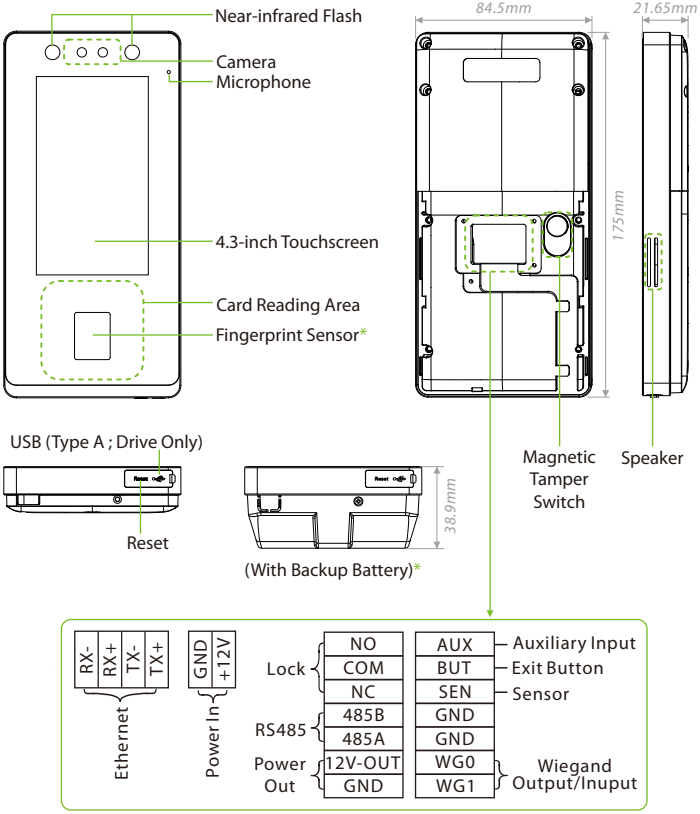
Quick Start Guide

SenseFace 4 Series

Version: 1.2

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

1 Overview



Note:

- *To ensure the accuracy of fingerprint recognition, please remove the fingerprint sensor protective film before using your fingerprint.*
- *Not all products have the function with *, the real product shall prevail.*

2 Installation Environment

Please refer to the following recommendations for installation:



INSTALL INDOORS ONLY



AVOID INSTALLATION NEAR GLASS WINDOWS



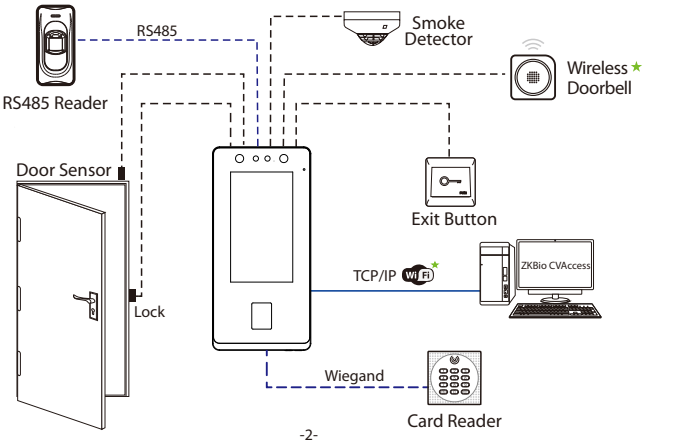
AVOID DIRECT SUNLIGHT AND EXPOSURE



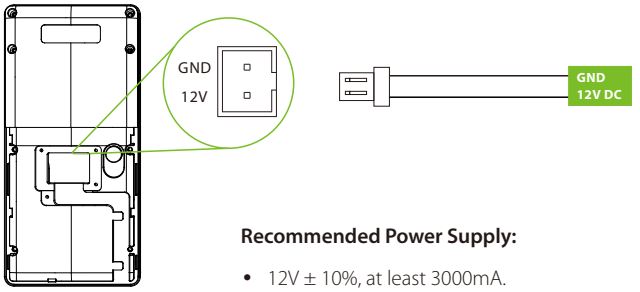
AVOID USE OF ANY HEAT SOURCE NEAR THE DEVICE

- Avoid direct contact to sunlight for a long time.
- Protect the device from moisture, water, and rain.
- Handle the device with care.
- Make sure that the device is not installed in close proximity to a sea or other environments where metal oxidation and rust may occur if the device is exposed for a long time.
- Protect the device from lightning.
- Make sure that the device is not working in an acidic or alkaline environment for a long time.

