

Quick Start Guide

Applicable Model: G4[QR]

Version: 1.0

Safety Precautions

Before installation, please read the following precautions carefully to prevent the risks and danger to this product, users or any other person.



Do not expose to direct sunlight, water, dust and soot.



Do not place any magnetic objects near the product. Magnetic objects such as magnets, CRT, TV, monitors or speakers may damage the device.



Do not place the device next to heating equipment.



Prevent water, drinks or chemicals leaking into the device.



This product is not intended for use by children unless they are supervised.



Do not drop or damage the device.



Do not disassemble, repair or modify the device.



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

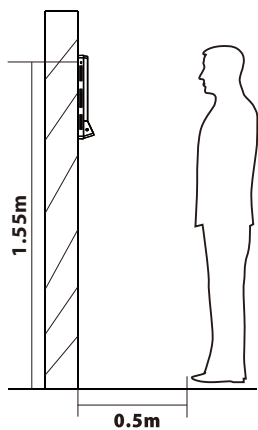


Remove dusts or dirt regularly. While cleaning, wipe dust off with a smooth cloth or towel instead of water.

Contact your supplier in case of any problem!

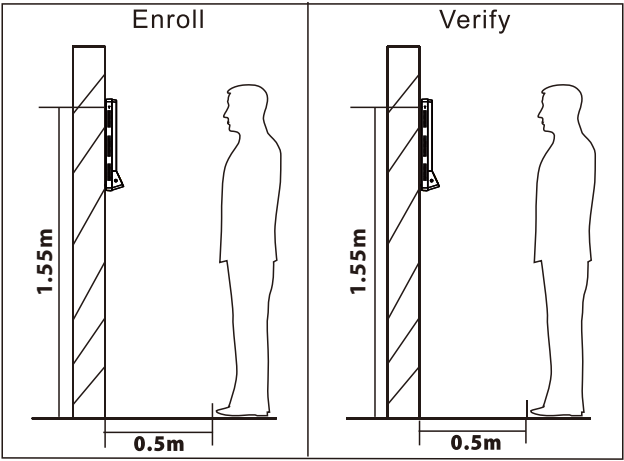
User Registration

1) The recommended distance



For the user's height ranging from 1.5m to 1.8m, the recommended device height is 1.55m from the ground. It can be adjusted and installed according to the user's average height.

a. The recommended position



The registration and verification position of the device shouldn't be changed to avoid affecting the verification accuracy. If it is necessary to move the device, then move it horizontally keeping the vertical height same.

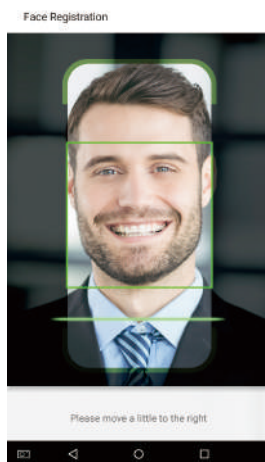
User Registration

2) The recommended and not-recommended facial expressions:



