User Manual

ZKBio Media

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English

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The product will be updated from time to time without prior notice. The latest operation procedures and relevant documents are available on http://www.zkteco.com.

If there is any issue related to the product, please contact us.

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About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/Floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader door locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the Manual

This manual introduces the operations of **ZKBio Media** software.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

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Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	**Description**
Bold font	Used to identify software interface names e.g. **OK**, **Confirm**, **Cancel**.
>	Multi-level menus are separated by these brackets. For example, **File > Create > Folder**.
For Device	
Convention	**Description**
< >	Button or key names for devices. For example, press <**OK**>.
[ ]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window.
/	Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder].

Symbols

Convention	Description
	This represents a note that needs to pay more attention to.
	The general information which helps in performing the operations faster.
	The information which is significant.
	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

Table of Contents

1 Overview

ZKTeco's multimedia information distribution system integrates video playback, news, graphics, and texts, providing information, distribution solutions based on "visual presentation". This system consists of two parts, the software ZKBio Media and the hardware Media Station box. It adopts centralized control and unified management to transmit multimedia content, such as audio and video signals, pictures, scrolling subtitles, and other multimedia information to the display terminal through the network platform and broadcasts the video in high-definition digital signals, which can effectively cover lobbies, conference rooms, offices, reception areas, elevators, passageways, and other crowded areas.

Controlling the digital screen of each scene in a novel way with flexible management, centralized control, intelligent publishing, real-time monitoring, and other functions, making management, of digital screens management and control more intelligent, efficient, and safe.

2 Features

- It allows visual content editor.
- Multiple playback components that allow adding texts, pictures, videos, weather, calendars, etc.
- Access to a variety of terminal devices: Android advertising machines, LED large screens, all-in-one TVs, Android Visible Light terminals, etc.
- Playback resolution customization: the playback resolution can be adapted to different terminals.
- Rights management: the system provides audit function, set different user roles according to needs, and assign corresponding data permissions.
- Offline local playback: local storage of playback content, continuous playback when offline.

3 Functional Modules

- **Play Mode**

  It supports playing texts, pictures, videos, live broadcasts, time, weather, web page, etc. It can be played separately or combined freely.

- **Material Management**

  The system supports searching, adding and deleting material files, automatic conversion of videos and documents, grouping of materials, preview of materials, and automatic detection of video attributes such as duration, resolution and size.

- **Program Creation**

  The WYSIWYG visual program editing can be freely combined and matched. It supports multiple component types, such as text component, image component, video component, time

component, weather component, live broadcast component, etc. It also supports template management, component alignment, coordinate size adjustment, auxiliary grid and scale.

- **Touch Interaction**

The touch screen interaction supports multi picture timing switching and touch sliding switching. By clicking the play area, it automatically jumps to other scenes/programs. The jump level is not limited and supports to return to the previous level and return to the home page. It has a powerful interactive function, perfect combination of publishing and interaction.

- **Hierarchical Management**

The Hierarchical Management can be divided into unlimited levels of management, program scheduling audit and release, and can customize and flexibly configure whether the material, program and scheduling need to be audited.

- **Publish Management**

The program can be published in groups by device, and the task can be played in groups by device, and the program can be played in weeks. It supports batch release of multiple programs to multiple devices. It also supports inserting message, real-time/timing display, real-time view of task download progress, and remote screen capture.

- **Device Management**

The Device Management feature supports group management, remote shutdown, restart, software upgrade, screenshot, and volume setting. It also supports batch operation of devices and combined search of devices by device status, name, type, and other conditions.

- **User Management**

The User Management feature supports different users to manage different device groups. The system has a variety of built-in permissions, which can be grouped and managed by different organizations. According to the business process, users can freely combine some permissions into roles to meet the needs of hierarchical management of large enterprises. The system has built-in multiple roles: Super Administrator, System Administrator, Program Administrator, Device Administrator, etc. The system supports adding, modifying and deleting users and roles.

- **Operation Overview**

The system automatically detects the status of the device, collects the alarm and abnormal information of the device and can be queried in the background. The system automatically calculates the scheduling, number of alarm device and update status of device program that the current user needs to audit and updates the display in real time.

- **Analysis and Statistics**

  The system provides professional logs and query statistical reports, including playback logs, device operation logs and error logs. It can query the logs by the combination of device name, log title, create time, and other conditions.

4 Installation and Configuration

4.1 Installation of Firmware

Installation procedure:

1. Copy the installation files to the U disk/SD card/Mobile hard disk, and then insert into the device.

2. Use the file explorer to view the installation package, and then double-click the installation package to start the installation.

3. Once the installation is done, enter into the home page.

4.2 Configure Player

To access the Player Setting page, long press the upper left corner of the Player.

Local Network

Click the **Local Network** to enter into the Network Setting interface. Set the Ethernet or WLAN, as shown in the figure below.

Server Setting

1. To set up the connection between the device and ZKBio Media software, enter the correct details i.e., Device Name, Server IP, Server Port and File Download Port.
2. Then click the **"Save"** button to complete the Server Setting.

3. For the Server Port and File Download Port, see the "About" menu in the upper right corner of the screen.

Activation Status

Navigate to Device Authorization to view the device activation status. If the device is activated, then "Activated" will appear on the screen otherwise "Not Yet Activated" will appear on the screen.

If the status is displaying as "Not Yet Activated", please follow the activation steps below.

Activation Steps

- **With U DISK**

Step 1: To get Serial Number

1. Go to ZKBioMedia Firmware and select **[Device Setting]** > **[Active State]**.
2. Click "**Generate Serial Number**". The system will generate a "**DeviceSn**" file and save it in U disk.
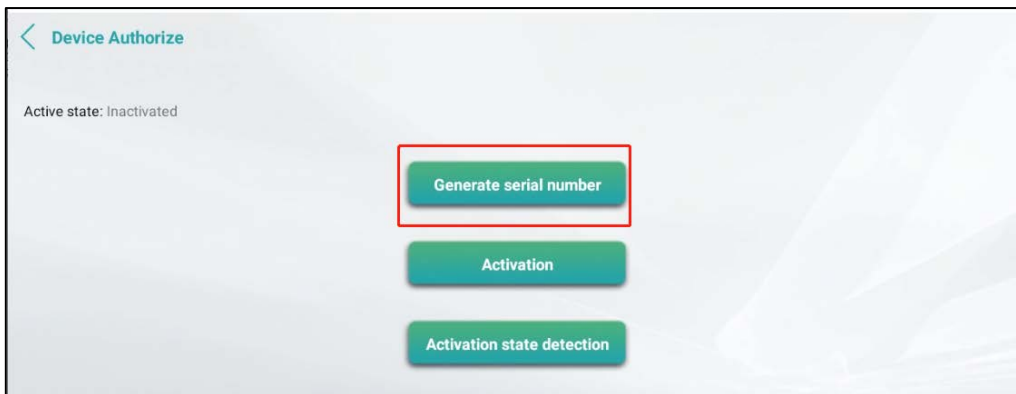
Step 2: Send Serial Number to Business Personnel

- The SN file is saved in the U disk root directory "**ZKLicCheck"** folder.
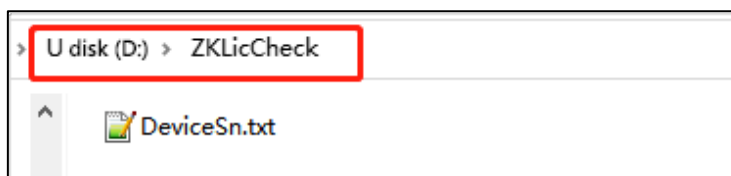
Note:

- It supports all U disk formats for Android devices with a system version of less than 6.0 or ZKTeco devices with a system version of 6.0 or higher.
- It supports FAT32 U disk only on devices with Android 6.0 or higher operating systems.

