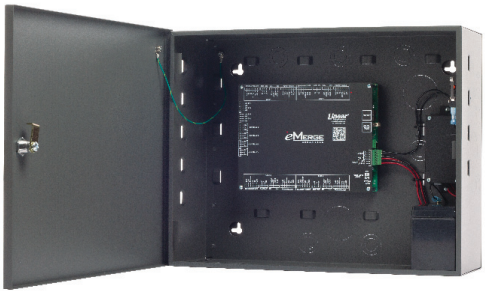
eMERGE™

e3 SERIES™



Essential
Essential Plus
Elite

Access Control System

Document Number: 620-100240, Rev. D

User Programming Guide

Linear®
Building On Innovation.

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Notices

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.

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Notice
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.

Contents

1.0 Introduction

This manual contains information regarding the programming and configuration of the ***eMerge Essential***, ***eMerge Essential Plus*** and ***Elite*** access control systems. The eMerge 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 eMerge memory — providing a record of all card holder entries and exits, input detection, and security or fire detection, if desired.

The eMerge system can be seamlessly scaled up, via software keys, to other eMerge E3-Series systems providing increased door and reader capacity, enhanced features, and higher level capabilities.

General Features

The following is a feature summary of the eMerge server software:

- 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 eMerge will follow when an event occurs. For example, when a door is forced open the eMerge can be instructed to turn on a camera and display a graphic.
- Configure the eMerge 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.

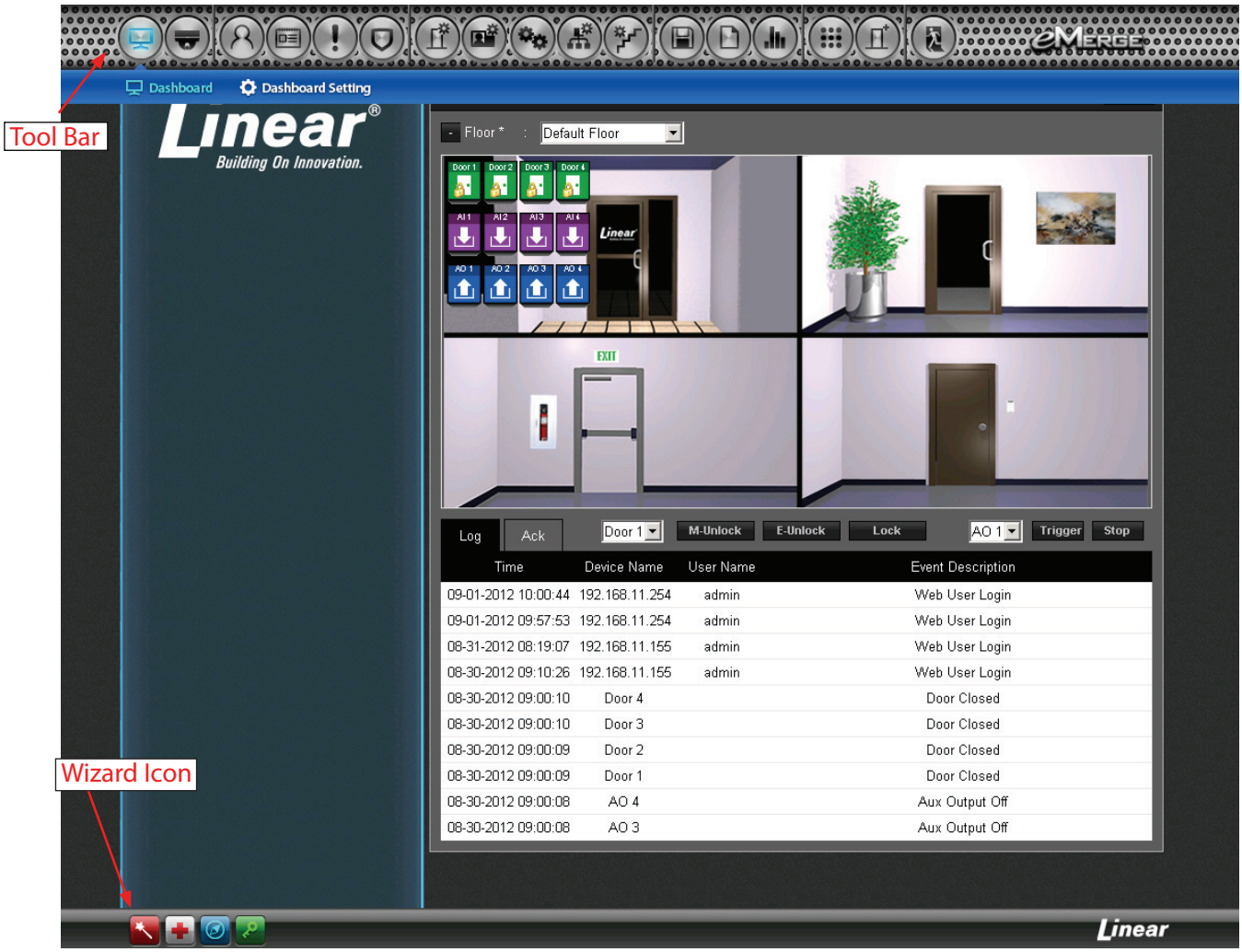
Specifications

Feature	e3 Essential / Plus	e3 Elite 36	e3 Elite 64
Doors/Portals	1 (scalable to 4 with optional key upgrades)	36*	64*
Maximum readers	8 (4 in/4 out)	72 (36 in / 36 out)*	128(64in/64out)*
Inputs	12	108*	192*
Outputs	8	72*	128*
Card holders (users)	1,000	5,000	5,000
Access cards	8,000	80,000	80,000
Cards per person	12	32	64
Card formats	32	32	64
Access levels	25	125	125
Time Schedules	25	125	125
Simultaneous system users	8	16	16
Online transactions	15,000	30,000	30,000
Elevator	N/A	Yes*	Yes*
* **NOTE**: Using optional expansion controllers			

2.0 Software Layout

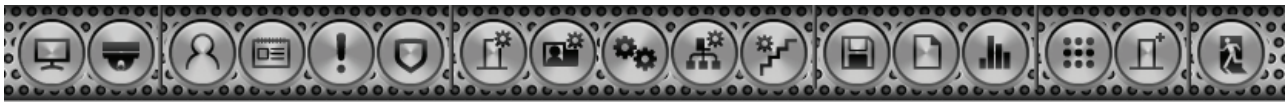
eMerge Server Software

The eMerge server software 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.



Toolbar Menu

The Toolbar provides access to the complete programming options of the eMerge server software.



Dashboard: The default eMerge 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.

Schedule: Add and edit time schedules, holidays and unlock schedules.

Event Actions: 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 desired.

Device Setting: Configure the doors, elevators, inputs and outputs that are licensed and available within the system.

User Setting: Define the operators that can login and access the system.

System Setting: Update, backup, restore or reset the controller.

Network Setting: Configure the IP address, FTP, update server, SMTP and time server.

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 reports.

Report: Provides system and event reporting.

Group Table: Enter cards and door groups as well as configure access level groups.

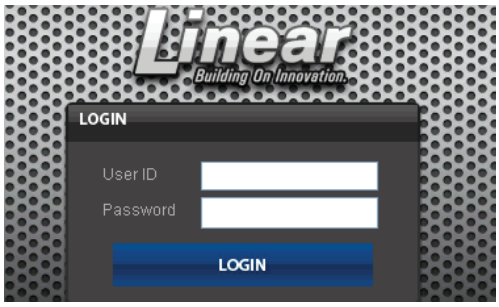
Site Management: View site information and add a custom logo, if desired.

Logout: Logs the operator out of the eMerge software.

3.0 System Programming

Connect to the eMerge Controller

1. Open a web browser on a local computer and enter the IP address of the controller (Default = 192.168.0.250).
2. The browser presents the eMerge page as shown.
3. To log on, enter the user name (default = admin) and password (default = admin).



Notes:

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

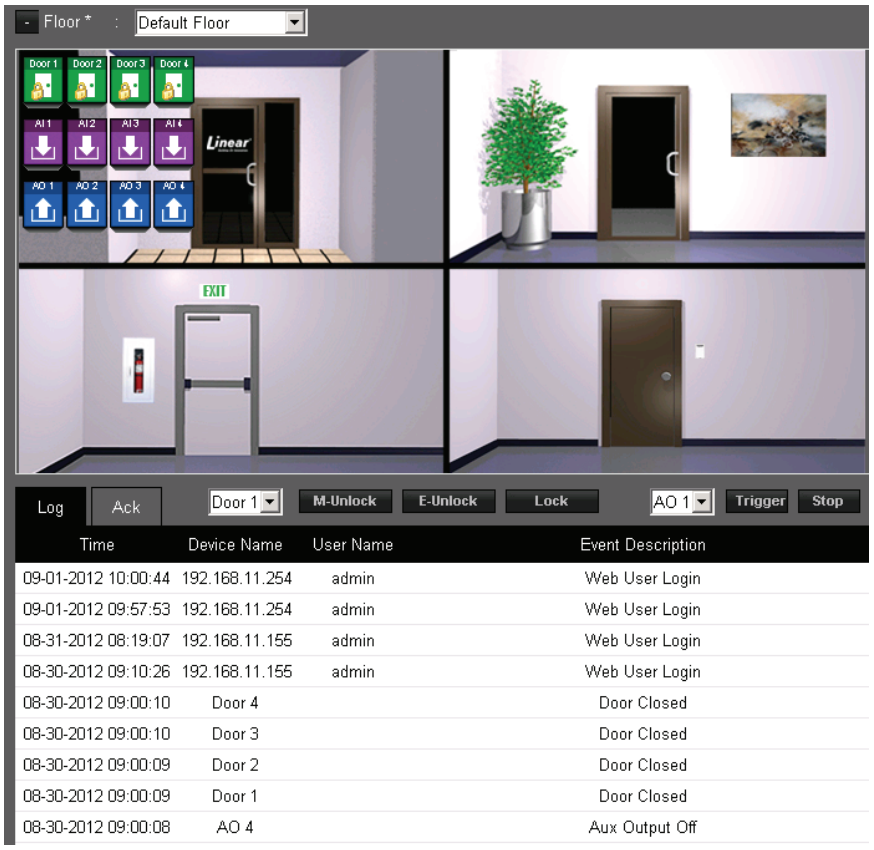
Dashboard

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**.

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



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).

Card Format

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

Adding a Card Format

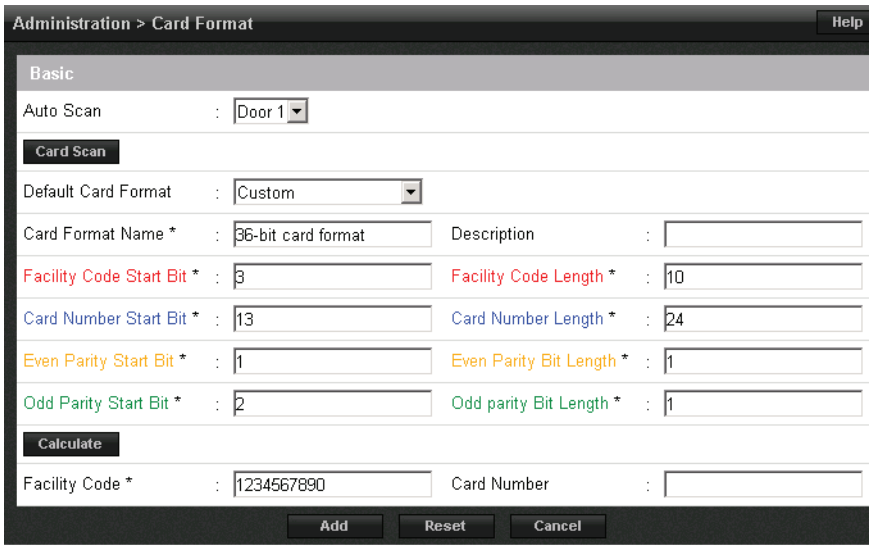
1. Click **New**.
2. Enter a name and description (optional) for the card format.
3. Enter the facility code bit/length, card number bit/length and parity information as provided by the card manufacturer.
4. Click **Add** to save the changes.

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

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. Click **Calculate** to obtain the facility code and card number.
5. The new card format will populate the data fields.
6. 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.*

Holidays

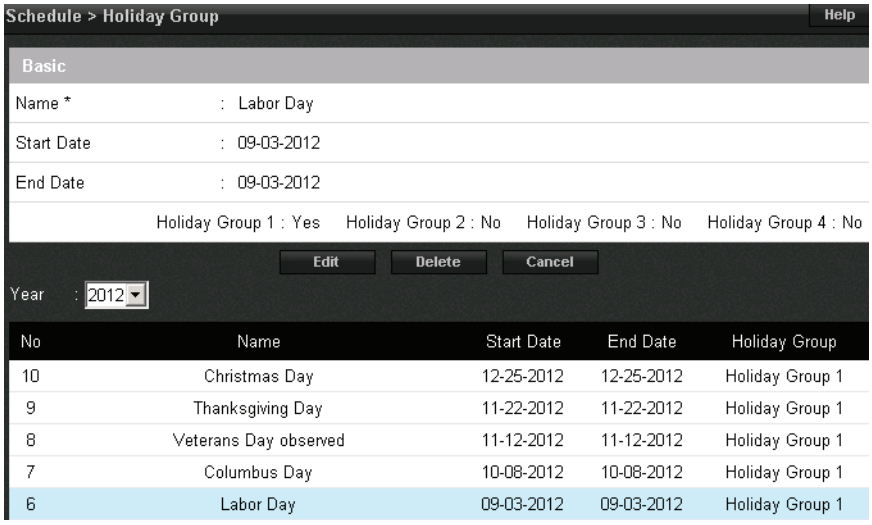
Use ***Holiday Groups*** to define days and times during the year when holiday hours are used. When the holiday starts, the controller switches from regular hours to holiday hours. When the holiday ends, the regular hours resume. You can assign four holiday groups with up to 30 holidays total among the groups. A holiday can include any number of consecutive days within the same calendar year. The eMerge 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.

To Edit 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 (pre-configured holidays must be renamed if edited).
4. Click **Save**.

To Delete a Holiday

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



To Add 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.*

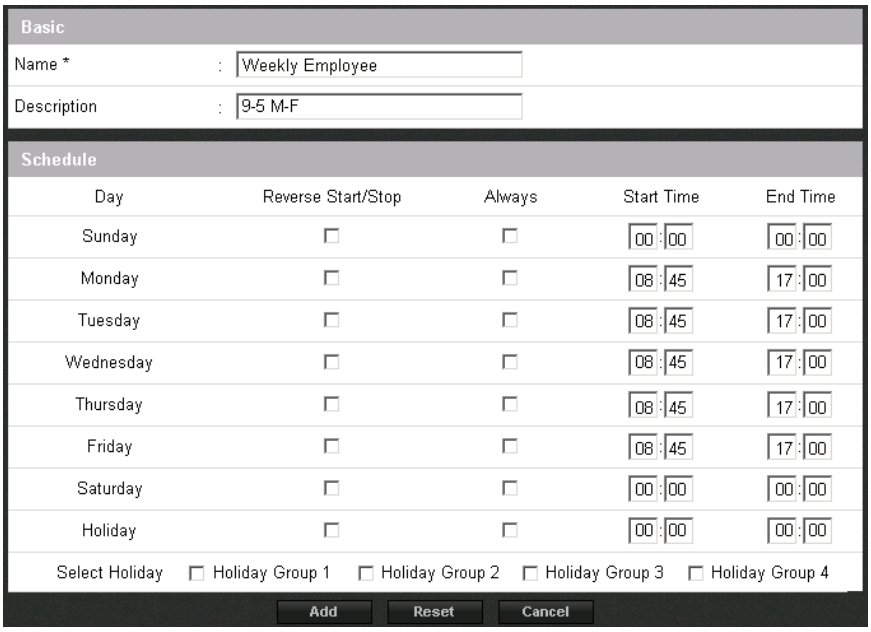
Schedules

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.

To Add a Schedule

1. Click **New**.
2. Enter the desired name and description (optional) for the schedule.
3. Enter the **Start Time** and **End Time** on days when the schedule is to be active (time must be entered in a 24-hour format).
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) the "Reverse Start/Stop" box must be selected.*



To Delete 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.

To Edit 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.*

Doors

Displays the *Doors* that are assigned to the system. Click on the door name for additional information pertaining to each door.

To Edit a Door

1. Select the desired door. Scroll to the bottom of the page and click **Edit**.
2. Enter the desired name and description (optional) for the door.
3. Change the reader, door contact, REX, door lock mode and additional features* as desired.
4. In the **Door Contact** section, adjust the **Held Open Time,** which is the length of time the door can be open following a valid access request. The **ADA Open Time** is an additional time added to the Held Open Time.
5. 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.
6. Select the Door's **Default Status**. This setting will be determined by the lock type (energized or de-energized).
7. Assign **Re-Lock on Open** if desired. This will re-lock the door immediately upon opening the door.
8. Adjust **Door Unlock Time** if desired. This is the length of time the door relay is active after a valid access request.
9. Click **Save** to save the changes.

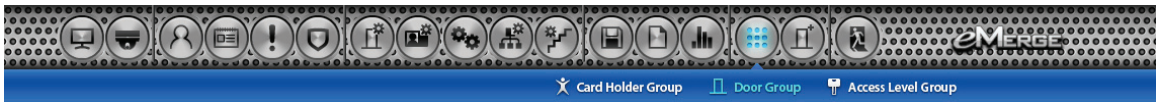
**** Additional Features**:*

First Man in Rule: Unlocks a door when first card user enters.

Manage in Rule: If a user designated as a manager has not entered the system within a specific time period, the door will not unlock.

Two Man Rule: Two card holders must present credentials at the same time in order to unlock the door. Cards must be presented in the proper sequence; Card Holder 1, Card Holder 2; otherwise, access will be denied.

