

User Manual

D4

Date: April 2026

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 manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face template-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 **D4**.

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

Features and parameters with ★ are not available in all devices.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	Description
Bold font	Used to identify software interface template names e.g. OK , Confirm , Cancel .
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.
For Device	
Convention	Description
< >	Button or key names for devices. For example, press <OK>.
[]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window.
/	Multi-level menus are separated by forwarding slashes. For example, File/Create/Folder.

Symbols

Convention	Description
	This represents a note that needs to pay more attention to.
	The general information which helps in performing the operations faster.
	The information which is significant.
	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

TABLE OF CONTENTS

DATA SECURITY STATEMENT	6
SAFETY MEASURES	6
1 INSTRUCTION FOR USE	8
1.1 FINGER POSITIONING	8
1.2 STANDBY INTERFACE	8
1.3 VERIFICATION MODE	9
1.3.1 FINGERPRINT VERIFICATION	9
1.3.2 CARD VERIFICATION	10
2 OVERVIEW.....	11
2.1 APPEARANCE.....	11
2.2 WIRING DESCRIPTION.....	11
2.2.1 POWER CONNECTION.....	11
3 INSTALLATION.....	12
3.1 INSTALLATION ENVIRONMENT	12
3.2 DEVICE INSTALLATION.....	12
4 CONNECTING TO ZKBIO ZLINK APP	14
4.1 DOWNLOAD THE ZKBio ZLINK App	14
4.2 LOGIN TO THE APP.....	14
4.3 CREATE YOUR ACCOUNT	15
4.4 ADD DEVICE ON THE APP.....	15
4.5 MANAGE AND ADD PERSON IN DEVICE.....	16
4.6 REGISTER VERIFICATION MODE ON THE APP	17
5 CONNECT TO ZKBIO ZLINK WEB.....	21
5.1 LOGIN TO THE WEB.....	21
5.2 ADD DEVICE ON THE WEB.....	21
5.3 ADD PERSON ON THE WEB	25
5.4 SYNCHRONIZE PERSONS TO DEVICE.....	25
5.5 REGISTER VERIFICATION MODE ON THE WEB	26
5.6 DAYLIGHT SAVING TIME SETTINGS.....	29
APPENDIX 1	32
PRIVACY POLICY	32
ECO-FRIENDLY OPERATION.....	34

Data Security Statement

ZKTeco, as a smart product supplier, may also need to know and collect some of your personal information to better assist you in using ZKTeco's goods and services, and will treat your privacy carefully by developing a Privacy Policy.

Please read and understand completely all the privacy protection policy regulations and key points that appear on the device before using ZKTeco products.

As a product user, you must comply with applicable laws and regulations related to personal data protection when collecting, storing, and using personal data, including but not limited to taking protective measures for personal data, such as performing reasonable rights management for devices, strengthening the physical security of device application scenarios, and so on.

Safety Measures

The following precautions are to keep the user's safety and prevent any damage. Please read carefully before installation.

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

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

7. **Replacement parts** - When replacement parts are required, service technicians must only use replacement parts provided by the supplier. Unauthorized substitutes can lead to the risk of burns, electric shock, or other hazards.
8. **Safety check** - On completion of service or repair work on the unit, ask the service technician to

perform safety checks to ensure proper operation of the unit.

9. **Power sources** - Operate the system only from the label's power source form. If the sort of power supply to use is unclear, call your dealer.
10. **Lightning** – Can install external lightning conductors to protect against electrical storms. It stops power-ups destroying the system.

The devices should be installed in areas with limited access.

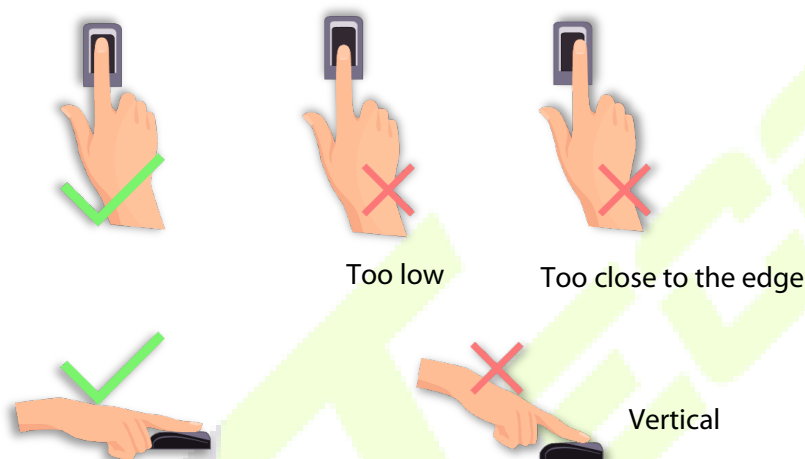


1 Instruction for Use

Before getting into the Device features and functions, it is recommended to be familiar with the below fundamentals.

1.1 Finger Positioning

Recommended fingers: The index, middle, or ring fingers are recommended fingers to use, and avoid using the thumb or pinky, as they are difficult to position correctly onto the fingerprint reader.



Note: Please use the correct method when pressing your fingers onto the fingerprint reader for registration and identification. Our company will assume no liability for recognition issues that may result from incorrect usage of the product. We reserve the right of final interpretation and modification concerning this point.

1.2 Standby Interface

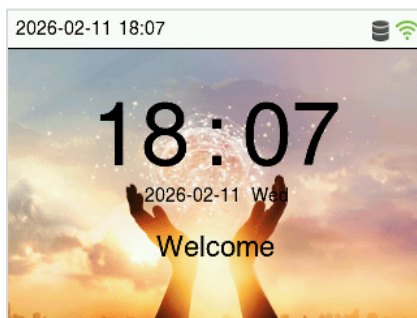
1. When the device is connected to the power supply and the device is used for the first time, it enters the standby screen as shown below:



Notes:

- 1) This device needs to be used in combination with **ZKBio Zlink software** and **ZKBio Zlink App**. After binding the device, you can unify the management of the device.
- 2) For details on how to bind the device, see [4.4 Add Device on the App](#).

2. After successfully binding the device, the standby screen will be displayed as shown below.



Status Icons

Status Icon	Name	Description
	ADMS Server	The connection between device and ADMS server is successful.
		The connection between device and ADMS server is failed.
	Wi-Fi Signal	The Wi-Fi connection is normal.
		The Wi-Fi connection fails.

1.3 Verification Mode

1.3.1 Fingerprint Verification

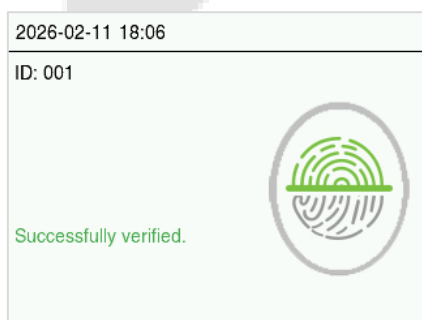
➤ 1: N Fingerprint Verification Mode

The device compares the current fingerprint with the available fingerprint data stored in its database.

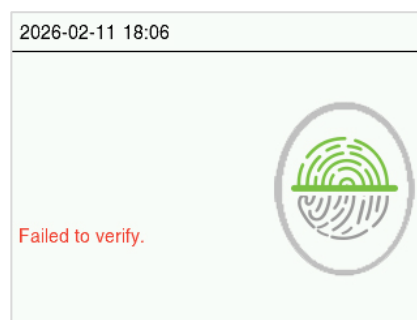
Fingerprint authentication mode is activated when a user places their finger onto the fingerprint scanner.

Please follow the recommended way to place your finger onto the sensor. For details, please refer to section [Finger Positioning](#).

Verification is successful:



Verification is failed:



1.3.2 Card Verification

➤ 1:N card verification

The 1:N card verification mode compares the card number in the card induction area with all the card number data registered in the device. Place the card in the collection area for verification.

Verification is successful:

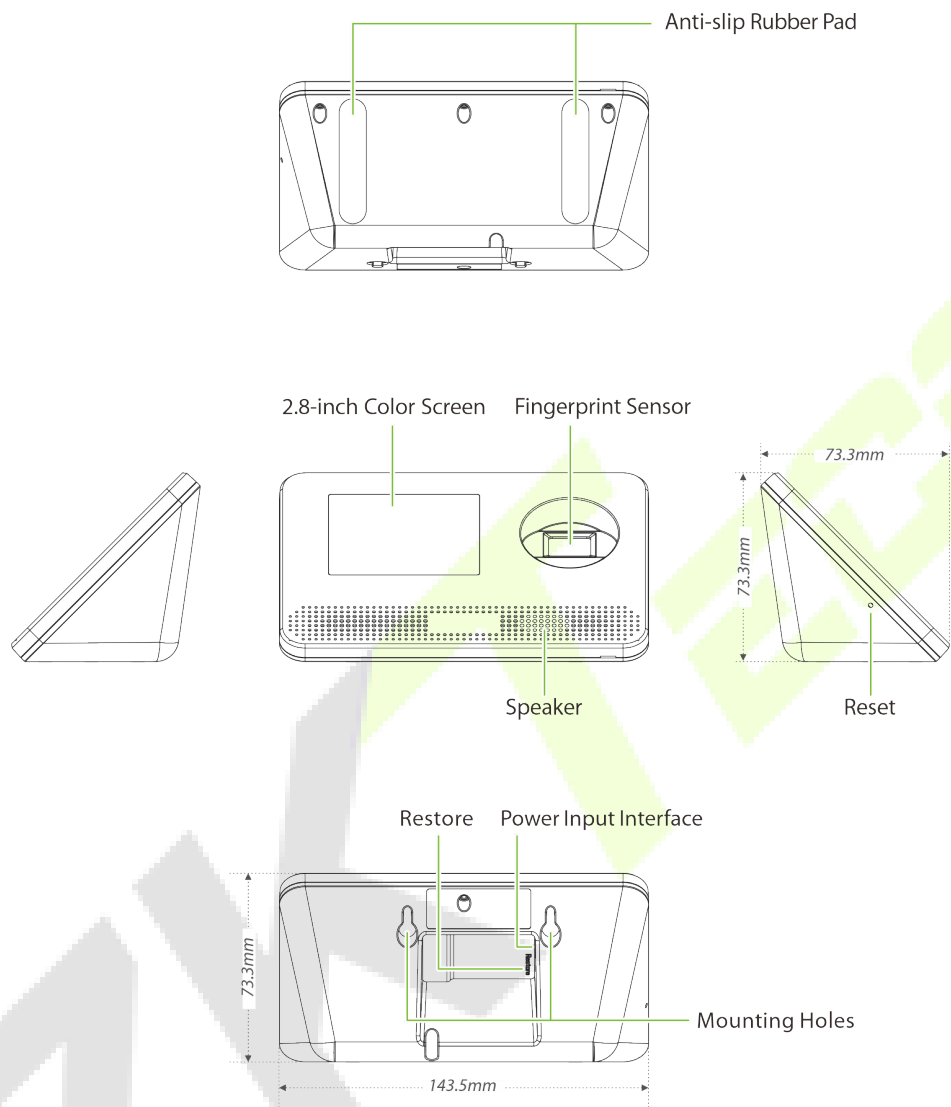


Verification is failed:



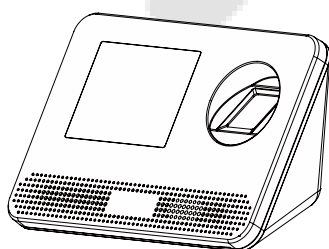
2 Overview

2.1 Appearance



2.2 Wiring Description

2.2.1 Power Connection



Power Interface (Type-C)



Recommended power supply

- Rating of 5V and 2A.

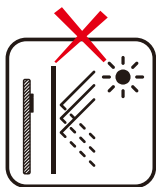
3 Installation

3.1 Installation Environment

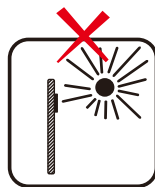
Please refer to the following recommendations for installation.



INSTALL INDOORS
ONLY



AVOID INSTALLATION
NEAR
GLASS WINDOWS



AVOID DIRECT
SUNLIGHT
AND EXPOSURE



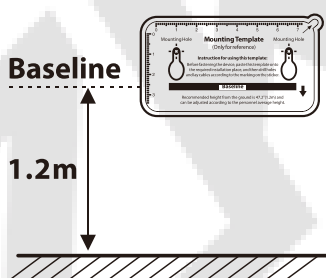
AVOID USE OF ANY
HEAT SOURCE
NEAR THE DEVICE

3.2 Device Installation

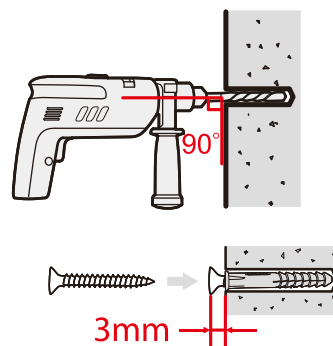
➤ Install on the wall

1. Stick the mounting template sticker to the wall and drill holes according to the mounting template sticker.
2. Insert expansion tubes into the mounting holes and place self-tapping screws into them.
3. Then hook the device onto the wall as shown below.