Step 3: Change the License Name obtained from business to ZKLicenseManager.lic and save it in the DeviceSn.txt file path.
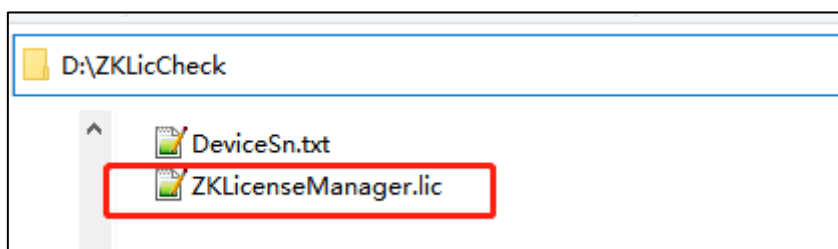
Step 4: Insert the U disk to the device, and then go to firmware menu, select **[Device Setting]** > **[Active State]** and click "**Activation**". Now, the Active State will appear as "Activated".

- **Without U Disk**

Step 1: To get Serial Number

Go to ZKBioMedia Firmware and select **[Device Setting]**->**[Active State]** and click "**Generate serial number**", it will generate a "**DeviceSn**" file and saved in explorer.

Step 2: Send SN to Business Personnel

The SN file is saved in **ZKLicCheck** folder in device explorer, send this "**DeviceSn**" to business personnel.
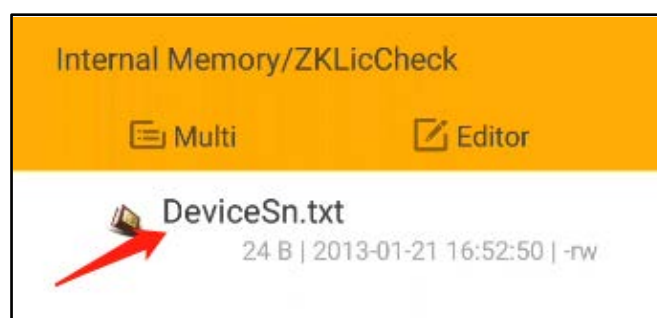
Step 3: Change the License Name obtained from business to "ZKLicenseManager.lic" and save it in the ZKLicCheck folder.
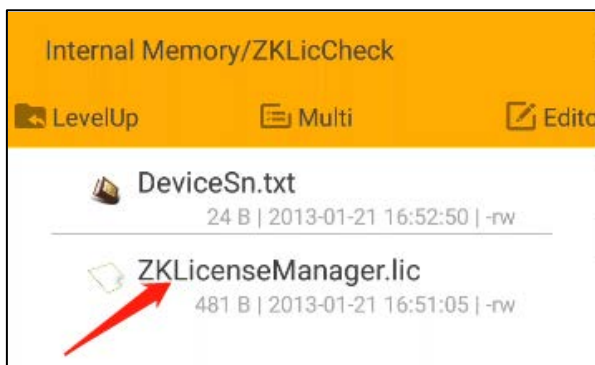
Step 4: Go to firmware menu of **[Device Setting]** > **[Active state]**, click "**Activation**". The Active State will appear as "Activated".

Program Source

The program source has two modes:

1. **Server Mode:** The server mode refers to the uniform distribution and management of the programs through the software.
2. **Local Mode:** Local Mode means that the device only plays the programs on the local disk without connecting the software. The local programs are generated and exported by the software, then placed on the local disk for playback.

If the program source needs to be switched, the app will automatically restart after 3 seconds. After restarting, the switching is successful.
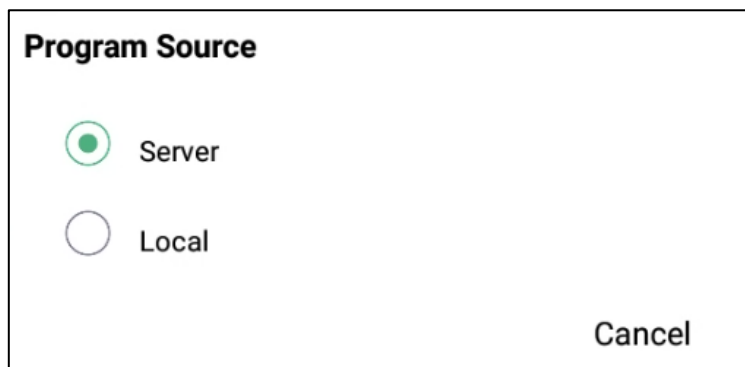
Description of Local Program Setting

1) Go to **[Program Management]** > **[Program Creation]**.

2) Select the program to export and click **Export Program Data**.
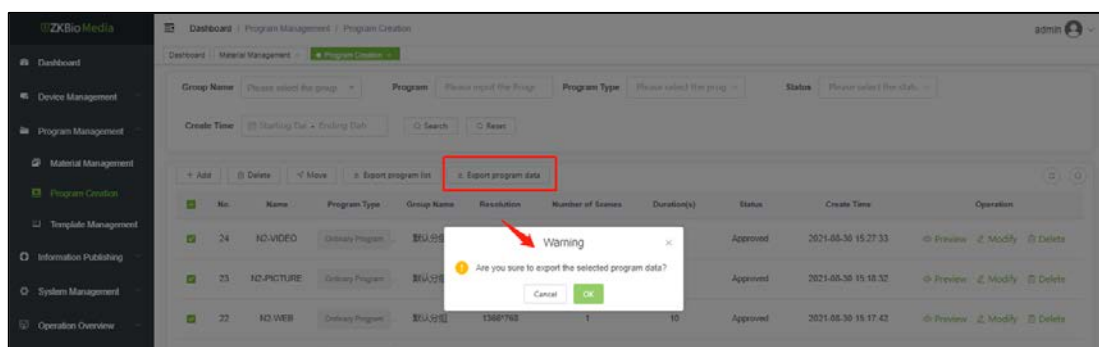
3) Unzip the exported zip file and rename the folder to standalone. Put the file in the zkteco path of the local disk as shown in the below figure.

Enable Self-Starting

Once Self-starting function is enabled, the app will start automatically when device is turned on. When the app returns to the background, it will automatically switch back after 5 seconds.
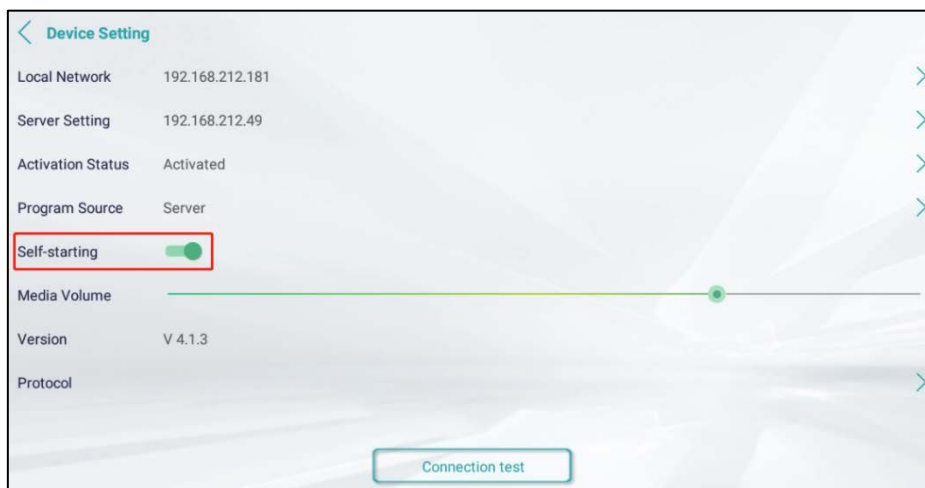
5 Dashboard

After the user login into the system, the main interface will be displayed as shown in the below figure.

