Anviz EP300 Basic Guide (Applicable to W1 Pro)

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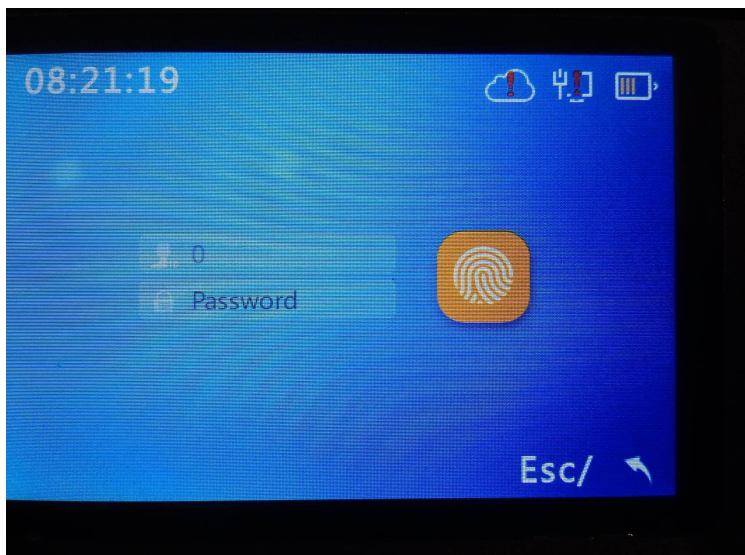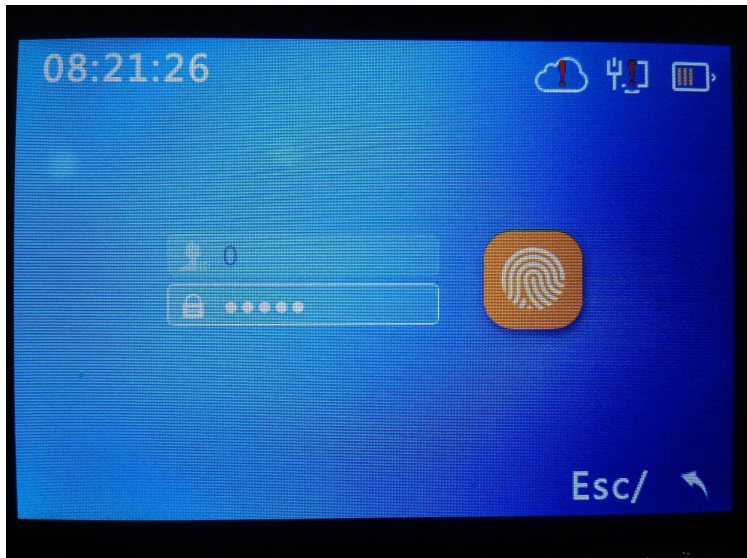
Section 1: Admin Login

1. On the Login screen, press 0.
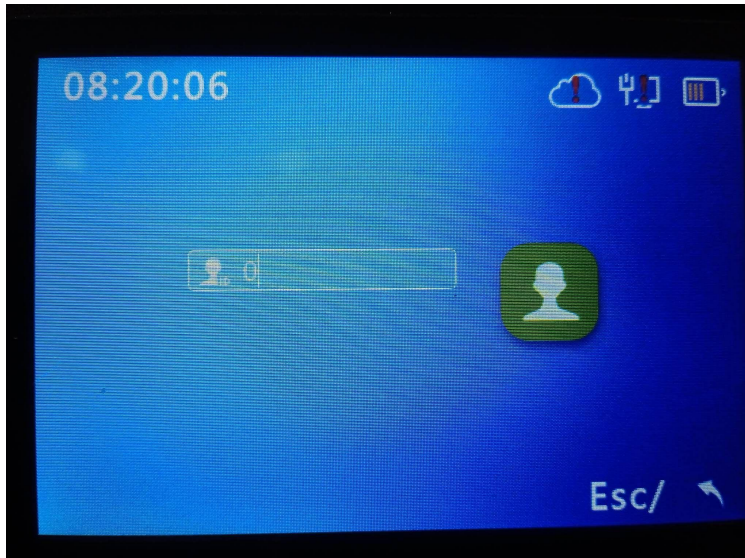
2. Press OK.

3. Input "12345", then press OK. NOTE: User "0" and password "12345" are the default admin login credentials that come with the device.

Section 2: Enroll User Fingerprints

1. On the Main screen, press 1 (or use the Left/IN and OUT/Right to navigate to Enroll and press OK).
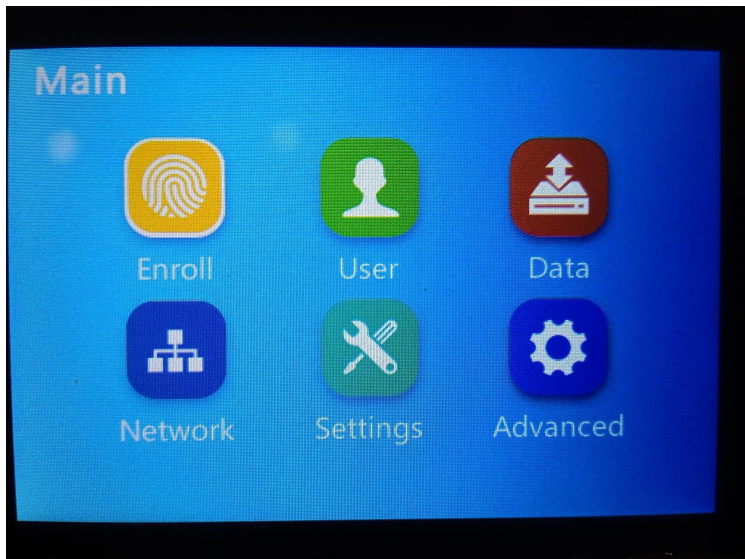
2. Input any number you desire as the new user's ID. Existing IDs will be considered for enrolling user fingerprints if they have not been set yet. Non-existent IDs will prompt you to create a new user. Press OK when prompted.

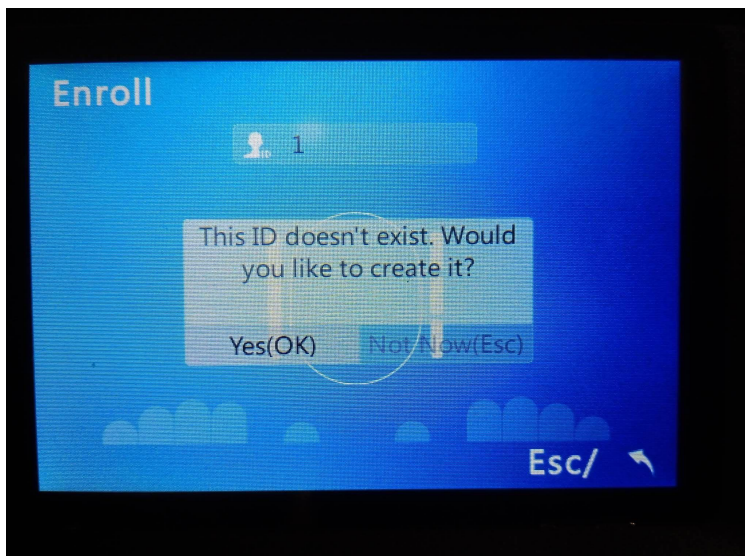3. Have the user you are enrolling the fingerprints of press their fingers on the fingerprint scanner 3 times for each finger in the following order: right thumb, right index, right middle, right ring, right pinky, left thumb, left index, left middle, left ring, left pinky. Failed attempts will prompt them to register the specified finger again. NOTE: Please refer to the device manual for information on proper finger placement.
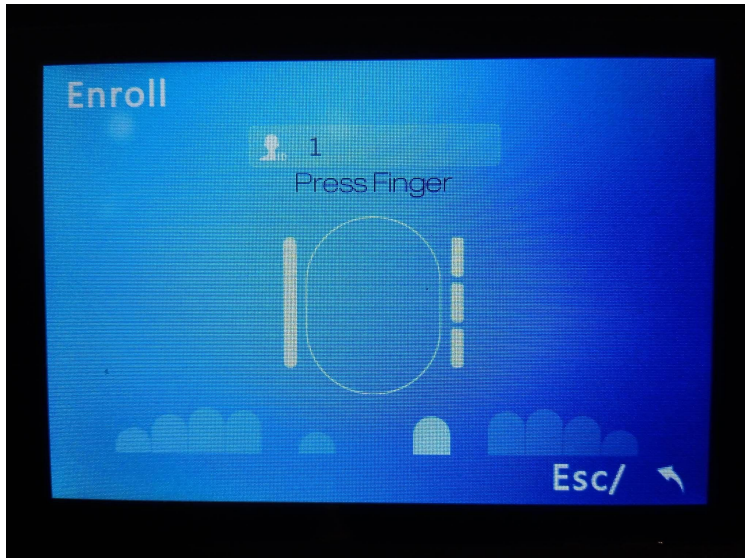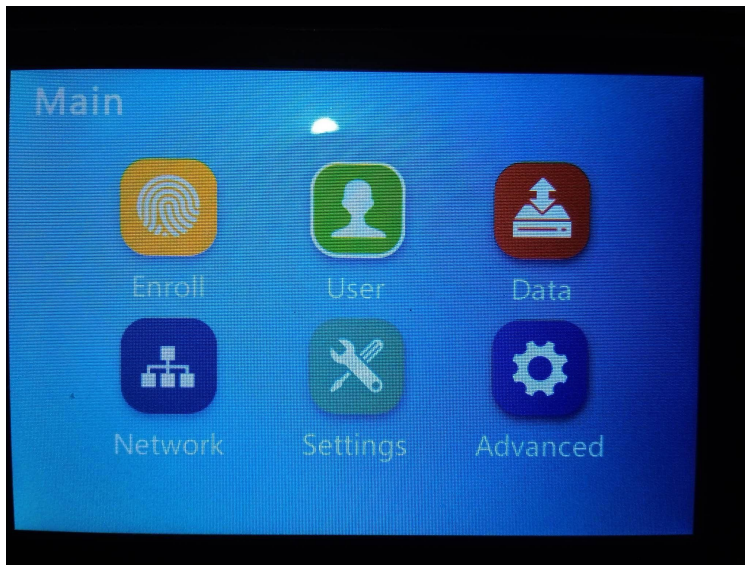

4. You may press the M/Back button once to finish the fingerprint enrolment, then one more time to go back to the main screen after registering all fingerprints.
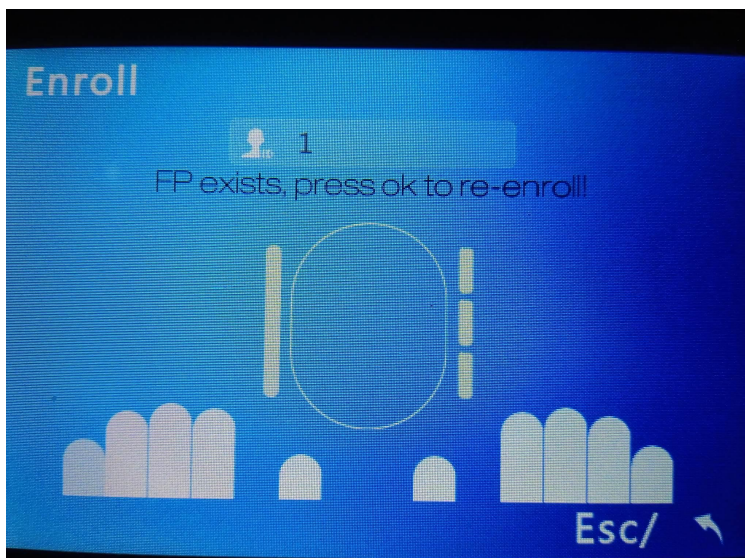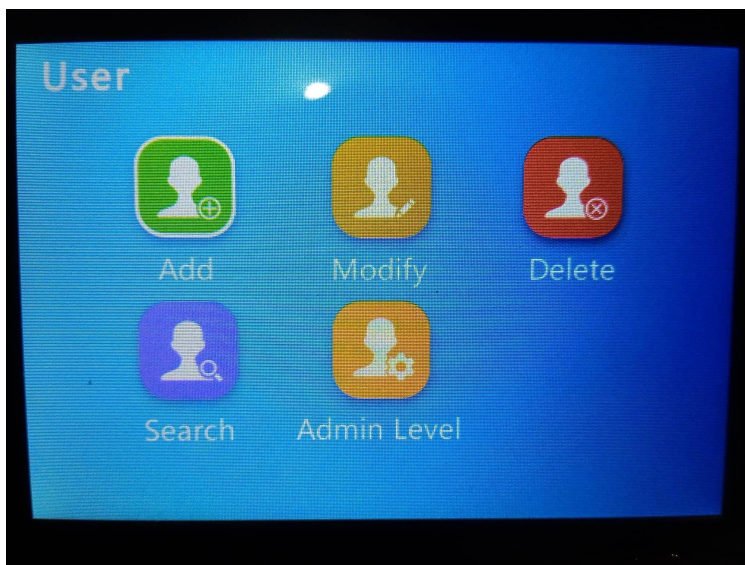
Section 3.1: Add User

