User Manual

SenseFace T1 & SenseFace T2

Date: October 2025

Doc Version: 1.0

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.

For further details, please visit our Company's website www.zkteco.com.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Without the prior written consent of ZKTeco, no portion of this manual can be copied or forwarded in any way or form. All parts of this manual belong to ZKTeco and its subsidiaries (hereinafter the "Company" or "ZKTeco").

Trademark

ZKTeco is a registered trademark of ZKTeco. Other trademarks involved in this manual are owned by their respective owners.

Disclaimer

This manual contains information on the operation and maintenance of the ZKTeco equipment. The copyright in all the documents, drawings, etc. in relation to the ZKTeco supplied equipment vests in and is the property of ZKTeco. The contents hereof should not be used or shared by the receiver with any third party without express written permission of ZKTeco.

The contents of this manual must be read as a whole before starting the operation and maintenance of the supplied equipment. If any of the content(s) of the manual seems unclear or incomplete, please contact ZKTeco before starting the operation and maintenance of the said equipment.

It is an essential pre-requisite for the satisfactory operation and maintenance that the operating and maintenance personnel are fully familiar with the design and that the said personnel have received thorough training in operating and maintaining the machine/unit/equipment. It is further essential for the safe operation of the machine/unit/equipment that personnel has read, understood and followed the safety instructions contained in the manual.

In case of any conflict between terms and conditions of this manual and the contract specifications, drawings, instruction sheets or any other contract-related documents, the contract conditions/documents shall prevail. The contract specific conditions/documents shall apply in priority.

ZKTeco offers no warranty, guarantee or representation regarding the completeness of any information contained in this manual or any of the amendments made thereto. ZKTeco does not extend the warranty of any kind, including, without limitation, any warranty of design, merchantability or fitness for a particular purpose.

ZKTeco does not assume responsibility for any errors or omissions in the information or documents which are referenced by or linked to this manual. The entire risk as to the results and performance obtained from using the information is assumed by the user.

ZKTeco in no event shall be liable to the user or any third party for any incidental, consequential, indirect, special, or exemplary damages, including, without limitation, loss of business, loss of profits, business interruption, loss of business information or any pecuniary loss, arising out of, in connection with, or relating to the use of the information contained in or referenced by this manual, even if ZKTeco has been advised of the possibility of such damages.

 Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

This manual and the information contained therein may include technical, other inaccuracies or typographical errors. ZKTeco periodically changes the information herein which will be incorporated into new additions/amendments to the manual. ZKTeco reserves the right to add, delete, amend or modify the information contained in the manual from time to time in the form of circulars, letters, notes, etc. for better operation and safety of the machine/unit/equipment. The said additions or amendments are meant for improvement /better operations of the machine/unit/equipment and such amendments shall not give any right to claim any compensation or damages under any circumstances.

ZKTeco shall in no way be responsible (i) in case the machine/unit/equipment malfunctions due to any non-compliance of the instructions contained in this manual (ii) in case of operation of the machine/unit/equipment beyond the rate limits (iii) in case of operation of the machine and equipment in conditions different from the prescribed conditions of the manual.

The product will be updated from time to time without prior notice. The latest operation procedures and relevant documents are available on http://www.zkteco.com.

If there is any issue related to the product, please contact us.

ZKTeco Headquarters

Address ZKTeco Industrial Park, No. 32, Industrial Road,
Tangxia Town, Dongguan, China.

Phone +86 769 - 82109991

Fax +86 755 - 89602394

For business related queries, please write to us at: sales@zkteco.com.

To know more about our global branches, visit www.zkteco.com.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face template-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the Manual

This manual introduces the operations of **SenseFace T1 & SenseFace T2**.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

Features and parameters with ★ are not available in all devices.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	**Description**
Bold font	Used to identify software interface template names e.g. **OK**, **Confirm**, **Cancel**.
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.
For Device	
Convention	**Description**
< >	Button or key names for devices. For example, press <OK>.
[ ]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window.
/	Multi-level menus are separated by forwarding slashes. For example, File/Create/Folder.

Symbols

Convention	Description
	This represents a note that needs to pay more attention to.
	The general information which helps in performing the operations faster.
	The information which is significant.
	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

TABLE OF CONTENTS

DATA SECURITY STATEMENT **8**

SAFETY MEASURES **8**

1 INSTRUCTION FOR USE **10**

1.1 Finger Positioning 10
1.2 Standing Position, Posture and Facial Expression 10
1.3 Face Template Registration 11
1.4 Standby Interface 12
1.5 T9 Mode 14
1.6 Verification Mode 15
1.6.1 Fingerprint Verification 15
1.6.2 Card Verification★ 16
1.6.3 Facial Verification 17
1.6.4 Password Verification 18
1.6.5 Combined Verification 19

2 MAIN MENU **20**

3 USER MANAGEMENT **22**

3.1 User Registration (PUSH Protocol) 22
3.1.1 User ID and Name 22
3.1.2 User Role 22
3.1.3 Department 23
3.1.4 Verification Mode 23
3.1.5 Register Fingerprint 23
3.1.6 Register Face Template 24
3.1.7 Card★ 24
3.1.8 Password 25
3.1.9 Profile Photo 25
3.2 Search for Users 26
3.3 Edit User (PUSH Protocol) 26
3.4 Delete User (PUSH Protocol) 26
3.5 Display Style 27

4 USER ROLE (PUSH PROTOCOL) **28**

5 COMMUNICATION SETTINGS **29**

5.1 PC Connection (PUSH Protocol) 29
5.2 Wi-Fi Settings 30
5.3 Cloud Server Settings 32
5.4 Network Diagnosis 32

6 SYSTEM SETTINGS **33**

6.1 Date and Time 33

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

6.2 Attendance 34
6.3 Face Parameters 35
6.4 Fingerprint Parameters 37
6.5 Device Type Settings 38
6.6 Security Settings 38
6.7 Tap-To-Unlock 39
6.8 USB Upgrade 40
6.9 Update Firmware Online 40
6.10 Factory Restore 40

7 PERSONALIZE SETTINGS 42

7.1 User Interface Settings 42
7.2 Voice Settings 43
7.3 Bell Schedules 43
7.4 Punch States Options (PUSH Protocol) 44
7.5 Shortcut Key Mappings (PUSH Protocol) 45

8 DATA MANAGEMENT (PUSH PROTOCOL) 47

9 WORK CODE (PUSH PROTOCOL) 49

9.1 Add a Work Code 49
9.2 All Work Codes 49
9.3 Work Code Options 50

10 DEPARTMENT MANAGEMENT (PUSH PROTOCOL) 51

10.1 Add a Department 51
10.2 Edit a Department 52
10.3 Delete a Department 53

11 SHIFT SET (PUSH PROTOCOL) 55

11.1 Attendance Rule 55
11.2 Shift Settings 56
11.3 Schedule 57

12 REPORT (PUSH PROTOCOL) 60

12.1 Download Att. Report 60
12.2 Download Att. Setting Report 62
12.3 Upload Att. Setting Report 63
12.4 Settings 64

13 USB MANAGER 65

13.1 USB Download (PUSH Protocol) 65
13.2 USB Upload 66
13.3 Download Options (PUSH Protocol) 66

14 ATTENDANCE SEARCH 67

15 AUTOTEST 68

16 SYSTEM INFORMATION 69

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

17 CONNECTING TO ZKBIO ZLINK APP 70

17.1 Login to the App 70
17.2 Add Device on the App 71
17.3 Manage and Add Person in Device 72
17.4 Register Verification Mode on the App 72

18 CONNECTING TO ZKBIO ZLINK WEB 76

18.1 Login to the Web 76
18.2 Add Device on the Web 76
18.3 Manage and Add Person to Device 78
18.4 Register Verification Mode on the Web 79

19 CONNECT TO ZKBIO CVACCESS SOFTWARE 85

19.1 Set the Communication Address 85
19.2 Add Device on the Software 85
19.3 Add Personnel on the Software 86

APPENDIX 1 88

Self-Service Attendance Terminal FAQs 88

APPENDIX 2 93

Requirements of Live Collection and Registration of Visible Light Face Templates 93
Requirements for Visible Light Digital Face Template Data 94

APPENDIX 3 95

Privacy Policy 95
Eco-friendly Operation 97

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Data Security Statement

ZKTeco, as a smart product supplier, may also need to know and collect some of your personal information to better assist you in using ZKTeco's goods and services, and will treat your privacy carefully by developing a Privacy Policy.

Please read and understand completely all the privacy protection policy regulations and key points that appear on the device before using ZKTeco products.

As a product user, you must comply with applicable laws and regulations related to personal data protection when collecting, storing, and using personal data, including but not limited to taking protective measures for personal data, such as performing reasonable rights management for devices, strengthening the physical security of device application scenarios, and so on.

Safety Measures

The following precautions are to keep the user's safety and prevent any damage. Please read carefully before installation.

1. **Read, follow, and retain instructions** - All safety and operational instructions must be properly read and followed before bringing the device into service.
2. **Do not ignore warnings** - Adhere to all warnings on the unit and in the operating instructions.
3. **Accessories** - Use only manufacturer-recommended or product-sold accessories. Please do not use any other components other than manufacturer suggested materials.
4. **Precautions for the installation** – Do not place this device on an unstable stand or frame. It may fall and cause serious injury to persons and damage to the device.
5. **Service** - Do not try to service this unit yourself. Opening or removing covers may expose you to hazardous voltages or other hazards.
6. **Damage requiring service** - Disconnect the system from the main AC or DC power source and refer service personnel under the following conditions:
   - When cord or connection control is affected.
   - When the liquid was spilled, or an item dropped into the system.
   - If the system is exposed to water and/or inclement weather conditions (rain, snow, and more).
   - If the system is not operating normally under operating instructions.

Just change controls defined in operating instructions. Improper adjustment of other controls may result in damage and involve a qualified technician to return the device to normal operation.

7. **Replacement parts** - When replacement parts are required, service technicians must only use replacement parts provided by the supplier. Unauthorized substitutes can lead to the risk of burns, electric shock, or other hazards.
8. **Safety check** - On completion of service or repair work on the unit, ask the service technician to

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

perform safety checks to ensure proper operation of the unit.

9. **Power sources** - Operate the system only from the label's power source form. If the sort of power supply to use is unclear, call your dealer.
10. **Lightning** – Can install external lightning conductors to protect against electrical storms. It stops power-ups destroying the system.

The devices should be installed in areas with limited access.

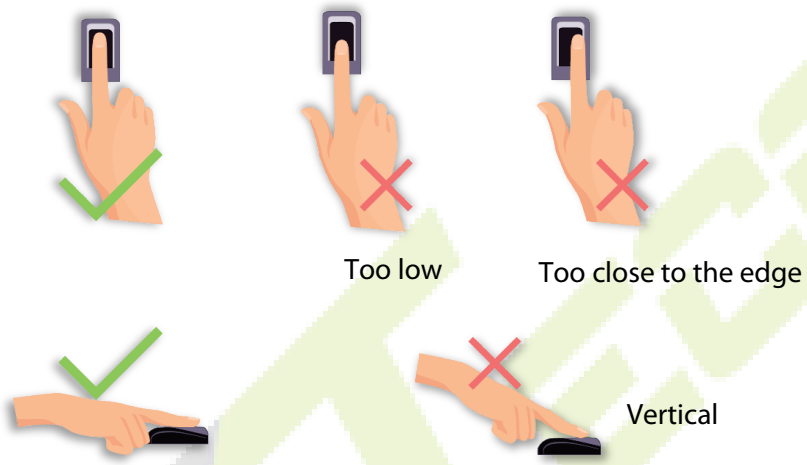
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

1 Instruction for Use

Before getting into the Device features and functions, it is recommended to be familiar with the below fundamentals.

1.1 Finger Positioning

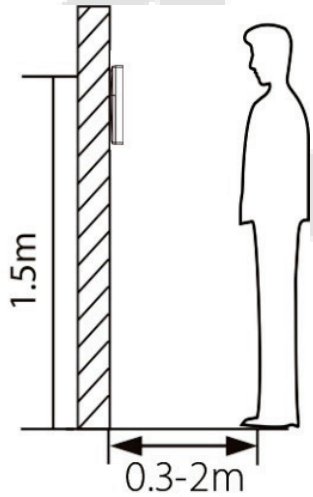
Recommended fingers: The index, middle, or ring fingers are recommended fingers to use, and avoid using the thumb or pinky, as they are difficult to position correctly onto the fingerprint reader.



Note: *Please use the correct method when pressing your fingers onto the fingerprint reader for registration and identification. Our company will assume no liability for recognition issues that may result from incorrect usage of the product. We reserve the right of final interpretation and modification concerning this point.*

1.2 Standing Position, Posture and Facial Expression

➢ **The recommended distance**



The distance between the device and a user whose height is in a range of 1.55 m to 1.85 m is recommended to be 0.3 m to 2m. Users may slightly move forward or backward to improve the quality of facial images captured.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

➢ **Recommended Standing Posture and Facial Expression:**

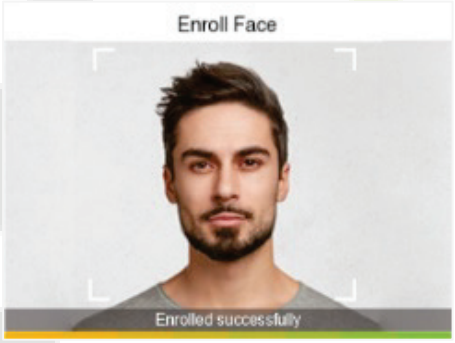
Standing Posture

Facial Expression

Note: *During enrollment and verification, please remain natural facial expression and standing posture.*

1.3 Face Template Registration

Please make sure that the face template in the centre of the screen during registration. Please face towards the camera and stay still during face template registration. The screen should look like the image below:



Correct face Registration and Authentication Method

➢ **Recommendation for Registering a Face Template**

- When registering a face template, maintain a distance of 40 cm to 80 cm space between the device and the face template.
- Be careful not to change your facial expression. (Smiling face template, drawn face template, wink, etc.)
- If you do not follow the instructions on the screen, the face template registration may take longer or may fail.
- Be careful not to cover the eyes or eyebrows.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

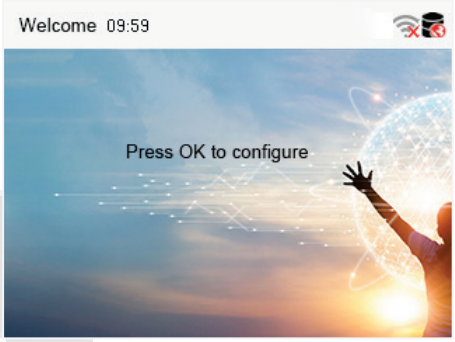
- Do not wear hats, masks, sunglasses, or eyeglasses.
- Ensure only one person is visible in the camera's frame during face template registration.
- It is recommended for a user wearing glasses to register both face templates with and without glasses.

➢ **Recommendation for Authenticating a Face Template**

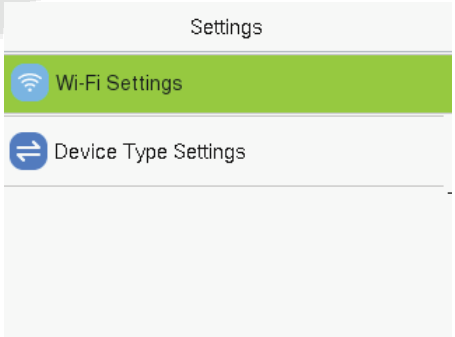
- Ensure that the face template appears inside the guideline displayed on the screen of the device.
- If the glasses have been changed, authentication may fail. If the face template without glasses has been registered, authenticate the face template without glasses further. If the face template with glasses has been registered, authenticate the face template with the previously worn glasses.
- If a part of the face template is covered with a hat, a mask, an eye patch, or sunglasses, authentication may fail. Do not cover the face template, allow the device to recognize both the eyebrows and the face template.

1.4 Standby Interface

The device uses a 2.4-inch color screen, which all operations are performed through the keypad. After connecting the power supply for the first time, the following standby interface is displayed:



Press **M/OK** to enter the Settings interface:



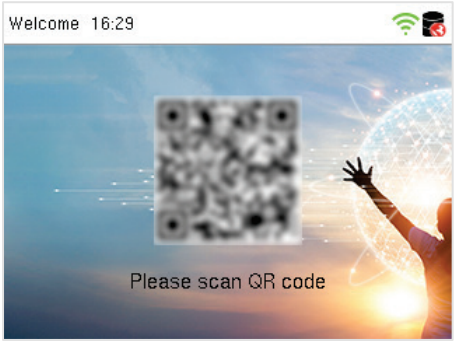
The device type is **BEST Protocol** by default. You can enter **Device Type Settings** to switch the communication protocol as needed.

➢ **BEST Protocol:** It is suitable for connecting to ZKBio Zlink.

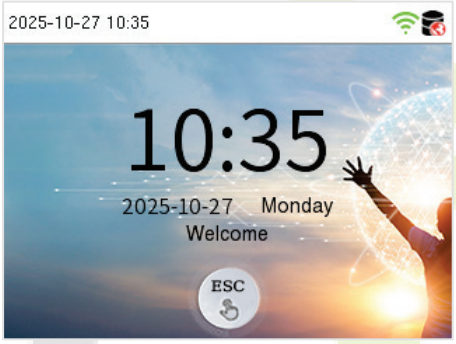
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

➢ **PUSH Protocol:** It is suitable for connecting to ZKBio CVAccess.

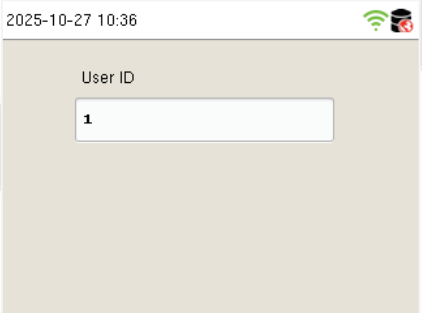
Enter **Wi-Fi Settings** to configure the network. After setting successfully, the device will pop up a QR code interface for scanning.

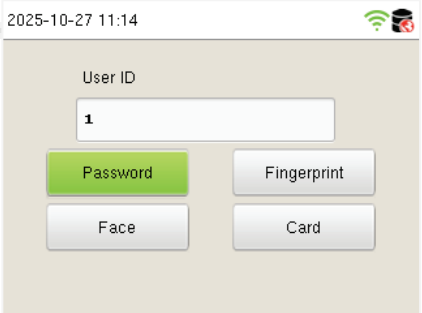


Once the device is connected to ZKBio Zlink, the QR code will disappear. Or the device type is switched to PUSH Protocol, the following standby interface is displayed:

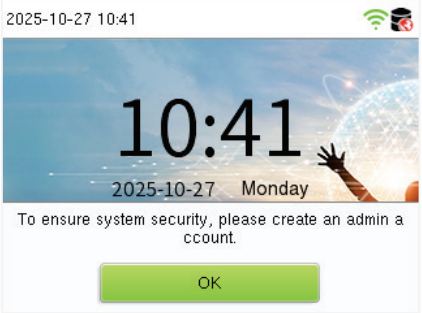


- Enter any number to access the User ID input interface.



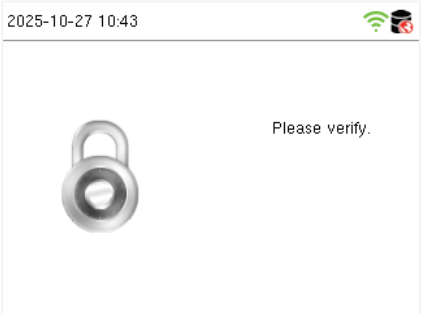


- When there is no Super Administrator set in the device, press **M/OK** to go to the menu.



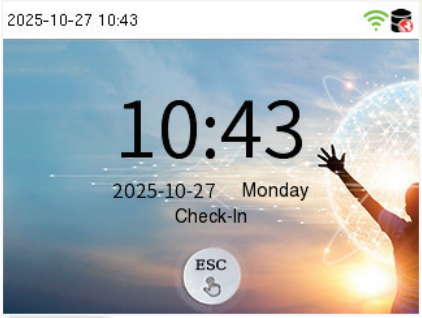
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

- After adding a Super Administrator on the device, it requires the Super Administrator's verification before opening the menu functions.



***Note**: For the security of the device, it is recommended to register super administrator the first time you use the device.*

- On the standby interface, the punch state options can also be shown and used directly. The shortcut key mappings will be displayed on the screen if you press the relevant shortcut key on the keypad, as shown in the picture below. For the specific operation method, please see "Shortcut Key Mappings."

