User Manual

ProFace X (SL)

Date: June 2021

Doc Version: 1.0

English

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

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

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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 ProFace X (SL) Product.

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

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

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.

Table of Contents

1   <u>Safety Measures</u>

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).
    •   And 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.

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.
- Please 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.

Operation Safety

- If smoke, odor, or noise rise from the device, turn off the power at once and unplug the power cable, and then please contact the service center.
- 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

- 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.
- Make sure to connect the wires following the positive polarity and negative polarity shown on the device's nameplate.
- 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.

2   Overview

This document describes the operating procedure of **ProFace X (SL)**. The operating modules of the device include User management, User role assignment, Device communication, System settings, Access control, and so on. The device supports hassle-free access of users into the premises without compromising any security aspect thus ensuring protection.

3   Instructions to Use

3.1   Standing Position, Facial Expression and Standing Posture

Recommended distance
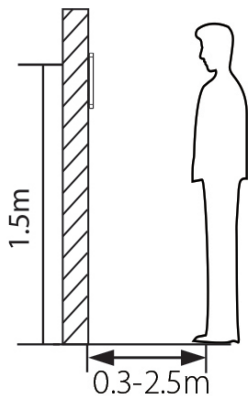
The distance between the device and a user whose height is within 1.55m to 1.85m is recommended to be 0.3 to 2.5m. Users may slightly move forwards and backwards to improve the quality of the facial images captured.

Facial expression and standing posture

NOTE: During enrollment and verification, please keep natural facial expression and standing posture.

3.2   Face Registration

Try to keep your face in the center of the screen during registration. Please face the camera and stay still during face registration. The page looks like shown below:

Face registration and authentication methods

<u>**Instructions to register a face**</u>

- When registering a face, maintain a distance of 40cm to 80cm between the device and the face.

- Be careful not to change the facial expression. (smiling face, drawn face, wink, etc.)

- If you do not follow the instructions on the screen, the face registration may take a longer time or may fail.

- Be careful to not cover the eyes or eyebrows.

- Do not wear hats, masks, sunglasses, or eyeglasses.

- Be careful to not show two faces on the screen. Register one person at a time.

- It is recommended for a user wearing glasses to register both the faces with and without glasses.

Instructions to authenticate a face

- Ensure that the face appears inside the detection area displayed on the device screen.

- If eyeglasses have been changed, authentication may fail. If the face without glasses has been registered, authenticate the face without glasses. If only the face with glasses has been registered, authenticate the face with the previously worn glasses again.

- 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.

3.3 Home Screen

After connecting the power supply, the home screen appears as shown below:

NOTE:

- Click [image] to open the interface to enter the User ID.

- When there is no Super Administrator set in the device, click [image] to enter the menu.

- After setting the Super Administrator, it requires the Super Administrator's verification before entering the menu operation. For ensured security of the device, it is recommended to register a Super Administrator the first time you use the device.

3.4   Virtual Keyboard
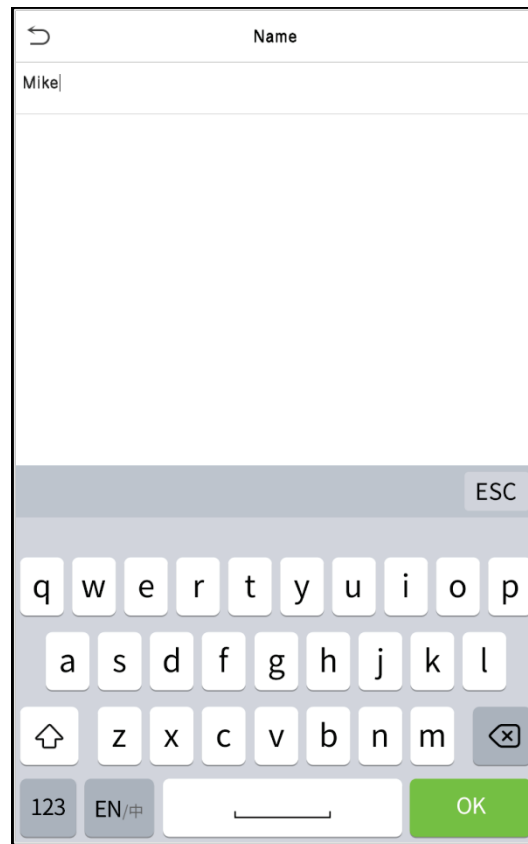
NOTE:

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

- Click [**En**] to switch to the English keyboard.

- Press [**123**] to switch to the numeric and symbolic keyboard.

- Click [**ABC**] to return to the alphabetic keyboard.

- Click the input box, virtual keyboard appears.

- Click [**ESC**] to exit the virtual keyboard.

3.5   Verification Mode

3.5.1   Facial Verification

1:N (One-to-Many) Facial Verification

The conventional method compares the acquired facial images with all the face data templates registered in the device. The following is the pop-up prompt box of comparison result.

1:1 (One-to-One) Facial Verification

This verification method compares the face captured by the camera with the facial template related to the entered user ID.

Press ⌨ on the main interface to open the 1:1 facial verification mode.

Enter the User ID and click [**OK**].
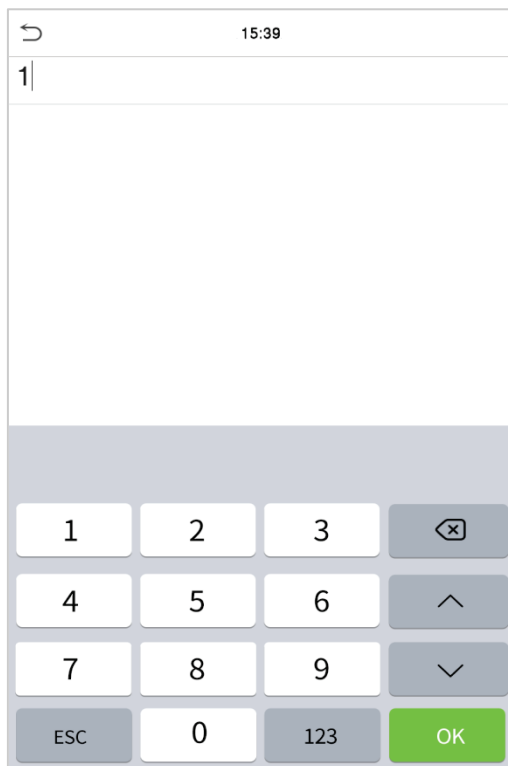
If an employee registered password in addition to face, the following screen will appear. Select the icon to open the face verification mode.
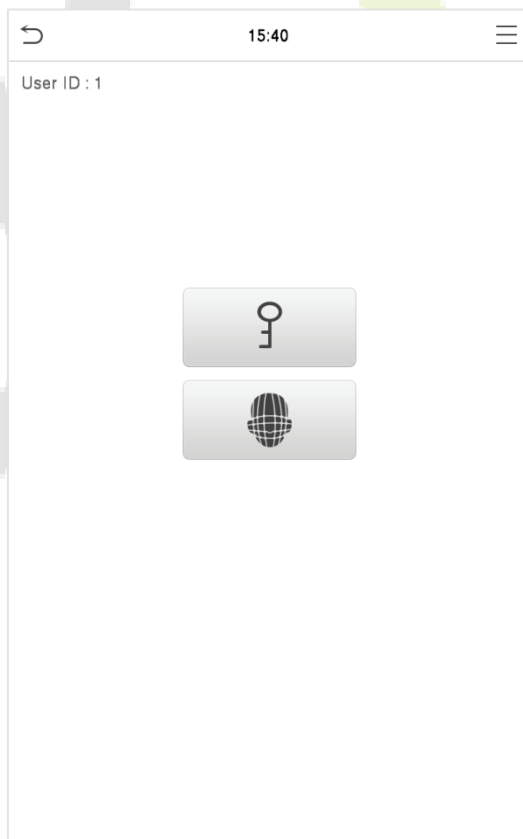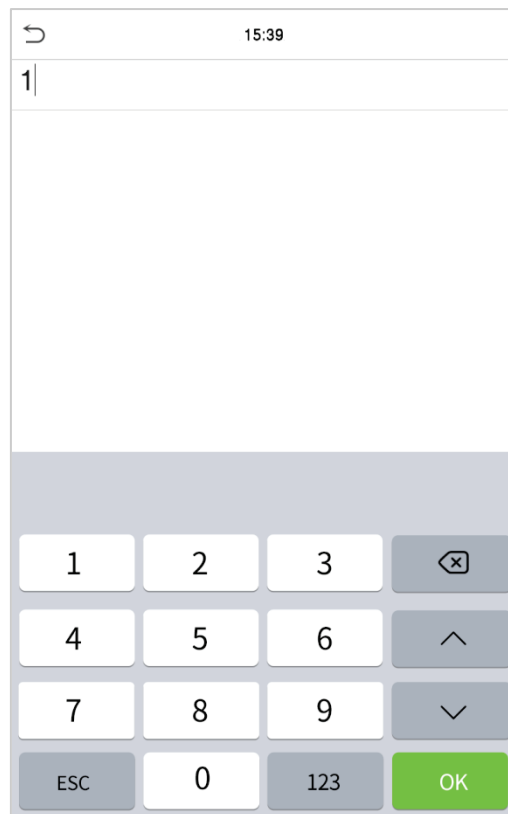
After successful verification, the prompt "**Successfully verified**" will appear.

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

3.5.2 Password Verification

The Password verification method compares the entered password with the registered User ID and password.

Click the ⌨ button on the main screen to open the 1:1 password verification mode.

1. Input the user ID and press [**OK**].

If an employee registered face in addition to password, the following screen will appear. Select the 🔑 icon to open the password verification mode.
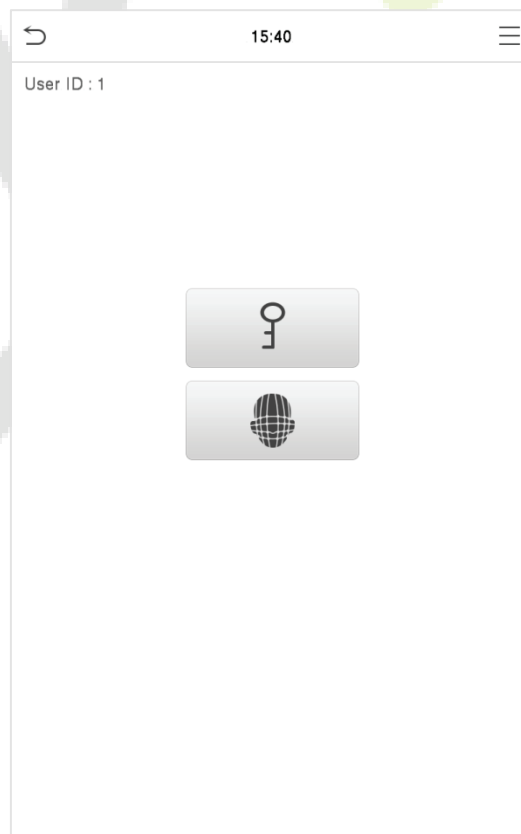
2. Input the password and press [**OK**].
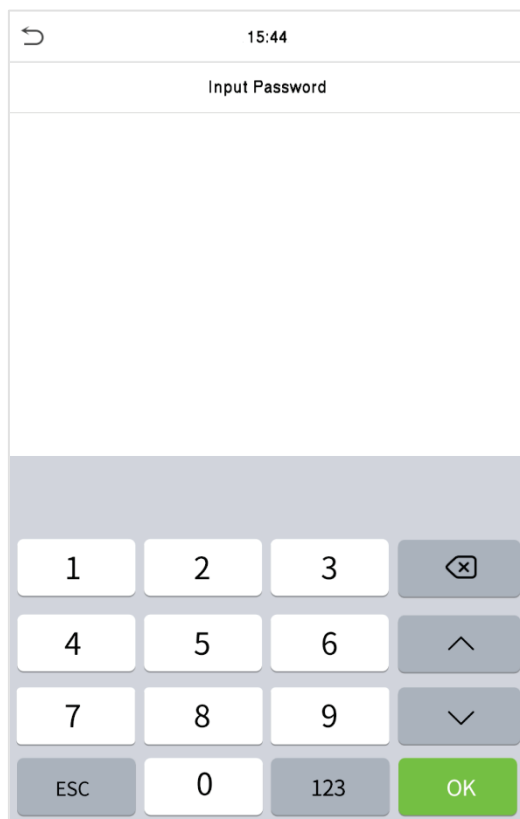
Successful Verification
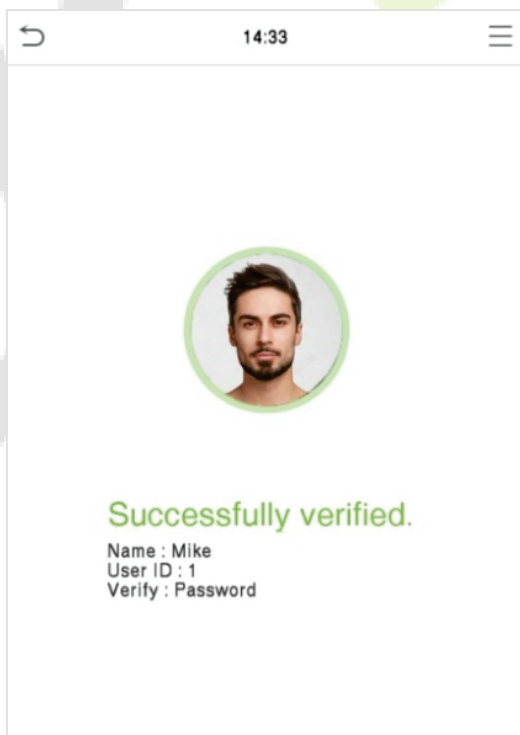
Failed Verification
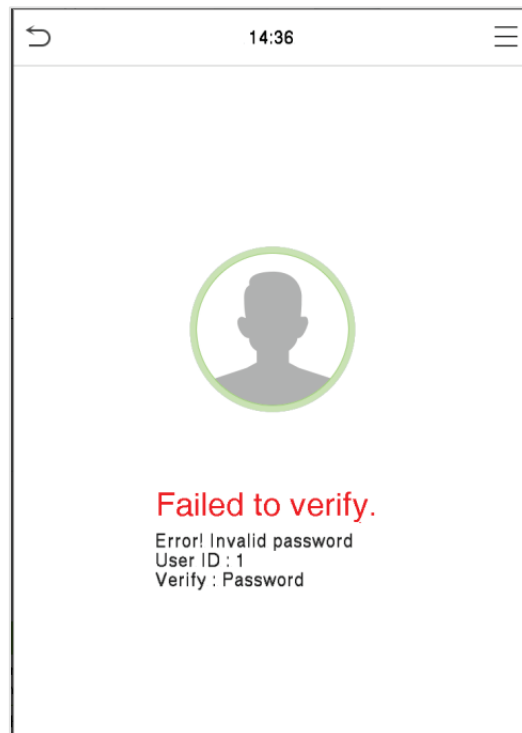
3.5.3 Combined Verification

