Installation Guide



TF1700 Standalone Outdoor Fingerprint Reader Controller & ZKAccess | *Classic* software 3.5



ZKAccess.com

What's in the Box



TF1700



Installation Template





Rubber Gasket

Back Plate



AC Power Adapter



Network Cable



USB Cable Adaptor



Cables



ZKAccess Software







Diode

4 Large Screws & Anchors, 2 Small screws

Screwdriver

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ZKAccess CLASSIC 3.5

Software Installation and Setup starts at page 30

Optional accessories



Wiegand Card Reader



FR1200 FP Reader



Prox Card



K1-1 Exit Button

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



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



Do not place a magnet near the product. Magnetic objects such as magnet, CRT, TV, monitor or speaker 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 wipe it out with smooth cloth or towel.

Contact your supplier in case of a problem.

Product PIN Diagram



Star-shaped screw hole for fixing reader to the back plate







Cables and Connectors

	PIN	DESCRIPTION	WIRE	
1	1	+12V	Red	
	2	GND	Black	
	3	IWD1	White	
	4	IWD0	Green	
	5	RLED	Blue	
	6	GLED	Gray	
	7	BEEP	Purple	
	6 7	GLED BEEP	Gray Purple	

	PIN	DESCRIPTION	WIRE	
	1	NO1	Blue	
	2	COM1	Red	
	3	NC1	Yellow	
	4	NO2	Orange	
Ś 🗖	5	COM2	Green	

	PIN	DESCRIPTION	WIRE	
	1	BELL-	Purple	
	2	BELL+	Brown	
	3	SEN	White	
	4	GND	Black	
Ś	5	BUT	Gray	

	PIN	DESCRIPTION	WIRE	
	1	WD0	Red	
	 2	WD1	White	
	3	GND	Black	
	4	485+	Blue	
5	5	485-	Yellow	

PIN	DESCRIPTION	WIRE	
1	RJ45-1	Yellow	
2	RJ45-2	Green	
3	RJ45-3	Red	0 ICP/IP
4	RJ45-6	Black	



Mounting the reader on the wall

Fix back plate to the wall using wall mounting screws



 Mount the rubber gasket and the back plate on the wall with the help of the supplied screws.

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).



3. Inserting Reader to backplate



4. Use star-shaped screw to mount it

Power Connection



With UPS (Optional)



Recommended power supply

- Regulated 12V DC, 1A.
- Comply with standard IEC/EN 60950-1.
- To share the power with other devices, use a power supply with higher current ratings

RS485 Connection

PC Connection



Important Notes:

- 1. RS485 communication wires should be a shielded and twisted pair cable.
- **2.** RS485 communication wires should be connected in a bus cascade instead of a star form, to achieve a better shielding effect by reducing signal reflection during communications.
- **3.** Adjust the communication speed as needed. The signal quality vary depending on wiring conditions, and it maybe necessary to lower the baudrates.
- **4.** The GND Signal may be omitted **if and only if** the GND potential difference is less than $\pm 5V$

Incorrect RS 485 connections



PIN DESCRIPTION WIRE WD0 Red 1 Weigand Out 2 WD1 White WD0 3 GND Black 0 WD1 4 485+ Blue GND 5 485-Yellow **HIII** 485-485+ GND +12V GND TF1700 FR1200

FR1200 Connection

TF1700 Settings

Welcome	Menu 👃	Options 🗘	Access Optio	ns‡
13:04	User Manage • Options	Power Mng Comm Opt	DSen. Mode ▶ 485ReaderMaster	NO
15-01-21 WED	PenDrive Mng	Access Options	MasterState Out	:

- **1.** Steps to activate the master and salve functionality between TF1700 and FR1200 as shown in the diagram on the left.
- **2.** There are six DIP switches on the back of FR1200, Switches 1-4 is for RS485 address , switch 5 is reserved , switch 6 is for reducing noise on long RS485 cable.
- **3.** If FR1200 is powered from TF1700 terminal ,the length of wire should be less than 100 meters or 330 ft.
- **4.** If the cable length is more than 200 meters or 600 ft. , the number 6 switch should be ON as below
- **5.** 5.If the 485Reader set as Salve , it will be used as inBIO-series reader , check page 28 to know more.



— Distance: More than 200 meters -



Lock Relay Connection

Normally Open Lock



Normally Closed Lock



Aux. Input Connection

Exit Button Connection



Aux. Output Connection

Alarm Button Connection



Door Bell Button Connection



Weigand Input Connection

RFID Button Connection



Weigand Output Connection

Access Control Panel



Standalone Installation

FR1200 Connection



Installation with Third Party Panels

C3 Conroller Panel Connection



inBIO Conroller Panel Connection



How Does TF1700 Work



1. Fingerprint can not be read or it takes too long.

- > Check whether a finger or fingerprint sensor is stained with sweat, water, or dust
- > Retry after wiping off finger and fingerprint sensor with dry paper tissue or a mildly wet cloth.
- > If a fingerprint is way too dry, blow on the finger and retry.