(In other interfaces, click the icon in the upper left corner to enter the main interface of the system).
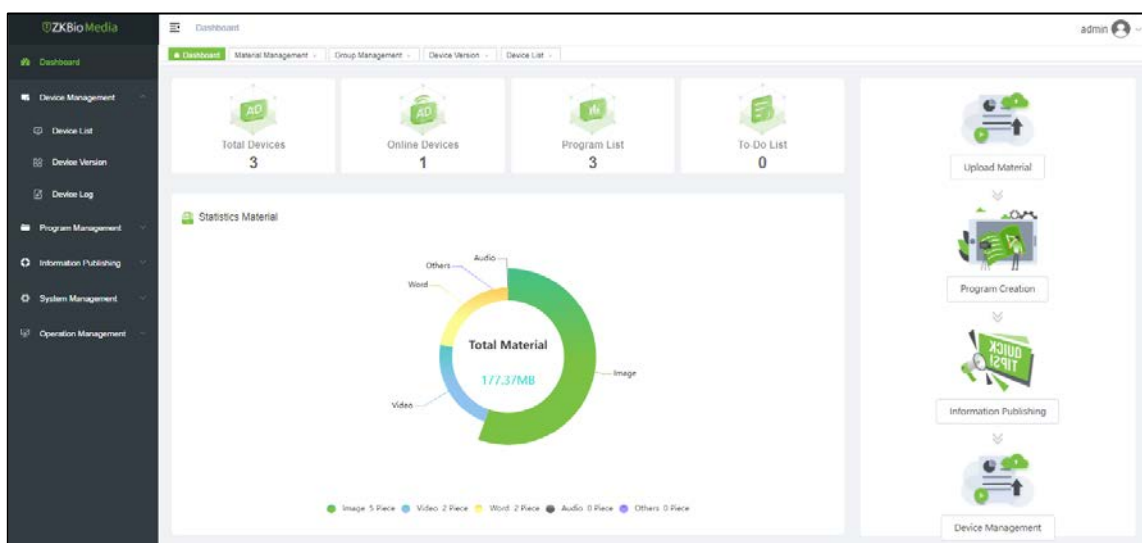
This interface is used to view the total devices, online devices, program list, to do list, statistics material, and various shortcuts like upload material, program creation, information publishing and device management.

1. **Total Devices:** Counts the total number of devices in the system, including online devices, offline devices, and devices to be certified.

2. **Online Devices:** Counts the number of online devices in the system.

3. **Program List:** Counts the total number of programs in the program production of the system.

4. **To-Do List:** Counts the total number of schedules to be approved in the system.

5. **Statistics Material:** Counts the total number of pictures, videos, documents, audio and other types of materials in the system.

6. **Upload Material:** It is a shortcut key. Click the **Upload** Button to enter the system **[Program Management]** > **[Material Management]** interface.

7. **Program Creation:** It is a shortcut key. Click the **Program Creation** Button to enter the **[System Program Management]** > **[Program Creation]** interface.

8. **Information Publishing:** It is a shortcut key. Click the **Information Release** Button to enter the system [**Information Publish] > [Program Scheduling]** Interface.

9. **Device Management:** It is a shortcut key. Click the **Device Management** Button to enter the system **[Device]** > **[Management Device List]** interface.

6 Device Management

The **Device Management** is mainly used to manage the device in the system. It can modify, delete and control the device. It can add device firmware to the software side for online upgrade. The user can also view the abnormal information of the device via Device Management.

6.1 Device List

Click **[Device Management]** > **[Device List]** menu to enter the device list interface. The function includes all the device information connected to the system, including the uncertified and authenticated devices. On this page, the user can perform single, multiple or group management operations on devices.

- **Device Certification**

When the new device is connected to the app, it will automatically register to the server. The user only needs to authenticate the information in the background management system. The operation is as follows:

1. Select a record, click the **Authentication** Button to enter the authentication interface. Enter the device information, and then click **OK** Button, as shown in the below figure.
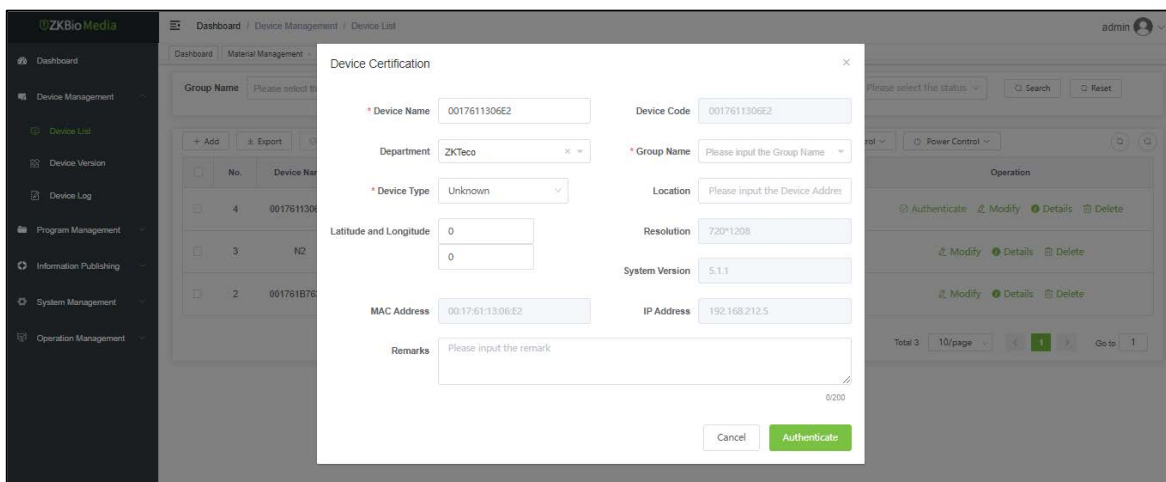
- **Add device manually**

   1. Click **[Device Management]** > **[Device List]** to enter into the Device List interface.
   2. Click the **Add** Button and input all the parameters like the device's name, device code, department, group name, device type, location, latitude & longitude, resolution, system version, MAC address and IP address.
   3. Once done, click **OK** to save the changes as shown in the below figure.
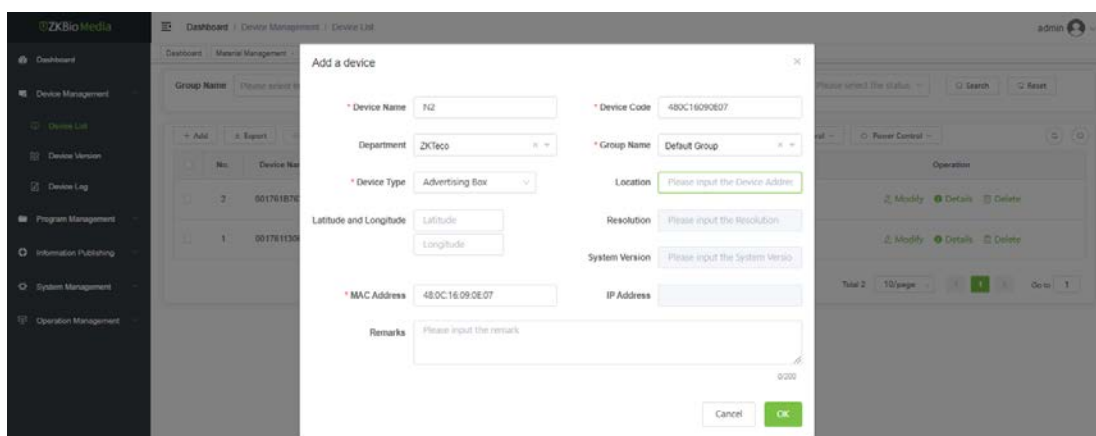
- **Common Operation of Device**

Select the device to perform various operations like Clear Program, Upgrade Application, Play Control, Volume Control, Screen Control and Power Control.
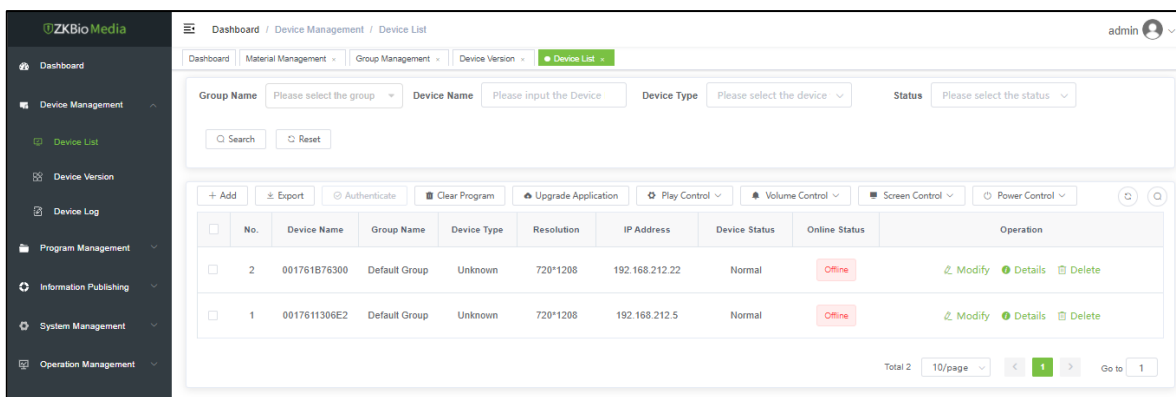
- **Online Upgrade**

