ULTIMA

THE FUTURE OF WORKFORCE DATA COLLECTION

USER GUIDE

ULTIMA 5 Series

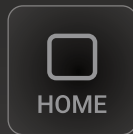Time & Attendance Terminal

ZKTeco
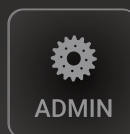
ZKtechnology.com

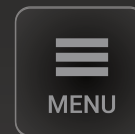# This is an interactive PDF document

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

HOME

Cover page

ADMIN

Admin UI menu

MENU

Intro page (This page)

Ultima modules, plugs & indicators

Other Resources
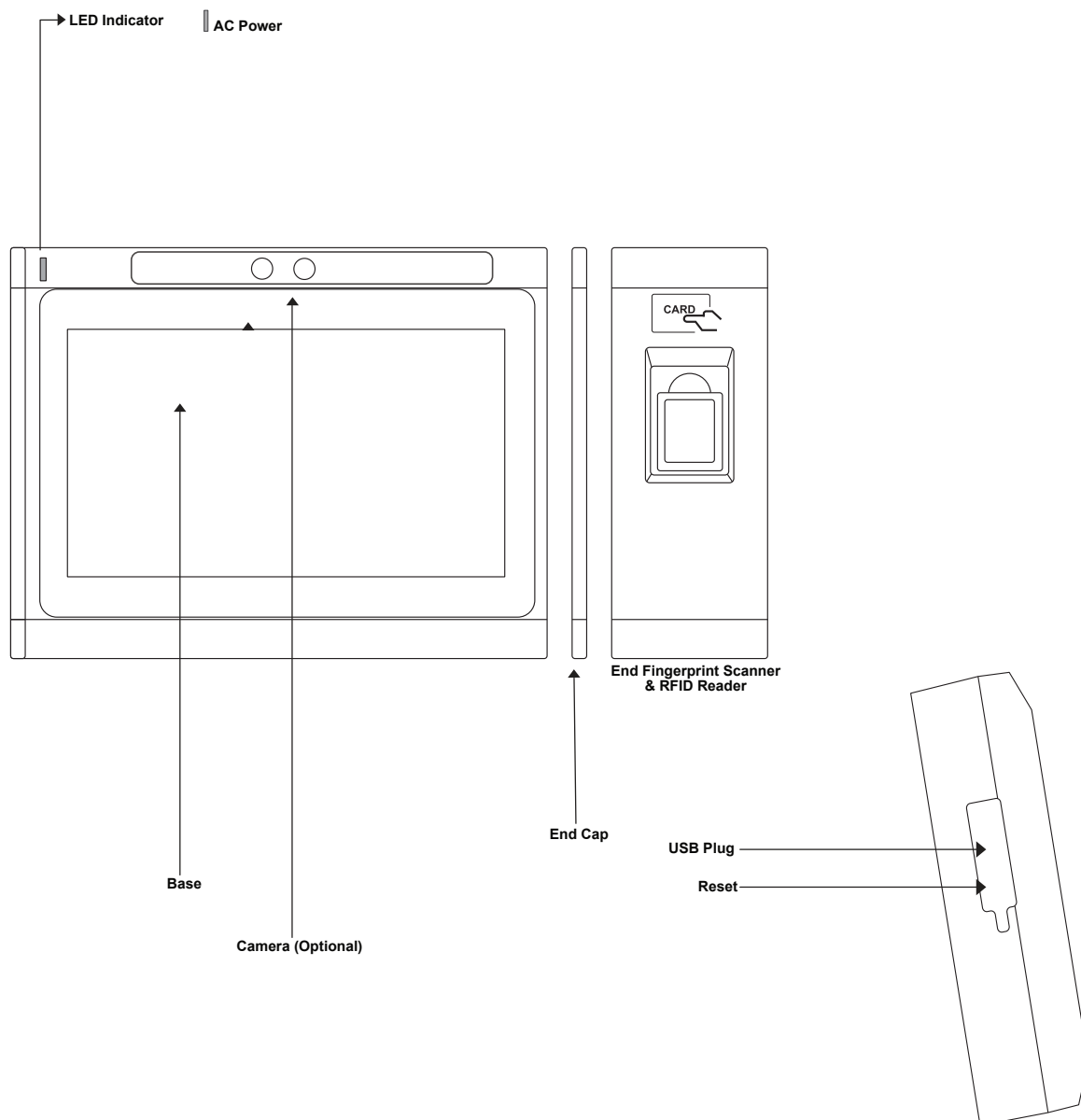
Biometric Privacy Concerns

Fingerprint Enrollment

Data Sheet

Installation Guide

ULTIMA Base & Modules

LED Indicator   **AC Power**

CARD

End Fingerprint Scanner & RFID Reader

End Cap

USB Plug

Reset

Base

Camera (Optional)

*IMPORTANT : *There are two types of camera hardware:*
1. NIR : Supports only Face recognition.
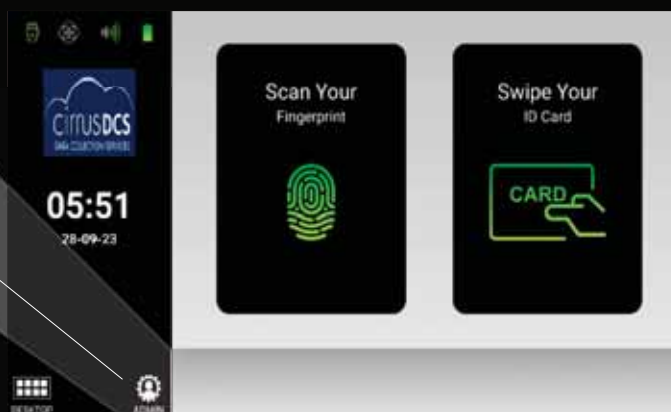*2. FAM33 : Only supports Palm recognition.*

Admin UI

Authenticate to Access

Ultima Time Clock Feature

User Manager

Search a User

Enroll Fingerprint

Delete Fingerprint

Enroll Badge

Delete Badge

Password

User Privilege

Verify Mode

Enroll Face ID

Delete Face ID

Enroll Palm

Delete Palm

Preferences

Look and Feel

Internationalization

Quick Menu

Clock Running Code

Accessibility

Device Setup

Badge Setup

- Wiegand Setup
- Smart Card Setup

Fingerprint Setup

Facial Detection Setup

Palm Detection Setup

Bell Schedule

Access Control Setup

Camera Setup

Voice Commands Setup

General Settings

Display & Brightness

Sound

Date & Time

Device Info

About Device

System

Communication

Storage

Tracking Code

Position

Enter Employee ID

Admin UI

Communication

Ethernet

Wi-Fi

Web Server

Network Diagnostics

Attendance Setup

Function Menu

Attendance Rule

Verification Rule

Data Manager

Attendance Data

Export Data

Clean Data

User Enrollment

Maintenance

Upgrade from USB

Upgrade from Server

Clock Backup

Clock Recovery

Clock Reset

Auto Clean-Up

Manual Clean-Up

Support Desk

Support Contact

Troubleshooting

Initial Configurations

Provision

Update

Diagnostic

Test Control Relay

Test Display & Touch

Test Biometric Sensor

Test Keypad

Test Clock Health

Test Voice

Test Wiegand

Test LED

Test Proximity

Test Camera

Test Ethernet

Test Wi-Fi

User Manager

Select the **User Manager** icon.

Select the **Search Field.**

Start to enter Employee details **(Name or ID)** and Enter.

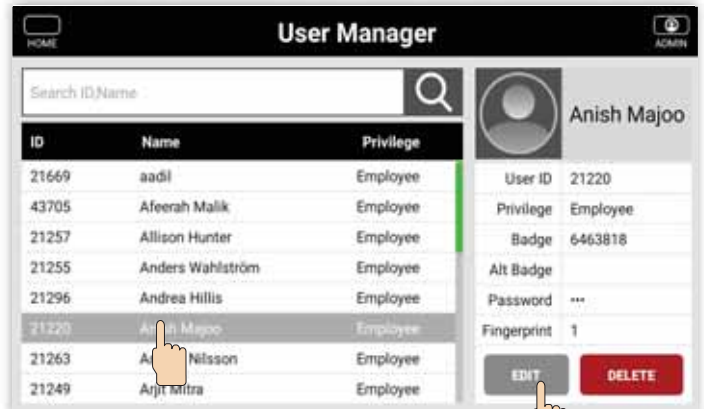*It is a dynamic string search field, which will show you results as you type.*
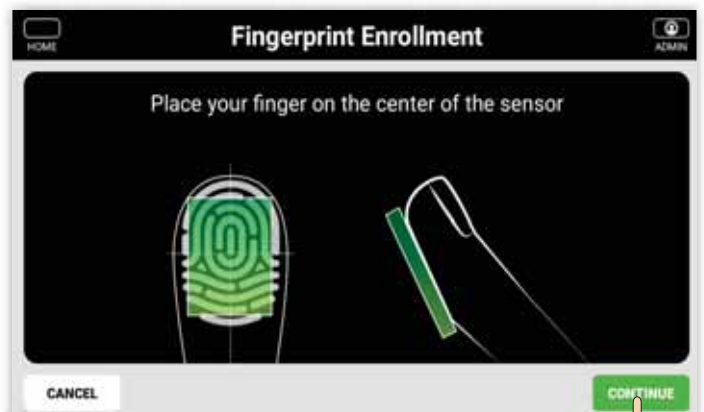
User Manager

Select the **User Manager** icon.

Select a **Name.**
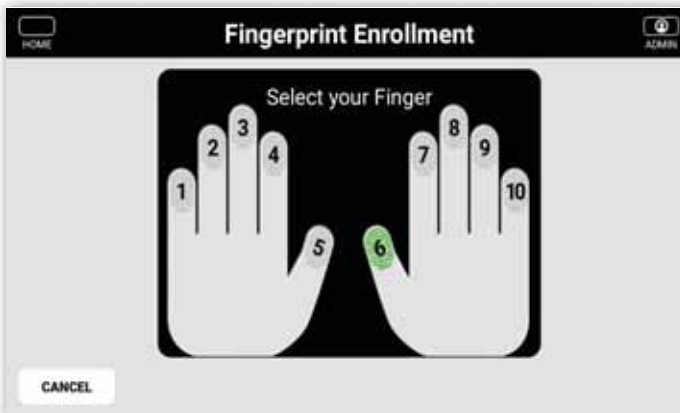Select the **Edit** button.

Select **Enroll.**

After reading the instruction.
Select **Continue.**
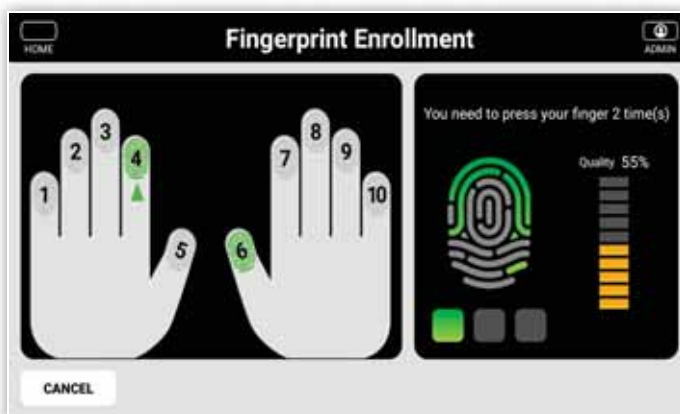
User Manager

Select any **available fingerprint** to be scanned.
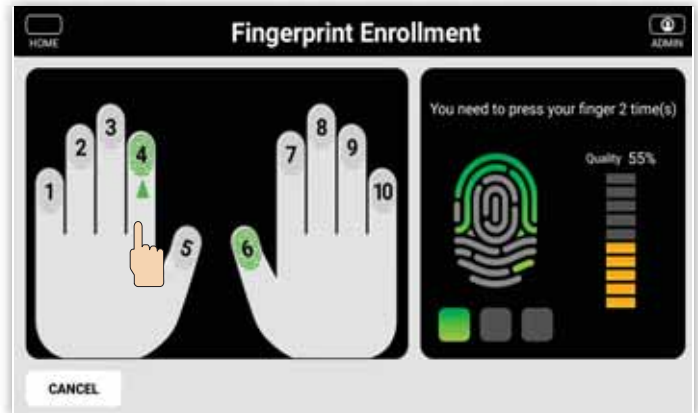
Scanning process takes 3 steps:

Step 1

For instance:

Select number 7 (index finger).

Place your index finger on to scanner bed firmly.

