USER MANUAL

ZPAD+

About This Manual

- This document introduces the user interface and menu operations of ZPad+.
- All design and specification declared are subject to change without notice in advance.

Important Claim

Firstly, thank you for purchasing this facial and fingerprint hybrid terminal, before use, please read this manual carefully to avoid unnecessary damage. ZKTeco Europe (the company) reminds you that proper usage will improve the use effect and authentication speed.

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Due to the constant renewal of products, the company cannot assure the compliance between the product and the information contained in this document, including the technical parameters of the product. Please forgive any change without notice.

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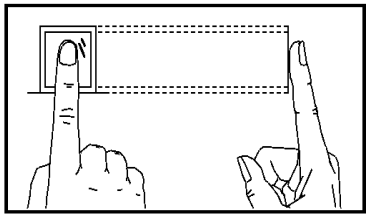
1. Device operation

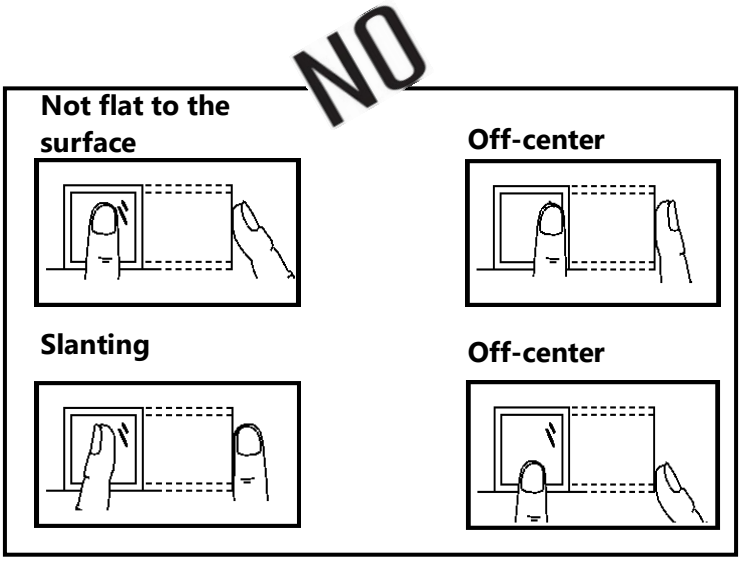
1.1. Finger Placement

Recommended fingers: The index finger, middle finger or the ring finger; the thumb and pinkie finger are not recommended (since they often present more difficulties to be recognized).

The finger is flat to the surface and centered in fingered guide.

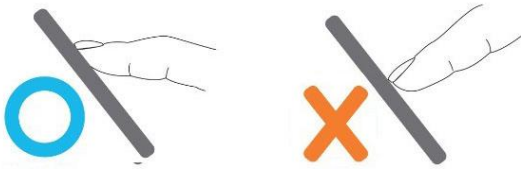


YES



1.2. How to use touch screen

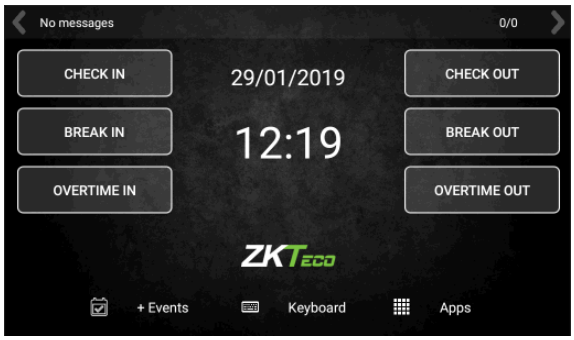
Use finger pulps slid or click the touch screen. The fingertip and fingernail may affect the using of touch screen.



1.3. Card Placement

RFID Cards must be placed below the fingerprint sensor in order to be recognized.

1.4. Desktop Screen



The device has different widgets on the desktop at the factory status: The basic attendance events, which are **Check In**, **Check Out, Break In, Break Out, Overtime In and Overtime Out,** access to the rest of the functions, which are **+ Events, Keyboard and Apps**, and the display of the **Current Date and Time**

1.5. Punching Operation

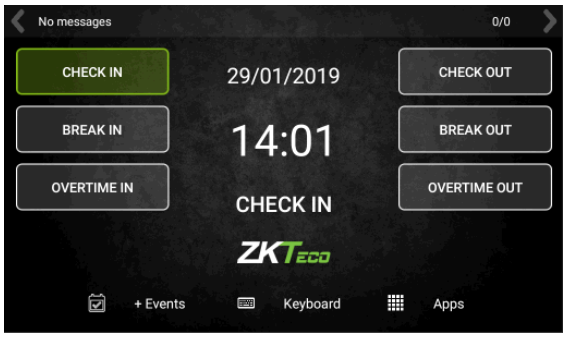
As said previously the basic attendance events are **Check In**, **Check Out, Break In, Break Out, Overtime In and Overtime Out.** These are the events that are created in the device by default. It is possible to add more attendance events which will appear on the desktop as those or they will be accessed by the **+ Events** function, in the lower left position of the screen.

The operation of registering a punch in the device depends on the configuration of the verification and if the if the selection of an attendance event is set to mandatory

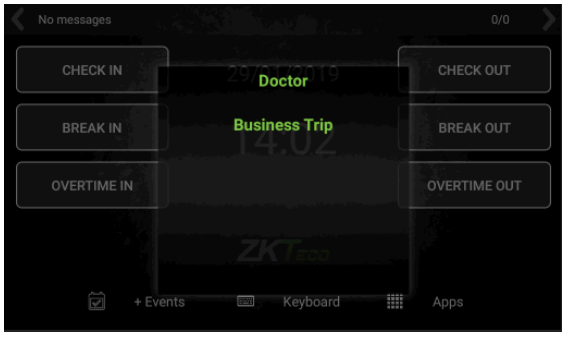
1.5.1. 1:N Verification

This is the default and most used configuration. If no extra configuration is done, this is how the punches are registered in the device. This type of verification consists in the device **comparing the punch registered to all the values of the same type of punch in the database**. The operation is as follows.

1. Select the event that the punch is going to be set, either from the desktop, either from **+ Events. This is optional.** If no attendance event is selected, a default "0" attendance event is going to be selected.
   An attendance event in the Desktop can be selected or in the + Events screen

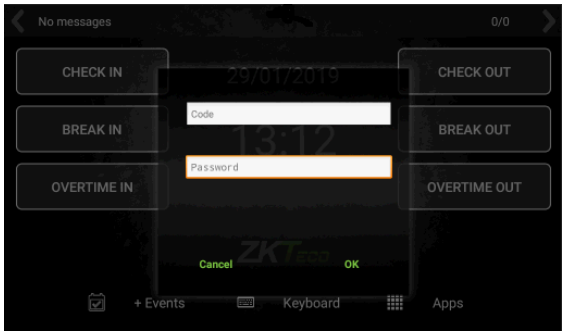


Desktop



+ Events

2. Punch the device by **Fingerprint** or by **Card**. If the punch is going to be registered by **Code**, click on **Keyboard** in order to input **Code** and **Password**



3. The device will test if the **Fingerprint**, **Card** or **Code/Password** set corresponds to a registered employee. If the device can identify the employee, a positive verification message will be shown.

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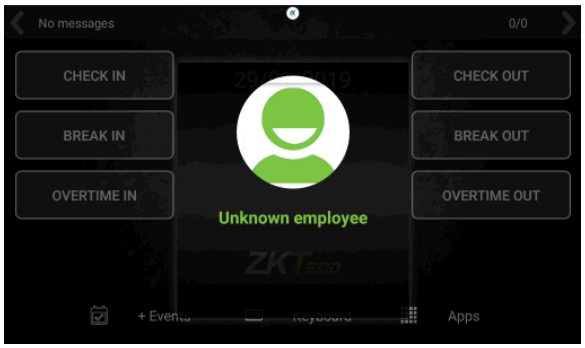
4. On the contrary, a negative verification message will be shown.

