

# User Manual

## ProRF

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Version: 1.0

Date: August 2018

# Important Statement

Thank you for choosing our product. Before using this product, please read this user manual carefully to avoid risks of danger to the users of this product or those nearby and damaging the device. Follow these instructions to ensure that your product functions properly and completes verifications in a timely manner.

Unless authorized by our company, no group or individual shall take excerpts of or copy all or part of these instructions nor transmit the contents of these instructions by any means.

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As this product is regularly updated, we cannot guarantee exact consistency between the actual product and the written information in this manual. Our company claims no responsibility for any disputes that arise due to differences between the actual technical parameters and the descriptions in this document. The manual is subject to change without prior notice.

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# 1. Must Know

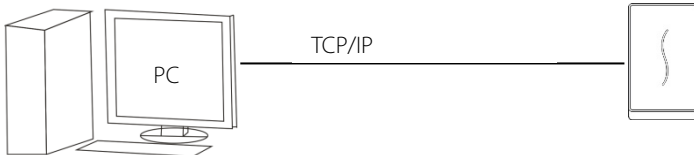
## 1.1 Product Profile

SCR100 Plus released by our company is the World's first access controller and reader based on TCP/IP, professional access control machine with ID card but no screen and no press-key. These access control product series added with ID card provide a more product choices for system access control solutions. It can be used as a separate control lock, also can be used as an access controller connecting ID cards, to realize master-slave machine or anti-passback function. The device can connect with Ethernet over TCP/IP. It can be embedded with Webserver to visit query records and so on via Internet.

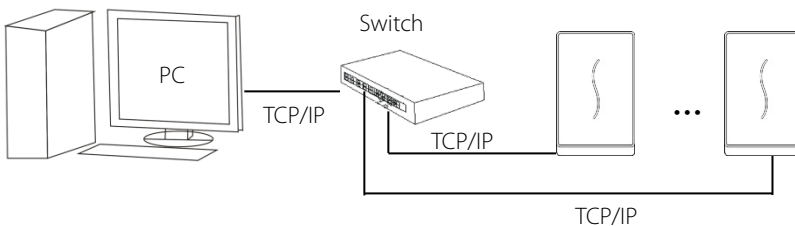
## 1.2 Communication Connections

The background PC software can communicate with the device, upload and download data and perform remote management of the terminal over TCP/IP. The device can connect with Ethernet in the following two ways:

1. The device directly connects to the computer.



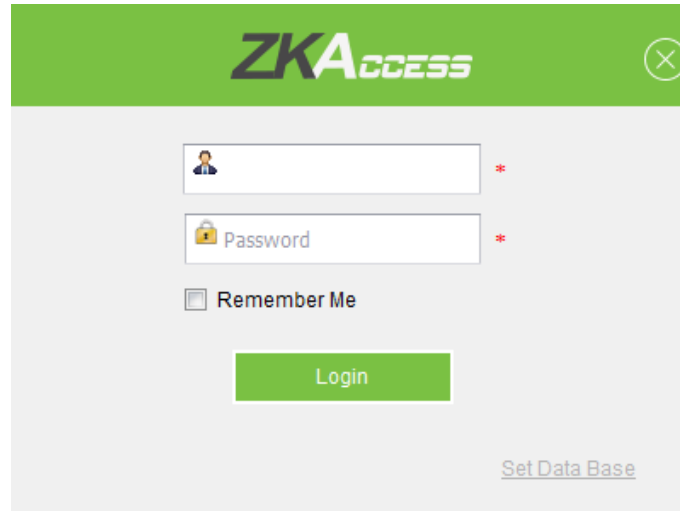
2. The device connects to the computer over an Ethernet through a switch.



The default IP address is 192.168.1.201. IP addresses of the server (PC) and the device must be in the same network segment.