3 Standalone Installation

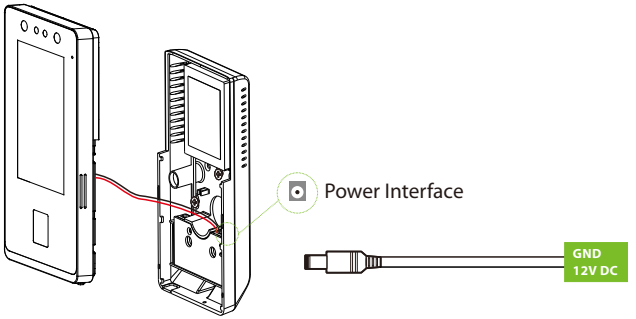


4 Power Connection



Recommended Power Supply:

- 12V ± 10%, at least 3000mA.
- To share power with other devices, use a power supply with higher current ratings.



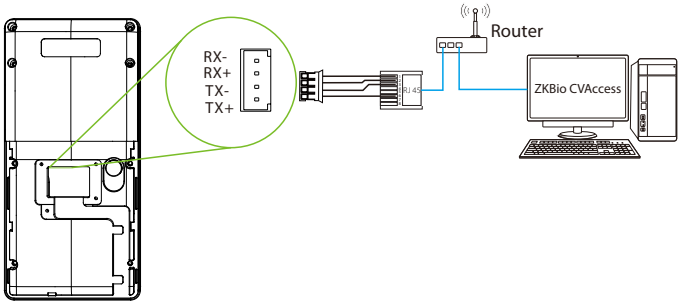
(with backup battery)★

Note:

1) When powered only by the backup battery, the device supports up to 6 hours standby time or 4 hours operating time.The battery requires 8 hours to fully charge.

2) For device manufactured before November 25, 2025, if you need to add a backup battery yourself, there may be an issue where the device repeatedly restarts automatically when the battery is nearly depleted until it is completely drained. Please contact your technical support to confirm the device's manufacturing date.

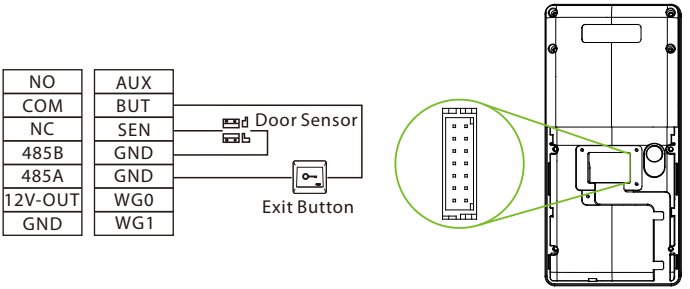
5 Ethernet Connection



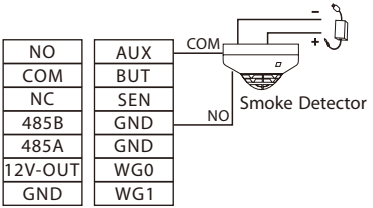
Click **COMM.** > **Ethernet** > **IP Address** to set the relevant parameters of network.

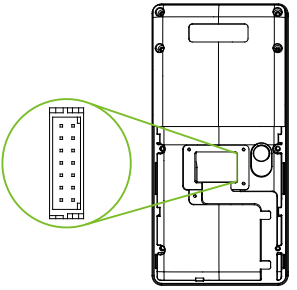
Note: *In LAN, the IP address of the server (PC) and the device must be in the same network segment when connecting to the software.*

6 Exit Button and Door Sensor Connection

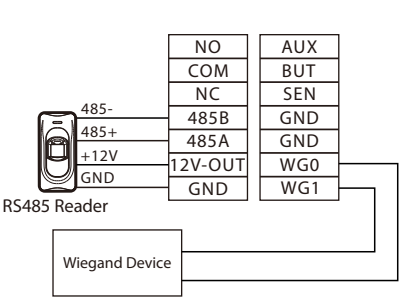


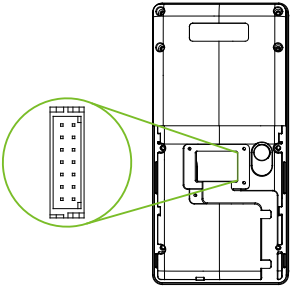
7 Smoke Detector Connection





8 RS485 and Wiegand Connection





Note:

1) The Wiegand interface is shared, and the user can choose to use either the Wiegand input or Wiegand output function to interface with different Wiegand devices.