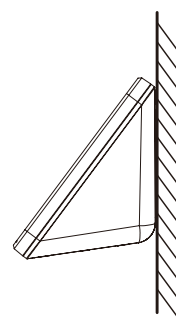
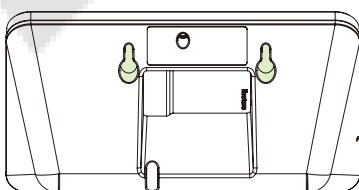
1



2



3



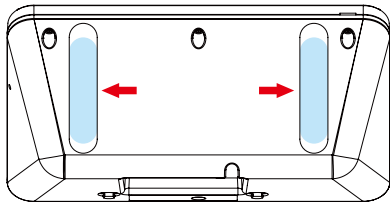
➤ Install on the desktop

1. Please peel off the protective film from the anti-slip rubber pad first.
2. Then attach the device to the desktop.

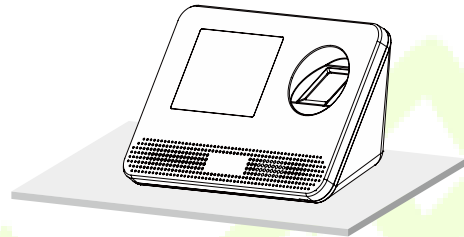
Note: If the device feels less stable, the rubber pads may need cleaning. Wipe them and the desk surface with a slightly damp, lint-free cloth. Let both dry completely, then press the device firmly back into place.

**Unplug before repositioning. Do not use chemical or oil-based cleaners.*

①



②



4 Connecting to ZKBio Zlink App

4.1 Download the ZKBio Zlink App

Search for the "ZKBio Zlink" App in the iOS App Store or Google Play Store. Or scan the QR code below to install the app.

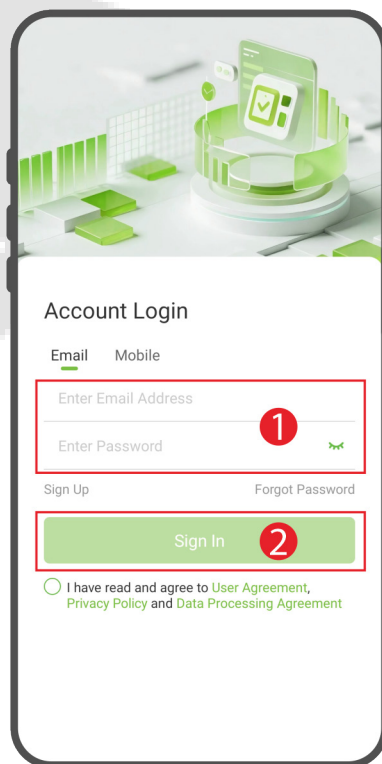


The device connects to the network via Bluetooth in the app.

Note: Due to the continuous updating of the App and software version, the interface of this manual is for reference only, please refer to the actual interface of the App and software.

4.2 Login to the App

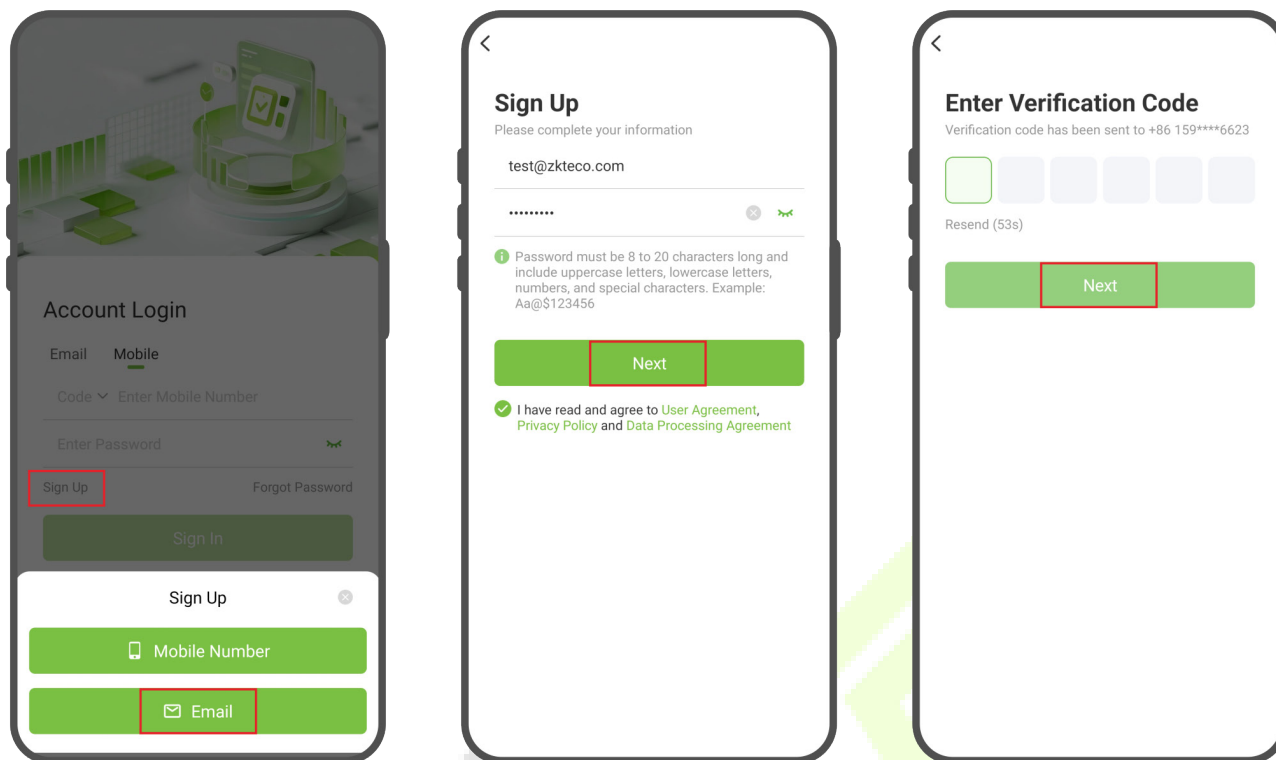
Enter your registered account and password, check "I have read and agree to User Agreement, Privacy Policy and Data Processing Agreement" and click **Sign In** to log in to the App.



Note: For more operations, refer to the ZKBio Zlink App's user manual.

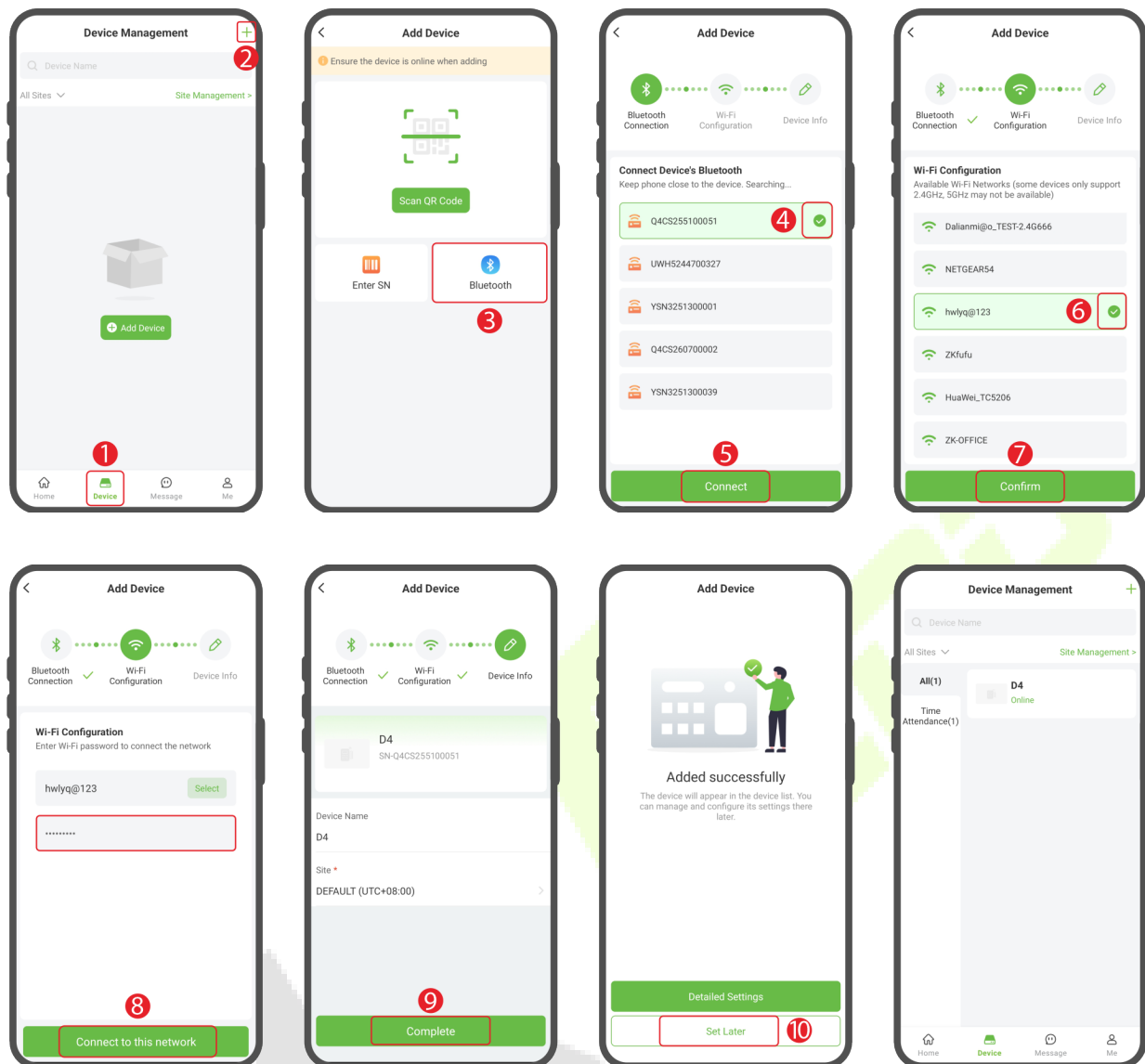
4.3 Create Your Account

Open the **ZKBio Zlink** App and create an account with your phone number or Email ID.



