



SOFTWARE CONTROL SERVICES (PTY) LTD

475 King's Highway, Lynnwood
P.O.Box 36675, Menlo Park
Pretoria, South Africa
0102

(t) +27 12 348 7301
(f) +27 12 348 1129
(e) techsupport@softconserv.com
www.softconserv.com

Set-up of ZK RFID Pin Pad

Version 0. 1

Prepared by: Shaun Laas

Softcon Software Control Services (Pty) Ltd.

7 March 2017



Revision History

Name	Date	Reason For Changes	Version
SL	26-Jan-2016	Initial document	0.1
SL	26-Jan-2016	Cover Page	0.2

Contents

Information

1. User Management
 - 1.1 Administrator Options
 - 1.2 Add Users
 - 1.3 Register Eight Passwords for Opening the door
 - 1.4 Authenticate User
 - 1.5 Delete Users
2. Access Control Management
 - 2.1 Configure Unlocking Duration
 - 2.2 Configure Authentication Mode
 - 2.3 Configure Concealed Mode
 - 2.4 Configure Door Sensor Mode
 - 2.5 Configure Alarm
 - 2.6 Factory Reset

Information

This document will explain how to change the ZK Pin Pad from Slave mode to Master Mode.

1. User Management

1.1 Administrator Operations

To ensure data security of the device, you can only operate the device after the administrator password has been authenticated.

- **Authenticate the Administrator Password**

Step 1:

Press * (The indicator is off and makes a long beep)

Step 2:

Press # (You can authenticate the password.)

Step3:

Enter the administrator password (Default password is 1234)

Step4:

The authentication is successful (The indicator turns blue)

Step5:

Exit. (Press * or do not operate the device for 20 seconds. The device should make a long beep then automatically exit.)

- **Change the Administrator Password**

Step 1:

Authenticate the administrator password

Step 2:

Press 8 (You can change the password)

Step 3:

Enter a new administrator password

Step 4:

Enter a new administrator password again for authentication.

Step 5:

If successful the indicator turns blue/makes a long beep

Step 6:

Exit. (The device will make a long beep and automatically exit)

Note: Passwords with four digits, are automatically verified and passwords less than four digits needs to be verified with a # at the end.

- **Open the door by entering the administrator password**

Step 1:

Authenticate the administrator password

Step 2:

Press 0 (The indicator turns blue and makes a long beep)

Step 3:

Press 0 (The indicator turns blue and makes a long beep)

Step 4:

The door is opened. (The indicator should turn blue and make a long beep)

Step 5:

Exit. (The indicator will make a long beep then automatically exit)

- **Administrator Password is forgotten**

If the administrator password is forgotten, please dismantle the device and wait 30 seconds when there is a long beep, then press the Optical tamper switch three times to reset the initial administrator password, each press will take 2 – 5 seconds and it beeps each time, note this operation must be done within 30 seconds. It is successfully reset when it has a long beep after the third press; The red LED blinks and quits by itself.

1.2 Add User

- **Add Users**

Step 1:

Authenticate administrator password.

Step 2:

Press 1 (Indicator turns blue and makes a long beep)

Step 3/ Step 4:

Step 3:

Insert User ID twice (Indicator turns blue and makes a long beep)

Step 4:

Register Cards. (Swipe the card once)

Step 5:

Added users successfully. (Indicator will make a long beep)

Step 6:

Exit. (Press * the indicator makes a long beep and automatically exits)

Note: Nine-digit user ID is automatically verified. For a user ID with less than nine digits, press # to confirm.

If the user ID is not available, the ID number increases automatically. It continues to register a new one once the user is successfully registered.

The registration fails if the user ID or the card has been registered before. (The indicator turns red and makes three short beeps). When the indicator

turns blue, you can register the user again. If you fail in swiping a card or entering a user ID three times, the device enters a Standby state.

- **Registering Cards in Batches**

Step 1:

Authenticate administrator password

Step 2:

Press 6 (Registering cards in batches.)

Step 3:

Swipe the first card once. (If it failed the indicator turns red and beeps three times.)

Step 4:

Enter the total number of cards.

Step 5:

Cards are successfully registered in batches.

Step 6:

Exit. (Indicator will make a long beep and automatically exit.)

Note: ID's of to be registered cards, must be consecutive numbers.

1.3 Register Eight Passwords for Opening a door

The device supports eight passwords, each password has a group ID range from 1 – 8. The default password value for all groups is 0, which means passwords are disabled. You can modify the passwords under 8 groups to open the door

Step 1:

Authenticate the administrator password

Step 2:

Press 3 (Indicator will make a long beep)

Step 3:

Enter the group ID of password. (Group ID L : 1 – 8)

Step 4:

Enter the password twice. (Password consists of four digits)

Step 5:

Password registered successfully. (The indicator will make a long beep)

Step 6:

Register successful. Press * to exit.

Note: If a password is successfully changed, enter the group ID to change the next one.

1.4 Authenticate User

Card/Password authentication

After the device is turned on, it enters the authentication state for unblocking the door.

Step 1:

Authenticate the administrator password.

Step 2:

Press 5 (The indicator makes a long beep)

Step 3:

Enter authentication mode.

Step 4:

The configuration is successful. (The indicator makes a long beep)

Step 5:

Exit. (The indicator will make a long beep)

Note: When the authentication mode is RF & Password, swipe card and then enter the passwords please. Details about the authentication mode is as follows:

Authentication Mode	Value	Description
PW	1	Only Password verification
RF	2	Only RF card verification
RF/PW (Default)	3	RF or Password verification
RF & PW	4	RF and Password verification

2.3 Configure Concealed Mode

If the concealed mode is enabled, the indicator is off.