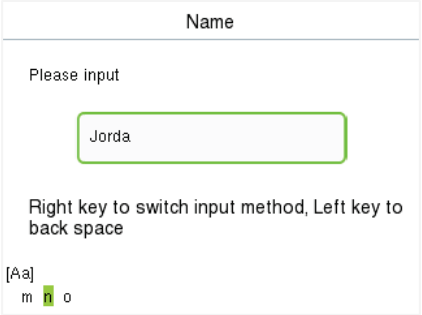


***Note:** The punch state options are only available when the device type is set as PUSH Protocol.*

1.5 T9 Mode

T9 mode allows you to enter the Uppercase, Lowercase, and Special characters in the text input fields. You can enter the alphabets and special characters by pressing one keystroke per letter. Press the < > key in the text box to activate T9 mode.

1. Navigate to the required text field and press **<M/OK>**.



Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

2. Each key on the keypad has a few letters printed above them. For example, pressing 3 can enter D, E, and F. To enter "**F**", press 3 thrice. This is accomplished by comparing the number of keystrokes with the internal syntactical dictionary to determine the letter.
3. Press < > to switch between Uppercase, Lowercase, and Special characters.
4. To add the special character, press the corresponding key once. For example, to enter "@" press 2 once.
5. After the input is complete, press the <**M/OK**> key twice to save.

1.6 Verification Mode

1.6.1 Fingerprint Verification

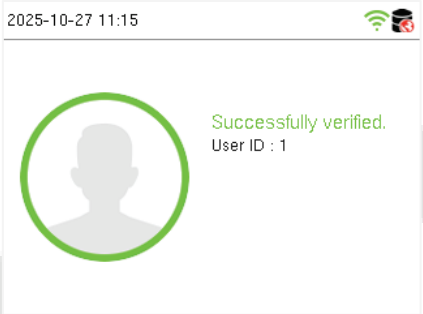
➢ **1: N Fingerprint Verification Mode**

The device compares the current fingerprint with the available fingerprint data stored in its database.

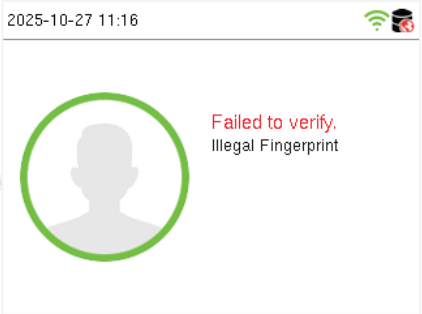
Fingerprint authentication mode is activated when a user places their finger onto the fingerprint scanner.

Please follow the recommended way to place your finger onto the sensor. For details, please refer to section Finger Positioning.

Verification is successful:



Verification is failed:



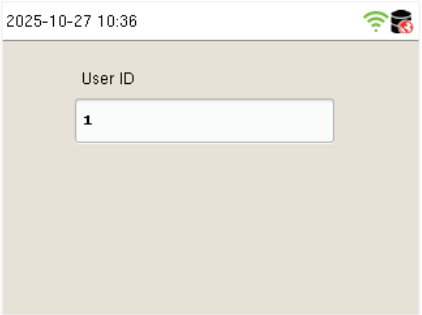
➢ **1: 1 Fingerprint Verification Mode**

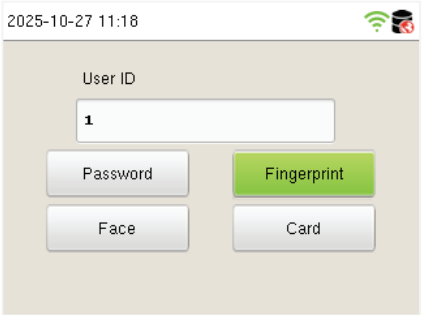
The device compares the current fingerprint with the fingerprints linked to the entered User ID through the keyboard.

In case users are unable to gain access using the 1:N authentication method, they can attempt to verify their identity using the 1:1 verification mode.

Enter the user ID and press **M/OK**. If the user has registered card, face, and password in addition to the fingerprint, and the verification method is set to Password/Fingerprint/Card★/Face, the following screen will appear. Select **Fingerprint** to enter the 1:1 fingerprint verification mode.

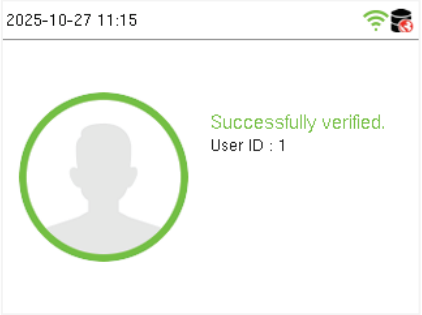
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.



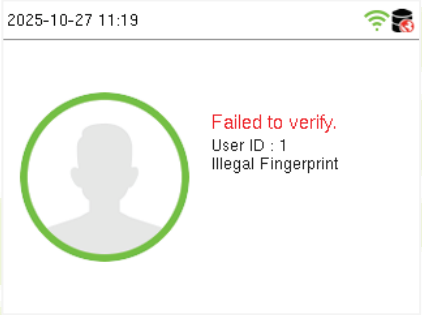


Press the fingerprint to verify.

Verification is successful:



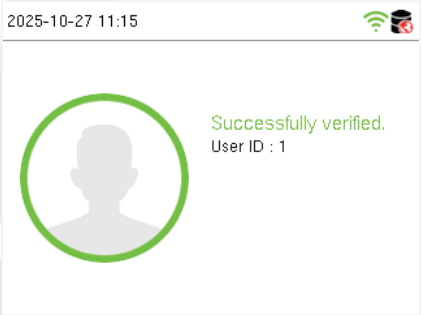
Verification is failed:



1.6.2 Card Verification★

➢ 1:N card verification

The 1:N card verification mode compares the card number in the card induction area with all the card number data registered in the device; The following screen displays on the card verification:

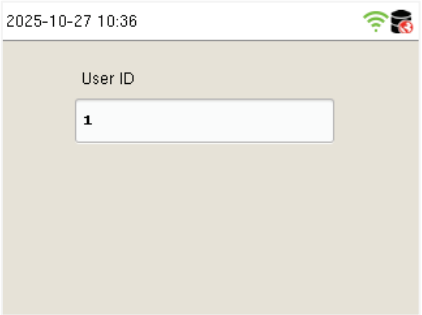


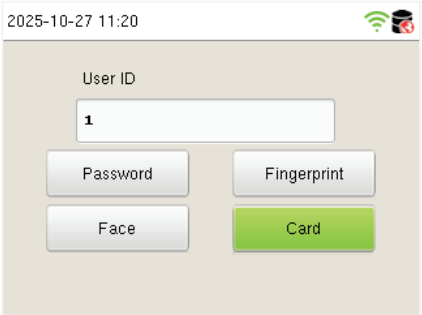
➢ 1:1 Card Verification

The 1:1 card verification mode compares the card number in the card induction area with the number associated with the employee's User ID registered in the device.

Enter the user ID and press **M/OK**. If the user has registered fingerprint, face, and password in addition to the card, and the verification method is set to Password/Fingerprint/Card/Face, the following screen will appear. Select **Card** to enter the 1:1 card verification mode.

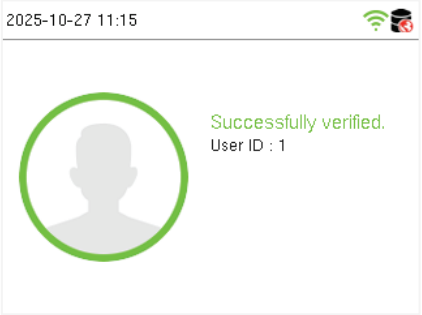
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.



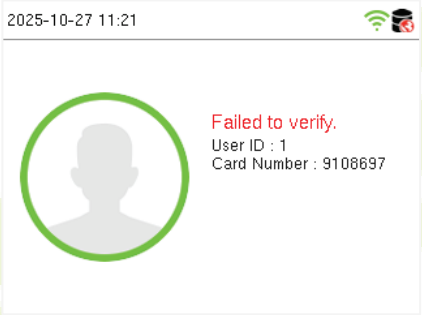


After successful verification, the prompt box displays "**Successfully verified**", as shown below:

Verification is successful:



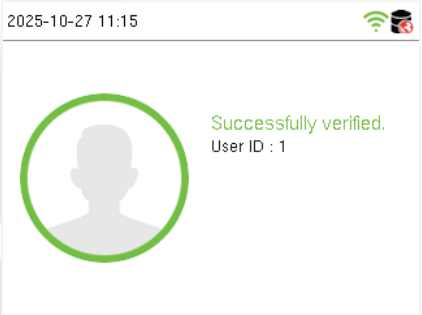
Verification is failed:



1.6.3 Facial Verification

➢ 1:N Facial Verification

Device compares the currently acquired facial images with all the registered face template data stored in its database. The following is the pop-up prompt box displaying the result of the comparison.

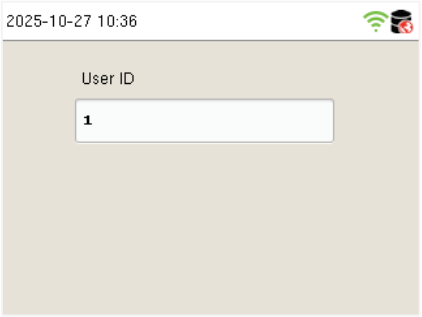


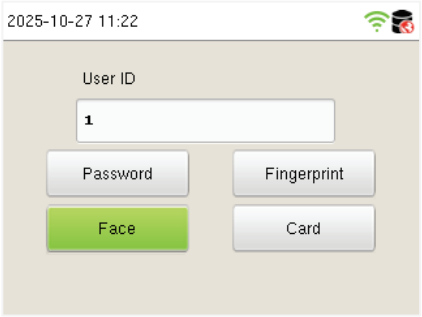
➢ 1:1 Facial Verification

In this verification mode, the device compares the face captured by the camera with the facial template related to the entered user ID.

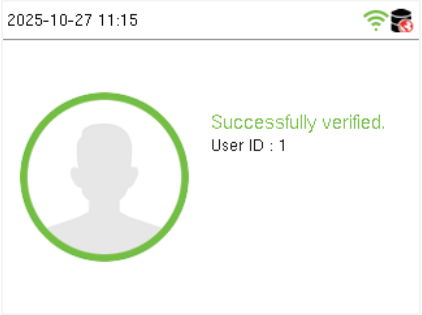
Enter the user ID and press **M/OK**. If the user has registered fingerprint, card and password in addition to the face, and the verification method is set to Password/Fingerprint/Card★/Face, the following screen will appear. Select **Face** to enter the 1:1 face verification mode.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.





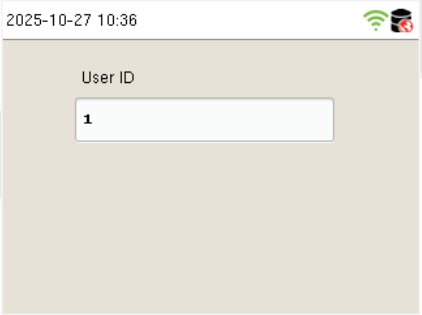
After successful verification, the prompt box displays "**Successfully verified**", as shown below:

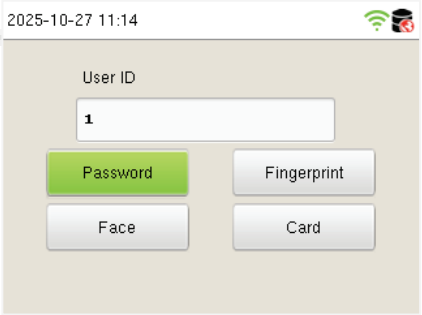


1.6.4 Password Verification

The device compares the entered password with the registered password and User ID.

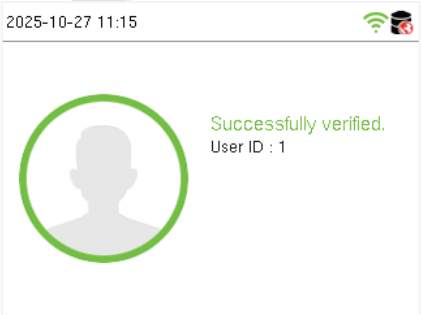
Enter the user ID and press **M/OK**. If the user has registered fingerprint, card and face in addition to the password, and the verification method is set to Password/Fingerprint/Card★/Face, the following screen will appear. Select **Password** to enter the password verification mode.



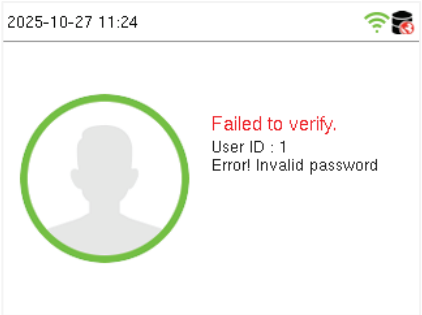


The following screen displays, after inputting a correct password and a wrong password respectively.

Verification is successful:



Verification is failed:



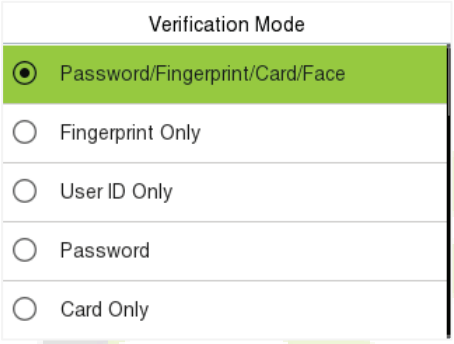
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

1.6.5 Combined Verification

To increase security, this device offers the option of using multiple forms of verification methods. A total of 21 different verification combinations can be used, as shown below:

Combined Verification Symbol Definition:

Symbol	Definition	Explanation
/	or	This method compares the entered verification of a person with the related verification template previously stored to that Personnel ID in the Device.
+	and	This method compares the entered verification of a person with all the verification template previously stored to that Personnel ID in the Device.



➢ **Procedure to set for Combined Verification Mode:**

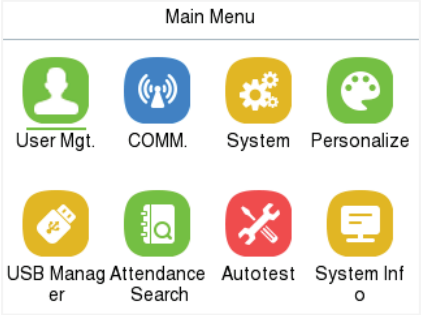
- Combined verification requires personnel to register all the different verification method. Otherwise, employees will not be able to successfully verify the combined verification process.
- For instance, when an employee has registered only the data, but the Device verification mode is set as "Face + Password", the employee will not be able to complete the verification process successfully.
- This is because the Device compares the scanned face template of the person with registered verification template (both the Face template and the Password) previously stored to that Personnel ID in the Device.
- But as the employee has registered only the Face template but not the Password, the verification will not get completed and the Device displays "Verification Failed".

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

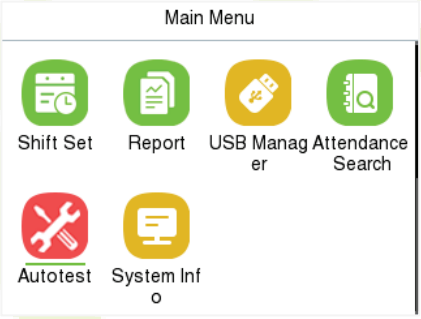
2 Main Menu

Press **M/OK** to enter the **Main Menu**, the following screen will be displayed:

Note: The menu display may vary depending on the device type (BEST Protocol/ PUSH Protocol).



BEST Protocol



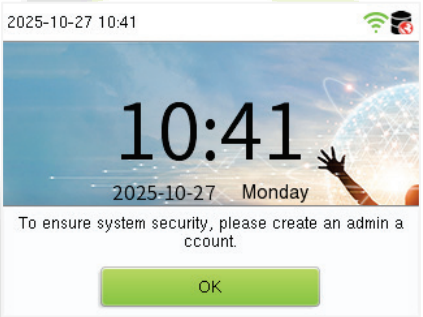
PUSH Protocol

Menu	Descriptions
User Mgt.	To add, edit, view, and delete basic information of a User. (Only support viewing user information when the device type is BEST Protocol.)
User Role	To set the permission scope of the custom role for the users, that is, the rights to operate the system. (Only for PUSH Protocol)
COMM.	To set the relevant parameters of pc connection, wireless network, cloud server and network diagnosis.
System	To set the parameters related to the system, including date time, attendance, face & fingerprint parameters, device type settings, security settings, tap-to-unlock, update firmware online, USB upgrade, and restore to factory.
Personalize	This includes user interface, voice, bell schedules, punch state options and shortcut key mappings settings.
Data Mgt.	To delete all relevant data in the device. (Only for PUSH Protocol)
Work Code	Set different type of work. (Only for PUSH Protocol)
Department Mgt.	Establish the organizational structure of the department, including functions like adding, editing, or deleting the department, and scheduling the department, etc. (Only for PUSH Protocol)

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Shift Set	Set attendance rules and the number of shifts to be used, and schedule employees. The device supports up to 24 shifts. (Only for PUSH Protocol)
Report	Use USB flash drive to download the attendance statistics form to check on the computer or download the attendance settings form to set shifts on the computer, assign shifts to employees and then upload the attendance settings form. At this time, the device will give priority to the use of the schedule of the settings form. (Only for PUSH Protocol)
USB Manager	To upload or download the specific data by a USB drive.
Attendance Search	To query the specified event logs, check attendance photos and blocklist attendance photos.
Autotest	To automatically test whether each module functions properly, including the LCD screen, audio, keyboard, camera, fingerprint sensor and real-time clock.
System Info	To view data capacity, device and firmware information and privacy policy of the device.

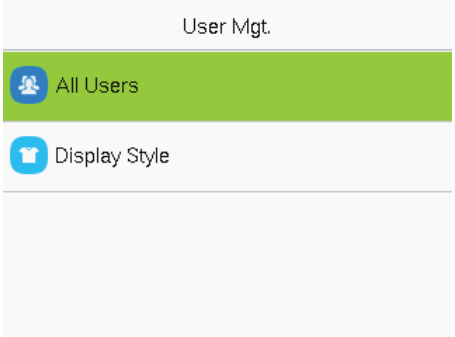
Note: *When users use the product for the first time, they should operate it after setting administrator privileges. Enter* ***User Mgt.*** *to add an administrator or edit user permissions as a super administrator. If the product does not have an administrator setting, the system will show an administrator setting command prompt every time you enter the device menu.*



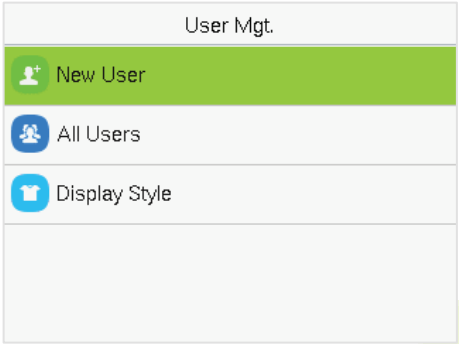
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

3 User Management

When the device is on the initial interface, press **M/OK** and enter **User Mgt.**.



BEST Protocol



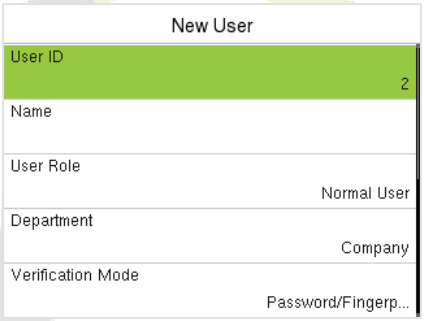
PUSH Protocol

3.1 User Registration (PUSH Protocol)

Select **New User** on the **User Mgt.** interface to add a new user.

3.1.1 User ID and Name

Enter the **User ID** and **Name**.



Notes:

- *A username can contain a maximum of 34 characters.*
- *The user ID may contain 1 to 14 digits by default,* supporting both numbers and alphabetic characters.
- *During the initial registration, you can modify your ID, which cannot be modified after registration.*
- *If a message "**Duplicated!**" pops up, you must choose another ID as the enter User ID already exists.*

3.1.2 User Role

On the New User interface, select **User Role** to set the user's role as either **Normal User** or **Super Admin**.

- **Super Admin:** The Super Administrator owns all management privileges in the Device.
- **Normal User:** If the Super Admin is already registered in the Device, then the Normal Users will

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

not have the privileges to manage the system and can only access authentication verifications.

- **User Defined Roles:** The Normal User can also be set with **User Defined Role** which are the custom roles that can be set to the Normal User.

