the device without supervision.



Do not drop or damage the device.



Do not disassemble, repair or alter the device.



Do not use the device for any other purpose than specified.



**Clean** the device often to remove dust on it. In cleaning, do not splash water on the device but clean it with a smooth cloth or towel.

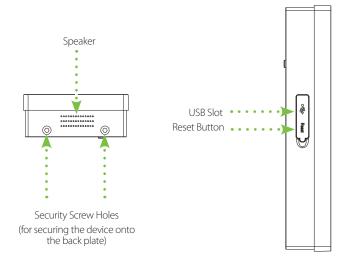
Contact your supplier in case of a problem.

### **Device Overview**

★ Not all products have fingerprint or card function.

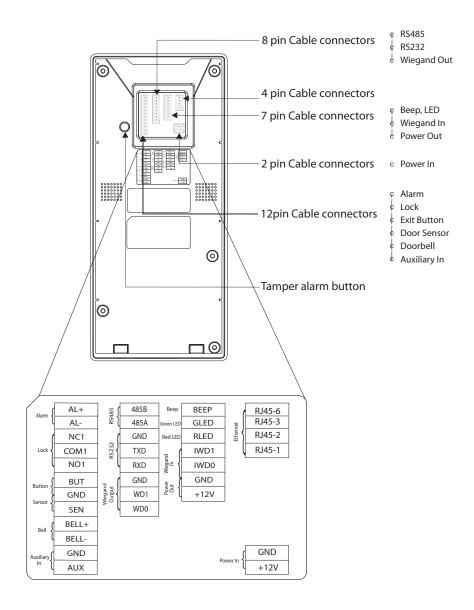
#### **ProRF-T ProCapture-T** $\bigcirc \checkmark$ Camera • • • • • 2.4 inch Color Screen Ð 2 3 1 2 3 Æ 5 6 Touch Keypad • v 7 < > ₹ < ٥ > € • • Door Bell & LED Indicator • • • A • >> (((•))) • Fingerprint 🛧 & Card Reader • • • Card Reader Area Area ProRF-T

Left side & bottom view is common for both the devices



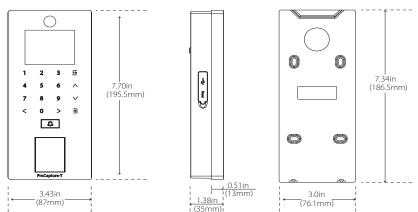
### **Device** Overview

4

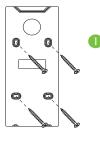


### **Product Dimensions & Installation**

#### **Product Dimensions**

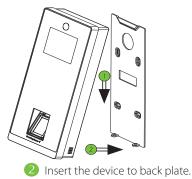


#### Mounting the Device on the Wall



Fix the back plate onto the wall using wall mounting screws.

**Note:** We recommend drilling the mounting plate screws into solid wood (i.e. stud/beam). If a stud/beam cannot be found, use supplied drywall plastic anchors.

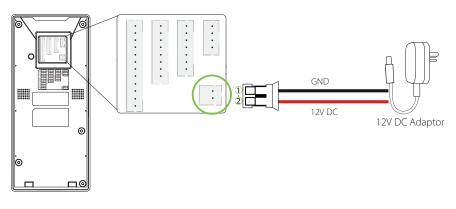




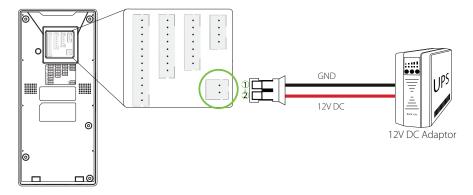
3 Use security screws to fasten the device to back plate.

### **Power Connection**

#### Without UPS



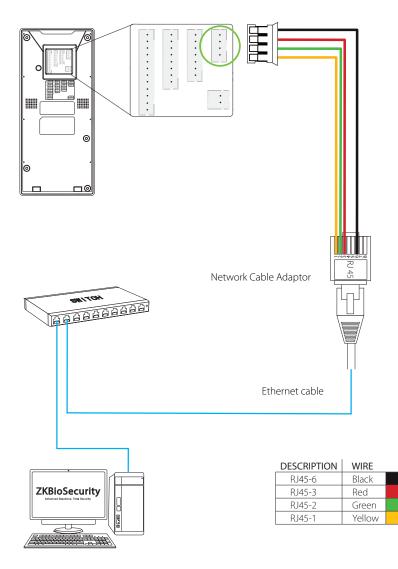
#### With UPS (Optional)



#### **Recommended Power Supply**

- 12V±10%, at least 500mA
- To share the power with other devices, use a power supply with higher current ratings.