4.4 Add Device on the App

1. Log in to the ZKBio Zlink App with the account you have already created.
2. Click [**Device**] > + icon to enter the Add Device interface. (See diagram step 1,2)
3. Turn on Bluetooth on your smartphone and tap [**Bluetooth**] to search for devices via Bluetooth. In the list of detected devices, use the **SN code** to confirm and select the device you wish to add. Click [**Connect**] to connect the device and configure Wi-Fi. (See diagram step 3,4,5)
4. Then from the list of searched Wi-Fi networks, select the one you want to connect to and click [**Confirm**]. (See diagram step 6,7)
5. Enter the password and click [**Connect to this network**]. (See diagram step 8)
6. Enter the device name and specify the device to a site. Click [**Complete**] to complete the addition. A "Added successfully" prompt will appear simultaneously. (See diagram step 9)
7. Once successfully added, the device is displayed in the list of the device interface. Click [**Set Later**] to return to the Device Management interface. (See diagram step 10)



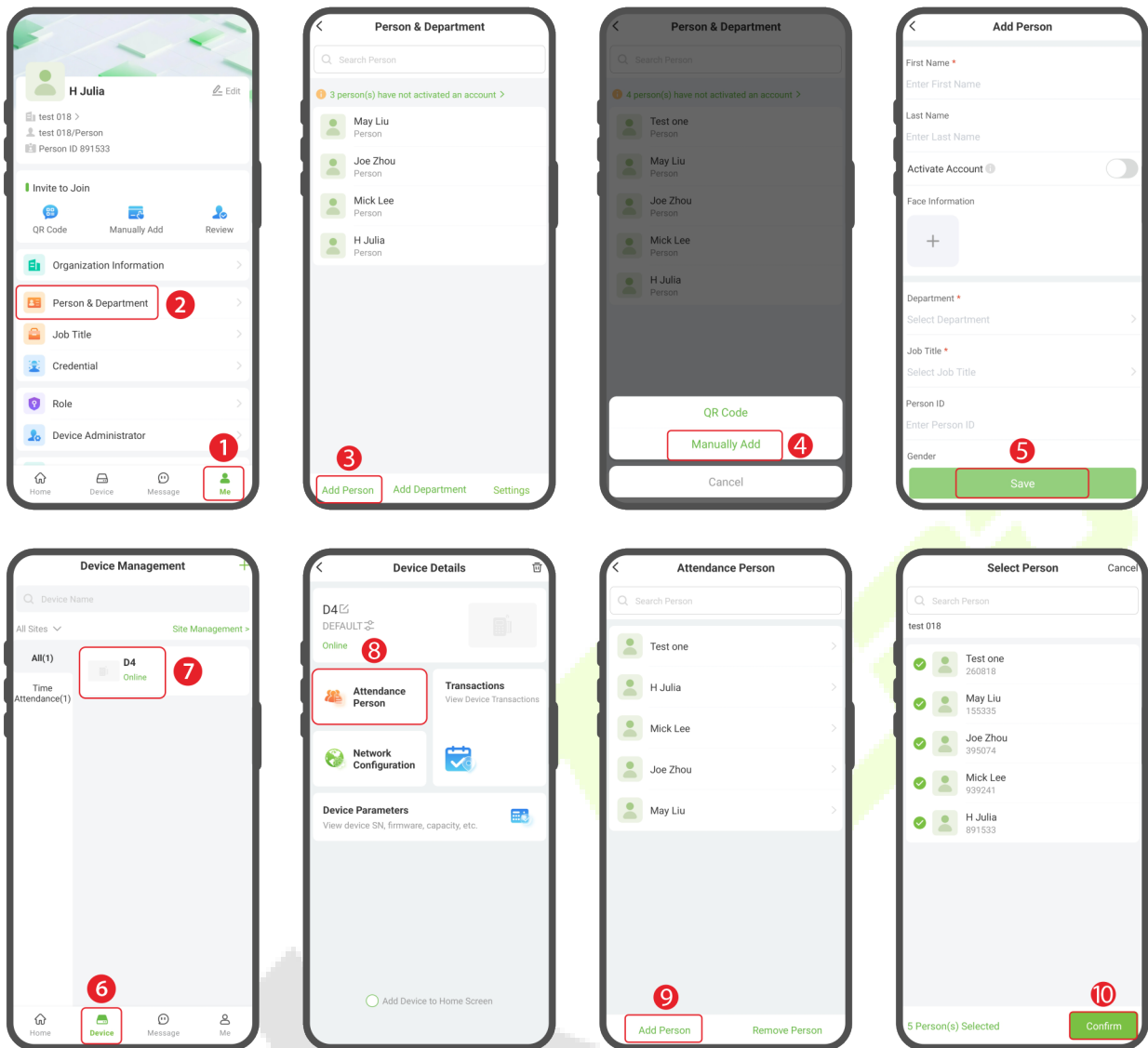
Short Press Restore Button (1 second): Reactivates Bluetooth pairing mode, allowing you to switch the device to a different Wi-Fi network via the mobile app.

Long Press Restore Button (5 seconds or more): Resets the device to factory settings and restarts it automatically.

***Warning: A factory reset is irreversible. The device will need to be re-registered before use.**

4.5 Manage and Add Person in Device

1. In the bottom menu of the app, click **[Me]** > **[Person & Department]** > **[Add Person]**. You may choose to add either QR Code or Manually Add. Then, in the Add Person screen, enter the person's details. (See diagram step 1,2,3,4,5)
2. After adding new personnel, click **[Device]** to enter the Device Management interface. Select the device and click **[Attendance Person]** > **[Add Person]** to manage and add attendance personnel for that device. After completion, click **[Confirm]** to synchronize personnel information to the device. (See diagram step 6,7,8,9,10)

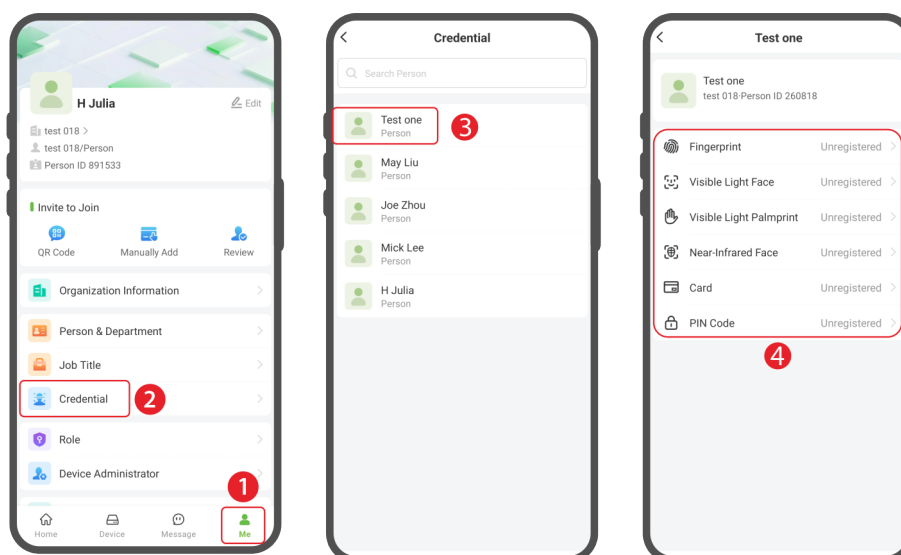


4.6 Register Verification Mode on the App

Once you have added persons to the device, you can register verification modes to them.

Click **[Me]** > **[Credential]** to enter the Credential screen, select the person who needs to register verification mode. (1,2,3,4)

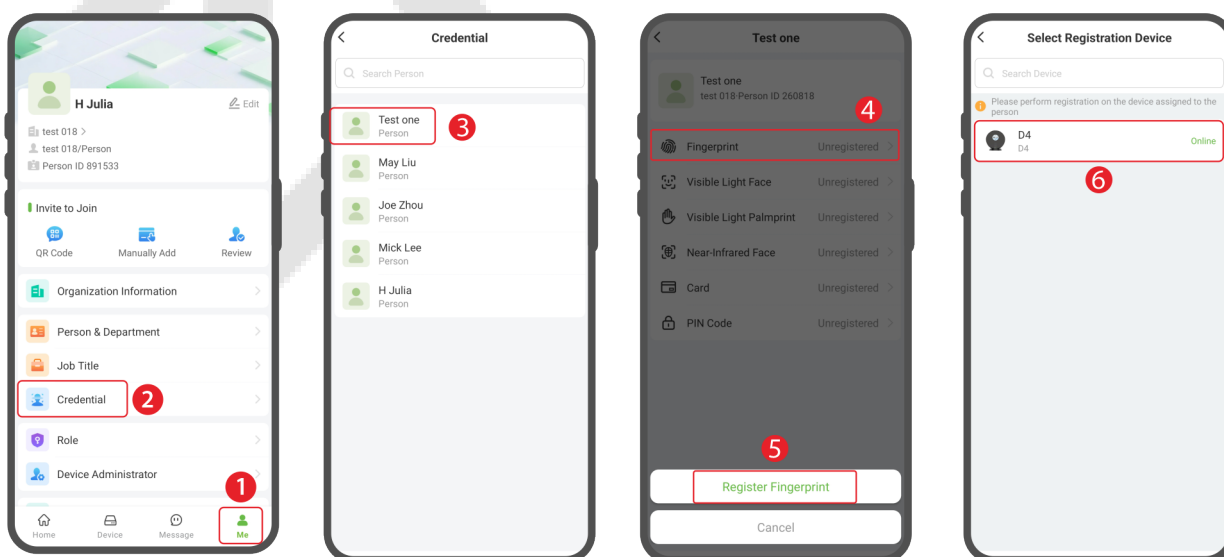
This device supports only fingerprint and card authentication methods for enrollment.

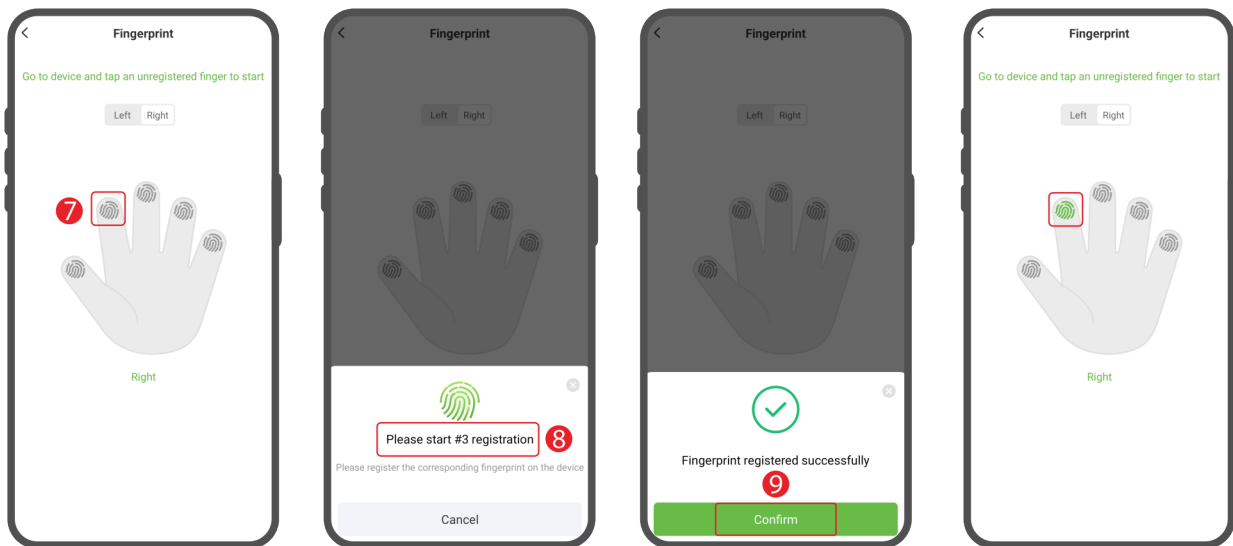


Note: It must be based on the functions actually supported by the device.

➤ Register Fingerprint

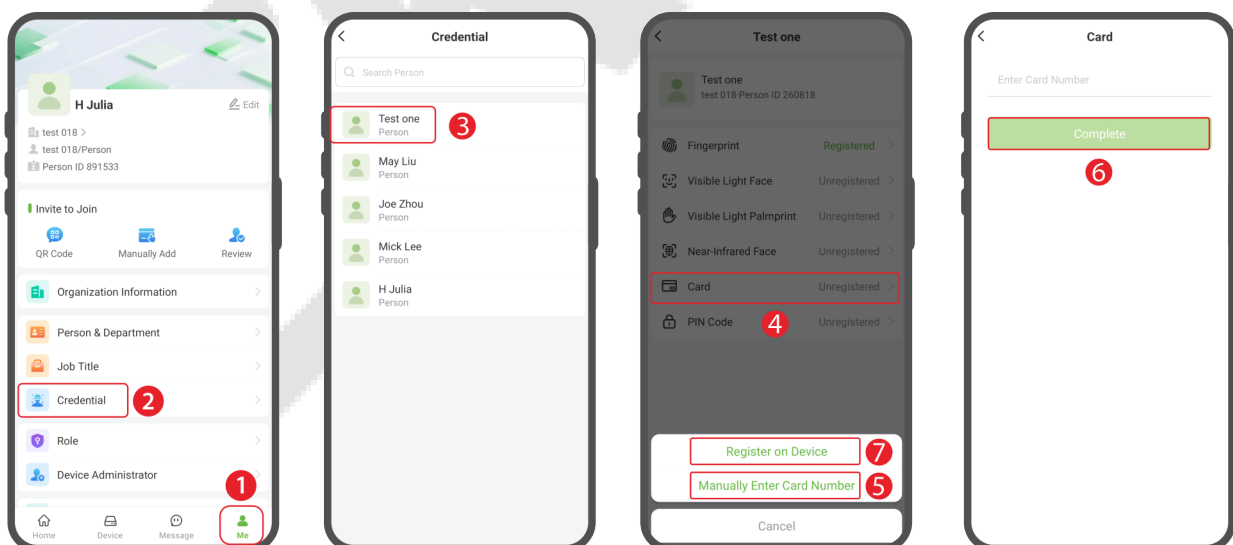
1. Click [**Me**] > [**Credential**] to enter the Credential screen, select the person who needs to register verification mode. (See diagram step 1,2,3)
2. In the Details interface, click the  icon > [**Register Fingerprint**], select the device and the fingerprint to register. When selecting a device for registration, the device will prompt “Please press your finger three times” and press 3 times on the collector after hearing the prompt. (See diagram step 4,5,6,7,8)
3. Click [**Confirm**] to return. (See diagram step 9)
4. When you hear the message “Registration is successful”, the registration is successful. And you can repeat the above operation to register other fingers.