1. On the Main screen, press 2 (or use the Left/IN and OUT/Right to navigate to User and press OK).

2. On the User screen, press 1 (or use the Left/IN and OUT/Right to navigate to Add and press OK).

3. Input the new user's ID. Ensure that it does not exist as having an existing ID in this field will not allow you to complete the user adding process. Press OK when finished to proceed.
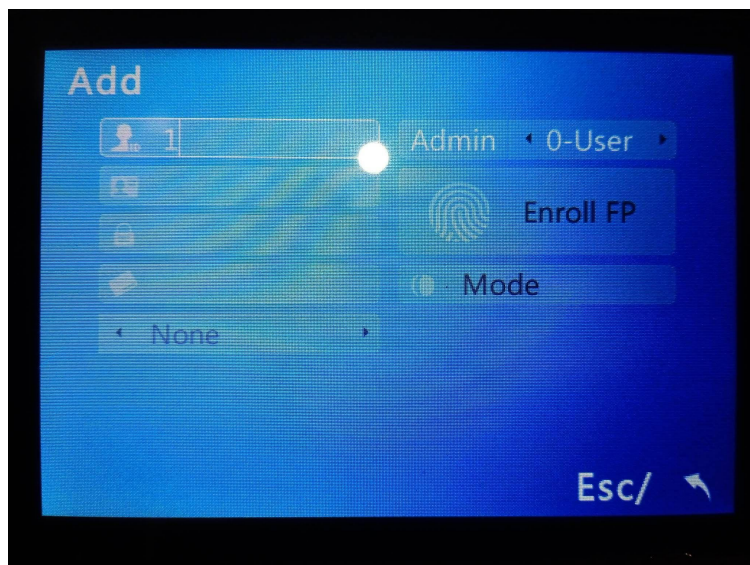
4. Input the new user's name. The FN button will allow for more advanced input such as letters and special characters (see Appendix Section 1). Press OK when finished to proceed.
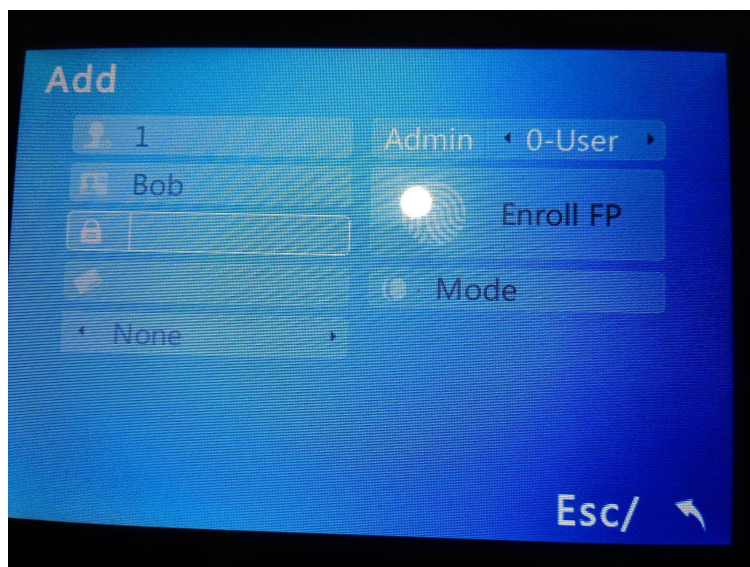
5. Input the new user's password. This field can only contain numbers. Press OK when finished to proceed. You may press OK a second time to proceed further as this guide does not cover card usage. NOTE: This step is optional. A password is not mandatory.
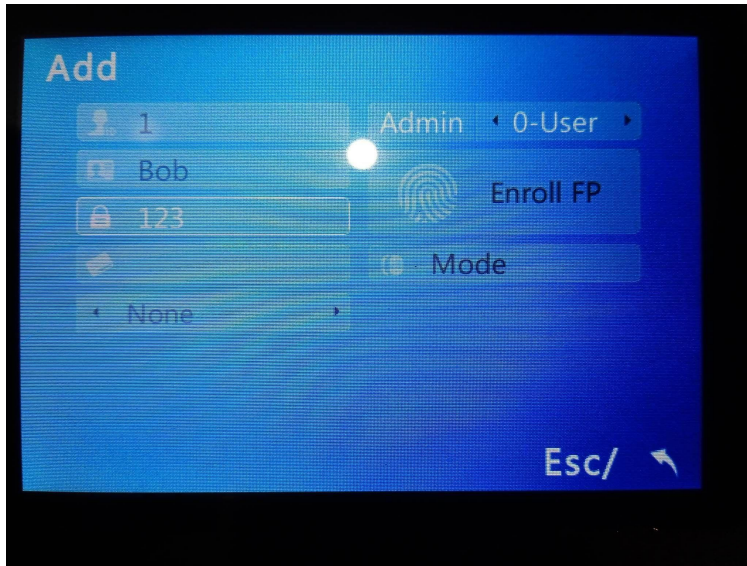

6. Choose your new user's shift hours (see Section 7.4). Press Left/IN and OUT/Right to cycle through available shifts. Press OK when finished to proceed.
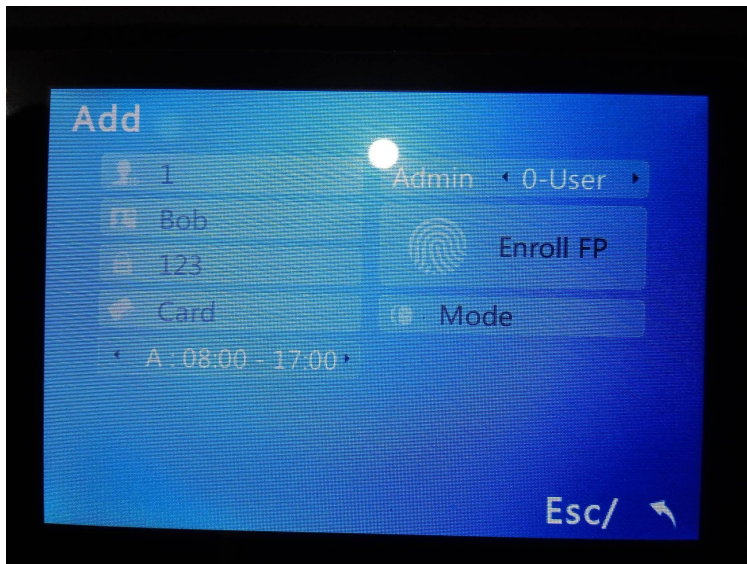
7. Choose whether your new user will be a regular user or an admin (see Section 3.6). Press Left/IN and OUT/Right to cycle through types. Press OK when finished to proceed.
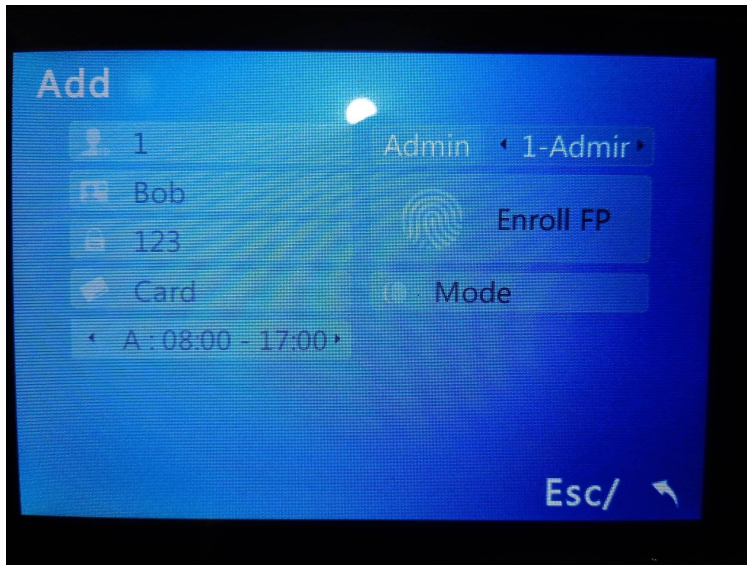

8. Press OK to enroll new user's fingerprints (see Section 2). Press M/Back when finished to go back to the Add screen. Press OUT/Right when finished to proceed.

9. Press OK to choose the new user's verification mode (see Appendix Section 2). To change verification mode, press OK to disable System default (see Section 7.1). Press Left/IN and OUT/Right to cycle through verification modes and press OK to enable or disable them. Press M/Back when finished to leave the verification mode screen, then press M/Back again to leave the Add screen. The new user has been added.
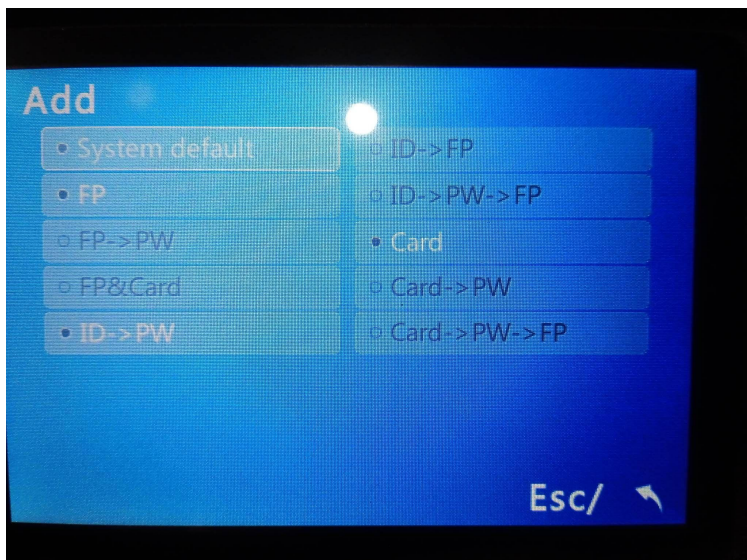
Section 3.2: Modify User

1. On the Main screen, press 2 (or use the Left/IN and OUT/Right to navigate to User and press OK).
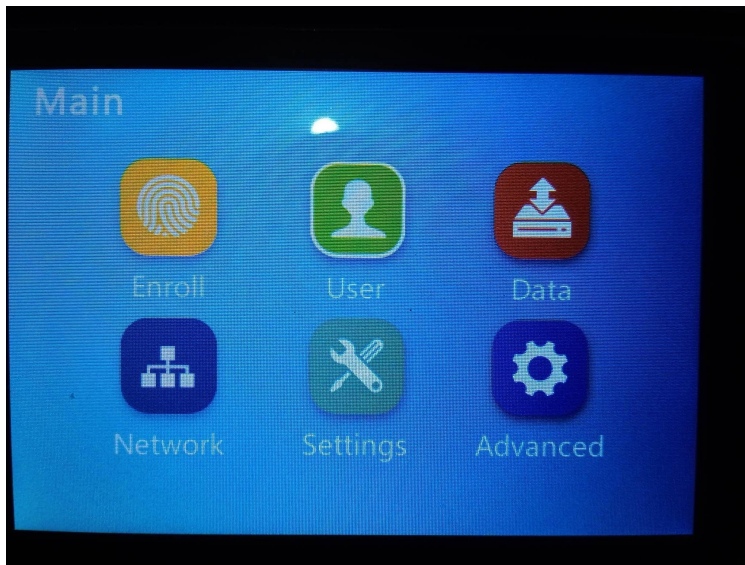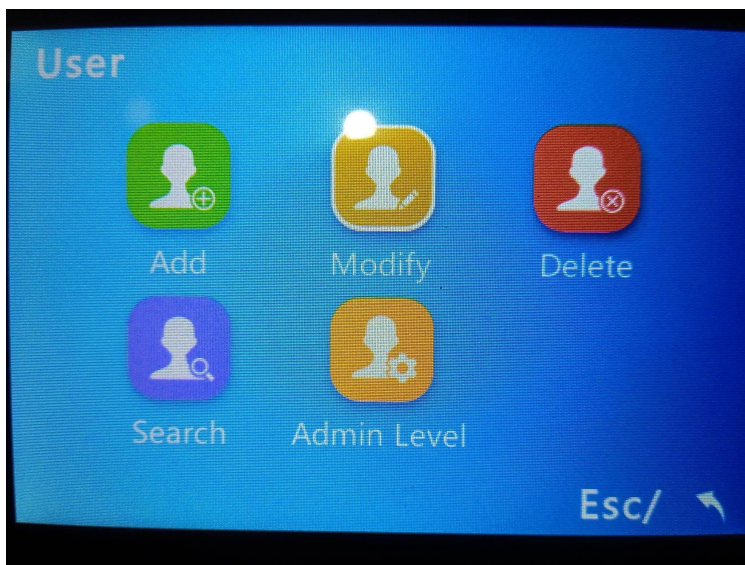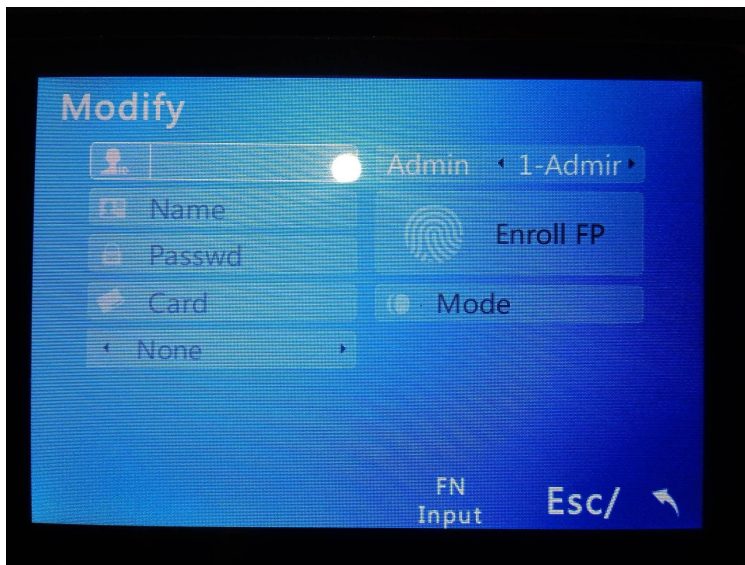

2. On the User screen press 2 (or use the Left/IN and OUT/Right to navigate to Modify and press OK).

3. Input an existing user's ID. If you input a non-existent ID, you will not be allowed to proceed. Press OK when finished to proceed.

