USER MANUAL

ZKBioSecurity Mobile App

Manual Version :   1.0

Date :   July, 2017

Software Version :   ZKBioSecurity 3.0.5.0 or above.

App Version: 1.0.1

Important Claims

Firstly, thank you for acquiring this product. Before using, please read this manual carefully to understand the App and Server functions better and get the best user experience.

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Tips:

Download and install the App from mobile application stores such as App Store and Google Play.
Requirements:
- iPhone 5 and above & iOS 8+ are applicable.
- Android 4.4+, supporting main models such as MI, Samsung, Meizu, Huawei, VIVO and OPPO are applicable.

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Content

1 Login

1.1 Using and Login the App (For the First Time)

After you download, install, and open the App for the first time, the procedure to login is the following:

1. On the ZKBioSecurity Server, add and register the App client in [System] > [Authority Management] > [Client Register] > [New].


2. On the App login interface, select [Server Settings]. On the [Server Settings] interface, input the IP address and port number of the server. You can also use a domain name. Click the QR code icon to scan the QR code of the new App client on the server. After the verification is successful, input the client name on the App, and click [Test Connection]. After the test is successful, click [Save].
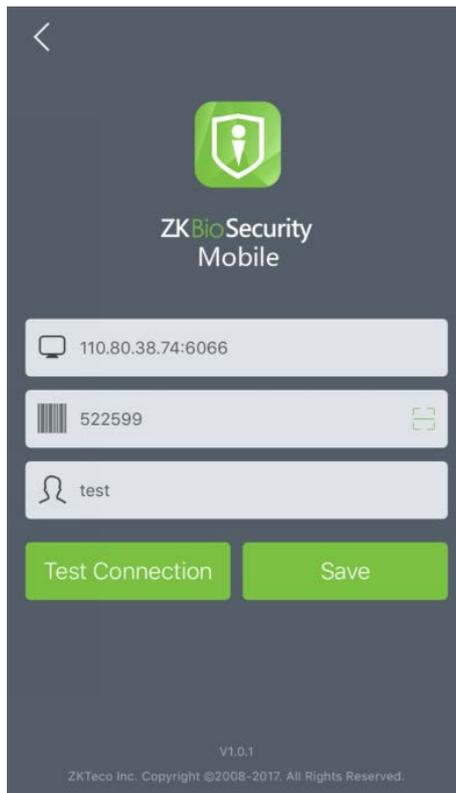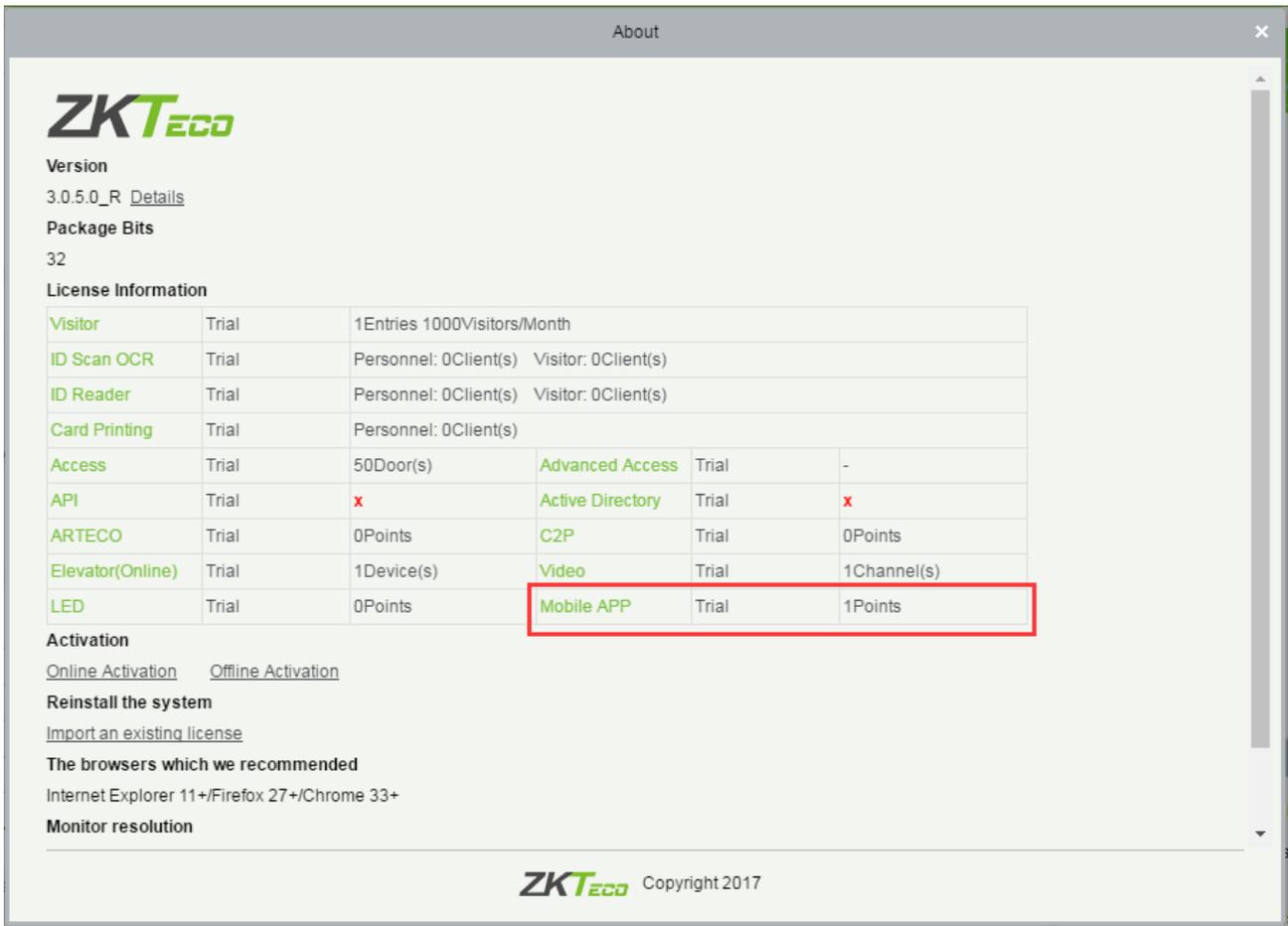
3. Return to the App login interface, input the correct user credentials (username and password) and then click [Login].
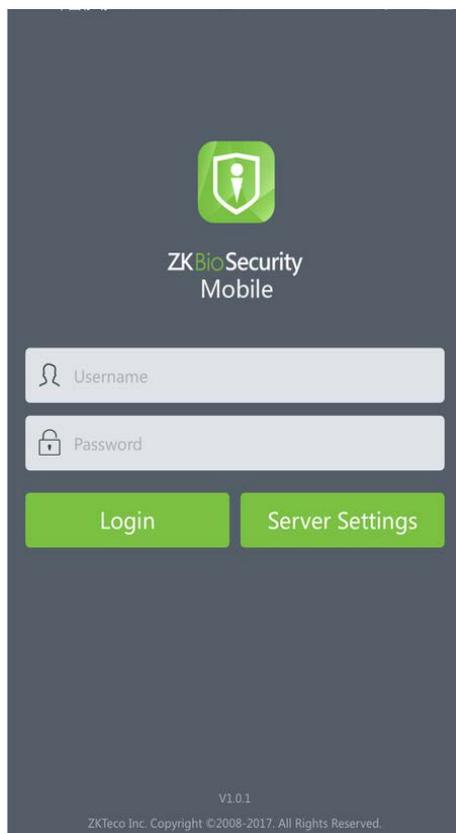
Notes:

1> The number of App clients (points) to be used is authorized by a license.

2> One registration code equals to one App point and can be used with only one mobile client.

1.2 Using and Login the App (Not for the First Time)

When you log in to and use the App not for the first time, the login page retains the server and user name used in the previous login, and you simply need to input the password for login. You can also change the settings on the server to log in with a new user name and a new password.

Note: Server information such as user name and password need verification. You can add, modify or delete a login account, or set account permissions only through the ZKBioSecurity software on the server.

2 Main Menu

After you successfully login, you will get to see the main menu interface, as shown in the following figure:
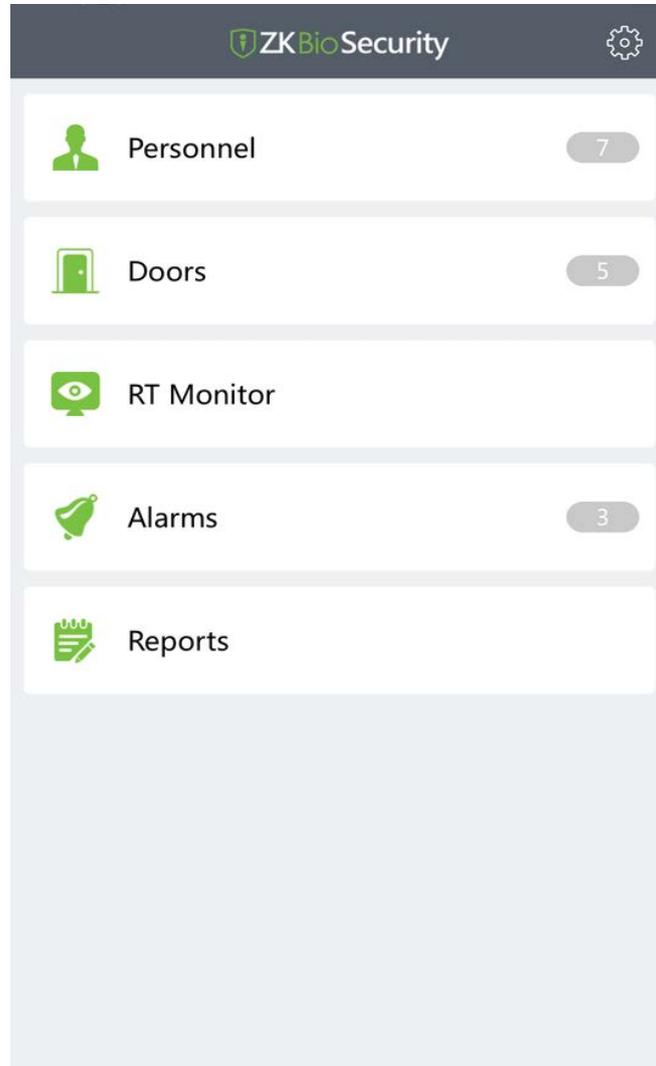
The main menu interface displays all the App functions, including the following:

① Personnel (HR administration)

② Doors (door management)

③ RT Monitor (real time events)

④ Alarms

⑤ Reports

⑥ System Settings (at the upper-right corner)

3   Personnel

3.1   Personnel List

Click [Personnel] on the main menu interface to access the personnel list. This interface shows brief information about all users, including the name, personnel ID, fingerprints, cards, and passwords

Note: Fingerprints, cards, and passwords are distinguished with colors. If any has been registered, will be displayed in green, otherwise, will be displayed in gray.

See the following figure:
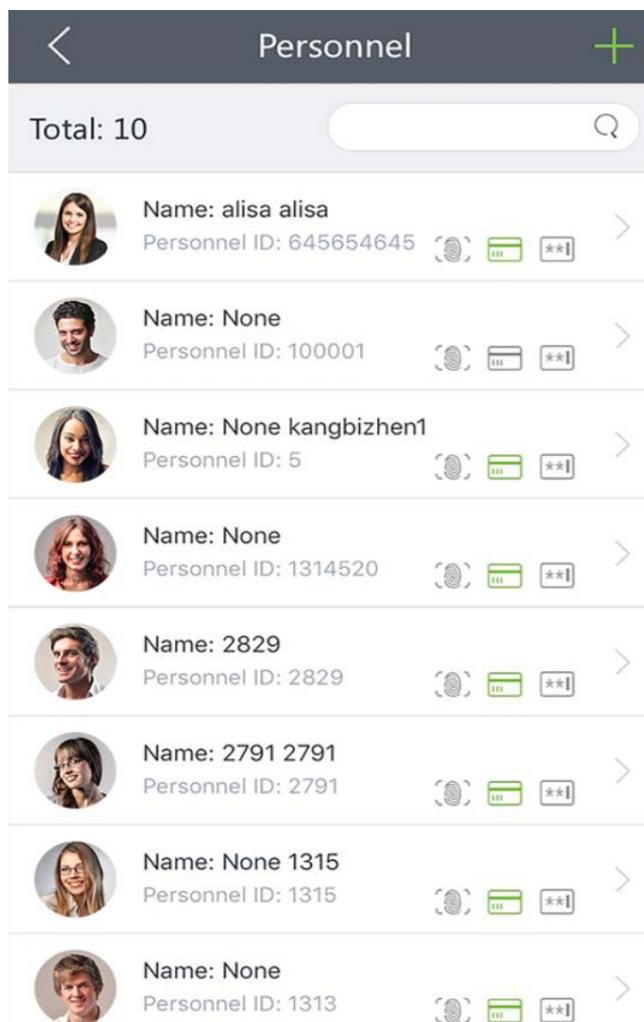

Personnel Quantity Statistics: The total number of users is automatically calculated and displayed at the upper-left corner.

