User Manual

ZKTecoParking

Software Version: 2.5.6

Date: December 2024

Doc Version: 1.0

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 www.zkteco.com.

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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 manufacturers 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 operations of **ZKTecoParking**.

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

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1 Software Installation

1. Recommended configuration:
   - Win10 x64-bit operating system
   - No less than 4G of system memory
   - Core i3 and above processors.
2. Extract the software installation package.
3. Find the [**ZKTecoParkingSetup.exe**] file, right-click to run as administrator to install.

   Note: The parking management system requires [.Net Framework4.7.2] environment. If the system has not installed it, it will be installed automatically when the software is installed.

1) Enter the installation wizard interface, click **[Next]** according to the prompts.

2) Click **[Browse]**. After selecting the installation path, click **[Next]** to continue.

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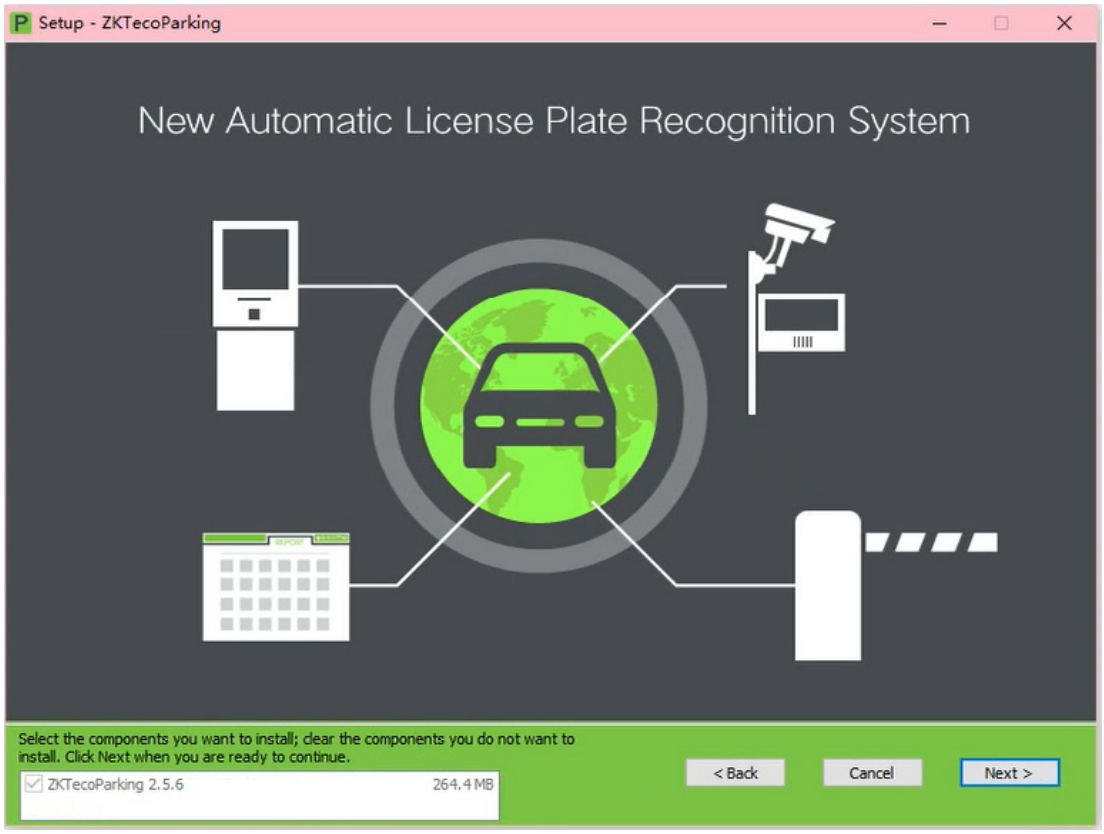
3) Select the components to be installed and click **[Next]** according to the prompts.



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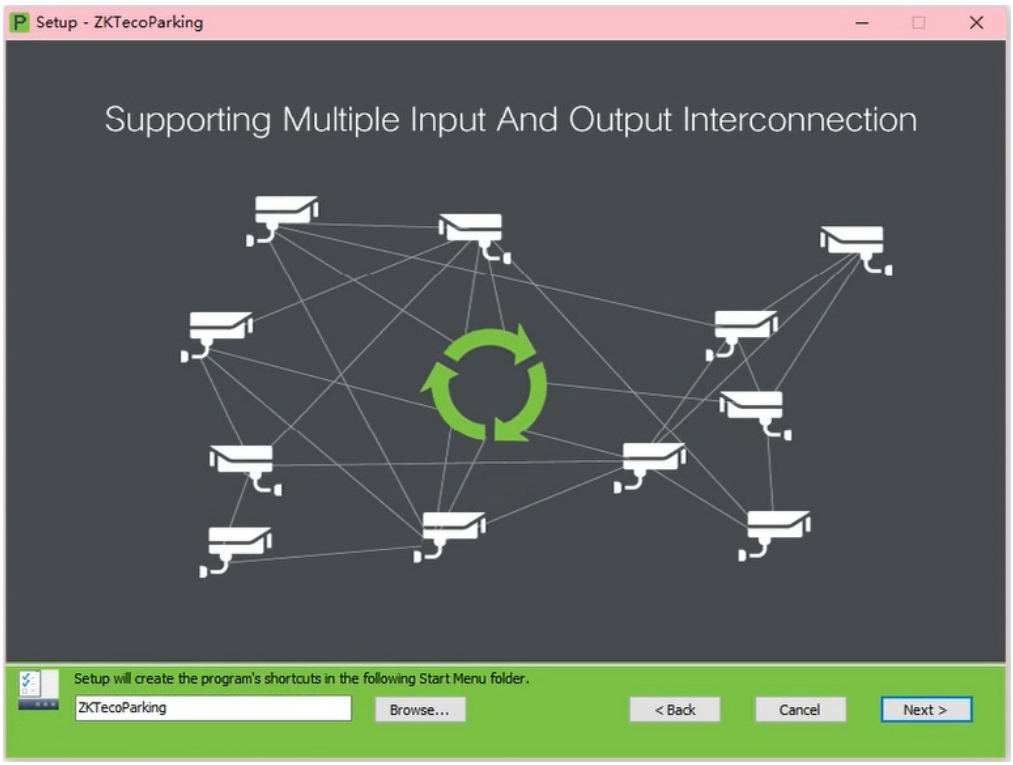
4) Click **[Browse…]**. Select the folder and the installation wizard will create a shortcut to the program in the selected Start Menu folder.



5) After the setup is complete, click **[Install]** according to the prompts to start the installation, if you want to confirm or change the settings, please click **[Back]**.

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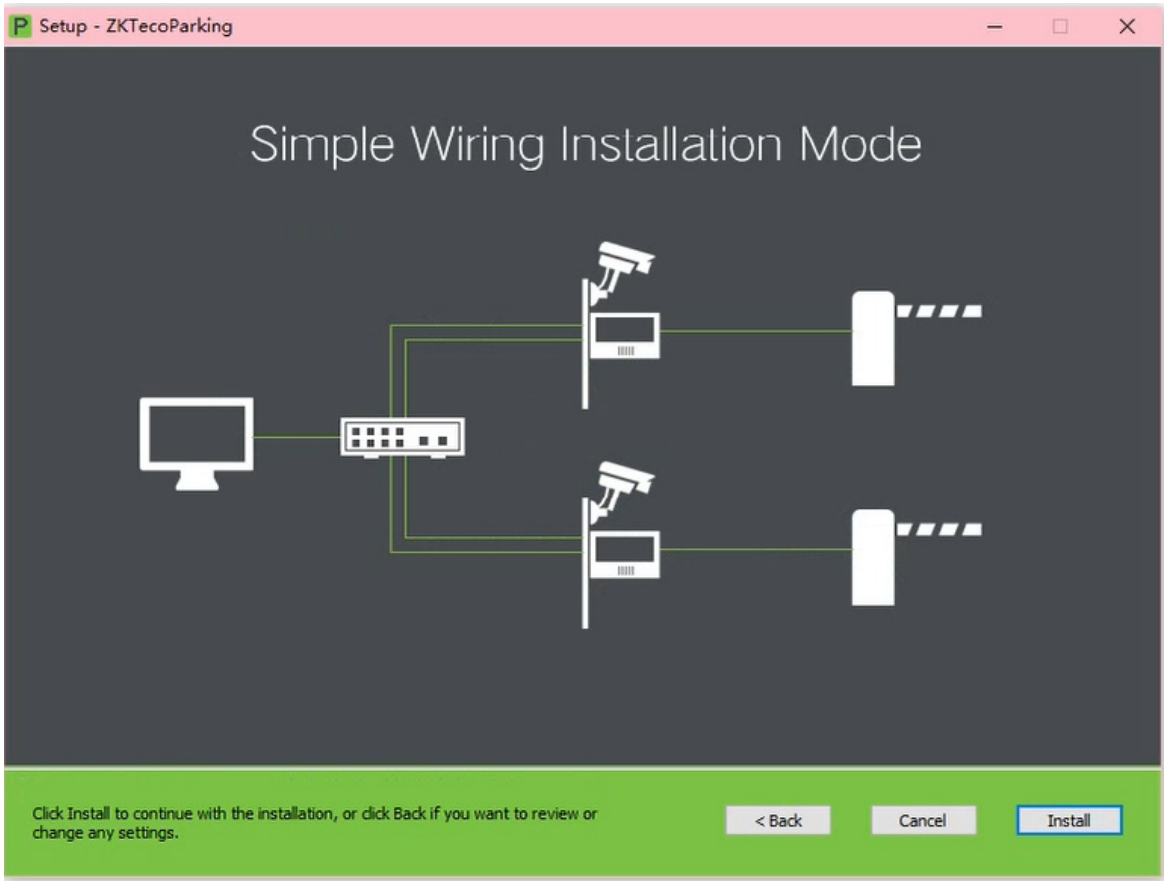

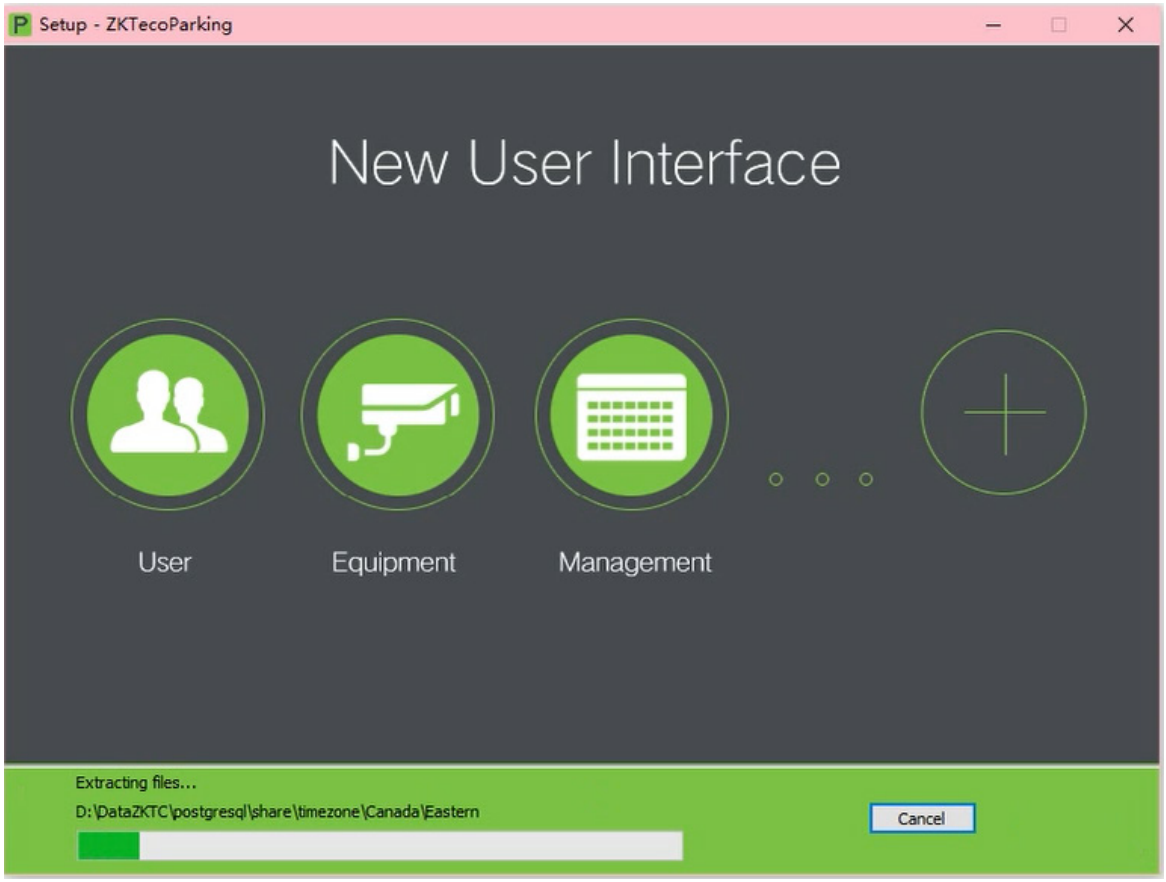

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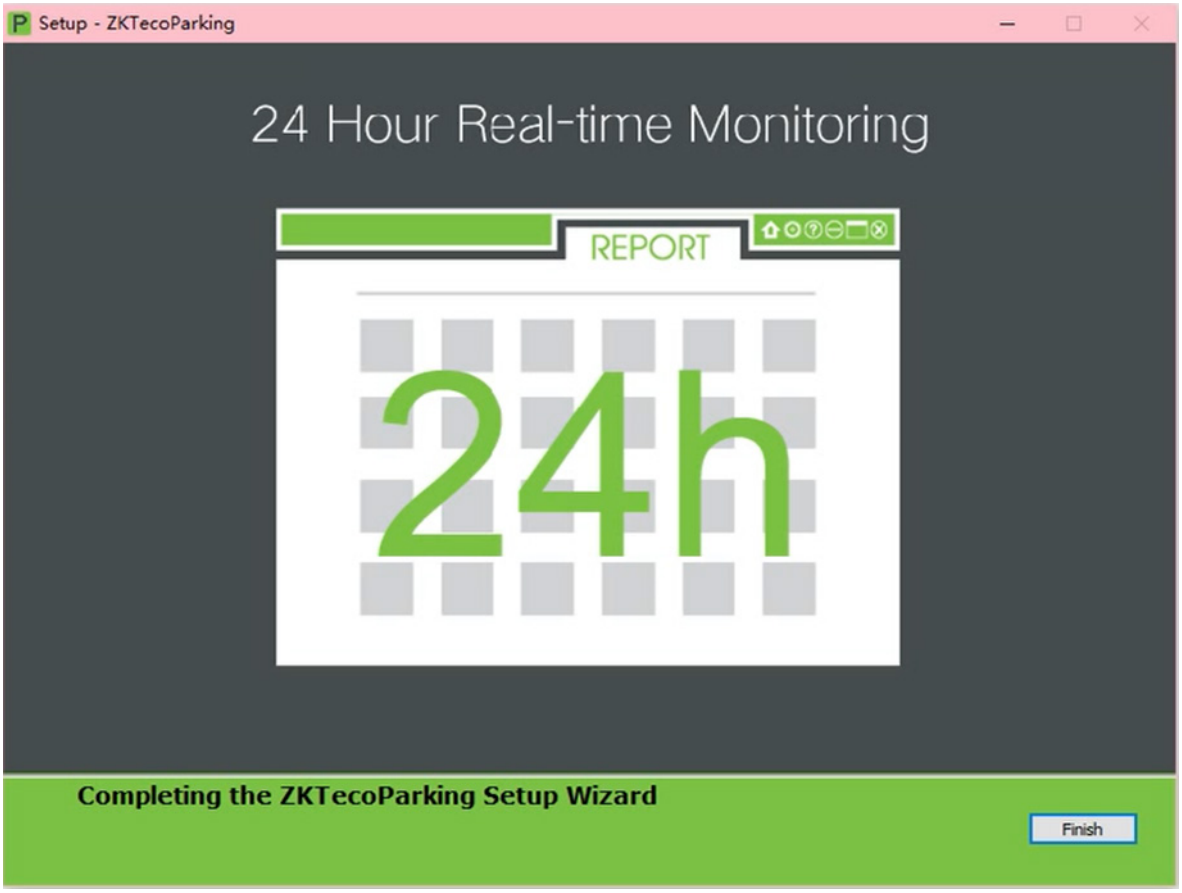
6) Installation is complete, click **[Finish]**.



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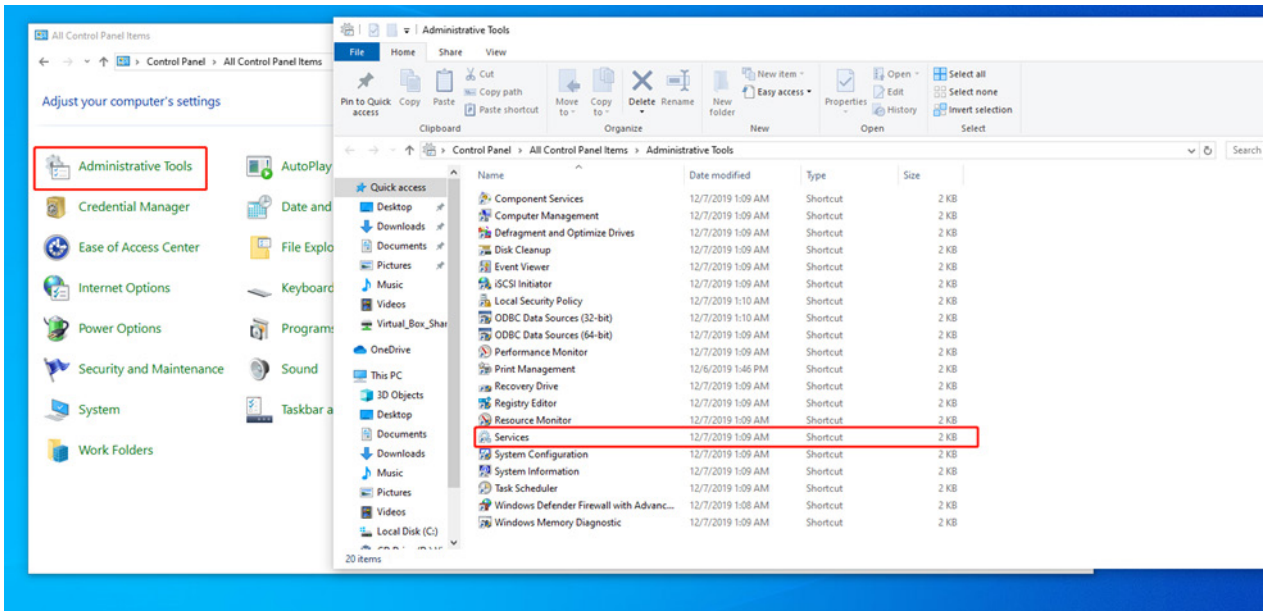
2 Database Creation and Connection

After installing the software, you will need to connect to the database to log in. This section will guide you through the process of creating and connecting the database.

Step 1: Start the PostgreSQL service.

This software supports both **Postgres** and **SQL Server** databases. During installation, the Postgres database environment will be automatically installed, and in the operating system services to generate the PostgreSQL database service (you can click **[Start] > [Control Panel]** (in the control panel, select the "small icon" way to view) - **[All Control Panel Items] > [Administrative Tools]** - **[Services]**, to see if the operating system services have been generated PostgreSQL database service; if not started, you can right-click the item and then click **[Start]**.



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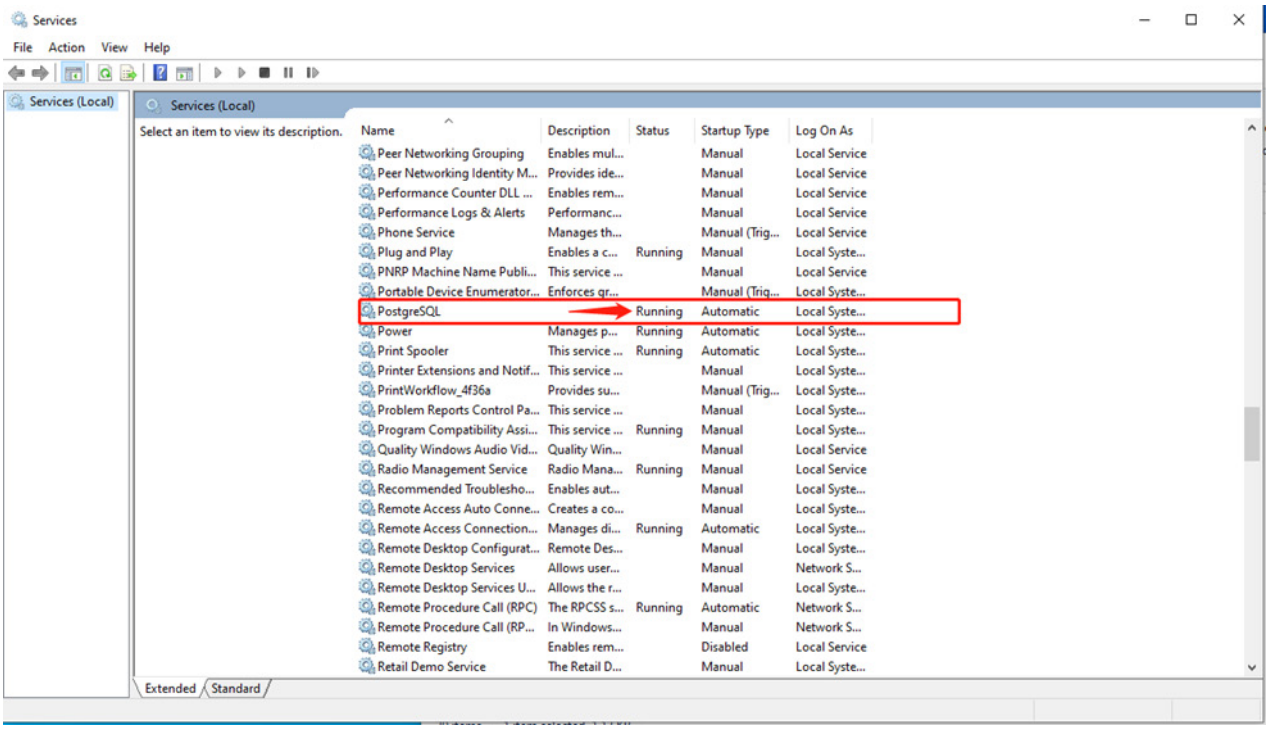
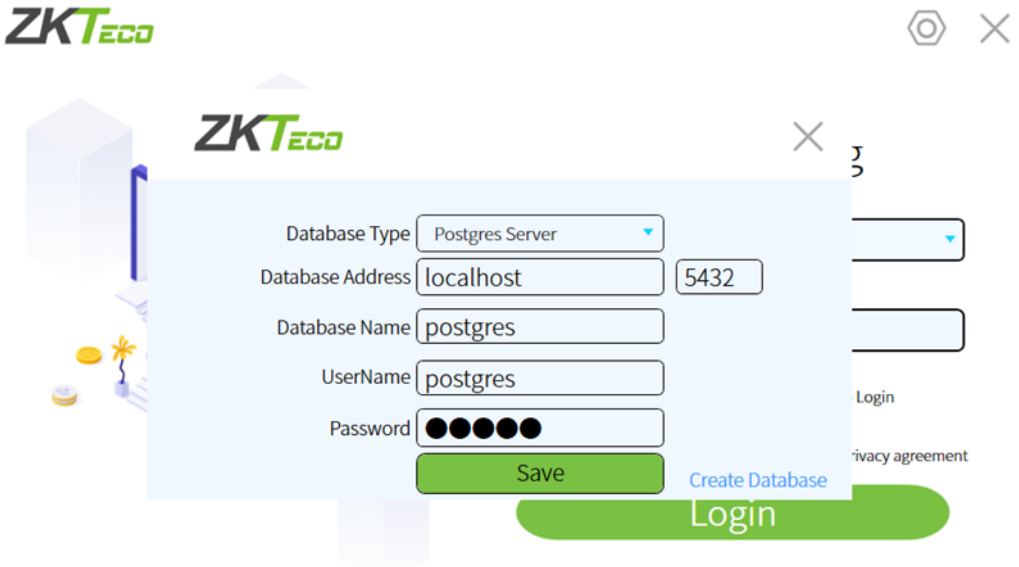


Step 2: **Connect to the default database.**

In the system login interface, click the icon in the upper right corner > **[Database Settings]** to set the data:



- **Database Type:** Postgres and SQL are available.
- **Database Address:** server name, i.e., the IP address or computer name of the computer on which the database is installed.
- **Database Name:** The initial database name is Postgres.
- **Username:** Defaults to Postgres.
- **Password:** Default is sa123.
- **Port:** Default is 5432.

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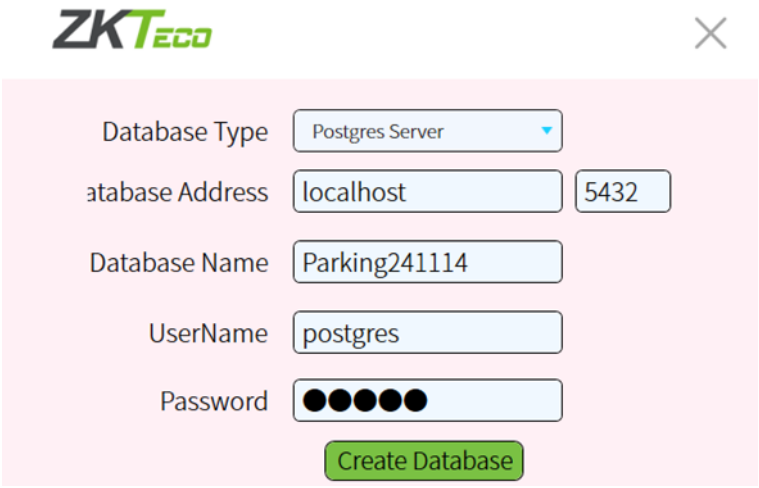
Note: If the database environment already exists in the operating system, it will not be initialized again.

2.1 Creating a New Database

1. In the system login interface, click the upper right icon - **[Database Settings]**, click Create Database to enter the database creation interface.



2. Select the database type, enter the database address, set the database name, username and password, and then click **[Create Database]**, the successful operation is prompted as follows.

Note: An existing database cannot be duplicated, or you will be prompted to please change the database name:

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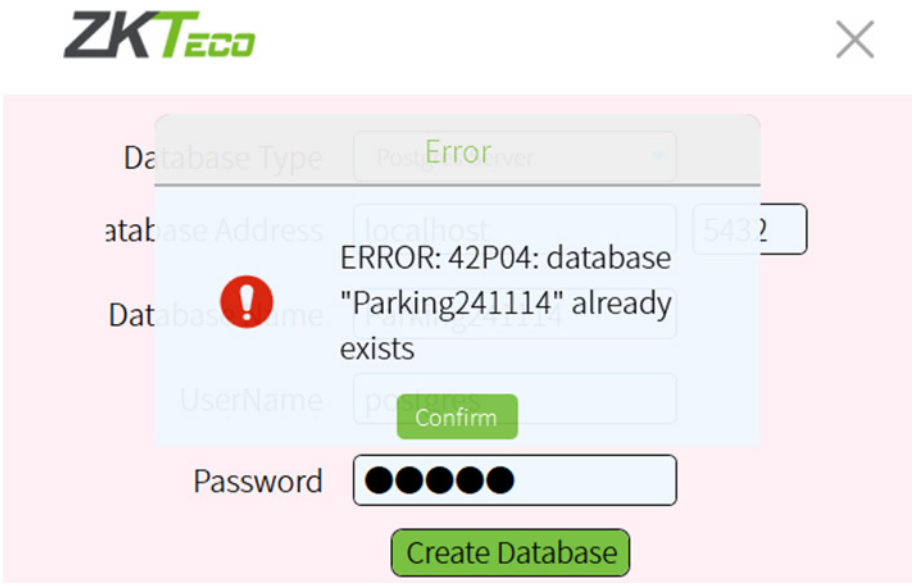
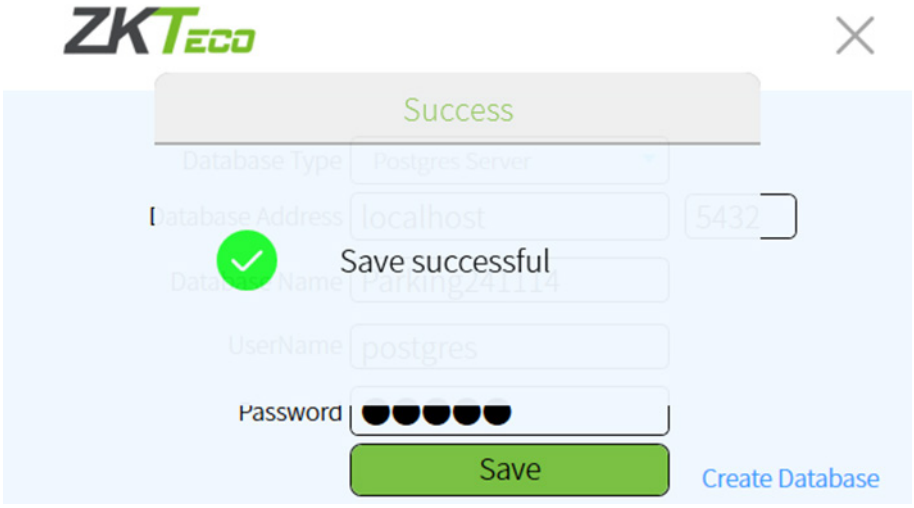


2.2 Database Connectivity

In the database setup program interface, enter the server address, database name, username and password, and click **[Save]** to test whether the current database is connected properly. Successful connection will automatically save this application database connection.