4. Input the existing user's new name. You may press OK to skip to the next step if you do not wish to modify the existing user's name. The FN button will allow for more advanced input such as letters and special characters (see Appendix Section 1). Press OK when finished to proceed.
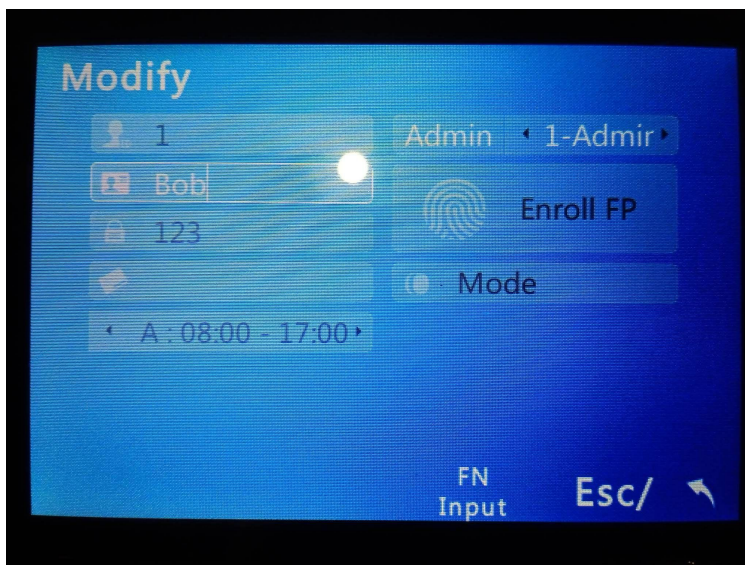
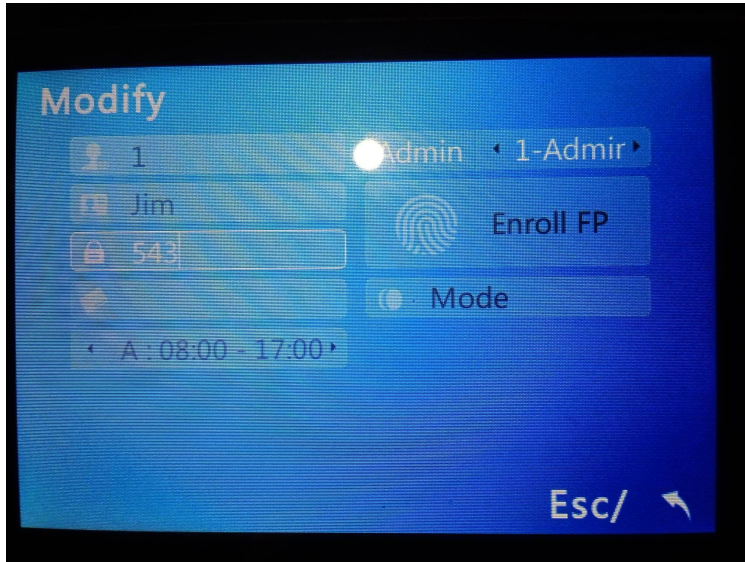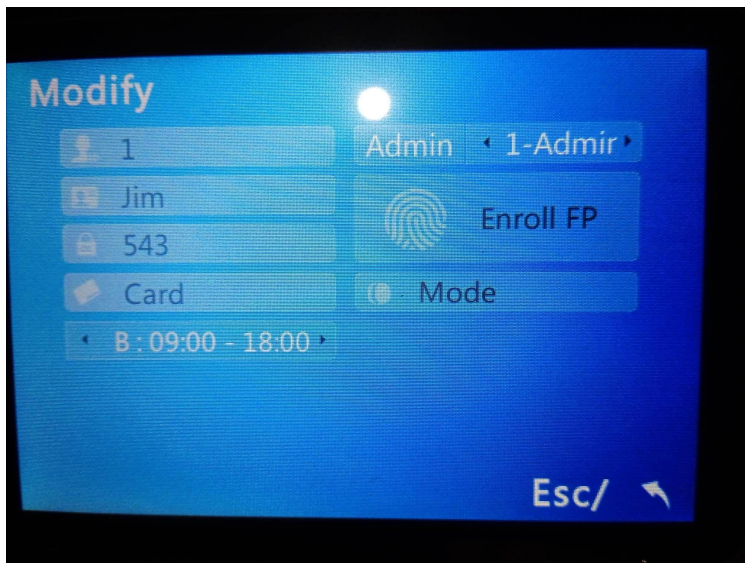5. Input the existing user's new password. You may press OK to skip to the next step if you do not wish to modify the existing user's password. This field can only contain numbers. Press OK when finished to proceed. You may press OK a second time to proceed further as this guide does not cover card usage. NOTE: This step is optional. A password is not mandatory.

6. Choose the existing user's new shift hours (see Section 7.4). You may press OK to skip to the next step if you do not wish to modify the existing user's shift. Press Left/IN and OUT/Right to cycle through available shifts. Press OK when finished to proceed.

7. Choose whether the existing user will be a regular user or an admin (see Section 3.6). You may press OK to skip to the next step if you do not wish to modify the existing user's status. Press Left/IN and OUT/Right to cycle through types. Press OK when finished to proceed.
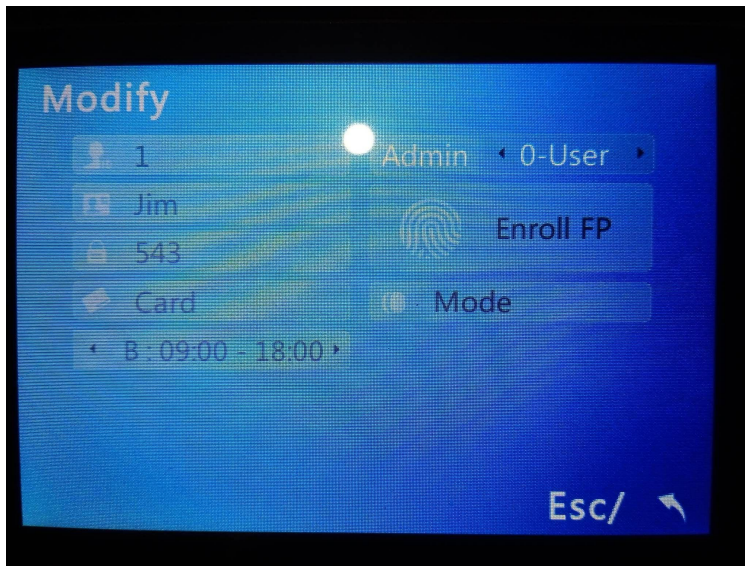

8. Press OK to enroll existing user's fingerprints (see Section 2) if they do not have them enrolled yet. You may press OUT/Right to skip to the next step if you do not wish to enroll the existing user's fingerprints. Press M/Back when finished to go back to the Modify screen. Press OUT/Right when finished to proceed.

9. Press OK to choose the existing user's verification mode (see Appendix Section 2). You may press M/Back to immediately finish the modification and leave the Modify screen if you do not wish to modify the existing user's verification mode. To change verification mode, press OK to disable System default (see Section 7.1). Press Left/IN and OUT/Right to cycle through verification modes and press OK to enable or disable them. Press M/Back when finished to leave the verification mode screen, then press M/Back again to leave the Modify screen. The existing user has been updated.
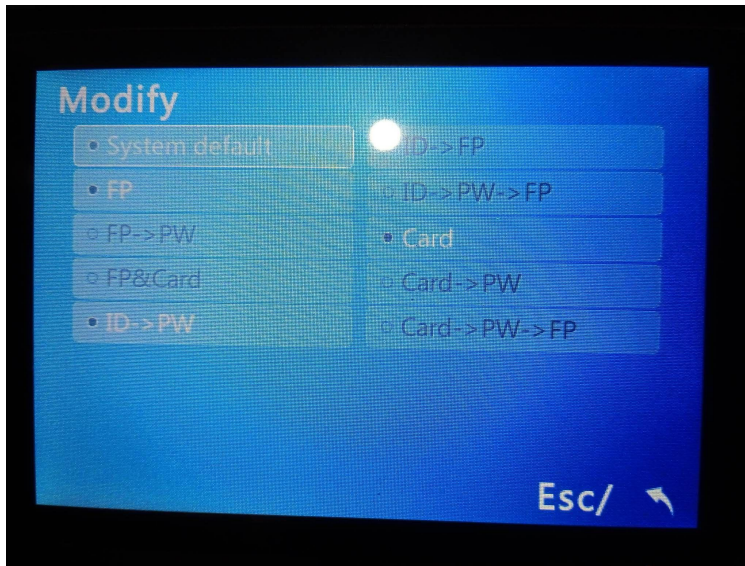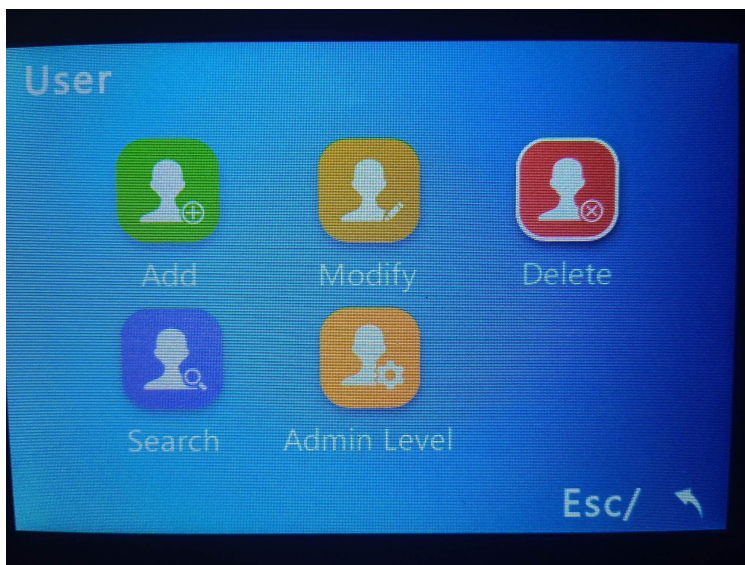
Section 3.3: Delete User

1. On the Main screen, press 2 (or use the Left/IN and OUT/Right to navigate to User and press OK).
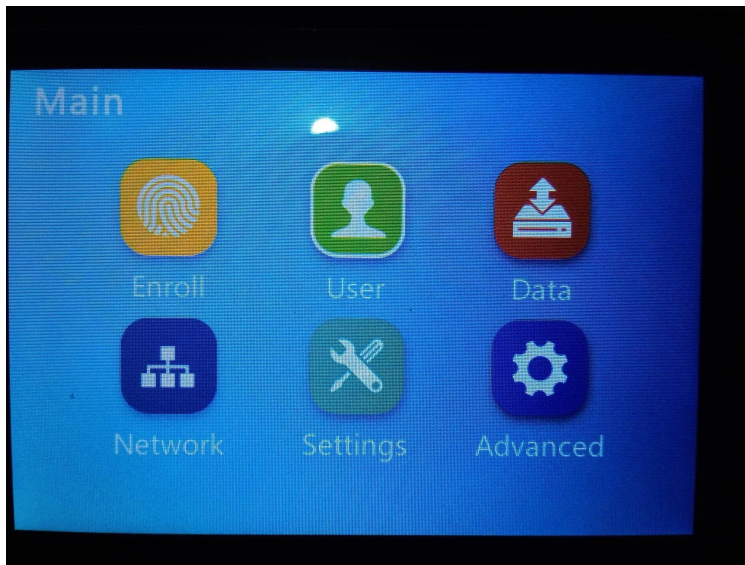
2. On the User screen, press 3 (or use the Left/IN and OUT/Right to navigate to Delete and press OK).

