

Quick Start Guide



InBio Pro + ZKBioSecurity 3.0

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What's in the Box





Optional Accessories



Wiegand Card Reader



InBio Pro Cabinet



ZK4500 Enrollment reader



Prox Card



K1-1 Exit Button



CR10E Card Enroller



RS485 Fingerprint Reader

The following precautions are to keep users safe and prevent any damage. Please read carefully before installation.



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



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



Do not place the device next to heating equipment.



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



Do not let children touch the device without supervision.



Do not drop or damage the device.



Do not disassemble, repair or alter the device.



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



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

Contact your supplier in case of a problem.

Product PIN Diagram



LED Indicators



Product Dimension



Figure 8

InBio Pro- Metal Cabinet



Figure 9

Installation of Panel & Cabinet





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

Wiring Legend



Power Wiring Diagram

Without Backup Battery



Figure 13

With Backup Battery







Figure 15

DIP Switch Setting for RS485 Reader





Important Notes

- 1. There are six DIP switches on the back of RS485 fingerprint reader, Switches 1-4 is for RS485 address, switch 5 is reserved, switch 6 is at the End-Of-Line for reducing noise on long RS485 cable.
- 2. Set the odd number for IN reader, and the even number for OUT reader (for eg. For two readers for one door- the RS485 address 1 is for IN reader, RS485 address 2 is for OUT reader)
- **3.** If RS485 fingerprint reader is powered from InBio460Pro panel, the length of wire should be less than 100 meters or 330 ft.
- 4. The External RS485 interface can supply maximum 500mA current, The RS485 fingerprint reader's start-up current is 240mA. So InBio460Pro only can power two RS485 fingerprint readers.
- **5.** If the cable length is more than 200 meters or 600 ft , the number 6 switch should be ON as below:



Distance: More than 200 meters





13

REX Connections



Figure 18

Lock Connection

Connecting a Lock with External Power Supply (Dry Contact)



Switching Dry Contact to Wet Contact

Important Notes:

The factory default jumper setting is set as dry mode. If you want to power the lock from the panel, you must take the following steps:

- 1. Take apart the cover of InBio460Pro. Push the tab inward (see figure 21).
- 2. Select the appropriate lock relay and find its jumpers.
- 3. Take off the jumpers and change \Box \Box \Box \Box \Box \Box \Box \Box
- 4. Connect the lock as show in the diagram, (see figure 23 and 24).



Figure 20





Lock Connection

Normally Open Lock Powered From Lock Terminal (Wet Contact)



Normally Closed Lock Powered From Lock Terminal (Wet Contact)





Aux. I/O Connection

Aux. Input Connection



Aux. Output Connection



Ethernet Connection

LAN Connection

Important Notes:

- 1. Both 10Base-T and 100Base-T are supported
- 2. This cable distance must be less than 330 ft. (100m)
- **3.** For cable length of more than 330 ft. (100m). use network switch to amplify the signal.



Direct Connection

To connect InBio Pro Panel with a PC directly, connect both devices with a straight network cable. As the InBio Pro Panel supports auto MDI/MDIX, it is not necessary to use a crossover type cable.





Restore Factory Setting



Restore factory setting

- 1. If you forget the IP address of the InBio Pro panel or the device does not work normally, you can use the number 7 DIP switch to restore InBio Pro Panel to factory default settings. The parameters which gets reset are device IP address, communication password, gateway, and subnet mask.
- **2.** The switch is OFF by default. When it is moved up and down for three times within 10 seconds and finally returned to OFF position, the factory settings will be restored after the access control panel is restarted.



To reset factory settings Turn #7 switch ON and OFF

Repeat process 3 times

Figure 29

Installation Diagram



Figure 30

1. How to switch four doors one way to two doors two way?

- > Connect four readers from reader 1 to reader 4.
- > Connect two door locks, one connected to LOCK1, another connected to LOCK3.
- > In the software configure reader 1-Indoor, and reader 2-Outdoor.

Note: Please note that below option is only available in software version 3.0.3.1 or above.



Figure 31

2. Can we integrate IP Camera and NVR?

- > Currently ZKBioSecurity software supports ZKVision, GT/PT Series, Hikvision, Dahua, and other cameras supporting Onvif protocol and NVR.
- > You can associate a camera to the reader and setup a linkage for the same.

3. What does it mean when I get a "Wiegand Format Error"?

- > Your WD0 and WD1 wiring is reversed.
- **4.** How do I connect a third-party reader or a stand-alone reader to a InBio Pro panel?
 - > Connect the Wiegand output to the WD0 and WD1 of the stand-alone readers on the panel's reader port.