3) Registration

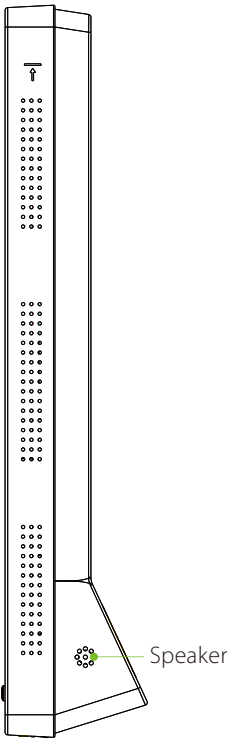
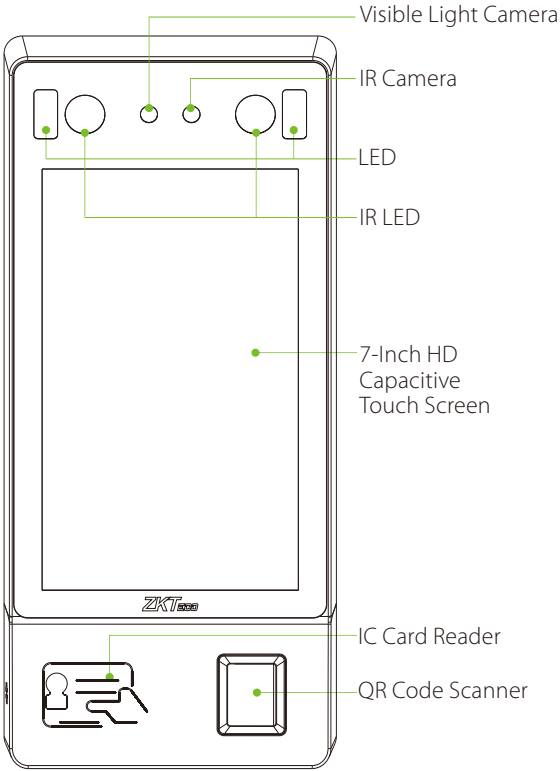
During registration, please adjust your position and keep your face inside the green frame.



