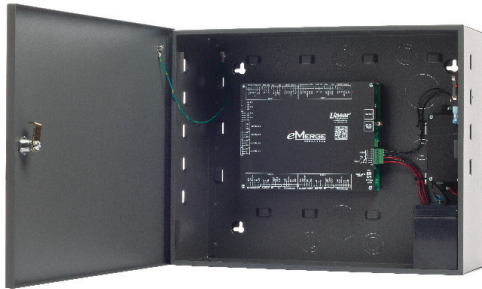


eMERGE™

*e*³
SERIES™



Essential
Essential Plus
Elite

Access Control System

Document Number: 620-100240, Rev. D

User Programming Guide

Linear®
Building On Innovation.

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

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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.

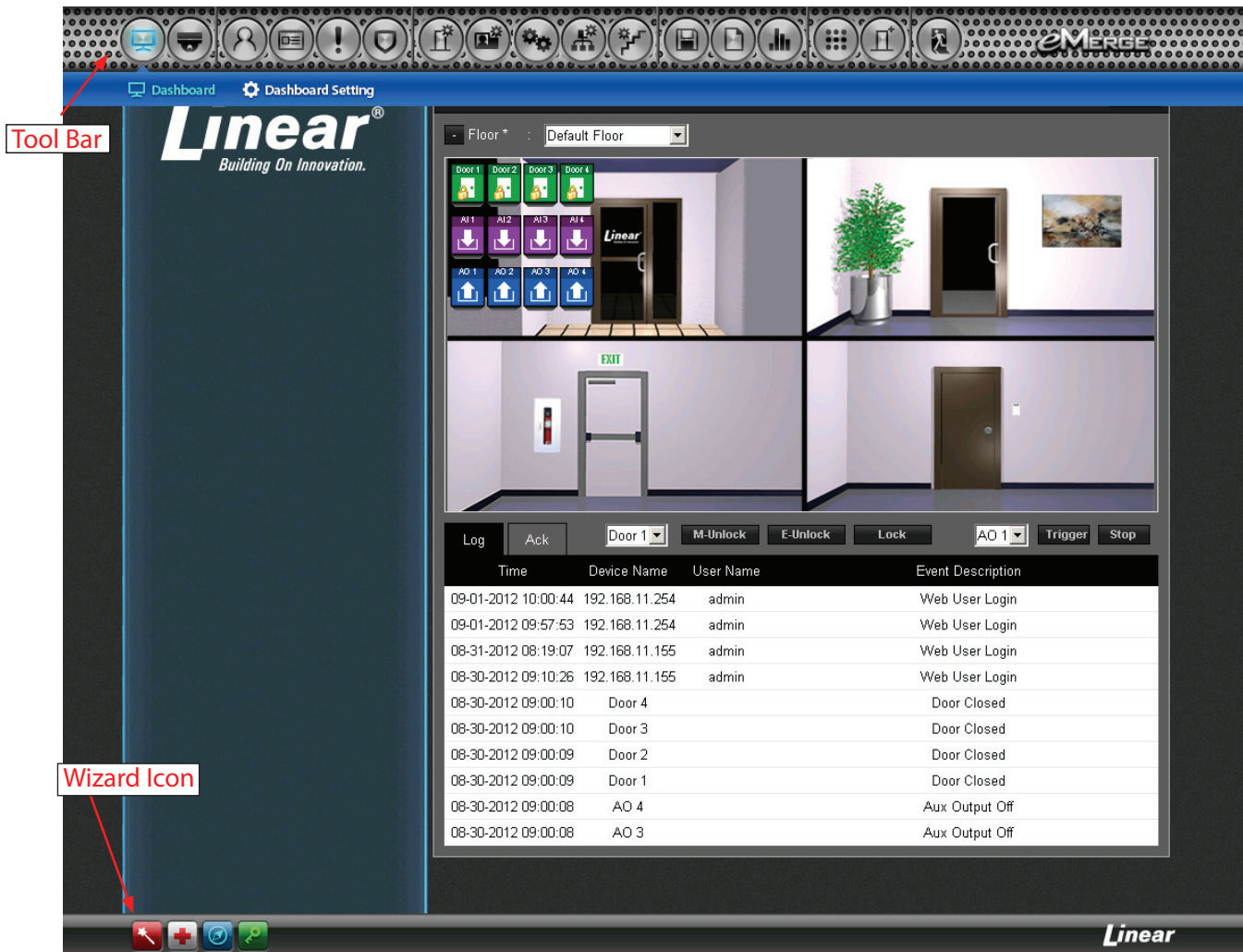
Specifications

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

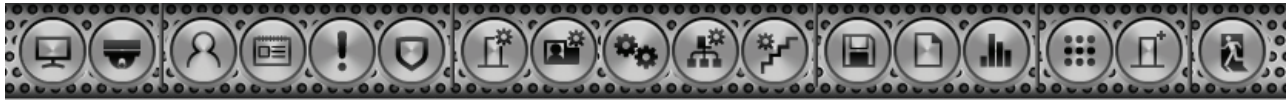
eMerge Server Software

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.

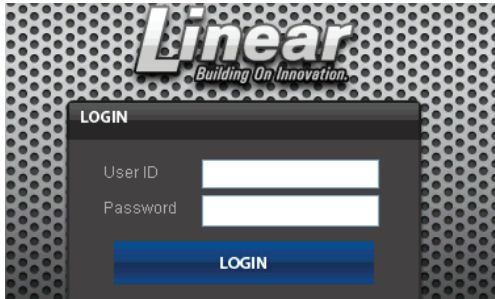


Logout: Logs the operator out of the eMerge software.

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).

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

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

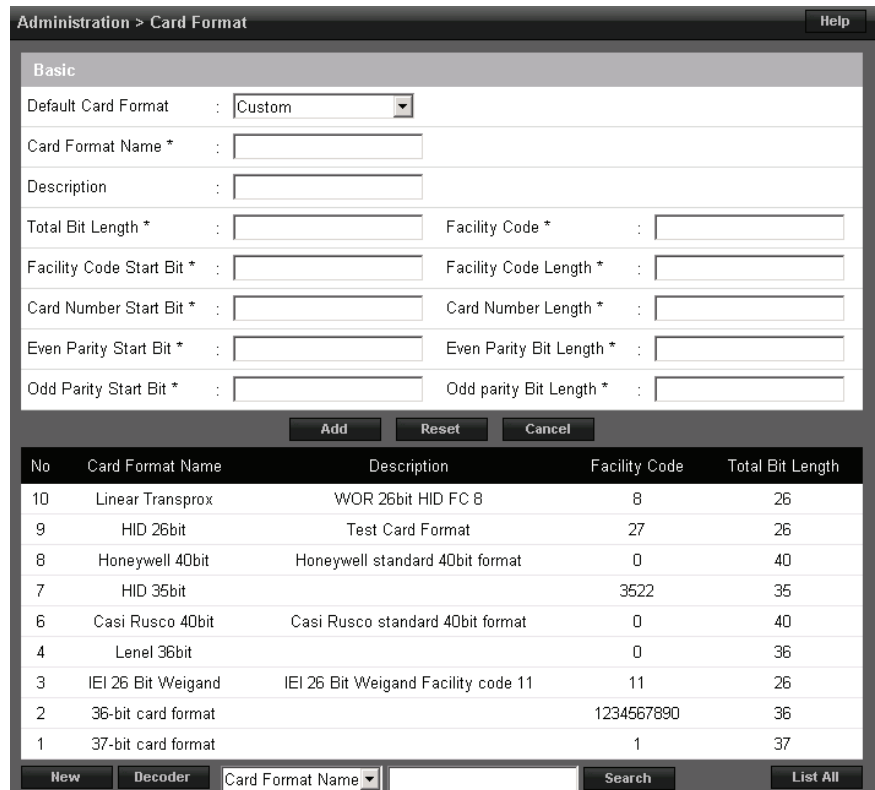


Card Format displays the default card formats of the eMerge system. The eMerge has several pre-configured card formats. If the desired card format is not listed, a custom format may be added.

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**.

No	Name	Start Date	End Date	Holiday Group
10	Christmas Day	12-25-2012	12-25-2012	Holiday Group 1
9	Thanksgiving Day	11-22-2012	11-22-2012	Holiday Group 1
8	Veterans Day observed	11-12-2012	11-12-2012	Holiday Group 1
7	Columbus Day	10-08-2012	10-08-2012	Holiday Group 1
6	Labor Day	09-03-2012	09-03-2012	Holiday Group 1

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.