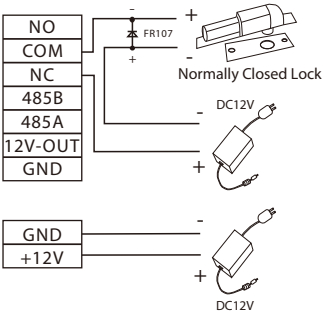
2) It is not recommended to supply power to the reader when the device is only powered by the backup battery.

9 Lock Relay Connection

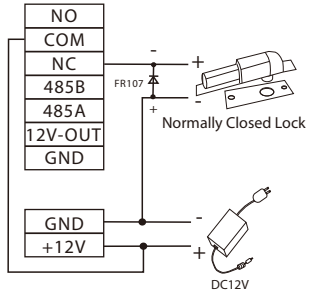
The system supports Normally Opened Lock and Normally Closed Lock.

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:

Device not sharing power with the lock:



Device sharing power with the lock:



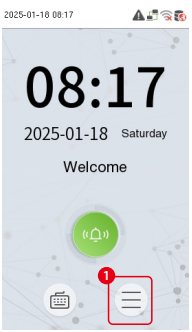
Note: *When the device is only powered by the backup battery, it does not support sharing power with the lock.*

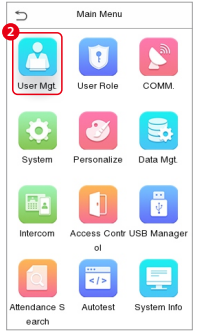
10 User Registration

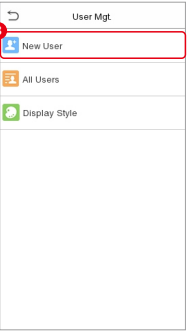
When there is no super administrator set in the device, click ☰ icon to enter the menu. Add a new user, set their User Role to Super Admin, and the system will request administrator verification before granting access to the menu. It is strongly recommended to register a super administrator initially for security purposes.

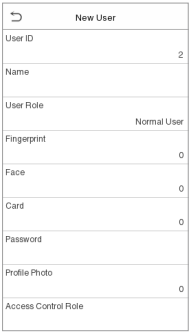
Method 1: Register on the device

Click on ☰ > **User Mgt.** > **New User** to register a new user. The options include entering the User ID and Name, Setting User Role and Access Control Role, Registering Fingerprint*, Face, Card Number, Password and Adding Profile Photo.

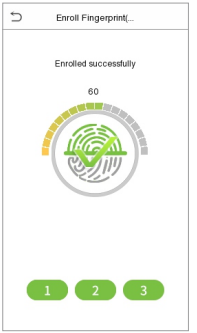










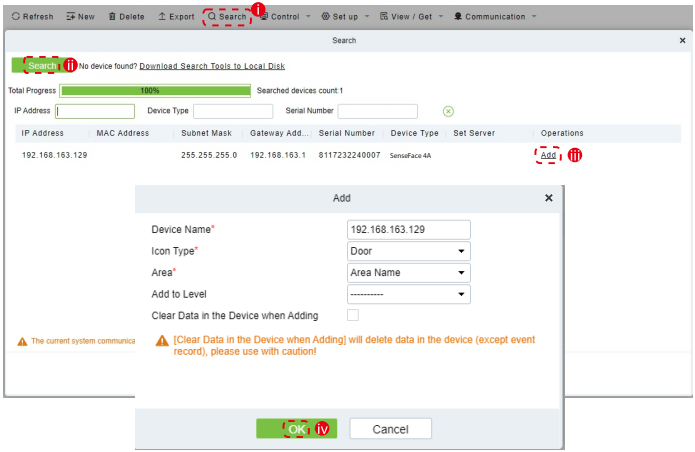


Method 2: Register on ZKBio CVAccess Software

- **Register on the PC**

Please set the IP address and cloud service server address in the Comm. Menu option on the device.

1. Click [**Access**] > [**Device**] > [**Search**] > [**Search**] to search the device on the software. When an appropriate server address and port is set on the device, the searched device displays automatically.



2. Click [**Add**] in operation column, a new window will pop-up. Select Icon type, Area, and Add to Level from each drop down list and click [**OK**] to add the device.

