

Change Log

ZKBio CVAccess

Version: 4.0

Date: July 2026

Software Version: ZKBio CVAccess_4.4.0_R

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.

Copyright © 2026 ZKTECO CO., LTD. All rights reserved.

Without the prior written consent of ZKTeco, no portion of this manual can be copied or forwarded in any way or form. All parts of this manual belong to ZKTeco and its subsidiaries (hereinafter the "Company" or "ZKTeco").

Trademark

ZKTeco is a registered trademark of ZKTeco. Other trademarks involved in this manual are owned by their respective owners.

Disclaimer

First of all, thank you for choosing our company's products. To better utilize all the functions in the software, please read the manual of this product carefully before use. Without the written consent of our company, no unit or individual may excerpt, copy any part or all of the content of this manual, nor may it be disseminated in any form.

The products described in this manual may include software copyrighted by the Company and its potential licensors. Without the permission of the relevant rights holder, no one may, in any form, copy, distribute, modify, excerpt, decompile, disassemble, decrypt, reverse engineer, lease, transfer, sublicense or engage in any other act that infringes upon the copyright of the aforementioned software, except where such restrictions are prohibited by applicable law.

Due to the continuous updates of our products, our company does not guarantee that the actual products will be consistent with this data. We also do not assume any disputes arising from the inconsistency between the actual technical parameters and this data. Any changes will not be notified in advance.

ZKTeco Headquarters

Address ZKTeco Industrial Park, No. 32, Industrial Road,
Tangxia Town, Dongguan, China.

Phone +86 769 - 82109991

Fax +86 755 - 89602394

For business related queries, please write to us at: sales@zkteco.com.

To know more about our global branches, visit www.zkteco.com.

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 template-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.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	Description
Bold font	Used to identify software interface template names e.g. OK , Confirm , Cancel .
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.
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.

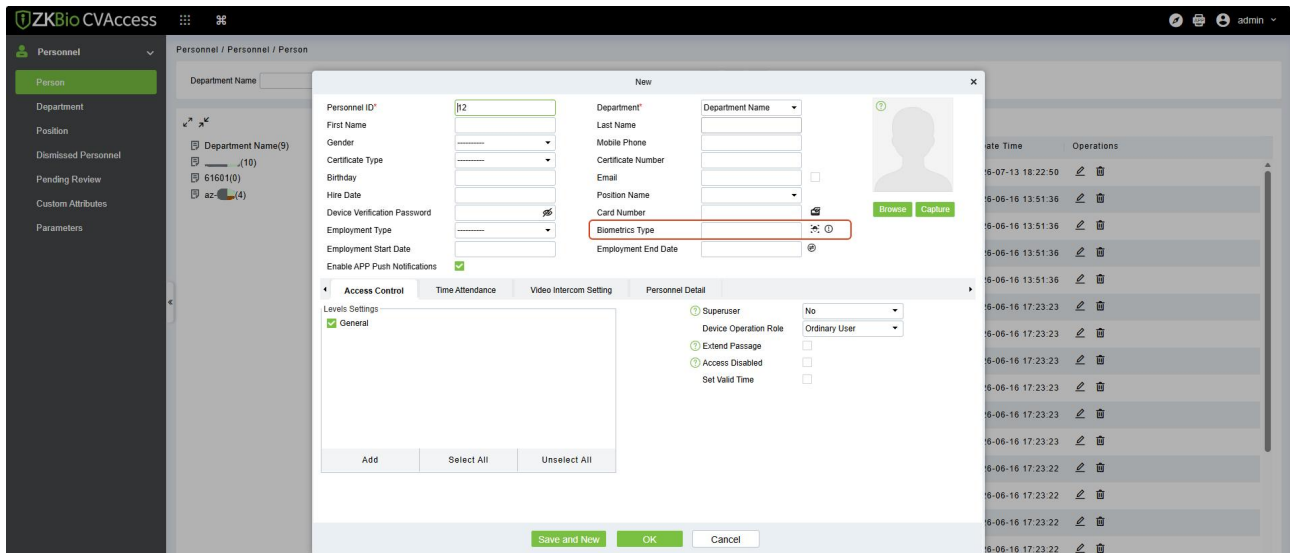
TABLE OF CONTENTS

1. PERSONNEL	5
1.1. Personnel / Person: Optimize the biometric enrollment entry icon for more prominent and intuitive access.	5
1.2. Personnel / Parameters - Self-service Registration: New configuration parameter "Enable Employee ID + Name Verification Mode".	5
1.3. Personnel / Parameters - Authorized Deletion Personnel: Add new configuration parameter "Administrator password is required when deleting personnel or departments"	6
2. ACCESS CONTROL	7
2.1. Device / Event Type: Support custom event severity levels.	7
2.2. Device / Real-Time Monitoring & Access Control Reports: Operator Attribution for Remote Access Control Actions.	7
2.3. Device / Real-Time Monitoring: Optimize the remote operation interface to display icons with corresponding text labels.	8
2.4. Access Control / Parameters: Allow users to customize notification template, includes subject and message body.	8
3. TIME & ATTENDANCE	10
3.1. Attendance Custom Report: Support splitting report fields to display only the fields selected by users.	10
3.2. Attendance Setting / Holiday: Support annual cycle recurrence, with permission control for template download, import and export functions.	10
4. VIDEO INTERCOM	12
4.1. Extension Management / Extension Number: Max concurrent registration limit updated to 5 when creating new extensions.	12
5. SMART VIDEO SURVEILLANCE	13
5.1. Intelligence - Behavior Analysis: Support binding of ZKIVA Edge X1 face recognition and behavior analysis. .	13
5.2. Intelligence - Global Linkage: Support linkage configuration for thermal alarm types of backend NVR (Smoking Detection, Temperature Alarm, Fire Spot Detection, Smoke & Fire Detection).	17
6. SYSTEM	18
6.1. Compliance Requirements – Optimization of custom privacy agreement function.	18
6.2. Login Password Input Optimization: Eye icon added to all password input boxes (Toggle Show/Hide Password).	18
6.3. Authority Management / Security Parameters: Introduced a configurable session timeout menu (custom time limit ; in minutes).	19
7. ZKBIO ZEXUS MOBILE APPLICATION CHANGE NOTICE	20
7.1. Admin - Personnel Registration: Support uploading personnel avatars via mobile terminals.	20
7.2. Admin - Personnel Registration: Support license plate entry. Personnel - Me - Personal Information: Support license plate display.	20
7.3. Admin - Personnel Registration: Remove mandatory input restriction for the email field.	21
7.4. Admin - Video Monitoring: Add door opening button on the video preview page.	21
7.5. Admin - Dashboard: Supports selecting to view device status of different modules via drop-down options. ...	22

