ULTIMA 5

The Re-imagined Workforce
Data Collection Terminal

ADMIN
USER GUIDE

ULTIMA2 Series

Time & Attendance Terminal

ZKTeco

ZKtechnology.com

This is an interactive PDF document

Simply click or touch *(on touch screen)* to navigate.

Cover page

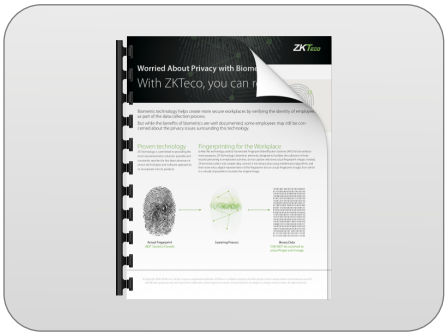
Intro page (This page)

Admin UI menu

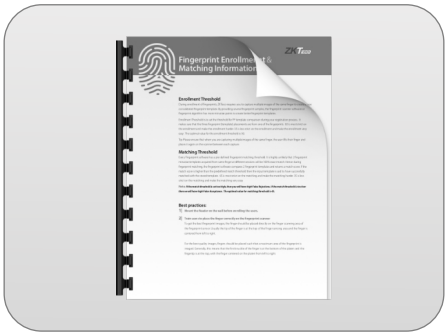
Ultima modules, plugs & indicators

FCC Compliance Statements

Other Resources



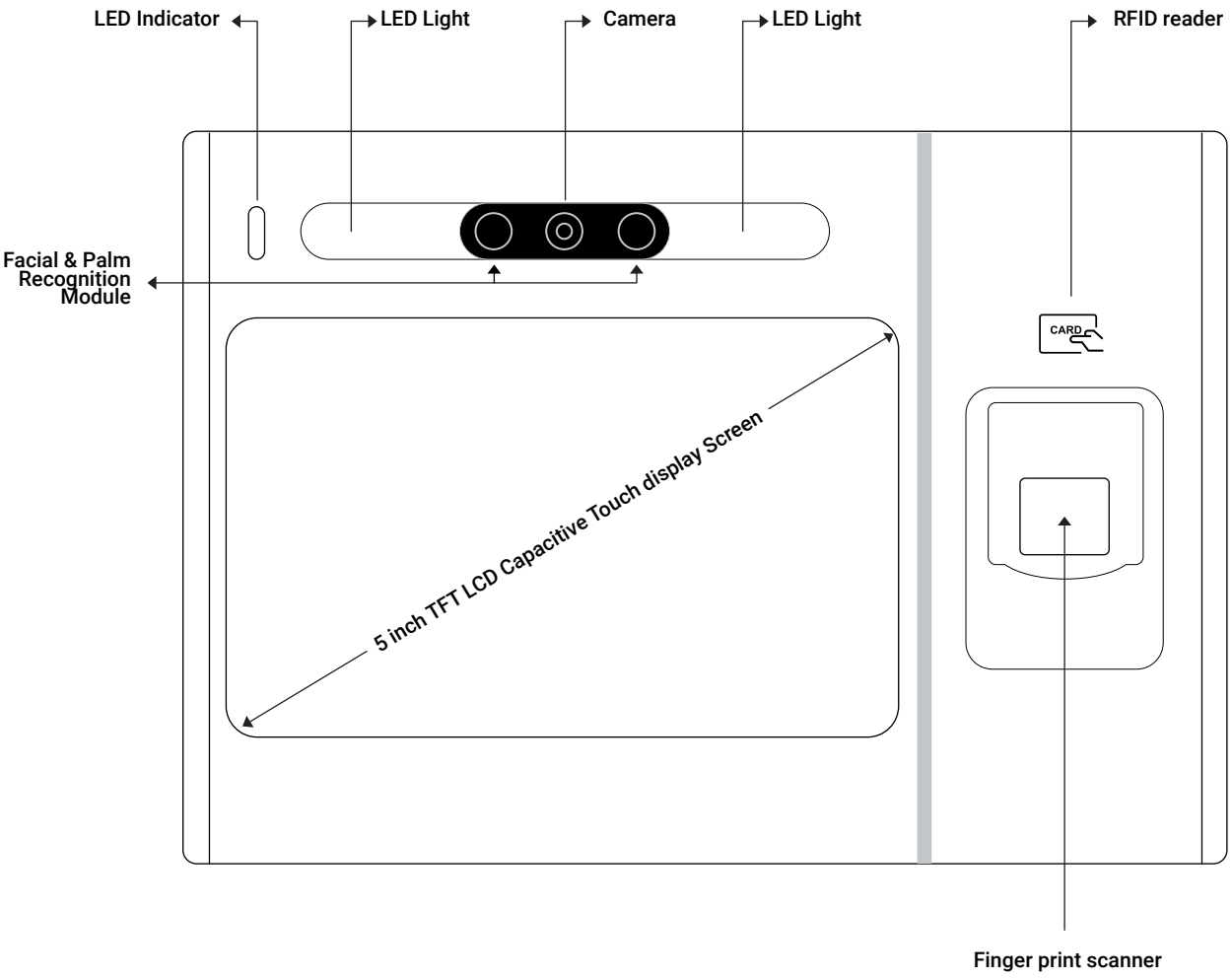
Biometric Privacy Concerns

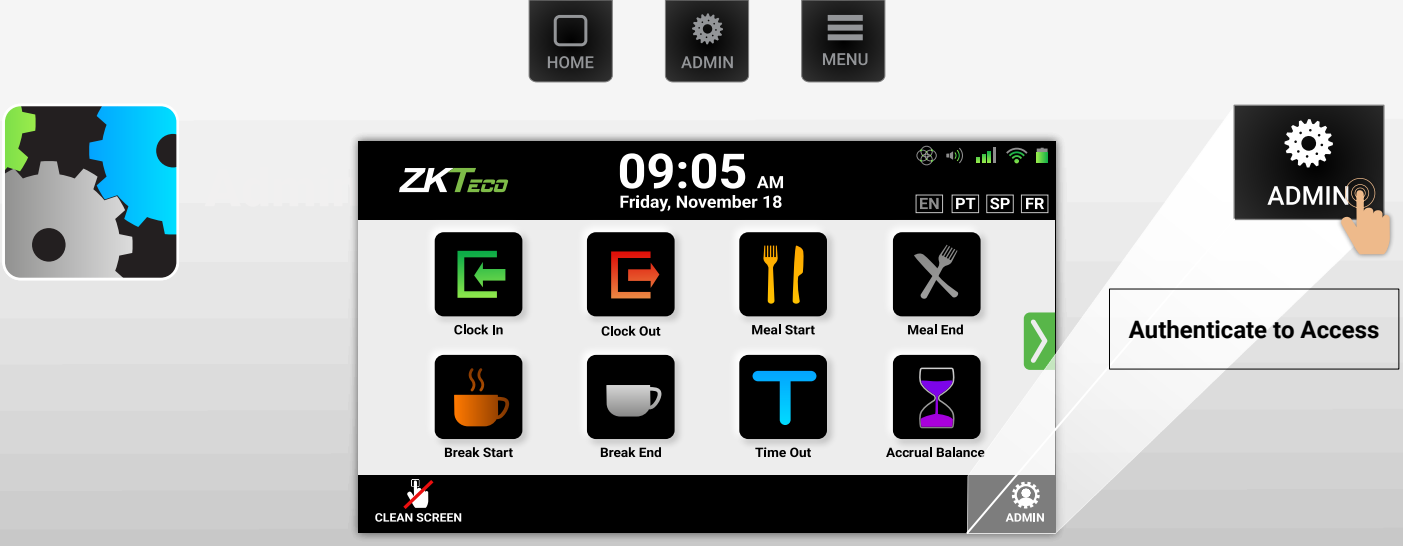


Fingerprint Enrollment

Data Sheet

ULTIMA Base & Modules





User Manager

- Search a User
- Enroll Fingerprint
- Delete Fingerprint
- Enroll Palm ID
- Delete Palm ID
- Enroll Badge
- Delete Badge
- Password
- User Privilege
- Verify Mode
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- Delete Face ID

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Admin UI

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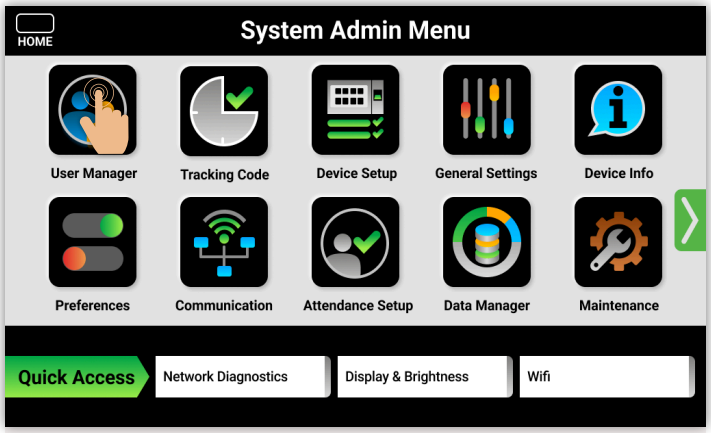
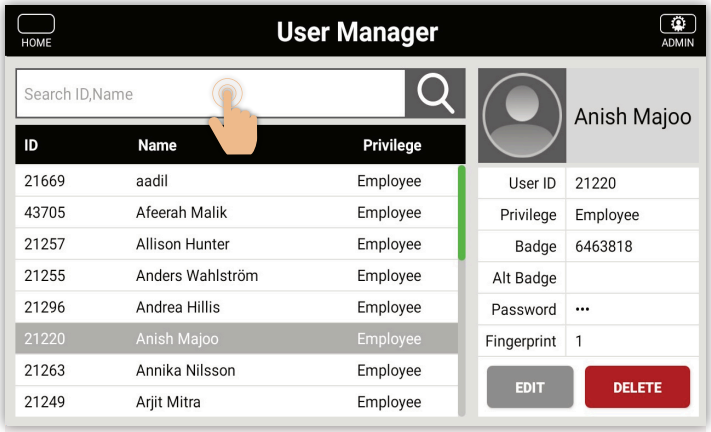
- Test Clock Health
- Test MagStrip
- Test Voice
- Test Wiegand
- Test LED
- Test Proximity
- Test Camera
- Test Ethernet
- Test Wi-Fi and Thermal & Face

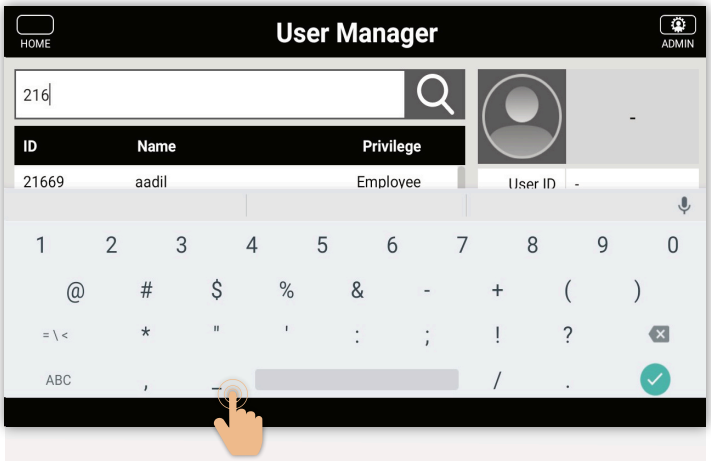
User Manager



Select the **User Manager** icon



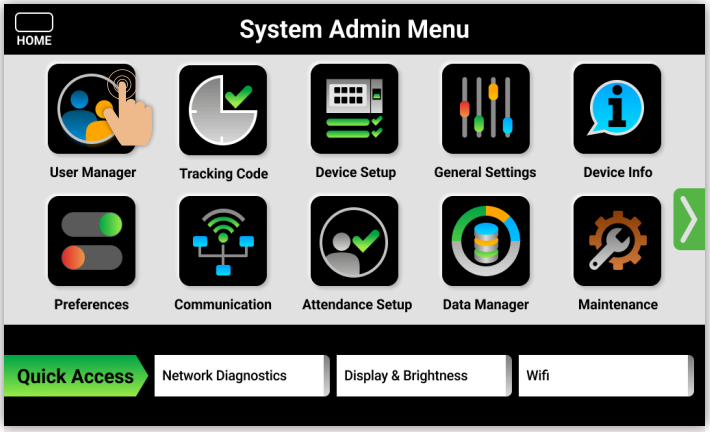
Select the **Search field**



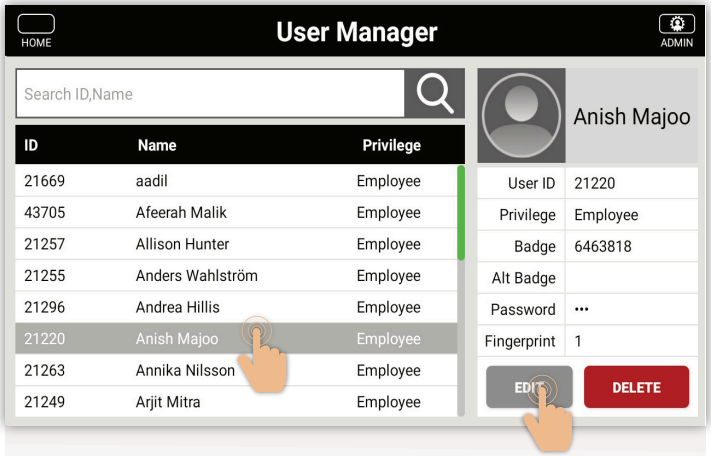
Start to enter users **name** or **user ID**.

It is a dynamic string search field, which will show you results as you type

User Manager

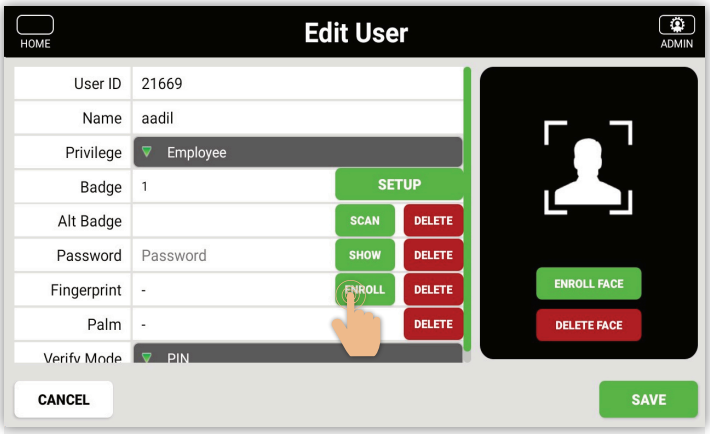


Select the **User Manager** icon

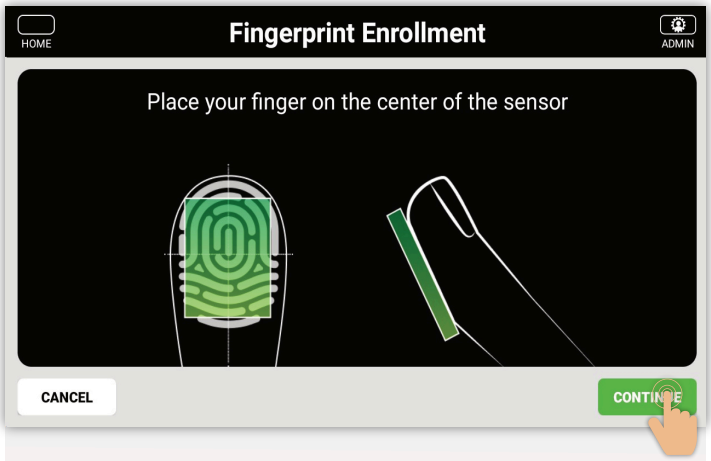


Select a **name**

Select the **Edit** button



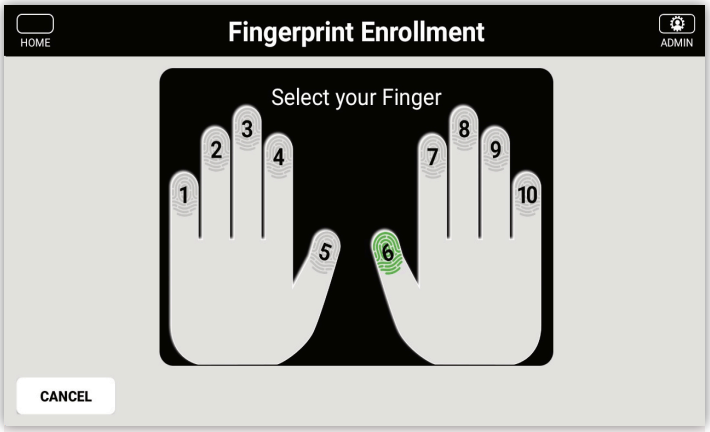
Select **Enroll**



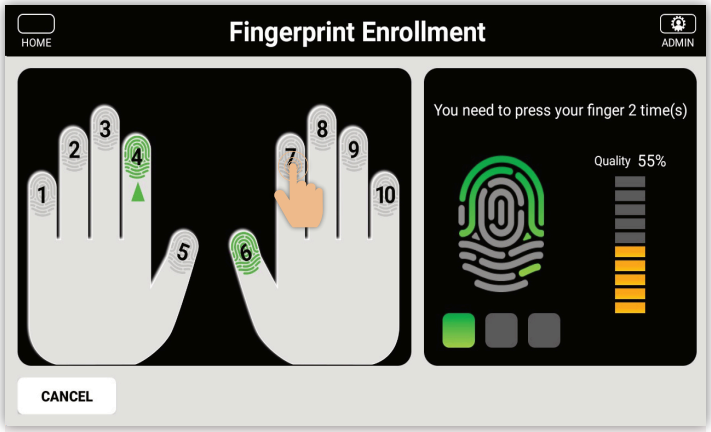
After reading the instruction.

Select **Continue**

User Manager



Select any **available fingerprint** to be scanned.



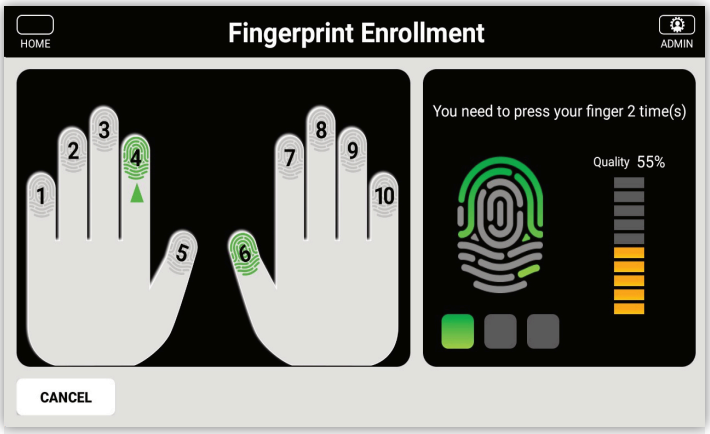
Scanning process takes 3 steps

Step 1

For instance:

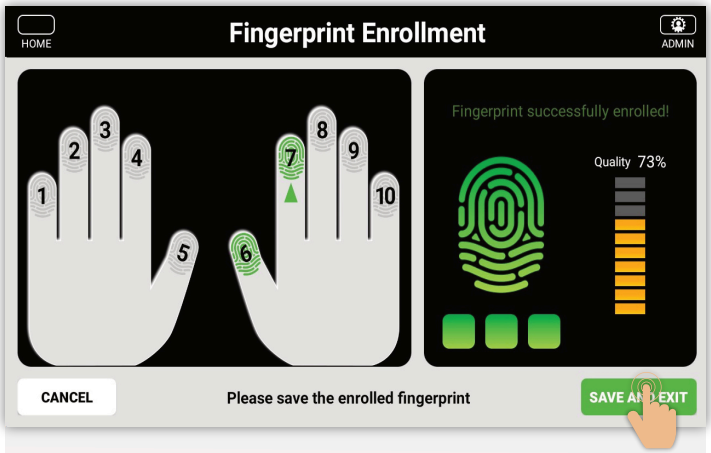
Select number 7 (index finger).

Place your index finger on to scanner bed firmly.



Step 2

Repeat the process

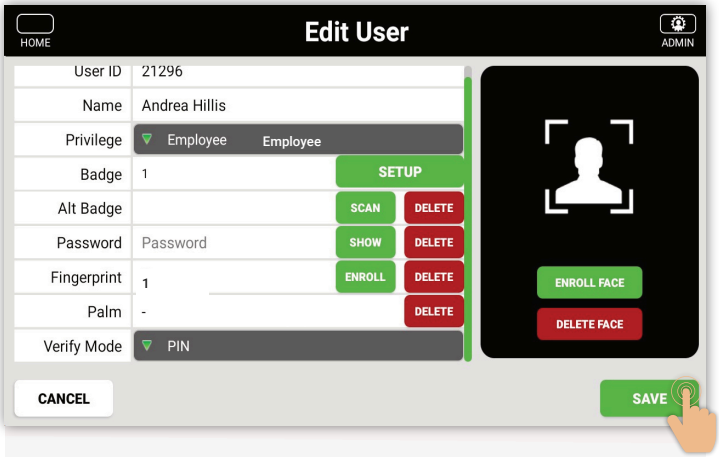


Step 3

Repeat the process. If successful Select **Save** and **Exit**

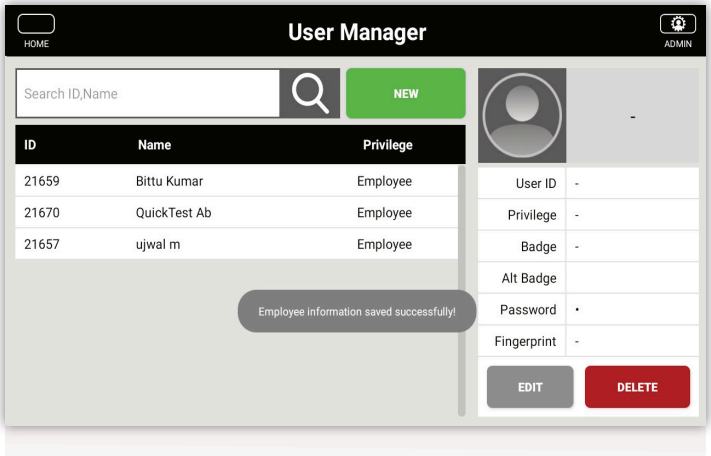
If scanning quality is inadequate it will fail. So you need to start to scanning process again

User Manager



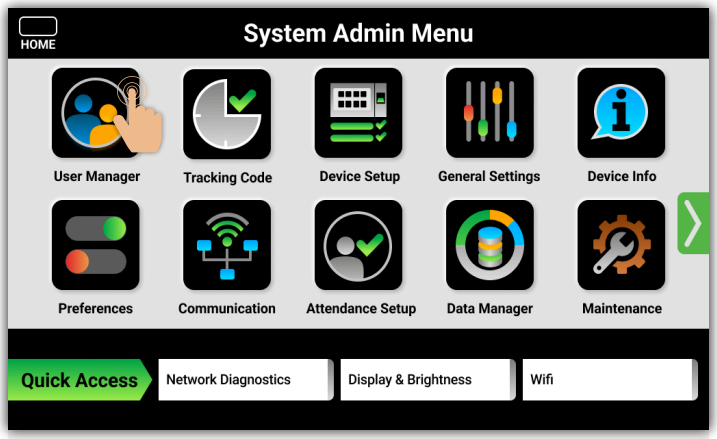
On the fingerprint field shows number of fingerprint has been recorded.

Select **Save**

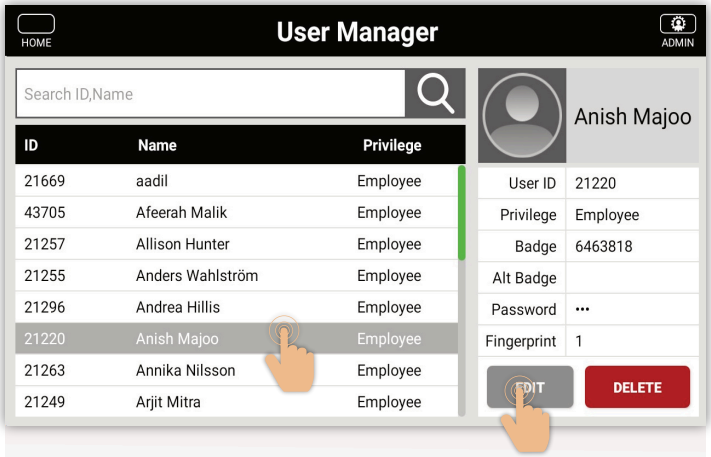


After adding the fingerprint, the pop up will display as "Employee information saved successfully".