Note: To enable remote connection, change the configuration file in the database initialization directory.

1. Open C:\DataZKTC\postgresql\data\pg_hba.conf and modify the access IP segment in the configuration file as follows:

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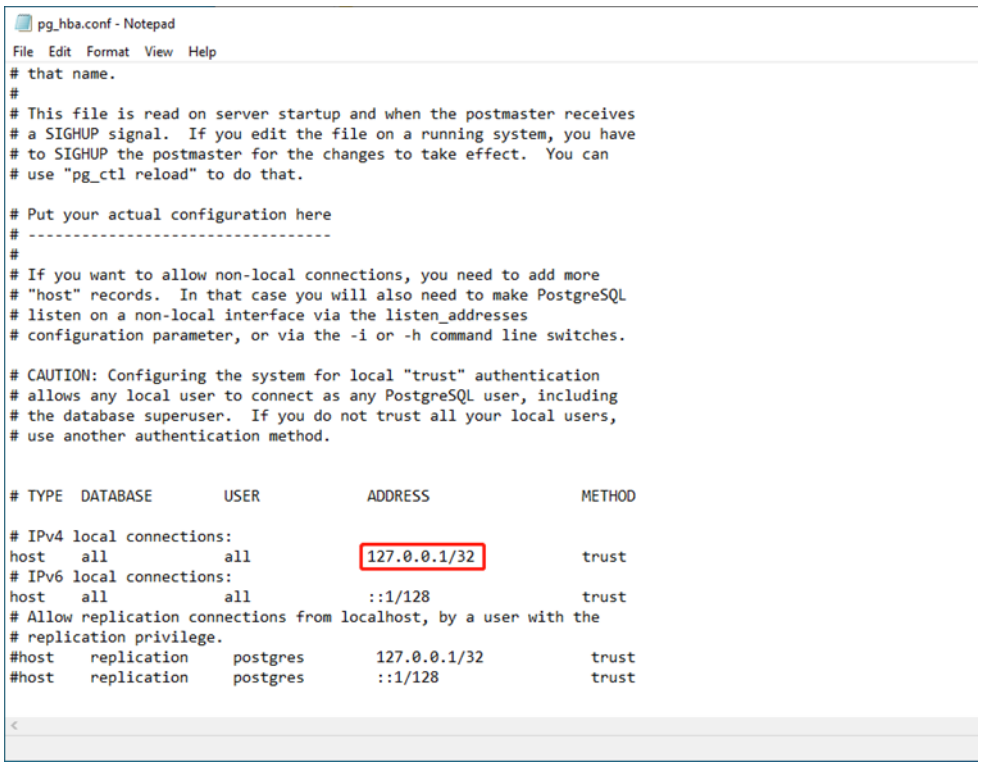
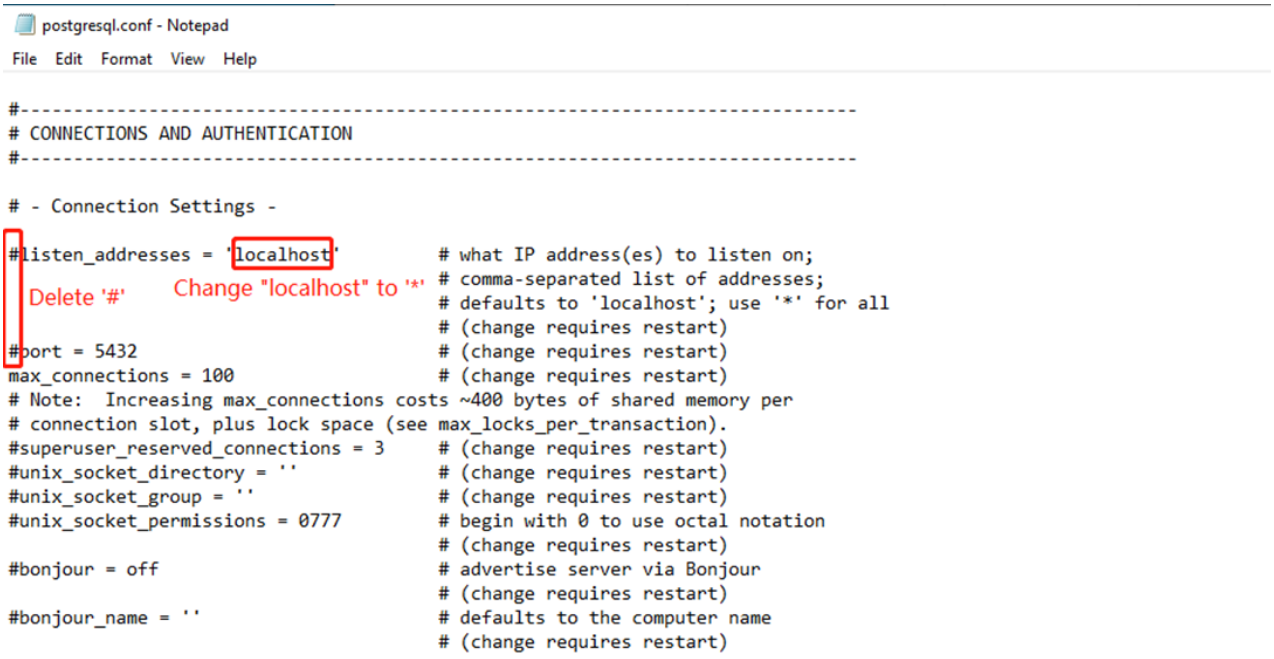


2. Open C:\DataZKTC\postgresql\data\postgresql.conf. In this configuration file to modify the listening address from localhost to *, delete the # before the listen addresses and port, the following chart:



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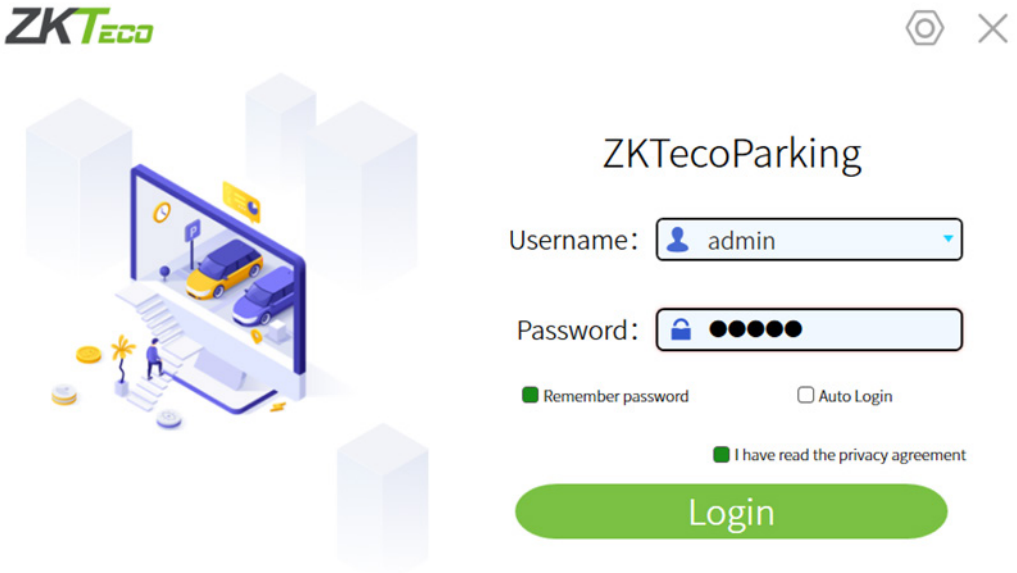
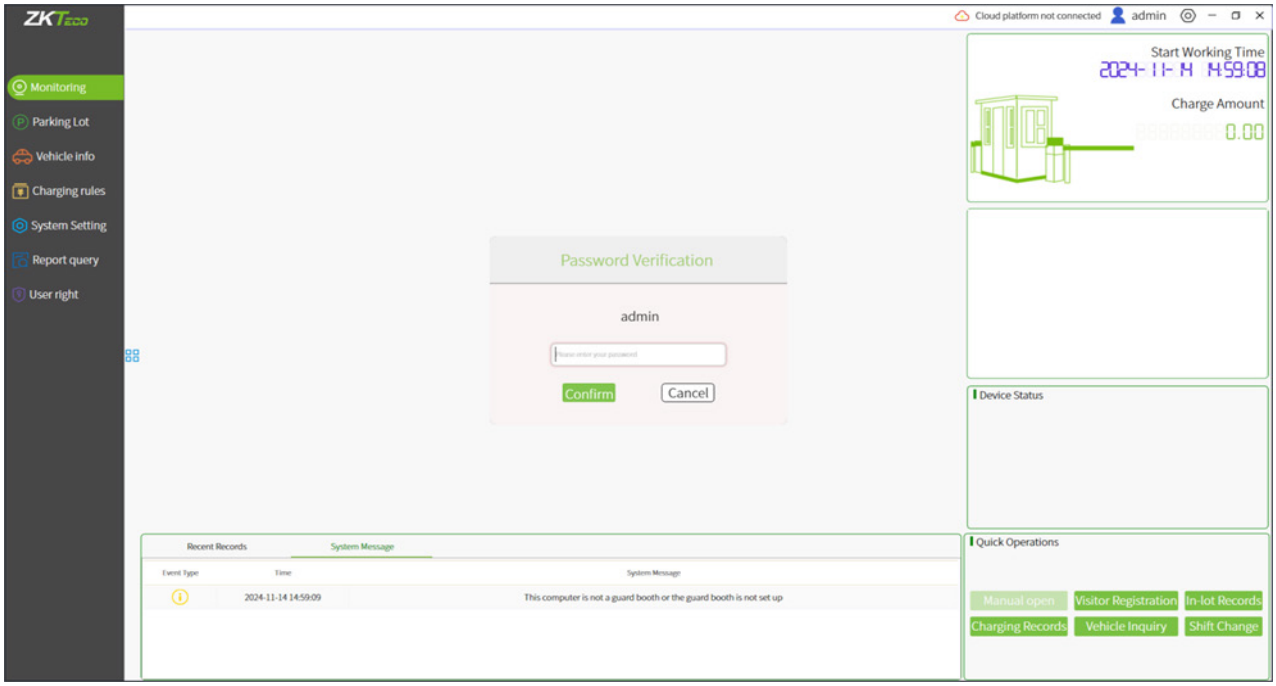
3 System Login

Double-click on the icon to open the system login interface. Enter the username and password (both default to **admin**), then check the box for "I have read the privacy agreement." Finally, click **[Login]** to enter the system.After logging in to the system, you can enter the "Monitoring" interface by default.



Note: When you exit the system, you need to verify your password. As shown in the figure below, after clicking ✕ in the upper right corner of the interface, enter your password in the pop-up password verification window and click **[Confirm]** to exit the system.



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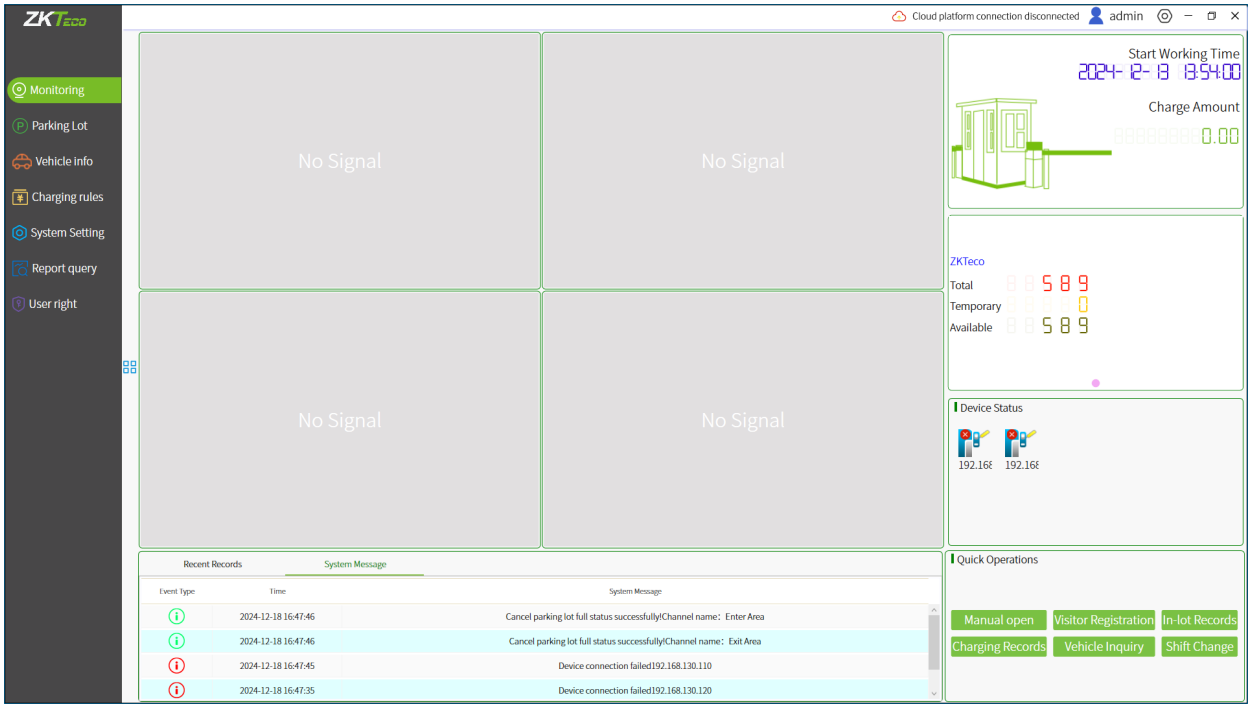
4 Monitoring Workstation

The monitoring interface defaults to 4 monitoring interfaces. In this interface, you can view the real-time video monitoring of the parking lot, all the vehicle entry and exit records, system messages, parking space information, device status, and quick operations.



- **Monitoring Interface:** Default is 4 monitoring interfaces, which can be set through the path **[Parking Lot] - [Workstation Management] - [Video Window]** and left double-click on the monitoring interface to zoom in and display it. Right-click to pop up the menu items such as Close Setting, Change Password, Start Setting, and About, and select the menu to perform related operations and query information about the software.

- **Commonly used:**
  - **Start Working Time:** Displays the time when the operator first logged on to the software.
  - **Charge Amount:** Shows the total amount of charges collected by the parking lot after the current operator's working hours.

- **Regional parking places information:**
  - **Area Name:** Display the area name, which can be added and modified through **[Parking Lot] >[Area Setting]**.
  - **Total:** Displays the total number of spaces in the area.
  - **Temporary:** To add a temporary parking space, left-click on the area name and manually input the space.
  - **Available:** The remaining spaces show the available space in the area.

- **Device Status:** Displays the status of device operation.

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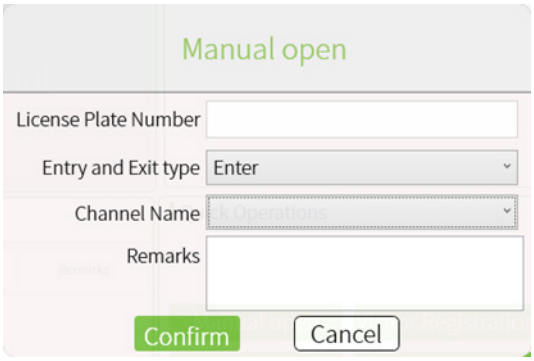
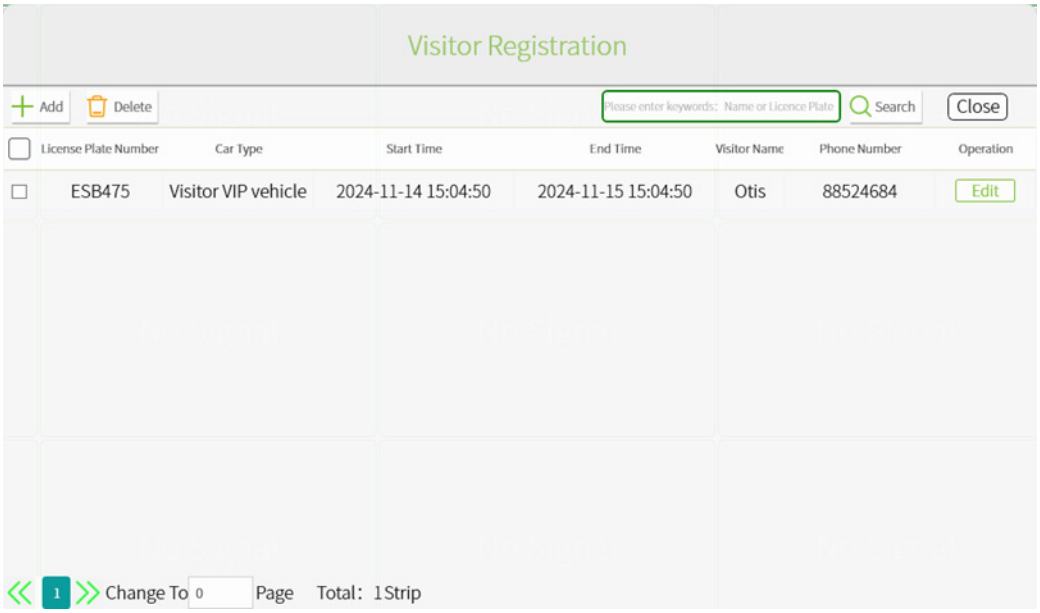
This icon indicates that the device is offline and this icon indicates that the device is online.

- **Information window:**
  - **Recent Records**: Displays the most recently recorded vehicle entry and exit records for the parking lot.
  - **System Message:** Displays system alert messages.

- **Quick Operations:**
  - **Manual open**: Manual release of vehicles in cases where the license plate cannot be recognized, and where there is no license plate. Click Manual open, enter the license plate number in the pop-up dialogue box, select enter/exit, and channel name, etc., and click **[Confirm]**.



  - **Visitor Registration:** In addition to the block and allow list of visitors that can be set up in **[Vehicle info] - [Visitor Registration]**, you can set it up here as well, by clicking Visitor Registration. For details on how to do it, please refer to 6.5 Visitor Registration.



  - **In-lot Records:** Adjust the entry time, click **[Search]** to check the vehicles present during the time period, tick the license plate and click **Clear** to clear the record, enter the license plate number can accurately find out whether the vehicle is present or not.

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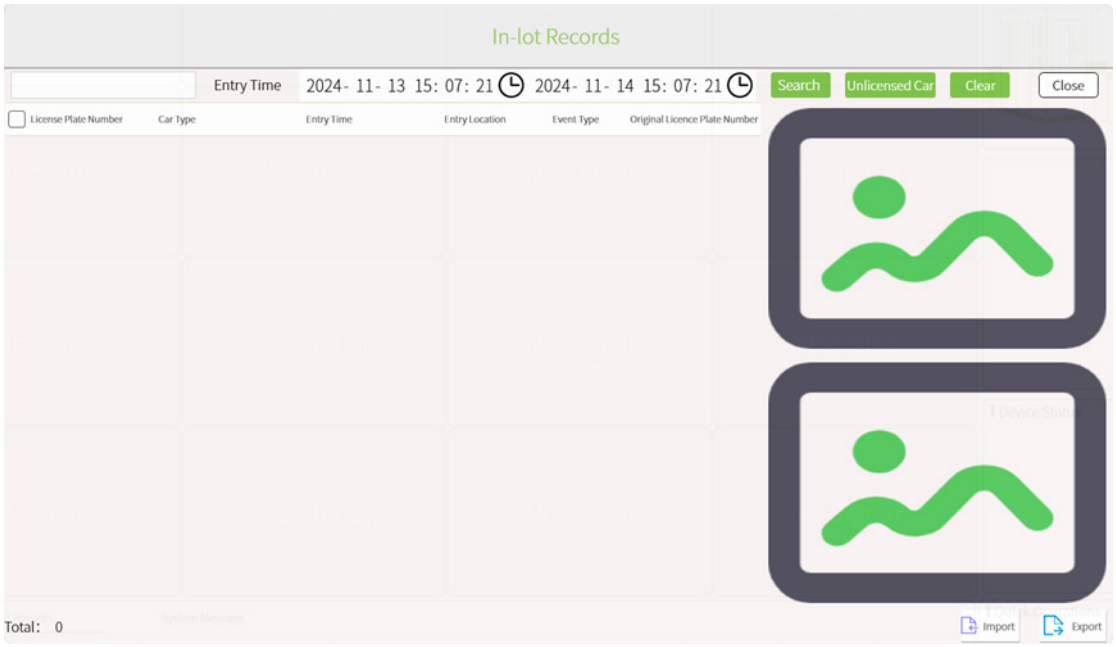
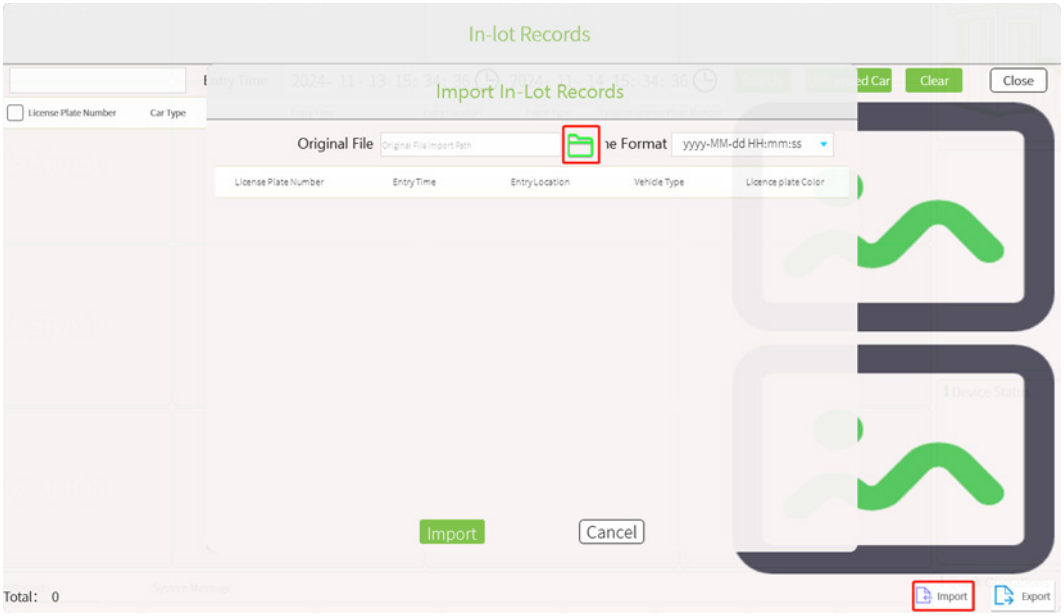


Click on the

icon to import the entry record data; the method of exporting data is the same and will not be repeated here, as shown in the figure below.



- **Charging Records:** Click

to check individual charge record, adjust the exit time, and click **[Search]** to check the charge of the vehicle's exit during the time period, entering the license plate allows you to find out exactly how much the vehicle has been charged.

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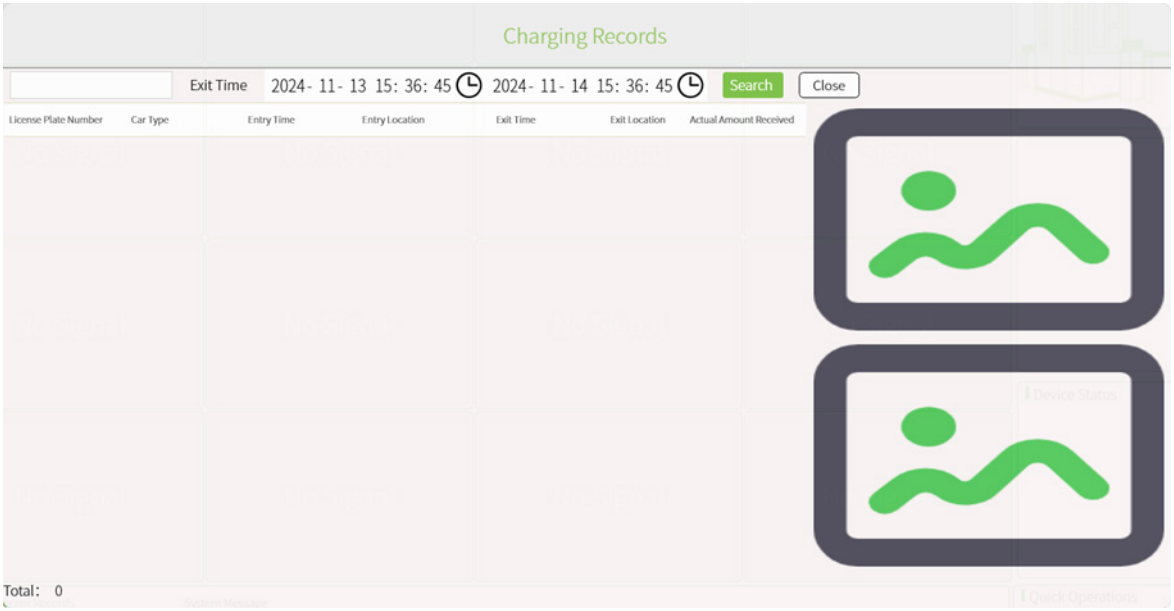
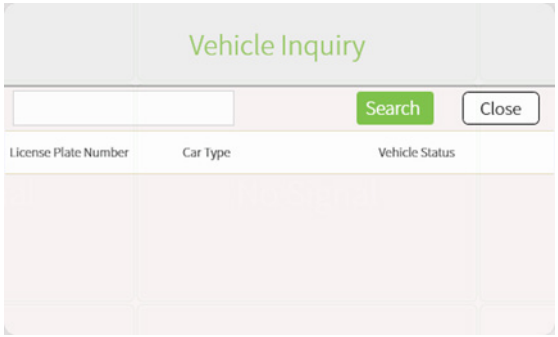
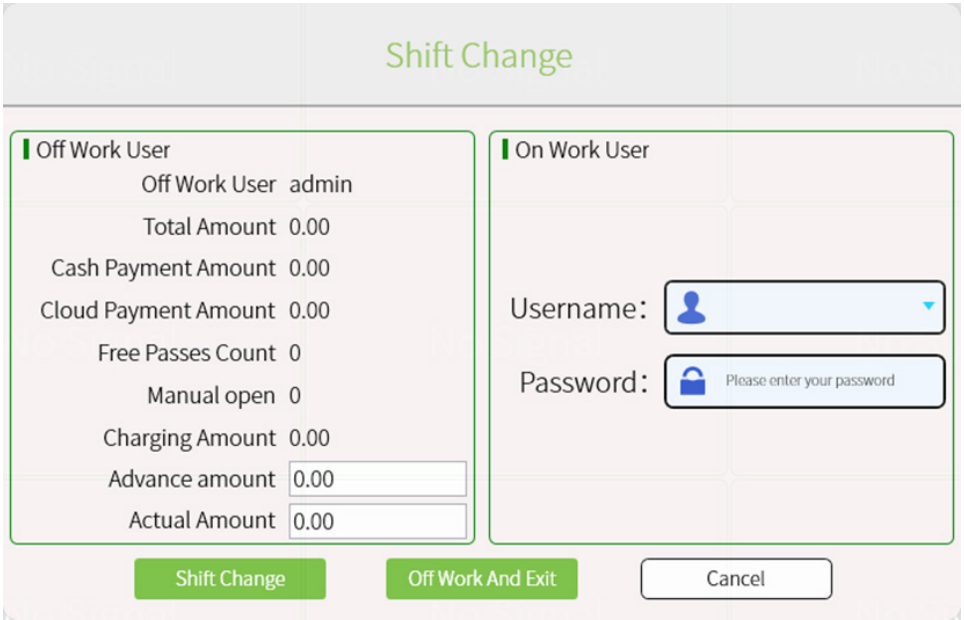


- **Vehicle Inquiry:** Used to enquire vehicle information. Click Vehicle Inquiry, enter the license plate information and click **[Search]**.



- **Shift Change:** Used for operator shift change. Click Shift Change to set each information and click Shift Change.



