

User Manual

ZKBio Zexus Mobile App

Date: May 2025

Doc Version: 3.0

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

Copyright © 2025 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

This manual contains information on the operation and maintenance of the ZKTeco equipment. The copyright in all the documents, drawings, etc. in relation to the ZKTeco supplied equipment 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 equipment. 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 equipment.

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/equipment. It is further essential for the safe operation of the machine/unit/equipment 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/equipment. The said additions or amendments are meant for improvement /better operations of the machine/unit/equipment 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/equipment malfunctions due to any non-compliance of the instructions contained in this manual (ii) in case of operation of the machine/unit/equipment beyond the rate limits (iii) in case of operation of the machine and equipment 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, <mark>Chin</mark> a.
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 <u>www.zkteco.com</u>.

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.

About the Manual

This manual introduces the operations of **ZKBio Zexus Mobile App**.

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

Features and parameters with \star are not available in all devices.

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>.</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 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.
۷	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

OVERVIEW	
Preconditions	
1 ZKBIO CVCONNECT INTRODUCTION	8
1.2 ZKBio CVConnect Activation 1.2.1 Select Area 1.2.2 Bind ZKBio CVConnect Account 1.2.3 Select Company	9
2 START USING THE ZKBIO ZEXUS MOBILE APP	
2.2 Log in2.3 Administrator Application Operation Guide	
2.3.2.2 Alarm Center 2.3.2.3 Notification Center	23 24 26 27
	27
2.3.2.4.3 Remote Lockdown	
2.3.2.4.4 Access Records	
2.3.2.4.5 Visitor List	
2.3.2.4.6 Visit Statistics	
2.3.2.4.7 Elevator Unlock	
2.3.2.4.8 Video Call	
2.3.2.4.9 Smart Operation	
2.3.2.4.10 Pair Device	
2.3.2.5 Me	45
2.4 Personnel Application Operation Guide	
·	

		My Activities	
	2.4.2.2.6	My Activities	61
	2.4.2.2.7	Space Service	63
	2.4.2.2.8	Smart Operation	
	2.4.2.2.9	Clock In	67
	2.4.2.2.10	My Attendance	
	2.4.2.2.11	Attendance Request	
	2.4.2.2.12	7 FF · · ·	
	2.4.2.3 N	1e	
FAQ.			81
Q1:	: What langua	ages does ZKBio CVSecurity support? How do I switch languages?	81
Q2:	: What skins a	are currently supported? How do I switch skins?	
		ct Personnel login, I enter my Personnel ID and password and it says "Unau	
log	in"		81
Q5:	: Why doesn't	the APP have real-time message notifications?	
		l I do if the status of my ZKBio CVConnect is showing as Offline?	

Overview

Stay connected to your ZKBio CVSecurity or ZKBio CVAccess system anytime, anywhere with ZKBio Zexus. Access your access control, video intercom system, and more features on the go. Since ZKBio CVAccess is the lite version of ZKBio CVSecurity, the functionality of the Mobile APP differs when connecting to different systems. Here is a comparison list of features:

	Function		ZKBio CVAccess	ZKBio CVSecurity
		Remote Lockdown	√	V
		Remote Control	√	V
		Access Statistics Report	\checkmark	V
		Video Intercom (SIP)	\checkmark	√
		Visitor Registration	×	1
	Admin APP	Visitor Status Statistics	×	1
Mobile		Visitor Statistics	×	√
APP		Elevato <mark>r U</mark> nlock	×	√
		Personnel Registration	\checkmark	√
		Smart Operation	×	√
		Pair Device	×	√
	A	My Credentials (QR)	√	√
		Video Intercom (SIP)	V	√
	Personnel	Visitor Invitation	×	√
	АРР	Elevator Unlock	×	√
		Book Space	×	√
		My Activities	×	√
		Space Service	×	√
		Smart Operation	×	√
	100	Clock-in	×	√
		My Attendance	×	√
		Attendance Request	×	√
		My Approvals	×	√

Please note: If you require more features, please upgrade your ZKBio CVAccess to ZKBio CVSecurity.

Preconditions

- ZKBio CVSecurity version requirement: V6.1.0_R and above.
- ZKBio CVAccess version requirement: V4.2.0_R and above.
- ZKBio CVConnect version requirement: V1.2.0 and above.

Please note: The administrator must first bind ZKBio CVSecurity/ZKBio CVAccess with ZKBio CVConnect before the members within the company can start using the Mobile APP.

1 ZKBio CVConnect Introduction

ZKBio CVConnect is a sub-service of Minerva IoT, and its main function is to serve as a communication medium, allowing local application data to be accessed externally without altering the internal network structure.

With ZKBio CVConnect, the ZKBio CVSecurity/ZKBio CVAccess server installed on your intranet can be used to bind to the Mobile App.





1.1 ZKBio CVConnect Client Installation

Step 1. Download the ZKBio CVConnect client and double-click it to start installation.

0	ZKBioCV	Connect	Client.exe

Note: You can go to the **ZKBio CVSecurity - System Management - Cloud Settings** page and click on **ZKBio CVConnect Client** to download.

⑦ZKBio CVSecurity Ⅲ 第	
😤 System Management 🗸 System / System Manag	ement / Cloud Settings
Database Management	
Area Settings APP cloud service	e configuration
System Parameter	Enable
E-mail Management	○ No
Dictionary Management	ZKBio CVConnect Server Url
Data Cleaning	http://127.0.0.1:6001
Resource File	Is pushing event data to the cloud platform enabled
Cloud Settings	 No () Yes
Certificate Type	Is cloud sip enabled
Print Template	No • Yes
System Monitoring	
Parameters	The ZKBic CVConnect platform, as a sub-service of MinervaIOT, mainly serves to forward intranet's application data to be accessed externally. If you have not installed the ZKBio CVConnect client yet, please click the link below to download or contact the technical support to
Message Notification	obtain the installer. ZKBio CVConnect Client
Authority Management >	APP enterprise QR code
Communication mana >	
a	ОК
Third Party Integration >	

Figure 2 ZKBio CVSecurity System Management

Step 2. Select the language, currently supports English, Spanish and Simplified Chinese.

Select	Setup Language	~
Ø	Select the language to use during the ir	nstallation.
	English	~
1	English	
3	— Español 简体中文	
	ОК	Cancel

Figure 3 Setup Language

1) Please read carefully and agree to the License Agreement, then click **Next**.

ense Agreement	
Please read the following important information before continuing.	U
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
Personal Information Protection and Privacy Policy	^
Version: 1.0.0	
Date: 2023/10/15	
This Policy only applies to ZKBio CVConnect products or services, including both the client and the server.	
If you have any questions, comments or suggestions, please contact us using the following contact details:	<u>e</u> 1
Email: dbs.zkclouds@zkteco.com	~
I accept the agreement	
I <u>d</u> o not accept the agreement	

Figure 4 License Agreement

2) Configure the installation path, then click **Next**.

Setup - ZKBio CVConnect Client V1.0.0 version V1.0.0		<u> </u>		0
Select Destination Location				
Where should ZKBio CVConnect Client V1.0.0 be installed?				
Setup will install ZKBio CVConnect Client V1.0.0 into	the following folder.			
To continue, click Next. If you would like to select a differen	t folder, click Browse.			
C:\Program Files\ZKBio CVConnect Client			Browse	
At least 476.2 MB of free disk space is required.				
At least 476.2 MB of free disk space is required.				

Figure 5 Install Path

- 4) Select to create a desktop shortcut and add a program port to firewall, then click **Next**.

Setup - ZKBio CVConnect Client V1.0.0 version V1.0.0	3 2		×
Select Additional Tasks			
Which additional tasks should be performed?			V
Select the additional tasks you would like Setup to perform while installing ZK V1.0.0, then click Next.	Bio CVConnect	Client	
Additional shortcuts:			
Create a desktop shortcut			
✓ Add a program port to the firewall			
<u>B</u> ack	Next	С	ancel

Figure 7 Create Desktop Icon

5) Click **Install** until the installation is complete.



Figure 9 Install Completed

1.2 ZKBio CVConnect Activation

Step 1. Double-click the desktop shortcut key. Jump to browser page.



