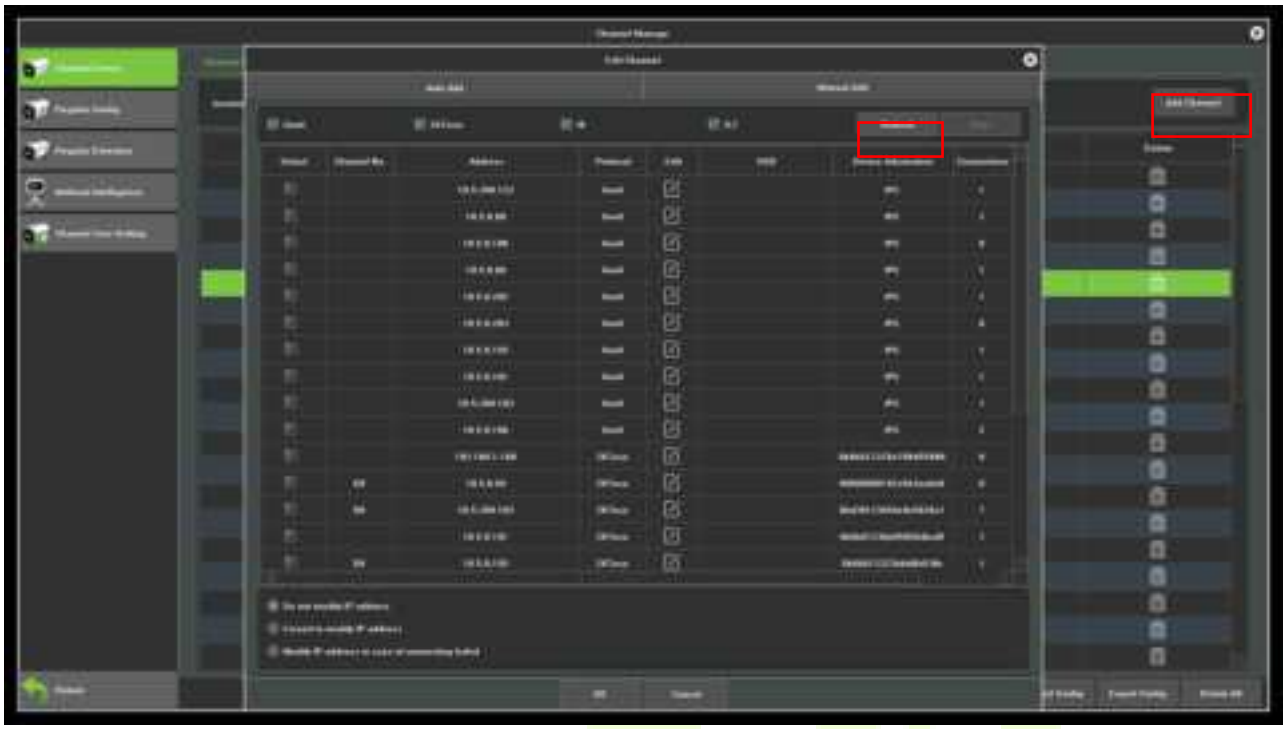
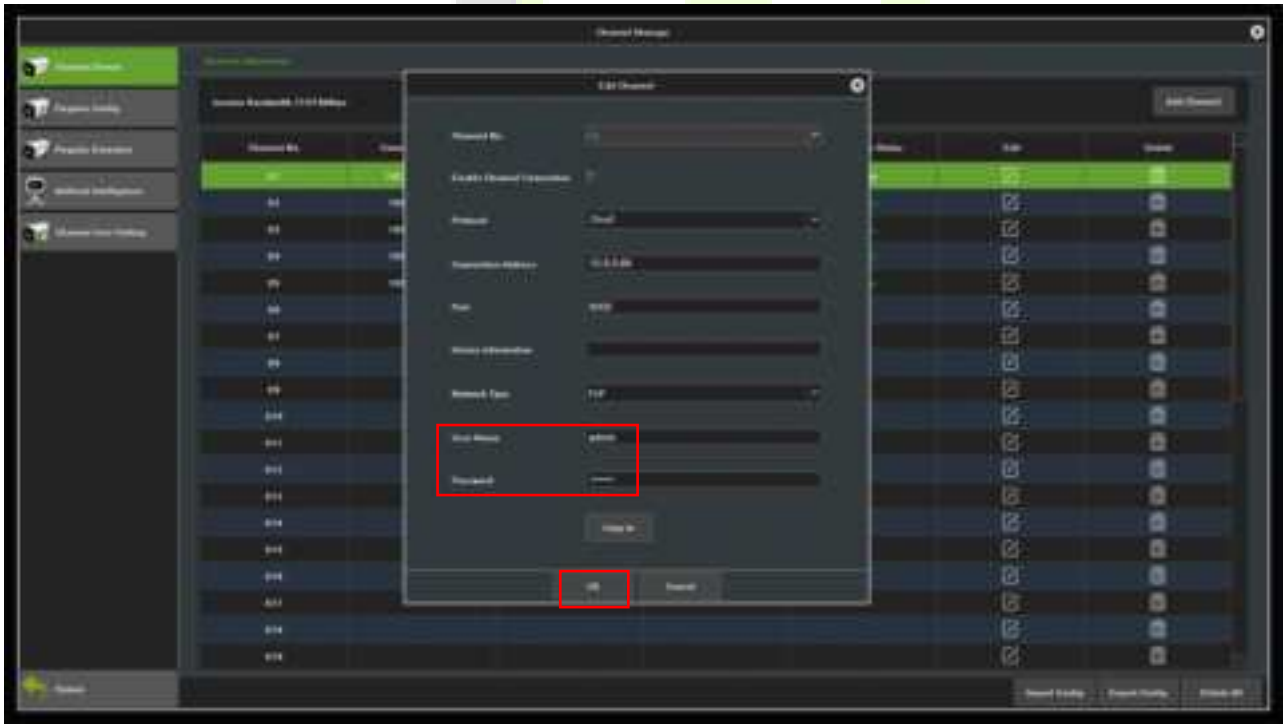
4. Click [**Channel Manage**] > [**Add Channel**] > [**Refresh**] to search for the device.

