

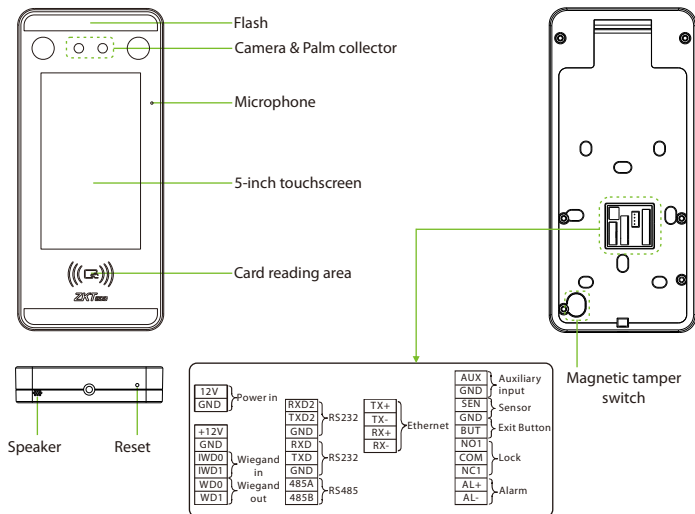
# Quick Start Guide

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MiniAC Plus

Version: 1.1

# Overview



## Installation Environment

Please refer to the following recommendations for installation.



INDOOR USE



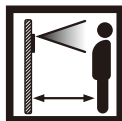
KEEP DISTANCE



AVOID GLASS  
REFRACTION

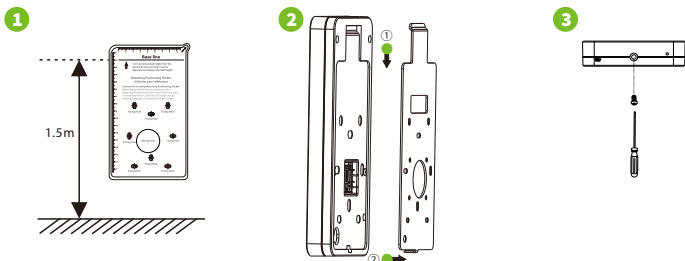


AVOID DIRECT  
SUNLIGHT  
AND EXPOSURE



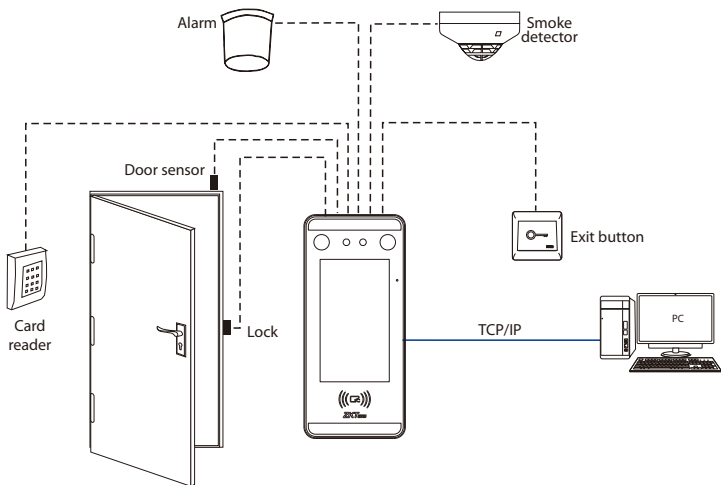
KEEP EFFECTIVE  
DISTANCE  
0.3-2m

# Device Installation

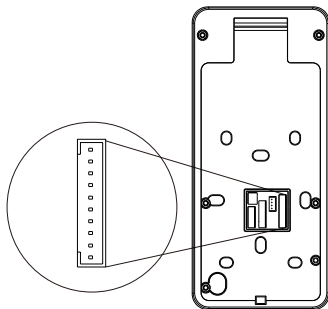
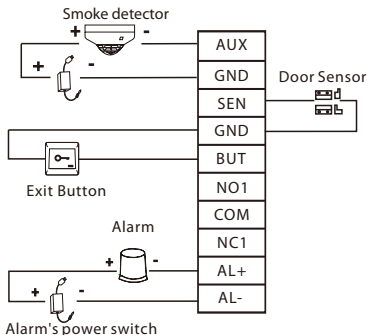


- ① Attach the mounting template sticker to the wall, and drill holes according to the mounting paper. Fix the back plate on the wall using wall mounting screws.
- ② Attach the device to the back plate.
- ③ Fasten the device to the back plate with a security screw.

