User Manual

ZPad Plus(4G)

Date: October 2020

Doc Version: 1.4

English

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

For further details, please visit our Company's website www.zkteco.com.

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

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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-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 ZPad Plus(4G).

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

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Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

Convention	Description
< >	Button or key names for devices. For example, press <OK>
[ ]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window
/	desktop. For example, [File/Create/Folder].

Symbols

Convention	Description
	This implies about the notice or pays attention to, in the manual
	The general information which helps in performing the operations faster
	The information which is significant
	Care taken to avoid danger or mistakes
	The statement or event that warns of something or that serves as a cautionary example.

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1 Introduction

ZPad Plus(4G) is a Smart Time & Attendance device that offers a variety of time management solutions. You can assign user roles, set attendance rules, assign shifts and schedules, manage user data, and much more Time & Attendance procedures without much effort. In association with GoTime Cloud, your attendance details and employee data will be always available and secure in AWS.

1.1 Specifications

Feature	Specifications
Operating System	Android 7.1
Dimensions	240 x 130 x 45 mm
LCD Screen	7-inch Touch Screen
Capacity	8GB ROM / 1GB RAM
CPU	MSM8917 Quad-core A53(64bit) 1.4GHz
Power	12V DC
Sensor	SilkID Fingerprint Sensor
Communication	TCP/IP, Wi-Fi, Bluetooth, USB-host, 4G
RFID	Dual-frequency ID/MiFare
Battery	4 hours standby
Front Camera	2 MP

1.2 Key Features

- Self-service report and data management
- Multi-mode verification
- Shift and Schedule management
- Wireless communication via Wireless and Bluetooth

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2 Operational Procedure

2.1 Finger Enrollment

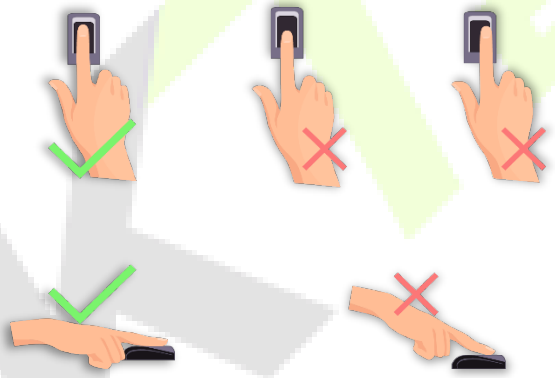
Finger Enrollment procedure includes capturing a user's fingerprint and saving it as a template to the corresponding User ID.

2.1.1 Select a Finger for Enrollment

- It is recommended to use the index finger or middle finger to enroll your fingerprint.
- If the fingerprints of the selected hand are damaged, please use the fingers of the other hand. If the fingers are small, please enroll the thumb finger.

2.1.2 Enrollment Operation

- Place the finger flat and centered on the sensor surface.
- Remain placed until the success message appears. Please check below examples:



2.2 How to Use a Touch Screen

Touch the screen gently with the tip of your finger. Avoid damaging the screen with your nails.

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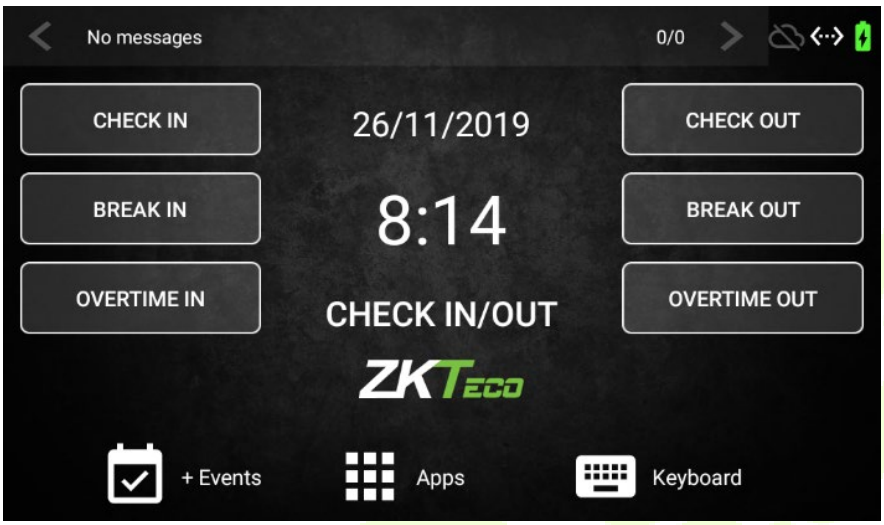
2.3 Card Placement

Always place the RFID Cards below the fingerprint sensor to be recognized.

2.4 Home Screen



The Home Screen shows different options for the basic attendance events, which are: **Check-In**, **Check-Out**, **Break In**, **Break Out**, **Overtime In, and Overtime Out**. You can also access to the rest of the menus, which are **+ Events**, **Keyboard, and Apps**. The home screen also displays the **Current Date and Time**, status of the **Push communication**, status of the **Network connection,** and the **Battery status**.

Below the current time, the selected attendance event will be displayed. If there is no selected event, **Check-In/Out** will appear.

2.5 Verification Modes

The basic attendance events are **Check-In**, **Check-Out**, **Break In**, **Break Out**, **Overtime In, and Overtime Out**. These are the events that are created in the device by default. It is possible to add more attendance events that may appear on the device screen or can be accessed through **+ Events** menu, in the lower-left corner of the screen.

It is also possible to register an attendance status with no event selected. In this case, the default attendance event **Check-In/Out** will be selected.

The process of registering an attendance punch in the device depends on the configuration of the verification mode and if the selection of an attendance event is set to mandatory.

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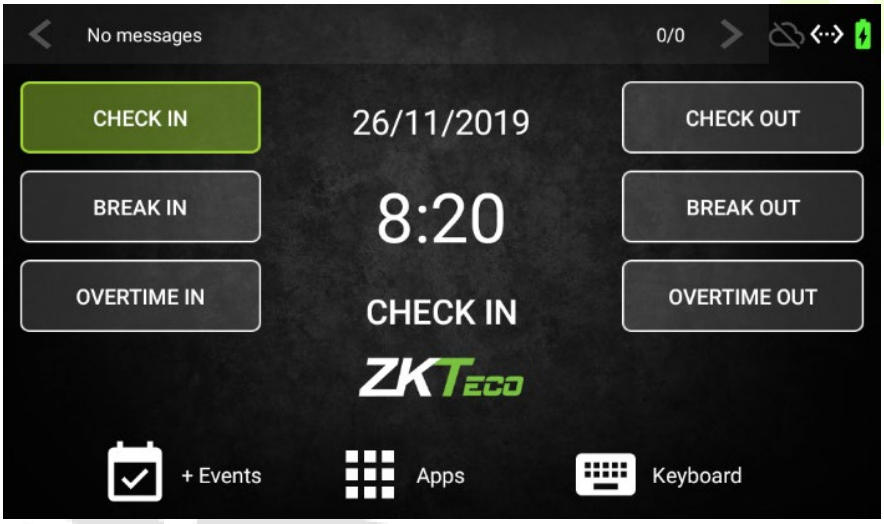
2.5.1 1:N Verification

1:N is the default and the most used verification mode. If no other verification mode is configured, the attendance will be registered through 1:N verification. The device compares the current fingerprint collected by the fingerprint sensor with all the fingerprints saved on the device. If the fingerprint matches with the saved template, the verification is successful.

The operation is as follows:

1. Select the event of the attendance state either from the Home Screen or **+ Events.** This is optional. If no attendance event is selected, the default **Check-In**/**Out** attendance event will be displayed.

Home Screen



+ Events

2. Make the attendance punch on the device by Fingerprint or Card. If you want to register the attendance through Password, press the Keypad on the screen and type the password.

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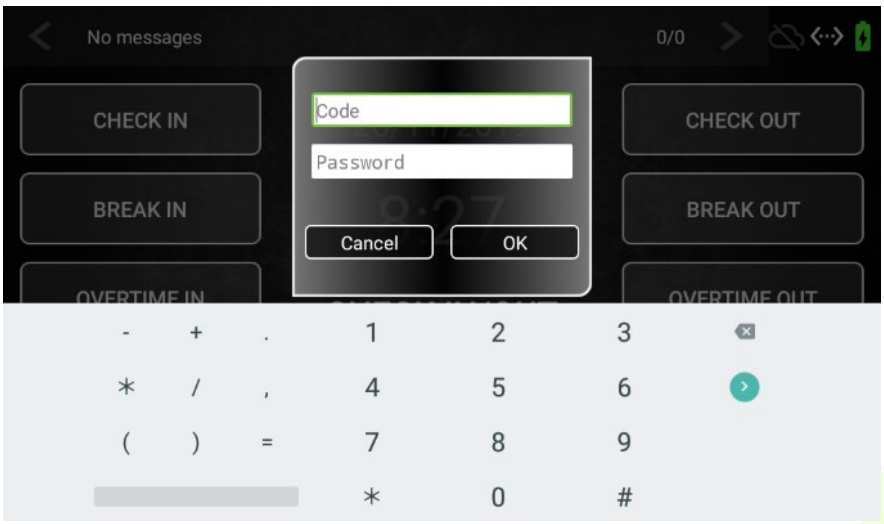

3. The device will check for the registered Fingerprint/ Card/Password. If the verification is successful, a success message will be displayed as shown below:

4. If the verification is failed, an error message will be displayed.

2.5.2 1:1 Verification

The device can also perform a 1:1 Verification. The device compares the current fingerprint collected by the fingerprint sensor with the fingerprint template saved for the corresponding User ID. The employee has to enter the Employee ID first and then attendance punch can be made. This is used to provide an extra layer of security, or when the Fingerprints of the employees or Cards are difficult to read by the device. The operation is as follows:

1. Select the event of the attendance state either from the Home screen or **+ Events.** This is optional. If no attendance event is selected, the default **Check-In**/**Out** attendance event will be displayed.

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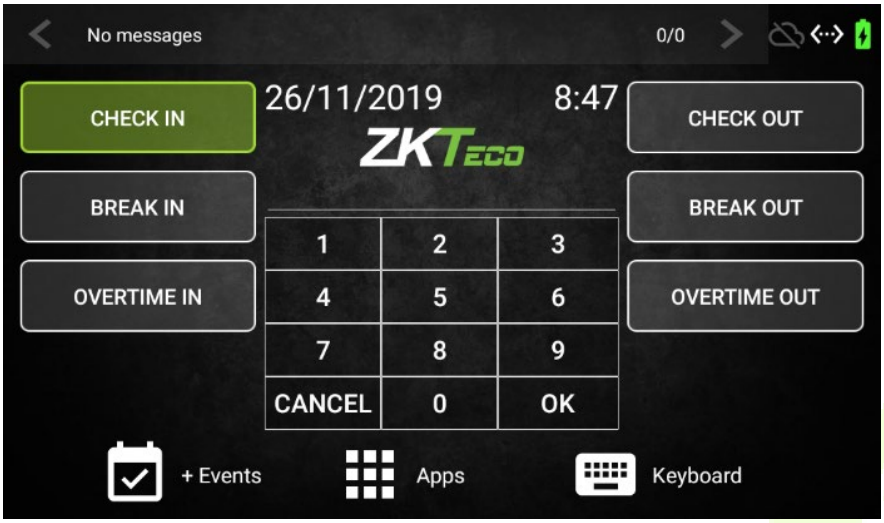
Home Screen



+ Events

2. Enter the Employee Code and click **OK**.

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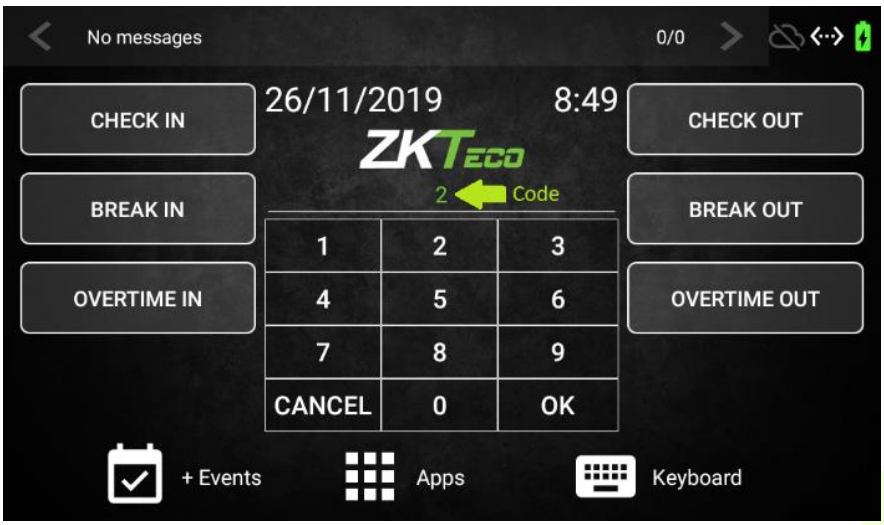

3. Make the attendance punch on the device through **Fingerprint** or **Card**. The device prompts a success message if the credential matches the entered Employee ID.

4. If the verification is failed, an error message will be displayed.

2.5.3 Attendance Event Selection

The device can be configured to compulsorily select an event before making an attendance punch. If this feature is enabled, (refer T&A Settings – Punch Settings) and you try to make an attendance punch without selecting an attendance event, a prompt appears as shown below:

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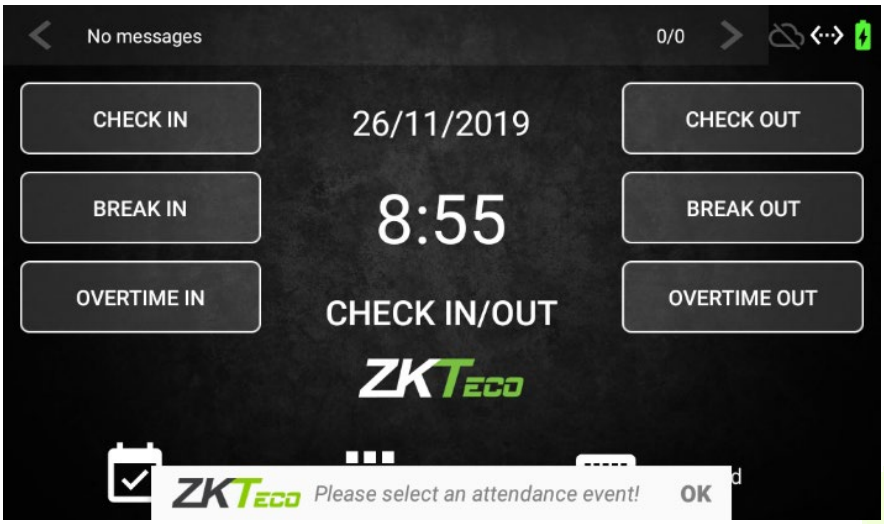
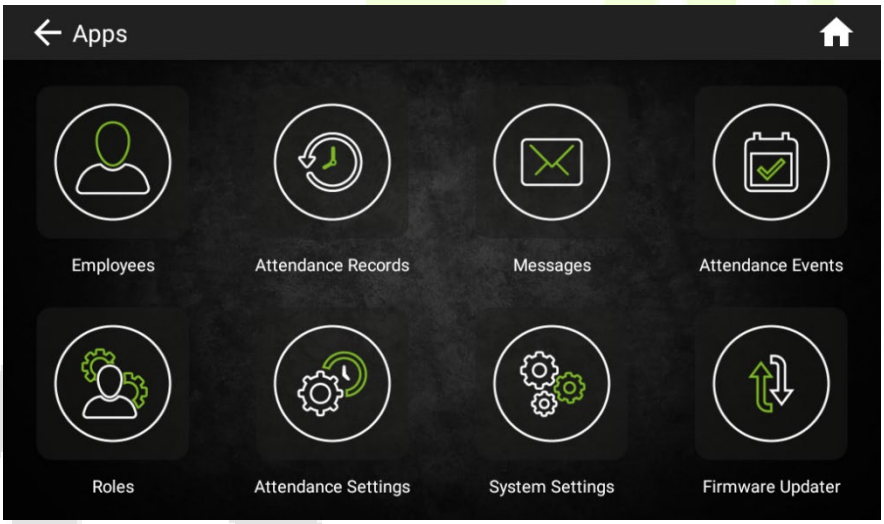


3 Menu

Select **Apps** on the Home screen to open the Main Menu. The menu will be displayed as shown below:



Menu Name	Description
Employees	You can add, edit, or delete the basic employee information. You can also enroll in **PIN**, **Name**, **Fingerprint**, **Card,** and **Password**. You can assign the **Department** to the employees.
T&A records	The interface displays the date-wise list of registered attendance punches. The details include **User Photo**, **Name**, **Code**, **Punch Type,** and **Date**.
Messages	You can add or delete the public or personal messages as required.