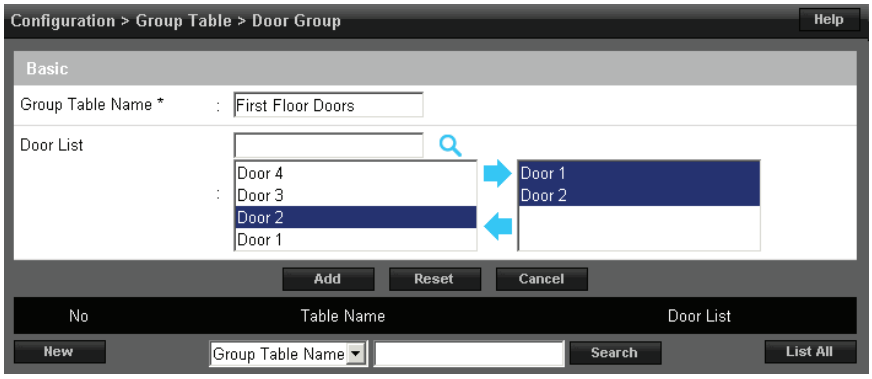
Door Group



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

To Add a Door Group

1. Click **New**
2. Enter the desired door group name.
3. Click the search icon next to the door list to populate the data.
4. Select the desired doors and click the right arrow to move to the right field. Note: Ctrl-click or shift-click will select multiple doors.
5. Click **Add** to save the changes.

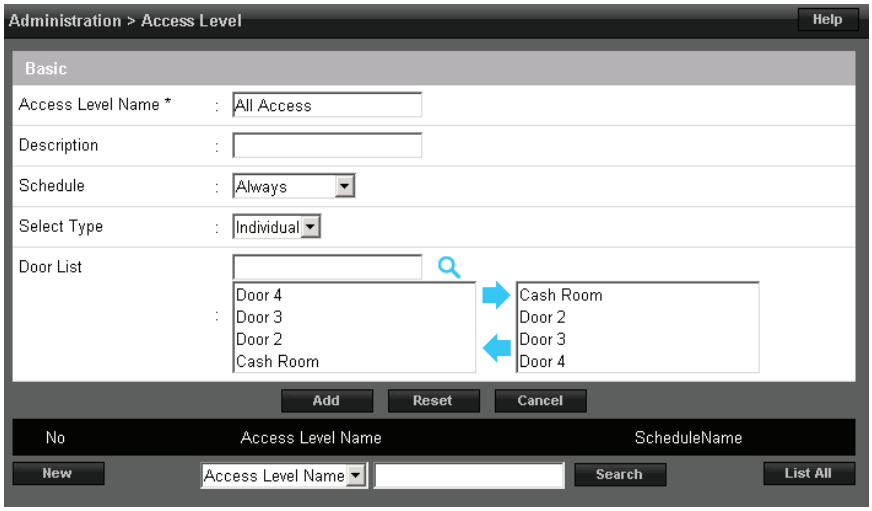


Access Level

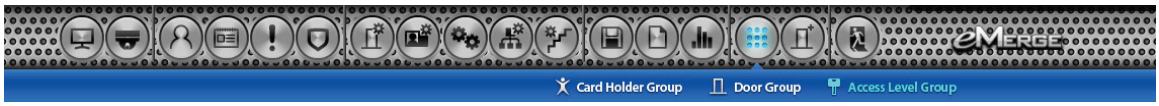
An *Access Level* establishes which doors the card holder can access and when they are allowed to access them. Access levels are comprised of a time schedule and door(s).

To Add an Access Level

1. Click **New**
2. Enter the desired name and description (optional).
3. Assign a time schedule to the access level by choosing it from the drop-down menu.
4. Click the search icon next to the door list to populate the door data.
4. Select the desired doors and click the right arrow to move to the right field. Note: Ctrl-click or shift-click will select multiple doors.
6. Click **Add** to save the changes.



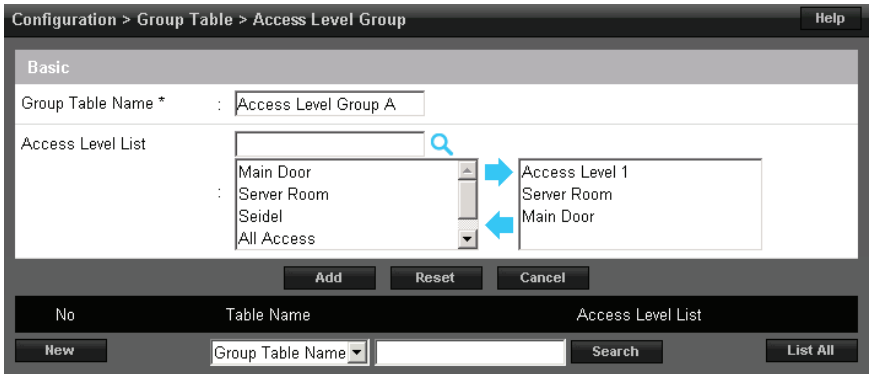
Access Level Groups



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

To Add an Access Level Group

1. Click **New**
2. Enter the desired group name.
3. Click the search icon next to the access level list to populate the data.
4. Select the desired access levels and click the right arrow to move to the right field. Note: Ctrl-click or shift-click will select multiple access levels.
5. Click **Add** to save the changes.

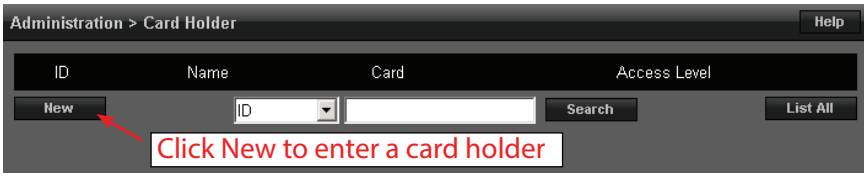


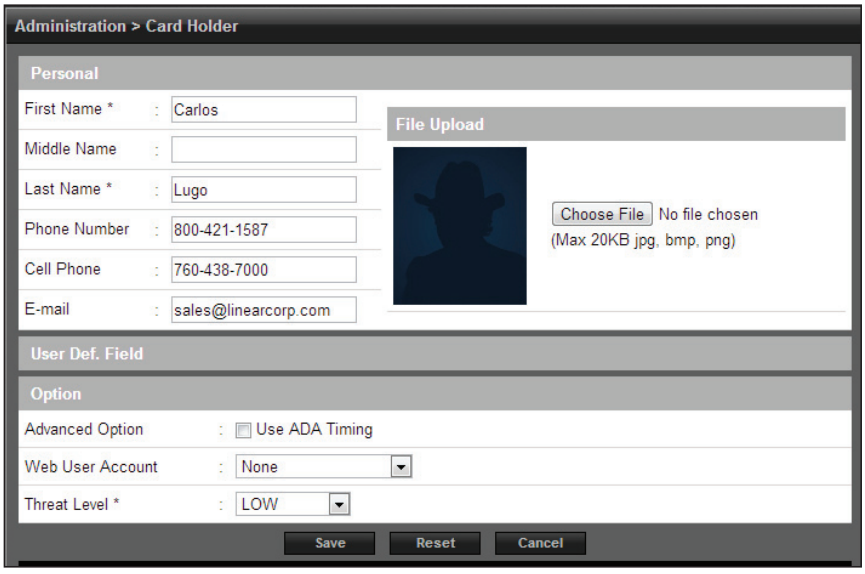
Card Holder

Individuals who access 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. Browse for a file under **File Upload** to assign an image to the card user for identification purposes.
4. Select **ADA Timing** for extended timing for the door relay.
5. Select a **Web User Account** to give the card holder operator privileges to the server software.
6. Click **Save**.





Assigning a Card to a Card Holder

1. Select the card holder from the main window.
2. Click **New**.
3. Select the appropriate card format from the drop-down field.
4. Enter the card number of the card.

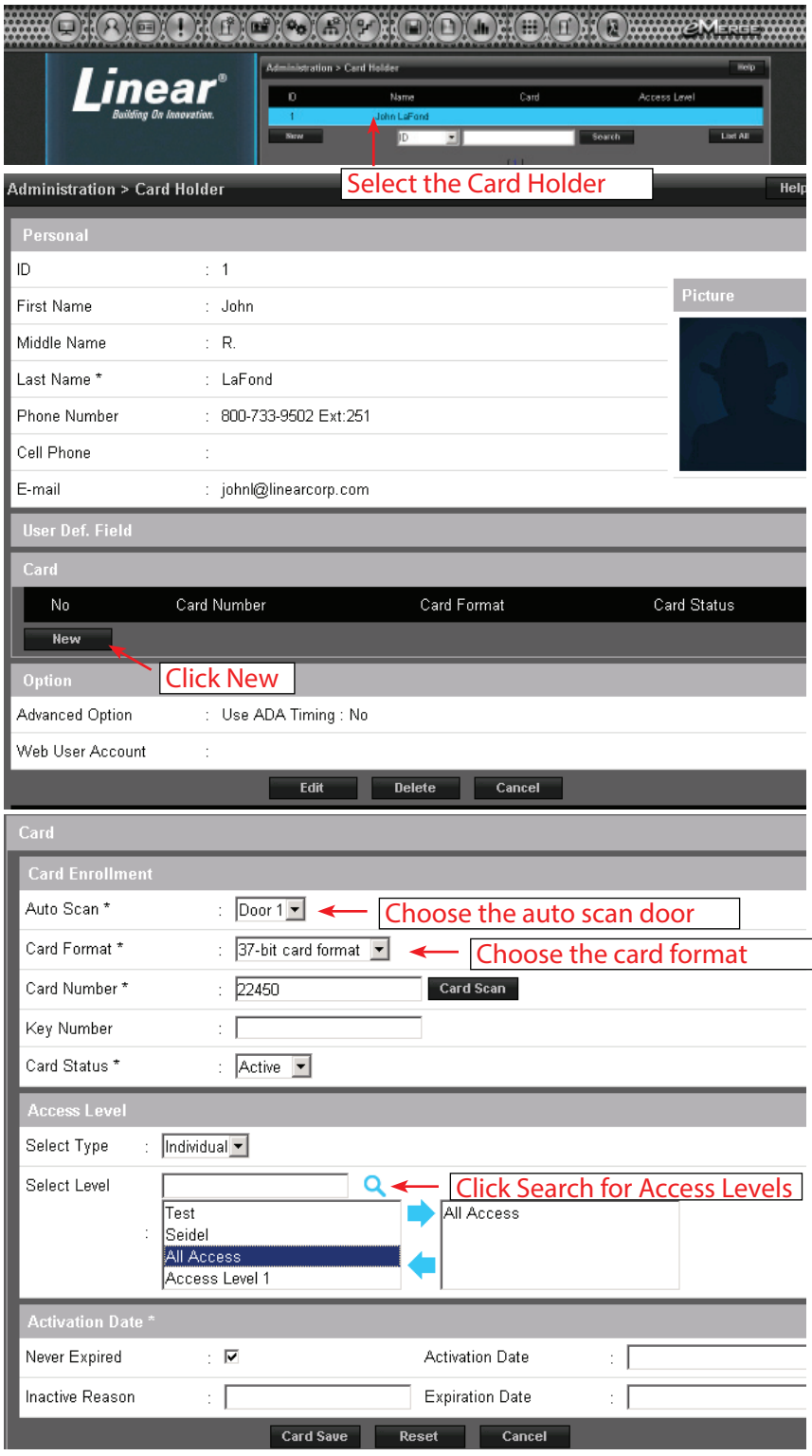
If card number is unknown, use the Auto Scan feature:

1. Under **Card Enrollment**, select the door where the card will be auto-scanned.
2. Select the card format of the card(s).
3. Enter the card number or click **Card Scan** and present the card(s) to the reader.
4. The new card number will populate the data field.
5. Click the search icon to populate the access level data.
6. Select the desired access level(s) and click the right arrow to move it to the field on the right.
7. Choose an optional activation and expiration date for the card.
8. Click **Card Save** to assign the card to the card holder.

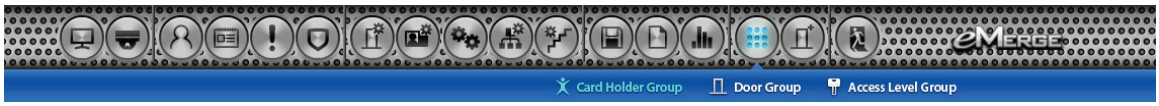
***Note**: Card scanner can only be used with doors 1 - 4.*

Changing a Card Holder's Access Level

1. Click the desired card holder to open the information window.
2. Under **Card**, select and click the card number.
3. The card information window opens. Click the **Edit** button.
4. Under **Access Level**, click the search icon next to **Select Level**.
5. Select the desired access level(s) and click the arrow to change the access level.
6. Click **Card Save** to save the changes.



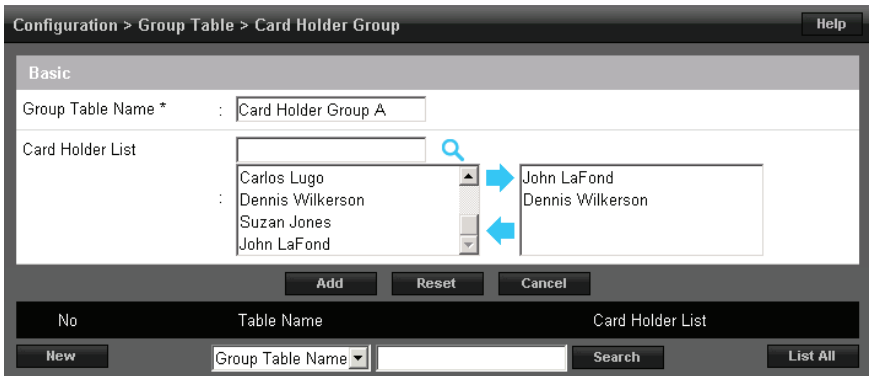
Card Holder Group



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

To Add a Card Holder Group

1. Click **New**
2. Enter the card holder group name.
3. Click the search icon next to the card holder list to populate the data.
4. Select the desired card holders and click the right arrow to move to the right field. Note: Ctrl-click or shift-click will select multiple users.
5. Click **Add** to save the changes.

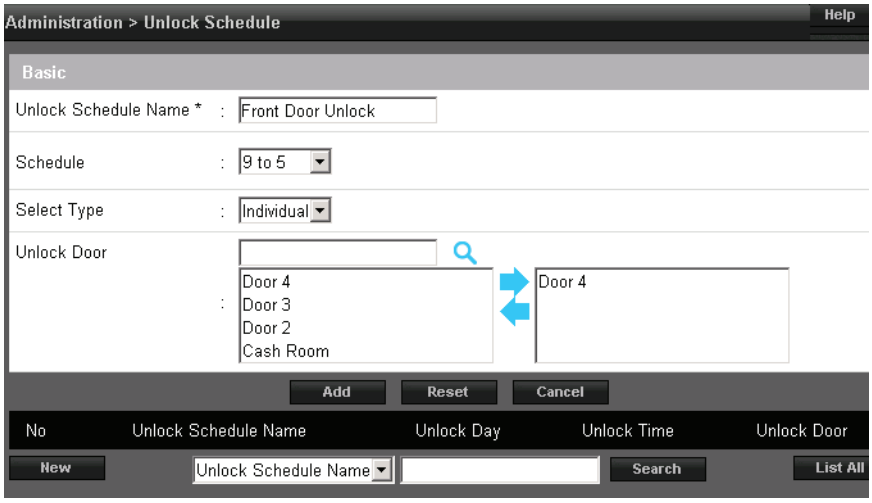


Unlock Schedules

An *Unlock Schedule* defines the day and time when a door is unlocked.

Adding an Unlock Schedule

1. Click **New**.
2. Enter the **Unlock Schedule Name**.
3. Select the **Schedule** when the door will be unlocked.
4. Click the drop-down to select an individual door or a group of doors.
5. Click the search icon next to the door list to populate the door data.
6. Select the desired doors and click the right arrow to move the doors to the field on the right.
7. Click **Add** to create the unlock schedule.



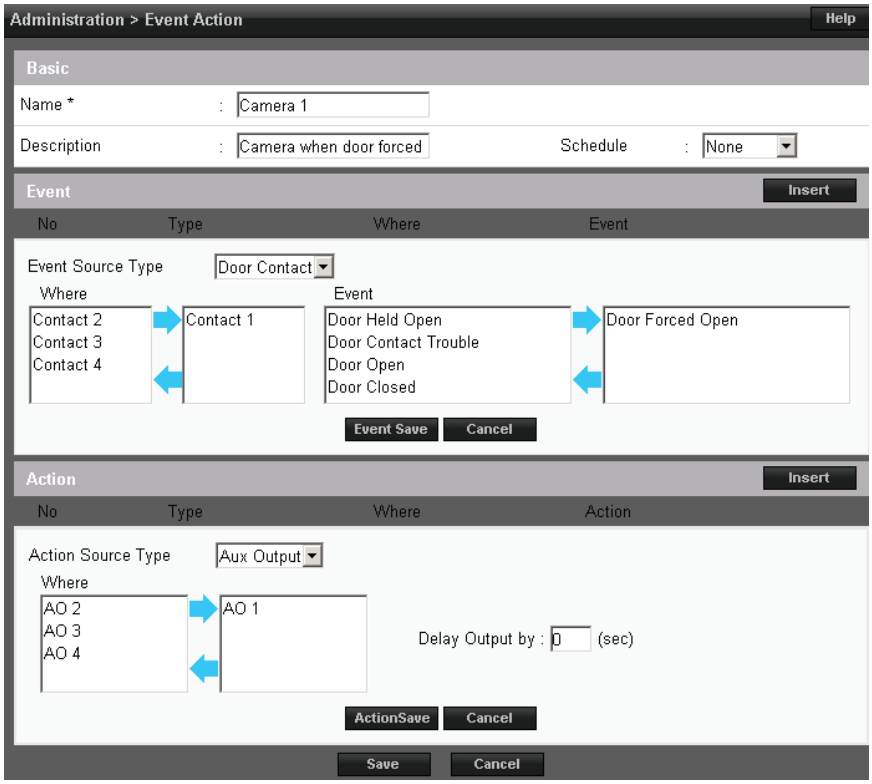
Event Action

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. Click **Insert** to add an event.
3. In the **Event** section, select the event source.
4. Choose the event by selecting it and clicking the right arrow to move it to the field on the right. This is the event that will *trigger* the action.
5. In the **Action** section, click **Insert**.
6. Choose the source type. This is the item that will *respond* to the event. Select the item and move it to the right by clicking the right arrow.
7. Click **ActionSave** and **Save** in each section to save the settings.