Step 2

Repeat the steps.
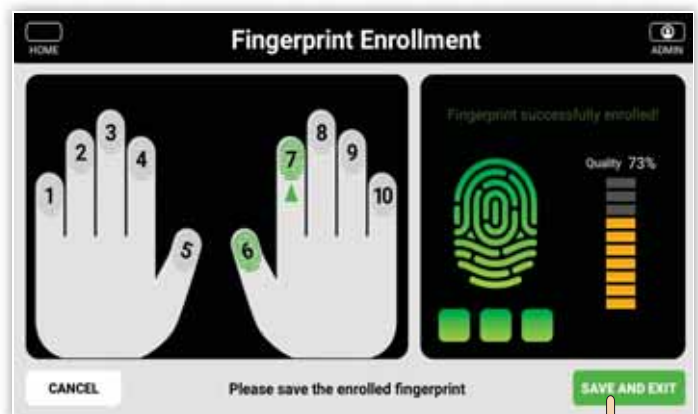
Step 3

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

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

Select **Save.**

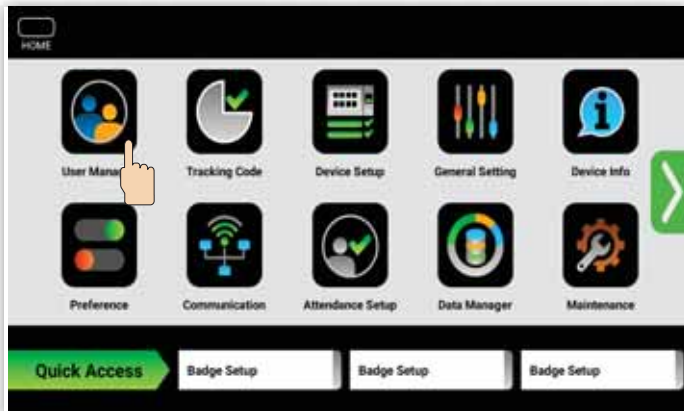After adding the fingerprint, the pop up will display as "Employee information saved successfully".

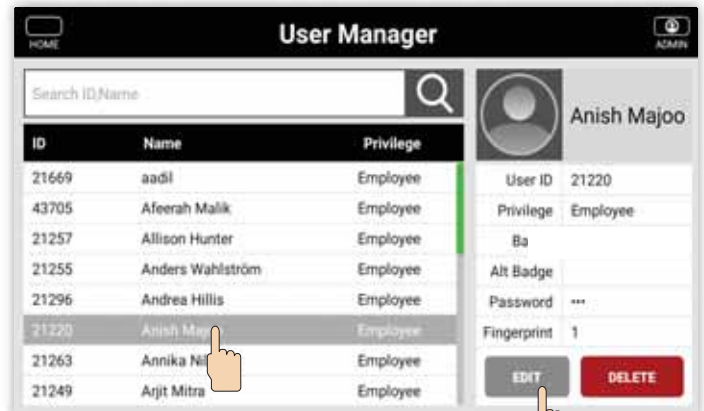# User Manager

Select the **User Manager** icon.

Select a **Name.**
Select the **Edit** button.

Select **Delete** button.

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

User Manager

After delete the fingerprint, the pop up will display as "Deleted".

Select **Save** button.
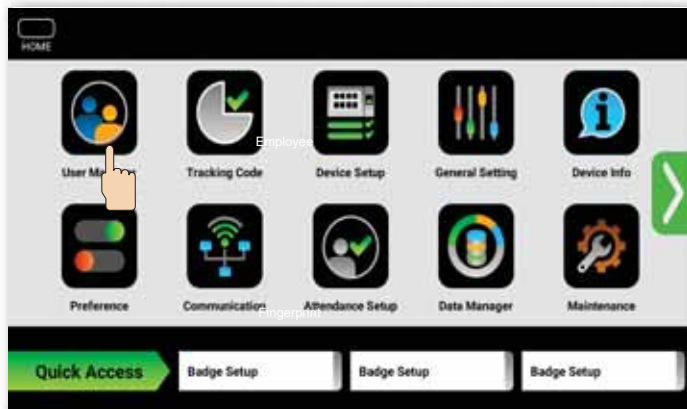

After deleting the fingerprint, the pop up will display as "Employee information saved successfully".

User Manager

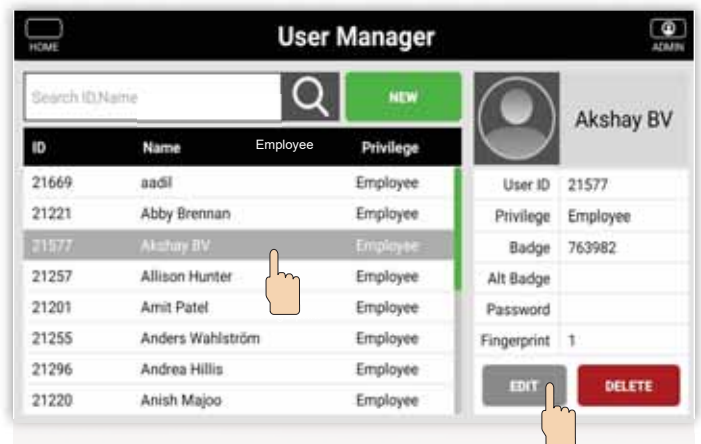Select the **User Manager** icon.

Select a **Name.**
Select the **Edit** button.

Select the **Enroll palm** button.

Show your palm to the camera like shown in screen.

User Manager

Enroll Palm

(Only supported on FAM33 camera hardware)

Select **Save** button.

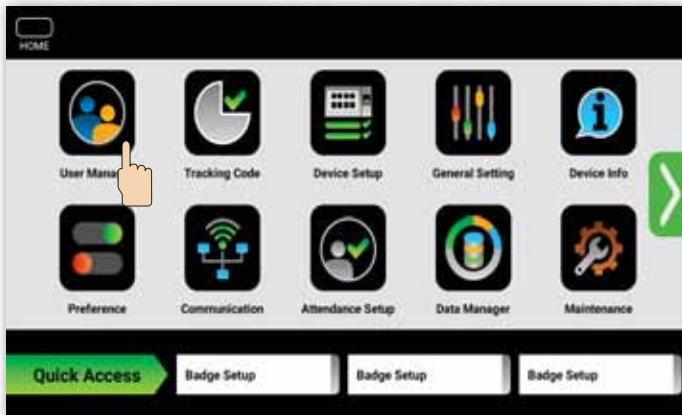After adding the palm, the pop up will display as "Employee information saved successfully".
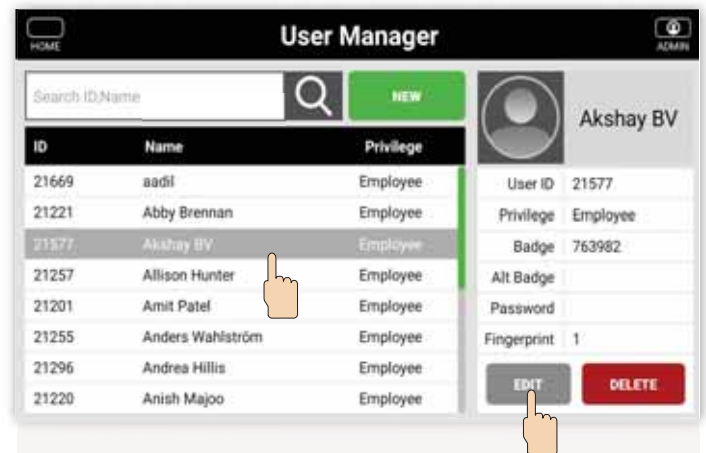
User Manager

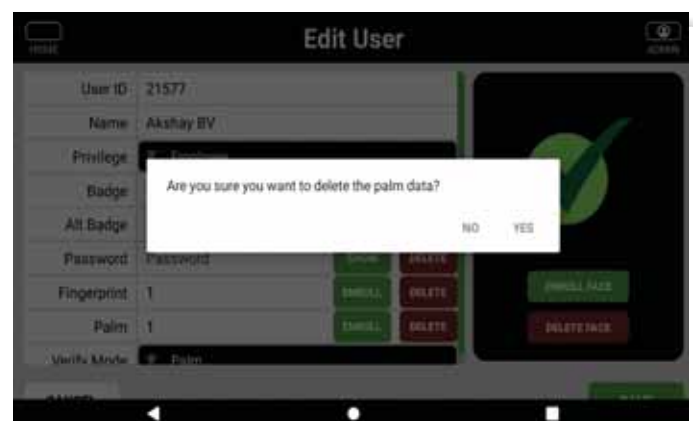Delete Palm
(Only supported on FAM33 camera hardware)

Select the **User Manager** icon.

Select a **Name.**
Select the **Edit** button.

Select the **Delete palm** button.

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

After delete the palm, the pop up will display as "Deleted".

Select **Save** button.

After deleting the palm, the pop up will display as "Employee information saved successfully".

User Manager

Heads Up
▼

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.
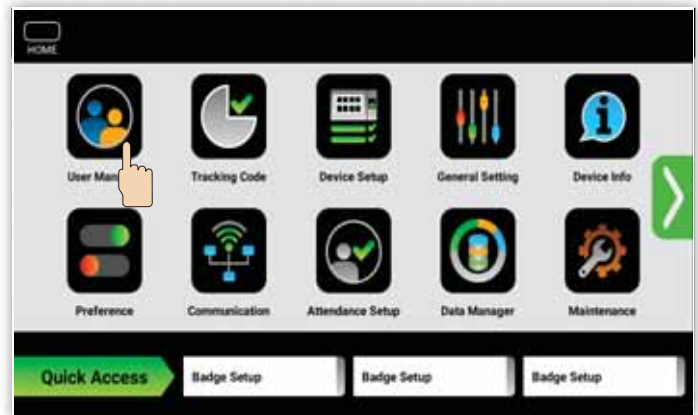
Select the **User Manager** icon.
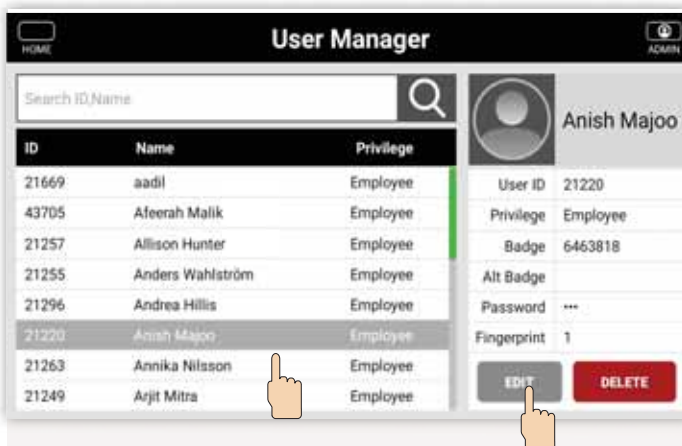
Select a **Name.**
Select the **Edit** button.

Select **Scan.**

User Manager

Badge enrollment screen will display.
It is ready to scan your badge. Swipe to scan your badge.

Your badge is scanned and card number is assigned.
Select **Save.**

After adding the badge, the pop up will display as "Badge Saved" and Select **Save.**

As an alternative, you may enter the badge number manually.
Select the badge number filed and enter the badge number.
Select **Save.**

User Manager

Select the **User Manager** icon.

Select a **Name.**

Select **Edit.**

Select **Delete.**

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

After deleting the badge, the pop up will display as "Deleted".