2. Fingerprint is verified but authorization keeps failing.

- > Check whether the user is restricted by group or time zone.
- > Check with administrator whether the enrolled fingerprint has been deleted from the device for some reason.

3. Authorized but door does not open.

- > Check whether the lock open duration is set to appropriate time, which opens the lock.
- > Check whether anti-passback mode is in use. In anti-passback mode, only the person who has entered through that door can exit.

4. Why device display "system broken" and the alarm is ringing.

> Check whether the device and back plate are securely connected to each other. If not, a tamper switch is activated which triggers the alarm and keeps it ringing.

How to Place a Finger on Scanner

ZKTeco's fingerprint readers will give optimal results for fingerprint matching if the following recommendations and suggestions are followed.

Select a finger to enroll

- It is recommended to use an index finger or a middle finger.
- Thumb, ring or little finger are relatively difficult to place in the correct position



How to place a finger on a sensor

- Place a finger such that it completely covers the sensor area with maximum contact.
- Place core of the fingerprint at the center of the sensor. The core of a fingerprint is a center where the spiral of ridges is dense. (Usually core of fingerprint is the opposite side of the lower part of a nail.)
- Place a finger such that the bottom end of a nail is located at the center of a sensor.



DO NOT place the finger in the following positions



If a finger is placed as shown on the left, only a small area of a finger is captured. So it is recommended to place a finger as shown on page 24.

Tips for different fingerprint conditions

- ZKTeco's fingerprint products are designed to verify fingerprints with highest security irrespective of the conditions of the skin of the finger. However, in case a fingerprint is not read on the sensor, please refer to the followings tips.
 - > If a finger is stained with sweat or water, scan after wiping moisture off.
 - > If a finger is covered with dust or impurities, scan after wiping them off.
 - > If a finger is way too dry, please blow some warm air from your mouth on the finger tip.

Tips for fingerprint enrollment

- In fingerprint recognition, enrollment process is very important. When enrolling a fingerprint, please try to place the finger correctly with utmost care.
- In case of low acceptance ratio, the following actions are recommended.
- > Delete the enrolled fingerprint and re-enroll the finger.
- > Try another finger if a finger is not easy to enroll due to scar or cuts.
- In case of an enrolled fingerprint cannot be used due to injury or if the hand is full, it is recommended to enroll more than two fingers per user.

Electrical Specifications

	Minimu	Typical	Maximu	
	З		В	Notes
WORKING POWER S	SUPPL	ſ		
Voltage (V)	9.6	12	14.4	Use regulated DC power adaptor only
Current (A)			2	
ELECTRONIC LOCK	RELAY	OUTP	UT	
Switching voltage (V)			12V	Use regulated DC power adaptor only
Switching Current (A)			2	
SWITCH AUX. INPUT	Г			
Vih (V)		TBD		
VIL (V)		TBD		
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	
TTL/WIEGAND OUT	PUT			
Vон (V)		5		
Vol (V)		0.8		
Pull-up resistance (Ω)		4.7K		The outputs ports are open drain type, pulled up with 4.7k resistors internally
ZK ELECTRONIC LO	CK			
Voltage (V)	10.8	12	13.2	
Current (mA)			500	

Specifications

Fingerprint Capacity	3,000 (Optional 8000 FP if with pull firmware)
Transaction capacity	100,000
Hardware Platform	ZEM720
CPU	ZK 6001, 400Mhz
Memory	64MB Flash, 32MB SDRAM
Fingerprint Sensor	ZK optical sensor
Display	128 x 64 OLED screen
LED Indicator	Red, Green
Communication	Ethernet (10/100M), RS485, USB-HOST
Wiegand Signal	Wiegand Input and Wiegand Output
Identification Speed	≤1 sec
FAR	≤0.0001%
FRR	≤1%
Operating Temperature	32º to 113º F (0º to 45º C)
Operating Humidity	20%-80%
Language	English, Spanish, Portuguese, French, Thai
Power Supply	12V DC, 3A
Access control interfaces	Electric lock, alarm, exit button, wired door bell
Dimension	W: 62.5x H: 185x D: 41.5mm (W: 3 1/8 "x H: 7 1/4" x D: 1 5/8")
Certified	CEFC S IN T

ZKAccess *classic* 3.5 Installation Guide



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Downloading

ZKACCESS Atvanced Boltions, Total Security	nome Contact us Site map Call Us Now! (732)412-6007
Home Company Products Sales Support	Downloads News
00000000	Software Downloads
	User Guide
	Data Sheet
MultiBio700	Installation Guide

- 1. Go to zkaccess.com
- 2. Hover over **Downloads** then click **Software Downloads** in the dropdown menu.