### LAN Connection

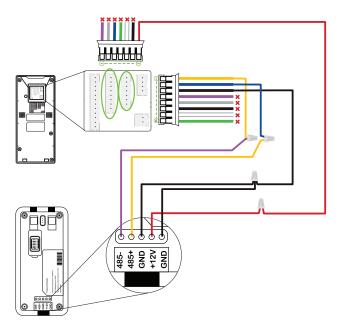


### **RS485** Connection

### **RS485 Fingerprint Reader Connection**



	PIN	DESCRIPTION	WIRE	
ſ	1	485B	Yellow	
	2	485A	Blue	
	3	GND	Black	
	4	TXD 🗙	Purple	
[	5	RXD 🗙	Gray	
	6	GND 🗙	Black	
[	7	WD1 🗙	White	
[	8	WD0 🗙	Green	



### **Dip Settings**

- 1. There are six DIP switches on the back of RS485 fingerprint reader, switches 1-4 are for RS485 address, switch 5 is reserved, switch 6 is for reducing noise on long RS485 cable.
- **2.** If RS485 fingerprint reader is powered from the terminal, the length of wire should be less than 100 meters or 330 ft.
- **3.** If the cable length is more than 200 meters or 600 ft, the number 6 switch should be ON as below.

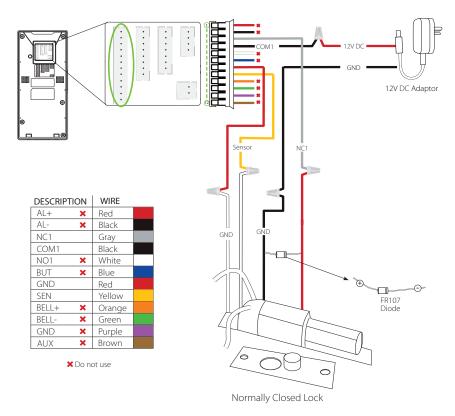


Distance: More than 200 meters



### Lock Relay Connection

#### Device Not Sharing Power with the Lock



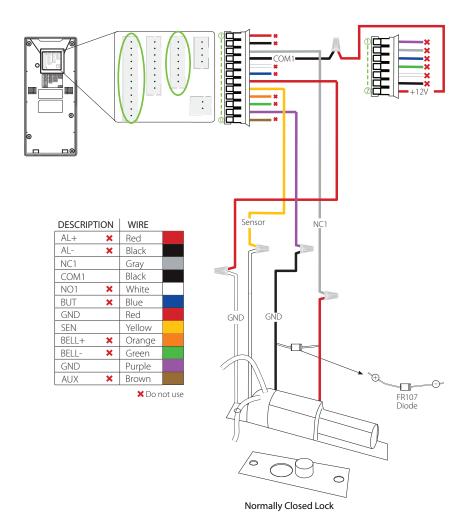
#### Notes:

- The system supports NO LOCK and NC LOCK. For example the NO LOCK (normally opened at power on) is connected with 'NO1' and 'COM1' terminals, and the NC LOCK (normally closed at power on) is connected with 'NC1' and 'COM1' terminals.
- **2.** When electrical lock is connected to the Access Control System, you must parallel one FR107 diode (equipped in the package) to prevent the self-inductance EMF from affecting the system.

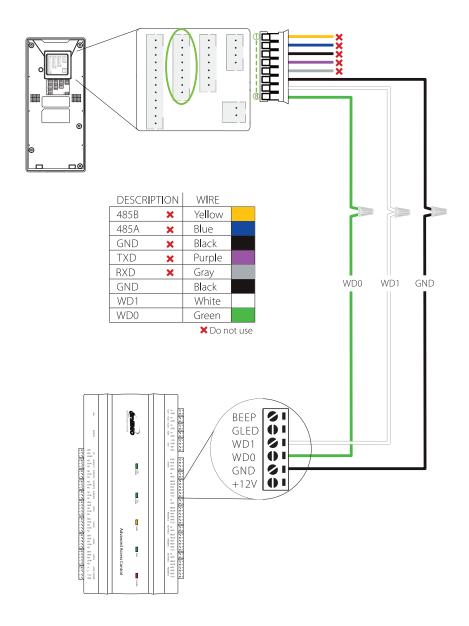
#### ⚠ Do not reverse the polarities.