Search Function: You can search by personnel ID or name (fuzzy search supported). See the following figure:
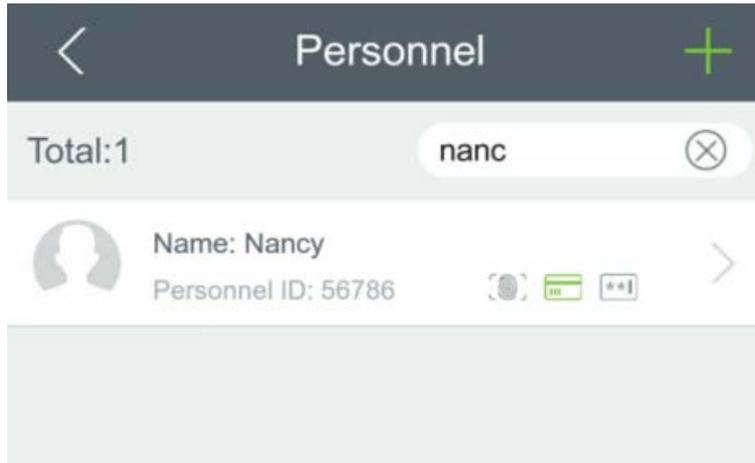
Deleting Personnel: Select the person to be deleted and slide left. The [Delete] button will be displayed, as shown in the following figure:
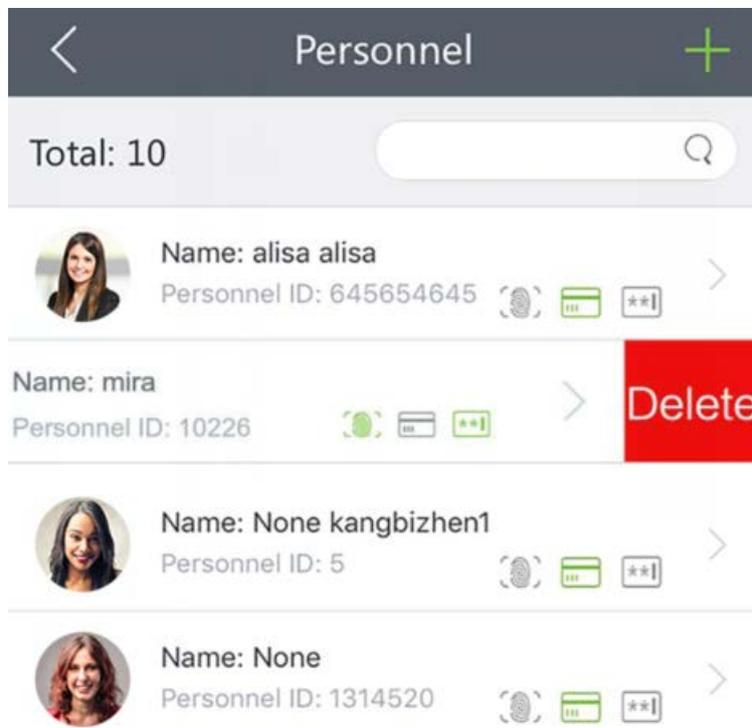
3.2 Personnel Details

On the Personnel interface, you can access the personnel details after selecting a person. The details of the user will be displayed, including personnel ID, name, gender, department, card number, password, mobile number, email, door access level and picture.

● **Editing Personnel Information**

On this interface, you can directly modify the personnel information (except the personnel ID). After modifying, click

