

User Manual

SpeedFace-V3L (Lite)

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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.

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

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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-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 **SpeedFace-V3L (Lite)**.

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.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	Description
Bold font	Used to identify software interface 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.

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1 Safety Measures

The below instructions intend to ensure that the user can use the product correctly to avoid danger or property loss. The following precautions are to keep users safe and prevent any damage. Please read carefully before installation.



Noncompliance with instructions could lead to product damage or physical injury (may even cause death).

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 Mains AC or DC power source and refer service personnel under the following conditions:
 - When cord or connection control is affected.
 - When the liquid spilled, or an item dropped into the system.
 - If exposed to water or due to inclement weather (rain, snow, and more).
 - If the system is not operating normally, under operating instructions.

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

And do not connect multiple devices to one power adapter as adapter overload can cause over-heat or fire hazard.

7. **Replacement parts** – When replacement parts are needed, service technicians must only use replacement parts provided by the supplier. Unauthorized substitutes can result in a burn, shock, or other hazards.
8. **Safety check** – On completion of service or repair work on the unit, ask the service technician to perform safety checks to ensure proper operation of the device.
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 from destroying the system.

Recommended installing the devices in areas with limited access.

2 Electrical Safety

- Before connecting an external cable to the device, complete grounding properly, and set up surge protection; otherwise, static electricity will damage the mainboard.
- Make sure that the power has been disconnected before you wire, install, or dismantle the device.
- Ensure that the signal connected to the device is a weak-current (switch) signal; otherwise, components of the device will get damaged.
- Ensure that the standard voltage applicable in your country or region is applied. If you are not sure about the endorsed standard voltage, please consult your local electric power company. Power mismatch may cause a short circuit or device damage.
- In the case of power supply damage, return the device to the professional technical personnel or your dealer for handling.
- To avoid interference, keep the device far from high electromagnetic radiation devices, such as generators (including electric generators), radios, televisions, (especially CRT) monitors, or speakers.

3 Operation Safety

- If smoke, odour, or noise rise from the device, turn off the power at once and unplug the power cable, and then please contact the service centre.
- Transportation and other unpredictable causes may damage the device hardware. Check whether the device has any intense damage before installation.
- If the device has major defects that you cannot solve, contact your dealer as soon as possible.
- Dust, moisture, and abrupt temperature changes can affect the device's service life. You are advised not to keep the device under such conditions.
- Do not keep the device in a place that vibrates. Handle the device with care. Do not place heavy objects on top of the device.
- Do not apply rosin, alcohol, benzene, pesticides, and other volatile substances that may damage the device enclosure. Clean the device accessories with a piece of soft cloth or a small amount of cleaning agent.
- If you have any technical questions regarding usage, contact certified or experienced technical personnel.

Note:

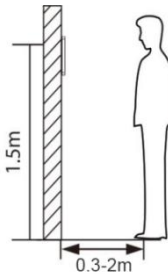
- 1) Make sure whether the positive polarity and negative polarity of the DC 12V power supply is connected correctly. A reverse connection may damage the device. It is not advisable to connect the AC 24V power supply to the DC 12V input port.
- 2) Make sure to connect the wires following the positive polarity and negative polarity shown on the device's nameplate.
- 3) The warranty service does not cover accidental damage, damage caused by mis-operation, and damage due to independent installation or repair of the product by the user.

4 Instruction for Use

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

4.1 Standing Position, Facial Expression and Standing Posture

➤ The recommended distance



The distance between the device and a user whose height is in a range of 1.55m to 1.85m is recommended to be 0.3 to 2.5m. Users may slightly move forward or backward to improve the character of facial images captured.

➤ Recommended standing posture and facial expression



Facial Expression



Standing Posture

Note:

Please keep your facial expression and standing posture natural while enrolment or verification.

4.2 Face Registration

Try to keep the face in the centre of the screen during registration. Please face the camera and stay still during face registration. The screen looks like this:



Correct face registration and authentication method

➤ Recommendation for registering a face

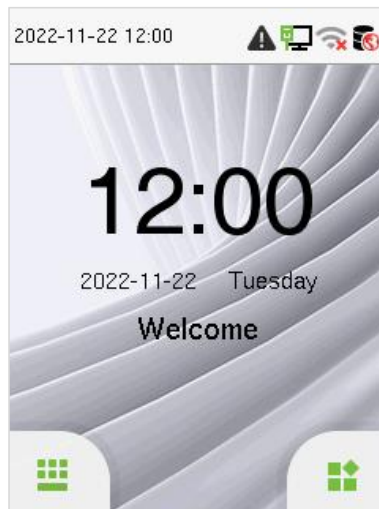
- When registering a face, maintain a distance of 40cm to 80cm between the device and the face.
- Be careful to keep your facial expression natural and not to change. (smiling face, drawn face, wink, etc.)
- If you do not follow the instructions on the screen, the face registration may take longer or may fail.
- Be careful not to cover the eyes or eyebrows.
- Do not wear hats, masks, sunglasses or eyeglasses.
- Be careful not to display two faces on the screen. Register one person at a time.
- It is recommended for a user wearing glasses to register both faces with and without glasses.

➤ Recommendation for authenticating a face

- Ensure that the face appears inside the guideline displayed on the screen of the device.
- Sometimes, authentication may fail due to the change in the wearing glasses then the one used while registration. In such a case, you may require authenticating your face with the previously worn glasses. If your face was registered without glasses, you should authenticate your face without glasses further.
- If a part of the face is covered with a hat, a mask, an eye patch, or sunglasses, authentication may fail. Do not cover the face, allow the device to recognize both the eyebrows and the face.

4.3 Standby Interface

After connecting the power supply, the following standby interface is displayed:

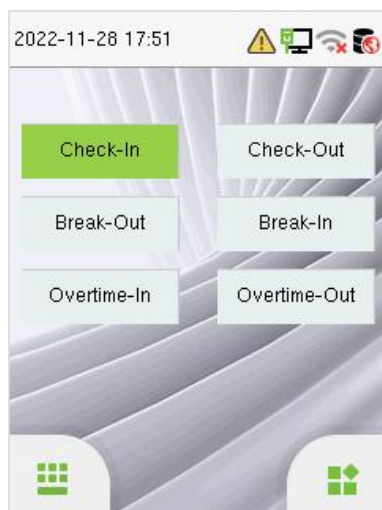


- Tap  to enter the User ID input interface.
- When there is no Super Administrator set in the device, tap  to go to the menu.
- After adding a Super Administrator on the device, it requires the Super Administrator's verification before opening the menu functions.

**Note:**

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

- The punch state options can also be displayed and used directly on the standby interface. Tap anywhere on the screen apart from the icons, and six shortcut keys appears on the screen, as shown in the figure below:



- Press the corresponding punch state key to select your current punch state, which is displayed in green. Please refer to "Shortcut Key Mappings" for the specific operation method.

Note:

The punch state options are off by default and need to select other mode options in the "**Personalize > Punch State Option**" to get the punch state options on the standby screen.

4.4 Virtual Keyboard



Note:

The device supports the input in English language, numbers, and symbols.

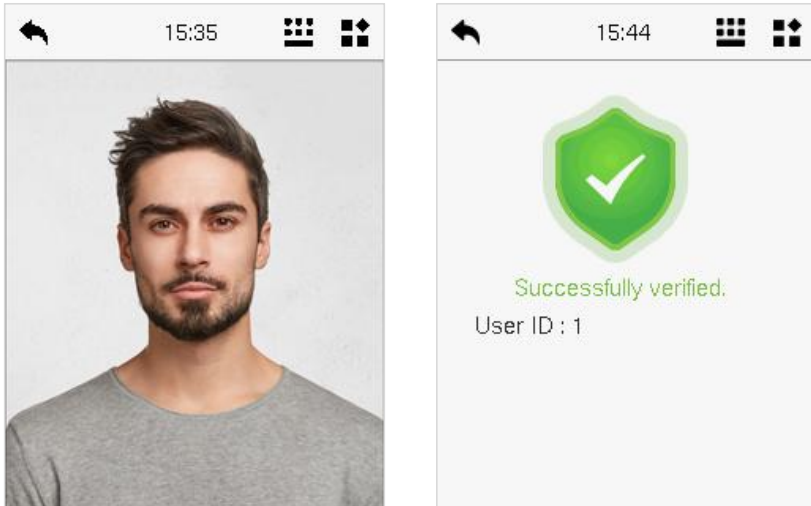
- Tap [**EN**] to switch to the numeric keyboard.
- Press [**123**] to switch to the symbolic keyboard.
- Tap [**@#&**] to return to the English keyboard.
- Tap [

4.5 Verification Mode

4.5.1 Facial Verification

➤ 1:N Facial Verification Mode

It compares the acquired facial images with all face data registered in the device. The following is the pop-up prompt box of comparison results.



