EDIMAX
NETWORKING PEOPLE TOGETHER

Office 1-2-3

Quick Installation Guide

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I Quick Summary & Reminder

1. You can find all supporting documents, video, and programs:
http://office123.edimax.com

2. This is a Quick Install Guide. For complete user manual or QIG in other languages, please check the included CD or visit the link below:
www.edimax.com/edimax_pro/download/Office1-2-3

3. During the initial power up, please wait 10 minutes for APs to communicate with each other.

4. Download our **IP Finder** from the link below to search and find the master AP for configurations.
www.edimax.com/edimax_pro/download/IPfinder

5. If you are unable to load IP Finder: **Right-click** on the IP Finder and choose "Property". Click **Unblock** on the bottom selection and click "OK".

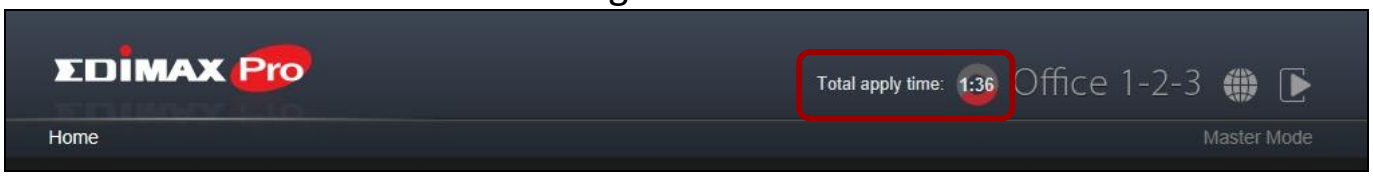
6. The Office 1-2-3 will create 3 wireless network initially for each AP.

7. The default *username* and *password* are **admin** and **1234** respectively. Changing password on the Master AP will also change the password of the Slave APs.

8. It is recommended that you use the default settings whenever possible. Just add user accounts and the Wi-Fi passwords where necessary.

9. It is recommended to use **import** and **export list** for simple management of guest and office accounts.

10. When configuring, please check for a "Progress Circle" on the upper right hand side of the page. Please wait until the progress circle is finished before further configurations.



11. The RADIUS function used by Office network works directly with most OS except Windows versions older than Win 8.1. For instructions on setting up RADIUS function, please refer to the included A4 Sheet or download "RADIUS Authentication for Office Network" from the link:

www.edimax.com/edimax_pro/download/Office1-2-3

12. This product supports multiple devices per login account.

13. Clicking **Apply** during any of the configuration will ***reboot*** the AP, which takes time, it is recommended that you use **Apply** only after changing all settings.

14. Should you connect to the guest network, **open a browser** to trigger the login page. If no login page is shown, try entering www.edimax.com.

15. A maximum of 128 Guest accounts and 256 Office accounts are supported. Multiple logins (of the same account/password) are accounted as using multiple accounts.

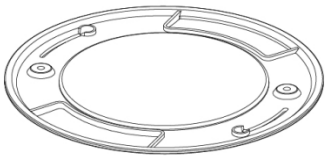
16. The **frontdesk account** is for **creation of guest account** only. It cannot make changes to other settings.

17. If you wish to add more APs to **expand** your office coverage, please consult your representative and refer to the "**Office +1 AP**" package.

II Product Information

II-1 Package Contents

1



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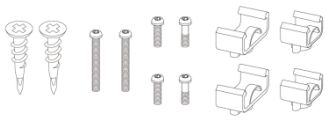

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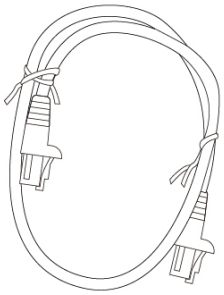

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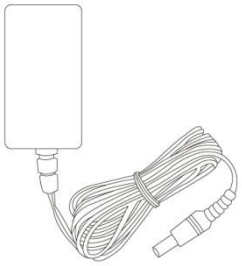

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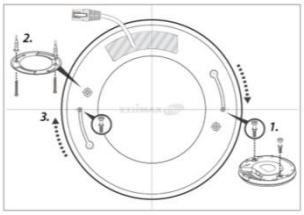

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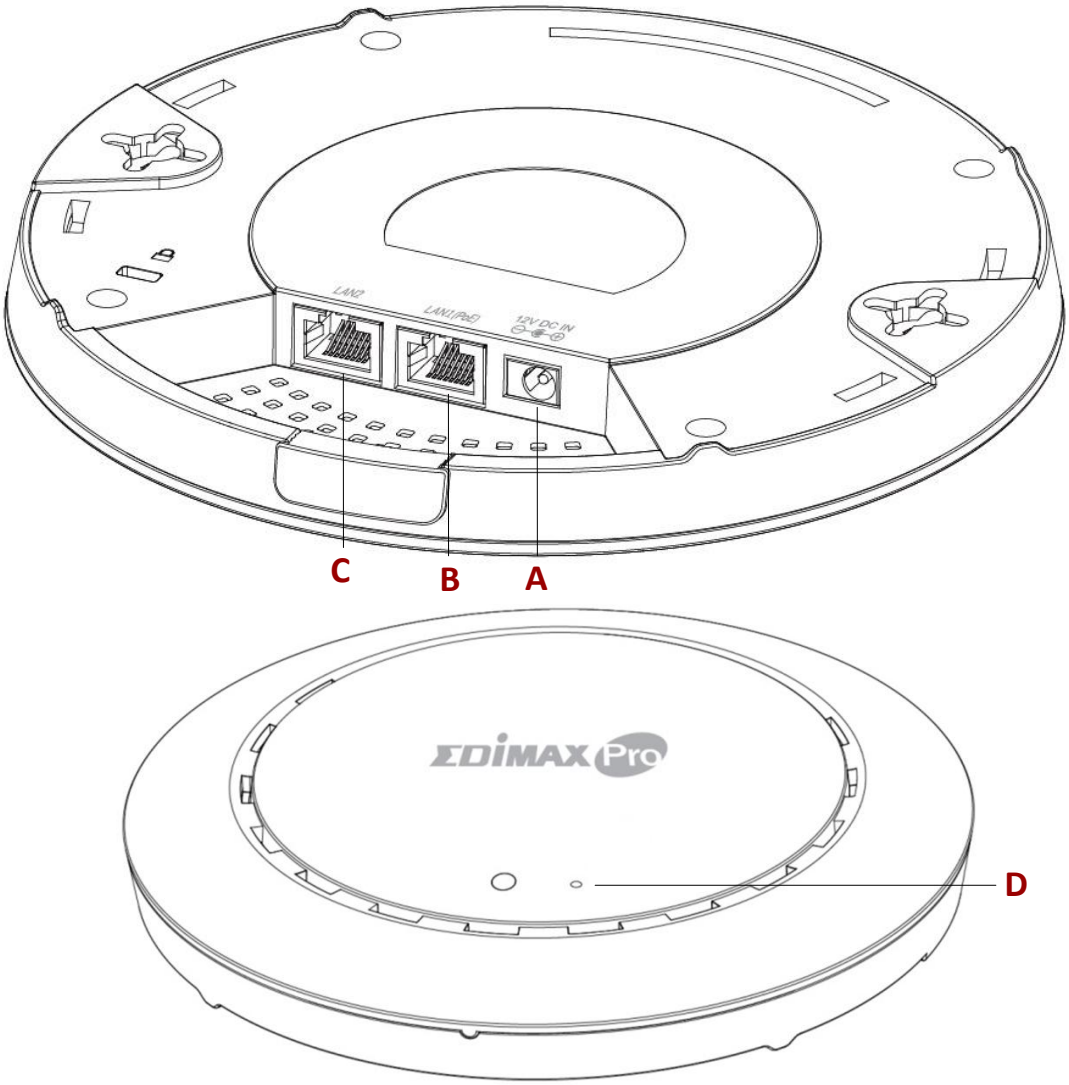
1. Office 1-2-3 Access Point x 3 (1 Master, 2 Slaves)
2. Ceiling Mount Bracket x 3
3. T-Rail Mounting Kit & Screws x 3
4. CD
5. Quick Installation Guide
6. Ethernet Cable x 3
7. Power Adapter x 3
8. Ceiling Mount Screw Template x 3

II-2 System Requirements

- Existing cable/DSL modem & router.
- Existing PoE Switch connected to the router
- Computer with web browser for access point configuration

II-3 Hardware Overview



A	12V DC IN	12V DC port to connect the power adapter
B	LAN 1 (PoE)	LAN port with Power over Ethernet (PoE) IN
C	LAN 2	LAN port
D	Reset	Resets the device to factory default settings

II-4 LED Status

LED Color	LED Status	Description
Blue	**On**	The access point is on.
	Flashing Slowly	Upgrading firmware.
	Flashing Quickly	Resetting to factory defaults.
Amber	**On**	Starting up.
	Flashing	Error.
Off	**Off**	The access point is off.

II-5 Reset

If you experience problems with your access point, you can reset the device back to its factory settings. This resets all settings back to default.

1. Press and hold the reset button on the access point for at least 10 seconds then release the button.

You may need to use a pin or similar sharp object to push the reset button.

2. Wait for the access point to restart. The access point is ready for setup when the LED is **blue**.

III Quick Setup

This quick setup is a guide to setting up your Office 1-2-3 high speed Wi-Fi network. Please note that these sections can be revisited later on for further configurations, but will serve as the basics of the system.

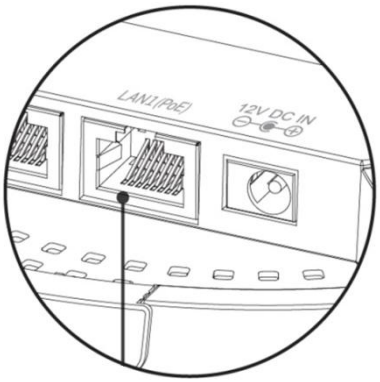
III-1 Initial Setup

The initial setup is a simple step-by-step process to start up the web user interface. Please follow the steps below:

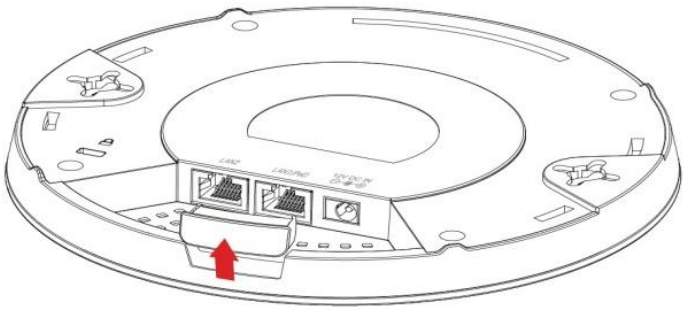
1. Connect your computer to the PoE Switch using an Ethernet cable.