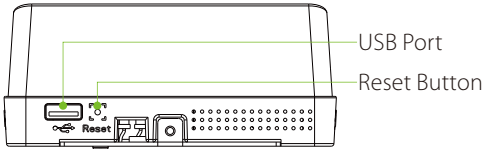
Device Overview

Front

Side

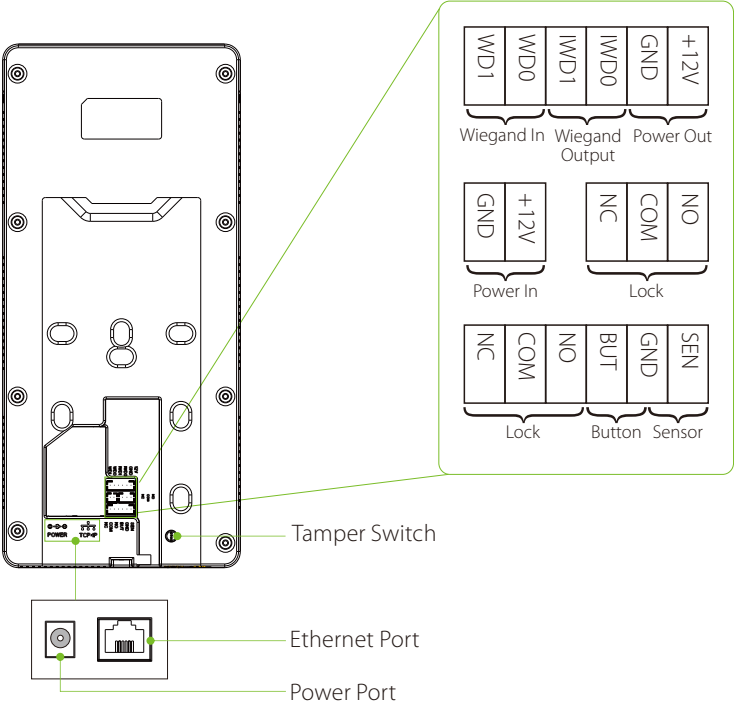


Bottom

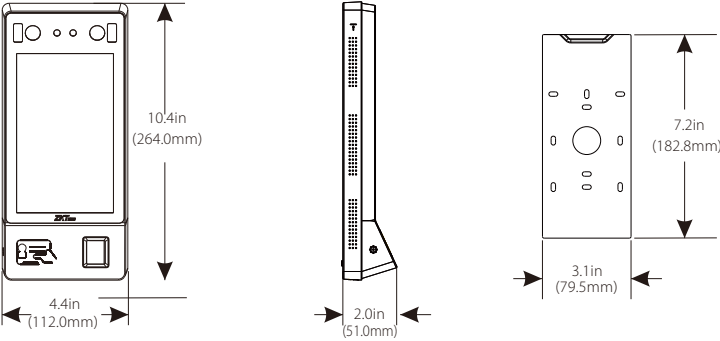


Device Overview

❖ Product PIN Diagram



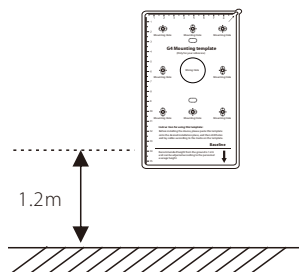
❖ Product Dimensions



Product Installation

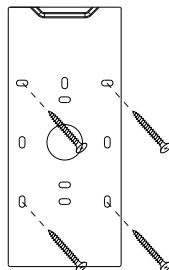
❖ Mounting the device on wall

1



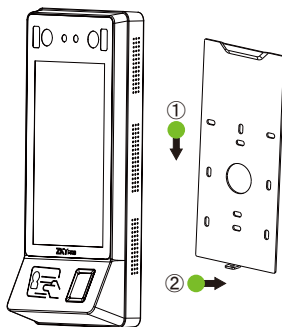
Paste the mounting template sticker onto the wall, and drill holes according to it.

2



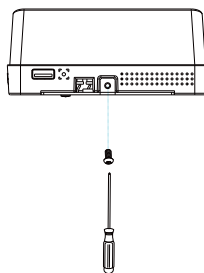
Fix the back plate to the wall using wall mounting screws.