➤ 1:1 Facial Verification Mode

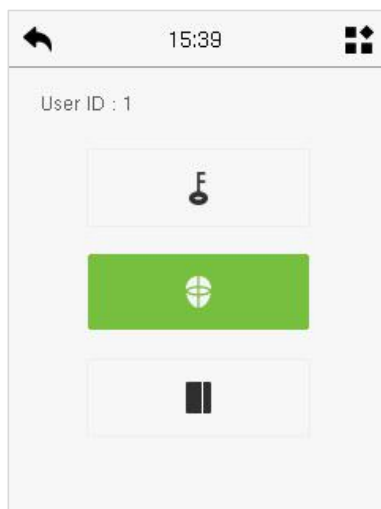
Compare the face captured by the camera with the facial template related to the entered user ID.

Press  on the main interface and enter the 1:1 facial verification mode.

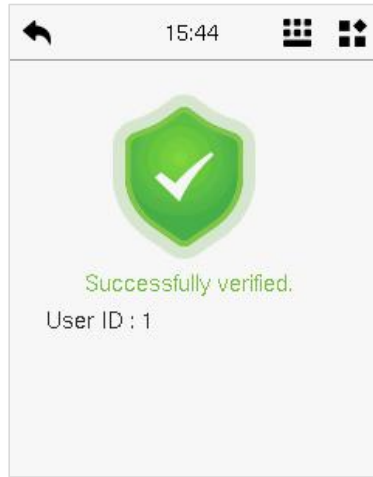
Enter the user ID and click **[OK]**.



If an employee registers password and card in addition to the face, the following screen will appear. Select the  icon to enter face verification mode.



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

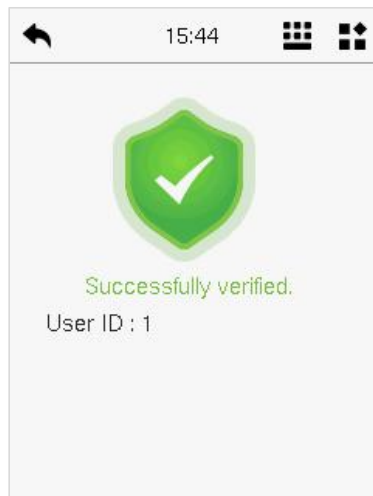


If the verification is failed, it prompts "**Please adjust your position!**".

4.5.2 Card Verification

➤ 1: N Card Verification Mode

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 is the card verification screen.



➤ 1:1 Card Verification Mode

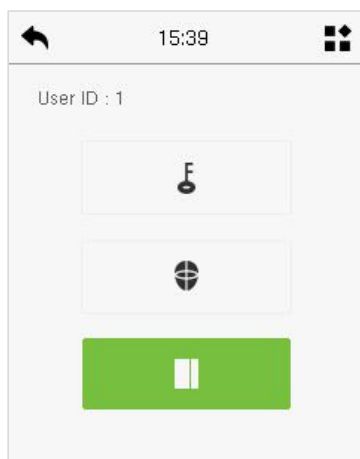
The 1:1 Card Verification mode compares the card number in the card induction area with the number associated with the employee's User ID registered in the device.

Press  on the main interface and enter the 1:1 card verification mode.

Enter the user ID and click [OK].



If an employee registers face and password in addition to the card, the following screen will appear. Select the  icon to enter card verification mode.



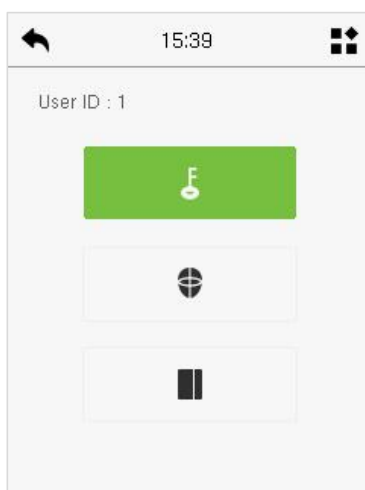
4.5.3 Password Verification

The device compares the entered password with the registered password of the given User ID.

Tap the  button on the main screen to enter the 1:1 password verification mode. Then, input the user ID and press **[OK]**.



If an employee registers face and card in addition to the password, the following screen will appear. Select the  icon to enter password verification mode.

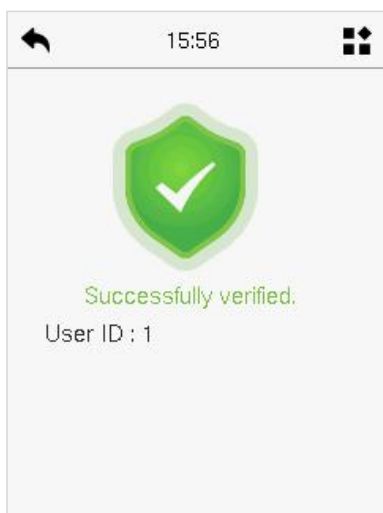


Input the password and press **[OK]**.

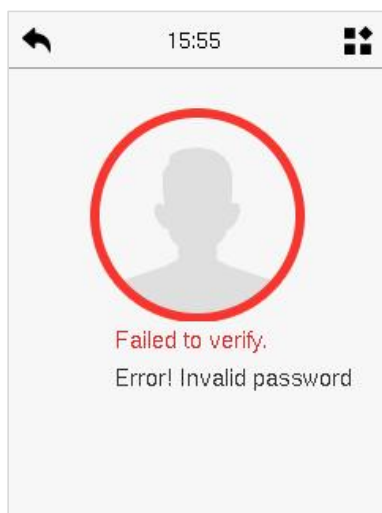


Below are the display screens after entering a correct password and a wrong password, respectively.

Verification is successful:



Verification is failed:



4.5.4 Combined Verification

This device allows you to use a variety of verification methods to increase security. There are a total of 9 distinct verification combinations that can be implemented, as listed 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 templates previously stored to that Personnel ID in the Device.

Verification Mode

- ☒ Password/Card/Face
- ☐ User ID Only
- ☐ Password
- ☐ Card Only
- ☐ Password+Card

Verification Mode

- ☐ Password+Card
- ☐ Password/Card
- ☐ Face Only
- ☐ Face+Password
- ☐ Face+Card

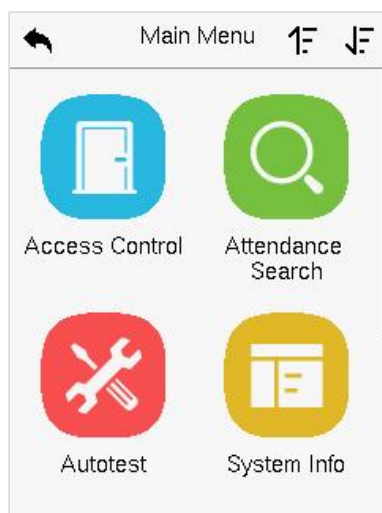
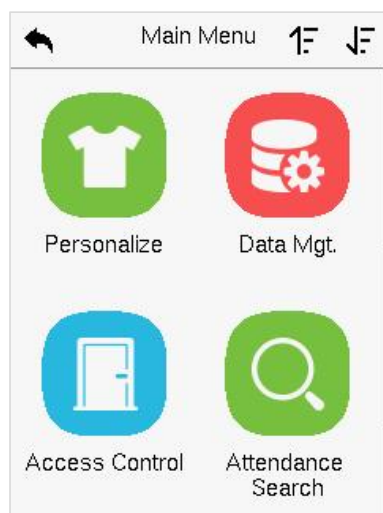
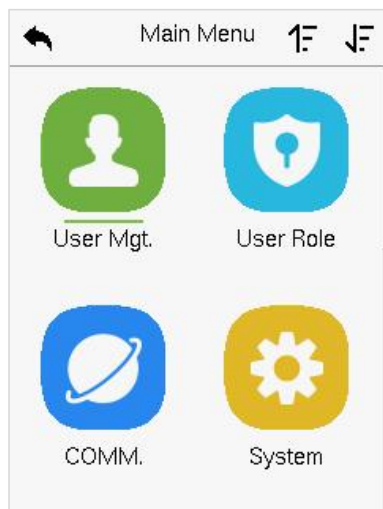
➤ Procedure to set for Combined Verification Mode

- Combined verification requires personnel to register all the different verification methods. Otherwise, employees will not be able to successfully verify the combined verification process.

- For instance, when an employee has registered only for the face 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 face template of the person with the registered verification template (both the Face and the Password) previously stored to that Personnel ID in the Device.
- But as the employee has registered only the Face but not the Password, the verification will not get completed and the Device displays "Verification Failed".

