

ULTIMA

The future of workforce
DATA COLLECTION



USER GUIDE

ULTIMA Series
Time & Attendance Terminal

ZKTeco

ZKtechnology.com

I N T R O D U C T I O N

This is an interactive PDF document

Simply click or touch (*on touch screen*) to navigate.



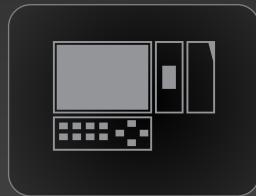
Cover page



Intro page (This page)



Admin UI menu



Ultima modules, plugs & indicators

Other Resources



Biometric Privacy Concerns



Fingerprint Enrollment



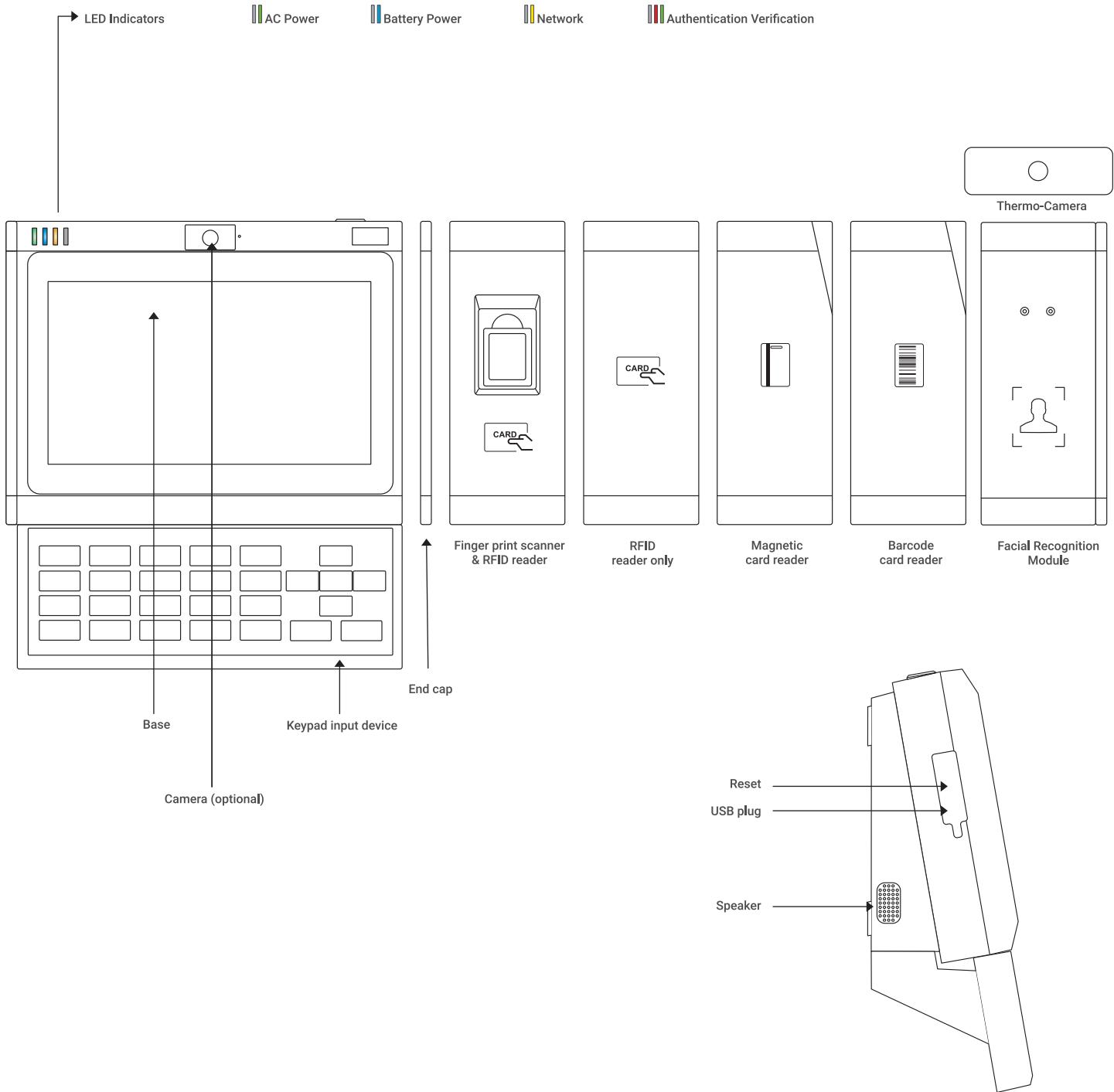
Data Sheet



Installation Guide

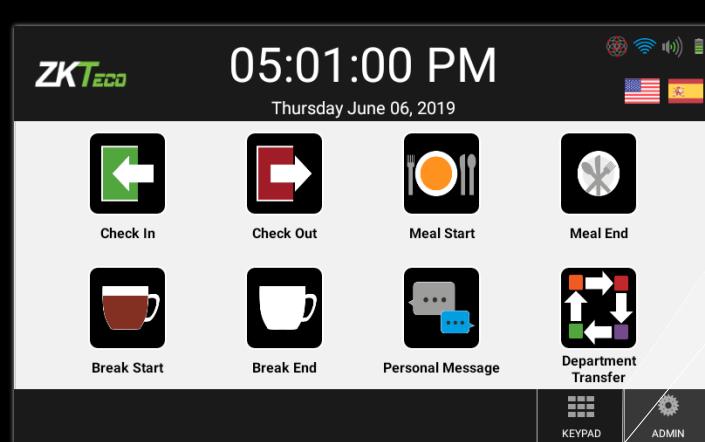


ULTIMA Base & Modules





Admin UI



Authenticate to Access



User Manager

Search a User

Enroll Fingerprint

Delete Fingerprint

Enroll Badge

Delete Badge

Password

User Privilege

Verify Mode

Enroll Face ID



Tracking Code

Reference Page



Device Setup

Badge Setup

- Smart Card Setup

- Barcode Setup

- Magnetic Setup

Biometric Setup

Bell Schedule



General Settings

Display & Brightness

Sound

Date & Time



Device Info

About Device

System

Communication

Storage



Preferences

Look and Feel

Internationalization

Quick Menu

Clock Running Code



Admin UI



Communication

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[Support Contact](#)[Troubleshooting](#)

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User Manager

Search a User

System Admin Menu

User Manager Tracking Code Device Setup General Setting Device Info

Preference Communication Attendance Setup Data Manager Maintenance

Select the **User Manager** icon

User Manager

ID	Name	Privilege
21154	William Kent	Employee
921463	Margo Heller	Employee
21464	Aladdin Sharma	Employee
100121	Rebecca Leader	Employee
21465	Tony Stark	Employee
21401	Jaimin A Shah	Admin
21466	Ranbir Kapoor	Employee
21467	Ross Geller	Employee
21352	Henry George	Employee
21260	Dick Dastardly	Employee

User ID Privilege Badge Alt Badge Password Fingerprint

Edit Delete

Select the **Search field**

User Manager

Jen

ID	Name	Privilege
100114	Jennifer Hyman	Employee

User ID - Privilege -

123

Soft keypad **alphabet mode** will display by default.

Select **123** soft-key button to switch the numeric soft key pad

User Manager

100114

ID	Name	Privilege
100114	Jennifer Hyman	Employee

User ID - Privilege -

1 2 3 -
4 5 6 ABC
7 8 9 .
Cancel 0 Enter

Start to enter users **name** or **user ID**.

