

# User Manual

## M1

Date: April 2025

Doc Version: 1.0

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website  
[www.zkteco.com](http://www.zkteco.com).

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The product will be updated from time to time without prior notice. The latest operation procedures and relevant documents are available on <http://www.zkteco.com>.

If there is any issue related to the product, please contact us.

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## About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

## About the Manual

This manual introduces the operations of **M1**.

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

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

## Document Conventions

Conventions used in this manual are listed below:

### GUI Conventions

For Device	
Convention	Description
< >	Button or key names for devices. For example, press <OK>.
[ ]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window.
/	Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder].

### Symbols

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

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# Data Security Statement

ZKTeco, as a smart product supplier, may also need to know and collect some of your personal information to better assist you in using ZKTeco's goods and services, and will treat your privacy carefully by developing a Privacy Policy.

Please read and understand completely all the privacy protection policy regulations and key points that appear on the device before using ZKTeco products.

As a product user, you must comply with applicable laws and regulations related to personal data protection when collecting, storing, and using personal data, including but not limited to taking protective measures for personal data, such as performing reasonable rights management for devices, strengthening the physical security of device application scenarios, and so on.

# Safety Measures

The following precautions are to keep the user's safety and prevent any damage. Please read carefully before installation.

- 1. Read, follow, and retain instructions** - All safety and operational instructions must be properly read and followed before bringing the device into service.
- 2. Do not ignore warnings** - Adhere to all warnings on the unit and in the operating instructions.
- 3. Accessories** - Use only manufacturer-recommended or product-sold accessories. Please do not use any other components other than manufacturer suggested materials.
- 4. Precautions for the installation** - Do not place this device on an unstable stand or frame. It may fall and cause serious injury to persons and damage to the device.

5. **Service** - Do not try to service this unit yourself. Opening or removing covers may expose you to hazardous voltages or other hazards.
6. **Damage requiring service** - Disconnect the system from the main AC or DC power source and refer service personnel under the following conditions:
  - When cord or connection control is affected.
  - When the liquid was spilled, or an item dropped into the system.
  - If the system is exposed to water and/or inclement weather conditions (rain, snow, and more).
  - If the system is not operating normally under operating instructions.
  - Just change controls defined in operating instructions. Improper adjustment of other controls may result in damage and involve a qualified technician to return the device to normal operation.
7. **Replacement parts** - When replacement parts are required, service technicians must only use replacement parts provided by the supplier. Unauthorized substitutes can lead to the risk of burns, electric shock, or other hazards.
8. **Safety check** - On completion of service or repair work on the unit, ask the service technician to perform safety checks to ensure proper operation of the unit.
9. **Power sources** - Operate the system only from the label's power source form. If the sort of power supply to use is unclear, call your dealer.
10. **Lightning** - Can install external lightning conductors to protect against electrical storms. It stops power-ups destroying the system.
11. The devices should be installed in areas with limited access.

# 1 Instruction for Use

Before getting into the Device features and functions, it is recommended to be familiar with the below fundamentals.

## 1.1 Standby Interface

1. When the device is connected to the power supply and the device is used for the first time, it enters the Wi-Fi setting shortcut screen as shown below:



2. After connecting to Wi-Fi, it will enter the QR code scanning interface, as shown in the figure below.



3. After successfully binding the device, the standby screen will be displayed as shown below.



#### **Notes:**

- 1) This device needs to be used in combination with **ZKBio Zlink software** and **ZKBio Zlink App**. After binding the device, you can unify the management of the device.
- 2) For details on how to bind the device, see [3 Binding the Device](#).

#### **Status Icons**

Status Icon	Name	Description
USB	USB	The device is plugged into a USB flash drive.
ADMS Server	ADMS Server	The connection between device and ADMS server is successful.
ADMS Server		The connection between device and ADMS server is failed.
Wi-Fi	Wi-Fi Signal	The Wi-Fi connection is normal.
Wi-Fi		The Wi-Fi connection fails.

## 1.2 Verification Modes

In the device, there are three verification modes, namely:

- Fingerprint verification
- Card Number verification
- Password verification

These verification modes can be used for check-in and check-out punches.

### 1.2.1 Fingerprint Verification

#### ● Finger Enrolment

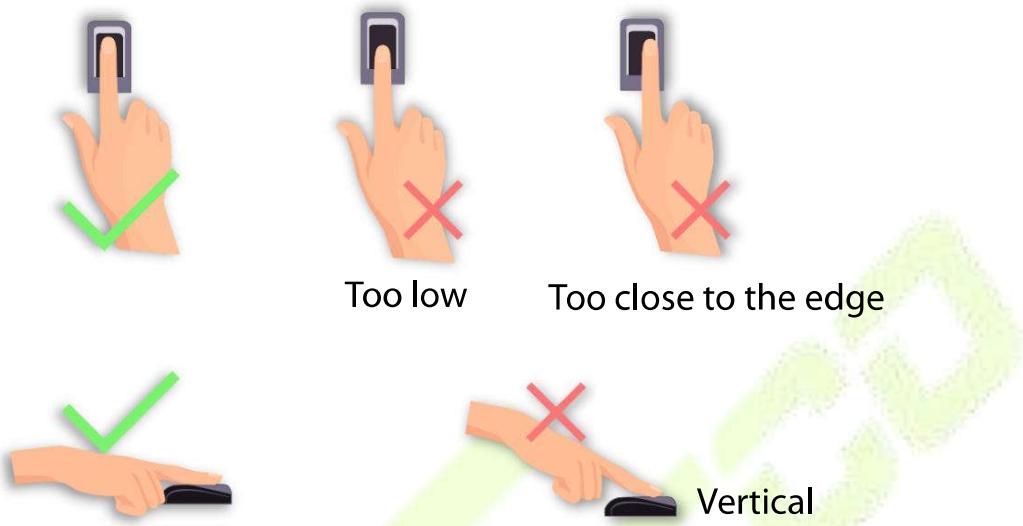
Finger Enrolment procedure involves capturing a user's fingerprint and saving it as a template to the corresponding User ID. To enhance the fingerprint authentication rate, make sure that you enrol the finger correctly.

#### ● Finger Selection for Enrolment

- ✧ It is recommended to use the index finger or middle finger to enrol your fingerprint.
- ✧ If the fingerprints on your selected hand are worn or damaged, try to use the other hand.
- ✧ If the fingers are small, try enrolling with the thumb finger.

#### ● Enrolment Operation

- ✧ Place the finger flat and centered on the sensor surface.
- ✧ The score for each enrolment will be displayed. Make sure that the score is high enough for proper enrolment and authentication.
- ✧ Place the finger consecutively until the success message appears. An illustration is given below:



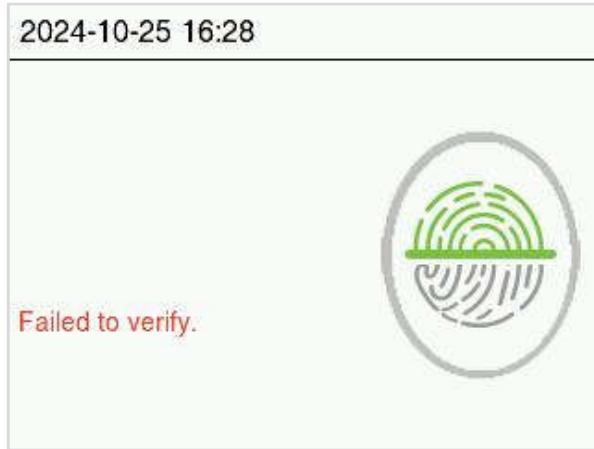
### ● **1:N Fingerprint Verification Mode**

The device compares the current fingerprint collected by the fingerprint sensor with all the fingerprints on the device. Press your finger properly on the fingerprint sensor. If the fingerprint matches with the saved template, the verification is successful.