3



Attach the device to the back plate.

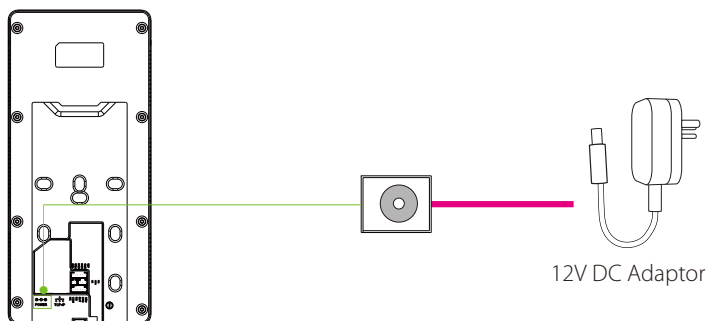
4



Fasten the device to the back plate with a security screw.

Ethernet & Power Connection

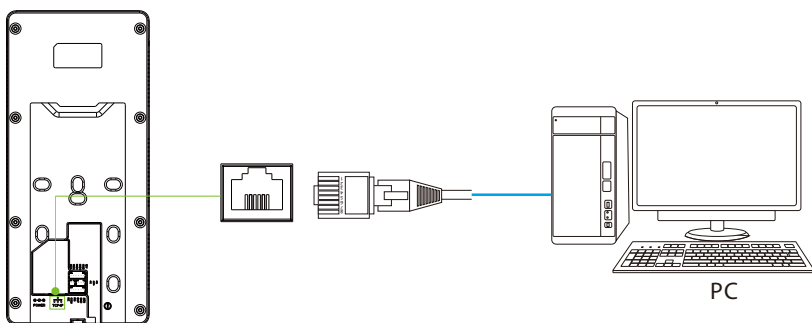
❖ Power Connection



Recommended power supply

- Rating of 12V and 3A
- To share the device's power with other devices, use a power supply with higher current ratings.

❖ LAN Connection

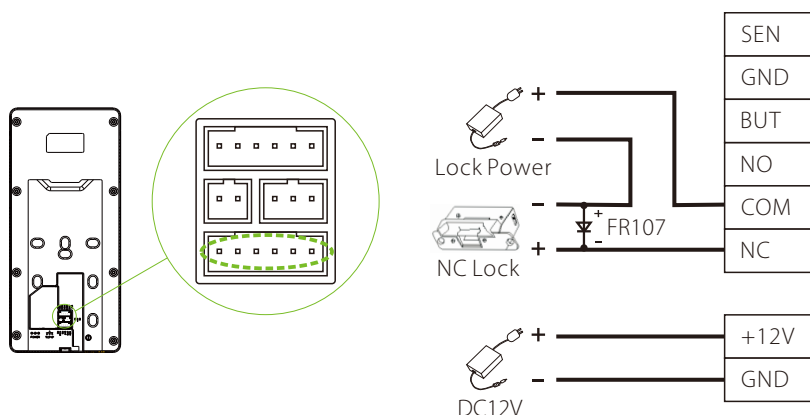


Click **[COMM.]** > **[Ethernet]** > **[IP Address]** , input the IP address and click **[OK]**.