It is a dynamic string search field, which will show you results as you type



User Manager

Fingerprint Enrollment

System Admin Menu

User Manager Tracking Code Device Setup General Setting Device Info
Preference Communication Attendance Setup Data Manager Maintenance

Select the **User Manager** icon

User Manager

ID	Name	Privilege
92625396N	Zulma Zelaya	Employee
101370	Aaron Simmons	Employee
100114	Jennifer Hyman	Employee
100115	Brooke Hartmann	Employee
100121	Rebecca Leader	Employee
100116	Blaire Walsh	Employee
100117	Ashley Flood	Employee
100118	Vijayanand Subramanian	Employee
100119	Emily Ross	Employee
100120	Amelia Green	Employee

User ID: 100114 Jennifer Hyman
Privilege: Employee
Badge: Scan Delete
Alt Badge: Scan Delete
Password: Show Delete
Fingerprint: Enroll Delete
Verify Mode: PIN

Ed Delete

Select a **name**Select the **Edit** button

Edit User

User ID	100114
Name	Jennifer Hyman
Privilege	Employee
Badge	Scan Delete
Alt Badge	Scan Delete
Password	Show Delete
Fingerprint	Enroll Delete
Verify Mode	PIN

Cancel Save

Select **Enroll**

Enroll Fingerprint

Place your finger on the center of the sensor

Continue

After reading the instruction.

Select **Continue**



Enroll Fingerprint

Select your finger

Cancel

Enroll Fingerprint

You need to press your finger 2 time

Place your finger

Cancel

Select any **available** fingerprint to be scanned.

Scanning process takes 3 steps

Step 1

For instance:

Select number 7 (index finger).

Place your index finger on to scanner bed firmly.

Enroll Fingerprint

You need to press your finger 1 time

Place your finger

Cancel

Enroll Fingerprint

Success ! Finger enrolled

Please save the enrolled fingerprint

Save and Exit

Cancel

Step 2

Repeat the process

Step 3

Repeat the process. If successful Select **Save and Exit**

If scanning quality is inadequate it will fail. So you need to start to scanning process again



User Manager

Fingerprint Enrollment

Edit User

User ID	100114
Name	Jennifer Hyman
Privilege	Employee
Badge	Scan Delete
Alt Badge	Scan Delete
Password	Show Delete
Fingerprint	1 Enroll Delete
Verify Mode	Fingerprint

[Change](#)

[Save](#) 

Cancel

On the fingerprint field shows number of fingerprint has been recorded.

Select **Save**



User Manager

Deleting Fingerprint

System Admin Menu

Select the **User Manager** icon

User Manager

ID	Name	Privilege
92625396N	Zulma Zelaya	Employee
101370	Aaron Simmons	Employee
100114	Jennifer Hyman	Employee
100115	Brooke Hartmann	Employee
100121	Rebecca Leader	Employee
100116	Blaire Walsh	Employee
100117	Ashley Flood	Employee
100118	Vijayanand Subramanian	Employee
100119	Emily Ross	Employee
100120	Amelia Green	Employee

Select a **name**.Select the **Edit** button.

Edit User

User ID	100114
Name	Jennifer Hyman
Privilege	Employee
Badge	Scan Delete
Alt Badge	Scan Delete
Password	Show Delete
Fingerprint	1 Enroll Delete
Verify Mode	Fingerprint

Select **Delete** button.

Edit User

User ID	21387
Name	Harry Potter
Privilege	Employee
Badge	
Alt Badge	
Password	
Fingerprint	1
Verify Mode	PIN & Password/Badge/Finger

Are you sure to Delete the Fingerprint?

NO YES

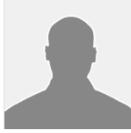
Select **YES** to confirm or **NO** to cancel



User Manager

Edit User

User ID	100114
Name	Jennifer Hyman
Privilege	Employee
Badge	Scan Delete
Alt Badge	Scan Delete
Password	Show Delete
Fingerprint	Enroll Delete
Verify Mode	Fingerprint


[Change](#)

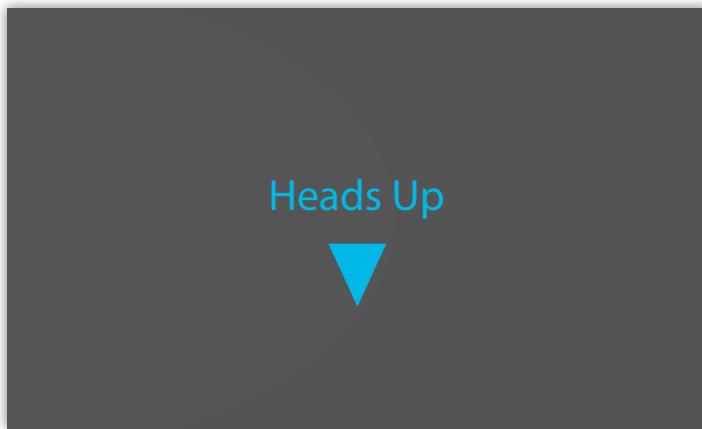
[Cancel](#) [Save](#)

Select **Save** button.



User Manager

Badge Enrollment



Ideally, all the badge number updates are done in Workday, then the DCS will load it and update the latest badge number on time clock accordingly.

The option to update it in DCS or Time clock is provided as an alternative way to help the badge user, however, please keep in mind that Workday data always have the highest priority. As an example, if you have a Workday ID updated with Badge number 1111, while you already have a badge number registered in DCS or time clock as 2222, once the Badge number A is loaded automatically from Workday, your badge number will be overridden as 1111.

ID	Name	Privilege
92625396N	Zulma Zelaya	Employee
101370	Aaron Simmons	Employee
100114	Jennifer Hyman	Employee
100115	Brooke Hartmann	Employee
100121	Rebecca Leader	Employee
100116	Blaire Walsh	Employee
100117	Ashley Flood	Employee
100118	Vijayanand Subramanian	Employee
100119	Emily Ross	Employee
100120	Lindsey G. Clegg	Employee

Search ID,Name New

User Manager HOME ☰ MENU HELP

Jennifer Hyman

User ID: 100114
Privilege: Employee

Badge
Alt Badge
Password
Fingerprint

Edit Delete

Select a name

Select the Edit button.

System Admin Menu X

User Manager	Tracking Code	Device Setup	General Setting	Device Info
Preference	Communication	Attendance Setup	Data Manager	Maintenance

Select the **User Manager** icon

Edit User HOME ☰ MENU HELP

User ID	100114
Name	Jennifer Hyman
Privilege	Employee
Badge	Scan Delete
Alt Badge	Scan Delete
Password	Show Delete
Fingerprint	Enroll Delete
Verify Mode	PIN

Jennifer Hyman

Change

Cancel Save

Select Scan



User Manager

Badge Enrollment

Badge Enrollment

Please swipe your badge over the sensor

Name : Jennifer Hyman

Card Number



Save

Cancel

Badge enrollment screen will display.

It is ready to scan your badge. Swipe to scan your badge.

Badge Enrollment

Please swipe your badge over the sensor

Name : Jennifer Hyman

Card Number 21212



Save

Cancel

Your badge is scanned and card number is assigned.

Select Save

Edit User

User ID	100114
Name	Jennifer Hyman
Privilege	Employee
Badge	21212
Alt Badge	
Password	*****
Fingerprint	1
Verify Mode	PIN, Password, Fingerprint



Change

Save

Cancel

Select Save

Edit User

User ID	100114
Name	Jennifer Hyman
Privilege	Employee
Badge	I
Alt Badge	
Password	*****
Fingerprint	1
Verify Mode	PIN, Password, Fingerprint





Change

Save

Cancel

As an alternative, you may enter the badge number manually

Select the badge number field and enter the badge number.**Select Save**



User Manager

Deleting Badge

System Admin Menu

User Manager

ID	Name	Privilege
92625396N	Zulma Zelaya	Employee
101370	Aaron Simmons	Employee
100114	Jennifer Hyman	Employee
100115	Brooke Hartmann	Employee
100121	Rebecca Leader	Employee
100116	Blaire Walsh	Employee
100117	Ashley Flood	Employee
100118	Vijayanand Subramanian	Employee
100119	Emily Ross	Employee
100120	Amelia Green	Employee

Select the **User Manager** icon

Select a **name**

Select **Edit**

Edit User

User ID	100114
Name	Jennifer Hyman
Privilege	Employee
Badge	21212
Alt Badge	
Password
Fingerprint	1
Verify Mode	PIN, Password, Fingerprint

Select **Delete**

Edit User

Are you sure to Delete the Badge?