5 Main Menu

Press  on the initial interface to enter the main menu, as shown below:



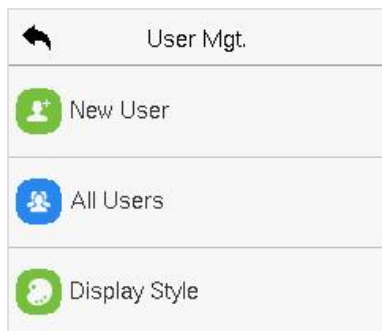
Function Description

Menu	Description
User Mgt.	To Add, Edit, View, and Delete information of a User.
User Role	To set the permission scope of the custom role and enroller for the users, that is, the rights to operate the system.
COMM.	To set the relevant parameters of Network, PC Connection, Wi-Fi, Cloud Server and Network Diagnosis.
System	To set parameters related to the system, including Date & Time, Attendance, Face parameters, Video Intercom parameters, Security Settings and resetting to factory settings.
Personalize	To customize settings of User Interface, Voice, Bell Schedules, Punch State Options and Shortcut Key Mappings settings.
Data Mgt.	To delete all relevant data in the device.
Access Control	To set the parameters of the lock and the relevant access control device.
Attendance Search	To query the specified Event logs.
Autotest	To automatically test whether each module functions properly, including the LCD Screen, Audio, Microphone, Camera, and Real-Time Clock.
System Info	To view Device Capacity, Device information, Firmware information and Privacy Policy.

6 User Management

6.1 User Registration

Tap **User Mgt.** on the main menu.



6.1.1 Register a User ID and Name

Tap **New User** and enter the **User ID** and **Name**.

←	New User	↕
User ID		2
Name		Mick
User Role		Normal User
Verification Mode		Password/Card/Face
Face		0

←	New User	↕
User Role		Normal User
Verification Mode		Password/Card/Face
Face		0
Card Number		
Password		

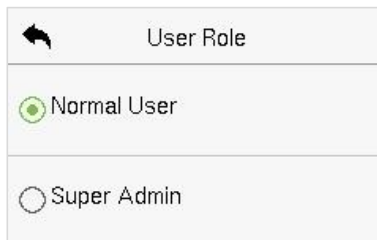
Note:

- 1) A name can take up to 36 characters.
- 2) The user ID may contain 1-14 digits by default, support number and alphabetic.
- 3) During the initial registration, you can modify your ID but not after the registration.
- 4) If the message "**Duplicated!**" appears, you must choose a different User ID because the one you entered already exists.

6.1.2 User Role

On the New User interface, tap on **User Role** to set the user's duty 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 registered already in the device, then the Normal Users will not have the privilege to manage the system and can only access authentic verifications.
- **User Defined Roles:** The Normal User can also be assigned custom roles with User Defined Role. The user can be permitted to access several menu options as required.



The image shows a user interface for selecting a user role. It consists of a light gray rectangular box with a rounded top. At the top, there is a header bar with a back arrow icon on the left and the text "User Role" on the right. Below the header, there are two selectable options, each with a radio button icon to its left. The first option is "Normal User" and its radio button is filled with a green color, indicating it is the selected role. The second option is "Super Admin" and its radio button is empty, indicating it is not selected.

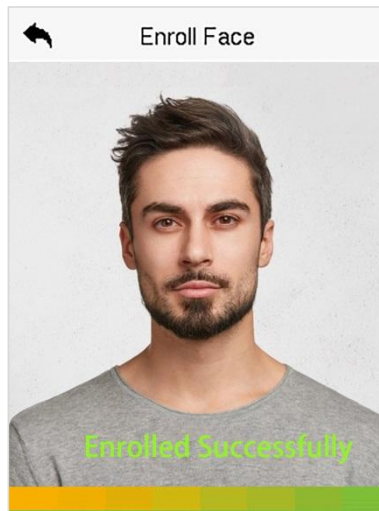
Note:

If the selected user role is the Super Admin, then 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.

6.1.3 Face

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

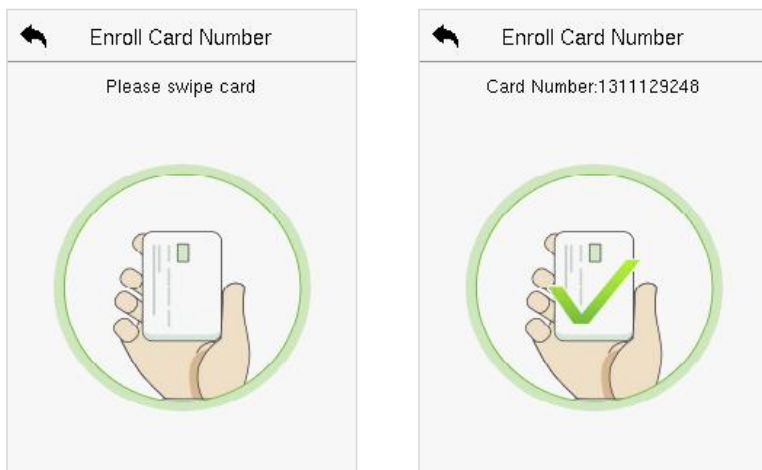
- Please face towards the camera and place yourself in such a way that your face image fits inside the white guiding box and stays still during face registration.
- A progress bar shows up while registering the face and then "**Enrolled Successfully**" message is displayed as the progress bar completes.
- If the face is registered already then, the "**Duplicated Face**" message shows up. The registration interface is as follows:



6.1.4 Card

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

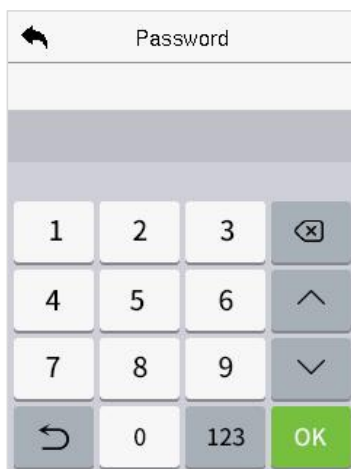
- Swipe the card underneath the card reading area on the Card interface. The registration of the card will be successful.
- If the card has already been registered, the message "**Error! Card already enrolled**" appears. The registration interface looks like this:



6.1.5 Password

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

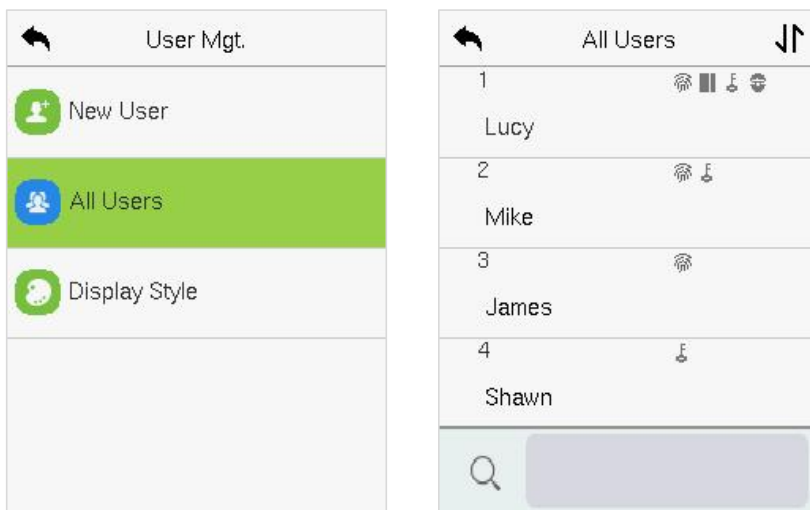
- On the Password interface, enter the required password and re-enter to confirm it and tap **OK**.
- If the re-entered password is different from the initially entered password, then the device prompts the message as "**Password does not match!**", where the user needs to re-confirm the password again.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



6.2 Search User

On the **Main Menu**, tap **User Mgt.**, and then tap **All Users** to search a User.

- On the **All-Users** interface, tap on the search bar on the user's list to enter the required retrieval keyword (where the keyword may be the user ID, surname, or full name) and the system will search for the related user information.



6.3 Edit User

On the **All-Users** interface, tap on the required user from the list and tap **Edit** to edit the user information.

