



ZKTeco MiniAC Plus Biometric Attendance System User Guide

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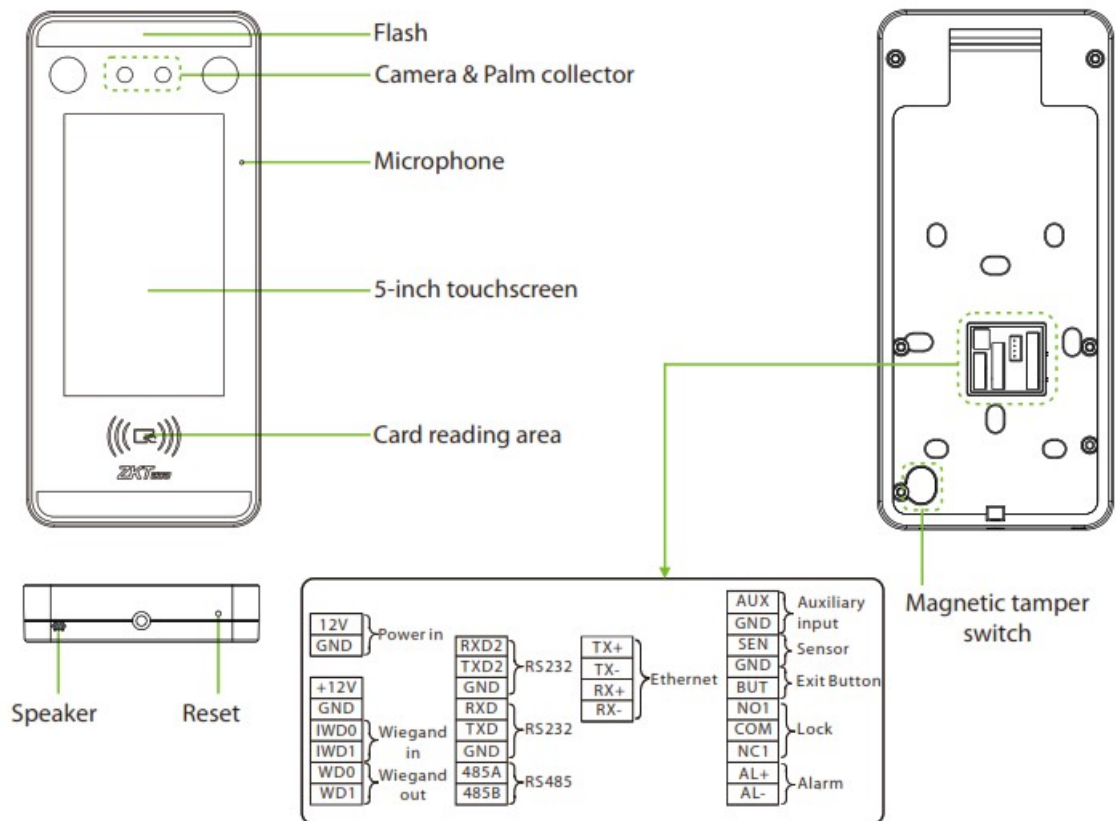
Quick Start Guide
MiniAC Plus
Version: 1.1

Due to regular upgrades of systems and products, ZKTeco could not guarantee exact consistency between the actual product and the written information in this manual.

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Overview



Installation Environment

Please refer to the following recommendations for installation.