NO YES

Select **YES** to confirm or **NO** to cancel

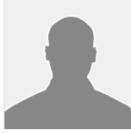


User Manager

Deleting Badge

Edit User

User ID	100114
Name	Jennifer Hyman
Privilege	Employee
Badge	Scan Delete
Alt Badge	Scan Delete
Password	***** Show Delete
Fingerprint	1 Enroll Delete
Verify Mode	PIN


[Change](#)

[Cancel](#) [Save](#)

Select **Save**



User Manager

[Change update password](#)

System Admin Menu

Select the **User Manager** icon

User Manager

Select a **name**

Select **Edit**

Edit User

Select **Show**

Edit User

Select the **password field**



User Manager

Change update password

Edit User

User ID	21212
Name	Jennifer Hyman
Privilege	Employee
Badge	z:&:b(h\$
Alt Badge
<input type="button" value="Scan"/> <input type="button" value="Delete"/>	
<input type="button" value="Scan"/> <input type="button" value="Delete"/>	



q w e r t y u i o p
a s d f g h j k l
z x c v b n m
Space

Cancel Save

Enter new password and select **Enter** button.

Edit User

User ID	100114
Name	Jennifer Hyman
Privilege	Employee
Badge	21212
Alt Badge
Password	1
Fingerprint	
Verify Mode	PIN



Cancel Save

Select **Save**

User Manager

ID	Name	Privilege
92625396N	Zulma Zelaya	Employee
101370	Aaron Simmons	Employee
100114	Jennifer Hyman	Employee
100115	Brooke Hartmann	Employee
100121	Rebecca Leader	Employee
100116	Blaire Walsh	Employee
100117	Ashley Flood	Employee
100118	Vijayanand Subramanian	Employee
100119	Emily Ross	Employee

Search ID,Name
New



User ID **100114**

Privilege **Employee**

Badge **21212**

Alt Badge

Password **.....**

Fingerprint **1**

Edit

Delete

The password has been updated



User Manager

Changing user privilege

System Admin Menu

User Manager Tracking Code Device Setup General Setting Device Info

Preference Communication Attendance Setup Data Manager Maintenance

Select the **User Manager** icon

User Manager

ID	Name	Privilege
92625396N	Zulma Zelaya	Employee
101370	Aaron Simmons	Employee
100114	Jennifer Hyman	Employee
100115	Brooke Hartmann	Employee
100121	Rebecca Leader	Employee
100116	Blaire Walsh	Employee
100117	Ashley Flood	Employee
100118	Vijayanand Subramanian	Employee
100119	Emily Ross	Employee
100120	John Doe	Employee

Jennifer Hyman
User ID 100114
Privilege Employee
Badge 61476
Alt Badge
Password ...
Fingerprint 1

Edit Delete

Select a **name**.

Select **Edit**

Edit User

User ID 100114
Name Jennifer Hyman

Privilege	Employee	
Badge	21212	
Alt Badge		
Password	...	
Fingerprint	1	
Verify Mode	PIN	

Change

Save

Select the **Privilege** dropdown menu

Edit User

User ID 100114
Name Jennifer Hyman

Privilege	Admin	
Badge	Supervisor	
Alt Badge	Employee	
Password	Enroller/HR	
Fingerprint	1	
Verify Mode	PIN	

Change

Save

Select privilege type field, for instance **Admin**



User Manager

Changing user privilege

Edit User

User ID	100114		
Name	Jennifer Hyman		
Privilege	Admin		
Badge	21212	Scan	Delete
Alt Badge		Scan	Delete
Password	...	Show	Delete
Fingerprint	1	Enroll	Delete
Verify Mode			

Cancel Save



Change

User Manager

ID	Name	Privilege
92625396N	Zulma Zelaya	Employee
101370	Aaron Simmons	Employee
100114	Jennifer Hyman	Employee
100115	Brooke Hartmann	Employee
100121	Rebecca Leader	Employee
100116	Blaire Walsh	Employee
100117	Ashley Flood	Employee
100118	Vijayanand Subramanian	Employee
100119	Emily Ross	Employee
100120	Amber G. Green	Employee

User ID: 100114
 Privilege: Admin
 Badge: 61476
 Alt Badge:
 Password: ...
 Fingerprint: 1
Edit Delete

Privilege has been changed

Select **Save**

Changing user privilege is complete



User Manager

Changing user verify mode

System Admin Menu

User Manager Tracking Code Device Setup General Setting Device Info
Preference Communication Attendance Setup Data Manager Maintenance

User Manager

ID	Name	Privilege
92625396N	Zulma Zelaya	Employee
101370	Aaron Simmons	Employee
100114	Jennifer Hyman	Employee
100115	Brooke Hartmann	Employee
100121	Rebecca Leader	Employee
100116	Blaire Walsh	Employee
100117	Ashley Flood	Employee
100118	Vijayanand Subramanian	Employee
100119	Emily Ross	Employee
100120	Amelia Green	Employee

User ID: 100114
Privilege: Employee
Badge: 61476
Alt Badge:
Password: ...
Fingerprint: 1

Edit Delete

Select the **User Manager** icon

Select a name.

Select **Edit**

Edit User

User ID: 100114
Name: Jennifer Hyman
Privilege: Employee
Badge: 21212
Alt Badge:
Password: ...
Fingerprint: 1
Verify Mode: PIN

Save

Edit User

User ID: 100114
Name: Jennifer Hyman
Privilege: PIN
Badge:
Alt Badge:
Password:
Fingerprint:
Verify Mode: PIN & Fingerprint

Save

Select the **Verify mode ▾** dropdown menu.

Select verify type field, for instance **PIN & Fingerprint**

VERIFY TYPE COMBINATIONS

1. PIN	6. PIN & Password	11. PIN/Badge	16. Badge & Password & Finger	21. Face & Badge/Face & PIN
2. Password	7. Badge & Password	12. PIN & Password/Badge	17. Finger/PIN & Password	
3. Badge	8. PIN & Fingerprint	13. Face/PIN & Password/Badge/Finger	18. Finger/Badge	
4. Fingerprint	9. Fingerprint & Password	14. PIN & Password/Badge/Finger	19. Face & Badge	
5. Face	10. Badge & Fingerprint	15. PIN & Finger/Badge & Finger	20. Face & PIN	



User Manager

Changing user verify mode

Edit User

User ID	100114		
Name	Jennifer Hyman		
Privilege	Admin		
Badge	21212	Scan	Delete
Alt Badge		Scan	Delete
Password	...	Show	Delete
Fingerprint	1	Enroll	Delete
Verify Mode	PIN & Fingerprint		

Save

Verify mode has been changed.

Select **Save**

User Manager

ID	Name	Privilege
92625396N	Zulma Zelaya	Employee
101370	Aaron Simmons	Employee
100114	Jennifer Hyman	Employee
100115	Brooke Hartmann	Employee
100121	Rebecca Leader	Employee
100116	Blaire Walsh	Employee
100117	Ashley Flood	Employee
100118	Vijayanand Subramanian	Employee
100119	Emily Ross	Employee
100120	Amber G. Green	Employee

Edit **Delete**

Changing user verify mode is complete .



User Manager

Enroll Face ID

ZKTeco | 13:53:08 | 29-09-20 |

Employee **Visitor**

CLEAN SCREEN | ADMIN

Select the **Admin** icon

System Admin Menu

User Manager	Tracking Code	Device Setup	General Setting	Device Info
Preference	Communication	Attendance Setup	Data Manager	Maintenance

Select the **User Manager** icon

HOME | **User Manager** | **SEARCH** | **New**

ID	Name	Privilege
92625396N	Zulma Zelya	Employee
101370	Aaron Simmons	Employee
100114	Jennifer Hyman	Employee
100115	Brooke Hartmann	Employee
100121	Rebecca Leader	Employee
100116	Blaire Walsh	Employee
100117	Ashley Flood	Employee
100118	Vijayanand Subramanian	Employee
100119	Emily Ross	Employee

Jennifer Hyman

User ID: 100114
Privilege: Employee
Badge: 61476
Alt Badge:
Password: ...
Fingerprint: 1

Edit **Delete**

Select a name.

