# QUICK START GUIDE

Applicable Model: G2
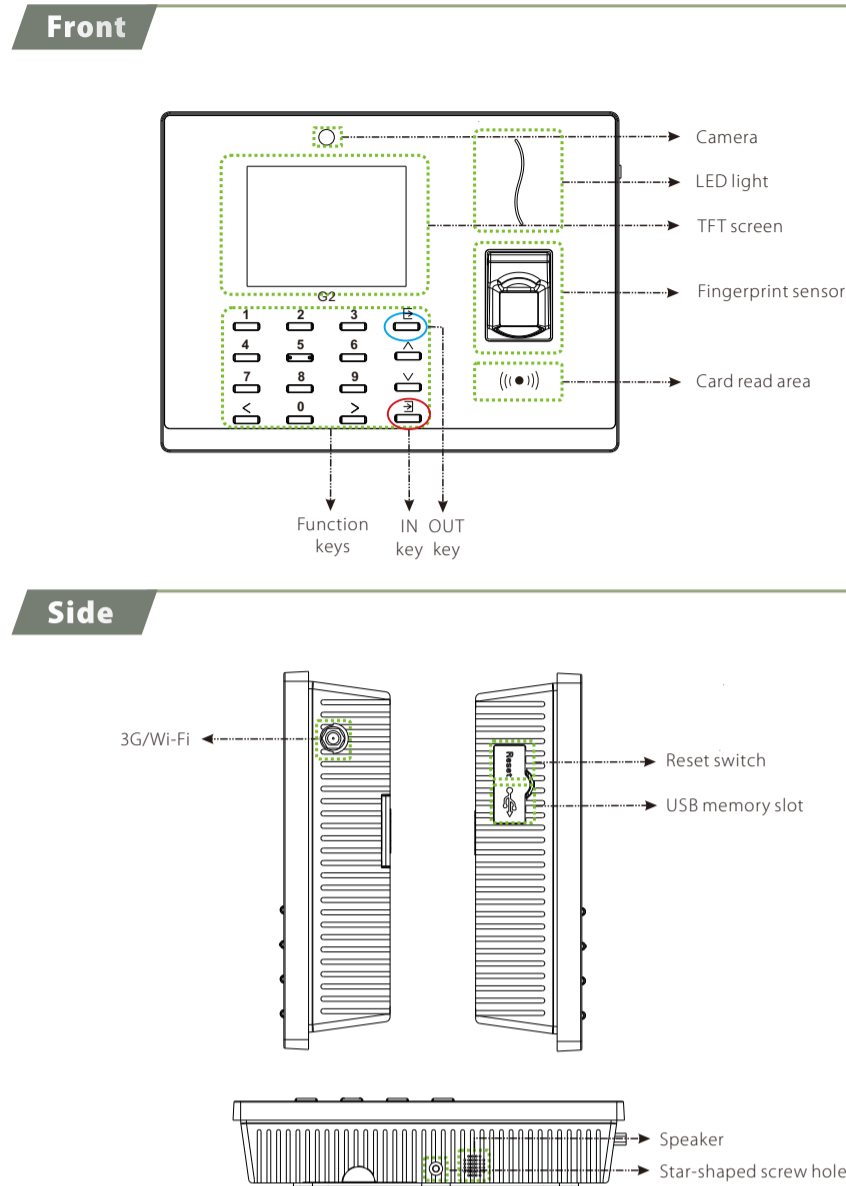
**Green Label**

ZK Building, Wuhe Road, Gangtou, Bantian, Buji Town,
Longgang District, Shenzhen China 518129
Tel:+86 755-89602345
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## Safety Precautions

Before installation, please read the following safety precautions for user safety and to prevent device damage.
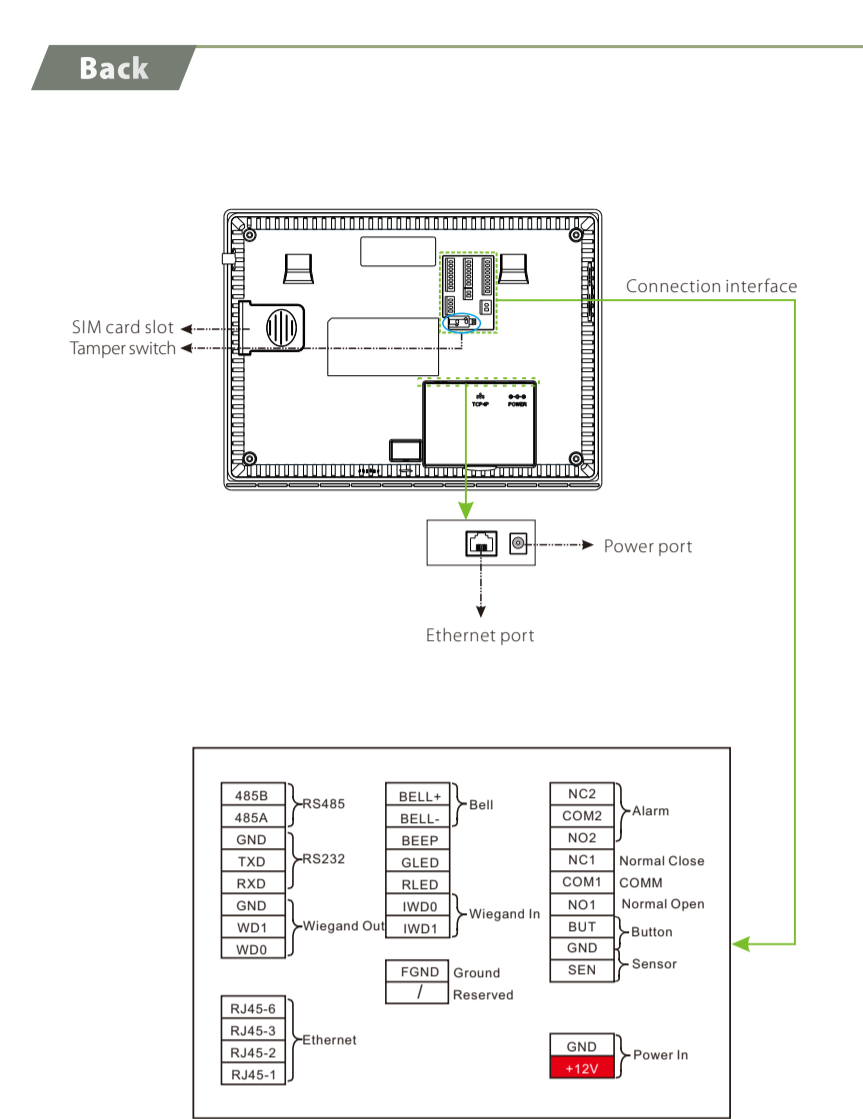
**Do not** install the device in a place subject to direct sun light, humidity, dust or soot.

