



Access Control System User Programming Guide

Document Number: 620-100240, Rev. E



SECURITY & CONTROL

USA & Canada (800) 421-1587 & (800) 392-0123

(760) 438-7000 - Toll Free FAX (800) 468-1340

www.nortekcontrol.com

Notices

It is IMPORTANT that this instruction manual be read and understood completely before installation or operation is attempted. It is intended that the installation of this unit will be performed only by persons trained and qualified in the installation of access control equipment. The IMPORTANT safeguards and instructions in this manual cannot cover all possible conditions and situations which may occur during installation and use. It must be understood that common sense and caution must be exercised by the person(s) installing, maintaining, and operating the equipment.

Standards Approvals

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

eMerge Access System Installation Contact Information

Contents

1. Introduction	2
General Features	2
System Information	2
2. Software Layout	3
System Server Software	3
Toolbar Menu	4
3. System Programming	5
Connect to the Controller	5
Dashboard	6
Dashboard Setting	7
Camera View	8
Camera Setting	9
DVR View	10
DVR Setting	11
Card Holder	12
Card Format	15
Access Level	16
Badging Layout	17
Badging Template	18
Schedule	19
Holiday	20
Unlock Schedule	21
One Time Unlock Schedule	22
Event Action	23
Event Code	24
Threat Level	25
Threat Level Setting	26
Door	27
Elevator	31
Aux Input	32
Aux Output	33
Elevator Action	34
Controller	35
Region	36
User Defined Field	44
User Role	45
Web User Account	46
Update	47
Backup	48
Restore	49
Save & Reboot	50
Factory Default	51
IP Address	52
FTP	53
SMTP	54
Time Server	55
RMC	56
Floor Setting	57
User Data Export	58
User Data Import	59
Log	60
Log Management	62
Report	63
Access Report	64
System Report	65
Smart Report	66
Smart Report Setting	67
Card Holder Group	73
Door Group	74
Camera Group	75
Access Level Group	76
Client Management	77
Client Replacement	78
Logout	79
4. Using the Wizard	80
Language	81
License	81
Card Format	82
Using the Decoder	82
Holiday Group	83
Schedules	84
Doors	85
Access Levels	89
Card Holder	90
Card	93
Network	94
Dealer Registration	95
Start Save	96
5. Site Map	97
6. Lost Card	98
7. License	99
8. End User License Agreement	100

1. Introduction

This manual contains information regarding the programming and configuration of the eMerge access control system. The system offers multi-station ability to secure doors, manage access of personnel, create and analyze reports, and monitor the system remotely from any Web browser. All monitored activity at the facility is recorded in the system memory — providing a record of all Card Holder entries and exits, input detection, and security or fire detection, if desired.

The system can be seamlessly scaled up, via software keys, to provide increased door and reader capacity, enhanced features, and higher level capabilities.

General Features

The following is a feature summary of the Controller:

- Browser-based management enables system status and updates from any location, with any supported OS, using any supported browser — Chrome ver. 22 or higher; IE 9.0 or higher; Firefox ver. 13 or higher; Safari ver. 5.1.7 or higher.
- Supports access from iPhone, iPad and Android devices.
- Intuitive Wizard allows for ultra-fast setup.
- Configure the system to perform automatic functions on specific days and times. For example, schedule when a door is unlocked or when an employee can gain access to the facility.
- Create, view and print customized reports using the reporting tool.
- Create a set of instructions that the system will follow when an event occurs. For example, when a door is forced open the system can be instructed to turn on a camera and display a graphic.
- Configure the system to store custom information about each Card Holder such as phone number or employee ID.
- Define up to 30 holidays for use as special schedules. For example, schedule a door to remain locked during a holiday.
- Configure the system to send email and text message notifications.
- Software updates for new feature and product enhancements.

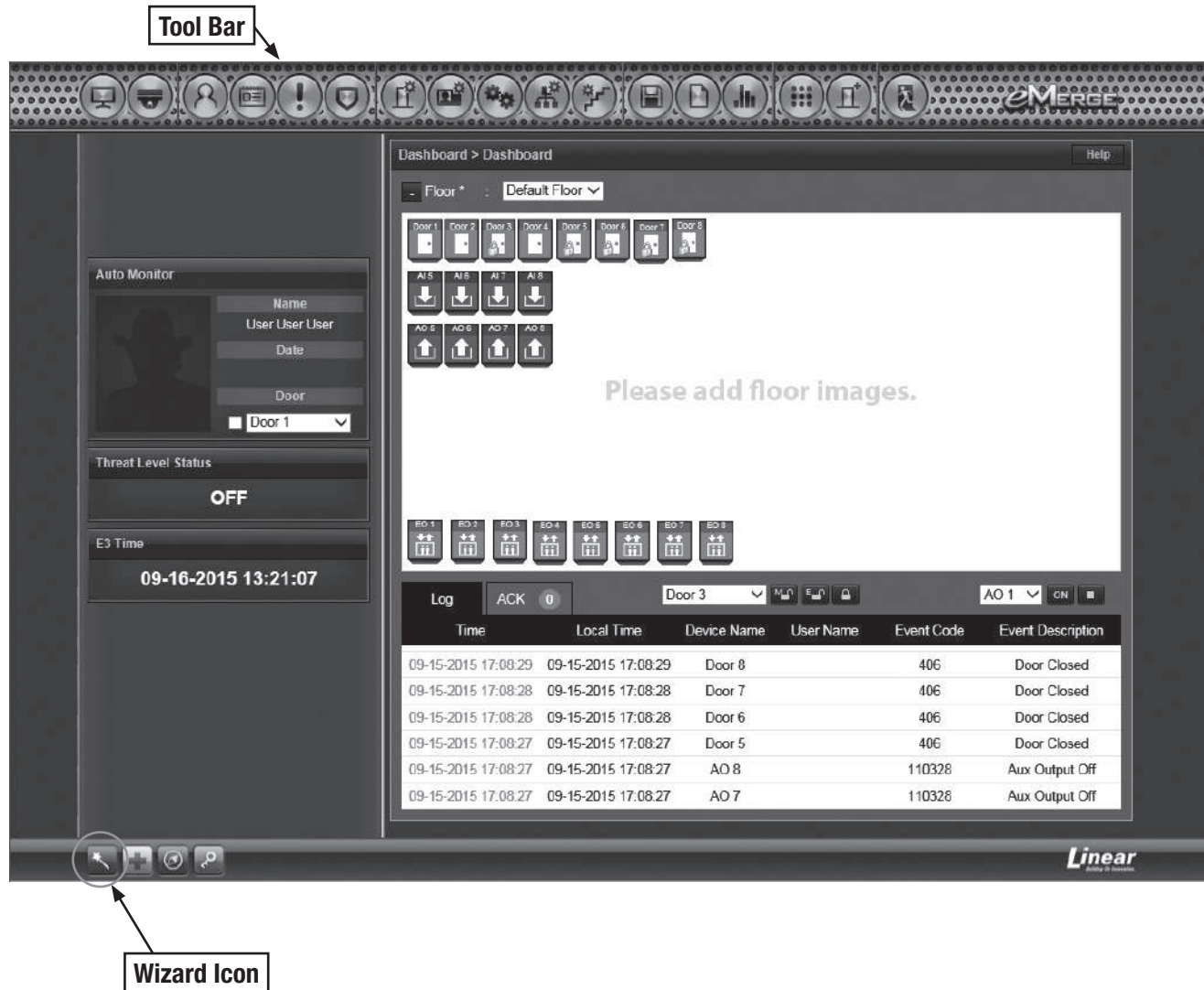
System Information

Feature	System Capacities			
Doors/Portals	1 (scalable to 4 with optional key upgrades)	36*	64*	128*
Maximum readers	8 (4 in / 4 out)	72 (36 in / 36 out)	128 (64 in / 64 out)	256 (128 in / 128 out)
Inputs	12	108*	192*	384*
Outputs	8	72*	128*	256*
Card holders	1,000	5,000	5,000	15,000
Cards per person	12	32	64	32
Card formats	32	32	64	32
Access Levels	25	125	125	256
Time Schedules	25	125	125	256
Simultaneous system users	8	16	16	32
Online transactions	15,000	30,000	30,000	50,000
Elevator	N/A	Yes*	Yes*	Yes*
* NOTE: Using optional expansion Controllers				

2. Software Layout

System Server Software

The Controller browser interface includes two methods available to the operator for programming and navigation. These methods include using the *Toolbar* and *Wizard*. The Toolbar provides access to all configuration options; whereas the Wizard provides access to the core system components. The following illustration shows the location of the Toolbar and Wizard icon.



The first time the system is run, the Wizard will run automatically. This allows setting of the following core system components:

- System Language Selection
- System License
- Card Format Setup
- Holiday Group Setup
- Schedule Setup
- Door Setup
- Access Level Setup
- Card Holder Setup
- Card Setup
- Network Setup
- Dealer Registration
- System Startup Screen Selection

Refer to the Section in the rear of this manual “Using the Wizard” for details on each Wizard screen.

Toolbar Menu

The Toolbar provides access to all setup, programming, management, and reporting options of the Controller.



-  **Dashboard:** The default system software page, which is primarily used to monitor and acknowledge recent events.
-  **Camera:** Configure and view cameras and DVRs if installed.
-  **Administration:** Add, edit or delete Card Holders, card formats and Access Levels, badge layouts and templates.
-  **Schedule:** Add and edit time schedules, holidays and unlock schedules.
-  **Events:** Create events that are assigned to actions. For example, a time schedule can be assigned to an auxiliary output.
-  **Threat Level:** Enable and configure Threat Level settings, if Threat Levels are enabled.
-  **Device Setting:** Configure the doors, elevators, inputs and outputs that are licensed and available within the system. Edit Controller locations and region.
-  **User Setting:** Set user fields, define the operators that can login and select their level of system access.
-  **System Setting:** Update, backup, restore or reset the Controller.
-  **Network Setting:** Configure the IP address, FTP, update server, SMTP, time server, and RMC.
-  **Floor Setting:** Load a floor plan graphic, which will be displayed on the Dashboard.
-  **Data Transfer:** Export or import data using a CSV file.
-  **Log:** Opens the log database allowing the user to generate, view, and print log reports.
-  **Report:** Provides system and event reporting, smart reports feature customizable report formats.
-  **Group Table:** Enter cards, door and camera groups as well as configure Access Level groups.
-  **Site Management:** View and edit client, site, and device information, option to add a custom logo.
-  **Logout:** Logs the operator out of the system.

3. System Programming

Connect to the Controller

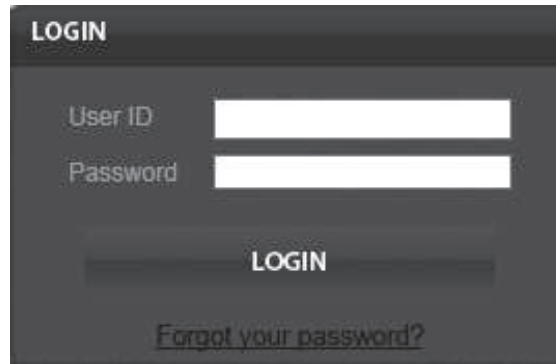
Open a web browser on a local computer and enter the IP address of the Controller (Default = 192.168.0.250).

The browser presents the login page as shown.

1. Enter the **User ID**.
 - **Default User ID = admin**
2. Enter the **Password**.
 - **Default Password = admin**
3. Click **Login**.

Just in case, a link is displayed to send a message to the eMerge Super Administrator for a forgotten password.

- ✓ **NOTE:** *The Super Administrator password is set in Device Settings > Controller*





Dashboard

Dashboard



Click the **Dashboard** icon to open the Dashboard window, which displays incoming events and allows users to view, acknowledge, and clear events. The Dashboard allows the operator to monitor real-time activities in the facility — for example, use of a valid card or a door forced open. The Dashboard also provides the ability to manually lock and unlock doors and activate outputs.

M-Unlock: Unlocks the door for the time defined as the **Door Unlock Time** (default = 3 seconds).

E-Unlock: Unlocks the door until the user clicks Lock.

Lock: Locks the door

Trigger: Activates the selected auxiliary or elevator output according to the **Aux Output** settings (see Aux Output to configure output settings).

Dashboard > Dashboard Help

Floor * : Default Floor ▼

Door 1 Door 2 Door 3 Door 4 Door 5 Door 6 Door 7 Door 8

AI 5 AI 6 AI 7 AI 8

AO 5 AO 6 AO 7 AO 8

Please add pages.

Door Selector M-Unlock E-Unlock Lock Trigger

Log ACK 0 Door 1 M E L AO 1 ON

Time	Local Time	Device Name	User Name	Event Code	Event Description
09-16-2015 15:25:10	09-16-2015 15:25:10	Door 3		600	Door Locked
09-16-2015 15:25:07	09-16-2015 15:25:07	Door 3		601	Door Unlocked
09-16-2015 15:25:07	09-16-2015 15:25:07	Door 3	admin	11211	Dashboard M-Unlock
09-16-2015 15:24:53	09-16-2015 15:24:53	Door 3		600	Door Locked
09-16-2015 09:01:18	09-16-2015 09:01:18	Client 2		900	Client Connected
09-16-2015 09:01:17	09-16-2015 09:01:17	Client 1		900	Client Connected

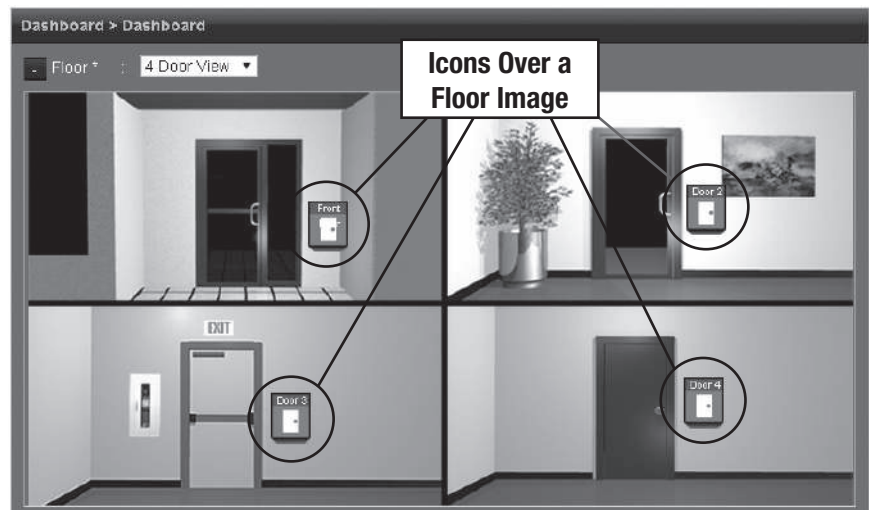
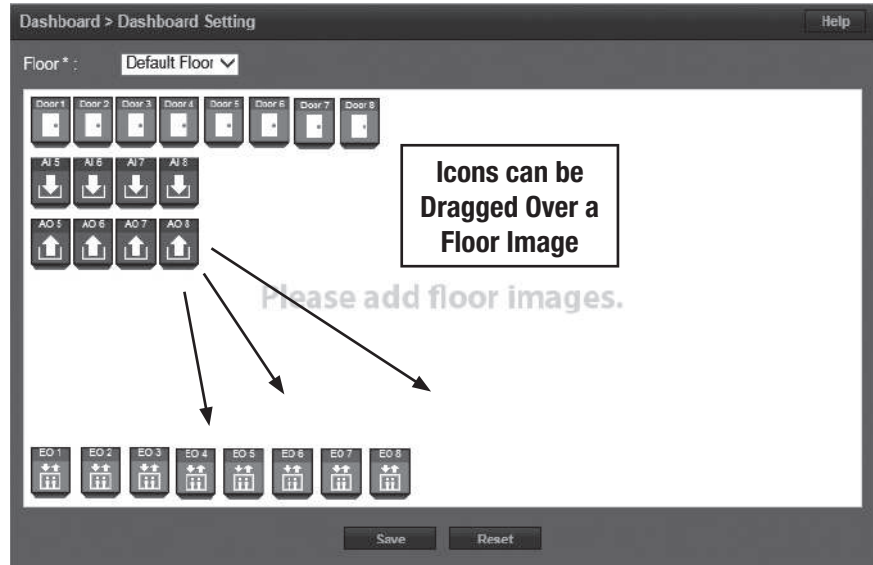


Dashboard Setting

Dashboard Setting



The **Dashboard Setting** dialog provides default icons for each door, input and output. Customize the visual layout of the system by dragging the icons to the floor image (see **Floor Setting** to add an image of the floor).





Camera View

Camera View

Optional
Feature

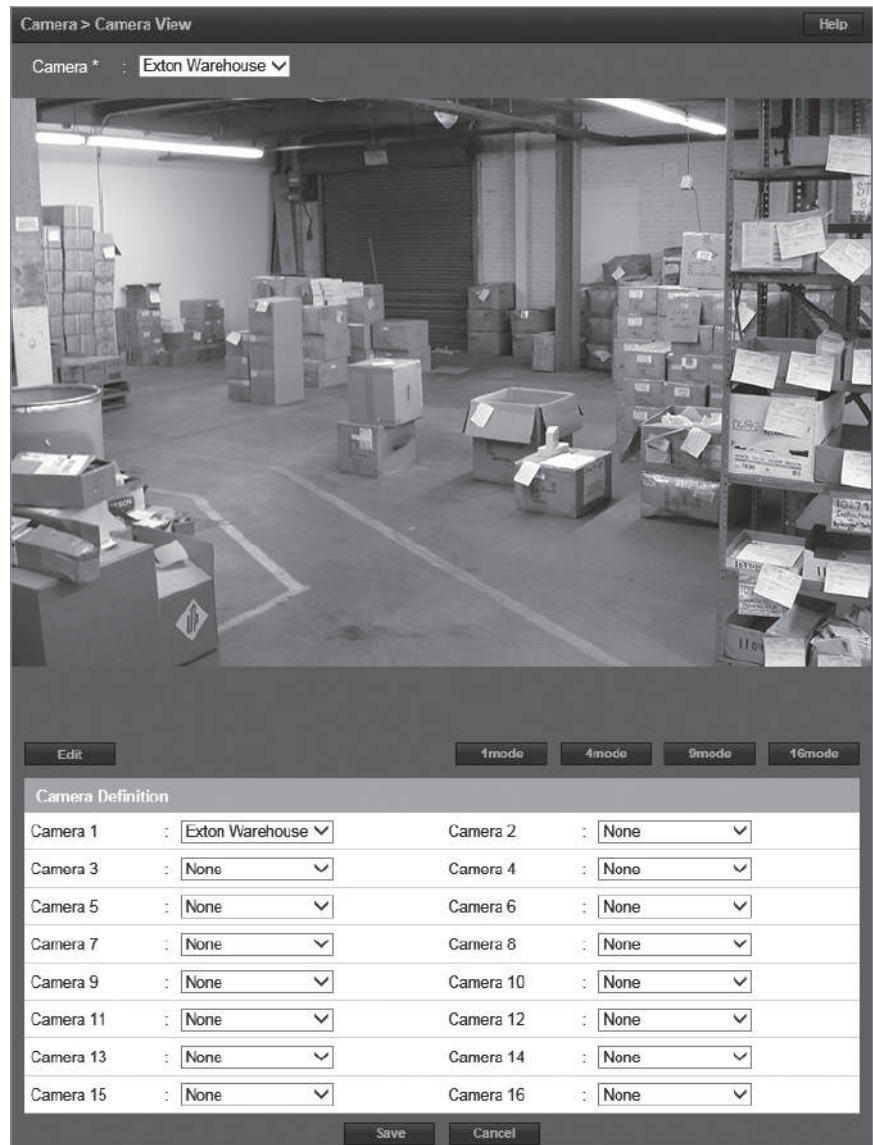


Camera View allows the user to select defined IP camera video matrix and various camera views.

A license upgrade is required to use this feature.

Defining Camera Views

1. Click **Edit** and add the desired cameras from the drop-down list. This defines the camera position in the camera view.
 2. Select **1mode**, **4mode**, **9mode**, or **16mode** to set the amount of cameras displayed in the view window.
 3. Click **Save**.
- ✓ **NOTE:** Live video is dependent on IP camera settings and browser capabilities. Not all camera and browser configurations are supported.





Camera Setting

Optional Feature



Camera Setting allows configuration of IP cameras. *A license upgrade is required to use this feature.*

Adding a Camera

1. Click **New** and enter a name and description for the camera.
 2. Select a camera brand from the drop-down list. If your camera is not listed, select **Other**.
 3. Enter the additional information for the camera. This information is provided in the camera's installation manual.
 - **Browser Address:** The IP address of the camera.
 - **Control Address:** The IP address of the camera.
 - **IP Port:** The port to obtain video from the camera.
 - **ID:** User name of the admin or live view user of the camera.
 - **Password:** Password of the admin or live view user of the camera.
 - **Door:** The door on the system that linked to the camera (for triggering events).
 - **Enable PTZ:** Enable if the camera has PTZ capability.
 4. Enter the camera's Image URL, and Motion JPEG URL,. This information is typically listed in the camera's installation manual.
 5. Click **Add**.
- ✓ **NOTE:** Live video is dependent on IP camera settings and browser capabilities. Not all camera and browser configurations are supported.

Camera Definition

Name *

Exton2

Description

ACTi

Camera Brand *

Other

Browser Address *

75.147.92.201

Control Address *

75.147.92.201

IP Port *

8082

ID

admin

Password

Door *

Front Door

Enable PTZ

☐

Camera Types

Image URL

Motion JPEG URL

Add

Reset

Cancel

No	Name	Description	Camera Brand	Door
1	Exton	ACTi	Sony : SNC-DF40N/DF40P	Front Door

New

List All



DVR View

 DVR View

Optional
Feature



DVR View allows the user to select defined IP DVR video matrix and different DVR views. *A license upgrade is required to use this feature. Refer to the DVR manual for programming information.*

DVR > DVR View

DVR * :  ☐ Live Viewer ☐ Search Viewer



CH.1 CH.2 CH.3 CH.4 CH.5 CH.6 CH.7 CH.8 CH.9 CH.10 CH.11 CH.12 CH.13 CH.14 CH.15 CH.16

1mode 4mode 9mode 16mode 1max 4max 9max 16max

704X576 352X288 Start Event Stop Event ☐ Audio ☐ Two-way

print jpegexport movexport

Live Viewer

Connect	lefttop	top	righttop	zoom in	zoom out	Preset No 0				
	lef		right				focusnear	focusfar	presetgo	presetset
	leftbottom	bottom	rightbottom							
Disconnect										



DVR Setting

DVR Setting

Optional
Feature



DVR Setting allows configuration of digital video recorders. *A license upgrade is required to use this feature.*

Adding a DVR

1. Click **New** and enter a name and description for the DVR.
2. Select a DVR brand from the drop-down list. If your DVR is not listed, select **Other**.
3. Enter the additional information for the DVR. This information is provided in the camera's installation manual.
4. Click **Add**.

✓ **NOTE:** Digital Watchdog DVR integration is only compatible with Microsoft IE9 or higher, 32-bit version only. The DVR setting must be configured using IE and will require installation of an ActiveX component. Refer to DVR manual for additional information.

DVR > DVR Setting

Basic

Name * :

Description :

DVR Brand * : Digital Watchdog ▼

IP Address * :

Live Port * :

Search Port * :

Web ID * :

Web Password :

FTP Port :

FTP ID :

FTP Password :

Event Port * :

Max Channel * : **Connect Test**

Settings

Viewer Type * : ActiveX ▼

Deliver Event : ☐

Deliver Recording : ☐

Add **Reset** **Cancel**



Card Holder

Card Holder



Card Holders are individuals who access the facility and are entered in the system. Access credentials are assigned to Card Holders

Creating a Card Holder

1. Click **New**.
 2. Enter the name and contact information of the Card Holder.
 3. Under **File Upload**, click **Snapshot** to take a picture from an attached USB camera or click **Browse** to select a file to assign an image to the Card Holder for identification purposes.
- ✓ **NOTE:** Picture files can be 20 Kb maximum. JPG, BMP, or PNG formats.