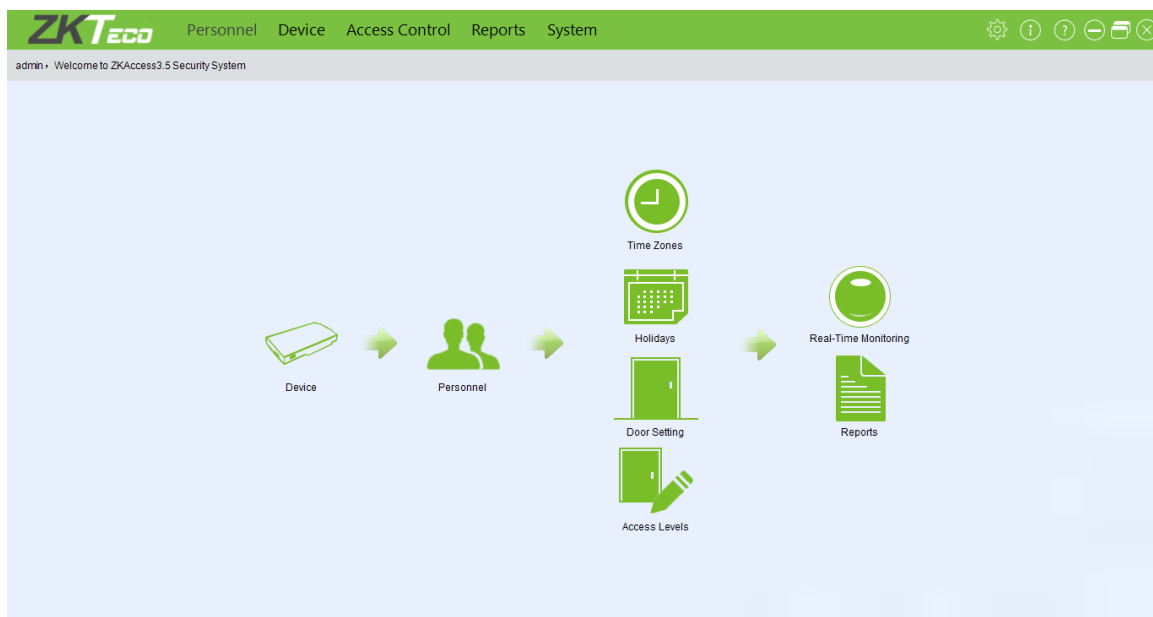
## 2. Access Control Software

Suppose the device has connected with PC well and the access control software has been installed already.



On the desktop, double-click the ZKAccess icon to enter the system. The user name of the super user is [admin], and the password is [admin], then click [login]. After the first login to the system, please reset the password in [System] > [Change Password].

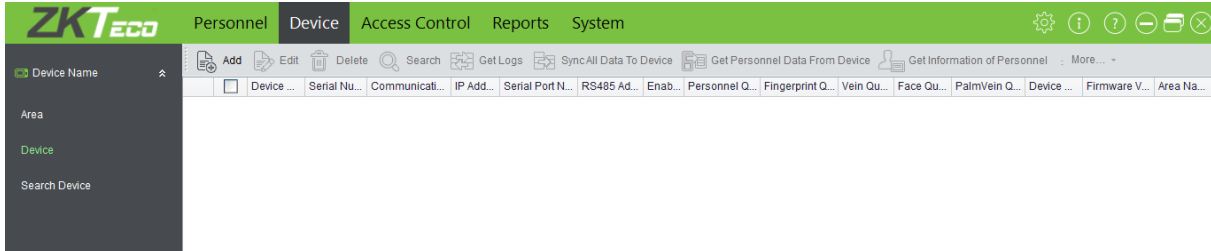
The following briefly describes the co-operations between device and software. For details, please refer to "ZKAccess3.5 Security System User Manual."



## 2.1 Adding a device

### ✧ Add Device by manually

1) Click [Device] in the initial interface to pop up the interface as shown below:



2) Click [Add], the following interface will be shown.

The screenshot shows a dialog box titled 'Add' with a green header. It has a tab labeled 'Basic Parameters'. The form contains the following fields and controls:

- Device Name:** A text input field with a red asterisk indicating it is required.
- Communication Password:** A text input field with a checkbox to its left.
- Device Type:** A dropdown menu currently showing 'Two-Door Access Control Pan'.
- Switch to Two-door Two-way:** A checkbox.
- Auto Synchronize Device Time With PC Time:** A checked checkbox.
- Area:** A dropdown menu with a red asterisk.
- Clear Data in the Device when Adding:** A checkbox.
- Communication Type:** Two radio buttons: 'TCP/IP' (selected) and 'RS485'.
- IP Address:** A text input field with a red asterisk.
- IP Port Number:** A text input field containing '4370' with a red asterisk.

At the bottom of the dialog, there are four buttons: 'Wizard Mode' (with a blue underline), 'Test Connection' (with a blue underline), 'Save and Continue', 'OK', and 'Cancel'.

**Device Name:** Any character, up to a combination of 50 characters.

**Communication Password:** Any character, up to a combination of 8 characters (No blank). You need to input this field only when you add a new device with the communication password. It cannot be modified when you edit the device information except in [Modify communication password] operation.

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#### ✧ **Note:**

You do not need to input this field if the device has no communication password, such as when it is a new factory device or just after the initialization.

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**Device type:** Standalone device.

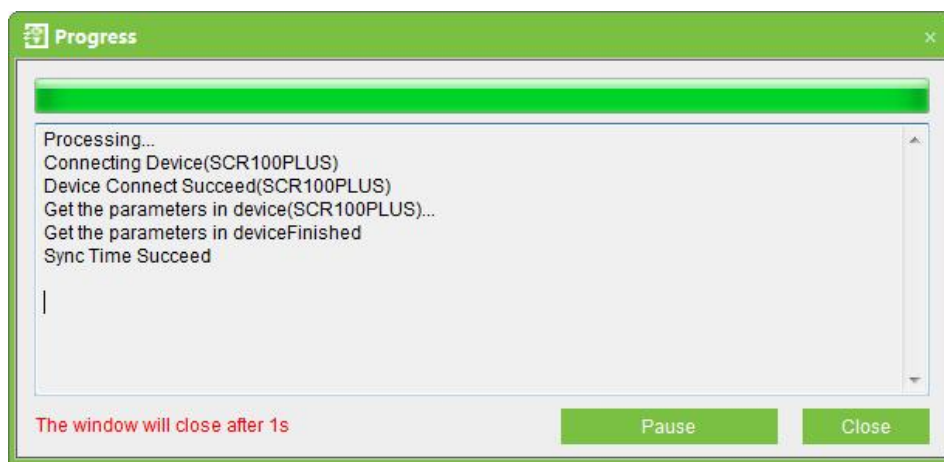
**IP Address:** Please enter the IP Address of the device, the default IP address is 192.168.1.201.

**IP Port Number:** In Ethernet mode, the default is 4370.

**Auto Synchronizes Device Time:** By default it is ticked, namely, it will synchronize device time with server time each time connecting to the device. If it is not ticked, the user can manually synchronize device time.