Select **Save.**

After deleting the badge successfully, the pop up will display as "Employee information saved successfully".
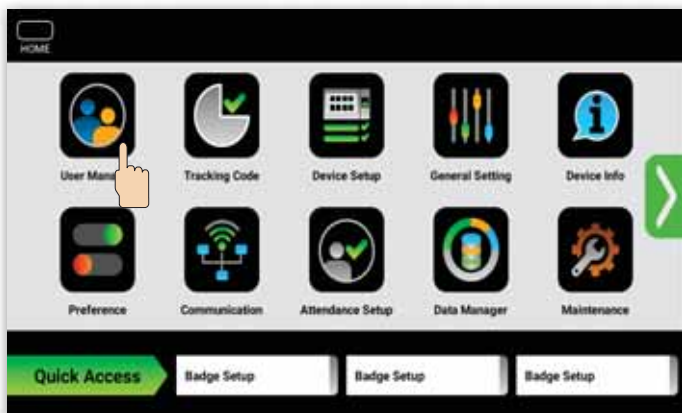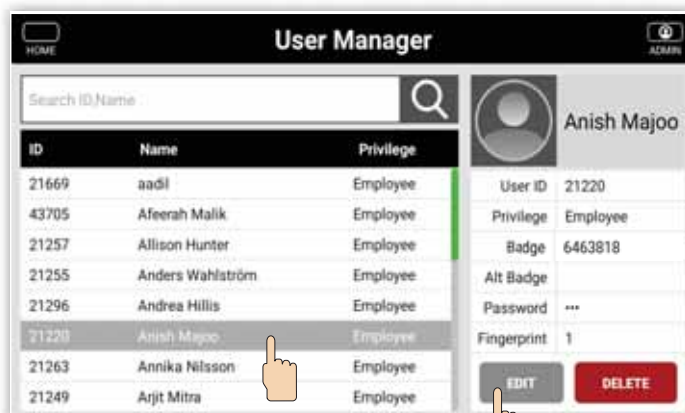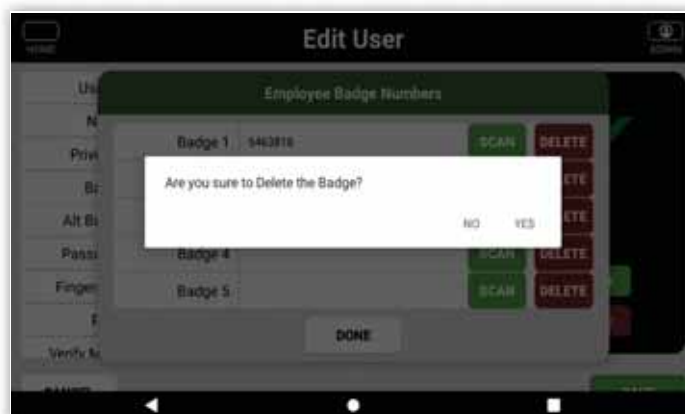
User Manager

Select the **User Manager** icon.
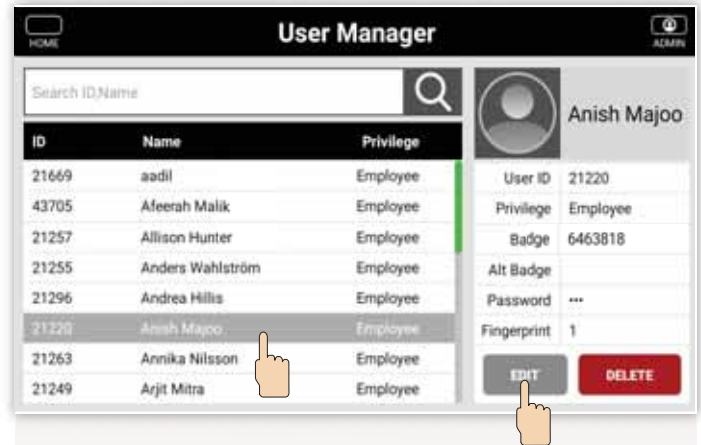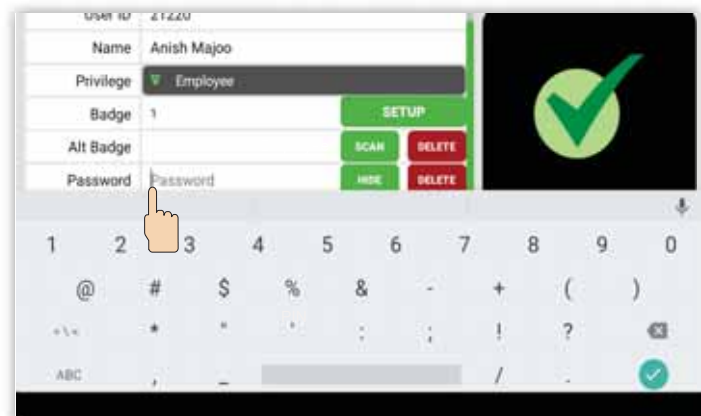

Select a **Name.**

Select **Edit.**

Select **Show.**

Select the **Password Field.**

User Manager

Update Password

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

Select **Save.**

The password has been updated.
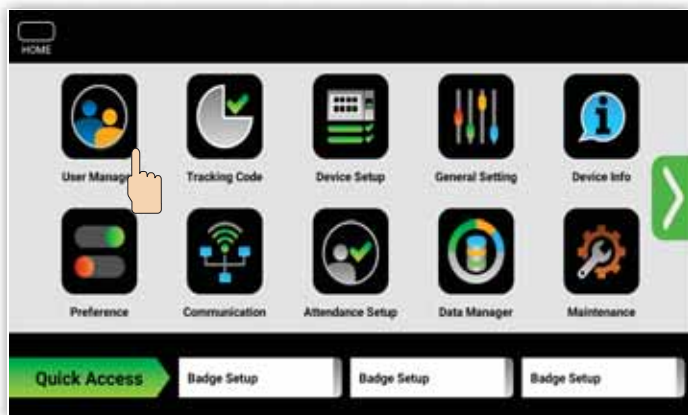
User Manager

Select the **User Manager** icon.
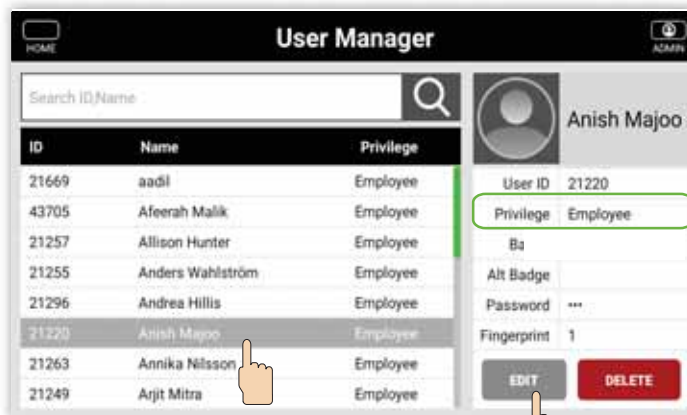
Select a **Name.**

Select **Edit.**

Select the Privilege dropdown menu.

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

Admin: All the "Menu" Access.

Enroller: Accessible to Enroller-User Manager, Device Info and Communication Menu's.

Employee: Access to "Attendance Function Key" only.

User Manager

Privilege has been changed.

Select **Save.**

Changing user privilege is complete.

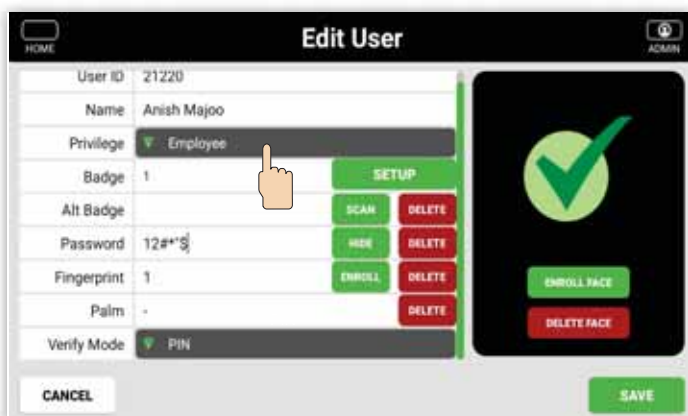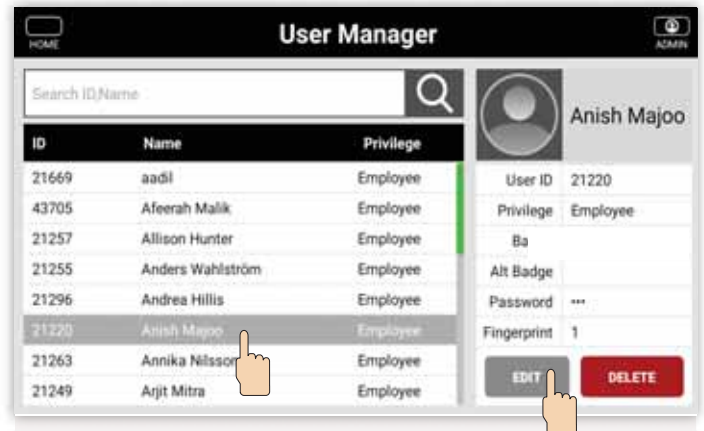# User Manager

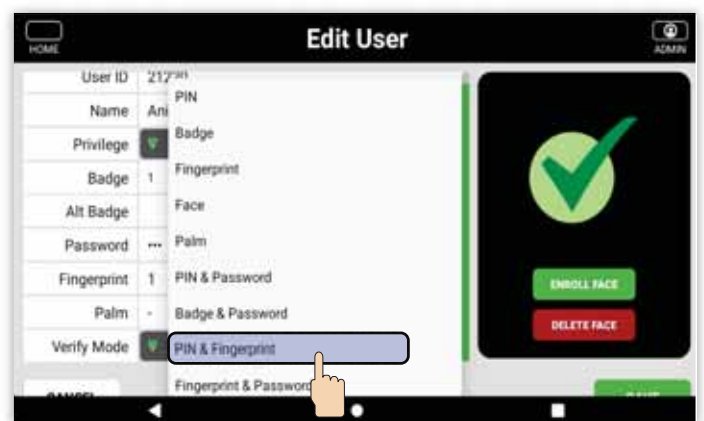Select the **User Manager** icon.

Select a **Name.**
Select **Edit.**

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 & PIN
2. Badge	7. Badge & Password	12. PIN & Password/Badge	17. Finger & PIN & Password	22. Face & Badge/Face & Pin
3. Fingerprint	8. PIN & Fingerprint	13. Face/PIN & Password/Badge/Finger	18. Finger/PIN & Password	23. Face/Badge
4. Face	9. Fingerprint & Password	14. PIN & Password/Badge/Finger	19. Face/Badge	24. Face/Finger
5. Palm	10. Badge & Fingerprint	15. PIN & Finger/Badge & Finger	20. Face & Badge	25. Pin/Finger/Badge
				26. Face/Pin
				27. Badge & Pin

User Manager

Verify mode has been changed.

Select **Save.**

After verify mode is added, the pop up will display as "Employee information saved successfully".

Changing user verify mode is complete.

User Manager
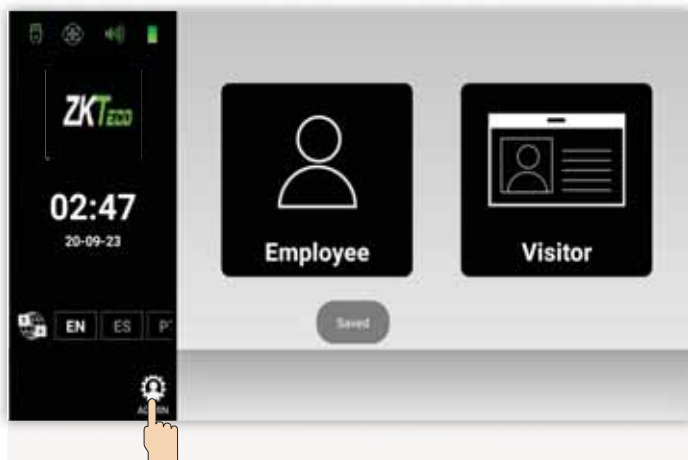
Select the **Admin** icon.