3. Scroll to the bottom of the page and click ZKACCESS CLASSIC 3.5 to download



If you do not have software to extract compressed files, Scroll up on the same page to find Winrar 32 or Winrar 64 to download

- 4. Extract Files to a Setup Folder
- 5. Open the setup folder and run setup.exe to install





Installation



1. Click Next until asked to choose a path for storing backup files



2. Click Browse and Make New Folder, now click OK

3. Click Next and then Install

Adding an Area

Before adding devices, it is required to add an area to manage devices. The system, by default, has set an area named (Area Name) and (Area ID [1]).



add 🔁	X
Area Name 3	*
Area Code 4	*
Parent Area 5 Area Name	• *
Remarks	
6 OK Can	cel

- 3. Input the Area Name,
- 4. Area Code (Unique ID number up to 8 digit)
- 5. Choose a Parent Area from the dropdown menu
- 6. Click OK

Adding a Device

			the second s										-				
	🧾 System 🛛 👌 Personnel	🕸 Device	Access C	Control	\mu TimeAttend	fance	👔 Reports	💭 Help									
1	- Personnel	_											_	Device			
	- 2 F el	Ad 🗐	id 📝 Edit	R D	elete 🔍 Se	arch	Get Log	s 📑 S	ync All Data To De	vice 🛐	Get Personr	nel Data From Dev	ice 📗 Ge	t Information of F	'ersonnel 😻 M	lore •	
			Device I	Name	Serial N	lumber	r Con	municatio	n IP Address	s	erial Port N.	RS485 Address	Enable	Personnel Q	Fingerprint	Vein Number	Face qu
	- Area	₽ つ	192.168	8.10.126	565201	130509	45 TCP	1P	192.168.10.1	26			0	6	7	0	0
	Device																
	Search Access Con Access Control	" —															
	- 🛃 Time Zones																
	- P Holidays																
	- 📑 Access Levels																
	- 📖 Wiegand Format																
	- 🕞 Anti-Passback																
	- 🐼 Linkage																
	- 📑 Multi-Card Opening																
	- Real-Time Monitori	n															
	- Reader Settings																
	- 🕒 Auxiliary I/O Setting	et i															
	- 10 Events Today																
	Exception Events Time& Attendance																
		4															
L																	
1																	
	I . CIICK 🕛	evice	2														
2	2. Click A	dd)															
5	Add										K j						
	Basic parameters																
	Device Name						Device N	ame		٦.							
	Communication Ro	coword								-							
	Communication Pa	stan			_					-							
	Access Control Pan	er type				Ð	Standalo	ne SDK	Machine	-							
	Switch to Two-door	Two-way															
	Auto Synchronize De	evice Time	with PC T	ime						٦.							
	Area						Office			<u> </u>							
	Clear Data in the De	evice when	Adding														
	Communication Ma	do					O TOD/I		O D04054	00000							

- 3. Input a Device Name
- 4. For Access Control Panel Type, select [Standalone SDK Machine]

ОК

Cancel

6 192.168.1.201

5. Choose an Area

Test Connection

- 6. Input the device's IP Address
- 7. Click OK

IP Address IP Port Number

TVAccour2 5 Consulta

Save and Continue

To add an Access Control Panel:

ZKAccess3.5 Security System		-								100 m		
System A Personnel	68 Device	Access Control	TimeAttendance 🔐 R	eports 🕅 Help				•				
E- Personnel	Ĩ.								Device			
- 🔬 Department	Add	📝 Edit i 👔 Delet	e 🔍 Search 📰 (Set Logs 📕 📲 Syn	c All Data To Device	Get Personn	el Data From Device	Get	Information of Pe	ersonnel 😻 Mo	ore •	
- 🚰 Issu		Device Name	Serial Number	Communication.	IP Address	Serial Port N	RS485 Address	Enable	Personnel Q	Fingerprint	Vein Number	Face qu
Area	▶1											
- Device												
Search Access Cont	1											
E- Access Control	1											
- 🕑 Time Zones												
- 💾 Holidays												
- 👷 Door Settings												
- Marcess Levels												