← User : 1 Lucy
Edit
Delete

← Edit : 1 Lucy ↗	
User ID	1
Name	Lucy
User Role	Normal User
Verification Mode	Password/Card/Face
Face	1

Note:

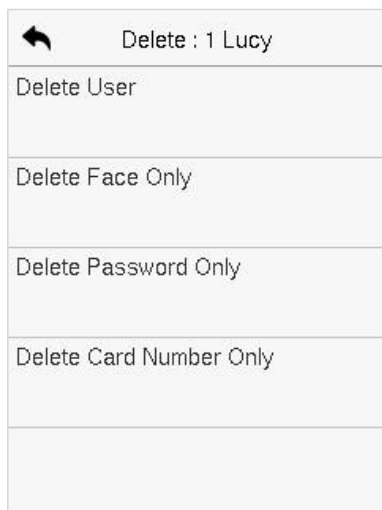
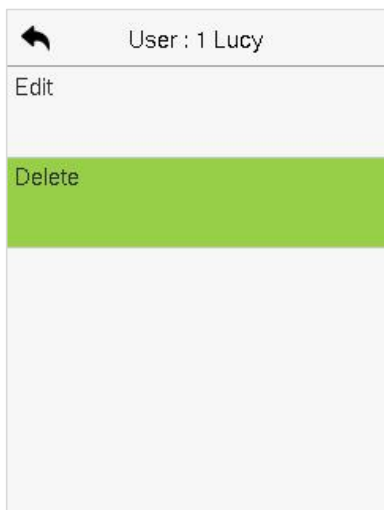
The process of editing the user information is the same as adding a new user, except that the User ID cannot be modified while editing a user. The process in detail refers to "6.1 User Registration".

6.4 Delete User

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

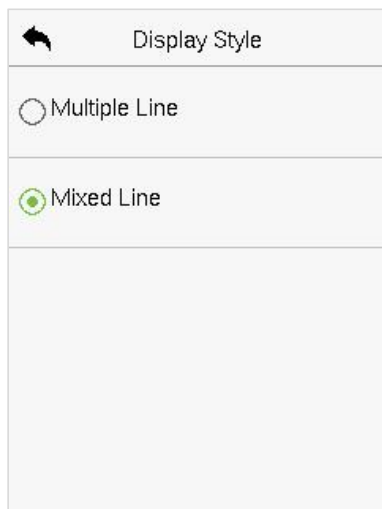
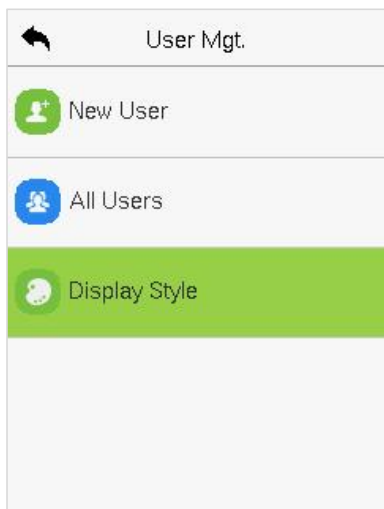
➤ Delete Operations

- **Delete User:** Deletes all the user information (deletes the selected User as a whole) from the Device.
- **Delete Face Only:** Deletes the face 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.



6.5 Display Style

On the **Main Menu**, tap **User Mgt.**, and then tap **Display Style** to enter Display Style setting interface.



All the Display Styles are shown as below:

Multiple Line:

All Users	
1	Lucy
  	
2	Mike
	
3	James
 	
4	Shawn
 	
	

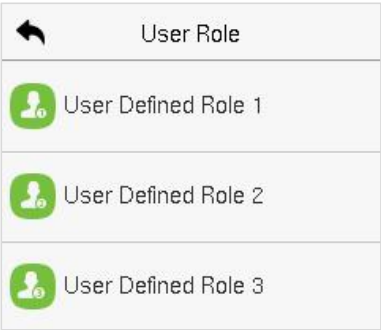
Mixed Line:

All Users	
1	  
Lucy	
2	
Mike	
3	 
James	
4	 
Shawn	
	

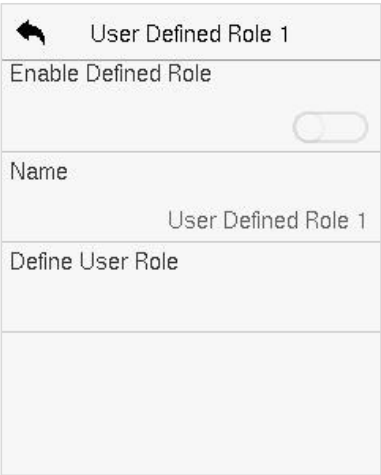
7 User Role

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

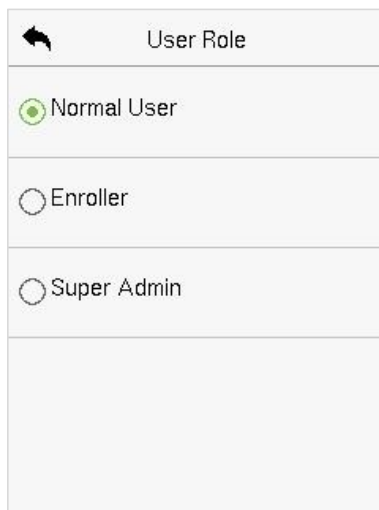
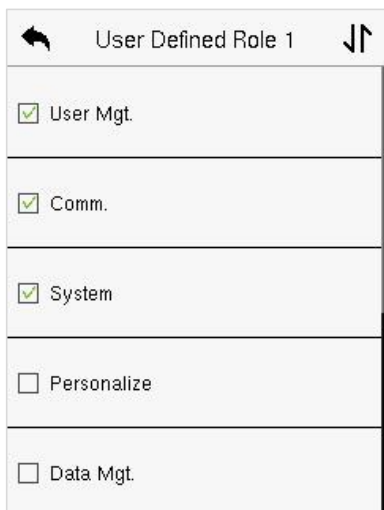
- On the **Main** menu, tap **User Role**, and then tap on the **User Defined Role** to set the user defined permissions.
- The permission scope of the custom role can be set up into 3 roles, that is, the custom operating scope of the menu functions of the user.



- On the **User Defined Role** interface, toggle **Enable Defined Role** to enable or disable the user defined role.
- Tap on **Name** and enter the custom name of the role.



- Then, by tapping on Define User Role, select the required privileges for the new role, and then press the Return button.
- During privilege assignment, the main menu function names will be displayed on the left and its sub-menus will be listed on the right.
- First tap on the required **Main Menu** function name, and then select its required sub-menus from the list.



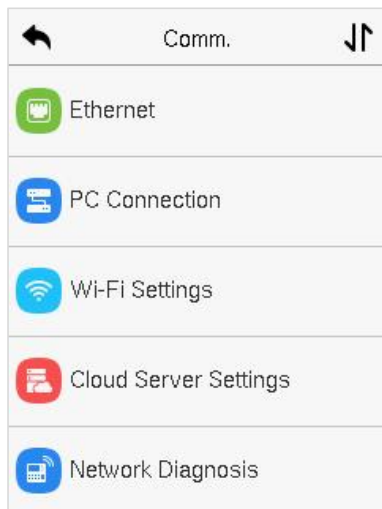
Note:

If the User Role is enabled for the Device, tap on **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.

8 Communication Settings

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

Tap **COMM.** on the main menu.



8.1 Network Settings

When the device needs to communicate with a PC over the Ethernet, you need to configure network settings and ensure that the device and the PC connect to the same network segment.

Tap **Ethernet** on the **COMM.** Settings interface to configure the settings.

Ethernet	
IP Address	192.168.163.99
Subnet Mask	255.255.255.0
Gateway	192.168.163.1
DNS	0.0.0.0
TCP COMM.Port	4370

Function Description

Function Name	Description
IP Address	The default IP address is 192.168.1.201. It can be modified according to the network availability.
Subnet Mask	The default Subnet Mask is 255.255.255.0. It can be modified according to the network availability.
Gateway	The Default Gateway address is 0.0.0.0. It 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.
TCP COMM. Port	The default TCP COMM Port value is 4370. It can be modified according to the network availability.

8.2 PC Connection

Comm Key facilitates to improve the security of the data by setting up the communication between the device and the PC. Once the Comm Key is set, a password is required to connect the device to the PC software.

Tap **PC Connection** on the **Comm.** Settings interface to configure the communication settings.

PC Connection

Comm Key

Device ID

1

Function Description

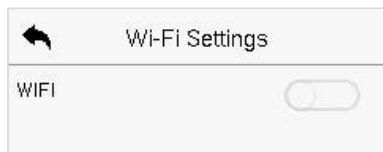
Function Name	Description
Comm Key	The default password is 0 and can be changed. The Comm Key can contain 1-6 digits.
Device ID	It is the identification number of the device, which ranges between 1 and 254. If the communication method is RS232/RS485, you need to input this device ID in the software communication interface.