Card Holder Options

1. Select **ADA Timing** for extended timing for the door relay.
 2. Select **Exempt** to allow the Card Holder to bypass Anti-Passback rules (except occupancy rules) if the Card Holder is allowed access to the region.
 3. Select a **Web User Account** to give the Card Holder operator privileges to the Controller.
 4. Choose the highest **Threat Level** that the Card Holder will be allowed access.
- ✓ **NOTE:** A Card Holder cannot access a door if either the Door Threat Level or the System Threat Level is greater than the Card Holder Threat Level.
5. Click **Save**.

Card Holder Badge

1. Select the **Template** for the badge.
- ✓ **NOTE:** See Section *Badge Printing* for details on setting up badge design templates.
2. Click **Print Badge** to launch the badge printing window.
 3. Click **Print Badge** to select the printer and print out the badge.

Administration > Card Holder

ID	Card	Access Level
1	12345(11)	Test

New List All

Click New to Enter a Card Holder

First Name: Last Name: ID: Card: Access Level: Search Print

Personal

First Name *: Monte Middle Name: Last Name *: Dezman Phone Number: 760-555-1234 Cell Phone: 760-555-0000 E-mail: montedez@cloud.com

File Upload: Image Preview: Browse... (Max 20KB jpg, bmp, png)

Click to Use Picture File

Click to Take Picture

Snapshot

Option

Advanced Option: ☐ Use ADA Timing ☐ Exempt

Web User Account: None

Threat Level *: LOW

Save Reset Cancel

Personal

ID: 2 First Name: Monte Middle Name: Last Name *: Dezman Phone Number: 760-555-1234 Cell Phone: 760-555-0000 E-mail: montedez@cloud.com Template: Test.xml

Click to Print Badge

Picture: Print Badge



Card Holder (Cont.)

Card Holder



Assigning a Card to an Existing Card Holder

1. Select the Card Holder from the main window.
2. Click **Add Card**.

No	Card Number	Format	Card Status
Add Card Click Add Card			

Card Format

3. Select the appropriate **Card Format** from the drop-down field.

Card Number

4. Enter the **Card Number**, or use the Auto Scan feature.

Card Enrollment	
Auto Scan *	:
Card Format *	:
Card Number *	:
Key Number	:
Card Status *	:
Card Type *	:

37-bit card format
36-bit card format
IEI 26 Bit Wiegand
Lenel 36bit
Casi Rusco 40bit
HID 35bit
Honeywell 40bit
HID 26bit

Choose the Card Format

Card Scan

Auto Scan

5. Choose the **Auto Scan** door reader where the card will be presented.
- ✓ **NOTE:** Card scanner can only be used with doors 1 - 4.
6. Click **Card Scan** and present the card to the reader. The new card number will populate the data field.

Card Enrollment	
Auto Scan *	:
Card Format *	:
Card Number *	:
Key Number	:
Card Status *	:
Card Type *	:

Door 1
IEI 26 Bit Wiegand

Choose the Auto Scan Door

Card Scan

Enter the Card Number or Click Card Scan

Card Status

7. Select the current **Card Status**.

Card Type

8. Select the function for the card with **Card Type** dropdown.

Card Enrollment	
Auto Scan *	:
Card Format *	:
Card Number *	:
Key Number	:
Card Status *	:
Card Type *	:

Door 1
IEI 26 Bit Wiegand

Card Scan

Active
Lost
Stolen
Inactive

Select the Card Status

Card Enrollment	
Auto Scan *	:
Card Format *	:
Card Number *	:
Key Number	:
Card Status *	:
Card Type *	:

Door 1
IEI 26 Bit Wiegand

Card Scan

Active

Normal
Guard tour
Toggle
Passage
Relock
One time
Hazmat Unlock
DeadMan Check

Select the Card Type



Card Holder (Cont.)

Card Holder



Access Level

- For **Select Type** select Individual or Group access level.
- For **Select Level** select the desired access levels (or use the search icon to find a specific access level) and click the right arrow to move the access level to the field on the right.

Access Level

Select Type : Individual ▼

Select Level

Client 3	→	All
Client 2	→	
Server	→	
All	→	

Use Arrows to Choose Levels

Activation Date

- Choose an optional activation and expiration date for the card.
- Click **Save** to assign the card to the Card Holder.

Activation Date *

Never Expired : ☐ Activation Date : 09-23-2015

Inactive Reason : Expiration Date : 12-31-2015

Save Reset Cancel

The added card will show on the card list for the Card Holder.

Click **Add Card** to add additional cards for the selected Card Holder.

Card				
No	Card Number	Card Format	Card Status	Card Type
2	142(11)	IEI 26 Bit Wiegand	Active	Normal
Add Card				



Card Format

Card Format



Card Format displays the default card formats of the system. The system has several pre-configured card formats. If the desired card format is not listed, a custom format may be added.

Adding a Card Format

1. Click **New**.
 2. Enter a name and description (optional) for the card format.
 3. Enter the facility code bit/length, card number bit/length and parity information as provided by the card manufacturer.
 4. Click **Add** to save the changes.
- ✓ **NOTE:** It is recommended to delete card formats that are not in use.

Administration > Card Format Help

No	Card Format Name	Description	Facility Code	Total Bit Length	Default
9	HID 26bit	Test Card Format	27	26	☐
8	Honeywell 40bit	Honeywell standard 40bit format	0	40	☐
7	HID 35bit		3522	35	☐
6	Casi Rusco 40bit	Casi Rusco standard 40bit format	0	40	☐
4	Lenel 36bit		0	36	☐
3	IEI 26 Bit Wiegand	IEI 26 Bit Wiegand Facility code 11	11	26	☒
2	36-bit card format		1234567890	36	☐
1	37-bit card format		1	37	☐

[1]

Using the Decoder

If the desired card format is not listed as a default format, the **Decoder** can be utilized to auto scan and detect the card format.

1. Click **Decoder**.
 2. Select the door where the card will be auto scanned.
 3. Click **Card Scan** and present the card (or multiple cards) to the reader.
 4. The new card format will populate the data fields.
 5. Click **Add** to save the new format.
- ✓ **NOTE:** The decoder takes a "best guess" based on existing card formats. Without knowledge of the card's start bits and length, it cannot guarantee proper decoding.

Basic

Default Card Format : Custom

Card Format Name * : NewMake 25-Bit

Description : New style 25-bit cards

Total Bit Length * : 25 Facility Code * : 1

Facility Code Start Bit * : 1 Facility Code Length * : 1

Card Number Start Bit * : 2 Card Number Length * : 24

Basic

Auto Scan : Door 1

Card Scan Total 37 Bit :

Default Card Format : 37-bit card format

Card Format Name * : Description :

Facility Code Start Bit * : 2 Facility Code Length * : 16

Card Number Start Bit * : 18 Card Number Length * : 19

Facility Code * : Card Number :



Access Level

Access Level



An **Access Level** establishes which doors the Card Holder can access and when they are allowed to access them. Access Levels are comprised of a time schedule and door(s).

Adding an Access Level

1. Click **New**.
2. Enter the desired **Access Level Name** and **Description** (optional).
3. Assign a time schedule to the Access Level by choosing it from the **Schedule** dropdown menu.
4. Select Group or Individual for the Access Group **Type**.
5. For **Door List**, select the desired doors (or use the search icon to find a specific door) and click the right arrow to move the doors to the field on the right.
- ✓ **Note:** *Ctrl-click or shift-click will select multiple doors.*
6. Click **Add** to save the changes.

Administration > Access Level Help

Access Level Name	Description	Doors	ScheduleName
Client 3	Access to Doors 9-12	Door 9,Door 11	Always
Client 2	Access to Doors 5-8	Door 5	Always
Server	Access to Doors 1-4	Door 3	Always
All	Access to All Doors	Door 3,Door 5,Door 9,Door 11	Always
Test		Door 11	Always

New Access Level Name Search List All

Administration > Access Level Help

Adding Access Level

Basic

Access Level Name * :

Description :

Schedule :

Select Type :

Door List

Add Reset Cancel

Editing an Access Level

1. Select an Access Level from the list and click **Edit**.
2. Make the desired edits.
3. Click **Save** to save the changes.

Deleting an Access Level

1. Select an Access Level from the list and click **Edit**.
2. Click **Delete**.
3. A confirmation window will pop up, click **OK** to delete the Access Level.

Administration > Access Level Help

Basic

Access Level Name * :

Description :

Schedule :

Select Type :

Select Reader :

Edit Delete Cancel

Administration > Access Level Help

Editing Access Level

Basic

Access Level Name * :

Description :

Schedule :

Select Type :

Door List

Save Reset Cancel



Badging Layout



The **Badging Layout** Module is used to design printable badges. The badge orientation, background, logo, Card Holder picture, and text fields can be customized and saved under a layout name.

Layout

1. Use the **Select Layout** dropdown to modify an existing badge layout, or create a new layout.

Orientation

2. Choose **Landscape** (wide) or **Portrait** (tall) for the badge orientation.

Background File

3. If a background is needed, browse for the Background File.

Logo

4. Set a logo size to fit the logo with the **Logo Width** and **Logo Height** settings.
5. Set the logo position on the badge. The **X Position** is the number of pixels in from the left edge. The **Y Position** is the number of pixels down from the top edge.

Badging Layout

Badge Layout Module

Select Layout: Portrait_Default_Sample2.xml

Layout Name*: Visitor Badge

Badge Orientation: ☐ Landscape ☒ Portrait

Background file: Y:\INSTINST\Linear Bran Browse...

Logo Position

Logo Width	180	X Position	10
Logo Height	50	Y Position	5

Logo file: Y:\INSTINST\Linear Bran Browse...

Picture (100pxX130px)

X Position	50	Y Position	80
------------	----	------------	----

Field ID*	X Position*	Y Position*	Max number of characters*
FieldIDName1	20	230	25
FieldIDName2	110	230	25
FieldIDName3	80	260	25
FieldIDName4	80	290	25

Save +Add Fields -Del Fields Preview

Picture

6. Set the Card Holder **Picture** (100 pixels wide by 130 pixels high) position on the badge. The **X Position** is the number of pixels in from the left edge. The **Y Position** is the number of pixels down from the top edge.

Text Fields

7. Enter names for the text fields in the **Field ID** boxes.
8. Set each text field position with the **X Position** and **Y Position** settings.
9. Set the **Max Number of Characters** for each of the text fields. The field will be truncated to this length when it is populated from the database.

Save and Preview

10. Click **Preview** to look at the badge layout then adjust any design settings.
11. When the badge layout is as desired, click **Save** to save the layout.



Badging Template



A **Badging Template** is used to select which Card Holder data populates the text fields positioned on the badge by the Badging Layout.

Editing a Badge Template

1. Choose a Badge Layout or Badge Template to edit with the dropdown selectors. A sample of the badge layout displays for reference.
- ✓ **Note:** The number of fields listed depends on the fields in the Badge Layout
2. For each of the text fields, choose a Card Holder database field to populate the badge field.
3. Click **Save Template** to store the template.

The screenshot shows the 'Badging Template' window. At the top is a 'Badge Template Module' header. Below it is a preview area showing a badge layout with a photo placeholder and four text fields labeled 'FieldName1', 'FieldName2', 'FieldName3', and 'FieldName4'. Below the preview are two dropdown menus: 'Choose a Layout:' with '.xml' selected, and 'Choose a Template:' with '.xml' selected. Below these is the text 'Layout : Visitor Badge.xml'. Underneath is a 'Template name:' label followed by a text box containing 'Visitor Badge Templa' and a close button 'X'. Below the text box are five dropdown menus for mapping fields: 'FieldName1' mapped to 'First Name', 'FieldName2' mapped to 'Middle Name', 'FieldName3' mapped to 'Last Name', 'FieldName4' mapped to 'Cell Phone', and an unlabeled dropdown at the bottom. At the bottom right is a 'Save Template' button.



Schedule

Schedule



A **Schedule** is a combination of a time interval and one or more days of the week. Use schedules to identify the hours and days when inputs, outputs or door access are in operation. Assign holiday groups to the schedule to control when operations occur on holidays. There is one default time schedule of Always, which is defined as 00:00-23:59, seven days per week.

Adding a Schedule

1. Click **New**.
 2. Enter the desired name and description (optional) for the schedule.
 3. Adjust the sliders for the **Start Time** and **End Time** on days when the schedule is to be active. (Collapse slider for no access on that day.)
 4. (Optional) Select a holiday group to allow access on the holidays in the group. If a holiday group is selected, identify a start and end time for holiday access.
 5. Click **Add** to save the new schedule.
- ✓ **Note:** To create a schedule with a "Midnight Crossing" (e.g., 16:00 to 00:30) click **Reverse**.

Deleting a Schedule

1. Select the schedule to be deleted.
2. The schedule will appear. Scroll to the bottom of the page and click **Delete**.
3. Click **OK** to confirm the deletion.

Editing a Schedule

1. Select the schedule to be edited and click **Edit**.
2. Perform the desired changes to the **Name**, **Description** and time intervals.
3. Scroll down and click **Save** to save the changes.

✓ **NOTE:** When changing or deleting a schedule review the unlock schedules and Access Levels for possible changes.

Schedule > Schedule Help

No	Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat
2	Click New	00	08:55~17:00	09:00~17:00	09:00~17:00	09:00~17:00	08:00~17:00	00:00~00:00
1	Always	00:00~24:00	00:00~24:00	00:00~24:00	00:00~24:00	00:00~24:00	00:00~24:00	00:00~24:00

New **Search** **List All**

[1]

Schedule > Schedule Help

Basic

Name * :

Description :

Schedule

Day	Reverse	Time
Sunday		00:00~24:00
Monday		00:00~24:00
Tuesday	☐	00:00~24:00
Wednesday	☐	00:00~24:00
Thursday	☐	00:00~24:00
Friday	☐	00:00~24:00
Saturday	☐	00:00~24:00
Holiday	☐	00:00~24:00

Select Holiday Group ☐ Holiday Group 1 ☐ Holiday Group 2 ☐ Holiday Group 3 ☐ Holiday Group 4

Click Add **Add** **Reset** **Cancel**

No	Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	Always	00:00~24:00	00:00~24:00	00:00~24:00	00:00~24:00	00:00~24:00	00:00~24:00	00:00~24:00

New **Search** **List All**

[1]



Holiday

♥ Holiday



Use **Holiday** to define days and times during the year when holiday hours are used. When the holiday starts, the Controller switches from regular hours to holiday hours. When the holiday ends, the regular hours resume. You can assign four holiday groups with up to 30 holidays total among the groups. A holiday can include any number of consecutive days within the same calendar year. The system Controller has preconfigured holiday groups based upon the country you selected in the **Language** section of the Wizard. The holiday groups are preconfigured through 2021 for quick setup.

Editing a Holiday

1. Select the desired holiday and click **Edit**.
2. Change the start date and end date to the desired date.
3. Rename the holiday (it is recommended that pre-configured holidays be renamed when edited).
4. Click **Save**.

Deleting a Holiday

1. Highlight the holiday to be deleted.
2. Click **Delete**. A confirmation box will appear.
3. Click **OK** to confirm.

Adding a Holiday

1. Click **New** and enter the desired name, start date and end date.
 2. Select the desired holiday group for the new holiday.
 3. Click **Add** to save the new holiday.
- ✓ **NOTE:** Access will be restricted on any holiday assigned to a holiday group. See Schedules for information on how to allow access on holidays.

Year : 2015

No	Name	Start Date	End Date	Holiday Group
40	Christmas Day	12/25/2015	12/25/2015	
39	Thanksgiving Day	11/26/2015	11/26/2015	
38	Veterans Day	11/11/2015	11/11/2015	
37	Columbus Day	10/12/2015	10/12/2015	
36	Labor Day	09/07/2015	09/07/2015	
35	Independence Day observed	07/03/2015	07/03/2015	
34	Memorial Day	05/25/2015	05/25/2015	
33	Washington's Birthday	02/16/2015	02/16/2015	
32	Martin Luther King Day	01/19/2015	01/19/2015	
31	New Year's Day	01/01/2015	01/01/2015	

New name Search List All

Basic

Name * : Memorial Day

Start Date : 05/25/2015

End Date : 05/25/2015

Holiday Group 1 : No Holiday Group 2 : No Holiday Group 3 : No Holiday Group 4 : No

Edit Delete Cancel

Schedule > Holiday Group Help

Basic

Name * : Groundhog Day

Start Date * : 02/02/2016

End : 02/02/2016

☐ Holiday Group 1 ☐ Holiday Group 2 ☐ Holiday Group 3 ☒ Holiday Group 4

Add Reset Cancel



Unlock Schedule

Unlock Schedule

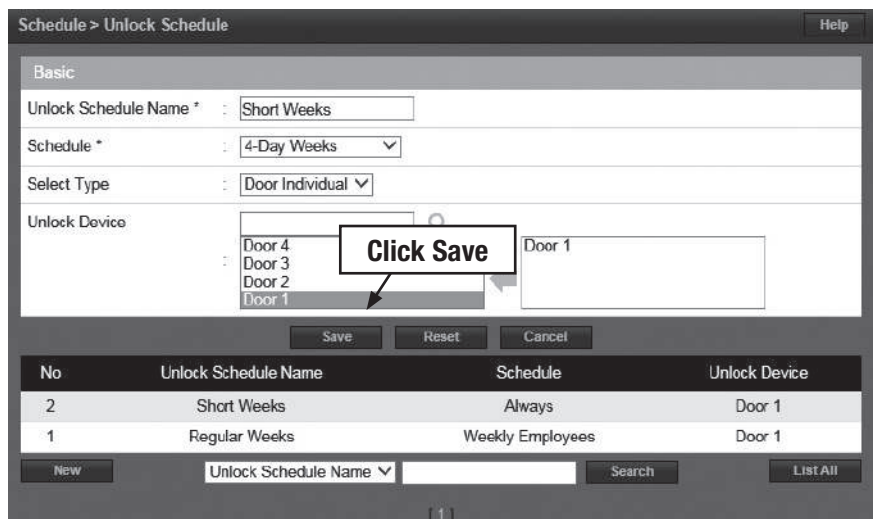
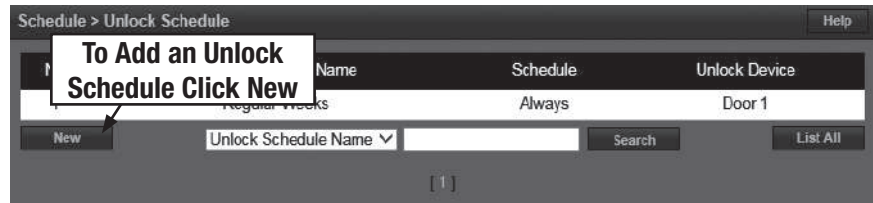


An **Unlock Schedule** defines which Schedule will be used with selected access devices to automatically unlock one or more doors.

Adding an Unlock Schedule

1. Click **New**.
2. Enter a Unlock Schedule **Name**.
3. Select the **Schedule** when the door will be unlocked.
4. Click the **Select Type** drop-down to select an individual door or a group of doors.
5. For **Unlock Device**, select the desired doors (or use the search icon to find a specific door) and click the right arrow to move the doors to the field on the right.

Click **Add** to create the unlock schedule.

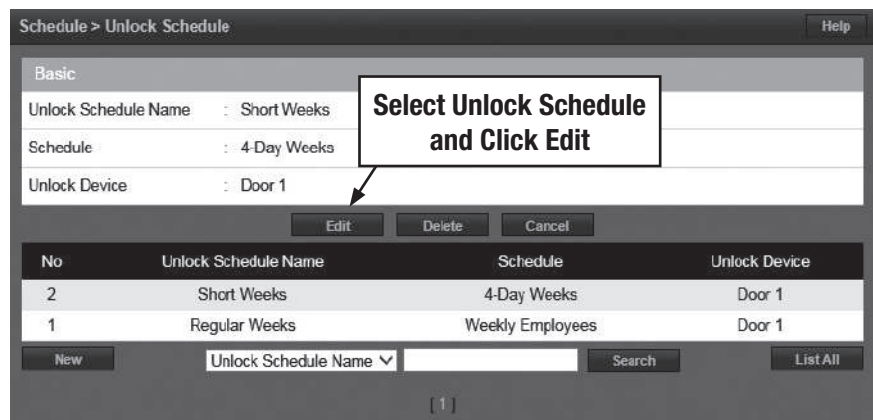


Editing an Unlock Schedule

1. Select the desired Unlock Schedule and click **Edit**.
2. Edit the Unlock Schedule **Name**, **Schedule Type**, **Unlock Device**.
3. Click **Save**.

Deleting an Unlock Schedule

1. Select the Unlock Schedule to be deleted.
2. Click **Delete**. A confirmation box will appear.
3. Click **OK** to confirm.





One Time Unlock Schedule

One Time Unlock Schedule



A *One Time Unlock Schedule* defines one date and time to automatically unlock one selected door.

Adding a One Time Unlock Schedule

1. Click **New**.
2. Enter a **Name** for the One Time Unlock Schedule.
3. Select the **Date** when the door will be unlocked.
4. Select the **Start Time** and **End Time** for the unlock period.
5. Click the drop-down to select a door to unlock.

Click **Add** to create the One Time Unlock Schedule.

Schedule > One Time Unlock Schedule

To Add a One Time Unlock Schedule Click New

No	Name	Unlock Device	Date	Time
1	Carpet Cleaning	Door 1	09-26-2015	08:00~16:00

New Name Search Print List All

Editing a One Time Schedule

1. Select the desired One Time Unlock Schedule and click **Edit**.
2. Make the changes desired.
3. Click **Save**.

Schedule > One Time Unlock Schedule

Basic

Name * : Carpet Cleaning

Date * : 09-26-2015 Start Time * : 08:00 End Time * : 16:00

Unlock Device * : Door 1

Click Save

Save Reset Cancel

No	Name	Unlock Device	Date	Time
1	Carpet Cleaning	Door 1	09-26-2015	08:00~16:00

New Name Search Print List All

Deleting a One Time Schedule

1. Select the desired One Time Unlock Schedule to be deleted.
2. Click **Delete**. A confirmation box will appear.
3. Click **OK** to confirm.

Schedule > One Time Unlock Schedule

Basic

Name : Carpet Cleaning

Date : 09-26-2015

Time : 08:00~16:00

Unlock Device : Door 1

Select One Time Unlock Schedule and Click Edit

Edit Delete Cancel

No	Name	Unlock Device	Date	Time
1	Carpet Cleaning	Door 1	09-26-2015	08:00~16:00

New Name Search Print List All



Event Action

! Event Action



Event Action allows the operator to create events that are assigned to actions. For example, the operator may assign a time schedule to an auxiliary output.

Adding an Event Action

1. Click **New** and enter a name and description.
2. In the **Basic** section, name the event, fill in a **Description**, and select a **Schedule** for the time the Event Action will be active.

Event

3. In the **Event** section, click **Insert** to add a new event.
4. Choose the type of equipment that can trigger the event action in the **Event Source Type** dropdown.
5. Under **Where**, choose the event source location(s) by selecting the location(s) and clicking the right arrow to move it to the field on the right.
6. Under **Event**, choose the event(s) to monitor by selecting the event(s) and clicking the right arrow to move it to the field on the right. This is the event(s) that will **trigger** the action.

Action

7. In the **Action** section, click **Insert**.
8. Choose either **Aux Output** or **System** for the **Action Source Type**.

Aux Output

- This is the auxiliary relay(s) that will respond to the event. Select them and move it to the right by clicking the right arrow.

System

- These are various messages and operations that the system can perform if the Event Action triggers.

- ✓ **NOTE:** To have the system send an e-mail for an event, use the **Where** dropdown and select **Send E-Mail**.
9. Click **Action Save** and **Save** in each section to save the settings.



Event Code

! Event Code



Event Code lists the events that are available to the operator. The user can configure the event to display in the Dashboard and/or require the operator to acknowledge the event.

Selecting Event Codes

1. On the **Event Code** list, edit the checkboxes for the events codes that will display on the dashboard if they occur.
2. On the **Event Code** list, edit the checkboxes for the events codes that will require operator acknowledgment if they occur.

Use the **Search** button to find specific event codes or event code names.