**Area:** Specify areas of devices. After Area Setting, devices (doors) can be filtered by area upon Real-Time Monitoring.

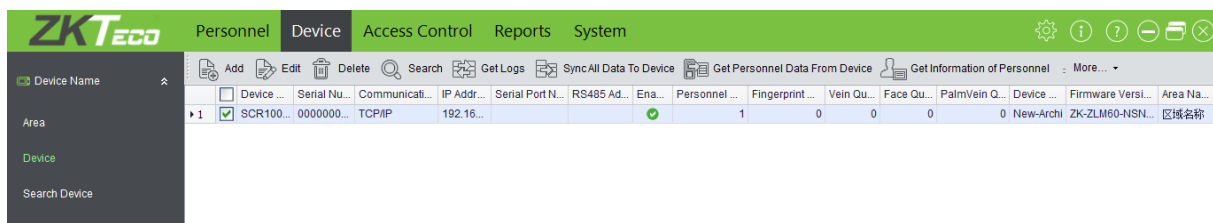
**Clear Data in the Device when Adding:** If this option is being ticked, after adding device, the system will clear all data in the device, except the event logs. If you add the device just for demonstration or testing of the system, there is no need to tick it.



After editing, click [OK], and the system will try connecting the current device:

**Note:**

When you add a new device to the system, the system will clear all user information, time zones, holidays, and access control levels settings (including access control group, anti-passback, interlock settings, linkage settings, etc.) from the device, except the events record in the device. Unless the information in the device is unusable, we recommend you not to delete the device in used, to avoid the loss of information.

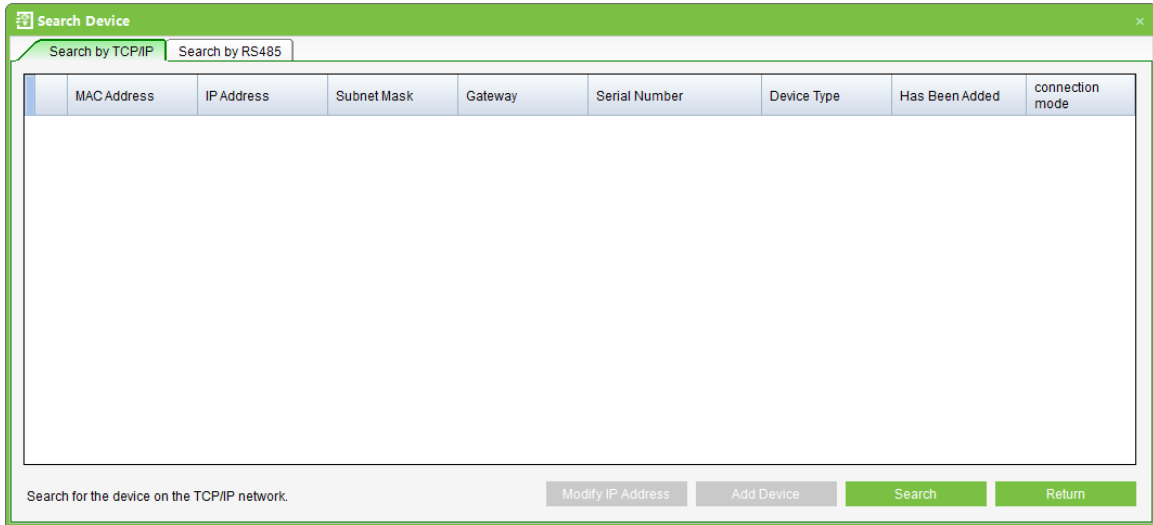


3) One PC can connect with multiple devices, and the access control software in PC can manage multiple devices at the same time. If you want to add devices, please click [Add]. If you want to delete devices, select devices and click [Delete]. For details, please refer to "ZKAccess3.5 Security System User Manual".

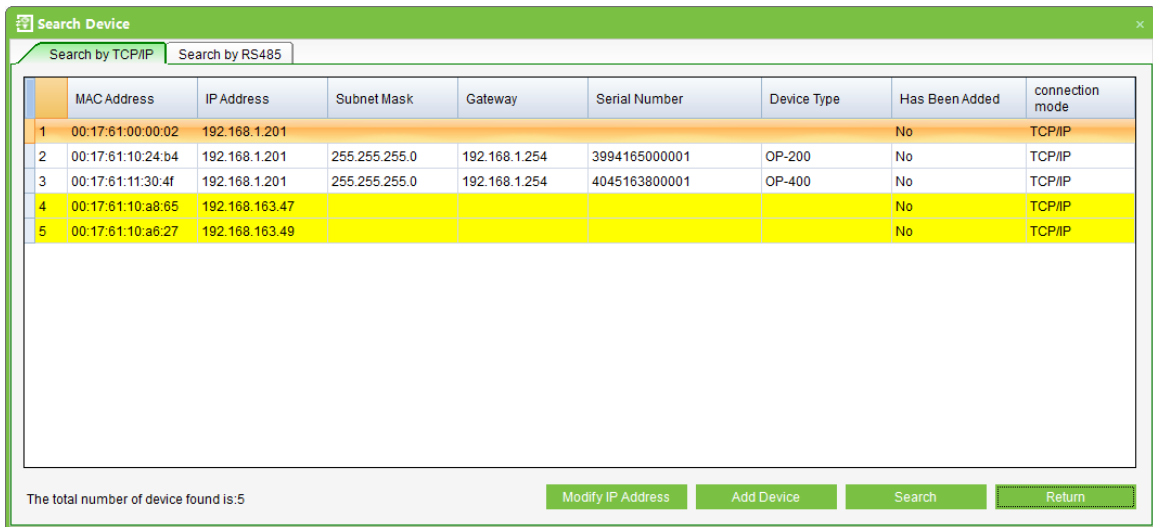
### ❖ Add Device by Searching Access Controllers

Search the device in the Ethernet.