**Do not** place magnet near the product. Magnetic objects such as magnet, CRT, TV, monitor or speaker may damage the device.

**Do not** place the device next to heating equipment.

**Do not** to let liquid like water, drinks or chemicals leak inside the device.

**Do not** let children touch the device without supervision.

**Do not** drop or damage the device.

**Do not** disassemble, repair or alter the device.

**Do not** use the device for any purpose other than those specified.

**Clean** the device often to remove dust on it. While cleaning, do not splash water on the device but wipe it out with smooth cloth or towel.

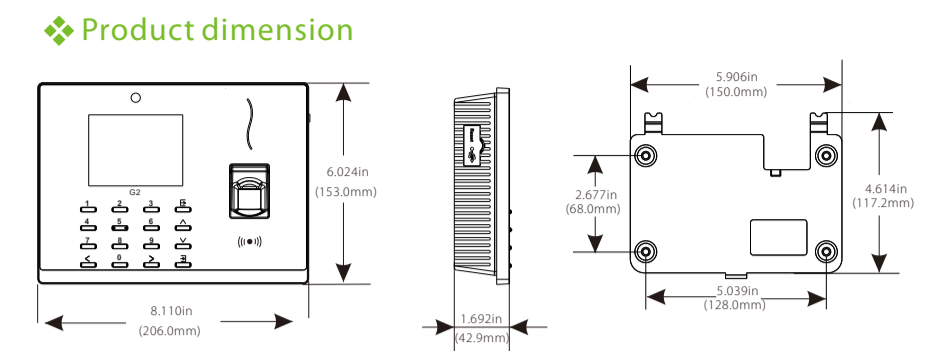Contact your supplier in case of any problem!
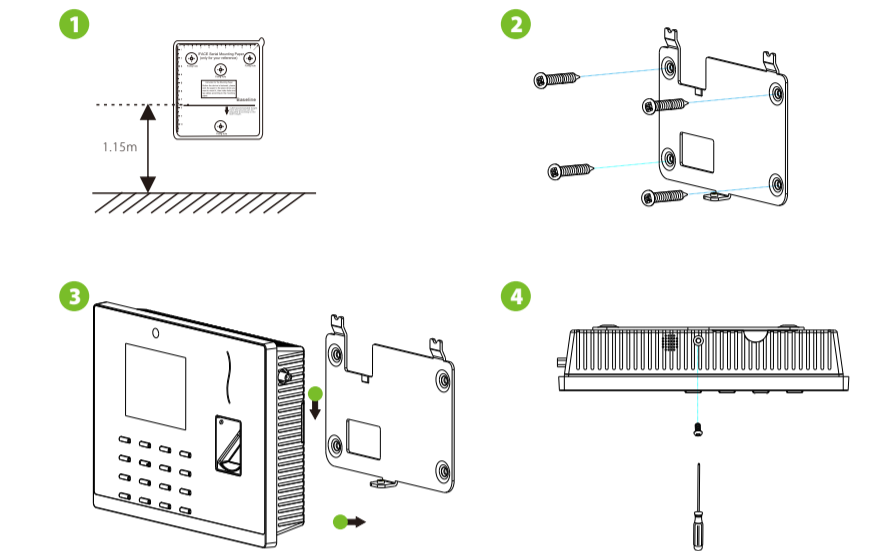
## Device Overview

**Front**



- Camera
- LED light
- TFT screen
- Fingerprint sensor
- Card read area
- Function keys
- IN key
- OUT key

**Side**

- 3G/Wi-Fi
- Reset switch
- USB memory slot
- Speaker
- Star-shaped screw hole

## Product PIN Diagram

**Back**

- SIM card slot
- Tamper switch
- Connection interface
- Power port
- Ethernet port

| | | | | |
|---|---|---|---|---|
| 485B | RS485 | BELL+ | Bell | NC2 — Alarm |
| 485A | | BELL- | | COM2 |
| GND | | BEEP | | NO2 |
| TXD | RS232 | GLED | | NC1 — Normal Close |
| RXD | | RLED | | COM1 — COMM |
| GND | | IWD0 | Wiegand In | NO1 — Normal Open |
| WD1 | Wiegand Out | IWD1 | | BUT — Button |
| WD0 | | | | GND |
| | | FGND | Ground | SEN — Sensor |
| RJ45-6 | | / | Reserved | |
| RJ45-3 | Ethernet | | | GND — Power In |
| RJ45-2 | | | | +12V |
| RJ45-1 | | | | |