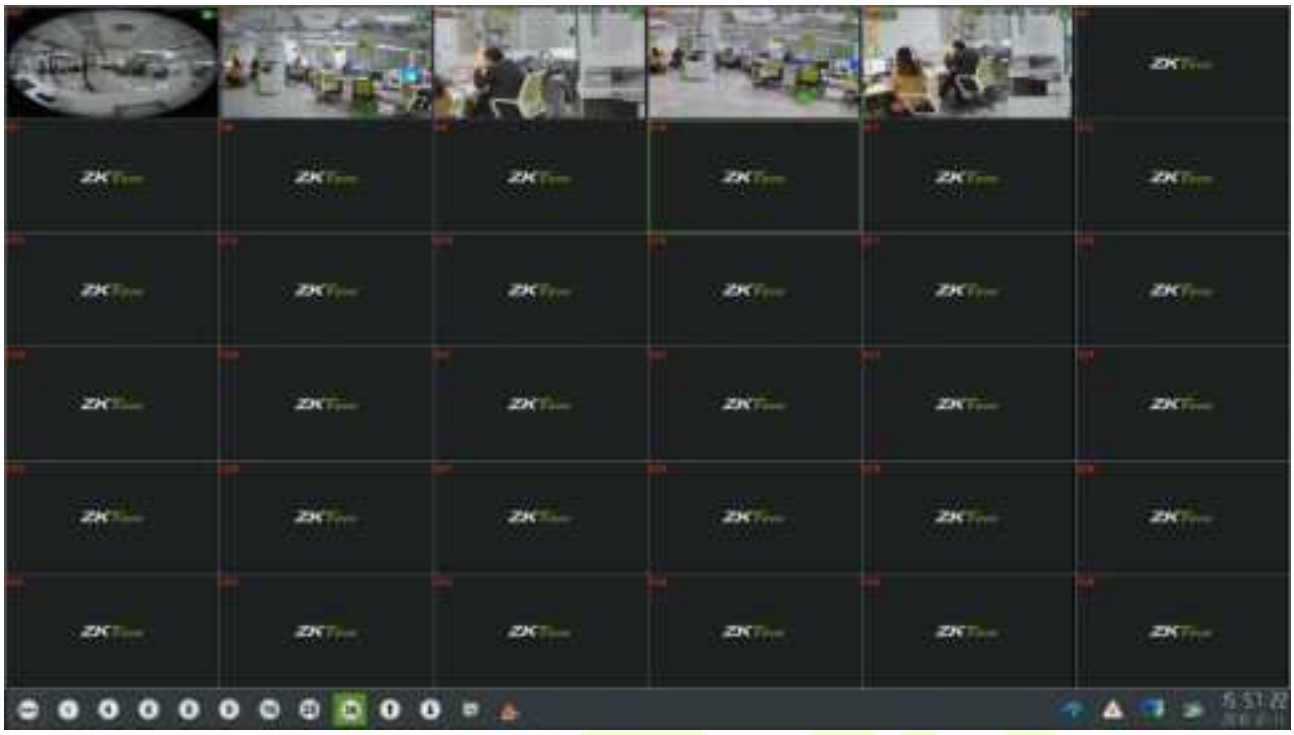


5. Select the checkbox for the device you want to add and edit the parameters in the corresponding text field, then click on [**OK**] to add it to the connection list.



Note: *The User Name and Password is set in the* ***ONVIF Settings*** *of the device.*

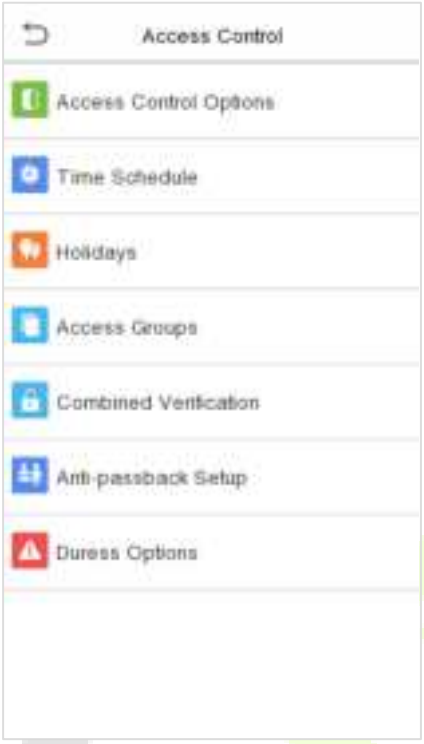
