

# License Activation and Deactivation Manual

## ZKBio Time

Date: September 2023

Software Version: 8.0.8 & above

Doc Version: 8.0

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](http://www.zkteco.com).

Copyright © 2023 ZKTECO CO., LTD. All rights reserved.

Without the prior written consent of ZKTECO CO., LTD 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 CO., LTD. Other trademarks involved in this manual are owned by their respective owners.

## Disclaimer

This manual contains information on the operation and maintenance of the ZKTeco product. The copyright in all the documents, drawings, etc. in relation to the ZKTeco supplied product vests in and is the property of ZKTeco. The contents hereof should not be used or shared by the receiver with any third party without express written permission of ZKTeco.

The contents of this manual must be read as a whole before starting the operation and maintenance of the supplied product. If any of the content(s) of the manual seems unclear or incomplete, please contact ZKTeco before starting the operation and maintenance of the said product.

It is an essential pre-requisite for the satisfactory operation and maintenance that the operating and maintenance personnel are fully familiar with the design and that the said personnel have received thorough training in operating and maintaining the machine/unit/product. It is further essential for the safe operation of the machine/unit/product that personnel have read, understood, and followed the safety instructions contained in the manual.

In case of any conflict between terms and conditions of this manual and the contract specifications, drawings, instruction sheets or any other contract-related documents, the contract conditions/documents shall prevail. The contract specific conditions/documents shall apply in priority.

ZKTeco offers no warranty, guarantee, or representation regarding the completeness of any information contained in this manual or any of the amendments made thereto. ZKTeco does not extend the warranty of any kind, including, without limitation, any warranty of design, merchantability, or fitness for a particular purpose.

ZKTeco does not assume responsibility for any errors or omissions in the information or documents which are referenced by or linked to this manual. The entire risk as to the results and performance obtained from using the information is assumed by the user.

ZKTeco in no event shall be liable to the user or any third party for any incidental, consequential, indirect, special, or exemplary damages, including, without limitation, loss of business, loss of profits, business interruption, loss of business information or any pecuniary loss, arising out of, in connection with, or relating to the use of the information contained in or referenced by this manual, even if ZKTeco has been advised of the possibility of such damages.

This manual and the information contained therein may include technical, other inaccuracies, or typographical errors. ZKTeco periodically changes the information herein which will be incorporated into new additions/amendments to the manual. ZKTeco reserves the right to add, delete, amend, or modify the information contained in the manual from time to time in the form of circulars, letters, notes, etc. for better operation and safety of the machine/unit/product. The said additions or amendments are meant for improvement /better operations of the machine/unit/product and such amendments shall not give any right to claim any compensation or damages under any circumstances.

ZKTeco shall in no way be responsible (i) in case the machine/unit/product malfunctions due to any non-compliance of the instructions contained in this manual (ii) in case of operation of the machine/unit/product beyond the rate limits (iii) in case of operation of the machine and product in conditions different from the prescribed conditions of the manual.

The product will be updated from time to time without prior notice. The latest operation procedures and relevant documents are available on <http://www.zkteco.com>.

If there is any issue related to the product, please contact us.

## 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](mailto:sales@zkteco.com).

To know more about our global branches, visit [www.zkteco.com](http://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-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 activation of **ZKBio Time Software License**.

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:

### 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.

## Contents

<b>1</b>	<b>OVERVIEW.....</b>	<b>6</b>
<b>2</b>	<b>LICENSE UPDATE INFORMATION.....</b>	<b>6</b>
2.1	ONLINE ACTIVATION.....	9
2.2	OFFLINE ACTIVATION.....	11
<b>3</b>	<b>LICENSE DEACTIVATE.....</b>	<b>14</b>
3.1	ONLINE DEACTIVATE.....	14
3.2	OFFLINE DEACTIVATE.....	16

## 1 Overview

ZKBio Time provides unified management to customers in terms of time management and operational safety. It helps the customers to continuously improve safety management by affording a simple and efficient platform that can manage all the time and security-related aspects at a single instance.

### Features

- With a powerful data handling capacity, the system can manage the attendance data of 10,000 employees.
- The visual and reliable operating procedure gives you years of attendance management experience.
- Automatic user management makes the system simpler and more efficient.
- The hierarchical management ensures user data security.
- The real-time data processing system ensures data availability to the administrators at any time.

## 2 License Update Information

You can view the software version and license details in the **About** option. It also provides numerous facilities such as;

- Online Activation
- Offline Activation
- License Update
- Export & Import License
- Downloading Mobile App, and more.

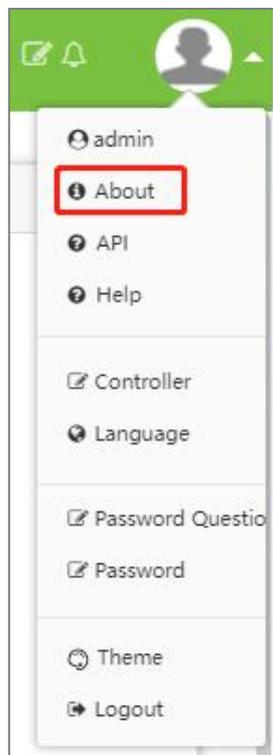
You can also download the fingerprint driver for using the USB fingerprint reader with your PC.