2. Connect the 3 access points to the PoE Switch using Ethernet cables. Please make sure the Ethernet cable is connected to the PoE port of the access point as shown below:

NOTE: One of the APs has a **Master** sticker while the other two have **Slave** stickers, indicating their relationships.



If you need to, remove the cap from the underside of the access point. This creates extra space for your cables to pass through.

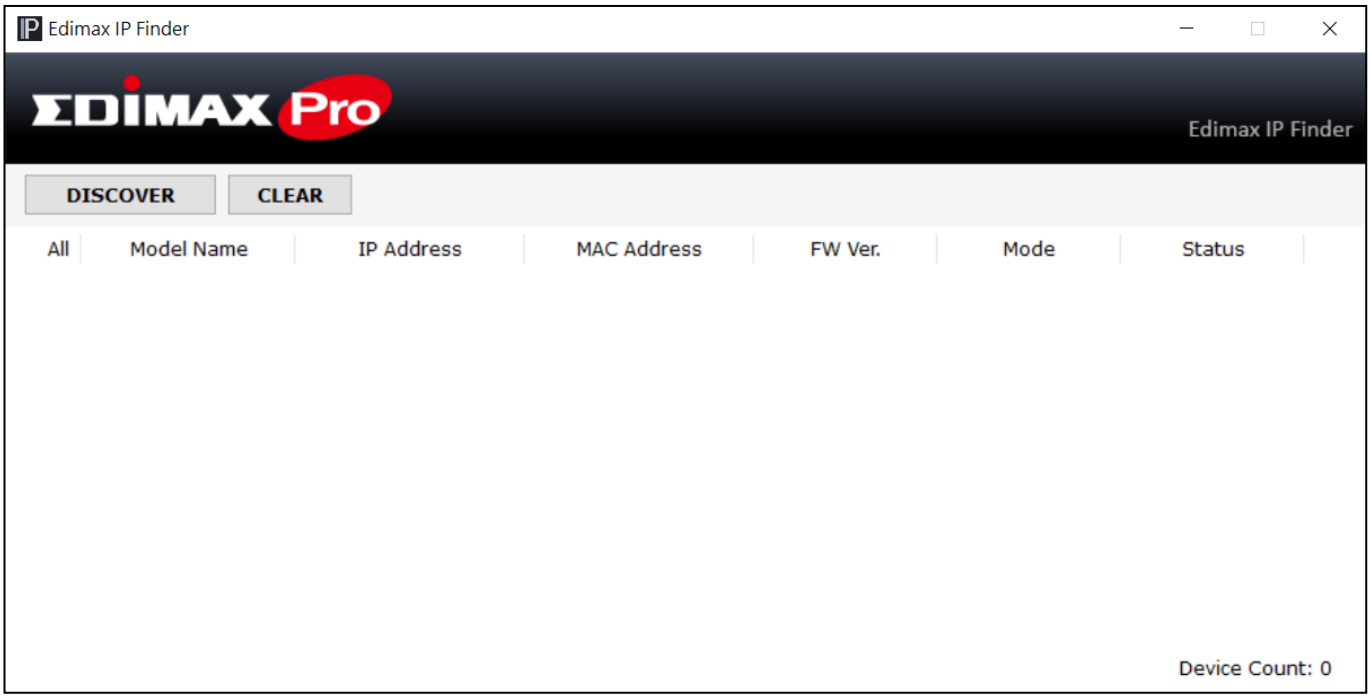


3. Please wait for 10 minutes for the APs to communicate between themselves.

4. Download and Install the Edimax Cloud Discovery Tool (IP Finder) on your computer from the link below:

www.edimax.com/edimax_pro/download/IPfinder

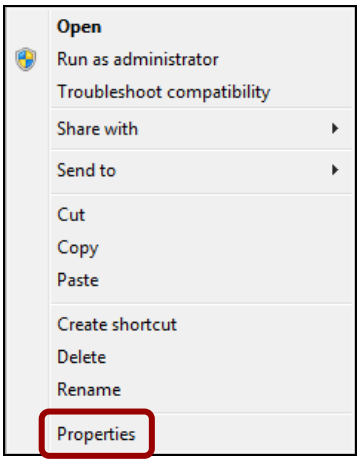
5. Open the “EdimaxCloudDiscoveryTool”:



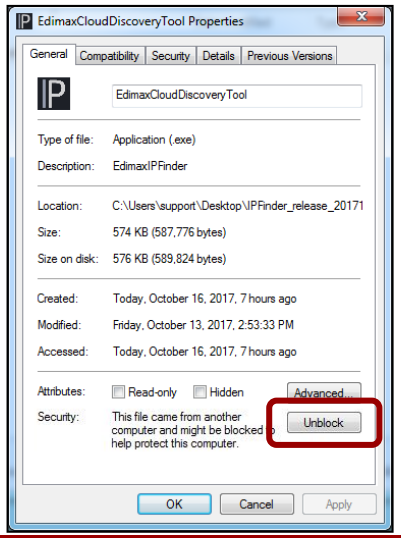
Unable to open IP Finder Tool

If you were unable to open the IP Finder Tool, it may be because the antivirus on your system is blocking it. To unblock, please see below:

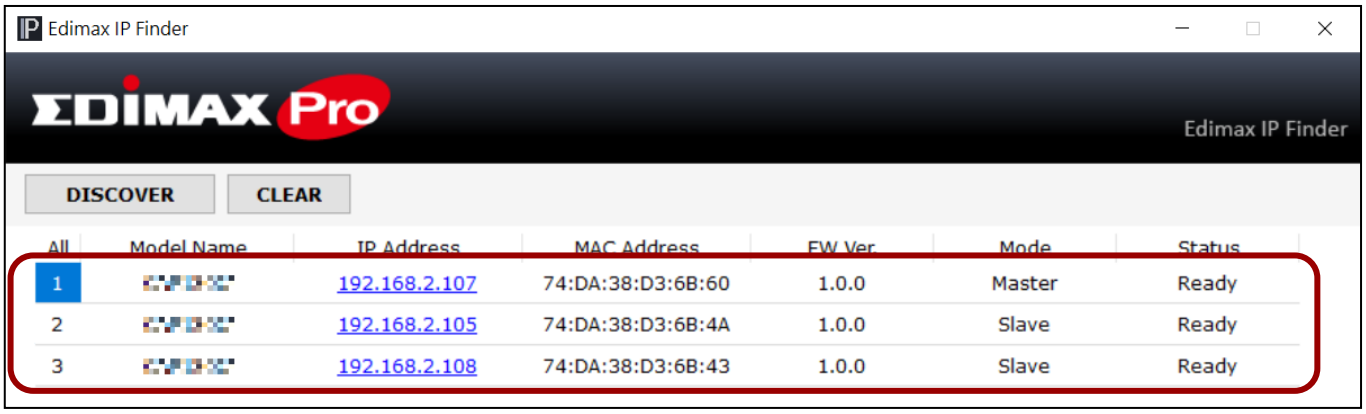
1. Right-click on the IP Finder tool and click “Properties”



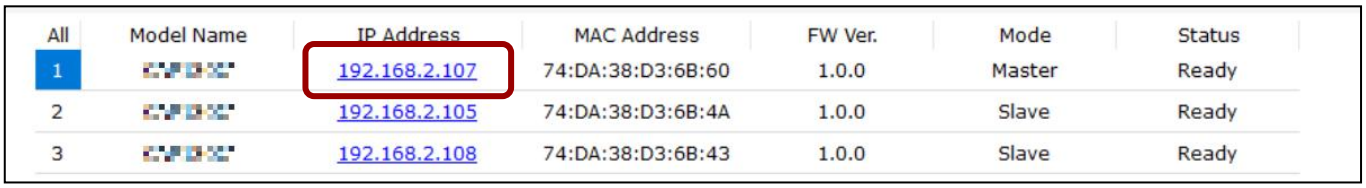
2. Locate “Security” at the bottom of the window. Click the **Unblock** button.



6. Locate your master access point by clicking “Discover” DISCOVER on the IP finder.

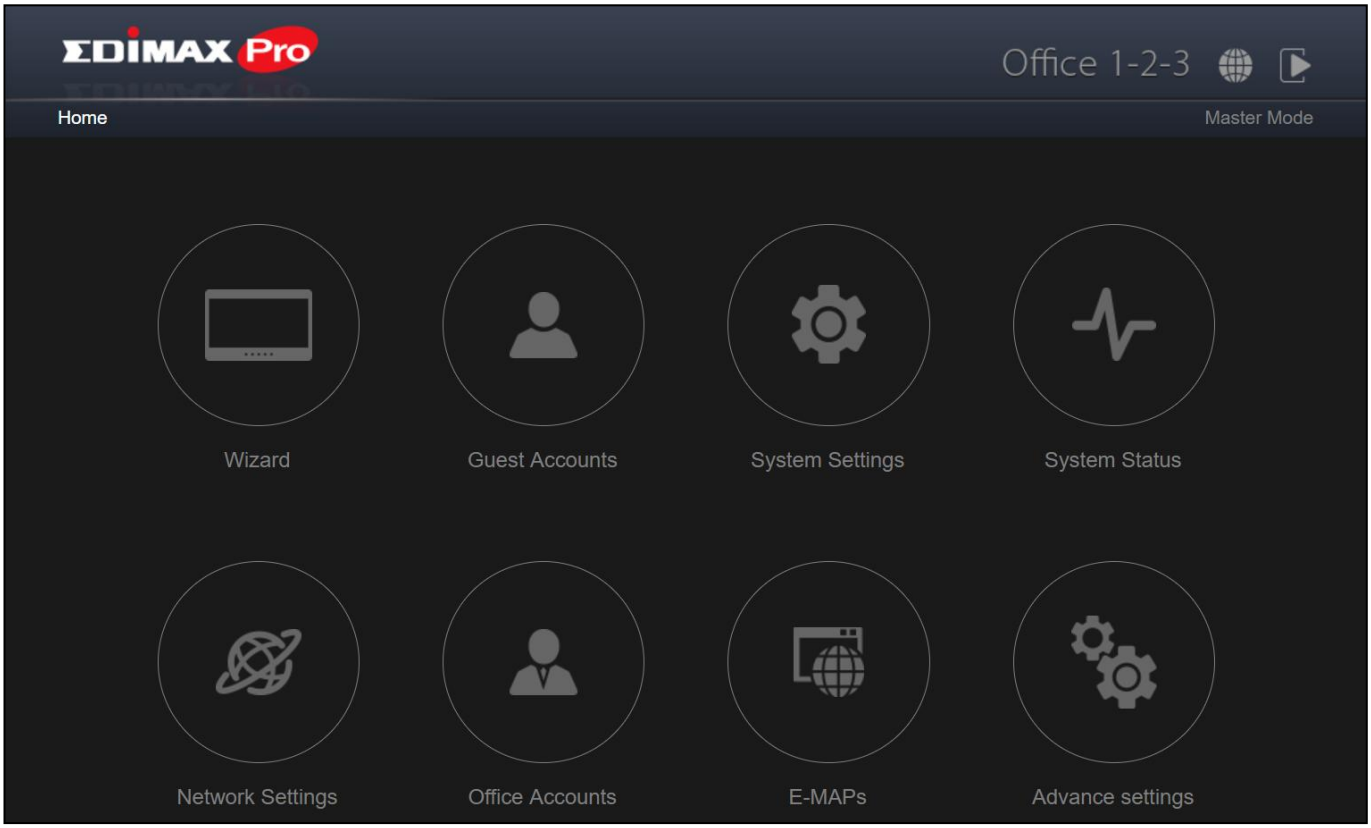


7. Click the IP address of the master access point to go into the web user interface.



Upon entering the webpage, you should be prompted to enter the username and password, enter them (default username: **admin**, password: **1234**) to proceed:

The web user interface is shown below:

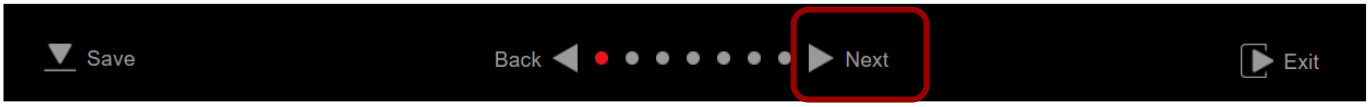


8. Click “Wizard” and go to the next section to go through the setup wizard.

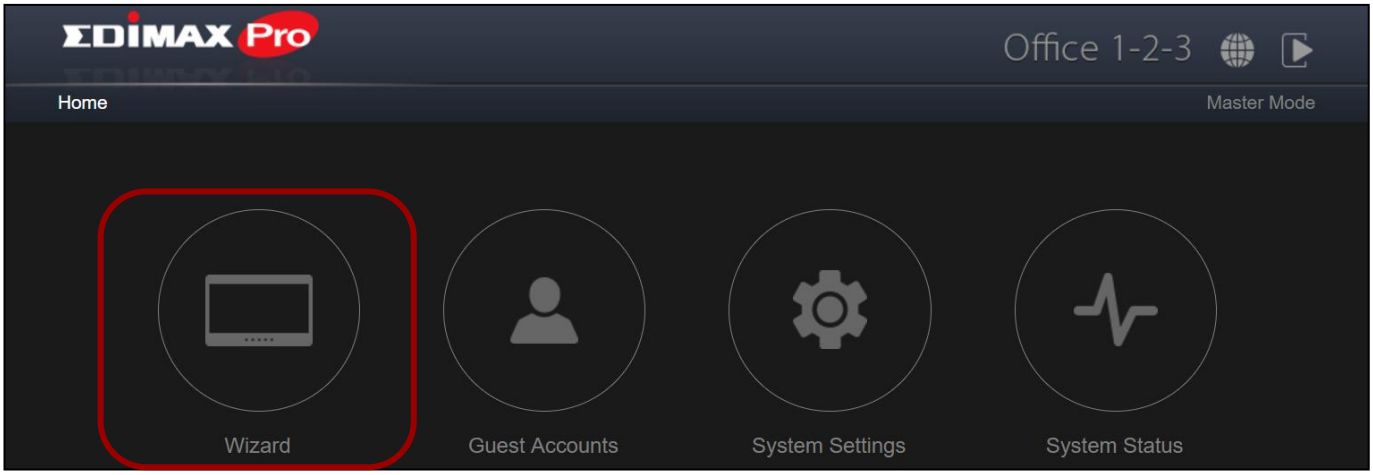
III-2 Setup Wizard

The wizard aims to help you with setting the basic settings of the Office 1-2-3 network including **Office Accounts**, **Guest Accounts** and **Device Network**, etc.

NOTE: In most cases, simply go through the steps below by clicking "Next" except editing password, Wi-Fi key, and accounts.



1. Click "Wizard" on the web interface to start the setup wizard:

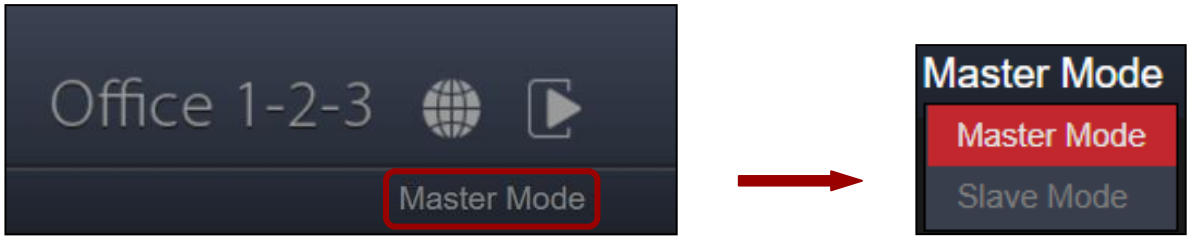


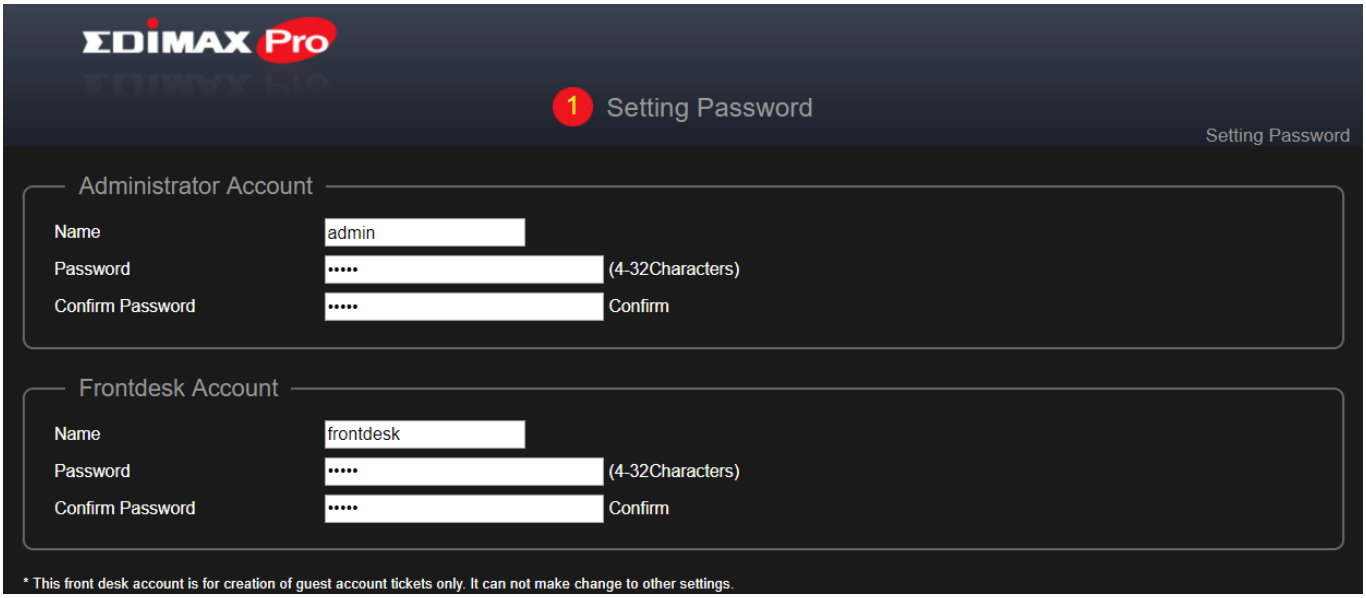
2. Change the password for Administrator and Frontdesk account.

NOTE: The Frontdesk account is for creating guest accounts and ticket printing only.

Once the change is made on the master, the slave's username and password will be changed also.

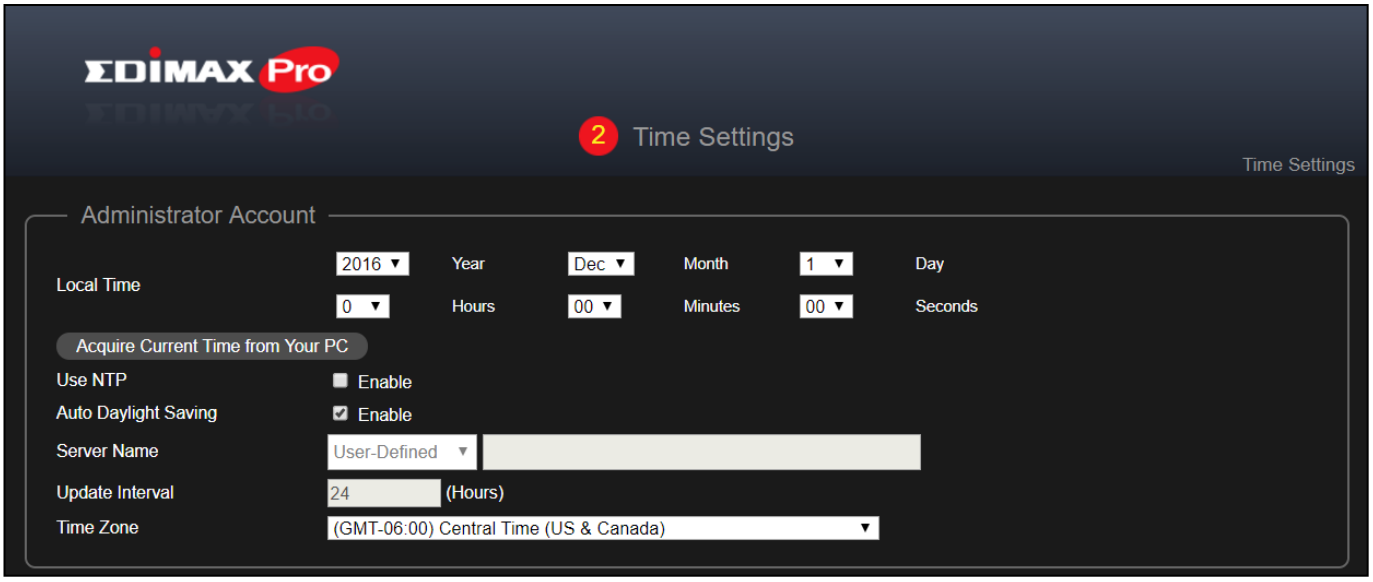
NOTE: You can change between master and slave modes at will by clicking the current mode (outlined area below). It is, however, **not recommended** except for the recovery of master AP.





3. Time Settings: Set the time of your access point.

NOTE: It is highly recommended to turn on the NTP server so the device can remain on time even after power recycling. Choose an NTP server that is close to your country.