8.3 Wi-Fi Settings

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

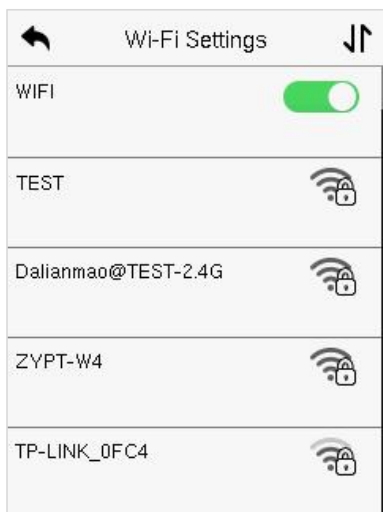
The Wi-Fi module enables data transmission via Wi-Fi (Wireless Fidelity) and establishes a wireless network environment. Wi-Fi is enabled by default in the device. If you don't need to use the Wi-Fi network, you can toggle the Wi-Fi to disable the button.

Tap **Wi-Fi Settings** on the **Comm.** Settings interface to configure the Wi-Fi settings.

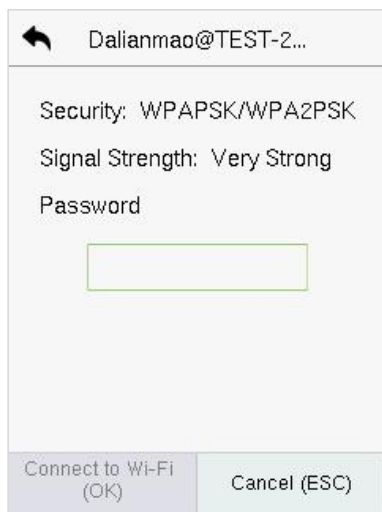


➤ Searching the Wi-Fi Network

- Wi-Fi is enabled in the device by default. Toggle the  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.
- Tap on the required Wi-Fi name from the available list and input the correct password in the password interface, and then tap **Connect to Wi-Fi (OK)**.



WIFI Enabled: Tap on the required network from the searched network list.



Tap on the password field to enter the password and tap on **Connect to Wi-Fi (OK)**.

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

➤ **Adding Wi-Fi Network Manually**

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



Tap on **Add Wi-Fi Network** to add the Wi-Fi manually.



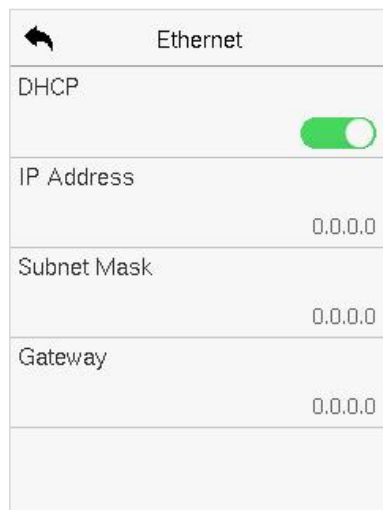
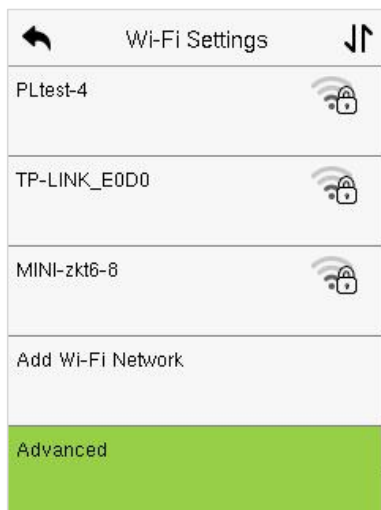
On this interface, enter the Wi-Fi network parameters. (The added network must exist.)

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, tap on **Advanced** to set the relevant parameters as required.



Function Description

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	The 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. It can be modified according to the network availability.

8.4Cloud Server Setting

Tap **Cloud Server Setting** on the **Comm.** Settings interface to connect with the ADMS server.

Cloud Server Setting...

Server Mode	ADMS
Enable Domain Name	☐
Server Address	0.0.0.0
Server Port	8081
Enable Proxy Server	☐

Function Description

Function Name		Description
Enable Domain Name	Server Address	Once this mode is turned ON, the domain name mode "http://..." will be used, such as http://www.XYZ.com, while "XYZ" denotes the domain name.
Disable Domain Name	Server Address	The IP address of the ADMS server.
	Server Port	Port used by the ADMS server.
Enable Proxy Server		The IP address and the port number of the proxy server is set manually when the proxy is enabled.
HTTPS		Based on HTTP, transmission encryption and identity authentication ensures the security of the transmission process.

8.5 Network Diagnosis

It helps to set the network diagnosis parameters.

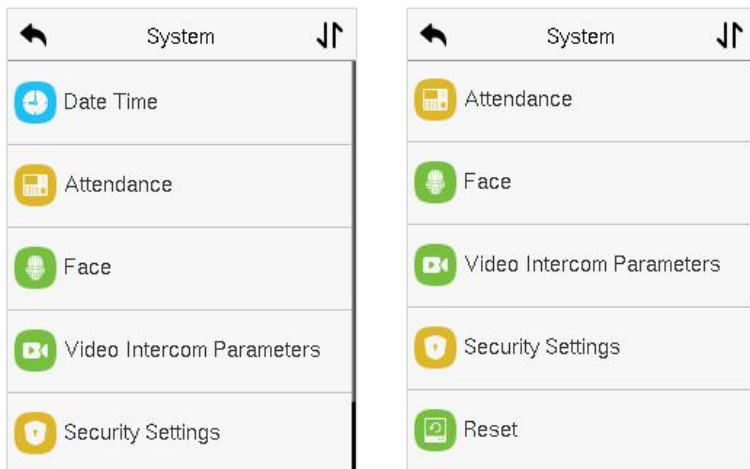
Tap **Network Diagnosis** on the **Comm.** Settings interface. Enter the IP address that needs to be diagnosed and tap **Start the Diagnostic Test** to check whether the network can connect to the device.

	Network Diagnosis
IP Address Diagnostic Test	
	0.0.0.0
Start the Diagnostic Test	

9 System Settings

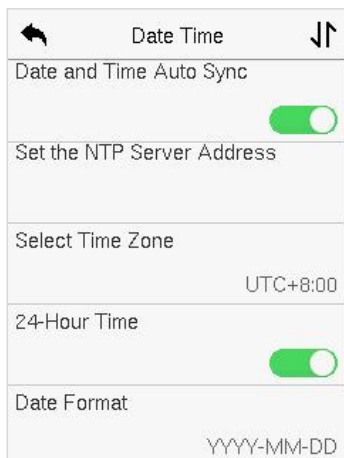
It helps to set related system parameters to optimize the accessibility of the device.

Tap **System** on the **Main Menu** interface to get into its menu options.



9.1 Date and Time

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



- Tap **Date and Time Auto Sync** to enable automatic time synchronization based on the service address you enter.
- Tap **Manual Date and Time** to manually set the date and time and then tap to **Confirm** and save.
- Tap **Select Time Zone** to manually select the time zone where the device is located.
- Enable or disable this format by tapping 24-Hour Time. If enabled, then select the **Date Format** to set the date.
- Tap **Daylight Saving Time** to enable or disable the function. If enabled, tap **Daylight Saving Mode** to select a daylight-saving mode and then tap **Daylight Saving Setup** to set the switch time.

Daylight Saving Setup	
Start Month	1
Start Week	1
Start Day	Sunday
Start Time	00:00
End Month	1

Week Mode

Daylight Saving Setup	
Start Date	00-00
Start Time	00:00
End Date	00-00
End Time	00:00

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, if a user sets the time of the device (18:35 on March 15, 2021) to 18:30 on January 1, 2022. After restoring the factory settings, the time of the device will remain at 18:30 on January 1, 2022.

9.2 Attendance Setting

Tap **Attendance** on the **System** interface.

Attendance	
Duplicate Punch Period(m)	1
Alphanumeric User ID	☐
Attendance Log Alert	99
Periodic Del of T&A Data	Disabled
Authentication Timeout(s)	3

Function Description

Function Name	Description
Duplicate Punch Period (m)	Within a set time (unit: minutes), the duplicated attendance logs will not be reserved (value ranges from 1 to 999999 minutes).
Alphanumeric User ID	Enable/Disable the alphanumeric as User ID.
Attendance Log Alert	When the remaining storage is smaller than the set value, the device will automatically alert users to the remaining storage information. It can be disabled or set to a value ranged from 1 to 9999.
Periodic Del of T&A Data	The number of attendance logs allowed to be deleted at once when the maximum storage is attained. It can be disabled or set to a value ranged from 1 to 999.
Authentication Timeout(s)	The time interval for which the "Successful Verification" message displays. Valid value: 1~9 seconds.