Figure 10 Desktop Shortcut Key



1.2.1 Select Area

ZKBio CVConnect Activation			
Activation code activation >>			
ZKBio CVConnect is a service based on ZKTeco MinervaloT platform. Activating ZKBio CVCo set of ZKBio CVConnect services.	nnect requires registering as a MinervaloT user and creating a compa	ny. One cloud account can bind multiple ZKBio	CVConnect services, but one company can only bind one
1 Please select area	d ZKBio CVConnect account	3 Select company	(4) Activation waiting
* Area:		V	
* Local Application:	ZKBioCVSecurity	\times	
Endpoint:	https://127.0.0.1:8098		
	Next		
			Q ₂

Figure 12 ZKBio CVConnect Activation

- Area: Select the area of the cloud server, currently only China, Singapore and America are available, other areas will be added later.
- Local Application: Based on your actual application selection, currently supported are ZKBio CVAccess and ZKBio CVSecurity.
- **EndPoint:** The server address of your local application. For example, if your local application is ZKBio CVSecurity with a server address of https://192.168.1.101:8098, enter this server address here so that ZKBio CVConnect can correctly forward the data from your local server for access by the Mobile APP.

1.2.2 Bind ZKBio CVConnect Account

ZKBio CVConnect Activation			
Activation code activation >>			
ZKBio CVConnect is a service based on ZKTeco MinervaloT platform. Activating ZKBio C one set of ZKBio CVConnect services.	CVConnect requires registering as a MinervaloT user and a	creating a company. One cloud account can bind multiple 2	KBio CVConnect services, but one company can only bind
Please select area 2	nd ZKBio CVConnect account	3 Select company	(4) Activation waiting
	No account yet, please clickRegi	ster,	•
* Username :	pok com		
* Password :		ø	
	Previous	Next	

Figure 13 ZKBio CVConnect

If you already have a Minerva IoT account, you can use it and log in; otherwise click on Register

(No account yet, please clickRegister.), then jump to Minerva IoT registration page and register your

account.

<u>MA</u>	RESOURCES	FORUM	SIGN IN	۲
		USER		
Minerva IoT		Sign Up		
Authorization Server	L FIRST NAME			
An OAuth2 server for authorization				
	EMAIL			•
	PASSWORD		Ø	
	CONFIRM PA	SSWORD	Ø	
	Already	nave an account? S	ign In	8
CONTACT US	TERMS & CONDITIONS	PRIVACY POLICY		G B

Figure 14 Account Register

1.2.3 Select Company

Hybrid Cloud Activation			
Activation code activation >>			
ZKBio Hybrid is a service based on ZKTeco MinervaloT platform. Activating Hyb can only bind one set of Hybrid Cloud services.	rid Cloud requires registering as a MinervaloT user	and creating a company. One cloud account can bin	nd multiple Hybrid Cloud services, but one company
Please select area Image:	nd Hybrid Cloud account	3 Select company	4 Activation waiting
* Select company:	Company-ZK-Popy-test	×	Use new company
	Previous	Next	

Figure 15 Select Company

If you don't currently have a company, you can choose to create one by clicking **Use New Company**.

Hybrid Cloud Activation		
- Activation code activation >>		
ZKBio Hybrid is a service based on ZKTeco MinervaloT platform. Activating Hyb can only bind one set of Hybrid Cloud services.	rid Cloud requires registering as a MinervaloT user and creating a company. One clo	oud account can bind multiple Hybrid Cloud services, but one company
Please select area Sin	d Hybrid Cloud account 3 Select company	(4) Activation waiting
* Country:	United Arab Emirates V	Use existing company
* Country.	United Alab Enhates	
* Name:	Popy-test-company-1	
* Code:	1234567	\odot
	Previous Create Company	

Figure 16 Create Company

Start Activating and wait for 1-2 minutes until the Activation completely.

Hybrid Cloud Activation
Activation code activation >>
ZKBio Hybrid is a service based on ZKTeco MinervaloT platform. Activating Hybrid Cloud requires registering as a MinervaloT user and creating a company. One cloud account can bind multiple Hybrid Cloud services, but one company can only bind one set of Hybrid Cloud services.
V Please select area Select company Activation waiting
Activating
\odot

Figure 17 Waiting Activation

After activation successful, you can get the organization's QR Code (Be sure to save your organization code, the mobile app requires it to be scanned in order to log in).

Hybrid Cloud Activation Activation code activation >> ZKBio Hybrid is a service based on ZKTeco MinervaloT platform. Activating Hybrid I	Cloud requires registering as a MinervaloT user and creating a company. One clo	oud account can bind multiple Hybrid Cloud services, but one company can only bind one set of Hybrid Cloud services.
V Please select area	Sind Hybrid Cloud account	Select company Activation waiting
	Activation successful You can use the following account to log in to the offline ZKBio Hybrid web console Username:root Password: Note: This account is only for the offline ZKBio Hybrid web console, please remember the username and password 29 seconds to automatically jump to the login page.Manually jump	ZKBio Hybrid Client Information QR Code



Now, you can login in your ZKBio CVConnect Platform.

🗊 ZKBio CVC	connect	
A root	٢	
	Ø	
Logi	ı	
Forgot pas	sword?	

Figure 19 ZKBio CVConnect Login

After logging in, we can check the status of the current cloud connection, "Online" means the cloud connection is normal. Now please save this QR code, you need to scan it when you log in the app.

TKBio CVConnect			root 🛪
Home			
88 Application	ZKBio CVConnect Id	Company name ZKT435354	
E: Interface Mapping		201400004	
Mapping Test	Company id	Account	
System Settings ~	8a8 'f8ced0f62018d5 a571246	163.com	\$
🖻 Log 🛛 🗸			
	Company code	App login code	
	453543545	sejkt2	
			ZKBio CVConnect Client Information
	Status • Online 2024-10-18 17:53:12	Server node SG	QR Code
	Version	Business channel	
⊡	1.2.1	Open	
	Figure 2	0 Organization's Code	

Note: The ZKBio CVSecurity Platform is primarily reserved for custom developers, so there is no need for you to modify the configuration or devote significant attention to it.

1.3 Bind ZKBio CVSecurity /ZKBio CVAccess to ZKBio CVConnect

This step explains how to bind the ZKBio CVConnect you just activated with ZKBio CVSecurity.

Please note: If you have already entered the correct Endpoint of the ZKBio CVSecurity/ZKBio CVAccess server in <u>Select Area</u>, you can **skip Step 1** directly.

Step1: Go to ZKBio CVConnect page, click **Application ->** Select **ZKBio CVSecurity**. Click **Enter**.

I ZKBio CVConnect						
⊙ Home	6	Application				
88 Application						
🖽 Interface Mapping		ZKBio CVSecuri ZKBio CVSecurity	ity 🗅	Bio CVConne plication description		
Mapping Test		10	10	10	10	
System Settings		46 Number of	49 Number of Interface	49 Number of	49 Number of Interface	
		Interfaces	Mappings	Interfaces	Mappings	
			Enter			Enter

Click the **Edit** button in the upper right corner to modify the server address of ZKBio CVSecurity /ZKBio CVAccess to the one you are currently using, then click **OK** to save.

I ZKBio CVConnect					root 🛪
	« Back			Г	Edit
88 Application	ZKBio CVSecurity	Edit	× ation	Туре	EndPoint
원 Interface Mapping	ZKBio CVSecurity		/Securi	ty	https://192.168.137.53:8098
	Interface List Application Parameters	* Application Name ZKBio CVSecurity	0		
		-			
	Interface Name: Please enter	* Endpoint			Reset Query
		https://1:8098	- 0		
		* Authentication Type			+Add C I 🕸
		ZKBio CVSecurity	×		
	Interface Name	Application Description		Description	Option
	Offline account change password	ZKBio CVSecurity		[User] Change password	Edit Delete
	push.hcc.event.offline			【webhook】设备离线	Edit Delete
	push.hcc.event.online		Cancel OK	【webhook】设备在线	Edit Delete
	push.hcc.data.transaction	pusititiculatalitarisaction	Cancel	【webhook】门禁事件	Edit Delete

Figure 21 Cloud Setting

Step 2: Go to ZKBio CVSecurity/ZKBio CVAccess web, enter **System -> System Management ->Cloud Setting**, to enable the APP cloud service.



Parameter Description

- Enable: Whether to enable hybrid cloud services, enabling them allows users to start using the Mobile APP.
- **ZKBio CVConnect Server URL:** The address of the ZKBio CVConnect Client that you need to bind.
- Is pushing event to the cloud platform enabled: Whether to store data on the cloud platform, the default is No, data will not be stored in the cloud, it will only be forwarded to the APP.
- Is Cloud SIP enabled: Whether to enable the cloud SIP feature, after enabling it, you can configure the extension number for use in the visual intercom module.
- **APP enterprise QR Code:** The QR code for APP login generated after registering and activating in the ZKBio CVConnect.