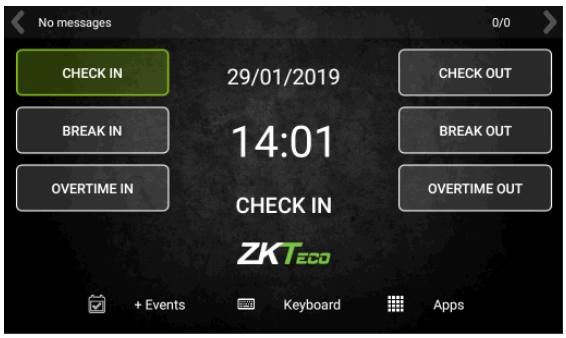


1.5.2. 1:1 Verification

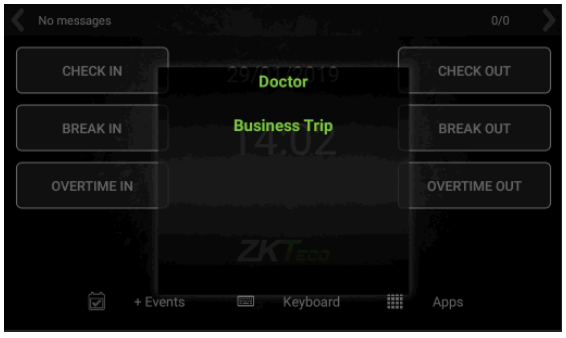
The device can also perform a **1:1 Verification**. This kind of verification consist in the employee identifying itself first by **Code** and registering the punch with **Fingerprint** or **Card** after this identification. This punch data is compared only to the identified employee data. This is used to provide an **extra layer of security**, or when the **Fingerprints** or **Cards** are difficult to read by the device.

The **punching operation** when this kind of identification is selected **is the following**:

1. Select the event that the punch is going to be set, either from the desktop, either from **+ Events. This is optional.** If no attendance event is selected, a default "0" attendance event is going to be selected. An attendance event in the Desktop can be selected or in the + Events screen.



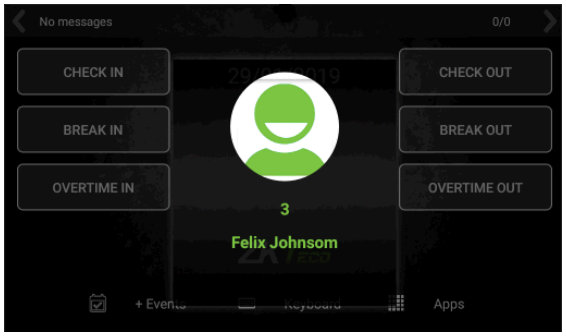
Desktop



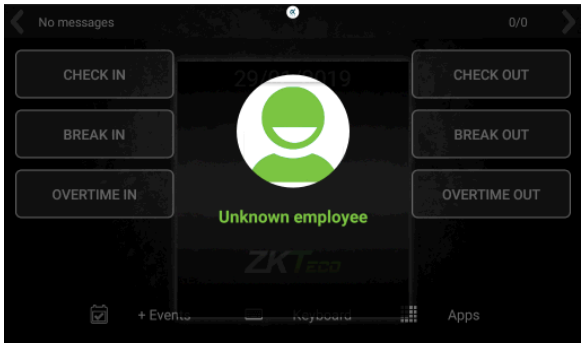
+Events

2. Click on **Keyboard** to enter the employee **Code**

3. **Punch** the device by **Fingerprint** or **Card**. The device will only issue a **positive** verification if the punching registered **corresponds to the user** whose code has been entered.

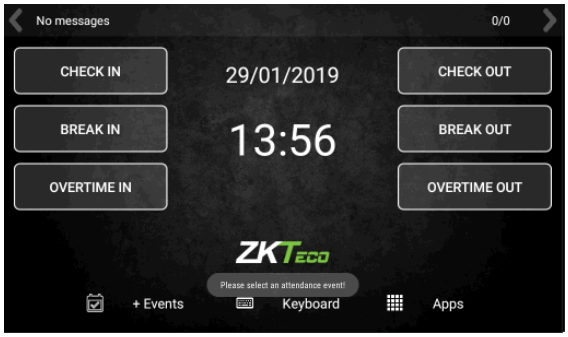


4. On the contrary, a **failed** verification message will be issued.



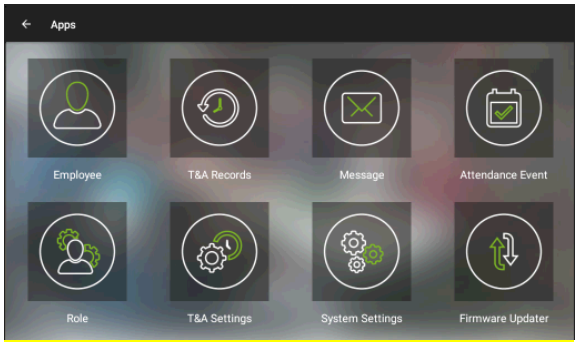
1.5.3. Force Attendance Event Selection

In the previous section it is specified that the selection of an attendance event prior to the punching is **optional**. The device can be configured so it is mandatory to set an attendance event prior to the punching. If this is **activated** (View T&A Settings – Punch Settings) section trying to set a punch without selecting an attendance event first will show the **following error** on screen.



2. Applications

Click **Apps** to enter the **Applications** interface:



App Name	Usage
Employee	Add, edit or delete the basic employee information: enroll **Pin**, **Name**, **Fingerprint**, **Card** and **Password**; assign **Department** as required.
T&A records	List of registered punches. The device shows the list of registered punches by date. Punches are identified by **User Photo**, **Name**, **Code**, **Punch type** and **Date**
Message	Add or delete public or personal messages as required.
Attendance Events	Add, edit or delete attendance events as required.
Role	Set permissions for the different functionalities of the device
T&A settings	List of available T&A settings, in order to configure the behavior of the

	device as needed
System settings	List of system settings, such as **Network Configuration**, **Language**, **Date&Time**, etc.
Firmware Updater	Internal software update. Only select this option when required by the distributor.

3. Employee Management

This app manages the employees of the device, allowing the **registry, modification or deletion** of the employees of the company the device.

In order to register an employee, its **Code, Name**, and at least a punch type, such as **Fingerprint, Card or Password** must be provided. Optional fields are **Department** and **Role**.

When there is a change in the employees, it must be carried over to the device in order to maintain the correctness of the information. That is why the modification of an already registered employee is possible

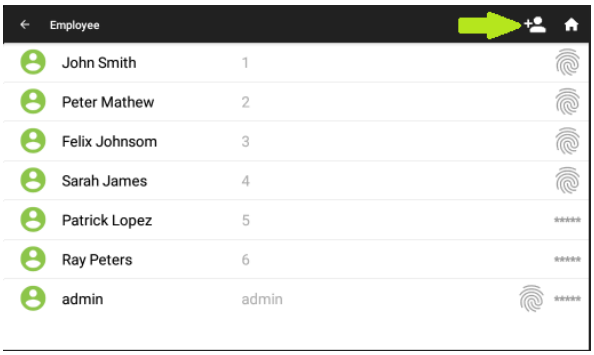
Lastly, when an employee is dismissed, it must be deleted from the device in order to delete them from the registries of the company.

Click **Employee** on the Apps page in order to access the employee app.

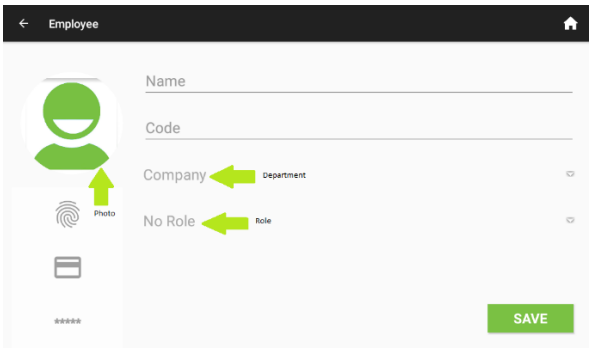
3.1. Add a New Employee

These are the steps needed to add a new employee to the device.

