



ZKTECO G4 Biometric Finger Print Time Attendance System User Guide

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Safety Precautions

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

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



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



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



4. Prevent water, drinks, or chemicals from leaking into the device.



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



6. Do not drop or damage the device.



7. Do not disassemble, repair or modify the device.



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

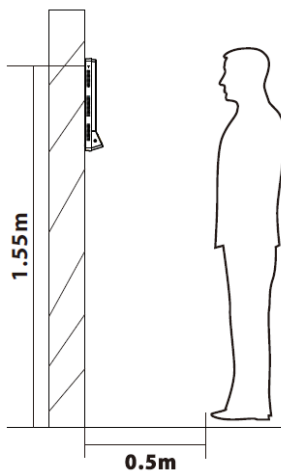


9. Remove dust or dirt regularly. While cleaning, wipe the dust off with a smooth cloth or towel instead of water.
Contact your supplier in case of any problem!



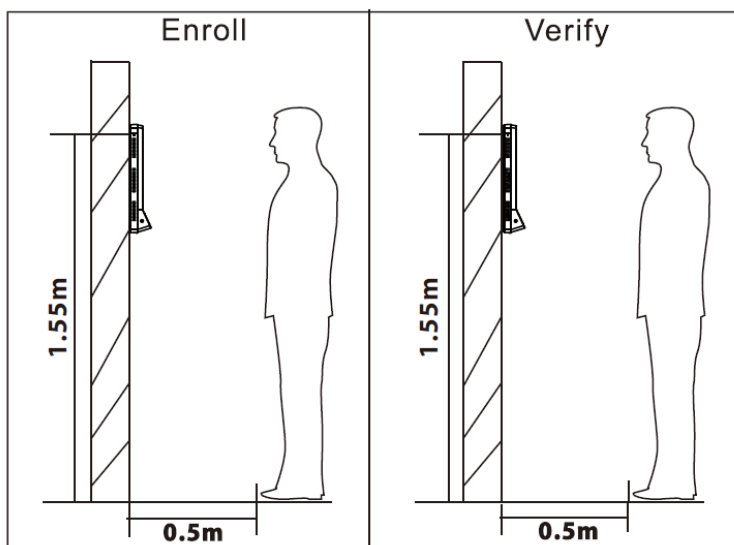
User Registration

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.

The recommended position



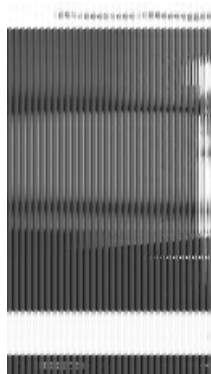
The registration and verification position of the device shouldn't be changed to avoid affecting the verification accuracy. If it is necessary to move the device, then move it horizontally keeping the vertical height the same.

The recommended and not-recommended facial expressions:

