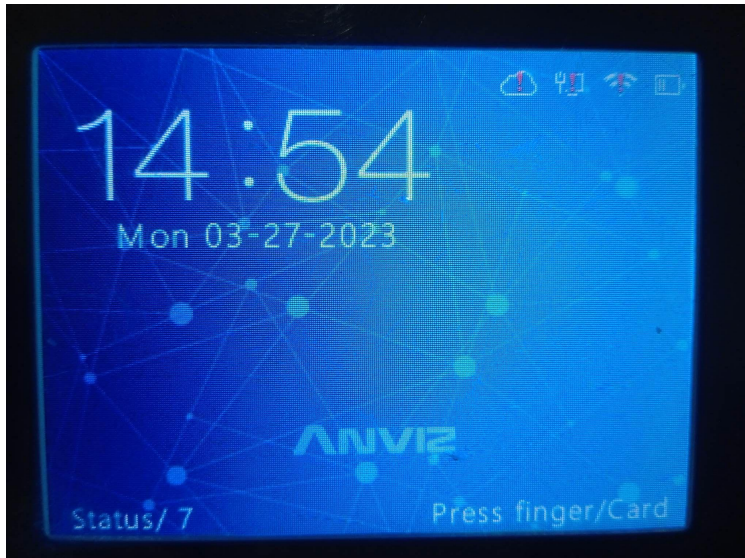


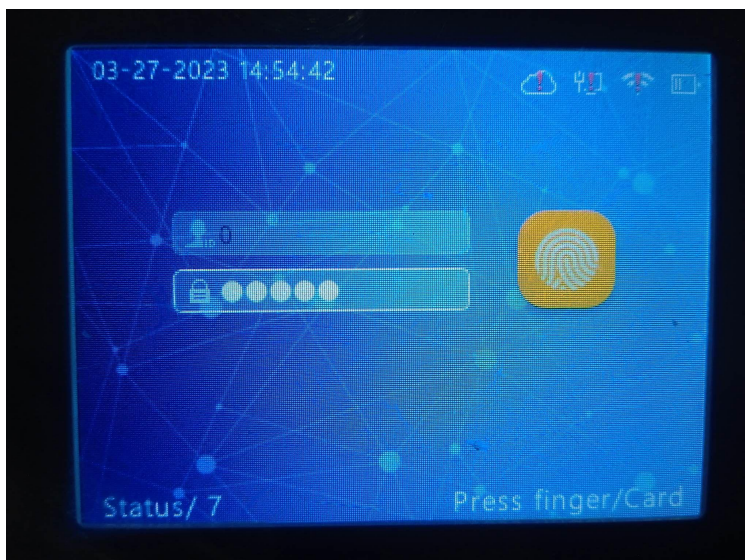
User Guide To Connecting Biometric Device To Paycheckmaster Standard (Anviz W1 Pro & ZKTeco WL 20)

Anviz W1 Pro

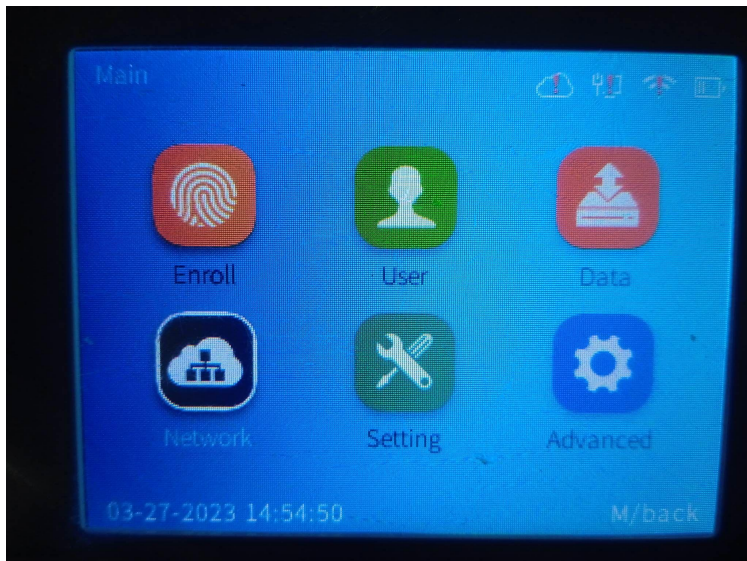
1. Turn on the Anviz W1 Pro.



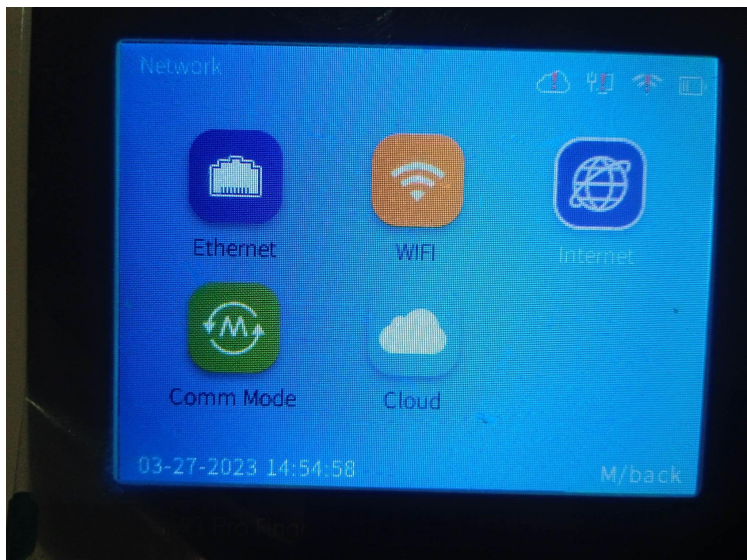
2. Log in as an administrator using user ID "0" and password "12345". NOTE: "0" and "12345" are the default administrator credentials when the device is first acquired. Contact any higher-ups if the credentials required may have been changed since first use.