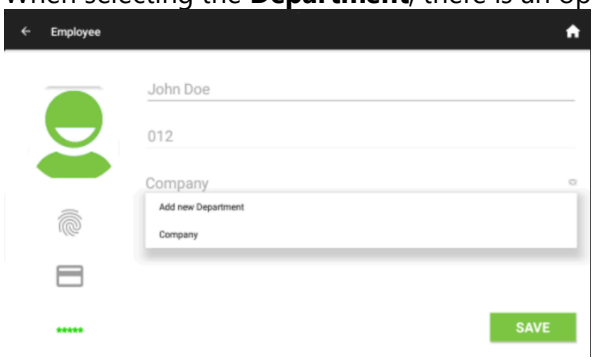
1. On the **Employee** app click on the **New Employee** icon (marked with the green arrow in the following screenshot)



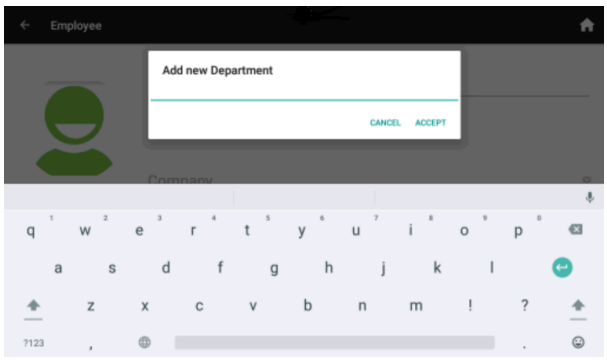
2. In the following screen, fill in the details of the employee. The **Code** and **Name** fields are mandatory, but the **Department** and **Role** fields are optional. Click on the smiley face in order to add a **photo of the employee**, which will be set as a **User Photo**



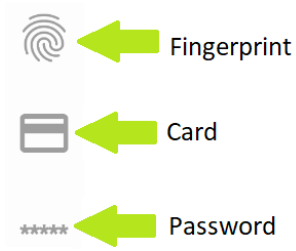
3. When selecting the **Department**, there is an option to create a **New Department**.



4. The following dialog is presented in order to create de **Department**, which will be assigned automatically to the employee being registered

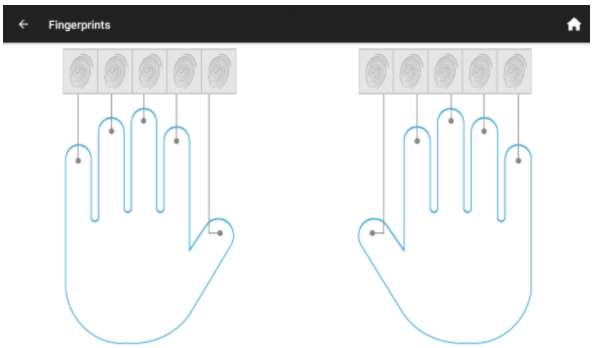


5. Click on any of the punch types available in order to enroll a **Fingerprint, Card or Password** for the Employee

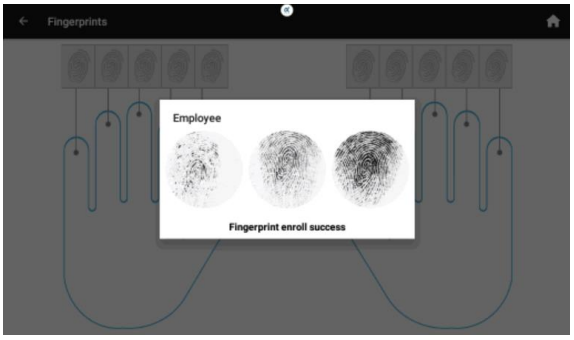


Fingerprint Enroll

6. If **Fingerprint** is selected, a finger selection screen will open



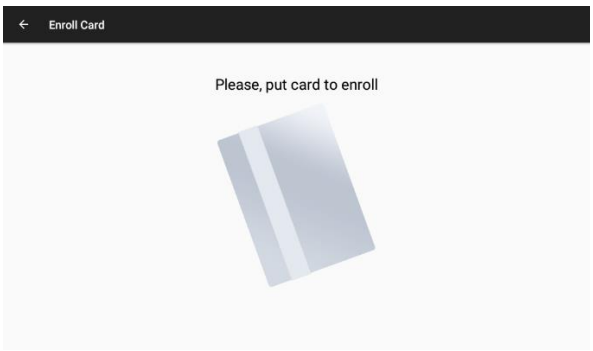
7. Select the finger to enroll and punch the device **three times** in order to save the enrollment



8. Once all the wanted **fingerprints** are enrolled, click on the **left arrow**, on the **upper left position** in order to go **back to the previous screen**.

Card Enroll

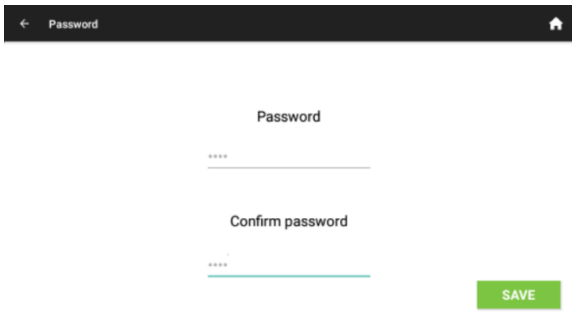
9. To enroll a card, click on the **Card** icon. Punch the card in the screen that appears next to enroll the card to the employee.



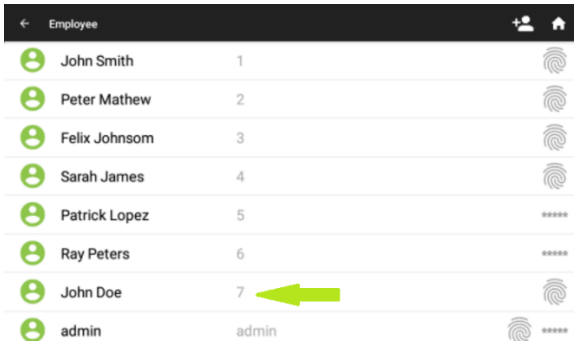
10. Once the card is enrolled, click on the **left arrow** on the upper left position in order to go back to the previous screen

Password Enroll

12. In order to enroll a password, click on the ***** icon. It is required to input the password twice in order to save the password. ***Warning*:** Do not forget to click on **SAVE** on this screen in order to save the password, as clicking on the upper left arrow will **NOT** save the password.



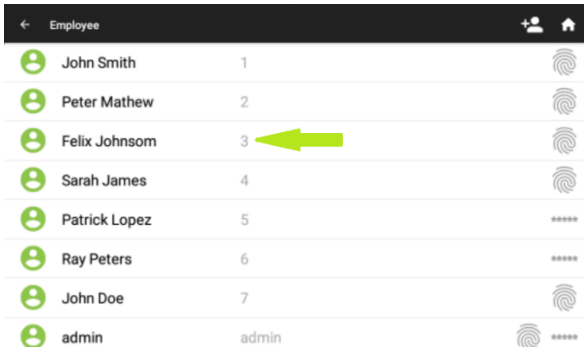
11. Click on **SAVE** in order to register the employee. From now on the employee is available in order to register punches.



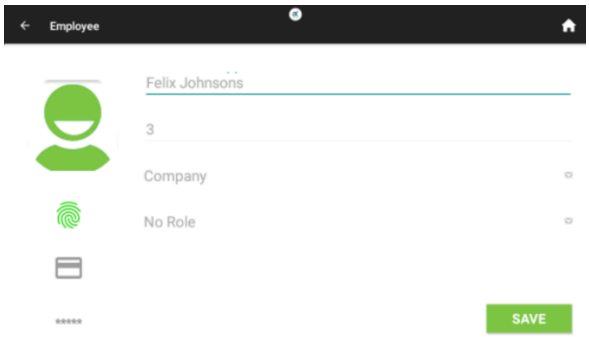
3.2. Edit existing employee

As creating a new employee, it is possible to **edit** and **existing employee**.

