

# **User Manual**

## ZKBio Zexus Mobile App

Date: May 2025

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English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website <u>www.zkteco.com</u>.

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### About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face 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.
<b>?</b>	The general information which helps in performing the operations faster.
*	The information which is significant.
۲	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

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### **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	$\checkmark$	V
		Remote Control	√	V
		Access Statistics Report	$\checkmark$	V
		Video Intercom (SIP)	$\checkmark$	√
	Admin ADD	Visitor Registration	×	1
	Aumin APP	Visitor Status Statistics	×	√
Mobile		Visitor S <mark>tatistic</mark> s	×	$\checkmark$
APP		Elevato <mark>r U</mark> nlock	×	$\checkmark$
		Personnel Registration	√	$\checkmark$
		Smart Operation	×	√
		Pair Device	×	$\checkmark$
	A	My Credentials (QR)	√	√
		Video Intercom (SIP)	√	√
	Personnel	Visitor Invitation	×	$\checkmark$
	APP	Elevator Unlock	×	$\checkmark$
		Book Space	×	$\checkmark$
		My Activities	×	√
		Space Service	×	$\checkmark$
		Smart Operation	×	$\checkmark$
		Clock-in	×	$\checkmark$
		My Attendance	×	$\checkmark$
		Attendance Request	×	$\checkmark$
		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
			<ul> <li>A second sec second second sec</li></ul>

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

TKBio CVSecurity III #	
😤 System Management 🦂 System / System Man	agement / Cloud Settings
Database Management	
Area Settings	vice configuration
System Parameter	Enable
E-mail Management	No 🖲 Yes
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	▲ The ZKBio CVConnect platform, as a sub-service of MinervalOT, mainly serves to forward
Parameters	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 technincal support to
Message Notification	ZKBio CVConnect Client
Authority Management >	APP enterprise QR code
Communication mana >	
A Third Party Integration >	ОК

#### Figure 2 ZKBio CVSecurity System Management

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

Select	Setup Language	×
U	Select the language to use during t	he installation.
	English	~
1	English	
3	— Español 简体中文	
	C	K Cancel

#### Figure 3 Setup Language

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

nse Agreement	
lease read the following important information before continuing.	
lease read the following License Agreement. You must accept the terms of this agreement before ontinuing with the installation.	
Personal Information Protection and Privacy Policy	^
/ersion: 1.0.0	
Date: 2023/10/15	
This Policy only applies to ZKBio CVConnect products or services, including both the client and the server.	
f you have any questions, comments or suggestions, please contact us using the following contact letails:	
mail: dbs.zkclouds@zkteco.com	~
I <u>a</u> ccept 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				
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 different fold	ler, click Browse	э.		
C:\Program Files\ZKBio CVConnect Client			Browse	
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	2 <del></del> 8		×
Select Additional Tasks			
Which additional tasks should be performed?			V
Select the additional tasks you would like Setup to perform while installing ZKI 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.	onnect requires registering as a MinervaloT user and creating a company. 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:		
* Local Application:	ZKBioCVSecurity	
Endpoint:	https://127.0.0.1:8098	
	Next	
		Q

### 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 CV one set of ZKBio CVConnect services.	WConnect requires registering as a MinervaloT user ar	d creating a company. One cloud account can bind multiple 2	ZKBio CVConnect services, but one company can only bind
Please select area 2 Bin	nd ZKBio CVConnect account	3 Select company	(4) Activation waiting
	No account yet, please clickR	igister.	•
* Username :	pop, 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	
CONTACT US	TERMS & CONDITIONS	PRIVACY POLICY		<b>GB</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:	ıd Hybrid Cloud account	3 Select company	4 Activation waiting
* Select company:	Company-ZK-Popy-test	v	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 cloud accou	nt can bind multiple Hybrid Cloud services, but one company
Please select area         Image:	d Hybrid Cloud account 3 Select company	(4) Activation waiting
* Caustar	United Arab Emicator	Use existing company
+ country.	United Alab Eninates	
* Name:	Popy-test-company-1	
* Code:	1234567	
	Previous Create Company	

