

User Manual

ZKBio Zlink

Date: September 2023

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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To know more about our global branches, visit www.zkteco.com.

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 **ZKBio Zlink Website**.

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

Features and parameters with ★ are not available in all devices.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	Description
Bold font	Used to identify software interface names e.g. OK, Confirm, Cancel.
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.
For Device	
Convention	Description
<>	Button or key names for devices. For example, press <OK>.
[]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window.
/	Multi-level menus are separated by forwarding slashes. For example, File/Create/Folder.

Symbols

Convention	Description
	This represents a note that needs to pay more attention to.
	The general information which helps in performing the operations faster.
	The information which is significant.
	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

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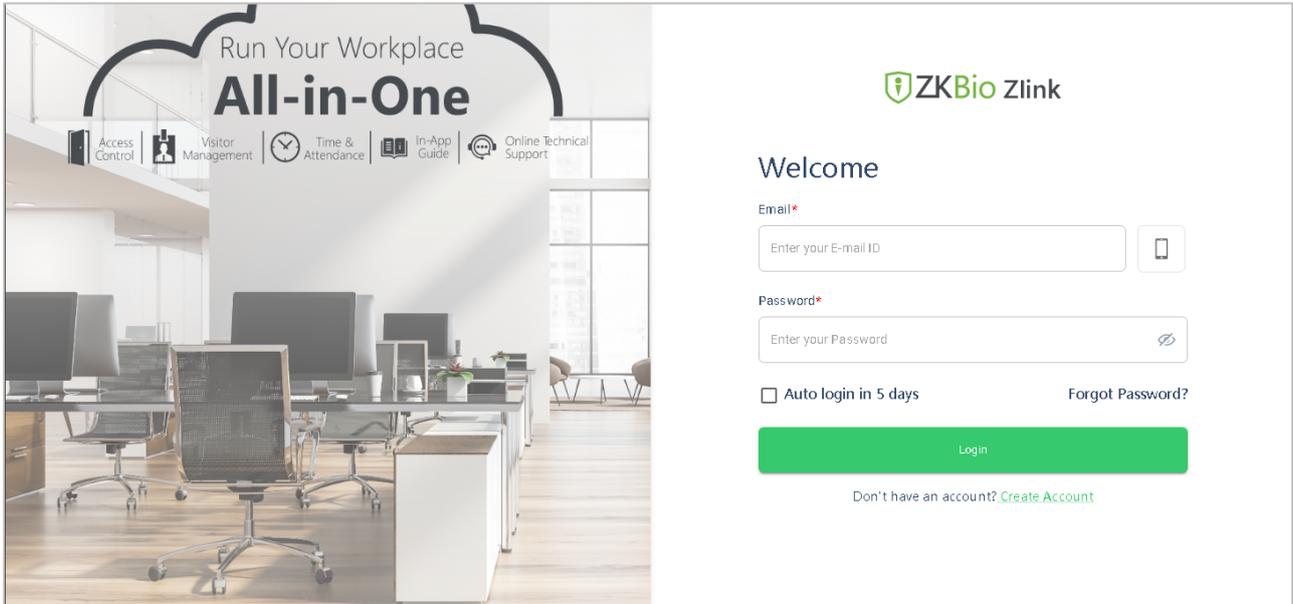
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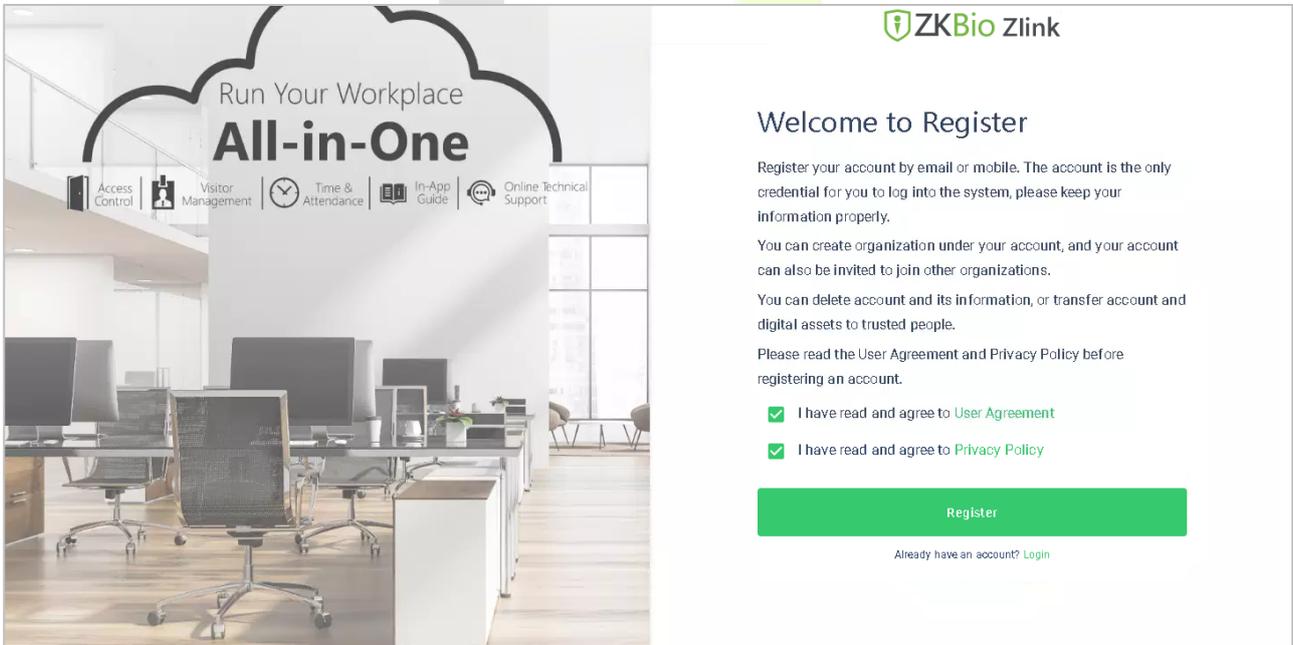
1 Register and Login

1.1 Register Account

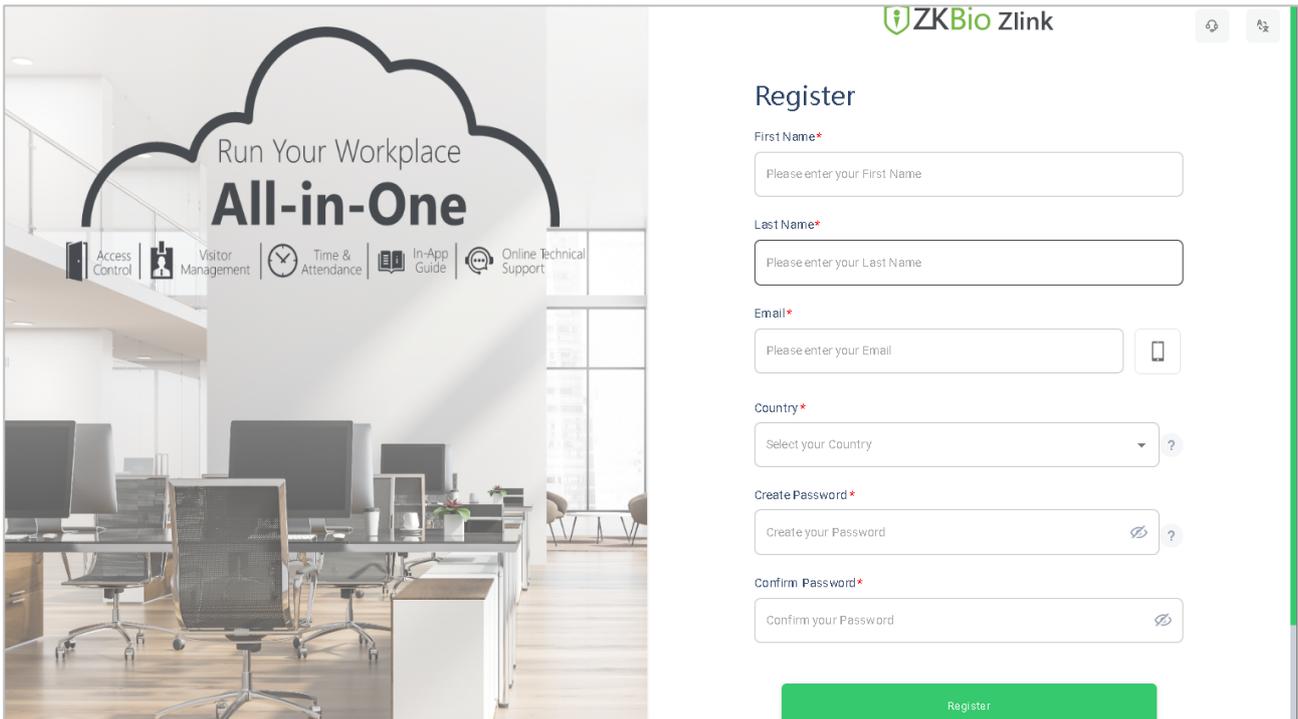
1. Access the ZKBio Zlink website (<https://zlink.minervaiot.com>).
2. If you do not have an account, please click **create account** to add a new account.



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

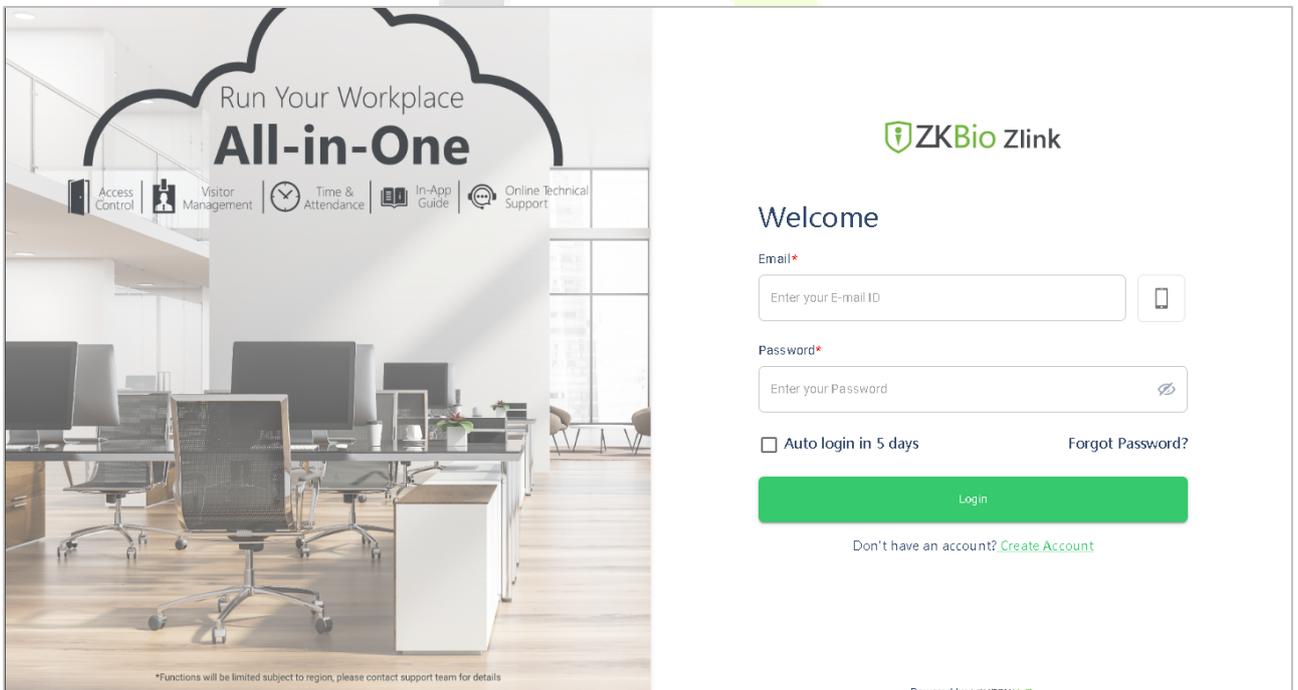


4. Enter user's information and set password, then click **Register** to finish.



1.2 Login

1. Access the ZKBio Zlink website (<http://zlink.minervaiot.com>).
2. Input your account name (email address & password), and click **Login**.



- 3. Set the organization's name and code, click **Create**, then complete registration. If you do have an organization, please click **Select an Organization**.

Run Your Workplace
All-in-One

Access Control | Visitor Management | Time & Attendance | In-App Guide | Online Technical Support

Create Organization

Organization Name*
Please enter your Organization Name ?

Organization Code*
Please enter your Organization Code ?

Create

Already have an Organization? [Select an Organization](#)

Back to Login

Powered by MINERVAIoT

Select Organization

Search Organization

ttyyy22 Code: TTTYYY22	ttyy Code: TTTYYY	tes_frees... Code: 0805	Test000 Code: TEST111	testRina Code: TEST_123
ngteco-tes... Code: ngteco-tes...	qwe123123 Code: 123qwe	test123456 Code: test123456	One Intern... Code: ooc	IWAN168 Code: IWan
RinaTestPr... Code: RinaTestPr...	RinaTestSL... Code: Sme1	RinaTestPr... Code: 1170453		

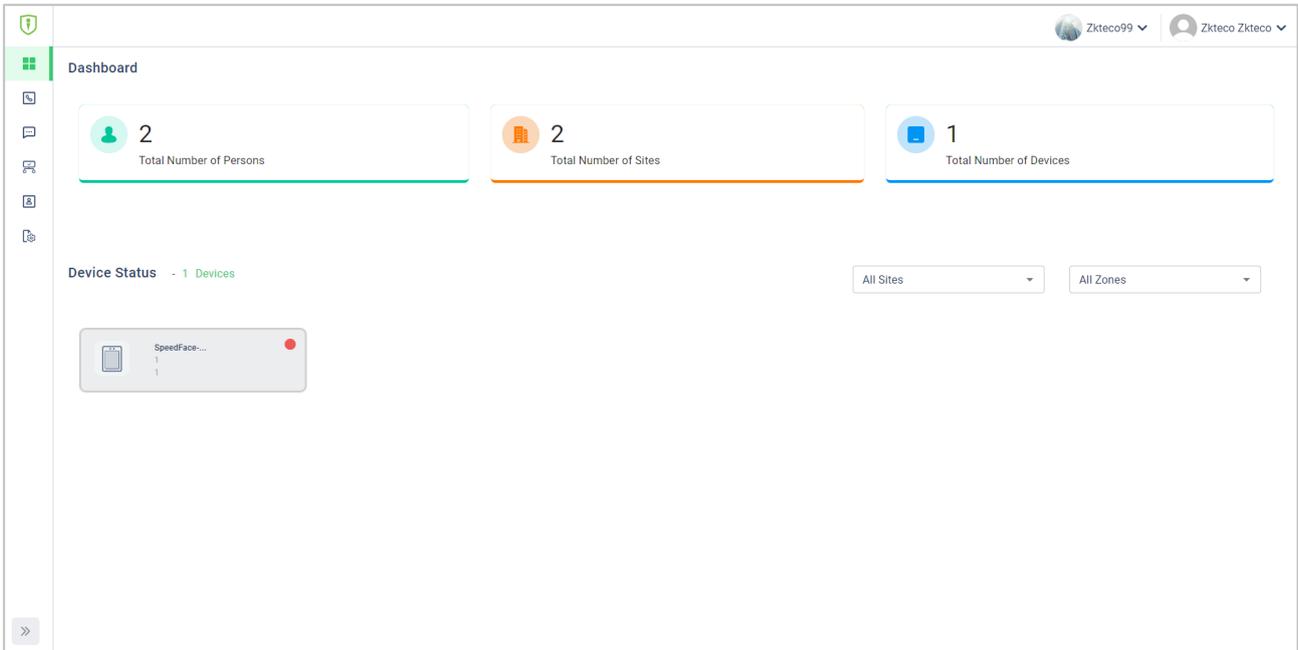
Back to Login Create Organization

2 Admin Panel

2.1 Dashboard

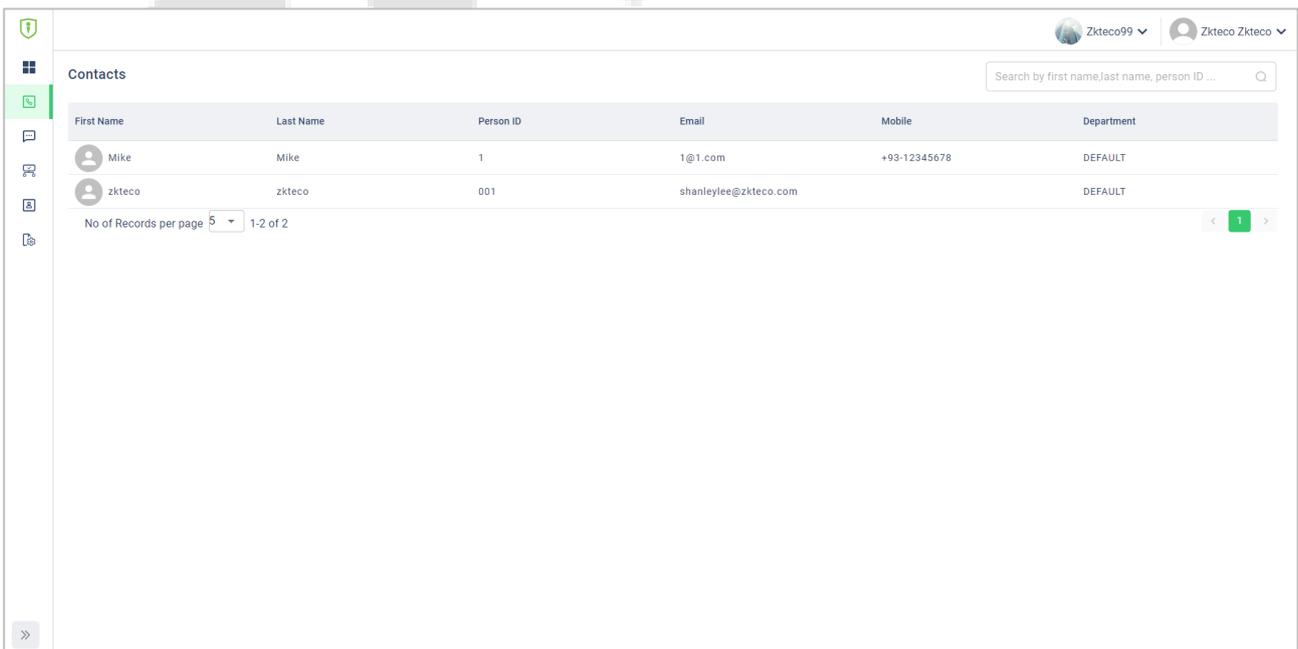
Click **Dashboard** in the left side bar of the home page. Users can check total number of persons, sites, devices on the dashboard and the device status.

Note: The filter function is available.



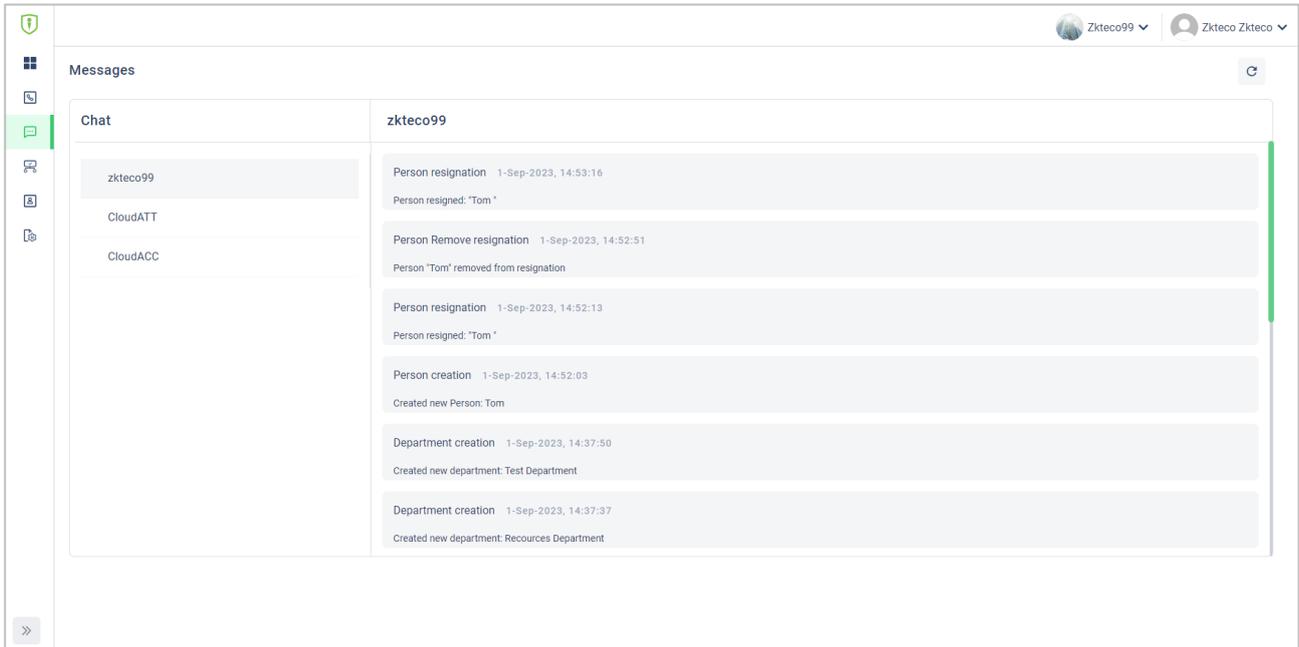
2.2 Contacts

Click **Contacts** in the left side bar of the home page. Users can view all persons' information of the ZKBio Zlink Website.



2.3 Message

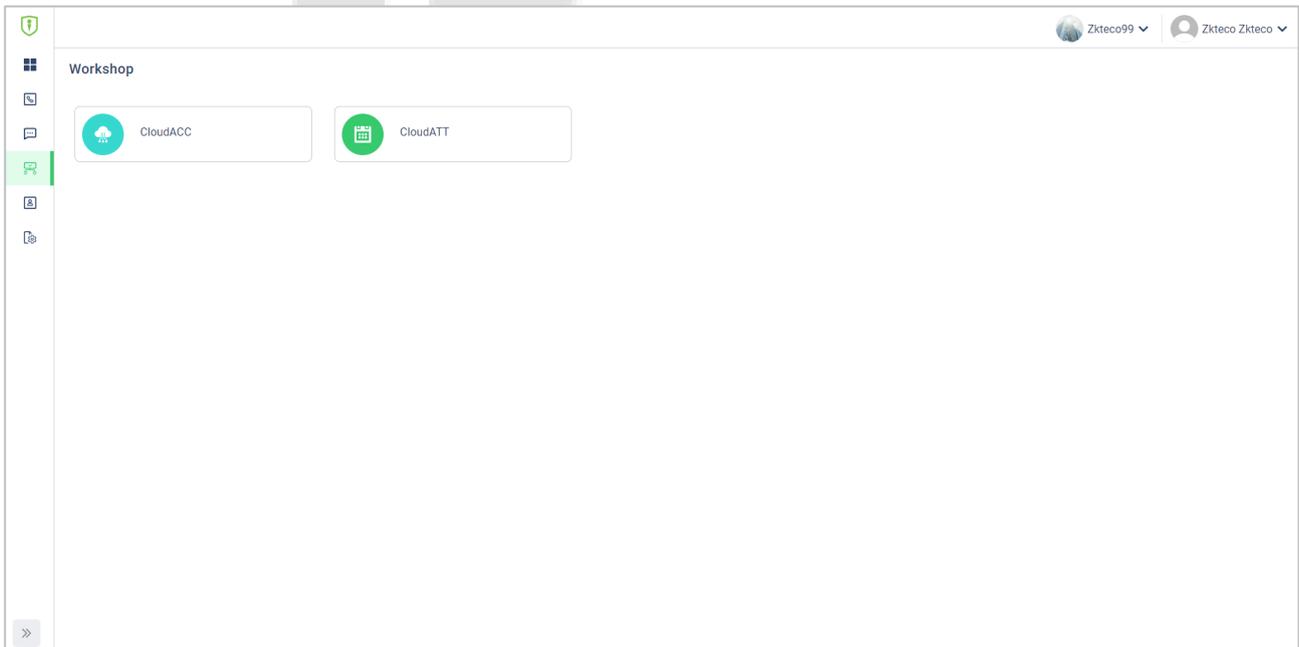
Click **Message** in the left side bar of the home page. Users can view the operations performed in the Organization, CloudATT, and CloudACC.



2.4 Workshop

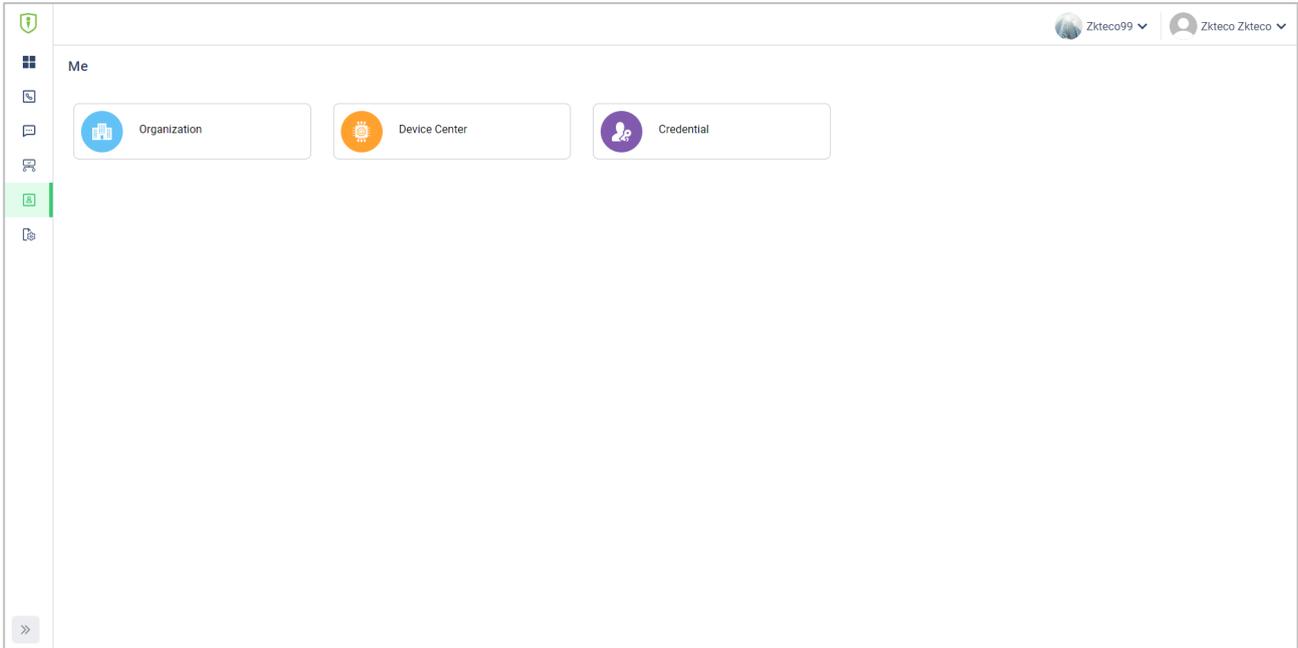
Click **Workshop** in the left side bar of the home page. Users can use applications in here, which include Cloud ACC and Cloud ATT currently.

Note: There's more coming, like cloud visitor, surveillance, cloud door lock and so on.



2.5 Me

Click **Me** in the left side bar of the home page. Users can manage the organizations, view the devices, and credential.

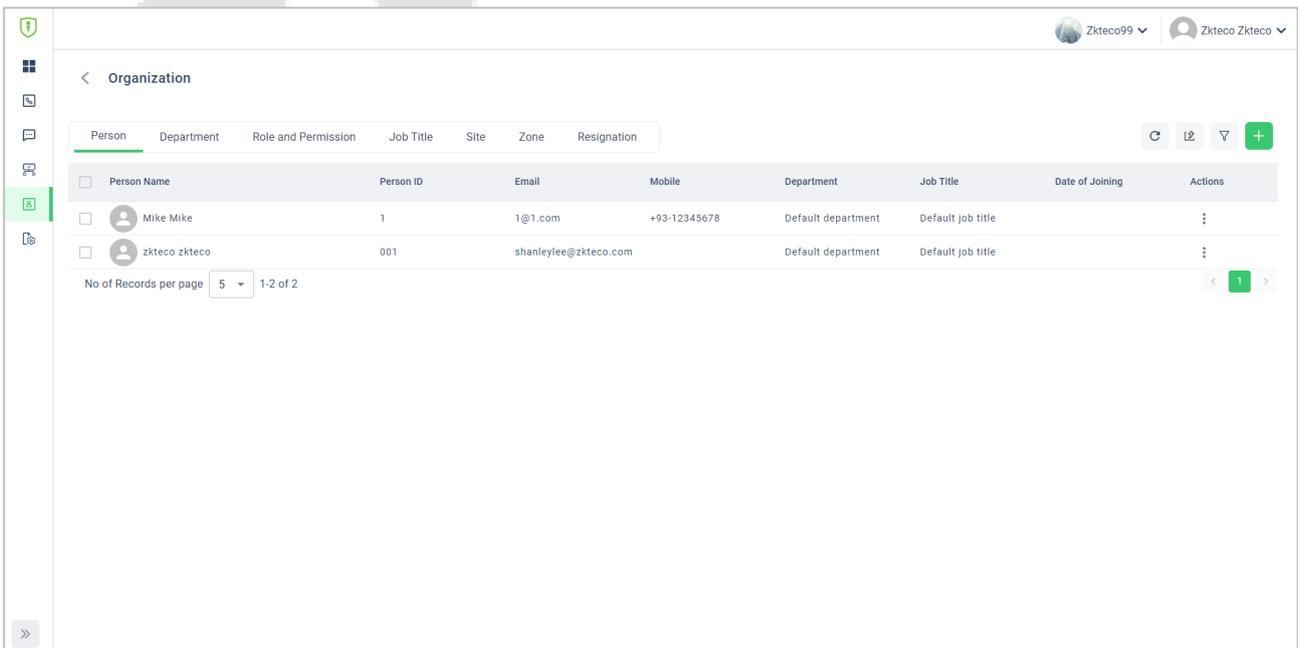


2.5.1 Organization

Click **Organization** in **Me** interface.

2.5.1.1 Person

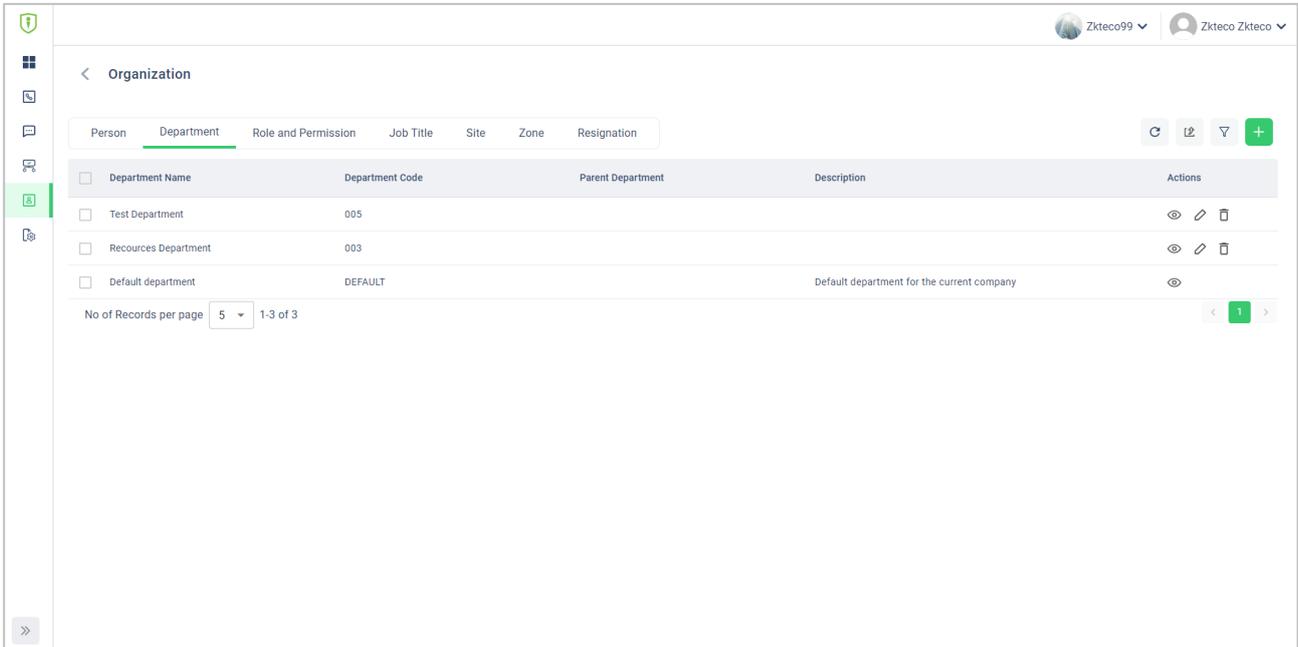
Select **Person** in Organization interface. Users can view/create all the employees in this organization, and view their profile and edit.