Event Action > Event Code Help

Event Code	Name	Dashboard Display ☐ Select All	Ack ☐ Select All
100	Access Denied	☒	☐
101	Denied Invalid Wiegand Format	☒	☐
201	Card Format Not Defined	☒	☐
300	Denied Lost Card	☒	☐
301	Denied Stolen Card	☒	☐
302	Denied Expired Card	☒	☐
303	Denied Inactive Card	☒	☐
305	Denied by Schedule	☒	☐
307	Denied Timed Anti Passback Violation	☒	☐
308	Denied Room Anti Passback Violation	☒	☐
311	Denied Threat Level Violation	☒	☐
313	Access Denied By Hazmat Lockdown	☒	☐
315	Access Denied Invalid Card type	☒	☐
317	Access Denied without Deadman z	☒	☐
400	Granted	☒	☐
1170302	Scheduled Log Backup to SD Card Failed	☒	☒
1170303	Log Backup to SD Card was Successful	☒	☐
1170304	Log Backup to SD Card Failed	☒	☒
1170401	Scheduled Log Backup to FTP was Successful	☒	☐
1170402	Scheduled Log Backup to FTP Failed	☒	☒
1170403	Log Backup to FTP was Successful	☒	☐
1170404	Log Backup to FTP Failed	☒	☒

Save Reset

Name Search

Check to
Display Event

Check to
Require Event
Acknowledgment



Threat Level

Threat Level

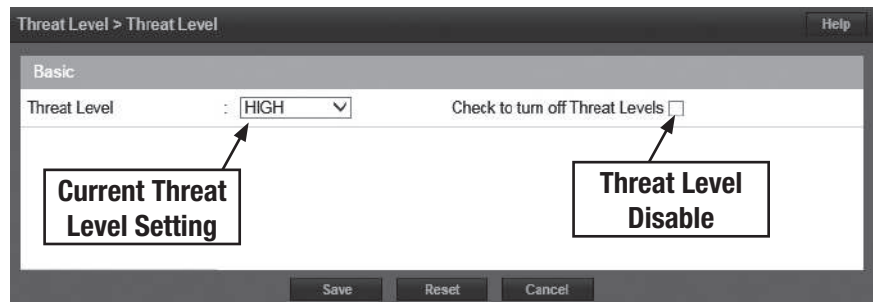
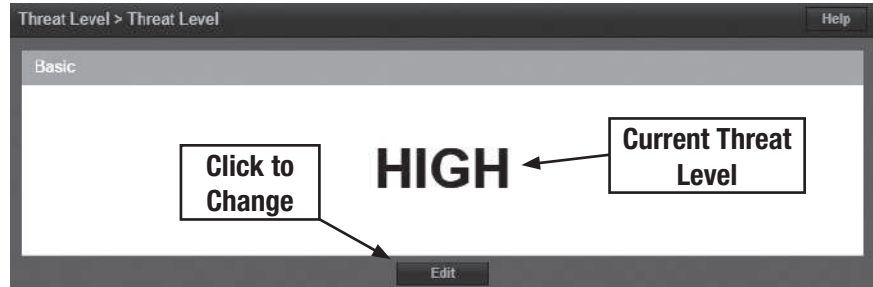
Optional
Feature



Threat Levels are used in systems to modify existing unlock schedules and Access Level privileges. The system has five pre-defined Threat Levels. The names of each can be changed to match installation requirements.

Current Threat Level Setting

1. Click **Edit** to change or disable the Threat Level.
 2. Un-check the **Turn Off Threat Level** checkbox to enable Threat Levels.
 3. Use the **Threat Level** dropdown menu to select a Threat Level.
 4. Click **Save**.
- ✓ **NOTE:** When the Threat Level is Off, defined Access Level privileges and unlock schedules operate normally.





Threat Level Setting

Threat Level Setting

Optional
Feature



There is a three tier hierarchy of Threat Levels to consider when configuring an system. First the **System** Threat Level, second the **Door** Threat Level and third the **Card Holder** Threat Level. See the Door and Card Holder sections for details on setting the Door and Card Holder Threat Levels.

System Threat Level Setup

1. Click **Edit** to change the number or title of the Threat Levels.
2. Select the number of Threat Levels available for the system with the **Threat Level Count** dropdown. Up to 25 Threat Levels can be defined.
3. The titles of each Threat Level can be customized to suit the installation.
4. Click **Save** when finished.

Threat Level > Threat Level Setting

Basic

Threat Level Count * : 5

Define Threat Level

Threat Level 1 *	: LOW
Threat Level 2 *	: GUARDED
Threat Level 3 *	: ELEVATED
Threat Level 4 *	: HIGH
Threat Level 5 *	: SEVERE

Edit

Threat Level > Threat Level Setting

Basic

Threat Level Count : Threat Level 5

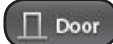
Define Threat Level

Threat Level 1 *	: LOW
Threat Level 2 *	: GUARDED
Threat Level 3 *	: ELEVATED
Threat Level 4 *	: HIGH
Threat Level 5 *	: SEVERE

Save Reset Cancel



Door



Door displays the doors that are assigned to the system. Click on the door name for additional information pertaining to each door.

- ✓ **NOTE:** When programming various elements of the system, do not use the same name for multiple items (e.g., use Door 1, Door 2, etc.).
- ✓ **NOTE:** Do not use special characters (<>?{})*&%#@^ \/).

Editing a Door

Select the desired door. Scroll to the bottom of the page and click **Edit**.

After making any edits, be sure to click **Save** at the bottom of the page.

Device Setting > Door Help

No	Name	Client	Description	Floor	Door Lock Mode
4	Door 4	Server	Server Door	Default Floor	Normal
3	Door 3	Server	Server Door	Default Floor	Normal
2	Door 2	Server	Server Door	Default Floor	Normal
1	Door 1	Server	Server Door	Default Floor	Normal

Name Search List All

[1]

Basic

1. Enter the desired **Name** and **Description** (optional) for the door.
2. For multi-floor installations, select the **Floor**.

Reader

1. In the **Reader** section, select the settings for the door's reader.

Door Contact

1. In the **Door Contact** section, check the Enable checkbox if a door contact is used.
2. **Name** the door contact and select its type.
3. Adjust the **Held Open Time**, which is the length of time the door can be open following a valid access request.
4. The **ADA Open Time** is an additional time added to the Held Open Time.

Rex

1. Enter the **Door Rex Name** for the door's request to exit switch.
2. Select the type of **Rex** switch.
3. Check the **Rex Activates Door Lock** checkbox to have the Rex activate the door's lock.

Device Setting > Door Help

Basic

Name * :

Description :

Floor * :

Reader

Reader Function :

In Reader Name :

In Reader Type :

In Reader Region :

Out Reader Name :

Out Reader Type :

Out Reader Region :

Door Contact

☒ Enable

Door Contact Name :

Door Contact :

Held Open Time : (sec)

ADA Open Time : (sec)

Rex

Door Rex Name :

Rex :

Rex Activates Door Lock : ☒



Door (Cont.)

Door



Door Lock Mode

1. Choose a **Door Lock Name** to name the lock for logging.
2. Configure **Door Lock Mode** as follows:
 - **Normal:** Lock activates in response to a valid access request and REX unlocks door for exit.
 - **Locked:** Does NOT grant access in response to REX, card or code.
 - **Locked w/REX:** Remains in locked mode, ONLY REX will activate lock.
 - **Unlocked:** Door will remain unlocked at ALL times.
 - **Man-Trap:** Sets the door lock for use in conjunction with another door to create a man-trap passage. A Man-Trap will only allow one door to be opened if the other door is locked. When Man-Trap is selected, **Man-Trap Mode** options appear:

Door Lock Mode	
Door Lock Name	: Lock 1
Door Lock Mode	: Normal
Default Status *	: De-Energized
Re-Lock on Open	: ☐
Door Unlock Time	: 3 (sec)

**Normal
Door Lock Mode**

Door Lock Mode	
Door Lock Name	: Lock 66
Door Lock Mode	: Man-Trap ☐ Exterior
Man-Trap Mode	: Restricted Entry and Exit
Pair Door	: Door 2
Default Status *	: De-Energized
Re-Lock on Open	: ☐
Door Unlock Time	: 3 (sec)

**Man-Trap
Door Lock Mode**

- **Unlock:** No security on Entry or Exit.
 - **Secure Entry/Free Egress:** Two options, both options use card access to enter the Exterior Door. Option 1 allows free exit through the exterior door; Option 2 requires card access to exit through the exterior door.
 - **Restricted Entry and Exit:** Four options, all options use card access to enter the Exterior Door. Option 1 allows free exit through the exterior door; Option 2 requires card access to exit through the interior door, Option 3 requires card access to exit through the exterior door. Option 4 requires card access to exit through either door.
 - **Pair Door:** Select the second Man-Trap door that is closest to the secured area.
3. Select the Door's **Default Status**. This setting will be determined by the lock type (energized or de-energized).
 4. Assign **Re-Lock on Open** if desired. This will re-lock the door immediately upon opening the door.
 5. Adjust **Door Unlock Time** if desired. This is the length of time the door relay is active after a valid access request.



Door (Cont.)

Door



Door Status Alarm Output

Sets the actions of a door contact on the door. The door contact must be enabled to use these functions.

1. Check **Forced Door** to trigger the door alarm output if the door opens, but no access was granted.
2. Check **Held Door** to trigger the door alarm output if the door is held open longer than the **Held Open Time**.
3. Select Energized or De-energized for the **Default State** of the Door Status Alarm Output.
4. Select an **Output** to use for the Door Status Alarm Output.
5. Click to enable an **Alarm Shunt** output to operate when access is granted to the secured door.
6. Select Energized or De-energized for the **Default State** of the Alarm Shunt Output.
7. Select an **Output** to use for the Alarm Shunt Output.

Door Status Alarm Output				
Enable	: ☒ Forced Door	☒ Held Door	Enable	: ☒ Alarm Shunt
Default State	: Energized		Default State	: Energized
Output	: AO 1		Output	: AO 1

Threat Level

1. Select the highest **Threat Level** allowed before the door will automatically lock.
- ✓ **Note:** An unlocked door will lock if the System Threat Level is greater than the Door Threat Level; including doors that are unlocked by schedule.
 - ✓ **Note:** The Dashboard M-Unlock and E-Unlock may be used to unlock a door that has been locked due to elevated system Threat Level.
2. Check **Ignore REX** to ignore input from a Rex button if the current System Threat Level is higher than the Door Threat Level.

Threat Level	
Threat Level	: LOW
Ignore REX	: ☐

Anti-Passback

1. Check to enable **Timed Anti Passback**. Select a time in seconds to disable a credential after it has been used to grant access.
2. Check to enable **Room Anti Passback**. Select a time in seconds to disable access to a room after access has been granted to the room.

Anti Passback			
Timed Anti Passback	: ☐ Enable	Time	: 0 (sec)
Room Anti Passback	: ☐ Enable	Reset after	: 0 (sec)



Door (Cont.)

Door



First Man In Rule

First Man in Rule unlocks a door when first Card Holder enters.

1. Check **Enable** to use a First Man In Rule.
2. Select a **Grace Period** to allow the selected first man Card Holder(s) access minutes before a scheduled start time.
3. Select up to three time **Schedules** for the rule to be active.
4. Select the **Type** of Card Holders (individual or group).
5. Search or choose **Card Holder(s)** or **Groups** for the rule. Use the arrows to move the name(s) in and out.

First Man In Rule	
☒ Enable	
Grace Period	0 Minutes (0 = no grace period)
Schedule 1	Always
Schedule 2	4-Day Weeks
Schedule 3	Weekly Employees
SelectType	Individual
Card Holder	Search Monte Dezman Gerry Rumsfield Ronnie Gaverty In Out Monte Dezman

Manager In Rule

With Manager in Rule enabled, if a Card Holder designated as a Door Manager has not entered the system within a specific time period, the door will not unlock.

1. Check **Enable** to use the Manager In Rule.
2. Select up to three time **Schedules** for the rule to be active.
3. Select the **Type** of Card Holders (individual or group).
4. Search or choose **Card Holder(s)** or **Groups** for the rule. Use the arrows to move the name(s) in and out.

Manager In Rule	
☒ Enable	
Schedule 1	Weekly Employees
Schedule 2	4-Day Weeks
Schedule 3	
SelectType	Individual
Door Manager	Search Monte Dezman Gerry Rumsfield Ronnie Gaverty In Out Gerry Rumsfield

Two Man Rule

With Two Man Rule enabled, two Card Holders must present credentials at the same time in order to unlock the door. Credentials must be presented in the proper sequence (Card Holder 1 then Card Holder 2), or access will be denied.

1. Check **Enable** to use the Two Man Rule.
2. Enter a **Time** in seconds allowed for the second Card Holder to present their credentials.
3. Search or choose **Card Holder 1** for the rule. Use the arrows to move the name(s) in and out.
4. Search or choose **Card Holder 2** for the rule. Use the arrows to move the name(s) in and out.

Two Man Rule	
☒ Enable	Time : 6 (sec)
Card Holder 1	Search Monte Dezman Gerry Rumsfield Ronnie Gaverty In Out Gerry Rumsfield
Card Holder 2	Search Monte Dezman Gerry Rumsfield Ronnie Gaverty In Out Monte Dezman

Saving Changes

After making any edits, be sure to click **Save** at the bottom of the page.



Elevator



Optional Feature



Elevator displays the elevators that are assigned to the system. Click on the elevator name to view or edit the settings of the elevator. Each elevator cab requires an elevator module, which activates up to 8 outputs for controlling access to floors. Access to more than 8 floors requires additional elevator modules.

Editing an Elevator

1. Click the desired elevator from the list and click **Edit**.
2. For **Elevator Name**, enter a name for the elevator.
3. For **Description**, enter a description for the elevator.
4. Select **Elevator Client** for the factory default setting for the client, or **Elevator Client Extension** to add more floors to an existing elevator client.
5. Select the **Reader Type** that matches the elevator reader from the dropdown list.
6. Select the **Elevator Lock Mode** from the dropdown list.
7. Select the **Threat Level** from the dropdown list.
8. Select the **Floor** from the dropdown list.
9. Click **Save**.

Device Setting > Elevator Help

Elevator Name	Description	Extended	Elevator Lock Mode	Floor
EV 2	Client Elevator 1	Client	-	-
EV 1	Client Elevator 1	Master	Normal	Default Floor

Elevator Name Search List All

[1]

Device Setting > Elevator Help

Basic

Elevator Name * :

Description :

Elevator Client : ☒ Factory Default Setting

Elevator Client Extension : ☐ Check to add more floors to existing elevator client

Reader Type :

Elevator Lock Mode :

Threat Level :

Floor :

Save Reset Cancel

Elevator Name	Description	Extended	Elevator Lock Mode	Floor
EV 2	Client Elevator 1	Master	Normal	Default Floor
EV 1	Client Elevator 1	Master	Normal	Default Floor

Elevator Name Search List All

[1]



Aux Input

☐ ← AUX Input



Aux Input displays the inputs that are assigned to the system. Click on the input name to view or edit the settings of the input.

Editing an Input

1. Select the desired input and click **Edit**.
2. Enter a desired **Name** and **Description** (optional) for the input.
3. Assign the input to a **Floor** for viewing on the Dashboard.
4. Select the appropriate **Input Type** for the input. This setting will be determined by the wiring and type of switch connected to the input (NC or NO, supervised or unsupervised).
5. Click **Save**.

Device Setting > Aux Input Help

No	Client	Port	Name	Description	Floor	Input Type
4	Server	4	AI 4		Default Floor	NO Unsupervised
3	Server	3	AI 3		Default Floor	NO Unsupervised
2	Server	2	AI 2		Default Floor	NO Unsupervised
1	Server	1	AI 1		Default Floor	NO Unsupervised

Name Search List All

[1]

Device Setting > Aux Input Help

Basic

Input Name * :

Description : x

Floor :

Input Type * :

Save Reset Cancel

No	Client	Port	Name	Description	Floor	Input Type
4	Server	4	AI 4		Default Floor	NO Unsupervised
3	Server	3	AI 3		Default Floor	NO Unsupervised
2	Server	2	AI 2		Default Floor	NO Unsupervised
1	Server	1	AI 1		Default Floor	NO Unsupervised

Name Search List All

[1]



Aux Output

➡ AUX Output



Aux Output displays the outputs that are assigned to the system. Click on the output name to view or edit the settings of the output.

Editing an Output

1. Select the desired output and click **Edit**.
2. Enter a desired **Name** and **Description** (optional) for the output.
3. Configure the **Mode** of the output:
 - **Single Pulse:** Output latches in response to a valid event for the time entered.
 - **Repeating:** Output opens and closes in a cycle for the time entered.
 - **E-On:** Will latch the output ON when activated from the dashboard. Press Stop on dashboard turn output OFF.
 - **E-Off:** Will latch the output OFF when activated from the dashboard. Press Stop on dashboard to turn output back ON.
4. Assign the output to a **Floor** for viewing on the Dashboard.
5. Select the **Default State** of the output (energized or de-energized).
6. Click **Save**.

Device Setting > Aux Output Help

No	Client	Port	Name	Description	Floor	Default State	Mode	On Time	Off Time	Repeat
4	Server	4	AO 4		Default Floor	Energized	Single Pulse	00:00:03	0	1
3	Server	3	AO 3		Default Floor	De-Energized	Single Pulse	00:00:03	0	1
2	Server	2	AO 2		Default Floor	De-Energized	Single Pulse	00:00:03	0	1
1	Server	1	AO 1		Default Floor	Energized	Single Pulse	00:00:03	0	1

Name Search List All

Basic

Name * : ×

Description :

Mode : On Time : (hrs) (min) (sec)

Floor :

Default State :

Save Reset Cancel

**Single Pulse
Aux Output**

Basic

Name * :

Description :

Mode : On Time : (hrs) (min) (sec)

Off Time : (sec)

Repeat : Number of cycles

Floor :

Default State :

Save Reset Cancel

**Repeating
Aux Output**



Elevator Action



Optional
Feature



Elevator Action allows the operator to assign the elevator outputs to Access Levels.

Adding an Elevator Action

1. Select an elevator output from the list and click **Edit**.
2. Enter a name and additional information as required.
- ✓ **NOTE:** In order to activate floors, first assign an access level to doors.
3. Select the Access Level that will be used to grant access to the floor(s). (Doors must be assigned to the Access Level for the Access Level to be active).
4. Click **Save** to save the changes.
- ✓ **NOTE:** When a valid credential is presented to the reader, the elevator outputs will be activated as configured in the Elevator Action. For example, if Elevator outputs EO 1, EO 2, EO 3 and EO 4 are assigned to Floors 1-4 Access Level, all four outputs will activate when the valid credential is presented. This allows the Card Holder to select floors 1-4 in the elevator cab.

Device Setting > Elevator Action Help

Elevator Output	Elevator	Access Level
EO 16	EV 1	Floors5-8
EO 15	EV 1	Floors5-8
EO 14	EV 1	Floors5-8
EO 13	EV 1	Floors5-8
EO 12	EV 1	Floors5-8
EO 11	EV 1	Floors5-8
EO 10	EV 1	Floors5-8
EO 9	EV 1	Floors5-8
EO 8	EV 1	Floors1-4
EO 7	EV 1	Floors1-4
EO 6	EV 1	Floors1-4
EO 5	EV 1	Floors1-4
EO 4	EV 1	Floors1-4
EO 3	EV 1	Floors1-4
EO 2	EV 1	Floors1-4
EO 1	EV 1	Floors1-4

Elevator Name	Outputs
EV 1	16

Elevator Name Search List All



Controller



Controller displays information pertaining to each system Controller. Click on the Controller name on the list to view or edit information.

Editing the Controller Info

1. Select the Controller and click **Edit**.
 2. Enter a desired name and location (optional).
 3. Select the appropriate **Tamper Input** value. This will be determined by the wiring configuration of the input.
 4. Select the appropriate **Power Fault Input** value. This will be determined by the wiring configuration of the input.
 5. Enter the **ID** and **Password** of the **Super Administration Account**. This is the top-level administration account for the Controller.
 6. Set the default language, page and floor for the account.
 7. Click **Save**.
- ✓ **IMPORTANT!** It is highly advised to change the Super Administrator password. Keep it in a safe place. This password cannot be recovered if it is lost or forgotten.

Device Setting > Controller Help

No	Name	Controller Location	Tamper Type	Power Fault Type	Time Zone
1	Server		NC Unsupervised	NC Unsupervised	

Name Search List All

[1]

Device Setting > Controller Help

Basic

Name * : eMerge Controller

Controller Location : Basement Mechanical Room

Admin By Controller :

Tamper Input

Tamper Input : NC Unsupervised

Power Fault Input

Power Fault Input : NC Unsupervised

Super Administration Account

ID * : adminX

Password * :

Change Password :

Confirm Password :

Email : admin@cloud.com

Language : English

Default Page : Dashboard

Default Floor : Default Floor

Floor Show : Yes

Firmware

IF Firmware migration : ☐

Save Reset Cancel



Region



A **Region** is an area (a “zone”) you want to limit security into and/or out of. Entering or exiting a Region occurs through controlled door access. The In Reader and Out Reader (if used) for a door can each be assigned a Region.

The primary usage for Regions is to count or control occupancy and implement door access sequence rules to prevent or track access to areas if the correct door access sequence is not met.

A Region can contain up to five nested partitions called “Sub Regions” and “Child Regions”, each controlling access to a sub-section of the “Parent” Region.

Region Rules Overview

- Regions contain Credentials that are owned by Card Holders. Because Card Holders can have multiple Credentials, a Card Holder could exist in multiple Regions at the same time but a Credential can only exist in one Region at a time.
- Once the Card Holder enters a Region, they remain in the Region for occupancy until they enter another Region or exit the Region by presenting a Credential on the out reader.
- A Region can contain Sub Regions and Child Regions that are contained inside the main Region.
- Anti Passback and Tailgating rules are applied to Regions.
- A maximum of 125 Regions are supported on a system.

Examples of Regions

Regions should be programmed to suit the controlled access requirements and the expected Card Holder locations as they move about the installation.

- Example 1: A company has a room with its building that is used to store hazardous chemicals. That room can become a Hazardous Region within the Building Region and restrict access to a limited number of Card Holders.
- Example 2: A company has four buildings at its facility. By making each a Region and using occupancy, an administrator can locate what building a Card Holder is in if there is an emergency.

Device Setting > Region Help

No	Name	Description	Depth
1	Chem Lab	Chem Storage Room	Class 1

New Name ▼ Search List All

[1]

Device Setting > Region Help

Basic

Name * : Chem Lab

Description : Chem Storage Room

Depth : Class 1 ▼

Parent Region : ▼

Only Muster : ☐

Passback Violations

Default Violation : Soft ▼

AntiPassBack Interval : 1 min (0 - 999) ☐ Enable Grace

Reset Violations Daily : ☐

Time of Day : 00:00 ▼ All violations will be reset at the selected time

Tailgate Violations

Default Violation : Soft ▼

Occupancy Limit Enforcement

Default Violation : Soft ▼

Maximum Occupancy : 10

MISC. Information

DeadMan Region : ☒

DeadMan Interval : 60 min (5 - 999)

HazMat Region : ☒

HazMat Aux Input : AI 2 ▼

Add Reset Cancel

Region (cont.)



Child Regions

A Child Region follows the definition of a Region with these exceptions:

- A Child Region cannot have an occupancy limit, only a Parent or Sub Region can have an occupancy limit.
- The Card Holder does appear in the Child Region on the Occupancy Report. See Occupancy for more information.
- Normally, a Child Region will be fully contained within the Parent Region but the rules do not restrict this
- A Child Region is logically contained inside of its Parent Region. This means if the Card Holder in the Child Region, they are, for occupancy, in the Parent Region.
- Anti PassBack and TailGating rules can be applied to Child Regions
- There is a maximum of 20 Child Regions per Region.
- There is a maximum of 250 total Child Regions per system.

A screenshot of the "Device Setting > Region" configuration window. The window has a "Basic" tab and a "Help" button. The form contains the following fields:

Name *	: Chem Storage
Description	: Chem Storage Room
Depth	: Class 2 Child Region
Parent Region	: Chem Lab
Only Muster	: ☐

Child Region Notes

- Under the Region setting for the Door - A Child of a Parent would be a Class 2. A Child of a Child would be Class 3. etc. When a Class other than Class 1 is selected, the Parent Region option will turn into a drop down list.
- Specify the Parent Region for this Child Region from the drop down list

Sub Regions

Sub Regions function the same as Child Regions, except for occupancy counting. Sub Regions can report occupancy counts of the Sub Region as well as contribute to the occupancy count of the Parent Region.



Region (cont.)