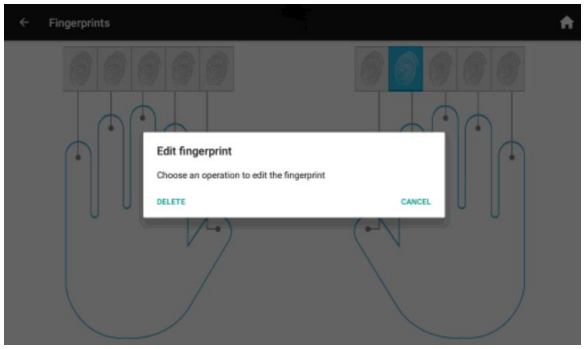
1. Select the **Employee** that needs to be edited, to do it, just click once on it. In the following example the **employee no.3 is going to be edited**



2. The details of the employee will be shown on screen. The **Code** of the Employee can not be edited. In order to edit any other of the fields, just click on the field to be edited, and after editing click **SAVE.**



3. Enrolling a **Fingerprint, Card or Password** to an existing **Employee** is done as it was done when registering the employee. If a **Fingerprint, Card or Password** is already enrolled and we want to change it, **a dialog** asking if we want to **Delete** the previous punch type or we want to cancel the operation. In the example, we are trying to **edit the enrollment of a fingerprint**.

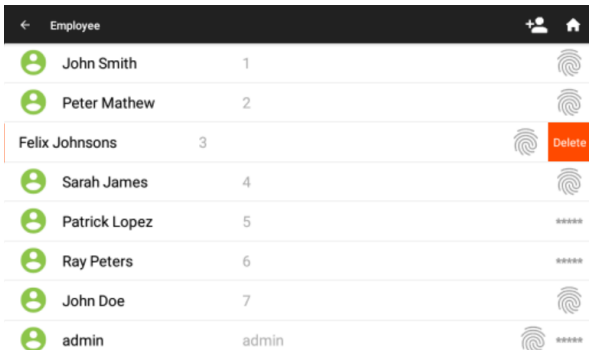


4. Remember to **SAVE** after doing all the edits needed. If the upper left arrow is clicked the changes will **NOT** be saved.

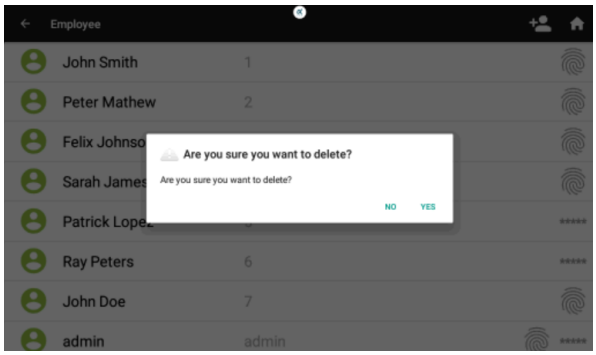
3.3. Delete a registered employee.

When an **Employee** is dismissed, it is possible to delete the registry in the device. ***Be careful*** doing this as **any of the T&A records of this employee will also be deleted**. The process to delete an existing employee is the following.

1. On the **Employees** screen, **swipe left** the employee that needs to be deleted. A red **Delete** icon will show on the right of the screen.



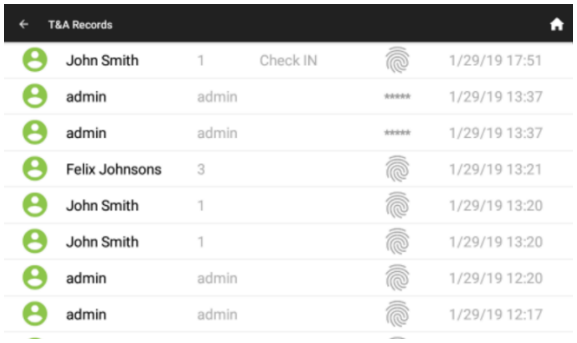
2. Click on the **Delete** icon to delete the employee. A **confirmation message** will appear for safety.



3. After the confirmation the employee will effectively be deleted. This operation **cannot be undone.**

4. T&A Records

The **T&A Records** app shows the list of **punches registered** by the device. It does **NOT** let the user to **delete** the records or **edit** them in any way. **Swiping down** in the list will show **previous punches**.



The fields of the punch records that are shown are the following.

- **User photo**
- **Name**
- **Code**
- **Attendance Event**
- **Type of punch (Fingerprint, Card or Password)**
- **Date and Time**

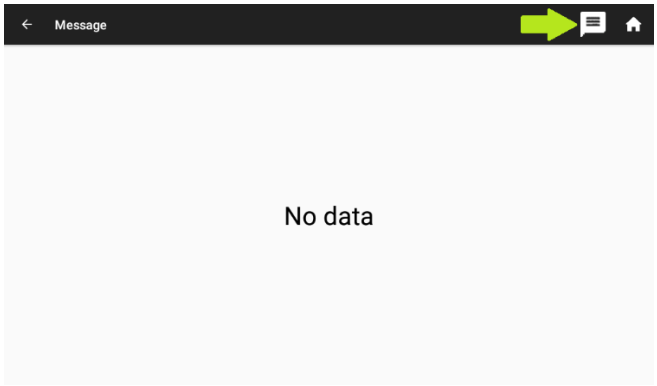
5. Messages Management

A **Message** is a piece of information that will be **delivered** to the Employees through the **device**. Messages can be sent to **one Employee** only, a specific **list of Employees** or **publicly**. A **message directed** to an employee, or a list of employees will be **shown when punching**, while **public**, non-directed messages will be shown on the Desktop, with **no punching needed** in order to see them. Messages are managed through the Messages app

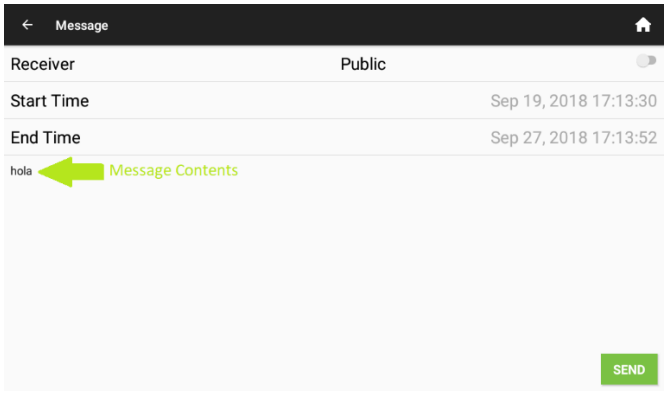
5.1. Add a New Message

1. On the **Messages** app click on the **New Message** icon (marked by the green arrow

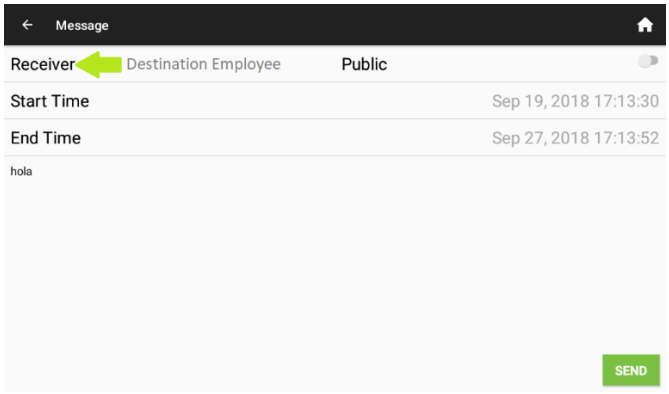
in the following screenshot).



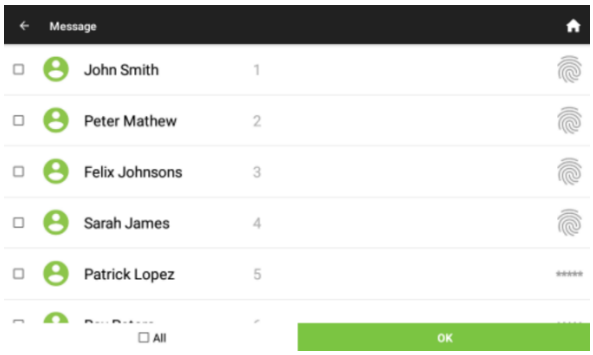
2. First, write the **contents of the message**



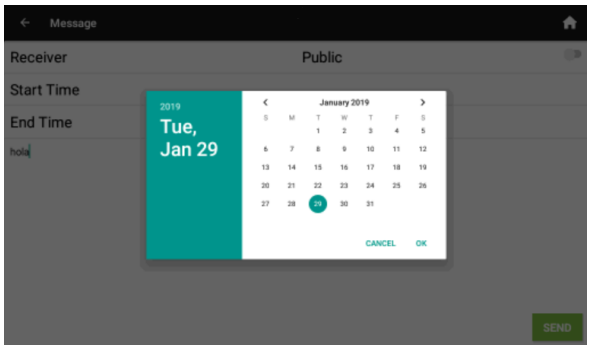
3. Once the contents of the message have been written, choose if the message is directed to a **specific employee**, a **list of employees,** which will be done by clicking on Receiver, or is directed **to all the employees**, by setting to **ON** the **Public** field.