Note: The board can only supply 12 V DC, 2A power so an external power supply may be required.

5. What kind of wire is recommended for the panel?

ightarrow 16 or 18 AWG twisted shielded wire is recommended.

6. What is the default IP of the panel?

> 192.168.1.201

7. How long is the device under warranty?

> 2 Years from original purchase date, replacement/repair of hardware under ZK standard warranty requires an evaluation of the failed system by a ZK Technical Support specialist, and the issuance of a Technical Support RMA number.

Electrical Specifications

	Minimu	Typical	Maximu	
	3		З	Notes
WORKING POWER SUPPLY				
Voltage (V) DC	9.6	12	14.4	Use regulated DC power adaptor only
Current (A)			5	
ELECTRONIC LOCK RELAY OUTPU	JT			
Switching voltage (V)			12V	Use regulated DC power adaptor only
Switching Current (A)			2	
Auxiliary relay output				
Switching voltage (V)			12V	Use regulated DC power adaptor only
Switching Current (A)			1.25	
SWITCH AUX. INPUT				
VIH (V)				
VIL (V)				
Pull-up resistance (Ω)		4.7k		The input ports are pulled up with 4.7k resistors
WIEGAND INPUT				
Voltage (V)	10.8	12	13.5	
Current (mA)			500	
ZK ELECTRIC LOCK				
Voltage (V) DC	10.8	12	13.2	
Current (mA)			500	May vary as per models

Note: Please note that the below specifications are only applicable for ZMM220 InBio Pro panels.

GL Exclusive Feature	InBio-160 Pro	InBio-260 Pro	InBio-460 Pro	
Number of doors controller	1 Door	2 Door	4 Door	
Numbers of readers sup- ported	4(2 RS-485 Reader, 2 26-bit Wiegand reader)	8(4 RS-485 Reader, 4 26- bit Wiegand reader)	12 (8 RS-485 Reader, 4 26-bit Wiegand reader)	
Types of readers supported	26-bit Wiegand and RS485 FR Series Reader	26-bit Wiegand and RS485 FR Series Reader	26-bit Wiegand and RS485 FR Series Reader	
Number of Inputs	3(Exit Device and Door Status, 1 AUX)	6(2 Exit Device, 2 Door Status, 2 AUX)	12(4 Exit Device, 4 Door Status, 4 AUX)	
Number of Outputs2 (1-Form C Relay for Lock and One Form C Relay for Aux Output)		4 (2-Form C Relay for Lock and 2-Form C Relay for Aux Output)	8 (4-Form C Relay or Lock and 4-Form C Relay for Aux Output)	
Card holders Capacity	60,000	60,000	60,000	
Fingerprint Capacity	20,000	20,000	20,000	
Log Events Capacity	100,000	100,000	100,000	
Communication	TCP/IP	TCP/IP	TCP/IP	
Package Dimen- sion	350(L)*90(H)*300(W) mm	350(L)*90(H)*300(W) mm	350(L)*90(H)*300(W) mm	
Package Weight	3.6kg	3.6kg	3.7kg	
CPU	32 bit 1.2GHz CPU	32 bit 1.2GHz CPU	32 bit 1.2GHz CPU	
RAM	128MB	128MB	128MB	
Flash Memory	256MB	256MB	256MB	
Power	9.6V-14.4V DC	9.6V-14.4V DC	9.6V-14.4V DC	
Operating Temp	0° to 45°C	0° to 45°C	0° to 45°C	
Operating Hu- midity	20% to 80%	20% to 80%	20% to 80%	



ZKBioSecurity 3.0

It is recommended to install software version 3.0.3.0 or above



Installation & Setup

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



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



Installation

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

ın admin user?	× .	Passed	
Environment variables test	~	Passed	
Software conflicts test	×	Passed	
Service port test	\checkmark	Passed	
Antivirus software test	\checkmark	Passed	
Compatibility test	 	Passed	



- 2. Add an open port (Default 8088) or ask a network administrator for an open port.
- 3. Click the check box to add firewall exception for this port.