User Manager

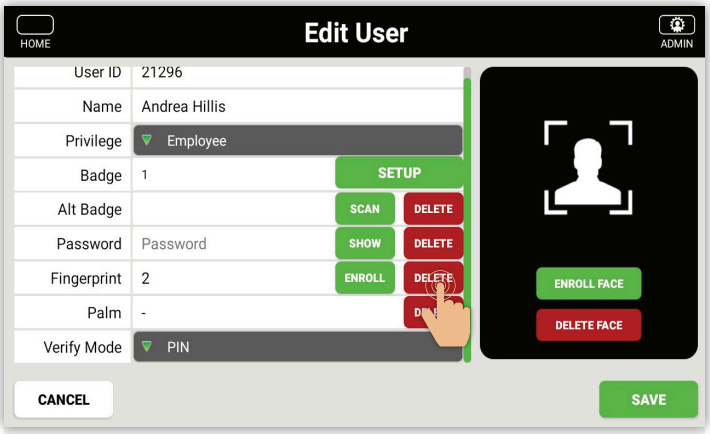


Select the **User Manager** icon

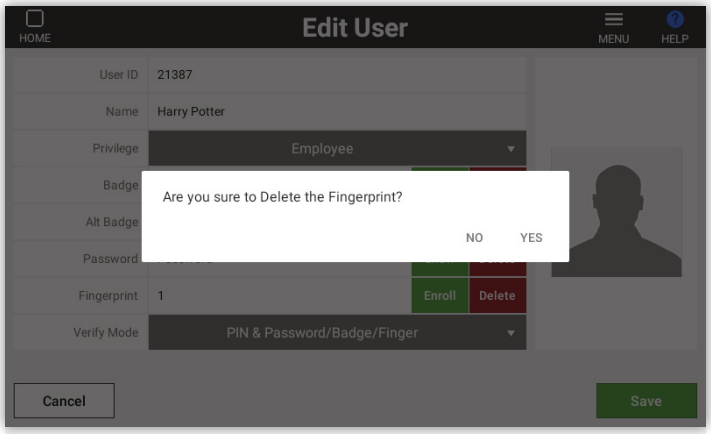


Select a **name**.

Select the **Edit** button.

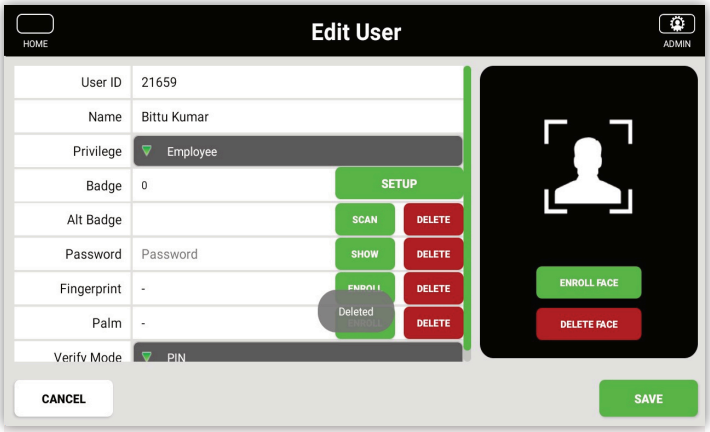


Select **Delete** button.

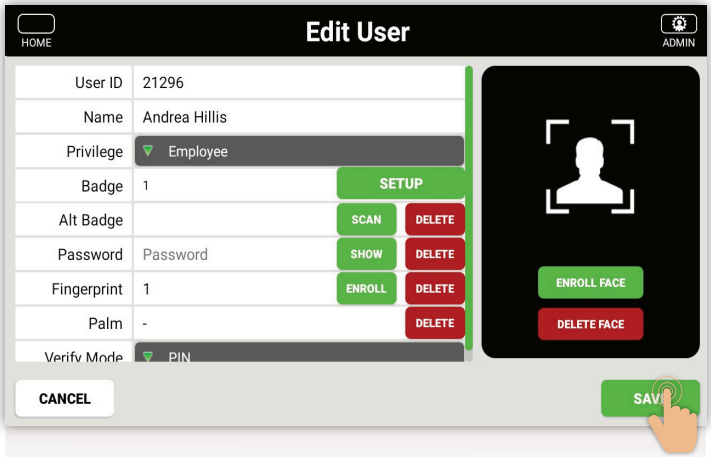


Select **YES** to confirm or **NO** to cancel

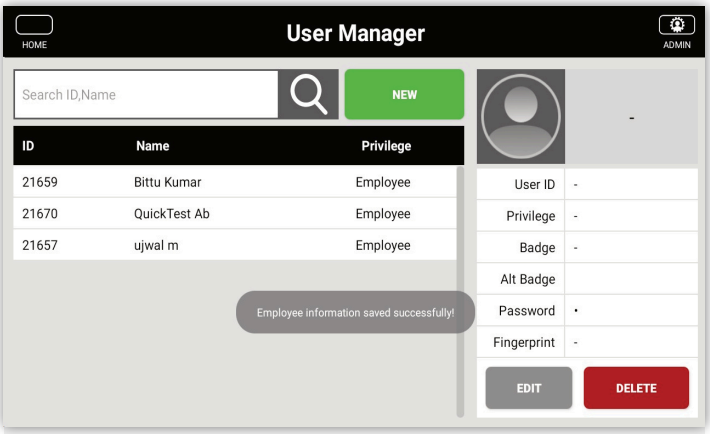
User Manager



After delete the fingerprint, the pop up will display as "Deleted".

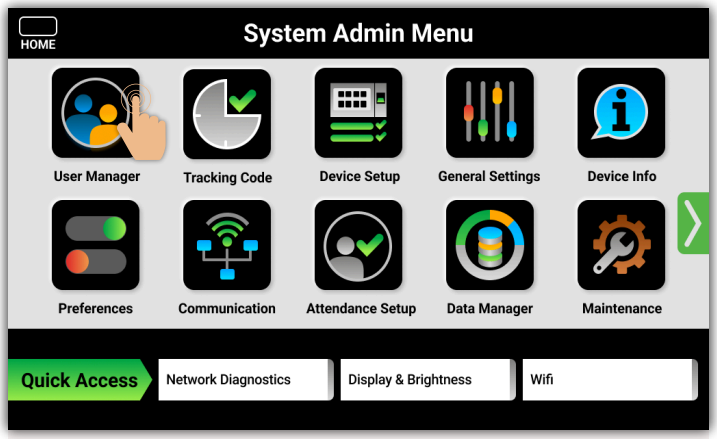


Select **Save** button.

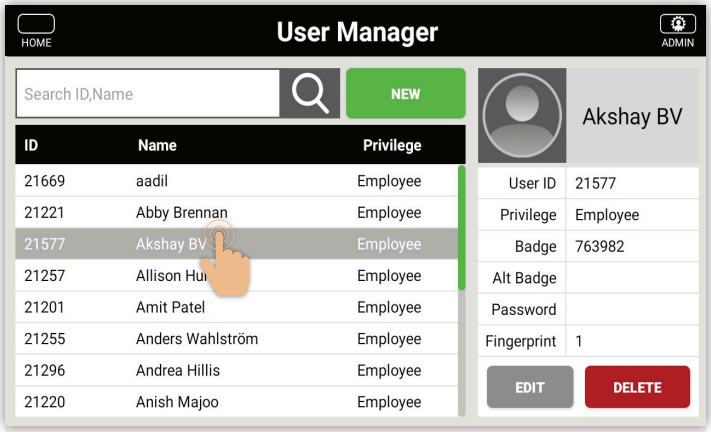


After deleting the fingerprint, the pop up will display as "Employee information saved successfully".

User Manager

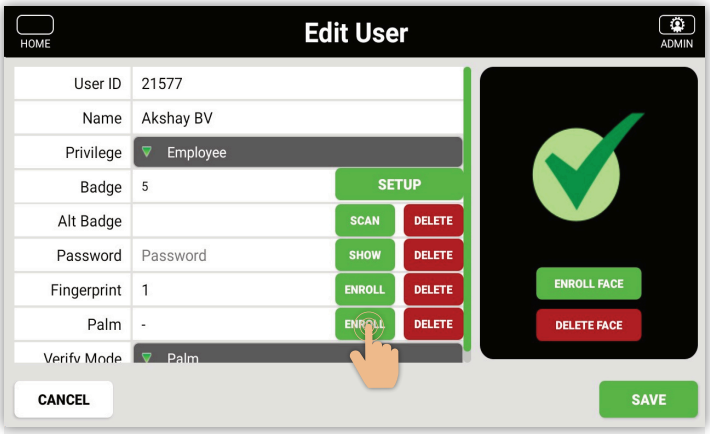


Select the **User Manager** icon

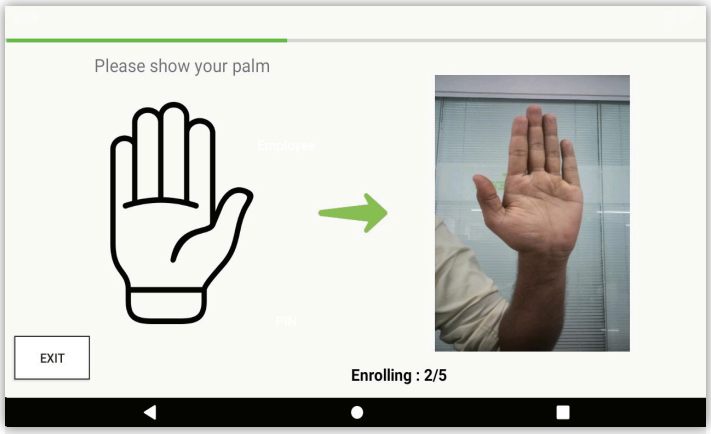


Select a **Name**

Select the **Edit** button

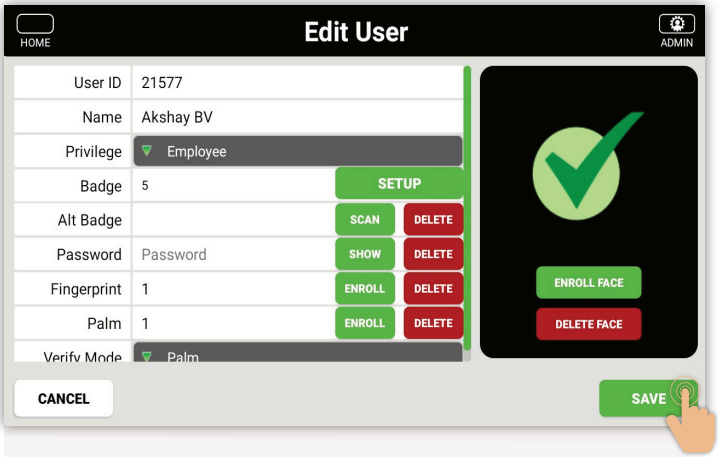


Select the **Enroll palm** button

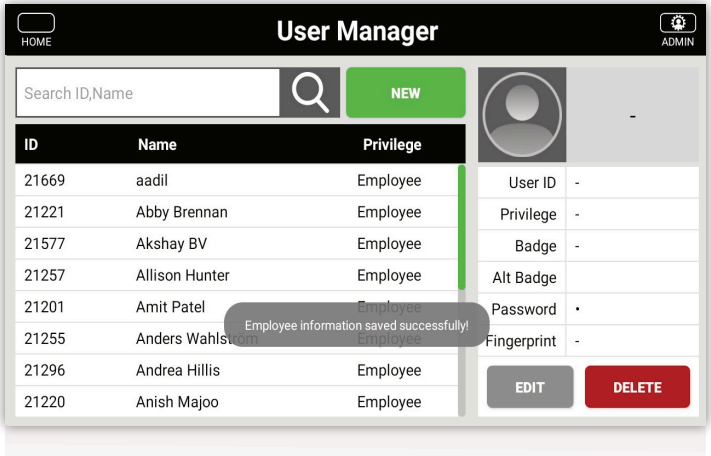


Show your plam to the camera like shown in screen

User Manager

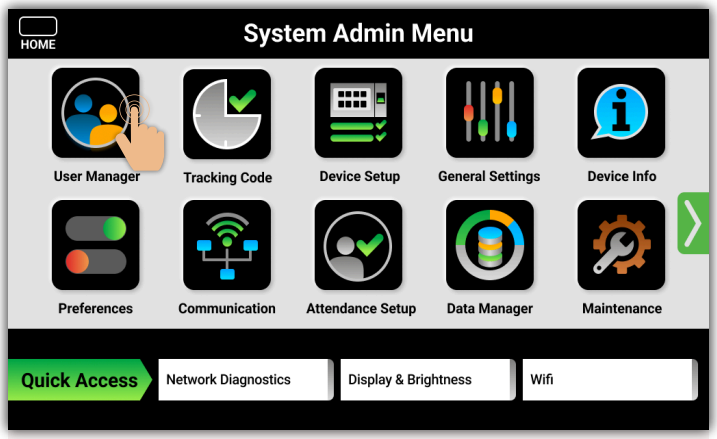


Select **Save** button

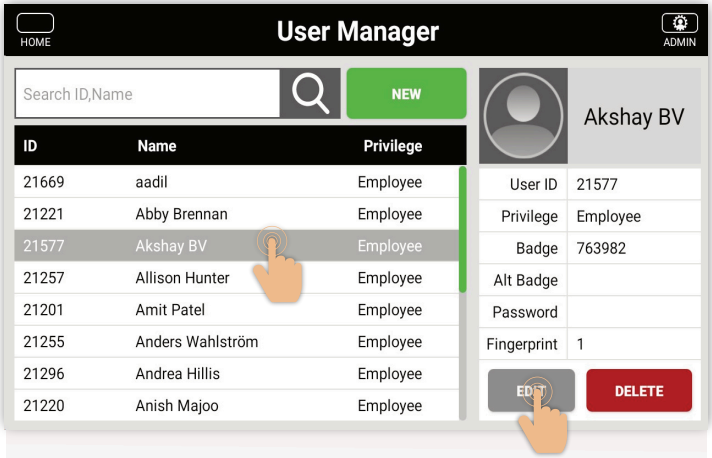


"Employee After adding the palm, the pop up will display as information saved successfully".

User Manager

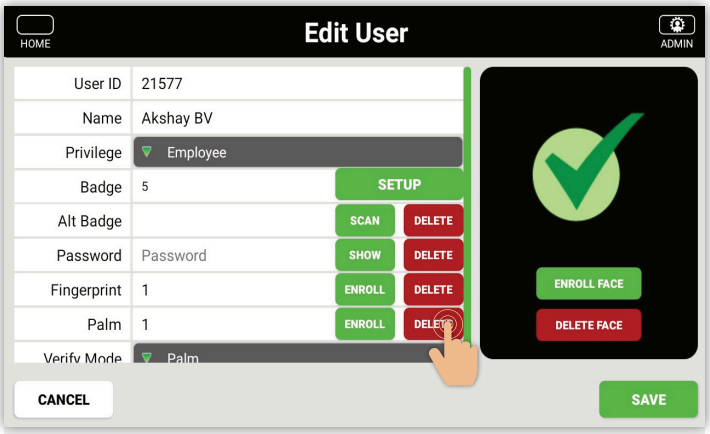


Select the **User Manager** icon

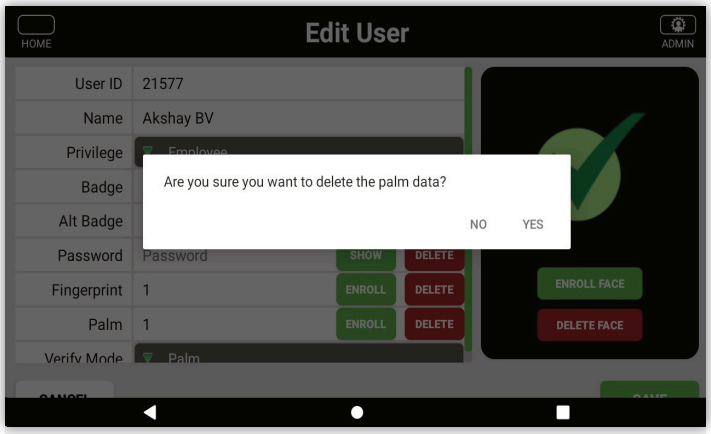


Select a **name**

Select **Edit**

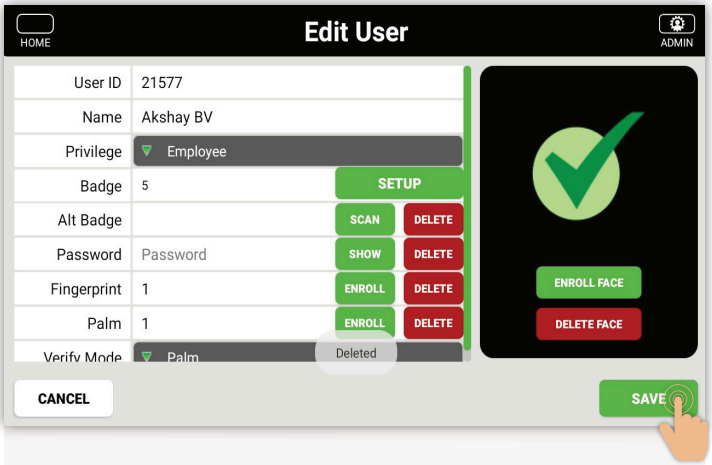


Select the **Delete palm** button

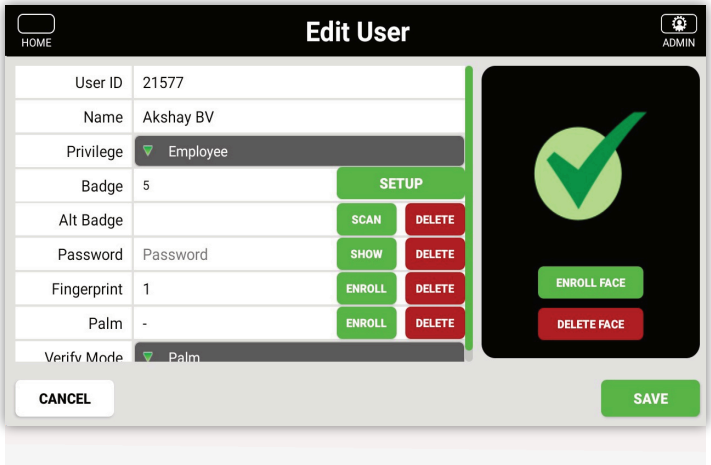


Select **YES** to confirm or **NO** to cancel

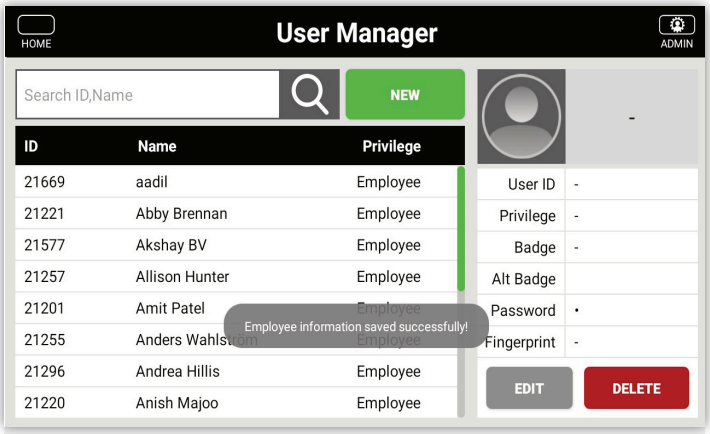
User Manager



After delete the Palm ID, the pop up will display as "Deleted".

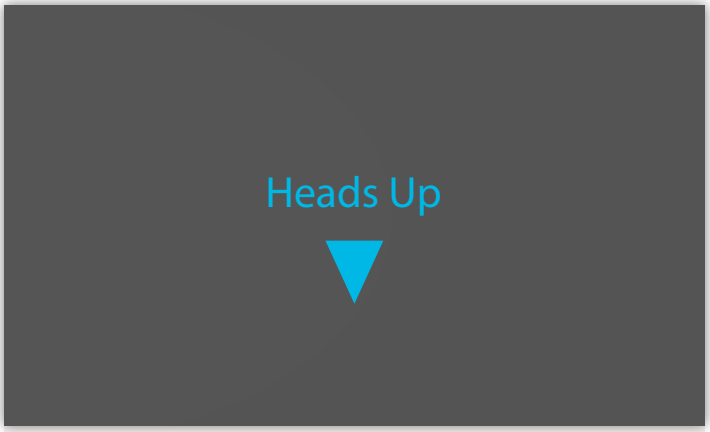


Select **Save** button.



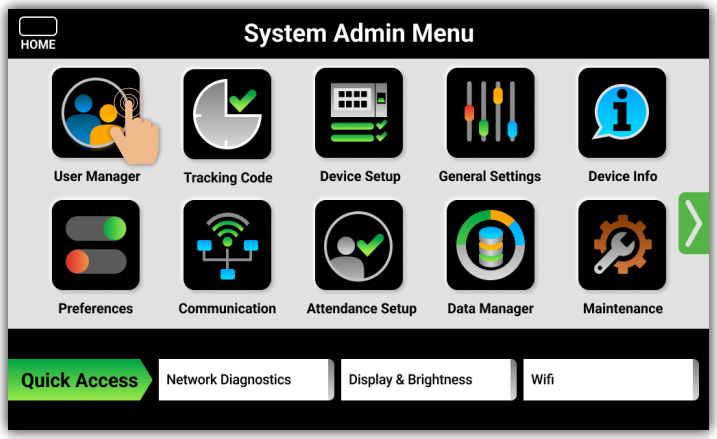
After deleting the Palm ID, the pop up will display as "Employee information saved successfully".

User Manager

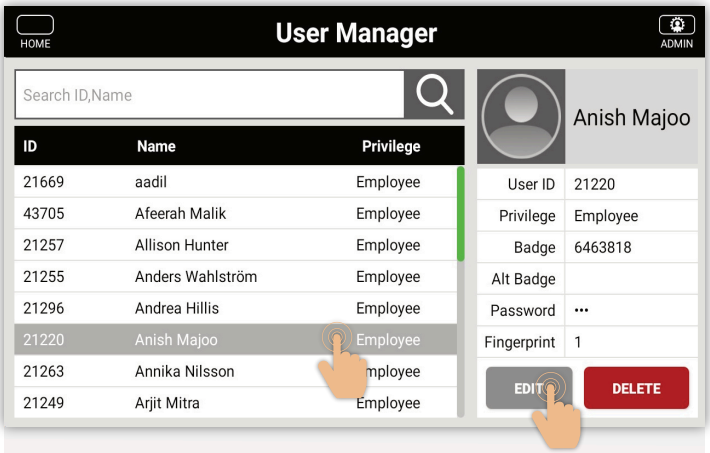


Ideally, all the badge number updates are done in Workday, then the DCS will load it and update the latest badge number on time clock accordingly.

The option to update it in DCS or Time clock is provided as an alternative way to help the badge user, however, please keep in mind that Workday data always have the highest priority. As an example, if you have a Workday ID updated with Badge number 1111, while you already have a badge number registered in DCS or time clock as 2222, once the Badge number A is loaded automatically from Workday, your badge number will be overridden as 1111.

