

# USER MANUAL

ZPADplus User Manual

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## About This Manual

- This document introduces the user interface and menu operations of ZPADplus.
- All design and specification declared are subject to change without notice in advance.

## Version History

Version	Date	Description
1.0	08/02/2019	Initial Version
1.0.1	18/02/2019	Development changes introduced in the manual
1.1	29/04/2019	Latest changes introduced in the manual
1.3	06/12/2019	Latest changes introduced in the manual

## Important Claim

Firstly, thank you for purchasing this facial and fingerprint hybrid terminal, before use, please read this manual carefully to avoid unnecessary damage. ZKTeco Europe (the company) reminds you that proper usage will improve the use effect and authentication speed.

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Due to the constant renewal of products, the company cannot assure the compliance between the product and the information contained in this document, including the technical parameters of the product. Please forgive any change without notice.

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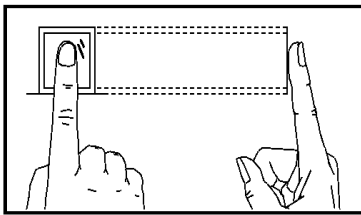
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# 1. Device operation

## 1.1. Finger Placement

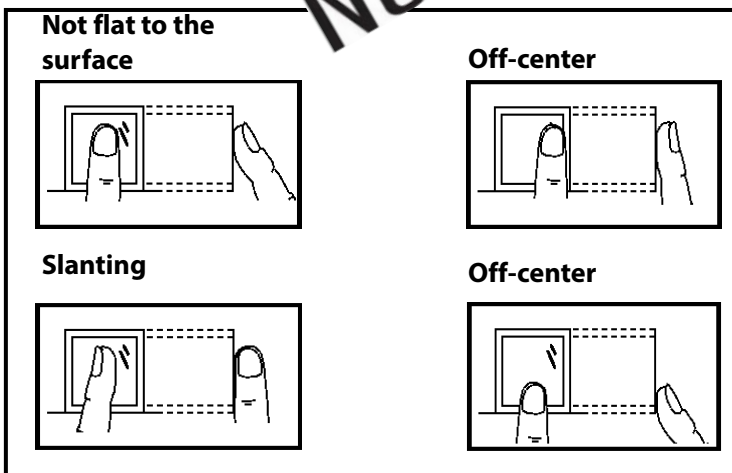
**Recommended fingers:** The index finger, middle finger or the ring finger; the thumb and pinkie finger are not recommended (since they often present more difficulties to be recognized).

The finger is flat to the surface and centered in fingered guide.



YES

NO



## 1.2. How to use touch screen

Use finger pulps slid or click the touch screen. The fingertip and fingernail may affect the using of the touch screen.



## 1.3. Card Placement

RFID Cards must be placed below the fingerprint sensor in order to be recognized.

## 1.4. Desktop Screen



The device has different widgets on the desktop at the factory status: The basic attendance events, which are **Check In, Check Out, Break In, Break Out, Overtime In and Overtime Out**. access to the rest of the functions, which are **+ Events, Keyboard and Apps**, the display of the **Current Date and Time**, the status of the **push communication**, the status of the **network connection** and the **battery status**.

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

## 1.5. Punching Operation

As said previously 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 which will appear on the desktop as those or they will be accessed by the **+ Events** function, in the lower left position of the screen.

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

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

### 1.5.1. 1:N Verification

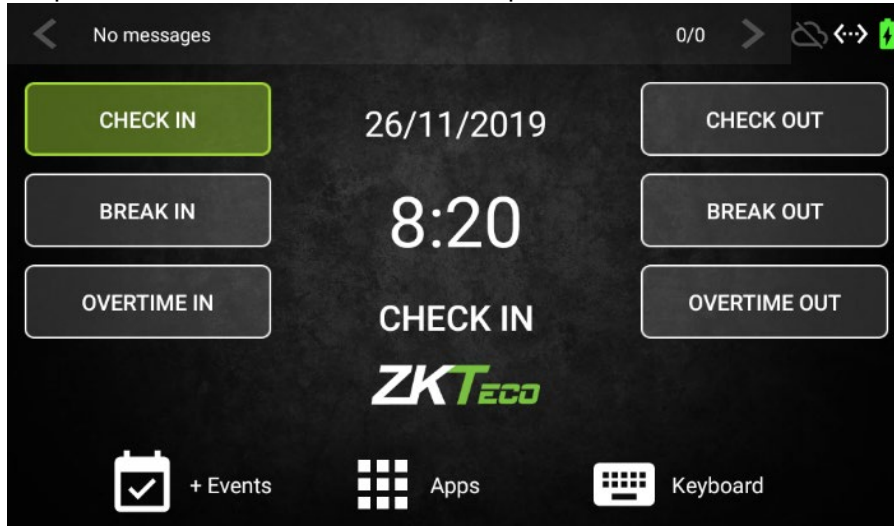
This is the default and most used configuration. If no extra configuration is done, this is how the punches are registered in the device. This type of verification consists in the device **comparing**



**the punch registered to all the values of the same type of punch in the database.** The operation is as follows.

1. Select the event that the punch is going to be set, either from the desktop, either from **+ Events. This is optional.** If no attendance event is selected, a default **Check In/Out** attendance event is selected.

It is possible to select an event in the desktop or in the +Events screen.

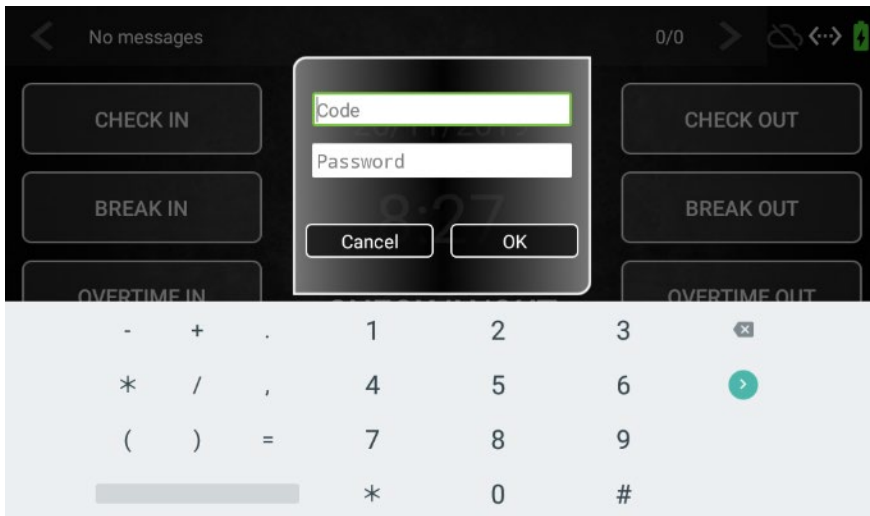


Desktop



+ Events

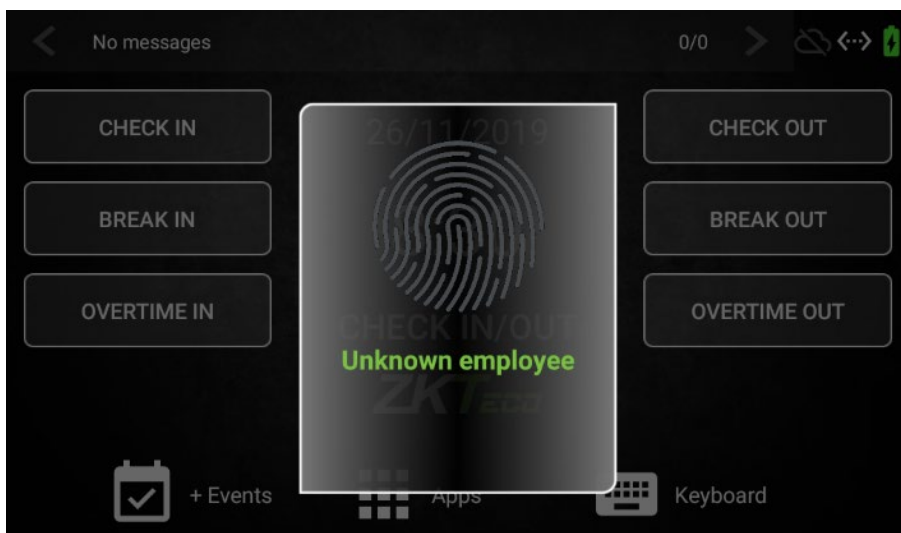
2. Punch the device by **Fingerprint** or by **Card**. If the punch is going to be registered by **Code**, click on **Keyboard** in order to input **Code** and **Password**



3. The device will test if the **Fingerprint, Card or Code/Password** set corresponds to a registered employee. If the device can identify the employee, a positive verification message will be shown.



4. On the contrary, a negative verification message will be shown.

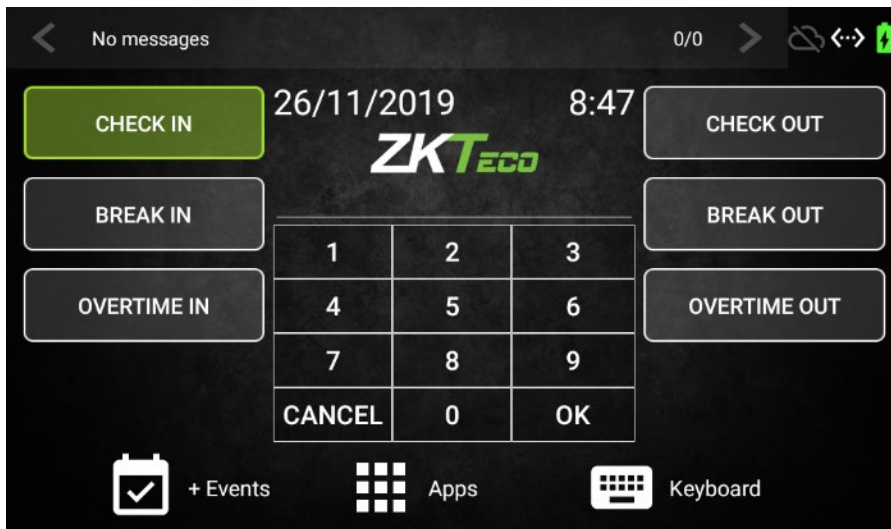


### 1.5.2. 1:1 Verification

The device can also perform a **1:1 Verification**. This kind of verification consist in the employee identifying itself first by **Code** and registering the punch with **Fingerprint** or **Card** after this identification. This punch data is compared only to the identified employee data. 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 **punching operation** when this kind of identification is selected **is the following**:

1. Select the event that the punch is going to be set, either from the desktop, either from + **Events**. **This is optional**. If no attendance event is selected, a default **Check In/Out** attendance event is selected.

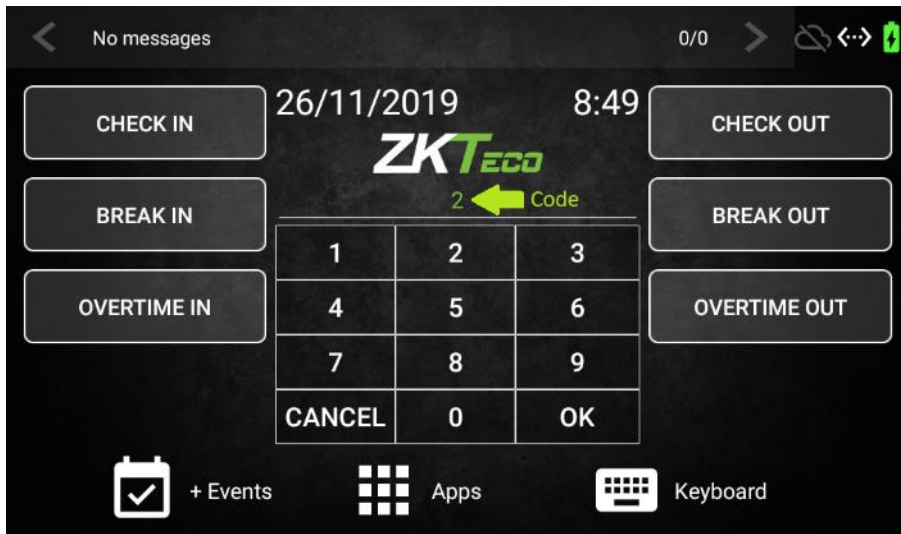


Desktop



+Events

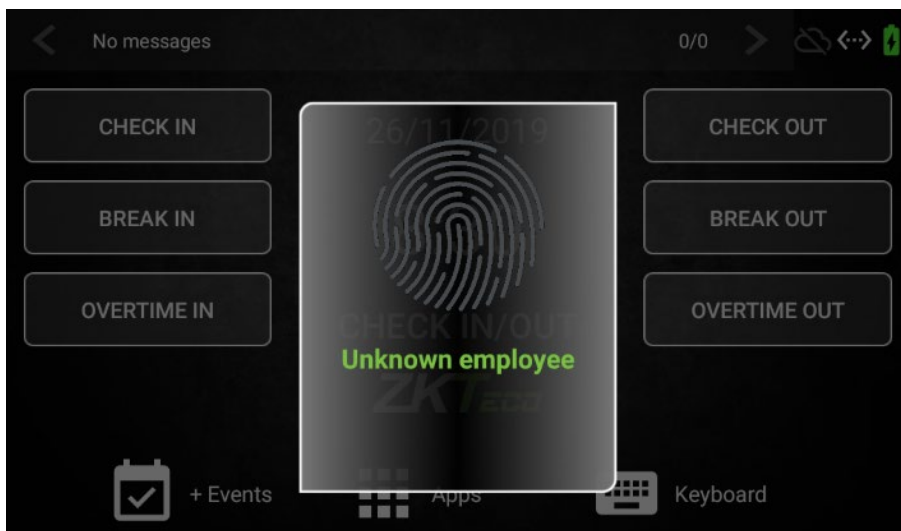
2. Input the employee Code and click OK



3. **Punch** the device by **Fingerprint** or **Card**. The device will only issue a **positive** verification if the punching registered **corresponds to the user** whose code has been entered.