If the verification is successful, the success message will be displayed as shown below:



If the verification failed, the message will be displayed as shown below:



If the device instructs "**Failed to verify**" then press your finger again. You can attempt verification 2 more times. If the verification fails after these attempts, then the device will returns to the standby interface.

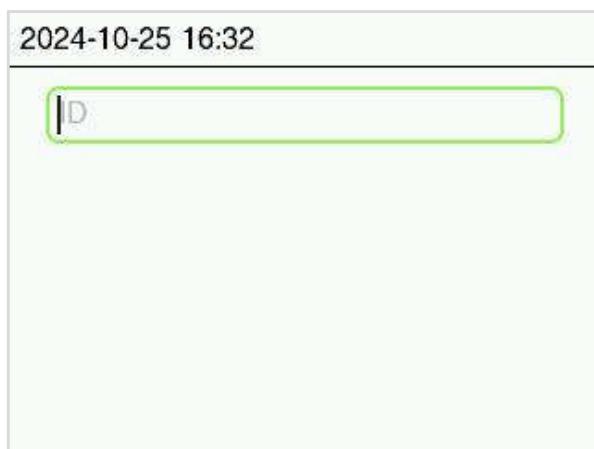
### ● 1: 1 Fingerprint Verification Mode

The device compares the current fingerprint with the fingerprints linked to the entered User ID through the keyboard

In case users are unable to gain access using the 1:N authentication method, they can attempt to verify their identity using the 1:1 verification mode.

Press the number keys on the device keypad to enter 1:1 fingerprint verification mode.

#### 1. Input the user ID and press **M/OK**.

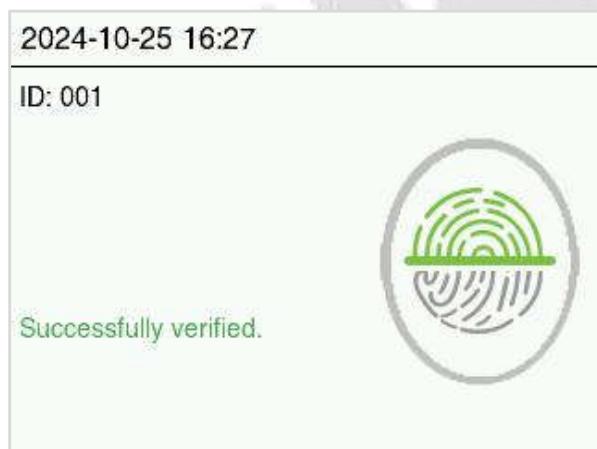


2. If the user has registered card and password in addition to his/her fingerprints and the verification method is set to Fingerprint/Card template verification, the following screen will appear. Select the fingerprint icon to  enter fingerprint verification mode.

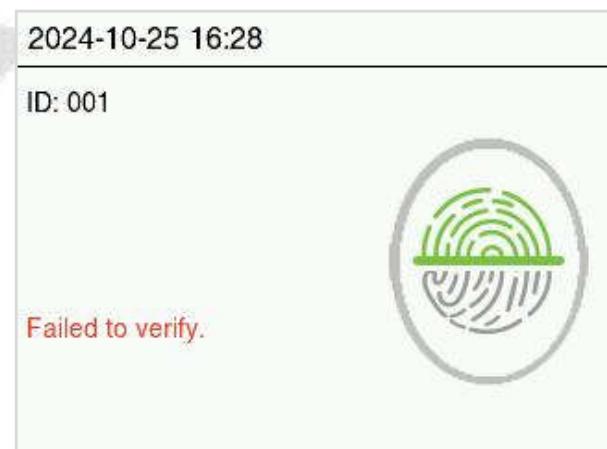


3. Press the fingerprint to verify.

Verification is successful:



Verification is failed:



## 1.2.2 Card Number verification

### ● 1: N Card Verification Mode

The device compares the card number in the card induction area with all the card number data registered in the device. The following is the card verification

screen.



If the verification failed, the message will be displayed as shown below:

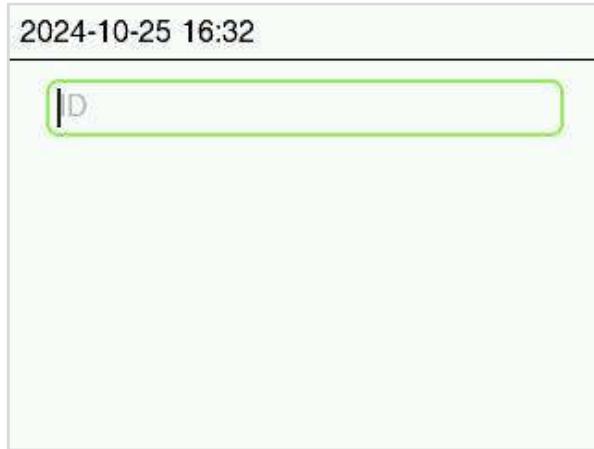


### ● **1:1 Card Verification Mode**

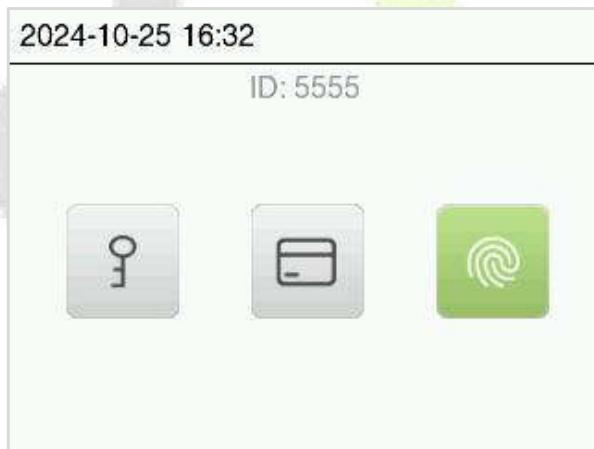
The 1:1 card verification mode compares the card number in the card induction area with the number associated with the employee's User ID registered in the device.

Press the number keys on the device keypad to enter 1:1 card verification mode.

1. Input the user ID and press **M/OK**.



2. If the user has registered fingerprint and password in addition to his/her card, and the verification method is set to Password/Fingerprint/Card verification, the following screen will appear. Select the  icon to enter the card verification mode.



3. Place the card in the collection area for verification.

Verification is successful:

Verification is failed:

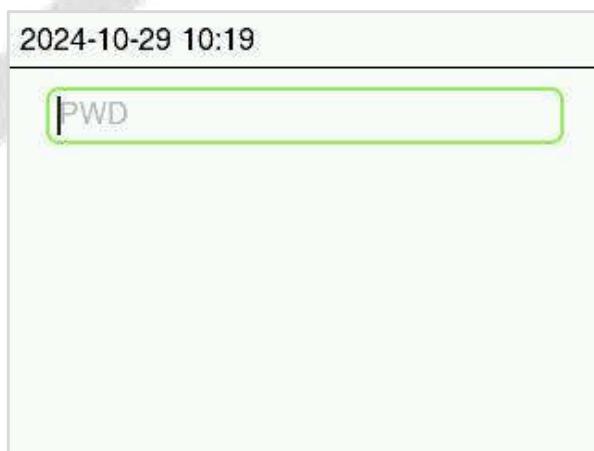


### 1.2.3 Password verification

The device compares the entered password with the registered password by the given User ID.

Press the number keys on the device keypad to enter 1:1 password verification mode. Then, input the user ID and press **M/OK**.

If the user has registered fingerprint template and card in addition to password, and the verification method is set to Password/Fingerprint/Card verification, the following screen will appear. Select the icon to enter password verification mode.



Input the password and press **M/OK**.