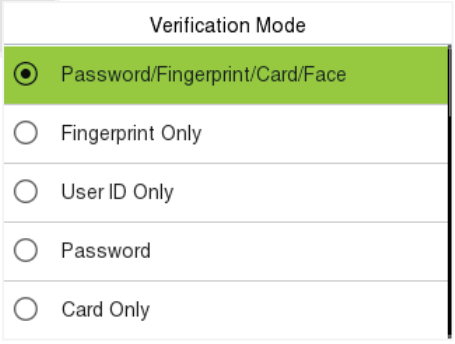
Note: *If the selected user role is the Super Admin, the user must pass the identity authentication to access the main menu. The authentication is based on the authentication method(s) that the super administrator has registered. Please refer to Verification Mode.*

3.1.3 Department

The system defaults to eight departments. Please assign personnel to departments based on their actual job responsibilities. For detailed department information, refer to the introduction in 10 Department Management.

3.1.4 Verification Mode

Select the mode of verification for the user, a total of 21 different verification combinations can be used. Please refer to 1.6.5 combined verification for details.

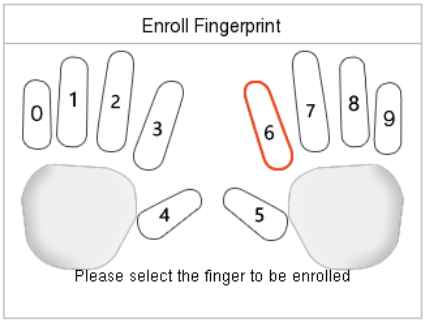


3.1.5 Register Fingerprint

Select **Fingerprint** in the **New User** interface to enter the fingerprint registration page.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

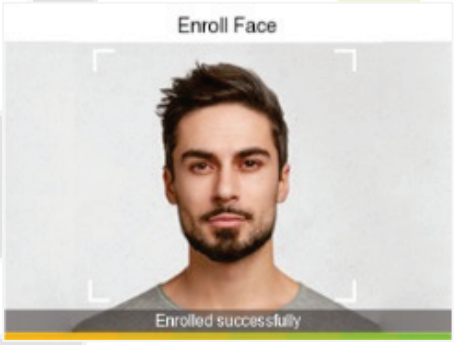
- Select the finger to be enrolled.
- Press the same finger on the fingerprint reader three times.
- Green indicates that the fingerprint was enrolled successfully.



3.1.6 Register Face Template

Select **Face** in the **New User** interface to enter the face registration page.

- Please face towards the camera and position your face template inside the white guiding box and stay still during face template registration.
- A progress bar shows up while registering the face template and a **"Enrolled successfully"** is displayed as the progress bar completes.
- If the face template is registered already then, the **"Duplicated Face"** message shows up. The registration interface is as follows:

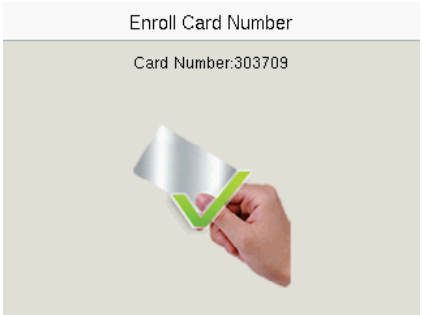


3.1.7 Card★

Select **Card** in the **New User** interface to enter the card registration page.

- On the Card interface, swiping card underneath the card reading area. The card registration will be successful.
- If the card is registered already then, the "**Error! Card already enrolled**" message shows up. The registration interface is as follows:

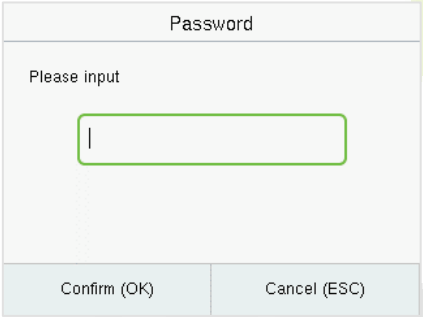
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

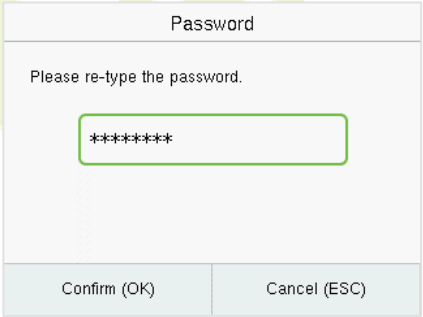


3.1.8 Password

Select **Password** in the **New User** interface to enter the password registration page.

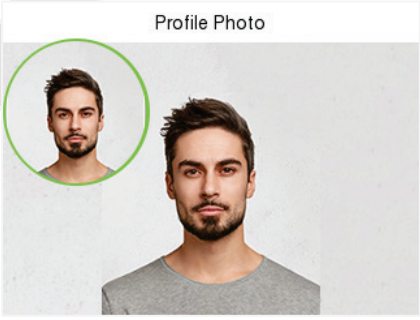
- On the Password interface, enter the required password and re-enter to confirm it and press **M/OK**.
- If the re-entered password is different from the initially entered password, then the device prompts the message as "**Password not match!**", where the user needs to re-confirm the password again.
- The password may contain 6 to 8 digits by default.





3.1.9 Profile Photo

Select **Profile Photo** in the **New User** interface to go to the Profile Photo registration page.



- When a user registered with a photo passes the authentication, the registered photo will be displayed (enter **[System]** > **[Attendance]** to enable **Display User Photo**).
- Select **Profile Photo**, the device's camera will open, then press **M/OK** to take a photo. The captured photo is displayed on the top left corner of the screen. The camera remains active to allow for additional photos if needed.

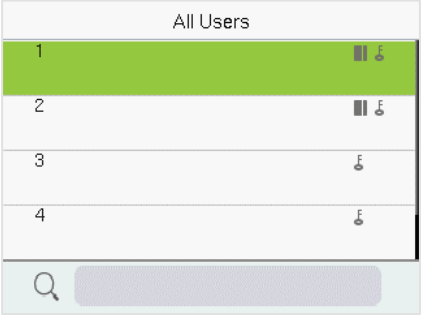
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Note: *While registering a face template, the system automatically captures a photo as the user profile photo. If you do not register a profile photo, the system automatically sets the photo captured while registration as the default photo.*

3.2 Search for Users

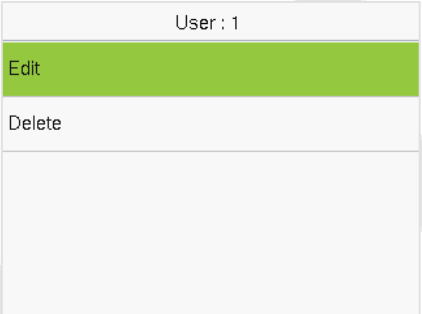
When the device is on the initial interface, press **M/OK** and enter **User Mgt.** > **All Users**.

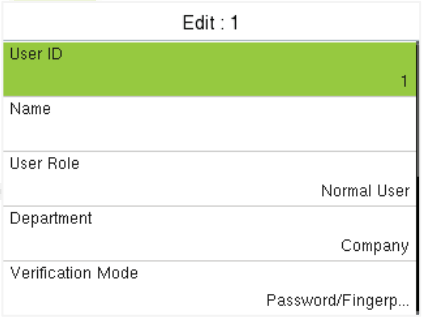
- On the **All Users** interface, enter the required retrieval keyword (where the keyword may be the user ID or full name) and the system will search for the related user information.



3.3 Edit User (PUSH Protocol)

On the **All Users** interface, select the required user from the list and press **M/OK** and select **Edit** to edit the user information.





Note: *The process of editing a user is the same as that of adding a user, except that the user ID cannot be modified when editing a user's detail. The process in detail refers to "User Registration".*

3.4 Delete User (PUSH Protocol)

On the **All Users** interface, select on the required user from the list and press **M/OK** and select **Delete** to delete the user or specific user information from the device. On the **Delete** interface, select on the required operation, and then press **M/OK** to confirm the deletion.

➢ **Delete Operations:**

Delete User: All information of the user will be deleted (deletes the selected User as a whole) from the Device.

Delete User Role Only: Deletes the user's administrator privileges and make the user a normal user.

Delete Fingerprint Only: Deletes the fingerprint information of the selected user.

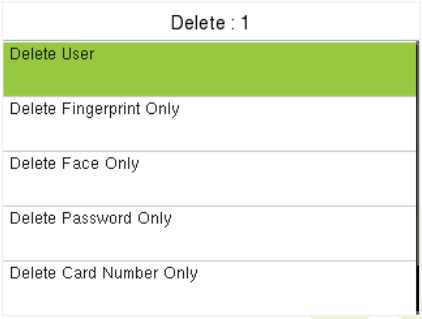
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Delete Face Only: Deletes the face template information of the selected user.

Delete Password Only: Deletes the password information of the selected user.

Delete Card Number Only★: Deletes the card information of the selected user.

Delete Profile Photo Only: Deletes the profile photo of the selected user.

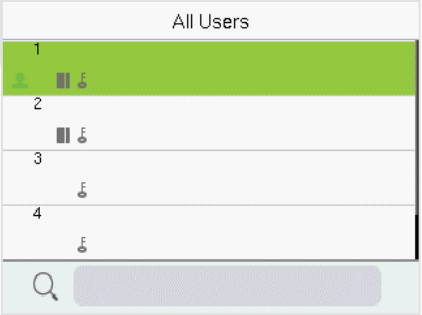


3.5 Display Style

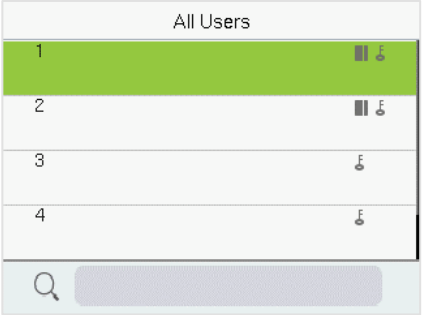
When the device is on the initial interface, press **M/OK** and enter **User Mgt.** > **Display Style**.

Different display styles are shown as below:

Multiple Line:



Mixed Line:



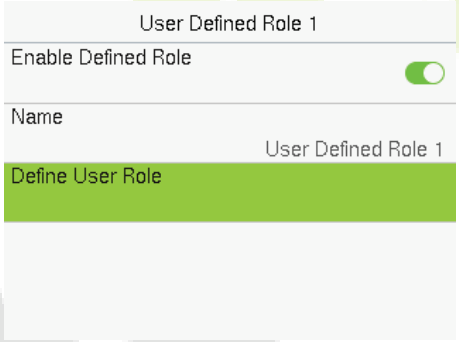
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

4 User Role (PUSH Protocol)

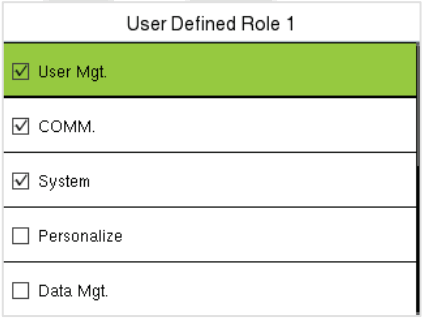
User Role facilitates to assign some specific permissions to specific users, based on the requirement.

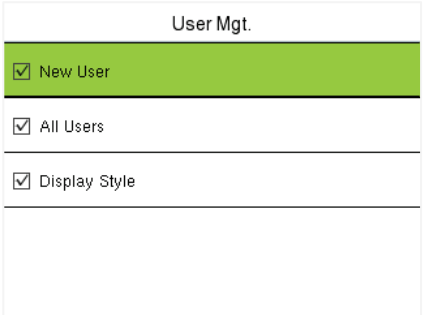
- When the device is on the initial interface, press **M/OK** and enter **User Role** > **User Defined Role** to set the user defined permissions.
- The permission scope of the custom role can be set up into 3 roles, that is, the custom operating scope of the menu functions of the user.

- On the **User Defined Role** interface, toggle **Enable Defined Role** to enable or disable the user defined role.



- Then, by selecting on Define User Role, select the required privileges for the new role, and then press the **M/OK** key.
- First select the required **Main Menu** function name, then press **M/OK** and select its required sub-menus from the list.





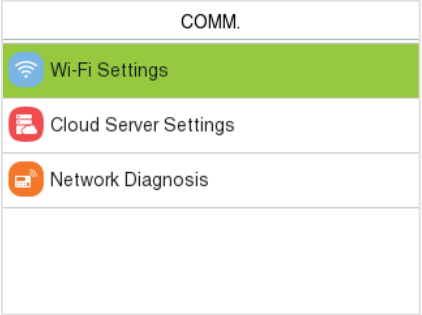
Note: *If the User Role is enabled for the Device, enter* ***User Mgt. > New User > User Role*** *to assign the created roles to the required users. But if there is no super administrator registered in the Device, then the device will prompt "Please enroll super admin first!" when enabling the User Role function.*

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

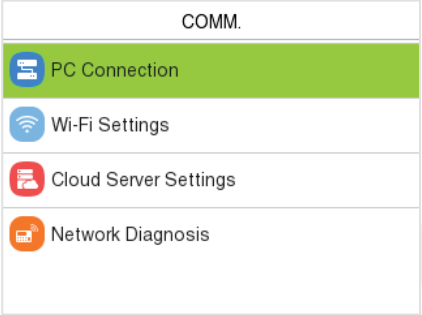
5 Communication Settings

Communication Settings are used to set the parameters of the PC Connection, Wi-Fi, Cloud Server, and Network Diagnosis.

When the device is on the initial interface, press **M/OK** and select **COMM.**



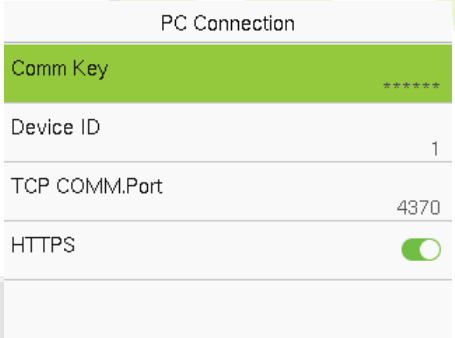
BEST Protocol



PUSH Protocol

5.1 PC Connection (PUSH Protocol)

Select **PC Connection** on the **COMM.** Settings interface to configure the communication settings.



Function Name	Descriptions
Comm Key	This menu only appears after enabling **Standalone Communication** function in **System> Security Settings**. To improve the security of data, the Comm Key needs to be entered before the device can be connected to the C/S software. It can be changed as needed.
Device ID	The identity number of the device, which ranges between 1 and 254.
TCP COMM. Port	The default TCP COMM Port value is 4370. It can be modified according to the network availability.
HTTPS	To increase the security of software access, users can enable the HTTPS protocol to create a secure and encrypted network transmission and assure the security of sent data through identity authentication and encrypted communication. This function is enabled by default. This function can be enabled or disabled through the menu interface, and when changing the HTTPS status, the device will pop up a security prompt, and restart after confirmation.

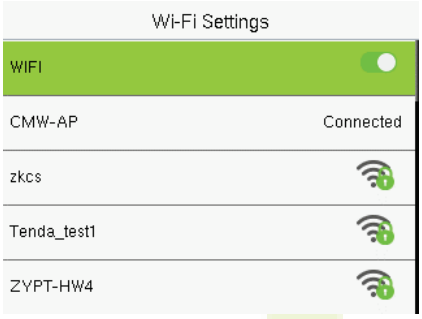
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

5.2 Wi-Fi Settings

The device provides a Wi-Fi module, which can be built-in within the device mould.

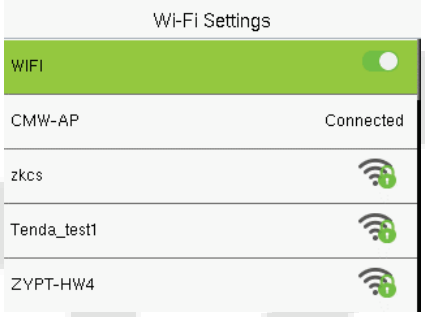
The Wi-Fi module enables data transmission via Wi-Fi (Wireless Fidelity) and establishes a wireless network environment. Wi-Fi is enabled by default in the device. If you don't need to use the Wi-Fi network, you can toggle the Wi-Fi to disable button.

Select **Wi-Fi Settings** on the **COMM.** Settings interface to configure the Wi-Fi settings.

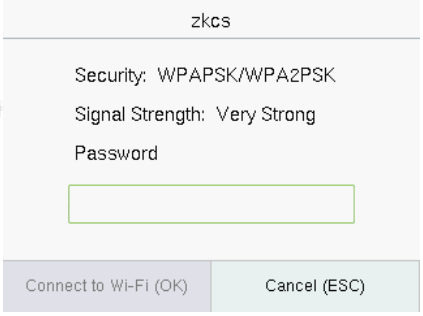


➢ Search the Wi-Fi Network

- Wi-Fi is enabled in the Device by default. Toggle on button to enable or disable Wi-Fi.
- Once the Wi-Fi is turned on, the device will search for the available Wi-Fi within the network range.
- Choose the appropriate Wi-Fi name from the available list, and input the correct password in the password interface, and then press **M/OK**.



Wi-Fi Enabled: Select the required network from the searched network list.



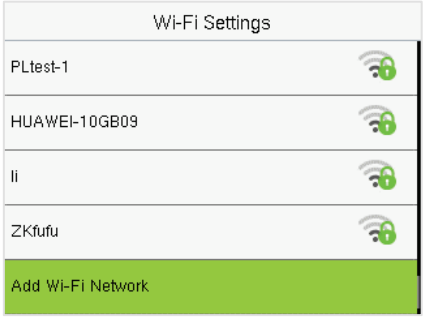
Enter the password, and then press on **M/OK.**

- When the Wi-Fi is connected successfully, the initial interface will display the Wi-Fi logo.

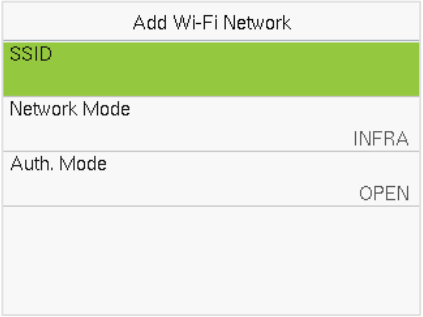
➢ Add Wi-Fi Network Manually

The Wi-Fi can also be added manually if the required Wi-Fi does not show on the list.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.



Select **Add Wi-Fi Network** to add the Wi-Fi manually.

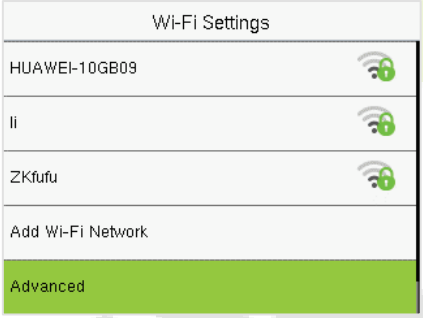


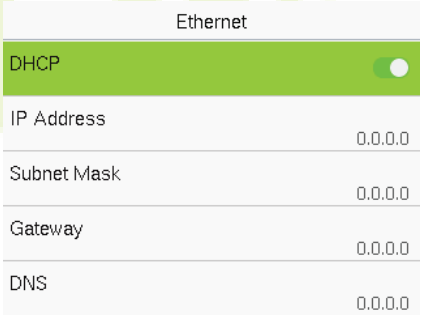
On this interface template, enter the Wi-Fi network parameters. (The added network must exist.)

***Note**: After successfully adding the Wi-Fi manually, follow the same process to search for the added Wi-Fi name.*

➢ Advanced Setting

On the **Wi-Fi Settings** interface, select **Advanced** to set the relevant parameters as required.



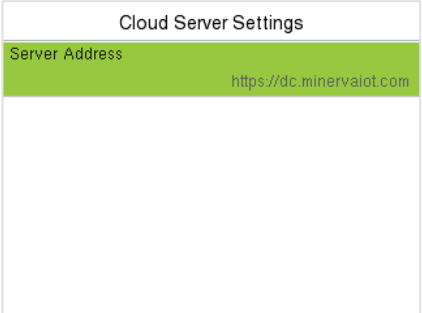


Function Name	Description
DHCP	Dynamic Host Configuration Protocol (DHCP) dynamically allocates IP addresses to network clients. If the DHCP is enabled, then the IP cannot be set manually.
IP Address	IP address for the Wi-Fi network, the default is 0.0.0.0. It can be modified according to the network availability.
Subnet Mask	The default Subnet Mask of the Wi-Fi network is 255.255.255.0. It can be modified according to the network availability.
Gateway	The default Gateway address is 0.0.0.0. Can be modified according to the network availability.
DNS	The default DNS address is 0.0.0.0. It can be modified according to the network availability.