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

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

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



Adding Device

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

ZKTeco	Personnel Access	s 1 Visitor	Video
Access Device	Device Name	Serial Number	IP Address
	The current query conditions: Nor	ne	
	🕞 Refresh 📑 New 👘 Dei	lete 📑 Export 🔍 Search Device 🦟	🗧 🤰 👌 Disable
Door	O Device Name Oriel M		- ID Address
Reader	Device Name Senai Nu	umber Area Name Communication typ	e IP Address
Auxiliary Input			
Auxiliary Output			
Event Type			

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

				Search Device				
Search	4	Download Search	Tools to Local Disk					
Total Progress		100%		Searched devices co	ount:2			
IP Address		Device Type		Serial Number			\otimes	
IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Model	Server A	5	Operations
192.168.1.217	00:17:61:00:00:01	255.255.255.0	192.168.1.1	OIN61100161022	(ACP-400			Add Modify IP Address
192.168.1.227	00:17:61:20:03:15	255.255.255.0	192.168.1.1	3635163600008	inBIO460 Pro	192.168.1.4	6:65530	Add Modify IP Address

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



Adding Device

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

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

otal Progress		100%		Searched device Number of device	s count 17 es added:7		
P Address		Device Type		Serial Number		۲	
IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device Model	Server Address	Operations
92.168.214.199	00:17:51:10:F1:88	255.255.255.0	192.168.214.1	6058144200039	K2-400		Add Modily IP Address
92.168.214.200	00:17:51:10:CF:81	255,255,255,0	192.168.218.1	20100501999	in810160	http://192.168.214.171.80	Add Modify IP Address
2.168.214.201	00:17:61:C3:FD:19	255.255.255.0	192.168.214.1	3764164402002	C3-400Pto	http://192.168.214.43.808	Add Mod N/IP Address
92.168.214.203	00.17.61.10.05.18	255.255.255.0	12 Click	here 🖻	in830160		Add Modify IP Address
2.168.214.204	00.17.61.C4.A0.4E	255,255,255,0	10.	difu hag	K2-200	http://192.168.214.88.80	Add Modify IP Address
0.168.214.222	00.17.61:10.24.7F	255 255 255 0	102 10 110	July los	inBiOaco	Mg. //102.168.1.188.808/	Add Modily IP Address
2.168.214.250	001761106707	255,255,255,0	192.168.214.1	6564150400091	in880160	http://10.80.50.74.6099	Add Modily IP Address
2.168.214.85	00:17:51:10:14:9A	255,255,255,0	192.168.214.1	6688143600003	InBIO 490	http://192.168.214.68.60	Add Modify IP Address
92.168.215.155	00.17:61:20:03:40	255.255.255.0	192.160.1.1	3649155000007	in080260 Pro	http://192.168.215.4.8081	Add Modily IP Address
16.28.0.1		255,255,255,0	192.168.0.254	14925701794140	ACP		This device has been added

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

ZKTeco	Personnel	Access	-1		Patrol	Video
	Device Name		Serial Number		IP Address	
2	The current query c	onditions: None				
			# Export O Se	earch Device	Enable 🖉 Disable	P2 Sunch
Door		row III Delete	- Export Q 30		Linable O Disable	LB Synch
Reader	-				Search Device	
r toudor						
Auxiliary Input	Search	No device four	nd? Download Sea	rch Tools to Local Di	sk 3	
Auxiliary Output	Total Progress					
Event Type	IP Address		Device Type		Serial Number	
Daylight Saving Time	IP Address	MAC Address	Subnet Mask	Gateway Address	Serial Number	Device

🍤 Ca	mmunication Setti	ng Tool V2.0					- • •
Set	ting(S) View(V)	" A.	8				
NO.	MAC	IP Address	Scriel Number	Device Type	Firmware Version	Access Server IP Address	Access Server Por
1	00:17:61:20:03:15	192.168.1.227	3635165. 20008	inBIO460 Pro	AC Ver 5.7.6.3030 Feb 8 2017	192.168.1.219	8088
2	00:17:61:00:00:01	192.168.1.217	OIN61100161. 200203	ACP-400	AC Ver 4.1.9-4882-01 Oct 13 2016	-	
			Clic	k here to	search		
< Ready				m			•

Creating a Time Zone

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



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

ne Zone Name*		Business Hours	-			
mark		9am-5pm Shift Mon-Fi	ri			
Time	In	terval 1	Interva			
Date	Start Time	End Time	Start Time	2. Set the	start & end time	Time
Monday	09 : 00	17 : 00 🦰	00 : 00	00 : 00	00 : 00	00 : 00
Tuesday	09 : 00	05 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Wednesday	09 : 00	05 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Thursday	09 : 00	05 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Friday	09 : 00	05 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Saturday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Sunday	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 1	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 2	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00	00 : 00
Holiday Type 3	00 : 00	00 : 00	00 3 Tick	to conv Mo	nday settings	00 : 00
opy Monday's Setting	g to Others Weel	days: 🖉		to all other	days	
tart time of Monday i	nterval 1 must n	ot be larger than End ti	me of Monday interval	11		

