ZKAccess®

Quick Start Guide

ZKTeco
ZKBioSecurity 3.0
✓ Easy to configure and use
✓ Door management
✓ Linkage settings
✓ Real time monitoring
✓ Maps, reports and maintenance
✓ SDK available for third party integration

ProCapture-T & ProRF-T
+
ZKBioSecurity 3.0

CONTENT

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ZKBioSecurity Software

Installation and Setup starts at Page 18

Safety Precautions

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.

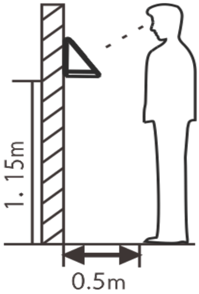
Do not use the device for any other purpose than specified.

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.

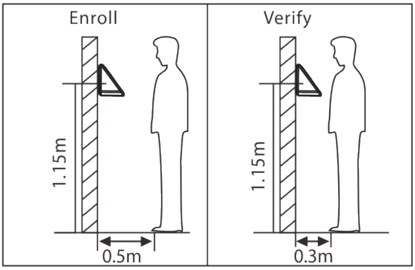
On Using Face Recognition Device

1. Recommended Standing Position



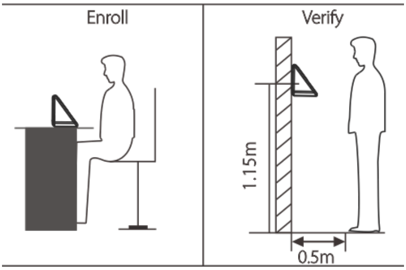
For user heights between 1.5m to 1.8m, it is recommended to install the device at 1.15m above ground (may be modified according to user average height).

a. Recommended Registration and Verification Position

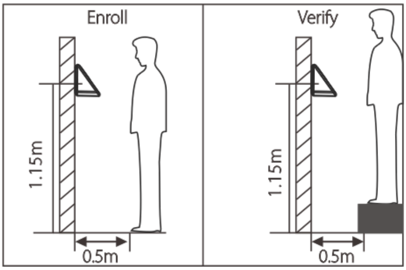


During registration and verification procedures, the position of device should not be changed to prevent deduction in verification preciseness. If it is necessary to move the device, its vertical height should not be changed.

b. Factors Affecting the Preciseness of Verification

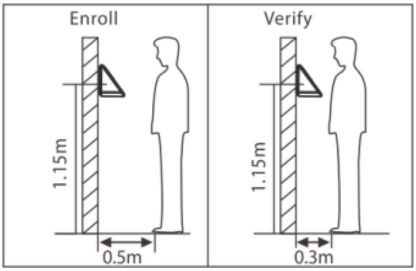


Non-identical registration and verification gestures

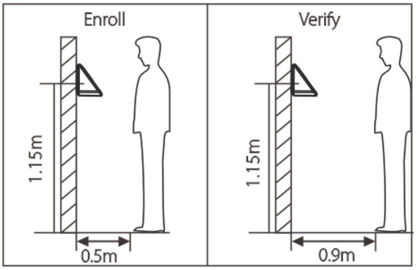


Non-identical registration and verification height

On Using Face Recognition Device



Non-identical registration
and verification distances from device

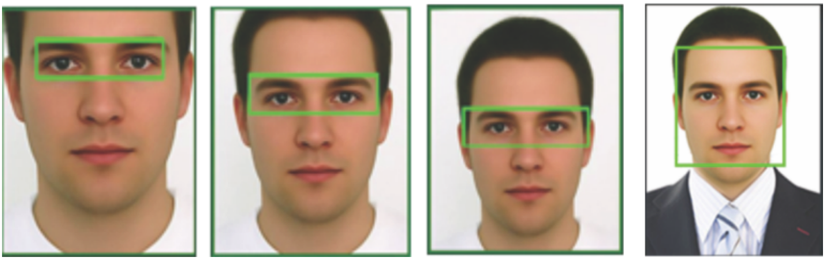


Non-identical registration
and verification distances from device

2. Registration

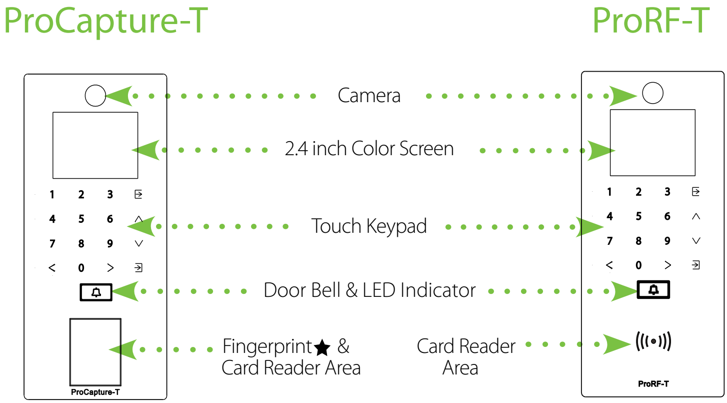
a. During registration, it is required to adjust your upper body to fit your eyes into the green frame on the screen.

b. During verification, it is required to show your face in the center of the screen and fit your face into the green frame in the screen.

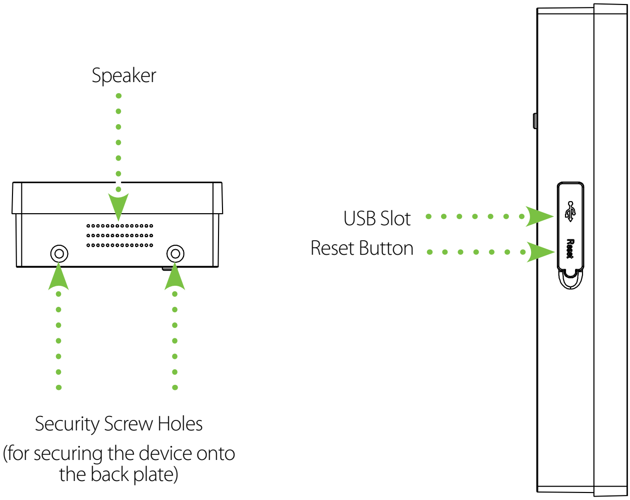


Device Overview

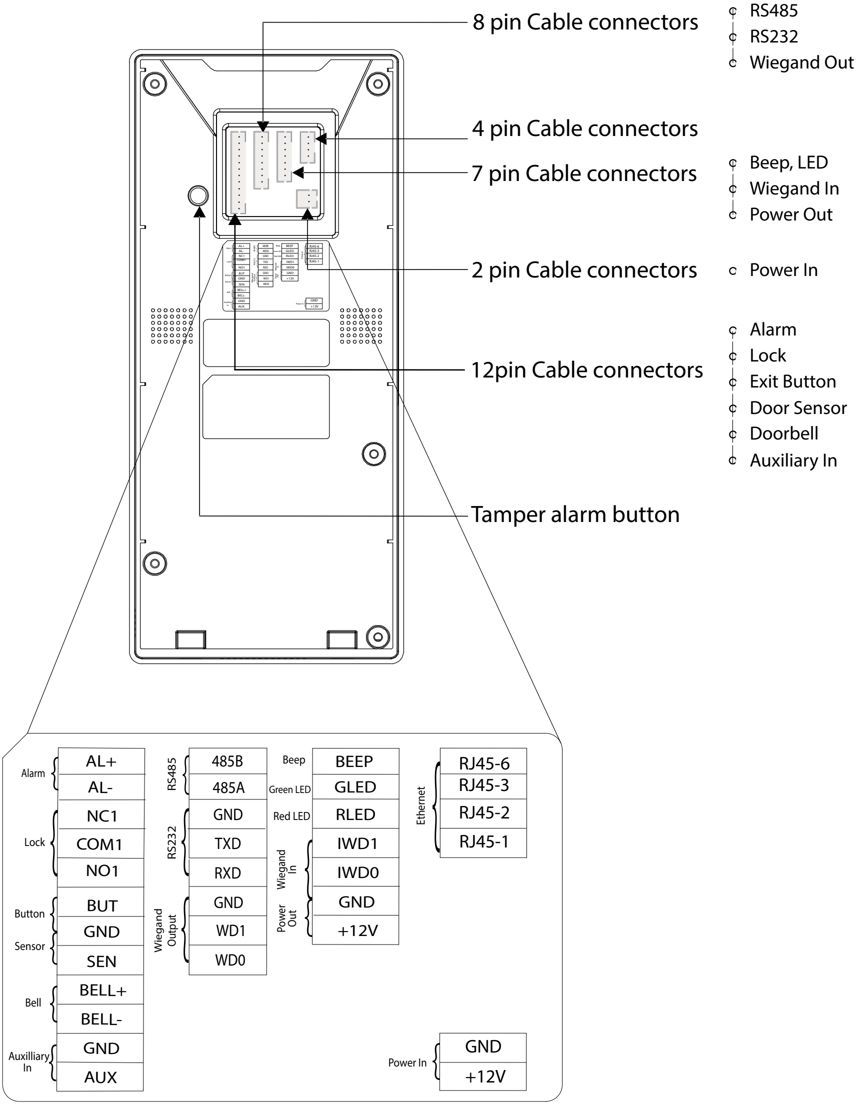
★ Not all products have fingerprint or card function.



