

# Installation Guide

## ZPad Plus(4G)

Date: December 2020

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English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website  
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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 installation instructions of **ZPad Plus(4G)**.

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






## Document Conventions

Conventions used in this manual are listed below:

### GUI Conventions

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 implies about the notice or pays attention to, in the manual
	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.

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# 1 Safety Measures

The below instructions intend to ensure that the user can use the product correctly to avoid danger or property loss. The following precautions are to keep users safe and prevent any damage. Please read carefully before installation.

 Noncompliance with instructions could lead to product damage or physical injury (may even cause death).

1. **Read, follow, and retain instructions** - All safety and operational instructions must be properly read and followed before bringing the device into service.
2. **Do not ignore warnings** - Adhere to all warnings on the unit and in the operating instructions.
3. **Accessories** - Use only manufacturer-recommended or product-sold accessories. Accessories not recommended by the manufacturer must not be used.
4. **Precautions for the installation** - Do not place this device on an unstable stand or frame. It may fall and cause serious injury to persons and damage to the device.
5. **Service** - Do not try to service this unit yourself. Opening or removing covers may expose you to hazardous voltages or other hazards.
6. **Damage requiring service** - Disconnect the system from the main AC or DC power source and refer service personnel under the following conditions:
  - When cord or connection control is affected.
  - When liquid was spilled, or an item dropped into the system.
  - If exposed to water and/or inclement weather (rain, snow, and more).
  - If the system is not operating normally under operating instructions.

Just change controls defined in operating instructions. Improper adjustment of other controls may result in damage and involve a qualified technician to return the device to normal operation.

And do not connect multiple devices to one power adapter as adapter overload can cause over-heat or fire hazard.

7. **Replacement parts** - When replacement parts are needed, service technicians must only use replacement parts provided by the supplier. Unauthorized substitutes can result in burn, shock, or other hazards.
8. **Safety check** - On completion of service or repair work on the unit, ask the service technician to perform safety checks to ensure proper operation of the unit.
9. **Power sources** - Operate the system only from the label's power source form. If the sort of power supply to use is unclear, call your dealer.
10. **Lightning** - External lightning conductors can be installed to protect against electrical storms. It stops power-ups destroying the system.

Recommended installing the devices in areas with limited access

## Electrical Safety

- Before connecting an external cable to the device, complete grounding properly and set up surge protection; otherwise, static electricity will damage the mainboard.
- Please make sure that the power has been disconnected before you wire, install, or dismantle the device.
- Ensure that the signal connected to the device is a weak-current (switch) signal; otherwise, components of the device will get damaged.
- Ensure that the standard voltage applicable in your country or region is applied. If you are not sure about the endorsed standard voltage, please consult your local electric power company. Power mismatch may cause a short circuit or device damage.
- In the case of power supply damage, return the device to the professional technical personnel or your dealer for handling.
- To avoid interference, keep the device far from high electromagnetic radiation devices, such as generators (including electric generators), radios, televisions, (especially CRT) monitor, or speaker.

## Operation Safety

- If smoke, odor, or noise rise from the device, turn off the power at once and unplug the power cable, and then please contact the service center.
- Transportation and other unpredictable causes may damage the device hardware. Check whether the device has any intense damage before installation.
- If the device has major defects that you cannot solve, contact your dealer as soon as possible.
- Dust, moisture, and abrupt temperature changes can affect the device's service life. You are advised not to keep the device under such conditions.
- Do not keep the device in a place that vibrates. Handle the device with care. Do not place heavy objects on top of the device.
- Do not apply rosin, alcohol, benzene, pesticides, and other volatile substances that can damage the device enclosure. Clean the device accessories with a piece of soft cloth or a small amount of cleaning agent.
- If you have any technical questions regarding usage, contact certified or experienced technical personnel.



### Note

- Make sure whether the positive polarity and negative polarity of the DC 12V power supply is connected correctly. A reverse connection may damage the device. It is not advisable to connect the AC 24V power supply to the DC 12V input port.
- Make sure to connect the wires following the positive polarity and negative polarity shown on the device's nameplate.
- The warranty service does not cover accidental damage, damage caused by mis operation, and damage due to independent installation or repair of the product by the user.