2 Start Using the ZKBio Zexus Mobile APP

2.1 Mobile APP Download

Please download ZKBio Zexus Mobile APP from Google Play Store or iOS App Store. And then install it.



2.2 Log in

You can choose either administrator or personnel to log in.



Figure 23 App Login

2.3 Administrator Application Operation Guide

2.3.1 Administrator Login

3:54 🔳 🔮 🚆 👗 🔸	ၳ ℕ 🖁 😽 ⊿ 🕯 85%	
Hi Adminitrator	please sign in.	
B ZKT435354	53	
👗 admin		
a · · · · · ·	ਨੇਨ	
Lo	gin	
✓ I have read and agree 《Product Use Agreeme		

Figure 24 User Login

- Organization Name: Scan the organization code you get before. (Go to ZKBio CVSecurity web, enter System -> System Management ->Cloud Setting ->APP enterprise QR Code)
- Account & Password: The administrator account; Same account & password as ZKBio CVSecurity web.

2.3.2 Administrator Application Overview



Figure 25 Light Mode

Figure 26 Dark Mode

The ZKBio CVSecurity Mobile App divided into the following modules. You can access these modules via the bottom navigation bar.

Module	Description
Dashboard	You can view the status of your current resources in the Dashboard: the number of people, devices and visitors; you can also view the status of the devices.
Alarm Center	You can view all the alarm events of the day and confirm the progress in Mobile APP
Application Center	 In the Application Center, you can quickly access the following modules. Access Control: Remote Control, Lockdown, Access Records.

	Visitor Management: Visitor List, Visit Statistics.
Ме	You can view account information, turn on background notifications, view privacy agreements and version information.
Notification Center	View system notifications.

Table 1 User Mobile APP

2.3.2.1 Dashboard

Dashboard		1
418 Personnel	5 Devices	0 Visitors
Access Control		2
All Area		>
Onli	5 ne Offlin	8
ProFace X		문 Offline
CJRZ201260028		Area Name
xface600		🔛 Offline
7053211100002		Area Name
inBIO640		문 Offline
Dashboard Alarm Cer	ter Application	Ме

Figure 27 Dashboard

Module	Description
1	You can view the status of your current resources in the Dashboard: the number of people, devices and visitors.
2	 You can view the devices statues, tap on the stats graph to toggle to view online or offline device details. Click on the all area to filter.

Table 2 Dashboard

2.3.2.2 Alarm Center

3 Alarm O Confirmed Unconfirm Confirmed Unconfirmed Unconfirm Confirmed Unconfirmed Unconfirmed Unconfirmed Confirmed Unconfirmed Unconfirmed Unconfirmed Unconfirmed Confirmed Unconfirmed Unconfirmed Unconfirmed Unconfirmed Confirmed Unconfirmed Unconfirmed Unconfirmed Confirmed Unconfirmed Unconfirmed Confirmed Unconfirmed Unconfirmed Confirmed Unconfirmed Unconfirmed Confirmed Uncoffirmed Confirmed Unconfirmed Confirmed Confirmed Unconfi
Date Alarm Level Source Module • 2023-12-22 17:36:41 3 • Werify Mode Error
• 2023-12-22 17:36:41 (3)
3 Verify Mode Error
172.100.137.35-1
• 2023-12-22 17:36:35
Unregistered Personnel 192.168.137.55-1
• 2023-12-22 17:33:24
Disconnected
Dashboard Alarm Center Application Me

Figure 28 Alarm Center

Module	Description
1	 Counts the number of alarms today, the current number of unacknowledged and acknowledged alarms; Click on the corresponding card to quickly filter, for example, click on "Unconfirmed" to display only the unacknowledged alarms.
2	 Search box: search by event name or device name. Filters: by selecting time, alarm level, source module.
3	All warning, exceptions and alarm events.

Table 3 Alarm Center

• 2023-12-22 1	7:36:41 1	
	Verify Mode Error	3
	🛱 192.168.137.55-1	

Figure 29 Alarm Event

Module	Description
1	 Time when the event is triggered Indicates that the event has not been confirmed
2	• Pictures of the event captured. If no picture is captured, the system default picture is displayed.
3	 What events occurred on what devices. The image shows that the "Verify Mode Error" event occurred on the "192.168.137.55-1" device.
	 m: Indicates that the event level is "Exception". m: Indicates that the event level is "Alarm".

Table 4 Alarm Event

Click on an event card to view event details:

< Alarn	n Details
venity i	Mode Error
Alarm Time	2023-12-25 09:15:48
Device Name	192.168.137.55-1
Area Name	Area Name
Source Name	192.168.137.55-1
Remark*	3
test	
Ca	onfirm

Figure 30 Alarm Details

Module	Description
1	• Picture of the event captured. If no picture is captured, the system default picture is displayed.
2	Alarm Details, including Alarm Time, Device Name, Area Name, Source Name.
3	Remark: Observations on the handling of events.

Table 5 Alarm Details

2.3.2.3 Notification Center

Clicking the upper right corner ⁽¹⁾ allows you to enter the message center page to view messages.



2.3.2.4 Application Center

pplication Center	Q
TBM Cer Parking Management solution	
Personnel Management	
Personnel Registration	
Access Control	
Remote Control Lockdown Access R	Records
Elevator Control	
Elevator Unlock	
Visitor Management	
Visitor List Visit Statistics	
Video Intercom	
Video Call	
Energy Saving	
Smart Operation Pair Device	
ashboard Alarm Center Application C	8

Figure 31 Application Center

2.3.2.4.1 Personnel Registration

This feature allows administrators to register personnel online through the APP. *Note: This feature is available only in version 1.2.0 and above.*

::34 Pers	ত 🛚 🗄 💀	⊿ 1 91%
Department*	Department Name	>
Personnel ID*	678	
First Name*	Рорру	
Last Name	Test	
Email*	123@163.com	
Mobile Phone	Please enter phone number	
Device Passwo	ord* 369258	
Access Level	ResidentLevel	>
Validity Period	1	
Start Time	2024-10-30 13:34:15	>
End Time	2028-12-30 13:34:18	>
_		
Enable APP Log	gin Submit	
	Submit	

Figure 32 Personnel Registration

Field explanations are as follows:

- Department: Click to select the department.
- Personnel ID: Enter the ID of the personnel.
- First Name/Last Name: Register the name of the personnel.
- Email: Register the email of the personnel.
- Mobile Phone: Register the mobile phone number of the personnel.
- Device Password: Register the access control verification password for the personnel; after registration, the personnel can use this PIN for verification on the device.
- Access Level: Grant access control permissions to the personnel.
- Validity Period: The validity period for the personnel; after expiration, verification will no longer be possible.
- Enable APP Login: Check to allow the personnel to use the APP.

The page displayed after the administrator successfully registers is as follows:



Figure 33 Registration Successful

You can click the button in the upper right corner to share the successful registration information with the personnel.



Figure 34 Sharing Image

2.3.2.4.2 Remote Control

Remote Control
Q Door Name/Area Name
10.8.14.191-2 Area: Area Name
🚊 Cancel Alarm 🔒 Unlock
10.8.14.191-3 Area: Area Name
🚊 Cancel Alarm 🚹 Unlock
10.8.14.191-4 Area: Area Name
🚊 Cancel Alarm 🛛 🚹 Unlock
inbio460-1 Area: Area Name
🚊 Cancel Alarm 🛛 🍙 Unlock

Figure 35 Remote Control

Cancel Alarm

Remote Cancel Alarm: When an alarm is generated, an alarm icon will appear on the left side, you can click "Cancel Alarm" to cancel it remotely.

• Unlock

Remote Unlock: Remote unlocking when the device is online.



Figure 36 Remote Unlock

2.3.2.4.3 Remote Lockdown

This feature is used to remotely and quickly lock doors in a preset group in case of emergency.

Pre-conditions:

You need the ZKBio CVSecurity preconfigured emergency lockdown group. Go to **ZKBio CVSecurity** > **Access > Access Control > Access Level**, to configure the lockdown group.