**Figure 16 Create Company** 

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

-lybrid Cloud Activation
vctivation code activation >>
KBio 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 an only bind one set of Hybrid Cloud services.
Please select area       Image: Select company       Image: Select company         Image: Select company       Image: Select company       Image: Select company
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	lybrid Cloud requires registering as a MinervaloT user and creating a company. One cl	oud account can bind multiple Hybrid Cloud services, but one company can only bind	one set of Hybrid Cloud services.
V Please select area	Bind 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 Usernameroot 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.

CVConnect   A root     A root     Image: Comparison of the second			
A root	🕽 ZKBio CVCor	nect	
Cogin	A root	0	
Login Forgot password?	- ⊕	Ø	
Forgot password?	Login		
	Forgot passwor	rd?	

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.

E ZKBio CVConnect			root 🛪
© Home			
88 Application	ZKBio CVConnect Id	Company name	
E Interface Mapping	a402b 0ef4030bd58b5d5 ba2f2	ZKT435354	
Mapping Test			_
龄 System Settings ~	Company id 8a8 if8ced0f62018d5 a571246	Account 163.com	\$
₿ Log V			
	Company code	App login code	
	453543545	sejkt2	
			ZKBio CVConnect Client Information
	Status • Online 2024-10-18 17:53:12	Server node	QR Code
	Version	Business channel	
æ	1.2.1	Open	
			SHIP THE SET
	Figure	20 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**.

<ul> <li>O Home</li> <li>Application</li> <li>              Application                  Mapping Test                  System Settings                 Number of Number of Interface                 Number of Number of Interface</li></ul>
<ul> <li>Application</li> <li>Interface Mapping Test</li> <li>Mapping Test</li> <li>System Settings</li> <li>P Log</li> </ul>
Ell Interface Mapping     ZKBio CVSecurity     C     ZKBio CVSecurity     C       ZKBio CVSecurity     ZKBio CVSecurity     Normality     ZKBio CVSecurity     Normality       Mapping Test     46     49     49     49       System Settings     Number of Number of Interface Interface     Number of Interfaces     Number of Interface
Mapping Test     System Settings     Your Setting     Your Setting     Your Settings     Your Settings     Your Set
System Settings     46     49     49       Number of     Number of Interface     Number of Number of Interface       Interfaces     Mappings     Interfaces     Mappings
Pillog Vinterfaces Mappings Interfaces Mappings
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		_	ſ	Edit
88 Application	ZKBio CVSecurity	Edit	× ation	Туре	EndPoint
Se Interface Manalag	ZKBio CVSecurity		/Securi	ity	https://192.168.137.53:8098
	Interface List Application Parameters	* Application Name			
		Libio Coscanty			,
	Interface Name: Please enter	* Endpoint			Reset Query
		https://1::8098	O		
		* 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		4	【webhook】设备离线	Edit Delete
	push.hcc.event.online		Caral Core	【webhook】设备在线	Edit Delete
	push.hcc.data.transaction	pusitineculatalitiansaction	Cancel OK	【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	8	
admin		
	h <del></del>	
Lo	gin	
✓ I have read and agree 《Product Use Agreeme	nt》《Privacy Policy》	

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	<ul> <li>In the Application Center, you can quickly access the following modules.</li> <li>Access Control: Remote Control, Lockdown, Access Records.</li> </ul>

	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 De	5 0 vices Visitors
Access Control	2
All Area	>
Online	5 Offline
ProFace X	🔛 Offline
CJRZ201260028	Area Name
xface600	😨 Offline
7053211100002	Area Name
inBIO640	🔛 Offline
Dashboard Alarm Center A	Dication Me

### 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	<ul> <li>You can view the devices statues, tap on the stats graph to toggle to view online or offline device details.</li> <li>Click on the all area to filter.</li> </ul>