Select **Edit**

HOME | **Edit User** | **SEARCH** | **HELP**

User ID: 100114
Name: Jennifer Hyman

Privilege:	Employee
Badge:	Scan Delete
Alt Badge:	Scan Delete
Password:	Show Delete
Fingerprint:	Enroll Delete
Verify Mode:	PIN

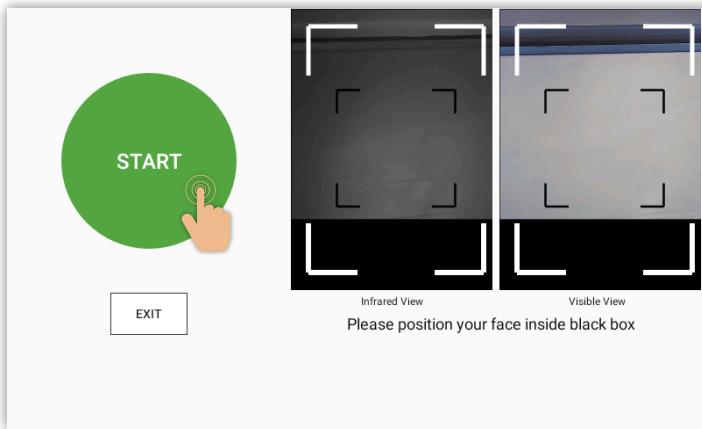
Cancel **Save**

Select **Enroll Face**

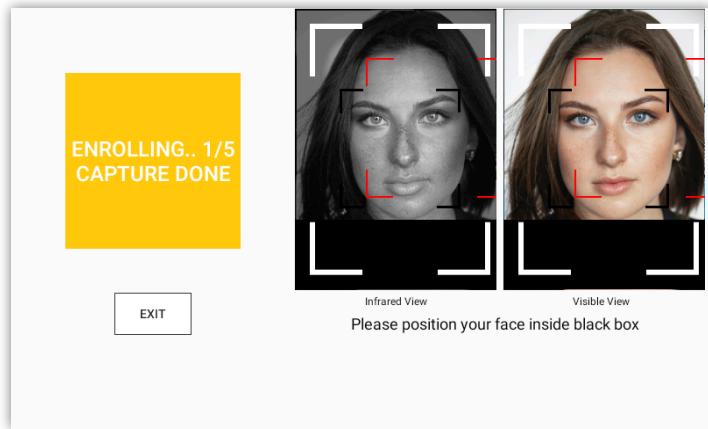


User Manager

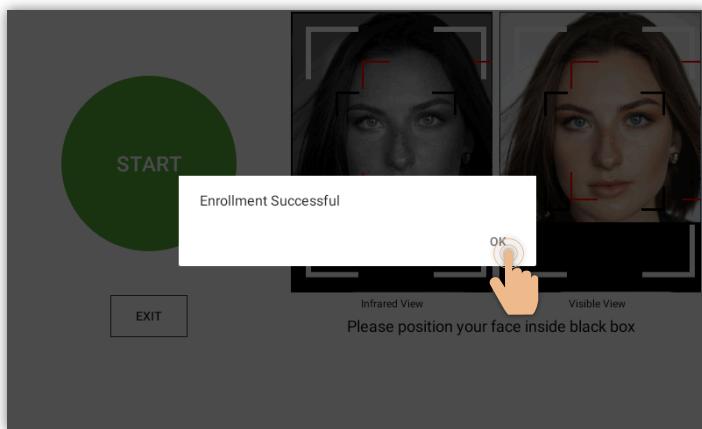
Enroll Face ID



Select **Start** and put face inside the black box



Enrolling...



Once completed **Save** profile



Tracking Code

System Admin Menu

User Manager	Tracking Code	Device Setup	General Setting	Device Info
Preference	Communication	Attendance Setup	Data Manager	Maintenance

Tracking Code

Category	Personal	Parent
Type	Position	Label Position
Input	Dropdown	Mapped Field customV7

Emp No: Enter employee No Search

Code	Name
------	------

Close

Select the **Tracking Code** icon

Job and labor codes assigned to employees.

(This is just a reference page)

Note: If applicable to customer



Device Setup

Smart Card Setup

Barcode Setup

Magnetic Setup

System Admin Menu

Select the **Device Setup** icon

Device Setup

Select the **Smart Card Setup** tab

Device Setup

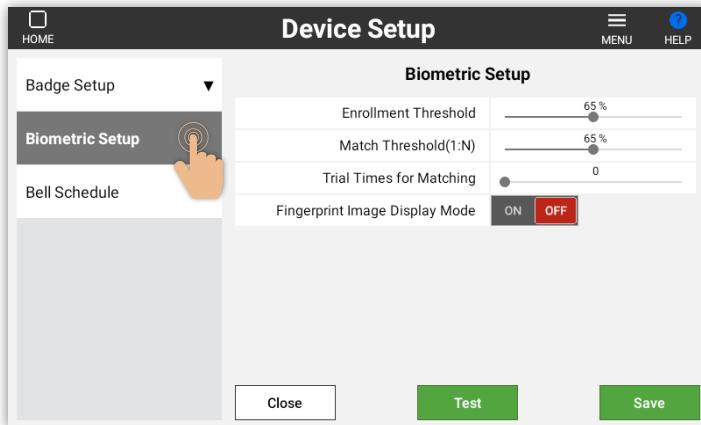
Select the **Barcode Setup** tab

Device Setup

Select the **Magnetic Setup** tab



Device Setup



Select the **Biometric Setup** tab

Note: Threshold should not be lowered unless a ZKTeco representative authorizes to do so.



Device Setup

Device Setup

Bell Schedule

Label	Time	Day	Active
Morning Shift	09:00	S M T W T F S	ON OFF
Lunch	12:30	S M T W T F S	ON OFF
Coffee Break	16:00	S M T W T F S	ON OFF
End of Day	18:00	S M T W T F S	ON OFF
Break	11:30	S M T W T F S	ON OFF

Bell Schedule (highlighted with a hand icon)

Access Control Setup

Camera Setup

Close **Edit** **New**

Select the **Bell Schedule** tab

Select the existing bell schedule and **Edit** or select **New**

Device Setup

Bell Schedule Event - Edit / New

Event Label : Morning Shift (highlighted with a hand icon)

Bell Time : 09:00

Day : S M T W T F S

Bell Mode : Internal Bell

Shift : Short

Shirt : q w e r t y u i o p
a s d f g h j k l
z x c v b n m
?123

Checkmark

Select the Event Label field and Input a name for the schedule name. **For instance:** Morning Shift, Lunch, Break etc.

Device Setup

Bell Schedule

04:00 (highlighted with a hand icon)

AM **PM** (highlighted with a hand icon)

0 1 2 3 4 **5 6 7 8 9**

Save

Repeat Times : 1

Back **Delete** **Save**

Input the time by selecting the hours and then using the keypad repeat for the minutes and finally select AM/PM

Device Setup

Bell Schedule Event - Edit / New

Event Label : Lunch

Bell Time : 12:30

Day : S M T W T F S (highlighted with a hand icon)

Bell Mode : Internal Bell (highlighted with a hand icon)

Internal Bell **External Bell**

Sound File : Horn

Volume : (volume slider)

Duration(Second) : 3

Repeat Times : 2

Back **Delete** **Save**

Select the days this schedule should reoccur



Device Setup

Bell Setup

Device Setup

Bell Schedule Event - Edit / New

Event Label :	Lunch
Bell Time :	12:30
Day :	S M T W T F S
Bell Mode :	Internal Bell
Sound File :	Both
Volume :	
Duration(Second) :	2
Repeat Times :	1

Back **Delete** **Save**

Select from the drop down if Internal/External bell. Internal will set off the clock speaker, External will require a Relay Board and connection to a 12v Bell or Siren

Device Setup

Bell Schedule Event - Edit / New

Event Label :	Lunch
Bell Time :	12:30
Day :	S M T W T F S
Bell Mode :	Internal Bell
Sound File :	Ring
Volume :	
Duration(Second) :	Horn
Repeat Times :	Siren

Back **Delete** **Save**

Select from the drop down what internal sound (Ring-Horn-Siren)

Device Setup

Bell Schedule Event - Edit / New

Event Label :	Lunch
Bell Time :	12:30
Day :	S M T W T F S
Bell Mode :	Internal Bell
Sound File :	Horn
Volume :	
Duration(Second) :	2
Repeat Times :	1