3. Input the ID of the user you wish to delete. If you input a non-existent ID, you will not be allowed to proceed. Press OK to open the delete prompt, and press OK again to confirm. The specified user has been deleted.
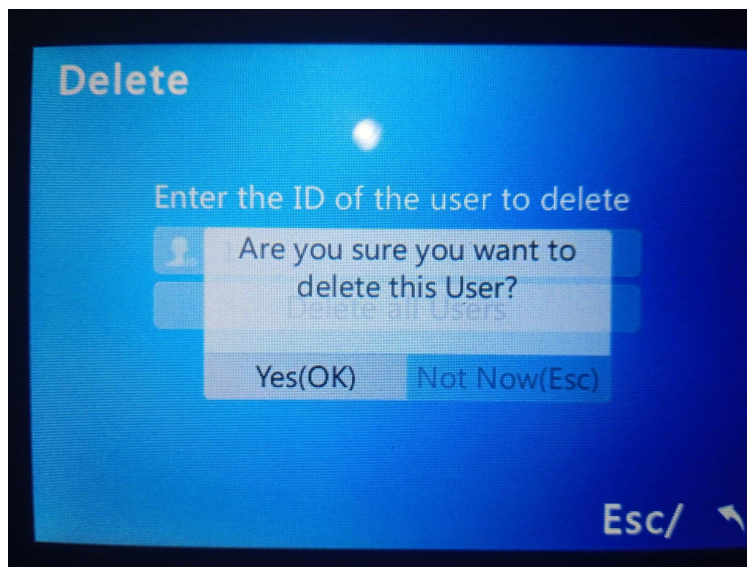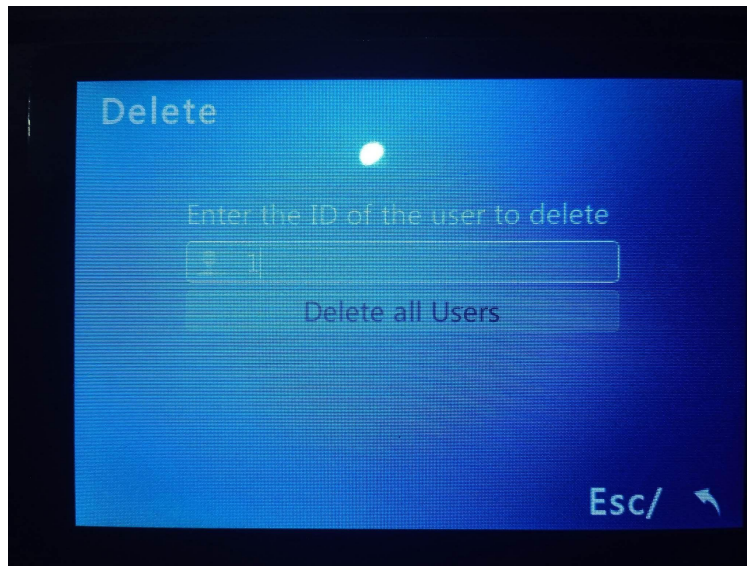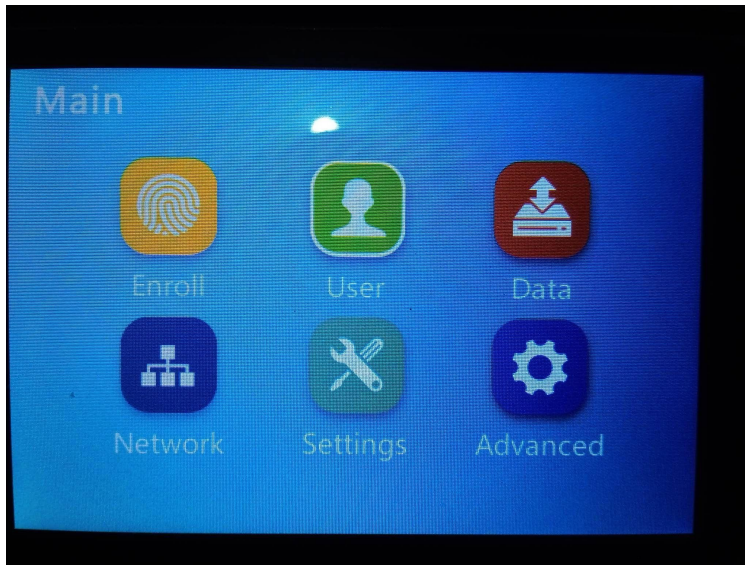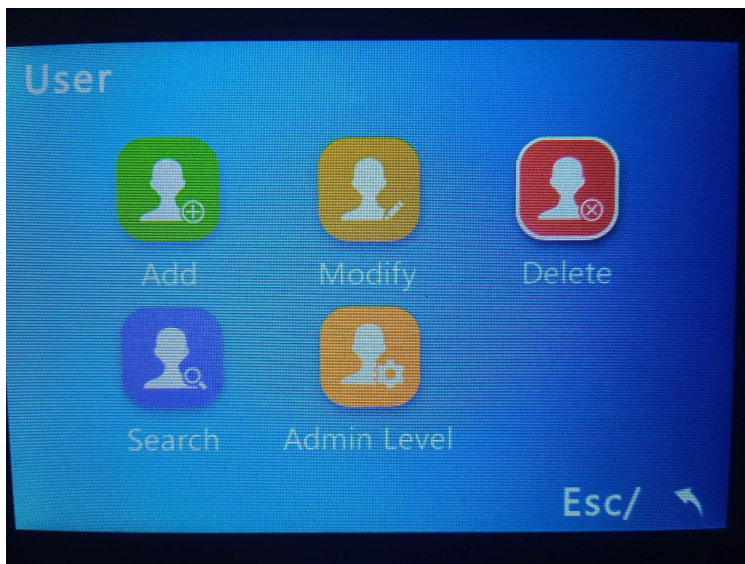
Section 3.4: Delete All Users

1. On the Main screen, press 2 (or use the Left/IN and OUT/Right to navigate to User and press OK).

2. On the User screen, press 3 (or use the Left/IN and OUT/Right to navigate to Delete and press OK).

3. Press OUT/Right to select Delete all Users. Press OK to open the delete prompt, and input "12345" in the input box that follows. Press OK again to confirm. All users have been deleted.
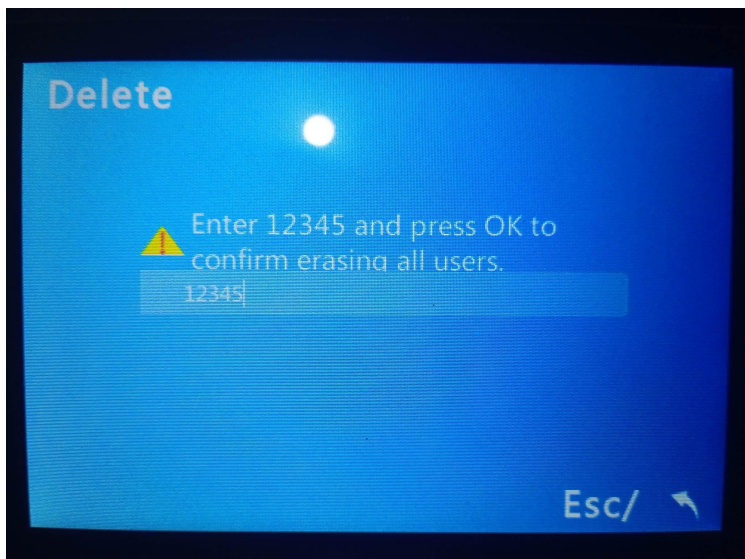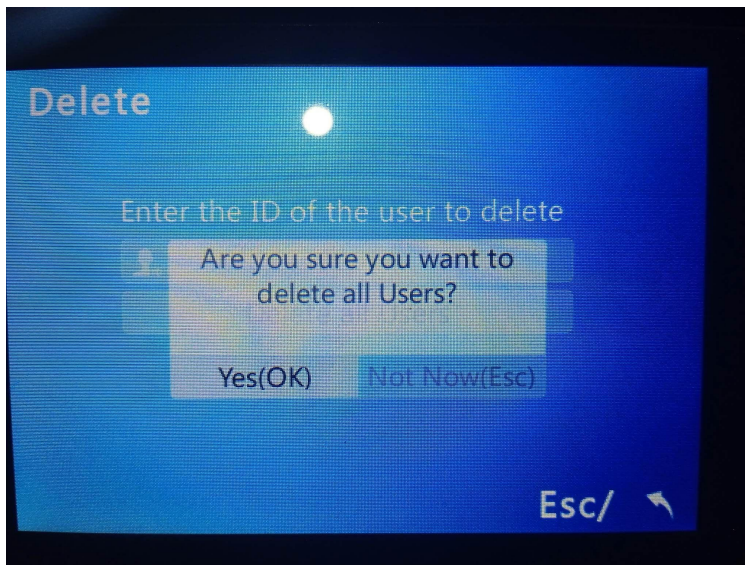
Section 3.5: Search Users

1. On the Main screen, press 2 (or use the Left/IN and OUT/Right to navigate to User and press OK).

2. On the User screen, press 4 (or use the Left/IN and OUT/Right to navigate to Search and press OK).
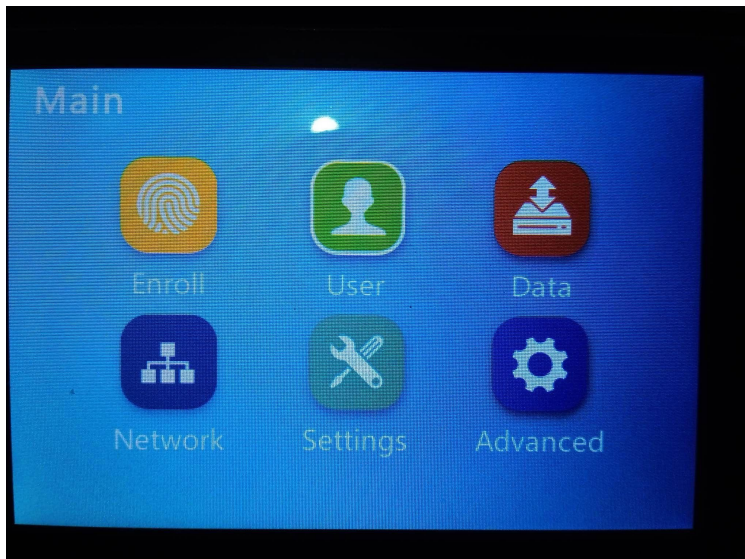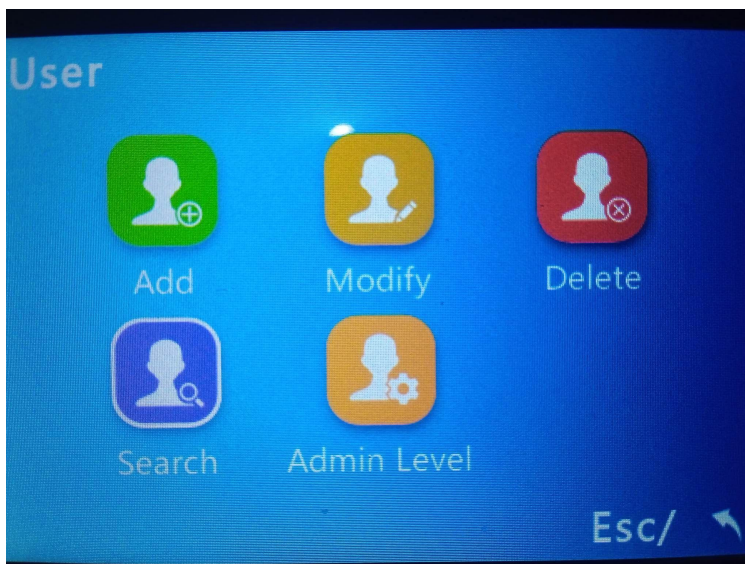
3. You will now be shown a table that contains all the users saved in the device. You may input a number in the search bar, then press OK to show only all users with IDs that contain the number in the search bar. You may simply press OK without any input if you only wish to continue on to navigating the interface.

4. You may use the Left/IN and the OUT/Right buttons to navigate the interface. Press OK while on the left arrow to go back one page and press OK on the right arrow to go forward one page. These are only applicable to multiple pages of users. Each page can contain only 7 users.

ID	Name	Card	Admin
8	Marc	0	0
9	Ron	0	0
10	Dylan	0	0
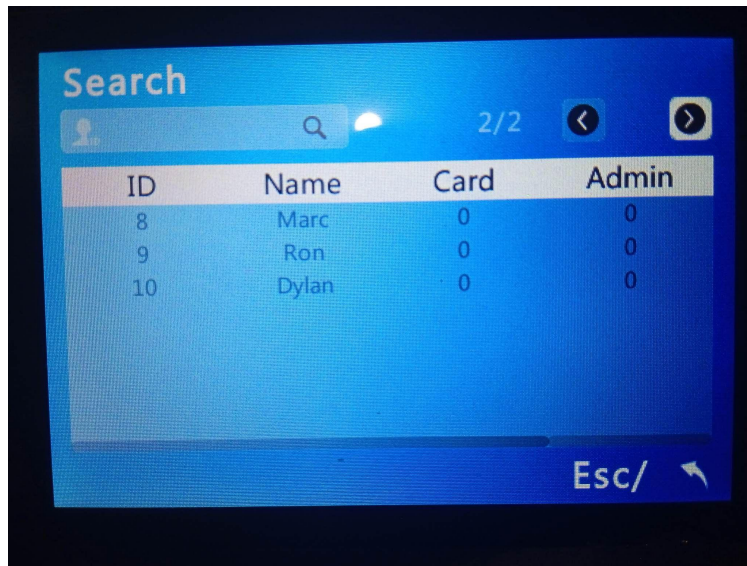
5. Pressing OUT/Right while on the right arrow will let you navigate the table below. Continue navigation with the Left/IN and OUT/Right buttons to go up and down through the table.

6. Selecting a user and pressing OK will let you modify that user's details (see Section 3.2). Pressing OUT/Right while on the last user in the table will bring you back to the right arrow and Pressing Left/IN while on the first user in the table will bring you back to the left arrow.