## Product Dimension & Installation

❖ **Product dimension**

- 5.906in (150.0mm)
- 6.024in (153.0mm)
- 4.614in (117.2mm)
- 2.677in (68.0mm)
- 8.11in (206.0mm)
- 1.692in (42.9mm)
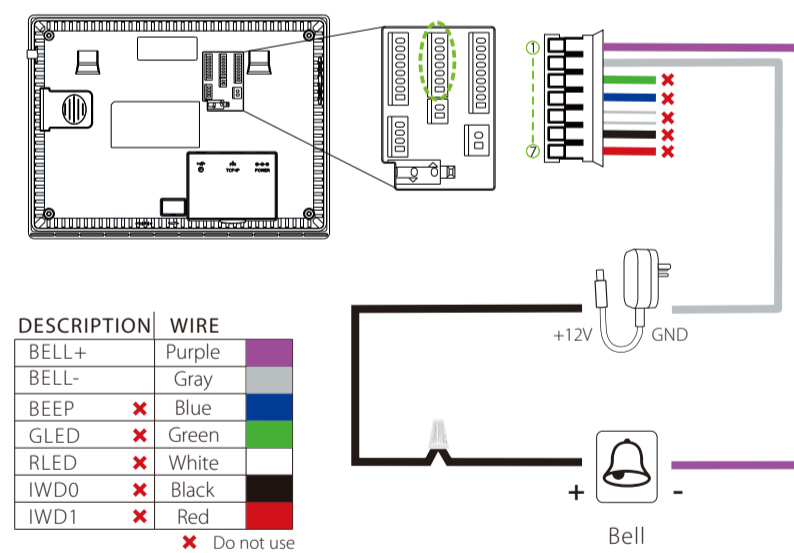- 2.039in (128.0mm)
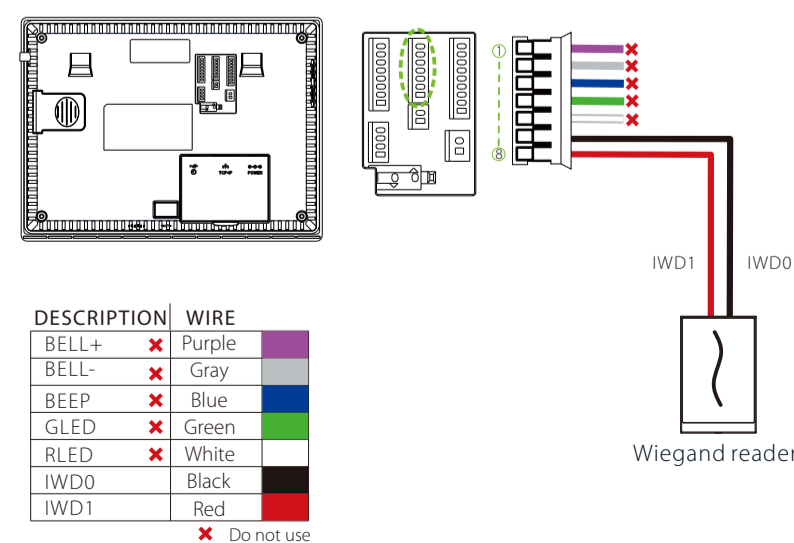
❖ **Mounting the device on wall**

1 — 1.15m
2
3
4

① Paste the mounting template sticker onto the wall, and drill holes according to the mounting paper.
② Fix the back plate onto the wall using wall mounting screws.
③ Insert the device into back plate.
④ Use security screw to fasten the device to back plate.
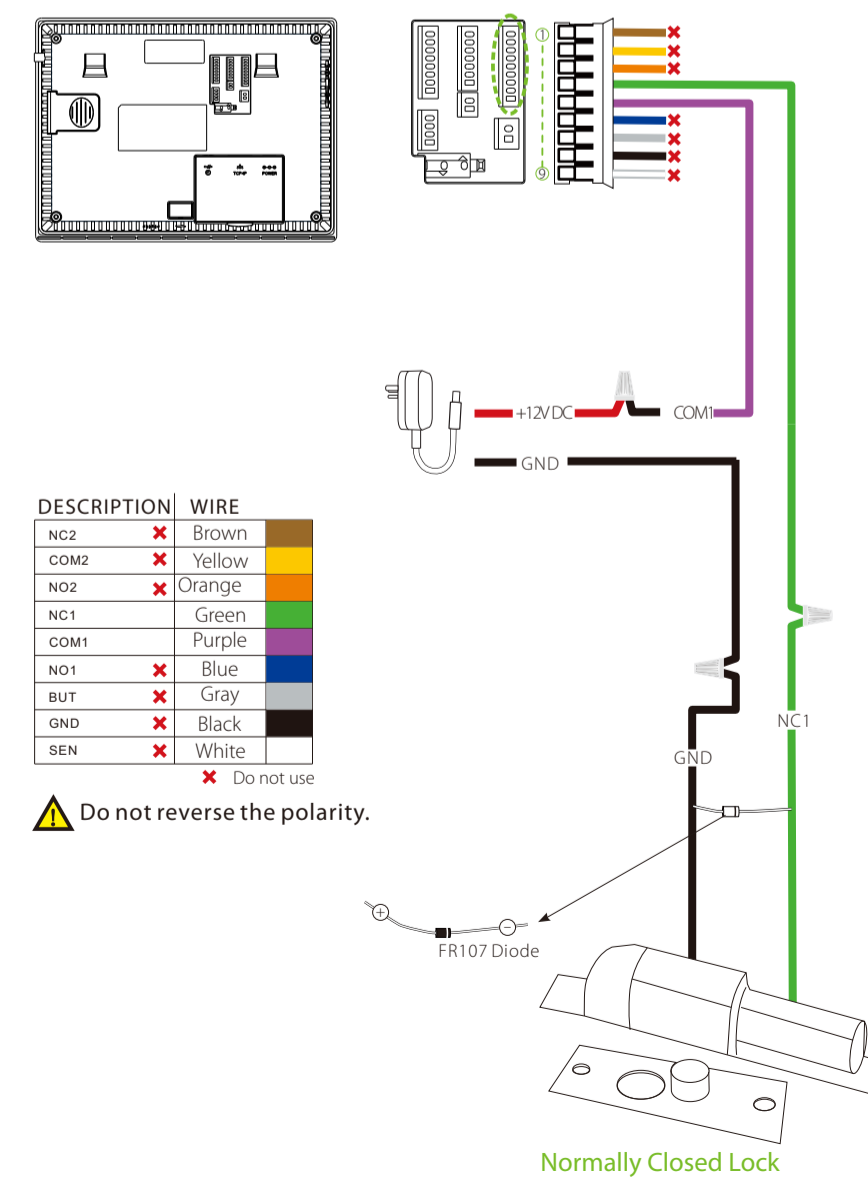
## Bell & Wiegand Connection