2.5.1.2 Department

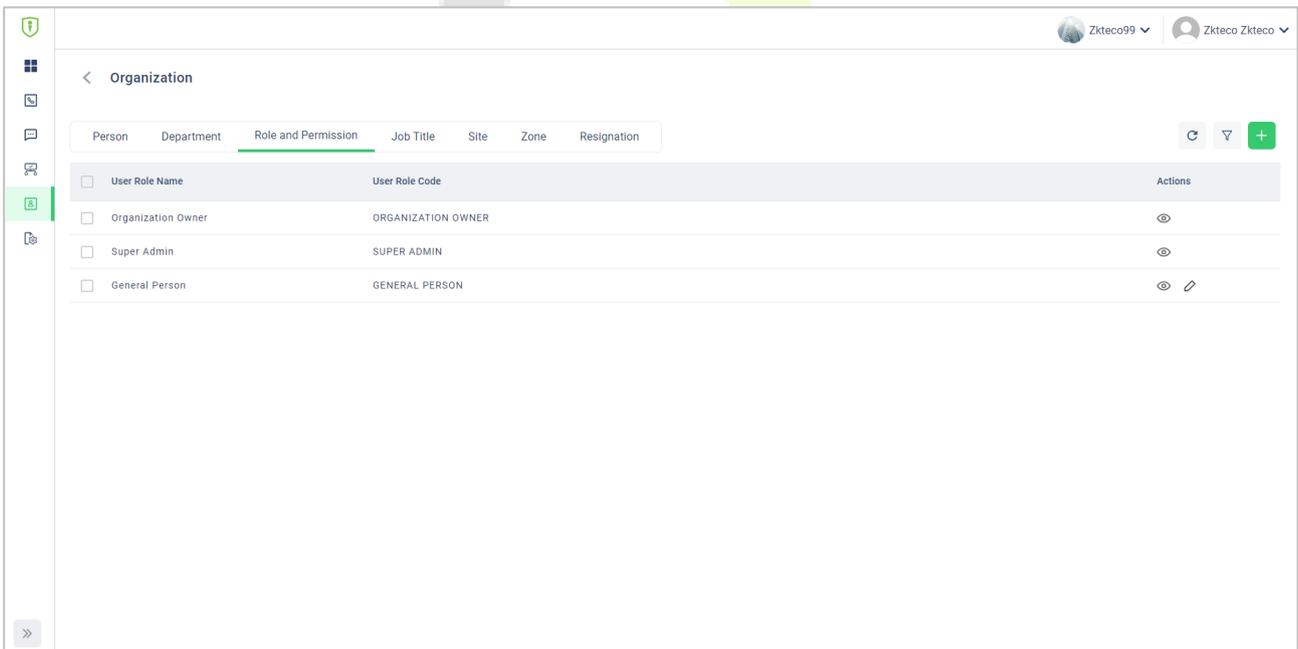
Select **Department** in **Organization** interface. Users can create and view the departments here.

Note: When adding persons, users need to choose a department for them.



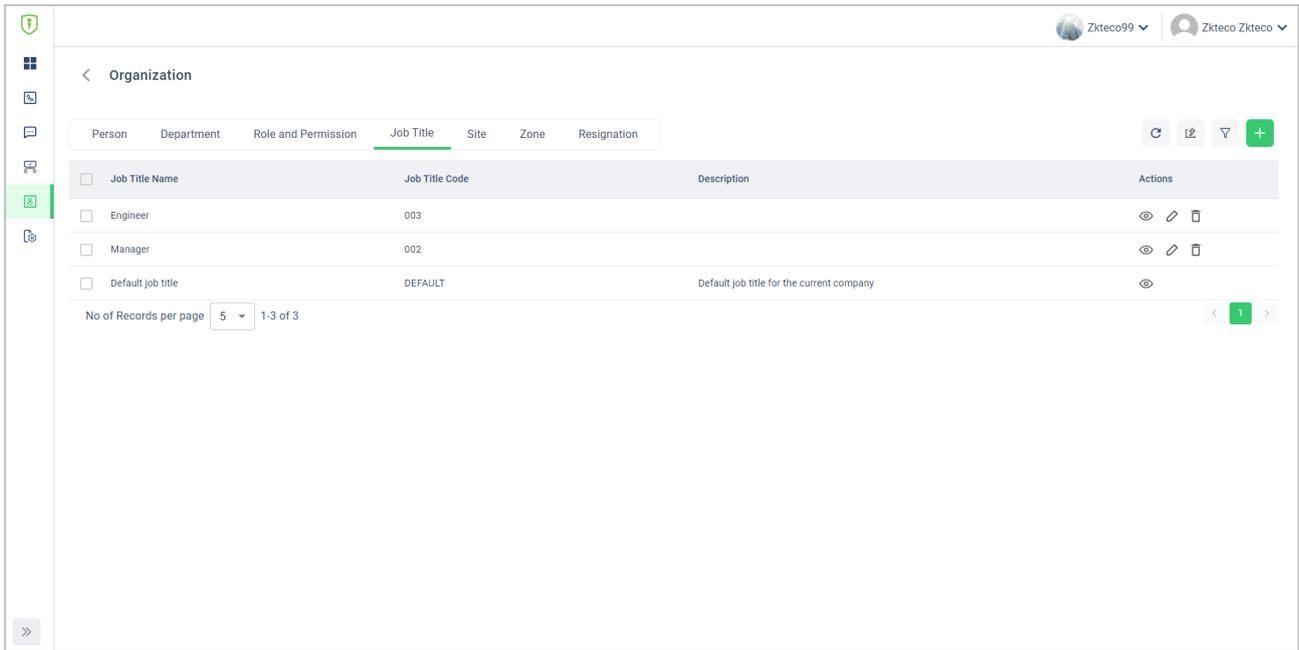
2.5.1.3 Role and Permission

Select **Role and Permission** in **Organization** interface. Users can take control of this access permission, then choose a role in the profile of person.



2.5.1.4 Job Title

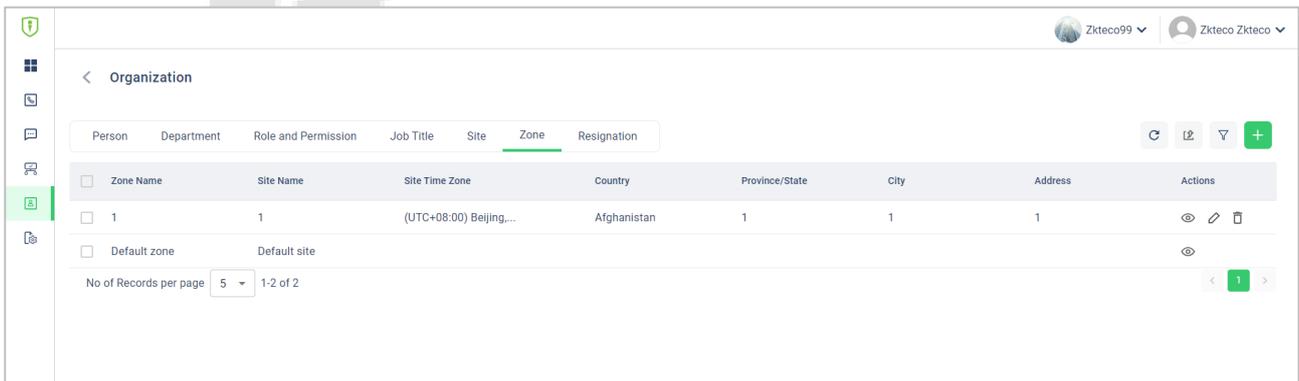
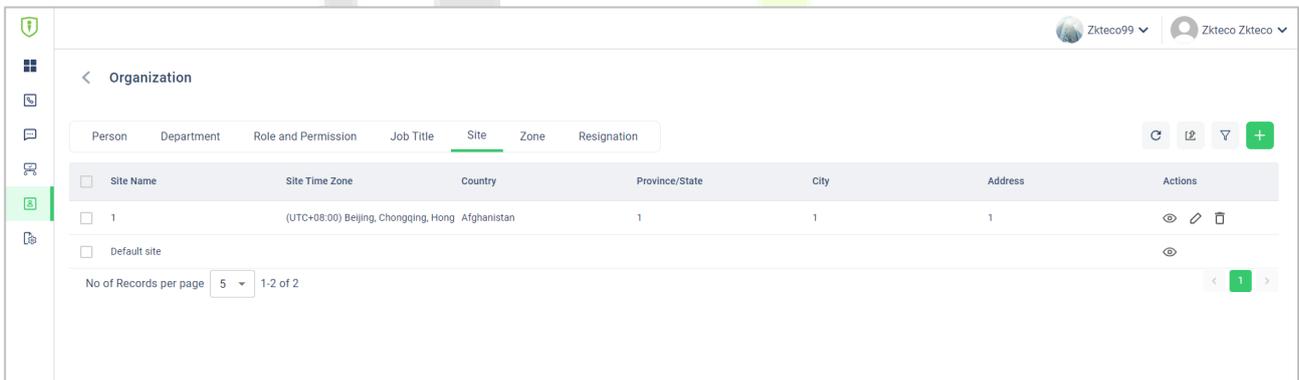
Select **Job Title** in **Organization** interface. Users can create the job titles for their employees.



2.5.1.5 Site and Zone

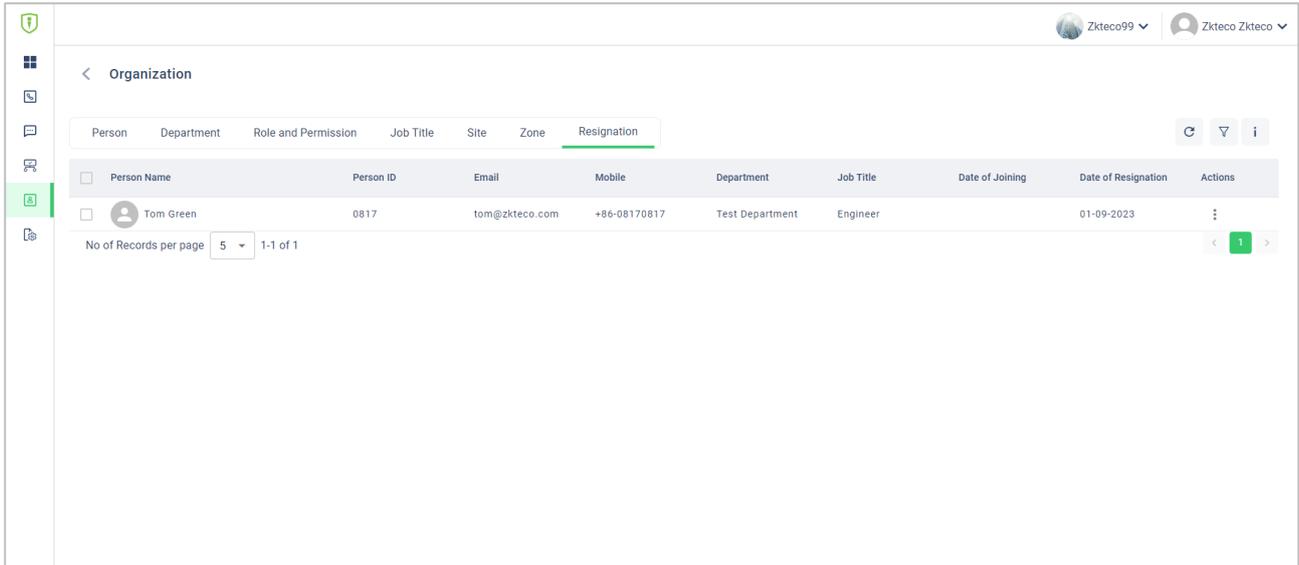
Select **Site/Zone** in **Organization** interface to manage the site or zone.

Note: Site and Zone are geospatial concepts. Site is bigger than zone, after users create a zone, they must choose a site which belongs to. Also, users need to choose a time zone for this site, and when adding a new device, site and zone must be selected.



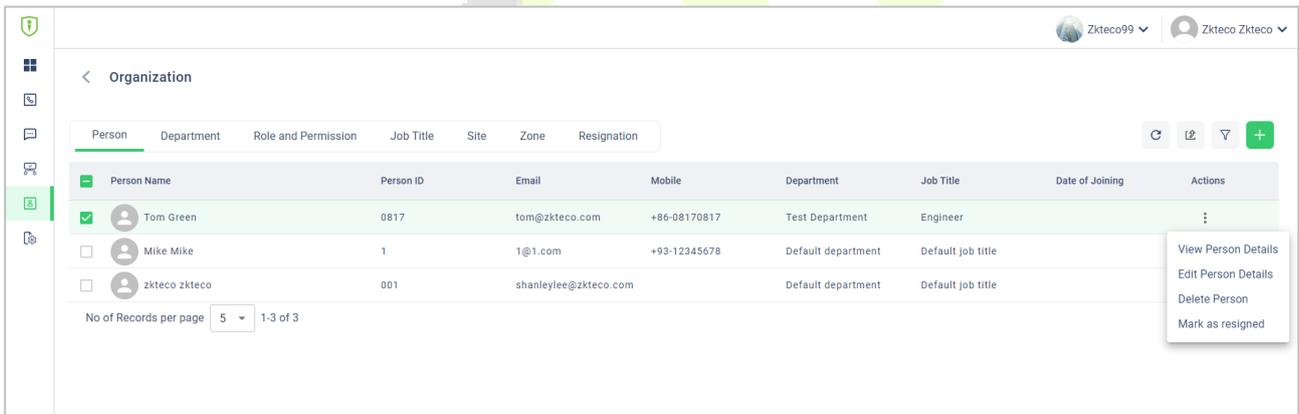
2.5.1.6 Resignation

Select **Resignation** in **Organization** interface. Users can view the resignation here after users sign someone as “resignation” in the person list page.



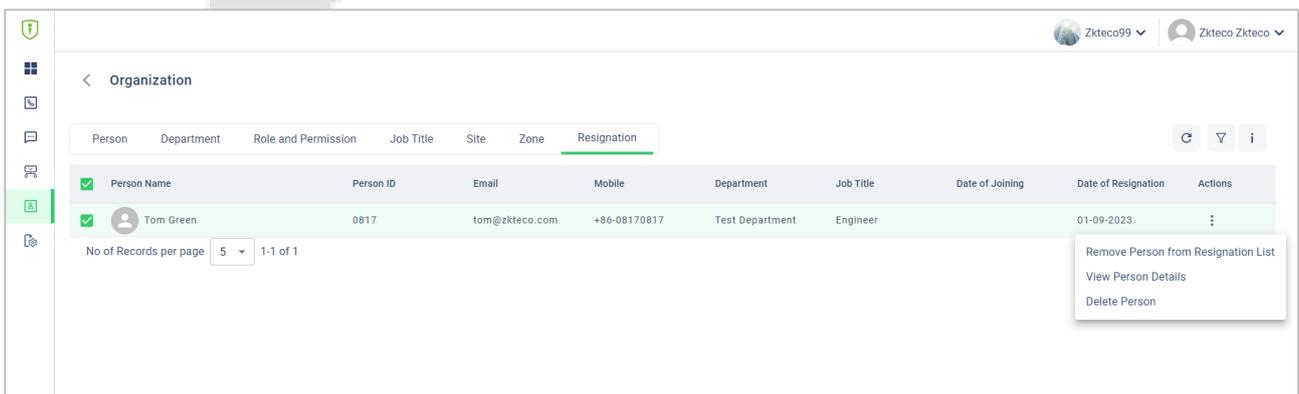
- Mark as Resigned**

Click **Organization > Person**, choose a person and click **Mark as resigned** to sign this person as “resignation”.



- Remove Person from Resignation List**

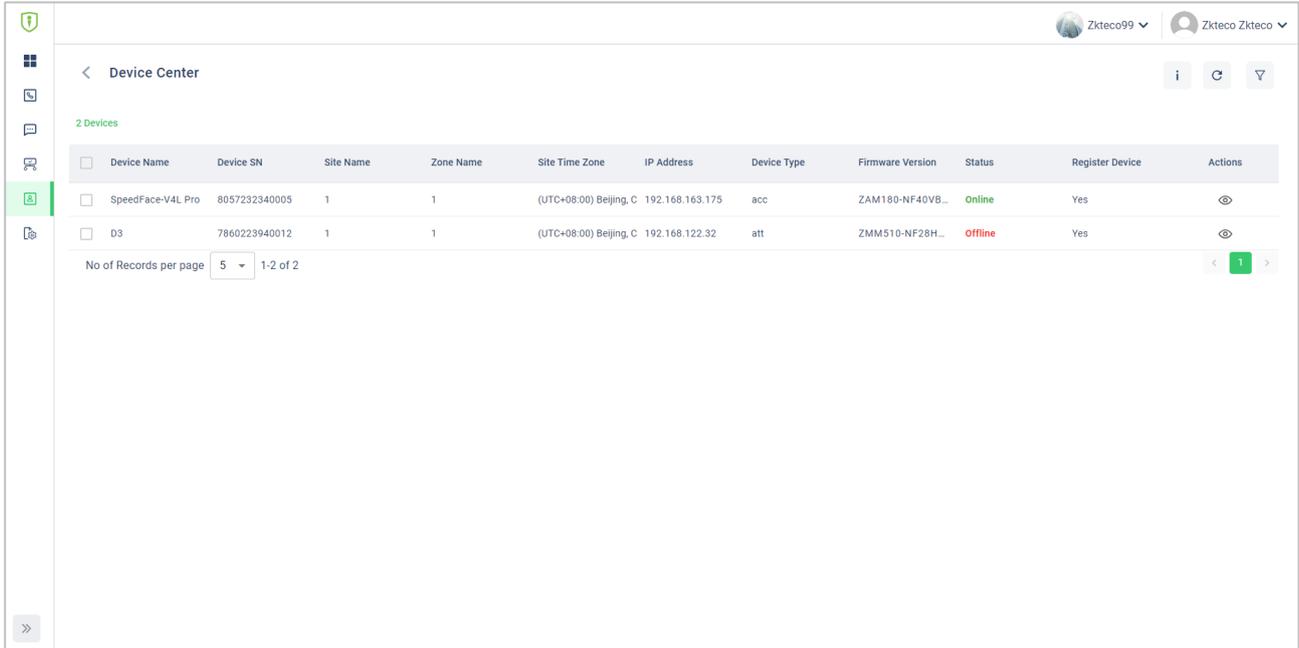
Click **Organization > Resignation**, choose a person and click **Remove Person from Resignation List** to remove this person from the resignation list, and then users can view this person in the person list.



Note: Resigned personnel do not participate in any logical judgments, such as attendance calculations, access control permissions, etc.

2.5.2 Device Center

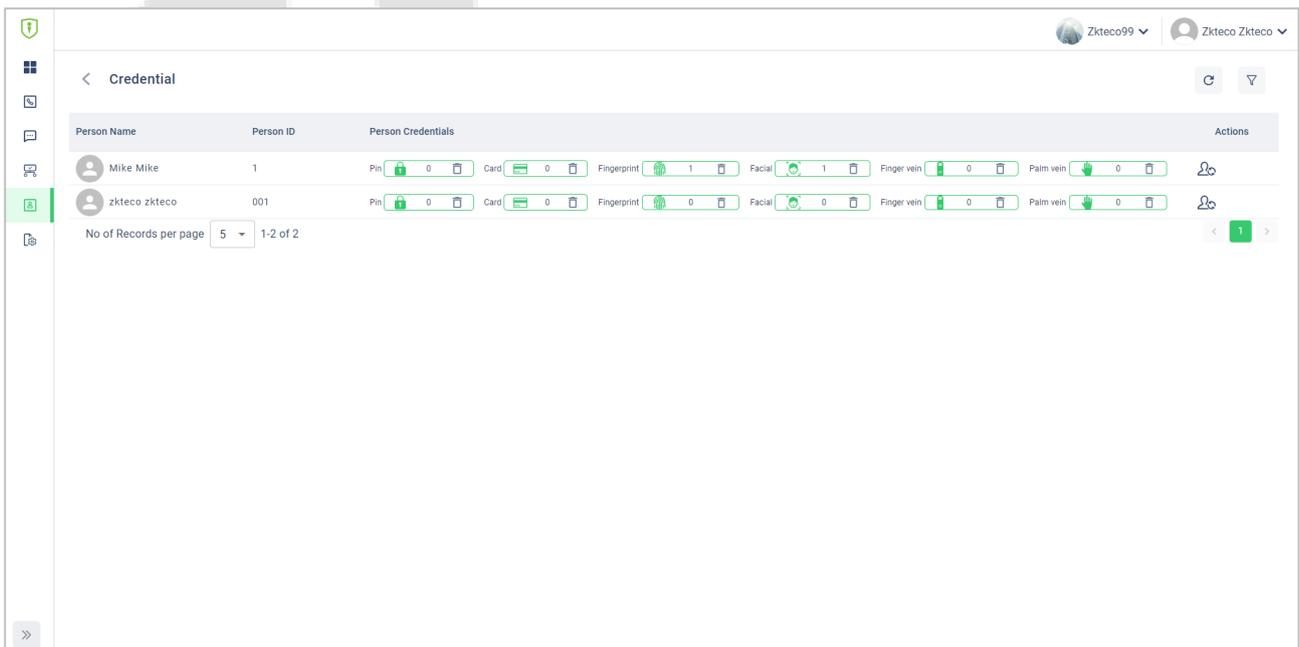
Click **Device Center** in **Me** interface. Users can view all devices' information of the **ZKBio Zlink** Website.



2.5.3 Credential

Click **Credential** in **Me** interface. Users can view all persons' verification mode and quantity of the **ZKBio Zlink** Website.

Note: For details about the configuration person's verification template, please refer to [3.5.1.2 Verification Mode](#) and [4.4.2.5 Verification Mode and Person Role](#).



2.6 Operation Log

Click **Operation Log** in the left side bar of the home page. Users can view the operation records of the current login account here.

The screenshot displays the 'Operation Log' interface. On the left is a sidebar with navigation icons. The top right shows the user profile 'Zkteco99' and 'Zkteco Zkteco'. The main area contains a table with the following data:

Operator	Operation Time	Operation Function	Executing State	Description
zkteco zkteco	1-Sep-2023, 14:53:16	Mark Person as Resigned	Success	A Tom Green person has been marked as resigned by zkteco zkteco
zkteco zkteco	1-Sep-2023, 14:52:51	Person removed from Resignati...	Success	A Tom Green person has been removed from Resignation list by zkteco zkteco
zkteco zkteco	1-Sep-2023, 14:52:13	Mark Person as Resigned	Success	A Tom Green person has been marked as resigned by zkteco zkteco
zkteco zkteco	1-Sep-2023, 14:52:04	Add Person	Success	A Tom Green Person has been added successfully by zkteco zkteco
zkteco zkteco	1-Sep-2023, 14:37:50	Add Department	Success	A Test Department Department has been added successfully by zkteco zkteco

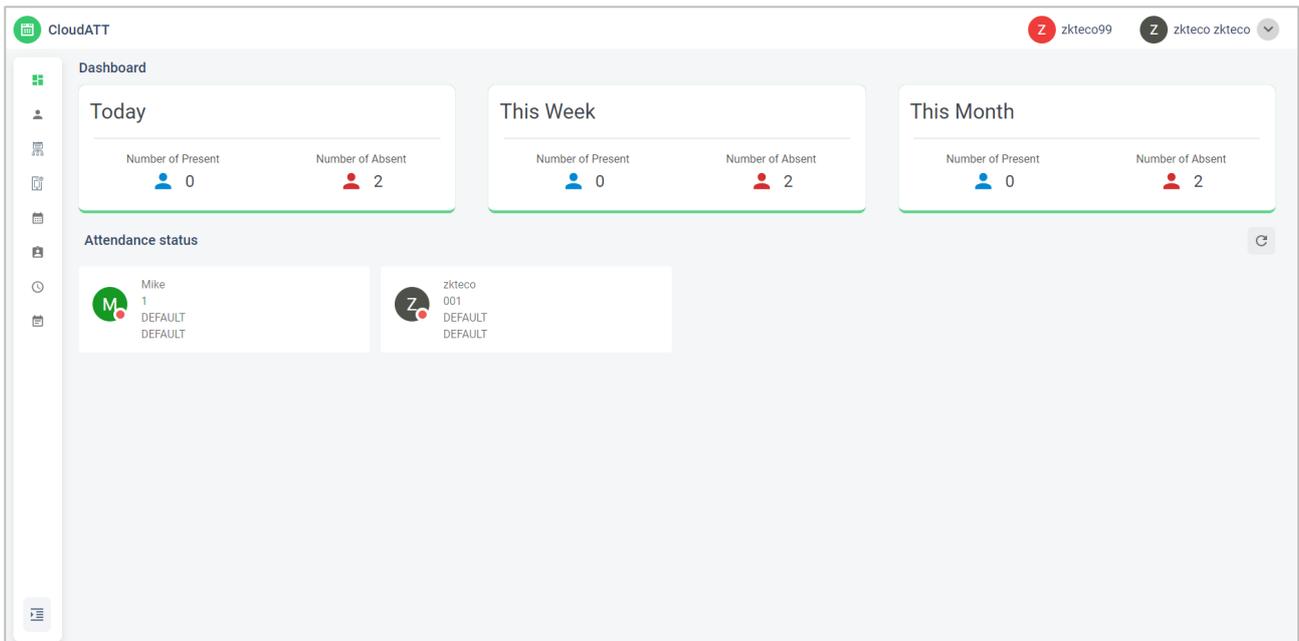
Below the table, there is a pagination control showing 'No of Records per page' set to 5, and '1-5 of 22'. A page indicator shows '1' selected among buttons for 1, 2, 3, 4, and 5.

3 Cloud Attendance

Click **Workshop** > **CloudATT** in the home page to enter the **Cloud Attendance** interface.

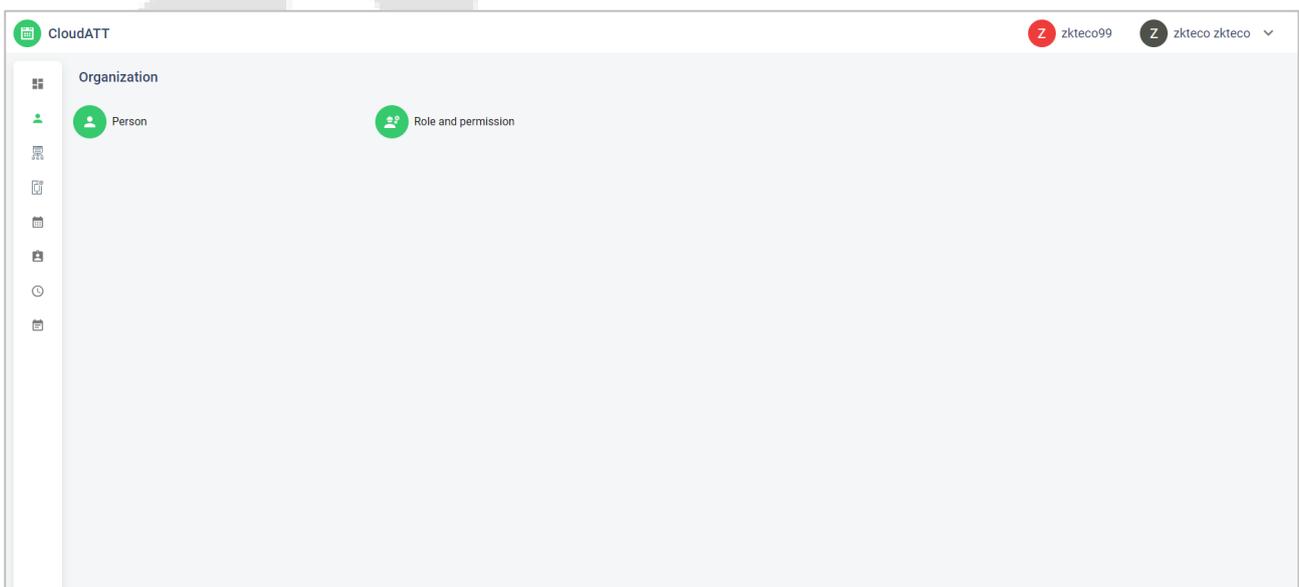
3.1 Dashboard

Click **Dashboard** in the left side bar of the **Cloud Attendance** interface. Users can view attendance status here.



3.2 Organization

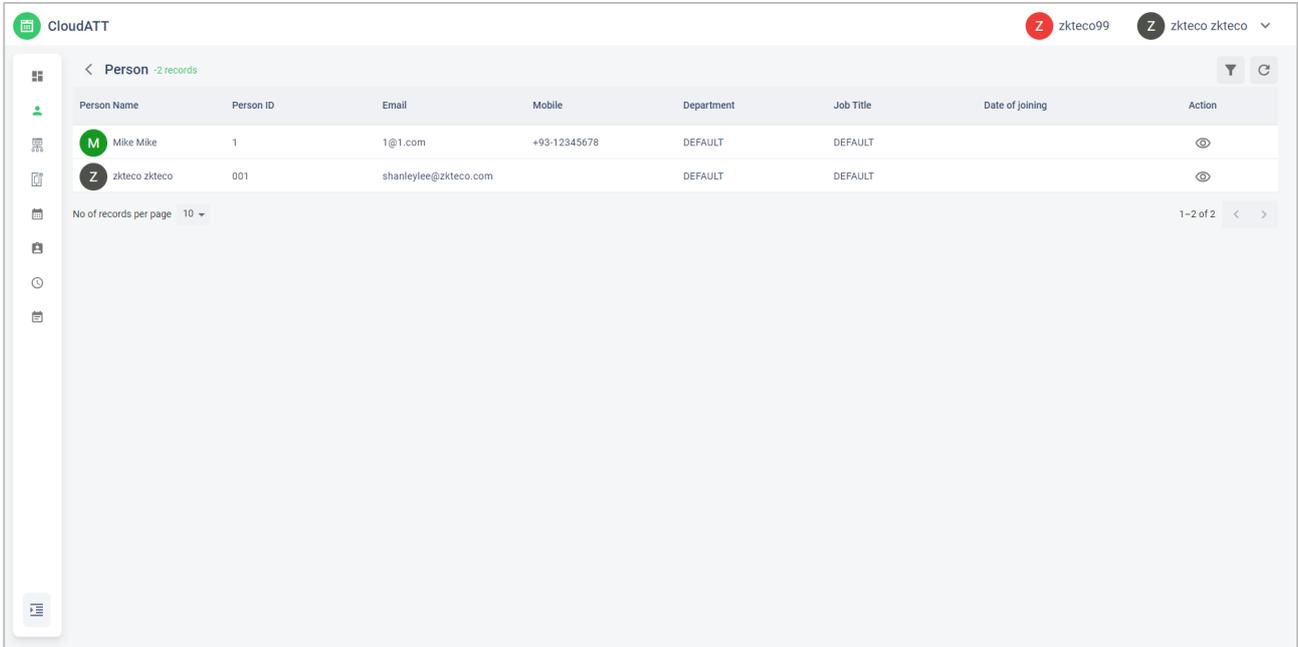
Click **Organization** in the left side bar of the **Cloud Attendance** interface. Users can check person and role function here.



3.2.1 Person

Click **Person** in the **Organization** interface. Users can view the person’s information here.

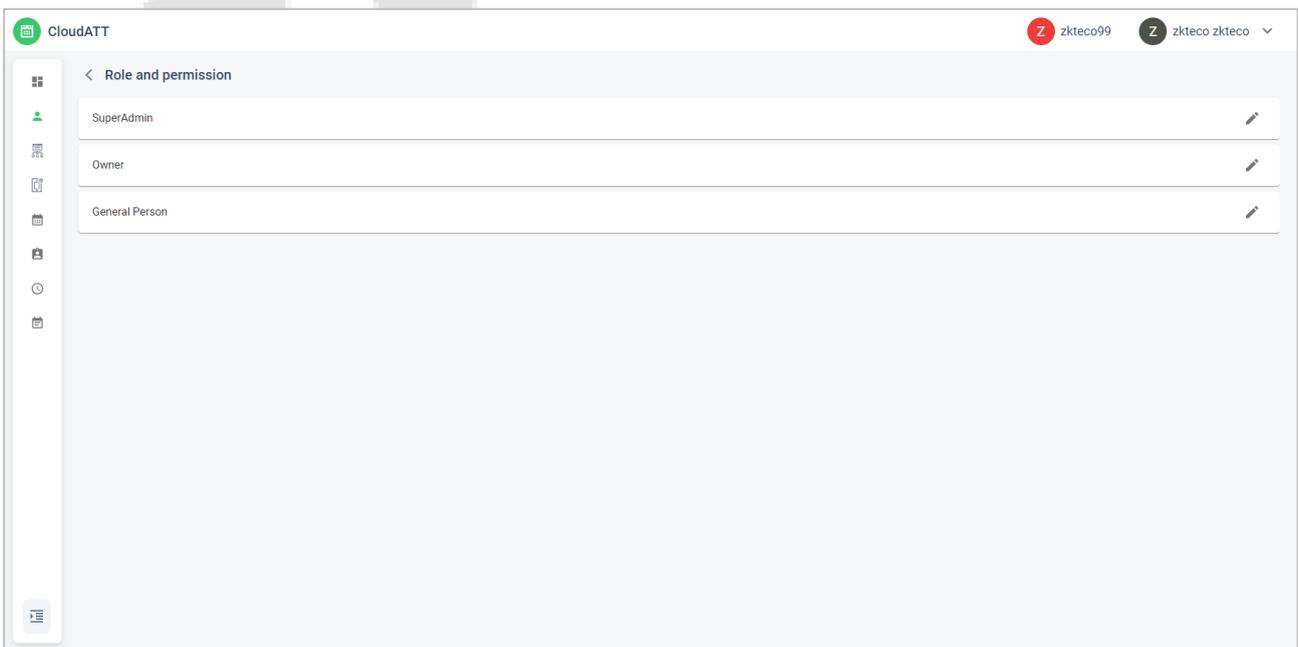
Note: Users can manage the persons in **Admin Panel** module and cannot edit any person profile in **Cloud Attendance** module.



3.2.2 Role and Permission

Click **Role and Permission** in the **Organization** interface. Users can view and manage the access permissions here.