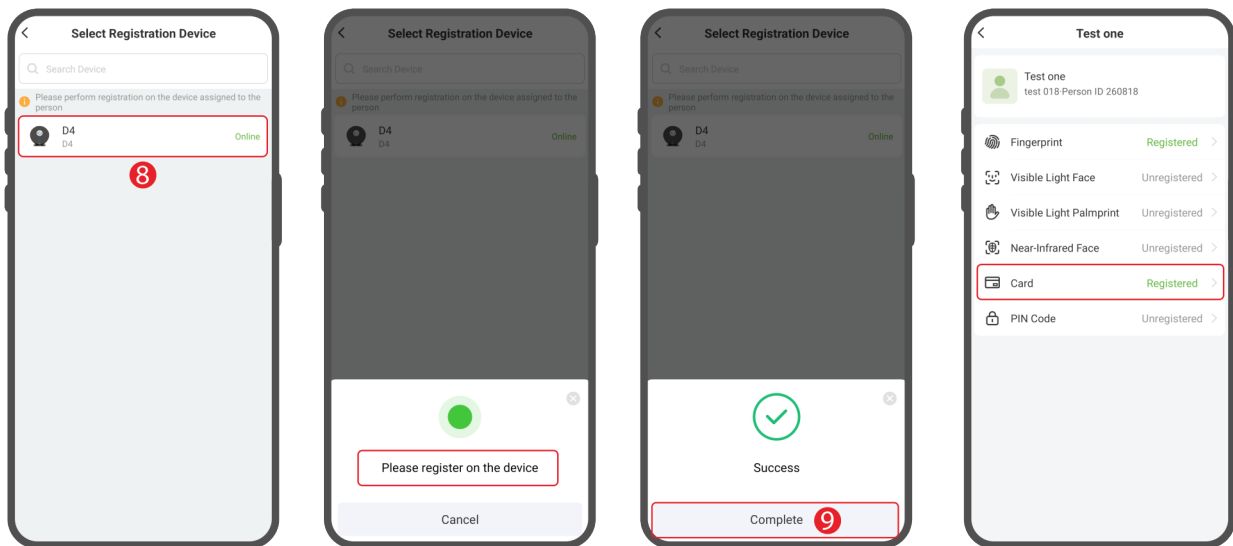




➤ Register Card

1. Click **[Me]** > **[Credential]** to enter the Credential screen, select the person who needs to register verification mode. (See diagram step 1,2,3)
2. In the Details interface, click the  icon. You can select Register on Device or Manually Enter Card Number. If you want to register on device, then click **[Register on Device]**. (See diagram step 4,5,6,7)
3. When selecting a device for registration, the device will prompt "Please swipe the card". Place the card in the swipe area. Click **[Complete]** to return. (See diagram step 8,9)
4. When you hear the message "Registration is successful", the registration is successful.





Note: Please register the appropriate personnel verification method based on the actual verification methods supported by the device. For example, click the verification method button (such as Face) to enter, if no device is displayed, it indicates that the device itself does not support this verification method.

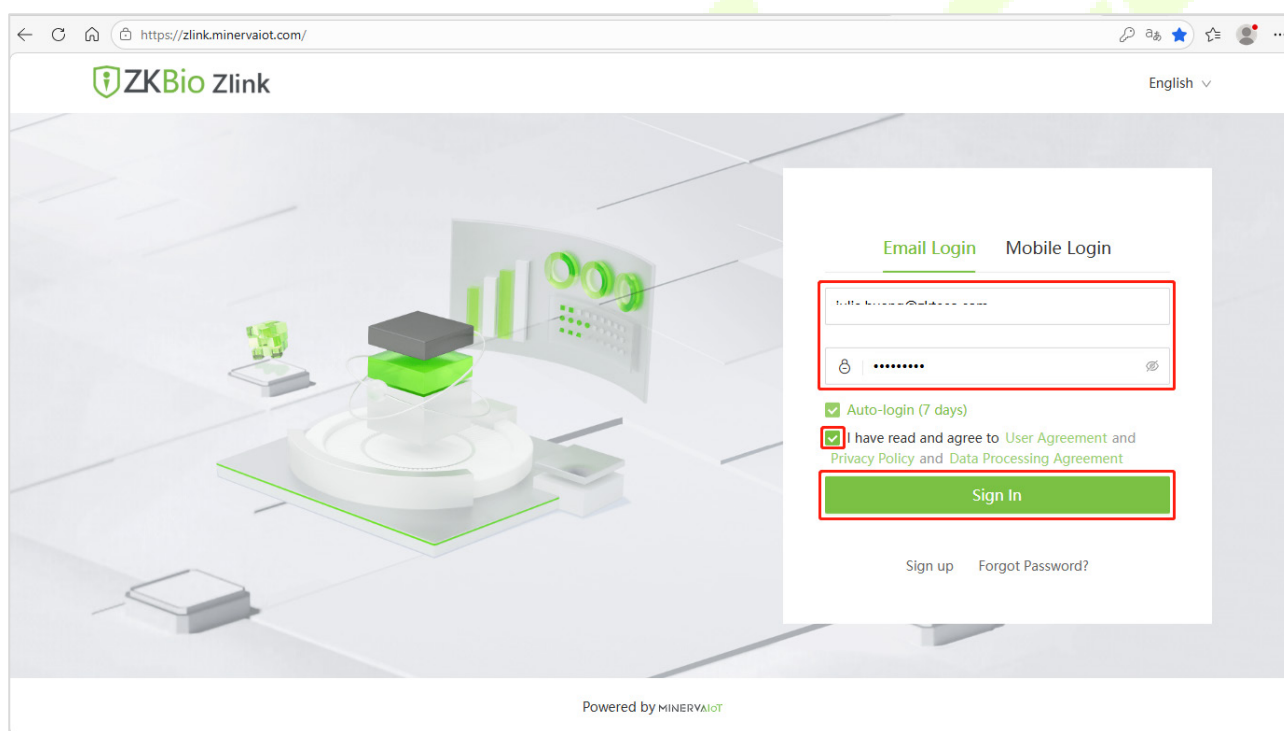
5 Connect to ZKBio Zlink Web

The web pages may vary depending on the version, and the document is for reference only.

After successfully adding devices using the ZKBio Zlink App, you can use the created account to access ZKBio Zlink Web to find devices, add new personnel, register the verification method of registered personnel, synchronize personnel to devices and query records.

5.1 Login to the Web

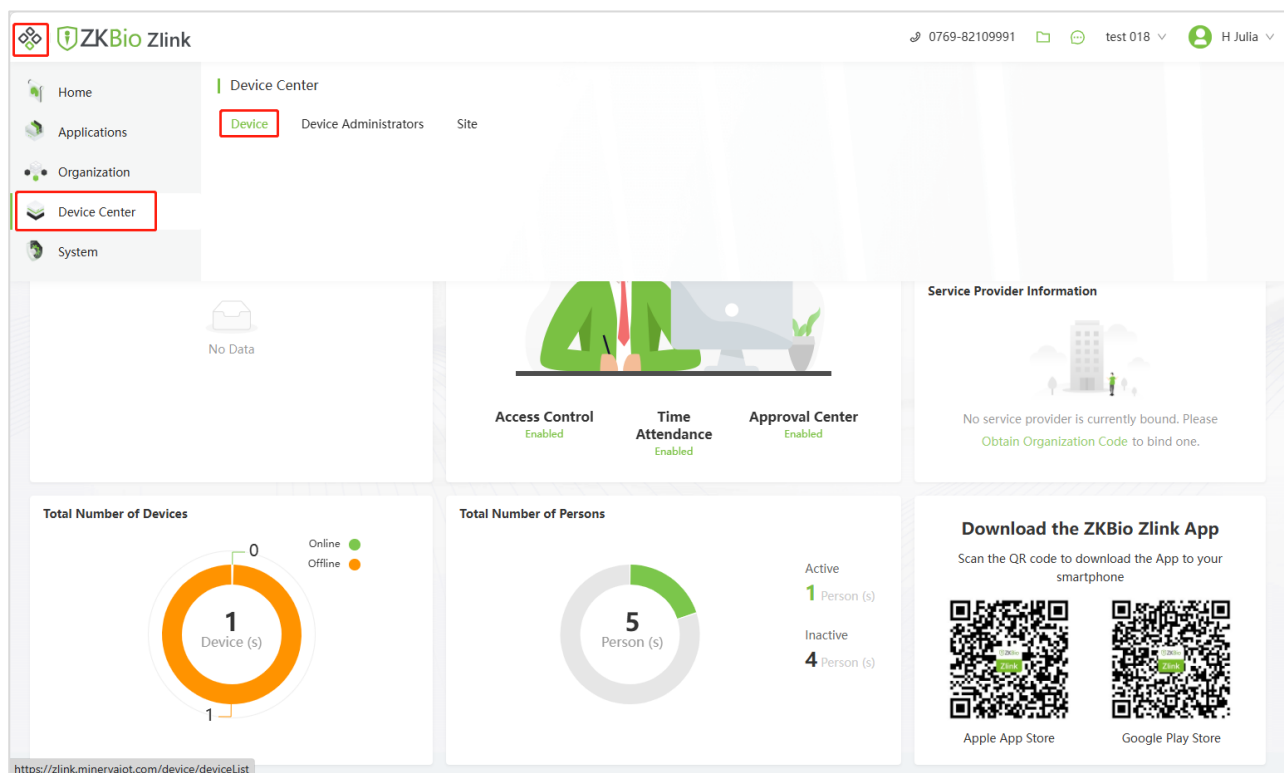
1. Please open the recommended browser and enter the IP address to access the ZKBio Zlink Web: <http://zlink.minervaiot.com>.
2. Enter your Email ID and password on the login screen, check "I have read and agree to User Agreement and Privacy Policy and Data Processing Agreement" and click [**Sign In**] to login.



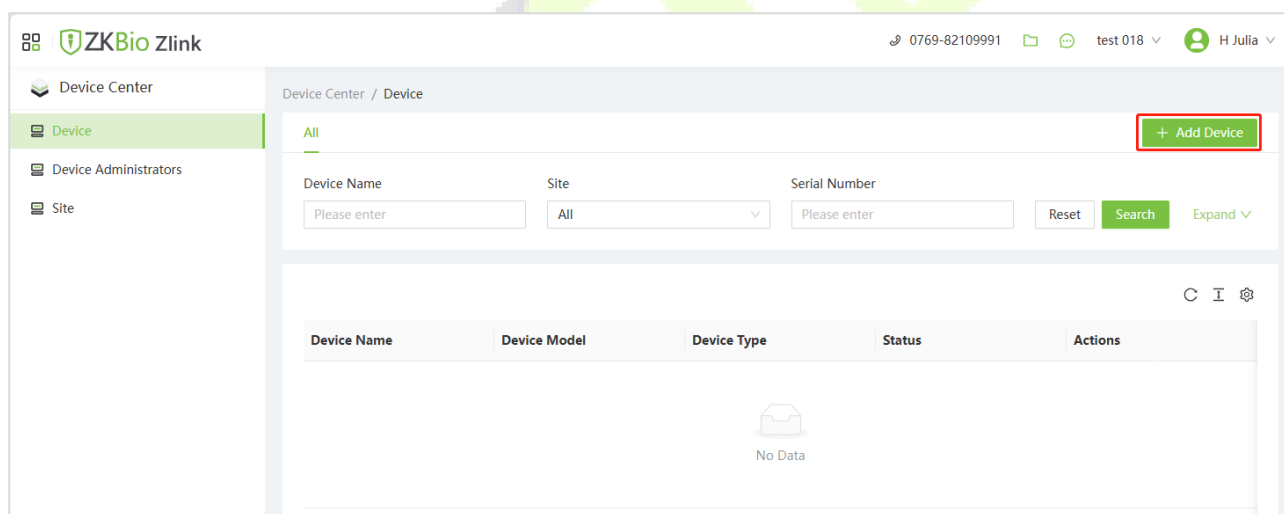
3. If you do not have an account, please click [**Sign up**] to add a new account.