Left side & bottom view is common for both the devices

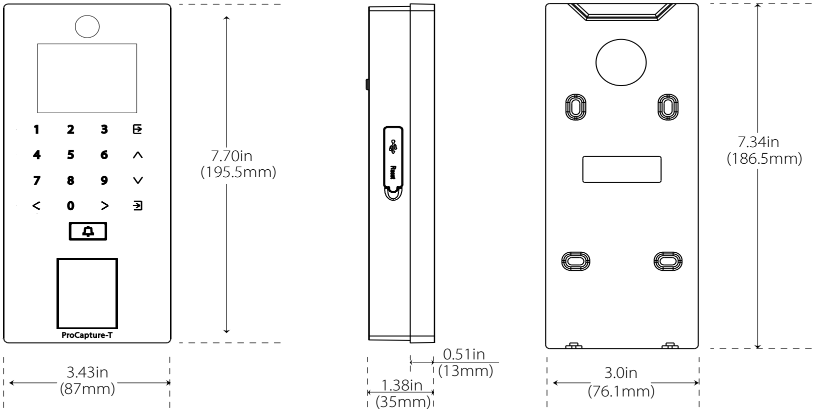


Device Overview

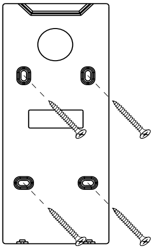


Product Dimensions & Installation

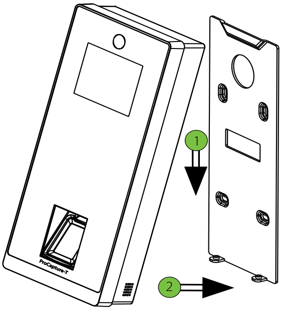
Product Dimensions



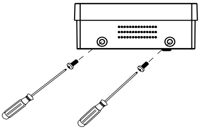
Mounting the Device on the Wall



1. 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.



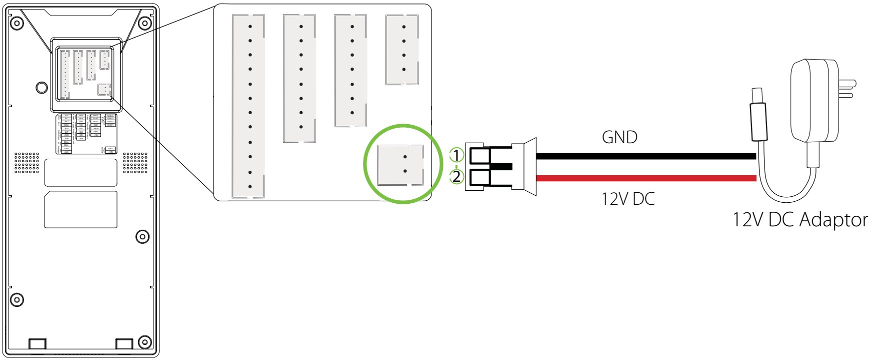
2. Insert the device to back plate.



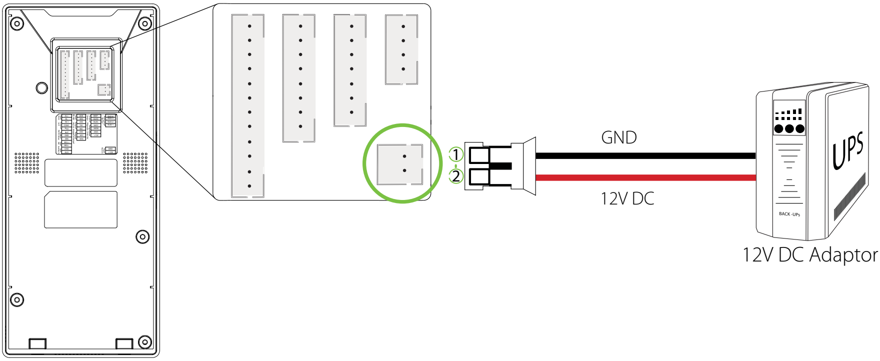
3. Use security screws to fasten the device to back plate.

Power Connection

Without UPS



With UPS (Optional)

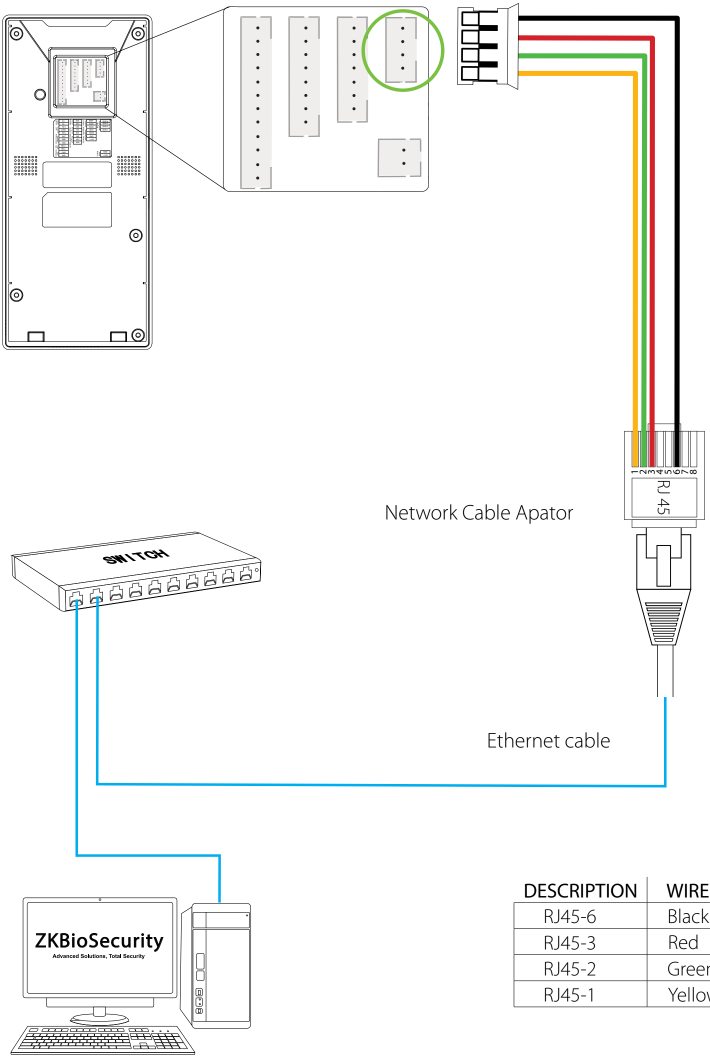


Recommended Power Supply

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

Ethernet Connection

LAN Connection



DESCRIPTION	WIRE	
RJ45-6	Black	⬛
RJ45-3	Red	🟥
RJ45-2	Green	🟩
RJ45-1	Yellow	🟨

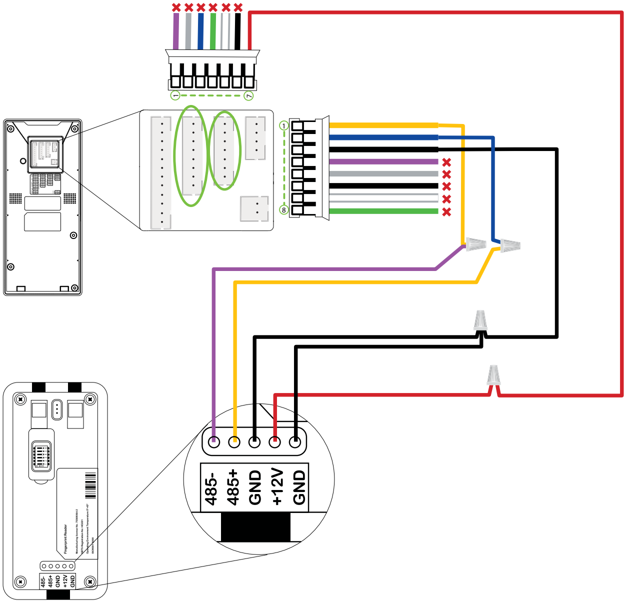
RS485 Connection

RS485 Fingerprint Reader Connection

DESCRIPTION		WIRE	
BEEP	✗	Purple	🟪
GLED	✗	Gray	▒
RLED	✗	Blue	🟦
IWD1	✗	Green	🟩
IWD0	✗	White	⬜
GND	✗	Black	⬛
+12V		Red	🟥

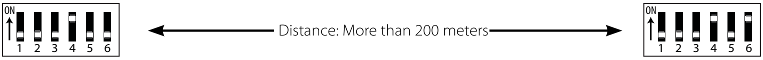
✗ Do not use

PIN	DESCRIPTION		WIRE	
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

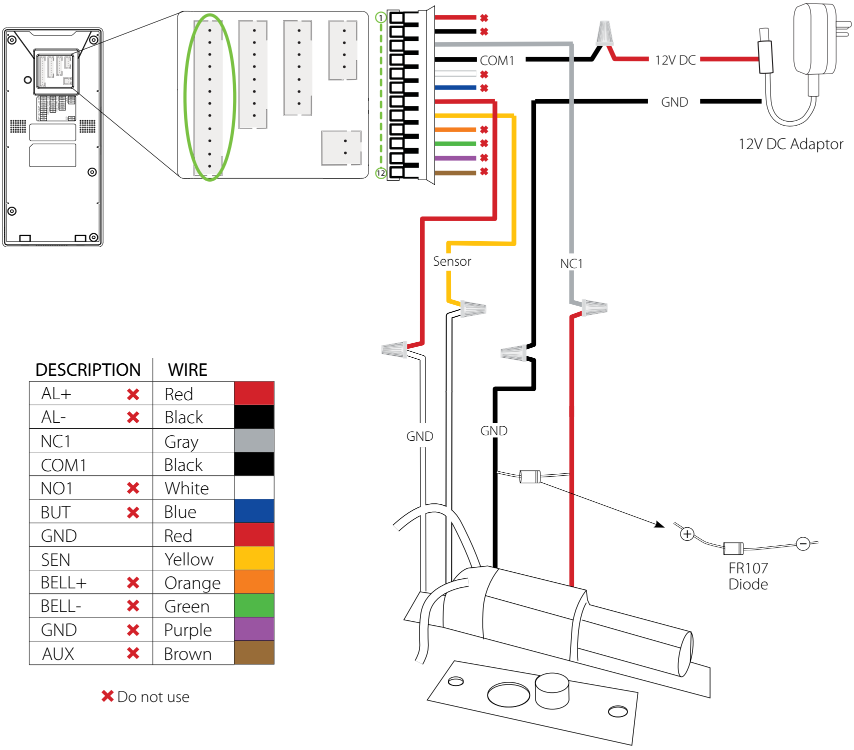
1. There are six DIP switches on the back of RS485 fingerprint reader, switches 1-4 are for RS485 address, switch 5 is reserved, switch 6 is for reducing noise on long RS485 cable.
2. If RS485 fingerprint reader is powered from the terminal, the length of wire should be less than 100 meters or 330 ft.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