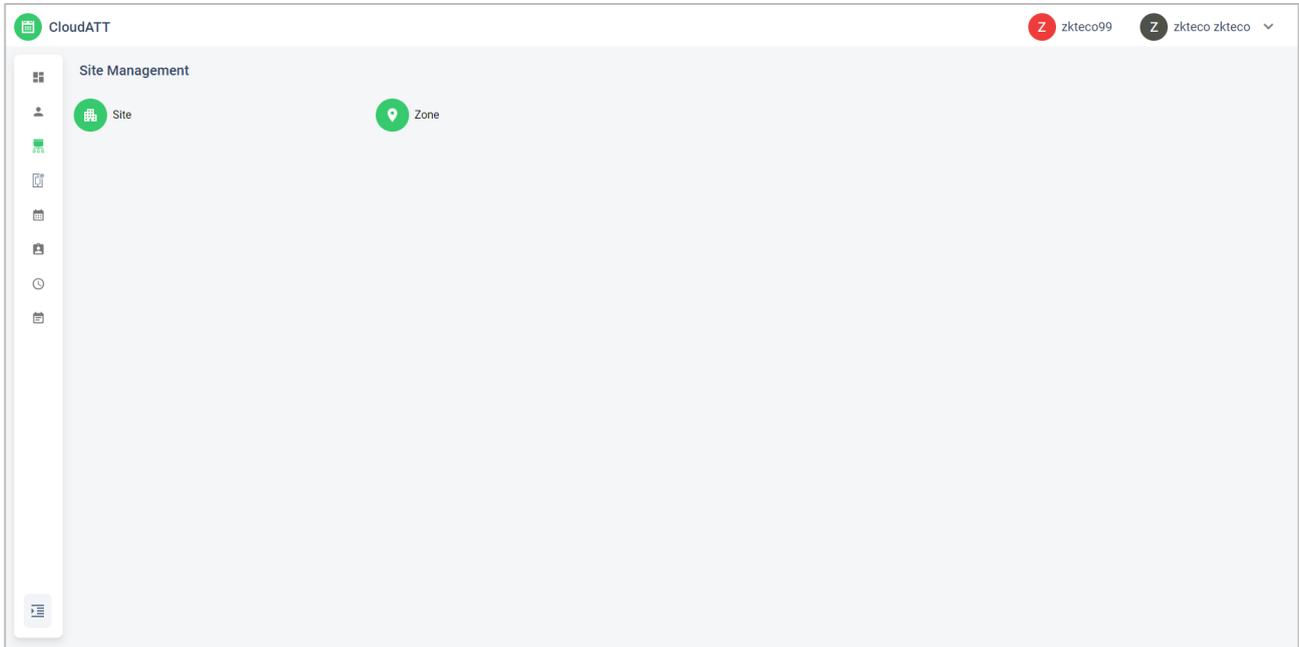
Note: Super Admin and Owner’s permission can not be edited. And users can add new roles in **Admin Panel** module.



3.3 Site and Zone

Click **Site Management** in the left side bar of the **Cloud Attendance** interface. Users can view the site and zone here.

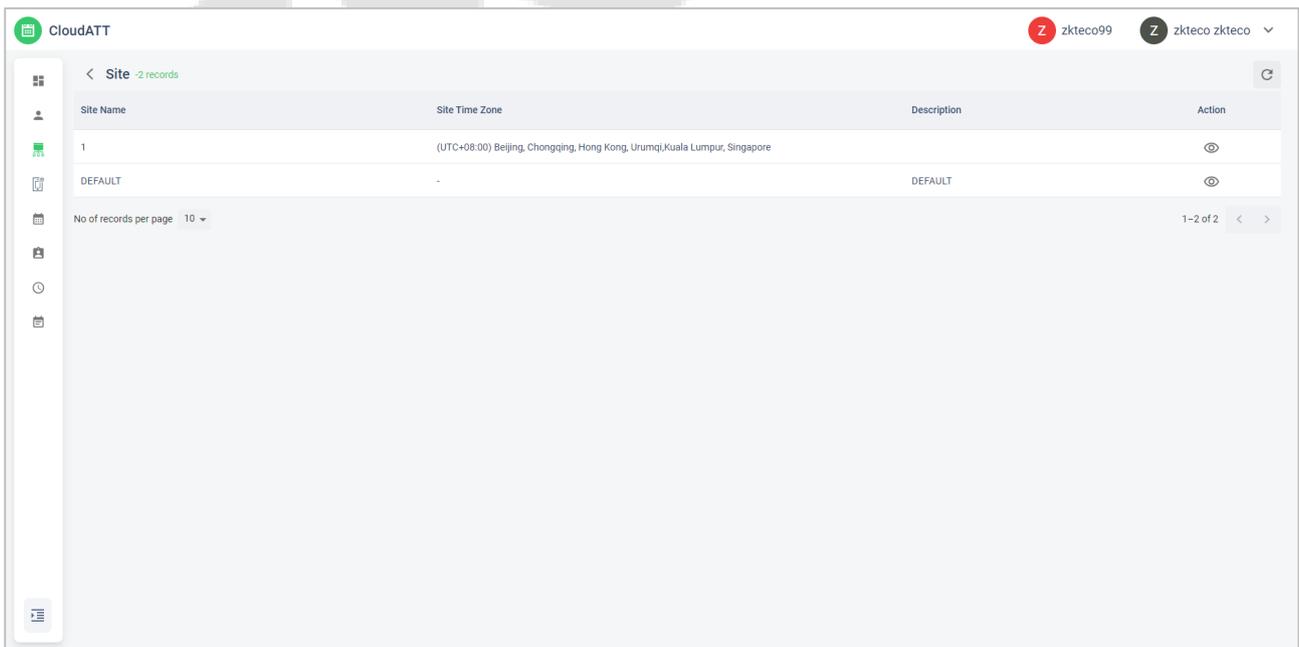
Note: When you add a new device in **Cloud Attendance**, site and zone will be needed.



3.3.1 Site

Click **Site** in the **Site Management** interface. Users can view the site here.

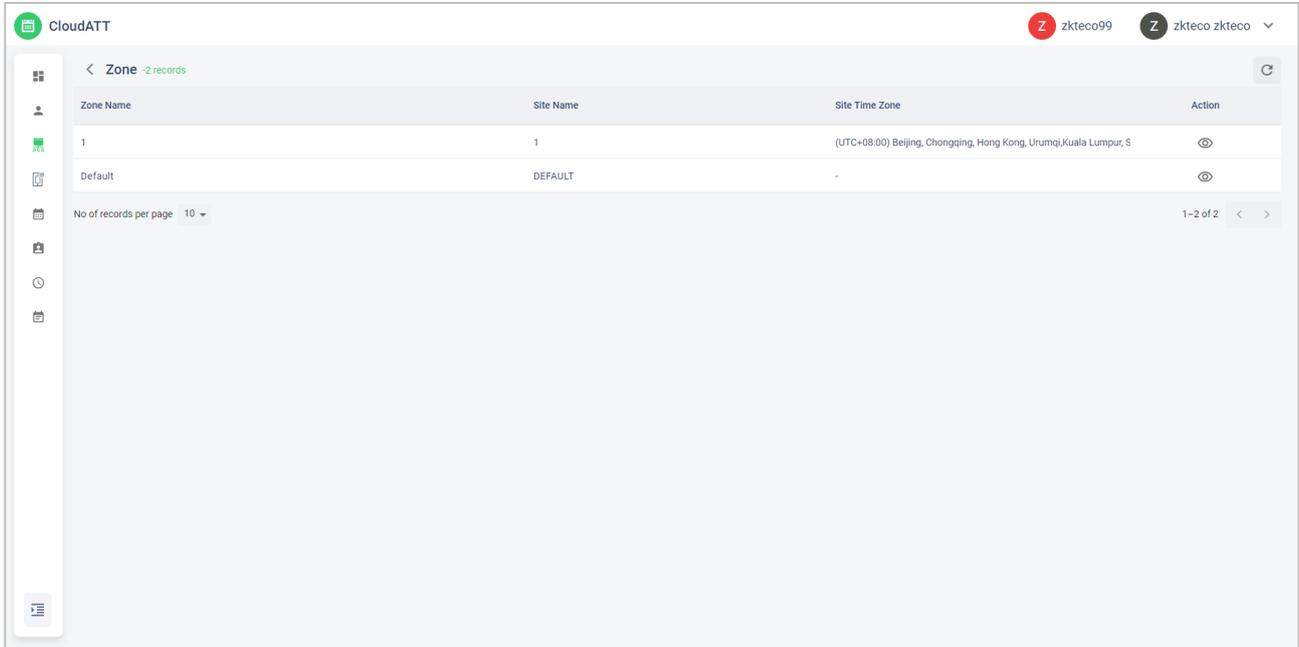
Note: Users can manage the site in **Admin Panel** module and cannot edit any site's information in **Cloud Attendance** module.



3.3.2 Zone

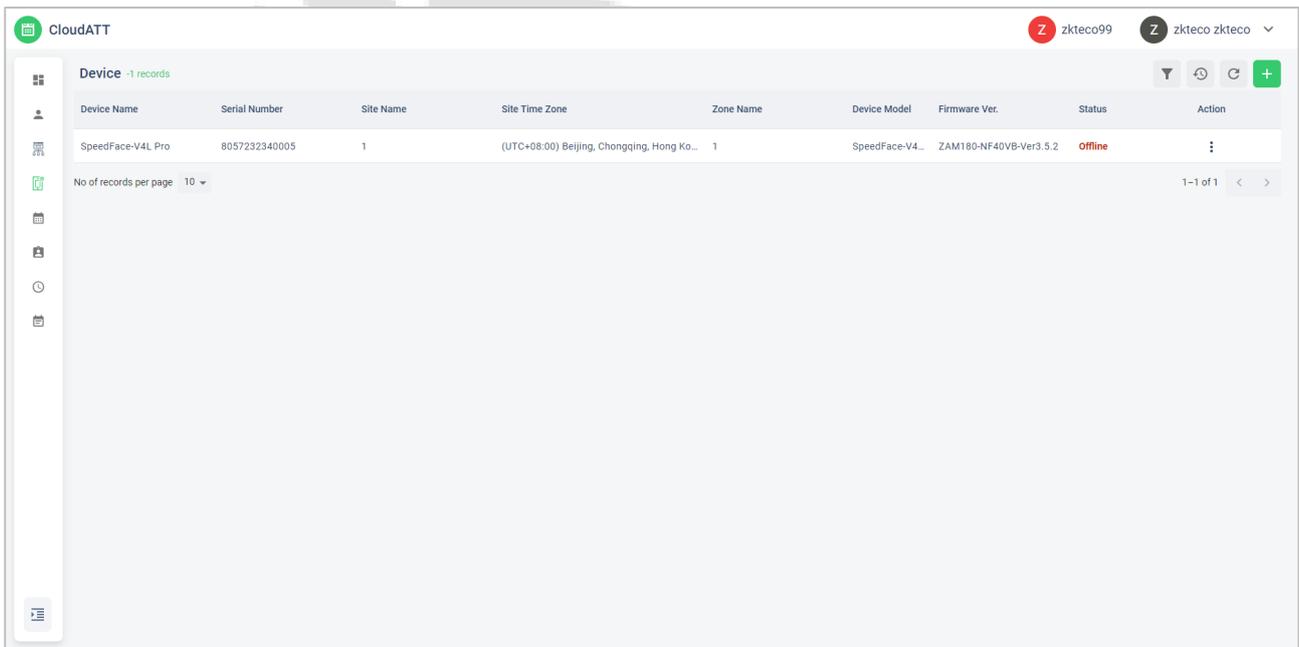
Click **Zone** in the **Site Management** interface. Users can view the zone here.

Note: Users can manage the zone in **Admin Panel** module and cannot edit any zone's information in **Cloud Attendance** module.



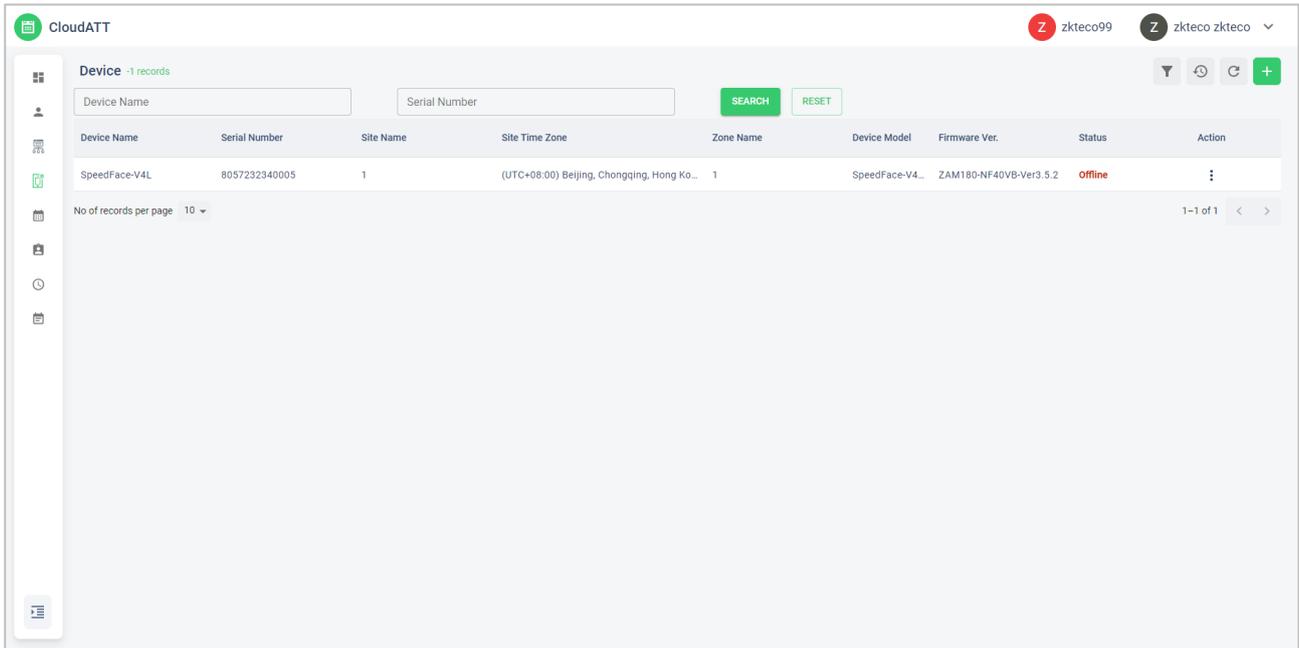
3.4 Device

Click **Device** in the left side bar of the **Cloud Attendance** interface. Users can view, edit and delete the device here.



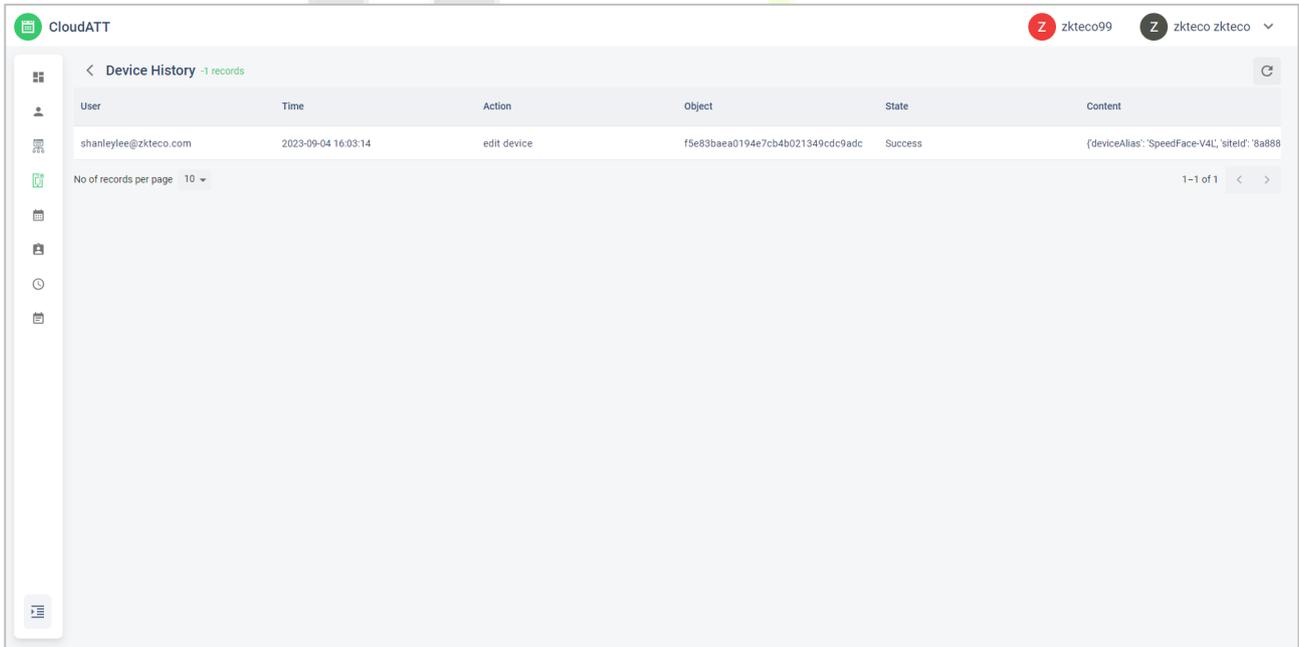
3.4.1 Search a Device

In the **Device** interface, click the **Fitter** button  to search a device via device name or serial number.



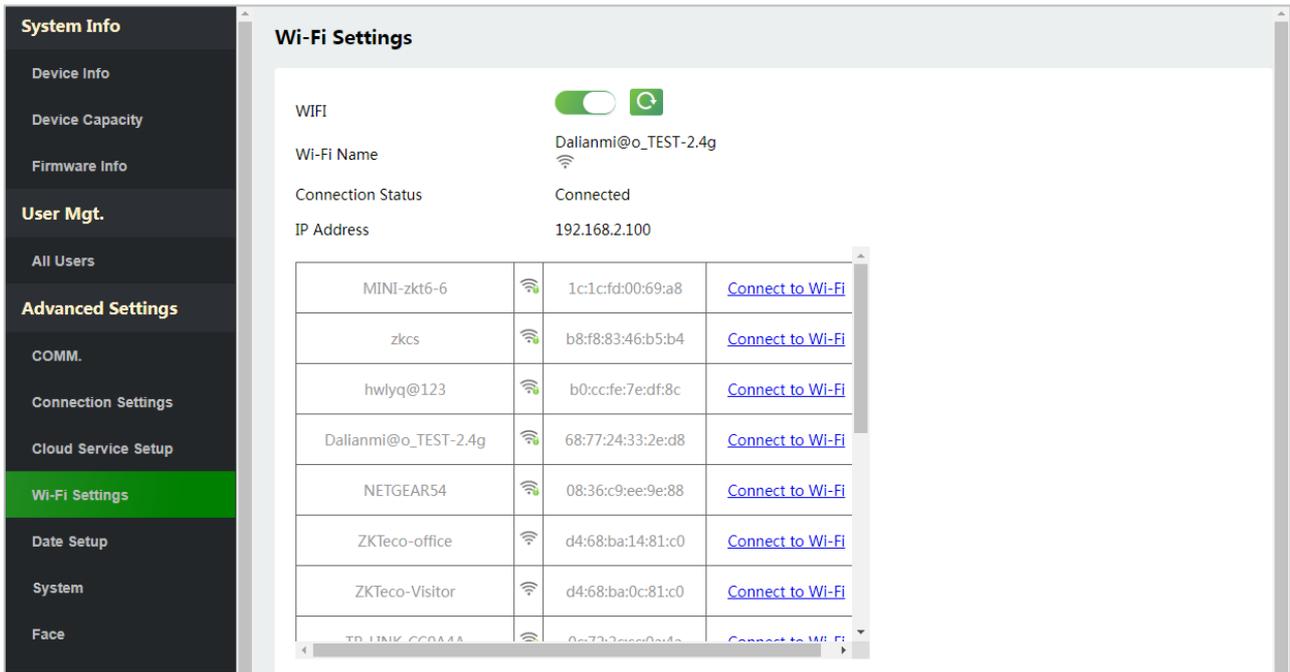
3.4.2 Device History

In the **Device** interface, click the **History** button  to view the device management history.

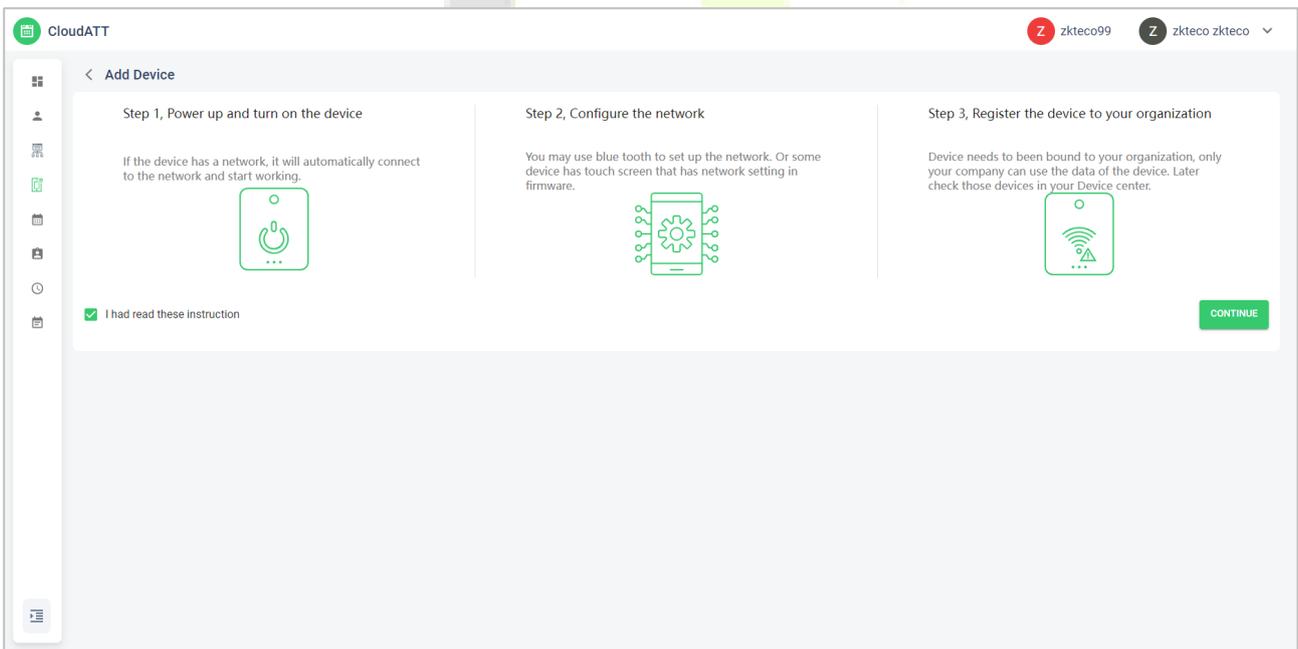


3.4.3 Add a Device

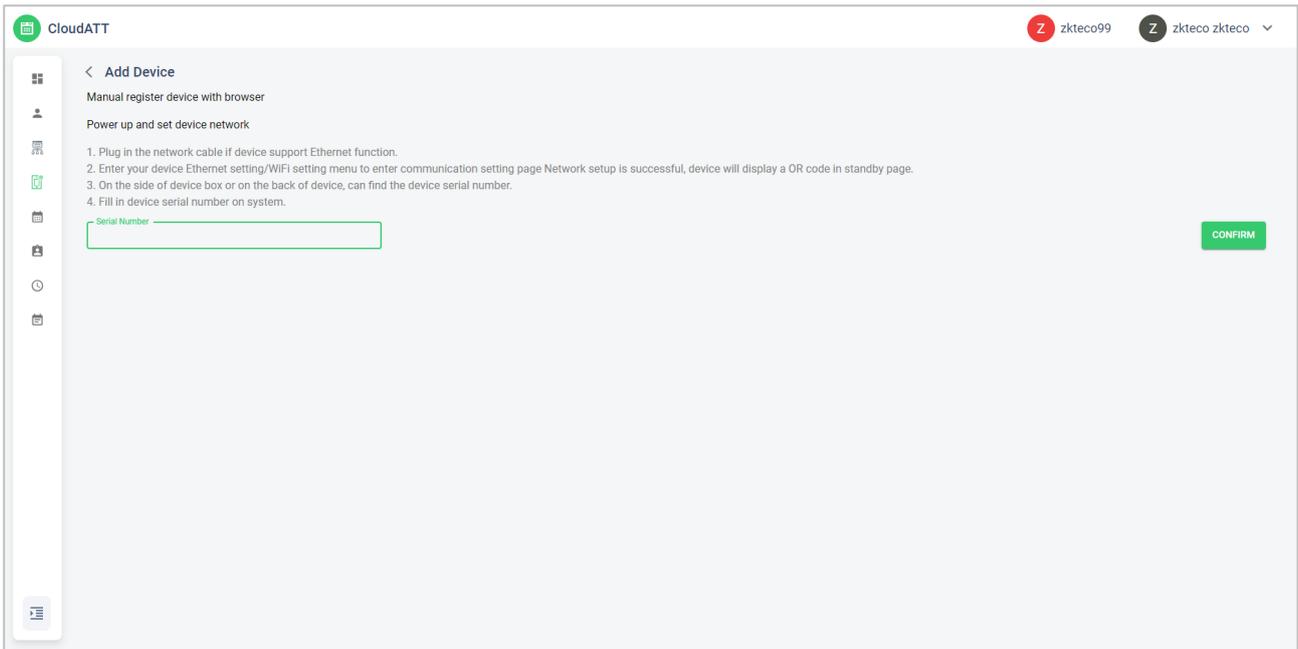
1. Set the network of the device.



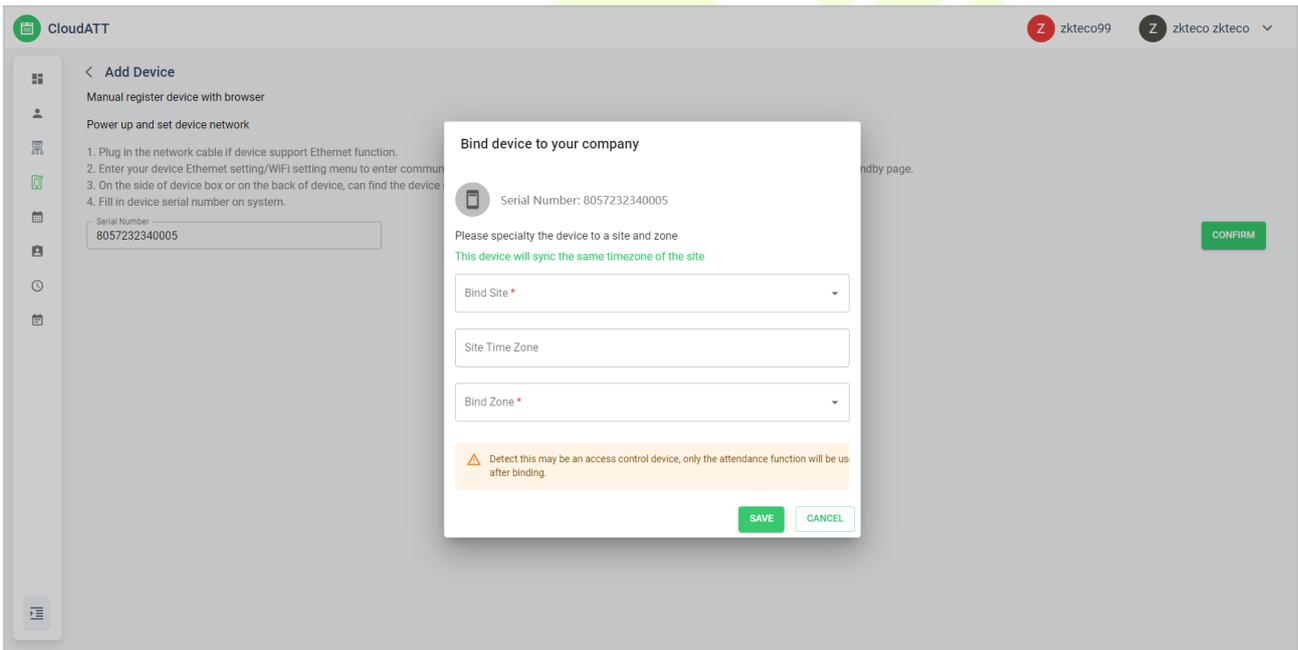
2. Click + button to add a new device.
3. Read and check to the instructions, then click **Continue**.



- 4. Enter the device's serial number, then click **Add**. (Click **System Info > Device Info** on the device to view the serial number)

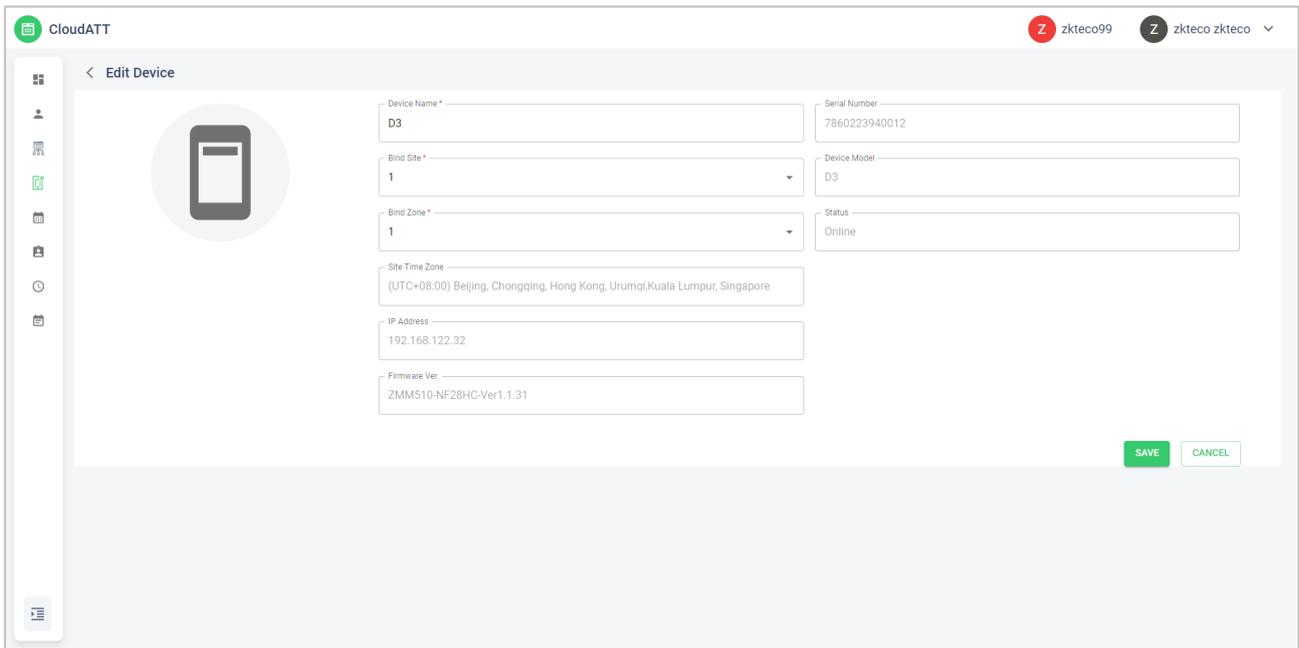


- 5. Choose a site and a zone, then click **Save** to finish.



3.4.4 Edit a Device

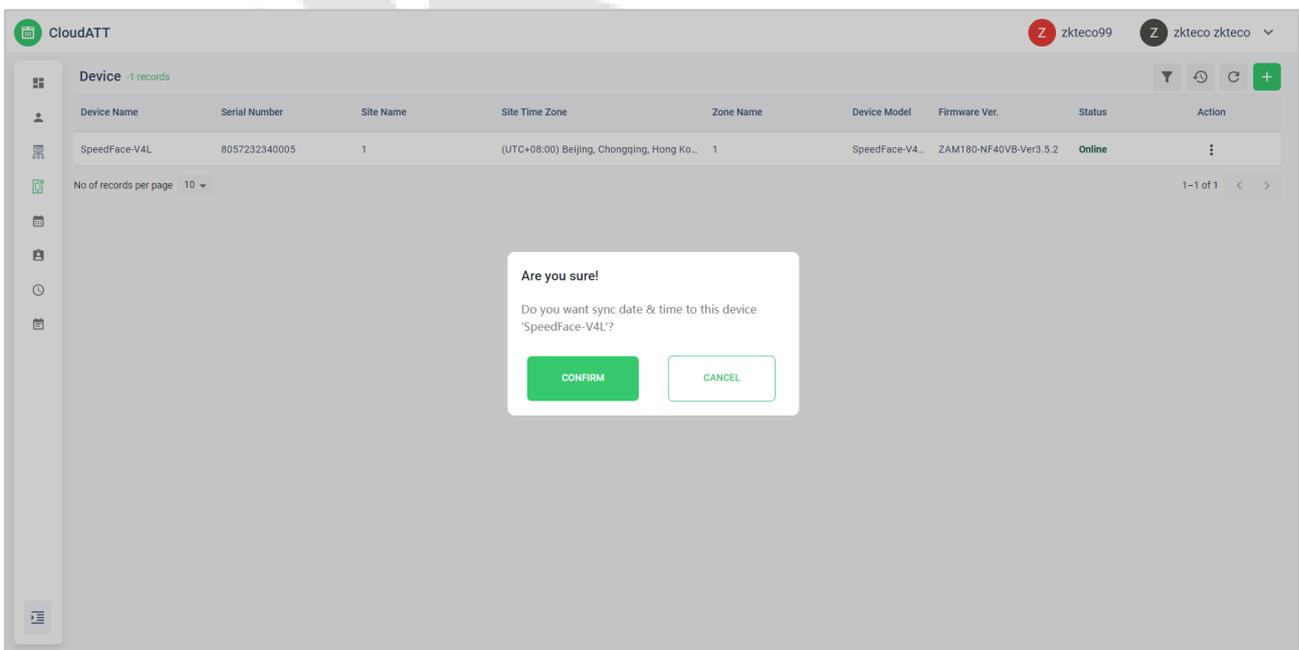
Choose a device in the **Device** interface, click the **Action** button, and select **Edit device** to edit this device.



3.4.5 Sync Date & Time to Device

Choose a device in the **Device** interface, click the **Action** button, and select **Sync date & time to device** to synchronize device date and time to the site where the device is located.