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

ZKTECO	Personnel	Access	1 or	Visitor	Video
Access Device 🕀	Access Levels				
	Level Name	Time Zone		Q 🛞	
	The current query co	onditions: No			
Time Zones	🕞 Refresh	New 4			
Holidays	Level Name	Time Zone	Door Count	Operations	
Access Levels <u>3</u>	Master	24-Hour Accessible	0	Edit Add Door	
Set Access By Levels					
Set Access By Person					

5. Enter the details and click OK.



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

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



			Ad	ld Door			
Door	Name	Seria	al Number		Q 🛞		
The c	urrent query conditio	ns: None		Seler	ted(0)		
	Door Name	Owned Device	Serial Number		Door Name	Owned Device	Serial Number
	192.168.12.161-1	192.168.12.161	OIN70300870308001				
	192.168.12.161-2	192.168.12.161	OIN70300870308001	_	8		
	192.168.12.161-3	192.168.12.161	OIN70300870308001	~			
	192.168.12.161-4	192.168.12.161	OIN70300870308001	<			
	192.168.214.115-1	192.168.214.115	3583163200002	<<			
	192.168.12.105-1	192.168.12.105	5662012050598				
	192.168.12.105-2	192.168.12.105	5662012050598 🖕	_	-		
<	< 1-19 > >	50 rows per page	 Total of 19 records 	9			
			ОК	Ca	ncel		

Enrolling Personnel

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

ZKT	200	Person			Elev	ator \	∕isitor	Patrol
Personnel	Θ	Department	Name		Pers	sonnel ID		Firs
	2	The current	query conditions: None	e			-	
Ferson -	_				C	Refresh 🕒 N	ew 🥰 3	partmen
Department		⊿ 🗁 Gene	eral(7)			Personnel ID	First Name	Las
Custom Attributes	S		arketing Department(0)			102		
Parameters			sdf(0)	+(0)		101	test1	
			ui(0)	n(U)		45		adm
		□ □ Fi	nancial Department(0)			40		aum
		⊿ (≧> te	st(0)			1	×	adm
						10		adm
			New					~
	_		New					^
Personnel ID*	2		Department*	Marketing	g Depar	tment	S	Î
First Name	abc		Last Name	xyz		-		
Gender	Male	•	Password					
Social Security Number	400.450		License Plate	7.07.070				
Reservation Code	123456 Register @ 0 D	ownload New	Rithday	/1548/9	887		(Optimal Size 1	120*140).
F	Driver	Ownload New	Dirtituay				Browse	apture
Finger Vein	Register 🖁 0 🖸	ownload New	Card Number			B.		
	Driver							
Access Control	Elevator Control	More C	ards Personnel D	etail				
Levels Settings	Add		Superuser		No		•	
🕑 Master	Check A Clear Al	<u>11</u>	Device Operation Role		Ordin	nary User	•	
			Delay Passage					
			Disabled					
			Set Valid Time					
								-
		Save and Ne	w OK	Cano	el			

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

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

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

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

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

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



Wiegand Format

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

1. Click Personnel 2. Click Card Management 3. Click Wiegand Format.

4. Taking Wiegnad Format37 as an example. Click to edit.

ZKTeco	Personn		Elevator	Visitor	Patrol	Video
A Personnel	Refresh	🕀 New 👘 Delete 🛛	Card Formats			
Card Management	Nam	e		Mode		Site Code
	Wiega	nd Format26		Mode One		0
Card	Wiega	nd Format26a		Mode One		0
Wiegand Format	U Wiega	nd Format34		Mode One		0
Issued Card Record	Wiega	nd Format34a		Mode One		0
	Wiega	nd Format36	4	Mode One		0
	Wiega	nd Format37		Mode One		0
	Wiega	nd Format37a		Mode One		0
	Wiega	nd Format50		Mode One		0
	Wiega	nd Format66		Mode One		0
	wiega	nd64		Mode One		0

