



## Using First-Card Normal Open in ZKAccess

First-Card Normal Open is a function that during a specified interval after the first verification by the person having First-Card Normal Open level, the door will be Normal Open and will automatically restore closing after the valid interval expires. This is accomplished by the First-Card Normal Open setting.

### First-Card Normal Open Setting

The example below sets the door [floor4-2] First-Card Normal Open.

① Click the [Set] option after the door which you want to assign the function to in the [Access control system—Door Configuration] interface.

The screenshot shows the ZKAccess5.0 software interface. The 'Door Configuration' tab is active. A table lists two doors:

Door number	Door name	Door active time zone	First-Card Normal Open	Multi-Card Open	Related operation
1	floor4-1	24-Hour Accessible	Quantity Set:0   Set	Quantity Set:0   Set	Edit
2	floor4-2	24-Hour Accessible	Quantity Set:0   Set	Quantity Set:0   Set	Edit

In the original image, the 'First-Card Normal Open' column header and the 'Set' button for door 'floor4-2' are highlighted with red boxes.

② Click [Add] to add the Time zone you want to apply the First-Card Normal Open function to.

The screenshot shows the 'First-Card Normal Open Settings' interface for door 'floor4-2'. The 'Add' button is highlighted with a red box.

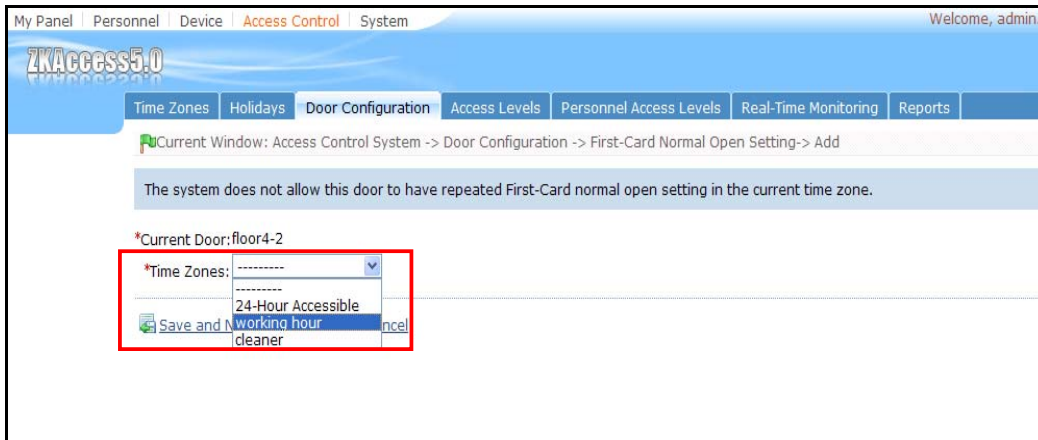
Time zones	Opening personnel quantity	Related operation
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Select the Time Zone and click [OK]. A door can have First-Card Normal Open settings for

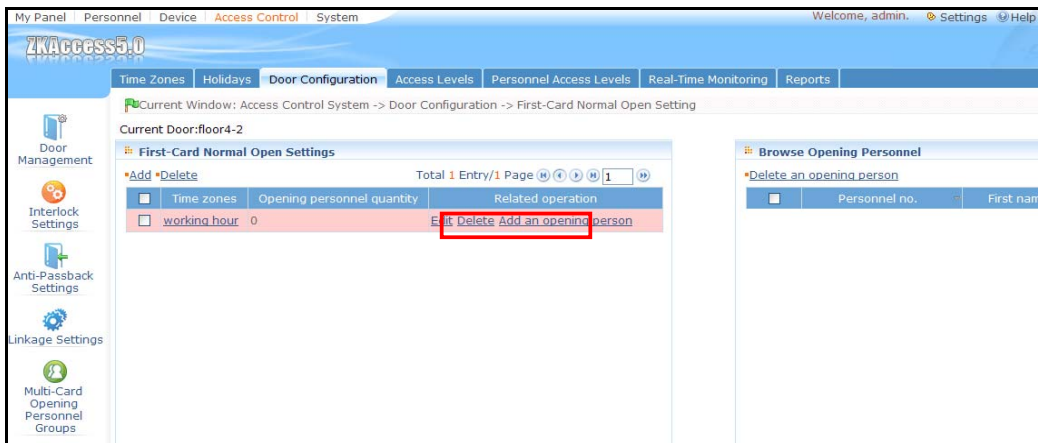


# ZK Access Quick Start Guide

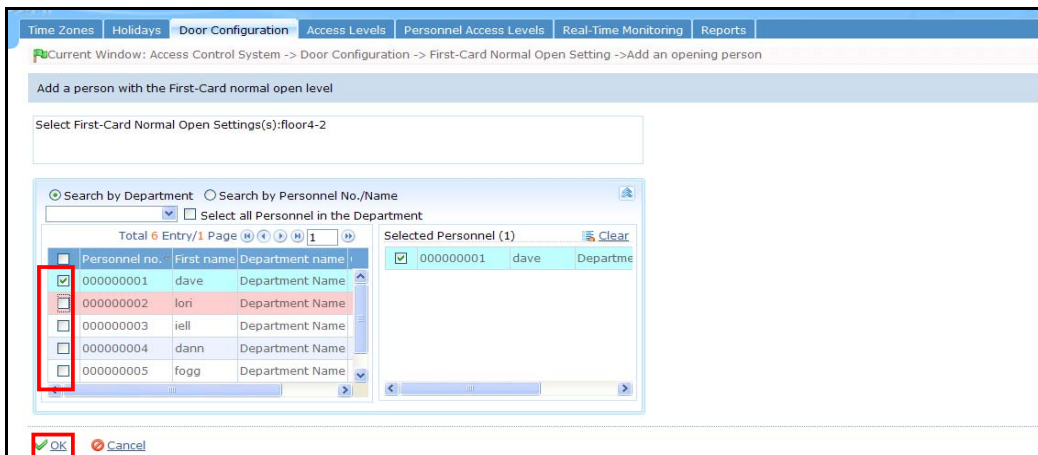
multiple time zones. To add more time zone settings, repeat this operation.



③ Click the [Add an opening personnel] option after the added Time zone. Only the users added here have access to make the door Normal Open. Another user's punch will be treated as a normal punch open. The door will be closed after the door's open duration time.



Select the personnel you want to grant First-Card Normal Open privilege to.



Click [OK] to complete First-Card Normal Open setting.