7. Pressing Left/IN while on the left arrow will bring you back to the search bar.

8. You may press M/Back to leave the Search screen.
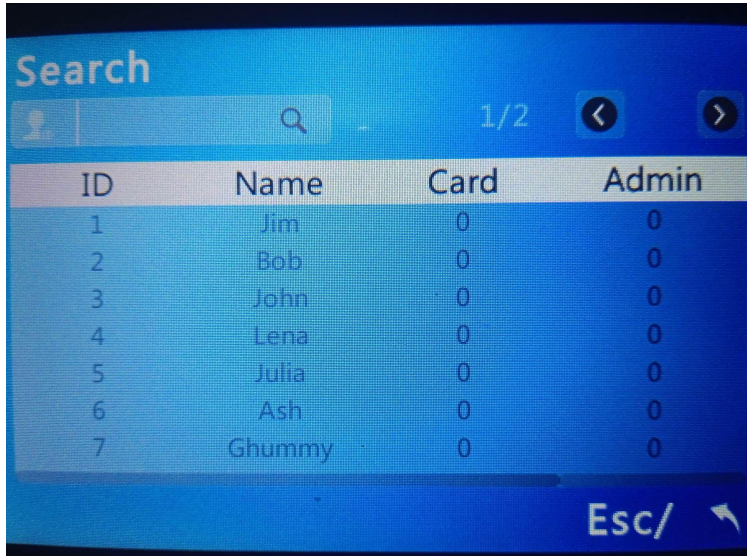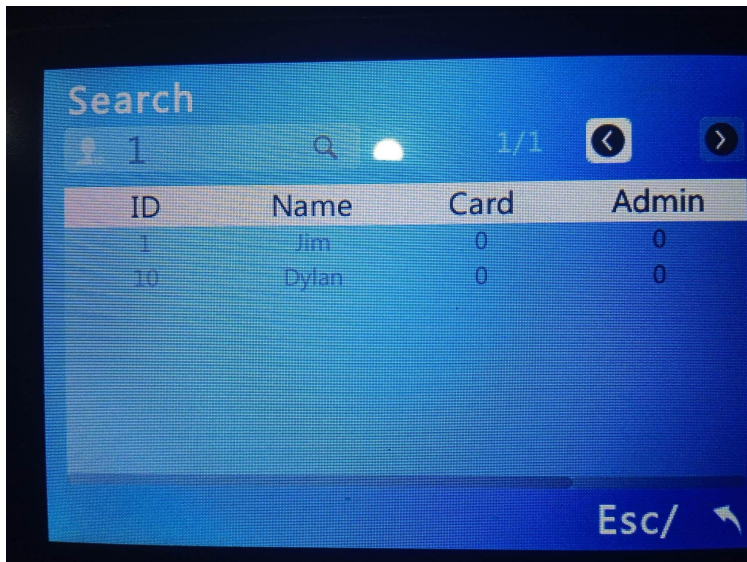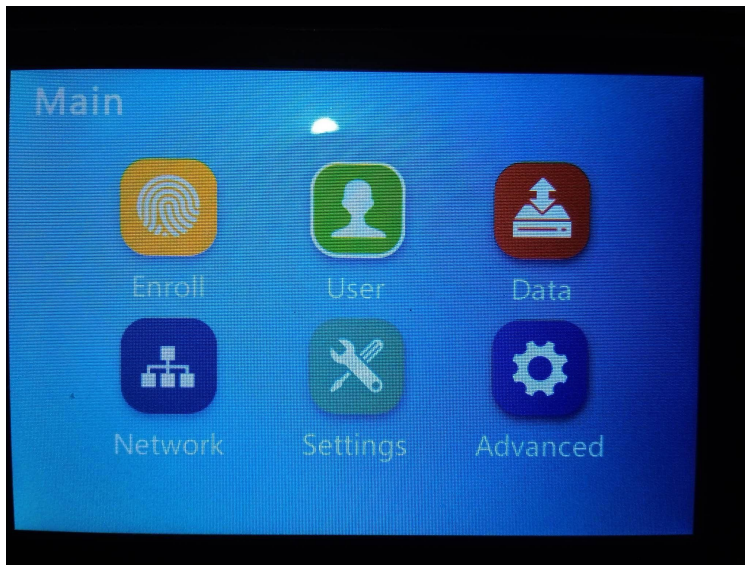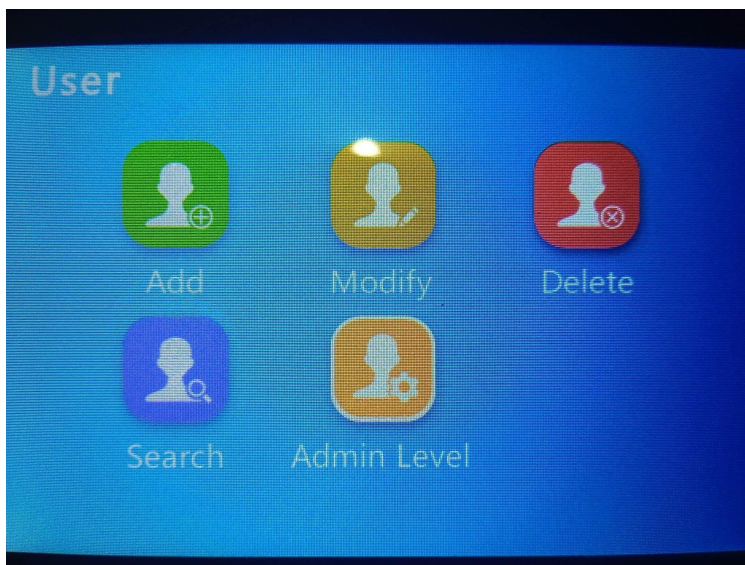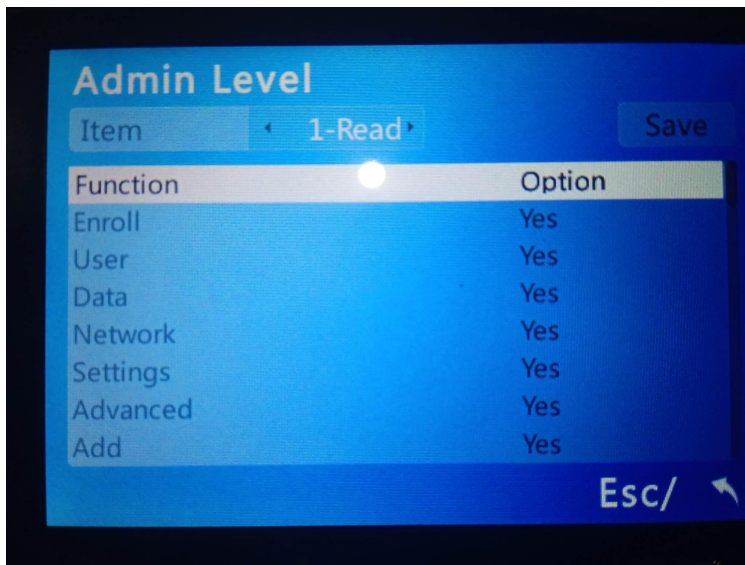
Section 3.6: Admin Levels

1. On the Main screen, press 2 (or use the Left/IN and OUT/Right to navigate to User and press OK).

2. On the User screen, press 5 (or use the Left/IN and OUT/Right to navigate to Admin Level and press OK).

3. On the Admin Level screen, you may press Left/IN and OUT/Right to select which admin level you would like to modify. There is a maximum limit of 16 admin levels.

4. When you have selected an admin level to modify, you may navigate the rest of the interface with Left/IN and OUT/Right.

5. Navigate the list and press OK to enable or disable a feature for the selected admin level.

6. When you are finished navigate back to Save and press OK. You may then press Left/IN to go back and select another admin level to modify or you may press M/Back to leave the Admin Level screen.
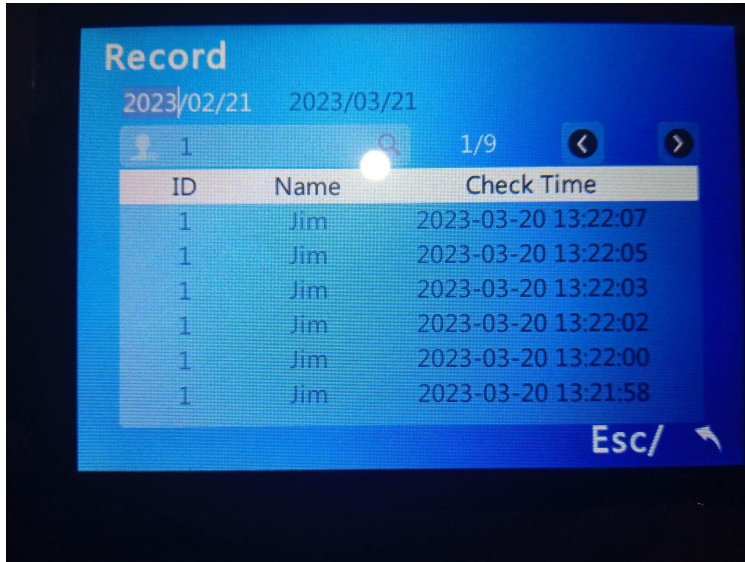
Section 4: Search Records

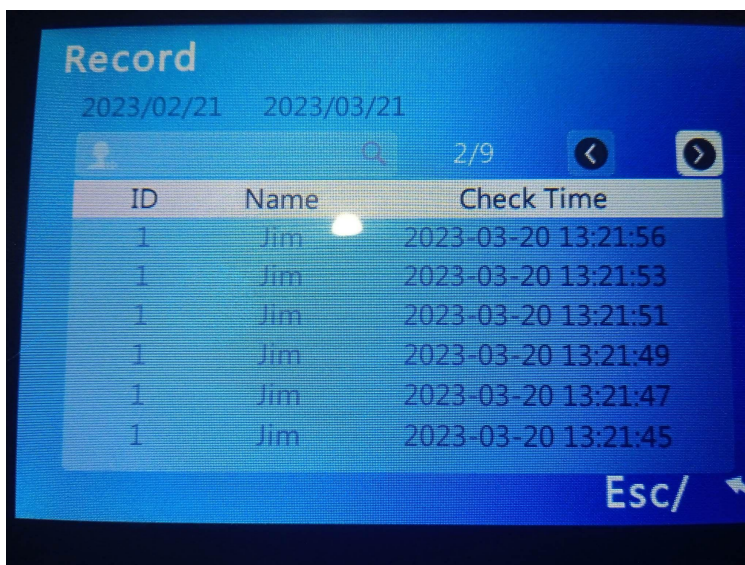1. On the Main screen, press 3 (or use the Left/IN and OUT/Right to navigate to Data and press OK).
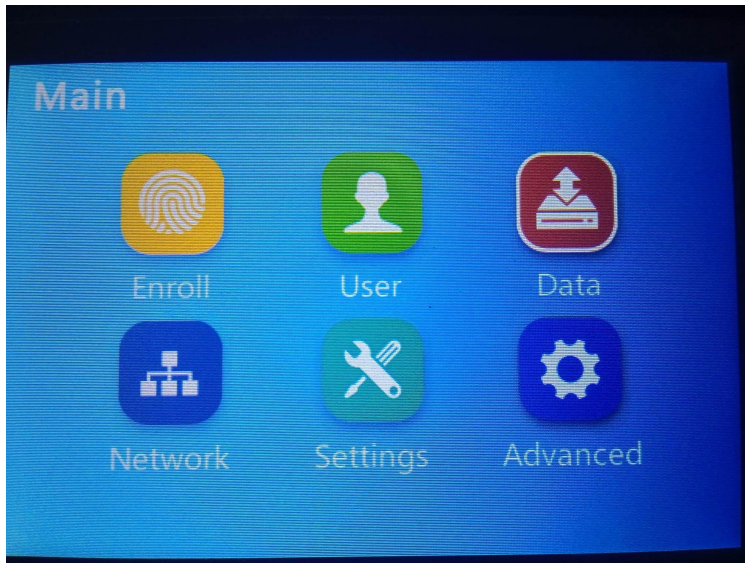
2. On the Data screen, press 1 (or use the Left/IN and OUT/Right to navigate to Record and press OK).

3. On the interface, you may navigate with the Left/IN and OUT/Right buttons.

4. Navigate to the dates to set the span of time from which records will be retrieved. The first date is the start date and the second date is the end date.

5. In the search bar, you may input a number and press OK to search for records from users with IDs that contain the number in the search bar. Press OK without any number to search for records from all users.

6. Press OK while on the left arrow to go back one page and press OK on the right arrow to go forward one page. These are only applicable to multiple pages of records. Each page can contain only 7 records.

7. You may press M/Back to leave the Record screen.
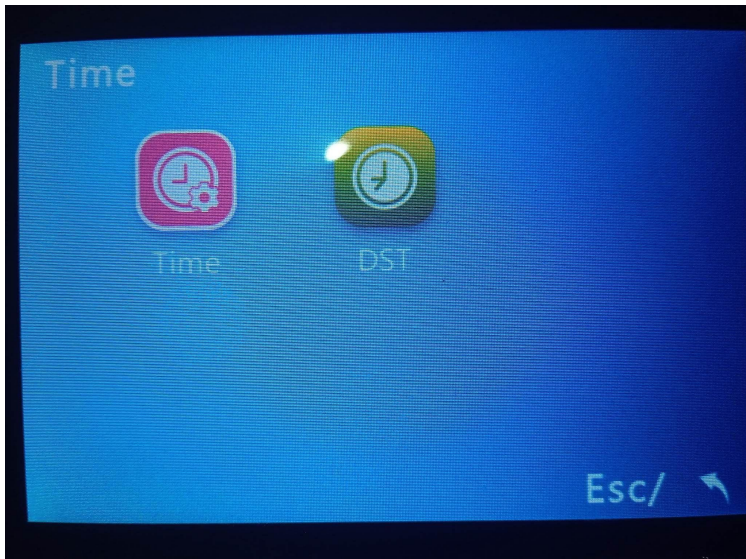
Section 5.1: Time Settings

1. On the Main screen, press 5 (or use the Left/IN and OUT/Right to navigate to Settings and press OK).
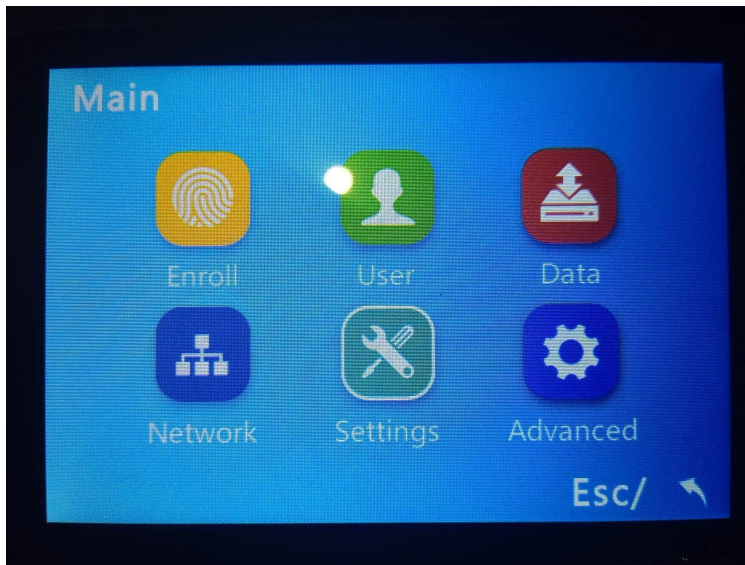
2. On the Settings screen, press 2 (or use the Left/IN and OUT/Right to navigate to Time and press OK).
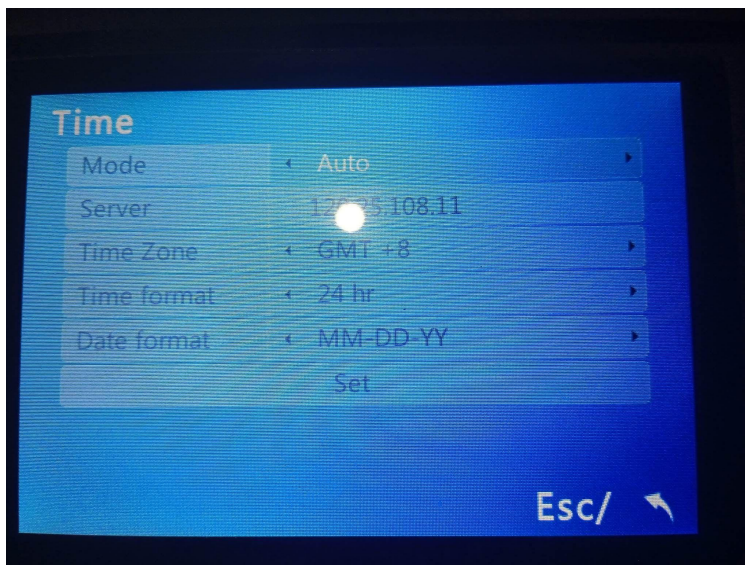
3. On the Time screen, press 1 (or use the Left/IN and OUT/Right to navigate to Time and press OK).

