

# Exporting Data From Anviz EP300 To CrossChex: A Step-by-step Guide (Applicable to W1 Pro)

## Using A LAN Cable:

1. Turn on the Anviz EP300.

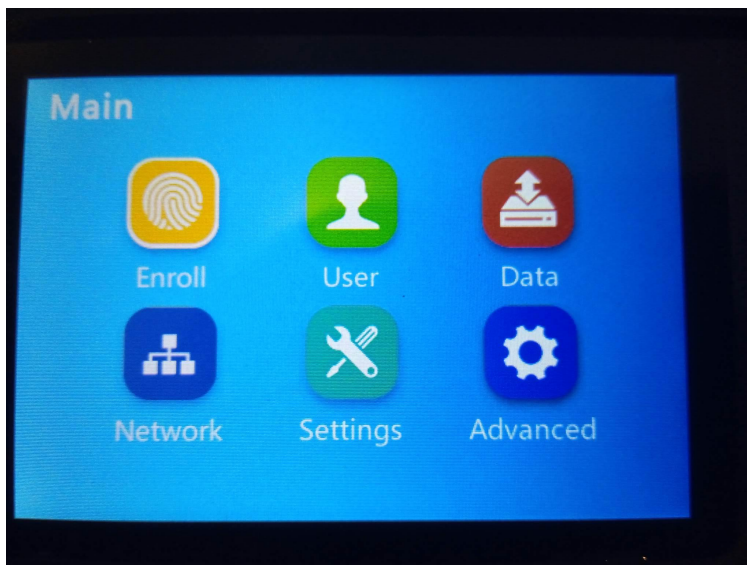
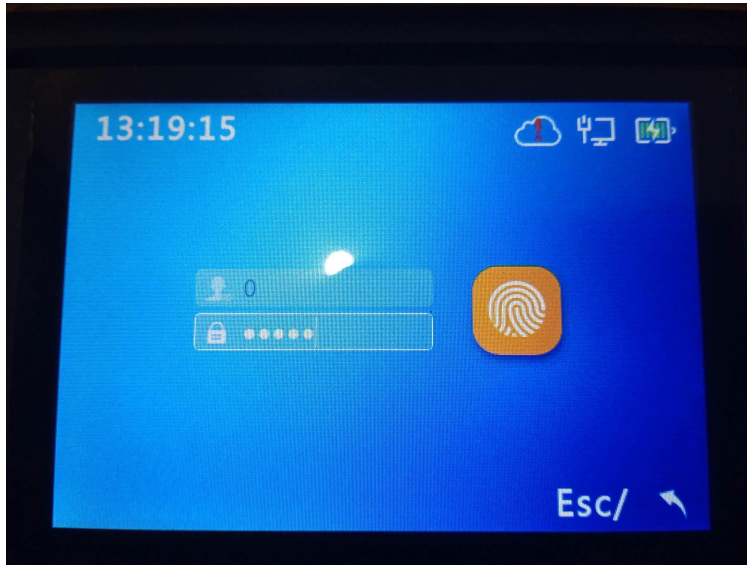


2. Connect a LAN cable to the LAN port located on the back of the Anviz EP300 next to the charging port. [RED]

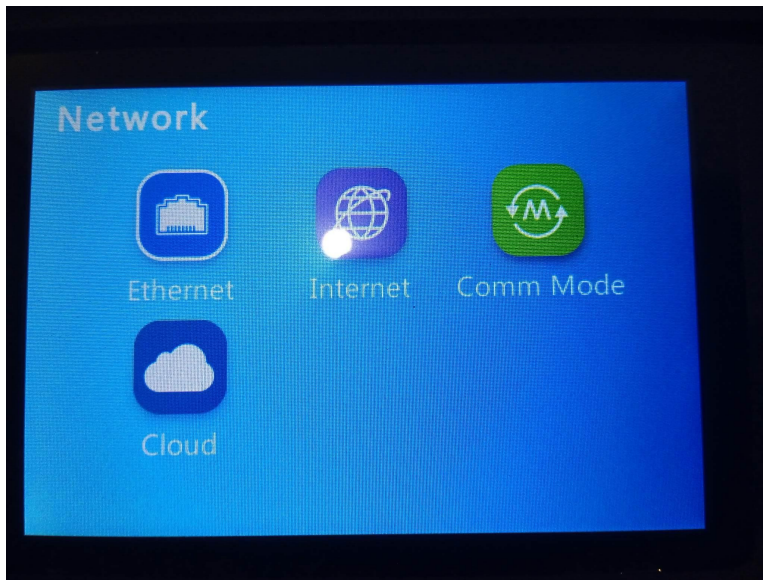


3. Ensure that the Anviz EP300 and your computer are connected to the same network. You may ask a technician to verify this detail for you.

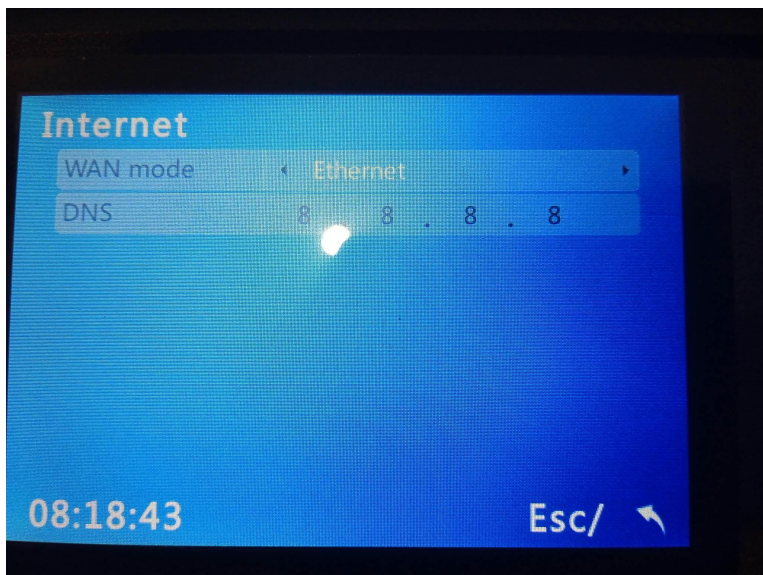
4. Log in as administrator into the main screen of the Anviz EP300.



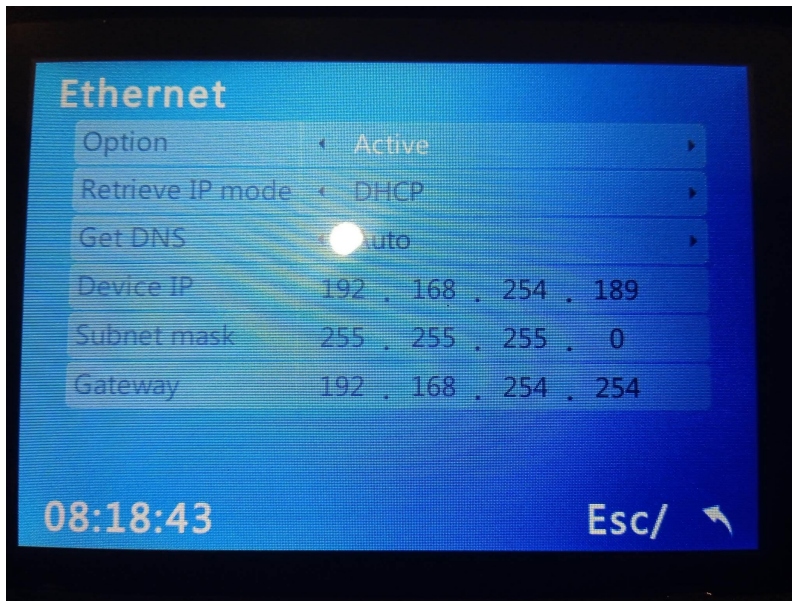
5. Go to Network, then to Internet. [RED]