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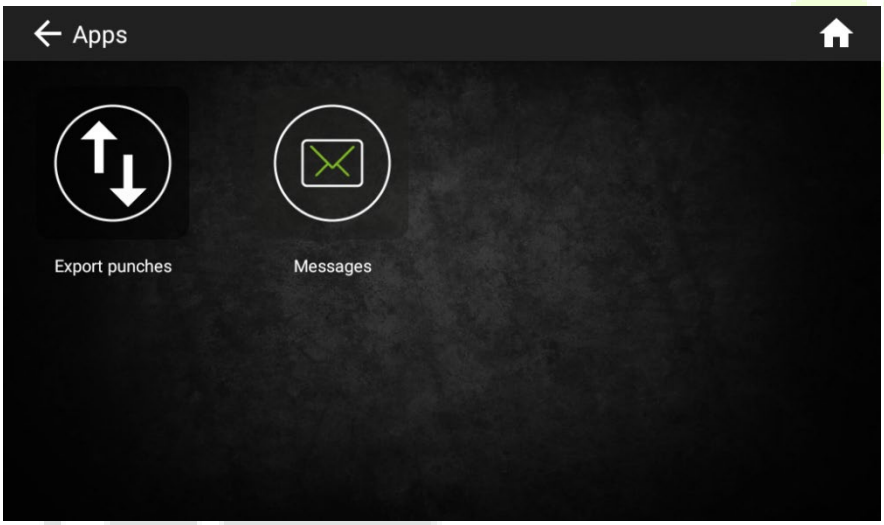
Attendance Events	You can add, edit, or delete the attendance events.
Roles	You can set the permissions for different functionalities of the device.
T&A Settings	You can configure the attendance parameters of the device.
System Settings	You can customize the Network settings, Language, Date & Time, etc.
Firmware Updater	You can update the firmware internally. Contact your distributor before using this feature.

The following menu appears when a user with no permissions selects **Apps** icon on the Home screen.



Menu	Description
Export Punches	You can export the attendance punches of the logged user to a USB drive connected to the device.
Messages	You can view the messages sent to the logged user.

4 Employees Management

The Employees Management menu manages the employee details of the device, which includes registering a new user, modifying the existing employee details, and deleting an employee. Select **Employees** on the Main menu.

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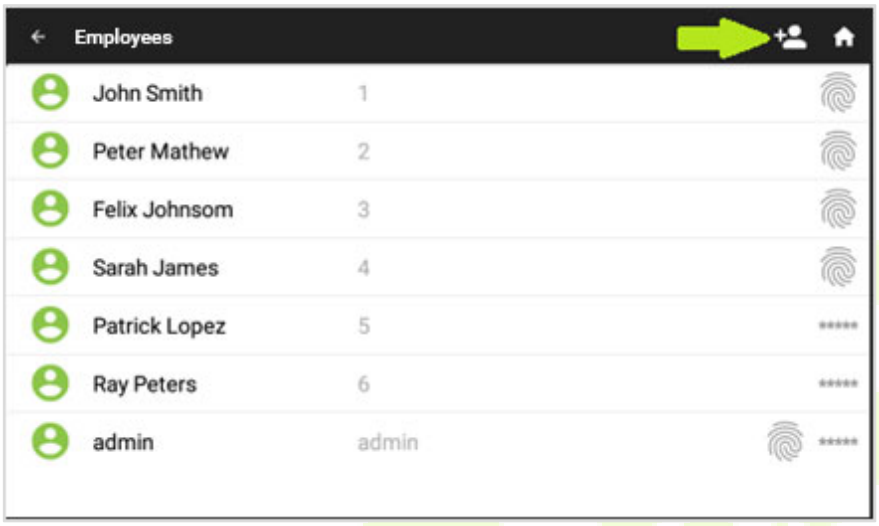
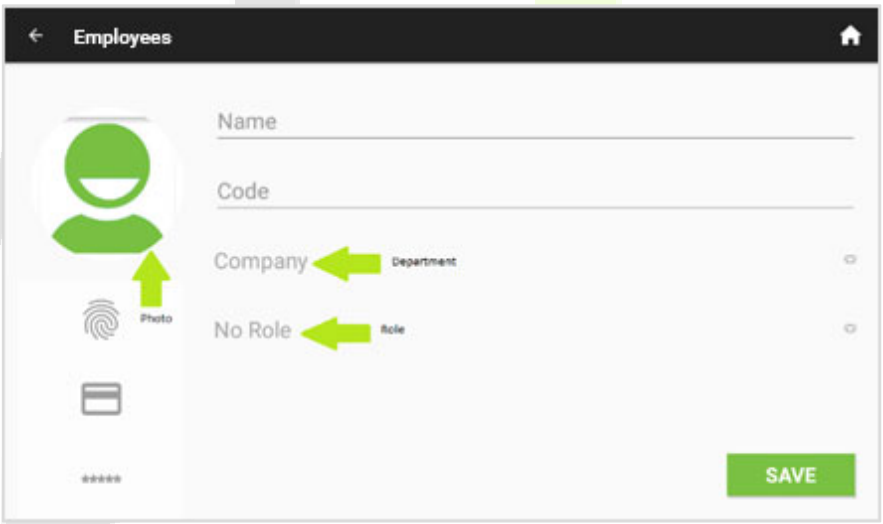
4.1 Add a New Employee

The steps to add a new employee to the device is given below:

1. On the **Employees** interface, select **New Employee**.



2. In the employee registration screen, fill the details of the employee. The **Code** and **Name** are the mandatory fields. The **Department** and **Role** fields are optional. Click the **User icon** to add a photo of the employee, which will be set as the User Photo.



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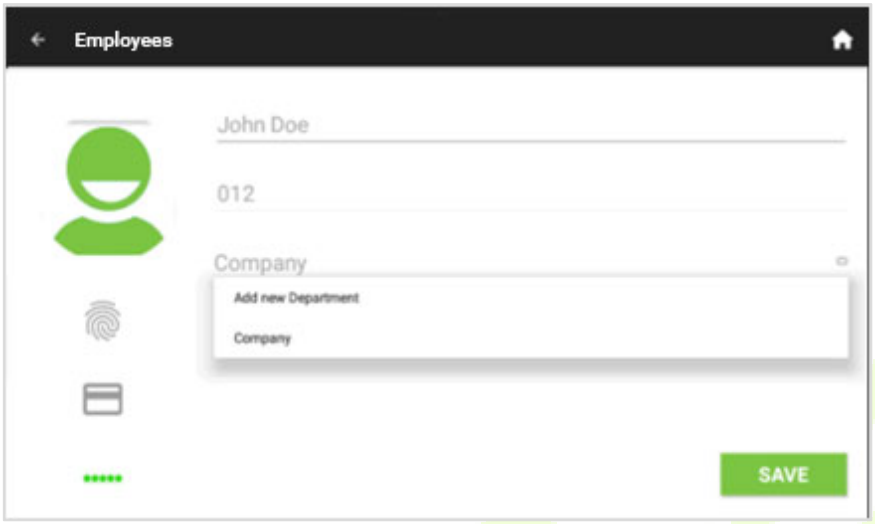
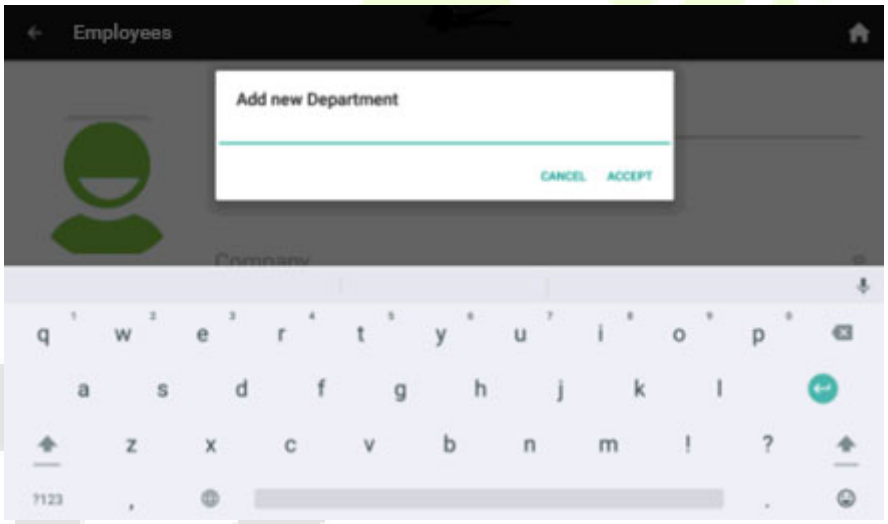
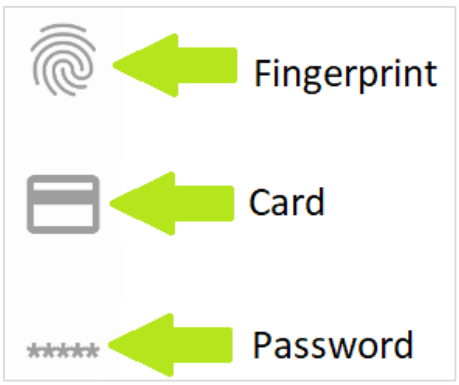
3. When selecting the **Department**, there is an option to create a **New Department**. Select **Add new Department.**



4. The following prompt appears while adding a new department, which will be assigned automatically to the employee being registered.



5. Select the verification modes available to enroll a **Fingerprint**/**Card**/**Password** for the Employee.



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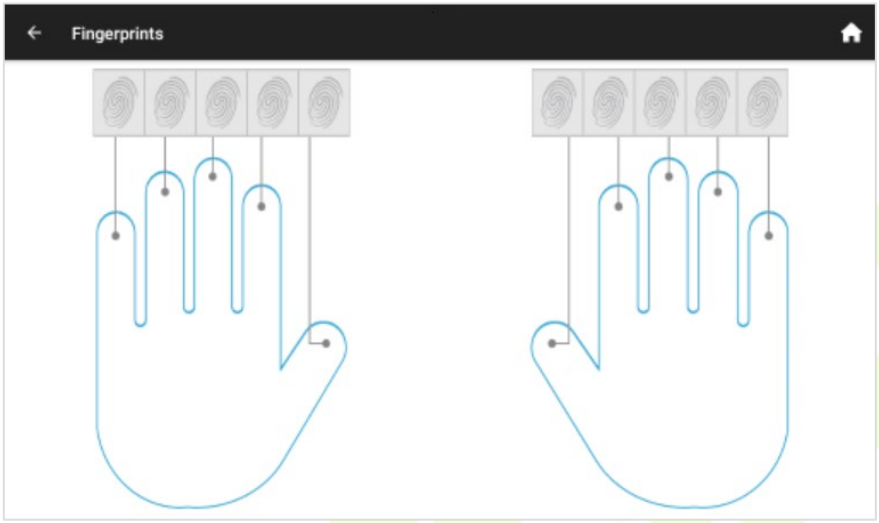
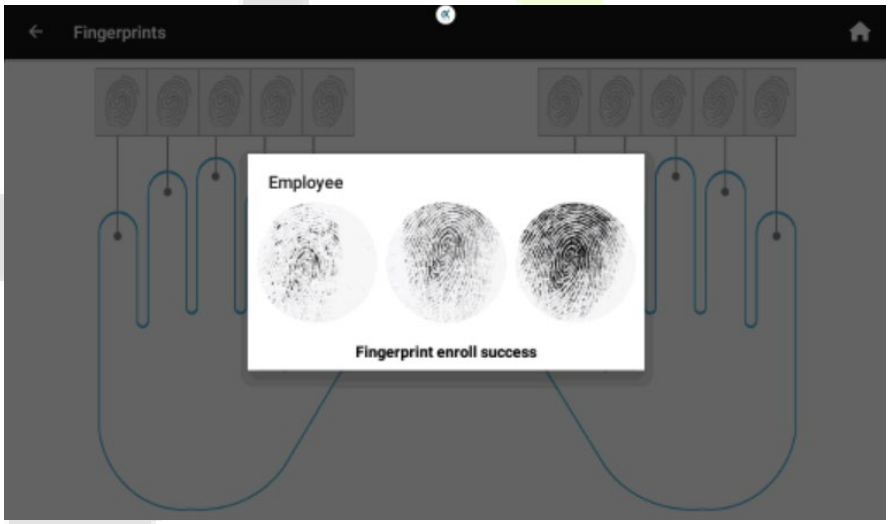
Enroll a Fingerprint

6. If Fingerprint is selected, a finger selection screen will appear as shown below:



7. Select the finger to enroll and press your finger consecutively on the fingerprint sensor to save the enrollment.



8. Once the fingerprint enrollment is done, click the left arrow icon, on the top left corner of the interface to go back to the previous screen.

Enrolling a Card

9. To enroll a card, click the **Card** icon and swipe the card on the Card Reader.

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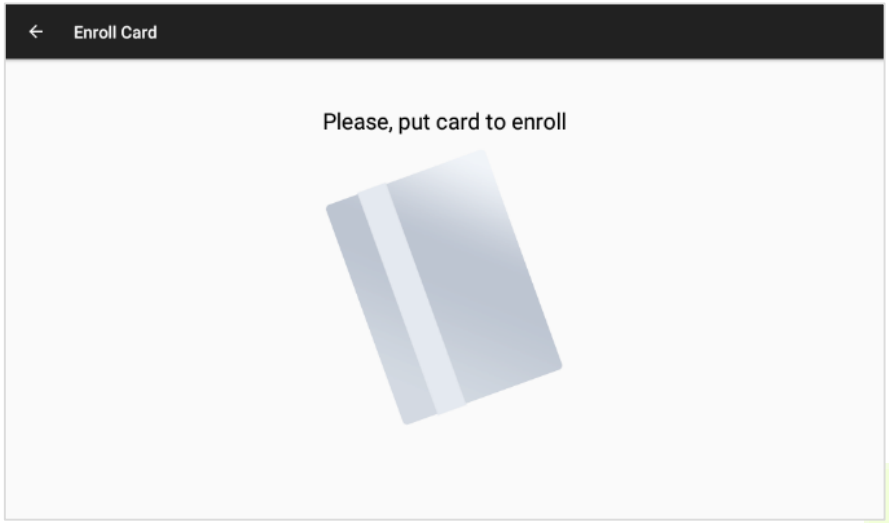
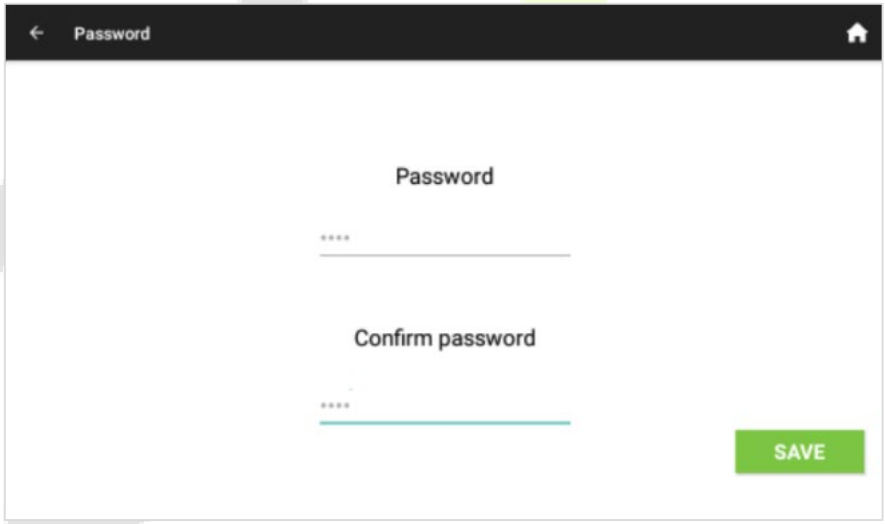


10. Once the card is enrolled, click the left arrow icon on the top left corner of the interface to go back to the previous screen.