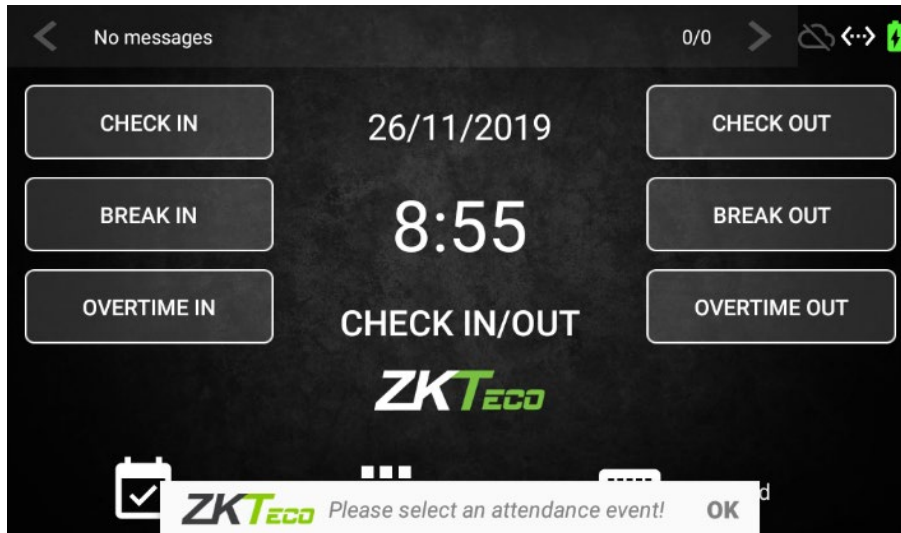


4. On the contrary, a **failed** verification message will be issued.



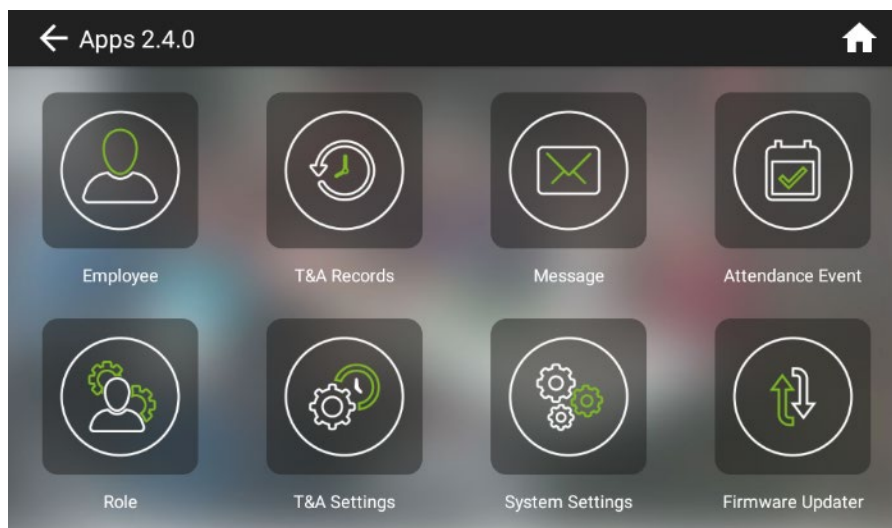
### 1.5.3. Force Attendance Event Selection

In the previous section it is specified that the selection of an attendance event prior to the punching is **optional**. The device can be configured so it is mandatory to set an attendance event prior to the punching. If this is **activated** (View T&A Settings – Punch Settings section trying to set a punch without selecting an attendance event first will show the **following warning** on screen.



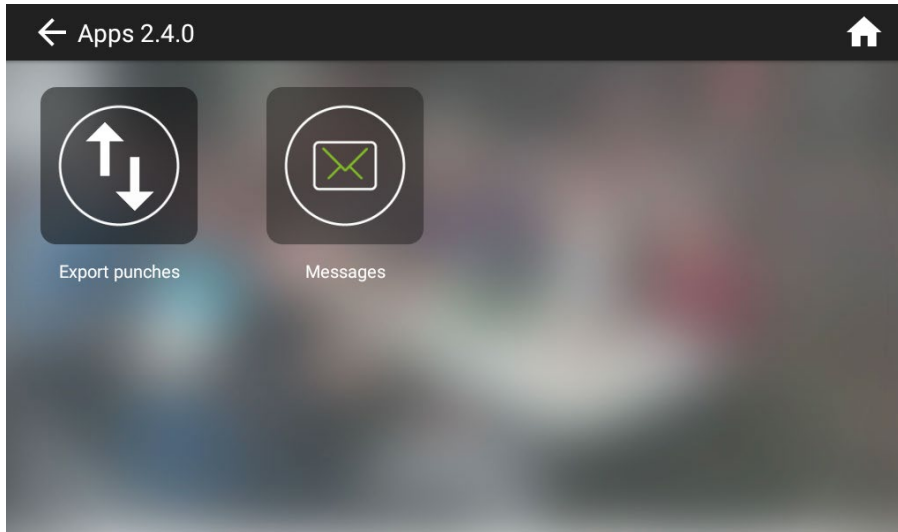
## 2. Applications

Click **Apps** to enter the **Applications** interface. These are the apps shown when an administrator clicks on the Apps icon.



App Name	Usage
<b>Employee</b>	Add, edit or delete the basic employee information: enroll <b>Pin, Name, Fingerprint, Card</b> and <b>Password</b> ; assign <b>Department</b> as required.
<b>T&amp;A records</b>	List of registered punches. The device shows the list of registered punches by date. Punches are identified by <b>User Photo, Name, Code, Punch type</b> and <b>Date</b>
<b>Message</b>	Add or delete public or personal messages as required.
<b>Attendance Events</b>	Add, edit or delete attendance events as required.
<b>Role</b>	Set permissions for the different functionalities of the device
<b>T&amp;A settings</b>	List of available T&A settings, in order to configure the behavior of the device as needed
<b>System settings</b>	List of system settings, such as <b>Network Configuration, Language, Date&amp;Time</b> , etc.
<b>Firmware Updater</b>	Internal software update. Only select this option when required by the distributor.

These are the apps shown when a user with no permissions clicks on the apps icon:



App Name	Usage
<b>Export Punches</b>	Use this app to export the punches of the logged user to a USB disk connected to the terminal
<b>Message</b>	View the messages directed to the logged user

### 3. Employee Management

This app manages the employees of the device, allowing the **registry, modification or deletion** of the employees of the company the device.

In order to register an employee, its **Code, Name**, and at least an identification method, such as **Fingerprint, Card or Password** must be provided. Optional fields are **Department** and **Role**.

When there is a change in the employees, it must be carried over to the device in order to maintain the correctness of the information. That is why the modification of an already registered employee is possible

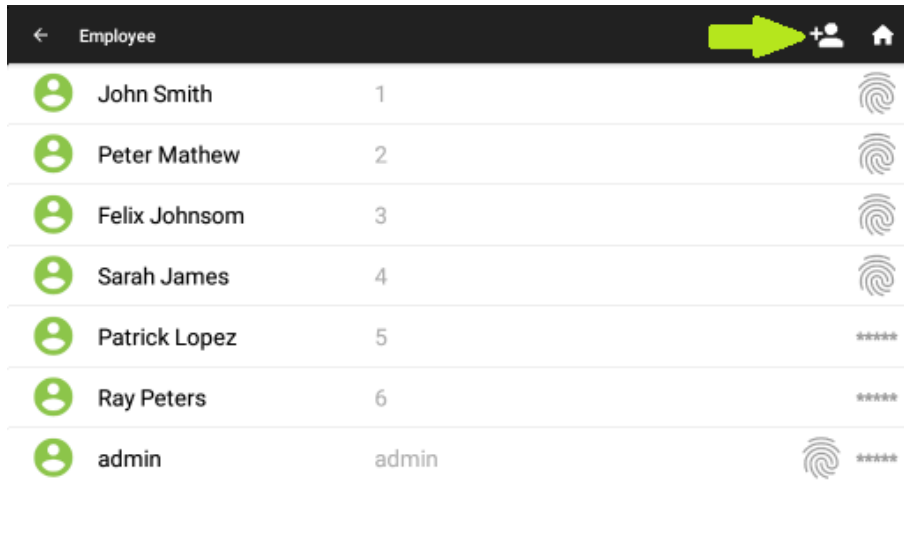
Lastly, when an employee is dismissed, it must be deleted from the device in order to delete them from the registries of the company.

Click **Employee** on the Apps page in order to access the employee app.

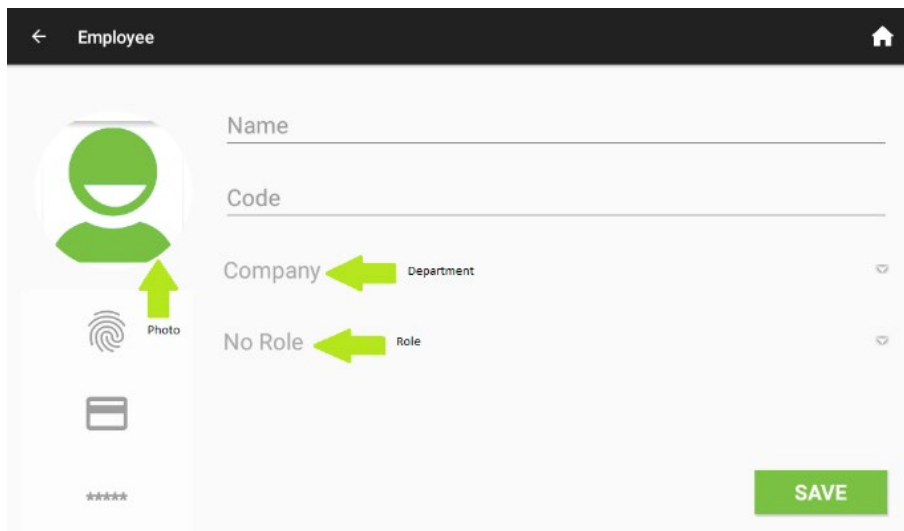
#### 3.1. Add a New Employee

These are the steps needed to add a new employee to the device.

1. On the **Employee** app click on the **New Employee** icon (marked with the green arrow in the following screenshot

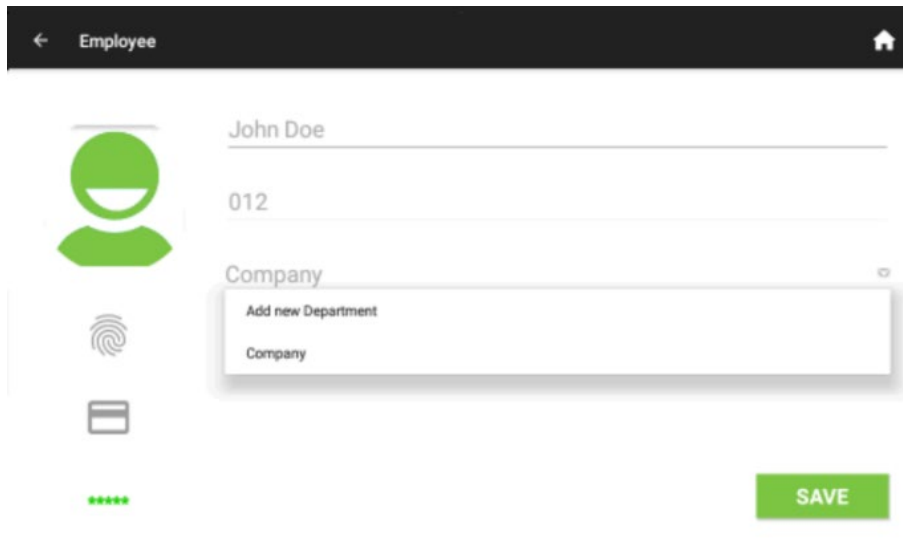


- In the following screen, fill in the details of the employee. The **Code** and **Name** fields are mandatory, but the **Department** and **Role** fields are optional. Click on the smiley face in order to add a **photo of the employee**, which will be set as a **User Photo**

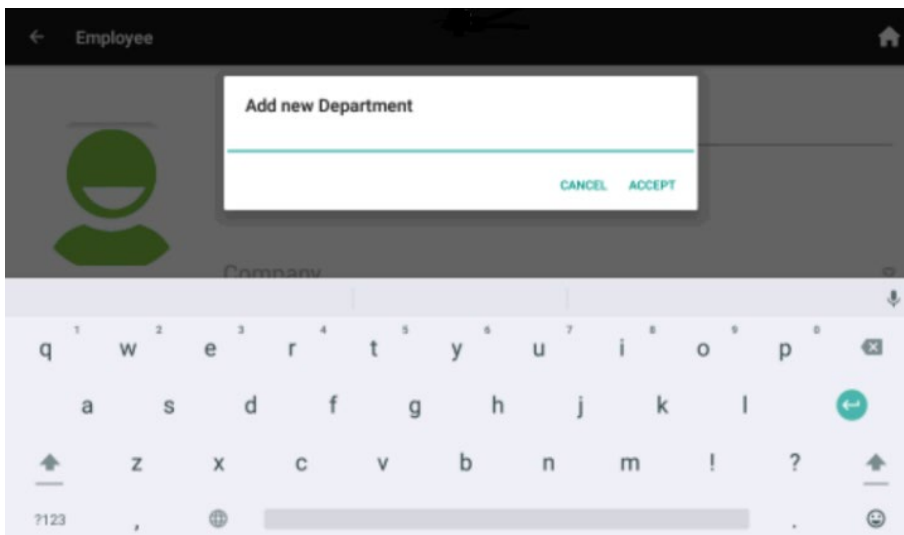


- When selecting the **Department**, there is an option to create a **New Department**.