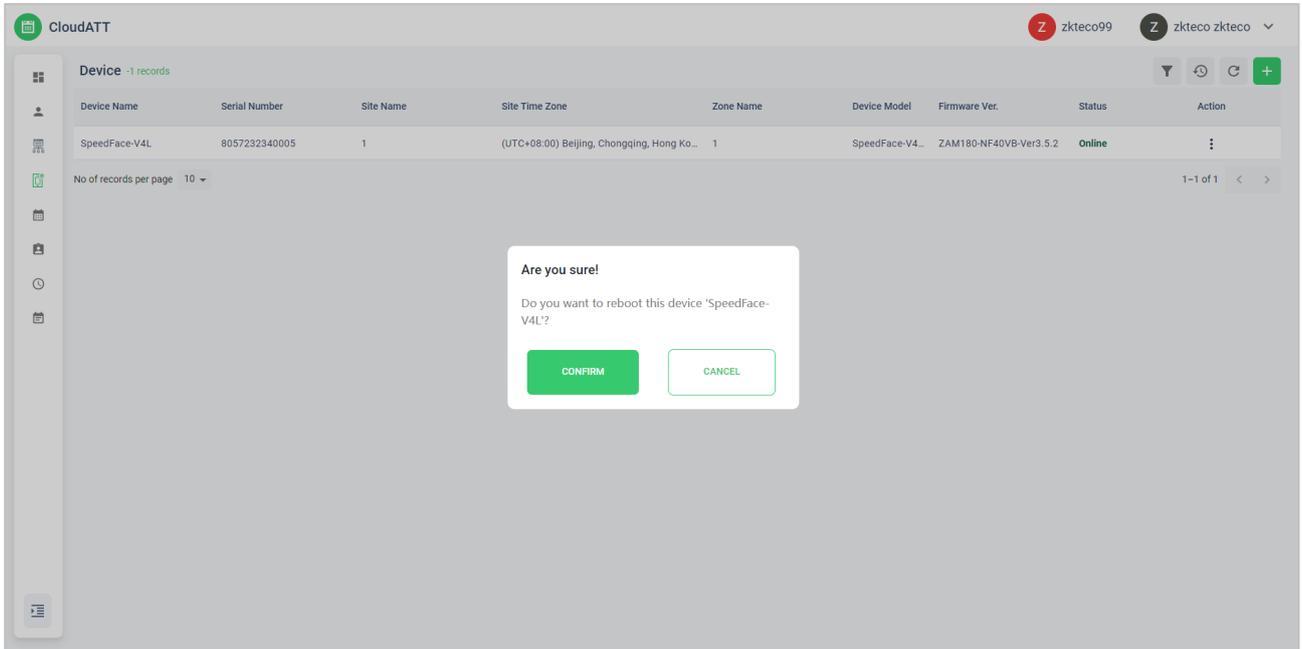
Note: The device must be online.



3.4.6 Reboot Device

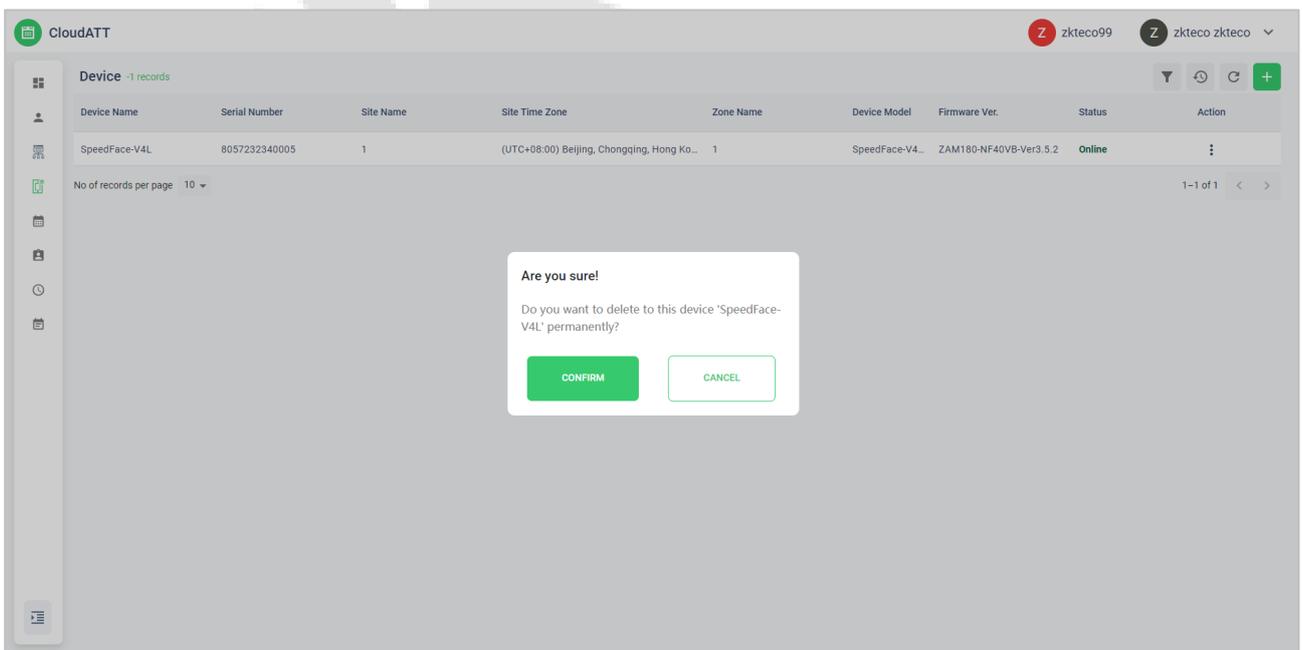
Choose a device in the **Device** interface, click the **Action** button, and select **Reboot device** to restart the device.

Note: The device must be online.



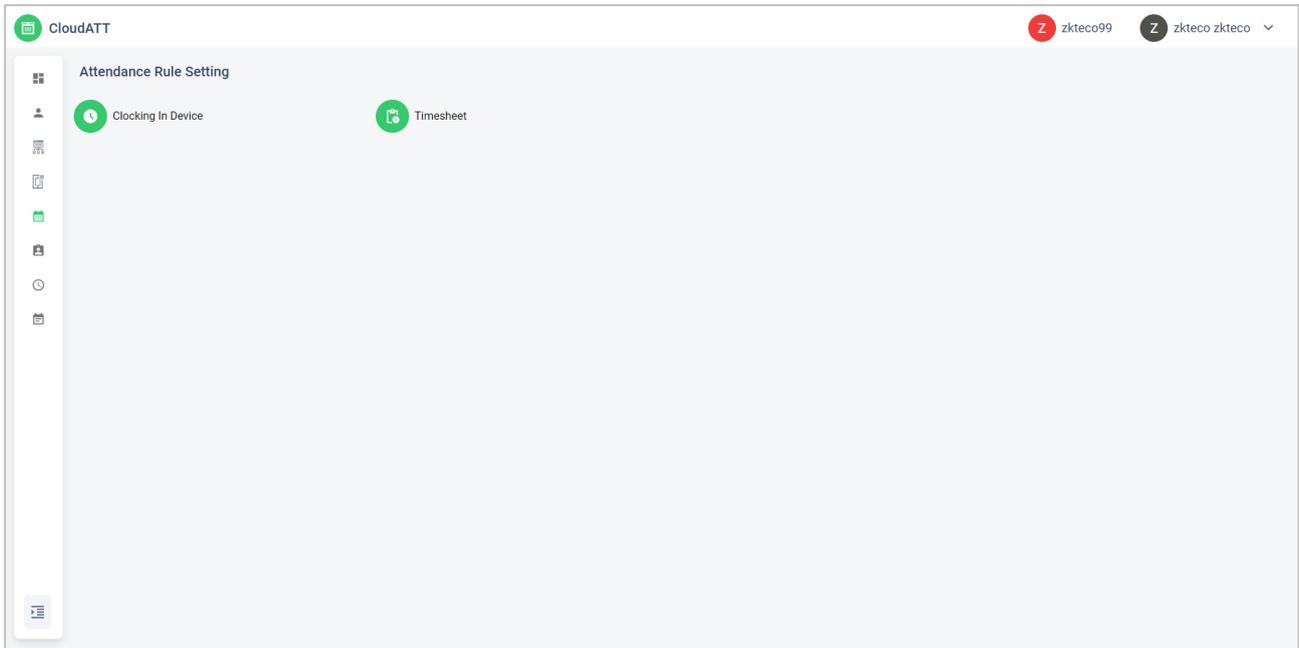
3.4.7 Delete a Device

Choose a device in the **Device** interface, click the **Action** button, and select **Delete device** to delete this device.



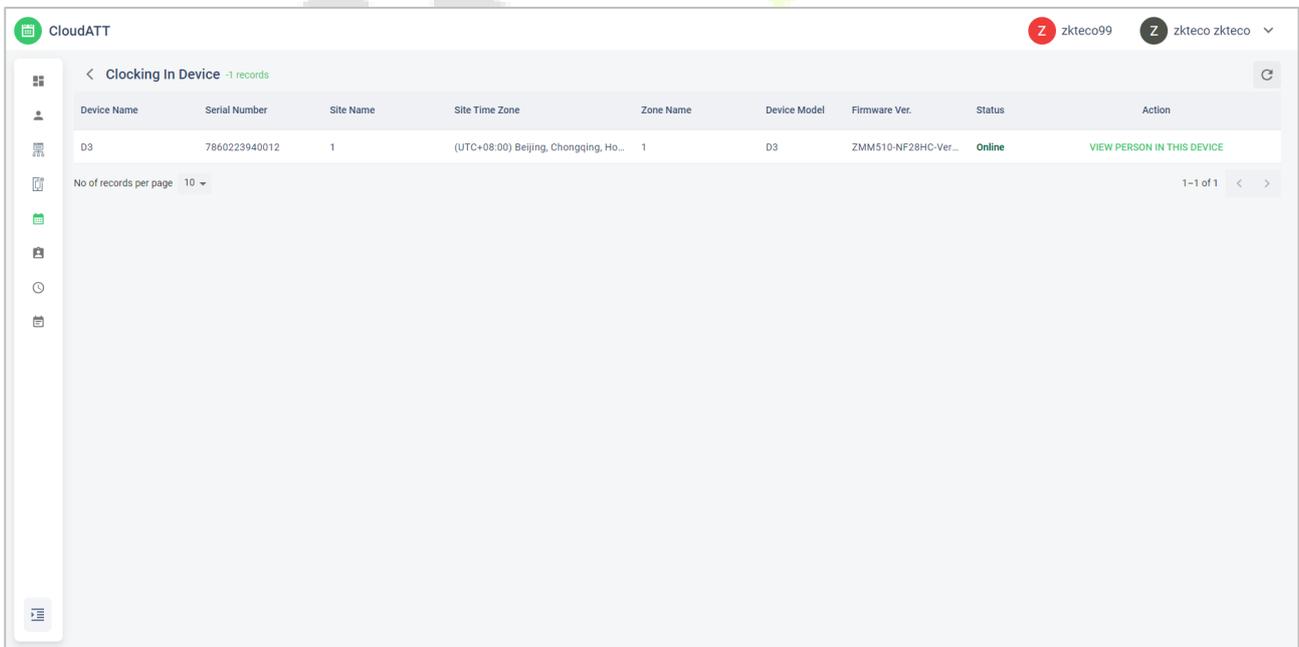
3.5 Attendance Rule Setting

Click **Attendance Rule Setting** in the left side bar of the **Cloud Attendance** interface. Users can manage clocking and timesheet of the device here.



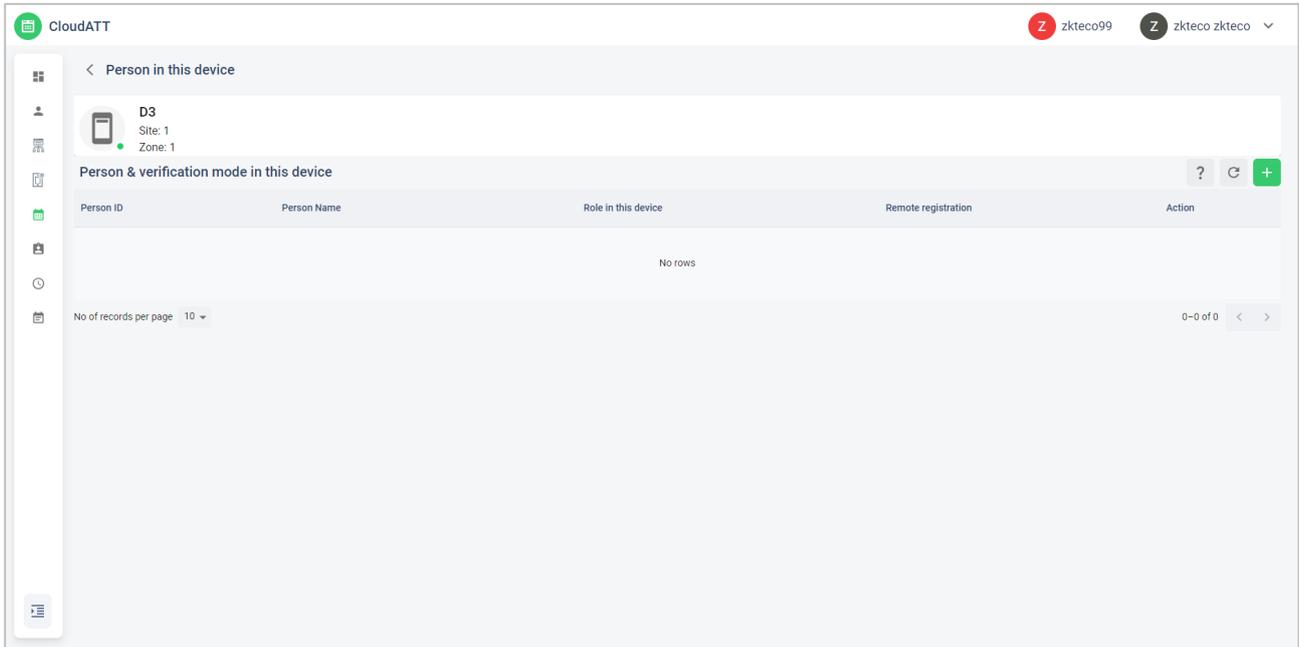
3.5.1 Clocking in Device

Click **Clocking in Device** in the **Attendance Rule Setting** interface. Users can view and manage the person in the device.

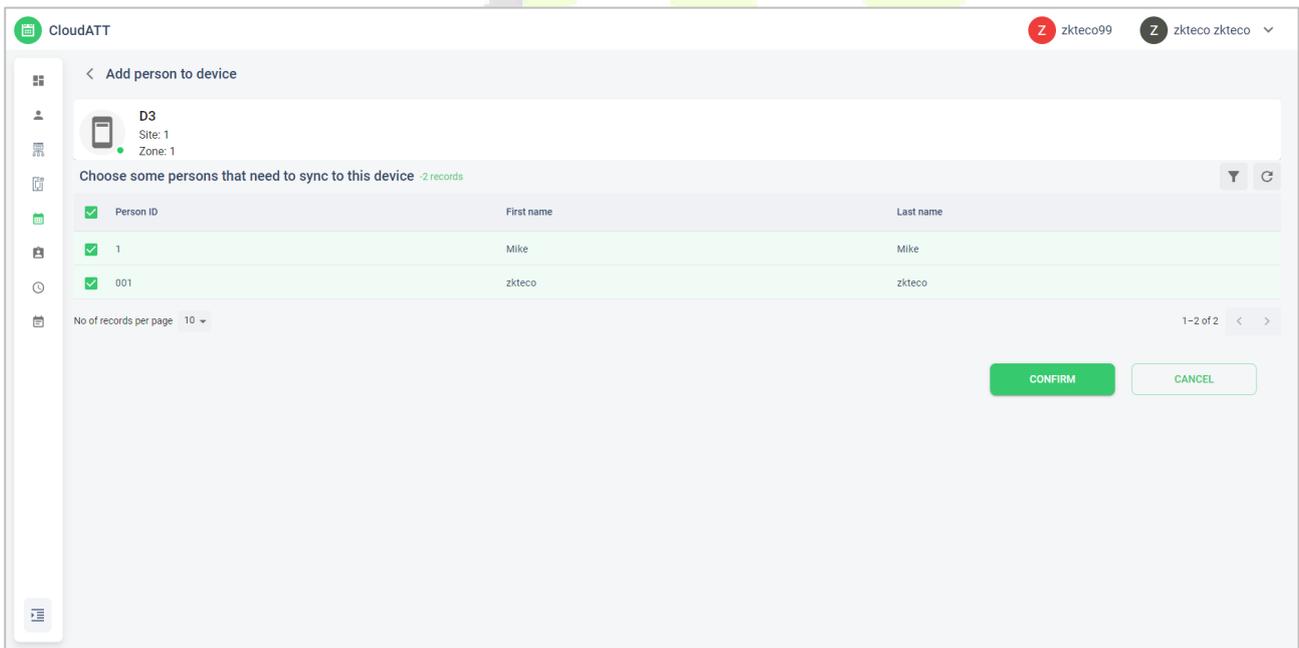


3.5.1.1 Add Person to the Device

1. Choose a device and click **VIEW PERSON IN THE DEVICE** in the **Clocking in Device** interface.
2. Click **+** button to add person to the device.



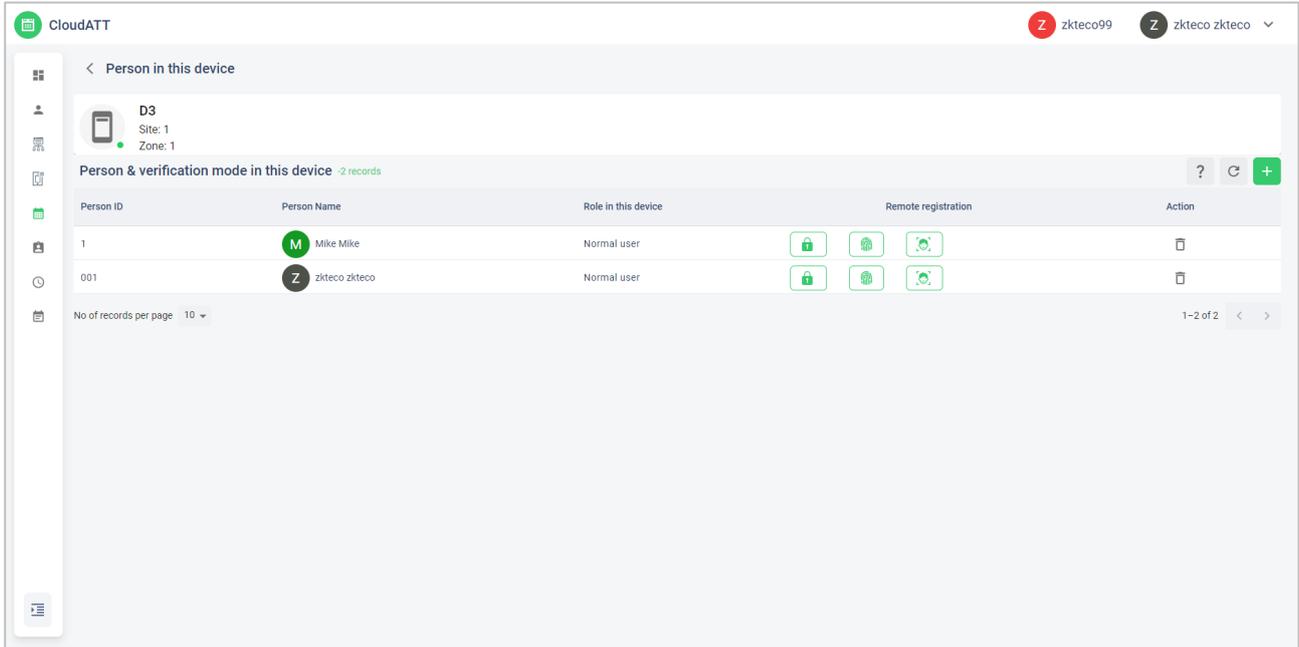
3. Choose person and click **Confirm**.



3.5.1.2 Verification Mode

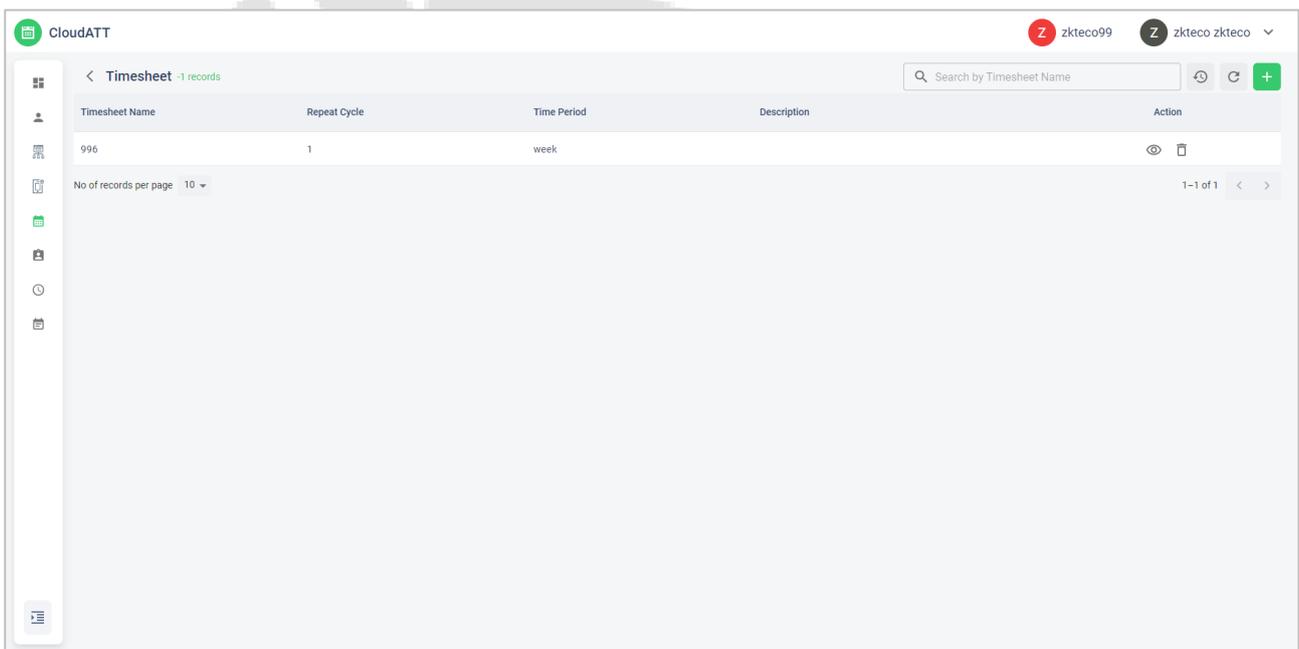
1. Choose a device and click **VIEW PERSON IN THE DEVICE** in the **Clocking in Device** interface.
2. Click **Remote registration** button, then the device will pop up the registration interface, users can register their face template (fingerprint and so on) on the device.

Note: The verification method depends on the actual device please.



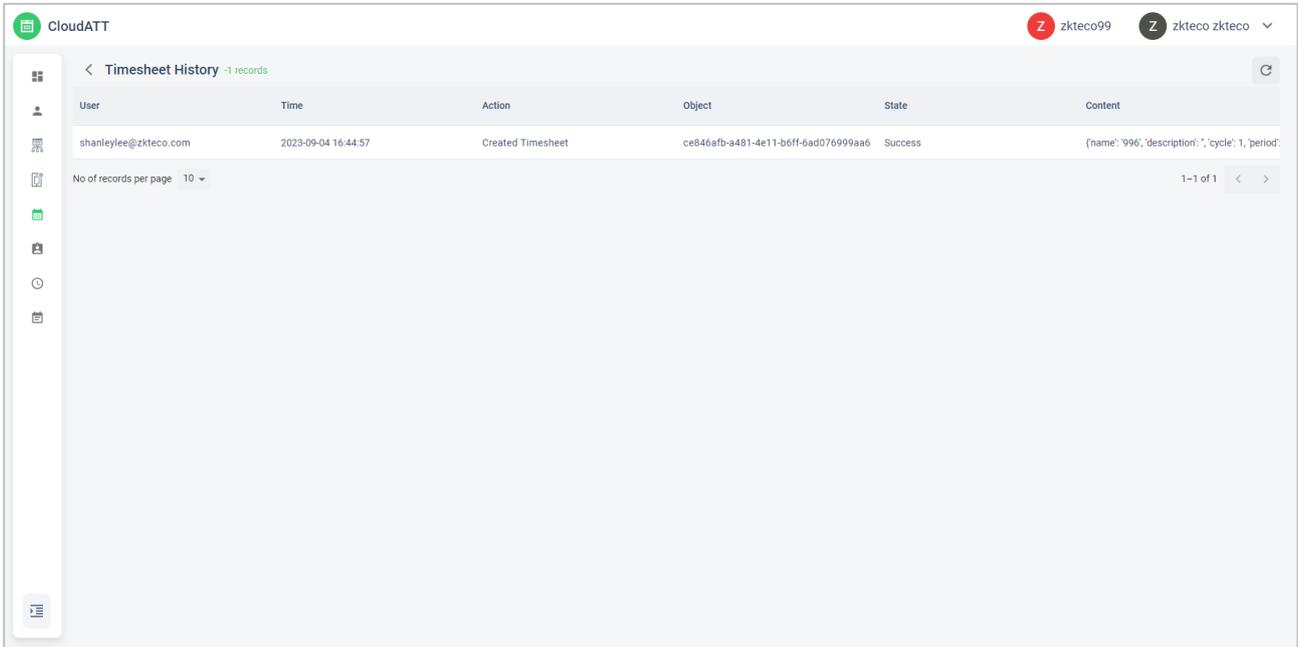
3.5.2 Timesheet

Click **Timesheet** in the **Attendance Rule Setting** interface. Users can view, add and delete the person's working timesheet.



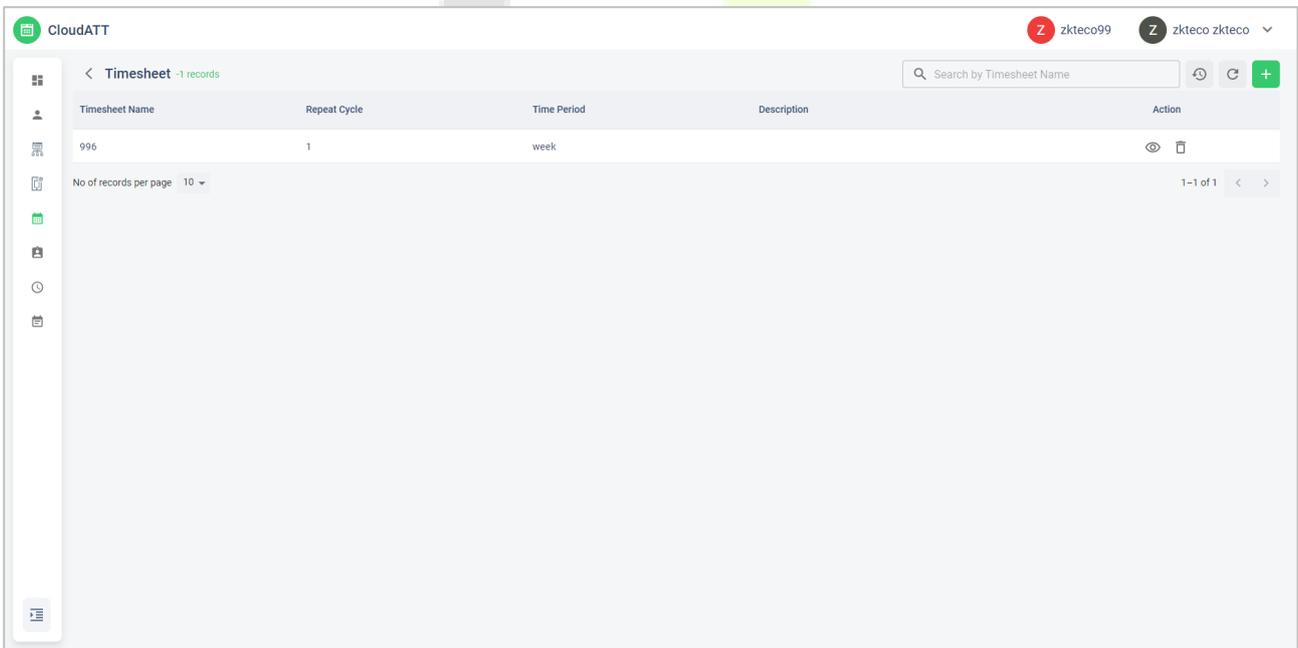
3.5.2.1 History

In the **Timesheet** interface, click the **History** button  to view the timesheet management history.



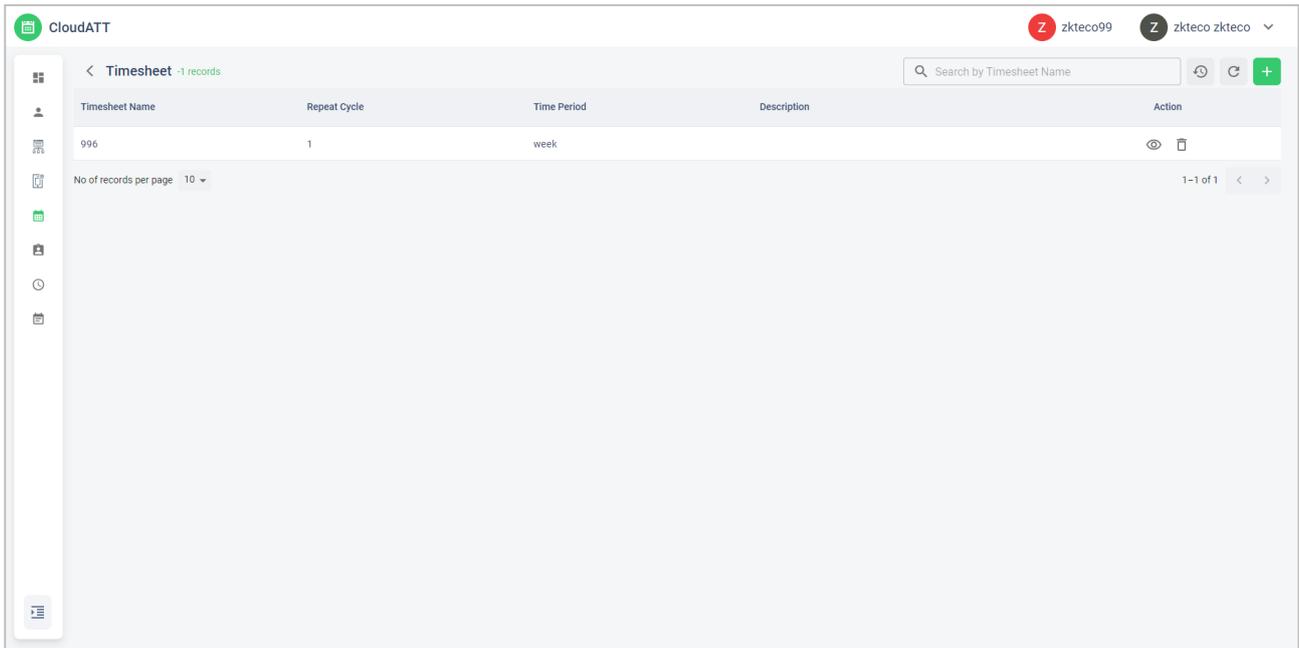
3.5.2.2 Search a Timesheet

In the **Timesheet** interface, enter the sheet name in the search box to quickly find a timesheet.