### Lock Relay Connection

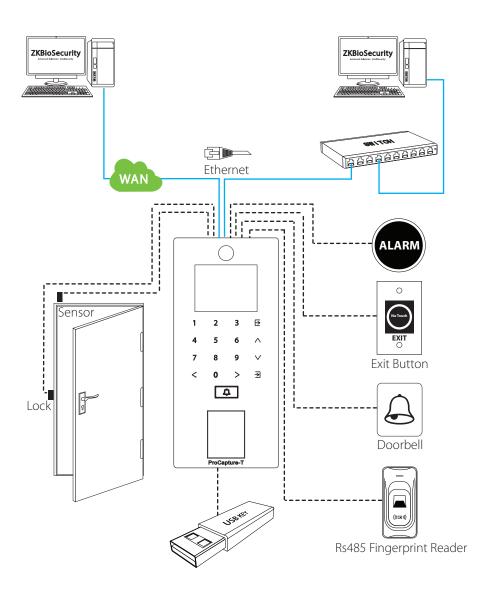
#### Device Sharing Power with the Lock



### Wiegand Output Connection



### Standalone Installation



### **Device** Operation

#### Date/Time Settings

	Main Menu				System		Date Time
		(((a)))		$\odot$	Date Time	Set Date	2015-09-01
			<b>4</b> 0		Access Logs Setting	Set Time	11:50:10
User Mgt.	User Role	Comm.	System	0	Fingerprint	24-Hour Time	
				5	Reset	Date Format	YYYY-MM-DD
Personalize	Data Mgt.	Access Control	USB Manager		USB Upgrade	Daylight Savi	ng Time

Press  $\exists$  icon to enter the Main Menu > System > Date Time to set date and time.

#### Adding User

Main Menu			Main Menu User Mgt.				New User
		(((?)))	*	+	New User	User ID	4
User Mgt.	Jser Role	Comm.	System		All Users	Name	
					Display Style	User Role	Normal User
						Fingerprint	
Personalize D	Data Mgt.	Access Control	USB Manager			Badge Number	

Press  $\overline{\ge}$  icon to enter the Main Menu > User Mgt. > New User to enter the New User adding interface. Settings include entering user ID, user name, choosing user role (Super Admin / Normal User), registering fingerprint  $\bigstar$  / badge number  $\bigstar$  / password, taking user photo  $\bigstar$ , and setting access control role.

#### **Ethernet Settings**



Press  $\supseteq$  icon to enter the Main Menu > Comm. > Ethernet.

The parameters below are the system default values. Please adjust them according to the actual network. IP Address: 192.168.1.201

Subnet Mask: 255.255.255.0 Gateway: 0.0.0.0

DNS: 0.0.0.0

TCP COMM. Port: 4370

DHCP: Dynamic Host Configuration Protocol, which dynamically allocate IP addresses for clients via server. If DHCP is enabled, IP cannot be set manually.

Display in Status Bar: To set whether to display the network icon 💷 on the status bar of initial interface.

★ Not all products have this function, the real product shall prevail.

### **Device Operation**

### ADMS Settings

Comm.	ADMS	2015-09-17Thursday 🔥 🖨 🐞
Ethernet	Server Address 192,168,12,35	
🖶 Serial Comm	Server port 8088	
C Connection	Enable Proxy Server	
T ADMS	Proxy Server IP 0.0.0.0	the second second
🗗 Wiegand Setup	Proxy Server Port	Welcome

Press  $\overline{\mathcal{D}}$  icon to enter the Main Menu > Comm. > ADMS, to set the parameters which are used for connecting with the ADMS server.

When the Webserver is connected successfully, the initial interface will display the 👪 logo.

Server Address: Enter IP address of the ADMS server (namely, the IP address of server where the software is installed).

Server Port: Enter the port number used by the ADMS server.

Enable Proxy Server: Method of enabling proxy. To enable proxy, please set the IP address and port number of the proxy server. Entering proxy IP and server address will be the same.

Note: To connect the device to ZKBioSecurity software, Ethernet and ADMS options must be set correctly.

#### **Access Control Settings**



Press  $\exists$  icon to enter the Main Menu, press > and  $\lor$  to select Access Control.

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

- 1. User's access time must fall within either user's personal time zone or group time zone.
- 2. User's group must be in the access combo (when there are other groups in the same access combo, verification of members of those groups are also required to unlock the door).

Access Control Options: To set parameters of the lock and other related devices.

Time Rule Setting: To set a maximum of 50 time rules. Each time rule consists of 10 spaces (7 spaces for one week and 3 holiday spaces), each space consists of 3 time periods.

Holidays: To set dates of holiday and the access control time zone for that holiday.

Combined Verification: To set access control combinations. A combination consists of a maximum of 5 access control groups.

Anti-Passback Setup: To prevent passing back which causes risks to security. Once this function is enabled, entry and exit records must be matched in order to open door. In Anti-Passback, Out Anti-Passback and In/Out Anti-Passback functions are available.