### Table 2 Dashboard

### 2.3.2.2 Alarm Center

Alarm Center	1	ġ
3 0 Alarm Confirmed	3 Unconfi	irm
Q Event Name/Device Name	2	
Date - Alarm Level - S	Source Modu	ile -
• 2023-12-22 17:36:41	3	_]
Verify Mode Erro 192.168.137.55-	<b>or</b> 1	
• 2023-12-22 17:36:35		
Unregistered Pe	rsonnel	
• 2023-12-22 17:33:24		
Disconnected		
Dashboard Alarm Center Applicatio	۰п N	o - Me

Figure 28 Alarm Center

Module	Description
1	<ul> <li>Counts the number of alarms today, the current number of unacknowledged and acknowledged alarms;</li> <li>Click on the corresponding card to quickly filter, for example, click on "Unconfirmed" to display only the unacknowledged alarms.</li> </ul>
2	<ul> <li>Search box: search by event name or device name.</li> <li>Filters: by selecting time, alarm level, source module.</li> </ul>
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	<ul> <li>Time when the event is triggered</li> <li>Indicates that the event has not been confirmed</li> </ul>
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.
	<ul> <li>indicates that the event level is "Exception".</li> <li>indicates that the event level is "Alarm".</li> </ul>

### Table 4 Alarm Event

Click on an event card to view event details:

< Alarn	n Details
Verify (	Vide Error
, iong i	
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	
Co	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 <sup>(1)</sup> allows you to enter the message center page to view messages.



### 2.3.2.4 Application Center

pplication Center	Ū
TBM Car Parking Management solution	
Personnel Management	
Personnel Registration	
Access Control	
Remote Control Lockdown Access R	lecords
Elevator Control	
Elevator Unlock	
Visitor Management	
Visitor List Visit Statistics	
Video Intercom	
Video Call	
Energy Saving	
Smart Operation Pair Device	
一 前 前	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 Per:	ত 🛚 🗄 💀	<b>⊿ 1</b> 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 Perio	d	
Start Time	2024-10-30 13:34:15	>
End Time	2028-12-30 13:34:18	>
Enable APP L	ain	
Simole fit I Eo	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
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.

ZKBio CVSecurity	#	6
g Device >	access / Access Control / Access Levels	
Access Control 🗸	Access Levels	Browse Levels Lockdown Group (Area Name) Door Combination
Time Zones	Level Name Time Zone Q	Door Name Owned Device
Holidays	〇 Refresh ☲ New 自 Delete 冒 Door Control ァ 1 Export ァ 业 Import ァ	⊖ Refresh   値 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 « Interlock	Lockdown Grout Area Name 24-Hour Acci 3 🖉 🖪	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.

	C Lockdown	
S	Current Statues: SAFE	Select A
194	General	
	Area: Area Name	
Press.	TimeZone: 24-Hour Accessible	
	Door Account: 12	
	Access Group 1	
	Area: Area Name	
15	TimeZone: 24-Hour Accessible	
	Door Account: 2	
and the second second		
8°	Lockdown Group	
97°	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 I	Details	Card Number	
			Area Name	Area Name
	- 35		Door Name	10.8.14.207-1
	Photo	Media File	Device	10.8.14.207
Name			Read Name	10.8.14.207-1-Out
Persor	nnel ID	12	Event	Normal Verify Open
Depar	tment	Department Name	Verification Mode	Face
Positio	on		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 Visitor Name	<ul> <li>Today's Visitor Statistics Overview: Today's visitor, Not check out, Check In.</li> <li>Search by visitor name.</li> </ul>			
10:58 ~ 10:54 Check In Popy X S Host Name: silvia J Visit Time:2023-12-25 Visit Reason:Visit	<ul> <li>Visitor visit details, including: time of visit, name of visitor, person visited, reason for visit, photo of visitor.</li> <li>Visitor Statues: Check in/check out or not check out.</li> </ul>			
Add	Click Add to register a visitor, as described below.			
Table 6 Visitor List				
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		
	Host Name* silviasu	Other		
First Name* Popy	Host Department Name	License Plate g47846		
Last Name Xiao	Department	Carring goods		
Email* pc <sub>e</sub> , Jm	Access Details	photo		
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
00000	
0:00	4:00 9:00 13:00 18:00
Ŏ:00	4:00 9:00 13:00 18:00
0:00 Visitor	4:00 9:00 13:00 18:00 Top5/month
0:00 Visitor <sup>-</sup> 1*1	4:00 9:00 13:00 18:00 Top5/month 1*
0:00 Visitor <sup>-</sup> 1*1 2 b***	4:00 9:00 13:00 18:00 Top5/month 1*
0:00 Visitor <sup>-</sup> 1 1*1 2 b****	4:00 9:00 13:00 18:00 Top5/month 1* *o
0:00 Visitor <sup>-</sup> 1 1*1 2 b**** 8 B*u	4:00 9:00 13:00 18:00 Top5/month 1* *o V*u
0:00 Visitor <sup>-</sup> 1 1*1 2 b**** 8 B*u 4 K***	4:00 9:00 13:00 18:00 Top5/month 1* *0 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	•	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       IIII     IIII     IIII     IIII	•	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