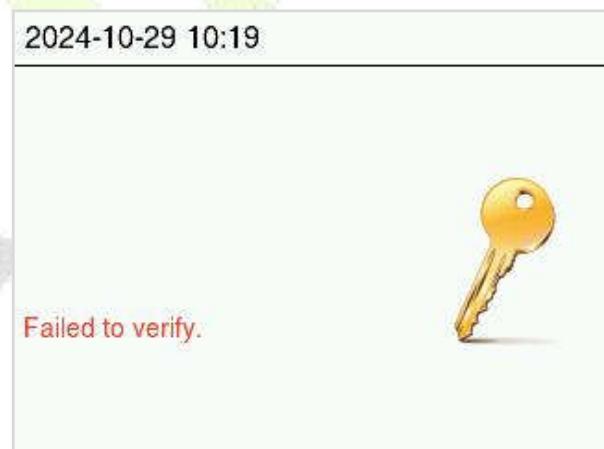


The following screen displays, after inputting a correct password and a wrong password respectively.

Verification is successful:



Verification is failed:

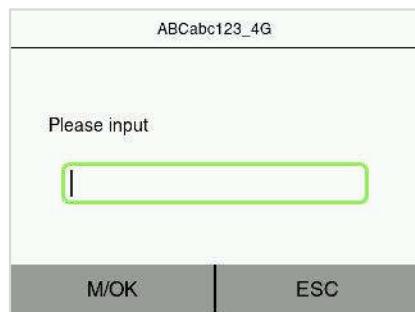


### 1.3 Text Input Operation

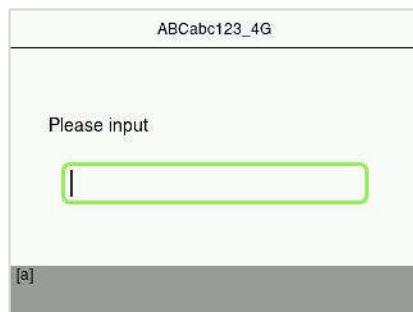
The device can recognize English letters, symbols, and numbers. Press **>** to display the input method and press **>** again to switch the input method. Press the **^** / **v** key to scroll up and down. Press **<** to delete the entry. Press **ESC** to exit the input method.

Description of entry of English letters and symbols.

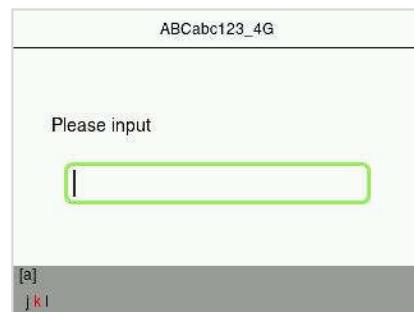
For example, enter the password: key@M1



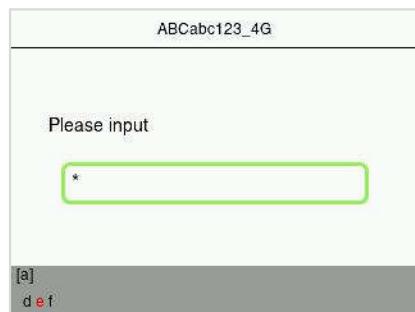
Press **>** to display the input method.



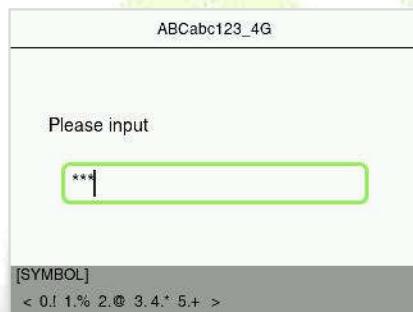
Press **>** again to switch the input method. Select **Aa**, **a**, or **A** for using uppercase and lowercase letters based on requirements.



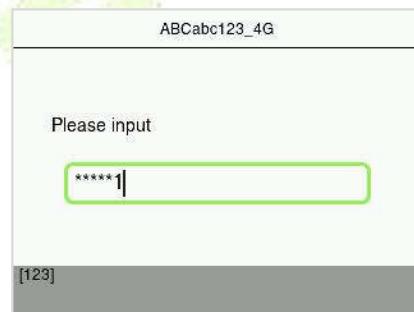
Press **5JKL** twice to select **k**.



Press **3DEF** twice to select **e**. Finish the text input in the same way.



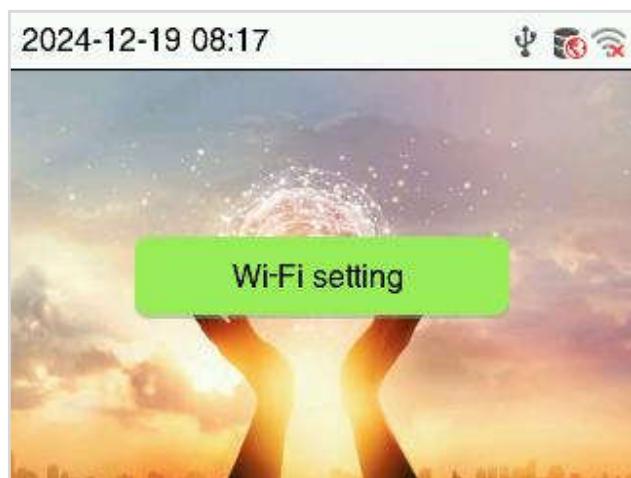
Press **>** to switch to the symbol input method and press **2ABC**. Select **@**.



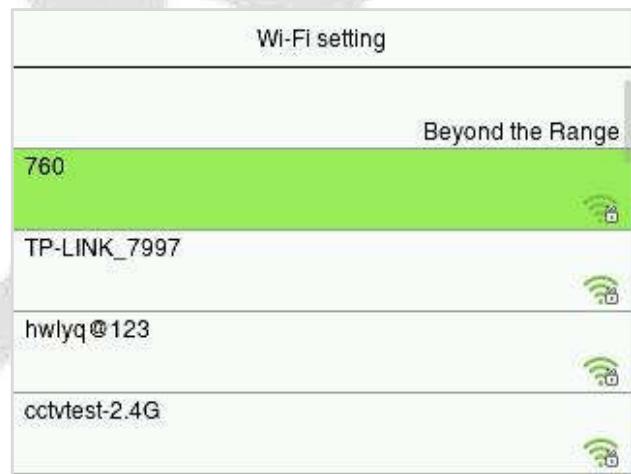
Press **>** to switch to the numeric input method, then press **1**. When finished, press **ESC** to exit. Then press **M/OK** to save and exit.

## 1.4 Wi-Fi Connection

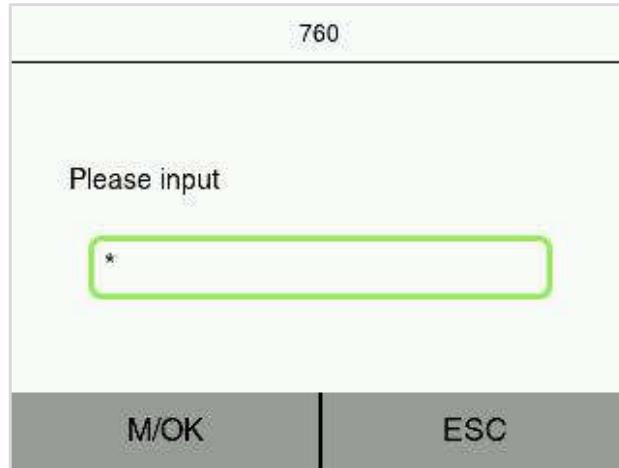
**Situation 1:** After powering up the device, it enters the Wi-Fi setting shortcut interface, refer to the following steps to connect to Wi-Fi.



1. Pressing **M/OK** in this shortcut interface will directly enter the Wi-Fi setting interface. The device will search for available Wi-Fi within the network range.



2. Select the available Wi-Fi from the list, you will enter the password interface, enter the password and press **M/OK** to connect.



3. After successful Wi-Fi connection, you will enter the QR code scanning interface. Meanwhile, the Wi-Fi  logo will be displayed on the status bar.