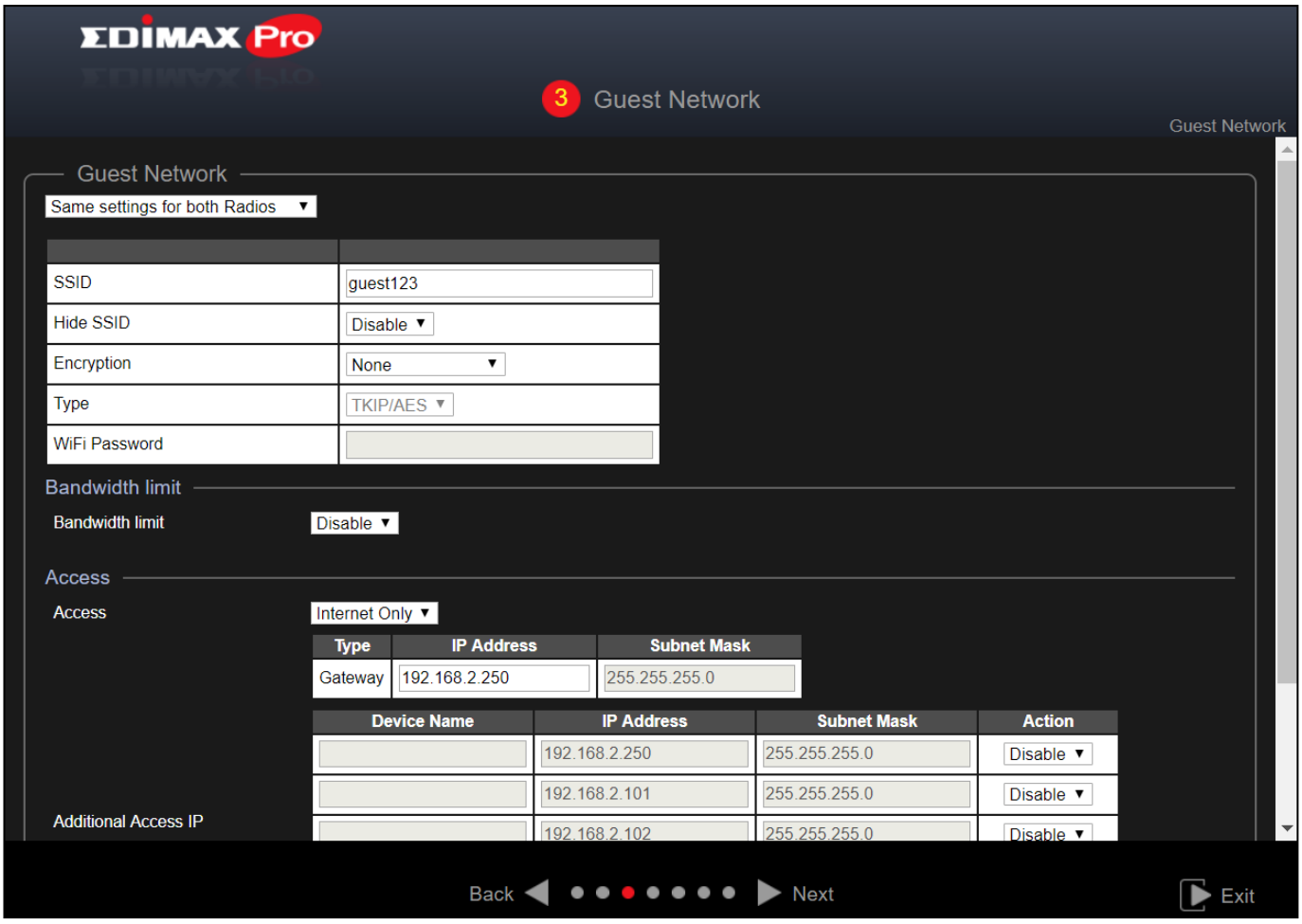


Date and Time Settings	
Local Time	Set the access point's date and time manually using the drop down menus.
Acquire Current Time from your PC	Click to acquire time and date automatically from your PC.
Use NTP	Check to enable automatic time and date sync to an NTP server.

Auto Daylight Saving	Check / uncheck to enable / disable daylight saving function.
Server Name	Use the drop down menu to select a region. A server will be shown after selecting the region. Choose the region according to your location.
Update Interval	Specify how often (in hours) the access point synchronizes with the NTP server.
Time Zone	Select the time zone of your country/region. If your country/region is not listed, please select another country/region whose time zone is the same as yours.

4. Guest Network: Configure the guest network settings

NOTE: It is recommended to only change the Wi-Fi password while leaving the rest as it is (default values) and press “Next”.

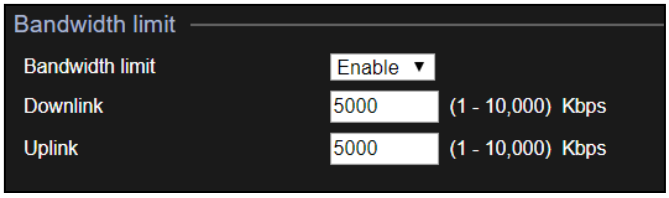


Use the drop down menu to select whether you want “Same settings for both Radios” or “Different settings for each Radio”.

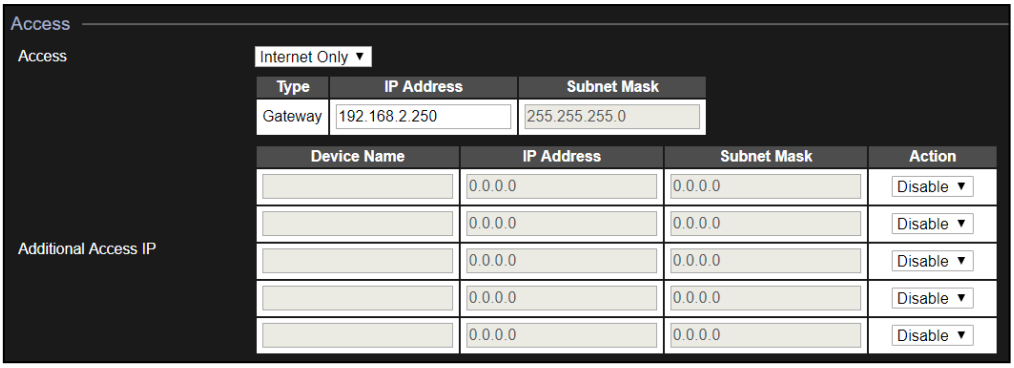
SSID	Enter an SSID name for the guest network.
Hide SSID	**Enable**: the SSID will be hidden. Clients must manually enter the SSID in order to connect. **Disable**: the SSID will be visible (default)
Encryption	Select from WPA/WPA2-PSK, WPA2-PSK, WPA-PSK or None.
Type	Select “TKIP/AES”, “TKIP” or “AES” encryption type. The “TKIP/AES” is the default encryption type.
WiFi Password	Please enter a Wi-Fi password.

Bandwidth Limit

This function limits the aggregated speed of the entire SSID.
When enabled, Downlink and Uplink fields will become available. Enter a value for each field.



Guest Access



Access:

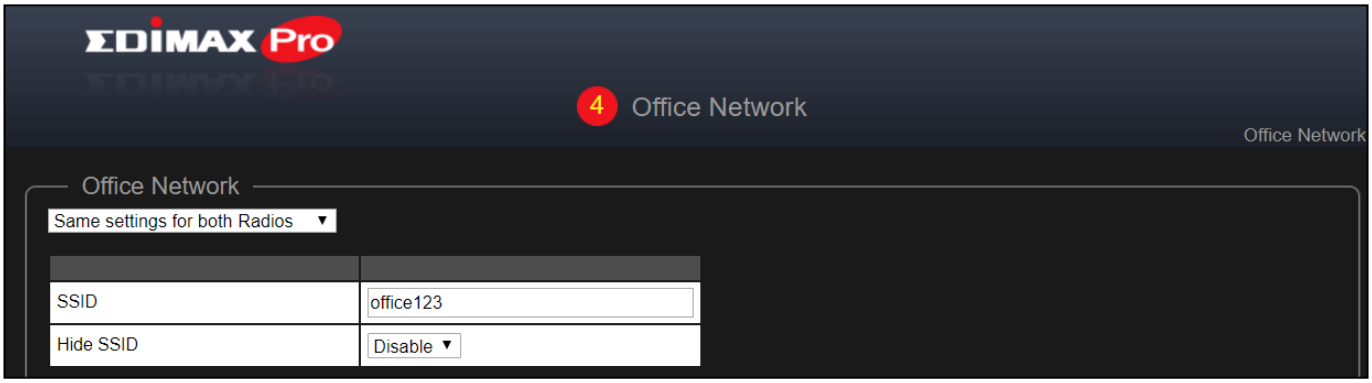
Internet Only	Guests have Internet access only (**Default Setting**).
Full Access	Guests have full access to your network.

Access	
Gateway	Your router’s IP address and subnet mask.

Office 1-2-3 will automatically get the Gateway data from the router.

Additional Access IP	
Additional Access IP	If you have devices (e.g. printer, scanner, etc.) that are within the network and wish these to be made available to the guests, select **Allow** in the “Action” column. Enter *Device Names, IP Addresses* and *Subnet Masks*.