<		• C	onnect	ted	Ę.
		All		Missed	
Ľ		zk1017	743	2024-05	-23 10:58:45
Ľ		zk1017	764	2024-05	-23 10:58:33
لا		zk1007	762	2024-05	-23 10:58:27
	1		2		3
	4		5		6
	7		8		9
	*		0		#
	U		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.

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

: Clicking will retract the keyboard, and clicking again will expand it.

C

X

: Delete the entered content.



**Figure 49 Dialing** 

#### • Address Book

ELA

Click the button

to enter the contact list page.



Module	Description
10.8.51.213 2831	<ul> <li>Device</li> <li>indicates that the device is offline.</li> <li>indicates that the device is online.</li> <li>The fields from top to bottom represent, respectively: device name,</li> </ul>
Admin Default Apersonnei: Lina Wang Extension No: 10023	device's extension number.  Admin  The fields from top to bottom represent, respectively: user name, name, extension number.
Ball Ole	<b>Personnel</b> 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	<ul> <li>Enable or disable the microphone.</li> <li>After enabling, you will need to obtain the system microphone permission.</li> <li>Disable it, you cannot make a call.</li> </ul>
	• Hang up
	Enable or disable the speakerphone.
	<ul> <li>Enable or disable the camera.</li> <li>After enabling, you will need to obtain the system camera permission.</li> </ul>
	<ul> <li>Unlock the door.</li> <li>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.</li> </ul>

#### 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.

Basic Management >	v	ideo Ir	tercom / Extension Ma	nagement / Extension Bir	nding																
Device Management >		Exten	sion Number	Sync Status		Binding Type	e Bindi	ng Objects													
🖶 Extension Management 🗸		OF	efresh 🕼 Extension	binding 🛱 Synchroniz	e binding	information $ extsf{1}$ Export	t ⊻ Import 👻														
Extension			Extension Number	Binding Type	Binding	Objects Sync St	tatus	~													
IVR			2831	Device	10.8.51	-		^													
Extension Binding	«	×	×	×	«	×		51104	Personnel personnel	1066	Binding Type* Personnel ID*	Personnel personnel   Personnel personnel									
							«	«	«	«						10086	Personnel personnel	100861	Extension Number*	System users	
												51106	Personnel personnel	123							
Í											51102	Personnel personnel	102								
		51103	System users	kara																	
			51101	Personnel personnel	51101	OK	Cancel														
			1552671	Personnel personnel	970312	0															

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 Mar	ne = 1	Device type =
Alea Nat	ne i	Sevice type
73	<b>30</b> <sub>ppm</sub>	Human Presence Se… Offline
Enviror	nmental 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

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 X11 10.8.42.31	Already Bou	nd 0 Terminals
	Pairing	
Cancel	Pairing Protocol	Confirm
	CoSS	
	ZigBoo	

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.
C About	The version of mobile app.