Basic				
Name *	:	Weekly Employee		
Description	:	9-5 M-F		
Schedule				
Day	Reverse Start/Stop	Always	Start Time	End Time
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	00:00	00:00
Monday	<input type="checkbox"/>	<input type="checkbox"/>	08:45	17:00
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	08:45	17:00
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	08:45	17:00
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	08:45	17:00
Friday	<input type="checkbox"/>	<input type="checkbox"/>	08:45	17:00
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	00:00	00:00
Holiday	<input type="checkbox"/>	<input type="checkbox"/>	00:00	00:00
Select Holiday <input type="checkbox"/> Holiday Group 1 <input type="checkbox"/> Holiday Group 2 <input type="checkbox"/> Holiday Group 3 <input type="checkbox"/> Holiday Group 4				
<input type="button" value="Add"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				

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:

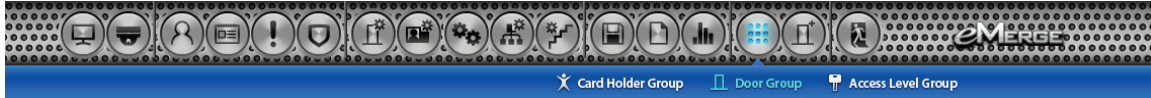
First Man in Rule: Unlocks a door when first card user enters.

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.

Configuration > Device Setting > Door		Help
Basic		
Name *	: Door 2	
Description	: Server Door	
Floor *	: Default Floor	
Reader		
Reader Function	: In and Out Readers	
In Reader Type	: Keypad or Card	
Out Reader Type	: Keypad or Card	
Door Contact		
Door Contact	: NC Unsupervised	
Held Open Time	: 8 (sec)	
ADA Open Time	: 3 (sec)	
Rex		
Rex	: NO Unsupervised	
Door Lock Mode		
Door Lock Mode	: Normal	
Default Status	: De-Energized	
Re-Lock on Open	: No	
Door Unlock Time	: 3 (sec)	
First Man In Rule		
Enable	: No	
Every Day	: No	Set Date : Set Time : 00:00 ~ 00:00
Card Holder	:	
Manager In Rule		
Enable	: No	
Manager Time	: 00:00 ~ 00:00	
Door Manager	:	
Two Man Rule		
Enable	: No	
Card Holder 1	:	
Card Holder 2	:	
Edit		Cancel

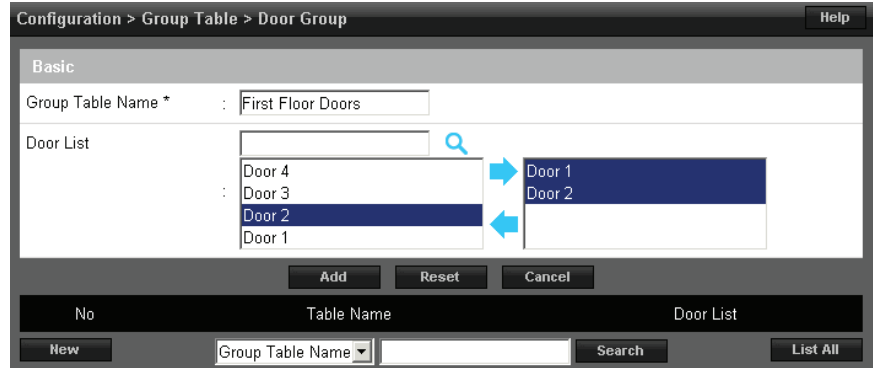
Door Group



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.



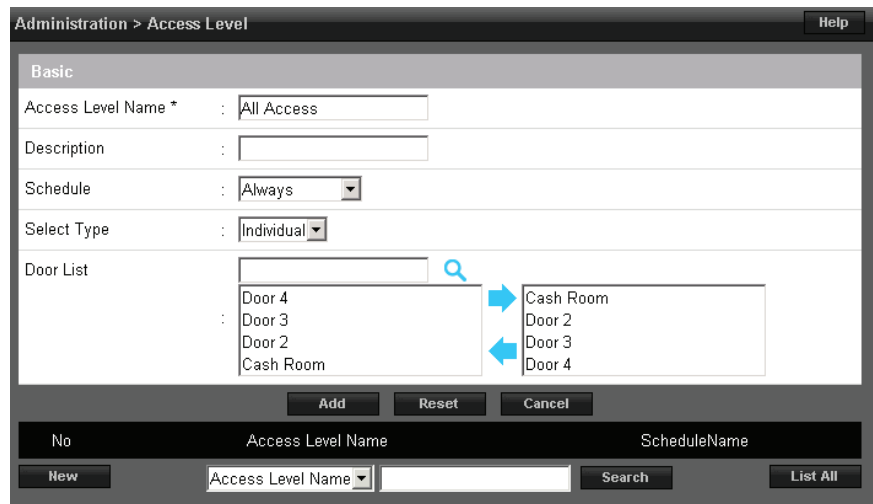
Access Level



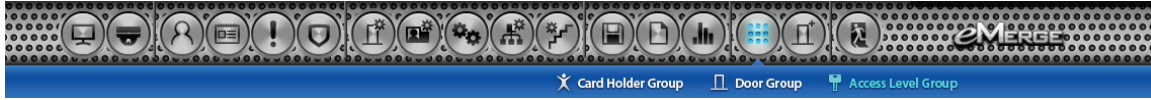
An *Access Level* establishes which doors the card holder can access and when they are allowed to access them. Access levels are comprised of a time schedule and door(s).

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.



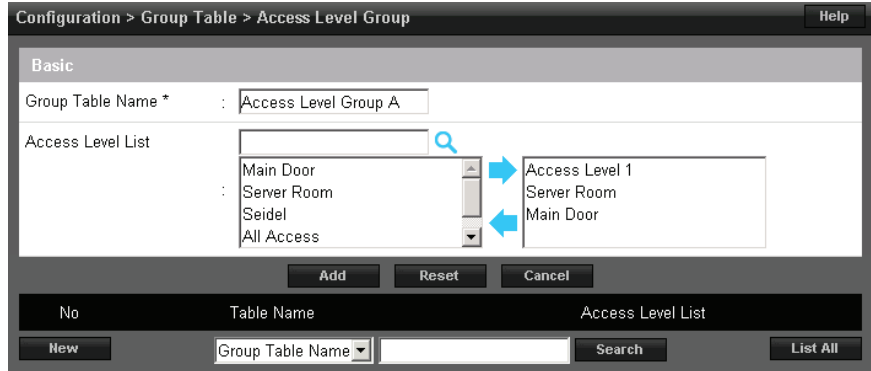
Access Level Groups



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.



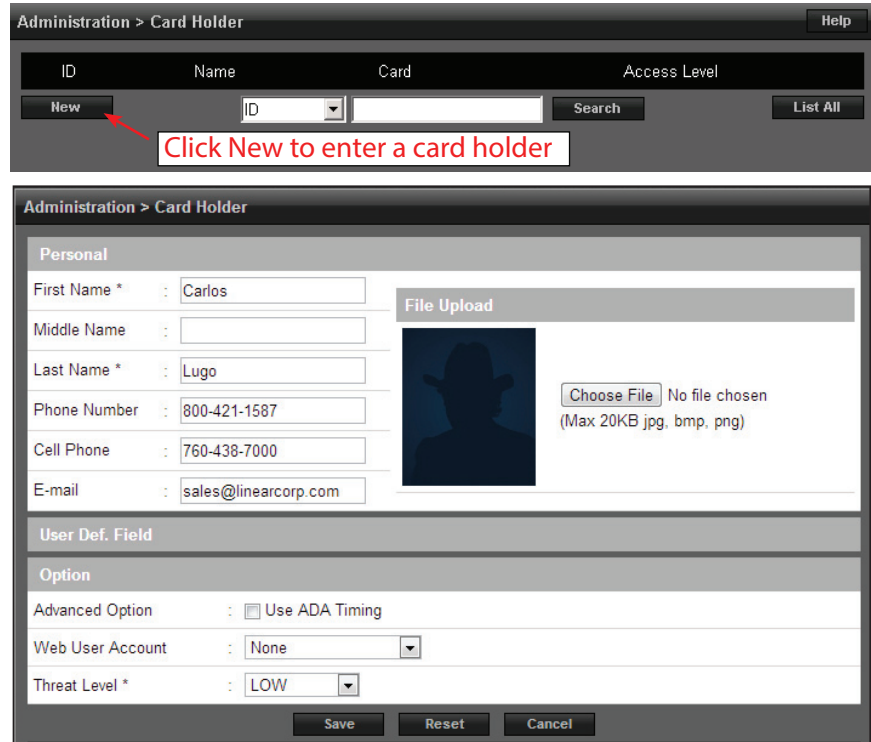
Card Holder



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.

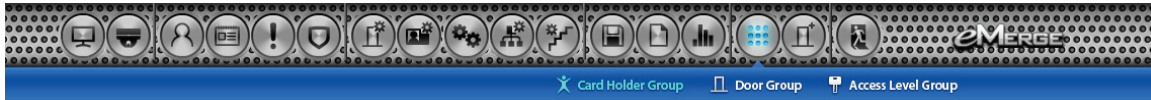
Note: Card scanner can only be used with doors 1 - 4.

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.