INDOOR USE



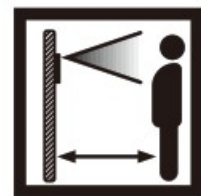
KEEP DISTANCE



AVOID GLASS
REFRACTION



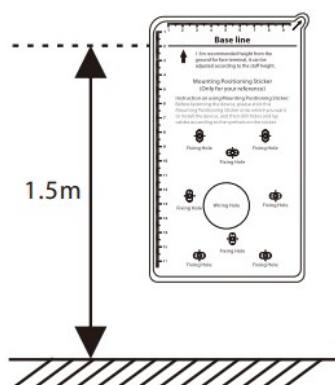
AVOID DIRECT
SUNLIGHT
AND EXPOSURE



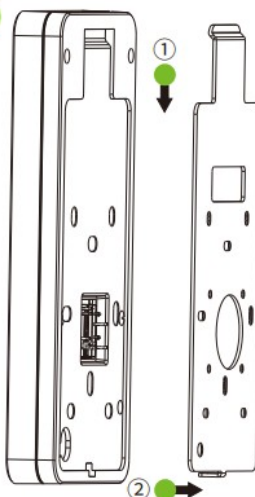
KEEP EFFECTIVE
DISTANCE
0.3-2m

Device Installation

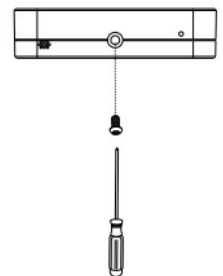
1



2

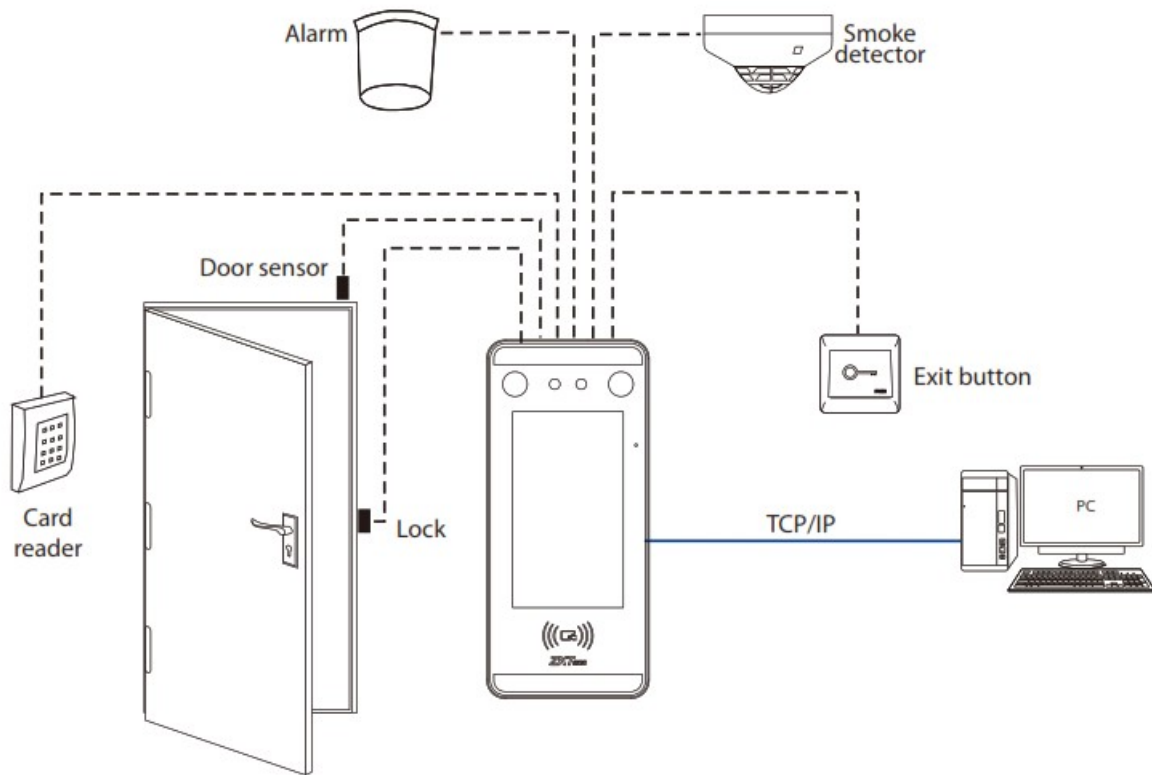


3

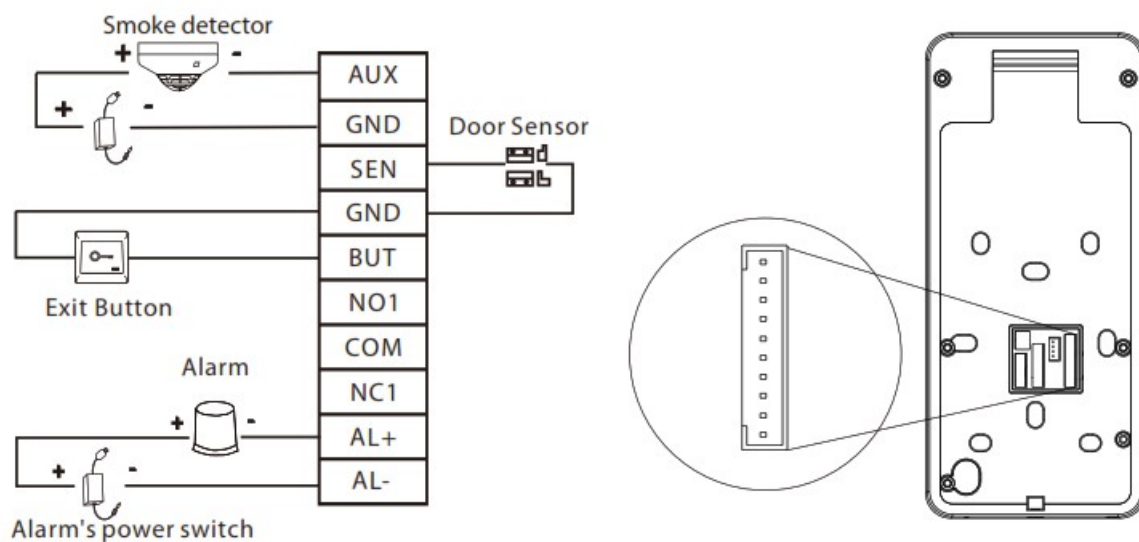


- ① Attach the mounting template sticker to the wall, and drill holes according to the mounting paper. Fix the back plate on the wall using wall mounting screws.
- ② Attach the device to the back plate.