3. Click [**Personnel**] > [**Person**] > [**New**] and fill in all the required fields to register new users in the software.

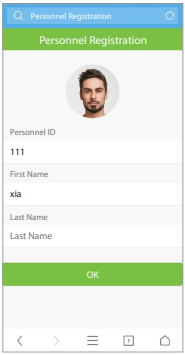
4. Click [**Access**] > [**Device**] > [**Control**] > [**Synchronize All Data to Devices**] to synchronize all the data to the device including the new users.

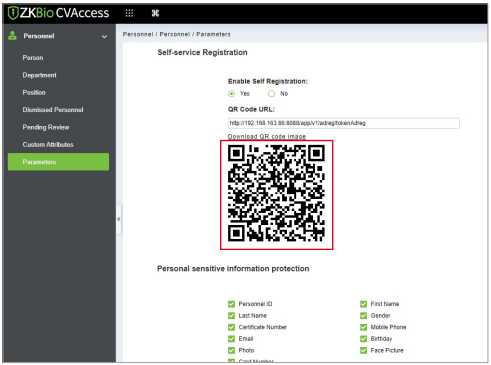
For more details, please refer to the *ZKBio CVAccess User Manual*.

- **Register on the Phone**

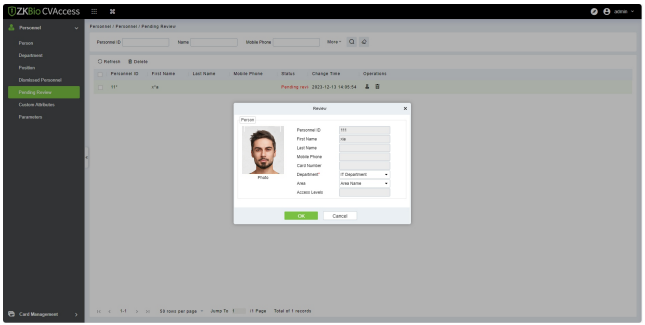
Once the ZKBio CVAccess software is installed, the users could enroll their face template via a browser application on their own mobile phone.

1. Click [**Personnel**] > [**Parameters**], enter "http://Server address: Port" in the QR Code URL bar. The software will automatically generate a QR code. Scan the QR code or login onto "http://Server address: Port/tokenAdreg" by the mobile phone to register users.





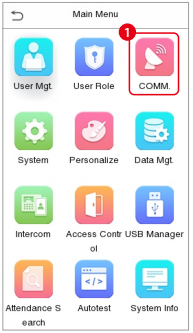
2. The users will be displayed in [**Personnel**] > [**Pending Review**]. Click the [**Review**] option and assign a department, then click [**OK**] to successfully add the user.

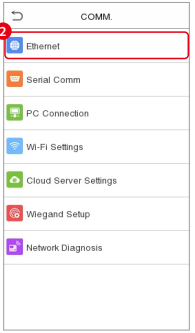


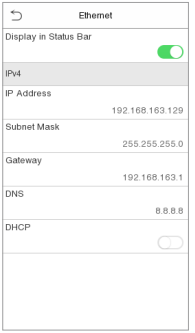
11 Ethernet and Cloud Server Settings

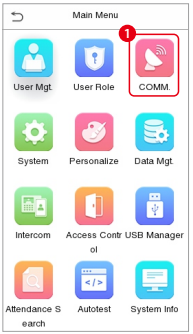
Click on ☰ > **COMM.** > **Ethernet** to set the network parameters. If the TCP/IP communication of the device is successful, the icon will be displayed in the upper right corner of the standby interface.

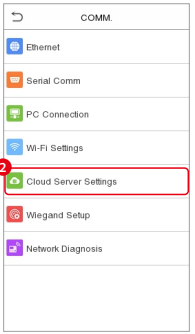
Click on ☰ > **COMM.** > **Cloud Server Settings** to set the server address. If the device communicates with the server successfully, the icon will be displayed in the upper right corner of the standby interface.

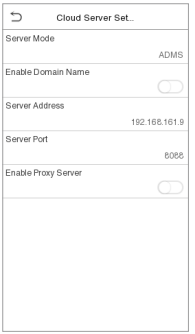












12 SIP Settings

The device achieves video intercom there are two modes, respectively, the **LAN** and **SIP server**.