Select the **User Manager** icon.
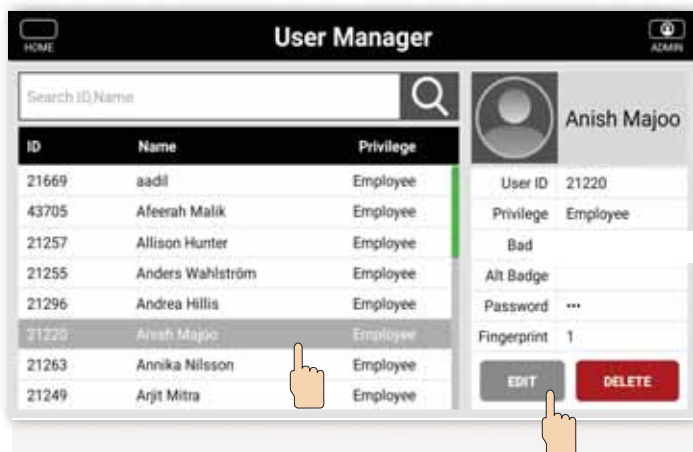
Select a **Name.**
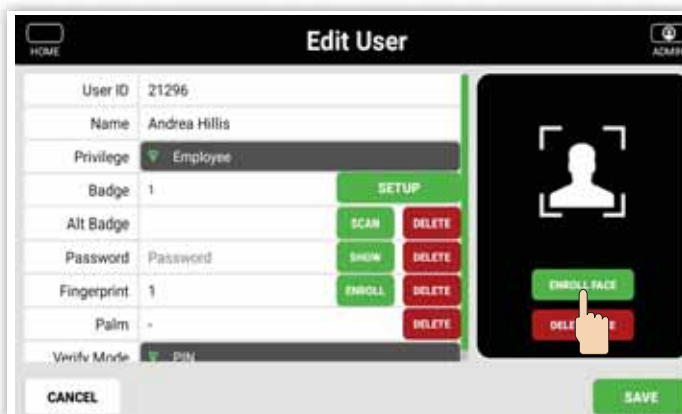
Select **Edit.**

Select **Enroll Face.**

User Manager
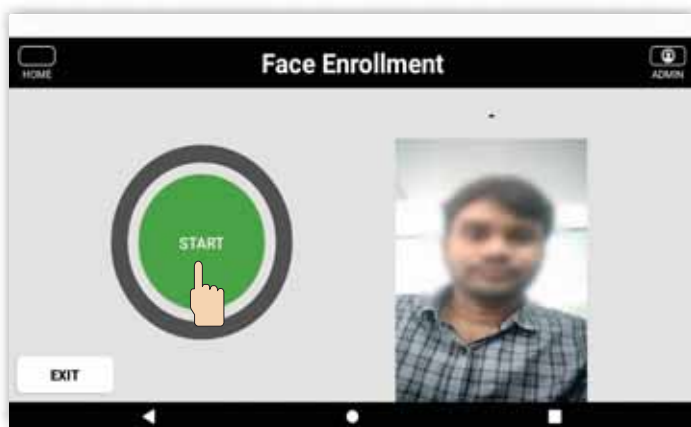
Select **Start** and put face inside the box.

Once completed **Save** profile.

User Manager

Delete Face

Select the **User Manager** icon.
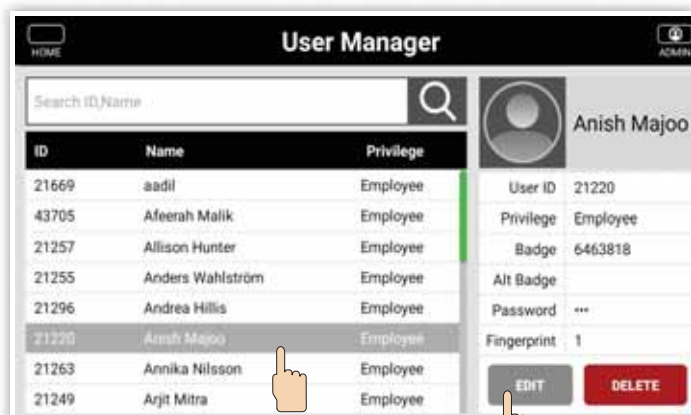
Select a **Name.**
Select **Edit.**

Select **Delete Face.**

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

User Manager

After Face is deleted successfully, the pop up will display as "Deleted ".

Select **Save.**

After face is deleted, the pop up will display as "Employee information saved successfully".

Tracking Code
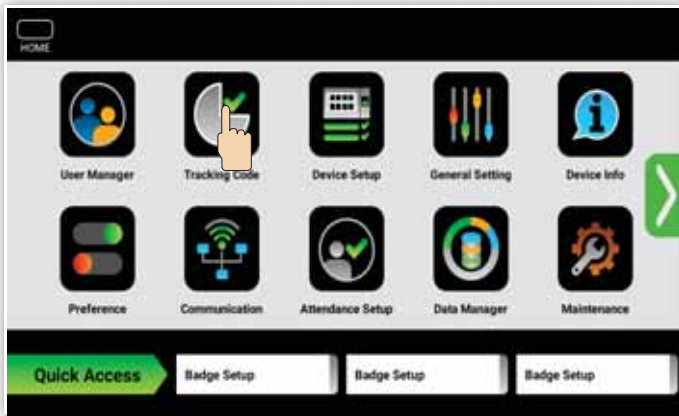
Select the **Tracking Code** icon.

Job and labor codes assigned to employees.

Enter employee number in that field we get records for that employee which are all the labor codes attached.

(This is just a reference page)

Note: If applicable to customer.

Device Setup
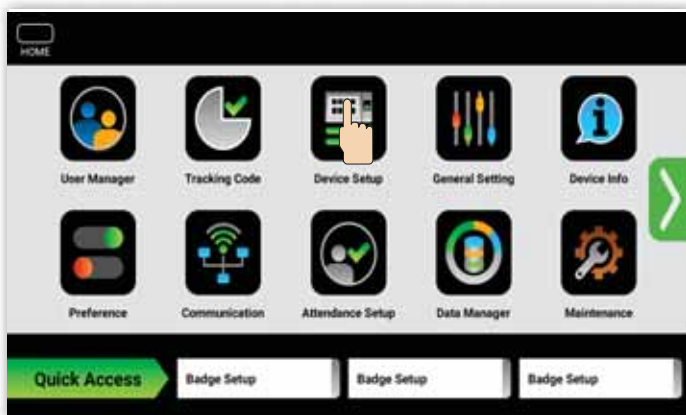
Select the **Device Setup** icon.
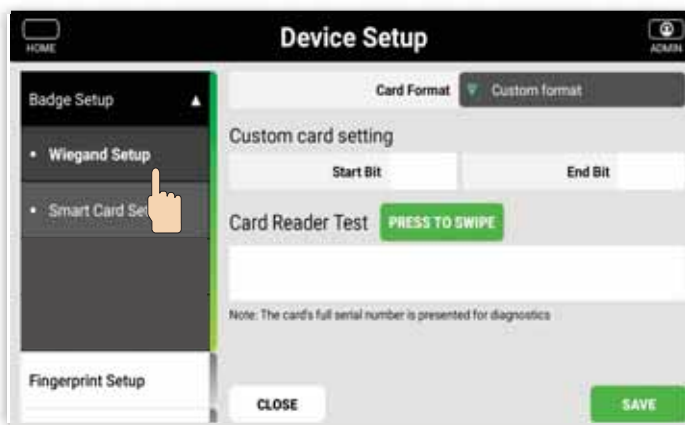
Select the **Wiegand Setup** tab.

Select the **Smart Card Setup** tab.
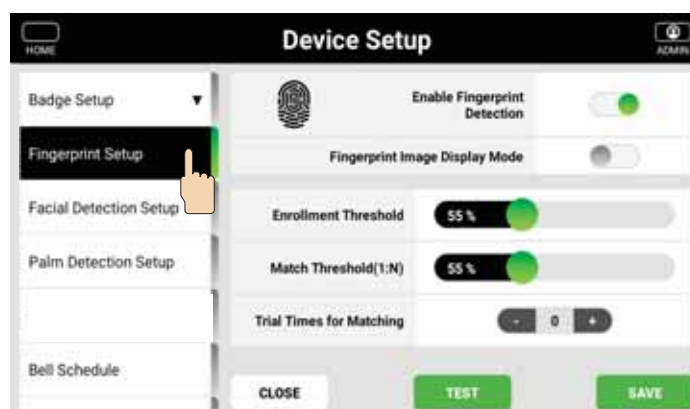
Select the **Fingerprint Setup** tab.

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

Device Setup

Device Setup

Badge Setup ▼	
Fingerprint Setup	Enable Facial Detection 🟢
Facial Detection Setup	Enrollment Threshold **80 %**
Palm Detection S	Face Recognition Threshold (1:N) **81 %**
	Face Recognition Threshold (1:1) **85 %**
	Display Face Score 🟢
Bell Schedule	

CLOSE   SAVE
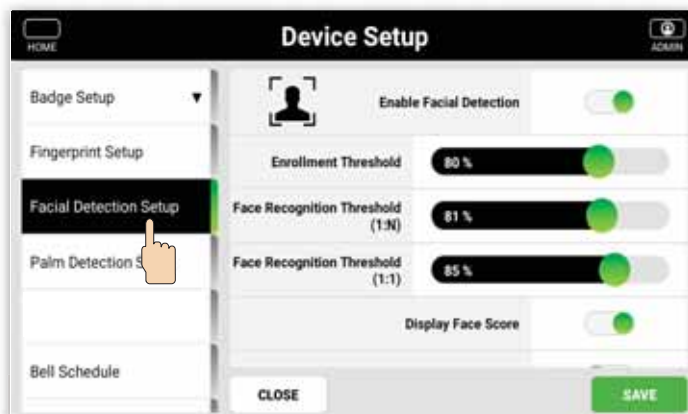
Select the **Facial Detection Setup** tab.
Note: Threshold should not be lowered unless a ZKTeco representative authorizes to do.

Device Setup

Badge Setup ▼	
Fingerprint Setup	Enable Palm Detection 🟢
Facial Detection Setup	Enrollment Threshold **45**
Palm Detection Setup	Palm Recognition Threshold (1:N) **45**
	Palm Recognition Threshold (1:1) **45**
Bell Schedule	

CLOSE   SAVE
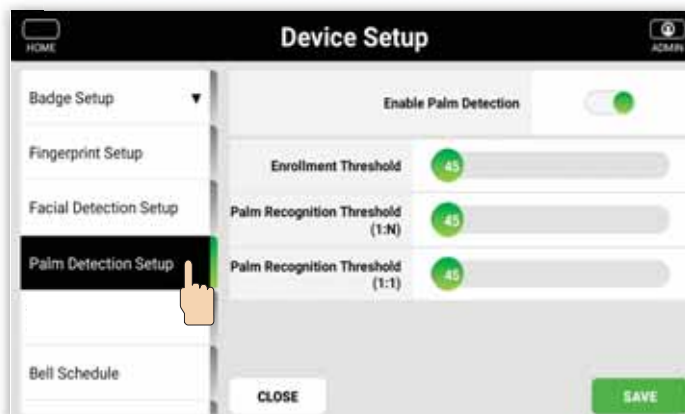
Select the **Palm Detection Setup** tab.

Device Setup

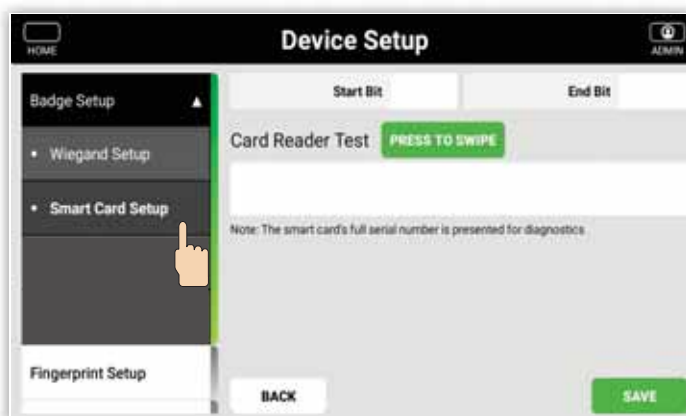| Palm Detection Setup | Enable Access Control 🟢 |
	Relay 1 🟢
Bell Schedule	Relay 2 ⚪
Access Control Setup	Relay Timeout (sec): − **5** +
Camera Setup	
Voice Commands Setup	

CLOSE   SAVE
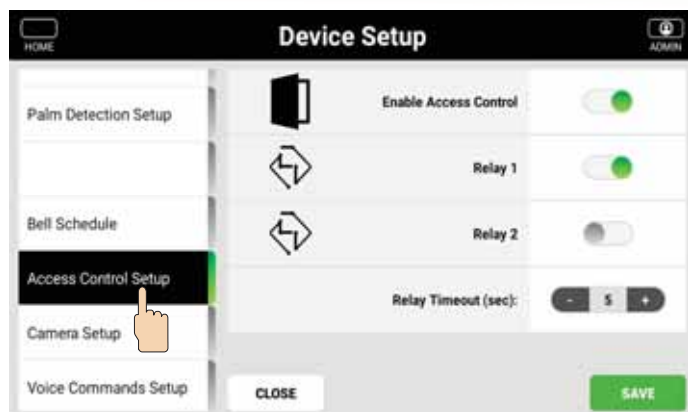
Select the **Access Control Setup** tab.