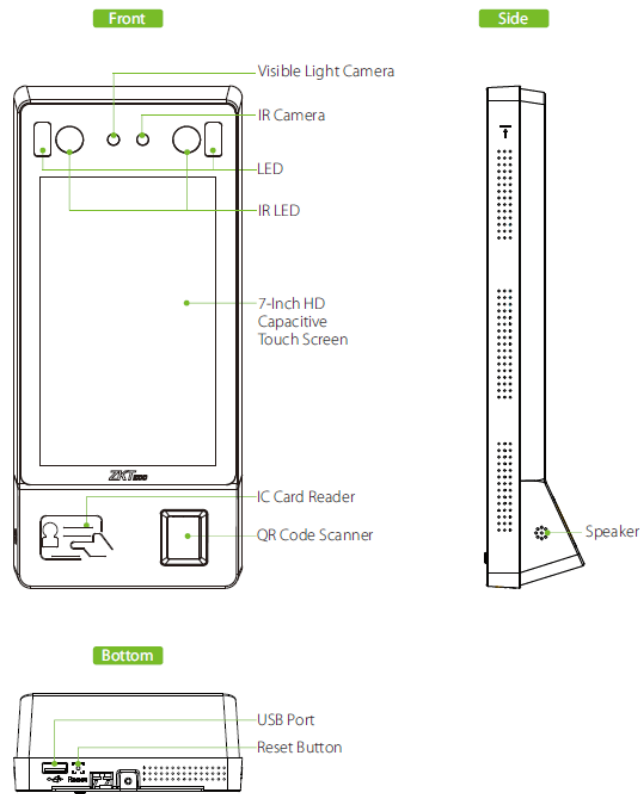


Registration

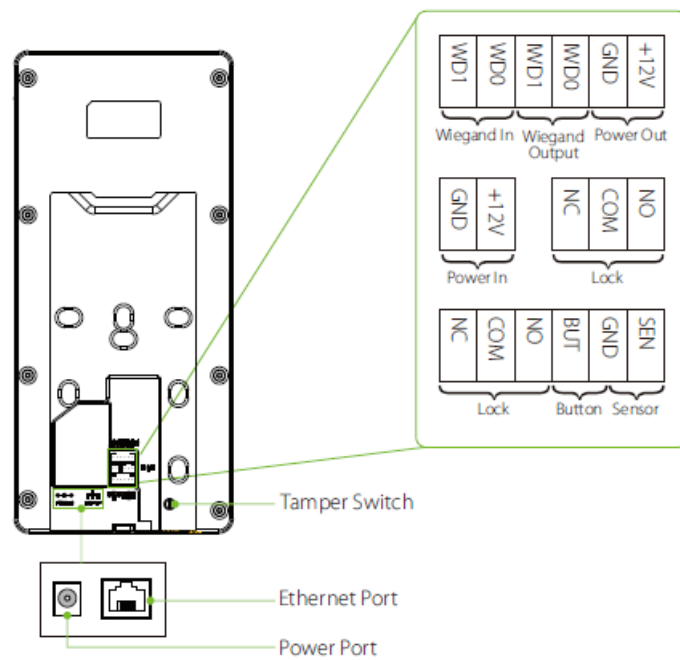
During registration, please adjust your position and keep your face inside the green frame.



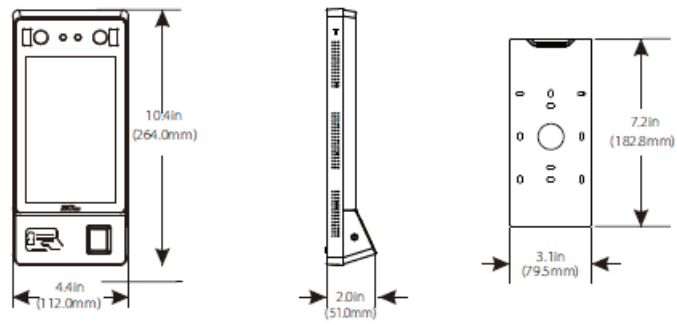
Device Overview



Product PIN Diagram

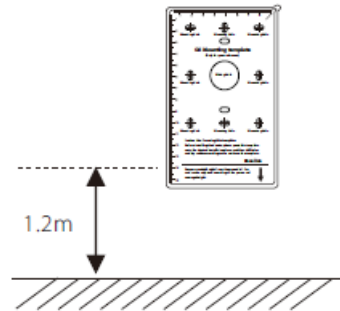


Product Dimensions



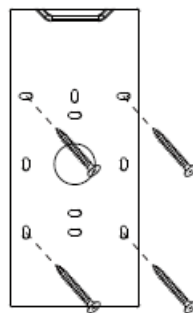
Product Installation

1



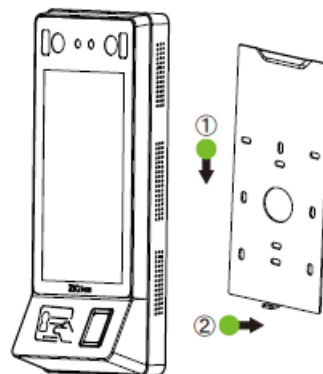
Paste the mounting template sticker onto the wall, and drill holes according to it.

2



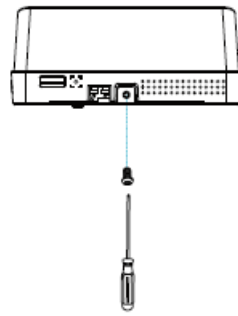
Fix the back plate to the wall using wall mounting screws.