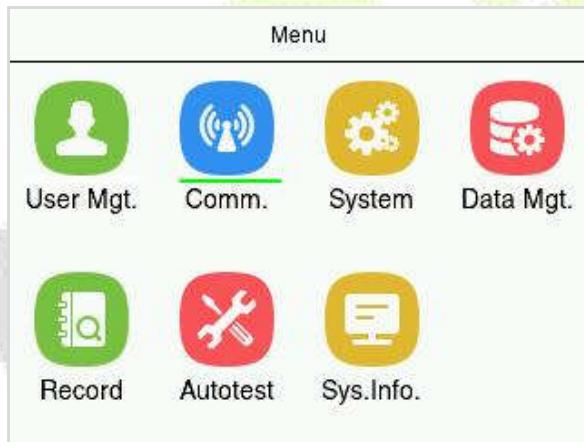


**Note:** If you are using the device for the first time or the device is not bound, after setting up Wi-Fi, the Wi-Fi shortcut interface will go directly to the QR code scanning interface. In this interface, you can bind the device by scanning the device QR code, please refer to [3 Binding the Device](#).

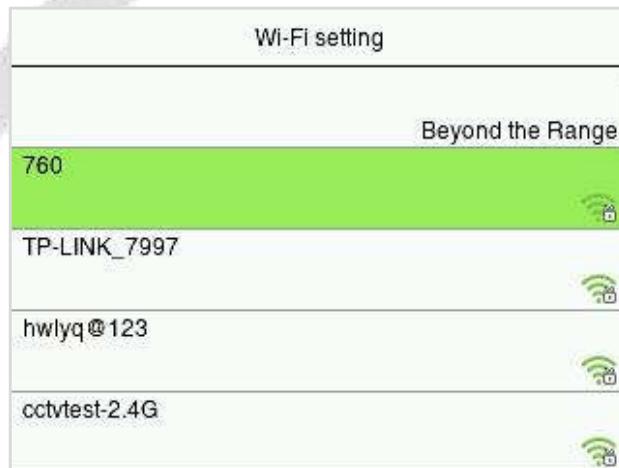
**Situation 2:** If you have bound the device and entered the **Welcome screen**, refer to the following steps to connect to the Wi-Fi.



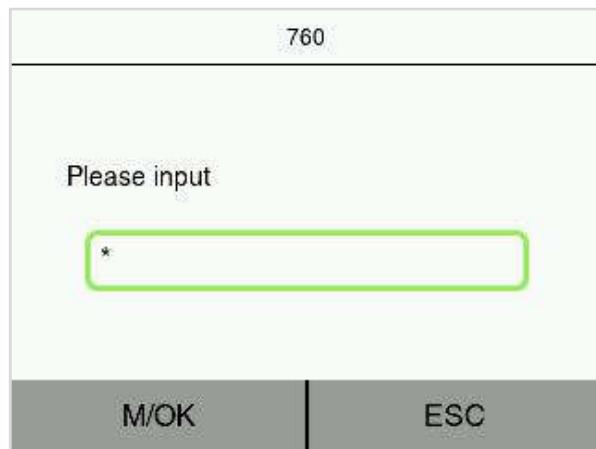
1. Press **M/OK** to access the **Main Menu** if you have bound the device and are in the standby screen.



2. Then click **Comm.** > **Wi-Fi setting** to enter the Wi-Fi setting interface. And the device will search for available Wi-Fi within the network range.



3. Select the available Wi-Fi from the list, you will enter the password interface, enter the password and press **M/OK** to connect.



4. After the Wi-Fi connection is successful, the Wi-Fi  logo will be displayed on the status bar.



## 2 Binding the Device

When using the device for the first time, the QR code of the device will be displayed after connecting to power and connecting to Wi-Fi. After the user binds the device successfully, this QR code interface will no longer be displayed unless the device is unbound. This section describes how to bind the device on the ZKBio Zlink Mobile App or on the Web.



### 2.1 Binding Devices via the ZKBio Zlink App

- **Download the ZKBio Zlink App**

Search for the "ZKBio Zlink" App in the iOS App Store or Google Play Store. Or scan the QR code below to install the app.



Apple App Store

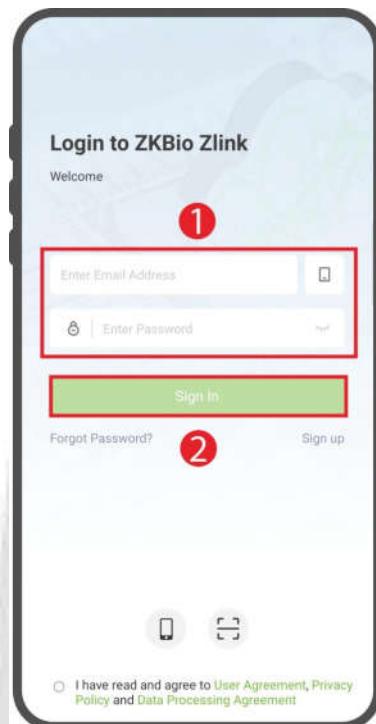


Google Play Store



### 2.1.1 Login to the App

Enter your registered account and password, check “I have read and agree to User Agreement, Privacy Policy and Data Processing Agreement” and click **[Sign In]** to log in to the App.



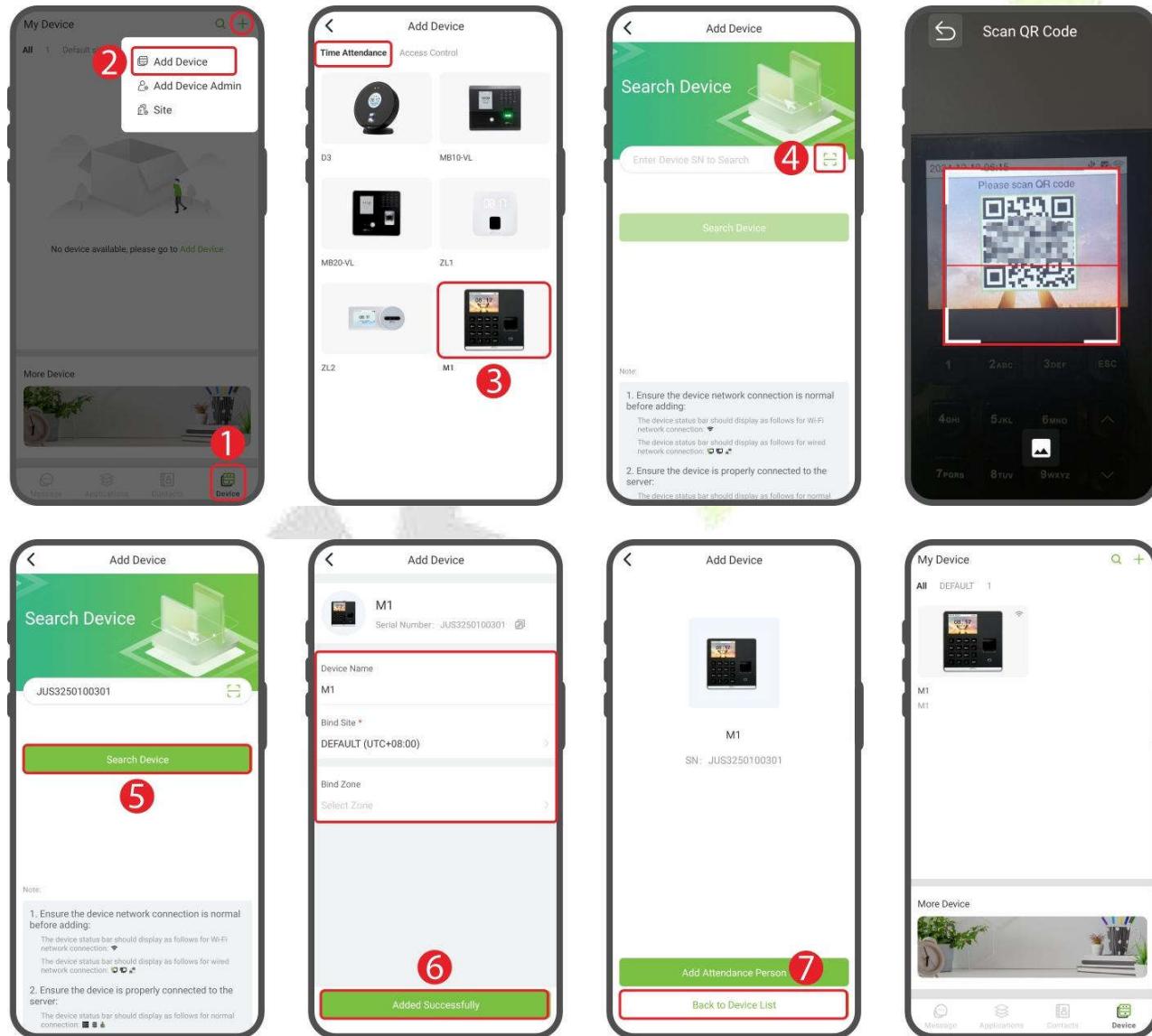
**Note:** For more operations, refer to the ZKBio Zlink App's user manual.