5.2 Add Device on the Web

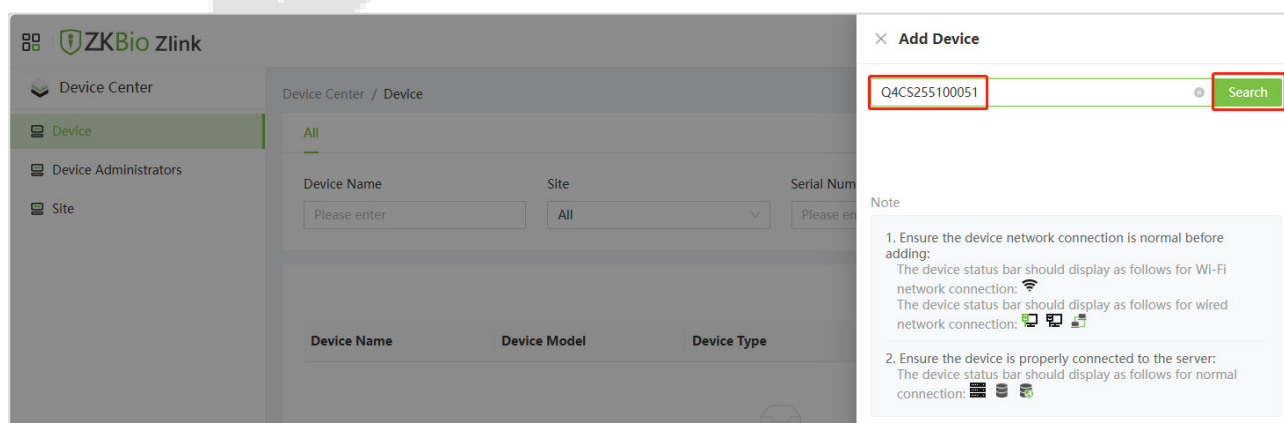
1. Click the  icon on the top left corner, and click [**Device Center**] > [**Device**] to enter the device setting interface.



2. Then click **[Add Device]** to enter the Add Device interface.



3. Enter the Serial Number and click **[Search]**.



- Then enter the device name and specify the device to a site. Select Site from the drop-down menu. Click **[Save]** to complete the addition.

Add Device

Q4CS255100051 Search

Search Results

Device Name: D4

* Site: DEFAULT

Zone: Select Zone

Device Model: D4

Serial Number: Q4CS255100051

Device Type: Time Attendance

Save

Device Center / Device

All (1) Time Attendance(1) + Add Device

Device Name: Please enter Site: All Serial Number: Please enter Reset Search Expand

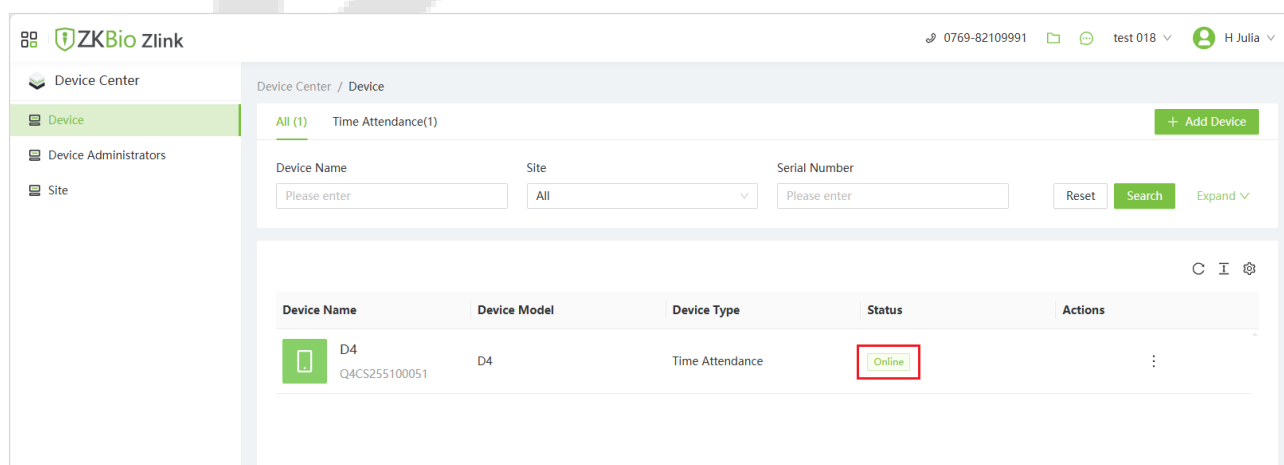
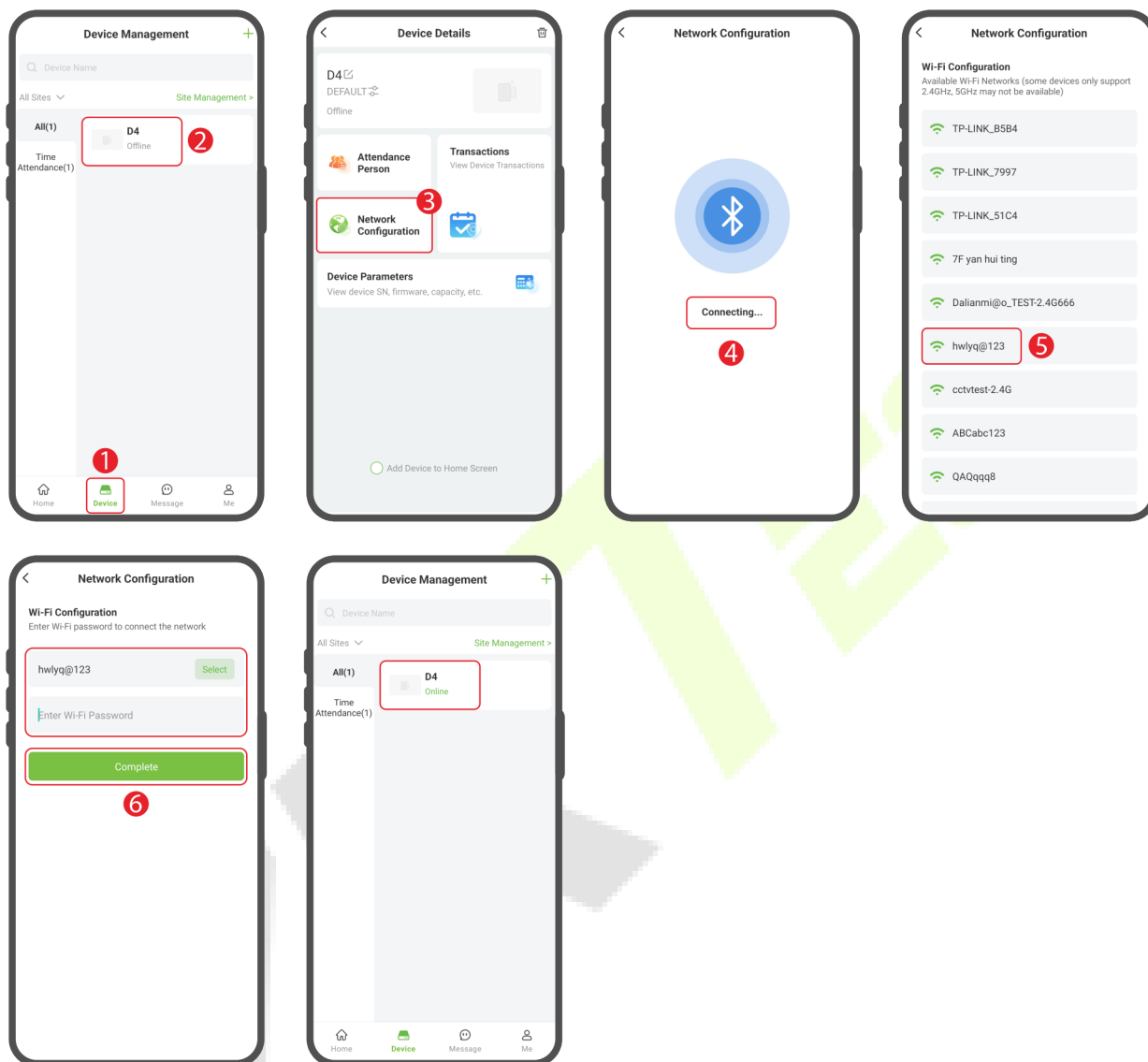
Device Name	Device Model	Device Type	Status	Actions
D4 Q4CS255100051	D4	Time Attendance	Offline	

Note: After successfully adding the device, it will be in an **offline** state. You will need to configure the device's network settings via the ZKBio Zlink App. Follow the steps below for detailed instructions.

➤ Configure the network for the device in the App

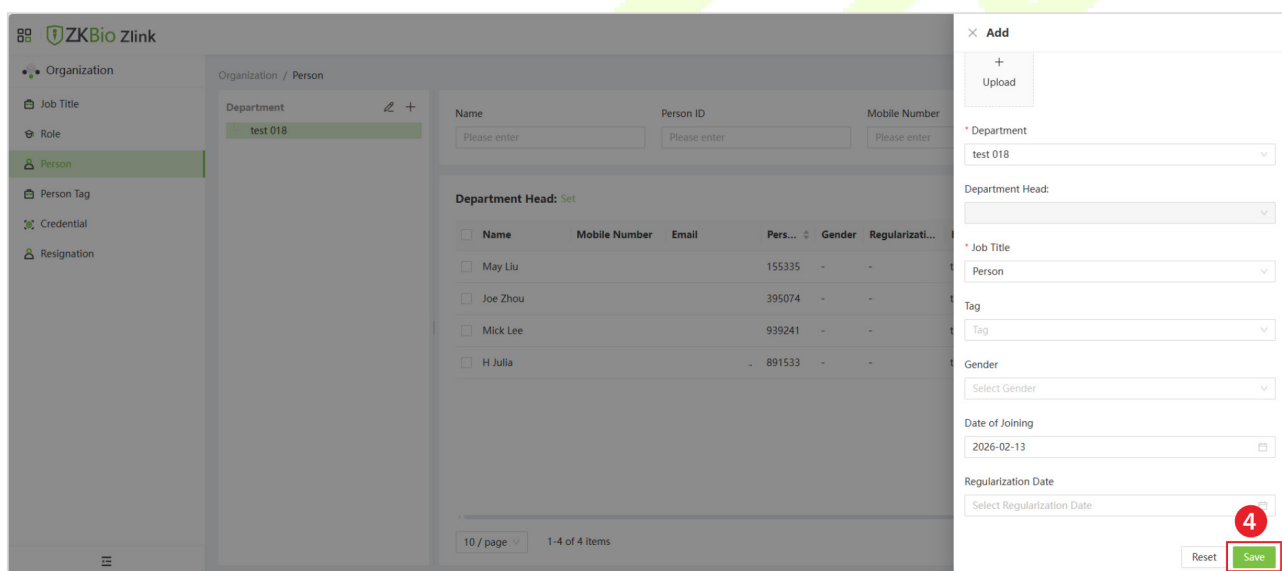
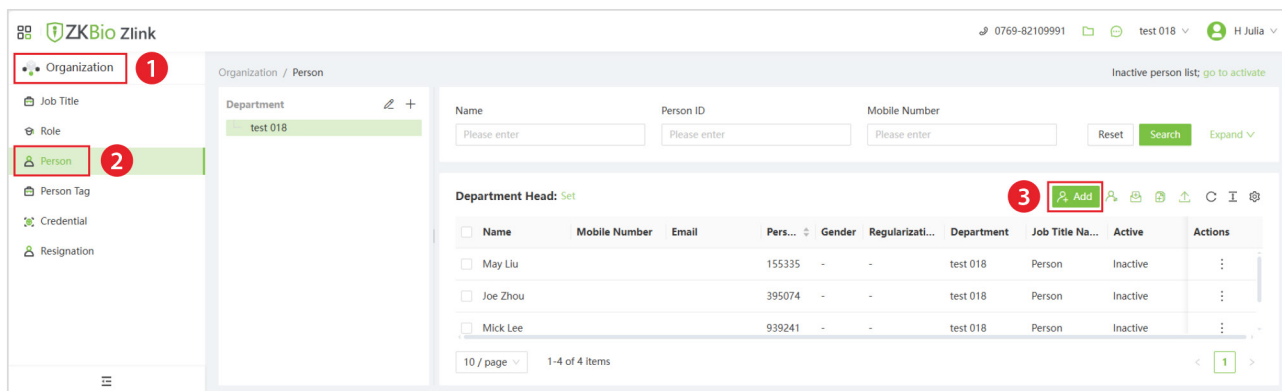
- Log in to the ZKBio Zlink App with the account you have already created.
- Click **[Device]** to enter the Device Management interface. (See diagram step 1)
- Then select the added device to enter the device details interface. Next, click **[Network Configuration]** to configure the network for the device. (See diagram step 2,3)

4. The device will connect to the network via Bluetooth. (See diagram step 4)
5. From the list of detected Wi-Fi networks, select an available Wi-Fi network and enter the password. Click [**Complete**] to complete the network configuration. (See diagram step 5,6)
6. Upon completion, the device will display as online. As shown in the figure below.
7. On the web interface, you need to refresh the page repeatedly until the device displays as online.