Below are the two methods to go to the **About** interface:

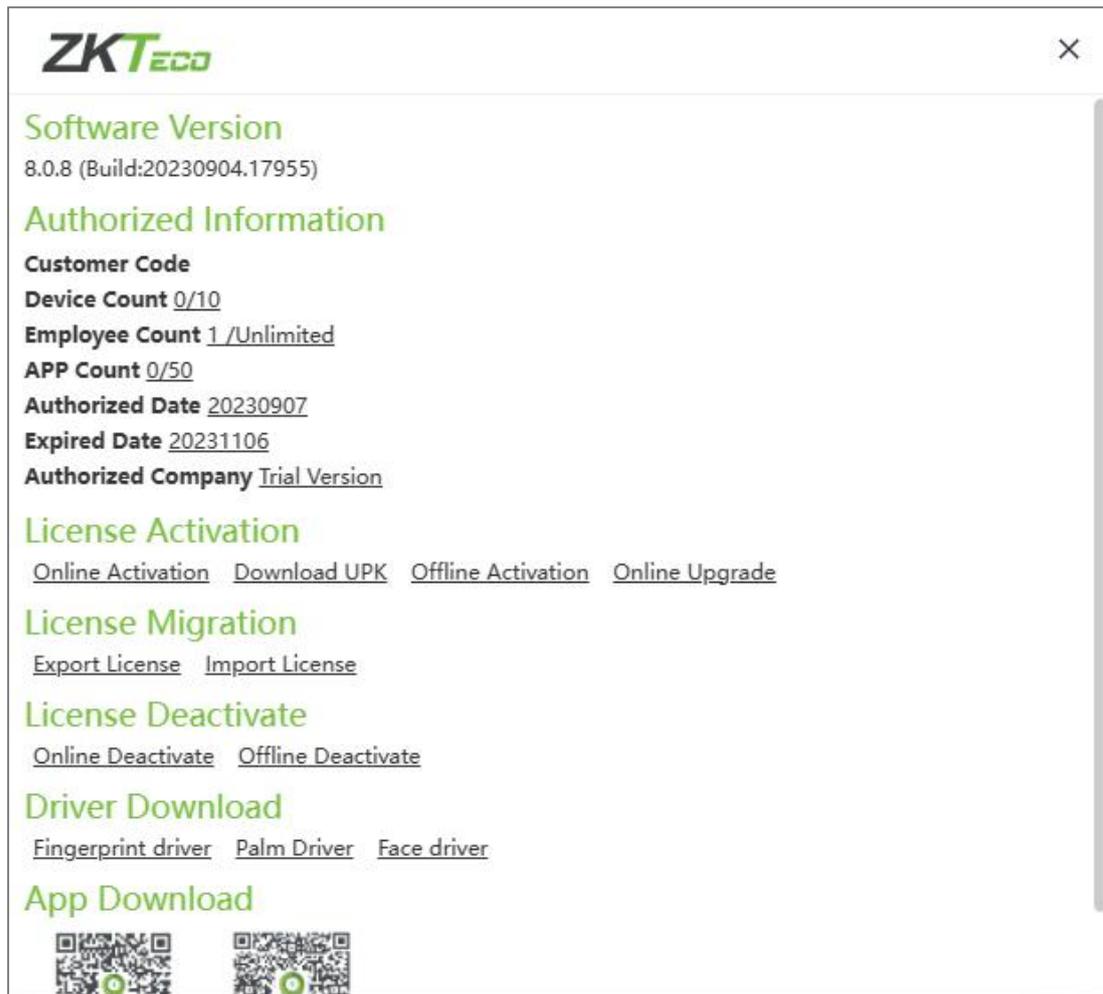
- **Method 1:** On the **Login** page, click **About** to view the About interface.



- **Method 2:** Login to the ZKBio Time software, click the profile icon , and then click **About** from the menu list.