### **Device** Operation

#### Access Control Combination Settings

**E.g. :** Add an access control combination which requires 2 person's verification from both Access Control Group 1 (set in User Management) and Access Control Group 2.



- In "Access Control" interface, press ∨ to select "Combined Verification"; then press ⊇ to enter the "Combined Verification" list. Click the desired combination and press ⊇ to enter the modification interface (as shown in figure 2).
- Click ∧ or ∨ to change the number, click < or</li>
   to switch editing box, set the user group number, and click dis to save and return to "Combined Verification" list (as shown in figure 3).

#### Note:

- A. A single access control combination can consist of a maximum of 5 access control groups (in order to open door, verification of all 5 users is required).
- **B.** If the combination is set as shown in figure 3, a user from access control group 2 must obtain verification of 2 users from access control group 1 in order to open door.
- C. Set all access control group number to zero to reset access control combination.

#### Troubleshooting

- 1. Fingerprint cannot be read or it takes too long ?
  - ⇒ Check whether a finger or fingerprint sensor is stained with sweat, water or dust.
  - ⇒ Retry after wiping off finger and fingerprint sensor with dry paper tissue or a mildly wet cloth.
  - ⇒ If a fingerprint is too dry, blow on the finger and retry.
- 2. "Invalid time zone" is displayed after verification?
  - ⇒ Contact Administrator to check if the user has the privilege to gain access within that time zone.
- 3. Verification succeeds but the user cannot gain access?
  - Check whether the user privilege is set correctly.
  - ⇒ Check whether the lock wiring is correct.
  - Check whether anti-passback mode is in use. In anti-passback mode, only the person who has entered through that door can exit.
- 4. The Tamper Alarm rings?
  - To cancel the triggered alarm mode, carefully check whether the device and back plate are securely connected to each other, and reinstall the device properly if necessary.
- 5. How to cancel alarms?
  - → Verify a registered user.

# ZKBioSecurity 3.0

It is recommended to install software version 3.0.3.0 or above

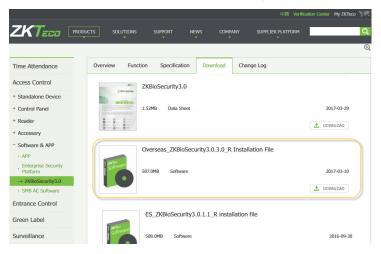


## Installation & Setup

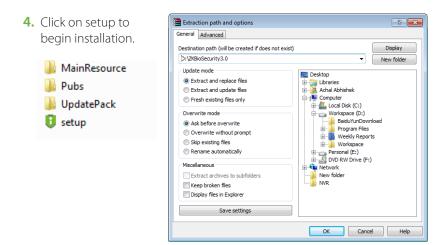
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### Downloading

- 1. Go to www.zkaccess.com.
- 2. Download the latest software and related files as required.



3. Once downloaded, extract the .rar file to a new folder.



### Installation

1. System will check the requirements to install the software. Click *Continue* if all tests are passed, else check the issues and re-test.

An admin user?	$\checkmark$	Passed	
Environment variables test	$\checkmark$	Passed	
Software conflicts test	<ul> <li>Image: A second s</li></ul>	Passed	
Service port test	$\checkmark$	Passed	
Antivirus software test	$\checkmark$	Passed	
Compatibility test	<ul> <li></li> </ul>	Passed	



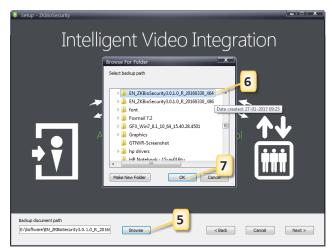
- 2. Add an open port (Default 8088) or ask a network administrator for an open port. Note: Standalone device doesn't support https.
- 3. Click the check box to add firewall exception for this port.

### Installation

**4.** Select the mode of database. The default will be PostgreSQL, if you want to select any other database, then select *Alternative database*.

🕴 Setup - ZKBioSecurity	
Support Multiple Databases	
PostgreSQL (Built-in) Oracle	
Default database     Alternative database     Cancel     Cancel	Next >

- 5. Click Browse and choose or create a folder to store your backup files.
- 6. Select/Create the required folder.
- 7. Click OK.



### Adding Device

1. Click on Access to get below interface of Access Module of the software.

ZKTeco	Personnel	Access -1	Visitor	Video
Access Device	Device Name	Serial Numb	er	IP Address
Device <u>2</u>	The current query cond			
Door	🕞 Refresh  🗎 Nev	v 👚 Delete 🏼 Export 🔍	Search Device	3 Disable
	Device Name	Serial Number Area Name	Communication Type	IP Address
Reader				
Auxiliary Input				
Auxiliary Output				
Event Type				

- 2. Click on Device.
- 3. Click on Search Device.