- (1) Click [Device Name] > [Search Device], to open the Search interface.

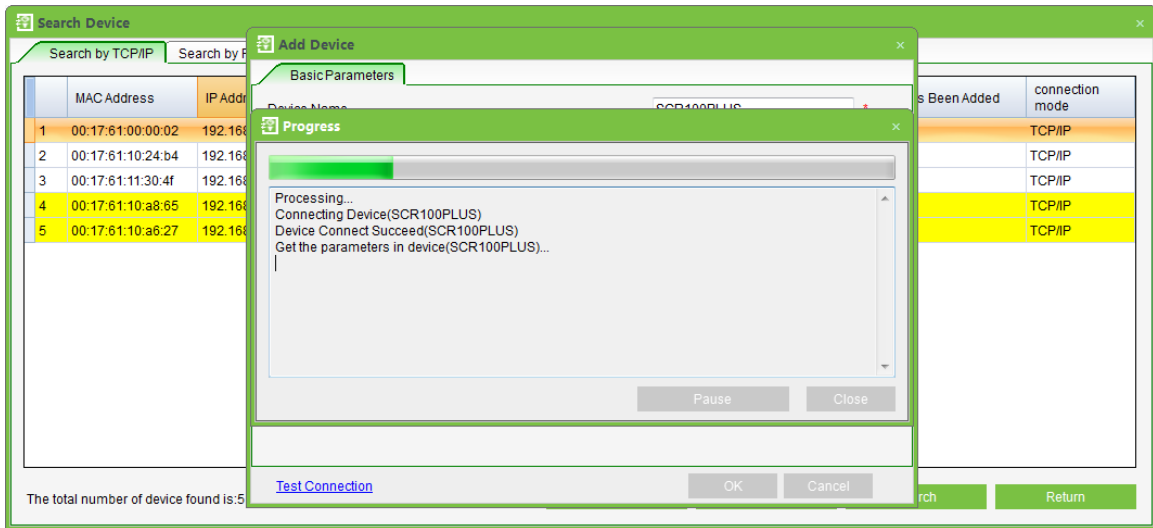


- (2) Click [Search], and it will prompt [Searching.....].
- (3) After searching, the list and total number of access controllers will be displayed.



- (4) Click on [Add Device] in the search list.





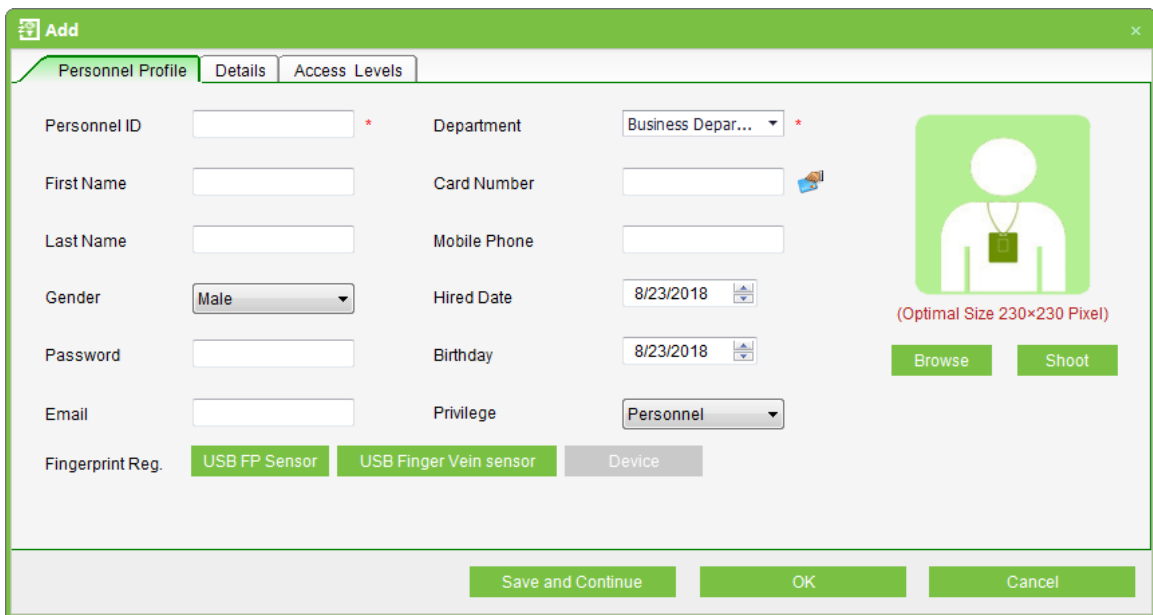
## 2.1.1 Device Settings

Includes that Modify IP Address, Close Auxiliary Output, Disable, Enable, Modify Communication Password, Synchronize Time, Upgrade Firmware, Get Logs From SD Card, Import Data From USB disk and so on.

For more details, please refer to "ZKAccess3.5 Security System User Manual".