### 2.1.2 Add Device on the App

1. Access the ZKBio Zlink App and click on **[Device]** to enter the My Device interface.
2. Then click + icon in the upper right corner and click **[Add Device]**.
3. Click **[Time Attendance]** > **[M1]** to enter the Add Device interface.
4. Click  icon to scan the QR code on the device. The serial number of the device will be displayed in the bar.
5. Then click **[Search Device]** to search the device.
6. Enter the device name and specify the device to a site and zone. Click **[Added Successfully]** to complete the addition. At the same time, the

device voice prompts “Device is added successfully” indicating that the addition is complete.

- Once successfully added, the device is displayed in the list of the device interface. Click [**Back to Device List**] to view.



### **Notes:**

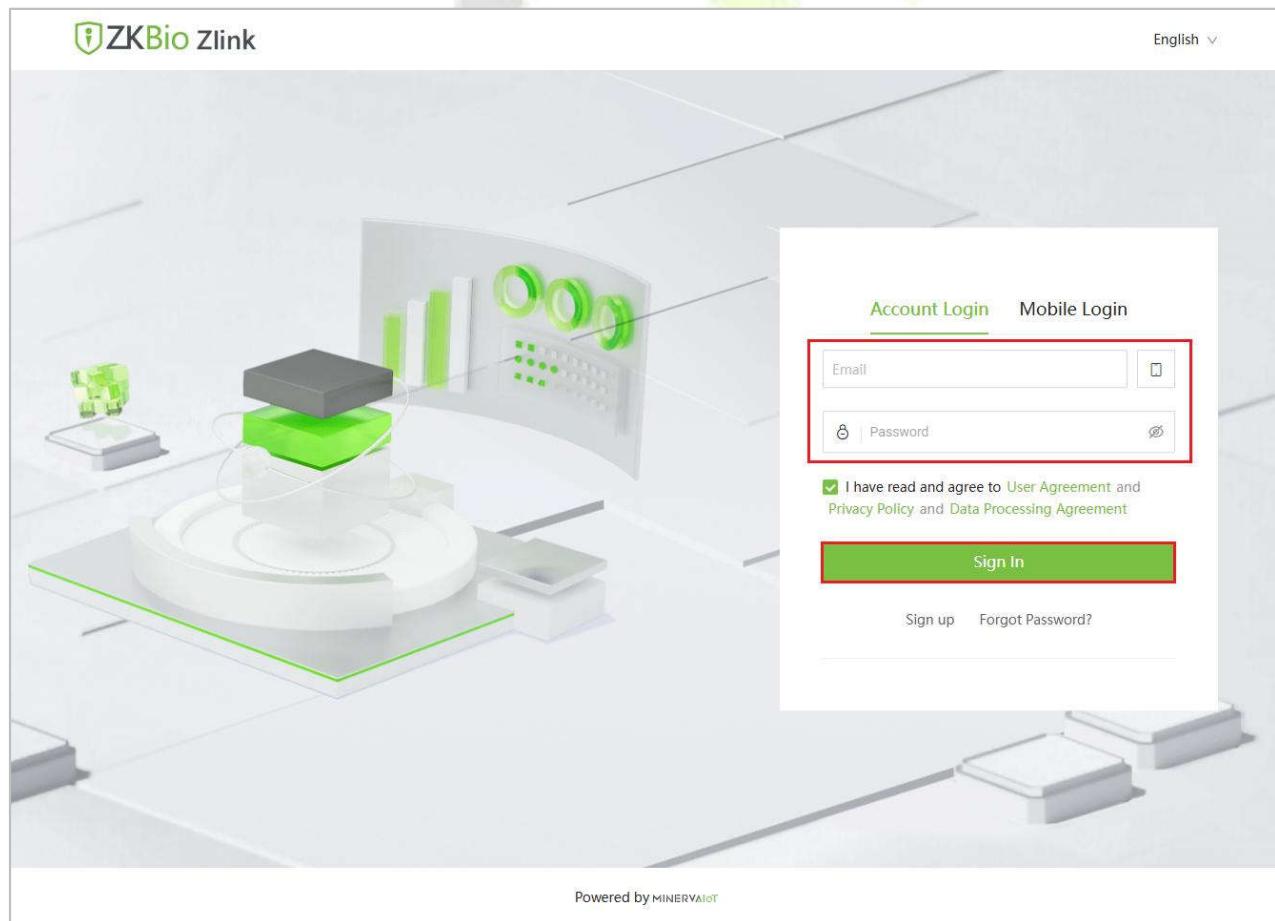
- The serial number can be viewed on the serial number sticker on the back case of the unit.*
- Or click the **M/OK** button on the keyboard to enter the Main Menu, click [**Sys. Info.**] > [**Device Info**] > [**Serial No.**] to check the serial number.*