1. Personnel

1.1. Personnel / Person: Optimize the biometric enrollment entry icon for more prominent and intuitive access.

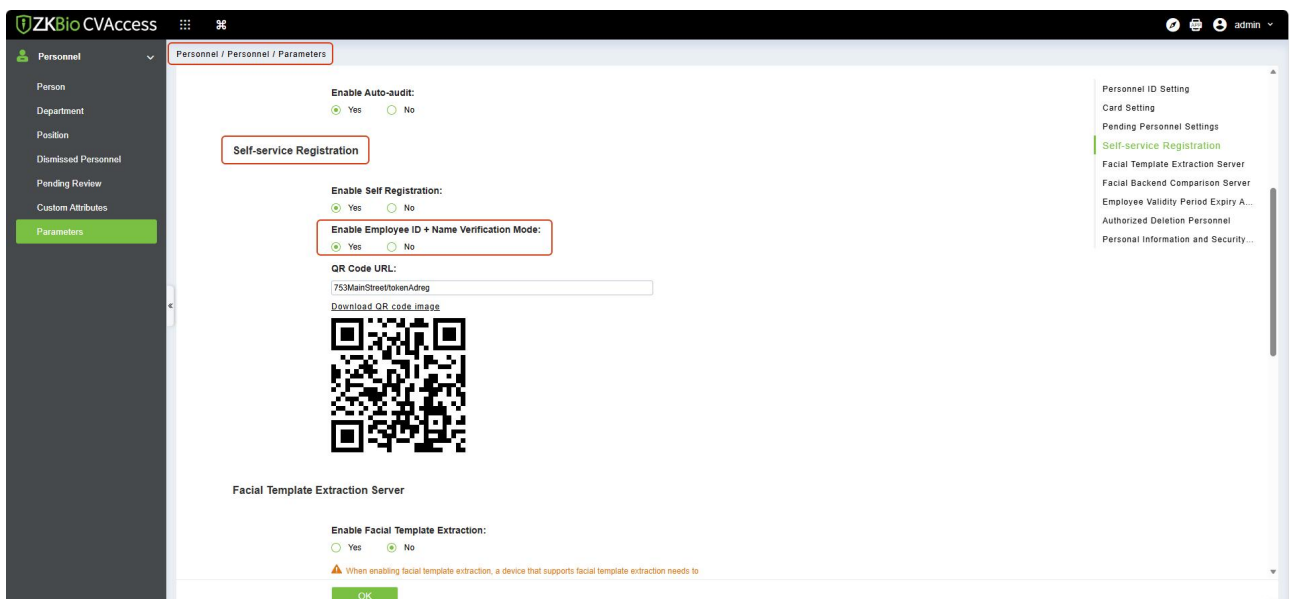
Navigate to "**Personnel / Personnel / Person**", click New to register staff information. The icon for biometric enrollment entry has been revised to make the function entry more intuitive.

The screenshot shows the 'New' personnel registration form in the ZKBio CVAccess system. The form is divided into several sections: 'Personal Information' (including fields for ID, Name, Gender, Certificate Type, Birthday, Hire Date, Device Verification Password, Employment Type, and Start/End Dates), 'Access Control' (with a 'General' tab), and 'Personnel Detail' (including Superuser status, Device Operation Role, and other settings). A red box highlights the 'Biometrics Type' field, which now features a magnifying glass icon next to it, making the biometric enrollment entry more prominent and intuitive. The 'Save and New', 'OK', and 'Cancel' buttons are at the bottom.

1.2. Personnel / Parameters - Self-service Registration: New configuration parameter "Enable Employee ID + Name Verification Mode".

- **Remark:** Applicable to scenarios where customers have high security requirements for employee information registration.

Navigate to "**Personnel / Personnel / Parameters**", where the new parameter "Enable Employee ID + Name Verification Mode" is available for configuration.

The screenshot shows the 'Parameters' configuration page in the ZKBio CVAccess system. The 'Self-service Registration' section is highlighted with a red box. Within this section, the 'Enable Employee ID + Name Verification Mode' parameter is set to 'Yes', also highlighted with a red box. Other parameters include 'Enable Auto-audit' (set to 'Yes'), 'Enable Self Registration' (set to 'Yes'), and 'Enable Facial Template Extraction' (set to 'No'). A QR code is displayed for the 'QR Code URL' field. The 'Facial Template Extraction Server' field is also visible. The 'OK' button is at the bottom.

- When enabled: Users must enter both employee ID and full name on the H5 page and click "Verify". Face template and mobile phone number registration is only allowed after successful verification (the ID exists and matches the corresponding name).

- When disabled: Users can complete registration directly without verification.

Self-service registration will be blocked if the employee ID and name do not match.

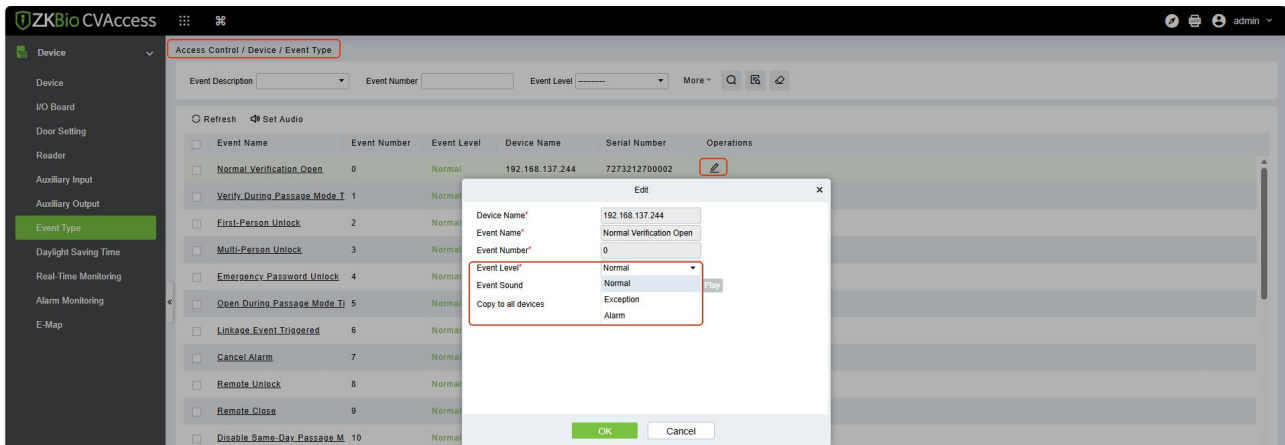
1.3. Personnel / Parameters - Authorized Deletion Personnel: Add new configuration parameter "Administrator password is required when deleting personnel or departments".

Navigate to "**Personnel / Personnel / Parameters**" to configure the newly added parameter "Administrator password is required when deleting personnel or departments". This parameter is Default: Off. Once enabled, administrator password verification is mandatory before any deletion in the personnel module, including single personnel deletion, single department deletion and batch deletions.

2. Access Control

2.1. Device / Event Type: Support custom event severity levels.

Navigate to "**Access Control / Device / Event Type**". Select a target event in the event list and click Edit to modify its event severity levels.

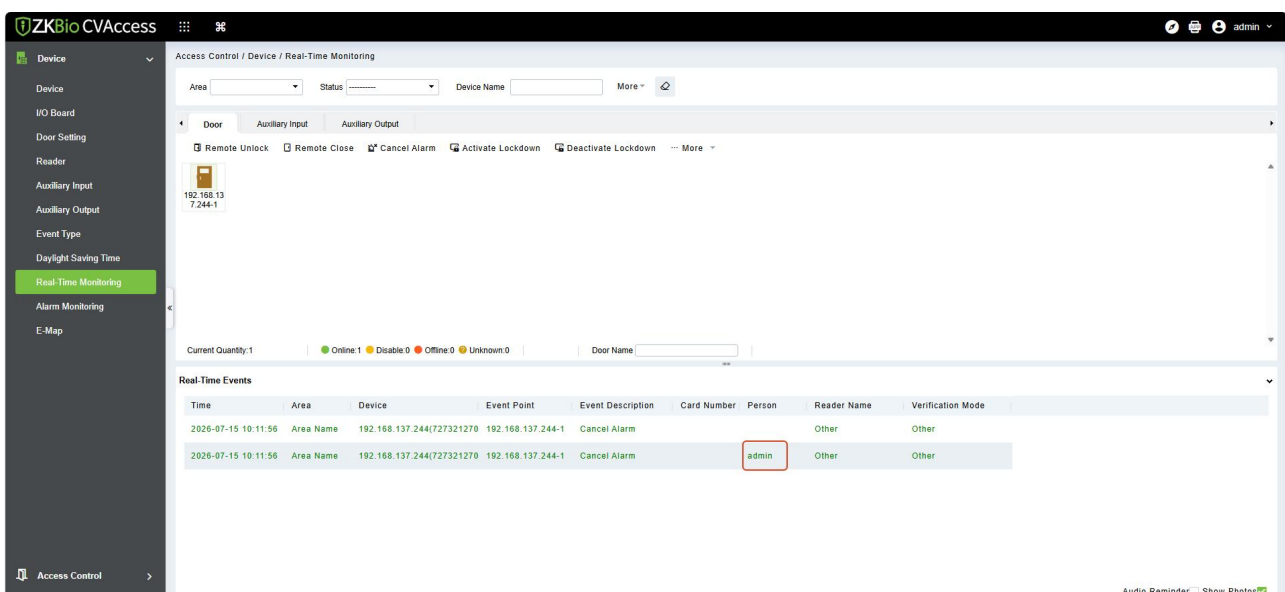


2.2. Device / Real-Time Monitoring & Access Control Reports: Operator Attribution for Remote Access Control Actions.

● Access Control / Device / Real-Time Monitoring

Under Access Control > Device > Real-Time Monitoring and Access Control Reports, remote actions such as door opening and alarm cancellation now display the operator's identity alongside the event.