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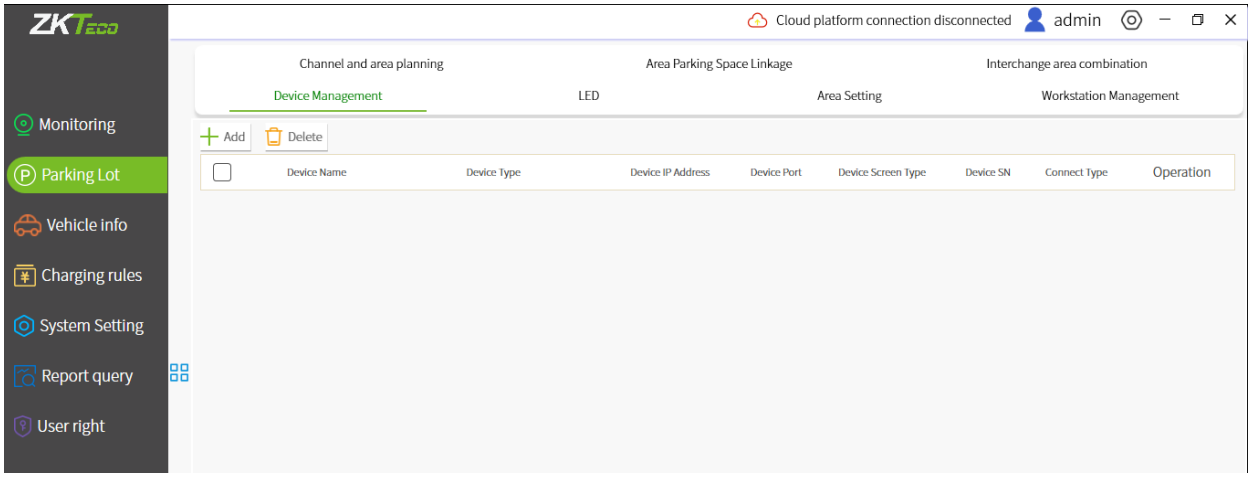
5 Parking Lot Management

The parking lot module includes Device Management, LED, Area Setting, Workstation Management, Channel and area planning, Area Parking Space Linkage, and Interchange area combination.

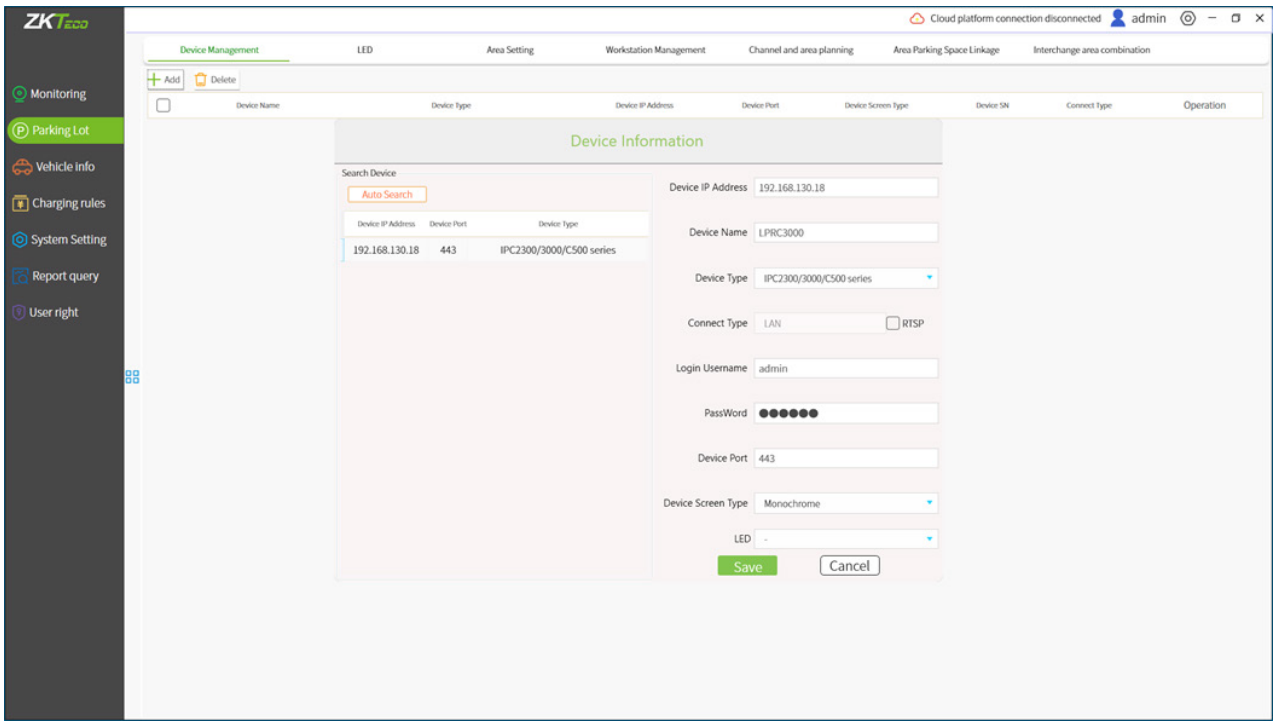
5.1 Device Management

Click on **[Parking Lot] > [Device Management]**, this interface allows the user to perform operations such as adding, editing, and deleting.



5.1.1 Adding New Device

In the Device Management interface, click Add icon to enter the New Device Information interface, then enter the device details and click **[Save].**



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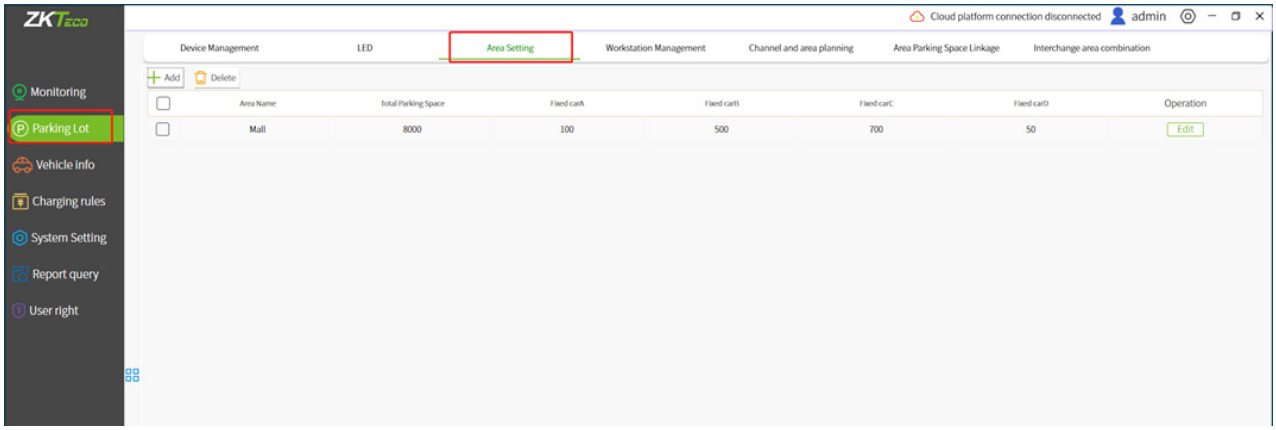
- **Search Device:** Click Auto Search to search for the device. Then, click on the desired device to select it. The device name, IP address, and other related information will be displayed on the right side.
- **IP Address:** It can also be entered manually; this field is mandatory.
- **Device Name:** You can also enter the device name manually.
- **Device Type:** IPC2100 series, IPC2300/3000/C500 series, IPC102/ 103/303/303R3/305RD series, IPC304 series, and EBOX3100 series are available, and the user can select the type of device that corresponds to them.
- **Connect Type:** Default LAN.
- **Login Username/Password:** The username and password that logs in to the WEB of the camera.
- **Device Port:** Enter the corresponding HTTP port, the default port number is 443 for IPC2300/3000/C500 series and 80 for other series.
- **Device Screen Type:** Choose the appropriate display type based on the device you are using. The available options include LCD Screen, Two-color Two-line, Two-color Four-line, RT-Two-color Four-line, RT-Full color, NV-Two-color Two-line, NV-Two-color Four-line, Monochrome, and Two-color Two-line.

5.2 Area Setting

Click on **[Parking Lot]** > **[Area Setting]** to access the screen where you can add, edit, and delete area settings.



5.2.1 Add Area

In the Area Setting interface, click Add icon to add the parking area.

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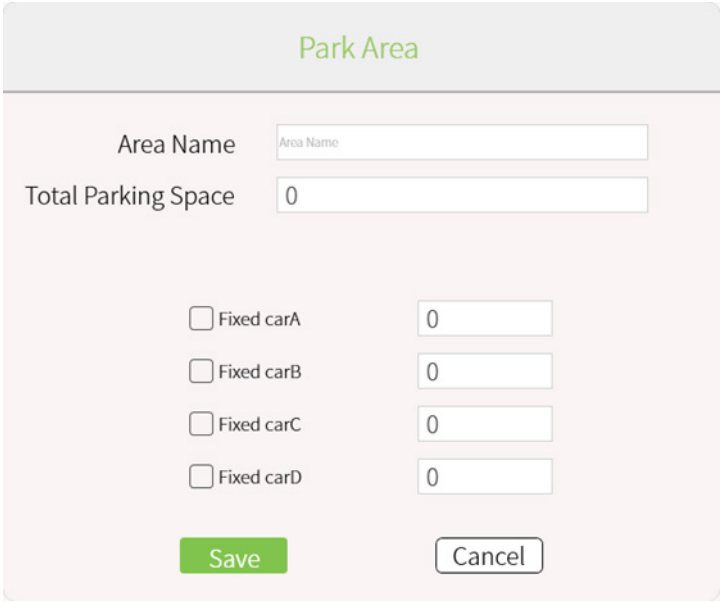
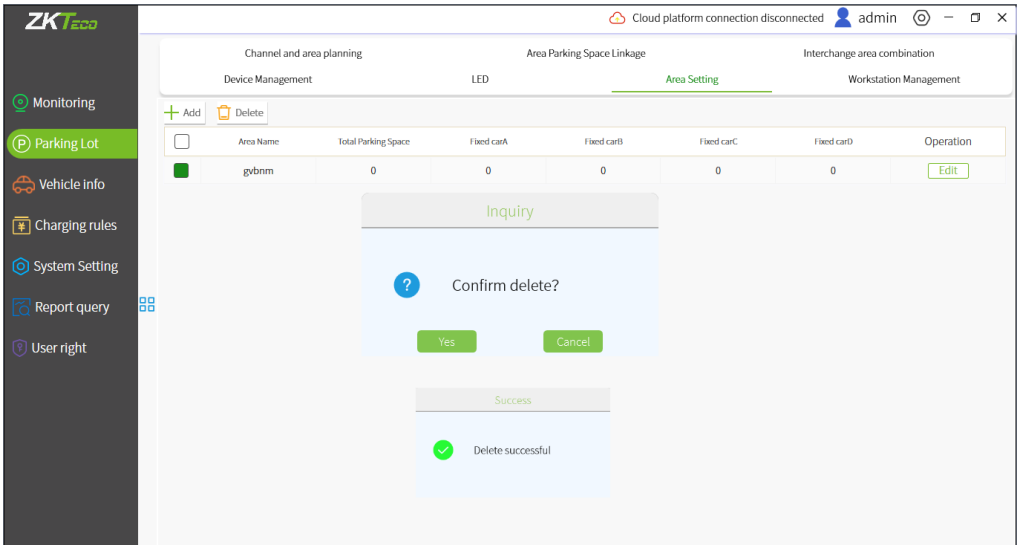


- **Area Name:** Enter the area name and it is a mandatory field.
- **Total Parking Space:** The total number of parking spaces in the parking lot.
- **Fixed car number:** The number of fixed car types includes **A**, **B**, **C**, and **D**.

Fill in the information as required and click Save when the setting is complete.

5.2.2 Deletion of Areas

Select the area you want to delete and click Delete icon then confirm to delete by clicking **[yes]**.



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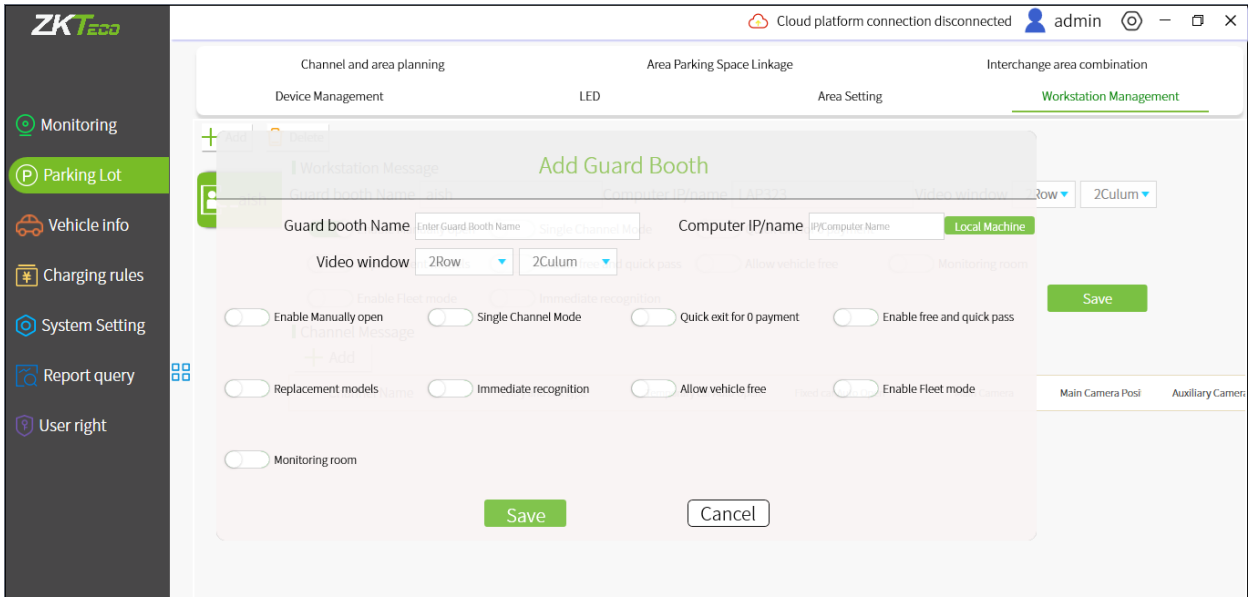
5.3 Workstation Management

Click **[Parking Lot] > [Workstation Management]** to enter the workstation management interface, which can manage the information of workstations and channels, and can also perform the operations of adding, editing, and deleting guard booth and channels.

5.3.1 Add Workstation

In the workstation management interface, click Add icon to enter the New Workstation Information interface.



- **Guard booth Name:** Enter the Guard booth name and it is a mandatory field.
- **Computer IP/name:** Guard booth computer IP address. Click **[Local Machine]** to get it automatically.
- **Video window:** According to the number of devices on-site, you can choose the number of windows 2 rows and 2 columns, 2 rows and 3 columns, etc., the maximum number of video windows is 4 rows and 4 columns. The default is 2 rows and 2 columns.
- **Enable Manually Open:** When ticked, you can manually input the license plate to release the vehicle.
- **Single Channel Mode:** The parking lot entrance and exit share a common lane, check this option to prevent the rear license plate from being captured.
- **Quick exit for 0 payment:** If no parking fee is incurred by the temporary car, the barrier gate will be opened without popping up the confirmation page of the parking fee result.
- **Enable free and quick pass:** When this function is enabled, the video interface will display the corresponding button, which can directly open the barrier gate without entering the license plate number.
- **Replacement models:** The temporary car billing result screen allows you to change the car type. Since different car types have different billing criteria, changing the car type will update the billing result accordingly.

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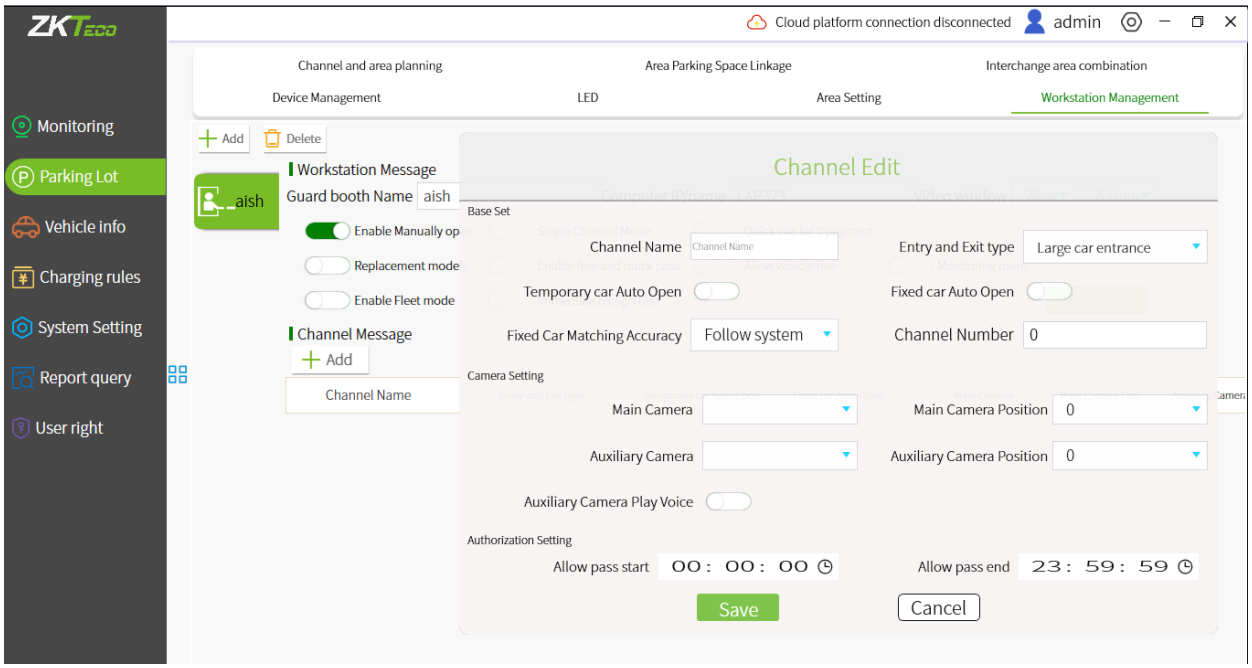
- **Immediate recognition:** This mode allows you to take a picture immediately after it is turned on.
- **Allow vehicle free:** When checked, the Free button will be enabled on the temporary vehicle billing result screen, allowing you to apply a free status to the temporary vehicle.
- **Enable Fleet mode:** When enabled, the barrier gate will always remain open.
- **Monitoring room:** Set the current guard booth as a monitoring room.

Fill in the information as required and click Save when settings are complete.

5.3.2 Adding New Channels

Select the workstation, then click on Add icon in the channel message within the workstation interface to enter the channel edit screen.



- **Base Set:**
  - **Channel Name:** Set the current channel name.
  - **Entry and Exit type:** Select the current entry/exit type.
  - **Temporary car Auto Open:** Set whether the barrier gate is automatically opened for temporary vehicles at the current channel.
  - **Fixed car Auto Open:** Set whether the barrier gate is automatically opened for fixed vehicles at the current channel.
  - **Fixed Car Matching Accuracy:** The matching accuracy when identifying fixed vehicle license plate. The default is Accurate matching, and there are 7, 6, 5 and 4 digits.
    If 4 or more consecutive digits in the license plate are identified as the same, the license plate of the fixed vehicle in the database will be matched and prioritized.
  - **Channel Number:** A number for the current lane.

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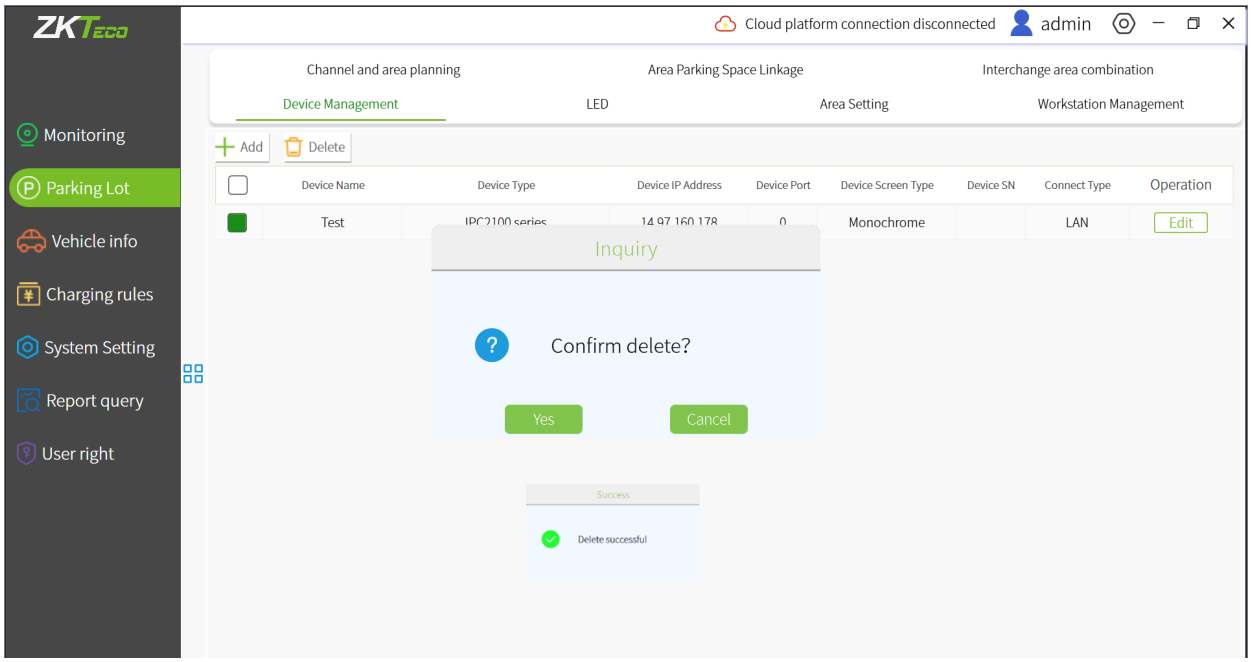
- **Camera Setting:**
  - **Main Camera/Main Camera Position:** Add the previously added device to the Main Camera Position and select the camera to be displayed in the Monitoring interface where should be located.
  - **Auxiliary Camera/Auxiliary Camera Position:** Add the previously added device to the auxiliary camera position and select the camera to be displayed in the Monitor interface where should be located.
  - **Auxiliary Camera Play Voice:** Enables the auxiliary camera announcement function.

- **Authorization Setting:**
  - **Allow pass start/end:** Set the start time and end time of passable time for the current channel.

5.3.3 Deleting Workstations/Channels

Select the guard booth or channel you want to delete and click Delete icon to delete the guard booth or channel information.



5.4 Channel and Area Planning

Click **[Parking Lot]** > **[Channel and Area Planning]** to enter the channel and area planning interface.

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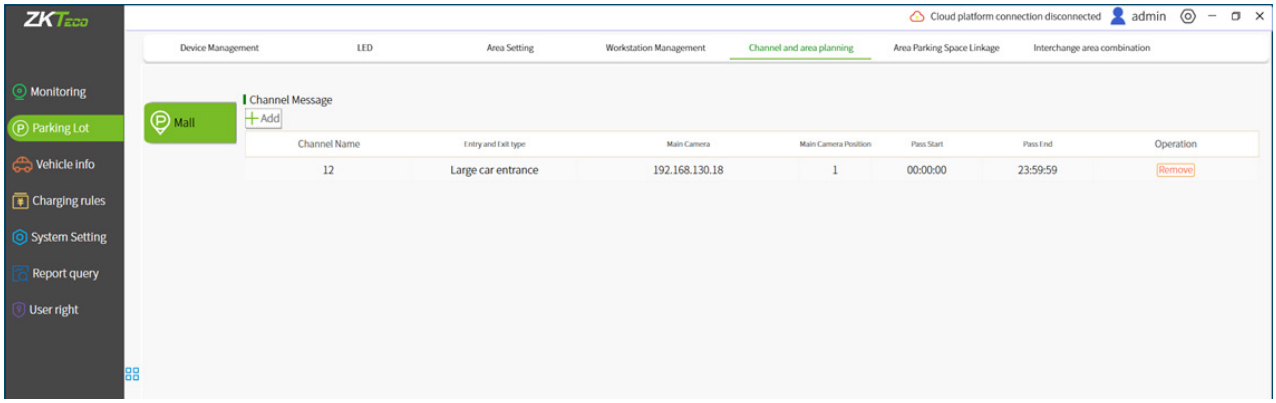
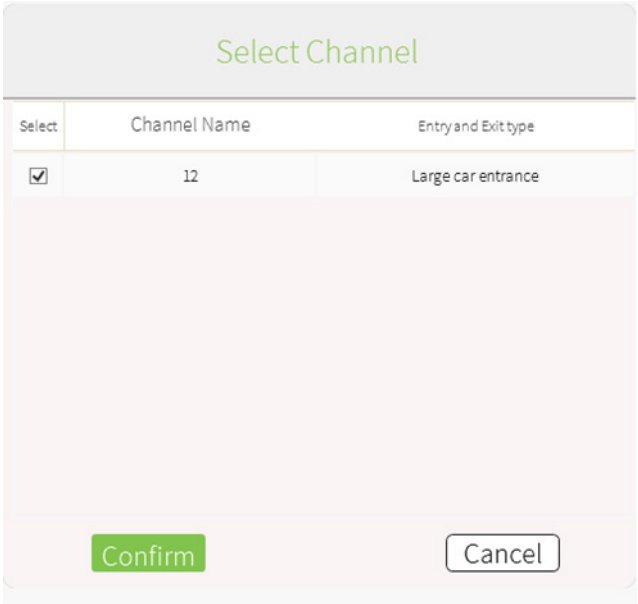


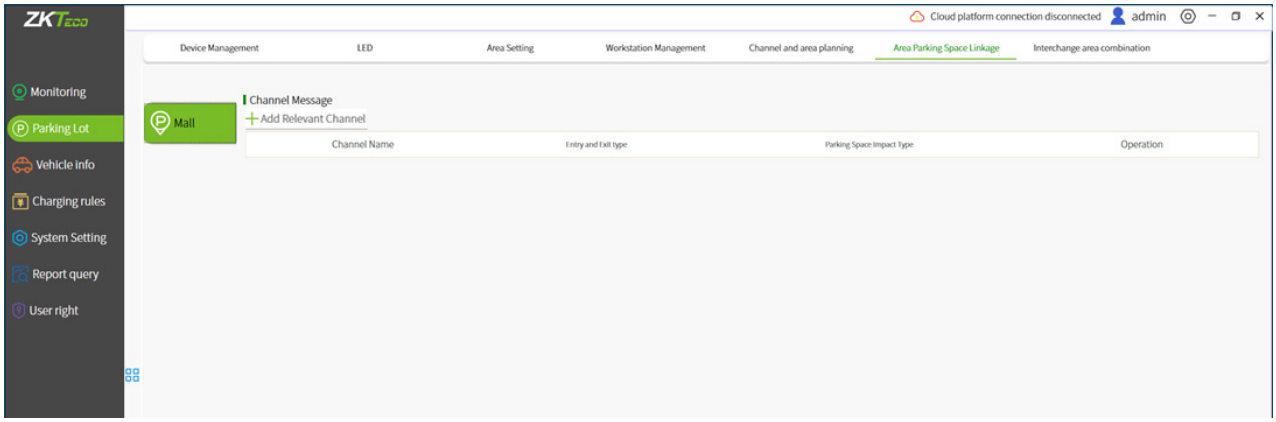
Click Add icon to enter the channel selection screen.



In the **Select Channel** window, select the channel and click **[Confirm]** to add it to the area set in **[Area Setting]**.

5.5 Area Parking Space Linkage

Click **[Parking Lot]** > **[Area Parking Space Linkage]** to enter the Area Parking Space Linkage setting interface.