Enroll a Password

11. To enroll a password, tap on the text field to enter the password and confirm the same password in the next text field.
12. Click **Save** to save the password.



13. Click the left arrow on the top left corner of the interface to go back to the previous screen. There click **Save** to register the employee. After successful registration, the employee can make attendance punches.

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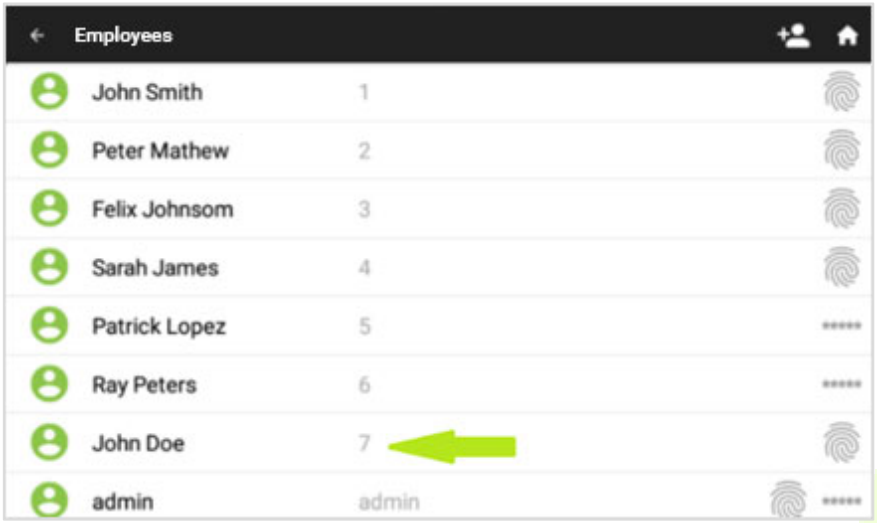
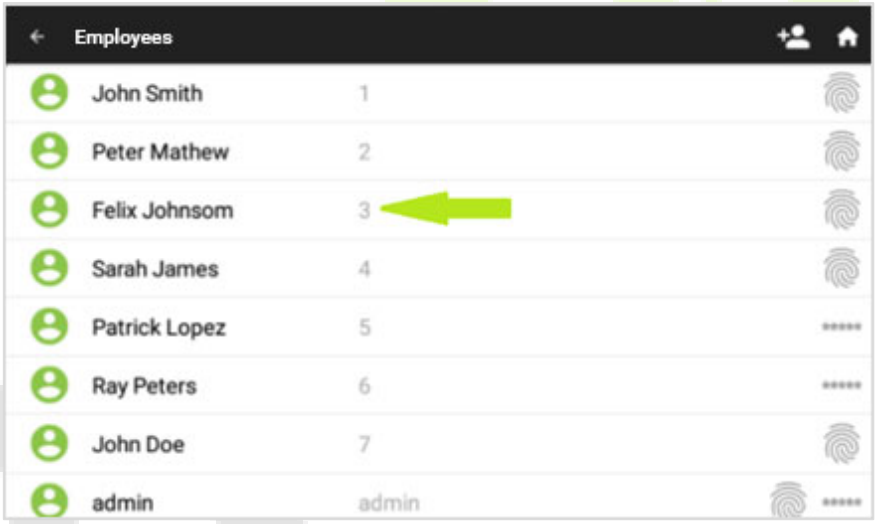


4.2 Edit a registered Employee

1. Select the **Employee** whose details to be edited.



2. The details of the employee will be displayed on the screen. The **Code** of the Employee cannot be edited. To edit any other fields, just click the field to be edited, modify the details, and click **Save**.

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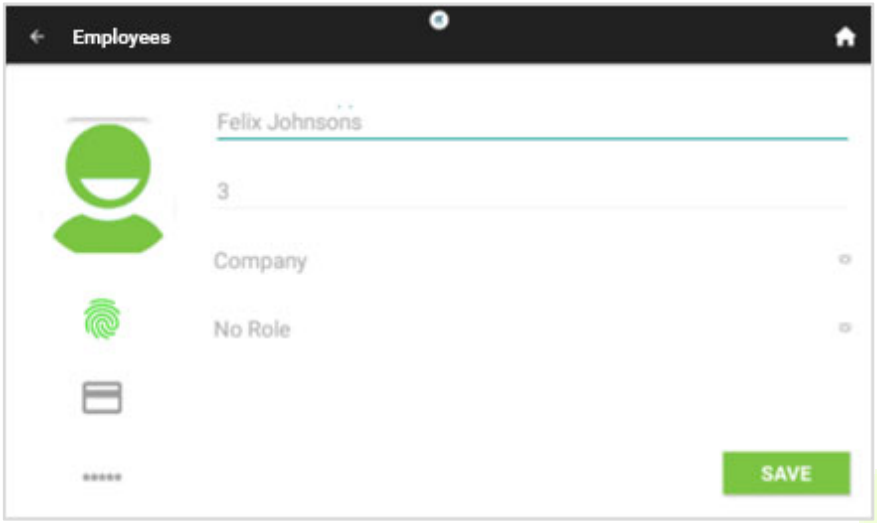
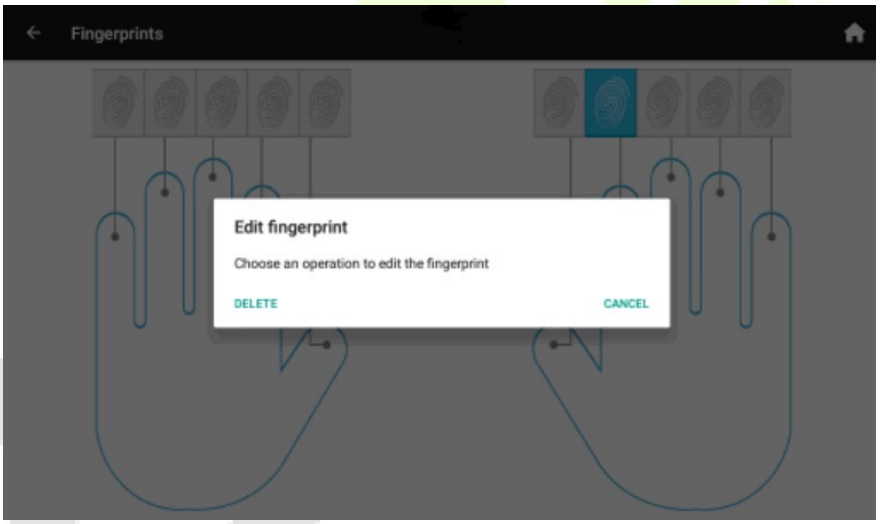


3. Enrolling a Fingerprint, Card, or Password to an existing Employee can be done in the same way as it was done when registering the employee. If a Fingerprint, Card, or Password is already enrolled and you need to change it, a prompt appears to confirm the deletion of the previous fingerprint. If you select **Delete**, the existing fingerprint will be deleted.



4.3 Delete a registered Employee

When an employee is dismissed or resigned, you can delete the employee details on the device. Perform this function with caution because the Time and Attendance records of the employee will also be deleted. The process to delete an existing employee is given below:

1. On the Employees list, swipe the employee name towards left. You can see a **Delete** button on the right side of the interface.

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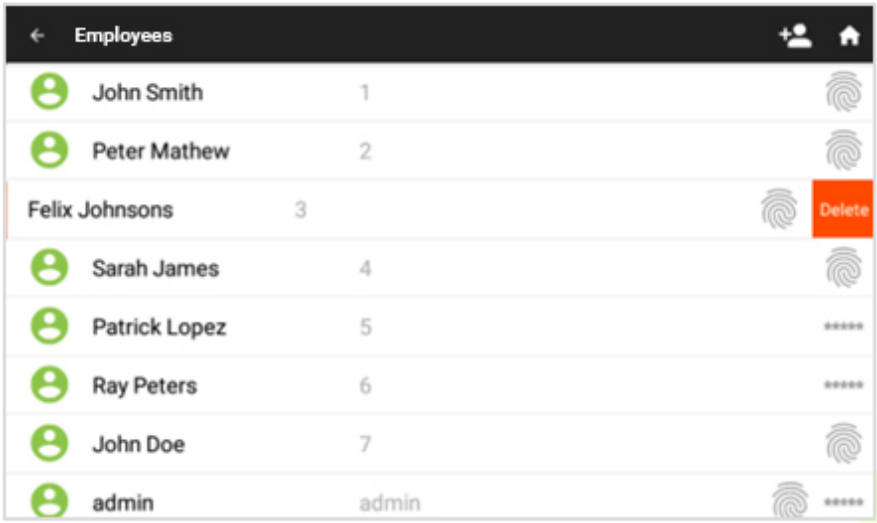
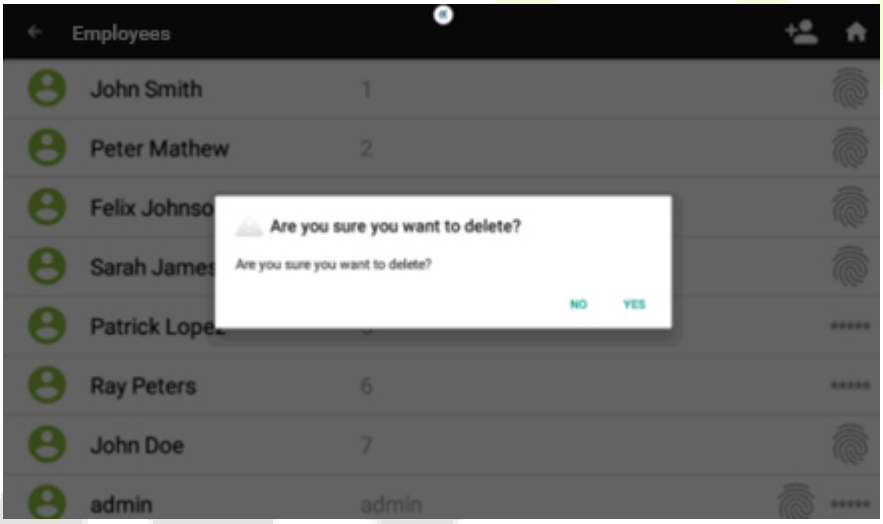


2. Click the **Delete** button to delete the employee. A prompt appears as shown below:



3. After confirmation, the employee will be deleted. This operation cannot be undone.

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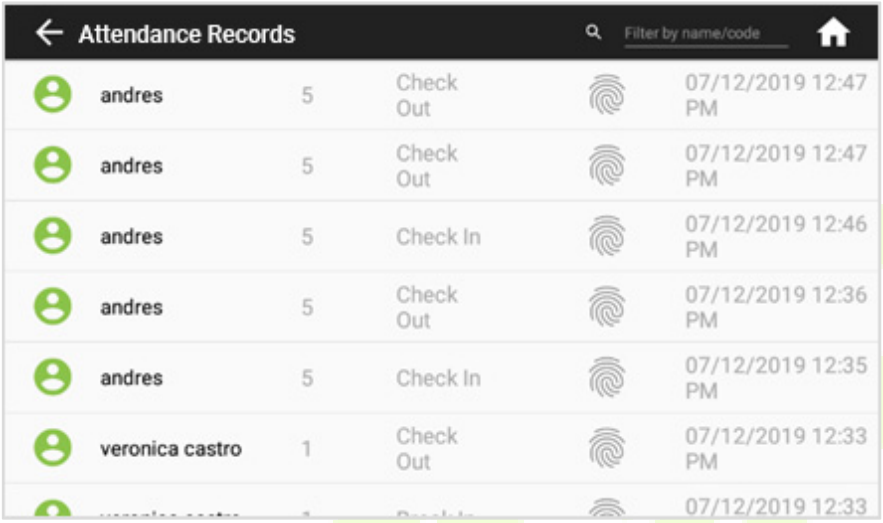
5 T&A Records

The **Time & Attendance Records** menu displays the list of attendance punches registered on the device. It does not let the user delete the records or edit them in any way. You can scroll down to view the previous attendance punches.



The attendance record consists of the following fields:

- User Photo
- Name
- Code
- Attendance Event
- Verification mode (Fingerprint, Card or Password)
- Date and Time

It is also possible to show only the records of a specific employee by filtering the Employee Name or Code.

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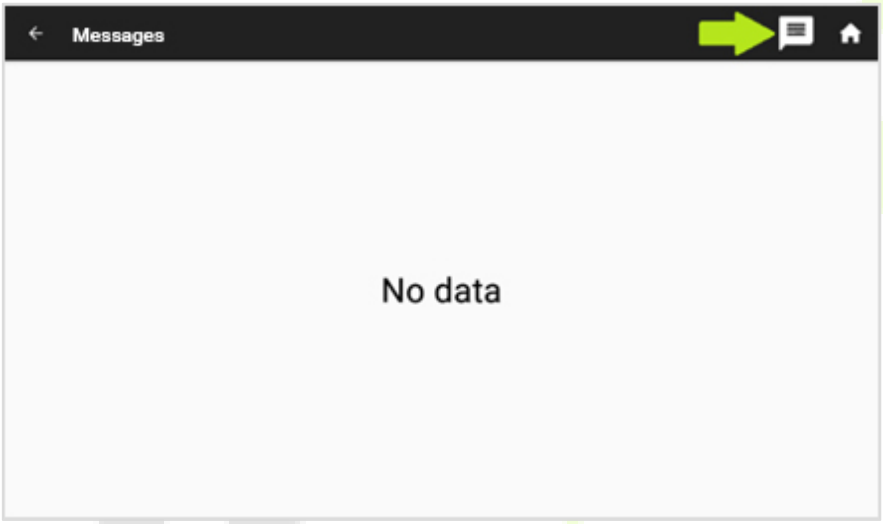
6 Messages Management

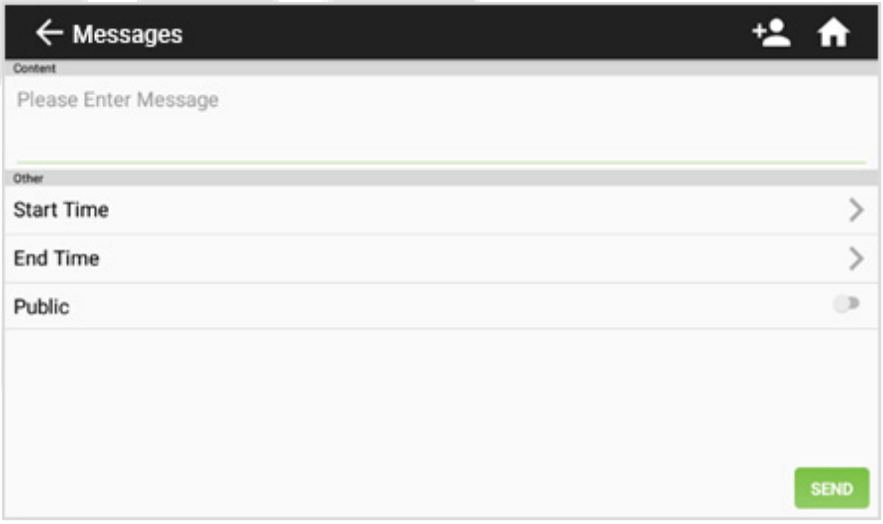
The device is equipped with a messaging option that delivers the message to the employees. The messages can be sent to one Employee or a specific list of Employees or publicly. A message directed to an employee or a list of employees will be shown when making the attendance punch. When the message is sent publicly, it will be displayed on the Home screen and it does not require attendance punch.

