

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.



Cover page



Admin UI menu



Intro page (This page)



Ultima modules, plugs & indicators

Other Resources



Biometric Privacy Concerns



Fingerprint Enrollment



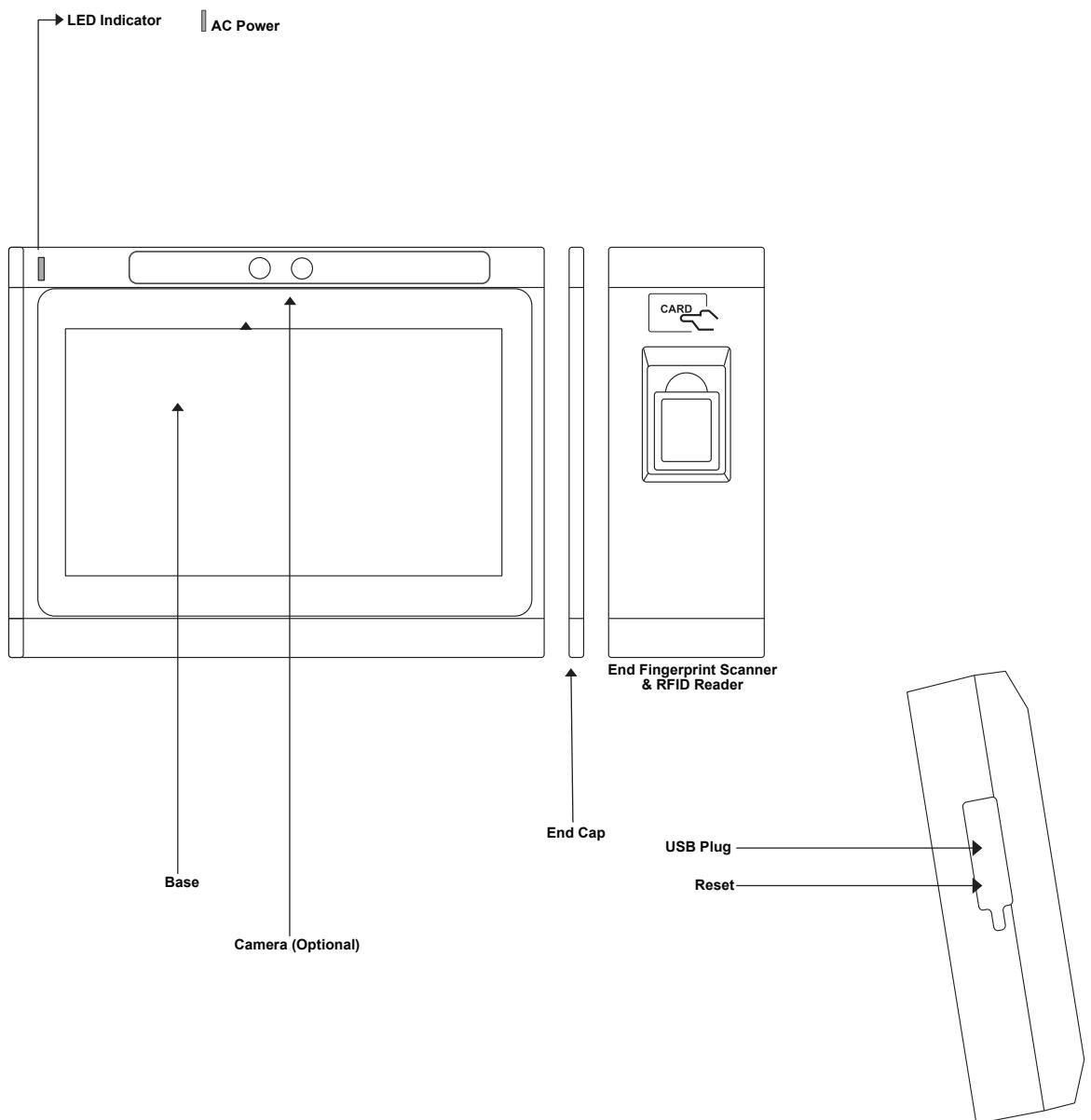
Data Sheet



Installation Guide



ULTIMA Base & Modules



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



Admin UI

HOME

ADMIN

MENU



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

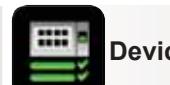
Look and Feel

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

HOME

ADMIN

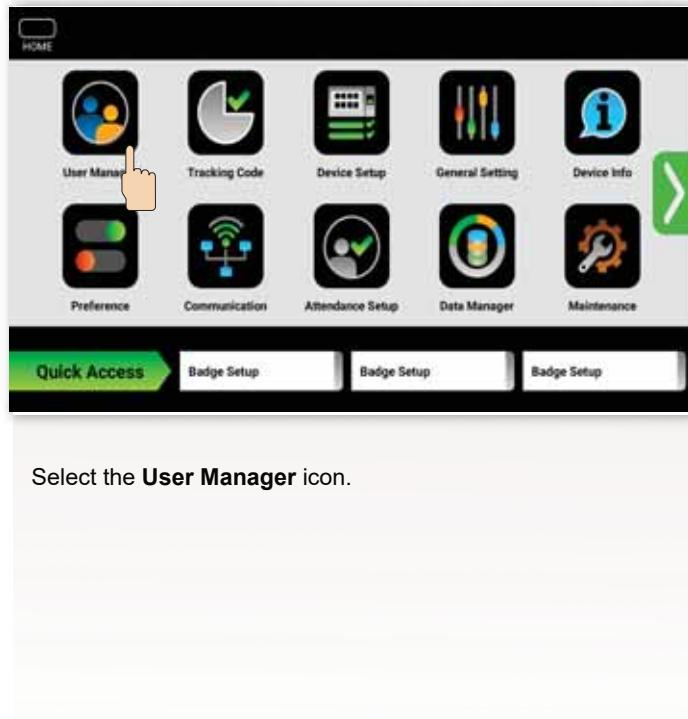
MENU

 Communication	 Attendance Setup	 Data Manager
Ethernet	Function Menu	Attendance Data
Wi-Fi	Attendance Rule	Export Data
Web Server	Verification Rule	Clean Data
Network Diagnostics		User Enrollment
 Maintenance	 Support Desk	 Provision
Upgrade from USB	Support Contact	Update
Upgrade from Server	Troubleshooting	
Clock Backup	Initial Configurations	
Clock Recovery		
Clock Reset		
Auto Clean-Up		
Manual Clean-Up		
 Diagnostic		
Test Control Relay	Test Wiegand	
Test Display & Touch	Test LED	
Test Biometric Sensor	Test Proximity	
Test Keypad	Test Camera	
Test Clock Health	Test Ethernet	
Test Voice	Test Wi-Fi	



User Manager

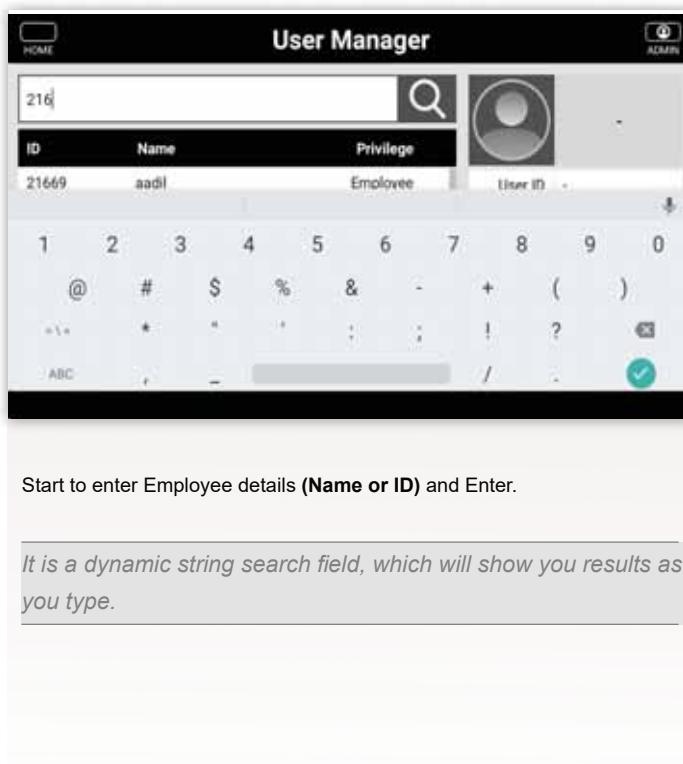
Search a User



Select the **User Manager** icon.

User Manager		ADMIN
<input type="text" value="Search ID/Name"/>		Anish Majoo User ID: 21220 Privilege: Employee Badge: 6463818 Alt Badge: Password: ... Fingerprint: 1
ID	Name	Privilege
21669	aadil	Employee
43705	Afeerah Malik	Employee
21257	Allison Hunter	Employee
21255	Anders Wahlström	Employee
21296	Andrea Hillis	Employee
21220	Anish Majoo	Employee
21263	Annika Nilsson	Employee
21249	Ajit Mitra	Employee

Select the **Search Field**.



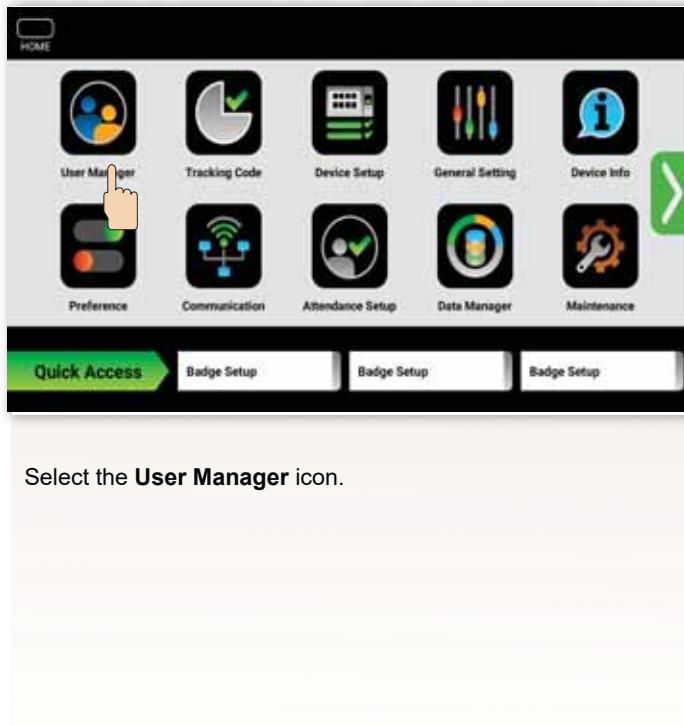
Start to enter Employee details (**Name or ID**) and Enter.

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

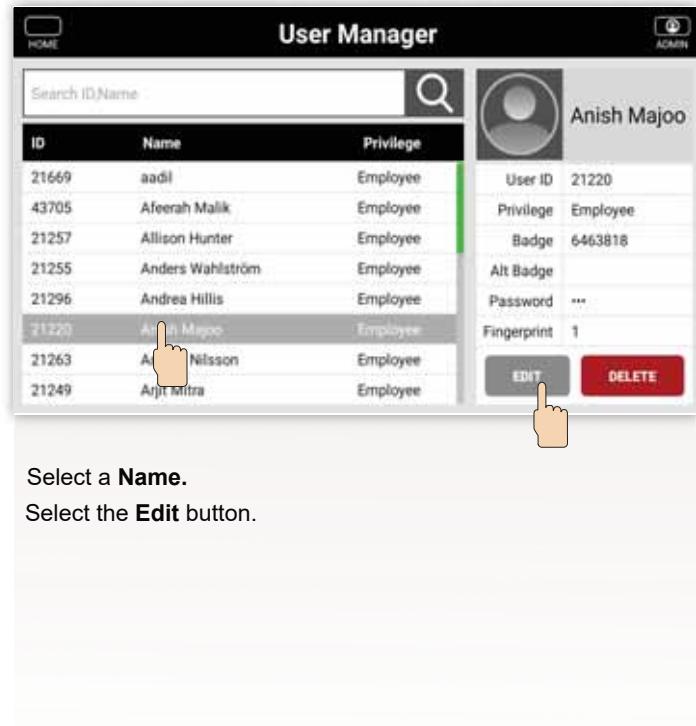


User Manager

Fingerprint Enrollment

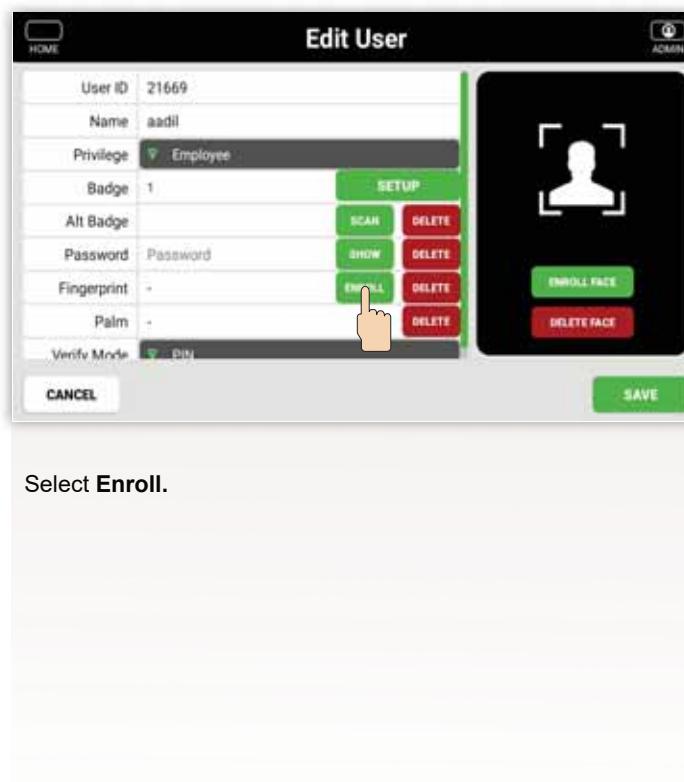


Select the **User Manager** icon.

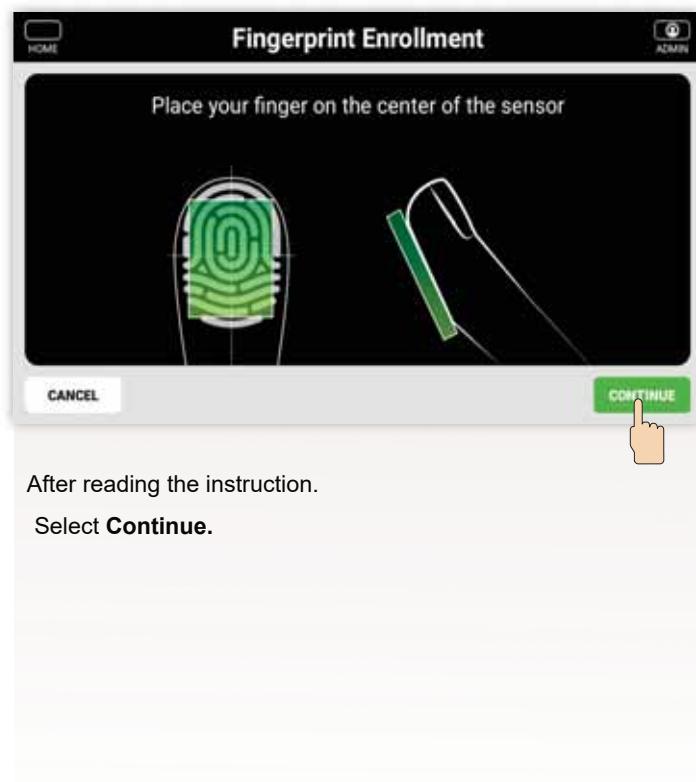


Select a **Name**.