6. After adding successfully, the video image obtaining from the device can be viewed in real-time.



For more details, please refer to the *NVR User Manual*.

10 Access Control

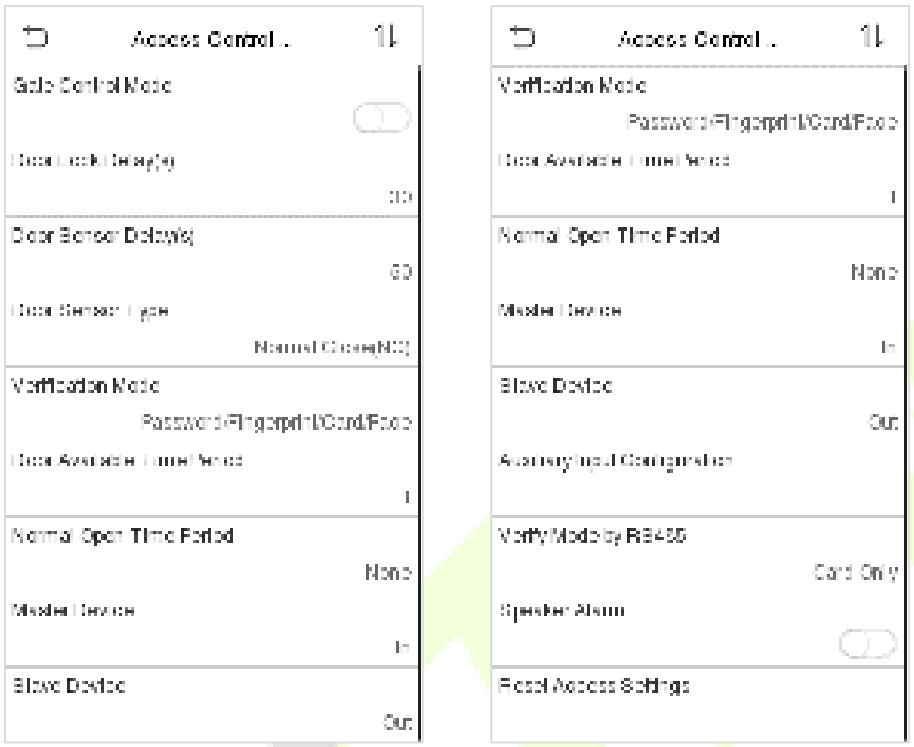
On the **Main Menu**, tap **Access Control** to set the schedule of door opening, locks control and to configure other parameters settings related to access control.