3



Attach the device to the back plate.

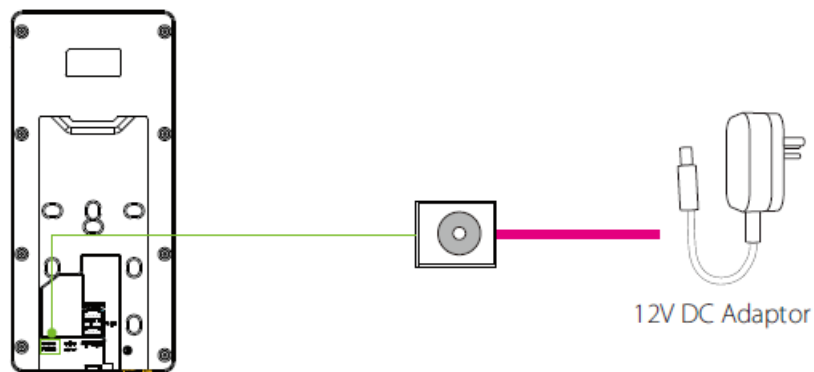
4



Fasten the device to the backplate with a security screw.

Ethernet & Power Connection

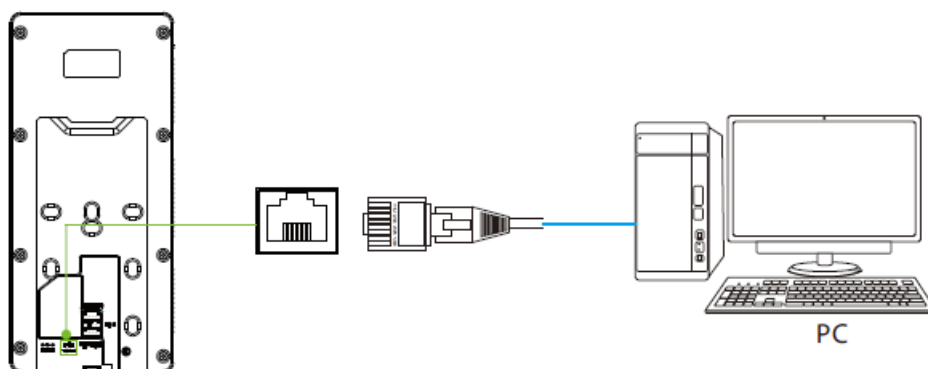
Power Connection



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

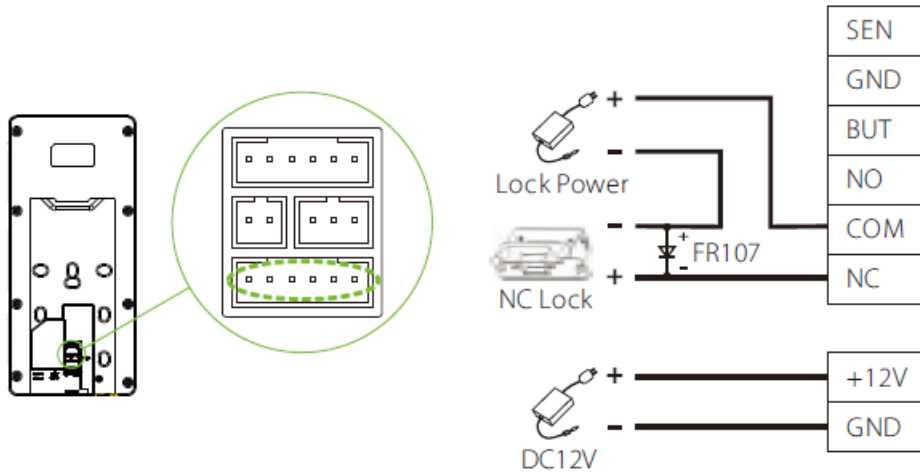


Click [COMM.] > [Ethernet] > [IP Address] , input the IP address and click [OK].