DESCRIPTION		WIRE	
AL+	✖	Red	🟥
AL-	✖	Black	⬛
NC1		Gray	▒
COM1		Black	⬛
NO1	✖	White	⬜
BUT	✖	Blue	🟦
GND		Red	🟥
SEN		Yellow	🟨
BELL+	✖	Orange	🟧
BELL-	✖	Green	🟩
GND	✖	Purple	🟪
AUX	✖	Brown	🟫

✖ Do not use

Normally Closed Lock

Notes:

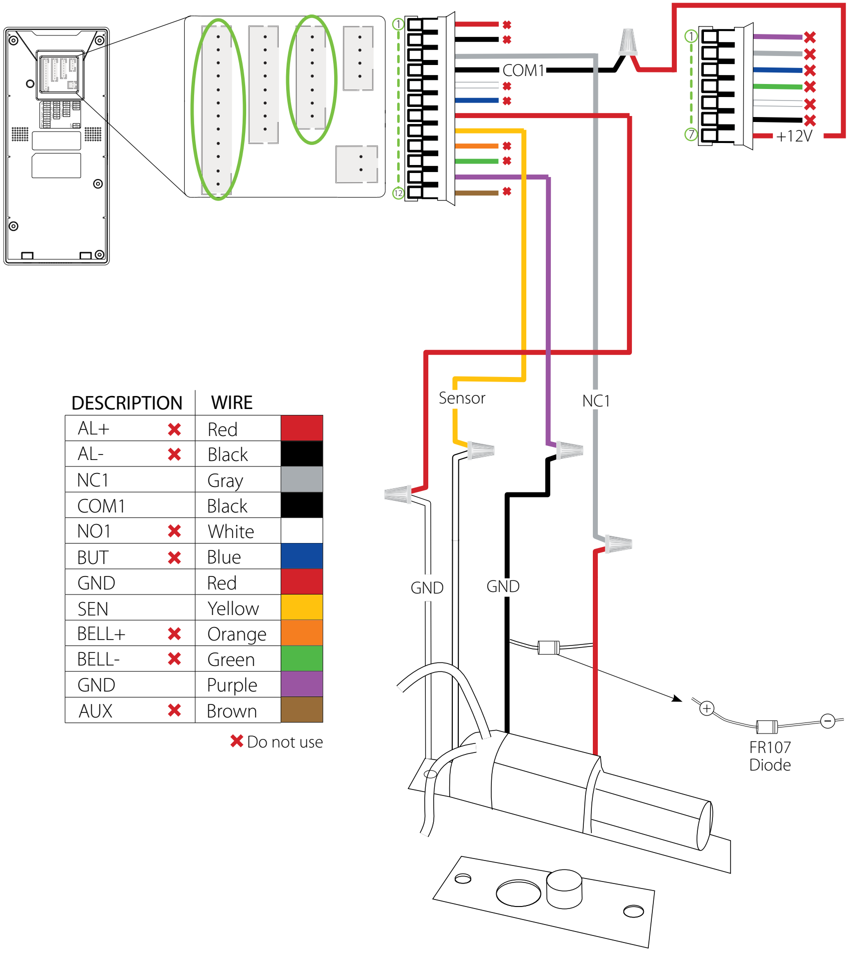
1. The system supports **NO LOCK** and **NC LOCK**. For example the **NO LOCK** (normally opened at power on) is connected with '**NO1**' and '**COM1**' terminals, and the **NC LOCK** (normally closed at power on) is connected with '**NC1**'and '**COM1**' terminals.

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

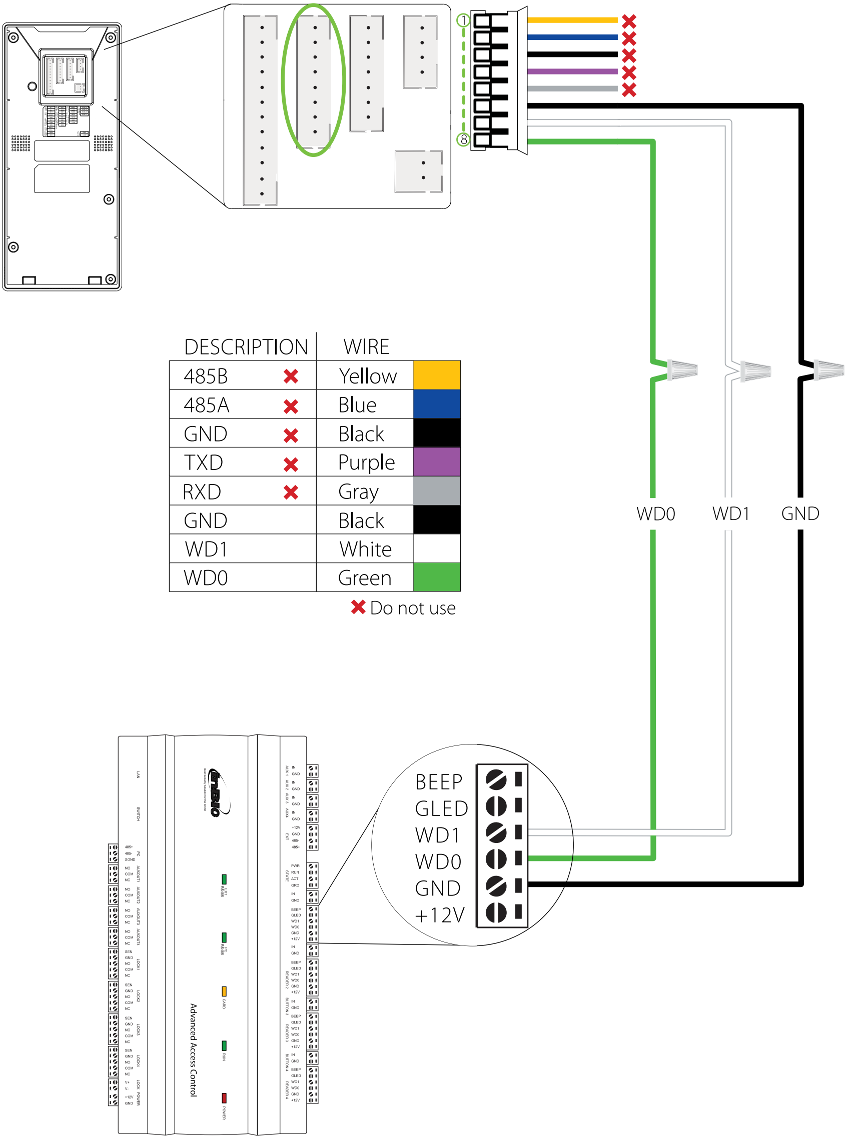


DESCRIPTION		WIRE	
AL+	✖	Red	🟥
AL-	✖	Black	⬛
NC1		Gray	▨
COM1		Black	⬛
NO1	✖	White	⬜
BUT	✖	Blue	🟦
GND		Red	🟥
SEN		Yellow	🟨
BELL+	✖	Orange	🟧
BELL-	✖	Green	🟩
GND		Purple	🟪
AUX	✖	Brown	🟫