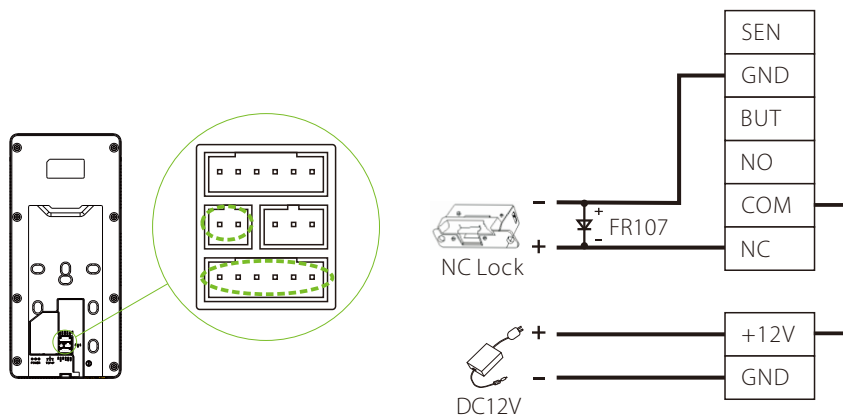
Lock Relay Connection

The system supports both **Normally Opened Lock** and **Normally Closed Lock**. The **NO Lock** (normally opened when powered) is connected with '**NO**' and '**COM**' terminals, and the **NC Lock** (normally closed when powered) is connected with '**NC**' and '**COM**' terminals. The power can be shared with the lock or can be used separately for the lock, as shown in the example with **NC Lock** below:

❖ Device not sharing power with the NC lock:

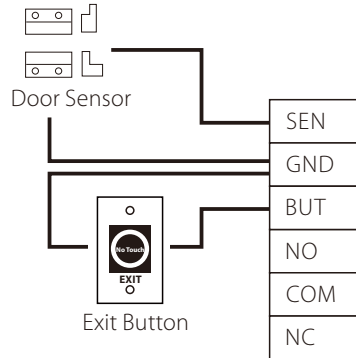
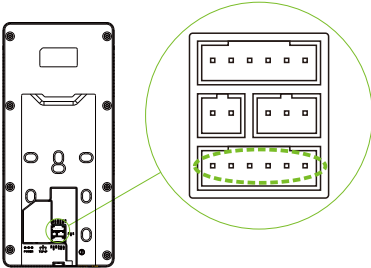


❖ Device sharing power with the NC lock:

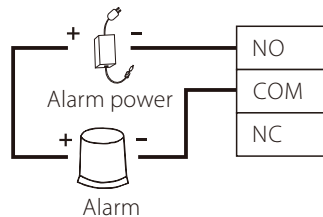
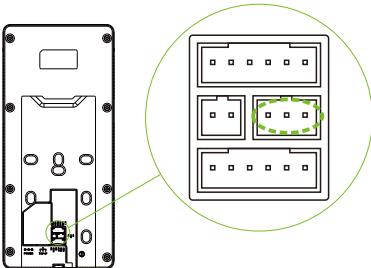


Connecting Other Devices

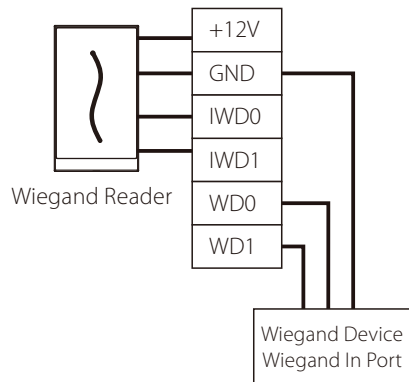
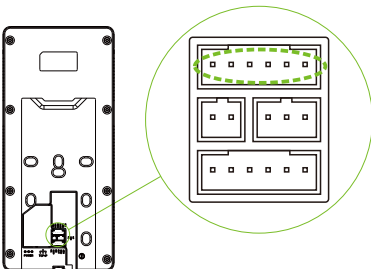
❖ Button & Sensor Connection



