



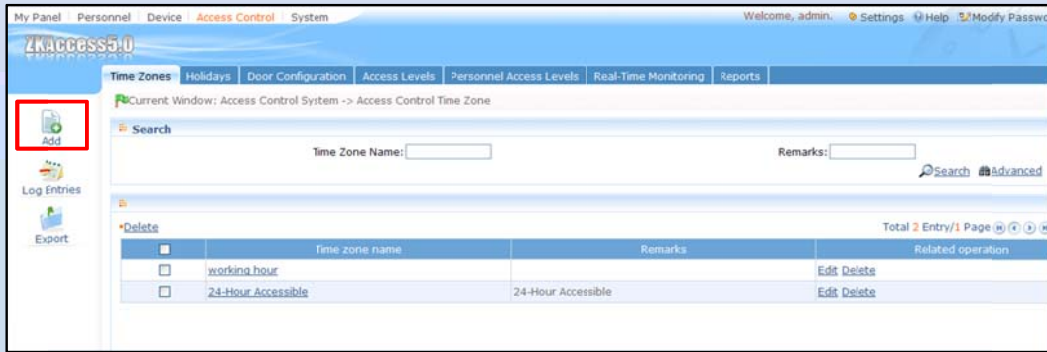
Using Access Levels and Timezones in ZKAccess

The Access Level is the core function of ZKAccess. By using this function, the Card Reader of certain doors can be set active during certain Timezones and inactive during other time periods. Then specific personnel who can access specified doors during specified Timezones and limited during other time periods can be set with Personnel Access Level.

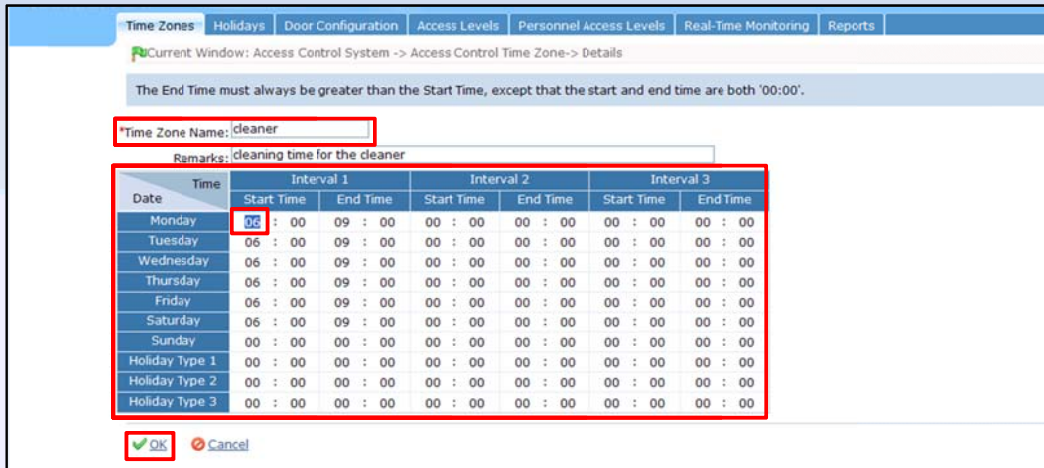
Creating New Timezones

The ZKAccess system was initialized with a “24-hours Accessible” Timezone which cannot be deleted or modified.

To add a new Timezone, Click [Add] in the [Access—Timezones] interface.



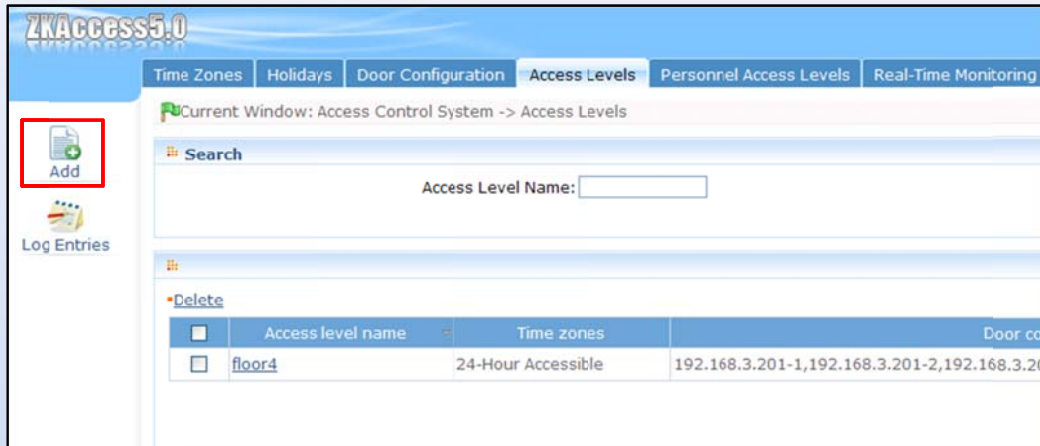
Enter a name for the Timezone and add remarks if needed. Modify the Start Time and End Time directly in the time interval setting section. Below is a typical Timezone model used in many companies. As it shows, the accessible time of the door in this Timezone is 6:00 to 9:00 from Monday to Saturday. Click [OK] when the time interval setting is finished.