To ensure security, this device offers multiple verification methods. A total of 5 different verification combinations can be used, as shown below:

Combined Verification Symbol Definition

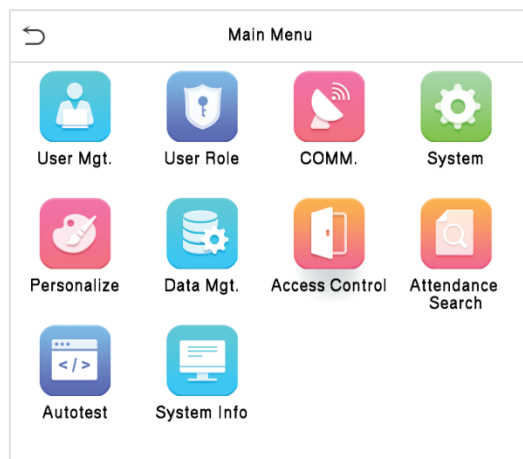| Symbol	Definition	Explanation
/	or	This method compares the entered verification of a person with the related verification template previously stored to that Personnel ID in the Device.
+	and	This method compares the entered verification of a person with all the verification template previously stored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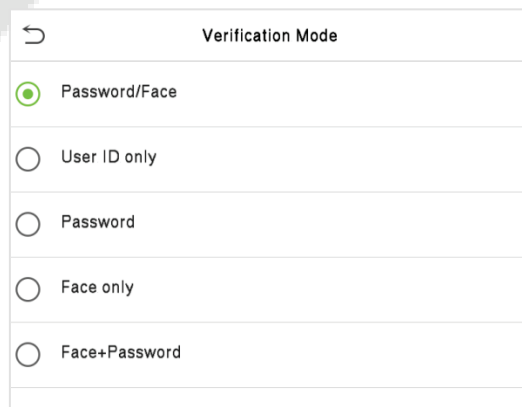
Procedure to set for Combined Verification Mode

- Combined verification requires personnel to register all the different verification method. Otherwise, employees will not be able to successfully verify the combined verification process.
- For instance, when an employee has registered only the 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 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".

4   <u>Main Menu</u>

Press ![menu icon] on the initial interface to enter the main menu, as shown below:

Menu	Description
User Mgt.	To Add, Edit, View, and Delete basic information of a User.
User Role	To set the permission scope of the custom role and enroller, that is, the rights to operate the system.
COMM.	To set the relevant parameters of Network, PC Connection, Cloud Server, Wiegand and Network Diagnosis.
System	To set the parameters related to the system, including Date Time, Tap-to-Wake, Access Logs Setting, Face Parameter, Reset to factory and Temperature Management.
Personalize	This includes User Interface, Voice, Bell Schedules, Punch State Options and Shortcut Key Mappings settings.
Data Mgt.	To delete all the relevant data in the device.
Access Control	To set the parameters of the lock and the relevant access control device including options like Time Rule, Holiday Settings, Combine Verification, Anti-passback Setup, and Duress Option Settings.
Attendance Search	To query the specified Event Logs, check Attendance Photo and Blocklist attendance photo.
Autotest	To automatically test whether each module functions properly, including the LCD Screen, Audio, Camera, and real-time clock.
System Info	To view Data Capacity and Device and Firmware information of the current device.

5   User Management

5.1   Add Users

Click **User Mgt.** on the **Main Menu**.
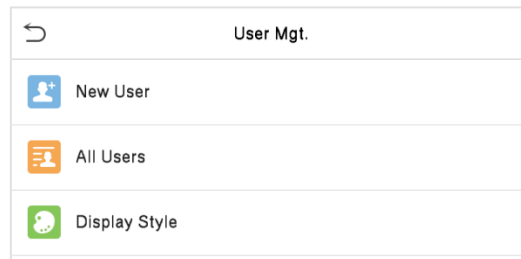
Click **New User.**

Register a User ID and Name

Enter the User ID and Name.
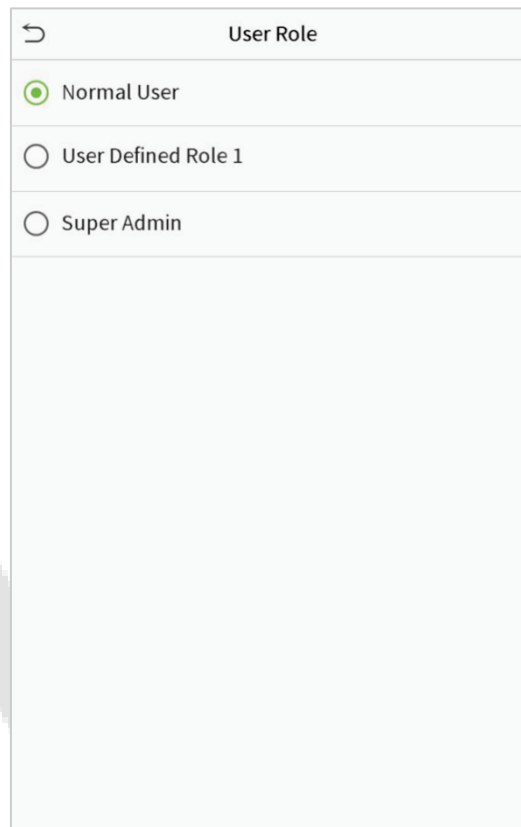

NOTE:

1）A User Name may contain 31 characters.

2）The User ID may contain 1 to 9 digits by default.

3）During the initial registration, you can modify your ID, which cannot be modified after registration.

4）If a message "**Duplicated!**" pops up, you must choose another ID as the enter User ID already exists.

Setting the User Role

On the **New User** interface, tap on **User Role** to set the role for the user as either **Normal User** or **Super Admin**.

- **Super Admin:** The Super Administrator owns all management privileges in the Device.

- **Normal User:** If the Super Admin is already registered in the Device, then the Normal Users will not have the privileges to manage the system and can only access authentication verifications.

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

NOTE: If the selected user role is Super Admin, the user must pass the identity authentication to access the main menu. The authentication is based on the authentication method(s) that the super administrator has registered. Please refer 3.5 Verification Method.

Register Face

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

- Please face towards the camera and position your face inside the white guiding box and stay still during face registration.
- A progress bar shows up while registering the face and a **"Enrolled Successfully"** 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:

Register 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 not match!**", where the user needs to re-confirm the password again.
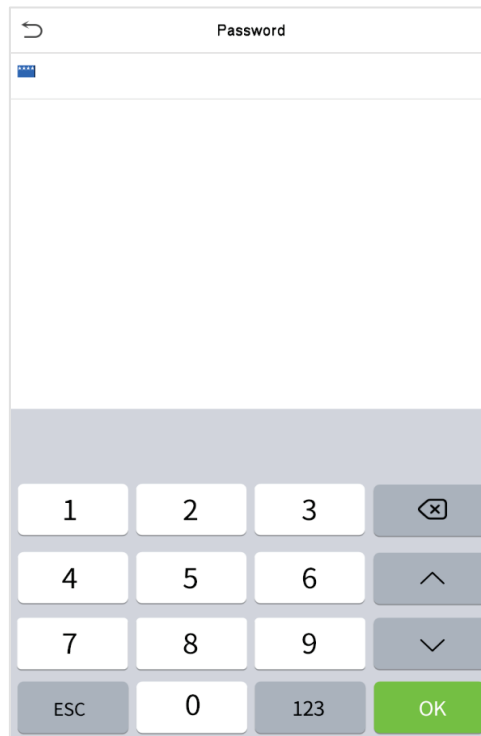
NOTE: The password may contain one to eight digits by default.

Register Profile Photo

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

- When a user registered with a photo passes the authentication, the registered photo will be displayed.
- Tap **Profile Photo**, the device's camera will open, then tap the camera icon to take a photo. The captured photo is displayed on the top left corner of the screen and the camera opens up again to take a new photo, after taking the initial photo.

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

Access Control Role

The **Access Control Role** sets the door access privilege for each user. This includes the access group, verification mode and also facilitates to set the group access time-period.

- Tap **Access Control Role** > **Access Group**, to assign the registered users to different groups for better management. New users belong to Group 1 by default and can be reassigned to other groups. The device supports up to 99 Access Control groups.
- Tap **Time Period**, to select the time period to use.
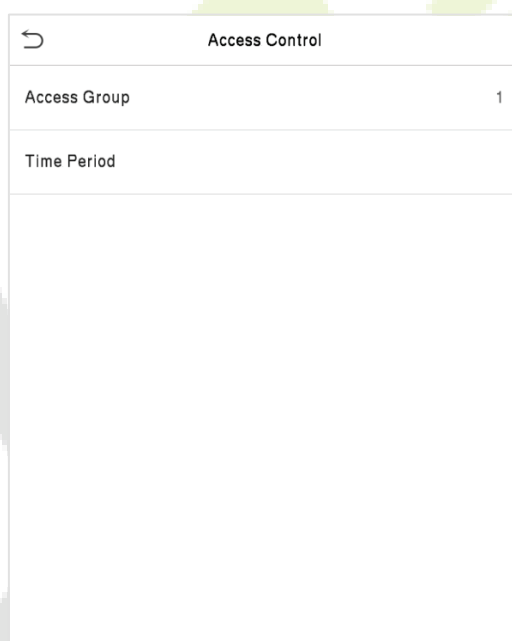
5.2 Search for Users

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

5.3   Edit Users

Choose a user from the list and click **Edit** to open the edit user interface:

NOTE: The operation of editing a user is the same as that of adding a user, except that the user ID cannot be modified when editing a user. Operation method refers to "5.1 Add Users".

5.4 Deleting Users

On **All Users** interface, tap on the required user from the list and tap **Delete** to delete the user or a 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 Profile Photo Only: Deletes the profile photo of the selected user.
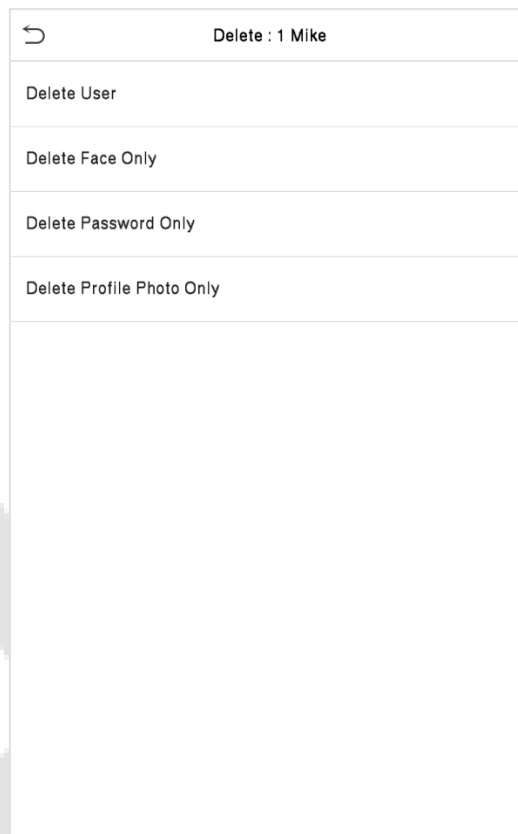
6   User Role

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 to 3 roles, that is, the custom operating scope of the menu functions of the user.
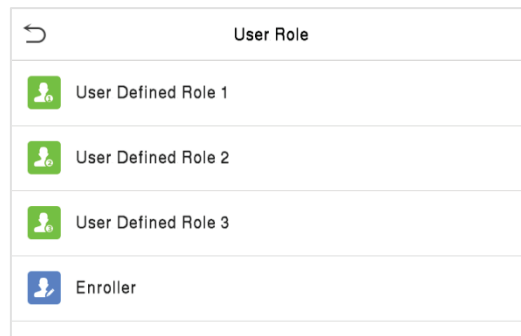
- On the **User Defined** Role interface, toggle **Enable Defined Role** to enable or disable the user defined role.
- Tap on **Name** and enter the custom name of the role.
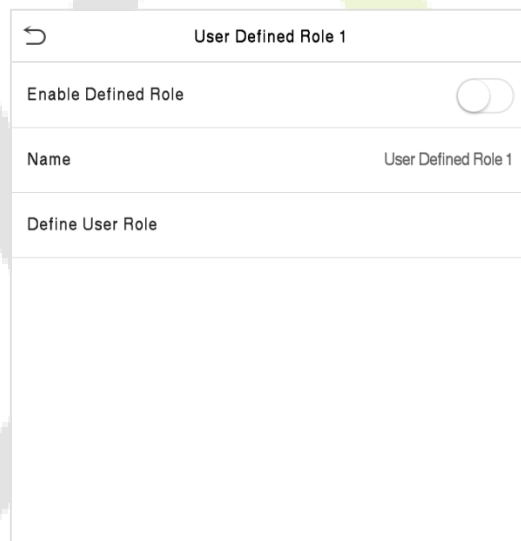
- Then, tap on **Define User Role** and select the required privileges to assign to the new role, and then tap on the **Return** button.
- During privilege assignment, the main menu function names will be displayed on the left and its sub-menus will be listed on its right.
- First tap on the required **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.