#### Table 10 Me

# 2.4 Personnel Application Operation Guide

# 2.4.1 Personnel Login

3:59 🔳 🔮 🤐 👗	ⓒ 🔃 🖁 👯 🚄 🛢 85%	
Hi Welcome	e, please sign in	
B ZKT435354	8	
<b>å</b> 115		. 01
<b>A</b>	<b>*</b> **	6.0
Г	ogin	
✓ I have read and agre 《Product Use Agreem	e nent》《Privacy Policy》	



- **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		All Read
Ø	Informed Message Reservation is about…	2025-05-21	17:39:30
	Visitor Dynamics No Latest News		
0	Access Records No Latest News		
	Pending Messages No Latest News		
ف	Ŷ		æ
Notnicatio	a Genter 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 xiao has successfully booked 2024-10-30 15:47:00 - 2024-10-30 15:47:00 F301; Topic: testing 123
Check Details
2024-10-30 10:33:30
Reservation is about to begin
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 08:34:00~2025-05-27 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 Leave time is 2025-05-23 09:00:00"2025-05-23 18:30:59	ave
Check Details	>
2025-05-26 09:30:18	
Manual Check In Approval	
Popy submitted a supplementary sign, and the	

## 2.4.2.2 Application Center



#### 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.

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

**Figure 66 Visitor Invitation Records** 

#### Invite Visitor

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

<b>(</b> )	visitor Invitation	
Visitor Type	Direct Access	
Visitor informa	ation	
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		
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

<b>JZKBio</b> 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 Wed 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 To to filter for more options.
F301 10 Pax Main Gate No 188 street,TangXia Cccupied 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.

· · · · · · · · · · · · · · · · · · ·	<b>K</b> F301	
	F301 No 188 street,TangXia	
	Main Gate	
	What this space offers	
	Sofa Desk and WiFi Laptop Chair	
	Microphone Sound Electronic Projector	
	Space Description	
	Serivice Time :9:00-20:00 Please contact Popy Xiao(123454564645)	
	Occupied Time 2024-10-21	
	● 05:00 Party Time!!! ● 05:30 Joao	
	Book Space	
	Figure 71 Book Space	
Click the Book Space but	utton to jump to the space reservation interface, as shown i	n 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 C	offee		
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         >	<ul> <li>Start Time: The time when the reservation begins.</li> <li>End Time: The time when the reservation ends.</li> <li>Check In Time: The time when you can check in on the Facekiosk H10A device after a successful reservation.</li> </ul>
Title     Training aaa       Participant     Test, JiaulHuk, dhonisi       Reminder     Reminder 15 minutes before	<ul> <li>Title: The theme for reserving the use of the space.</li> <li>Participant: Select participants; after a successful reservation, they will receive reminders, and only participants can verify on the device.</li> <li>Reminder Time: The time for a follow-up reminder.</li> </ul>
Content 1.000000000 2.000000000	The content for reserving the use of the space, such as the meeting agenda.

	$\square$	$\square$	$\square$
Clea	Snack	Fruit	Coffee
Tealo			

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.

My Activ My Booking Search by title/area/locat Test meeting F301 2024-10-22 11:06-12:05 Main Gate No 188 street,TangXia	ities My participation on/space	
My Booking Q Search by title/area/locat Test meeting F301 2024-10-22 11:06-12:05 Main Gate No 188 street,TangXia Training	My participation on/space	
<ul> <li>Q Search by title/area/locati</li> <li>Test meeting</li> <li>F301</li> <li>2024-10-22 11:06-12:05</li> <li>Main Gate</li> <li>No 188 street, TangXia</li> </ul>	on/space	
Test meeting         F301         2024-10-22 11:06-12:05         Main Gate         No 188 street, TangXia	♥ In Progress	
Training		
<ul> <li>F301</li> <li>2024-10-23 10:01-11:01</li> <li>Main Gate</li> <li>No 188 street, TangXia</li> </ul>	To be started	
Figure 76 My	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.

