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a Motorola Solutions Company

User Guide

Avigilon's Access Control Manager™ System

Version 6.6.0

Avigilon Corporation
avigilon.com

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Revisions

ACM Release	Description
Release 6.6, June 2020	Support for 410 IP-mode gateway and wireless locks: • *System Overview* on page 31 • *410-IP Mode Installation* on page 443 • *Viewing Gateway and Linked Device Communications Status* on page 267 New Identity Correlation Report: • *Identity Correlation Report* on page 681 New outputs table: • *Monitor - Dashboard* on page 635 Support for activate.avigilon.com: • *Adding a License* on page 109
Release 6.4, February 2020	New inputs table: • *Monitor - Dashboard* on page 635 New Max Days Stored field and relabeled Max Stored Transactions field (previously Stored Transactions): • *Editing Appliance Settings* on page 52 , *1. Preparing Appliances for Replication and Failover* on page 59 Other updates: • New procedure: *Triggering Door Lockdown By Panic Button or Red Card* on page 610 • End Day/Time field functionality ends at end of minute and not beginning of minute: *Overriding Door Modes and Schedules* on page 613, *Modifying an Override* on page 616 • Note describing Escape and Return state in SimonsVoss wireless locks superseding the ACM lockdown priority operation: *Configuring SimonsVoss Wireless Locks* on page 176, *Priority Situations* on page 599 • Internet Explorer replaced by Microsoft Edge as supported browser: *Capturing and Uploading Photos of an Identity* on page 470 • Obsolete 'Add New Appliance' button and 'Appliance: Add page' removed
Release 6.2, November 2019	Support for mandatory password change for the default admin user on first login to the ACM system:

ACM Release	Description
	• *Logging In* on page 35 Support for saving an identity export to the local drive: • *Adding a Collaboration* on page 508, *Collaboration Types* on page 516, *Previewing the General Identity Collaboration Log* on page 517, *Extracting a CSV Zip File* on page 519 Support for new subpanels table: • *Monitor - Dashboard* on page 635 Support for Mercury Security LP-series 4502 model doors, panels, firmware, identities, PIV and PIV-I tokens, and embedded pivCLASS Authentication Module (PAM) and auxiliary authentication module (AAM): • *Appendix: pivCLASS Configuration* on page 695 Other updates: • SMTP user field description: *Appliance: Edit page - Appliance tab* on page 103 • Save the appliance on the Appliance: Edit page to ensure the ACM appliance reboots: *Appliance: Edit page - Appliance tab* on page 103 • Complete OSDP reader configuration in ACM software before physically connecting them: *Reader Templates* on page 124

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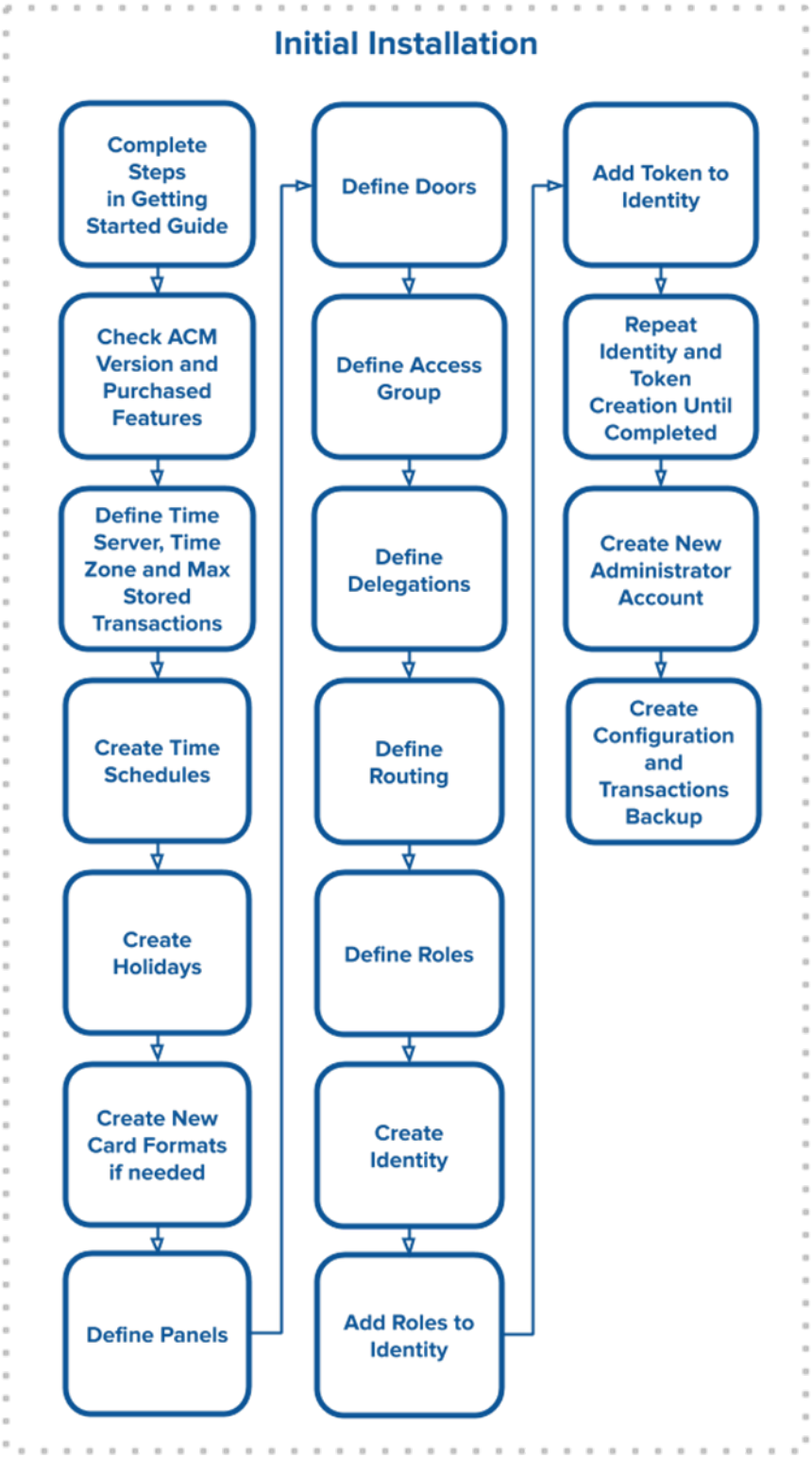


ACM™ Introduction

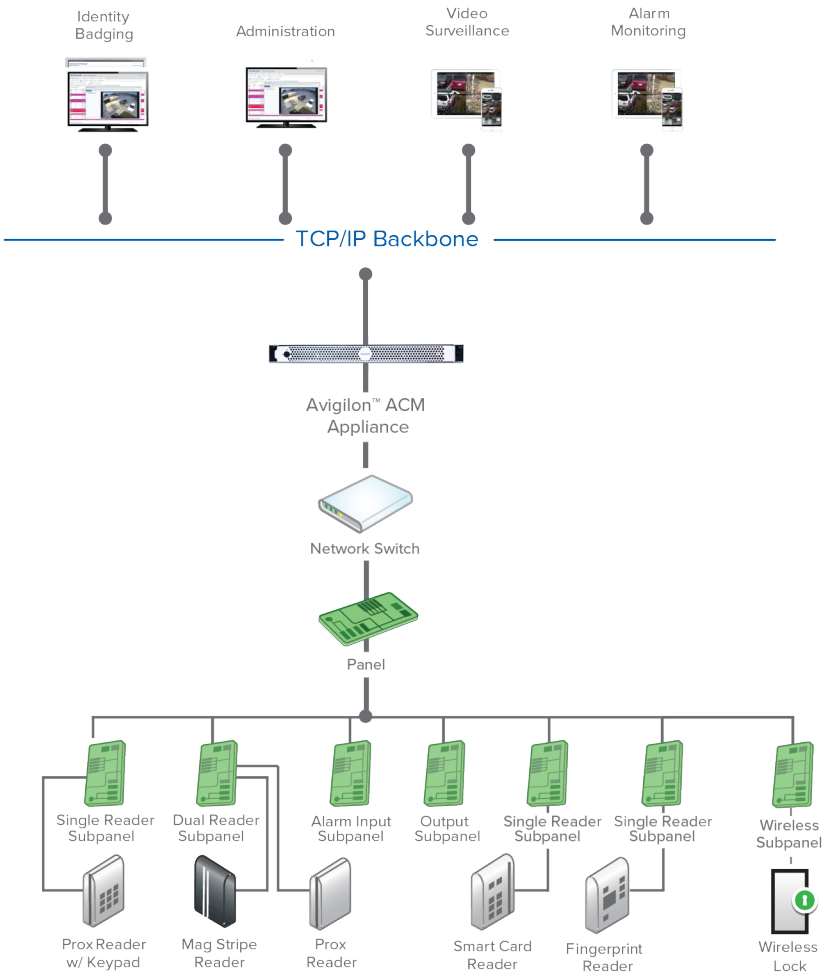
The Avigilon Access Control Manager (ACM) software gives integrators, administrators and operators the ability to configure and control local access control security systems through a web browser.

When all access control devices are installed and connected to an Avigilon ACM appliance, you can configure the ACM system with ease including:

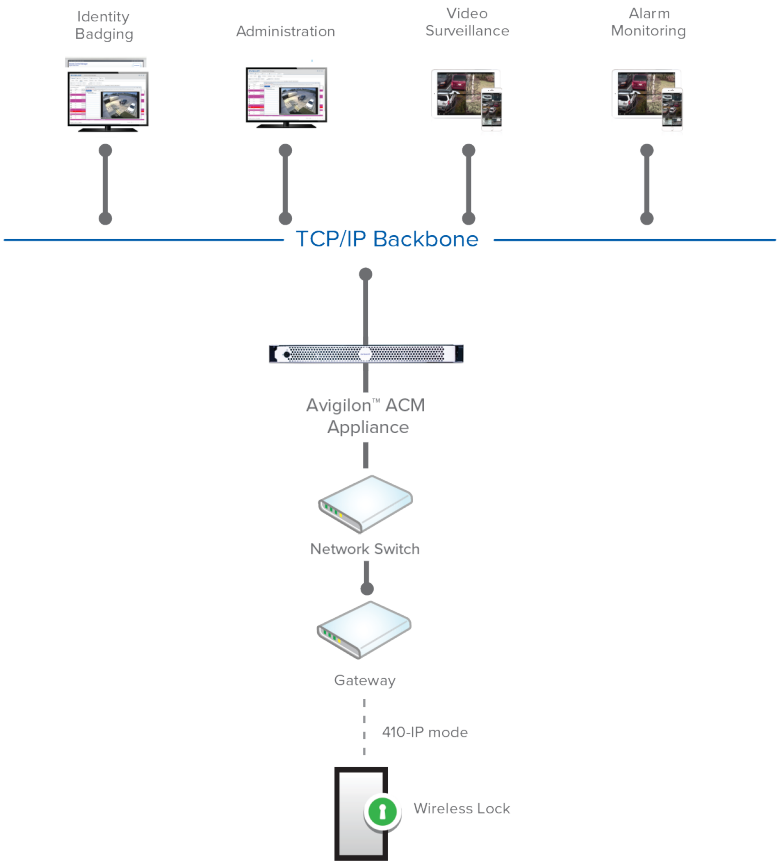
- Configure doors, locks, interlocks, intrusions and cameras
- Add identities and their tokens
- Design and assign badges
- Monitor events
- Generate access control reports
- Perform required administrative tasks

System Overview

The ACM system is organized as follows:



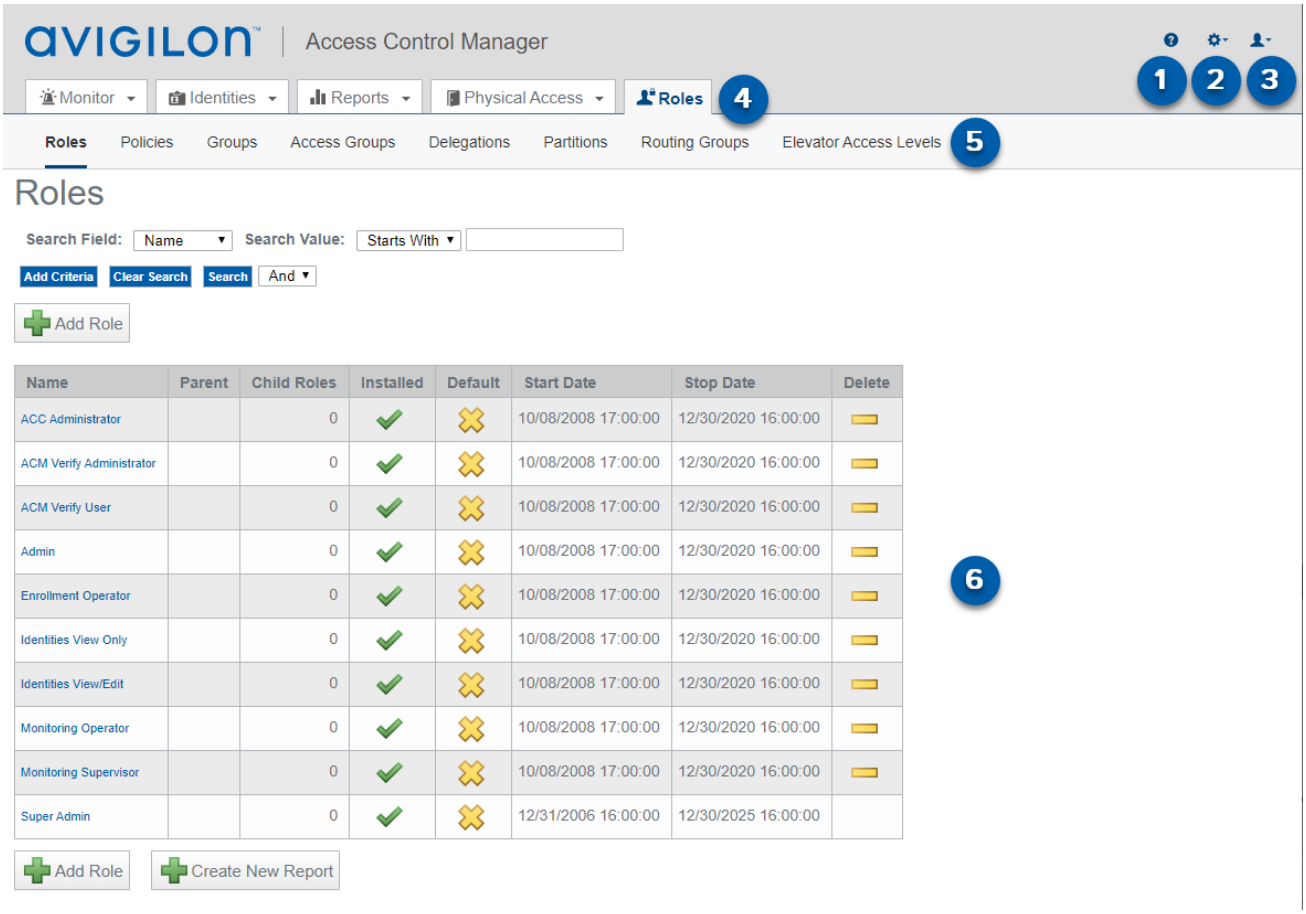
The ACM system is organized as follows for IP wireless locks.



For more information, see *410-IP Mode Installation* on page 443.

Application Overview

The features of the ACM application depend on your devices, licenses, system preferences and permissions.



The general features of the application window are:

1		
	Help	View online information about using the current screen.
2	**Setup and Settings**	
	Appliance	Connect, customize and set up your appliance to meet your system requirements. For more information, see *Managing Appliances* on page 52.
	Collaboration	Set up and manage collaborations which exchange data with third-party databases and applications. For more information, see *Managing Collaborations* on page 508.
	Schedules	Configure when a door is accessible, when a card is valid, or when a device is activated. For more information, see *Schedules and Holidays Overview* on page 386.
	Holidays	Configure dates when normal rules are suspended in schedules. For more information, see *Schedules and Holidays Overview* on page 386.
	Event Types	Configure event types and instructions on how to handle the event generated in the ACM

		system. For more information, see *Event Types - Introduction* on page 396.
	User Fields	Add additional fields for enrolling identities. For more information, see *User Defined Fields - Introduction* on page 402.
	User Lists	Add additional drop-down option lists for enrolling identities. For more information, see *User Lists - Introduction* on page 406.
	System Settings	Configure system settings such as language, token expiration time, required password strength and more. For more information, see *System Settings - Introduction* on page 408
	Paired Devices	Generate a one-time key to connect a browser-enabled device, such as a smartphone, to a door configured as an ACM ACM Verify station so that it can function as a Virtual Station. For more information, see *Paired Devices* on page 260.
	Certificates	Add custom certificates for panel and ACM authentication. For more information, see *Adding Custom Certificates* on page 145.
	Badge Designer	Customize a badge template for badge holders. For more information, see *Badge Templates and the Badge Designer* on page 419. This feature requires a license. Contact your Avigilon support representative for more information.
	External Systems	Set up integration to cameras, sites and other third-party external systems. For more information, see *External Systems Overview* on page 426.
	Maps	Import maps of your facility and populate them with door, panel, subpanel, input, output, camera and global action alarm points that can be monitored. For more information, see *Maps - Introduction* on page 458.
3	**admin**	
	My Account	Change your account password and view personal settings. For more information, see *Setting Personal Preferences* on page 36.
	Support	Contact your Avigilon support representative. For more information, see *Contacting Your Support Representative* on page 47.
	Log Out	Log out of the application.
4	Task bar	
	Monitor	Track events, alarms and other system functions either by table, dashboard or map. For more information, see *Monitoring Access* on page 618.
	Identities	Add identities in ACM. Identities are the operators or badge holders of the access control system. An operator is an end-user of the ACM application. A badge holder is a person who requires access to the facility monitored by ACM. An identity can be both an operator and a badge holder. Most identities are badge holders only. Badge holders can be assigned roles and belong to access groups that restrict access within the facility. Operators can be assigned delegations that restrict ACM functionality. For more information, see *Managing Identities* on page 465.
	Reports	Generate and customize status reports with the ACM application. For more information, see *Generating Reports* on page 663.
	Physical Access	Define the access control hardware, such as doors, that are connected to the ACM appliance. You can also configure anti-passback areas, card formats, events and EOL resistance values. For more information, see *Managing Physical Access* on page 114.

	Roles	Limit or regulate the number of tasks that a specific user can perform within the ACM system. For more information, see *Roles - Role Search page* on page 552.
5	Task bar sub-options	
		Select an option under **Monitor**, **Identities**, **Reports**, **Physical Access** or **Roles**.
6	Pages and fields	
		Perform tasks in the ACM system.

Logging In

You can log in to the ACM system from any web browser that has access to the same network.

1. Open your preferred browser.
2. In the address bar, enter the IP address of your ACM appliance.
3. Enter your username in the **Login** field.
4. Enter your password in the **Password** field.
5. Click the **Sign in** button.

   The application's Home page is displayed.

> **Note:** If you are logging in to the ACM application for the first time, the default password for the `admin` username must be changed. In addition, if you are performing a system upgrade, the default password for the admin username must be changed if it was not changed previously.

> **Tip:** To change your password after initial installation, see *Changing the Password in My Account* on the next page and *Changing the Administrator Password* on page 49. For information about the Password Strength Enforced field, see *Password Strength Enforced* on page 414.

Logging Out

From top-right, select > **Log Out**.

The Sign in screen is displayed.

Setting Personal Preferences

To set up your personal preferences, select > **My Account** from the top-right. Navigate through the tabbed pages and edit the details as required. The tabbed pages include:

- **Profile:** use this page to edit your account details and preferences.
- **Batch Jobs:** use this page to view the batch jobs that have been run from your account.
- **Job Specification:** use this page to add, edit, activate/ deactivate, or delete batch jobs.

Changing the Password in My Account

While you are logged in to the ACM system, you can choose to change your password any time from the My Account page.

1. In the top-right, select > **My Account**.
2. On the following Profile page, enter your current password in the **Old Password** field.
3. In the **Password** field, enter your new password.

   As you enter your new password, the status bar underneath will tell you the strength of your password. Red is weak, while green is very strong. Use a combination of numbers, letters, and symbols to increase the password strength. The password must be at least 4 characters long.

4. Click to save your new password.

   A system message tells you that you will be logged out.

5. When the login screen appears, log in with your new password.

My Account screen - Profile page

This is the first page you see after you select > **My Account**.

Feature	Description
Name	Displays your name as it is configured in the system.
Login	Displays your login name.
Old Password	If you need to change your password, you must first enter your current password in this field.
Password	If you need to change your current password, first enter your old password in the Old Password field, and then enter the new password you want to use to access your account information. The password must be at least four characters long. The strength of the password you use is important. The more combinations of numbers, letters, and characters you use the more difficult it is for unauthorized individuals to break in to the system. To enforce more stringent passwords, select Password Strength Enforced in the General tab of the System Settings screen. For more information, see the Password Strength Enforced field description on page 414.

Feature	Description
Confirm	If you need to change your current password, enter the new password again to confirm your choice.
Defaults:	
Items/Page	Enter the maximum number of items to be listed in standard tables. **Note:** This does not apply to non-standard tables (e.g. the Monitor Events page).
Monitor dflt rows	Select the initial number of rows you can see on the Monitor screen.
Badge Camera	Select the camera you want to use to capture images for this system from the drop-down list: • **Local Camera** — Any camera connected directly to your computer or built into your computer or monitor. • **IP-based camera** — Any IP-based camera previously connected to your network and added to your ACM system. **Note:** You may be prompted to allow your web browser to access the local camera when you capture an image for the first time. You must allow access the camera any time you are prompted by the web browser to allow access. This is expected behavior. **Note:** An IP-based camera is available from any ACM client to any user with permission to access the camera.
Photo Size	Enter the format size you want for photos captured with the camera specified above. This size is in pixels with the length and width separated by a comma (no spaces required).
Locale	Select your preferred system language. This setting overrides the default system language setting. **Note:** If you are using the Easy Lobby Integration plug-in, this requires the locale to be set as English (United States).
Home Page	From the drop down pick list, select the page you would like to appear when you first open this application.
Default Badge Template	Select the default badge template to use from the drop down list.
Show	Check this box to enable local time fields in Reports and Monitoring to report time with the

Feature	Description
Timezone Offset?	time zone offset from the UTC time.
Do Not Log REST Command	Check this box to exclude internal system details from the transaction logs.
Clear Custom Layouts	Click this button to clear any previously configured custom layouts and return to the factory default settings.
	Click this button to save your changes.

My Account screen - Batch Jobs

When you click the **Batch Jobs** tab from the My Account screen, a list of all the batch jobs that have been run from this user account is displayed.

Batch jobs are created on the Job Specification page.

Feature	Description
	Click this button with one or more of the batch jobs highlighted and the selected batch job(s) will be deleted.
Name	The name of this batch job.
Status	The current status of this batch job (completed, in progress, or halted).
Type	The type of this batch job.
Results	The results of this job indicated by an icon.
Started At	Date and time when the job was begun.
Completed At	Date and time when the job was completed.

In addition to these read-only columns, there are a group of navigation fields and buttons at the bottom of this screen. These enable you to scroll through the batch jobs list, specify a particular page of the list, go to the beginning or end of the list, and refresh the list.

My Account screen - Job Specification

When you click the **Job Specification** tab, a list of all the batch jobs that have been defined for this system is displayed.

You can add, delete, edit, or immediately activate an existing batch by selecting the batch from the list and click the corresponding button.

Feature	Description
Add	Click this button to schedule a new batch job.
	Click this button to delete a highlighted batch job.
	Click this button to edit a highlighted batch job. The batch job wizard appears.

Feature	Description
	Click this button to toggle between activating or deactivating a highlighted batch job.
Name	The name of the batch job.
Author	The person who defined the batch job.
Type	The type of batch job being run.
Script	Any script that was created for this batch job.
Schedule	When this job is scheduled to be performed.
Activated On	The date/time when this job was first activated.

Scheduling Batch Jobs

Batch jobs are processes, such as generating reports, that are performed automatically, according to a schedule.

From the Job Specification page, you can create the following batch jobs:

Generating a Batch Report

Batch reports are custom reports generated on a schedule and which can contain more data than reports generated from the Reports list, the Report Edit page or from the Report Preview page.

There are no length limits on any batch reports generated in the CSV spreadsheet format. In PDF format, the Audit Log report is limited to 13,000 records, the Identity Summary Report is limited to 100,000 records, and the Transaction Report is limited to 50,000 records.

WARNING — Risk of system becoming unusable. Scheduling large reports on separate but overlapping schedules, may cause memory problems that can result in the ACM system being unusable. To avoid this risk, schedule the start times for large reports, such as audit logs in any format, to allow for each report to finish before the next starts.

Perform this procedure to generate a custom report on a schedule.

1. Select  **>My Account** and click the Job Specification tab.

   The Job Specification page is displayed.

2. Click the  **Add** button.

   The Job Specification - General dialog box is displayed.

3. In the **Appliance** drop down list, select the appliance on which this job will run.

   Only those appliances previously defined for this system appear in this option list.

   If only one appliance is used for this system (the default), this field is automatically populated.

4. In the **Name** field, enter a name for this batch job.

5. From the **Type** drop down list, select **Report**.

   After you select the job type, additional options are displayed.

   - From the **Report** drop down list, select the report you want to batch.

     Only custom reports appear in this list.

   - From the **Output Format** drop down list, select the format in which you want this job generated.

6. Click **Next**.

   The following screen shows the select report definition. Click **Back** to select a different report.

7. Click **Next** to continue.
8. On the following page, select how often the batch report is generated. From the **Repeat** drop down list, select one of the following options:

   - **Once** —- The report will be generated once. Click the **On** field to display the calendar and select a specific date and time.
   - **Hourly** — The report will be generated at the same minute of every hour. Enter the minute when the report is generated at each hour. For example, if you want the report generated at 1:30, 2:30, etc. then you would enter `30`.
   - **Daily** — The report will be generated every day at the same time. Enter the specific time when the report is generated in 24 hour time format.
   - **Weekly** — The report will be generated each week on the same day and time. Select the checkbox for each day the report will be generated, and enter the specific time in 24 hour format.
   - **Monthly** — The report will be generated each month on the same day and time. Select the days when the report is generated and enter the specific time in 24 hour format. `Shift` + click to select a series of days, or `Ctrl` + click to select separate days.

9. Click **Next**.

   A summary is displayed.

   Select the **Send Email** checkbox if you want to receive an email copy of the report after it has been generated. In the following field, enter your email address.

10. Click **Submit** to create this job.
11. To activate or deactivate this job, select the job and click **Activate/Deactivate**

Applying an Identity Profile to a Group Using a Job Specification

Create and schedule an Identity Updatebatch job to apply a new, updated or temporary identity profile to all of the identities in a predefined group.

After you make changes to an identity profile, the identities previously created from the identity profile are not automatically updated. Using a job specification and scheduling the job is one of the ways that these changes can be applied.

Scenarios to apply an identity profile to a group of identities include:

- To apply a set of standard settings. When you have many identities defined with non-standard settings, create a group containing these users and a new profile containing the standard settings. Then apply the new profile to the group of identities.
- To apply modified settings in a commonly used identity profile. After you make changes to an identity profile, the identities created from the identity profile are not automatically updated. You need to create a batch job to apply these changes. Create a group of all the users that were created using this profile, and then apply the modified profile to that group. If the profile is frequently modified, you can create a repeating schedule.
- To apply a profile temporarily to a group. When you have identities that require a different profile for a short time that cannot be cannot be satisfied using a policy, you can use an Identity Update batch job to "turn on" a temporary profile for a specified duration, and then "turn off" that profile by replacing it with a permanent profile. If the temporary profile is used repeatedly in a predictable manner, you can create a repeating schedule.

Note: A group containing all of the identities previously created from the identity profile must be created before the changes can be applied to the group. If the required groups have not been created, contact your System Administrator.

When you choose to create an Identity Update job, you have the option to apply a new, updated or temporary identity profile to the group.

A temporary door template is one that is applied for a specific period of time (either once or repeating) You can apply a temporary door template to a group by using the Off Identity Profile option. Once the new identity profile expires, the original identity profile is applied.

To create an Identity Update job specification:

1. Select  > **My Account** and click the Job Specification tab.

   The Job Specification page is displayed.

2. Click the  **Add** button.

   The Job Specification dialog box is displayed.

3. In the **Appliance** drop down list, select the appliance on which this job will run.

   Only those appliances previously defined for this system appear in this option list.

   If only one appliance is used for this system (the default), this field is automatically populated.

4. In the **Name** field, enter a name for this batch job.
5. From the **Type** drop down list, select **Identity Update**.

   After you select the job type, more options are displayed.

- From the **Group** drop down list, select the group of identities that you want to change.
- From the **Identity Profile** drop down list, select the identity profile that you want to apply to the group. If you are applying a temporary profile, this is the "on" profile.
- From the **Off Identity Profile** drop down list, select the identity profile to be applied if you want an identity profile applied temporarily (that is, you want the identity profile to expire).
- From the **Output Format** drop down list, select the format for the report that is generated when the job is complete.

6. Click **Next** to continue.

   The Job Specification - Schedule dialog box is displayed.

7. From the **Repeat** drop down list, select how often this batch job is run. Then specify the time you want the profile to be applied. If you selected an Off Identity Profile, you also specify when the Off profile is applied.
   - **Once** —- The batch job is run once. Click the **On** and **Off** fields to display the calendar and select a specific date and time.
   - **Hourly** — The batch job is run at the same minute of every hour. Enter the minute when the batch job is run at each hour. For example, if you want the job to run at 1:30, 2:30, etc. then you would enter `30`.
   - **Daily** — The batch job is run every day at the same time. Enter the specific time when the job is run in 24 hour time format.
   - **Weekly** — The batch job is run each week on the same day and time. Select the checkbox for each day the job will run, and enter the specific time in 24 hour format.
   - **Monthly** — The batch job is run each month on the same day and time. Select the days when the job will run and enter the specific time in 24 hour format. `Shift` + click to select a series of days, or `Ctrl` + click to select separate days.
8. Click **Next**.

   A summary is displayed.

9. Click **Submit** to create this job.
10. To activate or deactivate this job, select the job and click **Activate/Deactivate**.

Applying a Door Template to a Group Using a Job Specification

Create and schedule a Door Update batch job to apply a new, updated or temporary door template to all of the doors in a predefined group.

After you make changes to a door template, the doors previously created from the door template are not automatically updated. Using a job specification and scheduling the job is one of the ways that these changes can be applied.

Scenarios to apply a door template to a group of doors include:

- To apply a set of standard settings. When you have many doors defined with non-standard settings, create a group containing doors and a new template containing the standard settings. Then apply the new template to the group of doors.
- To apply modified settings in a commonly used door template. After you make changes to a door template, the identities created from the door template are not automatically updated. You need to create a batch job to apply these changes. Create a group of all the doors that were created using this template, and then apply the modified template to that group. If the template is frequently modified, you can create a repeating schedule.
- To apply a template temporarily to a group. When you have doors that require a different template for a short time that cannot be cannot be satisfied using a policy, you can use an Identity Update batch job to "turn on" a temporary template for a specified duration, and then "turn off" that template by replacing it with a permanent template. If the temporary template is used repeatedly in a predictable manner, you can create a repeating schedule.

Note: A group containing all of the doors previously created from the door template must be created before the changes can be applied to the group. If the required groups have not been created, contact your System Administrator.

When you choose to create a Door Update job, you have the option to apply a new, updated or temporary door template to the group.

A temporary door template is one that is applied for a specific period of time (either once or repeating). You can apply a temporary door template to a group by using the Off Door Template option. Once the new door template expires, the original door template is applied.

To create a Door Update job specification:

1. Select  > **My Account** and click the Job Specification tab.

   The Job Specification page is displayed.

2. Click the  **Add** button.

   The Job Specification - General dialog box is displayed. All options marked with * are required.

3. In the **Appliance** drop down list, select the appliance on which this job will run.

   Only those appliances previously defined for this system appear in this option list.

   If only one appliance is used for this system (the default), this field is automatically populated.

4. In the **Name** field, enter a name for this batch job.
5. From the **Type** drop down list, select **Door Update**.

   After you select the job type, additional options are displayed.

- From the **Group** drop down list, select the group of doors that you want to change.
- From the **Door Template** drop down list, select the door template that you want to apply to the group.
- From the **Off Door Template** drop down list, you have the option to select to an alternative door template when the first door template expires.
- From the **Output Format** drop down list, select the format for the report that is generated when the job is complete.

6. Click **Next** to continue.

   The Job Specification - Schedule dialog box is displayed.

7. Select how often this batch job is run. From the **Repeat** drop down list, select one of the following options:

   If you selected an Off Door Template, you will have the option to enter when the Off template is applied. Otherwise, only the On field is displayed.

   - **Once** —- The batch job is run once. Click the **On** field to display the calendar and select a specific date and time.
   - **Hourly** — The batch job is run at the same minute of every hour. Enter the minute when the batch job is run at each hour. For example, if you want the job to run at 1:30, 2:30, etc. then you would enter `30`.
   - **Daily** — The batch job is run every day at the same time. Enter the specific time when the job is run in 24 hour time format.
   - **Weekly** — The batch job is run each week on the same day and time. Select the checkbox for each day the job will run, and enter the specific time in 24 hour format.
   - **Monthly** — The batch job is run each month on the same day and time. Select the days when the job will run and enter the specific time in 24 hour format. `Shift` + click to select a series of days, or `Ctrl` + click to select separate days.

8. Click **Next**.

   A summary is displayed.

9. Click **Submit** to create this job.
10. To activate or deactivate this job, select the job from the list in the Batch Job Specifications window and click **Activate/Deactivate**.

Scheduling a Global Action

Perform this procedure to schedule global actions.

> **Note:** The global actions must be created before they can be scheduled. If the required global actions have not been created, contact your System Administrator.

1. Select  **>My Account** and click the Job Specification tab.

   The Job Specification page appears.

2. Click the  **Add** button.

   The Job Specification dialog box is displayed.

3. In the **Appliance** drop down list, select the appliance on which this job will run.

   Only those appliances previously defined for this system appear in this option list.

   If only one appliance is used for this system (the default), this field is automatically populated.

4. In the **Name** field, enter a name for this batch job.
5. From the **Type** drop down list, select **Global Action**.

   After you select the job type, additional options are displayed.

   - From the **Global Action** drop down list, select global action to perform. Only configured global actions will appear on the list.
   - From the **Off Global Action** drop down list, you have the option to select to a global action that is performed after the first global action expires.
   - From the **Output Format** drop down list, select the format for the report that is generated when the job is complete.

6. Click **Next** to continue.
7. On the following page, select how often this batch job is run. From the **Repeat** drop down list, select one of the following options:

   - **Once** —- The batch job is run once. Click the **On** field to display the calendar and select a specific date and time.
   - **Hourly** — The batch job is run at the same minute of every hour. Enter the minute when the batch job is run at each hour. For example, if you want the job to run at 1:30, 2:30, etc. then you would enter `30`.
   - **Daily** — The batch job is run every day at the same time. Enter the specific time when the job is run in 24 hour time format.
   - **Weekly** — The batch job is run each week on the same day and time. Select the checkbox for each day the job will run, and enter the specific time in 24 hour format.
   - **Monthly** — The batch job is run each month on the same day and time. Select the days when the job will run and enter the specific time in 24 hour format. `Shift` + click to select a series of days, or `Ctrl` + click to select separate days.

   Note: If you selected an Off Global Action, you will have the option to enter when the Off action occurs. Otherwise, only the On field is displayed.

8. Click **Next**.

   A summary is displayed.

9. Click **Submit** to create this job.
10. To activate or deactivate this job, select the job and click **Activate/Deactivate**.

Setting Batch Door Modes

Perform this procedure to change the door mode for a set of doors.

1. Select **>My Account** and click the Job Specification tab.

   The Job Specification page appears.

2. Click the **Add** button.

   The Job Specification dialog box is displayed.

3. In the **Appliance** drop down list, select the appliance on which this job will run.

   Only those appliances previously defined for this system appear in this option list.

   If only one appliance is used for this system (the default), this field is automatically populated.

4. In the **Name** field, enter a name for this batch job.
5. From the **Type** drop down list, select **Door Mode**.

   After you select the job type, additional options are displayed.

   - From the **Available** list, select the required doors then click to add it to the **Members** list.
   - From the **On Door mode** drop down list, select the door mode that you want to apply to the selected doors.
   - From the **Off Door mode** drop down list, select the door mode that you want to apply to the doors when the On action is complete.
   - From the **Output Format** drop down list, select the format for the report that is generated when the job is complete.
   - Select the **Activate** checkbox to make the door modes active.

6. Click **Next** to continue.
7. On the following page, select how often this batch job is run. From the **Repeat** drop down list, select one of the following options:
   - **Once** —- The batch job is run once. Click the **On** field to display the calendar and select a specific date and time.
   - **Hourly** — The batch job is run at the same minute of every hour. Enter the minute when the batch job is run at each hour. For example, if you want the job to run at 1:30, 2:30, etc. then you would enter 30.
   - **Daily** — The batch job is run every day at the same time. Enter the specific time when the job is run in 24 hour time format.

- **Weekly** — The batch job is run each week on the same day and time. Select the checkbox for each day the job will run, and enter the specific time in 24 hour format.
- **Monthly** — The batch job is run each month on the same day and time. Select the days when the job will run and enter the specific time in 24 hour format. `Shift` + click to select a series of days, or `Ctrl` + click to select separate days.

> **Note:** If you selected an Off Door Mode, you will have the option to enter when the Off action occurs. Otherwise, only the On field is displayed.

8. Click **Next**.

   A summary is displayed.

9. Click **Submit** to create this job.

Contacting Your Support Representative

When you select  > **Support** from the top-right, the Support page displays information on how to contact your Avigilon support representative. The system displays the following message by default:

> *Support*
>
> *Thank you for choosing Avigilon.*
>
> *For quickest support please contact your account representative xxxxx at **xxxxx**.*

To customize this message, see *System Support* on page 414.

Initial Setup

After installing your ACM appliance, complete the following recommended setup procedures:

Accepting the End User License Agreement

Before you can use the ACM system, you must accept the End User License Agreement.

1. In the top-right, select  > **Appliance**.
2. In the About tab, click **View End User License Agreement Terms and Conditions**.
3. Review the license agreement then select the checkbox.
4. Click **Submit**.

Now you can license and configure the ACM system.

Upgrading Your License Format

The ACM 6 license format is different from previous versions. If you upgraded from ACM 5.12.2 to ACM 6.0.0 or later, you will need to upgrade your license format in order to add new licenses.

Note: If your system is licensed for more than the maximum number of readers, you will not be eligible for an upgrade license. You can continue using your existing system, or contact sales to add more features.

If you do not upgrade your license format, you can continue to use your existing features. However, you will not be able to license new features.

Important: If you use the replication and failover features of the ACM system and you choose to upgrade the license format you must upgrade the license format on both the primary and standby ACM appliances. Replication features, including failover, will not function if the license format is not the same on both appliances. Complete the following steps on both appliances.

1. In the top-right, select  **>Appliance**.
2. In the About tab, click **Download Upgrade File**.
3. Email the `.bin` file to **acm.license@avigilon.com**. You will receive a response in 1-2 business days with an Activation ID for each feature you have. You can continue to use the ACM appliance during this time.
4. After you receive the Activation IDs, follow the procedure in *Adding a License* on page 109. You will only need to enter one of the Activation IDs to automatically license the system for all features your device is entitled to.

Adding a License

When you first install an ACM 6 system, you will need to license the system to use its features. Add additional licenses to access new features as required.

If you do not already have a license, purchase one from Avigilon.

Online Licensing

If you have Internet access, use online activation. Otherwise, see *Offline Licensing* on the next page.

1. In the top-right, select  **> Appliance**.
2. In the About tab, click **Add License**.
3. In the Add Licenses dialog, enter your Activation IDs.
   - Click **Add ID** to add additional Activation IDs.
   - Click **Remove Last ID** to clear the last Activation ID entered.

4. Click **Activate Licenses**.

Offline Licensing

Offline licensing involves transferring files between a computer running the ACM system and a computer with Internet access.

In the ACM system:

1. In the top-right, select  **>Appliance**.
2. In the About tab, click **Add License**.
3. In the Add Licenses dialog, select the **Manual** tab.
4. Enter your Activation IDs.
   - Click **Add ID** to add additional Activation IDs.
   - Click **Remove Last ID** to clear the last Activation ID entered.
5. Click **Save File...** and select where you want to save the `.key` file. You can rename the file as required.
6. Copy the `.key` file to a computer with Internet access.

In a browser:

1. Go to activate.avigilon.com.
2. Click **Choose File** and select the `.key` file.
3. Click **Upload**. A `capabilityResponse.bin` file should download automatically.

   If not, allow the download to occur when you are prompted.
4. Complete the product registration page to receive product updates from Avigilon.
5. Copy the `.bin` file to a computer running the ACM system.

In the ACM system:

1. In the Add Licenses dialog, click **Choose File**.
2. Select the `.bin` file and click **Open**.
3. Click **Activate Licenses**.

Changing the Administrator Password

After you log in to the ACM application, you can change the `admin` identity's password.

1. Click **Identities** and then **Search**.
2. On the Identities list, click **A**.
3. Select the **Administrator, System** identity.
4. In the Account Information area, enter a new password in the **Password** and **Confirm** fields.
5. Click  .

If you are currently logged in with the `admin` identity, you are automatically logged out. Log in again using the new password, or use a different Super Admin identity.

Creating a Super Admin Identity

After you log in to the ACM system for the first time and set a new password, it is recommended that you create a Super Admin identity for configuring the system. By creating a new Super Admin identity, you can better protect the security of the system by not using the default `admin` identity, and having a backup identity in case the default `admin` password is lost.

1. Click **Identities** and then **Add Identity**.
2. Select an **Identity Profile** in the Identity Profile dialog box and click **OK**.
3. In the Identity Information area, enter a **Last Name** and **First Name**.
4. In the Account Information area, enter a **Login** name for accessing the system.
5. In the **Password** and **Confirm** fields, enter a password for the new identity. The password must be at least four characters long.
6. Click  and the Roles tab is automatically displayed.
7. In the Roles tab, select **Super Admin** from the Available list and click  to assign the new identity to the Super Admin role.
8. Click  .

Only these settings are required to create a Super Admin identity. You can add and configure more details for the account. For more information about the available Identity settings, see *Managing Identities* on page 465.

For More Information

For additional product documentation and software and firmware upgrades, visit **avigilon.com/support**.

Technical Support

Contact Avigilon Technical Support at **avigilon.com/contact**.

Managing Appliances

When you log in to the ACM application, you are accessing an appliance that is set up in your network. The appliance configures and directs communication between all the elements in the access control system.

After you have connected your appliance to the network, you can further customize and set up your appliance to meet your system requirements.

Editing Appliance Settings

After initial setup, you can edit the ACM system settings and set up backup and redundancy for the appliance.

1. In the top-right, select  > **Appliance**.

   If only one appliance is managed by the system, the Appliance Edit page is displayed.

   If more than one appliance is managed by the system, the Appliance list is displayed. Select the appliance you want to edit.

2. Navigate through the following tabs to configure the appliance:
   - **Appliance** tab: Edit system, network and storage settings, as well as shut down or restart the appliance remotely.
   - **Access** tab: Specify and enable the controller panel types.
   - **Ports** tab: Specify how the Ethernet ports on the appliance are used to communicate with access control devices.
   - **Replication** tab: Set up system replication and redundancy.
   - **Backups** tab: Set up scheduled backups for the appliance.
   - **Logs** tab: Access the system logs.
   - **Software Updates** tab: Update the appliance software.
   - **SSL Certificate** tab: Configure SSL certificates used in the authentication of ACM Client users. For more information, see *Configuring Remote Authentication Using SSL Certificates* on page 409.
   - **About** tab: View and manage licenses, and view the version numbers and End User License Terms and Conditions.
3. Click  to save your changes.

Deleting an Appliance

Appliances may need to be deleted in certain cases. If you want to disconnect an appliance that is no longer needed, delete it from the system before physically removing it. If you want to take an appliance that is being used for replication or redundancy and use it as a primary appliance, the appliance must be deleted first.

> **Note:** You can only delete an appliance if your system has more than one appliance.

1. In the top-right, select  > **Appliance**.
2. From the Appliance list, click  beside the appliance that you want to delete.
3. When the confirmation message is displayed, click **OK**.

The selected appliance is removed from the list.

Configuring Replication and Failover

The Replication tab on the **Appliance: Edit** page allows configuration and monitoring of LDAP data replication and optionally redundancy/failover of the ACM application so that monitoring and hardware control is not lost even if an appliance fails. Only the default Admin identity can edit the appliance Replication settings.

> **Important:** The ACM 6 license format is different from previous versions. You will need to upgrade your license format if you upgraded from ACM 5.12.2 to ACM 6.0.0 or later in order to add new licenses. Replication features, including failover, will not function if your license format is not the same on both the primary and standby appliances.

The replication feature allows two or more appliances to be set up to share a single set of LDAP configuration data, so that the appliances can share identities and other system details. Any change made to configuration data on one appliance is automatically copied (“replicated”) to the other appliances. This is referred to as a “Peer to Peer” configuration. In this configuration, each appliance “owns” the hardware installed on it, and events and status information sent from that hardware can only be viewed on the hardware owner appliance. All panel hardware added in a replicated environment must be assigned upon creation to one of the available Peer to Peer appliances. A panel and its subpanels cannot be split across multiple appliances, but is installed on one of the Peer appliances.

Tip: It is recommended that replication be set up on all appliances before adding panels, other hardware or user details to the system. After replication is configured, it is possible to configure system hardware and identity information from one of the replicated appliances on the network rather than having to connect directly to each individual appliance to make changes to its installed hardware. However, it may be necessary to perform a download of the hardware configuration from the appliance where the hardware is installed in order to update the hardware with the latest configuration data changes made from another appliance.

Failover/Redundancy Feature

The failover, or redundancy, feature of replication allows a “Hot Standby” appliance to be set up to take over control and event monitoring when the Primary appliance used in daily operations fails. This configuration is referred to as Primary/Hot Standby. To use the failover feature, both appliances are originally configured with Peer to Peer replication so that each appliance will share a common LDAP configuration database. The Hot Standby appliance is then configured as such, and then will not have its own hardware or collaborations, and will not appear in the list of replicated appliances available for assignment when these items are created.

Each Primary appliance can only be assigned one Standby appliance, but the same Standby appliance can be assigned to more than one Primary appliance. However, if two or more Primary appliances fail at the same time, the Standby appliance will replace the first appliance that it knows is offline (if configured for automatic failover), and will not be available for failover of the other Primary appliances while it is standing in.

The following types of failover and failback are supported:

- Automatic failover
- Manual failover
- Manual failback

Automatic failover

Automatic failover is controlled by the Standby appliance by monitoring the health of the Primary appliance. If a Primary appliance is found to be unresponsive by the Standby appliance within a set period of time, the Standby appliance will automatically initiate failover of the Primary appliance and will begin to control the hardware installed on that Primary appliance, and will begin to receive events and status from this hardware.

There are two settings that control automatic failover - Heartbeat count and Heartbeat time. The Heartbeat count is the number of health checks the inactive hot standby appliance makes to see if the active primary appliance is alive. If this number of failures occurs in a row, the hot standby will do an automatic failover. The Heartbeat time is the time between health checks (regardless of if the previous check was successful or failed).

It is not necessarily possible to calculate specifically how long it would take to failover. It is not simply a matter of multiplying the Heartbeat count by the Heartbeat time (for example Heartbeat count of two and Heartbeat time of 30 seconds does not necessarily mean failover in about one minute of the primary going down, however one minute would be the best/shortest case). This is because the time it takes each check to fail may depend on a network time-out in the case of the hot stand by machine no longer having network

connectivity to the primary machine. Typically, a worst case network time-out is approximately two minutes - however this may possibly vary. A health check may also fail immediately depending on network considerations/status.

It is recommended to set the Heartbeat count to at least a value of two so that a short network glitch does not cause a premature failover. A Heartbeat count of two and a Heartbeat time of 30 seconds should typically ensure that a failover is initiated within one to about five minutes of the primary going down.

Manual failover and failback

A manual failover can be initiated through from the Replication tab on the **Appliance: Edit** page on the Standby appliance. This is usually done to test functionality or if a Primary appliance is going to be down for scheduled maintenance.

Once the Primary appliance is back online and fully functional, you can then manually initiate failback of the Standby appliance over to the Primary appliance, which restores hardware control and event and status reporting to the Primary appliance.

Read through all of the following procedures before configuring replication and redundancy. If any detail is unclear, contact Avigilon Technical Support for more information before you begin.

Recommended System Architecture

System Architecture for Replication

Replication works by automatically copying the LDAP configuration databases from one appliance to another. Changes made in one appliance's database are automatically replicated to the all of the other appliances. Replication can occur between two or more Peer to Peer appliances, or it can occur between a Primary appliance and its Standby appliance, and a mix of both configurations is possible.

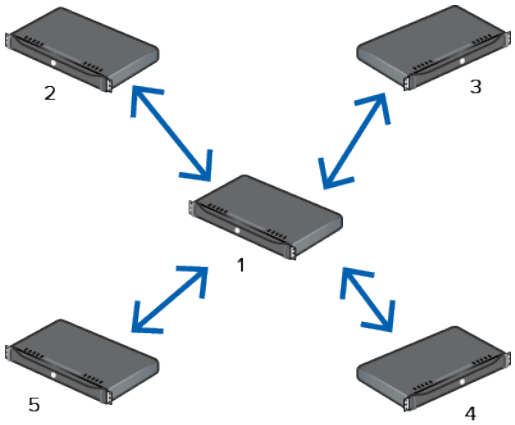
If you only have one appliance in your system, replication is not possible. In this situation, performing periodic backups is the recommended method of ensuring appliance recovery after a failure.

When two appliances exist, they can start replicating information.

Once replication is set up, any identity or other system configuration data that is added to or edited on one appliance is automatically copied to the other appliances. Be aware that each appliance will be responsible for their connected panels, subpanels, and other hardware. Configuration and viewing of all system hardware is possible from any replicated Peer appliance, but you will not be able to see the hardware status or events from any appliance other than the one the hardware is installed on.

When more than two replicated Peer appliances exist, it is recommended that Peer to Peer replication be set up in a mesh formation, where every Peer appliance has links ("subscriptions") to all of the other Peer appliances. This allows system configuration to be performed from one Peer appliance and have the details automatically replicated to all the other Peer appliances, while providing multiple paths for this data to replicate among the participating appliances. The exception to this is a Standby appliance, which only needs to have replication subscriptions with its Primary appliance.

Note: Up to 99 appliances can be connected together for Peer-to-Peer replication, and this limit includes any Hot Standby appliances in the environment.



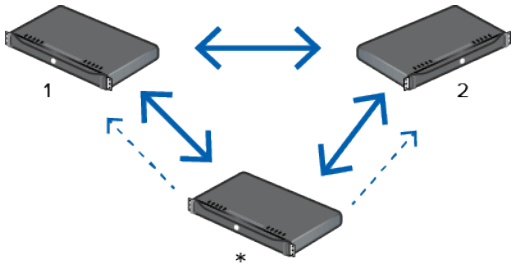
System Architecture for Redundancy

Redundancy works by having a configured Hot Standby appliance automatically or manually replace a failed Primary appliance. Redundancy requires Peer to Peer replication between the Primary and the Standby appliances to be configured and tested first to function properly. Once this is in place, the Standby appliance is then designated as such and the software configures it for that role.

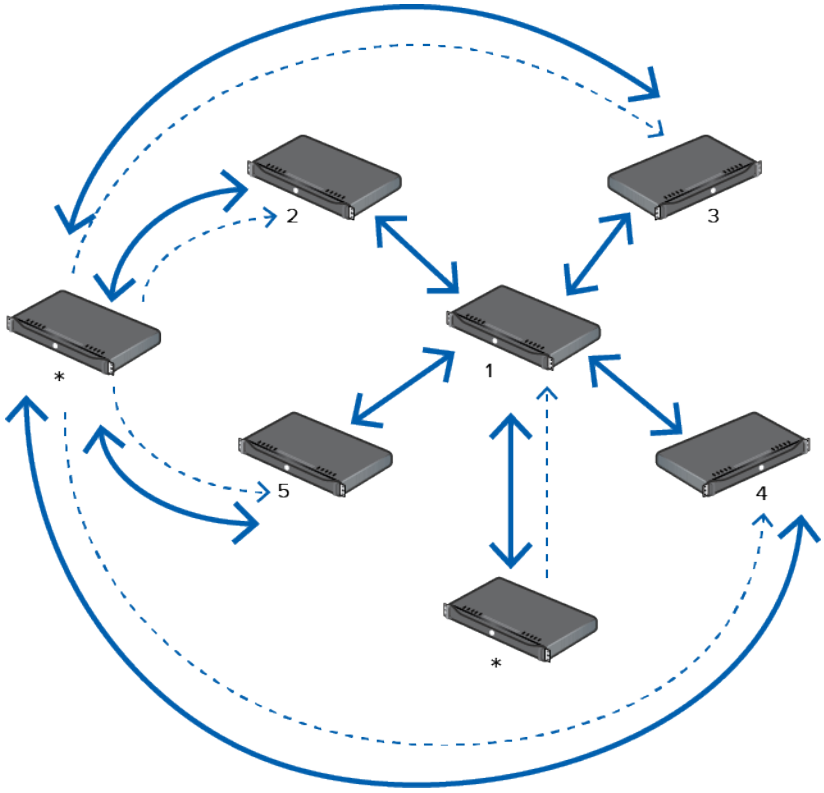
When configured and in standby mode, the Standby appliance is essentially a blank appliance that only has basic system settings. The Standby appliance has its own configuration for appliance related attributes such as host name, ports, time zone (etc.), but it does not have any hardware configuration of its own. It only has that hardware data which is replicated from the Primary appliance that owns it. When a Standby appliances takes over for a Primary appliance, the operating system settings on the Standby appliance (such as host name and IP address) do not change to match the Primary appliance's settings. Instead, the applications running on the Standby appliance begin to service the records (including doors, panels, video servers, collaborations and so on) previously controlled by the Primary appliance. Note that this requires a different URL for clients to be able to access the Hot Standby appliance – this is not handled automatically by the ACM system.

If one Primary appliance (1) exists for everyday operations and one Hot Standby appliance (*) is available, set up the Standby appliance to subscribe to and receive replicated configuration data and transactional data from the Primary appliance. If the Primary appliance fails, the Standby can automatically step-in and maintain daily operations.

If more than one Primary appliance exists for a Hot Standby appliance, the Hot Standby appliance still remains separate from daily operations but must receive replicated configuration and transaction data from all Primary appliances it is configured to failover for. Be aware that the Standby appliance can only stand-in for one failed Primary appliance at a time.



If the replicated environment with multiple appliances is configured in a mesh formation for replication where possible, but due to some physical limitation such as a Wide Area Network (WAN) being involved one or more of the appliances is a single point of failure for propagation of replicated data, it is recommended that each of these appliances have its own Hot Standby appliance. In the event of a failure of one of these critical Primary appliances, the environment is guaranteed to have a Hot Standby appliance available to ensure that all replicated Peer appliances are able to continue to synchronize configuration data amongst themselves.



Replication and Failover Requirements

WARNING — Make sure your system meets all the following requirements before you set up replication and failover or the system may lose configured system data.

- License requirements:
    - The application license agreement must be entered on all appliances. The license key is tied to a specific machine. When using redundancy, a license and key must be separately installed on both the Primary and Standby appliances. The license features on a Standby appliance needs to include all the features used by the Primary appliances it may replace.
- Network infrastructure:
    - DNS registered host names for each appliance in the enterprise. Each appliance must be able to connect to the other appliance by host name. There must be static or reserved IP addresses, proper netmask, and network gateway for each appliance.
    - Name server IP address for host name resolution. All appliances must be able to resolve all of the other appliances by host name. Each appliance must either have a named server configured for this purpose, or a host file can be used for name resolution on each appliance if a DNS server is not available.
    - Time Server IP address or host name. All appliances must be synchronized for time and date. This is crucial for proper replication processing. Each must utilize a time server for this purpose. The Open LDAP multi-master replication used by the ACM software synchronizes a LDAP directory tree across multiple appliances. Each appliance supports read/write operations across an enterprise system. Conflicts are handled using a timestamp to determine the most recent record. All appliances must use a common clock base to synchronize their clocks to ensure the conflict resolution works correctly.

      Note: Time is based on UTC (Coordinated Universal Time) to ensure consistency across the ACM system. UTC time is transferred from the client to the server when the date/time is set.

- Defined and open TCP ports:
    - Web Server Port / Replication Subscriptions Web Port (default 443). Certain replication options require each appliance to contact each other through the web service port.
    - LDAP Connect Port / Replication Subscription LDAP Port (should be a unique, open TCP port that nothing else uses). This is a TCP port used for Open LDAP replication between appliances.
    - Event Replication Port (default 6052). Once a Primary/Standby appliance relationship is established, the Primary appliance will automatically transfer event transactions to the Standby appliance so event data will be available when a failover occurs. Connectivity is required for both Primary and Standby appliances using the Event Replication Port (this is a TCP port used for open SSL socket communication).
    - Replication Failover Port for heartbeat (default is NONE but should be a unique, open TCP port that nothing else uses). This is a TCP port (used for open SSL socket communication) defined on the Primary appliance only. The Standby appliance uses it to communicate with the Primary to check its health status in order to determine if an automatic failover is required, if monitoring is enabled on the Standby appliance.
    - These ports must be open across the network between the two appliances.

- Appliance replication address. A unique numeric address number must be reserved and configured for each appliance, starting at 1 and extending to 99 (confirm max count). These addresses need not be in sequence.

  > **Note:** You can have up to 99 appliances connected together for replication, including any Standby appliances configured for failover.

- Software updates. When software updates are installed, they should be installed on all appliances in a timely manner (i.e. one after the other). Note that the appliance with address 1 should always be the first appliance in the environment to have software upgrades applied to it, as any LDAP schema and data changes (adding deleting system records, massaging of data) involved are performed there and replicated out to the other appliances. The other non-address 1 appliances will not have these LDAP schema changes applied by the upgrade, so it is essential to upgrade the address 1 appliance first. The remaining appliances can be upgraded in any order once the address 1 appliance is back online after its upgrade completes.
- Recommended SMTP settings. The SMTP settings configure which mail server should be contacted to send out email and which account should be used. This is configured separately per appliance. When the Primary and Standby appliances are physically separated, sometimes by considerable distances, it is recommended to assign local mail servers for each. A mail server must be set up on both Primary and Standby appliances if you want to send email notifications for failover and failback occurrences.

1. Preparing Appliances for Replication and Failover

Before you can set up replication and failover, you must set up the appliances to use the required network infrastructure and assigned ports. For more information, see *Replication and Failover Requirements* on page 57.

Setting Up the Primary Appliance

Whether you are configuring two or more appliances to replicate to each other in a Peer to Peer system, or configuring a Primary/Hot Standby redundant failover system, designate one appliance as the replication address 1 appliance. This appliance should not be used as a Standby appliance, and will be the first appliance to have software updates applied to it.

1. Log in to the appliance that will use replication address 1.
2. On the Appliance Edit page, enter values for the following fields in the Appliance tab:
   - **Name** – give the appliance an appropriate name so that you can identify it on sight.
   - **Host Name** – the appliance's hostname on the network.
   - **Name Server** – the name or IP address of the DNS server used to resolve the appliance identity. If a DNS server is not available, then this can be left blank, and hosts file will need to be created on the appliance containing all the replicated appliance IP addresses and host names.

- **Time Server** – enter the name or IP address of a time server that is accessible on the network. The time on all connected appliances must be in sync. This setting is crucial for a replicated appliance.

  > **Note:** Time is based on UTC (Coordinated Universal Time) to ensure consistency across the ACM system. UTC time is transferred from the client to the server when date/time is set.

- **Web Server Port** – enter the port number used for accessing the appliance web service.
- **LDAP Connect Port** – enter the port number used for accessing the LDAP database on the appliance. This port will be used by replication to update LDAP data and will be used when other appliances are added to the replicated environment.

3. Click  to save your changes.

The appliance will automatically restart if changes are made to the above fields and saved.

Setting Up Additional Appliances

Complete this procedure for all the other appliances in your system. Besides the name and hostname, it is recommended that if possible all other settings be the same as the primary appliance, as that will avoid confusion on what ports are used and what network resources are used for time setting and name resolution.

1. Log in to the appliance
2. On the Appliance Edit page, enter values for the following fields in the Appliance tab:
   - **Appliance Name** – give the appliance an appropriate name so that you can identify it on sight.
   - **Host Name** – the appliance's hostname on the network.
   - **Name Server** – the name or IP address of the DNS server used to resolve the appliance identity (use the same value as the replication address 1 appliance if possible), or blank if a hosts file will be created on the appliance containing all the replicated appliance IP addresses and host names.
   - **Time Server** enter the name or IP address of a time server that is accessible on the network (use the same value as the replication address 1 appliance if possible).

     > **Note:** Time is based on UTC (Coordinated Universal Time) to ensure consistency across ACM. UTC time is transferred from the client to the server when date/time is set.