✖ Do not use

Normally Closed Lock

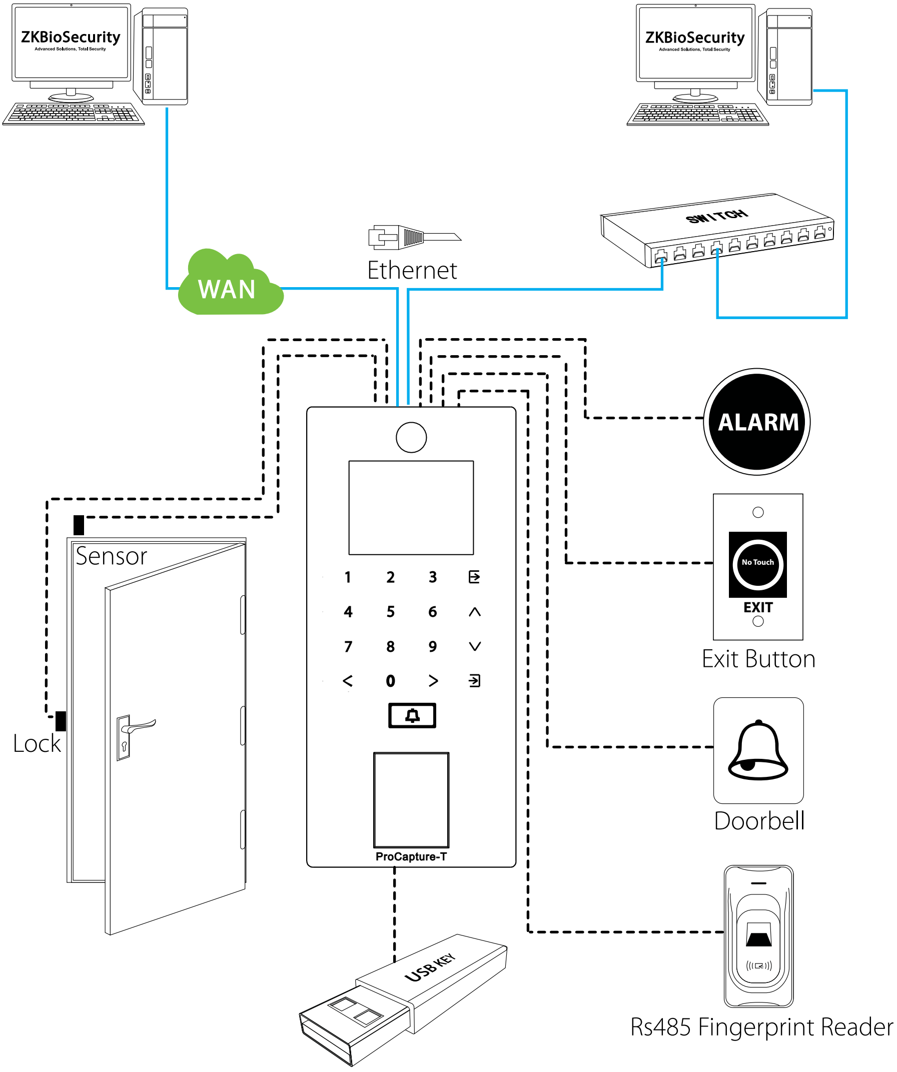
Wiegand Output Connection



DESCRIPTION		WIRE	
485B	✖	Yellow	🟨
485A	✖	Blue	🟦
GND	✖	Black	⬛
TXD	✖	Purple	🟪
RXD	✖	Gray	▒
GND		Black	⬛
WD1		White	⬜
WD0		Green	🟩

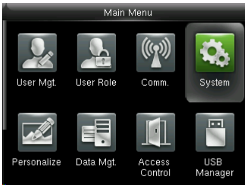
✖ Do not use

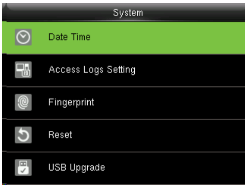
Standalone Installation

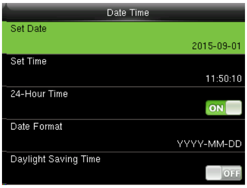


Device Operation

Date/Time Settings



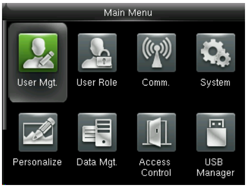


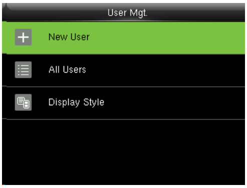

Date Time

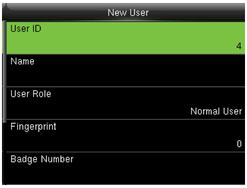
Set Date 2015-09-01
Set Time 11:50:10
24-Hour Time ON
Date Format YYYY-MM-DD
Daylight Saving Time OFF

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

Adding User



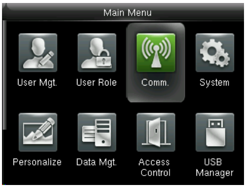


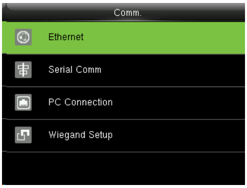

New User

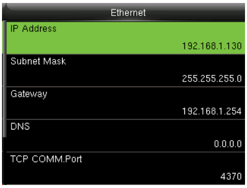
User ID 4
Name
User Role Normal User
Fingerprint 0
Badge Number

Press ⇥ icon to enter the Main Menu > User Mgt. > New User to enter the New User adding interface. Settings include entering user ID, user role, choosing user role (Super Admin / Normal User), registering fingerprint ★ / badge number ★ / password, taking user photo ★, and setting access control role.

Ethernet Settings






Ethernet

IP Address 192.168.1.130
Subnet Mask 255.255.255.0
Gateway 192.168.1.254
DNS 0.0.0.0
TCP COMM.Port 4370

Press ⇥ 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

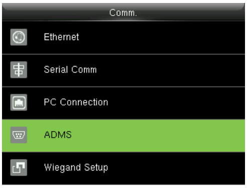
DHCP: Dynamic Host Configuration Protocol, which dynamically allocate IP addresses for clients via server. If DHCP is enabled, IP cannot be set manually.

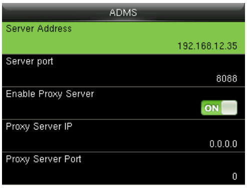
Display in Status Bar: To set whether to display the network icon 'on the status bar of initial interface.

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

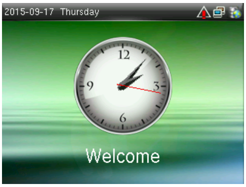
Device Operation

ADMS Settings




ADMS

Server Address: 192.168.12.35
Server port: 8088
Enable Proxy Server: ON
Proxy Server IP: 0.0.0.0
Proxy Server Port: 0



Press ⇥ 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.

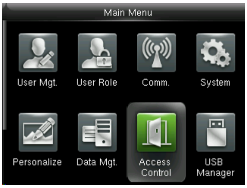
Server Address: Enter IP address of the ADMS server (namely, the IP address of server where the software is installed).

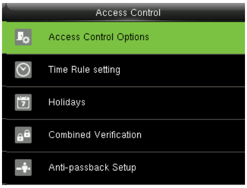
Server Port: Enter the port number used by the ADMS server.

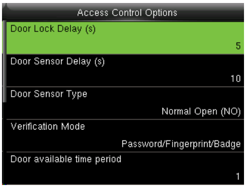
Enable Proxy Server: Method of enabling proxy. To enable proxy, please set the IP address and port number of the proxy server. Entering proxy IP and server address will be the same.

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

Access Control Settings






Access Control Options

Door Lock Delay (s): 5
Door Sensor Delay (s): 10
Door Sensor Type: Normal Open (NO)
Verification Mode: Password/Fingerprint/Badge
Door available time period: 1

Press ⇥ icon to enter the Main Menu, press > and ∨ 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.

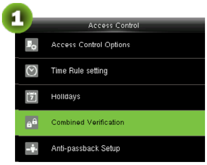
Combined Verification: To set access control combinations. A combination consists of a maximum of 5 access control groups.

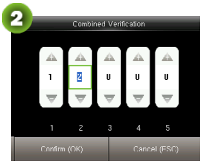
Anti-Passback Setup: To prevent passing back which causes risks to security. Once this function is enabled, entry and exit records must be matched in order to open door. In Anti-Passback, Out Anti-Passback and In/Out Anti-Passback functions are available.

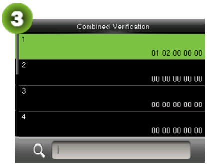
Device Opreation

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.

1


2


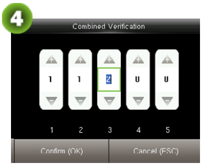
3


1 01 02 00 00 00

2 00 00 00 00 00

3 00 00 00 00 00

4 00 00 00 00 00

4


1. 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).

2. Click ∧ or ∨ to change the number, click < or > to switch editing box, set the user group number, and click ⇥ 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. The Tamper Alarm rings?
   - ➪ 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

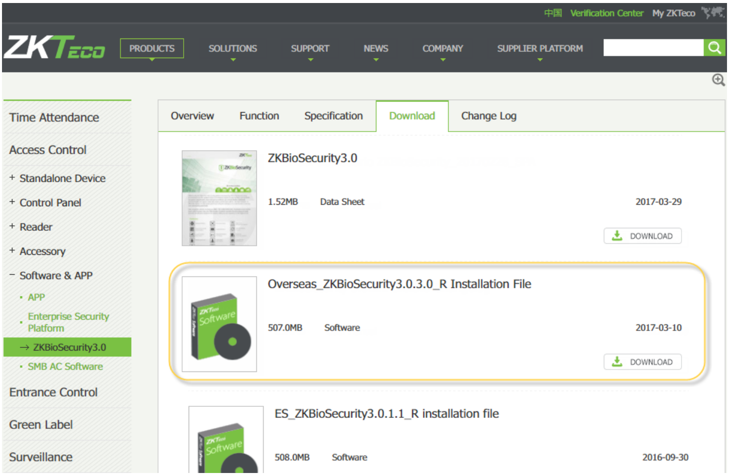
It is recommended to install software version 3.0.3.0 or above

ZKTeco
ZKBioSecurity 3.0
✓ Easy to configure and use
✓ Door management
✓ Linkage settings
✓ Real time monitoring
✓ Maps, reports and maintenance
✓ SDK available for third party integration

Installation & Setup

Downloading

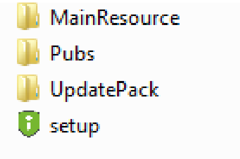
1. Go to http://www.zkteco.com/product/ZKBioSecurity3.0_421.html
2. Download the latest software and related files as required.