on the upper-right corner to save the information to the server, or click to exit the current interface, as shown in the following figure:
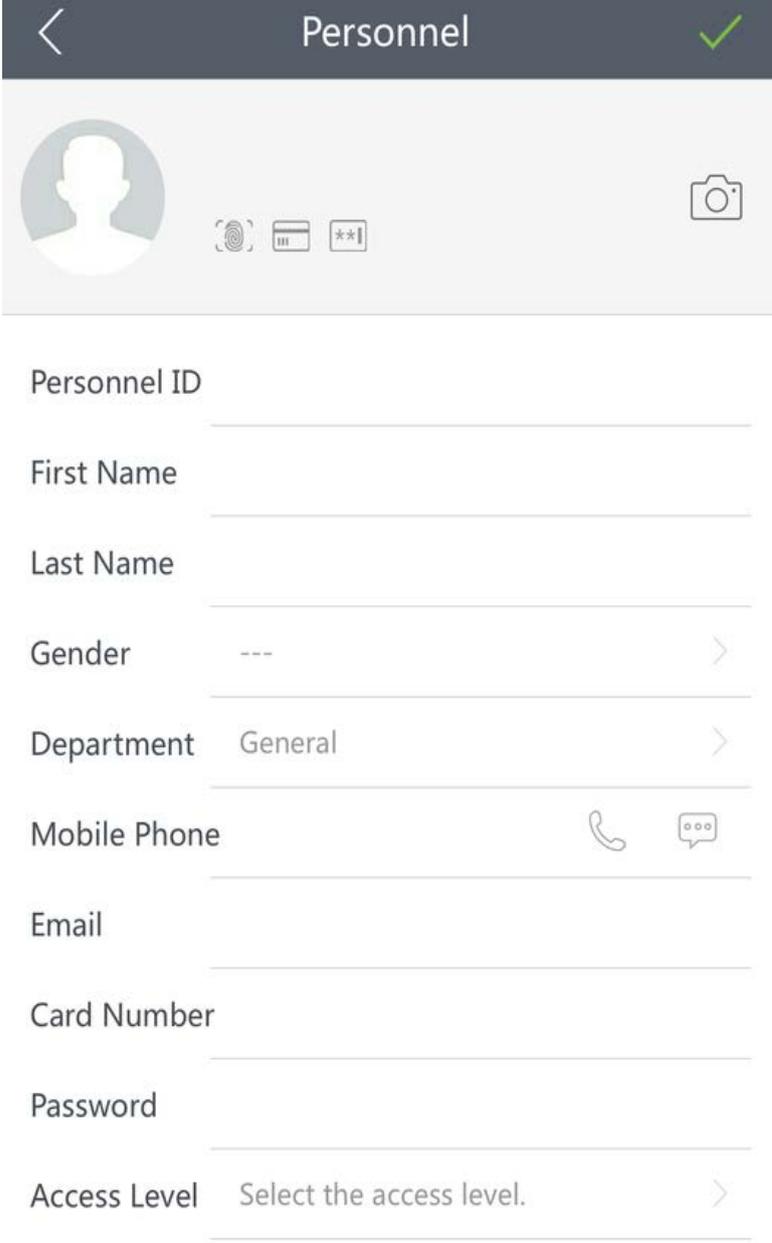
Changing Picture: Click the camera button ⃞ to take a picture and save it.

Call and SMS: Click the ☎ 💬 buttons. With certain rights, you can make a call or send a SMS.
Door Access Level: It is necessary to previously set door access levels through the software, and then select the access level on this interface.

● **Adding Personnel**

Click the ⊞ button at the upper-right corner of the Personnel interface to add a person. This interface is similar to the personnel details. Input the information manually and click ✓ at the upper-right corner for saving or click ‹ at the upper-left corner to return to the personnel list.

4 Door Management

4.1 Doors

Click [Doors] on the main menu to access the [Doors] interface. All the doors information will be displayed on a list, including device and door name, doors quantity and device IP address, as shown in the following figure:

Door Quantity Statistics: The total number of current doors is automatically calculated and displayed at the upper-left corner.

Search Function: You can search by door name (fuzzy search supported), as shown in the following figure:
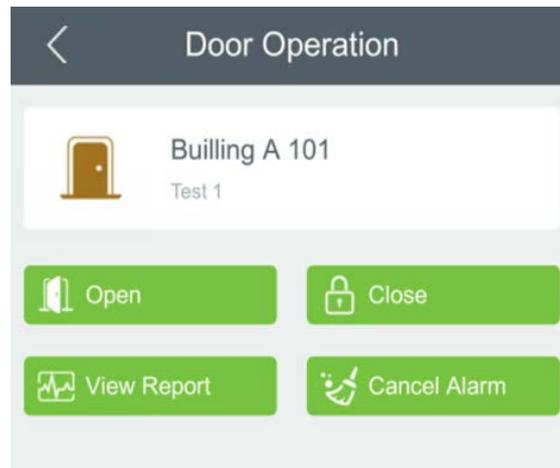
Icons Description:

: Indicates the door status is normal.
: Indicates the door status is abnormal.
: Indicates the device is disconnected.

4.2 Door Operations

On the [Doors] interface, you can click a door to access the [Door Operation] interface. There are four related operations including: Door Open, Door Close, View Report and Cancel Alarm, as shown in the following figure:

Door Open: Click to show the opening time input, and then open the door remotely.

Door Close: Click to close the door remotely.

Cancel Alarm: Click to cancel the related alarms on the current door.

View Report: Click to access the event record list of the door. This interface displays all the related events of the current door obtained from the server. You can view the details by clicking an event record.