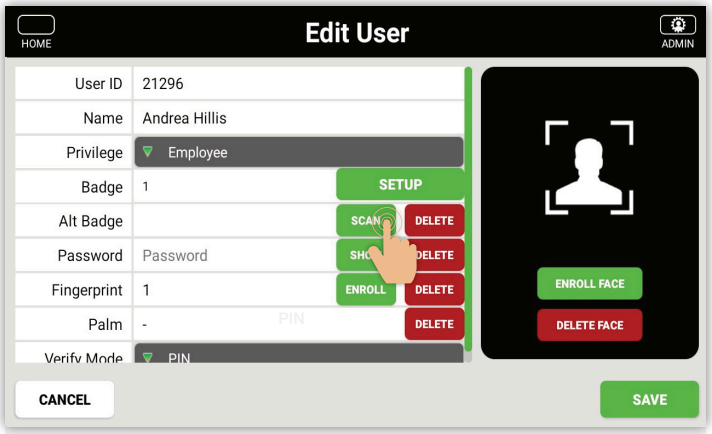


Select the **User Manager** icon



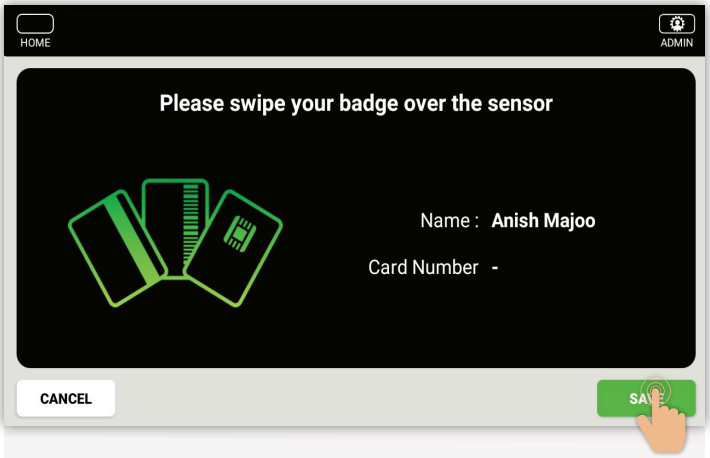
Select a **Name**

Select the **Edit** button



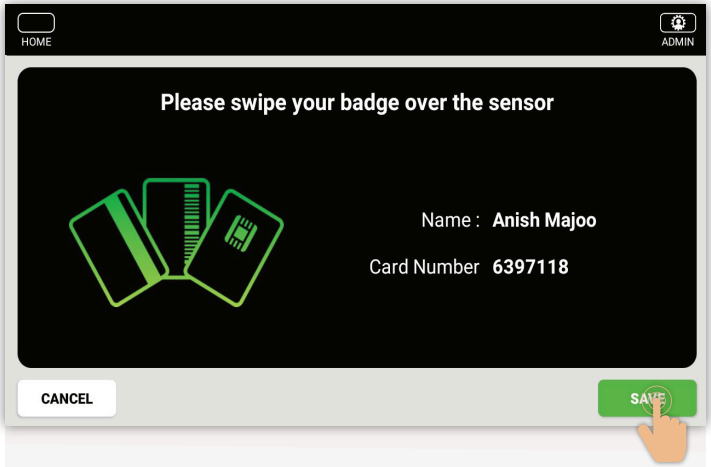
Select **Scan**

User Manager



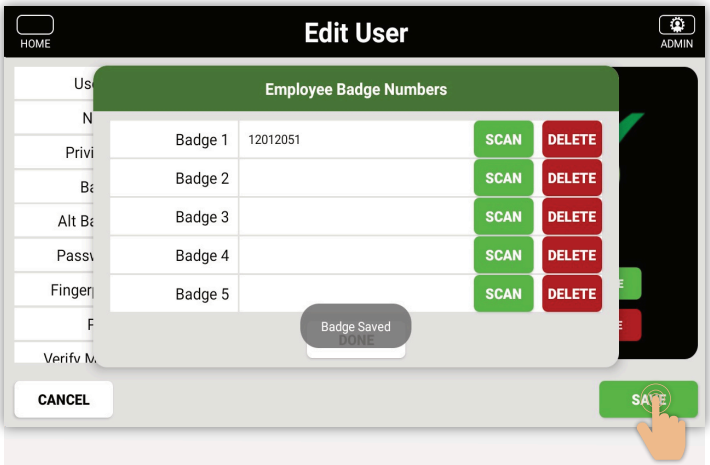
Badge enrollment screen will display.

It is ready to scan your badge. Swipe to scan your badge.

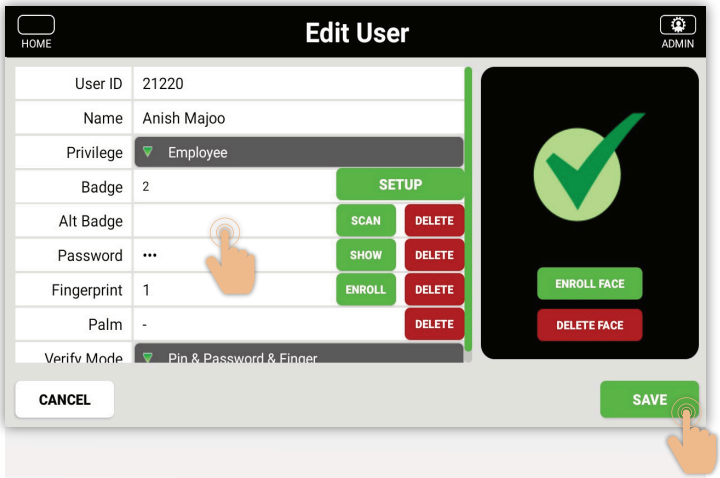


Your badge is scanned and card number is assigned.

Select **Save**



The password has been updated

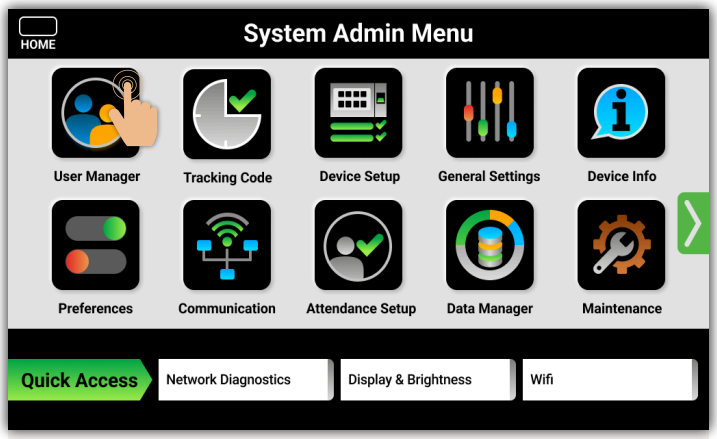


As an alternative, you may enter the badge number manually

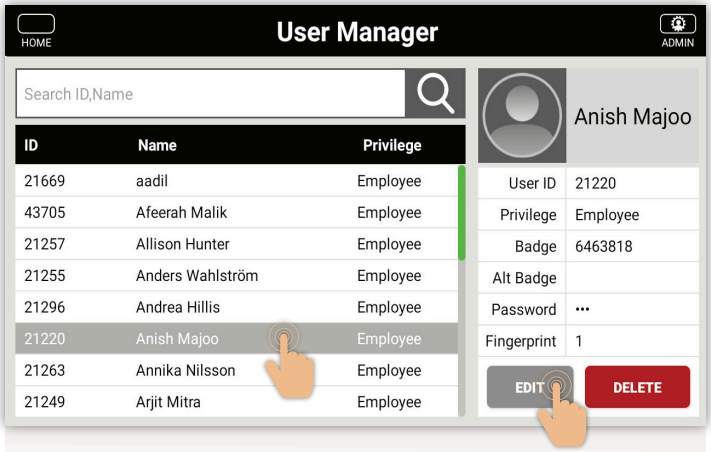
Select the badge number filed and enter the badge number.

Select **Save**

User Manager

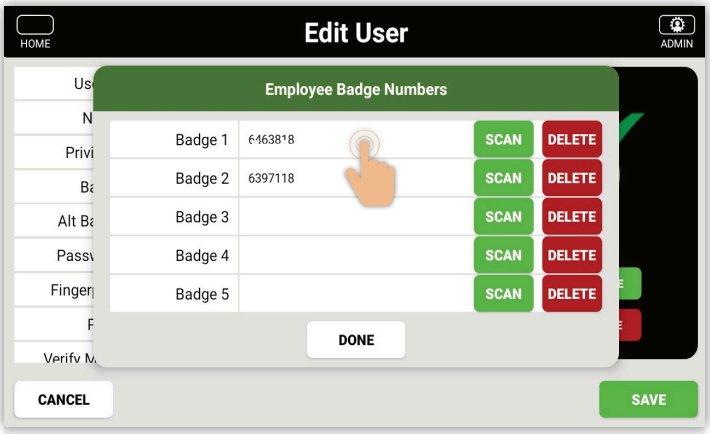


Select the **User Manager** icon

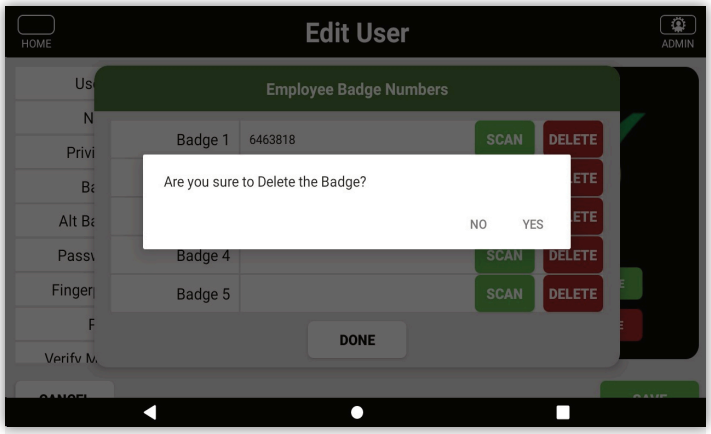


Select a **name**.

Select **Edit**

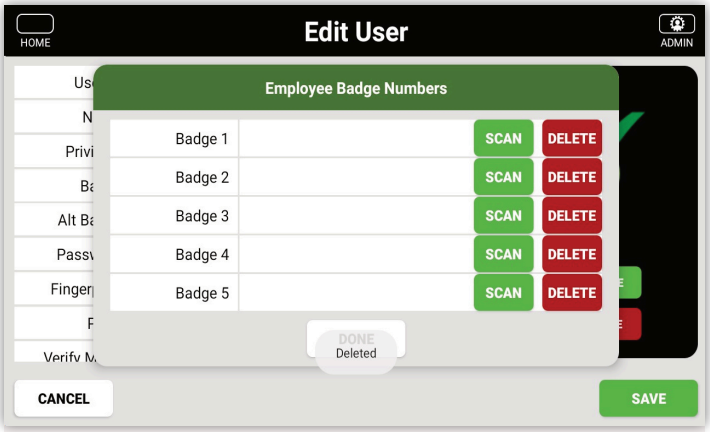


Select **Delete**

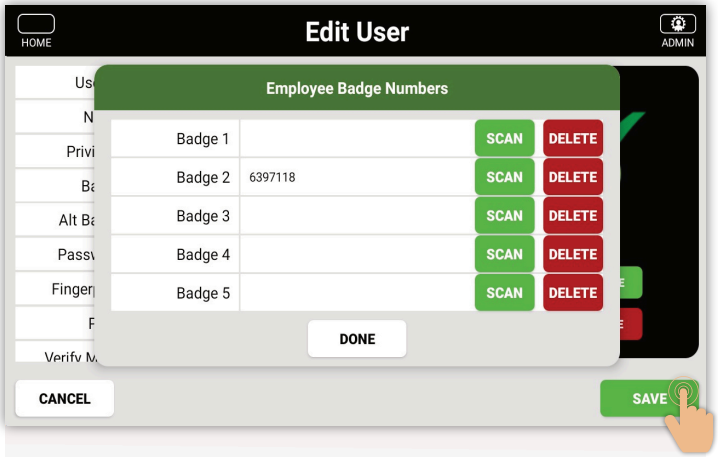


Select **YES** to confirm or **NO** to cancel

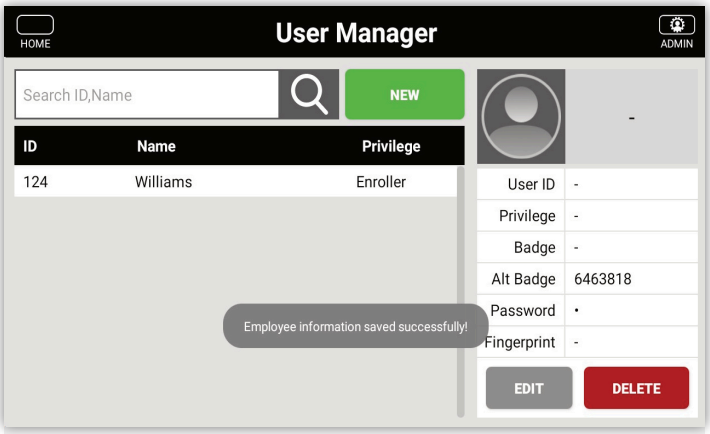
User Manager



After deleting the badge, the pop up will display as "Deleted"

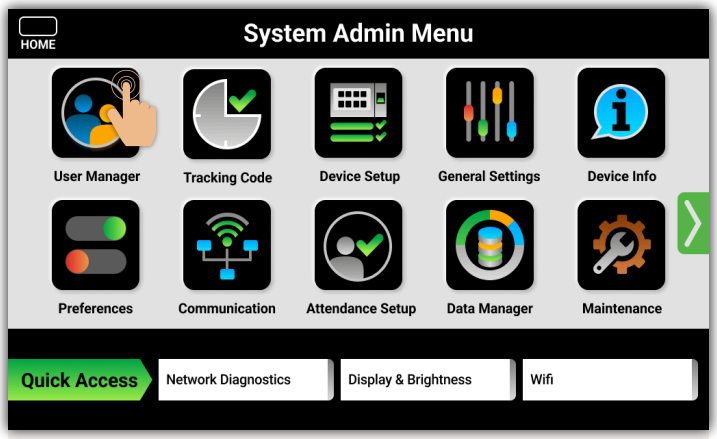


Select **Save**

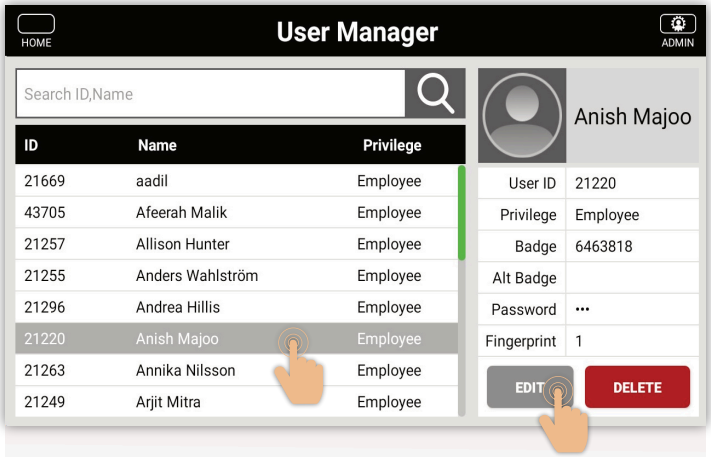


After deleting the badge successfully, the pop up will display as "Employee information saved successfully".

User Manager

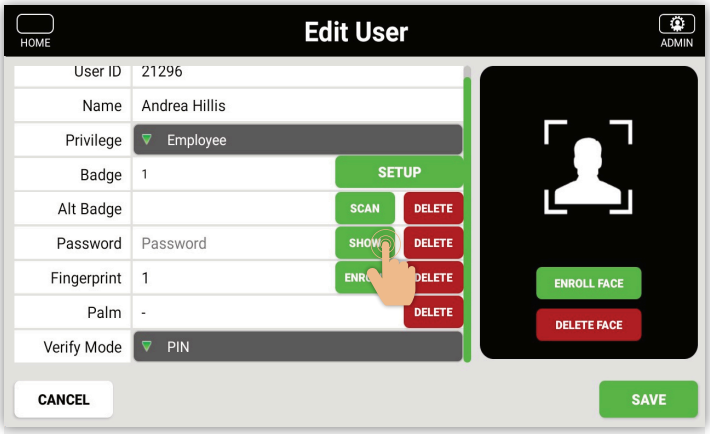


Select the **User Manager** icon

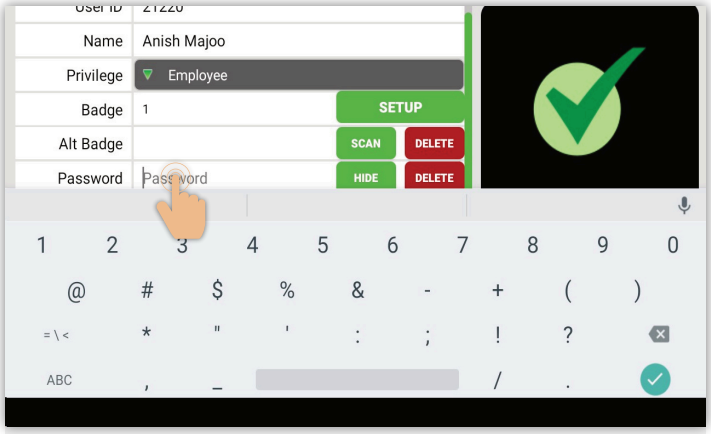


Select **a name.**

Select **Edit**

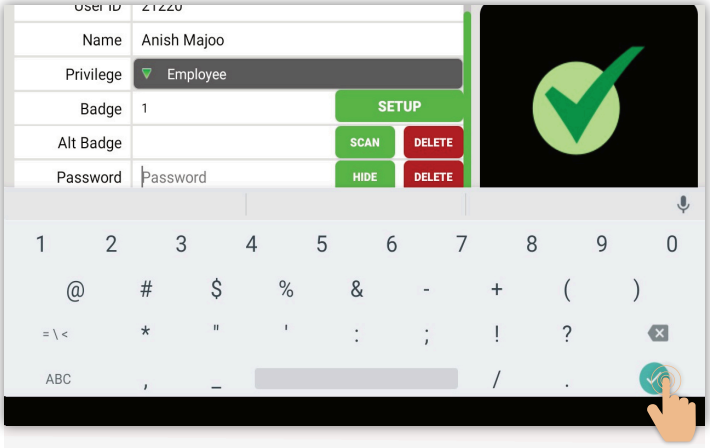


Select **Show**

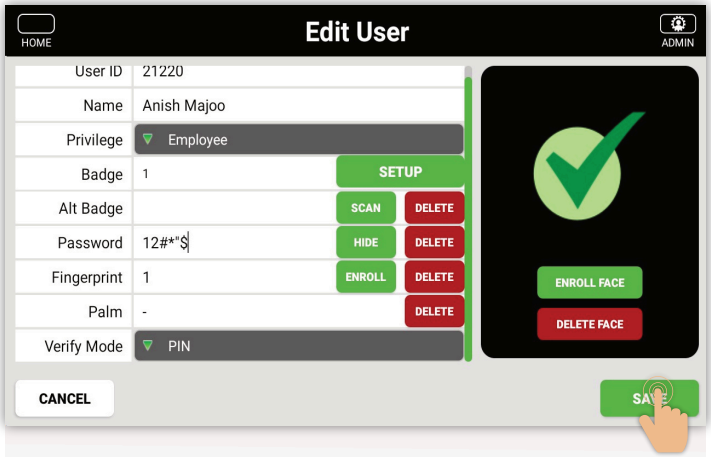


Select verify type field, for instance ***PIN & Fingerprint***

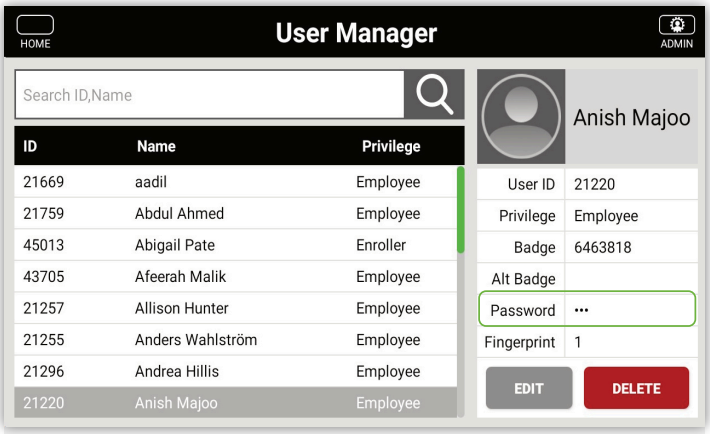
User Manager



Enter new password and select **Enter** button

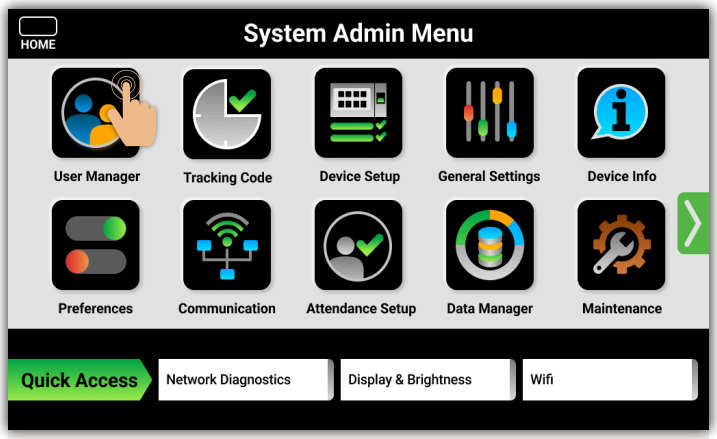


Select **Edit**

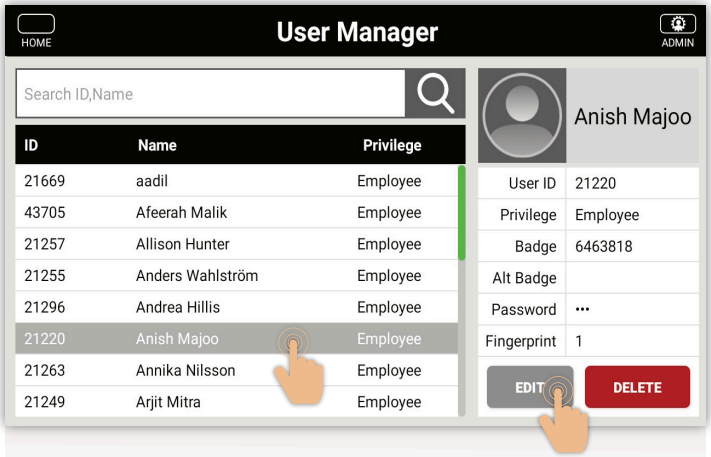


The password has been updated

User Manager

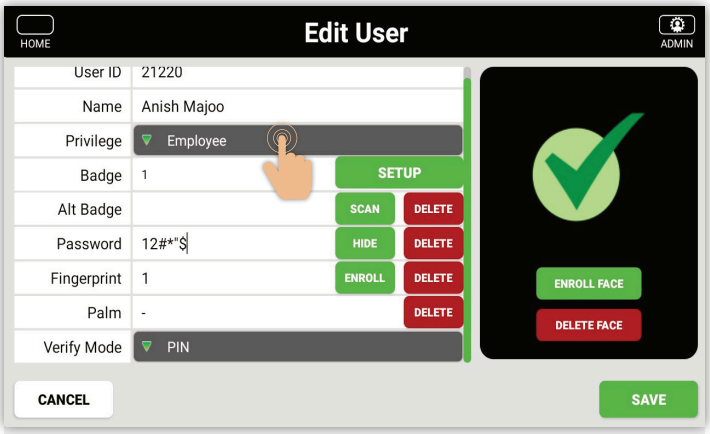


Select the **User Manager** icon

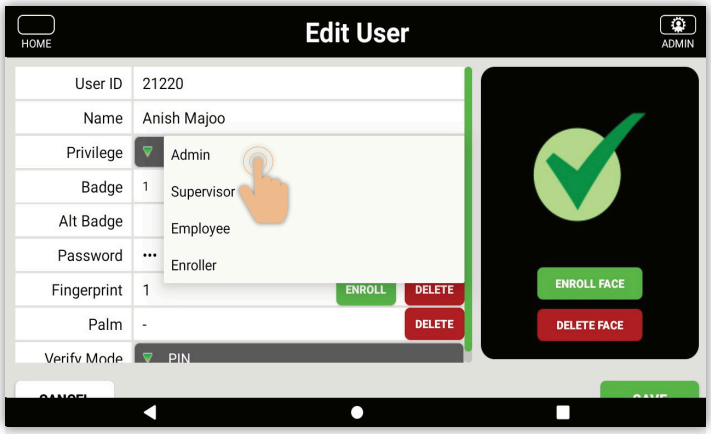


Select **a name.**

Select **Edit**



Select the Verify mode dropdown menu.



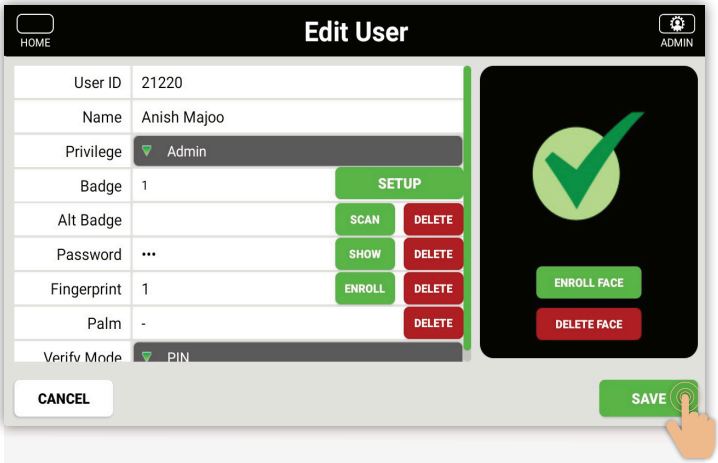
Select privilege type field, for instance **Admin**

Admin: All the "Menu" Access.

Enrollee: Accessible to Enrolled-User Manager, Device Info and Communication Menu's.