	4							
Search otal Progress	No device foun	d? <u>Download Sea</u>	rch Tools to Local Dis	Searched device Number of device				
IP Address		Device Type		Serial Number		8		
IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Model	Server Address	Operations	
92.168.1.200		255.255.255.0	192.168.1.1	ODG70220170220	InBIOPro		This device has been added	
92.168.214.116	00:17:61:20:02:42	255.255.255.0	192.168.214.1	3013163300024	inBIOPro	http://192.168.214.105:80	Add Moc 5 ress	
92.168.2 <mark>1</mark> 4.119	00:17:61:20:03:25	255.255.255.0	192.168.214.1	3010163300051	inBIOPro	http://192.168.214.89:80	Add Moduly IP Address	
92 168 214 171	0017611183.00	255 255 255 0	192,168,214,1	3583163200002	ProRF-T		Add Modify IP Address	

- 4. Click *Search* to search all the standalone devices on the network.
- 5. From the list, click *Add* to add the required device.



### Adding Device

- 6. Enter a unique name.
- 7. Enter the IP address of current system (PC).
- 8. Enter the access point of system.
- **9.** Click on this option, after adding device, the system will clear all data in the device (except the event logs).
- **10.** Click OK to finish.

The default IP address may conflict with the device IP of other devices. In order to avoid that problem, modify the IP address as shown below:

Total Progress					es added.1			
P Address		Device Type		Serial N	lumber		8	
IP Address	MAC Address	Subnet Mask	Gateway Address	Secial N	umber	Device Model	Server Address	Operations
192.168.1.200		255,255,255,0	192.168.1.1	00070	Clic	k here		This device has been added
192.168.214.116	00:17:01:20:02:42	255.255.255.0	192.168.214.1	301316	to r	nodify	105:01	Add Modify IP Address
192,168,214,119	00:17:61:20:03:25	255.255.255.0	192.168.214.1	3010163	3000351	inBiOPro	http://192.168.214.60.90/	Add Modify IP Address
192.168.214.171	00:17:61:11:63:cc	255,255,255.0	192.168.214.1	3583163	200002	Profet		Add Modify IP Addisias
192,168,214,198	00:17:01:10:05:8E	255.255.255.0	192.168.214.1	6566144	100362	InBIOPro	http://192.168.214.123.90	Add Modify IP. Address
192.168.214.201	00:17:61:C3:FD:19	255.255.255.0	192.168.214.1	3764164	400002	inBIOPro	http://192.168.214.43.90/	Add Modilly IP Address
192.168.214.203	00:17:01:10:05:18	255,255,255.0	192.168.214.1	0564142	400029	InBIOPro		Add Modify IP Address
192.168.214.239	00:17:61:20:03:20	255.255.255.0	192.168.214.1	3014161	100001	InBIOPro	http://192.168.214.43.90/	Add Modify IP. Address
192.168.214.250	00:17:61:10:67:07	255.255.255.0	192.168.214.1	6564150	400091	InBIOPro	http://110.80.38.74.8099	Add Modily IP Address
192,168,214,48	00:17:01:20:01:04	255 255 255 0	192,168,214,1	3014162	500015	INDEPTO	http://192.158.214.43.00/	Add Modify IP Address

When the device is not in the same network with server, customers should download the tool and search the device as shown below:

ZKTeco	Personnel	Access	-1		Patrol	Video
	Device Name		Serial Number		IP Address	
2	The current query co	nditions: None				
Device <u> </u>	Refresh T N	lew 📾 Delete 🗌	Export O Se	arch Device 🗸 F	Enable 🔗 Disable	P2 Synch
Door		Con III Delete [			Lindono 🕑 Disabile	Up Oynen
Reader	L				Search Device	
Auxiliary Input	Search	No device four	d? Download Sea	rch Tools to Local Dis	<u>sk</u> 3	
Auxiliary Output	Total Progress					
Event Type	IP Address		Device Type		Serial Number	
Daylight Saving Time	IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device

Set	ting(S) View(V)	" A	8				
NO.	MAC	IP Address	Scrial Number	Device Type	Firmware Version	Access Server IP Address	Access Server Po
1	00:17:61:20:03:15	192.168.1.227	3635165. 29008	inBIO460 Pro	AC Ver 5.7.6.3030 Feb 8 2017	192.168.1.219	8088
2	00:17:61:00:00:01	192.168.1.217	OIN61100161. 10203	ACP-400	AC Ver 4.1.9-4882-01 Oct 13 2016	•	
			Clic	k here to	search		
< 🗌							_

Click Access Control > Time Zones > Add to access the time zone setting interface.