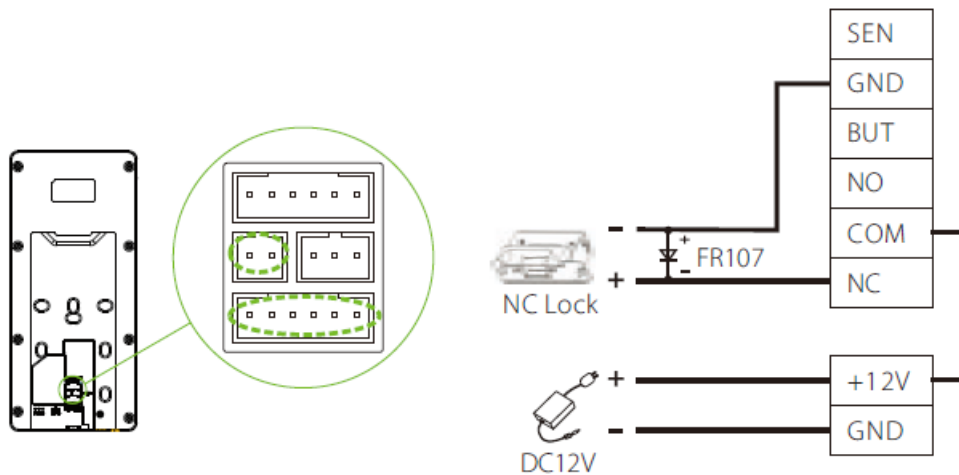
Lock Relay Connection

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:

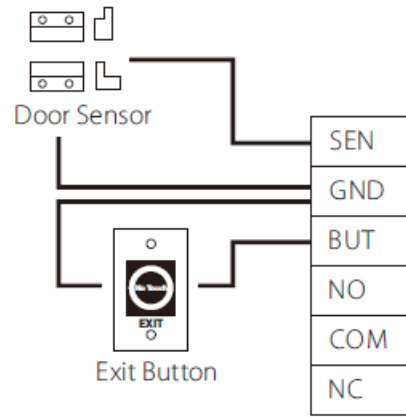
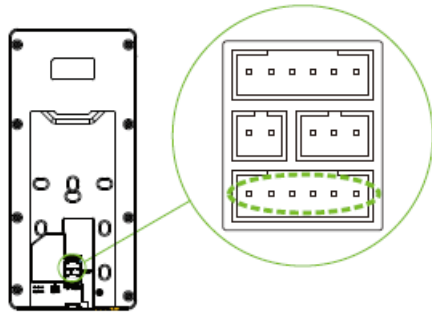


Device sharing power with the NC lock:

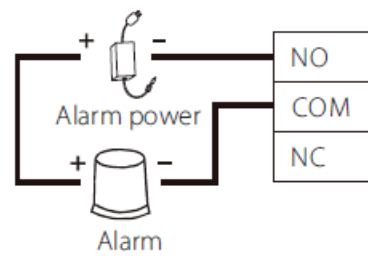
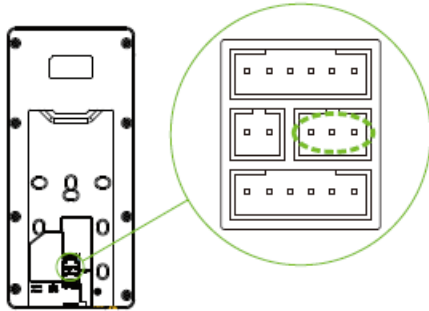


Connecting Other Devices

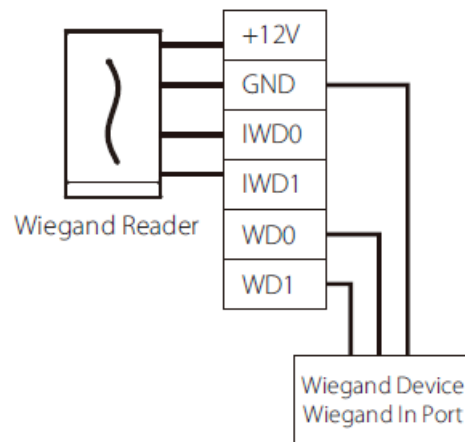
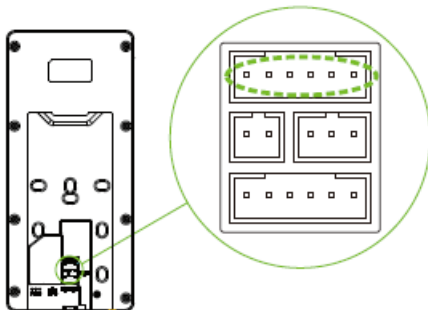
Button & Sensor Connection



