ZKTeco

Quick Start Guide

UA660/760/860
Version 1.0
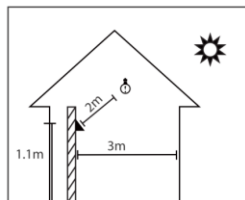Date: December, 2016

Device Overview

TFT Screen

Indicator

Keypad

Fingerprint Sensor

Access Control Socket

Ethernet Connection

Printer Connection
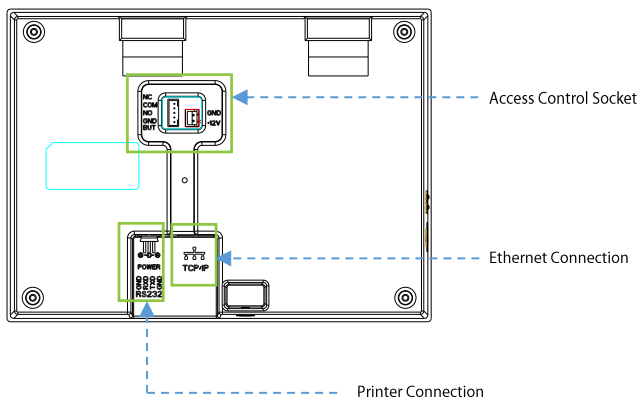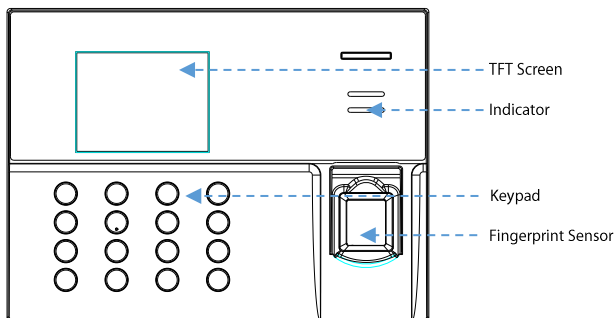
Device Overview

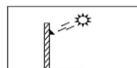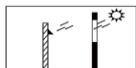## 1. Installation Environment

a. Recommended Locations

Install the device indoors at least 10 feet (3m) away from window, and 6.5 feet (2m) from light source.
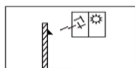It is not recommended to install on the windows or in outdoor.
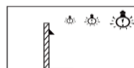
b. Not Recommended Locations

Direct Sunlight Outdoor

Direct Sunlight Through Windows
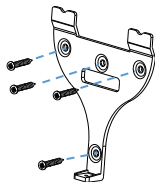
Indirect Sunlight Through Windows

Too close to light source
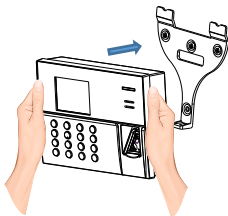
2. Installation Steps

STEP 1

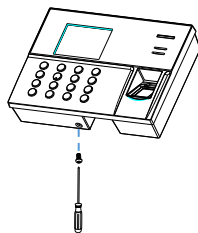Drill holes in wall and fix the back plate as shown.

STEP 2

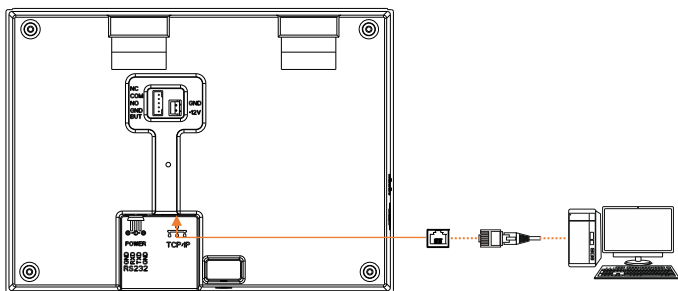Hold the device and fix it with the upper hook first and then follow the next step.