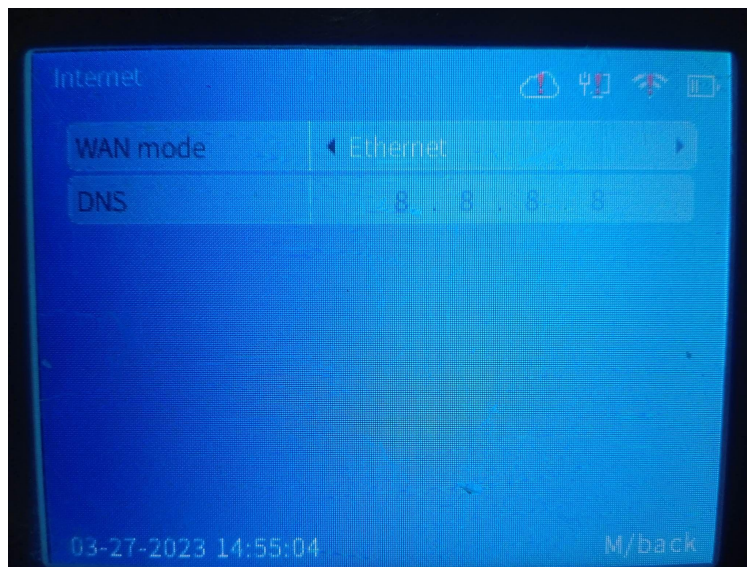
3. At the Main screen, go to Network.



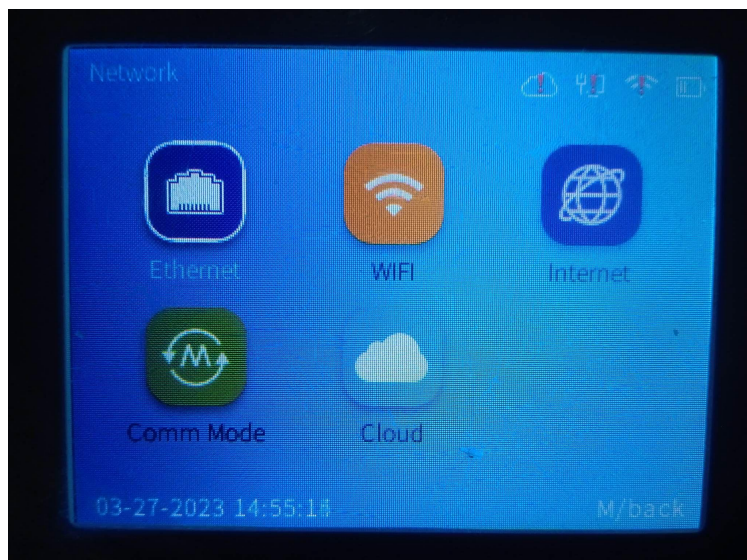
4. At the Network screen, go to Internet.