Adding or Editing a Region

1. Click New to add a region or click Edit to modify a region.

Basic

2. For the Region's **Name**, enter up to 30 characters.
3. In the **Description** field, enter a short description of the Region.
4. Select the **Depth** for the Region. Class 1 is the highest. Class 2 through Class 5 are Sub Regions or Child Regions, each sub Class must physically reside inside the next lower number Class number around it.
5. If **Parent Region** is left empty (the default) the Region becomes the Parent Region. If the Region is Class 2-5, select Sub Region or Child Region's the **Parent Region**.
6. If the Region is used only for Muster Station personnel assembly, check **Only Muster**. The remaining Region options are not used or available when Only Muster is selected.

Device Setting > Region Help

Basic	
Name *	Chem Lab
Description	Chem Storage Room
Depth	Class 1 ▼
Parent Region	▼
Only Muster	☐

Muster Region Notes

- A Muster Region is a Region used as a centralized place to do a roll call.
- A Muster Region will remove Card Holders from their currently occupied Region and place them in the Muster Region where the reader is at.
- Maximum number of Muster Regions 125.
- A Muster Region is attached to an In/Out set of readers for a door (both readers must be defined to the Region).
- A Muster Region is valid for the entire site. It is possible to have multiple Muster Regions but they all serve in parallel for the entire site. For instance, each building of a site could have its own Muster Reader but a Card Holder could go to any of the Muster stations to check in.
- A Muster Region cannot contain another Muster Region.



Region (cont.)



Passback Violations

Anti PassBack is intended to prevent Card Holders from sharing credentials to gain access. With timed anti passback, a **Passback Violation** event occurs when the same credential is used to request access to the same door or region more than once during a set period of time.

1. Select the level for the **Default Violation**.

- **None:** Timed Anti Passback is not in use (default setting).
- **Soft:** Triggers an alarm then grants access if the Anti Passback time interval has not expired before the credential was used at the same reader again.
- **Hard:** Triggers an alarm and prevents access if the Anti Passback time interval has not expired before the credential was used at the same reader again.

2. Enter the number of minutes (0-999) for **Anti Passback Interval**. This is the length of time that presenting the same credential again will cause an anti passback violation. Check the **Enable Grace** checkbox to allow the administrator to permit grace for the Card Holder in case of an anti passback violation.
- ✓ **NOTE:** Selecting 0 minutes for the Anti Passback Interval allows no time and effectively disables the Passback Violation for the region. Don't set it to 0 and expect Anti Passback to function properly.
3. To minimize clutter on the Grace Screen, check the **Reset Violations Daily** checkbox to clear all Passback Violations for the Region once a day.
4. When Reset Violations Daily is enabled, select the **Time of Day** for the reset to occur.

Passback Violation Operation Notes

- Presenting a credential again before the timer has expired will restart the timer.
- Timed Anti Passback is for In Readers only, it has no effect on Out Readers.
- If the Card Holder exits the Region through an Out Reader, the timer is reset and stopped.
- When Enable Grace is set, Card Holders can only re-enter the Region by properly exiting the Region first or by being Graced in.
- The log message for a Passback Violation is "Denied Region Anti Passback Violation".
- Anti Passback can also be set for a door not assigned to a Region using the Door setup menu, but if the door is later assigned to a Region, the Region Anti Passback setting will override the door setting.



Region (cont.)

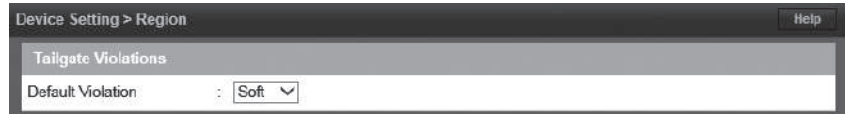


Tailgate Violations

A **Tailgate Violation** occurs when an authorized Card Holder is granted access and one or more persons pass through the open controlled access point in addition to the authorized Card Holder. Tailgating is detected when a Card Holder tries to exit a Region, or enter another Region, from a Region which they were never granted access to enter.

1. Select the level for the **Default Violation**.

- **None:** Tailgating feature is turned off (default setting).
- **Soft:** Triggers an alarm then grants access.
- **Hard:** Triggers an alarm and prevents access through the Out Reader and/or the In Reader of a sub Region.



Tailgate Violation Operation Notes

- In the Door setup menu, the Out Reader Region must be set to the Region with the Tailgate Default Violation turned ON.
- Hard Tailgating is only for the most secure facilities and requires In Readers and Out Readers at all doors.
- With Hard Tailgating, if a Card Holder leaves a Region by any other means than authorized controlled exiting, a Tailgate Violation will occur at any other door until either (1) the Card Holder presents their credential to a Muster Reader (this removes the Tailgate Violation and adds the Card Holder to the Muster Region), or (2) the Card Holder is Graced by the system administrator using the Grace Tab on the Dashboard (they will be placed in the Region where they swiped their card to enter), or (3) the Card Holder can somehow get back into the Region the system thinks they Occupy and then exit that Region correctly.
- Hard Tailgating applies to the Region the system thinks the Card Holder is in and will deny access to any other non-connected Region. For example, suppose there are two separate buildings, Bldg1 is Region 1 with Hard Tailgating, Bldg2 is Region 2 with Soft Tailgating. If the Card Holder enters Bldg 1 and occupies Region 1, then leaves Bldg 1 without being granted exit access, the Card Holder will be denied access to any other door (trying to re-enter Bldg1, entering or exiting Bldg 2). However, if the Card Holder enters Bldg 2 first and Occupies Region 2, then leaves Bldg 2 without being granted exit access, the Card Holder will create a warning but will be allowed access into either building.



Region (cont.)



Occupancy Limit Enforcement

Occupancy Limit Enforcement counts and/or limits (restricts) the number of Card Holder credentials that can occupy a given Region at the same time.

The log message for an Occupancy Limit violation is “Access Denied Occupancy Limit Violation”.

1. Select the level for the **Default Violation**.

- **None:** The Controller counts occupancy, but no action results (default setting).

- **Soft:** When a Card Holder presents credentials to enter the Region and the occupancy limit has been reached, an alarm activates and the Card Holder is granted access. An alarm will continue to activate for each new Card Holder that presents credentials until the occupancy count falls under the Maximum Occupancy number.

- **Hard:** When a Card Holder presents credentials to enter the Region and the occupancy limit has been reached, an alarm activates and the Card Holder is denied access.

2. Enter the **Maximum Occupancy** number (0-99999) allowed in the Region. (Entering 0 results in no occupancy limit, the Controller just counts occupancy.)

Device Setting > Region

Occupancy Limit Enforcement

Default Violation : Soft

Maximum Occupancy : 10

Occupancy Rules

- When a Card Holder presents a credential to a reader and is granted access, the Card Holder credential enters into the Region specified by the In Reader and exits the Card Holder credential from all other Regions.
- A Card Holder credential can only exist in one Region at a time.
- A Card Holder may occupy multiple regions if they are assigned multiple credentials.
- A Child Region cannot have an Occupancy Limit because its occupancy count is included as part of its Parent Region.

Region Occupancy Counting

- The occupancy count for a Region is the sum of the occupancy count for the Region plus any Child Regions or Sub Regions, which in turn may have Children or Sub Regions of their own.
- When a Card Holder credential enters a Region, the occupancy count for that Region increases by 1.
- When a Card Holder credential exits a Region, the occupancy count for that Region decreases by 1.
- The Occupancy count can never go below 0.

Occupancy Limit Enforcement Notes

- For occupancy counting to work effectively, both In Readers and Out Readers must be used.
- An Out Reader cannot be in an uncontrolled space (no Region assigned) unless the In Reader is also in an uncontrolled space (means it is not connected to a Region).
- The In Reader and Out Reader cannot be the same device unless they are both setup as in an uncontrolled space or a Muster Region.
- Card Holders with the Exempt option enabled still obey the occupancy limit enforcement rules.
- A denied access attempt at an occupied Region does not restrict the Card Holder from entering other Regions with normal access.



Region (cont.)



Deadman Region

A **Dead Man** region requires each Card Holder, after entering the region to periodically check in for safety reasons.

Card Holders are issued a normal card to enter and exit the region and a special “Dead Man Card” to indicate activity

An alarm will activate after the Card Holder’s DeadMan Interval has expired unless they have:

- ✓ Swiped their Dead Man Card at one of the Dead Man Regions Out Readers. This will reset the timer to the DeadMan Interval for that Card Holder.
- ✓ Exited the Region using their normal card. This will cancel the timer for that Card Holder.
- ✓ Swiped their normal card at a Muster station. This will cancel the timer for that Card Holder.

MISC. Information	
DeadMan Region	: ☒
DeadMan Interval	: 60 min (5 - 999)
HazMat Region	: ☒
HazMat Aux Input	: AI 2

Once the alarm has been activated, the alarm may be deactivated by:

- ✓ Card Holder swiping their Dead Man Card at one of the Dead Man Regions Out Readers. This will reset the timer to DeadMan Interval for that Card Holder. It may or may not turn off the alarm.
- ✓ Card Holder exiting using their normal card. This will cancel the timer for that Card Holder. It may or may not turn off the alarm.
- ✓ Card Holder swiping their normal card at a Muster station. This will cancel the timer for that Card Holder. It may or may not turn off the alarm.
- ✓ System Administrator Acknowledges the alarm. This will deactivate the alarm even if all Card Holder alarm triggers have not been cleared.

If multiple Card Holder have triggered the Dead Man Alarm, then only when the last Card Holder has been cleared will the alarm be deactivated.

Creating a Dead Man Region

1. Check the **DeadMan Region** checkbox to create a Dead Man Region.
2. Enter a time in minutes (5-60) for the **DeadMan Interval**. The default is 5 minutes.

Dead Man Region Notes

- In the Door setting for the reader in the Dead Man Region, the Out Reader Region must be set to the Region defined as a Dead Man region.



Region (cont.)



A **HazMat Region** can be locked down to prevent entry and exit in case of hazardous materials emergency. When the selected AUX input is triggered, all doors associated with the HazMat Region will be locked and all access in and out of the HazMat Region will be denied until the selected AUX input has returned to normal. After a HazMat alarm has been triggered, a HazMat Unlock Card is required to cancel the alarm.

Creating a HazMat Region

1. Check the **HazMat Region** checkbox to create a HazMat Region.
2. For the HazMat Input, select the Auxiliary Input (1-4) that the trigger device is connected to.

MISC. Information	
DeadMan Region	: ☒
DeadMan Interval	: 60 min (5 - 999)
HazMat Region	: ☒
HazMat Aux Input	: AI 2

HazMat Region Notes

- The log message for a hazardous materials alarm is: "Hazmat Region Lockdown [Region Name]".
- For a HazMat Unlock Card, in the Card setting for a Card Holder select HazMat Unlock for the Card Type.



User Defined Field

User Def. Field



User Defined Fields are 20 custom data fields that can be assigned to a Card Holder profile. This field can be used for employee ID or other specific information unique to a Card Holder.

Editing User Defined Fields

1. Click **Edit** to enter user defined fields.
2. Enter any custom data in the 20 **User Info** fields.
3. Click **Save** when finished.

User Setting > User Def. Field Help

Basic			
User Info 1	:	Employee ID #	User Info 2 : Parking Space #
User Info 3	:	License Plate	User Info 4 : Auto Model
User Info 5	:	Auto Make	User Info 6 : Auto Year
User Info 7	:		User Info 8 :
User Info 9	:		User Info 10 :
User Info 11	:		User Info 12 :
User Info 13	:		User Info 14 :
User Info 15	:		User Info 16 :
User Info 17	:		User Info 18 :
User Info 19	:		User Info 20 :

Edit

User Setting > User Def. Field Help

Basic			
User Info 1	:	Employee ID #	User Info 2 : Parking Space #
User Info 3	:	License Plate	User Info 4 : Auto Model
User Info 5	:	Auto Make	User Info 6 : Auto Year x
User Info 7	:		User Info 8 :
User Info 9	:		User Info 10 :
User Info 11	:		User Info 12 :
User Info 13	:		User Info 14 :
User Info 15	:		User Info 16 :
User Info 17	:		User Info 18 :
User Info 19	:		User Info 20 :

Save Cancel



User Role

User Role



User Roles define the access privilege of the operators. A **User ID** is assigned to each person who will work with the Controller. Each **User ID** can be configured to have different system privileges. System privileges determine the options the user has available in the Controller browser interface.

Setting User Roles

1. Select the **User ID** to edit and click **Edit**.
2. Enter the options and name for the **Basic** settings.
3. Select the **Dashboard** options that will be available for the user.
4. Select the **Camera** options that will be available for the user.
5. Select the **DVR** options that will be available for the user.
6. Select the **Administration** options that will be available for the user.
7. Select the **Schedule** options that will be available for the user.
8. Select the **Event Action** options that will be available for the user.
9. Select the **Threat Level** options that will be available for the user.
10. Select the **User** options that will be available for the user.
11. Select the **Floor** options that will be available for the user.
12. Select the **System Setting** options that will be available for the user.
13. Select the **Network** options that will be available for the user.
14. Select the **Data Transfer** options that will be available for the user.
15. Select the **Log Report** options that will be available for the user.
16. Select the **Device Setting** options that will be available for the user.
17. Select the **Client & Site Setting** options that will be available for the user.
18. Select the **Group Setting** options that will be available for the user.
19. Select the **Quick Menu** options that will be available for the user.
20. Click **Save**.

User Setting > User Role

Help

LIST

No	Name
3	View Only
2	User
1	Super User

New Name Search List All

User Setting > User Role

Basic

Default User Role Name

Dashboard Select All

Dashboard Door Control Aux Output Control Acknowledgement Acknowledge All

Dashboard Setting View Modify

Camera Select All

Camera Setting View Add Modify Delete

Camera View View

Exton

DVR Select All

DVR Setting View Add Modify Delete

DVR View View

Administration Select All

Card Holder View Add Modify Delete Card Format View Add Modify Delete

Card List View Add Modify Delete Access Level View Add Modify Delete

Schedule Select All

Schedule View Add Modify Delete Holiday Group View Add Modify Delete

Unlook Schedule View Add Modify Delete

Event Action Select All

Event Action View Add Modify Delete Elevator Action View

Event Code View Dashboard Display ACK

Threat Level Select All

Threat Level View Modify Threat Level Setting View Modify Delete

User Select All

User Define Field View Modify Delete Web User Account View Add Modify Delete

User Role View Add Modify Delete



Web User Account



Create or edit the *Web User Accounts* that are used to log into to the Controller.

Adding or Editing a Web User

1. To add a new Web User, click **New**.
To edit an existing Web User, click **Edit**.
2. Enter the **User ID**, **Password** and **Web User Name** of the new user.
3. Assign a **User Role**, which defines the privilege level of the user account.
4. Enter the **Language** and **Default Page** for the user.
5. Assign the **Default Floor** and enable **Floor Show** if the floor graphic will display to the user.
6. Enter the **Auto Disconnect Time**, which is the amount of time, in hours, before the Controller will automatically log out the user.
7. Click **Add** or **Save** to save the settings.

User Setting > Web User Account Help

No	User ID	Web User Name	User Role
1	john	john	Super User

New User ID Search List All

User Setting > Web User Account Help

Basic

User ID * : john

Password * :

Web User Name * : john

User Role : Super User

Language : English

Default Page : Dashboard

Default Floor : Default Floor

Floor Show : Yes

Auto Disconnect Time : 01:00

Save Reset Cancel



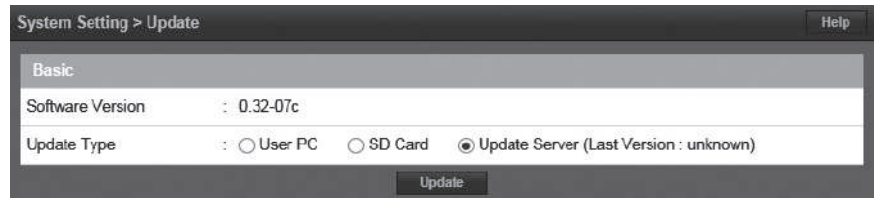
Update



Update allows the user to update the firmware of the Controller.

Updating the Firmware

1. Select the location of the firmware file. **User PC, SD Card, or Update Server.**
 2. Click **Update**.
- ✓ **NOTE:** This function only updates the firmware of the Controller. To update the client firmware refer to Client Management.
 - ◆ **WARNING:** Servers and Clients **MUST** be using the same firmware version!
 - ✓ **NOTE:** Gateway and DNS IP addresses must be configured to access the update server. Refer to IP Address to configure these settings.





Backup



Backup enables the system backup and defines the backup device, time and location of the backup.

The system automatically assigns a name to the backup at the time of the backup with the following format:

- **YYYYMMDDHHMMSS**
- **YYYY** = 4-digit year
- **MM** = 2-digit month
- **DD** = 2-digit day
- **HH** = 2-digit hour
- **MM** = 2-digit minutes
- **SS** = 2-digit seconds

Scheduled Backup

1. To change the backup settings, click **Edit**.
2. Set a log name for the backup in the **Name** field.
3. For automatically scheduled daily backup check the **Enable** checkbox.
4. Select **SD Card** or **FTP** for the backup device.
5. Choose a time for the daily backup with the **Backup Time** selector.
6. Click **Save**.

Immediate Backup

1. Select **User PC**, **SD Card** or **FTP Server** for the backup device.
2. To run an immediate backup, click **Backup**.

System Setting > Backup

Help

Schedule backup

Name : System Schedule Backup

Enable : Off

Backup Device : SD Card

Backup Time : 00:00 Backup Occurs Every Day at the Selected Time

Edit

Immediate backup

Backup Type : ☒ User PC ☐ SD Card ☐ FTP Server

Backup

System Setting > Backup

Help

Schedule backup

Name : System Schedule Backup

Enable : ☒

Backup Device : ☒ SD Card ☐ FTP

Backup Time : 00:00 Backup Occurs Every Day at the Selected Time

Save Reset Cancel

Immediate backup

Backup Type : ☒ User PC ☐ SD Card ☐ FTP Server

Backup



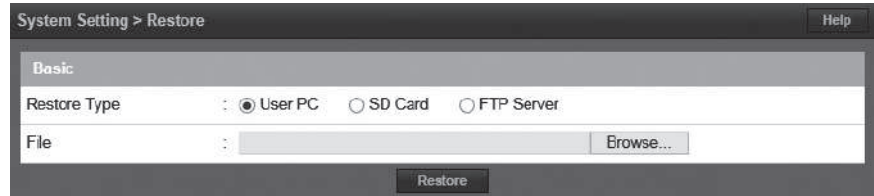
Restore



Restore allows the operator to restore the system from a backup.

Restoring the System

1. Select the location of the restore file. **User PC, SD Card, or FTP Server.**
2. Enter a file name and path or click **Browse** to choose the file to restore from.
3. Click **Restore**.



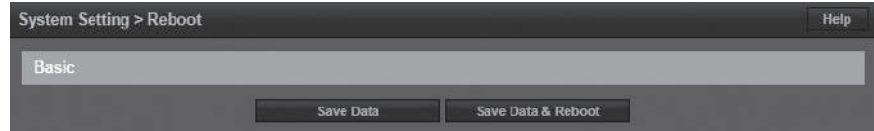


Save & Reboot

Save & Reboot

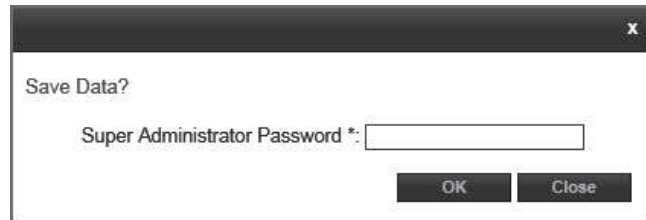


Save and Reboot can save the Controller data only, or save the Controller data and reboot the Controller.



Saving Data

1. Click **Save Data** to force a data save on the Controller.
2. Enter a super administrator password and click **OK**.



Saving Data and Rebooting

1. Click **Save Data & Reboot** to force a data save on the Controller and restart the system.
2. Enter an super administrator password and click **OK**.





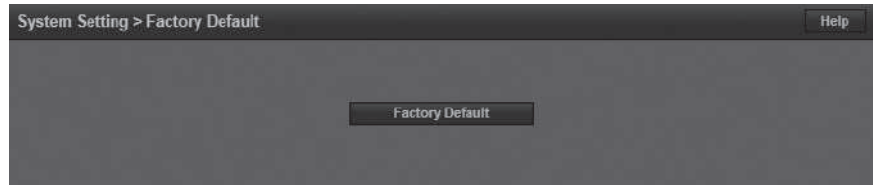
Factory Default

Factory Default



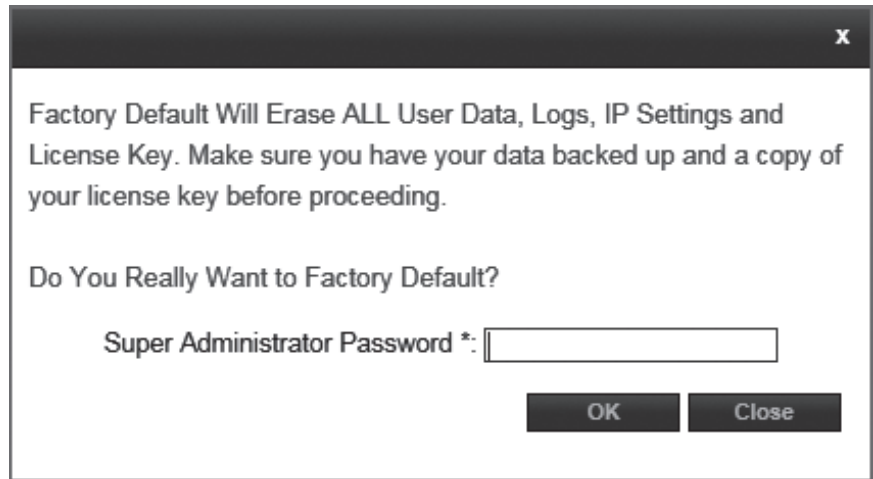
Factory Default will erase **ALL** Card Holder data, logs, IP settings and license key.

- ◆ **!! IMPORTANT !!:** Write down the license key prior to performing a factory default.
- ◆ **WARNING:** It will take 3-5 minutes to factory default a system. **DO NOT** power down when performing a factory default. Make sure the electrical power source is reliable when performing a factory default. Any loss of power during a factory default can damage your system.



Resetting to Factory Defaults

1. After heeding the above warnings, click **Factory Default**.
2. Enter an **Super Administrator Password** and click **OK**.
3. Wait 3-5 minutes for the system to reset and reboot.
4. Enter the license key when the system restarts.





IP Address



The **Internet Protocol (IP) Address** area sets all of the network settings including the IP Address, Subnet Mask, Gateway Address, DNS Server 1, DNS Server 2, and HTTP Port.

DHCP assigns an IP address to the Controller automatically on a network containing a DHCP Server (a router will typically have a built-in DHCP Server). When Static is selected, options IP Address, Subnet Mask, Gateway must be entered.

DNS is an Internet service that translates domain names into IP addresses. The IP address of a DNS is required if using NTP time server or SMTP e-mail.

Editing Network Settings

1. Select **DHCP** or **Static**. (Skip to Step 5 if using DHCP).
2. Enter a static **IP Address** for the Controller to use on the LAN.
The first three values must match other devices on the network (e.g., 192.1.0.x).
3. Enter the **Subnet Mask** address.
The Subnet Mask determines the manual address mask used by the Controller (typically 255.255.255.0).
4. Set the **Gateway** Address to match the address of the router that connects the LAN to the Internet.
5. Enter the IP address of the **DNS Server 1** (optional, use for NTP time server access or SMTP e-mail connection).
6. Enter the IP address of the **DNS Server 2** (optional, use for NTP time server access or SMTP e-mail connection).
7. Enter the **HTTP Port** number for remote Web browser connection (typically 80).
8. Check the **HTTPS** checkbox if RMC is being used.
9. If using HTTPS, edit the **HTTPS Port** number if required (default is 443).
10. When finished entering the network settings, click **Save & Reboot**.

Upload cer-key

For installations using HyperText Transport Protocol Secure (HTTPS) communications, the eMerge system uses a default security key and certificate. If the installations network requires a different specific security key and certificate, edit the two items.