Pending Pro	cessed	
Q Booker /title/area/location/space	<b></b>	
testing	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		
Coffee		
Start Processing		
Fraining	Peepel	
1 anning	Boopaian	
F301		
2024-10-18 18:42-19:12		
Main Gate		
No 188 street, TangXia		
Coffee		

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 descriptio	
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.

Space Service	
Pending Proces	sed
Q Booker /title/area/location/space	ä
testing	Popy Xiao
* F301	
© 2024-10-22 17:14-19:14	
No 188 street, TangXia	
Fruit, Coffee	
Popy Replay Provided, P 2024-10-22 11-44-15	rocessed
1011 10 M 11.11.10	
jess	Jessica
🖄 F301	
0 2024-10-18 15:39-16:09	
Main Gate	
0 No 100 start Town V's	
≗ No 188 street, TangXia	
≗ No 188 street, TangXia	
<ul> <li>No 188 street, TangXia</li> <li>Fruit, Coffee</li> <li>Manuel ReplaycancelledSin S<sup>++</sup> F 2024-10-18 14:50:30</li> </ul>	rocessed
<ul> <li>No 188 street, TangXia</li> <li>Fruit, Coffee</li> <li>Manuel ReplaycancelledSin S<sup>++</sup> F 2024-10-18 14:50:30</li> </ul>	rocessed
No 188 street, TangXia  Fuit, Coffee  Manuel ReplaycancelledSin S… F 2024-10-18 14:50:30	rocessed
No 188 street, TangXia  Fruit, Coffee  Manuel Replay cancelledSin S… F 2024-10-18 14:50:30	rocessed
<ul> <li>No 188 street, TangXia</li> <li>Fruit, Coffee</li> <li>Manuel Replay cancelledSin S<sup>++</sup> F 2024-10-18 14:50:30</li> </ul>	rocessed
<ul> <li>No 188 street, TangXia</li> <li>Fruit, Coffee</li> <li>Manuel ReplaycancelledSin S<sup>++</sup> F 2024-10-18 14:50:30</li> </ul>	rocessed
<ul> <li>No 188 street, TangXia</li> <li>Fruit, Coffee</li> <li>Manuel Replay cancelledSin S ** F 2024-10-18 14:50:30</li> </ul>	rocessed
No 188 street, TangXia  Fuit, Coffe  Manuel Replay cancelledSin S… F 2024-10-18 14:50:30	rocessed
No 188 street, TangXia  Fruit, Coffe  Manuel Replay cancelledSin S** F 2024-10-18 14:50:30	rocessed
No 188 street, TangXia  Fruit, Coffee  Manuel Replay cancelledSin S <sup>++</sup> F 2024-10-18 14:50:30	rocessed

#### 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.

	Area Name
Temperal	ture 25.2°C
Humidity	r 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		CALL CO
		100
Ti	ip	
Location services to continue. Tap O	disabled. Enable K to go to Settings.	
Cancel	Confirm	
 Smart Application		
Mr Cradentials Visitor I	Revetor Unlock	
Video Call		
Smart Office		
Notification Center Application	on Center Me	

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 toodarib too tawaa Data watawa too tawaa too tawaa Data watawa too ta	
0	
Allow <b>ZKBio Zexus</b> to location?	access
Precise Appro	oximate
While using the app	
While using the app Only this time	
While using the app Only this time Don't allow	
While using the app Only this time Don't allow	
While using the app 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
• Ar	Clock-in 10:38:47 rrived at clock-in point, please clock in
* 202 ť	25-05-19 10:38:40
7	

*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	
Make-up Clock In		
	Make-up Clock-in	
	Make-up Count:2	
	Application 2025-05-19 > Date	
	Make-up Time <sup>: 09:00</sup>	
	Approval Process	
	Approver	
	Manager	
	Notifier	
	+	
	Process Completed	
	Remarks	
	Forgot clock in	
	and the second se	

