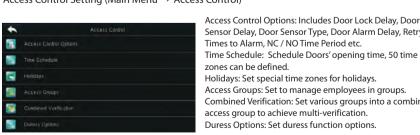


Name: Enroll the Name; it supports 1to 12 digits of any characters. Use Role: Select the user role between Normal User and Super

Palm: Enroll the palm. ingerprint★: Enroll the fingerprint(s). Face: Enroll the face according to the prompts of screen and voice. adge Number★: Enroll the badge by swiping a badge. word: Enroll the password; it supports 1to 9 digits of numbers. User Photo: Enroll the user photo which will be displayed after ach successful verification Access Control Role: Set the Access Control parameters of a user.

#### Access Control Setting (Main Menu → Access Control)



nsor Delay, Door Sensor Type, Door Alarm Delay, Retry mes to Alarm, NC / NO Time Period etc. Time Schedule: Schedule Doors' opening time, 50 time zones can be defined. Access Groups: Set to manage employees in groups. Combined Verification: Set various groups into a combined access group to achieve multi-verification. uress Options: Set duress function options.

b. Enroll Normal Users (same steps as Administrator registration, except the "User Role" option.)

## 2) Communication Settings (Main Menu → Communication)



Ethernet: The device can communicate with PC via the Enthernet parameters. Serial Comm: The device can communicate with PC via the

serial port according to the parameters you set. PC Connection: Set the password and Device ID so that you can connect the device with the software in PC. Cloud Server Setting: Settings used to connect with ADMS Server.

Wi-Fi Setting★: The device includes a Wi-Fi module, which can be built in the device mould or externally connected, to enable the data transmission via Wi-Fi and establish a wireless network

Wiegand Setup: Set the Wiegand-out parameters.

# 3) Verification (1:1 verification mode for example) Click to access the 1:1 verification mode on initial interface.





Enter the User ID and press [OK]. When multi-verification mode is registered, please choose the verification mode as shown in the above figure: Password, Fingerprint,

#### a. Face Verification Mode













#### d. Password Verification Mode

09:42:14						
Input Password						
1	2	3	Ø			
4	5	6	^			
7	8	9	~			
ESC	0	123	ок			

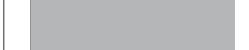


Not parallel to the device

# 4) View Attendance Records

## a. View records in the device (Main Menu → Attendance Search → Attendance Records)

				tterraurree bearer.	,,	
		User ID		+	Time Range	=
	Please Input(query	all data without input)		Today		
				Yesterday		
1	2	3	Ø	This week		
4	5	6	^	<ul> <li>Last week</li> </ul>		
7	8	9	>	This month		
ESC	0	123	ок	Last month		
Enter the use	r ID to search			Select the time	e range for attendance record	d query.



The above figure shows the details of this record. Tap the record in green to view its details.

#### b. View records on PC (Main Menu → USB Manager → Download → Attendance Data)

+	Download	
Attendance Data		
User Data		
User Portrait		
Attendance Photo		
Blacklist Photo		
Work Code		

Insert the USB disk to the device, download the attendance data to the disk, then upload that data from the disk to your PC. The downloaded data is saved as "Device Serial Number.dat",

# Backup Data

To retain data, you can backup the data to local or USB disk at any time. Select Main Menu → Data Management → Backup Data. Select the content and file format to backup.



#### Other Settings

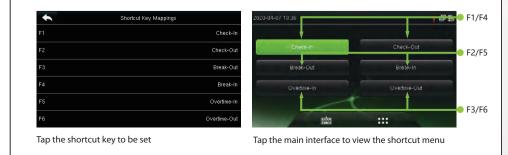
#### a. Date and Time (Main Menu → System → Date Time)

Set the date, time and time format for the device.



b. Shortcut Key Mappings (Main Menu → Personalize → Shortcut Key Mappings)

Shortcut keys can be defined as attendance state keys or menu function keys. When the device is on the main interface, pressing the corresponding shortcut key will display the attendance state or open the menu operation interface.



Due to regular upgrades of systems and products, ZKTeco could not guarantee exact consistency between the actual product and the written information in this manual.

ZKTECO

# Quick Start Guide

uFace Plus Series Terminal

Version: 1.0