### About interface

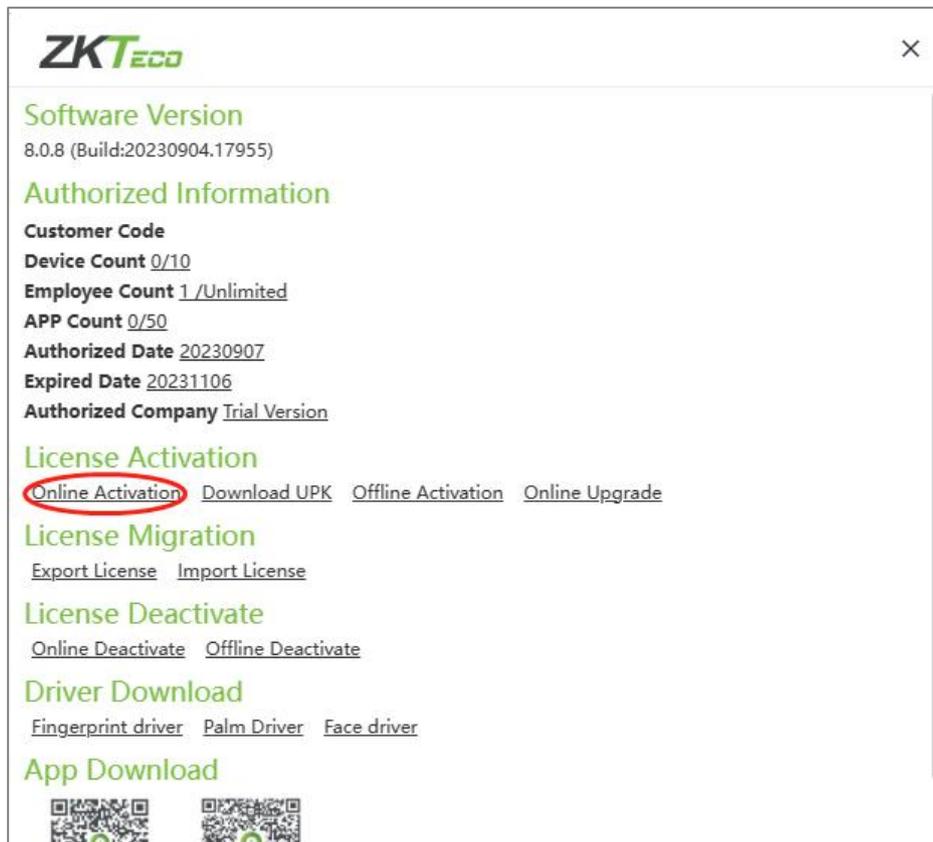


## 2.1 Online Activation

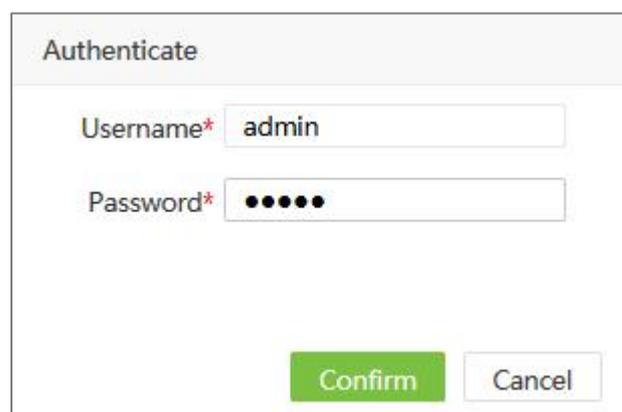
This method is used for activating the software using internet connection. In the case of software re-installation, please use this same method to activate the software again.

Before using this function, you should get the **.xml** document from your dealer for online activation.

- On the **About** interface, click **Online Activation** to perform the online license activation process.



- On the **Authenticate** window, fill in the authentication information, that is the **Super Admin** username and password to process the online activation.

A screenshot of the 'Authenticate' dialog box. It has a title bar with the text 'Authenticate'. Below the title bar, there are two input fields: 'Username\*' with the value 'admin' and 'Password\*' with six dots. At the bottom of the dialog, there are two buttons: 'Confirm' (green) and 'Cancel' (white).

- On the **Online Activation** window, fill in the necessary registration information.
- On the **SN File** field, click **Browse** to select the xml file **XX\_SN.xml** received from the sales team, and then click **Active** to activate your software.

The screenshot shows a window titled "Online Activation" with a close button (X) in the top right corner. The window contains several input fields for registration information:

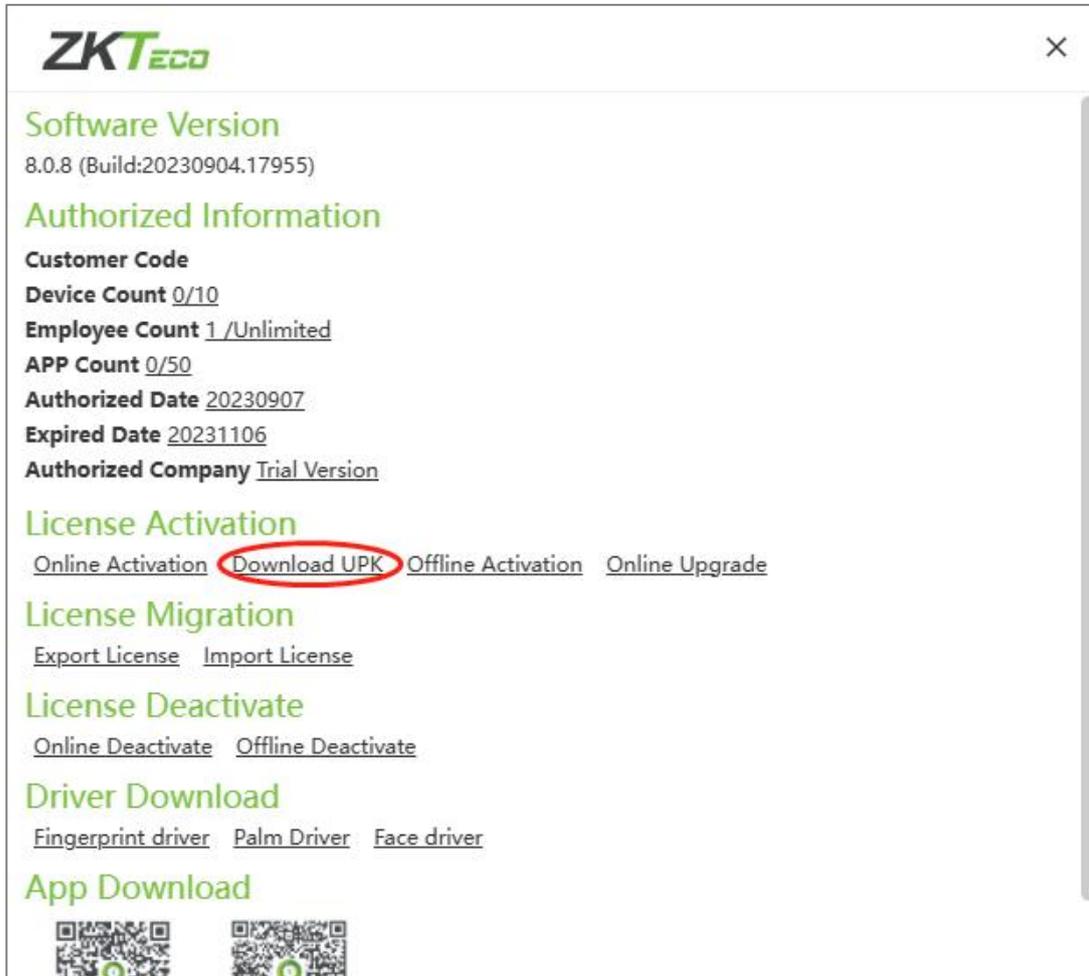
- Company\***: Text input field containing "xm".
- Country\***: Text input field containing "xm".
- City\***: Text input field containing "xm".
- Email\***: Text input field containing "565954020@qq.com".
- Address\***: Text input field containing "xmjm".
- Contact Person**: Empty text input field.
- Telephone**: Empty text input field.
- Industry**: Dropdown menu with "Government" selected.
- Supplier**: Empty text input field.
- SN File\***: File selection field with a "Choose File" button and the text "Access secur...0929-SN.xml".

At the bottom right of the window, there are two buttons: a green "Active" button and a white "Cancel" button.

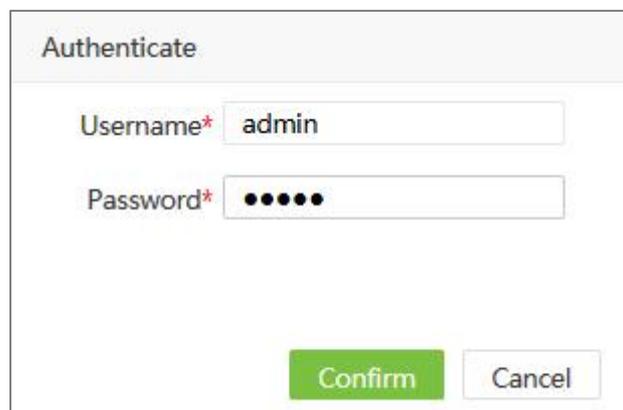
## 2.2 Offline Activation

This method is used when the computer disconnects from the network.

- On the **About** interface, click **Download UPK** to perform the online license activation process.



- On the **Authenticate** window, fill in the authentication information, that is the **Super Admin** username and password.