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; <b>Approver:</b> The person who conducts the review operation. <b>Notifier:</b> The person who needs to be notified <b>Note:</b> 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	ess ompleted ks	
	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.
Approval Process	View the complete approval process; <b>Approver:</b> The person who conducts the review operation. <b>Notifier:</b> The person who needs to be notified <b>Note:</b> 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 Duration	9.0hour		
Outing Reaso	on*		
Approval Pro Approved Manager Notifier Popy × Process	ccess r ANNASTASYA + 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 <ul> <li>Approver</li> <li>Manager kara</li> <li>Notifier</li> <li>Popy × +</li> <li>Process Completed</li> </ul>	
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.
	View the complete approval process;
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.
Approval Process	View the complete approval process; <b>Approver:</b> The person who conducts the review operation. <b>Notifier:</b> The person who needs to be notified <b>Note:</b> 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.

<b>Popy</b> 122	
Details	
Type: Annual Leave	
Duration: 1.0天	
Start Time: 2025-05-14 09:00:00	
End Time: 2025-05-14 18:00:59	
Remarks:	
Manager Approved 202 Process Completed	25-05-14 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 Approver Approver Pending Approval Process Completed
1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	Notifier Popy(1)
	Reject Approve

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

ProteinProcessed10000-000-000-000-000-000-000-000-000-0	Pading ApprovalPacesed2025-05-20 0.9::00:00@ Rejected@ Marcu Check Ins@ Rejected@ D25-05-19 17:57:45@ ApprovalD25-05-19 17:57:55@ ApprovalD25-05-19 17:57:55@ Approval@ Marcu Pi Time: 2025-05-16 18:57:00@ Approval@ Marcu Pi Time: 2025-05-19 09:00:00@ Rejected@ Marcu Pi Time: 2025-05-19 09:00:00@ Approval@ Marcu Pi Time: 2025-05-19 09:00:00@ Approval@ D25-05-19 11:28:20Marcu Pi Time: 2025-05-19 09:00:00@ Marcu Pi Time: 2025-05-19 09:00:00@ Approval@ Marcu Pi Time	ProteinProcessed2025-05-20 15:37:09Implicit and a particular and a partic	ProteodProcessed2025-05-20 15:37:09Implicit in the second seco	PortugeProcessedCUSE-06-2015:37:09Image: ApproxedImage: Approxed </th <th>Pending propert     2025-05-20 15:37:40     Manual Check Ins   • Approved   • Optimize: 2025-05-20 00:00:00:00:00:00:00:00:00:00:00:00:00</th> <th>Pading propertProcessedU225-05-20 15:37:07Image propertiesU25-05-19 17:57:47Image propertiesU25-05-19 17:57:57Image propertiesU25-05-19 17:57:57Image propertiesU25-05-19 17:57:57Image propertiesU25-05-19 17:57:57Image propertiesU25-05-19 17:57:57Image propertiesU25-05-19 11:28:27Image propertiesU25-05-11 12:38:27Image propertiesU25-05-11 12:38:27Image propertiesU25-05-11 12:38:27Image propertiesU25-05-11 12:38:27Image propertiesU25-05-11 12:38:27Image propertiesU25-05-12 12:38:27Image propertiesU25-05-12 12:38:27Image propertiesU25-05-12 12:38:27Image propertiesU25-05-12 12:38:27Image propertiesU25-05-12 12:38:37Image propertiesU25-05-12 12:38:37</th> <th>Pading proposi Processed     2025-002-2015:37:00     Image: Constant of the series of the series</th> <th>&lt;</th> <th>My Approvals</th> <th></th> <th></th>	Pending propert     2025-05-20 15:37:40     Manual Check Ins   • Approved   • Optimize: 2025-05-20 00:00:00:00:00:00:00:00:00:00:00:00:00	Pading propertProcessedU225-05-20 15:37:07Image propertiesU25-05-19 17:57:47Image propertiesU25-05-19 17:57:57Image propertiesU25-05-19 17:57:57Image propertiesU25-05-19 17:57:57Image propertiesU25-05-19 17:57:57Image propertiesU25-05-19 17:57:57Image propertiesU25-05-19 11:28:27Image propertiesU25-05-11 12:38:27Image propertiesU25-05-11 12:38:27Image propertiesU25-05-11 12:38:27Image propertiesU25-05-11 12:38:27Image propertiesU25-05-11 12:38:27Image propertiesU25-05-12 12:38:27Image propertiesU25-05-12 12:38:27Image propertiesU25-05-12 12:38:27Image propertiesU25-05-12 12:38:27Image propertiesU25-05-12 12:38:37Image propertiesU25-05-12 12:38:37	Pading proposi Processed     2025-002-2015:37:00     Image: Constant of the series	<	My Approvals		
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### 2.4.2.3 Me