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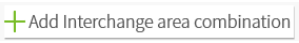
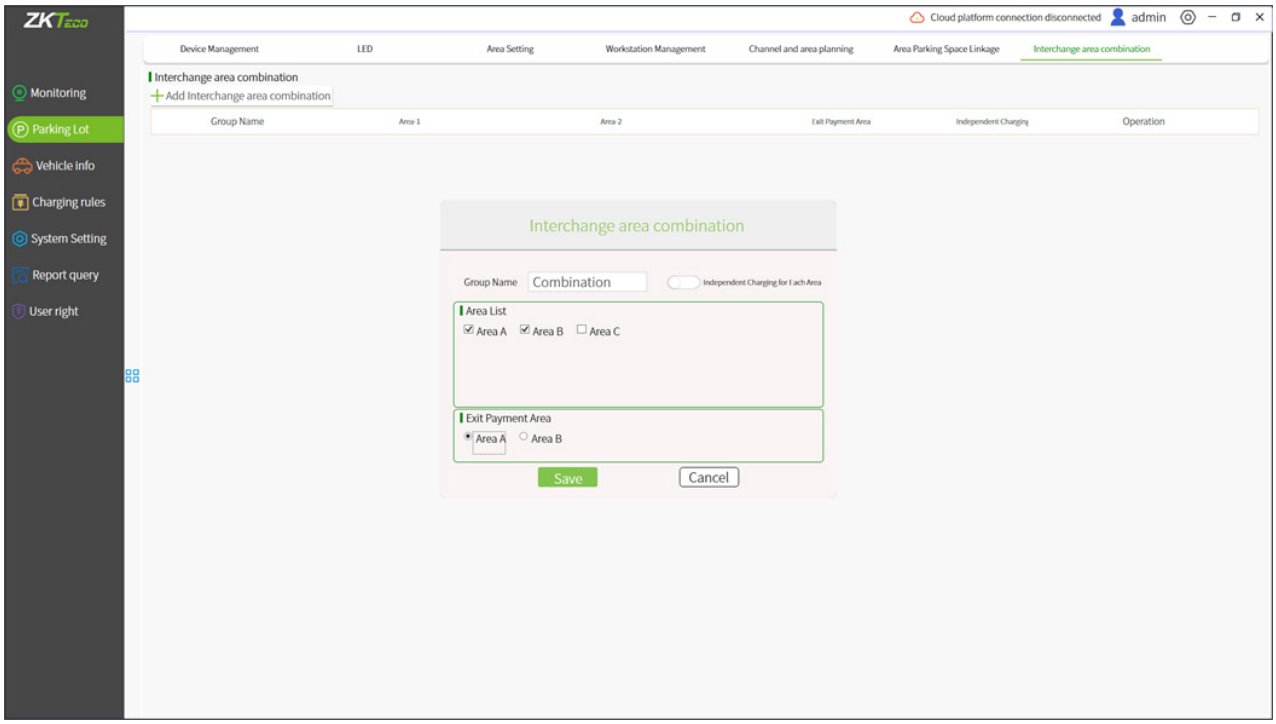
Click to enter the channel selection interface:

Setting the parking space linkage for the current channel (parking space increase/reduce) is only set for the entrance channel, and the default is (parking space decrease/increase) for the exit.

5.6 Interchange Area Combination

Click **[Parking Lot]** > **[Interchange area combination]** to enter the interface of Interchange area combination.

Click  to enter the Interchange area combination setting.



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- **Group Name:** Set the name of the current combination (mandatory field).
- **Area List:** Select the area to be combined in the list.
- **Exit Payment Area:** Select the area where it requires exit payment and select **Save** after setting the area.
- **Independent Charging for Each Area:** When a vehicle exits from the internal parking lot, it must pay the internal parking fee before entering the external parking zone, and when it leaves from the exit payment area, it has to pay the parking fee for all the external zones.

Note: Unlicensed vehicles cannot use the Independent Charging for Each Area, and unlicensed vehicles still need to pay all fees at the exit of the exit payment area.

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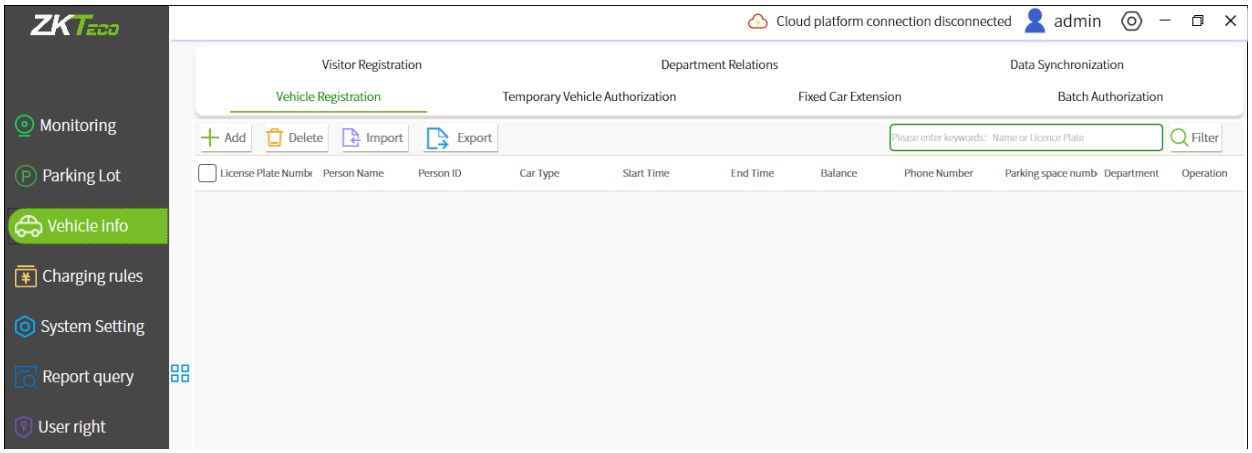
6 Vehicle Information

The Vehicle Information Module includes Vehicle Registration, Temporary Vehicle Authorization, Fixed Car Extension, Batch Authorization, Visitor Registration, Department Relations, and Data Synchronization.

6.1 Vehicle Registration

Click on **[Vehicle Info]** > **[Vehicle Registration]**. This interface allows you to add, delete, import, and export vehicle information.



6.1.1 Add Vehicle

In the Vehicle Registration screen, click on Add icon to enter the Vehicle Information Settings (Add), then enter the required details and click on **[save].**

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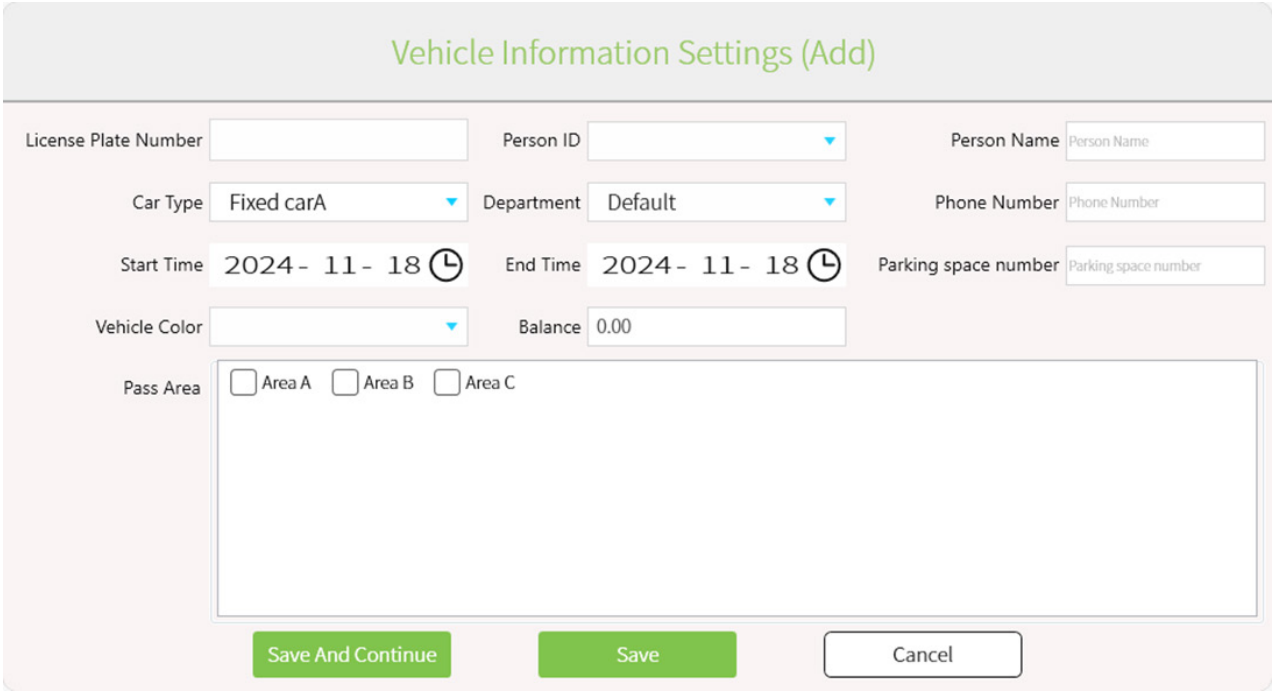

- **License Plate Number:** The license plate number of the added vehicle.
- **Person ID:** The default maximum length for the person ID is 8 digits, with a valid range from 1 to 99,999,999, which can be set according to the actual situation. The person's ID is not allowed to be repeated.
- **Person Name:** Owner's name.
- **Car Type:** Select the vehicle type for this car from the drop-down menu.
- **Department:** Select the department from the drop-down menu.
- **Phone Number:** Maximum length is 18 digits.
- **Start Time:** Select the start time.
- **End Time:** Select the end time, which cannot be less than the start time.
- **Parking space number:** Input the parking space number. A car owner has more than one different parking space number, which means that the owner has more than one parking space.
- **Vehicle color:** Enter the Vehicle color.
- **Balance:** Enter the amount.
- **Pass Area:** Displays the access area, indicating the area where vehicles can enter and exit (pay attention to channel and area planning).

6.1.2 Deletion of Vehicles

Select the list of vehicles you want to delete and click

icon to delete the vehicle information.

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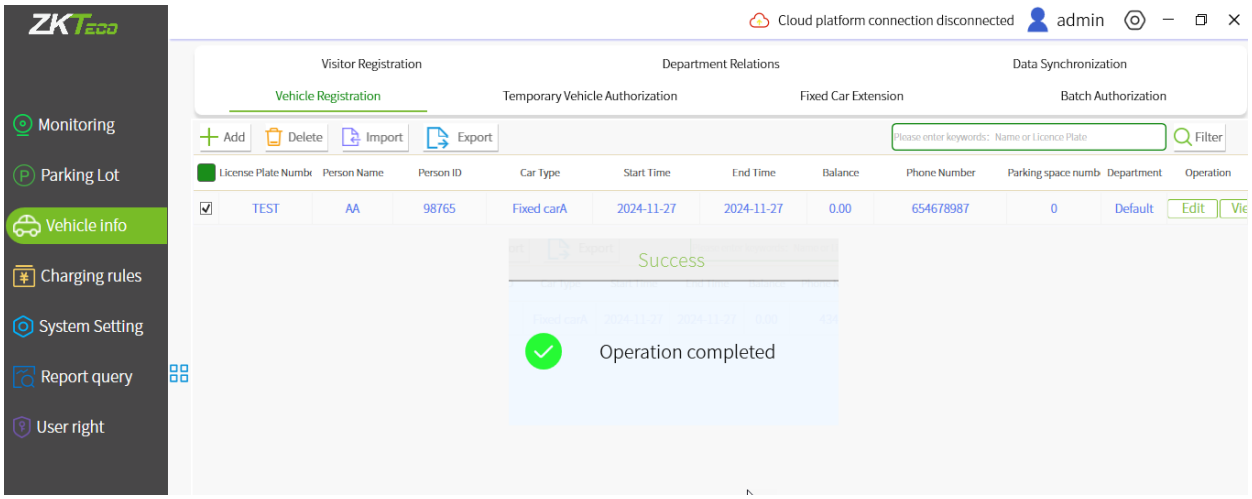
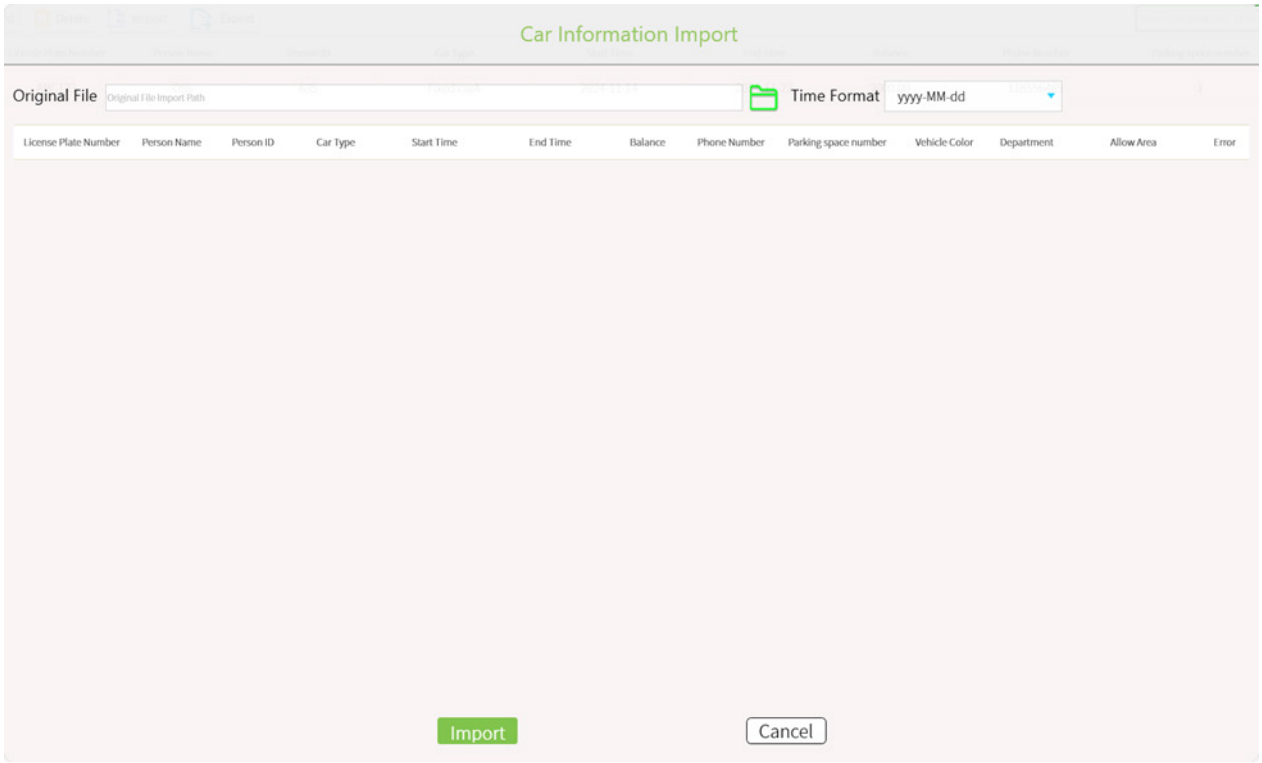


6.1.3 Import of Vehicles

Click Import to enter the vehicle information import interface, click to select the original file to be imported, and then click Import.



6.1.4 Export of Vehicles

Click Export to enter the vehicle information export interface, click to set the path and file name of the exported file, and then click Export.

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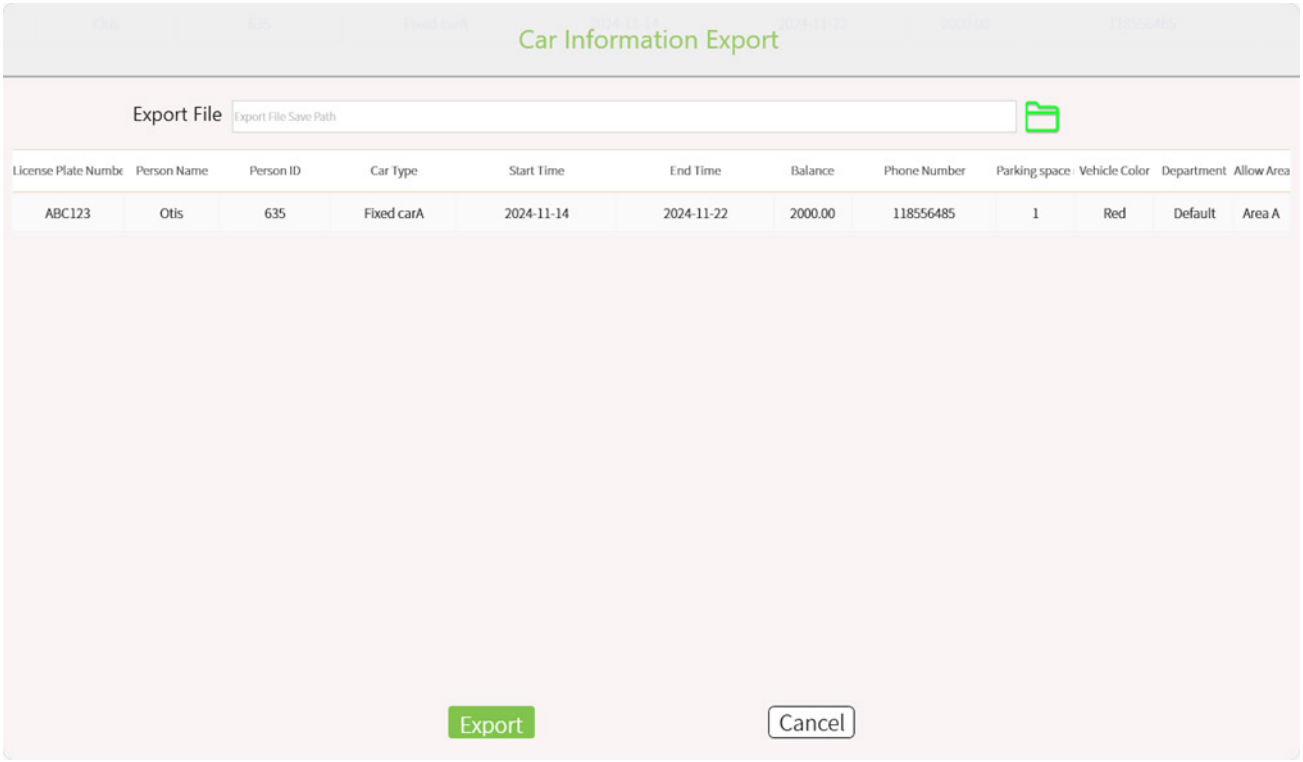
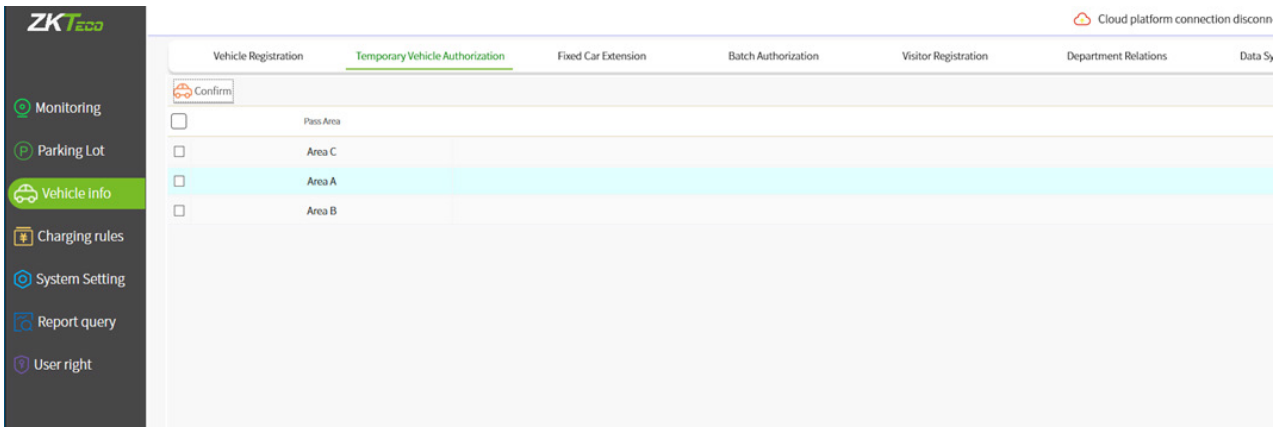


6.2 Temporary Vehicle Authorization

Click **[Vehicle info]** > **[Temporary Vehicle Authorization]** to enter the interface of Temporary Vehicle Authorization, select the entrance/exit area of Temporary Vehicle Authorization (multiple choices are available), then click Confirm. You must have an area in **[Parking Lot]** > **[Area Setting]** before you can select an area here.

Note: If none of these options are selected, the temporary vehicle is not allowed to enter the parking lot.



6.3 Fixed Car Extension

Click on **[Vehicle info]** > **[Fixed Car Extension]** to enter the Fixed Car Extension interface.

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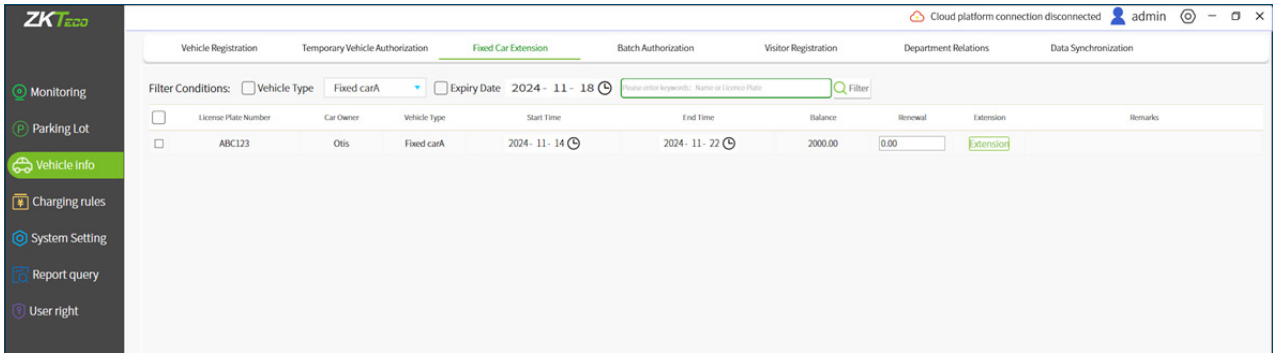
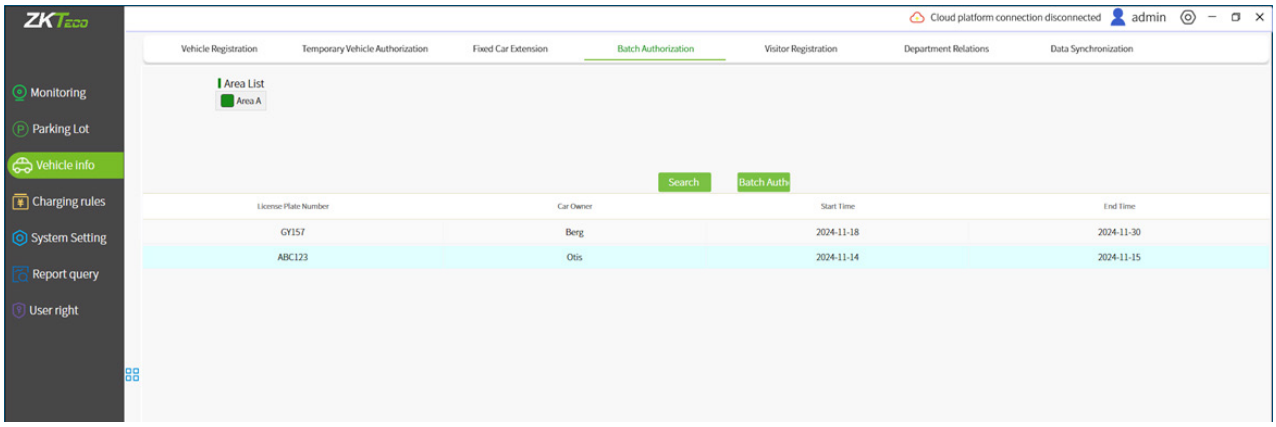


- **Vehicle Type:** Select the vehicle type from the drop-down menu.
- **Expiry Date:** Select the expiration date.
- **Filter Conditions:** Filtering based on filtering conditions.
- **Start Time:** The start time of the extension.
- **End Time:** The end time of the extension, the end time cannot be less than the start time.
- **Balance:** The amount of the renewal fee for the extension.

Fill in the information as required and click Batch Extensic when the setting is complete.

6.4 Batch Authorization

Click **[Vehicle info]** > **[Batch Authorization]** to enter the batch authorization interface.



After selecting an area in the area list, click Search , to find out the unauthorized vehicle information, and then click Batch Auth to batch authorization for the vehicles.

6.5 Visitor Registration

Click **[Vehicle info]** > **[Visitor Registration]** to enter the Visitor Registration interface.

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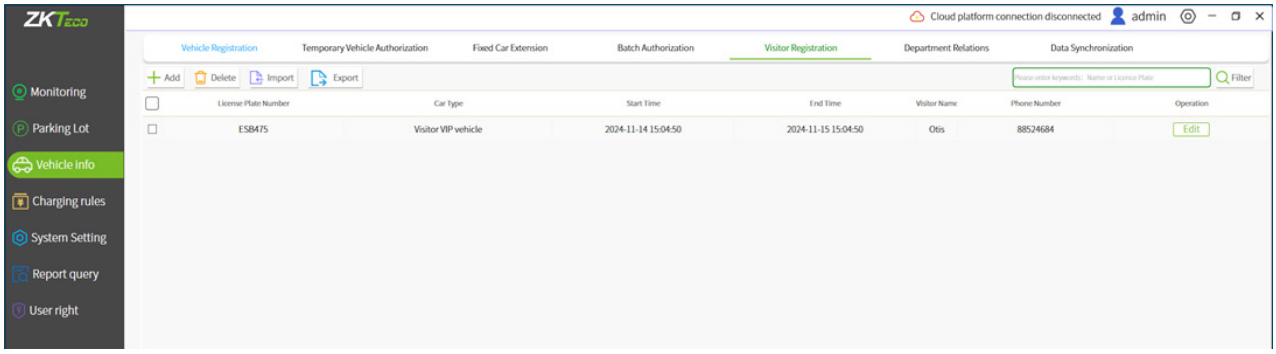
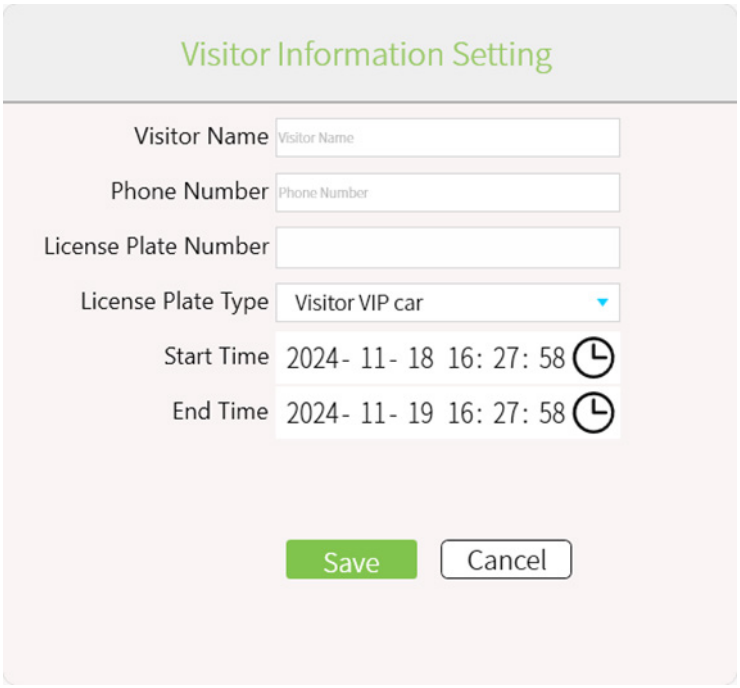


6.5.1 Adding New Visitors

In the Visitor Registration screen, click Add icon to enter the New Visitor Information setting.



- **Visitor Name:** The name of the new visitor.
- **Phone Number:** Enter the Phone number; Maximum length is 11 digits.
- **License Plate Number:** Enter the license plate number.
- **License Plate Type:** There are three types of vehicles to choose from: Visitor VIP car, Block list, and Permanent VIP Vehicle. There is no time setting for the Block List or Permanent VIP Vehicle. By default, Permanent VIP Vehicles are allowlisted for 99 years.
- **Start time:** Set the start time.
- **End Time:** Set the end time.

Fill in the information as required and click Save when the setting is complete.