## 2 Overview

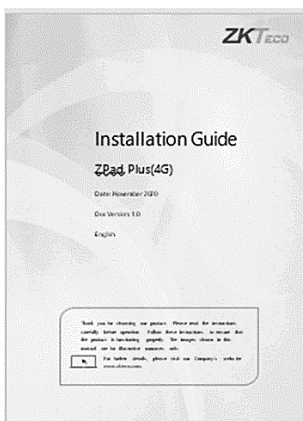
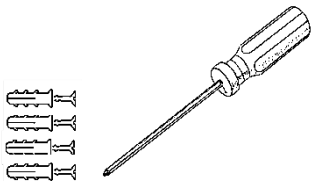
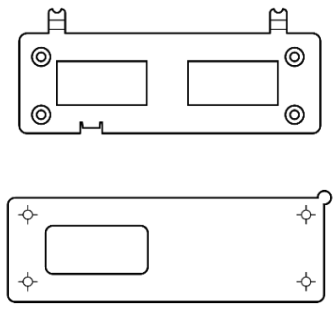

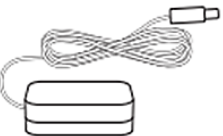
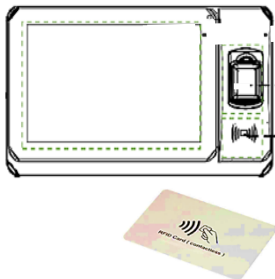
ZPad Plus(4G) is a Smart Time & Attendance device that offers a variety of time management solutions. This document outlines the installation procedure of ZPad Plus(4G). Please follow the instructions carefully before installation to ensure the proper functioning of the device.

## 3 What is in the box

Check for visible damage to the packaging. If something gets damaged during transport, please inform the related agency. Please unpack the unit carefully and handle the device components with care to avoid damage.

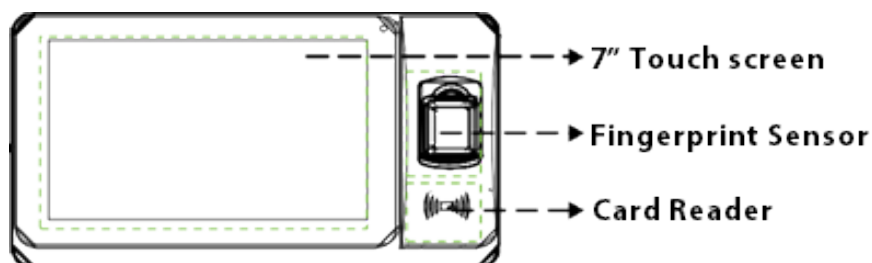
If any device component is missing, please notify your customer service representative or the sales representative of the purchasing agency. Store the other packaging materials for future use. If it is required to return the unit, please use the original packaging.

**The box comes with the following components:**

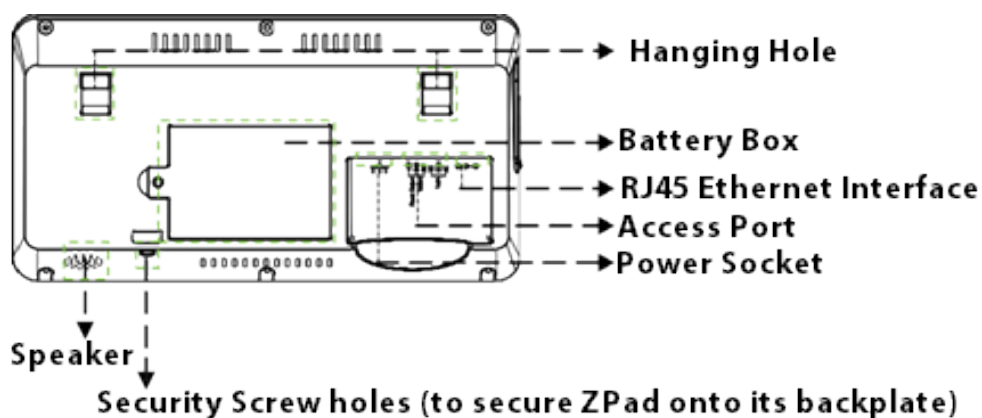
Installation Manual	Screws, anchor & Screwdriver	Mounting Paper & Mounting Plate
		