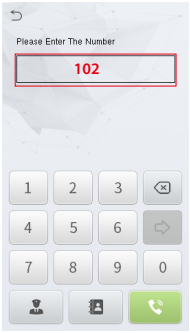
Local Area Network Use

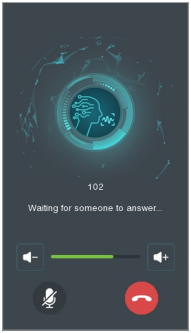
In this mode, please make sure that the SIP Server of the device is disabled. This function needs to be used with the indoor monitor VT07-B01.

1. Set the indoor monitor to the same network segment as the device.
2. On the indoor monitor, click [**Setting] > [Advance Setting] > [Device Manage] > [Add]** to add the device.
3. On the device, click ☰ **> Intercom > SIP Settings > Contact List > Add** to add the connected indoor monitor.
   Room Number: Customize the number of the indoor monitor.
   Call Address: It is the IP Address of the indoor monitor.

- **Enter the Number or IP Address of the Indoor Monitor**

Click icon on the device and enter the Number or IP Address of the indoor monitor in the pop-up interface of the device.

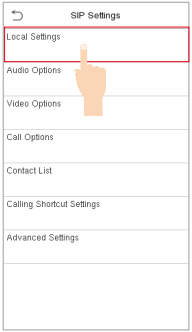


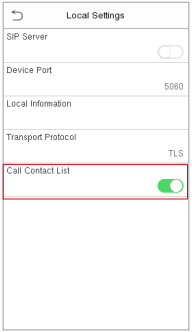


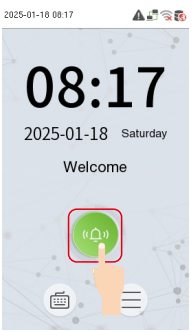


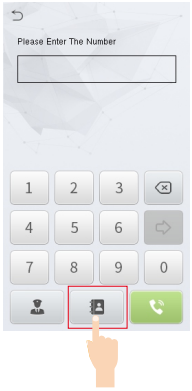
- **Call Contact List**

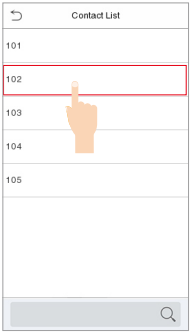
1. On the **SIP Settings** interface, click **Local Settings** to enable the call contact list.
2. Click icon on the device to enter the call page, then you can click the icon to open the contact list, select the number of the indoor monitor you want to call.

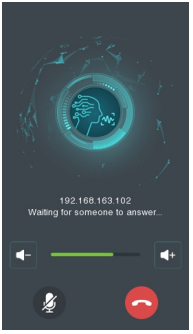








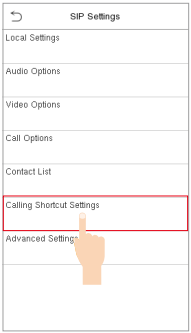


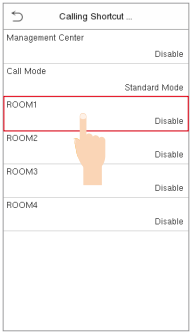


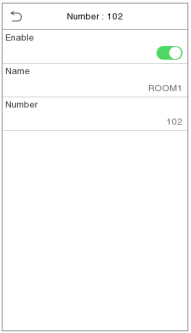
- **Calling Shortcut Keys**

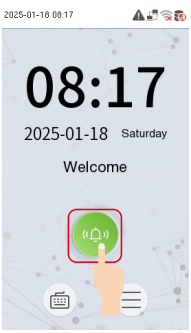
1. On the **SIP Settings** interface, click **Calling Shortcut Settings** to enable and define the shortcut keys.
   Name: Customize the name of the shortcut keys.
   Number: Select the room number that set in the **Contact List** Menu.

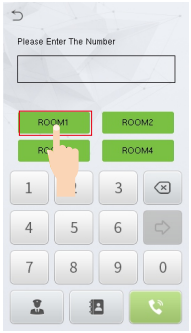
2. Click the icon on the device and click the calling shortcut keys to call the indoor monitor.

