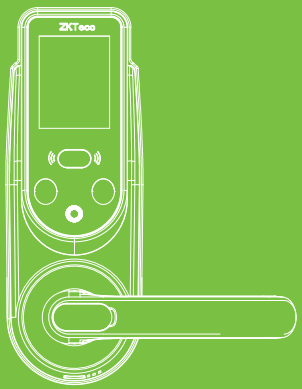
USER MANUAL

HBL100Z

Version: 1.0

Date: June 2019



Contents

Read Before Use 1

- Safety Cautions 1
- Position and Gesture 2
- Facial Expression 2
- Face Position 3
- Method for Using the Touch Screen 3
- Method for Pressing Fingerprint 4

Structure 5

Basic Function 6

- User Introduction 6
- Initialization 6
- Lockout Mode 7
- Normal Open Mode 7
- Verification Mode 7
- Network Control 8
- Operate Alarm 8

Low Battery Warning 8
Emergency Charging 8
Emergency Mechanical Key 9
How to Use 10
Enter Main Menu 10
Register User 12
Manage Users 17
Autolock Time 17
Language Setting 18
Verification Mode 18
Operate Alarm 19
Normal Open Mode 19
Date/Time Setting 19
Advanced Options 20
Network Setting (optional) 20
Upgrade Firmware 21
Data Management 21
System Information 22

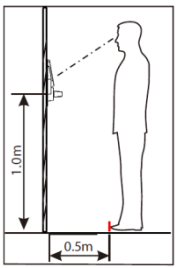
Read Before Use

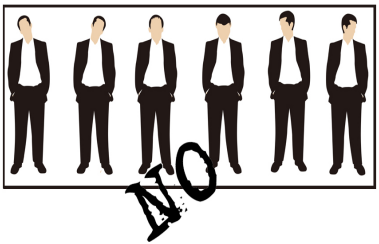
Safety Cautions

1. The factory setting of all new locks cannot unlock with any verification.
2. Please register at least one administrator for the newly installed lock. The lock cannot register any normal users without an administrator.
3. The lock is equipped with mechanical keys for manual unlocking. Please keep the mechanical keys at a safe place.
4. Please replace or charge the battery soon when the lock prompts the low battery warning.
5. Without any operation, the lock power off automatically after 15 seconds.
6. Keep your fingers, screen and camera clean when using this lock.

Position and Gesture

If the user's height is 1.60-1.80m, the height from handle centerline to ground is 1m.





Facial Expression

During enrollment and verification, keep the facial expression natural. Do not use exaggerated expressions (such as staring and grinning).

Face Position

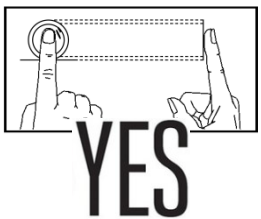
During enrollment and verification, adjust your face into the white frame on the screen. Follow the device instructions.

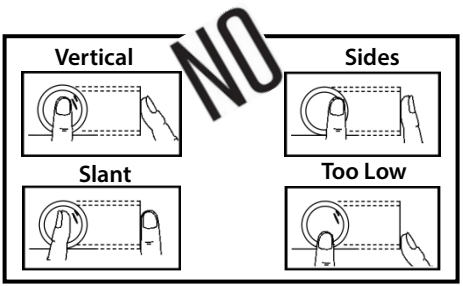
Method for Using the Touch Screen

Click the touch screen with your finger pulp and keep your fingers and screen clean during use.

Method for Fingerprint Registration

Recommended fingers: The index finger, middle finger or ring finger; avoid using the thumb and little finger (because they're usually clumsy during pressing). Press your finger on the sensor area, with the fingerprint's center aligning to the center of the sensor area.

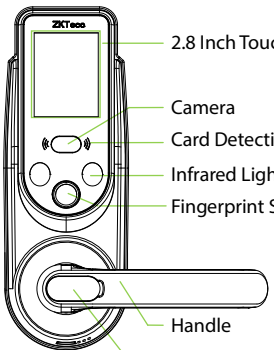




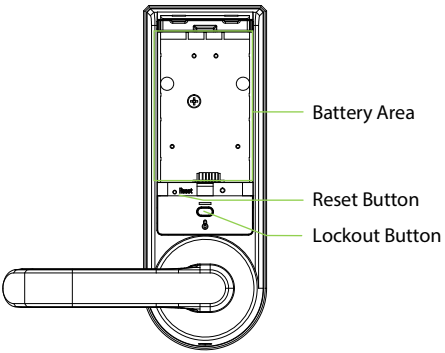
Note: Please use the correct method to place your finger onto the surface of the sensor for registration and verification. Our company does not undertake the responsibility for the lowered verification performance caused by user's improper operation. The rights to final interpretation and amendment are reserved.