- ③ Fasten the device to the back plate with a security screw.

Standalone Installation



Door Sensor, Exit Button & Alarm Connection

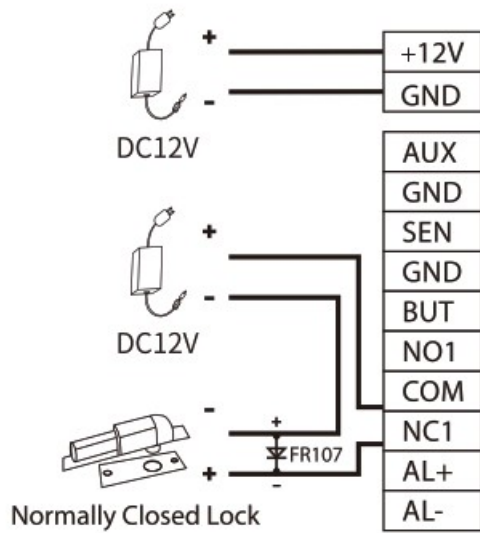


Lock Relay Connection

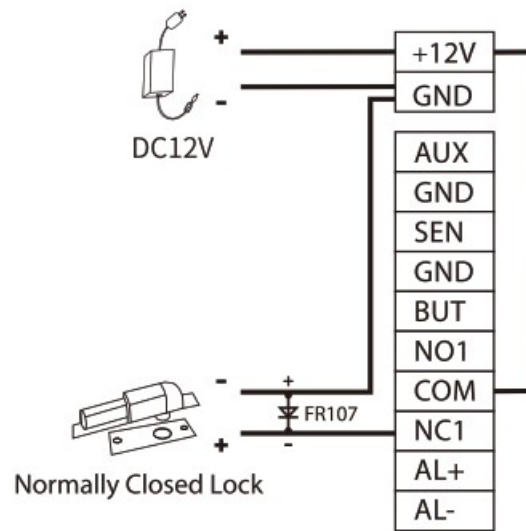
The system supports Normally Opened Lock and Normally Closed Lock.

The NO LOCK (normally opened at power on) is connected with 'NO1' and 'COM' terminals, and the NC LOCK (normally closed at power on) is connected with 'NC1' and 'COM' terminals. Take NC Lock as an example below:

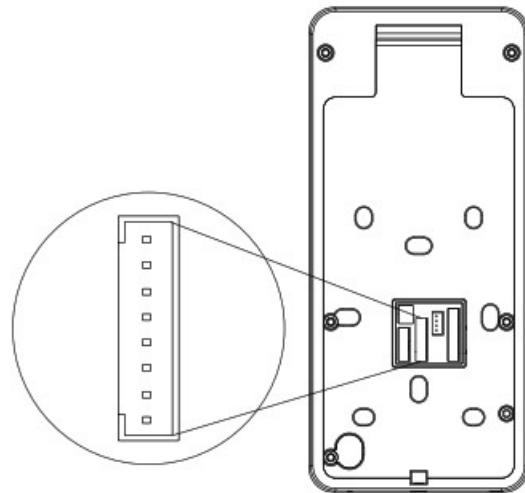
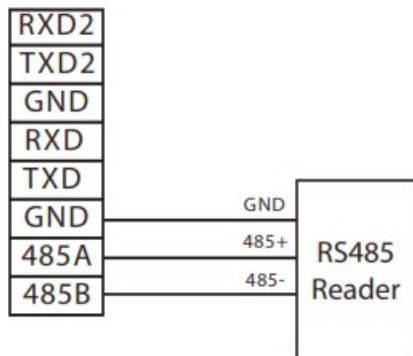
1) Device not sharing power with the lock