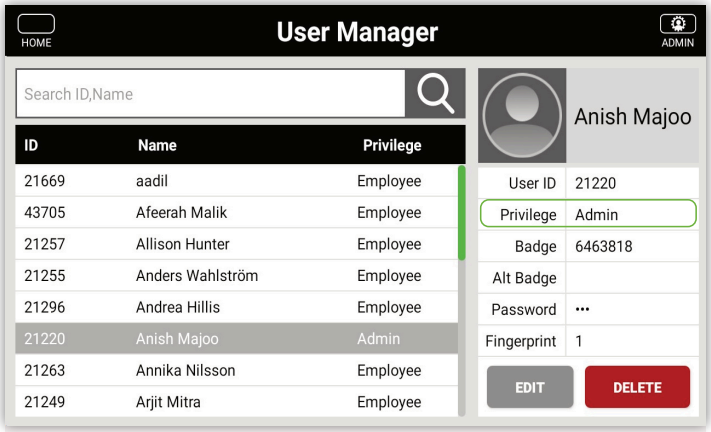
Employee: Access to "Attendance Function Key" only.

User Manager



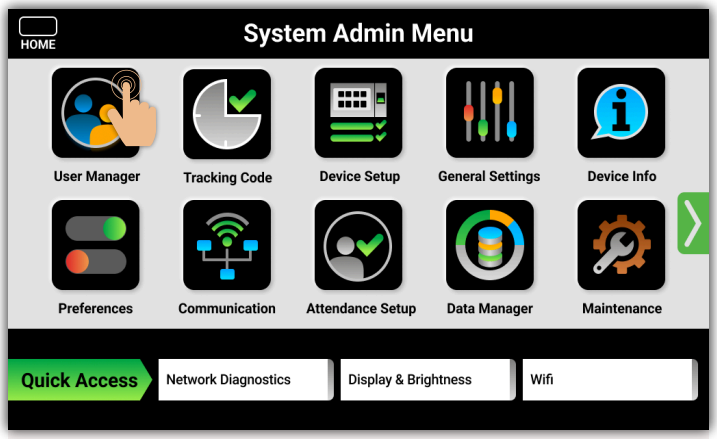
Verify mode has been changed.

Select **Save**

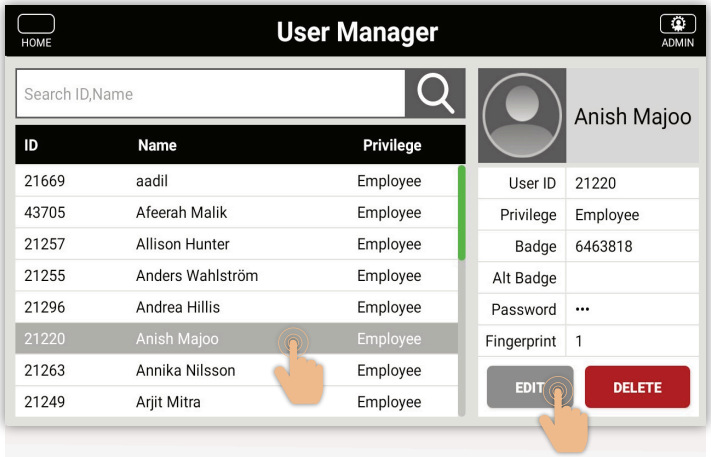


Changing user privilege is complete

User Manager

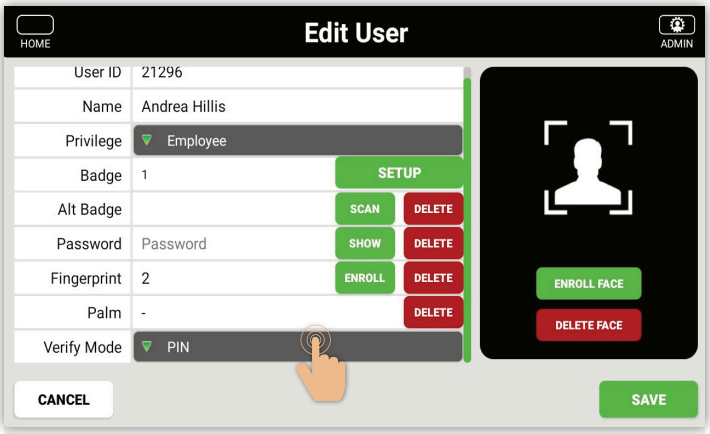


Select the **User Manager** icon

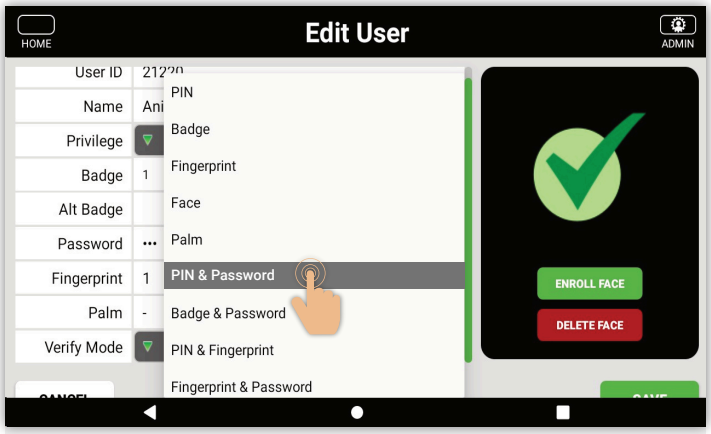


Select **a name.**

Select **Edit**



Select the Verify mode dropdown menu.

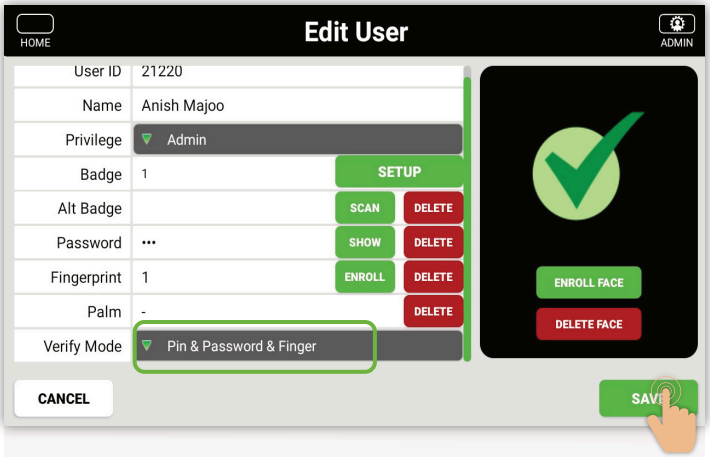


Select verify type field, for instance **PIN & Fingerprint**

VERIFY TYPE COMBINATIONS

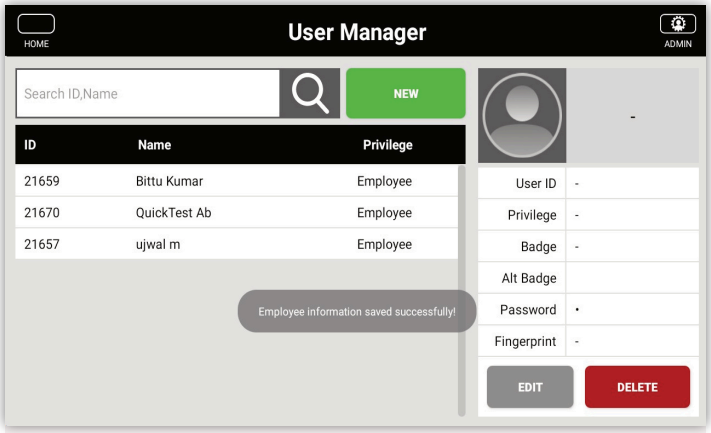
1. PIN
2. Badge
3. Fingerprint
4. Face
5. Palm
6. PIN & Password
7. Badge & Password
8. PIN & Fingerprint
9. Fingerprint & Password
10. Badge & Fingerprint
11. PIN/Badge
12. PIN & Password/Badge
13. Face/PIN & Password/Badge/Finger
14. PIN & Password/Badge/Finger
15. PIN & Finger/Badge & Finger
16. Badge & Password & Finger
17. Finger/PIN & Password
18. Finger/Badge
19. Face / Badge
20. Face & Badge
21. Face & PIN
22. Face & Badge/Face & PIN
23. Face/Badge
24. Face /Finger
25. PIN/Finger/Badge
26. Face /PIN
27. Face & PIN

User Manager

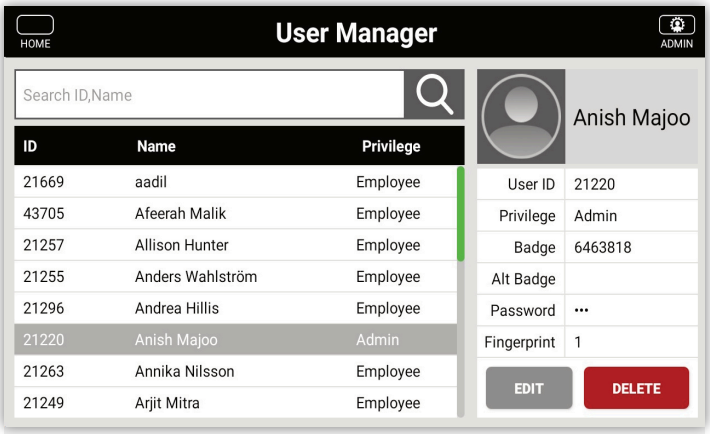


Verify mode has been changed

Select Save

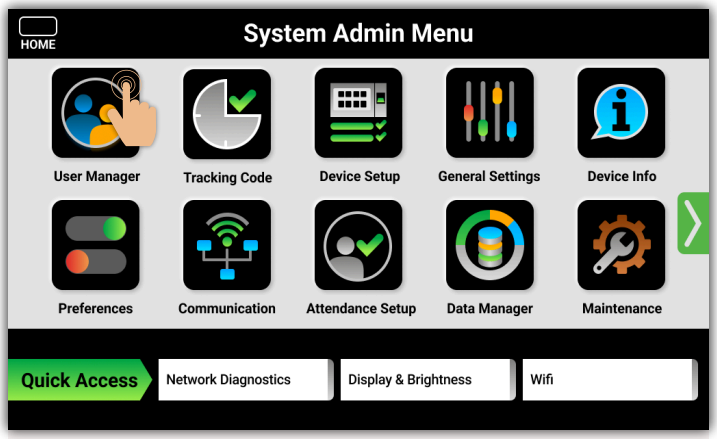


After verify mode is added, the pop up will display as "Employee information saved successfully".

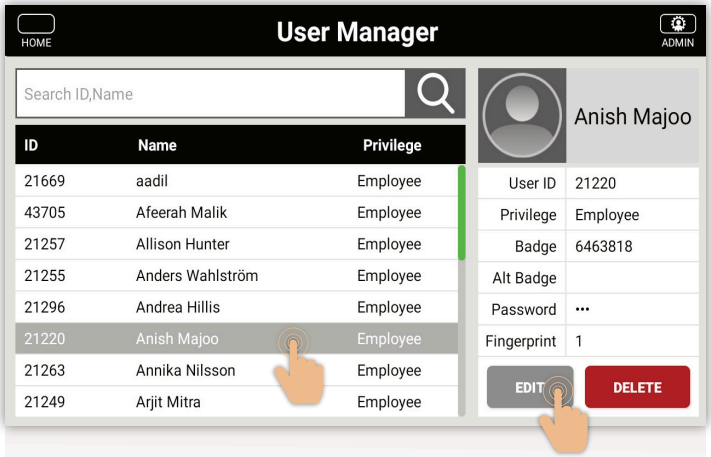


Changing user verify mode is complete

User Manager

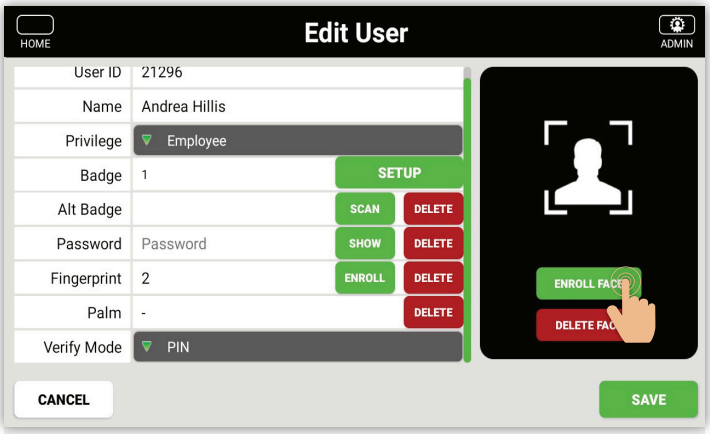


Select the **User Manager** icon

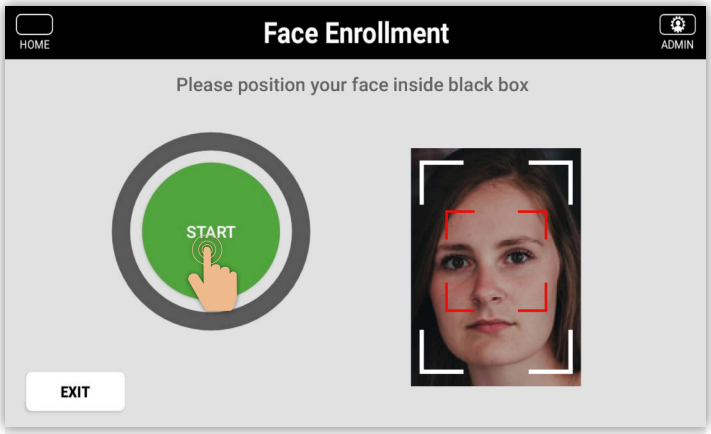


Select **a name.**

Select **Edit**

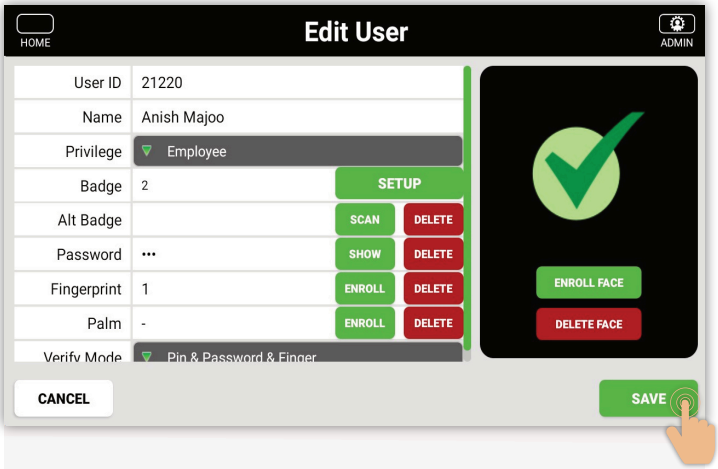


Select **Enroll Face**



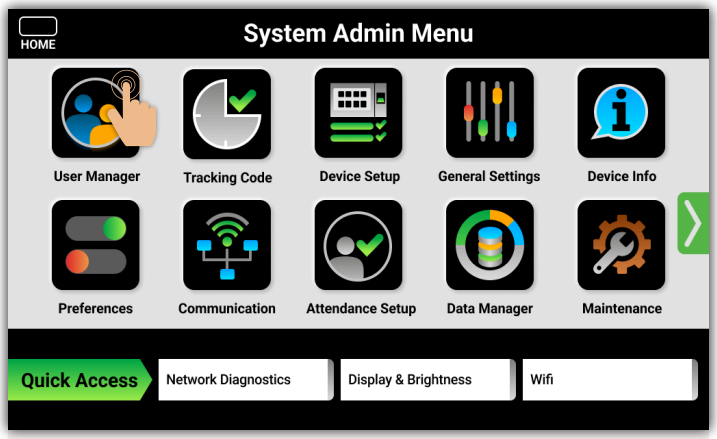
Select **Start** and put face inside the black box

User Manager

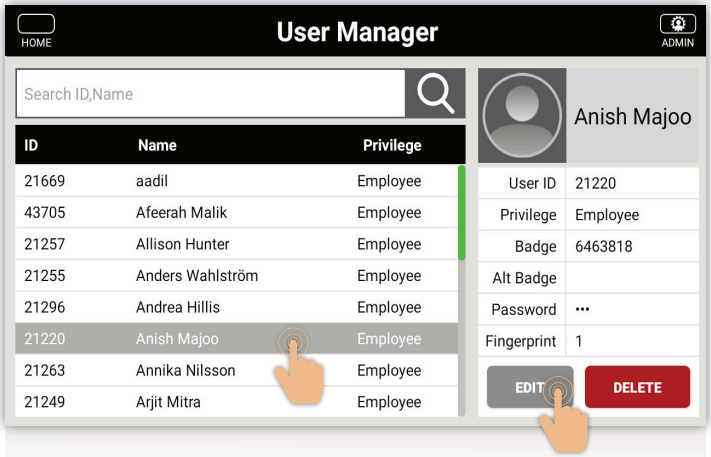


Select the **User Manager** icon

User Manager

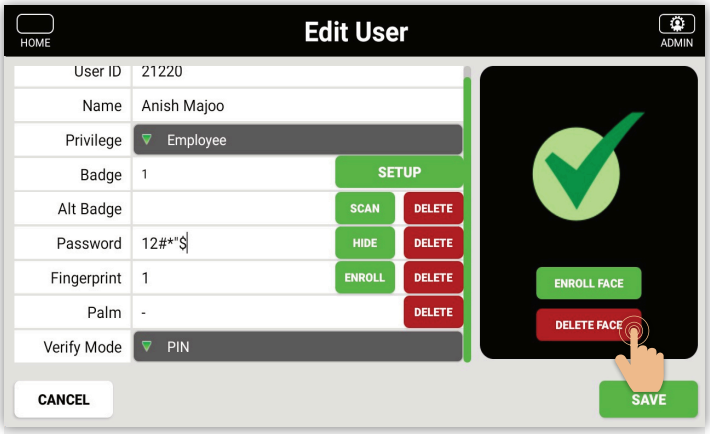


Select the **User Manager** icon

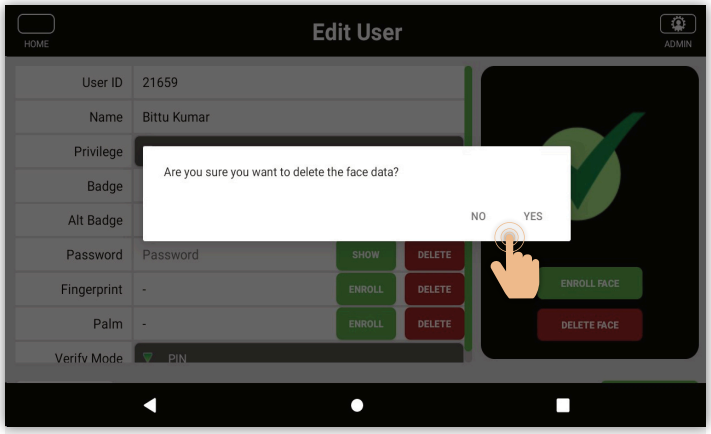


Select **a name.**

Select **Edit**

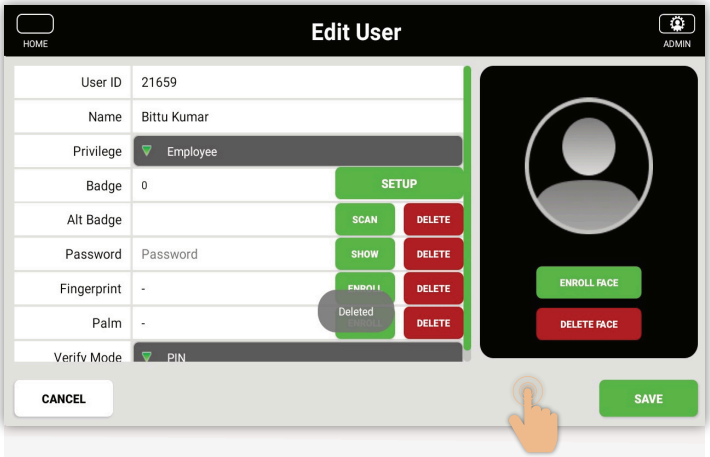


Select **Delete Face ID**

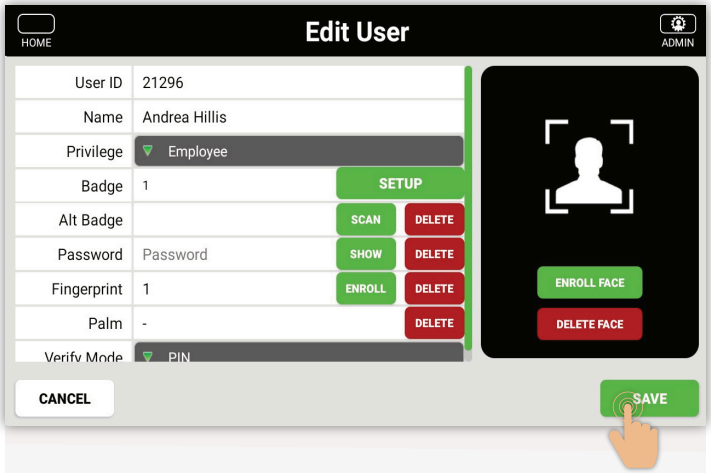


Select **YES** to confirm or **NO** to cancel

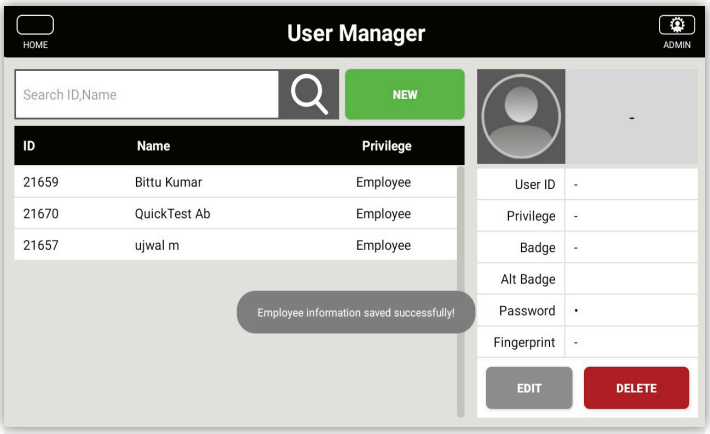
User Manager



After Face is deleted successfully, the pop up will display as "Deleted ".

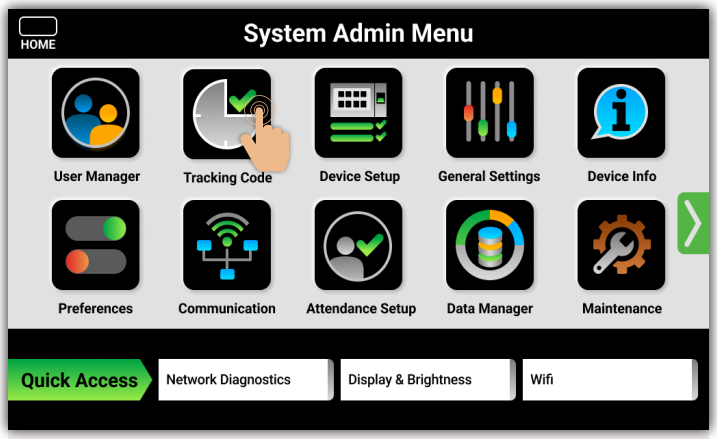


Select **Save**

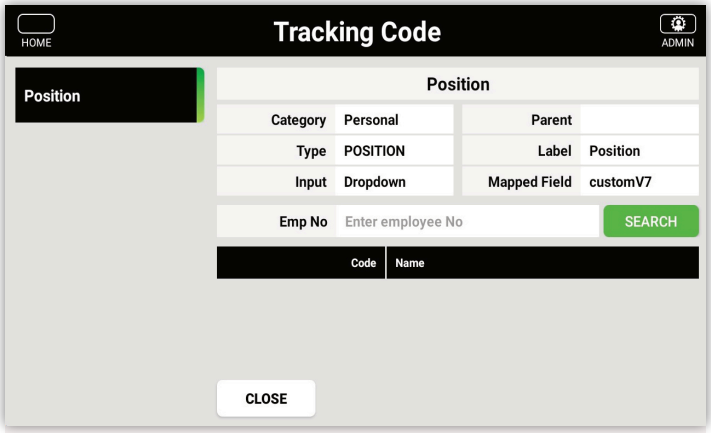


After face is deleted, the pop up will display as "Employee information saved successfully".