Each remote action generates two linked records — one reported by the device (confirming execution) and one reported by the software (capturing who initiated the command) — providing a complete, attributable audit trail for every remote intervention.



● Access Control / Reports / All Transactions

Time	Area Name	Device Name	Event Point	Event Description	Event Level	Media File	Personnel ID	Name	Card Number	Department	Reader Name	Verification Mode
2026-07-15 10:11:56	Area Name	192.168.137.244	192.168.137.244-1	Cancel Alarm	Normal		admin				Other	Other
2026-07-15 10:11:56	Area Name	192.168.137.244	192.168.137.244-1	Cancel Alarm	Normal						Other	Other
2026-07-14 18:52:17	Area Name	192.168.137.244	192.168.137.244-1	Normal Verification	Normal		1115557				192.168.137.244-1-in	Face Recognition
2026-07-14 18:51:41	Area Name	192.168.137.244	192.168.137.244-1	Normal Verification	Normal		1115557				192.168.137.244-1-in	Face Recognition
2026-07-14 18:50:53	Area Name	192.168.137.244	192.168.137.244-1	Normal Verification	Normal		1115557				192.168.137.244-1-in	Face Recognition
2026-07-13 09:15:49	Area Name	192.168.137.244	192.168.137.244-1	Normal Verification	Normal		1115557				192.168.137.244-1-in	Face Recognition
2026-07-13 08:55:20	Area Name	192.168.137.244	192.168.137.244-1	Normal Verification	Normal		1115557				192.168.137.244-1-in	Face Recognition

2.3. Device / Real-Time Monitoring: Optimize the remote operation interface to display icons with corresponding text labels.

● Access Control / Device / Real-Time Monitoring

Access Control / Device / Real-Time Monitoring

Area: Status: Device Name: More

Door Auxiliary Input Auxiliary Output

Remote Unlock Remote Close Cancel Alarm Activate Lockdown Deactivate Lockdown More

192.168.137.244

Status

- Device: 192.168.137.244
- Serial Number: 7273212700002
- Number: 1
- Door Sensor: No Door Sensor
- Relay: Close
- Alarm: None
- Remote Unlock
- Remote Close
- Activate Lockdown
- Deactivate Lockdown
- Cancel Alarm
- Remote Normally Open
- Enable Intraday Passage Mode Time Zone
- Disable Intraday Passage Mode Time Zone
- Get latest door events

Current: Offline: 0 Unknown: 0 Door Name:

Real-Time

Time	Event Point	Event Description	Card Number	Person
------	-------------	-------------------	-------------	--------

2.4. Access Control / Parameters: Allow users to customize notification template, includes subject and message body.

Message Receiving Address Configuration: Navigate to **Personnel > Person**, then click New or select an existing employee record to enter the editing page. Select the preferred notification channel (Email). Tick your preferred push methods and enter valid receiving addresses accordingly.

The screenshot shows the 'Edit' form for a person in the ZKBio CVAccess system. The 'Email' field is highlighted with a red box and contains the value '1815422979@qq.com'. Other fields include Personnel ID (11), First Name (s. coups), Gender, Certificate Type, Birthday, Hire Date, Device Verification Password, Employment Type, Employment Start Date, Enable APP Push Notifications (checked), Department Name, Last Name, Mobile Phone, Certificate Number, Position Name, Card Number, Biometrics Type, and Employment End Date. There are also tabs for Access Control, Time Attendance, Video Intercom Setting, and Personnel Detail.

Navigate to "**Access Control / Access Control / Parameters**" - **Notification Template Settings**, enable the custom notification template, and you may enter custom text in the body template area, where field information can be inserted freely.

● Example:

Dear Parent of {{personName}},

Greetings! Home and school work together for your child's safety. Your child, {{personName}}, safely arrived at school at {{eventTime}} and has started today's campus life. Wish you a pleasant day!

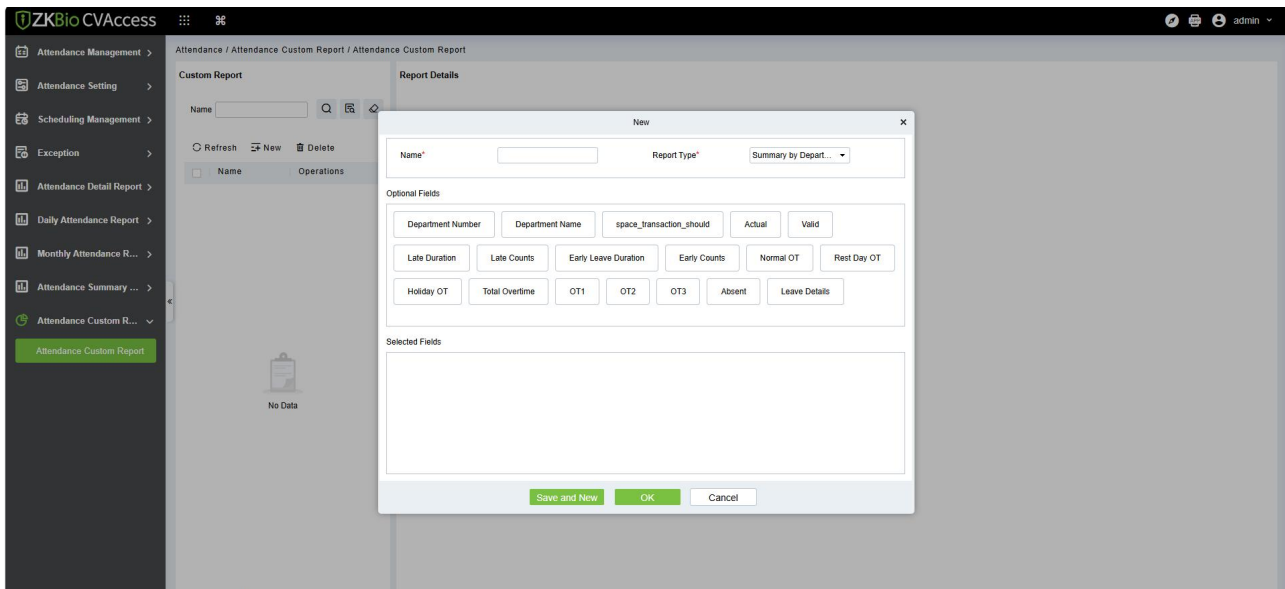
[ZKTeco Primary School]

The screenshot shows the 'Notification template settings' page in the ZKBio CVAccess system. The 'Enable custom notification template' checkbox is checked. Below it, there are 'Insertable fields' including Personnel Information, Personnel ID, Department Name, Event Time, Event Point, Event Description, Device Name, Reader Name, and Event Level. The 'Content template' area contains a sample notification message: 'Alarm notification: ((personName)) triggered an alarm at ((eventPoint)) on ((eventTime)). Event description: ((eventName)). Associated device: ((deviceAlias)), Event level: ((levelAndEventPriority)).' The 'OK' button is at the bottom.