6. Change WAN mode to Ethernet. [RED]



7. Go back one screen, then go to Ethernet.

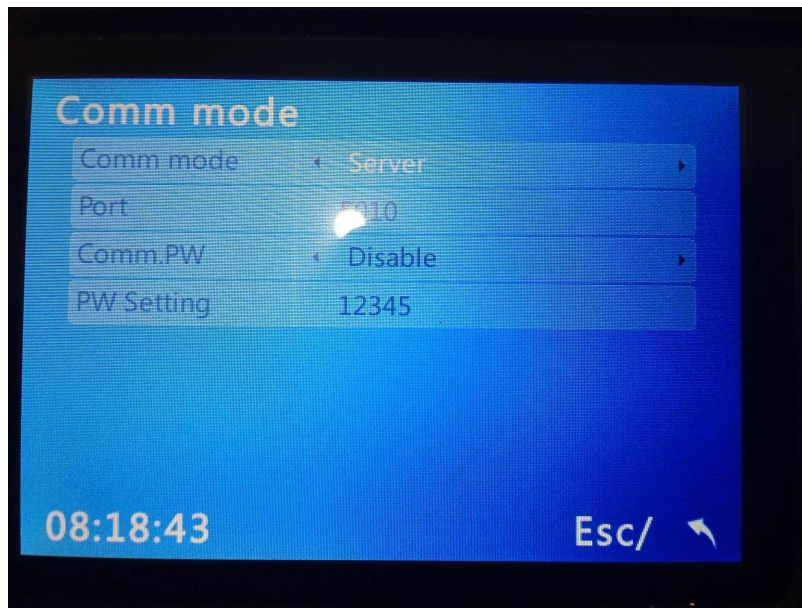


8. Change Option to Active.

9. Change Retrieve IP mode to DHCP.

10. Change Get DNS to Auto.

11. Go back one screen, then go to Comm Mode.



12. Change Comm mode to Server.

13. Change Port to 5010.

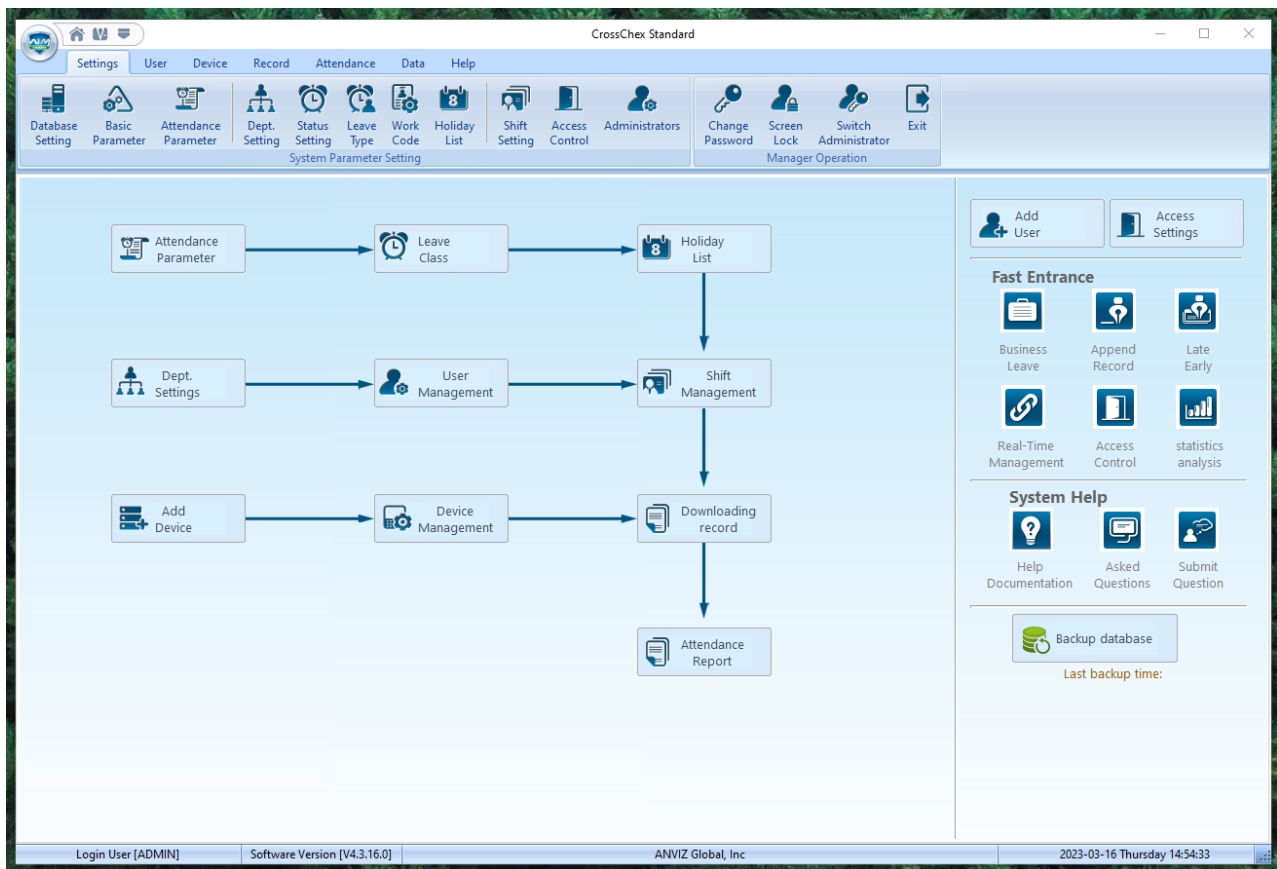
14. Change Comm. PW to Disable.

15. Change PW Setting to 12345.

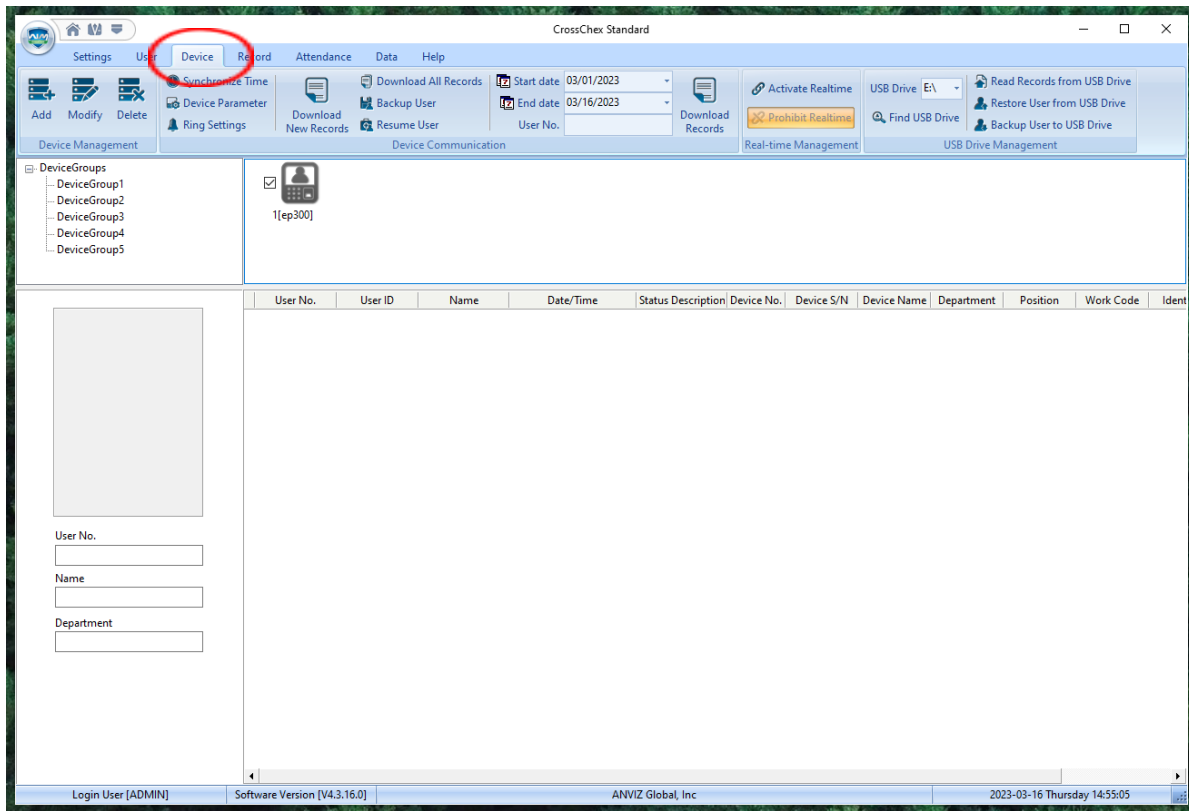
16. Open CrossChex Standard on your computer.



17. Log in as administrator into CrossChex Standard.

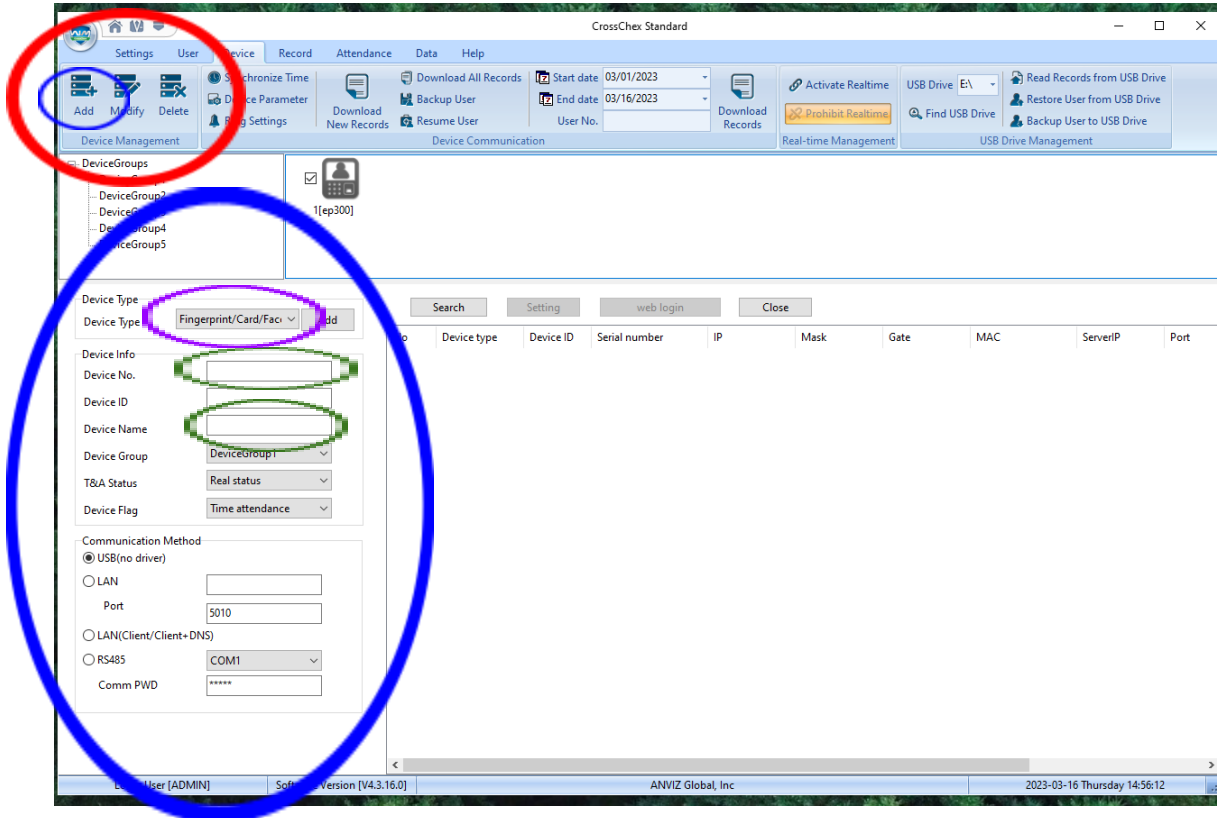


18. Click Device from the tabs on the top of the window. [RED]



19. From the sections underneath the top tabs, find the section labeled "Device Management". [RED]

20. Click Add. Several options will appear on the left of the CrossChex Standard, starting from the center to the bottom, with sections Device Type, Device Info, and Communication Method. [BLUE]