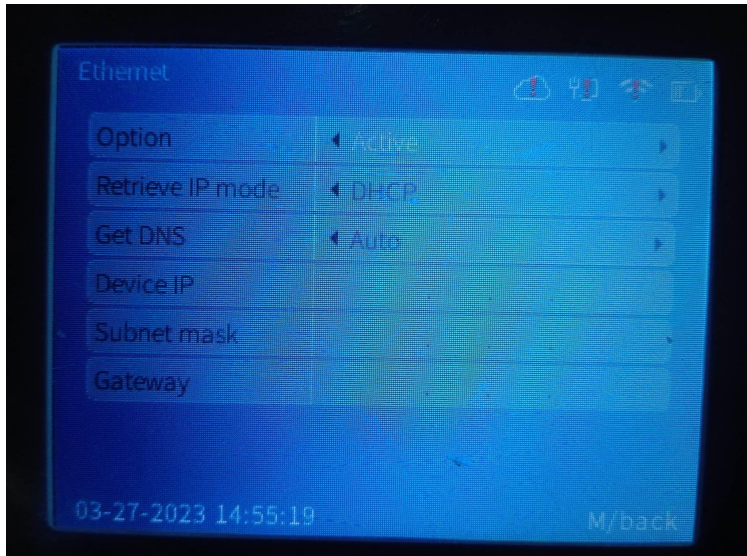


5. Change WAN mode to Ethernet.



6. Go back to the Network screen, then go to Ethernet.



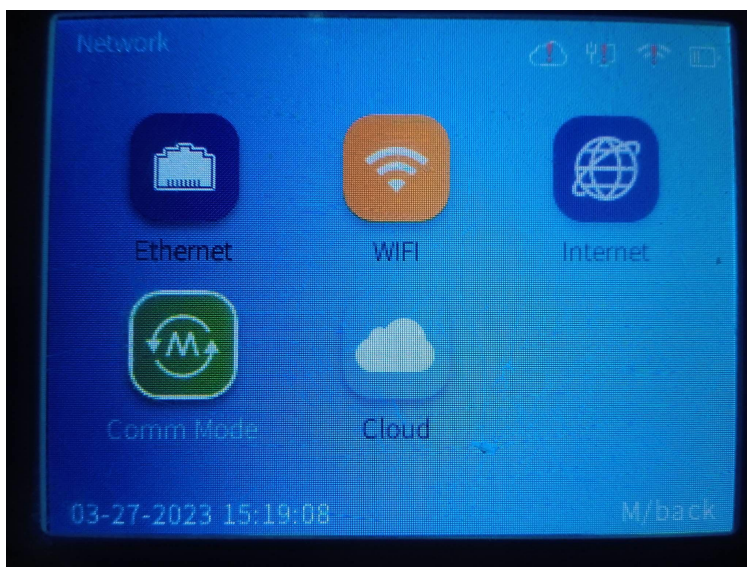


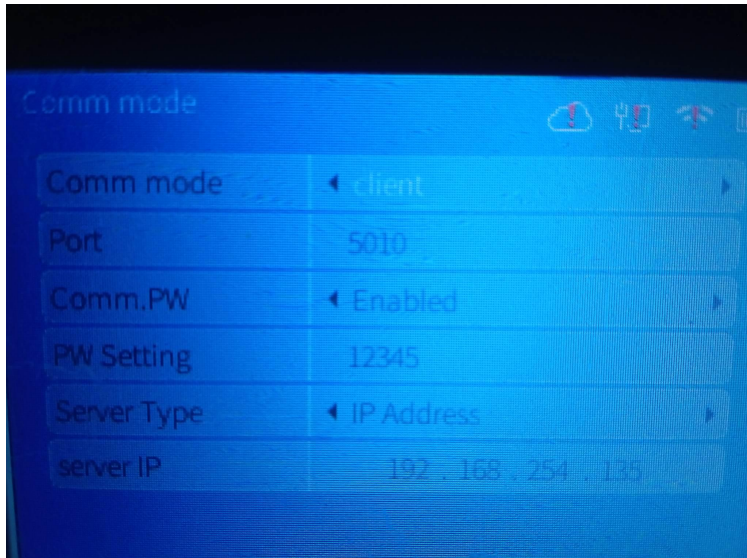
7. Set Option to “Active”.

8. Set Retrieve IP mode to “DHCP”.

9. Set Get DNS to “Auto”.

10. Go back to the Network screen, then go to Comm Mode.





11. Set Comm mode to “client”.

12. Set Port to “5010”.

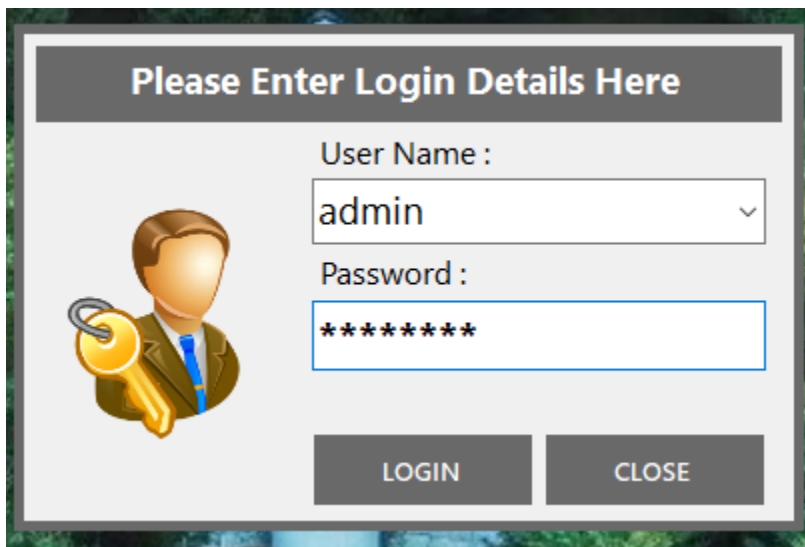
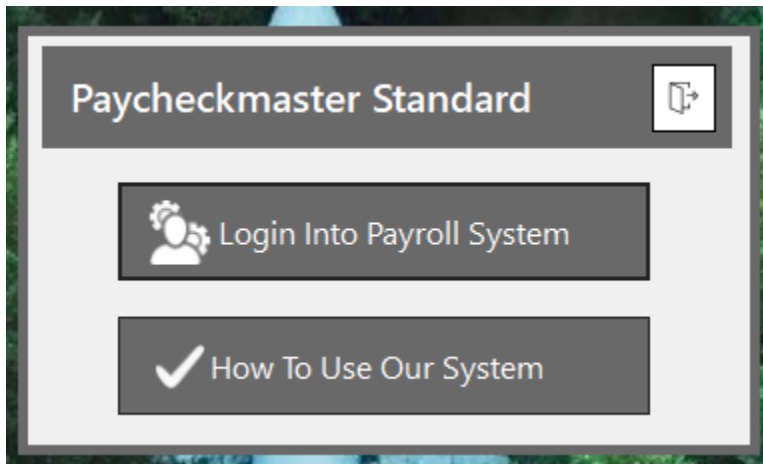
13. Set Comm.PW to “Enabled”.