JZKBio CVSecurity	'	#				
Device >	4	Access / Access Control / A	Access Levels			
🖡 Access Control 🗸 🗸		Access Levels		۲	Browse Levels Lockdown Group	(Area Name) Door Combination
Time Zones	^	Level Name	Time Zone	Q 🖉	Door Name	Owned Device
Holidays		⊖ Refresh =+ New	â Delete	port 👻 🛓 Import 👻	🔾 Refresh 🗴 🗴 Delete Door	
Access Levels		Level Name	Area Name Time Zone Door Count	Operations	Door Name	Owned Device
Set Access By Levels		General	Area Name 24-Hour Acce 12	_ □	10.8.14.191-3	10.8.14.191
Set Access By Person		Access Group 1	Area Name 24-Hour Acce 2	_ □	192.168.137.55-1	192.168.137.55
Set Access By Department	«	Lockdown Group	Area Name 24-Hour Acce 3	2 []	inbio460-2	inbio460

Figure 37 Lockdown Group



• Active Lockdown

When the icon shows green, it means that the current state is safe; in case of emergency, you can click on the **green button**, select Lockdown Group, and click **Under Lockdown** button.

Ab. 1	Lockdown
	Current Statues: SAFE Select A
	General
	Area: Area Name
151	TimeZone: 24-Hour Accessible
100	Door Account: 12
	Access Group 1
	Area: Area Name
Star 1	TimeZone: 24-Hour Accessible
1	Door Account: 2
Sec. 1	Lockdown Group
100	
	Area: Area Name
	TimeZone: 24-Hour Accessible
	Door Account: 3

Figure 39 Active Lockdown

When Lockdown is activated, the button turns green and the current state changes to **Under** Lockdown.



Figure 40 Lockdown

Cancel Lockdown

Once the alarm is cleared, click the red button to cancel the lockdown.



Figure 41 Cancel Lockdown

2.3.2.4.4 Access Records

View all door opening records.



Click on the records card, you can view the access details.

<	Event D	etails	Card Number		
			Area Name	Area Name	
	- 35		Door Name	10.8.14.207-1	
Pł	noto	Media File	Device	10.8.14.207	
Name			Read Name	10.8.14.207-1-Out	
Personne	ID	12	Event	Normal Verify Open	
Departme	ent	Department Name	Verification Mode	Face	
Position			Event Time	2023-12-25 10:22:02	

Figure 43 Access Details

2.3.2.4.5 Visitor List



Figure 44 Visito<mark>r List</mark>

Module	Description		
1 0 1 Today's Visitor Not Check Out Check In Q Visitor Name	 Today's Visitor Statistics Overview: Today's visitor, Not check out, Check In. Search by visitor name. 		
10:58 ~ 10:54 Check In Popy X Host Name: silvia Visit Time:2023-12-25 Visit Reason:Visit	 Visitor visit details, including: time of visit, name of visitor, person visited, reason for visit, photo of visitor. Visitor Statues: Check in/check out or not check out. 		
Add	Click Add to register a visitor, as described below.		
Table 6 Visitor List			
K Add Visitor	Certification* ID >	Start Time* 2023-12-25 10:58:08	
---	---------------------------------	---------------------------------	
Visitor information	Certification No.* tsgic47534	End Time* 2023-12-26 10:54:23 >	
	Host Information	Visit Reason Visit	
and the second se	Host Name* silviasu	Other	
First Name* Popy	Host Department Name	License Plate g47846	
Last Name Xiao	Department Access Details	Carring goods	
Email* pc _e , Jm	Access Details	piero	
Mobile Phone 12575478	Start Time* 2023-12-25 10:58:08	Submit	

Figure 45 Visitor Register

• Visitor Information

Register basic visitor information, including name, contact information and ID number.

Host Information

Fill in the information of the person visited by the visitor, it will be automatically retrieved when the ID or name of the person visited is entered in the input box.

Access Details

Time and reason for the visit.

• Other

Photographs of the visitor's license plate number or the goods he is carrying.

2.3.2.4.6 Visit Statistics

Today's	visitors: 1
4	
3	
2	
1	R
0 <u></u>	4:00 9:00 13:00 18:00
	Top5/month
Visitor ⁻ 0 1*1	
	1*
<mark>()</mark> 1*1	1* *0
1*1 2 b*** 3 B*u	1* *o V*u
1*1 2 b***	1* *o V*u

Figure 46 Visit Statistics

• Today's Visitor

Counting Today's Visitor Flow.

• Visitor Top 5 /month

Top 5 Visitors by Monthly Visits.

2.3.2.4.7 Elevator Unlock

In emergency situations, the administrator remotely releases the elevator button to prevent people from being trapped.



Figure 47 Call Elevator

Module	Description
Call history ☆ Clear history #1 - 6 #2 - 6 #3 - 7 #4 - 8	• Call history records, up to 4 historical records can be stored; you can quickly call the elevator by clicking on the historical records.
BANK1 BANK2 BANK3 BANK4	Display available elevators for selection.

33	32	31	30
29	28	27	26
25	24	23	22

• Display the floor buttons supported by the selected elevator, and users can only select floors they have access rights to.

Table 7 Call Elevator

2.3.2.4.8 Video Call

Under stable network conditions, you can make voice or video calls with any terminal within the service network using the APP; if the call comes from a device, you can also achieve remote door opening during the call.

Note: This feature is available only in version 1.1.0 and above.

The top displays the current communication status, and normal communication is only possible when the status is "Connected".

- Connected
- Connection in process
- Connection failed

<		• Conne	ected	E.
		All	Missed	
Ľ		zk101743	2024-05	-23 10:58:45
Ľ		zk101764	2024-05	-23 10:58:33
Ľ		zk100762	2024-05	-23 10:58:27
	1	2		3
	4	5		6
	7	8		9
	*	0		#
	ų	C		×

Figure 48 Video Call

• Call History

All: Display all call records.

Missed: Display missed call records. Red font indicates missed calls.

```
: Incoming call
```

 : Outgoing call

• Dialing

You can quickly enter through the digital keypad in the picture, or you can call up the system keyboard for input.

Elicking will retract the keyboard, and clicking again will expand it.

C

: After entering the extension number, you can click on this icon to make a call.



: Delete the entered content.



Figure 49 Dialing

• Address Book

EC B

Click the button

to enter the contact list page.



Description
Device
indicates that the device is offline.
indicates that the device is online.
The fields from top to bottom represent, respectively: device name device's extension number.
Admin
The fields from top to bottom represent, respectively: user name name, extension number.
Personnel
The fields from top to bottom represent, respectively: name extension number.

Table 8 Address Book

• In-Call Interface



Figure 51 In-call Interface

lcon	Description
Q	 Enable or disable the microphone. After enabling, you will need to obtain the system microphone permission. Disable it, you cannot make a call.
	• Hang up
	Enable or disable the speakerphone.
	 Enable or disable the camera. After enabling, you will need to obtain the system camera permission.
	 Unlock the door. The icon only appears when a call is made from the access control device, and only the door of this device can be opened during the call.

Table 9 In-call Interface

Please note: If administrators or personnel need to use this feature after logging in to the APP, you must first assign an extension number to the user or personnel on the **ZKBio CVSecurity Web** page->Video Intercom -> Extension Management -> Extension Binding.

Ħ	Basic Management	> \	/ideo Intercom	1 / Extension Managemer	nt / Extension Bir	nding				
Ð	Device Management	>	Extension Nur	nber	Sync Status		Binding Type	•	Binding Objects	
6 00	Extension Management	~	O Refresh	Extension binding	🛱 Synchroniz	e binding	information $ extsf{1}$ Export	i ⊥ Import 👻		
	Extension		Exter	nsion Number Bindi	ng Type	Binding		atus xtension binding	×	
	IVR		2831	Devic	e	10.8.51			_ ^	
	Extension Binding		5110	4 Perso	onnel personnel	1066	Binding Type* Personnel ID*	Personnel personnel Personnel personnel	•	
		h	1008	6 Perso	onnel personnel	100861	Extension Number*	System users Device		
		*	5110	6 Perso	onnel personnel	123			- 1	
			5110	2 Perso	onnel personnel	102				
			5110	3 Syste	m users	kara				
			5110	1 Perso	onnel personnel	51101	ОК	Cancel		
			1552	671 Perso	nnel nersonnel	970312	Ø			

Figure 52 ZKBio CVSecurity Web Page

2.3.2.4.9 Smart Operation

You can view the status of all terminals and operate the terminals on this page. For example, turn on or turn off the lights, set the indoor temperature, and so on.

