

User Manual FaceKoisk-H13

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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 <u>www.zkteco.com</u>.

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About the Company

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

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

About the Manual

This manual introduces the operations of FaceKiosk-H13.

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

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

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

Symbols

Convention	Description
	This implies about the notice or pays attention to, in the manual
Ŷ	The general information which helps in performing the operations faster
*	The information which is significant
۷	Care taken to avoid danger or mistakes
	The statement or event that warns of something or that serves as a cautionary example.

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1 <u>Overview</u>

FaceKiosk-H13 is a multi-purpose smart face recognition device with an Android operating system. It provides the best solution for various enterprise requirements such as Visitor self-service, Conference display, e-learning classes, and so on. The installation is very simple, and its compact structure makes it best-fit in any working environment.

1.1 Specifications

FaceKiosk-H13				
Feature	FaceKiosk-H13A	FaceKiosk-H13C	FaceKiosk-H13C [TD]	
Visitor Records Capacity	100000	100000	100000	
Facial Templates Capacity	10000	10000	10000	
Waterproof IP Rating	IP65	-	-	
Dimensions	323*268*25mm (L*W*H)	354*50*1420mm (L*W*H)	354*50*1420mm (L*W*H)	
Hardware Modules	IC Card, Fingerprint Scanner, Ticket Printer, QR Code Scanner	IC Card, Fingerprint Scanner, Ticket Printer, QR Code Scanner	IC Card, Fingerprint Scanner, Ticket Printer, QR Code Scanner, Temperature Detection module	
СРИ	Quad-core A17 1.8GH (ZKTeco boosted)			
Operating Frequency	1.8GHz			
Operating System	Android 5.1.1			
RAM	2GB DDR3			
ROM	16GB			
Ports	1*RJ45, TF card slot, 1*HDMI, RS232/485			
Images				

1.2 Installation Set-up

1.2.1 Safety Precautions

- Keep the device away from water or dampness. Prevent the entry of water or moisture into the kiosk's chassis.
- Make sure the device room is well ventilated and keep the kiosk's ventilation vents clear of obstruction.
- Make sure that the operating voltage is the same as labeled on the kiosk.
- Do not open the chassis when the kiosk is operating or when electrical hazards are present to avoid electrical shocks.

1.2.2 Installation Environment

The device shall be installed indoors, and adequate clearance shall be reserved for heat dissipation at the inlet/exhaust air vents.

Feature	Description
Operating Temperature	0°C to 50°C
Operating Humidity	<90% RH
Storage Humidity	20% to 90% RH

Body Temperature Detection Specifications (FaceKiosk-H13C [TD] only)

Feature	Description	
Detection Acrosts	Mask Detection	
Detection Aspects	Body Temperature Detection	
Temperature Measurement Distance	30 to 50cm (1 to 1.64ft)	
Temperature Measurement Accuracy	±0.3°C (±0.56°F)	
Temperature Measurement Range	34°C to 45°C (93.2°F to 113°F)	

1.2.3 Installation Procedure

Please make sure that the Kiosk is installed as per the installation instructions. You should contact the agent for permission if you would like to open the chassis. Otherwise, you will bear any consequences of your actions.

Wall Mounted Device – H13A:

Before installation, connect the wire to the device and pass it on through the lower opening of the device.

1. Align the back plate with respect to the screw holes on the back of the device.



2. Secure the plate with screws (11 pcs) to the back of the device



3. Ensure that the rear panel is mounted on the wall at a desirable height. Drill the holes on the wall and fix the rear panel with screws.



4. Affix the device to the rear panel.



5. Secure the device and the rear panel with a screw at the bottom.





The recommended distance from the camera to the ground is 155cm. The recommended distance from the person to the device is 50cm (applicable height range is 150cm to 180cm). If the person's height is not within this range, it is possible to move the front and rear positions accordingly.

Floor Mounted Device-H13C:

1. Open the device box, remove the Device and the base. Insert the device into the corresponding base slot.



2. Gently recline the device horizontally and secure the device to the base with the screws (8 pcs) from the bottom of the base.