## 2.2 Binding Device via the ZKBio Zlink Web

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

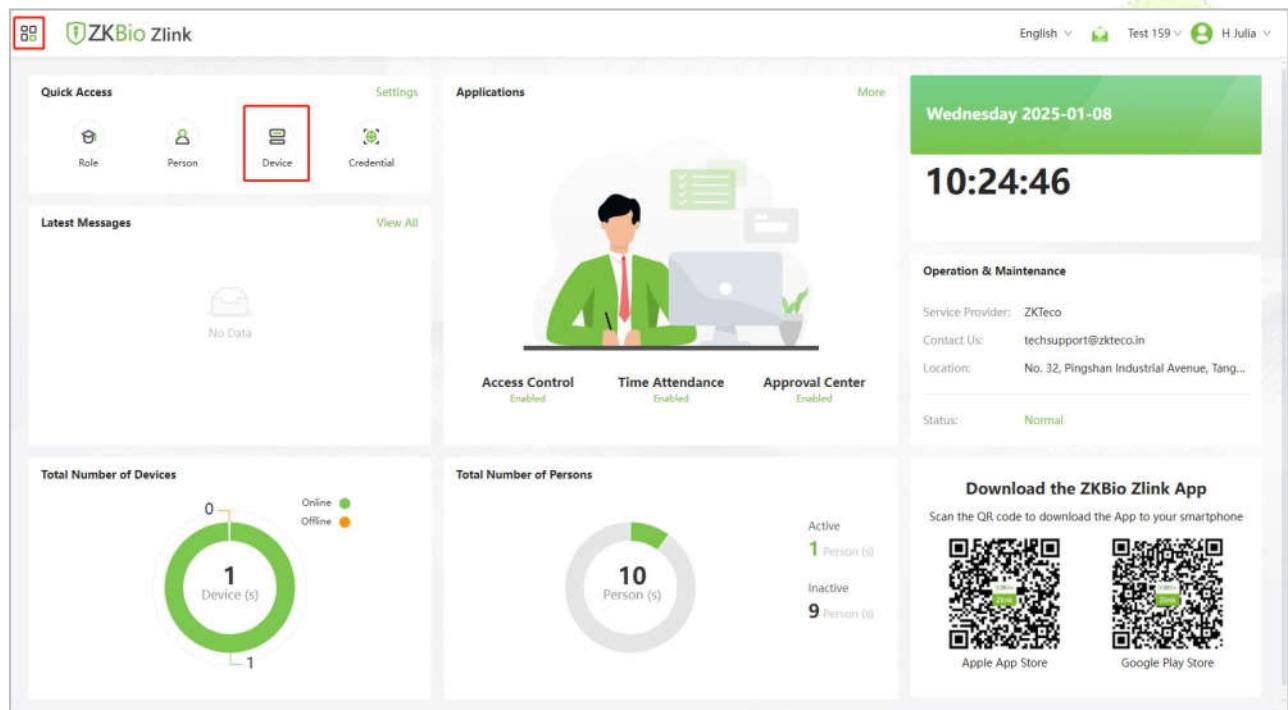
### 2.2.1 Login to the Web

1. Please open the recommended browser and enter the address to access the ZKBio Zlink Web: <http://zlink.minervaiot.com>.
2. Enter your Email ID and password on the login screen and click [**Sign In**] to login.



## 2.2.2 Add Device on the Web

1. Click the  icon on the top left corner, and click **[Device Center]** > **[Device]** to enter the device setting interface. Or click **[Device]** in column Quick Access on the home page to enter the device setting interface.



ZKBio Zlink

Quick Access: Role, Person, **Device**, Credential

Applications: Wednesday 2025-01-08, 10:24:46

Operation & Maintenance: Service Provider: ZKTeco, Contact Us: techsupport@zkteco.in, Location: No. 32, Pingshan Industrial Avenue, Tang...

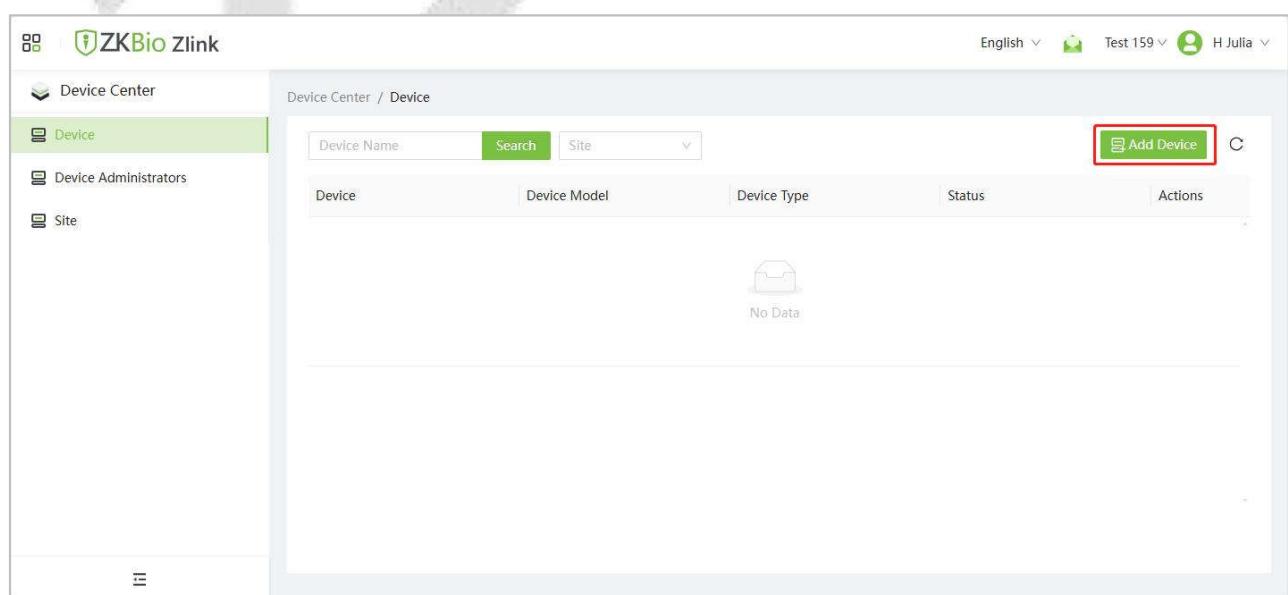
Status: Normal

Total Number of Devices: 1 Device (1 Online, 0 Offline)

Total Number of Persons: 10 Person (1 Active, 9 Inactive)

Download the ZKBio Zlink App: Scan the QR code to download the App to your smartphone. QR codes for Apple App Store and Google Play Store are shown.