- **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.

10.1 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: 1~10 seconds; 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 Card/Fingerprint, Fingerprint Only, Card Only, Fingerprint + Password, Card + Password, Card + Fingerprint and Card + Fingerprint + 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.
Verify Mode by RS485	The verification mode is used when the device is used either as a host or slave. The supported verification mode includes Card Only and Card + Password.
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 Settings	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.

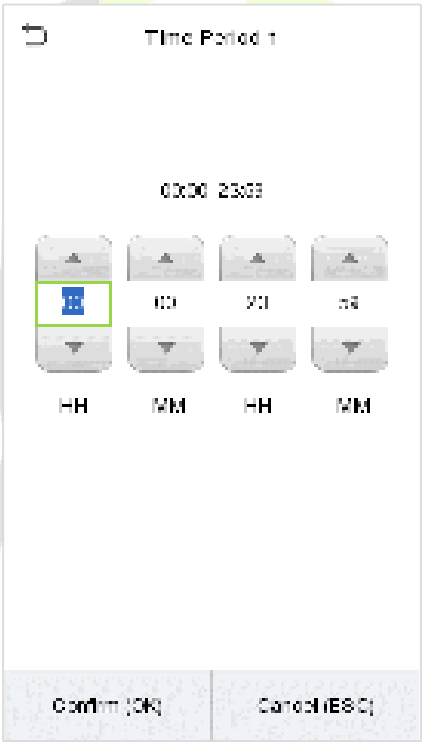
10.2 Time Rule Setting

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**.

Notes:

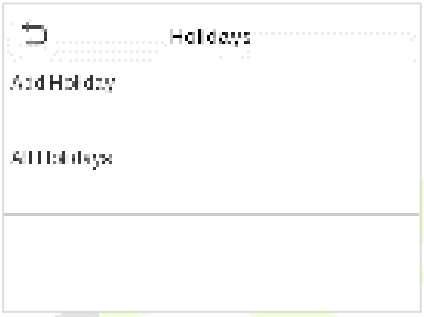
- *When the End Time is earlier than the Start Time, (such as 23:57~23:56), it indicates that access is prohibited all day.*

- *When the End Time is later than the Start Time, (such as 00:00~23:59), it indicates that the interval is valid.*
- *The effective Time Period to keep the Door Unlock or open all day is (00:00~23:59) or also when the Ending Time is later than the Starting Time, (such as 08:00~23:59).*
- *The default Time Zone 1 indicates that door is open all day long.*

10.3 Holidays

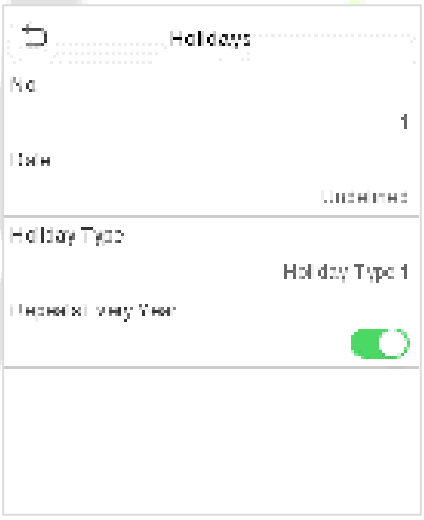
Whenever there is a holiday, you may need a special access time; but changing everyone's access time one by one is extremely cumbersome, so you can set a holiday access time which is applicable to all employees, and the user will be able to open the door during the holidays.