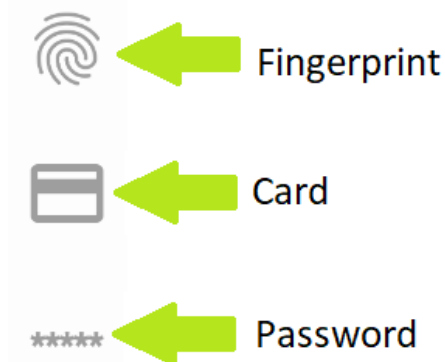




- The following dialog is presented in order to create the **Department**, which will be assigned automatically to the employee being registered

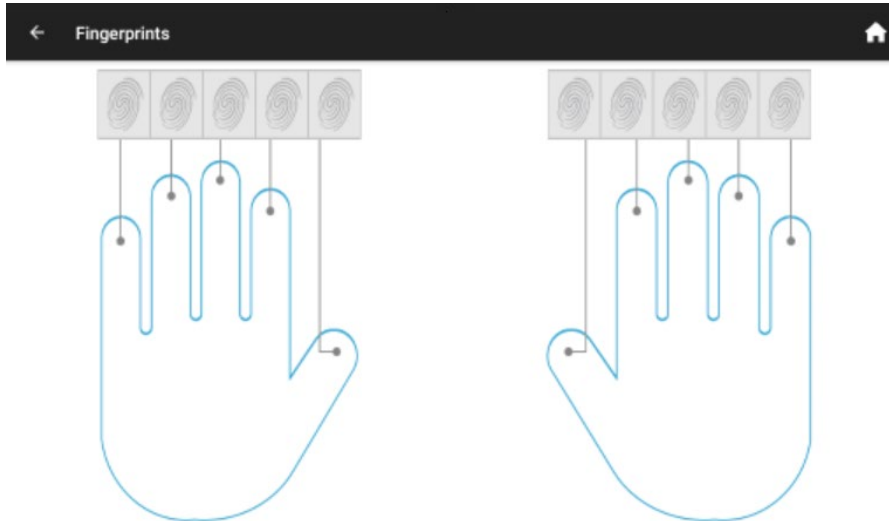


- Click on any of the punch types available in order to enroll a **Fingerprint, Card or Password** for the Employee

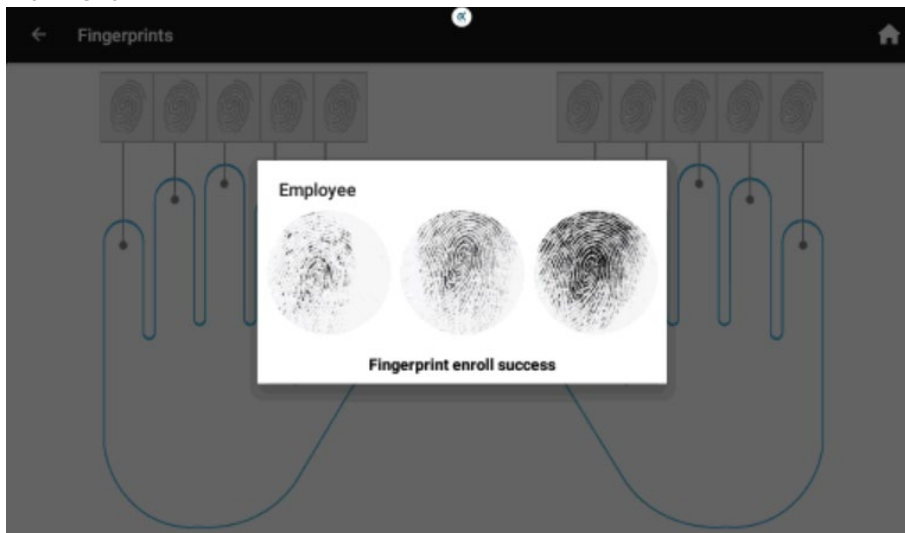


### Fingerprint Enroll

6. If **Fingerprint** is selected, a finger selection screen will open



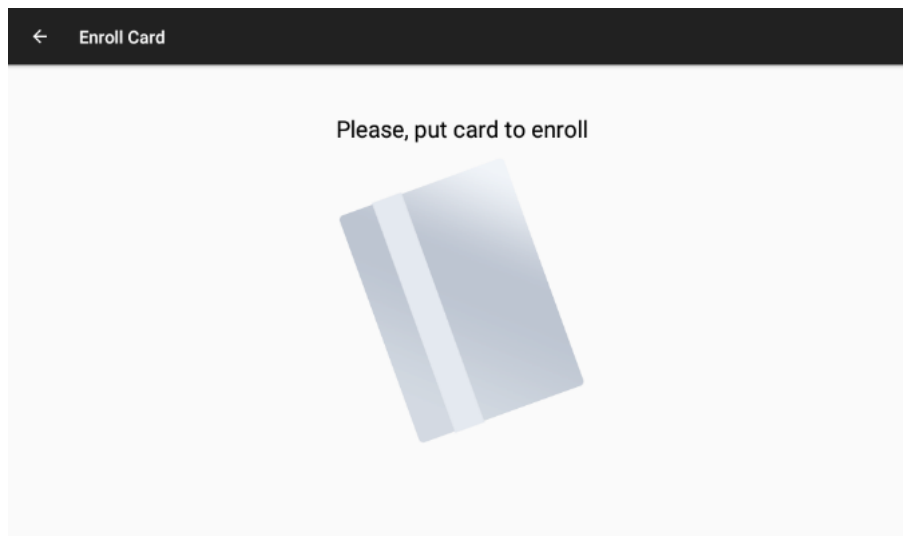
7. Select the finger to enroll and punch the device **three times** in order to save the enrollment



8. Once all the wanted **fingerprints** are enrolled, click on the **left arrow**, on the **upper left position** in order to go **back to the previous screen**.

### Card Enroll

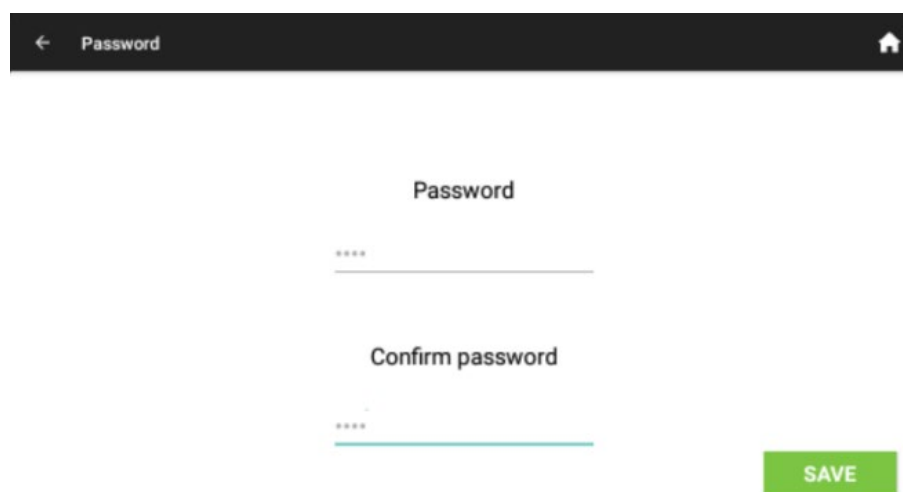
9. To enroll a card, click on the **Card** icon. Punch the card in the screen that appears next to enroll the card to the employee.



10. Once the card is enrolled, click on the **left arrow** on the upper left position in order to go back to the previous screen

### Password Enroll

12. In order to enroll a password, click on the \*\*\*\*\* icon. It is required to input the password twice in order to save the password. **Warning:** Do not forget to click on **SAVE** on this screen in order to save the password, as clicking on the upper left arrow will **NOT** save the password.



11. Click on **SAVE** in order to register the employee. From now on the employee is available in order to register punches.

Employee Name	ID	Access Method
John Smith	1	Fingerprint
Peter Mathew	2	Fingerprint
Felix Johnsom	3	Fingerprint
Sarah James	4	Fingerprint
Patrick Lopez	5	*****
Ray Peters	6	*****
John Doe	7	Fingerprint
admin	admin	Fingerprint *****

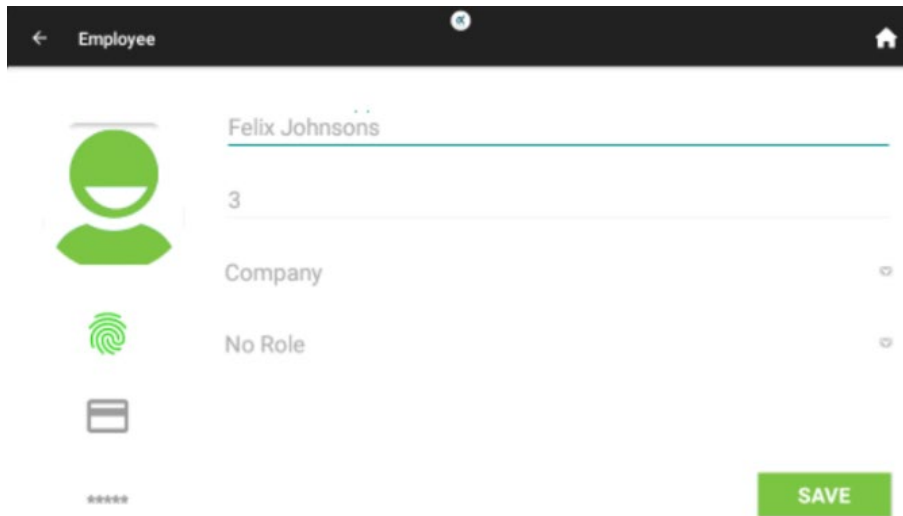
### 3.2. Edit existing employee

As creating a new employee, it is possible to **edit** and **existing employee**.

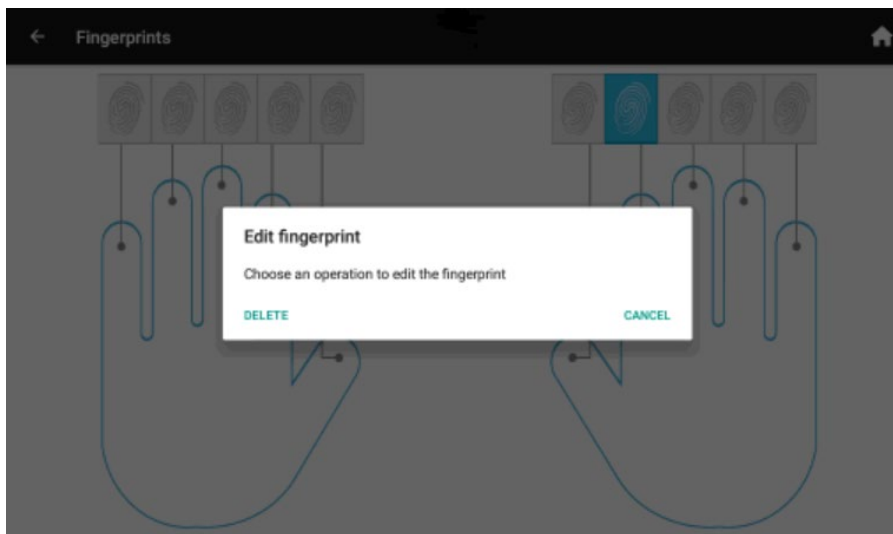
1. Select the **Employee** that needs to be edited, to do it, just click once on it. In the following example the **employee no.3 is going to be edited**

Employee Name	ID	Access Method
John Smith	1	Fingerprint
Peter Mathew	2	Fingerprint
Felix Johnsom	3	Fingerprint
Sarah James	4	Fingerprint
Patrick Lopez	5	*****
Ray Peters	6	*****
John Doe	7	Fingerprint
admin	admin	Fingerprint *****

2. The details of the employee will be shown on screen. The **Code** of the Employee cannot be edited. In order to edit any other of the fields, just click on the field to be edited, and after editing click **SAVE**.



3. Enrolling a **Fingerprint, Card or Password** to an existing **Employee** is done as it was done when registering the employee. If a **Fingerprint, Card or Password** is already enrolled and we want to change it, a **dialog** asking if we want to **Delete** the previous punch type or we want to cancel the operation. In the example, we are trying to **edit the enrollment of a fingerprint**.

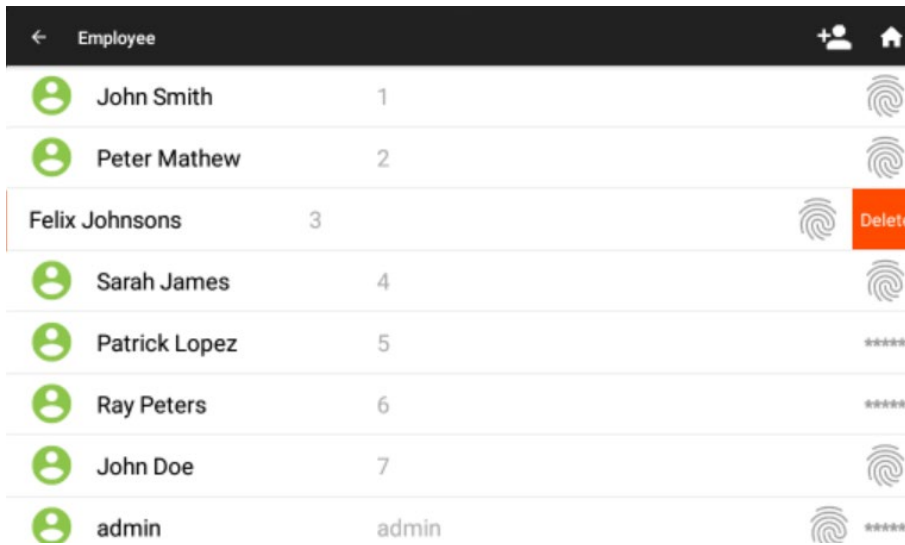


4. Remember to **SAVE** after doing all the edits needed. If the upper left arrow is clicked the changes will **NOT** be saved.