The screenshot shows the 'Administration > Card Holder' interface. At the top, a table lists card holders with columns for ID, Name, Card, and Access Level. The first row is highlighted, showing ID '1' and Name 'John LaFond'. A red arrow points to this row with the text 'Select the Card Holder'. Below the table is a 'New' button, also highlighted with a red arrow and the text 'Click New'. The 'Personal' section contains fields for ID, First Name, Middle Name, Last Name, Phone Number, Cell Phone, and E-mail. The 'Card' section has a table with columns for No, Card Number, Card Format, and Card Status, and a 'New' button. The 'Card Enrollment' section includes 'Auto Scan' (set to 'Door 1'), 'Card Format' (set to '37-bit card format'), 'Card Number' (with a 'Card Scan' button), 'Key Number', and 'Card Status' (set to 'Active'). The 'Access Level' section has a 'Select Type' dropdown (set to 'Individual') and a 'Select Level' field with a search icon. A dropdown menu is open showing 'Test', 'Seidel', 'All Access', and 'Access Level 1'. A red arrow points to the search icon with the text 'Click Search for Access Levels'. The 'Activation Date' section includes 'Never Expired' (checked), 'Activation Date', 'Inactive Reason', and 'Expiration Date'. At the bottom are 'Card Save', 'Reset', and 'Cancel' buttons.

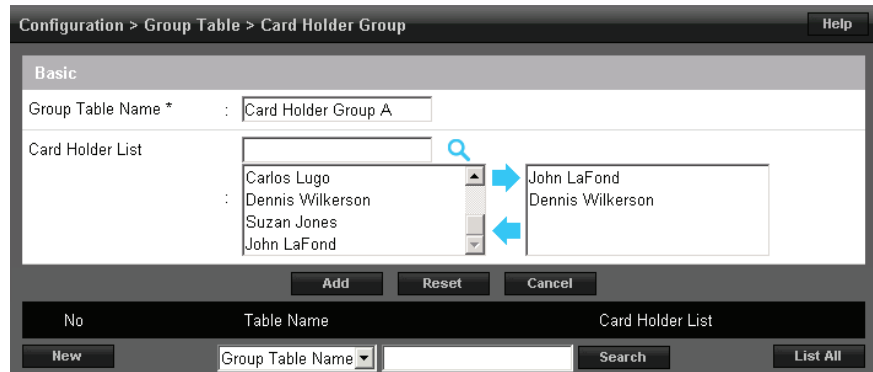
Card Holder Group



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.



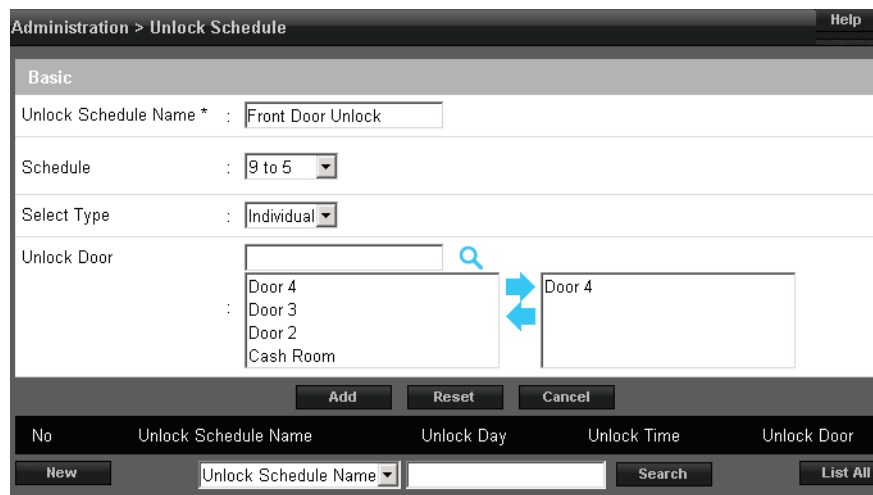
Unlock Schedules



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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
101	Denied Invalid Wiegand Format	<input checked="" type="checkbox"/>	<input type="checkbox"/>
201	Card Format Not Defined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
300	Denied Lost Card	<input checked="" type="checkbox"/>	<input type="checkbox"/>
301	Denied Stolen Card	<input checked="" type="checkbox"/>	<input type="checkbox"/>
302	Denied Expired Card	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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 Name	Description	Elevator Lock Mode	Floor
EV 1	Client Elevator 1	Normal	Default Floor

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**.

Configuration > Device Setting > Aux Input

Basic

Input Name * : AI 1

Description :

Floor : Default Floor

Input Type * : NO Unsupervised

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

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**.

Configuration > Device Setting > Aux Output

Basic

Name * : AO 1

Description :

Mode : On Time : (sec)

Floor :

Default State :

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

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**.

Camera > Camera Setting

Camera Definition

Name * :

Description :

Camera Brand * :

Browser Address * :

Control Address * :

IP Port * :

ID :

Password :

Door * :

Enable PTZ :

Camera Types

Image URL :

Motion JPEG URL :

No	Name	Description	Camera Brand	Door
3	Test 3		Vivotek : IP2111	Door 3
2	Test 2		Axis : 232D	Door 1
1	Exton	ACTi	Other	Door 1

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

Camera View

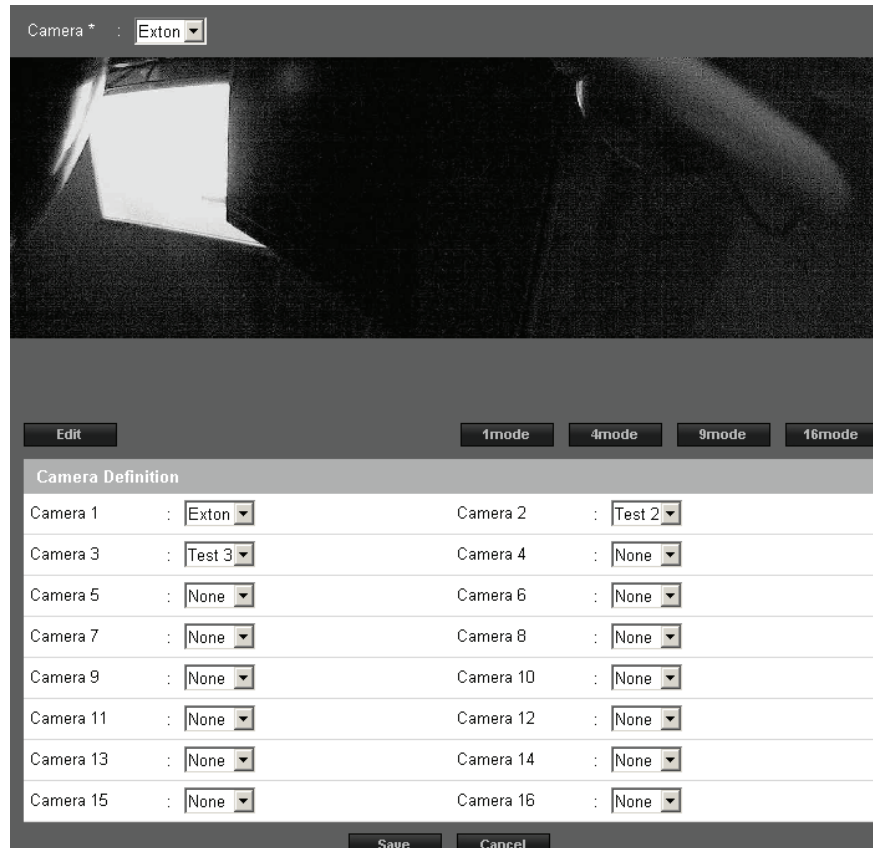


Camera View allows the user to select defined IP camera video matrix and various camera views. *A license upgrade is required to use this feature with the Essential and Elite.*

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 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.

No	Name	Type	IP Address	MAC Address	Alive	Version	All Update	Data Sync	
1	Client 1	Door 4	192.168.21.182	F0:D1:4F:00:00:0B	On	0.32-03e	Not Use	Delete	Update

No	Name	Type	IP Address	MAC Address	Alive	Version	All Update	Data Sync	
1	Client 1	Door 4	192.168.21.182	F0:D1:4F:00:00:0B	On	0.32-03e	Not Use	Delete	Update

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.

No	Name	Type	IP Address	MAC Address
2	Client 1	Door 4	192.168.21.182	F0:D1:4F:00:00:0B

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 Info	Field
User Info 1	Employee ID
User Info 2	
User Info 3	
User Info 4	
User Info 5	

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.

User Setting > User Role Help

:: LIST

No	Name		
3	View Only	Edit	Delete
2	User	Edit	Delete
1	Super User	Edit	Delete

New Search List All

User Setting > User Role Help

Basic

Default User Role Name *

Dashboard Select All

Dashboard Door Control Aux Output Control Acknowledgement Acknowledge All

Dashboard Setting View Modify

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

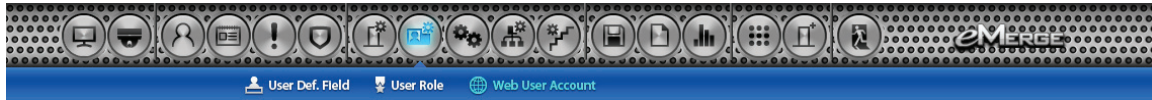
Schedule View Add Modify Delete Holiday Group View Add Modify Delete

Unlock Schedule View Add Modify Delete

Event Action Select All

Event Action View Add Modify Delete

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.