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:**

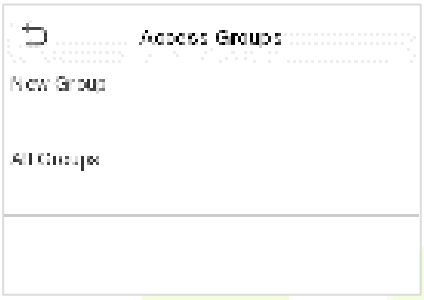
On the **Holidays** interface, select a holiday item to be deleted and tap **Delete**. Press **OK** to confirm deletion. After deletion, this holiday is no longer displayed on **All Holidays** interface.

10.4 Access Groups★

***Note**: This function is only available for T&A PUSH.*

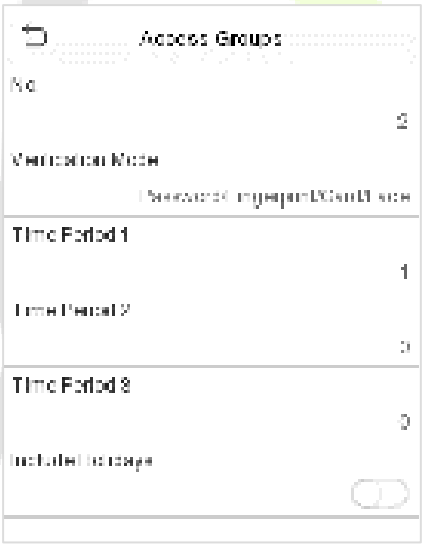
This is to easily manage groupings and users in different access groups. Settings of an access group such as access time zones are applicable to all members in the group by default. However, users may manually set the time zones as needed. User authentication takes precedence over group authentication when group authentication modes overlap with the individual authentication methods. Each group can set a maximum of three time zones. By default, newly enrolled users are assigned to Access Group 1; they can be assigned to other access groups.

Click **Access Groups** on the **Access Control** interface.



- **Add a New Group**

Click **New Group** on the Access Groups interface and set access group parameters.



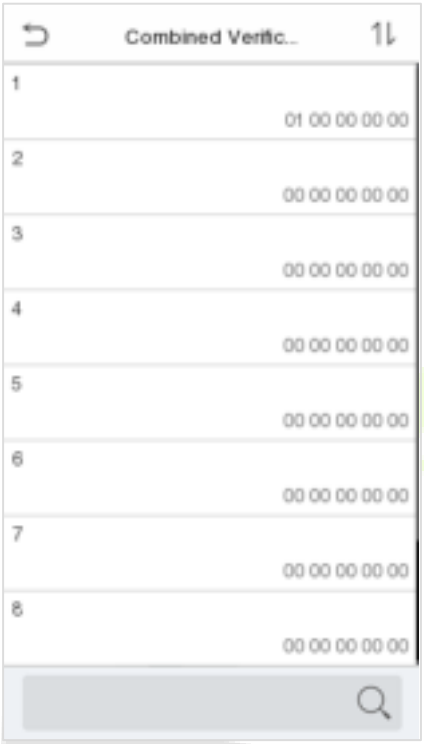
Notes:

- There is a default access group numbered 1, which cannot be deleted, but can be modified.
- A number cannot be modified after being set.
- When the holiday is set to be valid, personnel in a group may only open the door when the group time zone overlaps with the holiday time period.
- When the holiday is set to be invalid, the access control time of the personnel in a group is not affected during holidays.

10.5 Combined Verification

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 ≤ N ≤ 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.

