

# **Quick Start Guide**

#### SpeedFace M4

Version: 1.1

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.

#### Overview



## **Terminal Block**



Note: Features and parameters with ★ mark are not available in all devices.

# **Standalone Installation**



**Device Installation** 



- ① Attach the mounting template sticker to the wall, and drill holes according to the mounting paper. Fix the back plate on the wall using wall mounting screws.
- 2 Attach the device to the back plate.
- ③ Fasten the device to the back plate with a security screw.

### **Ethernet Connection**

Connect the device and the system software over an Ethernet cable. An example is shown below:



Click [COMM.] > [Ethernet] > [IP Address], input the IP address and click [OK]. Note: In LAN, IP addresses of the server (PC) and the device must be in the same network segment when connecting to ZKBioAccess IVS software.

#### Door Sensor, Exit Button, Power & Alarm Connection



Recommended AC adapter: 12V, 3A

• To share the power with other devices, user an AC adapter with higher current ratings.

# **Lock Relay Connection**

The system supports both Normally Opened Lock and Normally Closed Lock. The NO Lock (normally opened when powered) is connected with 'NO1' and 'COM' terminals, and the NC Lock (normally closed when powered) is connected with 'NC1' and 'COM' terminals. The power can be shared with the lock or can be used separately for the lock, as shown in the example with NC Lock below:



#### 1. Device not sharing power with the lock

2. Device sharing power with the lock



# Wiegand Reader & Access Controller Connection



Wiegand Reader

### **RS485** Connection



## **User Registration**

When there is no super administrator set in the device, click on  $\equiv$  to enter the menu. Add a new user and set User Role to Super Admin, then the system will request for the administrator's verification before entering the menu. It is recommended to register a super administrator initially for security purposes.

#### Method 1: Registering on the device

Click on  $\equiv$  > [User Mgt.] > [New User] to register a new user. The options include entering the user ID and Name, setting User Role, registering a Palm<sup>\*</sup>, Face, Card Number, Password and adding Profile Photo.



#### Method 2: Register on ZKBioAccess IVS software

Please set the IP address and cloud service server address in the Comm. Menu option on the device.

 Click [Access] > [Access Device] > [Device] > [Search Device] to search the device on the software. When an appropriate server address and port is set on the device, the searched devices are displayed automatically.

port Q Search Device 모 Device Control ~ ()	Set up * 😡 View and Get Device Info*	Dommunication *
Step 1 Search Dev	vice	× mware Version
oad Search Tools to Local Disk		
Searched devices count:1		
ce Type Serial Number	8	
55.255.0 192.168.213.1 Mail and a solution Pro	Add .	
	Add	×
Device Name *	192.168.213.79	
Icon Type *	Door	
Area *	Area Name	
Add to Level		
Clear Data in the Device when Adding		
[Clear Data in the Device when Add record), please use with caution!	ding] will delete data in the device(e	except event
6	Step 4	
ок		
	Step 1 Search Io and Search Tools to Local Texa Search Hosh to Local Texa Search Hosh to Local Texa Search Id devices Count 1 Search Id Mumber Devices Search Humber Device Name * Loon Type * Area * Add to Level Clear Data in the Device when Adding M [Clear Data in the Device when Adding	Add Sarch Tools to REATERS Search Montes to Rectar Table Series Series Number  Stars Series Series Number Device Type Set Server Open  S52555 192.168.213.79  Con Type Door  Area Name  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Add to Level  Clear Data in the Device when Adding  Adding  Add to Level  Clear Data in the Device when Adding  Adding  Add to Level  Clear Data in the Device when Adding  Adding  Add to Level  Clear Data in the Device when Adding  Addi

- Click [Add] in operation column, a new window will pop-up. Select Icon type, Area, and Add to Level from each dropdowns and click [OK] to add the device.
- 3. Click [Personnel] > [Person] > [New] and fill in all the required fields to register a new users in the software.
- 4. Click [Access] > [Device] > [Device Control] > [Synchronize All Data to Devices] to synchronize all the data to the device including the new users.

For more details, please refer to the ZKBioAccess IVS User Manual.

#### Method 3: Register on the phone

Once the ZKBioAccess IVS software is installed, the users could enroll their face via a browser application on their own mobile phone.

 Click [Personnel] > [Parameters], input "http://Server address: Port" in the QR Code UGL bar. The software will automatically generate a QR code. Scan the QR code or login onto "http://Server address: Port/app/v1/adreg" by the mobile phone to register users.



 The users will be displayed in [Personnel] > [Temporary Personnel], click on [Review] option and assign a department and click [OK] to successfully add the user.

ZKTECO	2	3 0	0 🖉	• Ø			w	koome, admin 🔅 🛞 🕕 🕐 🕛
©		Gi lannar		lame	Q (8)			
👤 Personnel 💿		current query co	ndtions None slaw 🔐 Delate					
Person	1	Personnel ID		Last Name	Mable Phane	Satur	Create Time	Conston
Department	-							
Temporary Personnel		4835	Mke		60			Databa
Custom Attributes					1 A			
Parameters								
Card Management ①	R	< 1-1 - ;	50 rows per	page - Jump To 1	/0 Page Total of 0 recor	da .		