## 2.2 Adding a user and a card

1) In the initial interface of access control software, click [Personnel] to pop up the interface as shown below. Click [Add] to add a user and input the user information.



The fields are as follows:

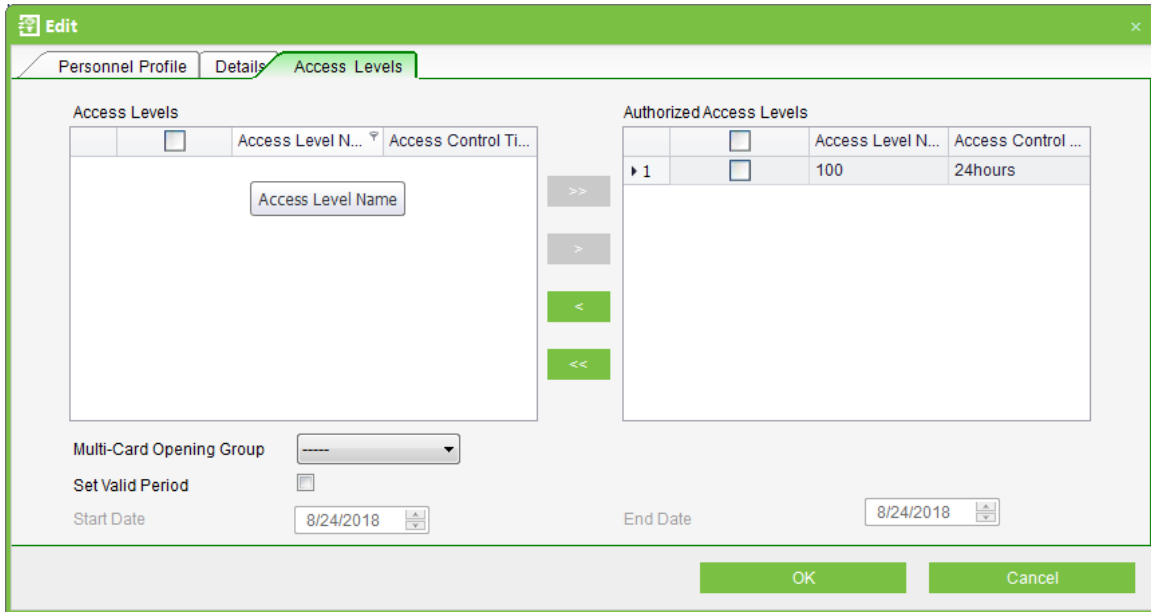
**Personnel No.:** By default, the length cannot exceed 9 digits. A number with a length of less than 9 digits will be preceded with 0 automatically to complete 9 digits. Numbers cannot be duplicated. Click [Verify] to see if it is

duplicated or not.

**Department:** Select from the pull-down menu and click [OK]. If the department was not set previously, you can only select the default [Company Name] department.

**Card Number:** Assign a card number to the person for access control use. This can be done manually or by using card issuer.

**Alternative Access Levels:** Select access levels, start and end dates of access validity time and multi-card opening personnel groups.



## 2.3 Access Control Settings

The access control system can set the opening levels of registered users, namely, allowing some personnel to open some doors by verification during a time period. Access Control System Management primarily includes Access Control Time Zones, Access Control Holiday, Door Settings, Access Levels, Personnel Access Levels, Real-Time Monitoring, and Reports, etc.

### Access control system parameters



- ☀ 255 time zones.
- ☀ Unlimited access levels.
- ☀ Three holiday types and 96 holidays total.
- ☀ Anti-passback function.
- ☀ Wiegand format.

- ☀ Interlock function.
- ☀ Linkage function.
- ☀ First-Card Normal Open function.
- ☀ Multi-Card Opening function.
- ☀ Remote door opening and closing.
- ☀ Real-time monitoring.

For more details, please refer to “ZKAccess3.5 Security System User Manual”.