Basic	
User ID *	<input type="text"/>
Password *	<input type="password"/>
Web User Name *	<input type="text"/>
User Role	Administrator
Language	English
Default Page	Dashboard
Default Floor	Default Floor
Floor Show	Yes
Auto Disconnect Time	23:00

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.

A screenshot of the 'Configuration > Threat Level Setting' screen. It features a 'Basic' section with a 'Threat Level Count' dropdown menu set to 'Threat Level 5'. Below this is a 'Define Threat Level' section with five rows, each containing a label (Threat Level 1* through 5*) and a text input field with a value: 'LOW', 'GUARDED', 'ELEVATED', 'HIGH', and 'SEVERE'. At the bottom are 'Save', 'Reset', and 'Cancel' buttons.

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.

A screenshot of the 'Administration > Threat Level' screen. It features a 'Basic' section with a 'Threat Level' dropdown menu set to 'LOW'. A 'Check to turn off Threat Levels' checkbox is present and unchecked. A dropdown menu is open, showing the options: 'LOW', 'GUARDED', 'ELEVATED', 'HIGH', and 'SEVERE'. At the bottom are 'Save', 'Reset', and 'Cancel' buttons.

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.

Configuration > Device Setting > Door

Basic	
Name *	: Door 1
Description	: Server Door
Floor *	: Default Floor
Reader	
Reader Function	: In and Out Readers
In Reader Type	: Keypad or Card
Out Reader Type	: Keypad or Card
Door Contact	
Door Contact	: NO Unsupervised
Held Open Time	: 3 (sec)
ADA Open Time	: 3 (sec)
Rex	
Rex	: NO Unsupervised
Door Lock Mode	
Door Lock Mode :	: Normal
Default Status *	: De-Energized
Re-Lock on Open	: <input type="checkbox"/>
Door Unlock Time	: 3 (sec)
Threat Level	
Threat Level	: LOW

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.

Administration > Card Holder

Personal			
ID *	: 1		
First Name *	: John		
Middle Name	: R		
Last Name *	: Smith		
Phone Number	: 999-888-7777		
Cell Phone	:		
E-mail	: jsmith@aol.com		
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 80px; height: 80px; background-color: #333; margin-right: 10px;"></div> <div> <p>File Upload</p> <input type="text"/> <input type="button" value="Choose..."/> <p>(Max 20KB - jpg, bmp, png)</p> </div> </div>			
User Def. Field			
Card			
No	Card Number	Card Format	Card Status
1	12345	IEI 26 Bit Wiegand	Active
<input type="button" value="Add Card"/>			
Option			
Advanced Option	: <input type="checkbox"/> Use ADA Timing		
Web User Account	: None		
Threat Level *	: LOW		

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

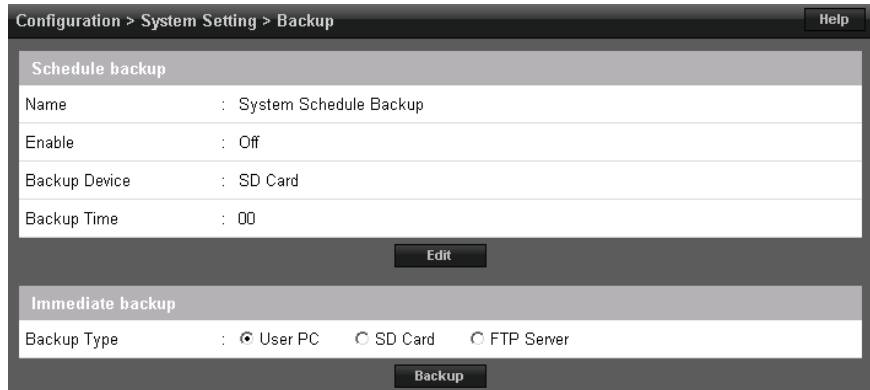
MM is 2 digit month

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.

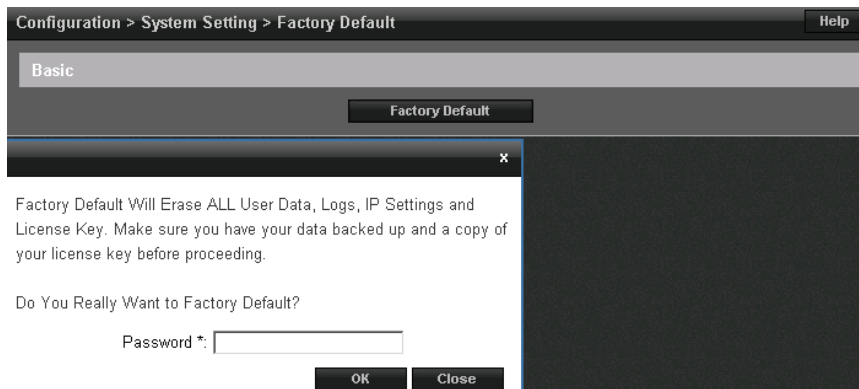
Factory Default



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

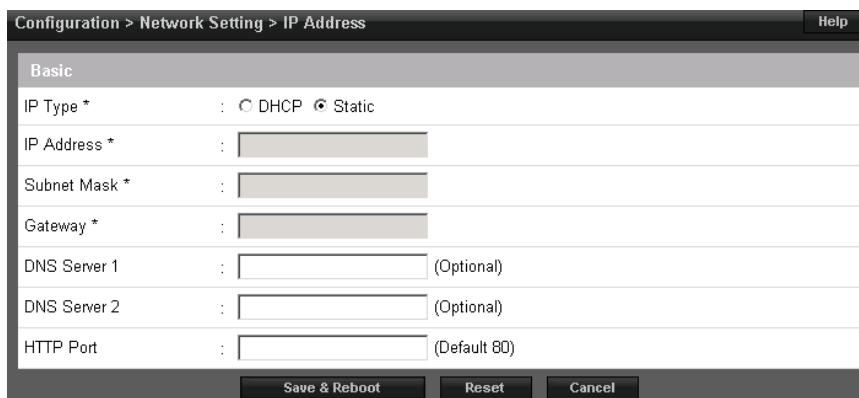


DHCP assigns an IP address to the controller automatically on a network containing a DHCP Server (a router will typically have a built-in DHCP Server).

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.

A screenshot of the 'Configuration > Network Setting > FTP' page. The page has a 'Help' button in the top right corner. Under the 'Basic' section, there are several fields: 'Enable' with a checkbox, 'Server Address' with a text input field, 'Server Port' with a text input field, 'Server ID' with a text input field, 'Server Password' with a text input field, 'Server Passive Mode' with a checkbox, and 'Upload DIR' with a text input field and a 'Test' button. At the bottom, there are 'Save', 'Reset', and 'Cancel' buttons.

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**.

A screenshot of the 'Configuration > Network Setting > SMTP' page. The page has a 'Help' button in the top right corner. Under the 'Basic' section, there are several fields: 'Use SMTP Service' with a checked checkbox, 'SMTP Server' with a text input field containing 'mail.gmail.com', 'TLS' with a checked checkbox and the text 'Used', 'ID' with a text input field containing 'youremail@email.com', 'Password' with a text input field containing dots, and 'Send to(E-mail Address)' with a text input field containing 'youremail@email.com' and a 'Test' button. At the bottom, there are 'Save', 'Reset', and 'Cancel' buttons.

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.

Configuration > Network Setting > Time Server

Basic

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

Server Address :

Sync Time :

Sync Time Zone :

Date : Time

DST

DST : Off On ~

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

Configuration > Floor Setting Help

Basic

Floor Name * :

Description :

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

No	Floor Name	Description	Floor Image
1	Default Floor	Default Floor	Future Expansion2.jpg

User Data Export



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

Data Transfer > User Data Export Help

Basic

File Type : CSV

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.

Data Transfer > User Data Import Help

Basic

File Type : CSV

Data exists : Skip Overwrite

File : Choose...

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 > Log Report Help

DB

Select DB : Current DB User PC SD Card

Search

Log Date : ~

Log Type : WEB Reader Door Contact Door Lock
 Rex Aux Output Aux Input System
 Network

Device Name :

Event Name :

Output Item : Date Date & Time Time Event Name
 User Name User Define Field Card Number Message
 Device Name Log Type Port ACK
 ACK Message

:: LIST

Date	Log Type	Device Name	Port	User Name	Event Name	Message
09-21-2012		192.168.11.254		admin	Card Holder Data Delete	
09-21-2012		192.168.11.254		admin	Card Holder Data Delete	
09-21-2012		192.168.11.254		admin	Card Holder Data Added	

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.