   - **Web Server Port** – enter the port number used for accessing the appliance web service.
   - **LDAP Connect Port** – enter the port number used for accessing the LDAP database on the appliance (use the same value as the replication address 1 appliance if possible).

3. If this is a Standby appliance, select the **Hot Standby** checkbox. Also, ensure that the Max Stored Transactions setting is at least as large as the sum of this setting for all Primary appliances that the Hot Standby will be backing up.

   > **Note:** Do not select this checkbox if the appliance will not be used as a Standby.

4. Click  to save your changes.

   The appliance will automatically restart if changes are made to the above fields and saved.

2. Setting Up Replication Between Appliances

Before the appliances can automatically replicate data between themselves, you must set up each appliance to accept replication.

Enabling Replication on the Primary Appliance

1. Log in to the appliance that is to be assigned a Replication Address of 1.
2. In the top-right, select  > **Appliance**.
3. In the Replication tab, enter the following settings:
   a. **Enable Replication**: select this checkbox.
   b. **Enable Encryption** it is recommended that you select this checkbox to allow the open LDAP servers to use OpenSSL TLS encryption when replication data is transferred between appliances.
   c. **Address**: enter 1 for this appliance. If multiple appliances exist in the system, each must have a unique two digit number replication address, with this appliance being set to "1".
   d. **Identity Password**: enter a password for securing LDAP data replication. This password should be the same across all the appliances in the replicated environment.
   e. **Event Replication Port**: enter a port number that will be used by this appliance to replicate data to the other appliances. Default is 6052.
   f. **Other Fields in Replication Settings section**: leave Initial Retry Time, Initial Retry Count, Last Retry Time, Last Retry Count, Timeout, Network Timeout, and Keep Alive at their default values. These will only need to be adjusted in consultation with Avigilon Technical Support to resolve replication problems.
4. Click  to save your changes.

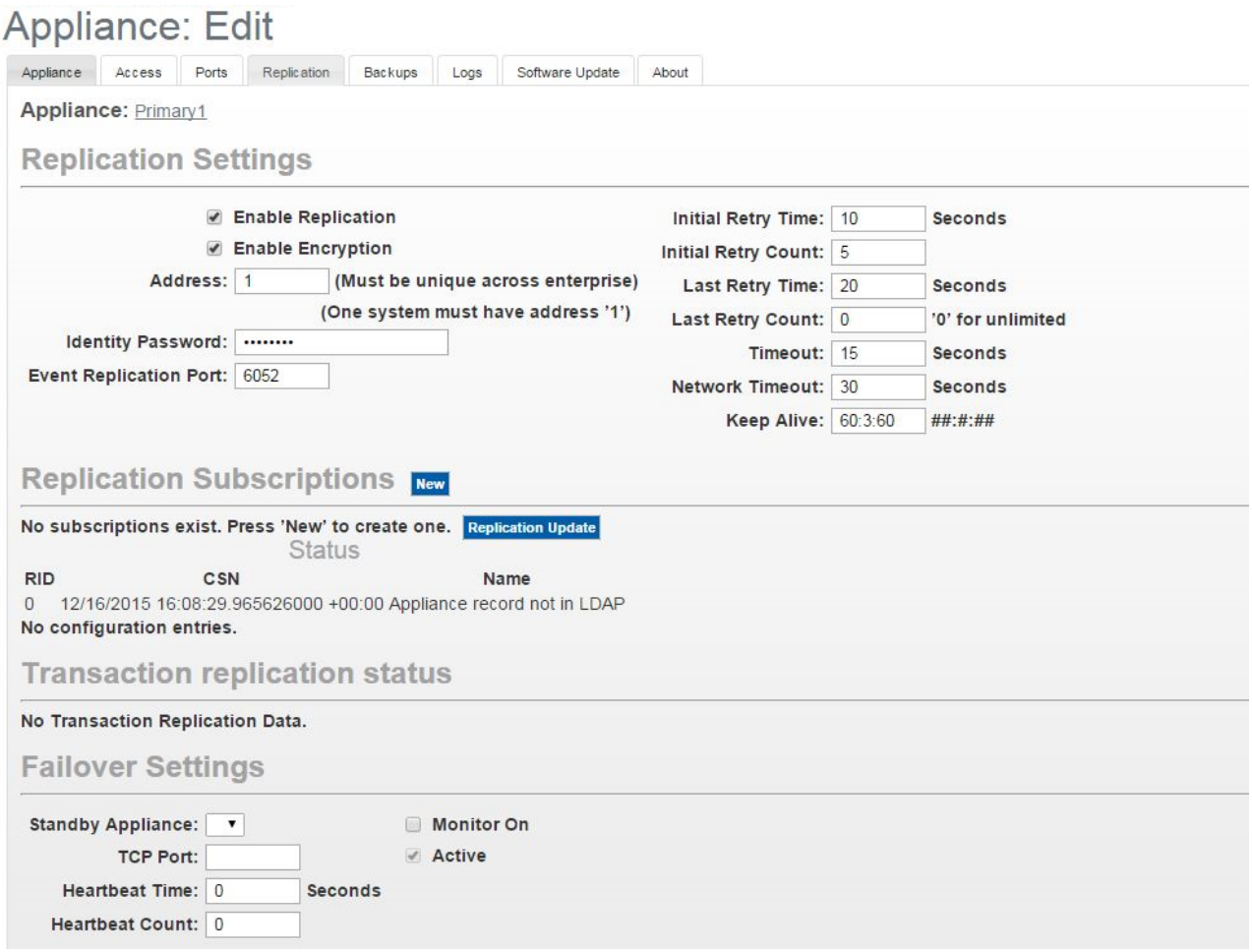


Figure 1: Primary Replication tab

Enabling Replication on the Second Peer or Standby Appliance

Perform this procedure for all other appliances in the system.

1. Log in to the appliance.
2. In the top-right, select  > **Appliance**.
3. In the Replication tab, enter the following settings:
    a. **Enable Replication**: select this checkbox.
    b. **Enable Encryption**: it is recommended that you select this checkbox to allow the open LDAP servers to use open SSL TLS encryption when replication data between appliances.
    c. **Address**: if you have only one secondary/standby appliance, enter 2 for the appliance. If you have multiple appliances in your system, you must enter a number from 2 to 99. You cannot use the same address twice for different appliances.

    > **Note:** Up to 99 appliances can be connected together for replication, including the primary appliance and standby appliances.

    d. **Identity Password**: enter the same password as used in the primary appliance.
    e. **Event Replication Port**: enter a port number that will be used to replicate data to the primary appliance. Default is 6052.
    f. **Other Fields in Replication Settings section**: leave Initial Retry Time, Initial Retry Count, Last Retry Time, Last Retry Count, Timeout, Network Timeout, and Keep Alive at their default values. These will only need to be adjusted in consultation with Avigilon Technical Support to resolve replication problems.
4. Click  to save your changes.

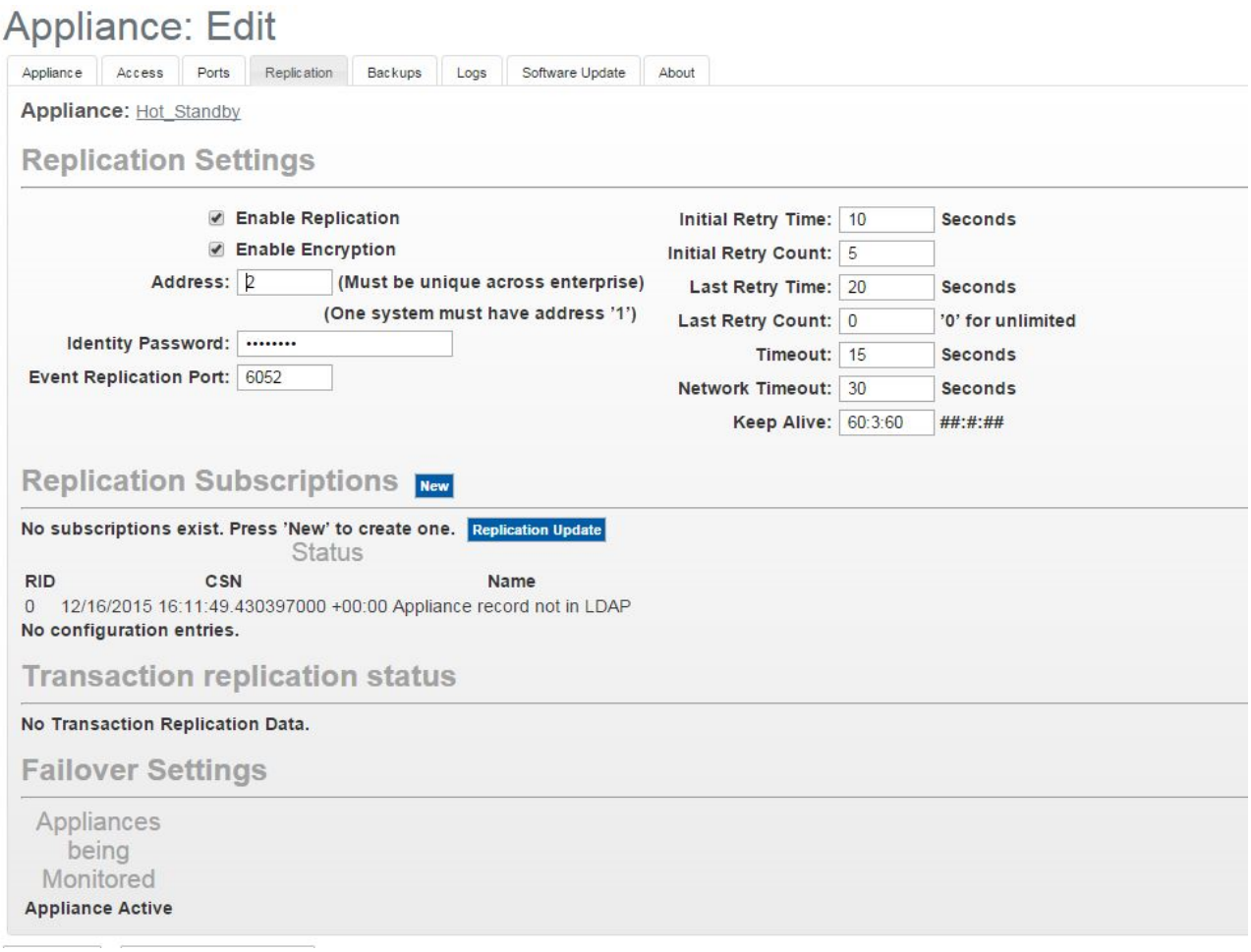


Figure 2: Hot Standby Replication tab

3. Adding a Replication Subscription

Before adding a replication subscription between the two appliances, double-check to make sure the network requirements have been met:

- The appliances are on the same network and are able to communicate with each other. Make sure the appliances are able to ping each other by host name.
- Each appliance has a time server and a name server configured for them.
- A Web Server Port, LDAP Connect Port, and Event Replication Port are configured for the appliances. Make sure these ports are open between the appliances.
- Replication has been enabled on both appliances. Both appliances have a replication identity password configured for them.
- The clocks on both appliances are in sync. The current running time can be seen on the appliance page for each appliance.

Always add the replication subscription to the first (replication address 1) appliance while logged into the second appliance and from the Hot Standby's Replication tab. As the second and subsequent appliances first subscribe to and receive replicated data from the first (replication address 1) appliance, the existing LDAP database on each subscribing appliance is overwritten by the replicated data from the first (replication address 1) appliance, so that each subscriber appliance has its LDAP data properly initialized.

Note that this overwrite of the subscriber LDAP database only occurs when the first subscription is added on a subscribing appliance. Subsequent subscriptions created on this subscriber appliance do not perform the overwrite of LDAP data that the first subscription, as the database is already initialized. This is why it is recommended that replication (and redundancy if used) is set up for each subscriber before adding hardware, user identities or system configurations to avoid data being overwritten and lost.

Do **not** add the first replication subscription to the address 1 appliance, or all configured data on that appliance will be overwritten as part of the initialization process described above.

1. Log in to the secondary or standby appliance. You must use the "admin" user name and password or you will not be able to make changes to the Replication tab.
2. In the top-right, select  > **Appliance**.
3. In the Replication tab, click **New** in the Replication Subscriptions area.
4. Complete the following fields:
    a. **Host** – enter the replication address 1 appliance's host name.
    b. **Web Port** – enter the replication address 1 appliance's web port number.
    c. **Ldap Port** – enter the replication address 1 appliance LDAP Connect Port value. This is highly recommended to be the same as the LDAP Connect Port number on the current appliance.
    d. **Login** – enter an account with the proper delegations for the default administrator identity. This can be the admin account, or a different identity, can be used, but it must be an identity with the proper delegations available in its role. Delegation required for this login are Appliance Repl Subscription Add (remote), Appliance Repl Subscription Remove (remote), Appliance Replication Update and Appliances Show.
    e. **Password** – enter the password for the Login identity.
5. Click  to save your changes.

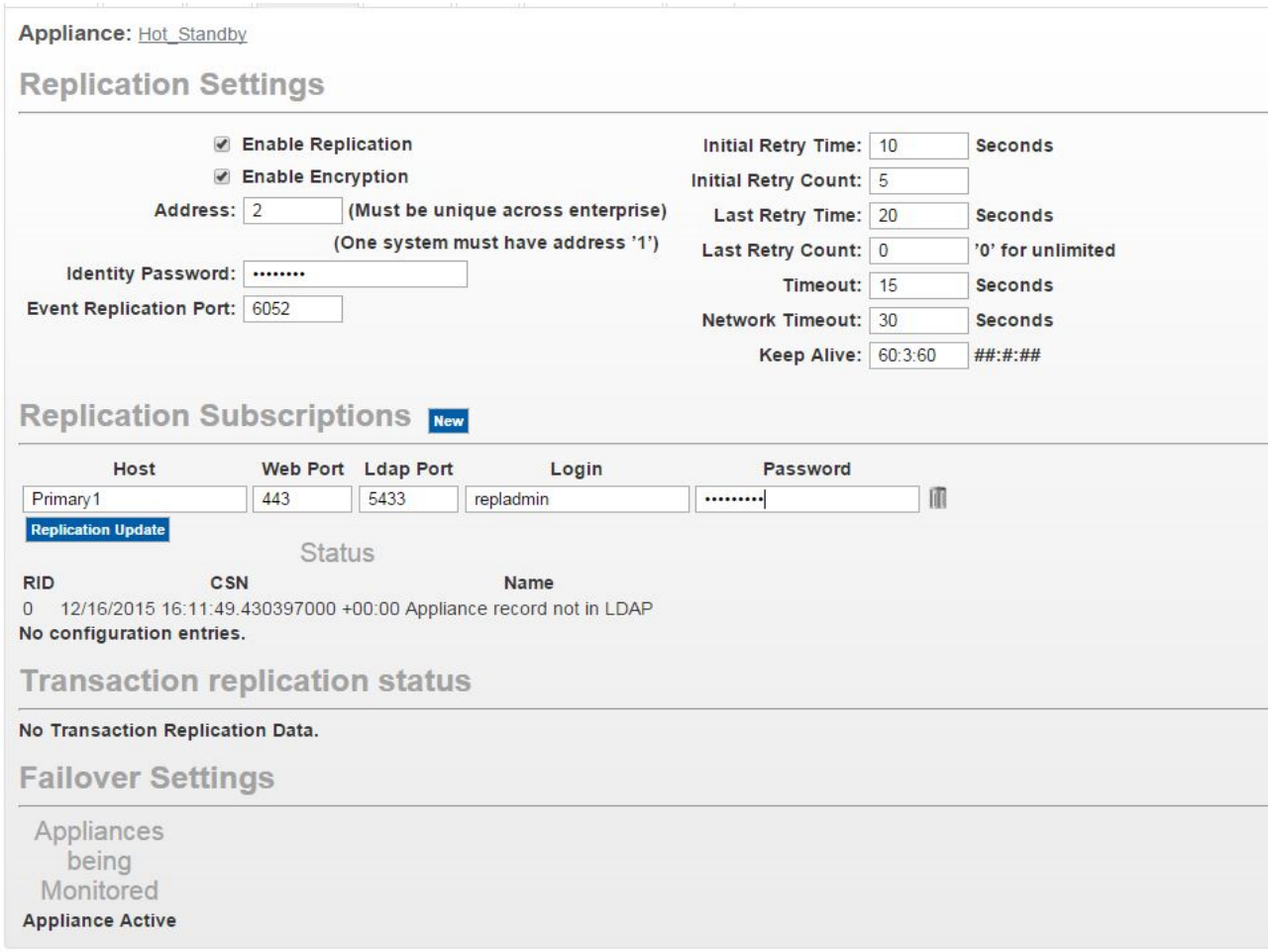


Figure 3: Second appliance subscribing to first appliance

The Replication Setup Process Log is automatically displayed if this is the first replication subscription. Click the Continue button that is displayed.

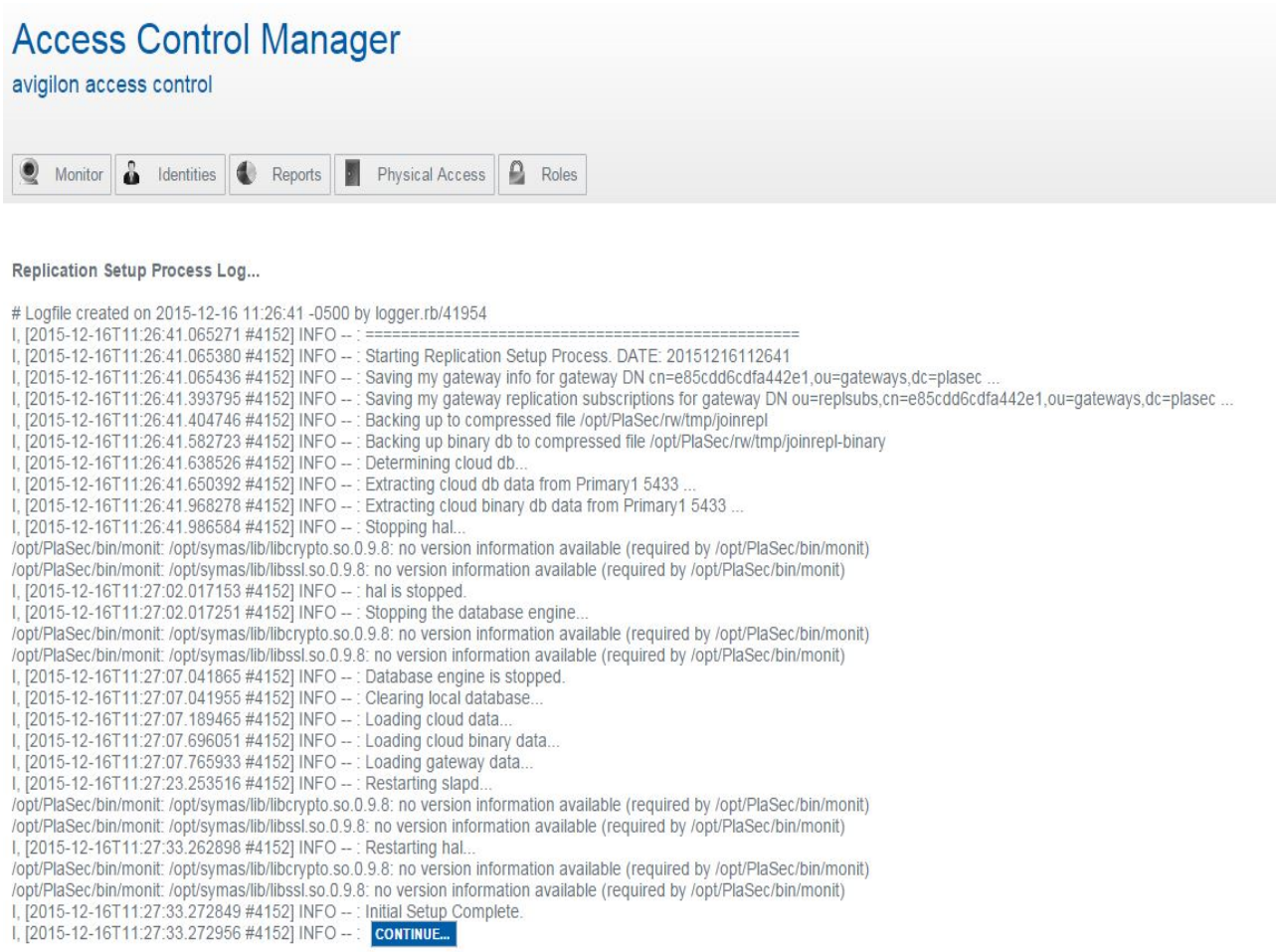


Figure 4: Log file on subscribing appliance

The replication set up process includes the following:

- The subscribing appliance connects to the primary appliance and copies the entire LDAP database from the primary.
- The replication subscription from the subscribing appliance to the primary is added to the LDAP configuration database.
- A replication subscription from the primary to the subscribing appliance is automatically created and added to the LDAP configuration database.

Now, complete the following tests to confirm that replication is functioning correctly.

Testing Replication

After setting up replication between a two or more appliances, complete the following procedures to confirm that replication was set up correctly.

Checking the Appliance Replication Status

Once the Replication Subscription is complete, open a browser for each appliance that is set to replicate to each other.

After you have the browsers open, display the Appliance Replication page for the appliances. Confirm that the following settings are the same for all appliances:

> **Note:** The Status and System Entries area are only displayed if the primary and subscribing appliance details are accessed together.

- Under the Status area, 1 and 2 are listed in the RID column. 1 should be the primary appliance and 2 should be the secondary or standby appliance. There may be other numbers listed if you have more appliance subscriptions.
- Confirm that the date and time listed in the CSN column is the same for all appliances.
- Under the System Entries area, there should be at least one entry to show that the primary appliance has replicated data to the other appliances.
- When you click  > **Appliance**, the Appliance list should be displayed and list all appliances.

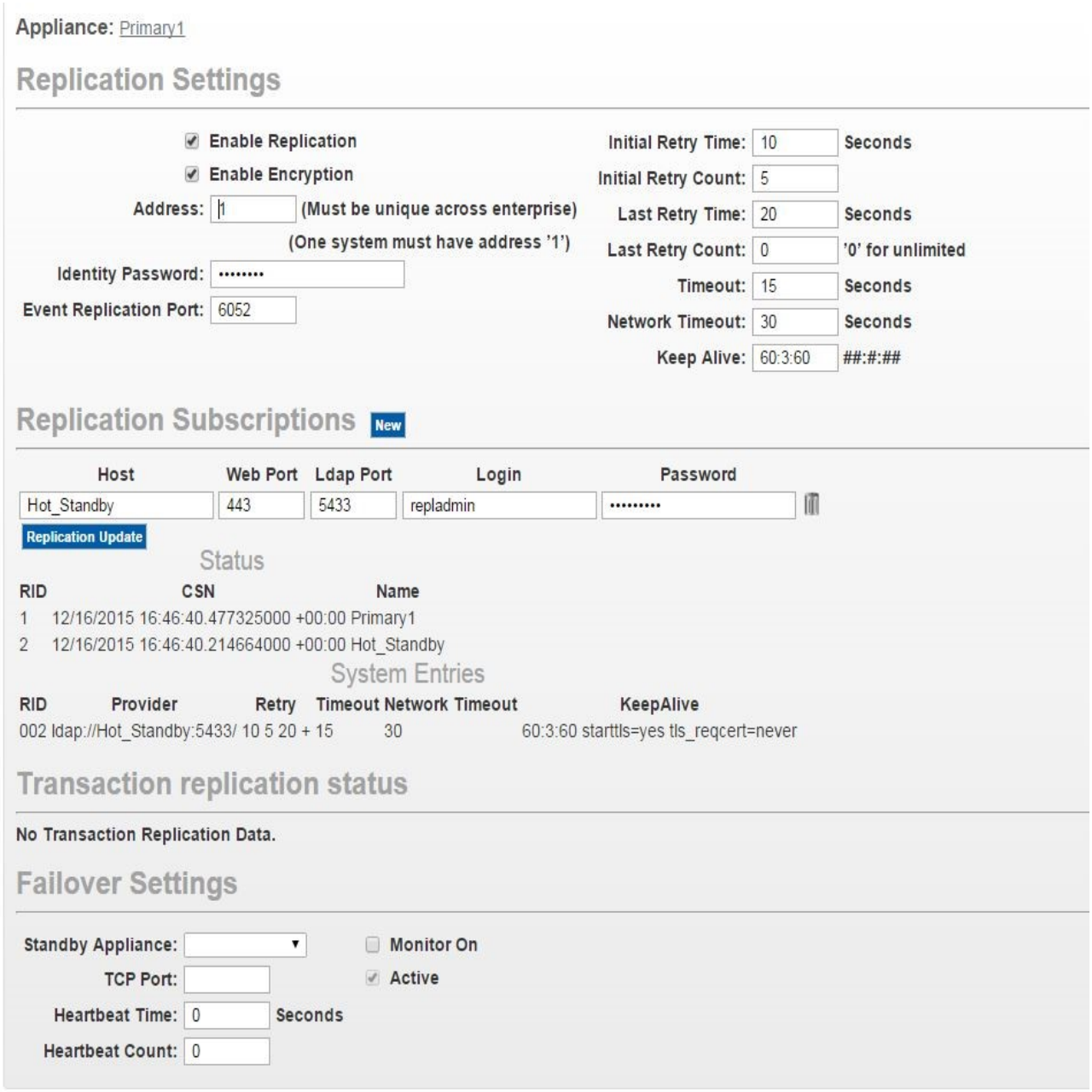


Figure 5: Primary Replication tab showing status

Testing Two-Way Replication

1. Make a small change in the primary appliance. For example, update an address for an identity.
2. Access a subscribing appliance and check if you can see the change.
3. Make a small change in the subscribing appliance. For example, update an address for a different identity.
4. Access the primary appliance and check if you can see the change.

If the changes you made appear in both appliances, then replication was set up successfully.

4. Setting Up Failover

Note: Do not perform this procedure until after replication has been correctly set up. This step assumes that the checkbox for Hot Standby on the Appliance tab has been checked for the appliance serving as the Hot Standby appliance.

1. Log in to the primary appliance. This procedure can only be performed on the primary appliance.
2. In the top-right, select  > **Appliance**.
3. Select the primary appliance from the Appliance list.
4. In the Replication tab, enter the following settings in the Failover Settings area:
    a. **Standby Appliance**: Select a standby appliance from the list. You can have more than one standby appliance set up in the system, but only appliances identified as a standby will appear on the list.
    b. **TCP Port**: Enter the primary appliance's TCP port to communicate its health status to the standby appliance.
    c. **Monitor On**: Check this box to turn-on the redundancy monitor. This allows the standby appliance to check the health of the primary appliance and automatically take over if the primary appliance unexpectedly loses network connectivity.
    d. **Heartbeat Time**: Enter how often, in seconds, the secondary appliance should check the health of the primary appliance. If you leave the setting at 0, the system defaults to 60 seconds.

    Note: A Heartbeat Count of two and a Heartbeat Time of 30 seconds should typically ensure that a failover is initiated within one to about five minutes of the primary going down. For more information, refer to *Configuring Replication and Failover* on page 53.

    e. **Heartbeat Count**: Enter the number of failures in a row before the secondary appliance takes over for the primary appliance.

    Tip: It is recommended to set this to at least two so that a short network glitch does not cause a premature failover.
5. Click  to save your changes.

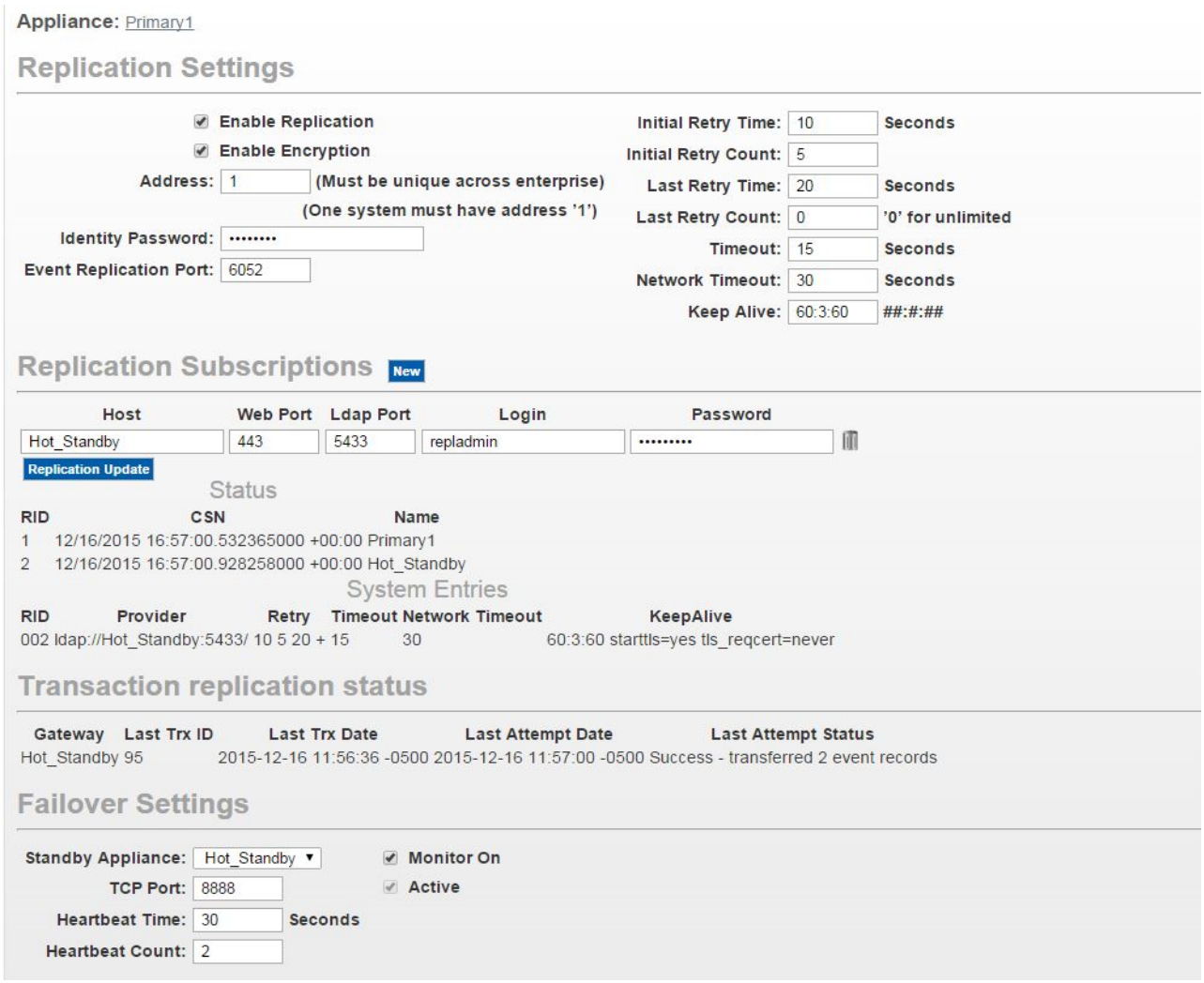


Figure 6: Primary Replication tab, with Hot Standby configured

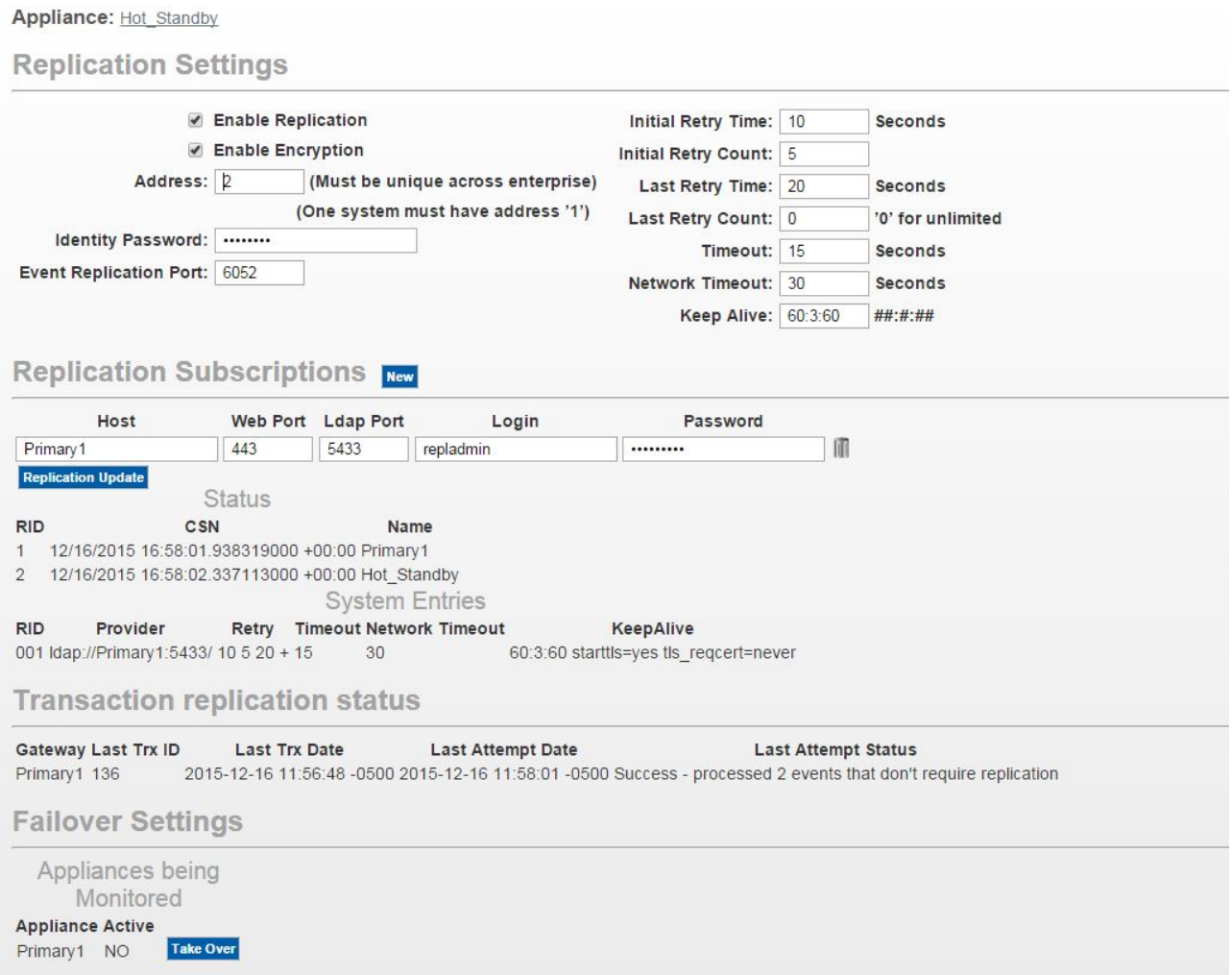


Figure 7: Hot Standby replication tab showing Primary being backed up

Configuring Email Notifications for Replication Events

An event is logged every time a failover or failback occurs. You can configure email to be sent to one or more email addresses whenever a failover and failback event is logged.

The events are:

- Appliance automatic failover completed—After an automatic failover to the Hot Standby appliance this event is logged by the Hot Standby appliance when it is up and running on behalf of the Primary appliance.
- Appliance manual failover completed—After a manual failover this event is logged by the Hot Standby appliance after it is up and running on behalf of the Primary appliance.
- Appliance manual failback completed—After a manual failback this event is logged by the Primary appliance after it is up and running again as the Primary appliance.

Before configuring email notifications for these events:

- Set up and test the SMTP settings configured on both the Primary and Standby appliances. Follow the instructions for configuring SMTP settings on *Appliance: Edit page - Appliance tab* on page 103 for each appliance.
- Access the Events Listing page by following the instructions at *Events list (ACM System)* on page 354 for both the Primary and Standby appliances and verify that these events are defined.

You can specify the email addresses to which notifications are sent for each event, or you can configure a custom event type for the three events and specify the email addresses to which notifications are sent for the event type.

1. To specify email addresses to which notifications are sent for each event:
    a. Click **Physical Access** > **Events** to open the Events Listing page and search for the three events. Tip: Search for events containing "Appliance".
    b. Open the first event. The Event: Edit panel opens.
    c. Enter one or more email addresses in the **Email** field. Separate email addresses with commas.
    d. Click  .
    e. Repeat for the remaining events.
2. To create an event type for the three events and then specify email addresses to which notifications are sent for the event type:
    a. Click  and then Event Types to open the Event Types panel.
    b. Click the **Add Event Type** button. The Event Type: Add panel appears.
    c. Enter a name for the Event type. Complete the other options as required.
    d. Enter one or more email addresses in the **Email** field. Separate email addresses with commas.
    e. Click  .
    f. Click **Physical Access** > **Events** to open the Events Listing page and search for the three events. Tip: Search for events containing "Appliance".
    g. Open the first event. The Event: Edit panel opens.
    h. In the **Event Type** option, select the new event type from the drop-down list.
    i. Click  .
    j. Repeat for the remaining events.

Removing Replication and Failover

Important: Call Avigilon Technical Support before you attempt to remove or delete the replication and failover settings.

Depending on your system configuration, it may require careful planning before you are able to successfully disable replication and failover on your system. To avoid possible data loss, contact Avigilon Technical Support to help guide you through the process.

Failing Over and Failing Back

If you've set up replication and failover, the access control system will keep running during planned or unplanned system outages. In the event of a system outage, an appliance may go offline and fail-over to a standby appliance that can take over regular operations until the original appliance comes back online.

In an unplanned system outage, the system will automatically failover. In a planned system outage, you can manually failover an appliance so that the system can continue to run. Once the original appliance is ready to come back online, you can tell the replacement appliance to failback and allow the original appliance to resume normal operations.

Automatic Failover

If the Monitor On option is enabled in the Primary appliance's Failover Settings area on its Replication tab, the Hot Standby appliance will automatically try to communicate with the Primary appliance periodically. If the Primary appliance does not respond in the set amount of time, the Hot Standby appliance assumes that the Primary appliance has failed, and automatically takes-over for the Primary appliance.

If the Monitor On option is disabled in the appliance's failover settings, the Primary appliance will simply fail and the Hot Standby will not stand-in unless it is manually told to do so.

To check if a Primary appliance has failed-over to a Hot Standby appliance, confirm the following details:

- You are unable to connect to the primary appliance through the web browser.
- When you log in to the Hot Standby appliance, you see that the Hot Standby has started logging hardware events on its Event Monitor screen.

  Hot Standby appliances do not have any connected panels or other hardware until they take over from a Primary appliance, so there should not be any hardware events listed on the Event Monitor screen unless the Hot Standby appliance has stood in for its Primary appliance.

- When accessing the **Appliance > Replication** page on the Hot Standby appliance, it is listed as *Active: Yes* beside the name of the inactive Primary appliance.

Manual Failover

If there is a planned system outage, like an appliance upgrade, you may want to have the primary appliance manually failover to the standby appliance so that the system can continue to function while the upgrade occurs.

In anticipation of a planned system outage, Monitor On failover option should be disabled so that a Primary appliance does not failover until it is instructed to do so.

To manually failover an appliance, complete the following:

1. Log in to the Hot Standby appliance.
2. Access the **Appliances > Replication** page.
3. In the Failover Settings area, click the **Take Over** button beside the Primary appliance to instruct the Hot Standby appliance to stand in for the Primary appliance.

After a few moments, the Active status will change to Yes beside the Primary appliance that the Hot Standby has replaced and the Take Over button is replaced by the **Fail Back** button. Notice that once the standby appliance has replaced an appliance, it cannot be set to take over for another Primary appliance until after it has failed back to the Primary appliance that it is standing in for.

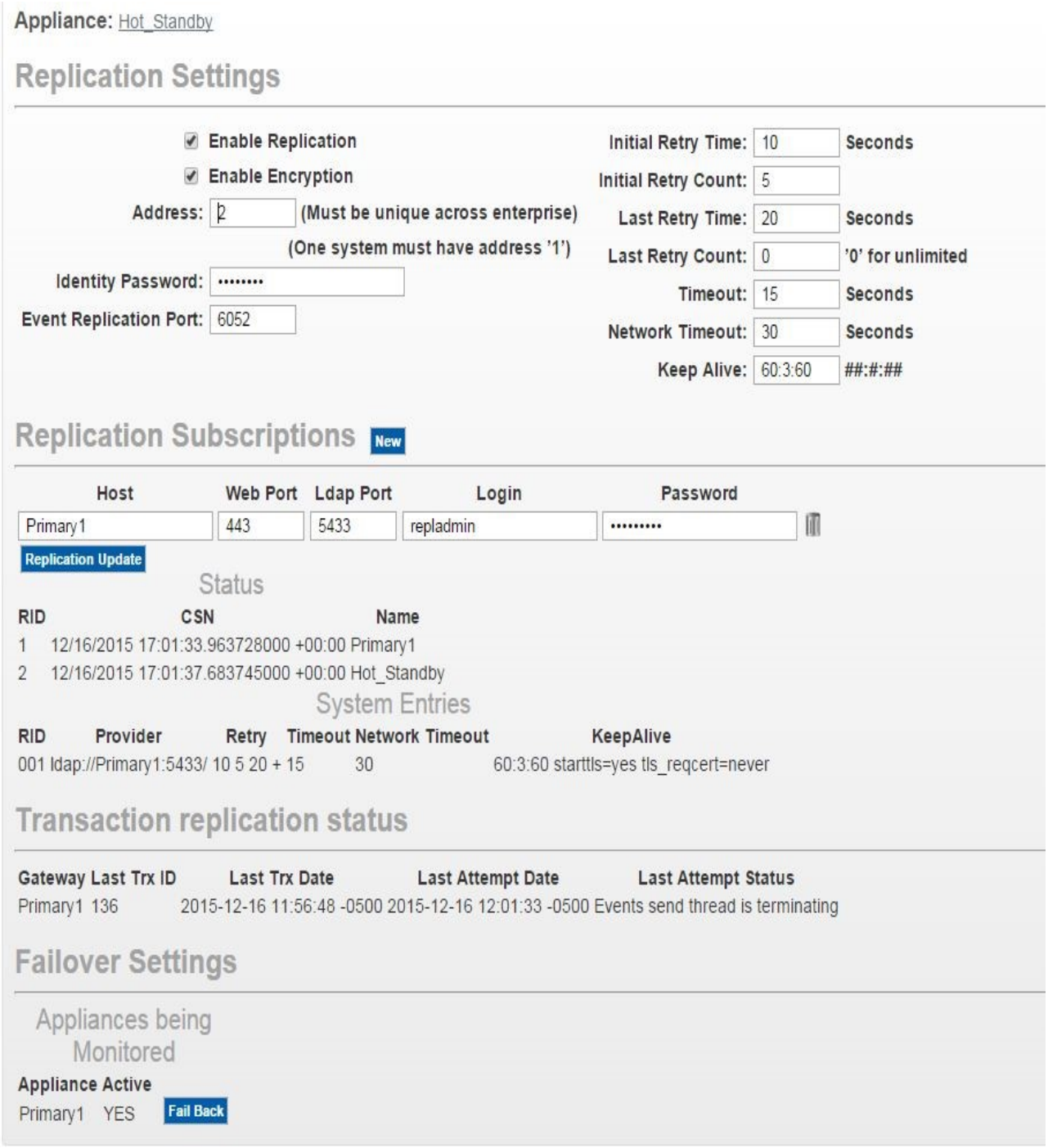


Figure 8: Hot Standby after taking over from Primary

Failback

After a failover has occurred, you can set the standby appliance to failback once the primary appliance is ready to return to normal operations.

1. Log in to the Hot Standby appliance.
2. Access the **Appliances > Replication** page.
3. In the Failover Settings area, click the **Fail Back** button next to the failed over Primary appliance.

Monitoring Transactional Replication to Hot Standby

As part of the redundancy design, Postgres transactional data is replicated from a Primary appliance to its Hot Standby appliance. This is so that if a failover of the Primary appliance occurs all of the transactional history will be available on the Hot Standby. The status of this replication can be observed for the appliances in the Transaction Replication Status section of the Replication tab on the Appliance: Edit page.

For the Primary appliance, this section contains information about the last row of Postgres transactional data replicated from the Primary to its Hot Standby, including rowid of record in basetrx table (Last Trx ID), date that transaction occurred (Last Trx Date), the last attempted replication time (Last Attempt Time), and its status (Last Attempt Status). For the Hot Standby this information is displayed for the Postgres transactional data it has, with transaction data displayed for the last transaction replicated to the Hot Standby for each Primary it is backing up.

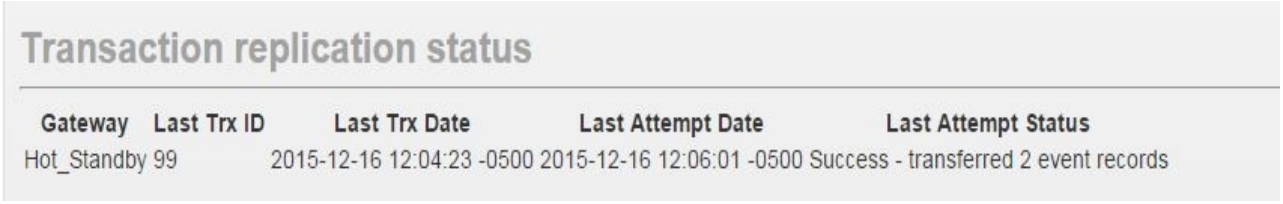


Figure 9: Primary transaction replication status

Figure 10: Hot Standby transaction replication status

Configuring Network Connections

You can set up how appliances are connected to panels and associated doors. From the Appliance Ports tab, you can set up virtual ports and routes for each Ethernet port. You can also set up serial ports.

Configuring Ethernet Ports

Appliances can have up to eight RJ-45 Ethernet ports. These high-speed ports can be configured to connect to a series of interlinked door controllers or panels.

Note: You cannot add or remove an Ethernet port from the appliance but you can add virtual ports. For more information, see *Appliances - Virtual Port Add page* below.

To enable and configure an Ethernet port:

1. From the Appliance Edit page, select the **Ports** tab.

   The Port list is displayed.

2. Click the name or port number from the Ethernet Ports list.

   The Port: Edit page is displayed.

3. Make the required changes.

4. Click  .

Note: If you assign or change the IP address, make sure that any switches or routers connected to the appliance recognize the changed address. To do this, perform one of the following:

- Reboot the appliance.
- Unplug the Ethernet cable that is connected to the appliance, wait a few seconds, then plug it back in.

If the switch or router is not able to detect the appliance's new IP address, you may need to manually update the switch or router. Refer to the switch or router documentation for more details.

Appliances - Virtual Port Add page

When you click **Add New Virtual Port** from the Virtual Ports list, the Virtual Port Add page is displayed.

Note that the port and appliance of this virtual port is listed above the fields. Click on the relevant link to return to the main appliance or port page.

Feature	Description
Name	Enter a name for this virtual port.
IP Address	Enter the IP address for this virtual port.
Netmask	Select an address for the netmask of this virtual address. Only the netmasks currently recognized by the system are listed.
Installed	Check this box to indicate that the virtual port is enabled and communicating with the appliance.
	Click this button to save your changes.
	Click this button to discard your changes.

Adding Ethernet Routes

If you prefer not to use the default Ethernet route set by the appliance, you can add a new Ethernet route for appliance and controller panel communication.

1. From the Appliance Edit page, select the **Ports** tab.

   The Port list is displayed.

2. In the right most column of the Ethernet Ports list, click **Routes**.

   The Routes list is displayed.

3. From the Routes list, click **Add New Route**.

   The Route Add page is displayed.

4. Complete the fields as required to define the new Ethernet route.
5. Click  .
6. Repeat this procedure to add all the routes that are required.

Enabling Serial Ports

Each appliance includes one or more serial ports for connecting devices via RS-232 or RS-485. Serial ports can be used to connect troubleshooting consoles or to connect panels that do not have Ethernet connections.

To enable a serial port on an appliance:

1. Connect the appliance to one or more panels via the appropriate serial port.

   Note the port number for each serial cable connection.

2. From the Appliance Edit page, select the **Ports** tab.

   The Ports list is displayed.

3. At the bottom of the page, click the serial port you want to enable.

   The Serial Port Edit page is displayed. For more information, see *Appliances - Serial Port Edit page* below.

4. Select the **Enable** checkbox.
5. Complete the remaining fields as required to define the serial connection.
6. Click  .

Appliances - Serial Port Edit page

When you select a serial port from the Appliance Ports list, the Serial Port Edit page is displayed. This page allows you to enable and configure the serial port.

Note that the port and appliance of this serial port is listed above the fields. Click on the relevant link to return to the main appliance or port page.

Feature	Description
Type	Select the type of serial connection this is: • Panel — this serial port is connected to a panel. • Subpanel — this serial port is connected to a subpanel. • Shell — this port is connected to a shell.
Baud rate	Select the baud rate this serial connection will run.
Flow control	Select the flow control for this connection.
Enable	Check this box to enable the serial connection.
Parameters	Select the serial values for this connection.
	Click this button to save your changes.
	Click this button to discard your changes.

Backups

You can configure backup events to generate backup files of the configuration and transaction databases of the ACM system. The backup files can be used to restore information if an appliance's configuration or transaction data ever becomes corrupted. They are used to retain data, especially transactional data, for regulatory purposes.

Configuration and transaction data are separately backed up. Backup events can either be scheduled on a daily or weekly frequency, or manually started. Backup files can also be encrypted, which may be required to protect data that is retained for regulatory purposes.

Configuration data, which includes identity information (including photographs, data, and tokens), can generate large backup files. Backups should be generated regularly, and at the very least, following changes. In the event of a catastrophic failure, an up-to-date configuration backup enables the ACM system to be up and running again much faster.

Transactional data, which is generated while the ACM system is active, can be retained in backup form to meet any applicable regulatory requirements, and can be generated to meet data retention policies.

Backing Up System Data

You can configure the appliance to back up system configuration settings and transaction event details. More than one backup event can be created, and each backup file can be stored in a different location. You can define a schedule for a backup event. Scheduled backups can occur at least once a week or at most once a day at a specific time. A backup event without a schedule must be manually started.

Note: Configuration data (including tokens) and transactions data must be backed up separately.

1. From the Appliance Edit page, select the **Backups** tab.
2. Click **Add New Appliance Backup**.

   The Appliance Backup: Add New page is displayed.
3. Enter a name for the back up.
4. Select the preferred **Backup Type**.

   Some of the settings change to match the selected backup type.
5. From the **Data Type** drop down list, select **Configuration** or **Transaction**.
6. Click **Browse** to select where the back up files will be stored.
7. Optionally, in the Schedule area, select the days of the week when the back up will occur then enter the preferred backup time in 24 hour format. Leave the schedule options blank for a backup that can only be manually started.
8. Click  .

Manually Backing Up Data

After you've set up a backup event, you can manually start a backup at any time; for example, to create a backup of the current data before restoring an older backup.

1. From the Appliance Edit page, select the **Backups** tab.

   The Appliance Backup list displays.
2. In the row for the backup you want to start, click **Backup Now** to start the backup.

   The backup file name is generated in this format: *<backup name>-<date: yyyyMMDDHHMMSS>*.

   Note: When you are using the Local Drive backup type, the previous backup file is overwritten. For all other backup types, the file is added to the configured Location.

Restoring Backups

If the appliance's configuration or transaction data ever becomes corrupted, you can restore the data from a backup.

Start with the most recent backup prior to the data being corrupted. The restored data will overwrite all the configuration or transaction data.

Restored configuration data won't be downloaded to the panels immediately. After the backup is restored, verify that the restored data for panels is correct. For example, identities (or door schedules, or overrides and so on) that you deleted after the backup was created may have to be deleted again, and identities that you added after the backup was created may have to be added again. Then, manually download the restored verified configuration data to each panel in your system. For more information about downloading panels, see *Resetting Doors Connected to a Subpanel* on page 159.

As well as restoring backups from your ACM appliance, you can restore backup files:

- From other ACM systems, or that were created using backup events that are no longer on your system. For more information, see *Restoring Backups From Other Backup Events* below.

  Backups created in versions prior to the ACM software release 5.12.2 may not be compatible with later ACM releases. Contact Customer Support if you need to restore a backup from an earlier release.

- Stored on your local workstation.

  For more information, see *Upload and Restore a Locally Saved Backup File* on page 83

To restore a backup file created on your ACM appliance (other than one created by a Local Drive backup event that has been downloaded to the default Downloads folder of your local workstation):

1. From the Appliance Edit page, select the **Backups** tab.

   The Appliance Backup list displays.

2. Click **File List** beside the backup that you want to restore.
3. In the far right column, click **Restore** beside the copy of the backup that you want to restore.

   The selected file is copied to the appliance and replaces the existing configuration or transaction information on the appliance.

Restoring Backups From Other Backup Events

You can use a backup event to restore a file created by another backup event, as long as the backup type is the same. This can be useful if you have to restore a backup created with a backup event no longer on your system, or from another ACM system.

> **Note:** It is also possible to restore backups from earlier releases of ACM systems. However, backups created in versions prior to the ACM software release 5.12.2 may not be compatible with later ACM versions.

To restore a backup created by another backup event, you must:

1. Identify the name of the backup event used to create the backup:
   a. Locate the backup file that you want to restore. The filename format is *<backup event name>-<date: yyyyMMDDHHMMSS>*.
   b. Note the name of backup event that is embedded in the file name.

2. In the ACM Client software:
    a. From the Appliance Edit page, select the **Backups** tab.

       The Appliance Backup listing page displays.

    b. Rename or create a backup event with the same name as the backup event used to create the backup file:
        - To rename an existing backup event:
            1. Click on the name of the plan to open the Appliance Backup: Edit page.
            2. Enter the new name for the backup event.
            3. Leave the other fields as they are.
            4. Click  to save your changes.

            > **Tip:** After you have restored the backup file, rename the backup event to its previous name if you want to continue to use it as before.

        - To create a new backup event:
            1. Click  to add a new backup event.
            2. Enter all the details for the backup event, specifying the location of the backup file to be restored.
            3. Click  to save your changes.
3. Copy the backup file to the location specified in the back up event you will use.
4. In the ACM Client software:
    a. Click **File List** beside the backup that you want to restore.

       The Backup File List is displayed.

    b. In the far right column, click **Restore** beside the copy of the backup that you want to restore.

       > **Important:** The name of the backup event must match the backup event name embedded in the filename of the backup file.

    c. The selected file is copied to the appliance and replaces the existing configuration or transaction information on the appliance.

Upload and Restore a Locally Saved Backup File

You can upload and restore a configuration or transaction backup file that has been saved on your local workstation to your ACM appliance. The file must have been created by a backup event using the Local Drive backup type and must have been downloaded to your local workstation.

1. Click ✚ Restore From Local on the Appliance Backup list page.

   You will be asked if you want to continue, and if you do continue the most recently created local backup file is stored on the appliance will be overwritten.

2. Click **OK**.

3. At the Upload Backup File prompt, click the **Choose File** button.

   File Explorer opens in your default downloads folder.

4. Click to select the ACM backup file with the data you want restored on the appliance, and start the data restore:

   a. The data backup file is uploaded to the appliance, overwriting the most recently created local backup file is stored on the appliance.

   b. The data in the backup file is immediately restored on the ACM appliance, overwriting the current configuration or transaction data.

   c. The appliance is restarted.

Restored configuration data won't be downloaded to the panels immediately. After the backup is restored, verify that the restored data for panels is correct. For example, identities (or door schedules, or overrides and so on) that you deleted after the backup was created may have to be deleted again, and identities that you added after the backup was created may have to be added again. Then, manually download the restored verified configuration data to each panel in your system. For more information about downloading panels, see *Resetting Doors Connected to a Subpanel* on page 159.

Accessing Appliance Logs

Appliance logs are automatically generated to monitor communications between panels and devices.

The appliance logs are automatically generated and monitor the communications between panels and devices. They can be used to help diagnose appliance issues.

1. From the Appliance Edit screen, select the **Logs** tab.

   The Logs list is displayed.

2. Click the log you want to view.

   The Appliances Log page displays.

Log details are displayed in chronological order. The earliest log event is displayed at the top, and the most recent is displayed at the bottom. The full text of the log is displayed. Each log is different because of the different activities that are tracked by the log. The name of the Appliance and the Log file are displayed at the top of the screen for each log.

Updating the Appliance Software

Avigilon Access Control Manager software updates are available for download from the Avigilon website: avigilon.com.

Once you've downloaded the latest version of the software, you can install the update to the appliance from any browser on the network.

1. From the Appliance Edit page, select the **Software Update** tab.

   The Software Update list is displayed.

2. Upload the latest version of the Access Control Manager software to the appliance.
   a. Click **Add New Software Update**.

      The Software Update: Add New page is displayed.

   b. In the Upload Software file area, click the Browse button then locate the latest software file that was downloaded from the Avigilon website.

   c. Click  to upload the file to the appliance. It may take several minutes for the upload to complete. Do not navigate away from the page during the upload or the upload is automatically canceled.

      The Software Update list is automatically displayed when the software file has successfully uploaded to the appliance.

3. On the Software Update list, click  beside the software file that you want to install on the appliance.
4. When the confirmation message is displayed, click **OK**.

When the update is complete, the appliance will automatically reboot.

> **Note:** When the ACM system boots up, you must save the appliance on the Appliance: Edit page to ensure the ACM appliance reboots. You do not need to make any changes to the page prior to clicking Save to have the reboot occur. For more information, see *Appliance: Edit page - Appliance tab* on page 103.

Software Updates

Software updates are available for download and installation.

Viewing the ACM SSL Certificate

Each ACM appliance in your network is assigned a self-signed Secure Socket Layer (SSL) certificate. When the SSL protocol is enabled on the appliance, this certificate can be used to verify the identity of an ACM appliance and securely encrypt the data traffic between the ACM appliance and other servers in your network.

An SSL certificate contains a SHA-1 fingerprint and a SHA-256 fingerprint. For authentication purposes, the SHA-256 fingerprint is used to verify the validity of a certificate. Any time an ACM appliance enabled to use the SSL protocol connects to another SSL-enabled server, it presents its SSL certificate. The first time it is presented, an administrator of the other server must accept, or trust, that certificate. From then on, as long as the ACM appliance presents the certificate with the same SHA-256 fingerprint, it can automatically connect. However, if ever the fingerprints do not match, the connection is denied until the reason for the mismatch is understood.

Note: To provide maximum security strength for your ACM system, ensure the certificate meets the U.S. government's **National Institute of Standards and Technology (NIST) Special Publication 800-131A (SP 800-131A)** standard.

Only ACM system administrators with the delegation "SSL Certificate List" assigned to their role can view the SSL Certificate of the ACM server.

To view the SSL certificate,:

1. In the top-right, select  **>Appliance**.
2. Select the **SSL Certificate** tab.

   The SSL certificate is displayed.

Appliances list page

The Appliances list only appears if there is more than one appliance in the system, otherwise the Appliance: Edit screen is displayed instead. The Appliance list displays the following details about each appliance.

Note: An appliance can be connected to more than one panel type if the appliance license supports more than one panel manufacturer.

Feature	Description
Appliance Name	The name of the appliance. Click the name to edit the appliance details.
Host Name	The host name for this appliance.

Feature	Description
	This is the name you entered in the 'Host Name' field when you added this appliance.
Log Count	The number of logs enabled for this appliance. To view the available logs or create new logs, click on this number. The log list appears.
Mercury Security	If this appliance is connected to Mercury Security panels, this field is marked **Yes**. If this appliance is not currently connected to Mercury Security panels, this field is marked **No**.
HID	If this appliance is connected to VertX® panels, this field is marked **Yes**. If this appliance is not currently connected to VertX® panels, this field is marked as **No**.
Delete	Click  to delete the specified appliance.
Create New Report	Click this button to generate a standard report on the appliance list.

Appliance: Edit page - Appliance tab

The **Appliance** tab on the Appliances: Edit screen allows you to edit and define the appliance identity, system, network and storage settings, and shut down or restart the appliance remotely.

Feature	Description
Appliance Name	Enter a name for this appliance.
System Name	This read-only field gives the name of the entire ACM system.
Host Name	This is the DNS name for this appliance and is identified as such under the 'DNS Name' field on the Appliance list.
Name Server	Enter the IP address of your DNS name server.
Time Server	Enter the time server connected to this appliance. **Note:** Time is based on UTC (Coordinated Universal Time) to ensure consistency across the ACM system. UTC time is transferred from the client to the server when you click **Set Date/Time**.
Time Zone	From the drop down pick list, specify the time zone where this appliance resides.
Time Server	Enter the name of the server used as the de facto time keeper for this appliance.
Hot Standby	Check this box to indicate that this appliance is the hot standby (backup) for a primary appliance. If the primary appliance fails, this appliance will take over. For more on this, refer to *Appliances - Replication page* on page 95.
Enable Remote	Check this box and provide an Authentication Code to enable remote TCP/IP management.