ZKTeco	Personnel Access	1 Visitor
Access Device 🕀	Time Zone Name	Remark
Access Control	The current query conditions: None	
Time Zones	Time Zone Name	Remark
Holidays 3	24-Hour Accessible	24-Hour Accessible
Access Levels		
Set Access By Levels		
Set Access By Person		

After setting the time zone, click *OK* to save, and the time zone will appear in the list.

me Zone Name*		Business Hours				
emark		9am-5pm Shift Mon-Fr	i			
Time	h	nterval 1	Interval			
Date	Start Time	End Time	Start Time	2. Set the star	t & end tir	ne <sub>Time</sub>
Monday	09 : 00	17 : 00 🦰	00 : 00	00 : 00 0	0 : 00	00 : 00
Tuesday	09 : 00	05 : 00	00 : 00	00 : 00 0	0 : 00	00 : 00
Wednesday	09 : 00	05 : 00	00 : 00	00 : 00 0	0 : 00	00 : 00
Thursday	09 : 00	05 : 00	00 : 00	00 : 00 0	0 : 00	00 : 00
Friday	09 : 00	05 : 00	00 : 00	00 : 00 0	0 : 00	00 : 00
Saturday	00 : 00	00 : 00	00 : 00	00 : 00 0	0 : 00	00 : 00
Sunday	00 : 00	00 : 00	00 : 00	00 : 00 0	0 : 00	00 : 00
Holiday Type 1	00 : 00	00 : 00	00 : 00	00 : 00 0	0 : 00	00 : 00
Holiday Type 2	00 : 00	00 : 00	00 : 00	00 : 00 0	0 : 00	00 : 00
Holiday Type 3	00 : 00	00 : 00	00 3. Tick	to copy Monda		00 : 00
opy Monday's Setting tart time of Monday i	-	kdays: 🕑 ot be larger than End ti	me of Monday interval	to all other day	IS	

#### 1. Click Access 2. Click Access Control 3. Click Access Levels 4. Click New.

ZKTeco	Personnel	Access	1 or	Visitor	Video
Access Device 🕀	Access Levels				
Access Control	Level Name	Time Zone		Q 🛞	
	The current query co				
Time Zones	🕞 Refresh	Vew			
Holidays	Level Name	Time Zone	Door Count	Operations	
Access Levels -3	Master	24-Hour Accessible	e <b>O</b>	Edit Add Door	
Set Access By Levels					
Set Access By Person					

#### 5. Enter the details and click OK.



- 7. Select the required door(s).
- 8. Move the selected door(s).
- 9. Click OK to finish adding doors.

Add Door Door Name Serial Number Q 🛞 The current query conditions: None 7 Alternative Selected(0) Door Name Owned Device Serial Number Door Name Owned Device Serial Number 192.168.12.161-1 192,168,12,161 OIN7030087030800 • 8 192.168.12.161 OIN70300870308000 192.168.12.161-2 192.168.12.161 OIN70300870308000 192.168.12.161-3 192.168.12.161-4 192.168.12.161 OIN70300870308000 192.168.214.115-1 192.168.214.115 3583163200002 192 168 12 105-1 192 168 12 105 5662012050598 192.168.12.105-2 192.168.12.105 5662012050598 9 < 1-19 > >| 50 rows per page Total of 19 records

6. You need to add doors to the access levels.



1. Click Personnel 2. Click Person 3. Click *New* to add personnel.

ZKT		Perso	onnel	<b>1</b> is		Elev	ator	١	/isitor	Patrol		
	Θ	Departme	ent Name		-	Pers	onnel ID			Firs		
	2	The curre	ent query c	onditions: None	9							
	-					🖓 Refresh 🔮 New 🚄 3 partme						
Department		⊿ 🗁 Ge	✓ General(7) ✓ C <sup>→</sup> Marketing Department(0)					nel ID	First Name	Las		
Custom Attributes	s	4 🗁										
Parameters			sdf(0)				<u>102</u> 101		test1			
		4 67	Developm	ient Departmen	ι(υ)		45		10011	admi		
			Financial Department(0)							admi		
		4 🗁	test(0)				1		X	admi		
				New				_	_	×		
Personnel ID*	2	_	A Dep	artment*	Marketing	Donar	mont	< E				
First Name	abc		Last Name xyz									
Gender	Male	•										
Social Security Number			License Plate									
Reservation Code	123456		Mobile Phone 7154879									
Fingerprint	- 0	0 Download Nev	ownload New Birthday						(Optimal Size 1	120*140). Capture		
Finger Vein	Driver Register	0 Download Nev	lownload New Card Number					6	D			
Access Control	Elevator Co	ntrol Mor	e Cards	Personnel De	etail							
Levels Settings	Add		Superu	ser		No			•			
Master	Che Clea	<u>ick All</u> a <u>r All</u>	Device	Operation Role		Ordin	ary User		•			
			Delay F	assage								
			Disable	-								
			Set Vali	d lime								
										-		
		Save and	New	ОК	Canc	el						

**A. Personnel ID:** It must be a unique 9 characters length with the valid range of 1-799999999. It can be configured based on actual conditions. The Personnel No. contains only numbers by default but may also include letters after setting parameters.