4. You may navigate the interface with the Left/IN and OUT/Right buttons.

5. You can set the mode to either Manual, where you set the time and date yourself, or Auto, where you choose the time zone and the device automatically follows it.

6. You can choose what time format the device uses.

7. You can choose what date format the device uses.

8. You may press M/Back to leave the Time screen.

Section 5.2: Daylight Saving Time

1. On the Main screen, press 5 (or use the Left/IN and OUT/Right to navigate to Settings and press OK).

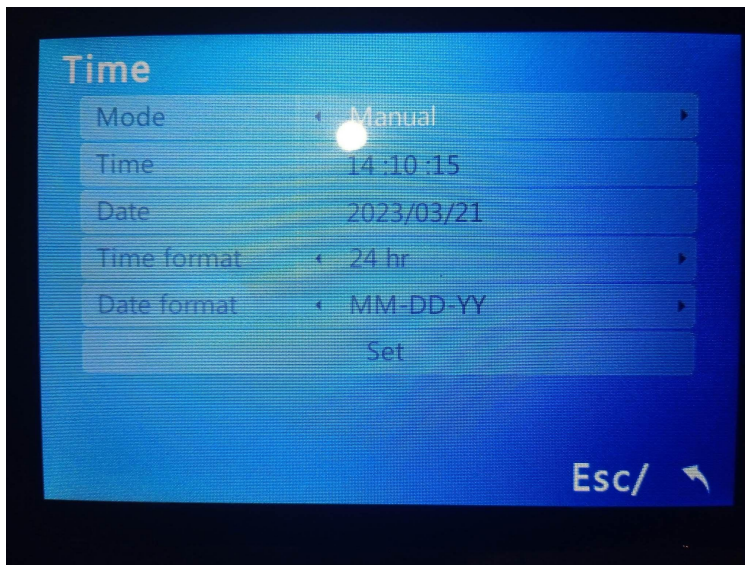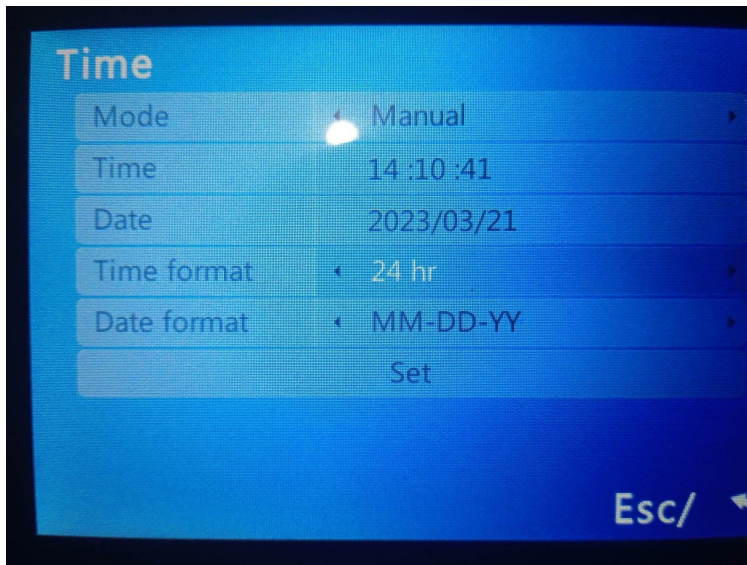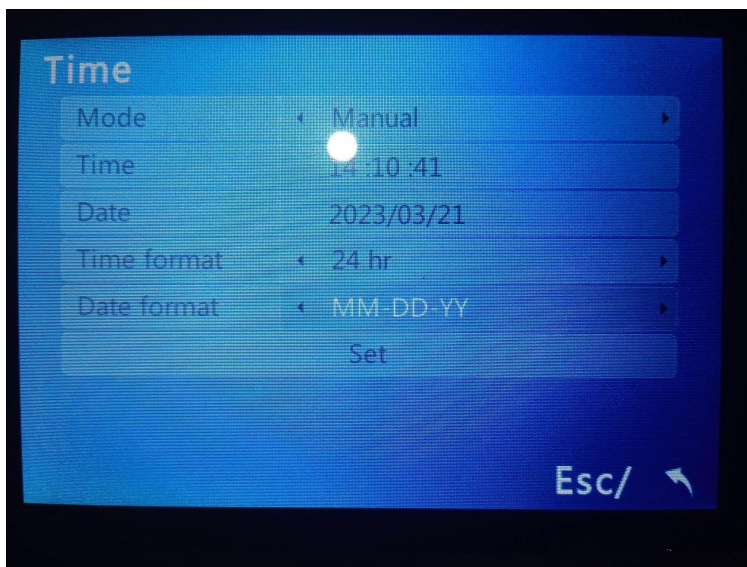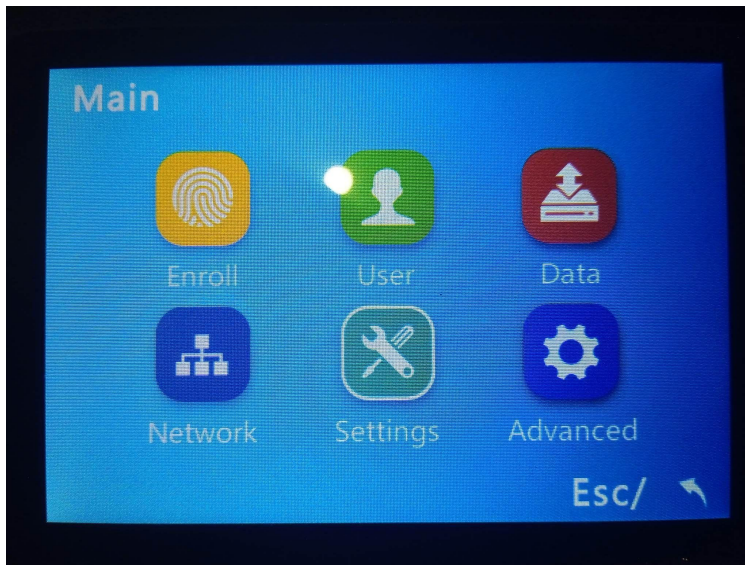2. On the Settings screen, press 2 (or use the Left/IN and OUT/Right to navigate to Time and press OK).

3. On the Time screen, press 2 (or use the Left/IN and OUT/Right to navigate to DST and press OK).

4. You may navigate the interface with the Left/IN and OUT/Right buttons.

5. Here you may set Daylight Saving Time mode to either Date or Week.

6. On Date mode, you can set how many hours are advanced, the start date, and end date.

7. On Week mode, you can set how many hours are advanced, the start month and week, and the end month and week.

8. You may press M/Back to leave the DST screen.
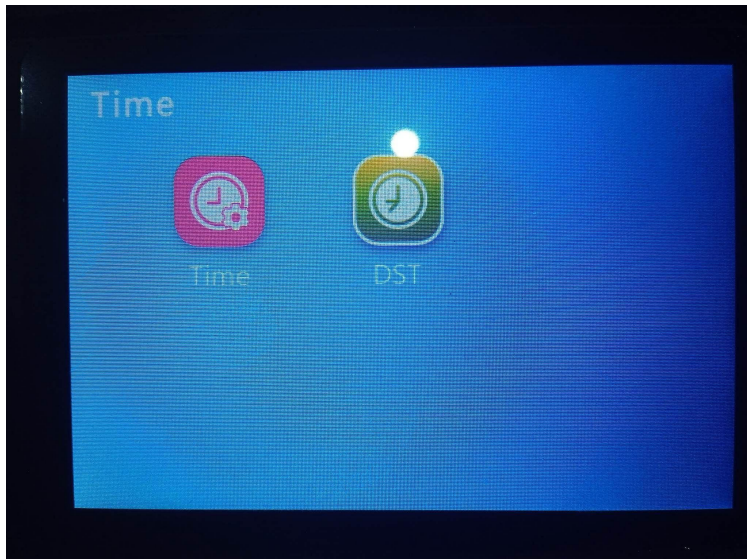
Section 6: Display Settings

1. On the Main screen, press 5 (or use the Left/IN and OUT/Right to navigate to Settings and press OK).
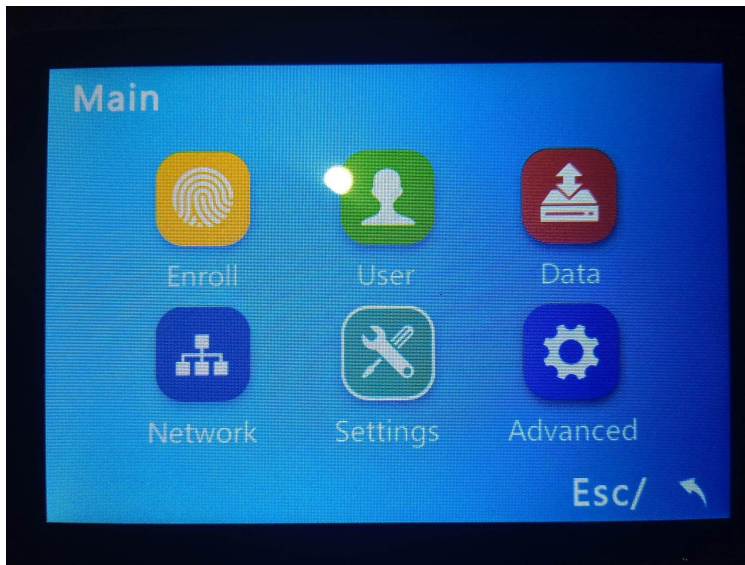
2. On the Settings screen, press 3 (or use the Left/IN and OUT/Right to navigate to Display and press OK).
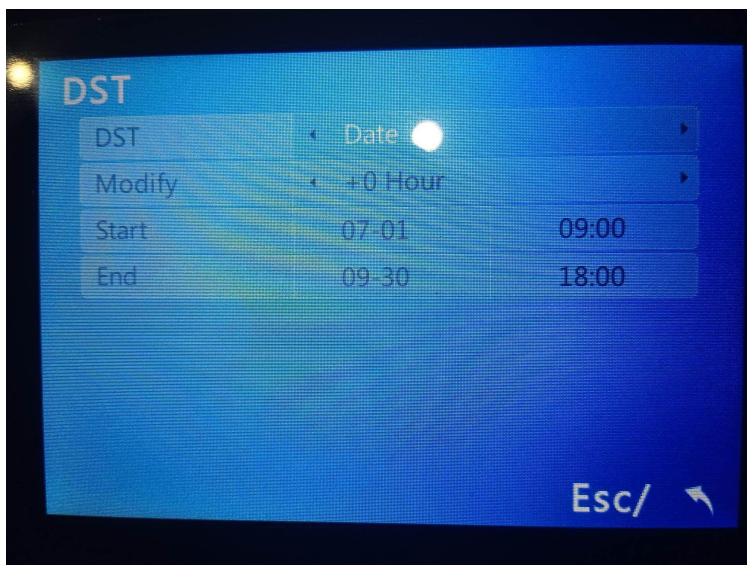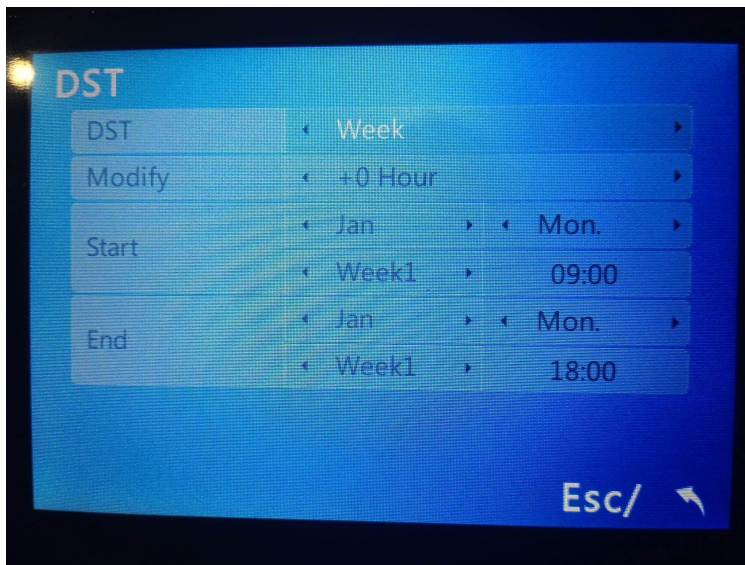
3. You can choose the language the device uses.