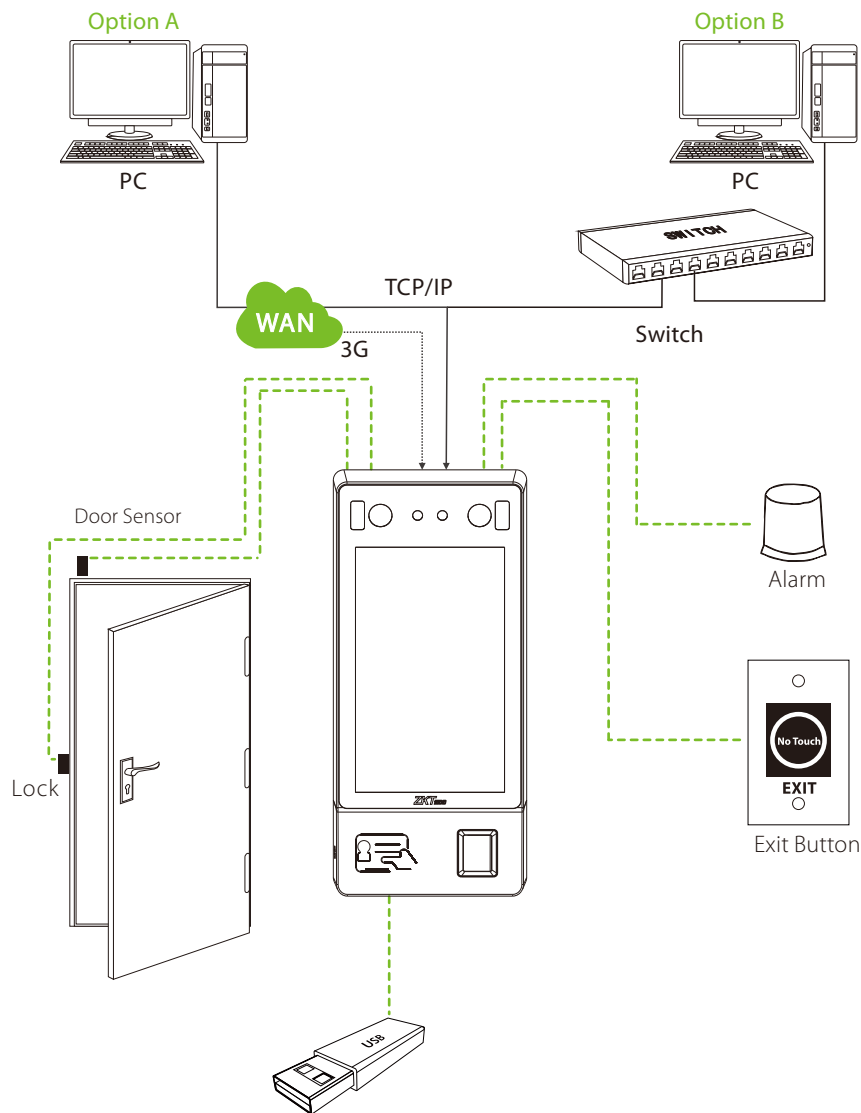
❖ Alarm Connection



❖ Wiegand Connection

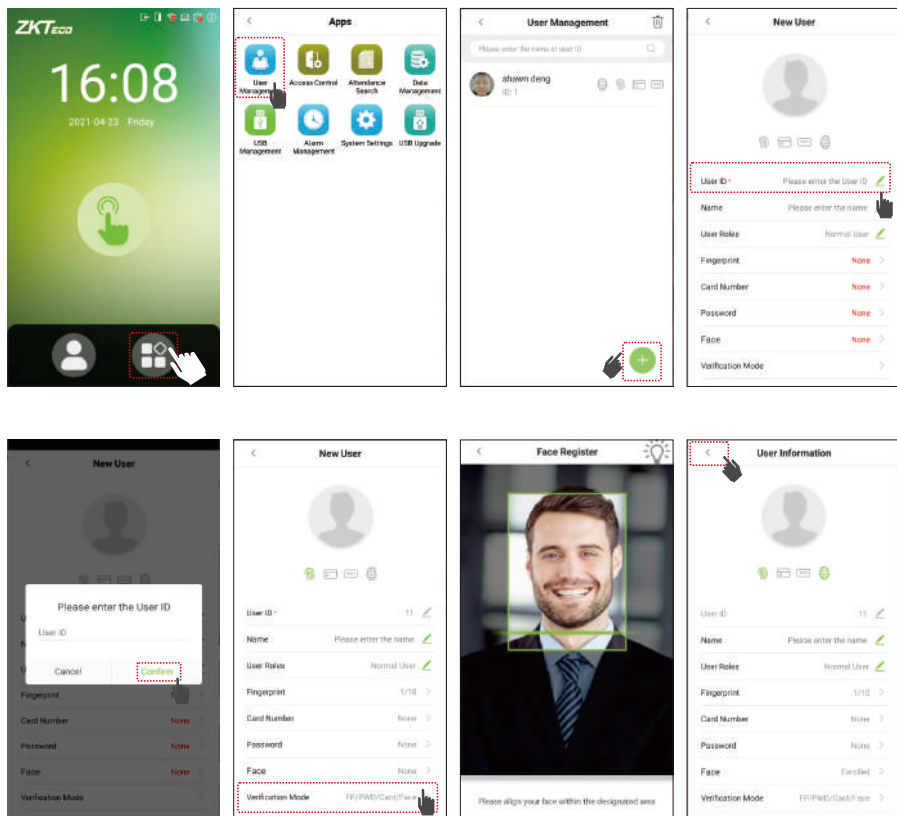


Standalone Installation



Menu Functions

❖ Enroll New User



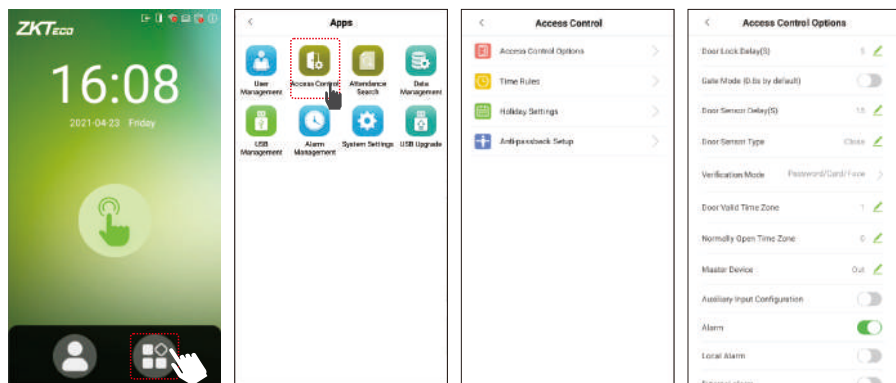
Tap **Main Menu > User Mgt. > +**. The settings include entering ID, Name, choosing User Role, Enroll Card Number (ID card is optional), Password, Face, and setting Verification Mode.

Note: Normal User is not authorized to operate the menu options of the device.

Only Super Admin can operate all the menu options of the device. Thus it is recommended to register super administrator initially.