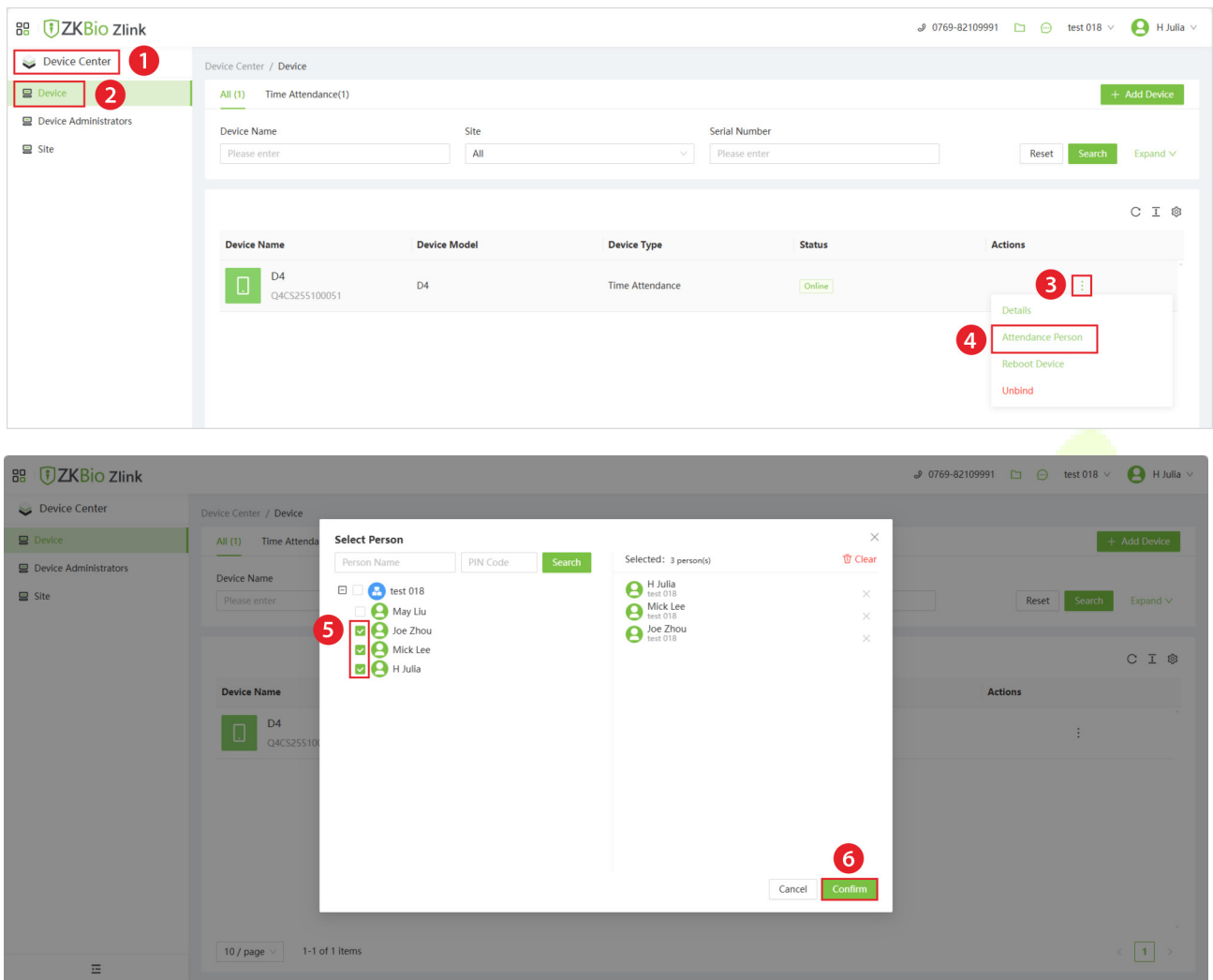
5.3 Add Person on the Web

1. Click [**Organization**] > [**Person**] on the ZKBio Zlink Web main menu to add person. (See diagram step 1,2)
2. Click  icon to add a new person. Then enter the person's information, and click [**Save**]. (See diagram step 3,4)



5.4 Synchronize Persons to Device

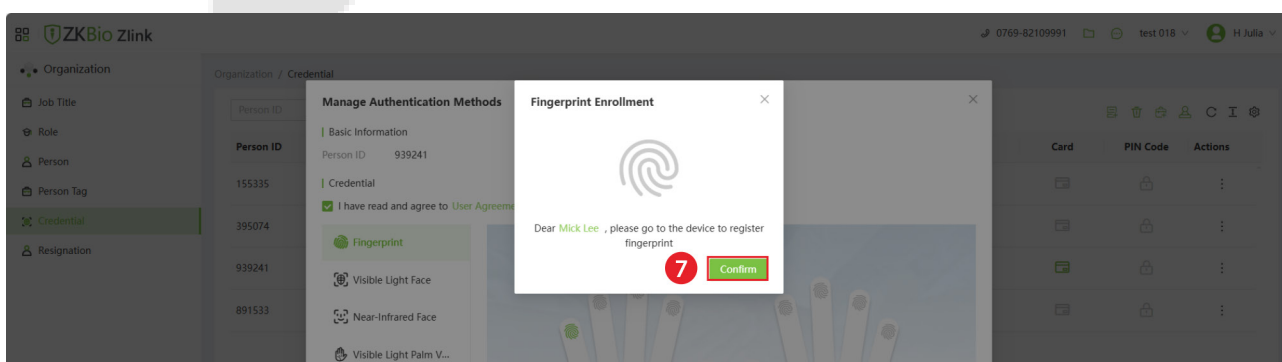
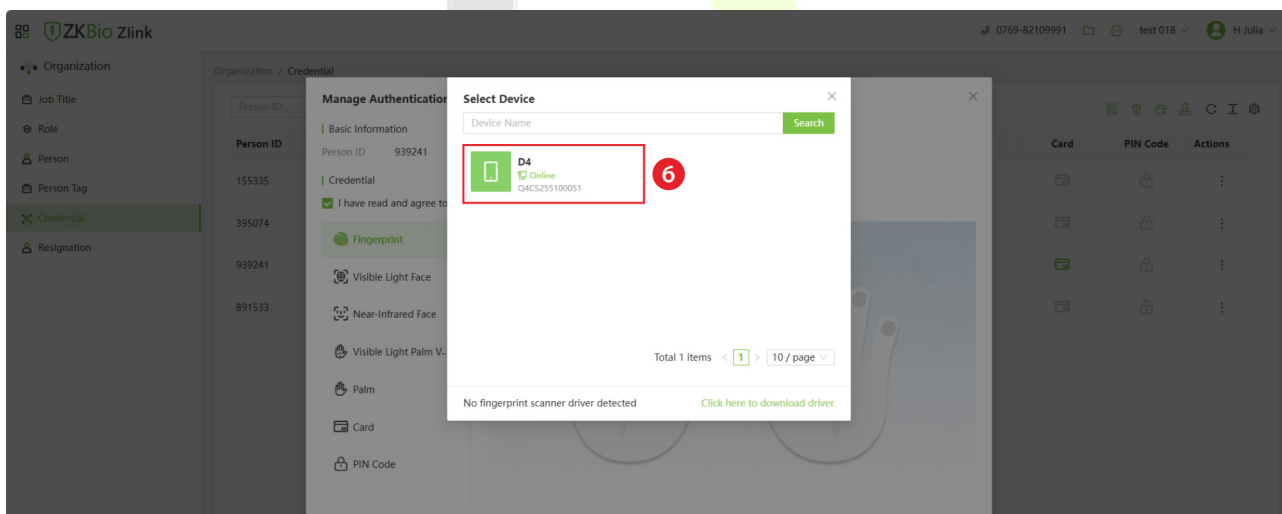
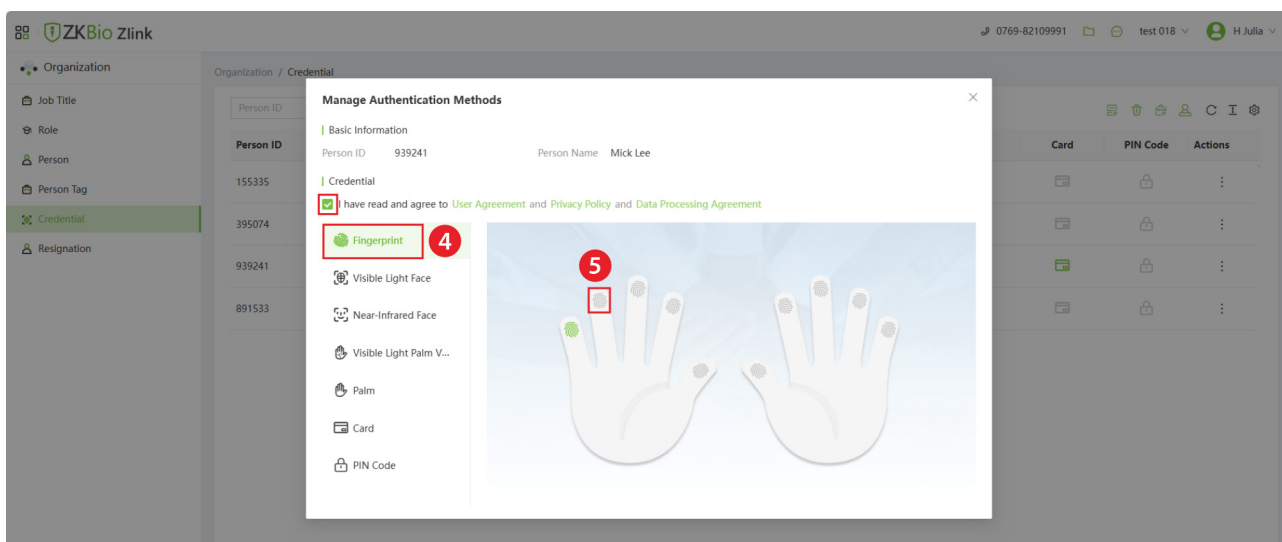
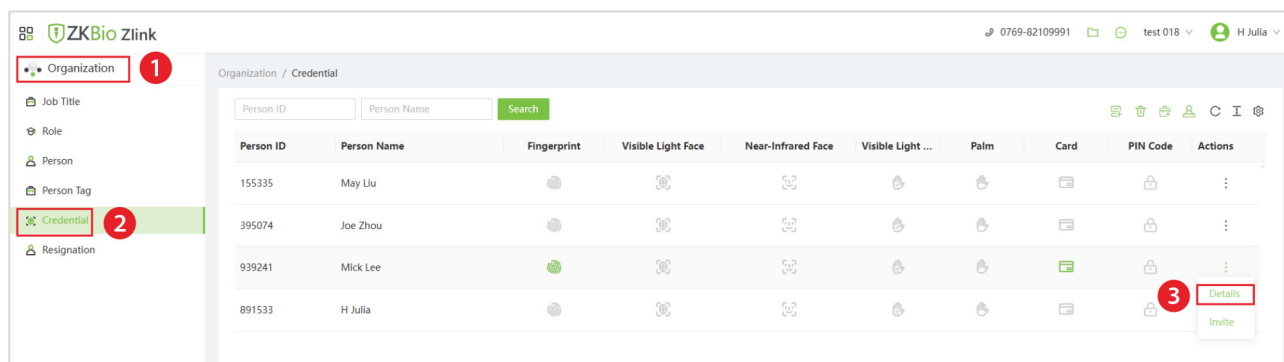
1. Click [**Device Center**] > [**Device**] to enter the device list interface. (See diagram step 1,2)
2. Select the device you want to synchronize people with, click the  icon after it and select [**Attendance Person**]. (See diagram step 3,4)
3. Then select the personnel to synchronize to the device and click [**Confirm**]. (See diagram step 5,6)