1. Click **Upload cer-key**.
2. Enter the **Private Key** into the SSL Toolbox.
3. Enter the **Certificate** into the SSL Toolbox.
4. Click **Save & Reboot**.



FTP



File Transfer Protocol (FTP) enables and configures the system to backup to an FTP location. Enter FTP information as provided by your web host.

Editing FTP Settings

1. Check the **Enable** checkbox to enable an FTP server connection.
2. Enter the IP address of the FTP server in the **Server Address** field.
3. Enter the communications port number into the **Server Port** field.
4. Enter the FTP server user name into the **Server ID** field.
5. Enter the FTP server password into the **Server Password** field.
6. Check the **Server Passive Mode** checkbox if required by the FTP server.
7. Enter the upload directory path used on the FTP server in the **Upload DIR** field.
8. Click **Save** to save the changes.

Network Setting > FTP Help

Basic

Enable ☐

Server Address

Server Port

Server ID

Server Password

Upload DIR

Edit

Network Setting > FTP Help

Basic

Enable ☒

Server Address

Server Port

Server ID

Server Password

Server Passive Mode ☒

Upload DIR Test

Save Reset Cancel



SMTP



Simple Mail Transfer Protocol (SMTP) provides the ability to send email to specified email addresses.

Editing SMTP Settings

1. To allow the Controller to send SMTP e-mail messages, check the **Use SMTP Service** checkbox.
 2. Enter the SMTP mail server URL (typically “mail.your email domain.com”) the the **SMTP Server** field.
 3. Enter the incoming port number of the SMTP mail server in the **Port** field.
 4. Enable TLS if your mail server uses secure server communication (this is common). Check the **TLS Used** checkbox to enable TLS.
 5. Enter your SMTP mail server user ID (your email address) in the **ID** field.
 6. Enter your SMTP mail server Password in the **Password** field.
 7. Test the system by entering an email address in the **Send to (E-mail Address)** field and click **Test**.
 8. Click **Save** to save the changes.
- ✓ **NOTE:** The Controller's Gateway IP address and DNS address must be properly configured to be able to send email. Refer to IP Address to configure these settings.

Network Setting > SMTP Help

Basic

Use SMTP Service ☐

SMTP Server

Port

TLS ☐

ID

Send to(E-mail Address)

Edit

Network Setting > SMTP Help

Basic

Use SMTP Service ☒

SMTP Server

Port (Default 587)

TLS ☐ Used

ID

Password

Send to(E-mail Address) Test

Save Reset Cancel



Time Server

Time Server



Time Server provides the ability to sync the system to a time server or manually set the time.

- ✓ **NOTE:** Gateway IP and DNS IP addresses must be configured to access public time servers. Refer to IP Address to configure these settings.

Editing Time Server Settings

1. To manually set the system time select **Manual Time Setting**. Skip to Step 6.
2. To use a time server, select **NTP Server Synchronization**.
3. Select one of the time servers from the **Server Address** drop box.
4. Select the time period for the time server synchronization from the **Sync Time** dropdown. Skip to Step 7.
5. Select the time zone at the Controller's installation location from the **Sync Time Zone** dropdown.
6. For manual date and time setting, enter the current date and time in the **Date** and **Time** fields.
7. To enable Daylight Saving Time (DST) select **ON**. Enter the DST start and end dates in the two fields.
8. Click **Save**.

Network Setting > Time Server Help

Basic

NTP : Manual Time Setting

Sync Time Zone : Eastern

DST

DST :

Edit

Network Setting > Time Server Help

Basic

☐ NTP Server Synchronization (may require DNS server) ☒ Manual Time Setting

Server Address : User entered time server

Sync Time : 30 Minute

Sync Time Zone : Eastern

Date : Time :

DST

DST : ☒ Off ☐ On

Save Reset Cancel



RMC



The **Remote Management Console (RMC)** server is used to manage multiple Controllers, usually from a remote location.

If using RMC, the settings for the RMC server's URL, Domain UUID, and Device ID will need to be edited in the Controller.

Editing RMC Settings

1. Click the **Connect to RMC** checkbox if an RMC server will be used.
2. Enter the RMC **Server URL**.
3. Enter the RMC **Domain UUID**.
4. Enter the **Device ID**.
5. Click **Save** to keep the changes.

Refer to the RMC User Guide P/N 620-100701 for details on RMC setup and operation

Network Setting > RMC

Basic

Connect to RMC : On

Server URL : rmcserver.com

Domain UUID : 96894B10-7F3A-48B9-A25A-26AEDB6C70F3

Device ID : ProControl-demo

Edit

Configuration > Network Setting > RMC

Basic

Connect to RMC : ☒

Server URL : rmcserver.com

Domain UUID : 96894B10-7F3A-48B9-A25A-26AEDB6C70F3

Device ID : ProControl-demo

Save Reset Cancel



Floor Setting

Floor Setting



Floor Setting allows the operator to load and view floor plan graphics which will be displayed on the Dashboard.

Adding a Graphic

1. To add a new floor plan graphic, click **New**.
2. Enter a name for the floor in the **Floor Name** field.
3. Enter a description for the floor graphic in the **Description** field.
4. To add a new image, click **Choose File** and select the graphics file.
- ✓ **NOTE:** The maximum JPG, BMP, or PNG image size is 685 pixels wide by 340 pixels high and the maximum file size is 150KB
5. To save the graphic, click **Add**.

Viewing a Graphic

1. Click on a floor graphic in the table.
2. The floor graphic will be previewed on the screen.

Deleting a Graphic

1. Click on a floor graphic in the table.
2. Click **Delete** to remove the entire floor graphic record, or click **Edit** then **Delete Image File** to just delete the graphic and leave the floor name and description.

Floor > Floor Setting Help

No	Floor Name	Description	Floor Image
1	Default Floor	Default Floor	

New Floor Name ▼ Search List All

[1]

Floor > Floor Setting Help

Basic

Floor Name * :

Description :

Floor Image : (Max 150KB - jpg, bmp, png)

Save Reset Cancel

Editing Floor Setting

No	Floor Name	Description	Floor Image
1	Default Floor	Default Floor	

New Floor Name ▼ Search List All

[1]

Floor > Floor Setting Help

Basic

Floor Name * :

Description :

Floor Image : (Max 150KB - jpg, bmp, png)

Add Reset Cancel

Adding Floor Setting

No	Floor Name	Description	Floor Image
1	Default Floor	Default Floor	

New Floor Name ▼ Search List All

[1]



User Data Export

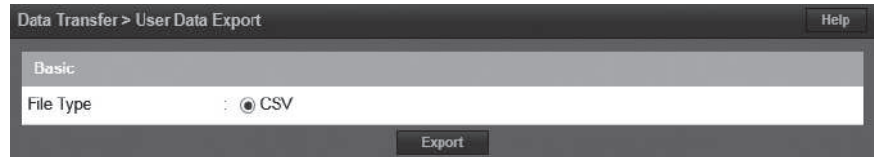
→ User Data Export



User Data Export provides the ability to export Card Holder data to a comma separated value (CSV) file.

Exporting User Data

1. To export the Card Holder data, click Export.
2. The CSV file of the Card Holder data will be downloaded through the browser.





User Data Import

+ User Data Import



User Data Import provides the ability to import Card Holder data from a comma separated value (CSV) file.

To successfully import a file, the column headers must match those present in the User Data Export file. It is suggested to perform a data export and use it as a template for the import file.

You must have the related card formats and Access Levels configured before importing the file.

- ◆ **WARNING:** Do not use special characters <>?{})(*%#&@ in any fields.
- ✓ **NOTE:** Data will not be imported unless the information is entered in the same manner in which it appears in the system software database (e.g., case sensitive and syntax sensitive).

Importing User Data

1. To skip Card Holder records that currently exist in the system, select **Skip**. To overwrite Card Holder records that currently exist in the system, select **Overwrite**.
2. Click **Choose File** and select the file to import.
3. Click **Import**.



Log

Log



Log displays the most recent events for quick viewing.

Viewing the Log

1. When **Log** is selected, the log displays on the screen.
2. Click the page number or arrows at the bottom of the screen to display other pages of the log.

Printing the Log

3. To print out the log, click **Print**.

Log > Log					Help
Time	Device Name	User Name	Event Code	Event Description	
09-29-2015 10:40:16	70.167.14.131	admin	12205	Data Export Complete	
09-29-2015 08:44:07	70.167.14.131	admin	15107	Web User Login	
09-29-2015 08:40:42	70.167.14.131	admin	15108	Web User Logout	
09-29-2015 07:54:40	Door 4		600	Door Locked	
09-29-2015 07:54:37	Door 4		601	Door Unlocked	
09-29-2015 07:54:37	Door 4	admin	11211	Dashboard M-Unlock	
09-29-2015 07:54:36	Door 3		600	Door Locked	
09-29-2015 07:54:33	Door 3		601	Door Unlocked	
09-29-2015 07:54:32	Door 3	admin	11211	Dashboard M-Unlock	
09-29-2015 07:53:56	70.167.14.131	admin	15107	Web User Login	
09-28-2015 16:24:45	70.167.14.131	admin	15108	Web User Logout	
09-28-2015 15:32:45	70.167.14.131	admin	14003	User Define Field Data Update	
09-28-2015 15:04:33	70.167.14.131	admin	16301	Region Data Added	
09-28-2015 14:24:27	Propped Door AO4		110328	Aux Output Off	
09-28-2015 14:24:26	70.167.14.131	admin	11403	Aux Output Data Update	
09-28-2015 14:18:49	Forced Door A01		110328	Aux Output Off	
09-28-2015 14:18:49	70.167.14.131	admin	11403	Aux Output Data Update	
09-28-2015 14:14:00	Forced Door AO4		110328	Aux Output Off	
09-28-2015 14:14:00	70.167.14.131	admin	11403	Aux Output Data Update	
09-28-2015 14:05:54	AO 4	admin	11414	Dashboard Aux Trigger	
09-28-2015 14:05:46	AO 1	admin	11414	Dashboard Aux Trigger	
09-28-2015 14:05:30	AO 1		110328	Aux Output Off	
09-28-2015 14:05:30	70.167.14.131	admin	11403	Aux Output Data Update	
09-28-2015 13:57:48	AO 1		110328	Aux Output Off	
09-28-2015 07:56:42	70.167.14.131	admin	12603	Threat Level Setting Data Update	
09-28-2015 07:55:29	70.167.14.131	admin	15107	Web User Login	
09-25-2015 16:18:19	70.167.14.131	admin	15108	Web User Logout	
09-25-2015 15:16:12	70.167.14.131	admin	12603	Threat Level Setting Data Update	
09-25-2015 15:15:49	70.167.14.131	admin	12603	Threat Level Setting Data Update	
09-25-2015 14:51:01	70.167.14.131	admin	12603	Threat Level Setting Data Update	
					Print
					[1 2 3 >]



4. Log Report

Log Report



The **Log Report** allows the operator to create a customized report of system, network and Controller events.

Customizing the Log Report

1. Select the database to search, either **Current DB**, **User PC**, or **SD Card**.
2. Select beginning and ending **Log Date** for the search.
3. Select the general events to search for with the **Log Type** checkboxes.
4. Search for a particular device by checking the **Device Name** checkbox and enter the device name.
5. Search for a particular Card Holder by checking the **Card Holder Name** checkbox and enter the Card Holder name.
6. Select specific system events by checking the **Event Name** checkbox and selecting the specific event in the dropdown list.
7. To create the log report, click **Search**.
8. To print the log report, click **Print**.
9. To save the log report as a text file, click **CSV**. The data will be downloaded through the browser.

Log > Log Report Help

DB

Select DB : ☒ Current DB ☐ User PC ☐ SD Card ☐ Current DB & SD Card

Search

Log Date : 09-27-2015 ~ 09-29-2015

Log Time : 00:00 ~ 11:59

Log Type : ☐ WEB ☐ Reader ☐ Door Contact ☒ Door Lock
☐ Rex ☐ Elevator ☐ Elevator Out ☐ Aux Output
☐ Aux Input ☐ System ☐ Network

Device Name : ☐

Card Holder Name : ☐

Event Name : ☐ ACK message

Output Item : ☒ Date ☐ Date & Time ☐ Time ☐ Local Time
☒ Event Description ☒ User Name ☐ item_user_field ☐ Card Number
☒ Message ☒ Device Name ☒ Log Type ☒ Port
☐ ACK ☐ ACK Message ☐ Reader Type

Search

Date	Log Type	Device Name	Port	User Name	Event Description	Message
09-29-2015	Door Lock	Door 4	4		Door Locked	
09-29-2015	Door Lock	Door 4	4		Door Unlocked	
09-29-2015	Door Lock	Door 3	3		Door Locked	
09-29-2015	Door Lock	Door 3	3		Door Unlocked	
09-28-2015	Door Lock	Door 1	1		Door Unlocked	
09-28-2015	Door Lock	Door 2	2		Door Unlocked	by Man-Trap

Print **CSV**

[1]



Log Management

Log Management



Log Management allows the operator to create a backup of all log events. The backup can be scheduled and directed to the SD card on the Controller or an FTP location. The backup can also be manually generated to a CSV or DB file.

Automatic Log Backup

1. Enter the percentage of log fullness to trigger a pop up message or automatic log backup.
2. The message displayed can be edited in the **Pop Up Message** field.
3. Enter a name for the backup in the **Name** field.
4. To enable the automatic log backup check the **Enable** checkbox.
5. Select either **SD Card** or **FTP** for the **Backup Device**.
6. Click **Save**.

Schedule Log Backup

1. Enter a name for the backup in the **Name** field.
2. To enable the scheduled log backup check the **Enable** checkbox.
3. Select either **SD Card** or **FTP** for the **Backup Device**.
4. Select the daily time for the scheduled log backup from the **Backup Time** dropdown.

Log Reset

1. To delete all log data in memory, click **Reset**
2. Enter an administrator password to confirm the log reset.
3. Click **OK**.

Manual Log Backup

1. Select the backup type, either **CSV** or **Database** format.
2. Click **Backup**.

Log > Log Management Help

Automatic Backup

Automatic Backup or Message pop up when log is 90% full

Pop up message : Log data is full. Please data export!!!

Name :

Enable : Off

Backup Device : SD Card

Edit

Schedule backup

Name : Log Schedule Backup

Enable : Off

Backup Device : SD Card

Backup Time : 00:00 Backup Occurs Every Day at the Selected Time

Edit

Log Reset

Reset

Log Backup

File Type : ☒ CSV Export ☐ e3 DataBase

Backup

Log > Log Management Help

Automatic Backup

Automatic Backup or Message pop up when log is % full

Pop up message :

Log data is full. Please data export!!!

Name :

Enable : ☐

Backup Device : ☒ SD Card ☐ FTP

Save Reset Cancel

Schedule backup

Name :

Enable : ☐

Backup Device : ☒ SD Card ☐ FTP

Backup Time : Backup Occurs Every Day at the Selected Time

Save Reset Cancel



Report



Report allows the operator to view and print or save a report of items in the system's memory. The report is created using **Filters**. Items that match the filters entered will be included in the report.

Running a Report

1. Use the **Table Name** dropdown to select which area of system memory to generate a report from.

✓ **NOTE:** The remaining filter options will vary depending on the Table Name selected.

Doors, Elevators, Aux In & Out

- Select the filters for the report.

Number (NO), Floor, Name, Description

Card Holder

- Select the filters for the report.

Card Holder Number (NO), Last Name, First Name, Card Number, Card Status

Card

- Select the filters for the report.

Card Number, Card Status, Card Format, Card Type, Last Name, First Name, Phone Number

Card Holder Access Levels

- Select the filters for the report.

Card Holder Number (NO), Last Name, First Name, Card Number, Access Level, Door Number (NO), Door Name

Access Level Doors

- Select the filters for the report.

Access Level Number (NO), Access Level, Reader Number (NO), Reader Name, Door Number (NO), Door Name

Door Groups

- Select the filters for the report.

Door Group Number (NO), Group Name, Access Level, Door Number (NO), Door Name

Occupancy

- Select the filter for the report.

Region

Muster

- Select the filter for the report.

Region

2. To generate the report, click **Search**.
3. To print the report, click **Print**.
4. To save the log report as a text file, click **CSV**. The data will be downloaded through the browser.

NO	ID	Name	Description	Floor	Port
1	3	Door 3	Server Door	Default Floor	3
2	4	Door 4	Server Door	Default Floor	4



Access Report



The *Access Report* allows the user to generate reports for all access events that occur at any door or elevator.

Running an Access Report

1. Select **Door** or **Elevator** for the **Type** to search for.
2. Select the starting and ending date range for the search in the **Date** fields.
3. Select the **Door**, **Card Holder**, and **Access Level** to search for in the **Condition** fields.
4. To generate the report, click **Search**.
5. To print the report, click **Print**.
6. To export the report as a file, click **CSV**. The data will be downloaded through the browser.

The screenshot shows the 'Report > Access Report' window. It features a search section with the following fields:

- Type**: Radio buttons for **Door** (selected) and **Elevator**.
- Date**: Two date pickers showing '09-27-2015' and '09-29-2015'.
- Condition**: Three dropdown menus for **Door** (set to 'All'), **Card Holder** (empty), and **Access Level** (set to 'All').

A **Search** button is located below the condition fields. Below the search section is a table header with columns: **NO**, **DateTime**, **Device Name**, **Card Holder**, and **Card Number**. Below the table header are **Print** and **CSV** buttons. A status bar at the bottom shows '[]'.



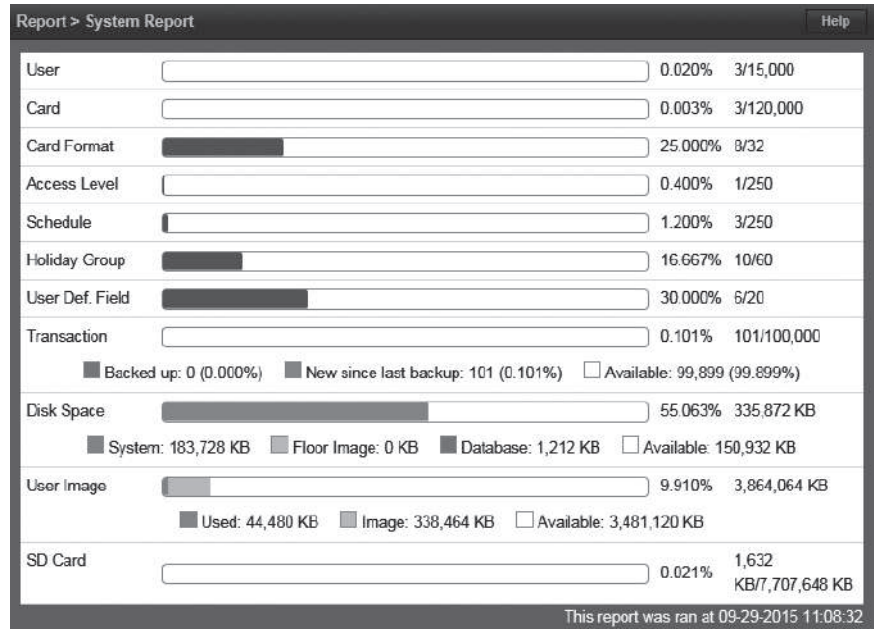
System Report

System Report



The *System Report* displays the current memory allocation of the database.

The report runs when System Report is selected.





Smart Report

Smart Report



The **Smart Report** option displays Smart Reports that were generated with the Smart Report Setting.

Options are available for viewing, printing, and exporting the Smart Report.

Viewing a Smart Report

1. With the selector buttons for the desired Smart Report, click **View**.
2. A Smart Report Viewer browser window will open displaying the Smart Report.
3. Use the page numbers at the bottom to navigate to other pages of the Smart Report.

Report > Smart Report Help

Report Name	Status	Start Time	End Time		
Smart Report #1	Complete	2015-10-09 09:26:08	2015-10-09 09:26:11	view Print Text CSV HTML	Delete
Smart Report #1	Complete	2015-10-09 09:24:55	2015-10-09 09:25:00	view Print Text CSV HTML	Delete

[1]

Printing a Smart Report

1. With the selector buttons for the desired Smart Report, click **Print**.
2. A Smart Report Viewer browser window will open displaying the Smart Report.
3. Click the **Print** button in the upper right corner to send the Smart Report to the system's printer.

Exporting to a Text File

1. With the selector buttons for the desired Smart Report, click **Text**.
2. The browser will prompt for saving or viewing. Select your choice.
3. A basic text file will be created.

Exporting to a CSV File

1. With the selector buttons for the desired Smart Report, click **CSV**.
2. The browser will prompt for saving or viewing. Select your choice.
3. A comma separated value file for use in spreadsheets will be created.

Exporting to a HTML File

1. With the selector buttons for the desired Smart Report, click **HTML**.
2. The browser will prompt for saving or viewing. Select your choice.
3. An HTML file for viewing in a browser will be created.

:: Smart Report Viewer

Date & Time	User Name	Card Number	Event Description
1970-01-01 00:00:46			System Startup
1970-01-01 00:01:46	admin		Web User Login
1970-01-01 00:02:48	admin		License Key Updated
1970-01-01 00:02:48			License Changed
1970-01-01 00:03:04	admin		Web User Logout
1970-01-01 00:03:06	admin		Web User Login
2015-09-24 11:20:53	admin		Web User Login
2015-09-24 11:34:26	admin		IP Address Configuration Updat
2015-09-24 11:35:27			System Startup
2015-09-24 11:36:16	admin		Web User Login
2015-09-24 12:11:16	admin		Web User Account Data Added
2015-09-24 12:12:51	john		Web User Login
2015-09-25 07:49:50	admin		Web User Login
2015-09-25 07:53:00	admin		Data Backup Successful
2015-09-25 07:56:09	admin		Card Holder Data Added
2015-09-25 08:01:36	admin		Card Holder Data Update
2015-09-25 08:02:44	admin		Access Level Data Added
2015-09-25 08:02:59	admin		Card Data Added
2015-09-25 08:03:31	admin		Web User Logout
2015-09-25 08:06:27	admin		Web User Login

[1 2 3 4 5 6 7 8 9 10]



Smart Report Setting

Smart Report Setting



Smart Report Setting is a function that allows creating and saving custom designed system reports with interactive features. Each element of the report can be customized to suit the installation or management of the installation.

Creating a Smart Report

1. Click **Create New Report** to begin setting up a smart report template.

Date / Time

Report Covers Time Frame

- Select one of the time frame options, enter any variable data, then click **Add New Time Frame** to add the filter to the Smart Report.

Limit Daily Time To

- Select one of the daily time limit options, enter any variable data, choose to include or exclude these times, then click **Add New Time Frame** to add the filter to the Smart Report.

Include Holidays

- Choose holidays to include in the report with the dropdown selector.

Exclude Holidays

- Choose holidays to exclude in the report with the dropdown selector.

2. Click **Next** to setup the Card Holder filter.

Report > Smart Report Setting

No	Name	Run	Copy
1	Smart Report #1	Edit	Delete

Create New Report

[1]

Report > Smart Report Setting

Date/Time Cardholders Cards Doors Elevators Events Output Format Save Report

:: Report covers time frame

☒ No date/time restriction

☐ Ask for date and time range when report is run (* The need to click [Add new time frame] button)

☐ Week or month report: This week

☐ Last days: 10 days

☐ Specific Range: Start: 2015-09-29 00:00 End: 2015-09-29 00:00

Add new time frame

:: Limit daily time to

☒ No daily restriction

☐ Ask for time restriction when report is run (* The need to click [Add new time frame] button)

☐ Restrict to time range: Start: 00:00 End: 00:00

☒ Exclude specified time

☐ Include specified time

Add new time frame

:: Include holidays

none

:: Exclude Holiday

none

Cancel Next



Smart Report Setting (Cont.)

Smart Report Setting



Cardholders

Cardholder Filters

- Select one of the Card Holder filter options for no restriction, ask when report is run, or use manual Card Holder selection with Card Holders or Card Holder groups.

Attribute Filter

- Select a Card Holder **Attribute**, then choose a logical **Relation** and **Value** for the filter. Check the **Ask** checkbox for a prompt at run time.
 - Click **Add Attribute** to add the filter to the Smart Report.
3. Click **Next** to setup the Card filter.