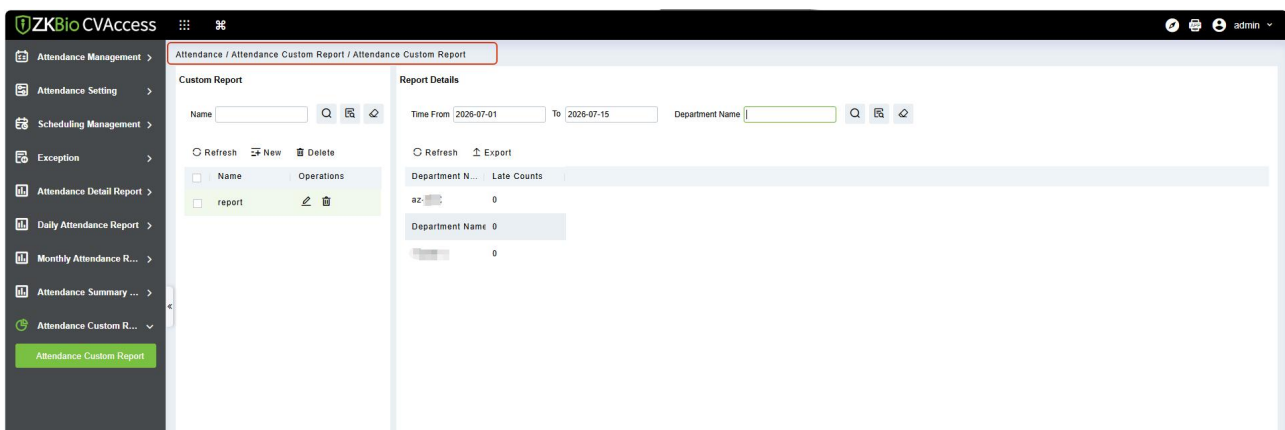
3. Time & Attendance

3.1. Attendance Custom Report: Support splitting report fields to display only the fields selected by users.

Navigate to "**Attendance / Attendance Custom Report / Attendance Custom Report**", click New, enter the report name, select the report type, and tick the fields to be displayed.



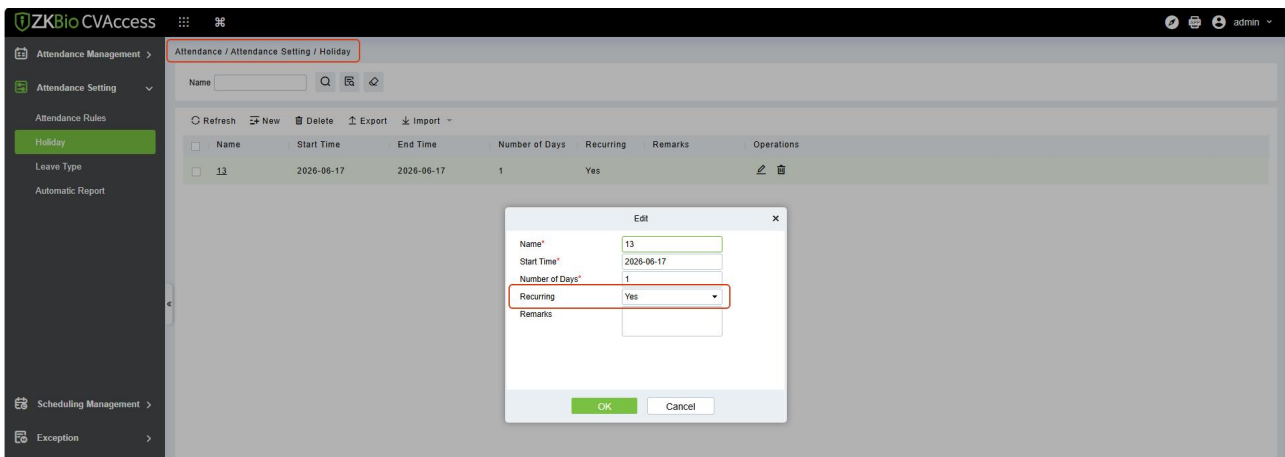
After creation, the custom report will only present the selected fields.



3.2. Attendance Setting / Holiday: Support annual cycle recurrence, with permission control for template download, import and export functions.

- Annual cycle recurrence supported in both list and import template

Navigate to "**Attendance / Attendance Setting / Holiday**". A new parameter "Recurring" is added. Users may configure this option as needed when creating new holidays. The holiday list will display a new column "Recurring" after creation.



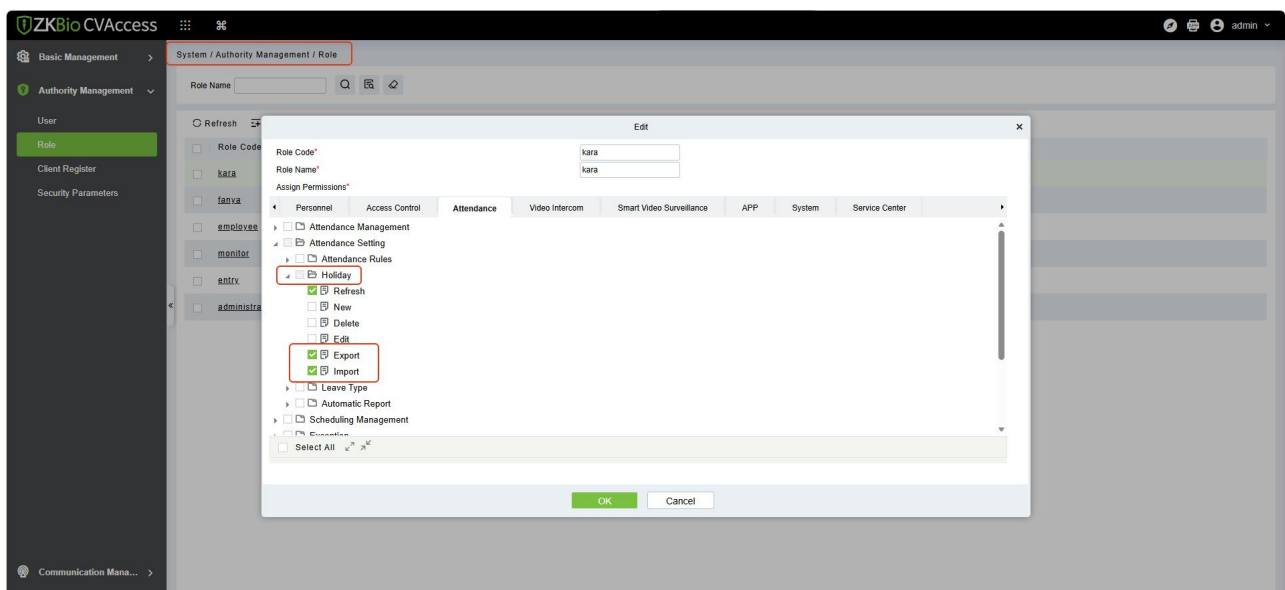
The import template is also updated with the "Recurring" field.

Holiday				
Name	Start Time	Number of Days	Recurring	Remarks

- Permission control for template download, import and export, consistent with the access control module

Navigate to "**System / Authority Management / Role**". When assigning permissions to roles, administrators can tick corresponding permissions to restrict template download, import and export of holiday data under the attendance module.

Note: Template download and data import are governed together by the "Import" permission checkbox.



4. Video Intercom

4.1. Extension Management / Extension Number: Max concurrent registration limit updated to 5 when creating new extensions.

Navigate to "**Video Intercom / Extension Management / Extension Number**" and click Add. The concurrent registration quantity limit for extension numbers ranges from 1 to 5.

The screenshot displays the ZKBio CVAccess web interface. The left sidebar shows the navigation menu with 'Extension Management' expanded and 'Extension Number' selected. The main content area shows the 'New' form for creating an extension number. The form includes fields for Name, Extension Number, SIP Account, Extension Type, Extension Password, Voice Mail, Voice Mailbox Password, Registered Terminal Count, Incoming Call Number, Direct Dialing Address, and Enable Undisturbed Mode. The 'Registered Terminal Count' field is highlighted with a red box, and a tooltip message states 'Please enter a value between 1 and 5'. The 'Incoming Call Number' field is also highlighted with a red box. The form has 'Save and Now', 'OK', and 'Cancel' buttons at the bottom.