Tracking Code



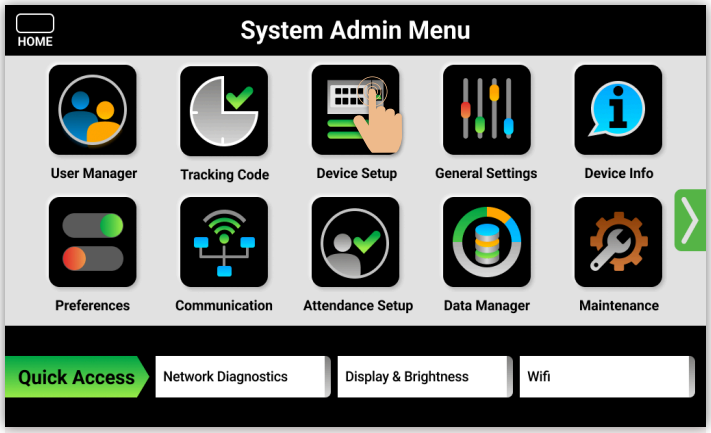
Select the **Tracking Code** icon



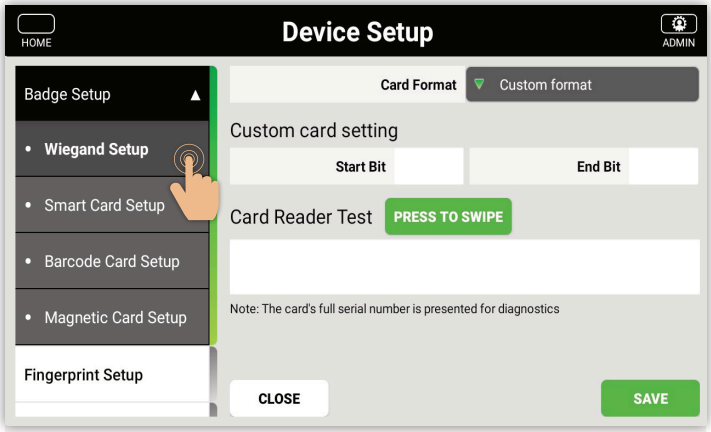
Job and labor codes assigned to employees.
(This is just a reference page)

Note: If applicable to customer

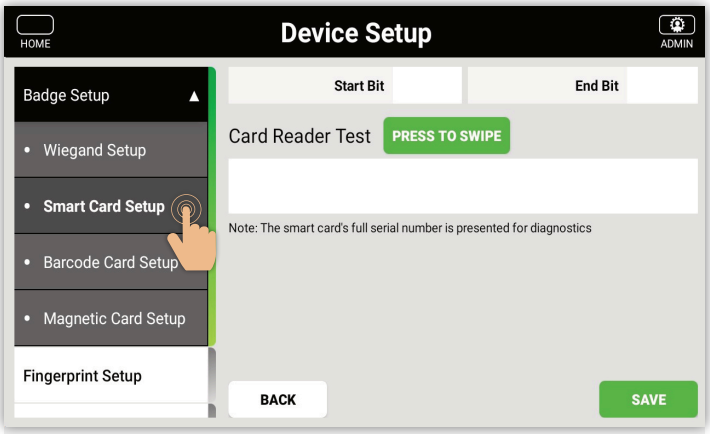
Device Setup



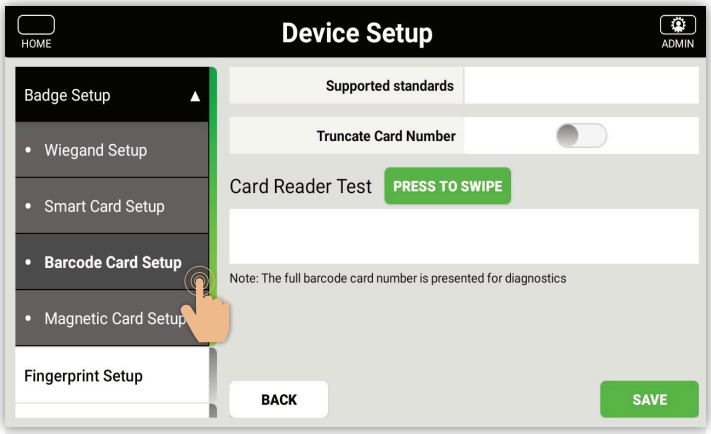
Select the **Device Setup** icon



Select the **Wiegand Setup** tab

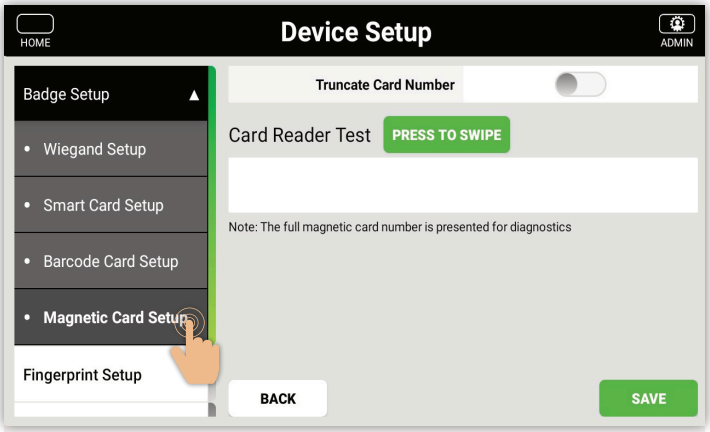


Select the **Smart Card Setup** tab

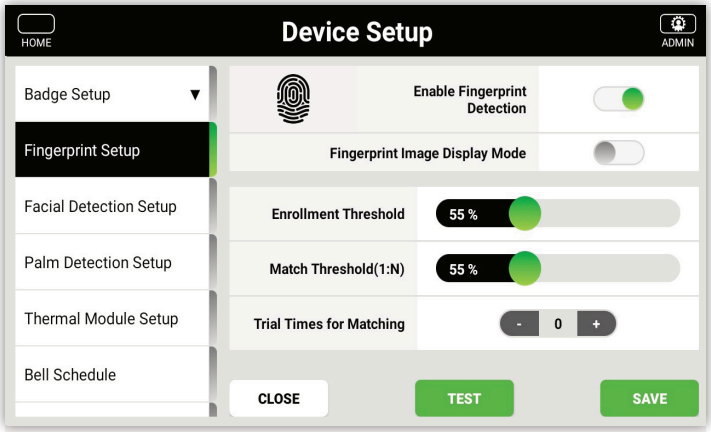


Select the **Barcode Card Setup** tab

Device Setup

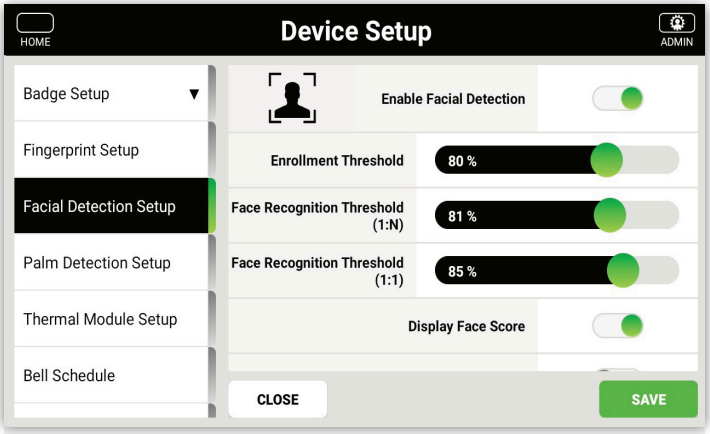


Select the **Magnetic Card Setup** tab.

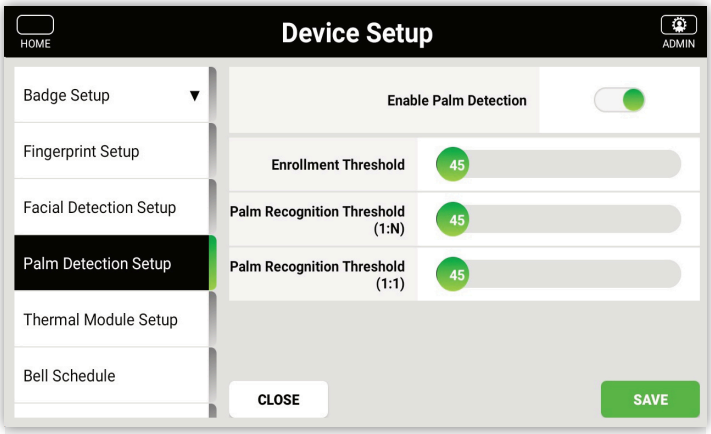


Select the **Fingerprint Setup** tab

Note: Threshold should not be lowered unless a ZKTeco representative authorizes to do so.

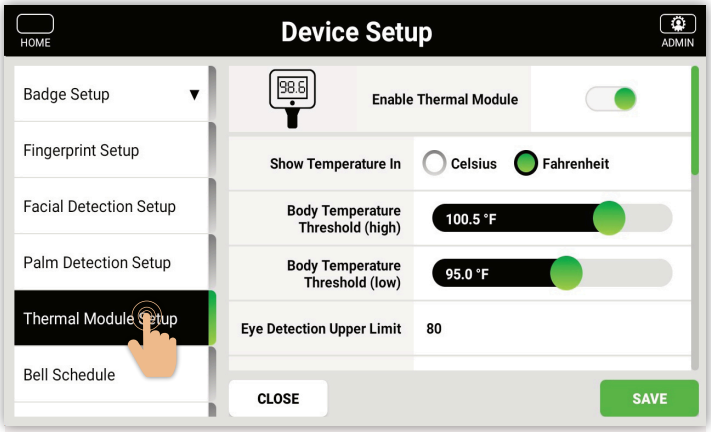


Select the **Facial Detection Setup** tab



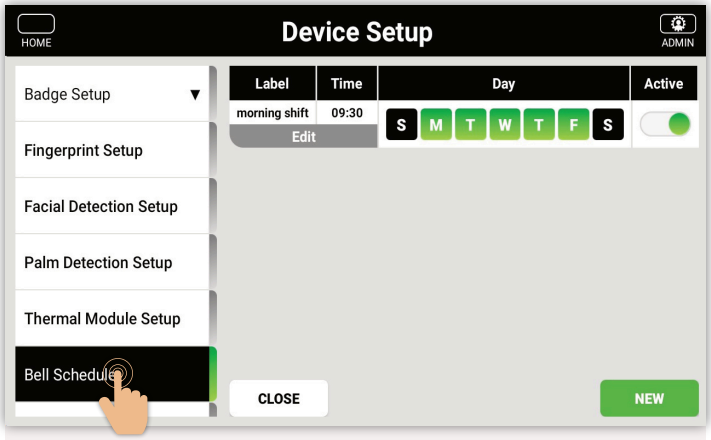
Select the **Palm Detection Setup** tab

Device Setup



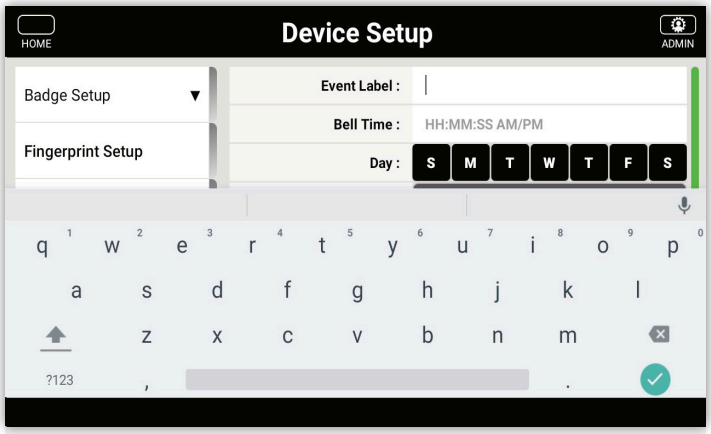
Select the **Thermal Module Setup** tab

Note: Threshold should not be lowered unless a ZKTeco representative authorizes to do so.

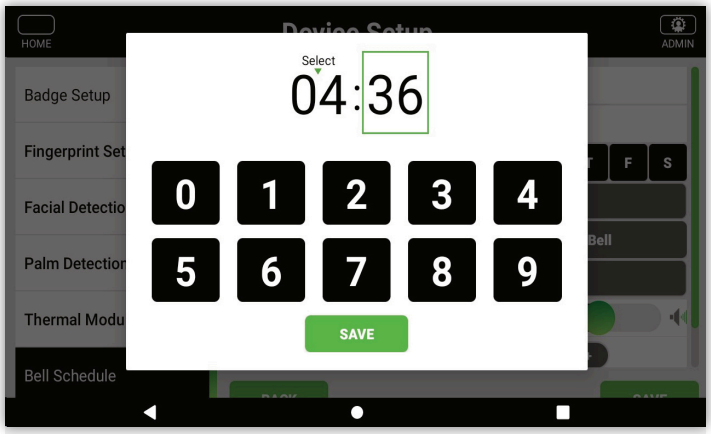


Select the **Bell Schedule** tab

Select the existing bell schedule and **Edit** or select **New**

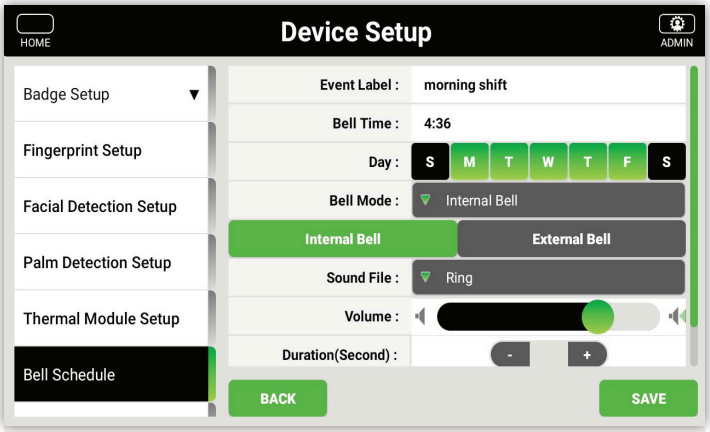


Select the Event Label field and Input a name for the schedule name. **For instance:** Morning Shift, Lunch, Break etc.

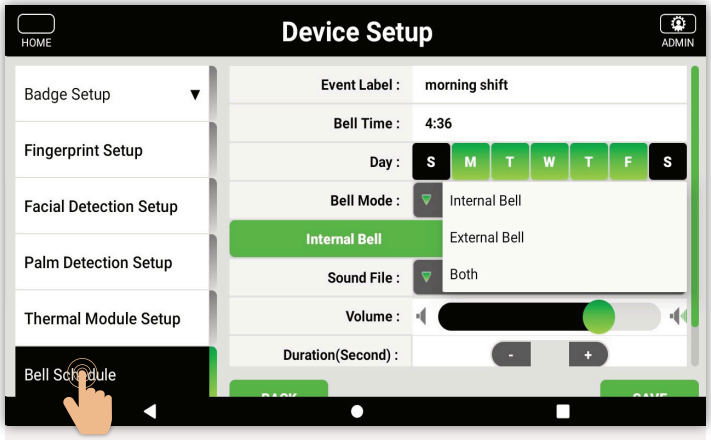


Input the time by selecting the hours and then using the keypad repeat for the minutes and finally select AM/PM

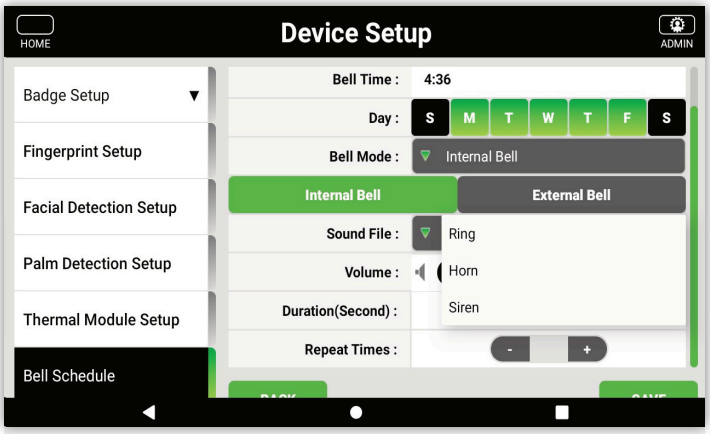
Device Setup



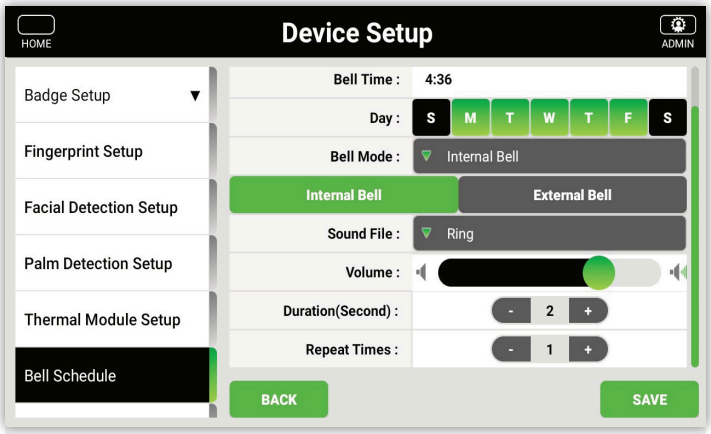
Select the days this schedule should reoccur



Select from the **drop down** if Internal/External bell. Internal will set off the clock speaker, External will require a Relay Board and connection to a 12v Bell or Siren



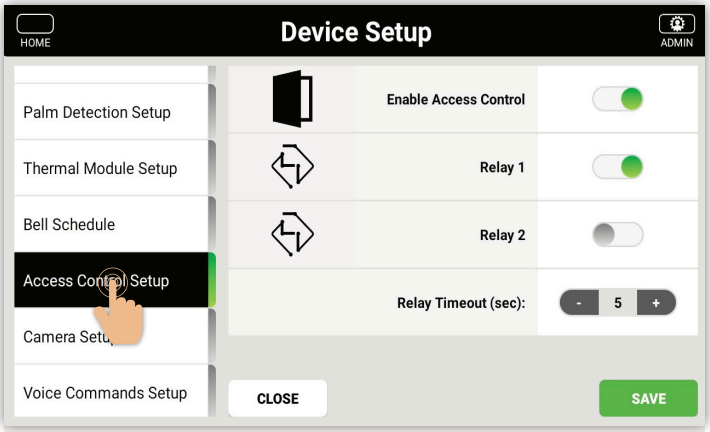
Select from the drop down what internal sound (Ring-Horn-Siren)



Select the Volume level - Duration(seconds) and Repeat Times for the settings of the Internal bell

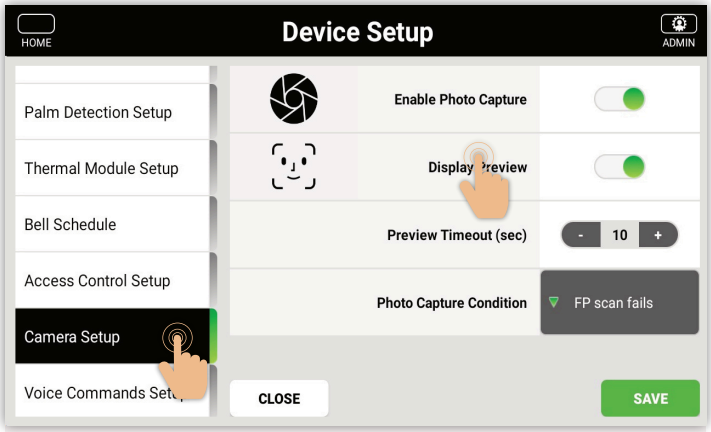
If External settings are the same except Volume cannot be control for an external speaker

Device Setup

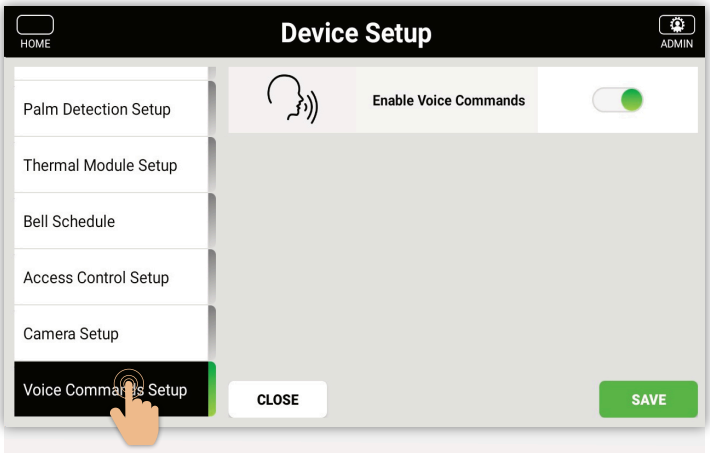


Select the **Access Control Setup** tab

Select the Event Label field and Input a name for the schedule name. **For instance:** Morning Shift, Lunch, Break etc.



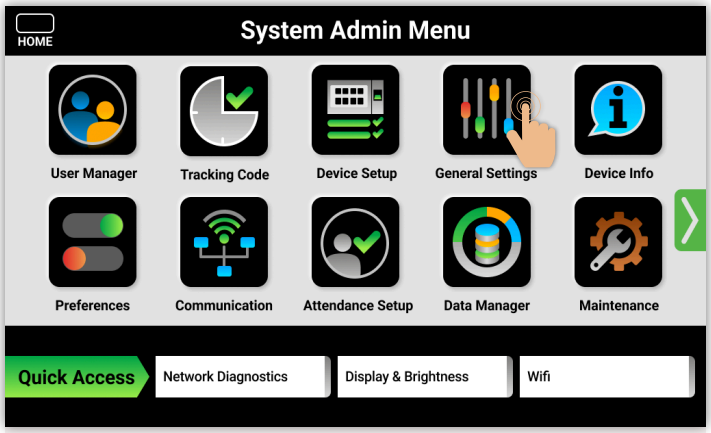
Select the **Camera Setup** tab



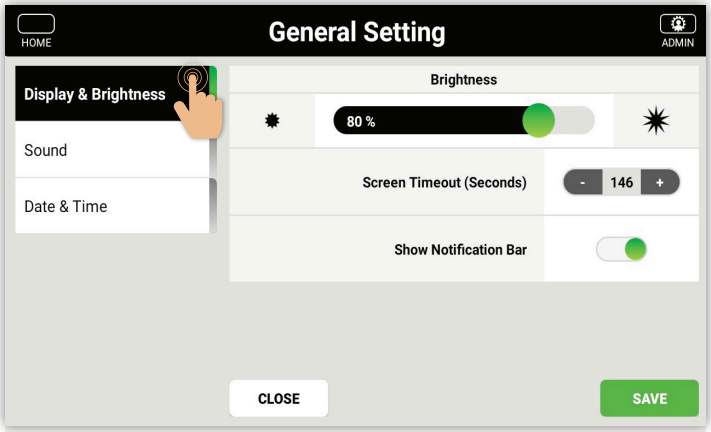
Select the **Voice Commands Setup** tab

General Settings

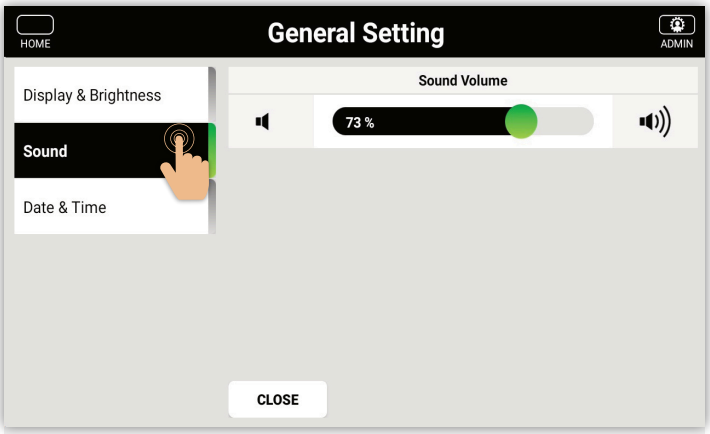
Display & Brightness
Sound
Date & Time



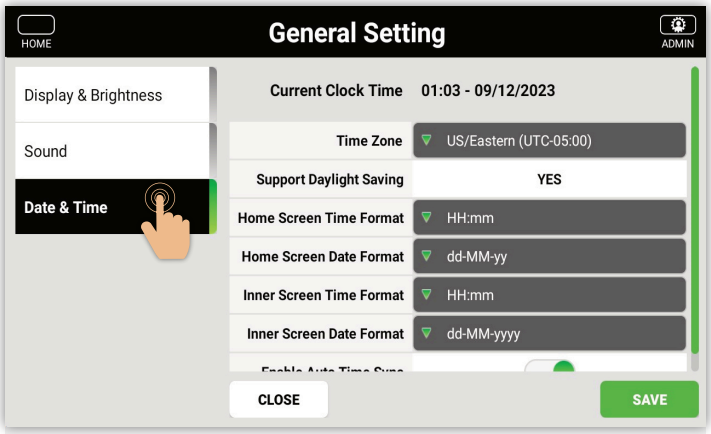
Select the **General Settings** icon



Adjust the brightness of the screen. Adjust the amount of time before the screen goes back to the home screen. Show Notification Bar if you want messages to appear on screen



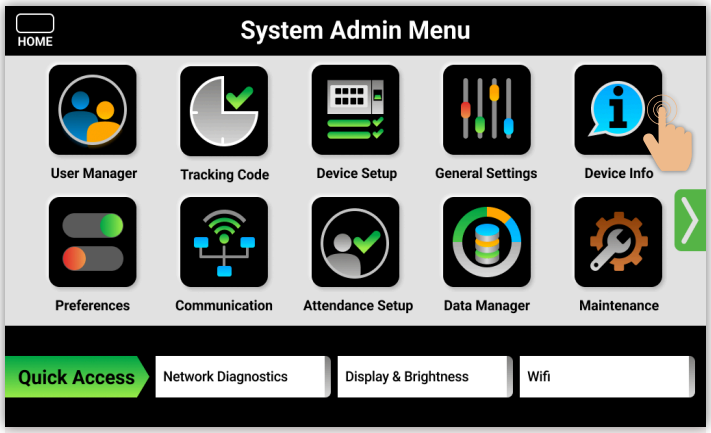
Adjust the volume that the buttons/and responses will ring



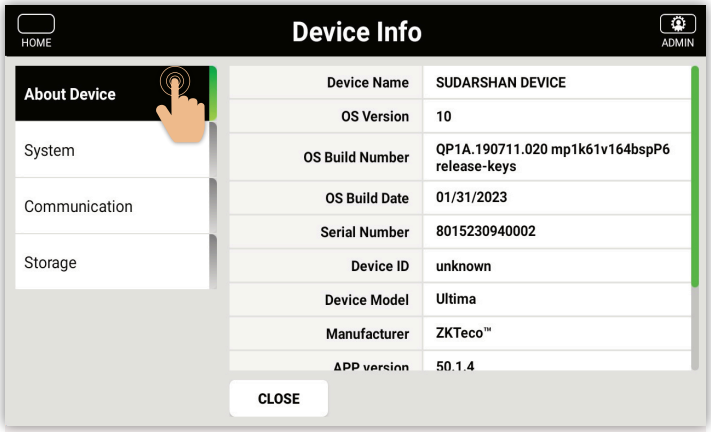
Date and Time settings. Adjust the clock, Time zone and format in which it is displayed.