5. Office Network: Configure the office network settings.

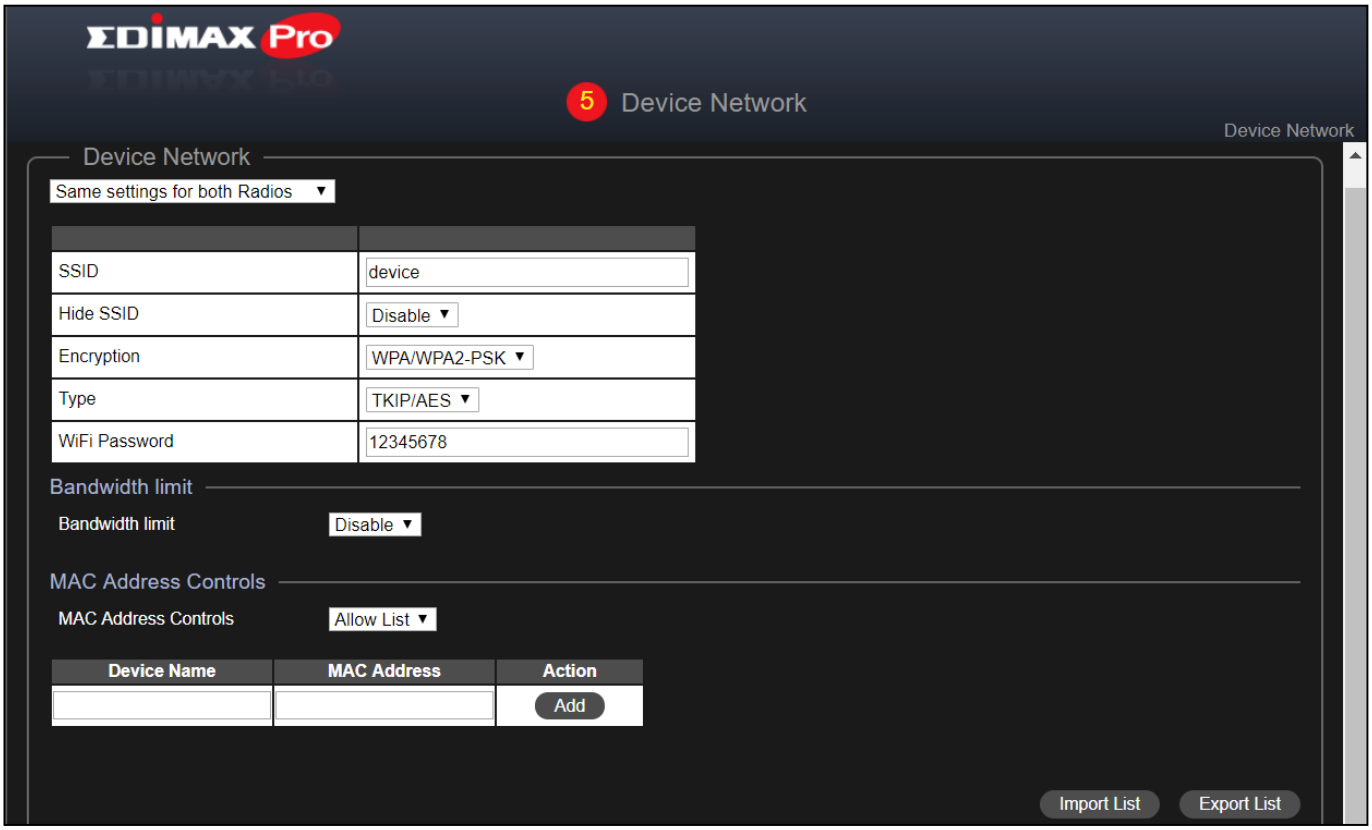


Use the drop down menu to select whether you want “Same settings for both Radios” or “Different settings for each Radio”.
Please refer to the previous section for explanation of the settings.

NOTE: It is recommended to leave the settings as it is (default values) and press “Next”.

6. Device Network: Configure the device network settings.

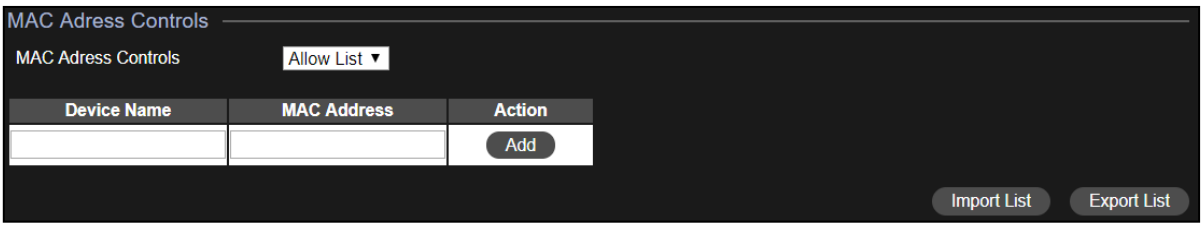
NOTE: It is recommended to only change the Wi-Fi password and the MAC addresses of the devices you wish to put into the network while leaving the rest as it is (default values) and press “Next”.



Use the drop down menu to select whether you want “Same settings for both Radios” or “Different settings for each Radio”.

MAC Address Controls

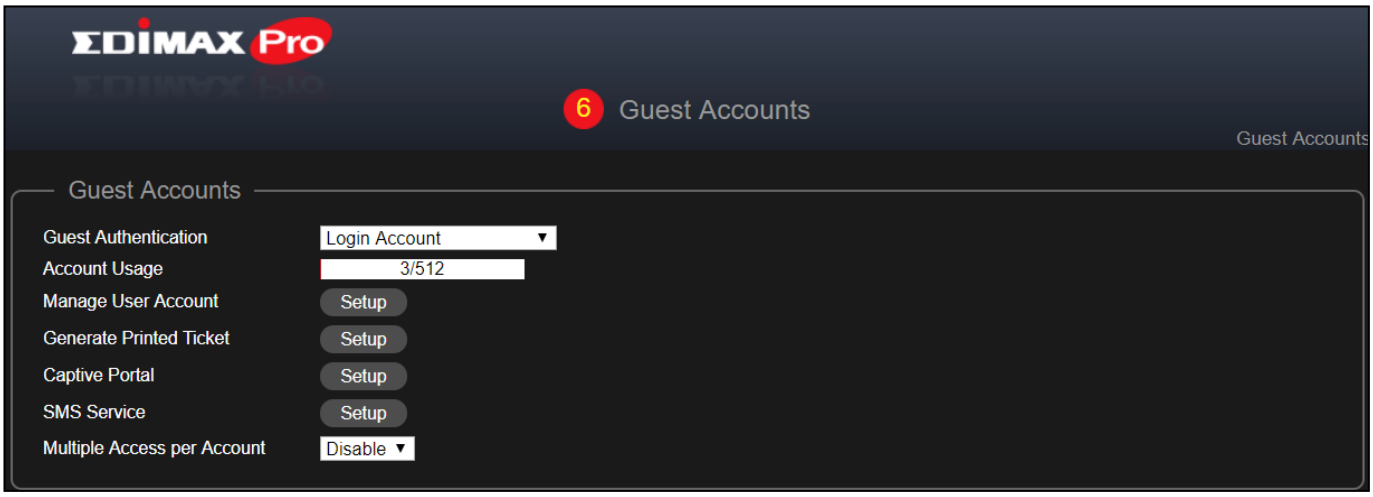
Select “Allow List” from the drop down menu to have an “Allow List”.
Enter the Device Name, MAC Address and click “Add” to add the device into the allow list.



Import List or Export List

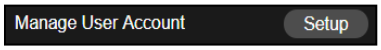
You can Import or Export list of MAC addresses. The list is in .CSV format so you can edit it using a spread sheet program such as Microsoft Excel.

7. Guest Accounts: Configure the guest account settings.

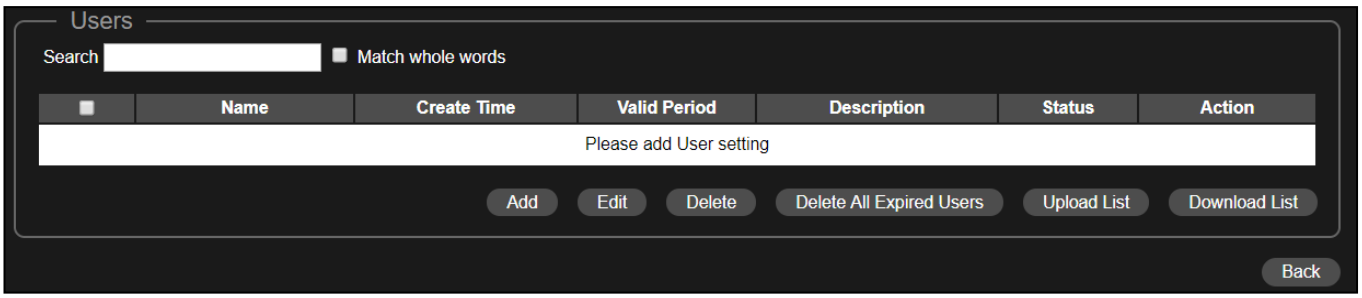


Guest Authentication	You have 4 choices for Guest Authentication: ● **Free**: Guests can access your network freely without an account. ● **Service Level Agreement**: Guests need to read a disclaimer and click okay in order to access the network. ● **Login Account (Default)**: Guests need to enter username and password for access. ● **Login Account+SMS**: Guests can enter their phone number and the system will send the account information to their mobile phone via SMS.
Multiple Access per Account	Enable to allow the use of one account information on multiple devices.

Manage User Account

Click “Setup” 

for the page options below:



Add or Edit

Click “Add” to add a new user, or “Edit” to edit an existing user:

Name	Enter a user name.
Description	Enter a description for possible future reference
Password	Enter a password
Confirm Password	Enter the same password as above
Valid Time	Select a valid time in days or hours. Or you can select “Always” to always allow this account’s access to the network.

Delete or Delete All Expired Users

If you wish to delete certain users, check the user entries and click “Delete”. If you wish to delete expired users, click “Delete All Expired Users”.

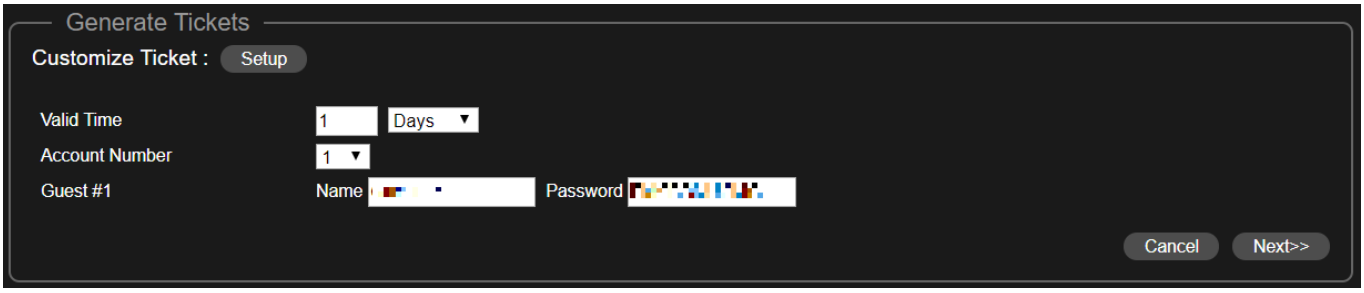
Upload List or Download List

You can upload or down list of user accounts. The list is in .CSV format so you can edit it using a spread sheet program such as Microsoft Excel.