❖ **External bell connection**

| DESCRIPTION | WIRE | |
|---|---|---|
| BELL+ | | Purple |
| BELL- | | Gray |
| BEEP | ✕ | Blue |
| GLED | ✕ | Green |
| RLED | ✕ | White |
| IWD0 | ✕ | Black |
| IWD1 | ✕ | Red |

✕ Do not use

+12V GND
+ Bell -

❖ **Wiegand In connection**

IWD1 IWD0

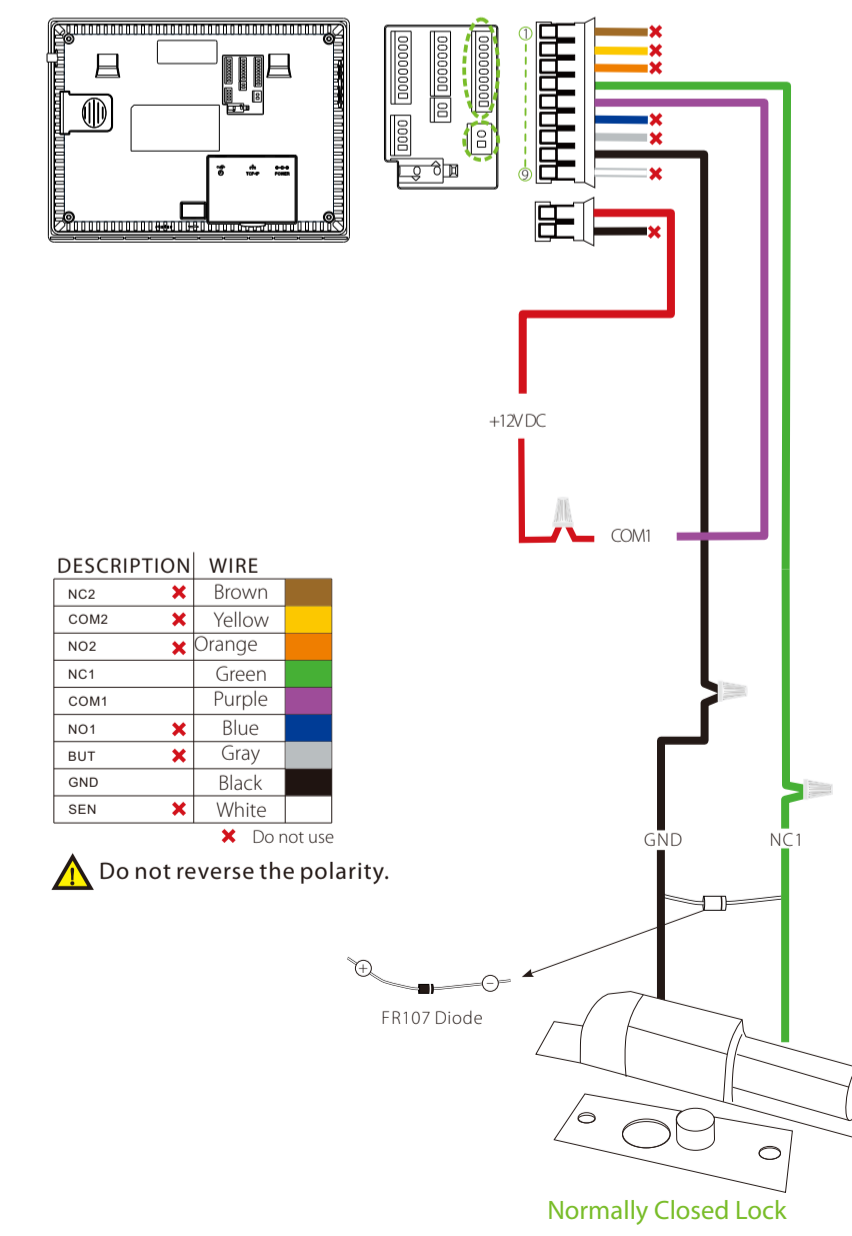| DESCRIPTION | WIRE | |
|---|---|---|
| BELL+ | ✕ | Purple |
| BELL- | ✕ | Gray |
| BEEP | ✕ | Blue |
| GLED | ✕ | Green |
| RLED | ✕ | White |
| IWD0 | | Black |
| IWD1 | | Red |