7   Communication Settings

Tap **COMM.** on the **Main Menu** to set the relevant parameters of Network, PC Connection, Cloud Server, Wiegand and Network Diagnosis.
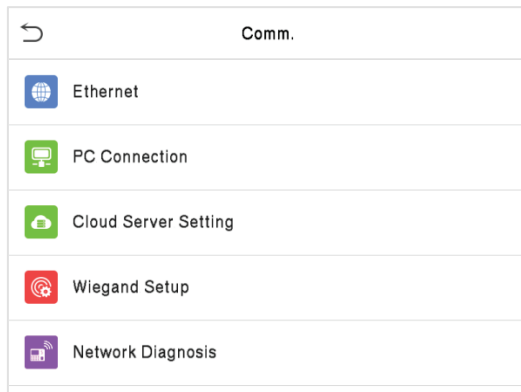
7.1   Network Settings

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 are connecting to the same network segment.

Tap **Ethernet** on the **Comm**. Settings interface to configure the settings.
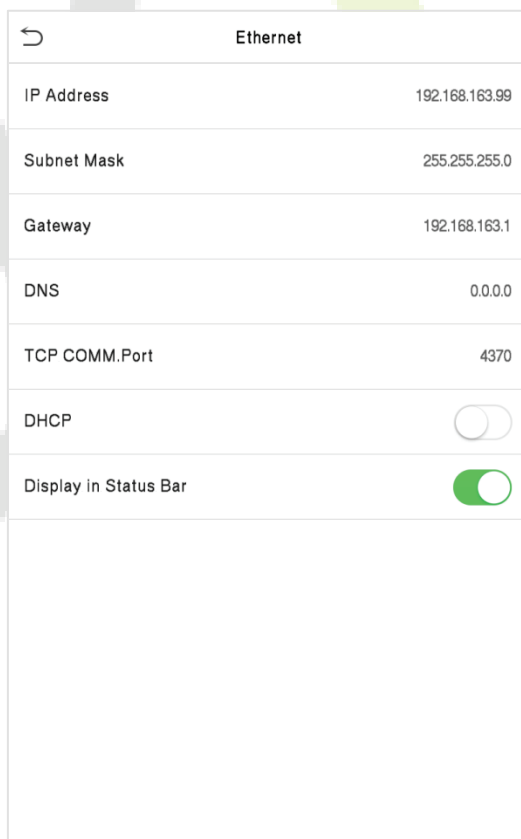
Function Description

Menu	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.
DHCP	Dynamic Host Configuration Protocol is to dynamically allocate IP addresses for clients via server.
Display in Status Bar	Toggle to set whether to display the network icon on the status bar.

7.2 PC Connection

Comm Key facilitates to improve the security of data by setting the communication between the device and the PC. Once the Comm Key is set, its connection password must be provided before the device gets connected to the PC software.

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

Menu	Description
Comm Key	The default password is 0, which can be changed. The Comm Key can contain 1-6 digits.
Device ID	Identity 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.

7.3 Cloud Server Setting

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

Function Description

Menu		Description
Enable Domain Name	**Server Address**	Once this function is enabled, the domain name mode "http://…" will be used, such as http://www.XYZ.com, while "XYZ" denotes the domain name (when this mode is turned **ON**).
Disable Domain Name	**Server Address**	IP address of the ADMS server.
	Server Port	Port used by the ADMS server.
Enable Proxy Server		When you choose to enable the proxy, you need to set the IP address and port number of the proxy server.
HTTPS		Based on HTTP, transmission encryption and identity authentication ensure the security of the transmission process.

7.4 Wiegand Setup

The Wiegand Setup menu is used to set the Wiegand input and output parameters.

Click **Wiegand Setup** on the **Comm.** Settings interface.

Wiegand input

Function Description

Menu	Description
Wiegand Format	Values range from 26 bits, 34 bits, 36 bits, 37 bits, 50 bits and 64Bits.
Wiegand Bits	Number of bits of Wiegand data.
Pulse Width(us)	The value of the pulse width sent by Wiegand is 100 microseconds by default, which can be adjusted within the range of 20 to 100 microseconds.
Pulse Interval(us)	The default value is 1000 microseconds, which can be adjusted within the range of 200 to 20000 microseconds.
ID Type	Select between User ID and card number.

Definitions of various common Wiegand formats:

Wiegand Format	Definitions
Wiegand26	ECCCCCCCCCCCCCCCCCCCCCCCCO Consists of 26 bits of binary code. The 1st bit is the even parity bit of the 2nd to 13th bits, while the 26th bit is the odd parity bit of the 14th to 25th bits. The 2nd to 25th bits are the card numbers.
Wiegand26a	ESSSSSSSSCCCCCCCCCCCCCCCCO Consists of 26 bits of binary code. The 1st bit is the even parity bit of the 2nd to 13th bits, while the 26th bit is the odd parity bit of the 14th to 25th bits. The 2nd to 9th bits are the site codes, while the 10th to 25th bits are the card numbers.

Wiegand34	ECCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCO Consists of 34 bits of binary code. The 1st bit is the even parity bit of the 2nd to 17th bits, while the 34th bit is the odd parity bit of the 18th to 33rd bits. The 2nd to 25th bits are the card numbers.
Wiegand34a	ESSSSSSSSCCCCCCCCCCCCCCCCCCCCCCCCO Consists of 34 bits of binary code. The 1st bit is the even parity bit of the 2nd to 17th bits, while the 34th bit is the odd parity bit of the 18th to 33rd bits. The 2nd to 9th bits are the site codes, while the 10th to 25th bits are the card numbers.
Wiegand36	OFFFFFFFFFFFFFFFFFCCCCCCCCCCCCCCCCMME Consists of 36 bits of binary code. The 1st bit is the odd parity bit of the 2nd to 18th bits, while the 36th bit is the even parity bit of the 19th to 35th bits. The 2nd to 17th bits are the device codes. The 18th to 33rd bits are the card numbers, and the 34th to 35th bits are the manufacturer codes.
Wiegand36a	EFFFFFFFFFFFFFFFFFFCCCCCCCCCCCCCCCCO Consists of 36 bits of binary code. The 1st bit is the even parity bit of the 2nd to 18th bits, while the 36th bit is the odd parity bit of the 19th to 35th bits. The 2nd to 19th bits are the device codes, and the 20th to 35th bits are the card numbers.
Wiegand37	OMMMMSSSSSSSSSSSSCCCCCCCCCCCCCCCCCCCCE Consists of 37 bits of binary code. The 1st bit is the odd parity bit of the 2nd to 18th bits, while the 37th bit is the even parity bit of the 19th to 36th bits. The 2nd to 4th bits are the manufacturer codes. The 5th to 16th bits are the site codes, and the 21st to 36th bits are the card numbers.
Wiegand37a	EMMMFFFFFFFFFFSSSSSSCCCCCCCCCCCCCCCCO Consists of 37 bits of binary code. The 1st bit is the even parity bit of the 2nd to 18th bits, while the 37th bit is the odd parity bit of the 19th to 36th bits. The 2nd to 4th bits are the manufacturer codes. The 5th to 14th bits are the device codes, and15th to 20th bits are the site codes, and the 21st to 36th bits are the card numbers.
Wiegand50	ESSSSSSSSSSSSSSSSCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCO Consists of 50 bits of binary code. The 1st bit is the even parity bit of the 2nd to 25th bits, while the 50th bit is the odd parity bit of the 26th to 49th bits. The 2nd to 17th bits are the site codes, and the 18th to 49th bits are the card numbers.
"C "denotes the card number; "**E"** denotes the even parity bit; "**O"** denotes the odd parity bit; **"F**" denotes the facility code; "**M"** denotes the manufacturer code; "**P"** denotes the parity bit; and "**S"** denotes the site code.	

Wiegand output

Function Description

Menu	Description
SRB	When SRB is enabled, the lock is controlled by the SRB to prevent the lock from being opened due to device removal.
Wiegand Format	Values range from 26 Bits, 32Bits, 34 Bits, 36 Bits, 37 Bits, 50 Bits and 64 Bits.
Wiegand output bits	After selecting the required Wiegand format, select the corresponding output bit digits of the Wiegand format.
Failed ID	If the verification is failed, the system will send the failed ID to the device and replace the card number or personnel ID with the new one.
Site Code	It is similar to the device ID. The difference is that a site code can be set manually, and is repeatable in a different device. The valid value ranges from 0 to 256 by default.
Pulse Width(us)	The time width represents the changes of the quantity of electric charge with regular high-frequency capacitance within a specified time.
Pulse Interval(us)	The time interval between pulses.
ID Type	Select the ID types as either User ID or card number.

7.5   Network Diagnosis

To set the network diagnosis parameters.

Tap **Network Diagnosis** on the **Comm.** Settings interface to set the IP address diagnostic and Start the diagnostic parameters.
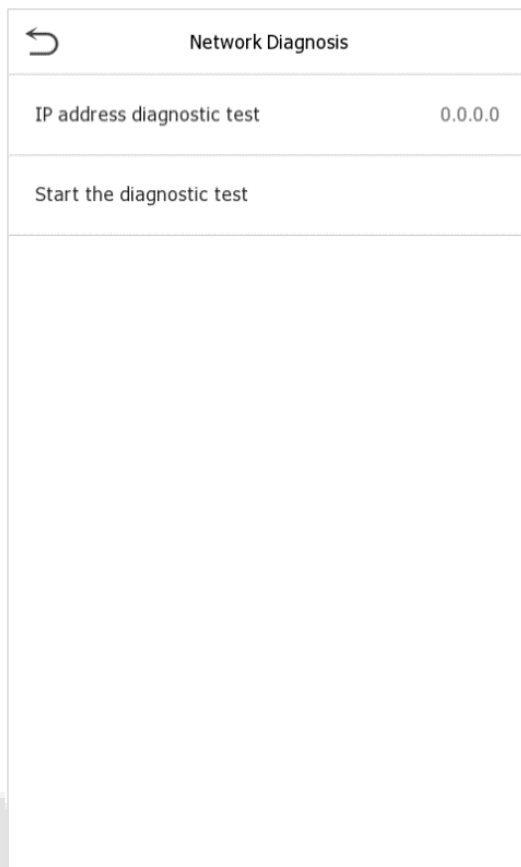
8   <u>System Settings</u>

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

Tap **System** on the **Main Menu** interface to set the related system parameters so as to optimize the performance of the device.
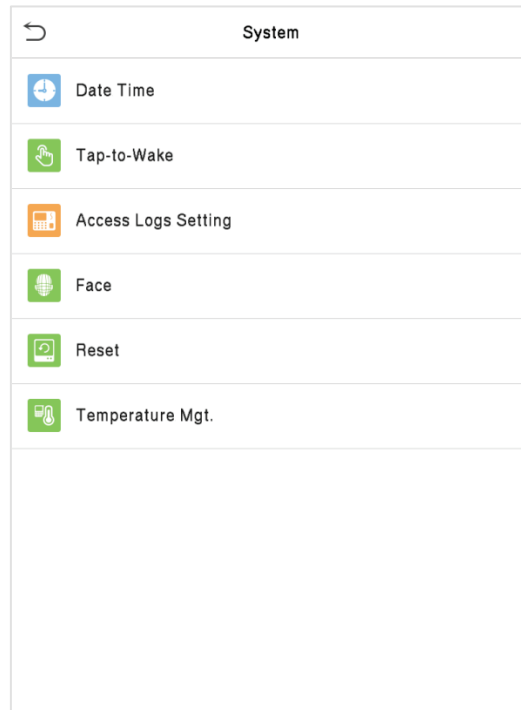
8.1   Date and Time

Tap **Date Time** on the **System** interface to set the date and time.
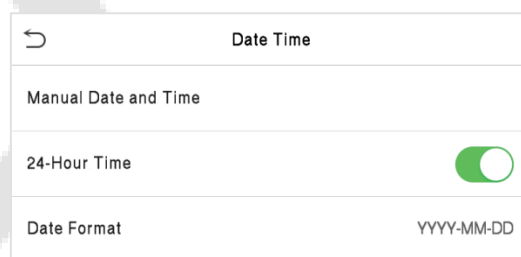
- Tap **Manual Sate and Time** to manually set date and time and tap **Confirm** to save.

- Tap **24-Hour Time** to enable or disable this format. If enabled, then select the **Date Format** to set the date format.