1.3 Product Appearance



1	LED Fill Light	5	Speakers
2	Near-Infrared Fill Light	6	IC Card Module
3	Visible Light Camera	0	QR Code Scanner
4	Near-Infrared Camera	8	13.3-inch High-definition Capacitive Touch Screen

FaceKiosk H13C



1	LED Fill Light	6	MiFare Card Module
2	Near-Infrared Fill Light	7	Fingerprint Reader
3	Visible Light Camera	8	13.3-inch High-definition Capacitive Touch Screen
4	Near-Infrared Camera	9	Ticket Printer
5	Speakers	10	QR Code Scanner

1.4 Product Interface



1	Connecting Terminal	5	SIM Card Slot
0	HDMI Port	6	USB Port
3	Network Port	7	Reset Button
4	12V-3A Power Interface	8	USB Port

1.5 Device Connection

On the back of the device, there are five rows of slots, which are J1, J2, J3, J4, and J5 from left to right. J1 is connected to the alarm, J2 is connected to the door, J3 is connected to the external device, J4 is connected to the Wiegand input, and the J5 is the power output port reserved for a Printer.



Diagram



2 Home Screen and Main Menu

The home screen is divided into the following sections:



Title bar: Displays the Name of the device, Software status, and the Main menu button. Audit Passed: Displays the approved visitor details. Under Review: Displays the name of the visitor being audited. Description of Icons in Home screen:

Main Menu: Tap on 🚞 to open the Main menu.



Language: Tap on to change the System language. The device supports English, Russian,

Latin Spanish, and Thai.



2.1 Main Menu

<	Me	enu	
User Management	Communication Setting	System Setting	Data Management
USB Management	Record Search	Personality Setting	AD Setting
Access Management	Visitor Parameter	System Information	

Menu	Function
User Management	Enables to view, add, edit, search and delete the basic employee information.
Communication Settings	Facilitates to set the communication parameters such as the Network, Wi-Fi, and PUSH.
System Settings	Allows configuration of system parameters including, Time & Date, Face parameters, and QR code address settings.
Data Management	Data management includes Data backup, Data restoration, and Clearing data.
U Disk Management	Uploads or downloads the data from a USB drive.
Record Search	Displays visitor records
Personality Settings	Sets display style for the device
AD Settings	Plays the Advertisement, sets the advertising frequency, etc.
Access Control Management	Sets the Access control parameters and Wiegand functions.
Visitor Parameter	Sets the Visitor parameters such as deletion of Visitor records, Detection management, etc.
System Information	Displays the device information like Data capacity, Firmware version, Android version, etc.

If the Super Administrator is not registered for the device, then click to access the main menu. If the device has a Super Administrator, then his/her verification is required to access the main menu. For security purposes, it is advisable to register the Administrator while using the device for the first time.

3 Visitor Registration Process

3.1 Visitor Sign In

Click **SIGN IN** to start the visitor registration process.



3.1.1 Privacy Protection Policy

Before starting the registration process, the user may choose to skip the face registration process for privacy purposes. But by then, the user will not continue to use any facial recognition services, including Identity Match, Facial recognition check out, etc.

	Visitor Registration
	Privacy Protection Policy
Before entering next process, please carel according to this Policy. Or you can choose	o your privacy and desply understand the importance of privacy. If y read this Policy, and your serve of the Policy are reparted as the exceptionce of the Policy, and the acceptionce of istorage, use or transferring all your information to aligh the step of face registration for your privacy concernable you will not continue to accept of any services about facual recognition by they, which includes binning respective data of privacy protection days as below.
Personal information refers to the telephone number and mailtox aid 2. Collection Method 3. Collection Method 3. Using 0. When you commence visiting with 3. Using 3. Using 5. Synchronizing your updoaded 4. Editing information in the premises that your submittee three.	our service, you voluntarily provide your personal information. In our service, you need to provide your detailed personal information and non-personal information, and confirm that your provided information is functions of the products, we save contact information. There also may be your information in mail delivery notifications for analysis or confirmation mattern via your devices for the convenience to notify our in case of any situation. were of error details. and executing data required for uploading and downloading. Information is authentic and valid, we shall maintain the preciseness and integrity of personal information, and update the personal information in u may (1) be authorized to access to your specific personal data owned by us; (1)) request us to update or correct your incorrect personal data, (1)) and (iv) request us to daters your personal information is disclosed due to force majeure or reasons non-relevant to us, or is stolen, you agree
1010 Fuel II	Agiet 99

3.1.2 Face Registration

Visitors will register their faces and the recognized gender will be displayed. If the temperature screening function is turned on, the body temperature will be detected at the same time. After the registration process is successful, click **Next**. If the registration fails or you need to re-register, click the **Retry** button.



3.1.3 Declaration of Health Information

Visitors must complete the health information declaration. If the visitor has had a temperature test, the temperature value will be returned automatically. The next step can only be processed after the agreement is acknowledged. This function can be turned on or off in the Visitor Parameter.