***Note**: In this example, a door forced open event at door contact 1 will activate aux. output 1.*



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.

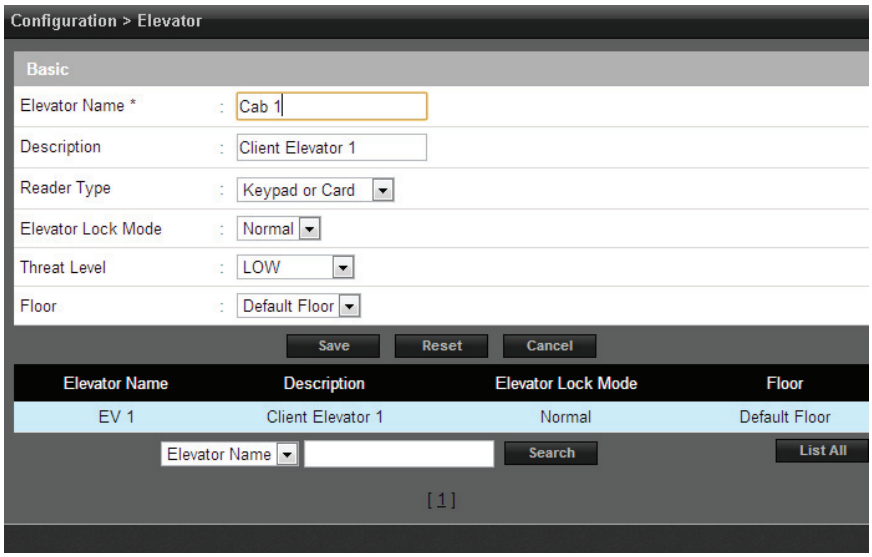
Event Code	Name	Dashboard Display	Ack
100	Access Denied	☑	☐
101	Denied Invalid Wiegand Format	☑	☐
201	Card Format Not Defined	☑	☐
300	Denied Lost Card	☑	☐
301	Denied Stolen Card	☑	☐
302	Denied Expired Card	☑	☐

Elevator (Elite Only)

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.

To Edit an Elevator

1. Click the desired elevator from the list and click **Edit**.
2. Enter a name and additional information as desired.
3. Click **Save** to save the changes.



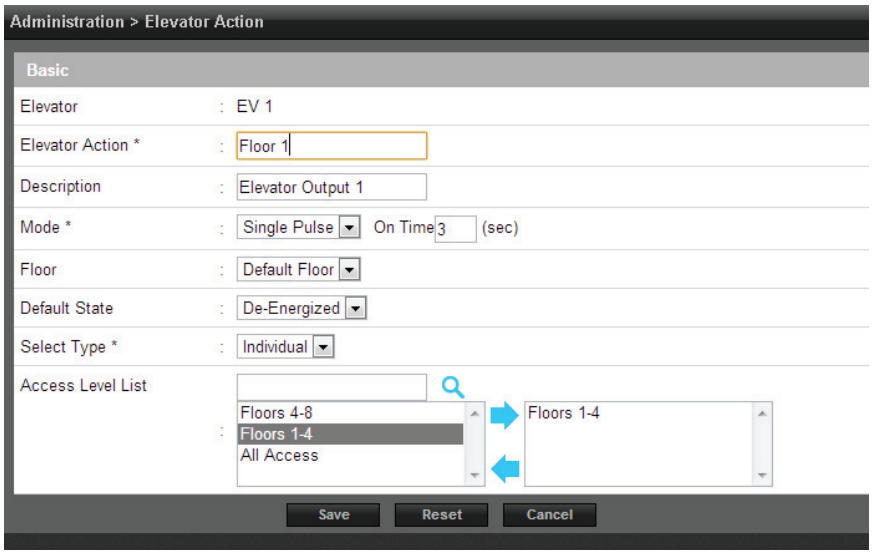
Elevator Action (Elite Only)

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.
3. Select the access level that will be used to grant access to the floor(s). (Doors must be assigned to the access level.)
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.*

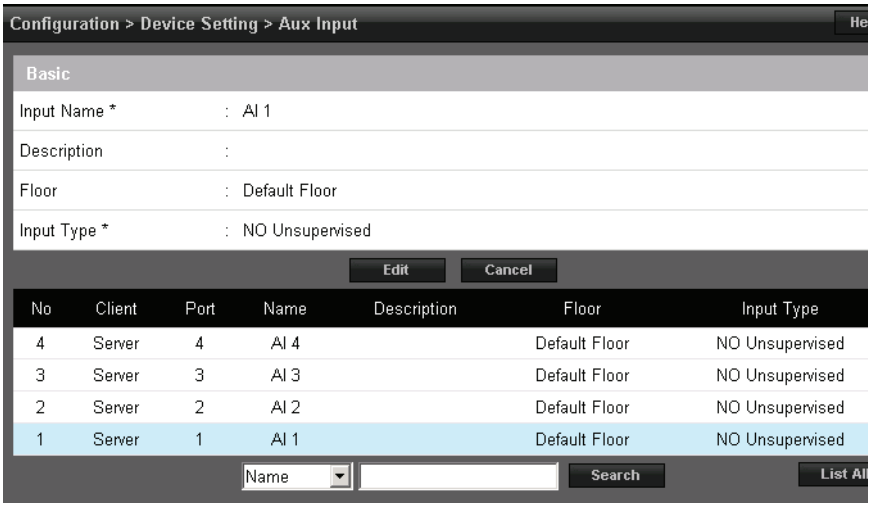


Aux Input

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.

To Edit 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 in the *Dashboard*.
4. Select the appropriate **Input Type** for the input. This value will be determined by the wiring configuration of the input.
5. Click **Save**.

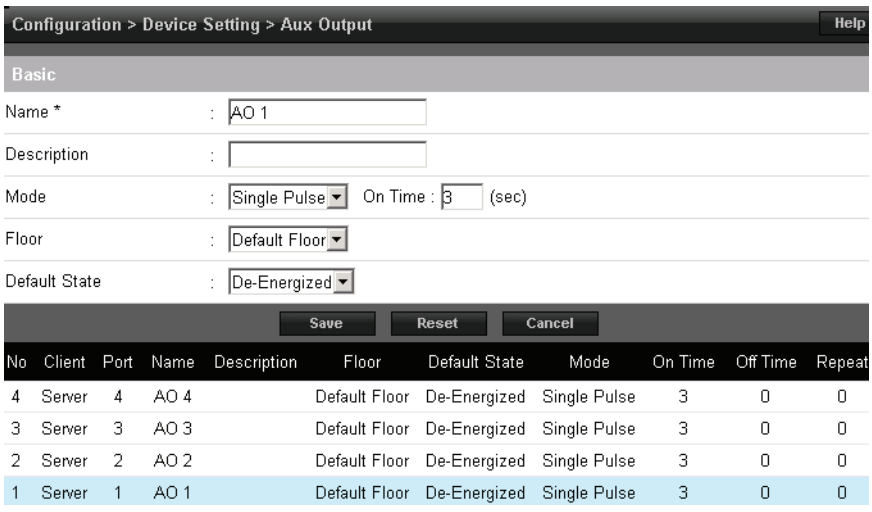


Aux Output

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.

To Edit 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.
4. Assign the output to a **Floor** for viewing in the *Dashboard*.
5. Select the **Default State** of the output. This setting will be determined by the output type (energized or de-energized).
6. Click **Save**.



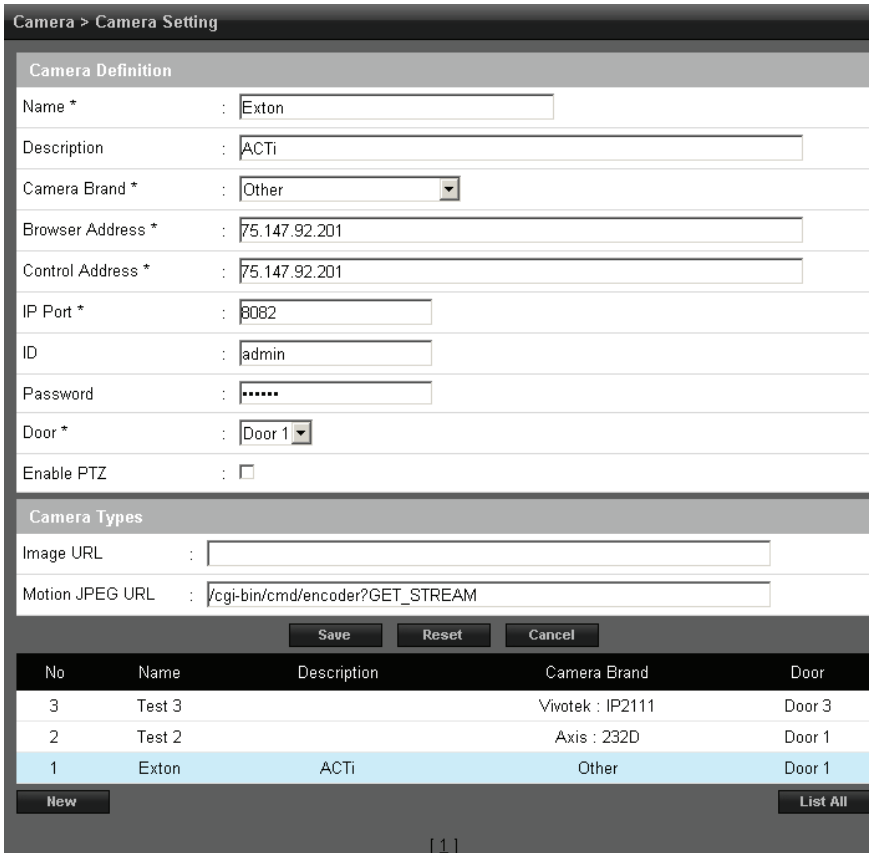
Camera Setting

Camera Setting allows configuration of IP cameras. *A license upgrade is required to use this feature with the Essential and Elite.*

To Add 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 **Save**.

***Note**: Live video is dependent on IP camera settings and browser capabilities. Not all camera and browser configurations are supported.*



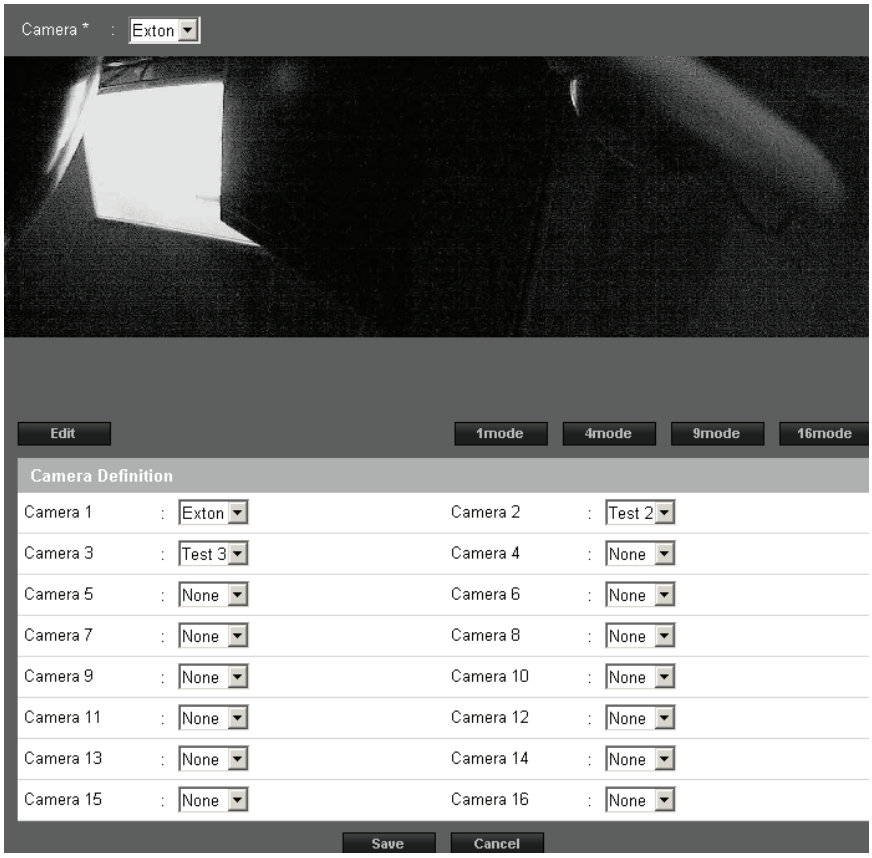
Camera View

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 with the Essential and Elite.*

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 as 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.*



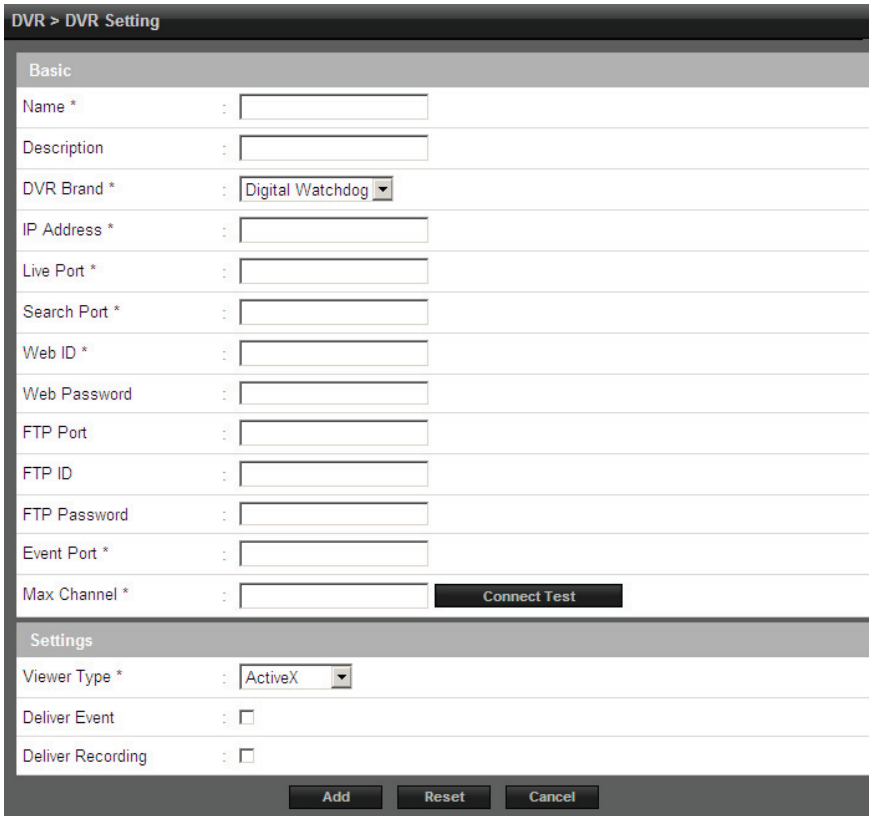
DVR Setting

DVR Setting allows configuration of digital video recorders. *A license upgrade is required to use this feature with the Essential and Elite.*

To Add 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**.

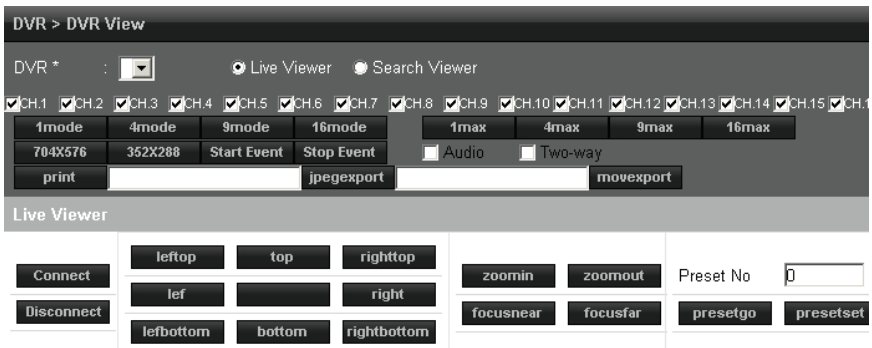
***Note**: Digital Watchdog DVR integration is only compatible with Microsoft IE9 or higher, 32 bit version only. The DVR setting must be configured using IE and will require installation of an ActiveX component. Refer to DVR manual for additional information.*



DVR View

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 with the Essential and Elite.*

Refer to the DVR manual for programming information.



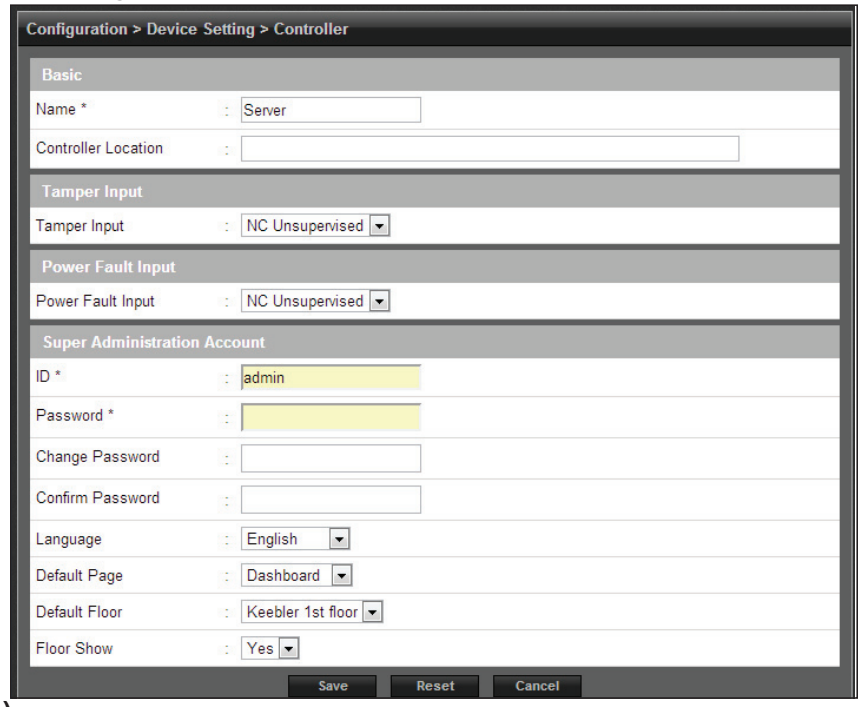
Controller

Controller displays information pertaining to the eMerge server. Click on the server to view or edit information.