5. Smart Video Surveillance

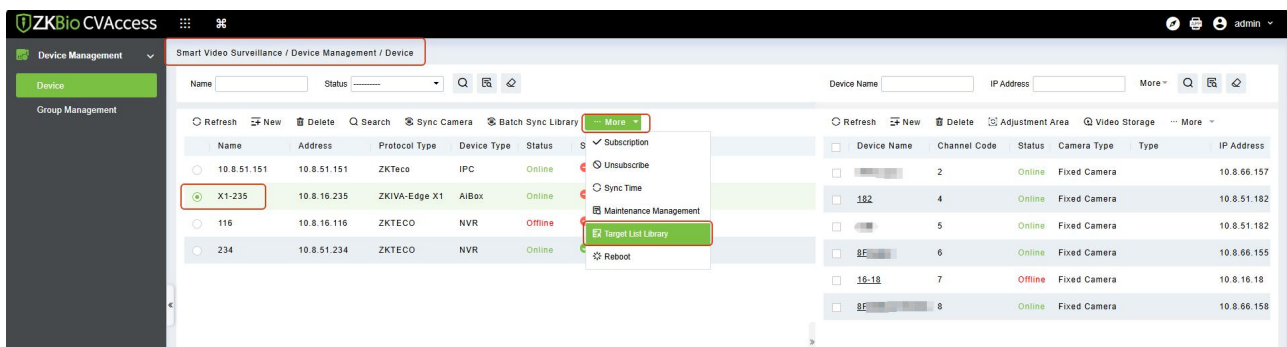
5.1. Intelligence - Behavior Analysis: Support binding of ZKIVA Edge X1 face recognition and behavior analysis.

When a behavior analysis alarm is triggered, the system automatically links facial authentication to verify personnel identity, and displays monitoring data in real time on Live Alarm and Event Center.

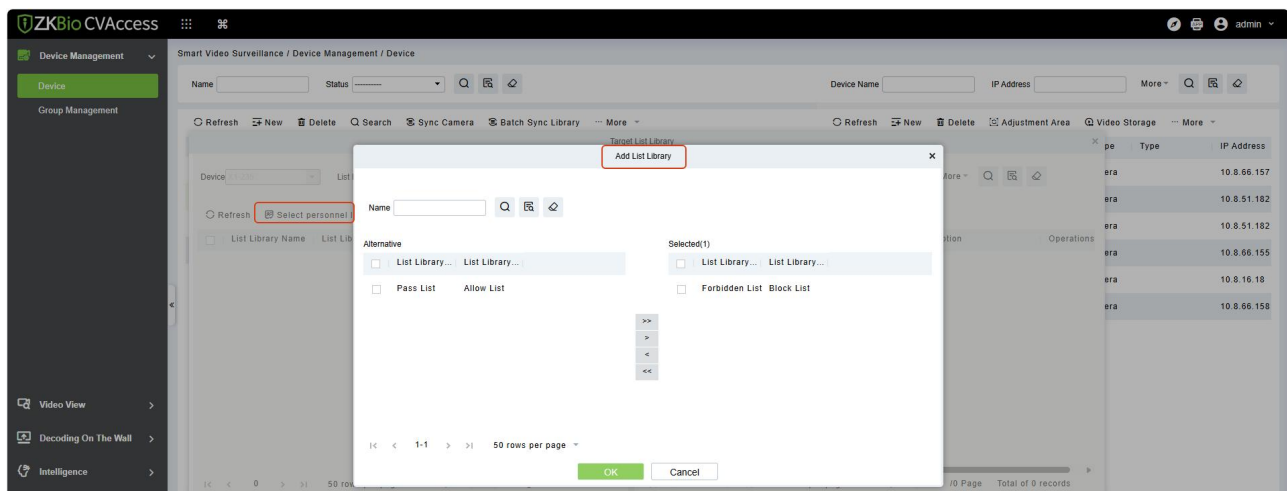
- Matching firmware requirement: ZKIVA Edge X1 firmware version 3.4.0-RL.ZK.1.NE or higher
- Prerequisite: Face data must be distributed to the device to activate this function

Operation Steps

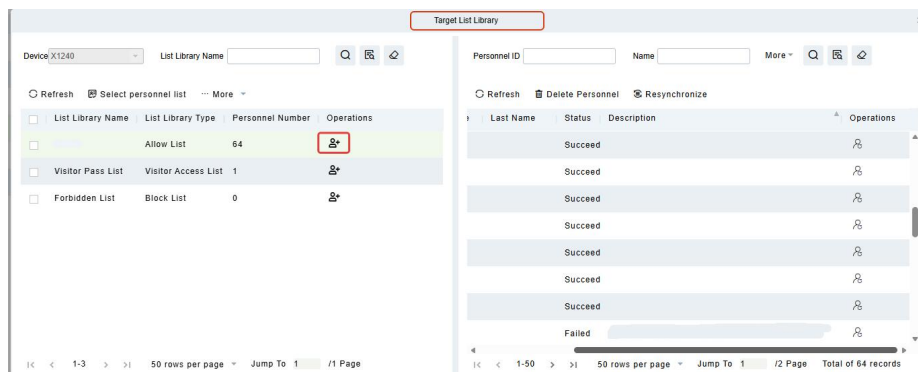
Step 1: Navigate to "**Smart Video Surveillance / Device Management / Device**", click More → Target List Library



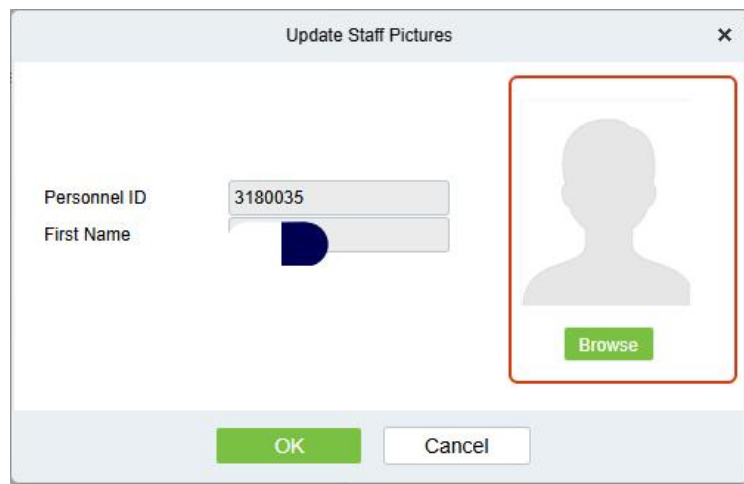
Click Select Watchlist Library to tick the target libraries for configuration.



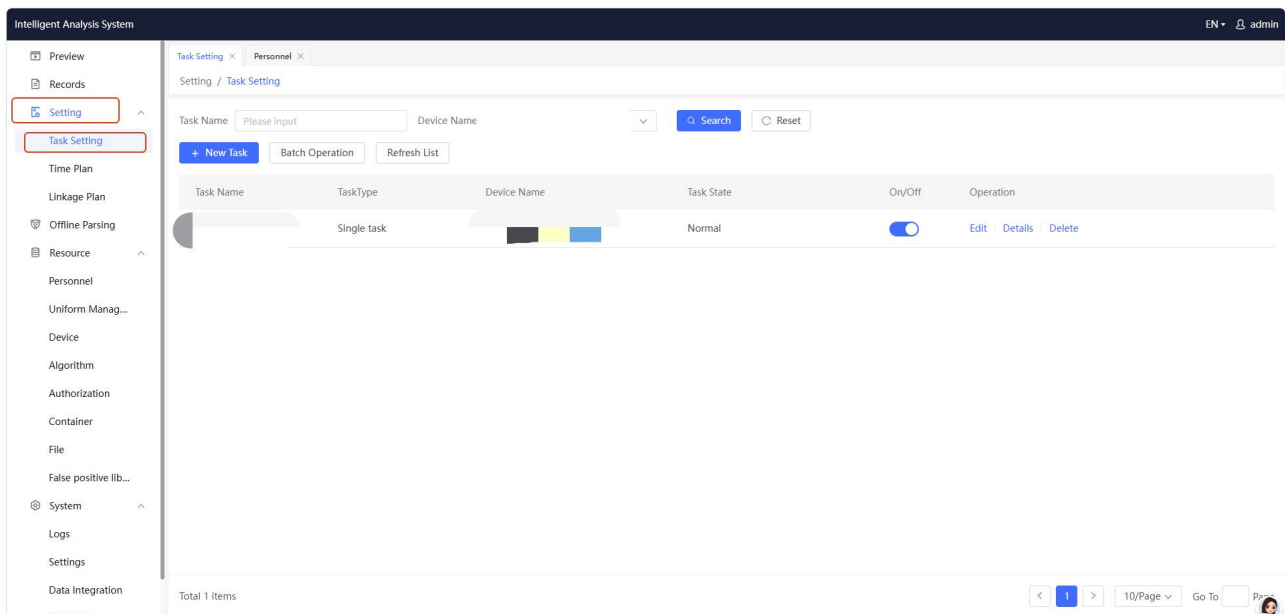
Personnel can be added to each watchlist library separately.