Select the device to be upgraded and click **[More]** > **[Application Upgrade]** to realize the background automatic update of app as shown in the below figure:
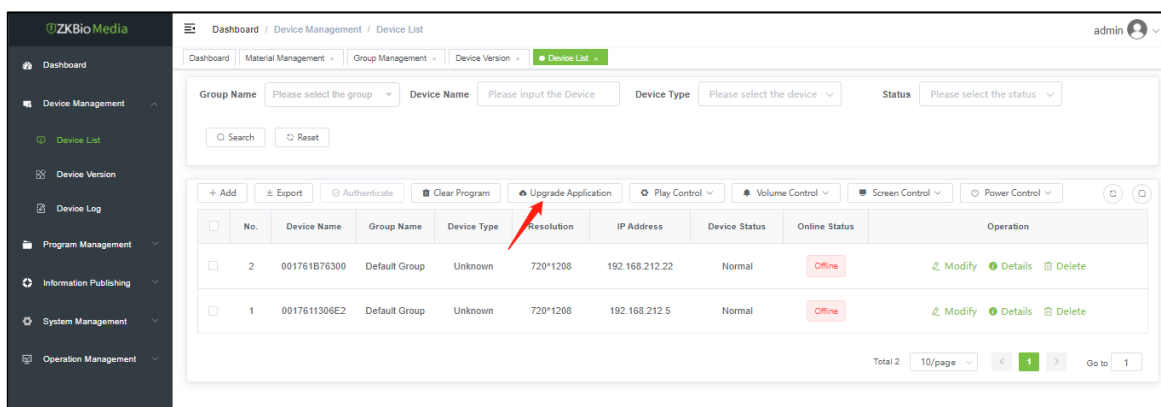
- **Export Device**

Click "**Export**" to export the device information to Excel.

6.2 Version Management

Click **[Device Management]** > **[Device Version]** menu to enter the Version Management interface. The functions include adding, modifying, deleting and exporting versions, as shown in the following figure:
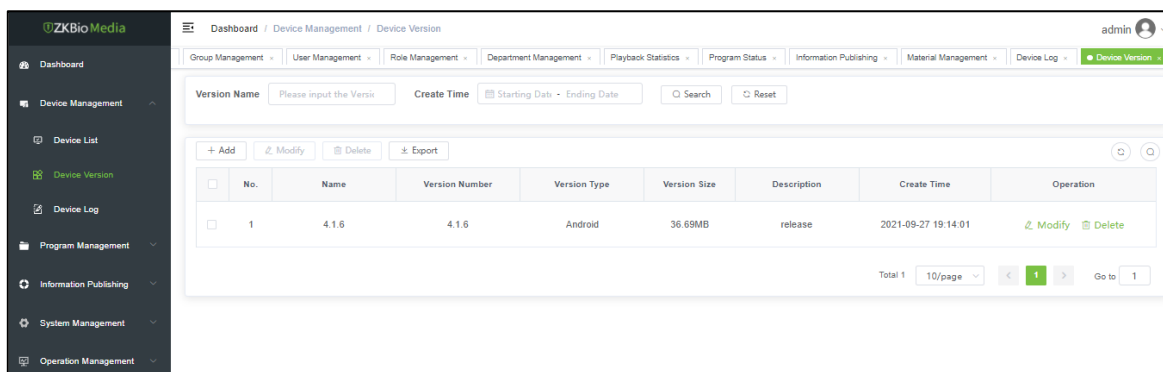
6.3 Device Log

The **Device Log** displays the device exception log. Click **View** to obtain more details about device log information.
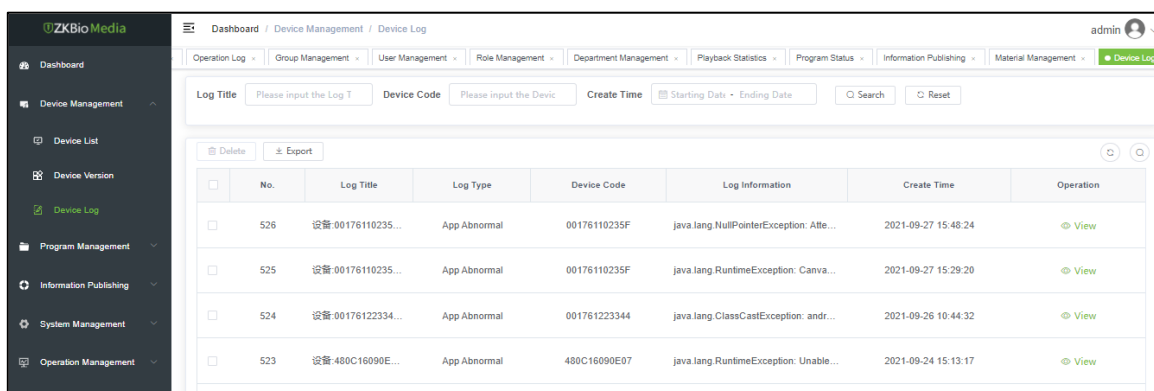
7   Program Management

The Program management is mainly used to add, delete/preview the materials used in the production of programs. The materials can be divided into pictures, videos, documents, audio, etc. In Program Management, click **Material Management** to display various materials according to groups and types, as shown in the following figure:
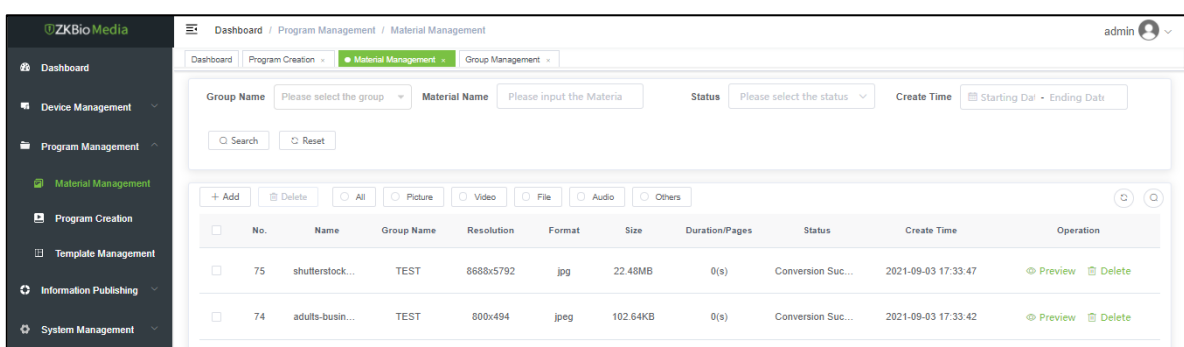
7.1 Material Management

1. To start uploading the material, click **Add** and select the material group.
2. Choose the material to be uploaded and click **OK**.
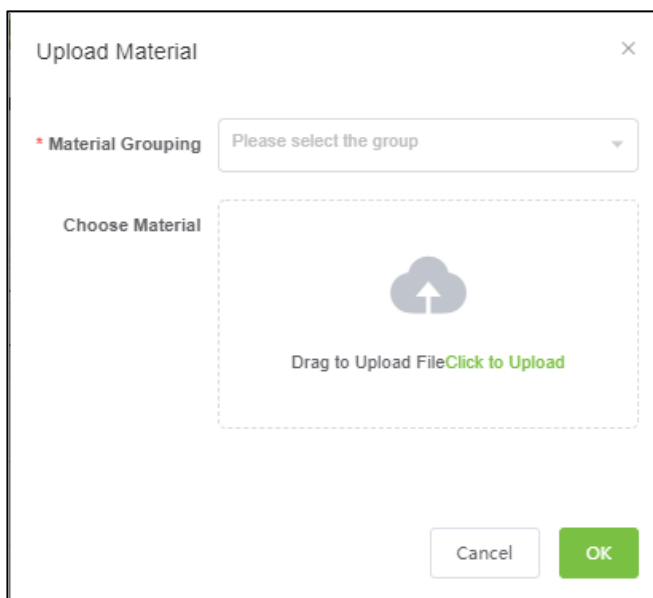
The background status of video and document uploading will be in transition initially because video and document need to be converted to the unified format (video converted to MP4, document converted to PDF) in the background. After the conversion of video and document, the status will automatically change to Converted, as shown in the below figure:

7.2 Program Creation

Click [**Program Management**] > [**Program Creation**] to enter the program creation page, where user can view the program information and complete basic tasks such as program editing and production, program content management, etc.