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

Device Setup

Palm Detection Setup	Enable Photo Capture 🟢
	Display Preview 🟢
Bell Schedule	Preview Timeout (sec) − **10** +
Access Control Setup	
Camera Setup	Photo Capture Condition ▼ FP scan fails
Voice Commands Setup	

CLOSE   SAVE
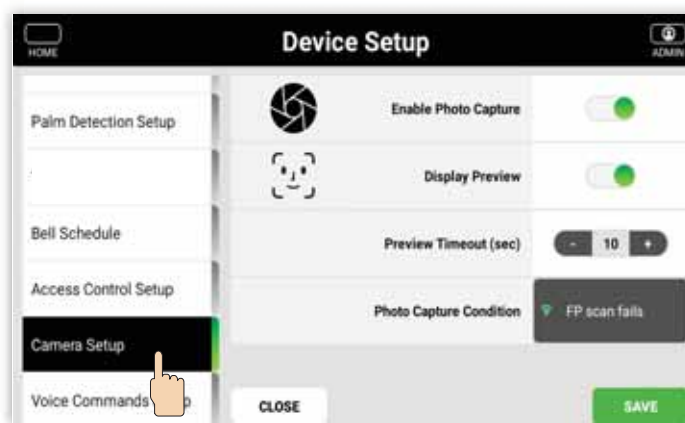
Select the **Camera Setup** tab.

Device Setup

Select the **Voice Commands Setup** tab.

Device Setup

Select the **Bell Schedule** tab.

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

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

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

Select the days this schedule should reoccur.

Device Setup

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.

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

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.
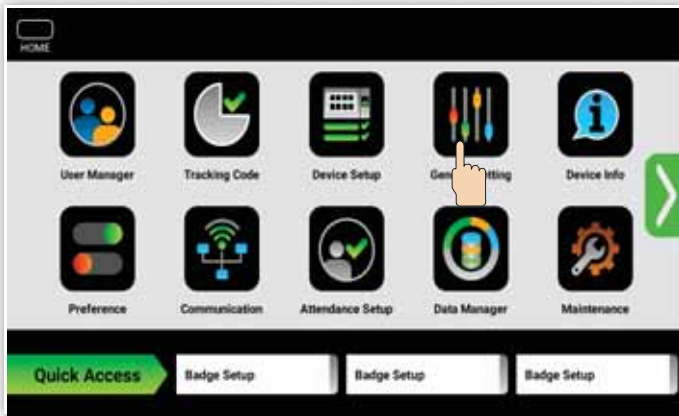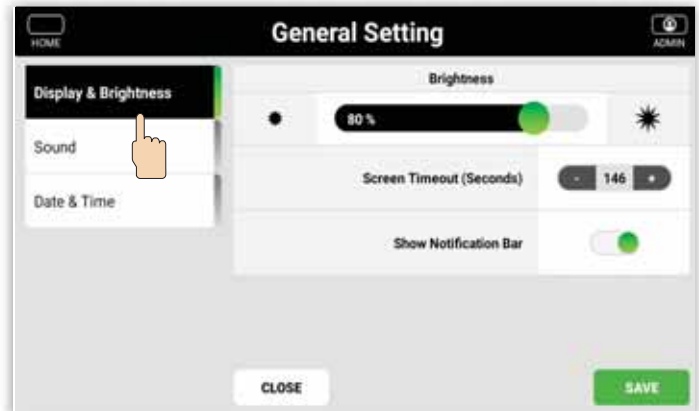
General Settings

Display & Brightness
Sound
Date & Time

Select the **General Settings** icon.

Select the **Display & Brightness.**
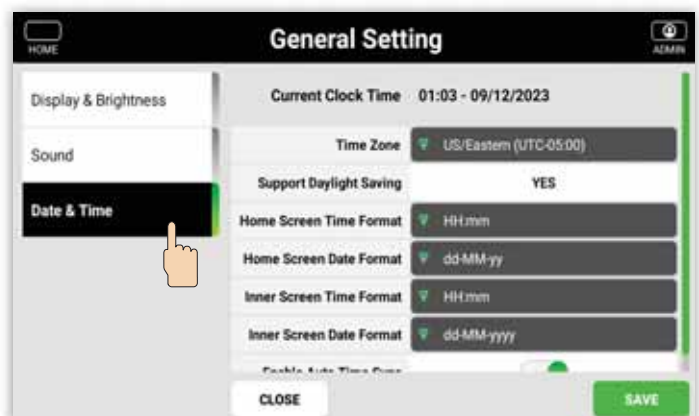
Adjust the brightness of the screen. Adjust the amount of time before the screen goes back to the home screen. Show Notification Bar if you want messages to appear on screen.
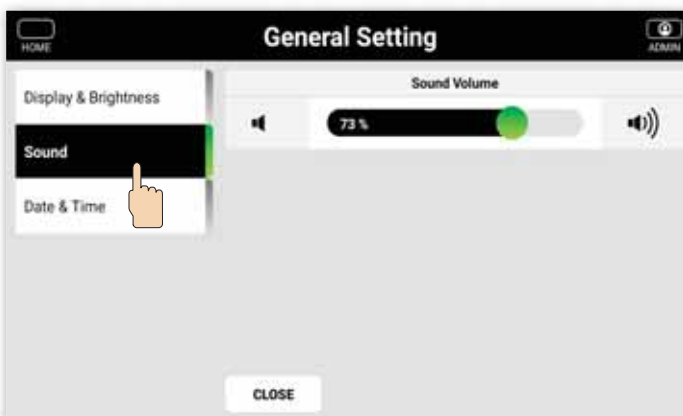
Select the **Sound.**

Adjust the volume that the buttons/and responses will ring.

Select the **Date & Time.**

Date and Time settings. Adjust the clock, Time zone and format in which it is displayed.
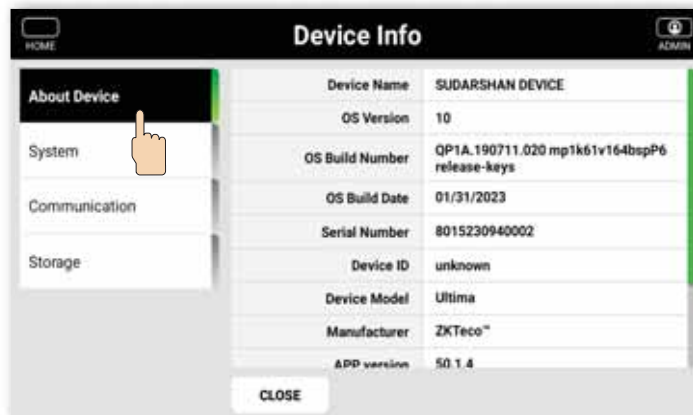
Device Info
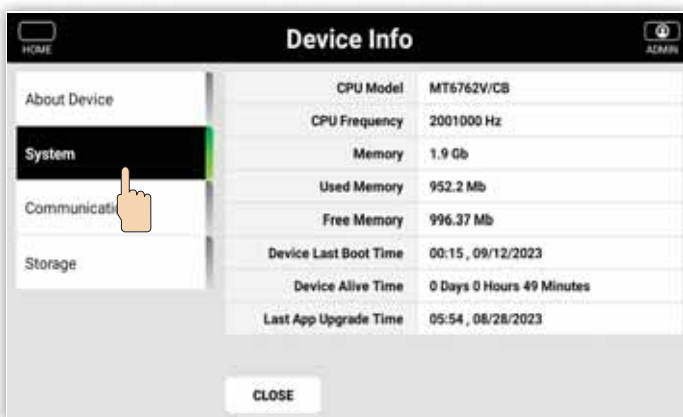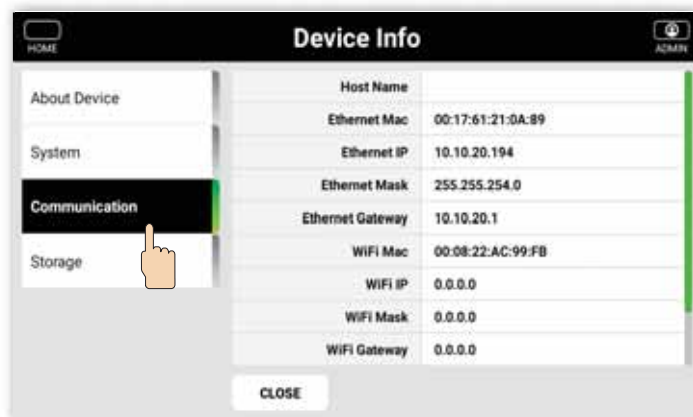
Select the **Device Info** icon.

Select **About Device** to view Device Name, Device Serial Number and App Version installed on Time-Clocks.

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

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

Device Info
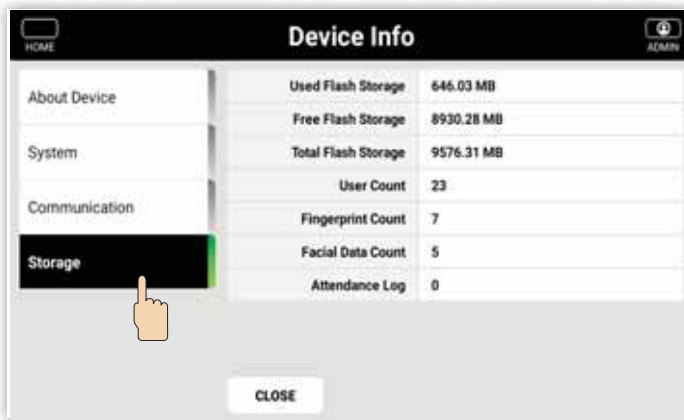
Select **Storage** to view information about internal storage.

Preferences

Select the **Preferences** icon.
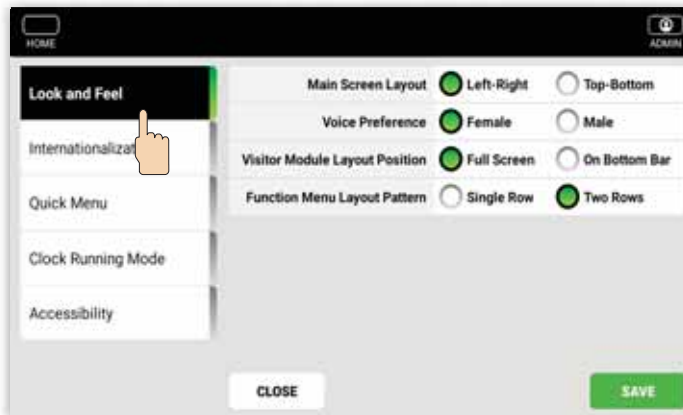
Select **Look and Feel** to modify:

1- Home screen scroll direction Horizontal or Vertical.

2- Prompt voice female/male.
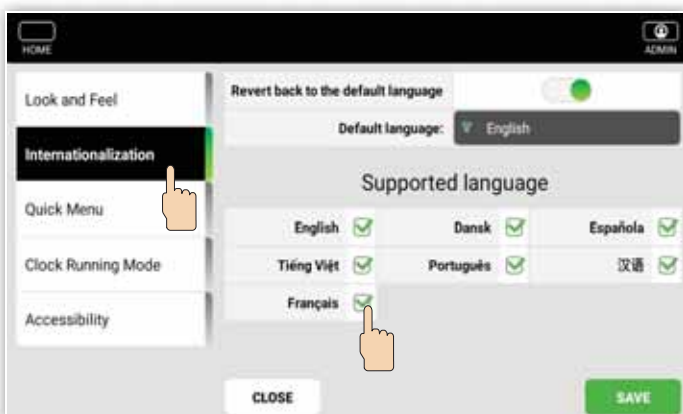
Select **Internationalization** to include language(s) on home screen by checking the box.
Languages on home screen represented by ISO codes.
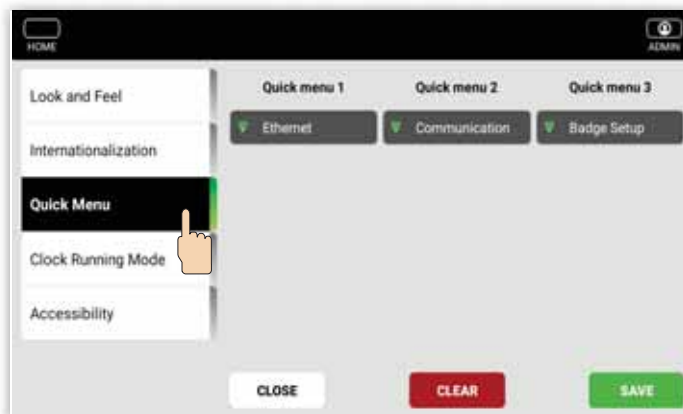
Select **Quick Menu** and **Select** a function from the drop downs.
Selected function will be placed on admin home screen.