Back **Delete** **Save**

Select the Volume level - Duration(seconds) and Repeat Times for the settings of the Internal bell

If External settings are the same except Volume cannot be control for an external speaker

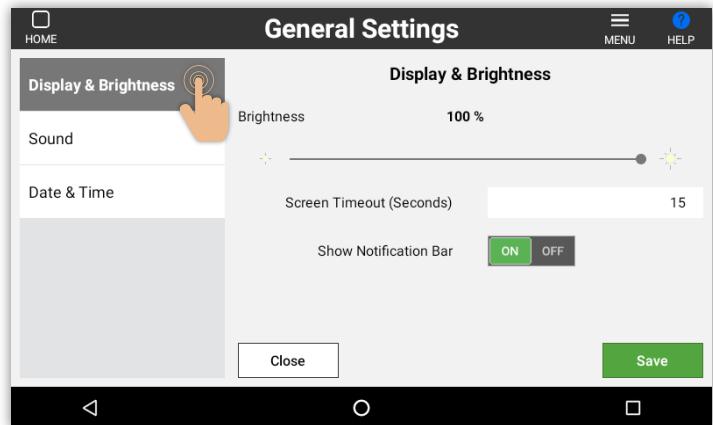


General Settings

Display & Brightness

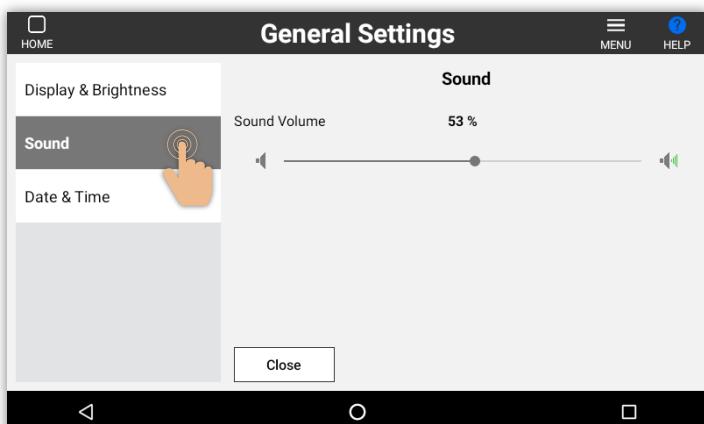
Sound

Date & Time

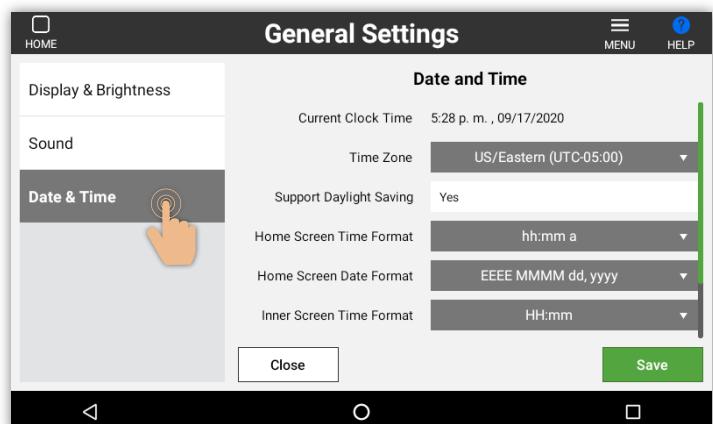


Select the **General Settings** icon

Adjust the brightness of the screen. Adjust the amount of time before the screen goes back to the home screen. Show Notification Bar if you want messages to appear on screen



Adjust the volume that the buttons/and responses will ring



Date and Time settings. Adjust the clock, Time zone and format in which it is displayed.



Device Info

About Device

System

Communication

System Admin Menu

Select the **Device Info** icon

Device Info

Device Name	Vihar NJ
OS Version	7.1.2
Serial Number	5595190300307
Device ID	131331d4eacb3b7d
Device Model	Ultima
Manufacturer	ZKTeco™
Manufacture Date	17/01/2019
APP version	0.50.5
Push Version	JPush_v1.0
Fingerprint Algorithm	v10.0

Select **About Device** to view Device Name, Device Serial Number and APP Version installed on Time-clocks

Device Info

CPU Model	Freescale i.MX6 Quad/DualLite (Device Tree)
CPU Frequency	996000 Hz
Memory	991.9 Mb
Used Memory	596.89 Mb
Free Memory	395 Mb
Device Last Boot Time	11:21:17 AM , 06/10/2019
Device Alive Time	1 Days 6 Hours 6 Minutes
Last App Upgrade Time	02:50:41 PM , 05/31/2019

Select **System** to view CPU Model, CPU Frequency, Memory etc. Information

Device Info

Ethernet Mac	00:17:61:11:22:B1
Ethernet IP	192.168.10.135
Ethernet Mask	255.255.255.0
Ethernet Gateway	192.168.10.254
WiFi Mac	C8:DF:84:3F:A2:C9
WiFi IP	192.168.10.135
WiFi Mask	0.0.0.0
WiFi Gateway	192.168.10.254
Last Heartbeat Time	05:27:26 PM
Last ATT Submit Time	11:22:07 AM

Select **Communication** to view Ethernet Mac, IP and Wi-Fi Settings



Device Info

Device Info

HOME MENU HELP

About Device	Used Flash Storage	596.89 Mb
	Free Flash Storage	395 Mb
System	Total Flash Storage	991.9 Mb
	User Count	11
Communication	Fingerprint Count	4
Storage	Attendance Log	0

Storage

Close

Select **Storage** to view information about internal storage



Preferences

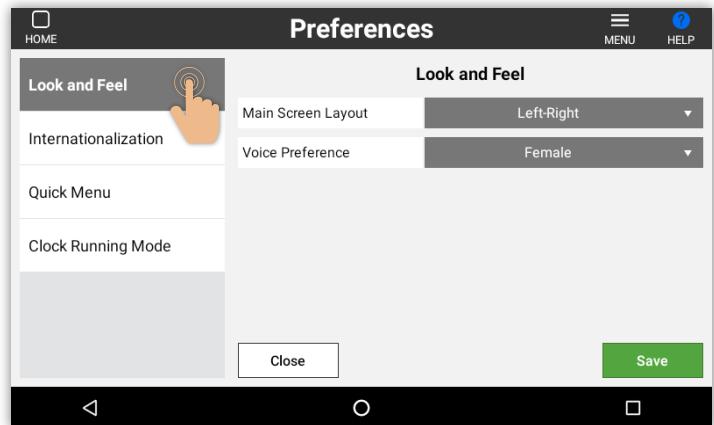
Look and Feel

Internationalization

Quick Menu

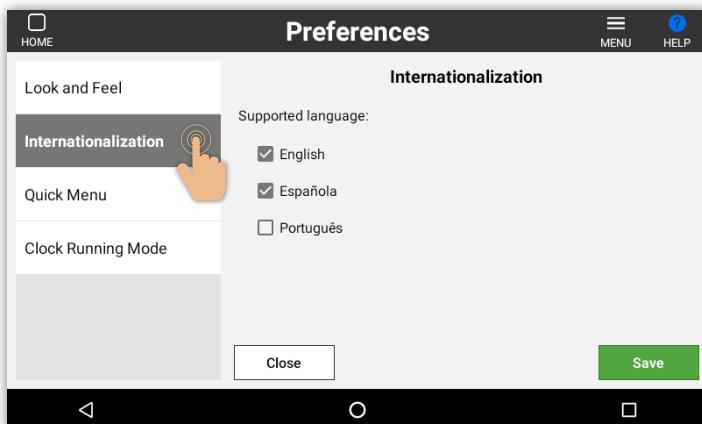


Select the **Preferences** icon



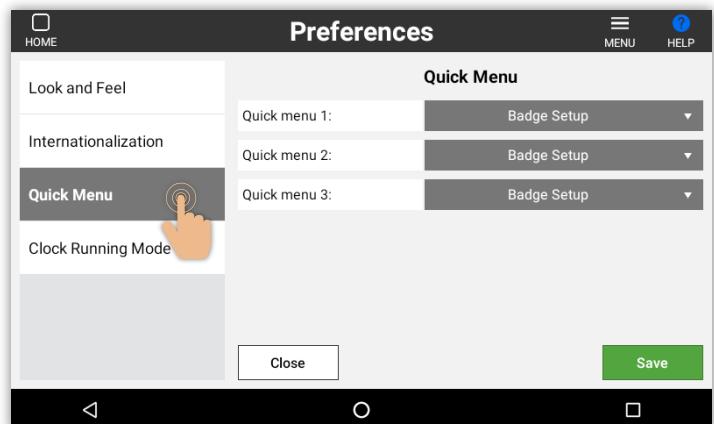
Select **Look and Feel** to modify;

- 1- Home screen scroll direction Horizontal or Vertical
- 2- Prompt voice female/male



Select **Internationalization** to include language(s) on home screen by checking

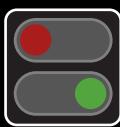
Languages on home represented by flag



Select **Quick Menu** and Select a function from the drop downs.