14. Set PW Setting to “12345”.

15. Set Server Type to “IP Address”.

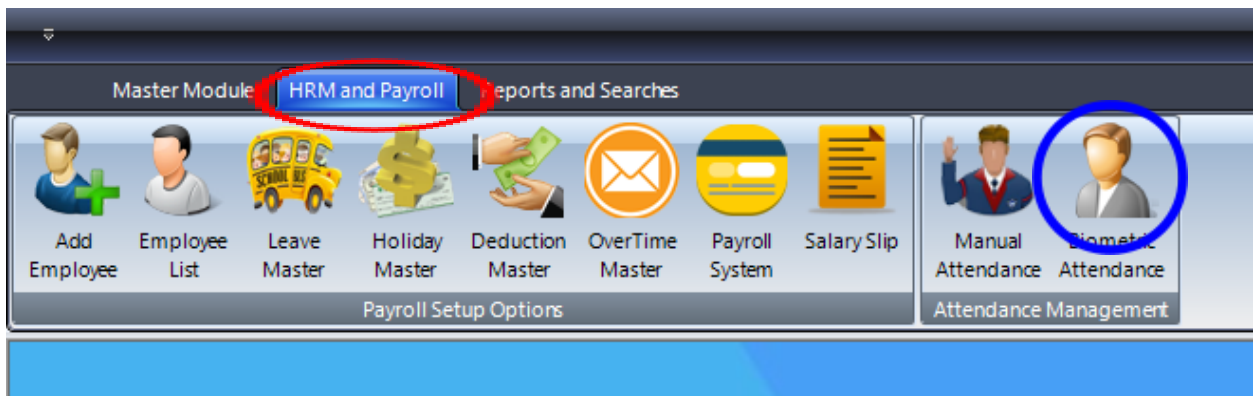
16. Set server IP to the IP address of the computer you will be connecting to. NOTE: Ensure that the Anviz W1 Pro and the computer you will connect to are using the same network.

17. Open Paycheckmaster Standard.



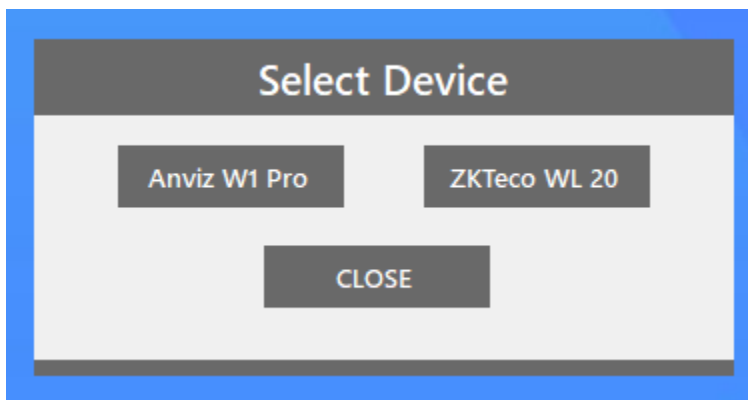
18. Log in as an administrator with username "admin" and password "admin123". NOTE: "admin" and "admin123" are the default administrator credentials when the device is first acquired. Contact any higher-ups if the credentials required may have been changed since first use.

19. From the tabs at the top of the window, click HRM and Payroll. [RED]



20. In the section labeled Attendance Management, click Biometric Attendance. [BLUE]

21. From the device choices that appear, click Anviz W1 Pro.



22. On the window that appears, use the Date pickers to select a starting date and an ending date to set a span of time from which the device will retrieve records.

Get Data From Biometric Device

Load Data From Device

From Date : 02/01/2023

To Date : 03/28/2023

Save Data Into Database


Reset All Data


Count	Employee #	VerifyMode	InOutMode	Date	WorkCode	Basic Hours
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23. Click Load Data From Device.


24. Check the table and verify if all the attendance records downloaded are correct.


Get Data From Biometric Device

 Load Data From Device

From Date : 03/01/2023 

To Date : 03/28/2023 

 Save Data Into Database

 Reset All Data

	Count	Employee #	VerifyMode	InOutMode	Date	WorkCode	Basic Hours
▶	1	1	1	0	03/06/2023	0	
	2	1	1	0	03/08/2023	0	
	3	1	1	0	03/08/2023	0	
	4	1	1	0	03/08/2023	0	
	5	1	1	0	03/08/2023	0	
	6	1	1	0	03/08/2023	0	
	7	1	0	0	03/08/2023	0	
	8	1	1	0	03/08/2023	0	
	9	1	1	0	03/09/2023	0	
	10	1	1	1	03/09/2023	0	
	11	1	1	4	03/09/2023	0	
	12	1	1	5	03/09/2023	0	

25. Click Save Data Into Database to finalize.

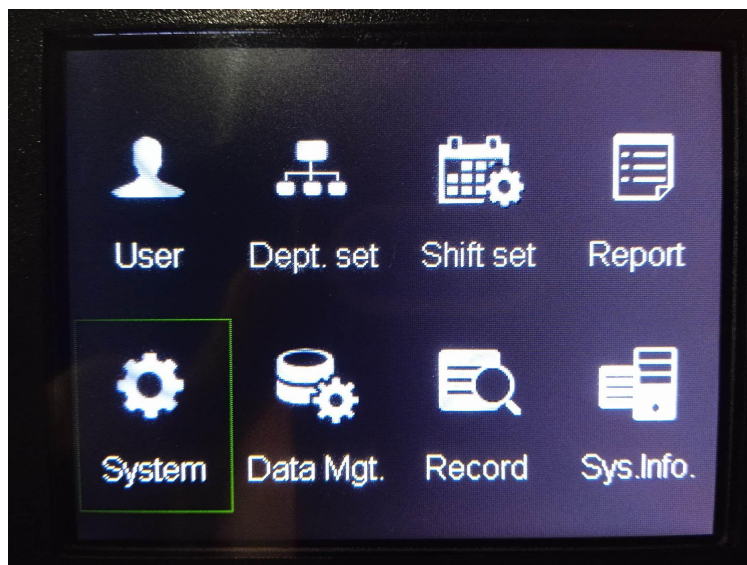
26. Click the close button.