To Edit the Server

1. Select the server 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 server.
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.*



Client Management (Elite Only)

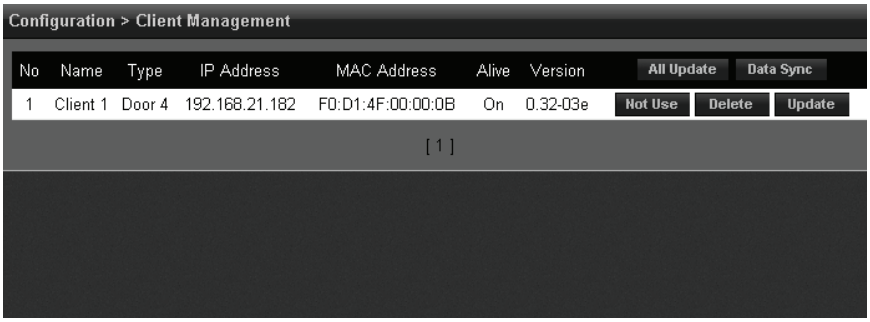
Client Management allows the user to assign a client controller to the server controller.

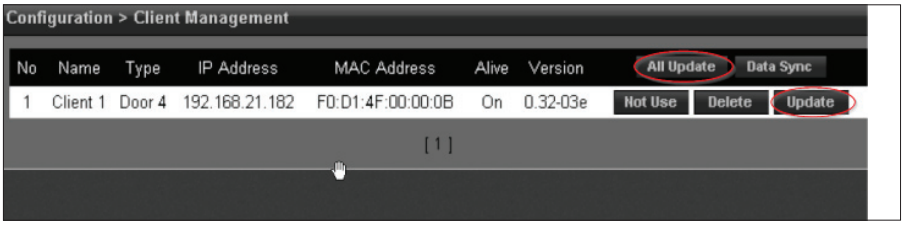
Link Client to Server

1. The installed client(s) will be listed in the *Client Management* section.
2. Click the *Use* button to link a client to the server. The button will display *Not Use* when the client is linked to the server.
3. The Dashboard log will indicate when the client is linked and the icons in the floor map will change from gray to color..
4. Go to Device settings to set the time zone and DST for the client.

***Note:** Clicking the Not Use button breaks the link from the client server.*

Client Management allows user to update the firmware of the clients. The firmware for an individual controller may be updated by clicking the update button for the controller. If multiple controllers are connected to a server, the All Update 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 e3 update server. Refer to IP Address to configure these settings.*

WARNING: Client and Servers MUST be using the same firmware version!

Client Replacement (Elite Only)

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

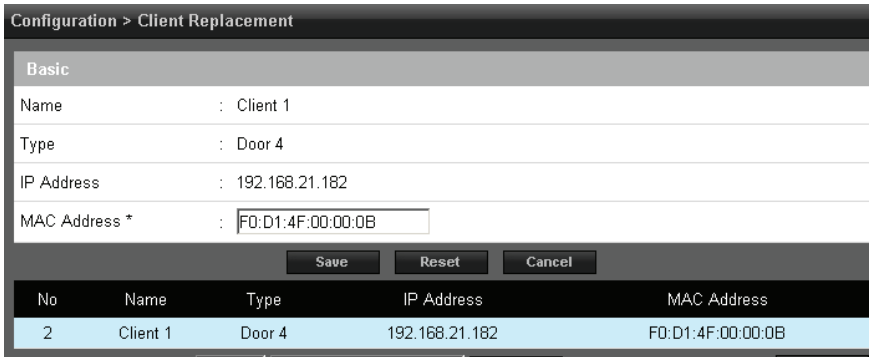
Replace a Client

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.

   Save the MAC address of the new client.

Note: *Leave the Server address set to 0.0.0.0*

3. On the server, go to Configuration > Client Replacement. Select the IP/MAC of the bad client and click edit button. Change the MAC to the replacement client
4. Login to the replacement client and set the server IP and save.
5. After the replacement client connects, the dashboard icons will change from gray to color.

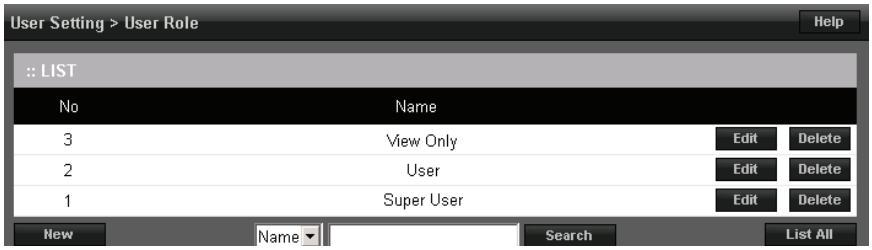


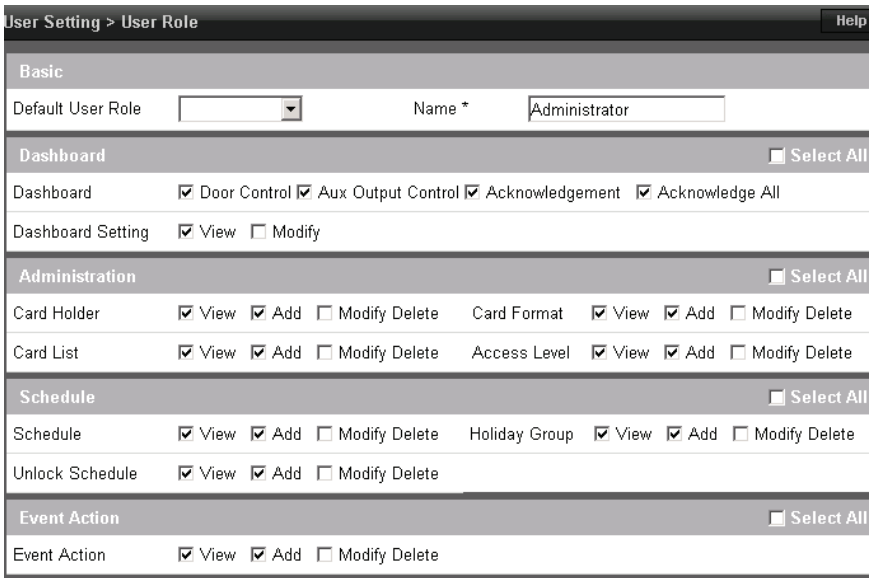
User Defined Field

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

User Role

User Roles define the access privilege of the operators. Assign a user ID to each person who will work in the eMerge server software. Each user ID can be configured to have different system privileges. System privileges determine the options the user has available in the server software.



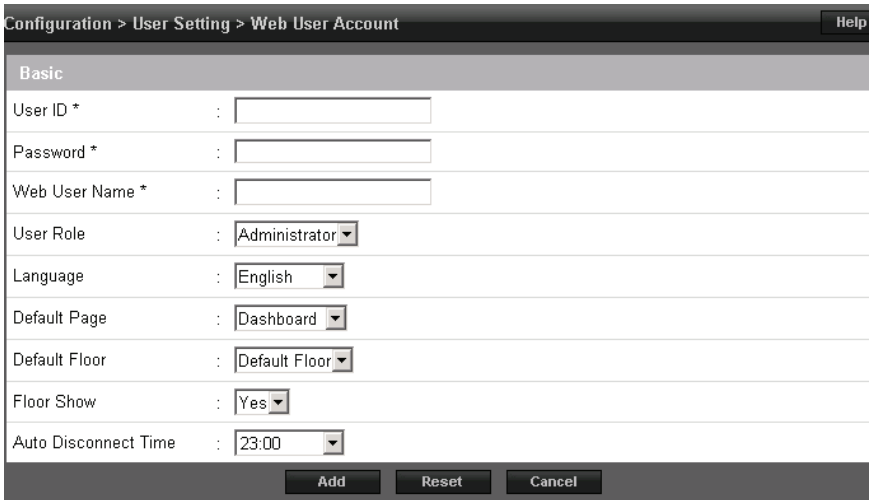


Web User Account

Create or edit the *Web User Accounts* that are used to login to the eMerge server software.

To Add a Web User

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



Threat Level (Elite Only)

Threat levels are used in Elite systems to modify existing unlock schedules and access level privileges.

Define Threat Levels

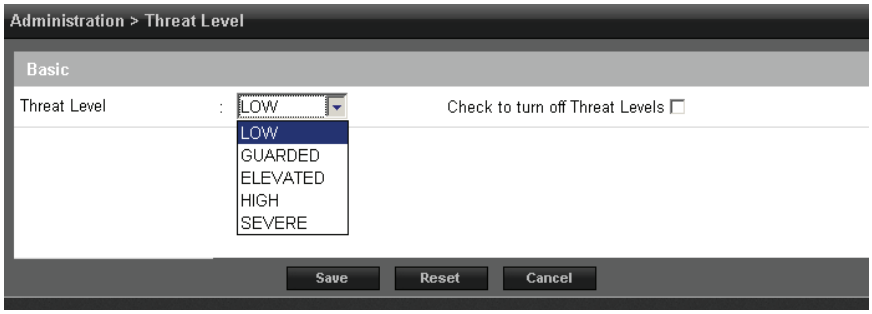
An e3 has five pre-defined **Threat Levels.** The names of each can be changed to match installation requirements. The number of Threat Levels can be reduced by using the **Threat Level Count** list box and selecting the required number.

Assign Threat Levels

There are 3 threat level applications to consider when configuring an e3 system. **System** threat level, **Door** threat level and **Card Holder** threat level.

Enable the **System** threat level by selecting *Threat Level* from the toolbar. Click **Edit** and select the desired level.

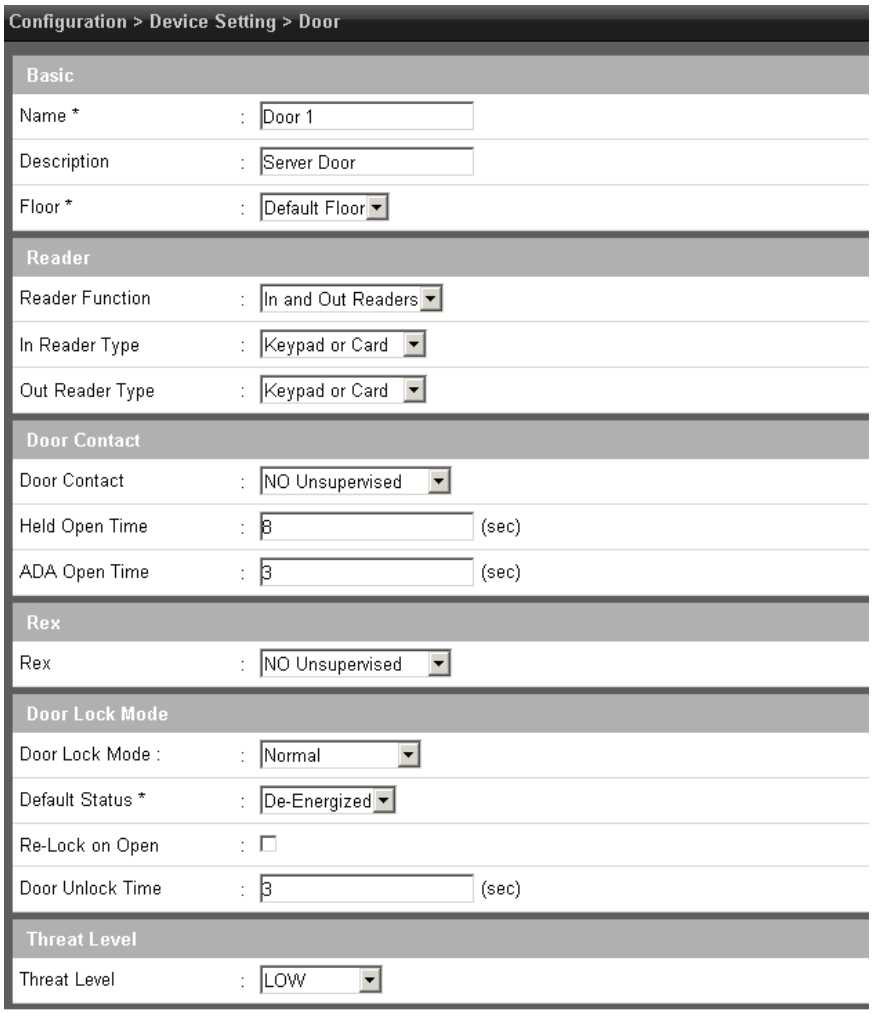
***Note**: When the threat level is Off, defined access level privileges and unlock schedules operate normally.*



Configure the **Door** threat level by selecting *Door* from the toolbar. Choose the desired door and click **Edit.** Select the desired threat level for the door from the drop-down menu.

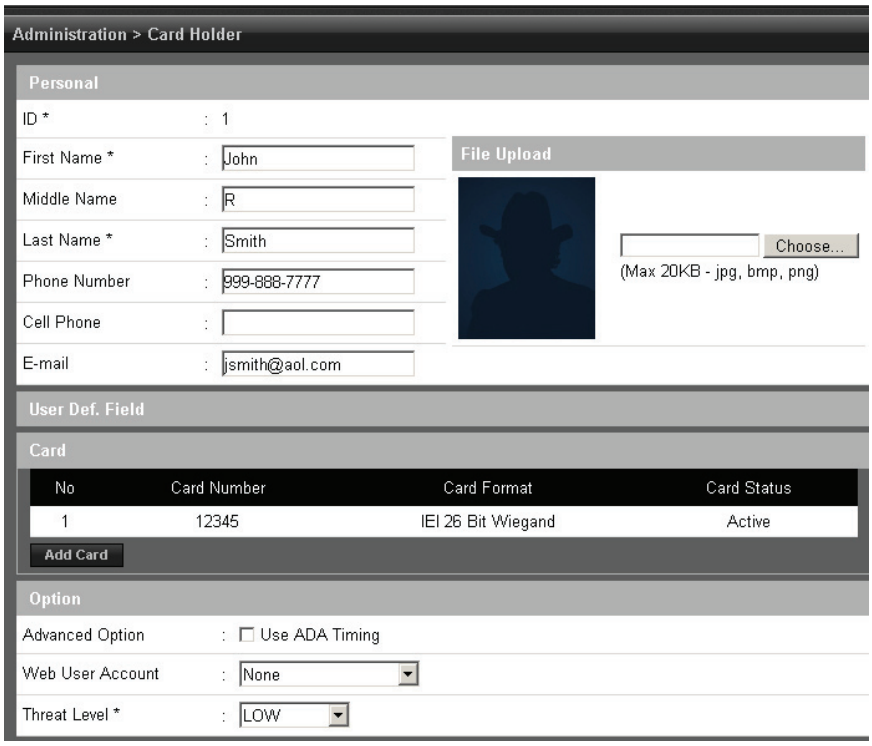
Notes:

- *An unlocked door will lock if the **System** threat level is greater than the **Door** threat level; including doors that are unlocked by schedule.*
- *The Dashboard M-Unlock and E-Unlock may be used to unlock a door that has been locked due to elevated system threat level.*



Configure the **Card Holder** threat level by selecting *Card Holder* from the toolbar. Choose the desired card holder and click **Edit.** Select the desired threat level from the drop-down menu.

***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.*



Update

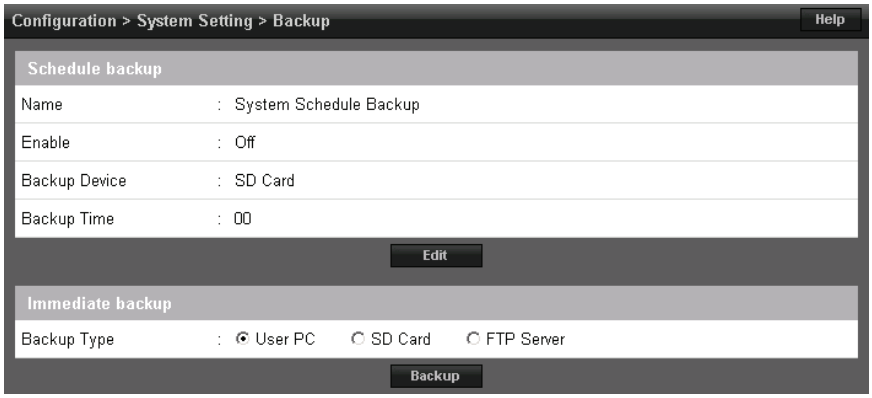
Update allows the user to update the firmware of the server. Select the location of the firmware file and click **Update**.

Note: *Elite Only. This function only updates the firmware of the server. 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 e3 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.

Note: *e3 automatically assigns a name to the backup at the time of the backup with the following format:*
YYYYMMDDHHMMSS
YYYY is 4 digit year
MM is 2 digit month
DD is 2 digit day
HH is 2 digit hour
MM is 2 digit minutes
SS is 2 digit seconds



Restore

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

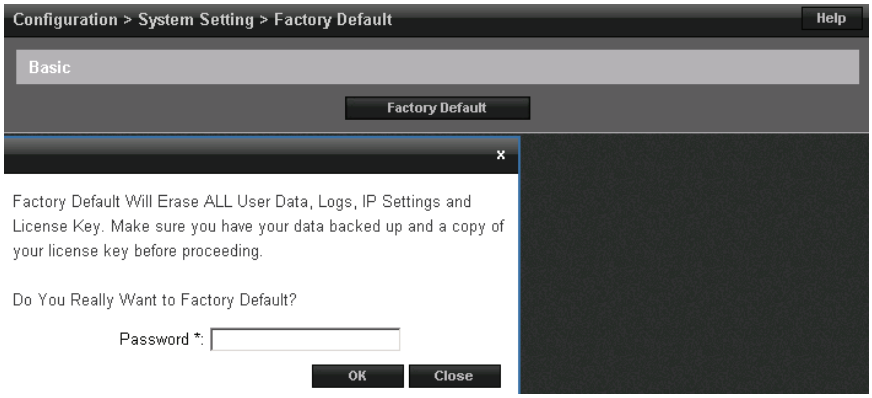
Reboot

This setting saves the data and *Reboots* the eMerge controller.