# Standalone Installation



# Door Sensor, Exit Button & Alarm Connection



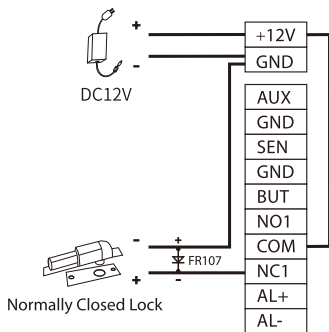
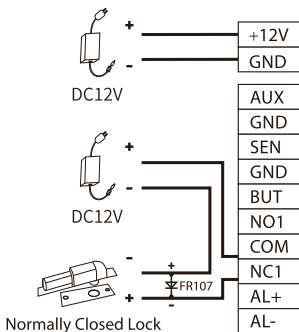
## Lock Relay Connection

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:

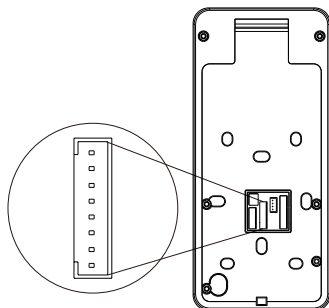
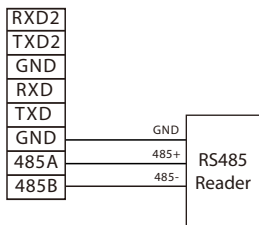
1) Device not sharing power with the lock

2) Device sharing power with the lock

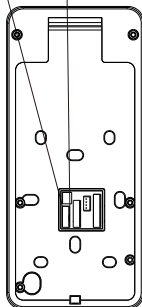
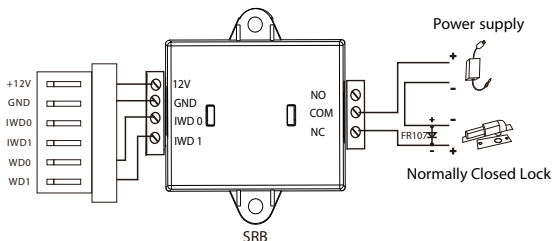
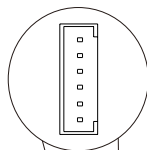
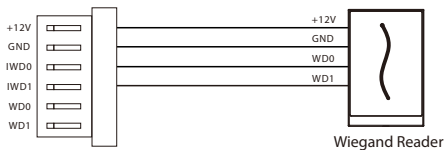