3.1.4 Visitor Information

The visitor must register the detailed information including First Name (required), Last Name, Phone Number (required), Company, Gender (required), Visit Purpose (required, issued by the software), Certificate Type (required), Certificate Number (required), Vehicle License Plate, E-mail address (required), and Carrying goods. Click **Next** to proceed further.

< Visitor I	Registration			
	Certificaté Type • National ID Card First Name • Jack Company: ZKTeco Phone • 46613345678912 Email • Jack chan@zkteco.cc Carying Godd	81 Last Name Chan Vis Vis Vis Vis	tificate Number 2741963 Gender Małe t Purpose	
				9

3.1.5 Host Information

The visitors may enter the First Name of the host to get the complete information automatically. Set the Visit Date, Start Time, and End Time (default is 23:59:59 of the day).



3.1.6 Volunteer Audit

The visitor should contact a volunteer to review the visitor registration information. Once the volunteer clicks **VOLUNTEER** and the verification is successful, click **NEXT**.



3.1.7 Complete Registration

After the Volunteer approves the registration, the visitor will enter the last interface. Click **Finish** to check the status of the review on the home screen. If no software review is required, the device will enter the **CHECK IN&OUT** interface directly for the visitor to check-in.



3.2 Visitor Query

The CHECK-IN & CHECK-OUT interface supports 3 methods for querying visitor records including face recognition, visitor QR Code, and Certificate number.



3.3 Visitor Check-In

Click **Check-In** on the CHECK-IN & CHECK-OUT interface after successfully registering the visitor information. If the device supports body temperature detection, it will detect the temperature. Only if the detected temperature is lesser than the threshold temperature check-in will be successful. Otherwise, the visitor cannot check-in, and an alarm will be triggered.





The visitor check-in will also fail when the printer runs out of paper while printing a visitor ticket.



3.4 Visitor Check Out

Click **Check-Out** on the CHECK-IN &CHECK-OUT interface and the access privilege of the visitor will be deleted after check-out.



4 User Management

Open the main menu and select **User Management**. The user list displays the basic information of all the users, including their Names, User ID's, and images, as shown in the below image:

<		User	List Visitor List				前 十
Please enter your name	oriJseriDi					All	~
Face Template:999	5 Users:10000	Fingerprint Template:2					
test6122	22			100	E	@	61222
test6122	20						61220
test6124	14				1	0	61244
test6127	72						61272
test6125	50					۲	61250
test6129	98					۲	61298
test6120	09					۲	61209
test6121	11					•	61211
test6121	12					0	61212
test6121	13				THE .		61213
test6121	14					0	61214

Click **Visitor List**. The visitor list displays the basic information of all the visitors, including their Names, User ID's, and images, as shown in the below image:

User List Visitor List	
te for search	0
Visitor Number:6	
123	80000042
15159627790	800000044
182596060	80000061
15159627790	80000085
182596060	80000053
15758455	80000059
	123 15159627790 182596060 15159627790 182596060

4.1 Add an Employee

Click < on the top left corner of the screen to return to the employee list screen. Click $\stackrel{+}{=}$ on the top right corner to add a new user as shown in the below image:

		New User			
\bigcirc	ID First Name				-
	Last Name Authority			User	
Facial Registration	User Type			User	2
	CANCEL		NEXT STEP		

Description of the fields:

ID: Enter the Employee ID. It supports1 to 9 digits by default. The message "Duplicated ID, please enter again." indicates that the ID number you have entered is already being used. Please enter a different ID. **Username:** The username refers to the Employee's Name and the maximum length is 24 characters. **Authority:** It includes the Normal User and an Administrator. After configuring an Administrator, administrator verification is required to access the main menu. An administrator can set up a password maximum of 6 digits.



Identity Type: It includes Normal, VIP, and Blacklist. The normal identity type records the attendance of normal employees. The pop-up window varies for VIP and Normal Employees after verification. The user can customize these special settings in <u>Personality settings</u>.

An employee cannot open the door by facial recognition if/she is blocklisted. The user can set the photo capture and alarm functions in <u>System settings.</u>

Verification Method:

After entering the employee's basic information, tap **Next** to select the verification method.

<	New User	
	Complete	

Face Registration:

Tap the icon and then stand in the monitoring area. The registration is successful when the user's face is identified, and the photo will be saved.