6.1 Add a New Message

1. On the **Messages** menu, click the **New Message** icon.



2. Tap on the text field, to enter the message content.



3. Once the contents of the message have been entered, choose if the message is directed to a specific employee or a list of employees or all the employees.

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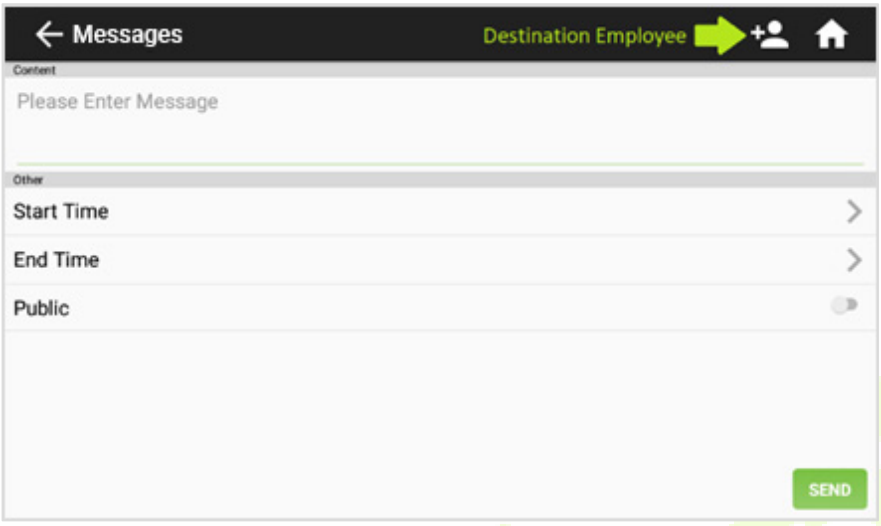
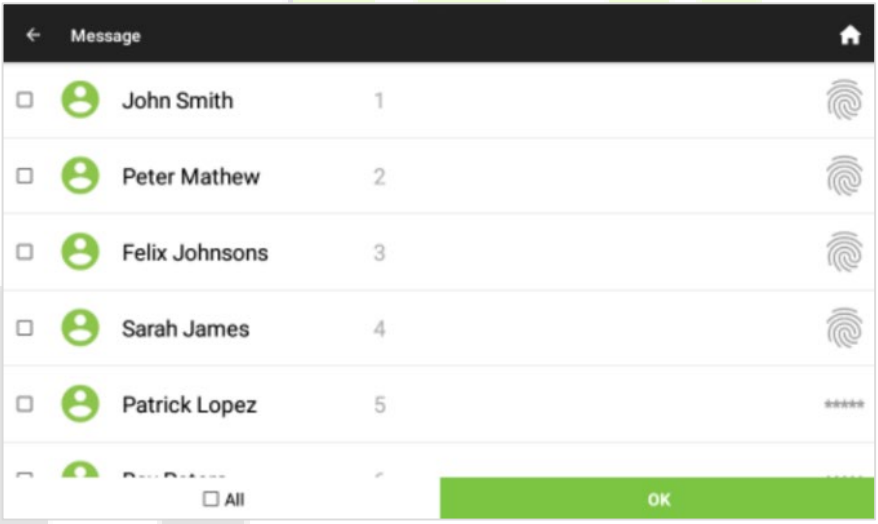
4. Enable the **Public toggle** button to send the message to all the employees.



5. If you need to send the message to a specific employee or a list of employees, click the **Add user** icon.

   Note: It is possible to select all the employees, and this will not make the message as Public, as the Public messages are delivered without attendance punch. Select the employees and click **OK**.



6. After selecting the employees, set the date. Then set the Start and End time to display the message. You have to set the Date and Time for both the Start and End time.

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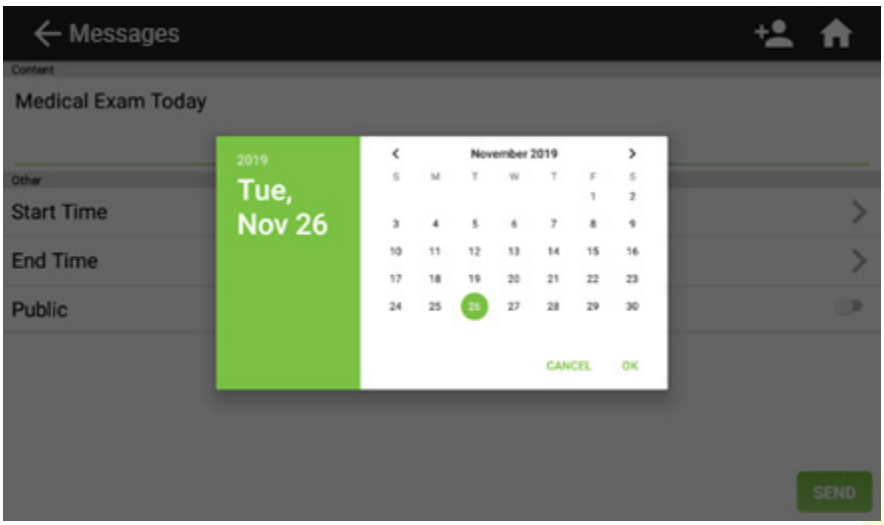
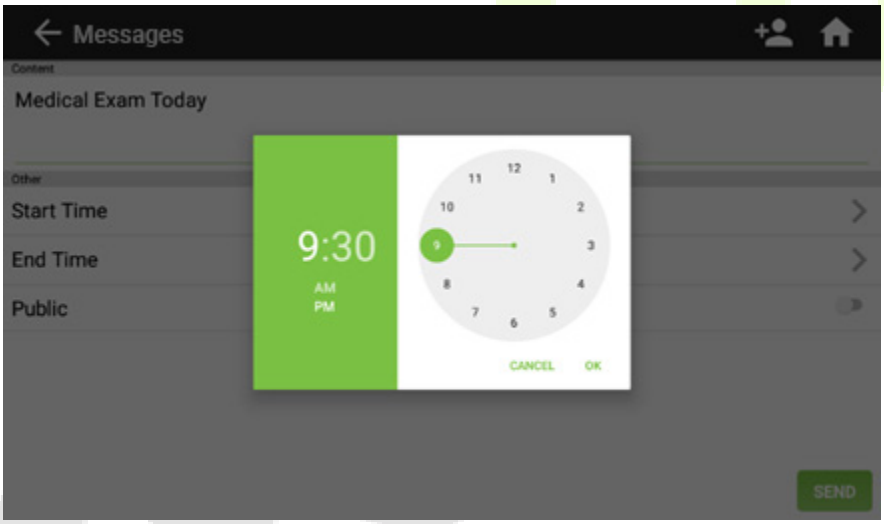


7. After setting the date, set the time to display the message.



8. After setting the date and time, click **Send** to save the message and display it at the specified time.

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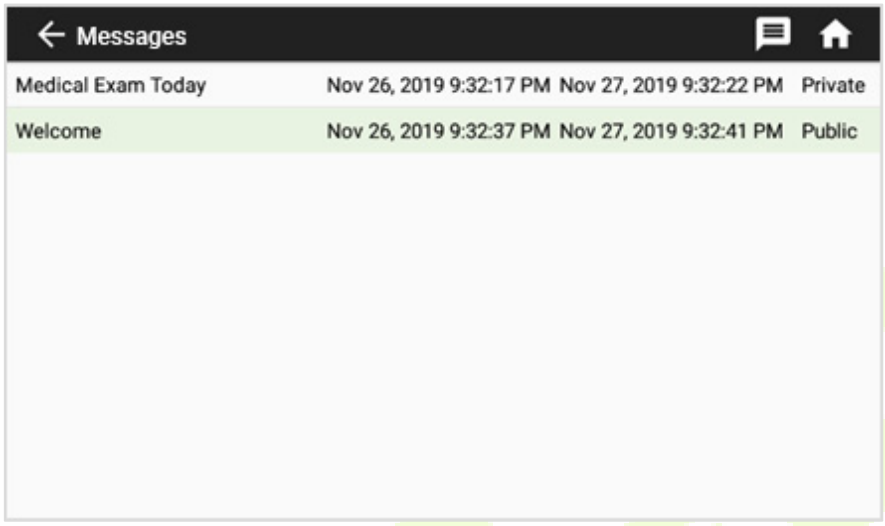
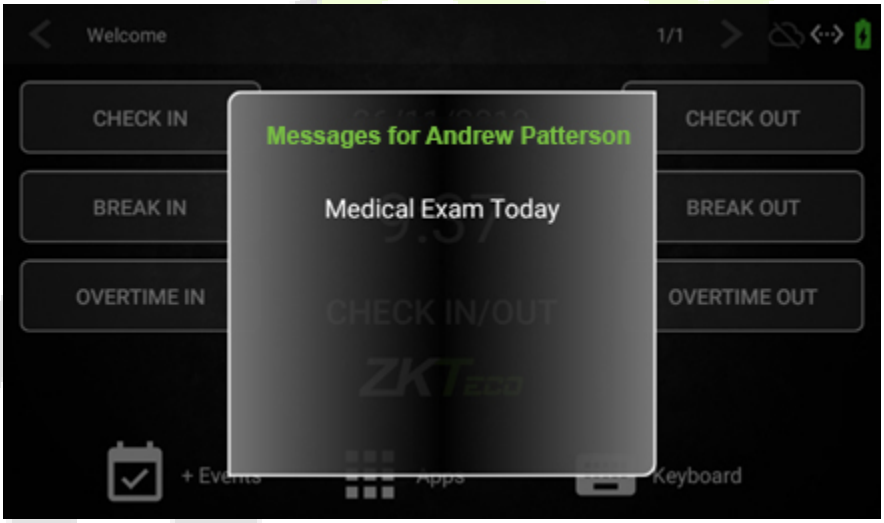
6.2 Message Display

The examples of Public and Private messages are given below. In the following screenshot, we have a public message "**Welcome**" and an employee-specific message "**Medical Exam Today**".



The following screenshot shows how the messages are displayed on the Home screen.



Note: If 1/2 appears to the right of a public message, then the displayed message is the 1st message out of all the messages. Swipe the right arrow to view the remaining messages.

6.3 Edit a message

It is possible to edit an existing message. The procedure is given below:

1. Select the required message to edit in the list of created messages.

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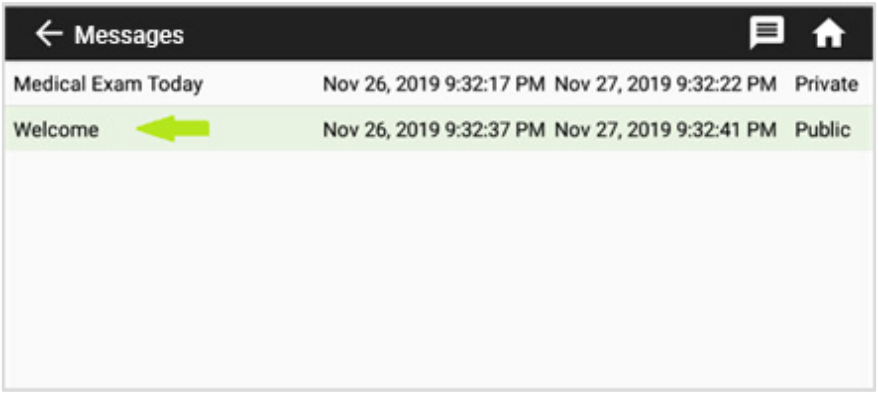
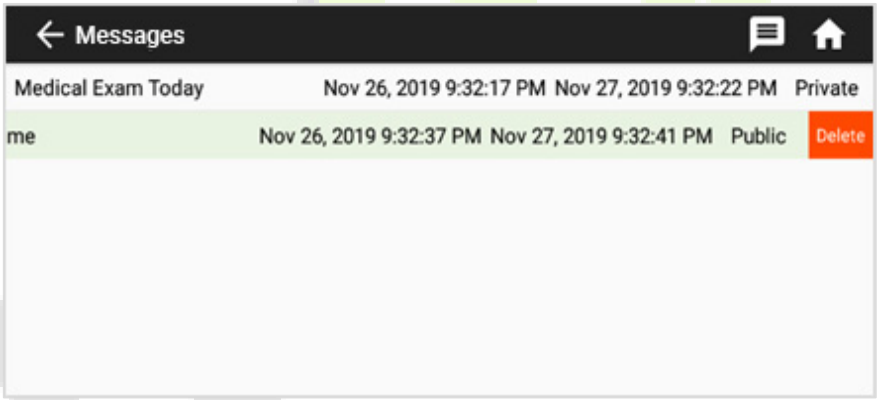


2. Edit the message and click **Send**.

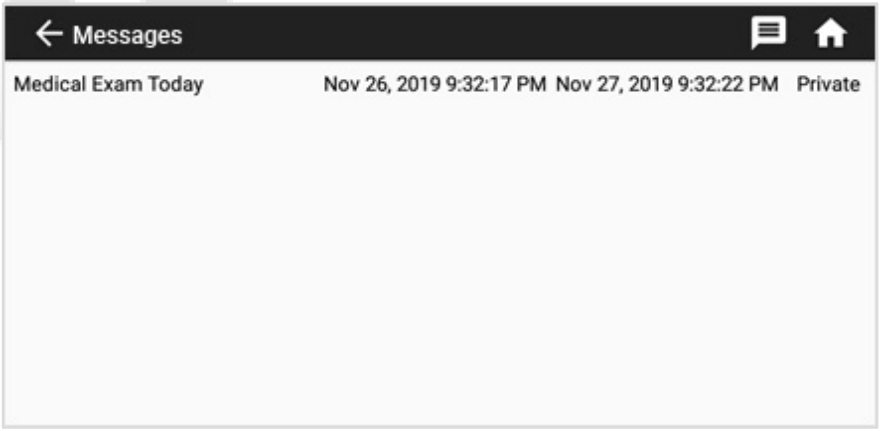
6.4 Delete a Message

It is possible to delete the expired messages in every 24 hours (view T&A Settings). Also, a message can be deleted manually. The procedure is given below:

1. On the **Messages** menu, **swipe left** the message that needs to be deleted, and a red **Delete** button will appear to the right of the screen as shown below:



2. Click the **Delete** button to delete the message. Once the deletion is confirmed, the message will disappear from the message list.



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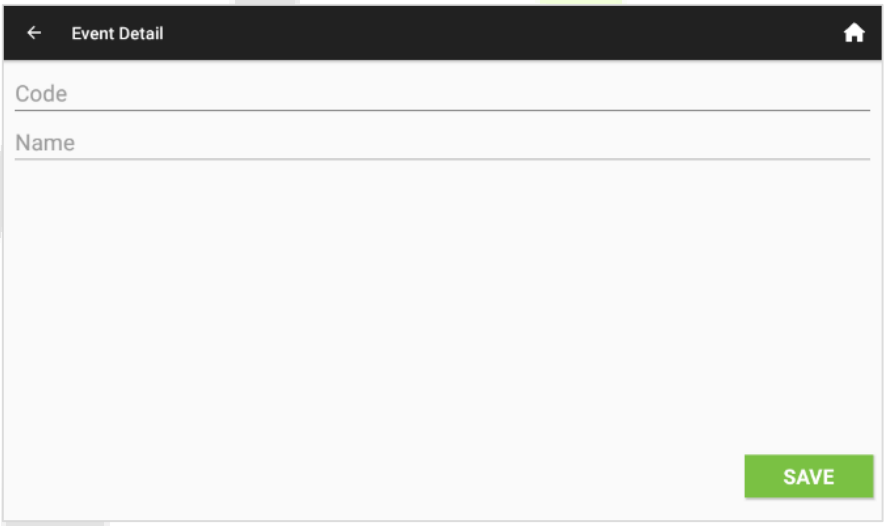
7 Attendance Events Management

Attendance events are the categories of attendance statuses. The device includes a list of basic attendance events that can be expanded to meet any needs. Attendance events are managed in the Attendance Events menu.