The screenshot shows the 'Log > Log Management' configuration window. It has a 'Help' button in the top right corner. The window is divided into several sections: 1. 'Automatic Backup' section: 'Automatic Backup or Message pop up when log is 90 % full'. Below this is a text area for 'Pop up message' containing the text 'Log data is full. Please export data.'. There are fields for 'Name' and an 'Enable' checkbox. The 'Backup Device' is set to 'SD Card' (selected) and 'FTP'. There are 'Save', 'Reset', and 'Cancel' buttons. 2. 'Log Reset' section: A 'Reset' button. 3. 'Schedule backup' section: 'Name' is 'Log Schedule Backup', 'Enable' is 'Off', 'Backup Device' is 'SD Card', and 'Backup Time' is '00:00 Backup Occurs Every Day at the Selected Time'. There is an 'Edit' button. 4. 'Log Backup' section: 'File Type' is set to 'CSV' (selected) and 'Database'. There is a 'Backup' button.

Report



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

The screenshot shows the 'Report > Report' configuration window. It has a 'Help' button in the top right corner. The window is divided into several sections: 1. 'Search' section: A search bar with a dropdown menu. The dropdown menu is open, showing options: 'Door', 'Aux Input', 'Aux Output', 'Card Holder', and 'Card'. The 'Door' option is selected. There is a 'Search' button.

Access Report



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

Report > Access Report

:: Search

Type : Door Elevator

Date : 06-11-2013 ~ 07-11-2013

Condition Door : All

Card Holder :

Access Level : All

Search

:: LIST

DateTime	Device Name	Card Holder	Card Number
----------	-------------	-------------	-------------

System Report



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

Report > Report

Help

User	<input type="text"/>	0.100%	1/1,000
Card	<input type="text"/>	0.000%	0/8,000
Card Format	<input type="text"/>	25.000%	8/32
Access Level	<input type="text"/>	0.000%	0/8
Schedule	<input type="text"/>	1.000%	1/100
Holiday Group	<input type="text"/>	33.333%	10/30
User Def. Field	<input type="text"/>	0.000%	0/5
Transaction	<input type="text"/>	0.440%	66/15,000

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.

Configuration > Site Management

Help

Basic

Site Name * : Default Site

Language : English

Country : United States

Site Logo : Choose... (Max 150KB - jpg, bmp, png)

Save Reset Cancel

No	Site Name	Language	Country	Site Logo
1	default site	English	United States	

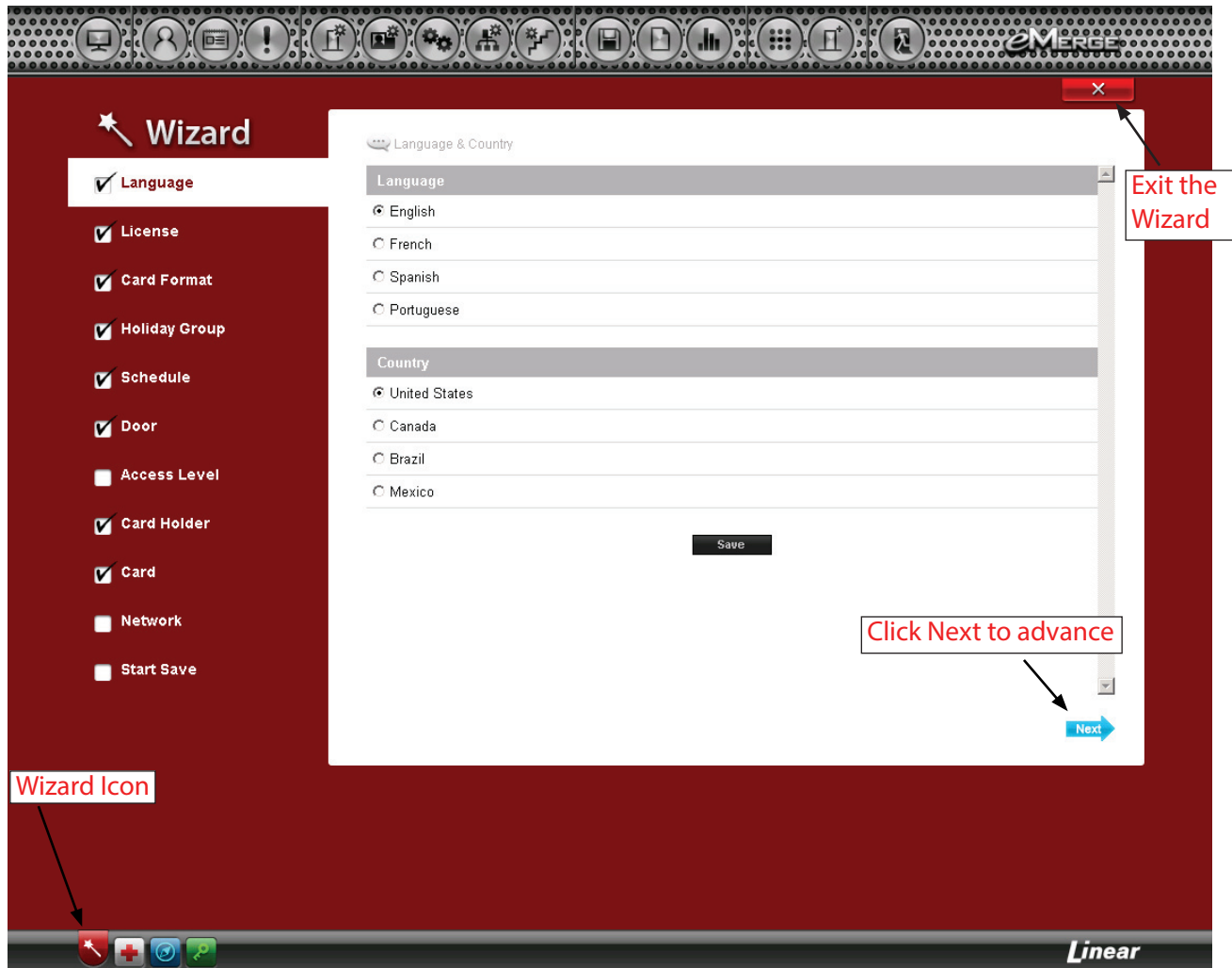
Logout



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.

The screenshot shows the 'Wizard' interface with a sidebar on the left containing several configuration options, each with a checkbox. The 'Language' option is selected and highlighted. The main content area is titled 'Language & Country' and contains two sections: 'Language' and 'Country'. In the 'Language' section, 'English' is selected with a radio button, while 'French', 'Spanish', and 'Portuguese' are unselected. In the 'Country' section, 'United States' is selected with a radio button, while 'Canada', 'Brazil', and 'Mexico' are unselected. A 'Save' button is located at the bottom center of the main content area.

Language & Country	
Language	
<input checked="" type="radio"/>	English
<input type="radio"/>	French
<input type="radio"/>	Spanish
<input type="radio"/>	Portuguese
Country	
<input checked="" type="radio"/>	United States
<input type="radio"/>	Canada
<input type="radio"/>	Brazil
<input type="radio"/>	Mexico

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**.

The screenshot shows the 'Wizard' interface with a sidebar on the left. The 'License' option is selected and highlighted. The main content area is titled 'license_title' and contains a 'Basic' section with the following information:

Basic	
MAC Address	: F0:D1:4F:00:00:44
Software Version	: 0.30-14
Model	: Essential
Device Type	: Server
License Key	: 2BAE132B50466387DE19CC1C06BBA52B74907996E1F4D0A93601F9B826BDB633

At the bottom of the main content area, there are two buttons: 'Edit' and 'Print'.

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.*

The screenshot shows the 'Card Format' wizard interface. On the left, a sidebar lists various configuration options, with 'Card Format' selected. The main area displays a table of existing card formats. Below the table, there are buttons for 'New' and 'Decoder', and a search field. Red arrows point to the 'New' and 'Decoder' buttons, with callouts: 'Click New to enter format' and 'Click Decoder to auto scan'.