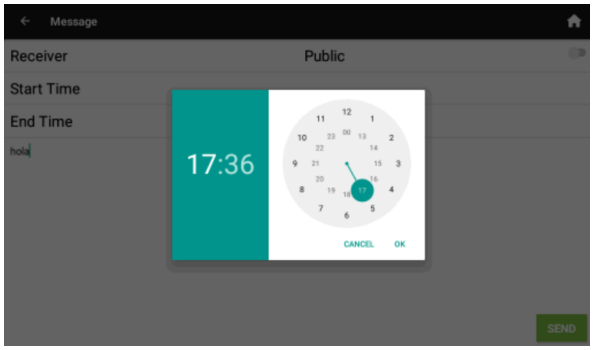
3. When clicking on **Receiver**, an **Employee** selection screen will open, in order to select the employees that are going to receive the message. ***Notice*** that it is possible to select **all the employees**, this will **NOT** make the message **Public**, as Public messages are delivered **without punching**, and a Message configured like this will not. Once the employees have been selected. Click **OK**



4. **Start and End** Time mark the time in between the message will be shown. **Both** options show the same options. First, the date of start/end is asked.



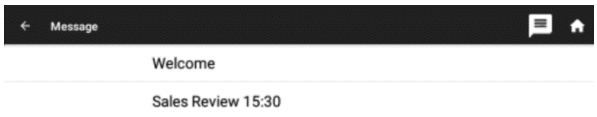
5. After clicking OK, the **time** is asked.



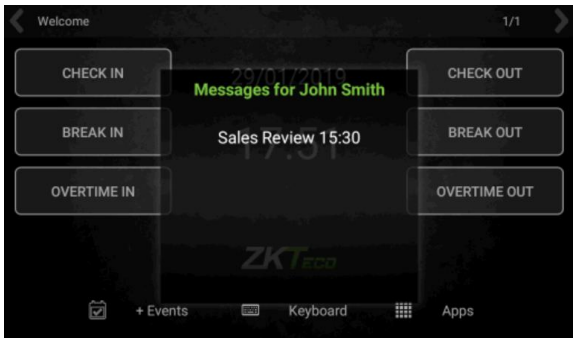
6. Once time has also been selected in both start and end times we have all the details needed. Click **SEND** to save the message and to display it when the time comes.

5.2. Message Display

In the following screenshot we have a **public** message "**Welcome**" and an employee-**specific** message "**Sales Review 15:30**"



The following screenshot shows how **Messages** are shown on the **desktop**. In the center of the screen the employee specific message is being shown after the employee punching while in the top of the screen the public message is being shown



Notice that to the right of the public message a 1/1 appears, meaning that the message being shown is the first about 1 message. The arrow on the right would scroll between messages if they existed.

5.3. Messages Edit

Editing of messages **is not possible** from the device. It is possible to do it from the Web Server (View BioTime Web User Manual).

5.4. Messages Delete

By configuration, it is possible to configure that expired messages are deleted **every 24 hours** (View T&A Settings section on this manual)**.** Also, a **message** can be deleted manually with the **following process**.

1. On the **Messages** app, **swipe left** the message that needs to be deleted, and a red Delete icon will appear to the right of the screen

2. When **clicking the Delete icon**, a confirmation message will appear. Once the delete is confirmed, the message will disappear from the events list.

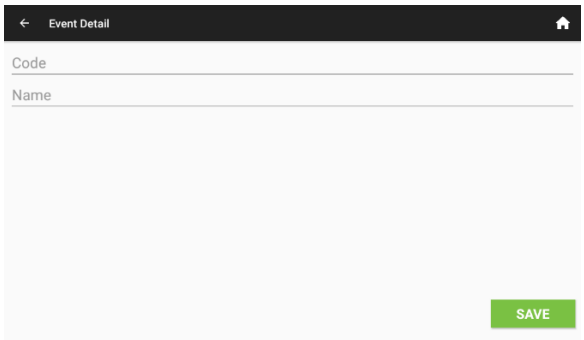
6. Attendance Events Management

Attendance events are the "**reasons**" to register a **punch**, being **in punches** or **out punches**. The device includes a list of **basic attendance events** that can be expanded to meet any needs. Attendance events are managed in the **Attendance Events app**.

6.1. Add a New Attendance Event

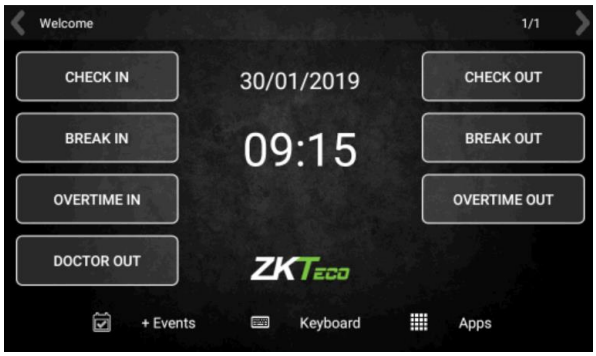
1. On the **Attendance Events app**, click on the **New Event** icon (marked with a green arrow in the following screenshot).

2. Fill in the **Code** and **Name** of the **Event**.



3. Click **SAVE** and the event will appear next to the rest of the events in the list. In the following screenshot, we have created an event named "**Doctor OUT**" with **Code no. 7**

4. The event "**Doctor OUT**" is shown in the desktop next to the rest of the events



+ Events

Warning: The desktop will only show events **with codes 1-8**. Events with a superior **Code** number will be shown on the **+ Events** screen.

1. In the following example, an event with **code no. 10** has been created with the name "**Lunch Out**"

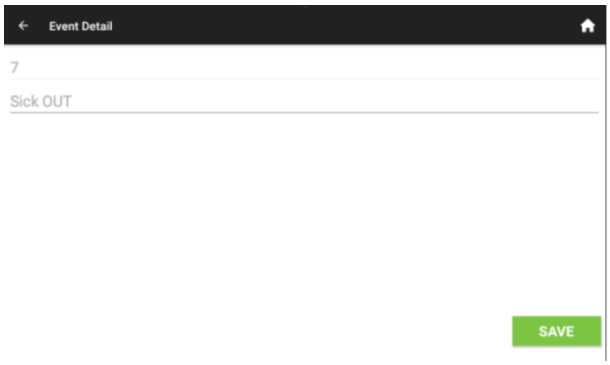
2. Notice that as the event has **Code superior to 8**, it appears inside the **+ Events** screen

6.2. Edit an Attendance Event

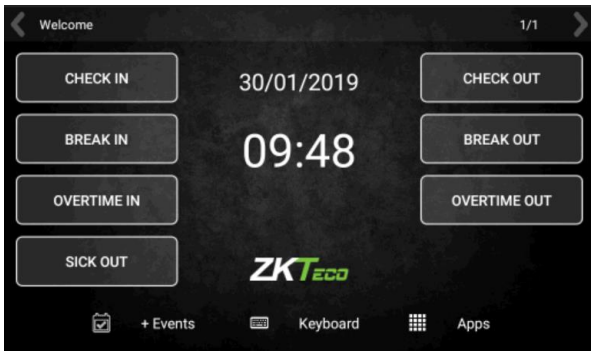
User-created attendance events **can** be modified. The only field that can be modified is the **name**. The basic attendance events that the device includes **cannot** be modified in any way

1. In the following screenshot the event **Doctor OUT** is going to be edited.

2. After editing the name, click **SAVE** in order to save the name change.



3. The event list in the desktop has changed in order to **reflect the changes**.



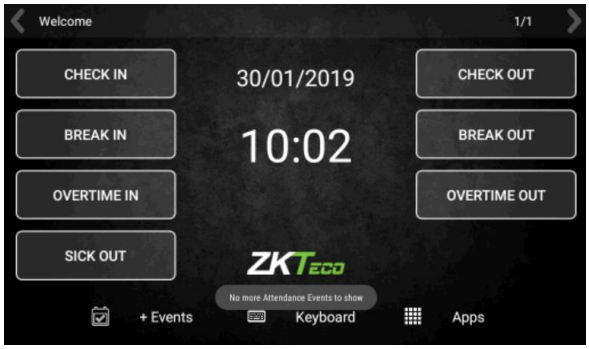
6.3. Delete an Attendance Event

Basic attendance events that come by default with the device can **NOT** be deleted, but user-generated ones can, the process is as follows.