7.1 Add a New Attendance Event

1. On the **Attendance Events** menu, click the **New Event** icon.

2. Enter the **Code** and **Name** of the **Event**.



3. Click **Save** and the event will be displayed on the events list. In the following screenshot, an example is given with an event named "**Doctor OUT**" with **Code no. 7**.

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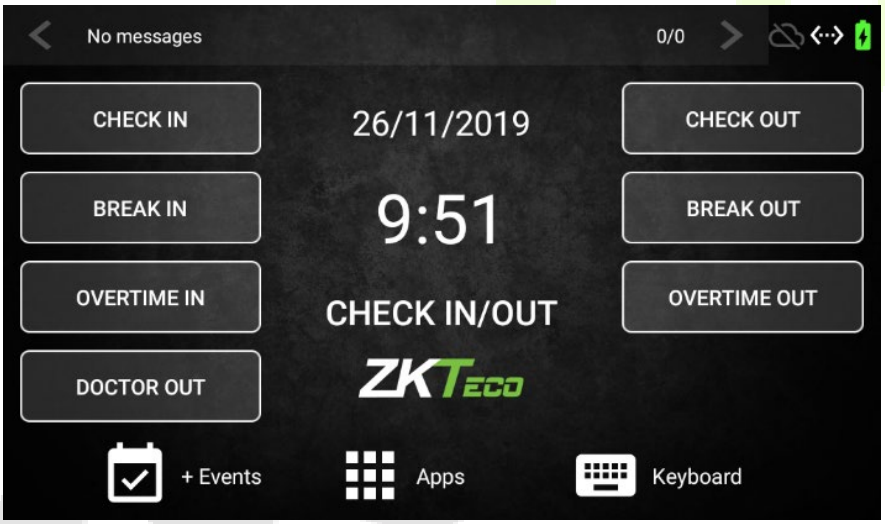
4. The event "**Doctor OUT**" will be displayed on the home screen below the previous events.



Note: The Home screen will only show the events with codes 1-8. The remaining events will be displayed on the **+ Events** menu.

1. In the following example, an event with code no. 10 has been created with the name "**Lunch Out**". The event will be displayed on the **+Events** menu.

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7.2 Edit an Attendance Event

User-created attendance events can be modified. The only field that can be modified is the Name. The default attendance events cannot be modified in any way.

1. In the following screenshot, the event **Doctor OUT** is edited.

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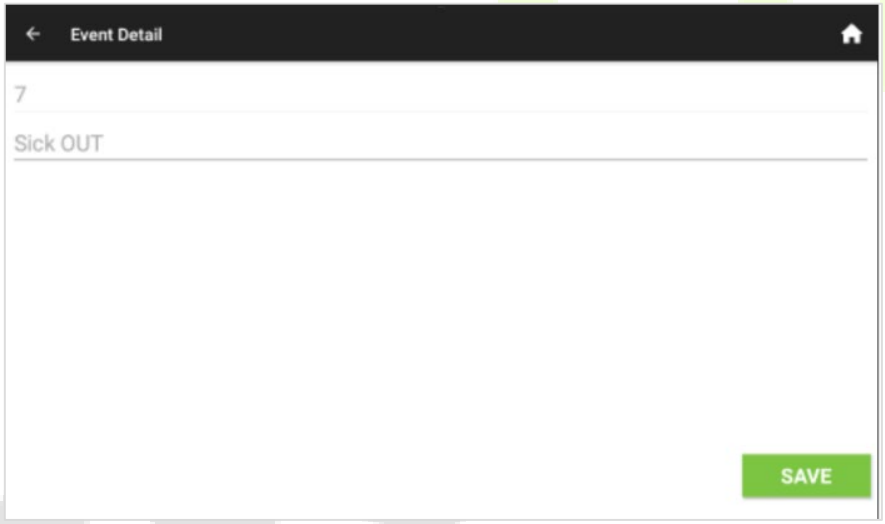
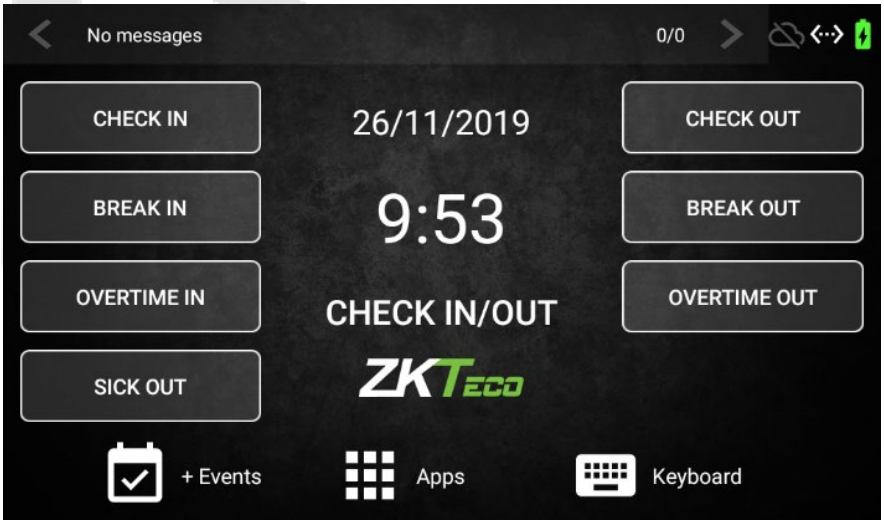
2. After editing the name, click **Save** to save the changes.



3. The event list on the Home screen is updated as shown below:



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7.3 Delete an Attendance Event

The default attendance events cannot be deleted but you can delete the user-created events. The procedure is given below:

1. In the Attendance events menu, **swipe left** the event that needs to be deleted. A red **Delete** button will appear on the right side of the interface.

2. After deleting the event, the event list will be updated accordingly.

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8 Roles Management

Roles are the set of permissions that can be assigned to an employee or a group of employees regarding the access of the device. For example, a role can be set to forbid editing of T&A Settings but allow checking of T&A Records. Similarly, another role can be set where the user can make only the attendance punch with no additional permissions.

Roles are managed in the Roles menu. It is not possible to add, modify, or delete permission individually. When a role includes permission, the entire group of employees has the permission to perform the respective operation.

Roles can be set by including the following permissions:

- **Roles Manager**: The assigned employees can access the Roles menu.
- **System Administrator**: The assigned employees can access the System Settings.
- **Webserver User**: The assigned employee can access the Webserver as an Administrator.

  Warning: The assigned employees must have a Password to access the Webserver as an Administrator.
- **T&A Manager**: The assigned employees can access the Employees menu and the T&A Settings menu.
- **Apps Dashboard**: The assigned employees can only access the Messages menu and the T&A Records menu. Disabling this permission also disables the rest of the permissions except the Webserver permission.

By default, the device includes a Super Admin role that has all the permissions. If no employees are assigned to the Super Admin role, no restrictions will be enforced while accessing the menu. The Super Admin can create new roles, edit the existing user-created roles, and delete any of the existing user-created roles.

8.1 Add a New Role

Once created, the role needs to be assigned to employees to configure access levels. The process to add a new role to the device is given below:

1. In the Roles menu, click the + icon on the top right corner of the interface to add a **New Role.**

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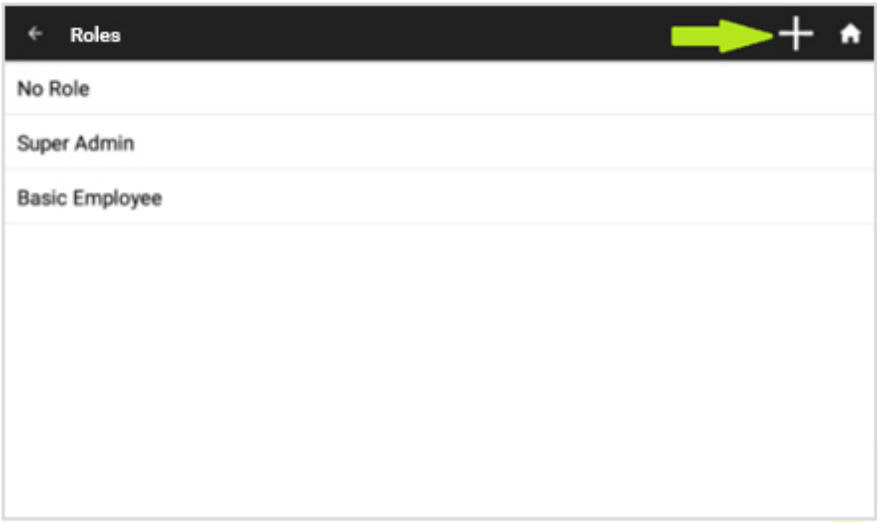
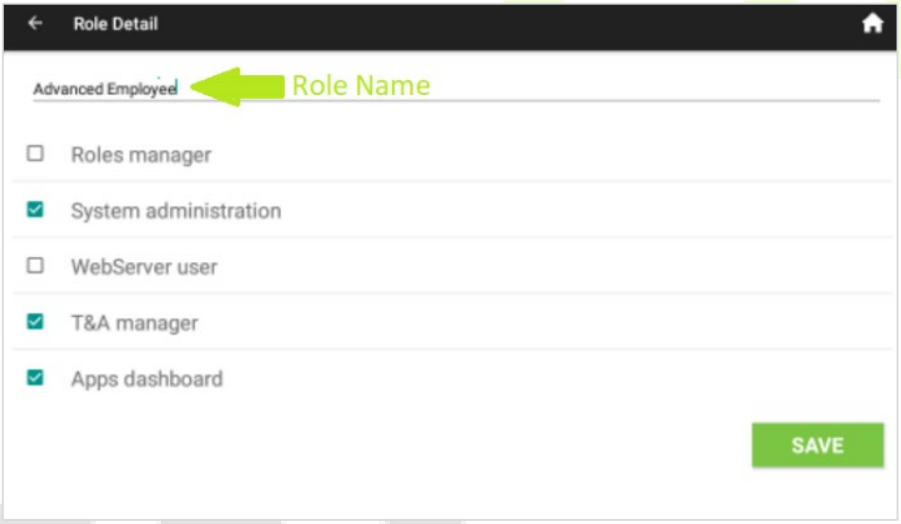
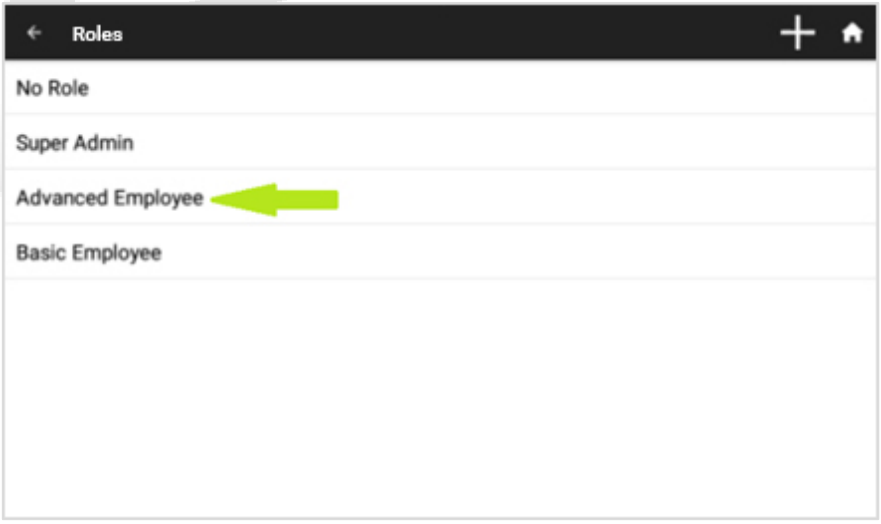


2. Enter the name of the Role and the corresponding permissions. Click **Save** to save the role.



3. The created role will appear in the list of roles**.**

Note: The user-created roles are sorted alphabetically on the Roles menu.



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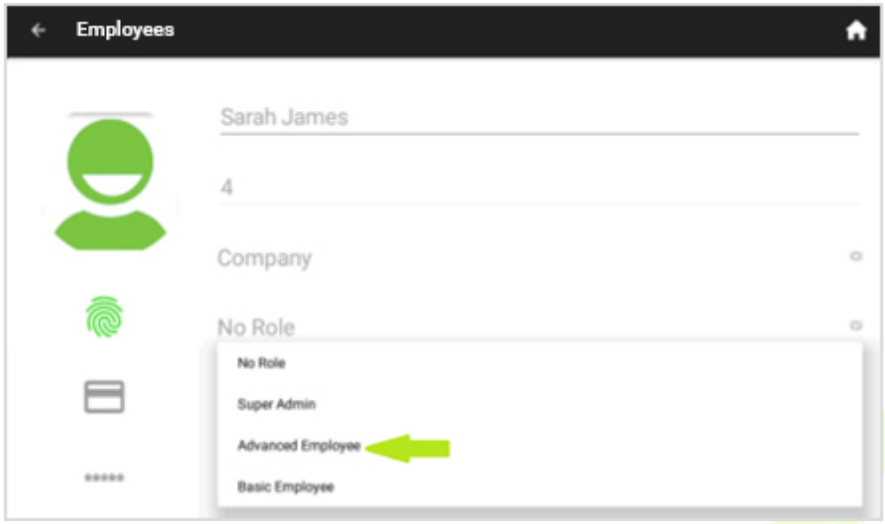
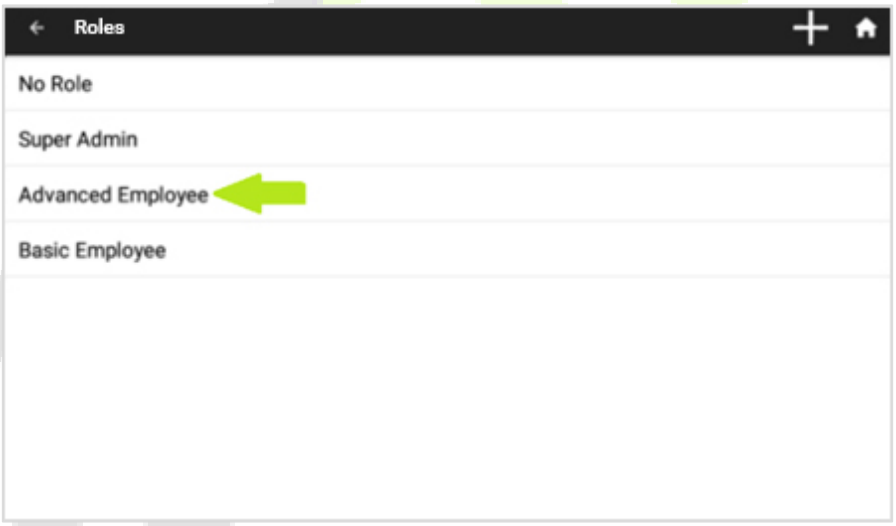
4. After creating a role, it can be assigned to the employees.