Fingerprint Registration:

Tap the

🥙 icon to open the fingerprint registration page. Press your finger to register the

fingerprint.



- Press your finger repeatedly until you see a green indicator that indicates a successful registration. If you press different fingers on the fingerprint scanner on successive verifications, the prompt "Please use the same finger" appears on the screen.
- Once the fingerprint has been registered successfully, a dialog box appears as "Continue to enroll the next fingerprint?". Tap Yes to register the next fingerprint, or No to return to the fingerprint registration page.



Card Registration:

Tap the 🗐 icon to open the card registration page. Place your card close to the card swiping area.

*	Enroll Card Number	
	Please swipe card	
	Save	
	Save	
01	< 0 □	

4.2 Delete an Employee

- Tap the ¹¹ icon on the top right corner to initiate the deletion process.
- Select the employee to be deleted and tap the ⁹ icon.

<	User Lis	;t		× +
Please ent	es your name or User (D)			All ~
Face Ten	nplate:137 Users:137 Fingerprint Template:0			
•	Chase Wang		0	42
	Vic Sy		۲	40
(جيسيكا جونسون		•	3180112
6	Джессика Джонсон		0	3180113
Ģ	Inês Andréia		0	3180114
6	Adrián Agustín		۲	3180115
	Puck		0	3180110
6	グアムもセット		0	3180111
	Ken Liu		0	22
E	Swift Wu		@	

5 Communication Settings

To enable the communication between the device and the PC over a network, it is necessary to set the communication parameters on the device.

5.1 Wi-Fi Settings

Open **Communication Settings** → **Wi-Fi** to set the Wi-Fi parameters.

Viñ Setting	
Wireless Network	(2)
Select Network	
Other	

5.2 Ethernet Settings

Open **Communication Settings** → **Ethernet** to set the LAN parameters.

< Ne	etwork Settings
TCP/IP Settings	
Enable Ethernet	
DHCP	Automatic >
IP Address	192.168.212:25
Subnet Mask	255.255.255.0
Gateway Address	192.168.212.1
DNS	218.85.152.99
TCP Comm. Port	4370 🥖

Field	Description
Ethernet	Enable/Disable the Ethernet connection.
IP Address	The default IP Address is 192.168.1.201.
Subnet Mask	The default Subnet Mask is 255.255.255.0.
Gateway	The default Gateway Address is 0.0.0.0.
DNS	The default DNS Address is 0.0.0.0.
DHCP	Assigns dynamic IP Addresses to the network clients over a Server.
IP Mode	Displays the mode of IP Address. It can be static or dynamic.

5.3 Server Settings

Open **Communication Settings** → **Software Server Settings** to set the parameters for connecting the PUSH Server.

×.	Software Server Setting
Server Type	ZKBioSecurity >
Domain Name Server	3
Communication Address	110.80.38.74 💆
Communication Port	8158 🥖
Server Port	8658 🥖

Field	Description		
Server type	Select the software you want to connect: E.g.: BioTime, ZKBioSecurity.		
Domain Name Server	Enable the Domain Name Server.		
Communication Address	Set the IP Address of the software.		
Communication Port	Set the Communication Port of the software.		
Server Port	Server Port Set the Server Port of the software.		

6 Visitor Parameter

The Visitor Parameter is used to define the aspects related to their visit.

Visit	tor Parameter
Cyclic Delete Visitor	0 <u>2</u>
Cyclic Delete Visitor Record	0 🖉
Main Interface Title	Visitor Self-service Kiósk 👱
Volunteer Audit	3
Skip Face Registration	-13
QR Code	0
Detection Management	3
Declaration of Health Information	
Print Visitor Ticket	
المتا	Select Printing Logo

Field	Function		
Cyclic Delete Visitor	Here, the user can set to delete the visitor details in the system		
	when the memory is full. The default value is 0 which means the		
	details must not be deleted. The range is 0 to 1000.		
	When the visitor record memory is full, the user can set it to		
Cyclic Delete Visitor Record	delete the oldest records. The default value is 0 which means		
	the records must not be deleted. The range is 0 to 10000.		
Main Interface Title	The main screen title can be customized as per the		
	requirements. The maximum length is 24 characters.		
Volunteer Audit	If this function is enabled, a volunteer review is necessary to		
	register a visitor.		
Skip Face Registration	The visitor registration process will not have a face registration		
	step and no privacy agreement will be shown if this feature is		
	enabled.		
QR Code	If this feature is enabled, the main interface will display a QR		
	code.		
Detection Management	Set the appropriate parameters of the temperature screening		
Detection Management	module to enable or disable the temperature screening feature.		
Declaration of Health Information	If this function is enabled, the visitor registration process will		
	have the visitor health information declaration step.		
	If this function is enabled, the device will print the visitor ticket		
Print Visitor Ticket	after check-in.		