Quick Menu

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.
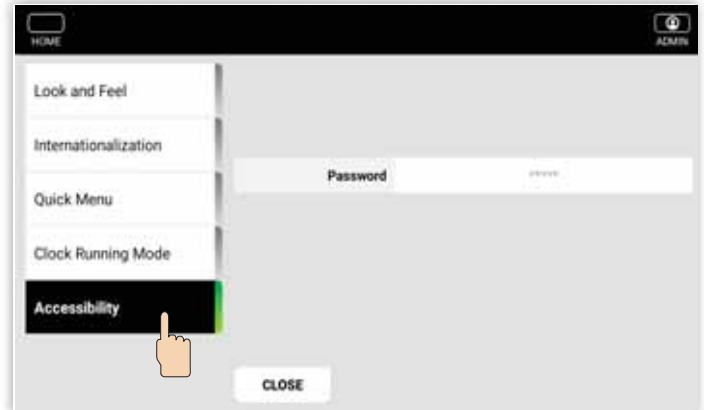
Select the **Accessibility** to choose:

To edit the "**Attendance Setup**" related settings by enabling them, please enter the password, which is typically the last 4 digits of the device serial number.

Communication
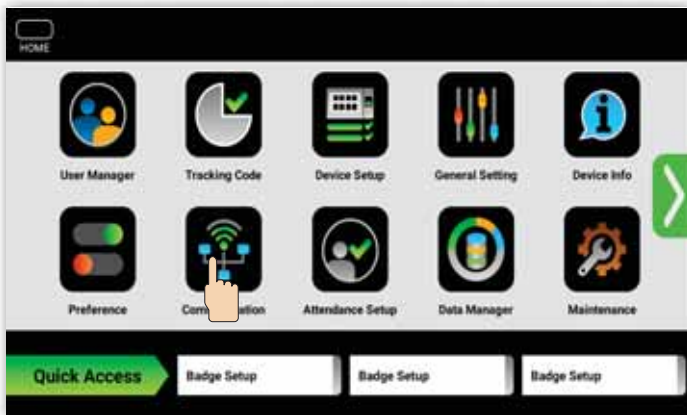
Select the **Communication** icon.
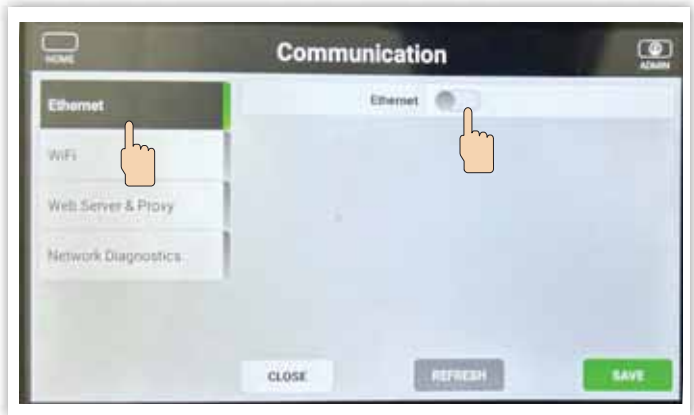
Select **Ethernet** to switch it ON.

If you set DHCP = ON, then it will automatically grab IP Address from the network.
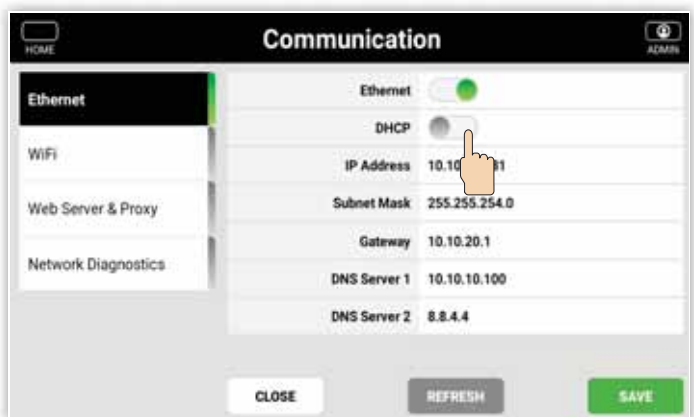
If you set DHCP = OFF, then you need to enter IP Address, Subnet Mask, Gateway, DNS Server 1 and DNS Server 2.
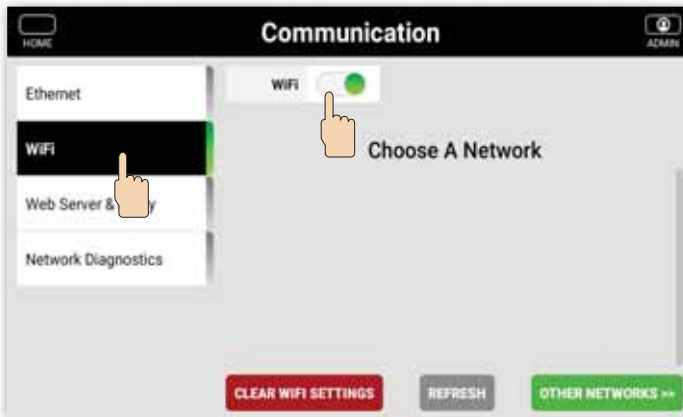
Select the **Wi-Fi** tab and turn Wi-Fi switch ON.

Select a network under "**Choose A Network**".
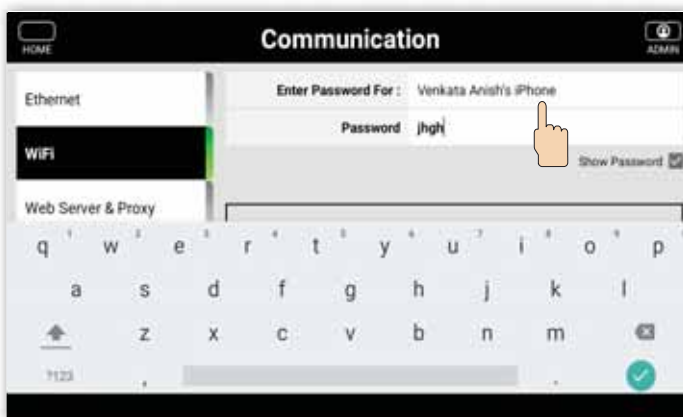
Enter Password for the selected network and Select "**Enter**" button.

Select "**Join"** button.

Connected Network will be displayed under Wi-Fi Switch

To view details select double arrow button .

Network details.

Select the **Web Server & Proxy.**

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
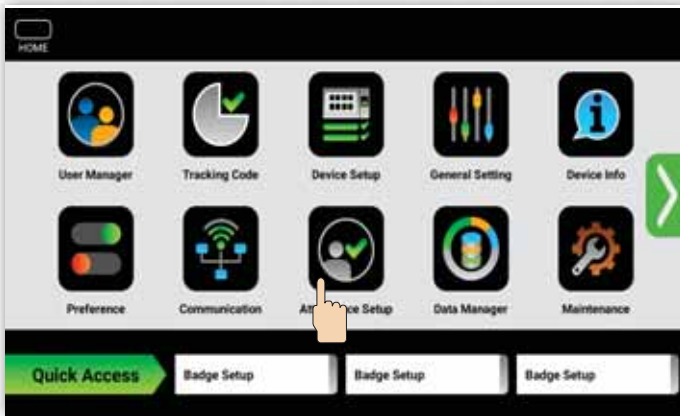
Select the **Attendance Setup** icon.
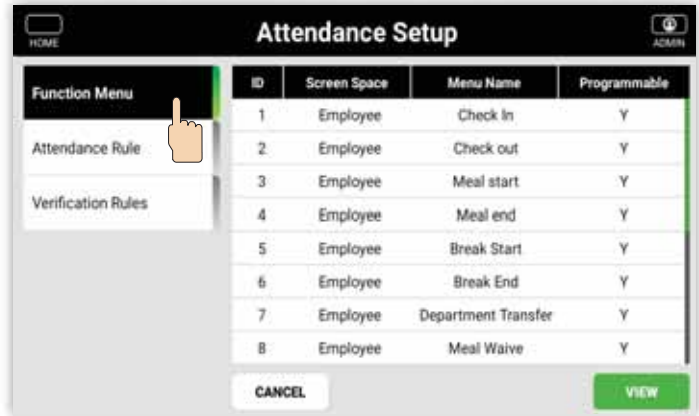
Select the **Function Menu** tab.

Note: This should be configured from DCS Tenant.
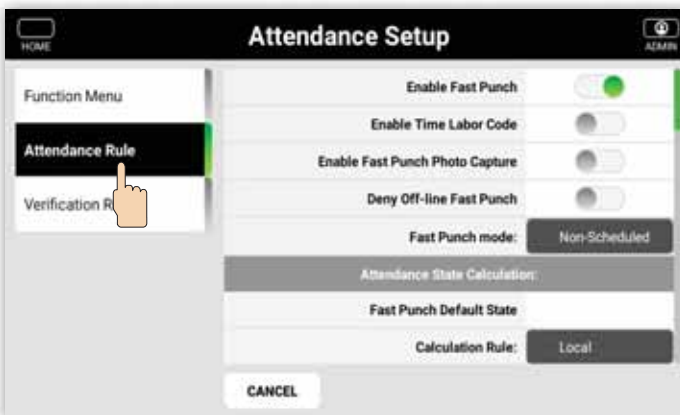
Select the **Attendance Rule** tab.

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

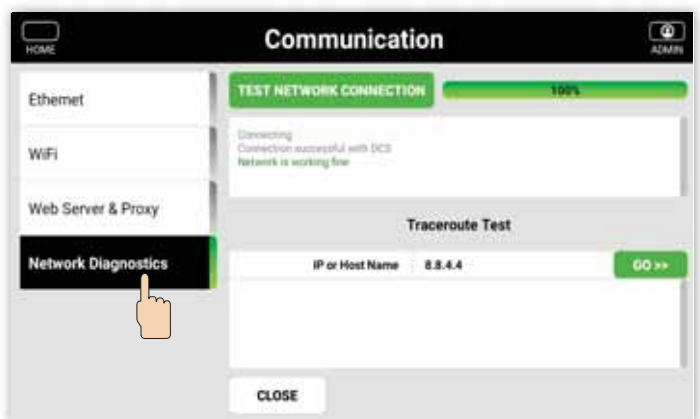Enable Fast Punch, Accept Consecutive Locked Punches, Enable Shift Lockout, Accept Scheduled Locked Punch, Shift Start Grace Period (Minutes) Shift End Grace Period (Minutes).
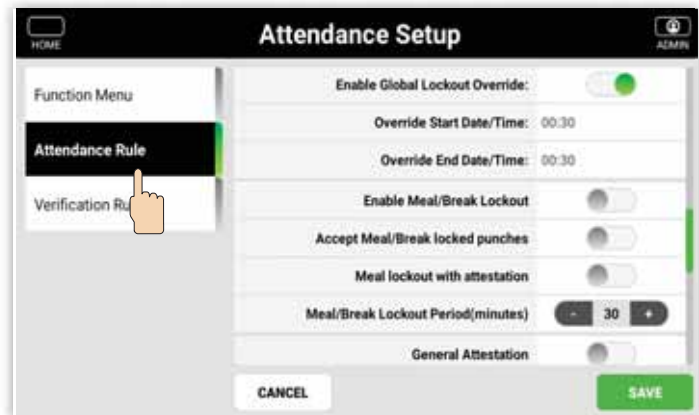
Enable Global Lockout Override, Override Start Date/Time Override End Date/Time, Enable Meal/Break Lockout, Accept Meal/Break locked punches, Meal lockout with attestation, Meal/Break Lockout Periodic (minutes).