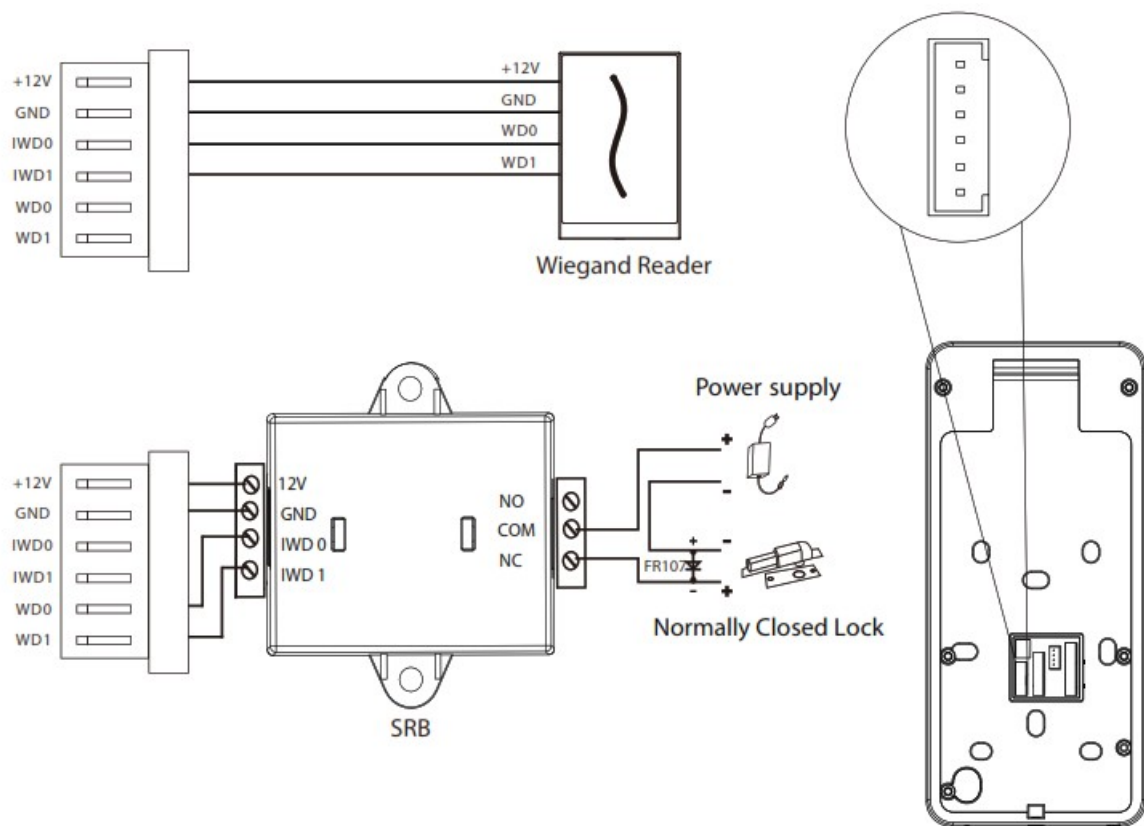
2) Device sharing power with the lock



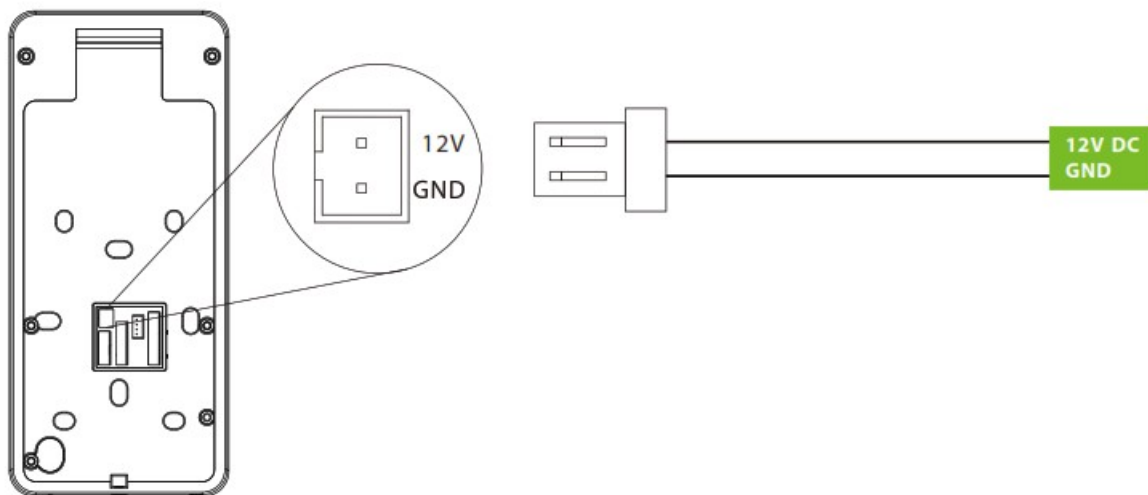
RS485 Connection



Wiegand Reader/SRB Connection



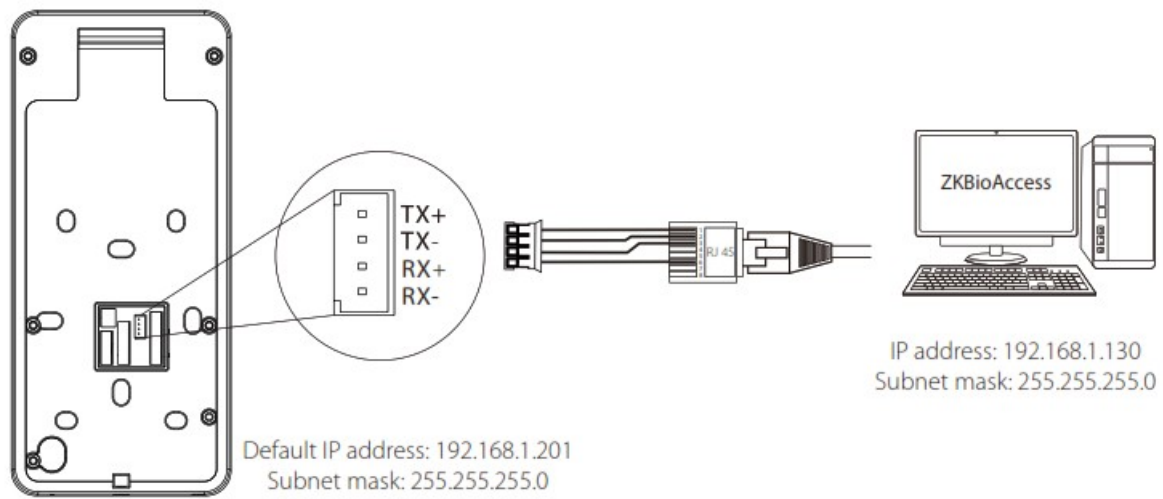
Power Connection



Recommended power supply

- 1) 12V \pm 10%, at least 3000mA.
- 2) To share the power with other devices, use a power supply with higher current ratings.


Ethernet Connection



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


Note: In LAN, IP addresses of the server (PC) and the device must be in the same network segment when connecting to ZKBioAccess software.