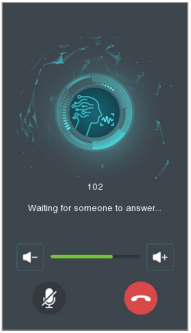






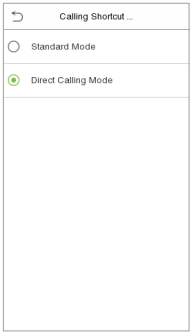


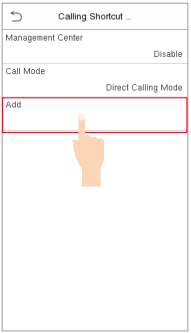




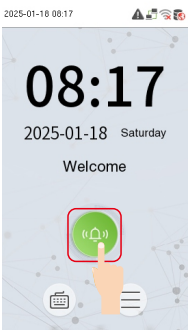
- **Direct Calling**

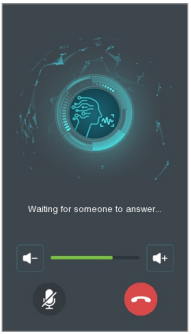
1. On the **SIP Settings** interface, click **Calling Shortcut Settings** > **Call Mode** > **Direct Calling Mode** > **Add**. Select the indoor monitors that you want to call, then the indoor monitors will be displayed in the list.
2. Click the icon on the device to call the indoor monitors directly.









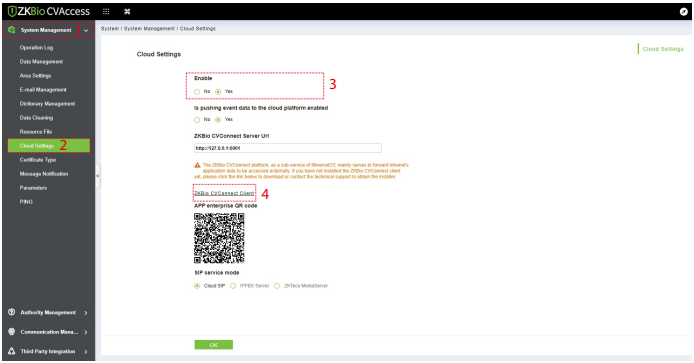


SIP Server

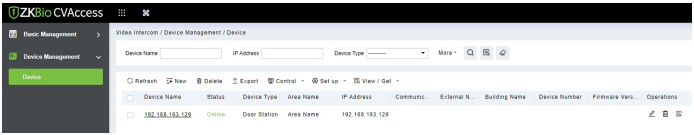
In this mode, please make sure that the SIP Server of the device is enabled. This function needs to be used with the ZKBio CVAccess server, ZKBio Zexus Mobile App, indoor monitor VT07-B26L-W / VT07-B22L and PC Client BioTalk Pro.

There are 2 kinds of SIP server: **Cloud SIP** and **PBX server**. Here take **Cloud SIP** as an example.

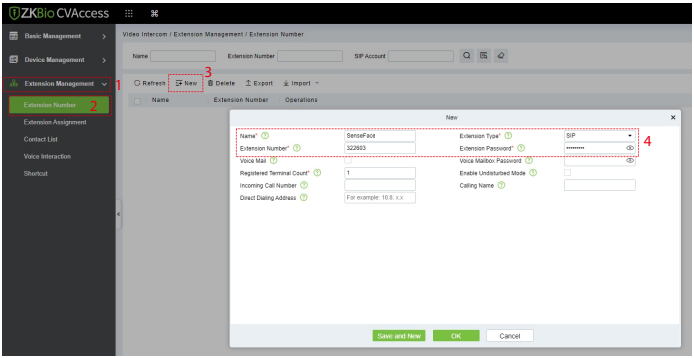
1. On the ZKBio CVAccess software, click **System > System Management > Cloud Settings** to enable the Cloud SIP service. Click **ZKBio CVConnect Client** to download and install it. (**Note:** The specific installation and activation steps of the client can refer to *ZKBio Zexus Mobile App User Manual*.)



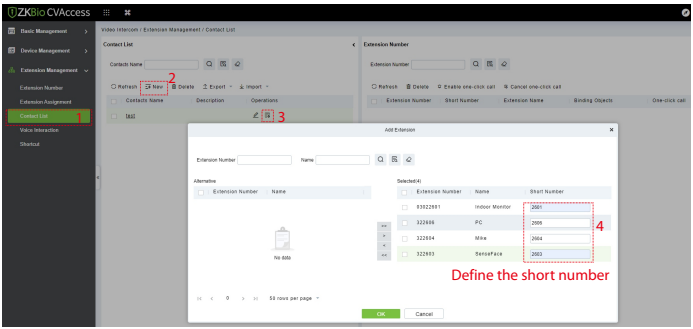
2. Add the device to the **Access** Module of the software. Then the device will be automatically synchronized to the **Video Intercom** module.