Feature	Description
TCP/IP Management	Checking this box without also providing an Authentication code will have no effect. Use these settings to allow an Avigilon Technical Support engineer to remotely access the appliance using SSH. To maximize system security, Avigilon recommends unchecking this box when then incident is resolved. The box will also be unchecked automatically when a software update is applied.
Authorization Code	Enter a 4 to 8 character alphanumeric string to activate the Enable Remote TCP/IP Manager checkbox. Use only letters, digits, underscore (_), dash (-), and point (.) in your code. This code is used to generate a temporary password required for support access to SSH. When this code is saved, the field will be blanked but Enable Remote TCP/IP Management will remain checked. Avigilon Technical Support will require this code to be able to access your system. To maximize system security, Avigilon recommends disabling remote management whenever not needed and using a different code for each incident.
Splunk URL	Provide the URL for the Splunk collaboration, if it is installed on your ACM system. Splunk is a log aggregation product.
APB Reset	Click this button to reset all of the APB settings on this appliance.
Reboot Appliance	Click this button to reboot the appliance. This will automatically restart the appliance. This button can be used when the appliance has frozen or experienced other problems.
Shutdown Appliance	Click this button to shut down the appliance. This button can be used when you need to turn off the appliance for maintenance or re-configuration.
Uptime	Displays how long this appliance has been running.
Appliance Time	Displays the current date and time set for this appliance. To reset this field, click the **Set Date/Time** button.
Set Date/Time	Click this button to reset the date and time for this appliance and then enter a new date and time in the field to the right. **WARNING —** Risk of unexpected behavior or access infractions. Manually setting the date and time to an earlier time can cause some functionality dependent on time and date, such as schedules, to function incorrectly or fail to function. To avoid this risk, do not manually change the date or time to an earlier value. Avigilon recommends using a time server for specifying the time and acting as the time keeper for the appliance. If you must manually change the time or date value, assess the consequences on the time-based behavior you have configured in the ACM appliance and all connected equipment.
Max Stored Transactions	Enter the maximum number of transactions that can be stored in the ACM appliance. Transactions refer to the events on the Monitor page. For ACM Professional appliances, the supported range is **0** - **75000000**.

Feature	Description
	For ACM Enterprise and Enterprise Plus appliances, the supported range is **0** - **1000000000**. For both appliances: Omit commas and spaces. Default is 1 million transactions. If **0** is entered, the default is used. When the number of transactions exceeds this limit, the oldest transactions are deleted as new ones occur so that the maximum number of stored transactions is never exceeded. Transactions are deleted if the limit is exceeded. **Note:** If Max Stored Transactions and Max Days Stored are filled in, the ACM system will delete the transactions based on the limit that is exceeded first. The system does not guarantee the storage of transactions for the specified number of days. *Example: Max Stored Transactions and Max Days Stored* If a maximum of **10000** transactions and **60** days of storage are entered on January 1st, 2020, and the 10,000th transaction occurs on January 30 th, 2020 (30 days before the 60 day retention period), the Max Stored Transactions limit will apply and delete the oldest transactions that have exceeded the limit on January 30th, 2020.
Max Days Stored	Enter the maximum number of days that transactions can be stored in the appliance. The supported range is **1** - **7300** days. Omit commas and spaces. Transactions older than the value specified are deleted twice per day. **Note:** If Max Stored Transactions and Max Days Stored are filled in, the ACM system will delete the transactions based on the limit that is exceeded first. The system does not guarantee the storage of transactions for the specified number of days. *Example: Max Days Stored* and *Max Stored Transactions* If a maximum of **30** days of storage and **10000** maximum transactions are entered on January 1st, 2020, and the 5,000th transaction (half of the maximum transaction storage limit) occurs on January 30th, 2020, the Max Days Stored limit will apply and delete the transactions that are older than 30 days on January 31st, 2020.
Hardware Type	From the drop down pick list, select which Access Control Manager appliance is being used for this appliance.
Web Server Port	Specify the port number that is used to connect the web server to this appliance. The default port value is **443**. (If **80** is specified, the application automatically redirects the value to 443.)

Feature	Description
Alarm Gateway Port	Specify the port number that is used to access diagnostics and service for this appliance. The default value is blank. **Note:** If required for integrations the Alarm Gateway Port can be set to 6050.
Edge Listen Port	Specify the port number that accesses the listening feature on this appliance for HID Edge panel communication. **Note:** This field only applies to HID Edge devices.
LDAP Connect Port	Specify the port number that enables communications between this appliance and other IP network-attached entities using LDAP information service protocol. This field is only applicable for LDAP devices.
Transactions Connect Port	Specify the port number used for connecting to the Postgres transaction database for ODBC connections.
Mercury Client Port	Specify the port number used to set the port you wish this appliance to use in order to listen for IP client panel connections. **Note:** This must be the same port configured on all of the IP Client panels that will connect to this appliance.
Mercury Require TLS	All IP client panels connecting to this appliance must be configured for 'TLS Required' if this option is checked.
Mercury Require Certificate	All IP client panels connecting to this appliance require a certificate, if this option is checked.
SMTP Server	Enter the mailbox server for this system. This is the name of the server that handles the transfer of email. This field and the next four are required before email alerts can be sent automatically in case of an alarm or event occurs.
SMTP Port	Enter the name of the port that the Host uses to connect to the SMTP Server.
SMTP Host Name	Enter the name of the host used for SMTP traffic.
Use Start TLS	Check this box to indicate that this appliance uses Start TLS cryptography to communicate with the SMTP server.
Use TLS	Check this box to indicate that this appliance uses generic TLS cryptography to communicate with the SMTP server.

Feature	Description
SMTP Mail From	Enter the email address of the person or organization that email will be from.
SMTP User	Enter the username that is used for authentication by the SMTP server.
SMTP Password	Enter the password required to use the email server. **Note:** When you click into this field the placeholders for the previously entered password will be removed and the field will become blank.
Send Test Email	Click to send a test email to the 'SMTP Mail from' email address.
Partitions	If partitions are defined for this system, this window appears. From the window, click to highlight one or more partitions that are assigned to this appliance. Only those partitions previously defined for this system appear in this window. If no partitions are defined for this system, this field does not appear.
Use FIPS 140-2 compliant ciphers only	See *Appendix: pivCLASS Configuration* on page 695.
	Click this button to save your changes. **Note:** When the ACM system boots up, you must save the appliance on the Appliance: Edit page to ensure the ACM appliance reboots. You do not need to make any changes to the page prior to clicking Save to have the reboot occur.
	Click this button to discard your changes.

Appliance: Edit page - Access tab

The **Access** tab on the Appliance Edit screen allows you to identify which door panel manufacturers are installed in the system.

Note: Only the manufacturers supported by the system license is listed on the Access page. For example, if your system license only supports Mercury Security, only Mercury Security is listed as an option.

Be careful to select all the manufacturers that are installed in the system. The selected options will determine the properties and pages that are available when you configure panels and doors.

If your system uses a panel manufacturer that is not listed on the Access page, you may need to upgrade your system license. Contact your support representative for more information.

Feature	Description
Installed	Check this box to indicate that there are panels from the manufacturer installed.
Debug	Check this box to indicate that the appliance can be used to debug the panels from the manufacturer.
Vendor	This is the list of all the manufacturers supported by the ACM system license.
	Click this button to save your changes.
	Click this button to discard your changes.

Appliances - Port list

When you select the **Ports** tab from the Appliance Edit screen, a list of all the appliance's Ethernet ports and serial ports is displayed.

The Port list displays the following details about each Ethernet and serial port.

Feature	Description
Ethernet Ports	
Port	The number of the Ethernet port. Up to eight Ethernet ports may appear on the list. To edit an Ethernet port, click on the port name or number.
Name	The name of the Ethernet port. To edit an Ethernet port, click on the port name or number.
Virtual	The number of virtual ports associated with this Ethernet port. To add or edit a virtual port, click **Virtual** in the far right column.
IP Address	The IP address for the port.
Gateway	The gateway that is used by the port.
Netmask	The netmask for the port.
Virtual/Routes	Click **Virtual** to access the Virtual Ports List page. From that page, you can add and edit the available virtual ports. Click **Routes** to access the Routes list. From that page, you can add and edit the communication route used between the appliance and panel.
Serial Ports	
Port	The name of the available serial port. To edit and enable this port, click the port name.
Enable	Indicates if the serial port is enabled. Yes or No.
Baud	Indicates the baud rate currently defined for this port.
Parameters	Indicates the parameter values currently defined for this port.
Flow	Indicates the flow control values currently defined for this port.

Appliances - Ethernet Ports page

When you select an Ethernet port from the Appliance Port list, the Ethernet Ports page is displayed.

This page allows you to define the current Ethernet connection between the appliance and the panels it controls.

Feature	Description
Name	This field contains the name of the Ethernet port. Initially, the name that appears is the current or default name of the port; however, you can enter a new name if you require.
Link Status	This read-only field indicates whether the connection is currently up or down.
IP Address	Enter the IP address for this port. If you aren't sure what the address is, consult your IT administrator. **Note:** If you assign or change an IP address, make sure that any switches or routers on the appliance's network recognize the changed address. To do this, either: • reboot the appliance, or • unplug the Ethernet cable, wait a few seconds, then plug it back in
Netmask	Select the netmask required for addressing this connection. The values are 0 - 32 bits where a **24**-bit netmask is the default value.
Network Gateway	Enter the network gateway address this appliance will use.
MAC Address	This read-only field displays the MAC address for this appliance.
Installed	Check this box to indicate that this Ethernet port is already connected to a panel.
Data rate	This read-only field specifies the current data rate detected for this connection.
	Click this button to save your changes.
	Click this button to discard your changes.

Appliances - Ethernet Virtual list

When you click a **Virtual** link from Appliance Ports Listing page, the Ethernet Virtual list is displayed.

This page contains a list of the virtual ports for this physical Ethernet port. You can choose to add new virtual ports as needed.

Feature	Description
Virtual Port	The name of this virtual port. You can edit the details of this port by clicking its name.

Feature	Description
Installed	Indicates that the virtual port is enabled (Yes) or disabled (No).
State	The IP address for this virtual port.
Netmask	The size, in bits, of the netmask for this virtual address. The default value is **24** bits.
Delete	Click to delete the selected virtual port.
Add New Virtual Port	Click this button to add a new virtual port for this appliance.

Appliances - Virtual Port Edit page

When you select an existing Virtual Port name from the Virtual Port list, the Virtual Port Edit page is displayed. This page allows you to edit the details of the virtual port.

Note that the port and appliance of this virtual port is listed above the fields. Click on the relevant link to return to the main appliance or port page.

Feature	Description
Name	Enter or modify the name of this virtual port.
IP Address	Enter or modify the IP address for this virtual port.
Netmask	Select an address for the netmask of this virtual address. Only the netmasks currently recognized by the system are listed.
Installed	Check this box to indicate that this virtual port is enabled and communicating with the appliance.
	Click this button to save your changes.
	Click this button to discard your changes.

Appliances - Routes list

When you click the **Routes** link from Appliance Ports Listing page, the Routes list is displayed.

This page displays the communication routes used by the appliance and the destination panel. Only the routes currently defined for this system are listed.

Feature	Description
Appliance	Appliance for this destination panel.
Port	Port for this destination panel.
Destination IP	The IP address for the destination panel you want. To change the destination IP address, click this address and the Edit Routes page appears.
Destination Netmask	The netmask address for this destination panel.

Feature	Description
Gateway	Gateway address for this destination panel.
Metric	The metric interface specified for this destination panel.
Enabled	Indicates whether this destination panel is connected and functional (Yes) or not (No).
Delete	Click to delete the selected Ethernet route.
Add New Route	Click this button to add another route to this list.

Appliances - Route Add page

When you click **Add New Route** from the Appliance Routes list, the Route Add page is displayed. This page allows you to add a new communication route between the appliance and the destination panel.

Note that the port and appliance of this virtual port is listed above the fields. Click on the relevant link to return to the main appliance or port page.

Feature	Description
Destination IP Address	Enter the IP address for the destination panel.
Destination Netmask	Enter the netmask for this destination panel.
Gateway	Enter the gateway address for this destination panel.
Metric	Enter the metric required for this destination panel.
Enabled	Check this box to indicate that this destination panel is connected and functional.
	Click this button to save your changes.
	Click this button to discard your changes.

Appliances - Route Edit page

When you click the Destination IP of a route from the Appliance Route list, the Route: Edit page is displayed. This page allows you to edit the communication route between the appliance and the destination panel.

Note that the port and appliance of this virtual port is listed above the fields. Click on the relevant link to return to the main appliance or port page.

Feature	Description
Destination IP Address	Enter the IP address for the destination panel.
Destination Netmask	Enter the netmask for this destination panel.
Gateway	Enter the gateway address for this destination panel.
Metric	Enter the metric required for this destination panel.
Enabled	Check this box to indicate that this destination panel is connected and functional.
	Click this button to save your changes.
	Click this button to discard your changes.

Appliances - Serial Port Edit page

When you select a serial port from the Appliance Ports list, the Serial Port: Edit page is displayed. This page allows you to enable and configure the serial port.

Note that the port and appliance of this serial port is listed above the fields. Click on the relevant link to return to the main appliance or port page.

Feature	Description
Type	Select the type of serial connection this is: • Panel — this serial port is connected to a panel. • Subpanel — this serial port is connected to a subpanel. • Shell — this port is connected to a shell.
Baud	Select the baud rate this serial connection will run.
Flow	Select the flow control for this connection.
Enable	Check this box to enable the serial connection.
Parameters	Select the serial values for this connection.
	Click this button to save your changes.
	Click this button to discard your changes.

Appliances - Replication page

When you select the **Replication** tab from the Appliance: Edit page, the Replication Settings page is displayed.

This page allows the administrator to configure data replication and system redundancy.

Note: Only the "admin" identity is allowed to modify these settings.

- Replication allows all configuration and system data to be continuously copied between appliances so that details and configurations can be shared.
- Redundancy allows a standby appliance to be configured to replace or failover an active appliance in the event of a system failure.

If you require assistance in setting up replication and redundancy, contact Avigilon Technical Support.

Replication page

When you select the **Replication** tab from the Appliance: Edit page, the Replication Settings page is displayed.

Only the "admin" identity is allowed to modify these settings.

Note: DO NOT make any changes to this page until after you've read all the details about replication and redundancy. To begin, see *Configuring Replication and Failover* on page 53.

Feature	Description
Replication Settings — In this area, enable replication and set how frequently the appliance will connect with other appliances and synchronize data.	
Enable Replication	Check this box to enable replication for this appliance.
Enable Encryption	Check this box to enable encryption of all communications between peers used to replicate data.
Address	Enter an address for this appliance that is unique across this enterprise network. The address must be a number between 1-255. One of the appliances must be set to address 1.
Identity Password	Enter the password that enables this appliance to enter and use the designated peer.
Event Replication Port	Enter the replication port for this appliance.
Initial Retry Time	Enter the number of seconds the appliance will wait after requesting access to the designated peer before it times out.
Initial Retry Count	Enter the number of times the appliance can request access to the designated peer before issuing an alarm.
Last Retry Time	Enter the number of seconds the appliance will wait after requesting access to the designated peer before it times out.
Last Retry Count	Enter the number of times the appliance can request access to the designated peer before issuing an alarm. A value of 0 indicates that there is an unlimited count.
Timeout	Enter the number of seconds allowed before the replication process times out. An alarm is issued and you are queried to retry.
Network Timeout	Enter the number of seconds allowed for the appliance replication program and the network target to sync up before the process times out. An alarm is issued and you are queried to retry.
Keep Alive	Enter how often you want to test the connection between the primary appliance and the secondary appliance. (##:#:##) = *## seconds the system must be idle before the connection is tested*: *# probes the system sends to test the connection* : *## seconds between each probe*.
Replication Subscriptions — In this area, configure appliances to receive replicated data.	
New	Click this button to begin the subscription process. The following fields appear: • **Host** — Enter the primary appliance hostname.

Feature	Description
	• **Web Port** — Enter the primary appliance web service port number. The default port number is **443**. • **Ldap Port** — Enter the LDAP port number on the primary appliance. • **Login** — Enter the username for a Super Admin identity on the primary appliance. • **Password** — Enter the password for the Super Admin identity.
	Click this icon to delete this subscription account information.
RID	The Replication Subscriber ID. Typically 1 is the primary appliance, 2 is the standby appliance.
CSN	Change Sequence Number. Displays the date and time when the last replication occurred.
Name	The subscribed appliance in name from the LDAP database.
Transaction Replication Status — this area displays the current status of all transactions that have occurred between the primary appliance and the secondary appliance.	
Failover Settings — For the primary appliance, select the standby appliance that the system will failover, or use as a hot standby, if the primary appliance fails. **For secondary appliances, this area will display the appliances it will stand-in for in the event of a system failure.**	
Standby Appliance	From the drop down list, select the standby appliance to be used for redundancy.
TCP Port	Enter the primary appliance's TCP port to communicate its health status to the secondary appliance.
Heartbeat Time	Enter how often, in seconds, the secondary appliance should check the health of the primary appliance. If you leave the setting at 0, the system defaults to 60 seconds. **Note:** A Heartbeat Count of two and a Heartbeat Time of 30 seconds should typically ensure that a failover is initiated within one to about five minutes of the primary going down. For more information, refer to *Configuring Replication and Failover* on page 53.
Heartbeat Count	Enter the number of failures in a row before the secondary appliance takes over for the primary appliance. **Tip:** It is recommended to set this to at least two so that a short network glitch does not cause a premature failover.
Monitor On	Check this box to turn-on the redundancy monitor. This allows the standby appliance to check the health of the primary appliance and automatically take

Feature	Description
	over if the primary appliance loses network connectivity unexpectedly.
Active	Indicates if the appliance you are logged in to is active. In a primary appliance, this read-only setting is displayed as a checkbox. If it is checked, the primary appliance is active. In a standby appliance, this read-only setting is displayed as "Yes" or "No" under the Active column: • Yes – the standby appliance is currently active and is replacing the appliance listed under the Appliance column. • No – the standby appliance is not currently active and is on standby.
	Click this button to save your changes.
	Click this button to discard your changes.

Appliances - Backups list

When you select the **Backups** tab from the Appliance: Edit page, the Appliance Backup list is displayed.

This page displays all the backup events configured for the ACM appliance.

The difference between replicating data and backing up data is:

- In replication, all relevant data is copied from the primary appliance to a secondary appliance in anticipation of primary appliance failure (replication); in the event that the primary appliance fails, control of the system is automatically shifted to the second appliance (redundancy). See *Appliances - Replication page* on page 95 for more information.
- In backup, data on the primary appliance is copied to a host computer where it is stored. In the event that the information in the primary appliance becomes corrupted, this backup data can be transferred to the primary and replace the corrupted data.

Feature	Description
Name	The name of the backup event. Click the name to open the Backup Edit page.
Backup Type	The type of location the backup files are stored in.
Data Type	Displays if the backup is for configuration data or transaction data.
	Click this button to delete the backup.
Backup Now	Click this button to initiate a backup outside the configured schedule.
File List	Click this button to display a list of the backup files that have been generated from the appliance.
USB state	Indicates the current state of the USB connection between the backup device and the appliance. This read-only column is only displayed if this backup is a USB backup type.

Feature	Description
Mount USB	Click this button to mount (connect) the relevant backup device to the appliance.
Un-Mount USB	Click this button to unmount (disconnect) the relevant backup device to the appliance.
Add Appliance Backup	Click this button to create a new backup event.

Appliances - Backups Add page

When you click the **Add New Appliance Backup** button on the Appliance Backups list, the Appliance Backup: Add New page is displayed. This page allows you to set up a new backup plan for the appliance.

Feature	Description
For all backups:	
Name	Enter the name of this backup event; for example *Avigilon_Corp*. Do not use spaces or any of the special characters **.~ ! @ # $ % ^ & * ( ) ` ; < > ? , [ ] { }** in the name.
Backup Type	From the drop down list, select the backup type: • **Local Drive** — Save the backup locally on the ACM appliance. **Tip:** Only one backup can be added for each Local Drive Data Type. Only one backup of each data type is retained on the ACM appliance. Each backup is overwritten by the next one. However, you can manually save a backup to your local workstation after it is created and before it is overwritten. SCP — Secure Copy Protocol. Securely transfer backup data from the appliance to a remote host location. • **USB** — Transfer backup data to a device connected to the appliance via a USB cable. • **Windows Share** — Transfer backup data to a Windows network location. • **Windows Share Mount** — Transfer backup data directly to 'mounted' hardware. The page refreshes to display different options depending on the selected backup type.
Data Type	Select the backup data type: • **Configuration** — back up all configuration data from the appliance. • **Transactions** — back up all event data that occur within the system.
Use Encryption	Check this box to encrypt the backup data using AES 256-bit encryption. By default, the password (key) for the encrypted file is the name of the appliance.
Schedule	(Optional) Select the days of the week when the backup should occur.
Start Time	(Optional) Enter the time when the backup should occur. This field uses a 24-hour clock.
For all backup types except Local Drive:	

Feature	Description
Location	Enter the name of the subdirectory where the backup files are stored. If the file is to be located in a subdirectory of the share, use this format: / *directory_name*/ Notice that the directory name needs both a leading slash and a trailing slash. If the file is to be located in the top level of the share (no subdirectory), use this format: /*directory_name* Notice that there is only one leading slash required. There must be an entry in the Location field for the backup to work.
For all backup types except Local Drive and USB:	
Host	If you are using **Windows Share**, enter the IP address or hostname of backup network location and the directory separated by a forward slash (/). If you are using **SCP**, enter the host name (which can be just the IP address) without the directory.
Host Login	Enter the username required to log into the backup location.
Host Password	Enter the password required to log into the backup location.
For Windows Share or Windows Share Mount:	
Port	Enter the port on the host for the backup.
Domain Name	Enter the domain name of the host.
	Click this button to save your changes.
	Click this button to discard your changes.

Appliances - Backup: Edit page

When you click the name of a backup plan on the Appliance Backups list, the Backup Edit page is displayed.

Make the changes that are required.

Feature	Description
For all backups:	
Name	Name of this backup plan. It is recommended that the name does not use spaces or any of the special characters **.~ ! @ # $ % ^ & * ( ) ` ; < > ? , [ ] { }**. For example: *Avigilon_Corp*. **Important:** Any backups made using the previous backup name cannot be restored after you change the backup name.

Feature	Description
Backup Type	From the drop down list, select the backup type. There are three types available: • **Local Drive** — Save the backup locally. **Tip:** Only one backup of each data type is retained on the ACM appliance. Each backup is overwritten by the next one. However, you can manually save a backup to your local workstation after it is created and before it is overwritten. SCP — Secure Copy. Securely transfer backup data from the appliance to a remote host location. • **USB** — Transfer backup data to a device connected to the appliance via a USB cable. • **Windows Share** — Transfer backup data to a Windows network location. **Windows Share Mount** — Transfer backup data directly to 'mounted' hardware.
Data Type	You cannot change the data type. To change the data type, you must create a new backup.
Use Encryption	Check this box to encrypt the backup data using AES 256-bit encryption. By default, the password (key) for the encrypted file is the name of the appliance.
Schedule	(Optional) Select the days of the week when the backup should occur.
Start Time	(Optional) Enter the time when the backup should occur. This field uses a 24-hour clock.
For all backup types except Local Drive:	
Location	Enter the name of the subdirectory where the backup files are stored. If the file is to be located in a subdirectory of the share, use this format: *directory_name/* Notice that the directory name needs both a leading slash and a trailing slash. If the file is to be located in the top level of the share (no subdirectory), use this format: */directory_name* Notice that there is only one leading slash required. There must be an entry in the Location field for the backup to work.
For all backup types except Local Drive and USB:	
Host	If you are using **Windows Share**, enter the IP address or hostname of backup network location and the directory separated by a forward slash (/). If you are using **SCP**, enter the host name (which can be just the IP address) without the directory.
Host Login	Enter the username required to log into the backup location.
Host Password	Enter the password required to log into the backup location.

Feature	Description
For Windows Share or Windows Share Mount:	
Port	Enter the port on the host for the backup.
Domain Name	Enter the domain name of the host.
	Click this button to save your changes.
	Click this button to discard your changes.

Appliances - Appliance Backup list page

You can click **File List** for a backup plan on the Backup list to see all the backup files in the location specified for that plan. For all backup types, the files in the list have either been generated from the system using that plan, or manually copied to that folder.

> **Note:** You can restore backup files from other ACM systems or backup files generated with a backup plan no longer present on your system by copying them into a current backup location. For more information, see can be restored by

Both the Appliance and Backup Plan are listed at the top of the page.

Feature	Description
File Name	The name of the backup file. The name is generated in this format: *<backup name>-<date: yyyyMMDDHHMMSS>*
Date	The date and time when the backup file was generated.
Restore	Click this button to restore the backup to the appliance. The data backup is restored on the appliance and the appliance is restarted.
For all backup types except Local Drive:	
Return	Click to return to the Backup list.
For Local Drive backup type:	
Download	Click this button to download the backup file from the appliance to your local workstation. The backup file will be downloaded to the default downloads directory on your workstation.
	Click to return to the Backup list.
 **Restore From Local**	Click this button to select a backup file to restore that was previously downloaded from the appliance to your local workstation. For more information, see *Upload and Restore a Locally Saved Backup File* on page 83. You will be prompted to continue as the most recently created backup file is stored on the appliance. After you click OK If there is a file The data backup is uploaded to the appliance, restored, and the

Feature	Description
	appliance is restarted.

Appliance: Edit page - Appliance tab

The **Appliance** tab on the Appliances: Edit screen allows you to edit and define the appliance identity, system, network and storage settings, and shut down or restart the appliance remotely.

Feature	Description
Appliance Name	Enter a name for this appliance.
System Name	This read-only field gives the name of the entire ACM system.
Host Name	This is the DNS name for this appliance and is identified as such under the 'DNS Name' field on the Appliance list.
Name Server	Enter the IP address of your DNS name server.
Time Server	Enter the time server connected to this appliance. **Note:** Time is based on UTC (Coordinated Universal Time) to ensure consistency across the ACM system. UTC time is transferred from the client to the server when you click **Set Date/Time**.
Time Zone	From the drop down pick list, specify the time zone where this appliance resides.
Time Server	Enter the name of the server used as the de facto time keeper for this appliance.
Hot Standby	Check this box to indicate that this appliance is the hot standby (backup) for a primary appliance. If the primary appliance fails, this appliance will take over. For more on this, refer to *Appliances - Replication page* on page 95.
Enable Remote TCP/IP Management	Check this box and provide an Authentication Code to enable remote TCP/IP management. Checking this box without also providing an Authentication code will have no effect. Use these settings to allow an Avigilon Technical Support engineer to remotely access the appliance using SSH. To maximize system security, Avigilon recommends unchecking this box when then incident is resolved. The box will also be unchecked automatically when a software update is applied.
Authorization Code	Enter a 4 to 8 character alphanumeric string to activate the Enable Remote TCP/IP Manager checkbox. Use only letters, digits, underscore (_), dash (-), and point (.) in your code. This code is used to generate a temporary password required for support access to SSH. When this code is saved, the field will be blanked but Enable Remote TCP/IP Management will remain checked. Avigilon Technical Support will require this code to be able to access your system.

Feature	Description
	To maximize system security, Avigilon recommends disabling remote management whenever not needed and using a different code for each incident.
Splunk URL	Provide the URL for the Splunk collaboration, if it is installed on your ACM system. Splunk is a log aggregation product.
APB Reset	Click this button to reset all of the APB settings on this appliance.
Reboot Appliance	Click this button to reboot the appliance. This will automatically restart the appliance. This button can be used when the appliance has frozen or experienced other problems.
Shutdown Appliance	Click this button to shut down the appliance. This button can be used when you need to turn off the appliance for maintenance or re-configuration.
Uptime	Displays how long this appliance has been running.
Appliance Time	Displays the current date and time set for this appliance. To reset this field, click the **Set Date/Time** button.
Set Date/Time	Click this button to reset the date and time for this appliance and then enter a new date and time in the field to the right. **WARNING —** Risk of unexpected behavior or access infractions. Manually setting the date and time to an earlier time can cause some functionality dependent on time and date, such as schedules, to function incorrectly or fail to function. To avoid this risk, do not manually change the date or time to an earlier value. Avigilon recommends using a time server for specifying the time and acting as the time keeper for the appliance. If you must manually change the time or date value, assess the consequences on the time-based behavior you have configured in the ACM appliance and all connected equipment.
Max Stored Transactions	Enter the maximum number of transactions that can be stored in the ACM appliance. Transactions refer to the events on the Monitor page. For ACM Professional appliances, the supported range is **0** - **75000000**. For ACM Enterprise and Enterprise Plus appliances, the supported range is **0** - **1000000000**. For both appliances: Omit commas and spaces. Default is 1 million transactions. If **0** is entered, the default is used. When the number of transactions exceeds this limit, the oldest transactions are deleted as new ones occur so that the maximum number of stored transactions is never exceeded. Transactions are deleted if the limit is exceeded. **Note:** If Max Stored Transactions and Max Days Stored are filled in, the ACM system will delete the transactions based on the limit that is exceeded first. The system does not guarantee the storage of transactions for the specified number of days.

Feature	Description
	Example: Max Stored Transactions and Max Days Stored If a maximum of **10000** transactions and **60** days of storage are entered on January 1st, 2020, and the 10,000th transaction occurs on January 30 th, 2020 (30 days before the 60 day retention period), the Max Stored Transactions limit will apply and delete the oldest transactions that have exceeded the limit on January 30th, 2020.
Max Days Stored	Enter the maximum number of days that transactions can be stored in the appliance. The supported range is **1** - **7300** days. Omit commas and spaces. Transactions older than the value specified are deleted twice per day. **Note:** If Max Stored Transactions and Max Days Stored are filled in, the ACM system will delete the transactions based on the limit that is exceeded first. The system does not guarantee the storage of transactions for the specified number of days. *Example: Max Days Stored* and *Max Stored Transactions* If a maximum of **30** days of storage and **10000** maximum transactions are entered on January 1st, 2020, and the 5,000th transaction (half of the maximum transaction storage limit) occurs on January 30th, 2020, the Max Days Stored limit will apply and delete the transactions that are older than 30 days on January 31st, 2020.
Hardware Type	From the drop down pick list, select which Access Control Manager appliance is being used for this appliance.
Web Server Port	Specify the port number that is used to connect the web server to this appliance. The default port value is **443**. (If **80** is specified, the application automatically redirects the value to 443.)
Alarm Gateway Port	Specify the port number that is used to access diagnostics and service for this appliance. The default value is blank. **Note:** If required for integrations the Alarm Gateway Port can be set to 6050.
Edge Listen Port	Specify the port number that accesses the listening feature on this appliance for HID Edge panel communication. **Note:** This field only applies to HID Edge devices.
LDAP Connect Port	Specify the port number that enables communications between this appliance and

Feature	Description
	other IP network-attached entities using LDAP information service protocol. This field is only applicable for LDAP devices.
Transactions Connect Port	Specify the port number used for connecting to the Postgres transaction database for ODBC connections.
Mercury Client Port	Specify the port number used to set the port you wish this appliance to use in order to listen for IP client panel connections. **Note:** This must be the same port configured on all of the IP Client panels that will connect to this appliance.
Mercury Require TLS	All IP client panels connecting to this appliance must be configured for 'TLS Required' if this option is checked.
Mercury Require Certificate	All IP client panels connecting to this appliance require a certificate, if this option is checked.
SMTP Server	Enter the mailbox server for this system. This is the name of the server that handles the transfer of email. This field and the next four are required before email alerts can be sent automatically in case of an alarm or event occurs.
SMTP Port	Enter the name of the port that the Host uses to connect to the SMTP Server.
SMTP Host Name	Enter the name of the host used for SMTP traffic.
Use Start TLS	Check this box to indicate that this appliance uses Start TLS cryptography to communicate with the SMTP server.
Use TLS	Check this box to indicate that this appliance uses generic TLS cryptography to communicate with the SMTP server.
SMTP Mail From	Enter the email address of the person or organization that email will be from.
SMTP User	Enter the username that is used for authentication by the SMTP server.
SMTP Password	Enter the password required to use the email server. **Note:** When you click into this field the placeholders for the previously entered password will be removed and the field will become blank.
Send Test Email	Click to send a test email to the 'SMTP Mail from' email address.
Partitions	If partitions are defined for this system, this window appears. From the window, click to highlight one or more partitions that are assigned to this appliance. Only those partitions previously defined for this system appear in this window. If no

Feature	Description
	partitions are defined for this system, this field does not appear.
Use FIPS 140-2 compliant ciphers only	See *Appendix: pivCLASS Configuration* on page 695.
	Click this button to save your changes. **Note:** When the ACM system boots up, you must save the appliance on the Appliance: Edit page to ensure the ACM appliance reboots. You do not need to make any changes to the page prior to clicking Save to have the reboot occur.
	Click this button to discard your changes.

Appliance: Edit page - Logs tab

When you select the **Logs** tab from the Appliance Edit page, the Appliance Log list is displayed.

The most commonly used logs are:

- `<backup task name>.txt`: This log contains information about the last backup that was performed. The log uses the same name as the backup schedule that is configured in the appliance Backups tab.
- `identity_collab.txt`: This log contains information about identity collaborations.
- `upgrade.txt`: This log contains information about the last appliance upgrade that was installed.
- `upgradehistory.txt`: This log contains information about all the upgrades that have been installed on the appliance.
- `testemail.txt`: This log contains details about communication between the appliance and the configured email server.

The other appliance logs include:

- `hal.txt`: This log contains information about hardware connectivity or communication, event and alarm processing and database operations
- `mercury.txt`: This log contains Mercury Security-specific information about hardware communications to and from the appliance. This log is only present when the Debug flag is checked for Mercury Security on the Appliance Access tab.
- `rails_log.txt`: This log contains information and details about errors in the user interface.
- `thin.0.txt - thin.5.txt`: These six logs store information about client connections and activity with the appliance.
- `webserver_log.txt`: This log contains information about the appliance web server process.

The Appliance Log list displays the appliance details at the top of the page, along with the following details about each log.

Feature	Description
Name	The name of the log. Click the name of the log to display the full log text. **Tip:** Right-click the name and select the save link as option to save a copy of the log in HTML format.
Size (Bytes)	The size of the text file, in bytes.
Last Modified	The last time and date this file was modified.
Delete	Click to clear the contents of the log file. The system automatically re-populates the log with new details as they occur.

Appliances - Logs page

When you select a log from the Appliance Logs list, the full text of the log is displayed.

Each log will look different because of the different activities that are tracked by the log.

The Appliance and Log display at the top of the screen for each log.

Be aware that the log details are displayed in chronological order. The earliest log event is displayed at the top, and the most recent is displayed at the bottom.

Appliances - Software Updates page

When you select the **Software Update** tab from the Appliance Edit page, the Software Updates list is displayed. This page displays all the software updates that have been uploaded to the appliance.

Feature	Description
Report Trx backlog	The count of event transactions waiting to be processed for reporting.
Report Audit backlog	The count of system and user audit events waiting to be processed for reporting.
File Name	The name of the update file currently available to this appliance.
Size (Bytes)	The size of the update file in bytes.
Upload Date	The time and date when this update file was uploaded to the appliance.
Actions	– Click this button to apply the update to this appliance. — Click this button to delete the update file from this list.
Add New Software Update	Click this button to add a new update file to the list.

Appliances - Software Update Add page

When you click **Add New Software Update** on the Software Update list, the Software Update: Add New page is displayed.

This page allows you to upload a new version of the software from anywhere on the network to the appliance.

Feature	Description
Upload Software file	Click the **Browse** button to locate the latest software file that you downloaded from the Avigilon website.
	Click this button to upload the new software to the appliance.
	Click this button to discard your changes.

Appliances - About page

When you select the **About** tab from the Appliance Edit page, the appliance version and license details are displayed.

On this page, you can add or remove licenses on the appliance.

Adding a License

When you first install an ACM 6 system, you will need to license the system to use its features. Add additional licenses to access new features as required.

If you do not already have a license, purchase one from Avigilon.

Online Licensing

If you have Internet access, use online activation. Otherwise, see *Offline Licensing* below.

1. In the top-right, select  > **Appliance**.
2. In the About tab, click **Add License**.
3. In the Add Licenses dialog, enter your Activation IDs.
    - Click **Add ID** to add additional Activation IDs.
    - Click **Remove Last ID** to clear the last Activation ID entered.
4. Click **Activate Licenses**.

Offline Licensing

Offline licensing involves transferring files between a computer running the ACM system and a computer with Internet access.

In the ACM system:

1. In the top-right, select >**Appliance**.
2. In the About tab, click **Add License**.
3. In the Add Licenses dialog, select the **Manual** tab.
4. Enter your Activation IDs.
   - Click **Add ID** to add additional Activation IDs.
   - Click **Remove Last ID** to clear the last Activation ID entered.
5. Click **Save File...** and select where you want to save the `.key` file. You can rename the file as required.
6. Copy the `.key` file to a computer with Internet access.

In a browser:

1. Go to activate.avigilon.com.
2. Click **Choose File** and select the `.key` file.
3. Click **Upload**. A `capabilityResponse.bin` file should download automatically.

   If not, allow the download to occur when you are prompted.
4. Complete the product registration page to receive product updates from Avigilon.
5. Copy the `.bin` file to a computer running the ACM system.

In the ACM system:

1. In the Add Licenses dialog, click **Choose File**.
2. Select the `.bin` file and click **Open**.
3. Click **Activate Licenses**.

Removing a License

You can deactivate individual licenses and activate them on a different system.

Online Licensing

If you have internet access, use the following procedure. Otherwise, see *Offline Licensing* on the next page.

1. In the top-right, select >**Appliance**.
2. In the About tab, select the checkboxes next to the licenses you want to remove.
3. Click **Remove License**.
4. Verify the licenses and copy the Activation IDs for your records.
5. Click **Remove Licenses**.

Offline Licensing

> **Note:** You need a licensing. avigilon.com account. Contact your organization's Technical Contact for access.

Offline licensing involves transferring files between a computer running the ACM system and a computer with Internet access.

In the ACM system:

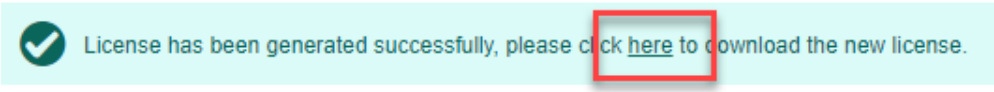
1. In the top-right, select >**Appliance**.
2. In the About tab, select the checkboxes next to the licenses you want to remove.
3. Click **Remove License**.
4. Verify the licenses and copy the Activation IDs for your records.
5. Select the **Manual** tab.
6. Click **Save File...** and select where you want to save the `.key` file.
7. Copy the `.key` file to a computer with Internet access.

In a browser:

1. Go to activate.avigilon.com.
2. Click **Choose File** and select the `.key` file.
3. Click **Upload**. A `capabilityResponse.bin` file should download automatically.

   If not, allow the download to occur when you are prompted.
4. Complete the product registration page to receive product updates from Avigilon.
5. Copy the `.bin` file to a computer running the ACM system.

2. In the success message, click **here** to download the license file `capabilityResponse.bin`.



3. Copy the `.bin` file to a computer running the ACM system.

In the ACM system:

1. In the Add Licenses dialog, click **Choose File**
2. Select the `.bin` file and click **Open**.
3. Click **Remove Licenses**.

Upgrading Your License Format

The ACM 6 license format is different from previous versions. If you upgraded from ACM 5.12.2 to ACM 6.0.0 or later, you will need to upgrade your license format in order to add new licenses.

Note: If your system is licensed for more than the maximum number of readers, you will not be eligible for an upgrade license. You can continue using your existing system, or contact sales to add more features.

If you do not upgrade your license format, you can continue to use your existing features. However, you will not be able to license new features.

Important: If you use the replication and failover features of the ACM system and you choose to upgrade the license format you must upgrade the license format on both the primary and standby ACM appliances. Replication features, including failover, will not function if the license format is not the same on both appliances. Complete the following steps on both appliances.

1. In the top-right, select >**Appliance**.
2. In the About tab, click **Download Upgrade File**.
3. Email the `.bin` file to acm.license@avigilon.com. You will receive a response in 1-2 business days with an Activation ID for each feature you have. You can continue to use the ACM appliance during this time.
4. After you receive the Activation IDs, follow the procedure in *Adding a License* on page 109. You will only need to enter one of the Activation IDs to automatically license the system for all features your device is entitled to.

Viewing the End User License Agreement

Follow the steps below to view the End User License Agreement:

1. In the top-right, select > **Appliance**.
2. In the About tab, click **View End User License Agreement Terms and Conditions**.
3. Click **Back** to return to the Appliance: Edit page.

Appliances - About page

When you select the **About** tab from the Appliance Edit page, the appliance version and license details are displayed.

On this page, you can add or upgrade licenses on the appliance.

Feature	Description
Appliance Name	The name of the appliance.
Application Software Version	The current software version running on this appliance.
Database Version	The current database version running on this appliance.
End User License Agreement Status	Whether the terms and conditions have been accepted.

Feature	Description
View End User License Agreement Terms and Conditions	Click this link to review the software end user license agreement.
Licensing Information	
Add License	Add licenses to the system
Remove License	Remove selected licenses from the system.
Counts	The number of readers licensed to this appliance. Includes: • Mercury Security readers. • VertX® readers. • ACM system migrations.
External Systems	The external vendors that are licensed to run with the appliance.
Collaborations	Specifies the list of external data source types licensed for import and export of Access Control Manager identity data.
Options	Specifies the features this appliance supports.

Managing Physical Access

Controlling physical access to your site is the primary purpose of an ACM system. Typically, access is controlled using electronically controlled locking mechanisms on hardware such as doors, gates, and elevators via a variety of card, keypad, or biometric readers linked to panels connected to an ACM appliance. With the ACM system, access to logical areas at your site, such as individual buildings, specific floors in a building, mustering stations, or restricted areas can be controlled. As well, you can use the ACM Verify feature to configure mobile devices as ACM Verify Station, which are virtual doors to control access to ad hoc and temporary physical locations, such as an off-site meeting room, or a bus used for a field trip.

The ACM system also provides effective means to deal with access in emergency situations using the priority lockdown feature, and unique situations using the override feature.

When you click **Physical Access**, the following options are displayed:

- **Doors** — This feature enables the qualified operator to define and maintain doors connected to the defined panels.
- Templates
- **Panels** — This feature enables the qualified operator to define and maintain panels connected to an existing appliance.
- **Areas** — This feature enables the qualified operator to define and maintain areas within a physical installation.
- **EOL Resistance** — This feature enables the qualified operator to define and maintain end-of-line resistance values for inputs.
- **Mercury LED Modes** — This feature enables the qualified operator to configure the LED display on Mercury Security door controllers.
- **Card Formats** — This feature enables the qualified operator to define and maintain card formats that are assigned to badges for different reader types.
- **Events** — This feature enables the qualified operator to define and maintain events that can be detected by doors and panels and routed to ACM application.
- **Global Actions** — This feature enables the qualified operator to define an action (as defined by a **macro** or video server soft trigger) to be performed on a specified number of doors controlled by a single panel or subpanel.
- **Global Linkages** — This feature enables the qualified operator to define an action (as defined by a **macro**) to be performed for multiple devices or events controlled by an appliance.

If you are not authorized to use a feature, an error message at the top of the page is displayed:
You do not have the Delegation to perform: ....

Templates Overview

Applies to:

- Avigilon and Mercury Security doors

You can speed up the process of defining panels, subpanels and doors in the ACM system by creating templates for bulk creation. For example, door templates create doors that automatically populate field values on the Parameters and Operations tabs.

- Door templates.

  Standardize door configurations that set the basic parameters and operational settings for each type of door at your site. Door templates are used when adding individual doors, modifying or updating common door settings for groups of doors, or when batch creating subpanels for doors when adding a new Mercury panel.

  > **Tip:** Although you can create multiple door templates with the same name, it is recommended that you give each the indoor template a unique name.

- Reader templates

  Standardize reader settings. Reader templates are referenced from a wiring template when batch creating subpanels for doors on a new panel.

- Output templates

  Standardize output settings. Output templates are referenced from a wiring template when batch creating subpanels for doors on a new panel, or used when batch creating output or input/output subpanels.

- Input templates

  Standardize input settings. Input templates are referenced from a wiring template when batch creating input subpanels for doors on a new panel, or used when batch creating output or input/output subpanels.

- Wiring templates

  Standardize Mercury subpanels with wiring templates that link subpanel addresses to door, reader, input, and output templates. Wiring templates are used to batch add the connections to functioning subpanels and doors wired to a new Mercury panel when the panel is added to the ACM appliance.

Door Templates

A door template contains a predefined set of common parameter values and operational settings that can be applied to doors. Use a door template to populate the values assigned in the template to doors:

- When adding a new Mercury panel to the ACM system, new doors can be created in bulk by batch creating the subpanels on the new panel. Door templates are used together with wiring templates to create access-controlled doors with preset configurations ready for use after the new panel and subpanels are fully connected and communicating with the ACM system. To bulk create doors using a wiring template when adding a new panel, see *Batch Creating Subpanels on a New Mercury Panel* on page 152.

- When adding a new door, you still need to configure many attributes such as operations, hardware, cameras, and interlocks specifically for individual doors. To create a door using a template, see *Adding Doors* on page 249.
- When standardizing settings or updating settings supported by a door template for a group of doors.
    - When you have many doors defined with non-standard settings, create a group containing these doors and a new door template containing the standard settings. Then apply the new template to the group of doors.
    - When you have to change a setting common to all doors that use the same template, modify the door template. Then apply the modified template to the group of doors.

  You can apply a template to a group of doors:

    - Immediately from the Templates page, using the **Batch Update** option.

      For more information, see *Door Templates - Batch Update* on page 124.

    - Alternatively, at any time after the template is created or modified, from the Groups using the **Batch Update** option.

      For more information, see *Performing an Identity or Template Batch Update* on page 570.

    - At a future time, or on a schedule, from the Batch Jobs Specifications page.

      For more information, see *Applying a Door Template to a Group Using a Job Specification* on page 42

  Note: When you use the **Batch Update** option and there are more than 10 doors in the group, a batch job is launched, which runs in the background.

To create a new template, see *Door Templates - Add page* on page 120.

When you select **Physical Access > Templates**, the **Door Templates** tab is selected, and the **Door Templates** list page is displayed. This page lists all door templates that have been defined in the system.

Door Templates - Batch Update

The Batch Update feature on the Templates page allows you to assign a door template to a group of doors from the same manufacturer. This is useful for applying new settings or modifying current settings to a group of doors.

WARNING — There is a risk of losing a door template batch update report due to blocked pop-ups in your web browser. When a door template batch update is performed on a group of doors, a report is generated that you can save to your local system. If pop-ups from the ACM client are blocked by your web browser, the report cannot be saved. Your web browser will notify you that the pop-up is blocked, and offer you the option to unblock the pop-up. To save the report (and all future reports), you must enable pop-ups in your web browser from your ACM client. For instructions on how to enable pop-ups, refer to the Help files for your web browser.

1. Select **Physical Access > Templates**.

   The Templates panel opens with the Door Template tab selected and the Door Templates list displayed.

2. On the Door Templates list, click  from the **Batch Update** column beside the template you want to apply to a group.

   The Batch Update dialog box appears.

3. From the **Group** drop down list, select a group of doors.

   Only the groups that have been previously defined appear in this list.

4. Click **OK**.

   All members of the specified group are updated with this template's settings.

   > **Note:** If you are doing a door template batch update on a group of doors, you will either be prompted to save the report generated by the system (if pop-ups from the ACM client are unblocked) or your web browser will notify you that the pop-up has been blocked.

If there are more than 10 doors, the update will be automatically scheduled as a batch job that starts two minutes after you select the group and click OK. This can be checked at  > **My Account** > **Batch Jobs**.

Using Door Templates to Manage Card Formats

Although the ACM system allows you to define up to 128 card formats system-wide, only 16 card formats can be used on doors attached to a single panel.

Door templates can be used to efficiently manage scenarios such as replacing obsolete card formats with new card formats within the 16 card limit, or standardizing a set of card formats for a group of doors.

Example 1: Replacing obsolete card formats with new formats.

A set of doors all on the same panel have 16 card formats assigned to them. Some card formats become obsolete and need to be replaced with new ones that you have already defined. You cannot simply replace them on each door in a single pass due to the single panel limit. Any obsolete card formats on these doors have to be removed. Only then can the new card formats that replace them be added.

1. Identify the doors with obsolete card formats that need replacement.
   1. From the Doors listing page, click **Create a New Report** to generate an up-to-date Door Config Report.
   2. Review the list of card formats reported for each door.
2. Create a group containing the doors that use the obsolete card formats if one does not exist. For more information, see *Configuring Groups* on page 566

3. Identify all of the card formats to be replaced:
    - The obsolete card formats are listed in the **Members** column of the **Card Formats** table on the **Operations** tab of each door.
    - The replacement card formats are listed in the **Available** column of the **Card Formats** table on the **Operations** tab of each door.
4. Create two door templates that define the changes needed to the card formats for the doors:
    - A door template that identifies the card formats to remove. Leave the Parameters tab at its default setting. On the Operations tab:
        1. Set the Card Formats field to **Remove**.
        2. Populate the Members list with the obsolete card formats.

        > **Note:** There is no limit on the number of card formats you can include. It also does not matter if some of the doors do not have all of the card formats in the Members column.

    - A door template that identifies the card formats to add. Leave the Parameters tab at its default setting. On the Operations tab:
        1. Set the Card Formats field to **Add**.
        2. Populate the Members list with the new card formats.

    For more information, see *Door Templates - Add page* on page 120.
5. Use the Batch Update option to:
    1. Apply the template that removes the obsolete card formats to the door group.
    2. Apply the template that adds the new card formats to the door group.

    For more information, see *Door Templates - Batch Update* on page 124.

Example 2: Standardizing a setting for a group of doors

This procedure modifies the Card Formats setting for a group of doors. You can modify the procedure to standardize any setting you want for a group of doors.

A door can be configured to have a specific door mode to allow access when it is offline. Normally, when a valid card is used at an offline door, the badge holder will be granted access if an offline door mode is configured. However the door will not grant access if a valid card is presented, but its card format is not available on the subpanel. This can happen if more than 8 card formats are configured on the panel to which the door is connected. When a door goes offline from the ACM system, a maximum of 8 card formats are recognized by the door. These are the first 8 card formats configured on the panel in chronological order.

For example, a door is configured with an offline door mode of **Facility code only**. The panel is configured to recognize the maximum of 16 card formats. However, access is not granted at an offline door to some badge holders using cards that have a valid facility code, because the card format of these cards is not one of the 8 card formats available when the door is offline. Card formats are added to the panel as doors are connected, so the necessary card format is not one of the first 8 card formats configured on the panel to which the subpanel is connected.

Note: On the Door: Edit page, the card formats available on the panel for this door are listed in alphanumeric order, and there is no way to determine the order they were added.

To correct this, all the card formats are removed from the panel and then the 8 (or fewer) card formats needed for offline doors are added back to the panel, followed by any remaining card formats:

1. From the Doors listing page, click **Create a New Report** to generate an up-to-date **Door Config Report**.
2. Review the card formats reported for each door:
   - To see if you have more than 8 card formats configured on the panel that set a Facility Code.

     If you identify more than 8 card formats, you must reduce the number of card formats in use at the panel. Either consolidate redundant card formats or move doors to other panels.
   - To determine the 8 (or fewer) high-priority card formats you want listed first on the panel, so that they are available on a subpanel when it is offline.
3. Create a group containing all the doors connected to the panel and all its subpanels. For more information, see *Configuring Groups* on page 566
4. Create three door templates:
   - A door template to remove all the card formats on all the doors connected to the panel. Leave the Parameters tab at its default setting. On the Operations tab, set the Card Formats field to **<BLANK>**.
   - A door template to add the high-priority card formats (up to a total of 8) you want listed first. On the **Operations** tab, set the **Card Formats** field to **Assign** and populate the **Members** list with the high-priority card formats.
   - A door template to add the remaining card formats (up to a combined total of 16). On the **Operations** tab, set the **Card Formats** field to **Add** and populate the **Members** list with these card formats.

   For more information, see *Door Templates - Add page* on the next page.
5. Use the **Batch Update** option to:
   1. Apply the template that removes all the card formats from the door group.
   2. Apply the template that adds the high-priority card formats to the door group.
   3. Apply the template that adds the remaining card formats to the door group.

   For more information, see *Door Templates - Batch Update* on page 124.

Door Templates list page

When you select **Physical Access > Templates**, the **Door Templates** tab is selected, and the **Door Templates** list page is displayed. This page lists all door templates that have been defined in the system.

Feature	Description
Name	The name of the door template. Click the name to edit the door template details.

Feature	Description
Batch Update	Click  to apply the template to all doors in a group. For more information, see *Door Templates - Batch Update* on page 124.
Delete	Click to delete the door template.
	Click to add a new door template.

your

Door Templates - Add page

When you click:

- **Add Template** on the Door Templates list, the Templates: Add page appears. Enter the required door template details.
- On the name of a door template on the Door Templates list, the Templates: Edit page appears. All of the configurable items for a door that can be set using a door template appear in the Parameters and Operations tabs after you specify the vendor.

Important: To bulk add door subpanels when adding a new Mercury panel, you must use a door template that has a value specified for Door Mode. Before using the Subpanel: Batch Create wizard, ensure that a door template for the door subpanel type has been configured. Door templates without a Door Mode specified are not available for the wizard to use.

Note: You can add additional values to some drop down lists using the User Lists feature. For more information, see *Adding Items to a List* on page 406.

Name the template and specify the site and vendor information.

Feature	
Name	You can change the name of the template. The name should be unique.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583. The selection you make for the door template sets in which partitions doors are created.
Vendor	The name of the door manufacturer. After you select the name, the page is refreshed to show the Parameters tab.
Model	Select **Generic** for any vendor to display all the configurable items for that vendor's door controllers in the Parameters and Operations tabs. If you select Mercury as the Vendor, you can select the panel model. After you select the model, the page

Feature	
	refreshes again to show only the configurable items for that model.
	Click this button to save your changes.
	Click this button to discard your changes.

After you select the vendor and model, update the individual items for the template to apply on the two panels on the **Parameters** tab:

- On the **Parameters** panel, for each item except Partitions, you can select from three or more choices, which vary from item to item:
  - <No Change>: Do not change the value. If the door is new, the item is left blank, or set to its default value. If there is already a value, it is unchanged.
  - <BLANK>: Clear the value. If the door is new, the item is left blank. If there is already a value, it is cleared. This choice only appears if no value is required.
  - All other choices are specific to that item.
  - The Partition item appears only if partitions are defined at your site.
- On the **Door Processing Attributes** tab, the choices are:
  - <No Change>
  - <Yes>
  - <No>

For detailed information about each item on the Parameters tab, see:

- *Parameters tab (Mercury Security)* on page 279
- *Parameters tab (VertX®)* on page 301

Next, update the individual items for the template to apply on the **Operations** tab:

- For the items with drop-down lists, except Card Formats, you can select from three or more choices, which vary from item to item:
  - <No Change>: Do not change the value. If the door is new, the item is left blank, or set to its default value. If there is already a value, it is unchanged.
  - <BLANK>: Clear the value. If the door is new, the item is left blank. If there is already a value, it is cleared. This choice only appears if no value is required.
  - For all the other items, enter a value in seconds, or leave blank to use the default value.
- For **Card Formats**, if you select:
  - <No Change>: Do not change the value. If the door is new, the list of card formats for the door will be populated by the card formats supported by the panel associated with the door.
  - <BLANK>: Clear the value. If the door is new, the list is left empty. If there is already a value, it is cleared.
  - Assign: Replace any card formats supported by the door with the card formats specified in the template.

- Add: Append the card formats specified in the template to the card formats already supported by the door.
- Remove: Remove the card formats specified in the template from the list of card formats supported by the door.

After you make your choice of Assign, Add, or Remove, a list of all the configured card formats is displayed. Click to select one card format, or use any of click and drag, Shift and click, or Ctrl and click to select multiple card formats and move them to the Members list.

For detailed information about each item on the Operations tab, see:

- *Operations tab (Mercury Security)* on page 283
- *Operations tab (VertX®)* on page 303

Door Templates - Door Template: Edit page

When you click on the name of a door template on the Door Templates list, the Door Template: Edit page appears. All of the configurable items for a door that can be set using a door template appear in the Parameters and Operations tabs after you specify the vendor.

Note: You can add additional values to some drop down lists using the User Lists feature. For more information, see *Adding Items to a List* on page 406.

Name the template and specify the site and vendor information.

Feature	
Name	Enter the name of the template. This field is required. The name should be unique.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583. The selection you make for the door template determines in which partitions doors are created.
Vendor	The name of the door manufacturer. After you select the name, the page is refreshed to show the Parameters tab.
Model	Select **Generic** for any vendor to display all the configurable items for that vendor's door controllers in the Parameters and Operations tabs. If you select Mercury as the Vendor, you can select the panel model. After you select the model, the page refreshes again to show only the configurable items for that model.
	Click this button to save your changes.
	Click this button to discard your changes.

After you select the vendor and model, update the individual items for the template to apply on the two panels on the **Parameters** tab:

- On the **Parameters** panel, for each item except Partitions, you can select from three or more choices, which vary from item to item:
    - <No Change>: Do not change the value. If the door is new, the item is left blank, or set to its default value. If there is already a value, it is unchanged.
    - <BLANK>: Clear the value. If the door is new, the item is left blank. If there is already a value, it is cleared. This choice only appears if no value is required.
    - All other choices are specific to that item.
    - The Partition item appears only if partitions are defined at your site.
- On the **Door Processing Attributes** tab, the choices are:
    - <No Change>
    - <Yes>
    - <No>

For detailed information about each item on the Parameters tab, see:

- *Parameters tab (Mercury Security)* on page 279
- *Parameters tab (VertX®)* on page 301

Next, update the individual items for the template to apply on the **Operations** tab:

- For the items with drop-down lists, except Card Formats, you can select from three or more choices, which vary from item to item:
    - <No Change>: Do not change the value. If the door is new, the item is left blank, or set to its default value. If there is already a value, it is unchanged.
    - <BLANK>: Clear the value. If the door is new, the item is left blank. If there is already a value, it is cleared. This choice only appears if no value is required.
    - For all the other items, enter a value in seconds, or leave blank to use the default value.
- For **Card Formats**, select <No Change>, <BLANK>, or specify the format to apply after choosing one of the following:
    - Assign: Replace any card formats supported by the door with the card formats specified in the template.
    - Add: Append the card formats specified in the template to the card formats already supported by the door.
    - Remove: Remove the card formats specified in the template from the list of card formats supported by the door.

    After you make your choice of Assign, Add, or Remove, a list of all the configured card formats is displayed. Click to select one card format, or use any of click and drag, Shift and click, or Ctrl and click to select multiple card formats and move them to the Members list.

For detailed information about each item on the Operations tab, see:

- *Operations tab (Mercury Security)* on page 283
- *Operations tab (VertX®)* on page 303

Door Templates - Batch Update

The Batch Update feature on the Templates page allows you to assign a door template to a group of doors from the same manufacturer. This is useful for applying new settings or modifying current settings to a group of doors.

WARNING — There is a risk of losing a door template batch update report due to blocked pop-ups in your web browser. When a door template batch update is performed on a group of doors, a report is generated that you can save to your local system. If pop-ups from the ACM client are blocked by your web browser, the report cannot be saved. Your web browser will notify you that the pop-up is blocked, and offer you the option to unblock the pop-up. To save the report (and all future reports), you must enable pop-ups in your web browser from your ACM client. For instructions on how to enable pop-ups, refer to the Help files for your web browser.

1. Select **Physical Access > Templates**.

   The Templates panel opens with the Door Template tab selected and the Door Templates list displayed.

2. On the Door Templates list, click  from the **Batch Update** column beside the template you want to apply to a group.

   The Batch Update dialog box appears.

3. From the **Group** drop down list, select a group of doors.

   Only the groups that have been previously defined appear in this list.

4. Click **OK**.

   All members of the specified group are updated with this template's settings.

   > **Note:** If you are doing a door template batch update on a group of doors, you will either be prompted to save the report generated by the system (if pop-ups from the ACM client are unblocked) or your web browser will notify you that the pop-up has been blocked.

If there are more than 10 doors, the update will be automatically scheduled as a batch job that starts two minutes after you select the group and click OK. This can be checked at  **> My Account > Batch Jobs**.

Reader Templates

Use standardized reader settings and corresponding reader templates together with wiring templates to configure Mercury subpanels when adding panels in the ACM appliance. Standardize your reader configurations and create a reader template for each standard configuration in use at your site.

Note: Ensure all OSDP readers are configured in ACM software before physically connecting them.

Avigilon recommends using OSDP for communications between readers, controllers and subpanels. OSDP offers support for bi-directional communication, Secure Channel Protocol (SCP) to encrypt the traffic, and provides additional status values for readers, improved LED controls, and simpler wiring.

Do not mix and match OSDP and non-OSDP readers on the same serial input/output (SIO) module. If OSDP is being used, set all all reader addresses (including unused ones) to OSDP to avoid accidental re-programming.

OSDP allows twice as many readers on most SIO modules. This allows a single controller port to control two OSDP readers, however the second reader only functions if both readers on the port use OSDP and the second reader is used on a paired door, or as the alternate reader for a single door. The second reader on an OSDP port cannot be used to create a second single door.

To access reader templates, select **Physical Access > Templates** and then click the **Reader Templates** tab. The **Reader Templates** list page is displayed. This page lists all reader templates that have been defined in the system.

Tip: After you have configured new doors using templates, you must access each door, panel, or subpanel to configure the unique settings that are not configured by each template.