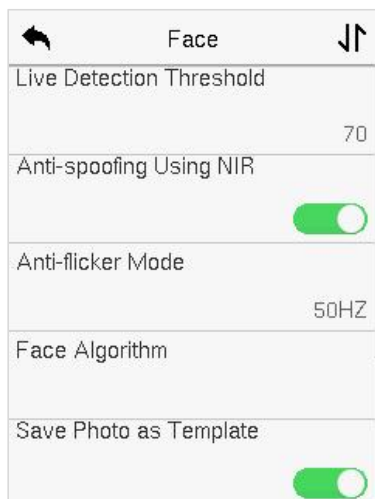
Face comparison Interval(s)

To set the time interval for facial template matching as required.

Valid value: 0~9 seconds.

9.3 Face Parameters

Tap **Face** on the **System** interface to go to the Face parameter settings.



Function Description

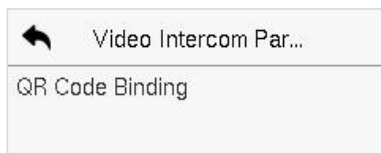
Function Name	Description
1:N Threshold Value	Under 1:N verification mode, the verification will only be successful when the similarity between the acquired facial image and all registered facial templates is greater than the set value. The valid value ranges from 0 to 100. The higher the thresholds, the lower the misjudgement rate and the higher the rejection rate, and vice versa. It is recommended to set the default value of 47.
1:1 Threshold Value	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 and the higher the rejection rate, and vice versa. It is recommended to set the default value of 63.
Face Enrollment Threshold	During face 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 the set threshold, it indicates that the face has already been registered.
Face Pitch Angle	It is the pitch angle tolerance of a face for facial template registration and comparison. If a face's pitch angle exceeds the set value, it will be filtered by the algorithm, i.e., ignored by the terminal thus no registration and comparison interface will be triggered.

Face Rotation Angle	It is the rotation angle tolerance of a face for facial template registration and comparison. If a face's rotation angle exceeds the set value, it will be filtered by the algorithm, i.e., ignored by the terminal thus no registration and comparison interface will be triggered.
Image Quality	It is the image quality for facial registration and comparison. The higher the value, the clearer image is required.
Minimum Face Size	It sets the minimum face size required for facial registration and comparison. If the minimum size of the captured image is smaller than the set value, then it will be filtered off and not recognized as a face. This value can also be interpreted as the face comparison 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. When the value is 0, the face comparison distance is not limited.
LED Light Trigger Threshold	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.
Motion Detection Sensitivity	It sets the value for the amount of change in a camera's field of view known as potential motion detection that wakes up the terminal from standby to the comparison interface. The larger the value, the more sensitive the system would be, i.e., if a larger value is set, the comparison interface activates with much ease, and the motion detection is frequently triggered.

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.
Anti-flicker Mode	It is used when WDR is turned off. It helps to reduce flicker when the device's screen flashes at the same frequency as the light.
Face algorithm	It has facial algorithm related information and pause the facial template update.
Save Photo as Template	After disable this function, face re-registration is required after an algorithm upgrade.

9.4 Video Intercom Parameters

Click **Video Intercom Parameters** on the **System** interface.

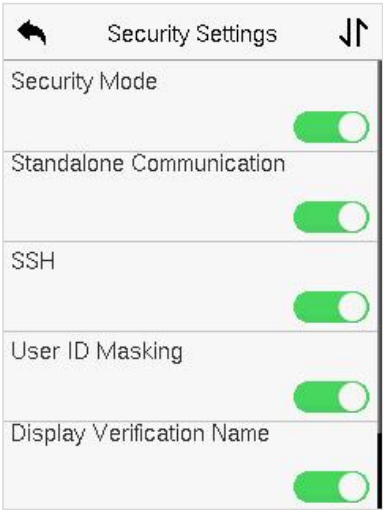


Function Description

Function Name	Description
QR Code Binding	After downloading and installing the ZSmart APP on the phone. Open it and scan the QR code to add the device for the video door phone connection.

9.5 Security Settings

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



Function Description

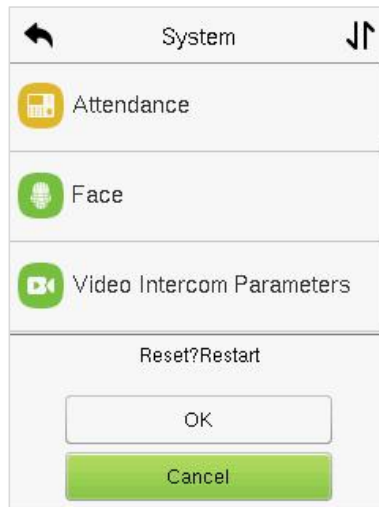
Function Name	Description
Security Mode	Select whether to enable the security mode to protect the device and the user's personal information. You can set the device to work offline and hide the user's personal information to prevent leakage during user verification.
Standalone Communication	To avoid being unable to use when the device is offline, you can download the C/S software (such as ZKAccess 3.5) on your computer in advance for offline use.
SSH	SSH is used to enter the background of the device for maintenance.
User ID Masking	When enabled, and then the user is successfully compared and verified, the User ID in the displayed verification result will be replaced with an * to achieve secure protection of sensitive private data.

Display Verification Name	Set whether to display the username in the verification result interface.
Display Verification Mode	Set whether to display the verification mode in the verification result interface.

9.6 Factory Reset

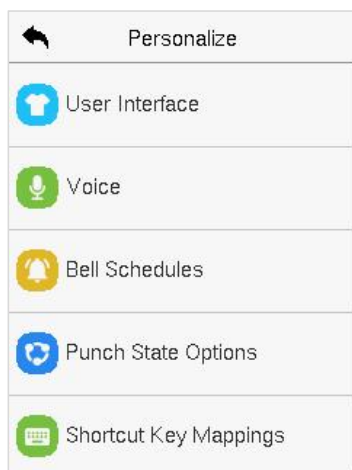
The Factory Reset function restores the device settings such as communication settings and system settings, to the default factory settings (this function does not clear registered user data).

Tap **Reset** on the **System** interface and then tap **OK** to restore the default factory settings.



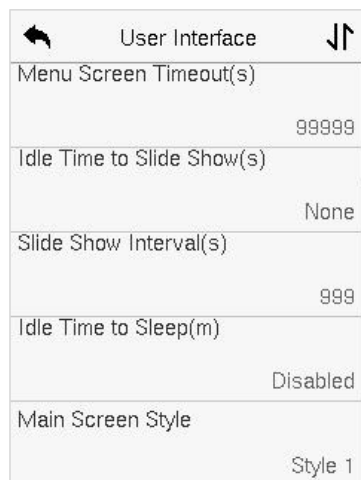
10 Personalize Settings

Tap **Personalize** the **Main Menu** interface to customize interface settings, voice, bell, punch state options, and shortcut key mappings.



10.1 Interface Settings

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

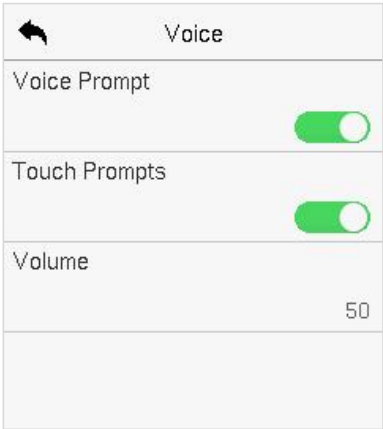


Function Description

Function Name	Description
Wallpaper	It helps to select the main screen wallpaper according to the user preference.
Language	It helps to select the language of the device.
Menu Timeout (s)	When there is no operation, and the time exceeds the set value, the device automatically goes back to the initial interface. The function can either 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 is displayed. 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 pictures. 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.
Main Screen Style	The style of the main screen can be selected according to the user preference.