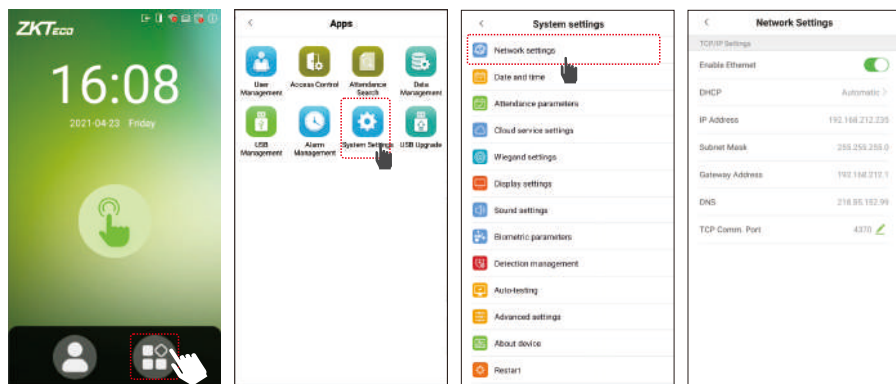
Menu Functions

❖ Access Control



Tap **Main Menu > Access Control > Access Control Options** to enter **Access Control Options** setting interface and set relevant parameters of the access control.

❖ Network Settings



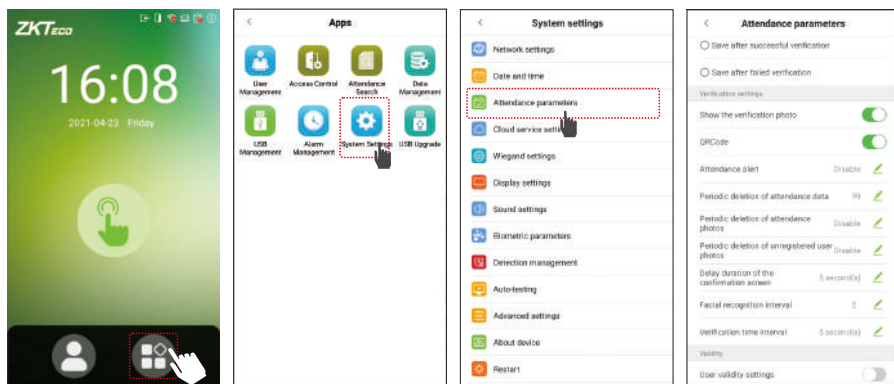
Tap **Main Menu > System Settings > Network Settings**, set the IP Address. The device will communicate with the PC via the Ethernet parameters. To use Cloud Server Setting set Server Address and Server port according to the server.

Menu Functions

❖ QR Code Scanner

1) Attendance QR Code

Tap **Main Menu > System Settings > Attendance parameters > QRCode**.

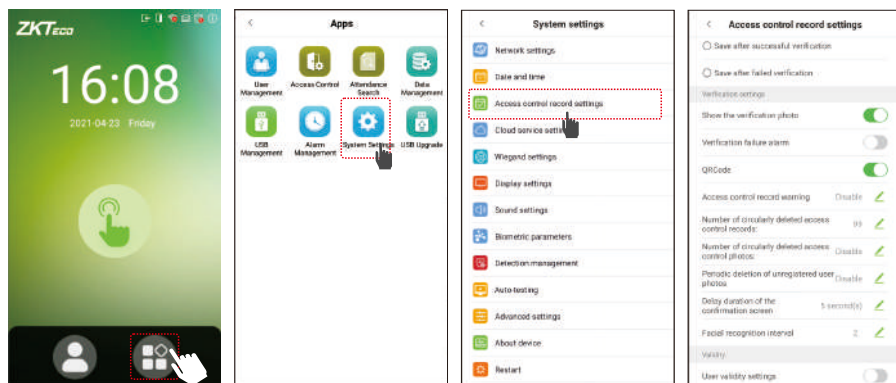


If it is enabled, the camera can recognize the QR code image on the ZKBioSecurity Mobile APP captured by the lens or the QR code scanner. Find the attendance QR code on the ZKBioSecurity Mobile App. Align it with the QR code scanner at the bottom right corner of G4[QR]. You can check in/out when verification is successful. About how to set the attendance QR code, please refer to Chapter 7.5 of the **[ZKBioSecurity Mobile APP User Manual]**.