Report > Smart Report Setting Help

Date/Time Cardholders Cards Doors Elevators Events Output Format Save Report

:: Cardholders

☒ No cardholder restriction
☐ Ask for cardholders when report is run
☐ Use the following specification:

Unselected Cardholders: Montie Dezman, Gerry Rumsfield, Ronnie Gaverty
 Selected Cardholders:
 Unselected Cardholder Groups:
 Selected Cardholder Groups:

:: Attribute filter

Attribute: Cardholder No
 Relation: <
 Value:
☐ Ask

Add Attribute

Cancel Previous Next

Cards

Card Filters

- Select one of the Card Holder filter options for no restriction, ask when report is run, or use manual Card Holder selection with cards or card types.
4. Click **Next** to setup the Doors filter.

Report > Smart Report Setting Help

Date/Time Cardholders Cards Doors Elevators Events Output Format Save Report

:: Cards

☒ No card restriction
☐ Ask for cards when report is run
☐ Use the following specification:

Unselected Cards: 454, 77, 777
 Selected Cards:
 Unselected Card Types: 36-bit card format, 37-bit card format, Casi Rusco 40bit, HID 26bit
 Selected Card Types:

Cancel Previous Next



Smart Report Setting (Cont.)

Smart Report Setting



Doors

Door Filters

- Select one of the door filter options for no restriction, ask when report is run, or use manual door selection, Threat Level selection, or doors on selected floors.

- Click **Next** to setup the Elevators filters.

Report > Smart Report Setting

Help

Date/Time Cardholders Cards **Doors** Elevators Events Output Format Save Report

:: Doors

☒ No door restriction
☐ Ask for doors when report is run
☐ Use the following specification:

Unselected Doors
Door 1
Door 2
Door 3
Door 4

Selected Doors

Unselected Threat Level
LOW
GUARDED
ELEVATED
HIGH

Selected Threat Level

Doors belonging to floors
Unselected Floors
Default Floor

Selected Floors

Cancel Previous Next

Elevators

Elevator Filters

- Select one of the elevator filter options for all elevators, ask when report is run, or use manual elevator selection, elevator relays, or elevators on selected floors.

- Click **Next** to setup the Events filters.

Report > Smart Report Setting

Help

Date/Time Cardholders Cards Doors **Elevators** Events Output Format Save Report

:: Elevators

☒ All Elevators
☐ Ask for elevator when report is run
☐ Use the following specification:

Unselected Elevators

Selected Elevators

unselect_elevator_relays

select_elevator_relays

Unselected Floors
Default Floor

Selected Floors

Cancel Previous Next





Smart Report Setting (Cont.)

Smart Report Setting



Output Format

The Output Format settings control the resulting look of a Smart Report when it is run. The columns, column titles, column widths and sort orders can be customized and saved for a Smart Report.

8. For each column of the Smart Report, choose the column details.

Column

- Use the dropdown selectors to choose the data field to place in the column.

Title

- Enter the title to place above the column.

Width

- Choose the number of characters wide for the column.

Sort Order

- Select a number for the sort order, the lower the number, the higher output will be in the sort results (or select None for no sort priority for the column).

Column Order

- Use the arrow buttons to rearrange the column order of the Smart Report.
 - Click **Remove** to delete a column from the Smart Report.
9. Click **Add Column** to add a column to the Output Format configuration window.
 10. Click **Next** to finish setting up the Smart Report.

Report > Smart Report Setting Help

Date/Time Cardholders Cards Doors Elevators Events **Output Format** Save Report

Column	Title	Width	Sort Order	
Date	Date	30	none	remove ▲ ▼
User Name	User Name	30	none	remove ▲ ▼
Card Number	Card Number	30	none	remove ▲ ▼
Event Description	Event Description	30	none	remove ▲ ▼
Device Name	Device Name	30	none	remove ▲ ▼

Add column

Cancel Previous Next



Smart Report Setting (Cont.)

Smart Report Setting



Save Report

Saving the report saves all the filter and column options from the other Smart Report Setting tabs.

Save Report

- Enter a **Report Name** for the customized Smart Report.
- Enter the maximum number of lines to limit the report length.
- Enter the number of lines allowed for each page of the report. A form feed will occur when this line count is reached.

Allow Access To

- Choose which User Roles will be allowed to run the Smart Report.

11. Select **Save Only** to save the customized Smart Report without running the report. Select **Save and Run** to save the customized Smart Report and run the report.



Card Holder Group

Card Holder Group



A **Card Holder Group** contains individual Card Holders for the purposes of common access and reporting.

Adding a Card Holder Group

1. Click **New**.
2. Enter the Card Holder **Group Name**.
3. For **Card Holder List**, select the desired card holders (or use the search icon to find a specific card holder) and click the right arrow to move them to the field on the right.
- ✓ **NOTE:** *Ctrl-click or shift-click will select multiple Card Holders.*
4. Click **Add** to save the changes.

Group Table > Card Holder Group

No	Card Holder Group Name	Card Holder List
	Card Holder Group Name	

New Search List All

Group Table > Card Holder Group

Basic

Group Name * : Core Group

Card Holder List

Monte Dezman
Gerry Rumsfeld
Ronnie Gaverty

Monte Dezman
Gerry Rumsfeld
Ronnie Gaverty

Add Reset Cancel

Adding a Card Holder Group

Editing a Card Holder Group

1. Click on the Card Holder Group name to edit.
2. Click **Edit**.
3. The Card Holder Group name can be edited.
4. Card holders can be added or removed from the group.
5. Click **Save**.

Group Table > Card Holder Group

No	Card Holder Group Name	Card Holder List
1	Core Group	Monte Dezman, Gerry Rumsfeld, Ronnie Gaverty

New Search List All

Deleting a Card Holder Group

1. Click on the Card Holder Group name to delete.
2. Click **Delete**.

Group Table > Card Holder Group

Basic

Group Name * : Core Group

Card Holder List : Monte Dezman, Gerry Rumsfeld, Ronnie Gaverty

Edit Delete Cancel

No	Card Holder Group Name	Card Holder List
1	Core Group	Monte Dezman, Gerry Rumsfeld, Ronnie Gaverty

New Search List All

Selecting a Card Holder Group to Edit

Group Table > Card Holder Group

Basic

Group Name * : Core Group

Card Holder List

Monte Dezman
Gerry Rumsfeld
Ronnie Gaverty

Monte Dezman
Gerry Rumsfeld

Save Reset Cancel

No	Card Holder Group Name	Card Holder List
1	Core Group	Monte Dezman, Gerry Rumsfeld, Ronnie Gaverty

New Search List All

Editing a Card Holder Group



Door Group

Door Group



The **Door Group** allows individual doors to be combined in groups. The group can then be added to an Access Level for simpler management.

Adding a Door Group

1. Click **New**.
2. Enter the desired door **Group Name**.
3. For **Door List**, select the desired doors (or use the search icon to find a specific door) and click the right arrow to move the doors to the field on the right.
- ✓ **NOTE:** *Ctrl-click or shift-click will select multiple doors.*
4. Click **Add** to save the changes.

Group Table > Door Group Help

No	Door Group Name	Door List
New	Door Group Name ▼	Search List All

[]

Group Table > Door Group Help

Adding a Door Group

Basic

Group Name * : Building #2

Door List

Door 4
Door 3
Door 2
Door 1

Door 3
Door 4

Add Reset Cancel

Editing a Door Group

1. Click on the Door Group name to edit.
2. Click **Edit**.
3. The Door Group name can be edited.
4. Doors can be added or removed from the group.
5. Click **Save**.

Group Table > Door Group Help

No	Door Group Name	Door List
1	Building #2	Door 3, Door 4

New Door Group Name ▼ Search List All

[1]

Group Table > Door Group Help

Selecting a Door Group to Edit

Basic

Group Name * : Building #2

Door List : Door 3, Door 4

Edit Delete Cancel

No	Door Group Name	Door List
1	Building #2	Door 3, Door 4

New Door Group Name ▼ Search List All

[1]

Deleting a Door Group

1. Click on the Door Group name to delete.
2. Click **Delete**.

Group Table > Door Group Help

Editing a Door Group

Basic

Group Name * : Building #2

Door List

Door 4
Door 3
Door 2
Door 1

Door 3
Door 4
Door 2

Save Reset Cancel

No	Door Group Name	Door List
1	Building #2	Door 3, Door 4

New Door Group Name ▼ Search List All

[1]



Camera Group

Camera Group



The **Camera Group** allows individual cameras to be combined in groups.

Adding a Camera Group

1. Click **New**.
2. Enter the desired camera **Group Name**.
3. For **Camera List**, select the desired cameras (or use the search icon to find a specific camera) and click the right arrow to move the cameras to the field on the right.
- ✓ **NOTE:** *Ctrl-click or shift-click will select multiple cameras.*
4. Click **Add** to save the changes.

Editing a Camera Group

1. Click on the Camera Group name to edit.
2. Click **Edit**.
3. The Camera Group name can be edited.
4. Cameras can be added or removed from the group.
5. Click **Save**.

Deleting a Camera Group

1. Click on the Camera Group name to delete.
2. Click **Delete**.

Group Table > Camera Group Help

No	Camera Group Name	Camera List
New Camera Group Name Search List All		

[1]

Group Table > Camera Group Help

Basic

Group Name * :

Camera List

Adding a Camera Group

Group Table > Camera Group Help

No	Camera Group Name	Camera List
1	Parking Lot Cams	

New

[1]

Group Table > Camera Group Help

Basic

Group Name * :

Camera List

No	Camera Group Name	Camera List
1	Parking Lot Cams	

New

[1]

Selecting a Camera Group to Edit

Group Table > Camera Group Help

Basic

Group Name * :

Camera List

No	Camera Group Name	Camera List
1	Parking Lot Cams	

New

[1]

Editing a Camera Group



Access Level Group

Access Level Group



Add individual Access Levels to *Access Level Groups*. These groups can then be assigned to cards in the Card Holder section.

Adding an Access Level Group

1. Click **New**.
2. Enter the desired **Group Name**.
3. For **Access Level List**, select the desired access level (or use the search icon to find a access level) and click the right arrow to move the access levels to the field on the right.
- ✓ **NOTE:** *Ctrl-click or shift-click will select multiple Access Levels.*
4. Click **Add** to save the changes.

Editing a Access Level Group

1. Click on the Access Level Group name to edit.
2. Click **Edit**.
3. The Access Level Group name can be edited.
4. Access Levels can be added or removed from the group.
5. Click **Save**.

Deleting a Access Level Group

1. Click on the Access Level Group name to delete.
2. Click **Delete**.

Group Table > Access Level Group Help

No	Access Level Group Name	Access Level List
New Access Level Group Name Search List All		

Group Table > Access Level Group Help

Adding an Access Level Group

Basic

Group Name * : Customer Service

Access Level List

Standard

Add Reset Cancel

Group Table > Access Level Group Help

No	Access Level Group Name	Access Level List
1	Customer Service	Standard

New Access Level Group Name Search List All

Group Table > Access Level Group Help

Selecting an Access Level Group to Edit

Basic

Group Name * : Customer Service

Access Level List : Standard

Edit Delete Cancel

No	Access Level Group Name	Access Level List
1	Customer Service	Standard

New Access Level Group Name Search List All

Group Table > Access Level Group Help

Editing an Access Level Group

Basic

Group Name * : Customer Service

Access Level List

Standard

Save Reset Cancel

No	Access Level Group Name	Access Level List
1	Customer Service	Standard

New Access Level Group Name Search List All



Client Management

Optional Feature



Client Management allows the user to enable/disable, connect/disconnect, and update client Controllers associated to the main Controller's server database.

Client Management allows user to update the firmware of the clients. The firmware for an individual Controller may be updated by clicking the **Update Client** button for the Controller. If multiple Controllers are connected to a main Controller, the **Update All** will update all the clients.

- ✓ **NOTE:** It will take 2-5 minutes to update each client. During that time the clients will be off-line.
- ✓ **NOTE:** Gateway and DNS IP addresses must be configured to access the Update Server. Refer to IP Address to configure these settings.
- ✓ **WARNING:** All Controllers in a system **MUST** be using the same firmware version.

Client & Site Setting > Client Management Help

No	Name	Type	IP Address	MAC Address	Alive	Version	
1	Client 3	Elevator	172.16.108.45	F0:D1:4F:FF:FF:72	On	0.32-07e	   
2	Client 2	EV EXT	172.16.108.46	F0:D1:4F:FF:FF:73	On	0.32-07e	   
3	Client 1	Door 4	172.16.108.43	F0:D1:4F:FF:FF:71	On	0.32-07e	   

[1]

Client Management Buttons

Managing Clients

- The installed client(s) will be listed in the **Client Management** section.
- Use the Client Management buttons to manage the system clients.

Global Commands



Update All

- Updates all connected Clients



Data Sync

- Re-sends Server Database to all Clients

Client Specific Commands



Client Disconnect

- Disables a client in the Server Database



Client Connect

- Enables a client in the Server Database



Delete Client

- Permanently removes Client from Server Database



Update Client

- Updates the selected Client firmware to the latest version



Client Reboot

- Reboots selected Client



Client Replacement

Client Replacement

Optional
Feature



Client Replacement is used when an existing client Controller is replaced with a new client Controller.

Replace a Client

1. Power off bad Client board and disconnect from network. At the Dashboard the Door and Aux icons are grayed out.
2. Install replacement Client board on the network and set the IP to the same address as the bad client.
3. Save the MAC address of the new client.
- ✓ **NOTE:** Leave the Server address set to 0.0.0.0
4. On the Controller, go to *Site Management > Client Replacement*. Select the IP/MAC of the bad client and click **Edit** button.
5. Change the MAC address to the replacement client
6. Login to the replacement client and set the server IP and click **Save**.
7. After the replacement client connects, the dashboard icons will change from gray to color.





Logout



Logout prevents unauthorized persons from working in the system but still allows all access control operations to continue. **To secure the system, be sure to logout when finished.**

Logging Out of the Controller

1. When ready to exit, click **Logout**.
2. The Controller will logout the user and return to the Login screen.



LOGIN

User ID

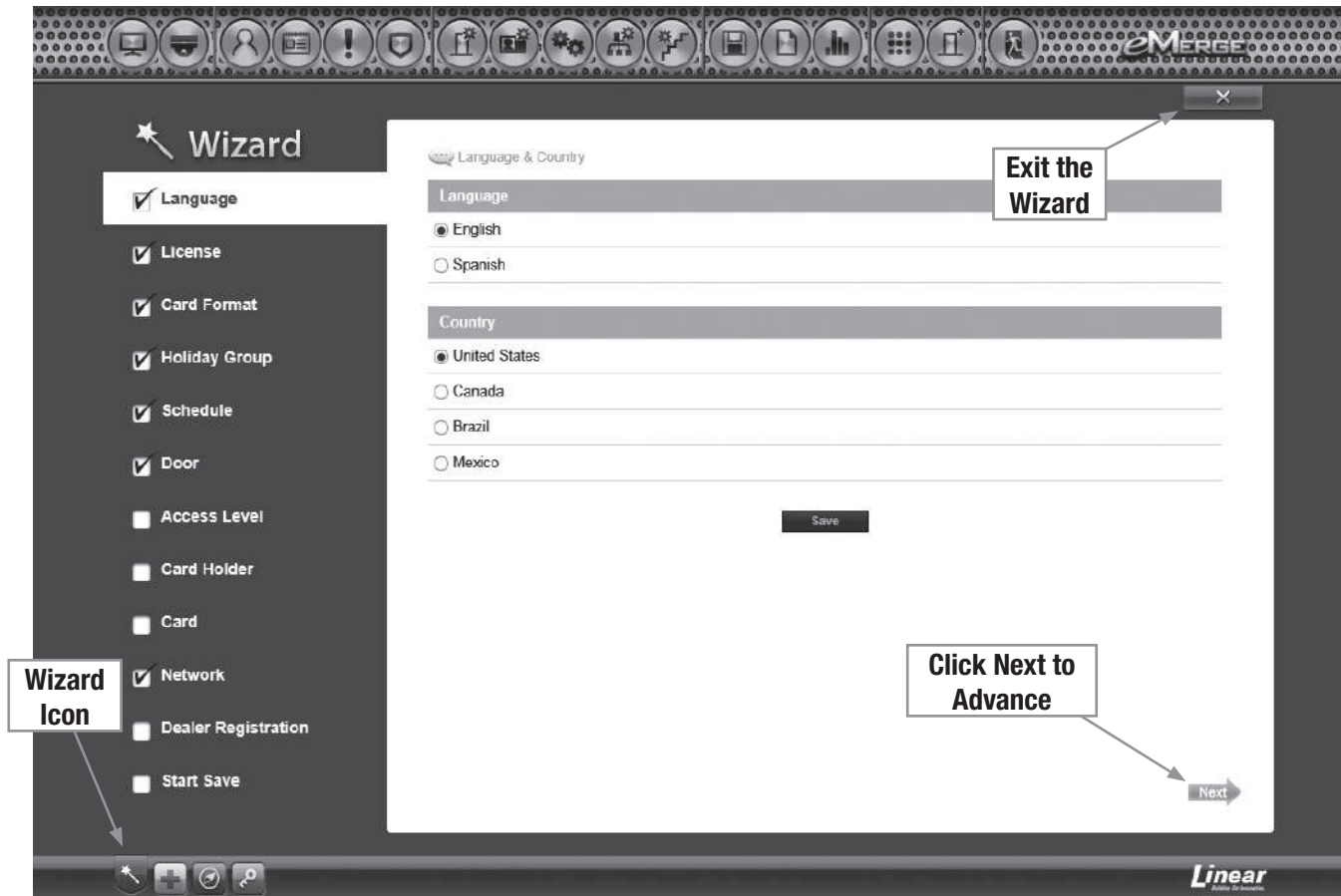
Password

LOGIN

[Forgot your password?](#)

4. Using the Wizard

The *Wizard* allows the user to configure the basic settings of the system. Advance through each setting by clicking the **Next** button. The Wizard will launch automatically the first time the system is run. Visit the Wizard at any time by clicking the icon in the lower left corner of the window.



- ✓ **NOTE:** When programming various elements of the system, do not use the same name for multiple items (e.g., use Door 1, Door 2, etc.).
- ✓ **NOTE:** Do not use special characters (<>?{})(*&%#@^{\ |/).



Language

Use *Language* to select the country and language where the system will be located. Click **Next** to advance.

The screenshot shows the 'Language & Country' configuration screen. On the left, a sidebar titled 'Wizard' contains a list of steps: Language (checked), License, Card Format, Holiday Group, Schedule, Door, and Access Level. The main area is titled 'Language & Country' and contains two sections. The 'Language' section has two radio buttons: 'English' (selected) and 'Spanish'. The 'Country' section has four radio buttons: 'United States' (selected), 'Canada', 'Brazil', and 'Mexico'. A 'Save' button is located at the bottom right of the main area.



License

License displays the basic system information of the Controller. Please print the **License Key** for future needs or in case of a factory default. Click **Next**.

The screenshot shows the 'License' configuration screen. On the left, a sidebar titled 'Wizard' contains a list of steps: Language, License (checked), Card Format, Holiday Group, and Schedule. The main area is titled 'License' and contains a table with the following information:

Basic	
Model	: Enterprise
Software Version	: 0.32-07a
Device Type	: Door 64
MAC Address	: F0:D1:4F:FF:FF:61
License Key	: A55CF5A539E0D75727484A5A58AC4A1E89F41D90DD11EE8EEBB0C6CCA84B6CF6

At the bottom right of the table, there are two buttons: 'Edit' and 'Print'.



Card Format

Card Format displays the default card formats of the system. The system includes several pre-configured card formats. If the desired card format is listed, click **Next** to advance to the next Wizard item. If the desired card format is not listed, click **New** to enter the format information and click **Add**.

✓ **NOTE:** It is recommended to delete card formats that are not in use.

Wizard

- ☒ Language
- ☒ License
- ☒ **Card Format**
- ☒ Holiday Group
- ☒ Schedule
- ☒ Door
- ☐ Access Level

Administration > Card Format

No	Card Format Name	Description	Facility Code	Total Bit Length	Default
9	HID 26bit	Test Card Format	27	26	☐
8	Honeywell 40bit	Honeywell standard 40bit format	0	40	☐
7	HID 35bit		3522	35	☐
6	Casi Rusco 40bit	Casi Rusco standard 40bit format	0	40	☐
4	Lenel 36bit		0	36	☐
3	IEI 26 Bit Wiegand	IEI 26 Bit Wiegand Facility code 11	11	26	☒
2	36-bit card format		1234567890	36	☐
1	37-bit card format		1	37	☐

Using the Decoder

If the desired card format is not listed as a default format, the **Decoder** can be utilized to auto scan and detect the card format.

1. Click **Decoder**.
2. Select the door where the card will be auto scanned.
3. Click **Card Scan** and present the card (or multiple cards) to the reader.
4. The new card format will populate the data fields.
5. Click **Add** to save the new format.

Administration > Card Format

Basic

Auto Scan : Door 1

Card Scan

Default Card Format : Custom

Card Format Name * : 3-bit card format Description :

Facility Code Start Bit * : 3 Facility Code Length * : 10

Card Number Start Bit * : 13 Card Number Length * : 24

Facility Code * : 12345 Card Number : 14587946254123585445



Holiday Group

Use **Holiday Groups** to define days and times during the year when holiday hours are used. When the holiday starts, the Controller switches from regular hours to holiday hours. When the holiday ends, the regular hours resume. You can assign four holiday groups with up to 30 holidays total among the groups. A holiday can include any number of consecutive days within the same calendar year. The Controller has pre-configured holiday groups based upon the country you selected in the **Language** section of the Wizard. The holiday groups are pre-configured through 2021 for quick set-up.

Editing a Holiday

1. Select the desired holiday and click **Edit**.
2. Change the start date and end date to the desired date.
3. Rename the holiday (it is recommended that pre-configured holidays be renamed when edited).
4. Click **Save**.

Deleting a Holiday

1. Highlight the holiday to be deleted.
2. Click **Delete**. A confirmation box will appear.
3. Click **OK** to confirm.

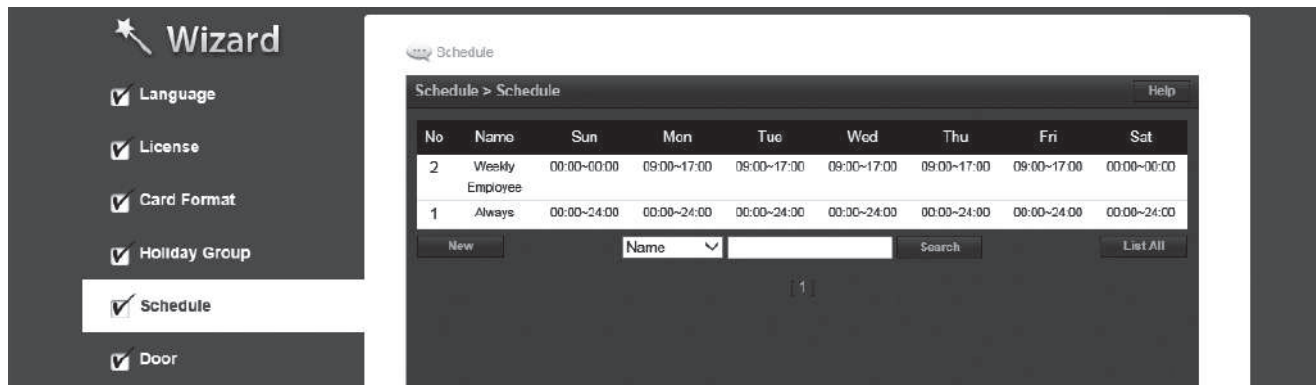
Adding a Holiday

1. Click **New** and enter the desired name, start date and end date.
2. Select the desired holiday group for the new holiday.
3. Click **Add** to save the new holiday.