1. Click **Search Access Control Panels**, to show the Search interface, supports Ethernet and RS485 search.

6	2	Searc	h Access Control Panel	5							23
	/	Se	earch by TCP/IP Sea	arch by RS485							
		_	MAC Address	IP Address	Subnet Mask	Gateway	Serial Number	Device Type	Status		
- 3		•	00:17:61:10:3F:6C	192.168.10.126	255.255.255.0	192.168.10.1	5652013050945	inBIO260	YES		
								3	2		
	1	The to	tal number of access o	ontrol panels found i	s:1	М	odify IP Address	Add Device	Search	Retu	n

- 2. Click Search, and it will prompt [Please wait.....];
- 3. Click the device you wish to add. Click Add Device

🔁 Add Device	X
Basic parameters	
Device Name 4	Access Control Panel
Communication Password	
Access Control Panel Type 4	Two-Door Access Control Pan 👻
Switch to Two-door Two-way	
Auto Synchronize Device Time With PC Time	
Area 4	Office •
Clear Data in the Device when Adding	
Communication Mode	TCP/IP CRS485/RS232
IP Address	192.168.10.126 *
IP Port Number	4370 *
	5
TestConnection	OK Cancel

- 4. Input a device name, type, and area.
- 5. Click OK

Creating a Time Zone

Time Zones are used to set when readers will be active, when doors will be open, and when specified users will have access to specified doors.

📃 System 🛛 🔒 Personnel 🖇	😂 Device 📕	Access Control 🖓 TimeAttendance 🥼 Reports	s 🛄 Help							
- A Personnel - A Department		Access Control Time Zone								
Personnel	Personnel									
Sue Card	Time Zone Name Remarks									
	▶1	1 24-Hour Accessible 24-Hour Accessible								
	2	2 Employee Shift 9-5								
Search Access Cont	3	test	5 min							
🖃 📕 Access Control										
🔤 Time Zones										
- 🔁 Holidays										
Door Settings										
🔐 Access Levels										

1. Click Access levels > Add to enter Add access levels edit interface;

Time Zone Name Employee Shift Remarks 9-5 Height Standalone device parameters Timezone ID 1 2 2 Timezone ID 2 Timezone ID 3 - Holday TZ Id Monday 0 5'00 6'00 9'00 12'00 15'00 18'00 21'00 Yednesday -		100	15			-				Edit
Standahore device parameters Timezone ID 1 2 1 2 Monday 3:00 0 0:00 0:00 </th <th></th> <th>Help?</th> <th></th> <th></th> <th>9-5</th> <th>Remarks</th> <th>•</th> <th>iyee Shift</th> <th>Emplo</th> <th>Time Zone Name</th>		Help?			9-5	Remarks	•	iyee Shift	Emplo	Time Zone Name
Timezone ID 1 2 Timezone ID 2 Imezone ID 3 Holiday Type 3 Monday 31:00 01:00 <									arameters	Standalone device p
Monday Tuesday Wednesday Thursday Friday Saturday Holiday Type 3	•	ay TZ Id	Holid	D 3 •	Timezone		zone ID 2	2 1	2 .	Timezone ID 1
Monday 0 3 00 6 0 90 12 00 15 10 10 2 10 10 10 10 10 10 10 10 10 10 10 10 10									<u></u>	
0 3'00 6'00 3'00 12'00 18'00 18'00 21'00 Tuesday			X 3							Monday
Tuesday	1	21:00	18:00	15:00	12:00	9:00	6:00	3:00	0	
Wednesday										Tuesday
Wednesday										
Thursday Friday Saturday Saturday Holiday Type 1 Holiday Type 2 Holiday Type 3										Wednesday
Thursday Friday Friday Subtray Subtray Holiday Type 2 Holiday Type 3 Holiday Type									 L	
Filday Saturday Sunday Holiday Type 1 Holiday Type 2 Holiday Type 3										Thursday
Friday Saturday Saturday Holiday Type 1 Holiday Type 2 Holiday Type 3									 L	
Saturday Sunday Holiday Type 1 Holiday Type 2 Holiday Type 3										Friday
Salurday Sunday Holiday Type 1 Holiday Type 2 Holiday Type 3										
Sunday Holiday Type 1 Holiday Type 2 Holiday Type 3										Saturday
Sunday									<u> </u>	
Holiday Type 1 Holiday Type 2 Holiday Type 3 0 3'.00 6'.00 9'.00 12'.00 15'.00 18'.00 21'.00										Sunday
Holiday Type 2 Holiday Type 2 Holiday Type 3 0 5'00 6'00 12'00 13'00 19'00 21'00									<u> </u>	
Holiday Type 2 Holiday Type 3										Holiday Type 1
Holiday Type 2 Holiday Type 3									<u> </u>	
Holiday Type 3										Holiday Type 2
Holiday Type 3										
0 3:00 6:00 9:00 12:00 15:00 18:00 21:00										Holiday Type 3
		21:00	18:00	15:00	12:00	9:00	6:00	3:00	Ó	
Start Time 09:30 End Time 10:01 OK C	ancel	Ca	ок			e 10:01	End Tim	ne 09:30	Start Tir	