Structure

Front



Back



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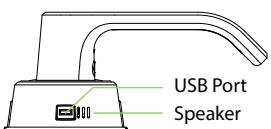


Basic Function

User Introduction

Group	Verification Mode	Function
Admin	Face Fingerprint Passcode Card	Access to menu Open the door
Normal User		Open the door

Notes:

1) **Fingerprint recognition is only available for the HBL100 series products.**

2) The maximum face/fingerprint/passcode/card capacity is 100 for all groups.

Initialization

Initializing the lock means all data will be deleted and restored to factory default setting.

Operation steps: Touch the fingerprint sensor or wake up key to wake up the screen, and press the reset button on the back body of the lock until the screen prompts for initialization. Then click **[OK]** to complete the initialization.

Lockout Mode

Lockout mode means that only administrator can unlock the door from outside. The lockout button is above the handle of indoor unit.

Enable: Press and hold the lockout button for 3 seconds until the red-light blinks twice.

Disable: Press and hold the lockout button for 3 seconds until the green-light blinks twice. It can also be disabled when an administrator unlocks the door from outside or by turning the handle downward from inside.

Normal Open Mode

Normal open mode is to keep door always unlocked, which is fit for meeting room and some places free to in or out.

Verification Mode

Three verification modes are designed to meet different security requirements.

Network Control

Supports Bluetooth or ZigBee communication.

Note: ZK SmartKey app is used with Bluetooth communication. Amazon Alexa app is used with ZigBee communication.

Operate Alarm

After 4 failed verification attempts, the system will automatically take a photo of the user and save it.

Low Battery Warning

When the battery power is low, the device will generate alarm sound. The screen will display the prompt "Low battery". In this case, you cannot access Main Menu.

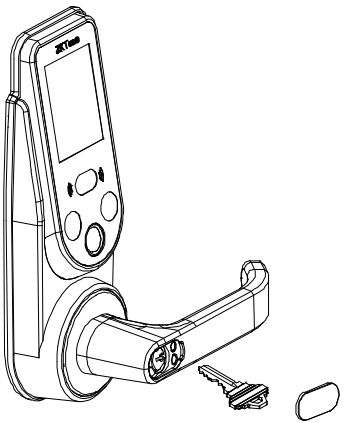
Emergency Charging

The bottom of the outdoor unit is designed with a USB port for emergency charging.

Emergency Mechanical Key

The mechanical key is used to open the door when the lock has electronic malfunction.

Note: Keep the mechanical key at a safe place.



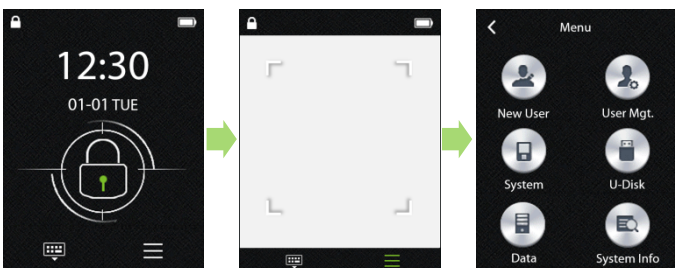
How to Use

Enter Main Menu

➢ When no administrator is registered in the device, the process is as follows:

① Touch the fingerprint sensor or wake up key to wake up the screen, the system will enter face mode automatically.

② Then click the menu key to enter main menu.



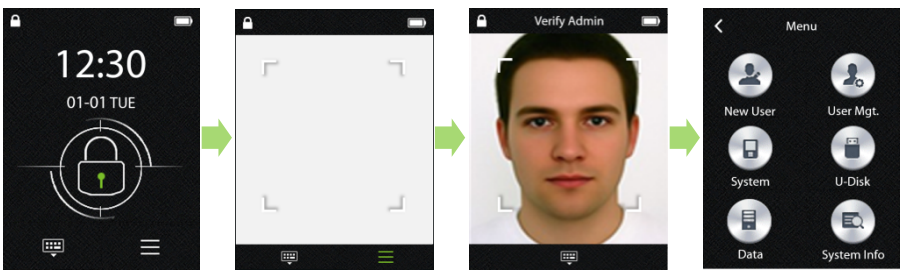
➢ When an administrator is registered in the device, the process is as follows:

① Touch the fingerprint sensor or wake up key to wake up the screen, the system will enter face mode automatically.