	The device supports the display of a custom logo image on the
Select Logo	main interface title. It will be printed on the visitor ticket too.
	(Upload logo in the U disk management)

6.1 Detection Management

Open Visitor Parameter -> Detection Management.

and a second second	
emperature Screening with infrared	
ligh Temperature Alarm	•
Abnormal Temperature Access Denied	0
ow Temperature Threshold	-92.0°C 👱
High Temperature Threshold	36.00 💆
emperature Unit	× -
emperature Measurement Distance	Near -
remperature Deviation Correction	1
Temperature Sensor Management	

Description of fields:

Temperature Screening with Infrared: When the feature is enabled, the device will screen the body temperature of visitors while registering the face.

Low-Temperature Alarm Threshold: If the temperature detected is lower than the set value, the data will be considered invalid and will not be included in the final temperature value.

High-Temperature Alarm Threshold: When the temperature detected is higher than the set value, the device will trigger an alarm when the visitor checks-in, and the temperature result will be displayed in red.

Abnormal Temperature Access Denied: When the temperature detected is higher than the threshold value, the device will deny visitor check-in.

Temperature Deviation Correction: Set the compensation value of the temperature detection data. The deviation value can be positive or negative.

Temperature Unit: Set the temperature unit as Celsius or Fahrenheit.

Temperature Measurement Distance: Set the temperature measurement distance as Close / Near / Far.

Temperature Sensor Management: Displays the MCU version of the temperature detection module.

7 System Settings

System Settings facilitate setting the system parameters based on your requirements.

7.1 Time and Date

Open System Setting → [Date & time].

8		Date and Time		
Set Date				2020-12-11
Set Time				02:54
roes claire	Dete and Time	2019-09-27 (PLUM)	Date and Time	100 PMI (22
-Hei Jorni		- setter		
	AUS 222 2979 Contraction of the second secon		13:53	

- Set the Date, Month, and Year on the calendar and tap OK.
- Move the Hour and Minute hands to set the time and tap OK.

7.2 Menu Timeout

Open System Setting → Menu Timeout.

When the Administrator logs into the device and no operation is performed within the menu timeout period, the device will automatically switch back to the home screen.



7.3 QR Code Settings

Open System Setting → QR Code Setting.

The users can set the URL address in two ways:

Synchronize from Cloud Server

When you choose to synchronize from the Cloud Server, the QR code address will be retrieved from the background Server. After setting the Server, use your phone to scan the QR code on the home screen. The visitor registration screen will be displayed on the phone. The QR code displayed on the device will automatically obtain the device's serial number information.

Custom Address

While choosing the Custom Address mode, the user can enter a valid URL address as the QR code address. E.g.: <u>http://www.zkteco.com/en.</u>


8 Data Management

Tap **Data Management** on the main menu to perform data management operations such as Deletion, Restoration, and Data backup.

8.1 Clear Data

Open **Data Management** → **Clear Data** to delete the data.



Description of fields:

Delete Attendance Data: Deletes all the attendance records in the device, or data in a specific time period.

Delete User Photo: Deletes all the user photos from the device.

Delete All Visitor: Deletes all the visitor details from the device.

Delete Visitor Record: Deletes all the visitor records from the device.

Delete Advertisement Information: Deletes all or some specific advertisement pictures from the device.

Delete all Attendance Photos: Deletes all the attendance photos from the device.

Delete all Blocklist information: Deletes all the blocklisted records from the device.

Delete all blocklist photos: Deletes all the blocklisted photos from the device.

Delete all stranger photos: Deletes all the stranger's photos from the device.

Delete Administrator role: Deletes the authority of a specific administrator from the device.

Delete Logo: Deletes the selected logo pictures from the device.

Delete Wallpaper Photos: Deletes the selected wallpaper pictures from the device.

Delete all data: Deletes all the data from the device.

8.2 Backup Data

Open Data Management → Backup & Restore → Data Backup.



Menu	Function		
Backup content	Backs-up all the data by default.		
Backup path	Set the backup path as Local backup/U-disk backup . Local backup: Backs-up the data to the specific path of the device by default. U-disk backup : Backs-up the data to the USB disk inserted into the device.		
After setting the details, tap Start backup to back up the content to the specific path of the device or the			

8.3 Restore Data

U-disk.