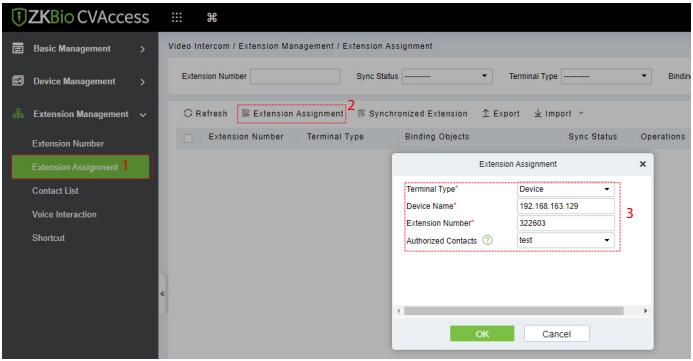
3. Click **Video Intercom > Extension Management > Extension Number > New** to add the extension numbers.



4. Click **Contact List > New** to add the contacts. Then click the icon to add extension numbers to it.



5. Click **Extension Assignment > Extension Assignment** to assign an extension number and synchronize the contacts to the device.

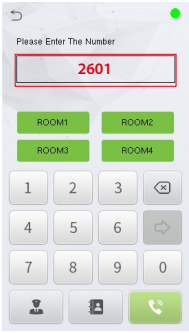


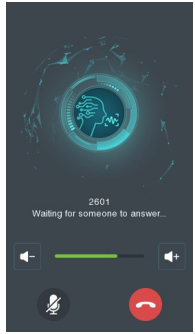
6. Once the SIP is set up correctly, a green dot will appear in the upper right corner of the call page, indicates that the device is connected to the server.

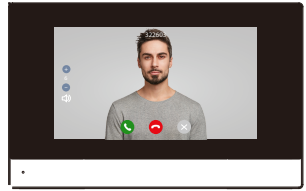
- **Device Call the Indoor Monitor (VT07-B26L-W / VT07-B22L)**

1. On the ZKBio CVAccess software, click **Video Intercom > Device Management > Device > New** to add the indoor monitor. Then assign an extension number to the indoor monitor.
2. Click the icon on the device to enter the call page, enter the Short Number of the indoor monitor, or click the icon to open the contact list, select the indoor monitor you want to call.

   Note: Click ☰ > **Intercom > SIP Settings > Local Settings > Call Number Type**, select the call number type as **Room Number**.

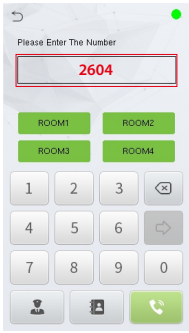


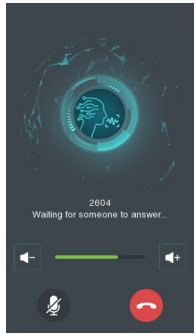


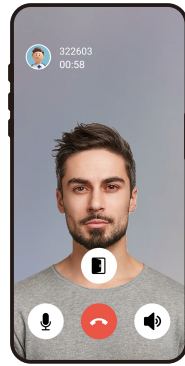


- **Device Call the Phone (ZKBio Zexus App)**

1. On the ZKBio CVAccess software, assign an extension number to the personnel.
2. Click the icon on the device to enter the call page, enter the Short Number of the personnel, or click the icon to open the contact list, select the personnel you want to call.

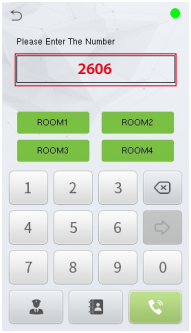


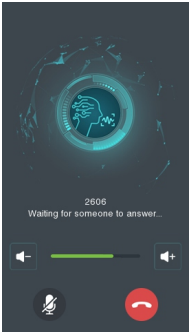


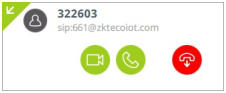


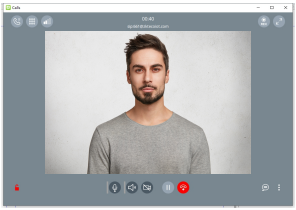
- **Device Call the PC Client (BioTalk Pro)**

1. Install the BioTalk Pro software and configure the SIP account. (The SIP account is created in the ZKBio CVAccesss.)
2. Click the icon on the device to enter the call page, enter the Short Number of the PC client, or click the icon to open the contact list, select the PC clinet you want to call.