Area Nam	D	evice type 🗵
Area Nam	le "D	evice type
	80 _{ppm}	Human Presence Se···· C Offline
Environ	mental Senso…	

Figure 53 Smart Operation

Click on the terminal to enter the details page for operations.

Note: The terminals of the Sensor type can only be used to view values and cannot be operated.



2.3.2.4.10 Pair Device

This function is only available to administrators. It allows you to bind nearby terminals to the gateways that have been added to ZKBio CVSecurity.

Nature X11	Already Bound 0 Terminals	
0.8.42.31		
	Pairing	
	al la	and the second second
	re 55 Details	

Select the protocol of the corresponding terminal, such as CoSS or Zigbee, and then you can start the search and binding process.

Note: For the operation plan of terminal binding, please refer to the user manual of the corresponding terminal.

<	Pair Device	
Nature X1 10.8.42.31	1 Already Bour	nd 0 Terminals
	Pairing	
3		
120 M		
Cancel	Pairing Protocol	Confirm
	CoSS	

Figure 56 Pairing Terminal

2.3.2.5 Me



Module		Description
admin	>	User information, content not editable.
14.88		Current organization name.
Notification		Enable the background message notification button on mobile, when enabled, the background can receive message alerts.
Privacy Policy	>	Privacy Policy.
O About	>	The version of mobile app.
	35	Table 10 Me

Table 10 Me

2.4 Personnel Application Operation Guide

2.4.1 Personnel Login

3:59 🔳 🔮 🤐 👗	ⓒ ℕ₿號 ▲ 185%	
Hi Welcome	p,please sign in	
B ZKT435354	8	
å 115		10 M
â ·····	ب ین	0.00
L	ogin	
✓ I have read and agree 《Product Use Agreem	e ent》《Privacy Policy》	

Figure 58 Personnel Login

- **Organization Name:** Scan the organization code you get before.
- Account & Password: The personnel ID & password; Same account & password as ZKBio CVSecurity web.

2.4.2 Personnel Application Overview



Figure 59 Light Mode

Figure 60 Dark Mode

2.4.2.1 Notification Center

Display all notifications for the personnel, including the following types: Informed Message, Visitor Dynamics, Access Records.

Notific	cation Center	A11	Read
Ø	Informed Message Reservation is about…	2025-05-21 17:3	89:30
	Visitor Dynamics No Latest News		
0	Access Records No Latest News		
	Pending Messages No Latest News		
	Ŷ	Å	
Notification	n Center Application C	enter Me	

Figure 61 Notification Center

• Informed Message

Displays notifications related to space reservations, meeting start reminders, meeting cancellations, and other relevant alerts.

Informed Message
Q Please enter keyword
2024-10-30 14:48:02
Space Reservation Popy siao has successfully booked 2024-10-30 15:47:00 - 2024-10-30 15:47:00 F301; Topic: testing123
Check Details
2024-10-30 10:33:30
Provide the second s
The 2024-10-30 10:35:00 - 2024-10-30 10:35:00 F301 Meeting appointments for Popy xiao will start in 15 minutes
Check Details
2024-10-30 10:33:22
Space Reservation
Popy xiao has successfully booked 2024-10-30 10:35:00 - 2024-10-30 10:35:00 F301; Topic: Meeting
Check Details
2024-10-29 08:56:00
Reservation is about to begin
The 2024-10-29 09:11:00 - 2024-10-29 09:11:00 F301 Testing Meeting appointments for Popy xiao will start in 15 minutes
Check Details
2024-10-28 09:50:00
Reservation is about to begin The 2024-10-28 10:05:00 - 2024-10-28 10:05:00

Figure 62 Informed Message

• Visitor Dynamics

Displays notifications related to visitor check-ins, check-outs, and other visitor-related alerts.



Figure 63 Visitor Dynamic

Access Records

Displays personal verification records; after verification on the access control device, the APP will be able to query this verification message.

Pending Message

Mainly display messages of attendance records pending review. After clicking, you can view the details and carry out approval.

C Pending Messages	
Q Please enter keyword	
2025-05-26 09:35:09	
Overtime Approval	
Popy submitted overtime, and the overtime time is 2025-05-25 09:34:00"2025-05-25 13:35:59	
Check Details	>
2025-05-26 09:34:49	
Business Trip Approval	
Popy submitted Business Trip, Business Trip time is 2025-05-27 08:34:00 ⁻² 025-05-27 18:34:59	
Check Details	
2025-05-26 09:34:11	
Outgoing Approval	
Popy submitted Out, Out time is 2025-05-22 08:33:00"2025-05-22 18:33:59	
Check Details	>
2025-05-26 09:32:59	
Leave Approval	
Popy submitted Bereavement Leave, Bereavement Le time is 2025-05-23 09:00:00"2025-05-23 18:30:59	
Check Details	>
2025-05-26 09:30:18	
Manual Check In Approval	
Popy submitted a supplementary sign, and the supplementary sign time is 2025-05-26 09:00:00	

2.4.2.2 Application Center



Page | 50

2.4.2.2.1 My Credentials

Dynamic QR codes can be verified on access control devices.



Figure 65 My Credentials

2.4.2.2.2 Visitor Invitation

My Invitation Records

Show your invitation history, click the **Re-Invitation** button to quickly invite the visitor.

Visitor Name Popy 10:55 ~ 11:50 Visit Time: 2023-12-25 Number of visitors: 1 Visitor Reason: Visit Re-Invitation	My Invitation Records	A
Visit Time: 2023-12-25 Number of visitors: 1 Visitor Reason: Visit		
Re-Invitation	Visit Time: 2023-12-25 Number of visitors: 1	11:50
	Re-Invitation	

Figure 66 Visitor Invitation Records

Invite Visitor

Click the **Add** button to fill in visitor information.

< v	isitor Invitation	
Visitor Type	Direct Access	
Visitor informa	tion	
First Name*	Рору	
Last Name		
Email*	popy.xiao@zkteco.com	
Mobile Phone		
Start Time	2025-05-19 16:33:50	
End Time	2025-05-19 17:33:57	
Visit Reason	Visit	
Visitor Count	1	
Cancel	Visitor Type	Confirmed
	Direct Access	
R	equires Approval	

Note: Visitor type is a new feature in version V1.4.0 and requires the supporting ZKBio CVSecurity V6.6.0 and above.

Visitor Type: Direct Access

After the visitor is invited, the system will automatically send a access QR code to the visitor, making it convenient for the visitor to pass through directly.



ZKBio CVSecurity will automatically send the access QR code to the visitor. The email is shown as follows in the picture.



Note: This feature requires administrators to configure the "*Invitation Exemption from Review*" function in advance:

a. Navigate to **ZKBio CVSecurity** → **Visitor** → **Basic Management** → **Interviewee Permission Gro up**. b. Add the Interviewee and assign the access level.

c. *Click* **More** → **No-reviewed** Visitor

JZKBio CVSecurity		🖉 🖶 🕵 😝 admin ~
Visitor Registration >	Visitor / Basic Management / Interviewee Permission Group	
Visitor Reservation >	Edit the access level for the host c Browse Personnel 122 (Popy) From Levels	>
😭 Basic Management 🗸 🗸	Host Number Name More * Q 🖻 🖉 Level Name Q 🗟 🏖	
Parameters	O Refresh ∓ New	
Equipment Debugging	📄 Host Nu Host First Department Na Authorized exe Operations 📄 Level Name Belongs Module	
Printing Settings	122 Popy Attendace Testom Ø Popy Access	
Visiting permission Visitors Common Permission Group Interviewee Permission Group Visited Department Permission Group Visitor Registration Point Visitor Registration Point Visit List Custom Attributes	•	•
Advanced >	< < 1-1 > > 50 rows per page * Jump To 1 /1 Page < < 1-1 > > 50 rows per page *	Jump To 1 /1 Page
II. Visitor Report >	Visitors Quantity Statistics: Check-In Today:0 Check-Out Today:0 Not Check-Out Today:0 View the Details	

After the above configuration is completed, please go to **Visitor** -> **Basic Management** -> **Parameter** -> **Check In** -> **Enable Automatic Registration Point** and **set the Automatic Registration Point** to add the access control, entrance control or parking device.

Visitor Type: Requires Approval

After a visitor is invited, the system will automatically send an invitation QR code to the visitor. The visitor can scan the invitation QR code to pre-register their personal information.