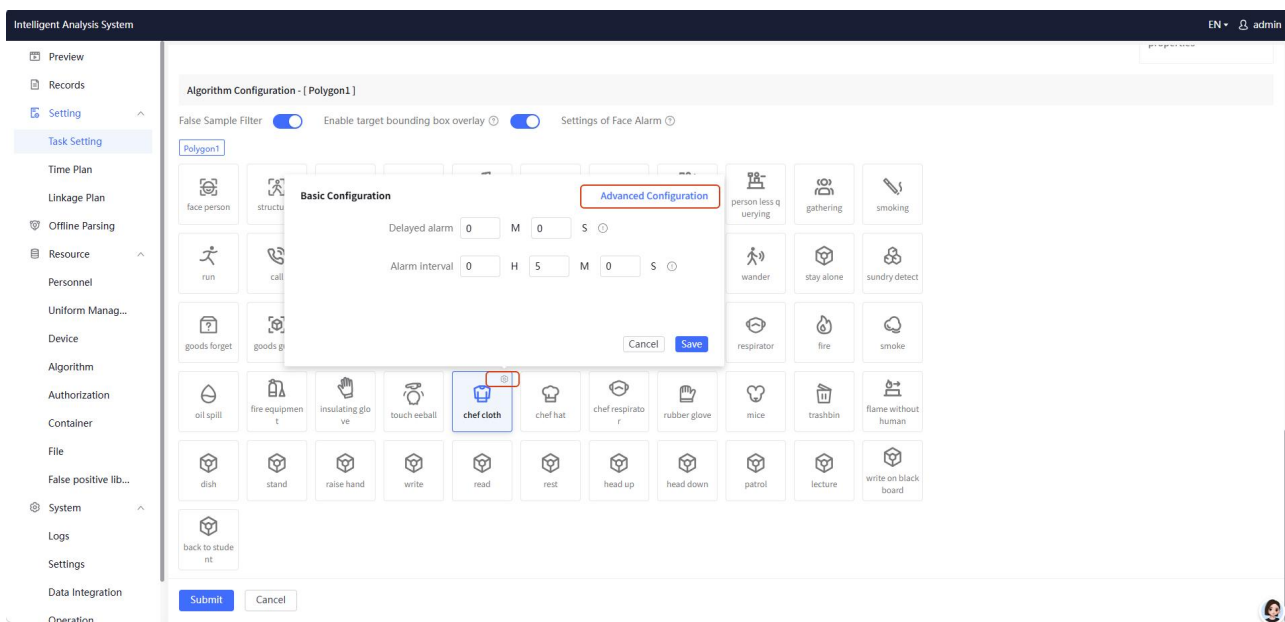
After adding personnel to the library, click the icon in the operation column of personnel info to upload face template photos.



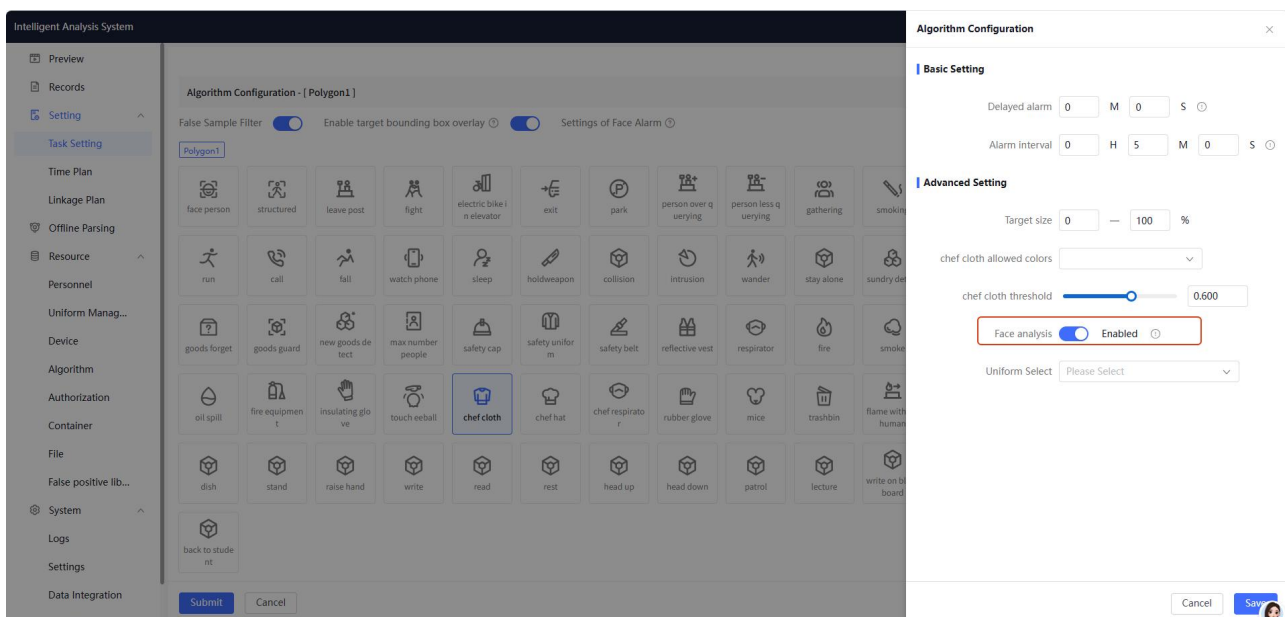
Step 2: Log in to the backend of the X1 device and enter "Setting / Task Setting"



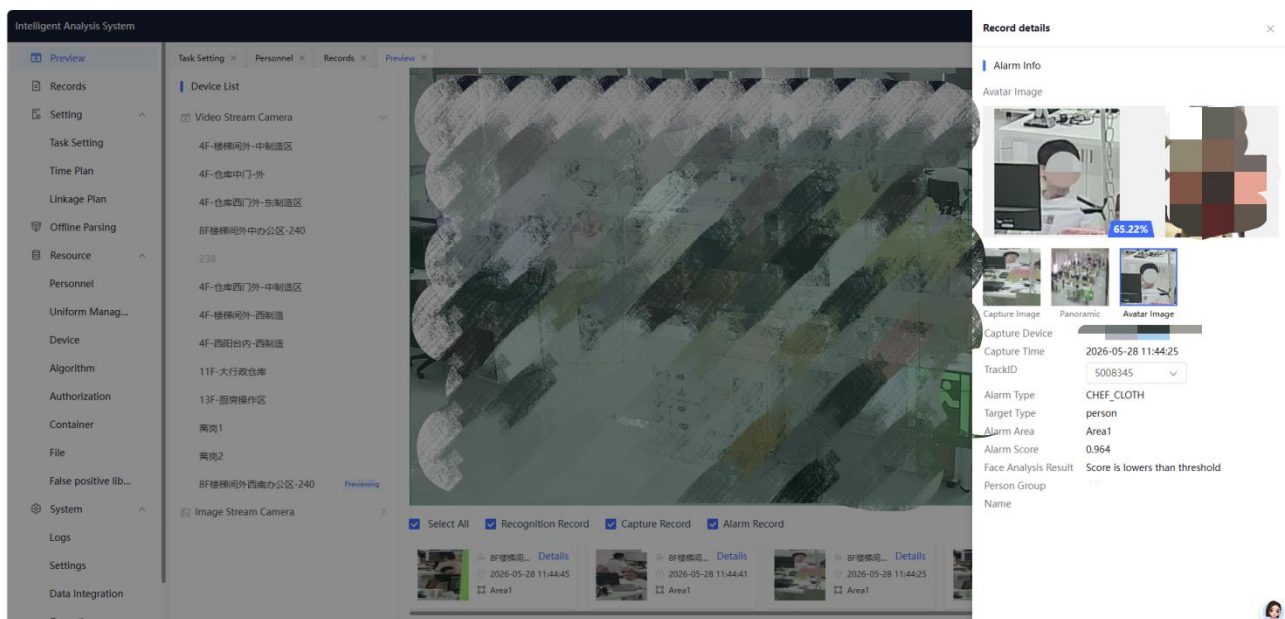
Click New Task and complete basic and rule configurations. During algorithm configuration, select the target algorithm, click the setting icon at the top right of the algorithm box, then enter Advanced Configuration.