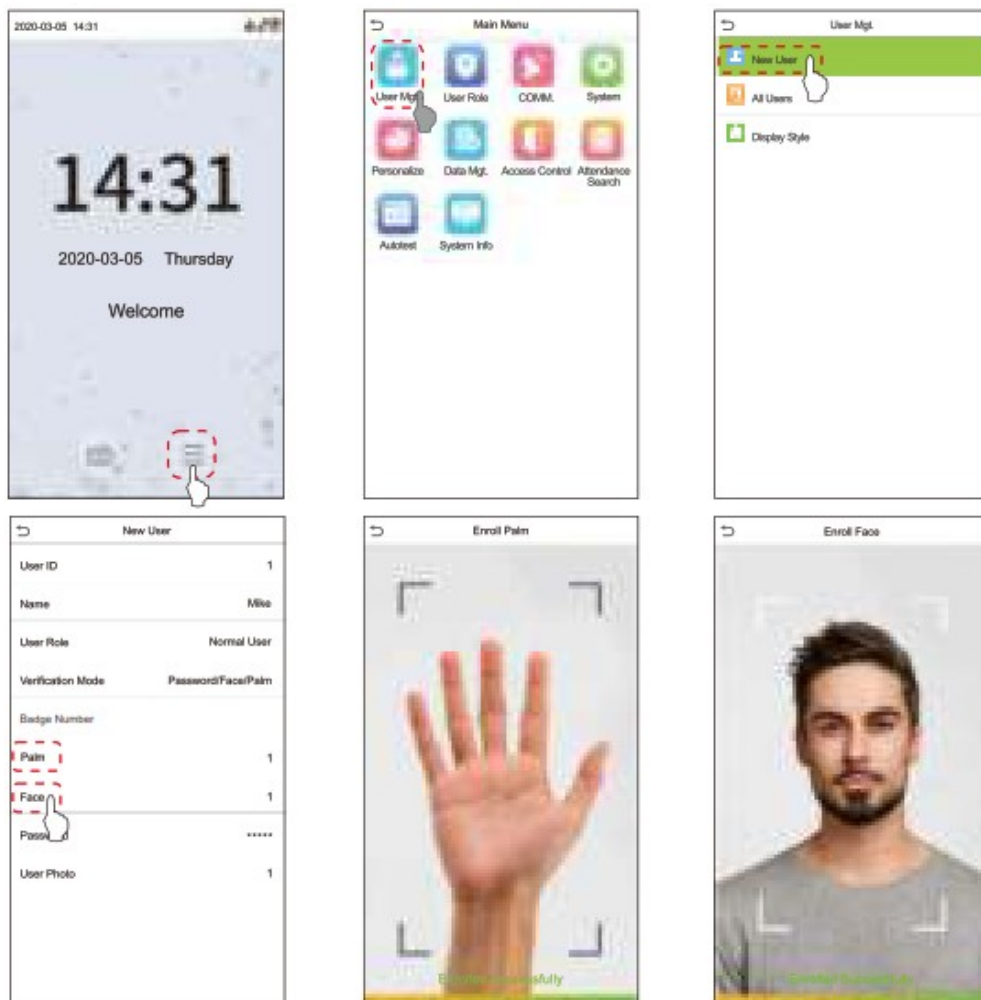
User Registration

When there is no super administrator set in the device, click on  to enter the menu.

After setting the super administrator, the system will request for the administrator's verification before entering the menu. For the security purpose, it is recommended to register a super administrator at the first time you use the device.

Method1: Register on the device

Click on  > [User Mgt.] > [New User] to register a new user. Settings include entering user ID and name, registering a face, palm, password, badge and user photo, setting user role and access control role.

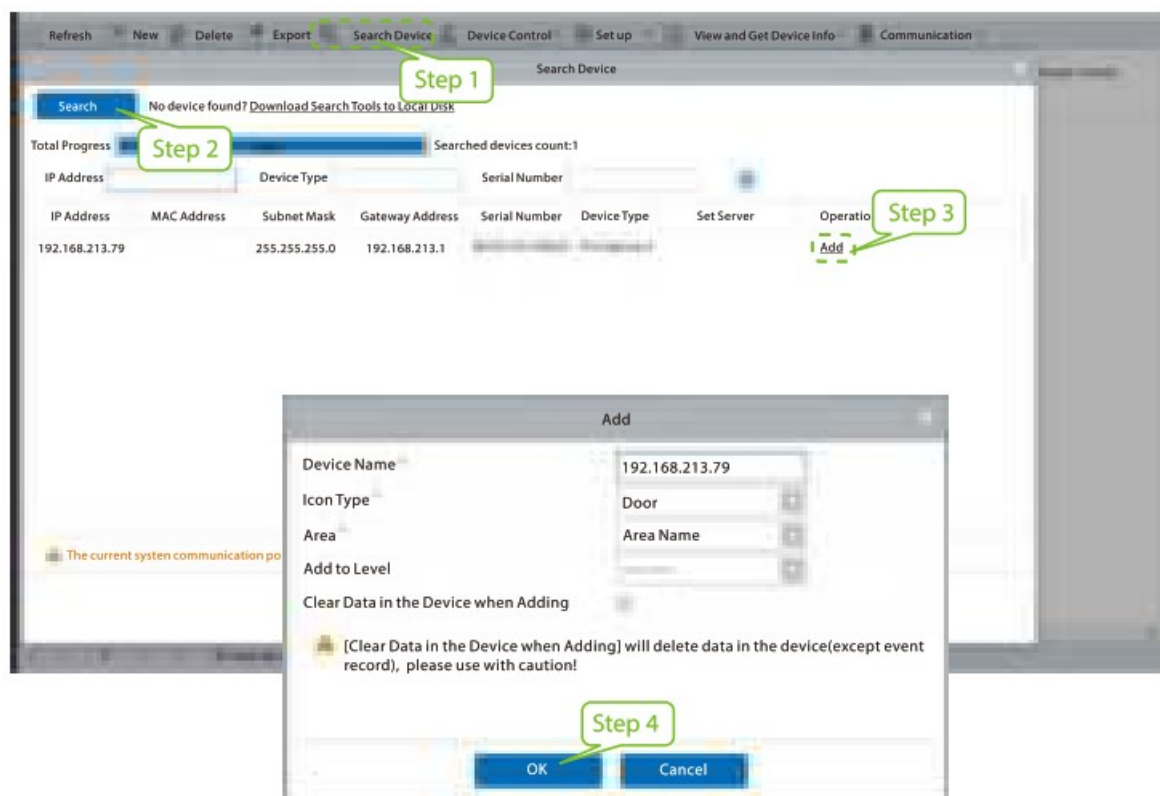


Method2: Register on ZKBioAccess software

Please set the IP address and cloud service server address on the device.

1. Click [Access] > [Access Device] > [Device] > [Search Device] to add the device to the software.

When the device has set the server address and port, it can be added automatically.