Internal battery	Power Adapter 12 V1. 5A	Device and RF Card
		

## 4 Appearance

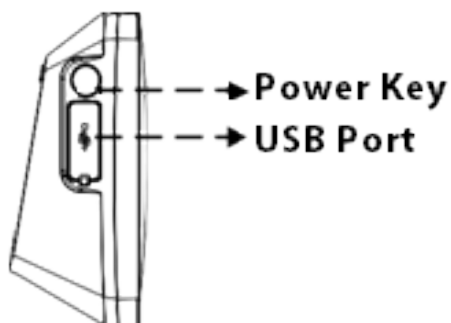
### 4.1 Front View



### 4.2 Bottom View



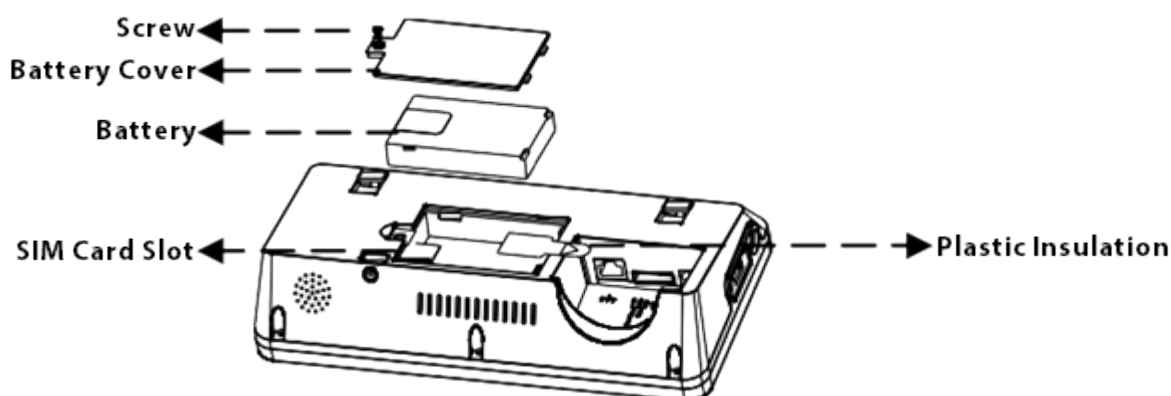
### 4.3 Left-side View



## 5 Installation Procedure

### 5.1 Removal of Insulation Card

Plastic insulation is placed at the battery contact points to avoid the connection between the device and the battery. This cover must be removed before using the device.



### 5.2 SIM Card Installation (GPRS and CDMA Models)

SIM installation space is situated at the battery compartment.