Reader Templates list page

When you select **Physical Access > Templates** and click the **Reader Templates** tab, the Reader Templates list page is displayed. This page lists all reader templates that have been defined in the system.

Ensure all OSDP readers are configured in ACM software before physically connecting them.

Feature	Description
Name	The name of the reader template. Click the name to edit the reader template details.
Delete	Click  to delete the reader template.
	Click to add a new reader template.

Reader Template: Add page

When you click  on the **Reader Templates** list page, the **Reader Template: Add** page appears. Enter the required reader template details.

Note: Ensure all OSDP readers are configured in ACM software before physically connecting them.

Feature	Description
Name	Enter a unique name for the template.
Vendor	Choose **Mercury Security** or **HID**.
Mercury Security settings	
Reader Type	Select the communication protocol used by readers configured with this template. The options include: • **OSDP** **Important:** A reader template for an OSDP reader defines the baud rate and the OSDP address to use. On a paired door using OSDP readers, you need four OSDP reader templates: one for each OSDP address. Avigilon recommends using OSDP for readers, controllers and subpanels communications. OSDP offers support for bi-directional communication, Secure Channel Protocol (SCP) to encrypt the traffic, and provides additional status values for readers, improved LED controls, and simpler wiring. • **F/2F**. • **D1/D0 (Wiegand)** • **CLK+Data (Mag)** (NCI magnetic stripe standard) • **Custom** (Default) **Note:** The **Custom** option enables all options for all reader types. Readers configured with versions of the ACM software earlier than Release 5.10.4 are assigned this reader type when the software is upgraded to ensure that the previous settings are retained.
The following options depend on the selected Reader Type and include:	
LED drive	Select the LED drive mode for readers configured with this template. The options depend on the reader model and how it is wired and include: • **None** • **Gen 1 wire** • **Reserved** • **Sep Red/Grn no buzz** • **Dorado 780** • **LCD** • **OSDP**
Format by nibble	Check this box to indicate that readers configured with this template support the format by nibble.

Feature	Description
Bidirectional	Check this box to indicate that readers configured with this template can read bidirectionally.
F/2F Decoding	Check this box to indicate that readers configured with this template use F or 2F decoding.
Inputs on reader	Check this box to indicate that readers configured with this template provide one or more input ports for serial input arrays.
Keypad decode	Select the keypad decode/encryption method that is used by readers configured with this template. The options include: • **MR20 8-bit tamper** • **Hughes ID 4-bit** • **Indala** • **MR20 8-bit no tamper**
Wiegand	Check this box to indicate that readers configured with this template support the Wiegand standard.
Trim Zero Bit	Check this box to indicate that readers configured with this template support the trim zero bit standard.
NCI magstripe	Check this box to indicate that readers configured with this template supports the NCI standard for magnetic stripes.
Supervised	Check this box to indicate that readers configured with this template are supervised (outfitted with detection devices)
Secure Channel Protocol	Check this box to enable secure OSDP communication between the reader and the controller. The reader must support SCP and must be in installation mode. The reader will remain offline if a secure connection cannot be established. **CAUTION —** Do not enable SCP on readers that support OSDPv1, such as the ViRDI biometric reader, as this will make the reader inoperable. Secure channel is only supported in by OSDPv2.
Baud Rate	Set the OSDP baud rate. This must be the same for all readers on a single port. Valid values are **9600** (default), **19200**, **38000** or **115200**. If blank is selected, the system will use default settings. **Note:** Mercury controllers may auto-detect the OSDP baud rate. For more information, refer to Mercury documentation. See *Appendix: pivCLASS Configuration* on page 695.
OSDP Address	Set the OSDP address. This must be different for each reader on a single port. Valid values are **0** (reader 1 default), **1** (reader 2 default), **2**, and **3**. If blank is selected, the system will use default settings.

Feature	Description
	Note: Mercury controllers will first try the setting provided and if that does not work, the controller will use default settings.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
VertX® settings	
Keypad decode	Select the keypad decode/encryption method that is used by readers configured with this template. The options include: • **MR20 8-bit tamper** • **Hughes ID 4-bit** • **Indala** • **MR20 8-bit no tamper**
Wiegand	Check this box to indicate that readers configured with this template support the Wiegand standard.
NCI magstripe	Check this box to indicate that readers configured with this template supports the NCI standard for magnetic stripes.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Reader Template: Edit page

When you click on the name of a template on the **Reader Templates** list page, the **Reader Template: Edit** page appears. Modify the required reader template details.

Feature	Description
Name	Enter a unique name for the template.
Vendor	Choose **Mercury Security** or **HID**.
Mercury Security settings	
Reader Type	Select the communication protocol used by readers configured with this template. The options include: • **OSDP**

Feature	Description
	Important: A reader template for an OSDP reader defines the baud rate and the OSDP address to use. On a paired door using OSDP readers, you need four OSDP reader templates: one for each OSDP address. Avigilon recommends using OSDP for readers, controllers and subpanels communications. OSDP offers support for bi-directional communication, Secure Channel Protocol (SCP) to encrypt the traffic, and provides additional status values for readers, improved LED controls, and simpler wiring. • **F/2F**. • **D1/D0 (Wiegand)** • **CLK+Data (Mag)** (NCI magnetic stripe standard) • **Custom** (Default) **Note:** The **Custom** option enables all options for all reader types. Readers configured with versions of the ACM software earlier than Release 5.10.4 are assigned this reader type when the software is upgraded to ensure that the previous settings are retained.
The following options depend on the selected Reader Type and include:	
LED drive	Select the LED drive mode for readers configured with this template. The options depend on the reader model and how it is wired and include: • **None** • **Gen 1 wire** • **Reserved** • **Sep Red/Grn no buzz** • **Dorado 780** • **LCD** • **OSDP**
Format by nibble	Check this box to indicate that readers configured with this template support the format by nibble.
Bidirectional	Check this box to indicate that readers configured with this template can read bidirectionally.
F/2F Decoding	Check this box to indicate that readers configured with this template use F or 2F decoding.
Inputs on reader	Check this box to indicate that readers configured with this template provide one or more input ports for serial input arrays.
Keypad	Select the keypad decode/encryption method that is used by readers configured with this

Feature	Description
decode	template. The options include: • **MR20 8-bit tamper** • **Hughes ID 4-bit** • **Indala** • **MR20 8-bit no tamper**
Wiegand	Check this box to indicate that readers configured with this template support the Wiegand standard.
Trim Zero Bit	Check this box to indicate that readers configured with this template support the trim zero bit standard.
NCI magstripe	Check this box to indicate that readers configured with this template supports the NCI standard for magnetic stripes.
Supervised	Check this box to indicate that readers configured with this template are supervised (outfitted with detection devices)
Secure Channel Protocol	Check this box to enable secure OSDP communication between the reader and the controller. The reader must support SCP and must be in installation mode. The reader will remain offline if a secure connection cannot be established. **CAUTION —** Do not enable SCP on readers that support OSDPv1, such as the ViRDI biometric reader, as this will make the reader inoperable. Secure channel is only supported in by OSDPv2.
Baud Rate	Set the OSDP baud rate. This must be the same for all readers on a single port. Valid values are **9600** (default), **19200**, **38000** or **115200**. If blank is selected, the system will use default settings. **Note:** Mercury controllers may auto-detect the OSDP baud rate. For more information, refer to Mercury documentation. See *Appendix: pivCLASS Configuration* on page 695.
OSDP Address	Set the OSDP address. This must be different for each reader on a single port. Valid values are **0** (reader 1 default), **1** (reader 2 default), **2**, and **3**. If blank is selected, the system will use default settings. **Note:** Mercury controllers will first try the setting provided and if that does not work, the controller will use default settings.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.

Feature	Description
VertX® settings	
Keypad decode	Select the keypad decode/encryption method that is used by readers configured with this template. The options include: • **MR20 8-bit tamper** • **Hughes ID 4-bit** • **Indala** • **MR20 8-bit no tamper**
Wiegand	Check this box to indicate that readers configured with this template support the Wiegand standard.
NCI magstripe	Check this box to indicate that readers configured with this template supports the NCI standard for magnetic stripes.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Input Templates

Use standardized input settings and corresponding input templates together with wiring templates to configure Mercury subpanels when adding panels in the ACM appliance. Standardize your input configurations and create an input template for each standard configuration in use at your site.

To access input templates, select **Physical Access > Templates** and then click the **Input Templates** tab. The **Input Templates** list page is displayed. This page lists all input templates that have been defined in the system.

Note: Input templates for VertX® are not used by the ACM system. Input templates are only used when configuring Mercury subpanels.

Tip: After you have configured new doors using templates, you must access each door, panel, or subpanel to configure the unique settings that are not configured by each template.

Input Templates list page

When you select **Physical Access > Templates** and click the **Input Templates** tab, the Input Templates list page is displayed. This page lists all input templates that have been defined in the system.

Feature	Description
Name	The name of the input template. Click the name to edit the input template details.
Delete	Click to delete the input template.
	Click to add a new input template.

Input Template: Add page

When you click on the **Input Templates** list page, the **Input Template: Add** page appears. Enter the required input template details.

> **Note:** Input templates for VertX® are not used by the ACM system. Input templates are only used when configuring Mercury subpanels.

Feature	Description
Name	The name of the template.
Installed	Check to indicate that input points configured with this template are connected and active.
Vendor	The only supported option is **Mercury Security**.
Mercury Security settings	
Mode	Select the mode used for arming and disarming the input to trigger alarm events. Each mode modifies the effect of the **Exit Delay** and **Entry Delay** settings. • Normal – Does not use the **Exit Delay** and **Entry Delay** settings. Point is armed when the area is armed. Triggering the armed point will instantly trigger the alarm. • Non-latching – Uses the **Exit Delay** and **Entry Delay** settings. When the area is armed, the point is armed after the time specified by the **Exit Delay** setting. This allows you time to exit the area without triggering an alarm. After the point is armed, triggering the armed point occurs after the time specified by the **Entry Delay** setting. This allows you time to disarm the area or restore the point (for example, by closing the door). This mode can be used in a scenario such as an armed fire door if you want people to exit but do not want the door propped open. The entry delay allows time for the door to be closed before triggering the alarm. • Latching – Uses the **Exit Delay** and **Entry Delay** settings. When the area is armed, the point is armed after the time specified by the **Exit Delay** setting. This allows you time to exit the area without triggering an alarm. After the point is armed, triggering the armed point occurs after the time specified by the **Entry Delay** setting. This allows you time to disarm the area.
EOL resistance	Select the End of Line resistance value used by inputs configured with this template. Only the EOL resistance values that have been defined in the system are listed.
Debounce	Select how often the unit is allowed to debounce in a row. 1 = 16 ms, 2 = 32 ms, etc.

Feature	Description
Entry Delay	The **Entry Delay** setting specifies the amount of time after you enter an alarmed area that you have to disarm the alarm system before an alarm is triggered. Enter the number of seconds allowed before the input reports an event.
Exit Delay	The **Exit Delay** setting specifies the amount of time after the alarm system is armed that you have to leave the area without triggering an alarm. Enter the number of seconds allowed before the input reports an event.
Hold time	Set the amount of time that the alarm will stay in alarm state after returning to normal. For example, if the input point goes into alarm state, then restores, it will hold it in that state for 1 to 15 seconds after it returns to normal state before reporting the input point is in the normal state.
Schedule	Define when the input is masked. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Masked	Check this box to indicate that this input is normally masked.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.
Show Policy	Click this button to display the policies associated with this input module.

Input Template: Edit page

When you click on the name of a template on the **Input Templates** list page, the **Input Template: Edit** page appears. Modify the required reader template details.

> **Note:** Input templates for VertX® are not used by the ACM system. Input templates are only used when configuring Mercury subpanels.

Feature	Description
Name	The name of the template.
Installed	Check to indicate that input points configured with this template are connected and active.
Vendor	The only supported option is **Mercury Security**.
Mercury Security settings	
Mode	Select the mode used for arming and disarming the input to trigger alarm events. Each mode modifies the effect of the **Exit Delay** and **Entry Delay** settings.

Feature	Description
	• Normal – Does not use the **Exit Delay** and **Entry Delay** settings. Point is armed when the area is armed. Triggering the armed point will instantly trigger the alarm. • Non-latching – Uses the **Exit Delay** and **Entry Delay** settings. When the area is armed, the point is armed after the time specified by the **Exit Delay** setting. This allows you time to exit the area without triggering an alarm. After the point is armed, triggering the armed point occurs after the time specified by the **Entry Delay** setting. This allows you time to disarm the area or restore the point (for example, by closing the door). This mode can be used in a scenario such as an armed fire door if you want people to exit but do not want the door propped open. The entry delay allows time for the door to be closed before triggering the alarm. • Latching – Uses the **Exit Delay** and **Entry Delay** settings. When the area is armed, the point is armed after the time specified by the **Exit Delay** setting. This allows you time to exit the area without triggering an alarm. After the point is armed, triggering the armed point occurs after the time specified by the **Entry Delay** setting. This allows you time to disarm the area.
EOL resistance	Select the End of Line resistance value used by inputs configured with this template. Only the EOL resistance values that have been defined in the system are listed.
Debounce	Select how often the unit is allowed to debounce in a row. 1 = 16 ms, 2 = 32 ms, etc.
Entry Delay	The **Entry Delay** setting specifies the amount of time after you enter an alarmed area that you have to disarm the alarm system before an alarm is triggered. Enter the number of seconds allowed before the input reports an event.
Exit Delay	The **Exit Delay** setting specifies the amount of time after the alarm system is armed that you have to leave the area without triggering an alarm. Enter the number of seconds allowed before the input reports an event.
Hold time	Set the amount of time that the alarm will stay in alarm state after returning to normal. For example, if the input point goes into alarm state, then restores, it will hold it in that state for 1 to 15 seconds after it returns to normal state before reporting the input point is in the normal state.
Schedule	Define when the input is masked. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Masked	Check this box to indicate that this input is normally masked.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.
Show	Click this button to display the policies associated with this input module.

Feature	Description
Policy	

Output Templates

Use standardized input settings and corresponding output templates to use together with wiring templates to configure Mercury subpanels when adding panels in the ACM appliance. Standardize your output configurations and create an output template for each standard configuration in use at your site.

To access output templates, select **Physical Access > Templates** and then click the **Output Templates** tab. The **Output Templates** list page is displayed. This page lists all output templates that have been defined in the system.

Note: Output templates for VertX® are not used by the ACM system. Output templates are only used when configuring Mercury subpanels.

Tip: After you have configured new doors using templates, you must access each door, panel, or subpanel to configure the unique settings that are not configured by each template.

Output Templates list page

When you select **Physical Access > Templates** and click the **Output Templates** tab, the Output Templates list page is displayed. This page lists all Output templates that have been defined in the system.

Feature	Description
Name	The name of the output template. Click the name to edit the output template details.
Delete	Click to delete the output template.
	Click to add a new output template.

Output Template: Add page

When you click on the **Output Templates** list page, the **Output Template: Add** page appears. Enter the required output template details.

Note: Output templates for VertX® are not used by the ACM system. Output templates are only used when configuring Mercury subpanels.

Feature	Description
Name	The name of the template.
Installed	Check to indicate that input points configured with this template are connected and active.
Vendor	The only supported option is **Mercury Security**.
Operating Mode	Select how the panel knows when the output point is active. • **Energized When Active** – a current is expected to pass through the output point when it is *active*. • **Not Energized When Active** – a current expected to pass through the output point when it is *inactive*.
Pulse Time	Enter the pulse interval time. This is the number of seconds that the output will activate when a pulse command is issued. **Note:** This field is only available on outputs not associated with doors (e.g. auxiliary relays).
Schedule	Define when this output is active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Output Template: Edit page

When you click on the name of a template in on the **Output Templates** list page, the **Output Template: Edit** page appears. Modify the required reader template details.

Note: Output templates for VertX® are not used by the ACM system. Output templates are only used when configuring Mercury subpanels.

Feature	Description
Name	The name of the template.
Installed	Check to indicate that input points configured with this template are connected and active.
Vendor	The only supported option is **Mercury Security**.
Operating Mode	Select how the panel knows when the output point is active.

Feature	Description
	• **Energized When Active** – a current is expected to pass through the output point when it is *active*. • **Not Energized When Active** – a current expected to pass through the output point when it is *inactive*.
Pulse Time	Enter the pulse interval time. This is the number of seconds that the output will activate when a pulse command is issued. **Note:** This field is only available on outputs not associated with doors (e.g. auxiliary relays).
Schedule	Define when this output is active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Wiring Templates

Use standardized wiring setups for your subpanels and corresponding wiring templates to speed up configuration of Mercury subpanels when adding managed doors to the ACM appliance. A wiring template corresponds to a standard wiring setup for the doors connected to a specific Mercury subpanel model.

A wiring template takes information from the door, input, output, and reader templates that you specify and validates all the information so that the template can be used to batch create subpanels configured with functional doors and readers.

Wiring templates use the Access Type options Single and Paired to support easier configuration of doors. Use Single for a door with one reader on one side of the door only (single reader door). Use Paired for a door with two readers, one on each side of the door (paired reader door). Paired readers allow each side of a single physical door to act like a separate door. This is particularly useful for antipassback and mustering.

The Access Type can also be configured in the Door Template. When configured in both the Wiring Template, and the associated Door Template, the setting in the Wiring Template takes precedence.

A preconfigured wiring template for each of the following subpanels is provided:

- MR50
- MR51e
- MR52
- MR62e
- 1501 Internal SIO
- 1502 Internal SIO

You can modify the preconfigured wiring templates and create new wiring templates for each type of subpanel in use at your site. If you use different wiring setups for the same type of subpanel, create a wiring template for each setup.

Important: Before you configure the wiring template for a subpanel, you should have already configured the reader templates, input templates, and output templates needed for that subpanel. A wiring template contains mappings for the subpanel input, output, and reader addresses that correspond to the wiring set up of the subpanel for the readers, door position, strike, and request to exit (REX) buttons, and sets the associated template for each mapping. The number of doors and available reader, input, and output addresses for mapping is fixed for each subpanel model.

To access wiring templates, select **Physical Access > Templates** and then click the **Wiring Templates** tab. The **Wiring Templates** list page is displayed. This page lists all wiring templates that have been defined in the system.

Wiring Templates list page

When you select **Physical Access > Templates** and click the **Wiring Templates** tab, the Wiring Templates list page is displayed. This page lists all wiring templates that have been defined in the system.

Feature	Description
Name	The name of the wiring template. Click the name to edit the wiring template details.
Delete	Click to delete the wiring template.
	Click to add a new wiring template.

Wiring Template: Add page

When you click  on the **Wiring Templates** list page, the **Wiring Template: Add** page appears. Enter the wiring template details.

You can check if the settings you make on this page are valid at any time by clicking **Validate** at the bottom of the page. If there is an error on the page, an error message identifies the problem for you to correct.

Feature	Description
Name	Enter a unique name for the template.
Vendor	The only option is **Mercury Security**.

<table>
<tr><th>Feature</th><th>Description</th></tr>
<tr><td>Model</td><td>Select from the drop-down list:

Subpanels for Doors and Readers
<table>
<tr><th>Model</th><th>Number of Doors</th><th>Number of Readers</th></tr>
<tr><td>MR50</td><td>1</td><td>2</td></tr>
<tr><td>MR52</td><td>2</td><td>4</td></tr>
<tr><td>1502 Internal SIO</td><td>2</td><td>4</td></tr>
<tr><td>MR51e</td><td>2</td><td>4</td></tr>
<tr><td>MR62e</td><td>2</td><td>4</td></tr>
<tr><td>1501 Internal SIO</td><td>2</td><td>4</td></tr>
<tr><td>M5-2RP</td><td>2</td><td>2</td></tr>
<tr><td>M5-2SRP</td><td>2</td><td>2</td></tr>
<tr><td>M5-8RP</td><td>8</td><td>8</td></tr>
<tr><td>MS-2K</td><td>4</td><td>4</td></tr>
<tr><td>MS-ACS</td><td>8</td><td>8</td></tr>
<tr><td>4502 Internal SIO</td><td>2</td><td>4</td></tr>
</table>
or

Subpanels for Inputs or Outputs (I/O)
<table>
<tr><th>Model</th></tr>
<tr><td>MR161N</td></tr>
<tr><td>MR16OUT</td></tr>
<tr><td>M5-20IN</td></tr>
<tr><td>M5-16DO</td></tr>
<tr><td>M5-16DOR</td></tr>
<tr><td>M8-I8S</td></tr>
<tr><td>M8-R8S</td></tr>
</table></td></tr>
<tr><td colspan="2">For each door:</td></tr>
<tr><td>Door</td><td>Select an Access Type from the drop-down list:

• Single: A door connected to a single reader using any supported connection protocol on a single port.
• Paired: A door connected to two readers on the same port. A</td></tr>
</table>

Feature	Description
	second pair of template settings is displayed. For the single door or both paired doors select: • **Door Template** • **Reader**: Address and Reader Template • **Alt Reader**: Address and Reader Template **Important:** When using OSDP readers, you need four OSDP reader templates for a paired door: one for each OSDP address. Specify the I/O templates for the doors created with this template: Door Position Address: — Input Template Strike: — Output Template REX 1: — Input Template REX 2: — Input Template
For Other I/O	
	Select an **Input Template** to use for all inputs not associated with doors.
	Select an **Output Template** to use for all outputs not associated with doors.
Save	Click to save the template and return to the Wiring Templates list page.
Cancel Changes	Click to return to the Wiring Templates list page without saving.
Add Wiring Template	Click to add a new wiring template.

Wiring Template: Edit page

When you click on the name of a template on the Wiring Templates list page, the Wiring Template: Edit page is displayed. Use this page to modify the wiring template.

You can check if the settings you make on this page are valid at any time by clicking **Validate** at the bottom of the page. If there is an error on the page, an error message identifies the problem for you to correct.

For details about the fields on this page, see *Wiring Template: Add page* on page 138

Configuring Panels

Panels are controllers that connect one or more door controllers (subpanels) and their associated readers to the ACM appliance. Through an Ethernet cable or encrypted wireless connection, panels send information about the state of the doors back to the appliance. Panels are added one at a time.

When a new Mercury panel is created you can use the Subpanel: Batch Create wizard to add subpanels to the panel. The wizard adds connection information for the subpanels and doors that are wired to the panel so that the ACM appliance can start managing door access. You must configure door templates, input templates, output templates, reader templates, and wiring templates before you can use the wizard. Together, these templates can provide enough information to ensure basic functioning of doors as soon as the new panel and subpanels are fully connected and communicating with the ACM system. For more information, see *Templates Overview* on page 114.

> **Tip:** To add a gateway to manage Schlage IP wireless locks, see *Step 2: Configuring Gateways for IP Wireless Locks* on page 264.

Searching for Panels

Many facilities require the control and monitoring of dozens, even hundreds, of panels simultaneously. This can result in a crowded listing page. You can search for specific panels to narrow the list of panels appearing on the Panels list page.

1. Use any (or all) of the following to define your search:
   - Enter your search term in the **Search...** field. Use any series of letters and numbers to search for the panels you want to see.
   - If known, select the **Device Status**.
   - If known, select the **Appliance** the panel is connected to.
   - If known, select the **Group** the panel is included in.
2. Click **OK**.

Configuring the Mercury Security MS Bridge Solution

To use the Mercury Security MS Bridge controllers and subpanels, you must have at least the following connected to the system:

- Mercury MS-ICS panel with downstream support.
- Mercury MS-ACS subpanel that is wired to the Mercury panel.

1. Add a Mercury MS-ICS panel to the ACM system.

   For more information, see *Adding Panels* on page 150.

2. Use the Batch Create wizard to add all required subpanels (the maximum number of subpanels is 32) to the new panel.

   For more information, see *Adding Mercury Security Panels* on page 156.

   > **Note:** Add at least one MS-ACS (maximum two) as a subpanel.

Note: You can add any Mercury panels that use the same protocol.

3. After all subpanels have been added to the system, select the **Subpanels** tab and click in the **Installed** column of the displayed table for each subpanel so that a  displays.
4. Create the related doors. Ensure that for each door you select the corresponding Mercury panel and subpanel.

   For more information, see *Adding Doors* on page 249.
5. Customize the door settings to meet your system requirements and save your changes.

Using Certificates to Authenticate Mercury Panels to the ACM System

To increase security of (or harden) your ACM system, use certificates to authenticate Mercury panels to the ACM appliance. The ACM system includes five Mercury certificates that allow any Mercury panel to use its default certificate to authenticate itself to the ACM appliance, before setting up an encrypted communication channel.

Note: To provide maximum security strength for your ACM system, ensure the certificate meets the U.S. government's **National Institute of Standards and Technology (NIST) Special Publication 800-131A (SP 800-131A)** standard.

Traffic on the connections between the ACM appliance and new panels added to the ACM system using in Release 6.0 and later will have TLS encryption by default. However, connections between any panel and the ACM appliance will not require a trusted certificate by default.

Important: Users of previous releases of ACM software that upgrade to Release 6.0: Traffic between the ACM appliance and panels installed prior to the upgrade will not be modified by the update. Existing panels with or without the TLS Required checkbox enabled will still function as usual. However, the option to require a certificate is now available if you choose to use it. The **TLS Required** and **Certificate Required** checkboxes for Mercury panels are configured on the Host tab of the Panel: Edit page. For more information, see *Host tab (Mercury Security)* on page 211.

There are two modes for a panel to securely connect to the ACM appliance:

- IP Server: the appliance calls the panel, which acts as the server and starts the negotiation to establish a communication channel. This is the default mode of the Mercury panel itself.

  The ACM system also uses IP Server mode by default In this mode each panel will have its own TLS settings..

  To verify the settings on the panel, you must connect directly to the panel's user interface and check that the **Connection Type** under **Host Comm** is set to **IP Server**.

- IP Client: the panel calls the appliance, which acts as the server and starts the negotiation to establish a communication channel. In this mode all panels will use the TLS settings configured on the appliance page to secure the connection.

  > **Tip:** This mode is used to connect to remote panels behind a firewall when the firewall cannot be configured to redirect incoming traffic from the ACM system to the panels. For more information, see *Securing Remote Panels Without Using Port Redirection* on page 149.

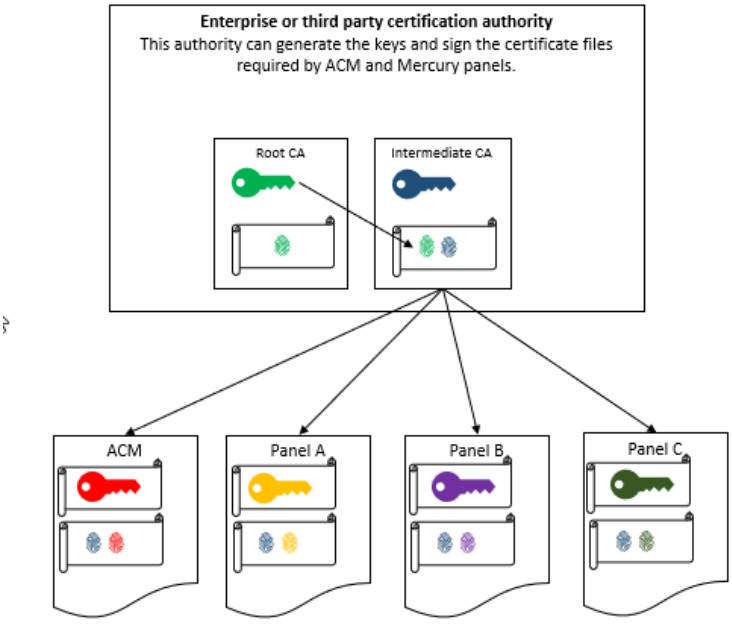
Using the default Mercury certificates will allow only genuine Mercury panels to connect to the ACM system. For increased security, you can replace the Mercury certificates with your own custom-generated encryption keys and certificates if your site has access to either its own Certification Authority (CA) or a third-party CA. With custom certificates installed on the ACM appliance and all the panels, all connections are secured and all communications are encrypted using certificate and encryption keys under your control. This way you can rely on your own CA and not depend on Mercury's CA. For information on adding your own custom certificates, see *Adding Custom Certificates* on page 145.

Types of Custom Certificates for Authentication

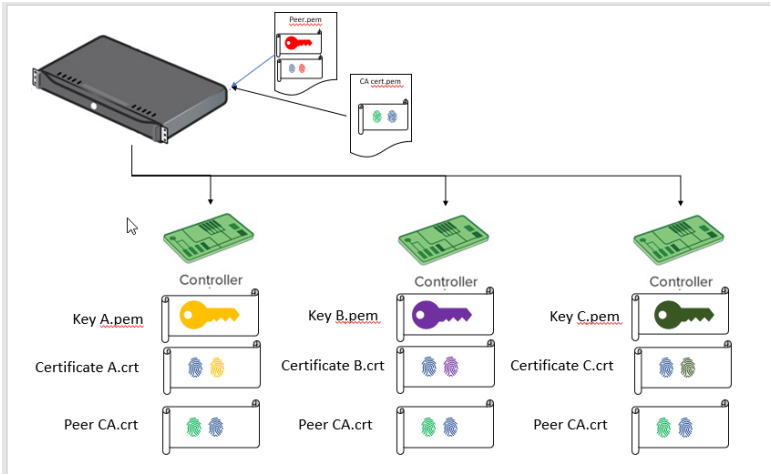
A CA (either your own organization's or a third-party's) can generate the keys and sign the certificate files required by the ACM system and the Mercury panels.

Two types of custom certificates are supported:

- **CA**: This type of certificate is a public certificate used to verify the identity of your Certification Authority CA). Adding a CA certificate to the ACM system means that you trust this CA and will accept communication to any panel that provides a certificate signed by this authority. Any panel using a key and certificate set signed by the subject of this certificate will be allowed to connect.



- **Peer**: This type of certificate file contains a server key and a server certificate. The server certificate is sent to the panels to confirm the identity of the ACM appliance. Your CA will need to generate a PEM (Base64 Encoded) file containing a unique server key followed by the shared public server certificate for the ACM appliance.



Consult your CA provider for information about obtaining custom keys and certificates. For example, assuming that you're using a single certification authority for your whole site, you will need:

- A .crt certificate file representing your signing authority: CA Certificate. To be uploaded as a CA certificate on your appliance and also as the peer certificate on all your panels.
- A .pem file containing a server key and a certificate. To be uploaded as a Peer certificate on the appliance.
- A .crt certificate file and .pem key file unique to each panel. (Wild card certificates and keys can be used but is not recommended.) To be uploaded to an individual panel.

After you have obtained the custom certificate files, store them in a location accessible to the panel itself and your ACM appliance, such as a locally accessible drive or a USB drive. The certificate files are ready to upload to the panel and the ACM system.

Adding Custom Certificates

Add custom certificates for panel and ACM authentication. You must upload the custom certificate files to both the panel and the ACM system. You can set up either the appliance or the panels to confirm their identities to each other:

- To set up the ACM appliance to validate the identity of the panels, use the CA certificate loaded on the appliance to verify the certificate uploaded to your panels.
- To set up the panels to validate the identity of the ACM appliance, use the peer certificate loaded on the appliance and the peer certificate (CA certificate) loaded on the panel

To import the custom certificate files into the Mercury panel, complete the following steps:

1. Log into the panel's web interface.
2. Select **Load Certificate**. Use the form to load your files to the panel.

   Use this form to upload the unique certificate and key to be used by this panel. You will also be able to load your CA certificate under the peer certificate section (if you choose to Enable Peer Certificate on your panels.)
3. Apply the updated settings and restart the panel.

To import the custom certificate into the ACM system, complete the following steps:

1. Select  > **Certificates**.

   The Certificates listing page is displayed.
2. Click **Add Certificate**.
3. Enter the certificate details on the Certificate: Add page.
4. Click  to upload the certificate file and save it in the ACM system.

Deleting Certificates

> **Note:** When you delete a certificate, any active connection that is secured with that certificate continues until it is terminated.

1. Select > **Certificates**.
2. Click beside the certificate you want to delete.
3. When the browser displays a pop-up message to ask *Are you sure?*, click **OK**.

Authenticating Panels Using Server Certificates

To secure connections between Mercury panels and the ACM appliance, you can use either the Mercury certificates that are installed with the ACM application, or you can use your own custom certificates. If you are using custom-generated encryption keys and CA certificates, they must be installed on all the panels that you want secured and on the ACM appliance. For more information, see *Adding Custom Certificates* on the previous page.

To secure the connection and encrypt the traffic using a CA certificate, complete the following steps for each panel:

1. Click **Physical Access > Panels**
2. Click the name of the panel.
3. Click the **Host** tab
4. Test the unencrypted connection:
    a. Clear the **TLS Required** checkbox.
    b. Click the **Status** tab. The status should be green for the panel and any subpanels.

       If the status is not green, there problem with the connection. Check the physical connection to the panel.
5. Enable the encrypted connection:
    a. Click to enable the **TLS Required** checkbox.
    b. Click the **Status** tab. The status should be green for the panel and any subpanels.
6. Enable Certificate validation:
    a. Click the **Host** tab.
    b. Click the **Certificate Required** checkbox.
    c. Click the **Status** tab. The status should be green for the panel and any subpanels.

       If the status is not green, there is a problem with the certificates.

Certificates - List Page

When you select > **Certificates**, the Certificates list page is displayed.

The five default certificates, whose names are prefixed with `Mercury` cannot be deleted. They can only be installed or uninstalled.

Feature	Description
Name	The name of the certificate. Click the name to edit the certificate. For more information, see *Certificate: Edit Page* on page 148.

Feature	Description
Installed	Check this box to indicate that this certificate is installed and available for authentication.
Delete	Click  to delete the selected certificate. For more information, see *Deleting Certificates* on page 145. **Note:** You cannot delete the default certificates.
Add Certificate	Click this button to add a certificate to the ACM certificate store. For more information, see *Certificate: Add Page* below.

Certificate: Add Page

When you click **Add Certificate** from the Certificates list page, the Certificate: Add page appears. Enter the required details.

Feature	Description
Name	**Note:** To provide maximum security strength for your ACM system, ensure the certificate meets the U.S. government's **National Institute of Standards and Technology (NIST) Special Publication 800-131A (SP 800-131A)** standard. Enter a name for this certificate. It is recommended that you enter a name that will help you identify the source of the certificate. Duplicate names are not allowed.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Type	Indicate the type of certificate, this cannot be modified after creation. • **CA**: A CA certificate file. A PEM (Base64 Encoded) file containing a CA certificate • **Peer** : A peer certificate file A PEM (Base64 Encoded) file containing a server key followed by a server certificate. The certificate in this file is sent to the panels to confirm the identity of the appliance. **Important:** This cannot be modified after creation.
Installed	Check this box if this certificate is ready to be used for authentication.

Feature	Description
Certificate File	Click **Choose File** and navigate to the saved PEM file provided by your CA that you want to upload.
	Click this button to save your changes.
	Click this button to discard your changes.

Certificate: Edit Page

When you click the name of a certificate on the Certificates list page , the Certificate: Edit page is displayed. From this page, you can edit the name, replace the certificate file, change whether it is available to be used for authentication, and view the contents of the certificates.

Make any changes as required.

Feature	Description
Name	The name of the certificate.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Installed	Check this box if this certificate is ready to be used for authentication.
Type	Displays the type of custom certificate: • **CA**: A CA certificate file • **Peer** : A peer certificate file
Certificate	The read-only content of the certificate file.
	Click this button to save your changes.
	Click this button to discard your changes.

Configuring Remote Panels

When you have remote panels behind a firewall, there are additional configuration steps required to ensure that secured connections between the panels and the ACM system can be established. The configuration depends on whether you can configure port redirection on the firewall host or not.

Securing Remote Panels Using Port Redirection

Use the default IP Server mode to connect to the panels if you can configure port redirection on the firewall. You have to configure each panel with a unique port number. In the ACM Client, specify the IP address of each panel as the IP address of the firewall host with each panel's unique port number appended. This enables the firewall to redirect the incoming requests for connections and authentication from the ACM appliance to the appropriate panel.

1. To reconfigure the port number for each panel, complete the following steps:
    a. From a web browser on a computer connected to the panel, enter the IP address of the panel to open the panel's user interface.
    b. Click on **Host Comm** in the menu on the left side.
    c. In the Host Communications panel, in the Primary Host area:
        - In the **Connection Type** field, select **IP Server**.
        - (Optional) In the **Data Security** field select **TLS** to enable encrypted secure communication.
        - In the **Port Number** field, assign a unique port ID to each panel. You can start from the default connection port number 3001 and increment by one for each subsequent panel.
    d. Apply the configuration changes and restart the panel.
2. To identify the IP address and port number to connect to each panel in the ACM Client, complete the following steps:
    a. Navigate to the panel by clicking **Physical Access** > **Panel**, then select the panel from the list.
    b. On the **Panel: Edit** window, click the **Host** tab.
    c. (Optional) Select **TLS Required** to enable encrypted secure communication. Panels added prior to ACM Release 6.0 may not have this checkbox selected.

        Note: The panel itself must also be configured to use TLS.

    d. In the **IP Address** field, enter the IP address of the firewall, and append the actual port number as the fifth group in the IP address. For example, 69.143.66.10:3001 to use port 3001 , 69.143.66.10:3002 to use port 3002, and so on.
    e. Click  to save your changes.

Securing Remote Panels Without Using Port Redirection

Use IP Client mode when you have remote panels behind a firewall and you cannot configure the firewall to redirect incoming traffic from the ACM appliance to the panels. In this mode the ACM appliance can listen for panel connections coming through a single firewall port. Since outgoing traffic is not blocked by the firewall, this mode enables the panels to request a connection to the ACM appliance and to request that the appliance authenticate itself to the panel.

Important: This mode does not sustain connections after failover of an ACM appliance to a secondary appliance.

Ensure that you have the MAC Address of each panel behind the firewall before you start this procedure.

You have to configure IP Client mode on the panel and in the ACM Client:

1. To configure IP Client mode for each panel, complete the following steps:
    a. From a web browser on a computer connected to the panel, enter the IP address of the panel to open the panel's user interface.
    b. Click on **Host Comm** in the menu on the left side.
    c. In the **Host Communications** panel, in the **Primary Host** area:
        - In the **Connection Type** field, select **IP Client**.
        - (Optional) In the **Data Security** field select **TLS** to enable encrypted secure communication.
    d. Apply the configuration changes and restart the panel.
2. To configure IP Client mode in the ACM Client:
    1. Specify the port on the firewall host on which the ACM appliance will listen for panel connection requests.
        a. In the top-right, select  **>Appliance**.

            If there is only one appliance in this system, the Appliance Edit page is displayed, with the Appliance tab displayed.

            If there is more than one appliance in this system, the Appliance list is displayed. Select the appliance you want to edit.
        b. In the **Mercury Client Port** field, enter the port number to listen to on the firewall host (the default port number is 3001).
        c. (Optional) Select **TLS Required** to enable encrypted secure communication. Panels added prior to ACM Release 6.0 may not have this checkbox selected.

            Note: The panel itself must also be configured to use TLS.

        d. Click  to save your changes.
    2. For each panel, specify that it uses IP Client mode and its MAC address:
        a. Navigate to the panel by clicking Physical Access > Panel, then select the panel from the list.
        b. On the Panel: Edit window, click the Host tab.
        c. Click to select the IP Client Connection checkbox.
        d. Enter the MAC Address of the panel.
        e. Click  to save your changes.

Adding Panels

Panels connect door controllers and their readers to the ACM appliance. Adding a panel to the ACM system allows the appliance to gather information on the connected doors.

Tip: To add a gateway to manage Schlage IP wireless locks, see *Step 2: Configuring Gateways for IP Wireless Locks* on page 264.

To add a panel to the system:

1. Select **Physical Access > Panels**.
2. Click **Add Panel**.
3. Enter:

Name	Up to 50 characters for the name of the panel. Enter a name that will help you identify the devices it controls. Duplicate names are not allowed.
Physical Location	Where the panel is installed.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Appliance	The ACM appliance that is connected to the panel.
Vendor	The vendor of the panel or gateway.
	If **HID** is selected, enter: **Model**: The V1000 or V2000 model of the panel. **Timezone**: The local time zone in which the panel operates for door schedules and other time-based decision making.
	If **Mercury Security** is selected, enter: **Model**: The model of the Mercury panel. **Tip:** Lenel panels can be configured as Mercury panels. For more information, see *Lenel Panel Support* on page 158. **Enable Large Encoded Card Format**: For all types of Mercury controllers other than the LP4502 model with the pivCLASS with external PAM. See *Appendix: pivCLASS Configuration* on page 695. **Embedded Auth**: For LP4502 model only. See *Appendix: pivCLASS Configuration* on page 695. **Timezone**: The local time in which the panel operates for door schedules and other time-based decision making. **Wiring Type**: For SCP models only. The type of port the panel uses to connect to door or subpanels.

	For SCP-2 and SCP-E models, enter: • **(4) 2-Wire Ports** • **(2) 4-Wire Ports** • **(1) 4-Wire/(2) 2-Wire** For SCP-C model, enter: • **(2) 2-Wire Ports** • **(1) 4-Wire Port** **Total Memory**: For SCP-2 and SCP-E models only. The total memory the panel contains. **Max Elevator Floors**: For SCP models only. The number of floors the panel oversees. Up to 128 floors can be specified. For more information on defining elevator door access, see *Managing Elevator Access* on page 595. **Allocate space :** **Credentials**: The number of credentials that can be stored in the panel. The number is dependent on the memory, vendor and model of the panel. **Events**: The number of transactions to buffer in the panel. The number is dependent on the memory, vendor and model of the panel. **Version**: The current version of the database.
	If **Schlage** is selected, enter: **Site** : The name of the site that the gateway is commissioned to. **Model**: **ENGAGE Gateway - IP**
Installed	If selected, the panel is installed and ready to communicate with the ACM appliance.

4. Click ✔ to save your changes.

   Click ✖ to discard your changes.

After you add a new panel for:

- HID V1000 model, see *Subpanel: Batch Add page (VertX®)* on page 184
- HID V2000 model, see *Subpanel - Add page* on page 189
- Any Mercury Security model, see *Batch Creating Subpanels on a New Mercury Panel* below

After you add a new gateway for:

- Schlage ENGAGE Gateway for Schlage RSI wireless locks, see *Adding a Subpanel* on page 162
- Schlage ENGAGE Gateway for Schlage IP wireless locks, see *Step 3: Configuring IP Wireless Locks* on page 265

Batch Creating Subpanels on a New Mercury Panel

Does not apply to:

- Schlage AD-300 and PIM-400 subpanels, Aperio and SmartIntego subpanels, and RSI ENGAGE gateways

Mercury internal subpanels on the EP1501, LP1501, EP1502, LP1502 and LP4502 models do not have an address that can be changed.

After you save a new Mercury panel, you are prompted to use the Subpanel: Batch Create wizard. The wizard lets you create identically configured doors on many types of subpanels, as well as groups of doors configured differently on the same type of subpanel, and to name all the doors all in a single session.

The wizard lets you quickly create many subpanels and doors at once. The optional wiring templates allow you to give your subpanels standard configurations for inputs, outputs and doors. Doors will only be created when they are defined in the selected wiring templates. These templates must be configured before the wizard can use them to create functioning subpanels and doors. The more you standardize doors, readers, outputs, inputs, and panel wiring, the fewer templates you need. Some sample templates are provided. For more information, see *Templates Overview* on page 114.

The wizard is only available when you create a new Mercury panel. Its use is optional. You can cancel out of the wizard and the panel is still saved. However, you will have to configure all of your subpanels and the doors, readers, outputs, and inputs to each subpanel individually.

Important: To bulk add door subpanels when adding a new Mercury panel, you must use a door template that has a value specified for Door Mode. Before using the Subpanel: Batch Create wizard, ensure that a door template for the door subpanel type has been configured. Door templates without a Door Mode specified are not available for the wizard to use.

In the wizard, entering subpanel information is a three-step procedure:

1. Batch Create: Add a row for each type of subpanel that uses the same wiring template. In each row, identify the subpanel type, the base name shared by all subpanels, the number of subpanels, and the wiring template to use. You can only add as many subpanels as the panel can support. You can only select a wiring template that supports that subpanel type. You can use the wizard to create unpopulated subpanels by not specifying a wiring template.
2. Batch Edit: A row is displayed for each subpanel to be created. All the values can be changed. If you change the subpanel type, you also have to change the wiring template. You can also add more subpanels, up to the maximum supported by the panel.
3. Batch Name Doors: Edit the default door names for any door to conform to your site's standard method for identifying doors (such as room numbers or names).

   or

   Batch Create Summary: If no doors are configured for the subpanel, review the details.

Each step is completed on its own page. Checks are made as you enter data to ensure that you enter only valid data for the panel and subpanels, and do not overpopulate the panel. The subpanels are created when you click **Save** after completing the third step.

You can move between these three pages using **Next** and **Previous** buttons. If you press **Previous**, the `Going back will erase all progress from this page, are you sure?` message is displayed and you have to choose to proceed. You can click **Cancel Changes** in any step to exit the wizard without creating any subpanels, although the panel has already been created.

> **Tip:** After you have configured new doors using templates, you must access each door, panel, or subpanel to configure the unique settings that are not configured by each template.

Subpanel: Batch Create page

To add a subpanel:	Click 
To remove a subpanel:	Click 

Add a row for each differently configured subpanel connected to the new panel, up to the maximum supported for that type of panel. Typically, this would be one row for each type of subpanel. In each row, specify the type of subpanel, its base name, the number of subpanels to create, and the templates to use to create them.

> **Note:** An exception to this is the MS-ISC panel, which only supports two MS-ACS subpanels, with addresses 0 and 2. You can add more than two MS-ACS subpanels to an MS-ISC panel on the first page, but you must correct this on the Subpanel: Batch Edit Details page before you can proceed to the Subpanel: Batch Name Doors.

Most controllers have a built-in subpanel. That subpanel will be automatically created as part of the batch add process. You cannot delete it or change its type, name, quantity or address.

Column	Description
Subpanel Type	Select the subpanel model from the Select Model drop-down list. The selection is determined by the panel model.
Subpanel Base Name	The prefix used in the name of each subpanel. The default format is <panelName>-<panelModel>. For example EastEntrance-LP2500. You can change this name.
Quantity	Select the number of identically configured subpanels you want to add. The number of available subpanels is updated as new rows are added.
Wiring Template	Select the template from the Select Wiring Template drop-down list. The selection is determined by the subpanel type. **Important for users of templates created in releases prior to ACM Release 6.0**: If you select a template that supports doors that has no doors associated with it, the `Selected template has no door profiles` warning message is displayed. This warning usually occurs for wiring templates created prior to ACM

Column	Description
	Release 6.0 that have not been modified to associate them with doors. You can choose to continue (and no doors will be created by the wizard) or edit the template. To edit the template, click the **Edit Template** button that is now displayed .

Click **Next** and the **Subpanel: Batch Edit Details** page is displayed.

Subpanel: Batch Edit Details page

To add a subpanel:	Click 
To remove a subpanel:	Click 

Edit the details for all of the subpanels you added for the new panel. You can also continue to add and remove subpanels up to the maximum supported by the panel.

Column	Description
Address	The port address on the panel to which the subpanel is connected. If there are addresses available, you can add and reorder the addresses. New subpanels are always added to the first available address. **Note:** The MS-ISC panel only supports two MS-ACS subpanels, with addresses two 0 and 2. If you added more than two MS-ACS subpanels to an MS-ISC panel on the first page, you must correct this here before you can proceed to the Subpanel: Batch Name Doors.
Subpanel Type	You can change the subpanel type. After you make your selection, the row is updated to prompt you for the information needed to create the subpanel.
Subpanel Name	The name of each subpanel. The default name is the subpanel address appended to the Subpanel Base Name: <panelName>-<panelModel>-<subpanelAddress>. For example EastEntrance-LP2500-0. You can change this name.
Wiring Template	Select the template from the Select Wiring Template drop-down list. The selection is determined by the subpanel type.

Click **Next**.

Subpanel: Batch Name Doors or Subpanel: Batch Create Summary page

If there are any doors to configure (because wiring templates with door configurations were selected), they can be named on the Subpanel: Batch Name Doors page that is displayed. Otherwise the Subpanel: Batch Create Summary page is presented. On both pages the settings you have configured on the previous pages are displayed for your review before the subpanels are created.

On the Subpanel: Batch Name Doors, default names for each door are displayed for each door subpanel being added to the panel. You can edit the door names to match the door-naming standard for your site before the subpanels are created.

Click **Save** to create the subpanels and doors and return to the **Panel: Edit** page. To access the subpanels you created, click the **Subpanels** tab.

Adding HID VertX® Subpanels

If you selected VertX® as the panel vendor in the Panel Add page, complete the following procedure:

1. After you save the new panel, the Subpanel: Batch Add page is displayed.
2. Select the number of each subpanel model that is installed at each port then click  .

   The HID Panel Configure page is displayed.
3. Select the **Host** tab.
4. Enter the IP address for this panel.
5. Click  to save your changes.

Adding Mercury Security Panels

If you selected Mercury Security as the panel vendor in the Panel Add page, complete the following procedure:

1. After you save the new panel, the Subpanels: Batch Create page is displayed.

   Note: The listed subpanel models will be different depending on the Mercury panel model that was selected on initial Panel Add page.
2. Select the number of subpanel models that are installed.
3. Click  .

   The Mercury Security Panel Edit page is displayed.
4. Select the **Host** tab.
5. Enter the IP address for this panel.
6. Click  to save your changes.

Editing Panels

To edit an existing panel, select the type of panels that you have installed.

Editing HID® VertX® Panels

To edit an existing VertX® panel:

1. On the Panels list, select the panel you want to edit.

   The HID Panel Status page is displayed.

2. If necessary, download configuration data, user data, or updated firmware to this panel.
3. Navigate the tabs on the screen to make the required changes.
   - **Configure** – select this tab to change the panel properties.
   - **Host** – select this tab to change the panel's network address.
   - **Subpanels** – select this tab to configure the subpanels that are connected to the panel.
   - **Events** – select this tab to review and configure the events that are associated with the panel.
4. Click  at the bottom of each page to save your changes.

Editing Mercury Security Panels

To edit an existing Mercury Security panel:

1. On the Panels list, select the panel you want to edit.

   The Mercury Security Panel Status page is displayed.

2. If necessary, download configuration data, user data, or updated firmware to this panel.
3. Select the any tabs on the screen to make the required changes.
   - **Configure** – select this tab to change the panel properties.
   - **Host** – select this tab to configure authentication of the panel, encryption of traffic to and from the panel, and to change the panel's network address.
   - **Subpanels** – select this tab to configure the subpanels that are connected to the panel.
   - **Macros** – select this tab to add or configure the macros used to perform system actions.
   - **Triggers** – select this tab to define what must occur before a macro is called into action.
   - **Access Levels** – select this tab to review the access levels that have been defined for the panel.
   - **Schedules** – select this tab to review the schedules that have been defined for the panel.
   - **Card Formats** – select this tab to view the card formats for all doors connected to the panel.
   - **Events** – select this tab to review and configure the events that are associated with the panel.
4. Click  at the bottom of each page to save your changes.

Panel Card Formats

When you click the **Card Formats** tab from the Panel: Edit page the Panel Card Formats page is displayed.

This read-only page displays a table that lists the card formats used on all the doors connected to that panel. Although the ACM system allows you to define up to 128 card formats system-wide, only 16 card formats can be used within a single panel.

You can use this table to identify the doors that use each card format. Each row displays a card format in the Card Formats column, and displays a drop-down menu that displays the number of doors that recognize this. Click on the drop-down menu bar to see the list of doors.

Resetting Anti-Passback from the Panel

In the event of an emergency, all the people in a building may leave an area at once and arrive at a mustering area together without using their access card at each door they encounter. This may cause the system to detect multiple anti-passback conditions.

To avoid granting each individual a free pass, you can reset the anti-passback condition for the panel.

1. On the Panels list, select the panel you want to update.
2. On the Panel Status page, click **APB Reset**.

A confirmation message is displayed when APB is reset. Badge holders can return to their regular stations and the system will resume normal operations.

Downloading Parameters

Any changes you make to the panel configuration or related events are automatically downloaded to the panel daily. However, you can manually download the parameters to immediately activate the updated configurations.

1. On the Panels list, select the panel you want to update.
2. On the Panel Status page, click **Parameters**.

The application downloads the configured parameters to the panel.

Downloading Tokens

Whenever you add new identities or update door access information in the system, the system automatically downloads the new details to the panels and doors. However, if the auto-download is unsuccessful, you can download tokens to the panel manually.

1. On the Panels list, select the panel you want to update.
2. On the Panel Status page, click **Tokens**.

The tokens are downloaded to the panel.

Lenel Panel Support

ACM appliances support Lenel panels but you must configure the Lenel panels as Mercury Security panels in the system.

The following table shows the equivalent Mercury Security panel for each supported Lenel panel.

Mercury Security Panel Model	Lenel Panel Model
SCP-C	LNL-500
SCP-2	LNL-1000
SCP-E	LNL-2000
EP1502	LNL-2220

Mercury Security Panel Model	Lenel Panel Model
EP2500	LNL-3300
EP1501	LNL-2210
MR16in	LNL-1100
MR16out	LNL-1200
MR50	LNL-1300
MR52	LNL-1320

For example, you have installed a Lenel **LNL-1000** panel. As you complete the procedure to add the new panel, you would select **Mercury Security** as the vendor and select the **SCP-2** as the model.

Since the SCP-2 and the LNL-1000 use the same parameters, the ACM appliance can communicate with the panels in the same way.

Resetting Doors Connected to a Subpanel

All the subpanels that are connected to the panel can be reset with the latest configurations downloaded from the ACM system.

To reset all the doors that are connected to a specific panel:

1. Click **Physical Access** > **Panels**.
2. Click the panel you want to reset.
3. Click the **Reset/Download** button on the Panel: Status page.

Doors connected to the panel are now updated with the most recent configuration.

Updating Panel Time

Each panel tells time by synchronizing with a time server that is accessible on the network. For example, a network time protocol (NTP) server may be used. In the event of unexpected power or network failure, the panel may run independently for a while and need to be re-synchronized when everything is back online.

1. On the Panels list, select the panel.
2. On the Panel: Status page, click **Clock**. The button is not displayed if clock synchronization is not supported.

The panel connects and synchronizes with the time server.

Updating Panel Firmware

You can upload firmware updates to the panel, activate the new firmware and apply the latest ACM system configuration parameters.

CAUTION — Risk of loss of functionality. It is possible to downgrade to an earlier firmware version by choosing an earlier firmware file. If you do downgrade to an earlier firmware release, functionality provided in later releases will no longer be available, resulting in unexpected behavior. For example, override functionality available for Mercury panels in the ACM software 5.12.2 and later, requires the Mercury firmware version 1.27.1 or later.

1. On the Panels list, select the panel.
2. On the Panel: Status page, click **Firmware**.
3. Do any of the following:
   - Apply a firmware update that is available in the system, click  next to the firmware file.
   - Upload a new firmware update provided by the manufacturer:
     a. Download the firmware file from the manufacturer.
     b. Click **Add Firmware**.

        See *Appendix: pivCLASS Configuration* on page 695.

     c. Click **Choose File** and select the firmware file.
     d. Click  to upload the firmware file.

        > **Note:** If you click  , the **Identity Import Type:** will be set to **Auto** and any attached CSV files will be deleted.

     e. On the Firmware list, click  next to the firmware file to apply it to the panel.
   - Delete an existing firmware update, click  next to the firmware file. Click **OK** to confirm the operation.

Updating Lock Firmware

Applies to:

- Schalge IP wireless locks

> **Note:** Ensure the ENGAGE gateway and ACM have access to the internet.

To download and apply firmware updates from lock manufacturers:

1. On the Panels list, select the gateway.
2. Under **NDE Locks** or **LE Locks**, click **Update Firmware** for the lock type. Ignore the blue Firmware button.
3. Do one of the following:
   - Click  next to the firmware version that is available in the system to apply it to the group of locks.
   - Select a new firmware version as follows:
     a. Click **Open Advanced Options**.
     b. Enter your ENGAGE login information in **ENGAGE User** and **ENGAGE Password**, and click **Get Available Firmware**. The firmware versions are downloaded.

        CAUTION — This advanced procedure must be performed only by qualified personnel with the requisite knowledge of the firmware versions and the ACM system.

     c. Click  next to the firmware file to apply it.
   - Click  next to the firmware version to delete an existing firmware update. Click **OK** to confirm the operation.

Viewing Gateway and Linked Device Communications Status

Applies to:

- 410-IP mode ENGAGE gateways

1. Select **Physical Access** > **Panels**.
2. View the **Device Status** in the first column. For more information, see *Device Status* on page 637.

   For another way of accessing device status, see *Monitor - Dashboard* on page 635.
3. Select the panel.
4. View on the **Status** tab:

	The communications status between the panel and ACM appliance. The current status of the device is indicated by the background color. For more information, see *Status Colors* on page 636
Clock	Resynchronizes the gateway time when clicked. See *Updating Panel Time* on page 159.
Last comms	The date and time of the last message that was communicated between the panel and the ACM appliance.
Firmware	The gateway firmware version. See *Updating Panel Firmware* on page 268.

Deleting Panels

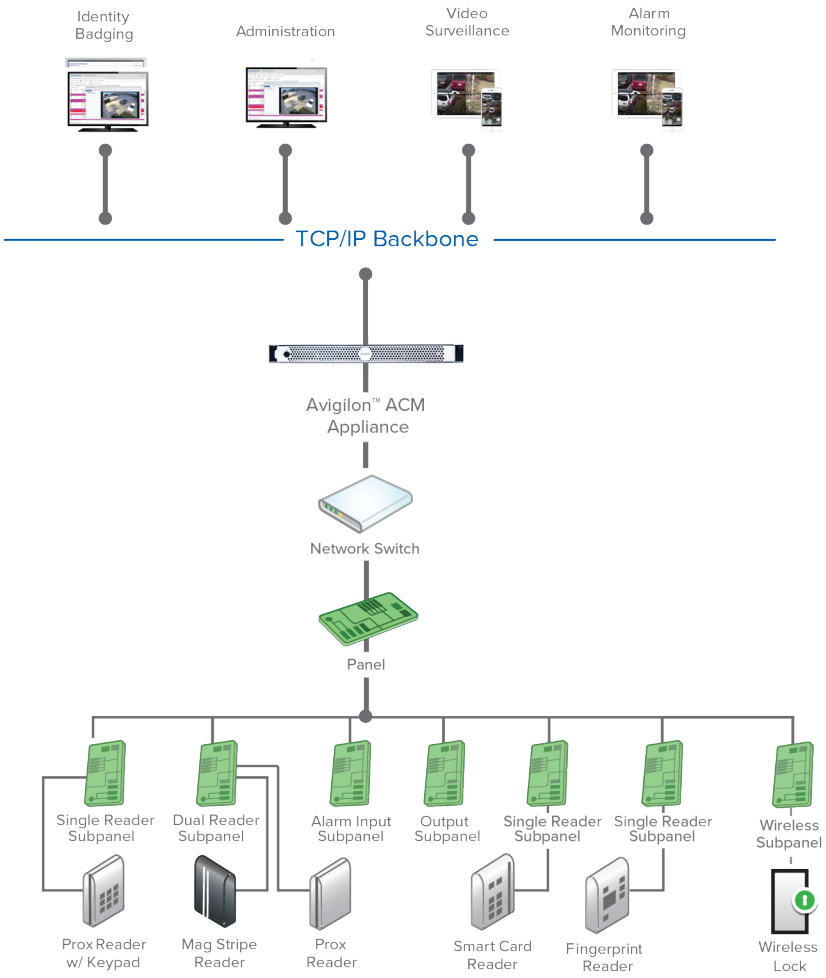
Deleting a panel removes the connection between the ACM system and the panel.

To delete the panel:

1. Select **Monitor** > **Dashboard** > **Panels** or **Physical Access** > **Panels**.
2. Click ... at the end of a row in the Panels table and then click **Delete**.
3. When the confirmation message appears, click **OK**.

Configuring Subpanels

Some panels support hierarchical connections. One panel can be connected to a large number of specialized subpanels, and the subpanels transmit their data to the ACM appliance through the panel.



Adding a Subpanel

Single subpanels can be added to a panel any time after the panel has been added to the ACM system. Gateway and hub subpanels can be added for wired and wireless locks.

Note: Schlage PIM400, RSI-based ENGAGE Gateway, AD300; Assa Abloy Aperio; and SmartIntego GatewayNode subpanels can only be added one at a time to a Mercury panel. To batch add other supported subpanels, see *Batch Creating Subpanels on a New Mercury Panel* on page 152.

To add subpanels one at a time from the Panel screen:

1. Select **Physical Access > Panels**.
2. Click the name of the panel that is physically connected to the new subpanel.
3. Select the **Subpanels** tab.
4. Click **Add Subpanel**.
5. Enter:

> **Note:** Fields in this list that are not supported by the subpanel or gateway are not displayed.