In the visual program editor of WYSIWYG, the screen area is divided and combined freely, and various elements are combined skillfully to achieve good visual effect. It helps to drag and drop images, videos, documents, and other materials, and configure properties, styles, and animations.

It also supports full HD custom resolution, set-top box, advertising screen, hanging device, interactive touch screen, flat panel display, splicing display wall, LED screen and also display other devices.
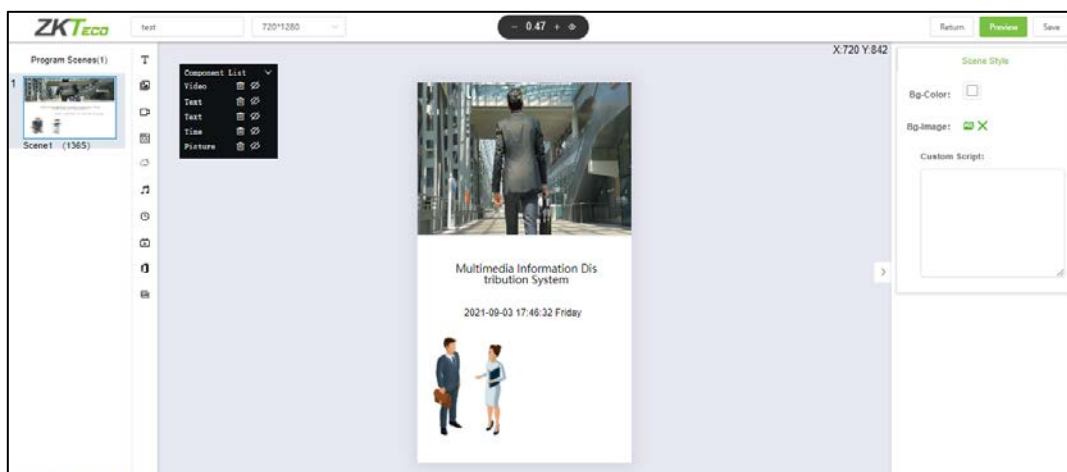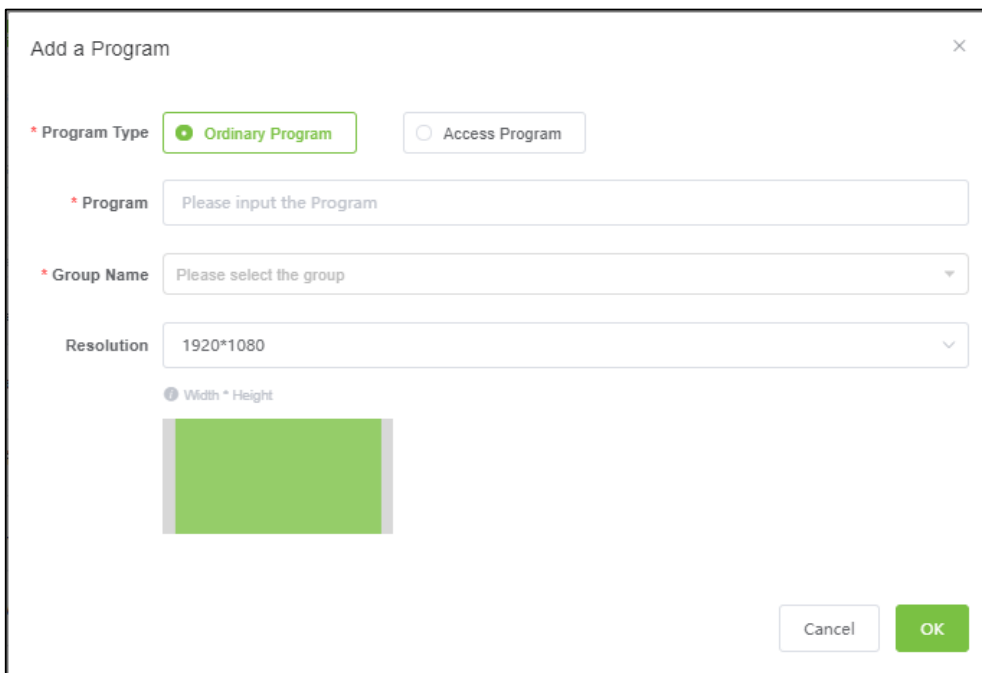

- **Create Programs**

Click **Add**, select the program type, group name, input the program name and resolution, and then click **OK** to enter the program design interface.

Program Type: If the program is used for ZKBioMedia firmware, select Ordinary Program Type. When the program is used for attendance and access control firmware, select the Access Program Type.

Resolution: The width and height of the program must be consistent with the resolution of the playback device (if not, the program will be displayed beyond the scope of the screen, or the lower right part of the screen will be blank).

- **Program Creation**

The program supports text, pictures, videos, web pages, weather, music, time, live broadcast, documents, buttons and other components. It can be divided and combined freely, and various elements can be combined skillfully to achieve good visual effect.
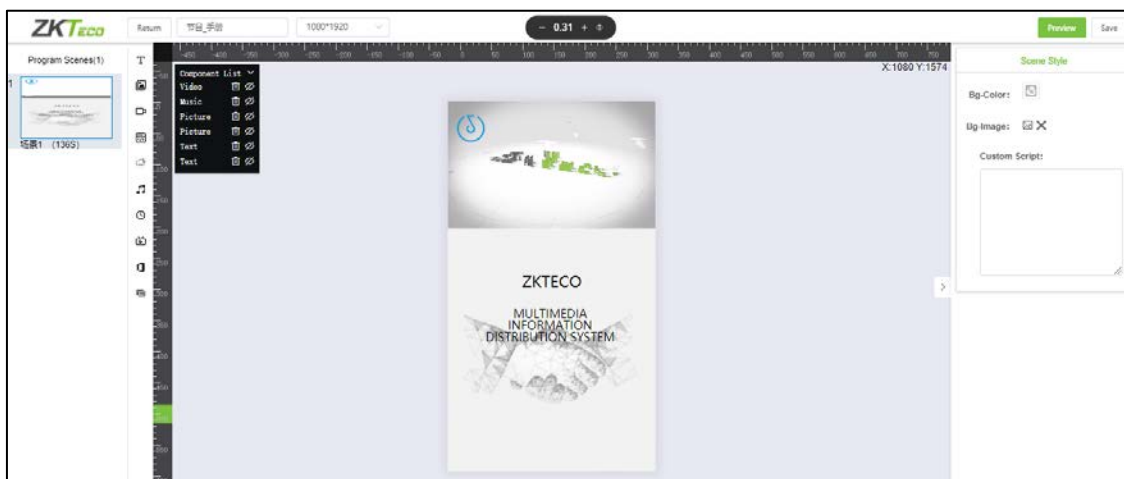
- **Preview Program**