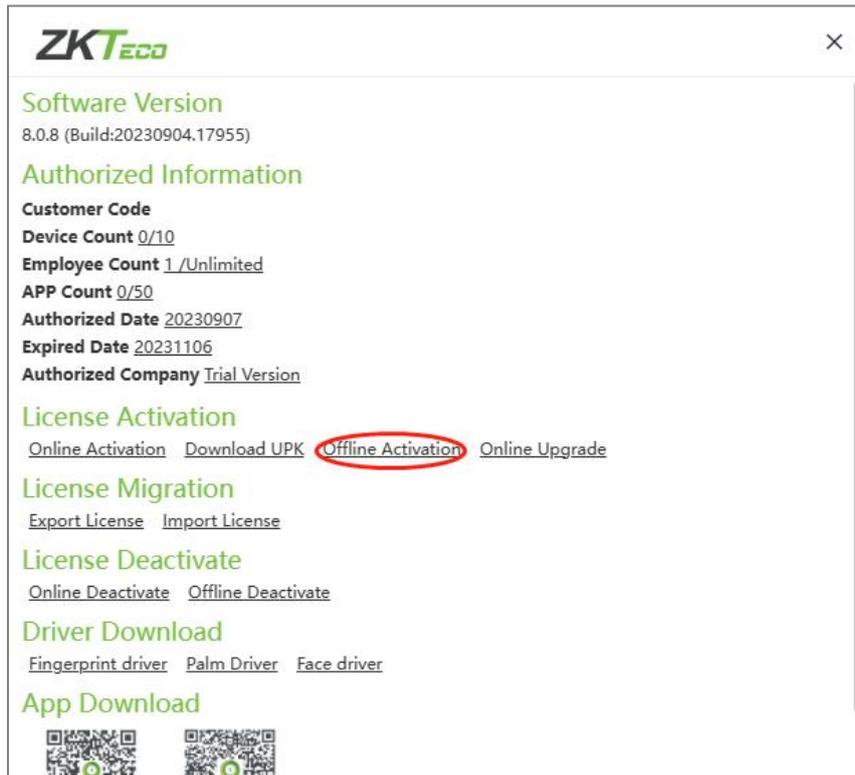
- On the **Download UPK** window, fill in the necessary registration information.
- On the **SN File** field, click **Browse** to select the xml file **XX\_SN.xml** received from the sales team, and then click **Generate** to generate the **XX\_UPK.xml** file.

The screenshot shows a 'Download UPK' dialog box with the following fields and values:

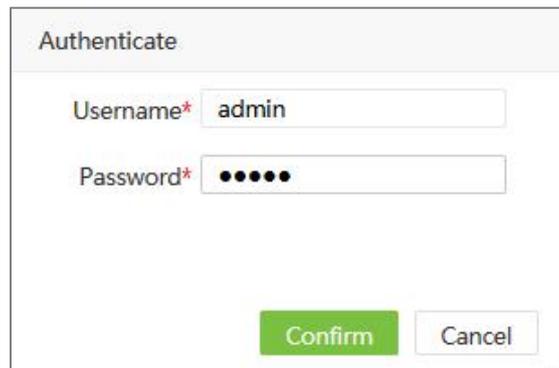
Company*	ZKTeco	City*	Xiamen
Country*	China	Address*	Xiamen
Email*	339533929@qq.com	Telephone	0592-123456
Contact Person	Wendy	Supplier	ZKTeco
Industry	Manufactory	SN File*	Choose File FIESA-BioTi...0-4-SN.xml

Buttons: Active, Cancel

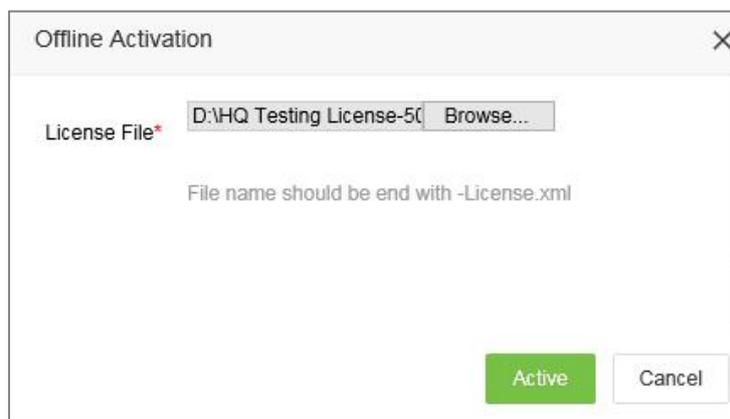
- Once the **XX\_UPK.xml** file is generated, you may access the following website to obtain the **XX\_License.xml** file.
- Recommended to access [ZKBio Time Offline Activation License \(zkteco.com\)](http://zkteco.com) link, as it is faster and saves your time.
- Or you may send the **XX\_UPK.xml** file back to the sales team. Then the team will send you the corresponding **XX\_License.xml** xml file.
- Once you receive the **XX\_License.xml** xml file, on the **About** interface, click **Offline Activation**.



- On the **Authenticate** window, fill in the authentication information, that is the Super Admin username and password to process the offline activation.



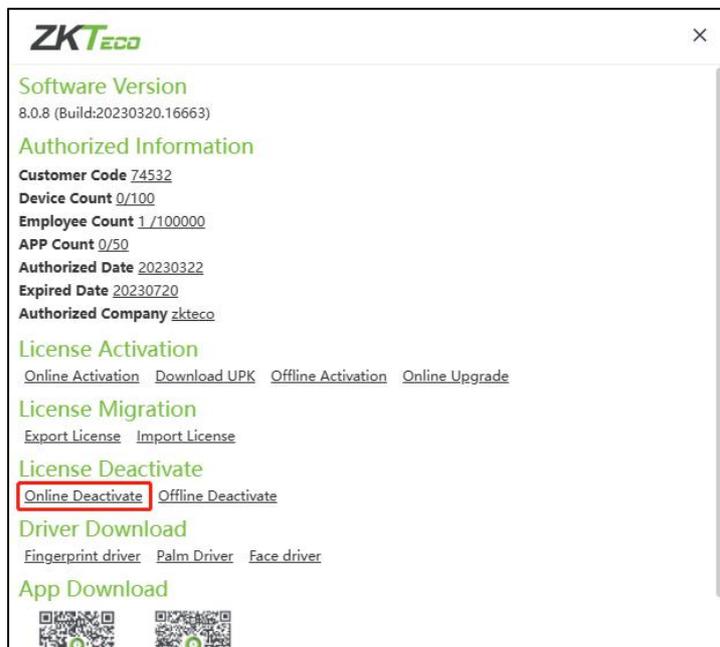
- On the **Offline Activation** window, click **Browse** to select the file **XX\_License.xml**, and then click **Active** to successfully activate your software.