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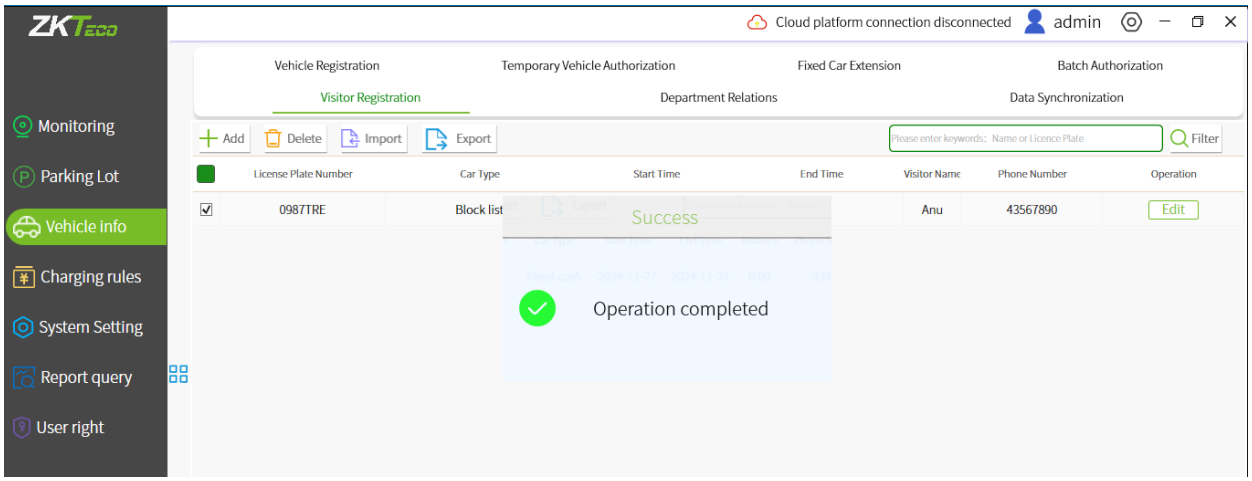
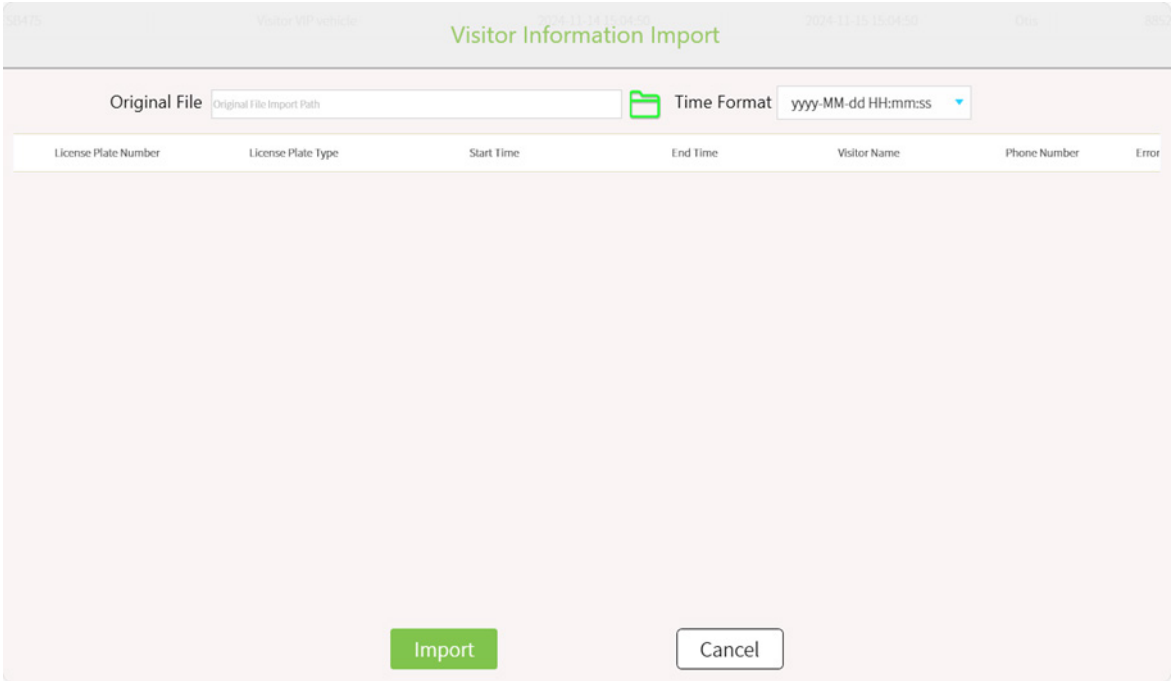
6.5.2 Deleting Visitors

Select the list of visitors you want to delete and click Delete.



6.5.3 Importing Visitors

Click on the Import to enter the Visitor Information Import, click to select the original file to be imported, and then click Import.



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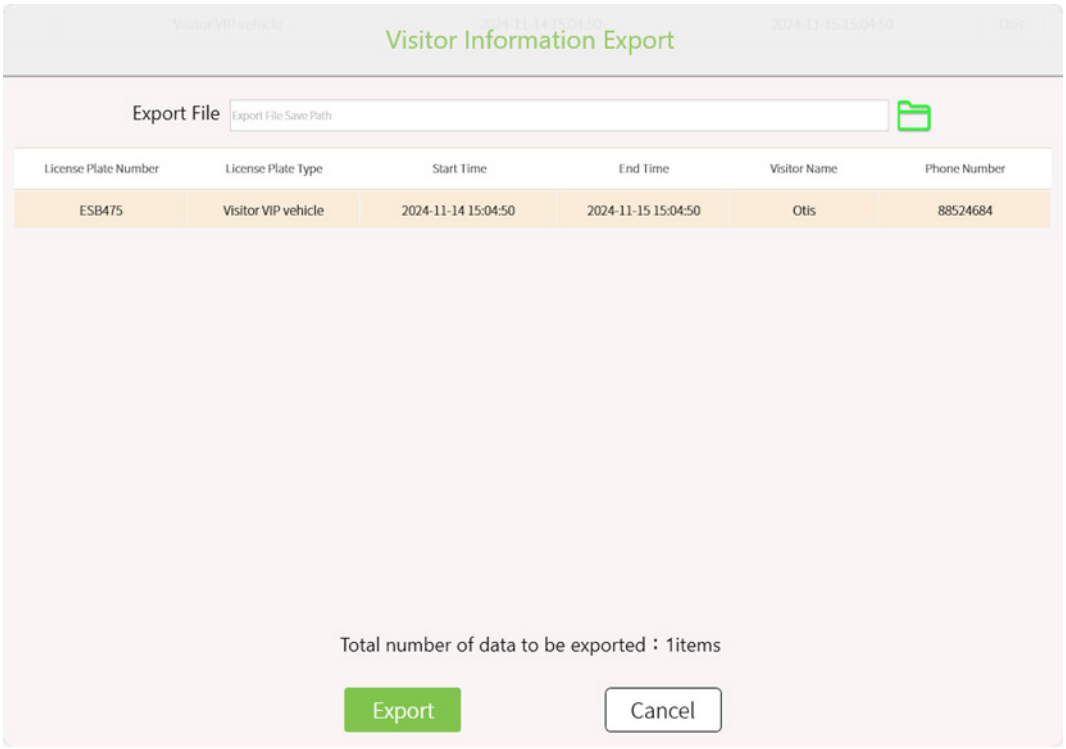
6.5.4 Exporting Visitors

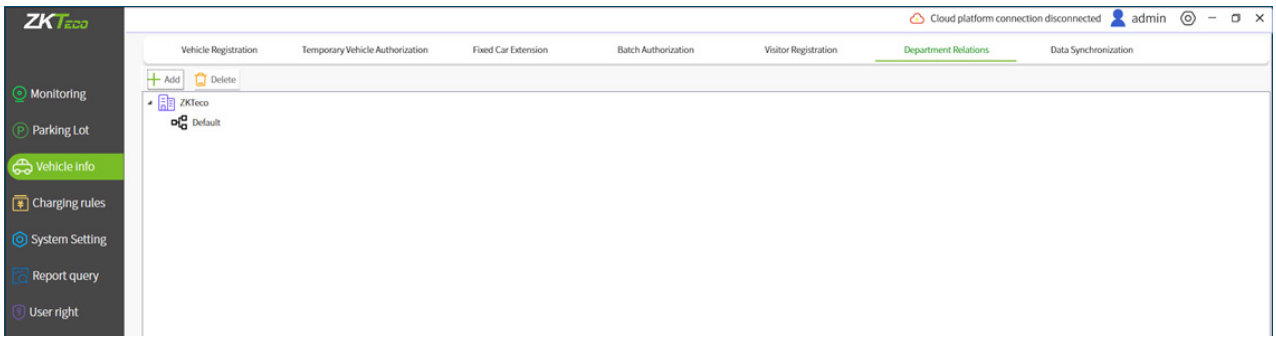
Click on the Export to enter the visitor information export, click to set the path and file name of the exported file, and then click Export .



6.6 Department Relations

Click on **[Vehicle info]** > **[Department Relations]**. This section allows you to add, edit, and delete department information.

Note: There is a default company ZKTeco and a default department in the system, the default company name can be changed in **[System Setting]** > **[Basic Setting]**. Please refer to 8.1 Basic Setting, and the default department name can be changed directly, but neither of them can be deleted, it may cause an error in the software.



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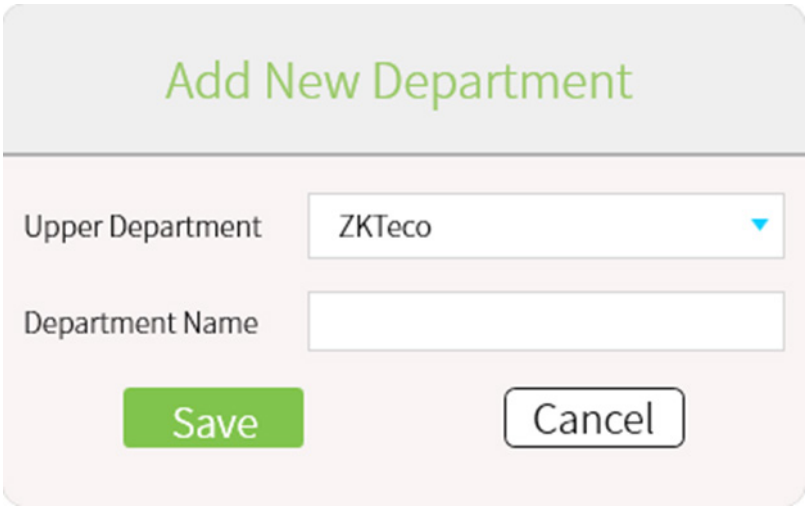
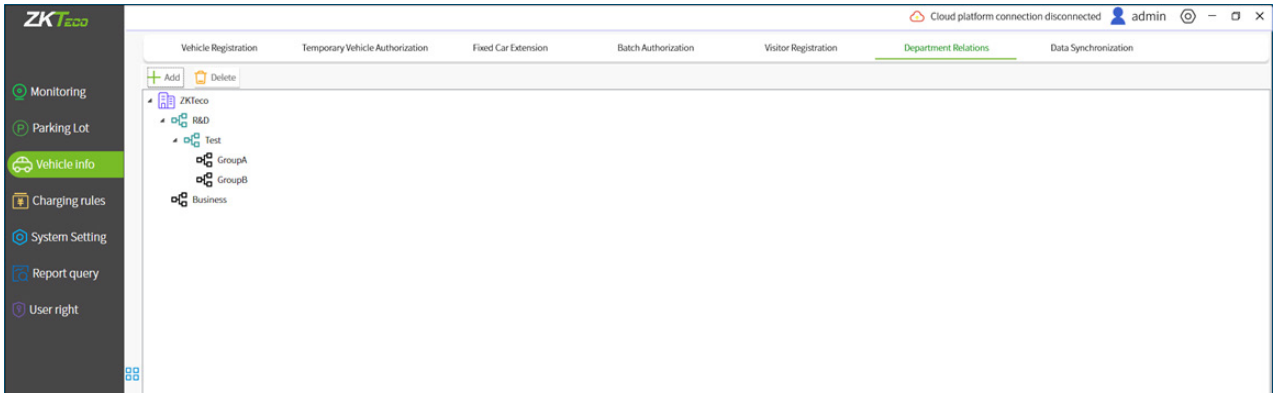
6.6.1 Adding New Departments

In the Department interface, click Add icon to enter the Add Department interface.



- **Upper Department:** Important parameter for determining the organizational structure of the company. Click on the drop-down menu on the right to select the upper department.
- **Department Name:** Enter the name of the new department and click **Save**. The organization chart of the company will be displayed in the form of a department tree, and you cannot add the name of an existing department.



6.6.2 Edit Department

Double-click the department that needs to be edited to bring up the department editing page, enter the name of the department to be edited, and then press **[Save]** after making the changes.

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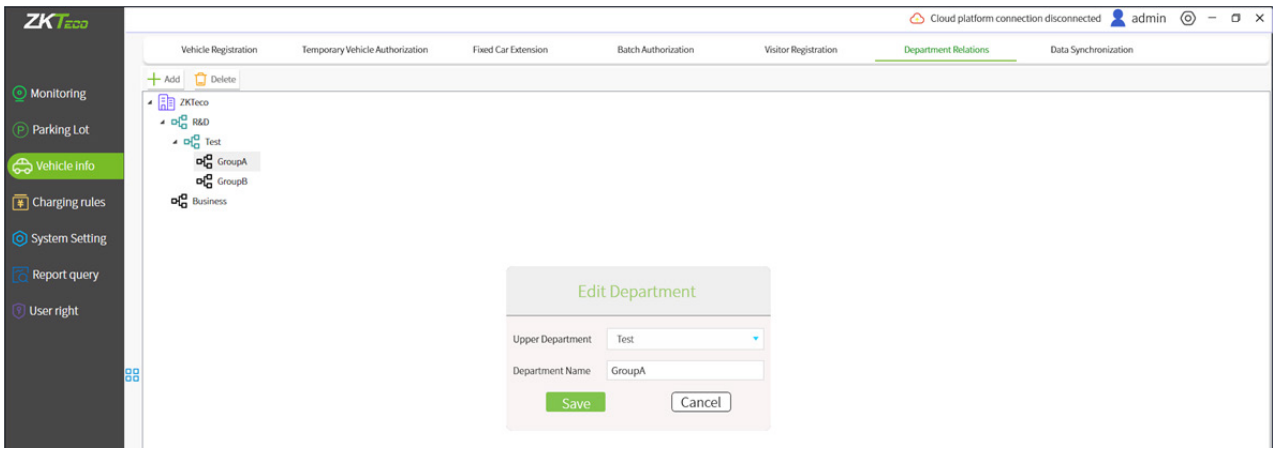
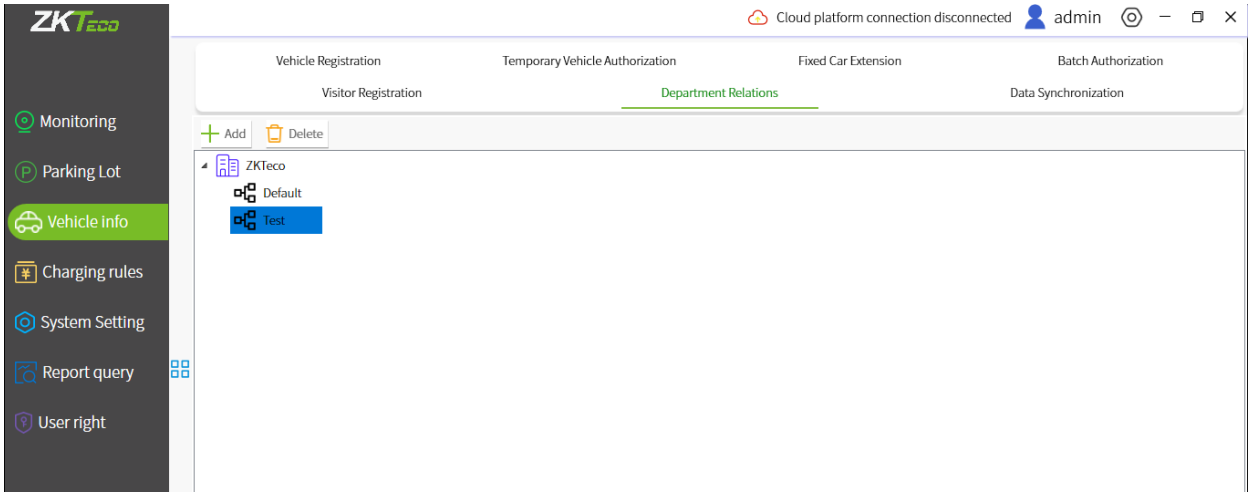


6.6.3 Deletion of Departments

On the Department Relations interface, click to select the department that you want to delete, and then click Delete icon to delete the selected department directly.



6.7 Data Synchronization

Click on **[Vehicle Info]** > **[Data Synchronization]**. When the software is connected to the device, you can perform various actions, such as: Synchronize Visitor List, Read Visitor List, Clear Visitor List, Synchronize Fixed Cars, Read Fixed Cars, Clear Fixed Cars, Synchronize Offline Parameters, Read Offline Parameters, Synchronize Device Time, Synchronize Charging Standards, Read Charging Standards, Initialize Local Offline Data, Extract New Records, Read Record Count, Read Version. These options allow you to synchronize parameters between the software and the device, as well as read certain parameters from the device into the software for viewing. Additionally, the camera can be debugged with volume mode settings.

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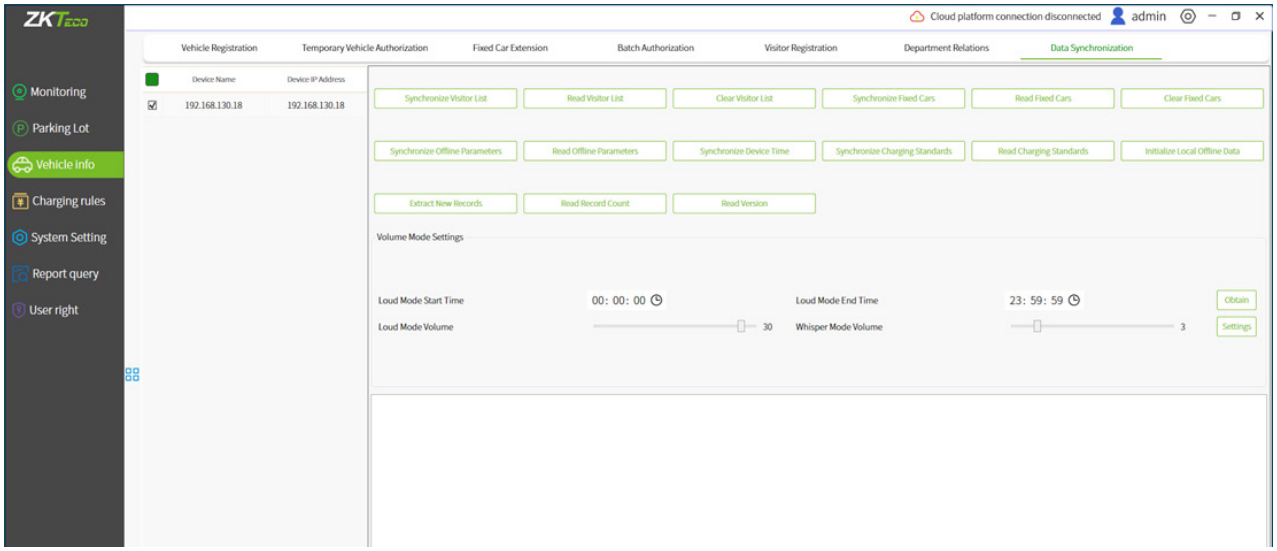

Note:

1) Devices need to be added to the channel before they can be selected for data synchronization.
2) When reading a fixed car, the information will be displayed in a pop-up window in the form of a TXT file.
3) After the camera is bound to the control board, it can read the charging standards offline.

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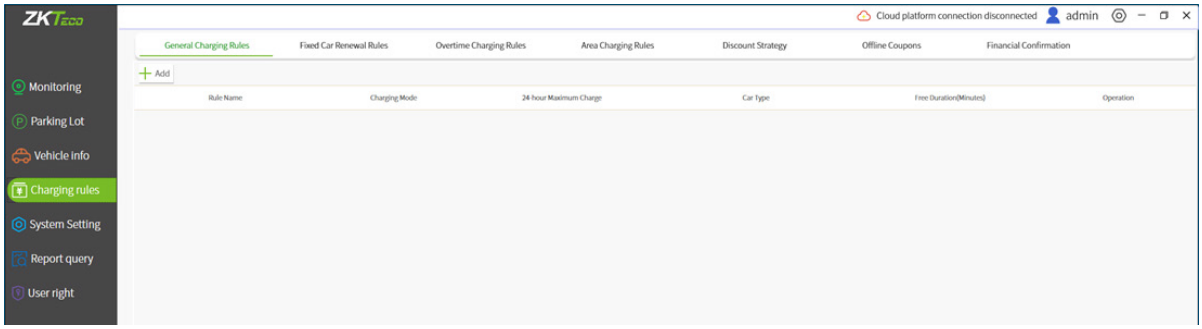
7 Charging Rules

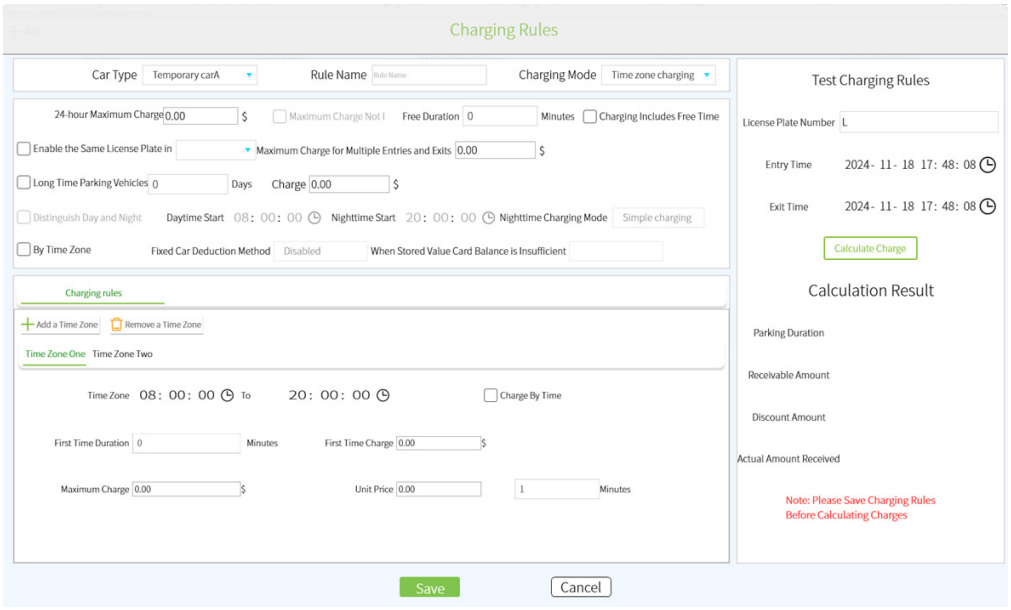
The charging rules include the General Charging Rules, Fixed Car Renewal Rules, Overtime Charging Rules, Area Charging Rules, Discount Strategy, Offline Coupons and Financial Confirmation.



Note: When the camera is operating offline, it only charges according to the Charging Rules module which means “Enable the Same License Plate in Natural day/24 hours" and "Maximum Charge for Multiple Entries and Exits" is not supported, and the data set in the other modules do not run.

7.1 General Charging Rules

Click **[Charging Rules]> [General Charging Rules]**, then click the Add icon to enter the charging rules interface.



- **Car Type:** Only the car types that have been enabled in "System Setting >Set Enable Car Type" will be displayed here (including offline charging rules).
- **Rule Name**: User-defined rule name.
- **Charging Mode**: Five charging modes are available, including time zone charging, periodic charging, simple charging, pure time charging and charge by times.

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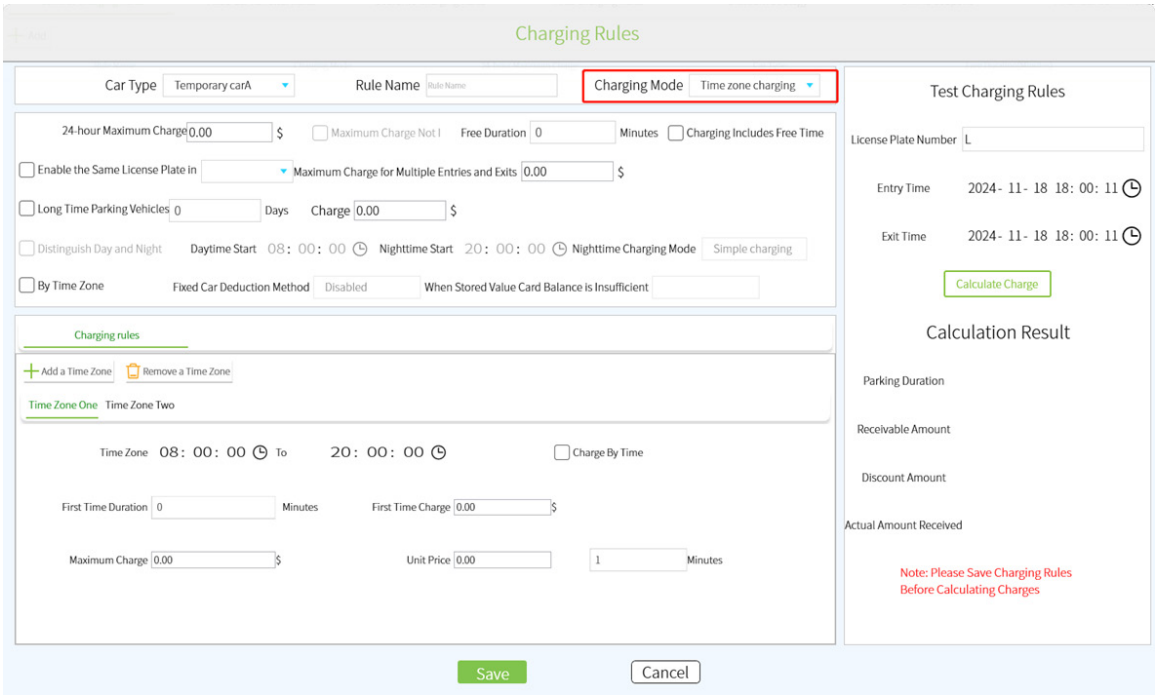
- **Time zone charging:**

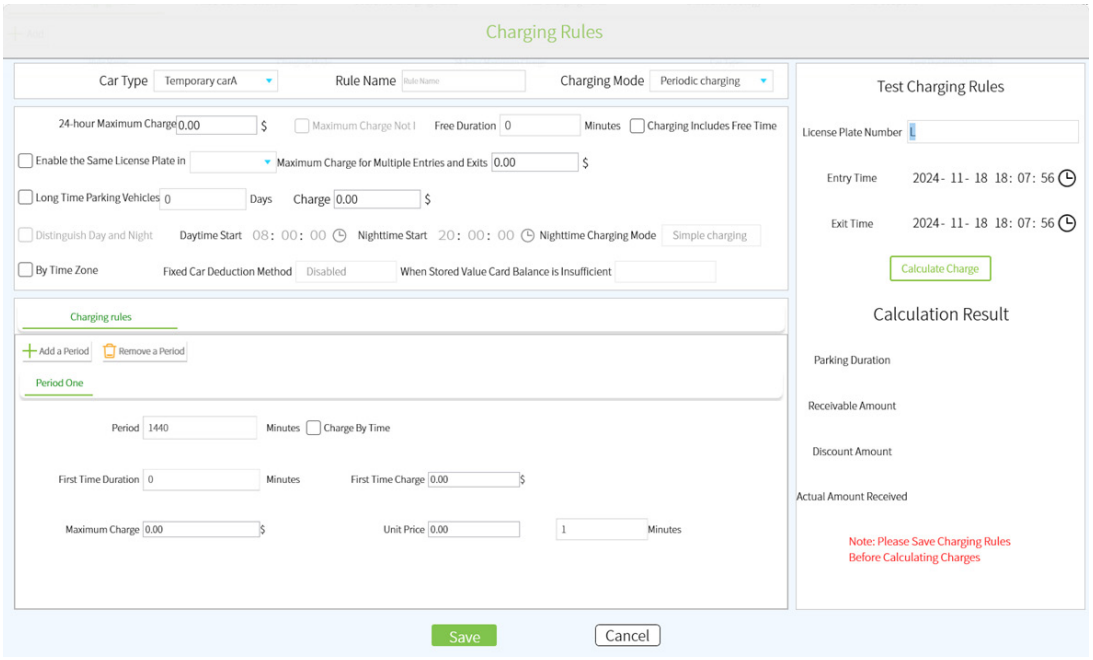


Setting different charge rates for each time zone ensures that all time zones add up to 24 hours and remain continuous. Click Add a Time Zone to add multiple time zones, up to a maximum of 6 time zones.

Charge By Time: If this option is selected, only the maximum charge will be charged, and the fee set in "Maximum Charge" will be charged each time; if not selected, the fee will be charged based on the unit price.

The unit minutes must be a multiple of 15. If the billing exceeds the fee set in "Maximum charge", the maximum fee will be charged.