(v	Visitor Invitation	
Visitor Type	Direct Access	~
Visitor informa	ation	
First Name*	Рору	
Last Name	Please enter last name	
Email*	popy.xiao@zkteco.com	
Mobile Phone	Please enter phone number	
Start Time	2025-05-19 16:33:50	>
End Time	2025-05-19 17:33:57	>
Visit Reason	Visit	>
Visitor Count	1	
Remarks P	lease enter a remarks	
	Submit	

Figure 67 Visitor Invitation

After clicking the **Submit** button, the page jumps to the visitor invitation success screen.



Figure 68 Invitation

You can take a screenshot of this page and send it to your visitor, or the system will automatically send an email to the visitor.



Note: 1) The visitor invitation QR code can only be used once, if the visitor has already scanned the code and registered, the QR code will not be scanned again.

2)The administrator must pre-configure QR Code URL: ZKBio CVSecurity ->visitor ->Basic Management ->Parameters -> Visitor Re-registration ->Enable Cloud Visitor Registration URL or fill in QR Code URL.

2.4.2.2.3 Video Call

Real-time video calls allow for mutual communication between neighbors or to the property management or control center, enabling seamless communication even if you are thousands of miles apart.

Please refer to the function description in Video Call.

2.4.2.2.4 Elevator Unlock

Remotely release the floor buttons for your relatives or friends to start a convenient elevator riding experience.

Please refer to the function description in <u>Elevator Unlock</u>.

2.4.2.2.5 Book Space

Personnel can check the usage status of spaces through the APP and book a suitable space accordingly.

The version requirements are as follows:

- ZKBio CVSecurity: V6.4.0 and above
- ZKBio CVConnect: V1.2.0 and above
- ZKBio Zexus: 1.2.0 and above



Figure 70 Book Space

Module	Description
2024/10 Sun Mon Tue Wied Thu Fri Sat 20 21 22 23 24 25 26	You can select a date, with the default display set to only show dates from the current week. You can swipe down or right to display more dates.
Q Search by name/location/Area	You can enter text in the search box to perform a search, or click Te to
F301 10 Pax Main Gate No 188 street,TangXia Coccupied Time: 05:00-05:30	Display all the information and status of spaces for that date; click on the card to view the details of the space and make a reservation.

Table 11 Book Space

Book Space •

Clicking on the space card allows you to view the details of that space, as shown in the figure below:

You can view the basic information of the space, its capacity, available facilities, announcements, and occupied time slots, etc.

	(F301		
		-	-	
		et se		
	F301		IN YOU	
	No 188 street,TangXia		å 10 Pax	
	Main Gate			
	What this space of	fers		
	Sofa Desk an	d WiFi	Laptop	
	Chair		2 a	
	Microphone Sound	Electronic Whiteboard	Projector	
	Space Description			
	Serivice Time :9:00-20:0 Please contact Popy Xia	00 io(123454564645	5)	
	Occupied Time	2024-1	0-21 🗰	
	30min			
	9 05:00 Pa	arty Time!!!		
		ao		
A 1	Вос	ok Space		
		Sec.		
	Figure 7	I Book Sp	ace	
Click the Book Space b	utton to ium	p to the	space res	ervation interface, as shown in the
figure below.				,,

Book Time *			
Start Time	2024-10-21 09:30	>	
End Time	2024-10-21 11:30	>	
Check In Time	At Start	>	
Title *	Training aaa		
Participant	Test, JiaulHuk, dhonisi.	&	
Reminder Time	Reminder 15 minutes before	>	
Content 1.xxxxxxxx 2.xxxxxxxxx			
Additional Re	equest		
Clea	Snack Fruit Co	ffee	
Tea o			

Figure 72 Book Space

Module	Description
Book Time * Start Time 2024-10-21 09:30 > End Time 2024-10-21 11:30 > Check In Time At Start >	 Start Time: The time when the reservation begins. End Time: The time when the reservation ends. Check In Time: The time when you can check in on the Facekiosk H10A device after a successful reservation.
Title * Training aaa Participant Test, JiaulHuk, dhonisi 🏝 Reminder Reminder 15 minutes before	 Title: The theme for reserving the use of the space. Participant: Select participants; after a successful reservation, they will receive reminders, and only participants can verify on the device. Reminder Time: The time for a follow-up reminder.
Content 1.xxxxxxxxxx 2.xxxxxxxxxxxxxxxxxxxxxxxx	The content for reserving the use of the space, such as the meeting agenda.

	\frown	\square	\square
Clea	Snack	Fruit	Coffee
Tea o			

Indicates whether additional services are needed. After selecting the appropriate services, the space manager will receive a corresponding reminder and provide the services.

Table 12 Book Space

The interface after a successful reservation is shown as follows:



Figure 73 Book Space



Figure 74 Book Details

2.4.2.2.6 My Activities

This application primarily displays the events you have reserved and the events I am participating in.

My Booking

Displays the status of the activities you have booked, including: "To be started" "In Progress" "Finished" "Has been canceled".



Figure 75 My Booking

End Meeting

When the current activity status is "In Progress," the applicant can click the "End Meeting" button to conclude the meeting ahead of schedule. The unused time will be released and become available for booking.

Extend Meeting

When the current activity status is "In Progress," the applicant can click the "Extend Meeting" button to extend a meeting, as shown in the figure below, you can select how many minutes to extend the meeting. After confirmation, the appointment time will be extended accordingly.

Cancel Reservation

When the current activity status is "To be started," the applicant can click the "Cancel Reservation" button to cancel the reservation. After cancellation, the entire reserved time slot will be released and become "Available."

• My Participation

This section displays activities you are participating in. When you are selected as a participant during space reservation, the activity will appear in your My Participation interface. As shown in the figure below:

Note: Only the organizer can cancel or end activities; participants cannot perform these operations.

11:06 🔄 👽	[™] ⁵⁶⁺ ▲ 100%	
My Activ	vities	
My Booking	My participation	
Q Search by title/area/loca	ation/space	
Test meeting	🔮 In Progress	
Training	☐ To be started	
Figure 76 My	y Activities	

2.4.2.2.7 Space Service

This application is accessible only to available to users with space administrator permissions.

• Pending

Space administrators can view all reservation statuses and service requests submitted by users.

Space Service		
Pending	Processed	
Q Booker /title/area/location/space		
esting	Popy Xiao	
F301		
2024-10-22 17:14-19:14		
Main Gate		
No 188 street, TangXia		
Fruit,Coffee		
Start Processing		
Party Time!!!	Joao	
F301		
2024-10-21 05:00-05:30		
Main Gate		
No 188 street, TangXia		
140 100 street, rangkia		
Coffee		
Start Processing		
Start Frocessing		
Facinina	Provid	
Fraining	Boopalan	
F301		
2024-10-18 18:42-19:12		
Main Gate		
No 188 street, TangXia		
Coffee		
0 i i D i i		

Figure 77 Space Service

Space administrators can process user requests by clicking "Start Processing" to access the processing interface:

The space administrator can then provide an appropriate response based on the service request.

Additional Request Descriptions	
Please enter the description	
Shortcut Reply	
Provided	To Be Provided
Out of Stock	Equipment Failure
Cancel	Confirm

Figure 78 Space Service

Processed

Replied space services can be viewed in the "Processed" section.

2.4.2.2.8 Smart Operation

You can view the status of all terminals and operate the terminals on this page. For example, turn on or turn off the lights, set the indoor temperature, and so on. The version requirements are as follows:

- ZKBio CVSecurity: V6.5.0 and above
- ZKBio CVConnect: V1.2.0 and above
- ZKBio Zexus: 1.3.0 and above

Note: First, configure area management permissions in **ZKBio CVSecurity -> Energy Saving -> Device Management -> Area Personnel** for the corresponding personnel. Users can only view and operate terminals after proper permissions are assigned.



Figure 80 Smart Operation

Click on the terminal to enter the details page for operations.

Note: The terminals of the Sensor type can only be used to view values and cannot be operated.

< Environmer	ttal Sensor (CO ₂) ea Name
Temperature	25.2°C
Humidity	40.4%
CO2	Excellent (730ppm)

Figure 81 Details

2.4.2.2.9 Clock In

This function enables mobile attendance check-in. The version requirements are as follows:

- ZKBio CVSecurity: V6.6.0 and above
- ZKBio CVConnect: V2.0.0 and above
- ZKBio Zexus: 1.4.0 and above

Click the Clock In application. The system requires location permission to function. When using this feature for the first time, you will see a permission request prompt. Please grant location permission to use this function properly.