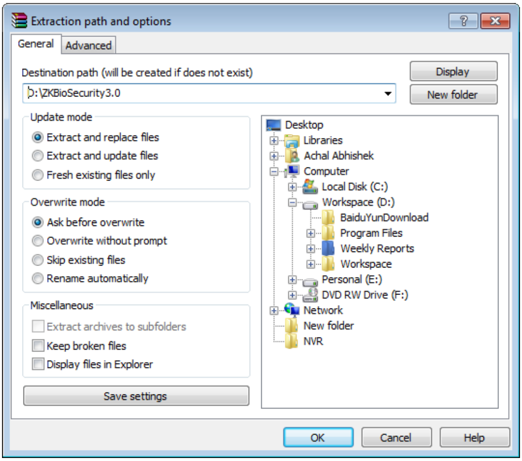
ZKBioSecurity3.0			
1.52MB	Data Sheet	2017-03-29	DOWNLOAD
Overseas_ZKBioSecurity3.0.3.0_R Installation File			
507.0MB	Software	2017-03-10	DOWNLOAD
ES_ZKBioSecurity3.0.1.1_R installation file			
508.0MB	Software	2016-09-30	

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

4. Click on setup to begin installstion.



MainResource
Pubs
UpdatePack
setup



Extraction path and options

General | Advanced

Destination path (will be created if does not exist): D:\ZKBioSecurity3.0

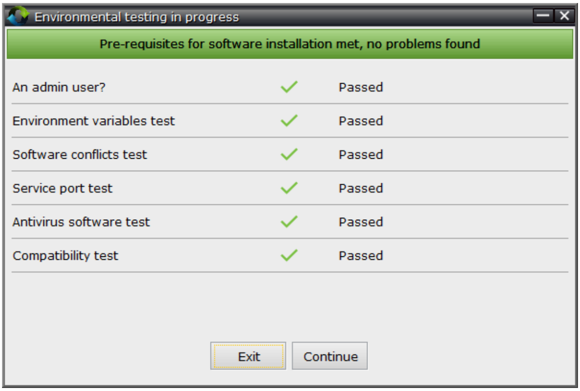
Update mode
- ● Extract and replace files
- ○ Extract and update files
- ○ Fresh existing files only

Overwrite mode
- ● Ask before overwrite
- ○ Overwrite without prompt
- ○ Skip existing files
- ○ Rename automatically

Miscellaneous
- □ Extract archives to subfolders
- □ Keep broken files
- □ Display files in Explorer

Installation

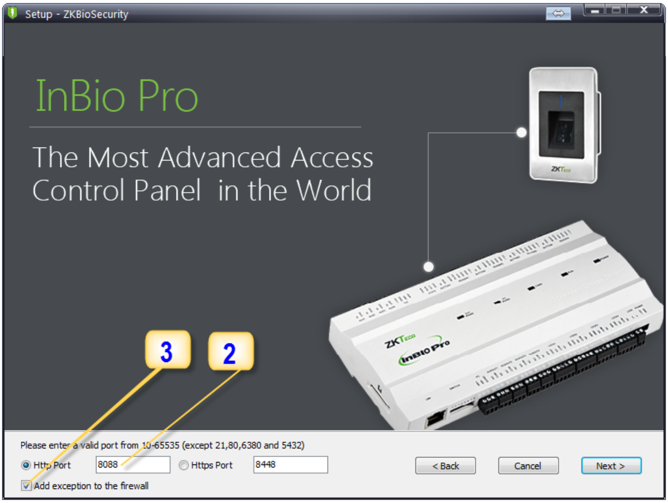
1. System will check the requirements to install the software. Click *Continue* if all tests are passed, else check the issues and re-test.



Environmental testing in progress

Pre-requisites for software installation met, no problems found

An admin user?	✓	Passed
Environment variables test	✓	Passed
Software conflicts test	✓	Passed
Service port test	✓	Passed
Antivirus software test	✓	Passed
Compatibility test	✓	Passed



Setup - ZKBioSecurity

InBio Pro

The Most Advanced Access Control Panel in the World

Please enter a valid port from 10-65535 (except 21,80,6380 and 5432)

● Http Port 8088 ○ Https Port 8448

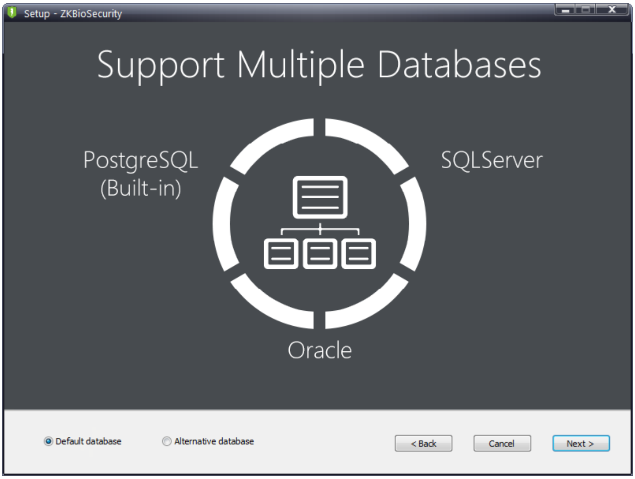
☑ Add exception to the firewall

2. Add an open port (Default 8088) or ask a network administrator for an open port.
   Note: Stanalone 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

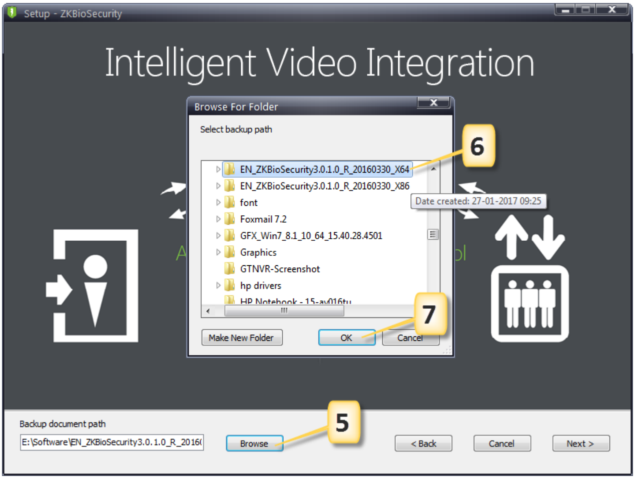
Support Multiple Databases

● Default database ○ Alternative database

5. Click Browse and choose or create a folder to store your backup files.

6. Select/Create the required folder.

7. Click OK.



Setup - ZKBioSecurity

Intelligent Video Integration

Browse For Folder

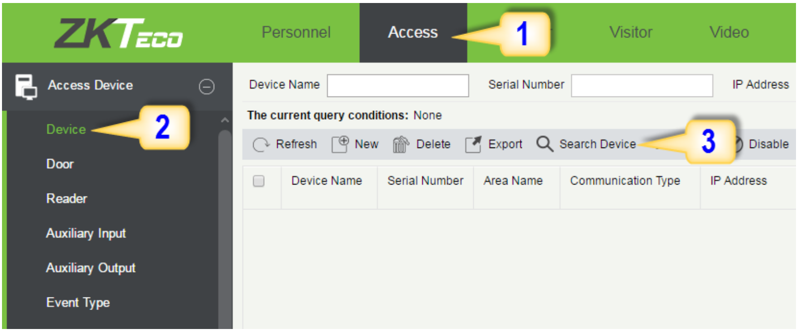
Select backup path

Backup document path: E:\Software\EN_ZKBioSecurity3.0.1.0_R_2016(

EN_ZKBioSecurity3.0.1.0_R_20160330_X64
EN_ZKBioSecurity3.0.1.0_R_20160330_X86
font
Foxmail 7.2
GFX_Win7_8.1_10_64_15.40.28.4501
Graphics
GTNVR-Screenshot
hp drivers
HP Notebook - 15-av016tu
Date created: 27-01-2017 09:25
Make New Folder
OK
Cancel
6
7
5
Browse
< Back
Cancel
Next >

Adding Device

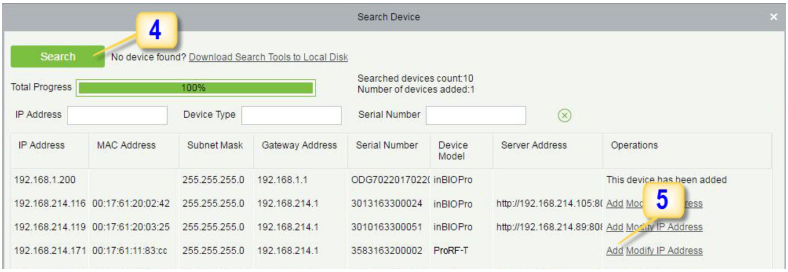
1. Click on *Access* to get below interface of Access Module of the software.



The current query conditions: None

2. Click on *Device.*

3. Click on *Search Device.*



No device found? Download Search Tools to Local Disk

Total Progress 100%

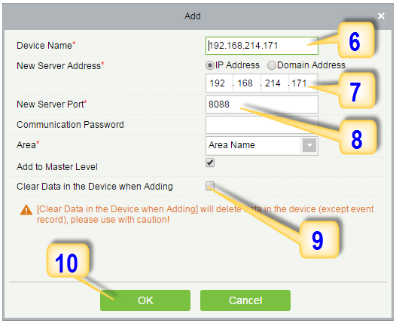
Searched devices count:10
Number of devices added:1

IP Address ___ Device Type ___ Serial Number ___

IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Model	Server Address	Operations
192.168.1.200		255.255.255.0	192.168.1.1	ODG7022017022(	inBIOPro		This device has been added
192.168.214.116	00:17:61:20:02:42	255.255.255.0	192.168.214.1	3013163300024	inBIOPro	http://192.168.214.105:8(	Add Moc ress
192.168.214.119	00:17:61:20:03:25	255.255.255.0	192.168.214.1	3010163300051	inBIOPro	http://192.168.214.89:80(	Add Modify IP Address
192.168.214.171	00:17:61:11:83:cc	255.255.255.0	192.168.214.1	3583163200002	ProRF-T		Add Modify IP Address

4. Click *Search* to search all the sandalone devices on the network.

5. From the list, click *Add* to add the required device.



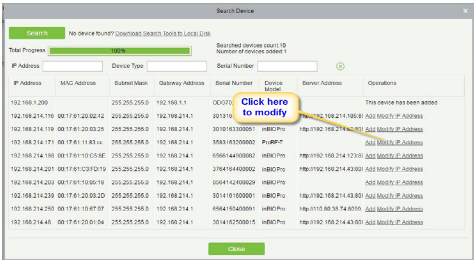
Device Name*	192.168.214.171
New Server Address*	● IP Address ○ Domain Address
	192 . 168 . 214 . 171
New Server Port*	8088
Communication Password	
Area*	Area Name
Add to Master Level	☑
Clear Data in the Device when Adding	☐

[Clear Data in the Device when Adding] will delete data in the device (except event record), please use with caution!