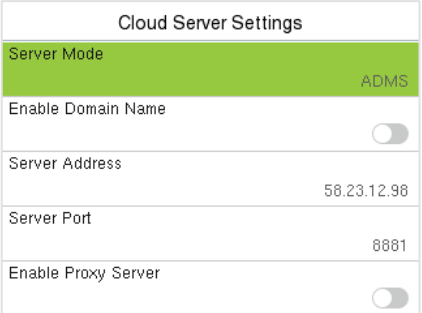
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

5.3 Cloud Server Settings

Press **Cloud Server Settings** on the **COMM.** Settings interface to connect with the ADMS server.



BEST Protocol



PUSH Protocol

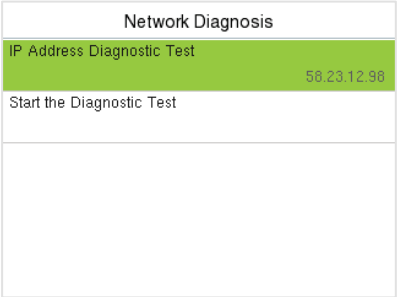
Function Name		Description
Enable Domain Name	**Server Address**	Once this function is enabled, the domain name mode "https://..." will be used, such as https://www.XYZ.com, while "XYZ" denotes the domain name (when this mode is turned ON).
Disable Domain Name	**Server Address**	IP address of the ADMS server.
	Server Port	Port used by the ADMS server.
Enable Proxy Server		When you choose to enable the proxy, you need to set the IP address and port number of the proxy server.

Note: When the Communication Protocol of the device is **BEST Protocol**, you don't need to configure the cloud sever settings.

5.4 Network Diagnosis

It helps to set the network diagnosis parameters.

Select **Network Diagnosis** on the **COMM.** Settings interface. Enter the IP address that needs to be diagnosed and select **Start the Diagnostic Test** to check whether the network can connect to the device.

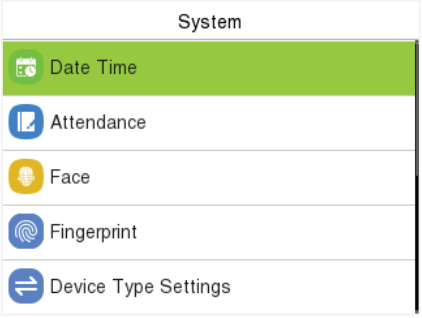


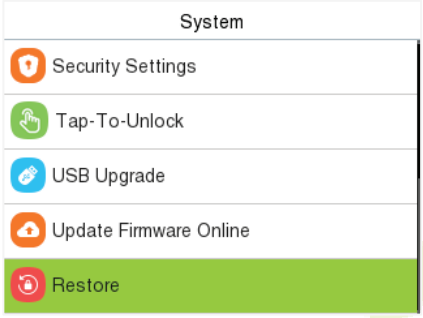
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

6 System Settings

Set related system parameters to optimize the performance of the device.

When the device is on the initial interface, press **M/OK** and select **System.**

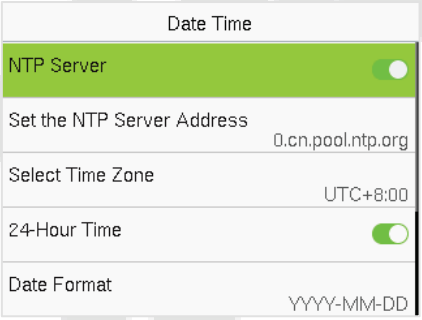


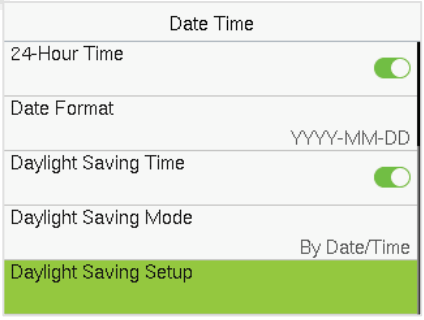


6.1 Date and Time

Select **Date Time** on the **System** interface to set the date and time.

BEST Protocol



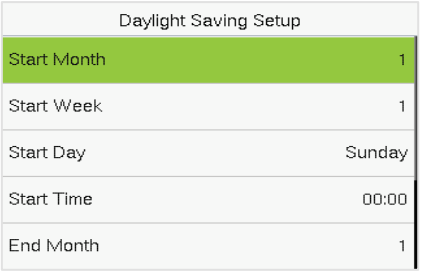


PUSH Protocol

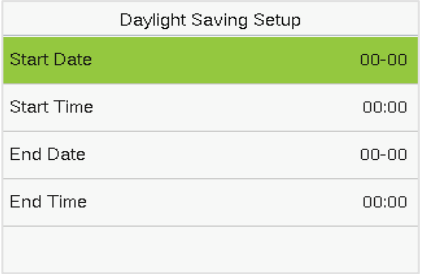
- Select **NTP Server** to enable automatic time synchronization based on the service address you enter.
- Select **Manual Date and Time** to manually set the date and time and then press **M/OK** and save.
- Select **Time Zone** to manually select the time zone where the device is located.
- Enable or disable the **24-Hour Time**. Select the **Date Format** to set the date format.
- Select **Daylight Saving Time** to enable or disable the function. If enabled, enter **Daylight**

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Saving Mode to select a daylight-saving mode and then enter **Daylight Saving Setup** to set the switch time.



Week Mode



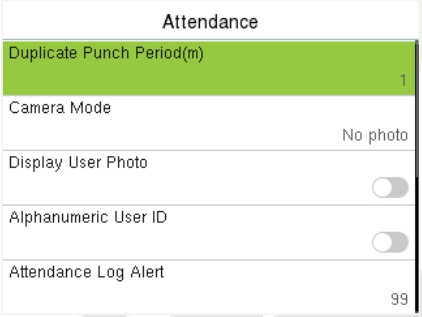
Date Mode

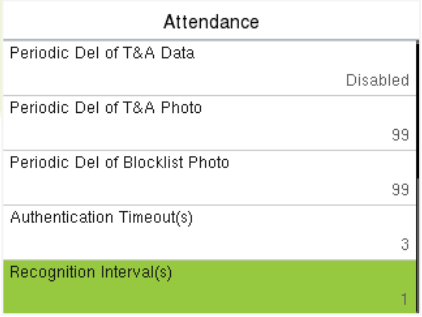
- When restoring the factory settings, the time (24-hour) and date format (YYYY-MM-DD) can be restored, but the device date and time cannot be restored.

Note: *For example, the user sets the time of the device (18:35 on March 15, 2019) to 18:30 on January 1, 2020. After restoring the factory settings, the time of the equipment will remain 18:30 on January 1, 2020.*

6.2 Attendance

Select **Attendance** on the System interface.





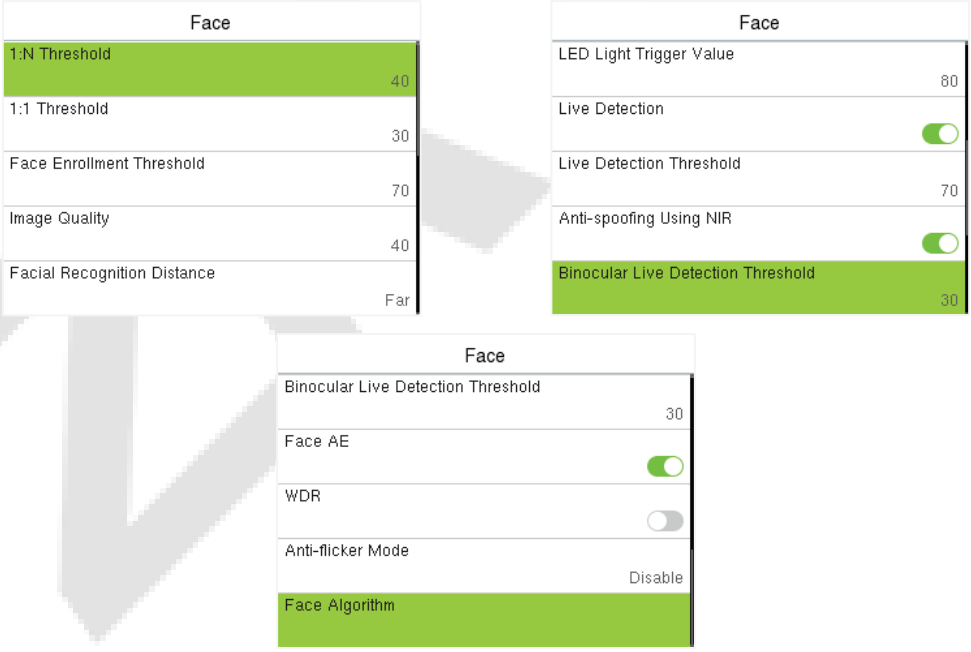
Function Name	Description
Duplicate Punch Period(m)	Within a set time period (unit: minutes), the duplicated attendance record will not be reserved (value ranges from 1 to 999999 minutes).
Camera Mode	This function is disabled by default. When enabled, a security prompt will pop-up and the sound of shutter in the camera will turn on mandatorily. There are 5 modes: **No photo**: No photo is taken during user verification. **Take photo, no save**: Photo is taken but not saved during verification. **Take photo and save**: All the photos taken during verification is saved. **Save on successful verification**: Photo is taken and saved for each successful verification. **Save on failed verification**: Photo is taken and saved only for each failed verification.
Display User Photo	This function is disabled by default. When enabled, a security prompt will pop-up.
Alphanumeric User ID	Enable/Disable the alphanumeric as User ID.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Attendance Log Alert	When the record space of the attendance reaches the maximum threshold value, the device automatically displays the memory space warning. Users may disable the function or set a valid value between 1 and 9999.
Periodic Del of T&A Data	When attendance records reach its maximum storage capacity, the device automatically deletes a set of old attendance records. Users may disable the function or set a valid value between 1 and 999.
Periodic Del of T&A Photo	When attendance photos reach its maximum storage capacity, the device automatically deletes a set of old attendance photos. Users may disable the function or set a valid value between 1 and 99.
Periodic Del of Blocklist Photo	When blocklisted photos reach its maximum storage capacity, the device automatically deletes a set of old block listed photos. Users may disable the function or set a valid value between 1 and 99.
Authentication Timeout(s)	The amount of time taken to display a successful verification message. Valid value: 1~9 seconds.
Recognition Interval(s)	After the interval identifying is clicked (selected), for example, if the comparison interval is set to 5 seconds, then the face recognition will verify the face every 5 seconds. Valid value: 0 to 9 seconds. 0 means continuous identifying, 1 to 9 means identifying at intervals.

6.3 Face Parameters

Select **Face** on the **System** interface to go to the face template parameter settings.



Function Name	Description
1:N Threshold	Under 1:N verification mode, the verification will only be successful when the similarity between the acquired facial image and all registered facial templates is greater than the set value. The valid value ranges from 0 to 100. The higher the thresholds, the lower the misjudgement rate, the higher the rejection rate, and vice versa. It is recommended to set the default value of 40.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

1:1 Threshold	Under 1:1 verification mode, the verification will only be successful when the similarity between the acquired facial image and the user's facial templates enrolled in the device is greater than the set value. The valid value ranges from 0 to 100. The higher the thresholds, the lower the misjudgement rate, the higher the rejection rate, and vice versa. It is recommended to set the default value of 30.
Face Enrollment Threshold	During face template enrollment, 1:N comparison is used to determine whether the user has already registered before. When the similarity between the acquired facial image and all registered facial templates is greater than this threshold, it indicates that the face template has already been registered.
Image Quality	Image quality for facial registration and comparison. The higher the value, the clearer the image requires.
Facial Recognition Distance	The farther the individual is, the smaller the face, and the smaller number of pixels of the face obtained by the algorithm. Therefore, adjusting this parameter can adjust the farthest comparison distance of faces.
LED Light Trigger Value	This value controls the turning on and off of the LED light. The larger the value, the LED light will turn on or off more frequently.
Live Detection	It detects the spoof attempt using visible light images to determine if the provided biometric source sample is of a real person (a live human being) or a false representation.
Live Detection Threshold	It facilitates judging whether the captured visible image is a real person (a live human being). The larger the value, the better the anti-spoofing performance using visible light.
Anti-spoofing Using NIR	Using near-infrared spectra imaging to identify and prevent fake photos and videos attack.
Binocular Live Detection Threshold	It is convenient to judge whether the near-infrared spectral imaging is fake photo and video. The larger the value, the better the anti-spoofing performance of near-infrared spectral imaging.
Face AE	When the face is in front of the camera in Face AE mode, the brightness of the face area increases, while the other areas become darker.
WDR	Wide Dynamic Range (WDR) balances light and extends image visibility for surveillance videos under high contrast lighting scenes and improves object identification under bright and dark environments.
Anti-flicker Mode	Used when WDR is turned off. This helps reduce flicker when the device's screen flashes at the same frequency as the light.
Face Algorithm	Facial algorithm related information and pause facial template update.

Note: *Improper adjustment of the exposure and quality parameters may severely affect the performance of the device. Please adjust the exposure parameter only under the guidance of the after-sales service personnel of our company.*

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

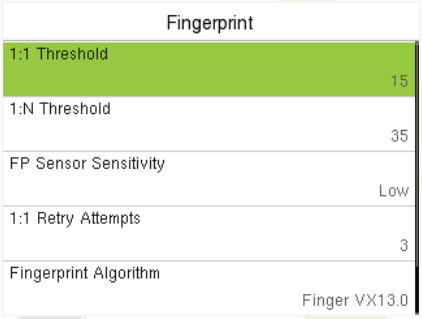
➢ **Process to modify the Face Recognition Accuracy**

- On the **System** interface, select **Face** and then toggle to enable **Anti-Spoofing using NIR** to set the anti-spoofing.
- Then, on the **Main Menu**, select **Autotest > Cam Test** and perform the face test.
- Press the "**8**" key, then press "**9**" key to enter the calibration mode.
- After entering calibration mode, the face detection frame displays in red. After successful calibration, it automatically switches to black & white face images, and the face detection frame displays in green.

Note: *Without entering calibration mode, press the left and right keys to switch between viewing black & white and color face images.*

6.4 Fingerprint Parameters

Select **Fingerprint** on the **System** interface to go to the Fingerprint parameter settings.



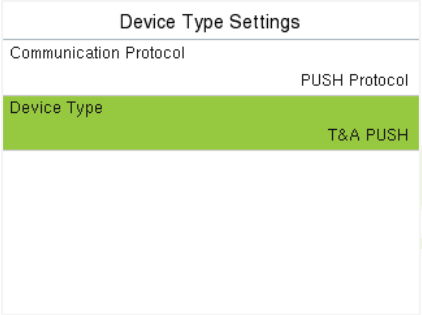
Function Name	Descriptions
1:1 Threshold	Under 1:1 verification method, the verification will only be successful when the similarity between the acquired fingerprint data and the fingerprint template associated with the entered user ID enrolled in the device is greater than the set value.
1:N Threshold	Under 1:N verification method, the verification will only be successful when the similarity between the acquired fingerprint data and the fingerprint templates enrolled in the device is greater than the set value.
FP Sensor Sensitivity	To set the sensibility of fingerprint acquisition. It is recommended to use the default level "**Medium**". When the environment is dry, resulting in slow fingerprint detection, you can set the level to "**High**" to raise the sensibility; when the environment is humid, making it hard to identify the fingerprint, you can set the level to "**Low**".
1:1 Retry Attempts	In 1:1 Verification, users might forget the registered fingerprint, or press the finger improperly. To reduce the process of re-entering user ID, retry is allowed.
Fingerprint Algorithm	Fingerprint algorithm version. Default support ZKFinger VX13.0, can change to ZKFinger VX10.0.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Fingerprint Image	This function is disabled by default. After disabling it, the fingerprint image will not be displayed when registering and verifying fingerprints. The menu interface allows to enable or disable this function, and there are security prompts when switching. Four choices are available: **Show for Enroll**: to display the fingerprint image on the screen only during enrollment. **Show for Match**: to display the fingerprint image on the screen only during verification. **Always Show**: to display the fingerprint image on screen during enrollment and verification. **None**: not to display the fingerprint image.

6.5 Device Type Settings

Select **Device Type Settings** on the **System** interface to go to the device type settings.

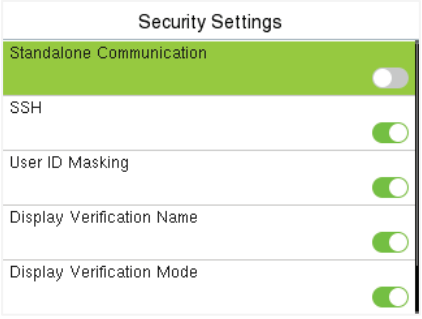


Function Name	Description
Communication Protocol	Set the device communication protocol, PUSH Protocol or BEST Protocol. (It is **BEST Protocol** by default, which is suitable for ZKBio Zlink, please refer to 17 Connecting to ZKBio Zlink App and 18 Connecting to ZKBio Zlink Web.)
Device Type	It is T&A PUSH by default, and cannot be modified.

Note: After changing the device type, the device will delete all the data and restart, and some functions will be adjusted accordingly.

6.6 Security Settings

Select **Security Settings** on the **System** interface to go to the Security settings.



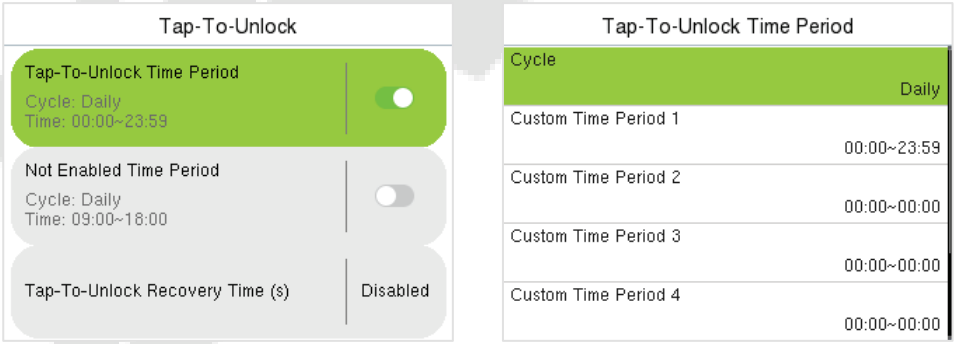
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Function Name	Description
Standalone Communication	By default, this function is disabled. It is used to connect the C/S software (like ZKTime.Net, etc.). When it is switched on, a security prompt appears, and you need to set the Comm Key, the device will restart after you confirm.
SSH	The device does not support the Telnet feature, hence SSH is typically used for remote debugging. By default, SSH is enabled. The menu interface allows you to enable and disable SSH. When enabled, there will be a security prompt, but the device will not need to be restarted after confirmation.
User ID Masking	After enabled, the User ID will be partially displayed after the personnel verification result (only the User ID with more than 2 digits supports the masking display), and it is enabled by default.
Display Verification Name	After enabled, the user's name will be displayed after the personnel verification result. The verification result will not show the name after disabling it.
Display Verification Mode	After enabled, the personnel verification result will show the user's verification mode. The verification result will not show the verification mode after you disable it.
Save Photo as Template	After disabling this function, face template re-registration is required after an algorithm upgrade.

6.7 Tap-To-Unlock

Select **Tap-To-Unlock** on the **System** interface.

After enabling Tap-To-Unlock, the device will disable the camera's automatic recognition sensing function. The camera's automatic recognition can only be activated by pressing the **ESC** button.



Function Name	Description
Tap-To-Unlock Time Period	Set the time period for enabling Tap-To-Unlock on the device.
Not Enabled Time Period	Set the time period for not enabling Tap-To-Unlock on the device.
Tap-To-Unlock Recovery Time(s)	Set the duration for which the device is awakened.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

6.8 USB Upgrade

Select **USB Upgrade** on the **System** interface.

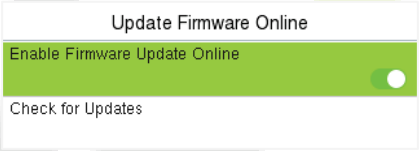
The device's firmware program can be upgraded with the upgrade file in a USB drive. Before conducting this operation, please ensure that the USB drive contains the correct upgrade file and is properly inserted into the device.