Name	A name for the new subpanel or gateway.
Physical Location	A brief description of where the subpanel or gateway is located.
Model	The model of the new subpanel or gateway.
Port	The port that the subpanel is connected to on the main panel. For a Schlage AD-300 subpanel, the default is Port 2. For a SmartIntego GatewayNode subpanel, the default is Network.
Installed	If checked, the subpanel is installed and able to communicate with the main panel.
Address	The RS-485 RSI or IP address for the selected port and for all subpanels except those that use the network port. For a SimonsVoss GatewayNode subpanel, the hexadecimal address assigned by the SmartIntego Tool.
Address Mode	For the MR62e module only, DHCP or Static IP.
Elevator Inputs	For an MR16IN or MR52 subpanel if checked, the door module is used as an input for an elevator.
Elevator Outputs	For an MR16OUT or MR52 subpanel if checked, the door module is used as an output for an elevator.
IP Address	The subpanel IP address of a gateway or an MR51e subpanel or MR62e module operating in Static IP model.
Hostname	For an MR62e module, DHCP mode, the hostname of the panel. The hostname of the gateway.
MAC Address	For an MR51e subpanel, the subpanel MAC address. The MAC address of the gateway.
Low Door	For a Schlage RSI-based ENGAGE Gateway or PIM400 subpanel, the lowest door number in the series that is managed by the subpanel. The numbered doors managed by each subpanel cannot overlap.
High Door	For a Schlage RSI-based ENGAGE Gateway or PIM400 subpanel, the highest door number in the series that is managed by the subpanel. The numbered doors

managed by each subpanel cannot overlap.

6. Click  to save your changes.

Editing Subpanels

To edit an existing subpanel:

1. Select **Physical Access > Panels**.
2. Click the name of the panel the subpanel is connected to.
3. Select the **Subpanels** tab.
4. From the Subpanels list, perform any of the following:
   - To edit the subpanel details, click the subpanel name.
   - To edit the inputs connected to the subpanel, click  for that subpanel.
   - To edit the outputs connected to the subpanel, click  for that subpanel.
   - To edit the readers connected to the subpanel, click  for that subpanel.
5. On the following listing page, select the specific device you want to edit.
6. Make the required changes to the device edit page.
7. Click  to save your changes.

Output Operating Modes

Outputs operate in **Operating Mode**. Operating mode describes how the output behaves during normal operation.

By choosing the Operating Mode option when editing an output, you can set one of the following options to define how the output behaves when it is active:

Feature	Description
Energized When Active	An electrical current is expected to pass through the output point when it is active.
Not Energized When Active	An electrical current is expected to pass through the output point when it is not active.

Outputs

Outputs are devices that perform tasks in response to input data. This includes unlocking a door, setting off a fire alarm, activating an elevator or turning off air conditioning. Output devices include:

- Strikes
- Magnetic locks
- Fire alarms

- Klaxons
- Motors of any sort
- HVAC

In general, these devices are activated by door controllers, panels, or subpanels that use relays to initiate activation. Output devices can have one of the following states:

- On (energized)
- Off (de-energized)
- Pulse (intermittently on and off)

Locks (in general) and strikes (specifically) come in several varieties that support a locked state that is either energized or de-energized, with a default state that is either locked or unlocked. This is for safety reasons. In the case of power outages and emergency shutdowns, many doors must 'fail open', meaning that they unlock whenever the power goes off, allowing people to exit an area. Other doors, such as bank vaults and secured areas, must 'fail close', meaning that a de-energized state requires the bolt to remain in place. For more on this, refer to *Configuring Doors* on page 248 and *Configuring Panels* on page 140.

Many outputs, such as sliding doors, alarms or warning lights need to be turned on *and* off. In order to do this, relays on many panels also provide a pulse feature that energizes the output for a specified amount of time then de-energizes the output for a specified amount of time.

Doors and other outputs can be activated by the user following a successful card or code entry. Alternatively, the operator can override normal operation or control the output on the Subpanel Status page. For more information, see *Subpanel: Status page (Mercury Security)* on page 232 or *Subpanel: Status lists - (VertX®)* on page 186.

Inputs

Inputs are associated with panels or doors and can include:

- Motion sensors
- Door contacts
- Smoke detectors
- REX (request to exit) buttons
- Perimeter and fence alarms
- Break glass window sensors
- Crash bars
- Capacitance duct sensors
- Device tamper switches

Inputs can be controlled in two ways:

- Masking
- Unmasking

Masked inputs do not trigger any corresponding outputs.

Unmasked inputs function normally.

The state may change according to several actions, including entry of a proper code or card, or operator override.

Deleting Subpanels

To disable communication between a panel and external subpanel, you can delete the subpanel from the system.

1. Select **Physical Access** > **Panels**.
2. Click the name of the panel that is connected to the external subpanel.
3. Select the **Subpanels** tab.
4. Click next to the subpanel name This button is not displayed for an internal subpanel.
5. When the confirmation message is displayed, click **OK**.

Macros

Note: Only Mercury Security panels support macros.

Macros are commands, or sequences of commands, that can control the activity of devices connected to a door, panel, or group of panels.

Macros can be extremely simple, such as turning out lights or masking an input. Or, they can be sophisticated multi-step procedures. For example, you can define a macro that closes down the air conditioning system, unmasks the alarms, locks all the doors connected to a panel, turns out the lights, then emails the operator for more instructions.

In the Avigilon ACM application, macros can be activated by:

- **Triggers**
- **Interlocks**

All doors (not limited to Mercury Security) support simple macros. Simple macros are triggered by a single door event and activate one output in response. For more information, see *Adding Simple Macros* on page 256.

Adding Macros

1. Select **Physical Access** > **Panels**.
2. Click the name of the panel that you want to add a macro to.
3. On the Macros page, click **Add New Macro**.
4. On the following Macro Command list, click the Macro link to change the macro name. In the new text field, enter a new name for the macro then click **OK**.
5. Click **Add New Macro Command**.

6. Give the macro command a name.
7. From the **Command** drop down list, select a macro command.
8. If extra options are displayed after you select a macro command, choose the options you need.
9. From the Group drop down list, select the group you want to assign this macro to.
10. Click  to save your changes.
11. Back at the Macro Command page, repeat the previous steps until you've added all the commands that are required for this macro.

To apply this macro to a specific situation, see *Assigning Macros* below.

To create quick macros that are specific to a particular door (simple macros), see *Adding Simple Macros* on page 256.

Editing Macros

1. Select **Physical Access > Panels**.
2. Click the name of the panel with the macro you want to edit.
3. On the Macros page, click the name of the macro you want to edit
4. On the following Macro Command list, perform any of the following:
   - To change the macro name, click the Macro name link. Enter a new name then click **OK**.
   - To add a new macro command, click **Add New Macro Command**.
   - To edit a macro command, click the command type name.
   - To delete a macro command, click  for the command.
   - To change the order of the macro commands, click **Sort**.

Deleting Macros

1. Select **Physical Access > Panels**.
2. Click the name of the panel with the macro you want to delete.
3. On the Macros page, click  for the macro you want to delete.
4. When the confirmation message appears, click **OK**.

Assigning Macros

> **Note:** Only Mercury Security doors and panels support macros.

Once you have created a macro, you can assign them to specific triggers or other macros so that they can automatically perform a series of actions under the right conditions.

Assigning a Macro to a Trigger

When you add a trigger to a panel, assigning a macro is part of the process. Triggers and macros work together as a cause and effect pair. When the all the triggering conditions are met, the macro is automatically initiated.

To assign a macro to a trigger:

1. Add a macro. For more information, see *Adding Macros* on page 166.
2. Add a trigger. For more information, see *Adding Triggers* on the next page.
3. In the Trigger Add page, assign the new macro to the trigger.
4. Click  .

Assigning a Macro to a Macro

You can activate a macro as part of a macro command to generate a complex series of actions.

To assign a macro to a macro command:

1. Add a macro. For more information, see *Adding Macros* on page 166.
2. When you add a new macro command, select **Macro Control** from the Command drop down list.
3. When the related options are displayed, select the macro you want from the **Macro** drop down list and select a specific **Command** for the macro to perform.
4. When you're finished, click  .

Assigning a Macro to a Door

You can also assign a macro to a specific door by using the Simple Macro feature on the Door Operations page. For more information, see *Adding Simple Macros* on page 256 and *Operations tab (Mercury Security)* on page 283.

Sorting Macros

By default, when you add macro commands, the command actions are activated in the order they are added. If you need to change the sequence of the macro commands, you can sort it into the order you want.

1. From the panel's Macros page, select the macro you want to sort.
2. On the following Macro Command list, click **Sort**. This button only appears if you have two or more macro commands.

   Each of the macro commands are highlighted in gray.
3. Click and drag the macro commands into the order you want.
4. Click **Return** when you are done.

Triggers

Note: Only Mercury Security panels support triggers.

Triggers work with macros to generate a set of cause and effect events. Triggers are the specific sequence of events that must occur before a macro will be activated.

For example, you might define a trigger to be a tamper alarm issued by a specific subpanel. The macro linked to that trigger will then automatically lock the door associated with that panel and sound the alarm.

Triggers are usually defined through the Triggers page on a specific panel or subpanel properties sheet.

Adding Triggers

1. Select **Physical Access** > **Panels**.
2. Click the name of the panel that you want to add a trigger to.
3. On the Triggers page, click **Add New Trigger**.
4. Enter all the parameters that are required of the trigger.
5. Click  to save the new trigger.

Editing Triggers

1. Select **Physical Access** > **Panels**.
2. Click the name of the panel that your trigger is on.
3. On the Triggers page, click the name of the trigger you want to edit.
4. On the following page, make the required changes.
5. Click  to save your changes.

Deleting Triggers

1. Select **Physical Access** > **Panels**.
2. Click the name of the panel that your trigger is on.
3. On the Triggers page, click  for the trigger you want to delete.
4. When you see the confirmation message, click **OK**.

Configuring Locks

To use locks with built-in card or PIN readers, add the related wireless lock subpanel to the system then add the lock hardware as part of a door. The readers can be either wired or wireless, depending on the lock.

Tip: For information about configuring Schlage IP wireless locks and the Allegion ENGAGE Gateway that supports 410-IP mode of operation, see *410-IP Mode Installation* on page 443.

Configuring Assa Abloy Aperio® Wireless Lock Technology

To use the Assa Abloy Aperio wireless locks, you must have the following panels connected to the system:

- Mercury EP1501, EP1501 with downstream support, EP1502 or EP2500
- Assa Abloy Aperio 1 to 8 Hub or 1 to 1 Hub

The wireless lock assembly is installed directly to the door and communicate with the Aperio Hub subpanel wirelessly.

1. Add a Mercury EP1501 or EP2500 panel to the ACM system.

   For more information, see *Adding Panels* on page 150.

2. Add the **Aperio 1 to 8 Hub** or **Aperio 1 to 1 Hub** as a subpanel to the panel added in the previous step.

   For more information, see *Adding Mercury Security Panels* on page 156.

   For more information, see *Adding Mercury Security Panels* on page 156.

3. Create a door for each wireless lock assembly.

   For more information, see *Adding Doors* on page 249.

4. For each door, select the corresponding Mercury Security panel, Aperio Hub subpanel and Lock Number that is assigned to the wireless lock assembly.
5. Customize all other door settings to meet your system requirements and save your changes.

Configuring Allegion Schlage AD300 Series Locks

To use Allegion Schlage AD300 series locks, you must have the following panels connected to the system:

- Mercury EP1501 or EP2500 panel with downstream support

Note: Ensure that the locks have been installed in line with Schlage's installation instructions and that a different number has been programmed into the locks for each set of doors to be connected to the panel.

1. Add a Mercury EP1501 or EP2500 panel to the ACM system.

   For more information, see *Adding Panels* on page 150.

2. Add up to 8 AD300 subpanels to the new panel.

   For more information, see *Adding Mercury Security Panels* on page 156.

3. After adding the panel to the system, select the Subpanels tab.
4. For each subpanel, accept the default **Port Number** (Port 2) and enter **Address** that is assigned to the subpanel.
5. Create a door for each lock.

   For more information, see *Adding Doors* on page 249.
6. For each door, select the corresponding Mercury Security panel and AD300 subpanel to which the door is connected. The door number is displayed for your information.
7. On the door Parameters tab, you can set the **Lock Function** for the locks. The options are:
   - **None**: Use the system default door settings.
   - **Privacy**: When you press the interior lock button, the door will lock and the exterior lock will not grant access to any token. To unlock, you must press the interior lock button again or exit the room.
   - **Apartment**: Use the interior lock button to toggle between locked and unlocked. When the door is locked, any valid token will open the door. The door must be manually locked or it will stay unlocked.
   - **Classroom — Classroom/Storeroom** — The lockset is normally secure. The inside lever always allows free egress. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may be used to change to a passage or secured status. Not to be used on mortise deadbolt. Interior push button not to be used.

     This is the only lock function supported for the RSI-connected NDE series lock.

     This lock function is not supported for the IP-connected LE and NDE series lock.
   - **Office** — The lockset is normally secure. The inside lever always allows free egress. An interior push-button on the inside housing may be used to select a passage or secured status. Meets the need for lockdown function for safety and security. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may also be used to change status. Not to be used on mortise deadbolt.

   Note: A Restore door action is available on the Door listing page and the Hardware Status page which resets the Door Mode to its default value.
8. Customize all other door settings to meet your system requirements and save your changes.

Configuring Allegion Schlage AD400 Series Locks

To use Allegion Schlage AD400 series locks, you must have the following panels connected to the system:

- Mercury EP1501 or EP2500 panel with downstream support
- PIM400 subpanel that is wired to the Mercury panel

The wireless lock assembly is installed directly to the door and communicates with the PIM400 subpanel wirelessly.

Note: Ensure that the wireless locks have been installed in line with Schlage's installation instructions.

1. Add a Mercury EP1501 or EP2500 panel to the ACM system.

   For more information, see *Adding Panels* on page 150.

2. Add the PIM400 as a subpanel to the panel in the previous step.

   For more information, see *Adding Mercury Security Panels* on page 156.

3. After the panels have been added to the system, select the Subpanels tab.
4. For each PIM400 subpanel, enter the **Low Door** and **High Door** number that is assigned to the subpanel.

   Each PIM400 subpanel manages up to 16 wireless doors in a series. You must identify the lowest numbered door and the highest numbered door managed by each subpanel. The numbered doors managed by each subpanel cannot overlap.

5. Create a door for each wireless lock assembly.

   For more information, see *Adding Doors* on page 249.

6. For each door, select the corresponding Mercury Security panel, PIM400 subpanel and door number that is assigned to the wireless lock assembly.
7. On the door Parameters tab, you can set the **Lock Function** for the wireless locks. The options are:
   - **None**: Use the system default door settings.
   - **Privacy**: When you press the interior lock button, the door will lock and the exterior lock will not grant access to any token. To unlock, you must press the interior lock button again or exit the room.
   - **Apartment**: Use the interior lock button to toggle between locked and unlocked. When the door is locked, any valid token will open the door. The door must be manually locked or it will stay unlocked.
   - **Classroom — Classroom/Storeroom** — The lockset is normally secure. The inside lever always allows free egress. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may be used to change to a passage or secured status. Not to be used on mortise deadbolt. Interior push button not to be used.

     This is the only lock function supported for the RSI-connected NDE series lock.

     This lock function is not supported for the IP-connected LE and NDE series lock.

   - **Office** — The lockset is normally secure. The inside lever always allows free egress. An interior push-button on the inside housing may be used to select a passage or secured status. Meets the need for lockdown function for safety and security. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may also be used to change status. Not to be used on mortise deadbolt.

Note: A Restore door action is available on the Door listing page and the Hardware Status page which resets the Door Mode to its default value.

8. Customize all other door settings to meet your system requirements and save your changes.

Configuring Allegion Schlage LE Series Locks

To use Allegion Schlage LE series locks, you must have one of the following panels connected to the system:

- Mercury EP1501 or EP2500 panel with downstream support.
- ENGAGE™ Gateway subpanel that is wired to the Mercury panel.

Note: Ensure that the wireless locks have been installed in line with Schlage's installation instructions.

1. Add a Mercury EP2500 or EP1501 (with downstream) panel to the ACM system following the steps below:
   - Select **Physical Access** > **Panels** to open the Panels page.
   - Click ✚ to add a new panel on the Panel: Add New page.
   - Enter the Name, Vendor (Mercury Security), Model (2500 or 1501 with Downstream) and select **Installed**, then click ✔ to save the new panel.
2. If you are adding:
   - just ENGAGE Gateway subpanels, then add all required subpanels to the panel created in the previous step using the Batch Add option and click ✔.

     Note: You will still need to manually make sure that the ENGAGE Gateway has matching configuration as the physical gateway.

   - both Gateway and non-Gateway subpanels, then enter the correct number of Gateway subpanels and/or PIM400s on the Subpanel: Batch Add page (do not select any other panels at this stage) and click ✔. For each other subpanel to be added:
     - Click on the **Subpanels** tab to open the Subpanel page. If you are adding non-Gateway subpanels ensure that the subpanels are set to the correct port.
     - Add the subpanel. You can mix and match any subpanels using the same Mercury Security protocol on the same port (i.e. ENGAGE Gateway and PIM400). For more information, see *Adding Mercury Security Panels* on page 156.

For each ENGAGE Gateway subpanel, enter the following and select Installed:

- **Port**
- **Address**
- **Low Door** and **High Door** number that is assigned to the subpanel.

Each ENGAGE Gateway subpanel manages up to 10 LE wireless doors. You must identify the lowest numbered door and the highest numbered door managed by each subpanel. The numbered doors managed by each subpanel cannot overlap.

3. Create a door for each wireless lock assembly.

   For more information, see *Adding Doors* on page 249.

4. For each door, select the corresponding Mercury Security panel, ENGAGE Gateway subpanel and door number that is assigned to the wireless lock assembly.
5. On the door Parameters tab, you can set the **Lock Function** for the wireless locks. The options are:.
   - **None**: Use the system default door settings.
   - **Privacy**: When you press the interior lock button, the door will lock and the exterior lock will not grant access to any token. To unlock, you must press the interior lock button again or exit the room.
   - **Apartment**: Use the interior lock button to toggle between locked and unlocked. When the door is locked, any valid token will open the door. The door must be manually locked or it will stay unlocked.
   - **Classroom — Classroom/Storeroom** — The lockset is normally secure. The inside lever always allows free egress. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may be used to change to a passage or secured status. Not to be used on mortise deadbolt. Interior push button not to be used.

     This is the only lock function supported for the RSI-connected NDE series lock.

     This lock function is not supported for the IP-connected LE and NDE series lock.
   - **Office** — The lockset is normally secure. The inside lever always allows free egress. An interior push-button on the inside housing may be used to select a passage or secured status. Meets the need for lockdown function for safety and security. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may also be used to change status. Not to be used on mortise deadbolt.

   Note: A Restore door action is available on the Door listing page and the Hardware Status page which resets the Door Mode to its default value.

6. Customize all other door settings to meet your system requirements and save your changes.

Configuring Allegion Schlage NDE Series Locks

To use Allegion Schlage NDE series locks, you must have one of the following panels connected to the system:

- Mercury EP1501 or EP2500 panel with downstream support.
- ENGAGE Gateway subpanel that is wired to the Mercury Security panel.

Note: Ensure that the wireless locks have been installed in line with Schlage's installation instructions.

1. Add a Mercury EP2500 or EP1501 (with downstream) panel to the ACM system following the steps below:
   - Select **Physical Access** > **Panels** to open the Panels page.
   - Click ✚ to add a new panel on the Panel: Add New page.
   - Enter the Name, Vendor (Mercury Security), Model (2500 or 1501 with Downstream) and select **Installed**, then click ✔ to save the new panel.
2. If you are adding:
   - just ENGAGE Gateway subpanels, then add all required subpanels to the panel created in the previous step using the Batch Add option and click ✔.

     Note: You will still need to manually make sure that the ENGAGE Gateway has matching configuration as the physical gateway.

   - both Gateway and non-Gateway subpanels, then enter the correct number of Gateway subpanels and/or PIM400s on the Subpanel: Batch Add page (do not select any other panels at this stage) and click ✔. For each other subpanel to be added:
     - Click on the **Subpanels** tab to open the Subpanel page. If you are adding non-Gateway subpanels ensure that the subpanels are set to the correct port.
     - Add the subpanel. You can mix and match any subpanels using the same Mercury Security protocol on the same port (i.e. ENGAGE Gateway and PIM400). For more information, see *Adding Mercury Security Panels* on page 156.

     For each ENGAGE Gateway subpanel, enter the following and select Installed:

     - **Port**
     - **Address**
     - **Low Door** and **High Door** number that is assigned to the subpanel.

     Each ENGAGE Gateway subpanel manages up to 10 NDE wireless doors. You must identify the lowest numbered door and the highest numbered door managed by each subpanel. The numbered doors managed by each subpanel cannot overlap.
3. Create a door for each wireless lock assembly.

   For more information, see *Adding Doors* on page 249.

4. For each door, select the corresponding Mercury Security panel, ENGAGE Gateway subpanel and door number that is assigned to the wireless lock assembly.
5. On the door Parameters tab, you can set the **Lock Function** for the wireless locks. For the NDE series there is only one lock function: **Classroom — Classroom/Storeroom**.

   Note: There is a Restore door action available on the Door listing page and the Hardware Status page which resets the Door Mode to its default value.

6. Customize all other door settings to meet your system requirements and save your changes.

Configuring SimonsVoss Wireless Locks

To use SimonsVoss series locks, you must have the following panels connected to the ACM system:

- Mercury EP1501 (with downstream support), EP1502, EP2500, or MS-ICS panel .
- SmartIntego GatewayNode subpanel that is connected over an Ethernet network using TCP. This connection is established after setting up the subpanel in the ACM software.

Ensure that the wireless locks have been installed and configured according to the SimonsVoss installation instructions. You must have:

- Configured the hostname, and optionally the IP address, or the MAC address in the SmartIntego GatewayNode software. For more information, refer to the SimonsVoss documentation for the SmartIntego GatewayNode software.

  Note: To use the MAC address of the wireless lock, the hostname must be configures in the format MAC<nnnnnnnnnnnn>, where nnnnnnnnnnnn is the MAC address without any colons. For example, the hostname for a lock with MAC address 12:34:56:78:9A:BC is entered MAC123456789ABC.

- Identified the hexadecimal address for each SmartIntego GatewayNode and each wireless lock before you can connect them to the ACM software. This information is available from the SmartIntego Tool as shown in the figures below. In these examples:

  - 0X0011 is the hex address for the SimonsVoss GatewayNode. Enter this value in the Address field for each SmartIntego GatewayNode in the ACM software (Physical Access > Panel > Subpanel).

    0X0016 is the hex address for the SimonsVoss wireless lock. This is the value entered in the Door Number field for each SImonsVoss lock in the ACM software (Physical Access > Doors > Add Door).

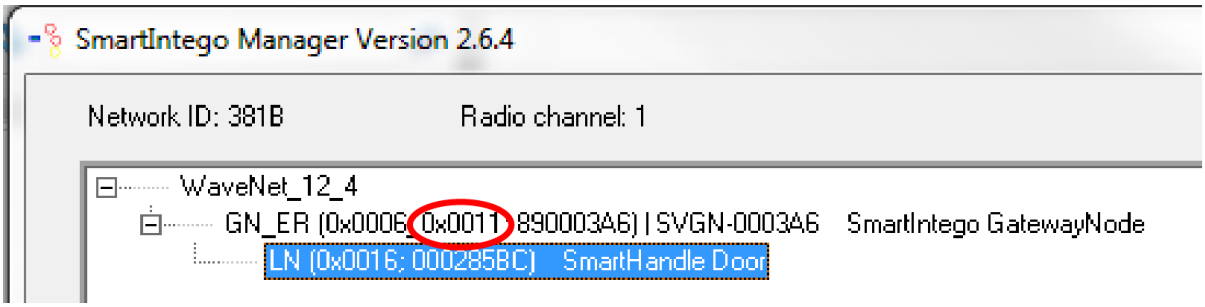


Figure 11: The SmartIntego GatewayNode hexadecimal address in the SmartIntego Manager screen of the SmartIntego Tool.

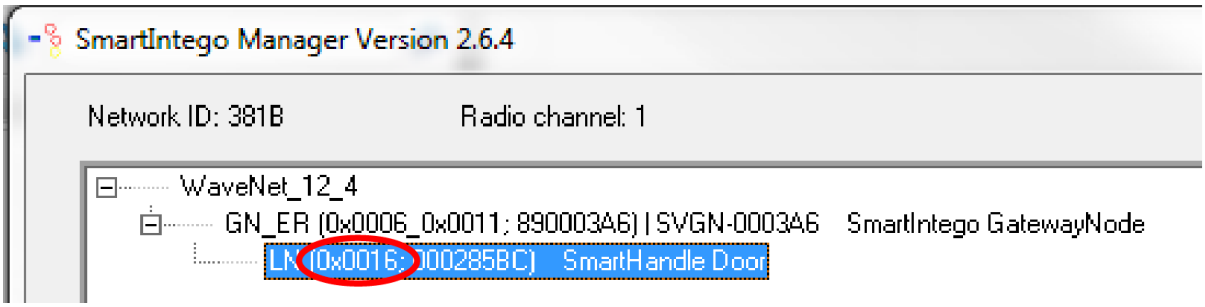


Figure 12: The SmartIntego lock hexadecimal address in the SmartIntego Manager screen of the SmartIntego Tool.

Note: The SmartIntego Tool software and the SmartIntego GatewayNode software are not supported on Microsoft Windows 10.

To configure a door with a SmartIntego wireless lock in the ACM software, use the following steps:

1. Add a supported Mercury panel to the ACM system following the steps below:
   - Select **Physical Access** > **Panels** to open the Panels page.
   - Click ✚ to add a new panel on the Panel: Add New page.
   - Enter the Name, Vendor (Mercury Security), Model (one of the supported panels) and select **Installed**, then click ✔ to save the new panel.
2. Optionally, on the Subpanel: Batch Add panel, enter the number of SmartIntego GatewayNode subpanels. you want to add using the Batch Add option and click ✔.
3. Click on the **Subpanels** tab to open the Subpanel page.
4. Open each SmartIntego GatewayNode subpanel and enter the following:
   - **Port**—Select Network and select **Installed**.
   - Enter at least one of the following
     - **IP Address**
     - **MAC Address**
     - **Hostname**
   - **Address**—enter the hexadecimal address for the SmartIntego GatewayNode.

Each SmartIntego GatewayNode subpanel manages up to 16 wireless doors.

> **Note:** You will still need to manually make sure that the subpanel configuration matches the physical gateway

5. Create a door for each wireless lock assembly. Ensure you specify Mercury Security as the vendor.

   For more information, see *Adding Doors* on page 249.

6. On the Parameters panel for each door, ensure that you do the following:
   - **Vendor** — Select Mercury Security
   - **Panel** — Select the panel that is connected to the SmartIntego GatewayNode for the door.
   - **Subpanel** — Select the subpanel for the SmartIntego GatewayNode that is connected to the door.
   - **Door Number** — Enter the hexadecimal address for the SmartIntego wireless lock assembly.
   - **Installed** — Click the checkbox.
   - **Don't pulse door strike on REX** — For SimonsVoss wireless locks, such as cylinders, that do not support a door position switch (DPOS) , this box must not be checked.
7. If the SimonsVoss lock on the door does not support a DPOS, the settings in the following fields have no effect:
   - On the parameters tab:
     - Mask Forced Schedule
     - Mask held Schedule
     - Always Mask Forced
     - Always Mask Held
     - Offline Mode
     - Deny Duress
     - Door Forced Filter
     - Enable cipher Mode
     - Use Shunt Relay
     - Detailed Events
     - do Not Log Rex Transactions
     - Log all grants right away

- On the Operations tab:
    - APB Mode
    - APB Delay
    - Into Area
    - Out of Area
    - PIN Timeout
    - PIN Attempts
    - LED Mode
    - Held Open Time
    - Held Pre Alarm Access Time
    - Extended Access
    - Extended Held Open Time
    - Simple Macros
    - Strike Mode
    - Access time when open
    - Card Format
    - The Door status will default to Normal Status

8. Customize the other door settings to meet your system requirements and click  .

The ACM system and the SmartIntego GatewayNode subpanel should now connect and the door should be online. If the door is not online:

- Wait a few minutes: The GatewayNode polls the SimonsVoss wireless lock three times in three minutes, then polls every three hours, until the door responds. Normally, the door should come online within three minutes.
- If the door is not online within a few minutes: Check all the connections between the ACM system and the SmartIntego GatewayNode subpanel, including the power.

After the door is operational, certain conditions of the SimonsVoss wireless lock that change the door status are not always immediately reported to the ACM system. As a result, the door status reported in the ACM client may not always accurately reflect the actual status of the of the door.

- If you uninstall the door and then reinstall it in the ACM system, the connection between the SmartIntego GatewayNode subpanel and the SimonsVoss lock is not interrupted. However, the reinstalled door will appear offline to the ACM system until the SmartIntego GatewayNode subpanel polls the SimonsVoss lock. This poll happens once every 12 hours, so you may have to wait as long as 12 hours. During this period, the door will function normally but the ACM system will not receive any events from the door.

- After a power outage to the SmartIntego GatewayNode subpanel, an accurate door status will not be seen in the ACM system until after the SmartIntego GatewayNode subpanel is online and polling of all the SimonsVoss doors connected to that subpanel has completed. The time it takes for the subpanel to come online and start polling can be variable.
- If the batteries in the SimonsVoss lock are depleted or removed, an accurate door status will not be seen in the ACM system until after 24 hours have elapsed since the last battery status report was received from the wireless lock. It could take up to 24 hours after battery power has been lost before the status is correctly reported. Meanwhile, commands can be sent to the door, but nothing happens.

Note: The ACM lockdown priority operation is superseded by the Escape and Return state of the SimonsVoss wireless lock when it becomes engaged in a lockdown situation.

Updating Panel Firmware

You can upload firmware updates to the panel, activate the new firmware and apply the latest ACM system configuration parameters.

CAUTION — Risk of loss of functionality. It is possible to downgrade to an earlier firmware version by choosing an earlier firmware file. If you do downgrade to an earlier firmware release, functionality provided in later releases will no longer be available, resulting in unexpected behavior. For example, override functionality available for Mercury panels in the ACM software 5.12.2 and later, requires the Mercury firmware version 1.27.1 or later.

1. On the Panels list, select the panel.
2. On the Panel: Status page, click **Firmware**.
3. Do any of the following:
   - Apply a firmware update that is available in the system, click  next to the firmware file.
   - Upload a new firmware update provided by the manufacturer:
     a. Download the firmware file from the manufacturer.
     b. Click **Add Firmware**.

        See *Appendix: pivCLASS Configuration* on page 695.

     c. Click **Choose File** and select the firmware file.
     d. Click  to upload the firmware file.

        Note: If you click  , the **Identity Import Type:** will be set to **Auto** and any attached CSV files will be deleted.

e. On the Firmware list, click  next to the firmware file to apply it to the panel.

- Delete an existing firmware update, click  next to the firmware file. Click **OK** to confirm the operation.

Panels list

The **Panels** page lists of all the panels you are authorized to see and control. From this list you can control panels, as well as add and delete doors, edit doors and their associated control panels, and create overrides to temporarily change the normal status of selected doors.

Select **Physical Access** > **Panels** to access the Panels list.

Searching, sorting, and filtering

Many facilities require the control and monitoring of dozens, even hundreds, of doors simultaneously. This can result in a crowded listing page. You can search for specific doors to narrow the list of doors, filter the columns for specific values, and create and save custom filters. You can then sort the results using any one column.

Searching the list:

1. Use any (or all) of the following to define your search:
   - Enter your search term in the **Search...** field. Use any series of letters and numbers to search for the panels you want to see.
   - If known, select the **Device Status**.
   - If known, select the **Appliance** the panel is connected to.
   - If known, select the **Group** the panel is included in.
2. Click **OK**.

Sorting the list:

1. Click in a column heading:
   - Click to sort in ascending order.
   - Click to sort in descending order.

To see the legend for all the device statuses:

- Click **Legend** to see the list of statuses and the related icons.

Adding and deleting panels

- Click the **Add Panel** link to define a new door. For more information, see *Adding Panels* on page 150 and *Adding Panels* on the next page
- Click at the end of a row to complete any of the following actions on a panel:

- **Install**—enables communications between the panel and the ACM system.
- **Uninstall**—disables communications between the panel and the ACM system.
- **Delete**—removes the connection between the panel and the ACM system.

- Select doors in the list and click the **Delete** control button.

The following information is displayed for each panel in the list:

Column Heading	Description
Device status	Displays the device status. Hover the mouse over the related icon to see more details. **Note:** The tamper icon only appears for OSDP readers, and reports whether the reader is offline or has been tampered with.
Name	The name assigned to this door. Click on this name to open the Panels page Status tab.
Model	The model of the panel.
Firmware	The firmware software version installed on the panel.
IP address	The IP address of the panel.
MAC Address	The MAC address of the panel.
Cards in use	The number of cards (tokens) recognized by the panel.
Last Comm	The timestamp of the last communication from the panel received by the ACM system.

Adding Panels

Panels connect door controllers and their readers to the ACM appliance. Adding a panel to the ACM system allows the appliance to gather information on the connected doors.

Tip: To add a gateway to manage Schlage IP wireless locks, see *Step 2: Configuring Gateways for IP Wireless Locks* on page 264.

To add a panel to the system:

1. Select **Physical Access > Panels**.
2. Click **Add Panel**.
3. Enter:

Name	Up to 50 characters for the name of the panel. Enter a name that will help you identify the devices it controls. Duplicate names are not allowed.
Physical Location	Where the panel is installed.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Appliance	The ACM appliance that is connected to the panel.
Vendor	The vendor of the panel or gateway.
	If **HID** is selected, enter: **Model**: The V1000 or V2000 model of the panel. **Timezone**: The local time zone in which the panel operates for door schedules and other time-based decision making.
	If **Mercury Security** is selected, enter: **Model**: The model of the Mercury panel. **Tip:** Lenel panels can be configured as Mercury panels. For more information, see *Lenel Panel Support* on page 158. **Enable Large Encoded Card Format**: For all types of Mercury controllers other than the LP4502 model with the pivCLASS with external PAM. See *Appendix: pivCLASS Configuration* on page 695. **Embedded Auth**: For LP4502 model only. See *Appendix: pivCLASS Configuration* on page 695. **Timezone**: The local time in which the panel operates for door schedules and other time-based decision making. **Wiring Type**: For SCP models only. The type of port the panel uses to connect to door or subpanels. For SCP-2 and SCP-E models, enter: • **(4) 2-Wire Ports** • **(2) 4-Wire Ports** • **(1) 4-Wire/(2) 2-Wire** For SCP-C model, enter: • **(2) 2-Wire Ports** • **(1) 4-Wire Port**

	Total Memory: For SCP-2 and SCP-E models only. The total memory the panel contains. **Max Elevator Floors**: For SCP models only. The number of floors the panel oversees. Up to 128 floors can be specified. For more information on defining elevator door access, see *Managing Elevator Access* on page 595. **Allocate space :** **Credentials**: The number of credentials that can be stored in the panel. The number is dependent on the memory, vendor and model of the panel. **Events**: The number of transactions to buffer in the panel. The number is dependent on the memory, vendor and model of the panel. **Version**: The current version of the database.
	If **Schlage** is selected, enter: **Site** : The name of the site that the gateway is commissioned to. **Model**: **ENGAGE Gateway - IP**
Installed	If selected, the panel is installed and ready to communicate with the ACM appliance.

4. Click ✔ to save your changes.

   Click ✖ to discard your changes.

After you add a new panel for:

- HID V1000 model, see *Subpanel: Batch Add page (VertX®)* below
- HID V2000 model, see *Subpanel - Add page* on page 189
- Any Mercury Security model, see *Batch Creating Subpanels on a New Mercury Panel* on page 152

After you add a new gateway for:

- Schlage ENGAGE Gateway for Schlage RSI wireless locks, see *Adding a Subpanel* on page 162
- Schlage ENGAGE Gateway for Schlage IP wireless locks, see *Step 3: Configuring IP Wireless Locks* on page 265

See also:

- *Deleting Doors* on page 256

Subpanel: Batch Add page (VertX®)

This page appears if you are adding a new VertX® panel. After you save the initial panel details, this page allows you to batch add all the subpanels that may be connected to the controller panel.

Feature	Description
Port #	The port on the panel that the subpanel is connected to.
Model	The supported subpanel models.
Quantity	Select the number of each subpanel that is installed at each port.

Feature	Description
	Click this button to save your changes.
	Click this button to discard your changes.

Panel: Edit page (VertX®)

When you select a VertX® panel, the configurable options are arranged in tabs on the Panel: Edit page.

Status page (VertX®)

When you select a VertX® panel from the Panel list, the Status page of the panel Edit screen is displayed.

The current status of the device is indicated by the background color. For more information, see *Status Colors* on page 636

Feature	Description
Panel Status	
	Indicates communication status between this panel and the appliance.
	Indicates power status to this panel.
	Indicates status of the tamper switch on this panel.
	Indicates the status of the backup battery for this panel.
Download	
Parameters	Click this button to download the panel's configuration, event and access parameters to the panel.
Tokens	Click this button to download tokens to the panel.
Reset /Download	Click this button to reset and download current data to the panel's connected doors.
APB Reset	Click this button to reset the anti-passback configuration for this panel.
Status	
Command	Indicates the number of commands downloaded to this panel.
Current	Indicates the number of items currently being downloaded.
Queued	Indicates the number of items still in the queue to be downloaded.
Tags	Indicates the number of tags being downloaded.
Tokens	Indicates the number of tokens being downloaded.
Firmware	Click this button to update the panel firmware.
Last comms	Indicates the date and time of the last message communicated between the panel and the appliance.
Memory	Indicates the amount of memory in MB this panel currently possesses.

Feature	Description
Available	Indicates the amount of memory, in MB, that is available for storing parameters and tokens.
Cards in use	Indicates the number of cards currently in use on this panel.
Subpanel Matrix	
Subpanel	The name of the connected subpanel. Click the name to see the status of all the devices that are connected to the subpanel.
	Indicates the communications status between the panel and the subpanel.
	Indicates the power status to the subpanel.
	Indicates the tamper switch status on the subpanel.
	Indicates the backup battery status for the subpanel.

Subpanel: Status lists - (VertX®)

When you click on one of the available subpanels from the Panel: Status page, the Subpanel: Status list is displayed.

This page lists all inputs, outputs and readers that are supported by the selected subpanel.

The current status of the device is indicated by the background color. For more information, see *Status Colors* on page 636

Feature	Description
Subpanel Details	
Name	The name of the subpanel. Click this name to edit the subpanel.
Comms	Indicates the current status of communication between this subpanel and the appliance.
Power	Indicates the current source and status of power to the subpanel.
Tamper	Indicates the current status of the tamper switch on the subpanel.
Battery	Indicates the current status of the subpanel battery.
Message	Displays information related to alarms or events that affect the subpanel.
Model	Indicates the model of this subpanel.
Firmware	Click this button to update the subpanel firmware.
Subpanel Matrix	
Inputs	The name of the input. Click the name to edit the input.
Actions	Click the **Mask** button to mask the input.
	Click the **Unmask** button to unmask input.
Outputs	The name of the output. Click the name to edit the output.

Feature	Description
Actions	Click the **On** button to activate the output.
	Click the **Off** button to deactivate the output.
	Click the **Pulse** button to pulse the output.
Readers	Click one of the listed readers to edit its details.

Firmware list (VertX®)

When you click the **Firmware** button on the Panel: Status page, the Firmware list is displayed.

Only the files that have been added to the system are listed.

Feature	Description
Name	The name of the firmware file.
Size	The total size of the firmware file in bytes.
Upload Date	The date and time when the firmware file was uploaded to the appliance.
Apply	Click  to apply this firmware update to the panel.
Delete	Click  to delete this firmware file from the appliance.
Add New Firmware	Click this button to add a new firmware file to the list.

Firmware: Add page (VertX®)

When you click **Add Firmware** from the Firmware list, the Firmware: Add page is displayed.

This page allows you to select and upload the latest panel firmware file.

Feature	Description
Upload Firmware file	Click **Choose File** to locate the firmware update file.
	Click this button to upload the file to the appliance.
	Click this button to discard your changes.

Panel: Configure page (VertX®)

When you click the **Configure** tab from the Panel: Edit screen, the Panel: Configure page is displayed. This page allows you to define the panel's identity in the system.

Feature	Description
Name	The name of the panel.
Physical Location	A description of where the panel is installed.
Appliance	This read-only field indicates the appliance that is connected to the panel.
Vendor	The read-only field displays **HID**.

Feature	Description
Installed	Check this box to indicate that the panel is installed and can communicate with the appliance.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Model	The read-only field displays the panel model.
Timezone	Select the panel's local time zone from the drop down list.
	Click this button to save your changes.
	Click this button to discard your changes.
Add New Panel	Click this button to add a new panel.
Show Policy	Click this button to download a PDF report of the policies that are currently configured for the panel.

Panel: Host page (VertX®)

When you click the **Host** tab from the Panel Edit screen, the Panel: Host page is displayed. This page allows you to define the panel's IP address and port number.

Feature	Description
Name	The name of the panel.
Physical Location	Where the panel is located.
Appliance	This read-only field indicates the appliance that is connected to the panel.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Installed	Check this box to indicate that the panel is installed and can communicate with the appliance.
IP Address	Enter the IP address of this panel.
Port	Enter the port number used by this panel.
Offline Timeout	From the list, select the number of milliseconds this panel can remain offline (disconnected from the host) before the panel attempts to contact an alternative host, if one exists.
	Click this button to save your changes.
	Click this button to discard your changes.
Add New Panel	Click this button to add a new panel.
Show Policy	Click this button to download a PDF of the panel's current policy.

Subpanel list page (VertX®)

When you click the **Subpanels** tab from the Panel: Edit screen, the Subpanel list is displayed. This page lists all the subpanels that have been added to the system and displays the following details about each subpanel:

Feature	Description
Name	The name of the subpanel. Click the name to edit the subpanel.
Type	This read-only column indicates the type of subpanel this is.
Port	This read-only column indicates the port that this subpanel is currently connected to on the master panel.
Address	This read-only column indicates the RS45 address of this subpanel.
Installed	 indicates the subpanel is installed and able to communicate with the appliance.  indicates that the subpanel is not installed. No communications to the subpanel will be attempted. Click the icon to change the installed status.
	Click this icon to display the subpanel inputs listing page. This displays the input points available on the subpanel. For more information, see *Editing Subpanels* on page 164 and *Inputs* on page 165.
	Click this icon to display the subpanel outputs page. This displays the output points available on the subpanel. For more information, see *Editing Subpanels* on page 164 and *Outputs* on page 164.
	Click this icon to display the subpanel readers page for the specified subpanel. This displays the readers available with this module. For more information, see *Editing Subpanels* on page 164.
	Click this icon to delete the subpanel from the list.
Add New Subpanel	Click this button to add another subpanel to this panel. The Subpanel Add page appears.

Subpanel - Add page

Mercury Security and HID VertX doors.

When you click **Add Subpanel** from the Subpanels list, the Subpanels list is displayed. Define new subpanels supported by the panel for the system.

> **Note:** Fields in this list that are not supported by the door module are not displayed.

Name	A name for the new subpanel.

Physical Location	A brief description of where this subpanel is located.
Model	The door model of the new subpanel.
Port	The port that this subpanel is connected to on the main panel. For a Schlage AD-300 subpanel, the default is 2.
Installed	If checked, the subpanel is installed and able to communicate with the main panel.
Address	The RS-485 or IP address for the selected port and for all subpanels except those that use the network port. For a SimonsVoss GatewayNode subpanel, the hexadecimal address assigned by the SmartIntego Tool.
Address Mode	For the MR62e module only, DHCP or Static IP.
Elevator Inputs	For an MR16IN or MR52 subpanel if checked, the door module is used as an input for an elevator.
Elevator Outputs	For an MR16OUT or MR52 subpanel if checked, the door module is used as an output for an elevator.
IP Address	The subpanel IP address of an MR51e subpanel or MR62e module operating in Static IP mode.
Hostname	For an MR62e module, DHCP mode, the subpanel hostname.
MAC Address	For an MR51e subpanel, the subpanel MAC address.
Low Door	For a Schlage ENGAGE Gateway or PIM400 subpanel, the lowest door number in the series that is managed by the subpanel. The numbered doors managed by each subpanel cannot overlap.
High Door	For a Schlage ENGAGE Gateway or PIM400 subpanel, the highest door number in the series that is managed by the subpanel. The numbered doors managed by each subpanel cannot overlap.
	Click this button to save your changes.
	Click this button to discard your changes.

Subpanel: Edit page (VertX®)

When you click the name of a subpanel from the Subpanels list, the Subpanel Edit page is displayed. This page allows you to define the identity of the panel and where it is connected to the master panel.

Feature	Description
Name	The name of this subpanel.
Physical Location	A brief description of where this subpanel is located.
Model	The read-only field displays the subpanel descriptor or model number.

Feature	Description
Port	Select the port that this subpanel is connected to on the master panel.
Address	Select the RS45 address for the selected port.
Installed	Make sure this checkbox is selected to indicate that the subpanel is installed and able to communicate with the master panel.
	Click this button to save your changes.
	Click this button to discard your changes.

Subpanel - Input list (VertX®)

If you click  from the Subpanels list, the Input list is displayed. This page lists all the input points that are available on the subpanel, and displays the following details about each input:

Feature	Description
Inputs	The name of the input. The default name of the input is the input's location on the subpanel. Click the name to edit the input.
Address	The read-only address of this input point on the subpanel.
Masked	The current masking status for this input. •  indicates the point is masked. •  indicates the point is not masked. Click the icon to change the masking status.
Installed	The current input connection status. •  indicates the input is installed and able to communicate with the appliance. •  indicates that the input is not installed. No communications to the subpanel will be attempted. Click the icon to change the installed status.

Subpanel - Input: Edit page (VertX®)

When you click the name of an input from the Inputs list, the Input: Edit page is displayed. This page allows you to define the details of the input.

Feature	Description
Input	The name of the input. The default name of the input is the input's location on the subpanel.
Installed	Check to indicate that this point is connected and active.
Address	The read-only address of this input point.
Supervision	If resistors are used to monitor the input, select the level of resistance expected to indicate

Feature	Description
	open or closed.
Debounce	From the drop down list, select the number of units this input should be allowed to debounce. Each unit is approximately 16 ms.
Masked	Check this box to indicate that this input is normally masked.
Cameras	Select the camera from the window that this input activates if it goes into alarm. Only those cameras previously defined for this system appear in this window.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Canned Macros	
Type	Select a type of macro. Only the macros supported by the input point are listed.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Operation Type	The read-only summary of the macro operation type.
Output	Select the output that is triggered when the macro is activated.
Save Macro	Click this button to save the canned macro settings. You can create more than one canned macro per input. For more information, see *Adding Simple Macros* on page 256.
	Click this button to save your changes.
	Click this button to discard your changes.
Show Policy	Click this button to display the policies associated with this input module.

Subpanels - Output list (VertX®)

When you click  from the Subpanels list, the Outputs list is displayed. This page lists all the output points that are available on the subpanel, and displays the following details about each output:

Feature	Description
Outputs	The name of the output. The default name of the output is the output's location on the subpanel. Click the name to edit the output.
Address	The read-only address of this output point on the subpanel.
Installed	The current output connection status. •  indicates the output is installed and able to communicate with the appliance. •  indicates that the output is not installed. No communications to the subpanel will be attempted.

Feature	Description
	Click the icon to change the installed status.

Subpanel - Output: Edit page (VertX®)

When you click the name of an output from the Outputs list, the Output: Edit page is displayed. This page allows you to define the details of this output.

Feature	Description
Output	The name of the output point. The default name is the location of the output point on the subpanel.
Installed	Check this box to indicate that this output point is connected and active.
Address	The read-only address for this output point on the subpanel.
Pulse Time	Enter the pulse interval time. This is the number of seconds that the output will activate when a pulse command is issued. This field is only available on outputs not associated with doors (e.g. auxiliary relays).
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.
Show Policy	Click this button to display the policies associated with this output module.

Subpanels - Reader list (VertX®)

When you click  from the Subpanels list, the Reader list is displayed. This page lists all the reader points that are available on the subpanel, and displays the following details about each reader:

Feature	Description
Reader	The name of the reader. The default name of the reader is the reader's location on the subpanel. Click the name to edit the reader.
Alt Name	The alternative name assigned to the reader.
Address	The read-only address of this reader on the subpanel.
Location	The physical location of this reader.
Installed	The current reader connection status. •  indicates the reader is installed and able to communicate with the appliance. •  indicates that the reader is not installed. No communications to the reader will be attempted.

Feature	Description
	Click the icon to change the installed status.

Subpanel - Reader: Edit page (VertX®)

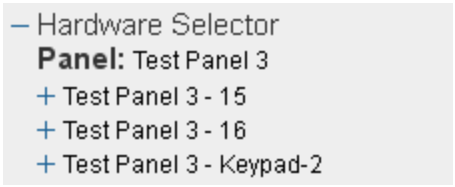
When you click the name of a reader from the Reader list, the Reader: Edit page is displayed. This page allows you to define the details of the connected card reader.

Feature	Description
Name	The name of the reader. The default name of the reader is the reader's location on the subpanel.
Alt. name	Enter an alternative name for this reader.
Location	Enter a brief description of where the reader is installed.
Keypad decode	From the drop down option list, select the keypad decode or encryption method you want to use for this reader. Choose from these options: • **Hughes ID 4-bit** • **Indala** • **MR-20 8 bit no tamper**
Wiegand	Check this box to indicate that this reader supports the Wiegand standard.
NCI magstripe	Check this box to indicate that this reader supports the NCI magstripe standard.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

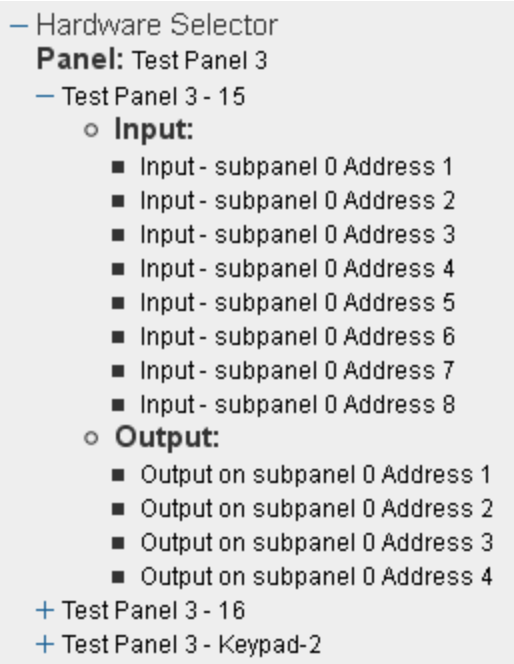
Panels - Events for Panel page (VertX®)

If you click the **Events** tab from the Panel Edit screen, the Events page is displayed. This page gives you a list of all the global events that are available to each device that is connected to this panel.

- In the top left corner of the page, click the + sign in **+Hardware Selector** to display a list of all the devices that are connected to the panel. For example:



  If you click + beside a subpanel, a list of the connected inputs and outputs is displayed. For example:



Click the **-** sign to hide the list items.

This page lists all the local and global events that can be triggered by this door. The Local Events table is only listed when there are local events configured for the door.

Feature	Description
Local Events This table is only displayed if there are local events for the device.	
Name	The name of this event. Click the name to edit the local event.
Event	The event type.
Source Type	The source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes ( ) or No ( ). Click the icon to change the status.
Logged	Indicates if this event is logged. Yes ( ) or No ( ). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes ( ) or No ( ). Click the icon to change the status.
	Click this button to delete the local event.

Feature	Description
Global Events	
This table displays all the global events that are related to this type of device.	
Name	The name of this event.
Event	The event type.
Source Type	the source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes or No.
Logged	Indicates if this event is logged. Yes or No.
Show Video	Indicates if there is video associated with this event. Yes or No.
Create Local	Click this button to create a version of this global event that only applies to the specific device.

Panels - Create Local Events for VertX® Panels

When you click the **Create Local** button from the Panel Events page, the local version of the Event page is displayed. This page is a copy of the global event that can be customized as a local event for this specific panel.

> **Note:** Changes on this page do not affect the global event.

Feature	Description
Name	The name of the event, which you can change if the name is not
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the configured door open time has expired.
Event Type	Specify the event type. Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported. Only schedules that have been defined in the system are listed.

Feature	Description
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page. This feature only works if video is enabled.
Two Person Required To Clear	Check this box to specify that two people are required to acknowledge and clear this event. If this box is checked then the operator that executes the Clear cannot be the same operator that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ▶ to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the selected roles will not be able to view or edit the event.

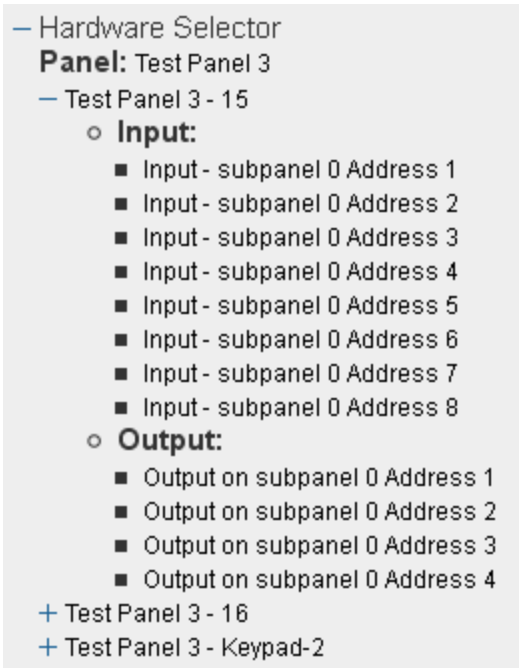
Feature	Description
	Click this button to save your changes.
	Click this button to discard your changes.

Subpanel page Events tab - Events for Panel/Subpanel list (VertX®)

Use the Hardware Selector from the Panel Events page to display the events for that subpanel:

- In the top left corner of the page, click the + sign in **+Hardware Selector** to display a list of all the devices that are connected to the panel. For example:

  If you click + beside a subpanel, a list of the connected inputs and outputs is displayed. For example:



  Click the **-** sign to hide the list items.

This page lists all the local and global events that can be triggered by this door. The Local Events table is only listed when there are local events configured for the door.

Feature	Description
Local Events	
This table is only displayed if there are local events for the device.	
Name	The name of this event.

Feature	Description
	Click the name to edit the local event.
Event	The event type.
Source Type	The source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes ( ) or No ( ). Click the icon to change the status.
Logged	Indicates if this event is logged. Yes ( ) or No ( ). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes ( ) or No ( ). Click the icon to change the status.
	Click this button to delete the local event.

Global Events

This table displays all the global events that are related to this type of device.

Name	The name of this event.
Event	The event type.
Source Type	the source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes or No.
Logged	Indicates if this event is logged. Yes or No.
Show Video	Indicates if there is video associated with this event. Yes or No.
Create Local	Click this button to create a version of this global event that only applies to the specific device.

Subpanels - Create Local Events for VertX® Subpanels

When you click the **Create Local** button from the Subpanel Events page, the local version of the Event page is displayed. This page is a copy of the global event that can be customized as a local event for this specific subpanel.

> **Note:** Changes on this page do not affect the global event.

Make any changes as required.

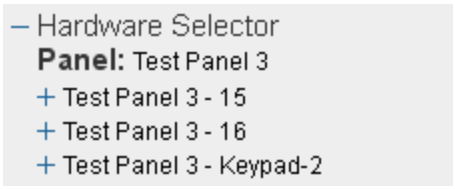
Feature	Description
Name	The name of the event, which you can change if the name is not
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the configured door open time has expired.
Event Type	Specify the event type. Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported. Only schedules that have been defined in the system are listed.
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page. This feature only works if video is enabled.

Feature	Description
Two Person Required To Clear	Check this box to specify that two people are required to acknowledge and clear this event. If this box is checked then the operator that executes the Clear cannot be the same operator that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ► to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the selected roles will not be able to view or edit the event.
	Click this button to save your changes.
	Click this button to discard your changes.

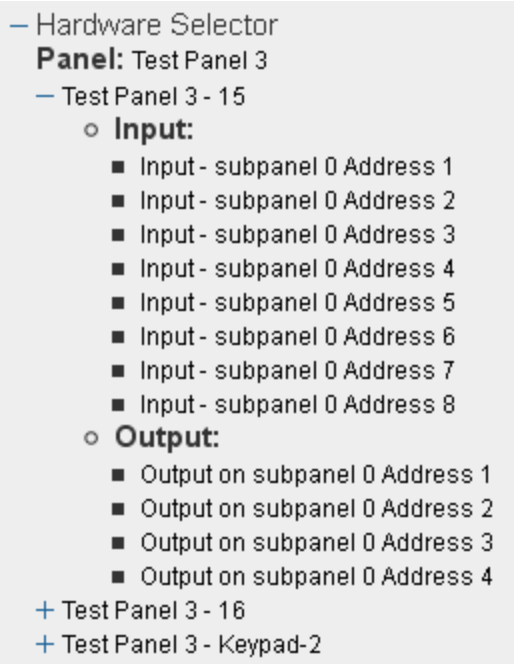
Subpanel page Events tab Events for Panel/Sub-Panel/Input list (VertX®)

If you select an input from the Panel: Events page, the page refreshes to display the related input events:

- In the top left corner of the page, click the + sign in **+Hardware Selector** to display a list of all the devices that are connected to the panel. For example:



  If you click + beside a subpanel, a list of the connected inputs and outputs is displayed. For example:



Click the **-** sign to hide the list items.

This page lists all the local and global events that can be triggered by this door. The Local Events table is only listed when there are local events configured for the door.

Feature	Description
Local Events This table is only displayed if there are local events for the device.	
Name	The name of this event. Click the name to edit the local event.
Event	The event type.
Source Type	The source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes ( ) or No ( ). Click the icon to change the status.
Logged	Indicates if this event is logged. Yes ( ) or No ( ). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes ( ) or No ( ). Click the icon to change the status.
	Click this button to delete the local event.

Feature	Description
Global Events	
This table displays all the global events that are related to this type of device.	
Name	The name of this event.
Event	The event type.
Source Type	the source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes or No.
Logged	Indicates if this event is logged. Yes or No.
Show Video	Indicates if there is video associated with this event. Yes or No.
Create Local	Click this button to create a version of this global event that only applies to the specific device.

Inputs - Create Local Events for VertX® Inputs

When you click the **Create Local** button from the Input Events page, the local version of the Event page is displayed. This page is a copy of the global event that can be customized as a local event for this specific input.

> **Note:** Changes on this page do not affect the global event.

Make any changes as required.

Feature	Description
Name	The name of the event, which you can change if the name is not
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the configured door open time has expired.
Event Type	Specify the event type. Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported.

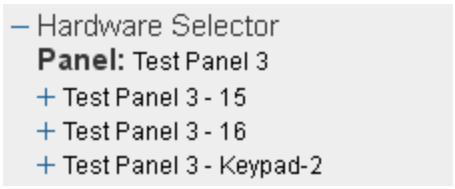
Feature	Description
	Only schedules that have been defined in the system are listed.
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page. This feature only works if video is enabled.
Two Person Required To Clear	Check this box to specify that two people are required to acknowledge and clear this event. If this box is checked then the operator that executes the Clear cannot be the same operator that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ▶ to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the

Feature	Description
	selected roles will not be able to view or edit the event.
	Click this button to save your changes.
	Click this button to discard your changes.

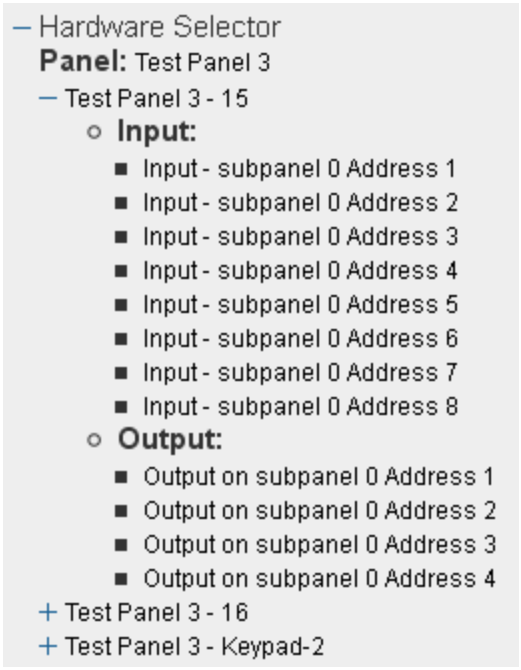
Subpanel page Events tab Events for Panel/Sub-Panel/Output list (VertX®)

If you select an output from the Panel Events page, the page refreshes to display the related output events.

- In the top left corner of the page, click the + sign in **+Hardware Selector** to display a list of all the devices that are connected to the panel. For example:



  If you click + beside a subpanel, a list of the connected inputs and outputs is displayed. For example:



  Click the **-** sign to hide the list items.

This page lists all the local and global events that can be triggered by this door. The Local Events table is only listed when there are local events configured for the door.

Feature	Description
Local Events	
This table is only displayed if there are local events for the device.	

Feature	Description
Name	The name of this event. Click the name to edit the local event.
Event	The event type.
Source Type	The source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes ( ) or No ( ). Click the icon to change the status.
Logged	Indicates if this event is logged. Yes ( ) or No ( ). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes ( ) or No ( ). Click the icon to change the status.
	Click this button to delete the local event.

Global Events

This table displays all the global events that are related to this type of device.