No	Card Format Name	Description	Facility Code	Total Bit Length
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 Weigand	IEI 26 Bit Weigand Facility code 11	11	26
2	36-bit card format		1234567890	36
1	37-bit card format		1	37

Using the Decoder

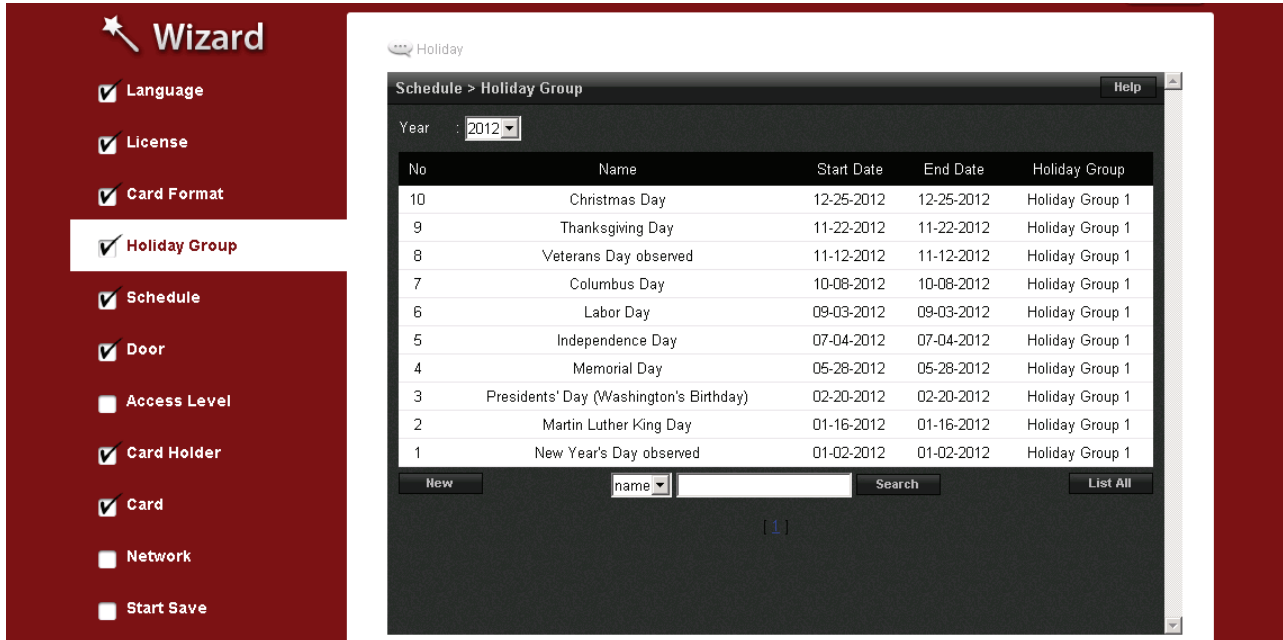
If the desired card format is not listed as a default format, the **Decoder** can be utilized to auto scan and detect the card format.

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. 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.

The screenshot shows the 'Decoder' configuration window. It has sections for 'Basic', 'Card Scan', and 'Calculate'. The 'Auto Scan' dropdown is set to 'Door 1'. The 'Default Card Format' is set to 'Custom'. The 'Card Scan' section has fields for 'Card Format Name *' (36-bit card format), 'Description', 'Facility Code Start Bit *' (3), 'Facility Code Length *' (10), 'Card Number Start Bit *' (13), 'Card Number Length *' (24), 'Even Parity Start Bit *' (1), 'Even Parity Bit Length *' (1), 'Odd Parity Start Bit *' (2), and 'Odd parity Bit Length *' (1). The 'Calculate' section shows 'Facility Code *' (1234567890) and 'Card Number'. At the bottom are 'Add', 'Reset', and 'Cancel' buttons.

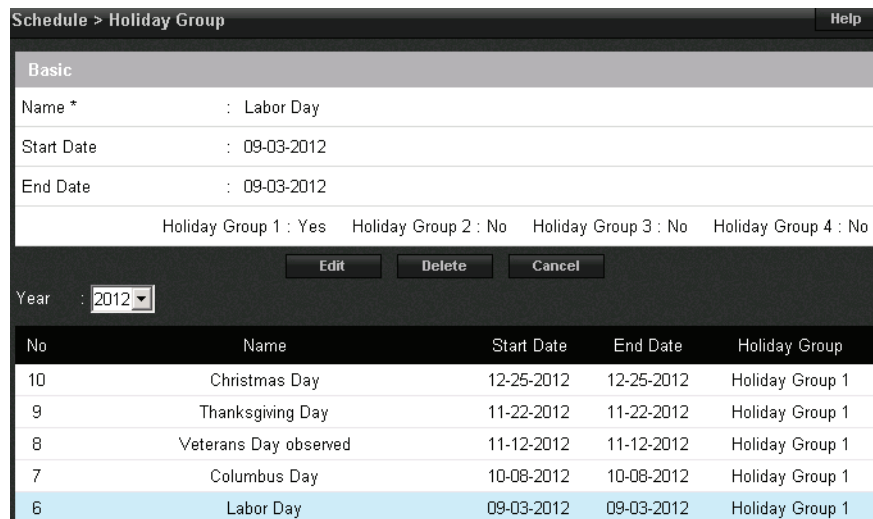
Holiday Group

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

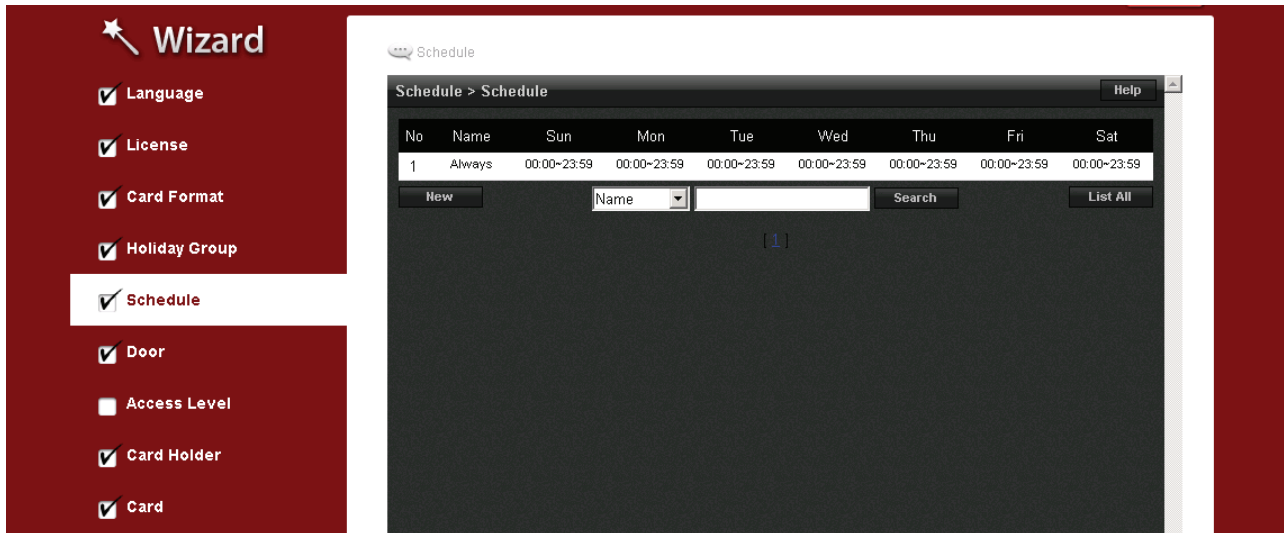
1. Highlight the holiday to be deleted.
2. Click **Delete**. A confirmation box will appear.
3. Click **OK** to confirm.

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).

Basic					
Name *	Weekly Employee				
Description	9-5 M-F				
Schedule					
Day	Reverse Start/Stop	Always	Start Time	End Time	
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	00:00	00:00	
Monday	<input type="checkbox"/>	<input type="checkbox"/>	08:45	17:00	
Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	08:45	17:00	
Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	08:45	17:00	
Thursday	<input type="checkbox"/>	<input type="checkbox"/>	08:45	17:00	
Friday	<input type="checkbox"/>	<input type="checkbox"/>	08:45	17:00	
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	00:00	00:00	
Holiday	<input type="checkbox"/>	<input type="checkbox"/>	00:00	00:00	
Select Holiday		<input type="checkbox"/> Holiday Group 1	<input type="checkbox"/> Holiday Group 2	<input type="checkbox"/> Holiday Group 3	<input type="checkbox"/> Holiday Group 4
		<input type="button" value="Add"/>	<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>	

To Delete a Schedule

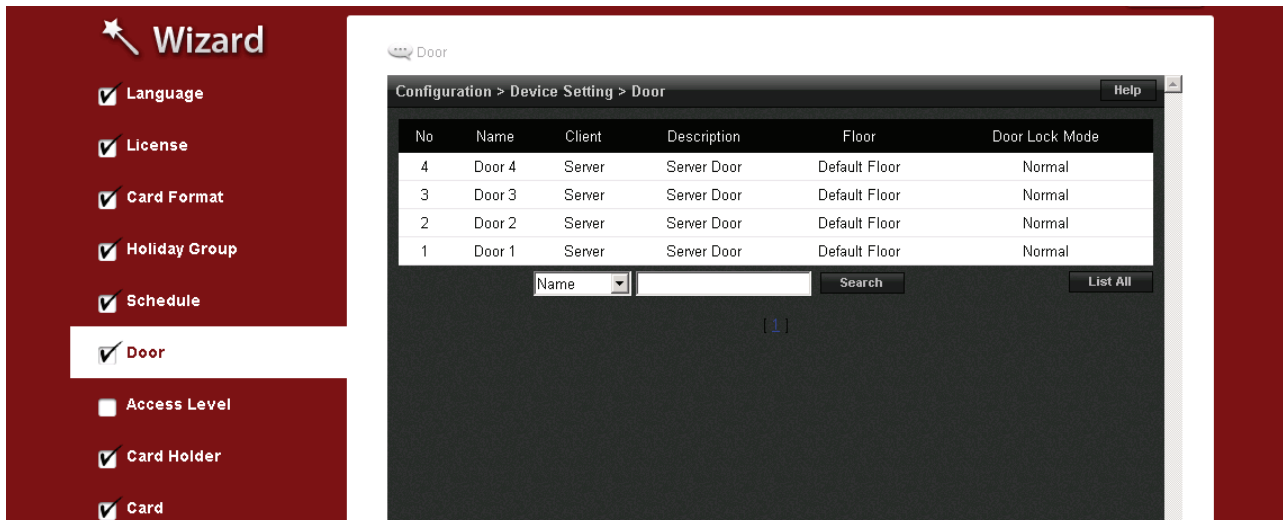
1. Select the schedule to be deleted.
2. The schedule will appear. Scroll to the bottom of the page and click **Delete**.
3. Click **OK** to confirm the deletion.