8.2 Edit an Existing Role

The process to edit an existing role is given below:

1. In the **Roles** menu, click the **Role** that needs to be edited.



2. Click **Save** after making the changes.

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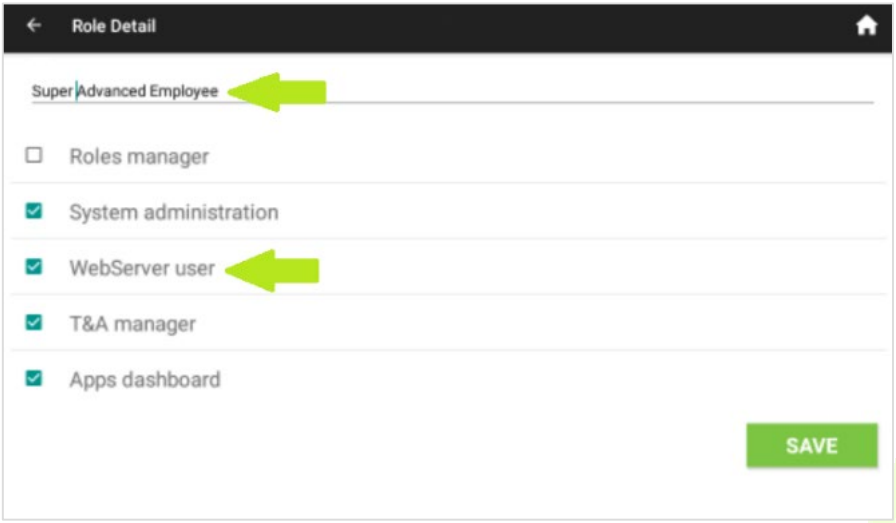

Note: The SuperAdmin role cannot be edited.

8.3 Delete an Existing Role

The process for deleting a role is as follows:

1. In the Roles menu, swipe left the role that needs to be deleted. A red **Delete** button will appear on the screen.

2. After deleting the role, all the employees to whom the role had been assigned will no longer have a role assigned to them.

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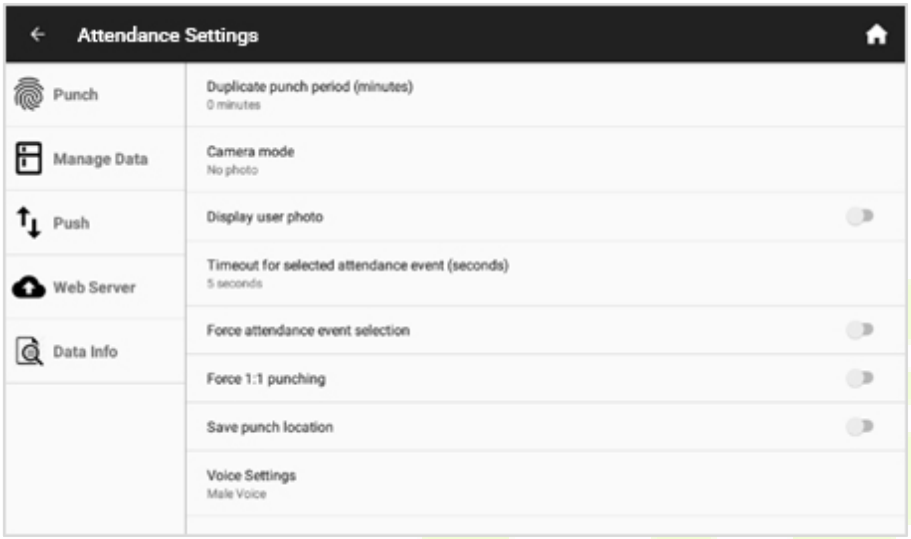
9 T&A Settings

You can configure the Time and Attendance parameters such as Attendance punch, System data, etc.



- **Duplicate punch period**: The duplicate punch period defines the time duration in which the device considers only punching for the first time, even if the user makes punch for the same attendance state (E.g.: Check-in) several times within the defined punch period.
- **Camera Mode**: Specifies the behavior of the camera while making the attendance punch. The options are:
  - **No photo**: The device will not take a photo while making an attendance punch.
  - **Take photo**: The device will take a photo while making an attendance punch, but the photo will not be saved.
  - **Take photo and save on success**: The device will take a photo and save it if the verification is successful.
  - **Take photo and always save**: The device will take a photo and save it whether the verification is successful or not.
- **Display user photo**: Specifies if the photo registered to the employee will be shown while making the attendance punch.
- **Timeout for selected attendance events (seconds)**: Specifies the time on which an event selection (before punching) will be discarded if no attendance is registered.
- **Force attendance event selection**: If this option is enabled, it will be mandatory to select an attendance event on the device screen before registering the attendance.
- **Force 1:1 punching**: If this option is enabled, the User Code will be needed to identify the employee. For example, the Code to identify the employee, and the fingerprint to register the attendance is

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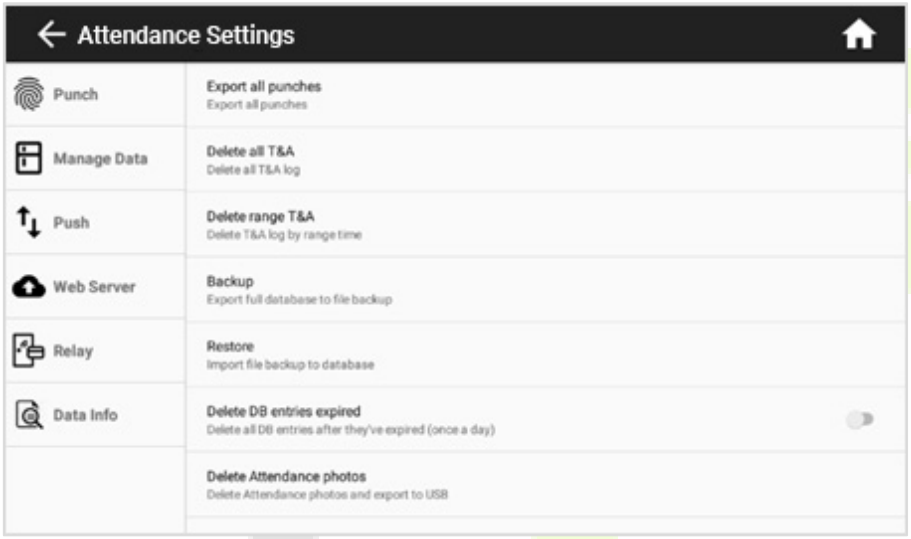
required.

- **Voice Settings**: Establishes if the voice of the device is a male voice or a female voice.
- **Update SilkId Library**: Displays the current version of the SilkID sensor library and permits the update.
- **MCU Version**: Displays the current MCU (microcontroller Unit) version.

9.1 Manage Data



- **Export all punches**: Exports all the registered punches in the device.
- **Delete all T&A**: Deletes all the T&A records from the device.
- **Delete range T&A**: Deletes all the T&A records from the device in the specified date range.
- **Backup**: Exports the database of the device to a file that will be placed on the root of a USB-drive connected to the device.
- **Restore**: Restores the database of the device from a file that is saved on the root of a USB-drive connected to the device.
- **Delete DB entries expired**: Enables to delete the expired messages once in every 24 hours.
- **Delete Attendance photos**: Deletes the photos stored in the device while making the attendance punch.
- **Delete all Data**: Deletes all data from the device. The result will be a factory-new device.

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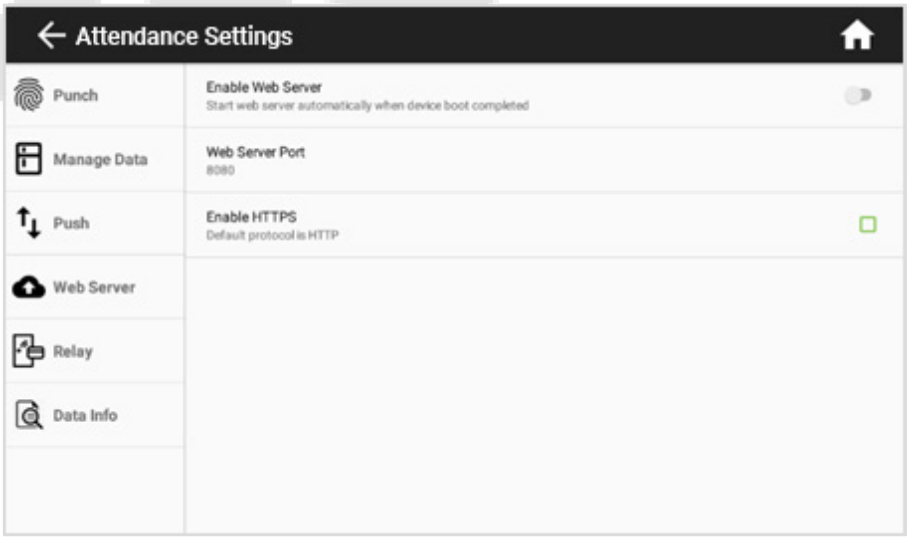
9.2 Push Settings

- **Enable Push Protocol**: The push protocol lets the device communicate with the software that uses this protocol. It can communicate with GoTimeCloud, ZKTime Enterprise + Extractor, WDMS, BioTime 7, and BioTime 8. Please ask your distributor/sales representative for more information.
- **Push Server Address**: Internet address where the push server is located.
- **Push Server Port**: Communication configuration aspect to connect to a push server.
- **Timeout**: Communication configuration aspect to connect to a push server.
- **Enable HTTPS**: It makes it mandatory for the device to only connect to a push server via a secured connection.



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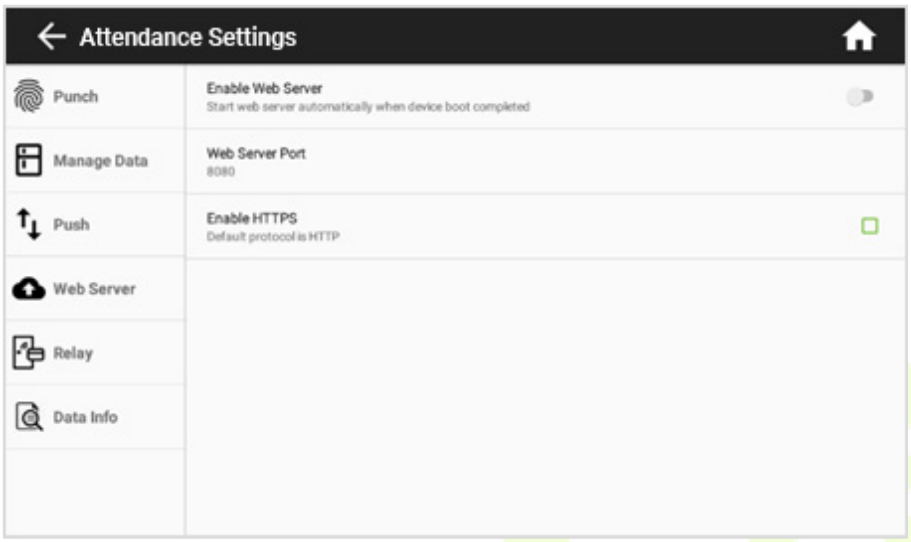
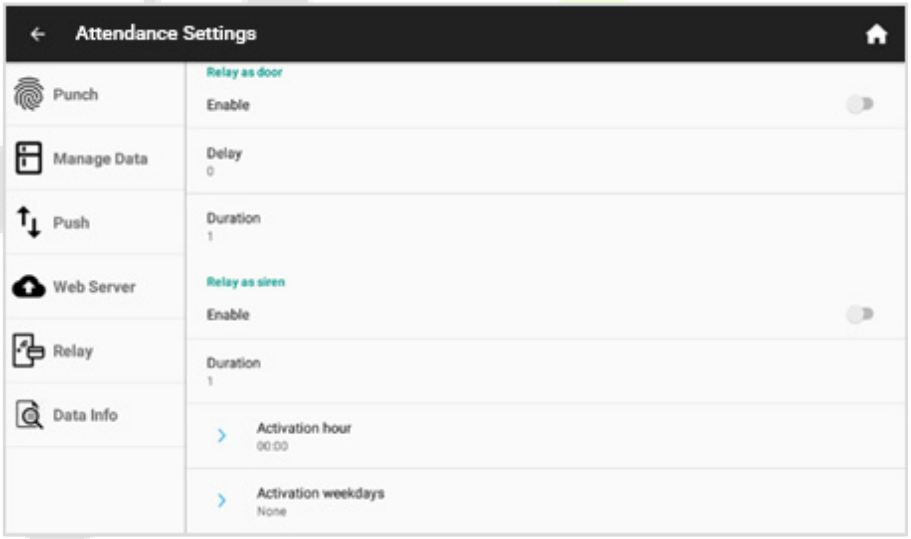
9.3 Web Server



If the Web Server is activated, it is possible to access the device from the same local area network with a standard internet browser. From the Web Server, all the Employee details, Events, and Messages can be managed, along with Reporting Options (Refer the **BioTime Web** User Manual for more information on the subject). The device displays the address needed to access the Web Server when the **Enable Web Server** option is enabled, the port needed to connect, and if the connection needs to be secure with HTTPS.

9.4 Relay Settings



The ZPad Plus(4G) device integrates a relay that can be used for access control among other functionalities. The behavior of the relay can be configured as per your requirements.

Relay as a door:

- **Enable**: When the relay is enabled, on each attendance punch, the relay will be activated according to the settings.

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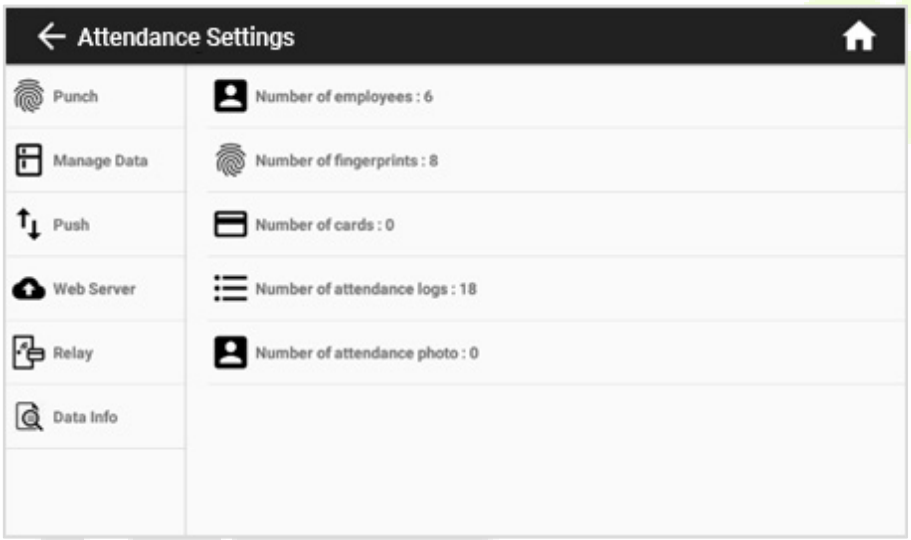
- **Delay**: Sets the delay time for attendance punch and relay activation.
- **Duration**: Sets the open duration of the relay.

Relay as a siren:

- **Enable**: When enabled, the relay will activate an alarm at the specified hour.
- **Duration**: Sets the active duration of the relay.
- **Activation hour**: Sets the time of activation of the relay.
- **Activation Weekdays**: Sets the days on which the relay will be activated.