Attendance Setup
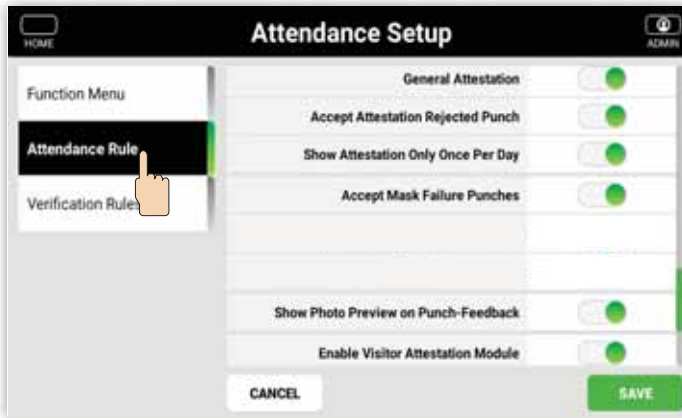
General Attestation, Accept Attestation Rejected Punch, Show Attestation Only Once Per Day, Accept Mask Failure Punches, Visitor Attestation Module.
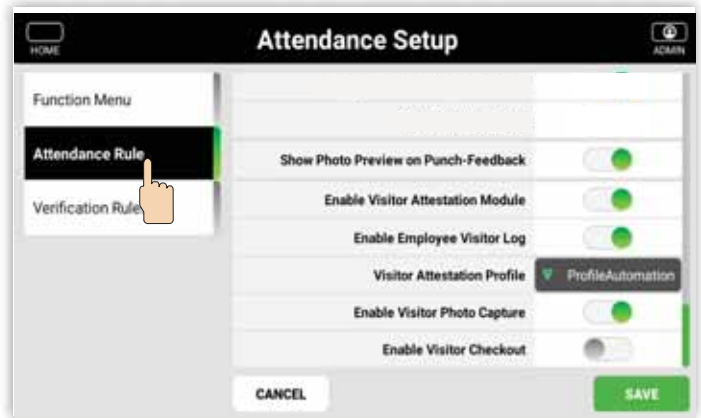
Visitor Attestation Profile, Enable Visitor Photo Capture.
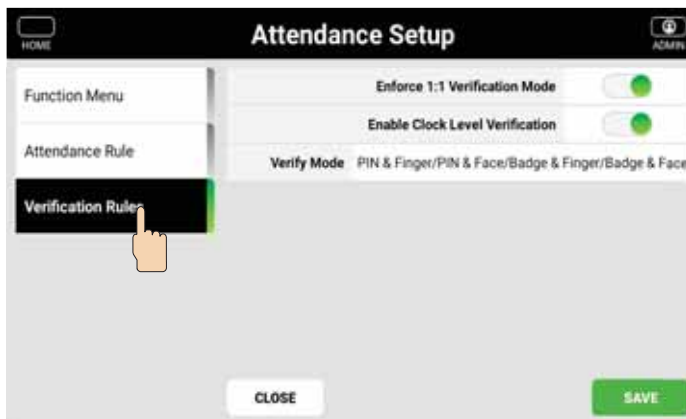
Select the **Verification Rules** tab.

Enable 1:1 verification mode and enable clock level verification.

Data Manager
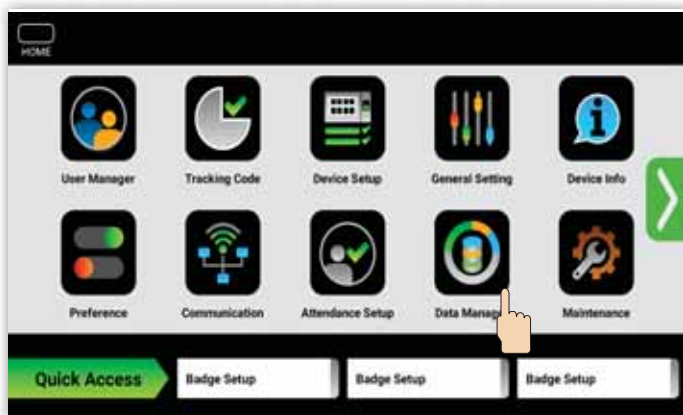
Select the **Data Manager** icon.
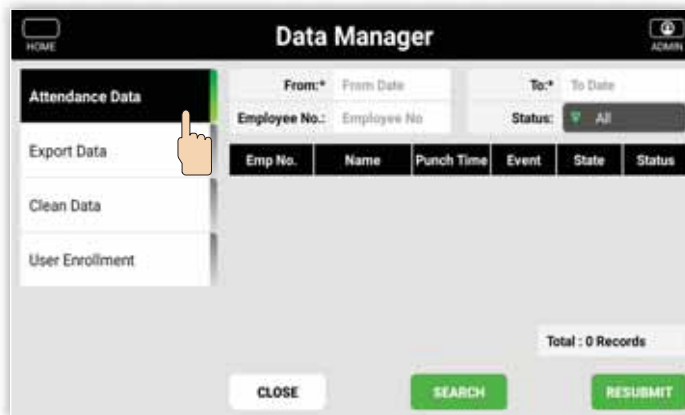
Select the **Attendance Data** tab.

Look up Attendance logs directly on the clock.

Select the **Export Data** tab.

Attendance logs to a USB drive.
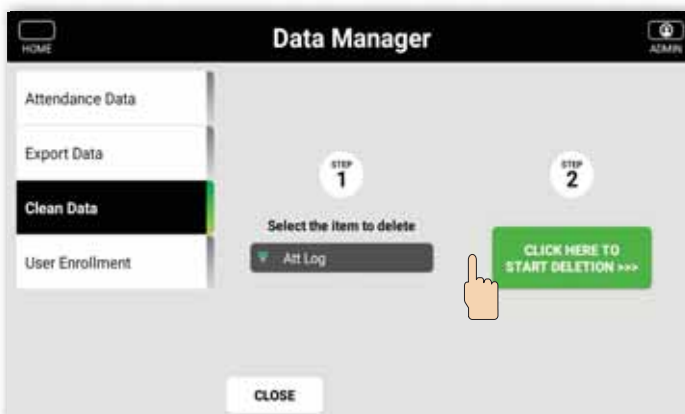
Select the **Clean Data** tab.

Select the item to be deleted.

Select "start to delete" button.

Data Manager

Select the **User Enrollment** tab.

Turns offline enrollment.

Note: Not recommended unless ZK representative advises.

Maintenance

Select the **Maintenance** icon.
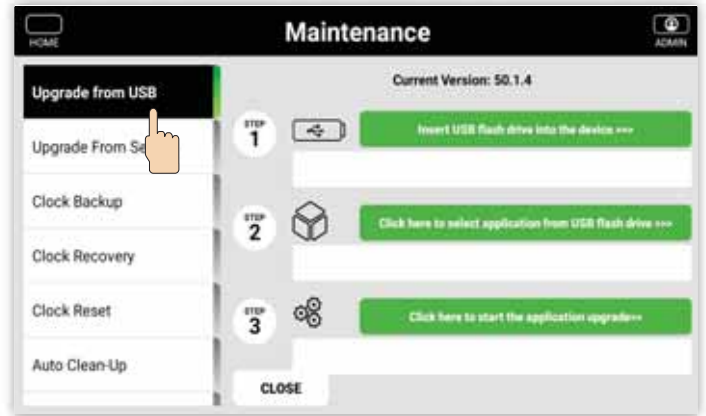
Select the **Upgrade from USB** tab.

Select the **Upgrade from Server** tab.

Select the **Clock Backup** tab.

Maintenance

Select the **Clock Recovery** tab.
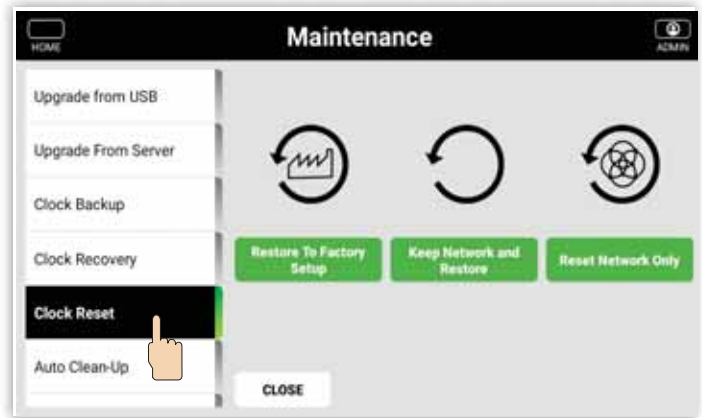
Select the **Clock Reset** tab.
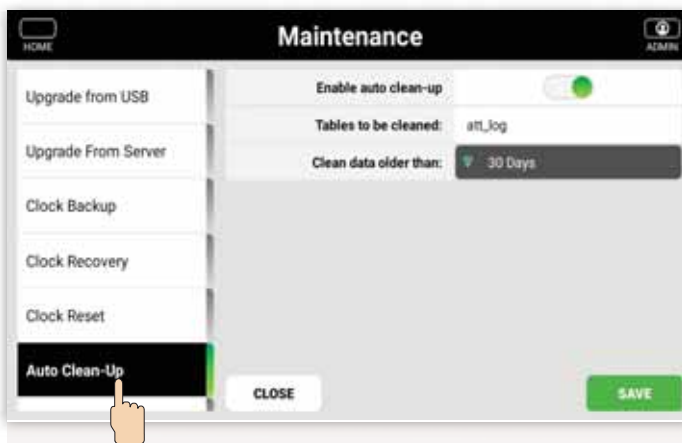
Select the **Auto Clean-up** tab.

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

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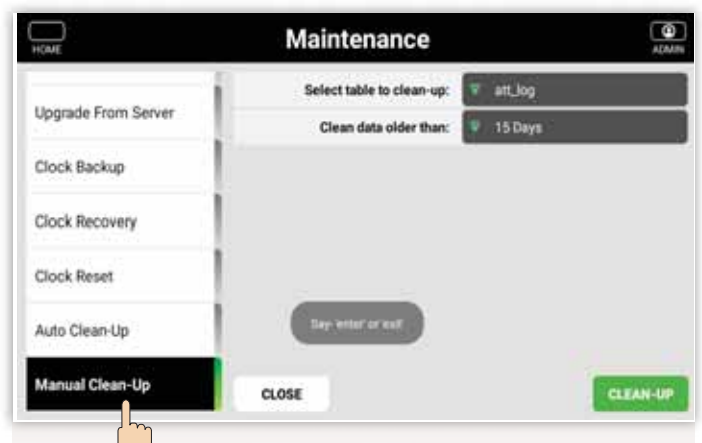
Select the **Manual Clean-up** tab.

Select a table to clean from the 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

Select the **Support Desk** icon.

Select the **Support Contact** tab.

These are methods on how to contact ZKTeco. Please use the ticketing system first.
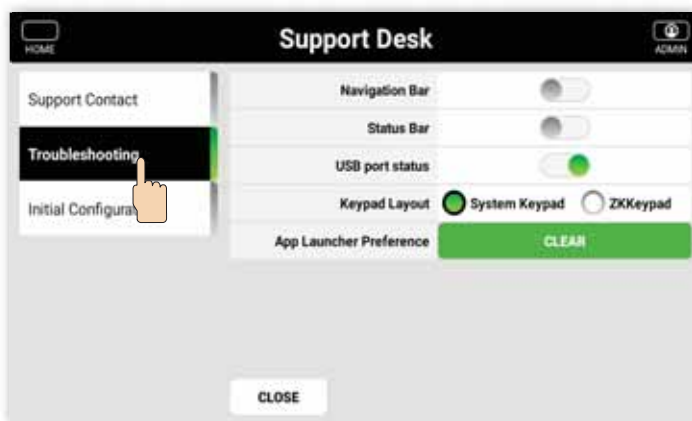
Select the **Troubleshooting** tab.

Select the **Initial Configurations** tab.

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

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

Select the **Diagnostic** icon.
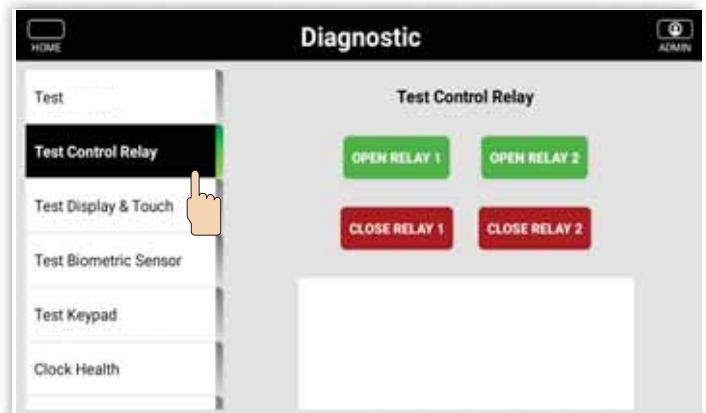
Select the **Test Control Relay** tab.

Select the **Test Display & Touch** tab.

Select the **Test Biometric Sensor** tab.