Name	The name of this event.
Event	The event type.
Source Type	the source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes or No.
Logged	Indicates if this event is logged. Yes or No.
Show Video	Indicates if there is video associated with this event. Yes or No.
Create Local	Click this button to create a version of this global event that only applies to the specific device.

Outputs - Create Local Events for VertX® Outputs

When you click the **Create Local** button from the Output Events page, the local version of the Event page is displayed. This page is a copy of the global event that can be customized as a local event for this specific output.

> **Note:** Changes on this page do not affect the global event.

Make any changes as required.

Feature	Description
Name	The name of the event, which you can change if the name is not
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the configured door open time has expired.
Event Type	Specify the event type. Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported. Only schedules that have been defined in the system are listed.
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page. This feature only works if video is enabled.

Feature	Description
Two Person Required To Clear	Check this box to specify that two people are required to acknowledge and clear this event. If this box is checked then the operator that executes the Clear cannot be the same operator that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ► to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the selected roles will not be able to view or edit the event.
	Click this button to save your changes.
	Click this button to discard your changes.

Panel: Edit page (Mercury Security)

When you select a Mercury Security panel, the configurable options are arranged in tabs on the Panel: Edit page.

Status tab (Mercury Security)

When you select a Mercury panel from the Panel list, the Status page of the panel Edit screen is displayed.

The current status of the device is indicated by the background color. For more information, see *Status Colors* on page 636

Feature	Description
Panel Status	
	Indicates communication status between this panel and the appliance.
	Indicates power status to this panel.
	Indicates status of the tamper switch on this panel.
	Indicates the status of the backup battery for this panel.

Feature	Description
Message	Indicates system messages about the panel.
Download	
Parameters	Click this button to download the panel's configuration, event and access parameters to the panel.
Tokens	Click this button to download tokens to the panel.
Reset /Download	Click this button to reset and download current data to the panel's connected doors.
APB Reset	Click this button to reset the anti-passback configuration for this panel.
Status	
Command	Indicates the number of commands downloaded to this panel.
Current	Indicates the number of items currently being downloaded.
Queued	Indicates the number of items still in the queue to be downloaded.
Tags	Indicates the number of tags being downloaded.
Tokens	Indicates the number of tokens being downloaded.
Clock	Click this button to re-sync the panel time.
Firmware	Click this button to update the panel firmware.
Last comms	Indicates the date and time of the last message communicated between the panel and the appliance.
Cycles	Indicates the number of cycles required to update the firmware.
Memory	Indicates the amount of memory in MB this panel currently possesses.
Available	Indicates the amount of memory, in MB, that is available for storing parameters and tokens.
Max Cards	Indicates the maximum number of cards supported by this panel.
Cards in use	Indicates the number of cards currently in use on this panel.
Subpanel Matrix	
Subpanel	The name of the connected subpanel. Click the name to see the status of all the devices that are connected to the subpanel.
	Indicates the communications status between the panel and the subpanel.
	Indicates the power status to the subpanel.
	Indicates the tamper switch status on the subpanel.

Firmware List (Mercury Security)

When you click the **Firmware** button on the Panel Status pane, the Firmware list is displayed.

Only the files that have been added to the system are listed.

Feature	Description
Name	The name of the firmware file.
Size	The total size of the firmware file in bytes.
Upload Date	The date and time when the firmware file was uploaded to the appliance.
Apply	Click  to apply this firmware update to the panel.
Delete	Click to delete this firmware file from the appliance.
Add Firmware	Click this button to add a new firmware file to the list.

Firmware: Add page (Mercury Security)

When you click **Add Firmware** from the Firmware list, the Firmware: Add page is displayed.

This page allows you to select and upload the latest panel firmware file.

Feature	Description
Upload Firmware file	Click **Choose File** to locate the firmware update file.
	Click this button to upload the file to the appliance.
	Click this button to discard your changes.

Configure tab (Mercury Security)

When you click the **Configure** tab from the Panel: Edit screen, the Configure tab is displayed. This tab allows you to define the panel's identity in the system

Feature	Description
Name	The name of the panel.
Physical Location	A description of where the panel is installed.
Appliance	This read-only field identifies the appliance that is connected to the panel.
Vendor	The read-only field displays **Mercury Security**.
Installed	Check this box to indicate that the panel is installed and can communicate with the appliance.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Model	This field displays the current panel model.
Timezone	Select the panel's local time zone from the drop down list.
Allocate space:	
Credentials	Set the number of credentials that can be stored in the panel. Enter a number between 0 and 100,000. The default value is 10,000. Credentials and events share storage space on the panel, so setting a higher number of

Feature	Description
	credentials leaves less space for events.
Events	Set the number of events to buffer in the panel. Enter a number between 0 and 5,000. The default value is 5,000. Credentials and events share storage space on the panel, so setting a higher number of events leaves less space for credentials.
Version	This read-only field displays the Access Control Manager database version used by the panel.
	Click this button to save your changes.
	Click this button to discard your changes.
Add New Panel	Click this button to add a new panel.
Show Policy	Click this button to download a PDF report of the policies that are currently configured for the panel.

Host tab (Mercury Security)

When you click the **Host** tab from the Panel Edit screen, the Host tab is displayed. This tab allows you to configure authentication of the panel, encryption of traffic to and from the panel, and to define the panel's IP address and port number.

Feature	Description
Name	The name of the panel.
Physical Location	Where the panel is located.
Appliance	This read-only field indicates the appliance that is connected to the panel.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Installed	Check this box to indicate that the panel is installed and can communicate with the appliance.
IP Client Connection	Use this option to switch the connection mode to IP Client mode from the default IP Server mode. When the panel is in this mode, the default options are replaced by the **MAC Address** field. Typically, this mode is used when you have remote panels behind a firewall and you cannot configure the firewall to redirect incoming traffic from the ACM system to the panels. For more information, see *Securing Remote Panels Without Using Port Redirection* on page 149.
MAC Address	This option only appears if the **IP Client Connection** checkbox is enabled. Enter the panel's MAC address.
TLS Required	Check this box to indicate that this panel must use TLS (Transport Layer Security). Panels added prior to ACM Release 6.0 may not have this checkbox selected. Panels added with ACM Release 6.0 and later have this checkbox selected by default.

Feature	Description
	Important: The panel itself must also be configured to use TLS.
Certificate Required	Check this box to indicate
IP Address	If you are connecting directly to the panel, enter the IP address or hostname of this panel, and the TCP port number if it is different from the default TCP port. If you are connecting to the panel behind a firewall and the firewall is redirecting traffic from the ACM appliance to the panel, enter the IP address or hostname of the firewall, and append the panel's unique TCP port. For more information see *Securing Remote Panels Using Port Redirection* on page 148. The default TCP portnumber is 3001. To change the TCP port number, enter the new port number as a fifth group in the IP address. For example, 69.143.66.10:*3333* indicates that port 3333 should be used instead.
Reply timeout	Select the number of milliseconds this panel is allowed to wait for a reply from the appliance.
Offline timeout	Enter the number of milliseconds this panel can be disconnected from an appliance before the panel attempts to connect to a standby appliance.
Retries	Select the number of times the panel will try to contact the appliance.
Poll Delay	Set the number of milliseconds the panel will wait between each attempt to contact the appliance.
	Click this button to save your changes.
	Click this button to discard your changes.
Add New Panel	Click this button to add a new panel.
Show Policy	Click this button to download a PDF of the panel's current policy.

Macros tab (Mercury Security)

When you click the **Macros** tab from the Panel Edit screen, the Macro list is displayed. You can also access this page by clicking the **Macro** button on the Triggers list.

This page lists all the macros that have been added to the system and displays the following details about each macro:

Feature	Description
Name	The name of each macro that has been defined for the panel. There may be predefined macros and user defined macros. The default name of user defined macros is "Macro" followed by an auto-assigned system number. (The system numbering begins at 3075 and is incremented for each new macro.)

Feature	Description
	Click the macro name to display the Macro Command list. This page lists all the commands that are part of the selected macro.
In use	This column indicates the number of triggers that are using the macro.
Triggers	Click this button to display the Triggers page for this panel.
	Click this button to delete the macro from the list. When the confirmation message appears, click **OK**.
Add New Macro	Click this button to add a new macro. The Macro Command list for the new macro is displayed.

Macro List page

When you add or edit a macro, list of macros configured for this panel is displayed. This page lists all the commands that are managed by a macro.

The name of the panel and macro appear at the top of this page.

- The panel name links to the panel's Configure page.
- Click the Macro name to change it.

Feature	Description
Sequence	The order in that the commands are executed when the macro is triggered. By default, the commands are listed in the order they were created. If you want to change the sequence order, click the **Sort** button. For more information, see *Sorting Macros* on page 168.
Command	The type of command that would be executed. Click the command type to edit the command details.
Group	The macro group to which this command belongs.
Sort	Click this button to re-order the listed commands. The order of the commands defines what action is taken first when the macro is initiated. This button only appears if there are two or more macro commands. For more information, see *Sorting Macros* on page 168.
Delete	Click to remove this command from the list.
Add New Macro Command	Click this button to add a new macro command.

Macro Command Add pane

If you click **Add New Macro Command** from the Macrolist, the Add New Macro Command pane is displayed.

Feature	Description
Macro Command Name	Enter a name for this command.

Feature	Description
Command	Select the type of macro command this is. Depending on the option that is selected, new options are displayed.
Sequence:	After you save this command, the system assigns it a number based on where the command appears in the Macro Command List.
Group	Select the group this command belongs to. You can assign the command to **Group A**, **Group B**, **Group C** or **Group D**. Once the macro is added to a group, you can combine the macro groups into sequences. For example, Group A is followed by Group B, or Group D is triggered by Group C. Also, assigning a macro to a specific macro group enables you to subdivide and sort macros for*Global Actions* on page 359 and *Global Linkages - Introduction* on page 373.
	Click this button to save your changes.
	Click this button to discard your changes.

Macro Command Edit pane

If you click the name of a command in the Macro Commands list, the Macro Command Edit pane is displayed.

Make the changes that are required.

Feature	Description
Name	The name of the macro command.
Command	The macro command type.
Group	The group this macro belongs to.
Additional fields	Depending on the command type, there may be different options displayed on the page. For example, choosing the Delay in Seconds option causes the Delay (in seconds) field to appear.
Macro command navigation buttons	• Click  to display the first command in sequence for this macro. • Click  to display the previous command in sequence for this macro. • Click  to display the next command in sequence for this macro. • Click  to display the last command in sequence for this macro. These buttons are only displayed if there is more than one command for a macro.
	Click this button to save your changes.

Feature	Description
	Click this button to discard your changes.

Trigger list (Mercury Security)

When you click the **Triggers** tab from the Panel Edit screen, the Trigger list is displayed. You can also access this list by clicking the **triggers** button from the Macros list.

This page lists all the triggers that have been added to the system and displays the following details about each trigger:

Feature	Description
Trigger name	The name of the trigger. Click the name to edit the trigger.
Enabled	Indicates if this trigger is active (Yes) or inactive (No).
Schedule	Indicates schedule used by the trigger.
Commands	Click **Macro** to go to the Macro list.
	Click  to delete the trigger.
Add New Trigger	Click this button to add a new trigger.

Trigger: Add pane

When you click the **Add New Trigger** button from the Trigger list, the Trigger: Add pane is displayed.

Feature	Description
Trigger Name	Enter a name for the trigger.
Enabled	Check this box to indicate that the trigger is active.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Macro	Select the macro that is activated by this trigger. Only the macros that have been defined in the system are listed. Once you have selected a macro, **edit** appears beside the selected macro. Click **edit** to view or edit the macro commands.
Command	Select the action that the macro should perform when the trigger conditions are met. The letters in the option list reference the group the individual macro commands are part of. For more information, see *Macro Command Add pane* on page 213.
Triggering on these conditions:	
Source Type	Select the type of device that is the source of this trigger. After you select one of the options, the Event fields are populated with the options available to the source type.
Source	Select the specific device that is the source of this trigger.

Feature	Description
Additional fields	After you select a Source Type option, new fields may be displayed to provide you with more options.
Event Type	Select the type of event that should be part of the trigger conditions. The event type you select here determines the events that populate the Event list.
Event	Select one or more events that define the trigger conditions.
Trigger Variables	
Var1 / Var2 / Var3/Var4	Select the value that represents the variable. Values range from **0** - **127** where **0** is the default value. Up to four trigger variables can be defined for a specific trigger. Trigger variables are 127 general-purpose boolean variables. Triggers can fire based on a trigger variable changing state. Most commonly, trigger variables are used to create a toggle effect where a pair of triggers are created with identical terms except one requires a trigger variable to be true and the other requires the same trigger variable to be false. A macro can also set the state of a trigger variable as part of its command set.
Invert?	Check this box to indicate that the logic of this specified variable is only triggered when the term is inverted. That is, if the trigger variable itself is true, inverting it makes the trigger occur only if the variable is deemed false.
	Click this button to save your changes.
	Click this button to discard your changes.

Edit a Trigger pane

When you click the name of a trigger from the Trigger list , the trigger details are displayed for editing.

This page can include many different fields depending on the options that have been selected. The most common fields are listed in the following table. You can change any of the following fields as required:

Feature	Description
Trigger Name	The name of the trigger.
Enabled	Check this box to indicate that the trigger is active.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Macro	The macro that is activated by this trigger. Click **edit** to view and edit the macro commands.
Command	The action that the macro should perform when the trigger conditions are met. The letters in the option list reference the group the individual macro commands are part of. For more information, see *Macro Command Add pane* on page 213.
Triggering on these conditions:	

Feature	Description
Source Type	The type of device that is the source of this trigger.
Source	The specific device that is the source of this trigger.
Additional fields	The selected Source Type option determines what additional fields are displayed. Edit the relevant options.
Event Type	The type of event that is part of the trigger conditions.
Event	The specific events that define the trigger conditions.
Trigger Variables	
Var1 / Var2 / Var3/Var4	The value that represents the variable. Values range from **0** - **127** where **0** is the default value. Up to four trigger variables can be defined for a specific trigger. Trigger variables are 127 general-purpose Boolean variables. Triggers can fire based on a trigger variable changing state. Most commonly, trigger variables are used to create a toggle effect where a pair of triggers are created with identical terms except one requires a trigger variable to be true and the other requires the same trigger variable to be false. A macro can also set the state of a trigger variable as part of its command set.
Invert?	Check this box to indicate that the logic of this specified variable is only triggered when the term is inverted. That is, if the trigger variable itself is true, inverting it makes the trigger occur only if the variable is deemed false.
	Click this button to save your changes.
	Click this button to discard your changes.

Access Levels tab (Mercury Security)

When you click the **Access Levels** tab from the Panels screen, the Access Level list is displayed.

Access levels are the result of applying various rules to each panel and are computed in the background. These levels are sent down to the panel automatically and do not require any manual configuration. This list contains all the access levels that have been generated for the panel.

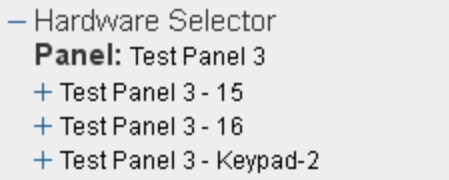
Feature	Description
Regenerate Access Levels	Click this button to regenerate the access levels that apply to the panel. You will immediately see the following warning message: *WARNING: All Tokens will be removed and re-downloaded.* Click **OK** to remove the existing tokens and update them with the latest tokens.
Access Level	The name of the access level. To see the doors that use the access level, click the access level name and the connected doors are displayed below.
Group Type	If the access level is part of a group type, it is identified in this column.

Feature	Description
Schedule	Displays the schedule that defines when the access level is active.
Doors	Lists the total number of doors that use this access level. Click the Access Level name to see the full list of door names.

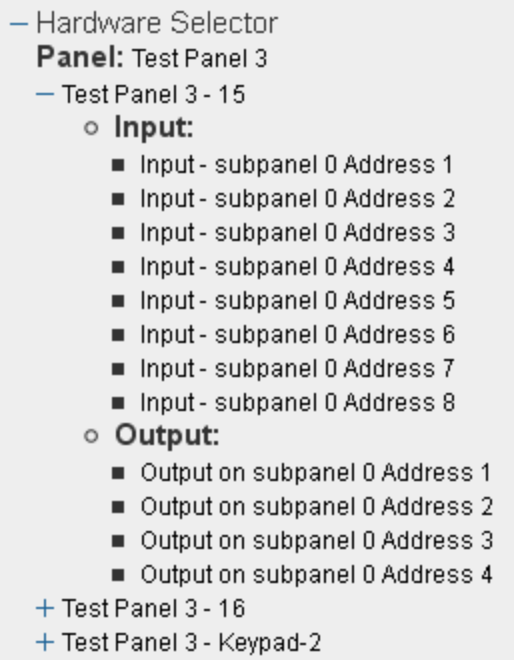
Events tab (Mercury Security panels)

If you click the **Events** tab from the Panel Edit screen, the Events pane is displayed. This pane gives you a list of all the global events that are available to each device that is connected to this panel.

- In the top left corner of the page, click the + sign in **+Hardware Selector** to display a list of all the devices that are connected to the panel. For example:



  If you click + beside a subpanel, a list of the connected inputs and outputs is displayed. For example:



  Click the **-** sign to hide the list items.

This page lists all the local and global events that can be triggered by this door. The Local Events table is only listed when there are local events configured for the door.

Feature	Description
Local Events	
This table is only displayed if there are local events for the device.	
Name	The name of this event.

Feature	Description
	Click the name to edit the local event.
Event	The event type.
Source Type	The source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes ( ) or No ( ). Click the icon to change the status.
Logged	Indicates if this event is logged. Yes ( ) or No ( ). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes ( ) or No ( ). Click the icon to change the status.
	Click this button to delete the local event.

Global Events

This table displays all the global events that are related to this type of device.

Name	The name of this event.
Event	The event type.
Source Type	the source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes or No.
Logged	Indicates if this event is logged. Yes or No.
Show Video	Indicates if there is video associated with this event. Yes or No.
Create Local	Click this button to create a version of this global event that only applies to the specific device.

Create Local Events for Mercury Security Panels

When you click the **Create Local** button from the Panel Events page, the local version of the Event page is displayed. This page is a copy of the global event that can be customized as a local event for this specific panel.

> **Note:** Changes on this page do not affect the global event.

Feature	Description
Name	The name of the event, which you can change if the name is not

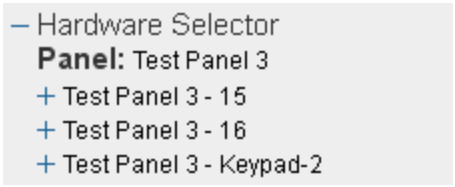
Feature	Description
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the configured door open time has expired.
Event Type	Specify the event type. Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported. Only schedules that have been defined in the system are listed.
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page. This feature only works if video is enabled.
Two Person	Check this box to specify that two people are required to acknowledge and clear this event.

Feature	Description
Required To Clear	If this box is checked then the operator that executes the Clear cannot be the same operator that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ► to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the selected roles will not be able to view or edit the event.
	Click this button to save your changes.
	Click this button to discard your changes.

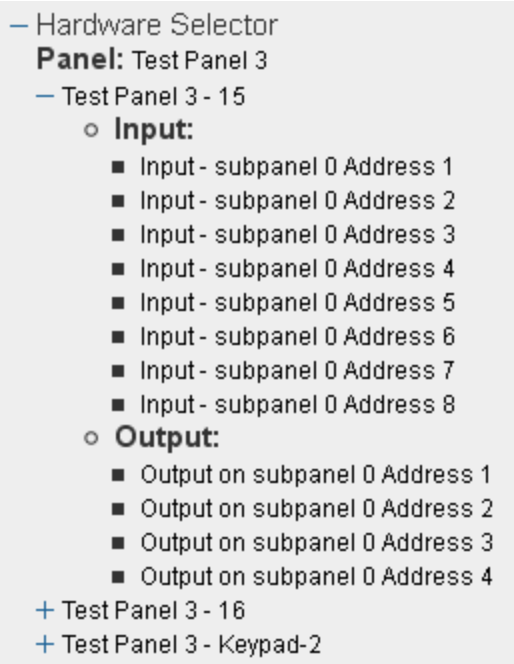
Subpanel page Events tab - Events for Panel/Subpanel (Mercury Security)

Use the Hardware Selector from the Panel Events page to display the events for that subpanel:

- In the top left corner of the page, click the + sign in **+Hardware Selector** to display a list of all the devices that are connected to the panel. For example:



  If you click + beside a subpanel, a list of the connected inputs and outputs is displayed. For example:



Click the **-** sign to hide the list items.

This page lists all the local and global events that can be triggered by this door. The Local Events table is only listed when there are local events configured for the door.

Feature	Description
Local Events This table is only displayed if there are local events for the device.	
Name	The name of this event. Click the name to edit the local event.
Event	The event type.
Source Type	The source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes ( ) or No ( ). Click the icon to change the status.
Logged	Indicates if this event is logged. Yes ( ) or No ( ). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes ( ) or No ( ). Click the icon to change the status.
	Click this button to delete the local event.

Feature	Description
Global Events	
This table displays all the global events that are related to this type of device.	
Name	The name of this event.
Event	The event type.
Source Type	the source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes or No.
Logged	Indicates if this event is logged. Yes or No.
Show Video	Indicates if there is video associated with this event. Yes or No.
Create Local	Click this button to create a version of this global event that only applies to the specific device.

Create Local Events for Mercury Security Subpanels

When you click the **Create Local** button from the Subpanel Events page, the local version of the Event page is displayed. This page is a copy of the global event that can be customized as a local event for this specific subpanel.

> **Note:** Changes on this page do not affect the global event.

Make any changes as required.

Feature	Description
Name	The name of the event, which you can change if the name is not
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the configured door open time has expired.
Event Type	Specify the event type. Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported.

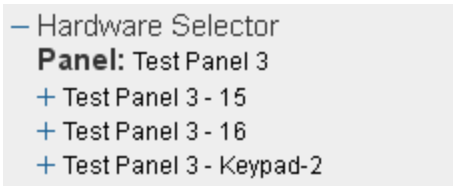
Feature	Description
	Only schedules that have been defined in the system are listed.
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page. This feature only works if video is enabled.
Two Person Required To Clear	Check this box to specify that two people are required to acknowledge and clear this event. If this box is checked then the operator that executes the Clear cannot be the same operator that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ▶ to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the

Feature	Description
	selected roles will not be able to view or edit the event.
	Click this button to save your changes.
	Click this button to discard your changes.

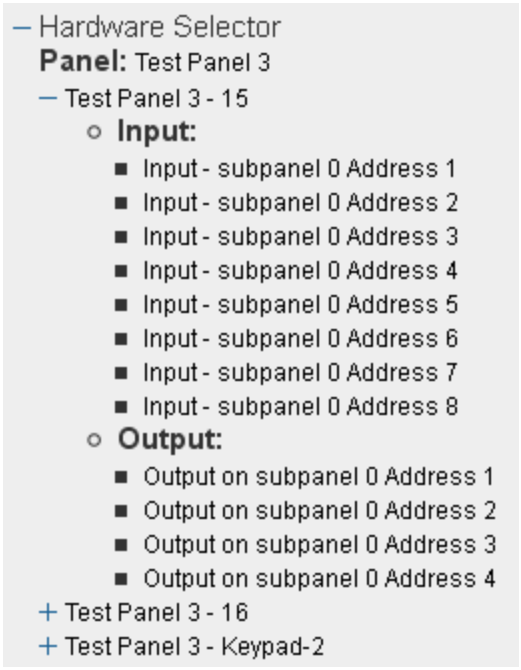
Events tab for Inputs (Mercury Security)

If you select an input from the Events tab for the panel, the tab refreshes to display the related input events.

- In the top left corner of the page, click the + sign in **+Hardware Selector** to display a list of all the devices that are connected to the panel. For example:



  If you click + beside a subpanel, a list of the connected inputs and outputs is displayed. For example:



  Click the **-** sign to hide the list items.

This page lists all the local and global events that can be triggered by this door. The Local Events table is only listed when there are local events configured for the door.

Feature	Description
Local Events	
This table is only displayed if there are local events for the device.	

Feature	Description
Name	The name of this event. Click the name to edit the local event.
Event	The event type.
Source Type	The source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes () or No (). Click the icon to change the status.
Logged	Indicates if this event is logged. Yes () or No (). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes () or No (). Click the icon to change the status.
	Click this button to delete the local event.

Global Events

This table displays all the global events that are related to this type of device.

Name	The name of this event.
Event	The event type.
Source Type	the source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes or No.
Logged	Indicates if this event is logged. Yes or No.
Show Video	Indicates if there is video associated with this event. Yes or No.
Create Local	Click this button to create a version of this global event that only applies to the specific device.

Create Local Events for Mercury Security Inputs

When you click the **Create Local** button from the Input Events page, the local version of the Event page is displayed. This page is a copy of the global event that can be customized as a local event for this specific input.

> **Note:** Changes on this page do not affect the global event.

Make any changes as required.

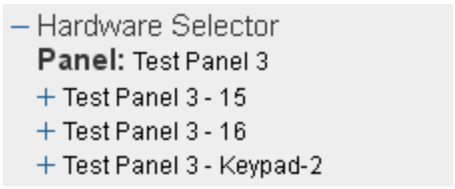
Feature	Description
Name	The name of the event, which you can change if the name is not
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the configured door open time has expired.
Event Type	Specify the event type. Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported. Only schedules that have been defined in the system are listed.
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page. This feature only works if video is enabled.

Feature	Description
Two Person Required To Clear	Check this box to specify that two people are required to acknowledge and clear this event. If this box is checked then the operator that executes the Clear cannot be the same operator that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ► to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the selected roles will not be able to view or edit the event.
	Click this button to save your changes.
	Click this button to discard your changes.

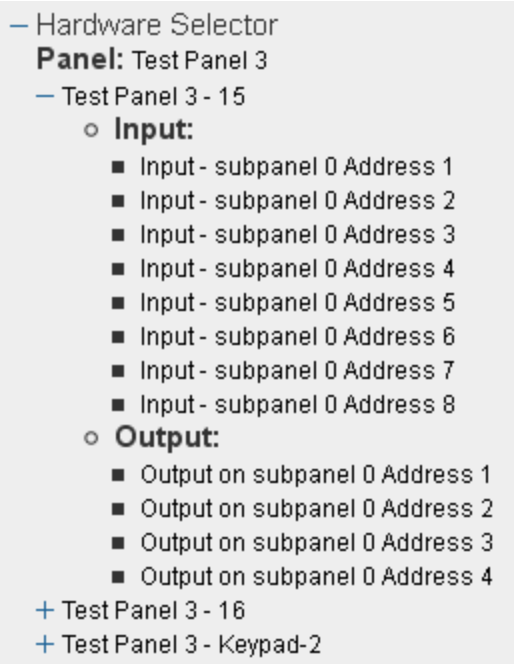
Events tab for Outputs (Mercury Security)

If you select an output from the Events tab for a panel, the tab refreshes to display the related output events.

- In the top left corner of the page, click the + sign in **+Hardware Selector** to display a list of all the devices that are connected to the panel. For example:



  If you click + beside a subpanel, a list of the connected inputs and outputs is displayed. For example:



Click the **-** sign to hide the list items.

This page lists all the local and global events that can be triggered by this door. The Local Events table is only listed when there are local events configured for the door.

Feature	Description
Local Events This table is only displayed if there are local events for the device.	
Name	The name of this event. Click the name to edit the local event.
Event	The event type.
Source Type	The source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes ( ) or No ( ). Click the icon to change the status.
Logged	Indicates if this event is logged. Yes ( ) or No ( ). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes ( ) or No ( ). Click the icon to change the status.
	Click this button to delete the local event.

Feature	Description
Global Events	
This table displays all the global events that are related to this type of device.	
Name	The name of this event.
Event	The event type.
Source Type	the source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes or No.
Logged	Indicates if this event is logged. Yes or No.
Show Video	Indicates if there is video associated with this event. Yes or No.
Create Local	Click this button to create a version of this global event that only applies to the specific device.

Create Local Events for Mercury Security Outputs

When you click the **Create Local** button from the Output Events page, the local version of the Event page is displayed. This page is a copy of the global event that can be customized as a local event for this specific output.

> **Note:** Changes on this page do not affect the global event.

Make any changes as required.

Feature	Description
Name	The name of the event, which you can change if the name is not
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the configured door open time has expired.
Event Type	Specify the event type. Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported.

Feature	Description
	Only schedules that have been defined in the system are listed.
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page. This feature only works if video is enabled.
Two Person Required To Clear	Check this box to specify that two people are required to acknowledge and clear this event. If this box is checked then the operator that executes the Clear cannot be the same operator that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ▶ to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the

Feature	Description
	selected roles will not be able to view or edit the event.
	Click this button to save your changes.
	Click this button to discard your changes.

Subpanel pages (Mercury Security)

Click a link below to view details of Mercury Security Subpanelpages.

Subpanel: Status page (Mercury Security)

When you click on one of the available subpanels from the Panel: Status page, the Subpanel: Status page is displayed.

This page lists all inputs, outputs and readers that are supported by the selected subpanel.

The current status of the device is indicated by the background color. For more information, see *Status Colors* on page 636

Feature	Description
Subpanel Details	
Name	The name of the subpanel. Click this name to access the Subpanel Edit page.
Comms	Indicates the current status of communication between this subpanel and the appliance.
Power	Indicates the current source and status of power to the subpanel.
Tamper	Indicates the current status of the tamper switch on the subpanel .
Message	Indicates the current status of the subpanel battery.
Model	Displays information related to alarms or events that affect the subpanel.
Firmware	Indicates the model of this subpanel.
Subpanel Matrix	
Inputs	Click one of the listed inputs and the Input Edit page appears.
Actions	Click the **Mask** button to mask the input.
	Click the **Unmask** button to unmask input.
Outputs	Click one of the listed outputs and the Output Edit page appears.
Actions	Click the **On** button to activate the output.
	Click the **Off** button to deactivate the output.
	Click the **Pulse** button to pulse the output.
Readers	Click one of the listed readers to edit its details.

Subpanels list (Mercury Security)

When you click the **Subpanels** tab from the Panel: Edit screen, the Subpanel list is displayed. This lists all the subpanels that have been added to the system and displays the following details about each subpanel:

Feature	Description
Name	The name of the subpanel. Click the name to edit the subpanel.
Type	This read-only column indicates the type of subpanel this is.
Port	This read-only column indicates the port that this subpanel is currently connected to on the master panel.
Address	This read-only column indicates the RS45 address of this subpanel.
Installed	 indicates the subpanel is installed and able to communicate with the appliance.  indicates that the subpanel is not installed. No communications to the subpanel will be attempted. Click the icon to change the installed status.
	Click this icon to display the subpanel inputs listing page. This displays the input points available on the subpanel. For more information, see *Editing Subpanels* on page 164 and *Inputs* on page 165.
	Click this icon to display the subpanel outputs page. This displays the output points available on the subpanel. For more information, see *Editing Subpanels* on page 164 and *Outputs* on page 164.
	Click this icon to display the subpanel readers page for the specified subpanel. This displays the readers available with this module. For more information, see *Editing Subpanels* on page 164.
	Click this icon to delete the subpanel from the list.
Add New Subpanel	Click this button to add another subpanel to this panel. The Subpanel Add page appears.

Subpanel: Add page

Mercury Security and HID VertX doors.

When you click **Add Subpanel** from the Subpanels list, the Subpanels list is displayed. Define new subpanels supported by the panel for the system.

Note: Fields in this list that are not supported by the door module are not displayed.

Name	A name for the new subpanel.
Physical	A brief description of where this subpanel is located.

Location	
Model	The door model of the new subpanel.
Port	The port that this subpanel is connected to on the main panel. For a Schlage AD-300 subpanel, the default is 2.
Installed	If checked, the subpanel is installed and able to communicate with the main panel.
Address	The RS-485 or IP address for the selected port and for all subpanels except those that use the network port. For a SimonsVoss GatewayNode subpanel, the hexadecimal address assigned by the SmartIntego Tool.
Address Mode	For the MR62e module only, DHCP or Static IP.
Elevator Inputs	For an MR16IN or MR52 subpanel if checked, the door module is used as an input for an elevator.
Elevator Outputs	For an MR16OUT or MR52 subpanel if checked, the door module is used as an output for an elevator.
IP Address	The subpanel IP address of an MR51e subpanel or MR62e module operating in Static IP mode.
Hostname	For an MR62e module, DHCP mode, the subpanel hostname.
MAC Address	For an MR51e subpanel, the subpanel MAC address.
Low Door	For a Schlage ENGAGE Gateway or PIM400 subpanel, the lowest door number in the series that is managed by the subpanel. The numbered doors managed by each subpanel cannot overlap.
High Door	For a Schlage ENGAGE Gateway or PIM400 subpanel, the highest door number in the series that is managed by the subpanel. The numbered doors managed by each subpanel cannot overlap.
	Click this button to save your changes.
	Click this button to discard your changes.

Subpanel: Edit page (Mercury Security)

When you click the name of a subpanel from the Subpanels list, the Subpanel: Edit page is displayed. This page allows you to define the identity of the panel and where it is connected to the master panel.

> **Note:** Fields in this list that are not supported by the door module are not displayed.

Feature	Description
Name	The name of this subpanel.
Physical	A brief description of where this subpanel is located.

Feature	Description
Location	
Model	The read-only field displays the subpanel descriptor or model number.
Port	Select the port number that connects this subpanel to the main panel.
Installed	Check this box to indicate that the subpanel installed and able to communicate with the main panel.
Address	Select the RS485 address for the selected port. For a SimonsVoss GatewayNode, enter the hexadecimal address assigned by the SmartIntego Tool.
Elevator Inputs	Check this box to indicate that the door module is used as an input for an elevator.
Elevator Outputs	Check this box to indicate that the door module is used as an output for an elevator.
IP Address	The subpanel IP address.
Hostname	The subpanel hostname.
MAC Address	The subpanel MAC address.
Low Door	The lowest door number in the series that is managed by the subpanel.
High Door	The highest door number in the series that is managed by the subpanel.
	Click this button to save your changes.
	Click this button to discard your changes.

Input list (Mercury Security subpanels)

If you click  from the Subpanels list, the Input list is displayed. This lists all the input points that are available on the subpanel, and displays the following details about each input:

Feature	Description
Inputs	The name of the input. The default name of the input is the input's location on the subpanel. Click the name to edit the input.
Address	The read-only address of this input point on the subpanel.
Masked	The current masking status for this input. •  indicates the point is masked. •  indicates the point is not masked. Click the icon to change the masking status.
Installed	The current input connection status. •  indicates the input is installed and able to communicate with the appliance.

Feature	Description
	•  indicates that the input is not installed. No communications to the subpanel will be attempted. Click the icon to change the installed status.
Interlocks	Click **Interlocks** to open the Interlocks List page for the input.

Input: Edit page (Mercury Security subpanels)

When you click the name of an input from the Inputs list, the Input: Edit page is displayed. This page allows you to define the details of the input.

Feature	Description
Input	The name of the input. The default name of the input is the input's location on the subpanel.
Installed	Check this box to indicate that this point is connected and active.
Address	The read-only address of this input point.
Mode	Select the mode used for arming and disarming the input to trigger alarm events. Each mode modifies the effect of the **Exit Delay** and **Entry Delay** settings. • Normal – Does not use the **Exit Delay** and **Entry Delay** settings Point is armed when the area is armed. Triggering the armed point will instantly trigger the alarm.. • Non-latching – Uses the **Exit Delay** and **Entry Delay** settings. When the area is armed, the point is armed after the time specified by the **Exit Delay** setting. This allows you time to exit the area without triggering an alarm. After the point is armed, triggering the armed point occurs after the time specified by the **Entry Delay** setting. This allows you time to disarm the area or restore the point (for example, by closing the door). This mode can be used in a scenario such as an armed fire door if you want people to exit but do not want the door propped open. The entry delay allows time for the door to be closed before triggering the alarm. • Latching – Uses the **Exit Delay** and **Entry Delay** settings. When the area is armed, the point is armed after the time specified by the **Exit Delay** setting. This allows you time to exit the area without triggering an alarm. After the point is armed, triggering the armed point occurs after the time specified by the **Entry Delay** setting. This allows you time to disarm the area.
EOL resistance	Select the end-of-line resistance option used by the input. Only the EOL resistance options defined for the system are listed. For more information, see *EOL Resistance* on page 335.
Logging	Select the level of logging that is required for this input: • **Log all changes** – log any change to this input. • **Do not mask CoS if masked** – Do not mask the change of state reporting if the input is already masked. • **Do not mask CoS if masked and no trouble CoS** – Do not mask the change of state

Feature	Description
	reporting if the input is already masked and there is no issue with this change of state.
Debounce	Select how often the unit is allowed to debounce in a row. 1 = 16 ms, 2 = 32 ms, etc.
Entry Delay	The **Entry Delay** setting specifies the amount of time after you enter an alarmed area that you have to disarm the alarm system before an alarm is triggered. Enter the number of seconds allowed before the input reports an event.
Exit Delay	The **Exit Delay** setting specifies the amount of time after the alarm system is armed that you have to leave the area without triggering an alarm. Enter the number of seconds allowed before the input reports an event.
Hold time	Set the amount of time that the alarm will stay in alarm after returning to normal. For example, if the input point goes into alarm, then restores, it will hold it in that alarm state for 1 to 15 seconds after it returns to normal before reporting the normal state.
Schedule	Define when the input is active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Cameras	Select the camera from the window that this input activates if it goes into alarm. Only those cameras previously defined for this system appear in this window.
Masked	Check this box to indicate that this input is normally masked.
Canned Macros	
Type	Select a type of macro. Only the macros supported by the input point are listed.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Operation Type	The read-only summary of the macro operation type.
Output	Select the output that is triggered when the macro is activated.
Save Macro	Click this button to save the canned macro settings. You can create more than one canned macro per input. For more information, see *Adding Simple Macros* on page 256.
	Click this button to save your changes.
	Click this button to discard your changes.
Show Policy	Click this button to display the policies associated with this input module.

Interlock list (Mercury Security inputs)

When you click the **Interlocks** link from the subpanels input list page, the Interlock list is displayed.

Feature	Description
Name	The name of the interlock.

Feature	Description
	Click the name to edit the interlock.
Enabled	This field indicates if the interlock is enabled. Select either Yes or No.
Schedule	This field indicates what schedule is used to define when the interlock is active.
Delete	Click to delete this interlock from the list.
Add Interlock	Click this button to add a new interlock to the system.

Interlock: Add page (Mercury Security inputs)

When you click **Add New Interlock** from the Interlock list, the Interlock: Add page is displayed. Depending on what settings you choose, some of the listed options may not be displayed.

Feature	Description
Name	Identifies the interlock. Enter a unique name for the interlock.
Enabled	Check this box to specify that the interlock is enabled and active.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Source Type	Identifies the source type of the interlock. Select the source type from the drop down list.
Source	Identifies the source of the interlock. Select the source from the drop down list. Options in this drop down list will vary depending on the source type specified.
Event Type	Identifies the event type the interlock is associated with. Select the Event Type from the drop down list. The options change to match the selected source option. Only those Event Types currently defined by the system appear in this list.
Event	Select the event that will trigger the interlock. Events appearing in this list vary depending on the event and source specified. For more on this, refer to Event Types - Introduction.
Interlocks with:	
Type	Select the type of component that triggers this interlock.
Subpanel	If applicable, select from the drop down list the subpanel where this interlock is triggered.
Target	From the drop down list, select the target that is triggered by this interlock.
Command to run:	
Command	This identifies the command script to be run. Select an existing command from the drop down list. Only those commands previously defined by the system appear in this list.

Feature	Description
Function	If applicable, select from the drop down list the function to be run.
Arg Text	If the command requires an argument, enter the required argument in this text box. This option is not displayed if an argument is not required.
	Click this button to save your changes.
	Click this button to discard your changes.

Interlock: Edit page (Mercury Security inputs)

When you click the name of an interlock from the Interlock list, the Interlock: Edit page for the input is displayed.

Feature	Description
Name	Identifies the interlock. Enter a unique name for the interlock.
Enabled	Check this box to specify that the interlock is enabled and active.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Source Type	Identifies the source type of the interlock. Select the source type from the drop down list.
Source	Identifies the source of the interlock. Select the source from the drop down list. Options in this drop down list will vary depending on the source type specified.
Event Type	Identifies the event type the interlock is associated with. Select the Event Type from the drop down list. The options change to match the selected source option. Only those Event Types currently defined by the system appear in this list.
Event	Select the event that will trigger the interlock. Events appearing in this list vary depending on the event and source specified. For more on this, refer to Event Types - Introduction.
Interlocks with:	
Type	Select the type of component that triggers this interlock.
Subpanel	If applicable, select from the drop down list the subpanel where this interlock is triggered.
Target	From the drop down list, select the target that is triggered by this interlock.
Command to run:	
Command	This identifies the command script to be run. Select an existing command from the drop down list.

Feature	Description
	Only those commands previously defined by the system appear in this list.
Function	If applicable, select from the drop down list the function to be run.
Arg Text	If the command requires an argument, enter the required argument in this text box. This option is not displayed if an argument is not required.
	Click this button to save your changes.
	Click this button to discard your changes.

Output list (Mercury Security subpanels)

When you click  from the Subpanels list, the Outputs list is displayed. This lists all the output points that are available on the subpanel, and displays the following details about each output:

Feature	Description
Outputs	The name of the output. The default name of the output is the output's location on the subpanel. Click the name to edit the output.
Address	The read-only address of this output point on the subpanel.
Installed	The current output connection status. •  indicates the output is installed and able to communicate with the appliance. •  indicates that the output is not installed. No communications to the subpanel will be attempted. Click the icon to change the installed status.
Interlocks	Click **Interlocks** to open the Interlocks List page for the output.

Output: Edit page (Mercury Security subpanels)

When you click the name of an output from the Outputs list, the Output: Edit page is displayed. This page allows you to define the details of this output.

Feature	Description
Output	The name of the output point. The default name is the location of the output point on the subpanel.
Installed	Check this box to indicate that this output point is connected and active.
Address	The read-only address for this output point on the subpanel.
Operating Mode	Select how the panel knows when the output point is active. • **Energized When Active** – a current is expected to pass through the output point when it is *active*.

Feature	Description
	• **Not Energized When Active** – a current expected to pass through the output point when it is *inactive*.
Pulse Time	Enter the pulse interval time. This is the number of seconds that the output will activate when a pulse command is issued. **Note:** This field is only available on outputs not associated with doors (e.g. auxiliary relays).
Schedule	Define when this output is active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.
Show Policy	Click this button to display the policies associated with this output module.

Interlock list (Mercury Security outputs)

When you click the **Interlocks** link from the subpanels output listing page, the Output Interlocks list is displayed.

Feature	Description
Name	The name of the interlock. Click the name to edit the interlock.
Enabled	This field indicates if the interlock is enabled. Select either Yes or No.
Schedule	This field indicates what schedule is used to define when the interlock is active.
Delete	Click  to delete this interlock from the list.
Add Interlock	Click this button to add a new interlock to the system.

Interlock: Add page (Mercury Security subpanels)

When you click **Add New Interlock** from the Interlock list, the Interlock: Add page is displayed. Depending on what settings you choose, some of the listed options may not be displayed.

Feature	Description
Name	Identifies the interlock. Enter a unique name for the interlock.

Feature	Description
Enabled	Check this box to specify that the interlock is enabled and active.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Source Type	Identifies the source type of the interlock. Select the source type from the drop down list.
Source	Identifies the source of the interlock. Select the source from the drop down list. Options in this drop down list will vary depending on the source type specified.
Event Type	Identifies the event type the interlock is associated with. Select the Event Type from the drop down list. The options change to match the selected source option. Only those Event Types currently defined by the system appear in this list.
Event	Select the event that will trigger the interlock. Events appearing in this list vary depending on the event and source specified. For more on this, refer to Event Types - Introduction.
Interlocks with:	
Type	Select the type of component that triggers this interlock.
Subpanel	If applicable, select from the drop down list the subpanel where this interlock is triggered.
Target	From the drop down list, select the target that is triggered by this interlock.
Command to run:	
Command	This identifies the command script to be run. Select an existing command from the drop down list. Only those commands previously defined by the system appear in this list.
Function	If applicable, select from the drop down list the function to be run.
Arg Text	If the command requires an argument, enter the required argument in this text box. This option is not displayed if an argument is not required.
	Click this button to save your changes.
	Click this button to discard your changes.

Interlock: Edit page (Mercury Security outputs)

When you click the name of an interlock from the Interlock list, the Interlock: Edit page for the output is displayed.

Feature	Description
Name	Identifies the interlock.

Feature	Description
	Enter a unique name for the interlock.
Enabled	Check this box to specify that the interlock is enabled and active.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Source Type	Identifies the source type of the interlock. Select the source type from the drop down list.
Source	Identifies the source of the interlock. Select the source from the drop down list. Options in this drop down list will vary depending on the source type specified.
Event Type	Identifies the event type the interlock is associated with. Select the Event Type from the drop down list. The options change to match the selected source option. Only those Event Types currently defined by the system appear in this list.
Event	Select the event that will trigger the interlock. Events appearing in this list vary depending on the event and source specified. For more on this, refer to Event Types - Introduction.
Interlocks with:	
Type	Select the type of component that triggers this interlock.
Subpanel	If applicable, select from the drop down list the subpanel where this interlock is triggered.
Target	From the drop down list, select the target that is triggered by this interlock.
Command to run:	
Command	This identifies the command script to be run. Select an existing command from the drop down list. Only those commands previously defined by the system appear in this list.
Function	If applicable, select from the drop down list the function to be run.
Arg Text	If the command requires an argument, enter the required argument in this text box. This option is not displayed if an argument is not required.
	Click this button to save your changes.
	Click this button to discard your changes.

Reader list (Mercury Security subpanels)

When you click  from the Subpanel list, the Reader list is displayed. This lists all the reader points that are available on the subpanel, and displays the following details about each reader:

Feature	Description
Reader	The name of the reader. The default name of the reader is the reader's location on the subpanel. Click the name to edit the reader.
Alt Name	The alternative name assigned to the reader.
Address	The read-only address of this reader on the subpanel.
Location	The physical location of this reader.
Installed	The current reader connection status. •  indicates the reader is installed and able to communicate with the appliance. •  indicates that the reader is not installed. No communications to the reader will be attempted. Click the icon to change the installed status.

Reader: Edit page (Mercury Security subpanels)

When you click the name of a reader from the Readers list, the Reader Edit page is displayed. This page allows you to define the details of the connected card reader.

Feature	Description
Name	Enter the name of this reader.
Alt.name	Enter an alternative name for this reader.
Location	Enter a brief description of the location of this reader.
Reader Type	Select the communication protocol used by the reader. The options include: • **OSDP** Avigilon recommends using OSDP for readers, controllers and subpanels communications. OSDP offers support for bi-directional communication, Secure Channel Protocol (SCP) to encrypt the traffic, and provides additional status values for readers, improved LED controls, and simpler wiring. • **F/2F**. • **D1/D0 (Wiegand)** • **CLK+Data (Mag)** (NCI magnetic stripe standard) • **Custom** (Default) **Note: Custom** enables all options for all reader types. Readers configured with versions of the ACM software earlier than Release 5.10.4 are assigned this reader type when the software is upgraded to ensure that the previous settings are retained.

Feature	Description
The following options depend on the selected Reader Type and include:	
LED drive	Select the LED drive mode for this reader. The options depend on the reader model and how it is wired and include: • **None** • **Gen 1 wire** • **Reserved** • **Sep Red/Grn no buzz** • **Dorado 780** • **LCD** • **OSDP**
Format by nibble	Check this box to indicate that this reader supports the format by nibble.
Bidirectional	Check this box to indicate that this reader can reader bidirectionally.
F/2F Decoding	Check this box to indicate that this reader uses F or F2 decoding.
Inputs on reader	Check this box to indicate that this reader provides one or more input ports for serial input arrays.
Keypad decode	Select the keypad decode/encryption method that is used by this reader. The options include: • **MR20 8-bit tamper** • **Hughes ID 4-bit** • **Indala** • **MR20 8-bit no tamper**
Wiegand	Check this box to indicate that this reader supports the Wiegand standard.
Trim Zero Bit	Check this box to indicate that this reader supports the trim zero bit standard.
Secure Channel Protocol	Check this box to enable secure OSDP communication between the reader and the controller. The reader must support SCP and must be in installation mode. The reader will remain offline if a secure connection cannot be established. **CAUTION —** Do not enable SCP on readers that support OSDPv1, such as the ViRDI biometric reader, as this will make the reader inoperable. Secure channel is only supported in by OSDPv2. **Tip:** If a reader with secured OSDP communication has to be replaced, it must be replaced with a reader that supports OSDPv2. Communication between the replacement reader and the controller must be secured, and the communication between the controller and the other OSDPv2 readers must be resecured.

Feature	Description
Baud Rate	Set the OSDP baud rate. This must be the same for all readers on a single port. Valid values are **9600** (default), **19200**, **38000** or **115200**. If blank is selected, the system will use default settings. **Note:** Mercury controllers may auto-detect the OSDP baud rate. For more information, refer to Mercury documentation. See *Appendix: pivCLASS Configuration* on page 695.
OSDP Address	Set the OSDP address. This must be different for each reader on a single port. Valid values are **0** (reader 1 default), **1** (reader 2 default), **2**, and **3**. If blank is selected, the system will use default settings. **Note:** Mercury controllers will first try the setting provided and if that does not work, the controller will use default settings.
NCI magstripe	Check this box to indicate that this reader supports the NCI standard for magnetic stripes.
Supervised	Check this box to indicate that this reader is supervised (outfitted with detection devices)
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Viewing Gateway and Linked Device Communications Status

Applies to:

- 410-IP mode ENGAGE gateways

1. Select **Physical Access > Panels**.
2. View the **Device Status** in the first column. For more information, see *Device Status* on page 637.

   For another way of accessing device status, see *Monitor - Dashboard* on page 635.
3. Select the panel.
4. View on the **Status** tab:

	The communications status between the panel and ACM appliance. The current status of the device is indicated by the background color. For more information, see *Status Colors* on page 636

Clock	Resynchronizes the gateway time when clicked. See *Updating Panel Time* on page 159.
Last comms	The date and time of the last message that was communicated between the panel and the ACM appliance.
Firmware	The gateway firmware version. See *Updating Panel Firmware* on page 268.

Panels - Schedules tab

Mercury Security and HID doors only.

The Schedules tab accessed from Panels page lists the schedules used by the many objects to which schedules can be assigned. The schedules are listed together with the objects that use them. The objects include doors, interlocks, subpanels, policies, access groups (including elevator access levels) , identities, and others.

The Schedules tab lists only the schedules used in the partitions you have permission to access, which may be less than the total number of partitions in the ACM system. Above the list of schedules, the number of schedules in all partitions is displayed, which may be larger than the number of schedules used in the partitions you have permission to access.

A panel is limited to 255 schedules in all partitions. There are two system-defined schedules that cannot be edited or deleted. An error message is displayed when a schedule is added to an object and this limit is reached on one or more of the panels associated with that object. The new schedule is not added to the object as the schedule limit for the affected panel has been reached. In most cases, such as schedules for a door, you can identify the affected panel. Use the Schedules tab of that panel to examine the list of all the associated schedules and determine the action to take. You may have to contact a user or administrator with permissions to view all the schedules.

To avoid reaching this limit, try and keep your schedules up to date by deleting unused schedules. If your site requires a large number of schedules per panel, try to reuse or replace existing schedules as much as possible, rather than creating new schedules. When this limit is reached, you can replace an existing schedule with the new schedule, which requires a few additional actions: first, the existing object must be assigned to a default schedule (to reduce the number of schedules to 254), then the existing schedule can be replaced with the new schedule (increasing the number of schedules to 255).

Some objects that add schedules to a panel, such as access groups, do so indirectly when members of these groups are allowed access to a door or other object on the panel. If unexpected behavior occurs on a door or other object, identify the panel affected and check the Schedules tab to see if the schedule limit has been reached.

Feature	Description
Name	The name of the schedule. Click on the name to open the Schedule Edit page.
Objects	A list of the objects on this panel that use this schedule.

Configuring Doors

Doors in the ACM system are logical units incorporating one or more components that are connected to a panel.

These components could include:

- Door, gate, elevator, escalator, etc.
- Lock (such as magnetic or strike) or relay
- Reader
- Keypad
- Contact
- Panic bar
- ACM Verify

These items do not need to be physically installed on a door, but should be included if they affect how the door locks or opens.

The usual components for a door are a reader, a lock (usually a strike), and a contact (usually a door position or DPOS) that reports the door state. Additionally you can have an exit button (request-to-exit or REX) on the opposite side of the door from the reader, or a second reader if you want to control access in both directions.

You can add doors:

- One at a time, configuring all settings manually.
- One at a time, configuring common or standardized door parameters and operational settings using a door template. You still need to configure many attributes such as operations, hardware, cameras, and interlocks specifically for individual doors. You must configure a door template before adding doors using that template.
- In bulk, when you add a new Mercury panel and use the Subpanel: Batch Create wizard to create the subpanels. At a minimum, you must have defined door templates with a Door Mode: option specified, to create doors with this wizard. You can use this wizard to create:
    - Subpanels with functioning doors. This requires door templates (to specify at least the Door Mode: option) and wiring templates (to assign addresses and input, output and reader templates to the doors).
    - Subpanels with non-functioning doors. This requires door templates (to specify at least the Door Mode:). You then need to complete the configuration for each door to make them all function.
    - Subpanels only. These can then be configured for doors or for inputs and outputs only, as needed.

  For more information about the templates you can use to create doors and subpanels, see *Templates Overview* on page 114. For more information about the Subpanel: Batch Create wizard, see *Batch Creating Subpanels on a New Mercury Panel* on page 152.

  See *Appendix: pivCLASS Configuration* on page 695.

Adding Doors

To add a new door:

1. Select **Physical Access** > **Doors**.
2. Click **Add Door**.
3. If door templates are used, the Templates dialog appears. To use the door settings from a template, which automatically fills in the fields on the Parameters and Operations tabs, select the template and click **OK**. Otherwise, click **Cancel**.

   For Schlage IP wireless locks, click **Cancel**.
4. Enter on the **Parameters** tab:

   Note: Fields in this list that are not supported by the door module are not displayed.

Name	Up to 50 characters for the name of the door. See *Appendix: pivCLASS Configuration* on page 695.
Alt. Name	An alternate name for the door.
Location	A short description of the door location.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Panel	The panel that controls the door or the gateway that controls the IP wireless lock.
	Displays for a panel that is connected to a subpanel that controls readers, locks, inputs and outputs; or a gateway that controls IP wireless locks. **Subpanel**: The name of the subpanel that is connected to the main panel or the name of the gateway. **Door Number** or **Lock Number**: The door number for wired connections or lock number for wireless locks. For SimonsVoss wireless locks, the hexadecimal address assigned by the SmartIntego Tool.
	Displays for a Schlage ENGAGE Gateway that is specified in Subpanel. **Linked Device**: The ID or name of each externally commissioned IP wireless lock. For more information, refer to the commissioning process in vendor documentation.
Appliance	The ACM appliance that is connected to the door or gateway.
Vendor	The manufacturer of the panel or gateway.
	Displays for **Schlage** ENGAGE Gateway: **Access Type**: Whether the IP wireless lock is located on one or both sides of the door. Default is **Single**, which cannot be changed. For more information, see *Access*

Types on page 258.

Door Mode: The entry mode for the door when the gateway is online and communicating with the IP wireless lock. For information about the **Disabled**, **Unlocked**, **Locked No Access** and **Card Only** options, see *Door Modes* on page 257.

Lock Function: None is the default.

- **None**: Use the system default door settings.
- **Privacy**: When you press the interior lock button, the door will lock and the exterior lock will not grant access to any token. To unlock, you must press the interior lock button again or exit the room.
- **Apartment**: Use the interior lock button to toggle between locked and unlocked. When the door is locked, any valid token will open the door. The door must be manually locked or it will stay unlocked.
- **Classroom — Classroom/Storeroom** — The lockset is normally secure. The inside lever always allows free egress. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may be used to change to a passage or secured status. Not to be used on mortise deadbolt. Interior push button not to be used.

  This is the only lock function supported for the RSI-connected NDE series lock.

  This lock function is not supported for the IP-connected LE and NDE series lock.
- **Office** — The lockset is normally secure. The inside lever always allows free egress. An interior push-button on the inside housing may be used to select a passage or secured status. Meets the need for lockdown function for safety and security. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may also be used to change status. Not to be used on mortise deadbolt.

Note: A Restore door action is available on the Door listing page and the Hardware Status page which resets the Door Mode to its default value.

Always Mask Forced: If selected, Door Forced Open alarms at the door are always masked.

Always Mask Held: If selected, Door Held Open alarms at the door are always masked.

For **Avigilon**, enter:

Station Type: Default is **ACM Verify** station, which is used on connected devices. A device that uses this station type of station is called an ACM Verify Station.

Managed: If selected, ACM Verify Station requires the user to grant or deny access to the person entering a valid PIN code. It also displays the name and picture of the user for verification.

UnManaged: If selected, ACM Verify Station automatically grants or denies access and does not provide additional information when a PIN code is entered.

Geographic Timezone: The time zone where the ACM Verify device is located if it is different from the time zone of the ACM appliance.

Into Area: The area that the badge holder enters by passing through the door and where the ACM Verify Station is used, or not, to monitor access to the area. You must specify an area if you want the virtual station to list all the people who have entered the area.

Station Authentication: The method of authentication on the ACM Verify device. **Login** specifies that the user log in to the ACM software using the ACM URL from the browser on the ACM Verify device. **Paired** specifies that the ACM Verify is paired to the ACM system. If the authentication type is Paired, the Door Add page refreshes and displays the Add Paired Device button.

For **Mercury Security** and **HID** VertX panel, enter:

Access Type: Whether the reader is located on one or both sides of the door, or on an elevator door. See *Access Types* on page 258.

Linked Door: Displays for **Paired Master** and **Paired Slave** access type only. The door with the reader on the other side of the door.

Door Mode: The entry mode of the door when the door controller is online and communicating with the panel. See *Door Modes* on page 257.

Assurance Profile: For Mercury Security LP4502 only. See *Appendix: pivCLASS Configuration* on page 695.

Offline Door Mode: The entry mode of the door if the door controller is no longer communicating with the panel.

> **Note:** In many cases readers in offline mode require a very simple solution for entry or exit because of the memory limitations. The recommended Offline Door Mode option is **Locked No Access**.

Custom Mode: Another entry mode that is supported by the door module in addition to Door Mode and Offline Door Mode options.

Custom Schedule: When the Custom Mode becomes active. Never Active is OFF. 24 Hours Activeis ON.

Masked Forced Schedule: A predefined time when Door Forced Open alarms from the door will be masked.

	Masked Held Schedule: A predefined time when Door Held Open alarms from the door will be masked. **Always Mask Forced**: If selected, Door Forced Open alarms at the door are always masked. **Always Mask Held**: If selected, Door Held Open alarms at the door are always masked.
Door Processing Attributes	For **Schlage** door, select: **Log Grants Right Away**: Initiates local I/O in the panel using the panel triggers. The system logs an extra event as soon as a grant ocurs (that is, before entry / no entry is determined). This event is not turned into an Access Control Manager event. Certain customers may have a trigger they want to fire (to execute a macro) as soon as there is a grant but before entry / no entry is determined. **Log All Access as Used**: Logs all access grant transactions as if the person used the door. If this field is not selected, the door determines if it was opened and distinguishes if the door was used or not used for grant. **Detailed Events**: Displays the current position of the door position switch (DPOS) in the Door State column of the door listing screen. When enabled the column displays “Open” when the DPOS is in an open state and “Closed” when the DPOS is in a closed state. **Note:** To properly report the Door State from the Door Position Switch, Detailed Events must be enabled. Typically, five to ten detailed transactions are generated for each grant transactions. During the normal course of operation, most guards don't need to see extensive reports on events; however, after hours, it is often useful to see every detail. **Do Not Log Rex Transactions**: Indicates that return-to-exit transactions do not get logged to the database.
	For **Mercury Security** panel, select: **Log Grants Right Away**: Initiates local I/O in the panel using the panel triggers. The system logs an extra event as soon as a grant ocurs (that is, before entry / no entry is determined). This event is not turned into an Access Control Manager event. Certain customers may have a trigger they want to fire (to execute a macro) as soon as there is a grant but before entry / no entry is determined. **Deny Duress** : Denies access to a user that indicates duress at a door. **Don't Pulse Door Strike on REX**: Disables the pulse of the door strike output when the request-to-exit button is pressed and can be used for a 'quiet' exit. If not selected, the output is pulsed.