2. Then click **[Add Device]** to enter the Add Device interface.

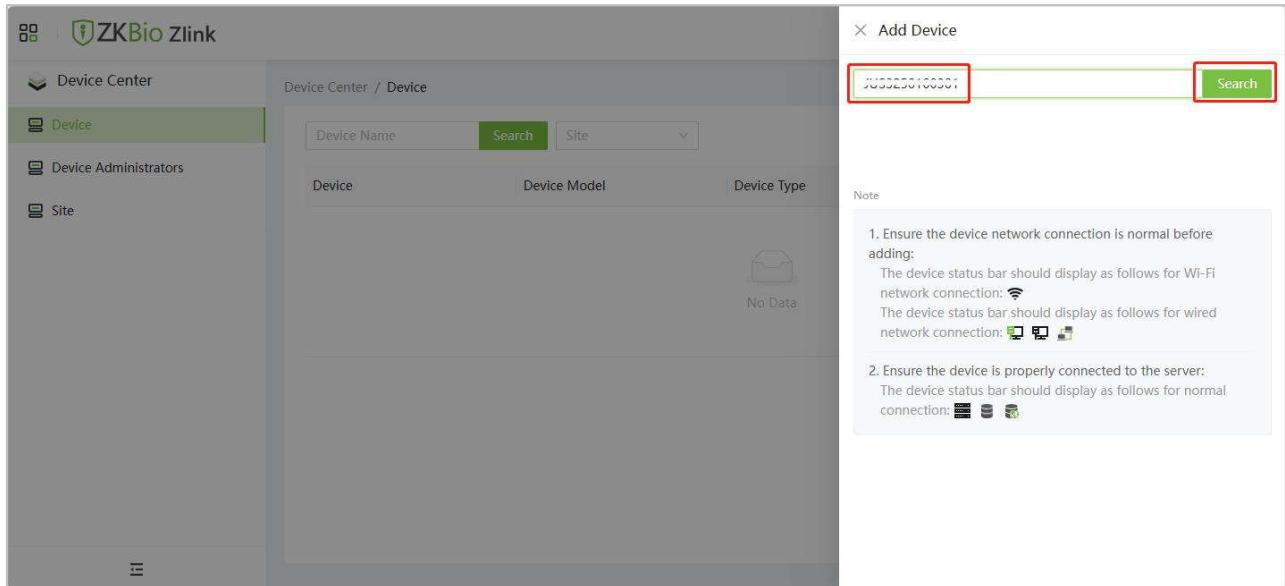


Device Center / Device

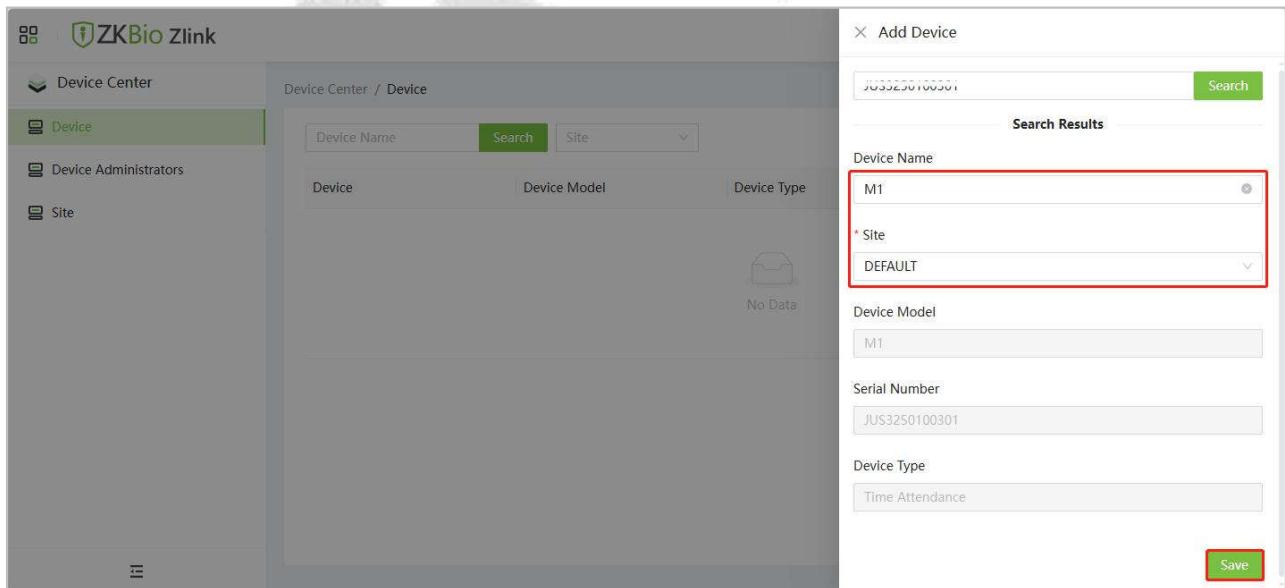
Add Device

Device	Device Model	Device Type	Status	Actions
No Data				

**3. Enter the Serial Number and click [Search].**



**4. Then enter the device name and specify the device to a site. Select Site from the drop- down menu. Click [Save] to complete the addition.**



**5. If the device is successfully added, it will be displayed in the device list of the device management interface (Note that there is a short delay in the device, wait a few moments or refresh the device status from 'Offline' to 'Online' status).**



ZKBio Zlink

Device Center / Device

Device Name:  Search Site:  Actions

Device	Device Model	Device Type	Status	Actions
 M1 JU202010001	M1	Time Attendance	<input type="button" value="Offline"/>	<input type="button" value=":"/>

10 / page  1-1 of 1 items

Operation successful

English  Test 159  H Julia

### 3 Main Menu

After binding the device, press the **M/OK** key on the keyboard to enter the Main Menu, the following screen will be displayed:



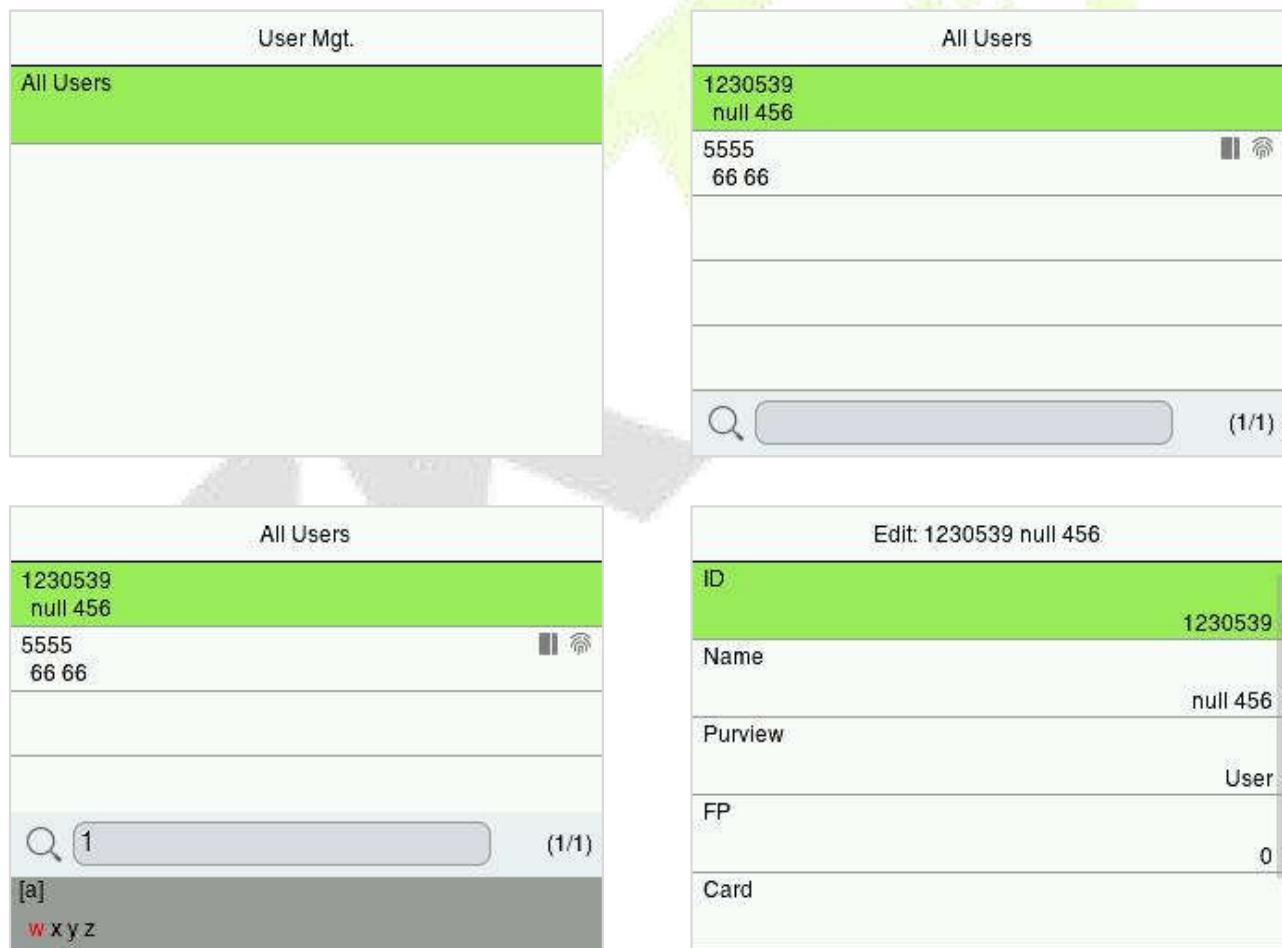
#### Function Description:

Menu	Descriptions
<b>User Mgt.</b>	View basic information about the user.
<b>Comm.</b>	To set the relevant parameters of wireless network and cloud server.
<b>System</b>	To set the parameters related to the system, including date time, attendance setting, fingerprint parameters, voice setting, auto switch setting, security setting, USB upgrade, update firmware online and reset to factory.
<b>Data Mgt.</b>	To delete all relevant data in the device.
<b>Record</b>	To query the specified event logs, attendance record..
<b>Autotest</b>	To automatically test whether each module functions properly, including the LCD screen, audio, keyboard, fingerprint sensor and real-time clock.
<b>System Info</b>	To view data capacity, device and firmware information and privacy policy of the device.

