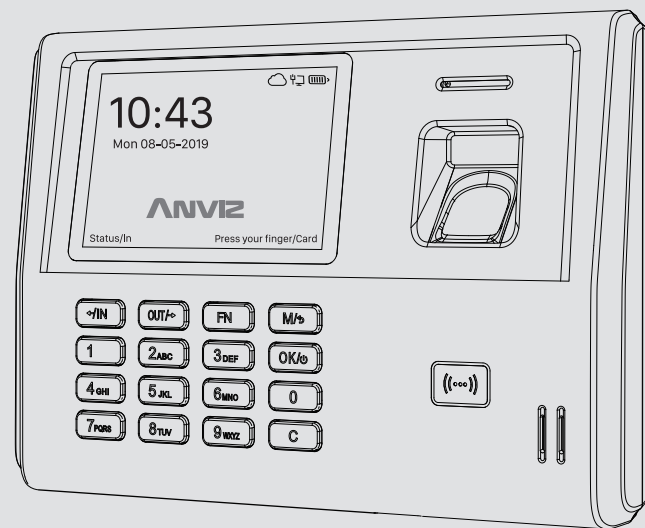
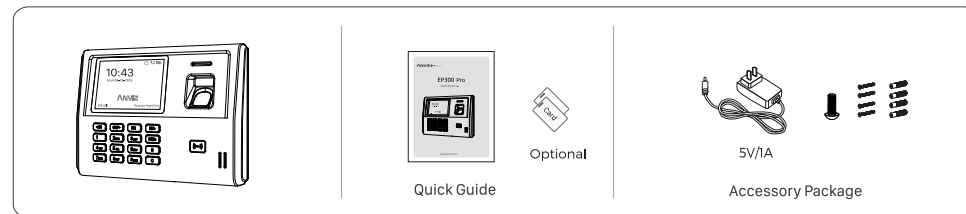