Generate Printed Ticket

Click “Setup”

for the page options below:

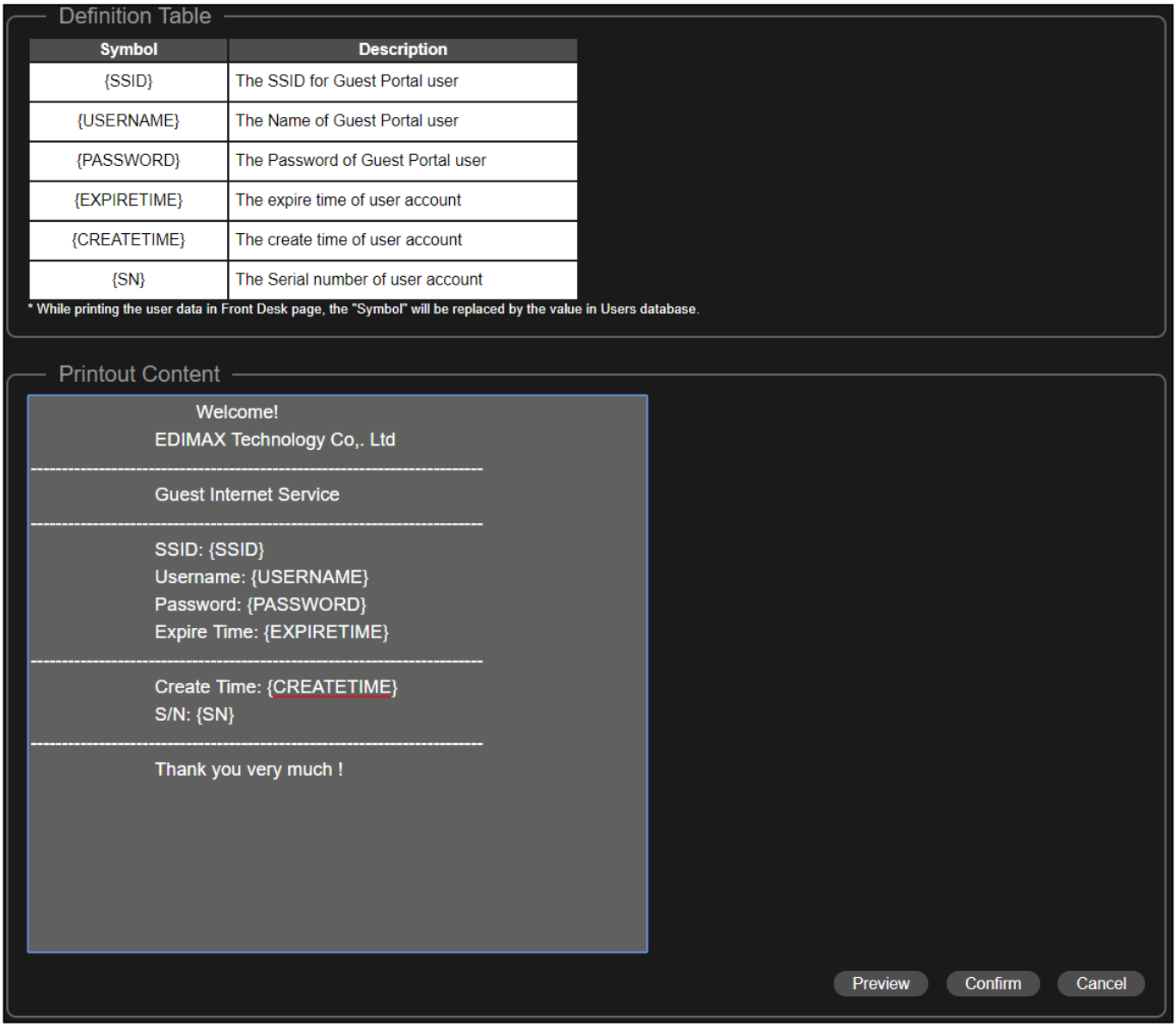


This section configures the information required to generate random accounts to be printed out. The print out is the easiest way to create account for your guests on demand.

Valid Time	Select a valid time in days or hours. Or you can select “Always” to always allow this account’s access to the network.
Account Number	Select a number from the drop down menu for the number of guest accounts to generate.
Guest #1-10	Depends on the “Account Number” above, name(s) and password(s) of the Guest will be displayed. You can edit the fields available.

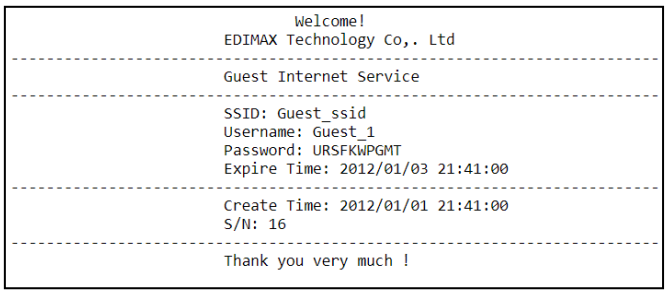
Customized Ticket

Click the “Setup” button beside the “Customize Ticket”. This section allows you to change the content of the printed ticket.

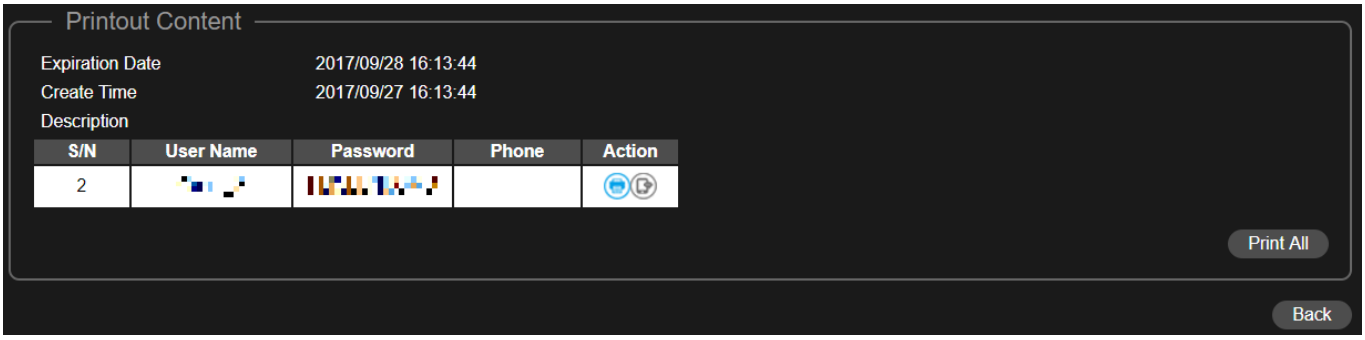


In the “Printout Content” section, enter your desired messages.

You can preview the message by clicking the “Preview” button. A window will pop up with the preview. An example is shown below:



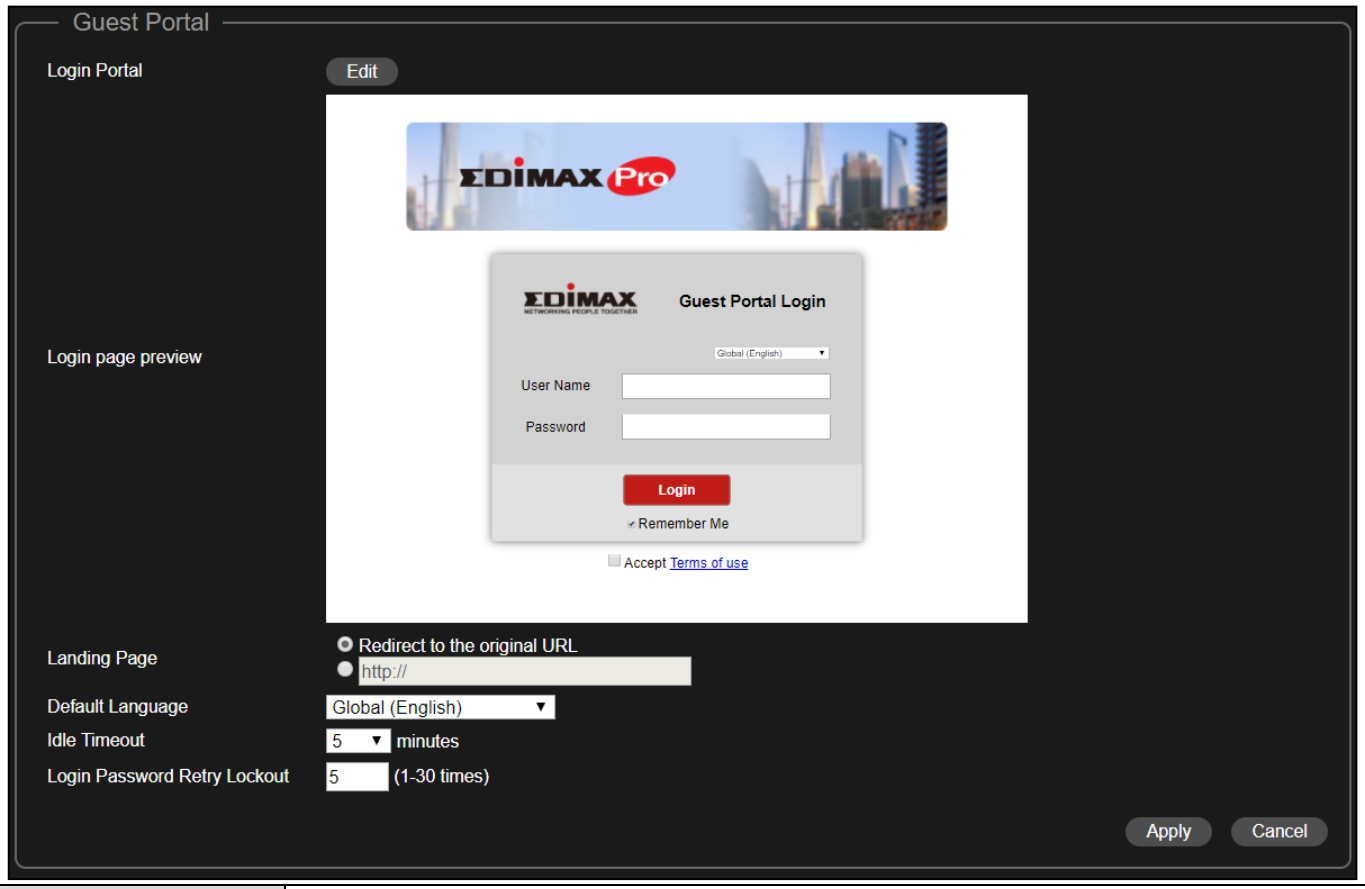
Going back to the **Generate Printed Ticket** section, click “Next” for the page below:



Click “Print All” to print all available tickets out, or click “Back” to go back to the previous page for more configuration.