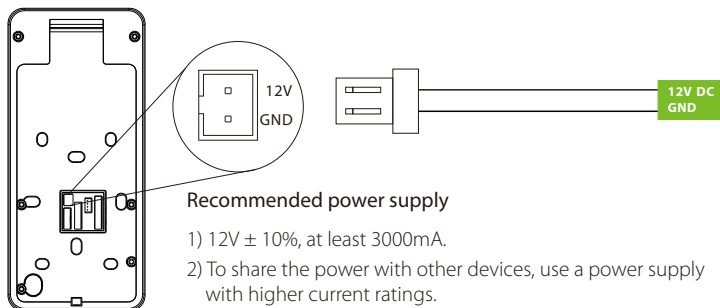
## RS485 Connection



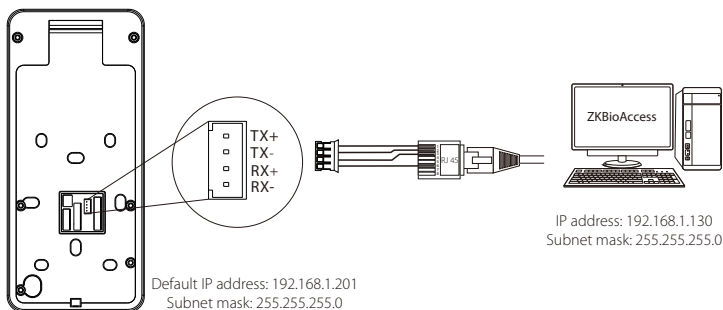
## Wiegand Reader/SRB Connection



## Power Connection




## Ethernet Connection




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

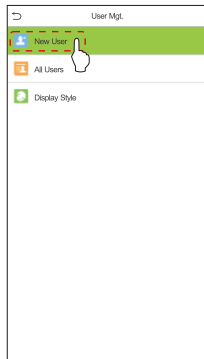
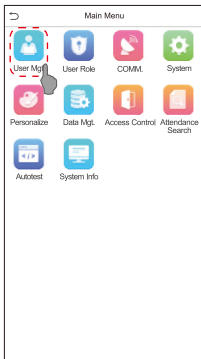
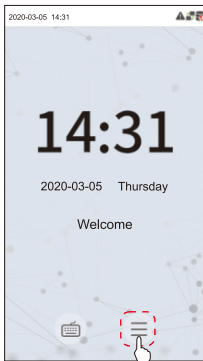
**Note:** In LAN, IP addresses of the server (PC) and the device must be in the same network segment when connecting to ZKBioAccess software.

# User Registration

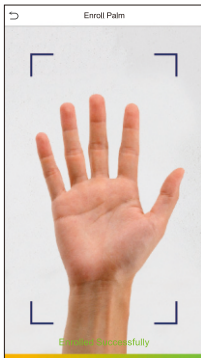
When there is no super administrator set in the device, click on  to enter the menu. After setting the super administrator, the system will request for the administrator's verification before entering the menu. For the security purpose, it is recommended to register a super administrator at the first 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.



New User	
User ID	1
Name	Mike
User Role	Normal User
Verification Mode	Password/Face/Palm
Badge Number	
Palm	1
Face	1
Password	*****
User Photo	1



## 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.

The screenshot shows the ZKBioAccess software interface. The 'Search Device' window is open, displaying a search bar, a progress bar, and a table of found devices. The 'Add' dialog box is also open, showing fields for Device Name, Icon Type, Area, and Add to Level, along with a checkbox for 'Clear Data in the Device when Adding'.

**Search Device Window:**

- Search: No device found? Download Search Tools to Local Disk
- Total Progress: 100%
- Searched devices count: 1
- IP Address: 192.168.213.79
- Device Type: Door
- Serial Number: 192.168.213.1
- Subnet Mask: 255.255.255.0
- Gateway Address: 192.168.213.1
- Set Server: 192.168.213.1
- Operation: Add

**Add Dialog Box:**

- Device Name: 192.168.213.79
- Icon Type: Door
- Area: Area Name
- Add to Level: \_\_\_\_\_
- Clear Data in the Device when Adding: ☐
- Warning: [Clear Data in the Device when Adding] will delete data in the device(except event record), please use with caution!
- Buttons: OK, Cancel

2. Click [Personnel] > [Person] > [New] to register users in the software.

3. Add users to access levels.

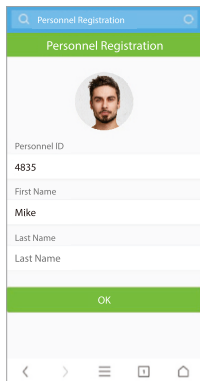
4. Click [Access] > [Device] > [Device Control] > [Synchronize All Data to Devices].

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

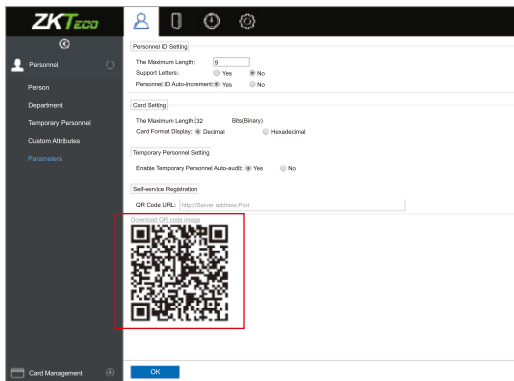
## Method3: Register on the phone

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.

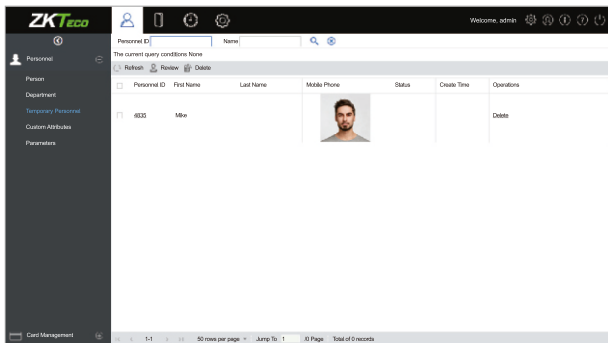


The image shows a mobile application interface for "Personnel Registration". At the top, there's a search bar and a "Personnel Registration" title. Below the title is a profile picture of a man. Underneath the picture, there are input fields for "Personnel ID" (containing "4835"), "First Name" (containing "Mike"), "Last Name", and "Last Name". At the bottom, there is a green "OK" button.