Select the **Edit** button.



Select **Enroll**.



After reading the instruction.

Select **Continue**.



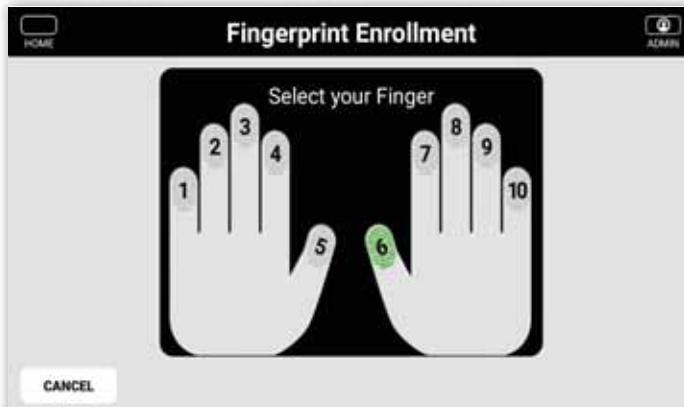
User Manager



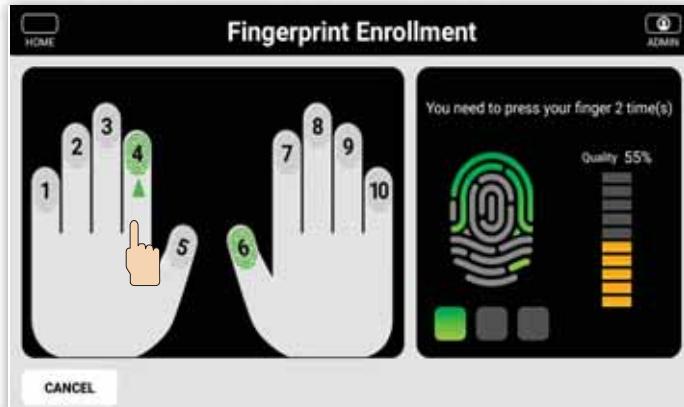
 ADMIN



Fingerprint Enrollment



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



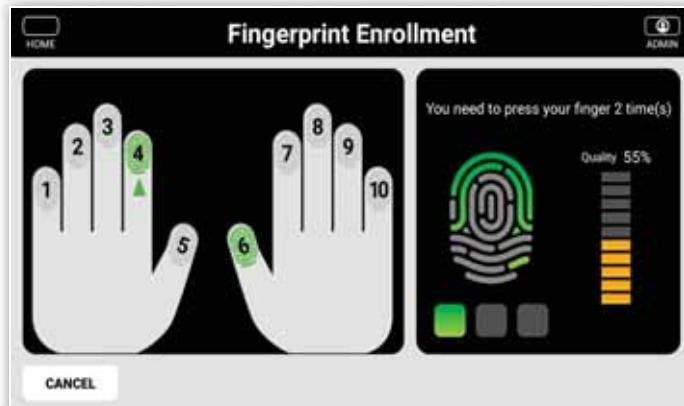
Scanning process takes 3 steps:

Step 1

For instance:

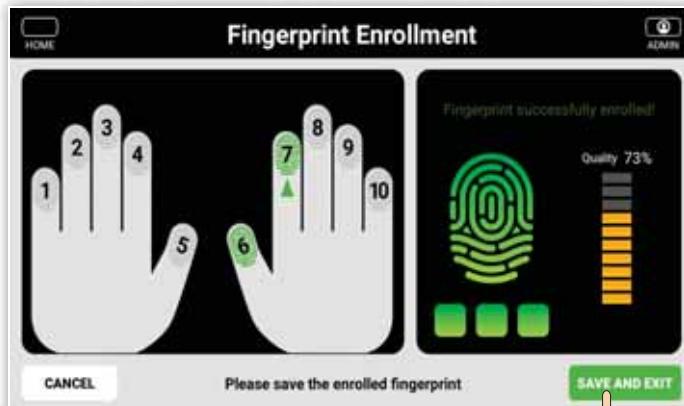
Select number 7 (index finger).

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

Fingerprint Enrollment

Edit User

User ID: 21296

Name: Andrea Hillis

Privilege: Employee

Badge: 1

Alt Badge:

Password: Password

Fingerprint: 2

Palm:

Verify Mode: PIN

SETUP

SCAN **SHOW** **DELETE**

ENROLL **DELETE** **DELETE FACE**

ENROLL FACE **DELETE FACE**

SAVE

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

Select **Save**.

User Manager

Search ID/Name: **Q** **NEW**

ID	Name	Privilege
21659	Bittu Kumar	Employee
21670	QuickTest Ab	Employee
21657	ujwal m	Employee

Employee information saved successfully

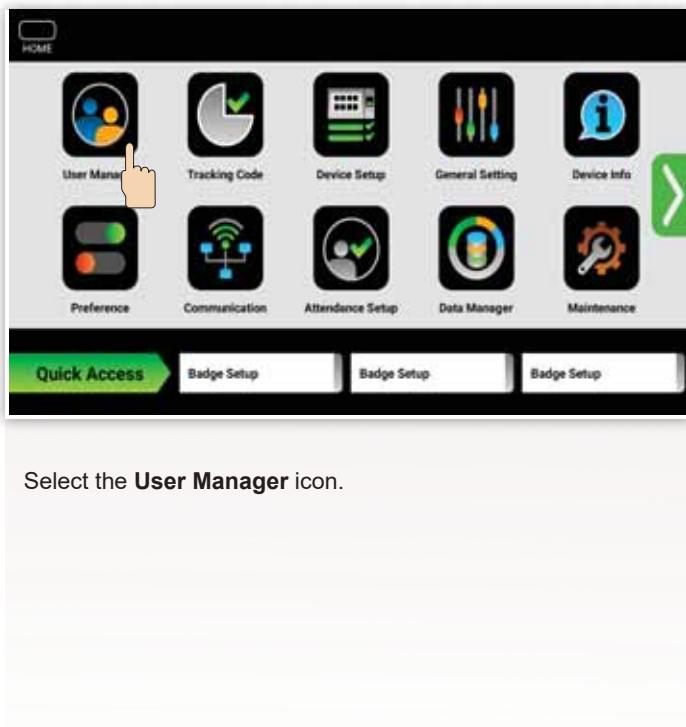
EDIT **DELETE**

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

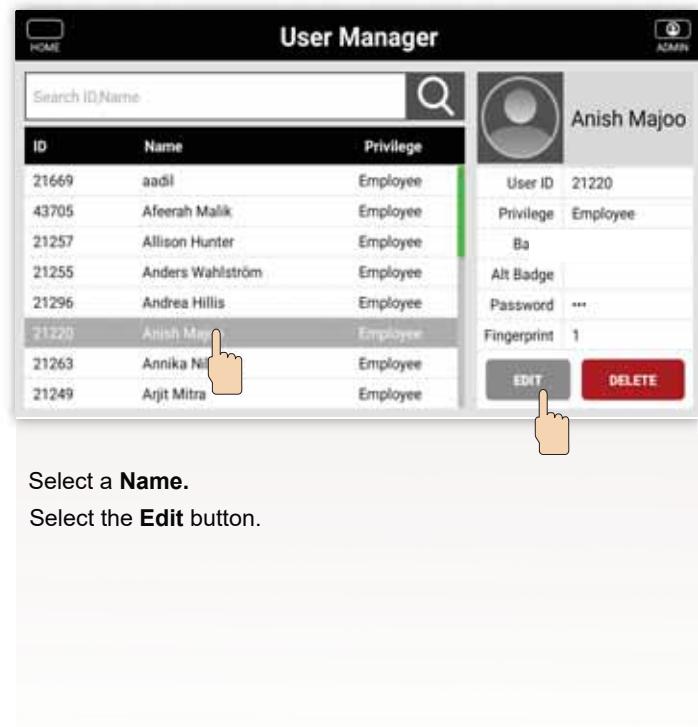


User Manager

Deleting Fingerprint

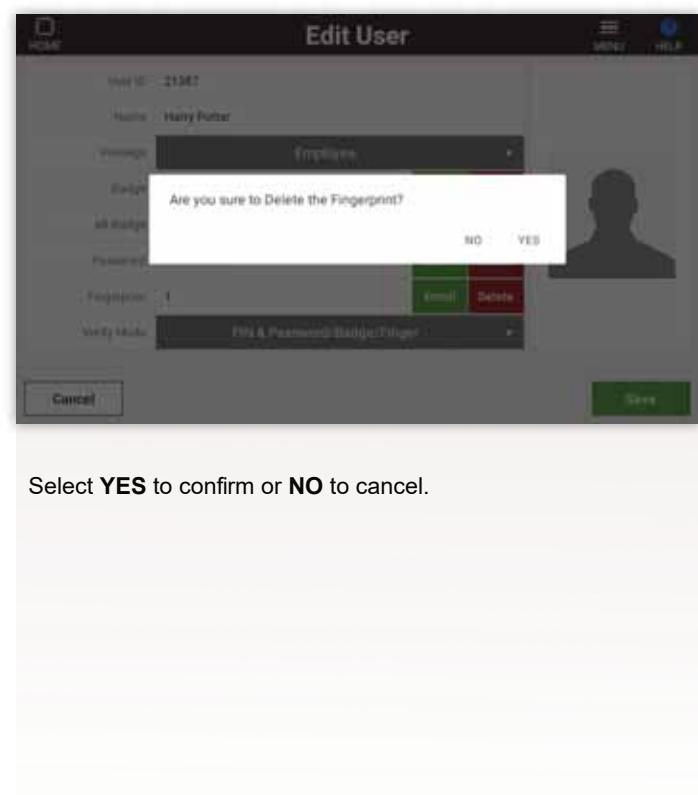


Select the **User Manager** icon.



Select a **Name**.

Select the **Edit** button.



Select **Delete** button.

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



User Manager

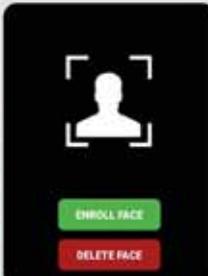
The screenshot shows the 'Edit User' interface. In the 'Privilege' section, a context menu is open over the 'Employee' entry. The menu contains four items: 'SETUP' (green), 'SCAN' (green), 'SHOW' (green), and three red 'DELETE' buttons. The bottom red 'DELETE' button is highlighted with a circular overlay containing the text 'Deleted'.

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

Edit User

User ID	21296
Name	Andrea Hillis
Privilege	<input checked="" type="checkbox"/> Employee
Badge	1
Alt Badge	
Password	<input type="password"/> Password
Fingerprint	1
Palm	-
Verify Mode	<input checked="" type="checkbox"/> PIN

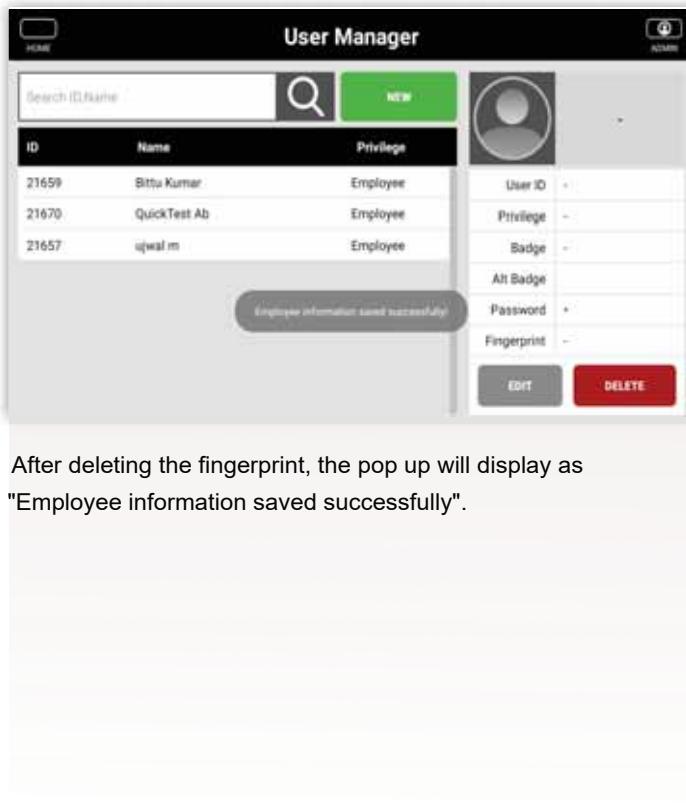
CANCEL



SAVE

Select **Save** button.

Select **Save** button.



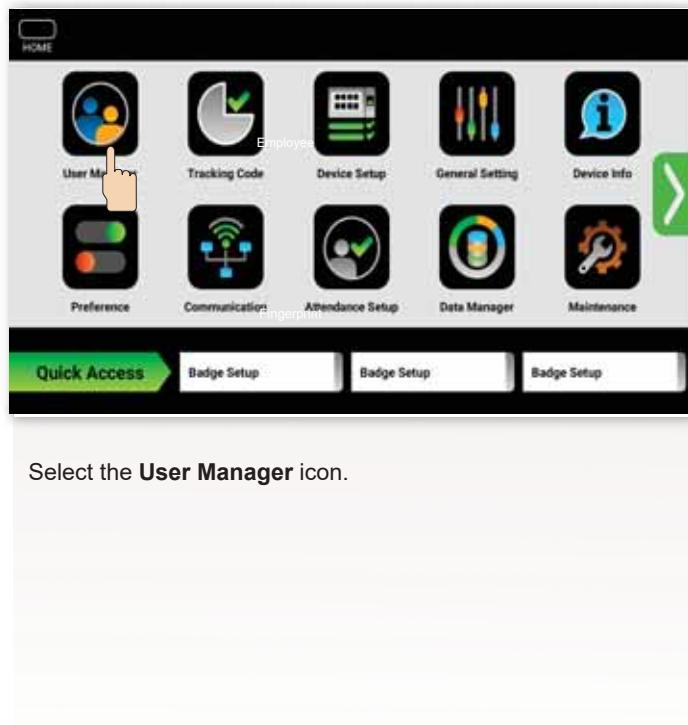
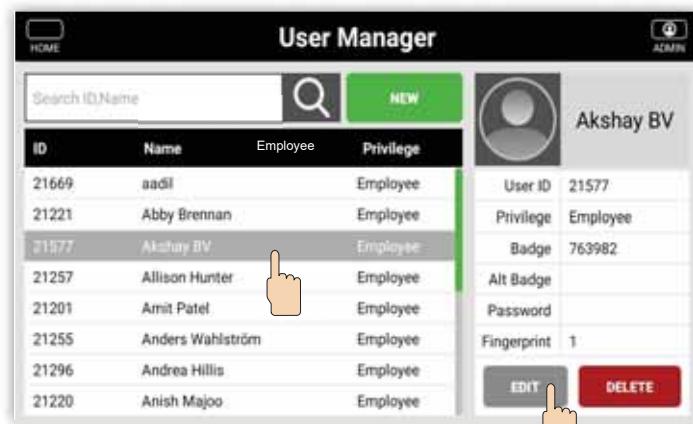
After deleting the fingerprint, the pop up will display as "Employee information saved successfully".