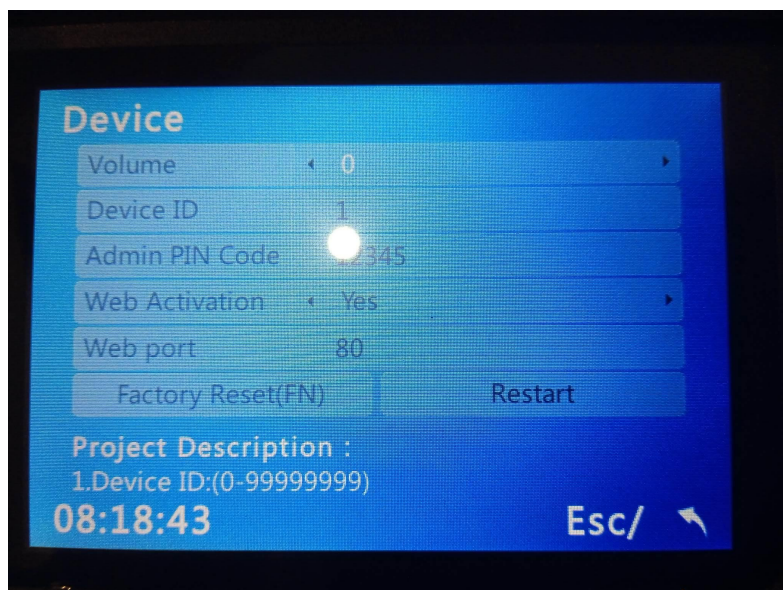
21. In the Device Type section, click the dropdown box next to label "Device Type" and choose "Fingerprint/Card/Facepass 7/FaceDeep". [PURPLE]

22. In the Device Info section, change Device No. and Device Name to any values you feel appropriate. [GREEN]



23. For Device ID, first log in as administrator to the main screen of the Anviz EP300.

24. Go to Settings, then Device. Take note of the Device ID and input the Device ID as the value for the Device ID textbox in CrossChex standard. [RED]



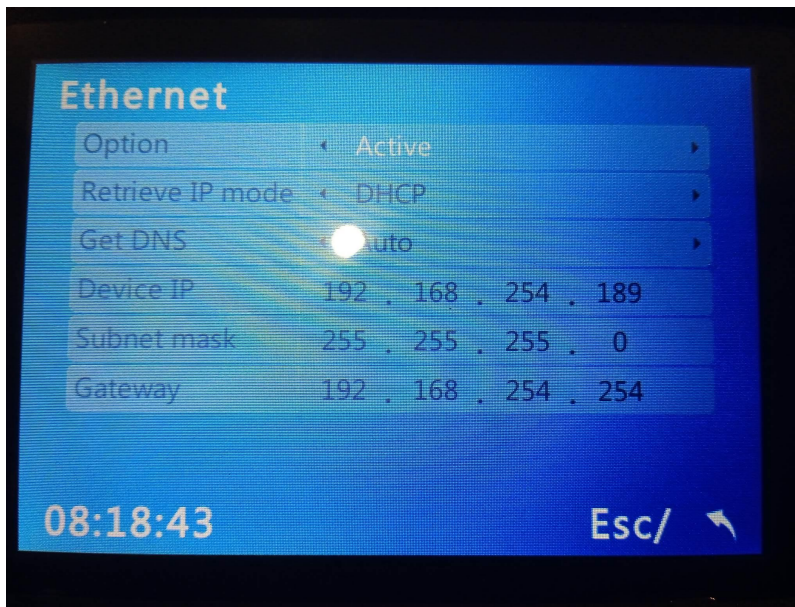
25. Keep everything else in the Device Info section as is.

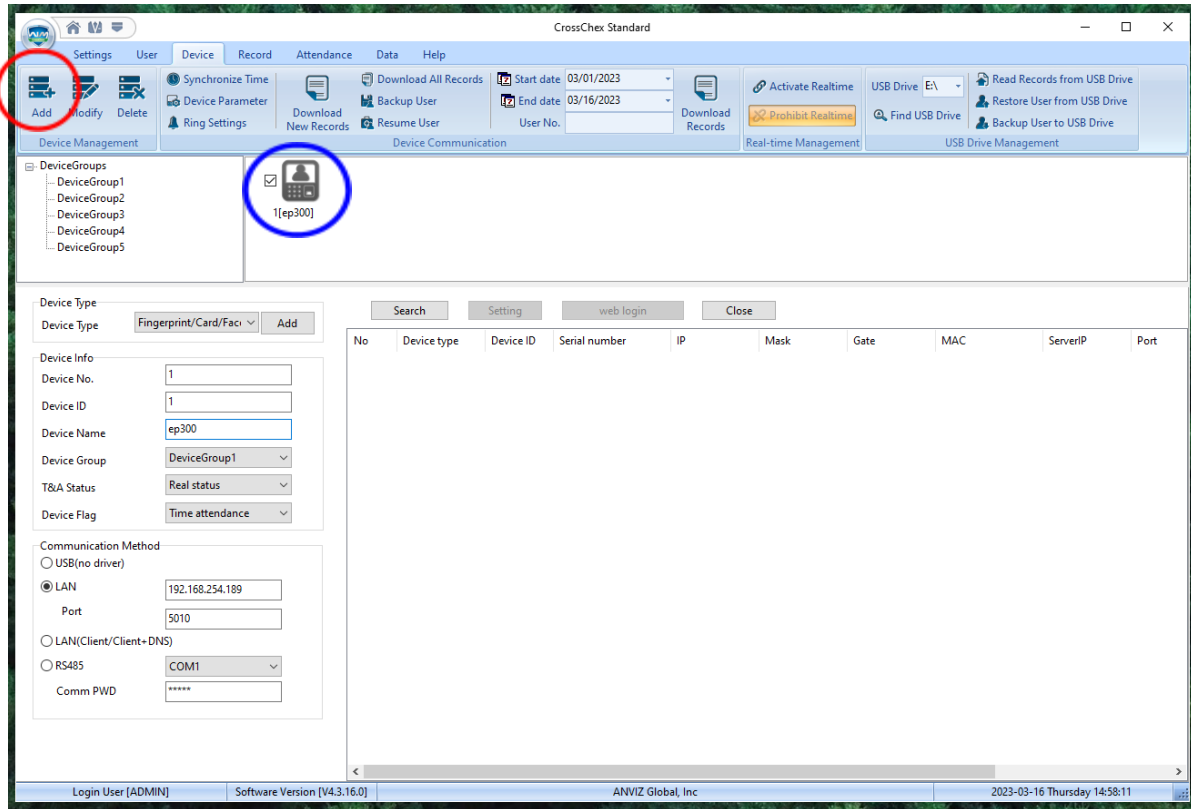
26. In the Communication Method section, choose LAN from the radio buttons and change Port to 5010.

27. Log in as administrator into the main screen of the Anviz EP300.

28. Go to Network, then go to Ethernet.

29. Take note of the Device IP displayed. Input the Device IP into the textbox above Port in the CrossChex Standard's Communication Method section. [RED]