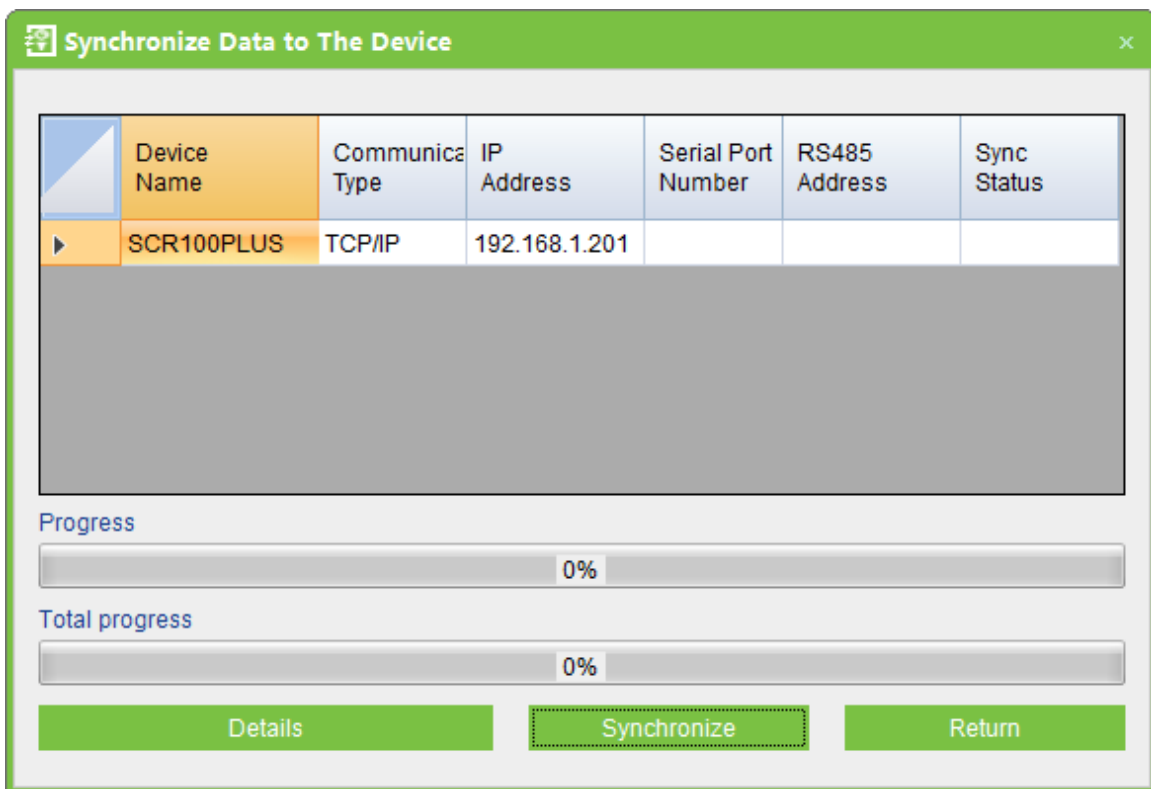
## 2.4 Upload and download

For a PC corresponding to multiple devices, the user information in PC can be uploaded to multiple devices, and user information in multiple devices can be downloaded to this PC also.

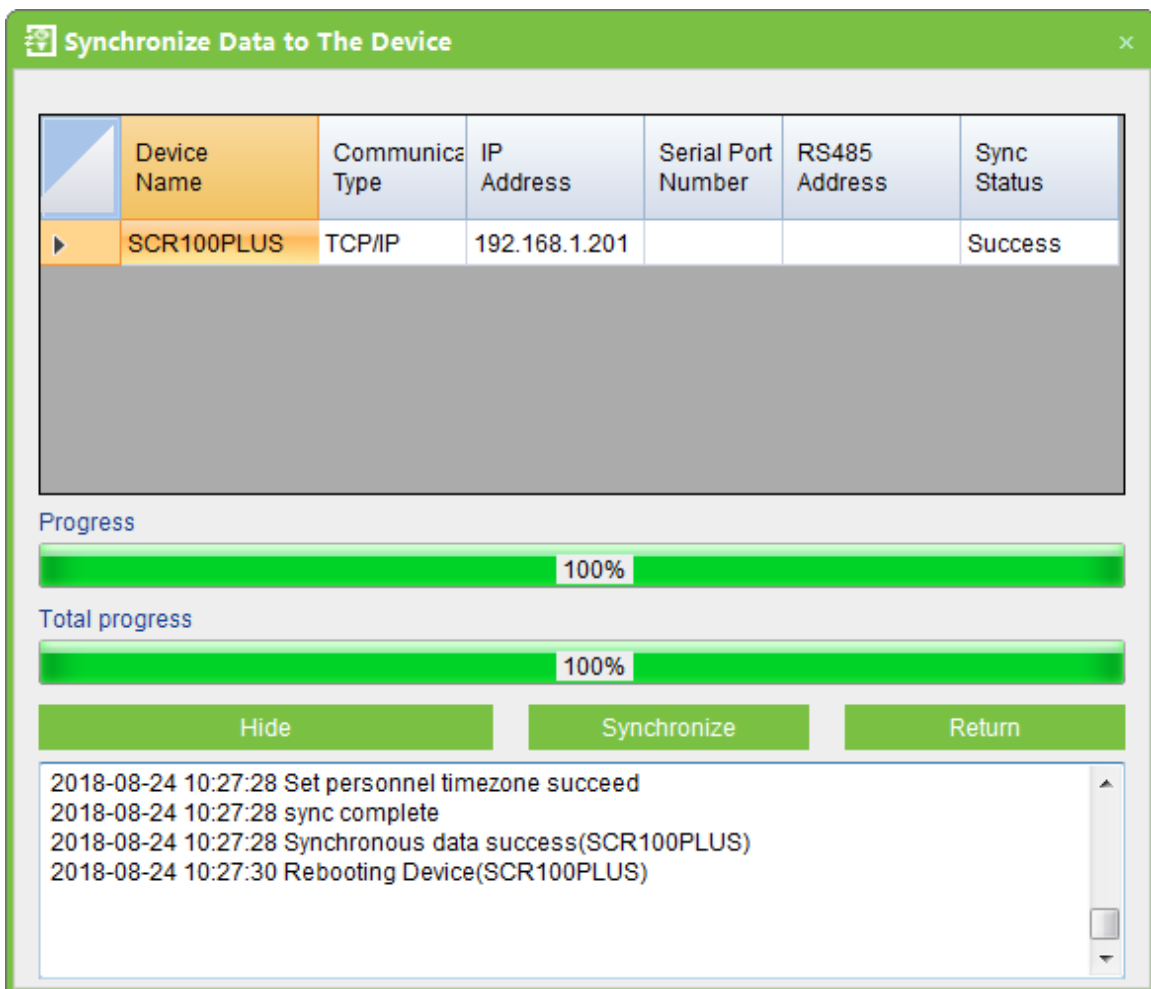
For the first time to use, after user information and ID cards are registered, user information can be uploaded from PC to device through  Sync All Data To Device. After the registered ID cards are punched on device successfully, attendance records will be generated in device. These attendance records can be downloaded from device to PC through .