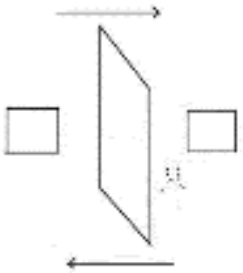
- **Delete a Door-unlocking Combination:**

Set all Door-unlock combinations to 0 if you want to delete door-unlock combinations.

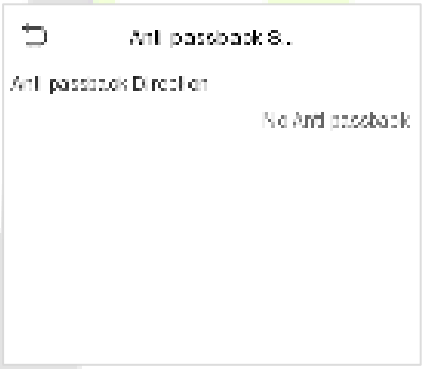
10.6 Anti-passback Setup

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.



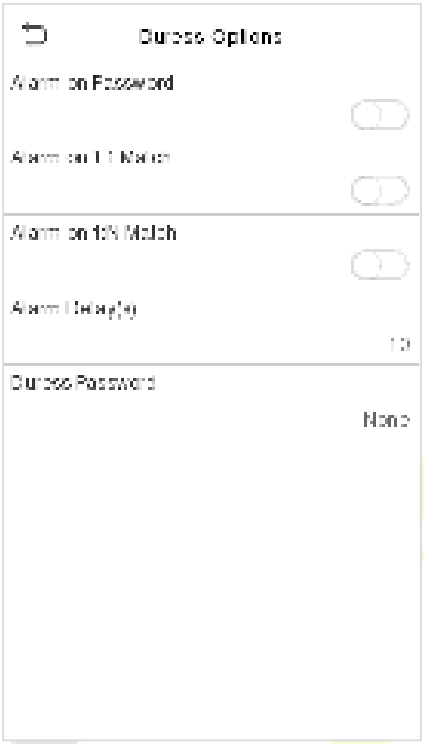
Function Description

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.

10.7 Duress Options

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

Function Name	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 on 1:1 Match	When a user uses any fingerprint to perform the 1:1 verification, an alarm signal will be generated, otherwise there will be no alarm signal.
Alarm on 1:N Match	When a user uses any fingerprint to perform 1:N verification, 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.

11 USB Manager

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

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

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

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

11.1 USB Download

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

Function Description

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

11.2 USB Upload

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

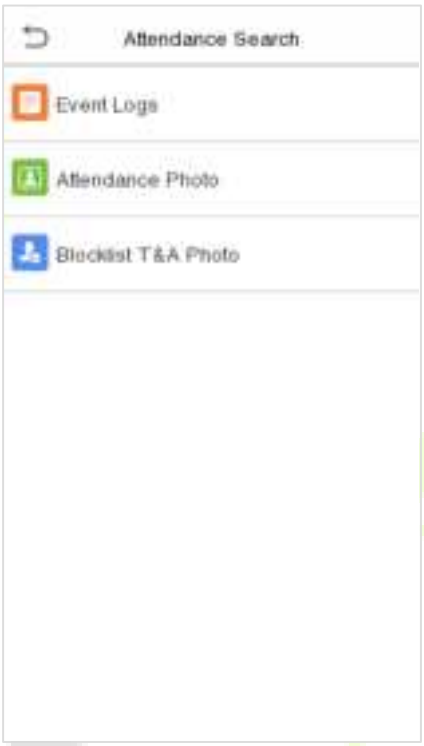
Function Description

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

12 Attendance Search

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

Click **Attendance Search** on the **Main Menu** interface to search for the required Access/Attendance log.