1. In the **Attendance events app**, **swipe left** the event that needs to be deleted. A red **Delete** icon will appear in order to delete the event.

2. After clicking **Delete** and **confirming** the event list will be **updated** without the deleted event.

3. The event list in the desktop or the **+ Events** screen is updated accordingly. The following screenshot shows the message that appears on screen when **no events** exist that should be in the + Events screen



7. Roles Management

In the ZPAD+ environment, **Roles** are the set of **permissions** that can be assigned to an **employee** or a **group of employees** regarding the functions of the device. For example, a role can be set that forbids the editing of **T&A Settings** but allows the checking of T&A Records. Another role can be set that allows only the **punching**, with no additional permissions.

Roles are managed in the **Roles app**. It is not possible to manage an addition, modification or deletion permission **individually**. When a role includes a permission, it means that the whole operation of the permission being set is allowed. Except for the webserver

permission, the permissions of the role assigned to an employee **define the apps** the employee can access in the apps page.

Roles that can be set include the following permissions:

- **Roles manager**: Lets the assigned employee access the Roles App
- **System administrator**: Lets the assigned employee access the System Settings
- **Webserver user**: The assigned employee can access the webserver. **Warning:** The assigned employee also needs to have a Password created in order to access the web server.
- **T&A Manager**: Lets the user access the Employees App and the T&A Settings App
- **Apps Dashboard**: The assigned employee can only access the Messages app and the T&A Records app. Disabling this permission also disables the rest of the permissions except the Webserver permission

By default, the device includes a **Super Admin** role that has **full permissions**. If no employees are registered in the device, or **no employees** are assigned to the Super Admin role, **no restrictions will be enforced** when accessing the apps.

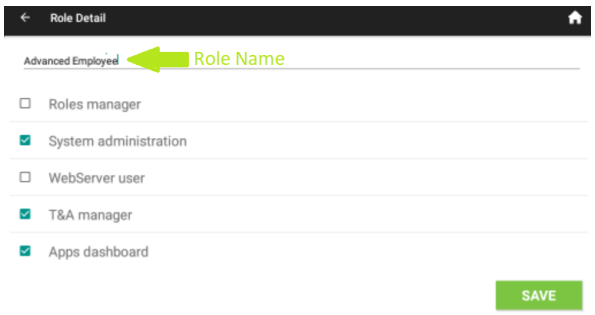
The user, having the required role, can create new **Roles**, edit the existing user-made roles and delete any of the existing user-made roles.

7.1. Add a New Role

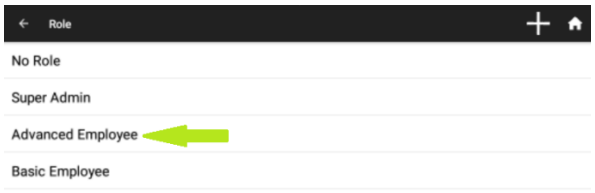
Once created, the role needs to be **assigned to employees** in order that its configured restrictions are enforced. The process to add a new role to the device is as follows.

1. In the **Roles app**, click on the + sign on the top right on the screen to add a **New Role** (marked in the screenshot with a green arrow).

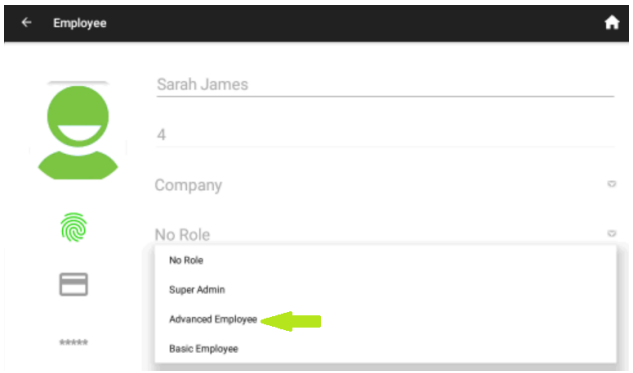
2. Input the name of the **Role,** and the **permissions** that will include. Click **SAVE** to save the role.



3. The role created will appear in the **list of roles.** ***Notice*** that user-created roles are sorted alphabetically on the roles app.



4. From now on, the role can be assigned to **employees.**

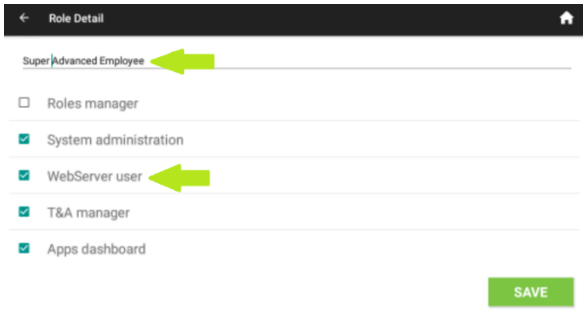


7.2. Editing an Existing Role

As it was explained in a previous section, the **Super Admin** role cannot be edited. The process for editing an existing user-made role is as follows.

1. In the **Roles** app, click on the **Role** that needs to be edited.

2. The name or the permissions of the role can be edited. In the following screenshot both are going to be edited. Click **SAVE** when done.

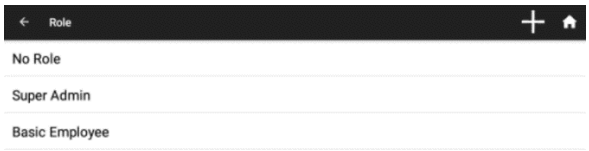


7.3. Deleting an Existing Role

The process for deleting a user-made role is as follows. ***Warning***: The deletion of a role that is assigned to an employee will set the employee **role-less**. This is important because if there are no employees assigned to the **Super Admin** role, all restrictions in the apps will **NOT** be enforced anymore.

1. In the **Roles** app, **swipe left** the role that needs to be deleted. A red **Delete** icon will appear on screen.

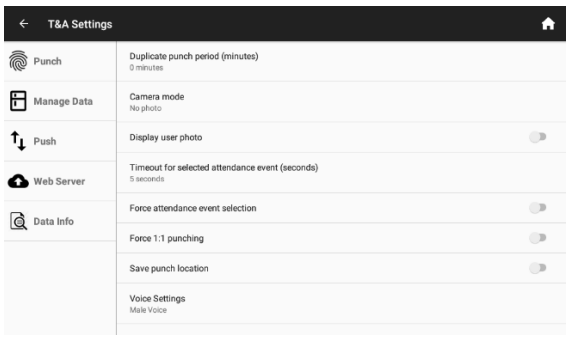
2. When clicking on the **Delete** icon, a confirmation message will appear. After confirming the delete, the role will **disappear** from the list and all the employees that role had been assigned will no longer have a role assigned to them.



8. T&A Settings

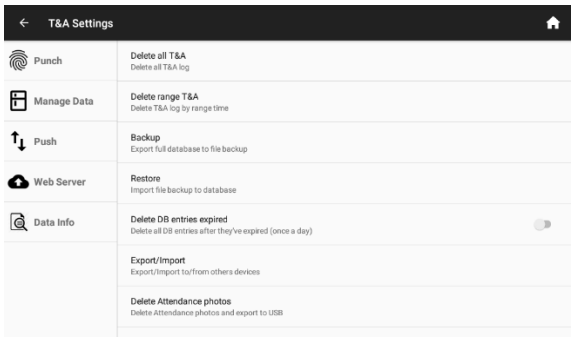
All functionalities regarding the **behavior of the punching** are configured in this app. Also, the **data stored** in the device and the report of the punches (to other software or the webserver) are configured in this app.