Open Data Management → Backup & Restore → Data Restore.

Menu	Function			
Restore content	Restores all the data by default, and data cannot be retrieved.			
	Set the path as Local backup/U-disk backup.			
	Local backup: Backs-up the data to the specific path of the device by			
Restore path	default.			
	U-disk backup: Backs-up the data to the USB disk inserted into the			
	device.			
After setting the details, tap Start restore to restore the data in the device or U-disk.				

After setting the details, tap **Start restore** to restore the data in the device or U-disk.

	Contraction of the second	
	()	
	0%	
Data Backup		Data Restore
Data Backup Restore Content		Data Restore

9 USB Management

Tap **USB Management** on the main menu. Insert a USB drive into the USB port of the device before uploading/downloading the data.

9.1 Uploading Data from the USB drive

Select **U-disk Management** → **USB upload**. The interface to upload the data from the USB drive will be displayed as shown below:

		USB Management		
		0%		
Upload User Data	USB Upload		USB Download	=
Upload AD Photo				÷
Upload AD Video				
Upload Logo				Ξ
Upload Wallpaper				=

Function
Uploads the user information from the USB drive to the device.
Create a folder in the root directory of the USB drive named "ad". Then, create a new folder named "picture" inside the folder "ad" to save the pictures for advertisements. The supported picture formats are JPG, BMP, GIF, and PNG.
Create a folder named "video" inside the folder "ad" to save the video advertisements. The supported file formats are AVI, 3GP, WMV, FLV, MP4, MKV.
Create a folder named "logo" to save the logos to be printed. The supported file formats are JPG, BMP, and PNG. The recommended file type is BMP with 1-bit depth.
Create a folder named "wallpaper" to save the photos. The supported file formats are JPG, BMP, and PNG. The recommended wallpaper size is 1920*1080.

10 Record Search

Tap **Record Search** on the main menu to search the required records in the Facekiosk device.

10.1 Visitor Record

Select **Record Search** \rightarrow **Visitor record** to view all the visitor records in the device. Tap $\stackrel{\text{les}}{=}$ to filter the records accordingly as shown below:



The sub-list is the visitor information, and the parent-list is the host information.

11 Advertisement Settings

Open **AD Setting** \rightarrow **Turn on AD Player** to turn on the Ad player. When it is switched on, you can set the switching time of the advertisement photo/video if the face is not detected. The features of Ad settings are given below:

5	AD Setting		
Turn On AD Player			0
AD Repetition Frequency(Photo)			4 1
Switch to Ad if face is not detected.			10 🖊
Timed Advertising Period(Can not check in during this time)			
Photo		Video	

Description of fields:

Ad Reception Frequency: Set the repetition frequency of the Advertisements.

Switch to Ad if face is not detected: Set the time duration after which the advertisement picture/video will be displayed if the face is not detected.

Advertisement Playing Time: Set the time period for the advertisement. If the advertising time span overlaps with the meeting's check-in/check-out time range or check-in/check-out time of individuals, when someone's face is identified in the monitoring area, the system switches to the face check-in interface and then switches back to the advertising interface when there is no check-in.

12 System Information

The System Information menu allows you to view the device storage and version information.

\$	System Information	
User Capacity		
Used 10000		Total 1000
Admin User Capacity		
Used 8		Total 2
Attendance Record Capacity		
Used D		Totel 10000
Visitor Record Capacity		
Used 1		Totál 10000
Stranger Photo Capacity		
Used 0		Total 300
Blocklist Photo Capacity		
Used D		Total 300
Attendance Photo Capacity		
Used 0		Tolal 1000
Device Name		FaceKiosk-H13/
Firmware Version		3.1.

Usage: The storage information includes User capacity, Admin capacity, Visitor Record capacity, Attendance Record capacity, Stranger Photo capacity, Blocklisted Photo capacity, and Attendance Photo capacity.

The device information includes Device Name, Firmware version, Push version, Face Algorithm version, Fingerprint Algorithm version, Serial Number, MCU version, Platform version of the device.

Check for Update: The device supports online updates for the firmware. Click here to check if there is a new firmware version for updating. The device is required to be in the WAN environment for the update.

13 **ZKBiosecurity Connection**

The device is designed to connect with the FaceKiosk module of the **ZKBioSecurity Software.**

13.1 Adding a Device

Perform the following steps to add the device to ZKBioSecurity software.