Click the **Preview** Button in the operation column to enter the program preview interface as shown in the below figure:
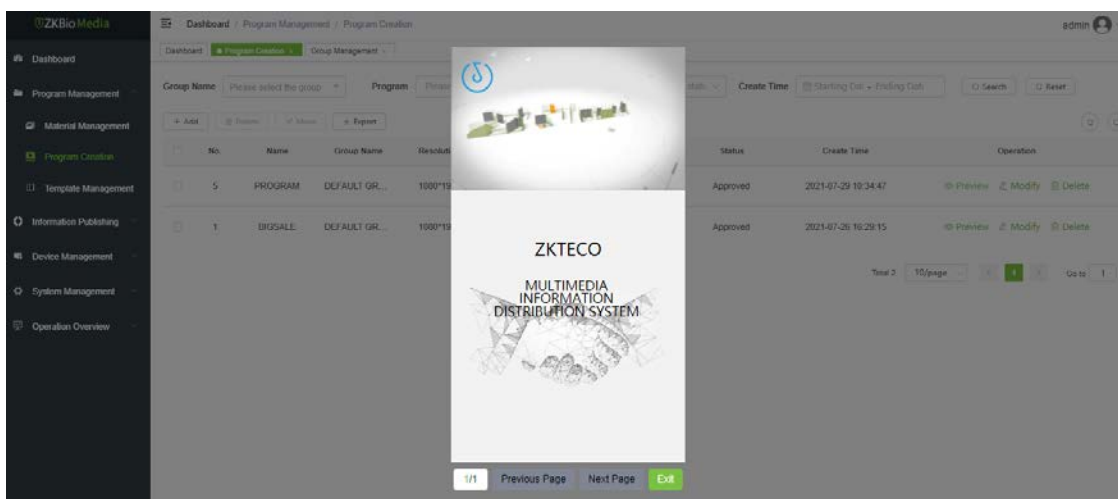
7.3 Template Management

The **Template** List page is mainly used for the frequently used program templates, which are easy to use again (just change the pictures or videos to quickly complete the program design). The functions include add, edit, delete, preview, query, etc. The system default template only supports viewing.

1. Click **[Program Management]** > **[Template Management]** menu to enter the template management interface.
2. After entering the page, user can add, modify and delete templates.
3. Click the **Add** Button, input the template name, group name and resolution ratio and click the **OK** Button as shown in the figure below:

To create a template program, select the materials to form a template program and click **Save.**
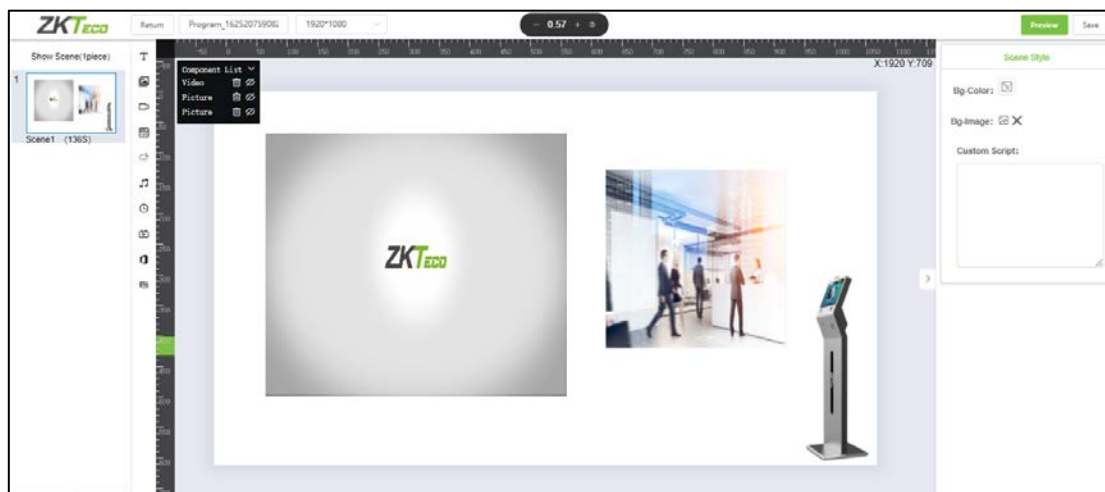
8   Information Publish

The **Information Publish** is mainly used for publishing information, adding, deleting and modifying scheduled programs. The user can also view the downloaded programs and the playback records of statistical devices.

8.1   Information Publish

- **Program Scheduling**

1. Click the **[Information Publish]** > **[Program Scheduling]** menu to enter the interface and click **Add** Button.
2. Enter the Schedule name and select the release type (play priority: **[Insert] > [Carousel] > [Default]**).
3. Select the relevant program type. These are two types i.e., ordinary program and access control program. Select the access control program type for the attendance/access control firmware.
4. Select the Date interval (start date to end date), Time Interval (start time to end time), Download Time, Repetition Mode and Play Mode.
   a) Local play means to download all the material in the program to the local and play after disconnection or network disconnection.
   b) Online play means that the device must be connected with the server to play, so as the server is broken or unable to connect to the server, the program cannot be played).
5. After filling in the basic information, click **Next** to enter into the selecting program interface.
6. Select the program to be scheduled, and then click **Next** to enter into the selecting device interface.
7. Select the device to receive and submit it to the Administrator for review.
8. After the Administrator's approval, the system will automatically send the program to the device.

Step 1: Fill the Basic Information

Step 2: Select the Program

Step 3: Select the Device

- **Insert Message**

1. Click the **[Information Publish]** > **[Insert Message]** menu to enter the into interface and

    click **Add.**
2. Enter the message title, content, select the insert location, direction, speed, font size, font
    color, background color, insert mode, duration, remark.
3. Click **ADD Device** button to select device and submit it to the Administrator for review.
4. Once the Administrator's approval is done, the system will automatically send the program
   to the device.
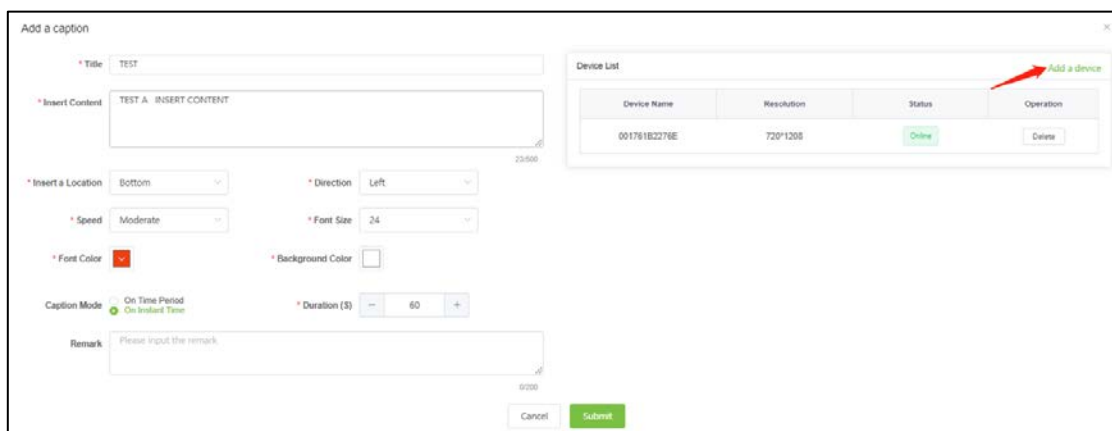
8.2 Program Status

1. Click **[Information Publish]** > **[Program Status]** menu to enter into the program download
    interface, and the programs download status can be seen.
2. Click **Download Progress** to find out the specific resource download of the program as
    shown in the figure below:
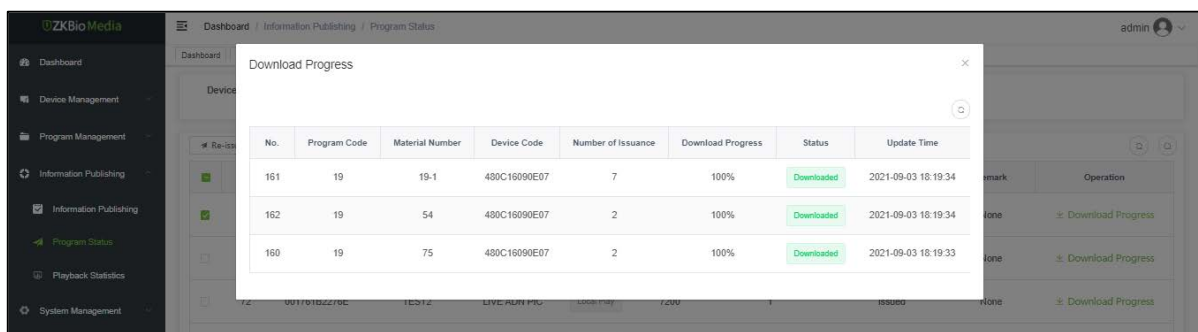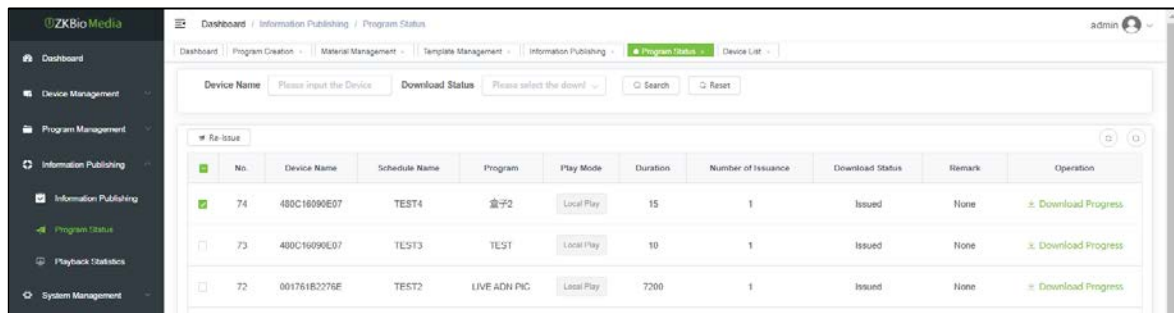
8.3 Playback Statistics