- 2. Input a Time Zone Name
- 3. Click and drag in each day's frame to set up to three intervals per day or holiday

Creating an Access Level

Access levels means in a specific time period, which door or door combination can be opened through verification

ZKAccess3.5 Security System	_ 5	2								
📃 System 🛛 🚔 Personnel	Device	📕 Access Control 🛛 🍰 TimeAttendar	nce 🏾 🥼 Reports 🛛 🔲 Help							
🖃 🚰 Personnel			Access Levels							
- A Department - 2 Personnel	Add	📝 Edit i Edit - Edit Edit	onnel Access Levels							
Sissue Card		Access Level Name	Access Control Time Zone	Door Combination						
	1	AC1	24-Hour Accessible							
- 🎡 Device	2	AC2	Employee Shift							
🦾 🔍 Search Access Cont										
🖃 📕 Access Control										
🔁 Time Zones										
- Holidays										
- Door Settings										
Access Levels										
💹 Wiegand Format										
🕰 Interlock	•									

1. Click Access levels > Add

Access Level Name Employee Day Shift 2	Access Control Time Zone Employee Shift 🔹 *
Selecte Doors	Selected Doors
Door Name Device Name	Door Name Owned Device
▶1 Access Control Panel-1 Access Control Panel	▶1 Access Control Panel-2 Access Control Panel
Selecte Personnels	Selected Personnels
Person / First Name Last Card Num Departr	n Person / First Na Last Na Card Nu Departme
▶1 6988869 6988869 6988869 Compa	🛌 🕨 1 🚺 1 1 Company
	2 2 2 2 Company
	3 3 3 Company
	OK Cancel

- 2. Set the access level name, time zone, doors, and personnel that will have access.
- 3. Click OK to complete setting and quit

Creating Departments / Enrolling Personnel

Before managing Personnel it is required to describe the company's departmental organization.

Creating Departmets

ZKAccess3.5 Security System	(P)		
🧾 System 🛛 🐣 Personnel	🎡 Device 🗧 Access Control 🔮	TimeAttendance Reports 🔲 Help	
- Personnel		Department	
Personnel	Tree View 🚺 Add	Edit 👿 Delete 🌮 Import 💅 Export	进 Operation Logs
Ssue Card	Department Numbe	r Department Name	Parent Department
Area	▶1 <u>1</u>	Company Name	
- 💮 Device			
🦾 🔍 Search Access Cont			

1. Click **Department** > **Add** to create Departments.

2. Input department name and department number. Choose parent department. Then click OK

Add 🛛]
Department Name	2
Department Number	2
Parent Department Company Name 🔹	2
OK Cancel	

Enrolling Personnel

📃 System 🛛 🔮 Personnel 🕴	😂 Dev	ice	🚪 Ac	cess Cor	ntrol 💡	🖁 TimeA	tendance	e 🏢 R	eports	🚺 Help				
🖃 🚰 Personnel								Person	nel					
Department				. 6	-			0						
Personnel		, Ao	bt 📝	Edit	🕌 Del	ete 🔍	Search	· 🎥 /	Adjust De	partment	📇 Bi	atch Add F	ersonne	I .
🖳 🚰 Issue Card			Por /	Firet	Last	Card	Dena	Dena	Conder	10.0 F	0.0 FP	Vein N	Face	Eare (
⊡- 🙀 Device		1	4	4	Last	daru	Jopa	Depa	Unio	10.01	0.0111	0	n acc	acc c
- 📮 Area	1		1	1		1	1	Com	маге	1	0	0	0	1
🎡 Device	2		2	2		2	1	Com	Male	1	0	0	0	1
Search Access Cont	3		3	3		3	1	Com	Male	2	0	0	0	1
- Access Control	4		123	test	user1	7154	1	Com	Male	0	0	0	0	0
🔤 Time Zones	5		456	trial	user2		1	Com	Female	0	0	0	0	0
🔁 Holidays	6		6988	6988		6988	1	Com	Male	1	1	0	0	0
Door Settings														

Personnel Profile Details Altern	native Access Levels	
Personnel Number 123456780	Department	Company Name
First Name User	Card Number	4
Last Name User	Mobile Phone	
Gender Female	Employee Date	2014-08-27 •
Password	Birthday	2014-08-27 -
Email	Terminal management	t press (Optimal Size 230×230 Pixel)
Fingerprint Registe USB Sensor	5	Browse
	Save and Cor	ntinue OK Cancel