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

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

8.2   Tap-to-Wake

Enable **Tap-to-Wake**, and it will take effect after the device restarts. After the function takes effect, it will turn off the sensing function of camera auto-identification, and only touching the device screen can wake up the camera for auto-identification.

Tap **Tap-to-Wake** on the **System** interface to enable this function.
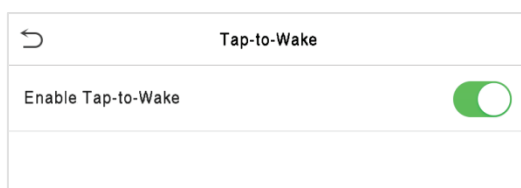
8.3   Access Logs Setting

Click **Access Logs Setting** on the **System** interface.
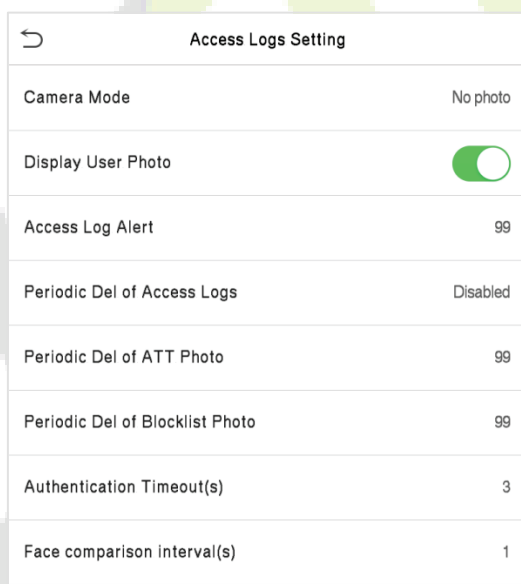
Function Description

Menu	Description
Camera Mode	Whether to capture and save the current snapshot image during verification. There are 5 modes: **No Photo:** No photo is taken during user verification. **Take photo, no save:** Photo is taken but is not saved during verification.

	Take photo and save: Photo is taken and saved during verification. **Save on successful verification:** Photo is taken and saved for each successful verification. **Save on failed verification:** Photo will be taken and saved only for each failed verification.
Display User Photo	Whether to display the user photo when the user passes the verification.
Access Logs Alert	When the record space of the attendance access reaches the maximum threshold value, the device will automatically display the memory space warning. Users may disable the function or set a valid value between 1 and 9999.
Periodic Del of Access Logs	When access records have reached full capacity, the device will automatically delete a set of old access records. Users may disable the function or set a valid value between 1 and 999.
Periodic Del of ATT Photo	When attendance photos have reached full capacity, the device will automatically delete a set of old attendance photos. Users may disable the function or set a valid value between 1 and 99.
Periodic Del of Blocklist Photo	When block listed photos have reached full capacity, the device will automatically delete a set of old blocklisted photos. Users may disable the function or set a valid value between 1 and 99.
Authentication timeout(s)	The time length of the message of successful verification displays. Valid value: 1~9 seconds.
Face comparison Interval (s)	To set the facial template matching time interval as needed. The valid value is 0 to 9 seconds.

8.4   Face Parameters

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

←	Face	⇅	
1:N Threshold Value		74	
1:1 Threshold Value		63	
Face Enrollment Threshold		70	
Face Pitch Angle		35	
Face Rotation Angle		25	
Image Quality		40	
Minimum Face Size		80	
LED Light Trigger Value		80	
Motion Detection Sensitivity		4	
Visible Light Live Detection		⬤	
Visible Light Live Detection Threshold		50	
3D Structured Light Live Detection		⬤	

← Face ⇅		
Face Pitch Angle		35
Face Rotation Angle		25
Image Quality		40
Minimum Face Size		80
LED Light Trigger Value		80
Motion Detection Sensitivity		4
Visible Light Live Detection		⬤
Visible Light Live Detection Threshold		50
3D Structured Light Live Detection		⬤
WDR		○
Anti-flicker Mode		50HZ
Face Algorithm		

FRR	FAR	Recommended Matching Thresholds	
		1:N	1:1
High	Low	85	80
Medium	Medium	82	75
Low	High	80	70

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 misjudgment rate, the higher the rejection rate, and vice versa. It is recommended to set the default value of 74.

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 misjudgment rate, 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 this threshold, it indicates that the face has already been registered.
Face Pitch Angle	The pitch angle tolerance of a face for facial registration and comparison. If a face's pitch angle exceeds this 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	The rotation angle tolerance of a face for facial template registration and comparison. If a face's rotation angle exceeds this 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	Image quality for facial registration and comparison. The higher the value, the clearer the image requires.
Minimum Face Size	Required for facial registration and comparison. If the minimum size of the captured figure is smaller than this set value, then it will be filtered off and not recognized as a face. This value can be understood as the face comparison distance. The farther the person is, the smaller the face is, and the smaller the face pixel will be obtained by the algorithm. Therefore, adjusting this parameter can adjust the furthest comparison distance of faces. When the value is 0, the face comparison distance is not limited.
LED Light Triggered Value	This value controls the on and off of the LED light. The larger the value, the more frequently the LED light will be turned on.

Motion Detection Sensitivity	It is to set the value for the amount of change in a camera's field of view, which is 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 is much easier and the motion detection frequently triggered.
Visible Light Live Detection	Detecting the spoof attempt using visible light images to determine if the provided biometric source sample is really a person (a live human being) or false representation.
Visible Light Live Detection Threshold	Facilitates to judge whether the captured visible image is really a person (a live human being). The larger the value, the better the anti-spoofing performance using visible light.
3D Structured Light Live Detection	3D structured light live detection is performed through the introduction of depth map, using IR and depth of two face images for 3D live detection. And it can be based on the attack algorithm prevented by IR face recognition, and the depth map added carries the depth information, which can effectively prevent plane attacks, such as photos, videos, paper mask bending and other material attacks, and can also be combined with IR map for surface material detection, which can prevent most of the ordinary material masks, models and other attacks. In the face recognition algorithm, the security performance of face recognition application of 3D structured light can make up for 2D face recognition.
WDR	Wide Dynamic Range (WDR), which balances light and extends image visibility for surveillance videos under high contrast lighting scenes and improves object identification under bright and dark environment.
Anti-flicker Mode	Used when WDR is turned off. This helps reduce flicker when the device's screen flashes at the same frequency as the light.
Face Algorithm	Facial algorithm related information and pause facial template update.

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

Process to modify the Face Recognition Accuracy

- On the **System** interface, tap on **Face** and then toggle to enable Anti-Spoofing using NIR to set the anti-spoofing.

- Then, on the **Main Menu**, tap **Auto-Test > Test Face** and perform the face test.

- Tap three times for the scores on the right upper corner of the screen, and the red rectangular box appears to start adjusting the mode.

- Keep one arm distance between the device and the face, and recommended not to move the face in wide range.

8.5 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.
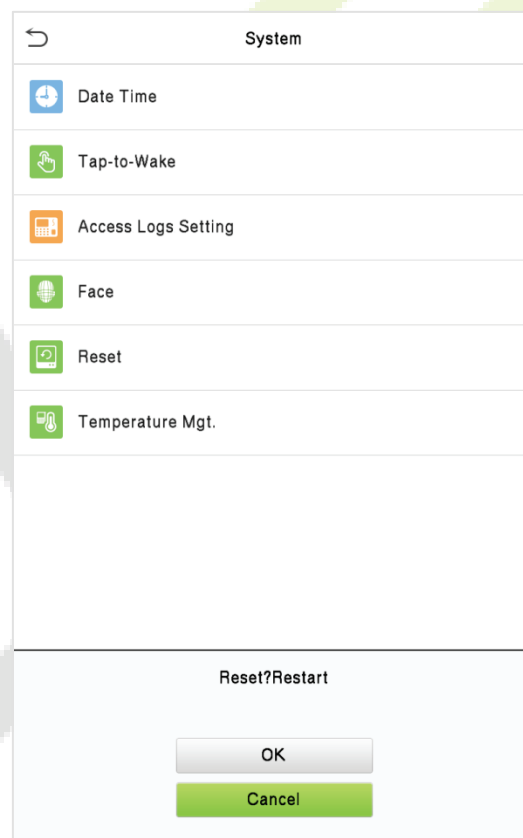
Click **OK** to reset.

8.6   Temperature Management

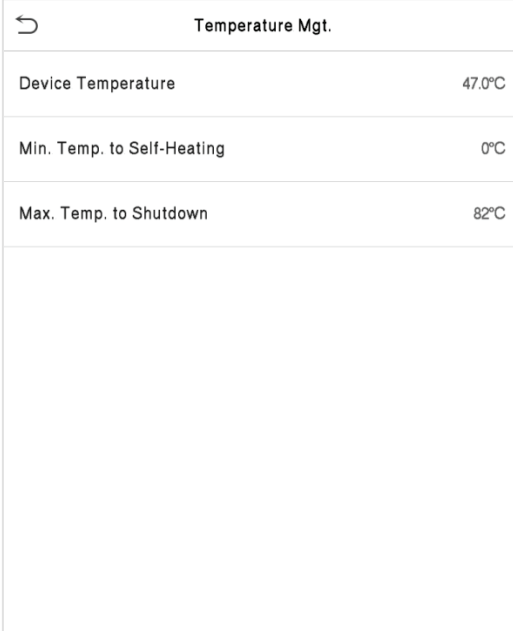The device has a built-in temperature sensor, and when the environment temperature is too low or too high, it will trigger self-heating or shut down.

Click **Temperature Mgt.** on the **System** interface.

Function Description

Item	Description
Device Temperature	This column shows the real- time temperature of the device.
Min. Temp. to Self-Heating	Once the device temperature is lower than the set value, the device will start self-heating, the range is 0 to 10(℃).
Max. Temp. to Shutdown	When the device temperature is lower than the set value, it will shut down automatically to protect the hardware, the range is 60 to 80 (℃).

9   Personalize Settings

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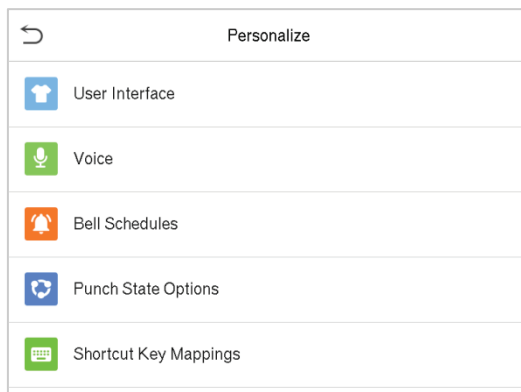
9.1   Interface Settings

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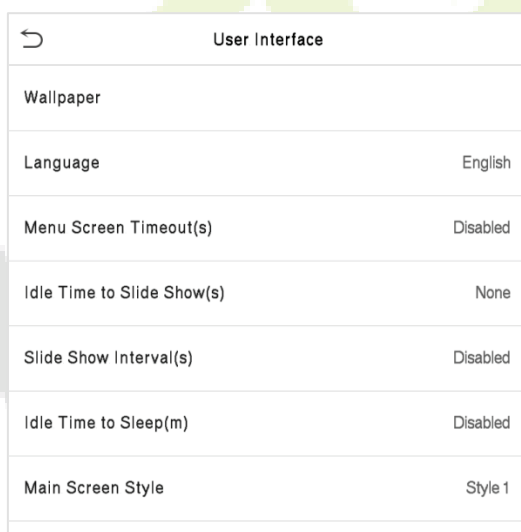
Function Description

Function Name	Description
Wallpaper	The main screen wallpaper can be selected according to the user preference.
Language	Select the language of the device.

| Menu Screen Timeout (s)	When there is no operation, and the time exceeds the set value, the device will automatically go back to the initial interface. The function either can be disabled or set the required value between 60 and 99999 seconds.
Idle Time To Slide Show (s)	When there is no operation, and the time exceeds the set value, a slide show will be played. The function can be disabled, or you may set the value between 3 and 999 seconds.
Slide Show Interval (s)	It is the time interval in switching between different slide show photos. The function can be disabled, or you may set the interval between 3 and 999 seconds.
Idle Time to Sleep (m)	If the sleep mode is activated, and when there is no operation in the device, then the device will enter standby mode. Tap the screen anywhere to resume normal working mode. This function can be disabled or set a value within 1-999 minutes.
Main Screen Style	The main screen style can be selected according to the user preference.

9.2 Voice Settings

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

↰	Voice	
Voice Prompt		🟢
Touch Prompts		⚪
Volume		70
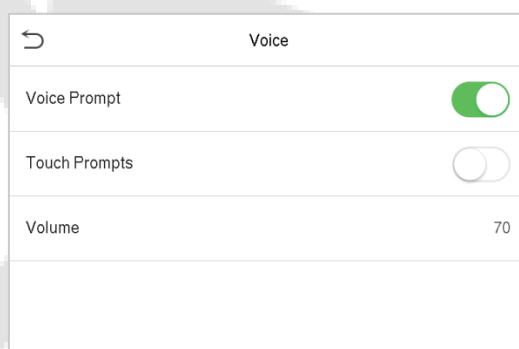
Function Description

Menu	Description
Voice Prompt	Select whether to enable voice prompts during operating.
Touch Prompt	Select whether to enable keypad sounds.
Volume	Adjust the volume of the device and the valid value is 0 to 100.