# EP300 Pro

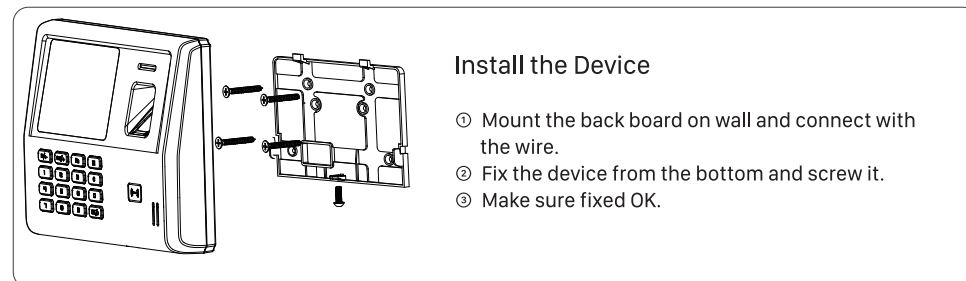
Quick Guide V1.1



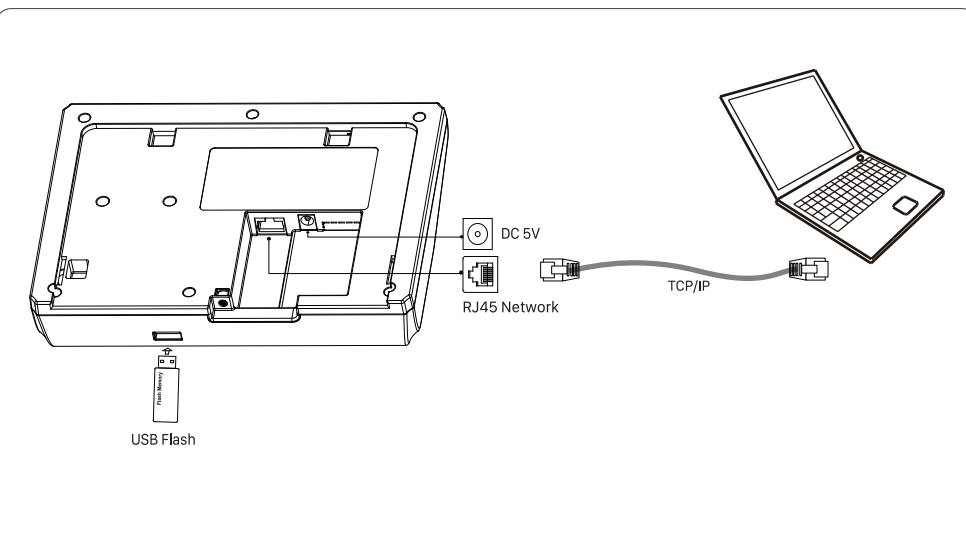
## 1. Packing list



## 2. Installation Diagram & Installation Step

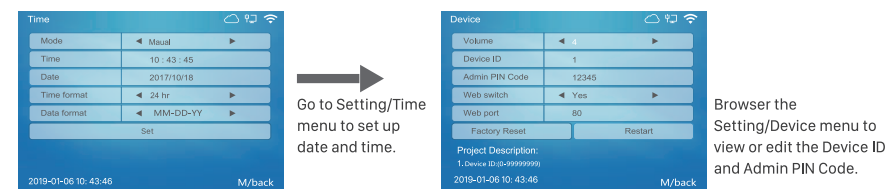


## 3. Interface Description



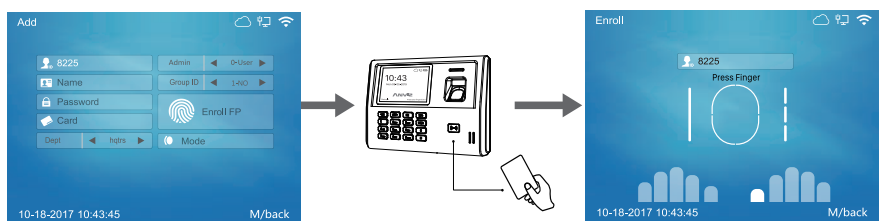
## 4. Operation Guide

### 1. Basic Settings



**Tips**  
\*0/12345 is the default Admin ID and password. You can change to your own the password or set other user as Admin later.

### 2. Add Users



Go to User -- Add menu. Must fill the User ID and press "OK" jump to next text bar to fill the user information.

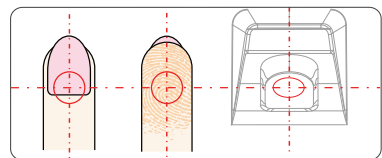
Swipe the card at card mark area, and the device will get the card number, and then move to "Enroll FP" section and click [OK] key.

Scan the same finger three times to enroll the fingerprint.

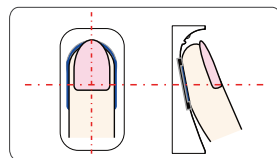


### 3. Verify the Fingerprint

• Correct Method:

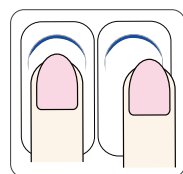


Place finger in the center of the sensor.



Place finger flatly and smoothly on the sensor.

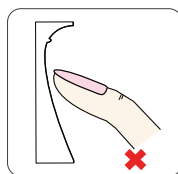
• Incorrect Method:



Finger not placed on the center of the sensor.



Finger placed inclined.



Use of fingertip.

### 4. Character Input Method

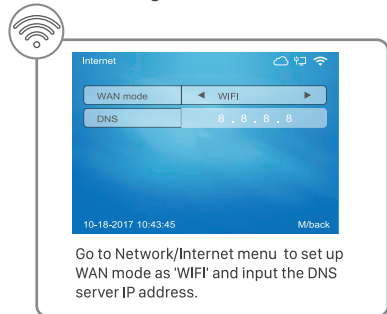
When you need to edit your name, you need to enter characters. Here are the steps for entering characters:

- \* Use the left and right move keys to move the cursor to the area you want to edit.
- \* Press the [Fn] key on the keyboard and a character input window "Aa" will be displayed at the bottom of the screen.
- \* Press [IN] on the keyboard, the letter window will switch between "Aa", "123", ".,!?" and "Picture", you can select the window to enter Letters, numbers, or special characters.

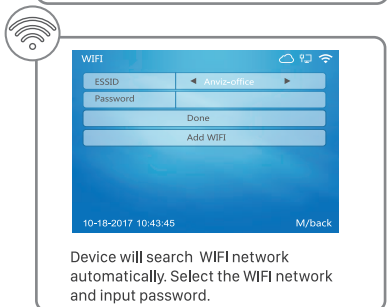
### 5. Communication Settings

- \* Switch to Network\Internet menu, select Ethernet (WiFi /Bluetooth is optional)
- \* Switch to network\communication mode, select server or client mode
- \* Switch to the network menu and set the Ethernet parameters according to your network environment.
- \* On the management computer, spell the IP address of the device to ensure that it can be worked together.
- \* When the device has WiFi function, it is suggested that the device should be installed as far away from the meta parts as possible. The distance between the installation location of the device with WiFi function and the router should be within 30m.

### 1. WiFi Settings(Optional)

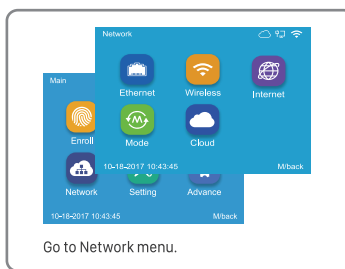


Go to Network/Internet menu to set up WAN mode as 'WiFi' and input the DNS server IP address.