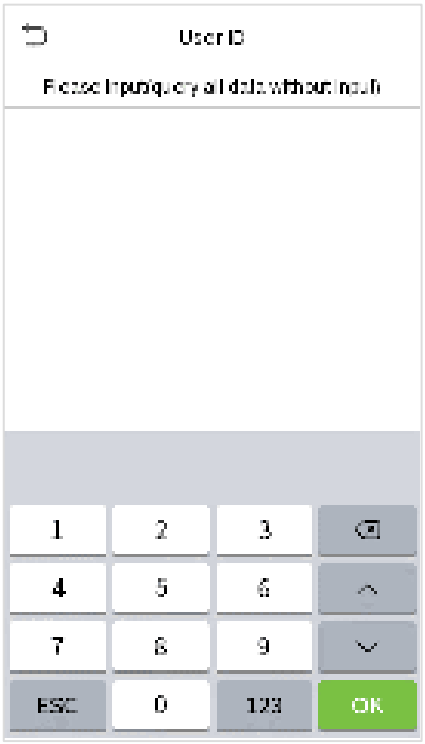


The process of searching for attendance and blocklist photos is similar to that of searching for event logs. The following is an example of searching for event logs.

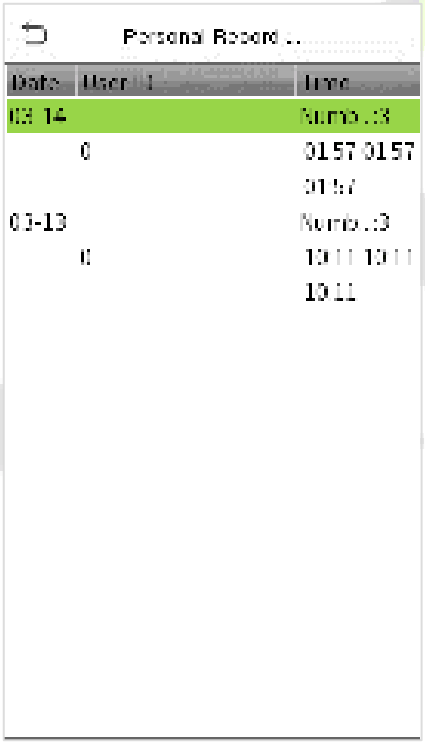
On the **Attendance Search** interface, tap **Event Logs** to search for the required record.

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

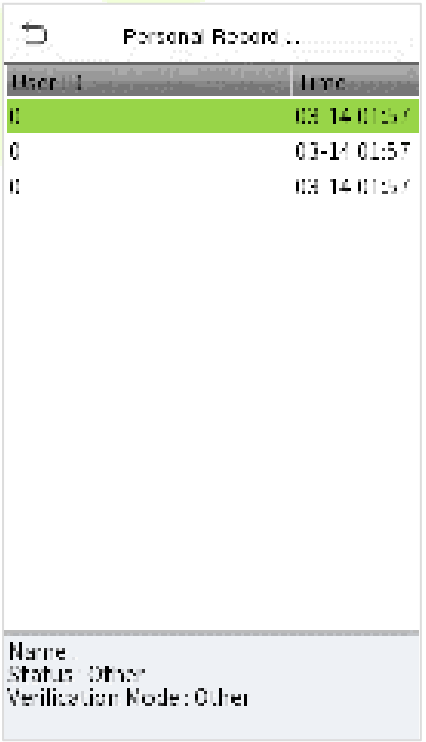
2. Select the time range in which the logs need to be searched.



3. Once the log search succeeds. Tap the login highlighted in green to view its details.

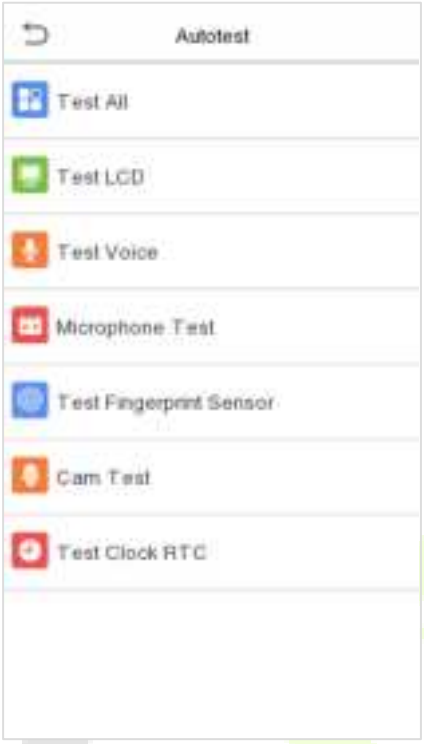


4. The below figure shows the details of the selected log.



13 Autotest

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).