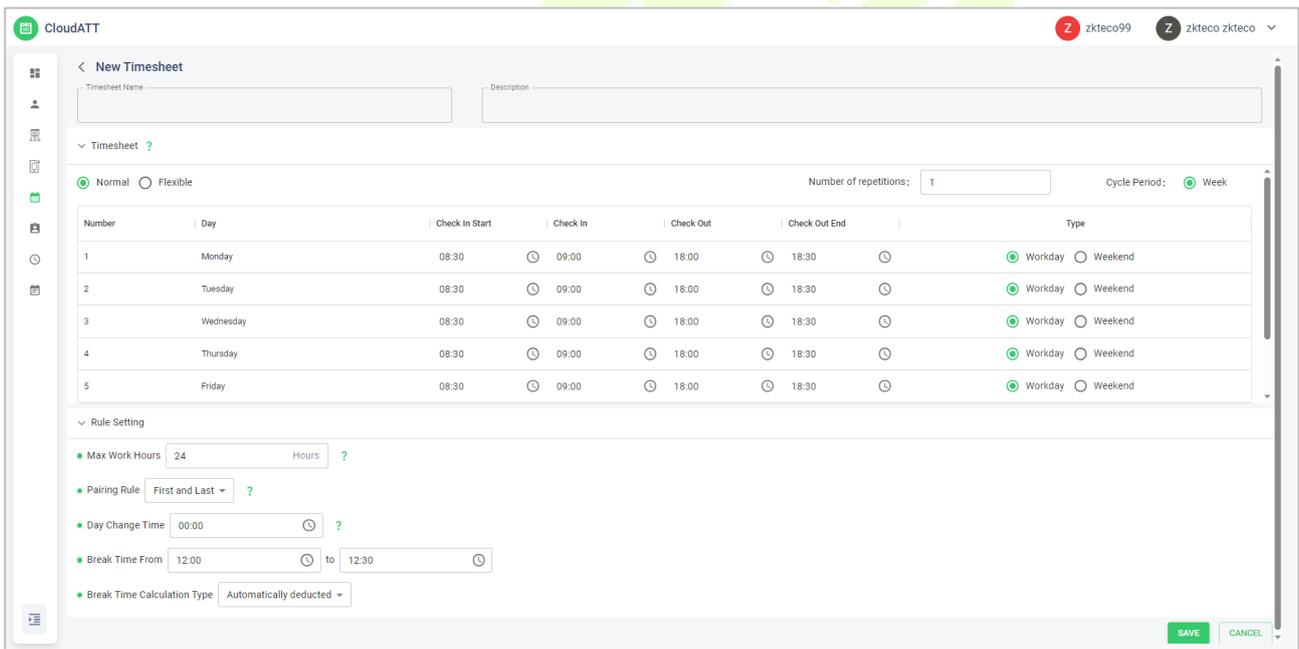


3.5.2.3 Add a Timesheet

1. Click + button to add a new timesheet.



2. Set sheet name, time range and rule, then click **Save**.



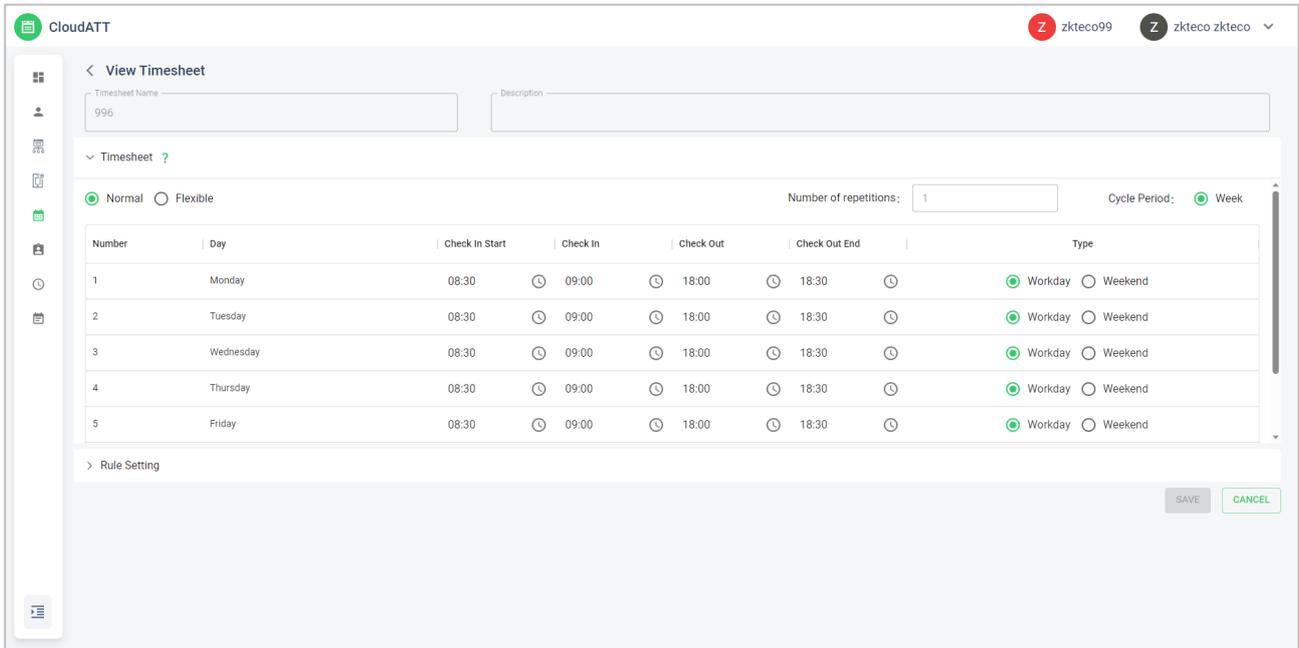
Note:

- Timesheet is a weekly work or rest time plan set for persons.
- Person can clock at any time from 0 to 24 O'clock of one day, and system will calculate the working hours of person according to the timesheet setting.
- Normal Timesheet: Only punch time within the range of "Check In Start" and "Check Out End" are calculated and recorded as "Clock time", while punch time within the range of "Check In" and "Check Out" are recorded as "Work time".

- Flexible Timesheet: Punch time within the “Day change time” range of previous day and the current day are calculated and recorded as “Clock time”, while punch time within the range of “Check In” and “Check Out” are recorded as “Work time”.

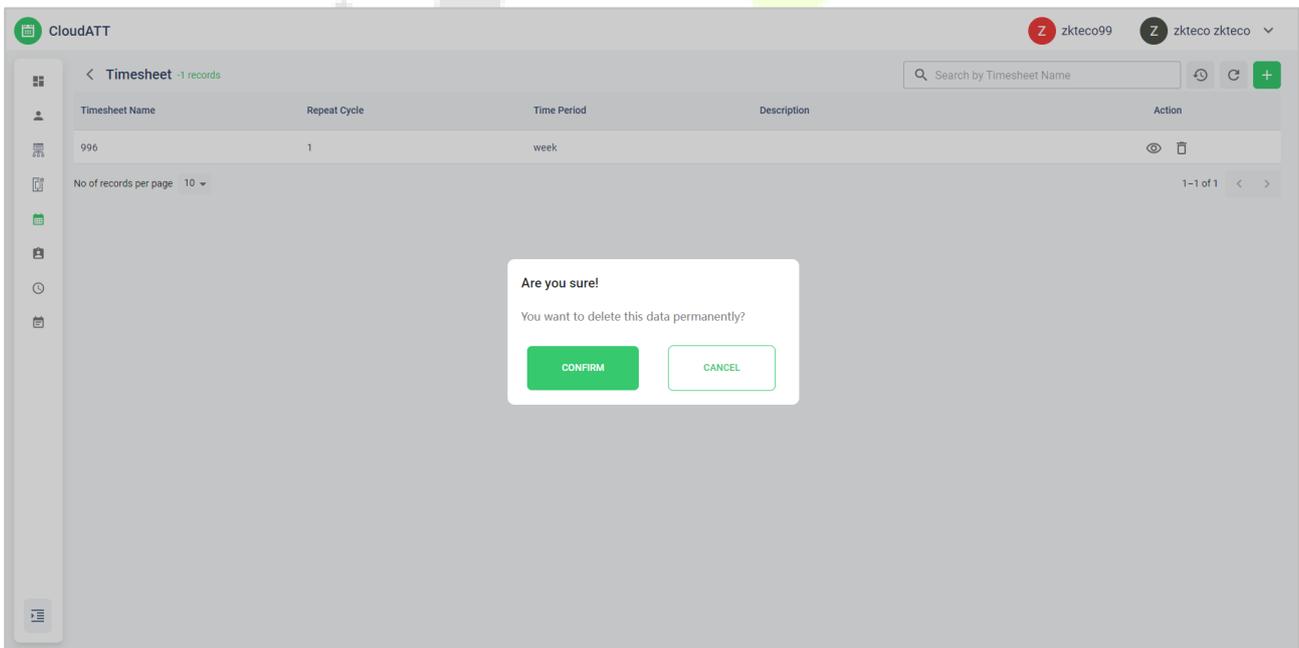
3.5.2.4 Edit a Timesheet

Choose a timesheet and click **View** button  to edit this timesheet.



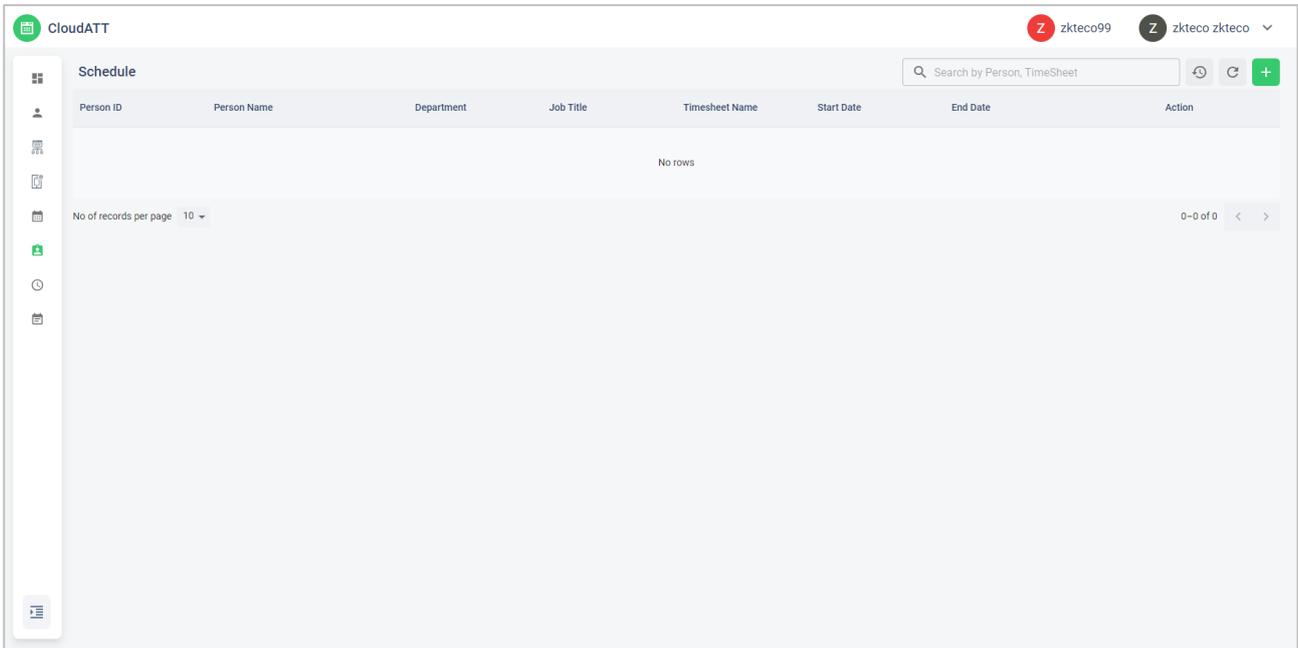
3.5.2.5 Delete a Timesheet

Choose a timesheet and click **Delete** button  to delete this timesheet.



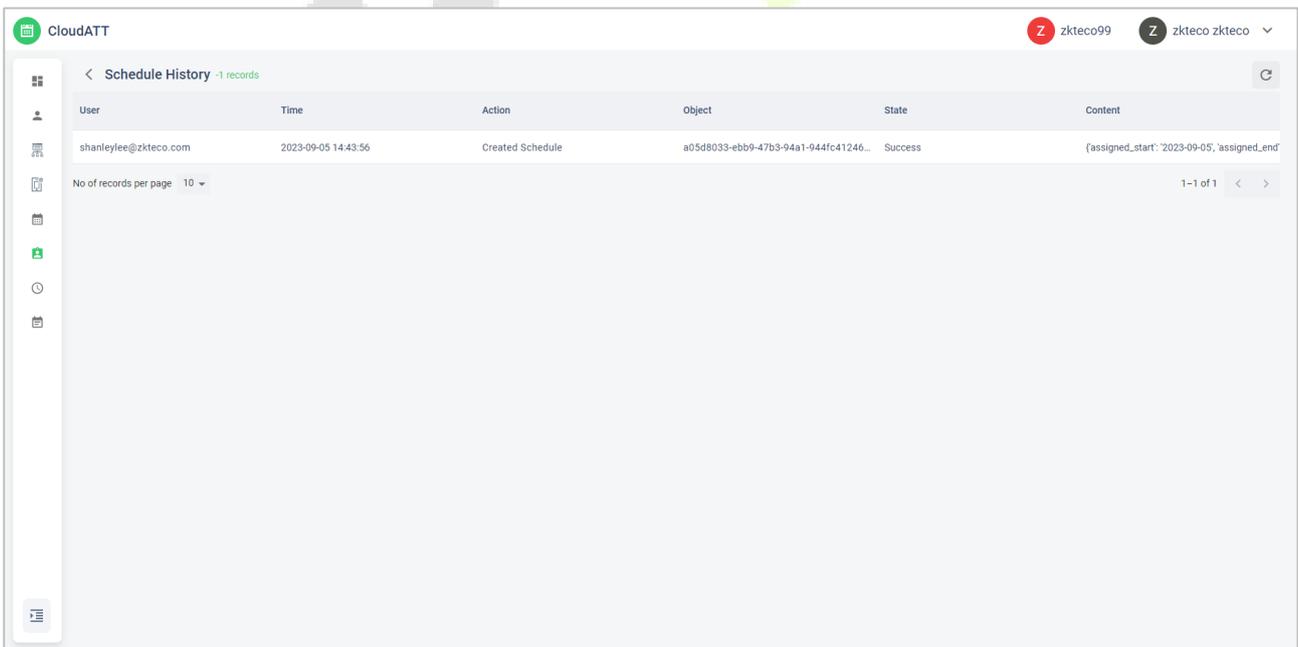
3.6 Schedule

Click **Schedule** in the left side bar of the **Cloud Attendance** interface. Users can set timesheet for their employees.



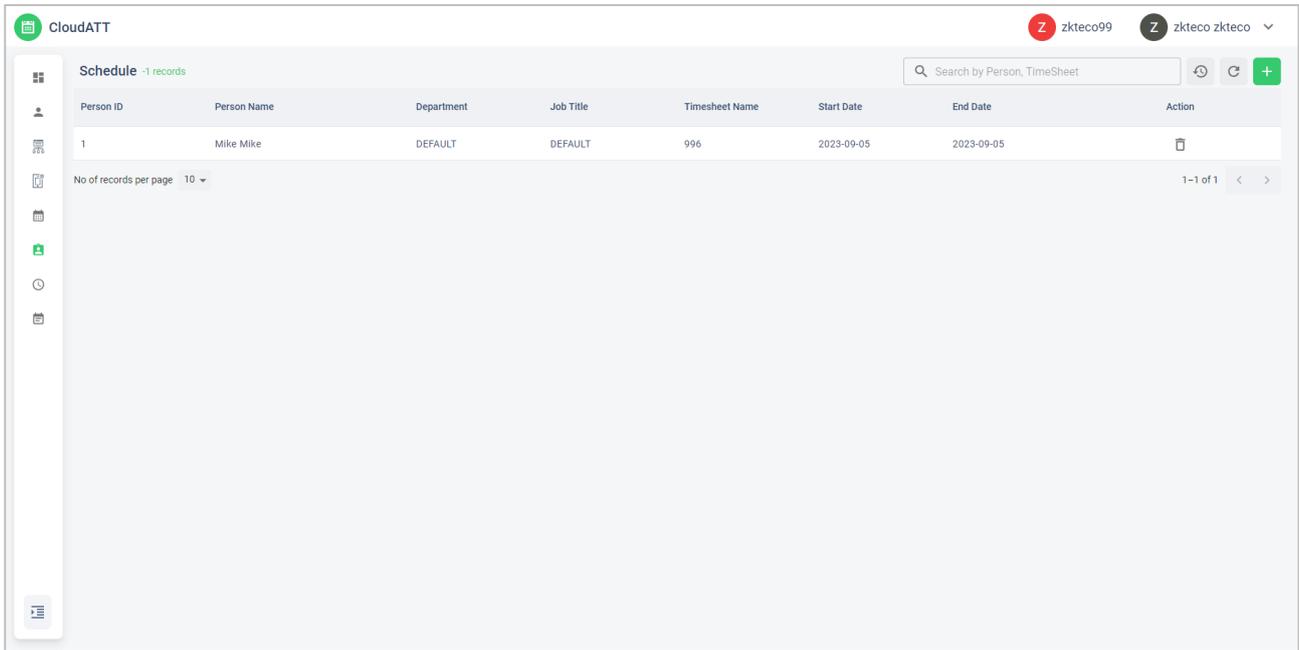
3.6.1 History

In the **Schedule** interface, click the **History** button  to view the schedule management history.



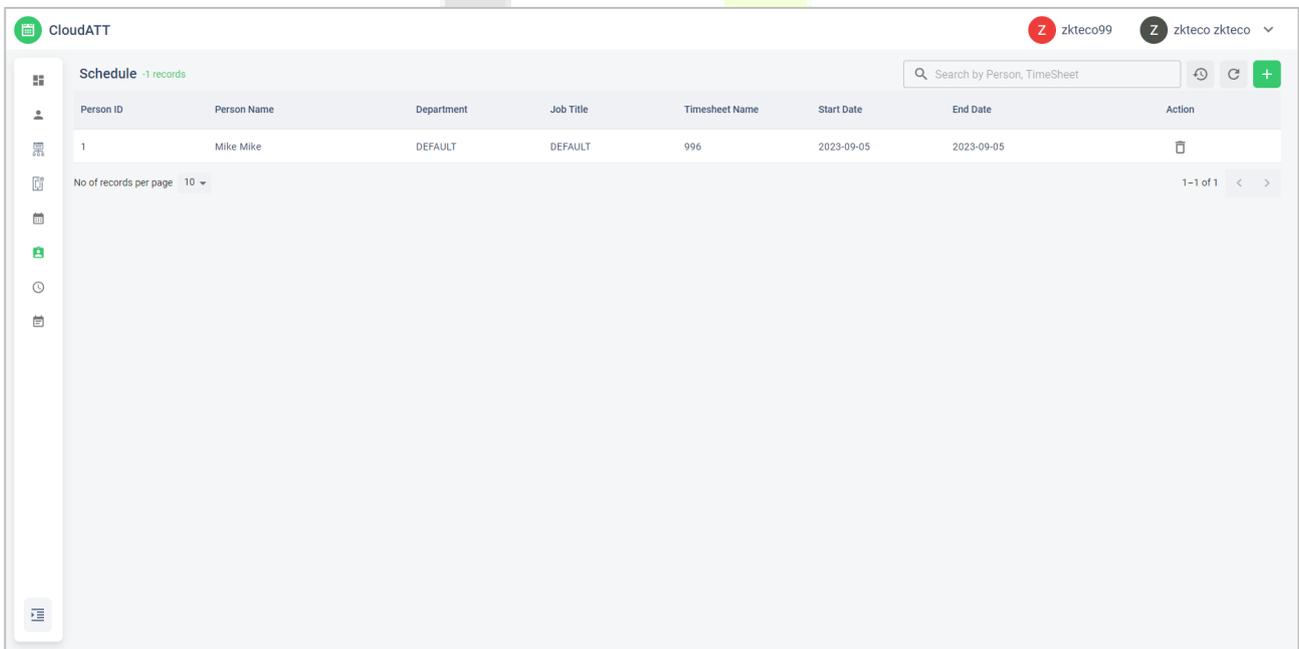
3.6.2 Search a Schedule

In the **Schedule** interface, enter the sheet name in the search box to quickly find a schedule.

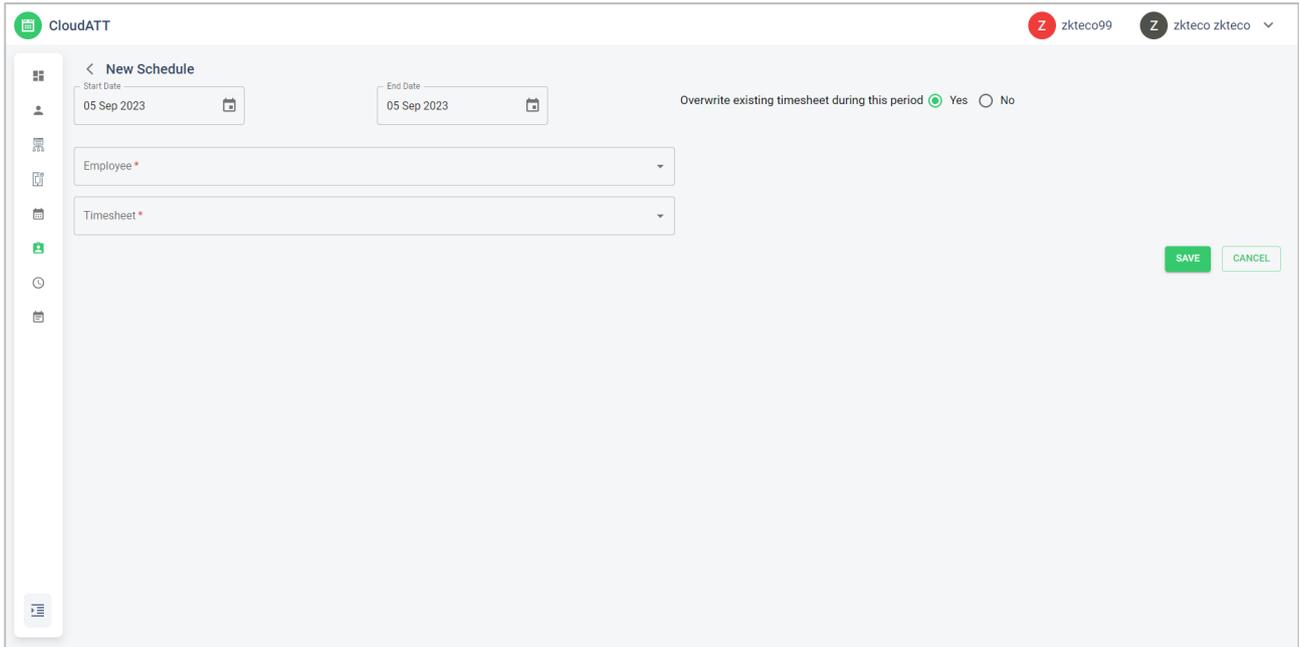


3.6.3 Add a Schedule

1. Click + button to add a new timesheet.



2. Set start and end time, and choose person and a timesheet, then click **Save**.

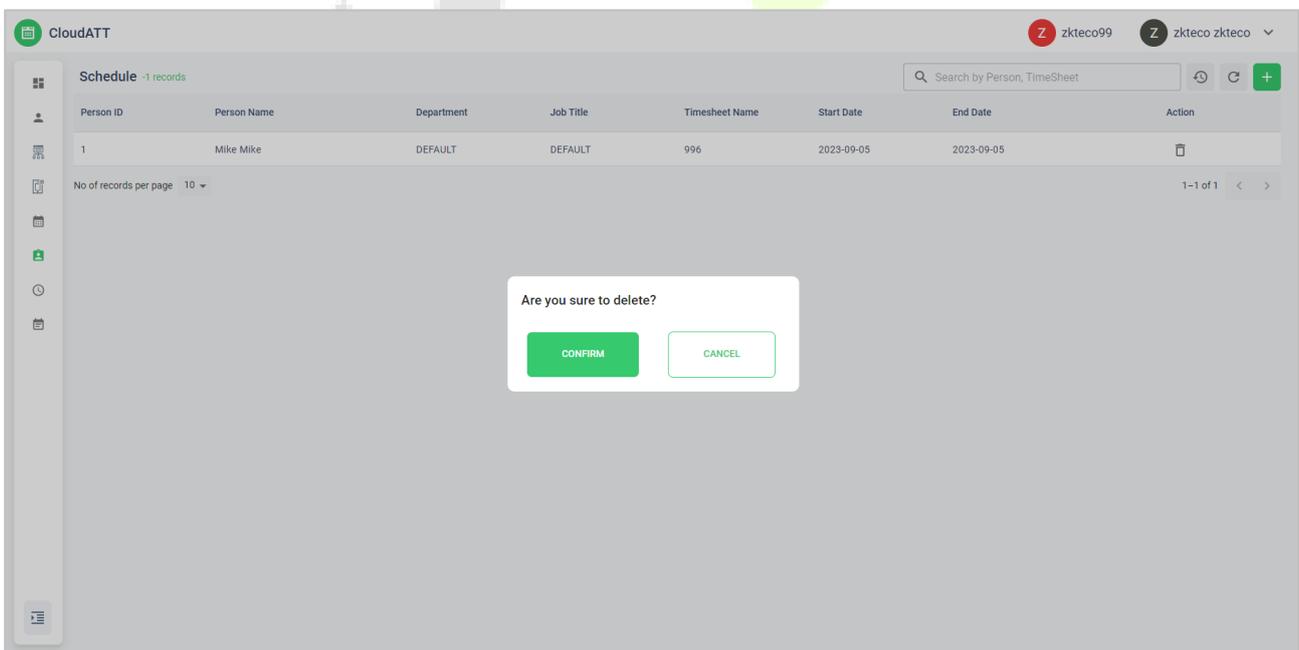


Note:

“Overwrite existing timesheet during this period” means whether to overwrite the existing time range during this period. If “yes” is selected, the schedule to be overwritten is invalid.

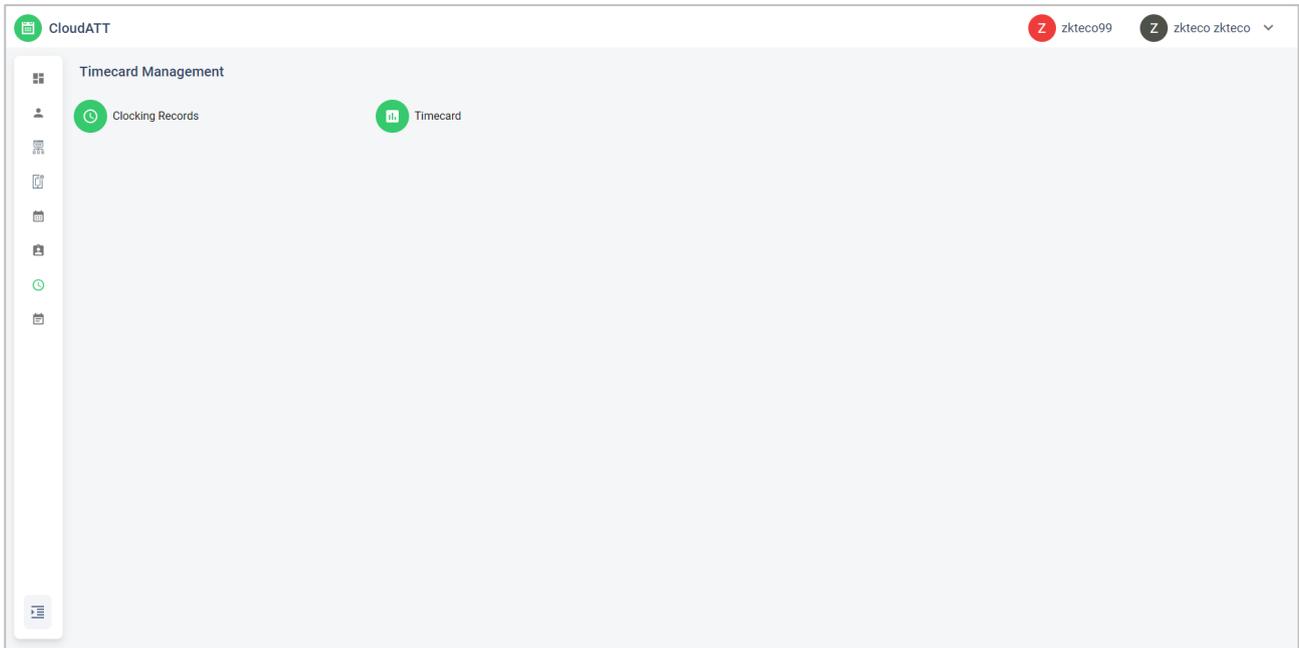
3.6.4 Delete a schedule

Choose a schedule and click **Delete** button  to delete this schedule.



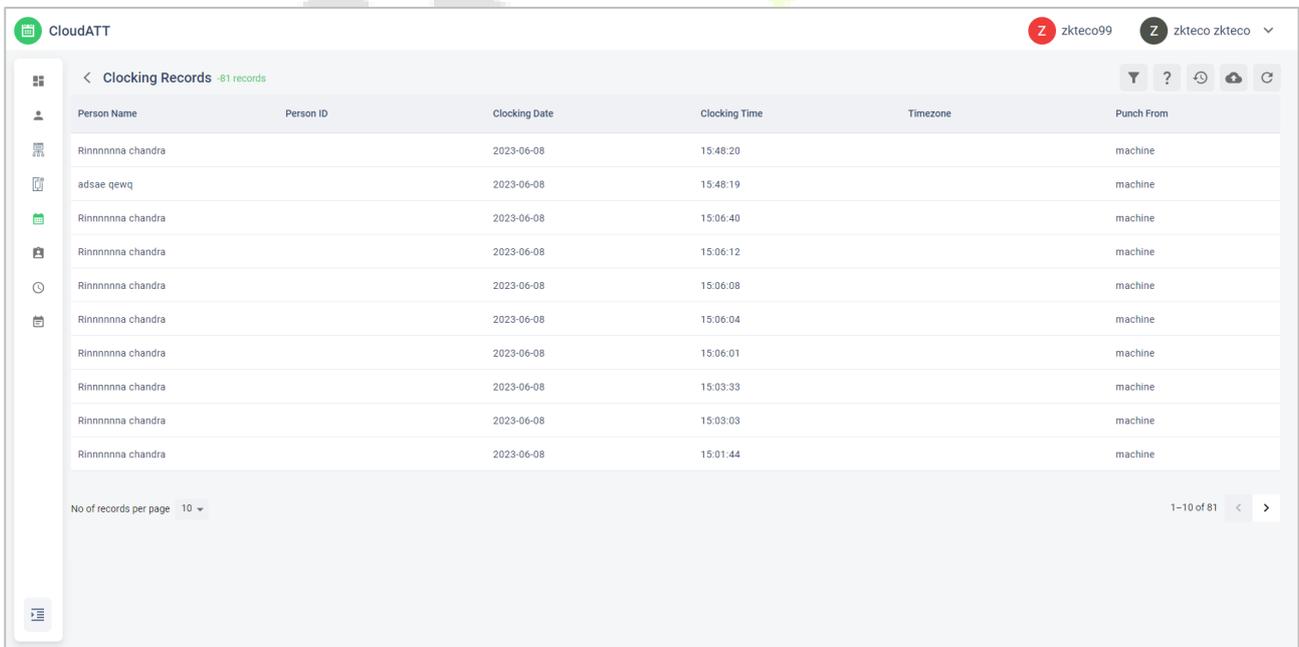
3.7 Timecard Management

Click **Timecard Management** in the left side bar of the **Cloud Attendance** interface. Users can manage clocking records and timecard sheets.



3.7.1 Clocking Records

Click **Clocking Records** in the **Timecard Management** interface. Users can view and manage the clocking records.

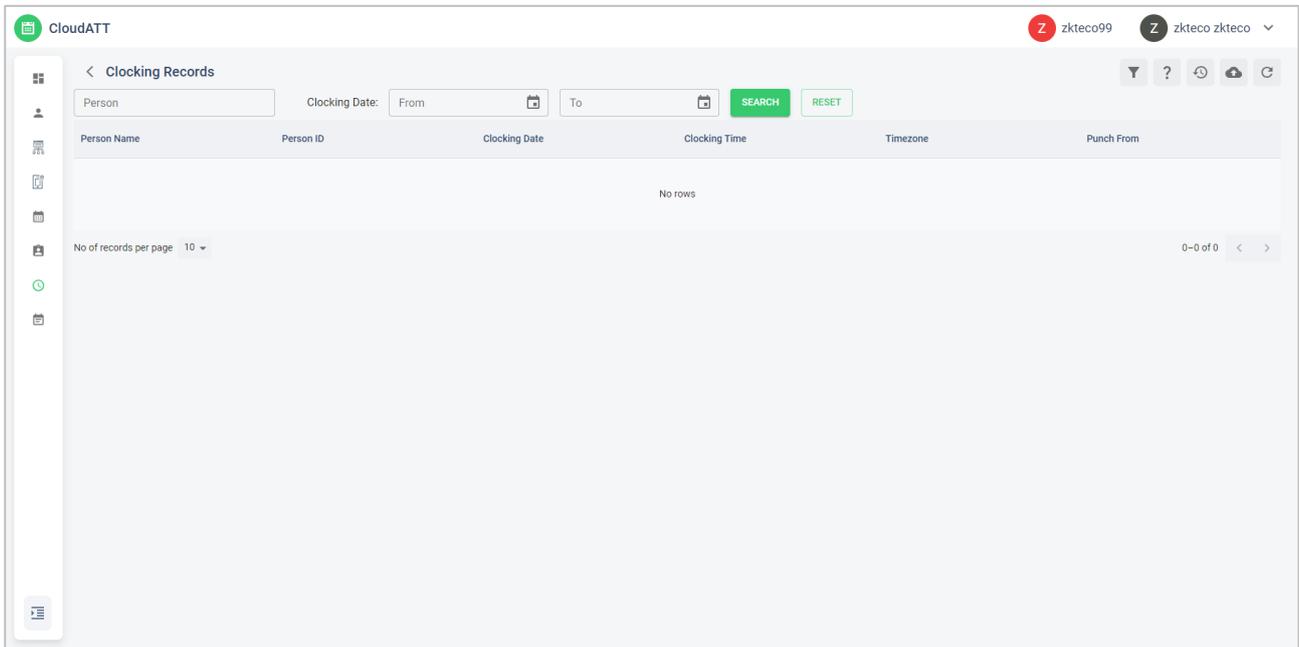


Note:

- Clocking record is the original attendance data obtained from the device.
- If device's time zone is different from browser's time zone, system will transform clocking record from device's time zone to browser's time zone.

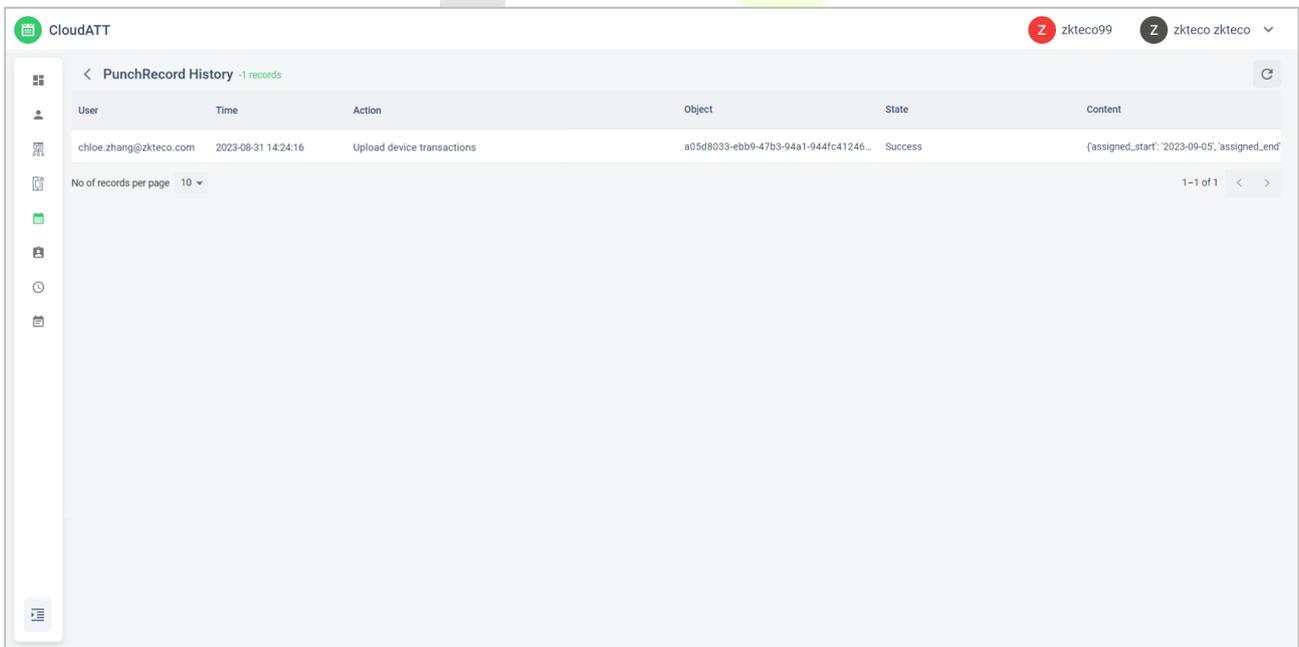
3.7.1.1 Search a Record

In the **Clocking Records** interface, click the **Fitter** button  to search a record via person or date range.