- **Periodic charging:**



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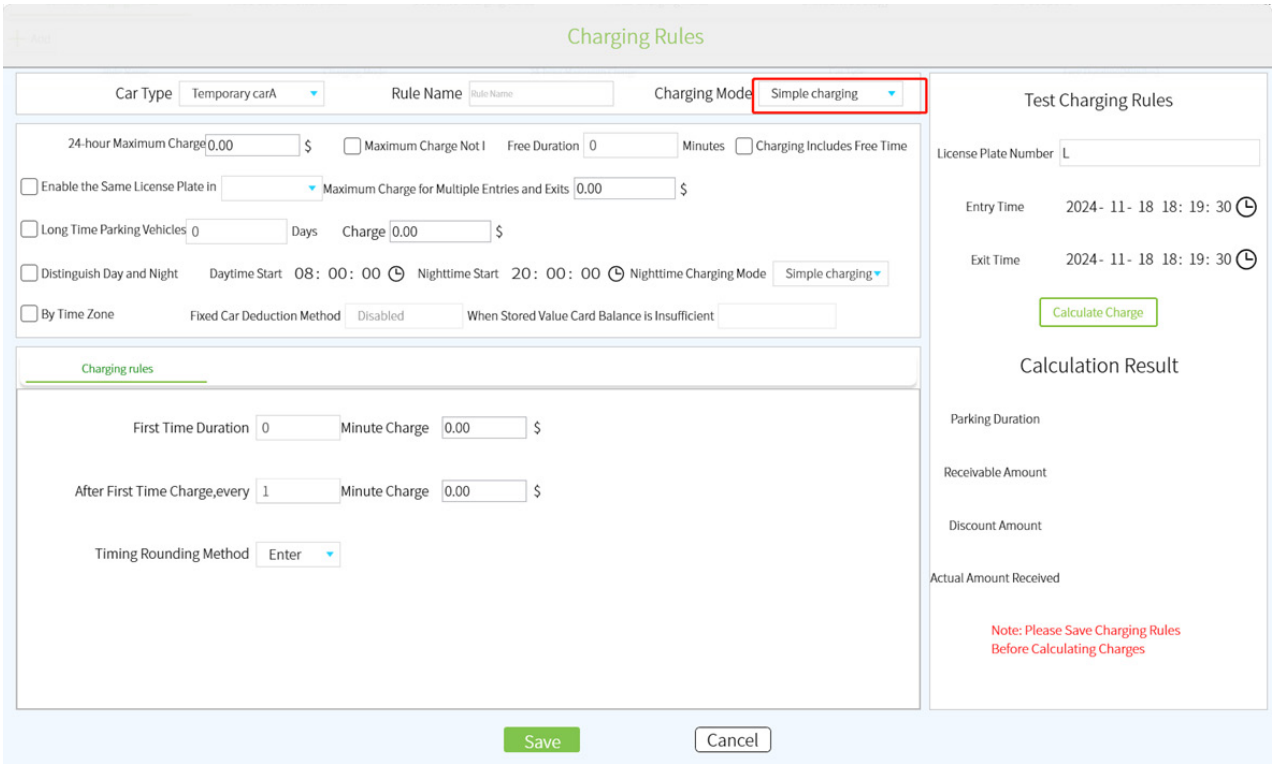
Starting from the time of entry, set the charge rates for different periods, making sure that the sum of all period times is 1440 minutes (24 hours). Click to add multiple periods, up to a maximum of 6 periods.

Note: If you choose periodic charging, the "By Time Zone" function will be disabled.

According to the actual situation, set the parameters, click '**Save**,' if you want to change, directly modify the parameters, and then save.

- **Simple charging:**



First Time Duration X Minute Charge: After setting the first-time duration and the charge amount, when the vehicle parking time is within the first time duration, it will be charged according to the first time duration.

After First Time Charge, every X minute Charge: Set the charge rate after the first-time duration, when the vehicle parking time exceeds the first-time duration, it will be charged at this rate.

Time Rounding Method: There are two ways to choose "Enter" and "Discard". Assuming that the charge rate is 30 minutes at $2, the vehicle parking time is 29 minutes.

When set to "Enter", if the parking time is less than 30 minutes (e.g.,29 minutes), the parking time will be counted as 30 minutes, and the charge will be $2. When the setting is "Discard", if it is less than 30 minutes, the parking time will not be charged.

Remarks: The first-time duration does not participate in the rounding method rule.

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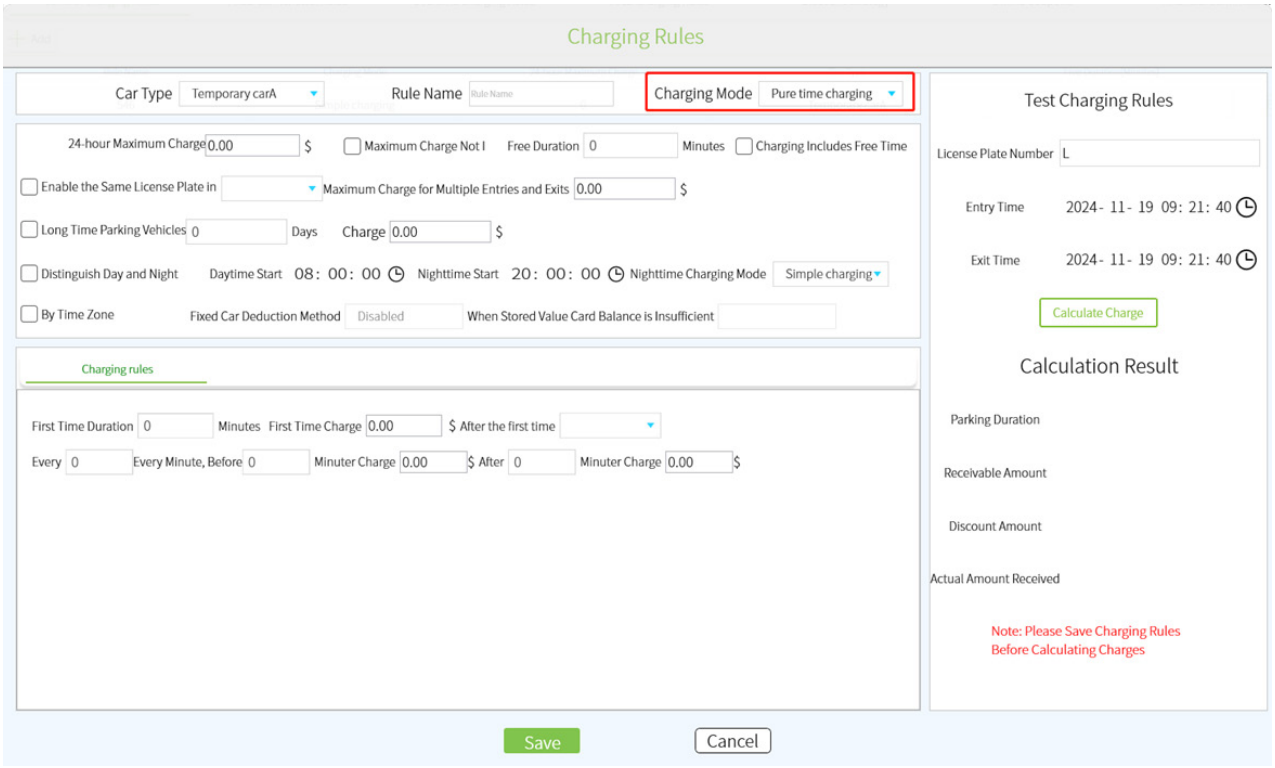
- **Pure time charging:**



First Time Duration X Minutes First Time Charge: Set the first-time duration and the charge rate. After the first time, there are two types of charging rules: **"Pure time charging"** and **"Segmented charging"**. When **"Pure time charging"** is selected, the amount is charged according to the approximate length of parking time. When you select **"Segmented charging",** you will be charged according to the set time period.

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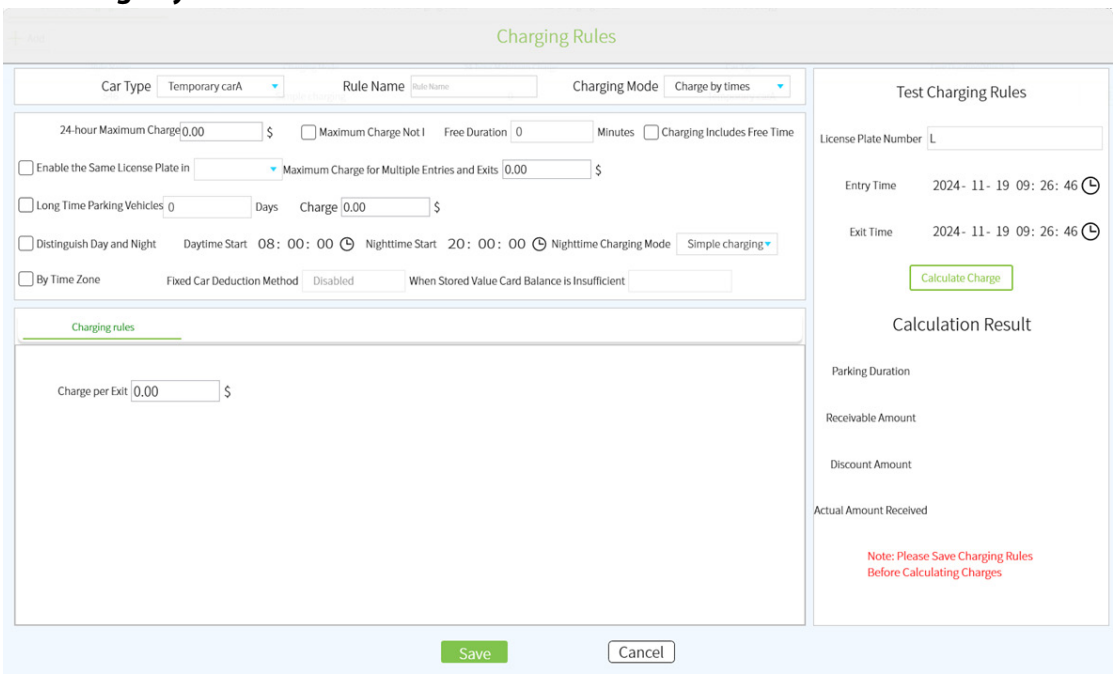
➢ **Charge by times:**



Charge by times: If this is selected, the fee set in "Charge per Exit" will be charged every time.

- **24-hour Maximum Charge**: The maximum charge for a 24-hour period (e.g., $10 per hour, $240 for a full day's parking; if the 24-hour Maximum Charge is set as $100, then only $100 will be charged).
- **Maximum Charge Not Participate in Charging**: Check this box to disable the 24-hour Maximum Charge, which will be charged according to the charging rules.
- **Free Duration (Minutes)**: No charge for parking time within this value.
- **Charging Includes Free Time**: If this is ticked, assuming that the free duration is 30 minutes and the parking time is 31 minutes, the free duration will be included in the charging time. Then the parking time will be charged as 31 minutes.
  If this item is not ticked, assuming that the free duration is 30 minutes and the parking time is 31 minutes, then the parking time will be 1 minute (31 minutes minus 30 minutes).
- **Long Time Parking Vehicles (Days) Charge**: When ticked, if the vehicle is parked for a set number of days, the set fee will be charged. If the parking duration exceeds the set number of days by a multiple of that number, the set fee will be applied for each additional period.Otherwise, the set fee for the set number of days will be charged along with the fee for the time exceeding the set number of days.
- **Distinguish Day and Night**: Check this box to set the start time to distinguish day/night. You can also set the charging rules for day/night separately.

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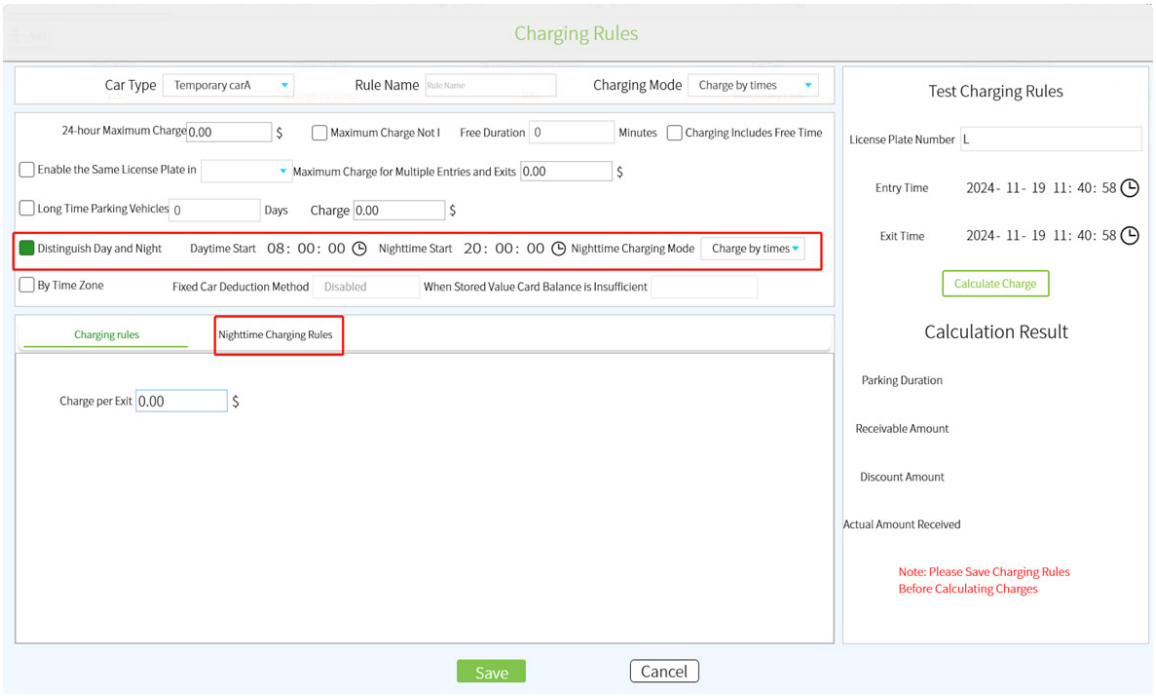

Remarks:

In the case of day/night distinction, adding time periods and cycles is not supported, and the fee for the charging by times will not be based on daytime and nighttime charging, but only on the actual exit time.

- **When Stored Value Card Balance is Insufficient**: There are three options available: "No Exit Allowed", "Pay after exiting first" and "Pay by cash".
- **Fixed Car Deduction Method:** Three methods are available: "Disabled", "Balance deduction", and "Pay by cash".
- **By Time Zone**: Assuming that time zone 1 is set at $1 for every 15 minutes from 9:00 - 10:00 and time zone 2 is set at $10 for every 15 minutes from 10:00 - 11:00, and the parking time is from 9:43 - 10:30, if this item is unchecked, the charge will be $1 for the time period 9:43 - 9:58, and 9:58 - 10:13 will be charged at $1 based on time zone 1, then 10:13 - 10:28 will be charged $10 based on time zone 2, and so on. If this box is ticked, then 9:43 - 9:58 will be charged at $1, 9:58 - 10:00 will be charged at $1 based on time zone 1. Then 10:00 - 10:15 will be charged $10 based on time zone 2, and so on. (Currently, offline operation is not supported.)
- **Enable the Same License Plate in Natural day/24 hours Maximum Charge for Multiple Entries and Exits**: This refers to the rolling charge, if the cumulative charge for multiple entries and exits of the same license plate exceeds this value, no further charge needs to be paid within the set cycle. The cycle can be set to either natural day or 24 hours: a natural day is defined as 0:00 - 24:00; while a 24 hours is defined as the period from the time of entry until the following day.

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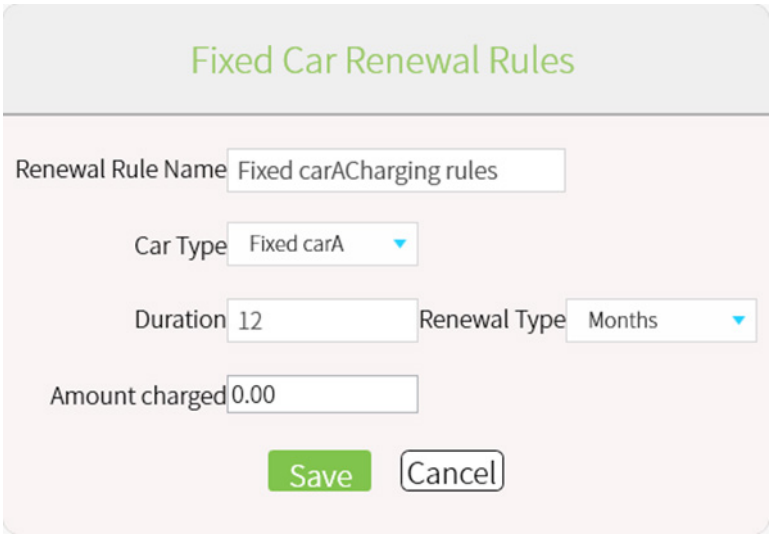
7.1.1 Editing/Deleting General Rules

Click on Add icon to edit a general rule and click Delete icon to delete a general rule.

7.2 Fixed Car Renewal Rules

Click **[Charging Rules]> [Fixed Car Renewal Rules]**, then click Add .icon.



- **Renewal Rule Name**: The name of the fixed-car renewal rule.
- **Car Type**: The type of fixed car to which the rules applies.
- **Duration**: Charging duration. For example: entering '12', means the duration for this car type is 12 months.
- **Renewal Type**: Charging cycle type, months.
- **Amount charged**: The amount to be charged for this fixed car type during the charging period.

7.2.1 Editing/Deleting Fixed Car Renewal Rules

Editing/deleting a Fixed Car Renewal Rule is similar to editing/deleting a General Charge Rule, see 7.1.1 Editing/Deleting General Rules.

7.3 Overtime Charging Rules

Overtime Charging Rules function is not supported when the device is running offline. For the charging rules of temporary car parking overtime, only one overtime charging rule can be created for each temporary car type. Click **[Charging Rules]> [Overtime Charging Rules]**, then click Add icon to enter the setting interface:

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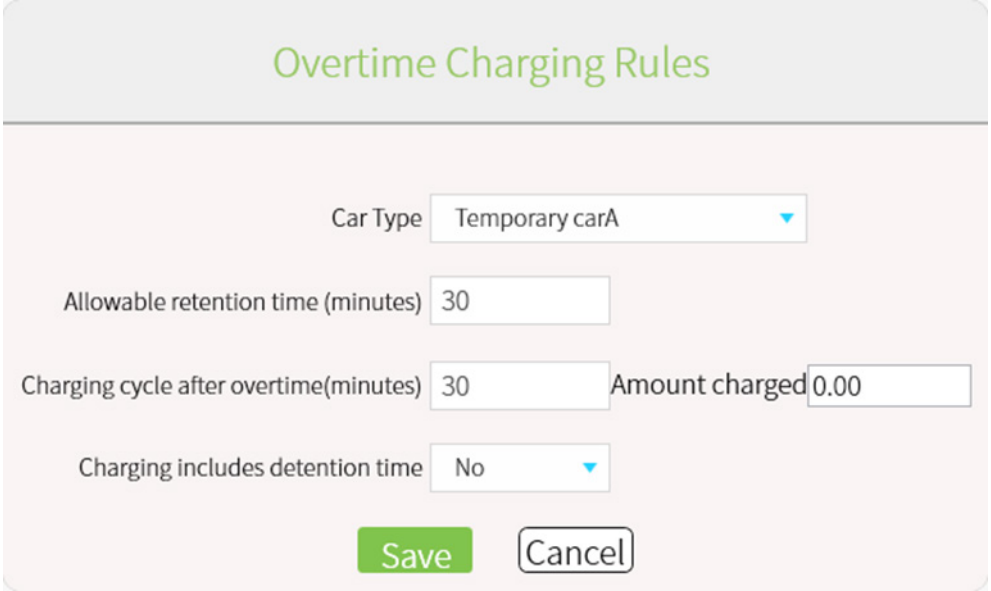

- **Car Type**: The car type corresponding to the overtime charging rule.
- **Allowable retention time (minutes):** The time allowed for the temporary vehicle to stay in the parking lot after payment; if the time is exceeded, another payment will be charged, the amount of which can be set at your own.
- **Charging cycle after overtime (minutes):** The time zone after the allowable retention time is exceeded.
- **Amount charged**: The amount charged for time in excess of the allowable retention time.
- **Charging includes detention time:** If you select **No**, no allowable retention time will be included in charging; if you select **Yes**, allowable retention time will be included in charging.

According to the actual situation, set the parameters and click **Save**.

7.3.1 Editing/Deleting Overtime Charging Rules

Editing/deleting an overtime charging rule is similar to editing/deleting a general charging rule, see 7.1.1 Editing/Deleting General Rules.

7.4 Area Charging Rules

Click **[Charging Rules]> [Area Charging Rules]**, then click + Add icon to enter the Add Area Charging Rules interface:

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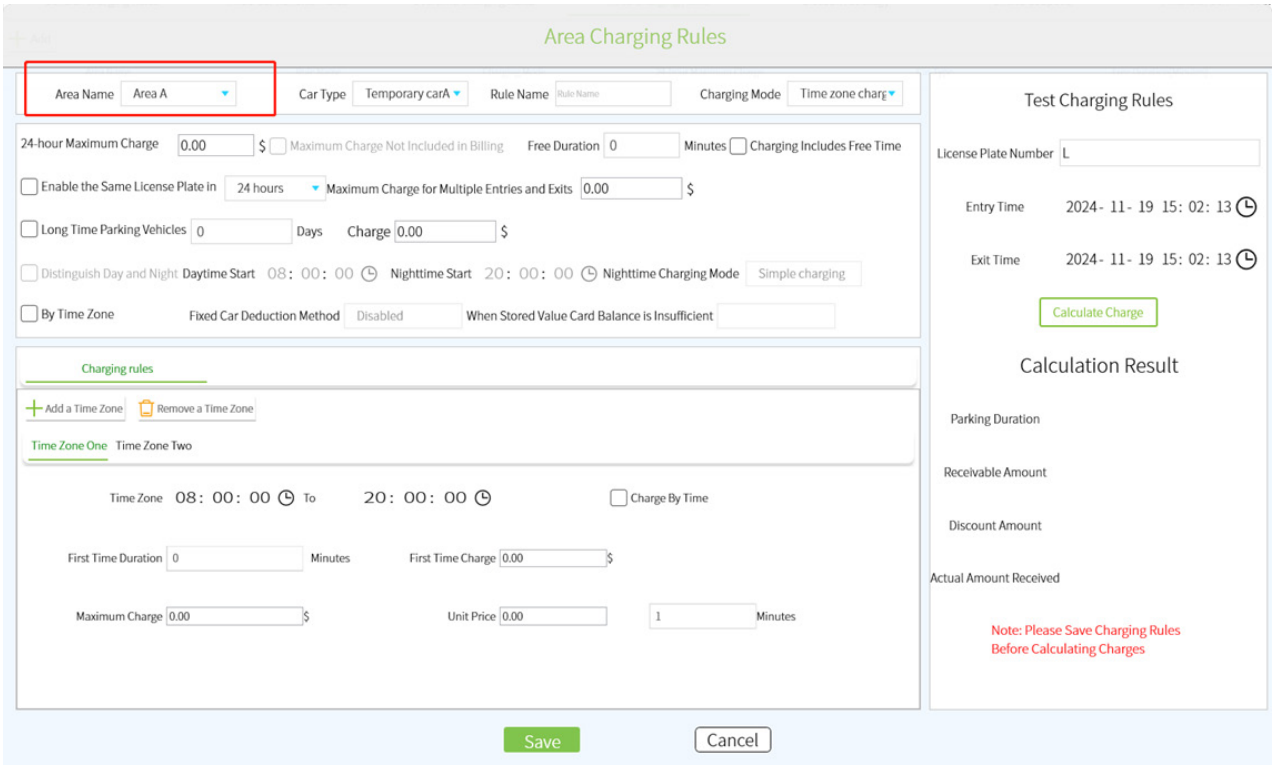

- **Area Name**: Select the area that has been edited in **[Parking Lot]** and set its corresponding charging rules.

7.4.1 Editing/Deleting Area Charging Rules

The method of editing/deleting an area charging rule is similar to the method of editing/deleting a general charging rule, see 7.1.1 Editing/Deleting General Rules.

7.5 Discount Strategy

Discount Strategy function is not supported when the device is running offline. Click **[Charging Rules]> [Discount Strategy]**, and then click Add icon to enter the Add Discount Strategy interface:

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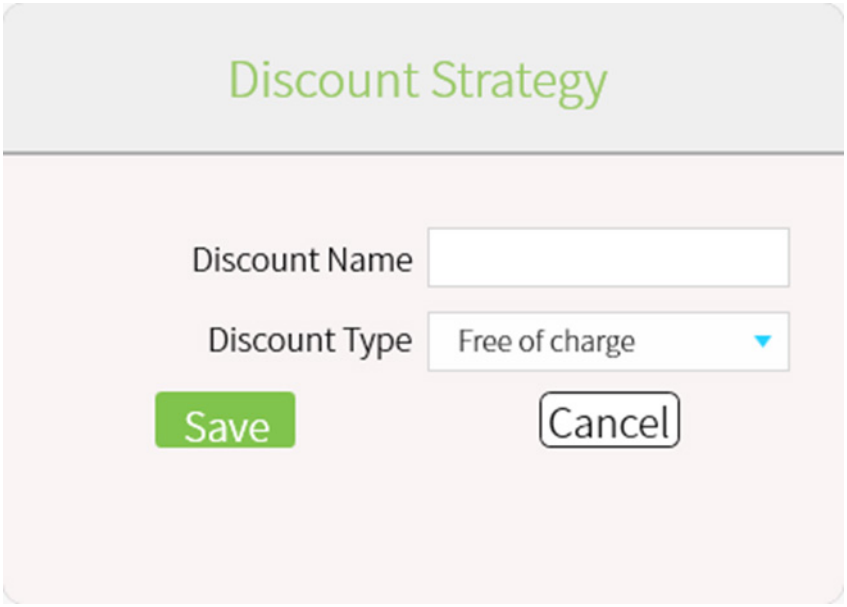


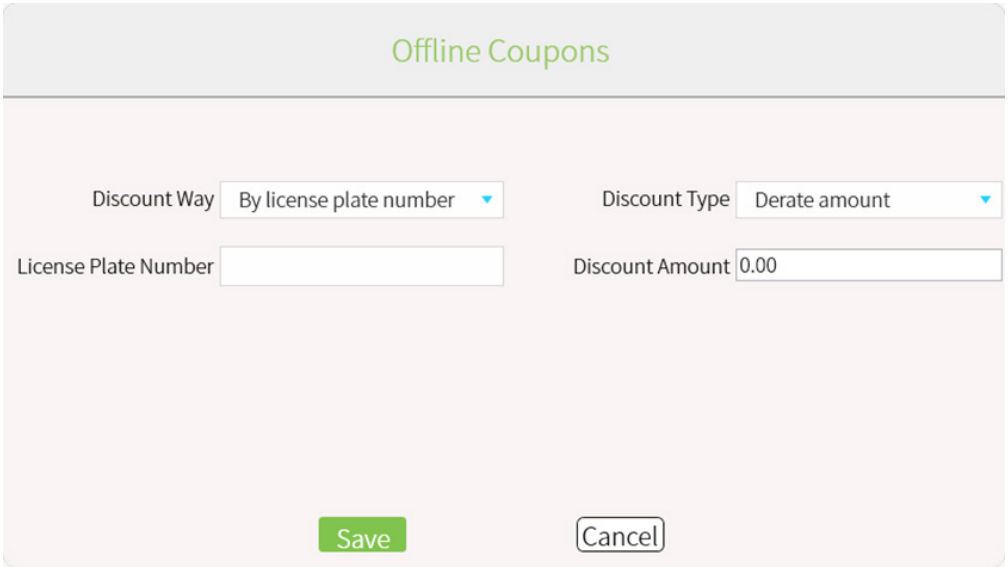
- **Discount Name**: The name of the discount strategy.
- **Discount Type**:
  - **Free of charge**: No charge.
  - **Derate amount**: The fee is directly reduced by a fixed amount.
  - **Derate parking duration**: Parking time minus a fixed number of hours to be charged.
  - **Derate percentage**: A fixed percentage amount of the fee deduction.

7.6 Offline Coupons

The Offline Coupons function is not supported when the device is running offline. Click **[Charged Rules]> [Offline Coupon]** to enter the Offline Coupon interface.

7.6.1 Add Coupons

On the Offline Coupon interface, click Add icon to enter the add Offline Coupon interface:



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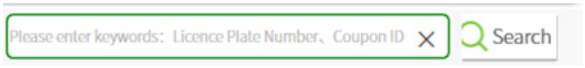
- **Discount Way**: Two types, one by license plate number and the other by vehicle type.
- **Discount Type**: You can select the type of offer from the drop-down list.
- **License Plate Number**: Enter the license plate number.
- **Discount Amount ($)**: Enter the discount amount.

7.6.2 Deleting Coupons

In the Offline Coupon screen, select the coupon you want to delete and click

icon to delete the coupon information.

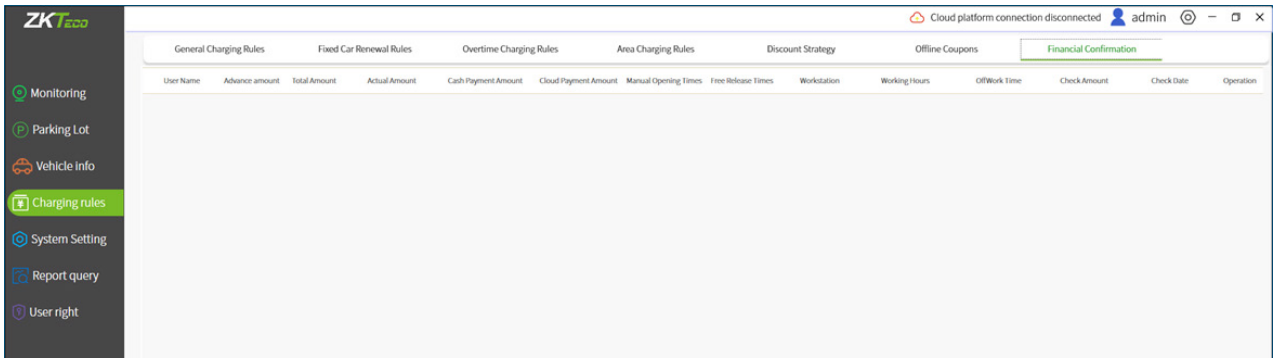
7.6.3 Search Coupon

In the offline coupons interface, click the search bar 

enter the car license plate number or coupon number, and click **[Search]** to check coupon information.