- 2. Enter a Personnel Number. It cannot exceed 9 digits.
- 3. Select a department from the pull-down menu
- 4. (Optional) Enter a card number manually or using a card issuer.
- 5. (Optional) Enter a password for readers with keypad
- 6. (Optional) Click USB Sensor to enroll fingerprints.
- 7. Select a finger and press on the sensor three times. When you see "Succeed in fingerprint registration" Click OK



	9									
Personnel Profile Details	Alternative Access Levels									
Alternative Access Levels		Selecte	d Access Levels							
Access Level	Name Access Control Time	>>	Access	Level Name 🛛 A	ccess Control Time					
▶1 AC1	24-Hour Accessible	> 1	AC2	E	Employee Shift					
			0							
		<								
		<<								
Multi-Card Opening Group										
Set Valid Time										
Start date	2014-08-27 🔻	End Da	te	2014-08-27	*					
Save and Continue OK Cancel										

- 8. (Optional) Register employee as Administrator through [Terminal Management]
- 9. Click the Alternative Access Levels tab choose the user's Access Level. Click OK

ZKAccess3.5 Security System		×
📃 System 🛛 🐣 Personnel 🖓	🕸 Device 🗧 Access Control 🚓 TimeAttendance 🥡 Reports 🔲 Help	
🕀 🚔 Personnel	Device	
⊡- ﷺ Device	📑 Add 📝 Edit 🗽 Delete 🔍 Search 📰 Get Logs 🛃 Sync All Data To Device	÷
Search Access Cont	V Device Name C IP Addr Personn Fi 1 V Access Control T 192.168 I 0 Get Personnel Data From) Device
Access Contor	Cet Inform 1 of Person	inel
and three Attendance	😻 More 👻	

1. Click <u>Device</u>. Choose a device to import personnel from. Get Personnel Data From Device to import from device

🔁 Get Data From Device	23
Download These Data Image: Comparison of the sector of the sect	
Progress	
0%	
Total progress	
0% 2	
Details Get Return	

2. Choose Personnel, Fingerprints, or Face Templates to download, click Get

Exporting Personnel Data to Device

🖭 🚔 Personnel		Access Levels									
Gevice Access Control		Add	Edit								
Ime Zones			ACCESS L	evel Name	2	Access Control Time Zone	Door Combination				
Policays	1	~	AC1			24-Hour Accessible					
Access Levels	2		AC2			Employee Shift					

1. To export personnel data to another device, go to Access levels > Edit

Access Level Name Employee Day Sh	ift •	2	Acc	cess C	ontrol Time Z	one Empl	oyee Shift	•	
Selecte Doors		. —	Selecter	d Door	s				
Door Name	Door Name Device Name				Door Name	9	Own	ed Device	
▶ 1 Access Control Panel-1	Access Control Panel		▶1		Access Co	ntrol Panel-2	2 Acce	ss Control F	Panel
		× < <<							
Selecte Personnels			Selecter	dPers	onnels				
Person / First Name Las	st Card Num Departmen	>>			Person /	First Na	Last Na	Card Nu	Departme
▶ 1 6988869 6988869	6988869 Company		▶1		1	1		1	Company
		>	2		2	2		2	Company
		<	3		3	3		3	Company
				_					
L							0	к	Cancel

2. Add the personnel and device to an access level. Click OK



- **3.** Go to **Device**, choose a device to export the personnel to, and click **Sync All Data To Device**
- 4. Click Synchronize.

🔁 Synch	ronize data to the	device				23					
	Device Name	Communica Mode	IP Address	Serial Port No.	RS485 Address	Sync Status					
+	192.168.1.202	TCP/IP	192.168.1.202								
Progres	55										
			0%								
Total pr	Total progress										
	Details		Syn	chronize		Return					

Door Settings

ZKAccess3.5 Security System	_	0	2									9 XX		
📃 System 🛛 🐣 Personnel	<u>نې</u> ۵	8	Access Contro	l 🗳 Tim	eAttendanc	e 👔 Rej	ports	🚺 Help						
🖃 🚔 Personnel		Door Setting												
🍰 Department 🙎 Personnel	Edit 🔍 Search 👋 Operation Logs													
Sissue Card			Door Name	Door NO.	Device N	Door Ac	D00	Lock	Door	Verify Mode	Do	In/Out		
	▶1		Access Co	1	Access	24-Hour		5	15	Card or Fin	No	In		
	2		Access Co	2	Access	24-Hour		5	15	Card or Fin	No	In		
🔍 Search Access Cont														
🖃 📕 Access Control														
🔁 Time Zones														
- P Holidavs Door Settings Access Levels														