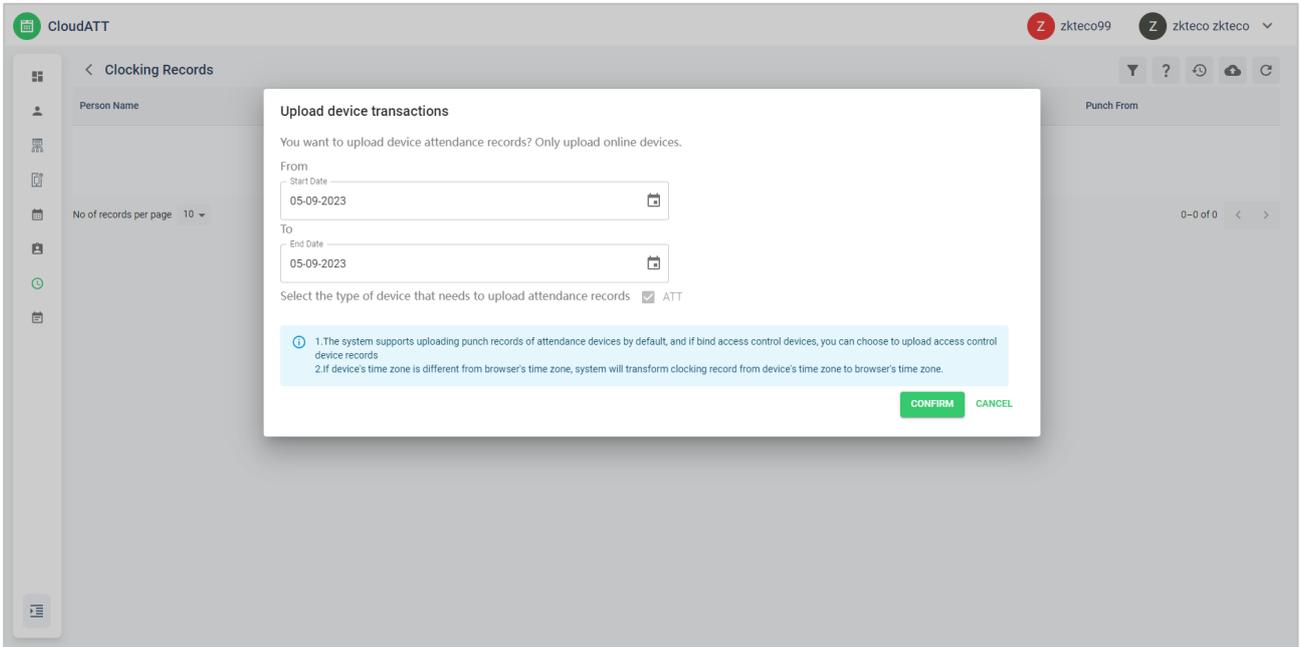
3.7.1.2 History

In the **Clocking Records** interface, click the **History** button  to view the record management history.



3.7.1.3 Upload

In the **Clocking Records** interface, click the **Upload** button  and select the date range to upload the record from the device to the website.

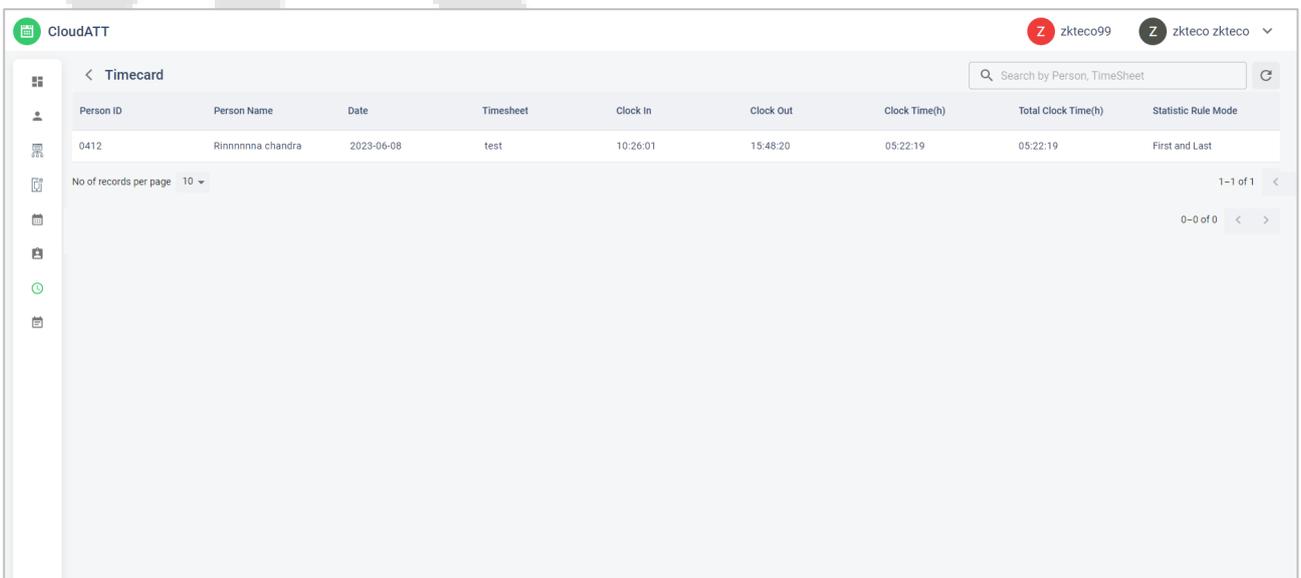


Note:

- The system supports uploading punch records of attendance devices by default, and if bind access control devices, you can choose to upload access control device records.
- If device's time zone is different from browser's time zone, system will transform clocking record from device's time zone to browser's time zone.

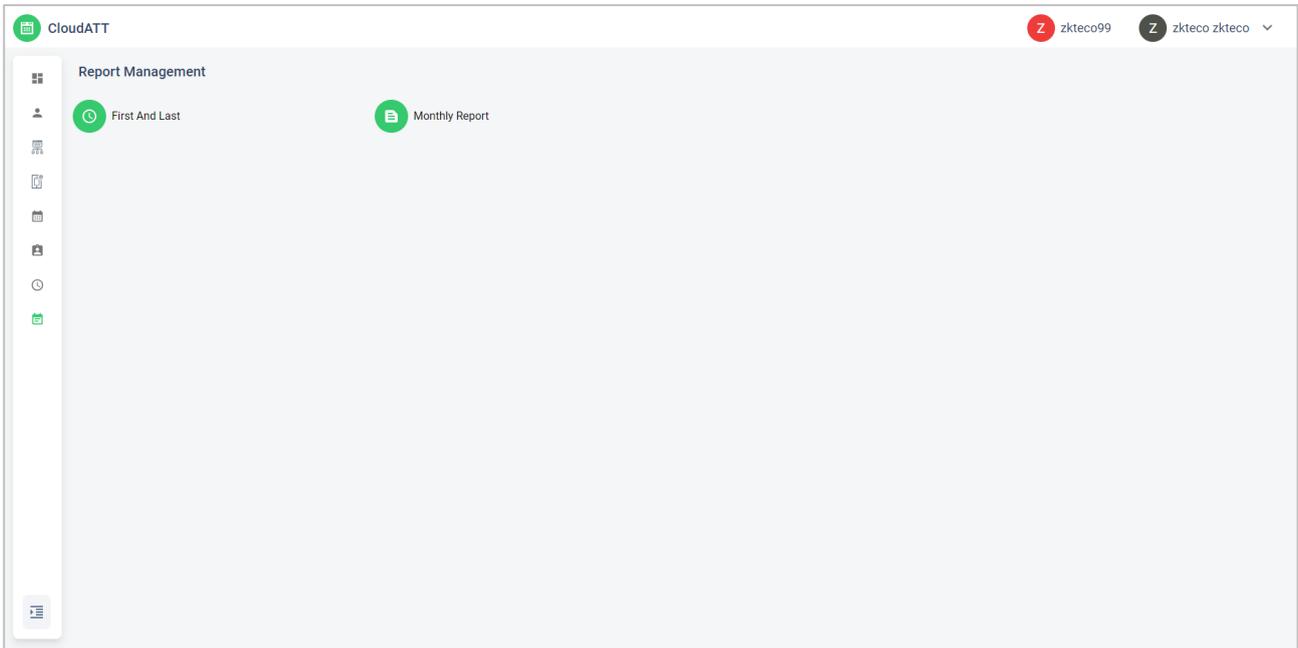
3.7.2 Timecard

Click **Timecard** in the **Timecard Management** interface. Users can view the attendance status of person, such as total break time, total work time or else.



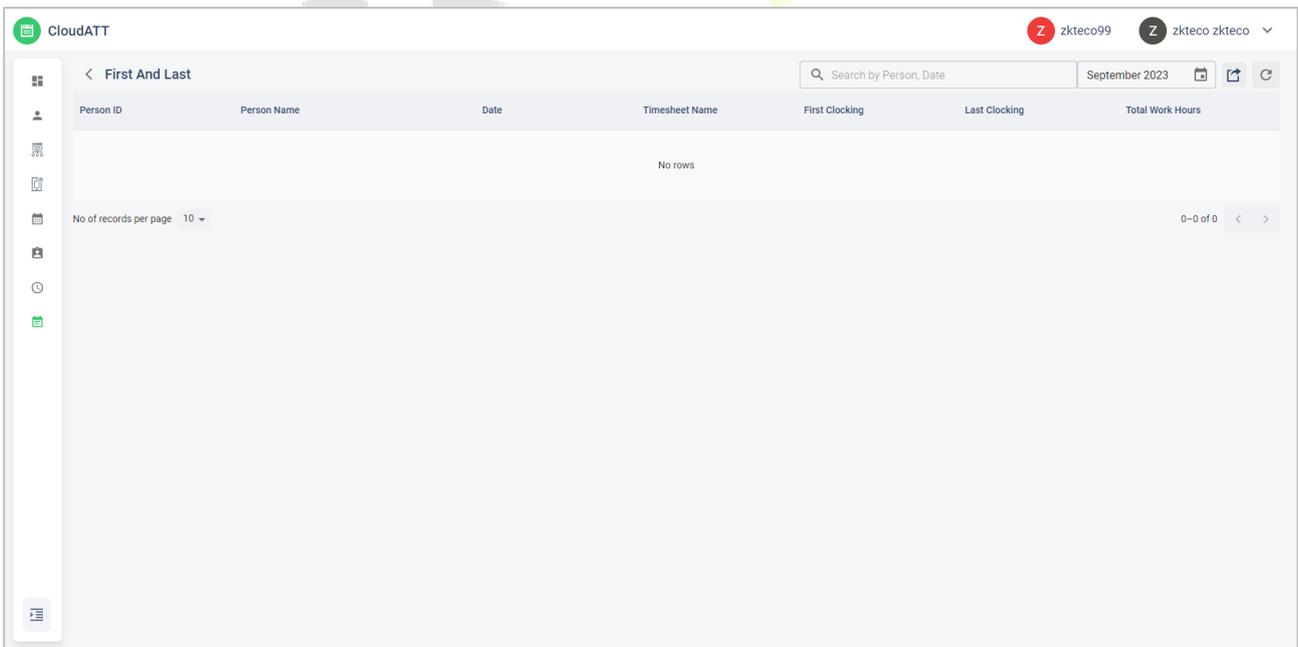
3.8 Report Management

Click **Report Management** in the left side bar of the **Cloud Attendance** interface. Users can view the person’s first, last and monthly clocking reports.



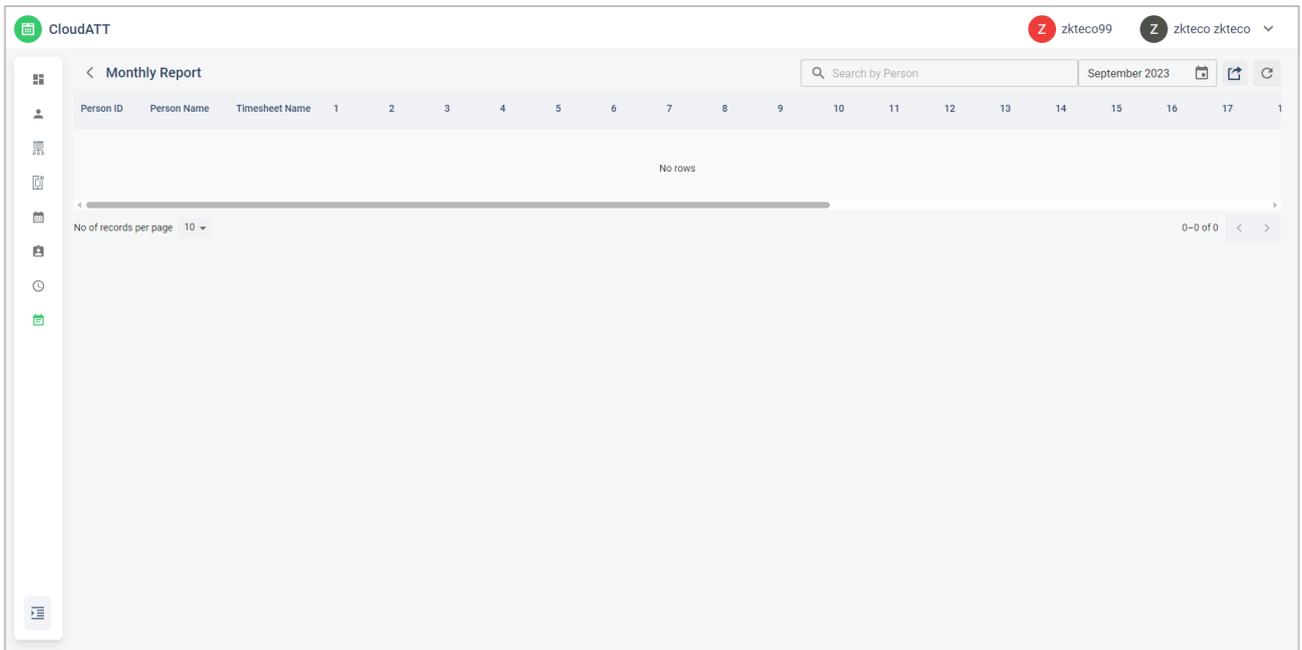
3.8.1 First and Last Report

Click **First And Last** in the **Report Management** interface. Users can view person’s first and last clocking time.



3.8.2 Monthly Report

Click **Monthly Report** in the **Report Management** interface. Users can view person’s monthly clocking status.

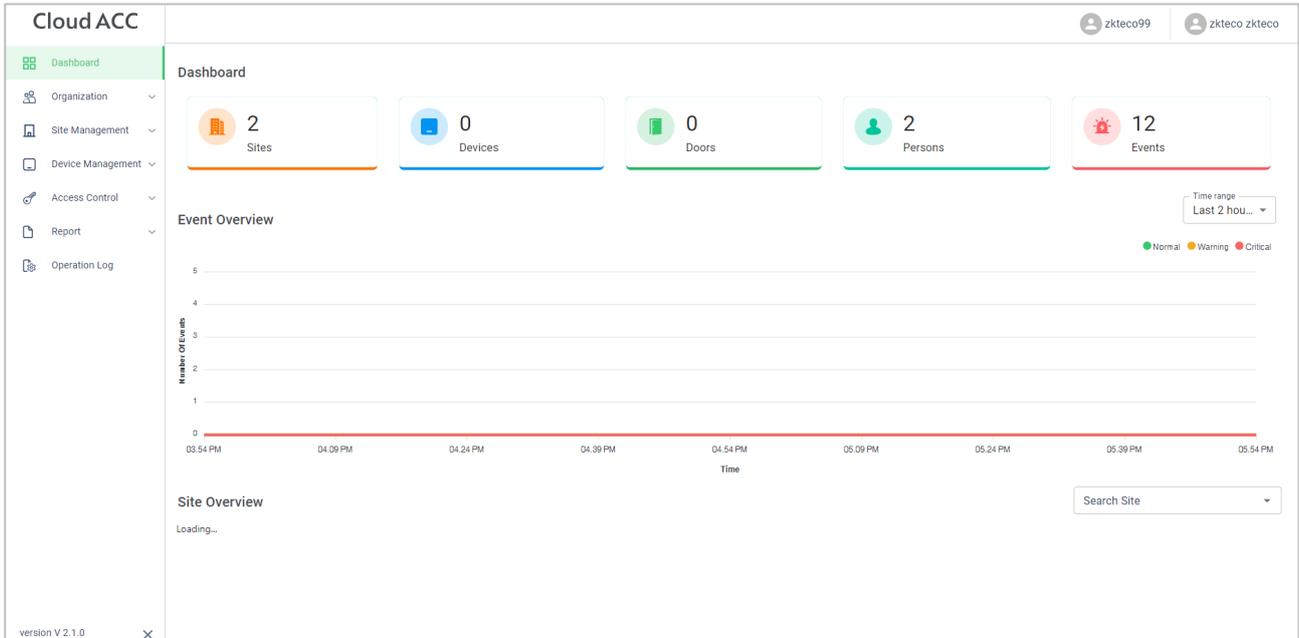


4 Cloud Access

Click **Workshop > CloudACC** in the home page to enter the **Cloud Access** interface.

4.1 Dashboard

Click **Dashboard** in the left side bar of the **Cloud Access** interface. Users can view access status here.



- **Sites:** The number of sites. Click it to go to **Site Management > Site**.
- **Devices:** The number of devices connected to CloudACC. Click it to go to **Devicie Management > Device**.
- **Doors:** The number of online devices. Offline devices are not displayed. Click it to go to **Device Management > Doors**.
- **Persons:** The number of people on the organization. Click it to go to **Organization > Person**.

It should be noted here that the personnel in the device also need to select and add in **Access Control > Group Access Time**, and will not directly add the personnel on **Admin Panel** to the device, which is equivalent to setting the corresponding permission group for the personnel.

- **Events:** The device operation logs. Click it to go to **Report > Events**.
- **Event Overview:** The visualization of event types in a certain time period.
- **Site Overview:** The site overview map.

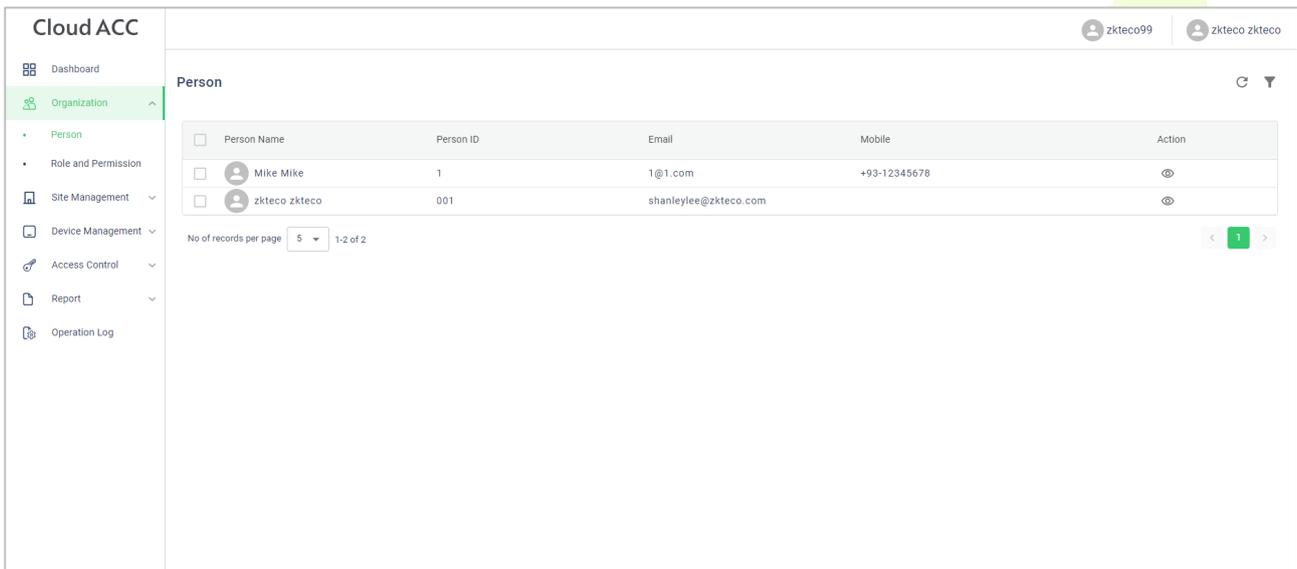
4.2 Organization

Click **Organization** in the left side bar of the **Cloud Access** interface. Users can view person, role and permission here.

4.2.1 Person

Click **Organization > Person** in the left side bar of the **Cloud Access** interface. Users can view all the employees in this organization.

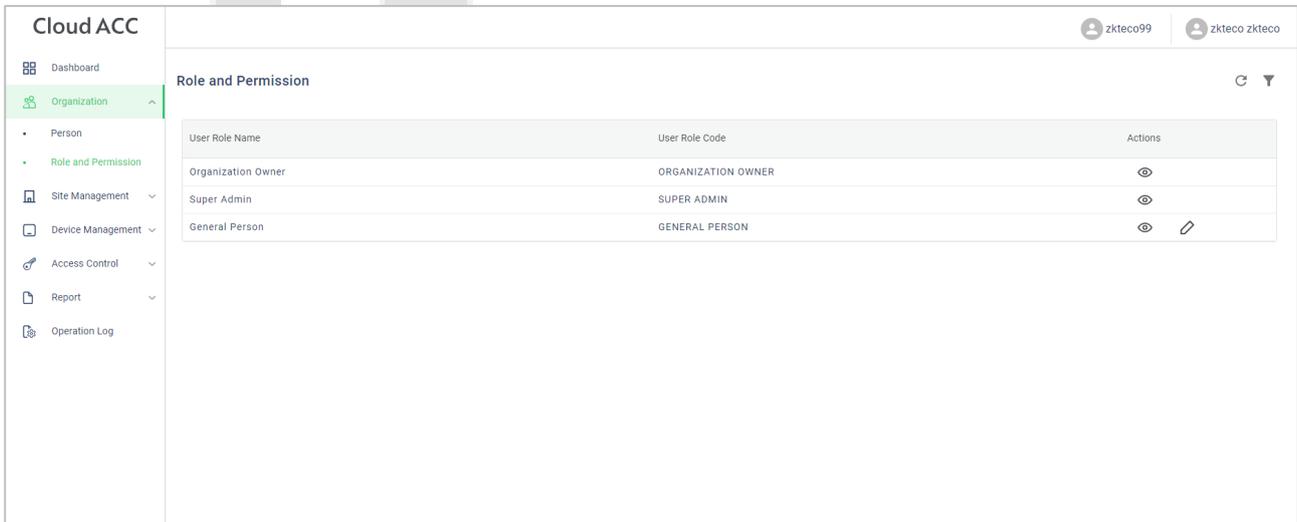
Note: Users can manage the persons in **Admin Panel** module and cannot edit any person profile in **Cloud Access** module.



4.2.2 Role and Permission

Click **Organization > Role and Permission** in the left side bar of the **Cloud Access** interface. Users can view and manage the access permissions here.

Note: Organization Owner and Super Admin’s permission cannot be edited. And users can add new roles in **Admin Panel** module.

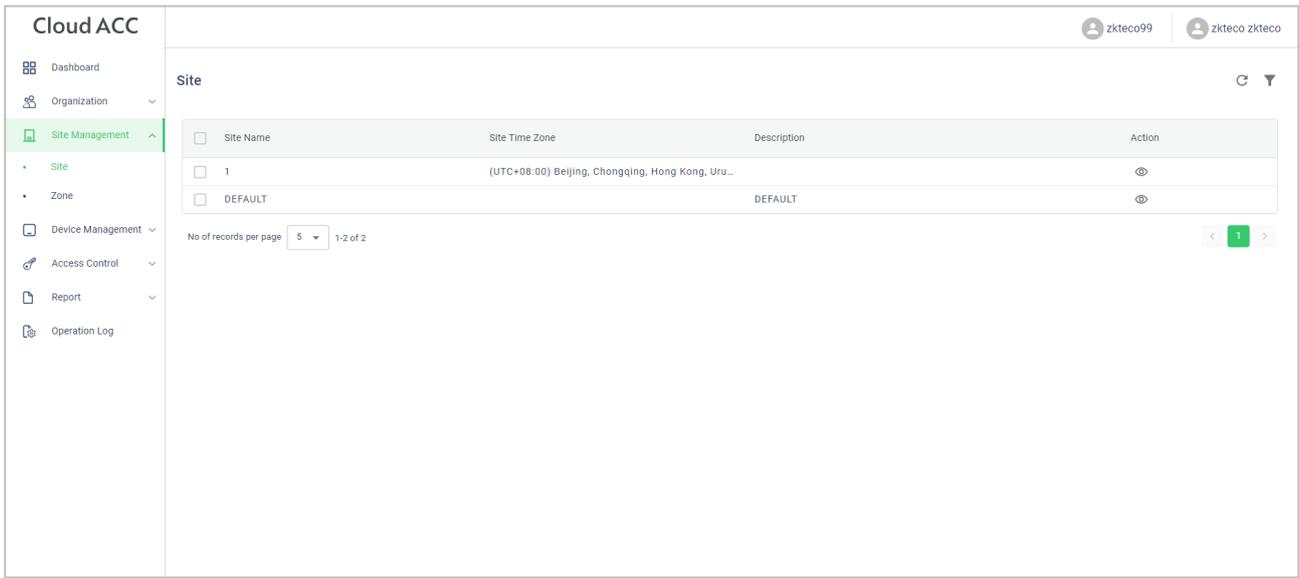


4.3 Site and Zone

4.3.1 Site

Click **Site Management** > **Site** in the left side bar of the **Cloud Access** interface. Users can view the site here.

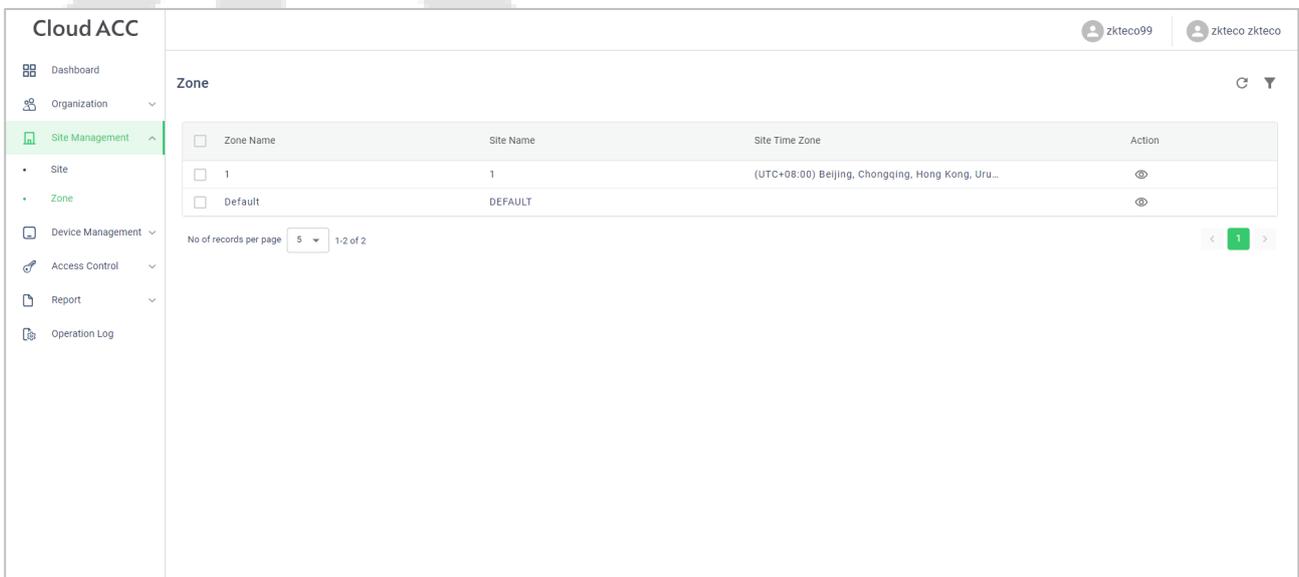
Note: Users can manage the site in **Admin Panel** module and cannot edit any site’s information in **Cloud Access** module.



4.3.2 Zone

Click **Site Management** > **Zone** in the left side bar of the **Cloud Access** interface. Users can view the zone here.

Note: Users can manage the zone in **Admin Panel** module and cannot edit any zone’s information in **Cloud Access** module.

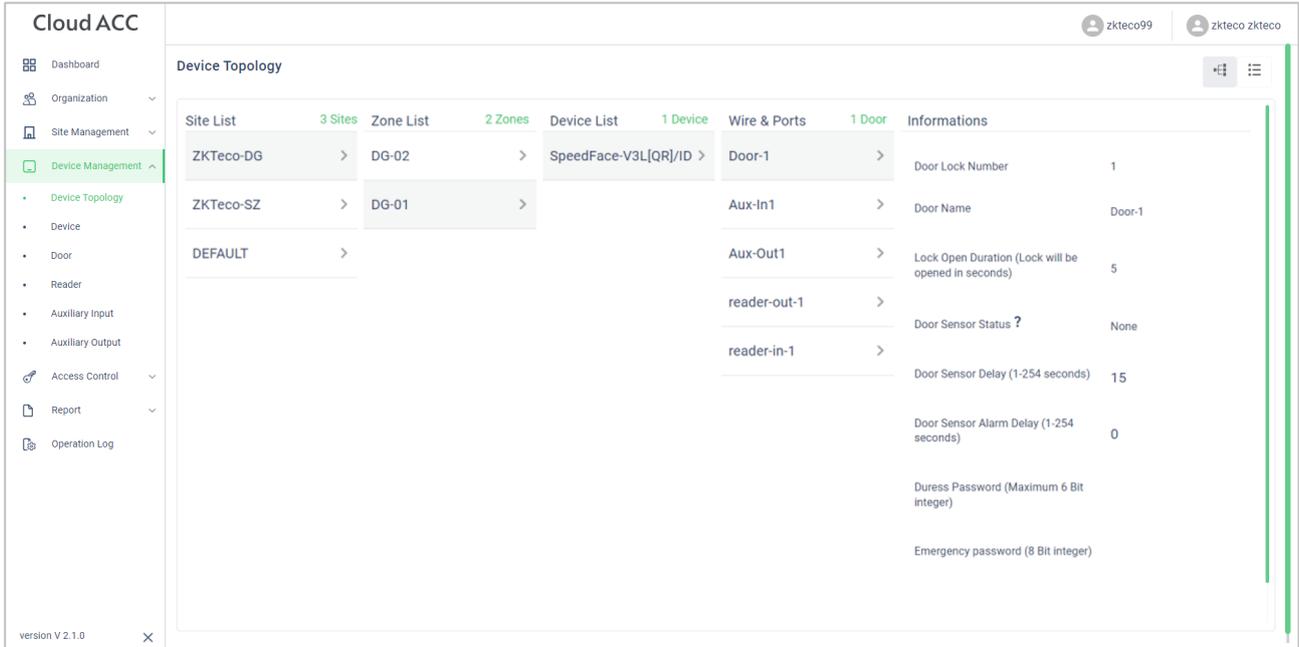


4.4 Device Management

4.4.1 Device Topology

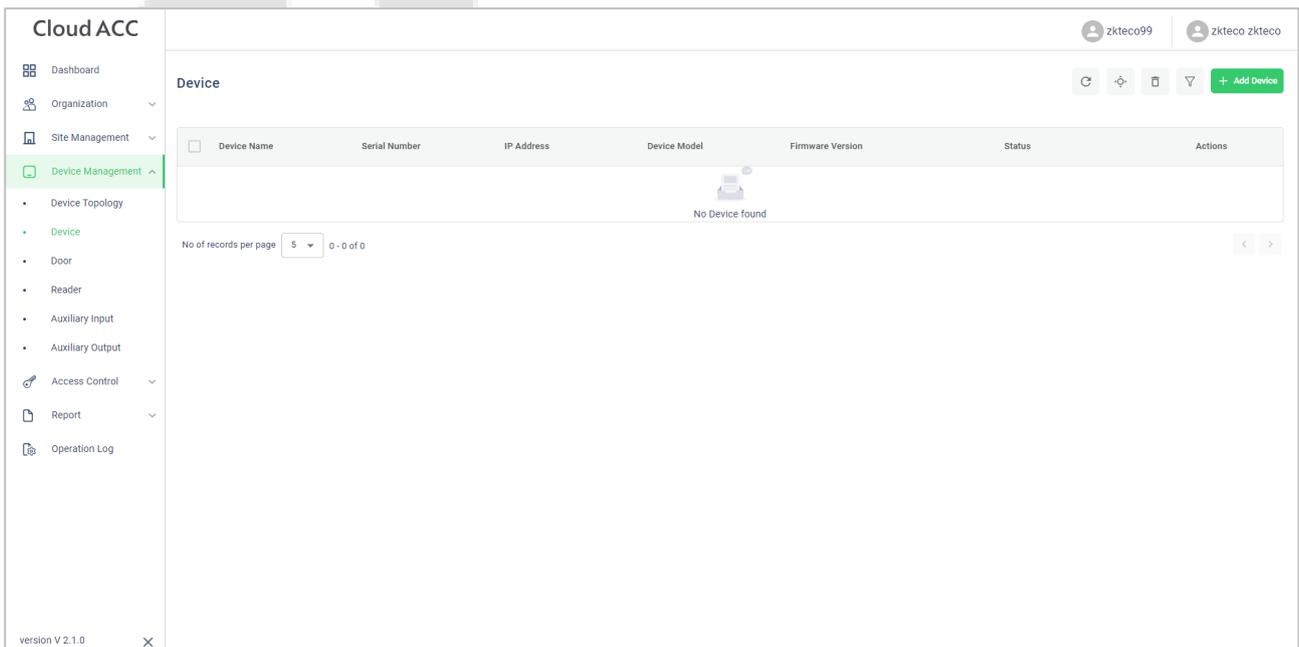
Click **Device Management > Device Topology** in the left side bar of the **Cloud Access** interface. Users can view the overview map of device information.