1. Open the ZKBioSecurity software then select FaceKiosk \rightarrow **Device** \rightarrow **Search Device** \rightarrow **Add.**

0	Device Serial Numbe	r l	Device Name	9, 10					Authorized Company
aceKiosk Device 🕞	The current query co								
ICEKIOSK DEVICE	and the second second second second		E Device Contro	- 🔯 View and Get Device Info	- 🕘 Clear Device D	ata -			
avice at Attendance By	Device Serial Number	Device Name	Device Model	IP Address	Area Name	Enable Status	Regisl Commands to be Device Executed	Personnel Quantity	Operations
ea et Attendance By	5729191300009	5729191300009	Fa	Searc	h Device		3	0	Edit Delete View Command
rson	CGJ4194860001	<u>7B</u>	Oti Search					0	Edit Delete View Command
	CGFG19526013	7 CGFG195260137	Fa		Searched de	evices count:11		1	Edit Delete View Command
	5458183900031	5458183900031	G4 Total Progre	ss 100%		devices added:10		1	Edit Delete View Command
	CEX9191060010	CEX9191060010	Fa IP Address	Serial Number		0	5	1	Edit Delete View Command
	CKVS20206002	3 CKVS202060023	G4 IP Address	Serial Number Device Type	Operations		14	1	Edit Delete View Command
	175269440002	175269440002	Fa 172.31.1.10	6671191300617 FaceKiosk	Add		1	0	Edit Delete View Command
	CGJ6190760005	<u>CGJ6190760005</u>	Fa 172.31.1.10		This device has bee	en added		1	Edit Delete View Command
	175260200001	175260200001	Fa 172.31.1.10		This device has bee			1	Edit Delete View Command
	CEX9191160017	CEX9191160017	Fa 172.31.1.10		This device has bee		2	1	Edit Delete View Command
			172 31 1 10		This device has bee				
			172.31.1.10	CKVS2020600; FaceKiosk	This device has bee	en added			
			172.31.1.10	CEX919106001 FaceKiosk	This device has bee	en added			
			172.31.1.10	545818390003 FaceKiosk	This device has bee	en added			
			172.31.1.10	CGFG1952601 FaceKiosk	This device has bee	en added			
			A The correctly.	rent system communication port is	s 8158, please make s	sure the device is se			
			-						
edia 🕀									
9									

13.2 Visitor Management

13.2.1 Set the FaceKiosk as an Entry Point

In the Visitor module, select the FaceKiosk device that has been added in the FaceKiosk module as an entry place.

ZKTECO	2 1	٢	-		1	8	RI	I II	6		Welcome,admin 🖓 👘 🗊 🕕
©	Place Name	-	Q (8)								
Registration	The current query co										
	C Refresh Ne	ew 👘 Delete	Automatic	Exit Place							
Reservation	Place Name		IP Addres	ss Area	Name	Visitor Machine Type	Photo Collec	tion Documen Collection	IP Camera Name	Operations	
🕫 Basic Management 🕞	BinCV		192,168.2	12.195 Area	Name	FaceKlosk Visitor	Des USB Camera	USB Came	ra	Edit Delete	
Parameters	server		127.0.0.1	Area	Name	Ordinary Compute	r USB Camera	USB Came	ra		
Device Debugging	1.000										
Print Settings											
Visilor Levels								Edit			
Host Levels					Pla	e Name*	BioCV				
Visited Department Levels						ddress"		8 . 212 . 195	Test Connection		
Enth Hace						sical information* tor Machine Type	17526944 FaceKios	Visitor Devic			
Visit Reason						rmation screen Na			-		
E-mail Notification						ault permissions					
Custom Attributes					Are	a Name*	Area Nan	e r			
							OK	Cancel			
					1	-					

13.2.2 Host Settings

Add the person in the Personnel module, and then select the person who needs to be set as the host in the **[Visitor Module]** \rightarrow **[Host Level]**.



13.2.3 Visit Reason Settings

Add the purpose of visit in **[Visitor Module]→[Visit Reason].** It will synchronize to the device automatically.