ZKTeco WL 20

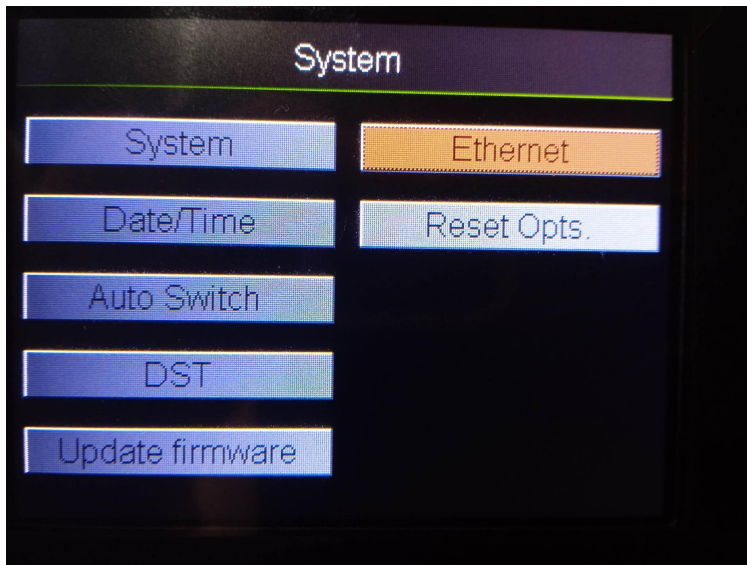
1. Turn on the ZKTeco WL 20.



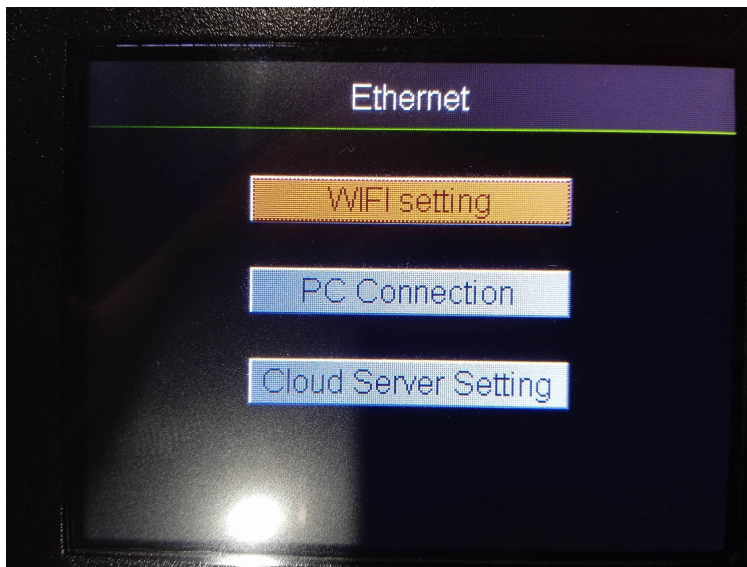
2. Click M/OK to enter the main screen.
3. On the main screen, go to System.



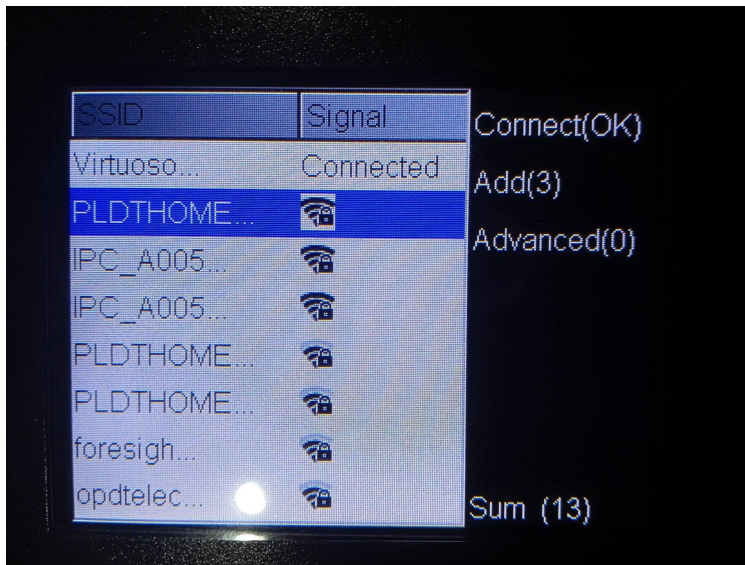
4. On the System screen, go to Ethernet.