If no USB disk is inserted in, the system gives the following prompt after you select **USB Upgrade** on the System interface.

Note: *If upgrade file is needed, please contact our technical support. Firmware upgrade is not recommenced under normal circumstances.*

6.9 Update Firmware Online

Select **Update Firmware Online** on the System interface.



The Firmware Update Online function is enabled by default. Select **Check for Updates** it may have the following 3 scenarios:

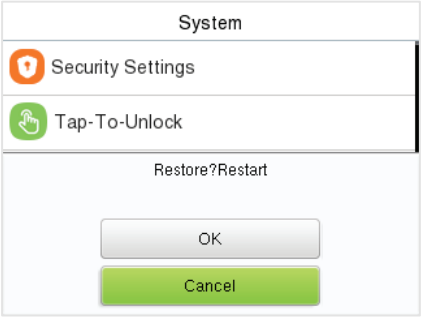
- If the query fails, the interface will prompt "Query Failed".
- If the firmware version of the device is latest, it will prompt “Already the Latest Version”.
- If the firmware version of the device is not the latest, the version number and change log of the latest version will be displayed. Users can choose whether to update to the latest firmware version.

6.10 Factory Restore

The Factory Restore function restores the device settings such as communication settings and system settings, to the default factory settings (This function does not clear registered user data).

Select **Restore** on the **System** interface and then press **M/OK** to restore the default factory settings.

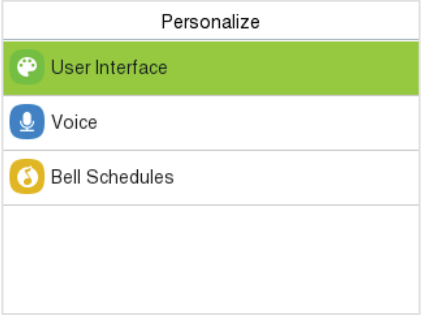
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.



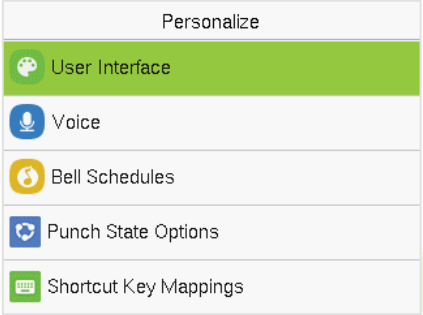
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

7 Personalize Settings

When the device is on the initial interface, press **M/OK** and select **Personalize** to customize the interface settings, voice, bell, punch state options, and shortcut key mappings.



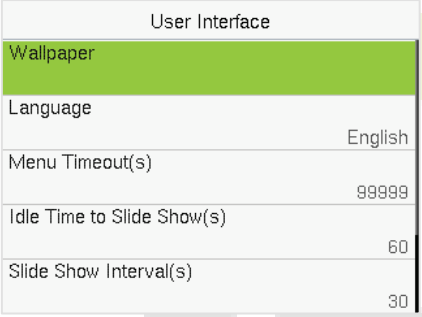
BEST Protocol



PUSH Protocol

7.1 User Interface Settings

Select **User Interface** on the **Personalize** interface to customize the display style of the main interface.



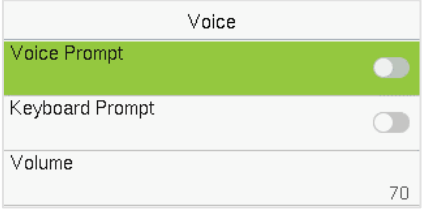
Function Name	Description
Wallpaper	The main screen wallpaper can be selected according to the user preference.
Language	Select the language of the device.
Menu Timeout (s)	When there is no operation, and the time exceeds the set value, the device will automatically go back to the initial interface. The function either can be disabled or set the required value between 60 and 99999 seconds.
Idle Time to Slide Show (s)	When there is no operation, and the time exceeds the set value, a slide show will be played. The function can be disabled, or you may set the value between 3 and 999 seconds.
Slide Show Interval (s)	It is the time interval in switching between different slide show photos. The function can be disabled, or you may set the interval between 3 and 999 seconds.
Idle Time to Sleep (m)	If the sleep mode is activated, and when there is no operation in the device, then the device will enter standby mode. This function can be disabled or set a value within 1-999 minutes.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Main Screen Style	The main screen style can be selected according to the user preference.

7.2 Voice Settings

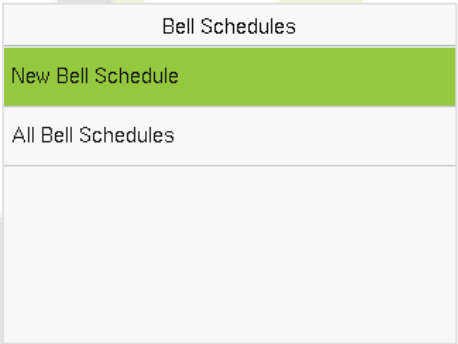
Select **Voice** on the **Personalize** interface to configure the voice settings.



Function Name	Description
Voice Prompt	Toggle to enable or disable the voice prompts during function operations.
Keyboard Prompt	Toggle to enable or disable the keypad sounds.
Volume	Adjust the volume of the device which can be set between 0 to 100.

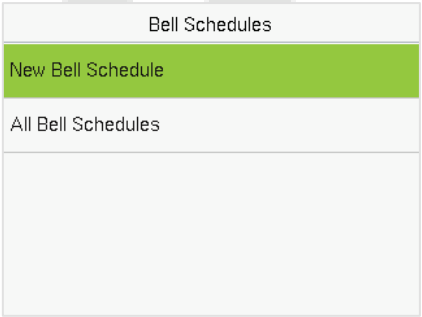
7.3 Bell Schedules

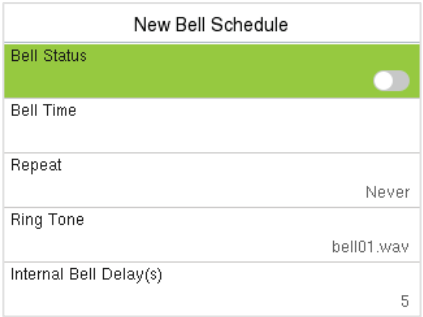
Select **Bell Schedules** on the **Personalize** interface to configure the Bell settings.



➢ New Bell Schedule

Select **New Bell Schedule** on the **Bell Schedule** interface to add a new bell schedule.





Function Name	Description
Bell Status	Toggle to enable or disable the bell status.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Bell Time	Once the required time is set, the device will automatically trigger to ring the bell during that time.
Repeat	Set the required number of counts to repeat the scheduled bell.
Ring Tone	Select a ring tone.
Internal Bell Delay(s)	Set the replay time of the internal bell. Valid values range from 1 to 999 seconds.

➢ **All Bell Schedules**

Once the bell is scheduled, on the **Bell Schedules** interface, press **All Bell Schedules** to view the newly scheduled bell.

➢ **Edit the Scheduled Bell**

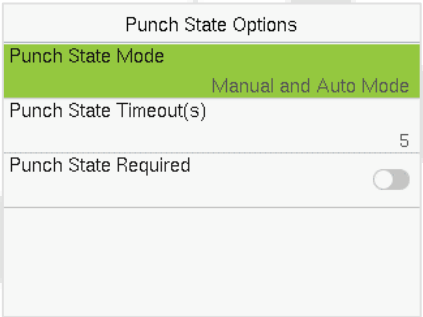
On the **All Bell Schedules** interface, select on the required bell schedule, and select **Edit** to edit the selected bell schedule. The editing method is the same as the operations of adding a new bell schedule.

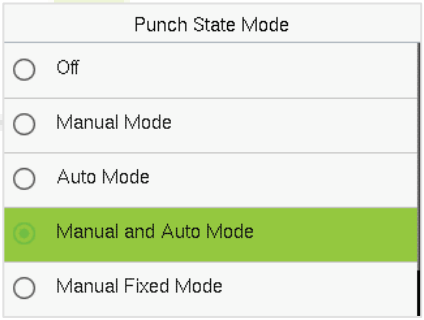
➢ **Delete a Bell**

On the **All Bell Schedules** interface, select the required bell schedule, and select **Delete**, and then press **M/OK** to delete the selected bell.

7.4 Punch States Options (PUSH Protocol)

Select **Punch States Options** on the **Personalize** interface to configure the punch state settings.





Function Name	Description
Punch State Mode	**Off:** Disable the punch state function. Therefore, the punch state key set under **Shortcut Key Mappings** menu will become invalid. **Manual Mode:** Switch the punch state key manually, and the punch state key will disappear after **Punch State Timeout**. **Auto Mode:** The punch state key will automatically switch to a specific punch status according to the predefined time schedule which can be set in the Shortcut Key Mappings. **Manual and Auto Mode:** The main interface will display the auto-switch punch state key. However, the users will still be able to select alternative that is the manual attendance status. After timeout, the manual switching punch state key will become auto-switch punch state key.

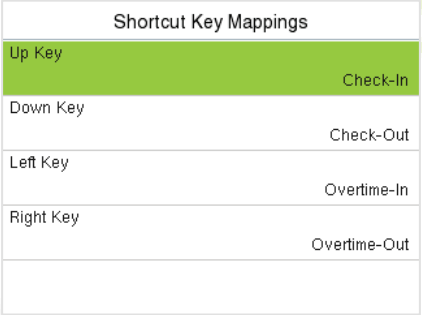
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

	Manual Fixed Mode: After the punch state key is set manually to a particular punch status, the function will remain unchanged until being manually switched again. **Fixed Mode:** Only the manually fixed punch state key will be shown. Users cannot change the status by pressing any other keys.
Punch State Timeout(s)	It is the time for which the punch state displays. The value ranges from 5 to 999 seconds.
Punch State Required	Select whether an attendance state needs to be selected after verification. **ON:** Attendance state needs to be selected after verification. **OFF:** Attendance state need not requires to be selected after verification.

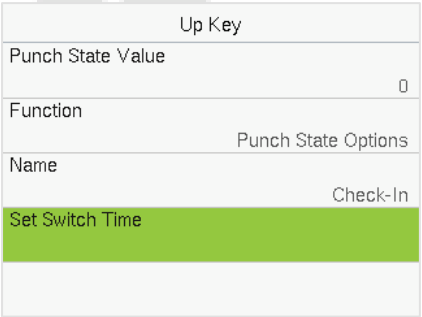
7.5 Shortcut Key Mappings (PUSH Protocol)

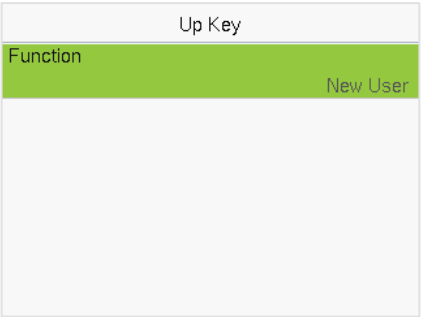
Users may define shortcut keys for attendance status and for functional keys which will be defined on the main interface. So, on the main interface, when the shortcut keys are pressed, the corresponding attendance status or the function interface will be displayed directly.

Select **Shortcut Key Mappings** on the **Personalize** interface to set the required shortcut keys.



- On the **Shortcut Key Mappings** interface, select the required shortcut key to configure the shortcut key settings.
- On the **Shortcut Key** interface, select **Function** to set the functional process of the shortcut key either as punch state key or function key.
- If the Shortcut key is defined as a function key (such as New user, All users, etc.), the configuration is completed as shown in the image below.



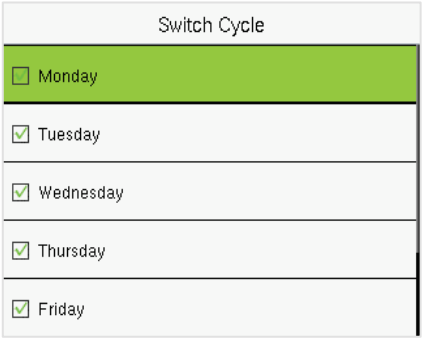


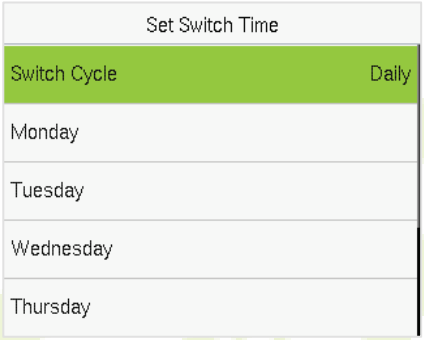
- If the Shortcut key is set as a punch state key (such as check in, check out, etc.), then it is required to set the punch state value (valid value 0~250), name.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

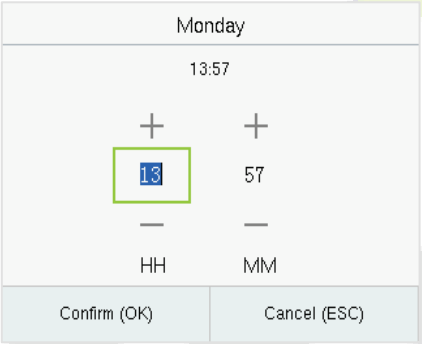
➢ Set the Switch Time

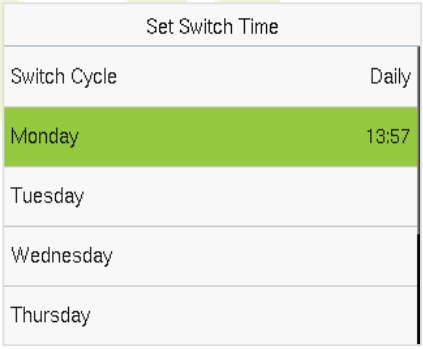
- The switch time is set in accordance with the punch state options.
- When the **Punch State Mode** is set to **Auto Mode**, the switch time should be set.
- On the **Shortcut Key** interface, select **Set Switch Time** to set the switch time.
- On the **Switch Cycle** interface, select the switch cycle (Monday, Tuesday, etc.) as shown in the image below.





- Once the Switch cycle is selected, set the switch time for each day, and press **M/OK** to confirm, as shown in the image below.



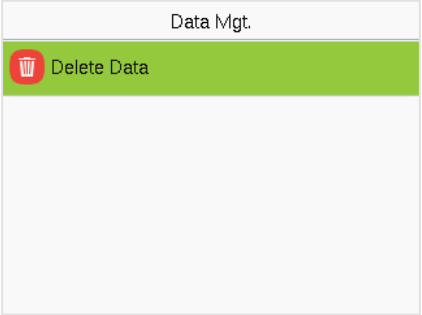


Note: *When the function is set to Undefined, the device will not enable the punch state key.*

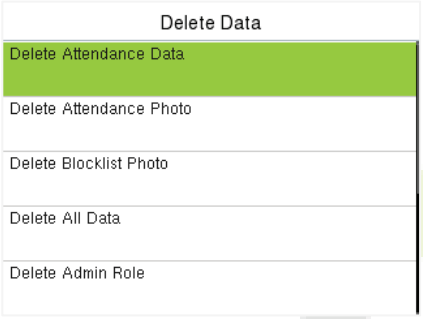
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

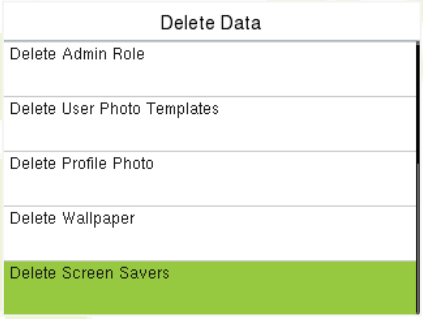
8 Data Management (PUSH Protocol)

When the device is on the initial interface, press **M/OK** and select **Data Mgt.** to manage the relevant data in the device.



Select **Delete Data** on the **Data Mgt.** interface to delete the required data.

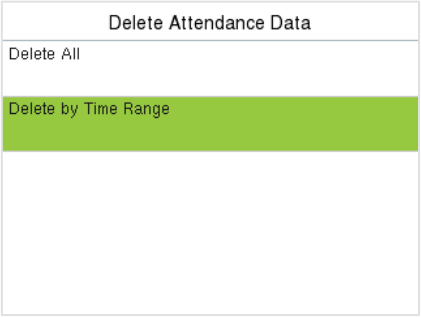




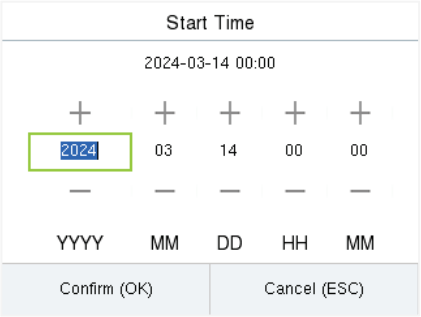
Function Name	Description
Delete Attendance Data	To delete attendance data conditionally.
Delete Attendance Photo	To delete attendance photos of designated personnel.
Delete Blocklist Photo	To delete the photos taken during failed verifications.
Delete All Data	To delete information and attendance logs of all registered users.
Delete Admin Role	To remove all administrator privileges.
Delete User Photo Templates	To delete user photo templates in the device. When deleting template photos, there is a risk reminder: "**Face re-registration is required after an algorithm upgrade.**"
Delete Profile Photo	To delete all user photos in the device.
Delete Wallpaper	To delete all wallpapers in the device.
Delete Screen Savers	To delete the screen savers in the device.

The user may select **Delete All** or **Delete by Time Range** when deleting the attendance data, attendance photos or blocklist photos. Selecting **Delete by Time Range**, you need to set a specific time range to delete all data within a specific period.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.



Select **Delete by Time Range**.



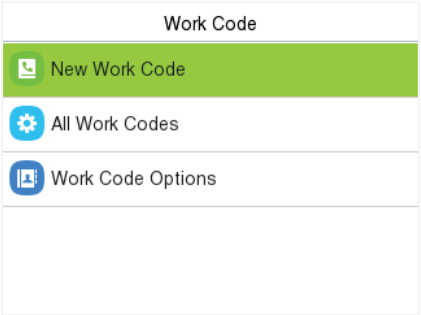
Set the time range and press **M/OK**.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

9 Work Code (PUSH Protocol)

Employees' salaries are subject to their attendance records. An employee can be engaged in more than one type of work which may vary with time. As the pay varies according to the work types, the FFR terminal provides a parameter to indicate the corresponding work type for every attendance record to facilitate rapid understanding of different attendance situations during the handling of attendance data.

Select **Work Code** on the main menu interface.



9.1 Add a Work Code

Menu	Description
ID	It is the digital code of the work code. Users may set a valid value between 1 and 99999999.
Name	It is the naming of the work code.

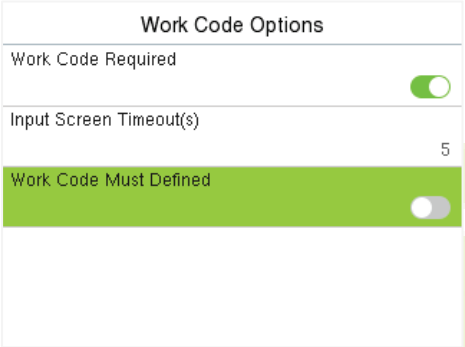
9.2 All Work Codes

You can view, edit and delete work codes in All Work Codes. The process of editing a work code is the same as adding a work code, except that the ID is not allowed to be modified.

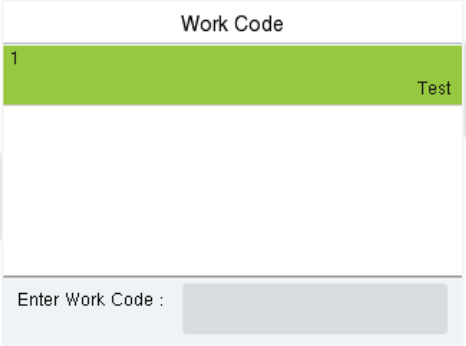
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

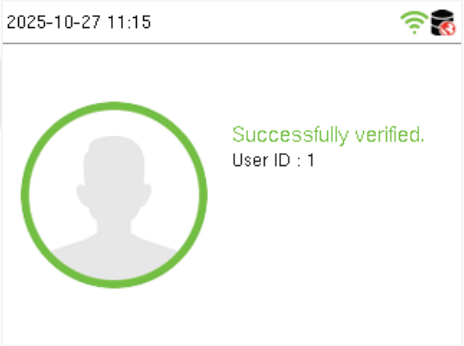
9.3 Work Code Options

To set whether entering the work code is a must and whether the entered work code must exist during authentication.



In **1: N** or **1:1** verification, the system will automatically pop up the following window. Select the corresponding Word Code manually to verify successfully.



