

**F4 Vista
Time & Attendance
and
Access Control Terminal**

Reset Instructions



Note

Resetting allows you to bypass the Administrator's fingerprint or password and gain access to the F4's Menu System.

Instructions for Resetting the F4 Vista and Bypassing the Admin Fingerprint/Password

Note:

If you attempt to access the F4 Vista's Menu System and unexpectedly are locked out, someone may have intentionally or unintentionally enrolled an Administrative fingerprint/password.

You may also be faced with being "locked out" if the Admin is no longer available, or if you are repairing the F4 Vista for a customer.

In either case, ZK Software has provided a "back-door" which allows you to bypass the Administrator's fingerprint/password.

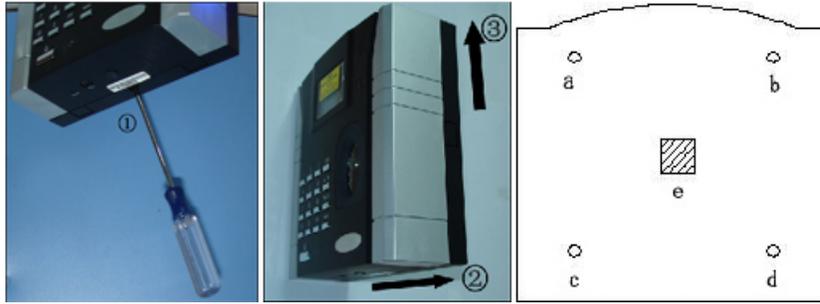
We strongly advise NOT to distribute this document.

Use these instructions ONLY for your own reference.

Step 1 - Remove the F4 Mounting Plate

With the POWER ON, remove the screw which secures the F4 Vista to its mounting plate. See figure (1).

Remove mounting plate by grasping the bottom edge and lifting it inward and upward.



As soon as the mounting plate is lifted upwards, you will hear a beep. The F4 Vista will prompt a message on the screen as seen below.

System Broken

Power off the F4 for a few seconds and then turn it back on.

Step 2

Alternate pressing the **Menu** and **ESC** keys for about 30 seconds;



After about 30 seconds, the Main Start-Up Window will return.



Note:

The actual current date/time will appear.

Note:

If you're installing a NEW F4 Vista, we strongly suggest you delete all remaining fingerprints/passwords and attendance/audit logs.

Step 3 - Clear all Data

Note:

ALL user fingerprints, passwords AND attendance/audit logs will be deleted.

Press the **MENU** key on the F4 Vista.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside **Options**



Press **OK**.



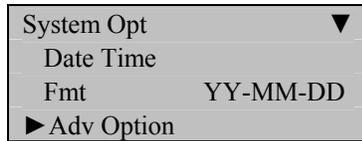
The Options Menu will appear.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside **System Opt**.

Press **OK**.

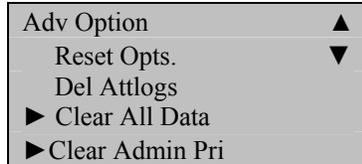
The following screen appears as seen below.



Scroll with the ▲/▼ keys and place the cursor (▶) alongside **Adv Option**

Press **OK**.

The Advanced Options menu will appear.



You have two ways to erase your data.

You can scroll with the ▲/▼ keys and place the cursor (▶) alongside **Clear All Data**.

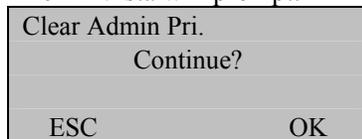
The F4 will prompt you to continue. You can press **OK** to proceed with erasing all data or **ESC** to cancel.

Scroll with the ▲/▼ keys and place the cursor (▶) alongside **Clear Admin Pri**.

Press **OK** if you wish to erase the administrator's privileges.

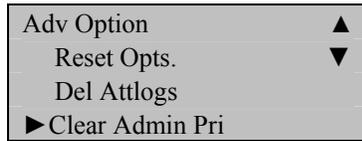
Note: This does not erase their fingerprints or password.

The F4 Vista will prompt:

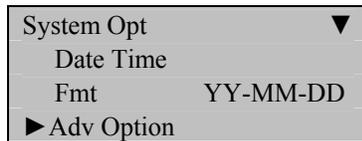


Press **OK** to accept or **ESC** to cancel.

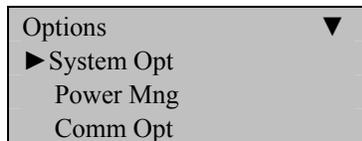
The Advanced Options menu will return.



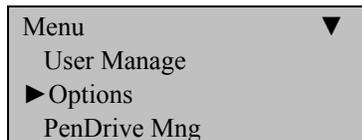
Continue pressing the **ESC** key until you return to the Start-Up window;



Press **ESC**



Press **ESC**



Press **ESC**



Note:

The actual current date/time will appear.

If you have any further questions, please feel free to contact us by telephone or email.

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