✕ Do not use

Wiegand reader

## Lock Relay Connection

The system supports Normally Open Lock and Normally Closed Lock.For example the NO LOCK (normally)opened
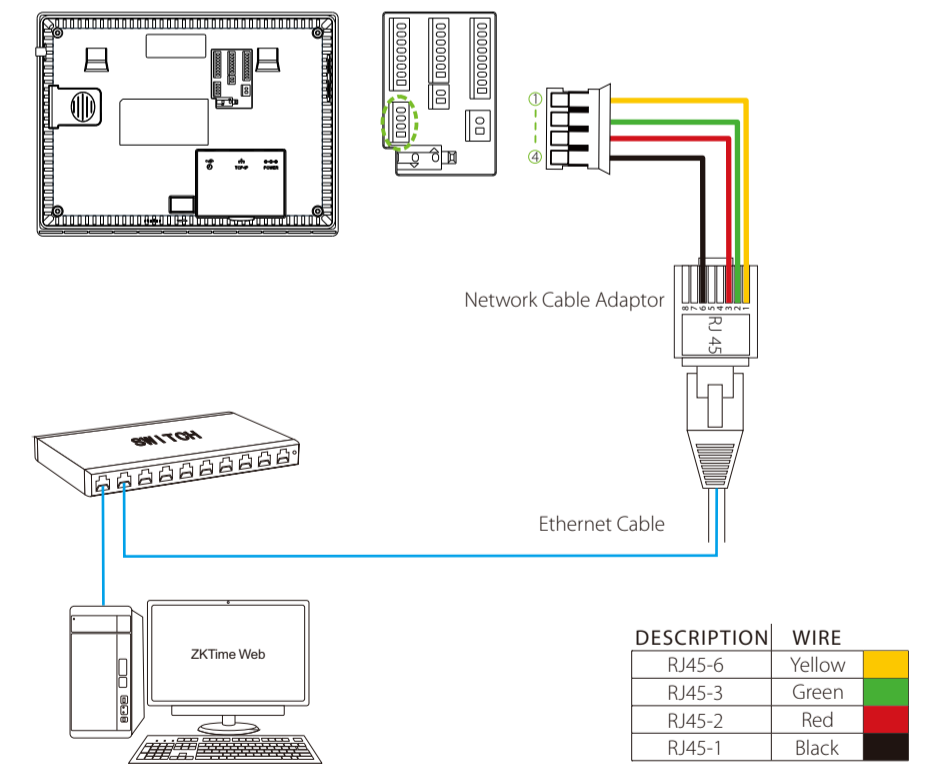
❖ **Device not sharing power with the lock**

+12VDC COM1
GND

| DESCRIPTION | WIRE | |
|---|---|---|
| NC2 | ✕ | Brown |
| COM2 | ✕ | Yellow |
| NO2 | ✕ | Orange |
| NC1 | | Green |
| COM1 | | Purple |
| NO1 | ✕ | Blue |
| BUT | ✕ | Gray |
| GND | ✕ | Black |
| SEN | ✕ | White |

✕ Do not use

⚠ Do not reverse the polarity.

FR107 Diode
GND NC1

**Normally Closed Lock**

## Lock Relay Connection

❖ **Device sharing power with the lock**

+12VDC COM1

| DESCRIPTION | WIRE | |
|---|---|---|
| NC2 | ✕ | Brown |
| COM2 | ✕ | Yellow |
| NO2 | ✕ | Orange |
| NC1 | | Green |
| COM1 | | Purple |
| NO1 | ✕ | Blue |
| BUT | ✕ | Gray |
| GND | | Black |
| SEN | ✕ | White |

✕ Do not use

⚠ Do not reverse the polarity.