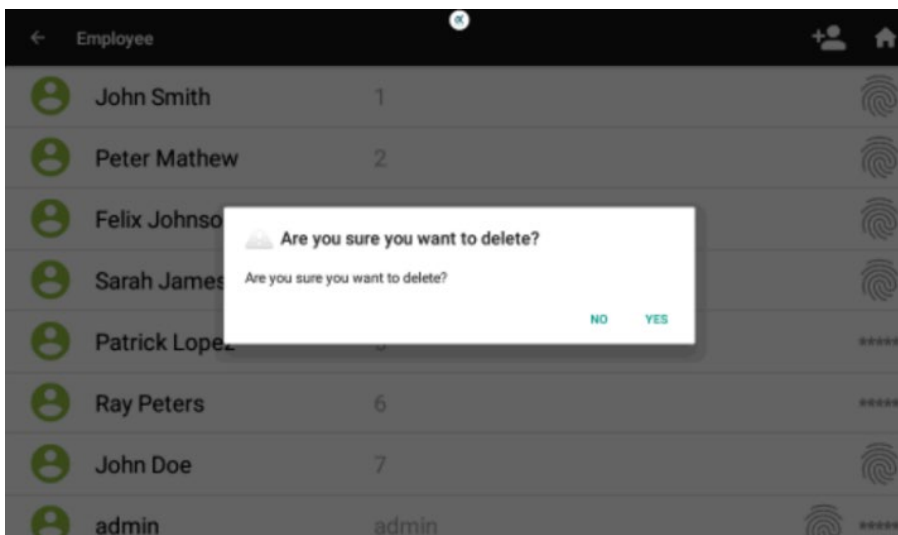
### 3.3. Delete a registered employee.

When an **Employee** is dismissed, it is possible to delete the registry in the device. **Be careful** doing this as **any of the T&A records of this employee will also be deleted**. The process to delete an existing employee is the following.

1. On the **Employees** screen, **swipe left** the employee that needs to be deleted. A red **Delete** icon will show on the right of the screen.



2. Click on the **Delete** icon to delete the employee. A **confirmation message** will appear for safety.



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

## 4. T&A Records

The **T&A Records** app shows the list of **punches registered** by the device. It does **NOT** let the user to **delete** the records or **edit** them in any way. **Swiping down** in the list will show **previous punches**.

← T&A Records 1.6.3					
Filter by name/code					
	andres	5	Check Out		07/12/2019 12:47 PM
	andres	5	Check Out		07/12/2019 12:47 PM
	andres	5	Check In		07/12/2019 12:46 PM
	andres	5	Check Out		07/12/2019 12:36 PM
	andres	5	Check In		07/12/2019 12:35 PM
	veronica castro	1	Check Out		07/12/2019 12:33 PM
	veronica castro	1	Check In		07/12/2019 12:33 PM

The fields of the punch records that are shown are the following.

- **User photo**
- **Name**
- **Code**
- **Attendance Event**
- **Type of punch (Fingerprint, Card or Password)**
- **Date and Time**

It is also possible to show only the records of a specified user by setting its name or code.

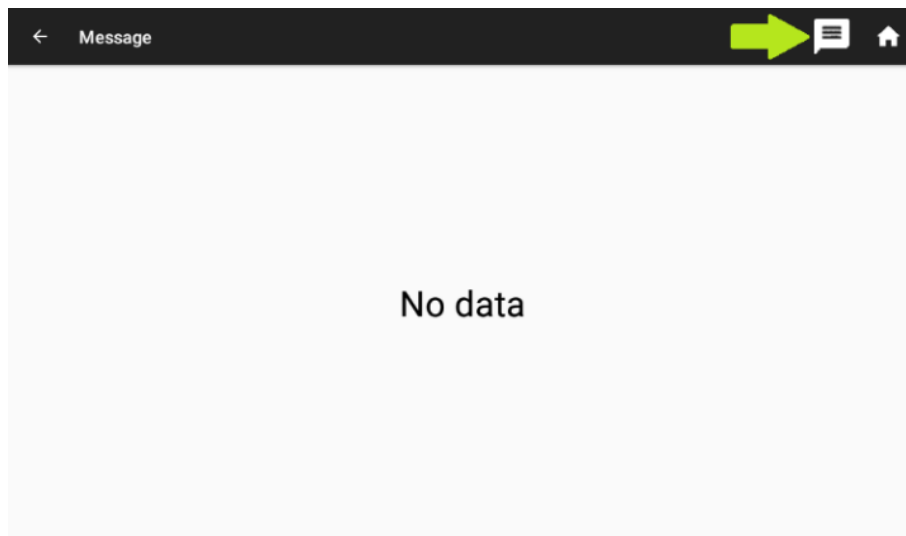
## 5. Messages Management

A **Message** is a piece of information that will be **delivered** to the Employees through the **device**. Messages can be sent to **one Employee** only, a specific **list of Employees** or **publicly**.

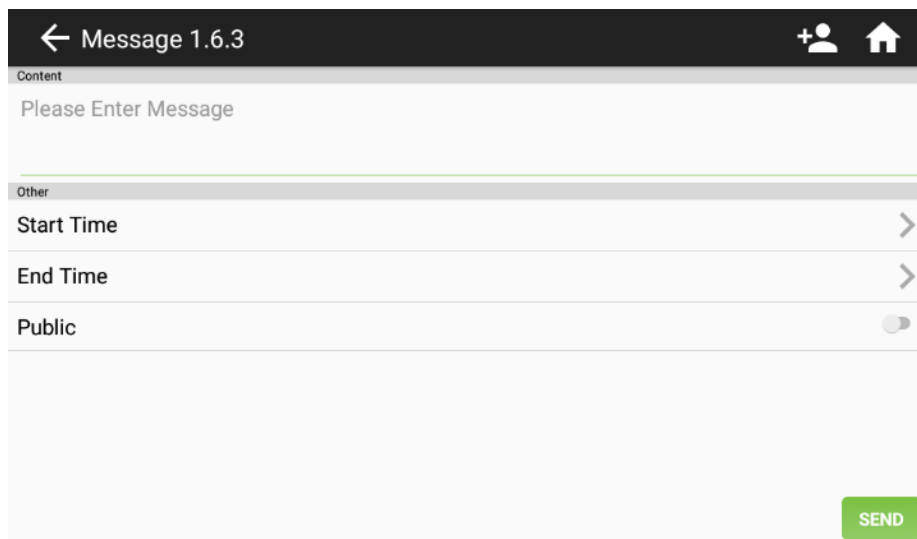
A **message directed** to an employee, or a list of employees will be **shown when punching**, while **public**, non-directed messages will be shown on the Desktop, with **no punching needed** in order to see them. Messages are managed through the Messages app

### 5.1. Add a New Message

1. On the **Messages** app click on the **New Message** icon (marked by the green arrow in the following screenshot).

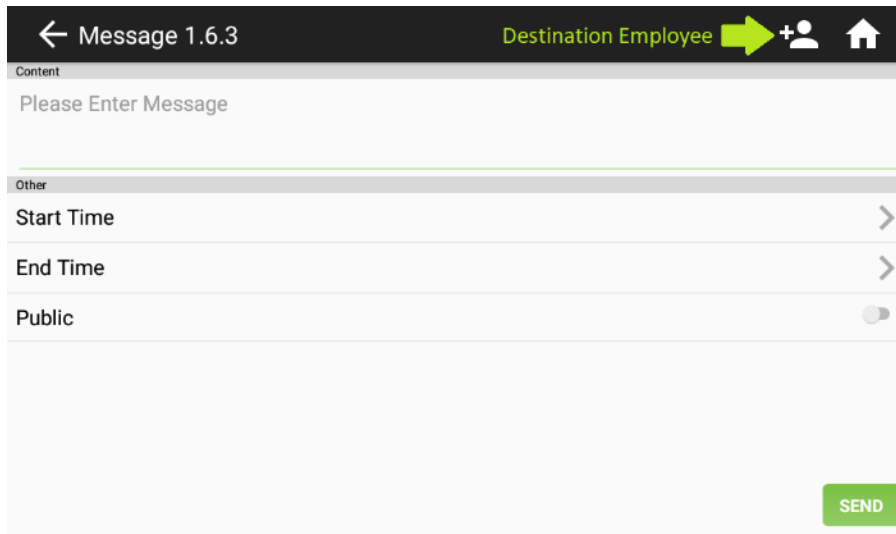


2. First, click on **Please enter message** to set the contents of the message

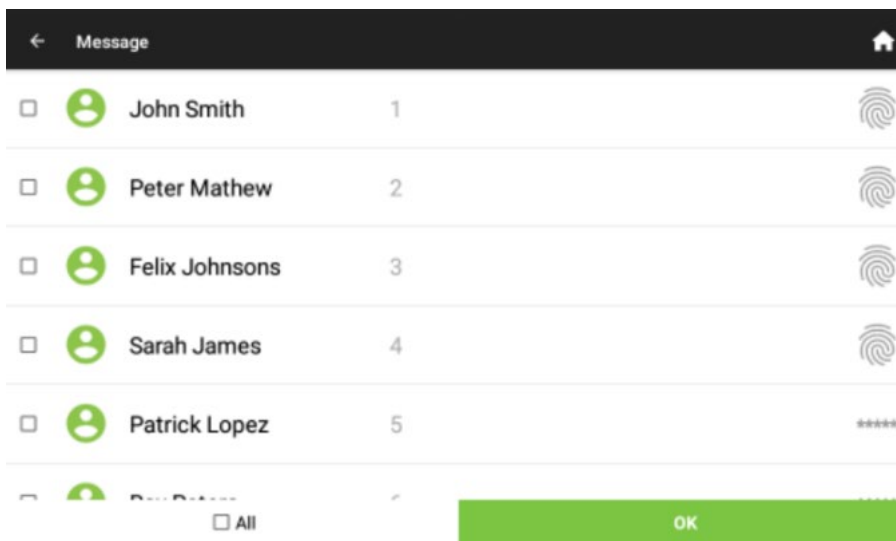


3. Once the contents of the message have been written, choose if the message is directed to a **specific employee**, a **list of employees**, which will be done by clicking on Receiver, or is directed **to all the employees**, by setting to **ON** the **Public** field.

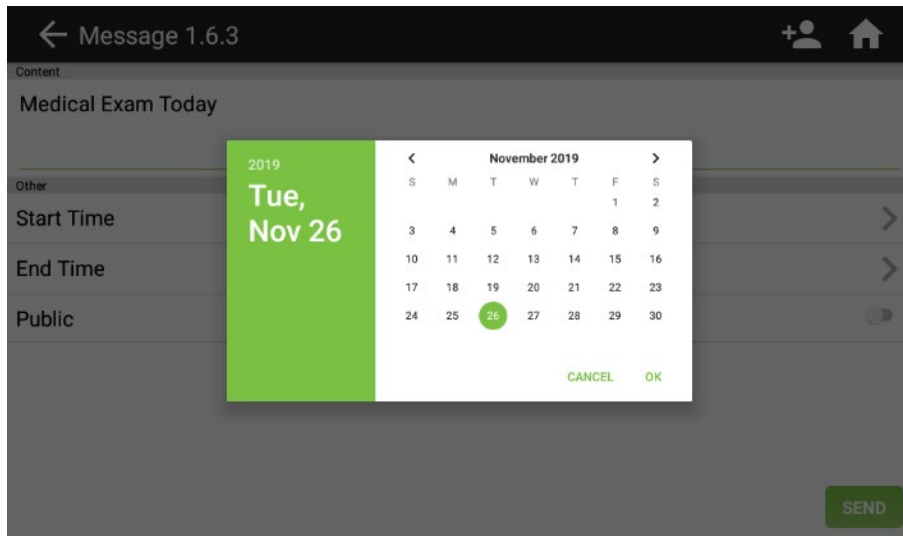




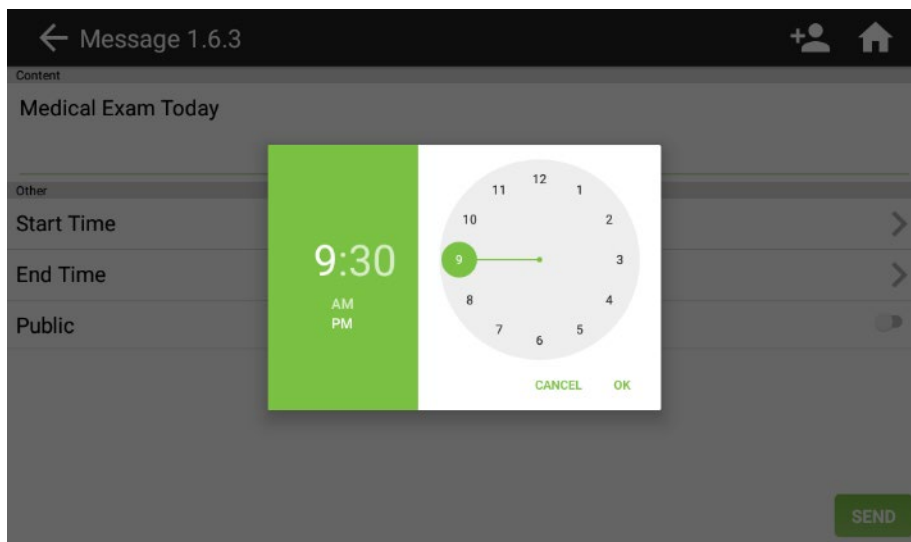
- When clicking on **Receiver**, an **Employee** selection screen will open, in order to select the employees that are going to receive the message. **Notice** that it is possible to select **all the employees**, this will **NOT** make the message **Public**, as Public messages are delivered **without punching**, and a Message configured like this will not. Once the employees have been selected. Click **OK**



- Start and End** Time mark the time in between the message will be shown. **Both** options show the same options. First, the date of start/end is asked.