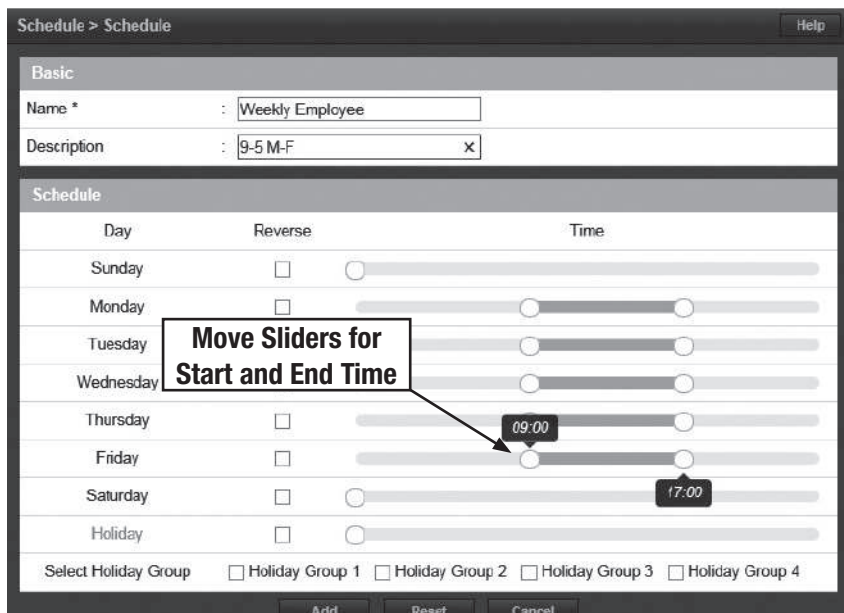
Schedules

A **Schedule** is a combination of a time interval and one or more days of the week. Use schedules to identify the hours and days when inputs, outputs or door access are in operation. Assign holiday groups to the schedule to control when operations occur on holidays. There is one default time schedule of *Always*, which is defined as 00:00-23:59, seven days per week.



Adding a Schedule

1. Click **New**.
 2. Enter the desired name and description (optional) for the schedule.
 3. Adjust the sliders for the **Start Time** and **End Time** on days when the schedule is to be active. (Collapse slider for no access on that day.)
 4. (Optional) Select a holiday group to allow access on the holidays in the group. If a holiday group is selected, identify a start and end time for holiday access.
 5. Click **Add** to save the new schedule.
- ✓ **Note:** To create a schedule with a "Midnight Crossing" (e.g., 16:00 to 00:30) click **Reverse**.



Deleting a Schedule

1. Select the schedule to be deleted.
2. The schedule will appear. Scroll to the bottom of the page and click **Delete**.
3. Click **OK** to confirm the deletion.

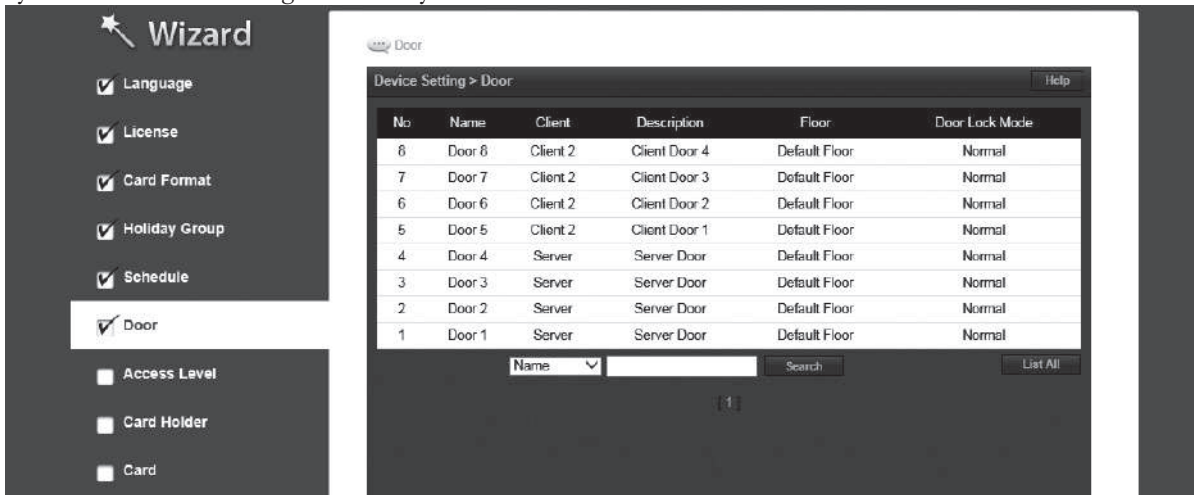
Editing a Schedule

1. Select the schedule to be edited and click **Edit**.
2. Perform the desired changes to the name, description and time intervals.
3. Scroll down and click **Save** to save the changes.



Doors

Displays the **Doors** that are assigned to the system. Click on the door name to view or edit each door.



Editing a Door

Select the desired door. Scroll to the bottom of the page and click **Edit**.

After making any edits, be sure to click **Save** at the bottom of the page.

Basic

1. Enter the desired **Name** and **Description** (optional) for the door.
2. For multi-floor installations, select the **Floor**.

Reader

1. In the **Reader** section, select the settings for the door's reader.

Door Contact

1. In the **Door Contact** section, check the **Enable** checkbox if a door contact is used.
2. **Name** the door contact and select its type.
3. Adjust the **Held Open Time**, which is the length of time the door can be open following a valid access request.
4. The **ADA Open Time** is an additional time added to the Held Open Time.

Rex

1. Enter the **Door Rex Name** for the door's request to exit switch.
2. Select the type of **Rex** switch.
3. Check the **Rex Activates Door Lock** checkbox to have the Rex activate the door's lock.

Device Setting > Door

Basic

Name * : Door 1

Description : Server Door

Floor * : Default Floor

Reader

Reader Function : In and Out Readers

In Reader Name : In Reader 1

In Reader Type : Keypad or Card

In Reader Region : Uncontrolled Space

Out Reader Name : Out Reader 1

Out Reader Type : Keypad or Card

Out Reader Region : Uncontrolled Space

Door Contact

☒ Enable

Door Contact Name : Contact 1

Door Contact : NO Unsupervised

Held Open Time : 8 (sec)

ADA Open Time : 3 (sec)

Rex

Door Rex Name : Rex 1

Rex : NO Unsupervised

Rex Activates Door Lock : ☒



Doors (Cont.)

Door Lock Mode

1. Choose a **Door Lock Name** to name the lock for logging.
2. Configure **Door Lock Mode** as follows:
 - **Normal:** Lock activates in response to a valid access request and REX unlocks door for exit.
 - **Locked:** Does NOT grant access in response to REX, card or code.
 - **Locked w/REX:** Remains in locked mode, ONLY REX will activate lock.
 - **Unlocked:** Door will remain unlocked at ALL times.
 - **Man-Trap:** Sets the door lock for use in conjunction with another door to create a man-trap passage. A Man-Trap will only allow one door to be opened if the other door is locked. When Man-Trap is selected, **Man-Trap Mode** options appear:

- **Unlock:** No security on Entry or Exit.
 - **Secure Entry/Free Egress:** Two options, both options use card access to enter the Exterior Door. Option 1 allows free exit through the exterior door; Option 2 requires card access to exit through the exterior door.
 - **Restricted Entry and Exit:** Four options, all options use card access to enter the Exterior Door. Option 1 allows free exit through the exterior door; Option 2 requires card access to exit through the interior door, Option 3 requires card access to exit through the exterior door. Option 4 requires card access to exit through either door.
 - **Pair Door:** Select the second Man-Trap door that is closest to the secured area.
3. Select the Door's **Default Status**. This setting will be determined by the lock type (energized or de-energized).
 4. Assign **Re-Lock on Open** if desired. This will re-lock the door immediately upon opening the door.
 5. Adjust **Door Unlock Time** if desired. This is the length of time the door relay is active after a valid access request.

Door Lock Mode	
Door Lock Name	: Lock 1
Door Lock Mode	: Normal
Default Status *	: De-Energized
Re-Lock on Open	: ☐
Door Unlock Time	: 3 (sec)

**Normal
Door Lock Mode**

Door Lock Mode	
Door Lock Name	: Lock 66
Door Lock Mode	: Man-Trap ☐ Exterior
Man-Trap Mode	: Restricted Entry and Exit
Default Status *	: De-Energized
Re-Lock on Open	: ☐
Door Unlock Time	: 3 (sec)

**Man-Trap
Door Lock Mode**

Pair Door : Door 2



Doors (Cont.)

Door Status Alarm Output

Sets the actions of a door contact on the door. The door contact must be enabled to use these functions.

1. Check **Forced Door** to trigger the door alarm output if the door opens, but no access was granted.
2. Check **Held Door** to trigger the door alarm output if the door is held open longer than the **Held Open Time**.
3. Select Energized or De-energized for the **Default State** of the Door Status Alarm Output.
4. Select an **Output** to use for the Door Status Alarm Output.
5. Click to enable an **Alarm Shunt** output to operate when access is granted to the secured door.
6. Select Energized or De-energized for the **Default State** of the Alarm Shunt Output.
7. Select an **Output** to use for the Alarm Shunt Output.

Door Status Alarm Output					
Enable	: ☒ Forced Door	☒ Held Door	Enable	: ☒ Alarm Shunt	
Default State	: Energized	▼	Default State	: Energized	▼
Output	: AO 1	▼	Output	: AO 1	▼

Threat Level

1. Select the highest **Threat Level** allowed before the door will automatically lock.
- ✓ **Note:** An unlocked door will lock if the System Threat Level is greater than the Door Threat Level; including doors that are unlocked by schedule.
 - ✓ **Note:** The Dashboard M-Unlock and E-Unlock may be used to unlock a door that has been locked due to elevated system Threat Level.
2. Check **Ignore REX** to ignore input from a Rex button if the current System Threat Level is higher than the Door Threat Level.

Threat Level		
Threat Level	: LOW	▼
Ignore REX	: ☐	

Anti-Passback

1. Check to enable **Timed Anti Passback**. Select a time in seconds to disable a credential after it has been used to grant access.
2. Check to enable **Room Anti Passback**. Select a time in seconds to disable access to a room after access has been granted to the room.

Anti Passback			
Timed Anti Passback	: ☐ Enable	Time	: 0 (sec)
Room Anti Passback	: ☐ Enable	Reset after	: 0 (sec)



Doors (Cont.)

First Man In Rule

First Man in Rule unlocks a door when first Card Holder enters.

1. Check **Enable** to use a First Man In Rule.
2. Select a **Grace Period** to allow the selected first man Card Holder(s) access minutes before a scheduled start time.
3. Select up to three time **Schedules** for the rule to be active.
4. Select the **Type** of Card Holders (individual or group).
5. Search or choose **Card Holder(s)** or **Groups** for the rule. Use the arrows to move the name(s) in and out.

First Man In Rule	
☒ Enable	
Grace Period	0 Minutes (0 = no grace period)
Schedule 1	Always
Schedule 2	4-Day Weeks
Schedule 3	Weekly Employees
SelectType	Individual
Card Holder	Monte Dezman Gerry Rumsfield Ronnie Gaverty Monte Dezman

Manager In Rule

With Manager in Rule enabled, if a Card Holder designated as a Door Manager has not entered the system within a specific time period, the door will not unlock.

1. Check **Enable** to use the Manager In Rule.
2. Select up to three time **Schedules** for the rule to be active.
3. Select the **Type** of Card Holders (individual or group).
4. Search or choose **Card Holder(s)** or **Groups** for the rule. Use the arrows to move the name(s) in and out.

Manager In Rule	
☒ Enable	
Schedule 1	Weekly Employees
Schedule 2	4-Day Weeks
Schedule 3	
SelectType	Individual
Door Manager	Monte Dezman Gerry Rumsfield Ronnie Gaverty Gerry Rumsfield

Two Man Rule

With Two Man Rule enabled, two Card Holders must present credentials at the same time in order to unlock the door. Credentials must be presented in the proper sequence (Card Holder 1 then Card Holder 2), or access will be denied.

1. Check **Enable** to use the Two Man Rule.
2. Enter a **Time** in seconds allowed for the second Card Holder to present their credentials.
3. Search or choose **Card Holder 1** for the rule. Use the arrows to move the name(s) in and out.
4. Search or choose **Card Holder 2** for the rule. Use the arrows to move the name(s) in and out.

Two Man Rule	
☒ Enable	Time : 6 (sec)
Card Holder 1	Monte Dezman Gerry Rumsfield Ronnie Gaverty Gerry Rumsfield
Card Holder 2	Monte Dezman Gerry Rumsfield Ronnie Gaverty Monte Dezman

Saving Changes

After making any edits, be sure to click **Save** at the bottom of the page.



Access Levels

An *Access Level* establishes which doors the Card Holder can access and when they are allowed to access them. Access Levels are comprised of a time schedule and door(s).

Wizard

- ☒ Language
- ☒ License
- ☒ Card Format
- ☒ Holiday Group
- ☒ Schedule
- ☒ Door
- ☐ Access Level
- ☐ Card Holder
- ☐ Card
- ☒ Network
- ☐ Dealer Registration
- ☐ Start Save

Access Level

Administration > Access Level

Basic

Access Level Name * : Daily Workers

Description : 9-5 Guys

Schedule : Weekly Employee

Select Type : Individual

Door List

Door 8
Door 7
Door 6
Door 5

Door 6

Add Reset Cancel

Access Level Name	Description	Doors	ScheduleName
Main Door	Main Bldg Front	Door 8	Always
Server Room	Main Bldg SR	Door 5	Always

New Access Level Name Search List All

[1]

Prev Next

Adding an Access Level

1. Click **New**.
2. Enter the Access Level name.
3. Assign a time schedule to the Access Level by choosing it from the drop-down menu.
4. For **Door List** select the desired doors (or use the search icon to find a specific door) and click the right arrow to move the doors to the field on the right.
5. Click **Add** to save the changes.



Card Holder

Use **Card Holder** to enter card users in the database. An image may be assigned to the Card Holder for identification purposes.

To Add a Card Holder

Individuals who enter the facility are entered in the system as **Card Holders**.

Creating a Card Holder

1. Click **New**.
2. Enter the name and contact information of the Card Holder.
3. Under **File Upload**, click **Snapshot** to take a picture from an attached USB camera or click **Browse** to select a file to assign an image to the Card Holder for identification purposes.

✓ **NOTE:** Picture files can be 20 Kb maximum. JPG, BMP, or PNG formats.



Card Holder (Cont.)

Card Holder Options

1. Select **ADA Timing** for extended timing for the door relay.
 2. Select **Exempt** to allow the Card Holder to bypass Anti-Passback rules (except occupancy rules) if the Card Holder is allowed access to the region.
 3. Select a **Web User Account** to give the Card Holder operator privileges to the server software.
 4. Choose the highest **Threat Level** that the Card Holder will be allowed access.
- ✓ **NOTE:** A Card Holder cannot access a door if either the Door Threat Level or the System Threat Level is greater than the Card Holder Threat Level.
5. Click **Save**.

Option	
Advanced Option	: ☐ Use ADA Timing ☐ Exempt
Web User Account	: None
Threat Level *	: LOW
Save Reset Cancel	

Card Holder Badge

1. Select the **Template** for the badge.
- ✓ **NOTE:** See Section Badge Printing for details on setting up badge design templates.
2. Click **Print Badge** to launch the badge printing window.
 3. Click **Print Badge** to select the printer and print out the badge.

Personal	
ID	: 2
First Name	: Monte
Middle Name	:
Last Name *	: Dezman
Phone Number	: 760-555-1234
Cell Phone	: 760-555-0000
E-mail	: montedez@cloud.com
Template	: Test.xml

Picture

Click to Print Badge

Print Badge

Assigning a Card to an Existing Card Holder

1. Select the Card Holder from the main window.
2. Click **Add Card**.

Card			
No	Card Number	Card Format	Card Status
Add Card			

Click Add Card

Card Format

3. Select the appropriate card format from the drop-down field.

Card Enrollment	
Auto Scan *	: 37-bit card format
Card Format *	: 36-bit card format
Card Number *	: IEI 26 Bit Wiegand
Key Number	: Lenel 36bit
Card Status *	: Casi Rusco 40bit
Card Type *	: HID 35bit
	: Honeywell 40bit
	: HID 26bit
Card Status *	: Active
Card Type *	: Normal

Choose the card format

Card Scan

Card Number

4. Enter the **Card Number**, or use the Auto Scan feature.

Auto Scan

5. Choose the **Auto Scan** door reader where the card will be presented.
- ✓ **NOTE:** Card scanner can only be used with doors 1 - 4.
6. Click **Card Scan** and present the card to the reader. The new card number will populate the data field.

Card Enrollment	
Auto Scan *	: Door 1
Card Format *	: IEI 26 Bit Wiegand
Card Number *	:
Key Number	:
Card Status *	: Active
Card Type *	: Normal

Choose the auto scan door

Card Scan

Enter the card number or click Card Scan



Card Holder (Cont.)

Card Status

7. Select the card's current status.

Card Type

8. Select the function for the card with card type dropdown.

Access Level

9. For **Select Type** select Individual or Group access level.
10. For **Select Level** select the desired access levels (or use the search icon to find a specific access level) and click the right arrow to move the access level to the field on the right.

Activation Date

11. Choose an optional activation and expiration date for the card.
12. Click **Save** to assign the card to the Card Holder.

The added card will show on the card list for the Card Holder.

Click **Add Card** to add additional cards for the selected Card Holder.

Card Enrollment	
Auto Scan *	: Door 1 ▾
Card Format *	: IEI 26 Bit Wiegand ▾
Card Number *	: Card Scan
Key Number	:
Card Status *	: Active Lost Stolen Inactive ▾
Card Type *	: ▾

Select the card status

Card Enrollment	
Auto Scan *	: Door 1 ▾
Card Format *	: IEI 26 Bit Wiegand ▾
Card Number *	: Card Scan
Key Number	:
Card Status *	: Active ▾
Card Type *	: Normal Guard tour Toggle Passage Relock One time Hazmat Unlock DeadMan Check

Select the Card Type

Access Level	
Select Type	: Individual ▾
Select Level	: 🔍 Client 3 Client 2 Server All → All ←

Use Arrows to Choose Levels

Activation Date *	
Never Expired	: ☐ Activation Date : 09-23-2015
Inactive Reason	: Expiration Date : 12-31-2015
Save Reset Cancel	

Card				
No	Card Number	Card Format	Card Status	Card Type
2	142(11)	IEI 26 Bit Wiegand	Active	Normal
Add Card				



Card

Use **Card** to enter card numbers in the database and assign the card to a Card Holder.

The screenshot shows the 'Wizard' interface on the left with various configuration options. The 'Card' option is selected. The main window displays the 'Administration > Card' form. The form includes a 'Card Holder' dropdown, a table with columns 'No', 'Card Number', 'Card Format', 'Card Status', and 'Card Type', and an 'Add Card' button. Navigation buttons 'Prev' and 'Next' are at the bottom.

Assigning a Card to a Card Holder

1. Select the Card Holder from the main window.
2. Click **Add Card**.
3. If using Card Scan, select the door where the card will be scanned.
4. Select the appropriate **Card Format** from the drop-down.
5. Enter the **Card Number** of the card.
6. If using **Card Scan**, click the button and present the card to the reader. The card number will populate the **Card Number** field.
7. For **Select Type** select Individual or Group access level.
8. For **Select Level** select the desired access levels (or use the search icon to find a specific access level) and click the right arrow to move the access level to the field on the right.
9. For **Activation Date**, choose an optional activation and expiration date for the card.
10. Click **Save** to assign the card to the Card Holder.

The screenshot shows the 'Administration > Card' form with the 'Card Enrollment' section expanded. It includes fields for 'Auto Scan', 'Card Format', 'Card Number', 'Key Number', 'Card Status', and 'Card Type'. The 'Access Level' section shows a list of levels: 'Daily Workers', 'Main Door', and 'Server Room'. A search icon is present next to the list. A callout box with the text 'Use Arrows to Choose Levels' points to the search icon.



Network

Enter the *Network* configuration information as provided by the IT administrator.

Basic	
IP Type *	: Static
IP Address *	: 172.16.111.79
Subnet Mask *	: 255.255.255.0
Gateway *	: 172.16.111.1
DNS Server 1	: 172.16.111.94
DNS Server 2	: 8.8.8.8
HTTP Port	: 80
HTTPS	: Off
HTTPS Port	: 443

DHCP assigns an IP address to the Controller automatically on a network containing a DHCP Server (a router will typically have a built-in DHCP Server). When Static is selected, options IP Address, Subnet Mask, Gateway must be entered.

DNS is an Internet service that translates domain names into IP addresses. The IP address of a DNS is required if using NTP time server or SMTP e-mail.

Editing Network Settings

1. Select **DHCP** or **Static**. (Skip to Step 5 if using DHCP).
2. Enter a static **IP Address** for the Controller to use on the LAN. The first three values must match other devices on the network (e.g., 192.1.0.x).
3. Enter the **Subnet Mask** address. The Subnet Mask determines the manual address mask used by the Controller (typically 255.255.255.0).
4. Set the Gateway Address to match the address of the router that connects the LAN to the Internet.
5. Enter the IP address of the DNS Server 1 (optional, use for NTP time server access or SMTP e-mail connection).
6. Enter the IP address of the DNS Server 2 (optional, use for NTP time server access or SMTP e-mail connection).
7. Enter the HTTP Port number for remote Web browser connection (typically 80).
8. Check the HTTPS checkbox if RMC is being used.
9. If using HTTPS, edit the port number if required (default is 443).
10. When finished entering the network settings, click **Save & Reboot**.

Upload cer-key

For installations using HyperText Transport Protocol Secure (HTTPS) communications, the eMerge system uses a default security key and certificate. If the installations network requires a different specific security key and certificate, edit the two items.

1. Click **Upload cer-key**.
2. Enter the **Private Key** into the SSL Toolbox.
3. Enter the **Certificate** into the SSL Toolbox.
4. Click **Save & Reboot**.



Dealer Registration

Dealer Registration is highly recommended for maximum system support. Please fill out the required information.

- ✓ **NOTE:** Gateway and DNS IP addresses and SMTP must be configured to send the registration email. Refer to IP Address and SMTP to confirm these settings.

Registering the System

1. Enter the **Installing Dealer** information (required for upgrade requests).
2. Enter the **Site Information**. This is optional, but recommended to document the site information in the system.
3. When finished editing, click one of the action buttons.
 - The **Register** button will attempt to send an email with the information provided.
 - The **Save** button will save the contact information without sending an email.
 - The **Clear** button will clear the data in the form.



Start Save

Start Save is the command to save the initial settings for the system and select which page appears on logon.

Wizard

- ☒ Language
- ☒ License
- ☒ Card Format
- ☒ Holiday Group
- ☒ Schedule
- ☒ Door
- ☒ Access Level
- ☐ Card Holder
- ☐ Card
- ☒ Network
- ☒ Dealer Registration
- ☐ Start Save

Start Save

Congratulation You are all set !!
Click Save button.