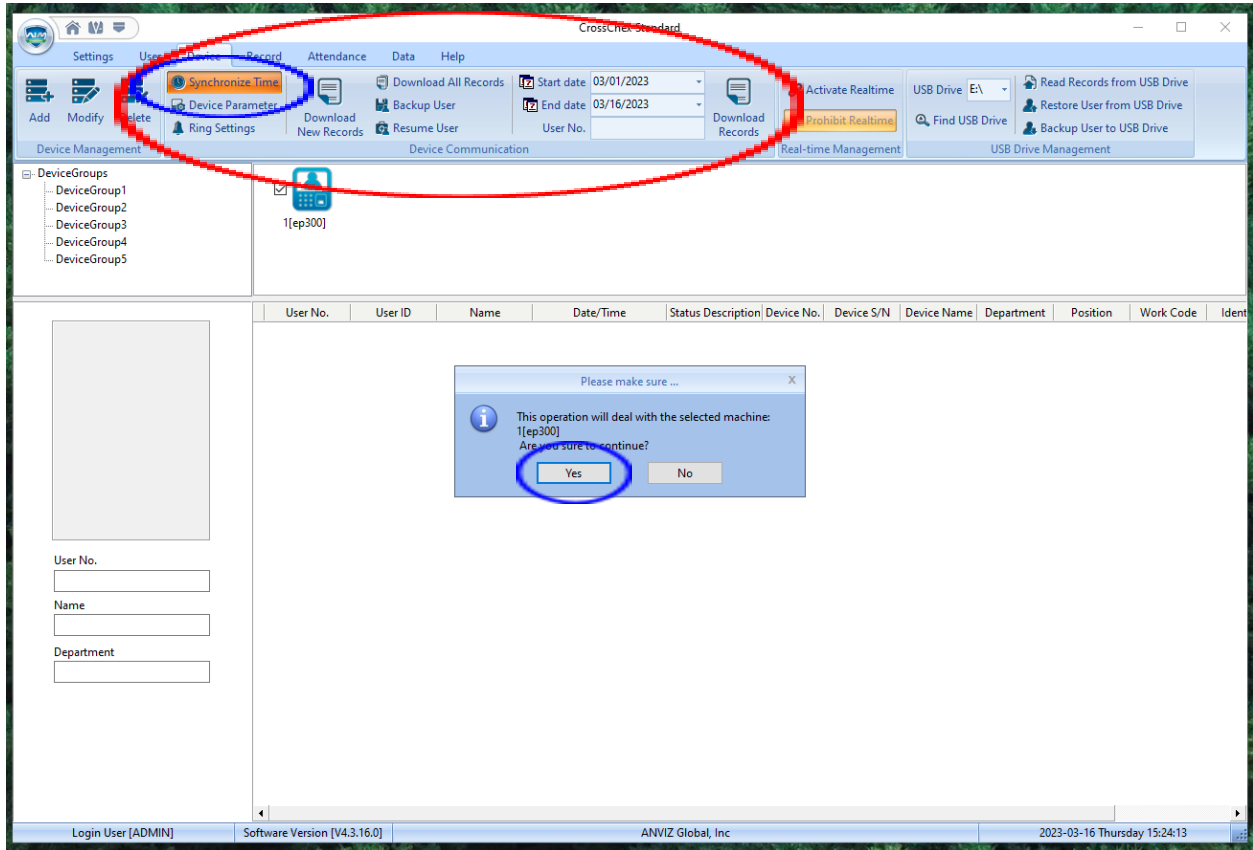


30. In the Device Type section, click the Add button. [RED]

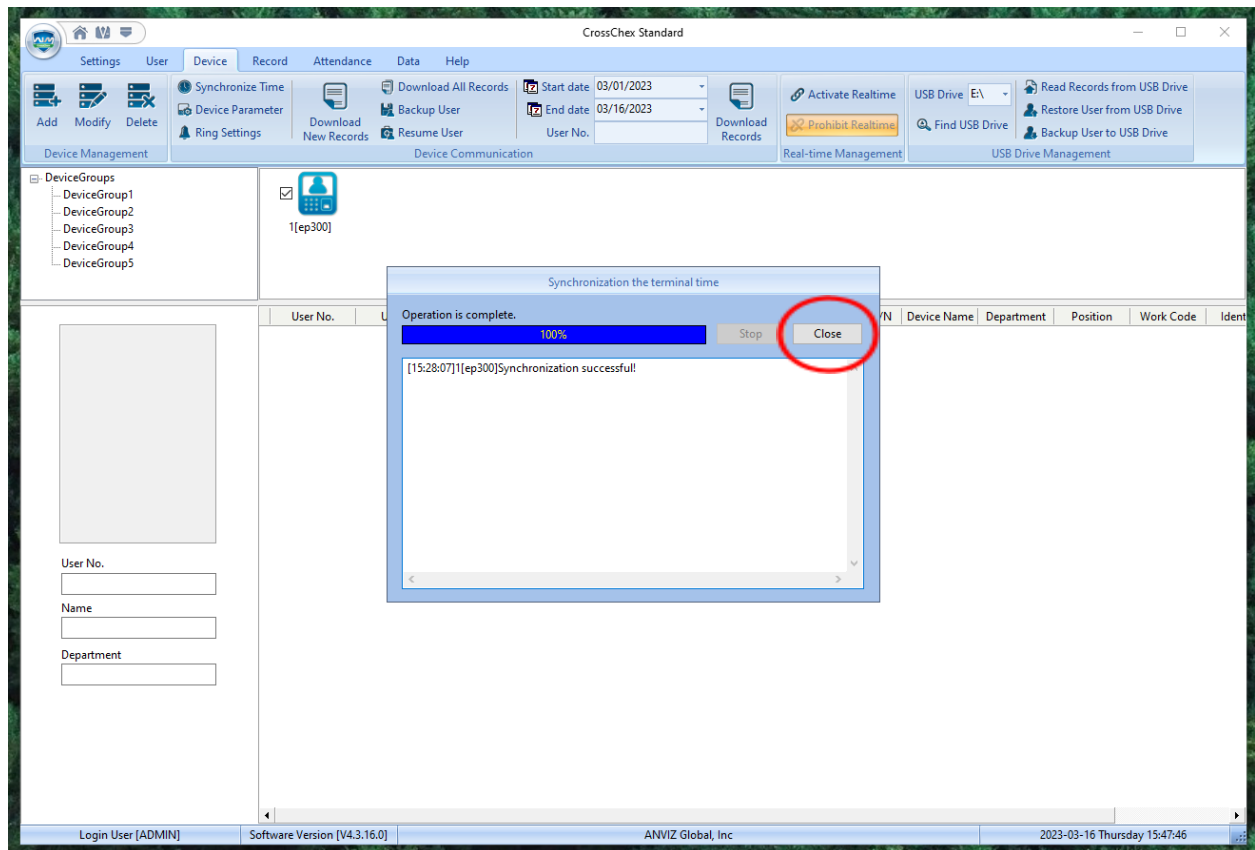
31. A device icon will show up in a section above. Tick the checkbox next to it if it is unticked. [BLUE]

32. From the sections underneath the top tabs, find the section labeled "Device Communication". [RED]

33. Click Synchronize Time and click Yes on the following prompt. [BLUE]



34. On the following window, click close if "Operation is complete" is displayed above the blue progress bar. [RED]



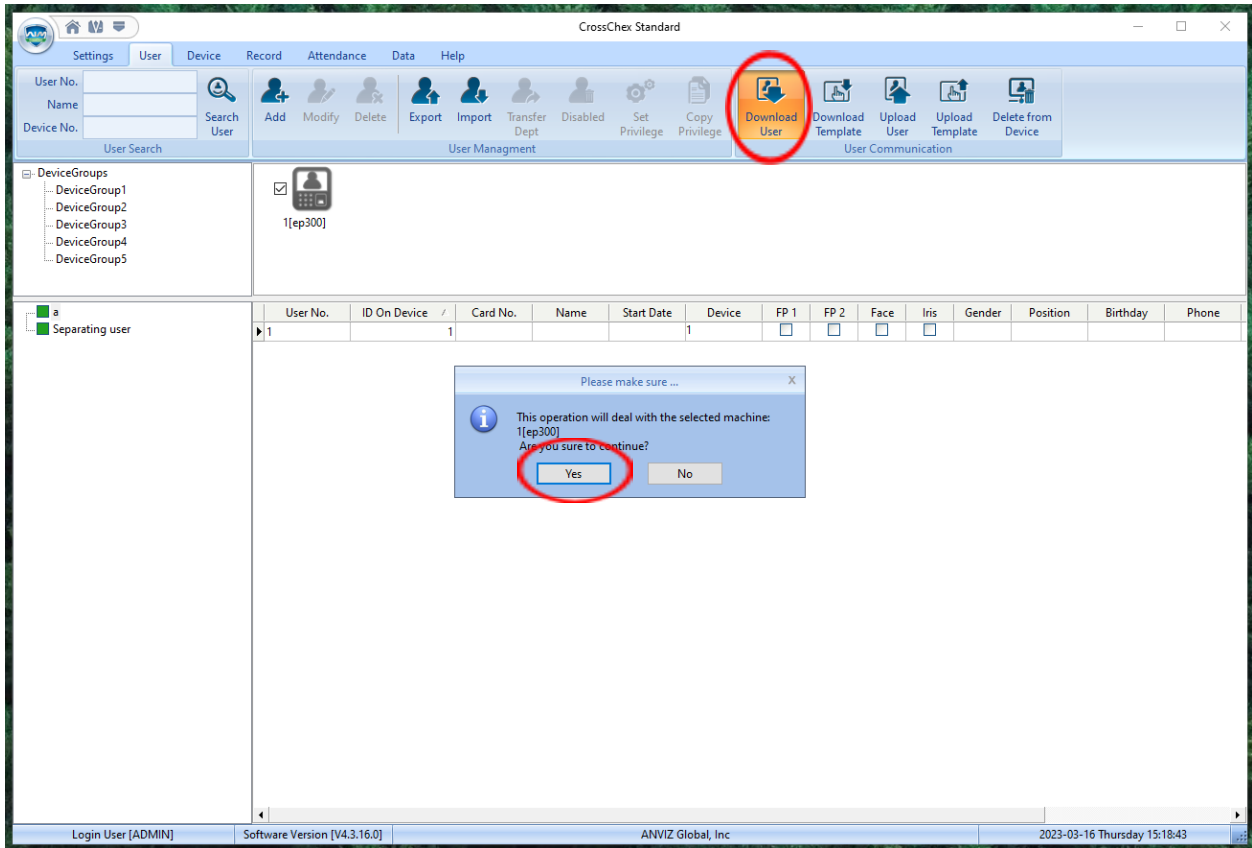
35. Click User from the tabs on the top of the screen. [RED]

36. From the sections underneath the top tabs, find the section labeled "User Communication". [BLUE]

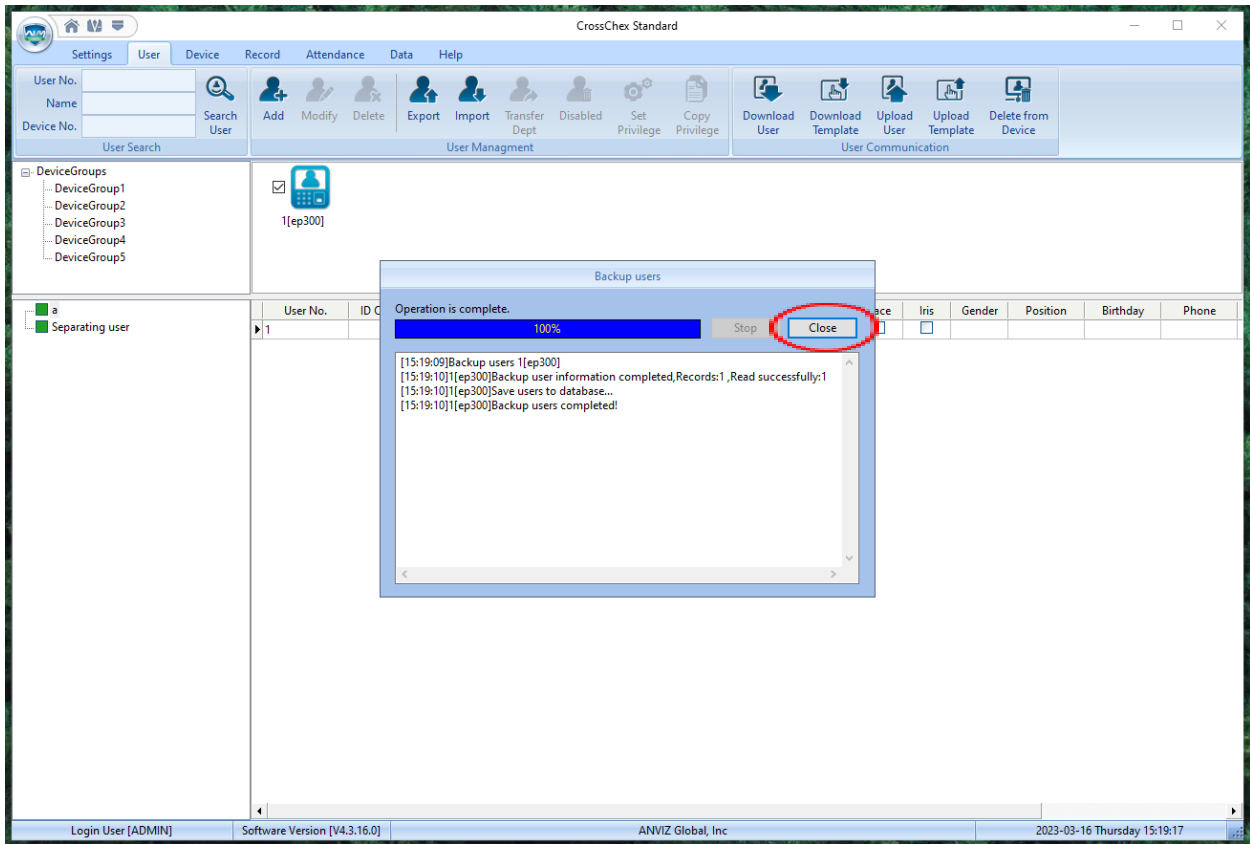
The screenshot shows the CrossChex Standard software interface. At the top, there are tabs for Settings, User, and Device. The 'User' tab is highlighted in red. Below the tabs, there are search fields for User No., Name, and Device No., and a 'Search User' button. To the right, there are icons for User Management (Add, Modify, Delete, Export, Import, Transfer Dept, Disabled, Set Privilege, C Priv) and User Communication (Download User, Download Template, Upload User, Upload Template, Delete from Device). The 'User Communication' section is highlighted in blue. Below this, there is a tree view for DeviceGroups (DeviceGroup1 to DeviceGroup5) and a list of users. The first user is '1[ep300]'. Below the list is a table with columns: User No., ID On Device, Card No., Name, Start Date, Device, FP 1, FP 2, Face, Iris, Gender, Position, Birthday, and Phone. The table contains one row for the user '1[ep300]'. At the bottom, there is a status bar with 'Login User [ADMIN]', 'Software Version [V4.3.16.0]', 'ANVIZ Global, Inc', and '2023-03-16 Thursday 15:15:37'.