User Manager

Enroll Palm

(Only supported on FAM33 camera hardware)

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)

Edit User

User ID: 21577
Name: Akshay BV
Privilege: Employee
Badge: 5
Alt Badge:
Password: Password
Fingerprint: 1
Palm: 1
Verify Mode: Palm

SCAN SHOW ENROLL

DELETE DELETE ENROLL

DELETE

SETUP

SAVE

Select **Save** button.



User Manager

Search ID/Name: **NEW**

ID	Name	Privilege
21669	aadil	Employee
21221	Abby Brennan	Employee
21577	Akshay BV	Employee
21257	Allison Hunter	Employee
21201	Amit Patel	Employee
21255	Anders Wahls	Employee
21296	Andrea Hillis	Employee
21220	Anish Majoo	Employee

User ID: -
Privilege: -
Badge: -
Alt Badge: -
Password: -
Fingerprint: -

EDIT **DELETE**

Employee information saved successfully

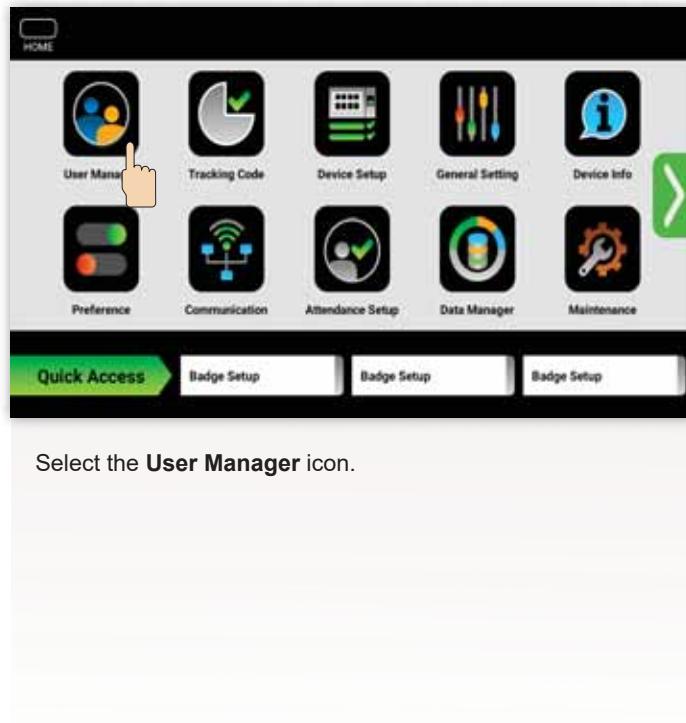
After adding the palm, the pop up will display as "Employee information saved successfully".



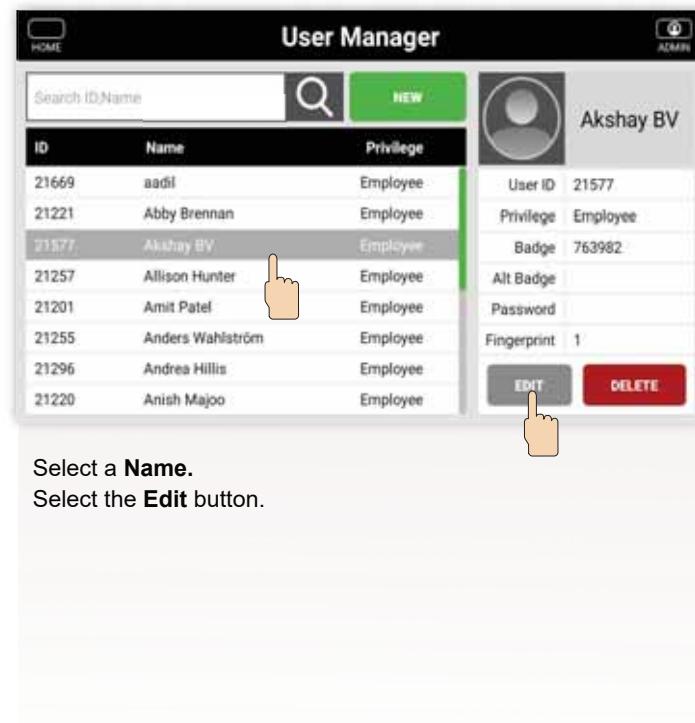
User Manager

Delete Palm

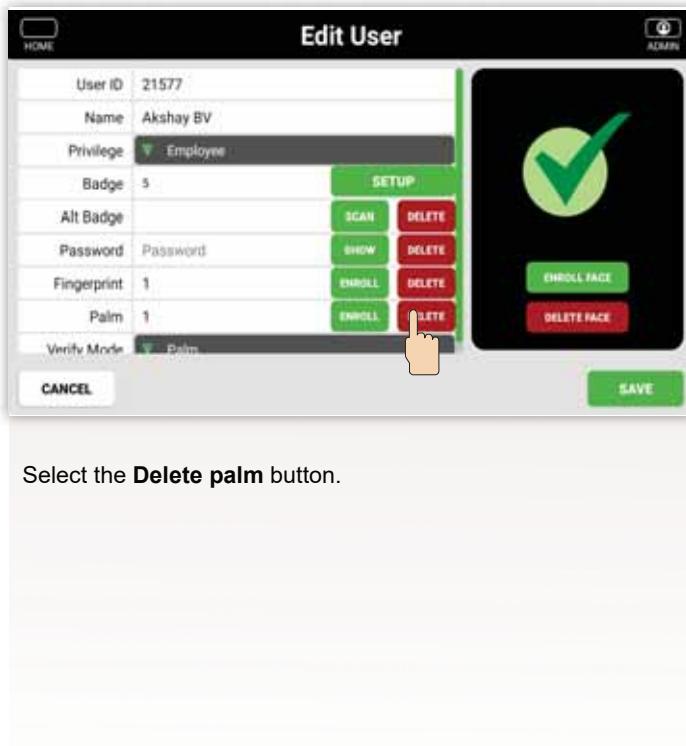
(Only supported on FAM33 camera hardware)



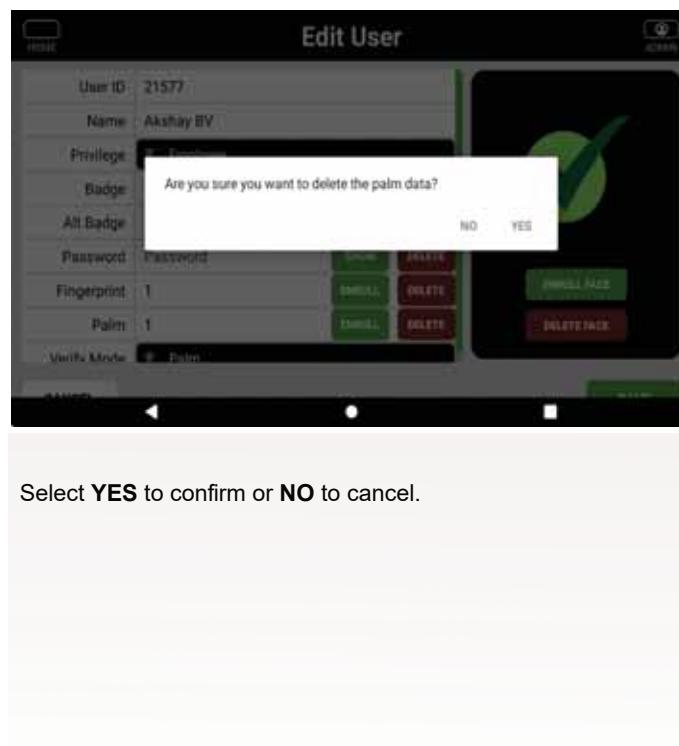
Select the **User Manager** icon.



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



Select the **Delete palm** button.



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



User Manager



Delete Palm

(Only supported on FAM33 camera hardware)

HOME
Edit User
ADMIN

User ID	21577
Name	Akshay BV
Privilege	<input checked="" type="checkbox"/> Employee
Badge	5 <div style="display: flex; justify-content: space-around; margin-top: 5px;"> SETUP SCAN DELETE </div>
Alt Badge	 <div style="display: flex; justify-content: space-around; margin-top: 5px;"> SHOW DELETE </div>
Password	Password <div style="display: flex; justify-content: space-around; margin-top: 5px;"> ENROLL DELETE </div>
Fingerprint	1 <div style="display: flex; justify-content: space-around; margin-top: 5px;"> ENROLL DELETE </div>
Palm	1 <div style="display: flex; justify-content: space-around; margin-top: 5px;"> ENROLL DELETE </div>
Verify Mode	<input checked="" type="checkbox"/> Palm

CANCEL
SAVE

ENROLL FACE
DELETE FACE

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

HOME

Edit User

@ ADMIN

User ID	21577
Name	Akshay BV
Privilege	Employee
Badge	5
Alt Badge	SETUP DEAN DELETE
Password	SHOW DELETE
Fingerprint	ENROLL DELETE
Palm	ENROLL DELETE

Verify Mode:
Palm
Finger

CANCEL
SAVE



Select **Save** button.



User Manager

ID	Name	Privilege	User ID
21669	aadil	Employee	Privilege
21221	Abby Brennan	Employee	Badge
21577	Akshay BV	Employee	Alt Badge
21257	Allison Hunter	Employee	Password
21201	Amit Patel	Employee	Fingerprint
21255	Anders Wahlin	Employee	
21296	Andrea Hillis	Employee	
21220	Anish Majoo	Employee	

Employee information saved successfully

HOME **ADMIN**

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



User Manager

Badge Enrollment

Heads Up

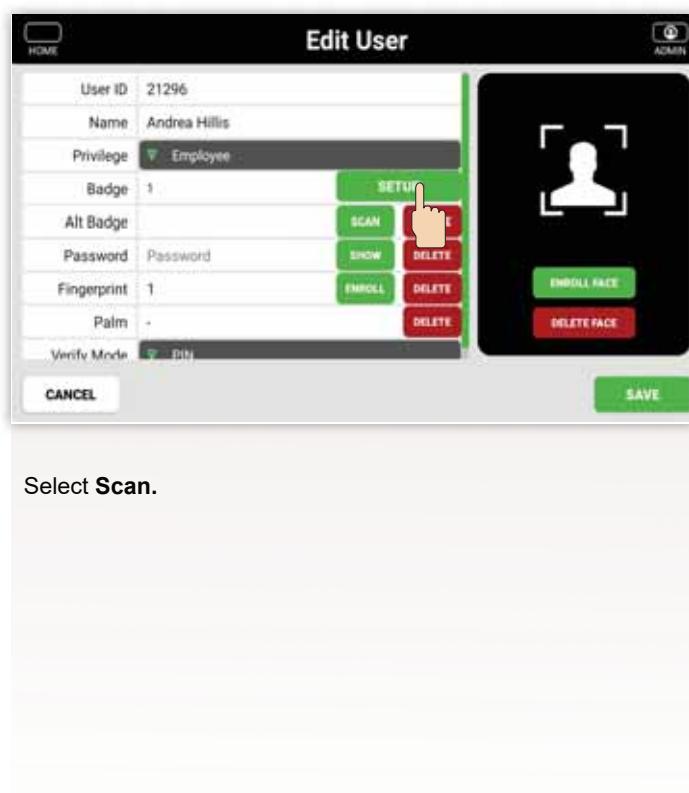


Ideally, all the badge number updates are done in Workday, then the DCS will load it and update the latest badge number on time clock accordingly.

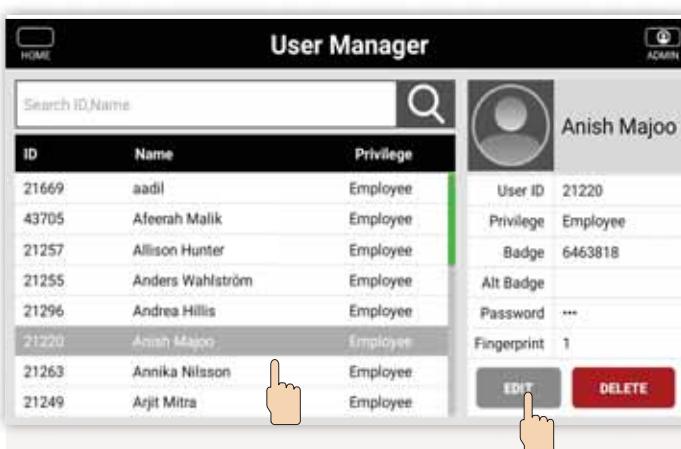
The option to update it in DCS or Time clock is provided as an alternative way to help the badge user, however, please keep in mind that Workday data always have the highest priority. As an example, if you have a Workday ID updated with Badge number 1111, while you already have a badge number registered 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 **Scan**.



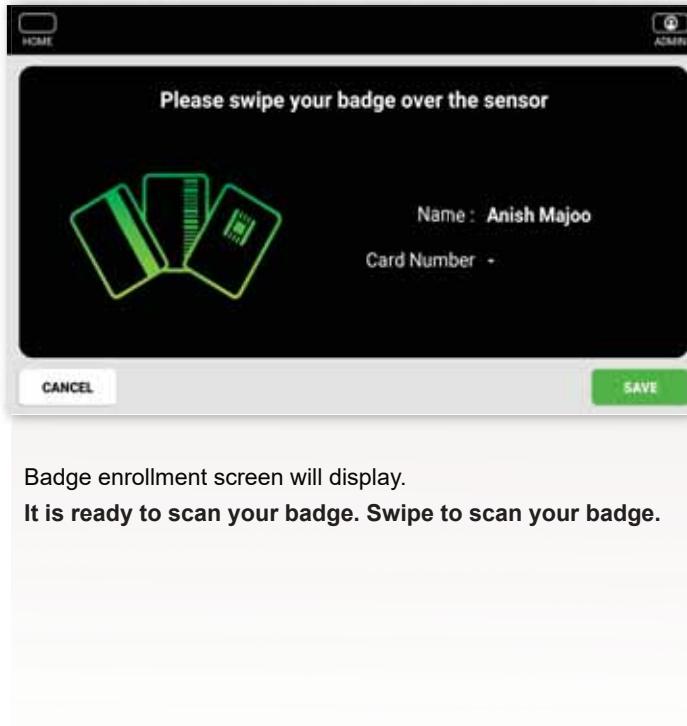
Select a **Name**.

Select the **Edit** button.