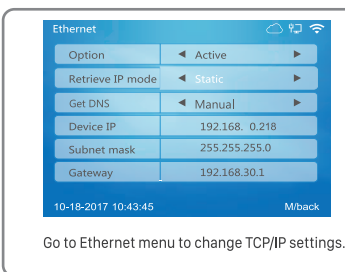


Device will search WiFi network automatically. Select the WiFi network and input password.

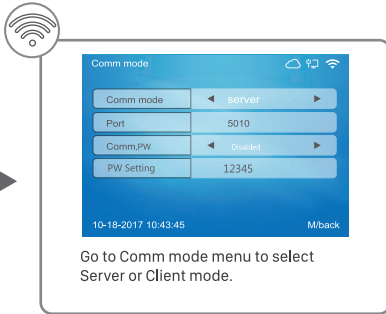
### 2. Ethernet Settings



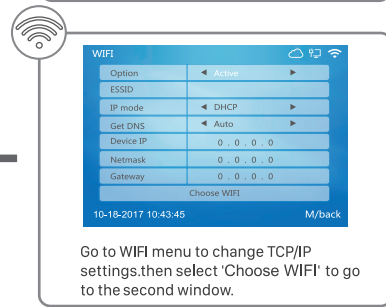
Go to Network menu.



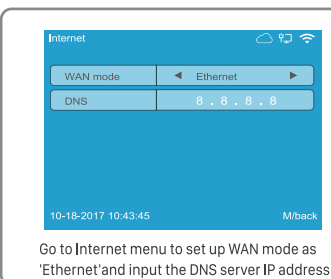
Go to Ethernet menu to change TCP/IP settings.



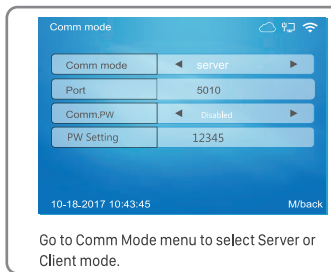
Go to Comm mode menu to select Server or Client mode.



Go to WiFi menu to change TCP/IP settings, then select 'Choose WiFi' to go to the second window.



Go to Internet menu to set up WAN mode as 'Ethernet' and input the DNS server IP address.



Go to Comm Mode menu to select Server or Client mode.

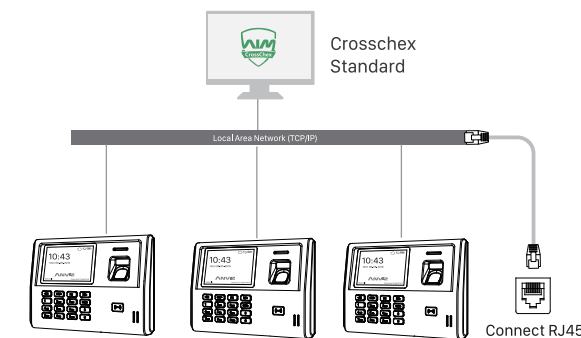
### 1. Working with Management Software

Scan the QR code on user manual to install the software.



### How to connect the Device with Software?

#### Method One: Connect to Network



#### Method Two: Connect to Cloud

W Pro series can be managed by Anviz cloud management platform Crosschex cloud. For more details, please refer to <https://www.anviz.com/product/crosschex/cloud.html>.

### 2. Enable Communication between Device and the Management Software CrossChex

- Turn on management software CrossChex.
- Go to Device tab. Search and Add the device to management software CrossChex.
- Click Synchronize Time button to communicate with Device. If Synchronize is successful, the device icon will turn to blue.

### 3. The Management Software CrossChex Features

- Device\Backup User: Download user info from Device to CrossChex.
- Device\Download Records: Download records from Device to CrossChex.
- User\Modify: Edit name or other user info. Then click "Upload User" to Upload user info to device.
- Record\Search: Search and view the records.
- Attendance: Calculate, Search results and Generate reports.
- Data\Backup Database: Backup Database.
- Setting\Shift: Set up Time Table and Scheduling.
- Device\Device Parameter: Set up device. Clear records on Device or Reset Device to factory settings.



Scanning QR code to download CrossChex software

In order to protect the environment, Anviz has decided to go "CD Free" campaign since June 1st 2019. We will provide QR code for you to download the electronic documents to make sure that you understand how to install and use Anviz devices.



<https://bit.ly/2WugbYp>

Dropbox



<https://bit.ly/2VnOwh6>

Google



<https://bit.ly/2J9qA95>

Anviz