9.3   Bell Schedules

Click **Bell Schedules** on the Personalize interface.
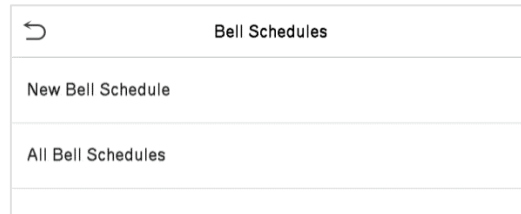
New Bell Schedule

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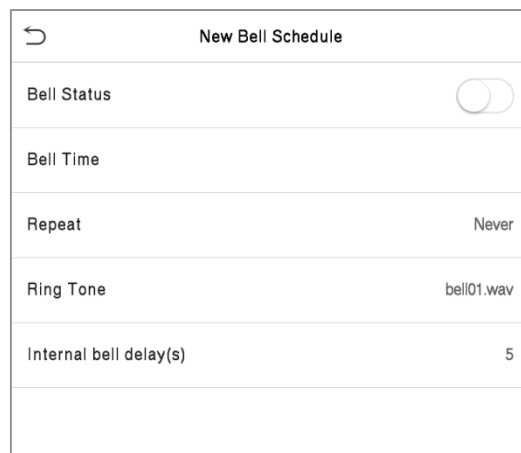
Function Description

Menu	Description
Bell Status	Set whether to enable the bell status.
Bell Time	At this time of day, the device automatically rings the bell.
Repeat	Set the repetition cycle of the bell.
Ring Tone	Select a ring tone.
Internal bell delay(s)	Set the duration of the internal bell. The valid value ranges 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.

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<u>**Delete a bell**</u>

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

9.4 Punch States Options

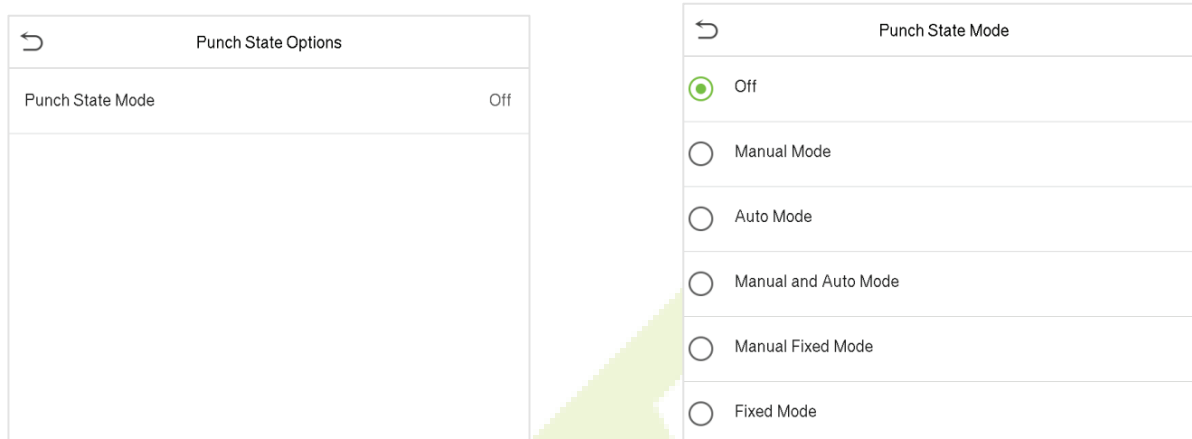Tap **Punch States Options** on the **Personalize** interface to configure the punch state settings.

<u>**Function Description**</u>

Menu	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 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.

9.5   Shortcut Keys 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.

- 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.

- 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		↩	Switch Cycle	↩	Set Switch Time
Punch State Value	0		☑ Monday		Switch Cycle	Monday Tuesday Wednes...
Function	Punch State Options		☑ Tuesday		Monday	
Name			☑ Wednesday		Tuesday	
Set Switch Time			☑ Thursday		Wednesday	
			☑ Friday		Thursday	
			☐ Saturday		Friday	
			☐ Sunday			
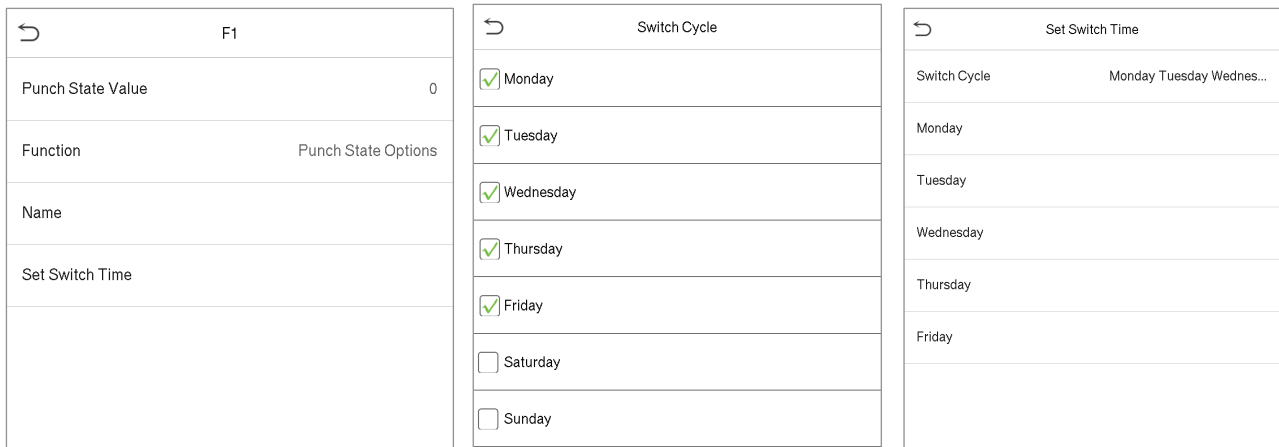
- Once the Switch cycle is selected, set the switch time for each day and tap **OK** to confirm, as shown in the image below.

↩	Monday		↩	Set Switch Time
			Switch Cycle	Monday Tuesday Wednes...
	08:00		Monday	08:00
			Tuesday	
	▲ ▲		Wednesday	
	08 00		Thursday	
	▼ ▼		Friday	
	HH MM			
Confirm (OK)	Cancel (ESC)			
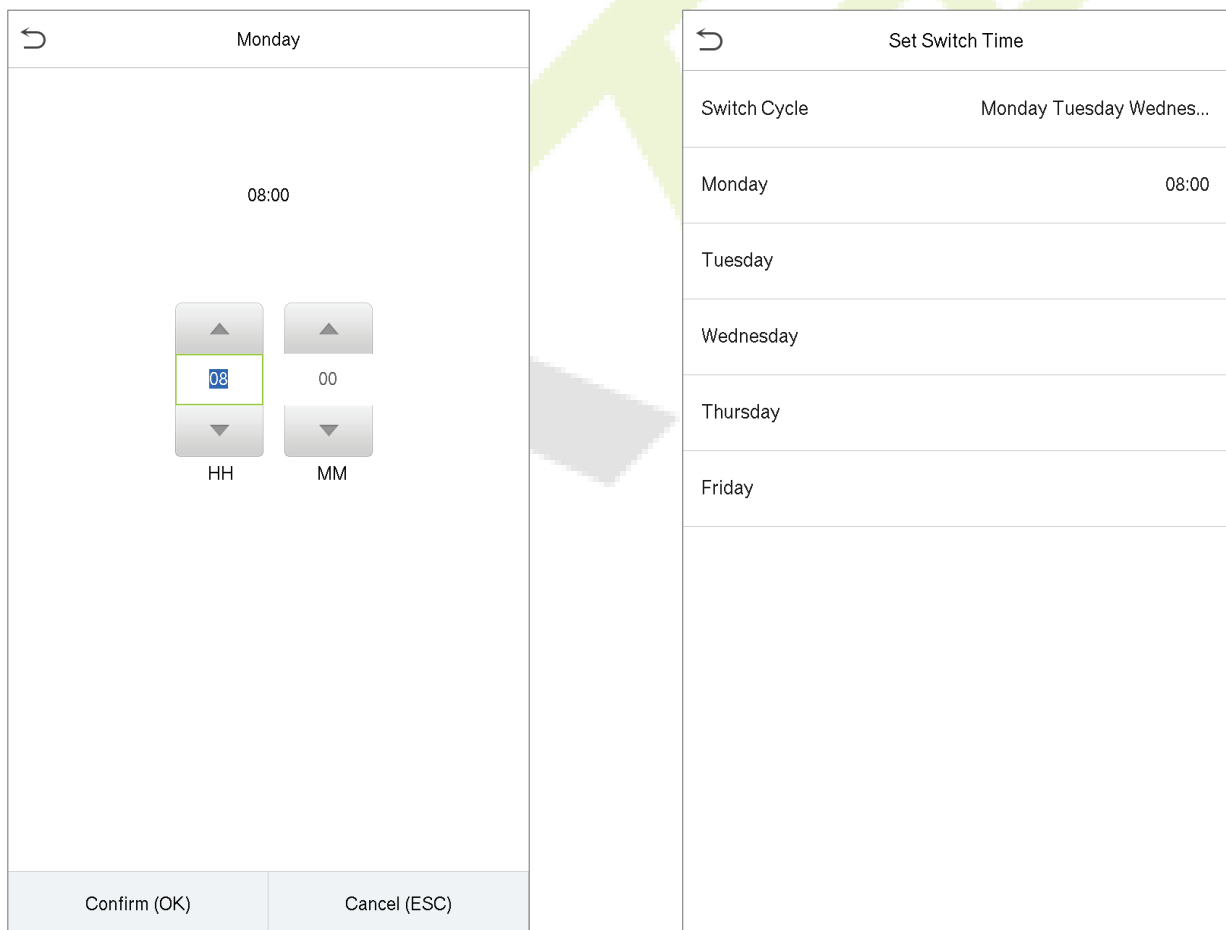
NOTE: When the function is set to Undefined, the device will not enable the punch state key.

10 Data Management

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

	Data Mgt.
🗑	Delete Data

10.1 Delete Data

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

Delete Data
Delete Access Records
Delete Attendance Photo
Delete Blocklist Photo
Delete All Data
Delete Admin Role
Delete Access Control
Delete Profile Photo
Delete Wallpaper
Delete Screen Savers
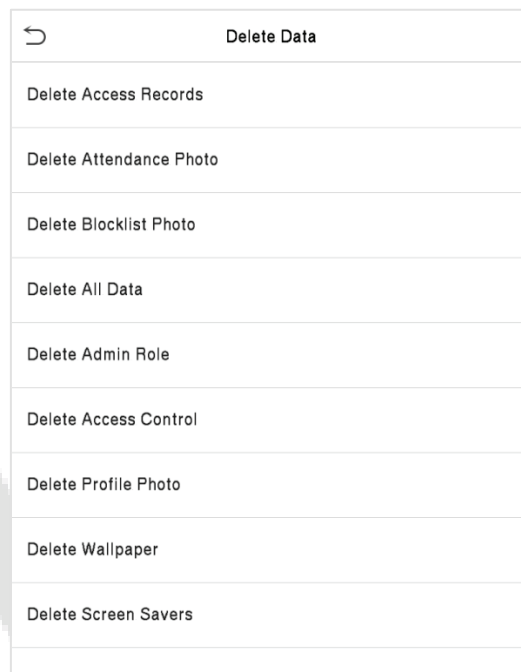
Function Description

Function Name	Description
Delete Access Records	To delete access records conditionally.
Delete Attendance Photo	To delete attendance photos of designated personnel.
Delete Blocklist Photo	To delete the photos taken during failed verifications.
Delete All Data	To delete information and access records of all registered users.
Delete Admin Role	To remove all administrator privileges.

Delete Access Control	To delete all access data.
Delete Profile Photo	To delete all profile photos in the device.
Delete Wallpaper	To delete all wallpapers in the device.
Delete Screen Savers	To delete the screen savers in the device.