5.5 Register Verification Mode on the Web

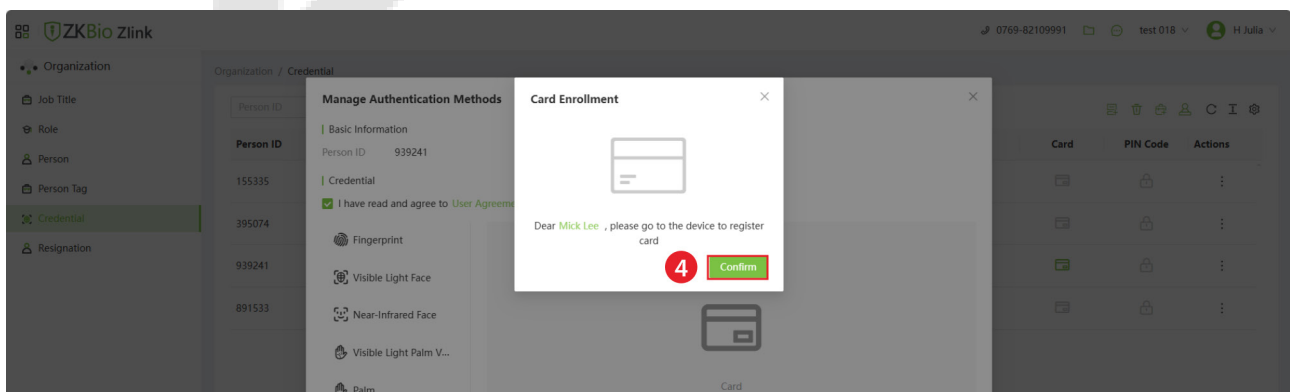
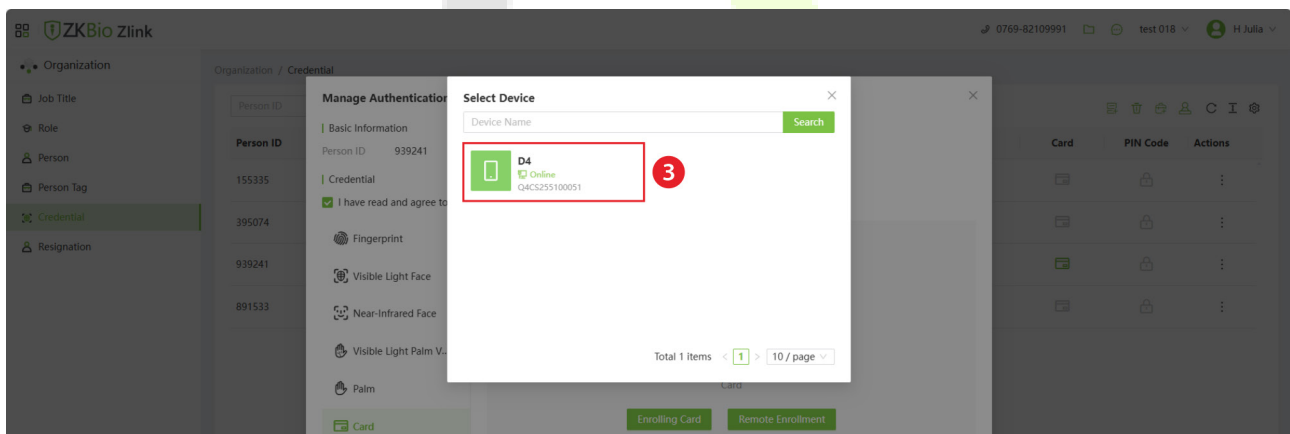
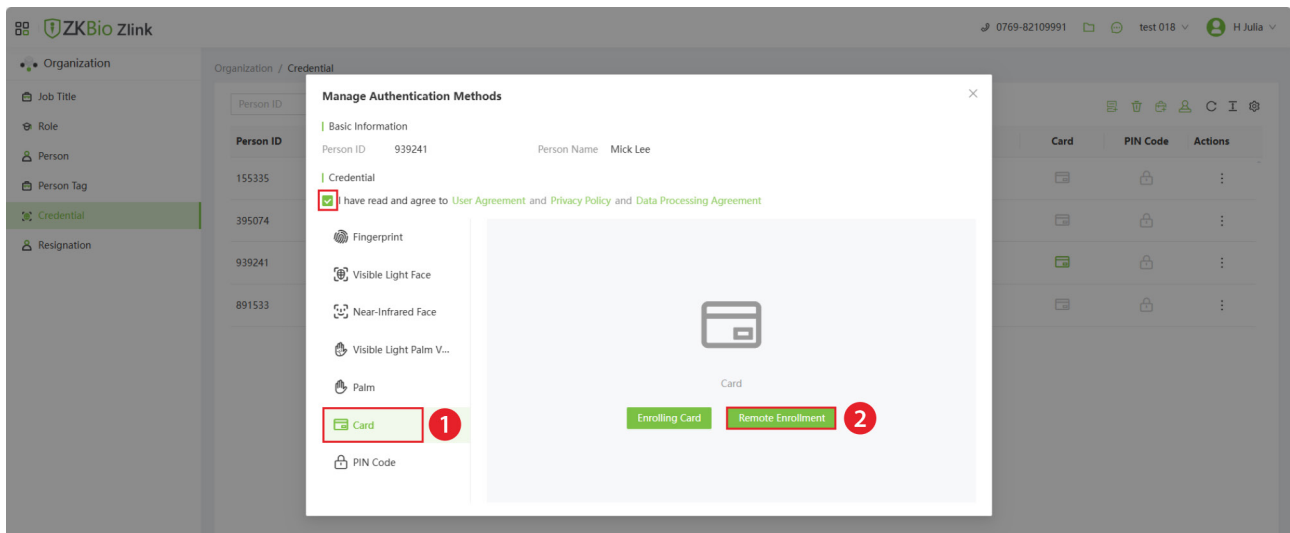
➤ Register Fingerprint

1. After the successfully synchronizing persons to device, you can view the basic information in the **[Credential]** interface. (See diagram step 1,2)
2. Select the personnel whose fingerprints you wish to enroll, click the  icon next to them, then select **[Details]**. (See diagram step 3)
3. Click **[Fingerprint]** and select  icon to register Fingerprint. (See diagram step 4,5)
4. When selecting the device for registration, the device will prompt "Please press your finger three times" and press 3 times on the collector after hearing the prompt. Click **[Confirm]** to return. (See diagram step 6,7)
5. When you hear the message "Registration is successful", the registration is successful. And you can repeat the above operation to register other fingers.



➤ Register Card

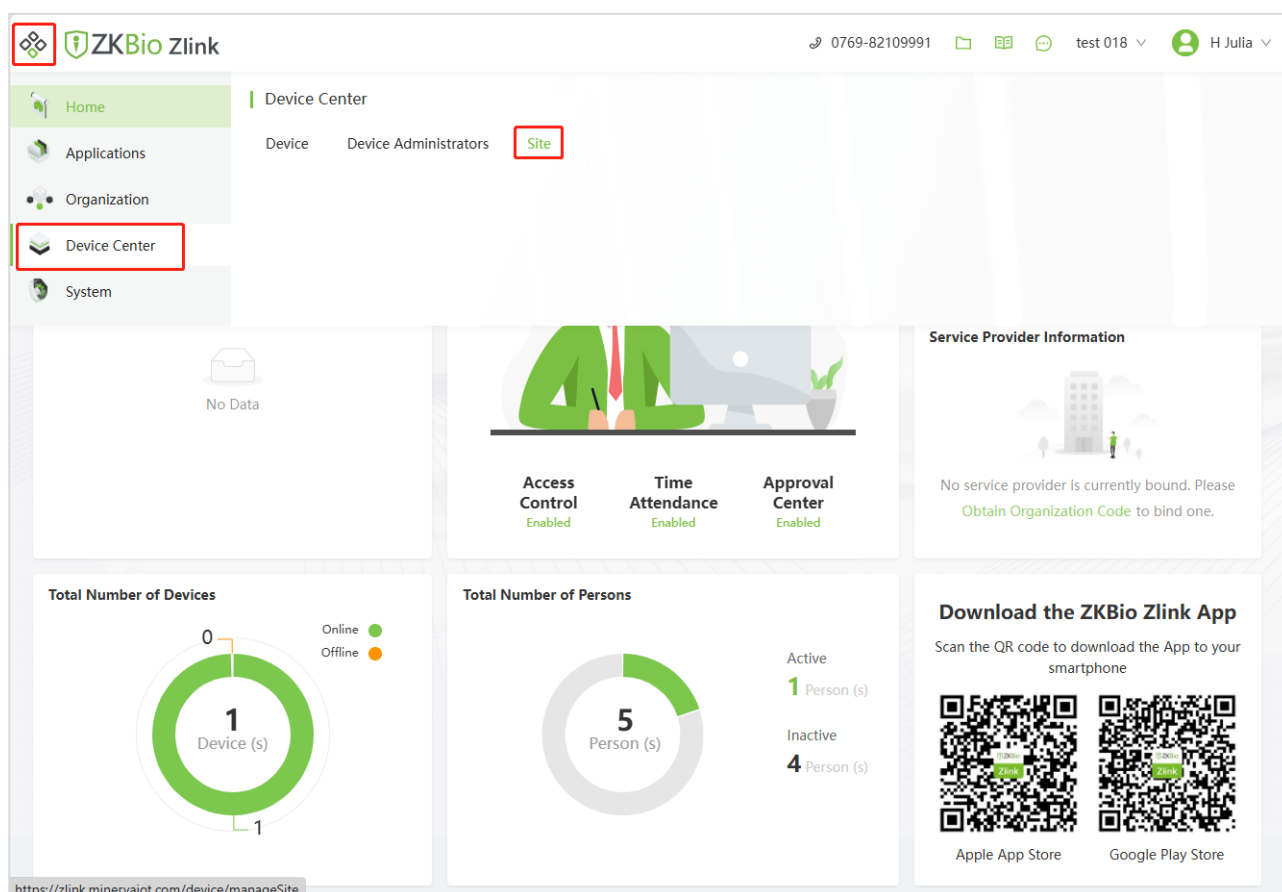
1. Click [**Card**] to enter the card entry interface. (See diagram step 1)
2. You can select Enrolling Card or Remote Enrollment. If you want to register on device, then click [**Remote Enrollment**]. (See diagram step 2)
3. When selecting a device for registration, the device will prompt “Please swipe the card”. Place the card in the swipe area. Click [**Confirm**] to return. (See diagram step 3,4)
4. When you hear the message “Registration is successful”, the registration is successful.



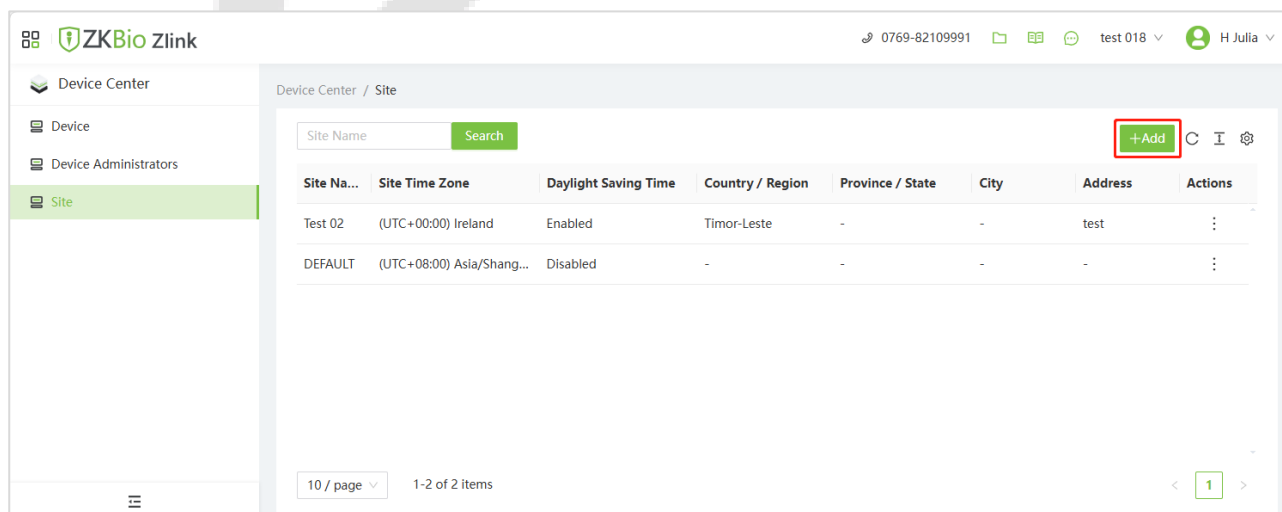
5.6 Daylight Saving Time Settings

The device supports daylight saving time settings, which must be configured via the web interface; however, not all time zones are supported. Please refer to the following steps to set daylight saving time.