Note: Click the icon in the upper right corner to switch topology forms.



4.4.2 Device

Click **Device Management > Device** in the left side bar of the **Cloud Access** interface. Users can view and manage the device.



4.4.2.1 Add a Device

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

Ethernet	
IP Address	192.168.163.175
Subnet Mask	255.255.255.0
Gateway	192.168.163.1
DNS	114.114.114.114
TCP COMM.Port	4370
DHCP	<input type="checkbox"/>
Display in Status Bar	<input checked="" type="checkbox"/>

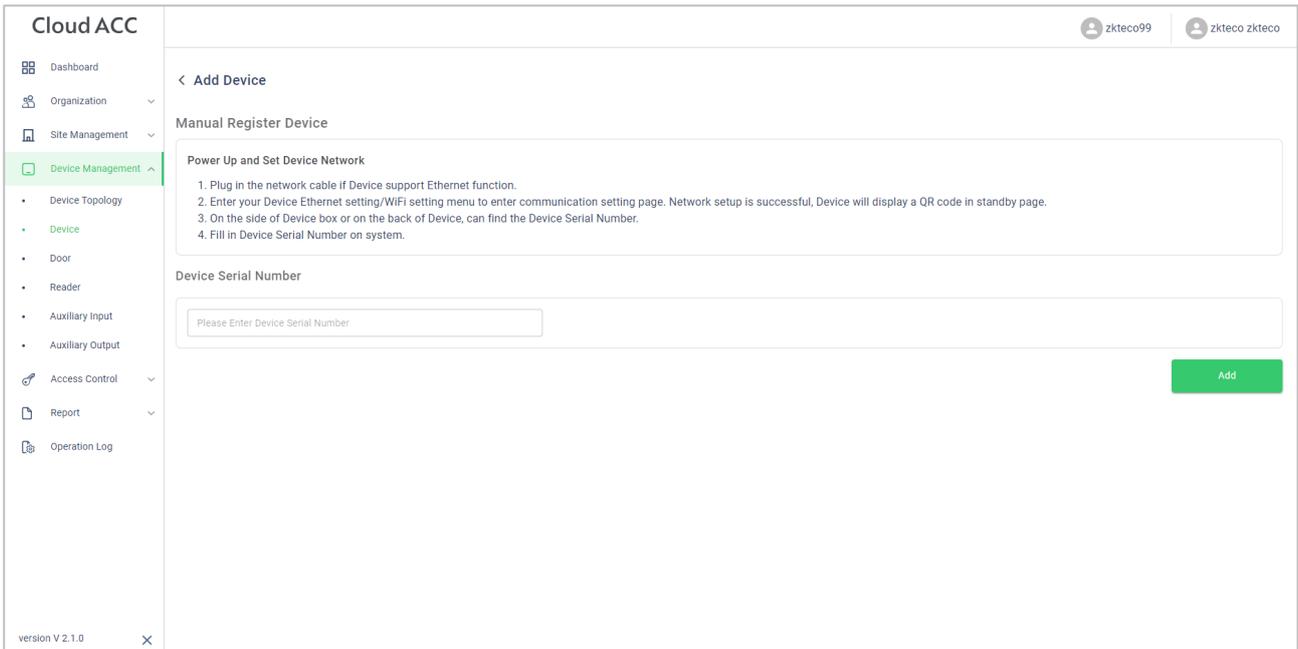
2. Click **+Add Device** button to add a new device.
3. Read and check to the instructions, then click **Continue**.

The screenshot shows the 'Cloud ACC' web interface. On the left is a sidebar menu with 'Device Management' highlighted. The main area is titled 'Add Device' and contains 'Device Network Configuration Steps'. There are three steps:

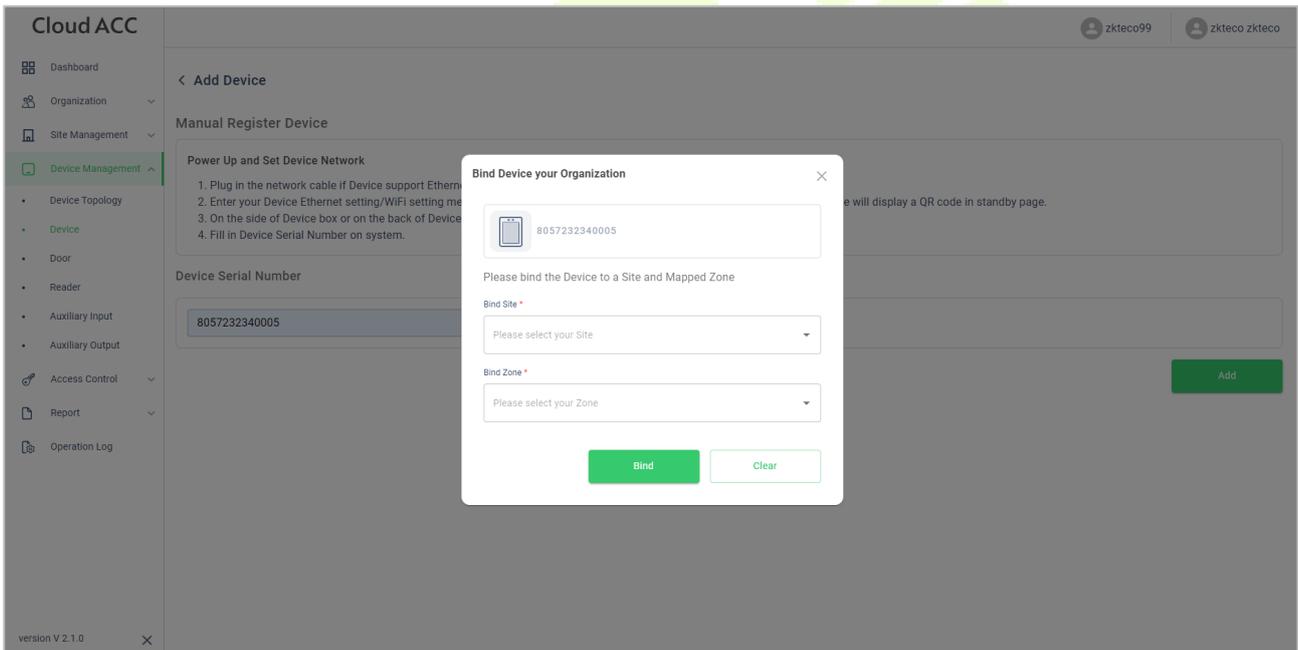
- Step 1: Power up and turn on the Device**: Includes an icon of a power button and text stating that the device will automatically connect to the network if it has one.
- Step 2: Configure the Network**: Includes an icon of a smartphone with network settings and text suggesting Bluetooth or touch screen network settings.
- Step 3: Restore the Factory Settings**: Includes an icon of a device with a reset symbol and text suggesting a factory reset if network settings are not available.

 At the bottom, there is a checkbox 'I have read these instructions' and a green 'Continue' button. The footer shows 'version V.2.1.0'.

- 4. Enter the device's serial number, then click **Add**. (Click **System Info** > **Device Info** on the device to view the serial number)

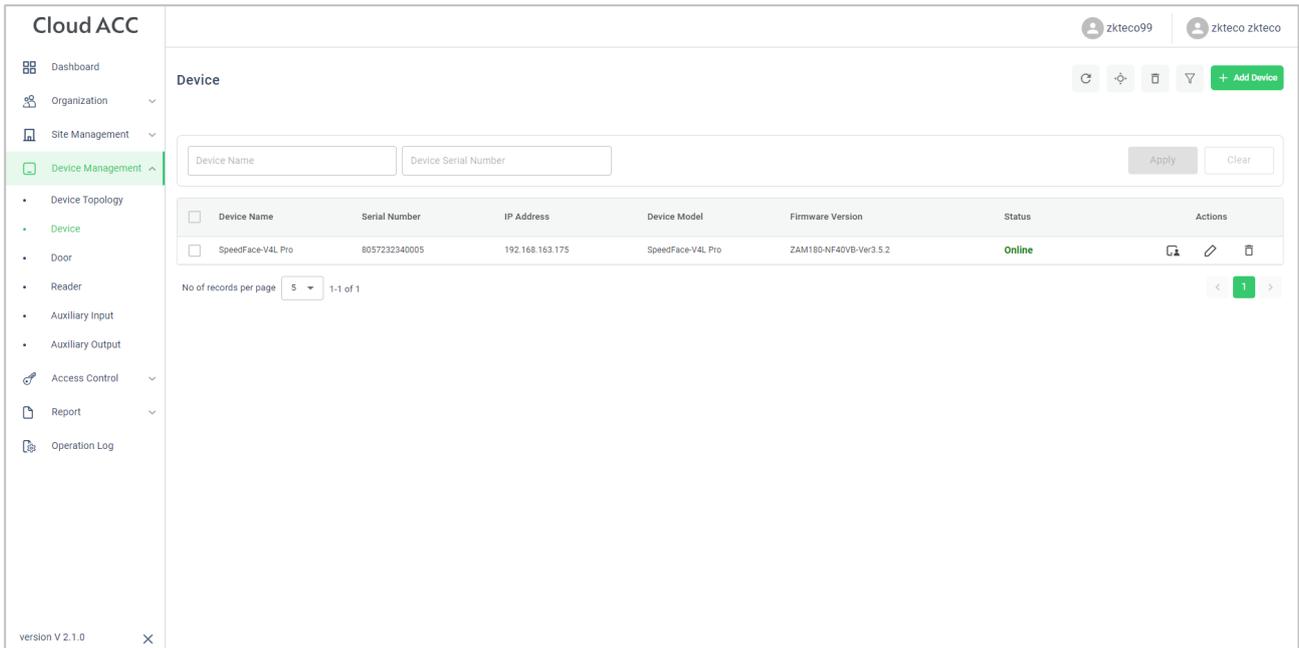


- 5. Choose a site and a zone, then click **Save** to finish.



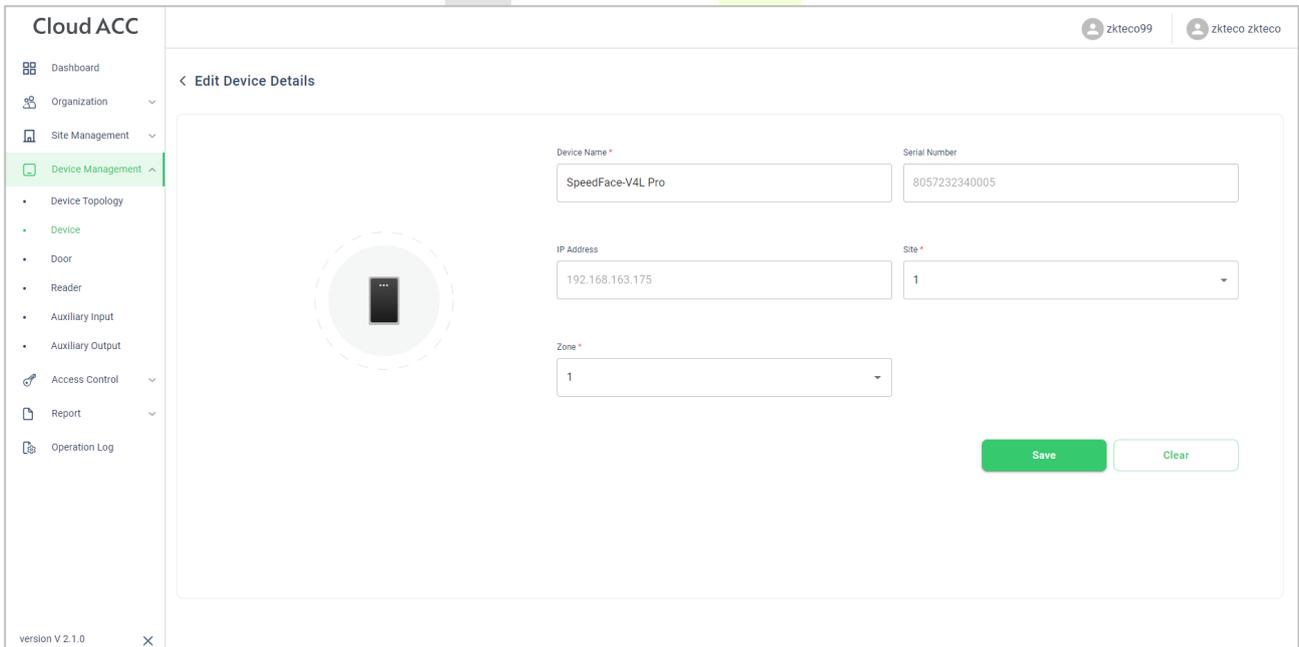
4.4.2.2 Search a Device

In the **Device** interface, click the **Fitter** button  to search a device via device name or serial number.



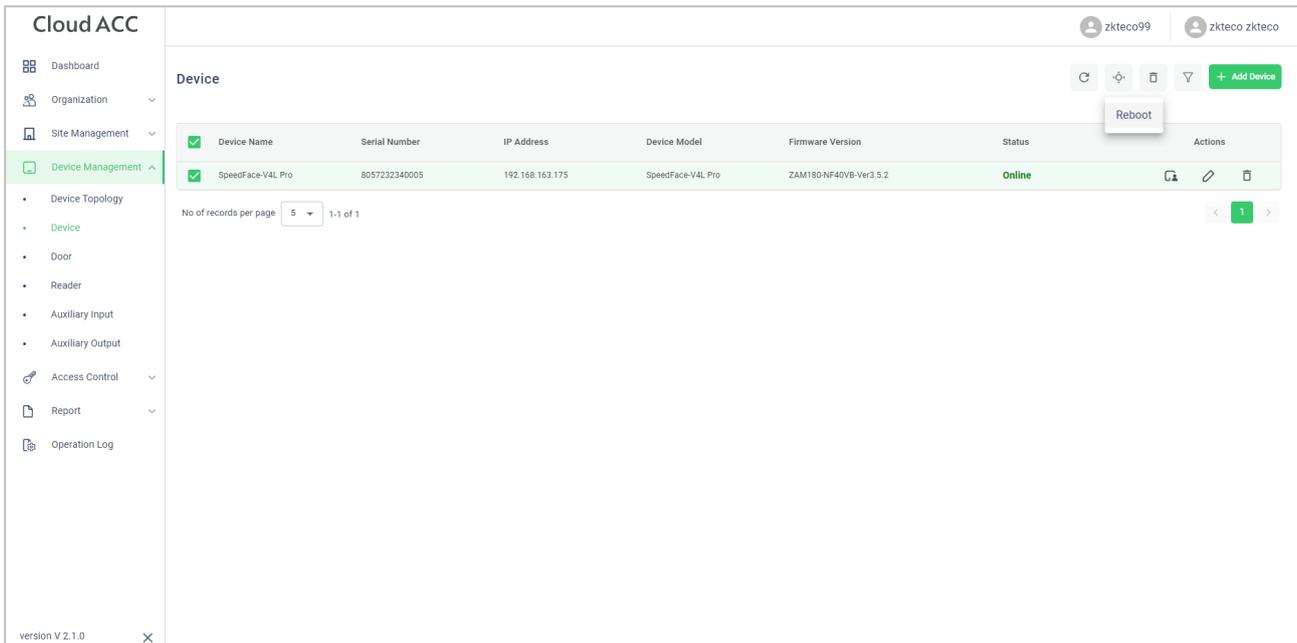
4.4.2.3 Edit a Device

Choose a device in the **Device** interface, click the **Edit** button  to edit this device.



4.4.2.4 Reboot a Device

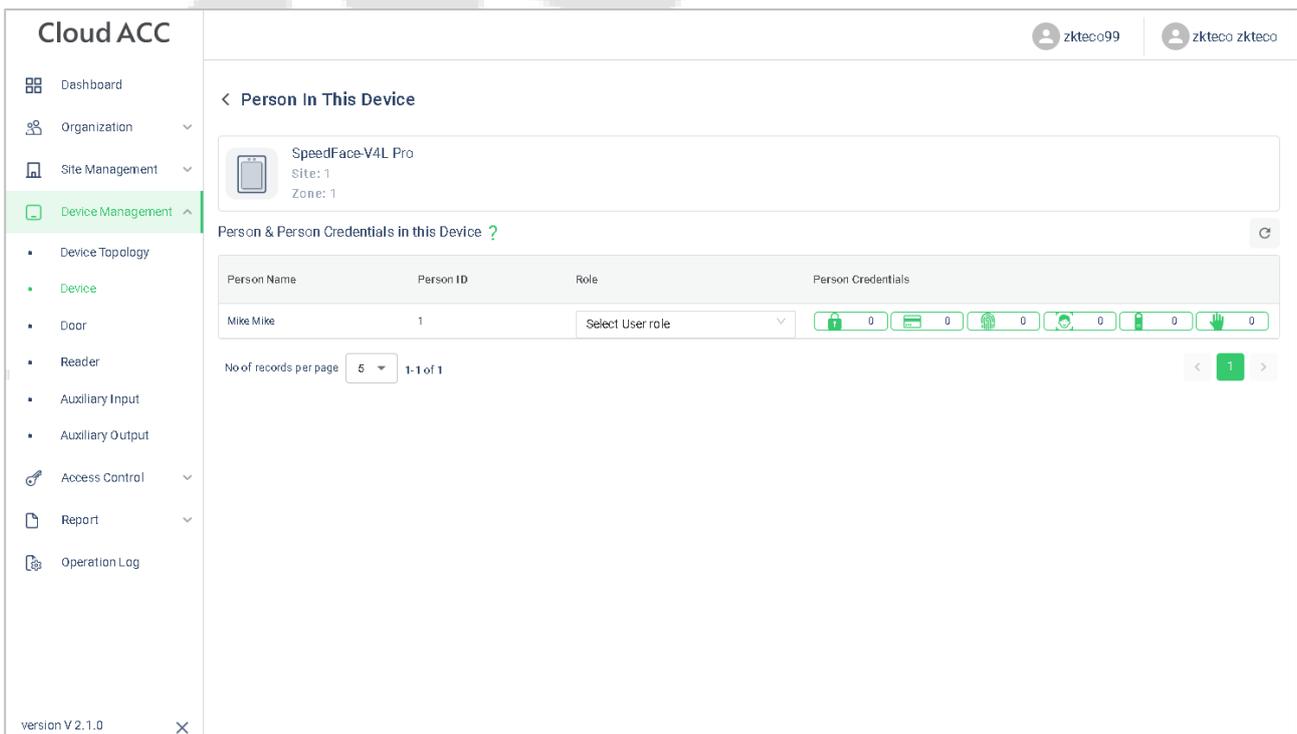
Choose a device in the **Device** interface, click the **Control** button  > **Reboot** to restart this device.



4.4.2.5 Verification Mode and Person Role

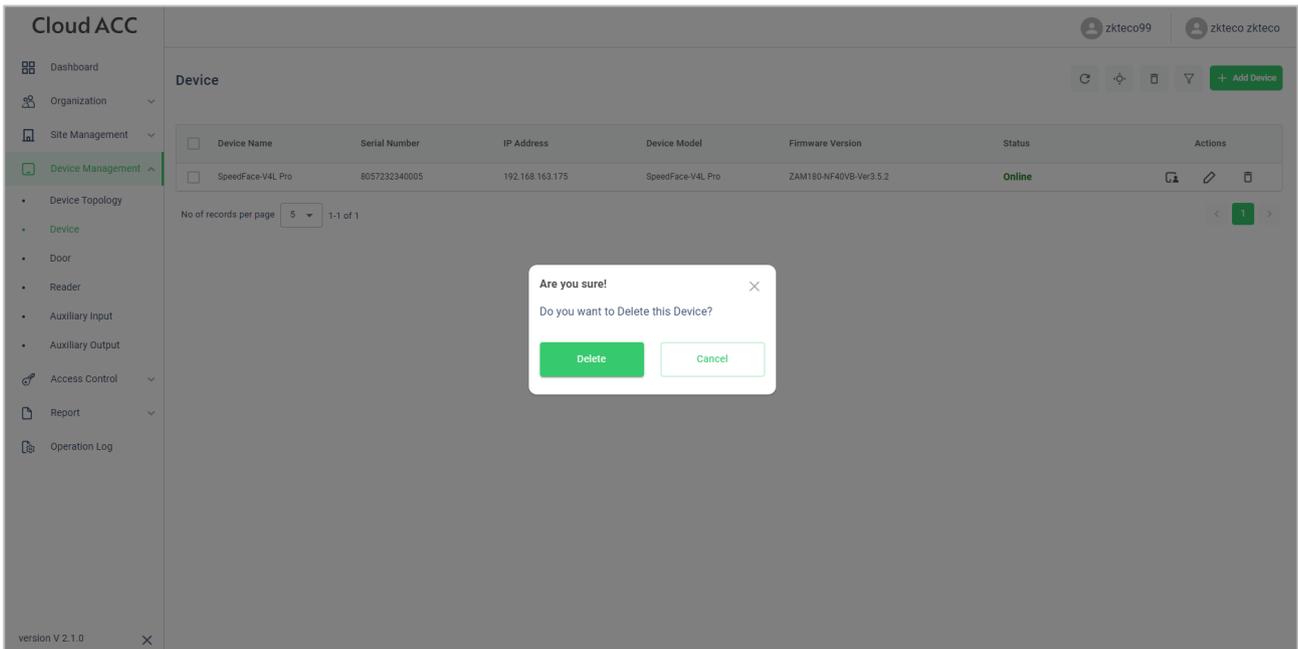
1. Choose a device in the **Device** interface, click the **Person in the Device** button  to restart this device.
2. Click **Role** selection bar to choose a role for persons.
3. Click **Person Credentials** button, then the device will pop up the registration interface, users can register their face (fingerprint and so on) on the device.

Note: The verification method depends on the actual device please.



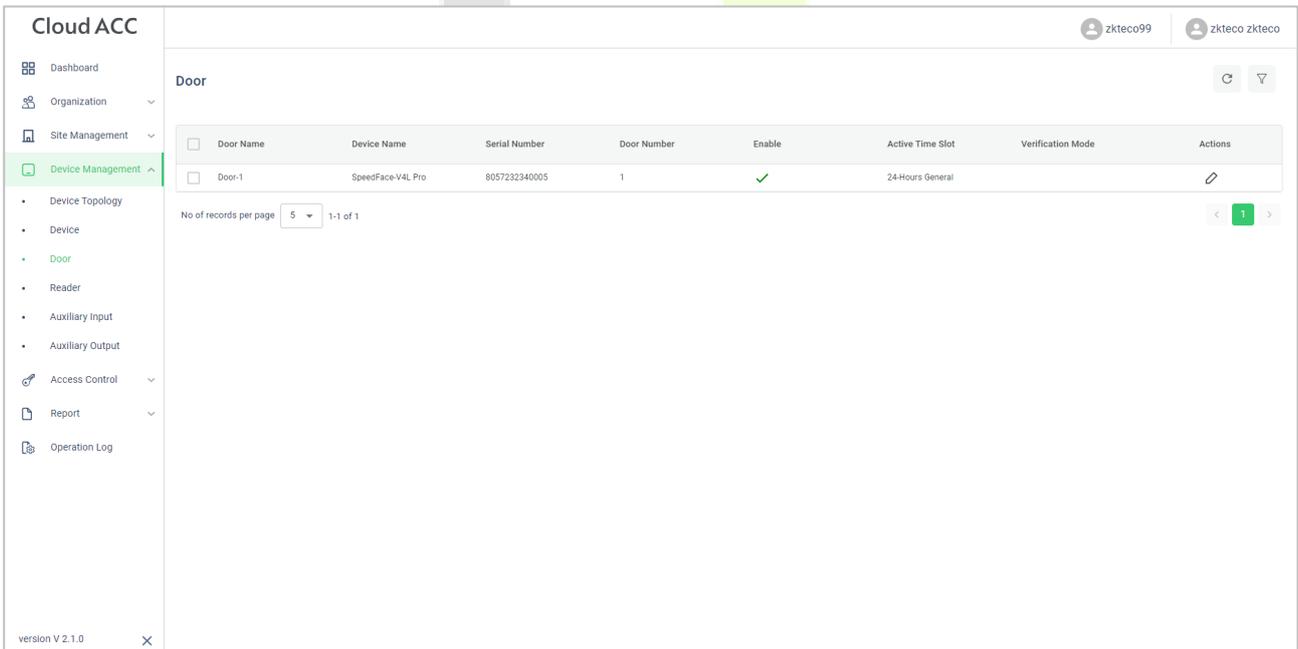
4.4.2.6 Delete a Device

Choose a device in the **Device** interface, click the **Delete** button  to delete this device.



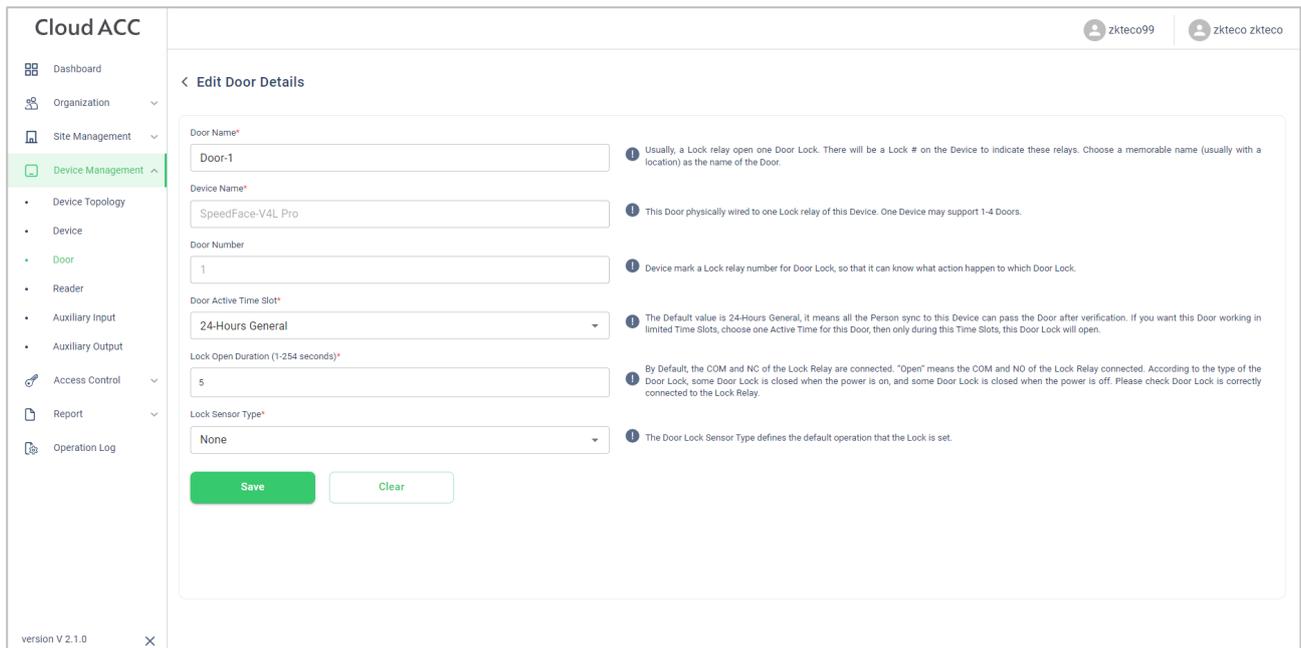
4.4.3 Door

Click **Device Management > Door** in the left side bar of the **Cloud Access** interface. Users can view and edit the access control devices door.



4.4.3.1 Edit a Door

Choose a device in the **Device** interface, click the **Edit** button  to edit this door.



Cloud ACC zkteco99 zkteco zkteco

< Edit Door Details

Door Name* ⓘ Usually, a Lock relay open one Door Lock. There will be a Lock # on the Device to indicate these relays. Choose a memorable name (usually with a location) as the name of the Door.

Device Name* ⓘ This Door physically wired to one Lock relay of this Device. One Device may support 1-4 Doors.

Door Number ⓘ Device mark a Lock relay number for Door Lock, so that it can know what action happen to which Door Lock.

Door Active Time Slot* ⓘ The Default value is 24-Hours General, it means all the Person sync to this Device can pass the Door after verification. If you want this Door working in limited Time Slots, choose one Active Time for this Door, then only during this Time Slots, this Door Lock will open.

Lock Open Duration (1-254 seconds)* ⓘ By Default, the COM and NC of the Lock Relay are connected. "Open" means the COM and NO of the Lock Relay connected. According to the type of the Door Lock, some Door Lock is closed when the power is on, and some Door Lock is closed when the power is off. Please check Door Lock is correctly connected to the Lock Relay.

Lock Sensor Type* ⓘ The Door Lock Sensor Type defines the default operation that the Lock is set.

version V 2.1.0

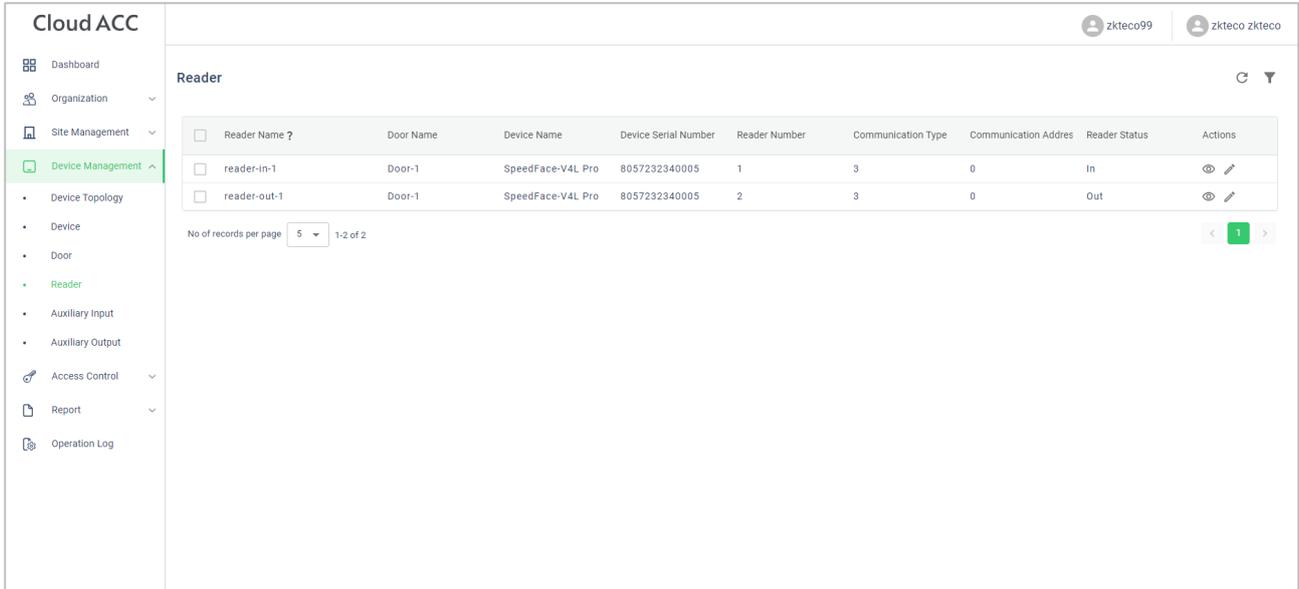
Note:

- **Door Active Time Slot:** The default value is 24-hours general. It means all the person sync to this device can pass the door after verification. If you want this door working in limited time slots, choose one active time for this door, then only during this time slots, this door lock will open.
- **Lock Open Duration:** By default, the COM and NC of the lock relay are connected. "Open" means the COM and NO of the lock relay connected. According to the type of the door lock, some door lock is closed when the power is on, and some door lock is closed when the power is off. Please check door lock is correctly connected to the lock relay.
- **Lock Sensor Type:** The door lock sensor type defines the default operation that the lock is set.