### 2.4.1 Sync All Data to Device

1) Click [Sync All Data To Device] in the Device page.



2) Click [Synchronize], the following interface will be shown.

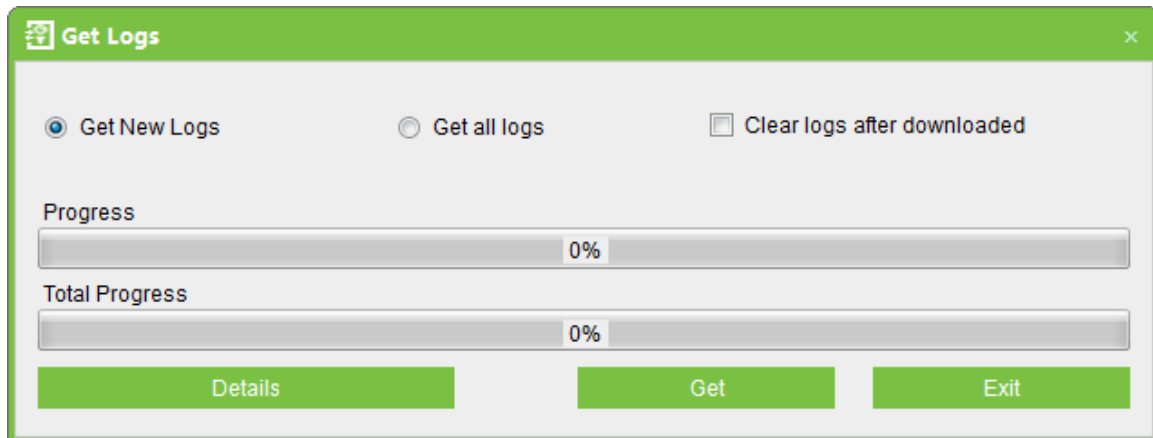


**Note:**

The operation of Synchronize All Data is mainly to delete all data in the device first (except event record). Download all settings again, please keep the net connection stable and avoid power down situations, etc. If the device is working normally, please use this function with caution. Execute it in rare user situations to avoid impacting on normal use of the device.

## 2.4.2 Get Event Entries

1) Click [Get Logs] in the Device page.



**Get New Logs:** The system only gets the new event entries since the last time event entries were collected and records them into the database. Repeated Entries will not be rewritten.

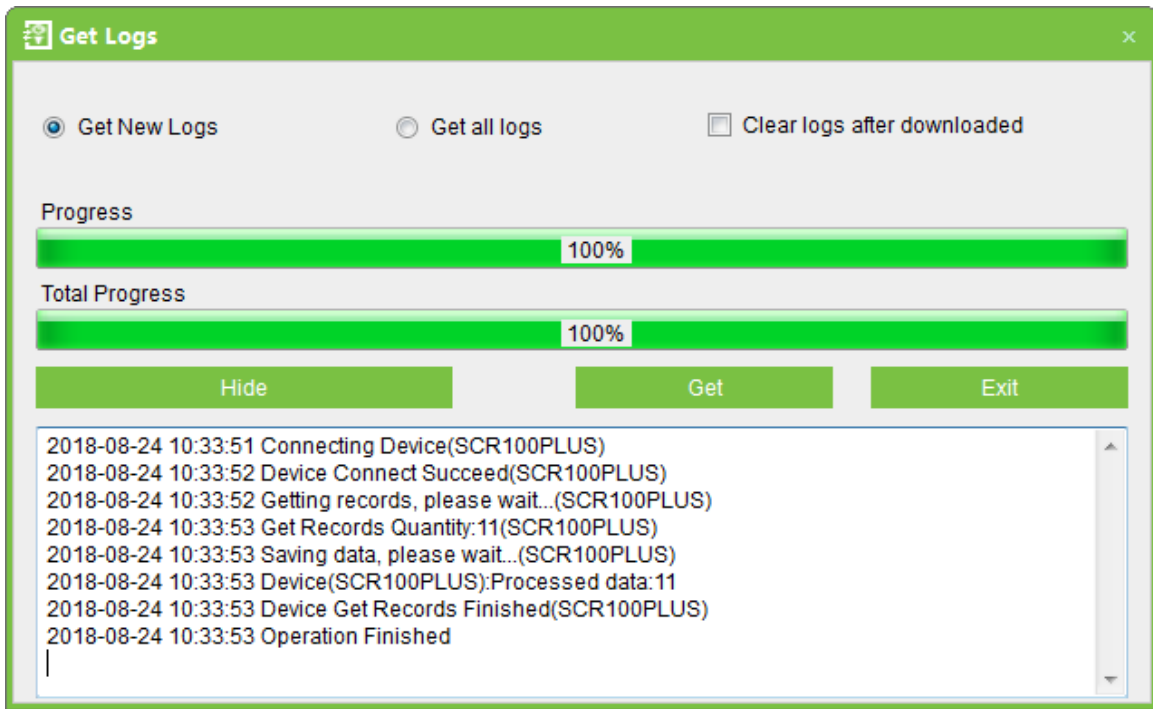
**Get All Logs:** The system will get all of the event entries again. Repeated Entries will not be rewritten.