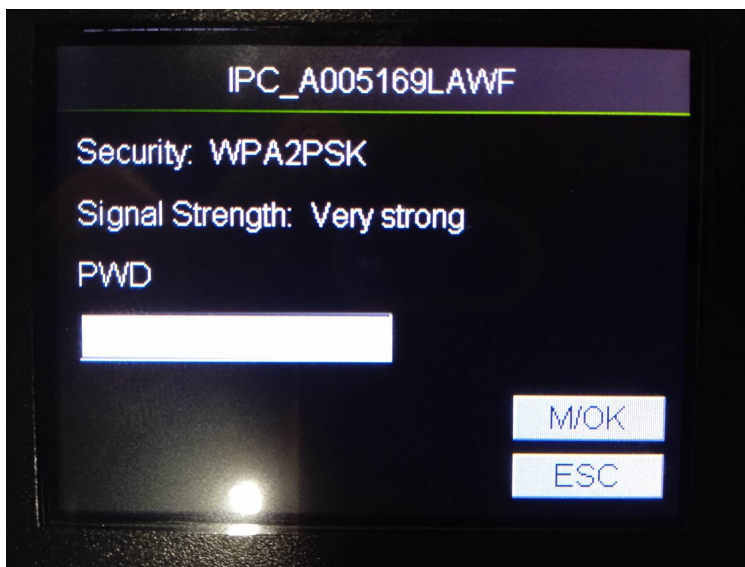
5. On the Ethernet screen, go to WIFI setting.



6. Select your WIFI network from the list, then press OK.

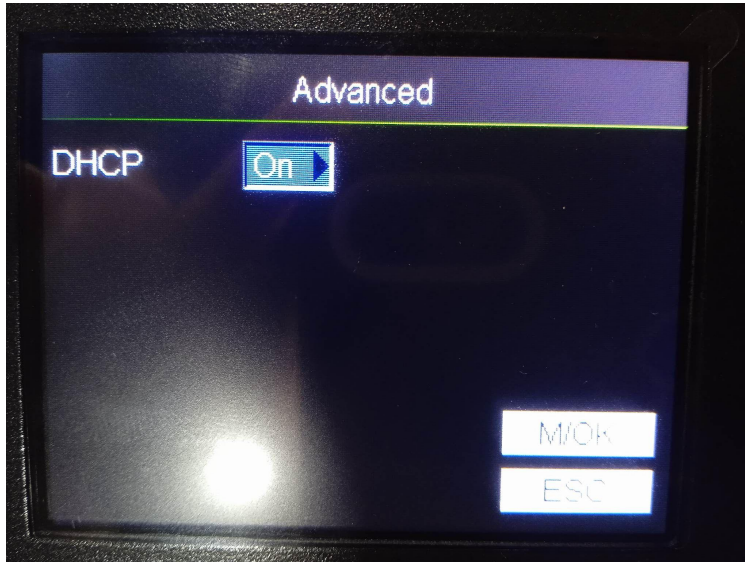


7. Enter the WIFI password.



8. Once connected, go back to the WIFI setting screen. NOTE: Ensure that the ZKTeco WL 20 and the computer you will connect to are using the same network.

9. On the WIFI setting screen press 0 to go to Advanced.



10. Set DHCP to "On", then go back to the WIFI setting screen.

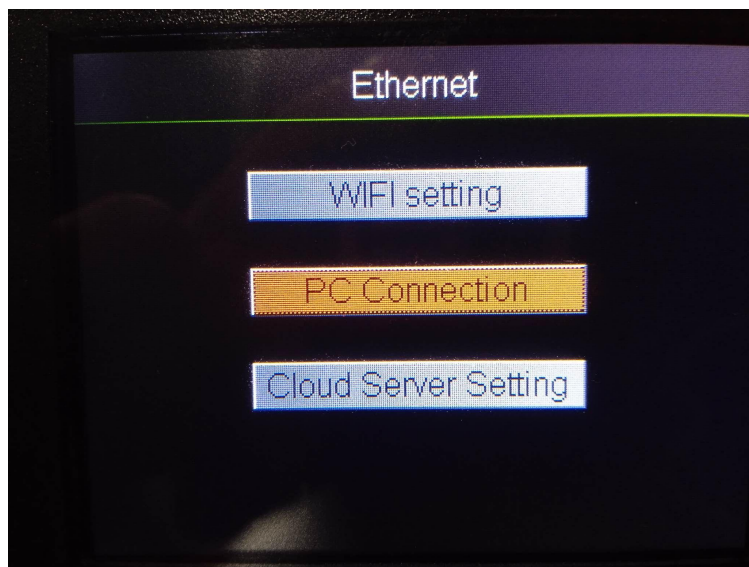
11. Click OK on the WIFI network you are connected to.