9.5 Data Info



In this section, the number of records for the different aspects of the device will be displayed. There is no option to delete or edit the records. The aspects include:

- Number of registered employees
- Number of registered fingerprints
- Number of registered cards
- Number of attendance logs
- Number of captured attendance photos

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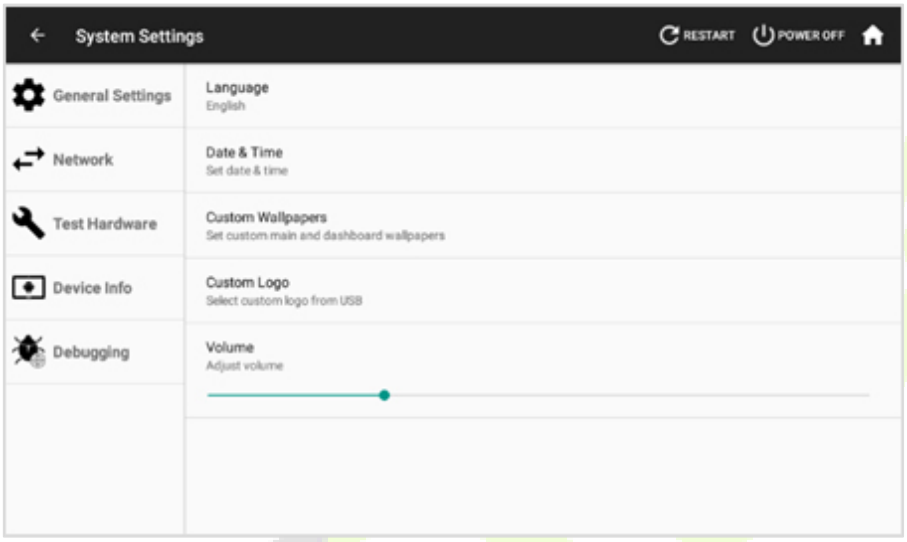
10 System Settings

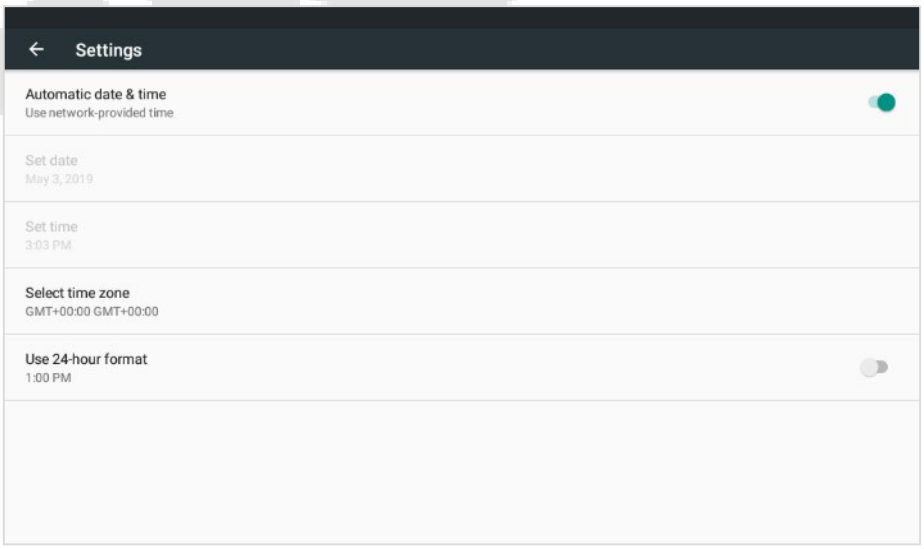
You can set the internal configurations of the device such as network configuration, language, date and time of the device, etc.

10.1 General Settings



Language: It is possible to set the device in the following languages: English, Spanish, Czech, Simplified Chinese, Italian, Portuguese, German, French, Turkish, Polish, and Romanian. The change in the language of the device will change the language of the menus accordingly.

Date & Time:



- **Automatic Date and Time**: When enabled, the current date and time will be retrieved from the internet.
- **Set date**: Only available when the Automatic date and time is disabled.

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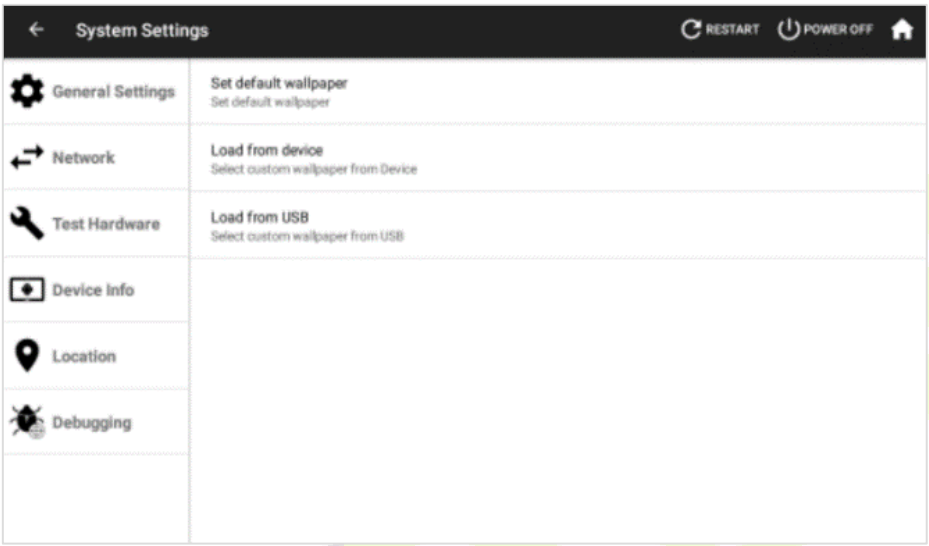
- **Set time**: Only available when the Automatic date and time is disabled.
- **Select time zone**: Sets the Time zone according to the location of device installation.
- **Use 24-hour format**: Displays the time in 12- or 24-hour format.

Custom Wallpapers: The wallpaper is the background image of the Home screen.



- **Set default wallpaper**: Sets the default wallpaper of the device.
- **Load from device**: Sets a wallpaper image from the images present in the device.
- **Load from USB**: Sets a wallpaper image from the images present in a connected USB-drive.

Note: The supported file formats are PNG and JPG. The filename must not contain spaces.

Custom Logo: Allows the user to modify the logo shown on the Home screen of the device. The logo file must be in the USB drive connected to the device.

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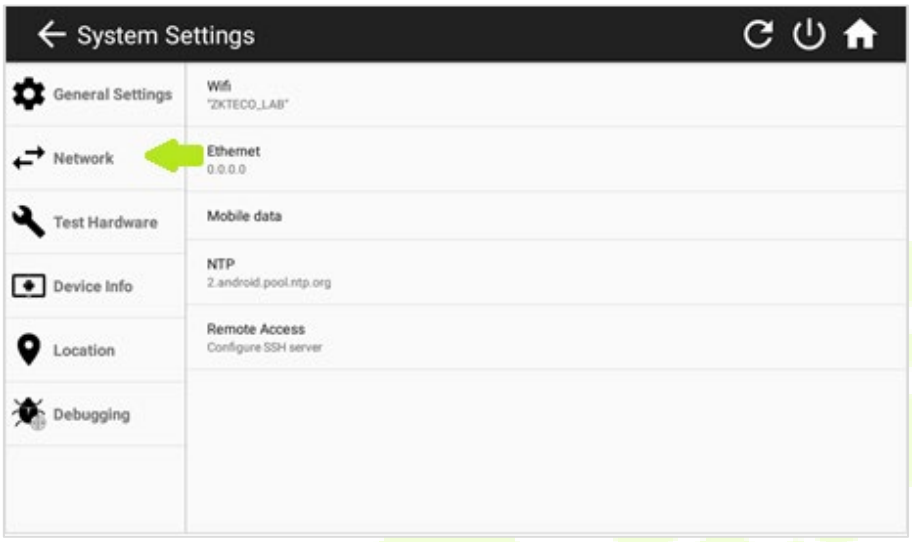
10.2 Network

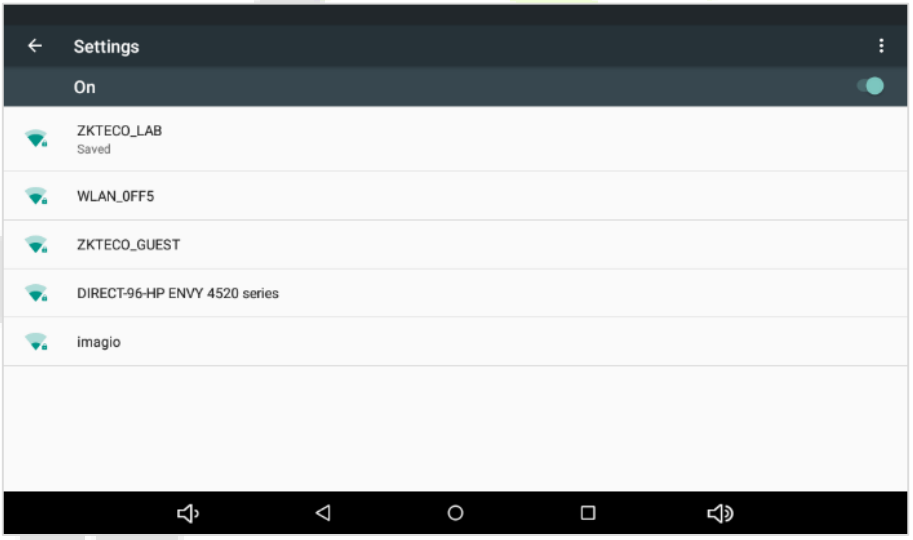
The device can be connected to the network through a **wired Ethernet connection**, **Wi-Fi**, **Mobile data**.

To select one of the connection types, click **Network** on the **System Settings menu**.



You can select the connectivity type by clicking **Wi-Fi, Ethernet, Mobile data**.

1. Wi-Fi



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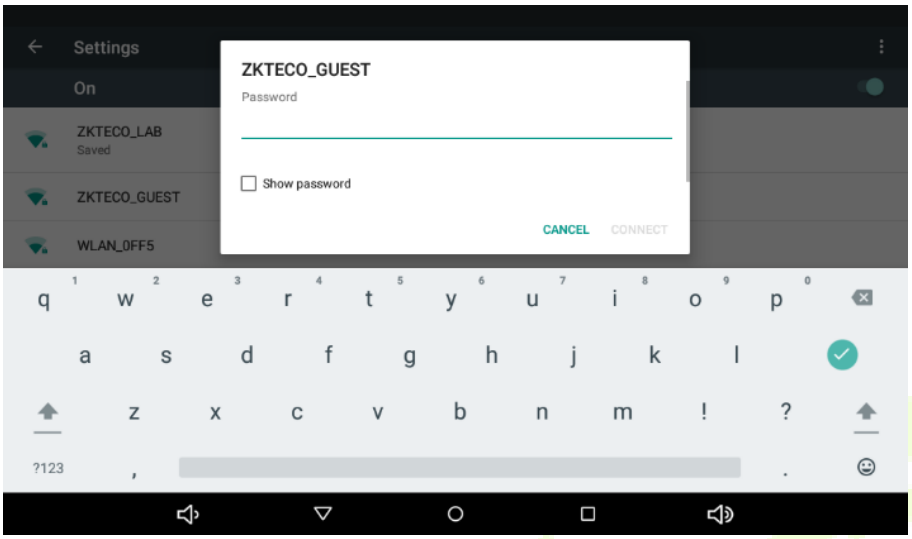
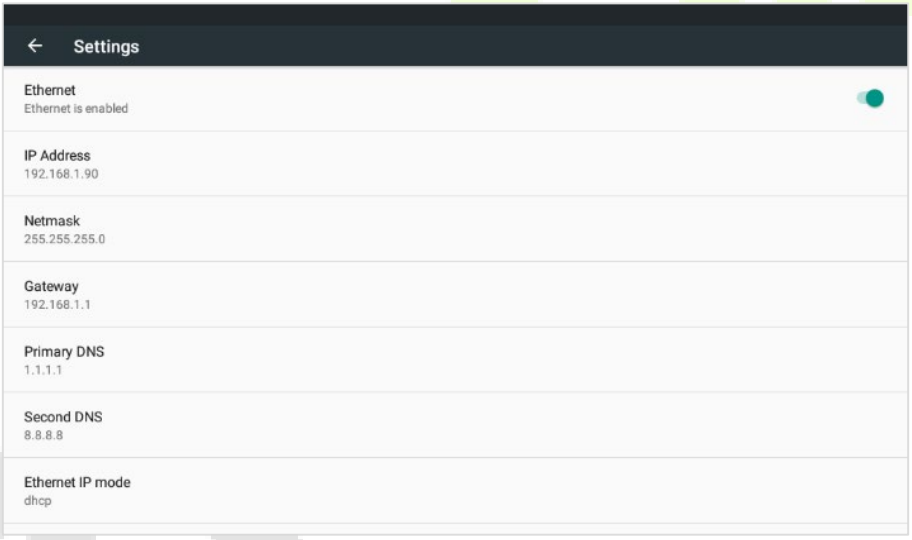
Select the required Wi-Fi connection and enter the password.



2. Wired Ethernet



- **Ethernet**: Switch to turn on or off the ethernet.
- **IP address**: Displays the current IP address of the device.
- **Netmask**: Displays the Netmask of the device.
- **Gateway**: Displays the IP address of the router that provides the internet connection to the device.
- **Primary and Secondary DNS**: Displays the Domain name server information.
- **Ethernet IP mode**: Select between DHCP (the IP address of the device will be assigned by the router) or Static (All the details of the connection as IP Address, Gateway, Netmask and DNS will be provided by the user).

3. Mobile data

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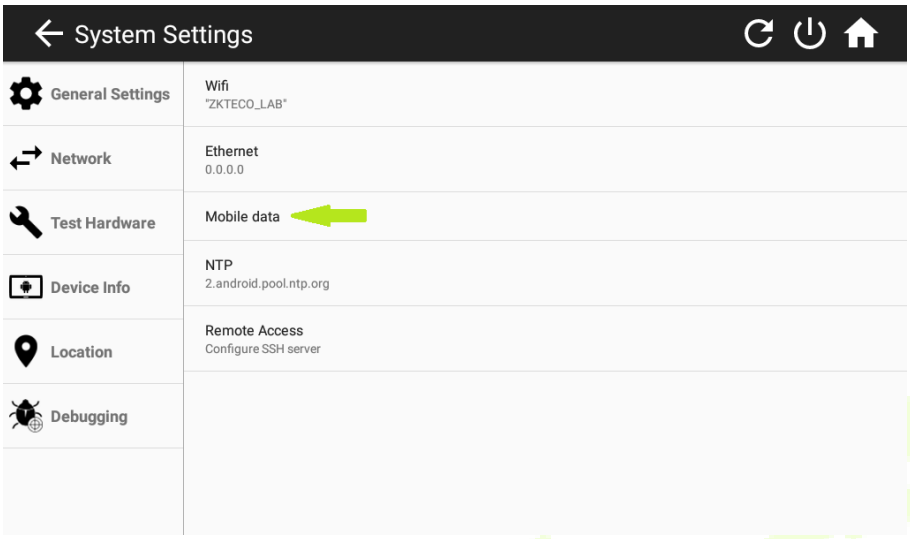
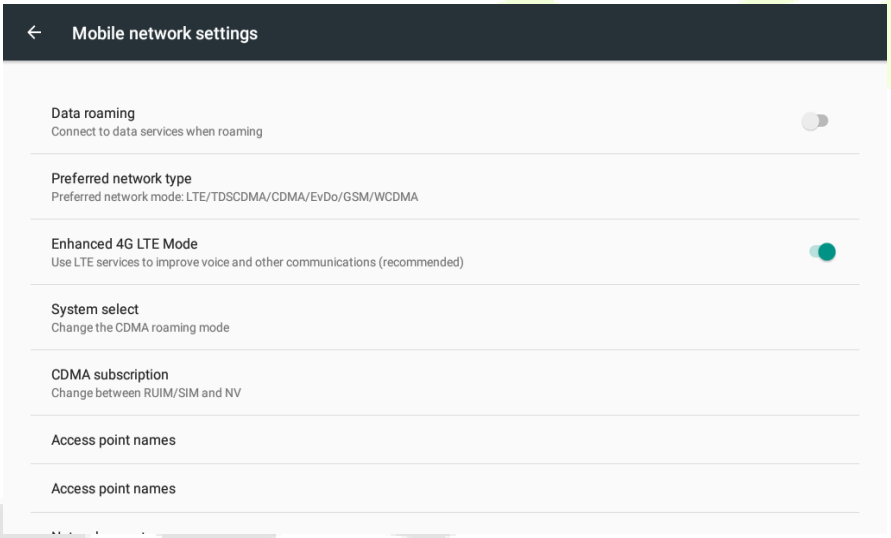
Mobile data: Allow your device to connect to a mobile data network.





- **Data roaming**: Allow your device to connect to data services while roaming, outside your country or foreigner services.
- **Preferred network type**: LTE/TDSCDMA/CDMA type of connection, change the type of frequency. Check with your operator.