User No.	ID On Device	Card No.	Name	Start Date	Device	FP 1	FP 2	Face	Iris	Gender	Position	Birthday	Phone
1	1				1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

37. Click Download User and click Yes on the following prompt. [RED]



38. On the following window, click close if "Operation is complete" is displayed above the blue progress bar. [RED]

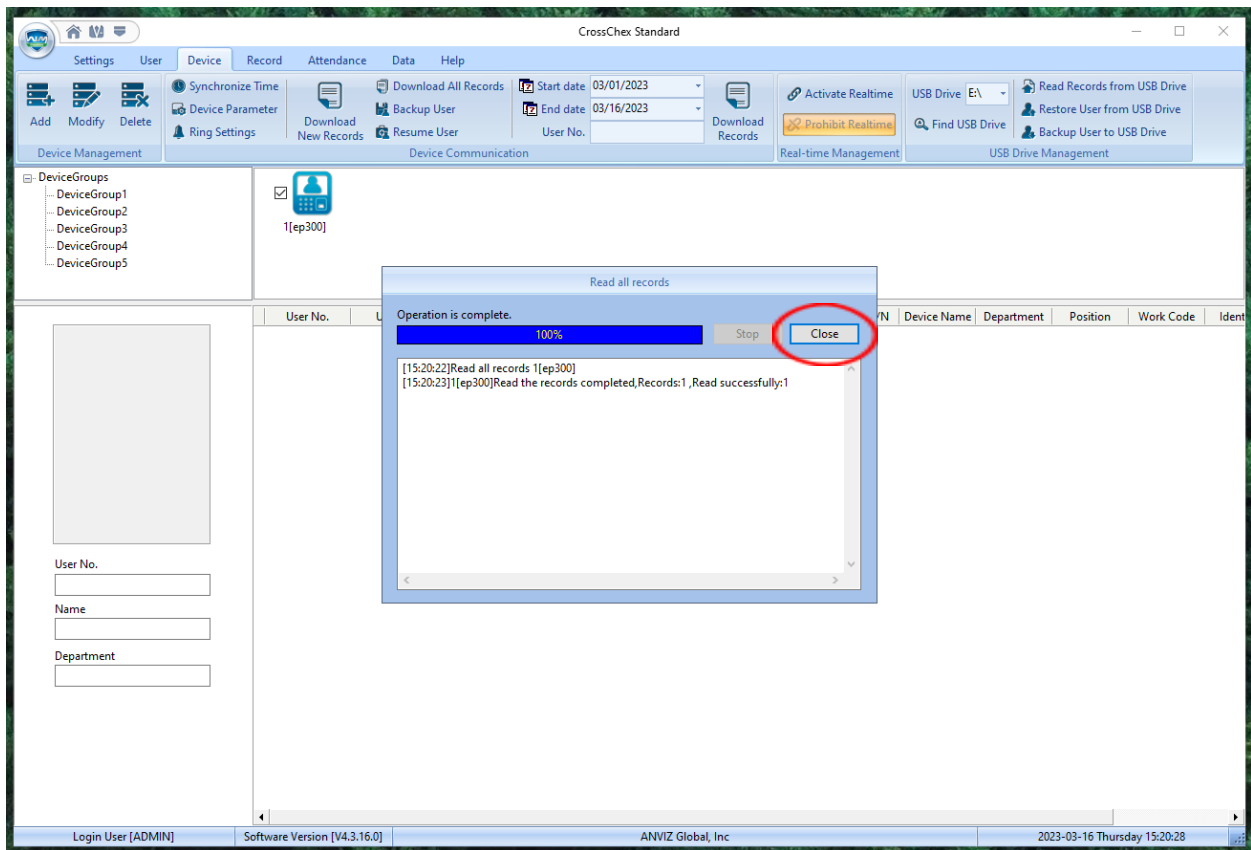


39. Check table below to verify if users have been imported to CrossChex Standard.

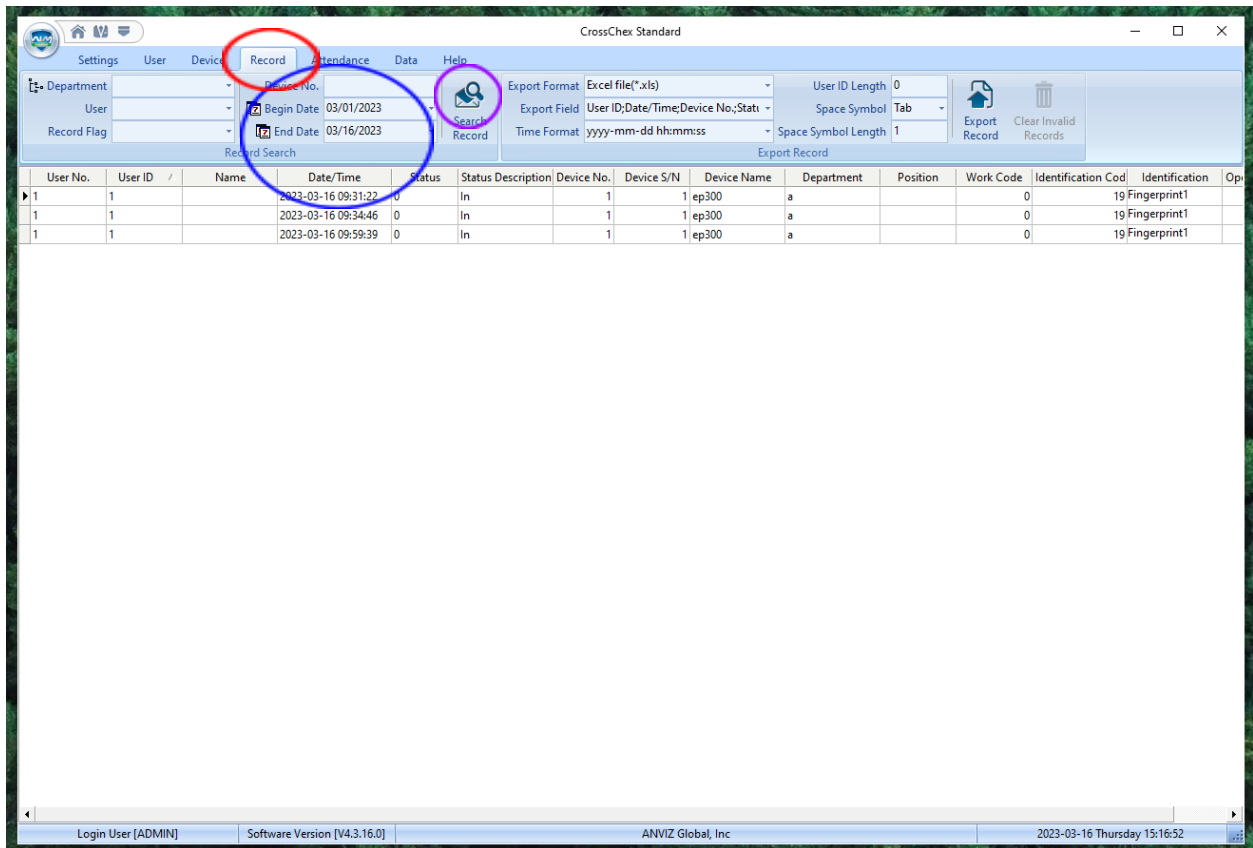




43. On the following window, click close if "Operation is complete" is displayed above the blue progress bar. [RED]



44. Click Record from the tabs on the top of the screen. [RED]



45. In the section below labeled Record Search, choose the Begin Date and End Date to specify what span of days records should be retrieved from. [BLUE]

46. Click Search Record to verify that records have been exported from the Anviz EP300 and imported into your computer successfully. [PURPLE]