Factory Default

Factory Default will erase ALL user data, logs, IP settings and license key.

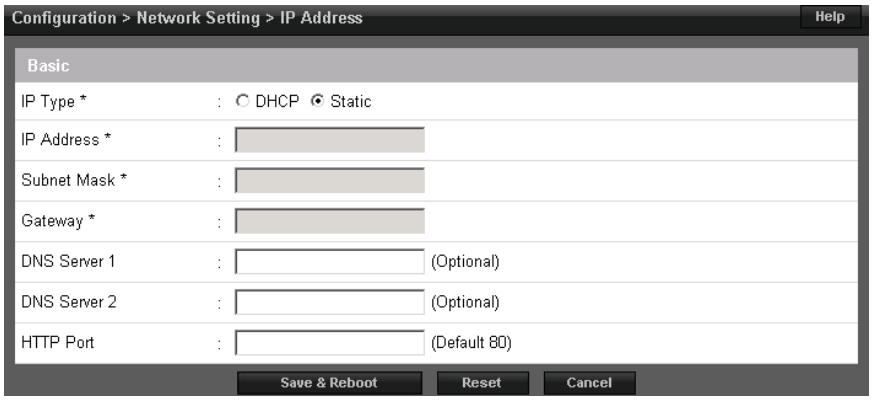
***! Important !**: Write down the license key prior to performing a factory default.*
***WARNING:** It will take 3-5 minutes to factory default a system. **DO NOT** power down when performing a factory default. Make sure the electrical power source is reliable when performing a factory default. Any loss of power during a factory default can damage your e3.*



IP Address

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.

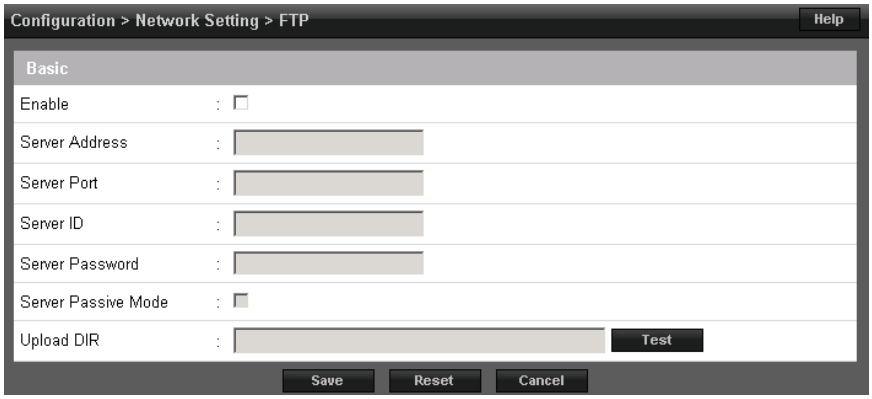


- **IP Address**: Configures the manual IP address of the controller for use on a LAN. The first three values must match other devices on the network (e.g., 192.1.0.x).
- **Subnet Mask**: Subnet Mask determines the manual address mask used by the controller.
- **Gateway**: Set this option to match the address of the router that connects the LAN to the Internet.

DNS Server (Domain Name System) 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 email

FTP

Enable and configure the system to backup to an *FTP* location. Enter FTP information as provided by your web host.

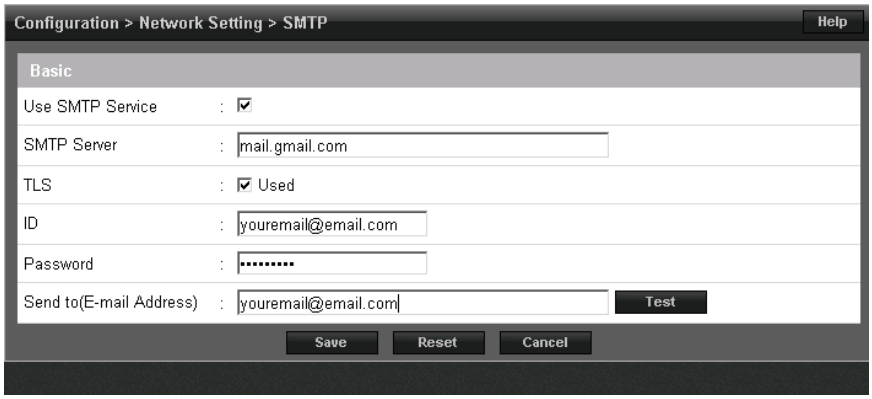


SMTP

SMTP provides the ability to send email to specified email addresses.

1. Enter the **SMTP** mail server (typically 'mail.youremail.com').
2. Enable **TLS** if your mail server uses secure server communication (this is common).
3. Enter the **ID** (your email address) and **Password**.
4. Test the system by entering an email address and clicking **Test**.

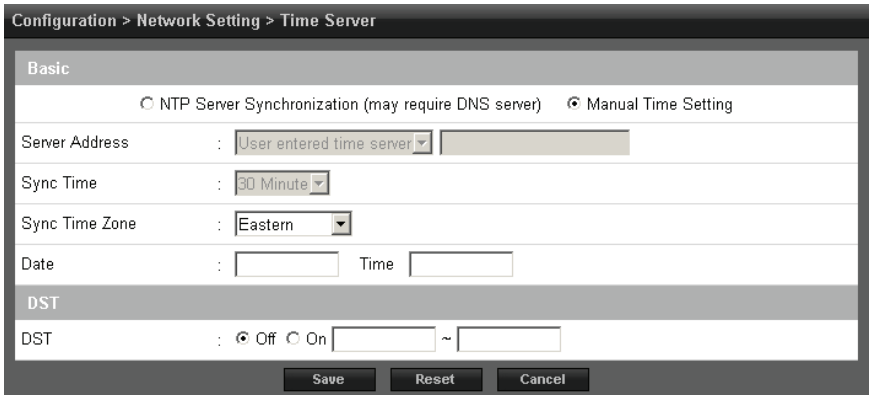
***Note**: Gateway IP and DNS must be properly configured to be able to send email.*



Time Server

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

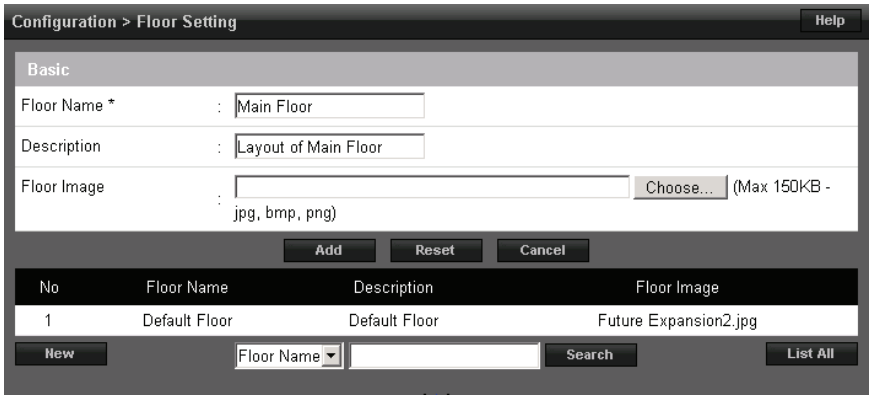
***Note**: Gateway IP and DNS IP addresses must be configured to access public time servers. Refer to IP Address to configure these settings.*



Floor Setting

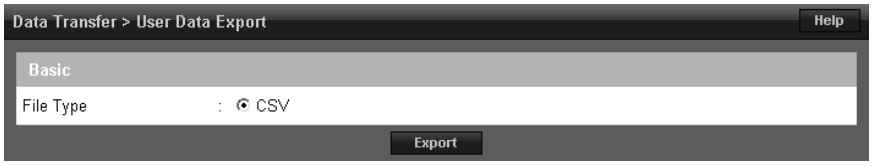
Floor allows the operator to load a floor plan graphic, which will be displayed on the *Dashboard*.

***Note**: The maximum image size is 685 pixels-wide by 340 pixels high and the maximum file size is 150KB*



User Data Export

User Data Export provides the ability to export card holder data to a CSV file.



User Data Import

User Data Import provides the ability to import card holder data from a 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 eMerge software database (e.g., case sensitive and syntax sensitive).*

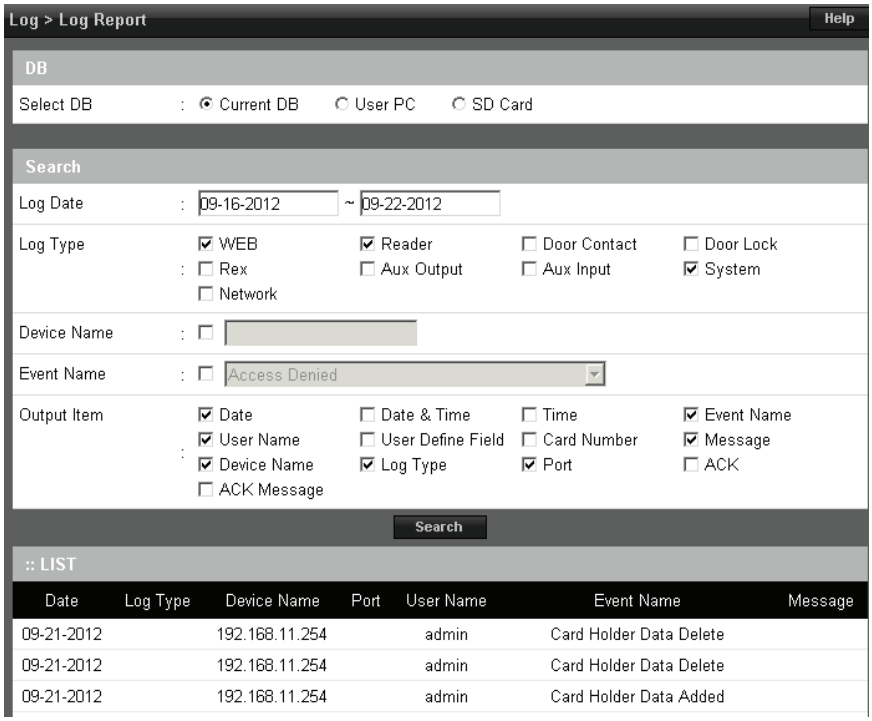
Log

Log displays the most recent events for quick viewing.

Time	Device Name	User Name	Event Description
09-01-2012 10:00:44	192.168.11.254	admin	Web User Login
09-01-2012 09:57:53	192.168.11.254	admin	Web User Login
08-31-2012 08:19:07	192.168.11.155	admin	Web User Login
08-30-2012 09:10:26	192.168.11.155	admin	Web User Login
08-30-2012 09:00:10	Door 4		Door Closed
08-30-2012 09:00:10	Door 3		Door Closed
08-30-2012 09:00:09	Door 2		Door Closed
08-30-2012 09:00:09	Door 1		Door Closed
08-30-2012 09:00:08	AO 4		Aux Output Off
08-30-2012 09:00:08	AO 3		Aux Output Off
08-30-2012 09:00:08	AO 2		Aux Output Off
08-30-2012 09:00:08	AO 1		Aux Output Off
08-30-2012 09:00:04	192.168.11.52		System Startup
08-29-2012 09:52:41	192.168.11.254	admin	Web User Logout
08-29-2012 09:51:14	Door 1		Door Locked
08-29-2012 09:51:03	Door 1		Door Unlocked

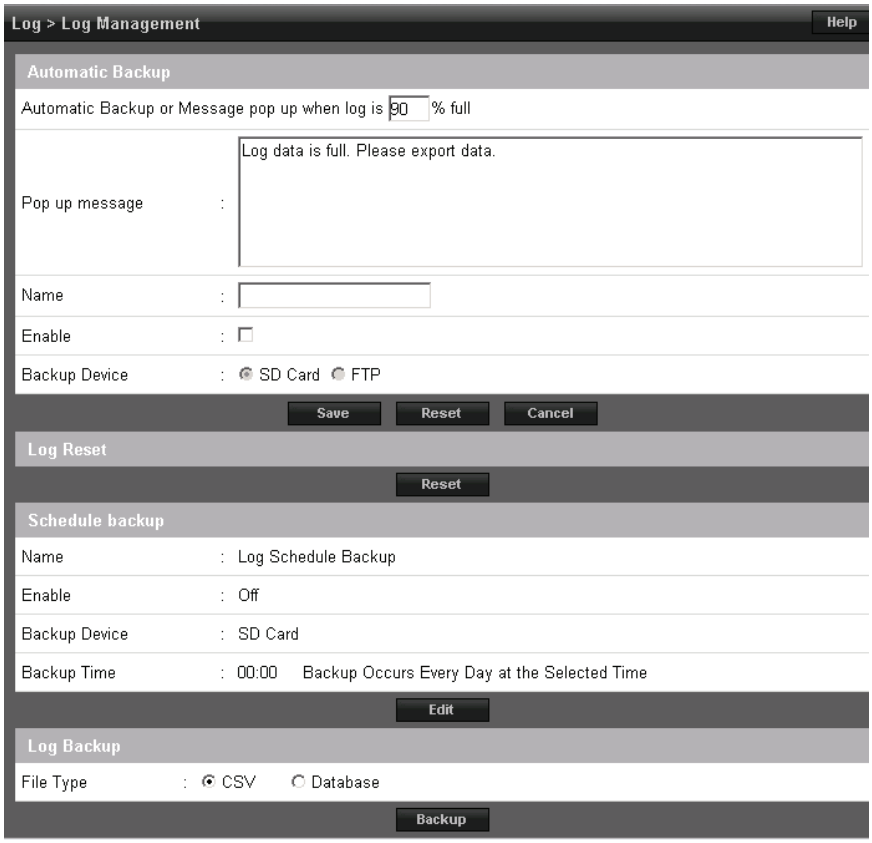
Log Report

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



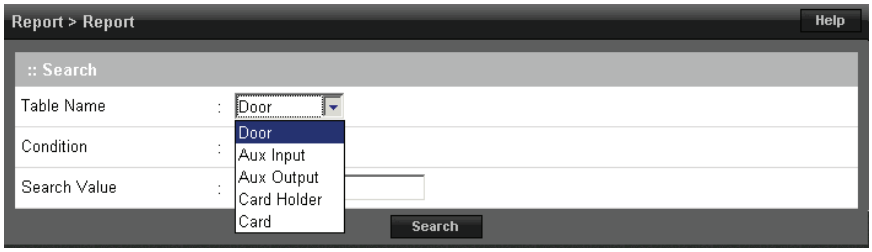
Log Management

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 by clicking the backup button.



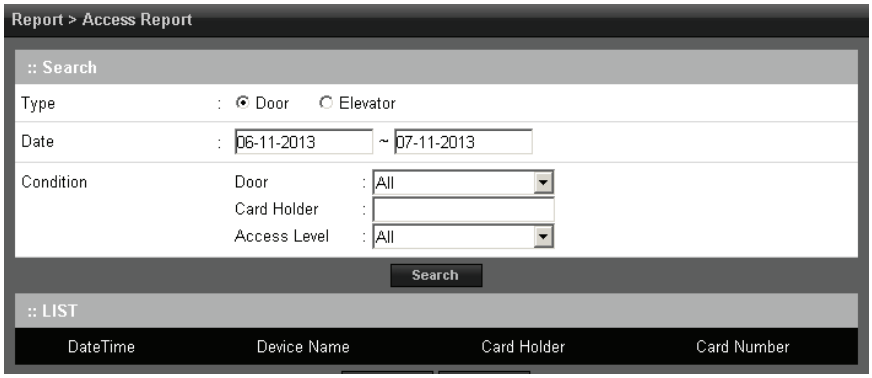
Report

Report allows the operator to view and print a report of the eMerge doors, inputs, outputs, card holders and cards.



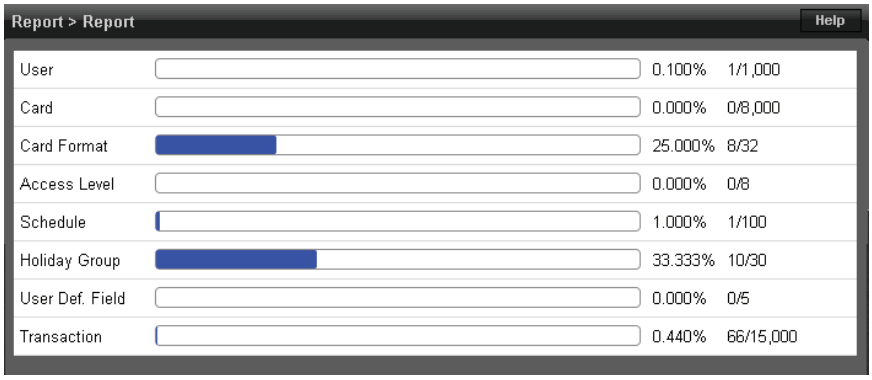
Access Report

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



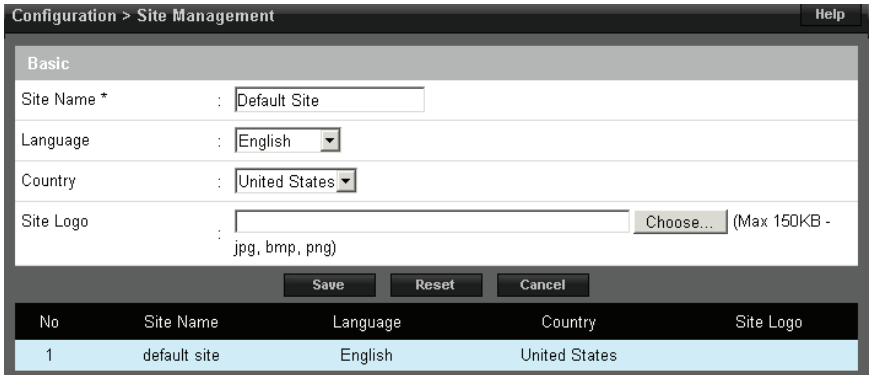
System Report

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



Site Management

Site Management allows the user to create a name and define the language and country of the site. A logo may also be added, which will appear in the left column of the eMerge server software.