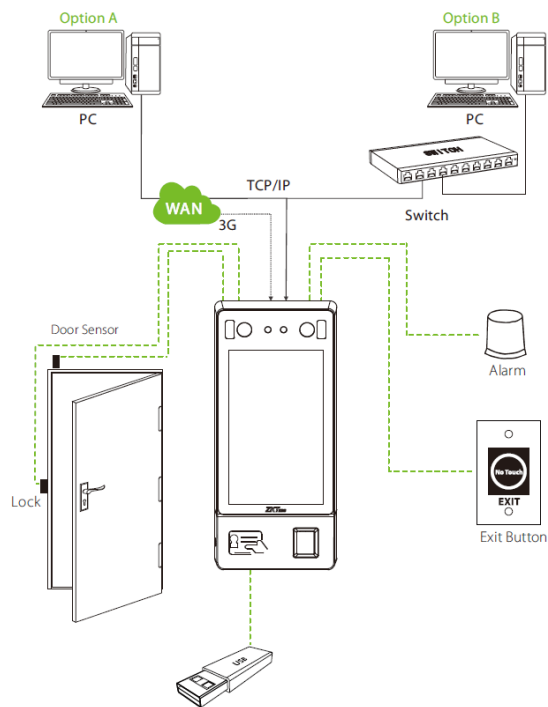
Alarm Connection



Wiegand Connection

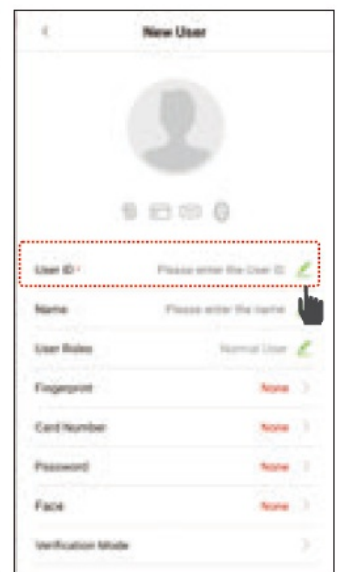
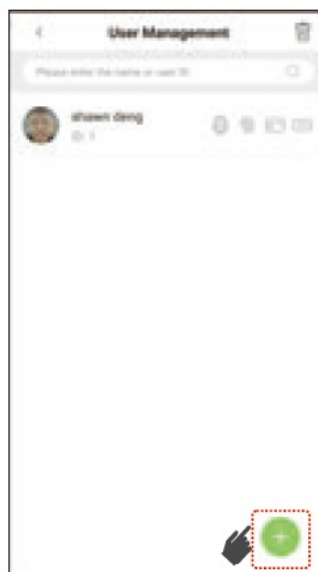
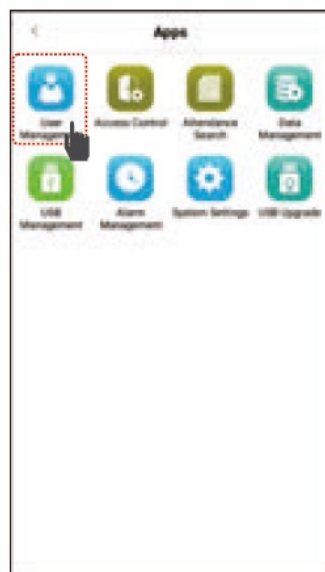
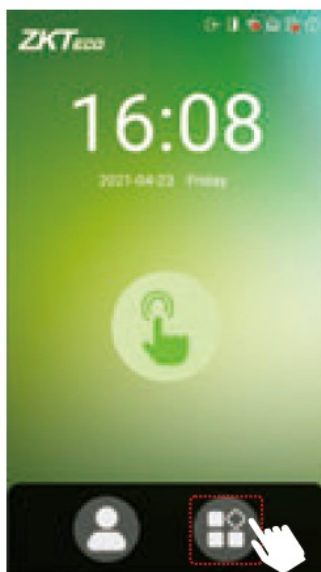