The user may select Delete All or Delete by Time Range when deleting the 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.
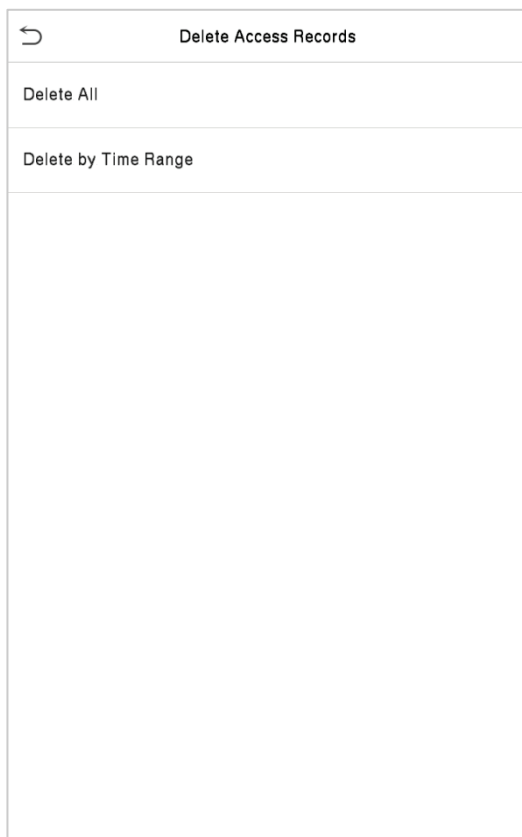
Select Delete by Time Range.   Set the time range and click OK.
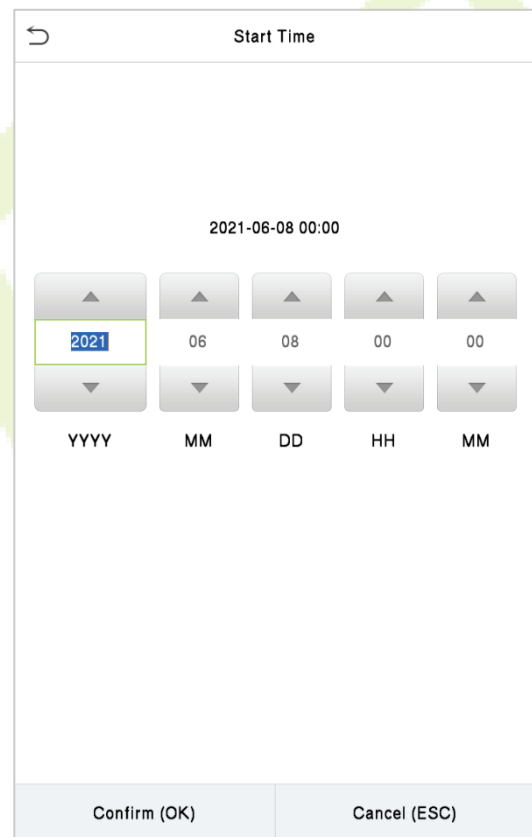
11 Access Control

On the **Main Menu**, tap **Access Control** to set the schedule of door opening, locks control and to configure other parameters settings related to access control.
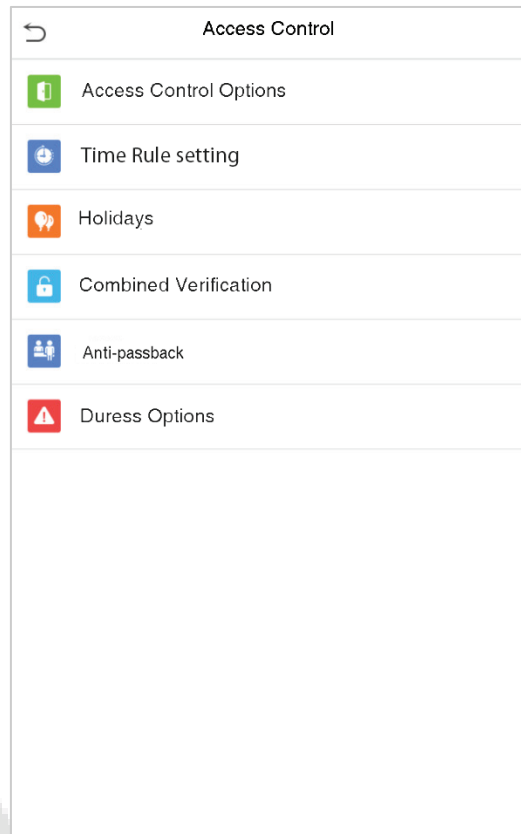
To gain access, the registered user must meet the following conditions:

- The relevant door's current unlock time should be within any valid time zone of the user time period.

- 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 are also required to unlock the door).

- 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.

11.1 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.
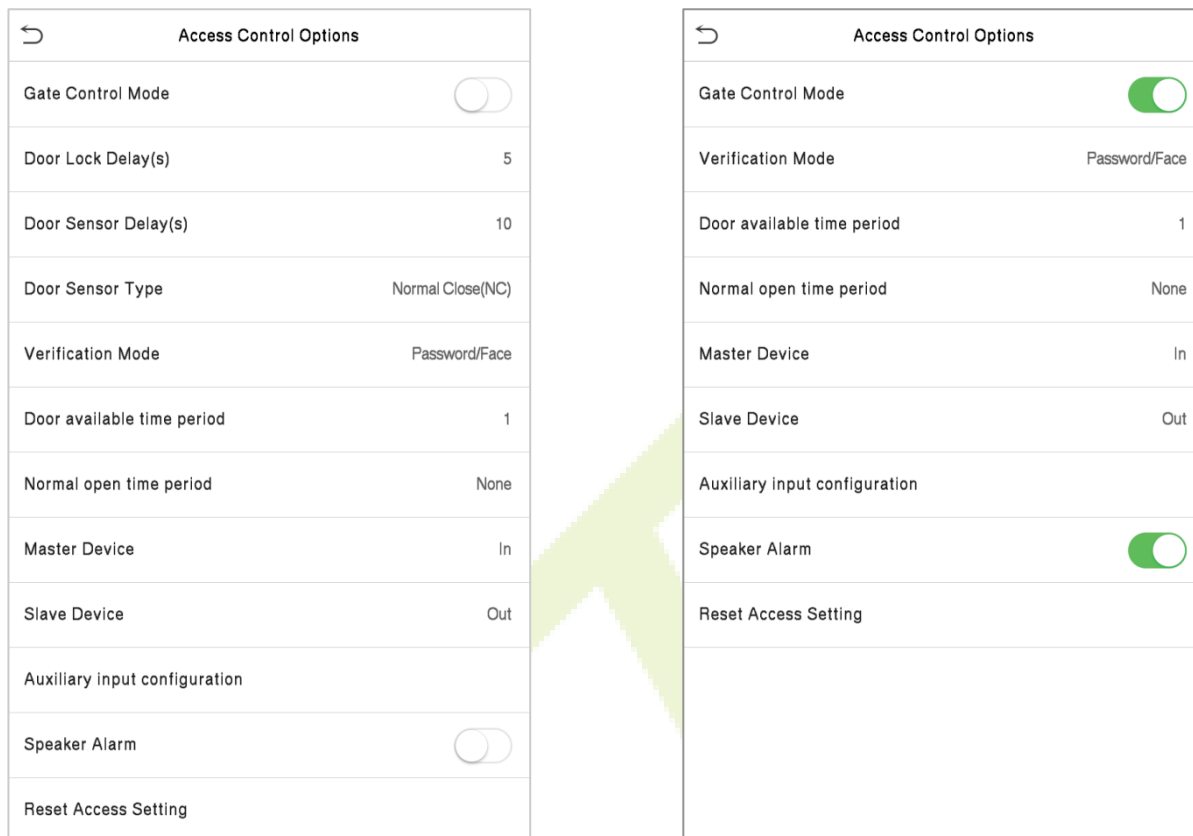
Function Description

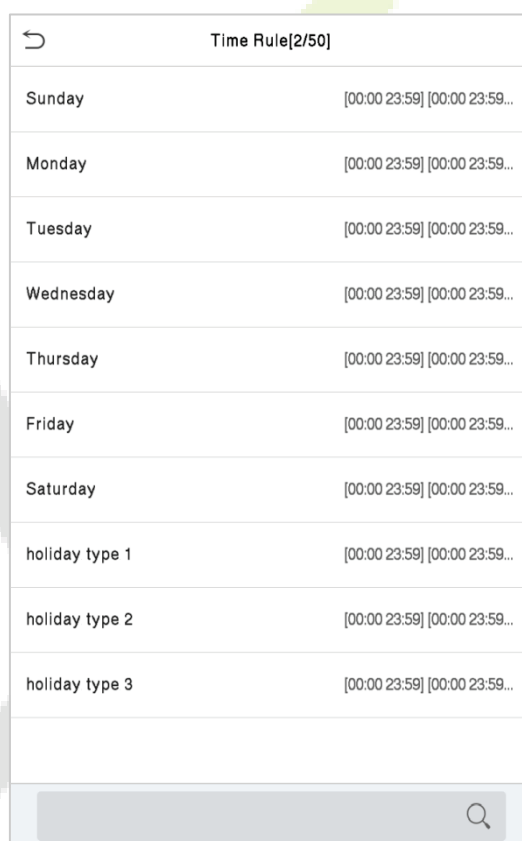| Function Name	Description
Gate Control Mode	Toggle between ON or OFF switch to get into gate control mode or not. When set to **ON**, on this interface will remove Door lock relay, Door sensor relay and Door sensor type options.
Door Lock Delay (s)	The length of time that the device controls the electric lock to be in unlock state. Valid value: 1~99seconds; 0 second represents disabling the function.
Door Sensor Delay (s)	If the door is not locked and is being 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 Closed**. **None:** It means door sensor is not in use. **Normal Open:** It means the door is always left opened when electric power is on. **Normal Closed:** It means the door is always left closed when electric power is on.
Verification Mode	The supported verification mode includes Password/Face, User ID only, Password, Face only, and Face + Password.
Door available time period	To set time period for door, so that the door is available only during that period.
Normal open time period	Scheduled time period for "Normal Open" mode, so that the door is always left open during this period.
Master Device	When setting up the master, the status of the master can be set to exit on enter. **Out:** The record verified on the host is the exit record. **In:** The record verified on the host is the entry record.
Slave Device	When setting up the slave, the status of the slave can be set to exit on enter. **Out:** The record verified on the host is the exit record. **In:** The record verified on the host is the entry record.
Auxiliary input configuration	Sets the door unlock time period and auxiliary output type of the auxiliary terminal device. Auxiliary output types include None, Trigger door open, Trigger Alarm, Trigger door open and Alarm.
Speaker Alarm	Transmits a sound alarm or disassembly alarm from the local. When the door is closed or the verification is successful, the system will cancel the alarm from the local.
Reset Access Setting	The access control reset parameters include door lock delay, door sensor delay, door sensor type, verification mode, door available time period, normal open time period, master device, and alarm. However, erased access control data in Data Mgt. is excluded.

11.2 Time Rule Setting

Tap **Time Rule Setting** on the Access Control interface to configure the time settings.

- The entire system can define up to 50 Time Periods.
- Each Time Period represents **10** Time Zones, i.e. **1** week and **3** holidays, and each time zone is a standard 24 hour period per day and the user can only verify within the valid time period.
- One can set a maximum of 3 time periods for every time zone. The relationship among these time periods is "**OR**". Thus when the verification time falls in any one of these time periods, the verification is valid.
- The Time Zone format of each Time Period: HH MM-HH MM, which is accurate to minutes according to the 24-hour clock.

Tap the grey box to search the required Time Zone and specify the required Time Zone number (maximum: up to 50 zones).

On the selected Time Zone number interface, tap on the required day (that is Monday, Tuesday etc.) to set the time.
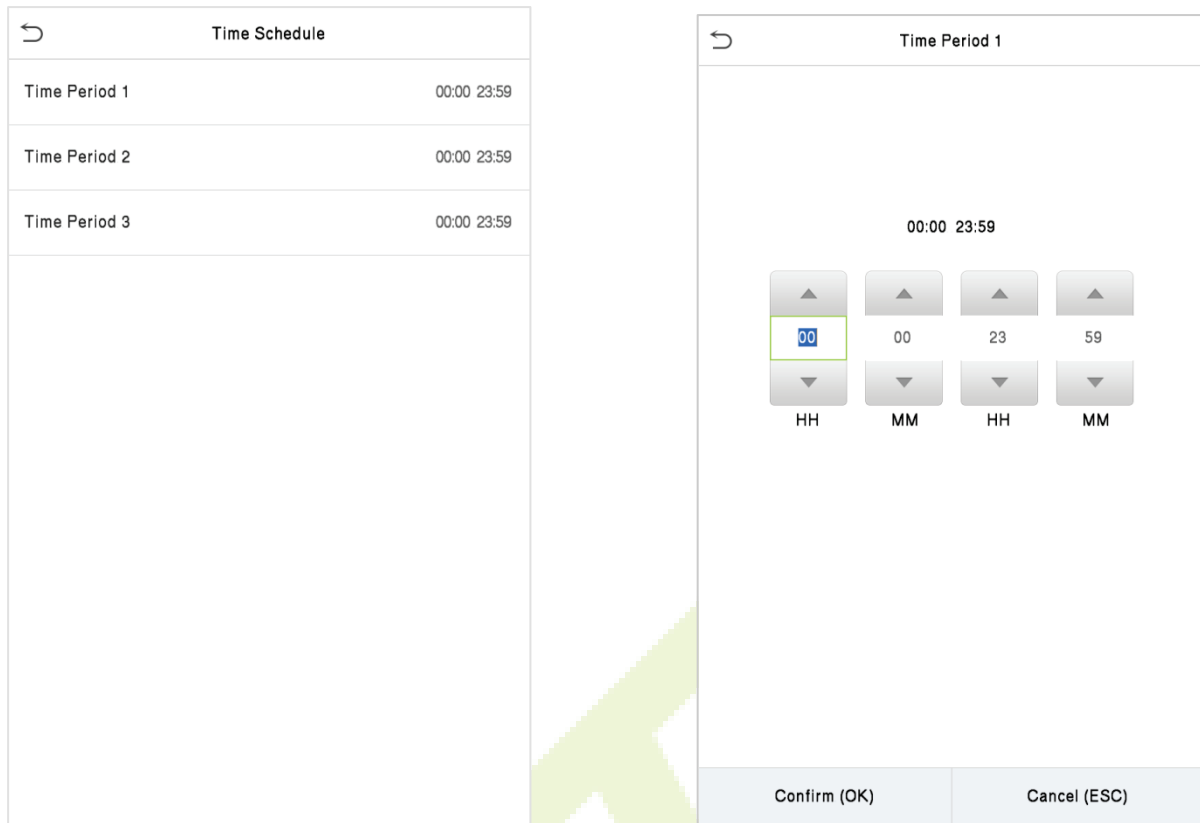
Specify the start and the end time, and then tap **OK**.

<u>NOTE:</u>

1）When the End Time is earlier than the Start Time, (such as 23:57~23:56), it indicates that access is prohibited all day.

2）When the End Time is later than the Start Time, (such as 00:00~23:59), it indicates that the interval is valid.

3）The effective Time Period to keep the Door Unlock or open all the day is (00:00~23:59) or also when the Ending Time is later than the Starting Time, (such as 08:00~23:59).