Device Info

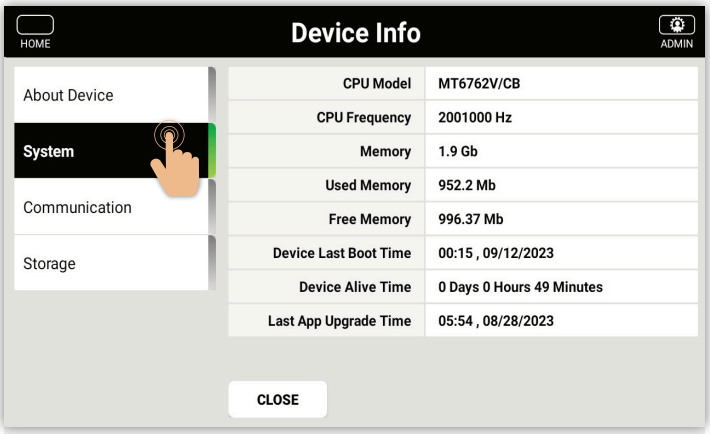
About Device
System
Communication



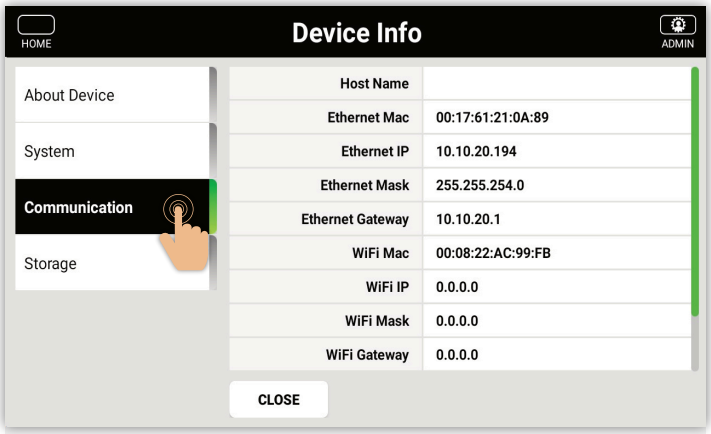
Select the **Device Info** icon



Select **About Device** to view Device Name, Device Serial Number and APP Version installed on Time-clocks

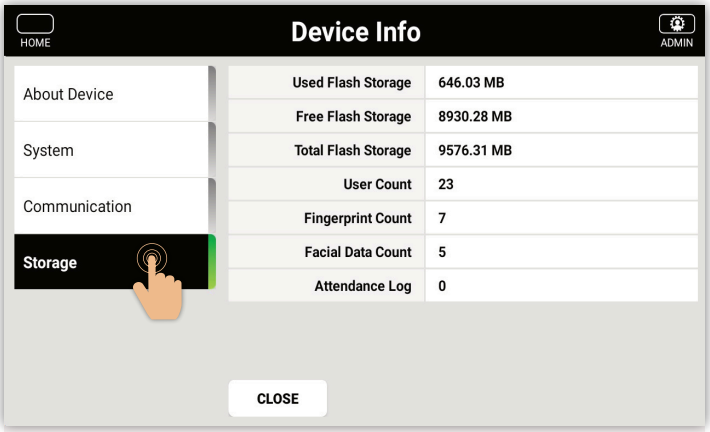


Select **System** to view CPU Model, CPU Frequency, Memory etc. Information



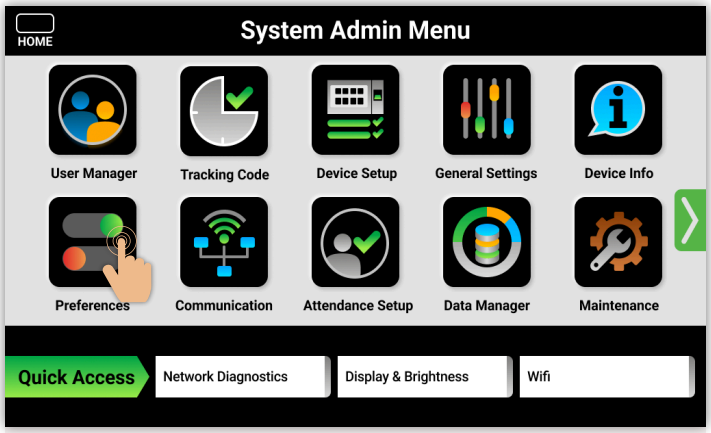
Select **Communication** to view Ethernet Mac, IP and Wi-Fi Settings

Device Info

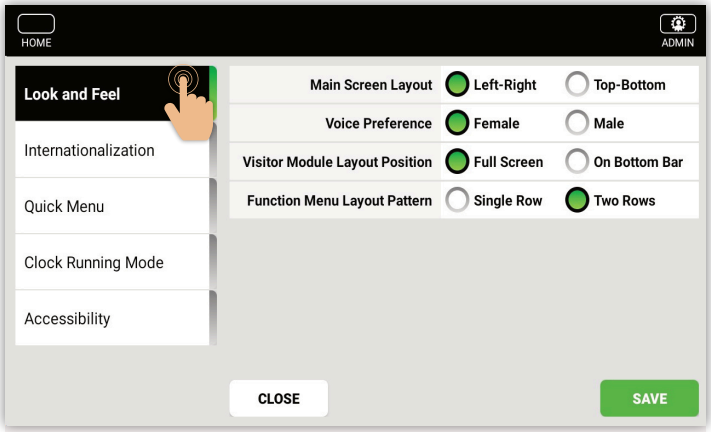


Select **Storage** to view information about internal storage

Preferences



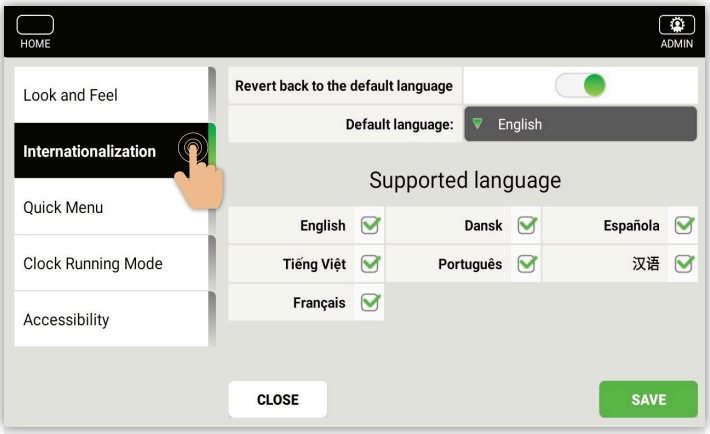
Select the **Preferences** icon



Select **Look and Feel** to modify;

1- Home screen scroll direction Horizontal or Vertical

2- Prompt voice female/male

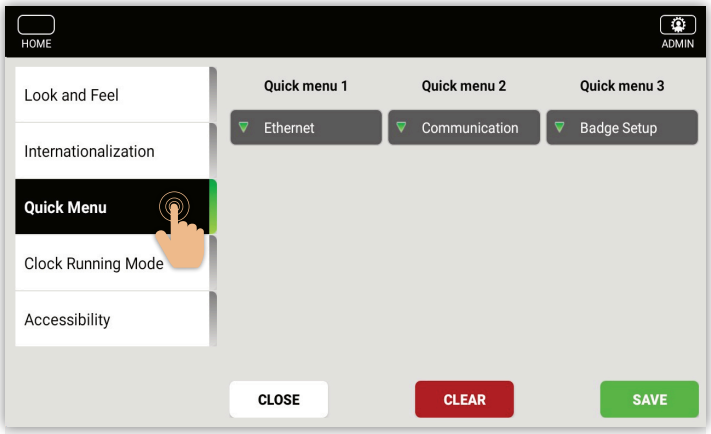


Select **Internationalization** to include language(s) on home screen by checking

Languages on home represented by language abbreviations;

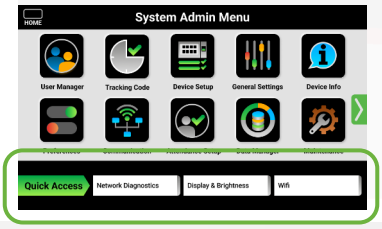
EN English **DA** Dansk **ES** Española **VI** Tiếng Việt

PT Português **ZH** 汉语 **FR** Français



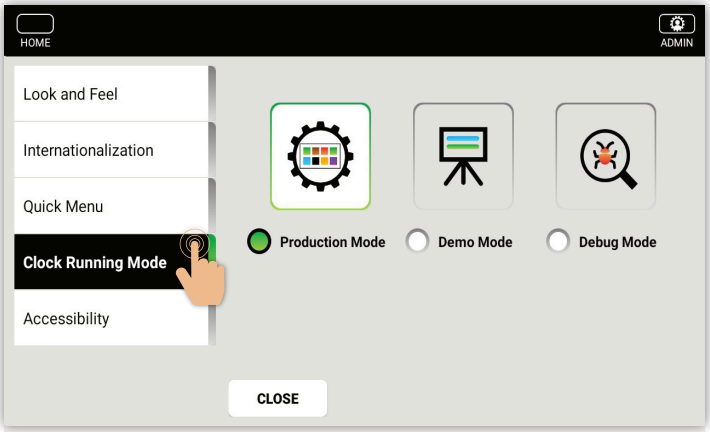
Select **Quick Menu** and **Select** a function from the drop downs.

Selected function will be placed on admin home screen



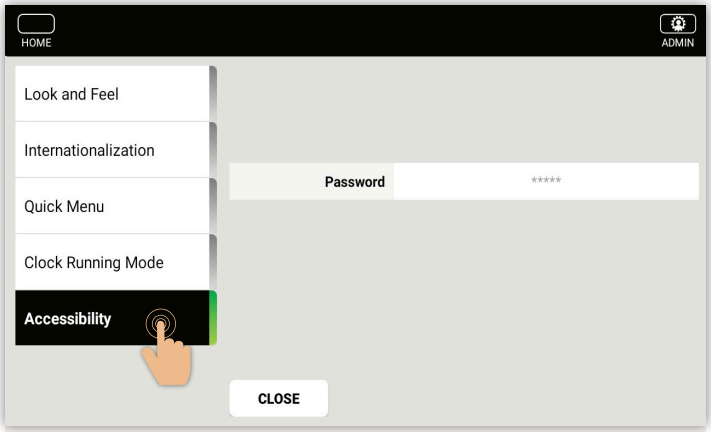
Quick Menu

Preferences



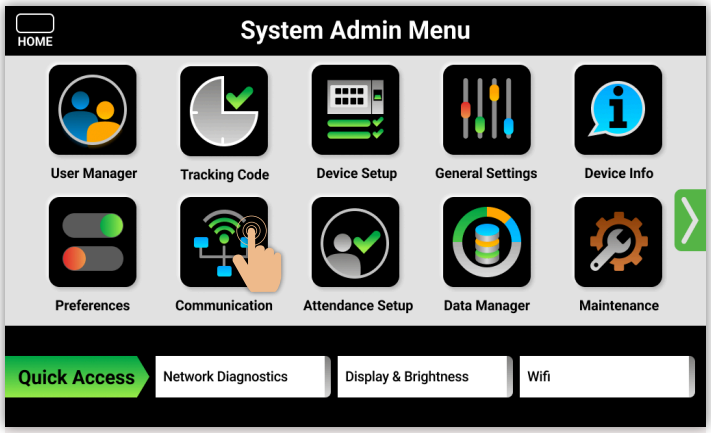
Select the **Clock Running Mode** to choose

1. Production (is used while clock is in Normal Service)
2. Demo (will not send punches to DCS) *therefore onto workday*
3. Debug Mode (is for F/D)

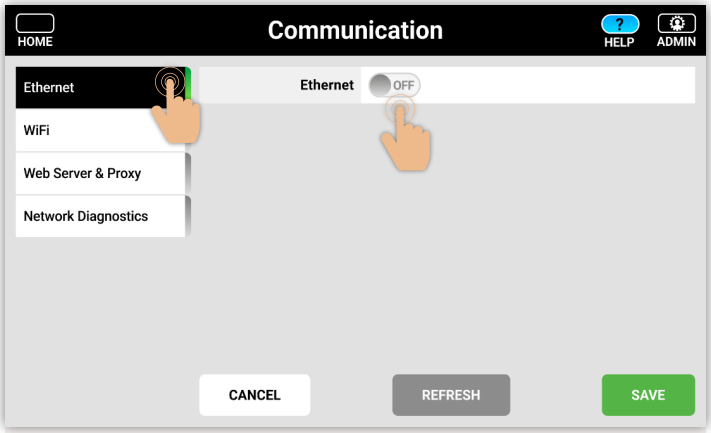


Select the **Accessibility** to choose

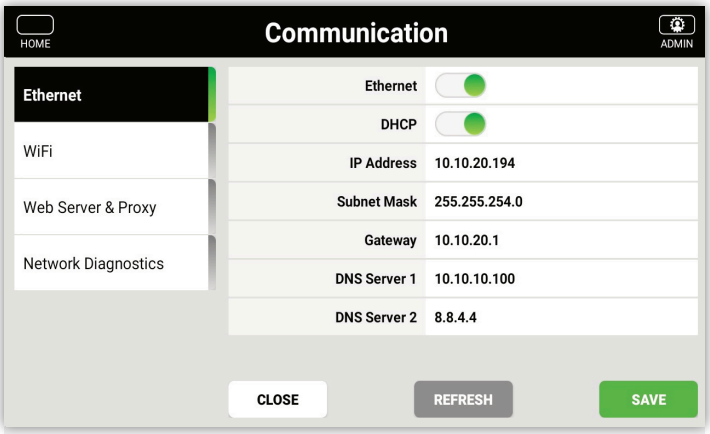
Communication



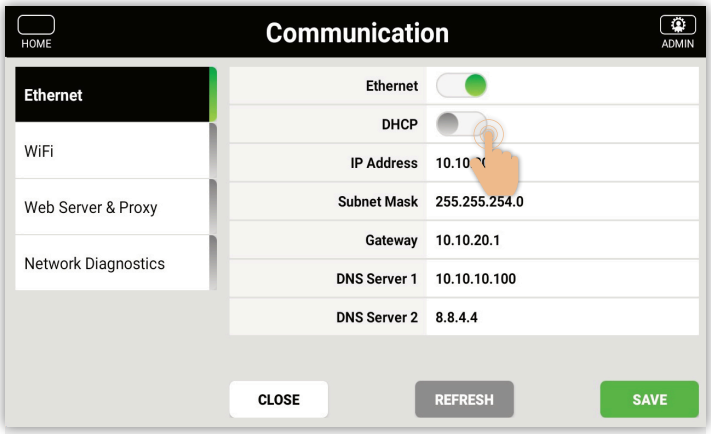
Select the **Communication** icon



Select **Ethernet** to switch it ON

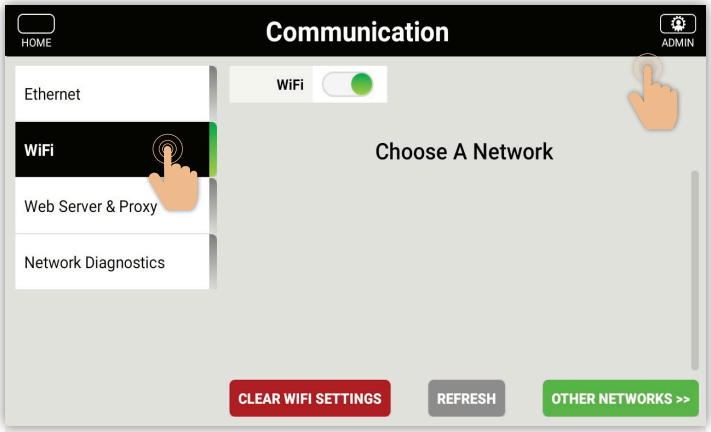


If you set DHCP = ON, then it will automatically grab IP Address from the network

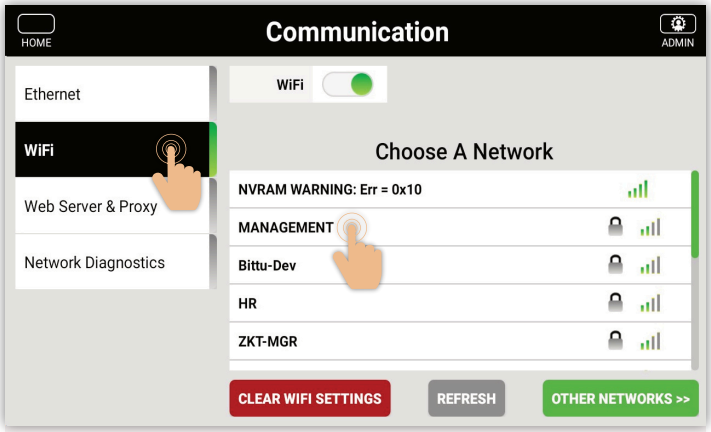


If you set DHCP = OFF, then you need to enter IP Address, Sub-net Mask, Gateway, DNS Server 1 and DNS Server 2.

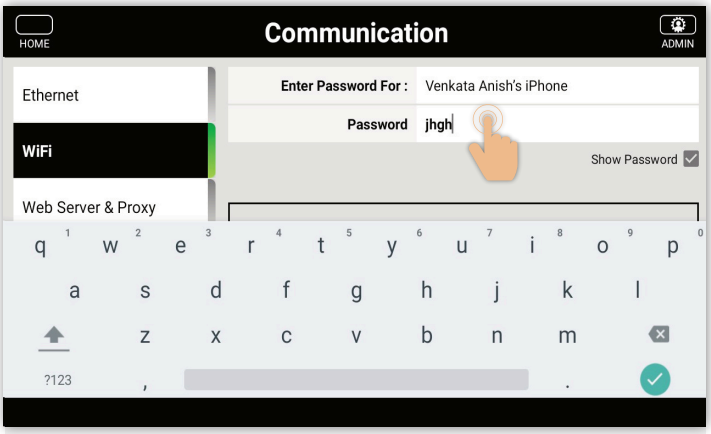
Communication



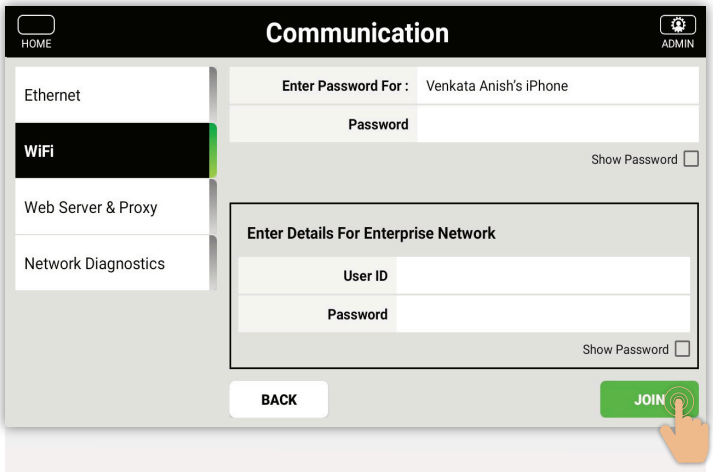
Select the **WiFi** tab and turn WiFi switch ON



Select a network under "**Choose A Network**"

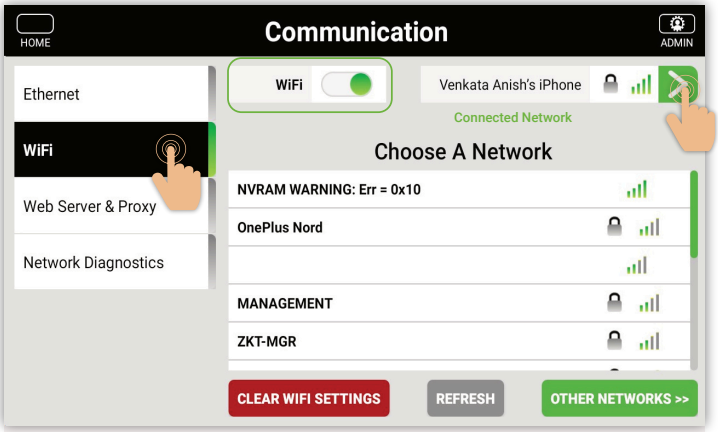


Enter Password for the selected network and Select "**Enter**" button.



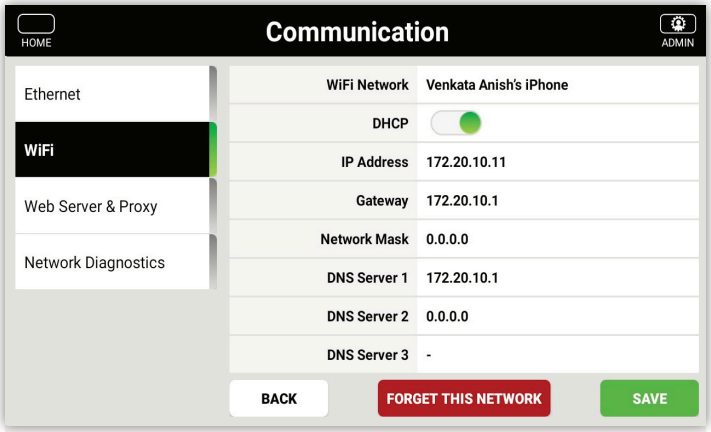
Select **Join** button

Communication

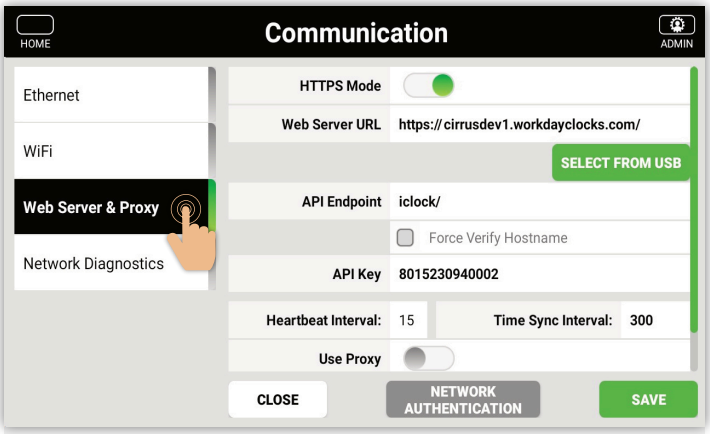


Connected Network will be displayed under WiFi Switch

To view details select double arrow button.