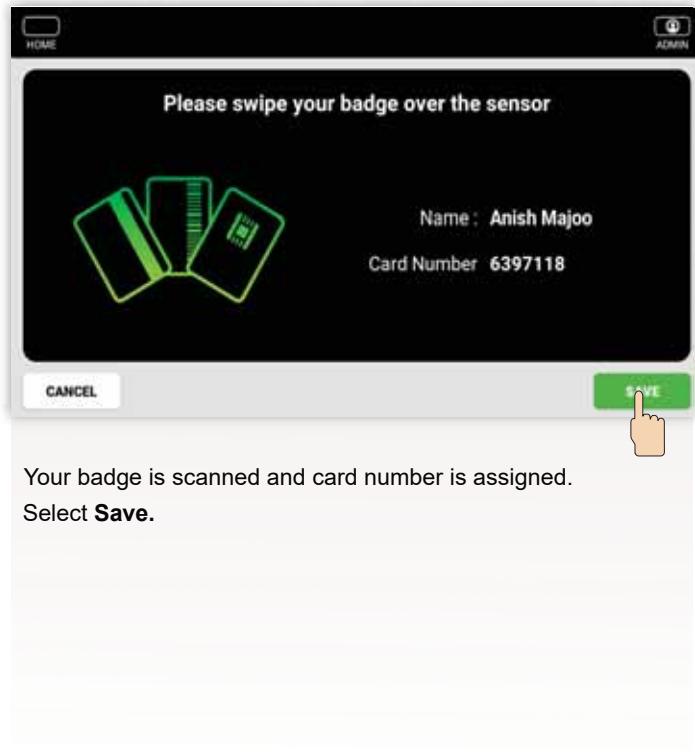


User Manager

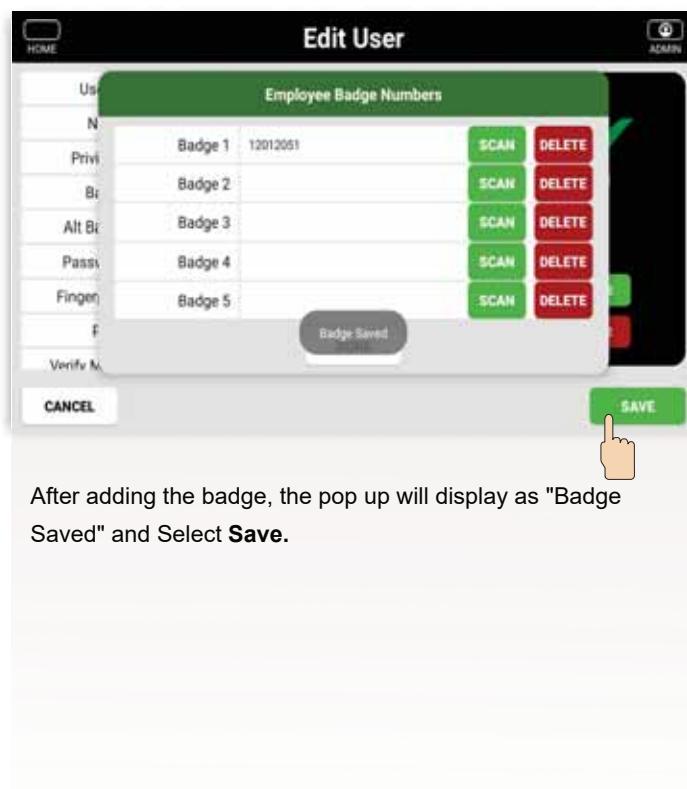
Badge Enrollment



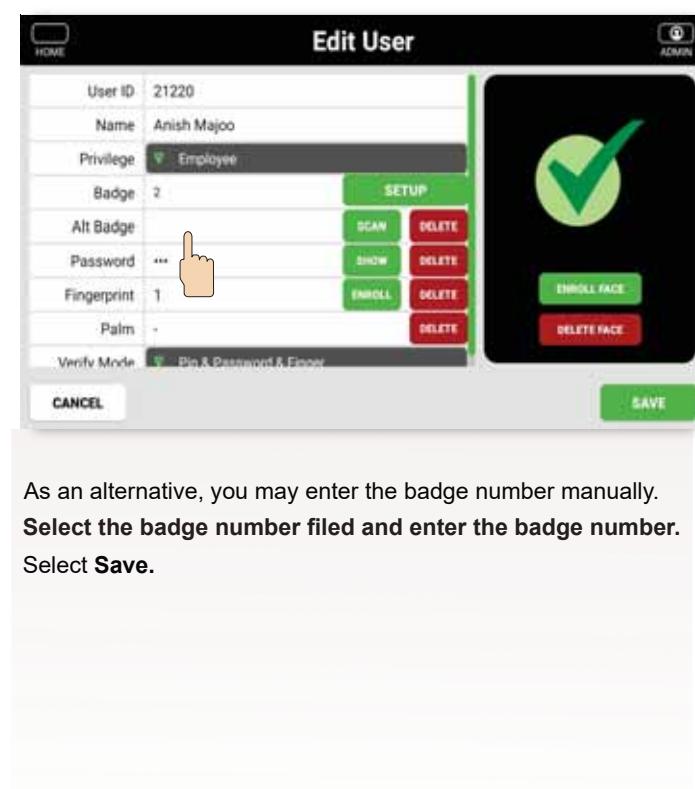
Badge enrollment screen will display.
It is ready to scan your badge. Swipe to scan your badge.



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**.

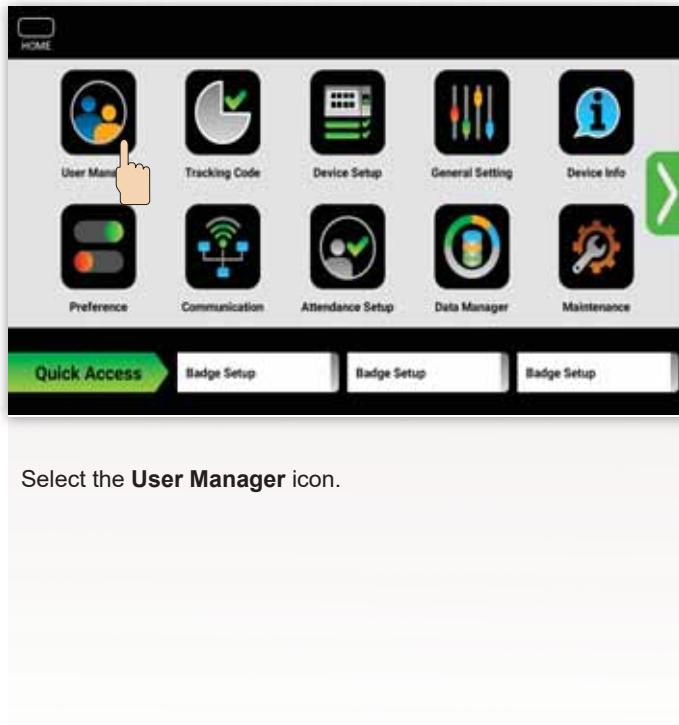


As an alternative, you may enter the badge number manually.
Select the badge number field and enter the badge number.
Select **Save**.

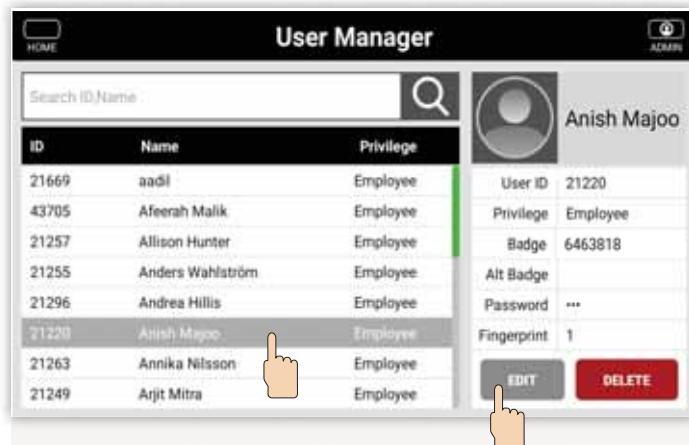


User Manager

Deleting Badge

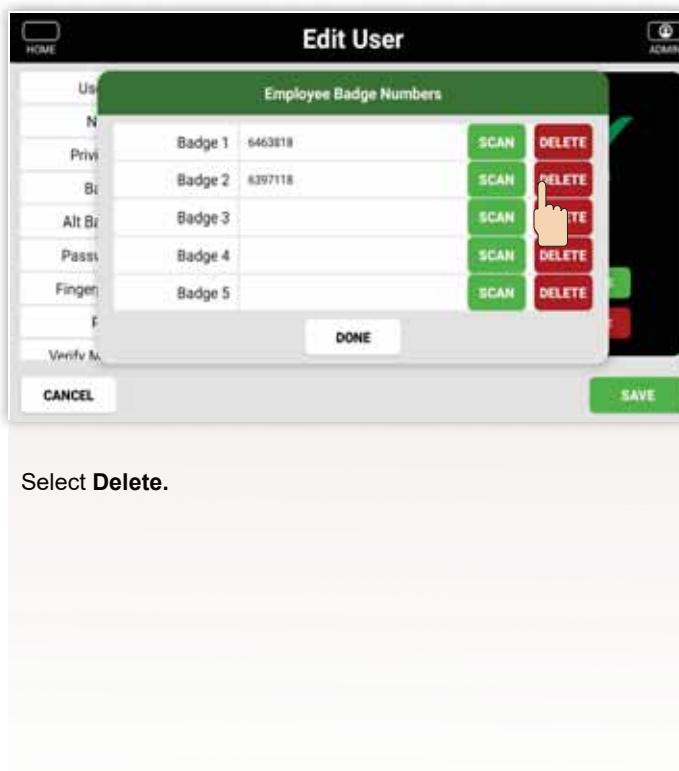


Select the **User Manager** icon.

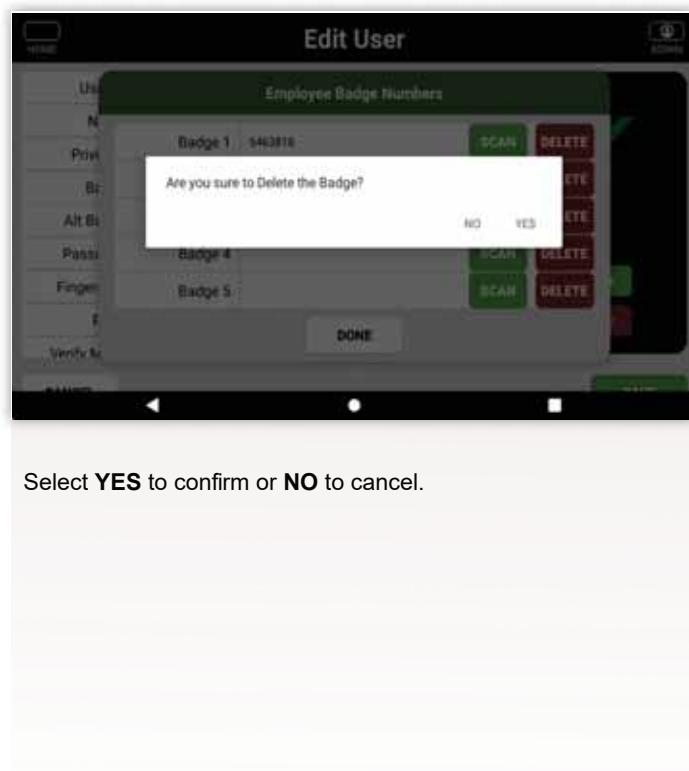


Select a **Name**.

Select **Edit**.



Select **Delete**.



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



User Manager

HOME

ADMIN

MENU

Deleting Badge

Edit User

Employee Badge Numbers	
Privilege	Badge 1
Badge	Badge 2
Alt Badge	Badge 3
Password	Badge 4
Fingerprint	Badge 5

SCAN DELETE

SCAN DELETE

SCAN DELETE

SCAN DELETE

SCAN DELETE

DELETE

Deleted

SAVE

CANCEL

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

Edit User

Employee Badge Numbers	
Privilege	Badge 1
Badge	Badge 2 6397118
Alt Badge	Badge 3
Password	Badge 4
Fingerprint	Badge 5

SCAN DELETE

SCAN DELETE

SCAN DELETE

SCAN DELETE

SCAN DELETE

DELETE

DONE

SAVE

CANCEL

Select **Save**.

User Manager

Search ID/Name **NEW**

ID	Name	Privilege
124	Williams	Enroller

User ID -

Privilege -

Badge -

Alt Badge 6463818

Password -

Fingerprint -

Employee information saved successfully

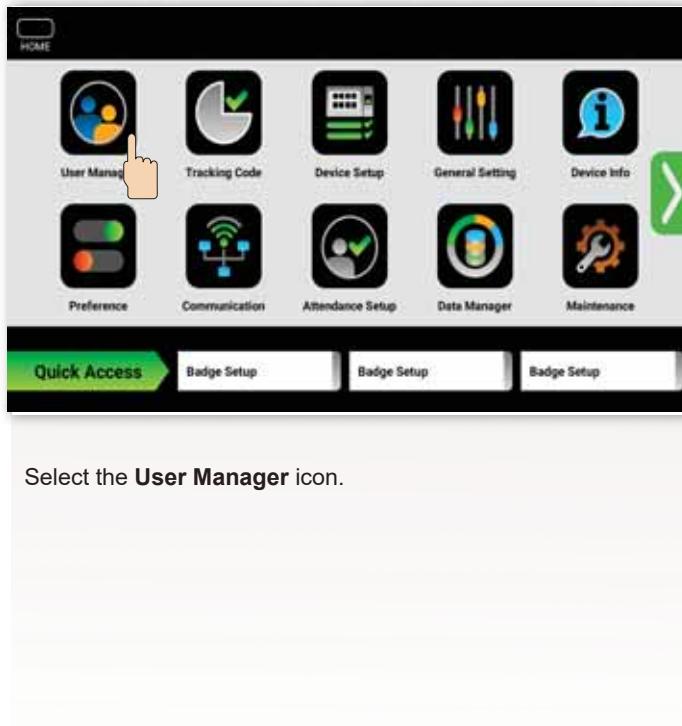
EDIT **DELETE**

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

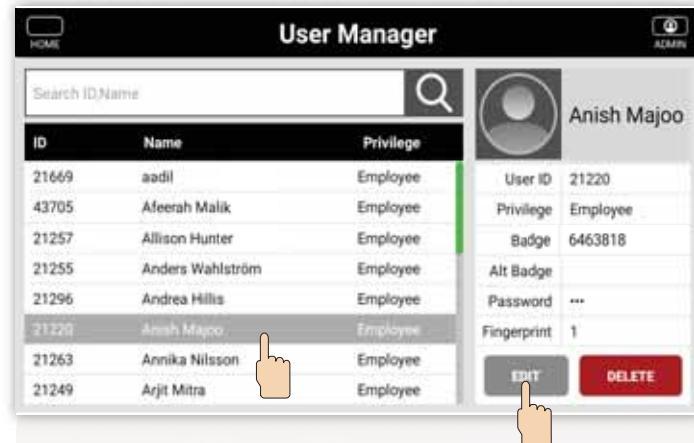


User Manager

Update Password



Select the **User Manager** icon.



Select a **Name**.

Select **Edit**.



Select **Show**.



Select the **Password Field**.



User Manager

Update Password

User ID: 41244M

Name	Anish Majoo
Privilege	Employee
Badge	1
Alt Badge	
Password	12#*9

SETUP SCAN DELETE

ENROLL DELETE

ENROLL DELETE

ENROLL DELETE

PIN

1 2 3 4 5 6 7 8 9 0

@ # \$ % & - + ()

! ?