FR107 Diode
GND NC1

**Normally Closed Lock**

## Ethernet Connection

❖ **LAN connection**

Network Cable Adaptor
Ethernet Cable
ZKTime Web

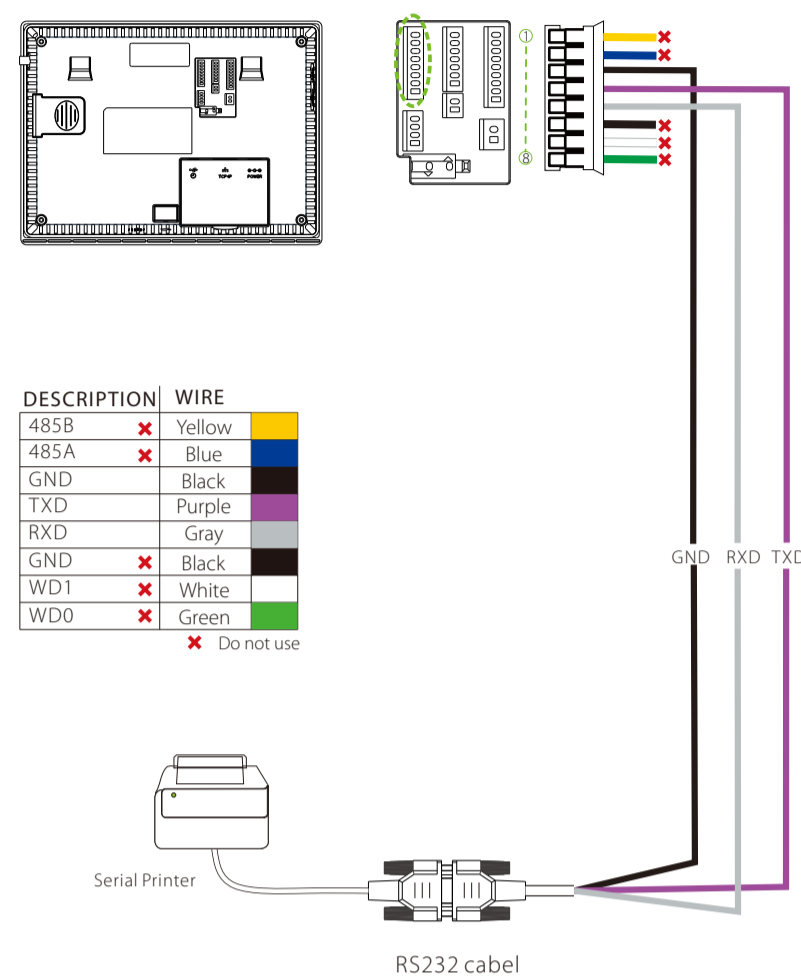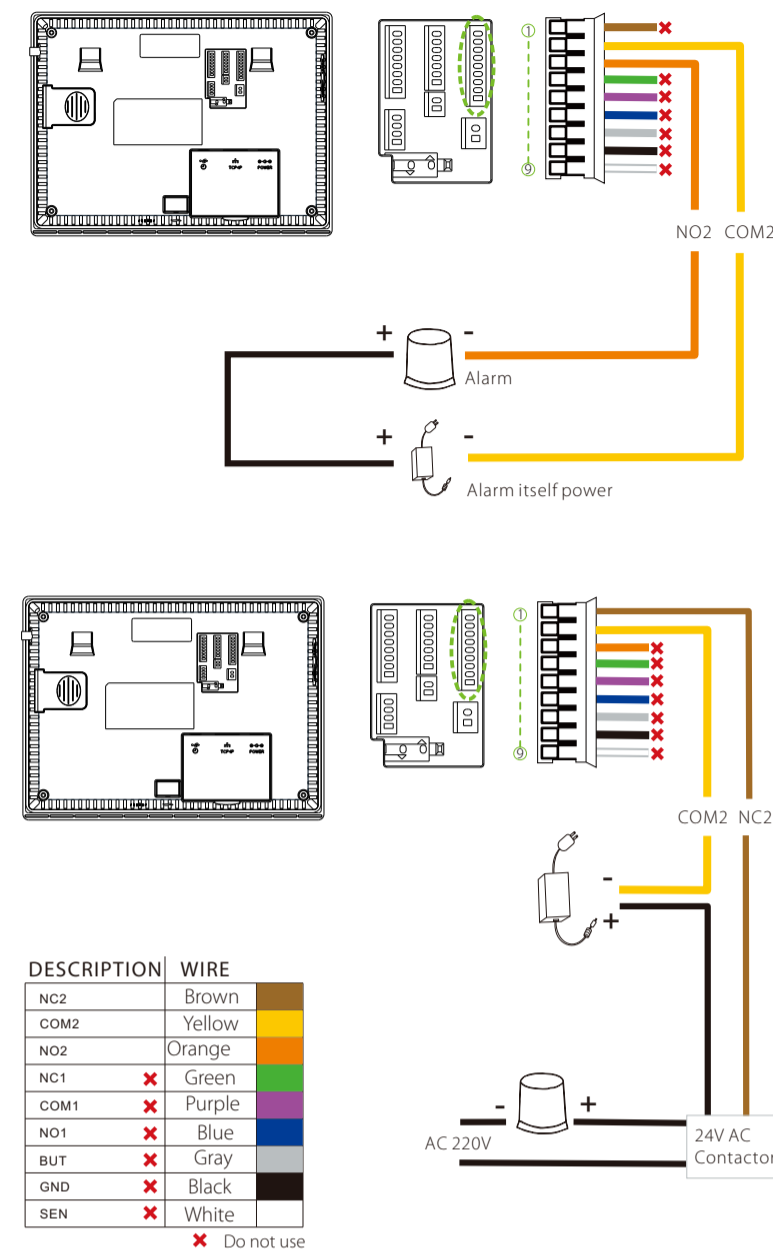| DESCRIPTION | WIRE |
|---|---|
| RJ45-6 | Yellow |
| RJ45-3 | Green |
| RJ45-2 | Red |
| RJ45-1 | Black |

❖ **Another way for ethernet connection**

ZKTime Web

**Note:** The device can be connected to PC directly by ethernet cable.

# Wiegand Output Connection



| DESCRIPTION | WIRE | |
|---|---|---|
| 485B | ✖ | Yellow |
| 485A | ✖ | Blue |
| GND | ✖ | Black |
| TXD | ✖ | Purple |
| RXD | ✖ | Gray |
| GND | | Black |
| WD1 | | White |
| WD0 | | Green |