7.7 Financial Confirmation

Click **[Charging Rules]> [Financial Confirmation]** to enter the financial confirmation interface:



- **Username**: Name of the operator.
- **Advance amount**: The amount of money placed in advance at the guard booth (for change, etc.).
- **Total Amount**: The total amount is the Advance amount plus the amount received.
- **Actual Amount**: The amount entered by the operator at the time of shift change.
- **Cash Payment Amount**: The amount that is paid by cash.
- **Cloud Payment Amount:** The amount paid using the p cloud platform.
- **Manual Opening Times**: Number of manual gate openings.
- **Free Release Times**: The number of free releases.
- **Workstation**: IP address of the workstation.
- **Working Hours**: The time when the operator's shift starts.
- **OffWork Time**: The time when the operator's shift ends.
- **Check Amount**: Amounts of confirmation by the financial confirmer.
- **Check Date**: Date confirmed by the financial confirmer.

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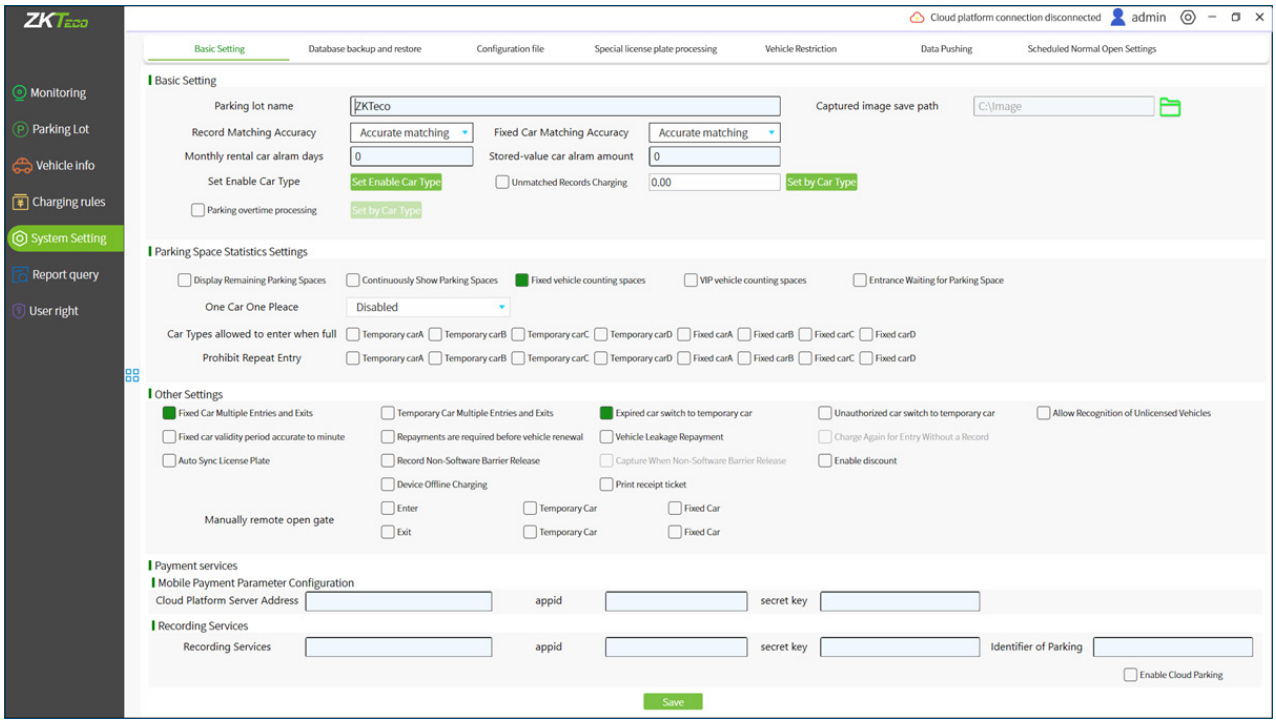
8 System Setting

In the system setting module, there are Basic Setting, Database backup and restore, Configuration file, Special license plate processing, Vehicle Restriction, Data Pushing and Scheduled Normal Open Settings.

8.1 Basic Setting

Click **[System Setting]> [Basic Setting]** to enter the basic setting interface:



- **Basic Setting**
  - **Parking lot name**: The name of the Parking lot. The default value is ZKTeco, and this is a mandatory field.
  - **Captured image save path**: Click on the right side to set the save path for the captured images. Default is C:\Image\directory.Record, the image is the picture captured and saved after the license plate recognition, it can be used to view or analyze the size of the license plate, when the space of this disk is insufficient, it will automatically overwrite the earliest picture.
  - **Record Matching Accuracy**: The matching accuracy when identifying the license plate. The default is Accurate matching, and there are four other options: 7 digit, 6 digit, 5 digit and 4 digits.
    If 4 digits are selected, 4 or more consecutive digits in the license plate are the same, then the license plate will be recognized.

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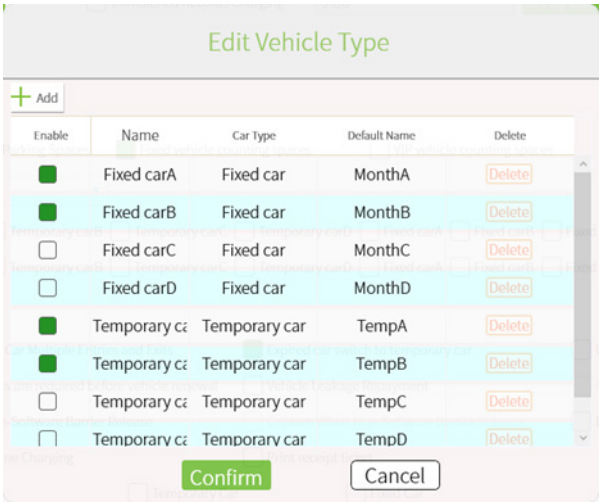
- **Fixed Car Matching Accuracy**: Matching accuracy when identifying fixed vehicle license plate. The default is Accurate matching, and there are four other options: 7-digit, 6 digit, 5 digit and 4 digit.

  When 4 or more consecutive digits in the license plate are identified as the same, the license plate of the fixed car in the database will be matched, and the matching will be done at a priority level.
- **Monthly rental car alarm days**: If the valid days of the fixed car have been less than the set number of days, the voice will announce the remaining days when the fixed car enters or exits.
- **Stored-value car alarm amount**: If the stored value of a fixed car is less than the set amount, the voice will announce a reminder when the fixed car enters or exits.
- **Set Enable Car Type**: Different types of cars have different charging rates. Click Set Enable Car Type on the right side, and in the dialogue, box appears a pops up, select the type you want to enable and change the name of the type, and click **[Confirm]** after setting. When the name of car type is modified, the name of car type in **[Car types allowed to enter when full]** will be synchronized. Click **[Add]** to add a new type of temporary car or fixed car.



- **Unmatched Records Charging**: Refers to a minimum amount that will be charged if the exit does not match the entry record. Click on Set by Car Type on the right to set different unmatched charge amounts based on different car types.
- **Parking overtime processing:** User can set up measures to deal with different types of vehicles parked for a long time and can be found in [**Report query - Parking Overtime Detail Report**].

  If a parking lot has more than one guard booth, only one of the guards' booths needs to have this function enabled.

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- **Parking Space Statistics Settings**
  - **Display Remaining Parking Spaces**: Check the box to display the remaining parking spaces information. The Remaining Parking Spaces will be added to the display screen.
  - **Continuously Show Parking Spaces**: Check the box to continuously display "**Remaining parking spaces**" on the display screen, ensuring it will not be switched off by the welcome screen or other contents.
  - **Fixed vehicle counting spaces**: Fixed vehicle counting spaces means that a fixed vehicle will occupy a parking space when it enters the parking lot.
  - **VIP vehicle counting spaces**: A space occupied by a visiting vehicle entering the parking lot.
  - **Entrance Waiting for Parking Space**: When the parking lot changes from full to spare space, the entrance will be automatically triggered to recognize the current vehicle (the vehicle must wait in the recognition zone. The Identification function of the vehicle without license plate needs to be turned off to prevent the vehicle from being recognized as an unlicensed vehicle when there is no vehicle on the site).
  - **One Car One Place**: Disabled by default; when enabled, there are two options: **"No Entry Allowed"** and **"Charge as temporary vehicle".**

    No Entry Allowed: If enabled, only one car can be parked in the same parking space for the fixed car registered in the software, and other cars registered in this same parking space cannot be parked in the same parking space at the same time.

    Charge as temporary vehicle: After enabling, only one car can be parked in the same parking space for the person registered in the software as a fixed car, and other vehicles registered in this parking space will be charged as temporary cars, and there are charging rules such as **"First Out Pay" "Last Out Pay" and "Simple charging**".
    1) **First Out Pay**: For a parking space with many cars, the first vehicle that exits will be paid. Example: Mr. Li, registered with a parking space and owns three cars A, B, and C ; The cars enter in the following order A B C. Car A will be charged as a temporary car when it leaves the parking lot, need to pay for the time period between car B enters and car A exits, car B needs to pay for the time period between car C enters and car B exits, and finally car C exits the parking lot according to a fixed car for charging or do not pay fees.
    2) **Last Out Pay**: For a parking space with many cars, the last vehicle that exits will be paid. Example: Mr. Li, registered with a parking space and owns three cars A, B, C; The cars enter in the following order A B C , car A exits with no payment, then car B is converted from a temporary vehicle to a fixed vehicle (but when car B exits, it needs to pay for the time period between car B enters and car A exits), now there is a fixed car and a temporary car in the parking lot, if car A re-enters in the parking lot as a temporary car, this time car A B C all need to pay.
    3) **Simple charging**: A fixed car enters by transferring to a temporary car, which does not stop billing during the parking period, regardless of whether there is a space available or not.
  - **Car Types allowed to enter when full:** When the parking lot is full, there are multiple options available for determining which vehicles can be allowed to enter. Set the parameters based on the actual situation to manage vehicle entry. Prohibit Repeat

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- **Prohibit Repeat Entry**: When there is no record of the vehicle that has left the parking lot, the vehicle will be prohibited from entering the car park.

- **Other Settings**
  - **Fixed Vehicle Multiple Entries and Exits**: When a fixed vehicle enters or exits, the vehicle does not need to match the entry record to exit.
  - **Temporary Car Multiple Entries and Exits:** When a temporary vehicle enters or exits, the vehicle does not need to match the entry record to exit.
  - **Expired car switch to temporary car**: After the expiry date of a fixed vehicle, it will be treated as a temporary vehicle.
  - **Unauthorized car switch to temporary car:** Areas where a fixed vehicle is not authorized are treated as temporary.
  - **Allow Recognition of Unlicensed Vehicles**: Check this box to allow recognition of unlicensed vehicles.
  - **Fixed car validity period accurate to minute**: Fixed-vehicle validity time is accurate to the minute.
  - **Repayments are required before vehicle renewal**: Before the renewal of a fixed car, if there is an on-site record and a fee has been incurred, need to pay the parking fee before renewal.
  - **Vehicle Leakage Repayment**: The license plate is recognized when the vehicle follows the preceding vehicle out of the parking lot, resulting in the toll window being canceled, the incurred fees are recorded as unpaid, and the unpaid fees need to be paid the next time the vehicle exits the parking lot.
  - **Charge Again for Entry Without a Record:** If the license plate number is not recognized when the vehicle exits, the next time you re-enter, the fee will be calculated according to the last entry to the current entry, so please be careful to enable in order to prevent disputes.
  - **Auto Sync License Plate:** When the data of fixed cars and VIP visitor cars change, they are automatically synchronized to the camera (import is not included, if imported via file, please manually sync the data in full) If the license plate already exists before turning on the function, please use the manual sync function to sync the existing license plate first.
  - **Record Non-Software Barrier Release**: This feature requires the gate open status to be enabled for it to take effect and will record non-software gate openings and generate a report.
  - **Capture When Non-Software Barrier Release**: A photo will be captured when a non-software barrier release is triggered.
  - **Enable discount**: Check this box to get a discount on the amount you spend when you leave the parking lot, otherwise you will be charged at the original price.
  - **Device Offline Charging**: When checked, the device runs independently, and the software only plays a monitoring role.
  - **Print receipt ticket**: Check this box to print the ticket when you leave the parking lot, otherwise it will not be printed.
  - **Manually remote open gate**: The gate opening method is manual remote gate opening, need to select the enter, exit, temporary car, and fixed car.

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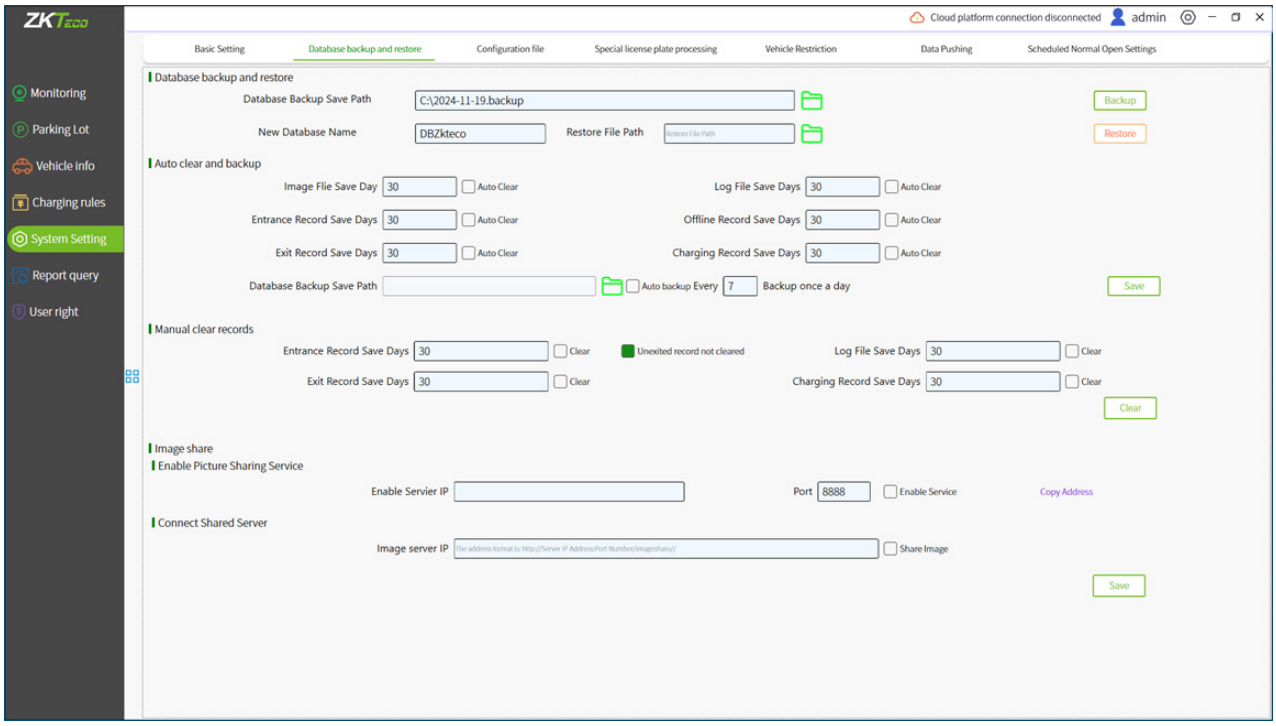
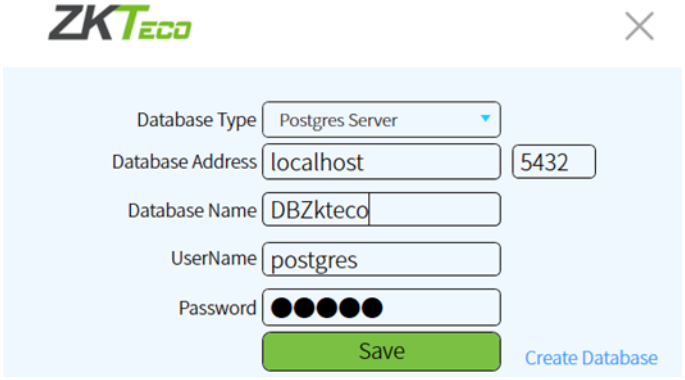
8.2 Database Backup and Restore

Click **[System Setting]**> **[Database backup and restore]** to enter the database backup and restore interface:



- **Database Backup Save Path**: Click the on the right to select the path of database backup, and then click Backup to backup the database.
- **Database Restore**: Enter the new database name in [**New Database Name**], click the icon on the right side of [**Restore File Path**] to select the database file, and then click Restore to restore the database.

Note: To restore the database, you need to exit the software and reconnect to the newly restored database. As shown in the following figure:



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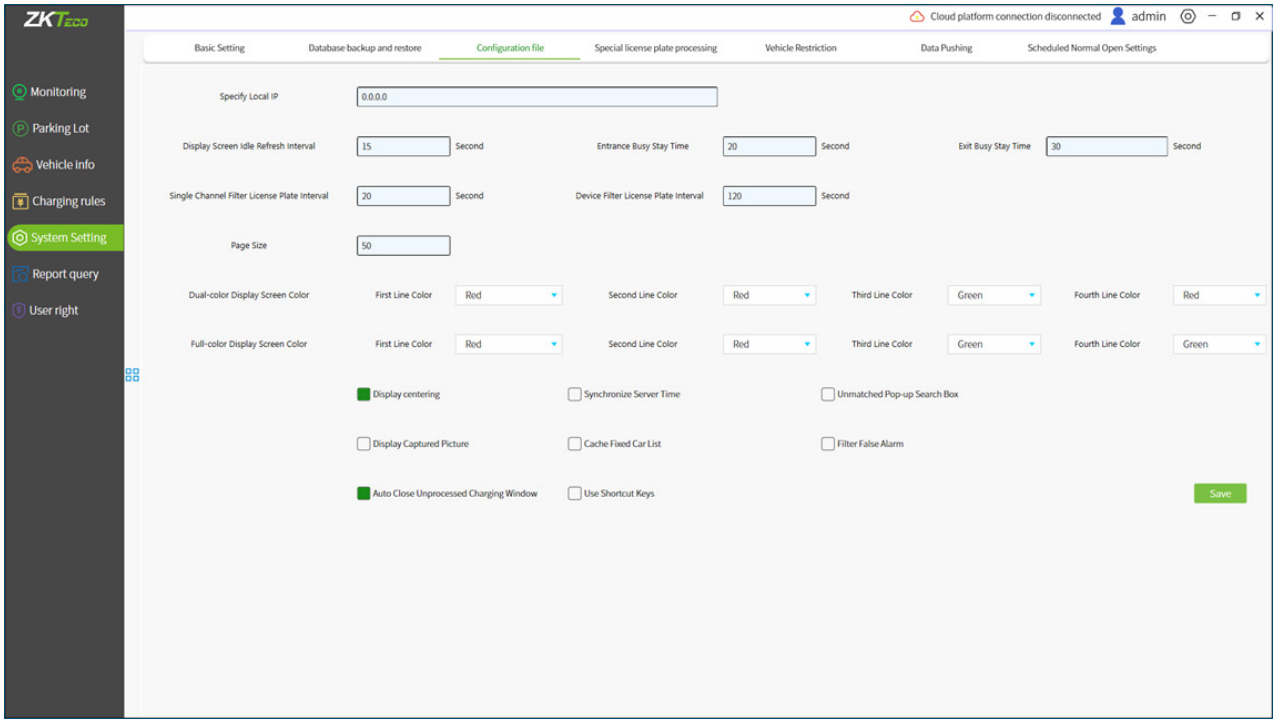
- **Auto clear**: User can set the number of days to clean up image files, log files, entrance records, offline records, exit records, and charging records by filling in the number of days in the Setup field and checking the Auto Clear button on the right side, and then clicking the Save button.
- **Auto backup**: Click the icon on the right to set the automatic backup path; tick Auto backup ; set the number of days and click the Save on the right.
- **Manual clear records**: User can manually clear the number of days to keep entrance records, log files, exit records and charging records, among which the number of days to keep entrance records can be set as "Unexited record not cleared"; set the number of days to clear the data by ticking the Clear icon, and then click the Clear on the right side.
- **Enable Picture Sharing Service**: Enter the IP and port number of the enabled service, and check Enable Service to enable the picture sharing service function.

8.3 Configuration Files

Click **[System Setting]> [Configuration files]** to enter the interface:



- **Specify Local IP**: Specify that the software uses a local IP as the fixed IP.
- **Display Screen Idle Refresh Interval**: The time interval between the software and the LPR updating the display when the LCD display is idle.
- **Entrance Busy Stay Time**: Allows user to set the stay time of the entrance display when it is busy.
- **Exit Busy stay Time**: Allows user to set the stay time of the exit display when it is busy.

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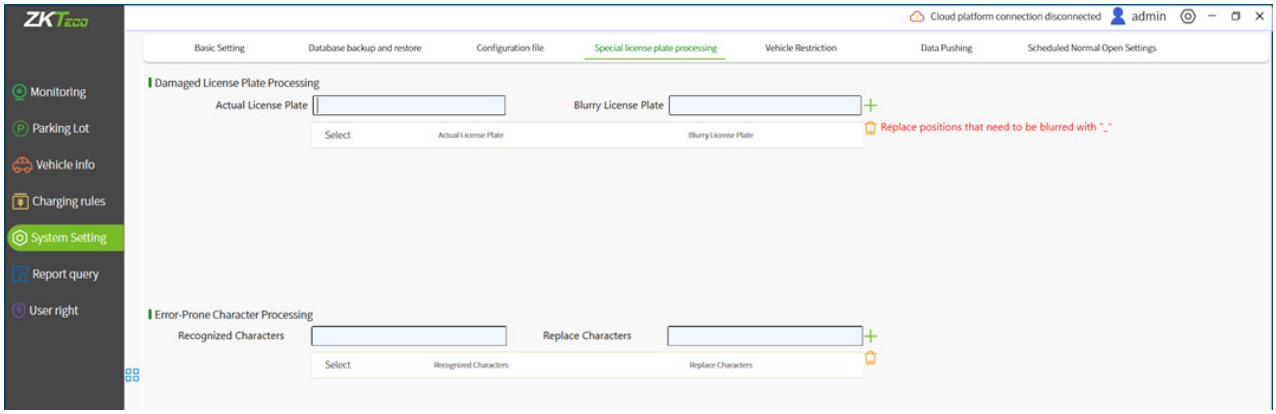
- **Single Channel Filter License Plate Interval**: In single-channel mode, the filter interval from the time the license plate is recognized by the entry device to the time the license plate is recognized by the exit device.
- **Device Filter License Plate Interval**: The time interval between the processing of a same license plate by a single camera.
- **Page Size**: Used to set the size of the paging size of the LCD display.
- **Dual-color Display Screen Color**: User can set the display color of the first to fourth rows respectively, and the display color can be selected from green and red.
- **Full-color Display Screen Color**: User can set the display color of the first to fourth rows respectively, and the display color can be selected from seven colors: red, green, yellow, blue, purple, cyan, and white.
- **Display centering**: When checked, the display will be centered.
- **Synchronize Server Time**: When checked, the guard booth computer will automatically get the server time and synchronize it when it starts monitoring.
- **Unmatched Pop-up Search Box**: When checked, a manual search dialogue box will be provided to select an entry record if no entry record is available at the time of exit.
- **Display Captured Picture:** When checked, the captured photo will be displayed on the monitor screen.
- **Cache Fixed Car List**: Check this box to cache the fixed car list.
- **Filter False Alarm:** When checked, automatically filters non-license plate data that appears in the recognition camera.
- **Auto Close Unprocessed Charging Window**: When checked, unprocessed windows at entrances and exits will be closed automatically.
- **Use Shortcut Keys:** After checking the box, you can use shortcut keys to operate the gate opening interface, **F1** to open the gate and release, **Esc** to cancel the gate opening, and **F3** to release for free.

8.4 Special License Plate Processing

Click **[System Setting]> [Special license plate processing]** to enter the special license plate processing interface:



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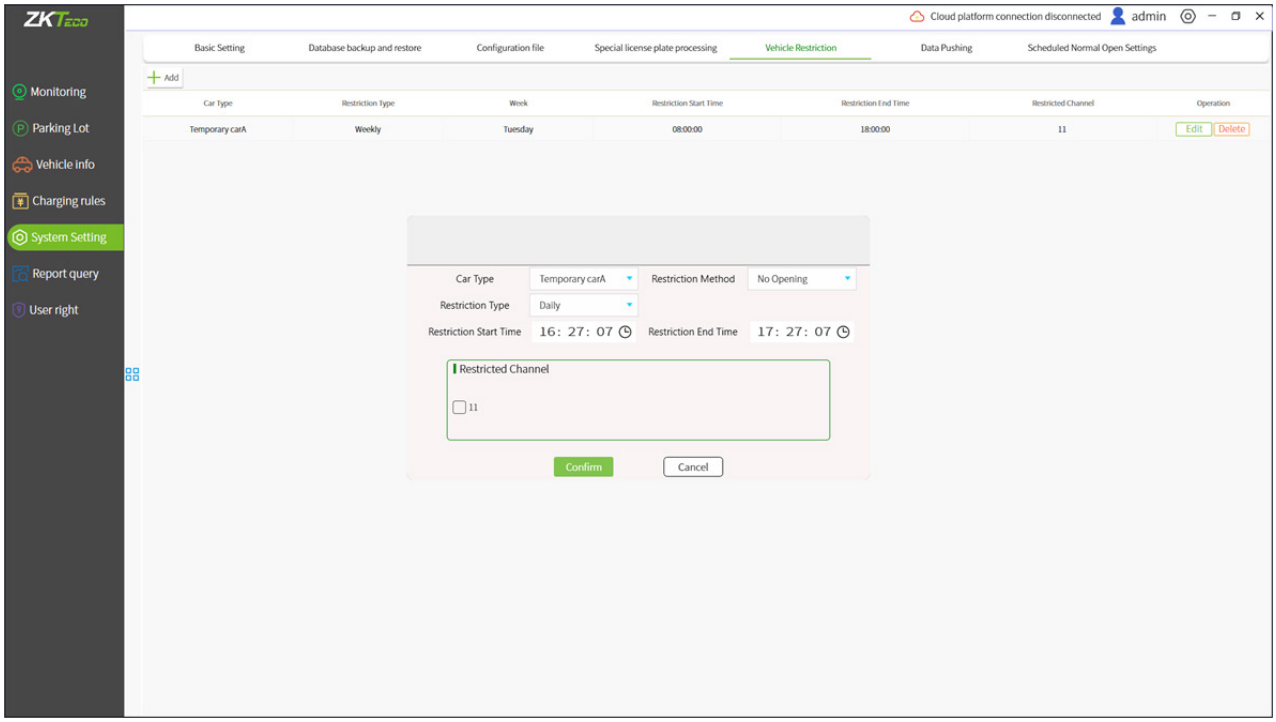
- **Damaged License Plate Processing**: Registration of defaced or unrecognizable license plates, with the ambiguous position replaced by a "_", in order to facilitate the smooth release of such vehicles.
- **Error-Prone Character Processing**: For special vehicles with error-prone characters on the license plate, the characters can be replaced so that such vehicles can be released smoothly.

8.5 Vehicle Restriction

Click **[System Setting]> [Vehicle Restriction]** to enter the vehicle restriction interface:



- **Car Type**: Temporary carA, Temporary carB, Temporary carC, Temporary carD and Fixed carA, Fixed carB, Fixed carC, Fixed carD are available.
- **Restriction Method**: The options **No Opening** and **Manual Confirmation** are available, with **No Opening** set as the default. When the setting is changed to **Manual Confirmation**, it is possible to release manually.
- **Restriction Type**: Daily, Weekly, Odd/Even Number.
- **Restriction time:** The time period of the restriction, set the start time and end time of the restriction.
- **Restriction Channel:** Tick the restricted channel.

Note: White lists are not affected by this restriction setting.