1. Click Door Setting, select the door to be modified, click Edit

🔁 Edit						X
Device Name	Access Control Panel	*	Door Sensor Type	3	None	★
Door Number	1	*			15 🔶	Second (0-254)
Door Name 3	Access Control Panel-1).	Close and Revserse \$	State		
Door Active Time Zone	24-Hour Accessible)•	Time attendance			
Door Passage Mode Time Zone		3	Lock Open Duration	3	5 🌲	Second(0-254)
Verify Mode 2	Card or Fingerprint)	Punch Interval		0	Second (0-10)
Reader1 In/Out state	In 💌					
Reader2 In/Out state	Out 💌					
Duress Password 3	Settings					
Emergency Password	Settings					
Wiegand	<u>Settings</u>					
Copy the settings to doors of the	current panel 📃					
Copy the settings to doors of all	the panels 📃					
					ОК	Cancel

- 2. Set the verification mode desired for the door.
- **3.** (Optional) Modify the Door's name, active time zone, passage mode, sensor type, lock open duration, and duress settings.

Real Time Monitoring

Monitor the statuses and real-time events of doors under the access control panels in the system in real-time.

📃 System 🛛 🔮 Personnel	🎬 Device 🗧 Access Control 🔹 TimeAttendance 🏼 🥼 Reports 🔳 Help												
🖃 🚔 Personnel	Real-Time Monitoring												
🖃 鏠 Device	Open All Current Doors 🔚 Close All Current Doors 📕 Open Selected Doors												
🖃 📕 Access Control													
- 🕑 Time Zones													
💾 Holidays	Area Ali Access Control Door O												
🛃 Door Settings													
Marcess Levels													
···· 🛤 Wiegand Format													
- Conterlock	Annual Carlo Annual Carlo												
Anti-Passback	Access Con Access Con												
Cinkage													
First-Card Normal O	۵ ······· ۵												
Multi-Card Opening	Date And Time Device Na Door Even Event Description Card Nu Personne In/Out S Verify Mode												
Real-Time Monitorin	8/27/2014 10: Access Co Access Co Normal Fingerprint 1(1) Access Card or Fi												
🕅 Map	2 8/27/2014 10: Access Co Cancel Alarm None Others												
	Z 8/2//2014 10 Access co Cancer Alarm None Others												

1. Click **Real-Time Monitoring** to view live events

- ZKAccess3.5 Security System System 🔗 Personnel Device Access Control 2 TimeAtte 🖅 🚔 Personnel Open All Current Doors Close A 2. Right click on the door icon to Harris Control 🖅 🔐 Reports remote open/close. 🍰 Time&Attendance Area All • Access O Remote Opening Remote Closing **G** 192, 168 Cancel Alarm 23 23 🔁 Remote Opening Remote Closing 15 s(1-254) door open time Close door Enable Intraday Passage Mode Time Zone O Disable Intraday Passage Mode Time Zone Normal Opening OK Cancel ОК Cancel
- 3. Choose door open time or Enable Intraday Passage Mode
- 4. Choose close door or Disable Intraday Passage Mode

Exporting Reports

ZKAccess3.5 Security System	20	1000	013					1.00			100		23
📃 System 🛛 🔓 Personnel	iĝi De	wice 🚪 Acces	s Contro	I 🗳	TimeAtt	endanc	e 🥼 R	eports 🏾	Help				
🖽 🚔 Personnel		Events Today											
Ac. s Control Ac. s Control Time & Attendance	Export Clear all logs Search												
and the state of t	Ti	me period	2014-	06-01	•	00:00)	201	4-09-11		▼ 23:59		Pers
	с	ard Number						Device	Name			•	Nan
	In	/Out Status	2 Searc	2. Event Description							•	Verit	
		Date And T 🗸	Perso	Firs	Last	Car	Devic	Event P	Verif	In/O	Event D	Remarks	
	I 1	2014-08-27	1	1			Acces	Access	Card	IN	Normal		Ξ
	2	2014-08-27					Acces	Access	Others	None	Cancel		
	3	2014-08-27					Acces	Access	Others	None	Opened		
	4	2014-08-27					Acces	Access	Others	None	Door Cl		
	5	2014-08-27					Acces	Access	Others	None	Exit Butt		
	6	2014-08-27					Acces	Access	Others	None	Cancel		
	7	2014-08-27					Acces	Access	Others	None	Exit Butt		
	8	2014-08-27					Acces	Access	Others	None	Door Cl		
	9	2014-08-27					Acces	Access	Others	None	Opened		
	10	2014-08-26					192.1	192.16	Others	None	Remote		
	11	2014-08-26					192.1	192.16	Others	None	Remote		
	12	2014-08-26					192.1	192.16	Others	None	Remote		
	13	2014-08-26	4			698	192.1	192.16	Card	IN	Normal		
	14	2014-08-26	1	1			192.1	192.16	Card	IN	Normal		
	15	2014-08-26	A				102.1	102.16	Card	IN	Interlock		*

- 1. Click **Reports** to access transaction logs
- 2. Set filters to examine desired transactions, click Search
- 3. Click Export to export reports in XLS, PDF, or TXT file format

Passage Mode

The Passage Mode 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.