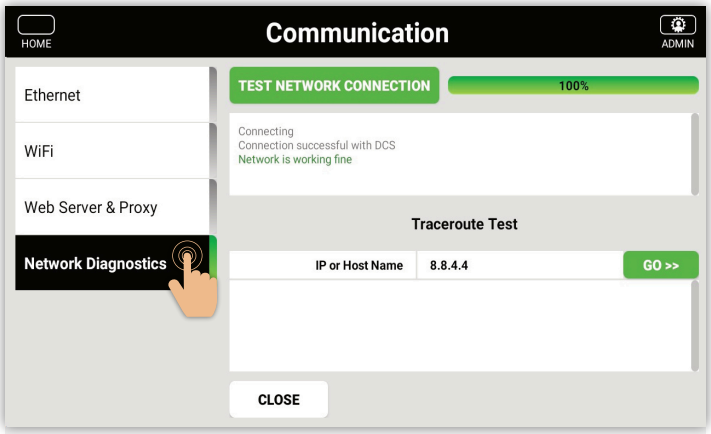


Network details



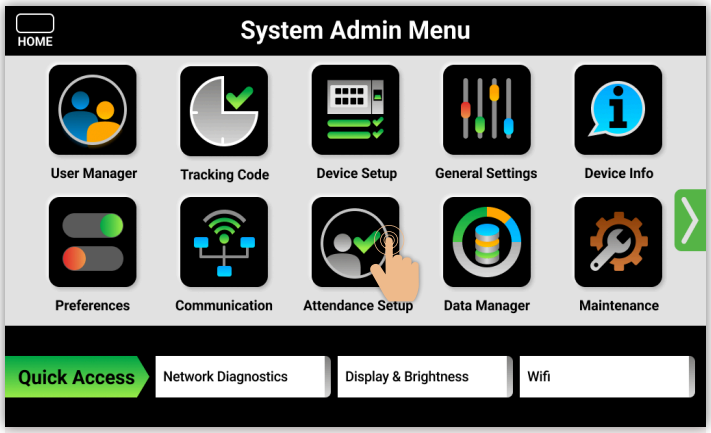
Enter correct URL for Server, also Heartbeat Interval =15 and Time Sync Interval =300

Note: Customer's Organization will have custom URL pointing to their individual tenet..

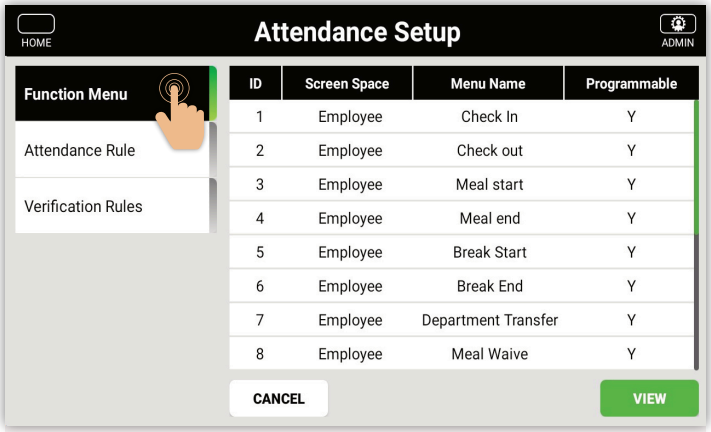


Select the **Network Diagnostic**

Attendance Setup

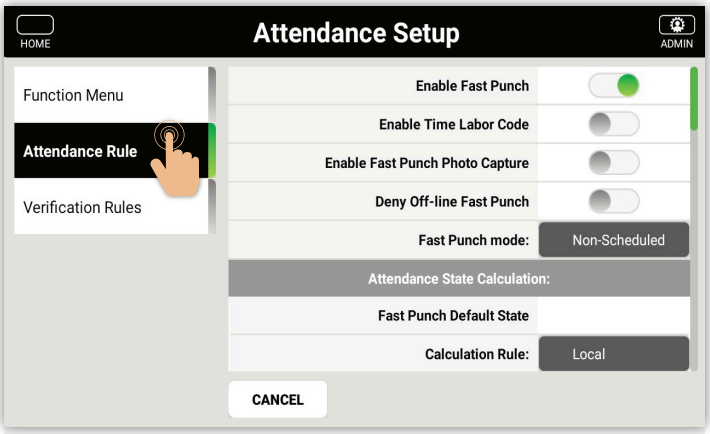


Select the **Attendance** icon



Select the **Function Menu** tab

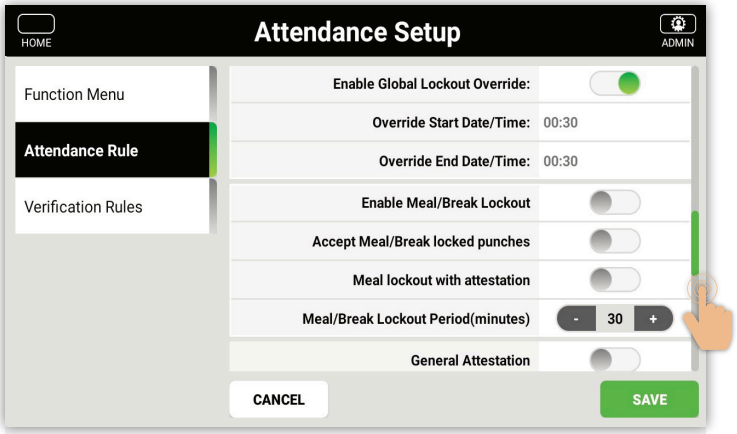
Note: This should be configured from DCS Tenant



Select the **Attendance Rule** tab

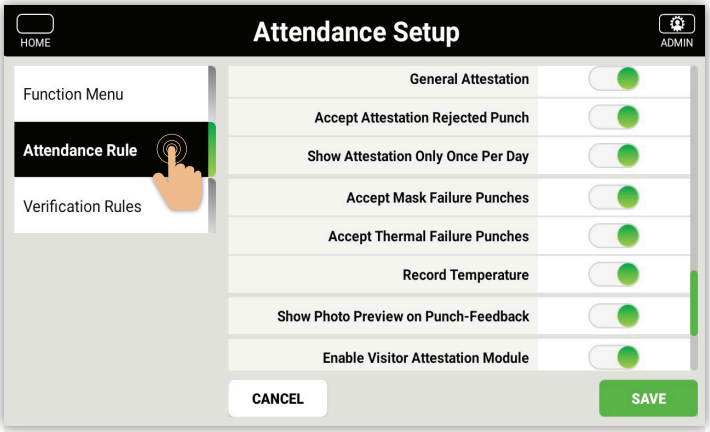
Note: This will be configured prior by a ZKTeco representative and should only be for reference if a clock needs to be reconfigured.

Enable Fast Punch, Accept Consecutive Locked Punches, Enable Shift Lockout, Accept Scheduled Locked Punch, Shift Start Grace Period (Minutes) Shift End Grace Period (Minutes)

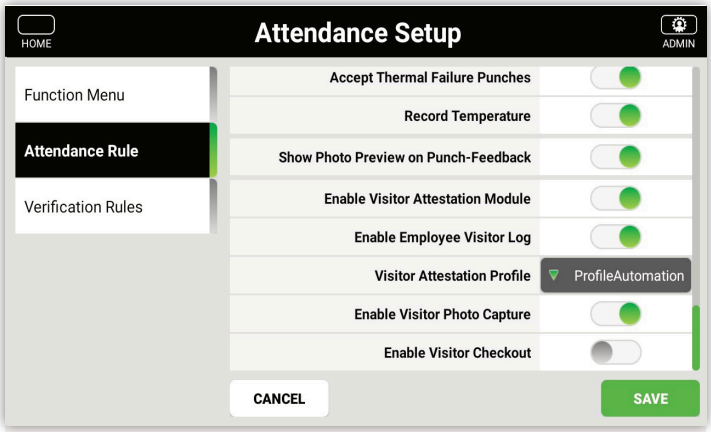


Enable Global Lockout Override, Override Start Date/Time Override End Date/Time, Enable Meal/Break Lockout, Accept Meal/Break locked punches, Meal lockout with attestation, Meal/Break Lockout Periodic (minutes).

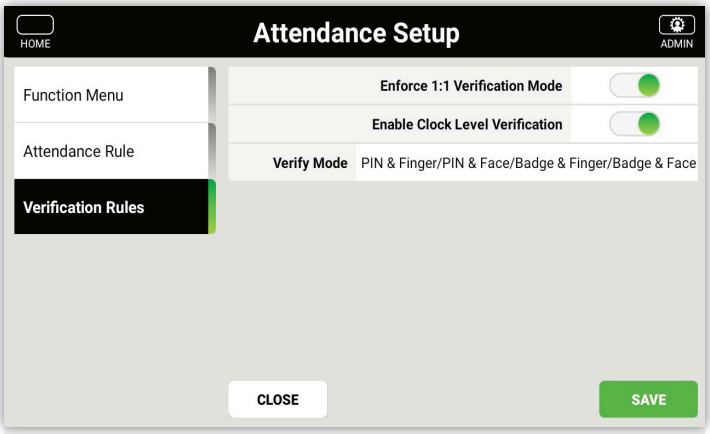
Attendance Setup



General Attestation, Accept Attestation Rejected Punch, Show Attestation Only Once Per Day, Accept Mask Failure Punches, Accept Thermal Failure Punches, Record Temperature, Enable Visitor Attestation Module



Visitor Attestation Profile, Enable Visitor Photo Capture

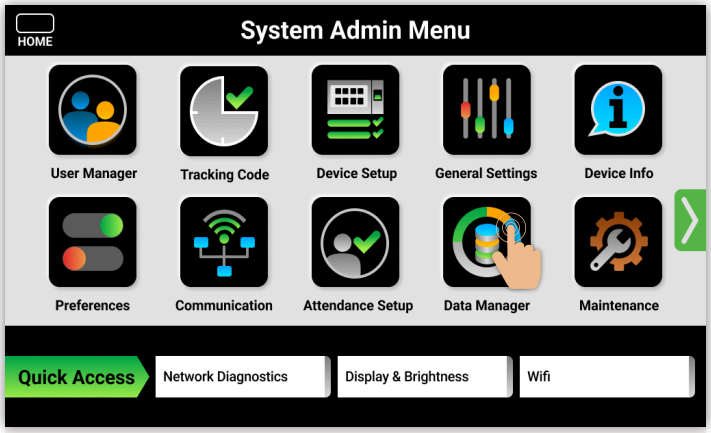


Select the **Verification Rules** tab

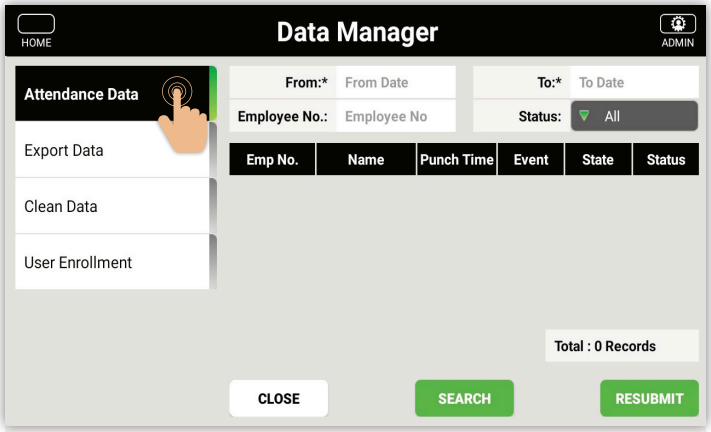
Enable 1:1 verification mode and enable clock level verification

Data Manager

Attendance Data
Export Data
Clean Data

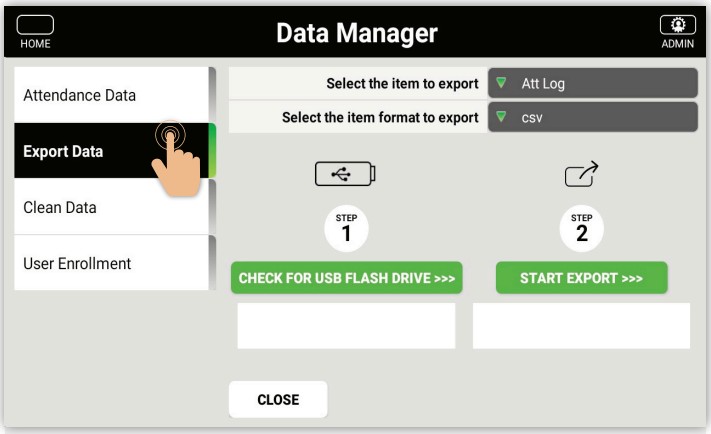


Select the **Data Manager** icon



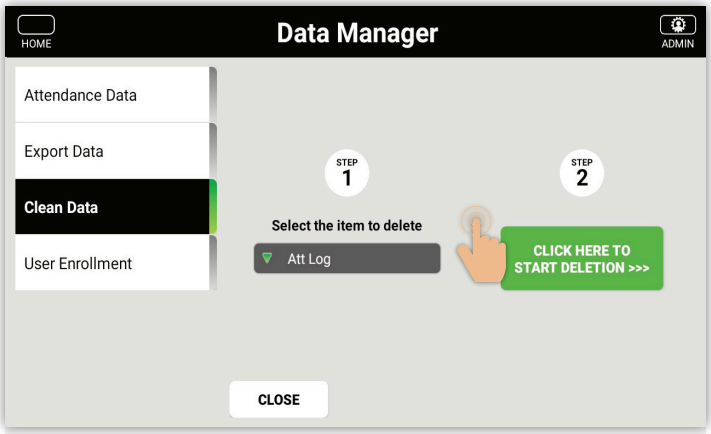
Select the **Attendance Data** tab

Look up Attendance logs directly on the clock.



Select the **Export Data** tab

Attendance logs to a USB drive

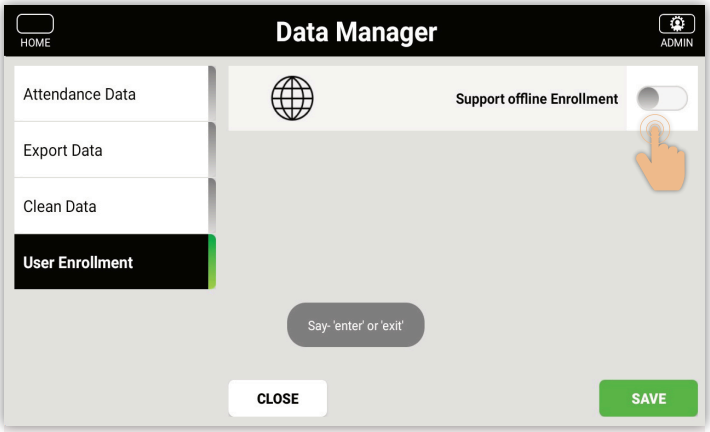


Select the **Export Data** tab

Select the item to be deleted

Select “start to delete” button.

Data Manager



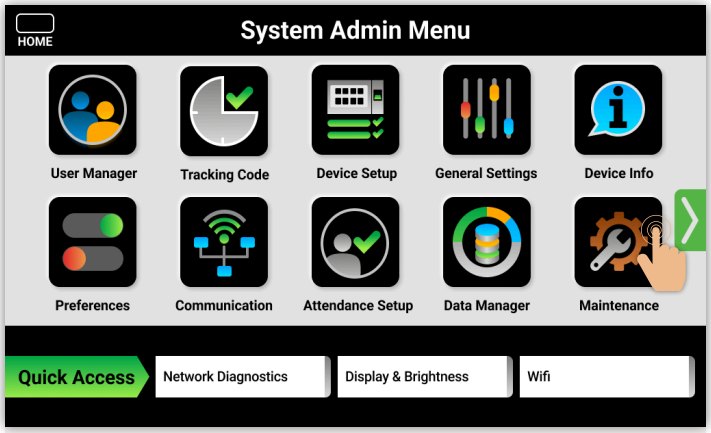
Select the **User Enrollment Mode** tab

Turns offline enrollment

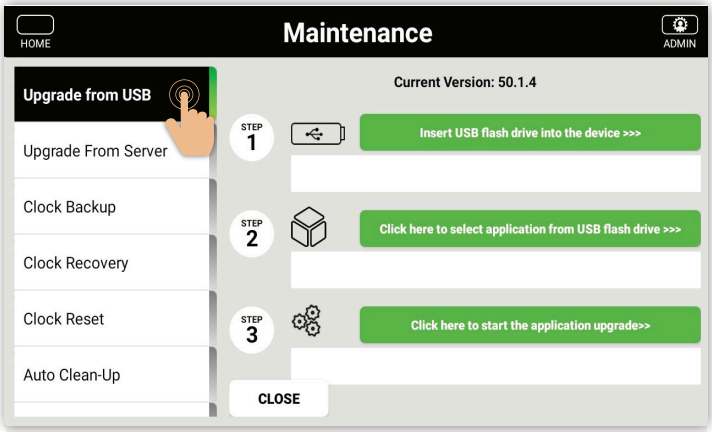
Note: Not recommended unless ZK representative advises

Maintenance

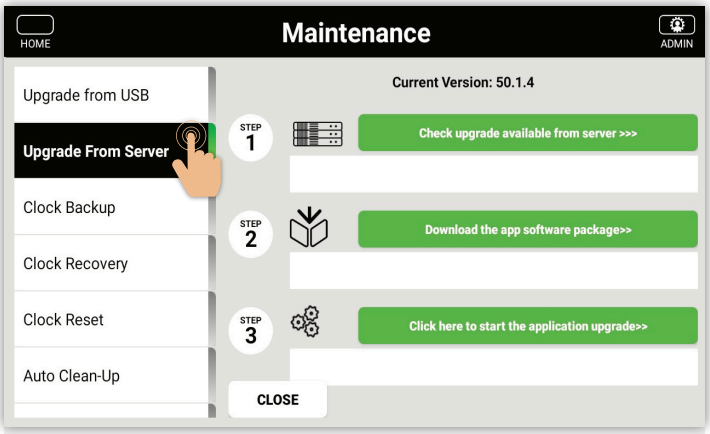
Upgrade from USB
Upgrade from Server
Clock Back Up



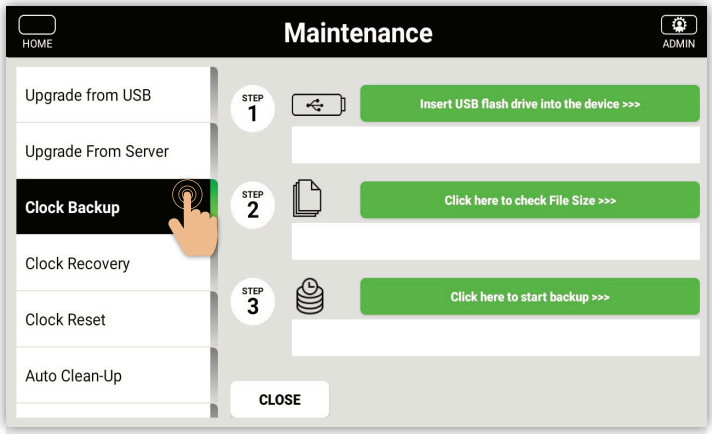
Select the **Maintenance** icon



Select the **Upgrade from USB** tab.



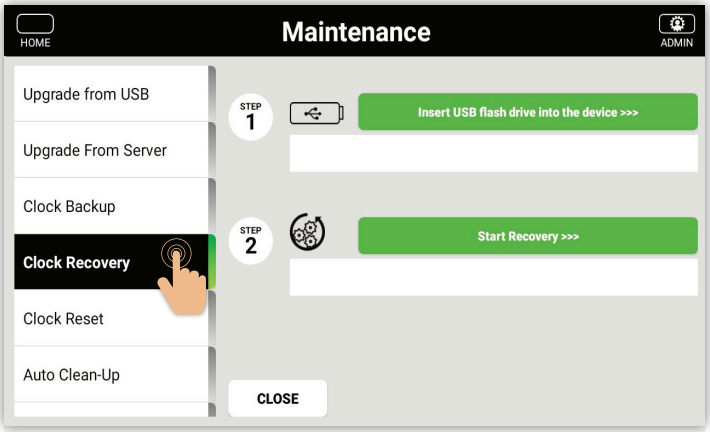
Select the **Upgrade from Server** tab.



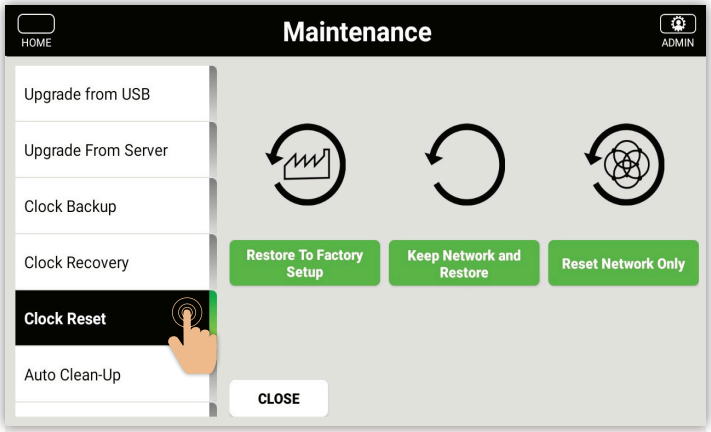
Select the **Clock Back Up** tab

Maintenance

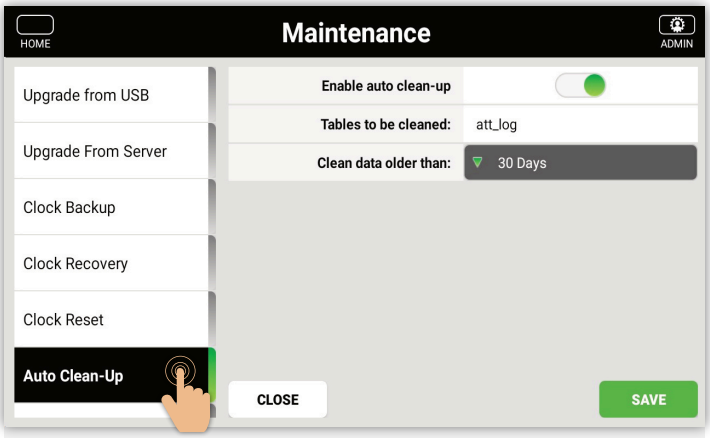
Clock Recovery
Clock Reset
Auto Clean-up
Manual Clean-up



Select the **Clock Recovery** tab



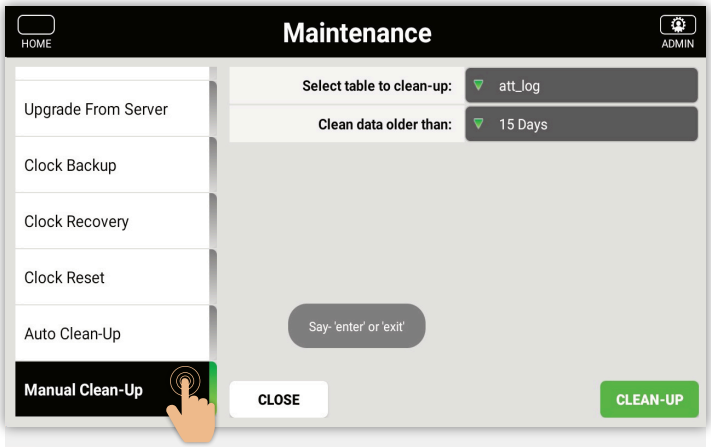
Select the **Clock Rest** tab.



Select the **Auto Clean-up** tab.

Enable auto clean up and from dropdown menu and choose 1 Week, 2 Weeks, 3 Months data block.

Select **Save**



Select the **Manual Clean-up** tab.

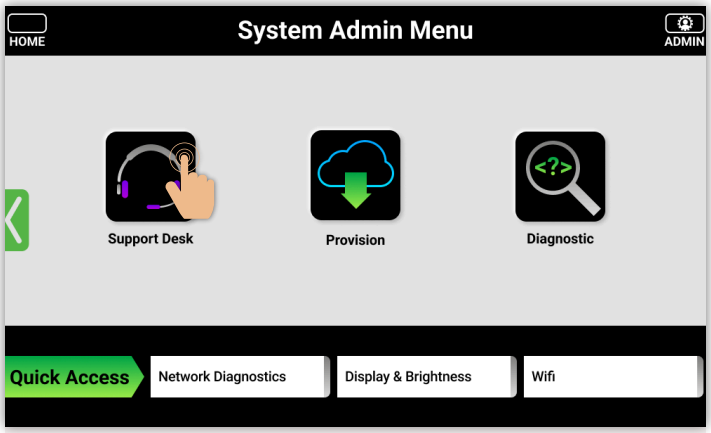
Select a table to clean from dropdown menu and choose 1 Week, 2 Weeks, 3 Months data block.