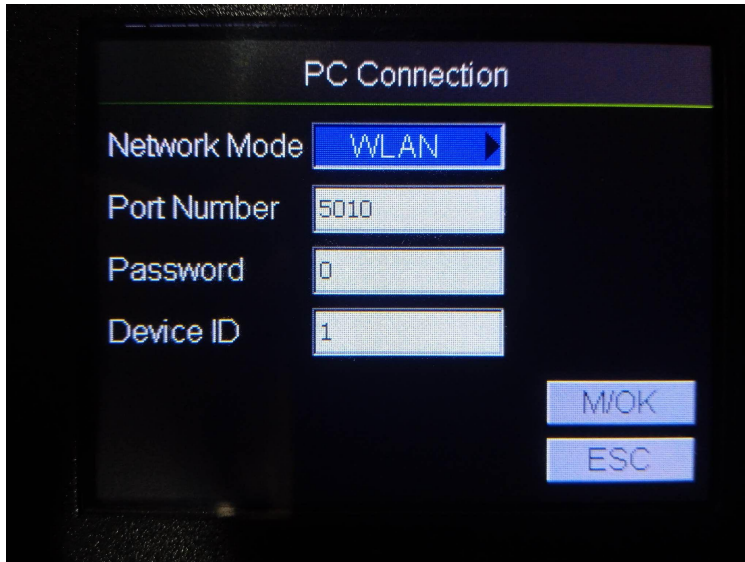


12. Take note of the IP Address, as you will use it as input later.



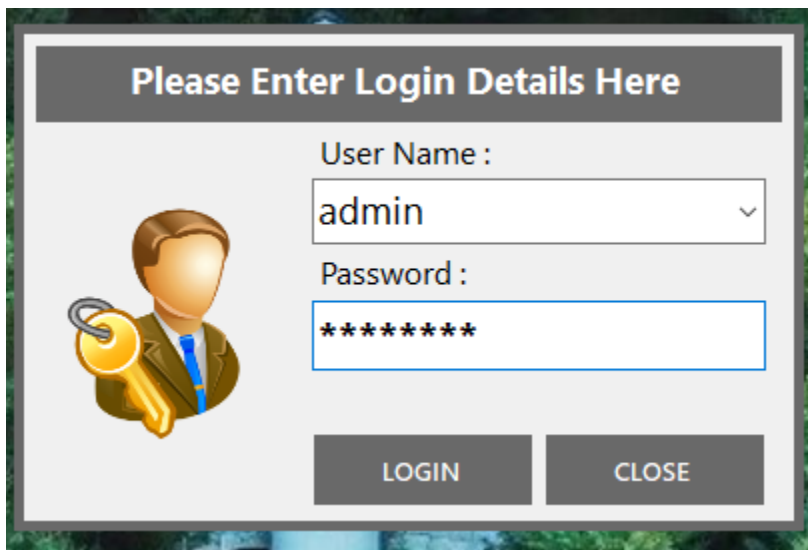
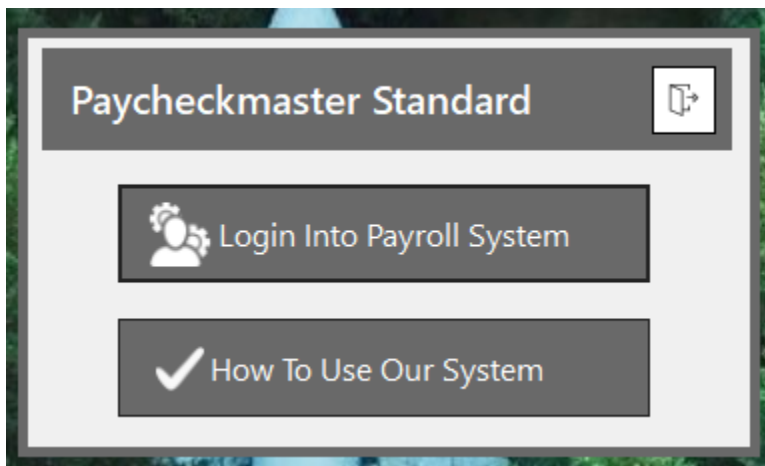
13. Go back to the Ethernet screen, then go to PC Connection.





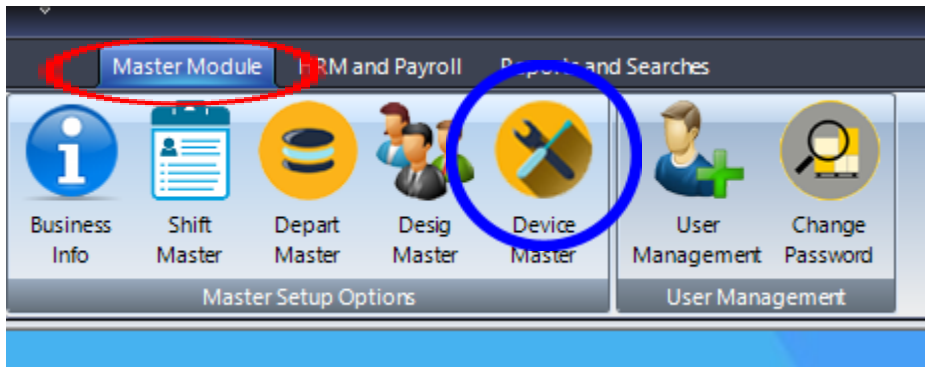
14. Set Network Mode to "WLAN".
15. Set Port Number to "5010". Take note of the Port Number, as you will use it as input later.
16. Set Password to "0".
17. Set Device ID to "1".
18. You may now go back to the main screen.

19. Open Paycheckmaster Standard.



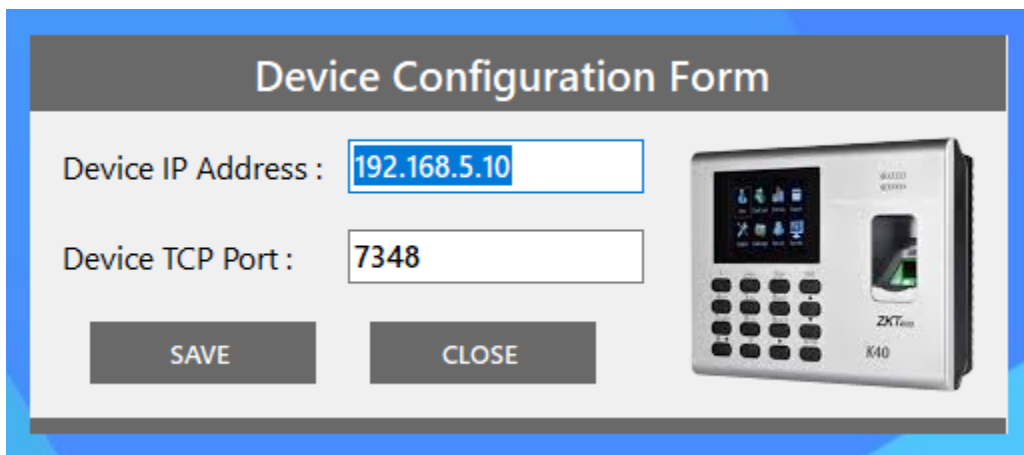
20. Log in as an administrator with username “admin” and password “admin123”. NOTE: “admin” and “admin123” are the default administrator credentials when the device is first acquired. Contact any higher-ups if the credentials required may have been changed since first use.