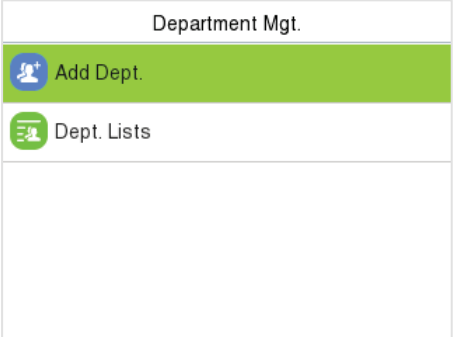


Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

10 Department Management (PUSH Protocol)

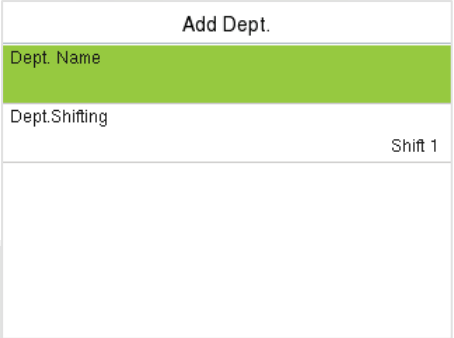
Establishing an organizational structure of the company and arranging departments shift is necessary to view the department information of the device. In this menu option, you can add, edit, or remove a department.

Select **Department Mgt**. on the main menu interface.

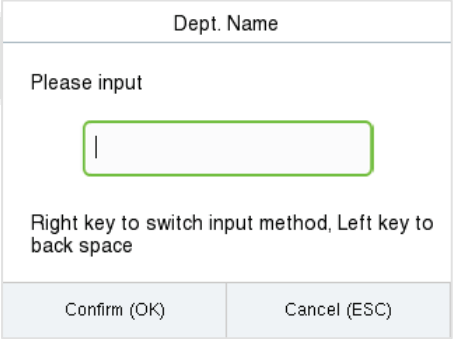


10.1 Add a Department

1. Select **Add Dept.** and press [**M/OK**] to enter.



2. Select **Dept. Name** and enter the department name using the T9 input method.



3. Select the **Dept. Shifting** of the department.

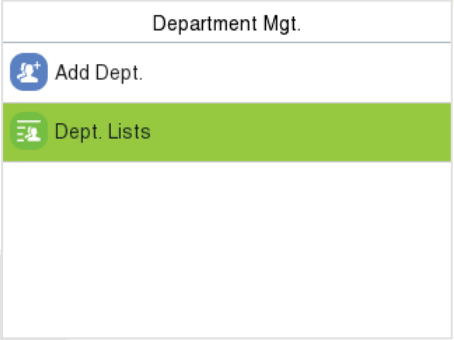
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Note:

1. The equipment will automatically assign numbers to departments, starting from 1 and so on.
2. **Dept. Shift:** Select the shift attendance used by all users of the department. Shifts can be set in **Shift Set** > **Shift Settings**, with a maximum of 24 shifts set by default. Refer to Shift Set section.

10.2 Edit a Department

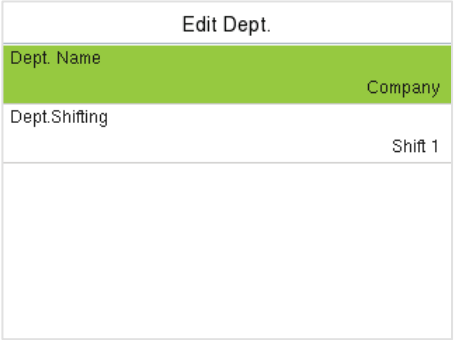
There are 8 departments in the device by default. You can edit the department name and department shift, but you cannot delete them. In addition to the 8 default departments, additional departments can be edited and deleted.



1. Select **Dept. Lists** and press [**M/OK**] to enter.

2. Select a department to edit and press [**M/OK**] to enter.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

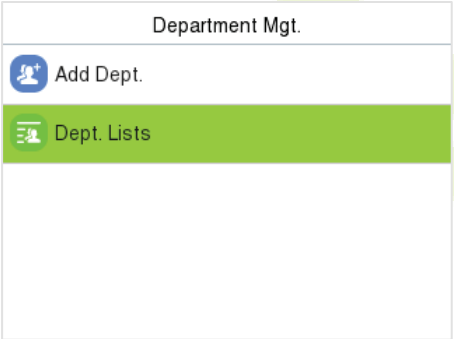


3. Modify **Dept. Name** and **Dept. Shifting** and press [**M/OK**] to save.

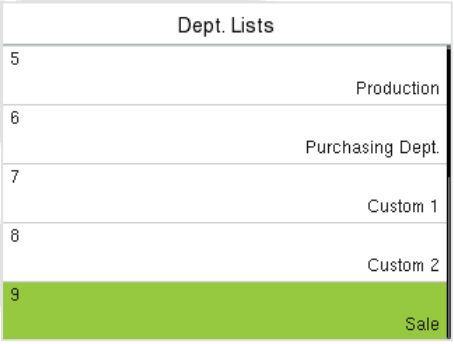
The editing of the department is the same as of **Add Dept**.

10.3 Delete a Department

It helps to remove one or more department as required.



1. Select **Dept. Lists** and press [**M/OK**] to enter.



2. Select a department to delete and press **[M/OK]** to enter.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

3. Select **Delete** and press **[M/OK]**.

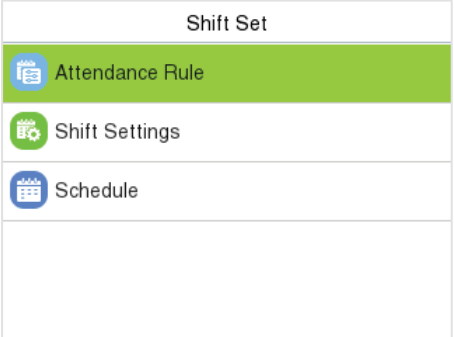
Note: Only departments other than the 8 default departments in the device can be deleted.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

11 Shift Set (PUSH Protocol)

Set attendance rules, number of shifts to be used, and schedule employees.

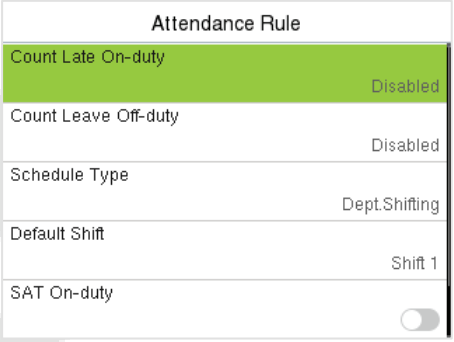
Select **Shift Set** option on the main menu interface.



11.1 Attendance Rule

All attendance statistics are conducted according to the attendance rules. Therefore, the staff attendance rules need to be set first, including late, early leave calculation method, and scheduling type. Once the attendance rules are set, it is not recommended to modify them frequently as it may affect the result of attendance calculation and may cause chaos in the scheduling if it is modified in the middle of the month.

Select **Attendance Rule** on the Shift Set interface.



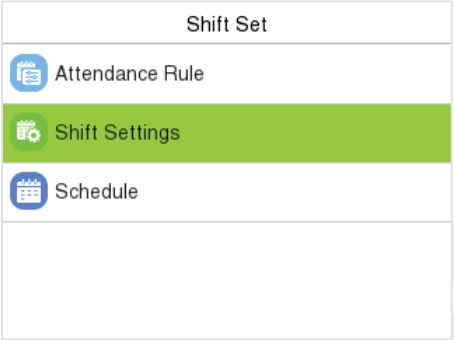
Item	Descriptions
Count Late On-duty	Set a time after which the lateness calculation for an employee should start. If it is disabled, the lateness calculation starts with the start of working hours.
Count Leave Off-duty	Set a time before which the early leave calculation for an employee should start. If disabled, it is calculated with respect to the end of the working hours.
Schedule Type	The device supports both department and individual-based scheduling. If a company uses one timetable, then only one department needs to be set and department-based scheduling is recommended. If the departments have their respective timetables, department-based

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

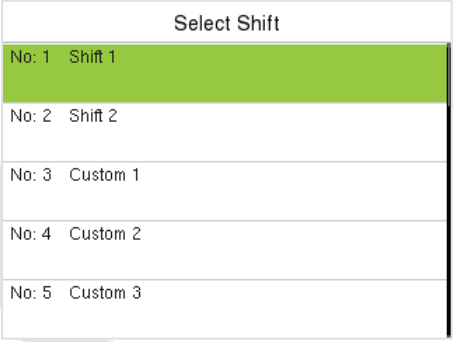
	scheduling is recommended. If employees may take different shifts, individual-based scheduling is recommended.
Default Shift	When individual-based scheduling is used, the default shift applies to all the non-scheduled employees.
SAT On-duty	Enable whether to work normally on Saturdays.
SUN On-duty	Enable whether to work normally on Sundays.

11.2 Shift Settings

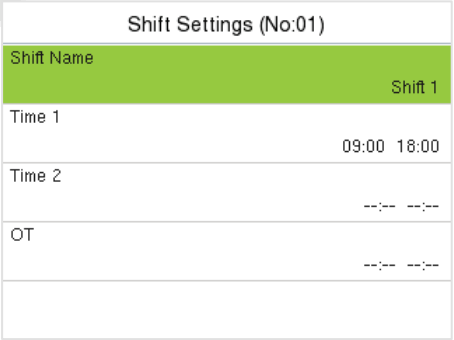
Select **Shift Settings** on the Shift set interface.



Select a Shift on the list, and press **[M/OK]**.



Use the T9 input method to enter "Shift Name" and set the required start and end times.



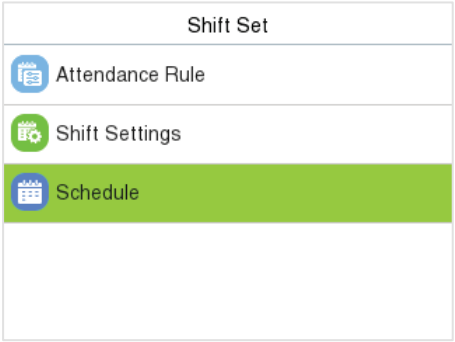
Note: The device supports a maximum of 24 shifts including two default shifts (Shift 1 and Shift 2). All the shifts are editable, and a single shift includes three-time ranges at most.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

11.3 Schedule

The shifts should be set based on the actual condition of a company. If no shift is set, the system makes attendance calculations based on default shifts set in attendance rules.

Select **Schedule** on the Shift Set interface.



➢ **Department-based Scheduling**

Select **Shift Set** > **Attendance Rule** > **Schedule Type** > **Dept. Shifting** to schedule shift for a department.

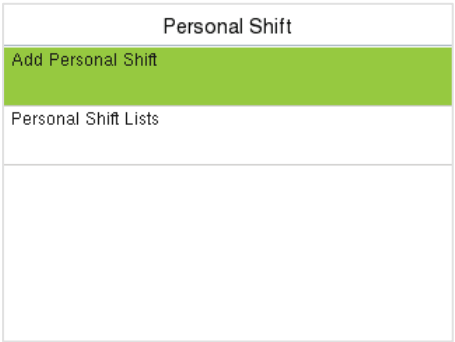
When a shift is selected for a department, it is implemented for all the members of the department.

➢ **Individual-based Scheduling**

Select **Shift Set** > **Attendance Rule** > **Schedule Type** > **Personal Shift** to schedule shift for an individual.

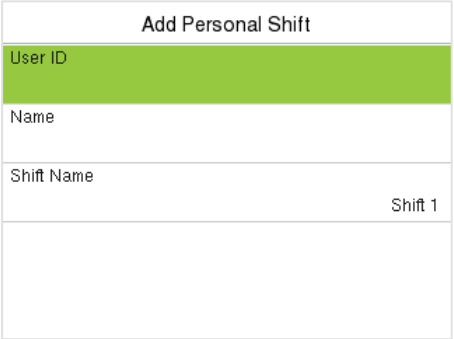
1. Add Schedule

1) Press **[M/OK]** to enter Schedule interface and select **Add Personal Shift**.



Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

2) Enter an ID. The device automatically displays the name. Select Shift Name and then press [**M/OK**].

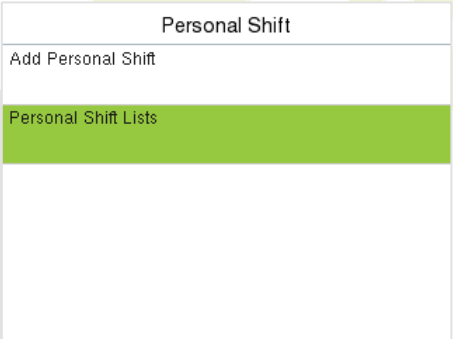


3) Press [**ESC**] to exit and save.

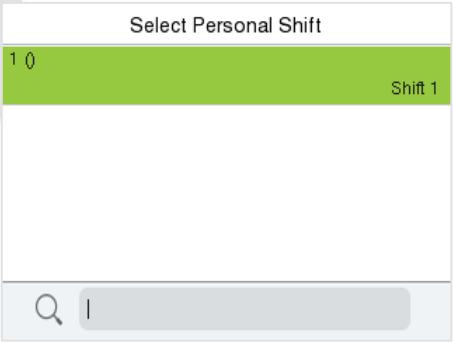
2. Edit Schedule

Enter the **Personal Shift Lists** for editing when the scheduling of individual employee needs to be adjusted.

1) Select **Personal Shift Lists** on the Personal Shift interface.



2) Select a scheduled user and press **[M/OK]**.



3) Select **Edit**, press **[M/OK]** to enter and modify the "Shift Name" of the user.

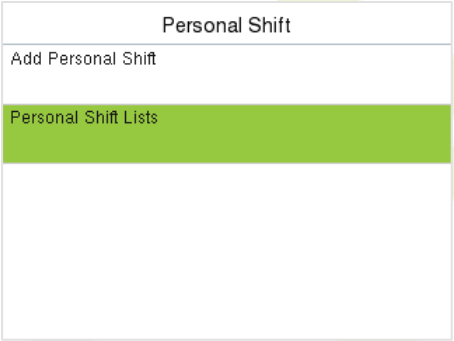
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Note: The User ID cannot be modified. The other operations are the same as those performed to add a shift.

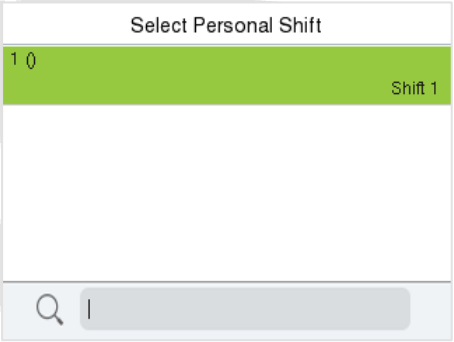
3. Delete a shift

Go to the **Personal Shift Lists**, to delete an employee's schedule that is no longer required.

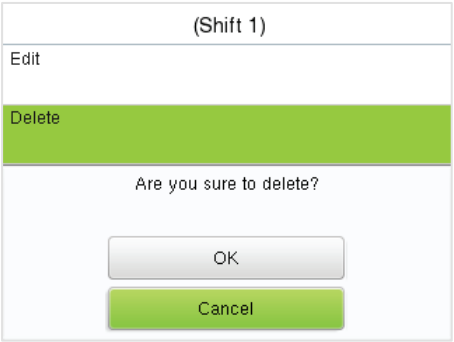
1) Select **Personal Shift Lists** on the Personal Shift interface.



2) Select a scheduled user and press **[M/OK]**.



3) Select **Delete**, press [**M/OK**], and choose "**OK**" to delete the Shift successfully.

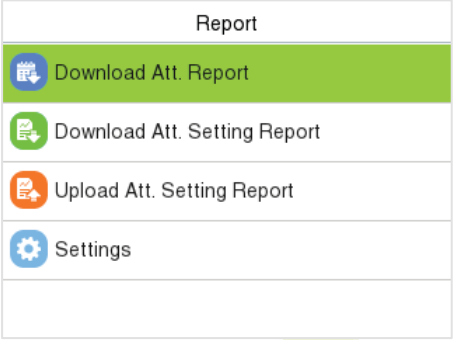


Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

12 Report (PUSH Protocol)

This menu item allows you to download statistical reports of attendance or attendance setting reports to a USB flash drive or SD card. You can also upload attendance setting reports with defined shifts and employees' schedules. The device gives priority to the schedules in an attendance setting report.

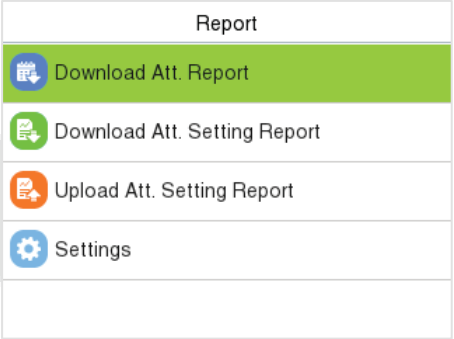
Select **Report** on the main menu interface.



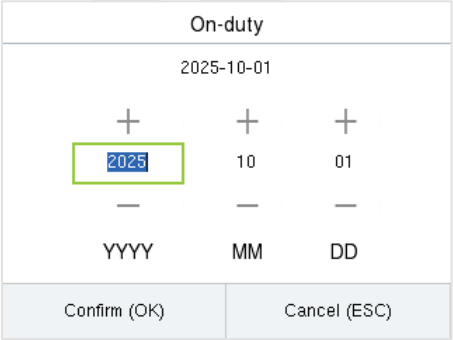
Note: First insert the USB flash drive into the USB slot of the machine, and then enter the main menu to perform the related operations of the **Report**.

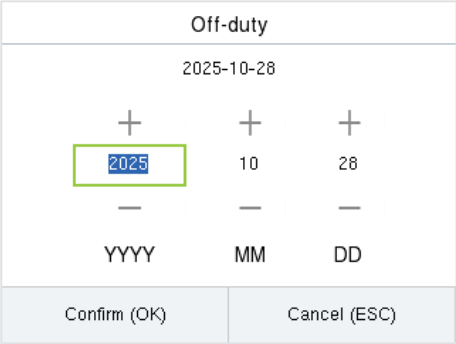
12.1 Download Att. Report

Select **Download Att. Report** and press **[M/OK]**.



Set the on-duty and off-duty time and press **[M/OK]**.





When Data download succeeds, Press **[M/OK]** to take out the USB disk or SD card. The SSRTemplateS.xls gets stored in the USB disk or SD card. The Schedule Information, Statistical Report of

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Attendance, Attendance Record Report, Exception Statistic Report, and Card Report can be viewed on a PC. The following reports show the preceding information:

To make reports more understandable, a report containing two-day attendance records of four employees is provided as an example.

- **Schedule Information Report:** The report allows you to view schedule records of all employees.

Schedule Information Report

Stat.Date: 2020-08-01 ~ 2020-08-15 Special shifts:25-Ask for leave, 26-Out, Null-Holiday

ID	Name	Department	1	2
			FEB	MAR
1	Joe	company	1	1
2	David	company	1	1
3	Mark	company	1	1
4	Tom	company	1	1

- **Statistical Report of Attendance:** The report allows you to query the attendance of each person in a specified period. Salaries can be calculated directly based on this report.

Statistical Report of Attendance

Stat.Date: 2020-08-01~2020-08-15

ID	Name	Department	Work hour		Late		Leave early		Overtime hour		Att. Days	Out	Absent	AFL	Additem payment			Deduction payment			Real pay	Note
			Normal	Real	Times	Min	Times	Min	Workday	Holiday	(Nor./Real)	(Day)	(Day)	(Day)	Label	Overtime	Subsidy	Late/Leave	AFL	Cutpayment		
1	Joe	company	18:00	17:50	0	0	1	10	00:00	00:00	2/2	0	0	0								
2	David	company	18:00	17:48	1	12	0	0	00:00	00:00	2/2	0	0	0								
3	Mark	company	18:00	08:50	1	5	1	10	00:00	00:00	2/2	0	0	0								
4	Tom	company	18:00	18:00	0	0	0	0	00:00	00:00	2/2	0	0	0								

Note: The unit of Work hour and Overtime hour in the Statistical Report of Attendance is HH: MM. For example, 17:50 indicates that the on-duty time is 17 hours and 50 minutes.

- **Attendance Record Report:** The report lists the daily attendance records of all employees within a specified period.