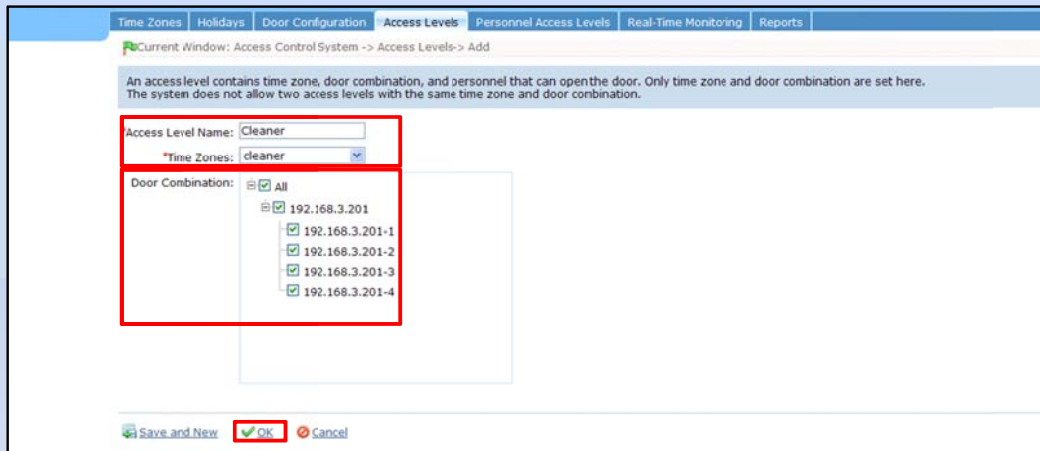
Creating new Access Levels

Every Timezone is set up for setting new Access Levels. An Access Level is the combination of Timezone and doors.

To set a new Access Level, Click [Add] in the [Access Control—Access Levels] interface.



Enter the [Access Level Name] and select the [Timezone] for this Access Level. Then select the doors to which the selected Timezone will apply in this Access Level, as shown below.



Click [OK] to add this Access Level.

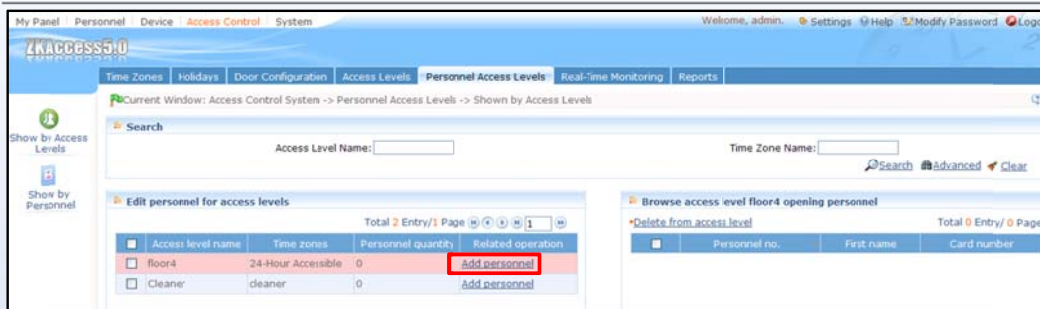
Setting Personnel Access Levels

The only purpose of setting Access Levels is to apply them to certain personnel so that personnel can only open specific doors during specific times.

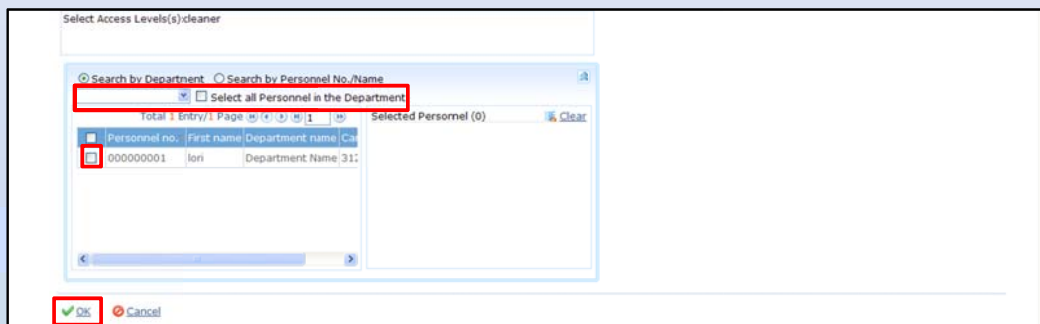
There are two ways to apply Access Level to personnel, as shown in the [Access Control—Personnel Access Control] interface:

- ① The default view is [Show by Access Levels]. In this mode, click the [Add personnel] option on the right of the corresponding Access Level.

ZK Access Quick Start Guide

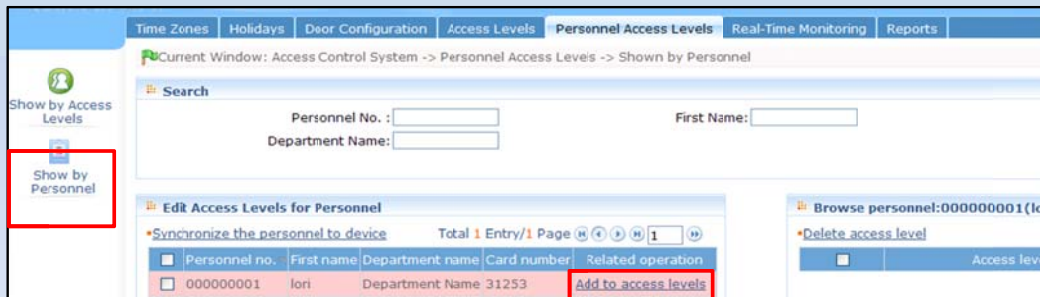


Select the personnel to whom you want to apply this Access Level. You can make this selection by department. The personnel selected will show on the right. You can delete it if the wrong personnel were added



Click [OK] if all personnel selected.

② Click [Show by Personnel] option to convert to another view mode. In this mode, click [Add to access levels] directly in the [Edit Access Levels for Personnel] section.



Select the Access Level, and click [OK].