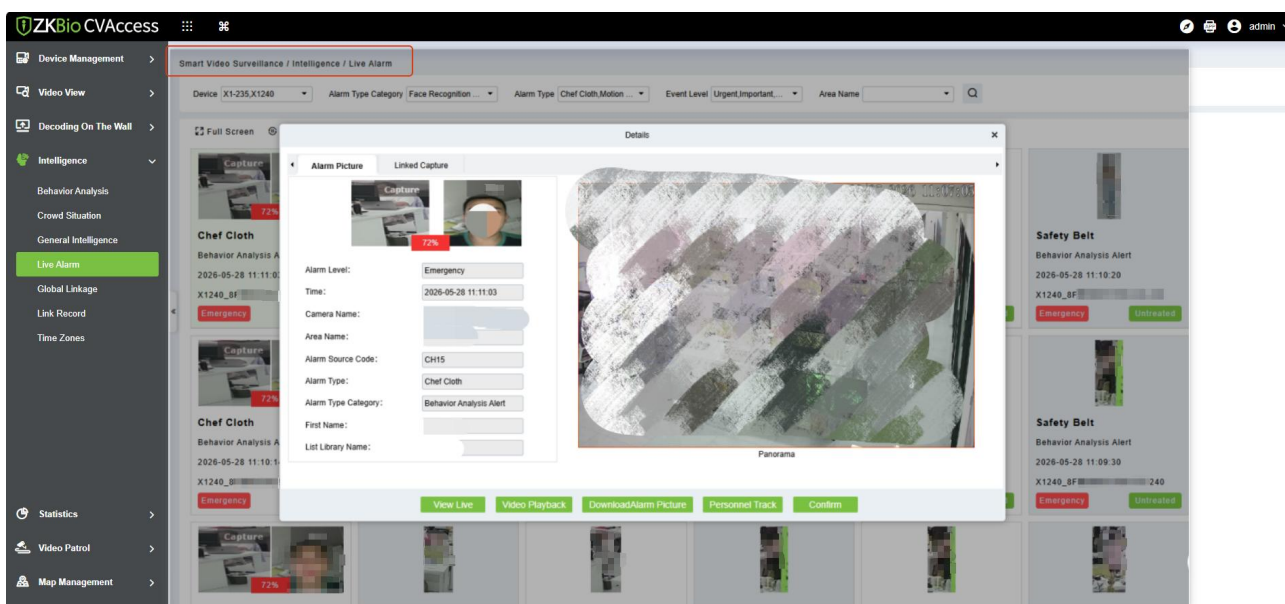
Enable Face Template Analysis the advanced configuration page; after activation, face template analysis will be bound with behavior analysis.



● ZKIVA Edge X1 Alarm Display Interfaces



Navigate to "**Smart Video Surveillance / Intelligence / Live Alarm**". Click any behavior analysis alarm uploaded by ZKIVA Edge X1 to view alarm details, where face template comparison results will be displayed.



Navigate to "**Service Center / Event Center / Event Record**". The identified personnel name will be shown as the event object of corresponding behavior analysis records in the list.

Service Center / Event Center / Event Record

Event Time 2026-07-15 00:00:00 To 2026-07-15 23:59:59 Event Level Processing State More

Refresh Confirm Export

Object Encoding	Event Object	Event Name	Event Level	Event Time	Entry and exit status	Event Source	Area	Source	Capture	Media F...	Process...	Processor	Process...
8a8c92ca9f4a1945019	Safety Uniform	Alarm	Alarm	2026-07-15 11:26:04			Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:25:12		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:25:11		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:25:11		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:25:11		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:25:10		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:23:31		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:23:30		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:23:29		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:23:29		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:23:28		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:23:19		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:23:19		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:23:19		8F	Area Name	Smart Vide			Unconfirm		
	Stranger	Target Recognition Ale	Alarm	2026-07-15 11:23:18		8F	Area Name	Smart Vide			Unconfirm		
8a8c92ca9f4a1945019	Safety Uniform	Alarm	Alarm	2026-07-15 11:22:37			Area Name	Smart Vide			Unconfirm		

5.2. Intelligence - Global Linkage: Support linkage configuration for thermal alarm types of backend NVR (Smoking Detection, Temperature Alarm, Fire Spot Detection, Smoke & Fire Detection).

Navigate to "Smart Video Surveillance / Intelligence / Global Linkage" to add new linkage trigger conditions. Available options include Smoking Detection, Temperature Alarm, Fire Detection Alarm and Fireworks Detection.

Smart Video Surveillance / Intelligence / Global Linkage

Global Linkage

Linkage Name

Refresh New Delete

Linkage Name Linkage

Linkage Trigger Conditions

- ☒ Smoking
- ☒ Temperature Alarm
- ☒ Fire Detection Alarm
- ☒ Fireworks Detection

Video Linkage Access Linkage E-mail Linked Display on Screen

Video length 30 s(10-180)

Display time 3 s(1-60)

Save and New OK Cancel

6. System

6.1. Compliance Requirements – Optimization of custom privacy agreement function.

- Personnel Module: New privacy policy configuration entry under Personnel Management Parameters

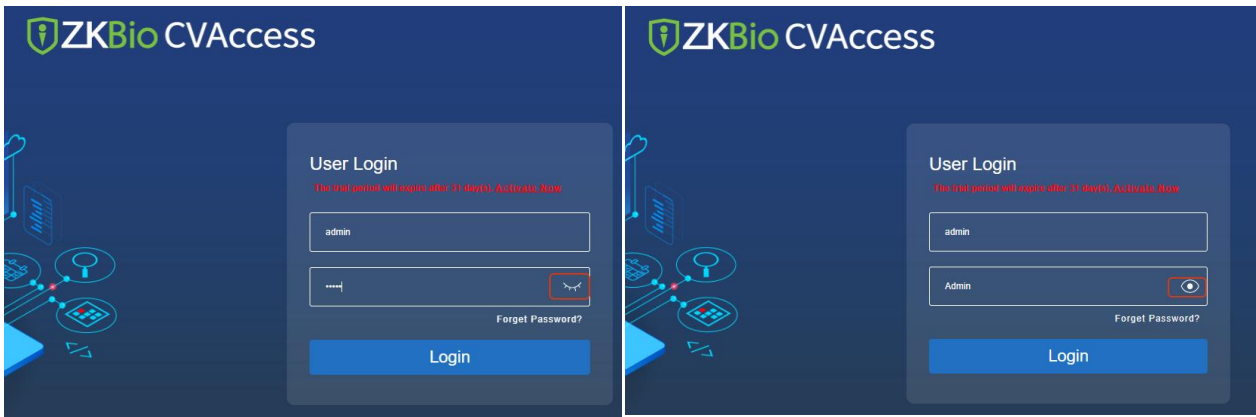
Navigate to "**Personnel / Personnel / Parameters**" → Personal Information and Security Statement.