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:



Search Device

Search | No device found? Download Search Tools to Local Disk

Total Progress 100%

Searched devices count:10
Number of devices added:1

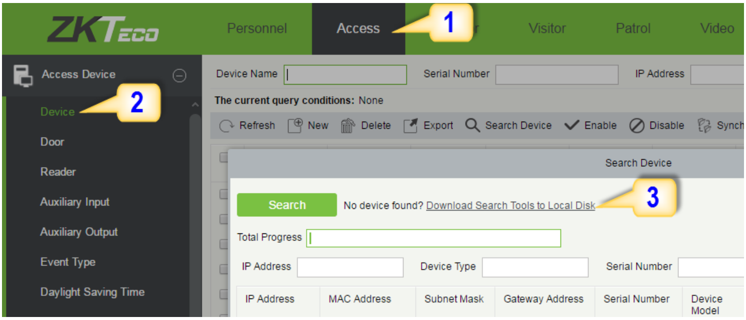
IP Address | Device Type | Serial Number

IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Model	Server Address	Operations
192.168.1.200		255.255.255.0	192.168.1.1	ODG70			This device has been added
192.168.214.116	00:17:61:20:02:42	255.255.255.0	192.168.214.1	301316		92.168.214.105:8(	Add Modify IP Address
192.168.214.119	00:17:61:20:03:25	255.255.255.0	192.168.214.1	3010163300051	inBIOPro	http://192.168.214.[illegible]:80(	Add Modify IP Address
192.168.214.171	00:17:61:11:83:cc	255.255.255.0	192.168.214.1	3583163200002	ProRF-T		Add Modify IP Address
192.168.214.198	00:17:61:10:C5:8E	255.255.255.0	192.168.214.1	6566144900082	inBIOPro	http://192.168.214.123:8(	Add Modify IP Address
192.168.214.201	00:17:61:C3:FD:19	255.255.255.0	192.168.214.1	3764164400002	inBIOPro	http://192.168.214.43:80(	Add Modify IP Address
192.168.214.203	00:17:61:10:05:18	255.255.255.0	192.168.214.1	0564142400029	inBIOPro		Add Modify IP Address
192.168.214.239	00:17:61:20:03:2D	255.255.255.0	192.168.214.1	3014161600001	inBIOPro	http://192.168.214.43:80(	Add Modify IP Address
192.168.214.250	00:17:61:10:67:07	255.255.255.0	192.168.214.1	6564150400091	inBIOPro	http://110.80.38.74:8099	Add Modify IP Address
192.168.214.48	00:17:61:20:01:04	255.255.255.0	192.168.214.1	3014162500015	inBIOPro	http://192.168.214.43:80(	Add Modify IP Address

Close

Click here to modify

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



Device Name | Serial Number | IP Address

The current query conditions: None

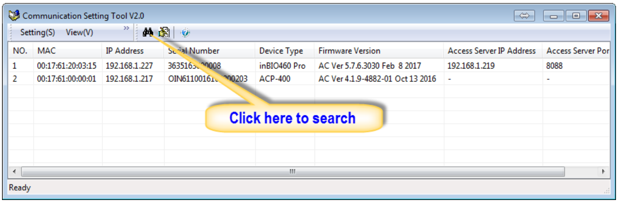
Search Device

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 Model



Communication Setting Tool V2.0

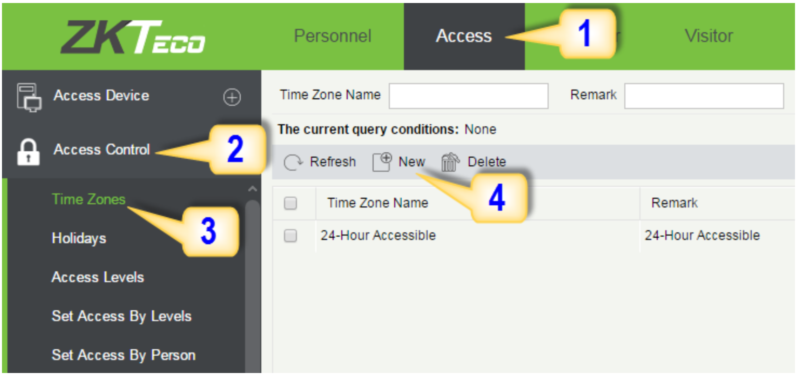
NO.	MAC	IP Address	Serial Number	Device Type	Firmware Version	Access Server IP Address	Access Server Por
1	00:17:61:20:03:15	192.168.1.227	363516[illegible]00008	inBIO460 Pro	AC Ver 5.7.6.3030 Feb 8 2017	192.168.1.219	8088
2	00:17:61:00:00:01	192.168.1.217	OIN6110016[illegible]00203	ACP-400	AC Ver 4.1.9-4882-01 Oct 13 2016	-	-

Ready

Click here to search

Creating a Time Zone

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

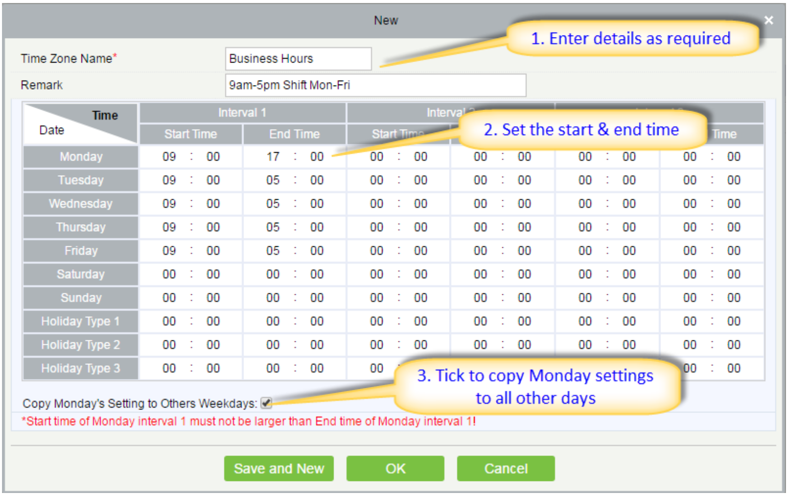


Time Zone Name □ Remark □

The current query conditions: None

□	Time Zone Name	Remark
□	24-Hour Accessible	24-Hour Accessible

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



1. Enter details as required

Time Zone Name* Business Hours

Remark 9am-5pm Shift Mon-Fri

2. Set the start & end time

Time / Date	Interval 1		Interval 2		Interval 3	
	Start Time	End Time	Start Time	End Time	Start Time	End Time
Monday	09 : 00	17 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Tuesday	09 : 00	05 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Wednesday	09 : 00	05 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Thursday	09 : 00	05 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Friday	09 : 00	05 : 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

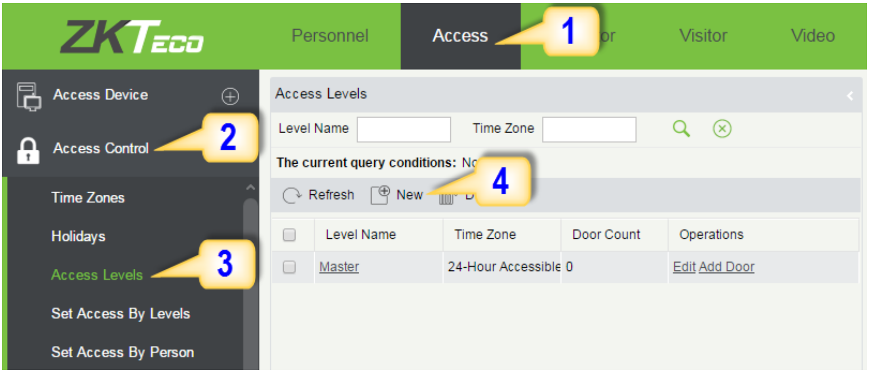
3. Tick to copy Monday settings to all other days

Copy Monday's Setting to Others Weekdays: ☑

*Start time of Monday interval 1 must not be larger than End time of Monday interval 1!