21. From the tabs at the top of the window, click Master Module. [RED]



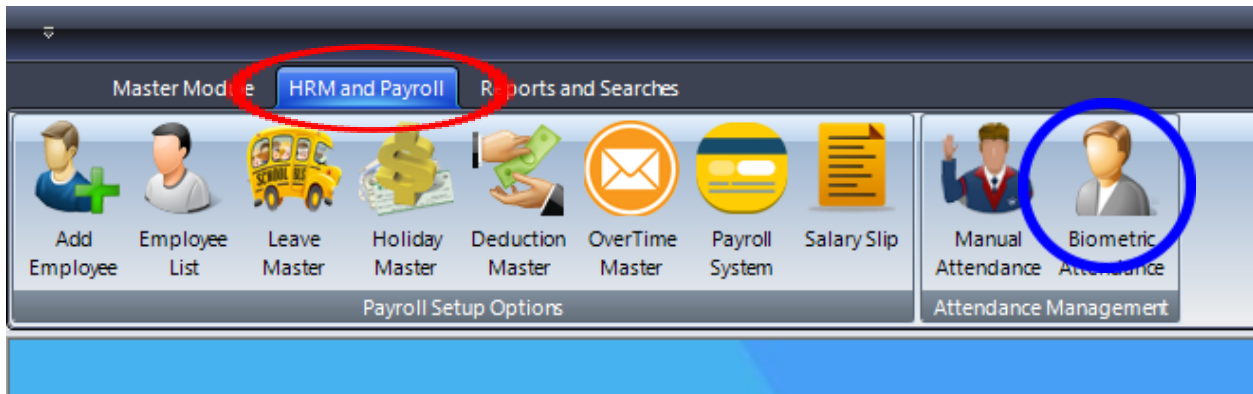
22. In the section labeled Master Setup Options, click Device Master. [BLUE]

23. On the window that appears, input the IP Address from Step 12 in the first textbox and the Port Number from Step 15 in the second textbox.



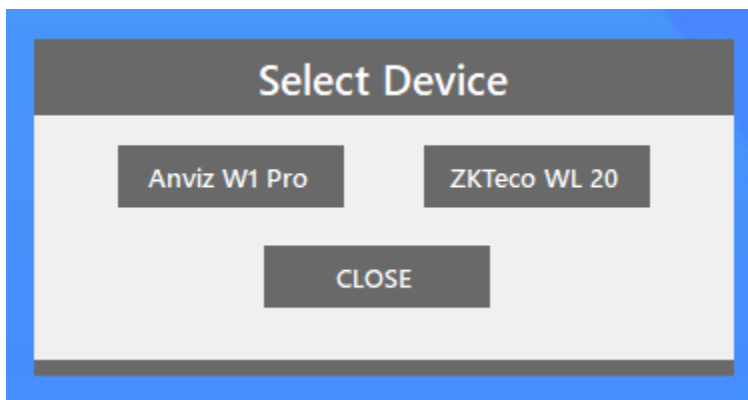
24. Click SAVE, then CLOSE.

25. From the tabs at the top of the window, click HRM and Payroll. [RED]



25. In the section labeled Attendance Management, click Biometric Attendance. [BLUE]

26. From the device choices that appear, click ZKTeco WL 20.



27. On the window that appears, use the Date pickers to select a starting date and an ending date to set a span of time from which the device will retrieve records.

Get Data From Biometric Device

Load Data From Device From Date : 02/01/2023 Save Data Into Database Reset All Data

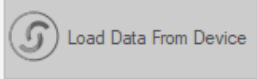


To Date : 03/28/2023

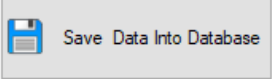

Count	Employee #	VerifyMode	InOutMode	Date	WorkCode	Basic Hours
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28. Click Load Data From Device.

29. Check the table and verify if all the attendance records downloaded are correct.

Get Data From Biometric Device

 **From Date :** 03/01/2023 
To Date : 03/28/2023 

	Count	Employee #	VerifyMode	InOutMode	Date	WorkCode	Basic Hours
▶	1	1	1	0	03/06/2023	0	
	2	1	1	0	03/08/2023	0	
	3	1	1	0	03/08/2023	0	
	4	1	1	0	03/08/2023	0	
	5	1	1	0	03/08/2023	0	
	6	1	1	0	03/08/2023	0	
	7	1	0	0	03/08/2023	0	
	8	1	1	0	03/08/2023	0	
	9	1	1	0	03/09/2023	0	
	10	1	1	1	03/09/2023	0	
	11	1	1	4	03/09/2023	0	
	12	1	1	5	03/09/2023	0	

30. Click Save Data Into Database to finalize.

31. Click the close button.