Function Description

Function Name	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.
Microphone Test	Check whether the microphone is working by speaking to microphone and playing the microphone recording.
Test Fingerprint Sensor	To test the fingerprint sensor by pressing a finger on the scanner to check if the acquired fingerprint image is clear. When you are pressing a finger on the scanner, the fingerprint image will display on the screen.
Cam Test	To test if the camera functions properly by checking the photos taken to see if they are clear enough. (Same as "Test Face".)
Test Clock RTC	To test the RTC. The device tests whether the clock works normally and accurately with a stopwatch. Tap the screen to start counting and press it again to stop counting.

14 System Information

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

Function Description

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

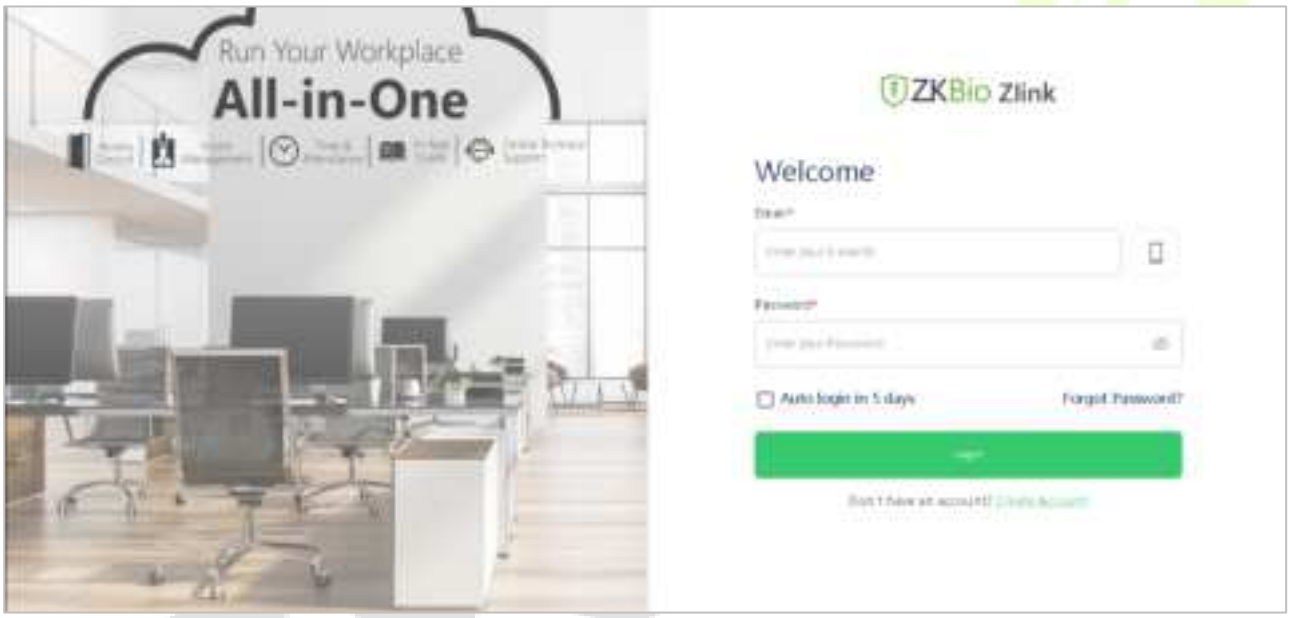
15 Connecting to ZKBio Zlink Web

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

Users can use the created account to access ZKBio Zlink Web to connect devices, add new personnel, register the verification method of registered personnel, synchronize personnel to devices and query records.

15.1 Register Account

1. Access the ZKBio Zlink website (http://zlink.minervaiot.com).
2. If you do not have an account, please click **create account** to add a new account.



3. Read and agree to User Agreement and Privacy Policy, then click **Register**.