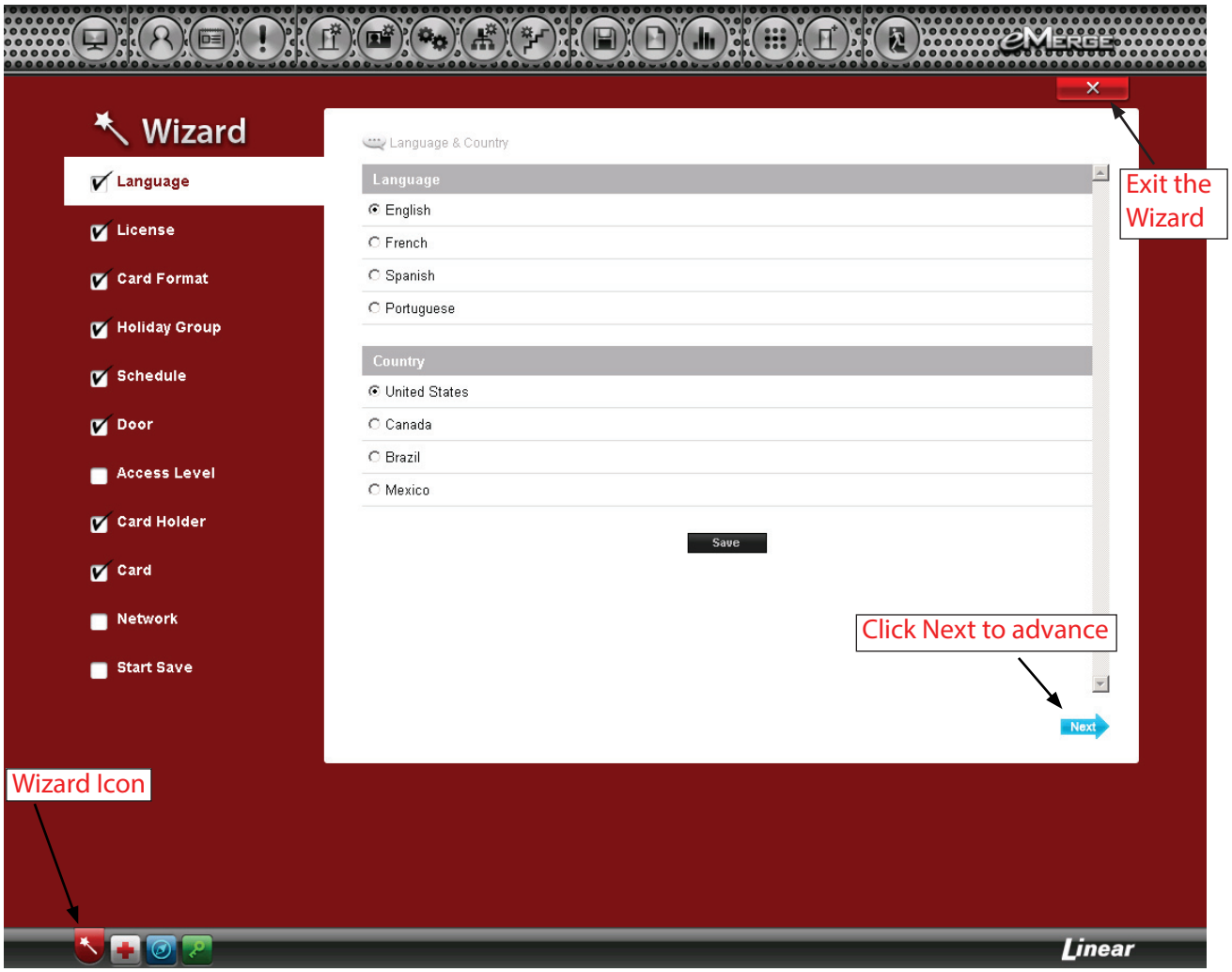


Logout

Logging off eMerge software prevents unauthorized persons from working in the system but still allows all access control operations to continue.

4.0 Using the Wizard

The *Wizard* allows the user to configure the basic settings of the eMerge system. Advance through each setting by clicking the **Next** button. Visit the Wizard at any time by clicking the icon in the lower left corner of the eMerge software window.

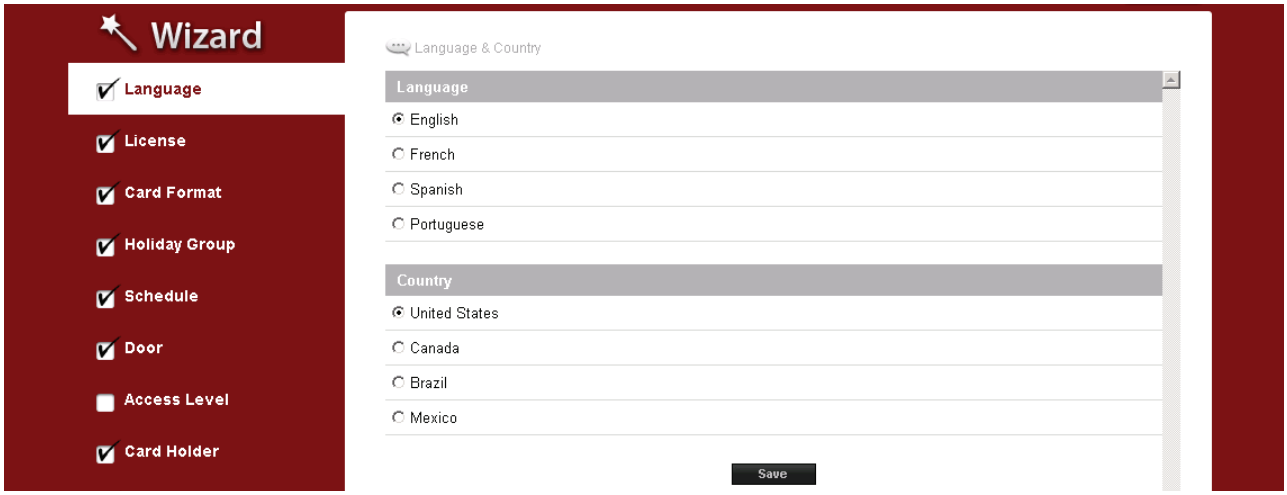


Notes:

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

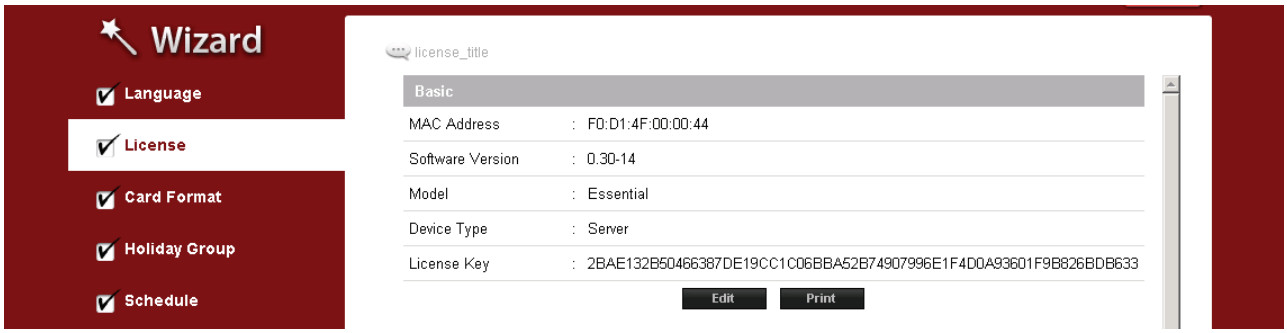
Language

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



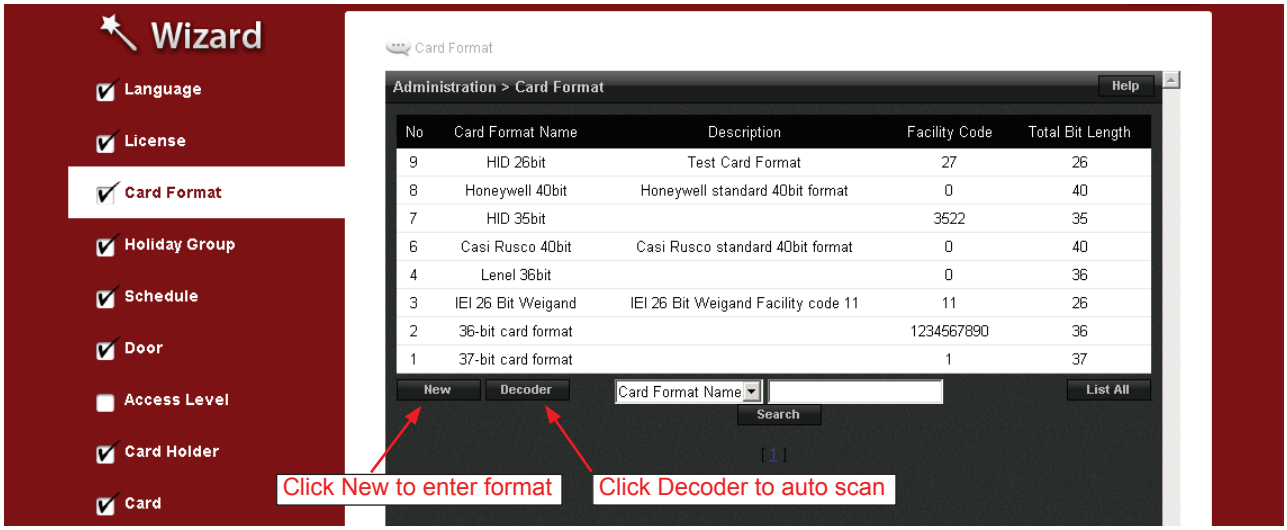
License

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



Card Format

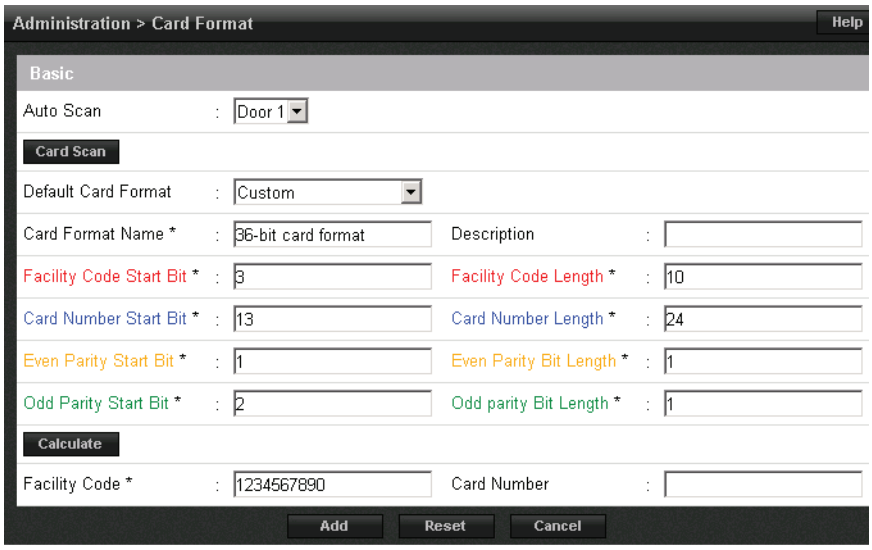
Card Format displays the default card formats of the eMerge system. The eMerge includes several pre-configured card formats. If the desired card format is listed, click **Next** to advance to the next Wizard item. If the desired card format is not listed, click **New** to enter the format information and click **Add**. ***Note**: It is recommended to delete card formats that are not in use.*



Using the Decoder

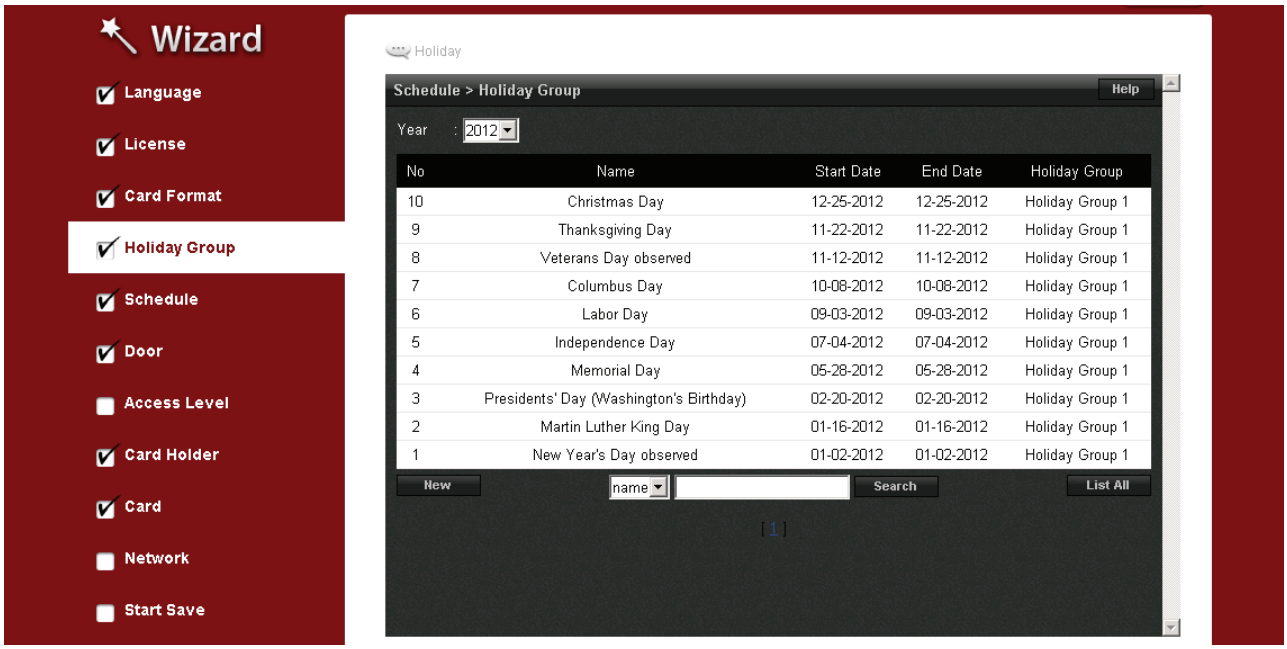
If the desired card format is not listed as a default format, the **Decoder** can be utilized to auto scan and detect the card format.

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. Click **Calculate** to obtain the facility code and card number.
5. The new card format will populate the data fields.
6. Click **Add** to save the new format.



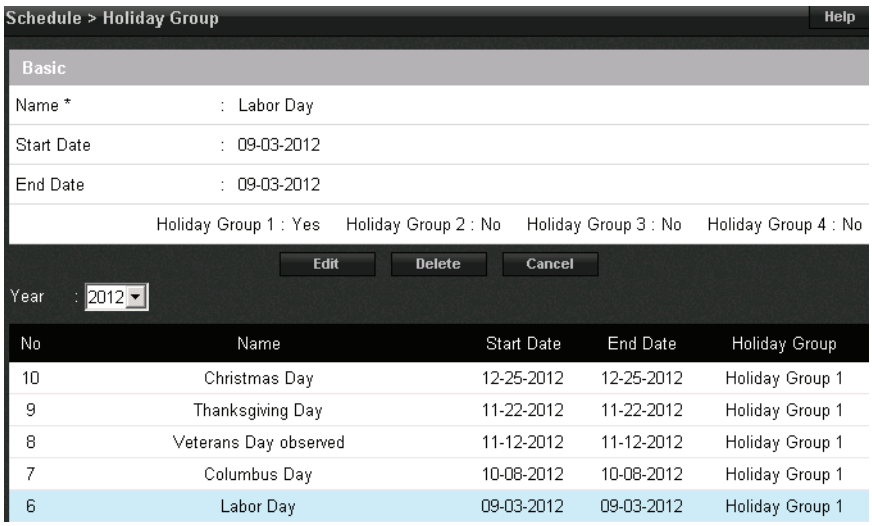
Holiday Group

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 eMerge 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.



To Edit 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 (pre-configured holidays must be renamed if edited).
4. Click **Save**.



To Delete a Holiday

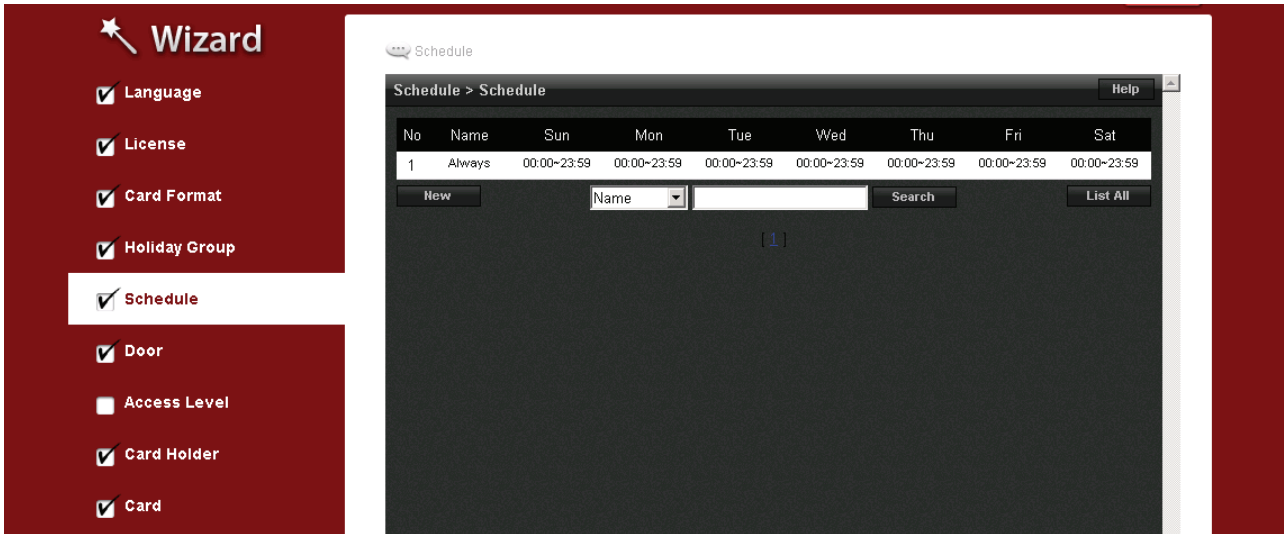
1. Highlight the holiday to be deleted.
2. Click **Delete**. A confirmation box will appear.
3. Click **OK** to confirm.