STEP 3

Finally, after fixing the upper hook, tighten screw at the bottom of the device.
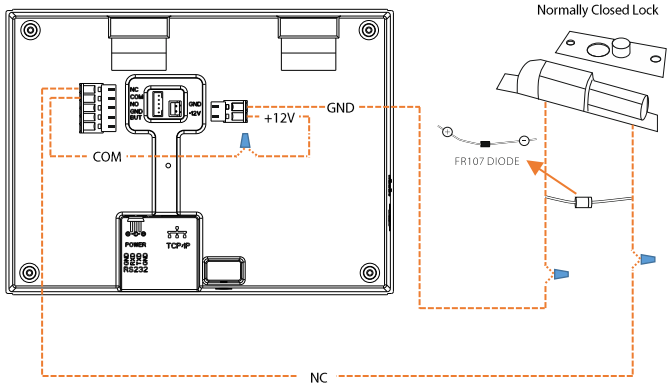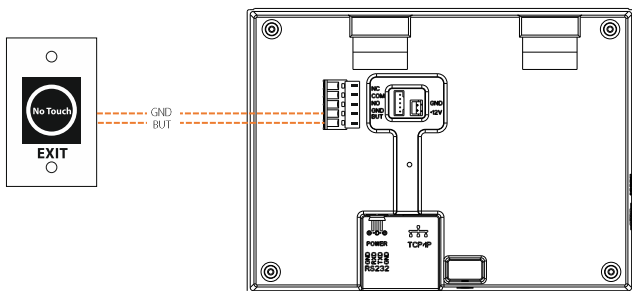
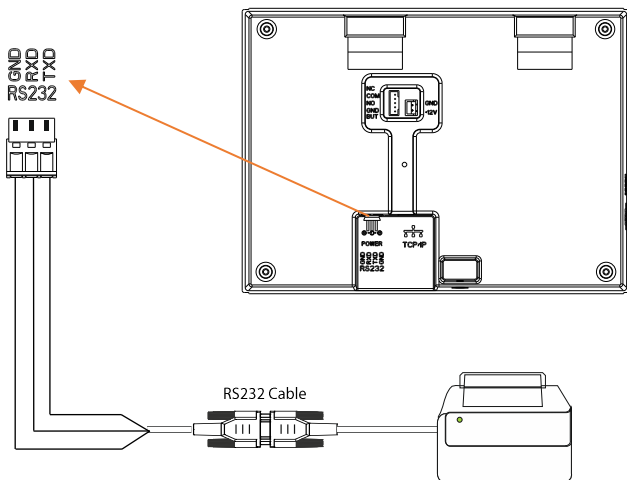1. Ethernet Connection

2. Device sharing power with lock

Normally Closed Lock

GND

+12V

COM

FR107 DIODE

NC

3. Button Connection

4. Printer Connection

RS232 Cable

System Interfaces

1. Enrolling New User

Go to Main Menu→User Mgt→New User

New User	
User ID	22
Name	
User Role	Normal User
Fingerprint	0
Badge Number	
Password	

User ID: Enroll user ID; it supports 1-9 digits of numbers.

Name: Enter a user name through the keyboard.

User Role: Select the user role between Normal User and Super Admin.

Fingerprint: Enroll a fingerprint or fingerprints.

Badge Number: Swipe your ID card to register.

Password: Enroll the password; it supports 1-9 digits of numbers.

User Photo: Click to register your picture.

Access Control Role: Define group for management convenience.

2. Access Control

Go to Main Menu→ Access Control

Access Control
Time Schedule
Holidays
Access Groups
Combined Verification
Access Control Options
Duress Options

Access Control Options: Set parameters to control locks and related device.

Time Schedule: Every user can set 3 time zones. "or" exists among the three zones.

Holidays: A holiday access control time can be set.

Access Groups: Grouping is to manage employees in groups.

Combined Verification: Make various groups into different access controls to achieve multi-verification and improve security.

Anti-passback Setup: "In" record must match "out" record, or the gate won't open.

3. Comm Settings

Go to Main Menu→ Comm Settings

COMM. Settings
Ethernet
Serial Comm
PC Connection
Cellular Data Network
Wireless Network
ADMS

Ethernet: The device can communicate with PC via this setting.

Serial Comm: The device can communicate with PC via the serial port according to the user defined parameters.

PC Connection: Set the password and Device ID so that you can connect the device with software in PC.

ADMS: Setting used for connecting with ADMS server.

Wireless Network: Use to connect the Wi-Fi.

**ADMS:** Settings used for connecting with ADMS server.

4. Verification

➢ 1:N Fingerprint Verification

The terminal compares the current fingerprint collected by the fingerprint collector with all fingerprint data on the terminal.