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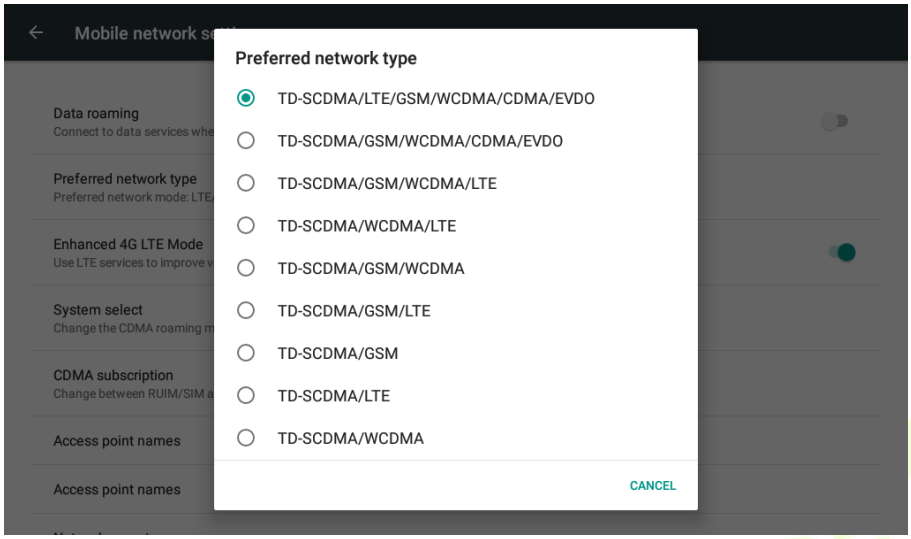
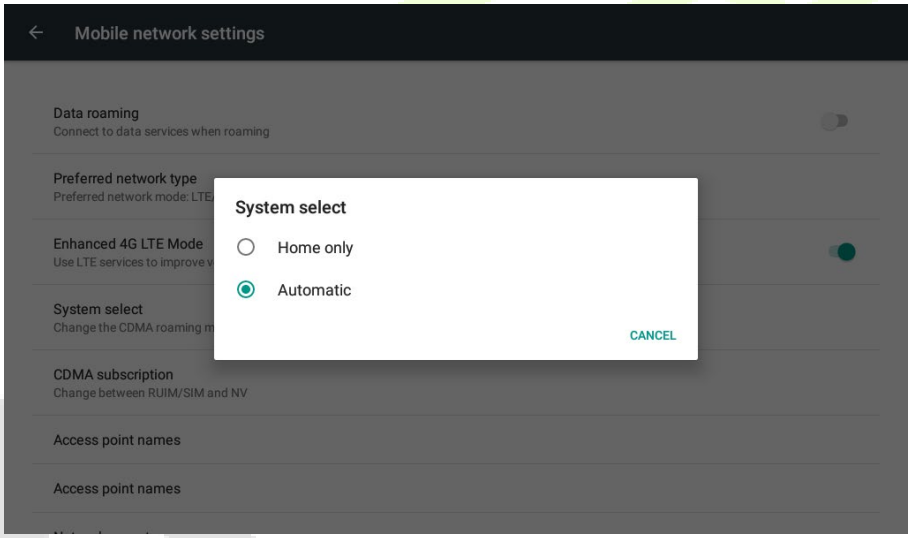


- **Enhanced 4G LTE Mode**: Use LTE services to improve voice and other communication.
- **System select**: Automatic



- **CDMA subscription**: RUIM/SIM NV. It's the kind SIM format.

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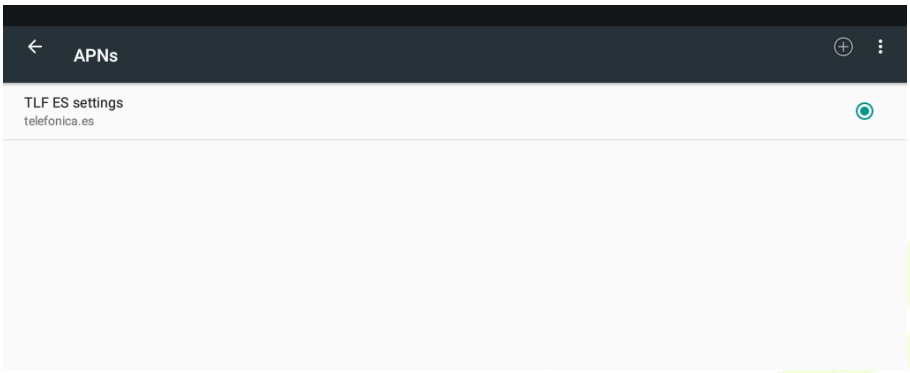
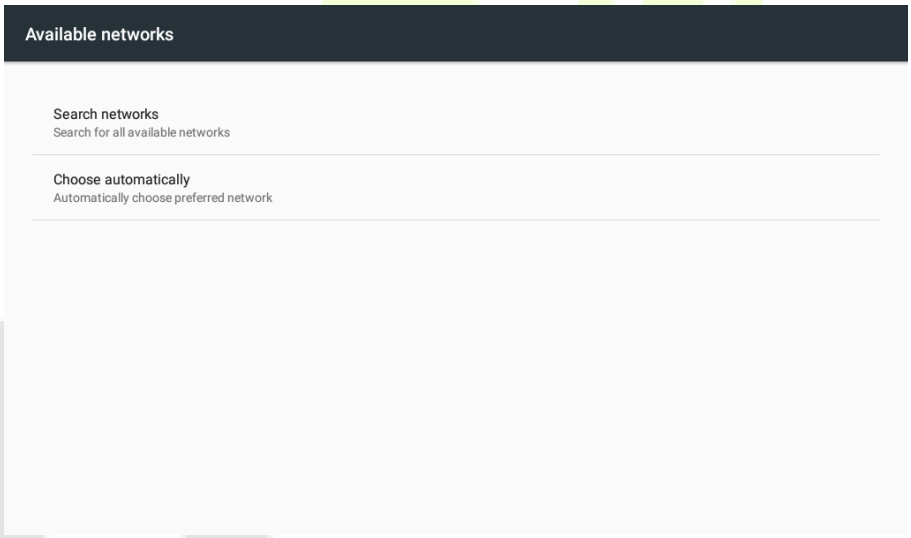
- **Access point names**: To use mobile access you need access to a wireless access point. Touch to display a list of the Access Point names. If you can view the APNs of your operator.

  - **Reset to default**: Open the three points upper right corner. If you delete or can't select the correct APN, the APNs back to SIM default configuration.



- **Network operators**: Using this feature you can view the current network connection. You can **Search networks** also scan and select a network operator manually, or **choose automatically** set the network selection to Automatic.



In the Network section of the system settings, the **NTP** Time Server and SSH server of the device can be configured. Contact your distributor for more information.

- **Remote Access used only by the technical department.**

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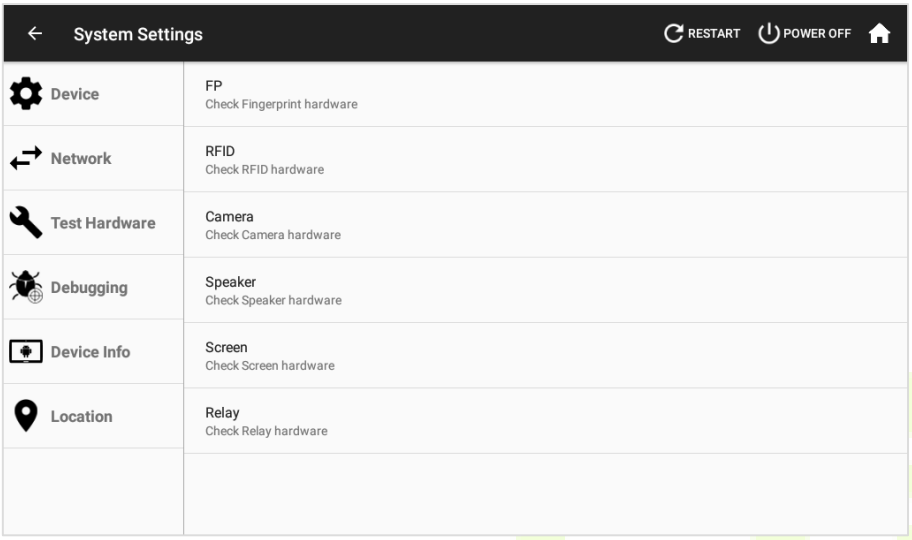
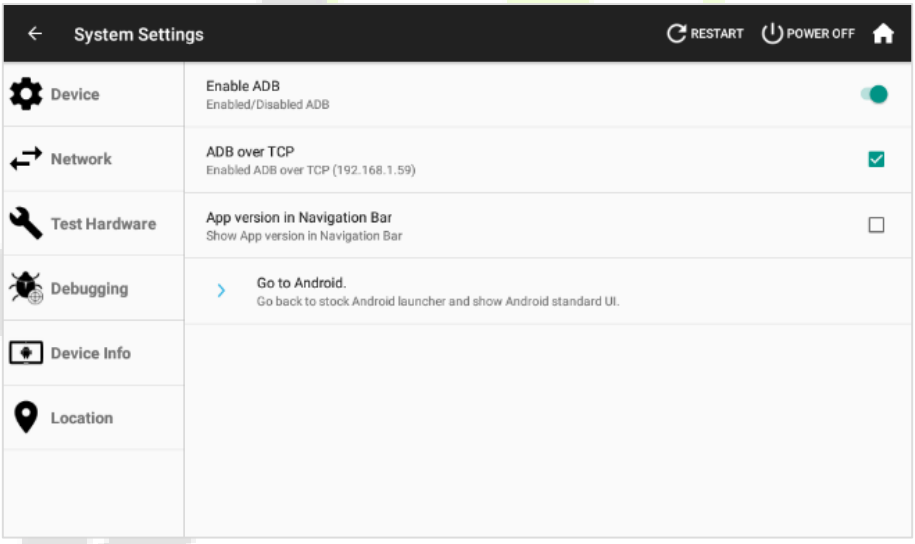
10.3 Test Hardware



In this section, you can test all the hardware parameters of the device. In case of any issues with the hardware of the device, you can perform tests on Fingerprint Sensor, Card Reader, Camera, Speaker, Display Screen, and Relay.

10.4 Debugging



Developer-only information is shown in this section. Do not make any changes without the Distributor's knowledge.

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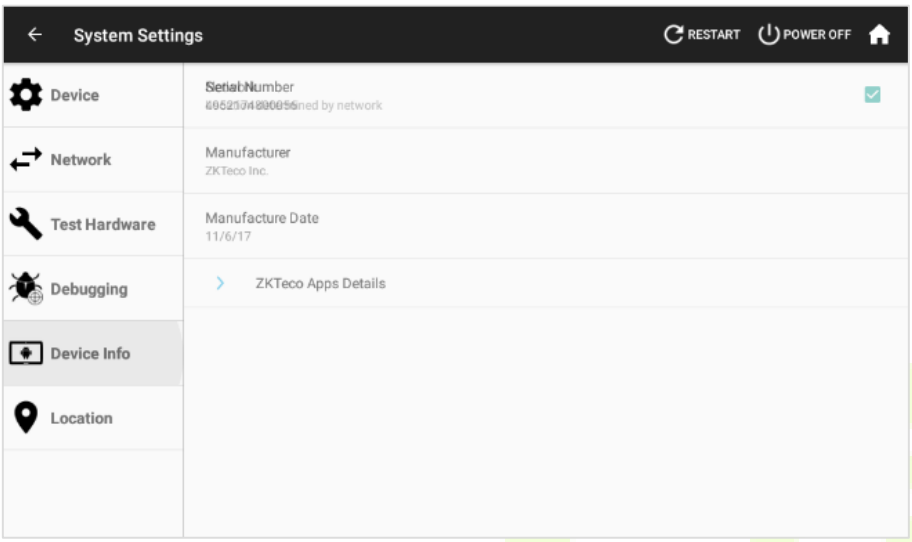
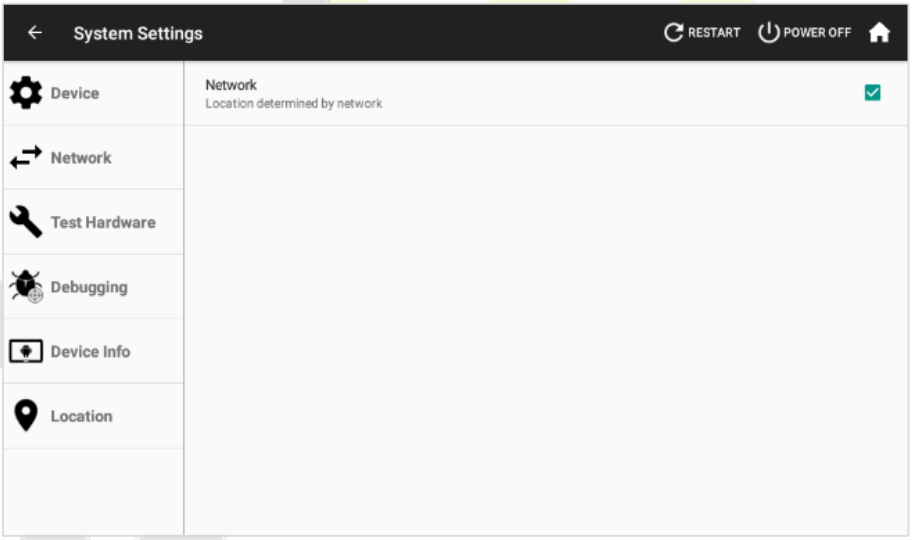
10.5 Device Info



The interface displays the device information such as Serial number, Manufacture Name, Date of manufacture, App version, and percentage of available memory and storage consumption.

10.6 Location



Select this option to obtain the location information of the device from the network. If the location is disabled, the **Save Punch Location** option in the T&A Settings will be disabled.

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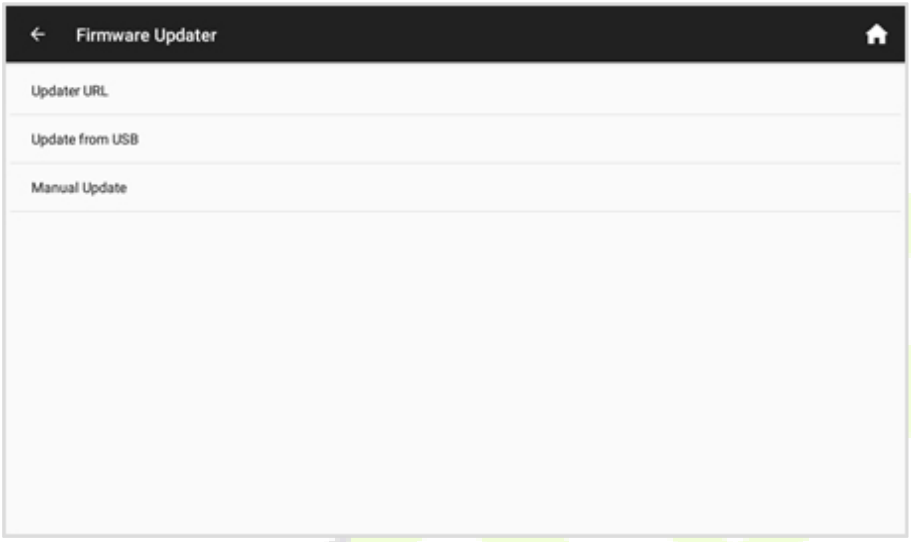
11 Firmware Updater

This option allows you to update the Firmware. As the development of the ZPAD+ continues, new versions of the app will be available. The process of updating this app is handled by the firmware updater. It is important not to update the Firmware unless specifically directed by your ZKTeco distributor.



- **Updater URL**: Internet address where app updates will be looked for.
- **Update from USB**: Look for updates in the USB-drive connected to the device.
- **Manual Update**: Executes update from the APK files which are already present in the device.

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