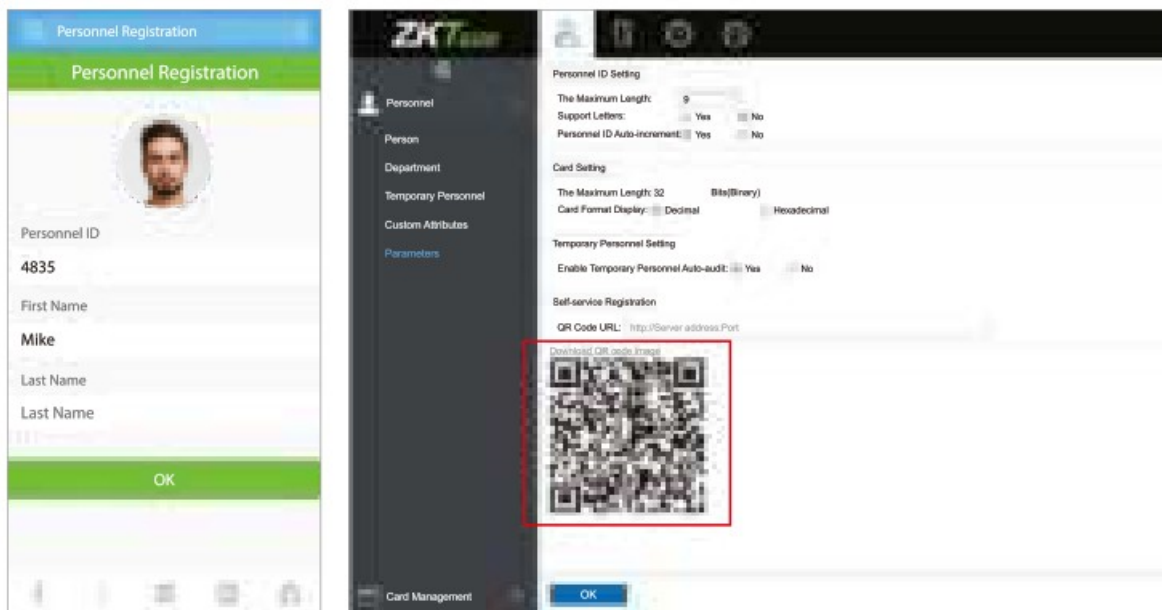
2. Click [Personnel] > [Person] > [New] to register users in the software.
3. Add users to access levels.
4. Click [Access] > [Device] > [Device Control] > [Synchronize All Data to Devices].

For more details, please refer to the ZKBioAccess User Manual.

Method3: Register on the phone

Once ZKBioAccess software installation, users could enroll face via browser application on their own mobile phone.



1. Click [Personnel] > [Parameters], input "http://Server address:Port" in the QR Code UGL bar. The software will automatically generates a QR code. Scan the QR code or login onto "http://Server address:Port/app/v1/adreg" by the mobile phone to register users.





2. The users will display in [Personnel] > [Temporary Personnel], click [Review].

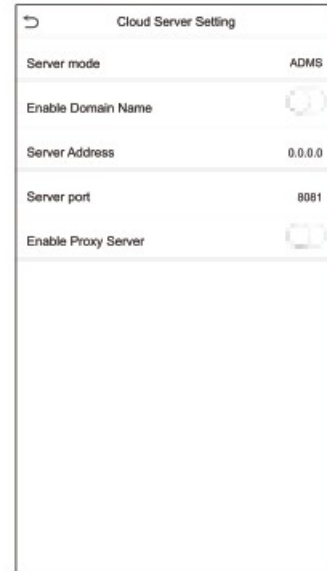


Ethernet and Cloud Server Settings


Click on  > [COMM.] > [Ethernet] to set the network parameters. If the TCP/IP communication of the device is successful, the icon  will be displayed in the upper right corner of the standby interface.

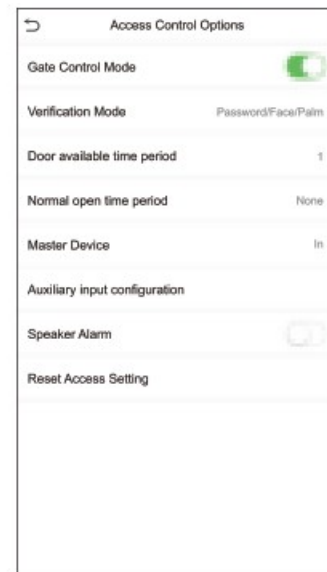
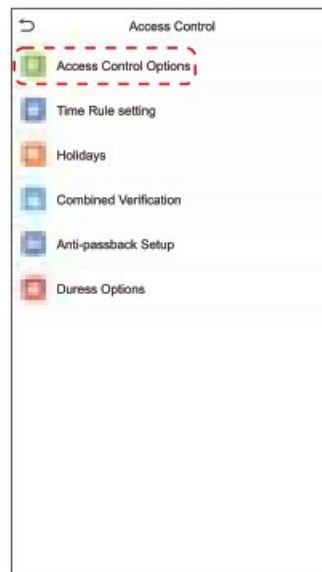
Click on  > [COMM.] > [Cloud Server Setting] to set the server address and server port, that is, the IP address