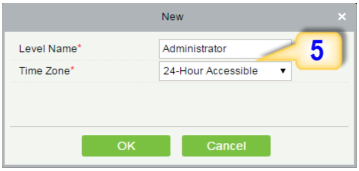
Creating an Access Level

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



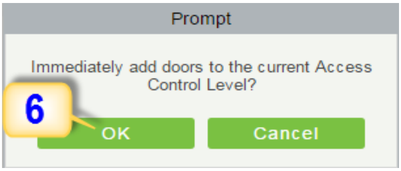
☐	Level Name	Time Zone	Door Count	Operations
☐	Master	24-Hour Accessible	0	Edit Add Door

5. Enter the details and click *OK.*



Level Name*: Administrator
Time Zone*: 24-Hour Accessible

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

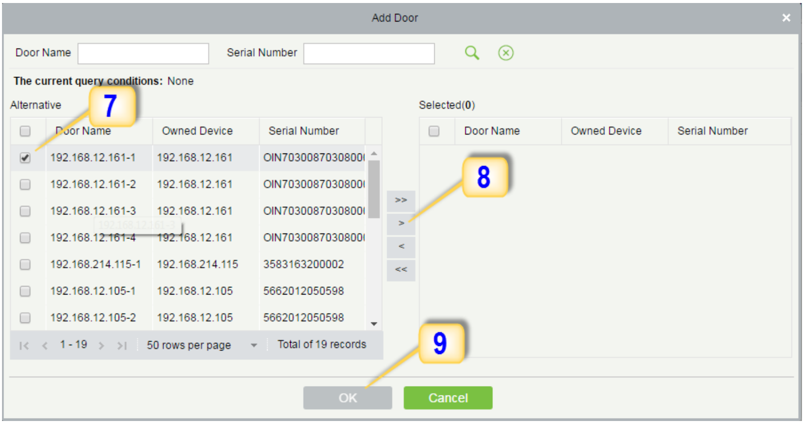


Immediately add doors to the current Access Control Level?

7. Select the required door(s).

8. Move the selected door(s).

9. Click *OK* to finish adding doors.



The current query conditions: None

Alternative

☐	Door Name	Owned Device	Serial Number
☑	192.168.12.161-1	192.168.12.161	OIN7030087030800
☐	192.168.12.161-2	192.168.12.161	OIN7030087030800
☐	192.168.12.161-3	192.168.12.161	OIN7030087030800
☐	192.168.12.161-4	192.168.12.161	OIN7030087030800
☐	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

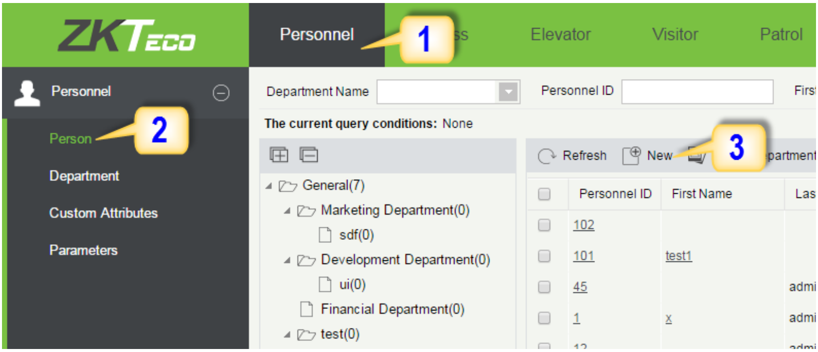
1 - 19 50 rows per page Total of 19 records

Selected(0)

☐	Door Name	Owned Device	Serial Number

Enrolling Personnel

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

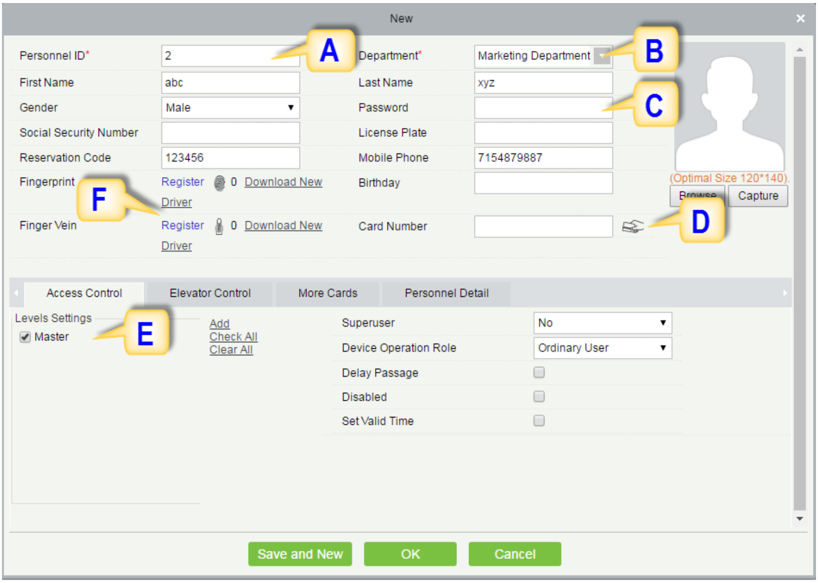


Department Name | Personnel ID | Firs

The current query conditions: None

General(7)
Marketing Department(0)
sdf(0)
Development Department(0)
ui(0)
Financial Department(0)
test(0)

	Personnel ID	First Name	Las
□	102		
□	101	test1	
□	45		admi
□	1	x	admi



Personnel ID*: 2
Department*: Marketing Department
First Name: abc
Last Name: xyz
Gender: Male
Password:
Social Security Number:
License Plate:
Reservation Code: 123456
Mobile Phone: 7154879887
Fingerprint: Register 0 Download New Driver
Birthday:
Finger Vein: Register 0 Download New Driver
Card Number:

Levels Settings
☑ Master

Superuser: No
Device Operation Role: Ordinary User
Delay Passage: □
Disabled: □
Set Valid Time: □

A. Personnel ID: It must be a unique 9 characters length with the valid range of 1-79999999. 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

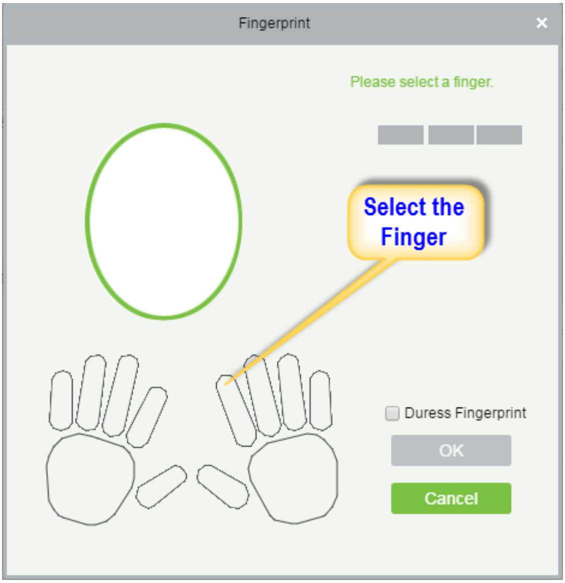
B. Department: Select from the pull-down menu and click *OK*. If the department was not set previously, you can only select the default [Company Name] department.

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.

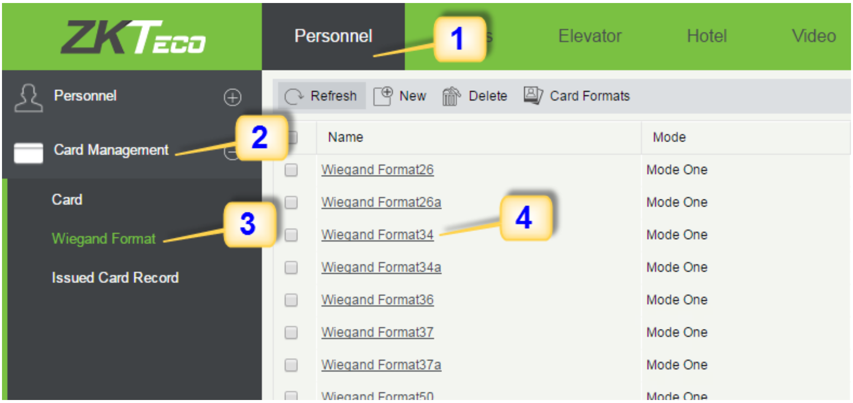
F. Fingerprint: Enroll the Personnel Fingerprint or Duress Fingerprint. Duress Fingerprint is to trigger the alarm and send the signal to the system in case of emergency.



Wiegand Format

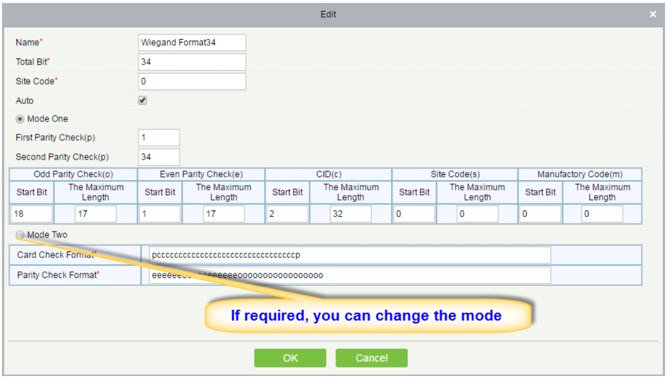
Wiegand Format is the card format that can be identified by Wiegand reader. The software is embedded with 10 Wiegand formats. You may set the Wiegand card format as required.