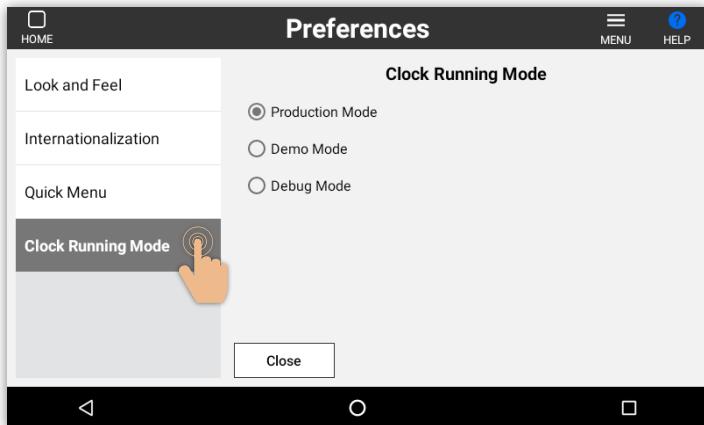
Selected function will be placed on admin home screen





Preferences

Clock Running Mode



Select the **Clock Running Mode** to choose

1. Production (is used while clock is in Normal Service)
2. Demo (will not send punches to DCS) *therefore onto workday*
3. Debug Mode (is for F/D)

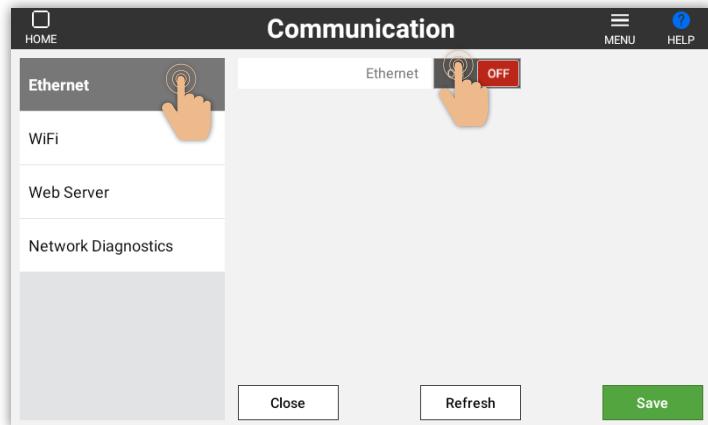


Communication

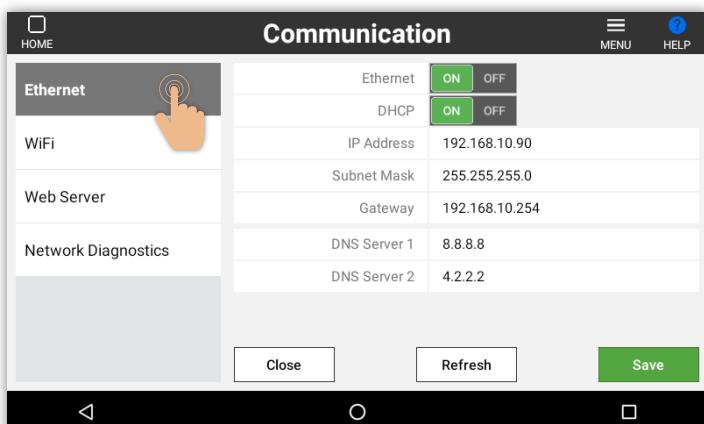
Ethernet



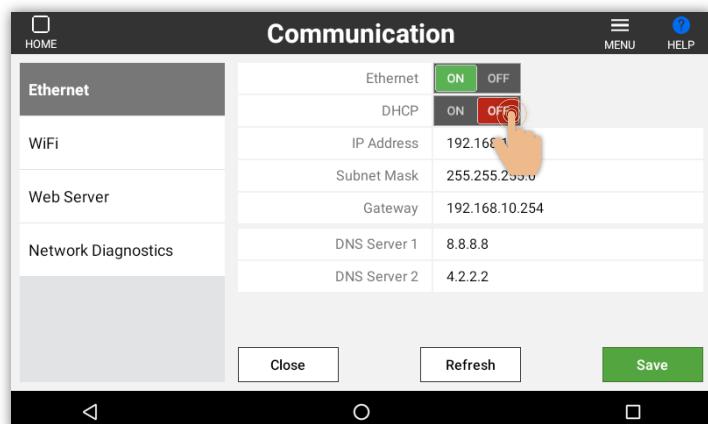
Select the **Communication** icon



Select **Ethernet** to switch it ON



If you set DHCP = ON, then it will automatically grab IP Address from the network



If you set DHCP = OFF, then you need to enter IP Address, Subnet Mask, Gateway, DNS Server 1 and DNS Server 2.



Communication

WiFi

Communication

Ethernet

WiFi

Web Server

Network Diagnostics

WiFi

Choose A Network ...

ON OFF

Clear WiFi Settings Refresh Other Networks >

Select the WiFi tab and turn WiFi switch ON

Communication

Ethernet

WiFi

Web Server

Network Diagnostics

Choose A Network ...

- ZKTeco_Guest
- Test1234
- ZK-Update-Rack**
- ZKDSL
- SupportZK
- DIRECT-17-HP OfficeJet 4650
- Linksys10636-guest

ON OFF

Clear WiFi Settings Refresh Other Networks >

Select a network under "Choose A Network..."

Communication

Ethernet

WiFi

Web Server

Enter Password For : ZK-Update-Rack

Enter Details For Enterprise Network

Enter Details For Enterprise Network

1 2 3 4 5 6 7 8 9 0
- / : ; () \$ @ "
↑ . , ? ! ' + =
ABC 123 Space Enter

Enter

Enter Password for the selected network and Select "Enter" button.

Communication

Ethernet

WiFi

Web Server

Network Diagnostics

Enter Password For : ZK-Update-Rack

Enter Details For Enterprise Network

User ID
Password

Show Password

Back Join

Select Join button



Communication

WiFi

Web Server

Network Diagnostics

Communication

Ethernet WiFi Web Server Network Diagnostics

WiFi

Connected Network **ON OFF**

ZK-Update-Rack Choose A Network ...

Test1234 ZKCORP_2.4 ZKTeco_Guest ZKDSL

DIRECT-17-HP OfficeJet 4650 DIRECT-EF-HP OfficeJet Pro 8740 Linksys10636-guest

Clear WiFi Settings Refresh Other Networks >

Communication

Ethernet WiFi Web Server Network Diagnostics

WiFi

WiFi Network ZK-Update-Rack

DHCP **ON OFF**

IP Address 192.168.24.45

Gateway 192.168.24.1

Network Mask 0.0.0.0

DNS Server 1 1.1.1.1

DNS Server 2 1.0.0.1

DNS Server 3 -

Back Forget This Network Save

Connected Network will be displayed under WiFi Switch

To view details select double arrow button .