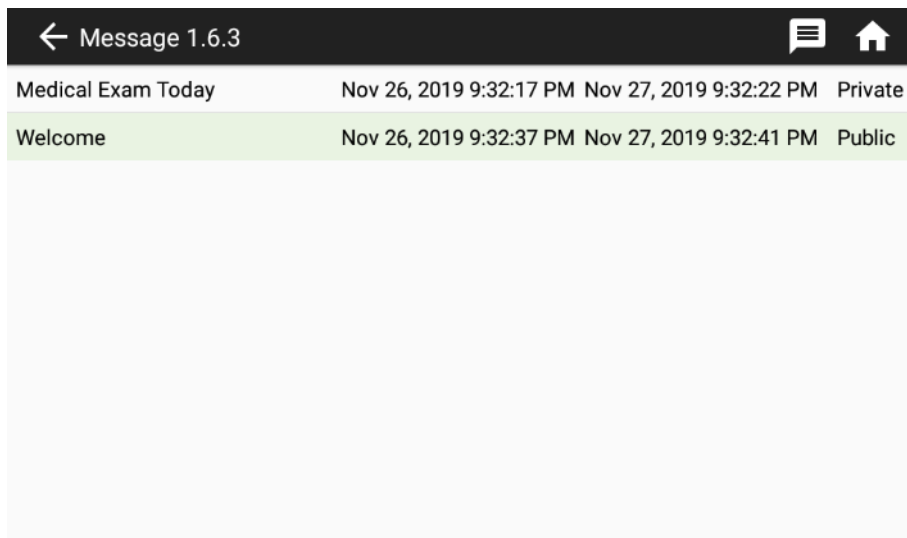
5. After clicking OK, the **time** is asked.



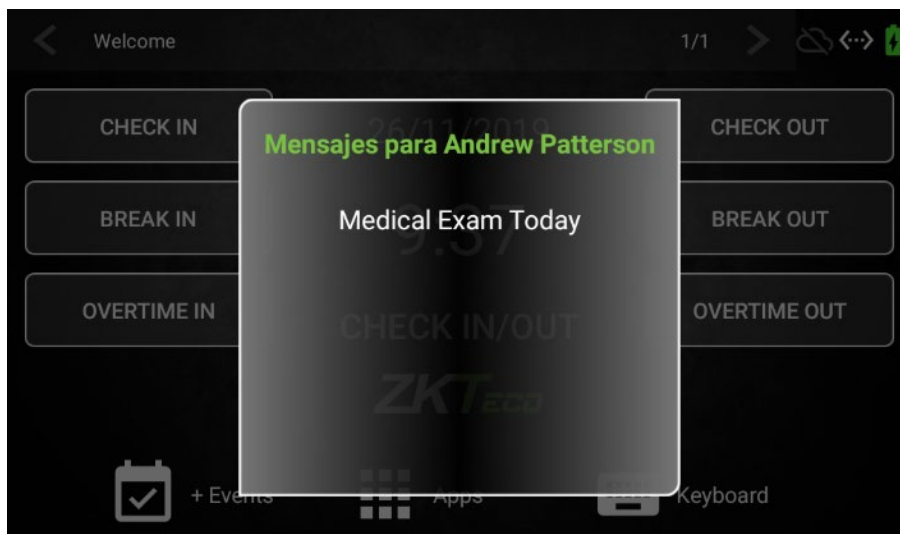
6. Once time has also been selected in both start and end time, we have all the details needed. Click **SEND** to save the message and to display it when the time comes.

## 5.2. Message Display

In the following screenshot we have a **public** message "**Welcome**" and an employee-**specific** message "**Medical Exam Today**"



The following screenshot shows how **Messages** are shown on the **desktop**. In the center of the screen the employee specific message is being shown after the employee punching while in the top of the screen the public message is being shown

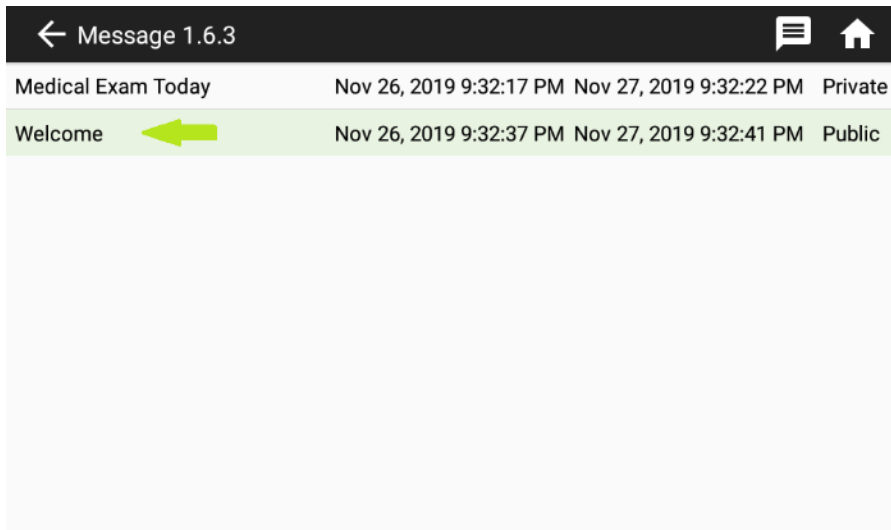


Notice that to the right of the public message a 1/1 appears, meaning that the message being shown is the first about 1 message. The arrow on the right would scroll between messages if they existed.

### 5.3. Messages Edit

It is possible to edit an existing message.

1. Click on one of the **existing messages** in the list of created messages.



2. Edit any of the fields and click **SEND**

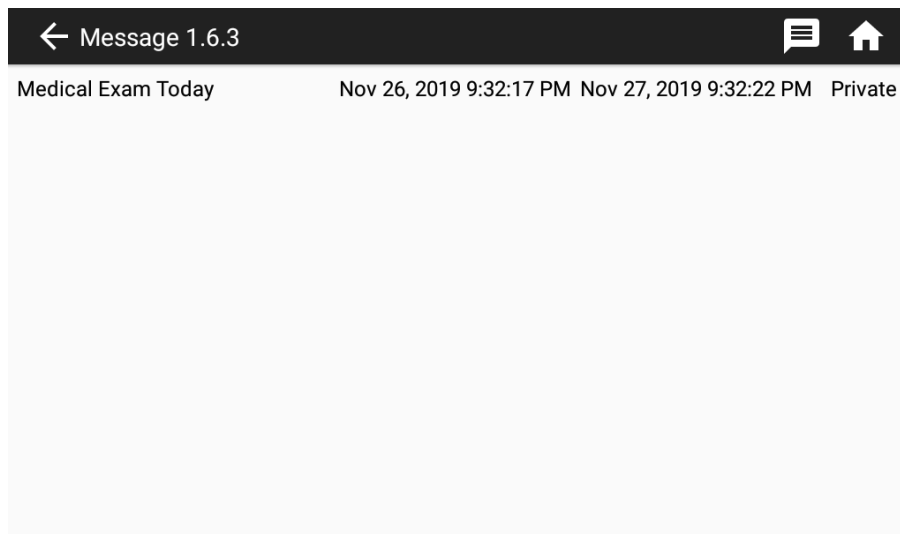
### 5.4. Messages Delete

By configuration, it is possible to configure that expired messages are deleted **every 24 hours** (View T&A Settings section on this manual . Also, a **message** can be deleted manually with the **following process**.

1. On the **Messages** app, **swipe left** the message that needs to be deleted, and a red Delete icon will appear to the right of the screen



2. When **clicking the Delete icon**, a confirmation message will appear. Once the delete is confirmed, the message will disappear from the events list.

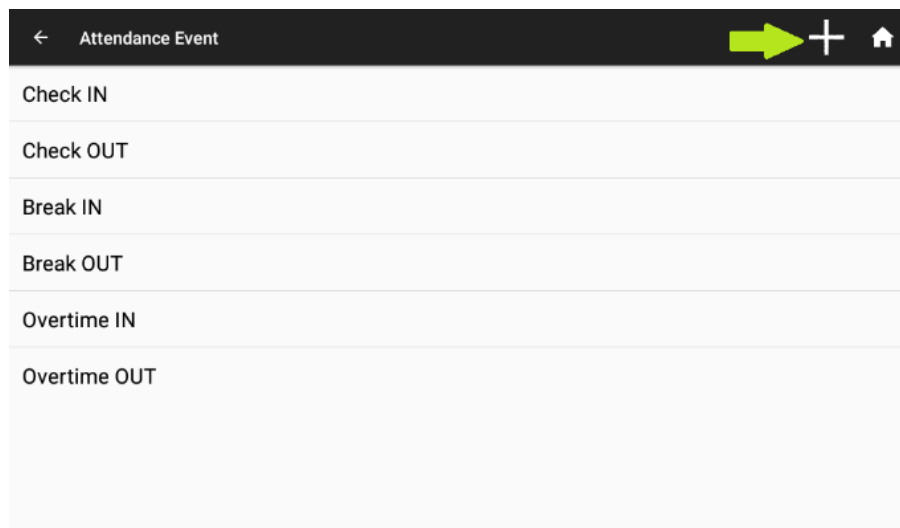


## 6. Attendance Events Management

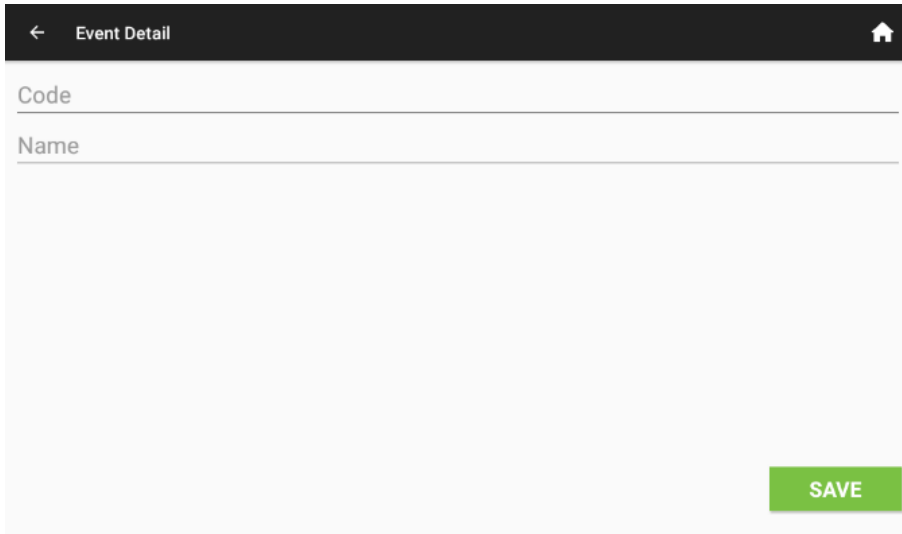
Attendance events are the “reasons” to register a **punch**, being **in punches** or **out punches**. The device includes a list of **basic attendance events** that can be expanded to meet any needs. Attendance events are managed in the **Attendance Events app**.

### 6.1. Add a New Attendance Event

1. On the **Attendance Events app**, click on the **New Event** icon (marked with a green arrow in the following screenshot).



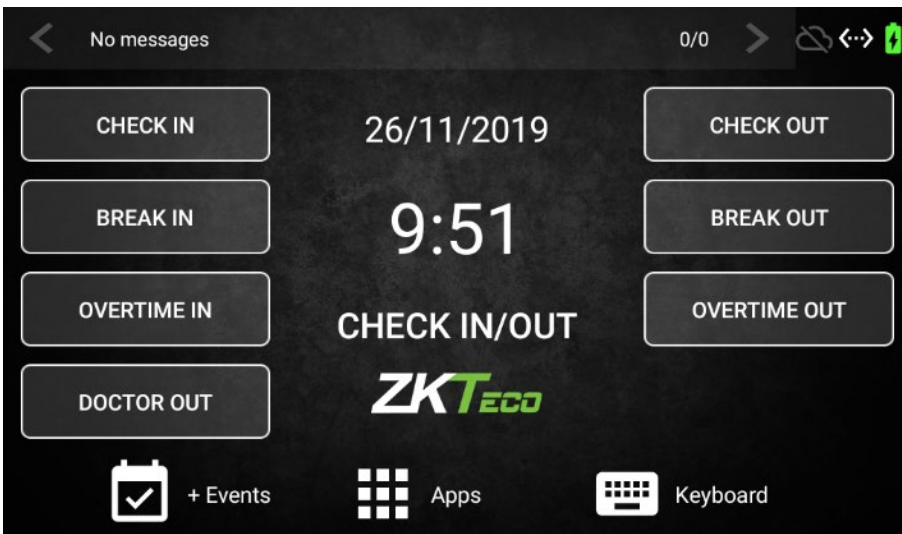
2. Fill in the **Code** and **Name** of the **Event**.



3. Click **SAVE** and the event will appear next to the rest of the events in the list. In the following screenshot, we have created an event named **"Doctor OUT"** with **Code no. 7**



4. The event **"Doctor OUT"** is shown in the desktop next to the rest of the events



**+ Events**

**Warning:** The desktop will only show events **with codes 1-8**. Events with a superior **Code** number will be shown on the **+ Events** screen.