4.4.4 Reader

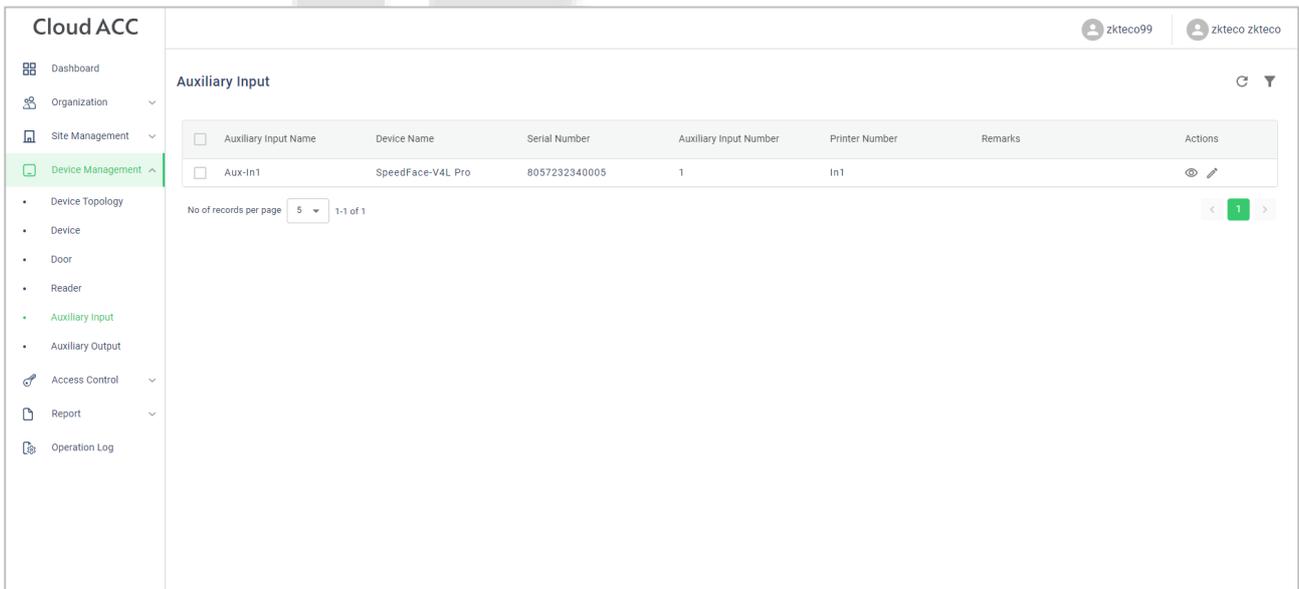
Click **Device Management > Reader** in the left side bar of the **Cloud Access** interface. Users can view and edit the reader of an online device.

Note: A device can have an exit and an entry door reader.



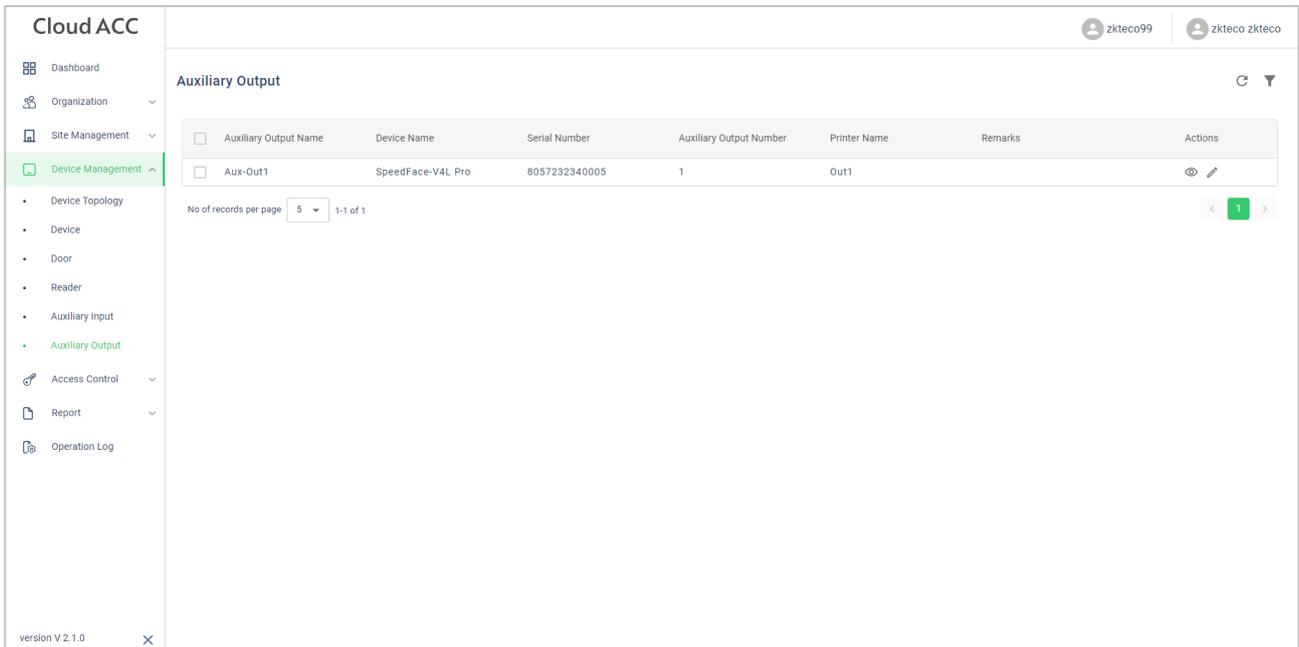
4.4.5 Auxiliary Input

Click **Device Management > Auxiliary Input** in the left side bar of the **Cloud Access** interface. Users can view and edit the auxiliary input of the device.



4.4.6 Auxiliary Output

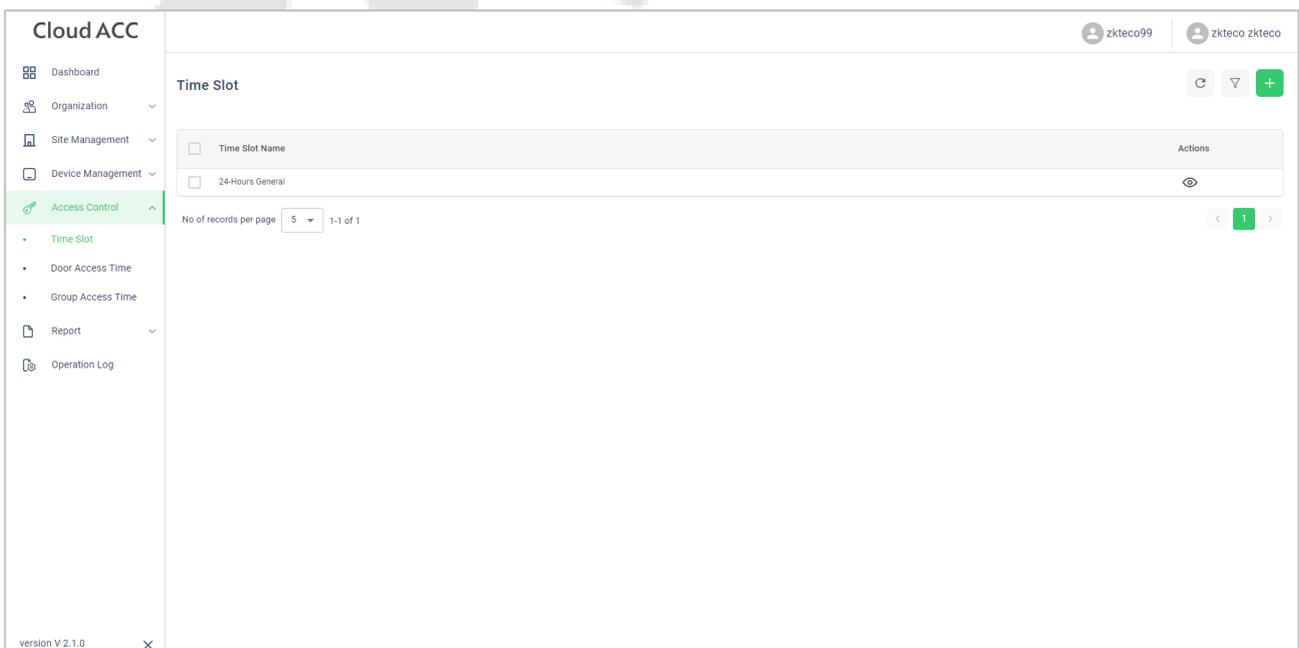
Click **Device Management > Auxiliary Output** in the left side bar of the **Cloud Access** interface. Users can view and edit the auxiliary output of the device.



4.5 Access Control

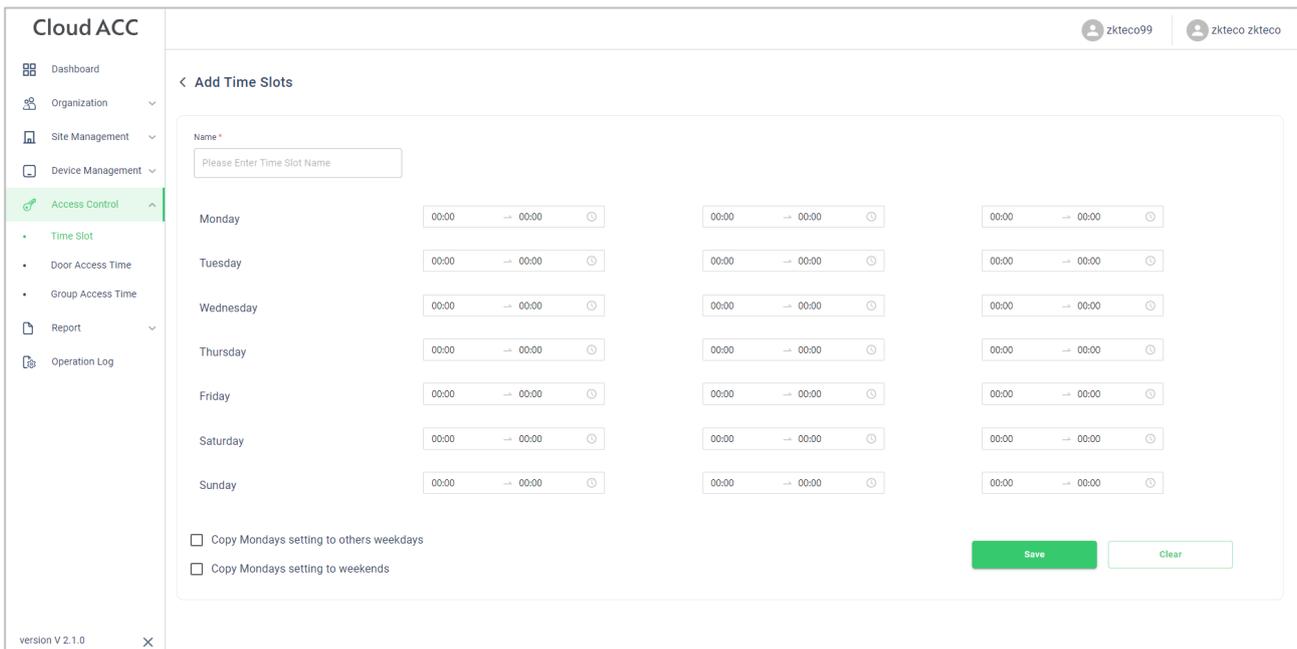
4.5.1 Time Slot

Click **Access Control > Time Slot** in the left side bar of the **Cloud Access** interface. Users can view and add new time slot for employees.



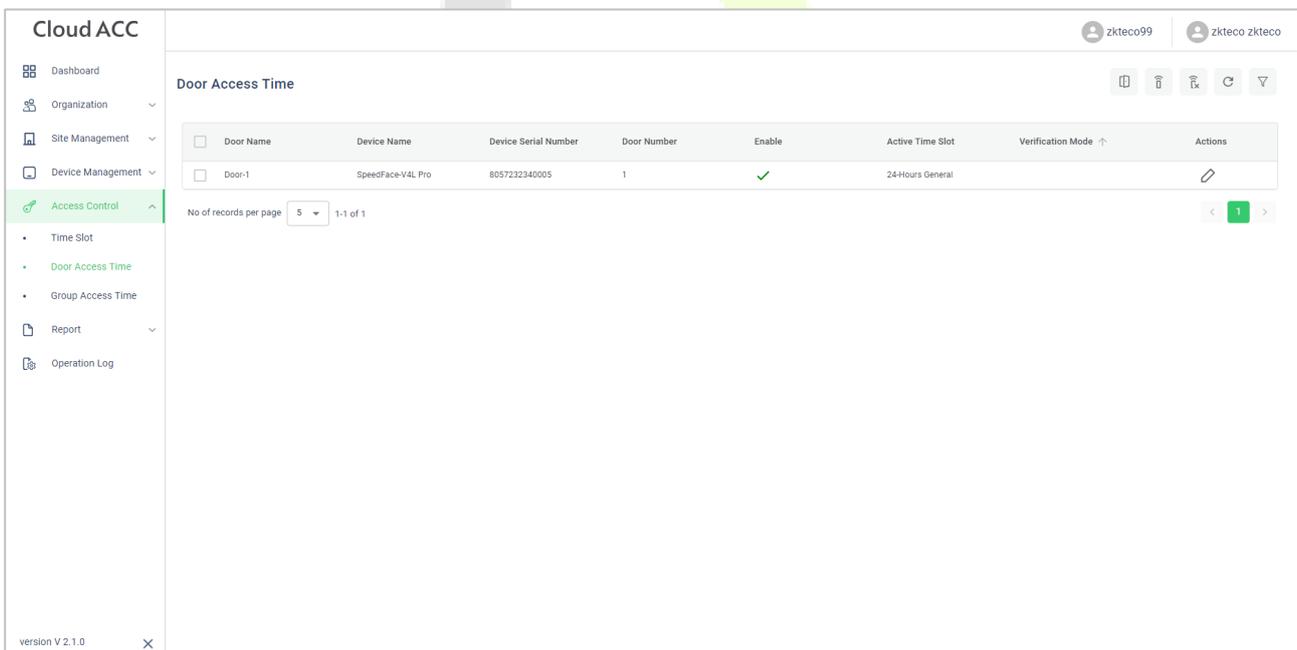
4.5.1.1 Add a Time Slot

In the **Time Slot** interface, click the + button to add a new time slot.



4.5.2 Door Access Time

Click **Access Control > Door Access Time** in the left side bar of the **Cloud Access** interface. Users can view and select the access time period of the device.



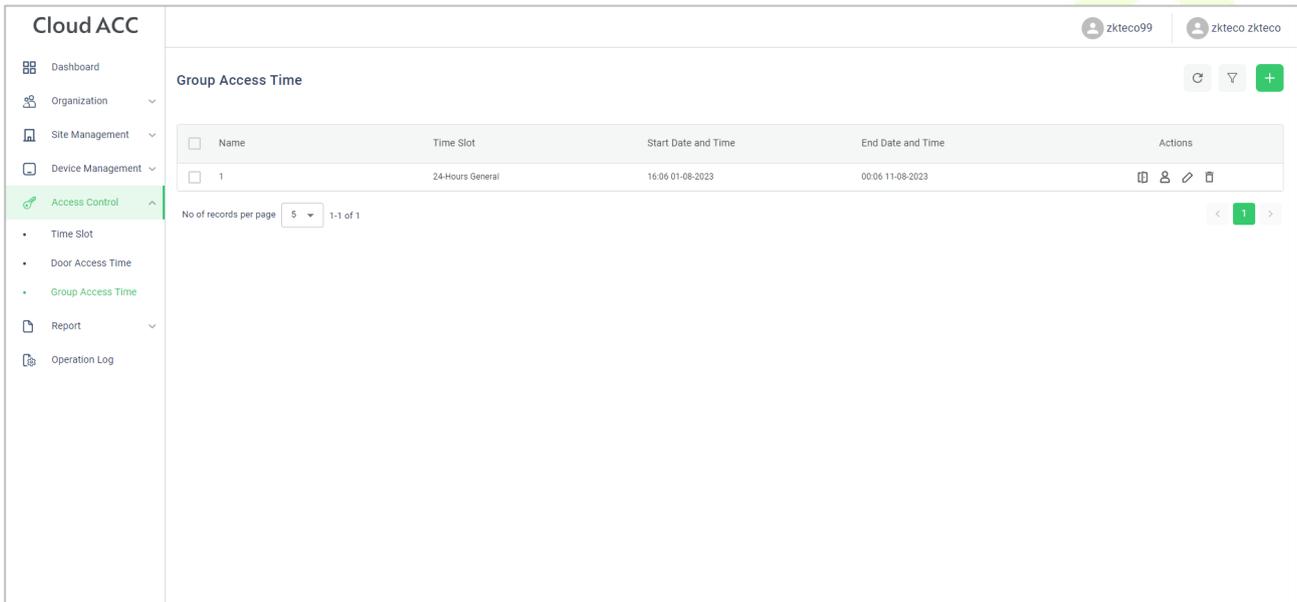
- **Keep Door Open:** Set the door open state.

Note: If select “Switch the Door Keep Open Status Immediately”, door will keep open immediately. If select a time slot, door will keep open in that time slot. **Remote Close** can cancel door keep open status and time slots will become invalid after door closed. If want Door keep open in a time slot again, need set time slots for **Keep Door Open** again.

-  **Remote Open:** Open the door and set the opening duration time.
-  **Remote Close:** Close the door.
-  **Fitter:** Search a device via device serial number.
-  : Edit door access time.

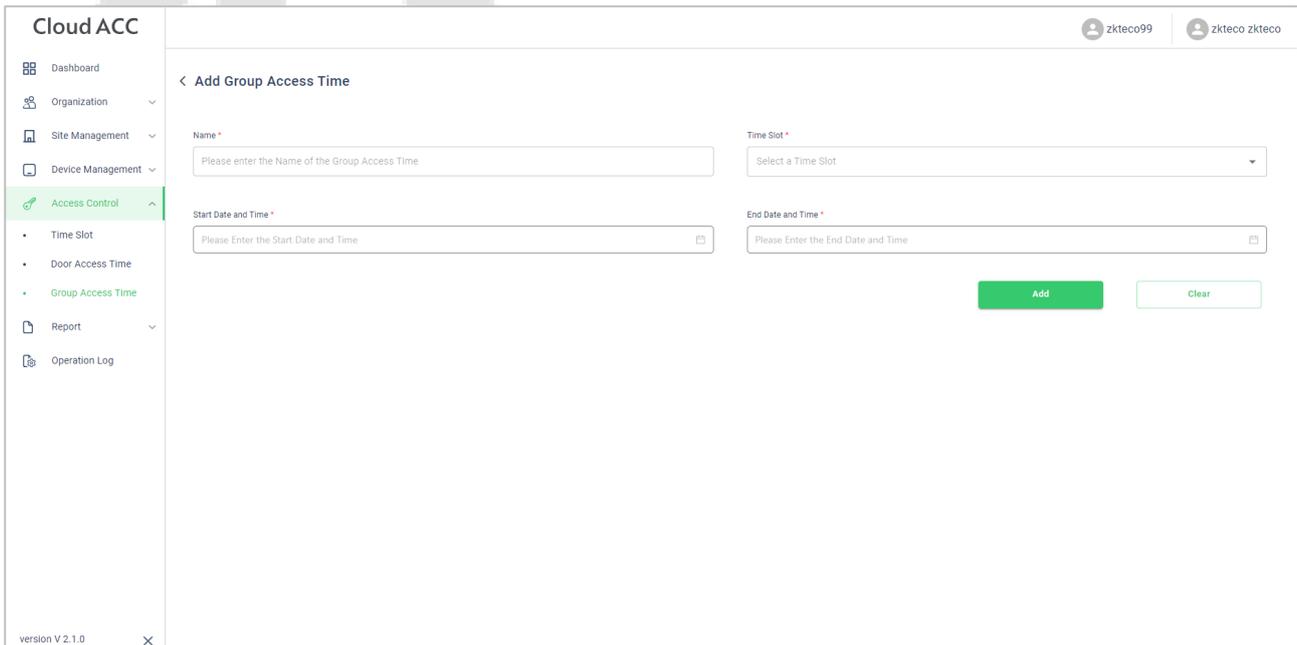
4.5.3 Group Access Time

Click **Access Control > Group Access Time** in the left side bar of the **Cloud Access** interface. Users can set a group to control the access time of person and door at the same time.



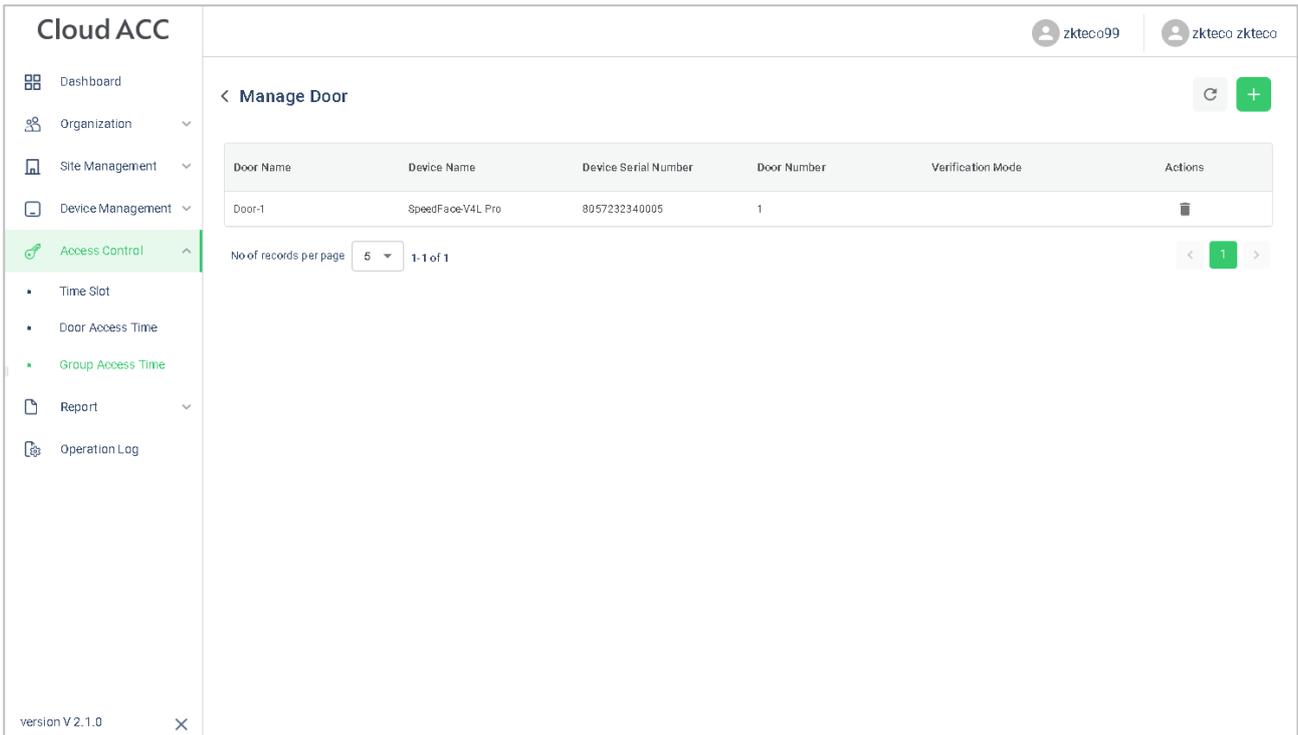
4.5.3.1 Add a Group Access Time

In the **Group Access Time** interface, click the + button to add a new group.



4.5.3.2 Synchronize Person to Device

1. Click **Manage Door** button  > **Add** button  to choose a device.

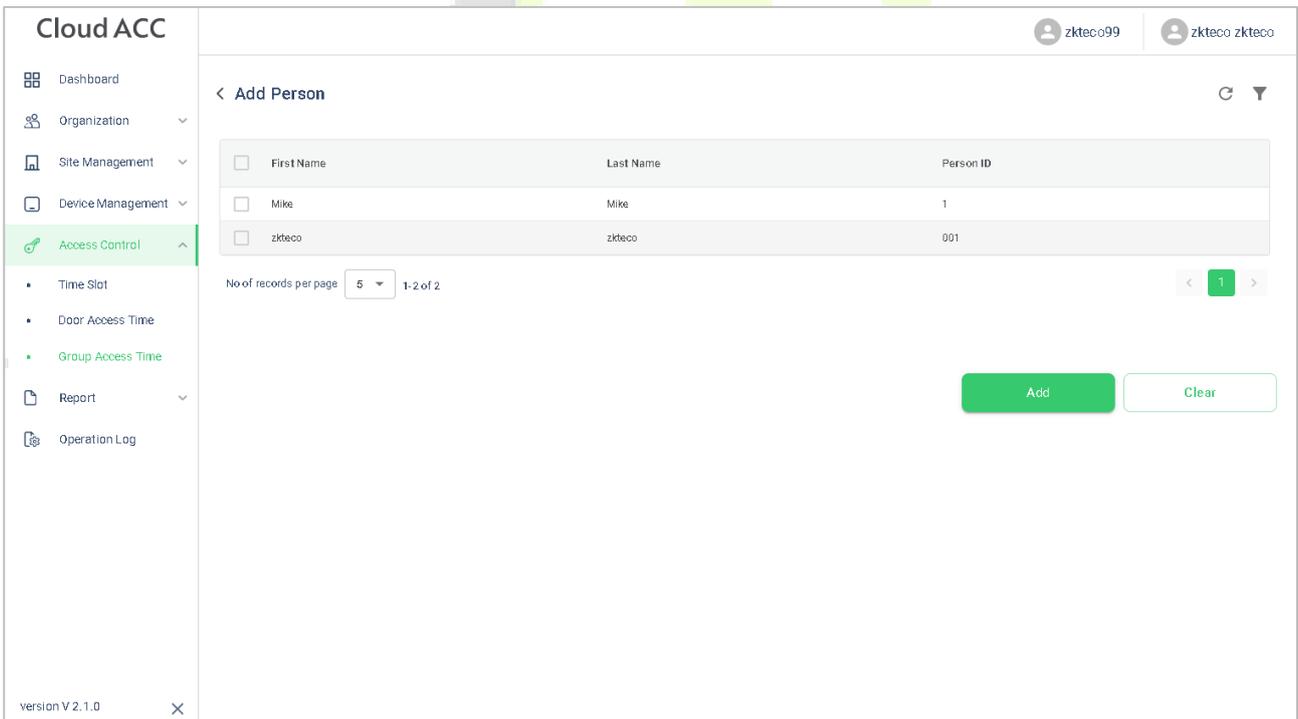


The screenshot shows the 'Manage Door' interface in the Cloud ACC system. The left sidebar contains navigation options: Dashboard, Organization, Site Management, Device Management, Access Control (highlighted), Time Slot, Door Access Time, Group Access Time, Report, and Operation Log. The main content area is titled '< Manage Door' and features a table with the following data:

Door Name	Device Name	Device Serial Number	Door Number	Verification Mode	Actions
Door-1	SpeedFace-V4L Pro	8057232340005	1		

Below the table, there is a pagination control showing 'No of records per page' set to 5 and '1-1 of 1'. A green '+ Add' button is visible in the top right corner of the main content area.

2. Click **Manage Person** button  > **Add** button  to allocate person to this device.

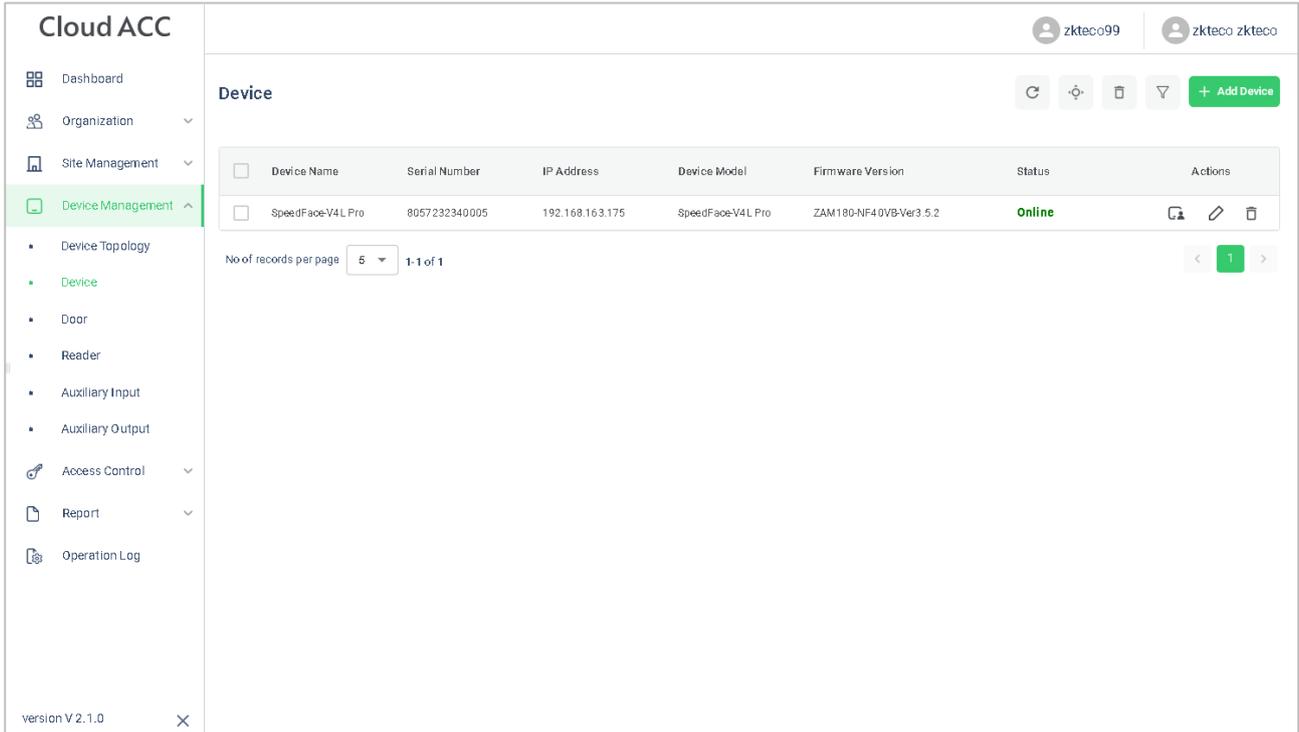


The screenshot shows the 'Add Person' interface in the Cloud ACC system. The left sidebar is identical to the previous screenshot, with 'Access Control' highlighted. The main content area is titled '< Add Person' and features a table with the following data:

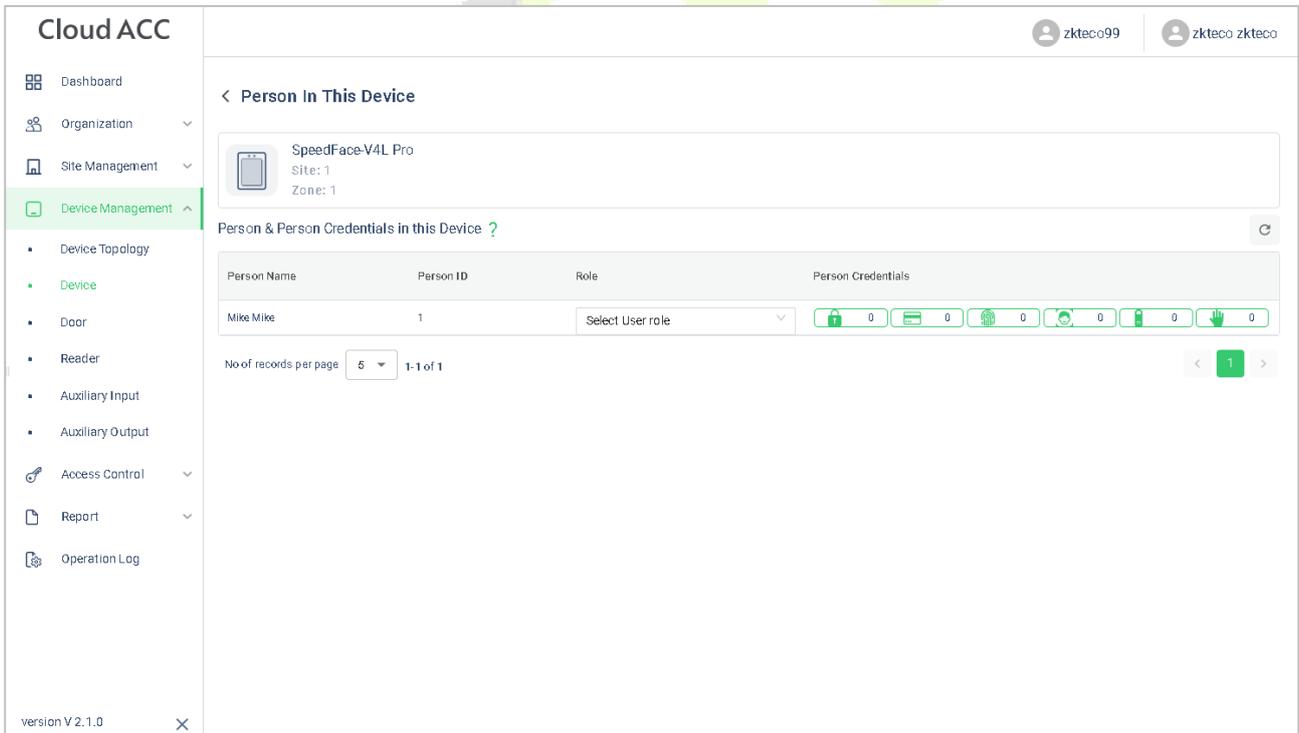
<input type="checkbox"/>	First Name	Last Name	Person ID
<input type="checkbox"/>	Mike	Mike	1
<input type="checkbox"/>	zkteco	zkteco	001

Below the table, there is a pagination control showing 'No of records per page' set to 5 and '1-2 of 2'. At the bottom right, there are two buttons: a green 'Add' button and a white 'Clear' button.

3. Click **Device Management > Device** to enter the **Device** interface.



4. Choose a device and click **Persons in the Device** icon to view the person list.



4.6 Report

Click **Report > Events** in the left side bar of the **Cloud Access** interface. Users can check the specific information of all devices' events.

Person ID	Person Name	Device Name	Device Serial Number	Event Time	Event Address	Event Name	Verification Mode
0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:15:26	1		
0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:33	1		
0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:27	1		
0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:09	1		
0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:03	1		

4.7 Operation Log

Click **Operation Log** in the left side bar of the **Cloud Access** interface. Users can check the operation log in **Cloud Access**.

Person ID	Person Name	Device Name	Device Serial Number	Event Time	Event Address	Event Name	Verification Mode
0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:15:26	1		
0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:33	1		
0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:27	1		
0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:09	1		
0		SpeedFace-V4L Pro	8057232340005	2023-09-06 14:09:03	1		

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