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14.c t		
Notification		
🖆 Change Password	>	
Privacy Policy	×	
① About	×	
	100	

Figure 82 Me

Modu	le	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 Password	>	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".

<b>EXCRIPTION</b> EXERCISE Sign in	
BR 141	
▲ 12	
Login I have read and agree (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 e
]	1003	wang	wangwu	Department Name	24****09	Reset Self Login Password	0
	2774			att		C View Face Picture	0
j	<u>12</u>	111		Department Name		✓ Enable	•
	<u>131</u>	xx		Department Name		✓ Enable app login	•
]	<u>321</u>	321		Department Name		O Disable app login	•
	<u>2721</u>			att		٥	•
]	<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		: #						
G	System Management 🗸 🗸 🗸 🗸 🗸 🗸	Sy	stem / System N	Managemer	it / E-mail Managemen	t			
	Data Management		Sender		Recipient	Q	2		
	Area Settings		O Refresh		D Outgoing Mail Ser	ver Settings			
	System Parameter		Condor	Delete	Co Outgoing Man Ser	Outgoing Mail Server S	settinas	×	Error Managan
			Sender						Entit message
	Dictionary Management			E	outgoing Mail Server Settin	gs	(smfn xxx xxx)		
	Data Cleaning			P	ort*	465	SSL TLS STARTTLS		
	Audio File			E	mail Account*	popy.xiao@zkteco.com	(xxx@xxx.xxx)		
	Hybrid Cloud Settings	«		P	assword ender Name	Admin-ZKBioCV			
	Certificate Type							-	
	Print Template				Test Connection				
	System Monitoring			A	Please complete the ema	il verification.			
	Message Notification								
	Parameters					ОК	Cancel		
					Figure 8	35			

### 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.

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e	System Management	~	System / System Manag	ement / Cloud Settings
Ŷ	<ul> <li>Paration Log</li> <li>Database Management</li> <li>Area Settings</li> <li>E-mail Management</li> <li>Dictionary Management</li> <li>Data Cleaning</li> <li>Audio File</li> <li>Cloud Settings</li> <li>Certificate Type</li> <li>Pirint Template</li> <li>System Monitoring</li> <li>Message Notification</li> <li>Parameters</li> <li>Communication mana</li> </ul>	>	Cloud Settings	Enable         No       Yes         ZKBio CVConnect Server Url         http://ff       10:6001         Enable Pushing Data to the Cloud         No       Yes         Mo       Yes <t< th=""></t<>
0				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	× +	
← → 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 <sub>3rjbng</sub>
Mapping Test		
System Settings ~	Status	Server node
🖹 tog 🗸 👻	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</u> Options <u>V</u>iew

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	
💫 XblAuthManager		Xbox Live Auth Manager	Stopped	netsvcs
KblGameSave		Xbox Live Game Save	Stopped	netsvcs
KboxGipSvc XboxGipSvc		Xbox Accessory Management Service	Stopped	netsvcs
💫 XboxNetApiSvc		Xbox Live Networking Service	Stopped	netsvcs
XTU3SERVICE	7120	XTUOCDriverService	Running	
Strain CVConnect Client Se	r 7304	ZKBio CVConnect Client Service	Running	
CKBIOOnline Service	7216	ZKBIOOnline Service	Running	

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