### **Enrolling Personnel**

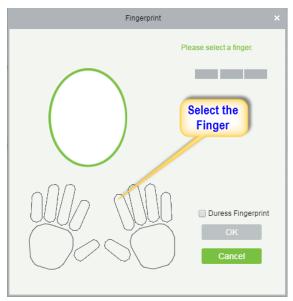
**B. Department:** Select from the pull-down menu and click *OK*. If the department was not set previously, you can only select the default [Company Name] department.

**C. Password:** Set personnel password. It only supports 6-digit passwords. If password exceeds the specified length, the system will truncate it automatically. It can't be same with duress or other passwords.

**D. Card Number:** You can add a card number through manual entry or a card issuer. For issuing through issuer, click on the card icon directly. For issuing card manually, you must enter both the card number and the site code, then the software converts the numbers to the card number for access control system verification.

**E.** Access Control: Here you will get all the access levels created by you and by default. Tick the required box.

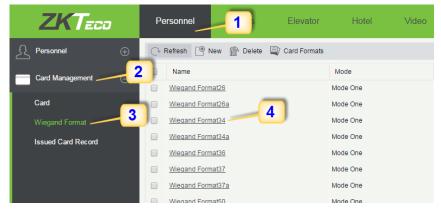
**F. Fingerprint:** Enroll the Personnel Fingerprint or Duress Fingerprint. Duress Fingerprint is to trigger the alarm and send the signal to the system in case of emergency.



### Wiegand Format

Wiegand Format is the card format that can be identified by Wiegand reader. The software is embedded with 10 Wiegand formats. You may set the Wiegand card format as required.

- 1. Click Personnel 2. Click Card Management 3. Click Wiegand Format.
- 4. Taking Wiegand Format34 as an example. Click to edit.



This software supports two modes for adding Wiegand Format, if mode 1 does not meet your setting requirement, switch to mode 2.

		Edit						
Name*	Wiegand Format34							
Total Bit*	34							
Site Code*	0							
Auto	¥							
Mode One								
First Parity Check(p)	1							
Second Parity Check(p)	34							
Odd Parity Check(o)	Even Parity Check(e)	CID(c)		S	ite Code(s)	Manufa	actory Code(m)	
Start Bit Length	Start Bit The Maximum Length		The Maximum Length		The Maximum Length	Start Bit	The Maximum Length	
18 17	1 17	2 32		0	0	0	0	
Mode Two								
Card Check Format	pcccccccccccccccccccccc	cccccccp						
Parity Check Format*	eeeeeco	00000000000000						1
	lf re	quired, you		ange t	he mode			
		ОК	Cancel					

p indicates Parity Position, s indicates Site Code, c indicates Cardholder ID, f indicates Facility Code, 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.

### Add & Delete Personnel to Access Level

**1.** Click Access **2.** Access Control **3.** Set Access by Person **4.** Click on the required employee **5.** Click Add to Levels.

	ZKTeco	Pe	ersonnel	Access	-1	or	Visitor Pa	atrol Vid	eo	Syster	1 Welcon	ne, admin  (i) (i) (i) (ii) (ii) Authorized Company: ZKBioSecurity				
ß	Access Device 🕀	Edit I	Levels For Perso	nnel					Browse Personnel 123455432 From Levels							
A	Access Control		onnel ID current query con		st Name	La	Level Name Time Zone Q S The current query conditions: None									
	Time Zones	C	Refresh 😡 A	cess Control S	Setting			🕞 Refresh  👚	Delete From Levels	Export						
	Holidays		Personnel ID	First Name	Last Name	Card Number	Department Name	Operations	(	Level Name		Time Zone				
	Access Levels		4534		admin		General	Add to Levels	6	Master		24-Hour Accessible				
	Set Access By Levels		123455432				General	Add to Levels	ĺ	Employee		24-Hour Accessible				
	Set Access By Person	3	12	x	admin admin	8682230	General	Add to Levels Add to Levels								
	Set Access By Department		45		admin	2112538	General	Add to Levels	1							
	Interlock	0*	10 4	test1		2363700	General	Add to Levels	٦	5						
	Linkage		102			2760276	General	Add to Levels								
	Anti-Passback															
	First-Person Normally Open															
R	Advanced Functions 🕀															
P	Reports 🕀	1<	< 1-7 → ⇒	50 rows pe	rpage -	Total of 7 record	5	•	1	< < 1-2 > :	50 rows per pa	ge v Total of 2 records				

6. Select Level(s).

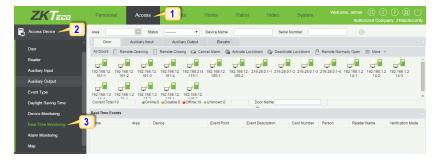
**7.** Click to move the selected level(s) to the right, and then click OK to complete adding. The added level(s) will appear in the list on to the right side.