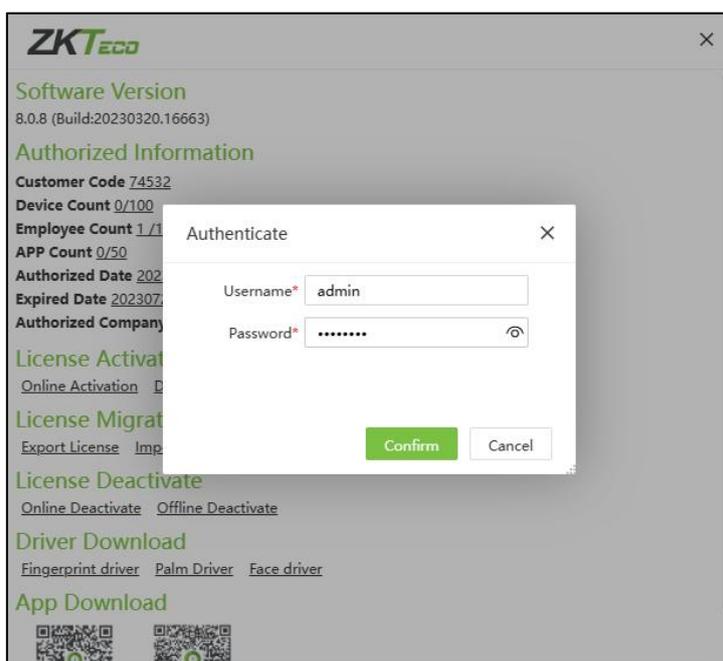
### 3 License Deactivate

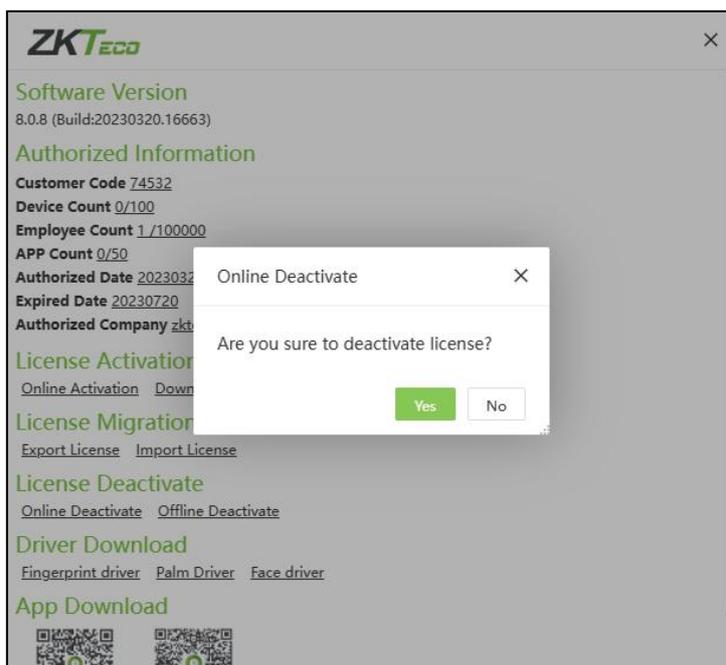
#### 3.1 Online Deactivate

- For Online Deactivation, click **[About]** -> **[Online Deactivate]** as shown in the following figure.