ABC




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

HOME Edit User ADMIN

User ID	21220
Name	Anish Majoo
Privilege	Employee
Badge	1
Alt Badge	
Password	12#*9
Fingerprint	1
Palm	-
Verify Mode	PIN

SETUP SCAN DELETE

ENROLL DELETE

ENROLL DELETE

ENROLL DELETE

SAVE

CANCEL




Select **Save**.

HOME User Manager ADMIN

Search ID/Name: Anish Majoo

ID	Name	Privilege
21669	aadil	Employee
21759	Abdul Ahmed	Employee
45013	Abigail Pate	Enroller
43705	Afeerah Malik	Employee
21257	Allison Hunter	Employee
21255	Anders Wahlström	Employee
21296	Andrea Hillis	Employee
21220	Anish Majoo	Employee

User

Privilege: Employee

Badge: 6463818

Alt Badge

Password: ***

Fingerprint: 1

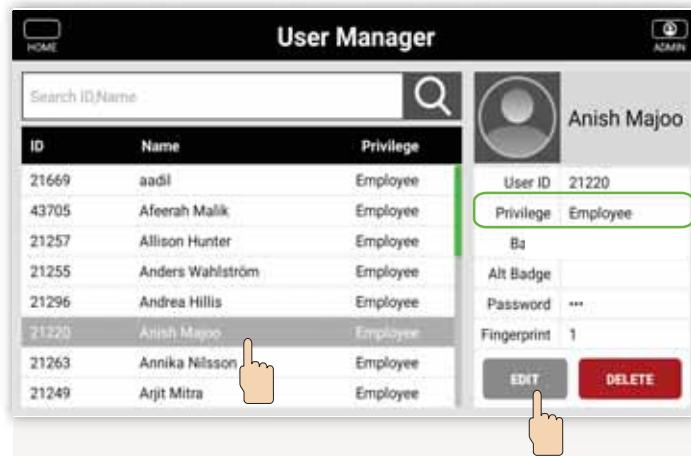
EDIT DELETE

The password has been updated.



User Manager

Updating User Privilege

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

Updating User Privilege

Edit User

HOME ADMIN

User ID	21220
Name	Anish Majoo
Privilege	Admin
Badge	1
Alt Badge	
Password	***
Fingerprint	1
Palm	-
Verify Mode	OFF

SETUP

SCAN **DELETE**

SHOW **DELETE**

ENROLL **DELETE**

DELETE FACE

SAVE

Privilege has been changed.
Select **Save**.

User Manager

HOME ADMIN

ID	Name	Privilege
21669	aadil	Employee
43705	Afeerah Malik	Employee
21257	Allison Hunter	Employee
21255	Anders Wahlström	Employee
21296	Andrea Hillis	Employee
21220	Anish Majoo	Admin
21263	Annika Nilsson	Employee
21249	Arjit Mitra	Employee

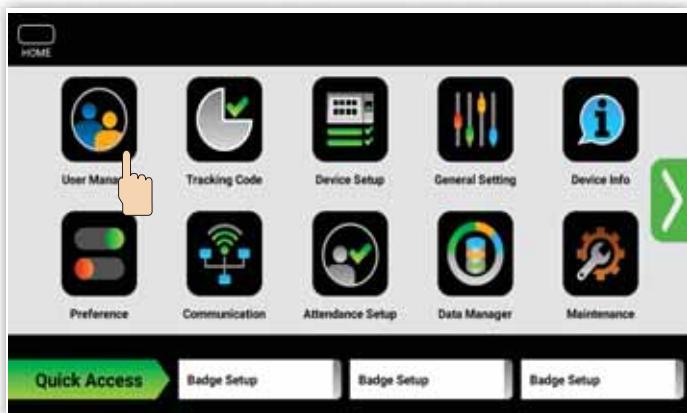
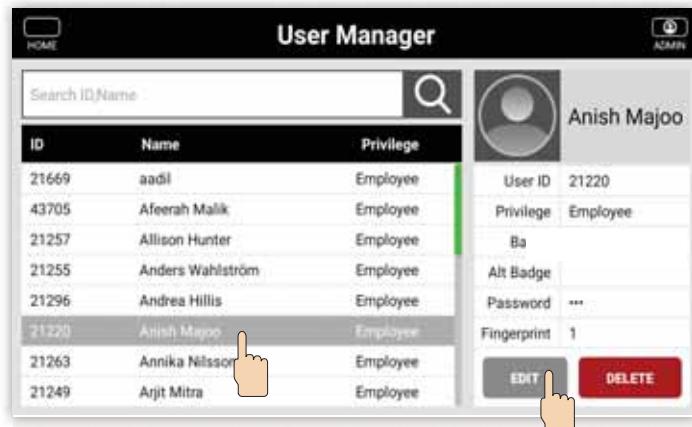
User ID: 21220
Privilege: Admin
Badges: 1
Alt Badge:
Password: ***
Fingerprint: 1
Palm: -
Edit Delete

Changing user privilege is complete.



User Manager

Updating User Verify Mode

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

Updating User Verify Mode

Edit User

User ID	21220
Name	Anish Majoo
Privilege	Admin
Badge	1
Alt Badge	
Password	***
Fingerprint	1
Palms	-
Verify Mode	Pin & Password & Finger

Setup Options

- SETUP (Green)
- SCAN (Green)
- DELETE (Red)
- SHOW (Green)
- DELETE (Red)
- ENROLL (Green)
- DELETE (Red)
- DELETE FACE (Red)
- ENROLL FACE (Green)
- DELETE FACE (Red)

SAVE (button with a hand icon pointing to it)

Verify mode has been changed.

Select **Save**.

User Manager

ID	Name	Privilege
21659	Bittu Kumar	Employee
21670	QuickTest Ab	Employee
21657	ujwal m	Employee

Employee information saved successfully!

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

User Manager

ID	Name	Privilege
21669	aadil	Employee
43705	Afeerah Malik	Employee
21257	Allison Hunter	Employee
21255	Anders Wahlström	Employee
21296	Andrea Hillis	Employee
21220	Anish Majoo	Admin
21263	Annika Nilsson	Employee
21249	Arjit Mitra	Employee


Anish Majoo

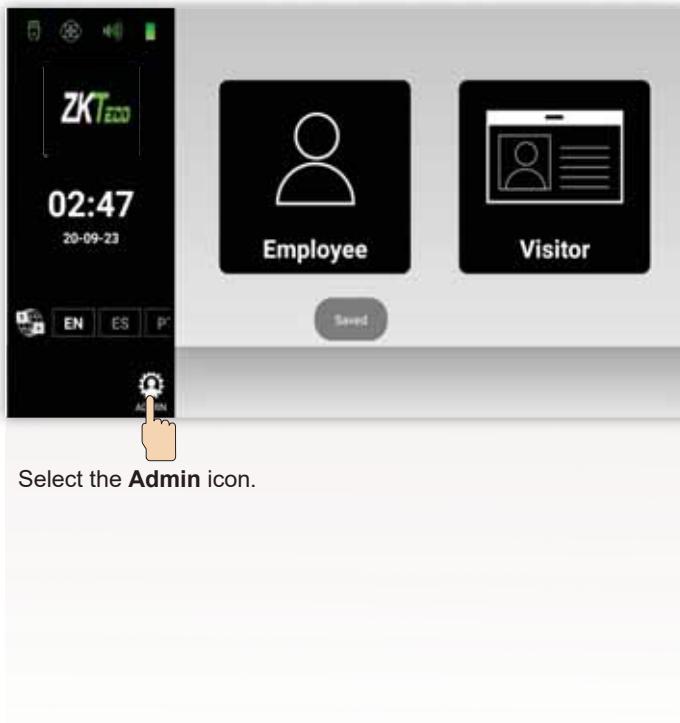
User ID	21220
Privilege	Admin
Badge	6463818
Alt Badge	
Password	***
Fingerprint	1

EDIT **DELETE**

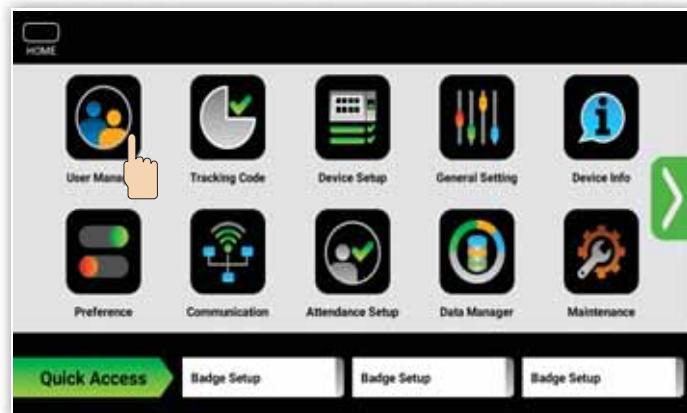
Changing user verify mode is complete.



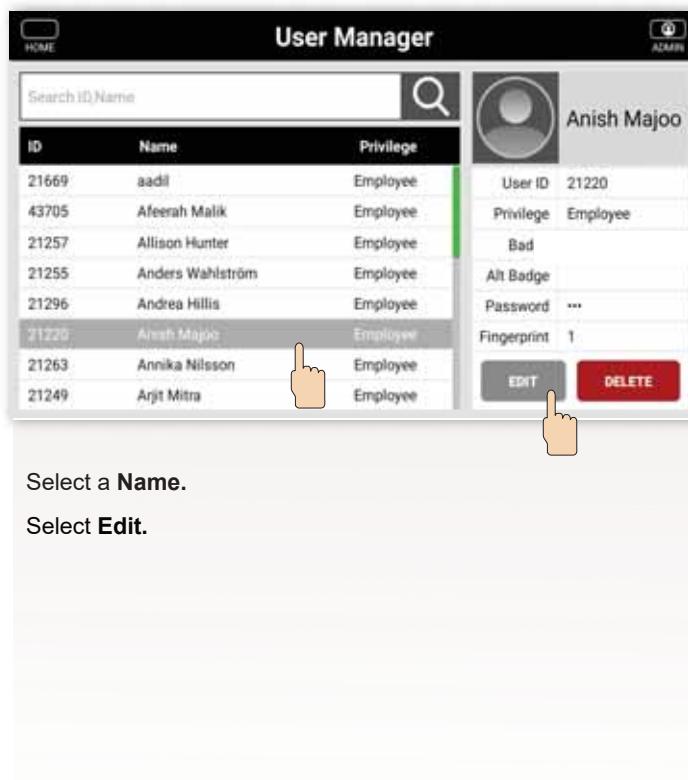
User Manager



Select the **Admin** icon.

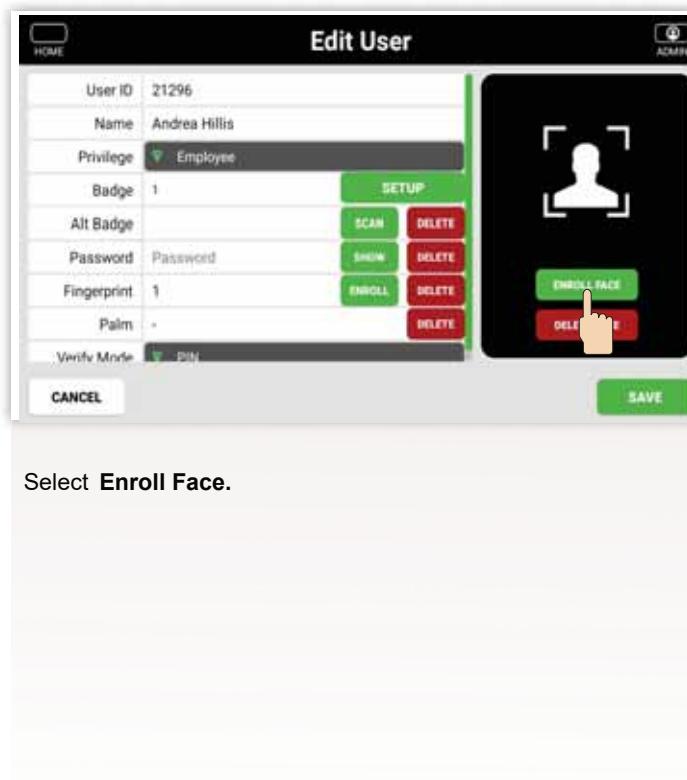


Select the **User Manager** icon.

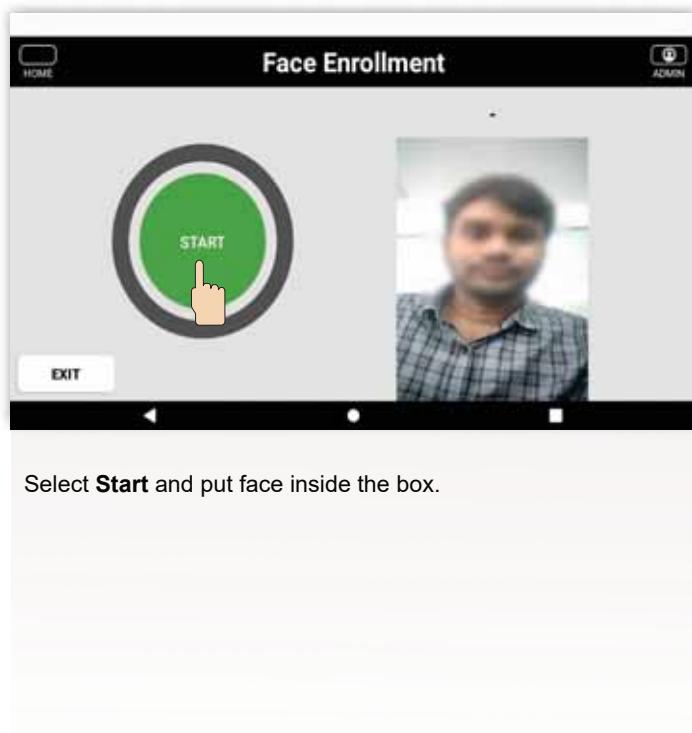


Select a **Name**.

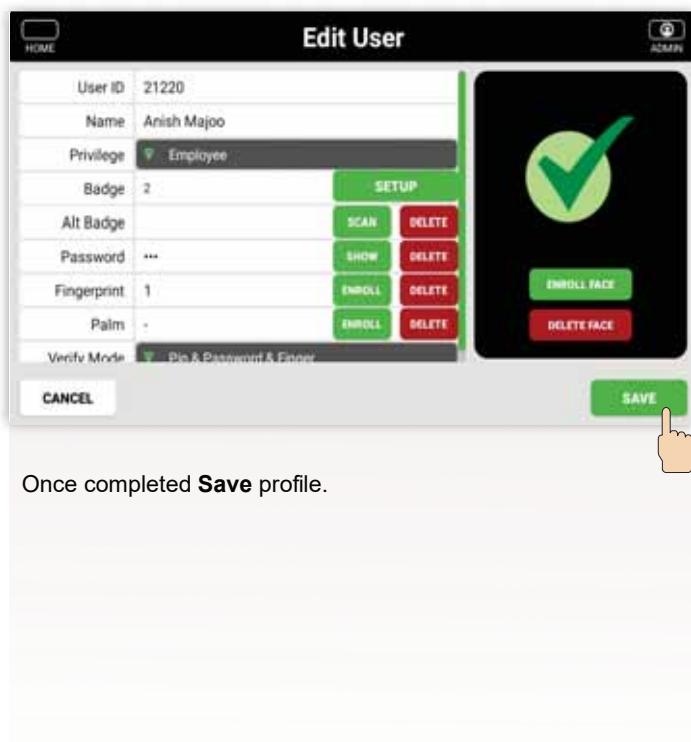
Select **Edit**.