8.1. Punch Settings



1. **Duplicate punch period**. The device will not allow punching by the same employee during the specified period.
2. **Camera Mode.** Specifies the behavior of the camera when punching the device. The options are:
    2.1 **No photo**. The device will not take a photo when punching
    2.2. **Take photo**. The device will take a photo when punching, but the photo will not be saved
    2.3. **Take photo and save on success.** The device will take a photo and save it if the punch is successful
    2.4 **Take photo and always save**. The device will take a photo and save it whether the punch is successful or not.
3. **Display user photo**. Specifies if the photo registered to the employee will be shown when punching the device.
4. **Timeout for selected attendance event (seconds).** Specifies the time on which an event selection (prior to punching) will be discarded if no punch is registered.
5. **Force attendance event selection**. If this option is ON, it will be mandatory to select an attendance event on the desktop before registering a punch.
6. **Force 1:1 punching.** If this option is ON, a Code will be needed in order to identify the employee, and a second method to effectively register the punch. For example, a Code in order to identify the employee, and a fingerprint to register the punch.
7. **Save punch location**. The location where the punch has been registered will be saved along the punch itself. Location services must be activated in "System Settings" for this functionality to work.
8. **Voice Settings**. Establishes if the voice of the device is a male voice or a female voice.

8.2. Manage Data

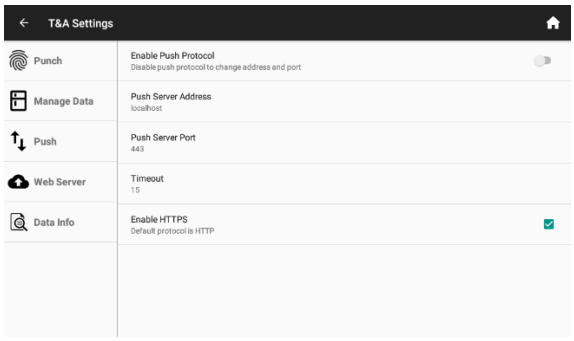


1. **Delete all T&A.** Deletes all T&A records from the device
2. **Delete range T&A.** Deletes all T&A records from the device in a date range.
3. **Backup.** Exports the database of the device to a file which will be placed on the root of a USB-drive connected to the device.
4. **Restore**. Restores the database of the device from a file which will be looked for on the root of a USB-drive connected to the device.
5. **Delete DB entries expired.** Set it to ON for the expired messages to be deleted once

every 24 hours.

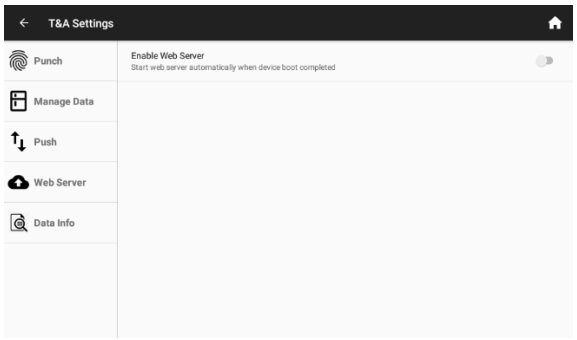
6. **Delete Attendance photos.** Deletes the photos stored on the device that have been done when punching the device with the adequate configuration (view Punch Settings). Lets the user do a backup of the photos taken to a USB-drive connected to the device.
7. **Delete all Data.** Deletes all data from device. The result will be a factory-new device.

8.3. Push Settings



1. **Enable Push Protocol.** The push protocol lets the device communicate with the software ZKTimeCloud. This is a cloud-based software that permits a thorough control of all the T&A in a company. Please ask your distributor sales representative for more information.
2. **Push Server Address.** Internet address where the ZKTimeCloud server is located.
3. **Push Server Port**. Communication configuration aspect in order to be able to connect to a ZKTimeCloud server.
4. **Timeout.** Communication configuration aspect in order to be able to connect to a ZKTimeCloud server.
5. **Enable HTTPS**. Makes it mandatory to the device to only connect to a ZKTimeCloud server via a secured connection.

8.4. Web Server



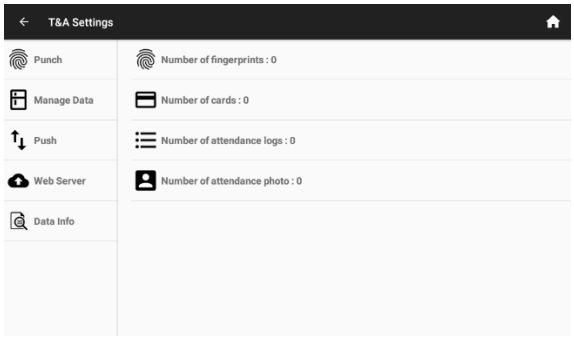
If the Web Server is activated, it is possible to access the device from the same local area network with a standard internet browser. From the Web Server all Employee, Events and Messages can be managed, along with Reporting Options (View the BioTime Web User Manual for more information on the subject). The device shows the address needed in order to access the webserver when the Enable Web Server option is set to ON.

8.5. Relay Settings

The ZPAD+ device integrates a relay that can be used for access control among other functionalities. The behavior of the relay is configured in this section.

1. **Enable Relay.** When the relay is enabled, on each punch the relay will be activated according to the setting of the following configuration aspects.
2. **Delay.** Seconds delay from the punching to the relay activation
3. **Duration**. Seconds during the relay will be activated.

8.6. Data Info

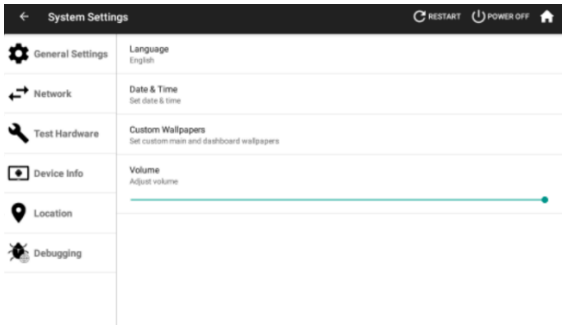


In this section, the number of records for the different aspects of the device are explained. There is no option to delete or edit the records as they are not needed.

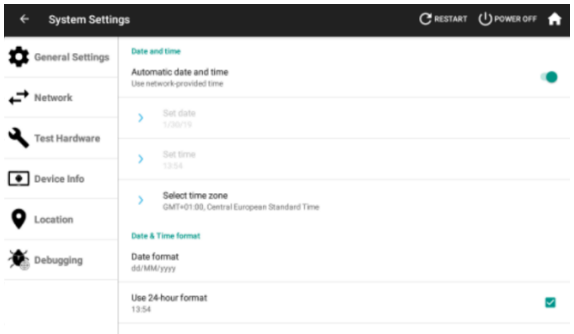
9. System Settings

Internal configurations of the device such as network configuration, language, date and time of the device are set in this app

9.1. General Settings



1. **Language.** It is possible to set the device in English and in Spanish. The change in the language of the device will change the language of the menus accordingly.
2. **Date&Time**



   2.1. **Automatic Date and Time**. When set to ON, current date and time will be retrieved from the internet

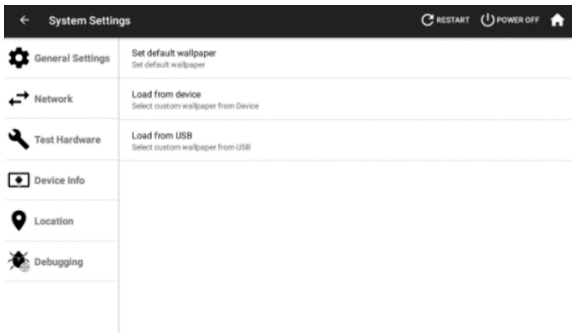
   2.2. **Set date.** Only available when Automatic date and time is set to OFF.

   2.3. **Set time.** Only available when Automatic date and time is set to OFF.

   2.4. **Select time zone.** Time zone where the device is installed.