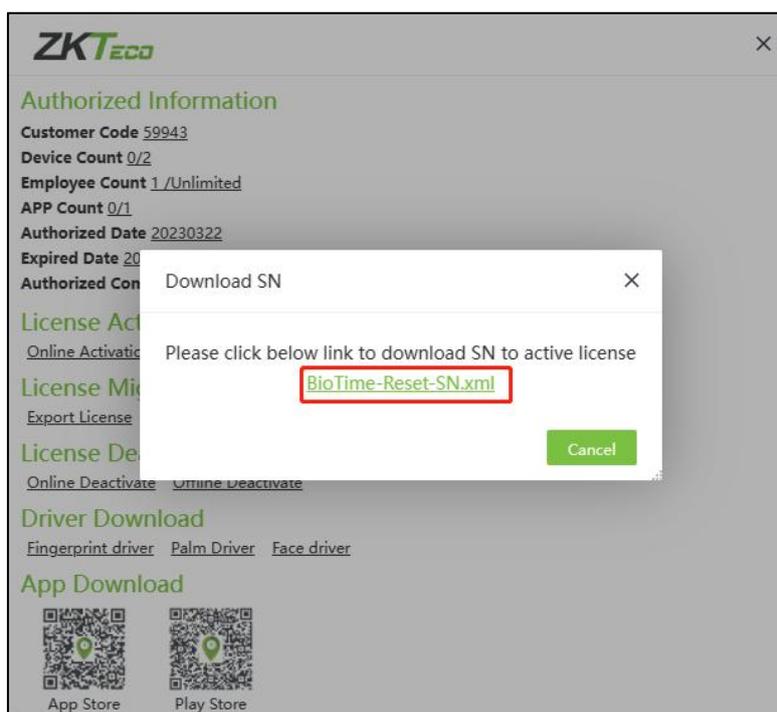


- Enter the username and password of the super administrator to authenticate and click **Confirm** and click **Yes** to proceed the deactivation.





- Then, the user interface as shown in the following figure.

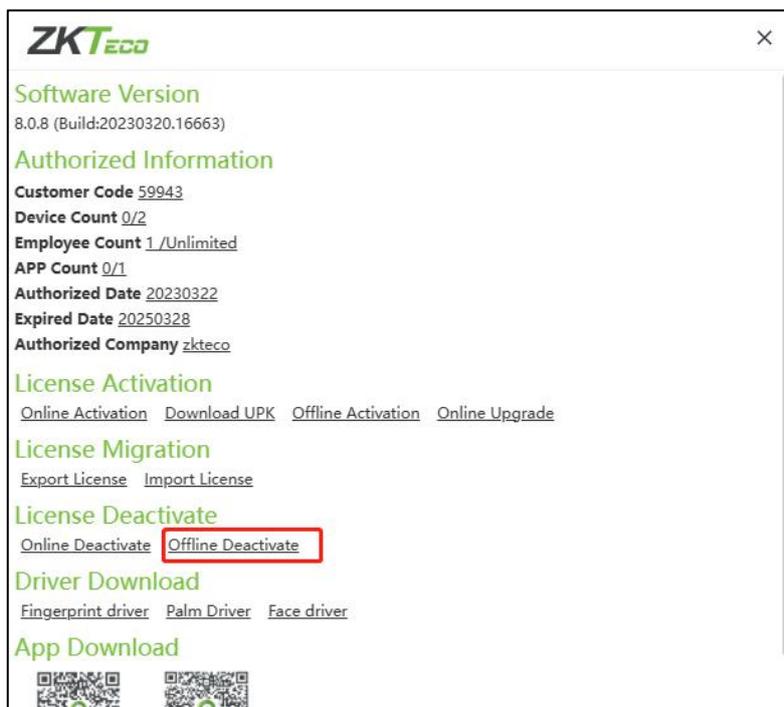


- Click "BioTime-Reset-SN.xml" to download the reset license for software reactivation.