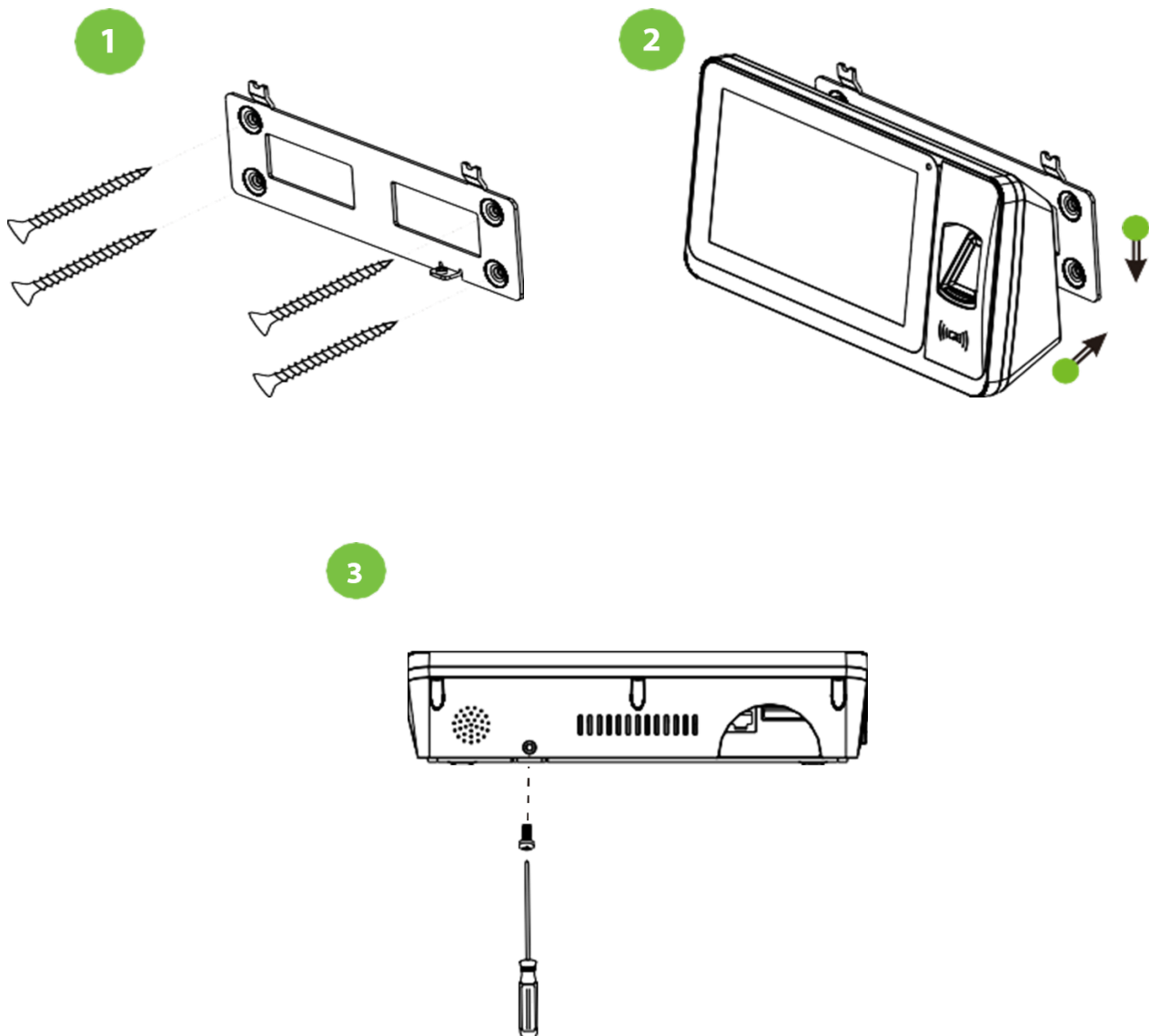
#### Steps to install the SIM is as follows:

- Firstly, make sure that the SIM card to install does not require the input of any kind or PIN or PUK (which is the PIN Unlocking Key delivered with your SIM card) to operate; this can get done by inserting the SIM card into a phone and disabling this need.
- Then, make sure that the ZPad device is in a power-off state.
- Next, remove the screw.
- Then, remove the battery cover.
- And then remove the battery.
- If there is a non-functional SIM card in the slot:
  1. Press it in and then release it.
  2. Then, gently remove the non-functional SIM card.
- Insert the SIM card into the slot, as shown in the picture. The SIM card clicks into place.
- Place the battery, cover, and screw to its corresponding positions to complete the SIM card installation process.

## 5.3 Mount the device on the wall

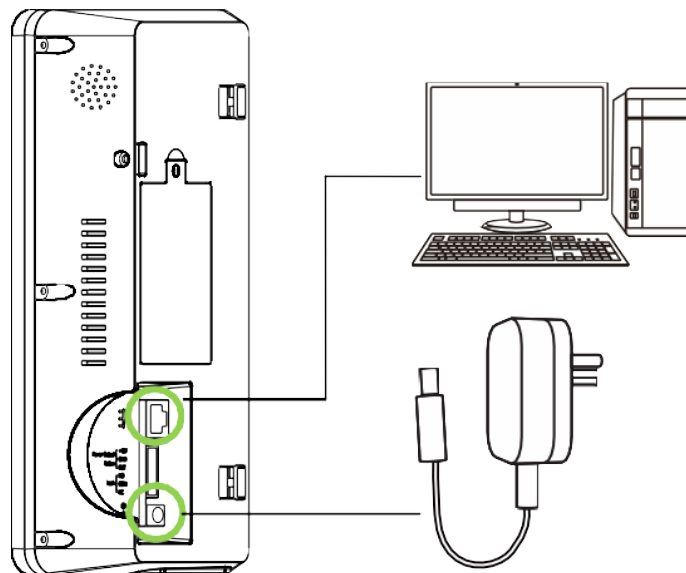
**Perform the following steps to mount the device on the wall.**