10.2Voice Settings

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

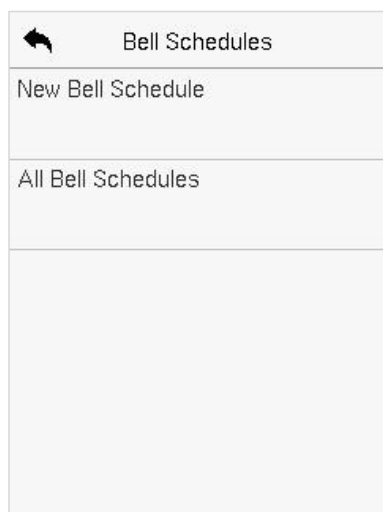


Function Description

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

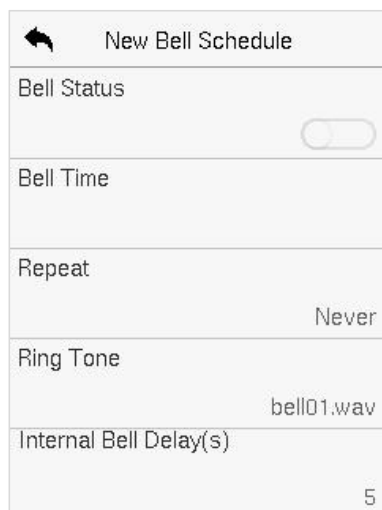
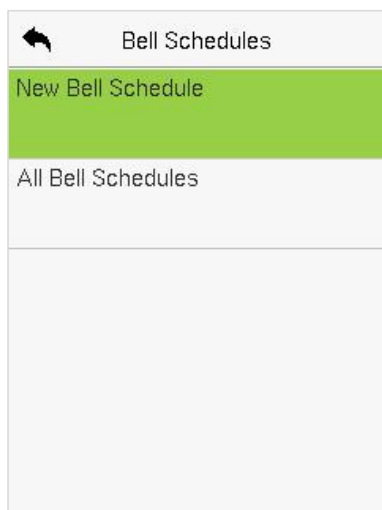
10.3Bell Schedules

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



➤ New Bell Schedule

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



Function Description

Function Name	Description
Bell Status	Toggle to enable or disable the bell status.
Bell Time	Once the required time is set, the device automatically triggers to ring the bell during that time.
Repeat	Set the required number of counts to repeat the scheduled bell.
Ring Tone	Select a ringtone.
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, tap **All Bell Schedules** to view the newly scheduled bell.

➤ **Edit the Scheduled Bell**

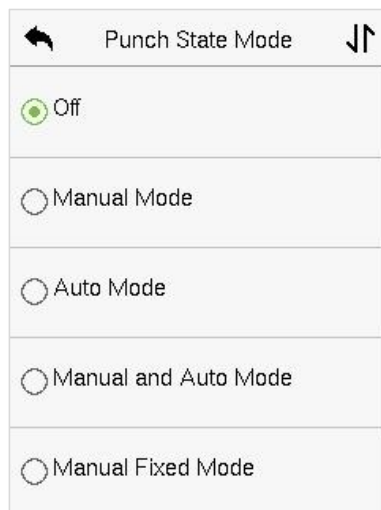
On the **All Bell Schedules** interface, tap on the required bell schedule, and tap **Edit** to edit the selected bell schedule. The editing method is the same as the operations of adding a new bell schedule.

➤ **Delete a Bell**

On the **All Bell Schedules** interface, tap the required bell schedule, tap **Delete**, and then tap **Yes** to delete the selected bell.

10.4Punch States Options

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



Function Description

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. Manual Fixed Mode: After the punch state key is set manually to a particular punch status, the function will remain unchanged until it is 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.

10.5 Shortcut Key Mappings

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.

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



Shortcut Key Mapping	
F1	Check-In
F2	Check-Out
F3	Break-Out
F4	Break-In
F5	Overtime-In

- On the **Shortcut Key Mappings** interface, tap on the required shortcut key to configure the shortcut key settings.
- On the **Shortcut Key (that is "F1") interface, tap 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.

←	F1
Punch State Value	0
Function	Punch State Options
Name	Check-In

←	F1
Function	New User

- 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.

➤ 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, tap **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.

←	F1
Punch State Value	0
Function	Punch State Options
Name	Check-In
Set Switch Time	

←	Switch Cycle	↕
☒	Monday	
☒	Tuesday	
☒	Wednesday	
☒	Thursday	
☒	Friday	

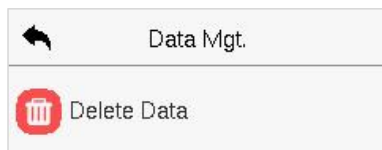
- Once the Switch cycle is selected, set the switch time for each day, and tap **OK** to confirm, as shown in the image below.

Note:

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

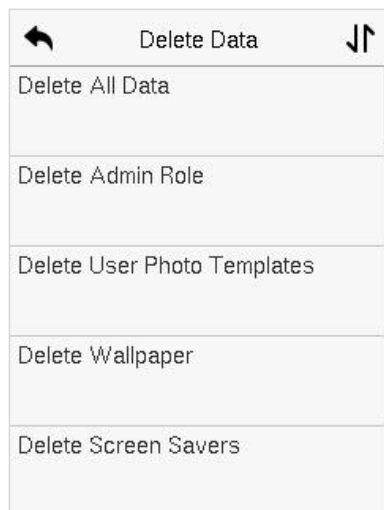
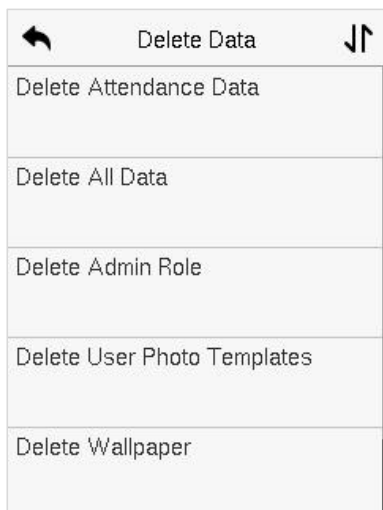
11 Data Management

On the **Main Menu**, tap **Data Mgt.** to delete the relevant data in the device.



11.1 Delete Data

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

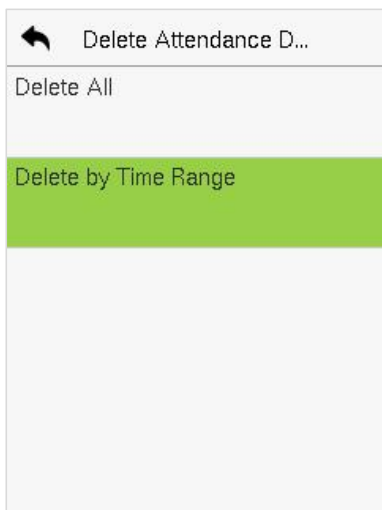


Function Description

Function Name	Description
Delete Attendance Data	To delete all attendance data in the device.
Delete All Data	To delete the information and access records of all registered users.

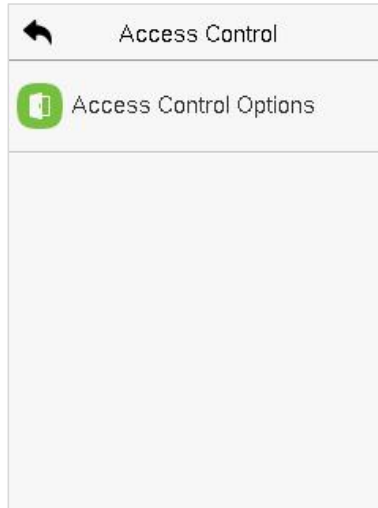
Delete Admin Role	To remove all the administrator privileges.
Delete User Photo Templates	To delete all the user photo templates on the device.
Delete Wallpaper	To delete all the wallpapers in the device.
Delete Screen Savers	To delete all the screen savers in the device.

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



12 Access Control

On the **Main Menu**, tap **Access Control** to set the schedule of the door opening, locks control and to configure other parameters settings related to access control.



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

1. The relevant door's current unlock time should be within any valid time zone of the user's time period.
2. The corresponding user's group must be already set in the door unlock combination (and if there are other groups, being set in the same access combo, then the verification of those group's members is also required to unlock the door).
3. In default settings, new users are allocated into the first group with the default group time zone, where the access combo is "1" and is set in unlock state by default.

12.1 Access Control Options

Tap **Access Control Options** on the **Access Control** interface to set the parameters of the control lock of the terminal and related equipment.

 Access Control Op...	
Door Lock Delay(s)	10
Door Sensor Delay(s)	10
Door Sensor Type	Normal Close(NC)

Function Description

Function Name	Description
Door Lock Delay (s)	The length of time that the device controls the electric lock to be in unlock state. Valid value: 1~99 seconds.
Door Sensor Delay (s)	If the door is not locked and is left open for a certain duration (Door Sensor Delay), an alarm will be triggered. The valid value of Door Sensor Delay ranges from 1 to 255 seconds.
Door Sensor Type	There are three Sensor types: None, Normal Open, and Normal Close. None: It means the door sensor is not in use. Normal Open(NO): It means the door is always left open when electric power is on. Normal Closed(NC): It means the door is always left closed when electric power is on.