1. Click the  icon on the top left corner, and click **[Device Center]** > **[Site]** to enter the site setting interface.



2. On the site list screen, click the  icon to add a new site.



3. Set the site parameters in the pop-up window. When finished, click [**Save**].

The screenshot shows the 'Device Center / Site' configuration window. The 'Site Name' is '1'. The 'Site Time Zone' is '(UTC+00:00) Ireland'. The 'Daylight Saving Time Rule' section shows the start and end times for daylight saving. The 'Country / Region' is 'Albania'. The 'Address' field contains 'test'. The 'Save' button is highlighted with a red box.

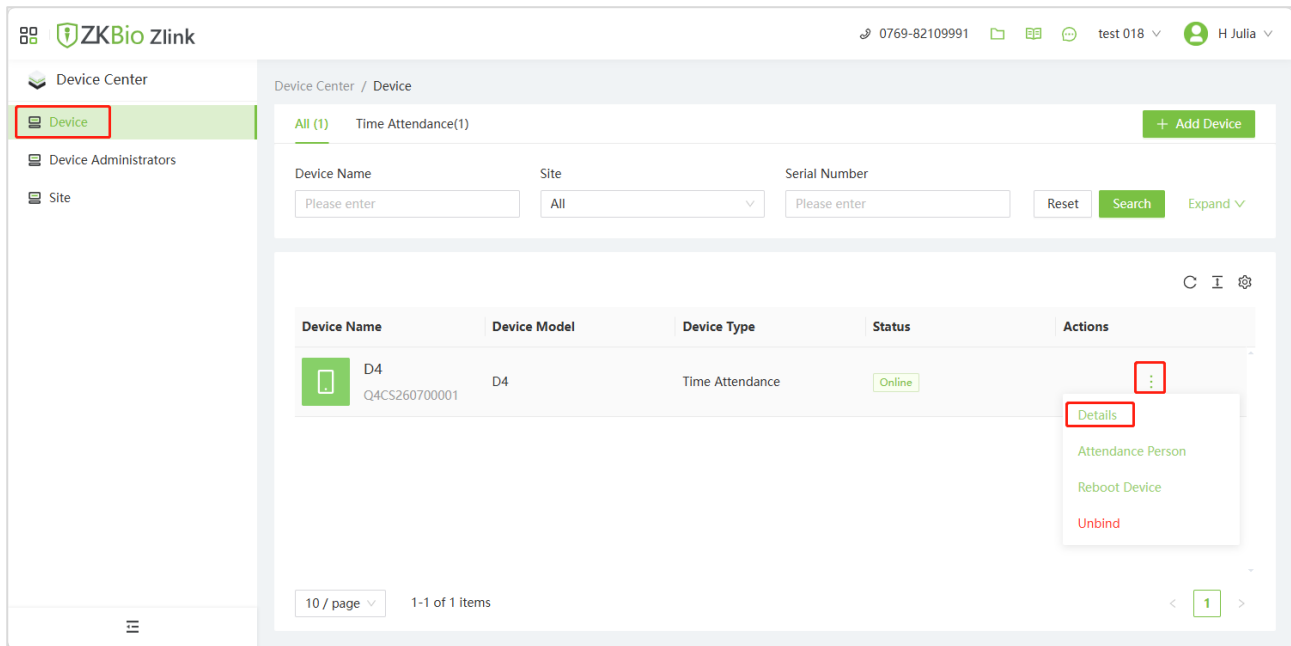
Site Name	Site Time Zone	Daylight Saving...	Country / Region	Province /
Test 02	(UTC+00:00) Irela...	Enabled	Timor-Leste	-
DEFAULT	(UTC+08:00) Asia...	Disabled	-	-

4. If your time zone does not support daylight saving time, the following message will appear on the screen: "The time zone you selected has no Daylight Saving Time rules," as shown in the image below.

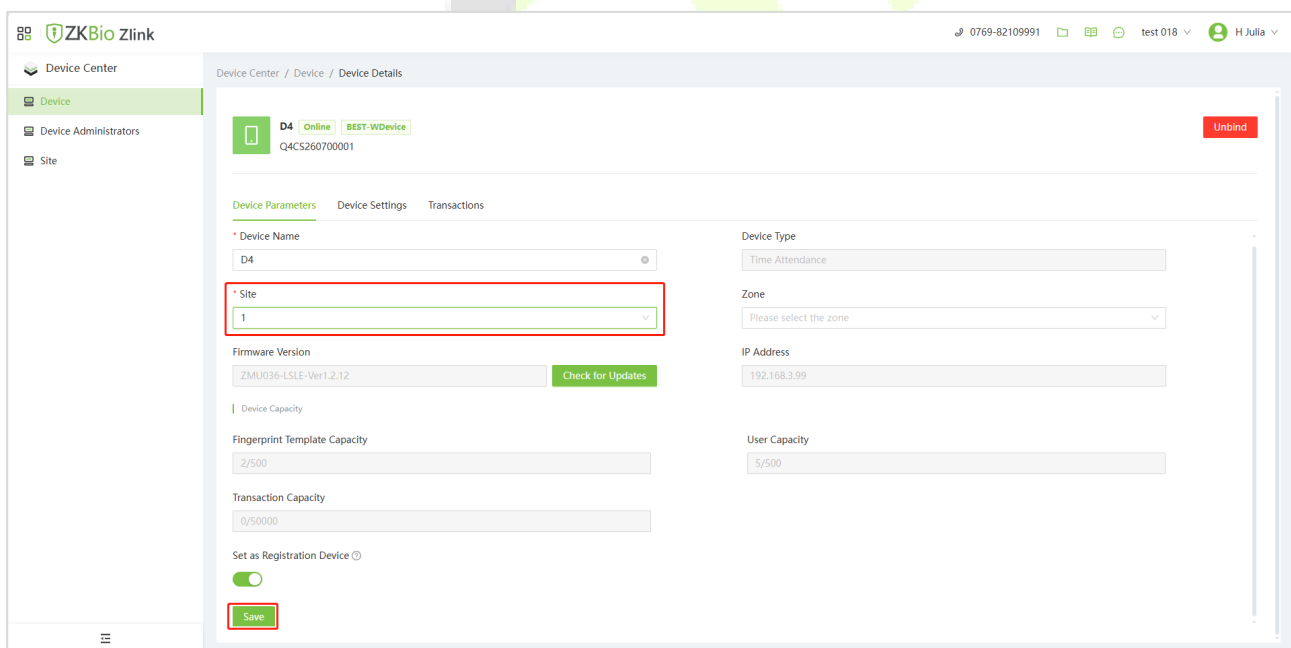
The screenshot shows the 'Device Center / Site' configuration window. The 'Site Name' is '1'. The 'Site Time Zone' is '(UTC+02:00) South Sudan'. The 'Daylight Saving Time Rule' section shows a message: "The time zone you selected has no Daylight Saving Time rules". The 'Country / Region' is 'Albania'. The 'Address' field contains 'test'. The 'Save' button is highlighted with a red box.

Site Name	Site Time Zone	Daylight Saving...	Country / Region	Province /
Test 02	(UTC+00:00) Irela...	Enabled	Timor-Leste	-
DEFAULT	(UTC+08:00) Asia...	Disabled	-	-

5. Then click **[Device]** to go to the device list screen. Click  icon > **[Details]** to go to the device details settings screen.



6. On this screen, select the site and click **[Save]** to save and exit. The device will automatically update to a time zone that observes daylight saving time.



Appendix 1

Privacy Policy

Notice:

To help you better use the products and services of ZKTeco (hereinafter referred as "we", "our", or "us") a smart service provider, we consistently collect your personal information. Since we understand the importance of your personal information, we took your privacy sincerely and we have formulated this privacy policy to protect your personal information. We have listed the privacy policies below to precisely understand the data and privacy protection measures related to our smart products and services.

Before using our products and services, please read carefully and understand all the rules and provisions of this Privacy Policy. If you do not agree to the relevant agreement or any of its terms, you must stop using our products and services.

I. Collected Information

To ensure the normal product operation and help the service improvement, we will collect the information voluntarily provided by you or provided as authorized by you during registration and use or generated as a result of your use of services.

1. **User Registration Information:** At your first registration, the feature template (**Fingerprint template/Face template template/Palm template**) will be saved on the device according to the device type you have selected to verify the unique similarity between you and the User ID you have registered. You can optionally enter your Name and Code. The above information is necessary for you to use our products. If you do not provide such information, you cannot use some features of the product regularly.
2. **Product information:** According to the product model and your granted permission when you install and use our services, the related information of the product on which our services are used will be collected when the product is connected to the software, including the Product Model, Firmware Version Number, Product Serial Number, and Product Capacity Information. **When you connect your product to the software, please carefully read the privacy policy for the specific software.**

II. Product Security and Management

1. When you use our products for the first time, you shall set the Administrator privilege before performing specific operations. Otherwise, you will be frequently reminded to set the Administrator privilege when you enter the main menu interface. **If you still do not set the Administrator privilege after receiving the system prompt, you should be aware of the possible security risk (for example, the data may be manually modified).**
2. All the functions of displaying the biometric information are disabled in our products by

default. You can choose Menu > System Settings to set whether to display the biometric information. If you enable these functions, we assume that you are aware of the personal privacy security risks specified in the privacy policy.

3. Only your user ID is displayed by default. You can set whether to display other user verification information (such as Name, Department, Photo, etc.) under the Administrator privilege. **If you choose to display such information, we assume that you are aware of the potential security risks (for example, your photo will be displayed on the device interface).**
4. The camera function is disabled in our products by default. If you want to enable this function to take pictures of yourself for attendance recording or take pictures of strangers for access control, the product will enable the prompt tone of the camera. **Once you enable this function, we assume that you are aware of the potential security risks.**
5. All the data collected by our products is encrypted using the AES 256 algorithm. All the data uploaded by the Administrator to our products are automatically encrypted using the AES 256 algorithm and stored securely. If the Administrator downloads data from our products, we assume that you need to process the data and you have known the potential security risk. In such a case, you shall take the responsibility for storing the data. You shall know that some data cannot be downloaded for sake of data security.
6. All the personal information in our products can be queried, modified, or deleted. If you no longer use our products, please clear your personal data.

III. How we handle personal information of minors

Our products, website and services are mainly designed for adults. Without consent of parents or guardians, minors shall not create their own account. If you are a minor, it is recommended that you ask your parents or guardian to read this Policy carefully, and only use our services or information provided by us with consent of your parents or guardian.

We will only use or disclose personal information of minors collected with their parents' or guardians' consent if and to the extent that such use or disclosure is permitted by law or we have obtained their parents' or guardians' explicit consent, and such use or disclosure is for the purpose of protecting minors.

Upon noticing that we have collected personal information of minors without the prior consent from verifiable parents, we will delete such information as soon as possible.

IV. Others

You can visit https://www.zkteco.com/cn/index/Index/privacy_protection.html to learn more about how we collect, use, and securely store your personal information. To keep pace with the rapid development of technology, adjustment of business operations, and to cope with customer needs, we will constantly deliberate and optimize our privacy protection measures and policies. Welcome to visit our official website at any time to learn our latest privacy policy.

Eco-friendly Operation



The product's "eco-friendly operational period" refers to the time during which this product will not discharge any toxic or hazardous substances when used in accordance with the prerequisites in this manual.

The eco-friendly operational period specified for this product does not include batteries or other components that are easily worn down and must be periodically replaced. The battery's eco-friendly operational period is 5 years.

Hazardous or Toxic substances and their quantities

Component Name	Hazardous/Toxic Substance/Element					
	Lead (Pb)	Mercury (Hg)	Cadmium (Cd)	Hexavalent chromium (Cr6+)	Polybrominated Biphenyls (PBB)	Polybrominated Diphenyl Ethers (PBDE)
Chip Resistor	×	○	○	○	○	○
Chip Capacitor	×	○	○	○	○	○
Chip Inductor	×	○	○	○	○	○
Diode	×	○	○	○	○	○
ESD component	×	○	○	○	○	○
Buzzer	×	○	○	○	○	○
Adapter	×	○	○	○	○	○
Screws	○	○	○	×	○	○

○ indicates that the total amount of toxic content in all the homogeneous materials is below the limit as specified in SJ/T 11363—2006.

× indicates that the total amount of toxic content in all the homogeneous materials exceeds the limit as specified in SJ/T 11363—2006.

Note: 80% of this product's components are manufactured using non-toxic and eco-friendly materials. The components which contain toxins or harmful elements are included due to the current economic or technical limitations which prevent their replacement with non-toxic materials or elements.

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