4. You can choose how the device saves power.

5. You can choose the brightness level of the device.

6. You can choose how long the device stays on standby before turning off the display.
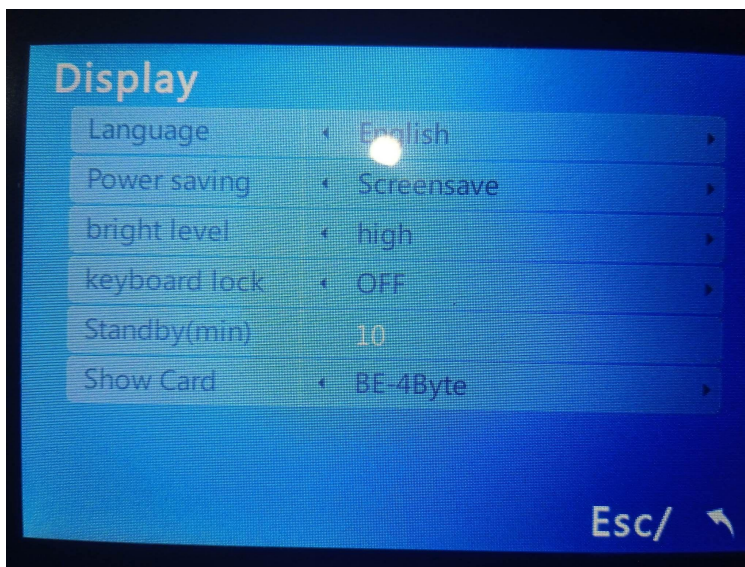
7. You may press M/Back to leave the Display screen.
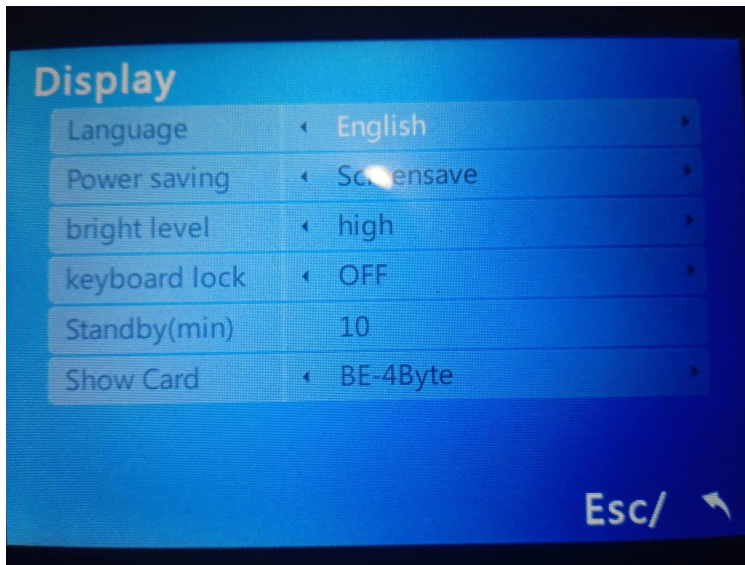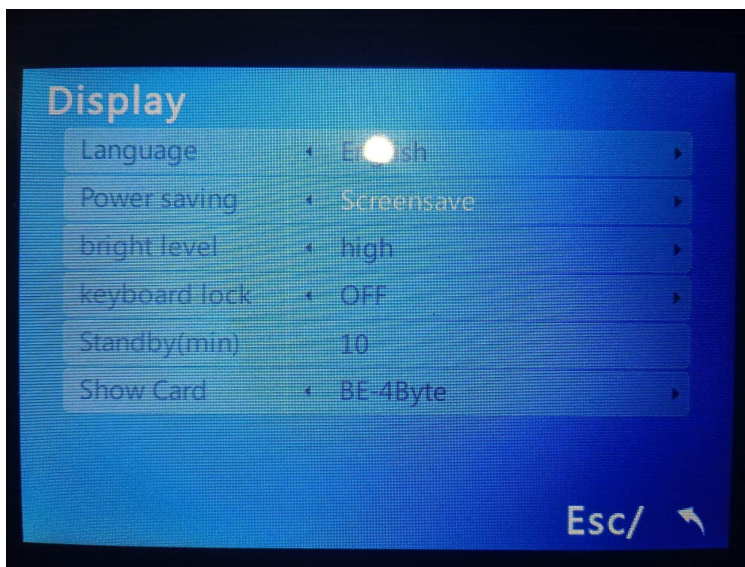
Section 7.1: Default Verification Modes

1. On the Main screen, press 6 (or use the Left/IN and OUT/Right to navigate to Advanced and press OK).
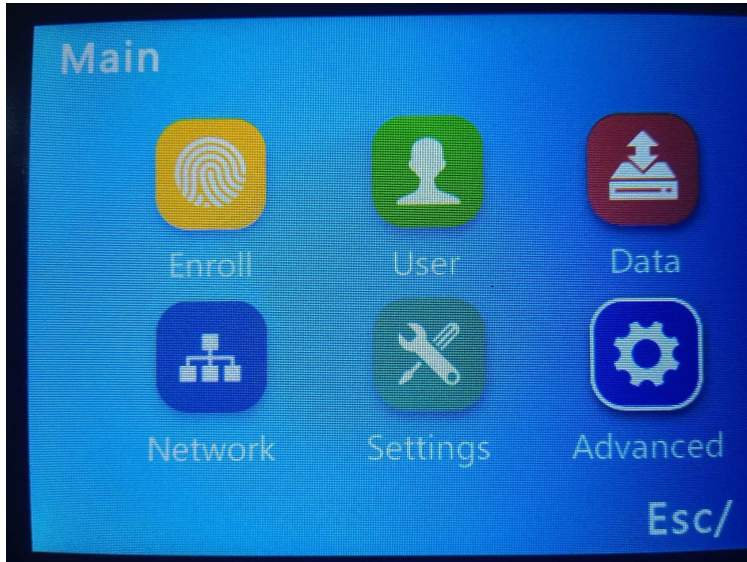
2. On the Advanced screen, press 2 (or use the Left/IN and OUT/Right to navigate to Verify Mode and press OK).

3. You may navigate through the verification modes with the Left/IN and OUT/Right buttons.

4. When a verification mode is selected, press OK to enable or disable it (see Appendix Section 2).

5. You may press M/Back to leave the Verify Mode screen.

Section 7.2: Work Code Settings

1. On the Main screen, press 6 (or use the Left/IN and OUT/Right to navigate to Advanced and press OK).

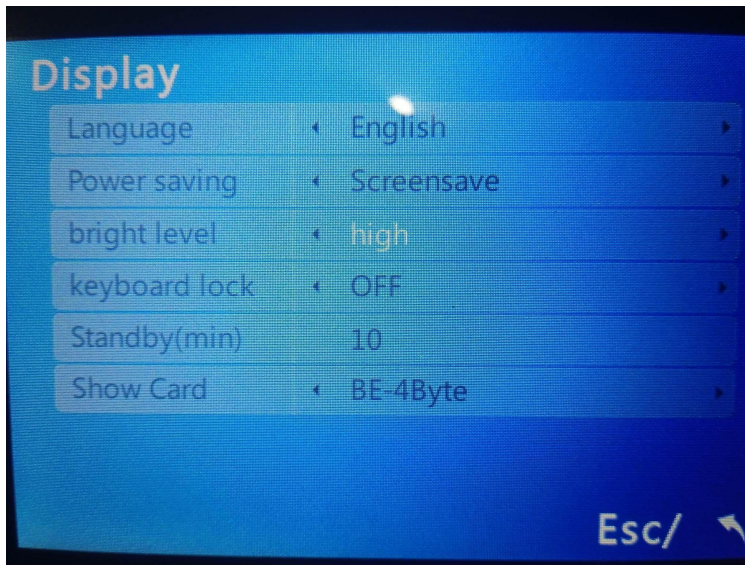2. On the Advanced screen, press 3 (or use the Left/IN and OUT/Right to navigate to FN and press OK).

3. You may navigate up and down through the different work codes with the Left/IN and OUT/Right buttons.

4. When you are on your desired work code status to modify, you may press OK to begin modifying the text (see Appendix Section 1). Press OK when you are finished to go back to navigating the interface.

5. You may press M/Back to leave the FN screen.
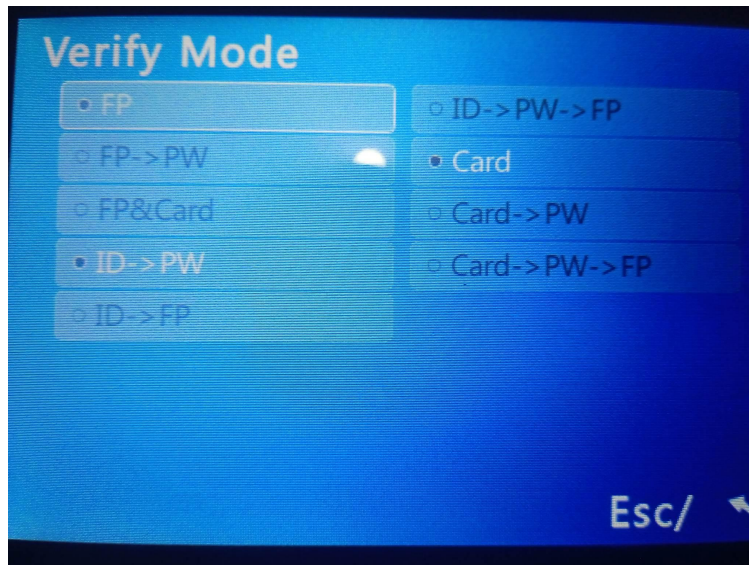
Section 7.3: Automatic Work Code Settings

1. On the Main screen, press 6 (or use the Left/IN and OUT/Right to navigate to Advanced and press OK).
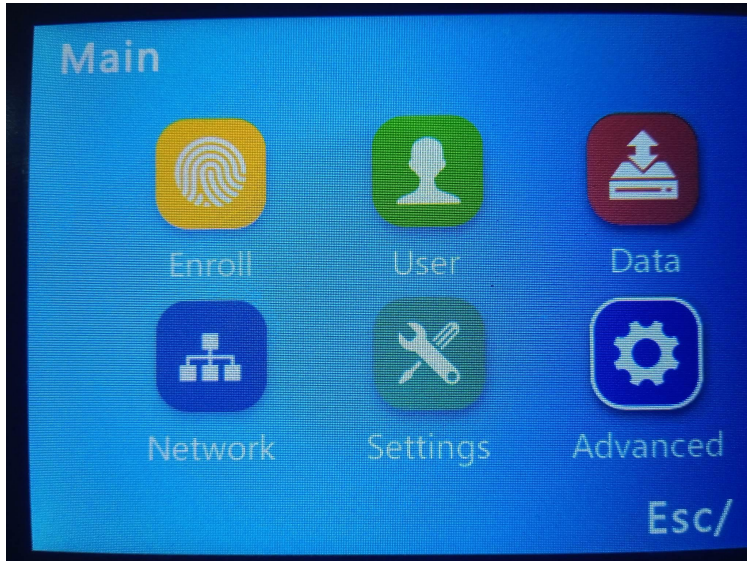
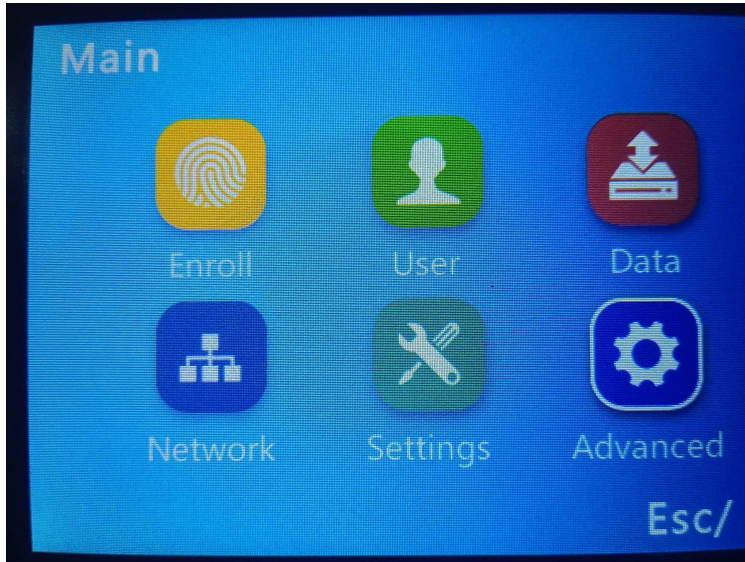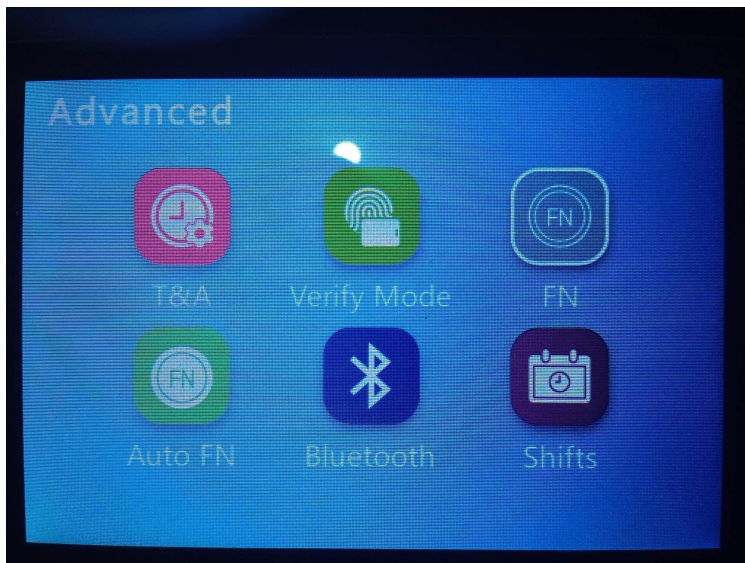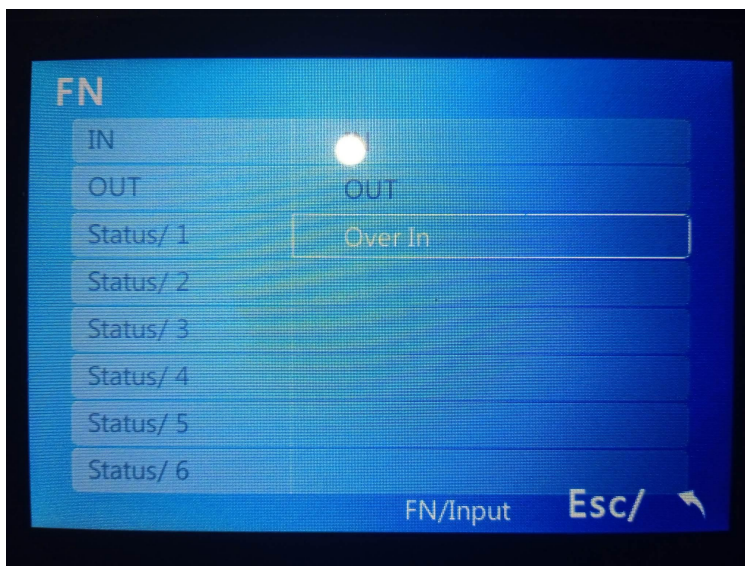2. On the Advanced screen, press 4 (or use the Left/IN and OUT/Right to navigate to Auto FN and press OK).