1. In the following example, an event with **code no. 10** has been created with the name **"Lunch Out"**



2. Notice that as the event has **Code superior to 8**, it appears inside the **+ Events** screen



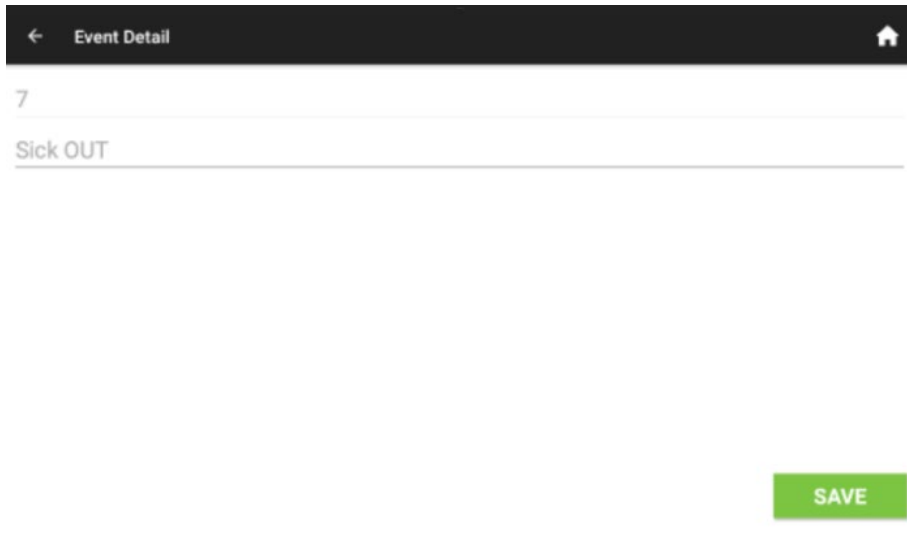
**6.2. Edit an Attendance Event**

User-created attendance events **can** be modified. The only field that can be modified is the **name**. The basic attendance events that the device includes **cannot** be modified in any way

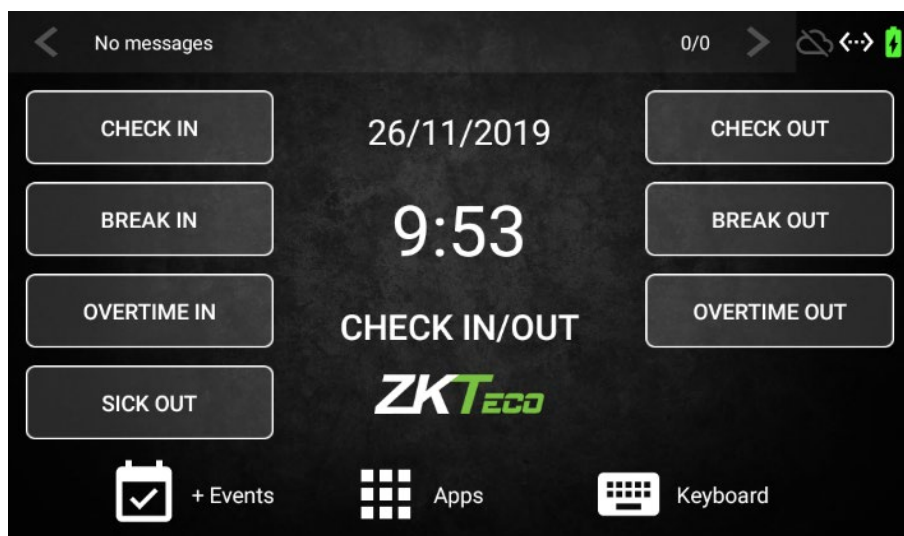
1. In the following screenshot the event **Doctor OUT** is going to be edited.



2. After editing the name, click **SAVE** in order to save the name change.



3. The event list in the desktop has changed in order to **show the changes**.





### 6.3. Delete an Attendance Event

Basic attendance events that come by default with the device can **NOT** be deleted, but user-generated ones can, the process is as follows.

1. In the **Attendance events app**, **swipe left** the event that needs to be deleted. A red **Delete** icon will appear in order to delete the event.



2. After clicking **Delete** and **confirming** the event list will be **updated** without the deleted event.



3. The event list in the desktop or the + **Events** screen is updated accordingly. The following screenshot shows the message that appears on screen when **no events** exist that should be in the + Events screen



## 7. Roles Management

In the ZPAD+ environment, **Roles** are the set of **permissions** that can be assigned to an **employee** or a **group of employees** regarding the functions of the device. For example, a role can be set that forbids the editing of **T&A Settings** but allows the checking of **T&A Records**. Another role can be set that allows only the **punching**, with no additional permissions.

**Roles** are managed in the **Roles app**. It is not possible to manage an addition, modification or deletion permission **individually**. When a role includes a permission, it means that the whole operation of the permission being set is allowed. Except for the webserver permission, the permissions of the role assigned to an employee **define the apps** the employee can access in the apps page.

Roles that can be set include the following permissions:

- **Roles manager:** Lets the assigned employee access the Roles App
- **System administrator:** Lets the assigned employee access the System Settings
- **Webserver user:** The assigned employee can access the webserver as an administrator.  
**Warning:** The assigned employee also needs to have a Password created in order to access the web server as an administrator.
- **T&A Manager:** Lets the user access the Employees App and the T&A Settings App
- **Apps Dashboard:** The assigned employee can only access the Messages app and the T&A Records app. 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 **full permissions**. If **no employees** are assigned to the Super Admin role, **no restrictions will be enforced** when accessing the apps.

The user, having the required role, can create new **Roles**, edit the existing user-made roles and delete any of the existing user-made roles.

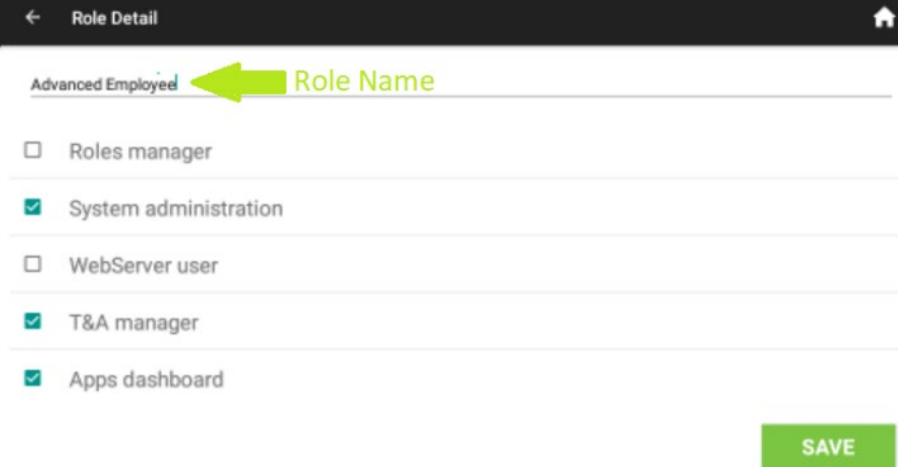
### 7.1. Add a New Role

Once created, the role needs to be **assigned to employees** in order that its configured restrictions are enforced. The process to add a new role to the device is as follows.

1. In the **Roles app**, click on the + sign on the top right on the screen to add a **New Role** (marked in the screenshot with a green arrow).



2. Input the name of the **Role**, and the **permissions** that will include. Click **SAVE** to save the role.



Role Detail

Advanced Employee **Role Name**

Roles manager

System administration

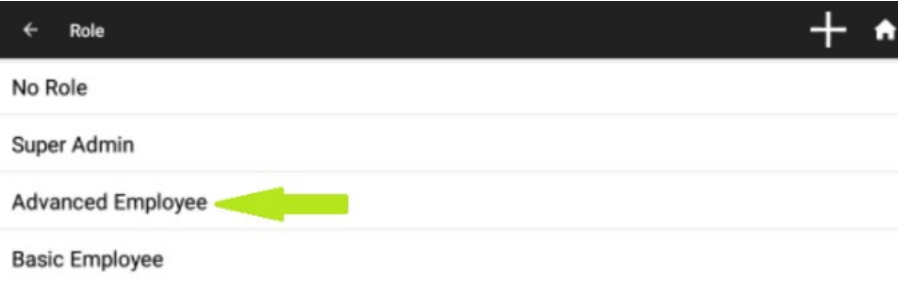
WebServer user

T&A manager

Apps dashboard

SAVE

3. The role created will appear in the **list of roles**. **Notice** that user-created roles are sorted alphabetically on the roles app.



Role

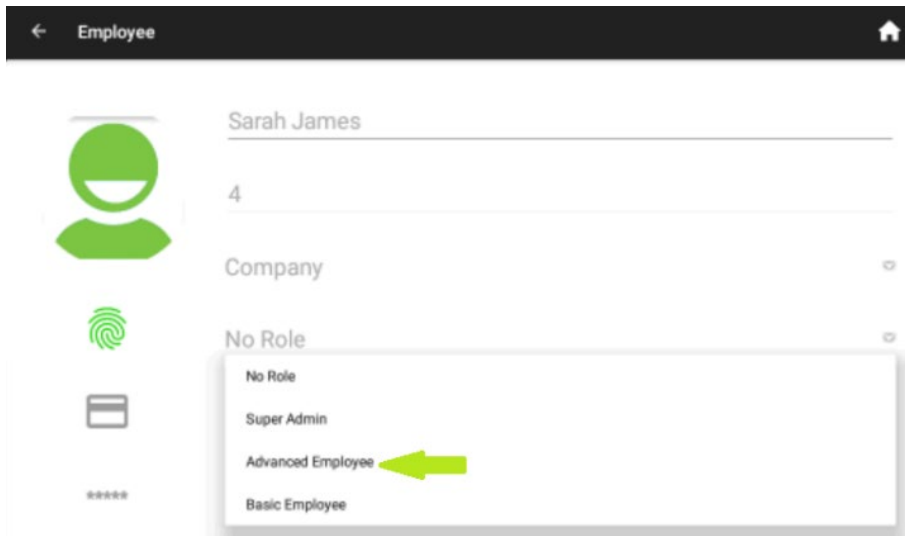
No Role

Super Admin

Advanced Employee

Basic Employee

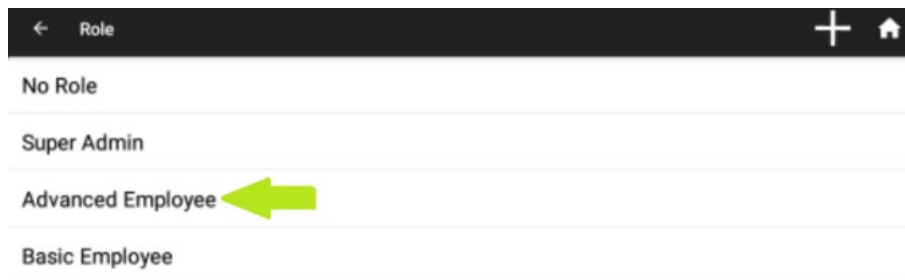
4. From now on, the role can be assigned to **employees**.



## 7.2. Editing an Existing Role

As it was explained in a previous section, the **Super Admin** role cannot be edited. The process for editing an existing user-made role is as follows.

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



2. The name or the permissions of the role can be edited. In the following screenshot both are going to be edited. Click **SAVE** when done.



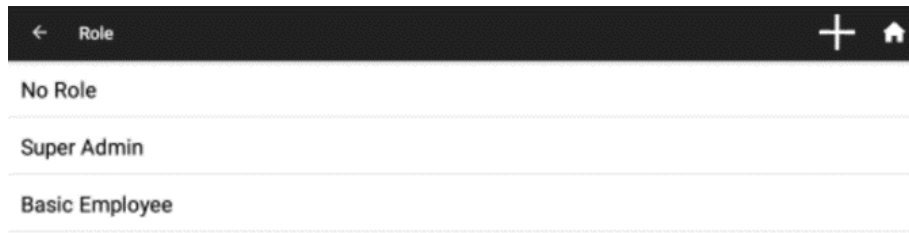
### 7.3. Deleting an Existing Role

The process for deleting a user-made role is as follows. **Warning:** The deletion of a role that is assigned to an employee will set the employee **role-less**. This is important because if there are no employees assigned to the **Super Admin** role, all restrictions in the apps will **NOT** be enforced anymore.

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



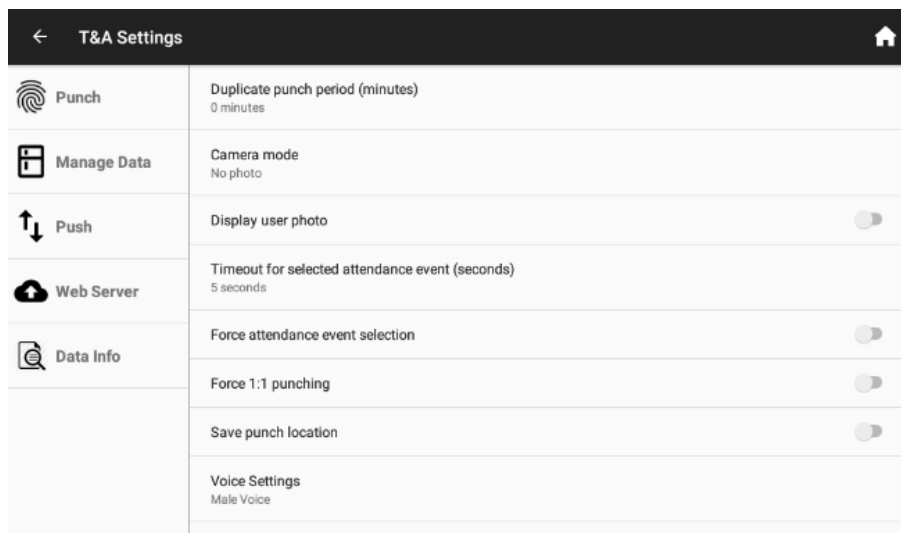
2. When clicking on the **Delete** icon, a confirmation message will appear. After confirming the delete, the role will **disappear** from the list and all the employees that role had been assigned will no longer have a role assigned to them.