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



Name	Mode
Wiegand Format26	Mode One
Wiegand Format26a	Mode One
Wiegand Format34	Mode One
Wiegand Format34a	Mode One
Wiegand Format36	Mode One
Wiegand Format37	Mode One
Wiegand Format37a	Mode One
Wiegand Format50	Mode One

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



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)		Site Code(s)		Manufactory Code(m)	
Start Bit	The Maximum Length	Start Bit	The Maximum Length	Start Bit	The Maximum Length	Start Bit	The Maximum Length	Start Bit	The Maximum Length
18	17	1	17	2	32	0	0	0	0

○ Mode Two

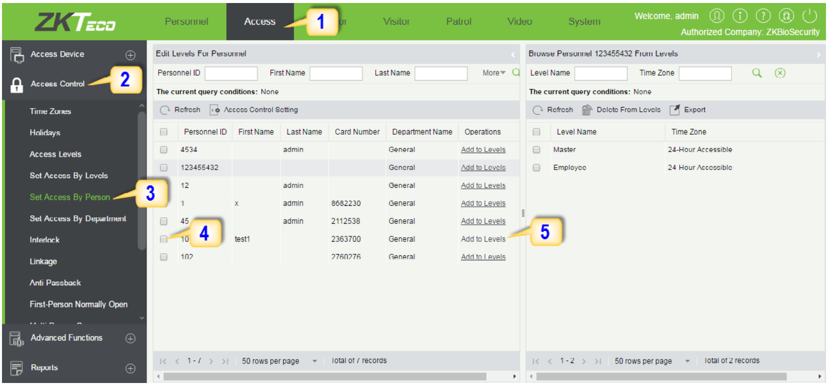
Card Check Format*	pccccccccccccccccccccccccccccccccp
Parity Check Format*	eeeeee[illegible]eeeeeee0000000000000000

If required, you can change the mode

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.



Edit Levels For Personnel

Personnel ID □ First Name □ Last Name □

The current query conditions: None

□	Personnel ID	First Name	Last Name	Card Number	Department Name	Operations
□	4534		admin		General	Add to Levels
□	123455432				General	Add to Levels
□	12		admin		General	Add to Levels
□	1	x	admin	8682230	General	Add to Levels
□	45		admin	2112538	General	Add to Levels
□	10	test1		2363700	General	Add to Levels
□	102			2760276	General	Add to Levels

1 - 7 50 rows per page Total of 7 records

Browse Personnel 123455432 From Levels

Level Name □ Time Zone □

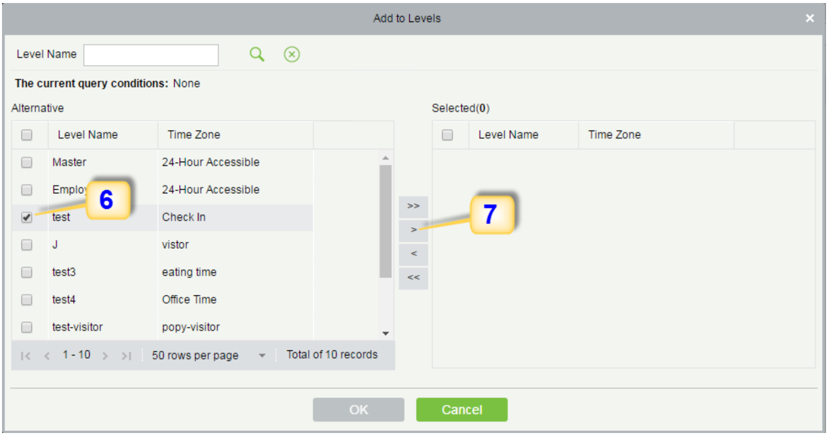
The current query conditions: None

□	Level Name	Time Zone
□	Master	24-Hour Accessible
□	Employee	24 Hour Accessible

1 - 2 50 rows per page 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.



Add to Levels

Level Name □

The current query conditions: None

Alternative

□	Level Name	Time Zone
□	Master	24-Hour Accessible
□	Employ	24-Hour Accessible
☑	test	Check In
□	J	vistor
□	test3	eating time
□	test4	Office Time
□	test-visitor	popy-visitor

1 - 10 50 rows per page Total of 10 records

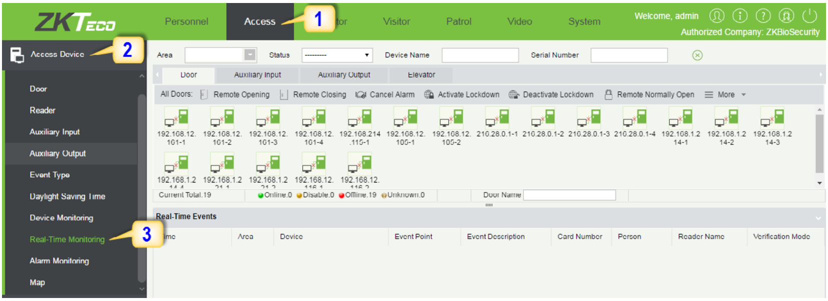
Selected(0)

□	Level Name	Time Zone

Real -Time Monitoring

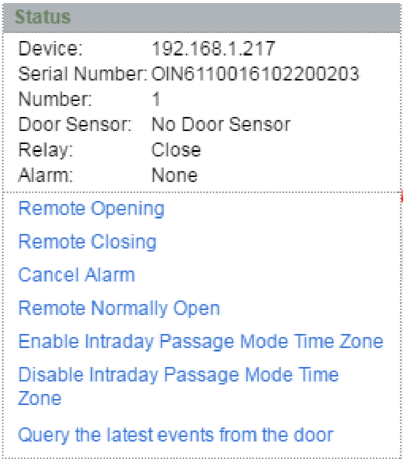
1. Click Access **2.** Click Access Device **3.** Click Real-Time Monitoring

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

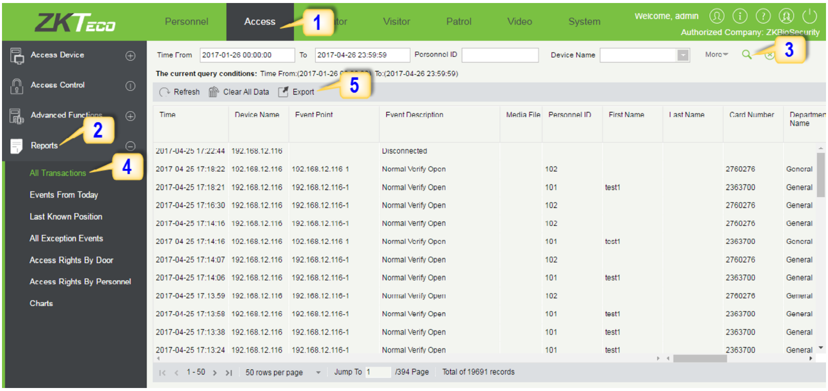
Device: 192.168.1.217
Serial Number: OIN6110016102200203
Number: 1
Door Sensor: No Door Sensor
Relay: Close
Alarm: None

Remote Opening
Remote Closing
Cancel Alarm
Remote Normally Open
Enable Intraday Passage Mode Time Zone
Disable Intraday Passage Mode Time Zone
Query the latest 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.



Time From 2017-01-26 00:00:00 To 2017-04-26 23:59:59 Personnel ID Device Name

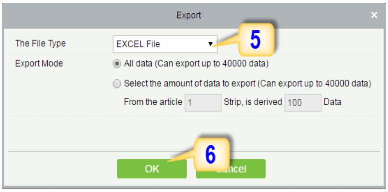
The current query conditions: Time From:(2017-01-26 00:00:00) To:(2017-04-26 23:59:59)

Time	Device Name	Event Point	Event Description	Media File	Personnel ID	First Name	Last Name	Card Number	Department Name
2017-04-25 17:22:44	192.168.12.116		Disconnected						
2017-04-25 17:18:22	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
2017-04-25 17:18:21	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
2017-04-25 17:16:30	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
2017-04-25 17:14:16	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
2017-04-25 17:14:16	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
2017-04-25 17:14:07	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
2017-04-25 17:14:06	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
2017-04-25 17:13:59	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
2017-04-25 17:13:58	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
2017-04-25 17:13:38	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
2017-04-25 17:13:24	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General

1 - 50 | 50 rows per page | Jump To 1 /394 Page | Total of 19691 records

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

6. Click OK.



The File Type: EXCEL File

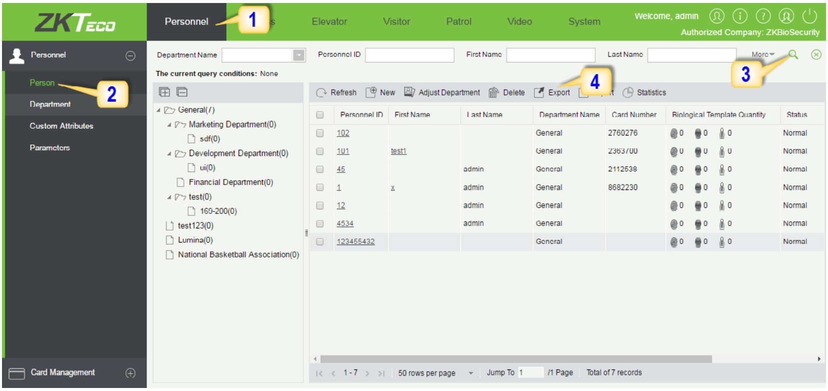
Export Mode: ● All data (Can export up to 40000 data)

○ Select the amount of data to export (Can export up to 40000 data)

From the article 1 Strip, is derived 100 Data

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.



Department Name | Personnel ID | First Name | Last Name

The current query conditions: None

- General(7)
  - Marketing Department(0)
    - sdf(0)
  - Development Department(0)
    - ui(0)
  - Financial Department(0)
  - test(0)
    - 169-200(0)
- test123(0)
- Lumina(0)
- National Basketball Association(0)

□	Personnel ID	First Name	Last Name	Department Name	Card Number	Biological Template Quantity	Status
□	102			General	2760276	0 0 0	Normal
□	101	test1		General	2363700	0 0 0	Normal
□	45		admin	General	2112538	0 0 0	Normal
□	1	x	admin	General	8682230	0 0 0	Normal
□	12		admin	General		0 0 0	Normal
□	4534		admin	General		0 0 0	Normal
□	123455432			General		0 0 0	Normal

1 - 7 | 50 rows per page | Jump To 1 /1 Page | Total of 7 records

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