Select **Enroll Face**.



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

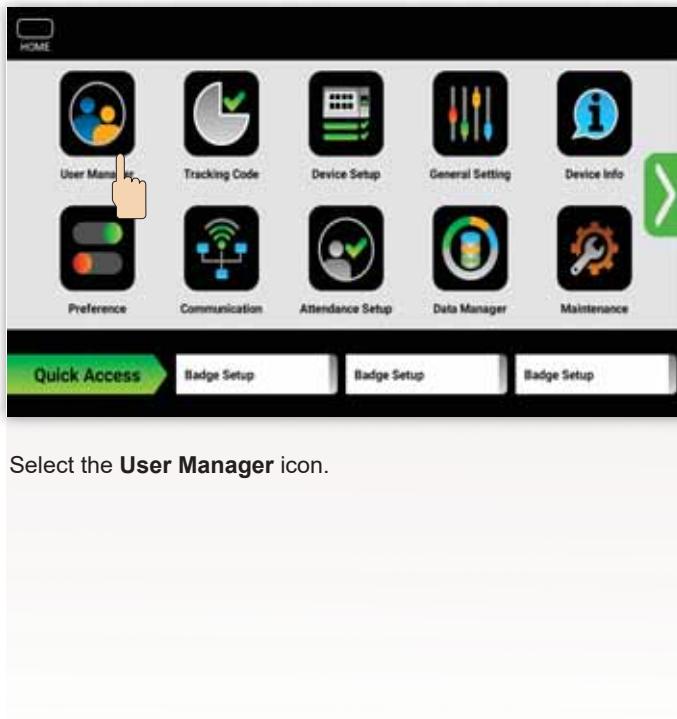


Once completed **Save** profile.

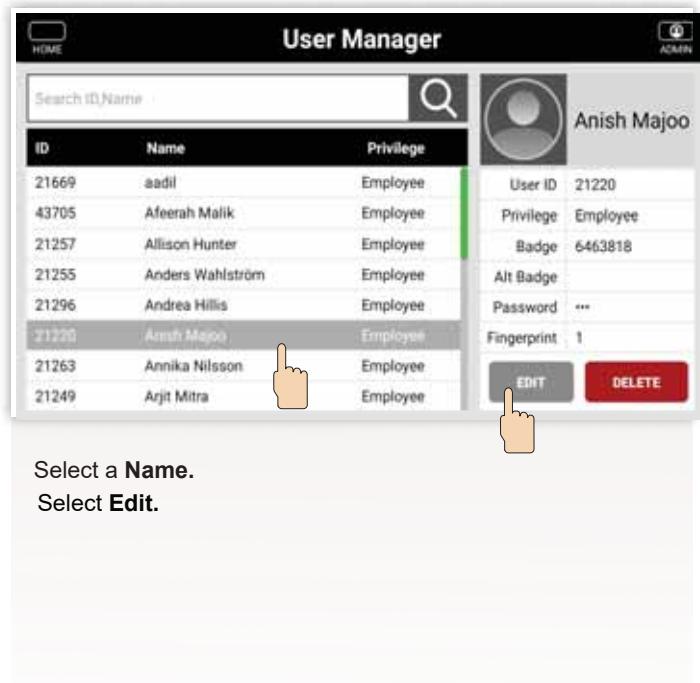


User Manager

Delete Face

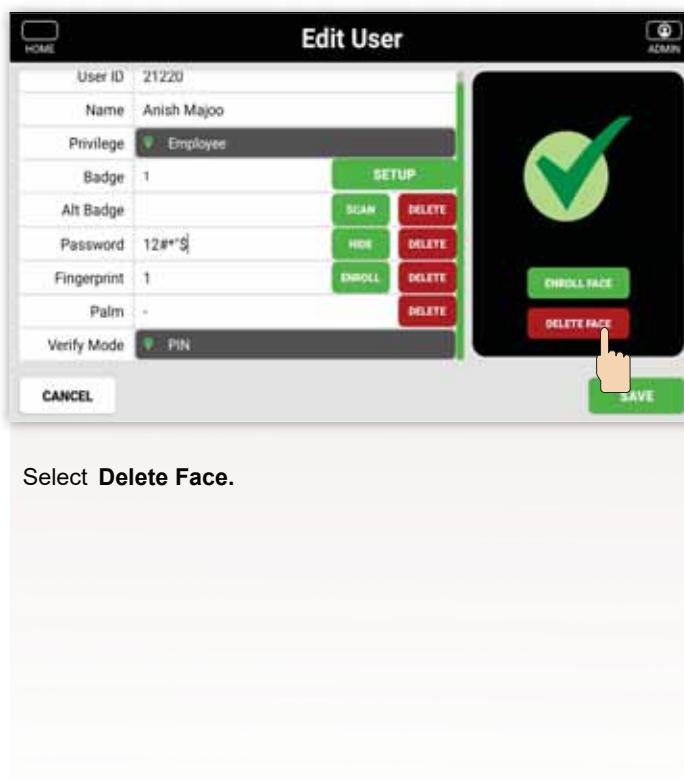


Select the **User Manager** icon.



Select a **Name**.

Select **Edit**.



Select **Delete Face**.



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



User Manager

User ID	21659
Name	Bitu Kumar
Privilege	Employee
Badge	0
Alt Badge	
Password	Password
Fingerprint	-
Palm	-
Verify Mode	Edit



ENROLL FACE
DELETE FACE

CANCEL
SAVE

Edit User

User ID	21296
Name	Andrea Hills
Privilege	Employee <div style="display: flex; justify-content: space-around; margin-top: 5px;"> SETUP SCAN DELETE </div>
Badge	1
Alt Badge	
Password	Password
Fingerprint	1
Palms	-
Verify Method	PIN <div style="display: flex; justify-content: space-around; margin-top: 5px;"> ENROLL DELETE </div>

CANCEL

ENROLL FACE
DELETE FACE

SAVE

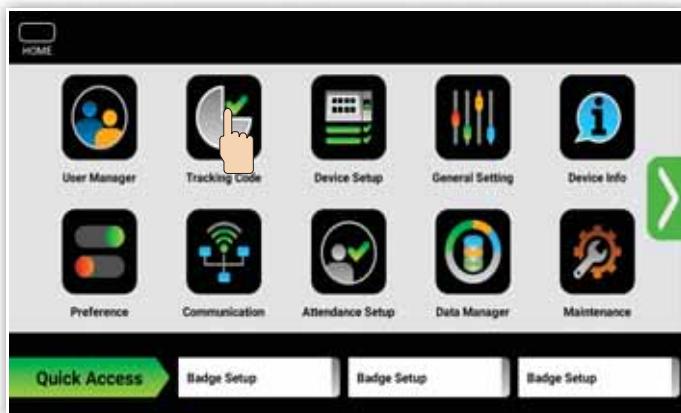
The screenshot shows the User Manager application interface. At the top, there are 'HOME' and 'ADM' buttons. The main area has a search bar with placeholder 'Search ID Name' and a magnifying glass icon, followed by a green 'NEW' button. Below is a table with columns 'ID', 'Name', and 'Privilege'. Three rows are listed: 21659 (Bittu Kumar, Employee), 21670 (QuickTest Ab, Employee), and 21657 (upwal m, Employee). A modal window is open on the right, showing a placeholder user profile picture and fields for 'User ID', 'Privilege', 'Badge', 'Alt Badge', 'Password', and 'Fingerprint'. At the bottom of the modal is a message: 'Employee information saved successfully'. Below the modal are 'EDIT' and 'DELETE' buttons.



Tracking Code

Position

Enter Employee ID



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.



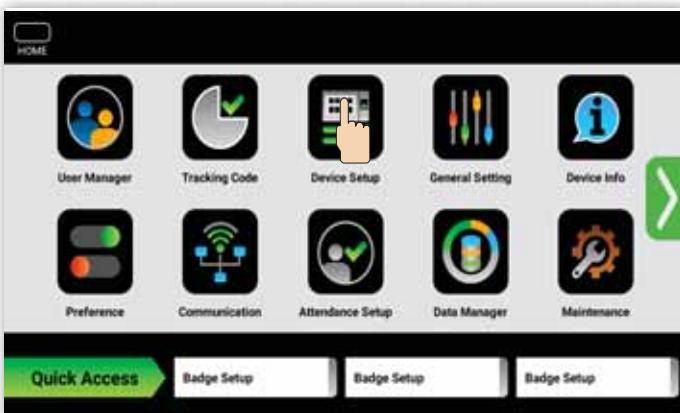
Device Setup

HOME

ADMIN

MENU

Wiegand Setup
Smart Card Setup
Fingerprint Setup



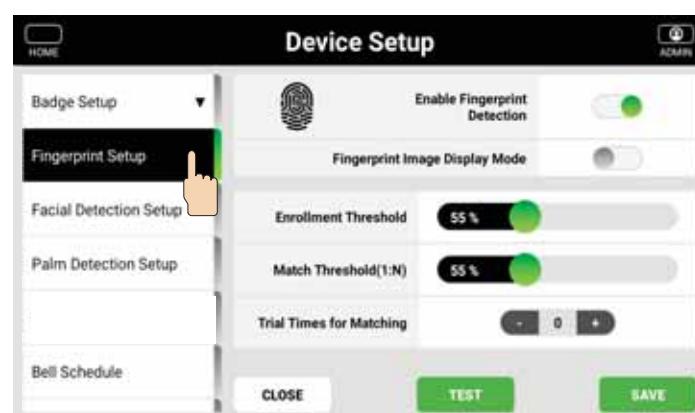
Select the **Device Setup** icon.



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

Facial Detection Setup
Palm Detection Setup
Access Control Setup
Camera Setup

Device Setup

Badge Setup ▾

Facial Detection Setup (highlighted)

Palm Detection Setup (highlighted)

Fingerprint Setup

Bell Schedule

Display Face Score (switch)

Enrollment Threshold (80%) (slider)

Face Recognition Threshold (1:N) (81%) (slider)

Face Recognition Threshold (1:1) (85%) (slider)

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 ▾

Palm Detection Setup (highlighted)

Facial Detection Setup

Fingerprint Setup

Bell Schedule

Display Face Score (switch)

Enable Palm Detection (switch)

Enrollment Threshold (45) (slider)

Palm Recognition Threshold (1:N) (45) (slider)

Palm Recognition Threshold (1:1) (45) (slider)

CLOSE **SAVE**

Select the **Palm Detection Setup** tab.

Device Setup

Palm Detection Setup

Access Control Setup (highlighted)

Camera Setup (highlighted)

Bell Schedule

Enable Access Control (switch)

Relay 1 (switch)

Relay 2 (switch)

Relay Timeout (sec): (button)

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

Access Control Setup

Camera Setup (highlighted)

Voice Commands Setup

Enable Photo Capture (switch)

Display Preview (switch)

Preview Timeout (sec) (button) (10)

Photo Capture Condition (button) (FP scan fails)

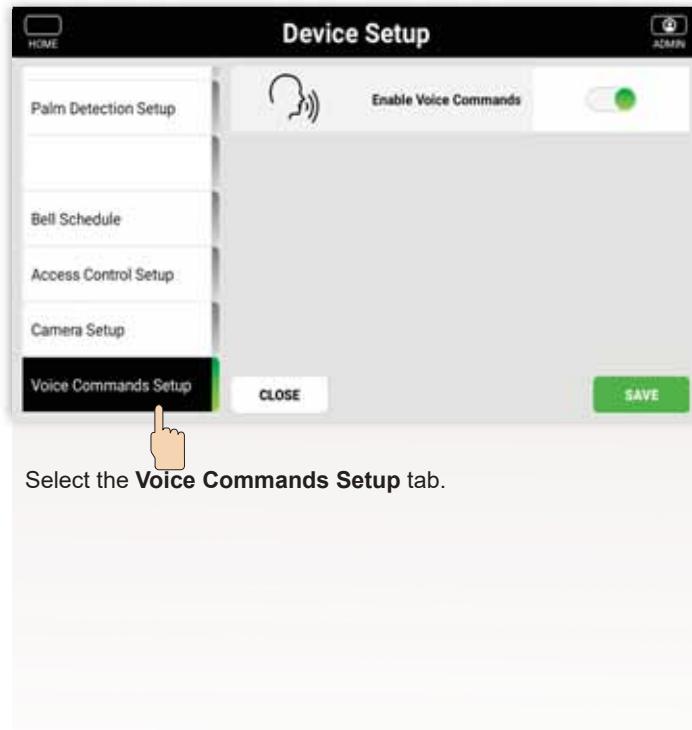
CLOSE **SAVE**

Select the **Camera Setup** tab.



Device Setup

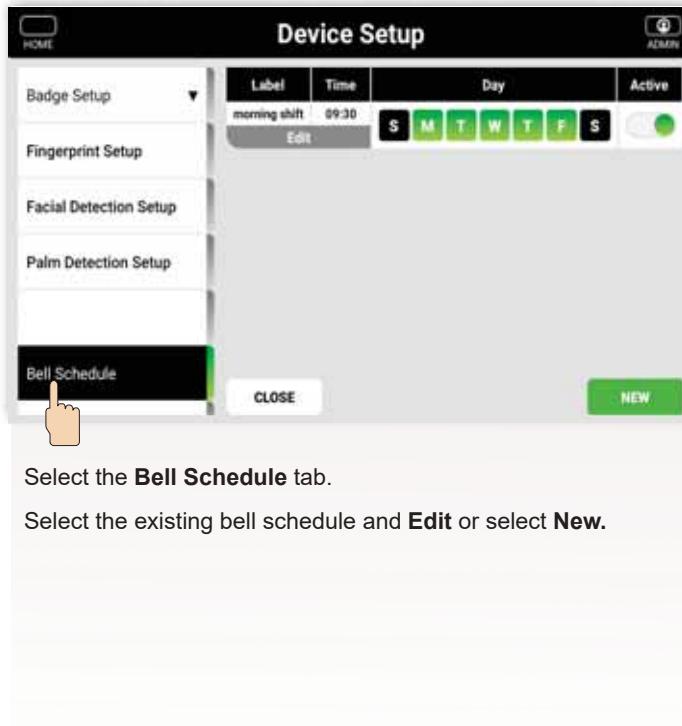
Voice Commands Setup



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

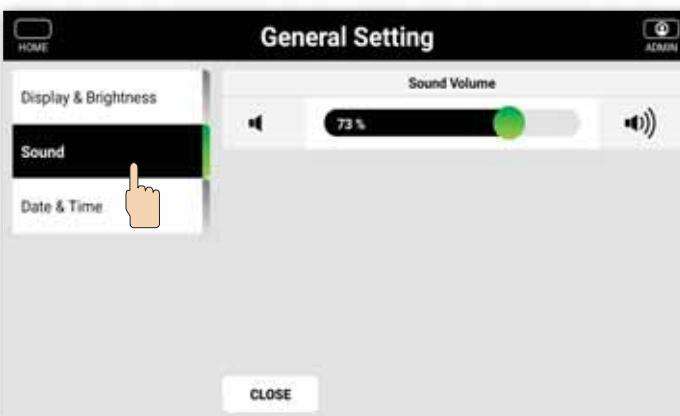


Select the **General Settings** icon.