## **Ethernet and Cloud Server Settings**

Click on  $\equiv$  > [COMM.] > [Ethernet] to set the network parameters. If the TCP/IP communication of the device is successful, the icon  $\square$  will be displayed in the upper right corner of the standby interface.

Click on  $\equiv$  > [COMM.] > [Cloud Server Setting] to set the server address and server port, that is, the IP address and port number of the server after the software is installed. If the device communicates with the server successfully, the icon  $\cong$  will be displayed in the upper right corner of the standby interface.

Ð	Mai	n Menu		5	Ethernet		5	Cloud Server	Setting	
	U		Ø	IP Address		192.168.163.200	Server	r mode	ADMS	
User Mgt.	User Role	COMM	System	Subnet Ma	sk	255.255.255.0	Enable	e Domain Name	$\bigcirc$	
8	5			Gateway		192.168.163.1	Server	r Address	0.0.0.0	
Personalize	Data Mgt.	Access Contro	Attendance Search	DNS		0.0.0.0	Server	r port	8081	
				TCP COM	M. Port	4970	Enable	e Proxy Server	$\bigcirc$	
Autotest	System Info	•		DHCP		$\bigcirc$	HTTP	s		
				Display in S	Status Bar					

## **Access Control Settings**

Click on  $\equiv$  > [Access Control] to enter the access control management interface and set relevant parameters of access control.

5	Mair	n Menu		5		Access Control	1	5		Access Cont	rol Options
	U		Ø			Access Control Options			Control I		
User Mgt.	User Role	COMM.	System	٥	5	Time Rule setting		Verific	ation M	ode	Passwo
3	3			9	ę.	Holidays		Door a	vailable	time period	
Personalize	Data Mgt.	Acces Control	Attendance Search	6	à	Combined Verification		Norma	il open t	ime period	
				±9	ą	Anti-passback Setup		Maste	r Device		
Autotest	System Info			Δ	X.	Duress Options		Slave	Device		
								Auxilia	iry input	configuration	
								Verify	mode b	y RS485	
								Speak	er Alarn	n	
								Reset	Access	Setting	

Password/Card/Face... 1 None In Out

Card Only

# **Records Query**

earch	onal Record Sea	Per	5	Attendance Search	5		Menu	Mair	5
Records:04	Time Number of Re	User ID	Date 03-03	Event Logs		Ö	<b>N</b>	1	
	11:25 11:25 11:22	4		Attendance Photo		System	COMM	User Role	User Mgt.
	11:25	3							
Records:04	Number of Re 11:29	1 1	03-04	Blocklist ATT Photo				3	
	11:29 11:21	3			1	Atter lance	Access Contro	Data Mgt.	Personalize
	11:28 11:26	2			1	* <b>-</b>			
Records:04	11:26 Number of Re	4	03-05		1				
	1 11:27		0.000		1				
	11:27	4			1			System Info	Autotest
	11:27	3			1				
	11:27	2			1				
					1				
					1				
					1				
					1				
					1				
					1				
					1				
					í I				
					í I				

Click on  $\equiv$  > [Attendance Search] > [Event Logs] to enter the records query interface, input the user ID and select the time range, the corresponding event logs will be displayed.

#### **Detection Management Settings**

Click on  $\equiv$  > [System] > [Detection Management] to enter the setting interface.

- You can Enable mask detection function, and enable the Deny access without mask and the Trigger external alarm, the device will send an alarm prompt when the user doesn't wear a mask, meanwhile the user will be forbidden to access, as shown in the following figure.
- When the Allow unregistered people to access is enabled, you can also set Enable capture of unregistered person to save the user photo.







# Recommended Palm Gestures 🛧



KEEP EFFECTIVE DISTANCE OF 30-50 cm



KEEP SPACES BETWEEN YOUR FINGERS



DO NOT KEEP YOUR FINGERS CLOSE



DO NOT KEEP PALM OUTSIDE COLLECTION AREA



DO NOT KEEP YOUR FINGERS FOLD/CURLED

#### Note:

- 1. Place your palm within **30-50 cm** of the device.
- 2. Place your palm in the palm collection area, such that the palm is placed parallel to the device.
- 3. Make sure to keep space between your fingers.
- Please avoid direct sunlight when using the palm function outdoors. According to laboratory test, the palm recognition effect is best when the light intensity is not more than 10,000 lux.

ZKTeco Industrial Park, No. 32, Industrial Road,

Tangxia Town, Dongguan, China.

Phone :+86 769 - 82109991

Fax :+86 755 - 89602394

www.zkteco.com



Copyright © 2023 ZKTECO CO., LTD. All Rights Reserved.