Attendance Record Report

Att. Time 2020-08-01~2020-08-15 Tabulation 2019-08-15

1	2																											
ID:	1							Name:		Joe								Dept.:		company								
07:26	07:54																											
12:25	12:56																											
13:31	13:51																											
17:50	18:52																											
ID:	2							Name:		David								Dept.:		company								
07:36	09:12																											
12:26	15:50																											
13:31	15:51																											
18:31	18:52																											
ID:	3							Name:		Mark								Dept.:		company								
07:50																												
12:30	09:05																											
17:50																												
ID:	4							Name:		Jack								Dept.:		company								
07:45	08:11																											
12:50	17:55																											
18:31	18:06																											

- **Exception Statistic Report:** The report displays the attendance exceptions of all employees within a specified period so that the attendance department handles the exceptions and confirm them with the employees involved and their supervisors.

Exception Statistic Report

Stat.Date: 2020-01-01 ~ 2020-08-15

ID	Name	Department	Date	First time zone		Second time zone		Late time(Min)	Leave early(Min)	Absence (Min)	Total(Min)	Note
				On-duty	Off-duty	On-duty	Off-duty					
1	Joe	company	2019-08-01	07:26	17:50			0	10	0	10	
2	David	company	2019-08-02	09:12	18:52			12	0	0	12	
3	Mark	company	2019-08-01	07:50	17:50			0	10	0	10	
4	Tom	company	2019-08-02	09:05				5	0	535	540	

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

❖ **Card Report:** The report can substitute for clock-based cards and can be sent to each employee for confirmation.

Card Report

Att. Date: 2020-08-01 ~ 2020-08-15 Tabulation: 2020-08-15

Dept.	company					Name	Joe		
Date	2020-08-01 ~ 2020-08-15					ID	1		
Absent(Day)	AFL (Day)	Out (Day)	On-duty	Overtime(H)		Late		Leave early	
				Workday	Holiday	(Times)	(Min)	(Times)	(Min)
0	0	0	2	0.0	0.0	0	0	1	10

Att. Report

Week Date	First time zone		Second time zone		Overtime	
	On-duty	Off-duty	On-duty	Off-duty	Check-In	Check-Out
01 FEB	07:26	17:50				
02 MAR	07:54	18:52				

Dept.	company					Name	David		
Date	2020-08-01 ~ 2020-08-15					ID	2		
Absent(Day)	AFL (Day)	Out (Day)	On-duty	Overtime(H)		Late		Leave early	
				Workday	Holiday	(Times)	(Min)	(Times)	(Min)
0	0	0	2	0.0	0.0	1	12	0	0

Att. Report

Week Date	First time zone		Second time zone		Overtime	
	On-duty	Off-duty	On-duty	Off-duty	Check-In	Check-Out
01 FEB	07:36	18:31				
02 MAR	09:12	18:52				

Dept.	company					Name	Mark		
Date	2020-08-01 ~ 2020-08-15					ID	3		
Absent(Day)	AFL (Day)	Out (Day)	On-duty	Overtime(H)		Late		Leave early	
				Workday	Holiday	(Times)	(Min)	(Times)	(Min)
0	0	0	2	0.0	0.0	1	5	1	10

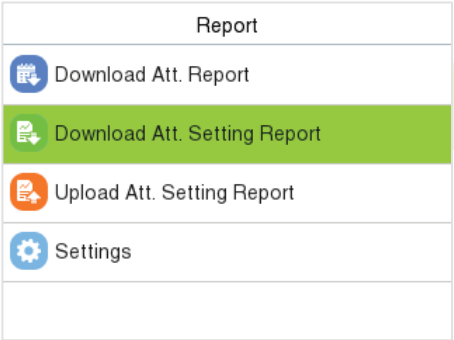
Att. Report

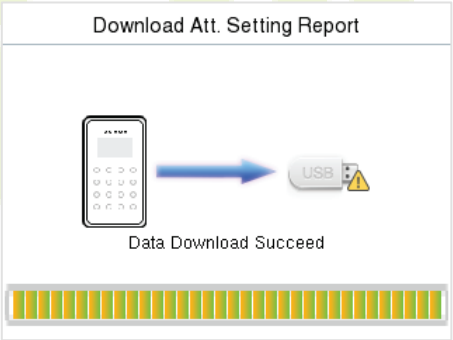
Week Date	First time zone		Second time zone		Overtime	
	On-duty	Off-duty	On-duty	Off-duty	Check-In	Check-Out
01 FEB	07:50	17:50				
02 MAR	09:05					

12.2 Download Att. Setting Report

If shifts are complex or the shifts of a person are not fixed, it is recommended that the attendance setting report be downloaded and shifts and schedules be set for employees in the attendance setting report.

Select **Download Att. Setting Report** and press **[M/OK]**.





Open the setting "AttSettingE.xls" in the USB disk or SD card on a PC. Set the Shift in the Attendance setting report. The shifts that have been set on the attendance machine shall be displayed. (For more details, see Shift Settings. You can modify the 24 shifts and add more shifts. After modification, the shifts shall prevail on the attendance machine.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Attendance Setting Report						
Shift						
Number	First time zone		Second time zone		Overtime	
	On-duty	Off-duty	On-duty	Off-duty	Check-In	Check-Out
1	9:00	18:00				
2	9:00	12:00	13:30	18:00		
3	9:00	12:00	13:30	18:00		
4	9:00	12:00	13:30	18:00		
5	9:00	12:00	13:30	18:00		
6	9:00	12:00	13:30	18:00		
7	9:00	12:00	13:30	18:00		
8	9:00	12:00	13:30	18:00		
9	9:00	12:00	13:30	18:00		
10	9:00	12:00	13:30	18:00		
11	9:00	12:00	13:30	18:00		
12	9:00	12:00	13:30	18:00		
13	9:00	12:00	13:30	18:00		
14	9:00	12:00	13:30	18:00		
15	9:00	12:00	13:30	18:00		
16	9:00	12:00	13:30	18:00		
17	9:00	12:00	13:30	18:00		
18	9:00	12:00	13:30	18:00		
19	9:00	12:00	13:30	18:00		
20	9:00	12:00	13:30	18:00		
21	9:00	12:00	13:30	18:00		
22	9:00	12:00	13:30	18:00		
23	9:00	12:00	13:30	18:00		
24	9:00	12:00	13:30	18:00		

Enter the On-duty and Off-duty time in the corresponding columns, where the First time zone shall be the On-duty or Off-duty time of Time 1 of Shift Settings, and the Second time zone shall be the On-duty or Off-duty time of Time 2.

For the correct schedule time format, see "What is the correct time format used in the setting reports" in the "Self-Service Attendance Terminal FAQs."

Set a schedule setting report

Enter the **ID**, **Name**, and **Department** respectively on the left of the **Schedule Setting Report**. Set shifts for employees on the right of the **Schedule Setting Report**, where shifts 1–24 are shifts to set the **Attendance Setting Report.** Shift 25 is for leave and Shift 26 is for out.

Schedule Setting Report

Special shifts:25-Ask for leave, 26-Out, Null-Holiday

Schedule date				2020-8-1																															
ID	Name	Department	Card number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
				THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
1	Joe	company																																
2	David	company																																
3	Mark	company																																
4	Jack	company																																

Notes:

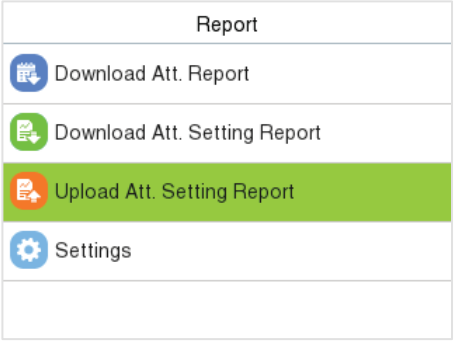
1. The shifts of only 31 days can be arranged in one schedule setting report. For example, if the scheduling date is 2020-1-1, the schedule setting report contains the schedules of 31 days after 2020-1-1, that is, scheduled from 2020-1-1 to 2020-1-31. If the scheduling date is 2020-1-6, the schedule setting report contains the schedules of 31 days after 2020-1-6, that is, scheduled from 2020-1-6 to 2020-2-5.
2. If no schedule setting report is set, all employees use Report 1 by default from Monday to Friday.

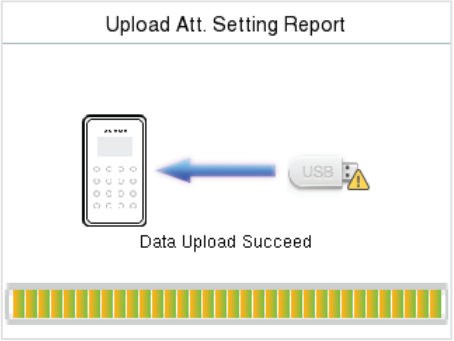
12.3 Upload Att. Setting Report

After setting the attendance setting table, save the "Setting Report.xls" to the USB flash drive and reinsert the USB flash drive into the USB slot of the device.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

Select **Upload Att. Setting Report** on the Report interface and press **[M/OK]**.





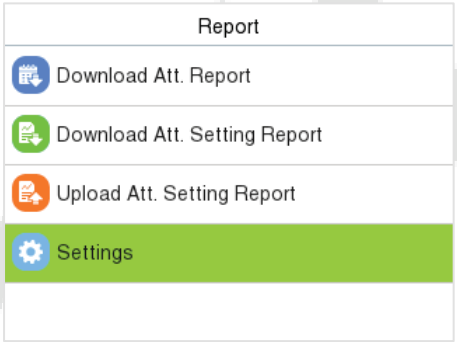
After uploading, remove the USB disk or SD card. At this time, the employee information, shift, and department in the setting report can be viewed respectively by the Management User, Shift Number, and Department available in the device. Or the above information and scheduling information can be seen in the standard download report.

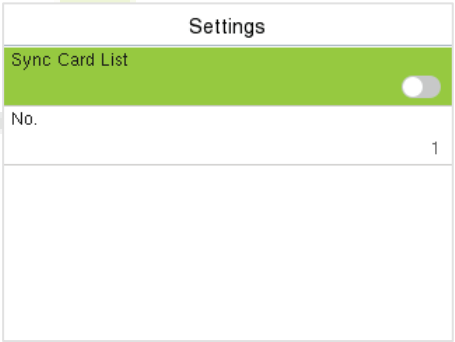
Note: If the schedule time format is incorrect, Re-upload the attendance setting report after modification.

12.4 Settings

Set whether to synchronize the card report and distinguish the device ID when downloading the attendance report.

Select **Settings** on the Report interface and press **[M/OK]**.





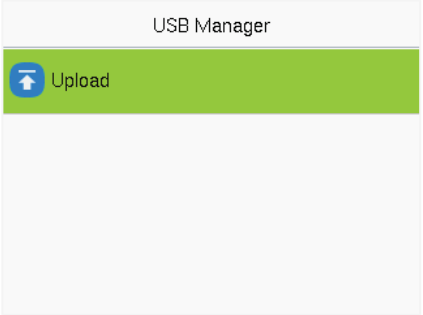
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

13 USB Manager

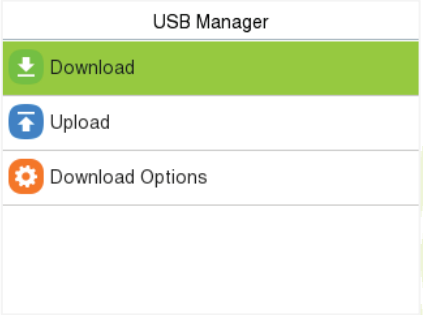
You can import the user information, and attendance data in the machine to matching attendance software for processing by using a USB disk, or import the user information to other devices for backup.

Before uploading/downloading data from/to the USB disk, insert the USB disk into the USB slot first.

Select **USB Manager** on the main menu interface.



BEST Protocol

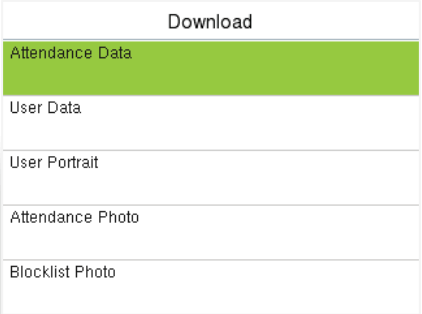


PUSH Protocol

Note: *Only FAT32 format is supported when downloading data using USB disk.*

13.1 USB Download (PUSH Protocol)

On the **USB Manager** interface, select **Download**.

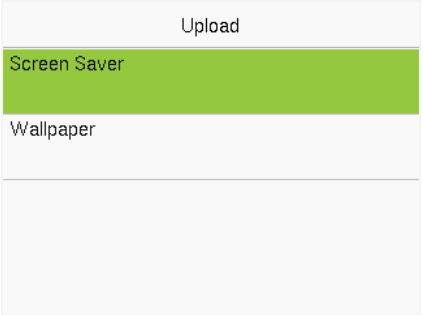


Function Name	Description
Attendance Data	To download all attendance data in specified time period into USB disk.
User Data	To download all user information from the device into USB disk.
User Portrait	To download all user portraits from the device into USB disk.
Attendance Photo	To download all attendance photos from the device into USB disk.
Blocklist Photo	To download all blocklist photos (photos taken after failed verifications) from the device into USB disk.
Work Code	To download all work code from the device into USB disk.

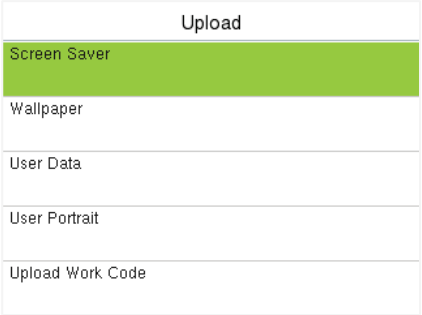
Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

13.2 USB Upload

On the **USB Manager** interface, select **Upload**.



BEST Protocol

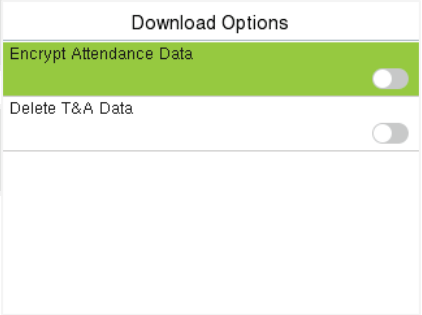


PUSH Protocol

Function Name	Description
Screen Saver	To upload all screen savers from USB disk into the device. You can choose Upload selected photo or upload all photos. The images will be displayed on the device's main interface after upload.
Wallpaper	To upload all wallpapers from USB disk into the device. You can choose Upload selected photo or upload all photos. The images will be displayed on the screen after upload.
User Data	To upload all the user information from USB disk into the device.
User Portrait	To upload all user portraits from USB disk into the device.
Upload Work Code	To upload all work code from USB disk into the device.

13.3 Download Options (PUSH Protocol)

On the **USB Manager** interface, select **Download Options**.



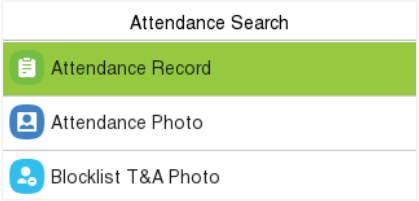
Function Name	Description
Encrypt Attendance Date	The attendance data is encrypted during the uploading and downloading.
Delete T&A Data	After successful downloading, the attendance data on the device is deleted.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

14 Attendance Search

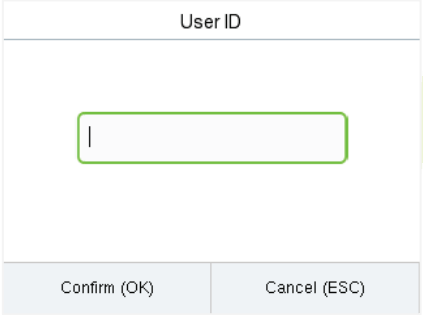
Once the identity of a user is verified, the Event Logs will be saved in the device. This function enables users to check their attendance records.

When the device is on the initial interface, press **M/OK** and select **Attendance Search** to search for the required attendance record.

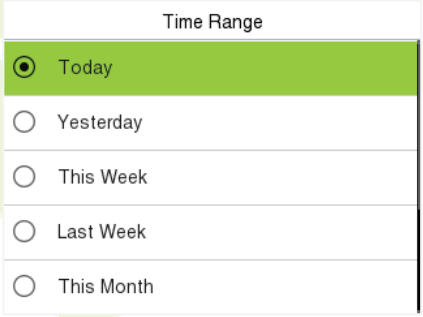


The process of searching for attendance and blocklist photos is similar to that of searching for event logs. The following is an example of searching for attendance record.

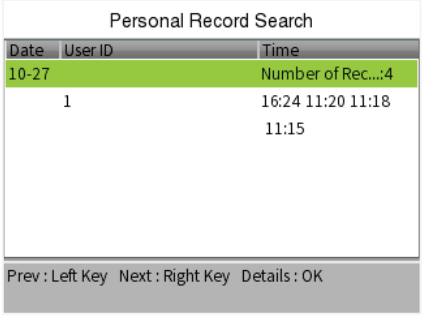
On the **Attendance Search** interface, select **Attendance Record** to search for the required record.



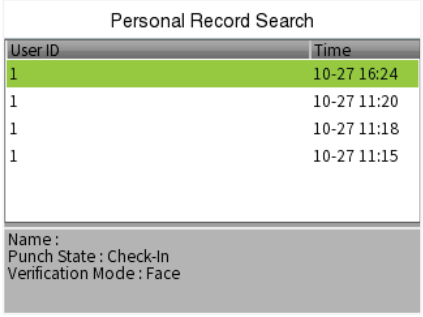
1. Enter the user ID to be searched and press **M/OK**. If you want to search for records of all users, press **M/OK** without entering any user ID.



2. Select the time range in which the records need to be searched.



3. Once the record search completes. Select the record highlighted in green to view its details.

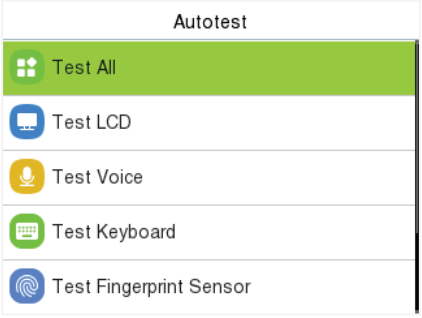


4. The figure shows the details of the selected record.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

15 Autotest

When the device is on the initial interface, press **M/OK** and select **Autotest**, it enables the system to automatically test whether the functions of various modules are working normally, including the LCD, Voice, Keyboard, Fingerprint, Camera and Real-Time Clock (RTC).

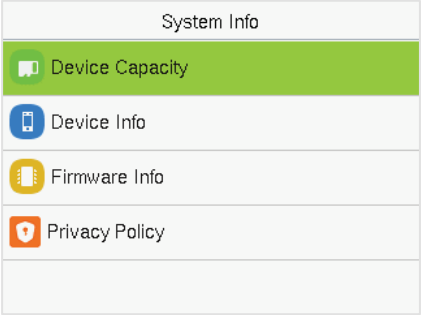


Function Name	Description
Test All	To automatically test whether the LCD, Audio, Keyboard, Fingerprint, Camera and RTC are normal.
Test LCD	To automatically test the display effect of LCD screen by displaying full-color, pure white, and pure black to check whether the screen displays colors normally.
Test Voice	To automatically test whether the audio files stored in the device are complete and the voice quality is good.
Test Keyboard	The terminal tests whether every key on the keyboard works normally. Press any key on the **Test Keyboard** interface to check whether the pressed key matches the key displayed on the screen. The keys are displayed as dark grey before and turn green after pressed. Press **ESC** to exit the test.
Test Fingerprint Sensor	To test the fingerprint sensor by pressing a finger on the scanner to check if the acquired fingerprint image is clear. When you are pressing a finger on the scanner, the fingerprint image will display on the screen.
Cam Test	To test if the camera functions properly by checking the photos taken to see if they are clear enough. (Same as "Test Face".)
Test Clock RTC	To test the RTC. The device tests whether the clock works normally and accurately with a stopwatch. Press **M/OK** to start counting and press it again to stop counting.

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

16 System Information

When the device is on the initial interface, press **M/OK** and select **System Info** to view the storage status, version information of the device, firmware information and privacy policy.



Function Name	Description
Device Capacity	Displays the current device's user storage, password, face template, fingerprint and card★ storage, T&A records, attendance and blocklist photos, and profile photos.
Device Info	Displays the device's name, serial number, MAC address, fingerprint algorithm, face algorithm, platform information, MCU Version and manufacturer.
Firmware Info	Displays the firmware version and other version information of the device.
Privacy Policy	The privacy policy control will appear when the gadget turns on for the first time. After clicking "**I have read it**," the customer can use the product regularly. Click **System Info** > **Privacy Policy** to view the content of the privacy policy. The privacy policy's content does not allow for U disc export. ***Note:*** *The current privacy policy's text is only available in Simplified Chinese/ English. However, translation of other multi-language content is underway, with more iterations.*

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

17 Connecting to ZKBio Zlink App

The App pages may vary depending on the version, and the document is for reference only.