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

					Edit					
Name*		Wiegand Eo	irmat37							
Total Bit*		37								
Site Code*		0								
Auto										
Mode O	ine									
First Parity	Check(p)	1								
Second Pa	arity Check(p)	37								
Odd P	arity Check(o)	Even P	arity Check(e)		CID(c)	5	Site Code(s)	Manufa	actory Code(m	1)
Start Bit	The Maximum Length	Start Bit	The Maximum Length	Start Bit	The Maximum Length	Start Bit	The Maximum Length	Start Bit	The Maxim Length	um
20	18	1	18	18	19	2	16	0	0	
O Mode T	wo									
Card Cheo	ck Format	pssssss	ssssssssccccccc		p					
Parity Che	ck Format	eeco		000000000	000000					
				_						
		-	If rooul	red v	ou con ch		the mede			
			ii requi	rea, y	ou can ch	ange	the mode			
			_							
				бК	Cancel					

p indicates Parity Position, s indicates Site Code, c indicates Cardholder ID, f indicates Facility Code, m indicates Manufactory Code, e indicates Even Parity, O indicates Odd Parity, b indicates both odd check and even check, x indicates parity bits no check.

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

	ZKTeco	P	ersonnel	Access	-1)pr	Visitor Pa	itrol Vide	eo		System Welcor	ne, admin ① ① ⑦ ② ① U Authorized Company: ZKBioSecurity	
ß	Access Device 🔶	Edit	Levels For Perso	and					В	iuwa	e Personnel 123455432 From L	rvels >	
۵		Pers	onnel ID	Fin	st Name	La	st Name	More v Q	Level Name Time Zone Q. 🛞				
1		The	current query con	nditions: None					т	he ci	arrent query conditions: None		
	Time Zones	C	Refresh in A	coss Control 8	otting				(0	Refresh Polete From Levels	Export	
	Holidays		Personnel ID	First Name	Last Name	Card Number	Department Name	Operations	1		Level Name	Time Zone	
	Access Levels		4534		admin		General	Add to Levels	6		Master	24-Hour Accessible	
	Set Access By Levels		123455432				General	Add to Levels	6		Employee	24 Hour Accessible	
	0-1 A D. D	2	12		admin		General	Add to Levels					
	Set Access By Person	-	1	х	admin	8682230	General	Add to Levels					
	Set Access By Department		45		admin	2112538	General	Add to Levels	1	-			
	Interlock	0	10 4	test1		2363700	General	Add to Levels		0			
	Linkage		102			2760276	General	Add to Levels					
	Anti Passback												
	First-Person Normally Open												
R	Advanced Functions 🛛 🕀												
			< 1-7 > >	50 rows per	rpage 👻	Iotal of / record	\$: 1 - 2 → → 50 rows per pa	age 👻 lotal of 2 records	
F	Reports (+)							•	4				

6. Select Level(s).

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

		Ac	dd to Lev	rels			
Level	Name	Q (8)					
The c	urrent query conditio	ns: None					
Alterna	ative			Select	ed(1)		
	Level Name	Time Zone			Level Name	Time Zone	
	test 6	Check In			Employee	24-Hour Accessible	
	test2	vistor			_		
	test3	eating time	>>		7		
	test4	正常上班时间内	<		-		
	test-visitor	popy-visitor	<<				
	Administrator	24-Hour Accessible					
1<	< 1-6 > > 5	0 rows per page 👻 Total of 6 records					
		ОК		Car	icel		

Real -Time Monitoring

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

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



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

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

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

Access Module:

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

ZKTeco	Personnel	Access	1 tor	Visitor Patrol	Video	System		ne, admın 🕠 Authorized) (i) (?) I Company: ZKE	₽ ([†]) BoSecurity
Access Device 🕀	Time From 2017-0	1-26 00:00:00	To 2017-04-26 23:58	:59 Porsonnel ID		Device Name		More	~ q 🥳	3
	The current query co	nditions: Time Fro	m:(2017-01-26	To:(2017-04-26 23:59:59)						
Access Control	🔿 Refresh 👚 C	lear All Data 🛛 🗹	Export 5							
Advanced Functions	Time	Device Name	Event Point	Event Description	Media File	Personnel ID	First Name	Last Name	Card Number	Departmen Name
Reports	2017-04-25 17:22:44	192.168.12.116		Disconnected						
All Transactions -4	2017 04 25 17:18:22	102.168.12.116	102.169.12.116 1	Normal Vorify Opon		102			2760276	General
Events From Today	2017-04-25 17:18:21	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
	2017-04-25 17:16:30	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
Last Known Position	2017-04-25 17:14:16	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
All Exception Events	2017 04 25 17:14:16	102.168.12.116	102.168.12.116 1	Normal Verify Open		101	tost1		2363700	General
Access Rights By Door	2017-04-25 17:14:07	192.168.12.116	192.168.12.116-1	Normal Verify Open		102			2760276	General
Access Rights By Personnel	2017-04-25 17:14:06	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
Charte	2017-04-25 17.13.59	192.108.12.110	192.108.12.110-1	Normal Verify Open		102			2760276	General
Charte	2017-04-25 17:13:58	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
	2017-04-25 17:13:38	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1		2363700	General
	2017-04-25 17:13:24	192.168.12.116	192.168.12.116-1	Normal Verify Open		101	test1	1	2363700	General *
	(< < 1-50 ⇒)	50 rows per p	bage 👻 Jump To 1	/394 Page Total of 19691 re	cords					