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.

Configuration > Device Setting > Door	
Basic	
Name *	: Door 2
Description	: Server Door
Floor *	: Default Floor
Reader	
Reader Function	: In and Out Readers
In Reader Type	: Keypad or Card
Out Reader Type	: Keypad or Card
Door Contact	
Door Contact	: NC Unsupervised
Held Open Time	: 8 (sec)
ADA Open Time	: 3 (sec)
Rex	
Rex	: NO Unsupervised
Door Lock Mode	
Door Lock Mode	: Normal
Default Status	: De-Energized
Re-Lock on Open	: No
Door Unlock Time	: 3 (sec)

* 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.

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
- Start Save

Administration > Access Level

Basic

Access Level Name * : Server Room

Description :

Schedule : Always

Select Type : Individual

Door List

Door 4
Door 3
Door 2
Cash Room

Door 3

Save Reset Cancel

No	Access Level Name	ScheduleName
6	Main Door	Always
5	Server Room	Always
3	Seidel	First Shift
2	All Access	Always
1	Access Level 1	First Shift

Prev Next

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.

The screenshot shows the 'Wizard' interface for adding a Card Holder. On the left, a sidebar lists various options, with 'Card Holder' selected. The main window displays the 'Card Holder' form with the following sections:

- Personal:** First Name *, Middle Name, Last Name *, Phone Number, Cell Phone, E-mail.
- User Def. Field:** Employee ID.
- Option:** Advanced Option (checkbox for Use ADA Timing), Web User Account (dropdown menu).
- File Upload:** A section for uploading a user image, with a 'Choose...' button and a note '(Max 20KB jpg, bmp, png)'. A placeholder image of a person is shown.

At the bottom, there is a table with columns: ID, Name, Card, Access Level. The first row shows ID: 1, Name: Chuck Shine. Below the table are buttons for 'New', 'Search', and 'List All'. Navigation buttons 'Prev' and 'Next' are also present.

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**.

This screenshot shows the 'Administration > Card Holder' window. A red arrow points to the 'New' button in the table header area. A callout box with a red border contains the text: 'Click New to enter a card holder'.

This screenshot shows the 'Administration > Card Holder' window with the form fields filled out. The 'Personal' section contains: First Name *: John, Middle Name: R., Last Name *: LaFond, Phone Number: 800-733-9502, Cell Phone: (empty), E-mail: john@linearcorp.com. The 'Option' section contains: Advanced Option: (checkbox for Use ADA Timing), Web User Account: None. The 'File Upload' section is also visible.

Card

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

The screenshot displays the 'Wizard' interface for card enrollment. On the left, a sidebar lists various configuration steps, with 'Card' currently selected. The main window is titled 'Card' and contains the following sections:

- Card Enrollment:** Fields for 'Auto Scan *' (set to 'Door 1'), 'Card Format *' (set to 'I/EI 26 Bit Weigand'), 'Card Number *', 'Key Number', and 'Card Status *' (set to 'Active'). A 'Card Scan' button is located next to the Card Number field.
- Access Level:** A 'Select Type' dropdown set to 'Individual' and a 'Select Level' field with a search icon. A callout points to the search icon with the text 'Click Search for Access Levels'.
- Activation Date *:** Fields for 'Never Expired' (checked), 'Activation Date', 'Inactive Reason', and 'Expiration Date'.

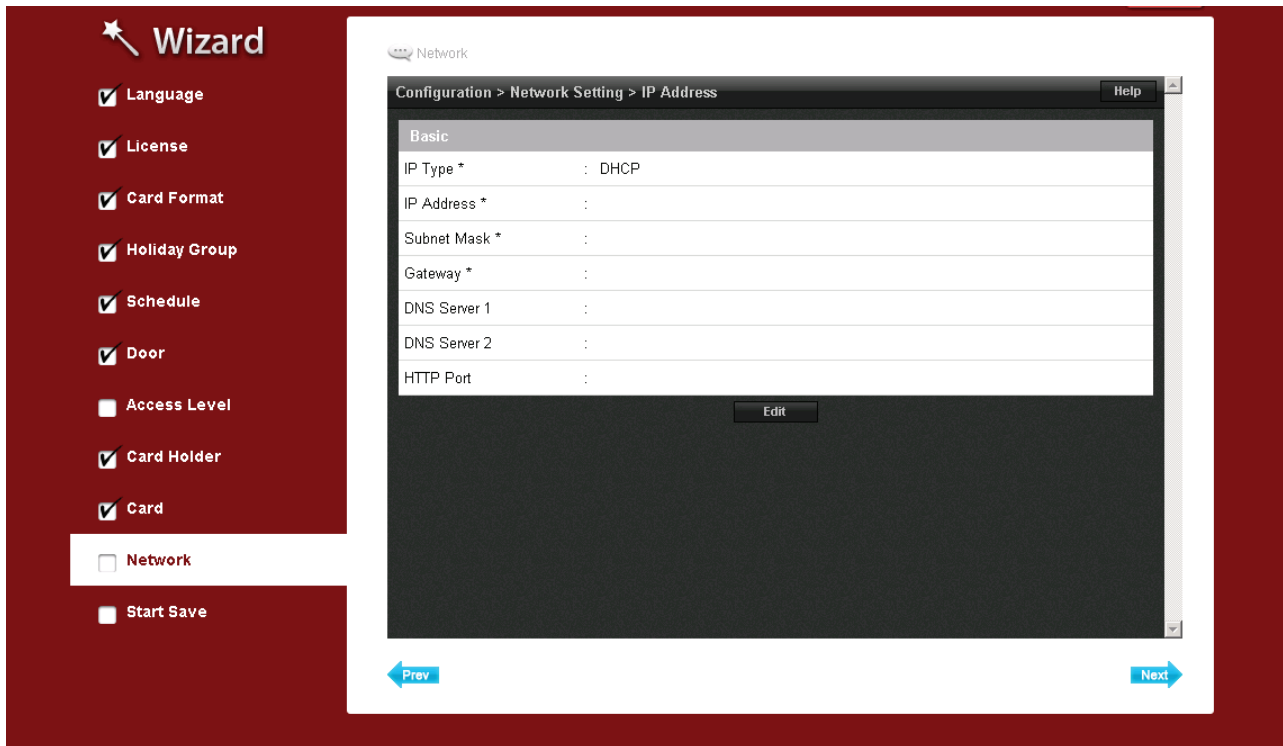
Navigation buttons 'Prev' and 'Next' are located at the bottom of the form.

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

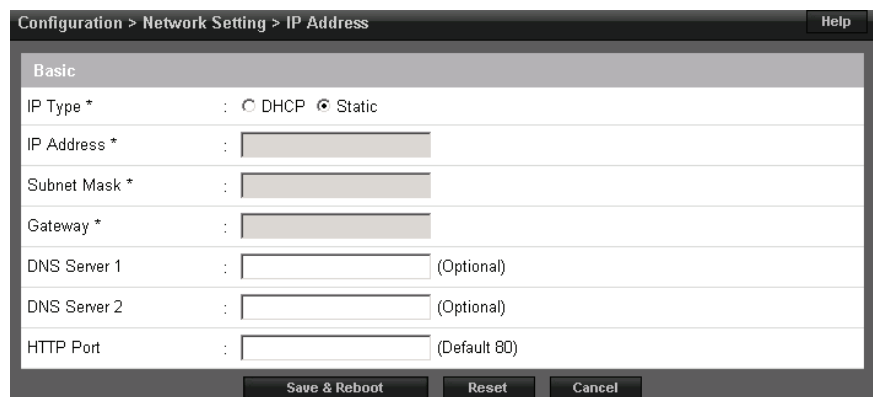
Enter the *Network* configuration information as provided by the IT administrator.



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).