Click the **[Information Publish]** > **[Playback Statistics]** menu to enter the play statistics interface. User can query the play records of devices and time period in the playback statistics page as shown in the below figure:
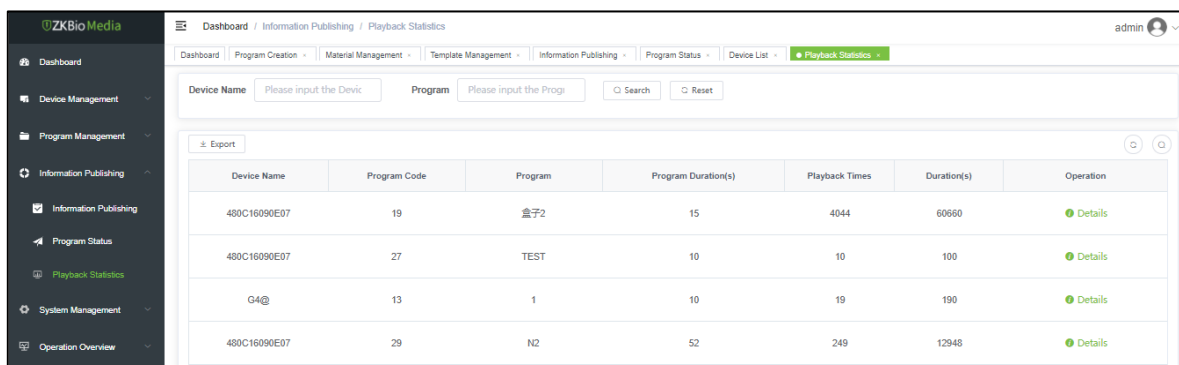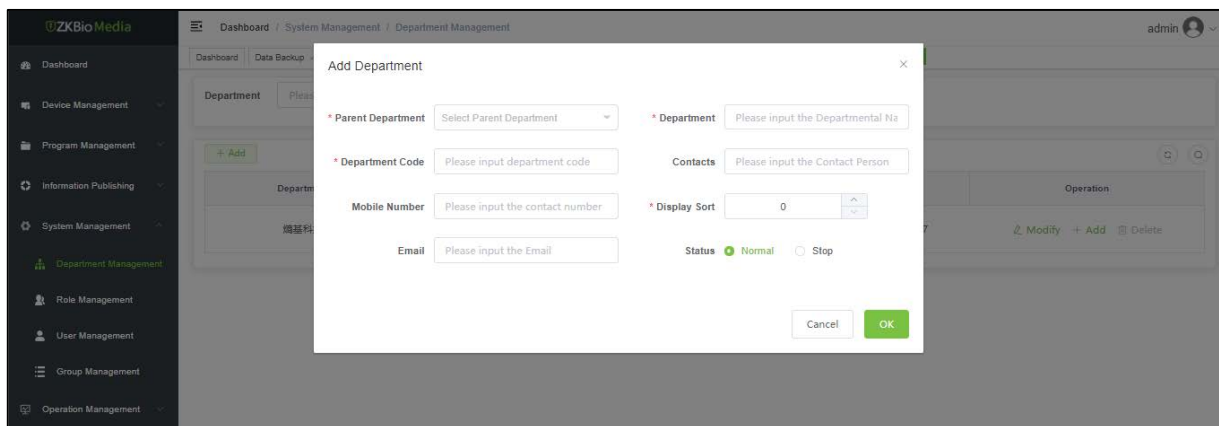

9 System Management

The **System Management** includes operations such as adding, modifying, and deleting organizations, roles, users, and group data can be performed. The user can create a shortcut to the home page for quick access of the operations.

9.1 Department Management

1. Click **[System Management]** > **[Department Management]** menu to enter into the department management interface. After entering the page, user can add, delete, and

modify the department details. Click the **Add** Button, enter the Parent Department, Department, Department code, Contacts, Mobile Number, Sort, Email and Status.

2. Once done, click **OK** to save the changes as shown in the below figure.

9.2 Role Management

1. Click **[System Management] > [Role Management]** menu to enter the into the Role Management interface.

2. After entering the page, user can add, modify, or delete roles. Select a role and click **Modify** to change its permissions.

3. The user can assign permissions to the role at will as shown in the figure below:
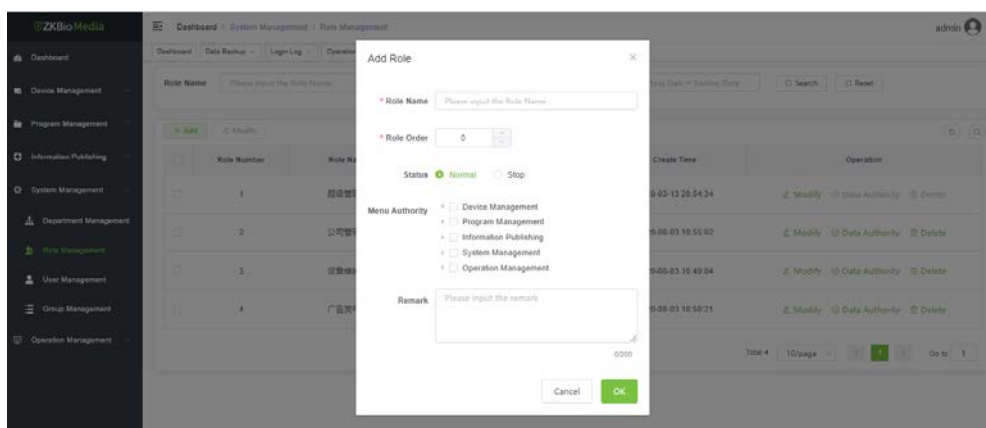

Data Authority

The scope of authority includes All Data Permissions, Custom Data Permissions, Data Authority of the Organization, Data Authority of the Organization and Below, Data Permission Only.

The role data authority is reasonably allocated according to the needs as shown in the below figure.
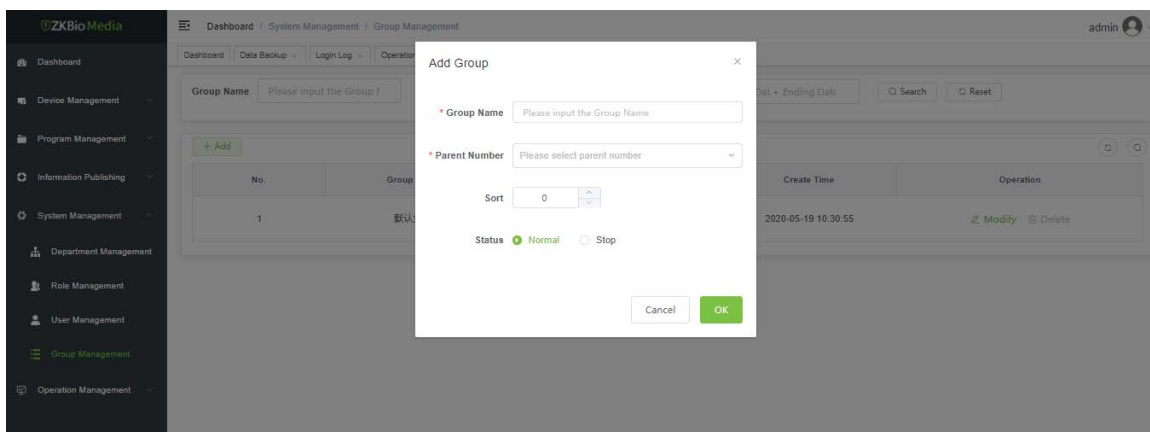
9.3 User Management