✖ : Do not use

Wiegand Device

Wiegand Out

WD0
WD1
SGND
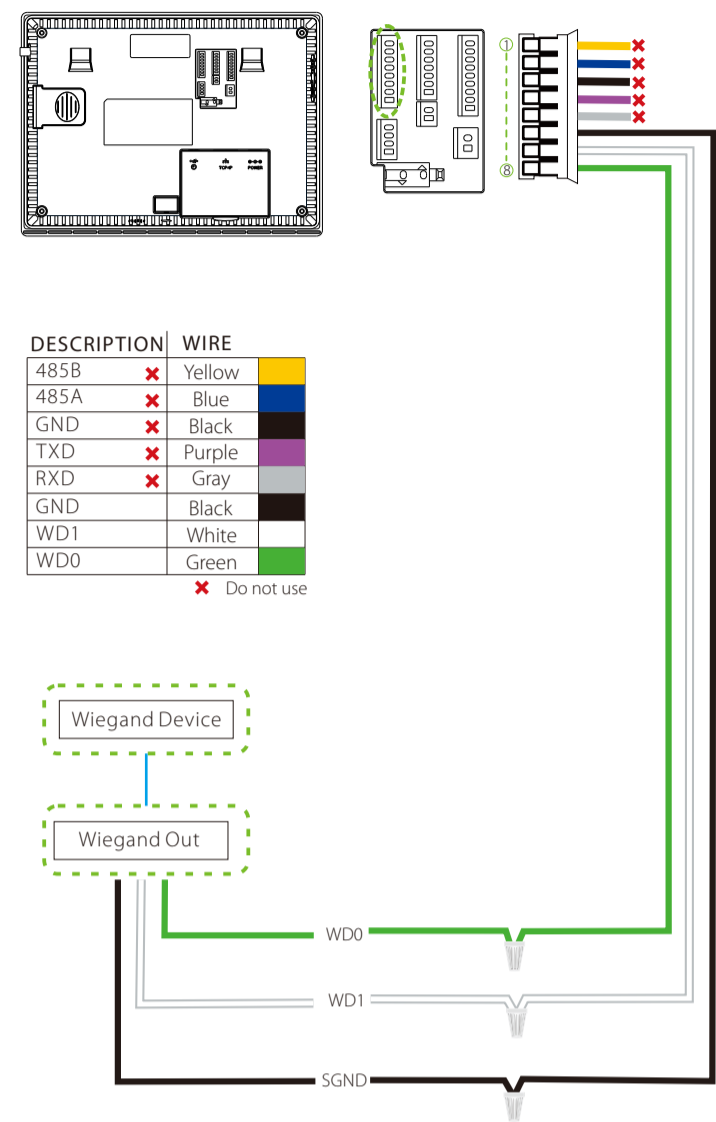
# RS232 Connection

❖ Printer connect



| DESCRIPTION | WIRE | |
|---|---|---|
| 485B | ✖ | Yellow |
| 485A | ✖ | Blue |
| GND | | Black |
| TXD | | Purple |
| RXD | | Gray |
| GND | ✖ | Black |
| WD1 | ✖ | White |
| WD0 | ✖ | Green |

✖ : Do not use

GND  RXD  TXD

Serial Printer

RS232 cabel

# Alarm Connection



NO2  COM2

+  −  Alarm

+  −  Alarm itself power

COM2  NC2

| DESCRIPTION | WIRE | |
|---|---|---|
| NC2 | | Brown |
| COM2 | | Yellow |
| NO2 | | Orange |
| NC1 | ✖ | Green |
| COM1 | ✖ | Purple |
| NO1 | ✖ | Blue |
| BUT | ✖ | Gray |
| GND | ✖ | Black |
| SEN | ✖ | White |

✖ : Do not use

AC 220V  24V AC Contactor

# Button & Sensor Connection



SEN  BUT  GND

Door Sensor

| DESCRIPTION | WIRE | |
|---|---|---|
| NC2 | ✖ | Brown |
| COM2 | ✖ | Yellow |
| NO2 | ✖ | Orange |
| NC1 | ✖ | Green |
| COM1 | ✖ | Purple |
| NO1 | ✖ | Blue |
| BUT | | Gray |
| GND | | Black |
| SEN | | White |

✖ : Do not use

EXIT
Exit Button

# Power Connection

❖ With UPS (Optional)



GND
+12V DC
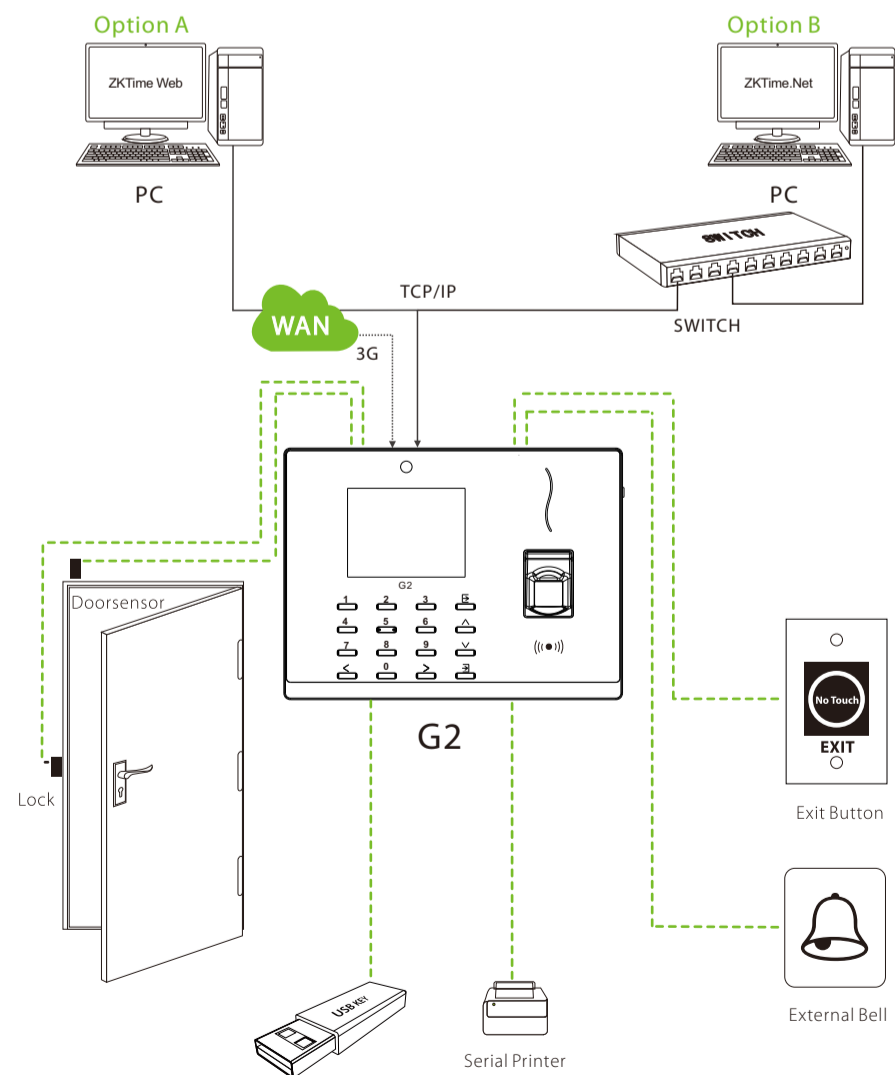UPS

❖ Without UPS

GND
+12V DC
12V DC Adaptor

12V DC Adaptor

**Recommended power supply**

1)12V ± 10%, at least 500mA.