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

6. Click OK.



Personnel Module:

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

ZKTeco	Personnel 1	Elev	ator \	/isitor Pal	trol Video	o System		ne, adri Al	nın (Ithoriz	ي (أ (أ ed Company: Zł	() ([†]) (BioSecurity
👤 Personnel 🖂	Department Name	Pen	sonnel ID		First Name		Last Name			More	<u> </u>
Person	The current query conditions: None					1				3	
2		C+	Refresh 📑 Ne	w 🖾/ Adjust Depa	rtment 🕋 Delete	Export	t 🕒 Statistic	5			
Department	∡ ⊵> General(/)		Personnel ID	First Name	Last Name	Department Name	Card Number	Biolo	gical Te	emplate Quantity	Status
Custom Attributes	✓ IP→ Marketing Department(0)		102			General	2760276	80		<u>& 0</u>	Normal
Parameters	 Sor(0) A Pro Development Department(0) 		101	lest1		General	2363700	@u		<u>8</u> U	Normal
	ui(0)		45		admin	General	2112538	00	80	80	Normal
	Financial Department(0)		1	x	admin	General	8682230	00		<u>k</u> 0	Normal
	✓ (P→ test(0)		<u>12</u>		admin	General		@0		A 0	Normal
	165-200(0)		4534		admin	General				A 0	Normal
	Lumina(0)		123455432			Gonoral		09		80	Normal
	National Basketball Association(0)										
		4									
Card Management		14	< 1-7 > >I	50 rows per page	+ Jump To 1	/1 Page Total	of 7 records				

First-Person Normally Open

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

The First Person Normally Open feature will keep a door unlocked during a specified time zone when triggered by specified personnel. After the specified personnel unlocks, this feature keeps the door unlocked till the end of the time zone and it will lock automatically at the end of the specified time zone.

Before using this function, create a new time zone with the hours you want the door to be unlocked.

ZKTeco	Personnel Access	1 or Visitor Video						
Access Device 🕀	First Person Normal Open	< Browse Personnel >						
Access Control	Door Name Device The current query conditions: None	Name Q (8)	Personnel ID First Name Last Name I The current guery conditions: None					
Set Arross Ry Levels	🖓 Refresh 👚 New 👚 Delete	C Refresh Delete Personnel						
Set Access By Person	Door Name Device Name	ne Passage Mode Personnel Operations Time Zone Quantity	Personnel ID First Name Last Name Department					
Set Access By Department								
Interlock		New	5					
Linkage		Door Name* Click to select						
Anti-passback	3	Passage Mode Time Zone"						
First-Person Normally Open		Save and New OK Ca						
Multi-Person Group								
Multi-Person Opening Door								
Parameters								
Advanced Functions +								
Reports 🕀	I< < 0 > >I 50 rows per page	 Total of 0 records 	IC < 0 > >I 50 rows per page + Total of 0 records					

- 1. Click Access 2. Click Access Control 3. Click First-Person Normally Open
- 4. Click New 5. Select the door 6. Select the Time Zone.
- 7. Add the specific person. Once this person checks in, this feature is activated.

ZKTeco	Pe	ersonnel	Access	ccess Elevator		Video					
Access Device 🕀	First F	First Person Normal Open									
Access Control	Door The c	Name	Device N	ame	Q	\otimes					
Time Zones		Refresh 🕒 Nev	w 💮 Delete								
Holidays		Door Name	Device Name	Passage Mode Time Zone	Personnel Quantity	Operations					
Access Levels		<u>192.168.1.217-1</u>	192.168.1.217	Shift 1	0	Edit Add Personnel					
Set Access By Levels					_						
Set Access By Person					7	<i>Y</i>					
Set Access By Department											



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