Application Center		
Interventional and the second		
Mobile Attendance		6 A 19
	a fa	1010
Ti	p	
Location services to continue. Tap O		
Cancel	Confirm	
 Smart Application		
My Cradentials Visitor I	vitation Elevator Unlock	
Video Call		
Smart Office		
Notification Center Application		

Please allow the app to obtain the location permission. Otherwise, you won't be able to use this function properly.

LockerPad-G4 Pro Toda watawa toosan to to and Design and too to and to an and Design and too too and Design and too and Design and D	
0	
Allow ZKBio Zexus to location?	access
Precise Appro	xximate
While using the app	
While using the app Only this time	
Only this time	
Only this time Don't allow	

After authorizing the location service and enabling the phone's location function, clicking on "Clock In" will prompt that the check-in is successful, as shown in the following picture.

<	Clock-in
• 202	rrived at clock-in point, please clock in 25-05-19 10:38:40
	And Mar Same and Same

Note: 1) The mobile Clock In function requires obtaining the system location permission. Please make sure to authorize the location permission.

2) Please ensure that the location function of your mobile phone is turned on. If it is not turned on, the check-in range cannot be located, and a prompt of "Location Failed" will be displayed.

3) The administrator needs to pre-add the check-in range in **ZKBio CVSecurity-Attendance Module -> Attendance Management -> Mobile Check In Address** in advance so that employees can perform mobile check-in normally.

2.4.2.2.10 My Attendance

View my work schedule and daily attendance situation. < My Attendance 2025-05 Green Tag: Normal status FRI 2 Black: scheduled Red Tag: Abnormal status, including missed punch, 8 9 Grey: Not scheduled (including holiday) late, early leave 15 16 23 24 31 Yellow Tag: Business Trip Blue Tag: Leave request approved Purple Tag: Outing request approved The shift corresponding to the currently selected Shift date 05- 19 Attendance Record View the attendance clock-in situation < 😑 ☷ 09:00 • - ☷ 18:17 Make-up Clock-in

2.4.2.2.11 Attendance Request

This application allows users to manage attendance issues, including missed punch corrections, business trip applications, leave requests, overtime applications, and going-out requests.

Attendance Request •

	Attendance Request	
	Attendance Request Application Records	
	Make-up Clock-in Submit Make-up Request	
	Submit Leave Request	
	Outing > Submit Outing Request >	
	Business Trip Submit Business Trip Request	
	Submit Overtime Request	
	V	
Make-up Clock In		
	Kake-up Clock-in Make-up Count:2	
	Application 2025-05-19 > Date	
	Make-up Time: 09:00	
	Approval Process	
	Approver	
	Manager	
	Notifier	
	+	
	Process Completed	
	Remarks	
	Forgot clock in	

Parameter	Description
Make-up Count	Counting of missed punch make-up cards
Application Date	Select the date for which the missed punch make-up slip is required
Make-up Time	Select the time for missed punch make-up, and please choose an appropriate time according to the work shift.
Approval Process	View the complete approval process; Approver: The person who conducts the review operation. Notifier: The person who needs to be notified
Approvarriocess	Note: The administrator needs to pre-configure the approval process for personnel in different positions in ZKBio CVSecurity->Attendance Module - >Attendance Setting ->Process Setting.
Remarks	Fill in the remarks according to the actual situation.

Table 13 Make-up Clock-in



	<	Leave	
	Leave Type*	Personal Leave	>
	Start Time*	2025-05-26 00:00	>
	End Time*	2025-05-26 23:59	>
	Leave Time	9.0hour	
	Add Attachment		
	Approval Proc Approver Manager Notifier Process C Remarks Enter leave remar	ompleted	
		Submit	

Parameter	Description	
Leave Type	Select the leave type	
Start Time	Select Start Time	
End Time	Select End Time	
------------------	--	--
Leave Time	The system automatically calculates leave time based on scheduling	
Add Attachment	Add leave voucher, only supports image upload.	
	View the complete approval process; Approver: The person who conducts the review operation. Notifier: The person who needs to be notified	
Approval Process	Note: The administrator needs to be notified Note: The administrator needs to pre-configure the approval process for personnel in different positions in ZKBio CVSecurity->Attendance Module - >Attendance Setting ->Process Setting.	
Remarks	Fill in the remarks according to the actual situation	

Table 14 Leave

Outing

〈 Outing	
Start Time* 2025-05-26 00:00	
End Time* 2025-05-26 23:59	
Outing 9.0hour Duration	
Outing Reason* outside	
Approval Process Approver Manager ANNASTASYA Notifier Popy × + Process Completed	
Submit	_

Parameter	Description		
Start Time	Select Start Time		
End Time	Select End Time		
Outing Duration	The system automatically calculates the duration of outing based on the scheduling		
Outing Reason	Fill in the reason for going out		
Approval Process	View the complete approval process;		

Approver: The person who conducts the review operation.

Notifier: The person who needs to be notified

Note: The administrator needs to pre-configure the approval process for personnel in different positions in ZKBio CVSecurity->Attendance Module ->Attendance Setting ->Process Setting.



Business Trip

K Business Trip	
Start Time* 2025-05-26 00:00	
End Time* 2025-05-26 23:59	
Business Trip 1.0Day Duration	
Business Trip Reason* Please enter	
Approval Process Approver Manager kara Notifier Popy × + Process Completed	
Submit	

Parameter	Description	
Start Time	Select Start Time	
End Time	Select End Time	
Business Trip Duration	The system automatically calculates the duration of the business trip according to the work schedule.	
Business Trip Reason	Fill in the reason for the business trip.	
Approval Process	View the complete approval process; Approver: The person who conducts the review operation. Notifier: The person who needs to be notified Note: The administrator needs to pre-configure the approval process for	



Parameter	Description	
Start Time	Select Start Time	
End Time	Select End Time	
Overtime Duration	The system automatically calculates the duration of the overtime according to the work schedule.	
	View the complete approval process;	
	Approver: The person who conducts the review operation.	
Approval Process	Notifier: The person who needs to be notified	
	Note: The administrator needs to pre-configure the approval process for personnel in different positions in ZKBio CVSecurity->Attendance Module ->Attendance Setting ->Process Setting.	
Remarks	Fill in the reason for overtime work or other contents.	

• Application Records

View the application records of various types.



After clicking on a specific type, you can enter the page to view the corresponding application records. For example, after clicking on "Leave", the page you enter will be as shown in the following figure:



After clicking on a specific record, you can view the application details.

Popy 122	
Details Type: Annual Leave Duration: 1.0天	
Start Time: 2025-05-14 09:00: End Time: 2025-05-14 18:00:5 Remarks:	234
Approval Process Approver Manager Approved Process Completed	2025-05-14 15:21:46
Notifier	(0)

Revoke

Click the "Revoke" button in the upper right corner of the attendance application details, enter the revocation reason, and then "Confirm" to complete the operation.

Note: Revocation requests require approval through the configured workflow and will only be processed after approval is granted.



2.4.2.2.12 My Approvals

Note: Only users with approval authority configured in ZKBio CVSecurity can view and process approval records.



After clicking the corresponding type, you can enter the approval operation interface, as shown in the following figure:

View the records to be approved for the corresponding type.



Click on a record to view details and perform approval operations. Click "Approve" to accept the request or "Reject" to deny the application.

Popy 122
Details Type: Manual Check Ins Make-up Time: 2025-05-26 09:00:00 Remarks:
Approval Process Approver Manager Pending Approval Process Completed
Notifier Popy(1)
Reject Approve

After the approval operation is completed, you can go to the "Processed" page to view the approval records.