4）The default Time Zone 1 indicates that door is open all day long.

11.3 Holiday Settings

Whenever there is a holiday, you may need a special access time; but changing everyone's access time one by one is extremely cumbersome, so you can set a holiday access time which is applicable to all employees, and the user will be able to open the door during the holidays.

Tap **Holidays** on the **Access Control** interface to set the Holiday access.
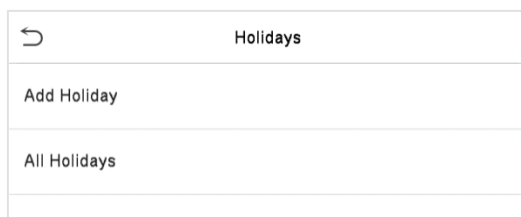
Add a New Holiday

Tap **Add Holiday** on the **Holidays** interface and set the holiday parameters.
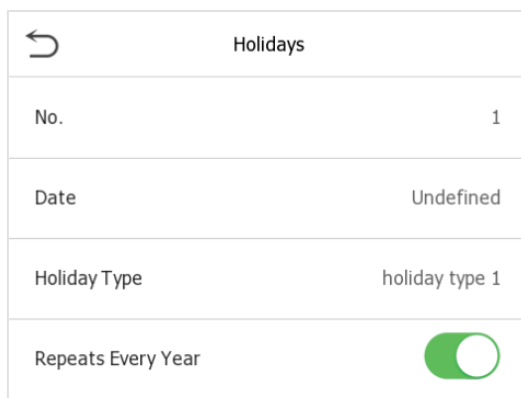
Edit a Holiday

On the **Holidays** interface, select a holiday item to be modified. Tap **Edit** to modify holiday parameters.

Delete a Holiday

On the **Holidays** interface, select a holiday item to be deleted and tap **Delete**. Press **OK** to confirm deletion. After deletion, this holiday is no longer displayed on **All Holidays** interface.

11.4 Combined Verification Settings

Access groups are arranged into different door-unlocking combinations to achieve multiple verifications and strengthen the security. In a door-unlocking combination, the range of the combined number N is: $0 \leq N \leq 5$, and the number of members N may all belong to one access group or may belong to five different access groups.

Tap **Combined Verification on** the **Access Control** interface to configure the combined verification setting.

On the combined verification interface, tap the Door-unlock combination to be set, and tap the **up** and **down** arrows to input the combination number, and then press **OK**.

For Example:

- The **Door-unlock combination 1** is set as **(01 03 05 06 08)**, indicating that the unlock combination 1 consists of 5 people, and the 5 individuals are from 5 groups, namely, **Access Control Group** 1 (AC group 1), AC group 3, AC group 5, AC group 6, and AC group 8, respectively.
- The **Door-unlock combination 2** is set as **(02 02 04 04 07)**, indicating that the unlock combination 2 consists of 5 people; the first two are from AC group 2, the next two are from AC group 4, and the last person is from AC group 7.
- The **Door-unlock combination 3** is set as **(09 09 09 09 09)**, indicating that there are 5 people in this combination; all of which are from AC group 9.
- The **Door-unlock combination 4** is set as **(03 05 08 00 00)**, indicating that the unlock combination 4 consists of only three people. The first person is from AC group 3, the second person is from AC group 5, and the third person is from AC group 8.

Delete a door-unlocking combination

Set all Door-unlock combinations to 0 if you want to delete door-unlock combinations.
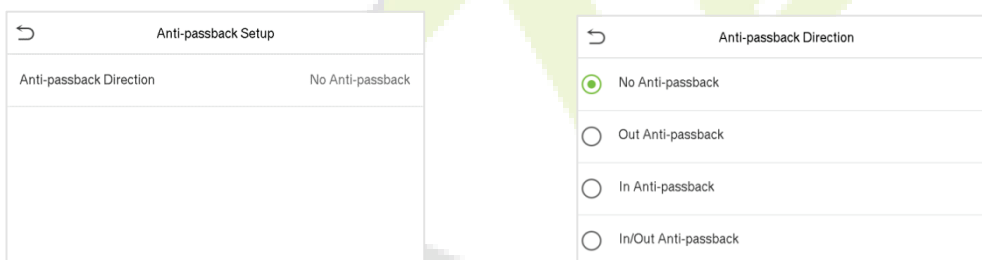
11.5 Anti-passback Setup

It is possible that users may be followed by some persons to enter the door without verification, resulting in a security breach. So, to avoid such a situation, the Anti-Passback option was developed. Once it is enabled, the check-in record must match with the check-out record so as to open the door.

This function requires two devices to work together: one is installed inside the door (master device), and the other one is installed outside the door (slave device). The two devices communicate via the Wiegand signal. The Wiegand format and Output type (User ID / Card Number) adopted by the master device and slave device must be consistent.
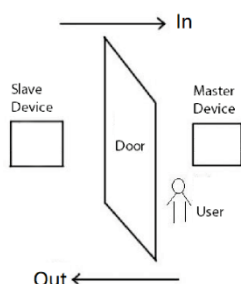
Tap **Anti-passback Setup** on the **Access Control** interface.

Function Description

Function Name	Description
Anti-passback direction	**No Anti-passback:** Anti-passback function is disabled, which means successful verification through either the master device or slave device can unlock the door. The attendance state is not saved in this option. **Out Anti-passback:** After a user checks out, only if the last record is a check-in record, the user can check-out again; otherwise, the alarm will be triggered. However, the user can check-in freely. **In Anti-passback:** After a user checks in, only if the last record is a check-out record, the user can check-in again; otherwise, the alarm will be triggered. However, the user can check-out freely. **In/Out Anti-passback:** After a user checks in/out, only if the last record is a check-out record, the user can check-in again; or if it is a check-in record, the user can check-out again; otherwise, the alarm will be triggered.

11.6 Duress Options Settings

Once a user activates the duress verification function with specific authentication method(s), and when he/she is under coercion and authenticates using duress verification, the device will unlock the door as usual, but at the same time, a signal will be sent to trigger the alarm.

On **Access Control** interface, tap **Duress Options** to configure the duress settings.
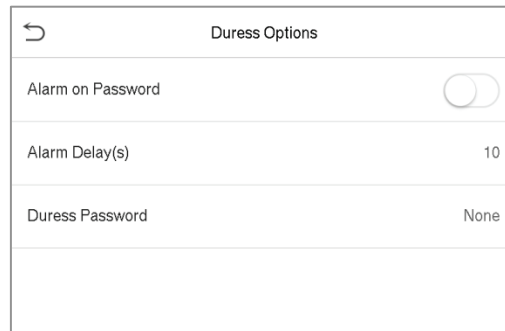
Function Description

Menu	Description
Alarm on Password	When a user uses the password verification method, an alarm signal will be generated, otherwise there will be no alarm signal.
Alarm Delay (s)	Alarm signal will not be transmitted until the alarm delay time is elapsed. The value ranges from 1 to 999 seconds.
Duress Password	Set the 6-digit duress password. When the user enters this duress password for verification, an alarm signal will be generated.

12 <u>Attendance Search</u>

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

Click **Attendance Search** on the **Main Menu** interface to search for the required Access/Attendance log.
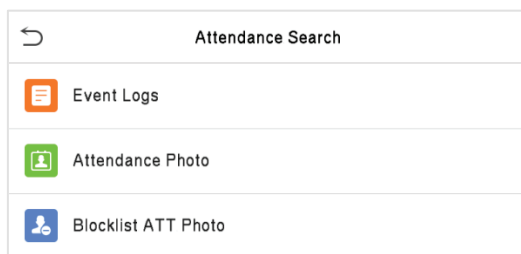
The process of searching for attendance and blocklist photos is similar to that of searching for event logs. The following is an example of searching for event logs.

On the **Attendance Search** interface, tap **Event Logs** to search for the required record.

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

2. Select the time range in which the records you want to search for.
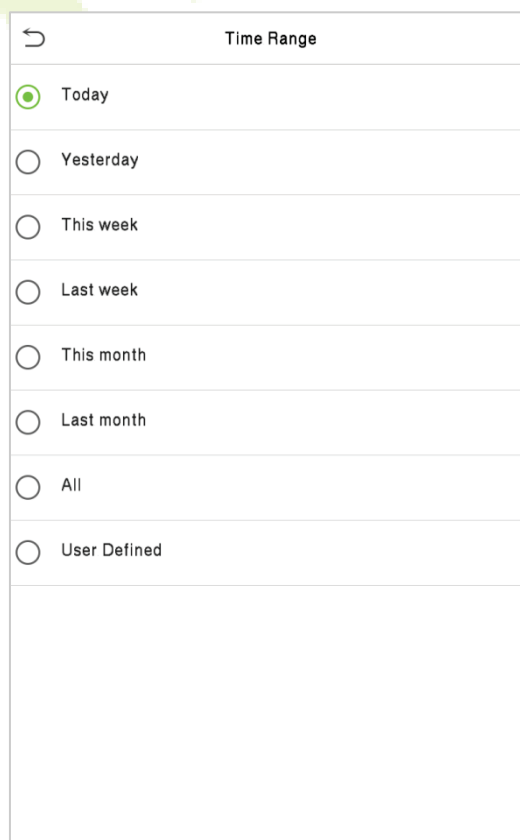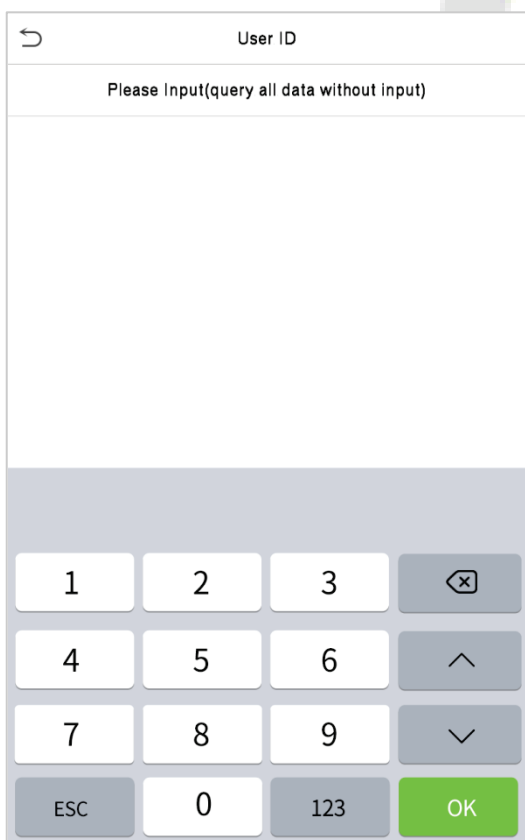
3. Once the log search succeeds. Tap the record in highlighted in green to view its details.

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

13 <u>Autotest</u>

On the **Main Menu**, tap **Autotest** to automatically test whether all modules in the device function properly, which include the LCD, Voice, Camera and Real-Time Clock (RTC).
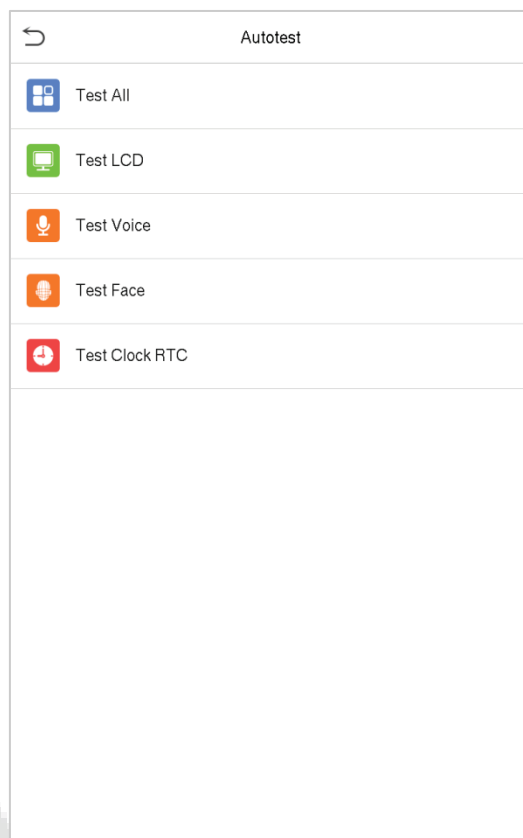
Menu	Description
Test All	To automatically test whether the LCD, audio, camera and RTC are normal.
Test LCD	To automatically test the display effect of LCD screen by displaying full-color, pure white, and pure black to check whether the screen displays colors normally.
Test Voice	To automatically test whether the audio files stored in the device are complete and the voice quality is good.
Test 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.

14 <u>System Information</u>

On the **Main Menu**, tap **System Info** to view the storage status, the version information of the device, and firmware information.
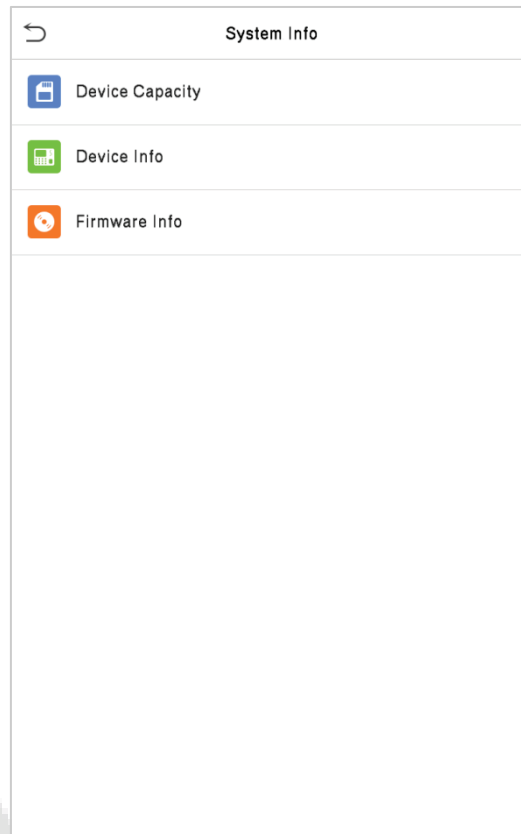
Menu	Description
Device Capacity	Displays the current device's user storage, password and face storage, administrators, records, attendance and blocklist photos, and profile photos.
Device Info	Displays the Device's name, Serial number, MAC address, Face algorithm version information, Platform information, and Manufacturer details.
Firmware Info	Displays the firmware version and other version information of the device.

