ZKTeco VF380

Setting-up the device

Open the ZKTeco VF380 box and inside you should have:

1. The VF380

2. CD

3. One RFID card

4. Mounting bracket

5. Power supply

6. A bag with screws, screwdriver and a tape measure for correct height install

7. Stylus for the TFT screen

If any of these are missing please contact us at the Idency office.

Powering the device

From the contents of the box you will need the power adapter and the device and the wall mount. The device has an anti tamper alarm fitted to the device so the wall mount bracket will need to be on the back of the device so that the alarm does not set off during startup.

To power the device, plug the power adapter into the device and then plug the adapter into a standard UK plug socket.

The device will then power up and you will be able to continue the setup.

Navigating the VF380

As the VF380 is touch screen using the stylus provided or your finger you can click on the appropriate icons in the menus.

Configuring device settings

Now that the device is powered on, and before we connect the device to ClockReports, we need to make sure that the device is configured to sit on your network and is accessible by the software.

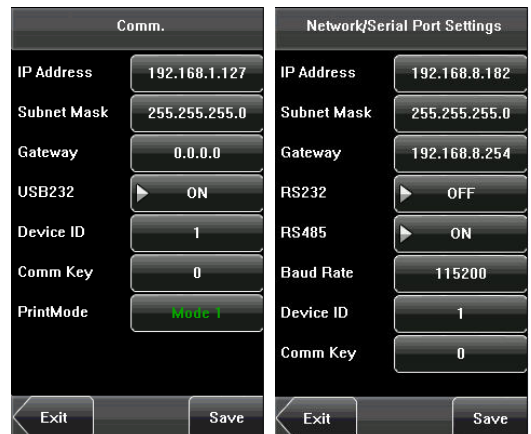When logged into admin menu after a period of inactivity the device logs out.

1. First login to the VF380's admin account.

2. Then click on the settings button.

3. Click the button named "Comm.."

Once in the communication settings you will see that the device already as an IP address.

You will need to get in touch with your IT department and ask them to assign the device an IP as it will need to be static for the device to sync to the software.

This is default to change the address simply click on the IP address and it will give you the ability to change it. This principle is the same for all the settings on the device.

You will also need to add the gateway to the device your IT department will be able to provide you this information.

Next you will need to take note of the IP address as we will need to add it into the ClockReports software.
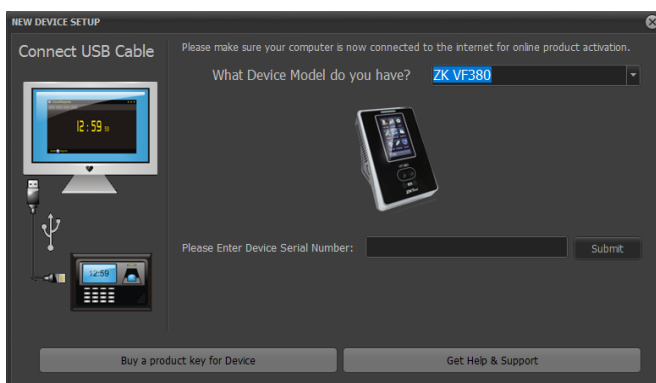
We can now connect it to ClockReports.

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Adding the device to ClockReports

Now that the device is on your network and ClockReports is installed on the computer they can both be paired together.

When ClockReports is opened and no devices are connected it will always open with the Add Device pop-up visible.

Select ZKTeco VF380 from the dropdown device menu. This will show an image of the VF380 to reassure you clicked the right model.
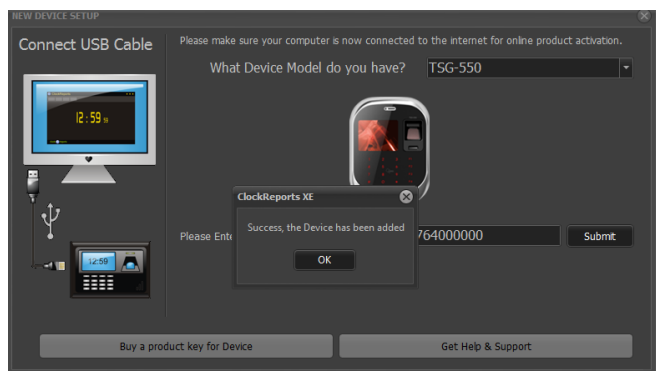

You now need to add the unique serial number of your device.

Locating the VF380 serial number

On the back of the device you will see a sticker this will have the serial number on it. This is needed to validate the device to ClockReports.

When you click submit the serial number field will populate with some 0's on the end. This is normal.

After pressing submit a pop-up will state weather you have successfully registered the device with ClockReports or not. If successful it will look like this.

Activating ClockReports

Once you have entered the serial number of the device it will ask you to register ClockReports. To do this in the pop-up enter your company name and your email address. Then click next and it should say that it has successfully activated ClockReports.

If it doesn't say that it has successfully activated ClockReports then call our office so we can get it activated.

Now you need to go back to the main document until instructed to continue.

Adding users

Before adding users to the device it is recommended that you install the device to the wall. Included with this guide will be a quick install guide from ZKTeco. This will show you how to correctly place the device for the best results.

Press [Add] on the [User Mgt.] interface to display the [Add User] interface as shown below.

User ID: Enter a user ID. 1 to 9 digits user IDs are supported by default.

Name: Enter a user name. 12 characters user names are supported by default.

Fingerprint: Enrol a user's fingerprint and the device displays the number of enrolled fingerprints. A user can enrol 10 fingerprints at maximum.

Password: Enrol a user's password. The device supports 1-8 digit passwords by default.

Face: Enrol a user's face.

Role: Set the rights of a user. A user is set to

ordinary user by default and can also be set to

administrator. Ordinary users are only granted the rights of face, fingerprint or password verification, while administrators are granted access to the main menu for various operations apart from having all the privileges granted to ordinary users.

Photo: Enrol a user's photo. During user verification is success; the user's photo is displayed on screen.

User Access: Set the lock control and access control parameters.