K My Approvals		
Pending Approval	Processed	
2025-05-20 15:37:09		
Manual Check Ins	📥 Rejected	
● Make-up Time: 2025-05-20 09:00:0 ■ Remarks:	00	
2025-05-19 17:57:43		
Manual Check Ins	📥 Approved	
 Make-up Time: 2025-05-16 08:41:0 Remarks: 	00	
2025-05-19 17:57:56		
Manual Check Ins	Approved	
 Make-up Time: 2025-05-16 18:57:0 Remarks: 	00	
2025-05-19 11:28:20		
Manual Check Ins	📥 Rejected	
 Make-up Time: 2025-05-19 09:00:0 Remarks: Forgot clock in 	00	
2025-05-19 11:28:20		
Manual Check Ins	📥 Approved	
 Make-up Time: 2025-05-19 09:00:0 Remarks: Forgot clock in 	00	
2025-05-14 13:45:08		
Manual Check Ins	📥 Approved	
		þ

2.4.2.3 Me

1E 111	>	
14.c t		
Notification		
🖆 Change Password	>	
Privacy Policy	>	
O About	×	
Ó 🕅		

Figure 82 Me

Module	Description	
€ 111 →	Personnel information, after clicking, you can view personal information. Currently, only personal avatar modification is supported. Users can upload facial photos for device verification.	
14.88	Current organization name.	
Notification	Enable the background message notification button on mobile, when enabled, the background can receive message alerts.	
	Change personnel passwords; after the change, the ZKBio CVSecurity Web personnel self- login passwords will be changed accordingly.	
Privacy Policy	Privacy Policy.	

Table 17 Me

<u>FAQ</u>

Q1: What languages does ZKBio CVSecurity support? How do I switch languages?

A1: Version 1.2.0 supports 12 languages, which are:

- English
- Spanish
- Chinese
- Thai
- Indonesian
- Vietnamese
- Portuguese
- French
- Romanian
- Polish
- Italian
- Russian

Note: If you need to switch languages, please go to your phone's system settings under **Language**; the language of the Mobile APP will switch according to the language set in your phone's system.

Q2: What skins are currently supported? How do I switch skins?

A2: Currently support light mode and dark mode; follow the mobile system to switch the display mode.

Q3: When I select Personnel login, I enter my Personnel ID and password and it says "Unauthorized APP login".

EXCRIPTION EXERCISE Sign in	
B2 14	
▲ 12	
Login	
(Product Use Agreement) (Privacy Policy) Unauthorized APP login	
Figure 83	

A3: Please contact your administrator and enable App Login for these personnel; select the personnel on the ZKBio CVSecurity web page, click **More >Enable App Login**.

Personnel ID	First Name	Last Name	Department Name	Card Number	C Statistics	App login
1003	wang	wangwu	Department Name	24****09	Reset Self Login Password	0
2774			att		R View Face Picture	۲
12	111		Department Name		✓ Enable	0
<u>131</u>	xx		Department Name		♥ Disable✓ Enable app login	۰
<u>321</u>	321		Department Name		O Disable app login	•
2721			att		0	•
<u>2843</u>			att		٢	•
2722			att		0	•

Figure 84

Q4: When I try to use the "visitor invitation" feature, I receive a "system error" message. How can I resolve this issue?

A4: This is because visitor invitations require the use of the system's Email notification service, so you need to first configure the mail server on the ZKBio CVSecurity web page by navigating to: System > System Management > Email Management > Outgoing mail server setting.

1	ZKBio CVSecurity		ж						
G	System Management 🗸 🗸 🗸 🗸 🗸 🗸	Sy	stem / System M	lanagement	/ E-mail Managemen	ıt			
	Data Management		Sender		Recipient	Q	0		
	Area Settings		C Refresh	🗊 Delete	🕞 Outgoing Mail Ser	rver Settings 1 Export			
	System Parameter		Sender	Delete	Co Outgoing Man Ser	Outgoing Mail Server S		×	Error Message
			Sender						Entit message
	Dictionary Management				utgoing Mail Server Settir	smtp.exmail.gg.com	(smtp.xxx.xxx)		
	Data Cleaning			Po		465	SSL TLS STARTTLS		
	Audio File				nail Account*	popy.xiao@zkteco.com	(xxx@xxx.xxx)		
	Hybrid Cloud Settings	«			ssword nder Name	Admin-ZKBioCV			
	Certificate Type							-	
	Print Template				est Connection				
	System Monitoring			A	Please complete the ema	ail verification.			
	Message Notification								
	Parameters					ОК	Cancel		
					Figure	85			<u>.</u>

Q5: Why doesn't the APP have real-time message notifications?

A5: To enable alarm and message push notifications, you will need to go to **ZKBio CVSecurity** -> **System Management-> Cloud Setting** and enable the cloud service (As shown in the figure below). This will allow real-time push notifications of alarms and messages to the APP.

Note: If the current software does not have this menu, please confirm whether you have enabled the Service Center module. If not, please enable it from the **console** and then restart the service to refresh.

	 0.0
	 æ
TKBio CVSecurity	 00

e	System Management	~	System / System Manag	ement / Cloud Settings
0	Operation Log Database Management Area Settings E-mail Management Dictionary Management Data Cleaning Audio File Courd Settings System Monitoring Massage Notification Parameters Communication mana	>	Cloud Settings	Enable No Yes ZKBio CVConnect Server Url http://ff 10:6001 Enable Pushing Data to the Cloud No Yes Mark CVConnect platform, as a sub-service of MinverIOT, mainly serves to forward intraner's application data to be accessed externally. If you have not installed the ZKBio CVConnect cleant yet, please click the link below to download or contact the technical support to obtain the installer. ZKBio CVConnect Client
۵				ОК

Enable: After selecting "Yes," real-time alarm and message notifications will be pushed to the APP. Even when the APP is running in the background, the phone will still be able to receive notifications.

ZKBio CVConnect Server Url: Enter the server address for ZKBio CVConnect, the local address will be filled in by default;

Enable Pushing Data to the Cloud: Once enabled, device information (device name, status, firmware version) and event logs will be pushed to the cloud.

Q6: What should I do if the status of my ZKBio CVConnect is showing as Offline?

V 🖲 Home	x +	
← → C ③ 127.0.0.1	:6001/web/welcome	
M Gmail 🔹 YouTube 🐰 Map	is 🏘 Traducir 🚱	
EXEsio CVConnect	Company id	Account
O Home	297e2c828e561be6018ea55159f80368	: il.com
88 Application		
E3 Interface Mapping	Company code 20242024	App login code Brjbng
Mapping Test		
System Settings ~	Status	Server node
🖹 Log 🛛 👻	Offline	USA
	Version 1.0.0	

A6: Please go to the Task Manager - Services, find the ZKBio CVConnect service, and restart it.

🙀 Task Manager

<u>File Options View</u>

Processes Performance App history Startup Users Details Services

 \Box \times

Name	PID	Description	Status	Group
🔍 wmiApSrv		WMI Performance Adapter	Stopped	
WMIRegistrationService	7276	Intel(R) Management Engine WMI Provider Registration	Running	
WMPNetworkSvc		Windows Media Player Network Sharing Service	Stopped	
workfolderssvc		Work Folders	Stopped	LocalService
🖧 WpcMonSvc		Parental Controls	Stopped	LocalService
🔍 WPDBusEnum		Portable Device Enumerator Service	Stopped	LocalSystemNe.
🖧 WpnService	7048	Windows Push Notifications System Service	Running	netsvcs
WpnUserService		Windows Push Notifications User Service	Stopped	UnistackSvcGro.
WpnUserService_84e1b	10272	WpnUserService_84e1b	Running	UnistackSvcGro.
🖧 wpscloudsvr		WPS Office Cloud Service	Stopped	
💫 wscsvc	5824	Security Center	Running	LocalServiceNe.
🔍 WSearch	10584	Windows Search	Running	
🔍 wuauserv		Windows Update	Stopped	netsvcs
🖧 WwanSvc	6628	WWAN AutoConfig	Running	LocalSystemNe.
🗟 WXWorkUpgrader		WXWork /	Stopped	
💫 XbIAuthManager		Xbox Live Auth Manager	Stopped	netsvcs
💫 XblGameSave		Xbox Live Game Save	Stopped	netsvcs
💫 XboxGipSvc		Xbox Accessory Management Service	Stopped	netsvcs
💫 XboxNetApiSvc		Xbox Live Networking Service	Stopped	netsvcs
XTU3SERVICE	7120	XTUOCDriverService	Running	
ZKBio CVConnect Client Ser	7304	ZKBio CVConnect Client Service	Running	
ZKBIOOnline Service	7216	ZKBIOOnline Service	Running	

ZKTeco Industrial Park, No. 32, Industrial Road,

Tangxia Town, Dongguan, China.

Phone : +86 769 - 82109991

Fax : +86 755 - 89602394

www.zkteco.com



Copyright © 2025 ZKTECO CO., LTD. All Rights Reserved.