Menu Functions

2) Access Control QR Code

Tap **Main Menu > System Settings > Access control record settings > QRCode**.



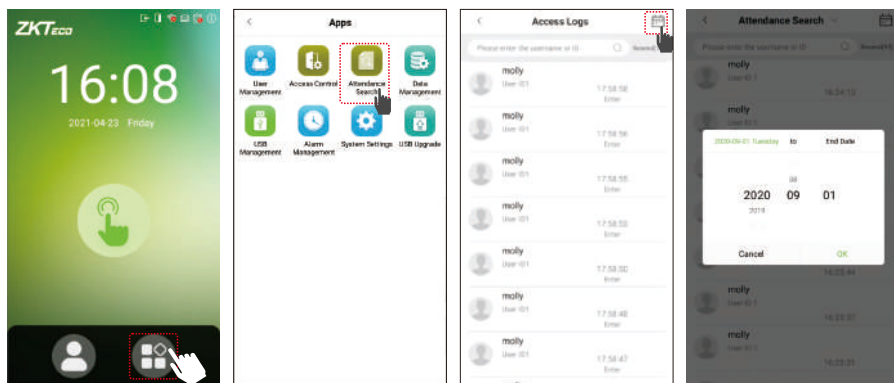
If it is enabled, the camera can recognize the QR code image on the ZKBioSecurity Mobile APP captured by the lens or the QR code scanner.



Find the access control QR code on the ZKBioSecurity Mobile App. Align it with the QR code scanner at the bottom right corner of G4[QR]. The gate will open when verification is successful. About how to set the access control QR code, please refer to Chapter 7.5 of the **[ZKBioSecurity Mobile APP User Manual]**.

Menu Functions

❖ Attendance Record Search



View attendance records in the device:

Tap **Main Menu > Record Search > Att Log** enter **Name** or **Employee ID** > select **Time Range** > press **OK**, the corresponding attendance logs will be displayed.

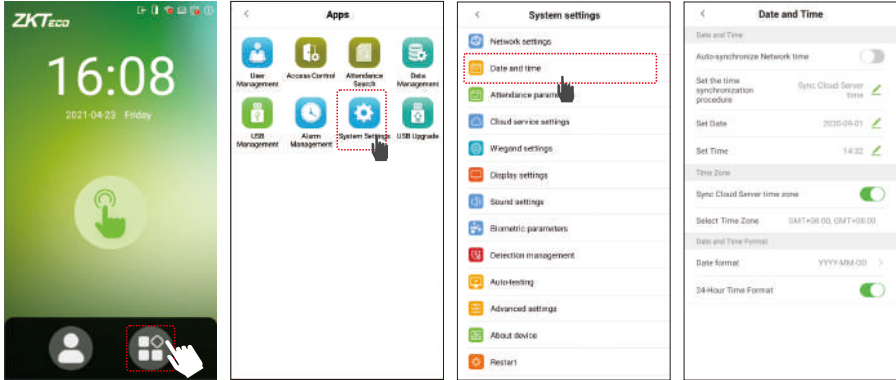
NOTE: If the **User ID** field is left blank, records of all users will be displayed.

View attendance records on computer:

Tap **Main Menu > USB disk Management > USB disk Download**. Insert the USB disk and download the data to the USB drive, then copy this data from the USB drive to your PC. The filename of the downloaded data will be "**Device Serial Number.dat**", which can be opened and viewed in the PC.

Menu Functions & Troubleshooting

❖ Date and Time Settings



Tap **Main Menu > System Settings > Date and Time**, to enter **Date and Time** setting interface to set the relevant parameters.

Troubleshooting

1. Failed to gain access after successful verification.

- Check with the administrator, whether the enrolled face has been removed from the device or not.

2. Door doesn't open after successful verification.

- Check if the lock open duration parameter is set appropriately.

ZKTeco Industrial Park, No. 32, Industrial Road,
Tangxia Town, Dongguan, China.

Phone : +86 769 - 82109991

Fax : +86 755 - 89602394

www.zkteco.com