Captive Portal

Click “Setup” for the page options below:

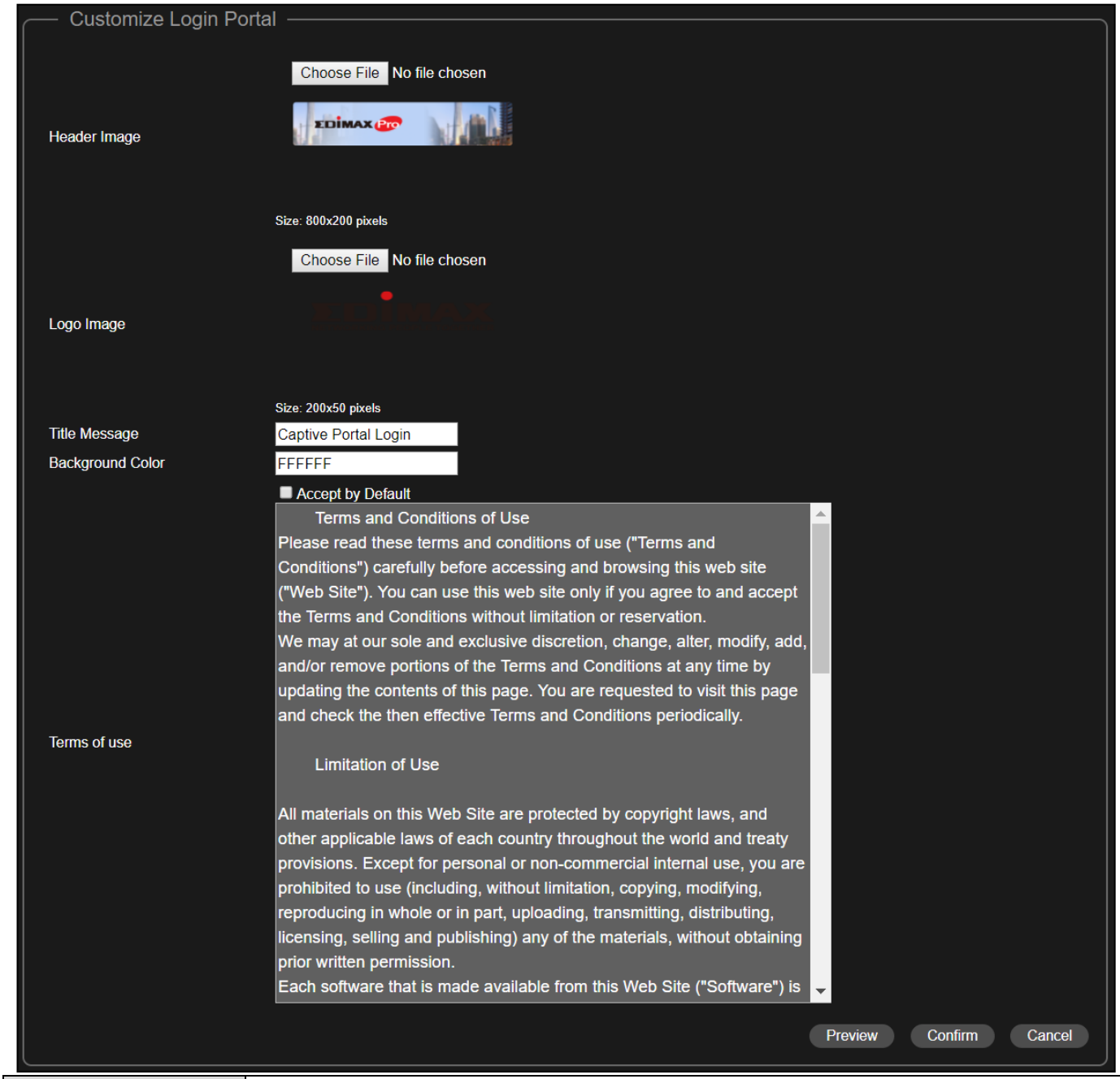


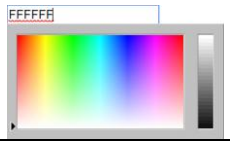
Landing Page	Check either “Redirect to the original URL” or the http:// field. If http:// field is checked, enter a website such as your company’s website.
Default Language	Choose a default language.
Idle Timeout	Select an idle timeout time from the drop down menu.
Login	Enter a number (between 1 and 30) for the number of login

Password Retry Lockout	password retry. If login password has been entered incorrectly for the number entered here, it will be locked.

Customize Login Portal

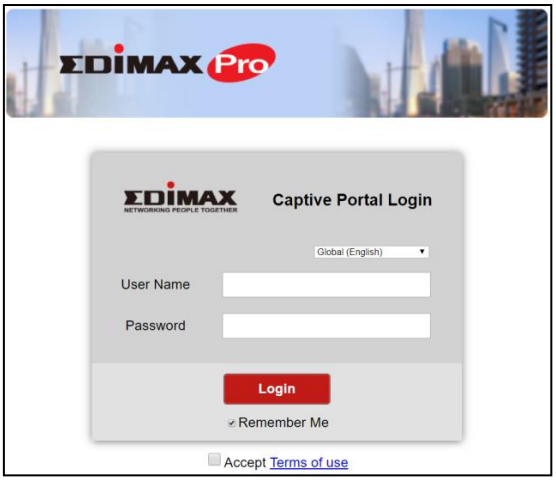
Click the “Edit” button beside the “Login Portal” for the page below:



Header Image	Click “Choose File” to select a file as the header image.
Logo Image	Click “Choose File” to select a file as the logo image.
Title Message	Enter / edit a title message.
Background Color	Click on the field where color selection will be available. Select a desired color. 

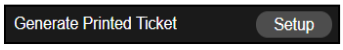
Accept by Default	Check / uncheck to enable / disable auto-accepting terms of use agreement.
Terms of use	Enter / edit the terms of use message

Click “Preview” for captive portal preview in another page (example below).



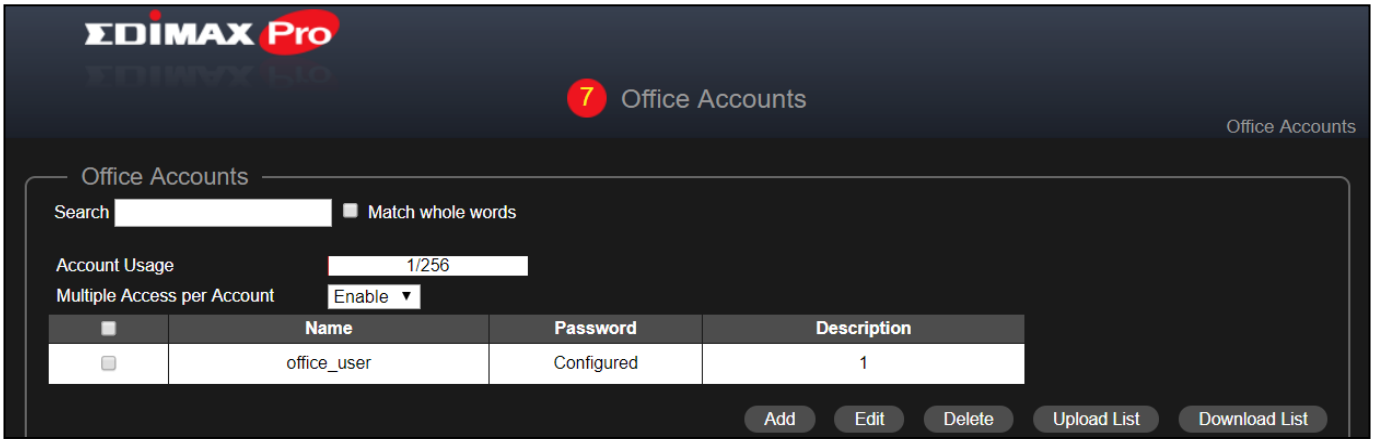
If you are sure of the content, click “Confirm” to confirm customization of the captive portal, or “Cancel” to forfeit the changes.

SMS Service

Click “Setup”  for the page options below:

Select your SMS service provider and enter necessary fields for the service.

8. Office Accounts: Configure the Office Accounts settings.



Add or Edit

Click “Add” to add a new user, or “Edit” to edit an existing user:

Name	Enter a user name.
Description	Enter a description for possible future reference
Password	Enter a password
Confirm Password	Enter the same password as above

Click “Apply” to apply the settings, or “Cancel” to forfeit the changes.

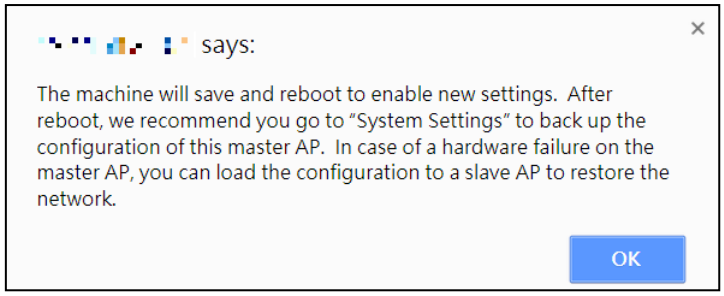
Delete

If you wish to delete certain users, check the user entries and click “Delete”.

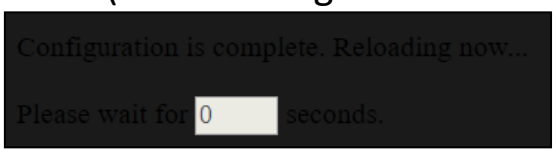
Upload List or Download List

You can upload or download list of office accounts. The list is in .CSV format so you can edit it using a spread sheet program such as Microsoft Excel.

9. Click “Save & Exit” to complete the wizard.
An advice message will be shown before saving and rebooting:



Click “OK” to continue (with message shown below):



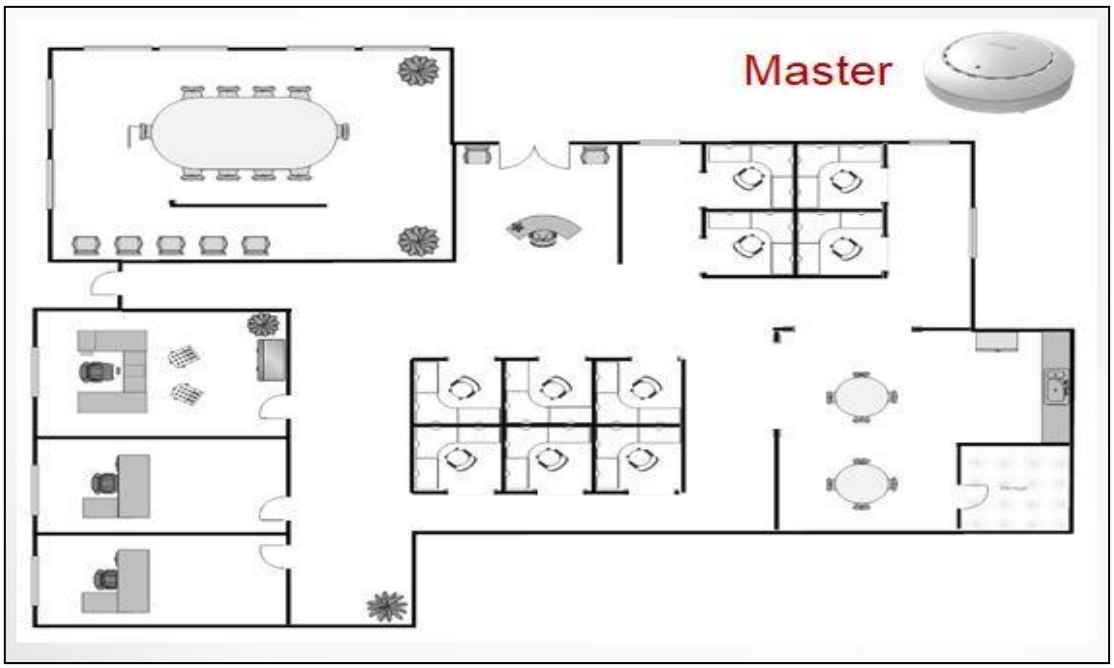
10. Please wait for ~10 minutes to apply the settings to the Slave APs.