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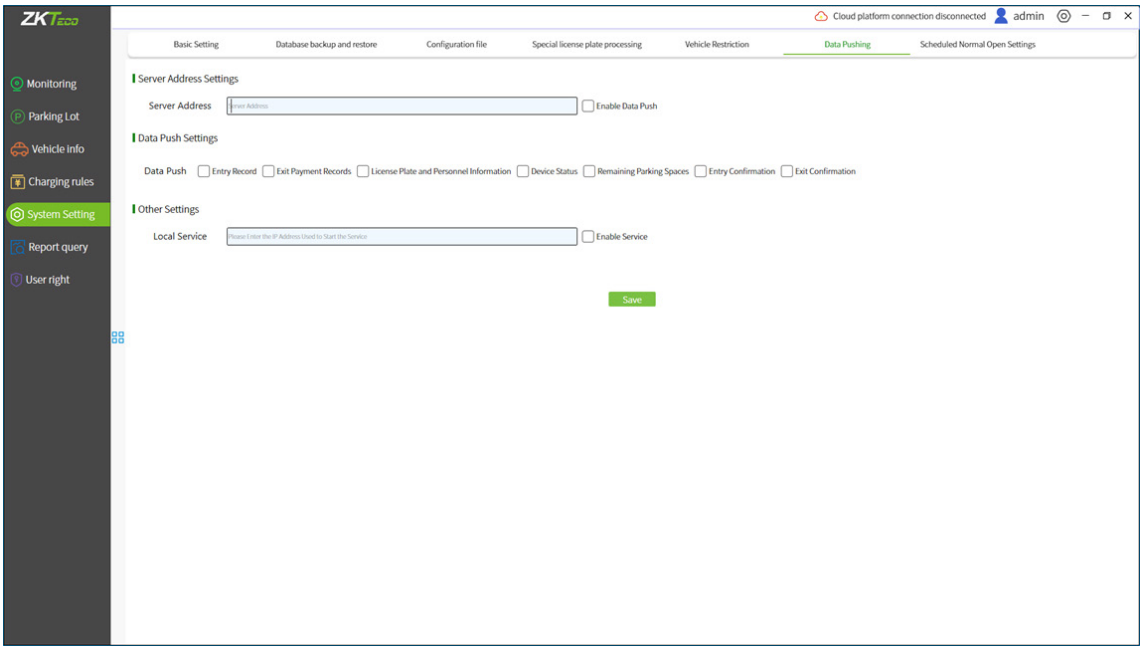
8.6 Data Pushing

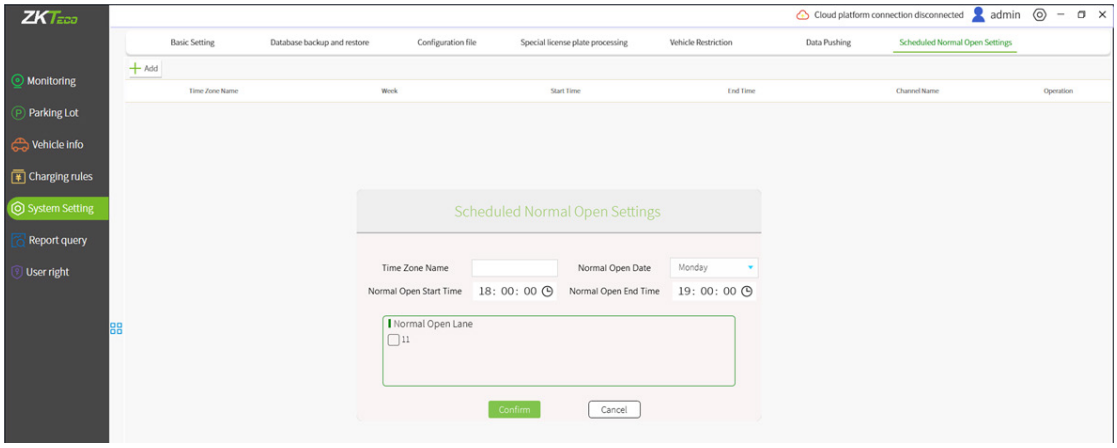
Click **[System Setting]> [Data Pushing]** to enter the data push interface:



- **Server Address Settings:** Enter the server address to be used for data push. You need to check the Enable Data Push box.
- **Data Push Settings:** Check the box to push related data, such as entry record, exit payment records, license plate and personnel information, remaining parking spaces, device status, entry confirmation and exit confirmation.
- **Local Service**: Enter the IP address used to enable the service.

Note: The specific parameters of the interface and how to configure it can be found in the "ZKTecoParking Software HTTP Data Push Interface" in the installation package.

8.7 Scheduled Normal Open Settings



- **Add:** Click **Add**, as shown in the following figure, you can set the normally open according to the day of the week, time, and normal open lane.

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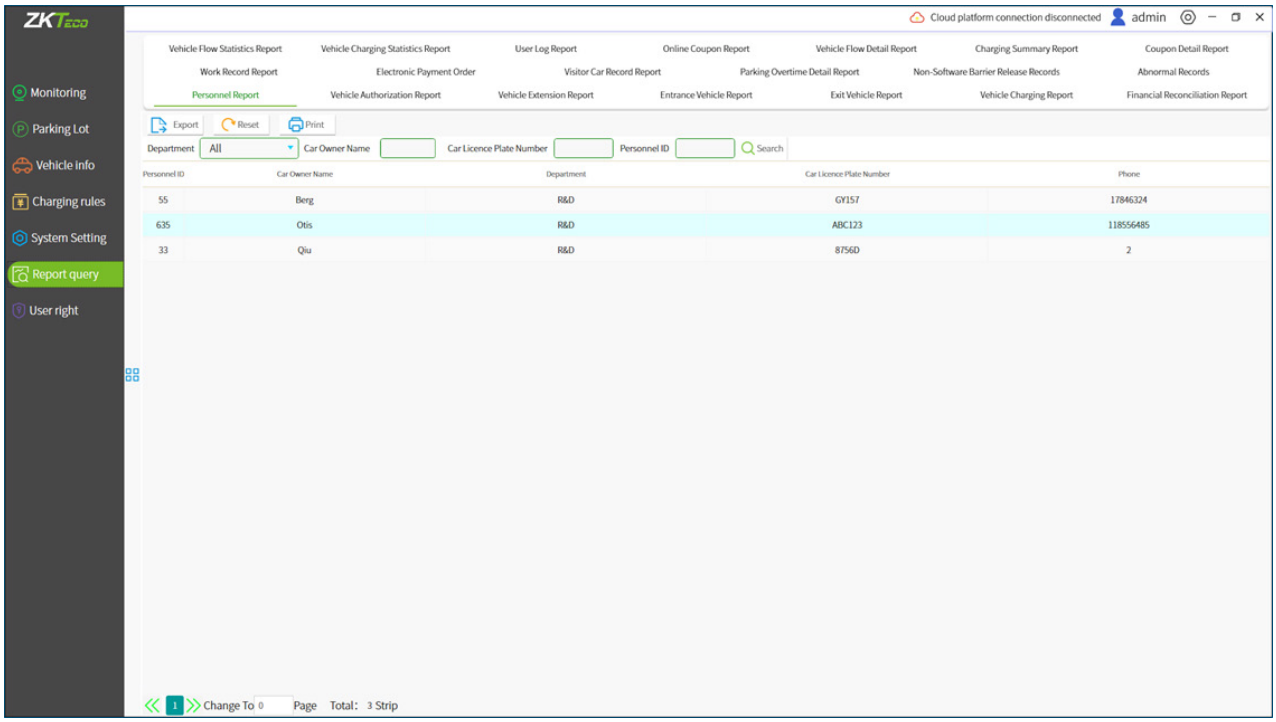
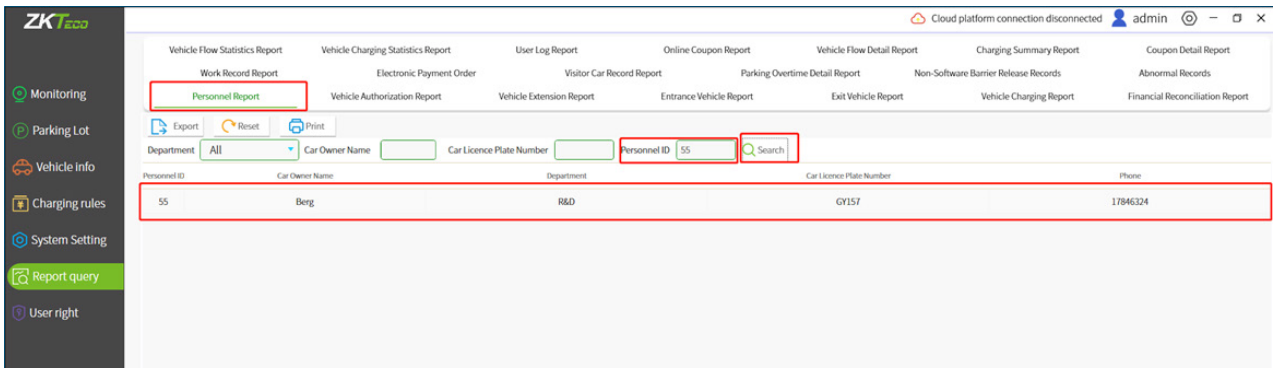
9 Report Query

Through the report query function, the parking lot data can be analyzed and statistics, to achieve the macro control of parking lot information. The reports include personnel report, vehicle authorization report, vehicle extension report, entrance vehicle report, exit vehicle report, vehicle charging report, financial reconciliation report, vehicle flow statistic report, vehicle charging statistic report, user log report, online coupon report, vehicle flow detail report, charging summary report, coupon detail report, work record report, electronic payment order, visitor car record report, parking overtime detail report, non-software barrier release records and abnormal records.



9.1 Search Reports

Click on the report you want to query in the menu bar of the report query screen, enter the key information in the search field, and then click on Search icon.



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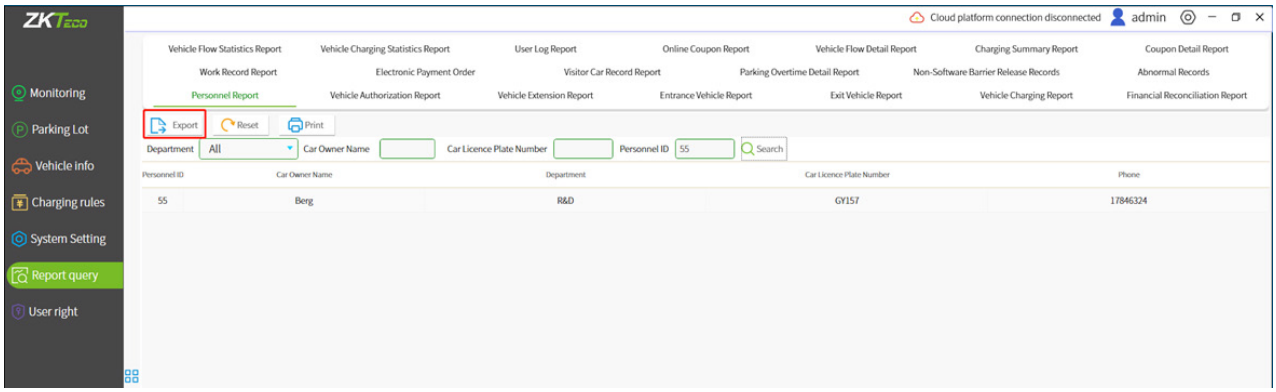
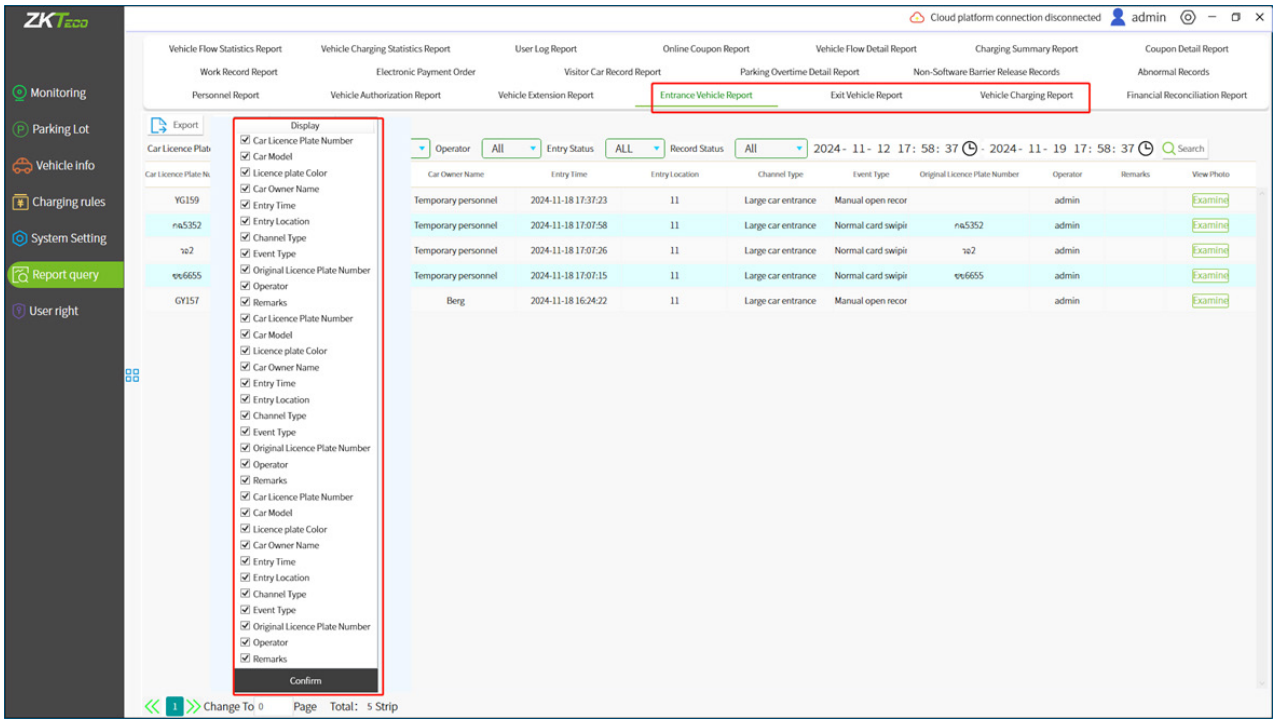
9.2 Exporting Reports

Once you have searched for the report you want in the report query interface, click Export to export the report to a .xlsx format file for saving, printing, etc.



9.3 Reports Optimization

In the report query interface, open the report you wish to view, and then right-click on the title bar, in the pop-up title display menu, check the options for the menus you need to display. Click **[Confirm]** to view or export the report content.



NOTE: This feature is only available for the Entrance Vehicle Report, Exit Vehicle Report, and Vehicle Charging Report.

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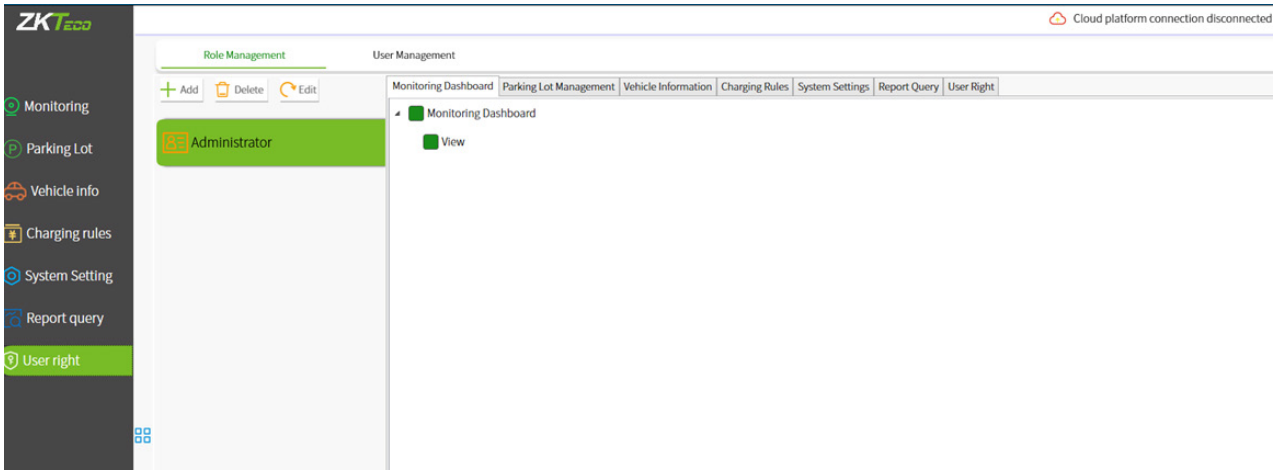
10 User Right

The User Right Module includes Role Management and User Management.

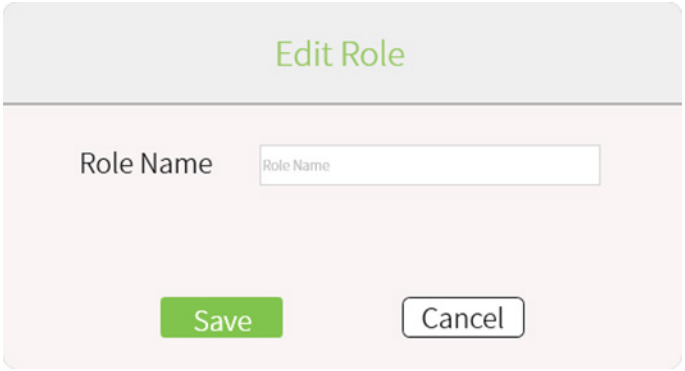
10.1 Role Management

Click **[User Rights]**> **[Role Management]** to access the interface, where user can add, edit, and delete roles. The system includes a default Administrator role.



10.1.1 Add Roles

In the Role Management interface, click Add icon to enter the New Role Information. Then, enter the Role Name and click **[Save].**



After setting the role name and clicking **Save**, you can check the required rights for the role in the Operation Rights selection list under the Rights Type tab on the right.
You can also click the highest-level permission in the list, that is select all the sub-privileges under it, as shown in the figure below, and then click **Save** when you finish the setting.

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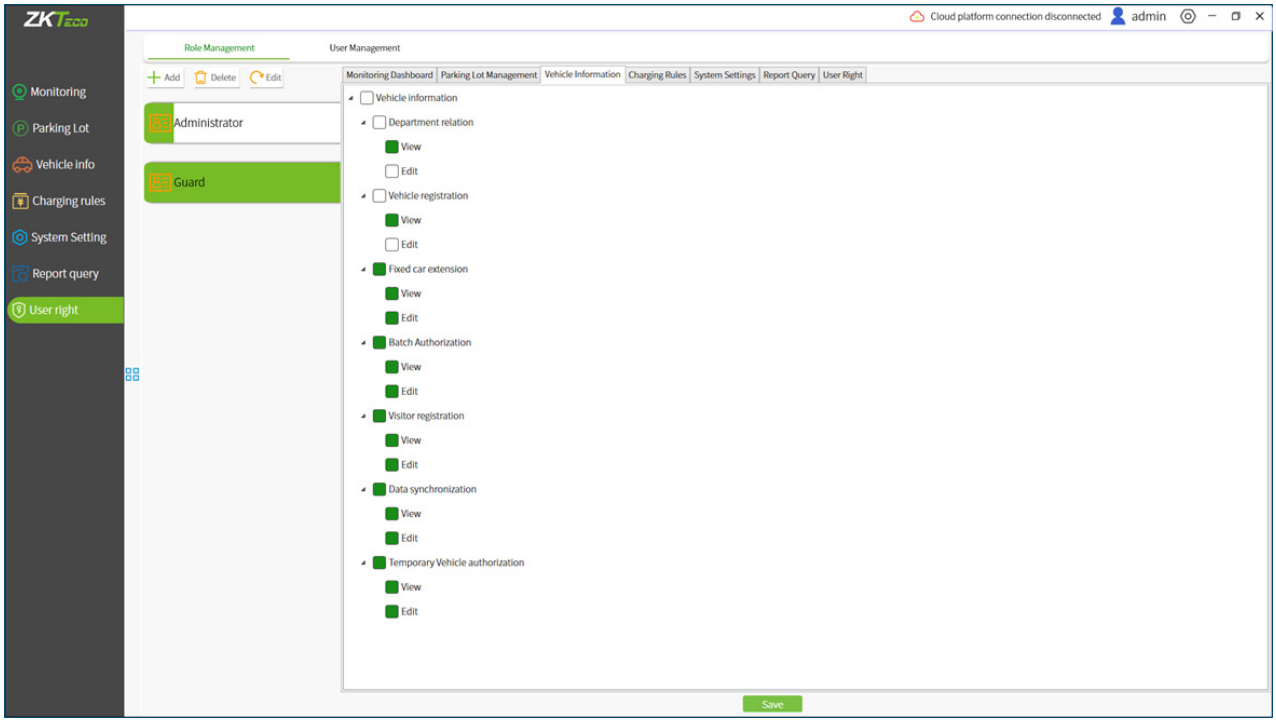
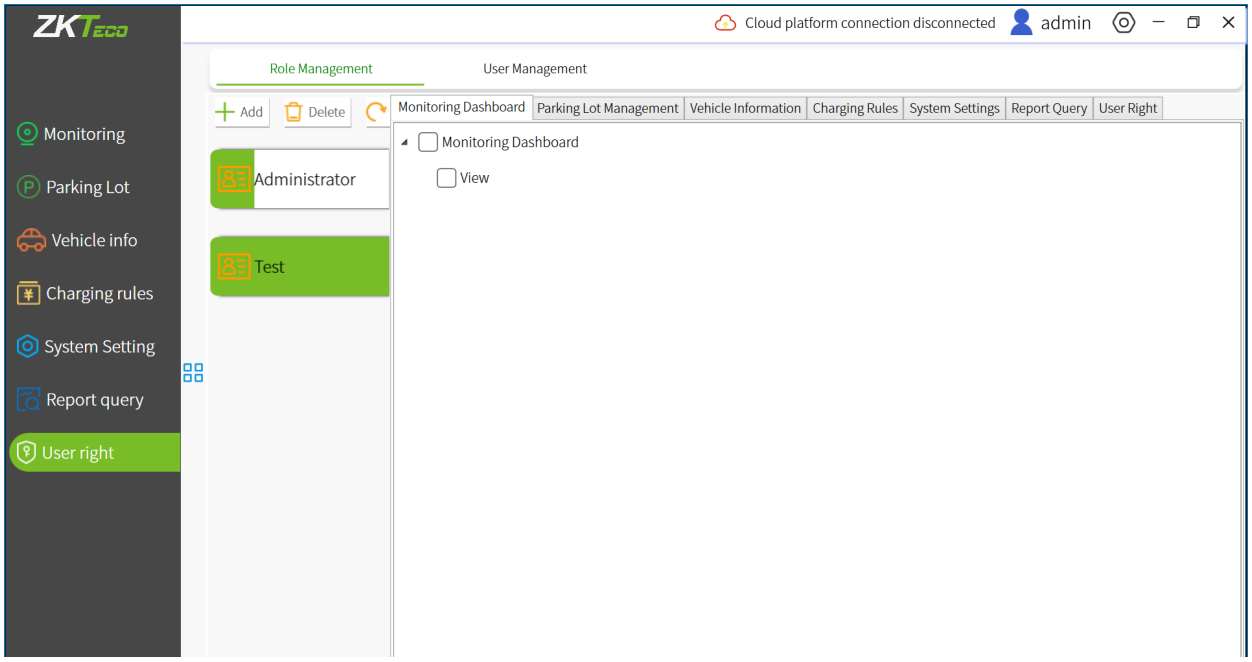


10.1.2 Deletion of Roles

Select the role you want to delete, click on Delete icon. If there is a user under the role, delete the user's information before deleting the role.



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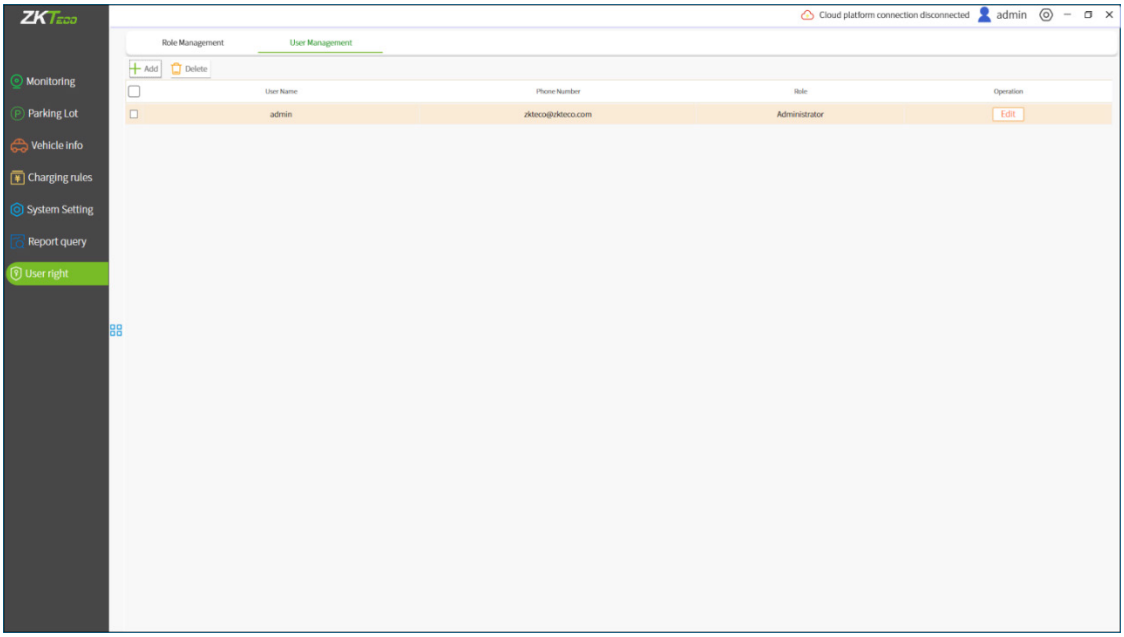
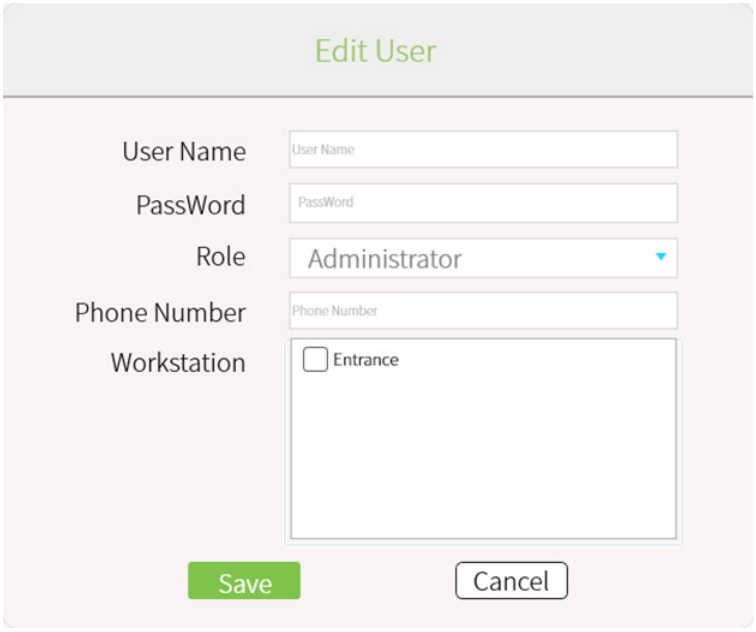
10.2 User Management

Click **[User Right]> [User Management]**, this interface can be used to add, edit, and delete users. There is a default user in the system, and the username and password are **admin** by default.



10.2.1 Adding New Users

In the User Management interface, click on Add icon to enter the New User Information interface:



- **User Name:** Operator account name, mandatory field.
- **Password:** Operator account password, mandatory field.
- **Role:** You can select the role set in 10. 1 Role Management.

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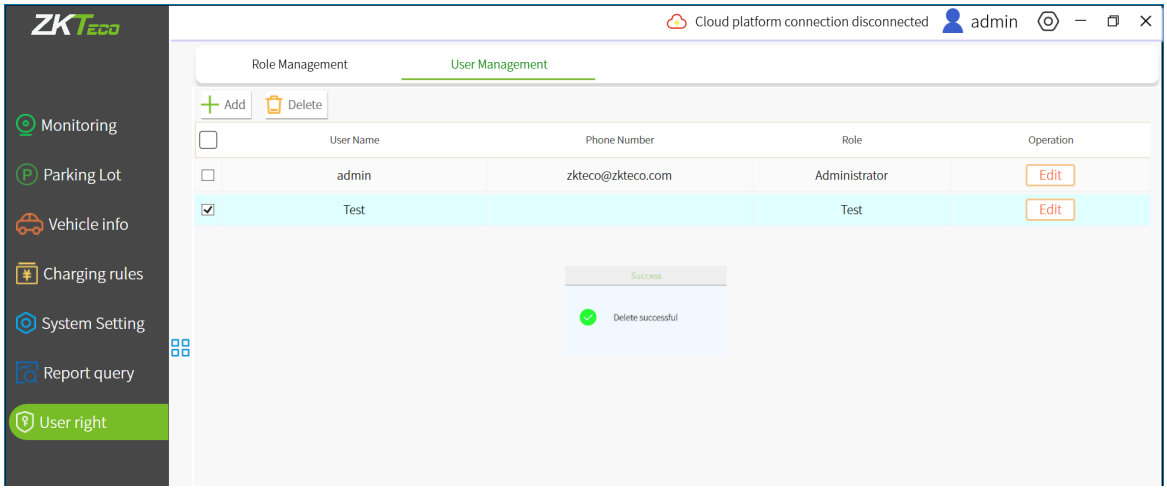
- **Phone Number:** Operators contact number.
- **Workstation:** Set the range of workstations that can be managed by the operator, you can select the workstations that are set in 5.3 Workstation Management, if it is unchecked, the operator will not be able to log in this workstation.

10.2.2 Deleting User

Select the user you want to delete and click Delete icon to delete the user information.



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