1. Click **[System Management] > [User Management]** menu to enter the User Management interface. After entering the page, user can add, modify, delete, import and export users.
2. Click **New**, input the user's nickname, department, mobile number, email address, username, password, gender, role, status and remark (if any).
3. Once done, click **OK** to save the changes as shown in the below figure:
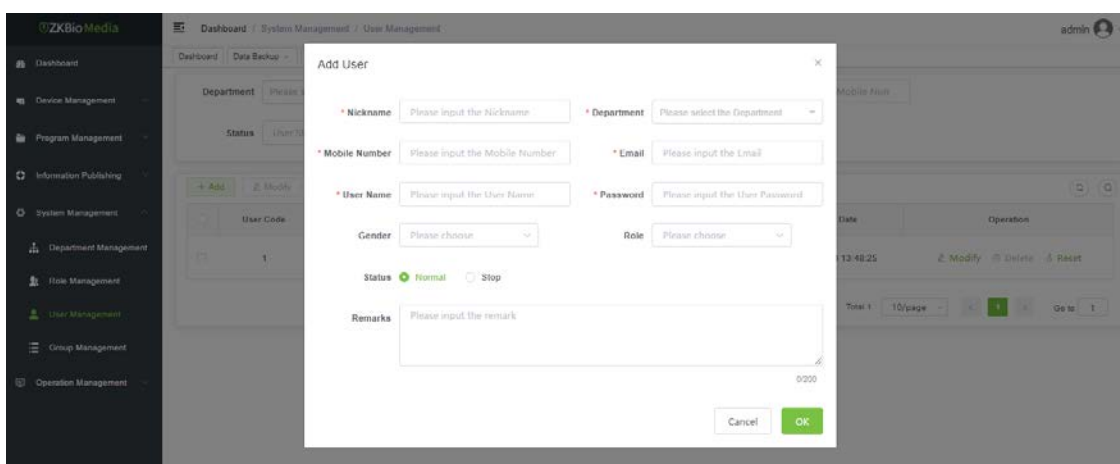
9.4 Group Management

1. Click **[System Management]** > [**Group Management]** menu to enter the Group Management interface. After entering the page, user can add, modify and delete groups.
2. Click **Add**, input the group's name, parent number, select the sort and status.
3. Click **OK** to save the changes as shown in the below figure.

10 Operation Management

The **Operation Management** is used to view the user's login and operation logs, as well as backup and restore the data.

10.1 Log Overview

- **Login Log**

Click **[Operation Management]** > **[Log Overview]** > **[Login log]** to enter the Login Log interface. After entering the page, user can query, delete, clear and export the login log, as shown in the following figure:
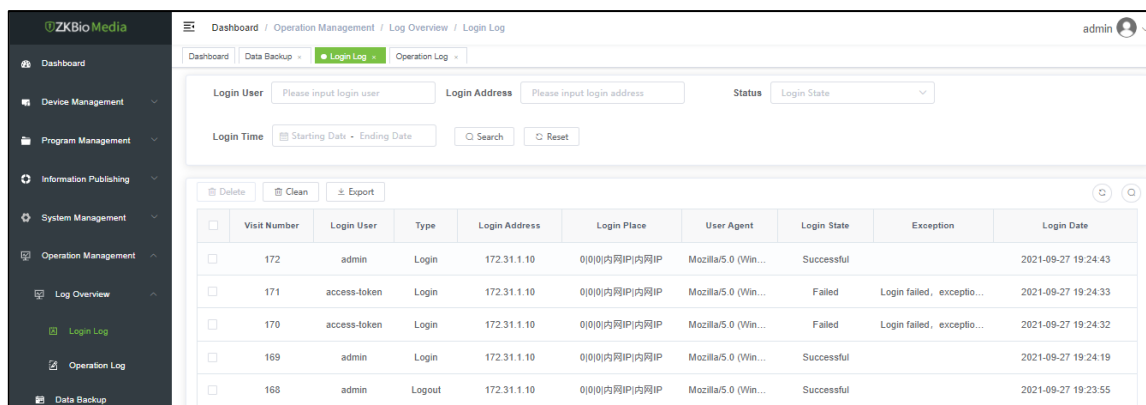

- **Operation Log**

Click the **[Operation Management]** > **[Log Overview]** > **[Operation Log]** menu to enter the operation log interface. After entering the page, user can query, delete, clear and export the operation log, as shown in the below figure:
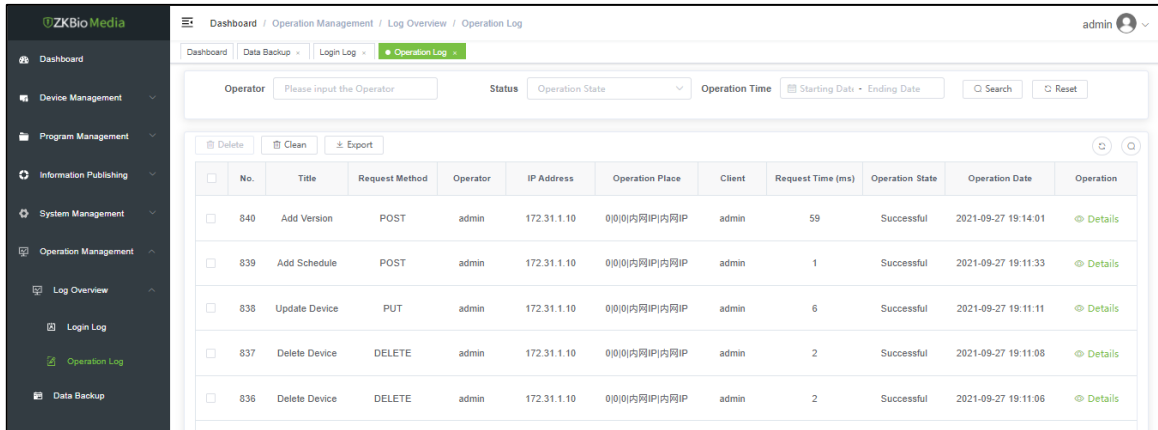
10.2 Data Backup

Click **[Operation Management]** > **[Data Backup]** menu to enter the data backup interface. After entering the page, user can add, restore, and delete data backup, as shown in the below figure:
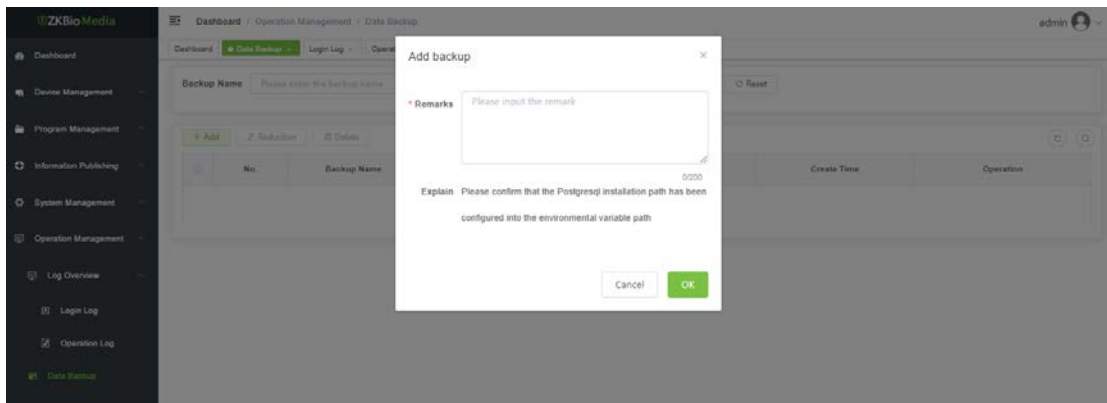
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