ZKTeco

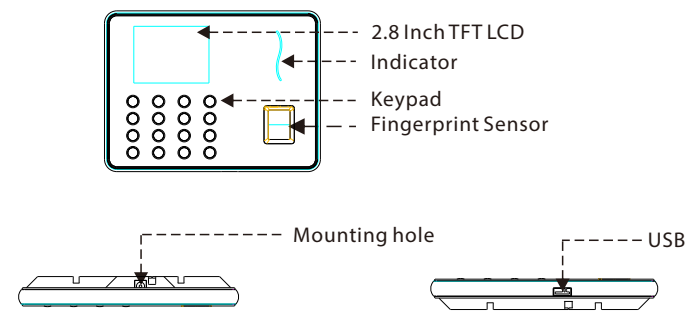# Quick Start Guide

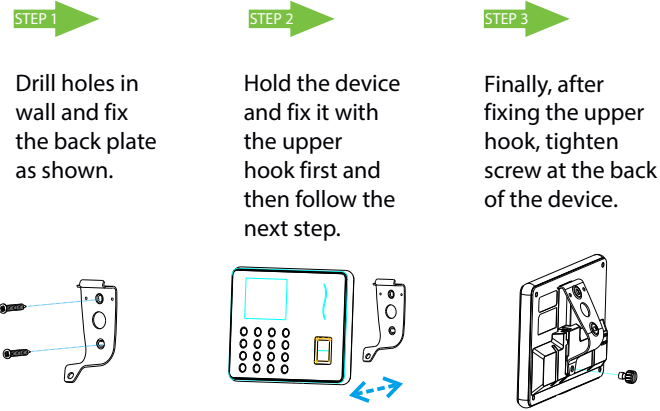WL Series
Version: 1.1

The images in this manual may differ from the real product.
The real product prevails.
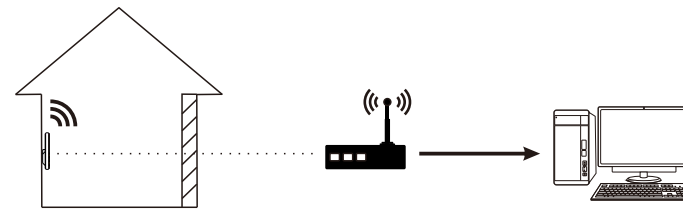
1. Dimensions

- 2.8 Inch TFT LCD
- Indicator
- Keypad
- Fingerprint Sensor
- Mounting hole
- USB

2. Installation

STEP 1
Drill holes in wall and fix the back plate as shown.

STEP 2
Hold the device and fix it with the upper hook first and then follow the next step.

STEP 3
Finally, after fixing the upper hook, tighten screw at the back of the device.

3. Communication

WLAN Mode

We recommend that the indoor communication distance between the device and the router should be within 20 meters. The number, thickness and location of walls, ceilings, or other objects between device and the router may affect the Wi-Fi signal.
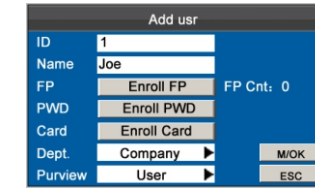
Hotspot Mode

We recommend that the communication distance between the device and the mobile phone should be within 15 meters. Complex environmental condition may have a negative effect on range.

4. Add User

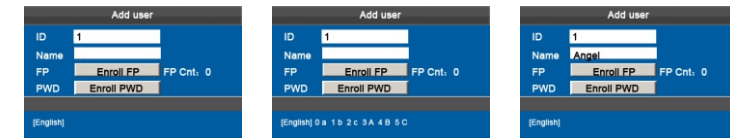Press M/OK on the initial interface. Select User and press OK. Select Add user and press OK.

ID: Enter the user ID.
Name: Use T9 to enter name(supports 23-character names).
FP: Place your finger on the fingerprint collector for three consecutive times correctly until enrollment succeeds.
PWD: Enter a 1 to 8 digit password.
Card: Enroll a card.
Dept: Select department.
Purview: Select purview(User and Administrator).

Finally, press ▲/▼ to select M/OK and press M/OK. A new user will be added.

5. T9 input

In the text input box such as Name, Dept., etc., press button M/OK to switch to T9 input method.