Network details

Communication

Ethernet WiFi Web Server Network Diagnostics

Web Server

HTTPS Mode **ON OFF**

Web Server URL https://cirrus-ut.workdayclocks.com

Heartbeat Interval: 15 Time Sync Interval: 300

Use Proxy **ON OFF**

Authentication **ON OFF**

Close Save

Communication

Ethernet WiFi Web Server Network Diagnostics

Network Connection Test : **Click here to start testing >>** 100%

Connecting to DCS server... Connection successful with DCS Network is working fine

Traceroute Test

IP or Host Name 8.8.4.4 **Go >>**

Close

Enter correct URL for Server, also Heartbeat Interval =15 and Time Sync Interval =300

Note: Customer's Organization will have custom URL pointing to their individual tenet..

Select the **Network Diagnostic**



Attendance Setup

Function Menu

Attendance Rule

System Admin Menu

Select the **Attendance** icon

Attendance Setup

Function Menu Configuration

ID	Screen Space	Menu Name	Programmable
1	Employee	Check In	Y
2	Employee	Clock Out	Y
3	Employee	Job Code	Y
4	Employee	Meal Start	Y
5	Employee	Meal End	Y
6	Employee	Break Start	Y
7	Employee	Break End	Y

Function Menu (highlighted)

Attendance Rule

Cancel **Delete** **Edit** **New**

Select the **Function Menu** tab**Note:** This should be configured from DCS Tenant

Attendance Setup

Attendance Rule Setup

Attendance Rule (highlighted)

- Enable Fast Punch: **ON** **OFF**
- Consecutive Punch Lockout Period(Second): 0
- Accept Consecutive Locked Punches: **ON** **OFF**
- Enable Shift Lockout: **ON** **OFF**
- Accept Scheduled Locked Punch: **ON** **OFF**
- Shift Start Grace Period(Minutes): 0
- Shift End Grace Period(Minutes): 0

Cancel **Save**

Select the **Attendance Rule** tab

Note: This will be configured prior by a ZKTeco representative and should only be for reference if a clock needs to be reconfigured.

Enable Fast Punch, Accept Consecutive Locked Punches, Enable Shift Lockout, Accept Scheduled Locked Punch, Shift Start Grace Period (Minutes) Shift End Grace Period (Minutes)

Attendance Setup

Attendance Rule Setup

Attendance Rule

- Enable Global Lockout Override: **ON** **OFF**
- Override Start Date/Time: 19:00
- Override End Date/Time: 19:00
- Enable Meal/Break Lockout: **ON** **OFF**
- Accept Meal/Break locked punches: **ON** **OFF**
- Meal lockout with attestation: **ON** **OFF**
- Meal/Break Lockout Period(minutes): 0

Cancel **Save**

Enable Global Lockout Override, Override Start Date/Time Over-ride End Date/Time, Enable Meal/Break Lockout, Accept Meal/Break locked punches, Meal lockout with attestation, Meal/Break Lockout Periodic (minutes).



Attendance Setup

Attendance Rule

Attendance Setup

Function Menu ▾

Attendance Rule

Attendance Rule Setup	
General Attestation	<input checked="" type="button"/> ON <input type="button"/> OFF
Accept Attestation Rejected Punch	<input type="button"/> ON <input checked="" type="button"/> OFF
Show Attestation Only Once Per Day	<input type="button"/> ON <input checked="" type="button"/> OFF
Accept Mask Failure Punches	<input type="button"/> ON <input checked="" type="button"/> OFF
Accept Thermal Failure Punches	<input type="button"/> ON <input checked="" type="button"/> OFF
Record Temperature	<input type="button"/> ON <input checked="" type="button"/> OFF
Enable Visitor Attestation Module	<input checked="" type="button"/> ON <input type="button"/> OFF

Cancel Save

General Attestation, Accept Attestation Rejected Punch, Show Attestation Only Once Per Day, Accept Mask Failure Punches, Accept Thermal Failure Punches, Record Temperature, Enable Visitor Attestation Module

Attendance Setup

Function Menu ▾

Attendance Rule

Attendance Rule Setup	
Show Attestation Only Once Per Day	<input checked="" type="button"/> ON <input type="button"/> OFF
Accept Mask Failure Punches	<input type="button"/> ON <input checked="" type="button"/> OFF
Accept Thermal Failure Punches	<input checked="" type="button"/> ON <input type="button"/> OFF
Record Temperature	<input checked="" type="button"/> ON <input type="button"/> OFF
Enable Visitor Attestation Module	<input checked="" type="button"/> ON <input type="button"/> OFF
Visitor Attestation Profile	Visitor-Ensign ▾
Enable Visitor Photo Capture	<input checked="" type="button"/> ON <input type="button"/> OFF

Cancel Save

Visitor Attestation Profile, Enable Visitor Photo Capture



Data Manager

Attendance Data

Export Data

Clean Data

System Admin Menu

User Manager Tracking Code Device Setup General Setting Device Info
Preference Communication Attendance Setup **Data Manager** Maintenance

Select the **Data Manager** icon

Data Manager

Attendance Data

From*: From Date To*: To Date

Employee No.: Employee No. Status: All

Emp No. Name Punch Time Event State Status

Total : 0 records

Close Search Resubmit

Select the **Attendance Data** tab

Look up Attendance logs directly on the clock.

Data Manager

Attendance Data

Export Data

Select the item to export: Att Log

Select the item format to export: csv

Step 1: Check for USB flash drive >>>

Step 2: Start Export >>>

Close

Select the **Export Data** tab

Attendance logs to a USB drive

Data Manager

Attendance Data

Clean Data

Step 1: Select the item to delete: Att Log

Step 2: Start Clean Up

Click here to start deletion >>>

Close

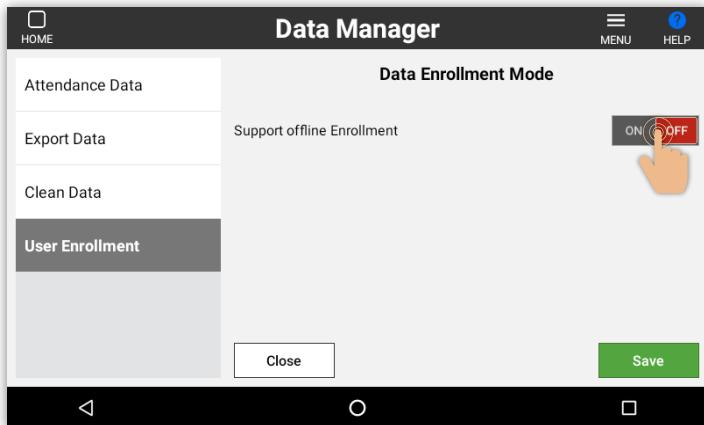
Select the **Export Data** tab

Select the item to be deleted

Select "start to delete" button.



Data Manager



Select the **User Enrollment Mode** tab

Turns offline enrollment

Note: Not recommended unless ZK representative advises



Maintenance

Upgrade from USB

Upgrade from Server

Clock Back Up

System Admin Menu

Select the **Maintenance** icon

Clock App Maintenance

Select the **Upgrade from USB** tab.

Clock App Maintenance

Select the **Upgrade from Server** tab.

Clock App Maintenance

Select the **Clock Back Up** tab



Maintenance

Clock Recovery

Clock Reset

Auto Clean-up

Manual Clean-up

Clock App Maintenance

Clock Recovery

Step 1: Insert USB flash drive to start
Check for USB flash drive >>>

Step 2: Press button to start recovery process:
Start Recovery >>>

Upgrade from USB
Upgrade from Server
Clock Back Up
Clock Recovery
Clock Reset
Auto Clean-up

CLOCK APP MAINTENANCE

Clock App Maintenance

Clock Reset

Upgrade from USB
Upgrade from Server
Clock Back Up
Clock Recovery
Clock Reset
Auto Clean-up

Restore To Factory Setup
Keep Network and Restore
Reset Network Only

CLOCK APP MAINTENANCE

Select the **Clock Recovery** tabSelect the **Clock Rest** tab.