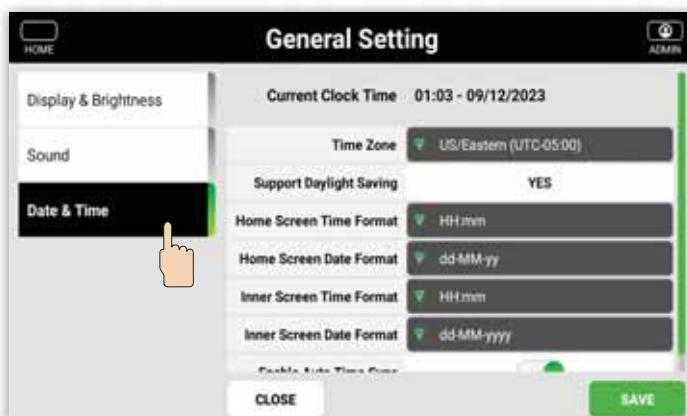
Select the **Display & Brightness**.

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

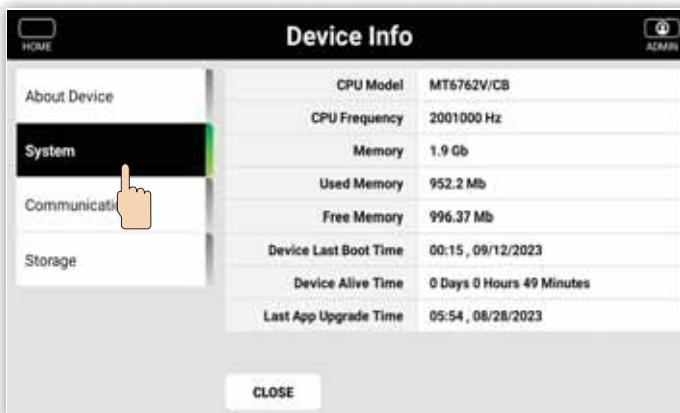
About Device
System
Communication



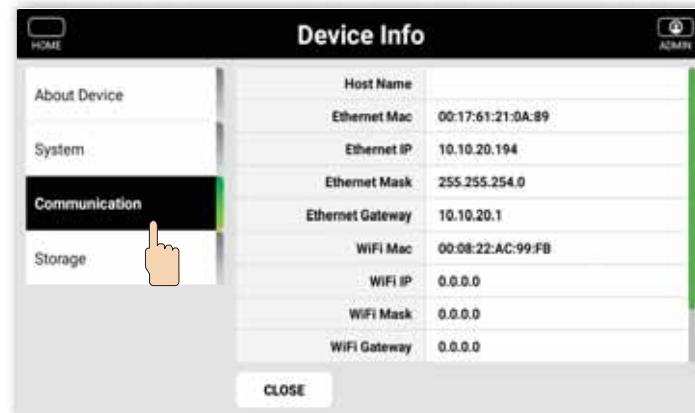
Select the Device Info icon.



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



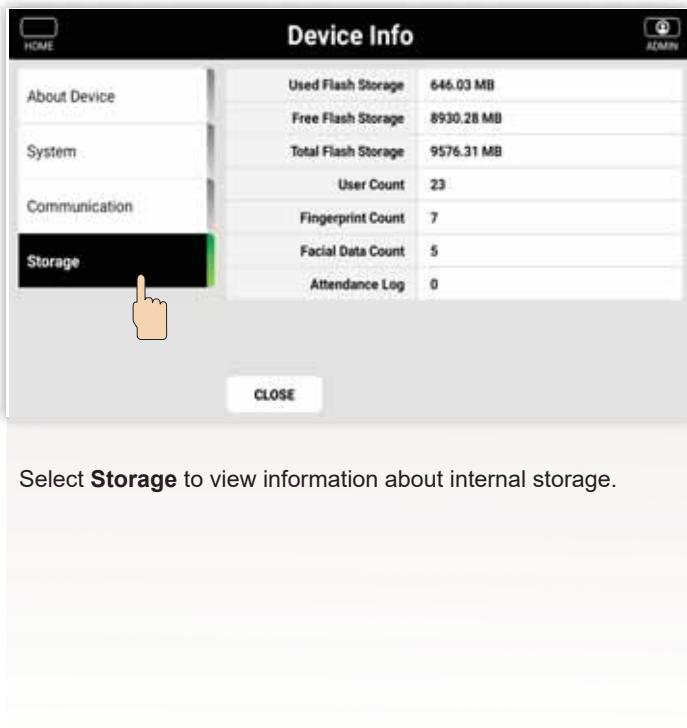
Select **System** to view CPU Model, CPU Frequency, Memory etc. Information.



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



Device Info



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



Preferences

HOME

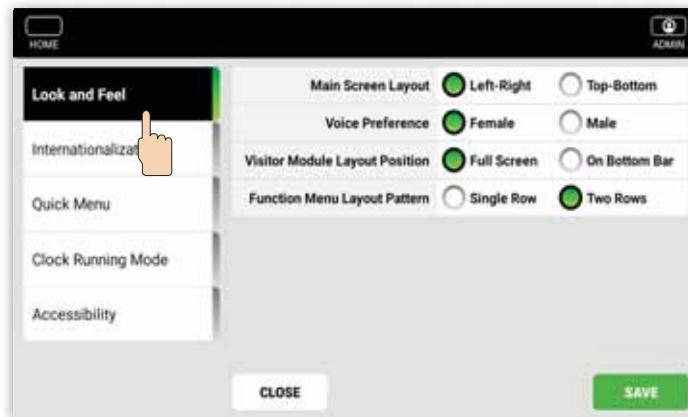
ADMIN

MENU

Look and Feel
Internationalization
Quick Menu

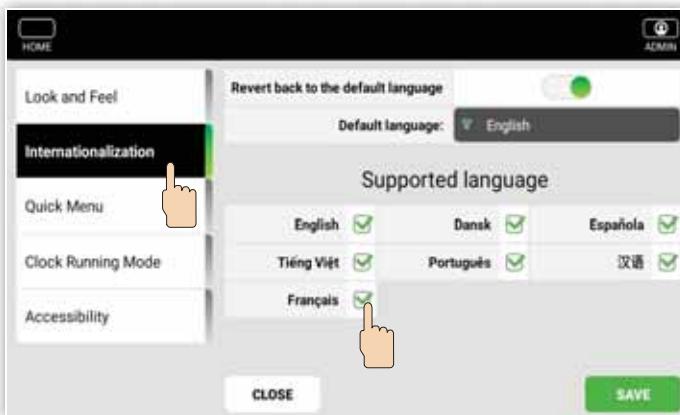


Select the **Preferences** icon.



Select **Look and Feel** to modify:

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

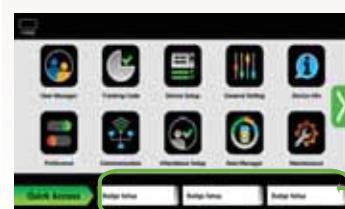


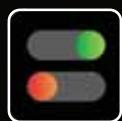
Select **Internationalization** to include language(s) on home screen by checking the box.

Languages on home screen represented by ISO codes.



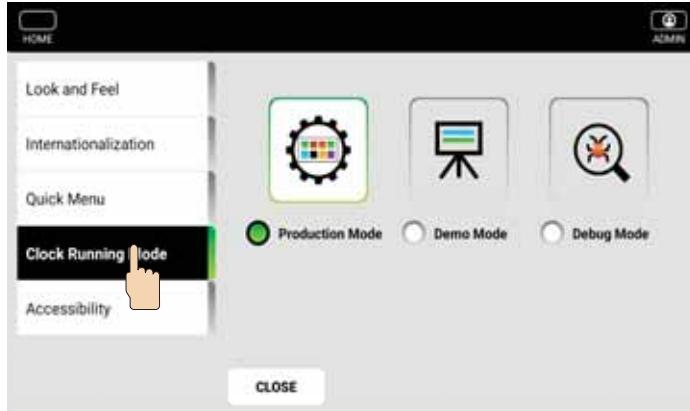
Select **Quick Menu** and **Select** a function from the drop downs. Selected function will be placed on admin home screen.





Preferences

Clock Running Mode
Accessibility



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.



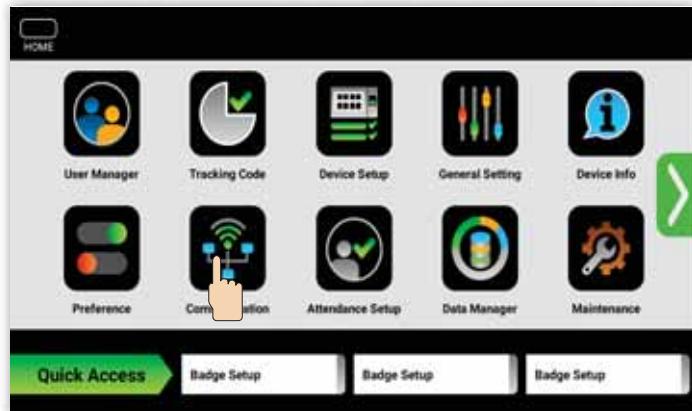
Communication

HOME

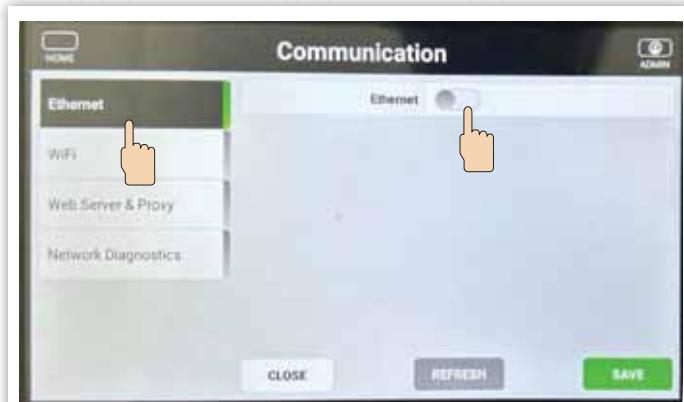
ADMIN

MENU

Ethernet



Select the **Communication** icon.



Select **Ethernet** to switch it ON.



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



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



Communication

HOME

ADMIN

MENU

Wi-Fi

Communication

Ethernet

WiFi

Web Server & Proxy

Network Diagnostics

Choose A Network

Wi-Fi

CLEAR WIFI SETTINGS **REFRESH** **OTHER NETWORKS >**

Communication

Ethernet

WiFi

Web Server & Proxy

Network Diagnostics

Choose A Network

NVRAM WARNING: Err = 0x10

MANAGEMENT

Bitu-Dev

HR

ZKT-MGR

CLEAR WIFI SETTINGS **REFRESH** **OTHER NETWORKS >**

Select the **Wi-Fi** tab and turn Wi-Fi switch ON.

Select a network under “**Choose A Network**”.

Communication

Ethernet

WiFi

Web Server & Proxy

Enter Password For : Venkata Anish's iPhone

Password: **jhgj**

Enter Details For Enterprise Network

User ID:

Password:

BACK **JOIN**

Enter Password for the selected network and Select “**Enter**” button.

Communication

Ethernet

WiFi

Web Server & Proxy

Network Diagnostics

Enter Password For : Venkata Anish's iPhone

Password:

Enter Details For Enterprise Network

User ID:

Password:

BACK **JOIN**

Select “**Join**” button.



Communication

[HOME](#)[ADMIN](#)[MENU](#)

Wi-Fi
Web Server & Proxy
Network Diagnostics

Communication

WIFI Venkata Anish's iPhone

Choose A Network

NVRAM WARNING: Err = 0x10

OnePlus Nord		
MANAGEMENT		
ZKT-MGR		

CLEAR WIFI SETTINGS **REFRESH** **OTHER NETWORKS >**

Connected Network will be displayed under Wi-Fi Switch

To view details select double arrow button .

Communication

Ethernet

WIFI Network: Venkata Anish's iPhone

DHCP:

IP Address: 172.20.10.11

Gateway: 172.20.10.1

Network Mask: 0.0.0.0

DNS Server 1: 172.20.10.1

DNS Server 2: 0.0.0.0

DNS Server 3: -

BACK **FORGET THIS NETWORK** **SAVE**

Network details.

Communication

Ethernet

HTTPS Mode:

Web Server URL: https://cirrusdev1.workdayclocks.com/

SELECT FROM USB

Web Server & Proxy

API Endpoint: iclock/

API Key: *****

Heartbeat Interval: 15 Time Sync Interval: 300

Use Proxy:

CLOSE **NETWORK AUTHENTICATION** **SAVE**

WiFi

Web Server & Proxy

Network Diagnostics

TEST NETWORK CONNECTION **100%**

Unocking Connection successful with DCS Network is working fine

Traceroute Test

IP or Host Name: 8.8.4.4 **GO >**

CLOSE

Select the **Network Diagnostic**.

Select the **Web Server & Proxy**.

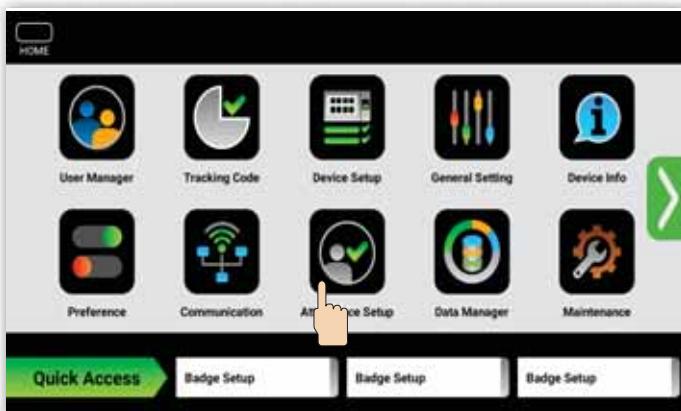
Enter correct URL for Server, also Heartbeat Interval =15 and Time Sync Interval =300.

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



Attendance Setup

Function Menu
Attendance Rule

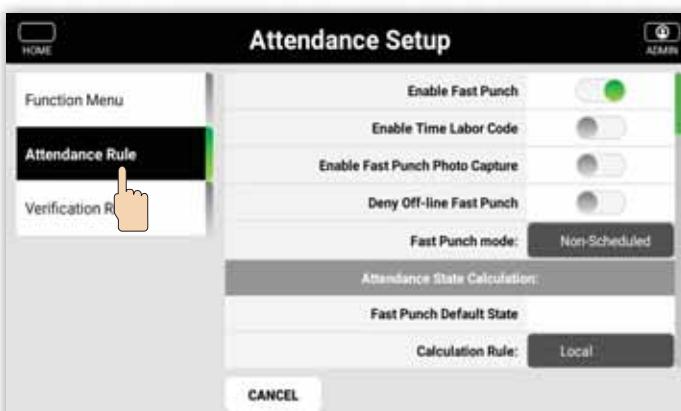


Select the **Attendance Setup** icon.