Press the [M/OK] key to enable the T9 input method.

Press▼/▲button to switch English or Symbol mode.

While in Symbol mode, press ◄/► button to see more symbol.

6. Wi-Fi setting

Our terminal is equipped with Wi-Fi. It supports either built-in or external Wi-Fi module to implement wireless data transmission over the Wi-Fi.

Press M/OK on the initial interface. Select System and press M/OK.Press ▲/▼ to select Ethernet. Select Wi-Fi setting and press M/OK to enable the Wi-Fi setting method.

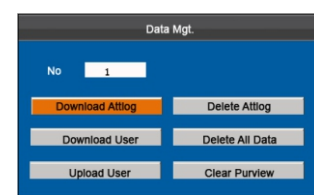Press▼/▲ to select network, enter password to connect to Wi-Fi (OK).

Select the connected network and press M/OK,you may see the IP address of the connected network.

7. USB download/Mobile APP download

The device allows downloading user data and attendance data to a USB flash drive or mobile phone so that the data can be processed properly by attendance software.
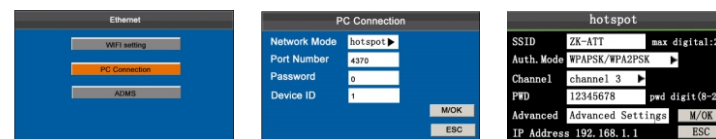
1.USB download

Insert an USB host or SD card into the USB host or SD card slot on the device.

No: Device number.
Download Attlog: Download the full attendance data from device to USB disk or SD card.
Download User: Download the full user information and fingerprint data to USB disk or SD card.
Note: SD card is an optional feature.

Press M/OK on the initial interface. Select Data Mgt. and press M/OK.Select Download Attlog/User then press M/OK.
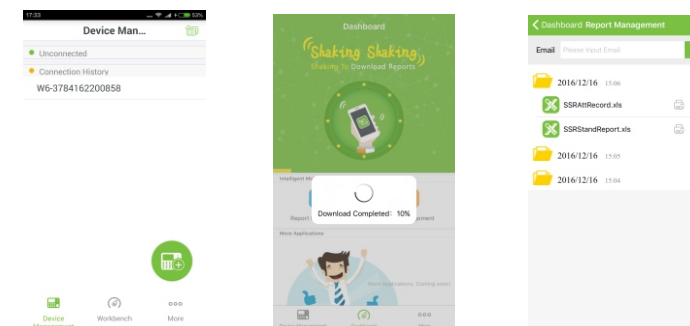
2.Mobile APP download★(★stands for optional feature)

Press M/OK on the initial interface then select System and press M/OK. Press ▲/▼ to select Ethernet then select PC Connection and press M/OK.

Press ◄/► to select Network Mode then select hotspot and press M/OK.

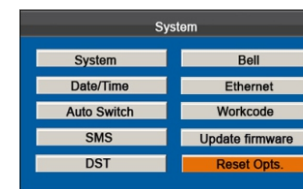Select Wi-Fi setting and press M/OK then set hotspot configuration and press M/OK.

On the Application, administrators can manager employee shifts and download monthly attendance report. Just add device and shake mobile to download data. It's very convenient for a simply attendance company or shops without PC Requirement.

8. Reset Opts.

To restore all the setting of the device as default, including communication option, system option, shift option and so on.

Press M/OK on the initial interface. Select system and press M/OK.Press ▲/▼to select Reset Opts. Press M/OK to reset. Press ESC to exit.

Notes:
After restoring factory reset, system parameters, timer state switch, alarm settings, DST, Wi-Fi settings, attendance parameters, shift, etc. will be restored to default values. The user data and attendance records will remain unchanged.

9. Technical Tips

1. Setting up Multiple Super Administrators.
Two or more administrators are recommended to set up to ensure that relevant device operations are handled in a timely manner even if an administrator is absent.

2. Difficulties in Fingerprint Matching
When a user presses a finger on the device, the device prompts "Please try again ".
- Verify whether the fingerprint has been enrolled on the device or not.
- Try 1:1 verification. Specifically, enter the user ID and then press the registered finger on the device to increase the matching success rate.
- Enroll two fingerprints with high quality again.