ZKTECO	20000		2 (1)	
C Registration	Visit Reason Q 🛞 The current query conditions None Refresh 🌁 New 🔐 Delete			
Reservation 💮	Visit Reason	Create Time Last Update Time Operations		
Base Management Aramelers Device Debugging Print Settings Visitor Levels Host Levels	Viał	2020-03-03 11 53:47 2020-03-03 11 53:47		
Vasted Department Levels Entry Place Visit Resour E-mail Notification Custom Attributes		Now Vext Reason* I Save and New CK	Cancel	

13.2.4 Reservation Audit Settings

Turn on the audit function in **[Visitor Module]** \rightarrow **[Basic Management]** \rightarrow **[Parameters].** The visitor reservation will need to be approved before check-in & check-out. If this feature is turned off, the visitor will be able to check-in directly after completing registration on the FaceKiosk self-service device.



13.2.5 Email Notification Settings

Before using the visitor Email notification function, the user needs to configure the Email Parameter settings in the System settings module of the software.

ZKTEED		a 1 5 0	
Basic Management Operation Log	Sondar Receiver Q Sondar The current query conditions None Relevant Delete II Email Parameter Settings II Export Sender Receiver Subject Submit Time	Send Time Status Error Message	
Database Management Area Setting Department	shawn deng@zkteca.com Visiter Check In Holfs 2020-03-03 13-57-55 shawn deng@zkteca.com shawn deng@zkteca.com Visiter Check In Holfs 2020-03-03 13-57-55		a
E-meil Management	A 2.Confirm the	Settings	

The user can also edit the Email notification template in **[Visitor Module]→[Advanced]→[Alert Template].**

	0		
Tempiate Name	Te	Template Type Event Type Q (8)	
Registration The current query cond Reservation Template Name Basic Management Visitor Reservation Advanced Visitor Reservation Category Visitor Reservation Visitor Reservation	Template Name" // Template Type" Event Type" Send Rule	Edt Edt Send notification to the Host Send notification to the Visitor Additional contact Example: 123@formail.com,458@formail.com	*
Alett Template <u>Visitor Annved</u> (E Linkage	Body Th Visitor Info" f	Visitor Reservation Audit Notification The following are visitor sudit status information: Field Visitor Name Certificate Type Certificate Number Company Visit Reason Visit Reason Visit Reason Visit Reason Visit Time Visit Time Please do not reply to this email! Sincerely ZKBioSecurity	
		OK Cancel	

The visitor will receive an email with a QR code after the reservation is approved, which can be used for check-in and check-out on the FaceKiosk self-service visitor device.



13.2.6 Invitation

The user can send the invitation Email through [Visitor Module]→[Reservation]→[Invitation].

ZKTECO		R	0	Ð		Ē	€	63					(i) (i) (i)
	(±)	C+ Refres	nt query con sh 📑 New	ditions None	Rese	Department nd		New	Email Address	×	Status	9.0	
Reservation Reservation Audit Invitation		be	ost Name	Der	Host Host Ema	Name * Department Address * Date *		I 2020-12-16 ОК	18:57 Cancet	Dontent 语发送成功			No

Description of fields:
Host ID: Enter the Host ID.
Host Name: Automatically fills the name of the host.
Host Department: Automatically fills the host's department.
Email Address: Enter the Email address of the guest who needs to be invited.
Send Date: Select the date and time to send the Email.
Content: Enter the invitation content.

13.2.7 Visitor Registration QR Code Settings

In **[Visitor Module]** \rightarrow **[Basic Management]** \rightarrow **[Parameters]**, enter the Server Address and Port number to generate the reservation QR code, and set the validity time of the QR code.



Scan the QR code to open the mobile registration interface. Fill in the required information to complete the registration process as below.

Self-se	rvice Registration					
	0					
First Name*	First Name					
Last Name	Last Name					
Mobile Phone*	Mobile Phone					
Email*						
Gender						
Host/Visited*	Host/Visited					
Host Number*	Host Number					
Visit Department*	Visit Department					
Certificate Type*	ID					
Certificate No.*	Certificate No.					
Visit Reason						
Visit Time	20' 5-09 18:58					

13.2.8 Declaration of Health Information

Open **[Visitor Module]** \rightarrow **[Basic Management]** \rightarrow **[Parameters]** to enable the health information declaration function, to register the epidemic prevention information, and enter the temperature of visitors in the mobile visitor registration interface.

O Information Declaration	
Information Dec	laration
1.Have you ever contact with COVID-	19 infected people?
Yes	
No	×
2.Have you ever been severely COVIE	0-19 affected areas?
Yes	
No	~
3.Do you have fever symptoms?	
Yes	
No	~
4.Please enter your body temperatur	e
	°C
I have agreed with visitors who fa cannot continue their visiting and ne- legal responsibilities.	
Next	

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