15 Connect to ZKBioSecurity Software

15.1 Set the Communication Address

<u>Device side</u>

1. Click **COMM.** > **Ethernet** in the main menu to set IP address and gateway of the device. (**Note:** The IP address should be able to communicate with the ZKBioSecurity 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 as the IP address of ZKBioSecurity server.

Server port: Set as the service port of ZKBioSecurity (The default is 6609).

Ethernet		Cloud Server Setting	
IP Address	192.168.163.99	Server Mode	ADMS
Subnet Mask	255.255.255.0	Enable Domain Name	◯
Gateway	192.168.163.1	Server Address	110.80.38.74
DNS	0.0.0.0	Server Port	6609
TCP COMM.Port	4370	Enable Proxy Server	◯
DHCP	◯	HTTPS	◯
Display in Status Bar	🟢		

Software side

Login to ZKBioSecurity software, click **System** > **Communication** > **Communication Monitor** to set the ADMS Service Port, as shown in the figure below:
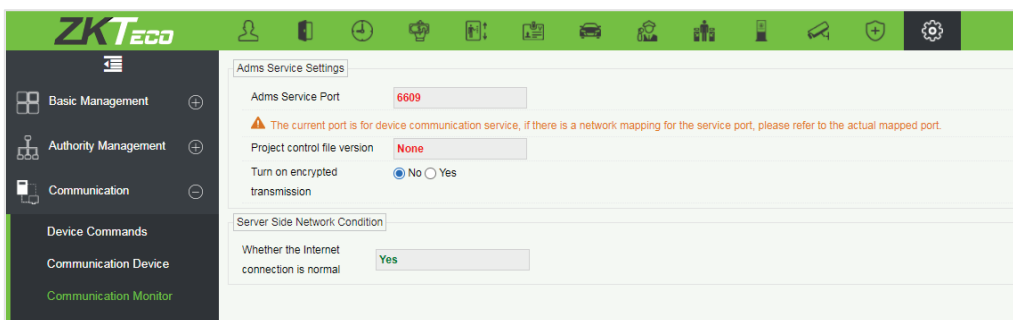
15.2 Add Device on the Software

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

1）Click **Access** > **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.
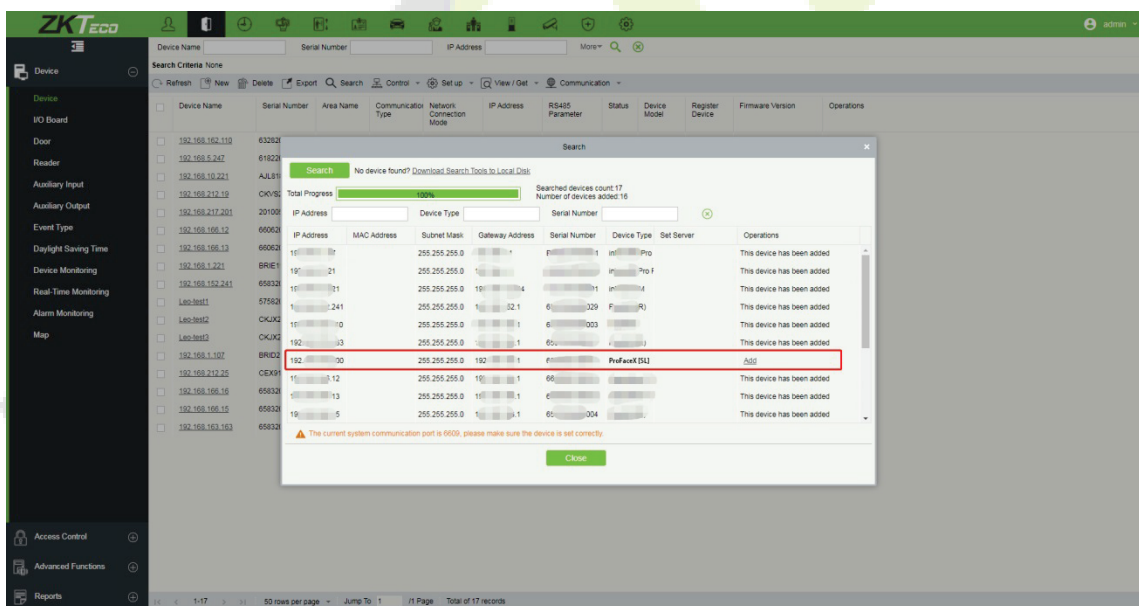
4）Click **[Add]** in operation column, a new window will pop-up. Select Icon type, Area, and Add to Level from each dropdown and click [**OK**] to add the device.

15.3 Add Personnel on the Software

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

2. Fill in all the required fields and click [**OK**] to register a new user.

3. Click **Access > Device > Control > Synchronize All Data to Devices** to synchronize all the data to the device including the new users.

NOTE: For other specific operations, please refer *ZKBioSecurity User Manual.*

Appendix 1

Requirements of Live Collection and Registration of Visible

Light Face Images

1）It is recommended to perform registration in an indoor environment with an appropriate light source without underexposure or overexposure.

2）Do not place the device towards outdoor light sources like door or window or other harsh light sources.

3）Dark-color apparels, different from the background color is recommended for registration.

4）Please expose your face and forehead properly and do not cover your face and eyebrows with your hair.

5）It is recommended to show a plain facial expression. (A smile is acceptable, but do not close your eyes, or incline your head to any orientation).

6）Two images are required for a person with eyeglasses, one image with eyeglasses and the other without the eyeglasses.

7）Do not wear accessories like a scarf or mask that may cover your mouth or chin.

8）Please face right towards the capturing device, and locate your face in the image capturing area as shown in the image below.

9）Do not include more than one face in the capturing area.

10）A distance of 50cm to 80cm is recommended for capturing the image. (the distance is adjustable, subject to body height).
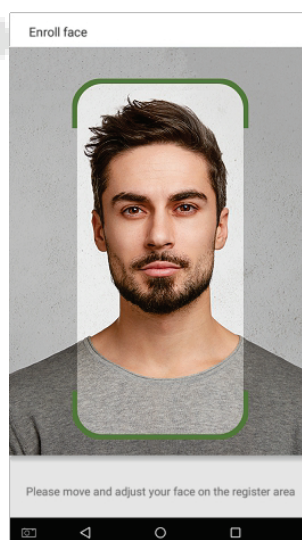
Image1   Face Capture Area

Requirements for Visible Light Digital Face Image Data

The digital photo should be straight-edged, colored, half-portrayed with only one person, and the person should be uncharted and in casuals. Persons who wear eyeglasses should remain to put on eyeglasses for getting photo captured.

- **Eye Distance**

200 pixels or above are recommended with no less than 115 pixels of distance.

- **Facial Expression**

Neutral face or smile with eyes naturally open are recommended.

- **Gesture and Angel**

Horizontal rotating angle should not exceed ±10°, elevation should not exceed ±10°, and depression angle should not exceed ±10°.

- **Accessories**

Masks or colored eyeglasses are not allowed. The frame of the eyeglasses should not cover eyes and should not reflect light. For persons with thick eyeglasses frame, it is recommended to capture two images, one with eyeglasses and the other one without the eyeglasses.

- **Face**

Complete face with clear contour, real scale, evenly distributed light, and no shadow.

- **Image Format**

Should be in BMP, JPG or JPEG.

- **Data Requirement**

Should comply with the following requirements:

1） White background with dark-colored apparel.

2） 24bit true color mode.

3） JPG format compressed image with not more than 20kb size.

4） Resolution should be between 358 x 441 to 1080 x 1920.

5） The vertical scale of head and body should be in a ratio of 2:1.

6） The photo should include the captured person's shoulders at the same horizontal level.

7） The captured person's eyes should be open and with clearly seen iris.

8） Neutral face or smile is preferred, showing teeth is not preferred.

The captured person should be clearly visible, natural in color, no harsh shadow or light spot or reflection in face or background. The contrast and lightness level should be appropriate.

Appendix 2

Privacy Policy

Notice:

To help you better use the products and services of ZKTeco (hereinafter referred as "we", "our", or "us") a smart service provider, we consistently collect your personal information. Since we understand the importance of your personal information, we took your privacy sincerely and we have formulated this privacy policy to protect your personal information. We have listed the privacy policies below to precisely understand the data and privacy protection measures related to our smart products and services.

Before using our products and services, please read carefully and understand all the rules and provisions of this Privacy Policy. <u>If you do not agree to the relevant agreement or any of its terms, you must stop using our products and services.</u>

I.   **Collected Information**

  To ensure the normal product operation and help the service improvement, we will collect the information voluntarily provided by you or provided as authorized by you during registration and use or generated as a result of your use of services.

  1. **User Registration Information:** At your first registration, the feature template (**Fingerprint template/Face template/Palm template**) will be saved on the device according to the device type you have selected to verify the unique similarity between you and the User ID you have registered. You can optionally enter your Name and Code. The above information is necessary for you to use our products. If you do not provide such information, you cannot use some features of the product regularly.

  2. **Product information:** According to the product model and your granted permission when you install and use our services, the related information of the product on which our services are used will be collected when the product is connected to the software, including the Product Model, Firmware Version Number, Product Serial Number, and Product Capacity Information. **When you connect your product to the software, please carefully read the privacy policy for the specific software.**

II.   **Product Security and Management**

  1. When you use our products for the first time, you shall set the Administrator privilege before performing specific operations. Otherwise, you will be frequently reminded to set the Administrator privilege when you enter the main menu interface. **If you still do not set the**

Administrator privilege after receiving the system prompt, you should be aware of the possible security risk (for example, the data may be manually modified).

2.   All the functions of displaying the biometric information are disabled in our products by default. You can choose Menu > System Settings to set whether to display the biometric information. If you enable these functions, we assume that you are aware of the personal privacy security risks specified in the privacy policy.

3.   Only your user ID is displayed by default. You can set whether to display other user verification information (such as Name, Department, Photo, etc.) under the Administrator privilege. **If you choose to display such information, we assume that you are aware of the potential security risks (for example, your photo will be displayed on the device interface).**

4.   The camera function is disabled in our products by default. If you want to enable this function to take pictures of yourself for attendance recording or take pictures of strangers for access control, the product will enable the prompt tone of the camera. **Once you enable this function, we assume that you are aware of the potential security risks.**

5.   All the data collected by our products is encrypted using the AES 256 algorithm. All the data uploaded by the Administrator to our products are automatically encrypted using the AES 256 algorithm and stored securely. If the Administrator downloads data from our products, we assume that you need to process the data and you have known the potential security risk. In such a case, you shall take the responsibility for storing the data. You shall know that some data cannot be downloaded for sake of data security.

6.   All the personal information in our products can be queried, modified, or deleted. If you no longer use our products, please clear your personal data.

III.   Others

You can visit https://www.zkteco.com/en/index/Index/privacy_protection.html to learn more about how we collect, use, and securely store your personal information. To keep pace with the rapid development of technology, adjustment of business operations, and to cope with customer needs, we will constantly deliberate and optimize our privacy protection measures and policies. Welcome to visit our official website at any time to learn our latest privacy policy.

Eco-friendly Operation

<table>
<tr>
<td rowspan="2">🔟</td>
<td>The product's "eco-friendly operational period" refers to the time during which this product will not discharge any toxic or hazardous substances when used in accordance with the prerequisites in this manual.</td>
</tr>
<tr>
<td>The eco-friendly operational period specified for this product does not include batteries or other components that are easily worn down and must be periodically replaced. The battery's eco-friendly operational period is 5 years.</td>
</tr>
</table>

Hazardous or Toxic substances and their quantities					
Component Name	Hazardous/Toxic Substance/Element				
	Lead (Pb)	Mercury (Hg)	Cadmium (Cd)	Hexavalent Chromium (Cr6+)	Polybrominated Biphenyls (PBB)	Polybrominated Diphenyl Ethers (PBDE)
Chip Resistor	×	○	○	○	○	○
Chip Capacitor	×	○	○	○	○	○
Chip Inductor	×	○	○	○	○	○
Diode	×	○	○	○	○	○
ESD component	×	○	○	○	○	○
Buzzer	×	○	○	○	○	○
Adapter	×	○	○	○	○	○
Screws	○	○	○	×	○	○

○　indicates that the total amount of toxic content in all the homogeneous materials is below the limit as specified in SJ/T 11363—2006.

✕ indicates that the total amount of toxic content in all the homogeneous materials exceeds the limit as specified in SJ/T 11363—2006.

Note: 80% of this product's components are manufactured using non-toxic and eco-friendly materials. The components which contain toxins or harmful elements are included due to the current economic or technical limitations which prevent their replacement with non-toxic materials or elements.

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