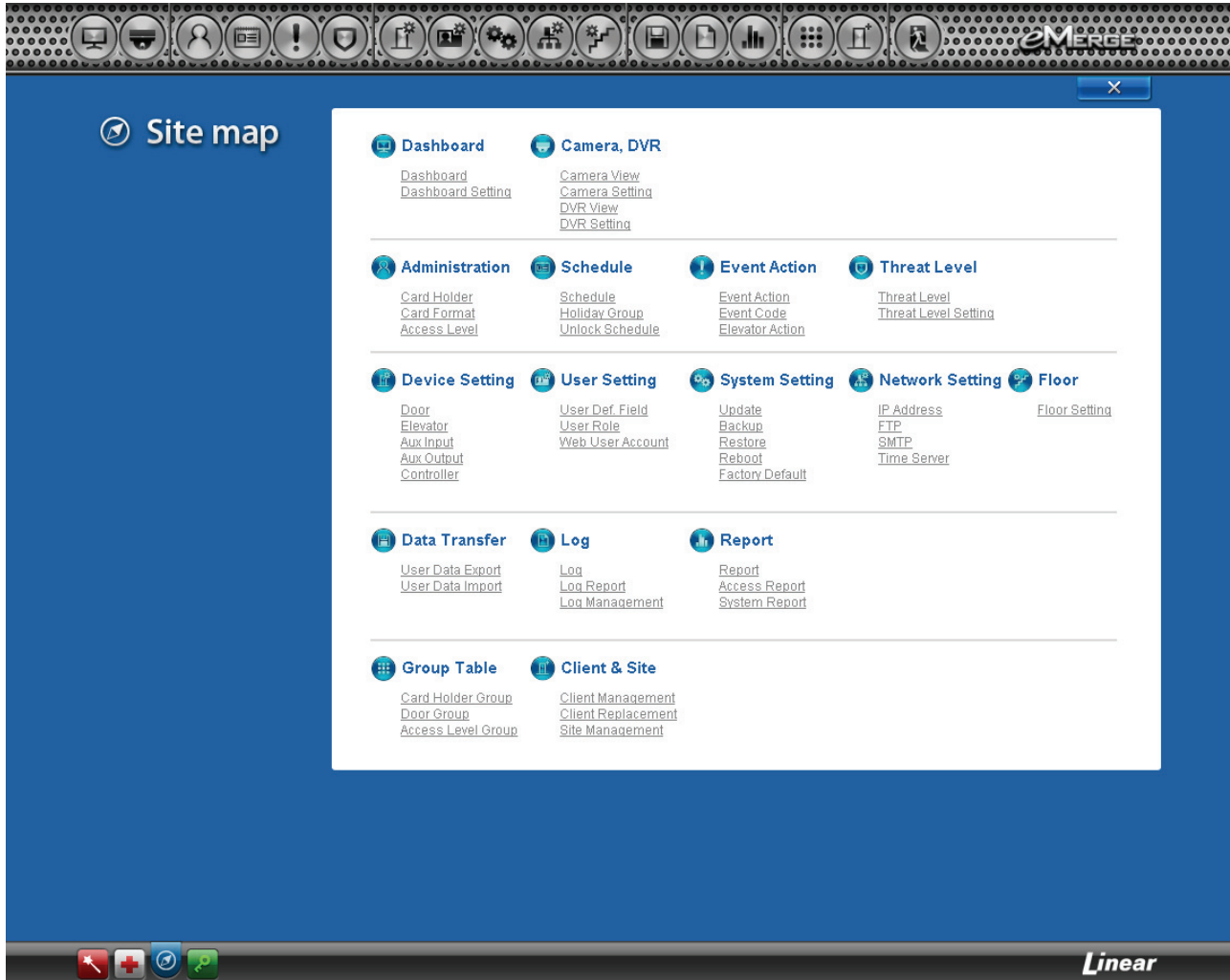
When **Static** is selected, options IP Address, Subnet Mask, Gateway must be entered.

- **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.



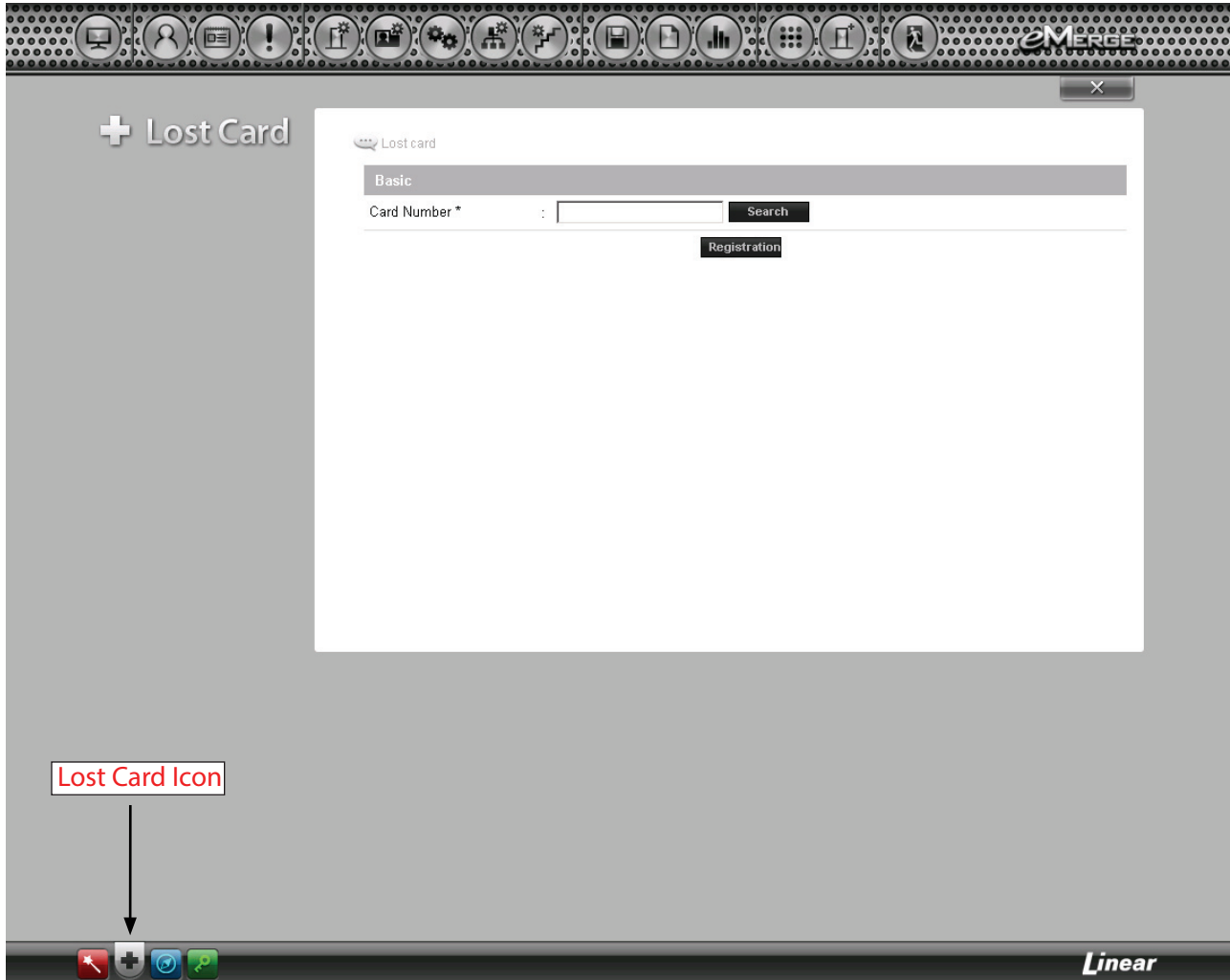
5.0 Site Map

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.

License

License

Basic

Model	: Essential
Software Version	: 0.31-01a
Device Type	: Door 4
MAC Address	: F0:D1:4F:00:00:4C
License Key	: 2C72163ECEB4EC308D78DAF5C945F678AB70BACBB3A20E6D9A0EF57E9B53ED8A

Edit Print

+ System Information and Upgrade Options

+ Contact Information

License Icon

Linear

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.

- Contact Information

Installing Dealer (required for upgrade requests)

Company Name *	:	<input type="text" value="Linear Corp LLC"/>
Address 1 *	:	<input type="text" value="1950 Camino Vida Roble"/>
Address 2	:	<input type="text" value="Suite 150"/>
City *	:	<input type="text" value="Carlsba"/>
State *	:	<input type="text" value="CA"/>
ZIP Code *	:	<input type="text" value="92008"/>
Contact Name *	:	<input type="text" value="Carlos Lugo"/>
Phone Number *	:	<input type="text" value="760-438-7000"/>
Cell Phone	:	<input type="text"/>
E-Mail *	:	<input type="text" value="sales@linearcorp.com"/>

* required information

Site Information (optional)

Company Name	:	<input type="text"/>
Address 1	:	<input type="text"/>
Address 2	:	<input type="text"/>
City	:	<input type="text"/>
State	:	<input type="text"/>
ZIP Code	:	<input type="text"/>
Contact Name	:	<input type="text"/>
Phone Number	:	<input type="text"/>
Cell Phone	:	<input type="text"/>
E-Mail	:	<input type="text"/>