The event record list includes: Door information, Event type, Door opening time, Area name, Personnel ID, and Name

as shown in the following figure:
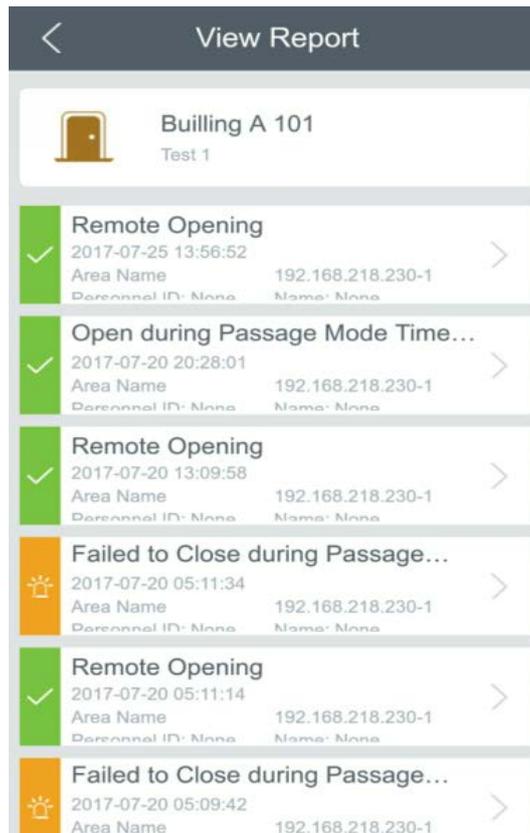
Event details include: Time, Personnel ID, Area, Device, Event Point, Event Description, Card Number, Name, Reader Name, and Verification Mode as shown in the following figure.
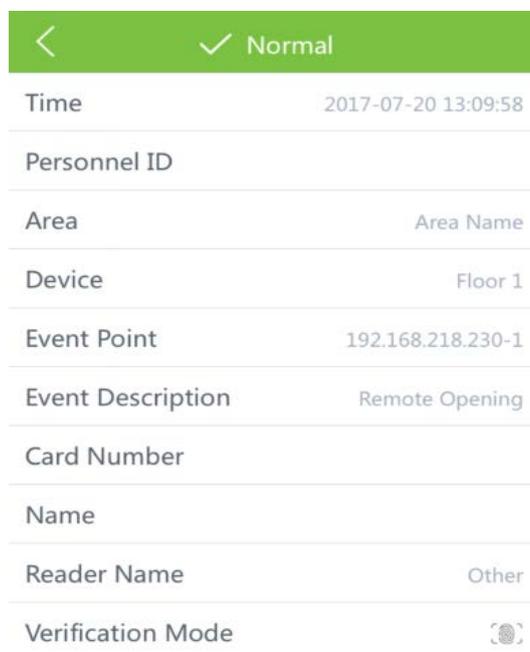
5   Real Time Monitoring

5.1   RT Monitor

On the main menu, click [RT Monitor] to access [Real Time Monitoring]. On this interface, you can view the real-time event records of all current doors on the server. The event records are classified into three types: normal, abnormal, and alarm.

Normal Events: marked with .

Abnormal Events: marked with .

Alarm Events: marked with .