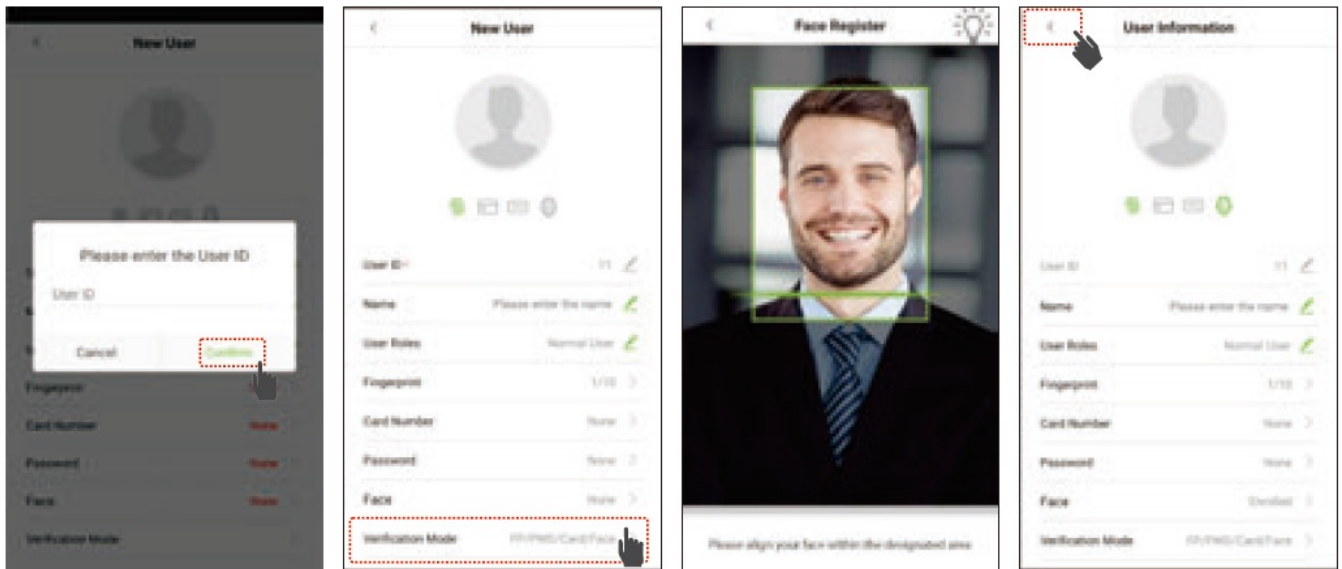
Standalone Installation



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.