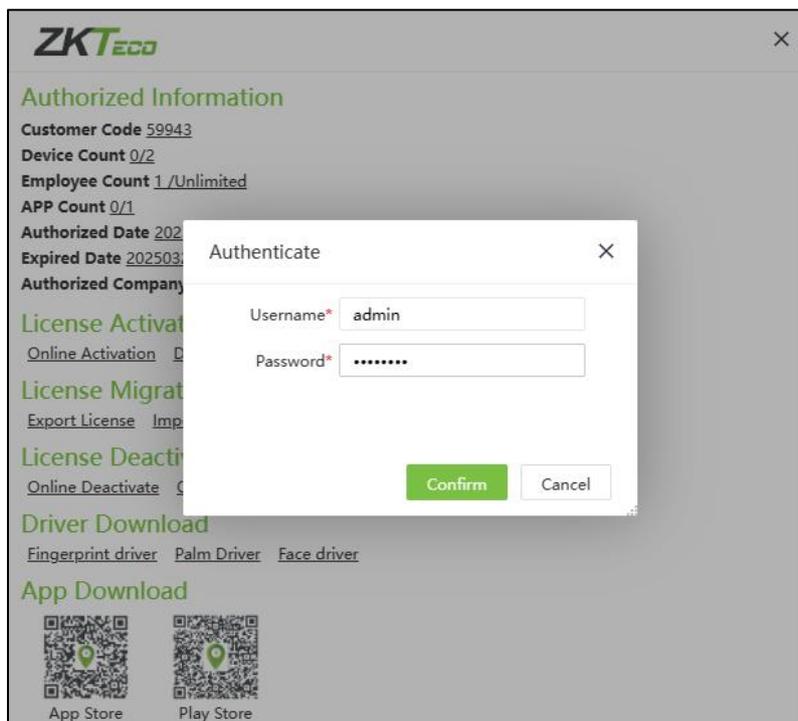


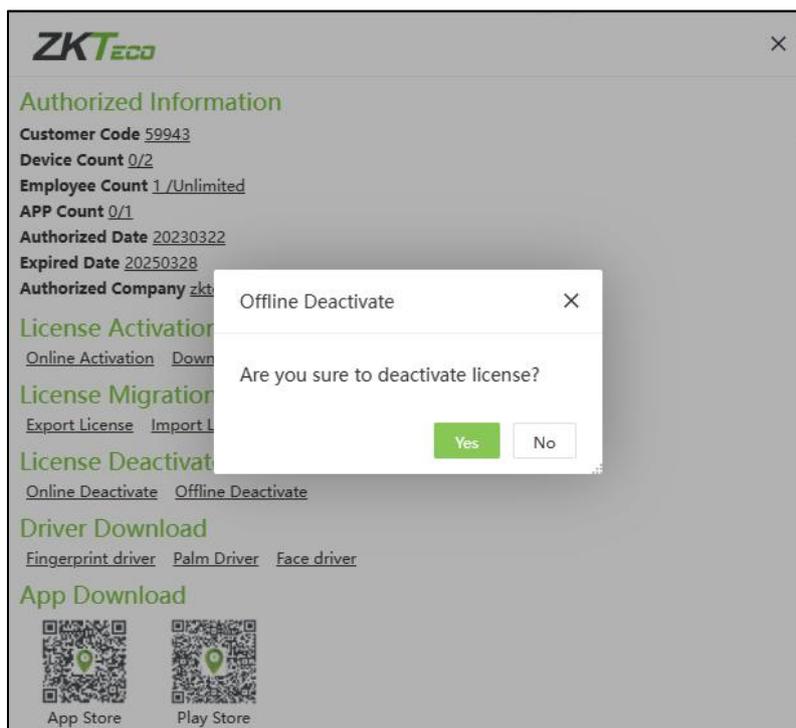
### 3.2 Offline Deactivate

- For Offline Deactivation, click **[About]** -> **[Offline Deactivate]** as shown in the following figure.



- Enter the username and password of the super administrator and click **Confirm** and click **Yes** to proceed the deactivation.

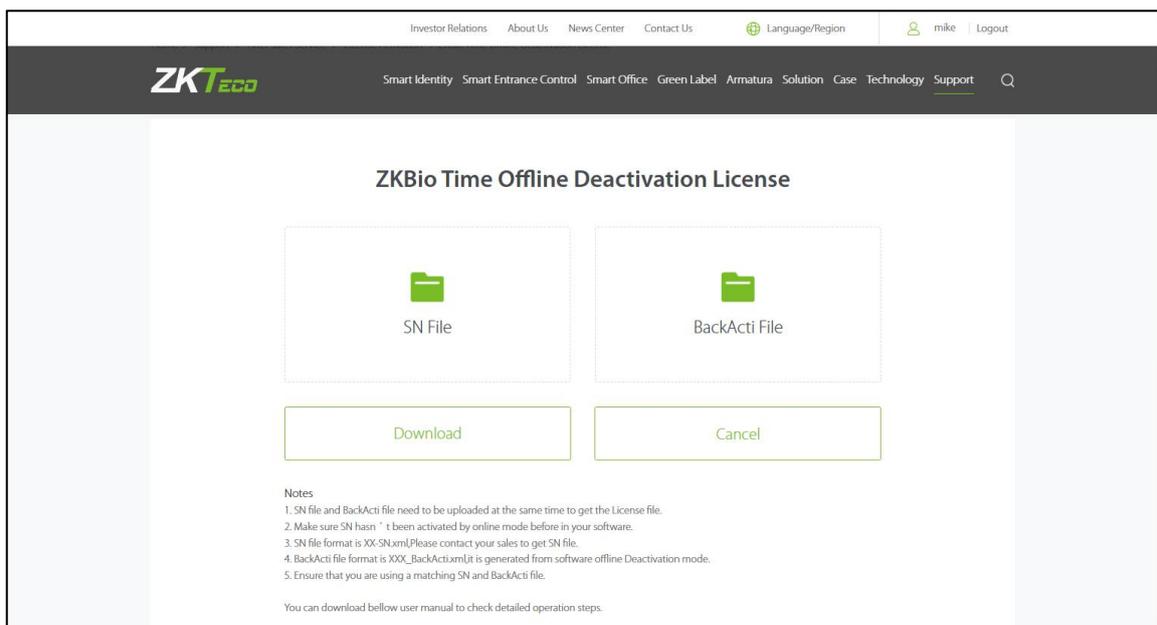




- The system will automatically download the file.



- Recommended to access [ZKBio Time Offline Deactivation License \(zkteco.com\)](https://zkteco.com) link, as it is faster and saves your time.



- Upload the SN file and download the BackAction file. Downloading the BackAction file will generate a new SN file, which you can use for both online and offline activation. For specific steps, please refer to sections [2.1](#) and [2.2](#).

ZKTeco Industrial Park, No. 32, Industrial Road,

Tangxia Town, Dongguan, China.

Phone : +86 769 - 82109991

Fax : +86 755 - 89602394

[www.zkteco.com](http://www.zkteco.com)