Note: The message "Receiving real time data" is displayed on the interface when no real-time data exists. This is normal. See the following figure:
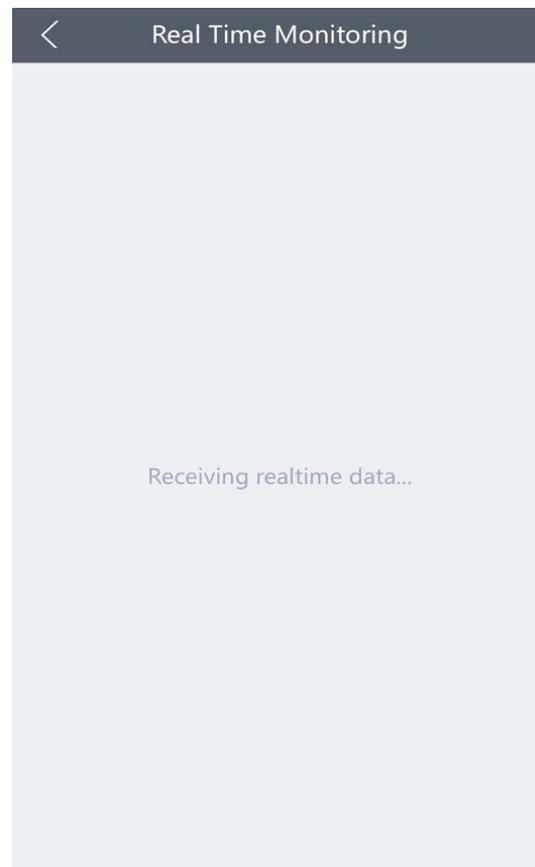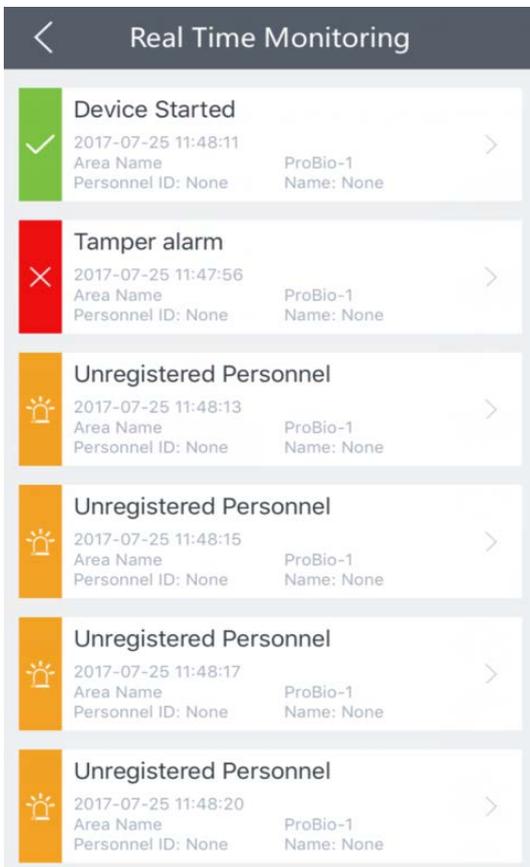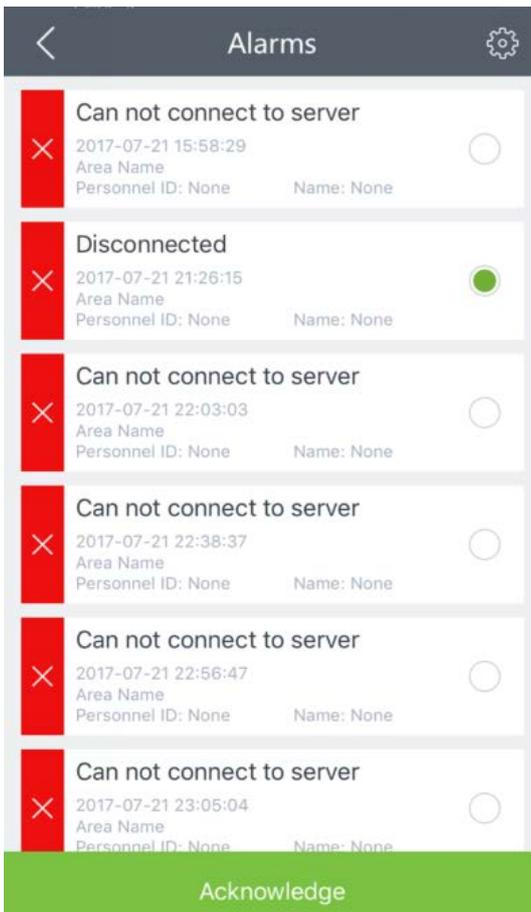
6 Alarms

6.1 Alarms

On the main menu, click [Alarms] to access the [Alarms] interface. This interface displays all or part of the alarm event records on the server, including:

Alarms

Select an alarm to be acknowledged, and then click [Acknowledge] to cancel the alarm, as shown on the following figure:

Alarms Notifications

Setting alarm notifications: By default, the Alarms interface shows all alarm events received from the server but you can set to show only selected alarm events. After setting, the App receives only part of alarm events, as shown on the following figure:
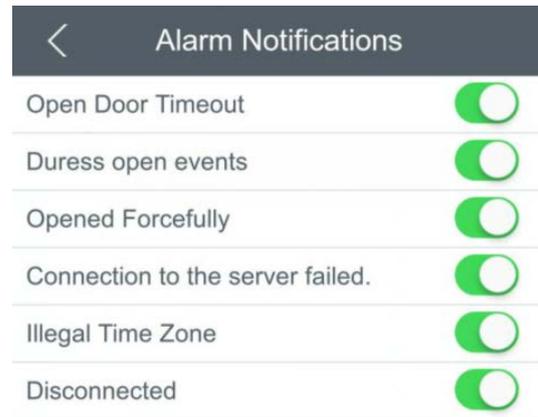
7 Reports

7.1 Reports

On the main menu, click [Reports] to access the [Reports] interface. This interface provides two kinds of report filtering: Filter by Time (filtering event records by time) and Filter by Door (filtering event records by device door), as shown in the following figure.