The image shows the ZKTeco web interface for configuring parameters. The left sidebar has a menu with "Personnel" selected. The main area is titled "Parameters" and contains several settings sections: "Personnel ID Setting" (Maximum Length: 9, Support Letters: Yes, Personnel ID Auto-Increment: Yes), "Card Setting" (Maximum Length: 32, Card Format Display: Decimal), "Temporary Personnel Setting" (Enable Temporary Personnel Auto-audit: Yes), and "Self-service Registration" (QR Code URL: http://Server address:Port). A QR code is displayed below the QR Code URL, highlighted with a red box. At the bottom, there is a "Card Management" button and an "OK" button.



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





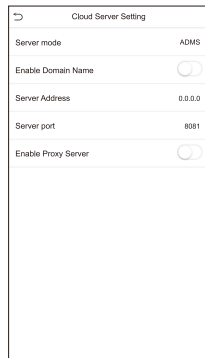
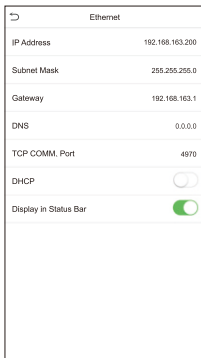
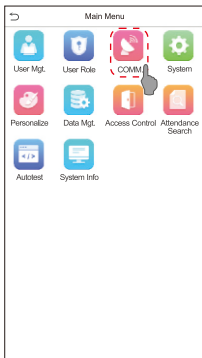
The image shows the ZKTeco web interface for viewing personnel. The left sidebar has a menu with "Personnel" selected. The main area is titled "Personnel" and shows a table of personnel. The table has columns for "Personnel ID", "First Name", "Last Name", "Mobile Phone", "Status", "Create Time", and "Operations". There is one row of data for a person with ID 4835 and name Mike. Below the table, there is a "Card Management" button and a "Review" button.

Personnel ID	First Name	Last Name	Mobile Phone	Status	Create Time	Operations
4835	Mike					Delete


## Ethernet and Cloud Server Settings

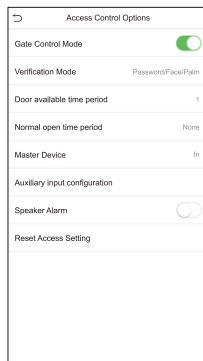
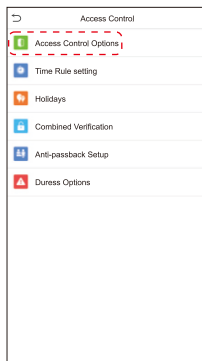
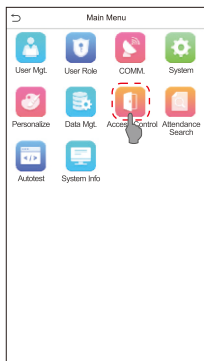
Click on  > [COMM.] > [Ethernet] to set the network parameters. If the TCP/IP communication of the device is successful, the icon  will be displayed in the upper right corner of the standby interface.

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.



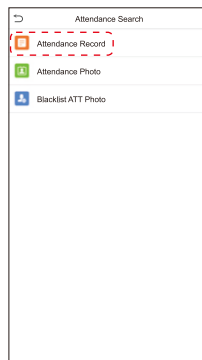
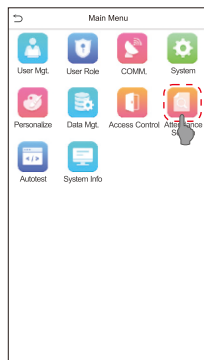
## Access Control Settings

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



## Records Query

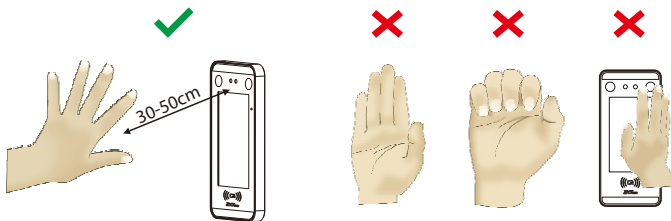
Click on > [Attendance Search] > [Attendance Record] to enter the records query interface, input the user ID and select the time range, the corresponding attendance log will be displayed.



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	11:28
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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