13 Attendance Search

Once the identity of a user is verified, the access record is saved in the device. This function enables users to check their event logs.

Select **Attendance Search** on the **Main Menu** interface to search for the required event Logs.

User ID

Please Input(query all data without input)

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

Time Range

☒ Today

☐ Yesterday

☐ This Week

☐ Last Week

☐ This Month

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

Date	User ID	Time
05-09	0	09:10 09:10 09:10
		09:10
05-07	0	08
		11:58 11:58 11:52
		11:52 11:52 11:52
		11:52 11:52
05-06	0	04
		09:03 09:03 09:03
		09:03
05-05	0	131
		18:02 18:02 16:32
		16:32 16:30 16:30

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

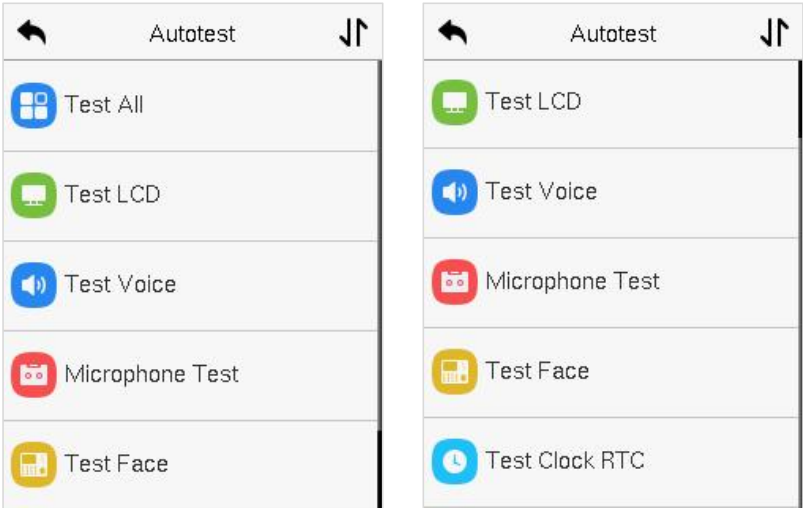
User ID	Name	Time
0		05-09 09:10
0		05-09 09:10
0		05-09 09:10
0		05-09 09:10

Verification Mode : Other
Status : 2

The figure shows the details of the selected record.

14 Autotest

Select **Main Menu**, tap **Autotest**. It enables the system to automatically test whether the functions of various modules are working normally, including the LCD, Voice, Microphone, Camera and Real-Time Clock (RTC).



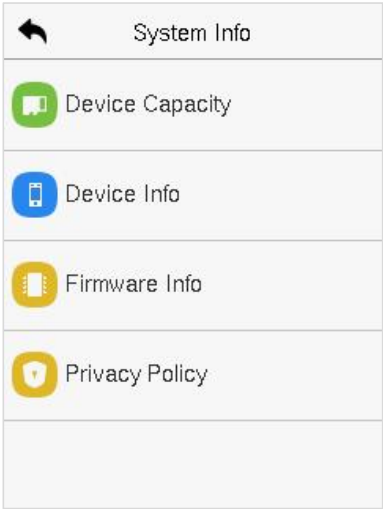
Function Description

Function Name	Description
Test All	To automatically test whether the LCD, Voice, Microphone, Fingerprint, Camera and Real-Time Clock (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.

Microphone test	To test if the microphone is working properly by speaking into the microphone.
Test Face	To test if the camera functions properly by checking the pictures taken to see if they are clear enough.
Test Clock RTC	To test the RTC. The device tests whether the clock works normally and accurately with a stopwatch. Touch the screen to start counting and press it again to stop counting.

15 System Information

On the **Main Menu**, tap **System Info** to view the storage status, the version information of the device, firmware information and the privacy policy.



Function Description

Function Name	Description
Device Capacity	Displays the current device's user storage, card, password and face storage, administrators and T&A records.
Device Info	Displays the device's name, serial number, MAC address, face algorithm, platform information, MCU Version, Manufacturer, and manufacture date.
Firmware Info	Displays the firmware version and other version information of the device.
Privacy Policy	Display the device's privacy policy.

16 Connect to ZKBioAccess Software

16.1 Set the Communication Address

➤ Device side

1. Tap **COMM.** > **Ethernet** in the main menu to set the IP address and gateway of the device.

(**Note:** The IP address should be able to communicate with the ZKBioAccess IVS server, preferably in the same network segment with the server address).

2. In the main menu, click **COMM.** > **Cloud Server Setting** to set the server address and server port.

Server address: Set the IP address as of ZKBioAccess server.

Server port: Set the server port as of ZKBioAccess (The default is 8088).

Ethernet	
IP Address	192.168.163.201
Subnet Mask	255.255.255.0
Gateway	192.168.163.1
DNS	114.114.114.114
TCP COMM.Port	4370
DHCP	☐

Cloud Server Setting	
Server Mode	ADMS
Enable Domain Name	☐
Server Address	0.0.0.0
Server Port	8081
Enable Proxy Server	☐
HTTPS	☐

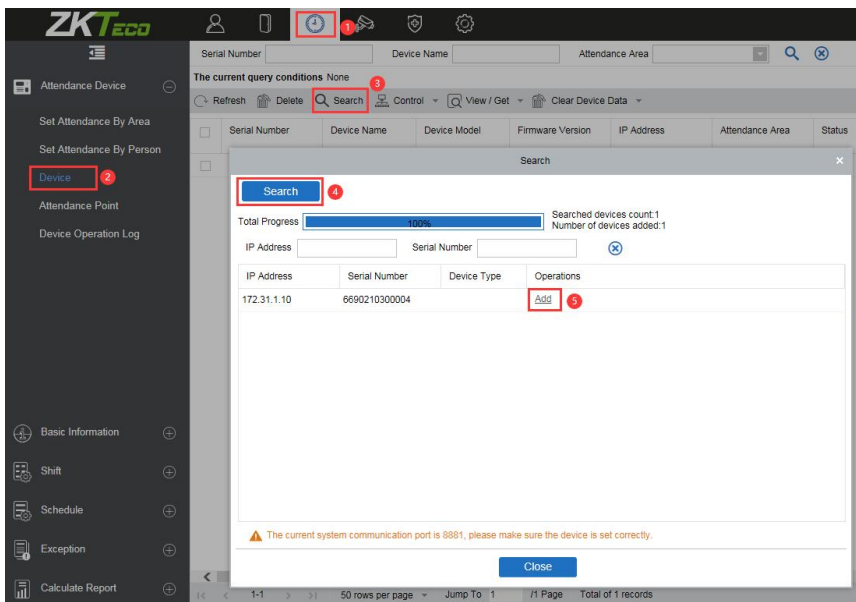
➤ Software side

Login to ZKBioAccess software, click **System** > **Communication** > **Communication Monitor** to set the ADMS service port, as shown in the figure below:

16.2 Add Device on the Software

Add the device by searching. The process is as follows:

1. Click **Attendance** > **Attendance Device** > **Device** > **Search**, to open the Search interface in the software.
2. Click **Search**, and it will prompt [**Searching.....**].
3. After searching, the list and total number of access controllers will be displayed.



4. Click **Add** in operation column, a new window will pop-up. Select Attendance Area and Time zone from each dropdowns and click **OK** to add the device.

The 'Add' dialog box is shown with the following fields and values:

- Device Name*: 6690210300004
- Serial Number*: 6690210300004
- IP Address: 172.31.1.10
- Attendance Area*: Area Name
- Time zone*: (UTC+8)Beijing, China
- Enrollment Device: ☐

Buttons: OK, Cancel

16.3 Add Personnel on the Software

1. Click **Personnel > Person > New**:

The screenshot shows the 'New' personnel registration window. The top section contains fields for: Personnel ID*, First Name, Gender, Certificate Type, Birthday, Device Verification Password, Biometrics Type, Department* (set to 'Ban Giam Đốc'), Last Name, Mobile Phone, Certificate Number, Email, and Card Number. There are 'Browse' and 'Capture' buttons next to the photo field. The bottom section has tabs: 'Access Control', 'Time Attendance', and 'Personnel Detail'. The 'Personnel Detail' tab is active, showing 'Levels Settings' (General, Test, office, a) and 'Add' (Select All, Unselect All) buttons. It also has fields for Superuser (No), Device Operation Role (Ordinary User), Disabled, and Set Valid Time.

- Fill in all the required fields and click **OK** to register a new user.
- Click **Attendance > Attendance Device > Device > Control > Synchronize Software Data to the Device** to synchronize all the data to the device including the new users.

For more details, please refer to the ZKBioAccess User Manual.

FCC Warning:

Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment should be installed and operated with minimum distance 20cm between the radiator & your body.

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