## Using A Flash Drive:

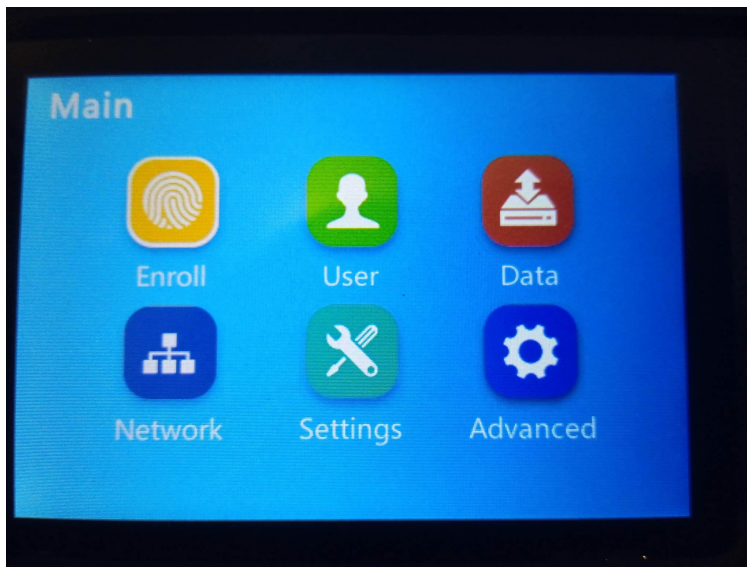
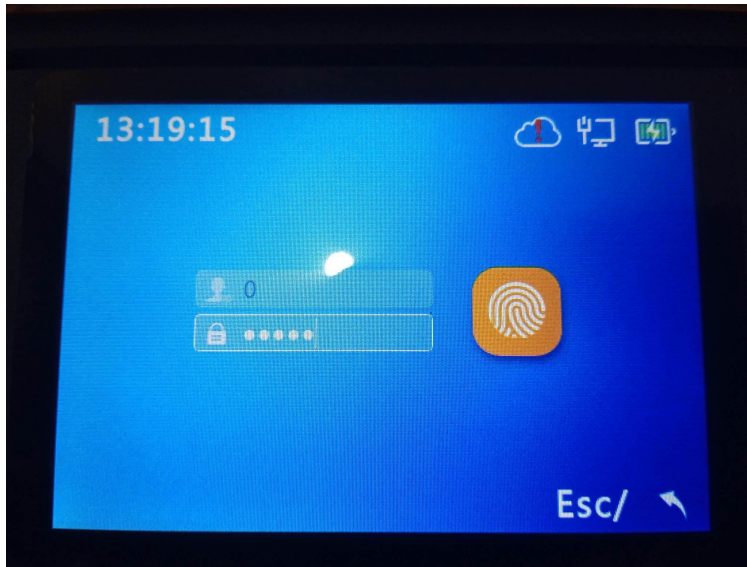
1. Turn on the Anviz EP300.



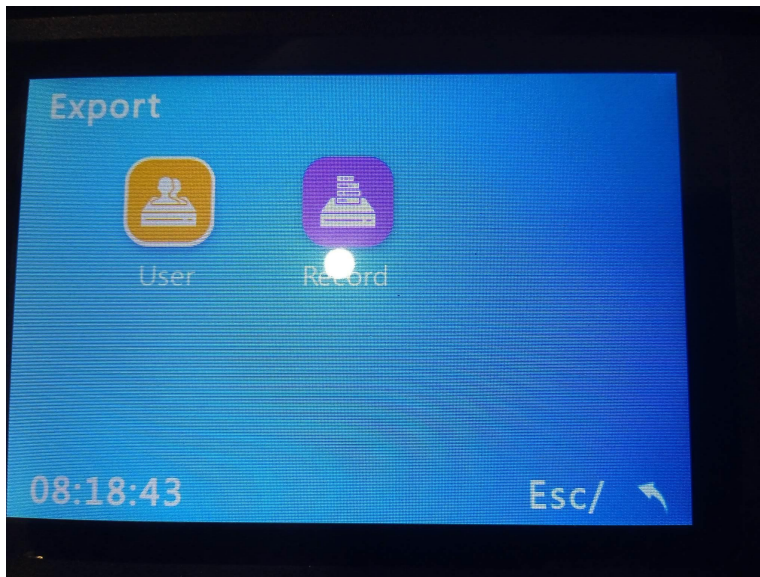
2. Insert a flash drive into the Anviz EP300's USB port located under the keypad.

Note: not all flash drive brands will work with the Anviz EP300. Some brands that work are Kingston and Sandisk. The storage space of the flash drive does not matter as long as the Anviz EP300 recognizes an inserted flash drive. If a flash drive is recognized, data and other logs can be extracted and any future errors are not associated with the flash drive used.

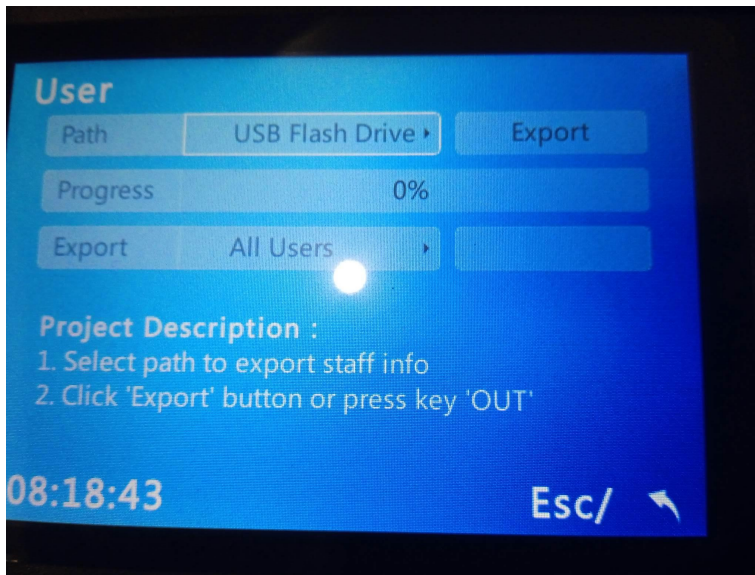
3. Log in as administrator into the main screen of the Anviz EP300.



4. Go to Data, then go to Export.



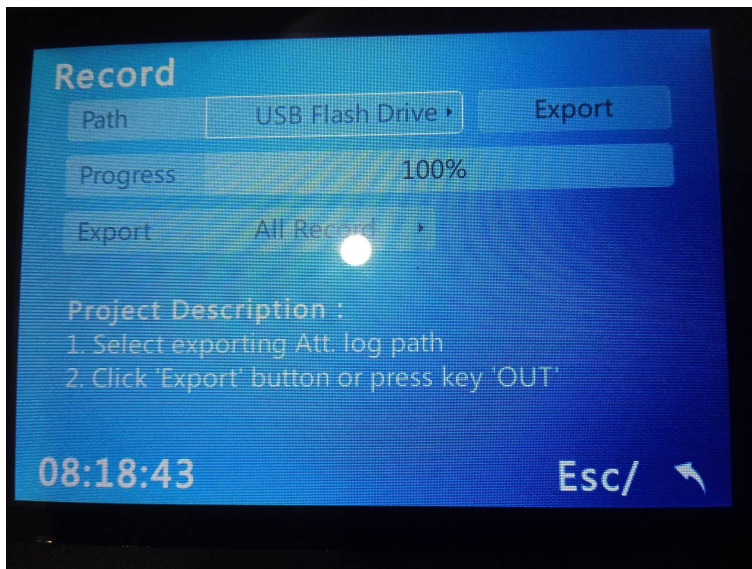
5. Go to User.



6. Make sure that Path displays "USB Flash Drive", then choose Export.

7. On the following prompt, choose OK.

8. Go back one screen, then go to Record.



9. Make sure that Path displays "USB Flash Drive", then choose Export.

10. On the following prompt, choose OK.

11. Remove the flash drive from the Anviz EP300's USB port.
12. Insert the flash drive into your computer's USB port.
13. Open CrossChex Standard on your computer.

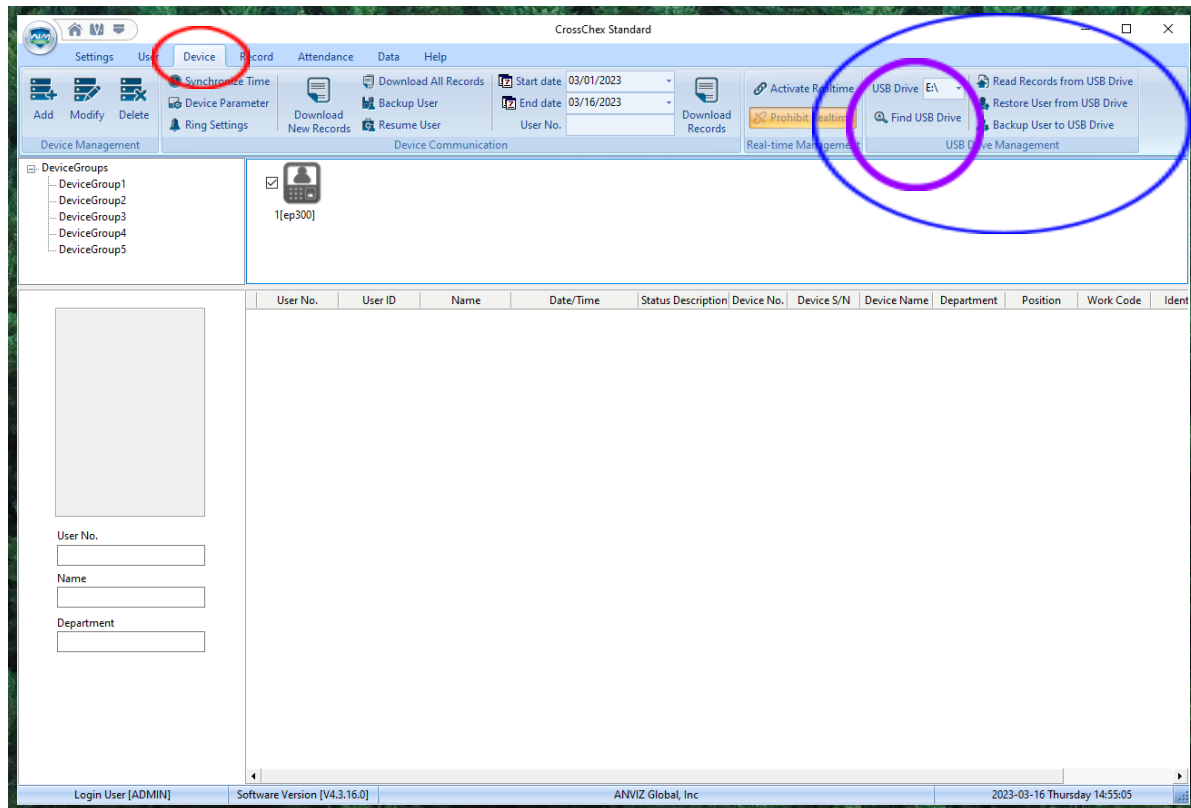




14. Log in as administrator into CrossChex Standard.

The screenshot displays the CrossChex Standard software interface. At the top, there is a menu bar with options: Settings, User, Device, Record, Attendance, Data, and Help. Below the menu bar is a toolbar with icons for Database Setting, Basic Parameter, Attendance Parameter, Dept. Setting, Status Setting, Leave Type, Work Code, Holiday List, Shift Setting, Access Control, Administrators, Change Password, Screen Lock, Switch Administrator, and Exit. The main area features a flowchart with the following steps: Attendance Parameter → Leave Class → Holiday List → Shift Management → Downloading record → Attendance Report. To the left of the flowchart are boxes for Dept. Settings, Add Device, and Device Management. To the right, there are buttons for Add User and Access Settings, a Fast Entrance section with icons for Business Leave, Append Record, Late Early, Real-Time Management, Access Control, and statistics analysis, and a System Help section with icons for Help Documentation, Asked Questions, and Submit Question. At the bottom right, there is a Backup database button and a Last backup time indicator. The status bar at the bottom shows: Login User [ADMIN], Software Version [V4.3.16.0], ANVIZ Global, Inc, and 2023-03-16 Thursday 14:54:33.