   2.5. **Date format.** The format dates are presented depend on the country. Use this setting to select the correct date format for the location where the device is installed.

3. **Custom Wallpapers.** The wallpaper is the background image of the desktop



3.1. **Set default wallpaper.** Cancels back any wallpaper change that had been done

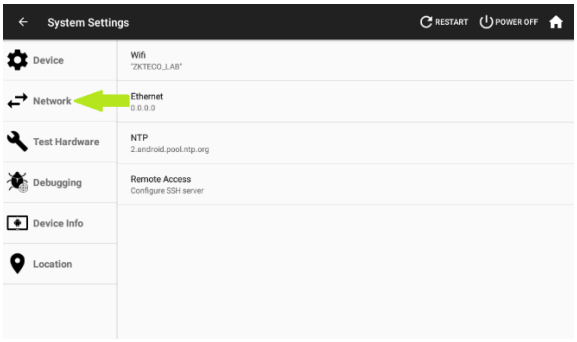
3.2. **Load from device.** Set a wallpaper image from the images present in the device.

3.3. **Load from USB.** Set a wallpaper image from the images present in a connected USB-drive.

9.2. Network

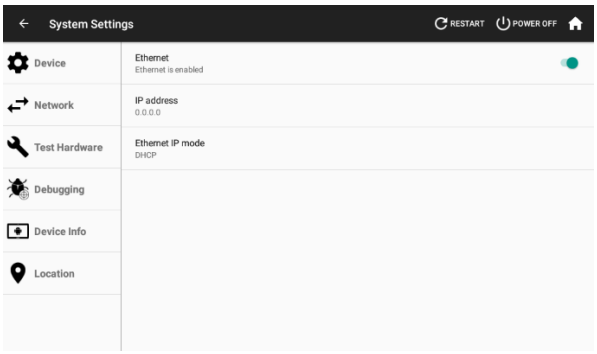
The device can be connected to the network through a wired **Ethernet** connection or **Wi-Fi**.

In order to select either one or the other connection type, click on **Network** on **the System Settings app**, marked with a green arrow on the following screenshot.



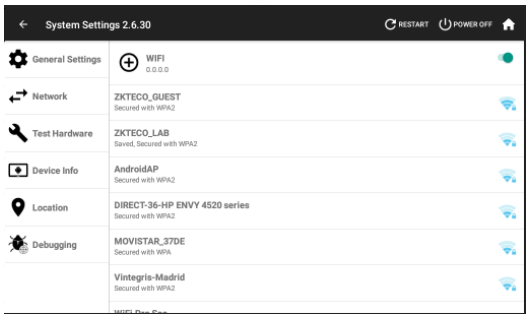
From here we can select whereas a wired ethernet connection will be used or Wi-Fi by clicking on **Ethernet** or **Wifi**

1. Wired Ethernet.

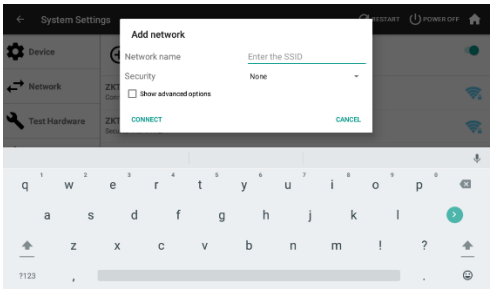


- **Ethernet:** Switch to turn on or off the ethernet interface
- **IP address:** Information about the current IP address of the device
- **Ethernet IP mode:** Select between DHCP (the IP address of the device will be assigned by the router) or Static (All the details of the connection as IP Address, Gateway, Netmask and DNS will be provided by the user).

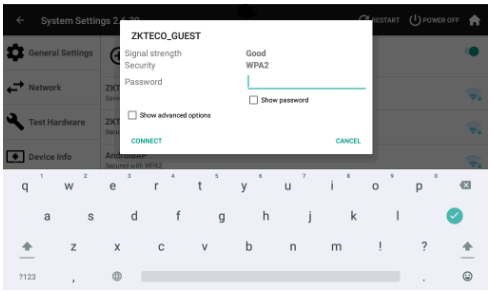
2. Wi-Fi



- WIFI: The Wi-fi internet can be switched on or off, also if clicking on the + sign the details of the wi-fi network can be manually set.

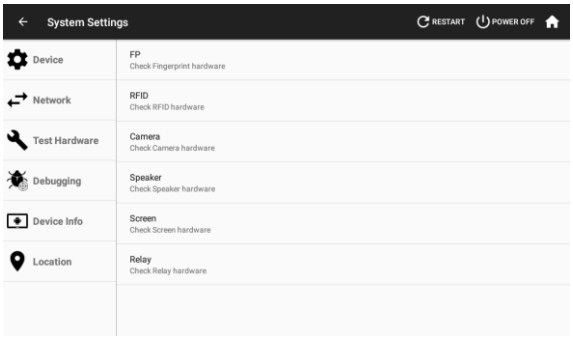


- By selecting one of the detected Wi-Fi networks below the details needed in order to establish a connection are shown.



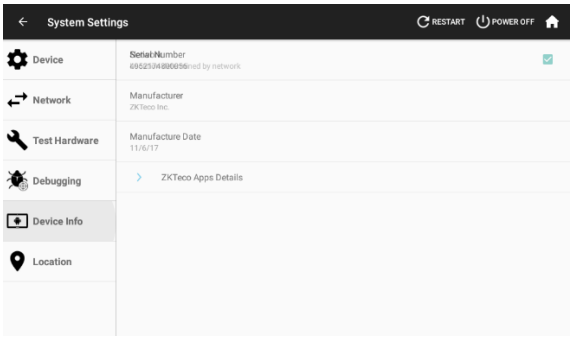
In the Network section of the system settings, the NTP time server and SSH server of the device can be configured. Refer to your ZKTeco distributer for more information.

9.3. Test Hardware



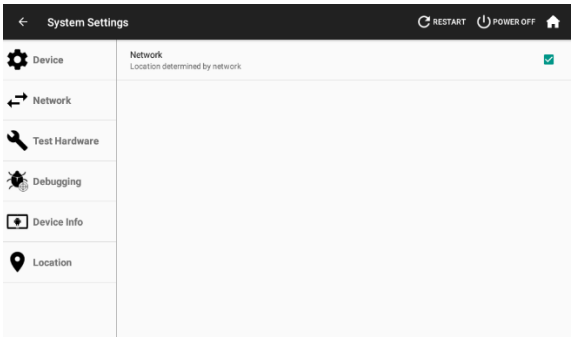
In this section, a test of all the hardware parameters can be performed. In case of any issues with the hardware of the device refer to this section in order to test the functionality.

9.4. Device Info

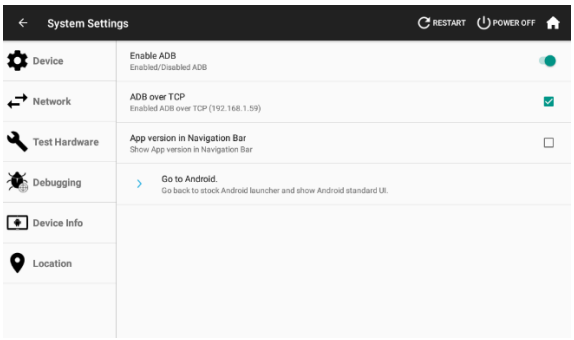


Actual device info such as Serial number, manufacture date, app version and percentage of memory and storage use is shown on this section.

9.5. Location



The gathering of location information by the device is activated on this section. If the location is disabled, the Save Punch Location option in the T&A Settings will not work.



Developer-only information is shown on this section. Do not enter unless specifically directed by your ZKTeco distributor.

10. Firmware Updater

This section explains the process of the update of the ZPAD+ device. As the development of the ZPAD+ continues, new versions of the apps will be available. The process of updating this apps is handled by the firmware updater. It is important not to use this app unless specifically directed by your ZKTeco distributor.

Updater URL. Internet address where app updates will be looked for.

Update automatically. Set to ON for automatically look for app updates

Update interval for automatic updates. In days, time period between the looking of updates.

Update from USB. Look for updates in a USB-drive connected to the device.

Manual Update. Execute the update from APK files already present in the device.