2)To share the power with other devices, use a power supply with higher current ratings

# Standalone Installation



Option A
ZKTime Web
PC

Option B
ZKTime.Net
PC

TCP/IP
WAN
3G
SWITCH

Doorsensor
Lock
G2

Exit Button

External Bell

Serial Printer

# Device Operation

❖ Quick flows

To enroll administrator and user:
Go to Communication Settings>Punch/Verify>View Records

1) Enroll Administrator and Users
a.Enroll Administrator (Main Menu>User Management>New User)



New User
User ID ................................. 1
User Role ..................... Normal User
Fingerprint ............................. 0
Badge Number
Password
User Photo

**User ID**: Enroll user ID; it supports 1-9 digits of numbers.
**Use Role**: Select the user role between Normal User and Super Admin.
**Fingerprint**: Enroll a fingerprint or fingerprints.
**Face**: Enroll face according to the prompts of screen and voice.
**Badge Number★**: Enroll a badge by swiping the badge.
**Password**: Enroll the password; it supports 1-9 digits of numbers.
**User Photo**: Enroll the user photo which will be displayed after verification.
**Access Control Role**: Set the Access Control parameters of the user.

Access Control Setting (Main Menu>Access Control):



Access Control
Access Control Options
Time Schedule
Holidays
Access Groups
Combined Verification
Anti-passback Setup

**Access Control Options:** Including Door Lock Delay,Door Sensor Delay, Door Sensor Type, NC / NO Time Period etc.
**Time Schedule:** Schedule Doors' opening time, 50 time zones are available to define.
**Holidays:** Set special time zones for holidays.
**Access Groups:** Set to manage employees in groups.

# Device Operation

**Combined Verification:** Set various groups into a combined access group to achieve multi-verification.
**Duress Options:** Set duress function options.
b. Enroll Normal Users (Follow the same steps of "Enrolling Administrator" except the "User Role "option)

2)Communication Settings (Main Menu>Communication)



Comm
Ethernet
Serial Comm
PC Connection
Cellular Data Network
ADMS
Wiegand Setup

**Ethernet:** The device can communicate with PC via the Ethernet parameters.
**Serial Comm:** The device can communicate with PC via the serial port according to the user-defined parameters.
**PC Connection:** Set the password and device ID so that you can connect the device with software in PC.
**Cellular Data Network★:** When the device is applied on a dial-up network,ensure that the device is within the coverage of the mobile network signals(3G).
**ADMS Setting★:** Settings used for connecting with ADMS server.
**Wi-Fi Setting★:** The device provides a Wi-Fi module, which can be built in the device mould or externally connected, to enable data transmission and to establish a wireless network environment.
**Wiegand Setup:** Set wiegand-out parameters.

3)Verification(1:1verification mode for example)
Click ⬚ to enter 1:1 verification mode on initial interface.



User ID
5

User ID
5
Password
Fingerprint

Enter User ID and press [OK].

When multi-verification mode is registered, please choose the verify mode as shown in the figure above: password, fingerprint and face.

# Device Operation

b. Fingerprint Verification Mode



2015-12-31 15:28
User ID : Fingerprint
Verify : Fingerprint
Please press your finger

2015-12-31 15:28
User ID : 5
Name : J
Verify : User ID + Fingerprint
Successfully verified.

c. Password Verification Mode



2015-12-31 15:28
User ID : 5
Verify : Password

2015-12-31 15:30
User ID : 5
Name : J
Verify : Password
Successfully verified.

4) Viewing Attendance Records
a. View records in the device(Main Menu>Attendance Search>Attendance Record)



User ID
Please input(query all data without input)
5
Confirm (OK)   Cancel (ESC)

Time Range
Today
Yesterday
This week
Last week
This month
Last month

Enter the user ID to search.

Select the time range for attendance record query.

# Device Operation

b.View records on computer (Main Menu>USB Manager>Download>Attendance Data)



Download
Attendance Data
User Data
User Portrait
Attendance Photo
Blacklist Photo
Work Code

1. Insert the USB disk correctly.
2. Download the attendance data to the disk.
3. Upload the attendance data from the disk to your computer.
4. Name the downloaded data as "Device Serial Number.dat".
You can open the downloaded data and view it.

❖ Backup Data

To avoid data loss due to mis-operation, you can back up the data to local drive or USB disk at any time.



Data Mgt
Delete Data
Backup Data
Restore Data

1. Enter Main Menu>Data Management>Backup Data>Saving Type>Data Type to backup.
2. Select the content to-be-backed up.

❖ Other Settings



Date Time
Set Date ..................... 2015-12-31
Set Time ......................... 17:57:19
24-Hour Time ...................... ON
Date Format ............ YYYY-MM-DD
Daylight Saving Time ............. OFF

a. Date Time (Main Menu>System>Date Time)
Set the date, time and time format for the device.

❖ Troubleshooting

Q: "Invalid time zone"is displayed after verification?
A: Contact Administrator to check if the user has the privilege to gain access within that time zone.

Q: Verification succeeds but the user cannot gain access?
A: 1. Check whether the user privilege is set correctly.
2. Check whether the lock wiring is correct.