and port number of the server after the software is installed. If the device communicates with the server successfully, the icon  will be displayed in the upper right corner of the standby interface.




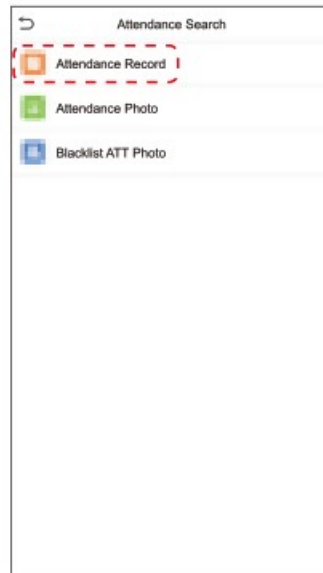
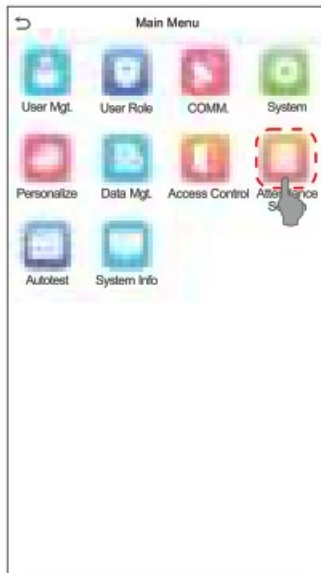
Access Control Settings

Click on  > [Access Control] to enter the access control management interface and set relevant parameters of access control.



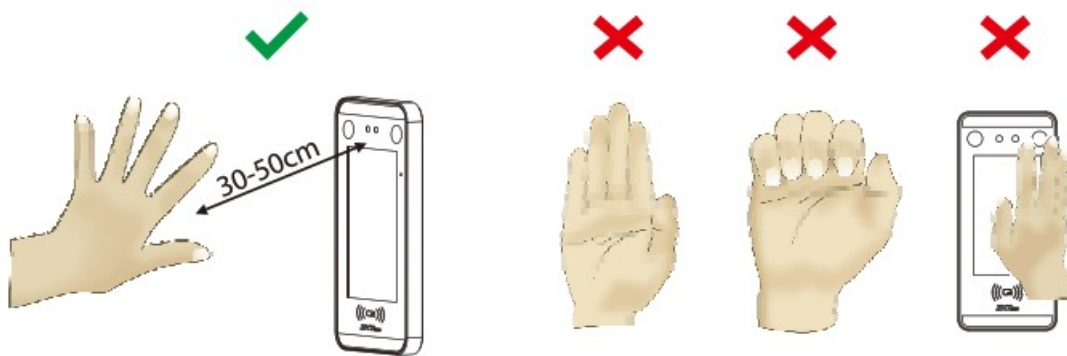
Records Query

Click on  > [Attendance Search] > [Attendance Record] to enter the records query interface, input the user ID and select the time range, the corresponding attendance logs will be displayed.



Personal Record Search		
Date	User ID	Access records
03-03		
		Number of Records:04
	4	11:25
	2	11:25 11:22
	3	11:25
03-04		
		Number of Records:04
	1	11:29
	3	11:29 11:21
	2	11:28
	4	11:26
03-05		
		Number of Records:04
	1	11:27
	4	11:27
	3	11:27
	2	11:27

Note for Palm Registration and Verification



Notes:

1. Place your palm within 30-50cm of the device.
2. Place your palm in the palm collection area, such that the palm is placed parallel to the device.
3. Make sure to keep space between your fingers.

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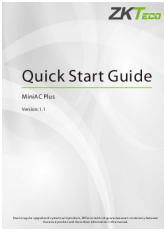
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Documents / Resources

	<p>ZKTeco MiniAC Plus Biometric Attendance System [pdf] User Guide MiniAC Plus Biometric Attendance System, MiniAC Plus, Biometric Attendance System, Attendance System, System</p>
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References

- [ZKTeco India | Biometric Time Attendance, Access Control System & Time Attendance Software](#)
- [User Manual](#)