To Add 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

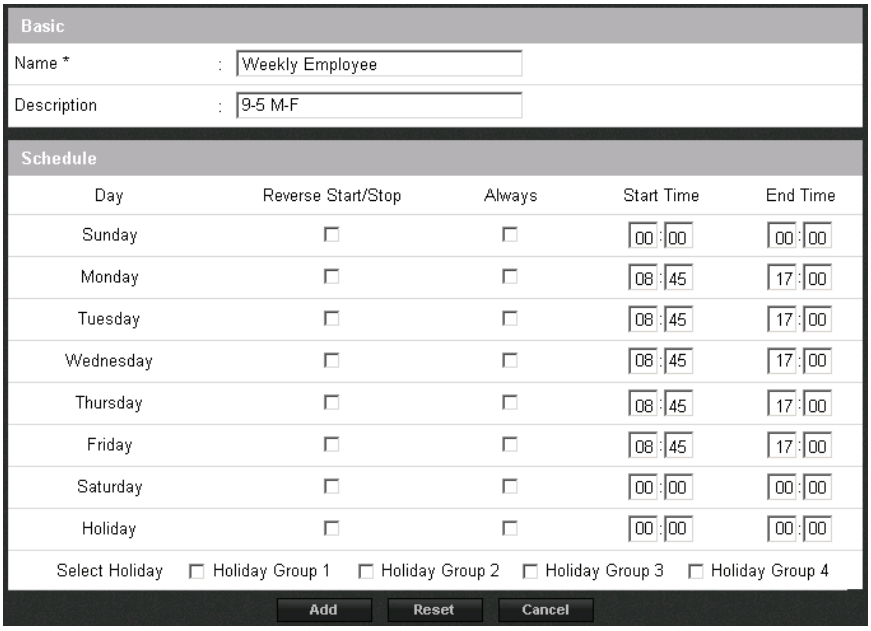
A *Schedule* is a combination of a time interval and one or more days of the week. Use schedules to identify the hours and days when inputs, outputs or door access are in operation. Assign holiday groups to the schedule to control when operations occur on holidays. There is one default time schedule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



To Add a Schedule

1. Click **New**.
2. Enter the desired name and description (optional) for the schedule.
3. Enter the **Start Time** and **End Time** on days when the schedule is to be active (time must be entered in a 24-hour format).
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) the "Reverse Start/Stop" box must be selected and the "Start Time & End Time" must be reversed (e.g., enter the 00:30 as the start time and 16:00 as the end time).*



To Delete a Schedule

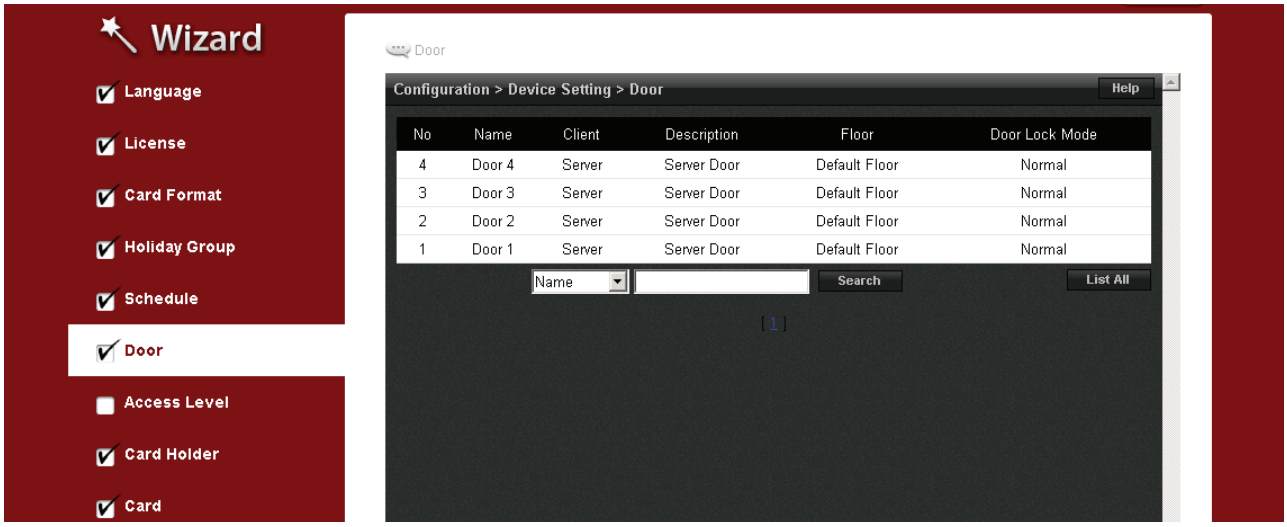
1. Select the schedule to be deleted.
2. The schedule will appear. Scroll to the bottom of the page and click **Delete**.
3. Click **OK** to confirm the deletion.

To Edit 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.

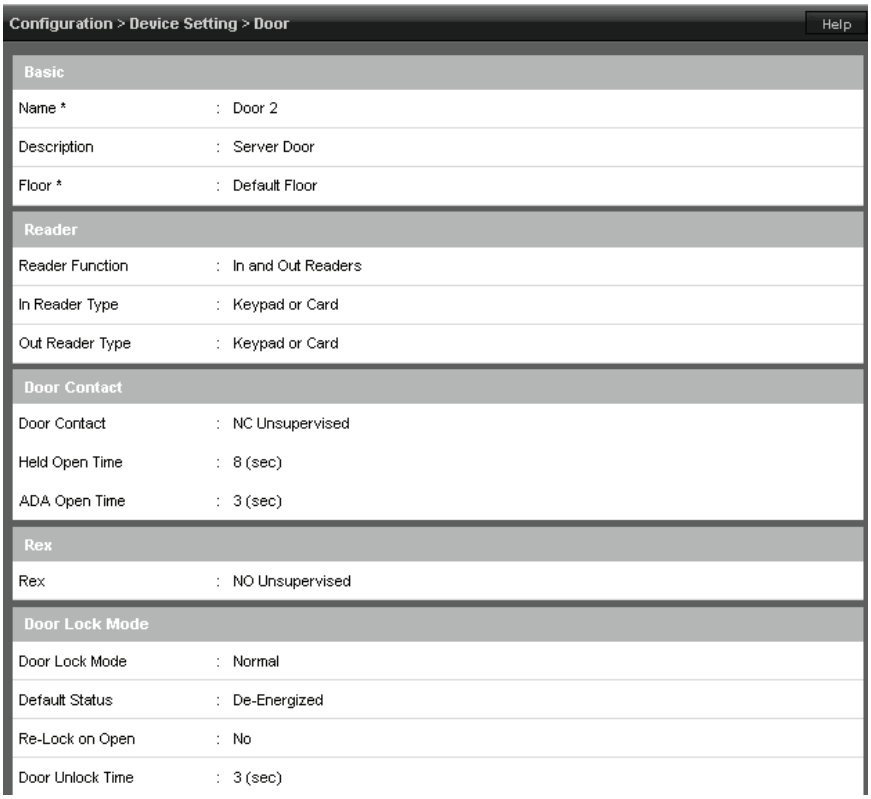
Doors

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



To Edit a Door

1. Select the desired door. Scroll to the bottom of the page and click **Edit**.
2. Enter the desired name and description (optional) for the door.
3. Change the reader, door contact, REX, door lock mode and additional features* as desired.
4. In the **Door Contact** section, adjust the **Held Open Time,** which is the length of time the door can be open following a valid access request. The **ADA Open Time** is an additional time added to the Held Open Time.
5. 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.



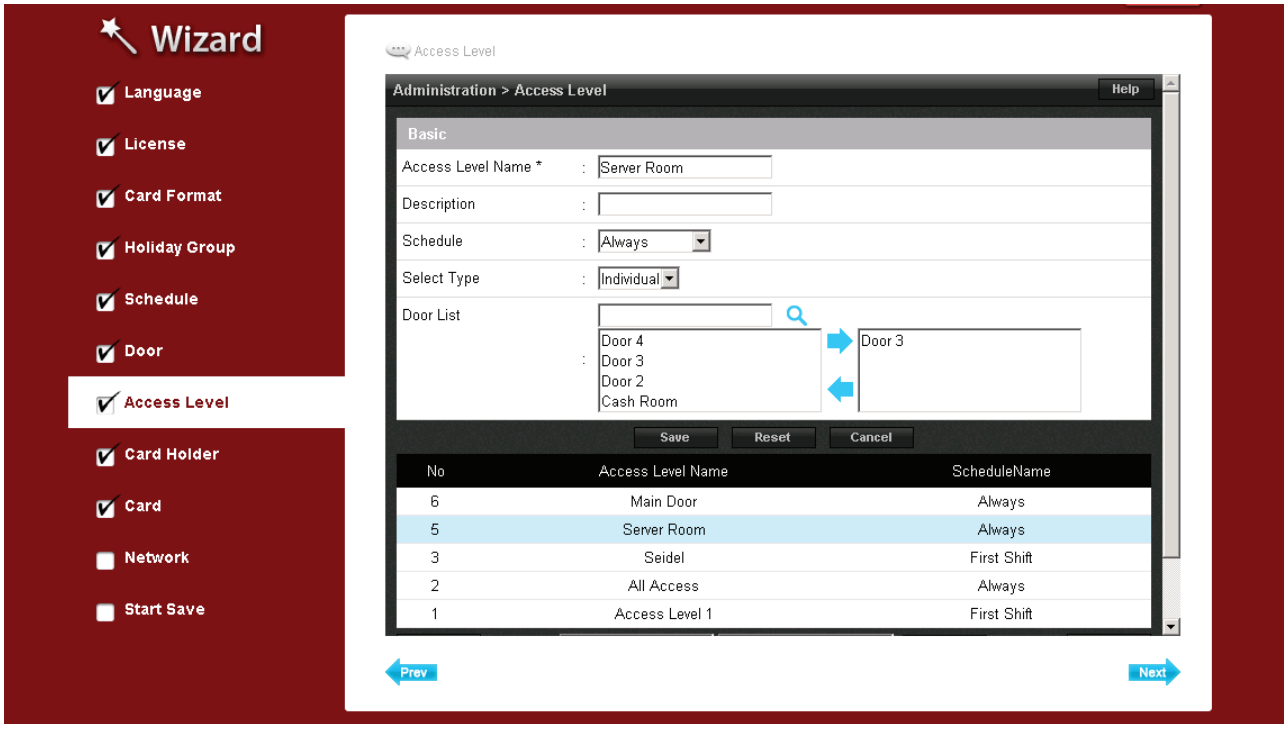
6. Select the Door's **Default Status**. This setting will be determined by the lock type (energized or de-energized).
7. Assign **Re-Lock on Open** if desired. This will re-lock the door immediately upon opening the door.
8. Adjust **Door Unlock Time** if desired. This is the length of time the door relay is active after a valid access request.
9. Click **Save** to save the changes.

***Additional Features**:*

First Man in Rule: Unlocks a door when first card user enters.
Manage in Rule: If a user designated as a manager has not entered the system with in a specific time period the door will not unlock.
Two Man Rule: Two card holders must present credentials at the same time in order to unlock the door.

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).

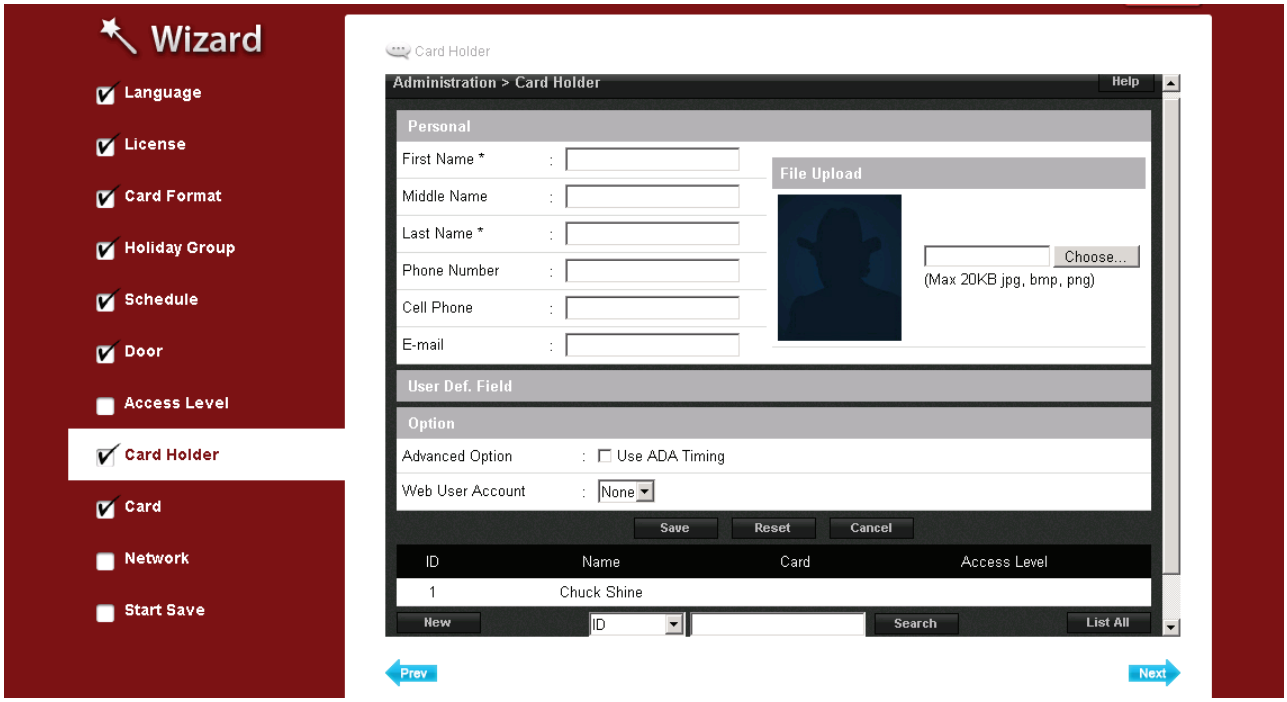


To Add an Access Level

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. Click the search icon next to the door list to populate the door data.
5. Select the desired doors and click the right arrow to move the doors to the field on the right.
6. 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 user for identification purposes.

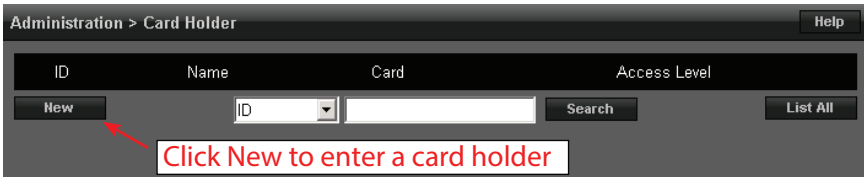


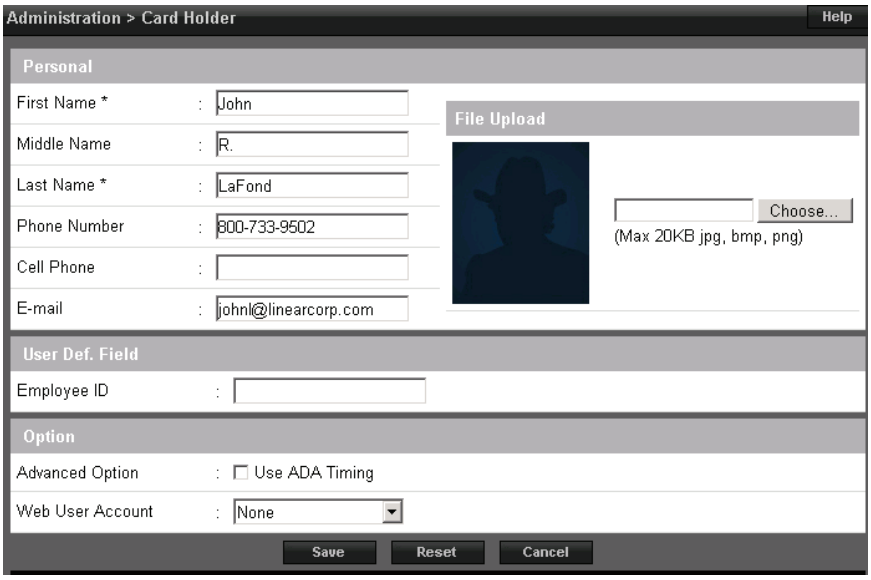
To Add a Card Holder

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

Creating a Card Holder

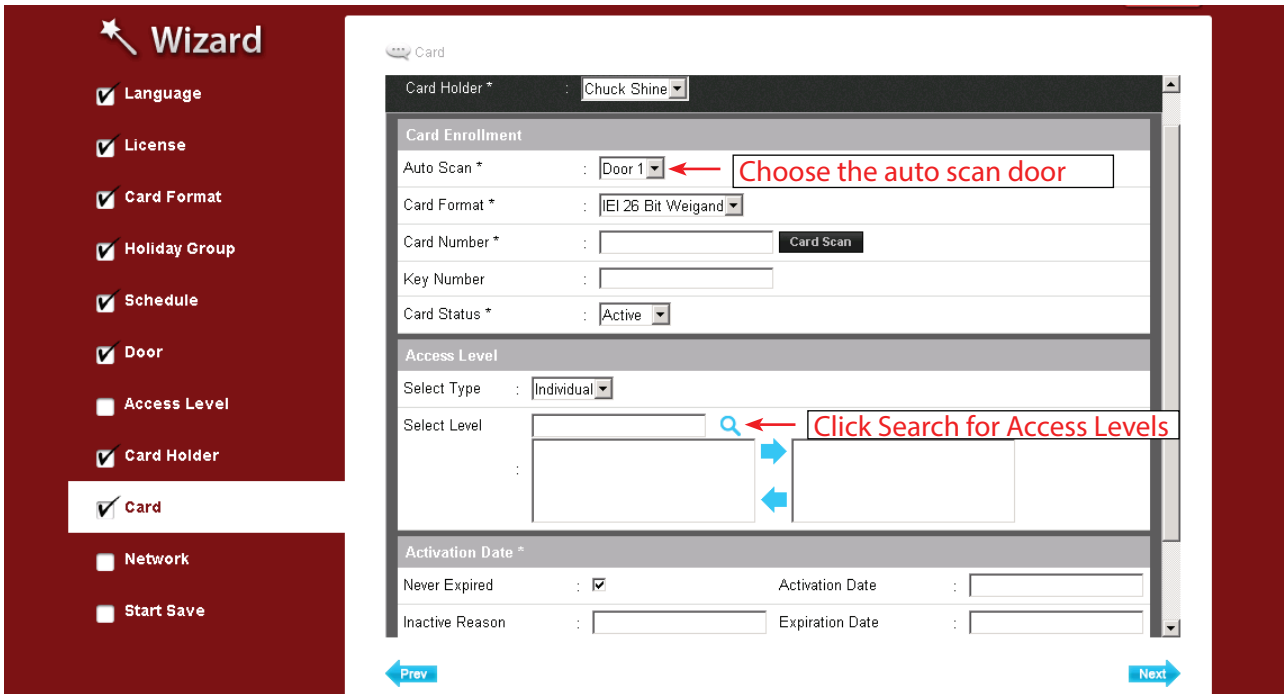
1. Click **New**.
2. Enter the name and contact information of the card holder.
3. Browse for a file under **File Upload** to assign an image to the card user for identification purposes.
4. Select **ADA Timing** for extended timing for the door relay. (This time can be adjusted by editing the door in the door programming section.)
5. Select a **Web User Account** to give the card holder operator privileges.
6. Click **Save**.