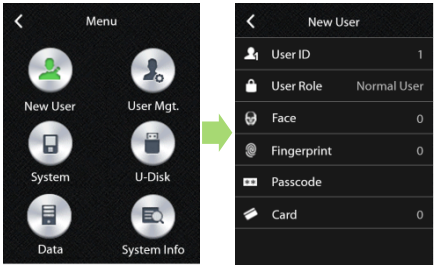
② Click the menu key to enter verify admin mode, then verify the admin by face/fingerprint/ password/card.

③ After the verification is successful, the system will enter main menu automatically.

Note: If you want to verify the admin by passcode, please click the keyboard key to enter passcode mode.



Register User [Main Menu > New User]



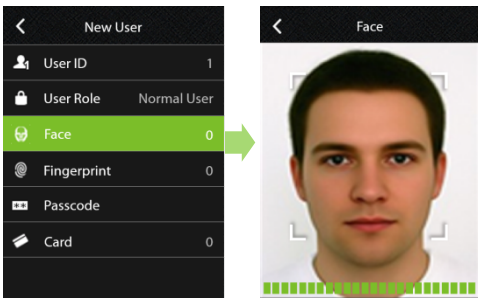
Note:

1) The User ID can contain 1 to 999. The number cannot be modified after the user is registered.
2) Once any detail is successfully registered, the system automatically goes to the New User page. You can continue to register for other methods.
3) When you click the return key to exit the New User Page, the system automatically saves the user registration information.
4) If the first user is a normal user, the system displays the prompt "For safety, the first user is set as admin. Are you sure?" Click **[OK]** to set the first user as admin.

➢ **Register Face** [Main Menu > New User > Face]

① Focus face inside the white box, adjust the positions of the face by adjusting within the box. Check the status in the progress bar at the bottom of the page.

② After the face is successfully registered, the system automatically goes to the New User page.



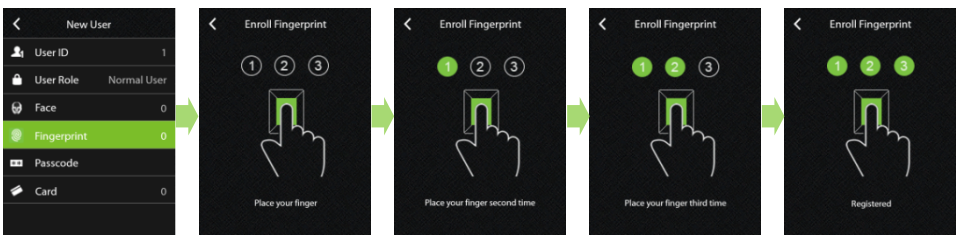
➢ **Register Fingerprints** [Main Menu > New User > Fingerprint]

① Place a finger on the fingerprint sensor.

② When the prompt "Place your finger second time" is displayed on the screen, move your finger away and place the finger; so on.

③ After the finger is successfully registered for three times, the system automatically goes to the New User page.

Note: Each user can register 10 fingerprints. If you try to register the same finger again, the system displays the prompt "Fingerprint is already used."



➢ **Register Passcode** [Main Menu > New User > Passcode]

① Enter six digits passcode and then click **[OK]**.

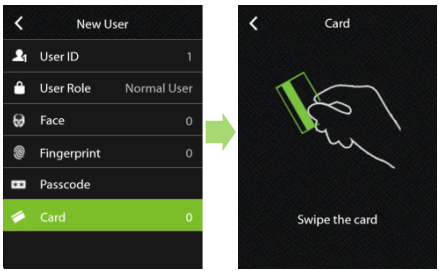
② Enter the passcode again for confirmation, and then click **[OK]** to complete the passcode registration. Then the system automatically goes to the New User page.

Note:

1) The passcode length must be 6 digits; otherwise, the system displays the prompt "Passcode must be six digits".
2) The passcode registered by different users must be different; otherwise, the system displays the prompt "This passcode is already used".

➢ **Register Card** [Main Menu > New User > Card]

Place a card at the card detection area. After you hear a beep, the system displays hexadecimal card number, and automatically goes to the New User page.



Note: If the card has been registered is already in use, the system displays the prompt "This card is already enrolled".

Manage Users [Main Menu > User Mgt.]

➢ **Modify User Information**

① Click on desired user to access the Edit User page.