Select the Custom mode to import a TXT file containing self-defined privacy agreement content.

Personal Information and Security Statement

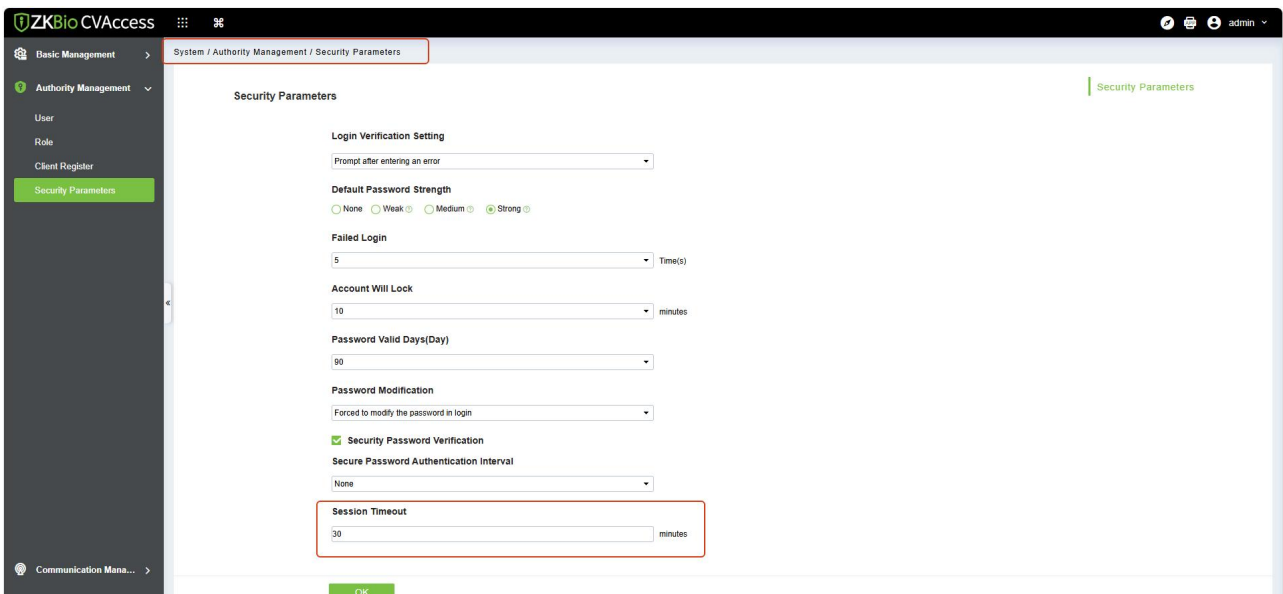
6.2. Login Password Input Optimization: Eye icon added to all password input boxes (Toggle Show/Hide Password).

An eye-shaped toggle icon is added to all password input fields across the whole platform, enabling users to display or hide password characters during entry.



6.3. Authority Management / Security Parameters: Introduced a configurable session timeout menu (custom time limit ; in minutes).

Navigate to "**System / Authority Management / Security Parameters**". A new session timeout parameter is provided for users to customize the idle timeout duration. Once the set time expires, the browser will automatically log out the current account.



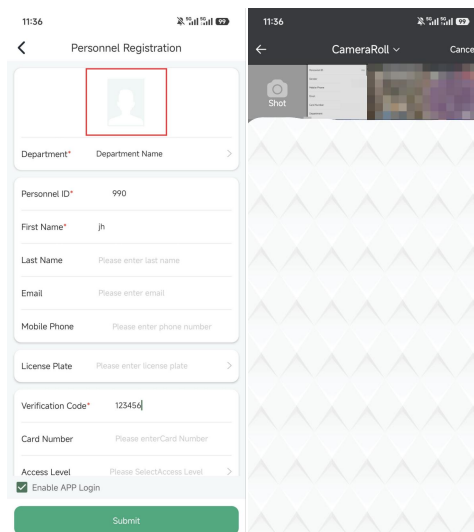
7. ZKBio Zexus Mobile Application Change Notice

- **Note:**

The following content and screenshot serve as the highlights of the new functions introduced to ZKBio Zexus mobile application. It gives you a quick overview of what's new and available for use.

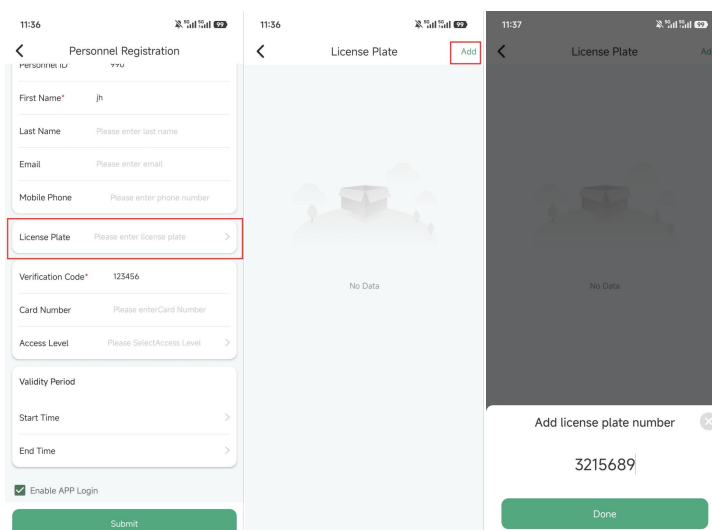
For step-by-step instructions on how to use these features, please consult the “ZKBio Zexus Mobile App_User Manual”.

7.1. Admin - Personnel Registration: Support uploading personnel avatars via mobile terminals.



7.2. Admin - Personnel Registration: Support license plate entry. Personnel - Me - Personal Information: Support license plate display.

- Admin:

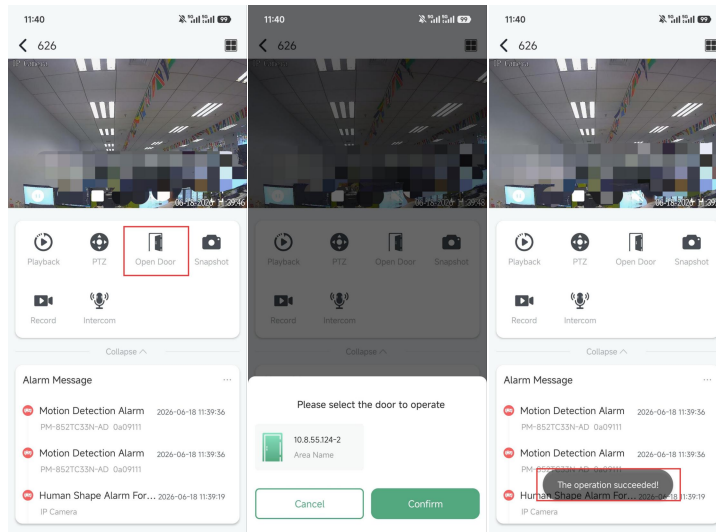


- Personnel:

7.3. Admin - Personnel Registration: Remove mandatory input restriction for the email field.

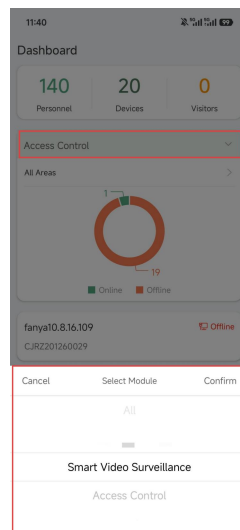
7.4. Admin - Video Monitoring: Add door opening button on the video preview page.

- Note: Before using this function, you need to go to the web portal > Access Control / Device Management / Reader to bind the camera to the corresponding door first.



7.5. Admin - Dashboard: Supports selecting to view device status of different modules via drop-down options.

- Optional options: All, Smart Video Surveillance, Access Control, Attendance.



ZKTeco Industrial Park, No. 32, Industrial Road,
Tangxia Town, Dongguan, China.

Phone : +86 769 - 82109991

Fax : +86 755 - 89602394

www.zkteco.com