Card

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

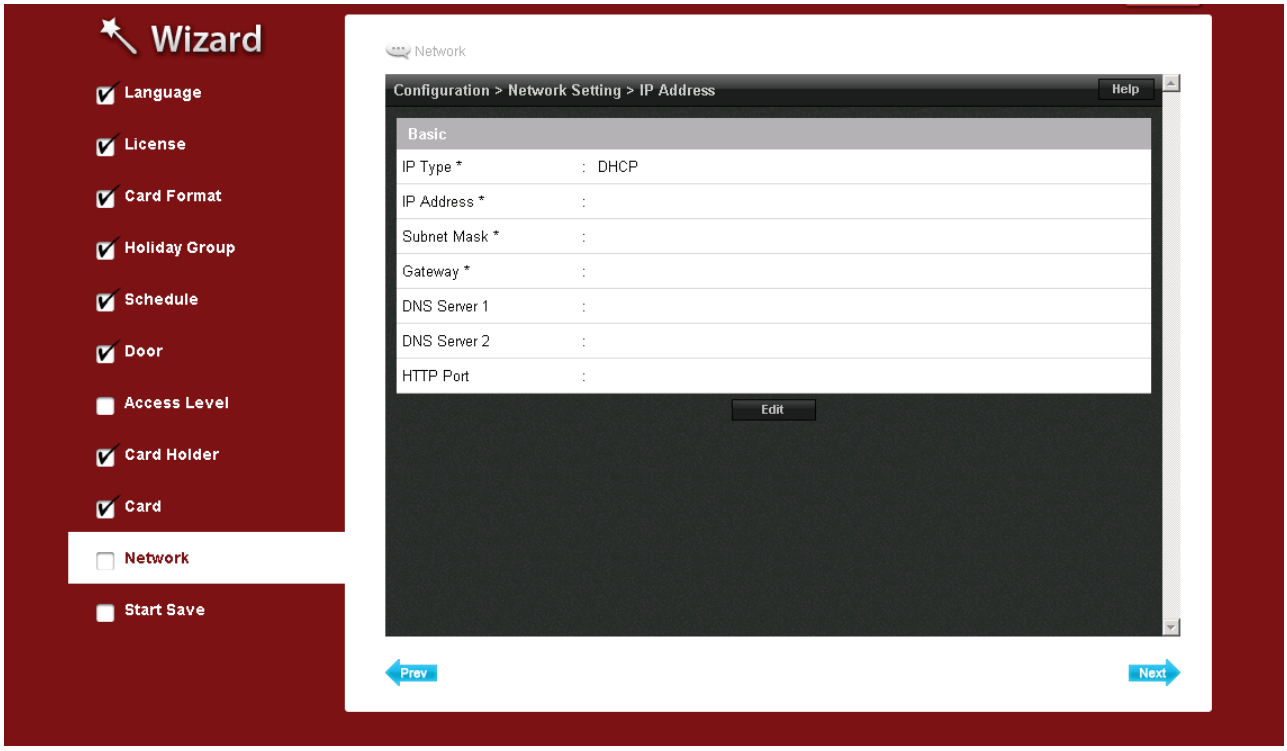


Assigning a Card to a Card Holder

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. Click the search icon to populate the Access Level data.
8. Select the desired access level(s) and click the right arrow to move it to the field on the right.
9. Choose an optional activation and expiration date for the card.
10. Click **Card Save** to assign the card to the card holder.

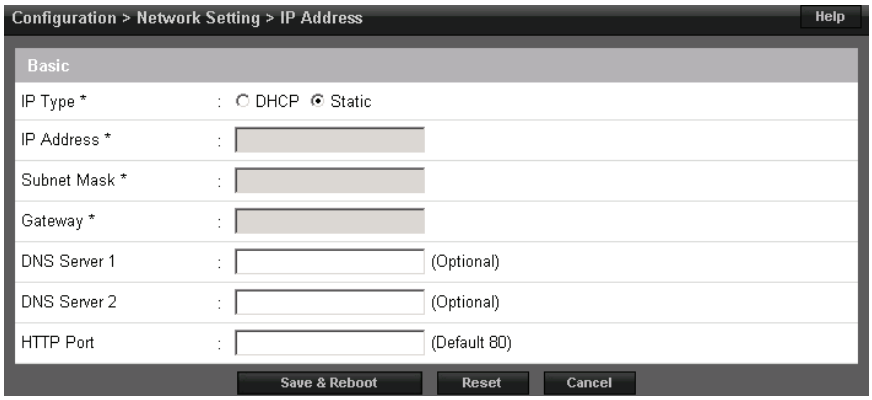
Network

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



Option **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).

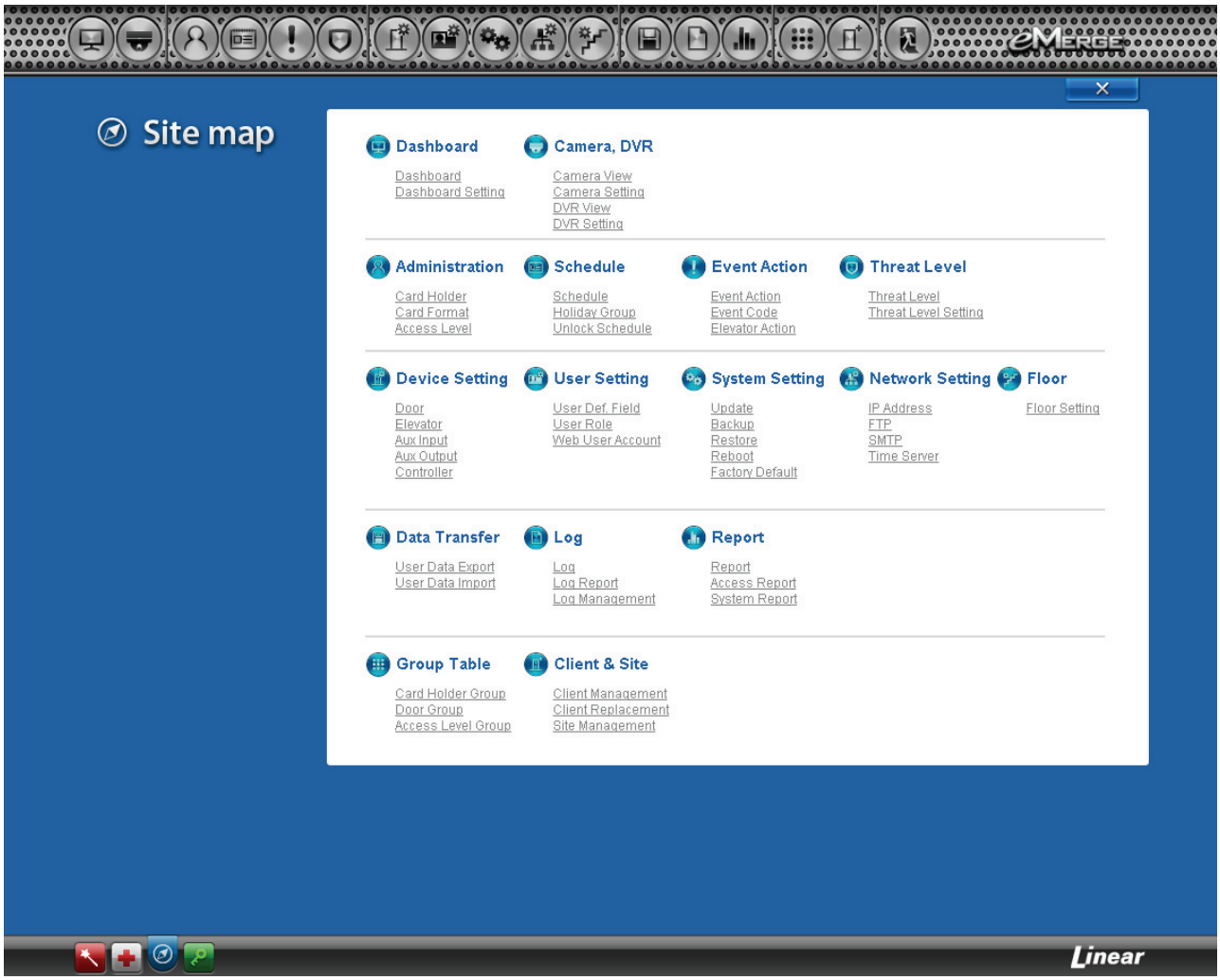
When **Static** is selected, options IP Address, Subnet Mask, Gateway must be entered.



- **IP Address**: Configures the manual IP address of the controller for use on a LAN. The first three values must match other devices on the network (e.g., 192.1.0.x).
- **Subnet Mask**: Subnet Mask determines the manual address mask used by the controller.
- **Gateway**: Set this option to match the address of the router that connects the LAN to the Internet.

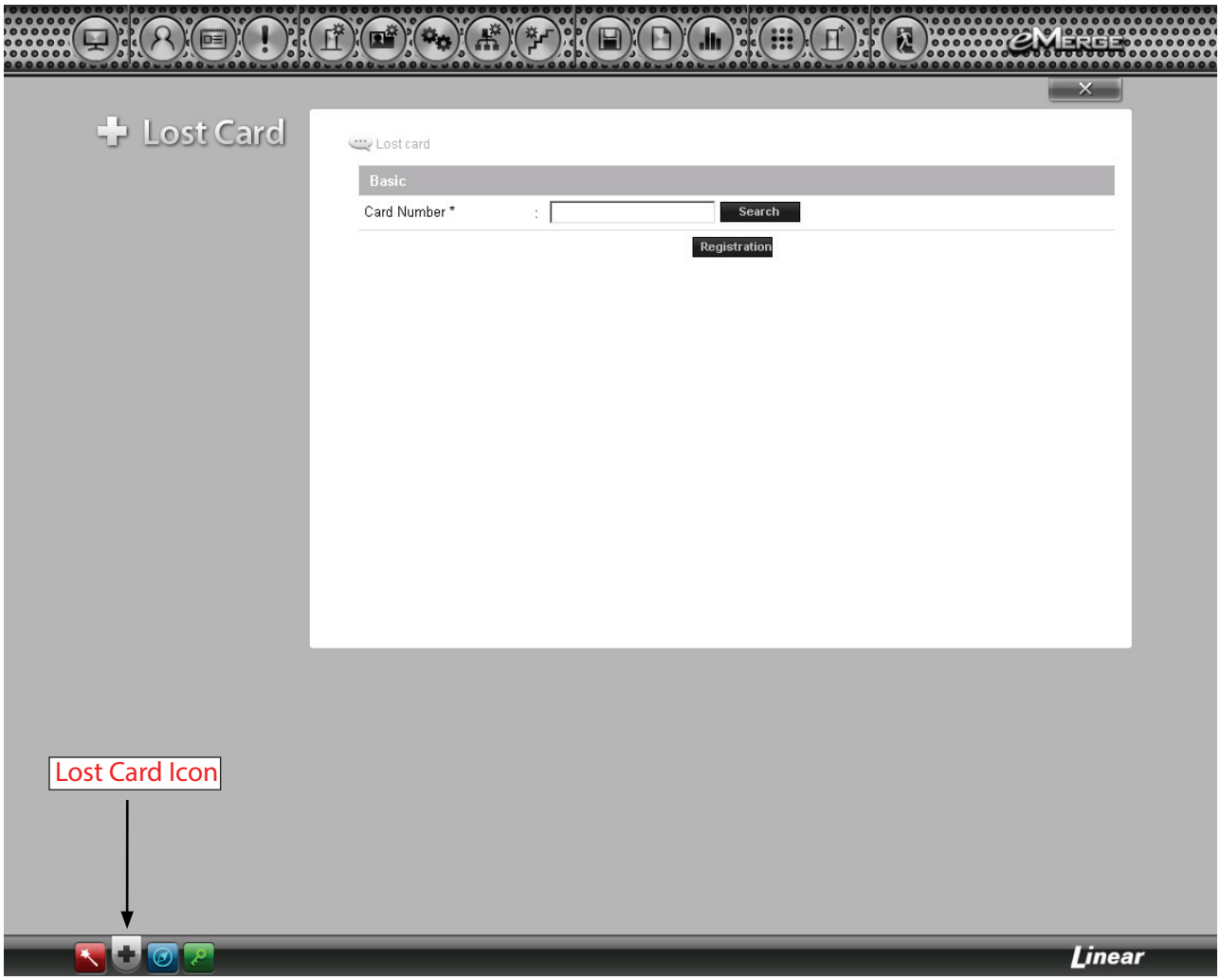
5.0 Site Map

The ***Site Map*** is an overview of the pages within the eMerge server software. 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.



6.0 Lost Card

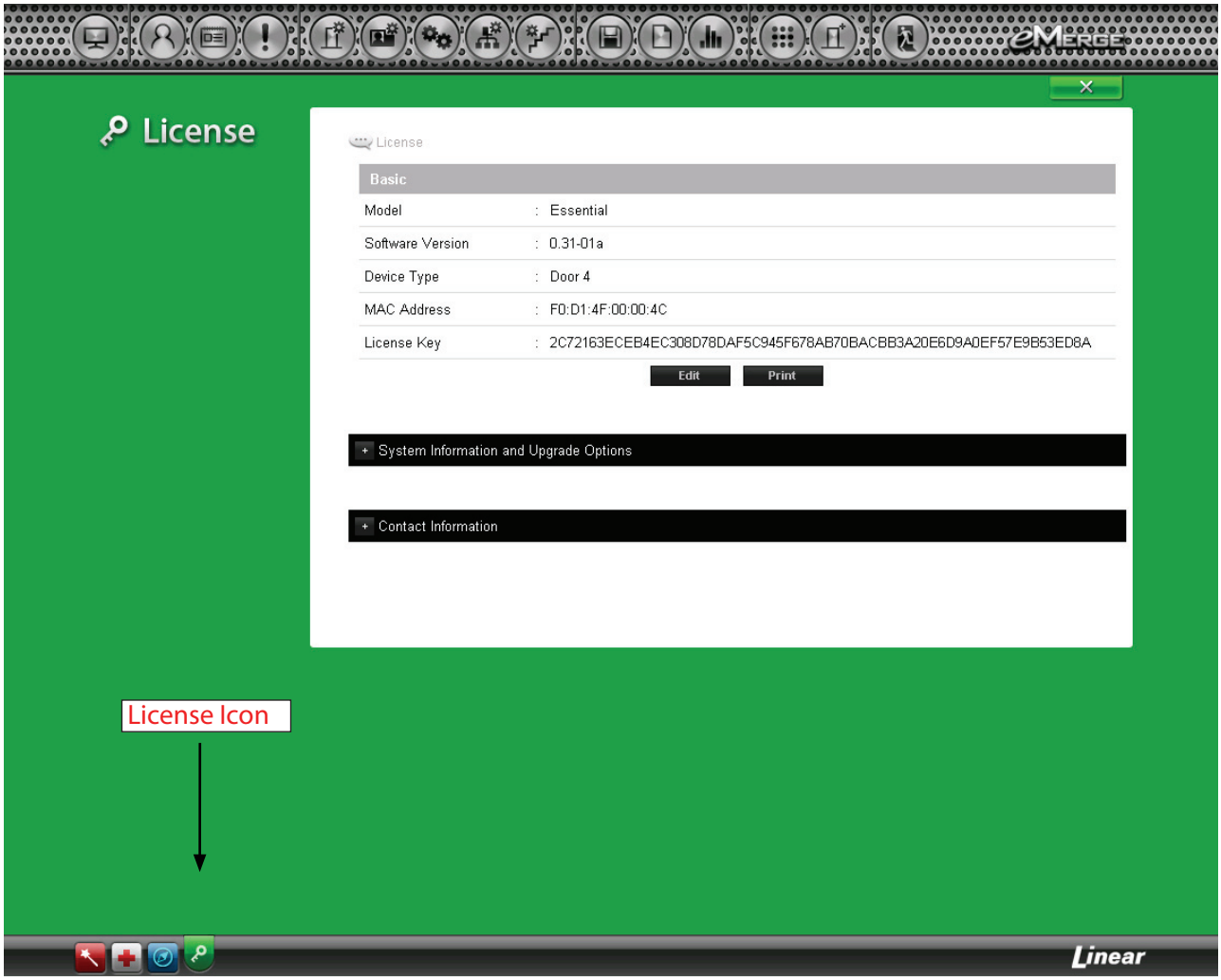
Lost Card is a utility to quickly identify the card holder associated with a lost card. The operator may enter any card number to view the card holder that is associated with the card.



7.0 License

License displays the basic system information of the eMerge 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.*



8.0 Contact Information and Registration.

It is recommended you register your system with Linear. Click the + button next to the contact information and 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.*

The **Register** button will attempt to send an email to Linear 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.

The **Cancel** button will discard any changes and close the form.