	Note: This field must not be checked for the SimonsVoss wireless lock, such as cylinders, on a door that does not support a door position switch (DPOS). **Require Two Card Control**: Two tokens are required to open this door. This enforces the two-person rule at a specified door. **Door Forced Filter:** : Filters door-forced alarms. Sometimes a door is either slow to close or is slammed shut and bounces open for a few seconds. With this filter, the monitor allows three seconds for a door to close before issuing an alarm. **Log All Access as Used**: Logs all access grant transactions as if the person used the door. If this field is not selected, the door determines if it was opened and distinguishes if the door was used or not used for grant. **Detailed Events**: Displays the current position of the door position switch (DPOS) in the Door State column of the door listing screen. When enabled the column displays "Open" when the DPOS is in an open state and "Closed" when the DPOS is in a closed state. **Note:** To properly report the Door State from the Door Position Switch, Detailed Events must be enabled. Typically, five to ten detailed transactions are generated for each grant transactions. During the normal course of operation, most guards don't need to see extensive reports on events; however, after hours, it is often useful to see every detail. **Enable Cipher Mode**: Enables the operator to enter card number digits at the door's keypad. **Use Shunt Relay**:Enables the use of a shunt relay for this door. **Do Not Log Rex Transactions**: Indicates that return-to-exit transactions do not get logged to the database.
	For **HID** VertX panel, select: **Door use Tracking**: The level of door event tracking that is logged in the Monitor screen. These options should only be used when the **Detailed Events** option is enabled. • **None**: Only standard door events are logged. • **Used**: The details of when the door is used. • **Used with pending**: The events that occur between door use. **Deny Duress**: If selected, denies access to a user who is in duress at a door.

	Don't Pulse Door Strike on REX: Disables the pulse of the door strike when request-to-exit button is activated. **Detailed Events**: For circumstances when it is important to know all the details of an event. Displays the current position of the door position switch (DPOS) in the Door State column of the Door list. When enabled the column displays "Open" when the DPOS is in an open state and "Closed" when the DPOS is in a closed state. **Enable Cipher Mode**: Allows the operator to enter card number digits at the door's keypad. **Do Not Log Rex Transactions**: Disables logging of request-to-exit transactions.
Installed	Enables communication between the appliance and installed device after saving.

5. Click  to add the door. Once saved the page becomes the Door: Edit page. If a door template was used, the fields on the Parameters and Operations tabs are entered.
6. To edit door configuration, see *Editing Doors* on the next page. To edit lock configuration, see *Step 3: Configuring IP Wireless Locks* on page 265.
   - **Parameters**: Edit access type, processing attributes, lock functions, and other options.
   - **Operations**: Edit simple macros, accepted card formats and other options.
   - **Hardware**: Displays for HID VertX, Mercury Security, and Schlage wired and RSI wireless locks only. Edit reader, door position, strike and request to exit (REX).
   - **Elev**: Displays for Mercury Security only. View elevator door details.
   - **Cameras**: Add or remove associated cameras.
   - **Interlocks**: Displays for Mercury Security only. Sets interlocks.
   - **Events**: View and edit door events.
   - **Access**: View access groups, roles and identities that have door access.
   - **Transactions**: View door transactions.
7. Click  to save your changes.

Controlling Doors

From a Doors listing page, you can use the options on the Door Action, Door Mode, Forced, Held, and Installed drop-down menus to control doors. For example, you can choose a door and unlock it to allow unrestricted access to an area.

Doors can also be controlled from a map monitoring page. Form more information, see *Using a Map* on page 641.

Note: Only the Installed options are available for virtual doors installed for use with ACM Verify readers.

1. Select the checkbox beside the door you want to control.

   If you want to affect all the doors in your system, click **All** at the top of the left column to select all the doors.

2. Select any of the following Door Actions if required:
   - **Grant** — Click this button to grant temporary access to the specified door. The door will be momentarily unlocked to permit entry through the door.
   - **Restore** — Click this button to restore the door to its default configuration values. Restoring a Door that has an activated Lock Function (Classroom, Office, Privacy, or Apartment), will remove the Lock Function and the door will be reset to its default configuration.
   - **Unlock** — Click this button to unlock the specified door. This door will remain unlocked until the **Locked No Access** command is issued or until another change of state is directed (either via operator override or scheduled action).
   - **Locked No Access** — Click this button to lock the specified door. This door will remain locked until the **Restore** command is issued or until another change of state is directed (either via operator override or scheduled action).
   - **Disable** — Click this button to disable the specified door. This door will stop operating and allow no access.
3. Select any of the following Door Mode options to change the door mode:
   - **Card Only** — This door can be accessed using a card. No PIN is required. See *Appendix: pivCLASS Configuration* on page 695.
   - **Card and Pin** — This door can only be accessed using both a card and a PIN.
   - **Card or Pin** — This door can be accessed either by entering a PIN at a keypad or by using a card at the card reader.
   - **Pin Only** — This door can only be accessed by entering a PIN at a keypad. No card is required.
   - **Facility Code Only** — This door can be accessed using a facility code.
4. Select either of the following Forced options if required:
   - **Mask Forced** — Click this button to mask the Forced Door Alarm for this door.
   - **Unmask Forced** — Click this button to unmask the Forced Door Alarm for this door.
5. Select either of the following Held options if required:
   - **Mask Held** — Click this button to mask the Door Held Open Alarm for this door.
   - **Unmask Held** — Click this button to unmask the Door Held Open Alarm for this door.
6. Select either of the following Installed options if required:
   - **Install** — Click this button to install a door.
   - **Uninstall** — Click this button to uninstall a door.

Editing Doors

A door can be edited after its initial configuration. For example, you may need to change the access type or door mode to reflect changes on your site.

1. Select **Physical Access** > **Doors**.
2. Select the name of the door.
3. Edit the details on each tab as required:
   - **Parameters**: Edit access type, processing attributes, lock functions, and other options.
   - **Operations**: Edit simple macros, accepted card formats and other options.
   - **Hardware**: Displays for HID VertX, Mercury Security, and Schlage wired and RSI wireless locks only. Edit reader, door position, strike and request to exit (REX).
   - **Elev**: Displays for Mercury Security only. View elevator door details.
   - **Cameras**: Add or remove associated cameras.
   - **Interlocks**: Displays for Mercury Security only. Sets interlocks.
   - **Events**: View and edit door events.
   - **Access**: View access groups, roles and identities that have door access.
   - **Transactions**: View door transactions.

   For field descriptions, see:

   - *Door: Edit page (VertX®)* on page 301
   - *Door: Edit page (Mercury Security)* on page 279
   - *Step 4: Configuring Lock Operation* on page 266
4. After editing each tab, click  to save your changes.

Deleting Doors

To delete a door:

1. From the Door list, click  for the door that you want to delete.
2. When the confirmation message appears, click **OK**.

   The selected door is now removed from the system.

Adding Simple Macros

You can add simple macros, or single action commands, to any door in the system. Simple macros are triggered by one type of door event. This automatically activates the corresponding output.

For more information about macros, see *Macros* on page 166.

1. Select **Physical Access**.

   The Door list is displayed.
2. Select a door from the Door list.
3. On the Door Edit screen, select the **Operations** tab.

   At the bottom of the page is the Simple Macros section.

4. Select the **Type** of door event that will activate the output. The options are:
    - Forced
    - Held
    - Pre-Alarm
5. Select when the simple macro will be active from the **Schedule** drop down list. Only schedules that have been configured in the system are listed.
6. Select the output that is activated when the selected type of door event is triggered.
7. Click **Save Macro**.

    A new row is automatically added to the table.

8. If you need to add another simple macro, repeat steps 4 - 7 in the new row.

    To remove a configured simple macro, simply click **Remove Macro**. The row is deleted.

9. Click  to save your changes.

Door Modes

When you see the Door Mode option on the Door Edit page, the following options are listed:

This same list of options is provided for the Offline Door Mode option.

> **Note:** Some of the options are not listed if it is not supported by the door module.

Feature	Description
Disable	This door is disabled for all access.
Locked no access	This door is always locked. No access is allowed through this system.
Facility code only	This door can be accessed using a facility code. All employees share a single code. This option can be useful in offline situations, when the door controller is no longer communicating with the Access Control Manager host.
Card or Pin	This door can be accessed either by entering a PIN at a keypad or by using a card at the card reader. **Note:** This door mode is not available if the 'Allow duplicate PINs' option has been selected on the System Settings - General page.
Card and Pin	This door can only be accessed using both a card and a PIN.
Card only	This door can be accessed using a card. (The type of reader used to read this card is determined in the Reader Type field.)

Feature	Description
	No PIN is required. See *Appendix: pivCLASS Configuration* on page 695.
Pin only	This door can only be accessed by entering a PIN at a keypad. No card is required. **Note:** This door mode is not available if the 'Allow duplicate PINs' option has been selected on the System Settings - General page.
Unlocked	This door is always unlocked.

Access Types

When you select an Access Type from the Door Edit page, the listed options include:

Note: The options may be different depending on the type of panel that is connected to the door.

Feature	Description
Single	This is a door with a reader/keypad on only one side, normally entry only.
Paired Master	This indicates that this door possesses a reader/keypad on both sides, entry and exit, and that this side is the master. If you select this option, the **Paired Door** option is automatically displayed for you to specify the other reader that is installed on the door.
Paired Slave	This indicates that this door possesses a reader/keypad on both sides, entry and exit, and that this side is the slave. If you select this option, the **Paired Door** option is automatically displayed for you to specify the other reader that is installed on the door.
Elev no feedback	This door is an elevator with no feedback input.
Elev feedback	This door is an elevator with a feedback input.

Configuring ACM Verify™ Virtual Doors

The ACM Verify function allows authorized ACM system users to connect any web browser-enabled mobile device to the ACM system and use the device as a virtual station for a door configured as an ACM Verify Station. A virtual station controls access to places that do not have access-controlled doors or locks. Examples are outdoor mustering stations for fire drills, a bus for school trips or a work area in an open-plan

office. People entering a place controlled by a virtual station must verify they are authorized to access the area by entering their PIN code on the device. Typically, wireless web browser-enabled devices, such as mobile phones and tablets, are used as virtual stations although any device with a web-browser can be used.

ACM system users assigned the ACM Verify Administrator role can add and configure doors as ACM Verify stations, and administer the virtual stations and paired devices in the ACM system. They can also administer other doors.

ACM system users assigned the ACM Verify User role can access the ACM Verify functionality on their mobile devices that let the devices act as virtual stations, and can pair their mobile device to the ACM system.

Adding an ACM Verify Door

To set up a door as an ACM Verify Station

1. Add a new door from the Doors listing panel, and complete the Name, Alt Name, Location and Appliance fields.
2. In the Vendor field, select Avigilon. The Station Type field is automatically set as ACM Verify.
3. Configure the station as either Managed or UnManaged,
    - A managed station prompts the operator of the virtual station to verify that the person who enters a PIN code is using a valid PIN code and it also displays a picture and other information for additional verification.
    - An unmanaged station only verifies whether the PIN code the person entered is a valid PIN code that has access to the virtual station.
4. Set the timezone for the events reported by the virtual station if it needs to be different than the timezone used by the appliance.
5. Specify an area if you want the virtual station to act as an entrance to the area.

    If the virtual station is configured with an area, a valid PIN code entry at the station moves the identity associated with the PIN code into the area. If it also configured as a managed virtual station, the user can then view a list of the identities with photos that are in the area.

6. Configure Station Authorization as Paired or Login
    - A paired station is secured by pairing a specific device to the server so that only an ACM software user in possession of the paired device and one of the required roles, or their equivalent delegation set can access the ACM Verify station.
    - A login station is secured only by ACM login credentials and so that any ACM system user with the required roles, or their equivalent delegation set, can access the ACM Verify station from any device.
7. If Station Authorization is set to Paired, two lists are displayed. The Available list displays devices paired to the ACM appliance but not assigned to this door. The Members list displays the paired devices assigned to this door. Use the ◄ and ► keys to move devices between the two lists.
8. To pair a new device to the ACM appliance, click Add Paired Device. For more information, see

Paired Devices below.

9. Click  to save the door. The page refreshes and displays the information you entered on Parameters tab for the door.

Paired Devices

Pairing devices to the ACM appliance ensures that access to ACM Verify Stations is restricted to authorized devices.

Pairing must be completed by both the ACM administrator and the user of the connected device. The device user must be an authorized ACM user with the ACM Verify User role or equivalent at a minimum. The pairing persists as long as the cookie used for the pairing exists. See *Precautions for Paired ACM Verify Stations* below

CAUTION — In a failover deployment of the ACM system, pair the device to both the main server and the failover server. When a failover occurs, the ACM operator must restore the pairings for all ACM Verify devices to the failover server, and repeat the process when the main server is back in service.

Prerequisites for Pairing Devices

Before pairing a device:

1. The ACM operator provides the user with the IP address or hostname of the ACM appliance. Do not provide both. Use one format for the address of the ACM appliance for all pairings.

   The ACM appliance IP address or hostname is visible in the web browser's navigation bar from any ACM client window.

2. The device user must have the web browser open on their device.

The pairing must be completed within ten minutes of the ACM operator generating the PIN for pairing.

Although the user's device is paired to the ACM appliance, the virtual stations configured for paired authentication are only active for a device when installed and the user's device is in the Members column for that station.

A device can be paired to only one active ACM appliance. If a failover ACM appliance is configured, pair all ACM Verify devices to both servers. If a fail-over occurs, you must reassign devices to the ACM Verify stations on the fail-over server while it is active, and reassign them back to the main server after it is returned to service. Pairing devices in advance will make this task much more efficient.

To pair a device, see *Pairing a Device* on the next page.

Precautions for Paired ACM Verify Stations

A paired device uses cookies to connect to ACM. Take the following precautions:

- Always use the same device and browser to connect. Cookies are not shared between different devices or browsers.
- Do not pair the device while in private mode on your browser. Cookies are not saved when you are in private mode.

- Cookies are lost if you:
  - Clean up history and cookies in your browser
  - Pair the device using an IP address and then use the host name to access ACM.

If a device browser loses the cookie, it cannot access ACM Verify and you must pair the device again. Before the device can be paired again, the previous pairing must be deleted from the ACM appliance.

Pairing a Device

A device needs to be paired to the ACM appliance to access the ACM Verify function. A device can be paired to the ACM appliance at any time, or when adding a door as an ACM Verify Station.

To pair a device:

1. The ACM operator and the device user agree on the name to use for the device.
2. The ACM operator provides the ACM URL or hostname to the device user.

   The ACM appliance IP address or hostname is visible in the web browser's navigation bar from any ACM client window.

3. The ACM operator navigates to the Add Paired Device panel.
   a. If the operator is:
      - Pairing a device only, click  > **Paired Devices**.
      - Adding a new door as an ACM Verify Station, click on **Add Paired Device** in the Door: Add New screen. For more information, see *Parameters tab (Avigilon)* on page 313.

   b. Enter the name to identify the device, such as "User Name's Smartphone" and click **Generate PIN**.

   Provide the 4-digit PIN to the device user. The PIN is valid for 10 minutes.

4. The device user:
   a. Enters the URL to the ACM appliance in the web browser on their device in the format:
   `<ipAddress>/doors/virtual`
   The ACM client log in screen is displayed.
   For example, if the ACM URL is 192.168.0.125, the device user enters:
   `//192.168.0.125/doors/virtual`
   b. Logs in to the ACM Verify client using their username and password.
   c. Clicks on the  and then clicks  >**Paired device**.
   The user is prompted to enter the name of their device and the 4-digit PIN provided by the ACM operator.

5. The ACM operator waits until the device is paired and then clicks  .

To remove a pairing from the ACM appliance, click for the device.

Using ACM Verify

You can use a web browser-enabled device, such as a smartphone or tablet, to connect to ACM, access the ACM Verify Station functionality and use the device as a virtual station. Virtual stations control access to places that do not have access-controlled doors or locks. Examples are outdoor mustering stations for fire drills, a bus for school trips or a work area in an open-plan office. People entering a place controlled by a virtual station must verify they are authorized to access the area by entering their PIN code on the device.

You must be an ACM user to use ACM Verify on your device. To set up a device for ACM Verify, see *Configuring ACM Verify™ Virtual Doors* on page 258.

To use ACM Verify:

1. Use the URL or web link in your web browser provided when your device was set up to launch ACM Verify from your web browser.

   Note: If your device is paired to the ACM user, always use the same browser.

2. If the Access Control Manager login page is displayed, enter your ACM Login and Password.

   ACM Verify is displayed and the Virtual Stations you can use are listed.

3. Tap to open a virtual station.

   A prompt to enter PIN codes appears.

4. Anyone wanting to access the location you are controlling must enter a PIN code on your device and tap **Submit**.
   - If the virtual station is managed, the user's picture and name displays, and you are prompted to grant or deny access.
   - If the virtual station is unmanaged, access is granted if the code is valid.
   - If the PIN code is incorrect or invalid, a message that access is not granted displays.
5. If an area is specified for the virtual station, the number of identities verified is also displayed, and you can display a list of all the identities who have entered the area by clicking on the **Identities Verified:** link.
6. To switch to a different virtual station, tap the back button and tap another virtual station.

   For example, if you want to have identities enter and exit an area using their PIN codes you need two virtual stations. One station is configured for the area you want identities to enter into, and the second station is configured for the area you want identities to exit into. Both virtual stations are accessible on the same device.

To log out of ACM Verify, tap  and tap **Log Out**.

410-IP Mode Installation

Add an external site in ACM to configure and manage groups of Schlage IP wireless locks through the Allegion ENGAGE Gateway that supports 410-IP mode of operation. For more information, see:

- *Supported Locks* below
- *Step 1: Creating an ENGAGE Site* below
- *Step 2: Configuring Gateways for IP Wireless Locks* on the next page
- *Step 3: Configuring IP Wireless Locks* on page 265
- *Step 4: Configuring Lock Operation* on page 266

Note: ACM supports only Schalge NDE and LE wireless locks in 410-IP mode. Other lock models might not operate correctly.

Supported Locks

Ensure the physical configuration of the lock matches the configuration in the ACM application as follows.

Door	Panel	Subpanel	External System
Wireless locks			
Allegion Schlage LE and NDE series			
Up to 10 IP wireless locks to each gateway Up to 5000 credentials to each lock	Up to 512 ENGAGE gateways to an ACM appliance	-	ENGAGE site

Step 1: Creating an ENGAGE Site

Note: Before you begin, obtain the ENGAGE login account information. For more information, see Schlage documentation.

To create an ENGAGE site in ACM:

1. Select > **External Systems**.
2. Click the **Schlage** tab.
3. Click the **Add Schalge Site** button.
4. Enter:

Site Name	Up to 50 alphanumeric characters for the name of the site which represents the logical group of ENGAGE devices.
ENGAGE User	The login name of the ENGAGE account.
ENGAGE Password	The password of the ENGAGE account.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.

5. Click to save your changes.

   Click to discard your changes.

After you add the ENGAGE site, see *Step 2: Configuring Gateways for IP Wireless Locks* below.

Step 2: Configuring Gateways for IP Wireless Locks

Applies to:

- Schlage gateways that control Schlage IP wireless locks

To configure a Schlage gateway:

1. Ensure gateway communication to the ACM appliance is enabled:
   - Click > **Appliance**, click the **Access** tab, select the **Installed** checkbox next to the **Schalge** vendor, and click to save your changes. Contact your support representative to enable the **Debug** checkbox, if needed.
2. Select **Physical Access** > **Panels**.
3. Click **Add Panel**.
4. Enter:

Name	Up to 50 characters for the name of the gateway.
Physical Location	A description of where the device is installed.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Appliance	The ACM appliance the device is connected to.
Vendor	Select **Schlage**.

Model: **ENGAGE Gateway - IP**.

Site : The name of the site that the gateway is commissioned to.

Timeszone : The local timezone where the gateway is installed.

5. Click ✔ to save your changes. The entries are displayed on the **Configure** tab.
6. Click the **Host** tab.
7. Enter:

IP Address	The IP address of the gateway or hostname of the device.
Installed	Enables communication between the appliance and installed device after saving.

8. Click ✔ to save your changes.

After gateway communication is enabled, any devices linked to the gateway will be displayed in the following places:

- On the **Configure** tab of the abovementioned panel page, where the **Link Name**, **S/N** (serial number), **Status** (of the connection to each lock) and **Credential Capacity** (for each lock) columns are displayed.
- In the **Linked Devices** field on the door page.

For more information, see *Step 3: Configuring IP Wireless Locks* below.

Step 3: Configuring IP Wireless Locks

Applies to:

- Schlage IP wireless locks

Note: Before you begin, ensure the locks have been installed according to the vendor's installation instructions.

To configure a wireless lock:

1. Ensure lock communication is supported in ACM software:
   - Add the ENGAGE Gateway site in ACM, as described in *Step 1: Creating an ENGAGE Site* on page 263.
   - Add a gateway for Schlage IP wireless locks, as described in *Step 2: Configuring Gateways for IP Wireless Locks* on the previous page.
2. On the Panel: Status or Doors list page, do one of the following:
   - Click **Add Door** to create a new door for each new lock.
   - Select the name of a previously added door.

3. On the **Parameters** tab, select:

Vendor	**Schalge**.
Panel	The gateway.
Linked Device	The ID or name of each externally commissioned IP wireless lock. For more information, refer to the commissioning process in vendor documentation.
Access Type	Whether the IP wireless lock is located on one or both sides of the door. Default is **Single**, which cannot be changed. For more information, see *Access Types* on page 258.
Door Mode	The entry mode for the door when the gateway is online and communicating with the IP wireless lock. For information about the **Disabled**, **Unlocked**, **Locked No Access** and **Card Only** options, see *Door Modes* on page 257.
Lock Function	None is the default. For more information about the **Privacy**, **Apartment** and **Office** lock functions, see *Adding Doors* on page 249.
Always Mask Forced	The Door Forced Open alarms at the door are always masked.
Always Mask Held	The Door Held Open alarms at the door are always masked.
Door Processing Attributes	For more information about the **Log Grants Right Away**, **Log All Access as Used** and **Detailed Events** door processing attributes, see *Adding Doors* on page 249.

4. Click ✔ to save your changes.

After you add a new door, customize other door settings to meet your system requirements. For more information, see *Step 4: Configuring Lock Operation* below.

Step 4: Configuring Lock Operation

Applies to:

- Schlage IP wireless locks that do not support in/out readers

To configure lock operation:

1. Edit lock settings as required:

   (The **Name** through **Installed** fields can be edited on the Parameters, Operations and Cameras tabs. For these field descriptions, see *Adding Doors* on page 249.)

   On the **Operations** tab, select:

Into Area	The area that the badge holder enters by passing through the door. Example: Laboratory For information, see *Adding Areas* on page 332.

Out of area	The area that the badge holder leaves by passing through the door. Example: Lobby For information, see *Adding Areas* on page 332.
Standard Access Time	The seconds the door remains unlocked after access has been granted.
Held Open Time	The seconds the door can be held open before a Door Held Open event is generated.
Extended Access	The seconds the door remains unlocked after access has been granted to token holders with extended access permissions.
Card Formats	**Important:** To maximize the security and capacity of your locks, only move the card formats that are actually used to the **Members** column.

2. Click  to save your changes.

   Allow time for the lock configuration to take effect.

3. Add to an access group for assignment to identities and their tokens. For more information, see *Access Groups - Access Group: Edit page* on page 578.

On the Panel: Status tab, the Credential Capacity count for the door is updated.

Viewing Gateway and Linked Device Communications Status

Applies to:

- 410-IP mode ENGAGE gateways

1. Select **Physical Access** > **Panels**.
2. View the **Device Status** in the first column. For more information, see *Device Status* on page 637.

   For another way of accessing device status, see *Monitor - Dashboard* on page 635.

3. Select the panel.
4. View on the **Status** tab:

	The communications status between the panel and ACM appliance. The current status of the device is indicated by the background color. For more information, see *Status Colors* on page 636
Clock	Resynchronizes the gateway time when clicked. See *Updating Panel Time* on page 159.
Last comms	The date and time of the last message that was communicated between the panel and the ACM appliance.
Firmware	The gateway firmware version. See *Updating Panel Firmware* on the next page.

Updating Panel Firmware

You can upload firmware updates to the panel, activate the new firmware and apply the latest ACM system configuration parameters.

CAUTION — Risk of loss of functionality. It is possible to downgrade to an earlier firmware version by choosing an earlier firmware file. If you do downgrade to an earlier firmware release, functionality provided in later releases will no longer be available, resulting in unexpected behavior. For example, override functionality available for Mercury panels in the ACM software 5.12.2 and later, requires the Mercury firmware version 1.27.1 or later.

1. On the Panels list, select the panel.
2. On the Panel: Status page, click **Firmware**.
3. Do any of the following:
   - Apply a firmware update that is available in the system, click  next to the firmware file.
   - Upload a new firmware update provided by the manufacturer:
     a. Download the firmware file from the manufacturer.
     b. Click **Add Firmware**.

        See *Appendix: pivCLASS Configuration* on page 695.

     c. Click **Choose File** and select the firmware file.
     d. Click  to upload the firmware file.

        > **Note:** If you click  , the **Identity Import Type:** will be set to **Auto** and any attached CSV files will be deleted.

     e. On the Firmware list, click  next to the firmware file to apply it to the panel.
   - Delete an existing firmware update, click  next to the firmware file. Click **OK** to confirm the operation.

Updating Lock Firmware

Applies to:

- Schalge IP wireless locks

> **Note:** Ensure the ENGAGE gateway and ACM have access to the internet.

To download and apply firmware updates from lock manufacturers:

1. On the Panels list, select the gateway.
2. Under **NDE Locks** or **LE Locks**, click **Update Firmware** for the lock type. Ignore the blue Firmware button.
3. Do one of the following:
   - Click  next to the firmware version that is available in the system to apply it to the group of locks.
   - Select a new firmware version as follows:
     a. Click **Open Advanced Options**.
     b. Enter your ENGAGE login information in **ENGAGE User** and **ENGAGE Password**, and click **Get Available Firmware**. The firmware versions are downloaded.

        CAUTION — This advanced procedure must be performed only by qualified personnel with the requisite knowledge of the firmware versions and the ACM system.

     c. Click  next to the firmware file to apply it.
   - Click  next to the firmware version to delete an existing firmware update. Click **OK** to confirm the operation.

Viewing Door Events

To view access information, events and alarms generated for doors:

1. Select **Physical Access** > **Doors**.
2. Select the name of the door.
3. Click the **Events** tab to view all the global events that are related to the device:

Name	The name of the event.
Event	The type of event.
Source Type	The source of this event.
Has On/Off	If the event toggles on or off.
Masked	If the event is masked. **Yes** or **No**.
Logged	If the event is logged. **Yes** or **No**.
Show Video	If a video is available for the event. **Yes** or **No**.

> **Tip:** You can also view events using **Monitor** > **Events**. For more information, see *Monitoring Events* on page 618.

4. Click the **Access** tab to view the access groups, roles and identities that have permission to edit or use the door:

Access Groups	The name of the access group. Click the link to edit the access group.
Roles	The roles that the access group is a member of. Click the + or - icon next to each role to show or hide the identities in the access group through the role.
Identities	The users who are members of the access group.
Panel Date	The date and time when the event occurred.
Priority	The priority of the event. The highest priority is 1 and the lowest priority is 999.
Event	The name of the event.
Last Name	The last name of the person who generated the event.
First Name	The first name of the person who generated the event.
Card Number	The internal token number assigned to the person who generated the event.
Message	Any messages that are associated with the event.

For more information, see *Managing Door Access* on page 574.

5. Click the **Transactions** tab to view the events and alarms that have occurred at the door:

Access Groups	The name of the access group. Click the link to edit the access group.
Roles	The roles that the access group is a member of. Click the + or - icon next to each role to show or hide the identities in the access group through the role.
Identities	The users who are members of the access group.
Panel Date	The date and time when the event occurred.
Priority	The priority of the event. The highest priority is 1 and the lowest priority is 999.
Event	The name of the event.
Last Name	The last name of the person who generated the event.
First Name	The first name of the person who generated the event.
Card Number	The internal token number assigned to the person who generated the event.
Message	Any messages that are associated with the event.

For more information, see *Configuring Roles* on page 548.

Doors list

The **Doors** page lists of all the doors you are authorized to see and control. From this list you can control doors, as well as add and delete doors, edit doors and their associated controller panels, and create overrides to temporarily change the normal status of selected doors.

> **Note:** Overrides can only be applied to installed doors on Mercury panels using controller firmware 1.27.1 or later.

Select **Physical Access>Doors** to access the Doors list.

Searching, sorting, and filtering

Many facilities require the control and monitoring of dozens, even hundreds, of doors simultaneously. This can result in a crowded listing page. You can search for specific doors to narrow the list of doors, filter the columns for specific values, and create and save custom filters. You can then sort the results using any one column.

Searching the list:

1. Use any (or all) of the following to define your search:
    - Enter your search term in the **Search...** field. Use any series of letters and numbers to search for the doors you want to see.
    - If known, select the **Device Status**.
    - If known, select the **Appliance** the door is connected to.
    - If known, select the **Group** the door is included in.
2. Click **OK**.

Creating a filter to select multiple filters:

1. Click **Advanced Filters** to open the Advanced Filters dialog box.
2. Select filters:
    - **Alarms**—Select the alarms to include from the list of alarms.
    - **Masked**—Select to include the masks to include from the list of masks.
    - **Normal**—Select to include all properly functioning doors.
    - **Door Mode**— Select the door modes to include from the list of door modes.

    To unselect all selected filters, click **Unselect All**.
3. If you want to save the selected filters, select **Remember Filters**.
4. Click **OK**.

Sorting the list:

1. Click in a column heading:

- Click to sort in ascending order.
- Click to sort in descending order.

To see the legend for all the device statuses:

- Click **Legend** to see the list of statuses and the related icons.

  There are three groupings which are color-coded — Normal, Alarms, Masked:

Adding and deleting doors

- Click the **Add Door** button to define a new door. For more information, see *Adding Doors* on page 249 and *Adding Doors* on page 274
- Select doors in the list and click the **Delete**control button.

Editing doors and panels:

- Click the link to the door in the **Name** column. For more information, see *Editing Doors* on page 255.
- Click the link to the panel in the **Panel** column.

  For more information, see *Configure tab (Mercury Security)* on page 210 or *Panel: Configure page (VertX®)* on page 187.

Controlling doors:

Select doors in the list and then use the drop-down options from the control buttons at the top of the page to control them:

- **Door Action**
- **Door Mode**
- **Forced**
- **Held**
- **Installed**

For more information, see *Controlling Doors* on page 254.

Overriding current door modes

To apply a temporary one-time change to the current door mode to doors, select doors in the list and click the **Override** control button.

The Override dialog box is displayed, filtered for installed doors on Mercury panels using controller firmware release 1.27.1 or later.

Important: If you select an installed door that is on a subpanel using earlier Mercury controller firmware or not on a Mercury subpanel, an error message is displayed that tells you the door is removed from your selection. Click **OK** to acknowledge the message. If none of the doors support overrides, you return to the Doors list.

For more information, see *Overriding Door Modes and Schedules* on page 613.

Editing overrides

Click the **Overrides:** button to open the Override List and view or cancel any overrides.

The number of overrides in the system is displayed as part of this button.

Creating a Door Configuration report

- Click **Create New Report** to generate a Door Configuration report on the doors in this list.

  Other door reports are available. For more information, see *Generating Reports* on page 663.

The following information is displayed for each door in the list:

Column Heading	Description
All/None	Use this toggle to select and deselect all the doors currently visible in the list. Or you can use the checkbox to select individual doors.
Device status	Displays the device status. Hover the mouse over the related icon to see more details. **Note:** The tamper icon only appears for OSDP readers, and reports whether the reader is offline or has been tampered with.
Name	The name assigned to this door. Click on this name to open the Door: Edit page Parameters tab.
Panel	The name of the panel to which this door is connected. Click on this name to open the Panel: Edit page Configure tab.
Door state	Current state of the related door: Open or Closed. **Note:** To properly report the Door State from the Door Position Switch, the Detailed Events parameter must be enabled for the door. If this parameter is not set for a door, edit the parameters for the door.
Door mode	Indicates the door mode — the method by which the door is opened: • Disabled • Unlocked • Locked No Access • Facility Code Only • Card Only See *Appendix: pivCLASS Configuration* on page 695. • Pin Only

Column Heading	Description
	• Card & Pin • Card or Pin

Adding Doors

To add a new door:

1. Select **Physical Access** > **Doors**.
2. Click **Add Door**.
3. If door templates are used, the Templates dialog appears. To use the door settings from a template, which automatically fills in the fields on the Parameters and Operations tabs, select the template and click **OK**. Otherwise, click **Cancel**.

   For Schlage IP wireless locks, click **Cancel**.
4. Enter on the **Parameters** tab:

   Note: Fields in this list that are not supported by the door module are not displayed.

Name	Up to 50 characters for the name of the door. See *Appendix: pivCLASS Configuration* on page 695.
Alt. Name	An alternate name for the door.
Location	A short description of the door location.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Panel	The panel that controls the door or the gateway that controls the IP wireless lock.
	Displays for a panel that is connected to a subpanel that controls readers, locks, inputs and outputs; or a gateway that controls IP wireless locks. **Subpanel**: The name of the subpanel that is connected to the main panel or the name of the gateway. **Door Number** or **Lock Number**: The door number for wired connections or lock number for wireless locks. For SimonsVoss wireless locks, the hexadecimal address assigned by the SmartIntego Tool.
	Displays for a Schlage ENGAGE Gateway that is specified in Subpanel. **Linked Device**: The ID or name of each externally commissioned IP wireless lock. For more information, refer to the commissioning process in vendor documentation.
Appliance	The ACM appliance that is connected to the door or gateway.

Vendor	The manufacturer of the panel or gateway.
	Displays for **Schlage** ENGAGE Gateway: **Access Type**: Whether the IP wireless lock is located on one or both sides of the door. Default is **Single**, which cannot be changed. For more information, see *Access Types* on page 258. **Door Mode**: The entry mode for the door when the gateway is online and communicating with the IP wireless lock. For information about the **Disabled**, **Unlocked**, **Locked No Access** and **Card Only** options, see *Door Modes* on page 257. **Lock Function**: None is the default. • **None**: Use the system default door settings. • **Privacy**: When you press the interior lock button, the door will lock and the exterior lock will not grant access to any token. To unlock, you must press the interior lock button again or exit the room. • **Apartment**: Use the interior lock button to toggle between locked and unlocked. When the door is locked, any valid token will open the door. The door must be manually locked or it will stay unlocked. • **Classroom — Classroom/Storeroom** — The lockset is normally secure. The inside lever always allows free egress. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may be used to change to a passage or secured status. Not to be used on mortise deadbolt. Interior push button not to be used. This is the only lock function supported for the RSI-connected NDE series lock. This lock function is not supported for the IP-connected LE and NDE series lock. • **Office** — The lockset is normally secure. The inside lever always allows free egress. An interior push-button on the inside housing may be used to select a passage or secured status. Meets the need for lockdown function for safety and security. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may also be used to change status. Not to be used on mortise deadbolt. **Note:** A Restore door action is available on the Door listing page and the Hardware Status page which resets the Door Mode to its default value. **Always Mask Forced**: If selected, Door Forced Open alarms at the door are always masked. **Always Mask Held**: If selected, Door Held Open alarms at the door are always

	masked.
	For **Avigilon**, enter: **Station Type**: Default is **ACM Verify** station, which is used on connected devices. A device that uses this station type of station is called an ACM Verify Station. **Managed**: If selected, ACM Verify Station requires the user to grant or deny access to the person entering a valid PIN code. It also displays the name and picture of the user for verification. **UnManaged**: If selected, ACM Verify Station automatically grants or denies access and does not provide additional information when a PIN code is entered. **Geographic Timezone**: The time zone where the ACM Verify device is located if it is different from the time zone of the ACM appliance. **Into Area**: The area that the badge holder enters by passing through the door and where the ACM Verify Station is used, or not, to monitor access to the area. You must specify an area if you want the virtual station to list all the people who have entered the area. **Station Authentication**: The method of authentication on the ACM Verify device. **Login** specifies that the user log in to the ACM software using the ACM URL from the browser on the ACM Verify device. **Paired** specifies that the ACM Verify is paired to the ACM system. If the authentication type is Paired, the Door Add page refreshes and displays the Add Paired Device button.
	For **Mercury Security** and **HID** VertX panel, enter: **Access Type**: Whether the reader is located on one or both sides of the door, or on an elevator door. See *Access Types* on page 258. **Linked Door**: Displays for **Paired Master** and **Paired Slave** access type only. The door with the reader on the other side of the door. **Door Mode**: The entry mode of the door when the door controller is online and communicating with the panel. See *Door Modes* on page 257. **Assurance Profile**: For Mercury Security LP4502 only. See *Appendix: pivCLASS Configuration* on page 695. **Offline Door Mode**: The entry mode of the door if the door controller is no longer communicating with the panel. **Note:** In many cases readers in offline mode require a very simple solution for entry or exit because of the memory limitations. The recommended Offline Door Mode option is **Locked No Access**. **Custom Mode**: Another entry mode that is supported by the door module in addition to Door Mode and Offline Door Mode options.

	Custom Schedule: When the Custom Mode becomes active. Never Active is OFF. 24 Hours Activeis ON. **Masked Forced Schedule**: A predefined time when Door Forced Open alarms from the door will be masked. **Masked Held Schedule**: A predefined time when Door Held Open alarms from the door will be masked. **Always Mask Forced**: If selected, Door Forced Open alarms at the door are always masked. **Always Mask Held**: If selected, Door Held Open alarms at the door are always masked.
Door Processing Attributes	For **Schlage** door, select: **Log Grants Right Away**: Initiates local I/O in the panel using the panel triggers. The system logs an extra event as soon as a grant ocurs (that is, before entry / no entry is determined). This event is not turned into an Access Control Manager event. Certain customers may have a trigger they want to fire (to execute a macro) as soon as there is a grant but before entry / no entry is determined. **Log All Access as Used**: Logs all access grant transactions as if the person used the door. If this field is not selected, the door determines if it was opened and distinguishes if the door was used or not used for grant. **Detailed Events**: Displays the current position of the door position switch (DPOS) in the Door State column of the door listing screen. When enabled the column displays “Open” when the DPOS is in an open state and “Closed” when the DPOS is in a closed state. **Note:** To properly report the Door State from the Door Position Switch, Detailed Events must be enabled. Typically, five to ten detailed transactions are generated for each grant transactions. During the normal course of operation, most guards don't need to see extensive reports on events; however, after hours, it is often useful to see every detail. **Do Not Log Rex Transactions**: Indicates that return-to-exit transactions do not get logged to the database.
	For **Mercury Security** panel, select: **Log Grants Right Away**: Initiates local I/O in the panel using the panel triggers. The system logs an extra event as soon as a grant ocurs (that is, before entry / no entry is determined). This event is not turned into an Access Control Manager event. Certain customers may have a trigger they want to fire (to execute a macro) as soon as there is a grant but before entry / no entry is determined.

	Deny Duress : Denies access to a user that indicates duress at a door. **Don't Pulse Door Strike on REX**: Disables the pulse of the door strike output when the request-to-exit button is pressed and can be used for a 'quiet' exit. If not selected, the output is pulsed. **Note:** This field must not be checked for the SimonsVoss wireless lock, such as cylinders, on a door that does not support a door position switch (DPOS). **Require Two Card Control**: Two tokens are required to open this door. This enforces the two-person rule at a specified door. **Door Forced Filter:** : Filters door-forced alarms. Sometimes a door is either slow to close or is slammed shut and bounces open for a few seconds. With this filter, the monitor allows three seconds for a door to close before issuing an alarm. **Log All Access as Used**: Logs all access grant transactions as if the person used the door. If this field is not selected, the door determines if it was opened and distinguishes if the door was used or not used for grant. **Detailed Events**: Displays the current position of the door position switch (DPOS) in the Door State column of the door listing screen. When enabled the column displays “Open” when the DPOS is in an open state and “Closed” when the DPOS is in a closed state. **Note:** To properly report the Door State from the Door Position Switch, Detailed Events must be enabled. Typically, five to ten detailed transactions are generated for each grant transactions. During the normal course of operation, most guards don't need to see extensive reports on events; however, after hours, it is often useful to see every detail. **Enable Cipher Mode**: Enables the operator to enter card number digits at the door’s keypad. **Use Shunt Relay**:Enables the use of a shunt relay for this door. **Do Not Log Rex Transactions**: Indicates that return-to-exit transactions do not get logged to the database.
	For **HID** VertX panel, select: **Door use Tracking**: The level of door event tracking that is logged in the Monitor screen. These options should only be used when the **Detailed Events** option is enabled.

	• **None**: Only standard door events are logged. • **Used**: The details of when the door is used. • **Used with pending**: The events that occur between door use. **Deny Duress**: If selected, denies access to a user who is in duress at a door. **Don't Pulse Door Strike on REX**: Disables the pulse of the door strike when request-to-exit button is activated. **Detailed Events**: For circumstances when it is important to know all the details of an event. Displays the current position of the door position switch (DPOS) in the Door State column of the Door list. When enabled the column displays “Open” when the DPOS is in an open state and “Closed” when the DPOS is in a closed state. **Enable Cipher Mode**: Allows the operator to enter card number digits at the door’s keypad. **Do Not Log Rex Transactions**: Disables logging of request-to-exit transactions.
Installed	Enables communication between the appliance and installed device after saving.

5. Click ✔ to add the door. Once saved the page becomes the Door: Edit page. If a door template was used, the fields on the Parameters and Operations tabs are entered.
6. To edit door configuration, see *Editing Doors* on page 255. To edit lock configuration, see *Step 3: Configuring IP Wireless Locks* on page 265.
   - **Parameters**: Edit access type, processing attributes, lock functions, and other options.
   - **Operations**: Edit simple macros, accepted card formats and other options.
   - **Hardware**: Displays for HID VertX, Mercury Security, and Schlage wired and RSI wireless locks only. Edit reader, door position, strike and request to exit (REX).
   - **Elev**: Displays for Mercury Security only. View elevator door details.
   - **Cameras**: Add or remove associated cameras.
   - **Interlocks**: Displays for Mercury Security only. Sets interlocks.
   - **Events**: View and edit door events.
   - **Access**: View access groups, roles and identities that have door access.
   - **Transactions**: View door transactions.
7. Click ✔ to save your changes.

Door: Edit page (Mercury Security)

When you select a Mercury Security door, the configurable options are arranged in tabs on the Door: Edit page.

Parameters tab (Mercury Security)

When you click the **Parameters** tab on the Door Edit screen, the Parameters page is displayed. This page allows you to define the door connections, door mode, schedule and processing attributes.

Note: Fields in this list that are not supported by the door module are not displayed.

Feature	Description
Name	The name of the door. See *Appendix: pivCLASS Configuration* on page 695.
Alt Name	The alternative name of the door.
Location	The location of the door.
Appliance	The appliance the door is connected to.
Vendor	The name of the door manufacturer.
Installed	Enables communication between the appliance and installed device after saving.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Panel	Specifies the panel the door is assigned to. After you make your selection, new options may be displayed to define how the door is connected to the panel.
Subpanel	Specifies the subpanel that is connected to the door. This option is only displayed if there is a subpanel connected to the selected main panel.
Lock Number or Door Number	A configured group of readers, inputs, and outputs that are connected from the subpanel to the door. For wired connections, the door number from the drop-down list. For wireless locks only: • The number programmed for the lock. For all locks except SimonsVoss, select the number from the drop-down list. • For SimonsVoss wireless locks, the hexadecimal address assigned by the SmartIntego Tool. For more information, see *Configuring SimonsVoss Wireless Locks* on page 176.
Access Type	Select the Access Type from the drop down list. Any door that is created with this template will be set to this type. Use Single for a door with one reader on one side of the door only (single reader door). Use Paired Master and Paired Slave for a door with two readers, one on each side of the door (paired reader door). Paired readers allow each side of a single physical door to act like a separate door. This is particularly useful for anti-passback and mustering. If you set the access type to either Paired Master or Paired Slave, when you add a door using this template, the Door Add page displays with the additional field, Linked Door. Use this field to select the door with the reader on the other side. The linking between the doors has to be done separately from adding the door.

Feature	Description
	The Access Type can also be configured in the Wiring Template. When configured in both the Wiring Template, and the associated Door Template, the setting in the Wiring Template takes precedence. It is recommended that you use the Wiring Template to efficiently create linked paired doors.
Door Mode	The entry mode for the door when the door controller is online and communicating with the panel. Select a Door Mode option from the drop down list.
Offline Mode	The entry mode used for the door if the door controller is no longer communicating with the panel. **Note:** In many cases readers in offline mode require a very simple solution for entry or exit because of the memory limitations. The recommended Offline Door Mode option is **Locked No Access**. Select the Offline Mode option from the drop down list.
Lock Function	Select how the interior lock button will function. • **Privacy** — When you press the interior lock button, the door will lock and the exterior lock will not grant access to any token. To unlock, you must press the interior lock button again or exit the room. • **Apartment** — When you press the interior lock button, the door will lock but any valid token will open the door. The door must be manually locked or it will stay unlocked. • **Classroom** — Classroom/Storeroom. The lockset is normally secure. The inside lever always allows free egress. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may be used to change to a passage or secured status. Not to be used on mortise deadbolt. Interior push button not to be used. • **Office** — The lockset is normally secure. The inside lever always allows free egress. An interior push-button on the inside housing may be used to select a passage or secured status. Meets the need for lockdown function for safety and security. Valid toggle credentials (i.e. a valid card that is swiped twice within five seconds) on the exterior may also be used to change status. Not to be used on mortise deadbolt. There is a Restore door action available on the Hardware Status page or Door Listing page which resets the door's configuration values to their default value. If the door is in any mode (Classroom, Office, Privacy, or Apartment) it will be 'restored' to the opposite status (e.g. if the door is in Privacy mode then it is locked - if the Restore option is selected then the door will return to its default mode, which is the mode set in the base configuration for the door).
Custom Mode	Select any additional door mode the door must support outside the Door Mode and Offline Mode options.
Custom Schedule	Define when the Custom Mode would be active. Select a schedule from the drop down list. Only schedules that have been defined in the

Feature	Description
	system are listed.
Mask Forced Schedule	Define when Door Forced Open alarms from this door will be masked. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Mask Held Schedule	Define when Door Held Open alarms from this door will be masked. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Always Mask Forced	Check this box to specify that Door Forced Open alarms at this door are always masked. Normally, this box is unchecked.
Always Mask Held	Check this box to specify that Door Held Open alarms at this door are always masked. Normally, this box is unchecked.
Door Processing Attributes	
Log Grants Right Away	When this box is checked, the system logs an extra event as soon as there is a grant (that is, before entry / no entry is determined). This event is not turned into a Access Control Manager event. Check this box in order to initiate local I/O in the panel using the panel triggers. Certain customers may have a trigger they want to fire (to execute a macro) as soon as there is a grant but before entry / no entry is determined.
Deny Duress	Check this box to deny access to a user that indicates duress at a door.
Don't Pulse Door Strike on REX	Check this box to disable the pulse of the door strike output when the request-to-exit button is pressed and can be used for a 'quiet' exit. If this box is not checked, the output is pulsed.
Require Two Card Control	Check this box to specify that two tokens are required to open this door. This enforces two-person rule at a specified door.
Door Forced Filter	Check this box to enable the filter feature for door forced alarms. There are instances when a door is either slow to close or is slammed shut and bounces open for a few seconds. With this filter, the monitor allows three seconds for a door to close before issuing an alarm.
Log All Access as Used	Check this box to log all access grant transactions as if the person used the door. If this box is not checked, the door determines if it was opened and will distinguish if the door was used or not used for grant.
Detailed Events	Check this box to display the current position of the door position switch (DPOS) in the Door State column of the door listing screen. When enabled the column will display “Open” when the DPOS is in an open state and “Closed” when the DPOS is in a closed state. **Note:** To properly report the Door State from the Door Position Switch, Detailed

Feature	Description
	Events must be enabled. Typically, five to ten detailed transactions will be generated for each grant transactions. During the normal course of operation, most guards don't need to see extensive reports on events; however, after hours, it is often useful to see every detail.
Enable Cipher Mode	Check this box to enable cipher mode. Cipher mode allows the operator to enter card number digits at the door's keypad.
Use Shunt Relay	Check this box to enable the use of a shunt relay for this door.
Do Not Log Rex Transactions	Check this box to indicate that return-to-exit transactions do not get logged to the database.
	Click this button to save your changes.
	Click this button to discard your changes.
Create New Report	Click this button to generate a PDF report on this door.
Add New Door	Click this button to add a new door.
Transaction Report	Click this button to generate a PDF transaction report on this door.
Show Policy	Click this button to generate a PDF report on the current door policy.
	Click this button to delete this door. Click **OK** in the dialog box that displays to confirm the deletion. The door will be deleted and you will be returned to the Doors list.

Operations tab (Mercury Security)

When you click the **Operations** tab on the Door Edit screen, the Operations page for the door is displayed. This page allows you to edit how the door operates, including the door mode, anti-passback and strike modes.

Note: Fields in this list that are not supported by the door module are not displayed.

Feature	Description
Name	The name of the door.
Alt Name	The alternative name of the door.
Location	The location of the door.

Feature	Description
Appliance	The appliance the door is connected to.
Vendor	The name of the door manufacturer.
Installed	Enables communication between the appliance and installed device after saving.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Panel	Specifies the panel the door is assigned to. After you make your selection, new options may be displayed to define how the door is connected to the panel.
Subpanel	Specifies the subpanel that is connected to the door. This option is only displayed if there is a subpanel connected to the selected main panel.
Lock Number	The number ID for the set of inputs/outputs that are connected from the subpanel to the door. This option is only displayed if there are inputs or outputs connected to the selected subpanel.
Door Number	The number that has been assigned to the door module by the wireless lock configuration device.
APB Mode	Select the Anti-Passback (APB) mode for the door. For more information on Anti-Passback modes, see *Anti-Passback Modes* on page 323.
APB Delay	Enter the number of seconds before another APB entry with this badge is allowed. Leave blank for no delay, enter 0 to never allow an entry with this badge until it has been used at another door.
Into Area	Select the area that the user enters by passing through the door. Only the areas that have been previously configured in the system appear in this list.
Out of area	Select the area that the user exits by passing through the door. Only the areas that have been previously configured in the system appear in this list.
PIN Timeout	Enter the number of seconds that a user is allowed to enter multiple PIN attempts before generating “Deny Count Exceeded” event. **Note:** If the PIN Timeout is set to 10 (seconds) and then the PIN Attempts is set to two, this tells the system, if there are two bad PIN attempts within 10 seconds then generate a “Deny Count Exceeded” event.
PIN Attempts	Enter the number of times a user can attempt to enter a PIN within the allotted PIN Timeout time frame before an “Deny Count Exceeded” event is generated.
Strike Mode	Select the strike mode. • **Cut short when open** — the strike is deactivated when the door opens.

Feature	Description
	• **Full strike time** — the strike is deactivated when the strike timer expires. • **Turn off on close** — the strike is deactivated when the door closes.
LED Mode	Select the LED mode to specify how the reader LEDs are displayed. For more information on LED modes, see *LED Modes for Mercury Security* on page 342.
Held Pre-Alarm	Enter the number of seconds a door can be held open before a pre-alarm is issued. Instead of generating an alarm, it sends a warning signal to the Access Control Manager host.
Access time when open	Enter the number of seconds the door remains unlocked after a card has been swiped.
Standard Access time	Enter the number of seconds the door remains unlocked after access has been granted. If the door is not opened within this time, it will automatically lock.
Held Open Time	Enter the number of seconds the door can be held open before a Door Held Open event is generated.
Extended Access	Enter the number of seconds the door remains unlocked after access has been granted to token holders with extended access permissions. This feature is useful for users that may require more time to enter a door.
Extended Held Open Time	Enter the number of seconds the door can be held open for users with extended access permissions. This feature is useful for users that may require more time to enter a door.

Card Formats	Identify the card formats that the door accepts by moving them into the Members column if they are not already listed.
	All of the doors on a panel (and its subpanels) can collectively use at most 16 distinct card formats, from the up to 128 card formats defined for the entire system.
	When the door is created, the initial selection of card formats depends on:
	• If there are 16 or less card formats defined in the system, all card formats are in the Members column.
	• If there are 17 or more card formats in the system, and:
	  • No card formats are selected for the panel assigned to the door, then the Members column is empty. You must select the card formats accepted at the door.
	  • Some door formats are selected for the panel assigned to the door, then those formats are listed in the Members column. You can add more up to a total of 16.
	• If the door is created using a door template, and the template specifies:
	  • No Change: The Members column is populated as described above.
	  • Blank: Any selection from the panel is ignored and the Members column is empty. You must select the card formats accepted at the door.
	  • Assign: The contents of the Members column from the panel are replaced by the contents of the Members column from the door template.

Feature	Description
	• Add: Card formats not in the Members column from the panel that are in the Members column of the door template are added, up to a maximum of 16. If there are more than 16, you will have to manually adjust the list. • Remove: Any card formats in the Members column from the panel that are in Members column of the door template are removed. **Note:** Only the first eight card formats configured on a Mercury panel are downloaded to any connected subpanels for use in offline mode. When a subpanel is offline, only a door that is configured with an offline door mode of **Facility Code only** can allow access to badge holders whose card contains a valid facility code. If a door configured for an offline door mode of **Facility code only** on an offline subpanel does not respond when a card is presented, then the necessary card format is not available on the subpanel. To fix this problem, see *Using Door Templates to Manage Card Formats* on page 117.
Simple Macros	
Type	Select a default macro that is triggered when the following conditions are met for this door. Currently available macros include: • Forced • Held • Pre-Alarm
Schedule	Define when this macro can be triggered. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Op Type	Select an operation type used by this macro.
Output	Select an output that is activated by the 'Type' condition.
Commands	Click **Save Macro** to save the settings for this canned macro. If this is a new macro, a new row is automatically added below. Click **Remove Macro** to delete a macro. This button only appears if the macro has been saved in the system. For more information, see *Adding Simple Macros* on page 256.

The following options are always active:

Feature	Description
	Click this button to save your changes.
	Click this button to discard your changes.

Feature	Description
Create New Report	Click this button to generate a PDF report on this door.
Add Door	Click this button to add a new door.
Transaction Report	Click this button to generate a PDF transaction report on this door.
Show Policy	Click this button to generate a PDF report on the current door policy.

Hardware tab (Mercury Security)

When you click the **Hardware** tab at the Door Edit screen, the Mercury Hardware page is displayed. This page allows you to connect and edit readers, inputs and outputs to the door.

Note: Fields in this list that are not supported by the door module are not displayed.

Feature	Description
Name	The name of the door.
Alt Name	The alternative name of the door.
Location	The location of the door.
Appliance	The appliance the door is connected to.
Vendor	The name of the door manufacturer.
Installed	Enables communication between the appliance and installed device after saving.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Panel	Specifies the panel the door is assigned to. After you make your selection, new options may be displayed to define how the door is connected to the panel.
Subpanel	Specifies the subpanel that is connected to the door. This option is only displayed if there is a subpanel connected to the selected main panel.
Lock Number or Door Number	The number programmed for the lock. For all locks except SimonsVoss, this is a decimal number. For SimonsVoss wireless locks, this is a hexadecimal number.
Unassign All	Click this button to reset all of the values below and start over.
	To edit one of the readers, inputs or outputs that are connected to the door, click  beside the hardware item: • If you click  beside the Reader or Alternate Reader, the Reader Edit page is displayed.

Feature	Description
	• If you click beside the Door Position, REX #1 or Rex#2, the Input Edit page is displayed. • If you click beside Strike, the Output Edit page is displayed.
Elevators **The following options are only listed if the door is an elevator.**	
Offline Access	This identifies the floor that this door reader defaults to if communication between the panel/subpanel and the door's reader goes offline. The door will automatically provide access to one or more designated floors or doors, with or without card/code entry, if this condition occurs. Select the elevator access level from the drop down list. Only the elevator levels that have been defined in the system are listed.
Facility Access	This identifies the elevator access level that this elevator defaults to if facility code mode is in effect. Select the elevator access level you require from the drop down list. Only the elevator levels that have been defined in the system are listed.
Custom Access	This identifies the elevator access level that this elevator defaults to when custom code mode is in effect. Select the elevator access level you require from the drop down list. Only the elevator levels that have been defined in the system are listed.
Elevator Outputs	Select the output this elevator uses.
Elevator Inputs	Select the input this elevator uses.
	Click this button to save your changes.
	Click this button to discard your changes.
Create New Report	Click this button to generate a PDF report on this door.
Add New Door	Click this button to add a new door.
Transaction Report	Click this button to generate a PDF transaction report on this door.
Show Policy	Click this button to generate a PDF report on the current door policy.

Reader Edit page (Mercury Security)

When you click the icon beside the Reader or Alternate Reader field on the Door Hardware page, the Reader Edit page is displayed. This page allows you to define the options for this reader.

Feature	Description
Name	Enter the name of this reader.
Alt.name	Enter an alternative name for this reader.
Location	Enter a brief description of the location of this reader.
Reader Type	Select the communication protocol used by the reader. The options include: • **OSDP** Avigilon recommends using OSDP for readers, controllers and subpanels communications. OSDP offers support for bi-directional communication, Secure Channel Protocol (SCP) to encrypt the traffic, and provides additional status values for readers, improved LED controls, and simpler wiring. • **F/2F**. • **D1/D0 (Wiegand)** • **CLK+Data (Mag)** (NCI magnetic stripe standard) • **Custom** (Default) **Note: Custom** enables all options for all reader types. Readers configured with versions of the ACM software earlier than Release 5.10.4 are assigned this reader type when the software is upgraded to ensure that the previous settings are retained.
The following options depend on the selected Reader Type and include:	
LED drive	Select the LED drive mode for this reader. The options depend on the reader model and how it is wired and include: • **None** • **Gen 1 wire** • **Reserved** • **Sep Red/Grn no buzz** • **Dorado 780** • **LCD** • **OSDP**
Format by nibble	Check this box to indicate that this reader supports the format by nibble.
Bidirectional	Check this box to indicate that this reader can reader bidirectionally.
F/2F Decoding	Check this box to indicate that this reader uses F or F2 decoding.
Inputs on reader	Check this box to indicate that this reader provides one or more input ports for serial input arrays.
Keypad decode	Select the keypad decode/encryption method that is used by this reader. The options include:

Feature	Description
	• **MR20 8-bit tamper** • **Hughes ID 4-bit** • **Indala** • **MR20 8-bit no tamper**
Wiegand	Check this box to indicate that this reader supports the Wiegand standard.
Trim Zero Bit	Check this box to indicate that this reader supports the trim zero bit standard.
Secure Channel Protocol	Check this box to enable secure OSDP communication between the reader and the controller. The reader must support SCP and must be in installation mode. The reader will remain offline if a secure connection cannot be established. **CAUTION —** Do not enable SCP on readers that support OSDPv1, such as the ViRDI biometric reader, as this will make the reader inoperable. Secure channel is only supported in by OSDPv2. **Tip:** If a reader with secured OSDP communication has to be replaced, it must be replaced with a reader that supports OSDPv2. Communication between the replacement reader and the controller must be secured, and the communication between the controller and the other OSDPv2 readers must be resecured.
Baud Rate	Set the OSDP baud rate. This must be the same for all readers on a single port. Valid values are **9600** (default), **19200**, **38000** or **115200**. If blank is selected, the system will use default settings. **Note:** Mercury controllers may auto-detect the OSDP baud rate. For more information, refer to Mercury documentation. See *Appendix: pivCLASS Configuration* on page 695.
OSDP Address	Set the OSDP address. This must be different for each reader on a single port. Valid values are **0** (reader 1 default), **1** (reader 2 default), **2**, and **3**. If blank is selected, the system will use default settings. **Note:** Mercury controllers will first try the setting provided and if that does not work, the controller will use default settings.
NCI magstripe	Check this box to indicate that this reader supports the NCI standard for magnetic stripes.
Supervised	Check this box to indicate that this reader is supervised (outfitted with detection devices)
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a

Feature	Description
	partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Input Edit page (Mercury Security)

When you click the  icon beside the Door Position or REX # field on the Door Hardware page, the Input Edit page for the subpanel of the door is displayed. This page allows you to define the options for this input.

Feature	Description
Input	The name of the input point.
Installed	Enables communication between the appliance and installed device after saving.
Address	The read-only address of this point.
EOL resistance	Select the End of Line resistance of this input. Only the EOL resistance that have been defined in the system are listed.
Debounce	From the drop down list, select the number of units this input should be allowed to debounce. Each unit is approximately 16 ms.
Hold time	Set the amount of time that the alarm will stay in alarm after returning to normal. For example, if the input point goes into alarm, then restores, it will hold it in that alarm state for 1 to 15 seconds after it returns to normal before reporting the normal state.
Cameras	Select the camera from the window that this input activates if it goes into alarm. Only those cameras previously defined for this system appear in this window.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.
Show Policy	Click this button to display the policies associated with this input module.

Output Edit page (Mercury Security)

When you click the  icon beside the Strike field on the Door Hardware page, the Output Edit page for the subpanel of the door is displayed. This page allows you to define the options for this output.

Feature	Description
Output	Enter a name for this output.
Installed	Enables communication between the appliance and installed device after saving.

Feature	Description
Address	The read-only address for this output point.
Operating Mode	Select how the panel knows when the output point is active. • **Energized When Active** – a current is expected to pass through the output point when it is *active*. • **Not Energized When Active** – a current expected to pass through the output point when it is *inactive*.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.
Show Policy	Click this button to display the policies associated with this output point.

Elev tab (Mercury Security)

When you click the **Elev** tab at the Door Edit screen, the Mercury Security Elev table displayed. This page allows you to view elevator door details.

Feature	Description
Name	Name of the elevator door. If you click on the name it links back to the Parameters tab for the door.
Inputs	List of inputs for the related elevator input module.
Outputs	List of outputs for the related elevator output module.

Cameras tab (Mercury Security)

When you click the **Cameras** tab on the Door: Edit screen, the Camera page is displayed. From this page, you can assign specific cameras to record video of the selected door.