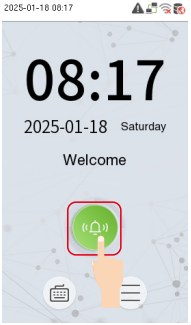


Two-way calls can be made between the device, indoor monitor, ZKBio Zexus App, and PC client (BioTalk Pro). For more details, please refer to the user manual.

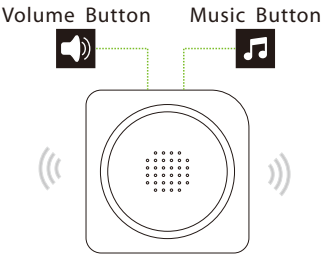
13 Connect the Wireless Doorbell ★

This function needs to be used with the wireless doorbell.

First, power on the wireless doorbell. Then, press and hold the music button for 1.5 seconds until the indicator flashes to indicate it's in pairing mode. After that, click on the device icon , if the wireless doorbell rings and the indicator flashes, it means the connection is successful.



Device



Wireless Doorbell

After a successful pairing, clicking the icon of the device will ring the wireless doorbell.

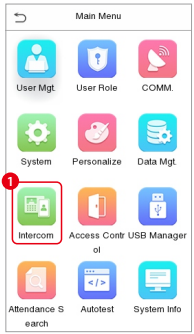
Note: *Generally, each device connects to 1 wireless doorbell.*

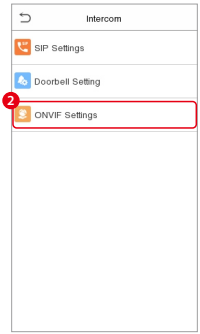
14 ONVIF Settings

This function needs to be used with the Network Video Recorder (NVR).

1. Set SenseFace 4 Series device to the same network segment as the NVR.
2. Click ☰ >**Intercom** > **ONVIF Settings** to set the User Name and Password.

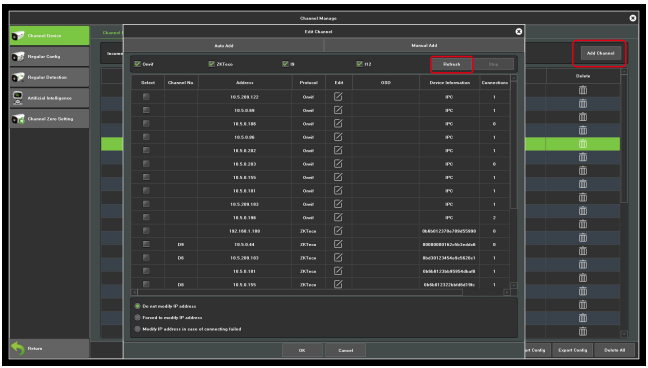
   Note: *If the Authentication function is disabled, then there is no need to input the User Name and Password when adding the device to the NVR.*



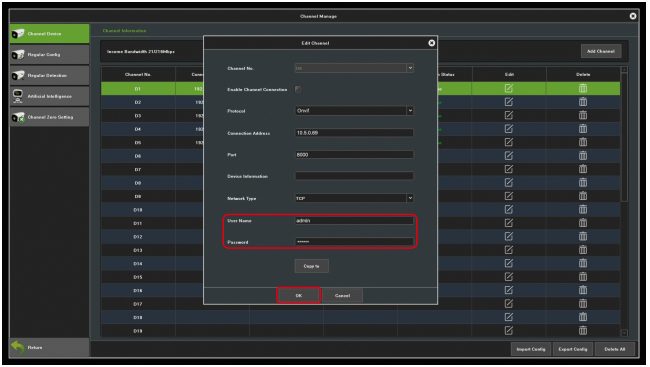




3. On the NVR system, click **Start** > **Menu** > **Channel Manage** > **Add Channel** > **Refresh** to search for the device.



4. Select the checkbox for the device you want to add and edit the parameters in the corresponding text field, then click on **OK** to add it to the connection list.



5. After successfully adding, the video image obtaining from the device can be viewed in real-time.

For more details, please refer to the *NVR User Manual*.

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