1. Fix the ZPad Plus(4G) bracket on the wall using the wall mount screws. The recommended installation height is 1.25 meters.
2. Connect the ZPad Plus(4G) to the bracket.
3. Use the security screws to fasten the ZPad Plus(4G) to the bracket.



## 5.4 Wiring Procedure

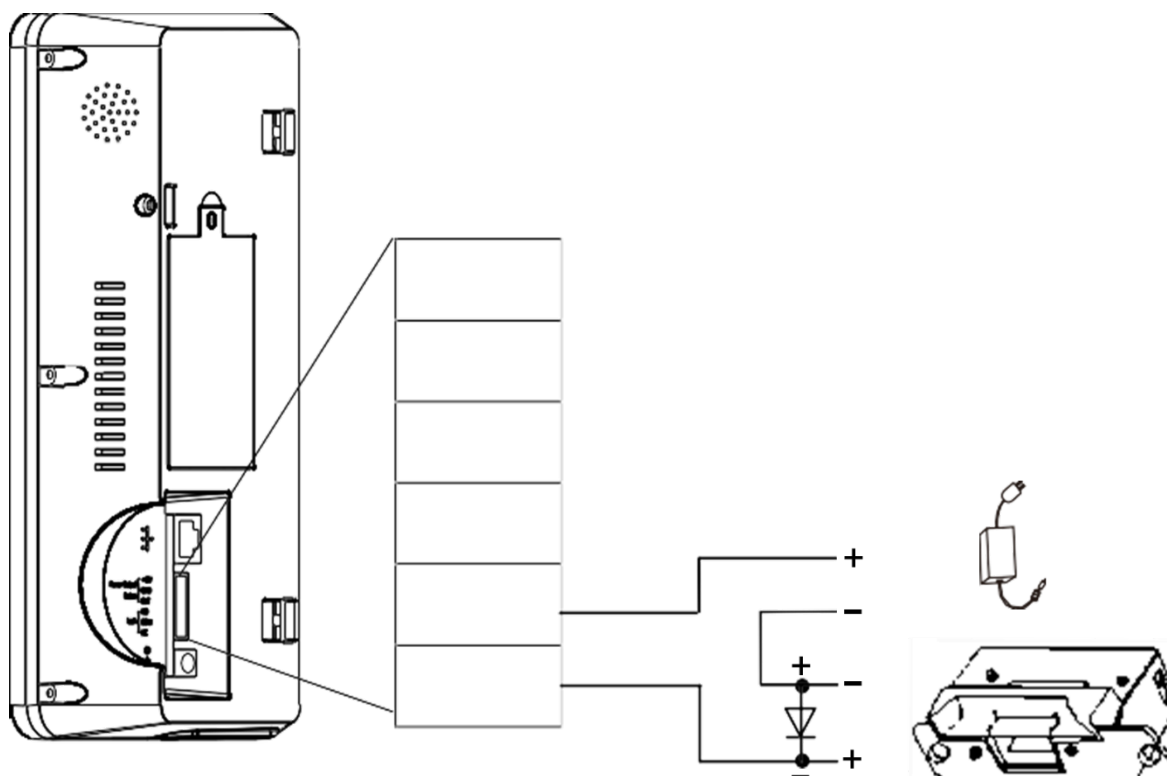
### Connection with PC through crossover cable and Power Connection