Step 1:

Authenticate the administrator password

Step 2:

Press 0. (The indicator makes a long beep)

Step 3:

Press 3. (The indicator makes a long beep)

Step 4:

Configure the concealed mode. (0: enabled; 1: disable)

Step 5:

The configuration is successful. (The indicator will make a long beep)

Step 6:

Exit. (Indicator makes a long beep and automatically exits.)

2.4 Configure Door Sensor Mode

The door sensor has three modes:

- NONE: The door sensor is disabled.
- NO: The door sensor will send an alarm signal if it detects the door is closed.
- NC: The door sensor will send an alarm signal if it detects the door is open.

Step 1:

Authenticate the administrator password.

Step 2:

Press 0. (The indicator makes a long beep.)

Step 3:

Press 5. (The indicator makes a long beep)

Step4:

Configure the door sensor mode. (0: Normally Open; 1: Normally Closed; 2: Disabled.)

Step 5:

The configuration is successful. (The indicator makes a long beep)

Step 6:

Exit. (The indicator makes a long beep and automatically exits)

2.5 Configure Alarm

- **Configure alarm switch**

The alarm switch is turned on by default. When it's disabled, the Error Operation-Triggered Alarm and the Alarm Delay for the Door Status Sensor will be disabled, but the Tamper Alarm still works.

Step 1:

Authenticate the administrator password.

Step 2:

Press 0. (The indicator makes a long beep)

Step 3:

Press 1. (The indicator makes a long beep)

Step 4:

Configure the operation-triggered alarm switch. (0: enable; 1: disable)

Step 5:

The configuration is successful. (The indicator makes a long beep)

Step 6:

Exit. (The indicator makes a long beep and automatically exits.)

- **Configure Tamper Alarm**

If the function is enabled, alarms will be generated when the device is dismantled from the wall

Step 1:

Authenticate the administrator password

Step 2:

Press 7. (The indicator makes a long beep)

Step 3:

Configure whether to enable the tamper alarm. (0: enable; 1: disable)

Step 4:

The configuration is successful. (The indicator makes a long beep)

Step 5:

Exit. (The indicator makes a long beep and automatically exits).

- **Configure Error Operation-Triggered Alarm.**

Alarms will be generated if the administrator fails the authentication upon three attempts under this function enabled, and is not allowed to continue for 20 seconds.

Step 1:

Authenticate the administrator password.

Step 2:

Press 0. (The indicator makes a long beep)

Step 3:

Press 2. (The indicator makes a long beep)

Step 4:

Configure the Operation-Triggered alarm switch. (0: enable; 1: disable)

Step 5:

The configuration is successful. (The indicator makes a long beep)

Step 6:

Exit. (The indicator makes a long beep and automatically exits.)

- **Configure Alarm Delay for the Door Status Sensor.**

It is to configure the time of how long the door sensor would check the door status.

Step 1:

Authenticate the administrator password.

Step 2:

Press 0. (The indicator makes a long beep)

Step 3:

Press 4. (The indicator makes a long beep)

Step 4:

Configure the alarm delay. (range: 1s to 254s)

Step 5:

The configuration is successful. (The indicator makes a long beep)

Step 6:

Exit. (The indicator makes a long beep and automatically exits.)

Note: Three-digit values are automatically verified. For values less than three digits, press # to confirm. Values greater than 254 are considered invalid.

2.6 Factory Reset

Step 1:

Authenticate the administrator password.

Step 2:

Press 0. (The indicator makes a long beep)

Step 3:

Press 9. (The indicator makes a long beep)

Step 4:

Press 9. (The indicator makes a short beep)

Step 5:

The configuration is successful. (The indicator makes a long beep)

Step 6:

Exit. (The indicator makes a long beep and automatically exits.)

The Factory Default Settings

Unlock Authentication Mode	RF/PW
Door Sensor Mode	None
Alarm Switch	Enabled
Error Operation-Triggered Alarm Switch	Enabled
Tamper Alarm Switch	Enabled
Concealed Mode	Disabled
Unlocking Duration	5 Seconds
Door Sensor Delay	15 Seconds

3. Control mode switch to reader mode

Step 1:

Authenticate the administrator password

Step 2:

Press 0. (The indicator makes a long beep)

Step 3:

Press 6. (The indicator makes a long beep)

Step 4:

Press 1. (The indicator makes a long beep)

Step 5:

Set mode successfully. (The indicator makes a long beep)

Step 6:

Exit. (The indicator makes a long beep and automatically exits.)

Note: The device makes three short beeps when the settings fail. Then the indicator turns red and makes three short beeps.

- **Set wiegand format.**

When the device is in Reader Mode, hold and press * for five seconds, press # when the red indicator turns off, then input the administrator password to enter the device. It can be set to wiegand 26 or wiegand 34.

Step 1:

Authenticate the administrator password

Step 2:

Press 0. (The indicator makes a long beep)

Step 3:

Press 7. (The indicator makes a long beep)

Step 4:

Set wiegand format. (0: WG26; 1:WG34)

Step 5:

Set format successfully. (The indicator makes a long beep)

Step 6:

Exit. (The indicator makes a long beep and automatically exits.)

Note: The device makes three short beeps when the settings fail. Then the indicator turns red and makes three short beeps.