Select Clean-Up

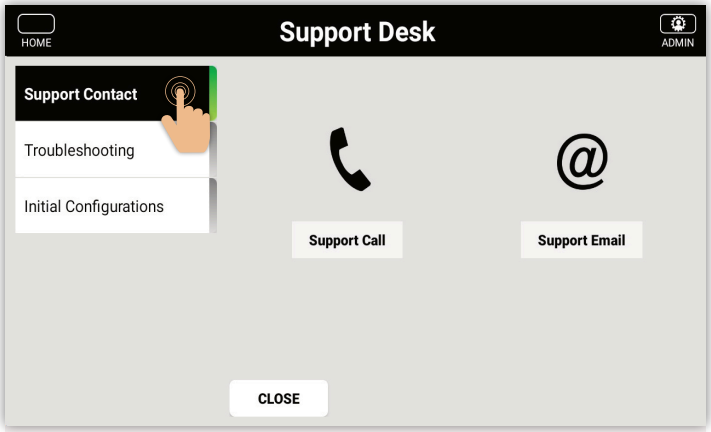
Note: All Upgrades will be sent by ZKTeco representative and should never be done without ZKTeco suggestion/supervision

Support Desk

Support Contact
Troubleshooting
Initial Configurations

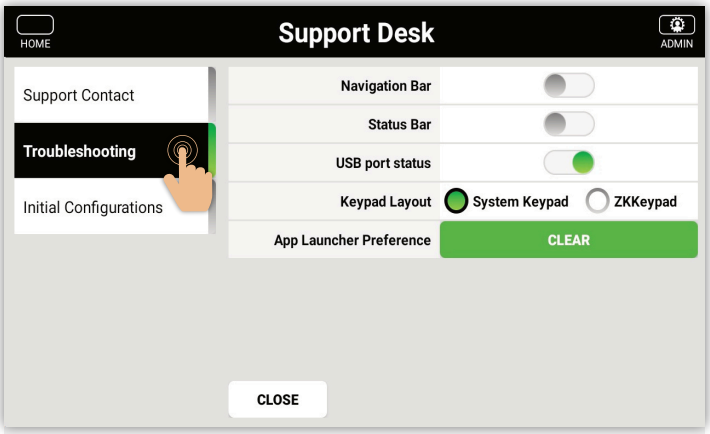


Select the **Support Desk** icon

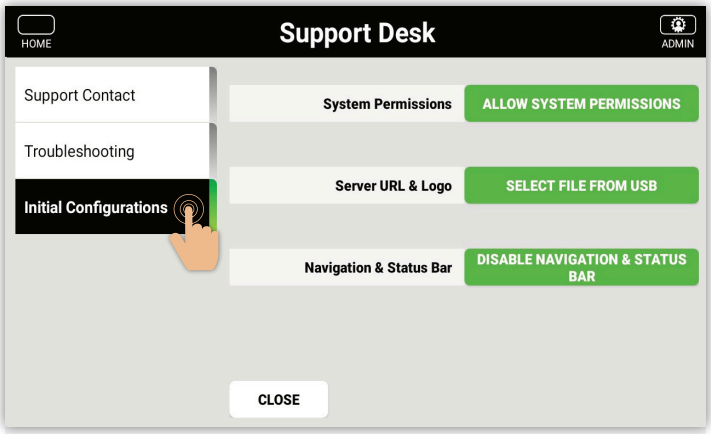


Select the **Support Contact** tab.

These are methods on how to contact ZKTeco. Please use the ticketing system first.



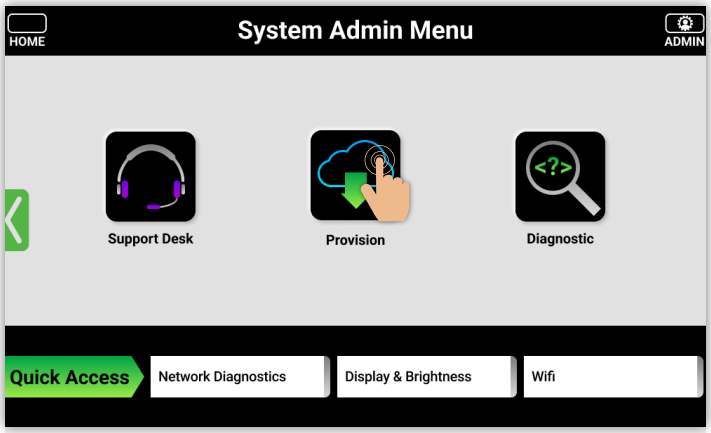
Select the **Troubleshooting** tab.



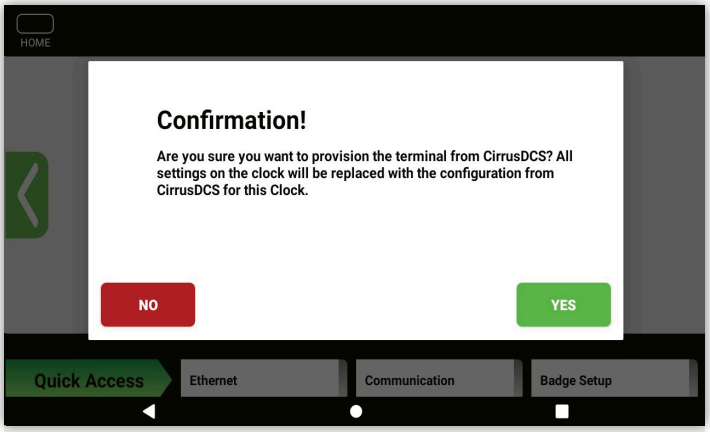
Select the **Initial Configurations** tab

Note: All changes will be sent by a ZKTeco representative and should never be done without ZKTeco suggestion/supervision.

Provision



Select the **Support Desk** icon

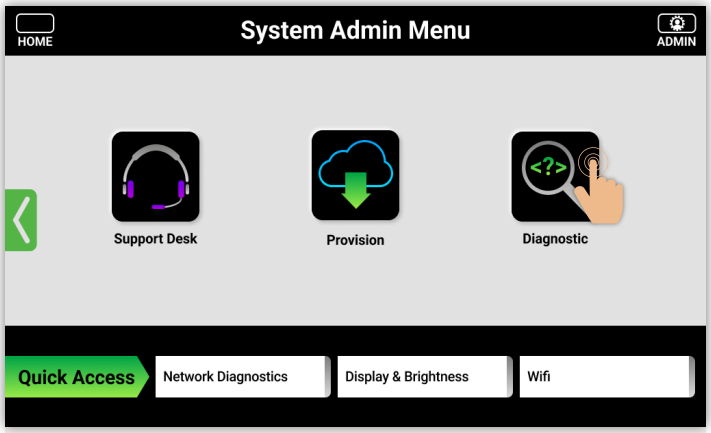


Provision Confirmation prompt

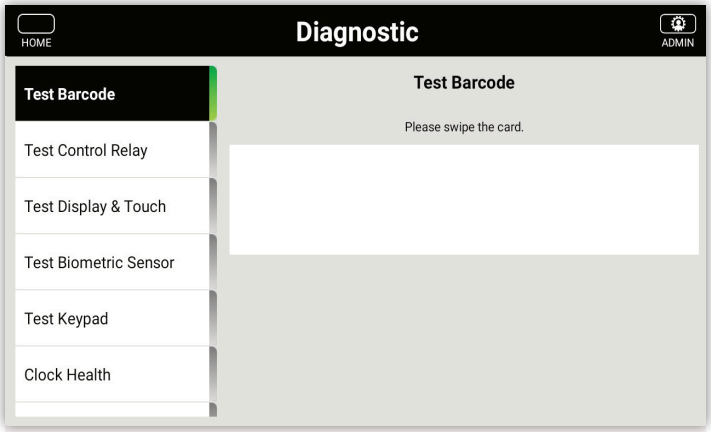
Pulls all settings from DCS manually. No need to do this as settings are pushed from DCS frequently.

Diagnostic

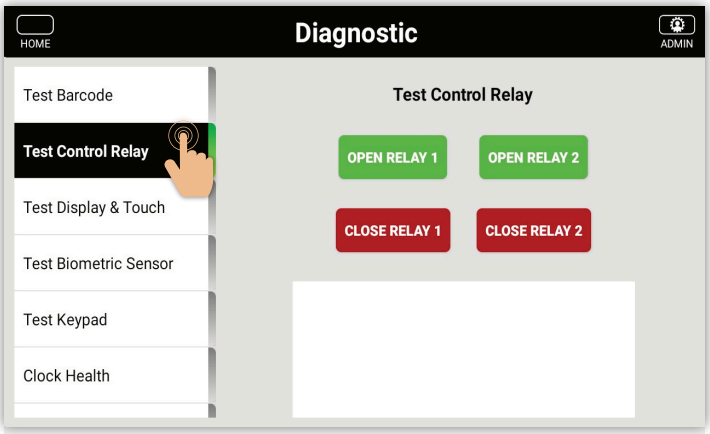
Test Barcode
Test Control Relay
Test Display & Touch



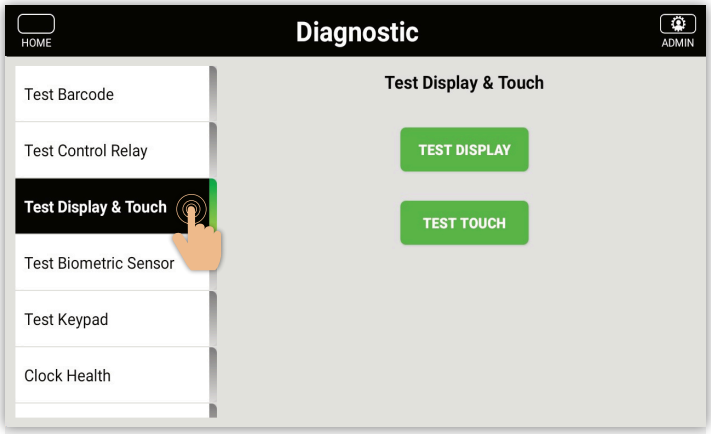
Select the **Diagnostic** icon



Select the **Test Barcode** tab.



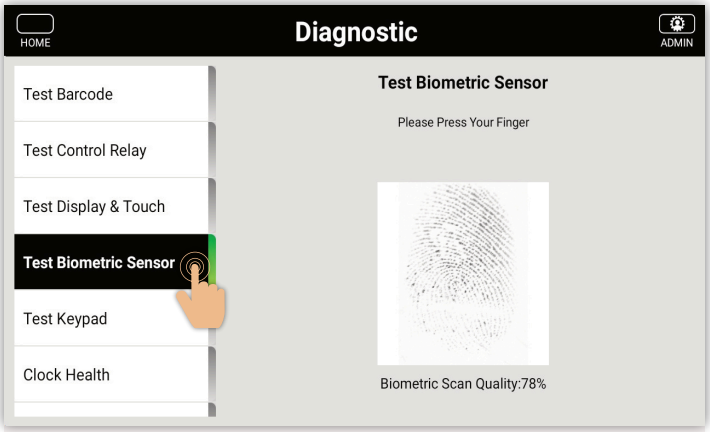
Select the **Test Control Relay** tab.



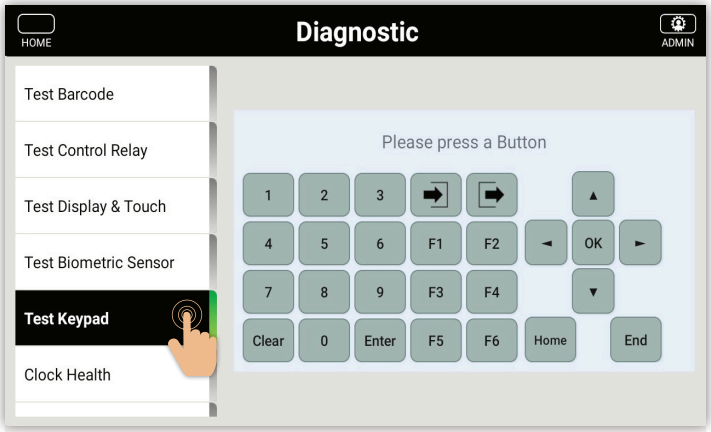
Select the **Test Display & Touch** tab

Diagnostic

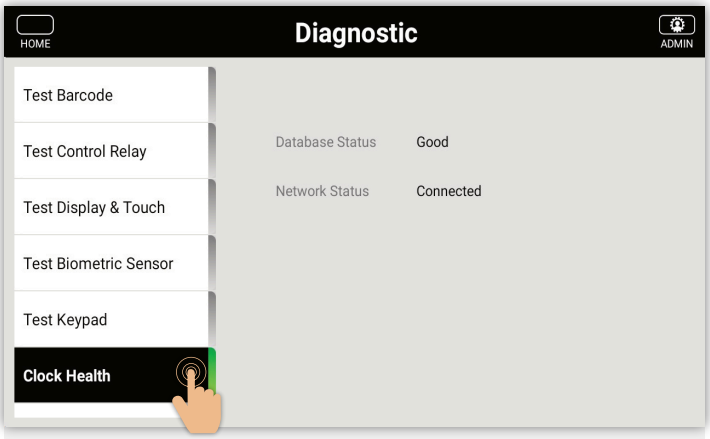
Test Biometric Sensor
Test Keypad
Test Clock Health
Test MagStrip



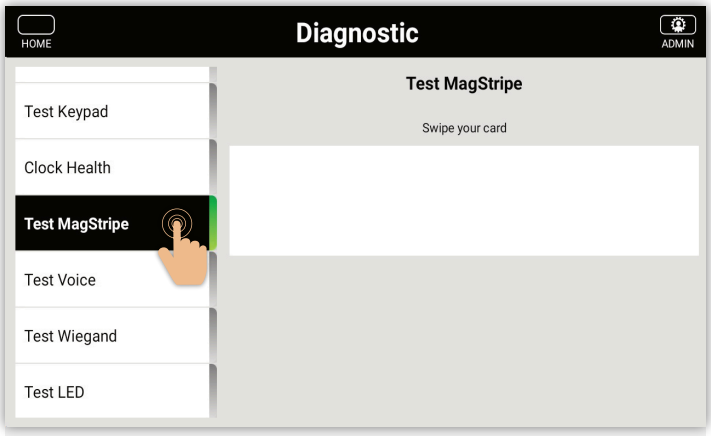
Select the **Test Biometric Sensor** icon



Select the **Test Keypad** tab.



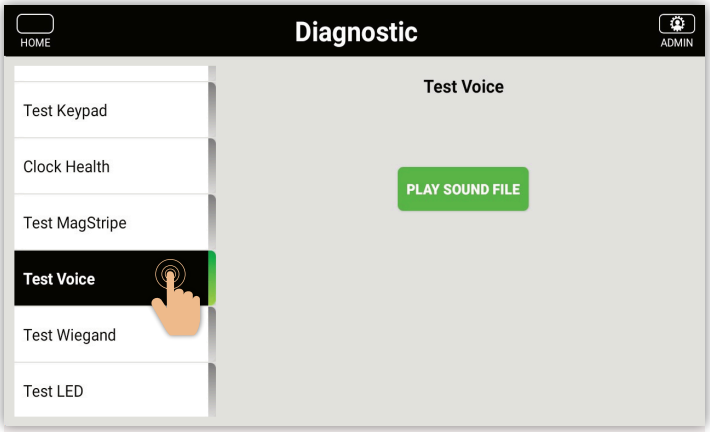
Select the **clock Health** tab.



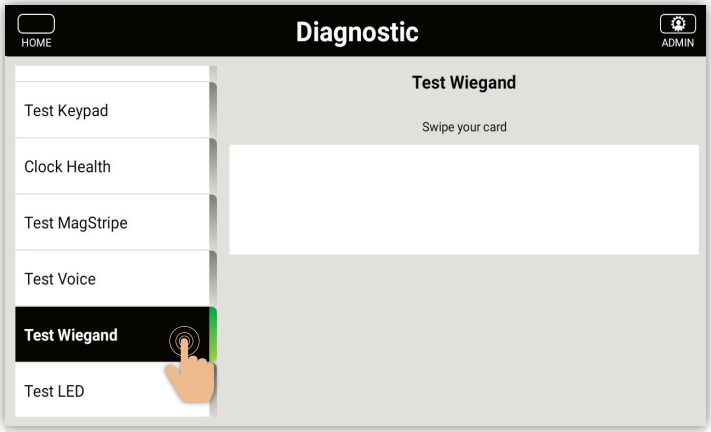
Select the **Test Magnetic Stripe** tab

Diagnostic

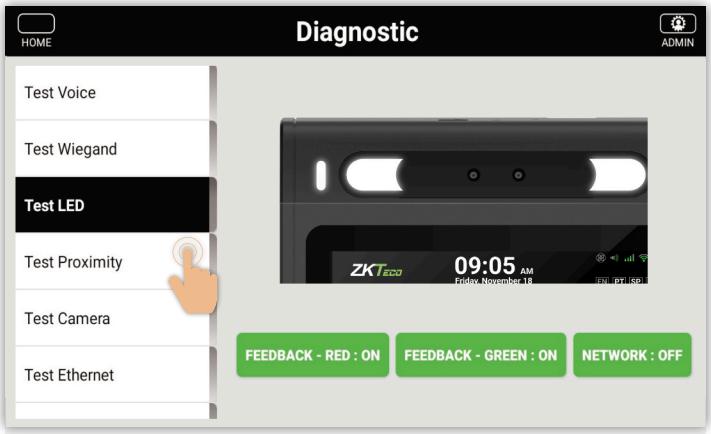
Test Voice
Test Wiegand
Test LED
Test Proximity



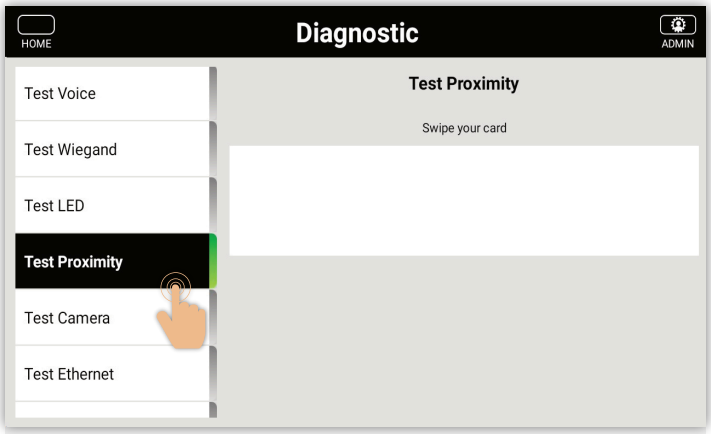
Select the **Test Voice** tab



Select the **Test Wiegand** tab.



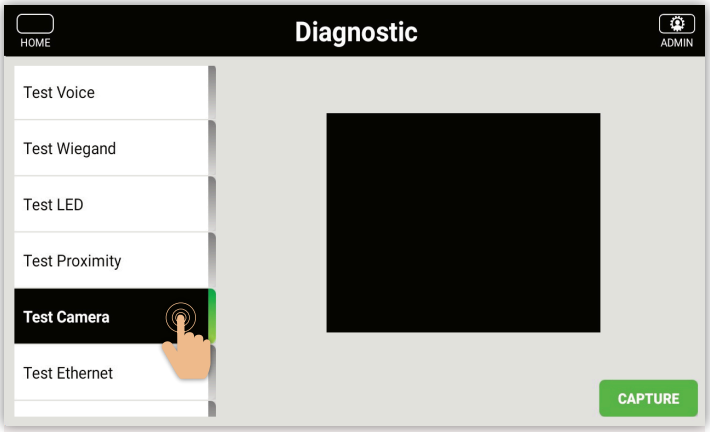
Select the **Test LED** tab.



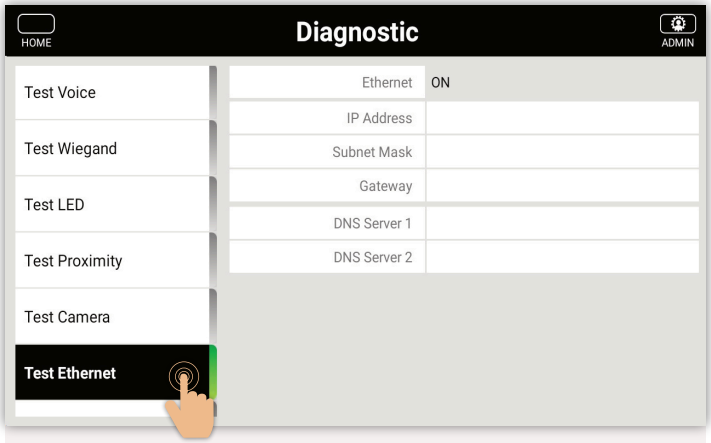
Select the **Test Proximity** tab

Diagnostic

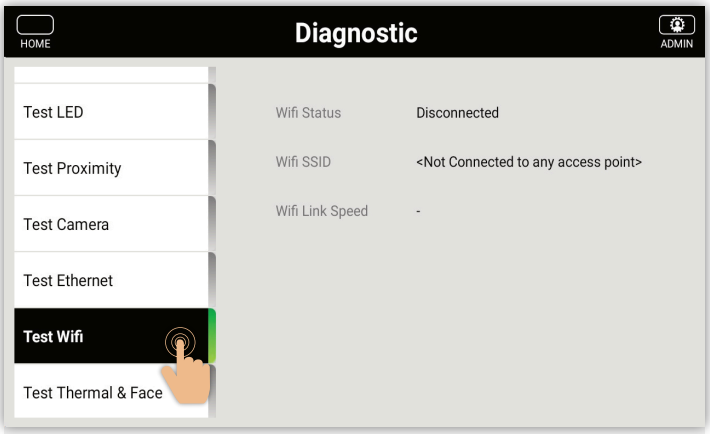
Test Camera
Test Ethernet
Test Wifi
Test Thermal & Face



Select the **Test Camera** tab

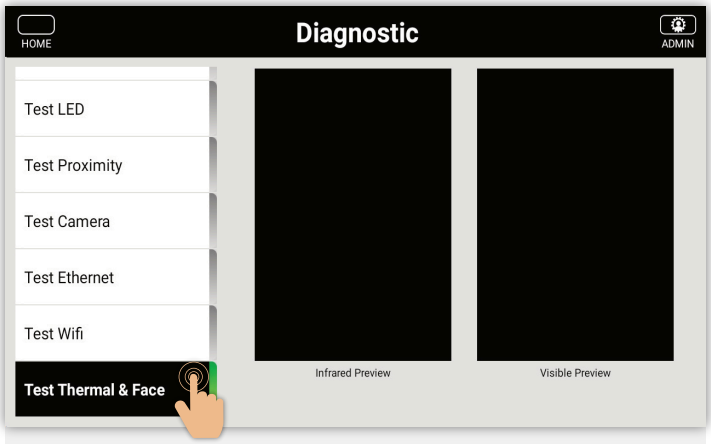


Select the **Test Ethernet** tab.



Select the **Test WiFi** tab.

Note: These are all tools to be used in conjunction with ZK tech support.



Select the **Test Thermal & Face** tab.

FCC Compliance Statements

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. caution: Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and, used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the follow ing measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

RF Exposure Compliance

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. End user must follow the specific operating instructions for satisfying RF exposure compliance. This transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

Declaration for EU Compliance :

5150-5350MHz is restricted in indoor used within European Union countries (AT/BE/BG/CZ/DK/EE/FR/ DE/ SE/IE/IT/ EL/ES/CY/LV/HR/LT/LU/HU/MT/NL/Fl/PT/RO/SI/SK/UK)

Frequency Bands	Maximum Output Power
125KHz:	-2.75dBuA/m@10m
13.56M Hz :	-13.85dBuA/m@10m
2.4GHz BLE EIRP:	-3.11dBm
2.4GHz WiFi EIRP:	7.99dBm
5GHz WiFi EIRP:	1.13dBm
5.8GHz WiFi EIRP:	2.43dBm

HOME

Cover page

MENU

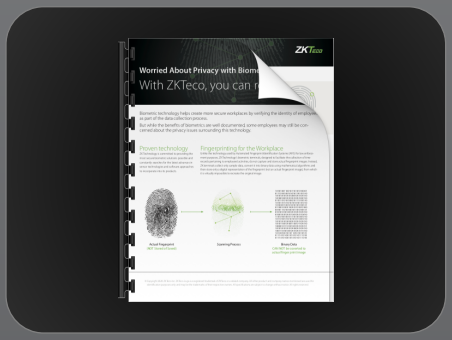
Intro page (This page)

ADMIN

Admin UI menu

Ultima modules, plugs & indicators

Resources



Biometric Privacy Concerns

Fingerprint Enrollment

Data Sheet

ZKTeco

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