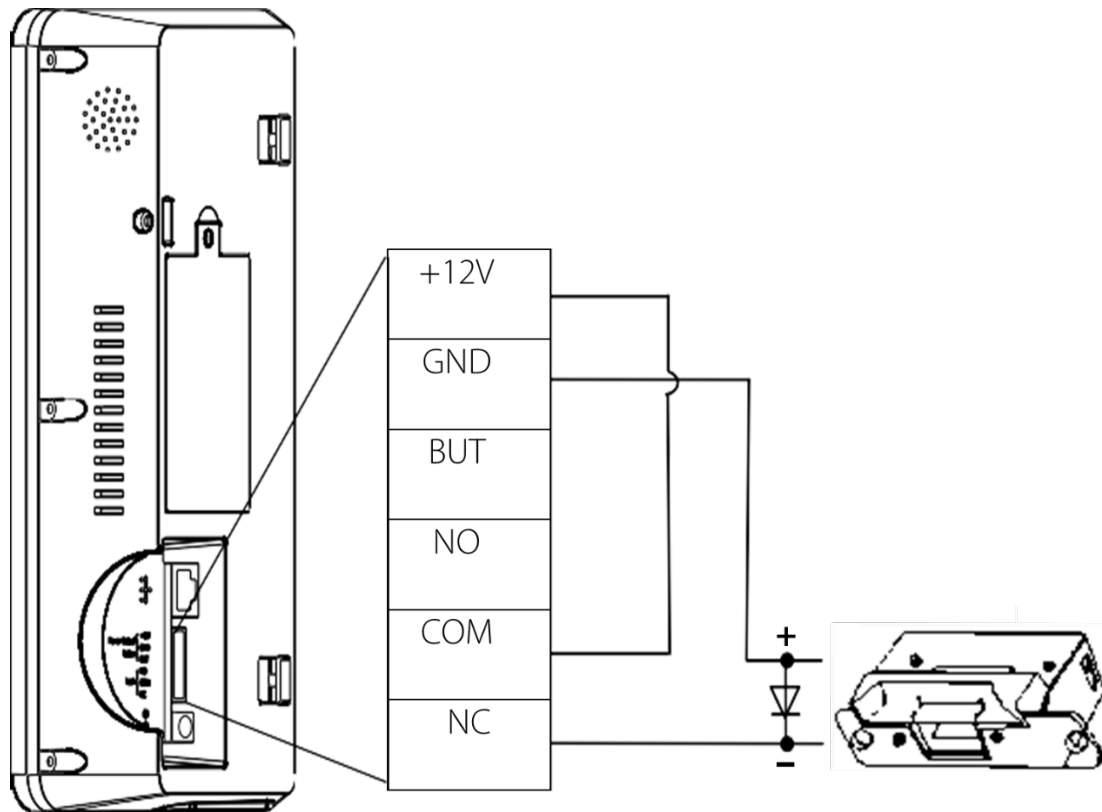
12V/1.5 A Adapter provided with ZPad Plus(4G)

### Lock Connection

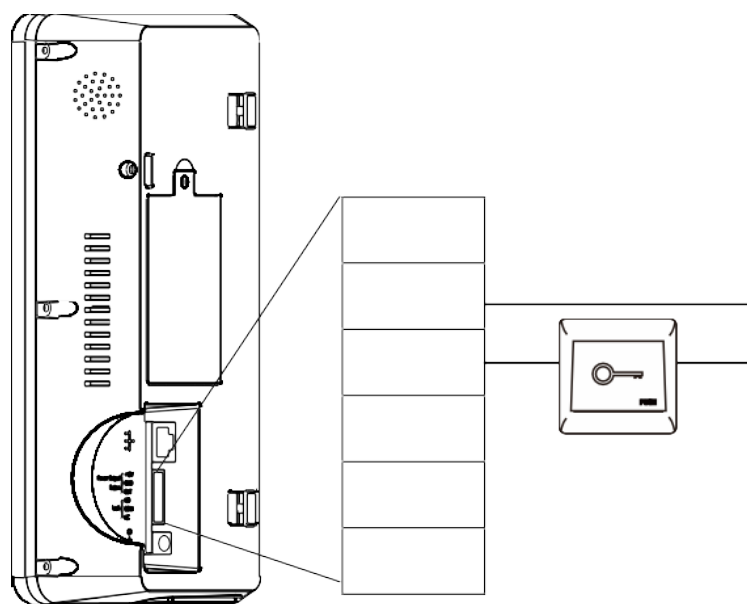
- Below is the sample image when the device is not sharing the power with the lock.



- Below is the sample image when the device is sharing the power with the lock.



### Exit Button Connection



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