Change the device communication protocol to BEST protocol, then the device can be managed by ZKBio Zlink, please refer to 6.5 Device Type Settings.

- **Download the ZKBio Zlink App**

Search for the "ZKBio Zlink" App in the iOS App Store or Google Play Store. Or scan the QR code below to install the app.

Apple App Store

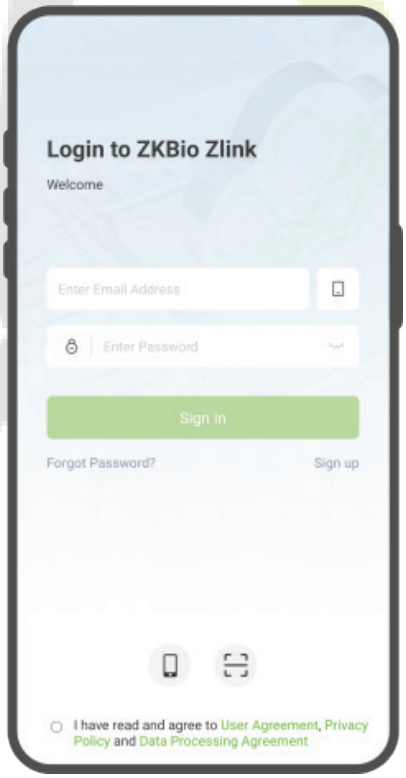
Google Play Store

Download on the App Store

GET IT ON Google Play

17.1 Login to the App

Enter your registered account and password, check “I have read and agree to User Agreement, Privacy Policy and Data Processing Agreement” and click **Sign In** to log in to the App.

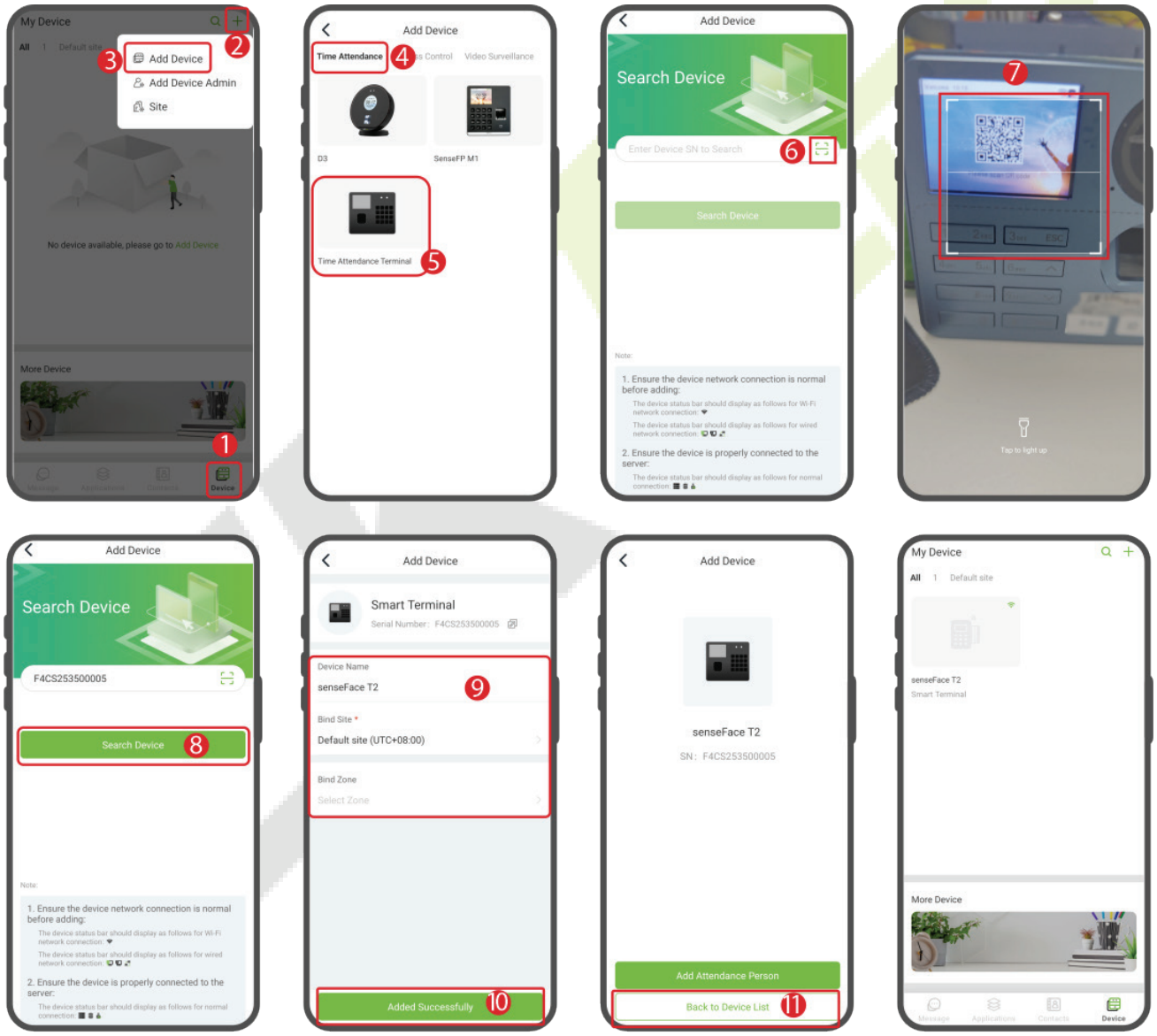


Note: *For more operations, refer to the ZKBio Zlink App's user manual.*

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

17.2 Add Device on the App

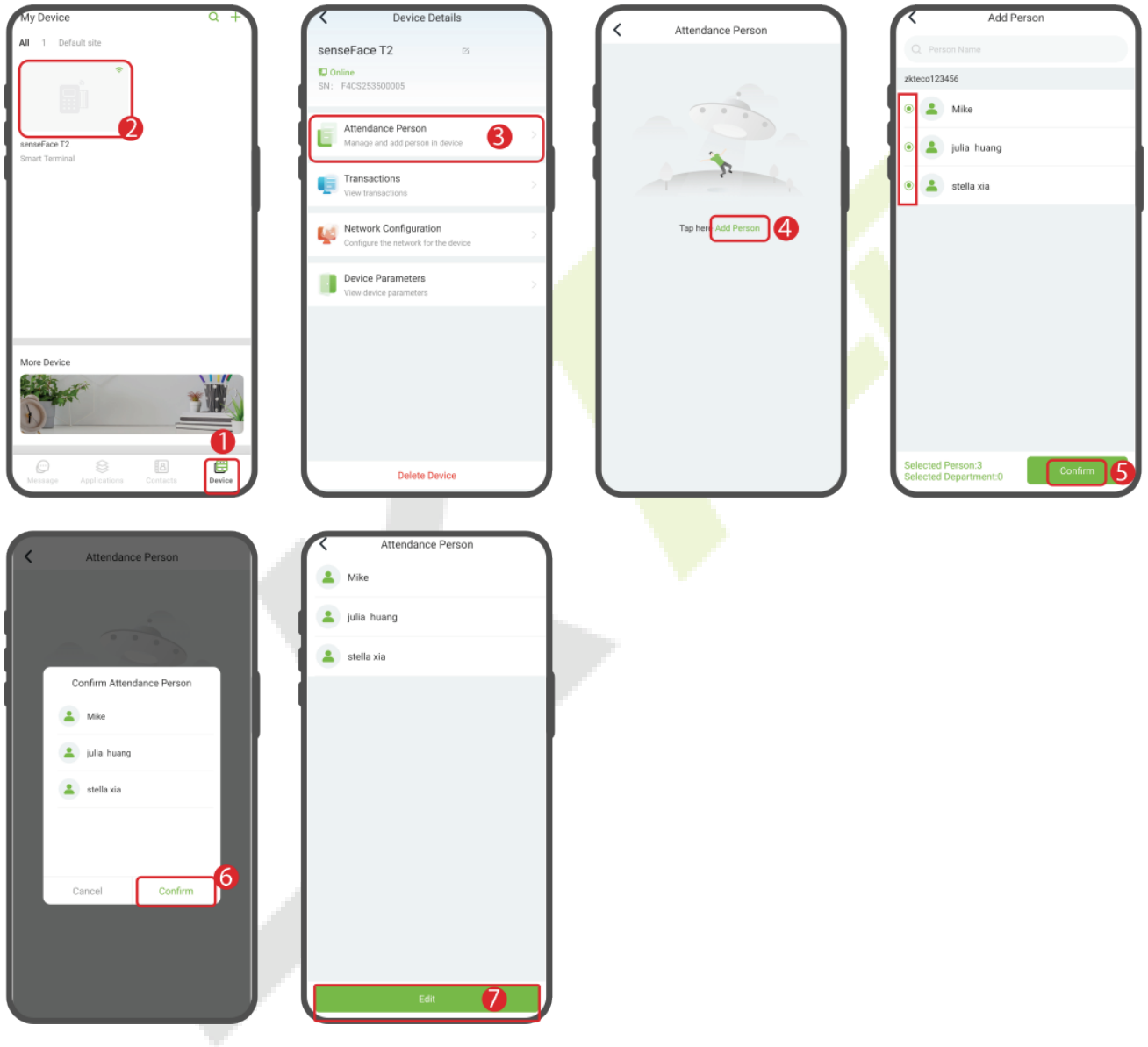
- Access the ZKBio Zlink App and click on [**Device**] > + icon > [**Add Device**] > [**Time Attendance**] > **[Time Attendance Terminal]**. (1,2,3,4,5)
- Click icon to scan the QR code on the device. The serial number of the device will be displayed in the bar. Then click **[Search Device]**. (6,7,8)
- Enter the device name and specify the device to a site and zone. Click [**Added Successfully**] to complete the addition. At the same time, the device voice prompts "**Device is added successfully**" indicating that the addition is complete. (9,10,11)
- Once successfully added, the device is displayed in the list of the device interface.



Copyright © 2025 ZKTECO CO., LTD. All rights reserved.

17.3 Manage and Add Person in Device

- Click [**Device**], select the device in the list to enter the Device Details interface. (1,2)
- Click [**Attendance Person**] > [**Add Person**], select the persons and click [**Confirm**] to add them to the device. (3,4,5)
- Click [**Confirm**] in the pop-up confirmation window. (6)
- After completion, the personnel will be synchronized to the device, and you can click [**Edit**] to edit and modify. (7)



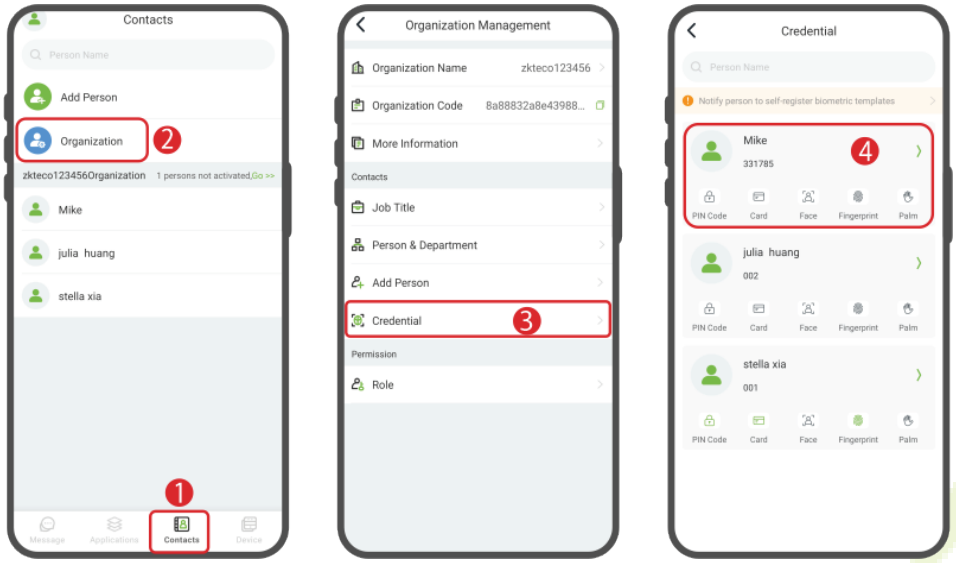
17.4 Register Verification Mode on the App

Once you have added persons to the device, you can register verification modes to them.

Note: It must be based on the functions actually supported by the device.

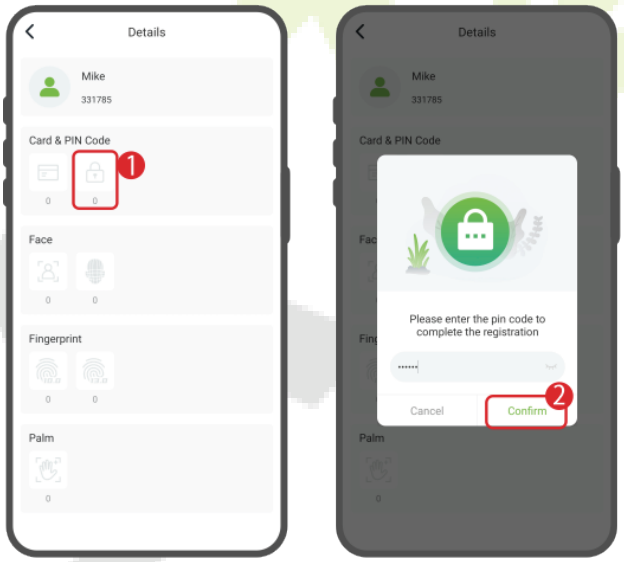
Click [**Contacts**] > [**Organization**] > [**Credential**] to enter the Credential screen, select the person who needs to register verification mode. (1,2,3,4)

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.



Register Password

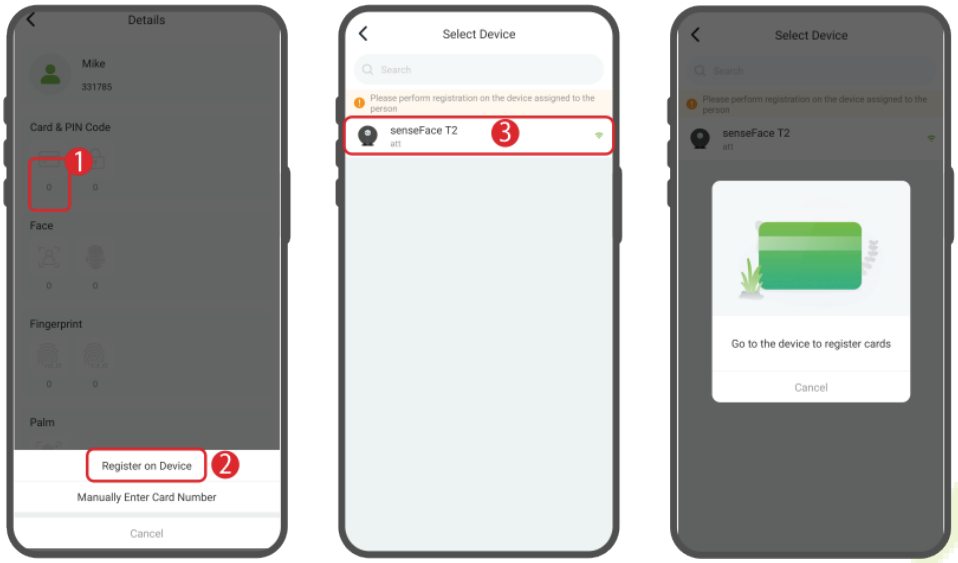
In the Details interface, click on the icon and enter the password in the pop-up window, then click [**Confirm**]. (1,2)



Register Card★

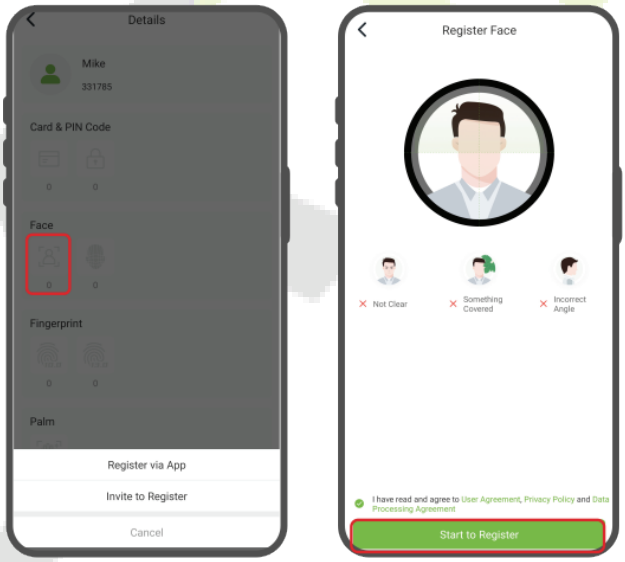
- In the Details interface, click on the icon. You can select Register on Device or Manually Enter Card Number. If you want to register on device, then click **Register on Device**. (1,2)
- Select the registration device, at the same time, the device displays the Enroll Card Number interface. Place the card in the swipe area, when the display shows "**Card registered successfully**", it means the card is successfully registered. (3)

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.



Register Face

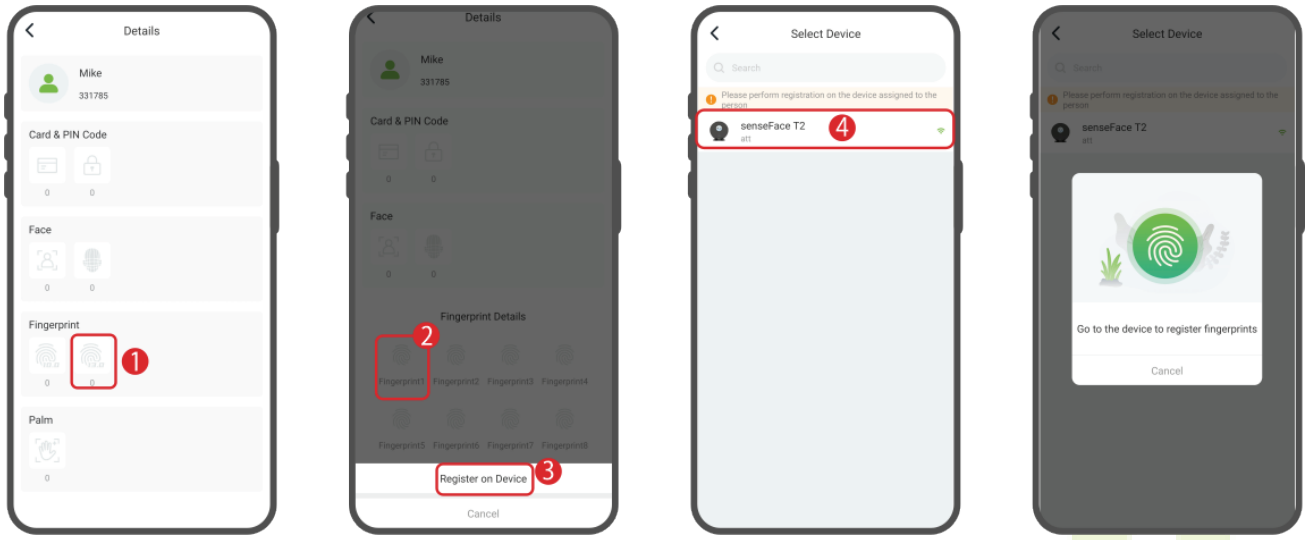
- In the Details interface, click on the icon. You can select Register via App or Invite to Register. If you want to register via App, then click **Register via App** > **Start to Register** to take a shot.
- You can also click **Invite to Register** to send a message to the person to upload the facial photo. (**Note:** The person should be activated.)



Register Fingerprint

- In the Details interface, click on the or icon (it depends on the fingerprint algorithm that set in **System** > **Fingerprint**), select the fingerprint and click **Register on Device** > **Register on Device**. (1,2,3)
- Select the registration device, at the same time, the device displays the fingerprint registration screen. According to the prompts, place your finger on the fingerprint sensor and press **3** times. When the interface prompts "**Enrolled successfully**", it means the fingerprint registration is successful. (4)

Copyright © 2025 ZKTECO CO., LTD. All rights reserved.



Copyright © 2025 ZKTECO CO., LTD. All rights reserved.