		Ac	ld to Lev	els			
Level	Name	Q (8)					
	urrent query conditi	ons: None					
Alterna	ative			Selecte	ed(0)		
	Level Name	Time Zone			Level Name	Time Zone	
	Master	24-Hour Accessible					
	Employ 6	24-Hour Accessible	>>				
	test	Check In	>>		7		
	J	vistor	<				
	test3	eating time	<<				
	test4	Office Time					
	test-visitor	popy-visitor	-				
1<	< 1 - 10 > >	50 rows per page 🛛 👻 📔 Total of 10 records					
		ОК		Can	cel		

### **Real**-Time Monitoring

#### 1. Click Access 2. Click Access Device 3. Click Real-Time Monitoring

Real-time monitor the status and real-time events of standalone in the system, including normal events and abnormal events (including alarm events) device transactions.



You can also filter by Area, device name, Serial number to check a specific device transactions or all at once.

Hover over a door icon to open pop up menu as shown below and click Remote Closing, Remote Opening, or Cancel Alarm and more.

Status									
Number:	192.168.1.217 :: OIN6110016102200203 1 No Door Sensor Close None								
Remote Opening									
Remote Closir	ng								
Cancel Alarm									
Remote Norm	ally Open								
Enable Intrada	ay Passage Mode Time Zone								
Disable Intrad Zone	ay Passage Mode Time								
Query the late	st events from the door								

### **Exporting Reports**

#### **Access Module:**

**1.** Click Access **2.** Click Reports **3.** Filter the data (time, Personnel ID, Device Name and more) if required and click on search **4.** Click All transactions or as required.

ZKTeco	Personnel	Access	1 tor	Visitor Patrol	Video	System	Welco	me, admin 🤇 Authorize	d Company: ZKE	
Access Device	) Time From 2017-	01-26 00:00:00	To 2017-04-26 23:51	9:59 Personnel ID		Device Name		Mor	er Q 🥳	3
	The current query of	onditions: Time Fr	om:(2017-01-26	To:(2017-04-26 23:59:59)						
Access Control	Ce Refresh	Clear All Data 🛛	Export 5							
Advanced Functions	Time	Device Name	Event Point	Event Description	Media File	Personnel ID	First Name	LastName	Card Number	Departme Name
📮 Reports 🖉 🚬 🤅	2017-04-25 17:22:4	192.168.12.116		Disconnected						
All Transactions	2017-04-25 17:18:2	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
Events From Today	2017-04-25 17:18:2	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
	2017-04-25 17:16:3	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
Last Known Position	2017-04-25 17:14:1	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
All Exception Events	2017-04-25 17:14:1	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
Access Rights By Door	2017-04-25 17:14:0	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
Access Rights By Personnel	2017-04-25 17:14:0	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
Charts	2017-04-25 17:13:5	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
Charts	2017-04-25 17:13:5	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
	2017-04-25 17:13:3	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
	2017-04-25 17:13:2	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
	(< < 1+60 ⇒	>1 50 rows per	page 👻 Jump To 1	/394 Page Total of 19691 re	cords					

**5.** Click on *Export* to get the list.

6. Click OK.



#### **Personnel Module:**

1. Click Personnel 2. Click Person 3. Filter the data (Department, Personnel ID, and more) if required and click on search 4. Click on Export to get the list.

Personnel	Department Name	Per	sonnel ID		First Name		LastName			More *	<u> </u>		
Person 2	The current query conditions: None	E C Refresh 🖲 New 🖾 Adjust Department 🎡 Delete 🕑 Export 4. 🕒 Statistics											
Coston Attributes Paramoles			Personnel ID 102 101 45 1 12 4534 123455432	First Name	Last Name admin admin admin admin	Department Name General General General General General General	Card Number 2760276 2363700 2112538 8882230	Biolo 0 0 0 0 0 0 0 0 0 0 0 0 0	egical Te 0 0 0 0 0 0 0 0 0 0 0 0 0	mplate Quantity	Status Normal Normal Normal Normal Normal Normal		

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