Access Control



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

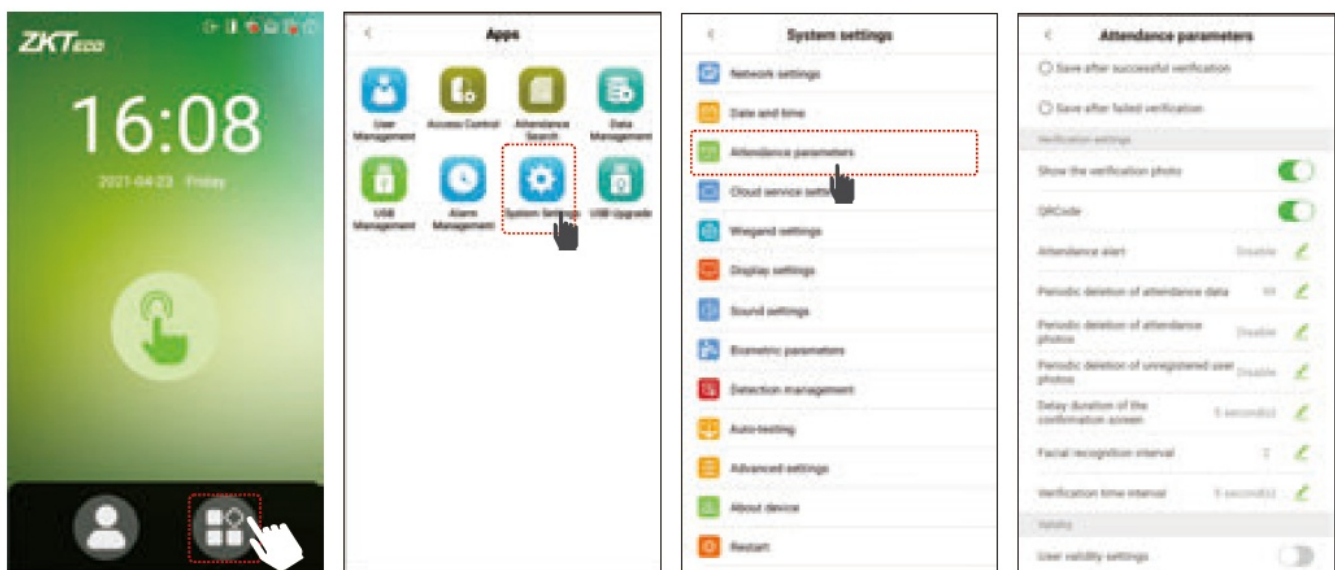
Network Settings



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.

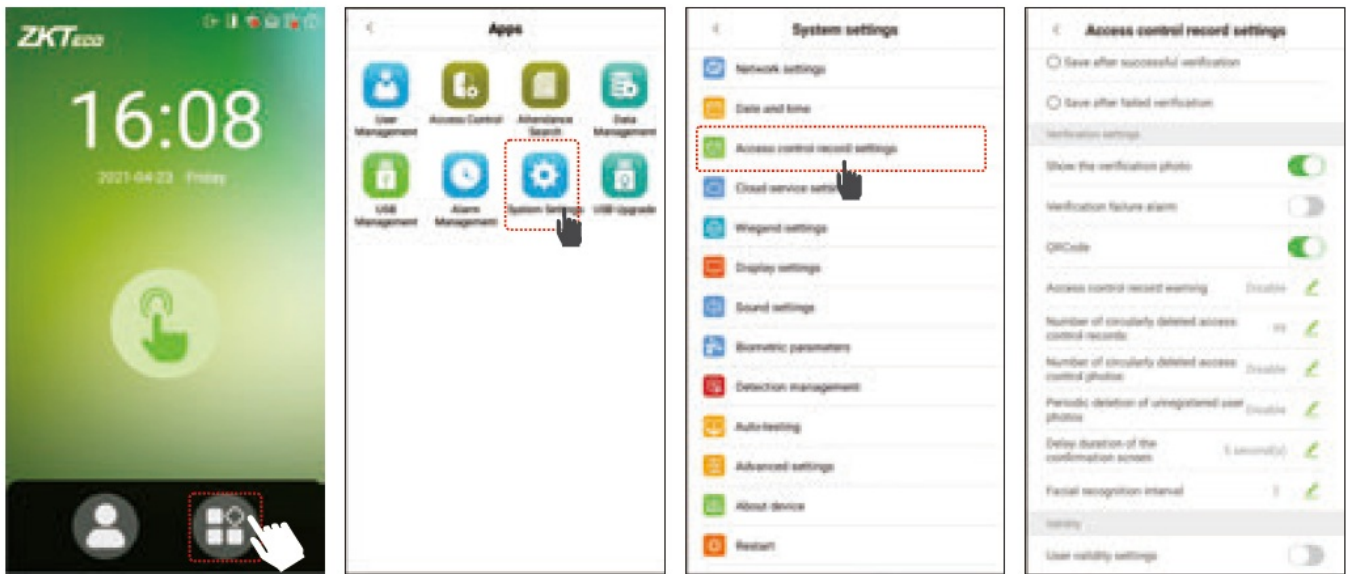
QR Code Scanner

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].

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].

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 on the PC.

Menu Functions & Troubleshooting

Date and Time Settings




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

Troubleshooting

- **Failed to gain access after successful verification.** Check with the administrator, whether the enrolled face has been removed from the device or not.
- **The door doesn't open after successful verification.** Check if the lock open duration parameter is set appropriately.

Documents / Resources

	<p>ZKTECO G4 Biometric Finger Print Time Attendance System [pdf] User Guide G4, Biometric Finger Print Time Attendance System</p>
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