3. You may navigate the interface with the Left/IN and OUT/Right buttons.

4. You can choose the day to which the automatic work code settings will apply.

5. You can set up to 7 different time spans that automatically set what work code is used when a user takes attendance at the time. The first time on each row is the start time and the second time on each row is the end time. The last column lets you choose what work code will be used for that span of time.

6. Navigate to Save(FN) and press OK to save for that day.

7. You may press M/Back to leave the Auto FN screen.

Section 7.4: Set Work Shifts

1. On the Main screen press 6 (or use the Left/IN and OUT/Right to navigate to Advanced and press OK).
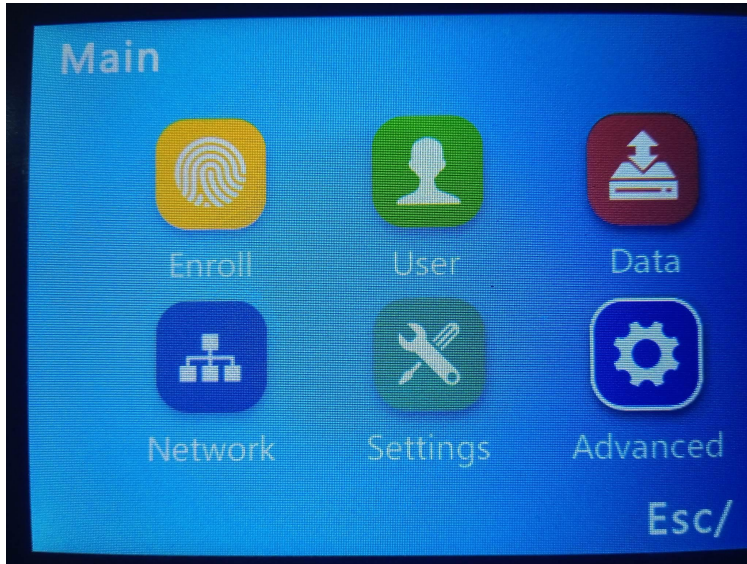
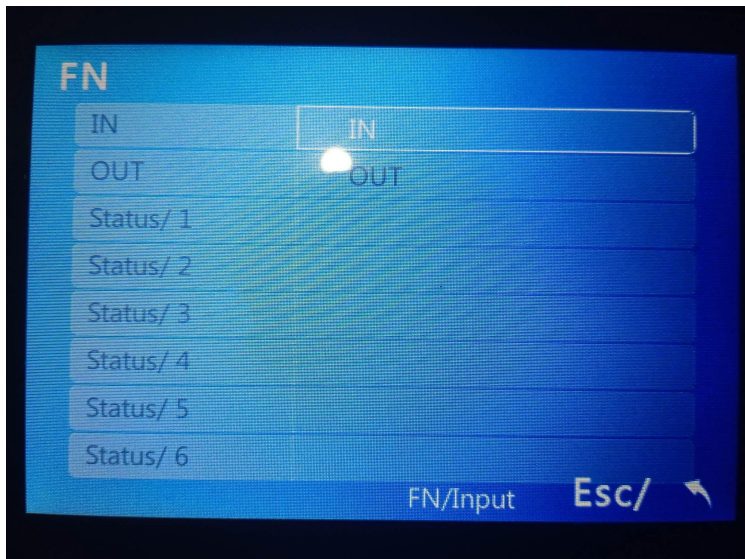2. On the Advanced screen, press 6 (or use the Left/IN and OUT/Right to navigate to Shifts and press OK).

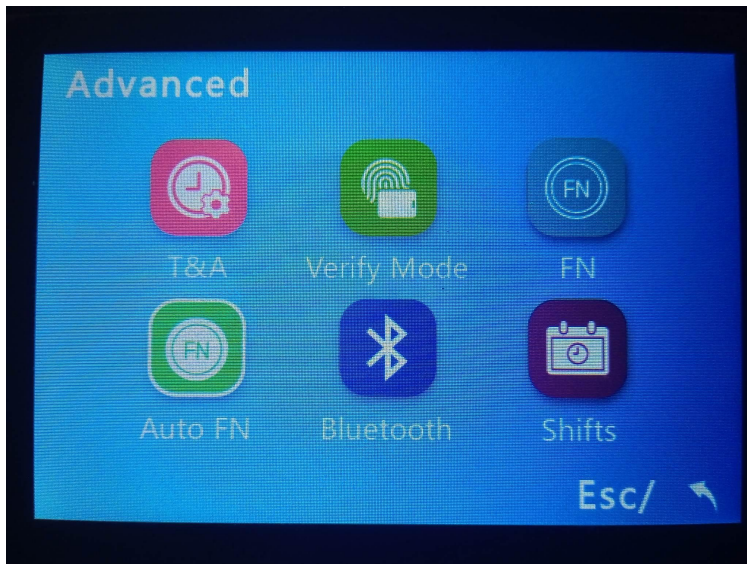3. You may navigate the interface with the Left/IN and OUT/Right buttons.

4. For each shift, you may set the start and end times. The first time on each row is the start time and the second time on each row is the end time.
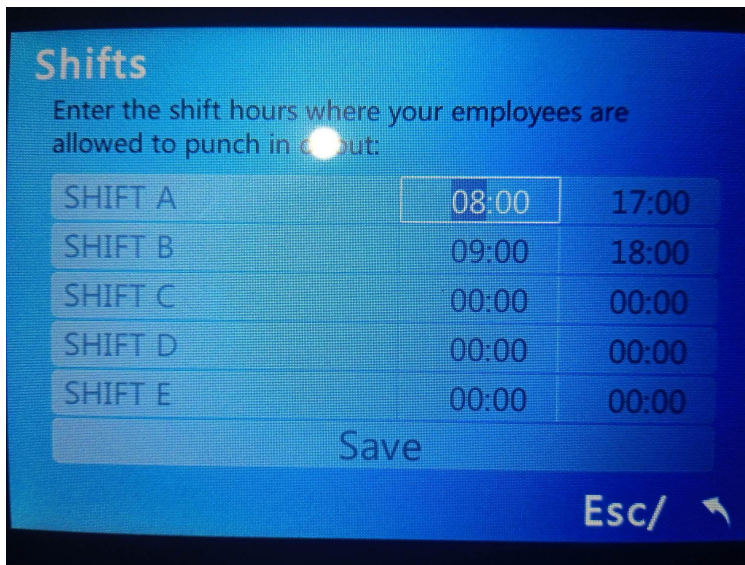
5. Navigate to Save and press OK to save changes.

6. You may press M/Back to leave the Shifts screen.

Appendix Section 1: Advanced Input

Wherever this section is referred to in (Section 3.1: Step 4, Section 3.2: Step 4, Section 7.2: Step 4), you may input characters besides numbers.

To do so, when editing text, press the FN button to bring up the advanced input interface. You may press the Left/IN and OUT/Right buttons to cycle through the character types: alphabetical, numeric, special, and Chinese.

Alphabetical: Most numbers on the keypad have letters associated with them. To get a letter, press the number it is associated with. It will then show a selection of lowercase and uppercase characters you may choose to input. Press the number associated with your choice to finalize the letter in your input.
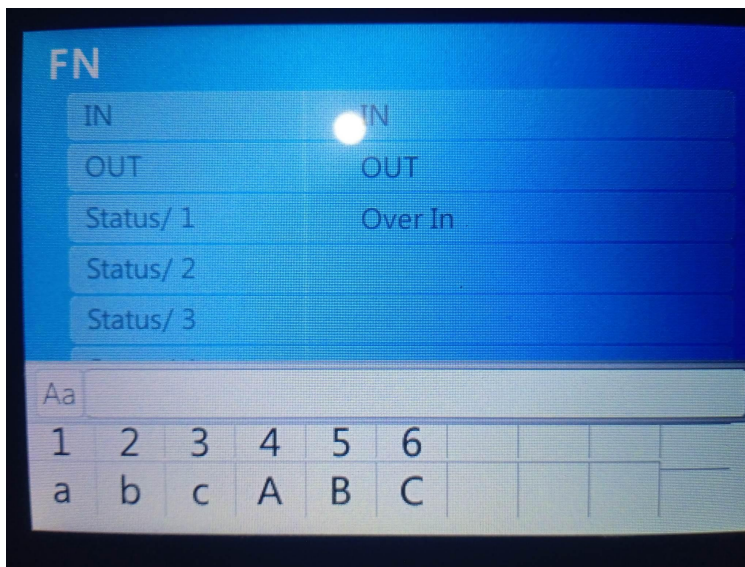
Numeric: This is the same as normal input.
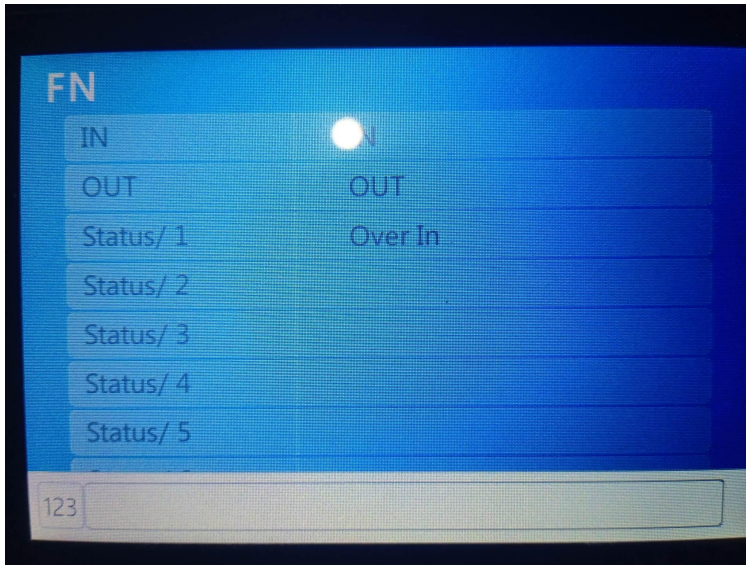
Special: You will be given a selection of up to 9 special characters to choose per row. You may press the number associated with the special character of your choosing to input it. You can cycle through the rows of special characters by pressing 0.
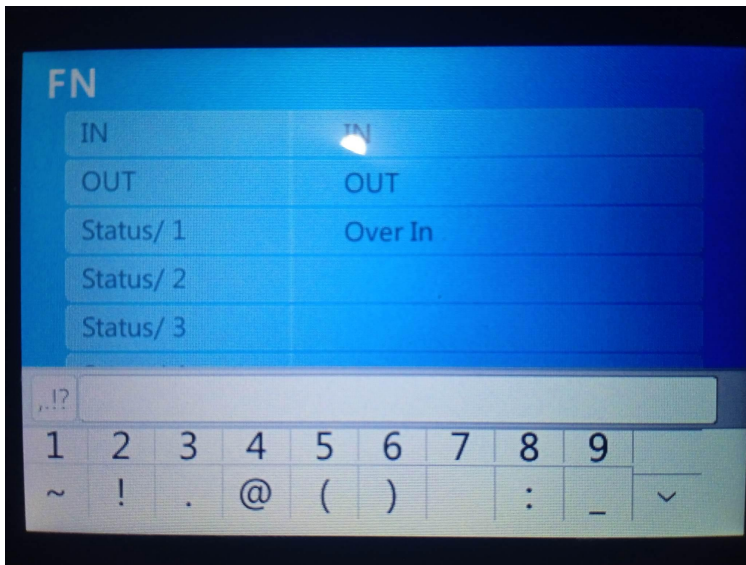
Chinese: You may combine numbers to get different selections of Chinese characters. When you get the selection group you want, you may press OK to keep that selection group, then press the number associated with the Chinese character you want to input.
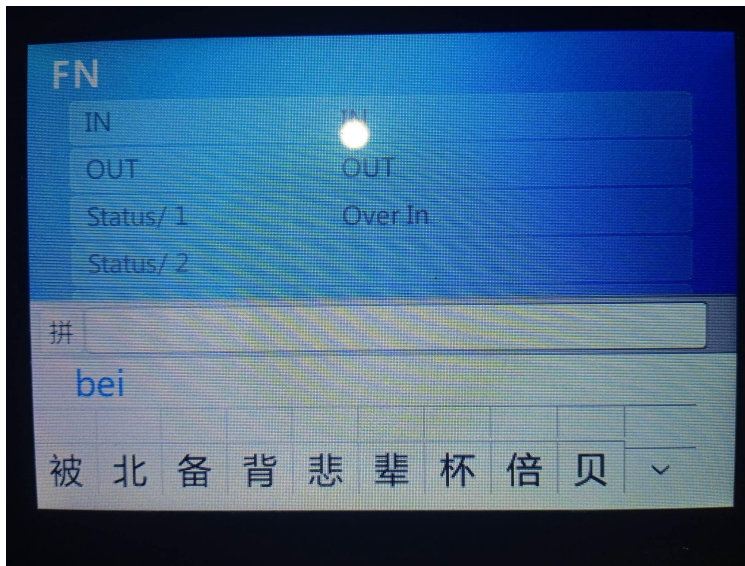
After you are done with your input, you may press OK to finalize and remove the advanced input interface.

Appendix Section 2: Verification Modes

The verification modes are as follows:

FP: Fingerprint only
FP -> PW: Fingerprint, then Password
FP & Card: Fingerprint and Card
ID -> PW: User ID, then Password
ID -> FP: User ID, then Fingerprint
ID -> PW -> FP: User ID, then Password, then Fingerprint
Card: Card only
Card -> PW: Card, then Password
Card -> PW -> Fingerprint: Card, then Password, then Fingerprint

FP, Card, and ID -> PW and be selected altogether, but any other chosen verification mode can be the only one selected.