Attendance Setup				
Function Menu	ID	Screen Space	Menu Name	Programmable
Attendance Rule	1	Employee	Check In	Y
	2	Employee	Check out	Y
Verification Rules	3	Employee	Meal start	Y
	4	Employee	Meal end	Y
	5	Employee	Break Start	Y
	6	Employee	Break End	Y
	7	Employee	Department Transfer	Y
	8	Employee	Meal Waive	Y

Select the **Function Menu** tab.

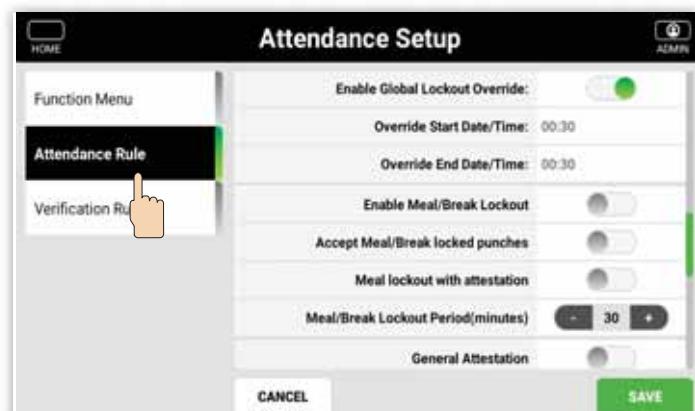
Note: This should be configured from DCS Tenant.



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

Attendance Rule
Verification Rules

Attendance Setup

Function Menu

Attendance Rule 

Verification Rule 

General Attestation 

Accept Attestation Rejected Punch 

Show Attestation Only Once Per Day 

Accept Mask Failure Punches 

Show Photo Preview on Punch-Feedback 

Enable Visitor Attestation Module 

CANCEL **SAVE**

General Attestation, Accept Attestation Rejected Punch, Show Attestation Only Once Per Day, Accept Mask Failure Punches, Visitor Attestation Module.

Attendance Setup

Function Menu

Attendance Rule 

Verification Rule 

Show Photo Preview on Punch-Feedback 

Enable Visitor Attestation Module 

Enable Employee Visitor Log 

Visitor Attestation Profile   

Enable Visitor Photo Capture 

Enable Visitor Checkout 

CANCEL **SAVE**

Visitor Attestation Profile, Enable Visitor Photo Capture.

Attendance Setup

Function Menu

Attendance Rule

Verification Rule 

Enforce 1:1 Verification Mode 

Enable Clock Level Verification 

Verify Mode PIN & Finger/PIN & Face/Badge & Finger/Badge & Face

CLOSE **SAVE**

Select the **Verification Rules** tab.

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



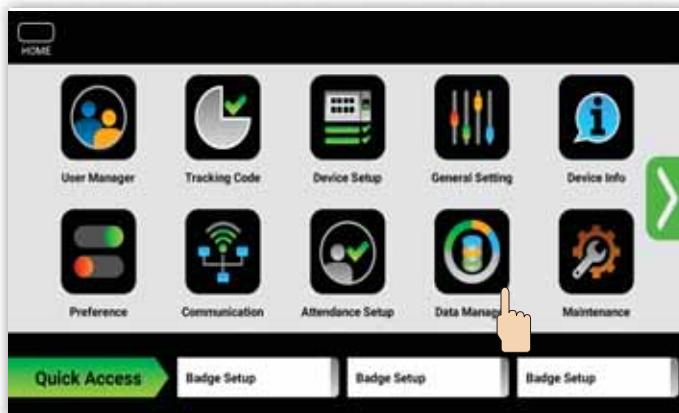
Data Manager

HOME

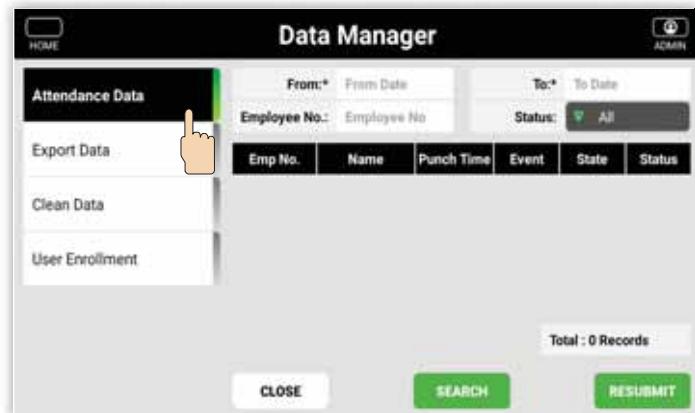
ADMIN

MENU

Attendance Data
Export Data
Clean Data



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.



Select the **User Enrollment** tab.

Turns offline enrollment.

Note: Not recommended unless ZK representative advises.



Maintenance

HOME

ADMIN

MENU

Upgrade from USB
Upgrade from Server
Clock Backup



Select the **Maintenance** icon.



Select the **Upgrade from USB** tab.



Select the **Upgrade from Server** tab.



Select the **Clock Backup** tab.



Maintenance

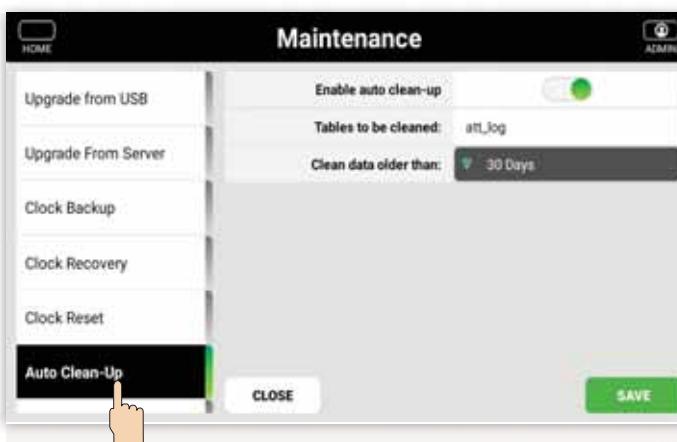
Clock Recovery
Clock Reset
Auto Clean-Up
Manual Clean-Up



Select the **Clock Recovery** tab.



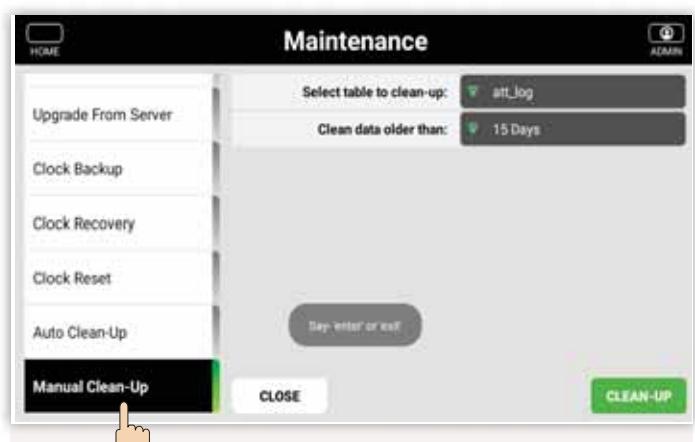
Select the **Clock Reset** tab.



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

HOME

ADMIN

MENU

Support Contact

Troubleshooting

Initial Configurations



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.



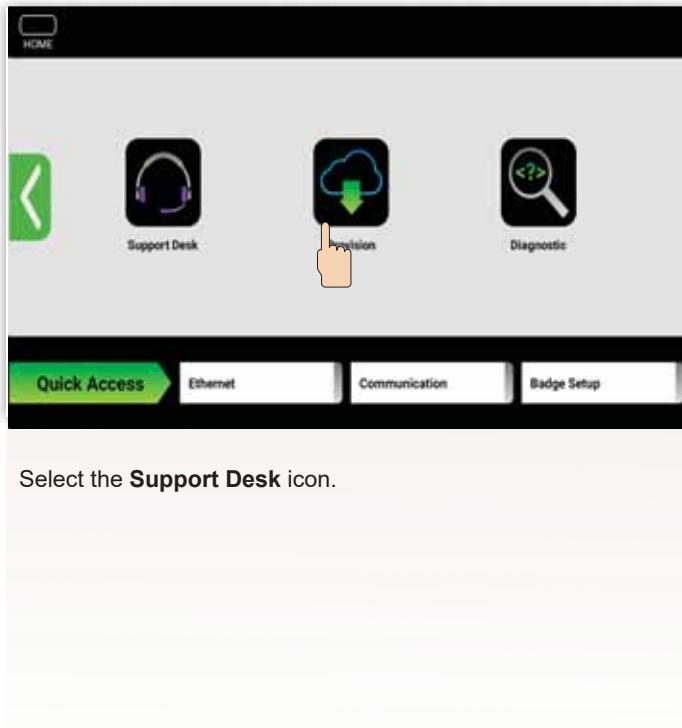
Select the **Initial Configurations** tab.

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

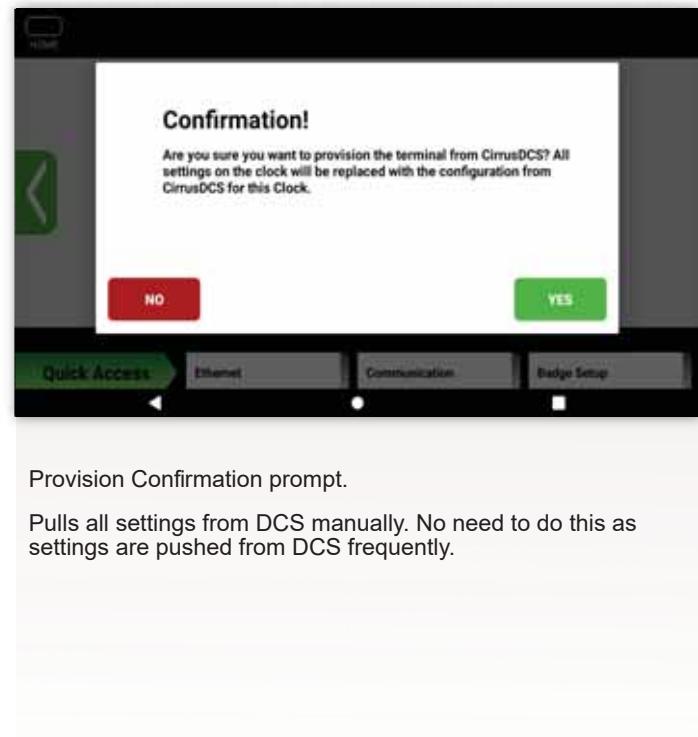


Provision

Confirmation Prompt



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

HOME

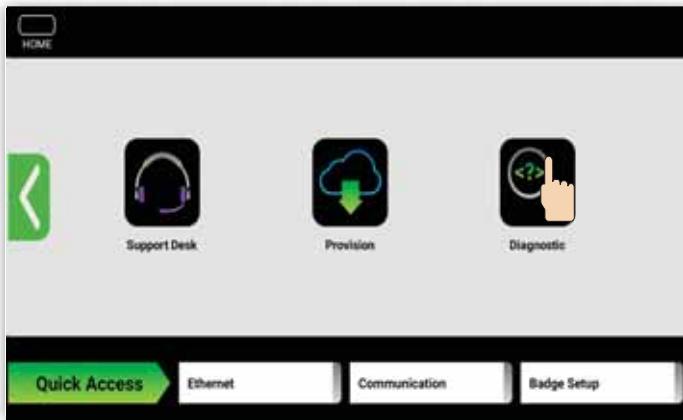
ADMIN

MENU

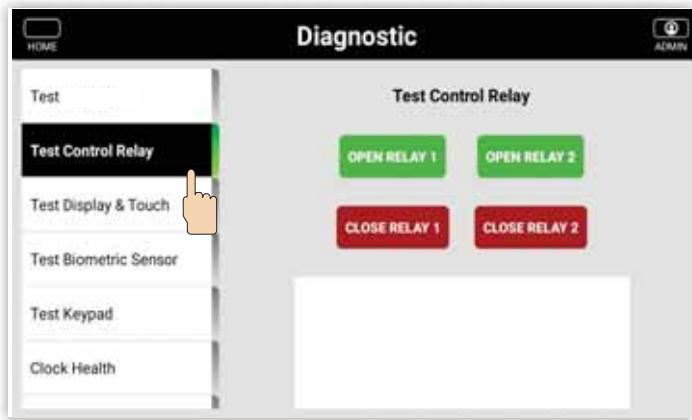
Test Control Relay

Test Display & Touch

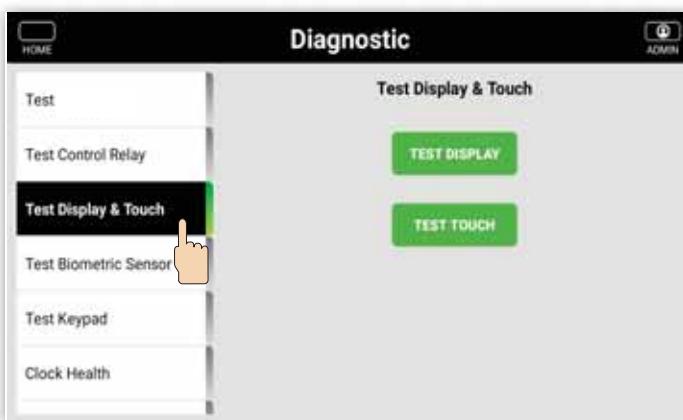
Test Biometric Sensor



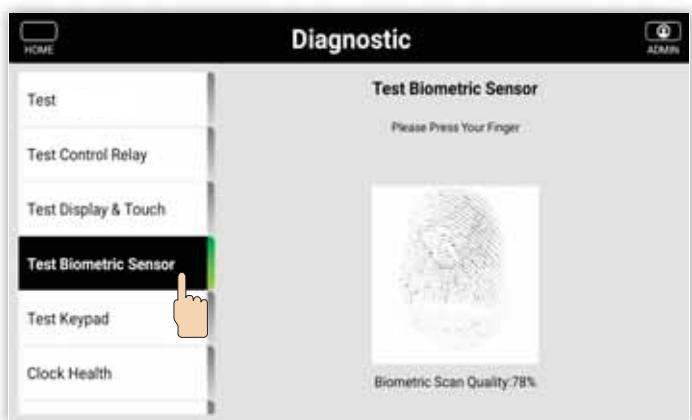
Select the **Diagnostic** icon.



Select the **Test Control Relay** tab.



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



Select the **Test Biometric Sensor** tab.



Diagnostic

HOME

ADMIN

MENU

Test Keypad

Clock Health

Test Voice

Test Wiegand

Select the **Test Keypad** tab.

Select the **Clock Health** tab.

Select the **Test Voice** tab.

Select the **Test Wiegand** tab.



Diagnostic

HOME

ADMIN

MENU

Test LED
Test Proximity
Test Camera
Test Ethernet

Diagnostic

Test LED

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.

Diagnostic

Test Proximity

Test Voice
Test Wiegand
Test LED
Test Proximity
Test Camera
Test Ethernet

Swipe your card

Select the **Test Proximity** tab.

Diagnostic

Test Camera

Test Voice
Test Wiegand
Test LED
Test Proximity
Test Camera
Test Ethernet

CAPTURE

Select the **Test Camera** tab.

Diagnostic

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.



Diagnostic



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 FCC 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

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