Clock App Maintenance

Auto Clean-Up

Enable auto clean-up **ON** **OFF**
Tables to be cleaned:
Clean data older than: **3 Months**

Upgrade from USB
Upgrade from Server
Clock Back Up
Clock Recovery
Clock Reset
Auto Clean-up

CLOCK APP MAINTENANCE

Clock App Maintenance

Manual Clean-Up

Select table to clean-up: **att_log**
Clean data older than: **2 Weeks**

Upgrade from Server
Clock Back Up
Clock Recovery
Clock Reset
Auto Clean-up
Manual Clean-up

CLOCK APP MAINTENANCE

Select the **Auto Clean-up** tab.

Enable auto clean up and from dropdown menu and choose 1 Week, 2 Weeks, 3 Months data block.

Select **Save**Select the **Manual Clean-up** tab.

Select a table to clean from dropdown menu and choose 1 Week, 2 Weeks, 3 Months data block.

Select Clean-Up

Note: All Upgrades will be sent by ZKTeco representative and should never be done without ZKTeco suggestion/supervision



Support Desk

Support Contact

Troubleshooting

Initial Configurations

System Admin Menu

Support Desk icon (highlighted with a hand cursor)

Provision

Diagnostic

Select the **Support Desk** icon

Support Desk

Support Contact tab (highlighted with a hand cursor)

Troubleshooting

Initial Configurations

Support Call
1-732-412-6007 x 700

Support Email
workdaysupport@zktechnology.com

Close

Select the **Support Contact** tab.

These are methods on how to contact ZKTeco. Please use the ticketing system first.

Support Desk

Troubleshooting tab (highlighted with a hand cursor)

Initial Configurations

Navigation Bar: Enable, Disable

Status Bar: Enable, Disable

Clear App Launcher Preference

Change Keypad Type

Close

Select the **Troubleshooting** tab.

Support Desk

Initial Configurations tab (highlighted with a hand cursor)

Support Contact

System Permissions: Allow System Permissions

Troubleshooting

Server URL & Logo: Select file from USB

Initial Configurations

Navigation & Status Bar: Disable Navigation & Status Bar

Close

Select the **Initial Configurations** tab

Note: All changes will be sent by a ZKTeco representative and should never be done without ZKTeco suggestion/supervision.



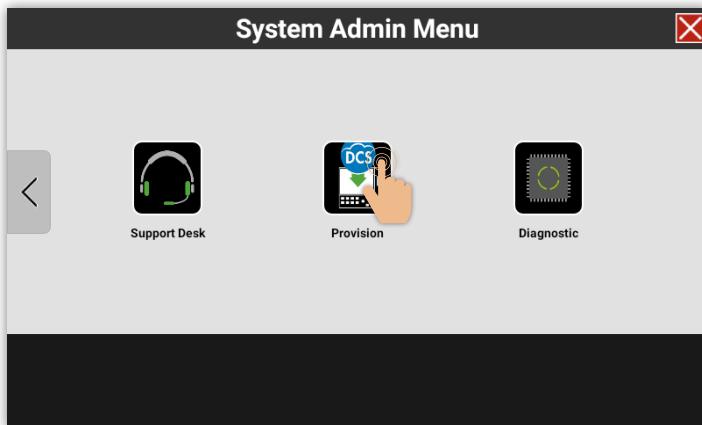
HOME

ADMIN

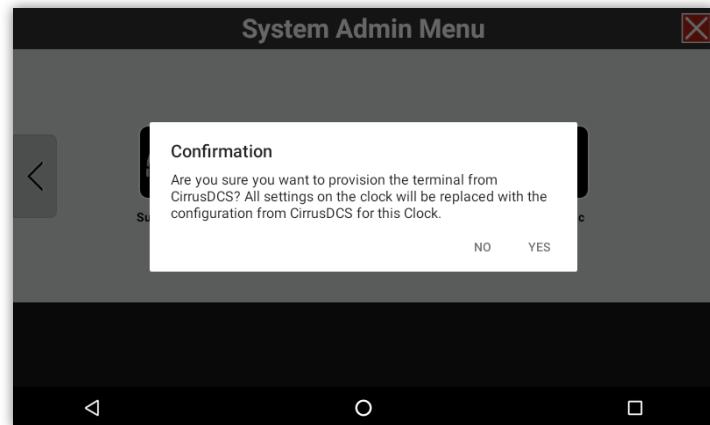
MENU

Confirmation Prompt

Provision



Select the **Support Desk** icon



Provision Confirmation prompt

Pulls all settings from DCS manually. No need to do this as settings are pushed from DCS frequently.



Diagnostic

Test Barcode

Test Control Relay

Test Display & Touch

System Admin Menu

Support Desk Provision Diagnostic

Select the **Diagnostic** icon

Diagnostics

Test Barcode Test Control Relay Test Display & Touch Test Biometric Sensor Test Keypad Clock Health

Select the **Test Barcode** tab.

Diagnostics

Test Barcode Test Control Relay Test Display & Touch Test Biometric Sensor Test Keypad Clock Health

Open Relay 1 Open Relay 2
Close Relay 1 Close Relay 2

Select the **Test Control Relay** tab.

Diagnostics

Test Barcode Test Control Relay Test Display & Touch Test Biometric Sensor Test Keypad Clock Health

Test Display Test Touch

Select the **Test Display & Touch** tab



Diagnostic

Test Biometric Sensor

Test Keypad

Test Clock Health

Test MagStrip

Diagnostics

Test Barcode
Test Control Relay
Test Display & Touch
Test Biometric Sensor 
Test Keypad
Clock Health

Test Biometric Sensor

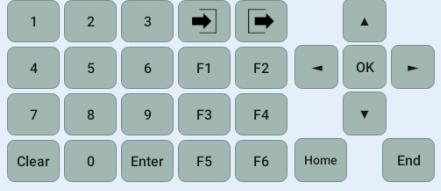
Please Press Your Finger


Select the **Test Biometric Sensor** icon

Diagnostics

Test Barcode
Test Control Relay
Test Display & Touch
Test Biometric Sensor
Test Keypad 
Clock Health

Please press a Button


Select the **Test Keypad** tab.

Diagnostics

Test Barcode
Test Control Relay
Test Display & Touch
Test Biometric Sensor
Test Keypad
Clock Health 

Database Status Good
Network Status Connected to Network

Select the **Clock Health** tab.

Diagnostics

Test MagStripe 
Test Voice
Test Wiegand
Test LED
Test Proximity
Test Camera

Test MagStripe

Swipe your card


Select the **Test Magnetic Stripe** tab



Diagnostic

Test Voice

Test Wiegand

Test LED

Test Proximity

Diagnostics

Test MagStripe

Test Voice 

Test Wiegand

Test LED

Test Proximity

Test Camera

Test Voice

Play sound file

Diagnostics

Test MagStripe

Test Voice

Test Wiegand 

Test LED

Test Proximity

Test Camera

Test Wiegand

Swipe your card

Select the **Test Voice** tabSelect the **Test Wiegand** tab.

Diagnostics

Test MagStripe

Test Voice

Test Wiegand

Test LED 

Test Proximity

Test Camera

Test LED

Feedback: Red On

Feedback: Green On

Network: Off

Diagnostics

Test MagStripe

Test Voice

Test Wiegand

Test LED

Test Proximity 

Test Camera

Test Proximity

Swipe your card

Select the **Test LED** tab.Select the **Test Proximity** tab



Diagnostic

Test Camera

Test Ethernet

Diagnostics

Test Wiegand
Test LED
Test Proximity
Test Camera 
Test Ethernet
Test Wifi

Capture

Select the **Test Camera** tab

Diagnostics

Test Wiegand
Test LED
Test Proximity
Test Camera
Test Ethernet 
Test Wifi

Select the **Test Ethernet** tab.

Diagnostics

Test Wiegand	Wifi Status	Connected
Test LED	Wifi SSID	"ZKCORP"
Test Proximity	Wifi Link Speed	58 Mbps
Test Camera		
Test Ethernet		
Test WiFi		

Select the **Test WiFi** tab.

Note: These are all tools to be used in conjunction with ZK tech support.



Cover page



Intro page (This page)



Admin UI menu



Ultima modules, plugs & indicators

Resources



Biometric Privacy Concerns



Fingerprint Enrollment



Data Sheet



Installation Guide

ZKTeco

ZKTechnology.com

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