## 4 User Management

### 4.1 Search for Users

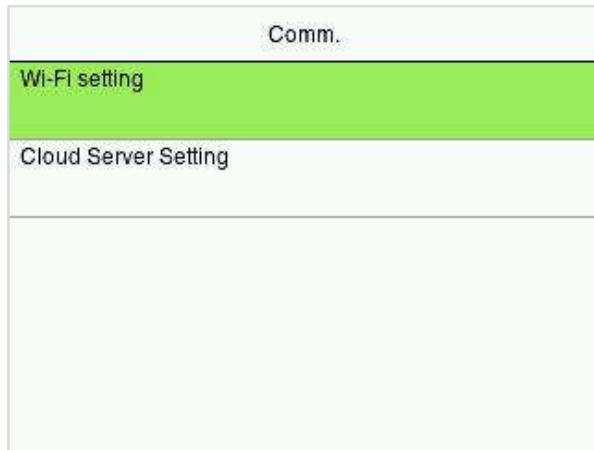
When the device is on the initial interface, press **M/OK** button > **[User Mgt.]** > **[All User]** to enter All User interface. Input “User ID” in the search box provided to view the corresponding user.



**Note:** Only basic information of all users can be viewed here, for editing, you need to operate on ZKBio Zlink APP or ZKBio Zlink Web.

## 5 Communication Settings

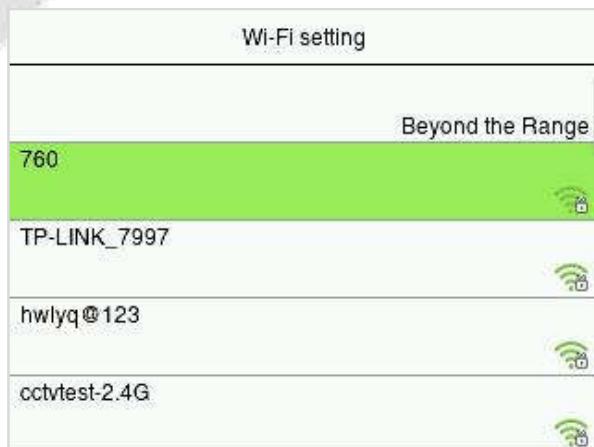
Select **Comm.** on the **Main Menu** to set the relevant parameters of Wireless Network and Cloud Server.



### 5.1 Wireless Network

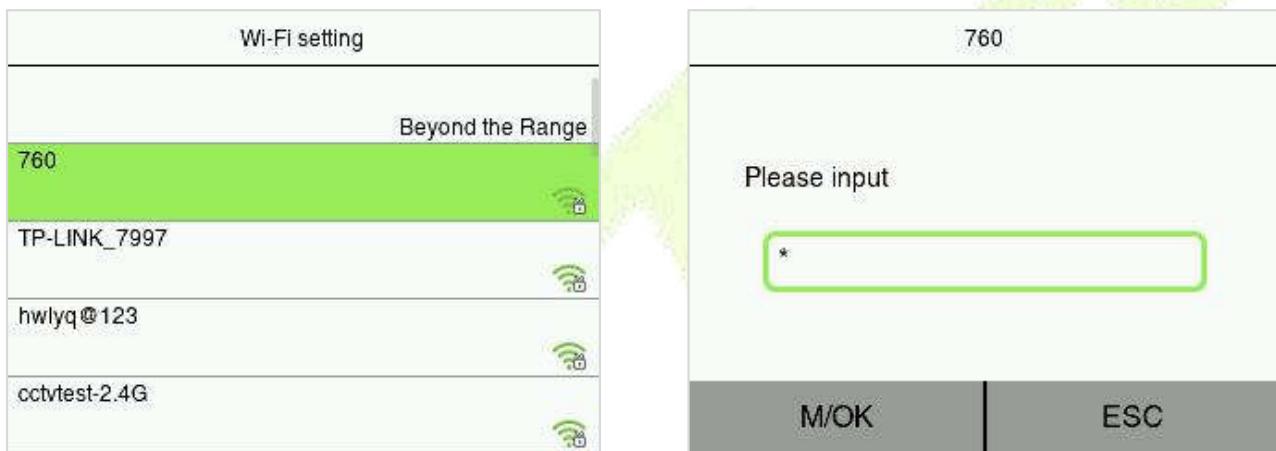
This device provides a built-in Wi-Fi module. The Wi-Fi module enables data transmission via Wi-Fi (Wireless Fidelity) and establishes a wireless network environment.

When the device is on the initial interface, press **M/OK** button > **[Comm.]** > **[Wi-Fi setting]** to configure the Wi-Fi settings.



## ● **Search the Wi-Fi Network**

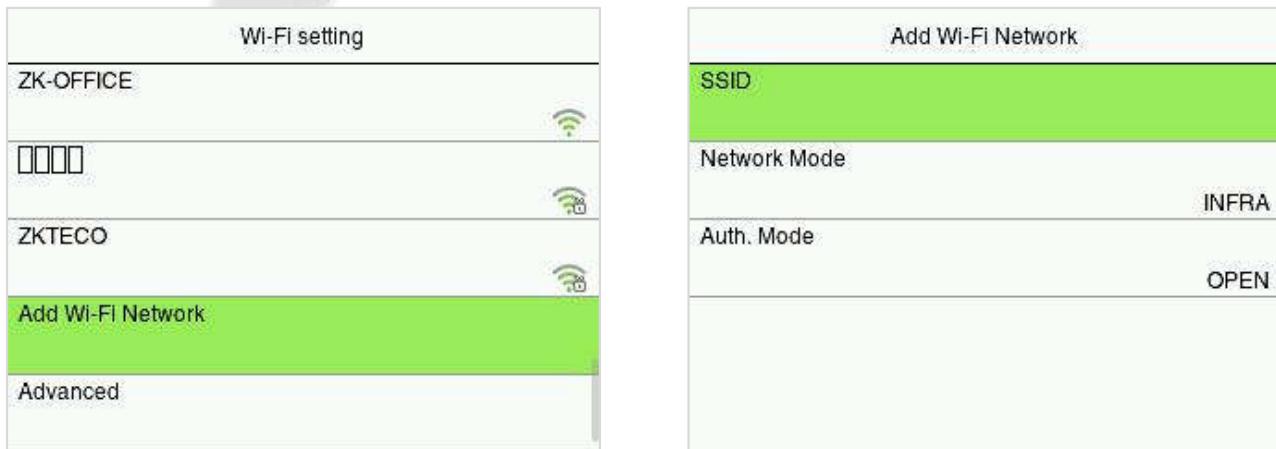
- ❖ Wi-Fi is enabled in the Device by default.
- ❖ Once enter the **Wi-Fi setting** interface, the device will search for the available Wi-Fi within the network range.
- ❖ Choose the appropriate Wi-Fi name from the available list, and input the correct password in the password interface, and then press **M/OK** to connect.



- ❖ When the Wi-Fi is connected successfully, the initial interface will display the Wi-Fi  logo.

## ● **Add Wi-Fi Network Manually**

The Wi-Fi can also be added manually if the required Wi-Fi does not show on the list.



1. Add Wi-Fi manually by pressing the up and down arrow keys to select **Add Wi-Fi Network**.
2. On this interface template, enter the Wi-Fi network parameters. (The added network must exist.)

**Note:** After successfully adding the Wi-Fi manually, follow the same process to search for the added Wi-Fi name.

### ● Advanced Setting

Wi-Fi setting	
Connect3	
a123123	
IoT-Connect	
Add Wi-Fi Network	
Advanced	

Ethernet	
DHCP	<input checked="" type="checkbox"/>
IP Address	192.168.138.88
Subnetmask	255.255.255.0
GateWay	192.168.138.22
DNS	192.168.138.22

### Function Description:

Menu	Descriptions
<b>DHCP</b>	Dynamic Host Configuration Protocol (DHCP) dynamically allocates IP addresses to network clients. If the DHCP is enabled, then the IP cannot be set manually.
<b>IP Address</b>	IP address for the Wi-Fi network, the default is 0.0.0.0. It can be modified according to the network availability.
<b>Subnet Mask</b>	The default Subnet Mask of the Wi-Fi network is 255.255.255.0. It can be modified according to the network availability.
<b>Gateway</b>	The default Gateway address is 0.0.0.0. Can be modified according to the network availability.
<b>DNS</b>	The default DNS address is 0.0.0.0. It can be modified according to the network availability.