## 8. T&A Settings

All functionalities regarding the **behavior of the punching** are configured in this app. Also, the **data stored** in the device and the report of the punches (to other software or the webserver are configured in this app.

### 8.1. Punch Settings









1. **Duplicate punch period.** The device will not allow punching by the same employee during the specified period.
2. **Camera Mode.** Specifies the behavior of the camera when punching the device. The options are:
  - 2.1 **No photo.** The device will not take a photo when punching
  - 2.2 **Take photo.** The device will take a photo when punching, but the photo will not be saved
  - 2.3 **Take photo and save on success.** The device will take a photo and save it if the punch is successful
  - 2.4 **Take photo and always save.** The device will take a photo and save it whether the punch is successful or not.
3. **Display user photo.** Specifies if the photo registered to the employee will be shown when punching the device.
4. **Timeout for selected attendance event (seconds).** Specifies the time on which an event selection (prior to punching) will be discarded if no punch is registered.
5. **Force attendance event selection.** If this option is ON, it will be mandatory to select an attendance event on the desktop before registering a punch.
6. **Force 1:1 punching.** If this option is ON, a Code will be needed in order to identify the employee, and a second method to effectively register the punch. For example, a Code in order to identify the employee, and a fingerprint to register the punch.
8. **Voice Settings.** Establishes if the voice of the device is a male voice or a female voice.
9. **Update SilkID Library:** Displays the current version of the SilkID sensor library and permits the update



10. **MCU Version:** Displays the current MCU (microcontroller Unit version)

## 8.2. Manage Data

← T&A Settings 2.0.4		🏠
 Punch	Export all punches Export all punches	
 Manage Data	Delete all T&A Delete all T&A log	
 Push	Delete range T&A Delete T&A log by range time	
 Web Server	Backup Export full database to file backup	
 Relay	Restore Import file backup to database	
 Data Info	Delete DB entries expired Delete all DB entries after they've expired (once a day)	<input type="checkbox"/>
	Delete Attendance photos Delete Attendance photos and export to USB	

1. **Export all punches.** Exports all the registered punches in the device
2. **Delete all T&A.** Deletes all T&A records from the device
3. **Delete range T&A.** Deletes all T&A records from the device in a date range.
4. **Backup.** Exports the database of the device to a file which will be placed on the root of a USB-drive connected to the device.
5. **Restore.** Restores the database of the device from a file which will be looked for on the root of a USB-drive connected to the device.
6. **Delete DB entries expired.** Set it to ON for the expired messages to be deleted once every 24 hours.
7. **Delete Attendance photos.** Deletes the photos stored on the device that have been done when punching the device with the adequate configuration (view Punch Settings). Allows the user to do a backup of the photos taken to a USB-drive connected to the device.
8. **Delete all Data.** Deletes all data from device. The result will be a factory-new device.

## 8.3. Push Settings

Category	Setting	Value	Control
Punch	Enable Push Protocol	Disable push protocol to change address and port	Toggle (Off)
Manage Data	Push Server Address	localhost	Text Input
Push	Push Server Port	443	Text Input
Web Server	Timeout	15	Text Input
Data Info	Enable HTTPS	Default protocol is HTTP	Checkbox (Checked)

1. **Enable Push Protocol.** The push protocol lets the device communicate with the software that use 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.
2. **Push Server Address.** Internet address where the push server is located.
3. **Push Server Port.** Communication configuration aspect in order to be able to connect to a push server.
4. **Timeout.** Communication configuration aspect in order to be able to connect to a push server.
5. **Enable HTTPS.** Makes it mandatory to the device to only connect to a push server via a secured connection.

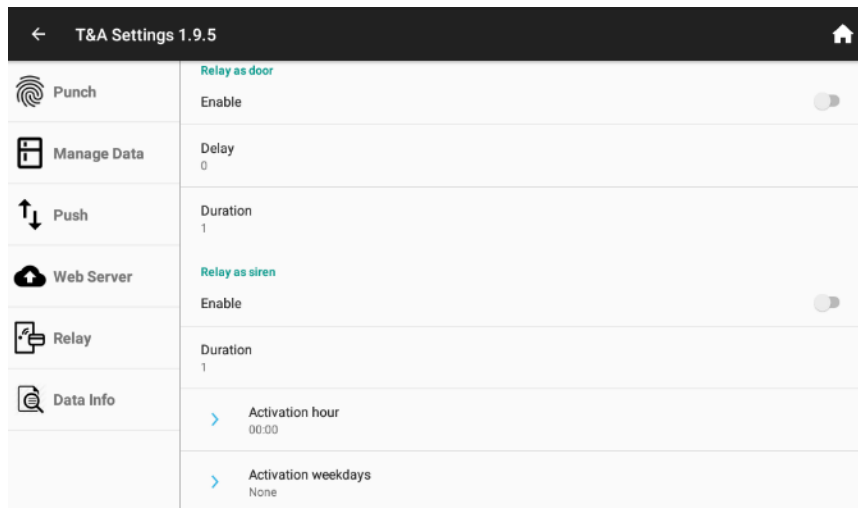
## 8.4. Web Server

Category	Setting	Value	Control
Punch	Enable Web Server	Start web server automatically when device boot completed	Toggle (Off)
Manage Data	Web Server Port	8080	Text Input
Push	Enable HTTPS	Default protocol is HTTP	Checkbox (Unchecked)
Web Server			
Relay			
Data Info			

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 Employee, Events and Messages can be managed, along with Reporting Options (Refer to the BioTimeWeb User Manual for more information on the subject. The device shows the address needed in order to access the webserver when the Enable Web Server option is set to ON, the port needed to connect and if the connection needs to be secure with HTTPS.

## 8.5. Relay Settings



The ZPAD+ device integrates a relay that can be used for access control among other functionalities. The behavior of the relay is configured in this section.












### Relay as a door

1. **Enable.** When the relay is enabled, on each punch the relay will be activated according to the setting of the following configuration aspects.
2. **Delay.** Seconds delay from the punching to the relay activation
3. **Duration.** Seconds during the relay will be activated.

### Relay as a siren

1. **Enable.** When the relay is enabled, the relay will activate at the specified hour
2. **Duration.** Seconds during the relay will be activated.
3. **Activation hour.** Time of activation of the relay.
4. **Activation Weekdays.** Select which days the relay will be activated.

## 8.6. Data Info

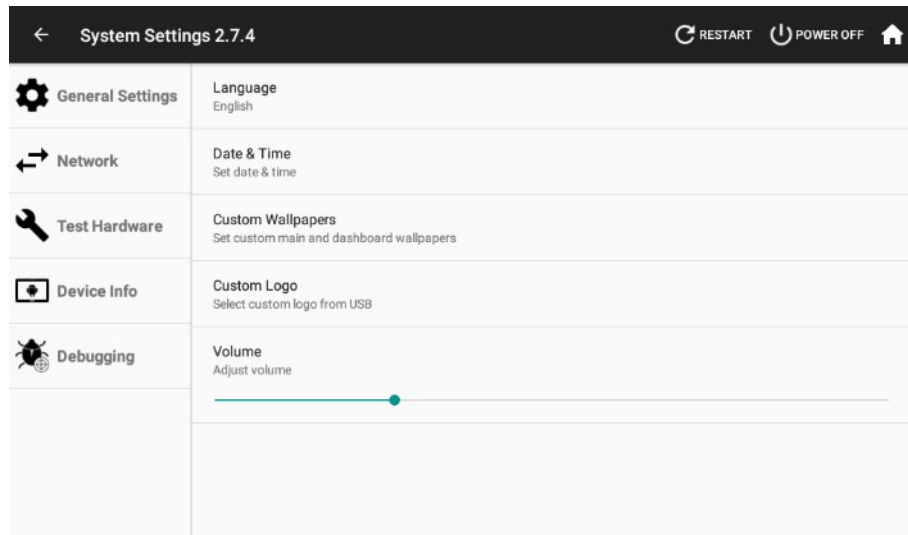
← T&A Settings 2.0.4 <span style="float: right;">🏠</span>	
 Punch	 Number of employees : 6
 Manage Data	 Number of fingerprints : 8
 Push	 Number of cards : 0
 Web Server	 Number of attendance logs : 18
 Relay	 Number of attendance photo : 0
 Data Info	

In this section, the number of records for the different aspects of the device are explained. There is no option to delete or edit the records as they are not needed.

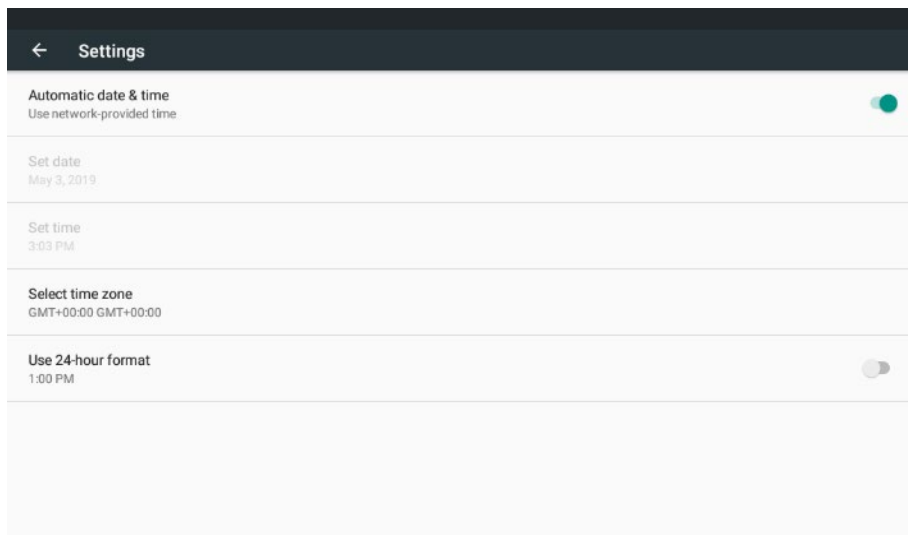
## 9. System Settings

Internal configurations of the device such as network configuration, language, date and time of the device are set in this app

### 9.1. General Settings

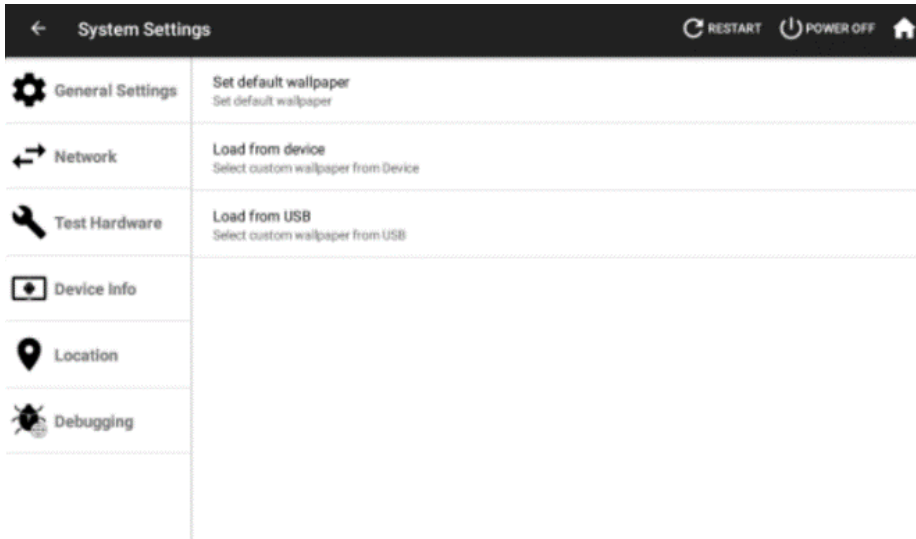


1. **Language.** It is possible to set the device in the following languages: English, Spanish, Czech, Simplified Chinese, Italian, Portuguese, German, French, Turkish, Polish, and Romanian. The change in the language of the device will change the language of the menus accordingly.
2. **Date&Time**



- 2.1. **Automatic Date and Time.** When set to ON, current date and time will be retrieved from the internet
- 2.2. **Set date.** Only available when Automatic date and time is set to OFF.
- 2.3. **Set time.** Only available when Automatic date and time is set to OFF.
- 2.4. **Select time zone.** Time zone where the device is installed.

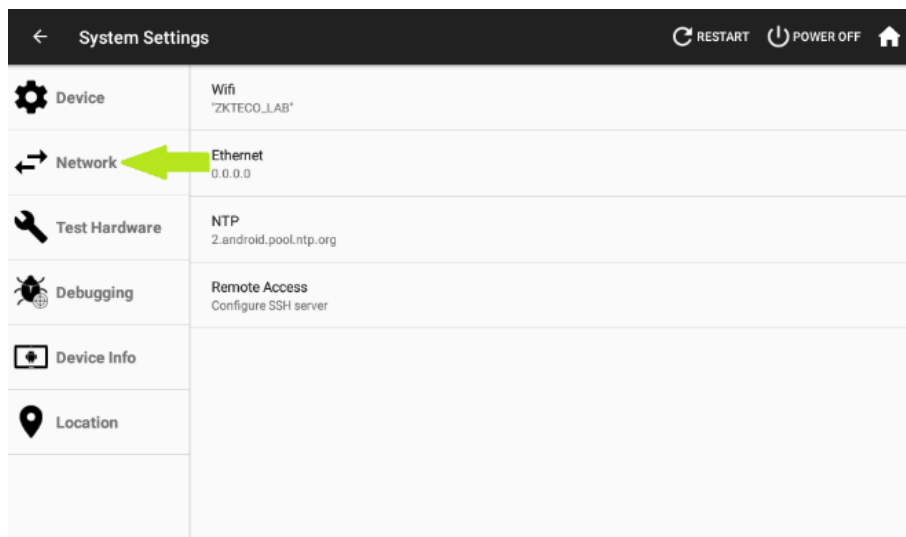
- 2.5. **Use 24-hour format.** Display the time in 12- or 24-hour format
- 3. **Custom Wallpapers.** The wallpaper is the background image of the desktop



- 3.1. **Set default wallpaper.** Cancels back any wallpaper change that had been done
- 3.2. **Load from device.** Set a wallpaper image from the images present in the device.
- 3.3. **Load from USB.** Set a wallpaper image from the images present in a connected USB-drive. Warning: Supported files are png, and jpg. The filename must not contain spaces.
- 4. **Custom Logo.** Lets the user to modify the logo shown on the dashboard of the device. The logo file has to be in a USB drive connected to a device.