🔁 Edit			1000	X
Time Zone Name	Passage Mode	* Remarks	Open Lock 9 AM to 5 PM	Help?
Standalone device para	meters			
Timezone ID 1	2 v Timezon	9 ID 2	Time: ID 3	Holiday TZ Id 🛛 🚽
Monday				00 21:00 24

1. Create a new Time Zone with the hours you want the door to be unlocked.

ZKAccess3.5 Security System	ZKAccess3.5 Security System												
📃 System 🛛 👌 Personnel	🕸 Device	8/	Access Cont	trol (🖡 Reports	🍰 Time&	Attendance	🚺 Helj	D				
🖃 🚔 Personnel	2					Door	Setting						
🏄 Department 🧟 Personnel	E	iit 🤇	Search	-	Operation I	Logs							
🛄 🚰 Issue Card			Door Na	Do	Device	Door Acti	Door Pa	Lock O	Door	Verify Mode	Door	In/Out	
	▶1	<	192.168	1	192.16	24-Hour	Passag	5	15	Card or Fi	None	In	
Device	2		192.168	2	192.16	24-Hour		5	15	Card or Fi	None	In	
🦾 🔍 Search Access Cont													

2. In Door Settings, Click Edit to change door settings.

Edit					X
Device Name	192.168.10.125	*	Door Sensor Type	None	*
Door Number	1	*		15 🌲	Second (0-254)
Door Name	192.168.10.125-1	*	Close and Revserse State		
Door Active Time Zone	24-Hour Acc 3 ble	*	Time attendance		
Door Passage Mode Time Zon	Passage Mode)	Lock Open Duration	5 🌲	Second(0-254)
Verify Mode	Only Card 💌	*	Punch Interval	3 🌲	Second (0-10)
Reader1 In/Out state	In 💌				
Reader2 In/Out state	Out 👻				

3. Click the dropdown menu titled "Door Passage Mode Time Zone" and select your new time zone

First-Card Normal Open

The First Card Normal Open feature will keep a door unlocked during a specified time zone when triggered by specified personnel. After a reader has been used by a specified personnel that day, the door will unlock automaticcally at the beginning of the time zone and lock again at the end of the specified time zone.

📃 System 🛛 👌 Personnel	鏠 Dev 🔁 🚪 Access Control	🦉 Reports 🛛 🖓 Time	&Attendance 🔲 Help	
🖃 🚔 Personnel		First-Care	l Normal Open	
⊕-∰ Device 2 □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	Setting Delete			
First-Card Normal O	Device Name	Door Number	Door Name	Door Passage Mode Tim
- Holidays	▶ 1 Acccess Panel	1	192.168.10.125-1	Passage Mode
朦 Door Settings				
🔐 Access Levels				
📖 Wiegand Format				

- 1. Create a new time zone with the hours you want the door to be unlocked.
- 2. Select the First-Card Normal Open Menu
- 3. Click Setting

6	First-Card Normal Open Setting								and the second sec					
	First-C	ard Norm	al Open Settings				Selecte	dPersor	nnel					
	Door Access Control Time Zone								Personne	First Name	Last Na	Gender	Card Num	Departm
	▶1	▶ 1 192.168.10.125-1 Passage Mode					1		1	1		Male		Company
		4			6									
	Add Door Edit Delete Door Add Personel						De	lete an O	pening Perso	n				Return

- 4. Click Add Door
- **5.** Choose the door you want to set to normal open and the time frame it will be unlocked. Click OK
- 6. Select the door and click Add Personnel

Add Personel		-	Cardina Trees	- 100				-	-	-	- mar	ing affin	×
Select p 7 nel							Selected per	sonnel					
Perso	/ First Na	Last Na	Gender	Card Nu	Departme			perso	/ First Na	Last Name	Gender	Card Nu	Departm
▶1 2	Joe		Male		Company								
						<							
						<<							
												ð	
												ок	Cancel

- 7. Select Personnel and use the arrow buttons to move them to the Selected personnel panel.
- 8. Click OK

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