**Clear logs after downloaded:** After records are downloaded, the device will automatically delete all the records.

**Note:**

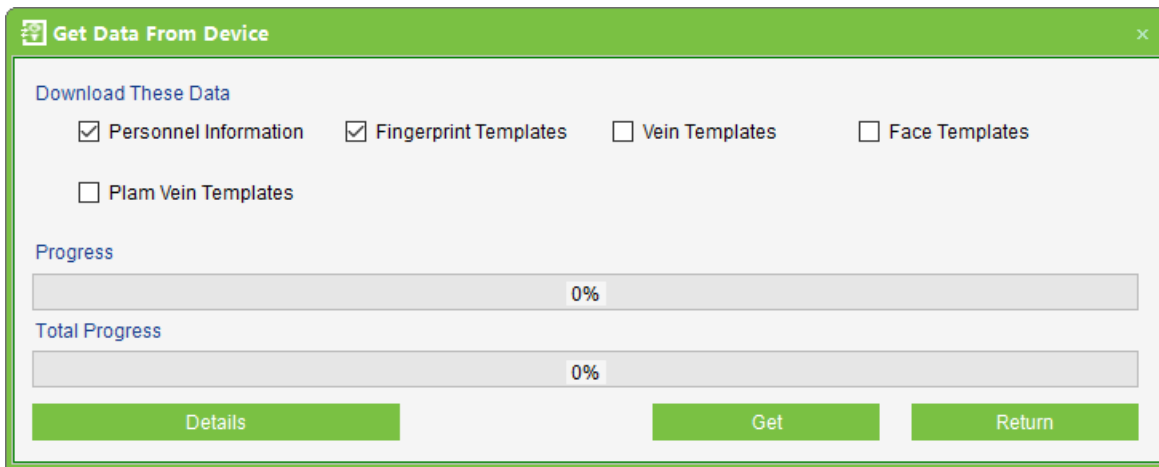
The device can restore up to 1 million of event entries. When the entries exceed this number, the device will automatically delete the oldest restored entries.

2) Select users required to download and click the button "Download" to download users into PC.



### 2.4.3 Get Personnel Data From Device

Take origin information of the device and save in the system.



### 2.4.4 Get Information of Personnel

Renew the current information of personnel in the device. The final value will be displayed on the device list.

Personnel														
Device														
Access Control														
Reports														
System														
<span>⊞</span> Add <span>✎</span> Edit <span>🗑</span> Delete <span>🔍</span> Search <span>🔄</span> Get Logs <span>🔄</span> Sync All Data To Device <span>👤</span> Get Personnel Data From Device <span>👤</span> Get Information of Personnel <span>⋮</span> More...														
	Device Na...	Serial Number	Commu...	IP Address	Serial ...	RS485 Ad...	Ena...	Perso...	Finger...	Vein Qu...	Face ...	PalmVei...	Device M...	Firmware Version
▶ 1	<input checked="" type="checkbox"/>	SCR100P...	53261830000...	TCP/IP	192.168.163.201		<input checked="" type="checkbox"/>	6	0	0	0	0	New-Archi	ZK-ZLM60-NSNF-Ver2

## 2.5 Monitor in real time

Suppose a user with an ID card has been uploaded to device, when this card is punched on the device, the device will pass the verification (LED indicator light will turn green and be constant on for 2 seconds) and then generate an attendance record.

In Access Control Software, click [Access Control] > [Access] > [Real-Time Monitoring] to monitor the statuses, real-time events of doors and punching on device in real time. If you want to stop monitoring, please click [Stop Monitoring].

	Date And Time	Device Name	Event Point	Event Description	Card Number	Personnel ID/First N...	In/Out Status	Verify Type
1	2014-08-21 12:01:37	SCR100PLUS	SCR100PLUS-1	Normal Punch Open		4	Check-In	Only Card
2	2014-08-21 12:01:36	SCR100PLUS	SCR100PLUS-1	Normal Punch Open		4	Check-In	Only Card
3	2014-08-21 12:01:14	SCR100PLUS	SCR100PLUS-1	Normal Punch Open		3	Check-In	Only Card
4	2014-08-21 12:01:13	SCR100PLUS	SCR100PLUS-1	Normal Punch Open		3	Check-In	Only Card
5	2014-08-21 12:01:04	SCR100PLUS	SCR100PLUS-1	Normal Punch Open		2	Check-In	Only Card
6	2014-08-21 12:01:02	SCR100PLUS	SCR100PLUS-1	Normal Punch Open		2	Check-In	Only Card
7	2018-08-24 10:23:02	SCR100PLUS	SCR100PLUS-1	The door is unexpectedly opened			None	Others
8	2018-08-24 10:23:02	SCR100PLUS	SCR100PLUS-1	Disassembling Alarm			None	Others
9	2018-08-24 10:22:48	SCR100PLUS	SCR100PLUS-1	The door is unexpectedly opened			None	Others
10	2018-08-24 10:22:48	SCR100PLUS	SCR100PLUS-1	Disassembling Alarm			None	Others
11	2018-08-24 10:22:36	SCR100PLUS	SCR100PLUS-1	The door is unexpectedly opened			None	Others
12	2018-08-24 10:22:36	SCR100PLUS	SCR100PLUS-1	Disassembling Alarm			None	Others

The logo features the word "Green" in white and "Label" in green, with a large green "G" at the start of "Green".

Green  
Label

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