15. Click Device from the tabs on the top of the window. [RED]

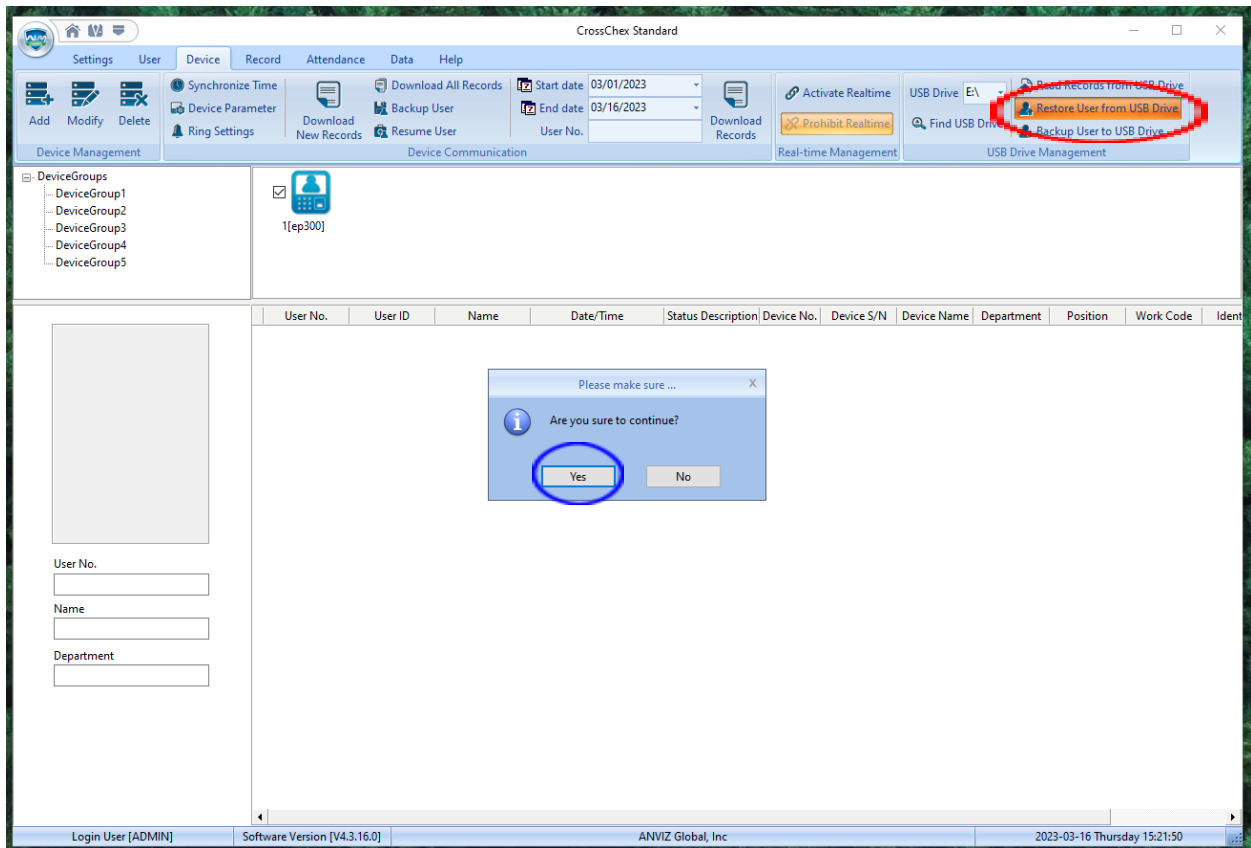


16. From the sections underneath the top tabs, find the section labeled "USB Drive Management". [BLUE]

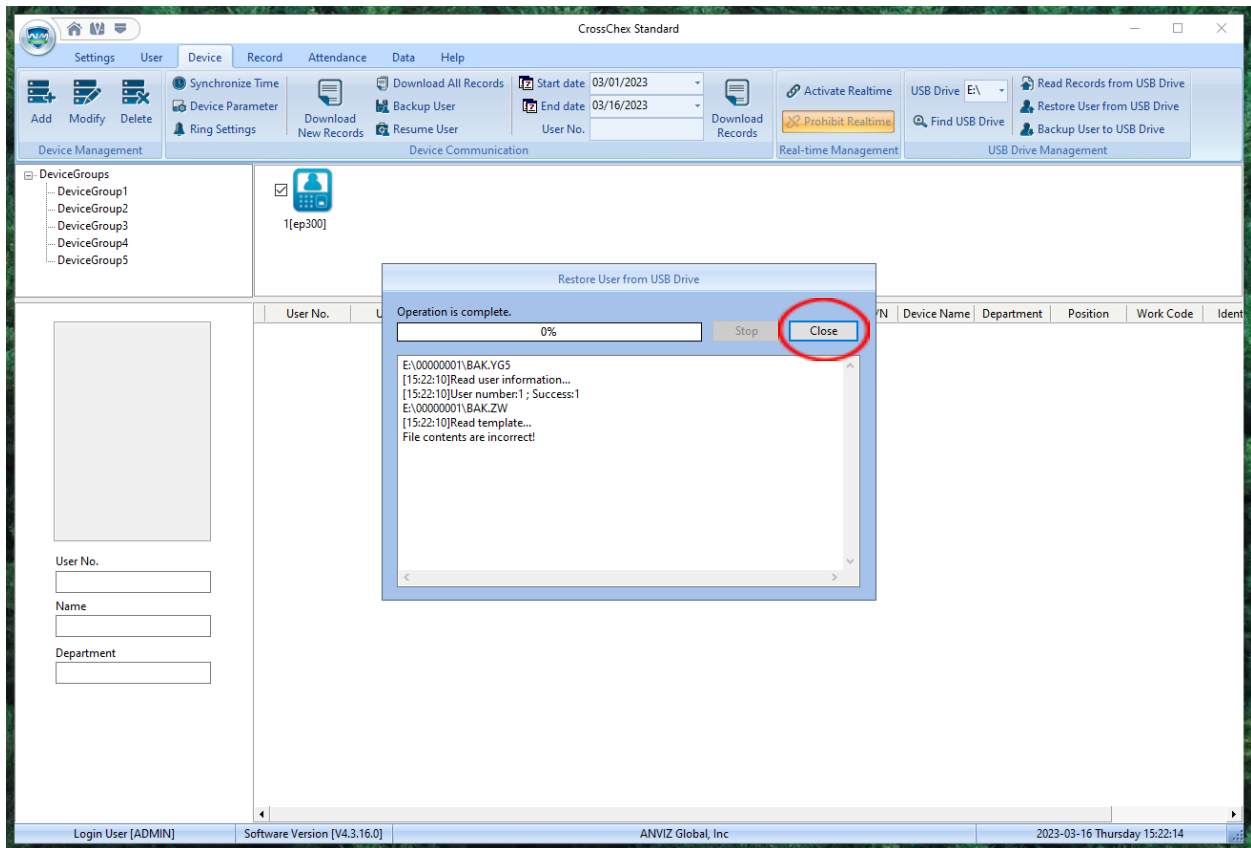
16. Click the dropdown box next to label "USB Drive" and find the flash drive you have inserted. Additionally, you can click Find USB Drive under the dropdown box to automatically find an appropriate flash drive for use. [PURPLE]