Filter by Time: Click [Filter by Time] to access the main interface. By default, you can filter reports by five kinds of dates: All Events from Today, All Events from Yesterday, All Events from the Last Three Days, All Events from This Week, and All Events from This Month. Is also possible to query reports by customized time. After setting the time condition and time interval, click on .
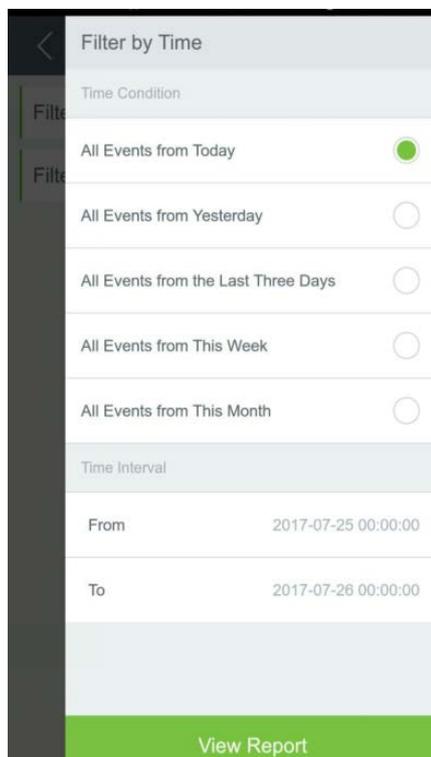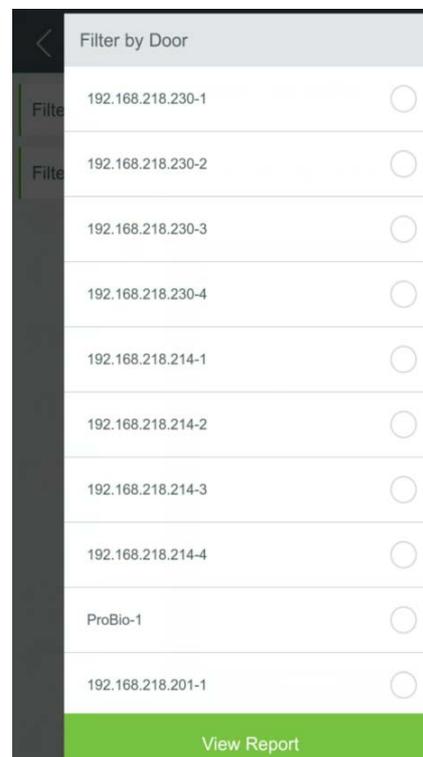
Filter by Door: Click [Filter by Door] to access the main interface. This interface displays all devices and doors in which the login account has access. Select a door to be viewed, and then click .
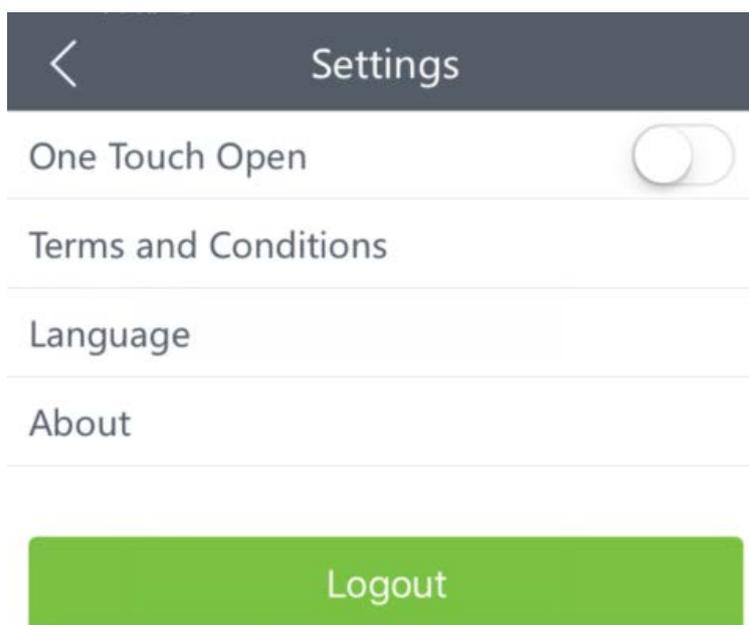

Filter by Time

Filter by Door

8 System Settings

8.1 System Settings

On the main menu, click the Settings button ⚙ at the upper-right corner to access the [Settings] interface. This interface includes One Touch Open, Terms and Conditions, Language, About, and Logout, as shown on the following figure:

One Touch Open: After you enable this function, you do not need to set the door opening time when clicking [Open] on the [Door Operation] interface. The default door opening time is 5 seconds.

Terms and Conditions: Shows the App terms and conditions.

Language: Click on [Language] to choose a language as required. Three languages are available by default.

Logout: Click on [Logout] to end the session of the current account. When login the next time, it will be required to input the username and password again.