IV Office 1-2-3 Deployment

Once you have completed the setup wizard outlined in Quick Setup, you will have to determine how you will deploy your Office 1-2-3 Access Points.

1. Install the Master AP in a less crowded area.

This will reduce the loading of the Master AP. Due to the fact that the Master AP being the controller of the network, having a reduced loading will benefit. For example, you can install the Master AP in a corner of your office, where there will be less users attempting to connect to it.

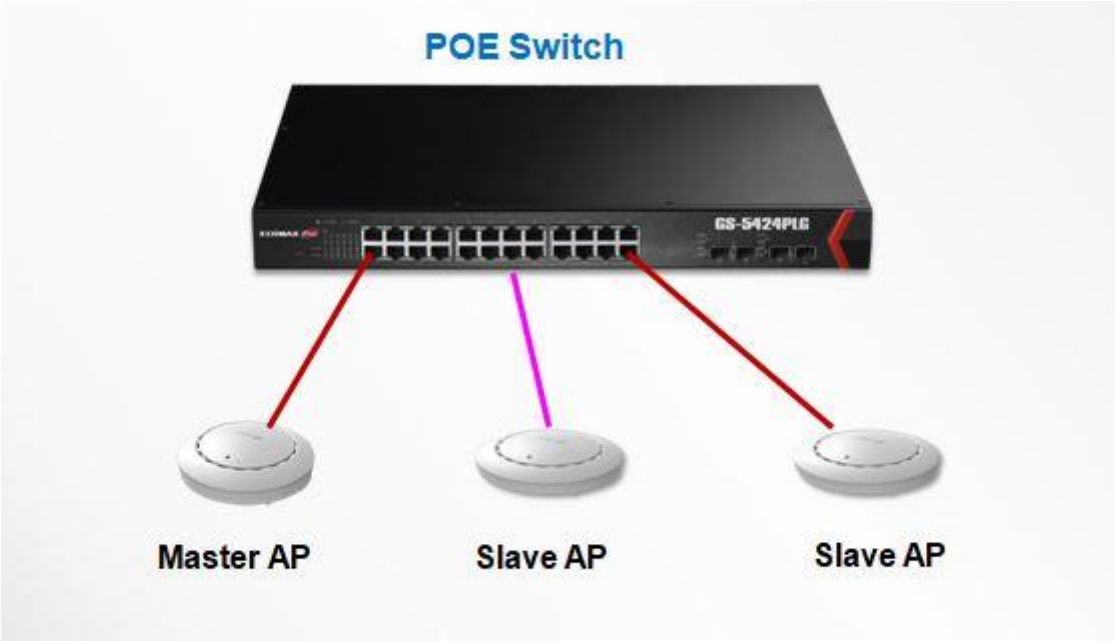


2. Install the slave APs in more crowded areas.

Since the APs will only be extending the Wi-Fi signals (no need to manage the network), they can be installed where connections are in greater demand.
The distance between the Master AP and the Slave APs is recommended to be between 20-25 meters.

3. Install Master/Slave AP Hardware on the POE switch.

Connect a PoE switch to the Master and Slave AP's **LAN 1** (PoE) port using an Ethernet cable.



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Federal Communication Commission Interference Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

1. Reorient or relocate the receiving antenna.
2. Increase the separation between the equipment and receiver.
3. Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
4. Consult the dealer or an experienced radio technician for help.

FCC Caution

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter. This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Any changes or modifications not expressly approved by the party responsible for compliance could void the authority to operate equipment.

Federal Communications Commission (FCC) Radiation Exposure Statement

This equipment complies with FCC radiation exposure set forth for an uncontrolled environment. In order to avoid the possibility of exceeding the FCC radio frequency exposure limits, human proximity to the antenna shall not be less than 2.5cm (1 inch) during normal operation.

Federal Communications Commission (FCC) RF Exposure Requirements

SAR compliance has been established in the laptop computer(s) configurations with PCMCIA slot on the side near the center, as tested in the application for certification, and can be used in laptop computer(s) with substantially similar physical dimensions, construction, and electrical and RF characteristics. Use in other devices such as PDAs or lap pads is not authorized. This transmitter is restricted for use with the specific antenna tested in the application for certification. The antenna(s) used for this transmitter must not be co-located or operating in conjunction with any other antenna or transmitter.

R&TTE Compliance Statement

This equipment complies with all the requirements of DIRECTIVE 1999/5/EC OF THE EUROPEAN PARLIAMENT AND THE COUNCIL of March 9, 1999 on radio equipment and telecommunication terminal equipment and the mutual recognition of their conformity (R&TTE). The R&TTE Directive repeals and replaces in the directive 98/13/EEC (Telecommunications Terminal Equipment and Satellite Earth Station Equipment) As of April 8, 2000.

Safety

This equipment is designed with the utmost care for the safety of those who install and use it. However, special attention must be paid to the dangers of electric shock and static electricity when working with electrical equipment. All guidelines of this and of the computer manufacture must therefore be allowed at all times to ensure the safe use of the equipment.

EU Countries Intended for Use

The ETSI version of this device is intended for home and office use in Austria, Belgium, Bulgaria, Cyprus, Czech, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey, and United Kingdom. The ETSI version of this device is also authorized for use in EFTA member states: Iceland, Liechtenstein, Norway, and Switzerland.

EU Countries Not Intended for Use

None

EU Declaration of Conformity

English: This equipment is in compliance with the essential requirements and other relevant provisions of Directive 1995/5/EC, 2009/125/EC, 2006/95/EC, 2011/65/EC.

Français: Cet équipement est conforme aux exigences essentielles et autres dispositions de la directive 1995/5/CE, 2009/125/CE, 2006/95/CE, 2011/65/CE.

Čeština: Toto zařízení je v souladu se základními požadavky a ostatními příslušnými ustanoveními směrnic 1995/5/ES, 2009/125/ES, 2006/95/ES, 2011/65/ES.

Polski: Urządzenie jest zgodne z ogólnymi wymaganiami oraz szczególnymi warunkami określonymi Dyrektywą UE 1995/5/EC, 2009/125/EC, 2006/95/EC, 2011/65/EC..

Română: Acest echipament este în conformitate cu cerinţele esenţiale şi alte prevederi relevante ale Directivei 1995/5/CE, 2009/125/CE, 2006/95/CE, 2011/65/CE.

Русский: Это оборудование соответствует основным требованиям и положениям Директивы 1995/5/EC, 2009/125/EC, 2006/95/EC, 2011/65/EC.

Magyar: Ez a berendezés megfelel az alapvető követelményeknek és más vonatkozó irányelveknek (1995/5/EK, 2009/125/EK, 2006/95/EK, 2011/65/EK).

Türkçe: Bu cihaz 1995/5/EC, 2009/125/EC, 2006/95/EC, 2011/65/EC direktifleri zorunlu istekler ve diğer hükümlerle ile uyumludur.

Українська: Обладнання відповідає вимогам і умовам директиви 1995/5/EC, 2009/125/EC, 2006/95/EC, 2011/65/EC.

Slovenčina: Toto zariadenie spĺňa základné požiadavky a ďalšie príslušné ustanovenia smerníc 1995/5/ES, 2009/125/ES, 2006/95/ES, 2011/65/ES.

Deutsch: Dieses Gerät erfüllt die Voraussetzungen gemäß den Richtlinien 1995/5/EC, 2009/125/EC, 2006/95/EC, 2011/65/EC.

Español: El presente equipo cumple los requisitos esenciales de la Directiva 1995/5/EC, 2009/125/EC, 2006/95/EC, 2011/65/EC.

Italiano: Questo apparecchio è conforme ai requisiti essenziali e alle altre disposizioni applicabili della Direttiva 1995/5/CE, 2009/125/CE, 2006/95/CE, 2011/65/CE.

Nederlands: Dit apparaat voldoet aan de essentiële eisen en andere van toepassing zijnde bepalingen van richtlijn 1995/5/EC, 2009/125/EC, 2006/95/EC, 2011/65/EC..

Português: Este equipamento cumpre os requesitos essênciais da Directiva 1995/5/EC, 2009/125/EC, 2006/95/EC, 2011/65/EC.

Norsk: Dette utstyret er i samsvar med de viktigste kravene og andre relevante regler i Direktiv 1995/5/EC, 2009/125/EC, 2006/95/EC, 2011/65/EC.

Svenska: Denna utrustning är i överensstämmelse med de väsentliga kraven och övriga relevanta bestämmelser i direktiv 1995/5/EG, 2009/125/EG, 2006/95/EG, 2011/65/EG.

Dansk: Dette udstyr er i overensstemmelse med de væsentligste krav og andre relevante forordninger i direktiv 1995/5/EC, 2009/125/EC, 2006/95/EC, 2011/65/EC.

suomen kieli: Tämä laite täyttää direktiivien 1995/5/EY, 2009/125/EY, 2006/95/EY, 2011/65/EY oleelliset vaatimukset ja muut asiaankuuluvat määräykset.

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At the end of its serviceable life, this product should not be treated as household or general waste. It should be handed over to the applicable collection point for the recycling of electrical and electronic equipment, or returned to the supplier for disposal.

Declaration of Conformity

We, Edimax Technology Co., Ltd., declare under our sole responsibility, that the equipment described below complies with the requirements of the European Radio Equipment Directive.

Equipment: AC1300 Ceiling Mount Access Point
Model No.: Office 1-2-3

The following European standards for essential requirements have been followed:

Directives 2014/53/EU

Spectrum	:	N 300 328 V2.1.1 (2016-11);
EMC	:	Draft ETSI EN 301 489-1 V2.2.0 (2017-03); Draft ETSI EN 301 489-17 V3.2.0 (2017-03); EN 301 893 V2.1.1 (2017-05);
EMF	:	EN 62311:2008

Directives 2014/35/EU

Safety (LVD)	:	IEC 60950-1:2005 (2nd Edition);Am 1:2009+Am 2:2013 EN 60950-1:2006+A11:2009+A1:2010+A12:2011+A2:2013

Edimax Technology Co., Ltd.
No. 278, Xinhu 1st Rd., Neihu Dist.,
Taipei City, Taiwan

CE

Date of Signature: Sep, 2017
Signature:
Printed Name: Albert Chang
Title: Director
Edimax Technology Co., Ltd.

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