Diagnostic
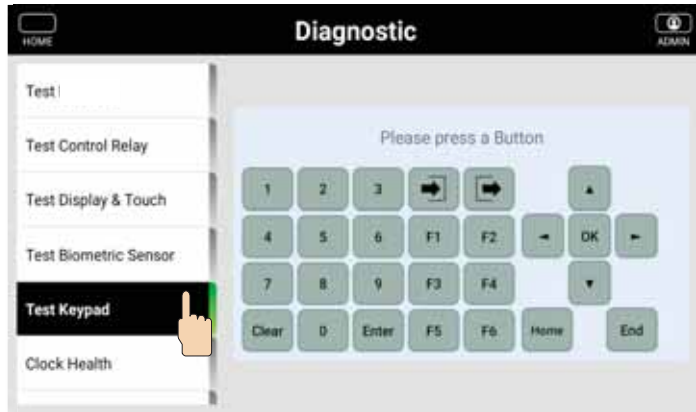
Select the **Test Keypad** tab.
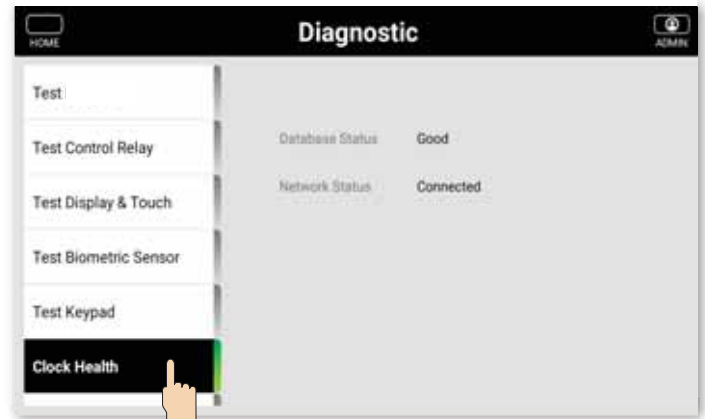
Select the **Clock Health** tab.
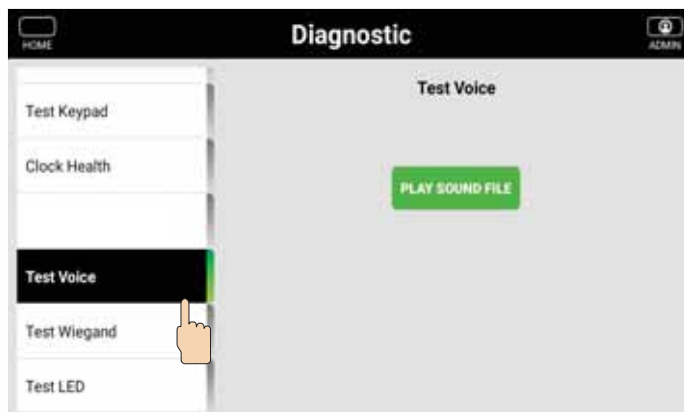
Select the **Test Voice** tab.
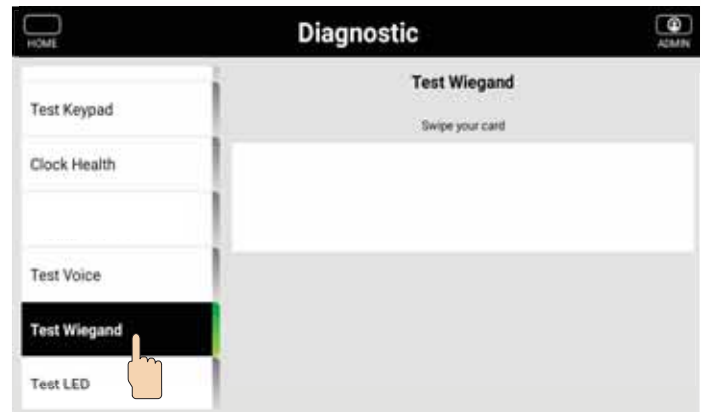
Select the **Test Wiegand** tab.

HOME
ADMIN
MENU

Diagnostic

Test LED
Test Proximity
Test Camera
Test Ethernet

Diagnostic

HOME   Diagnostic   ADMIN

Test Voice

Test Wiegand

Test LED

Test Proximity

Test Camera

Test Ethernet

Power Battery Network Feedback

FEEDBACK - RED : ON   FEEDBACK - GREEN : ON   NETWORK : OFF

Select the **Test LED** tab.

HOME   Diagnostic   ADMIN

Test Proximity

Swipe your card

Test Voice
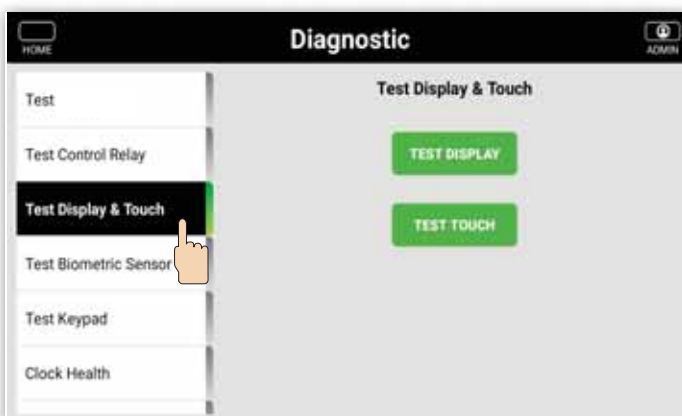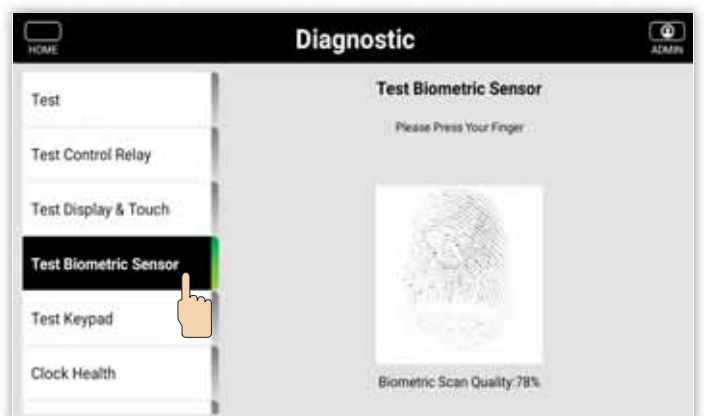
Test Wiegand

Test LED
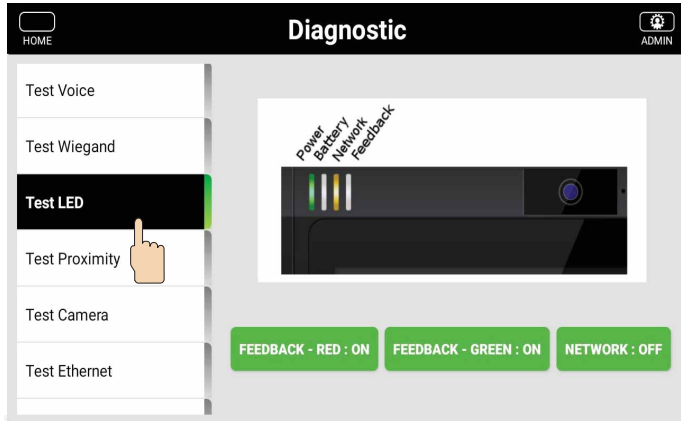
Test Proximity

Test Camera

Test Ethernet
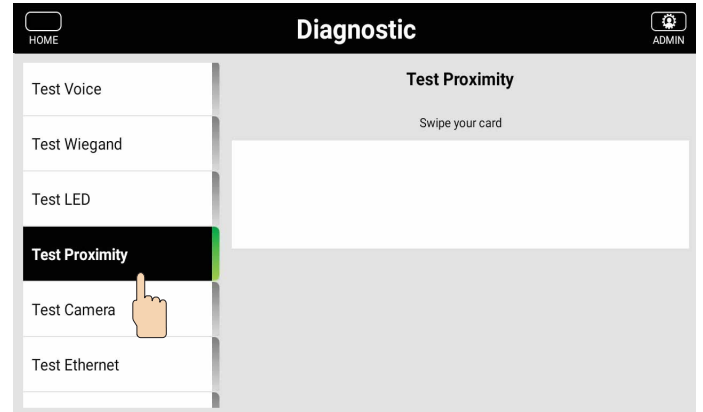
Select the **Test Proximity** tab.

HOME   Diagnostic   ADMIN

Test Voice

Test Wiegand

Test LED

Test Proximity

Test Camera

Test Ethernet

CAPTURE
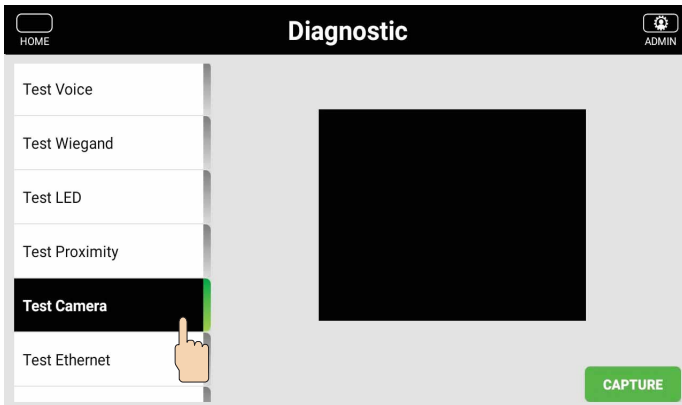
Select the **Test Camera** tab.

HOME   Diagnostic   ADMIN

Test Voice

Test Wiegand

Test LED

Test Proximity

Test Camera

Test Ethernet

Ethernet	ON
IP Address	
Subnet Mask	
Gateway	
DNS Server 1	
DNS Server 2	
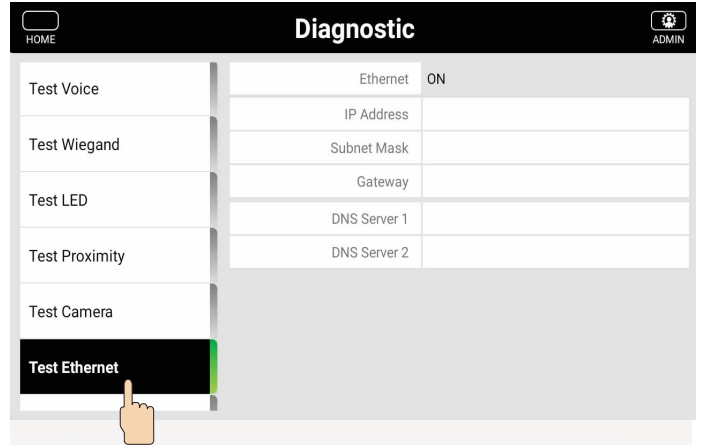
Select the **Test Ethernet** tab.

Test Wi-Fi

Select the **Test Wi-Fi** tab.

FCC Compliance Statements

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Caution: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FC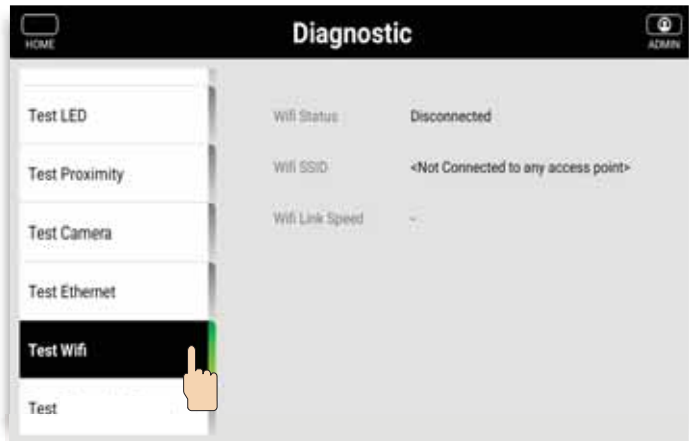C Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

-- Reorient or relocate the receiving antenna.

-- Increase the separation between the equipment and receiver.

-- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

-- Consult the dealer or an experienced radio/TV technician for help.

RF Exposure Compliance

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. End user must follow the specific operating instructions for satisfying RF exposure compliance. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.
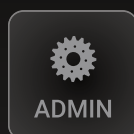
Declaration for EU Compliance：
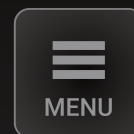
5150-5350MHz is restricted in indoor used.

Frequency Bands	Maximum Output Power
125KHz：	-2.75dBuA/m@10m
13.56MHz：	-13.85dBuA/M@10m
2.4GHz BLE EIRP：	-3.11dBm
2.4GHz WiFi EIRP：	7.99dBm
5GHz WiFi EIRP：	1.13dBm
5.8GHz WiFi EIRP：	2.43dBm

HOME

Cover page

ADMIN

Admin UI Menu

MENU

Intro page (This page)

Ultima modules, plugs & indicators

Resources

Biometric Privacy Concerns

Fingerprint Enrollment

Data Sheet

Installation Guide

ZKTeco

ZKTechnology.com