17. Click Restore User from USB Drive. [RED]

18. On the following prompt, click Yes. [BLUE]

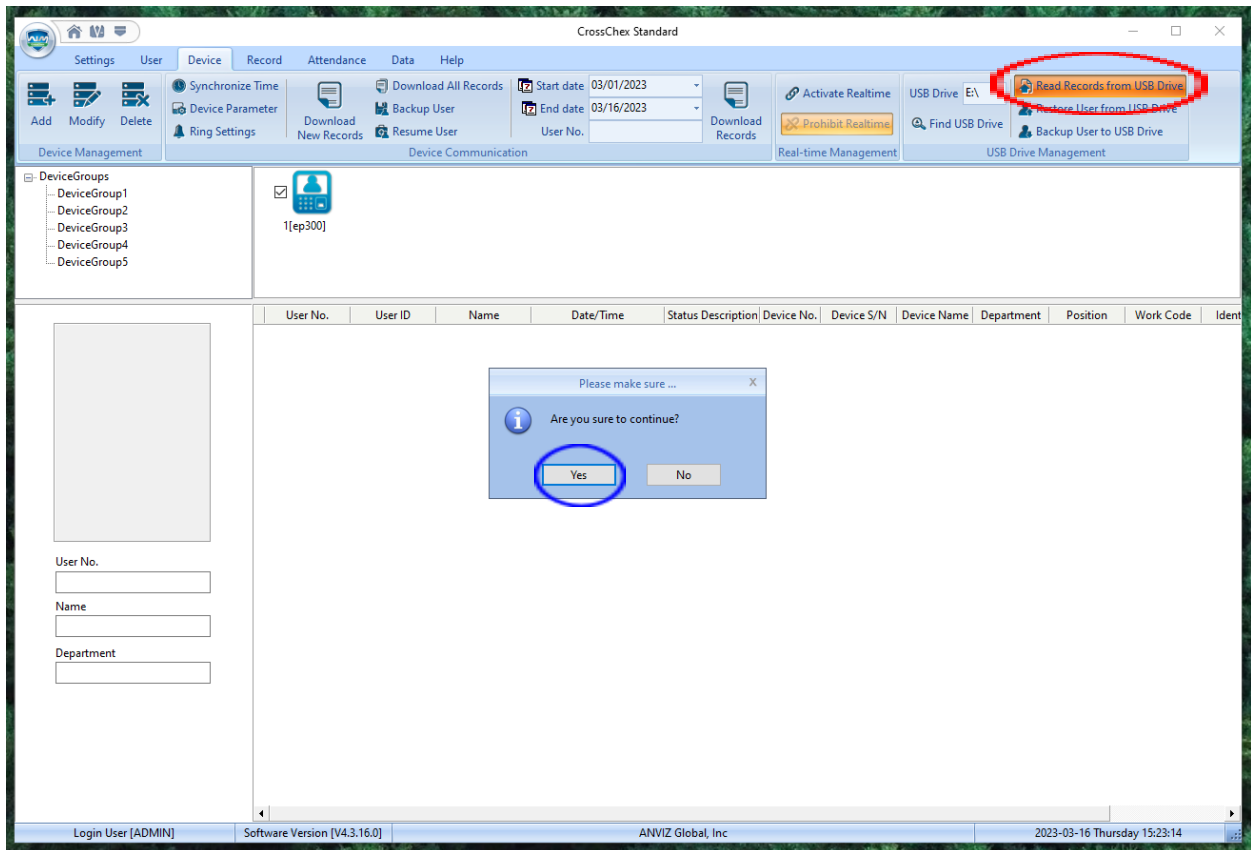


19. On the following window, click close if you can see "User number:# ; Success:#" displayed on the console. The # sign can be any number, and it refers to the number of users your Anviz EP300 device has saved. [RED]

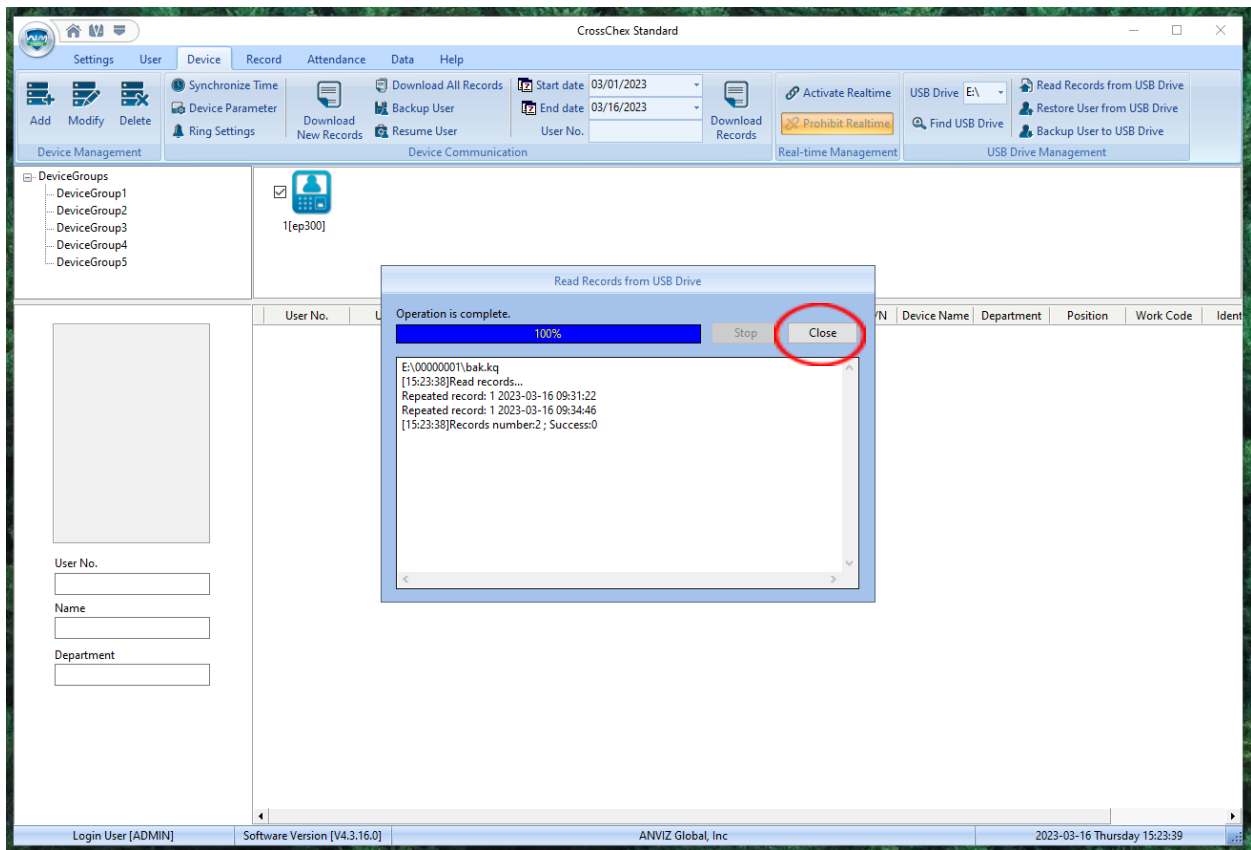


20. Click Read Records from USB Drive. [RED]

21. On the following prompt, click Yes. [BLUE]



22. On the following window, click close if "Operation is complete" is displayed above the blue progress bar. [RED]



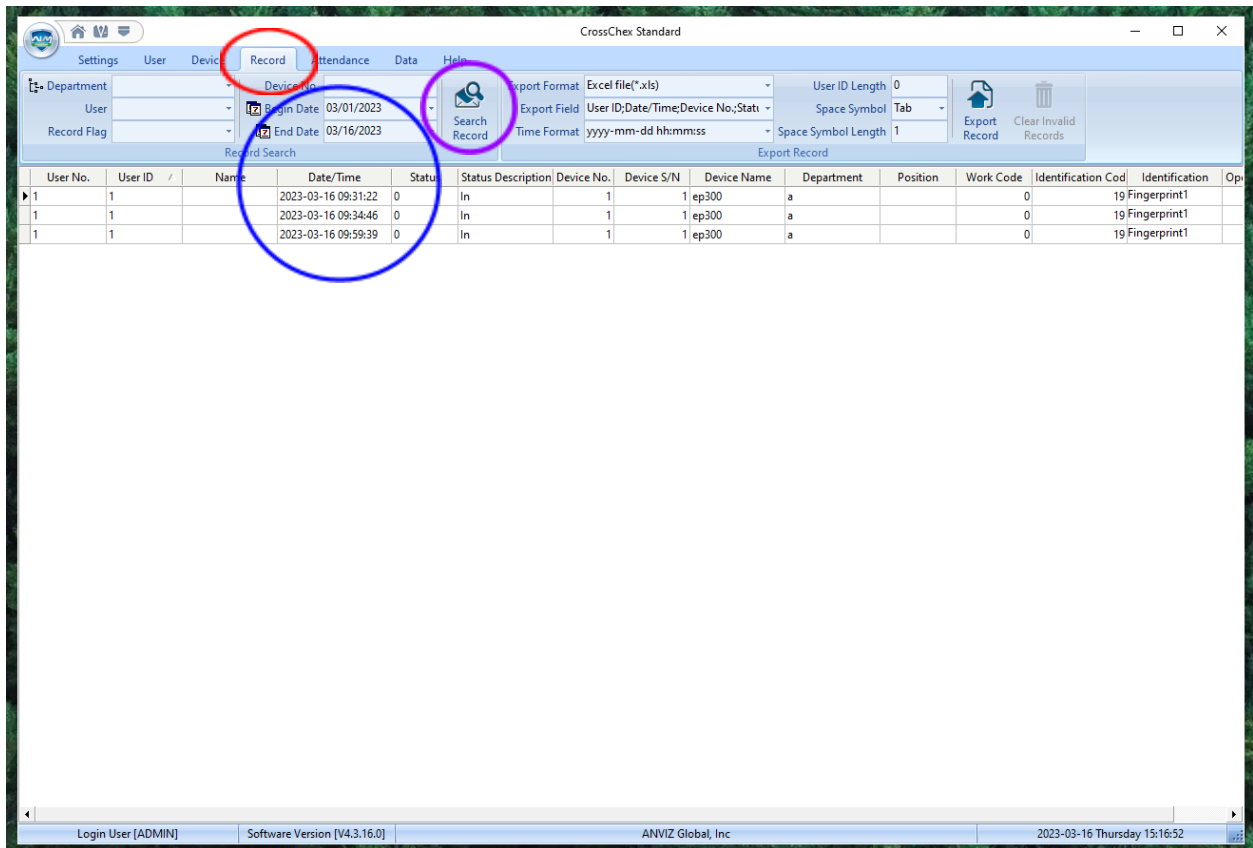
23. Click User from the tabs on the top of the screen and check the table below to verify that your user data has been exported from the Anviz EP300 and imported into your computer successfully. [RED]

The screenshot shows the CrossChex Standard software interface. The 'User' tab is highlighted with a red circle. The interface includes a top menu bar with 'Settings', 'User', 'Device', 'Record', 'Attendance', 'Data', and 'Help'. Below the menu bar is a toolbar with various icons for user management and communication. The main area is divided into two sections: 'User Search' on the left and 'User Management' on the right. The 'User Management' section contains a table with the following data:

User No.	ID On Device	Card No.	Name	Start Date	Device	FP 1	FP 2	Face	Iris	Gender	Position	Birthday	Phone
1	1				1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

The status bar at the bottom of the window displays 'Login User [ADMIN]', 'Software Version [V4.3.16.0]', 'ANVIZ Global, Inc', and '2023-03-16 Thursday 15:15:37'.

24. Click Record from the tabs on the top of the screen. [RED]



25. In the section below labeled Record Search, choose the Begin Date and End Date to specify what span of days records should be retrieved from. [BLUE]

26. Click Search Record to verify that records have been exported from the Anviz EP300 and imported into your computer successfully. [PURPLE]