② Click the **[User Role]** column to modify the role types. Click the **[Face/Fingerprint/Passcode/Card]** column to register again. For the registration processes, view the above section **Register User**.

③ After the modification is complete, Click **[OK]** to save the registration information when you exit the Edit User page. If you click **[Cancel]**, the modification will be discarded.

➢ **Delete User Information**

① Click on desired user to access the Edit User page.

② Click the deletion icon on the upper right corner to delete the user.

Note: The currently logged in admin cannot delete himself.

Autolock Time [Main Menu > System > Operate Setting > Autolock Time]

Click the **[Autolock Time]** column to set the autolock time ranging from 4s to 14s, which is 6s by default.

Language Setting [Main Menu > System > Operate Setting > Language]

Click the **[Language]** column to set the desired language, and reboot the device to make the setting effective.

Verification Mode [Main Menu > System > Operate Setting > Verify Mode]

Click the **[Verify Mode]** column to choose desired verification mode.

Verification Mode	All Users	All users only need one verification method to unlock.
	Admin Only	Only the administrators can unlock the door.
	Safety Mode	Combined recognitions. The lock can be unlocked after any two verification modes are successful.
Note: Combined recognitions include passcode & face, card & passcode, card & face, face & fingerprint, passcode & fingerprint, and card & fingerprint. When the first recognition mode is successful, the system enters the second recognition mode immediately. The two recognition modes are performed in a random order.		

Operate Alarm [Main Menu > System > Operate Setting > Operate Alarm]

Click the **[Operate Alarm]** column to enable or disable the alarm function, which is off by default.

Note: After 4 failed unauthorized verification attempt, one user photo will be taken. On subsequent screen wake, the photo will be displayed as an alarm.

Normal Open Mode [Main Menu > System > Operate Setting > Normal Open]

Click the **[Normal Open]** column to enable or disable the normal open mode, which is off by default. It can also be disabled when an administrator verifies successfully.

Date/Time Setting [Main Menu > System > Date/Time]

- Click the **[Date]** column to input values (year. month. day) in the input box. If the input format is correct, then"." at the lower right corner will automatically change to **[OK]**. Finally, click **[OK]** to save the setting.
- Click the **[Time]** column to input values in the input box. If the input format is correct, then":" at the lower right corner will automatically change to **[OK]**. Finally, click **[OK]** to save the setting.

- Click the **[Time Format]** column to set the time format, it includes YY-MM-DD, YY/MM/DD, YY.MM.DD, YYYY-MM-DD, MM-DD and MM/DD.

Advanced Options [Main Menu > System > Advanced Options]

- Click the **[Face]** column to enable or disable the face recognition function, which is enabled by default. If it is disabled, the face recognition page will no longer be displayed when waking up the screen or entering the main menu.
- Click the **[Fingerprint]** column to enable or disable the fingerprint recognition function, which is enabled by default. If it is disabled, the fingerprint sensor is only used to wake up the screen.
- Click the **[Visitor Passcode]** column to enable or disable the visitor passcode recognition function, which is enabled by default.

Network Setting (optional) [Main Menu > System > Network Setting]

- Click the **[Zigbee login]** column to enable the network communication.
- Click the **[Zigbee logout]** column to disable the network communication.

Upgrade Firmware [Main Menu > U-Disk >Upgrade Firmware]

Click the **[Upgrade Firmware]** column to start the upgrade through the USB disk, and the update process can be seen on the screen. Before the upgrade, check whether the corresponding upgrade file

is available on the USB disk. **Users are not recommended to upgrade the firmware. If you really need to upgrade the firmware, please do it under the guidance of the manufacturer.**

Data Management [Main Menu > Data]

- Click the **[Delete All Users]** column to delete all user information, including the user number, face, fingerprint, card, and passcode.
- Click the **[Log Query]** column, set the start and end dates, and click **[Query]** to display all unlocking records within the set period. Then click the query icon at the upper right corner, input the desired user No., and then click **[OK]**.
- Click the **[illegal Alarm Query]** column, then click **[Previous]** or **[Next]** to view the alarm

records. The system can save up to 10 photos. After the query is completed, the system displays the prompt "Data query completed".

System Information [Main Menu > System Info]

- Click the **[Capacity]** column to check device capacity information.
- Click the **[Device Info]** column to check the device information.

FCC Caution:

Any Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC RF Radiation Exposure Statement:

1. This Transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.
2. This equipment complies with RF radiation exposure limits set forth for an uncontrolled environment.

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