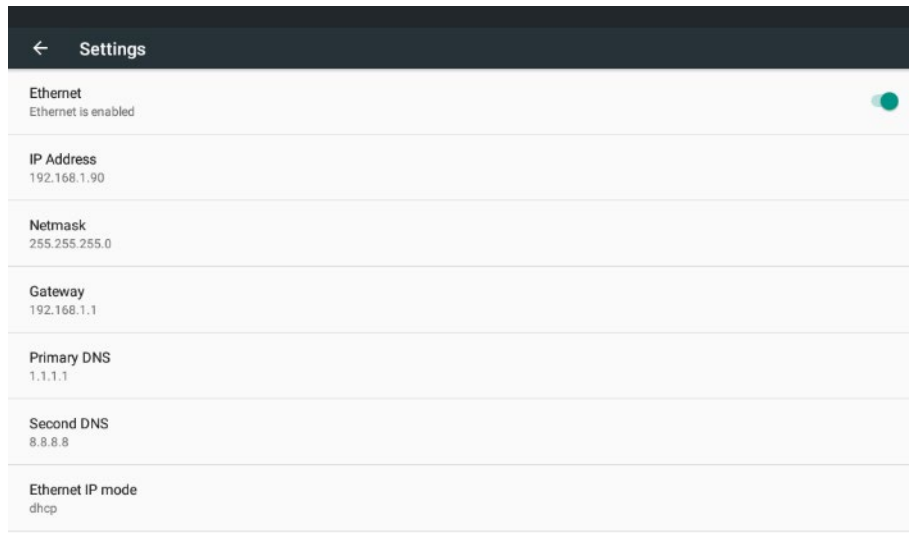
## 9.2. Network

The device can be connected to the network through a wired **Ethernet** connection or **Wi-Fi**. In order to select either one or the other connection type, click on **Network** on **the System Settings app**, marked with a green arrow on the following screenshot.



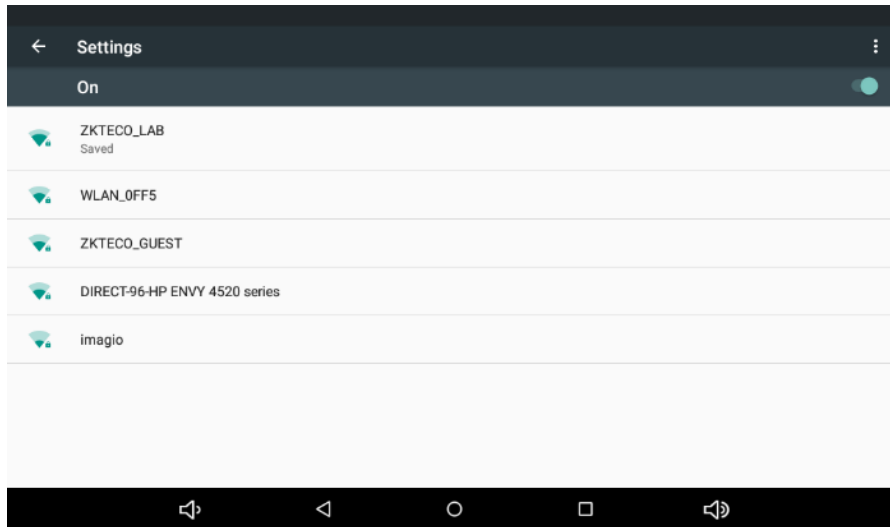
From here we can select whereas a wired ethernet connection will be used or Wi-Fi by clicking on **Ethernet** or **Wifi**

### 1. Wired Ethernet.

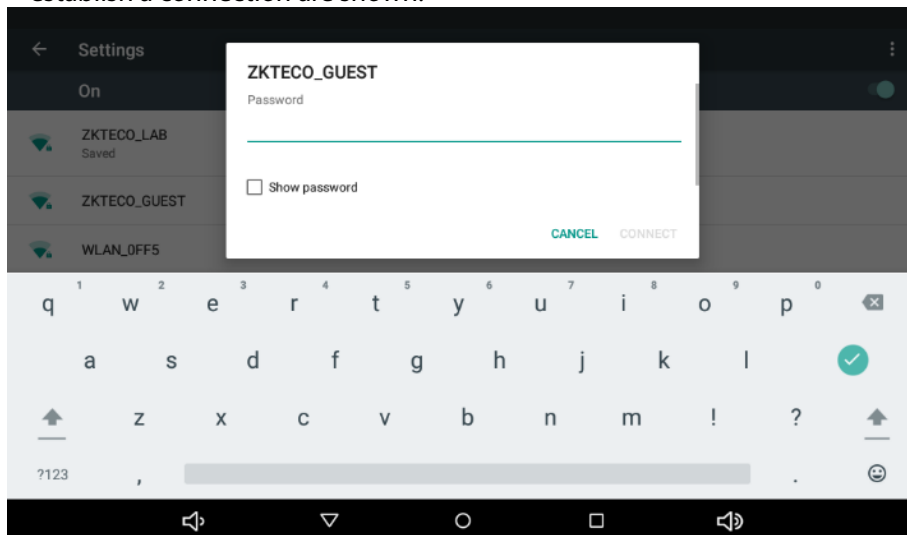


- **Ethernet:** Switch to turn on or off the ethernet interface
- **IP address:** Current IP address of the device
- **Netmask:** Netmask of the device.
- **Gateway:** IP address of the router that provides internet connection to the device
- **Primary and Secondary DNS:** Domain name server information
- **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.

## 2. Wi-Fi



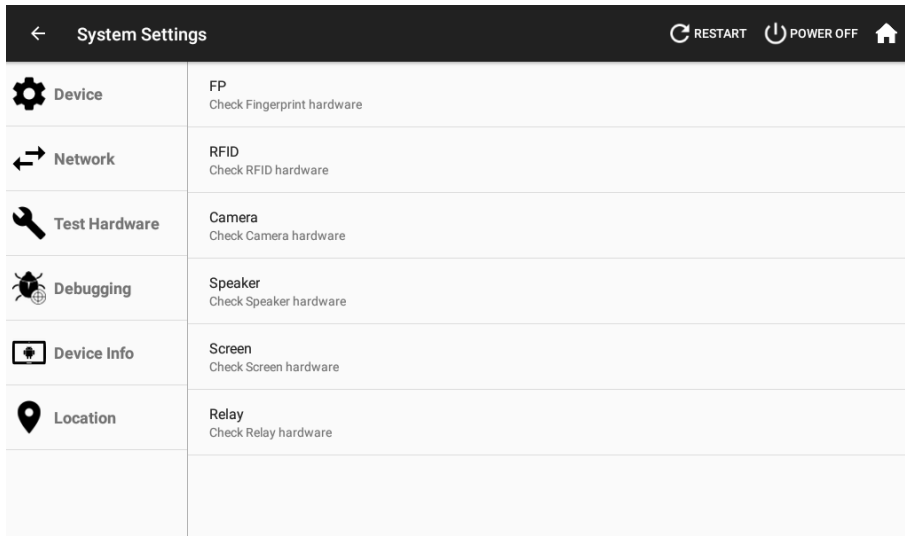
- By selecting one of the detected Wi-Fi networks below the details needed in order to establish a connection are shown.



In the Network section of the system settings, the NTP time server and SSH server of the device can be configured. Refer to your ZKTeco distributor for more information.

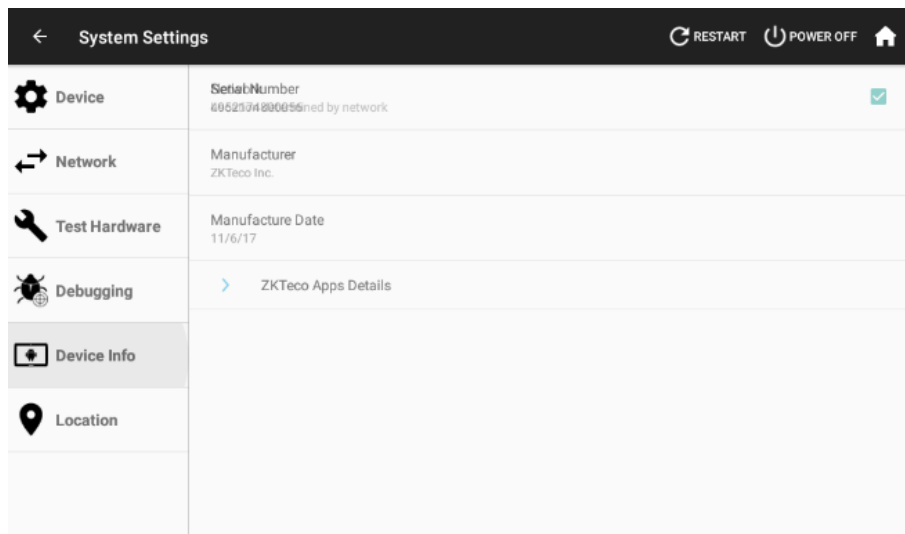


### 9.3. Test Hardware



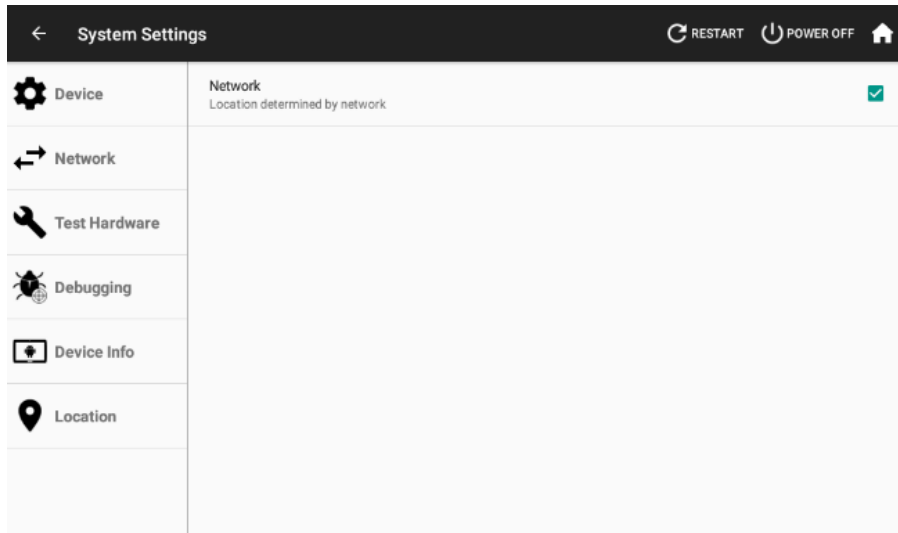
In this section, a test of all the hardware parameters can be performed. In case of any issues with the hardware of the device refer to this section in order to test the functionality.

### 9.4. Device Info

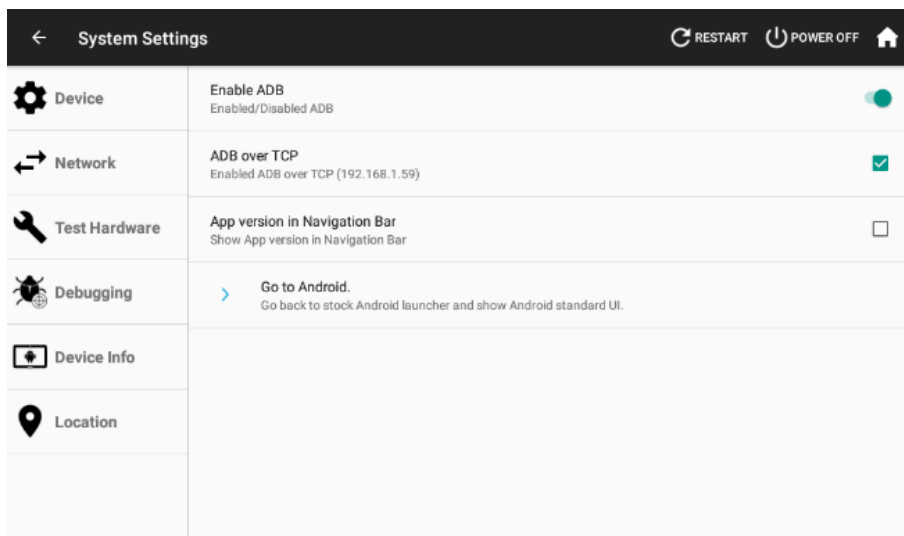


Actual device info such as Serial number, manufacture date, app version and percentage of memory and storage use is shown on this section.

## 9.5. Location



The gathering of location information by the device is activated on this section. If the location is disabled, the Save Punch Location option in the T&A Settings will not work.



Developer-only information is shown on this section. Do not enter unless specifically directed by your ZKTeco distributor.

## 10. Firmware Updater

This section explains the process of the update of the ZPAD+ device. As the development of the ZPAD+ continues, new versions of the apps will be available. The process of updating this apps is handled by the firmware updater. It is important not to use this app 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 a USB-drive connected to the device.

**Manual Update.** Execute the update from APK files already present in the device.