Default Page : Dashboard ▼

☒ Save to SD Card

Save

Prev

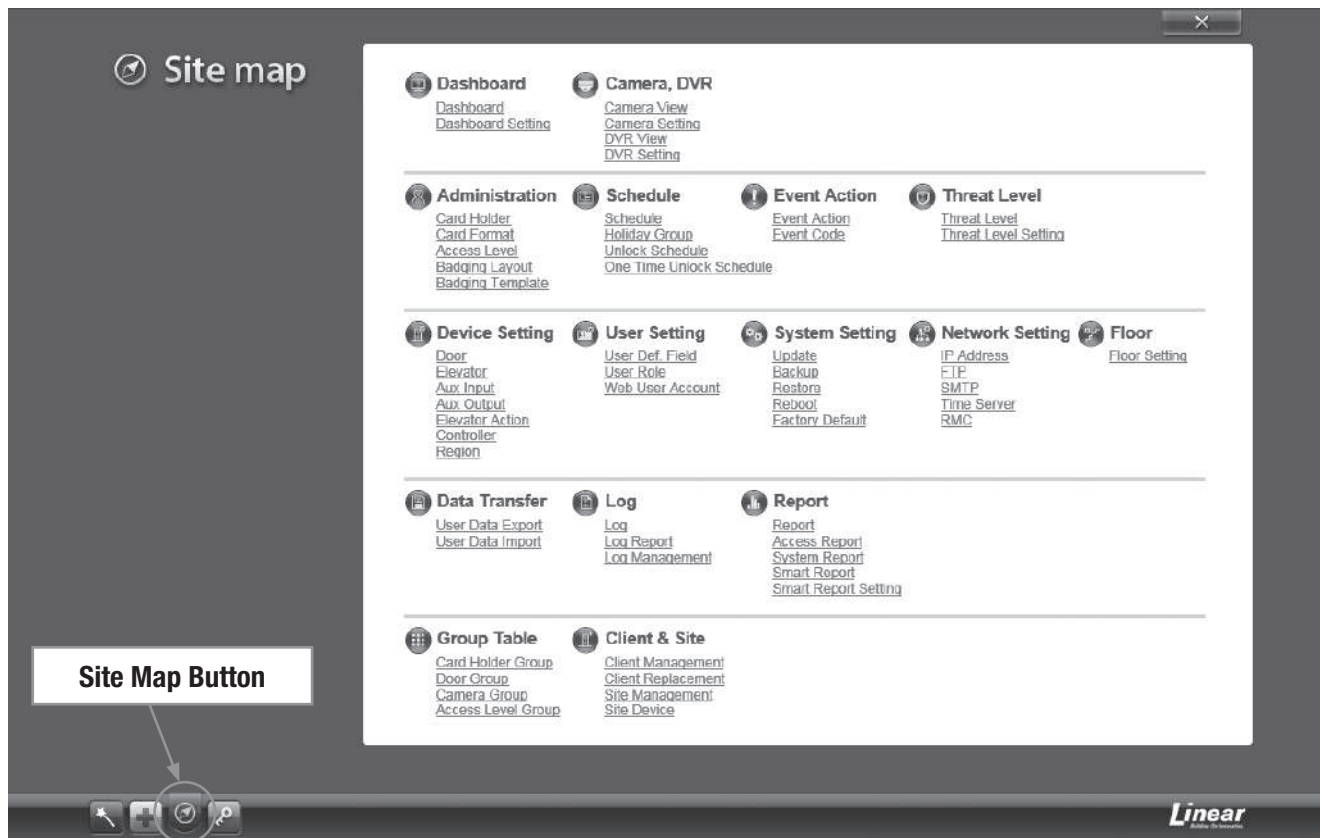
Editing Startup Page

- **Default Page:** Use the dropdown selector to choose the page that the system will display upon logon.
- **Save to SD Card:** Leave this box selected to save the startup information to the SD card. Un-check to save the startup information to the Controller's memory.



5. Site Map

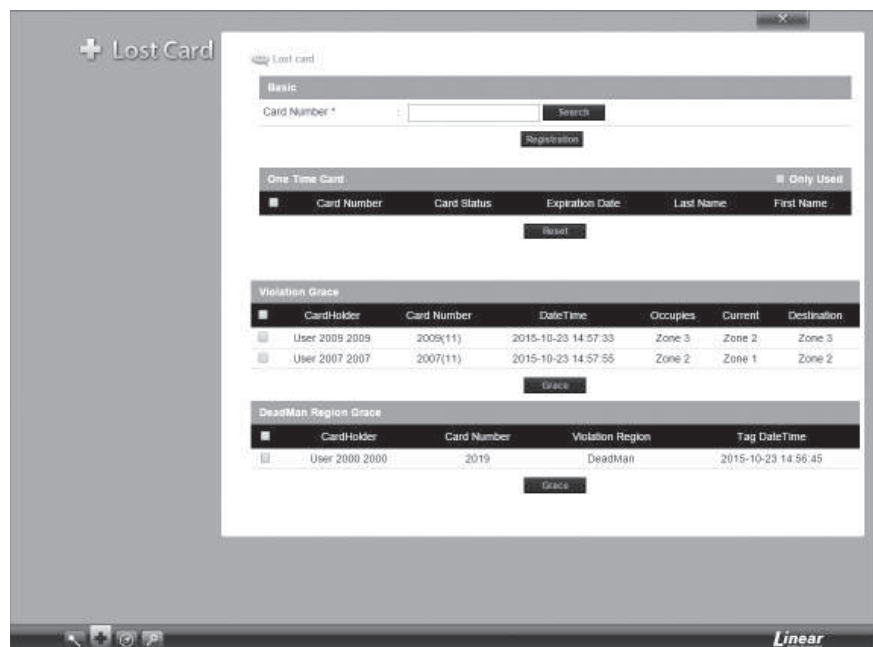
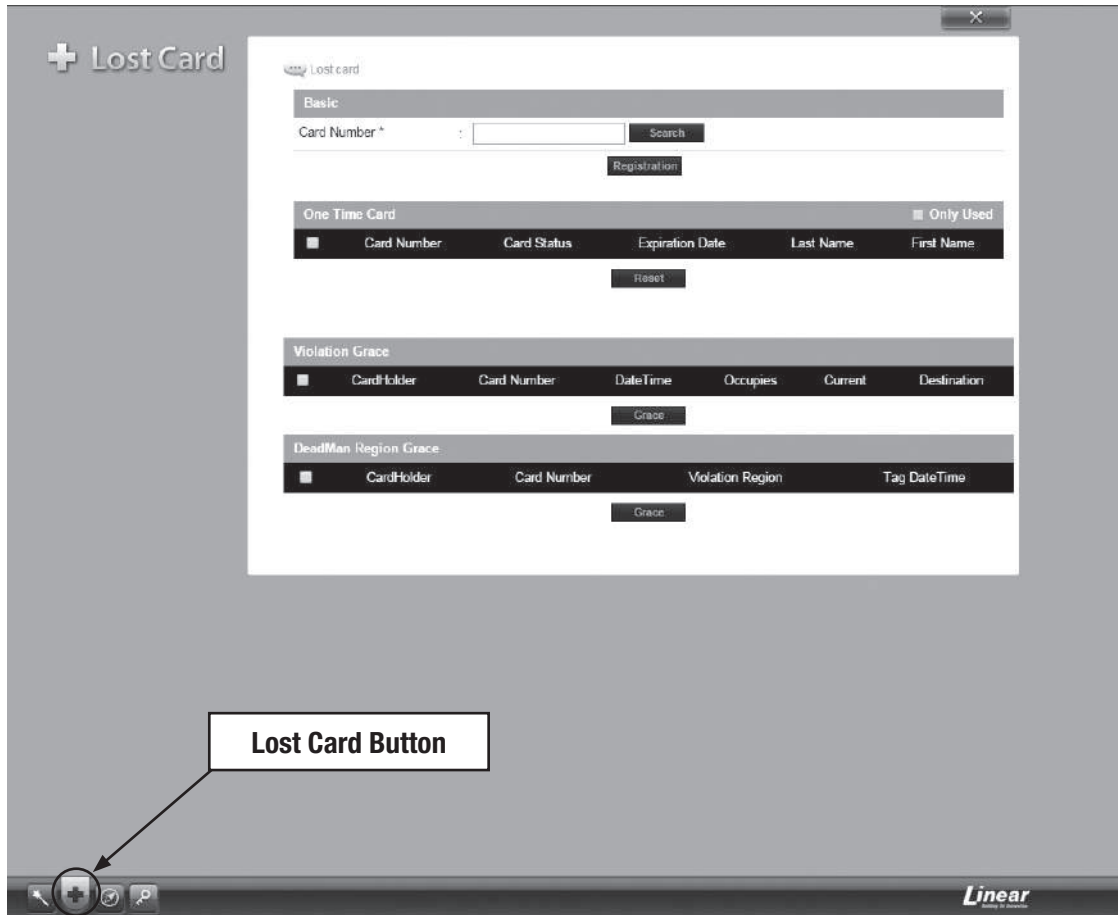
The *Site Map* is an overview of the pages within the Controller interface. Each page listed in the site map is linked to the page it represents. This allows the user to quickly jump to any section listed in the site map.





6. Lost Card

Lost Card is a utility to quickly identify the Card Holder associated with a lost card. The operator may enter any card number to view the Card Holder that is associated with the card, reset a One Time Card, or override a Violation Grace.

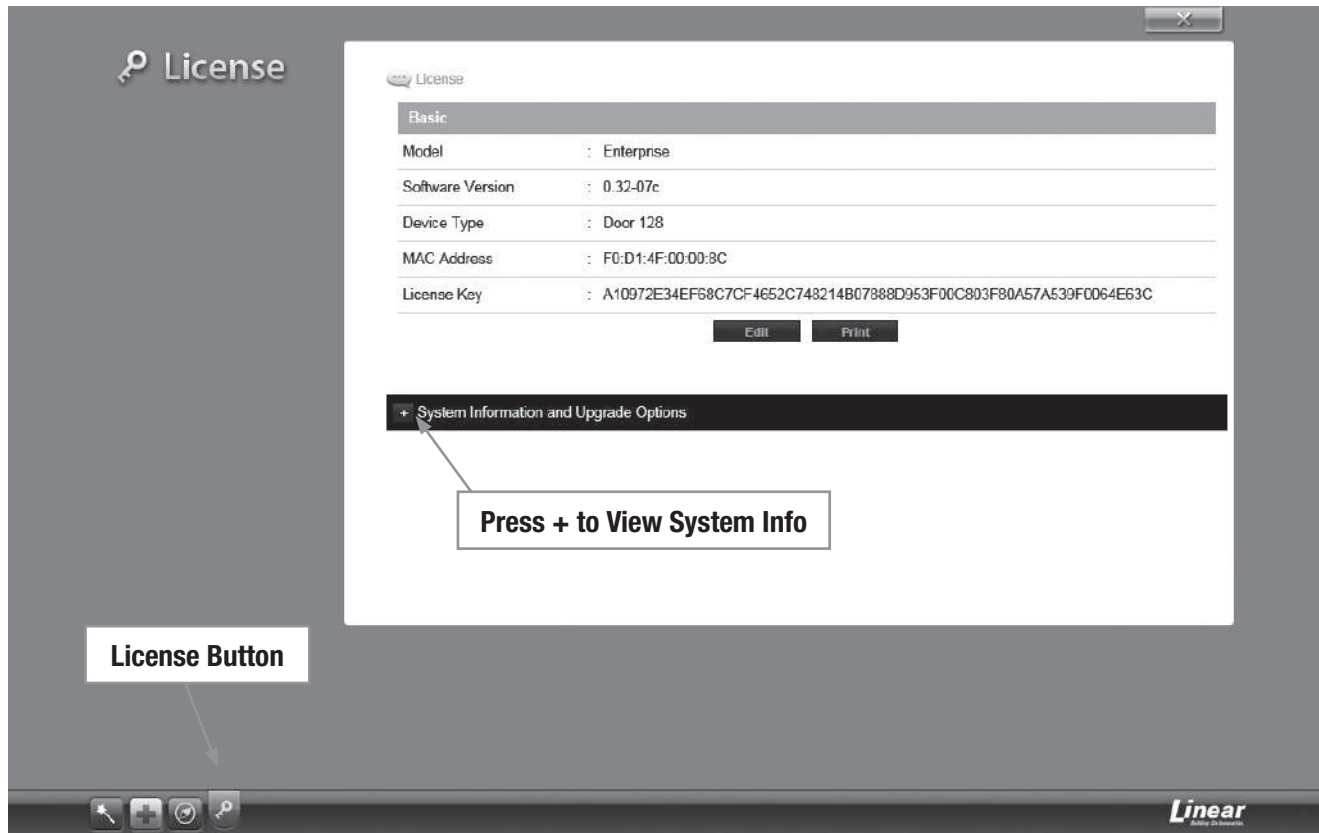




7. License

License displays the basic system information of the Controller. Please print the **License Key** for future needs or in case of a factory default.

- ✓ **NOTE:** You can use the MAC address to recover the license key for the system. Visit <http://www.e3upgrade.com> and enter the MAC address and follow the directions.



System Information

- Press the + sign to display the system configuration information and upgrade options.
- Current system information is shown on the left.
- Upgrade options are shown on the right. Select options from the two dropdown boxes.
- Enter any comments to send with the request in the text box.
- Click **Request Upgrade** to send in an upgrade request.

CURRENT SYSTEM CONFIGURATION		DOOR & SYSTEM UPGRADE OPTIONS	
System	Enterprise	System	Enterprise
Readers per system	128	Readers per system	128
Doors per system	64	Doors per system	64
Users per system	10,000	Users per system	10,000
Access levels per person	32	Access levels per person	32
Access cards	120,000	Access cards	120,000
Cards per person	32	Cards per person	32
Card formats	32	Card formats	32
Expansion modules	15	Expansion modules	15
Alarm Input Points	224	Alarm Input Points	224
Output Points	128	Output Points	128
Online Event history log	100,000 transaction	Online Event history log	100,000 transaction

Enter comments here

Request Upgrade

Cancel

8. End User License Agreement

IMPORTANT: THIS SOFTWARE END USER LICENSE AGREEMENT ("EULA") IS A LEGAL AGREEMENT BETWEEN YOU (EITHER AN INDIVIDUAL OR, IF PURCHASED OR OTHERWISE ACQUIRED BY OR FOR AN ENTITY, AN ENTITY) AND NORTEK SECURITY & CONTROL LLC. READ IT CAREFULLY BEFORE USING THE SOFTWARE. IT PROVIDES A LICENSE TO USE THE SOFTWARE AND CONTAINS WARRANTY INFORMATION AND LIABILITY DISCLAIMERS. BY USING THE SOFTWARE, YOU ARE CONFIRMING YOUR ACCEPTANCE OF THE SOFTWARE AND AGREEING TO BECOME BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO BE BOUND BY THESE TERMS, THEN, DO NOT USE THE SOFTWARE.

1. Definitions

- "Nortek Security & Control" means Nortek Security & Control LLC.
- "Product" means only the Nortek Security & Control eMerge and other Nortek Security & Control products.
- "Software" means only the Nortek Security & Control software program(s) and third party software programs, in each case, provided by Nortek Security & Control in connection with the Products, and may include corresponding documentation, associated media, printed materials, and online or electronic documentation, and all updates or upgrades of the above that are provided to you.

2. License Grants

- You may use the Software on an eMerge product; provided, however, that, notwithstanding anything contrary contained herein, you may not use the Software on any non-Nortek Security & Control product or device, including, but not limited to, mobile devices, internet appliances, set top boxes (STB), home automation systems or any other consumer electronics devices. You may upgrade the Software on an Nortek Security & Control eMerge product following procedures authorized by Nortek Security & Control.
- You agree that Nortek Security & Control may audit your use of the Software for compliance with these terms at any time, upon reasonable notice. In the event that such audit reveals any use of the Software by you other than in full compliance with the terms of this Agreement, you shall reimburse Nortek Security & Control for all reasonable expenses related to such audit in addition to any other liabilities you may incur as a result of such non-compliance.
- Your license rights under this EULA are non-exclusive.

3. License Restrictions

- You may not make or distribute copies of the Software, or electronically transfer the Software from a Nortek Security & Control product to another Nortek Security & Control product, or to a computer or over a network.
- You may not alter, merge, modify, adapt or translate the Software, or decompile, reverse engineer, disassemble, or otherwise reduce the Software to a human-perceivable form.
- You may not sell, rent, lease, or sublicense the Software.
- You may not modify the Software or create derivative works based upon the Software.
- You may not export the Software into any country prohibited by the United States Export Administration Act and the regulations thereunder.
- In the event that you fail to comply with this EULA, Nortek Security & Control may terminate the license and you must stop using this Software and stop operating the Nortek Security & Control eMerge product (with all other rights of both parties and all other provisions of this EULA surviving any such termination).
- You shall not use the Software to develop any software or other technology having the same primary function as the Software, including but not limited to using the Software in any development or test procedure that seeks to develop like software or other technology, to determine communications protocols used by the Nortek Security & Control eMerge Product or to determine if such software or other technology performs in a similar manner as the Software.
- You may not extract any JavaScript from the Software and use it in some other application.

4. Ownership

The foregoing license gives you limited license to use the Software. Nortek Security & Control and its licensors and suppliers retain all right, title and interest, including all copyright and intellectual property rights, in and to, the Software and all copies thereof. All rights not specifically granted in this EULA, including Federal and International Copyrights, are reserved by Nortek Security & Control and its suppliers.

5. WARRANTY DISCLAIMER

- THE SOFTWARE IS PROVIDED TO YOU ON AN "AS-IS" BASIS. NORTEK SECURITY & CONTROL PROVIDES NO TECHNICAL SUPPORT, WARRANTIES OR REMEDIES FOR THE SOFTWARE.
- NORTEK SECURITY & CONTROL AND ITS LICENSORS AND SUPPLIERS DISCLAIM ALL WARRANTIES AND REPRESENTATIONS, WHETHER EXPRESS, IMPLIED, OR OTHERWISE, INCLUDING THE WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALSO, THERE IS NO WARRANTY OF NON-INFRINGEMENT AND TITLE OR QUIET ENJOYMENT. NORTEK SECURITY & CONTROL DOES NOT WARRANT THAT THE SOFTWARE IS ERROR-FREE OR WILL OPERATE WITHOUT INTERRUPTION. NO RIGHTS OR REMEDIES REFERRED TO IN ARTICLE 2A OF THE UCC WILL BE CONFERRED ON YOU UNLESS EXPRESSLY GRANTED HEREIN. THE SOFTWARE IS NOT FAULT TOLERANT, AND IS NOT DESIGNED, INTENDED OR LICENSED FOR SECURITY SYSTEMS USE OR ANY OTHER USE IN HAZARDOUS ENVIRONMENTS REQUIRING FAIL-SAFE CONTROLS, INCLUDING WITHOUT LIMITATION, THE DESIGN, CONSTRUCTION, MAINTENANCE OR OPERATION OF NUCLEAR FACILITIES, AIRCRAFT NAVIGATION OR COMMUNICATION SYSTEMS, AIR TRAFFIC CONTROL, AND LIFE SUPPORT OR WEAPONS SYSTEMS. NORTEK SECURITY & CONTROL SPECIFICALLY DISCLAIMS ANY EXPRESS OR IMPLIED WARRANTY OF FITNESS FOR SUCH PURPOSES.
- IF APPLICABLE LAW REQUIRES ANY WARRANTIES WITH RESPECT TO THE SOFTWARE, ALL SUCH WARRANTIES ARE LIMITED IN DURATION TO NINETY (90) DAYS FROM THE DATE OF DELIVERY.
- NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY NORTEK SECURITY & CONTROL, ITS DEALERS, DISTRIBUTORS, AGENTS OR EMPLOYEES SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF ANY WARRANTY PROVIDED HEREIN.
- (USA only) SOME STATES DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT APPLY TO YOU. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY ALSO HAVE OTHER LEGAL RIGHTS THAT VARY FROM STATE TO STATE.
- NORTEK SECURITY & CONTROL SHALL HAVE NO RESPONSIBILITY IF THE SOFTWARE HAS BEEN ALTERED IN ANY WAY, OR FOR ANY FAILURE THAT ARISES OUT OF USE OF THE SOFTWARE WITH OTHER THAN A RECOMMENDED HARDWARE CONFIGURATION.

Restrictions. This warranty does not apply to any Nortek Security & Control Products that: (a) have been altered, except by Nortek Security & Control or with the written permission of Nortek Security & Control, (b) have not been installed, operated, repaired, or maintained in accordance with instructions supplied by Nortek Security & Control, (c) have been subjected to abnormal physical or electrical stress, misuse, negligence, or accident, (d) are licensed, for beta, evaluation, testing or demonstration purposes; or (e) are systems for which Nortek Security & Control has not received a payment of purchase price or license fee.

6. LIMITATION OF LIABILITY

- NEITHER NORTEK SECURITY & CONTROL NOR ITS LICENSORS OR SUPPLIERS SHALL BE LIABLE TO YOU OR ANY THIRD PARTY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, COVER OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR THE INABILITY TO USE EQUIPMENT OR ACCESS DATA, LOSS OF BUSINESS, LOSS OF PROFITS, BUSINESS INTERRUPTION OR THE LIKE), ARISING OUT OF THE USE OF, OR INABILITY TO USE, THE SOFTWARE AND BASED ON ANY THEORY OF LIABILITY INCLUDING BREACH OF CONTRACT, BREACH OF WARRANTY, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY OR OTHERWISE, EVEN IF NORTEK SECURITY & CONTROL OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND EVEN IF A REMEDY SET FORTH HEREIN IS FOUND TO HAVE FAILED OF ITS ESSENTIAL PURPOSE.
- NORTEK SECURITY & CONTROL'S AND ITS LICENSORS AND SUPPLIERS TOTAL LIABILITY TO YOU FOR ACTUAL DAMAGES FOR ANY CAUSE WHATSOEVER WILL BE LIMITED TO THE AMOUNT PAID BY YOU FOR THE SOFTWARE THAT CAUSED SUCH DAMAGE.
- (USA only) SOME STATES DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OF CONSEQUENTIAL DAMAGES, SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY TO YOU AND YOU MAY ALSO HAVE OTHER LEGAL RIGHTS THAT VARY FROM STATE TO STATE.
- THE FOREGOING LIMITATIONS ON LIABILITY ARE INTENDED TO APPLY TO ALL ASPECTS OF THIS EULA.

The Warranty Disclaimer and Limited Liability set forth above inure to the benefit of Nortek Security & Control's licensors and suppliers.

7. Software Transfer Allowed But With Restrictions.

You may permanently transfer rights under this EULA only as part of a permanent sale or transfer of the Nortek Security & Control product, and only if the recipient agrees to this EULA. If the Software is an upgrade, any transfer must also include all prior versions of the Software.

8. U.S. GOVERNMENT RESTRICTED RIGHTS LEGEND.

This Software and the documentation are provided with "RESTRICTED RIGHTS" applicable to private and public licenses alike. Without limiting the foregoing, use, duplication, or disclosure by the US Government is subject to restrictions as set forth in this EULA and as provided in DFARS 227.7202-1(a) and 227.7202-3(a) (1995), DFARS 252.227-7013 (c)(1)(ii)(OCT 1988), FAR 12.212(a)(1995), FAR 52.227-19, or FAR 52.227-14, as applicable. Manufacturer: Nortek Security & Control LLC, 1950 Camino Vida Roble, Suite 150, Carlsbad, CA 92008-6517.

9. (Outside of the USA) Consumer End Users Only

The limitations or exclusions of warranties and liability contained in this EULA do not affect or prejudice the statutory rights of a consumer, i.e., a person acquiring goods otherwise than in the course of a business.

The limitations or exclusions of warranties, remedies or liability contained in this EULA shall apply to you only to the extent such limitations or exclusions are permitted under the laws of the jurisdiction where you are located.

10. Third Party Software

The Software may contain third party software which requires notices and/or additional terms and conditions. Such required third party software notices and/or additional terms and conditions are listed below and are made a part of and incorporated by reference into this EULA. By accepting this EULA, you are also accepting the additional terms and conditions, if any, set forth therein.

11. General

This EULA shall be governed by the laws of the appropriate United States jurisdiction, without giving effect to principles of conflict of laws. In each case this EULA shall be construed and enforced without regard to the United Nations Convention on the International Sale of Goods.

This EULA contains the complete agreement between the parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous agreements or understandings, whether oral or written. You agree that any varying or additional terms contained in any purchase order or other written notification or document issued by you in relation to the Software licensed hereunder shall be of no effect. The failure or delay of Nortek Security & Control to exercise any of its rights under this EULA or upon any breach of this EULA shall not be deemed a waiver of those rights or of the breach.

No Nortek Security & Control dealer, agent or employee is authorized to make any amendment to this EULA. If any provision of this EULA shall be held by a court of competent jurisdiction to be contrary to law, that provision will be enforced to the maximum extent permissible, and the remaining provisions of this EULA will remain in full force and effect.

All questions concerning this EULA shall be directed to: Nortek Security & Control 1950 Camino Vida Roble, Suite 150, Carlsbad, CA 92008-6517.

Nortek Security & Control and other trademarks contained in the Software are trademarks or registered trademarks of Nortek Security & Control LLC or its affiliates in the United States and/or other countries.

All rights strictly reserved. No part of this document may be reproduced, copied, adapted, or transmitted in any form or by any means without written permission from Nortek Security & Control LLC.

Corporate Office

Nortek Security & Control LLC
1950 Camino Vida Roble, Suite 150
Carlsbad, CA 92008-6517
Tel: (800) 421-1587 / 760-438-7000
Fax: (800) 468-1340 / 760-931-1340

Technical Support

Tel: (800) 421-1587
Hours: 5:00 AM to 4:30 PM Pacific Time, Monday - Friday



SECURITY & CONTROL

USA & Canada (800) 421-1587 & (800) 392-0123

(760) 438-7000 - Toll Free FAX (800) 468-1340

www.nortekcontrol.com