➢ 1:1 Fingerprint Verification

In the 1:1 fingerprint verification mode, the terminal compares the current fingerprint collected through the fingerprint collector with that in relation to the user ID entered through the keyboard.
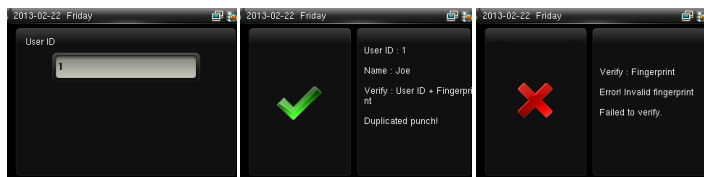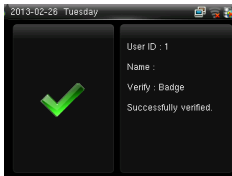

➢ Password Verification

In the password verification mode, the terminal compares the password entered with that in relation to the user ID.
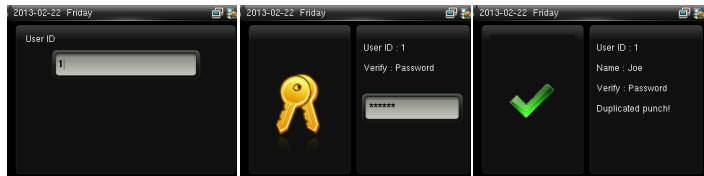
System Interfaces

➢ **ID card verification**

If you have your ID card number enrolled in the system, you can pass the verification by swiping your ID card at the swiping area in a proper way.
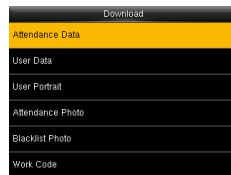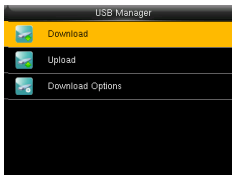

5. Attendance Records

Go to Main Menu➔ Attendance Search➔ Attendance Record

Employee's attendance record will be saved in the device. Enter the User ID and then select the time range for which attendance is required.

6. Attendance record on PC

Go to Main Menu➔ USB Manager➔ Download➔ Attendance data

A. Insert the USB disk correctly.
B. Download the attendance data to the disk.
C. Then upload data from the disk to your computer. The downloaded data file is "Device Serial Number.dat". You can open it to view.

7. Backup Data

To prevent data loss, you can back up the data to local drive or USB disk at any time.
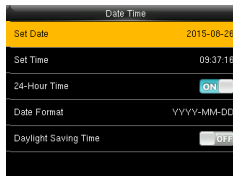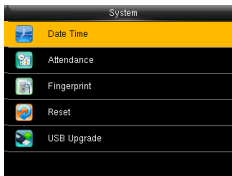
Go to Main Menu➔ Data Mgt.➔ Backup data➔ Select the content required
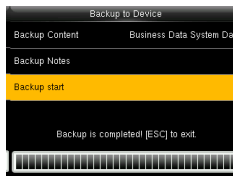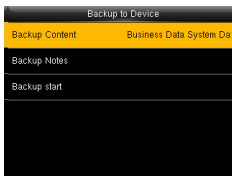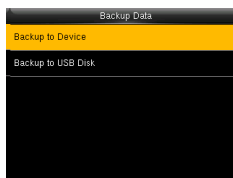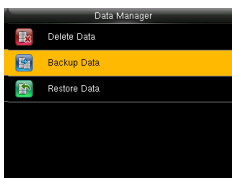
8. Some Miscellaneous settings

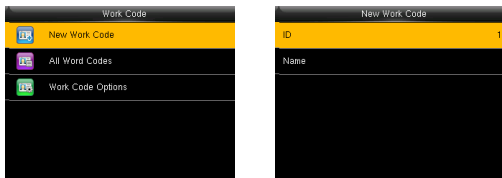Go to Main Menu➔ System➔ Date Time

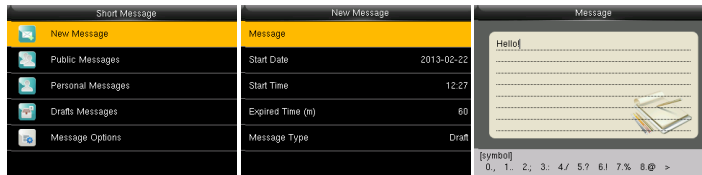Set date and time from this setting.

System Interfaces

Go to Main Menu→ Work Code→ New Work Code

Work code is for employees who are engaged in different types of work which may vary with time periods.

Go to Main Menu→ Short Message

Enter the short message on the keyboard. Set the time when SMS comes into effect.

Go to Main Menu→ Autotest

The auto test enables the system to automatically test whether functions of various modules are normal, including the LCD, voice, sensor, keyboard and clock tests.