Note: Fields in this list that are not supported by the door module are not displayed.

Feature	Description
Name	The name of the door.
Alt Name	The alternative name of the door.
Location	The location of the door.
Appliance	The appliance the door is connected to.
Vendor	The name of the door manufacturer.
Installed	Enables communication between the appliance and installed device after saving.

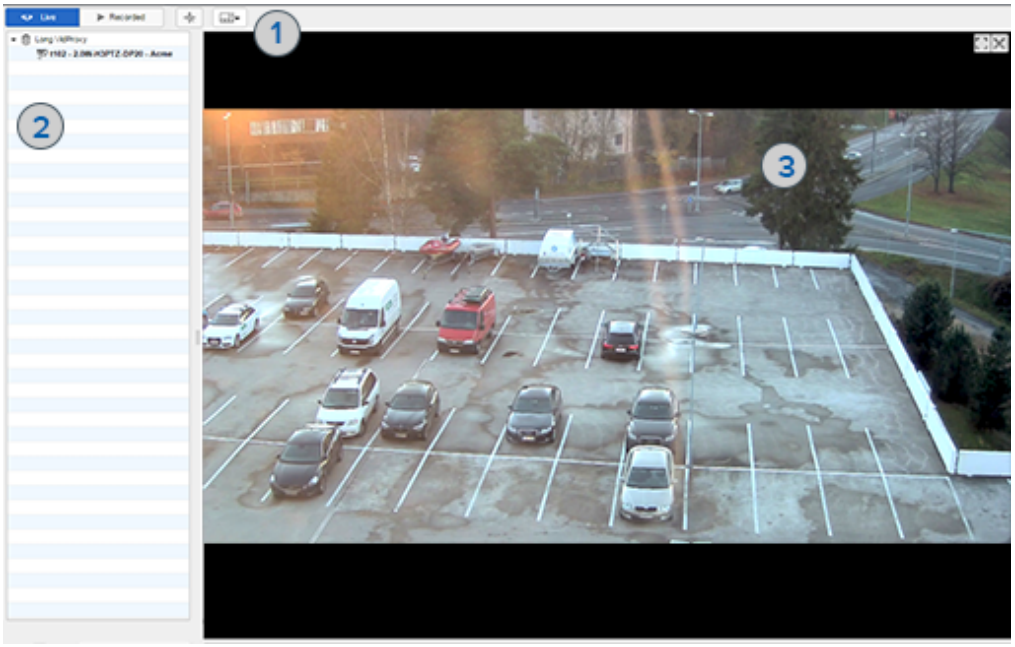
Feature	Description
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Panel	Specifies the panel the door is assigned to. After you make your selection, new options may be displayed to define how the door is connected to the panel.
Subpanel	Specifies the subpanel that is connected to the door. This option is only displayed if there is a subpanel connected to the selected main panel.
Lock Number	Enter the number ID for the set of inputs/outputs that are connected from the subpanel to the door. This option is only displayed if there are inputs or outputs connected to the selected subpanel.
Door Number	The number that has been assigned to the door module by the wireless lock configuration device.
Camera Type	Select the external system that is connected to the camera. The Available window is populated with those cameras that fit this definition. Click the **Camera** button beside this field to view live video from the camera. For more information on the video viewer window, see *Configuring and Viewing Live Video Stream* on page 319.
Available	This window displays a list of cameras that have been configured in the system. To connect a camera to the door, select the camera from the Available list, then click  to move it to the Members list.
Members	The window displays a list of cameras that are currently connected to the door. To disconnect a camera from the door, select the camera from the Members list, then click  to move it to the Available list.
Search	If you have more than 10 cameras, the Search feature may be displayed to help you find the cameras you need. In the **Search** field, enter the name of the camera you want to find, then click **Filter**. You can narrow your search by selecting the **Case-sensitive** option. Click **Clear** to restore the full list of available cameras.
	Click this button to save your changes.
	Click this button to discard your changes.
Create New Report	Click this button to generate a PDF report on this door.
Add New Door	Click this button to add a new door.

Feature	Description
Transaction Report	Click this button to generate a PDF transaction report on this door.
Show Policy	Click this link to view a PDF report indicating the current policy associated with this door.

Configuring and Viewing Live Video Stream

Overview

You can view the LIve Video window in ACM, if configured.



Typically, the Live Video window includes:

1	**Camera Controls Tool Bar**	Displays controls for viewing the related camera video, including switching from live to recorded video, pan-tilt-zoom (PTZ) controls for PTZ cameras and changing the video display layout.
2	**Camera List**	Displays all the cameras that are linked to the event. Click the name of a camera to display the video. Use one of the multi-video layouts to display more than one camera at a time.
3	**Image Panel**	Displays the video stream from the connected cameras. In the top-right corner, you can minimize and maximize the display or close the video.

> **Note:** The window may look different and have different controls depending on the external camera system that is connected to the ACM system.

Configuring Live Video Stream

To configure live video stream from connected cameras:

1. Selects **Physical Access** > **Doors**.
2. Select the name of the door.
3. On the **Cameras** tab, select:

Camera Type	The external system that is connected to the camera: **Network**, **Exacq**, **Avigilon** or **Milestone**. Move the cameras to the **Members** column.

4. Click to save your changes.

   Click to discard your changes.
5. Click the **Camera** button to view live video from the camera.

Interlocks tab (Mercury Security Doors)

When you click the **Interlocks** tab on the Door: Edit screen, the Interlocks list is displayed. This page lists all the Interlocks that have been added to the system.

Feature	Description
Name	The name of the interlock. Click the name to edit the interlock.
Enabled	This field indicates if the interlock is enabled. Select either Yes or No.
Schedule	This field indicates what schedule is used to define when the interlock is active.
Delete	Click to delete this interlock from the list.
Add Interlock	Click this button to add a new interlock to the system.

Interlocks Add page

When you click **Add Interlock** from the Interlocks list, the Interlocks Add page is displayed. Depending on what settings you choose, some of the listed options may not be displayed.

Feature	Description
Name	Identifies the interlock. Enter a unique name for the interlock.
Enabled	Check this box to specify that the interlock is enabled and active.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Source Type	Identifies the source type of the interlock. Select the source type from the drop down list.
Source	Identifies the source of the interlock. Select the source from the drop down list. Options in this drop down list will vary depending on the source type specified.
Event Type	Identifies the event type the interlock is associated with.

Feature	Description
	Select the Event Type from the drop down list. The options change to match the selected source option. Only those Event Types currently defined by the system appear in this list.
Event	Select the event that will trigger the interlock. Events appearing in this list vary depending on the event and source specified. For more on this, refer to Event Types - Introduction.
Interlocks with:	
Type	Select the type of component that triggers this interlock.
Subpanel	If applicable, select from the drop down list the subpanel where this interlock is triggered.
Target	From the drop down list, select the target that is triggered by this interlock.
Command to run:	
Command	This identifies the command script to be run. Select an existing command from the drop down list. Only those commands previously defined by the system appear in this list.
Function	If applicable, select from the drop down list the function to be run.
Arg Text	If the command requires an argument, enter the required argument in this text box. This option is not displayed if an argument is not required.
	Click this button to save your changes.
	Click this button to discard your changes.

Interlock Edit page

When you click the name of an interlock from the Interlocks list, the Interlock Edit page for the door is displayed.

Feature	Description
Name	Identifies the interlock. Enter a unique name for the interlock.
Enabled	Check this box to specify that the interlock is enabled and active.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Source Type	Identifies the source type of the interlock. Select the source type from the drop down list.
Source	Identifies the source of the interlock. Select the source from the drop down list. Options in this drop down list will vary depending on the source type specified.

Feature	Description
Event Type	Identifies the event type the interlock is associated with. Select the Event Type from the drop down list. The options change to match the selected source option. Only those Event Types currently defined by the system appear in this list.
Event	Select the event that will trigger the interlock. Events appearing in this list vary depending on the event and source specified. For more on this, refer to Event Types - Introduction.
Interlocks with:	
Type	Select the type of component that triggers this interlock.
Subpanel	If applicable, select from the drop down list the subpanel where this interlock is triggered.
Target	From the drop down list, select the target that is triggered by this interlock.
Command to run:	
Command	This identifies the command script to be run. Select an existing command from the drop down list. Only those commands previously defined by the system appear in this list.
Function	If applicable, select from the drop down list the function to be run.
Arg Text	If the command requires an argument, enter the required argument in this text box. This option is not displayed if an argument is not required.
	Click this button to save your changes.
	Click this button to discard your changes.

Events tab (Mercury Security doors)

When you click the **Events** tab from the Door: Edit screen, the list of events for the door is displayed.

This page lists all the local and global events that can be triggered by this door. The Local Events table is only listed when there are local events configured for the door.

Feature	Description
Local Events This table is only displayed if there are local events for the device.	
Name	The name of this event. Click the name to edit the local event.
Event	The event type.
Source Type	The source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.

Feature	Description
Masked	Indicates if this event is masked. Yes ( ) or No ( ). Click the icon to change the status.
Logged	Indicates if this event is logged. Yes ( ) or No ( ). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes ( ) or No ( ). Click the icon to change the status.
	Click this button to delete the local event.

Global Events

This table displays all the global events that are related to this type of device.

Name	The name of this event.
Event	The event type.
Source Type	the source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes or No.
Logged	Indicates if this event is logged. Yes or No.
Show Video	Indicates if there is video associated with this event. Yes or No.
Create Local	Click this button to create a version of this global event that only applies to the specific device.

Doors - Creating Local Events for Mercury Security Doors

When you click the **Create Local** button from the Door Events page, the local version of the Event page is displayed. This page is a copy of the global event that can be customized as a local event for this specific door.

> **Note:** Changes on this page do not affect the global event.

Make any changes as required.

Feature	Description
Name	The name of the event, which you can change if the name is not
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the configured door open time has expired.
Event Type	Specify the event type.

Feature	Description
	Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported. Only schedules that have been defined in the system are listed.
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page. This feature only works if video is enabled.
Two Person Required To Clear	Check this box to specify that two people are required to acknowledge and clear this event. If this box is checked then the operator that executes the Clear cannot be the same operator that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.

Feature	Description
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ▶ to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the selected roles will not be able to view or edit the event.
	Click this button to save your changes.
	Click this button to discard your changes.

Access tab (Mercury Security)

When you click the **Access** tab on the Edit screen, the Access page is displayed. This page provides a list of the access groups, roles and identities that have permission to edit or use this door.

Feature	Description
Access Group	The name of this access group. Click this link to edit the access group.
Roles	Lists the roles this access group is a member of. Click the **+** or **-** symbol beside each role to show or hide the identities that are in the access group through the role.
Identities	Lists the users who are members of the access group.

Transactions tab (Mercury Security)

When you click the **Transactions** tab on the Door: Edit screen, the list of transactions for the door is displayed.

This page allows you to review events and alarms that have occurred at this door. The table displays the following information about each event:

Feature	Description
Panel Date	The date and time when the event occurred.
Priority	The priority of the event. The highest priority is 1 and the lowest priority is 999.
Event	The name of the event.
Last Name	The last name of the person who generated the event.
First Name	The first name of the person who generated the event.

Feature	Description
Card Number	The internal token number assigned to the person who generated the event.
Message	This displays any messages that may be associated with the event.

Door: Edit page (VertX®)

When you select a VertX® door, the configurable options are arranged in tabs on the Door: Edit page.

Parameters tab (VertX®)

When you click the **Parameters** tab on the Door Edit screen, the HID Parameters page is displayed. This page allows you to define the door connections, door mode, schedule and processing attributes.

Feature	Description
Name	The name of the door.
Alt Name	The alternative name of the door.
Location	The location of the door.
Appliance	The appliance the door is connected to.
Vendor	The name of the door manufacturer.
Installed	Enables communication between the appliance and installed device after saving.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Panel	Specify the panel the door is assigned to. After you make your selection, new options may be displayed to define how the door is connected to the panel.
Subpanel	Specify the subpanel that is connected to the door. This option is only displayed if there is a subpanel connected to the specified panel.
Lock Number	Specifies a configured group of readers, inputs, and outputs that are connected from the subpanel to the door. Select the lock number from the drop-down list.
Access Type	Select the Access Type for the door. **Tip:** If the access type is a paired door (paired master or paired slave), the Door Add page re-displays with the additional field, Paired Door. Select the Paired Door option from the drop down list.
Door Mode	Select the entry mode for the door when the door controller is online and communicating with the panel.
Offline Door Mode	Select the entry mode used for the door if the door controller is no longer communicating with the panel.

Feature	Description
	Note: In many cases readers in offline mode require a very simple solution for entry or exit because of the memory limitations. The recommended Offline Door Mode option is **Locked No Access**.
Custom Mode	Select any additional door mode the door must support outside the Door Mode and Offline Mode options.
Custom Schedule	Define when the Custom Mode would be active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Mask Forced Schedule	Define when Door Forced Open alarms from this door will be masked. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Mask Held Schedule	Define when Door Held Open alarms from this door will be masked. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Always Mask Forced	Check this box to mask all Forced Door events.
Always Mask Held	Check this box to mask all Door Held Open events.
Door Processing Attributes	
Door use Tracking	Select one of the listed options to define the level of door event tracking that is logged in the Monitor screen. • **None**: only standard door events are logged • **Used**: includes the details of when the door is used • **Used with pending**: includes the events that occur between door use. These options should only be used when the **Detailed events** option is enabled.
Deny Duress	If a user indicates duress at a door, checking this box denies access.
Don't Pulse Door Strike on REX	Check this box to disable the pulse of the door strike when request-to-exit button is activated.
Detailed Events	Check this box to generate detailed events of all hardware at the door including door position masking, timer expiration and output status. This feature is useful for circumstances where it is important to know all the details of an event.
Enable Cipher Mode	Check this box to enable cipher mode. Cipher mode allows the operator to enter card number digits at the door's keypad.

Feature	Description
Do Not Log Rex Transactions	Check this box to disable logging of request-to-exit transactions.
	Click this button to save your changes.
	Click this button to discard your changes.
Create New Report	Click this button to generate a PDF report on this door.
Add New Door	Click this button to add a new door.
Transaction Report	Click this button to generate a PDF transaction report on this door.
Show Policy	Click this button to generate a PDF report on the current door policy.
	Click this button to delete this door. Click **OK** in the dialog box that displays to confirm the deletion. The door will be deleted and you will be returned to the Doors list.

Operations tab (VertX®)

When you click the **Operations** tab on the Door Edit screen, the Door Operations page is displayed. This page allows you to edit how the door operates, including the door mode, anti-passback and strike modes.

Feature	Description
Name	The name of the door.
Alt Name	The alternative name of the door.
Location	The location of the door.
Appliance	The appliance the door is connected to.
Vendor	The name of the door manufacturer.
Installed	Enables communication between the appliance and installed device after saving.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Panel	Specifies the panel the door is assigned to.
Subpanel	Specifies the subpanel that is connected to the door. This option is only displayed if there is a subpanel connected to the selected main panel.
Lock Number	The number ID for the set of inputs/outputs that are connected from the subpanel to the door. This option is only displayed if there are inputs or outputs connected to the selected subpanel.
APB Mode	Select the anti-passback mode for the door. For a description of each option, see *Anti-Passback Modes* on page 323.

Feature	Description
APB Delay	Specifies the number of seconds before another entry is allowed. Enter the number of seconds.
Into Area	Identifies the area the user enters when passing through the door. If no area is specified, any location is valid. Select the area from the drop down list. Only those areas currently defined for this system appear in this list.
Out of area	Identifies the area the user moves into when exiting the door. Select the area from the drop down list.
Strike Mode	Defines when a door should unlock. Specifies if the strike is deactivated when the door is opened, when the door is closed, or when the strike timer expires. Select the strike mode from the drop down list. • **Cut short when open** — the strike is deactivated on open • **Turn off on close** — the strike is deactivated on close. • **Full strike time** — the strike is deactivated when the timer expires.
Held Pre-Alarm	Specifies the number of seconds before the held open alarm is generated. Once the number of seconds is reached, a transaction will be generated which can be used to activate a warning signal. Enter the number of seconds.
Minimum Strike Time	Specifies the minimum amount of time the door will be unlocked. Each time the door is unlocked and open, the door will remain unlocked for the set amount of time. If you hold the door open for longer than the set amount of time, the door automatically re-locks when it closes. Enter the number of seconds. Default setting is 0 seconds.
Standard Access time	Specifies the standard number of seconds the strike will be activated. Enter the number of seconds. If the door is not opened within this interval, the door is automatically locked.
Held Open time	Specifies the number of seconds before the held open door event is generated. Enter the number of seconds.
Extended Access	Specifies the strike time for a door configured for persons that require more time to enter through a door. Enter the number of seconds.
Extended Held Open Time	Specifies the amount of time before the held open door event is generated for tokens marked with extended access. Enter the number of seconds.
Card Formats	Specifies the card formats that are compatible with the reader at the door.

Feature	Description
	Check the box beside the card formats that apply.
Simple Macros	
Type	Select from the drop down list a default macro that is triggered when the following conditions are met for this door. Currently available macros include: • Forced • Held • Pre-Alarm
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Output	From the drop down list, select an output that is activated by the Type condition.
Commands	Click **Save Macro** to save the settings for this canned macro. If this is a new macro, a new row is automatically added below. Click **Remove Macro** to delete a macro. This button only appears if the macro has been saved in the system. For more information, see *Adding Simple Macros* on page 256.
	Click this button to save your changes.
	Click this button to discard your changes.
Create New Report	Click this button to generate a PDF report on this door.
Add Door	Click this button to add a new door to the system.
Transaction Report	Click this button to generate a PDF transaction report on this door.
Show Policy	Click this button to generate a PDF report on the current door policy.

Hardware tab (VertX®)

When you click the **Hardware** tab at the Door Edit screen, the HID Hardware page is displayed. This page allows you to connect and edit readers, inputs and outputs to the door.

Feature	Description
Name	The name of the door.
Alt Name	The alternative name of the door.
Location	The location of the door.
Appliance	The appliance the door is connected to.
Vendor	The name of the door manufacturer.
Installed	Enables communication between the appliance and installed device after saving.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item,

Feature	Description
	select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Panel	Specifies the panel the door is assigned to.
Subpanel	Specifies the subpanel that is connected to the door. This option is only displayed if there is a subpanel connected to the selected main panel.
Lock Number	The number ID for the set of inputs/outputs that are connected from the subpanel to the door. This option is only displayed if there are inputs or outputs connected to the selected subpanel.
	To edit one of the readers, inputs or outputs that are connected to the door, click beside the hardware item: • If you click beside the Reader or Alternate Reader, the Reader Edit page is displayed. • If you click beside the Door Position, REX #1 or Rex#2, the Input Edit page is displayed. • If you click beside Strike, the Output Edit page is displayed.
	Click this button to save your changes.
	Click this button to discard your changes.
Create New Report	Click this button to generate a PDF report on this door.
Add New Door	Click this button to add a new door to the system.
Transaction Report	Click this button to generate a PDF transaction report on this door.
Show Policy	Click this button to generate a PDF report on the current door policy.

Reader Edit page (VertX®)

When you click the icon beside the Reader or Alternate Reader field on the Door Hardware page, the Reader Edit page is displayed. This page allows you to define the options for this reader.

Feature	Description
Name	Enter the name of this reader.
Alt. name	Enter an alternative name for this reader.
Location	Enter a brief description of the location of this reader.
Keypad decode	From the drop down option list, select the keypad decode or enryption method you want to use for this reader. Choose from these options: • **Hughes ID 4-bit**

Feature	Description
	• **Indala** • **MR20 8-bit no tamper**
Wiegand	Check this box to indicate that this reader supports the Wiegand standard.
NCI magstripe	Check this box to indicate that this reader supports the NCI magstripe standard.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Input Edit page (VertX®)

When you click the  icon beside the Door Position or REX # field on the Door Hardware page, the Input Edit page is displayed. This page allows you to define the options for this input.

Feature	Description
Input	The name of the input point.
Installed	Enables communication between the appliance and installed device after saving.
Address	The read-only address of this point.
Supervision	If resistors are used to monitor the input, select the level of resistance expected to indicate open or closed.
Debounce	From the drop down list, select the number of units this input should be allowed to debounce. The units are listed in milliseconds (ms).
Cameras	Select the camera from the window that this input activates if it goes into alarm. Only the cameras that have been added to the system are listed.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.
Show Policy	Click this button to display the policies associated with this input module.

Output Edit page (VertX®)

When you click the  icon beside the Strike field on the Door Hardware page, the Output Edit page is displayed. This page allows you to define the options for this output.

Note: VertX® output panels do not have an operating mode option because they are automatically energized when active. You can set the panels to be "not energized when active" if wired in reverse.

Feature	Description
Output	The name of this output point.
Installed	Enables communication between the appliance and installed device after saving.
Address	The read-only address for this output point.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.
Show Policy	Click this button to display the policies associated with this output module.

Cameras tab (VertX®)

When you click the **Cameras** tab on the Door Edit screen, the HID Camera page is displayed. From this page, you can assign specific cameras to record video of the selected door.

Feature	Description
Name	The name of the door.
Alt Name	The alternative name of the door.
Location	The location of the door.
Appliance	The appliance the door is connected to.
Vendor	The name of the door manufacturer.
Installed	Enables communication between the appliance and installed device after saving.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Panel	Specifies the panel the door is assigned to. After you make your selection, new options may be displayed to define how the door is connected to the panel.
Subpanel	Specifies the subpanel that is connected to the door. This option is only displayed if there is a subpanel connected to the selected main panel.
Lock Number	Enter the number ID for the set of inputs/outputs that are connected from the subpanel to the door.

Feature	Description
	This option is only displayed if there are inputs or outputs connected to the selected subpanel.
Door Number	The number that has been assigned to the door module by the wireless lock configuration device.
Camera Type	Select the external system that is connected to the camera. The Available window is populated with those cameras that fit this definition. Click the **Camera** button beside this field to view live video from the camera. For more information on the video viewer window, see *Configuring and Viewing Live Video Stream* on page 319.
Available	This window displays a list of cameras that have been configured in the system. To connect a camera to the door, select the camera from the Available list, then click ► to move it to the Members list.
Members	The window displays a list of cameras that are currently connected to the door. To disconnect a camera from the door, select the camera from the Members list, then click ◄ to move it to the Available list.
Search	If you have more than 10 cameras, the Search feature may be displayed to help you find the cameras you need. In the **Search** field, enter the name of the camera you want to find, then click **Filter**. You can narrow your search by selecting the **Case-sensitive** option. Click **Clear** to restore the full list of available cameras.
	Click this button to save your changes.
	Click this button to discard your changes.
Create New Report	Click this button to generate a PDF report on this door.
Add New Door	Click this button to add a new door.
Transaction Report	Click this button to generate a PDF transaction report on this door.
Show Policy	Click this link to view a PDF report indicating the current policy associated with this door.

Events tab (VertX® doors)

When you click the **Events** tab from the Door: Edit screen, the list of events for the door is displayed.

This page lists all the local and global events that can be triggered by this door. The Local Events table is only listed when there are local events configured for the door.

Feature	Description
Local Events	

Feature	Description
This table is only displayed if there are local events for the device.	
Name	The name of this event. Click the name to edit the local event.
Event	The event type.
Source Type	The source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes ( ) or No ( ). Click the icon to change the status.
Logged	Indicates if this event is logged. Yes ( ) or No ( ). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes ( ) or No ( ). Click the icon to change the status.
	Click this button to delete the local event.
Global Events This table displays all the global events that are related to this type of device.	
Name	The name of this event.
Event	The event type.
Source Type	the source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes or No.
Logged	Indicates if this event is logged. Yes or No.
Show Video	Indicates if there is video associated with this event. Yes or No.
Create Local	Click this button to create a version of this global event that only applies to the specific device.

Doors - Creating Local Events for VertX® Doors

When you click the **Create Local** button from the Door Events page, the local version of the Event page is displayed. This page is a copy of the global event that can be customized as a local event for this specific door.

> **Note:** Changes on this page do not affect the global event.

Make any changes as required.

Feature	Description
Name	The name of the event, which you can change if the name is not
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the configured door open time has expired.
Event Type	Specify the event type. Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported. Only schedules that have been defined in the system are listed.
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page. This feature only works if video is enabled.

Feature	Description
Two Person Required To Clear	Check this box to specify that two people are required to acknowledge and clear this event. If this box is checked then the operator that executes the Clear cannot be the same operator that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ► to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the selected roles will not be able to view or edit the event.
	Click this button to save your changes.
	Click this button to discard your changes.

Access tab (VertX®)

When you click the **Access** tab on the Door: Edit screen, the Access page is displayed. This page provides a list of the access groups, roles and identities that have permission to edit or use this door.

Feature	Description
Access Group	The name of this access group. Click this link to edit the access group.
Roles	Lists the roles this access group is a member of. Click the **+** or **-** symbol beside each role to show or hide the identities that are in the access group through the role.
Identities	Lists the users who are members of the access group.

Transactions tab (VertX®)

When you click the **Transactions** tab on the Door: Edit screen, the HID Transaction page is displayed.

This page allows you to review events and alarms that have occurred at this door. The table displays the following information about each event:

Feature	Description
Panel Date	The date and time when the event occurred.

Feature	Description
Priority	The priority of the event. The highest priority is 1 and the lowest priority is 999.
Event	The name of the event.
Last Name	The last name of the person who generated the event.
First Name	The first name of the person who generated the event.
Card Number	The internal token number assigned to the person who generated the event.
Message	This displays any messages that may be associated with the event.

Door: Edit page (Avigilon)

When you select an Avigilon door, the configurable options are arranged in tabs on the Door: Edit page.

Parameters tab (Avigilon)

After you save a new door as an ACM Verify Station for the first time, the screen refreshes and displays the initial Parameters tab for the door.

When you click the **Parameters** tab on the Door Edit screen, the Parameters page is displayed. This page allows you to define the door connections, door mode, schedule and processing attributes.

Feature	Description
Name	The name of the door.
Alt Name	The alternative name of the door.
Location	The location of the door.
Appliance	The appliance the door is connected to.
Vendor	The name of the door manufacturer. Select Avigilon for an ACM Verify Station.
Installed	Enables communication between the appliance and installed device after saving.
Station Type	Displays ACM Verify as the type of station used on the connected devices. A device that uses this type of station is called a virtual station.
Managed or UnManaged	Select if you want the ACM Verify Station managed or not. • A managed station requires the virtual station user to grant or deny access to the person entering a valid PIN code. It also displays the name and picture of the user for verification. • An unmanaged station automatically grants or denies access and does not provide any additional information when a PIN code is entered.
Geographic Timezone	Select the time zone where the ACM Verify device is used if it is different from the ACM appliance value.
Into Area	Select the area where the ACM Verify device is used to monitor access. Select the Don't Care option if the ACM Verify reader is not used to control access to a specific area. You must specify an area if you want the virtual station to list all the people who have entered the area.
Station Authentication	Select Login if the user logs in to the ACM software using the ACM URL from the browser on the ACM Verify device. Select Paired if the ACM Verify device is paired

Feature	Description
	to ACM software. **Tip:** If the authentication type is Paired, the Door Add page re-displays with the Add Paired Device button.
Available	Lists the available ACM Verify devices that have been paired to the ACM system.
Members	Lists the paired ACM Verify devices that are assigned to this station.
	Click to move a paired device from the Available list to the Members list.
	Click to move a paired device from the Members list to the Available list.
Add Paired Device	Click to add a new paired device. See **Add Paired Device** for more information.
	Click this button to save your changes.
	Click this button to discard your changes.

Cameras tab (Avigilon)

When you click the **Cameras** tab on the Door: Edit screen, the Camera page is displayed. From this page, you can assign specific cameras to record video of the selected door.

Note: Fields in this list that are not supported by the door module are not displayed.

Feature	Description
Name	The name of the door.
Alt Name	The alternative name of the door.
Location	The location of the door.
Appliance	The appliance the door is connected to.
Vendor	The name of the door manufacturer.
Installed	Enables communication between the appliance and installed device after saving.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Panel	Specifies the panel the door is assigned to. After you make your selection, new options may be displayed to define how the door is connected to the panel.
Subpanel	Specifies the subpanel that is connected to the door. This option is only displayed if there is a subpanel connected to the selected main panel.

Feature	Description
Lock Number	Enter the number ID for the set of inputs/outputs that are connected from the subpanel to the door. This option is only displayed if there are inputs or outputs connected to the selected subpanel.
Door Number	The number that has been assigned to the door module by the wireless lock configuration device.
Camera Type	Select the external system that is connected to the camera. The Available window is populated with those cameras that fit this definition. Click the **Camera** button beside this field to view live video from the camera. For more information on the video viewer window, see *Configuring and Viewing Live Video Stream* on page 319.
Available	This window displays a list of cameras that have been configured in the system. To connect a camera to the door, select the camera from the Available list, then click ► to move it to the Members list.
Members	The window displays a list of cameras that are currently connected to the door. To disconnect a camera from the door, select the camera from the Members list, then click ◄ to move it to the Available list.
Search	If you have more than 10 cameras, the Search feature may be displayed to help you find the cameras you need. In the **Search** field, enter the name of the camera you want to find, then click **Filter**. You can narrow your search by selecting the **Case-sensitive** option. Click **Clear** to restore the full list of available cameras.
	Click this button to save your changes.
	Click this button to discard your changes.
Create New Report	Click this button to generate a PDF report on this door.
Add New Door	Click this button to add a new door.
Transaction Report	Click this button to generate a PDF transaction report on this door.
Show Policy	Click this link to view a PDF report indicating the current policy associated with this door.

Events tab (Avigilon)

When you click the **Events** tab from the Door: Edit screen, the list of events for the door is displayed.

This page lists all the local and global events that can be triggered by this door. The Local Events table is only listed when there are local events configured for the door.

Feature	Description
Local Events	
This table is only displayed if there are local events for the device.	
Name	The name of this event. Click the name to edit the local event.
Event	The event type.
Source Type	The source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes ( ) or No ( ). Click the icon to change the status.
Logged	Indicates if this event is logged. Yes ( ) or No ( ). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes ( ) or No ( ). Click the icon to change the status.
	Click this button to delete the local event.
Global Events	
This table displays all the global events that are related to this type of device.	
Name	The name of this event.
Event	The event type.
Source Type	the source of this event.
Has On/Off	Indicates if this event possesses a toggle or on/off characteristic. Yes or No.
Masked	Indicates if this event is masked. Yes or No.
Logged	Indicates if this event is logged. Yes or No.
Show Video	Indicates if there is video associated with this event. Yes or No.
Create Local	Click this button to create a version of this global event that only applies to the specific device.

Doors - Creating Local Events for Avigilon Doors

When you click the **Create Local** button from the Door Events page, the local version of the Event page is displayed. This page is a copy of the global event that can be customized as a local event for this specific door.

Note: Changes on this page do not affect the global event.

Make any changes as required.

Feature	Description
Name	The name of the event, which you can change if the name is not
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the configured door open time has expired.
Event Type	Specify the event type. Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported. Only schedules that have been defined in the system are listed.
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page.

Feature	Description
	This feature only works if video is enabled.
Two Person Required To Clear	Check this box to specify that two people are required to acknowledge and clear this event. If this box is checked then the operator that executes the Clear cannot be the same operator that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ► to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the selected roles will not be able to view or edit the event.
	Click this button to save your changes.
	Click this button to discard your changes.

Transactions tab (Avigilon)

When you click the **Transactions** tab on the Door: Edit screen, the list of transactions for the door is displayed.

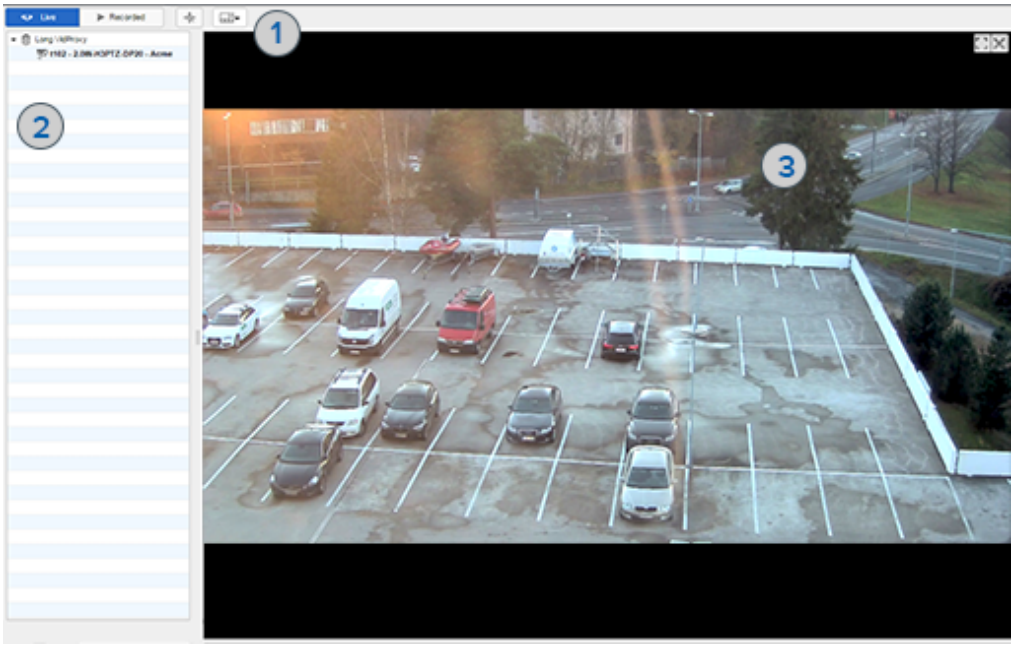
This page allows you to review events and alarms that have occurred at this door. The table displays the following information about each event:

Feature	Description
Panel Date	The date and time when the event occurred.
Priority	The priority of the event. The highest priority is 1 and the lowest priority is 999.
Event	The name of the event.
Last Name	The last name of the person who generated the event.
First Name	The first name of the person who generated the event.
Card Number	The internal token number assigned to the person who generated the event.
Message	This displays any messages that may be associated with the event.

Configuring and Viewing Live Video Stream

Overview

You can view the LIve Video window in ACM, if configured.



Typically, the Live Video window includes:

1	**Camera Controls Tool Bar**	Displays controls for viewing the related camera video, including switching from live to recorded video, pan-tilt-zoom (PTZ) controls for PTZ cameras and changing the video display layout.
2	**Camera List**	Displays all the cameras that are linked to the event. Click the name of a camera to display the video. Use one of the multi-video layouts to display more than one camera at a time.
3	**Image Panel**	Displays the video stream from the connected cameras. In the top-right corner, you can minimize and maximize the display or close the video.

Note: The window may look different and have different controls depending on the external camera system that is connected to the ACM system.

Configuring Live Video Stream

To configure live video stream from connected cameras:

1. Selects **Physical Access** > **Doors**.
2. Select the name of the door.
3. On the **Cameras** tab, select:

Camera Type	The external system that is connected to the camera: **Network**, **Exacq**, **Avigilon** or **Milestone**. Move the cameras to the **Members** column.

4. Click ✔ to save your changes.

   Click ✖ to discard your changes.

5. Click the **Camera** button to view live video from the camera.

Viewing Door Events, Access Groups and Transactions

To view access information, events and alarms generated for doors:

1. Select **Physical Access** > **Doors**.
2. Select the name of the door.
3. Click the **Events** tab to view all the global events that are related to the device:

Name	The name of the event.
Event	The type of event.
Source Type	The source of this event.
Has On/Off	If the event toggles on or off.
Masked	If the event is masked. **Yes** or **No**.
Logged	If the event is logged. **Yes** or **No**.
Show Video	If a video is available for the event. **Yes** or **No**.

> **Tip:** You can also view events using **Monitor > Events**. For more information, see *Monitoring Events* on page 618.

4. Click the **Access** tab to view the access groups, roles and identities that have permission to edit or use the door:

Access Groups	The name of the access group. Click the link to edit the access group.
Roles	The roles that the access group is a member of. Click the + or - icon next to each role to show or hide the identities in the access group through the role.
Identities	The users who are members of the access group.
Panel Date	The date and time when the event occurred.
Priority	The priority of the event. The highest priority is 1 and the lowest priority is 999.
Event	The name of the event.
Last Name	The last name of the person who generated the event.

First Name	The first name of the person who generated the event.
Card Number	The internal token number assigned to the person who generated the event.
Message	Any messages that are associated with the event.

For more information, see *Managing Door Access* on page 574.

5. Click the **Transactions** tab to view the events and alarms that have occurred at the door:

Access Groups	The name of the access group. Click the link to edit the access group.
Roles	The roles that the access group is a member of. Click the + or - icon next to each role to show or hide the identities in the access group through the role.
Identities	The users who are members of the access group.
Panel Date	The date and time when the event occurred.
Priority	The priority of the event. The highest priority is 1 and the lowest priority is 999.
Event	The name of the event.
Last Name	The last name of the person who generated the event.
First Name	The first name of the person who generated the event.
Card Number	The internal token number assigned to the person who generated the event.
Message	Any messages that are associated with the event.

For more information, see *Configuring Roles* on page 548.

Interlocks

Note: Only Mercury Security doors support interlocks.

An interlock is a mechanism that enables a specific event from one element of the system to trigger an action at another element. Interlocks allow you to set up security routines like man-traps, prison entry points, and automated building functions.

The interlock feature can be accessed from one of three ways:

Accessing Interlocks through Doors

1. Select **Physical Access**.

   The Doors list is displayed.

2. Select the Mercury Security door that you want to interlock.

   The Door Edit screen is displayed.

3. Click the **Interlocks** tab.

   The Door Interlocks list is displayed.

Accessing Interlocks from Subpanel Inputs

1. Select **Physical Access>Panels**.

   The Panels list is displayed.

2. Select the panel you want to interlock.

   The Panel Status screen is displayed.

3. Click the **Subpanels** tab.

   The Subpanels list is displayed.

4. Click  for the subpanel that is connected to the input you want to interlock.

   The Inputs list is displayed.

5. Click the **Interlocks** link beside the required input.

   The Input Interlock list is displayed.

Accessing Interlocks from Subpanel Outputs

1. Select **Physical Access>Panels**.

   The Panels list is displayed.

2. Select the panel you want to interlock.

   The Panel Status screen is displayed.

3. Click the **Subpanels** tab.

   The Subpanels list is displayed.

4. Click  for the subpanel that is connected to the output you want to interlock.

   The Outputs list is displayed.

5. Click the **Interlocks** link beside the required output.

   The Output Interlock list is displayed.

Adding Interlocks

1. From the Interlock list, click **Add New Interlock**. For more information about how to access the different Interlock Listing pages, see *Interlocks* on page 321.
2. On the following Interlock Add page, add the required information.

   Notice that as you select options, new fields are displayed to help you further define your requirements.

3. When you're finished, click  to save the new interlock.

Editing Interlocks

1. From the Interlock list, click the name of an interlock. For more information about how to access the different Interlock Listing pages, see *Interlocks* on page 321.
2. On the following Interlock Edit page, make the required changes.
3. Click  to save your changes.

Anti-Passback

The anti-passback (APB) feature can be configured to log or prevent a card from being re-used to access the same area unexpectedly.

For example, the same card cannot be used to enter the same room twice in a row. If a badge holder enters a room then passes the card to another potential badge holder to reuse the card at the same door, an APB error is logged and may be configured to prevent the second badge holder from entering.

Another example is when an access card is also required to exit. If a badge holder holds open a door for another person, the second person would not be able to exit even if they have an access card because the system requires the badge holder to log an entrance in the system before they can exit.

To set up this feature, complete the following procedures:

Anti-Passback Modes

When you select the Operations tab on the Door Edit page, one of the options is for **APB Mode**.

Anti-Passback (APB) requires that a user must enter and exit a room before they may enter another room. For example, the typical user of a parking lot would normally swipe their card at the “in” reader to enter the lot and swipe it at the “out” reader to exit the lot. However, if a user swipes their card at the “in” reader then passes their card back to a friend, the card would be denied access the second time when it is swiped by the friend.

To track anti-passback, a card reader must be installed on both the inside and the outside of the door. Users are required to use the card to enter and exit the building.

Note: The APB modes may be different depending on the panels you have installed.

Mode	Description
No Selection	APB is not used.
Door-Based Timed APB	Allows you to configure APB with just one reader. The door keeps track of each badge that enters and does not allow the same badge to enter twice in a row until after the APB time limit is reached. Make sure you specify an APB time limit in the **APB Delay** field. Do not configure the area entering or area leaving setting for the door. **Note:** This mode is only available if using Mercury Security hardware.
Token-Based Timed APB	Tracks each door a badge has accessed. After the badge has accessed one door, it must access a second door or wait until the APB time limit is reached before it may access the first door again. Make sure you specify an APB time limit in the **APB Delay** field. Do not configure the area entering or area leaving setting for the door. **Note:** This mode is only available if using Mercury Security hardware.
Hard Door APB	Tracks each badge that enters a door and does not allow the same badge to enter twice in a row. This badge will not be able to enter through the same door until it has accessed a second door. Enter a value in the **APB Delay** field to create a time-based APB. **Note:** This mode is only available if using VertX® hardware.
Soft Door APB	Tracks each badge that enters a door and generates a warning transaction if the same badge is used at the same door twice in a row. This badge is still able to enter the door the second time, but the access is logged as an APB violation. Enter a value in the **APB Delay** field to create a time-based APB. **Note:** This mode is only available if using VertX® hardware.
Hard	Tracks each badge that enters a specific area and defines which areas the badge may access

Mode	Description
Area APB	next. This badge is denied access if it tries to access an undefined area. Enter a value in the **APB Delay** field to create a time-based APB. Make sure you configure the area entering and area leaving setting for the specified door.
Soft Area APB	Tracks each badge that enters a specific area and defines which areas the badge may access next. The badge is allowed to access the area, but the access is logged as an APB violation. Enter a value in the **APB Delay** field to create a time-based APB. Make sure you configure the area entering and area leaving setting for the specified door.
Timed Area APB	Time based hard area APB. When the time limit expires, the hard area APB becomes a soft area APB. Make sure you configure the area entering and area leaving setting for the specified door. **Note:** This mode is only available if using Mercury Security hardware.

Setting Up Anti-Passback

Before you begin, consider what type of anti-passback (APB) mode that you need for each situation. For more information, see *Anti-Passback Modes* on page 323.

To use the APB feature, you must set up at least two doors in ACM: one to represent the entrance and one to represent an exit.

Note: All doors should use the same controller panel for best results. For information about two-person minimum occupancy on an installed door that uses Mercury panels and controller firmware 1.29.1 or later, see *Two-Person Minimum Occupancy and Single Door Configuration* on the next page.

1. Create at least one area.
2. Create two doors that are connected to the same panel.
    - If there are two distinct doors in the room (for example, a door on opposite ends of a room), select **Single** as the Access Type.
    - If there is only one door in the room, you still must create two doors in the system. For the entrance door, select **Paired Master** as the Access Type. This door will control all the inputs and outputs that are connected to the door.

      For the exit door, select **Paired Slave** as the Access Type. This door will only control the reader that allows badge holders to exit the room.

      For both doors, assign the other door as the **Linked Door**.

3. After the doors have been created, assign an **APB Mode** for each door on the door's Operations tab.

   Remember to click  to save the changes on each page.

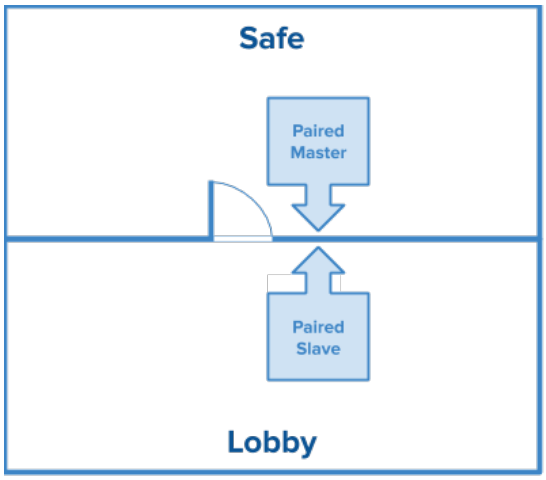
4. Assign the area you created in the first step for the **Into Area** for each door.
5. If you created more than one area, select the **Out of Area** for each door. Otherwise, you can leave it as **Don't Care**.
6. If you are setting up a timed APB mode, enter the number of seconds before another entry is allowed in the **APB Delay** field.

Two-Person Minimum Occupancy and Single Door Configuration

Mercury Security doors only.

> **Note:** Two-person minimum occupancy is supported on an installed door that uses Mercury panels and controller firmware 1.29.1 or later.

An area with 2-Person Control enabled in ACM (see Safe in the following example) will enforce a two-person occupancy minimum in the area. This means that the first access requires two people to swipe their cards before they can access the area. Any subsequent access requires only one person to swipe their card. When leaving the area, the last two people need to swipe their cards in order to exit.



To configure a two-person minimum occupancy area and door access for two or more identities and their tokens:

1. Add and edit two areas in ACM.

   Example:

   Control area:

Name	Enable Area	2-Person Control	Doors In	Doors Out
Safe	☑	☑	Safe Entry	Safe Exit

   Adjacent lobby:

Name	Enable Area
Lobby	☑

   For more information, see *Adding Areas* on page 332 and *Editing Areas* on page 332

2. Add two doors in ACM to represent the single Mercury Security door.

   Example:

   Door representing the entry into the two-person minimum occupancy area:

Name	Installed	Access Type	APB Mode	Into Area	Out of Area
Safe Entry	☑	**Paired Slave**	**Hard Area APB**	Safe	Lobby

   Hardware tab:

Door Position	Strike
(not selected)	(not selected)

   Door representing the exit from the two-person minimum occupancy area:

   Operations tab:

Name	Installed	Access Type	APB Mode	Into Area	Out of Area
Safe Exit	☑	**Paired Master**	**Hard Area APB**	Lobby	Safe

   Hardware tab:

Door Position	Strike
Safe Exit DPOS (Subpanel:*N* Output:*N*)	Safe Exit Strike (Subpanel:*N* Output:*N*)

   For more information, see *Adding Doors* on page 249 and *Editing Doors* on page 255.

3. Add two or more identities and ensure their tokens are assigned. For more information, see *Adding an Identity* on page 465 and *Assigning Tokens to Identities* on page 469.

   If specified, **APB Exempt** applies to all defined areas. For more information, see *Identities - Token Edit page* on page 488.

4. To enter the two-person minimum occupancy area:

   - If the area is empty, two people will need to swipe their individual cards to access the area. The second card must swipe within 15 seconds of the first swipe.
   - When the area contains two people, a swipe from a third person (and any subsequent swipe) will allow access to the area.

5. To leave the two-person minimum occupancy area:

   - If the area contains more than two people, a single swipe will allow them to exit the area until only two people are left in the area.
   - When the area contains only two people, both of them will need to swipe to exit the area. The second card must swipe within 15 seconds of the first swipe.

Granting a Free Pass

You can grant a user one free pass to enter a door without generating an anti-passback error. This feature is useful if a badge holder swiped their card at a card reader but did not actually enter the area.

For example, an employee uses his access card to unlock the office entrance but is distracted by another employee before he opens the door. The two employees speak for several minutes, and the door automatically locks after a set amount of time. When the first employee attempts to unlock the office door again, this triggers an APB alarm and the employee is locked out. The employee contacts the security officer and explains the situation, the security officer can grant one free pass to allow the employee back into the office area.

To grant a free pass:

1. Click **Identities**.

   The Identities list is displayed.

2. From the Identities list, click on the name of the identity.

   The Identities: Edit screen is displayed.

3. Select the **Tokens** tab.
4. Beside the **1 free pass** button, select a door.
5. Click **1 free pass**.

   The badge holder can now enter the door without generating an new anti-passback alarm.

Global Anti-Passback

The anti-passback (APB) feature is used when you want to identify every badge holder that enters a room or area. This feature can be configured to log or prevent a badge holder from re-entering the same area unexpectedly.

For example, the same access badge cannot be used to enter the same room twice in a row. If a badge holder enters a room then passes the badge to another potential badge holder to reuse the badge at the same door, an APB error is logged and may be configured to prevent the second badge holder from entering.

Another example is when an access badge is also required to exit. If a badge holder holds open a door for another person, the second person would not be able to exit even if they have an access card because the system requires the badge holder to log an entrance in the system before they can exit.

Global anti-passback defines an area for which two or more readers are used to access the area, but are physically wired to different controllers. If any one reader in that same area receives an APB violation, it will prevent that badge holder from entering through other doors in same area.

Global Anti-Passback Modes

When you select the Operations tab on the Door Edit page, one of the options is for **APB Mode**.

Anti-Passback (APB) requires that a user must enter and exit a room before they may enter another room. For example, the typical user of a parking lot would normally swipe their card at the “in” reader to enter the lot and swipe it at the “out” reader to exit the lot. However, if a user swipes their card at the “in” reader then passes their card back to a friend, the card would be denied access the second time when it is swiped by the friend.

To track anti-passback, a card reader must be installed on both the inside and the outside of the door. Users are required to use the card to enter and exit the building.

Note: The APB modes may be different depending on the panels you have installed.

Tip: For VertX® panel controlled doors, enter a value in the APB delay field to create a time based APB.

Mode	Description
No Selection	APB is not used.
Door-Based Timed APB	Allows you to configure APB with just one reader. The door keeps track of each badge that enters and does not allow the same badge to enter twice in a row until after the APB time limit is reached. Make sure you specify an APB time limit in the **APB Delay** field. Do not configure the area entering or area leaving setting for the door.

Mode	Description
	Note: This mode is only available if using Mercury Security hardware.
Token-Based Timed APB	Tracks each door a badge has accessed. After the badge has accessed one door, it must access a second door or wait until the APB time limit is reached before it may access the first door again. Make sure you specify an APB time limit in the **APB Delay** field. Do not configure the area entering or area leaving setting for the door. **Note:** This mode is only available if using Mercury Security hardware.
Hard Door APB	Tracks each badge that enters a door and does not allow the same badge to enter twice in a row. This badge will not be able to enter through the same door until it has accessed a second door. Enter a value in the **APB Delay** field to create a time-based APB. **Note:** This mode is only available if using VertX® hardware.
Soft Door APB	Tracks each badge that enters a door and generates a warning transaction if the same badge is used at the same door twice in a row. This badge is still able to enter the door the second time, but the access is logged as an APB violation. Enter a value in the **APB Delay** field to create a time-based APB. **Note:** This mode is only available if using VertX® hardware.
Hard Area APB	Tracks each badge that enters a specific area and defines which areas the badge may access next. This badge is denied access if it tries to access an undefined area. Enter a value in the **APB Delay** field to create a time-based APB. Make sure you configure the area entering and area leaving setting for the specified door.
Soft Area APB	Tracks each badge that enters a specific area and defines which areas the badge may access next. The badge is allowed to access the area, but the access is logged as an APB violation. Enter a value in the **APB Delay** field to create a time-based APB. Make sure you configure the area entering and area leaving setting for the specified door.
Timed Area APB	Time based hard area APB. When the time limit expires, the hard area APB becomes a soft area APB.

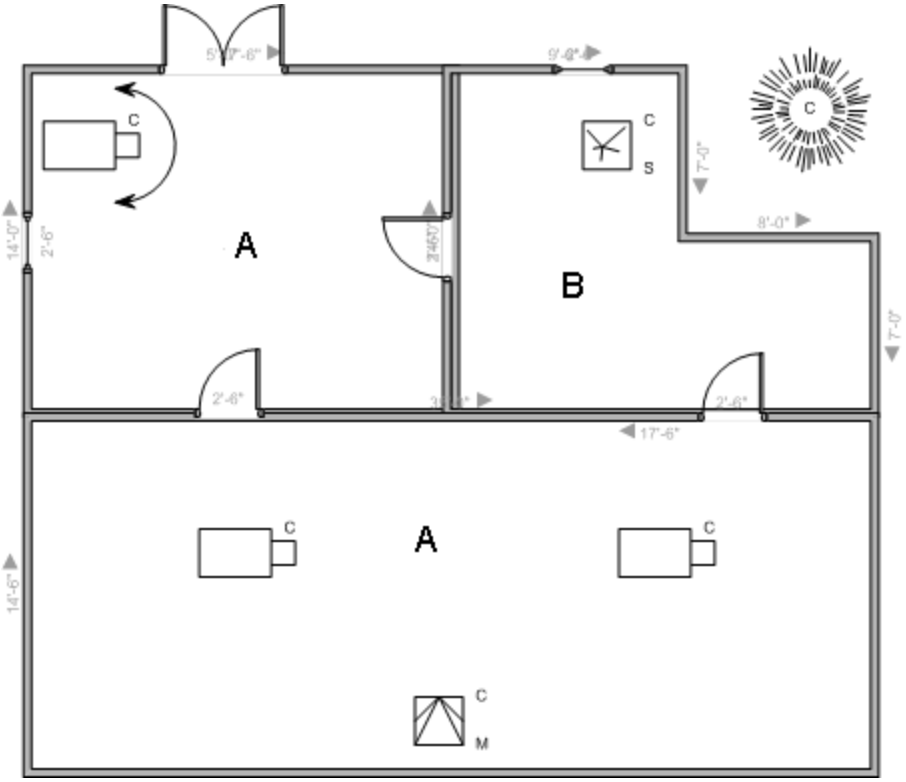
Mode	Description
	Make sure you configure the area entering and area leaving setting for the specified door. **Note:** This mode is only available if using Mercury Security hardware.

Configuring Areas

An area in the ACM system defines a physical location within a secured site that requires additional access control. This area can be relatively small, like a lab or a store room; or large, like a collection of buildings. Areas often incorporate one or more doors with their attached inputs and outputs. You can define areas to track badge holder location, for example in a mustering scenario, or to control access to specific areas, for example in an anti-passback configuration to limit user access within a building or facility.

Note: Do not confuse areas with partitions. A partition is a separate administrative access zone within the ACM system. An area is a physical location that requires additional access control. Therefore, in a partitioned system, an area is configured within a partition.

For example, an anti-passback configuration can be used in a laboratory facility to restrict access to a specific room.



The laboratory is divided into Area A and Area B. To secure Area B, only lab personnel who are permitted into both Area A and B can access the lab in Area B. To allow this, the doors are configured as follows:

- The door between the smaller room in Area A and Area B is configured as Out of Area A/Into Area B. It is the entry door for Area B.
- The door between the larger room in Area A and Area B is configured as Out of Area B/Into Area A. It is the exit door for Area B.
- The right-side of the double door when entering Area A is configured as an Into Area A door.
- The right-side of the double door when exiting Area A is configured as an Out of Area A door.

Lab personnel with permission to enter Area A are admitted through the right side of the double door when they swipe their entry card on the door reader. The ACM system records they are "Into Area A". Lab personnel with permission to enter Area A and Area B can then enter Area B at the door between the smaller room in Area A and Area B when they swipe their entry card on that door's reader. The ACM system records they are "Out of Area A" and "Into Area B". After they have entered Area B, they can exit from the other door to Area A. The ACM system records they are "Out of Area B" and "Into Area A". Lab personnel exiting Area A swipe their entry card on the reader on the right side of the double door. The ACM system records they are "Out of Area A".

Defined areas are added to the **Area into area** and **Area out of area** option list on the Doors Operations page. For more information, see *Configuring Doors* on page 248.

Adding Areas

1. Select **Physical Access > Areas**.
2. From the Areas list, click **Add Area**.
3. Enter a name for the area.
4. Select the appliance that will maintain the area details.
5. Select the **Enable Area** checkbox to activate the new area.
6. Fill in the other options as required.
7. Click .

   The new area is added to the Area Listings page.

Editing Areas

1. Select **Physical Access > Areas**.
2. Click the name of the area you want to edit.
3. On the following page, make the required changes.

   If you want to change the doors that are connected to the area, you must do so from the door's Operations page.

4. Click .

Deleting Areas

1. Select **Physical Access > Areas**.
2. From the Areas list, click for the area you want to delete.
3. When the browser displays a pop-up message to ask *Are you sure?*, click **OK**.

Areas list

When you select **Physical Access > Areas**, the Areas list is displayed.

The Area list lists all the areas that have been defined in the system, or your area search results.

Feature	Description
Name	Name of the area. Click the name to edit the area.
Appliance	The appliance this area is configured on.
Enabled	This column indicates if this area is currently enabled (Yes) or disabled (No).
Door Count	The number of doors in this area.
Delete	Click to delete the area from the system.
Add New Area	Click this button to create a new area.
Create New Report	Click this button to generate a report of all the available areas.

Areas - Add page

When you click the **Add Area** button from the Areas list, The Areas Add page is displayed. This page allows you to add a new area to the system.

Feature	Description
Name	Enter a name for this area.
Appliance	Select the appliance that will maintain this area. **Tip:** You can add doors from different appliances to an area.
Maximum Occupancy	Enter the maximum number of badge holders allowed in this area at a time.
Log Min Reached	Enter the minimum number of badge holders that must enter this area before a transaction is logged in the system.
Log Max Reached	Enter the maximum number of badge holders that must enter this area before a transaction is logged in the system.
Enable Area	Check this box to enable this area in the system.

Feature	Description
2-Person Control	Check this box to indicate a two-person rule is imposed for this area. If enabled, two or more people must be in the area at all times. When the area is empty, two valid badge holders must present their credentials to the entry reader before entry is granted. Once occupied by two or more people, individual access can be granted. The same rules apply for exit until two badge holders are left in the area - at this point, both badge holders must present their credentials and must exit the area together.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Areas - Area: Edit page

When you click the name of an area from the Areas list, the Area: Edit page is displayed.

This page allows you to edit area details and see a list of all the doors that have been assigned to this area. Make changes as required.

Feature	Description
Name	Enter a name for this area.
Appliance	The appliance the area is assigned to.
Maximum Occupancy	Enter the maximum number of badge holders allowed in this area at a time.
Log Min Reached	Enter the minimum number of badge holders that must enter this area before a transaction is logged in the system.
Log Max Reached	Enter the maximum number of badge holders that must enter this area before a transaction is logged in the system.
Enable Area	Check this box to enable this area in the system.
2-Person Control	Check this box to indicate a two-person rule is imposed for this area. If enabled, two or more people must be in the area at all times. When the area is empty, two valid badge holders must present their credentials to the entry reader before entry is granted. Once occupied by two or more people, individual access can be granted. The same rules apply for exit until two badge holders are left in the area - at this point, both badge holders must present their credentials and must exit the area together.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Doors In	The list of doors that enter this area. Doors are added to this list when you assign this area to the door from the Door Operations

Feature	Description
	page.
Doors Out	The list of doors that exist this area. Doors are added to this list when you assign this area to the door from the Door Operations page.
	Click this button to save your changes.
	Click this button to discard your changes.

EOL Resistance

End-of-line (EOL) resistance refers to the resistance levels that must be maintained for input points. Input devices used with doors often measure circuit resistance in ohms. This measurement is used to determine the normal resistance level. If the resistance drops across the circuit, an alarm is sent back to the ACM application.

For example, if resistance for a particular device has been set at 2000 ohms and the circuit's resistance suddenly drops to 1000 ohm, an alarm is issued by the application.

Adding EOL Resistance for Mercury Input Points

To add an EOL Resistance definition for a Mercury input device:

1. Select **Physical Access > EOL Resistance**. Make sure the Mercury tab is selected.
2. From the Mercury EOL Resistance list, click **Add-Normal** or **Add-Advanced**.
3. On the following EOL Resistance Add page, enter the required details.
4. Click  to save your changes.

Adding EOL Resistance for VertX® Input Points

To add an EOL Resistance definition for an VertX® input point:

1. Select **Physical Access > EOL Resistance > HID**.
2. From the HID list, click **Add**.
3. Enter the required details.
4. Click  to save your changes.

Editing EOL Resistance for Mercury Input Points

To edit an EOL Resistance definition for a Mercury input device:

1. Select **Physical Access > EOL Resistance**. Make sure the Mercury tab is selected.
2. Select the EOL Resistance definition that you want to edit.
3. On the following page, make the required changes.
4. Click to save your changes.

Editing EOL Resistance for VertX® Input Points

To edit an EOL Resistance definition for a VertX® input point:

1. Select **Physical Access > EOL Resistance > HID**.
2. On the HID list, select the EOL Resistance definition that you want to edit.
3. On the following page, make the required changes.
4. Click to save your changes.

EOL Resistance - List page (VertX®)

When you select the **HID** tab from the EOL Resistance list the list of Vertx® EOL resistance states that are available in the system and the address that is set for each is displayed.

Feature	Description
Name	The name of the EOL resistance. Click the name to edit the EOL resistance. If you cannot click the name, it is a system default resistance value and cannot be edited.
Delete	Click to delete the selected resistance setting. Default resistance values cannot be deleted.
Add	Click to add a resistance setting.

EOL Resistance - Add page (VertX®)

When you click **Add** from the HID list, the EOL Resistance Add page is displayed. This page allows you to add a resistance range to a specific input point on the panel.

Feature	Description
Name	Enter a name for this EOL input point.
Inactive Range	In the left drop down list, select the beginning value of the inactive range. In the right drop down list, select the ending value of the inactive range. Values range from **0** to **13000** ohms in 50-ohm increments, or **Infinite**.
Active Range	In the left drop down list, select the beginning value of the active range. In the right drop down list, select the ending value of the active range. Values range from **0** to **13000** ohms in 50-ohm increments, or **Infinite**.
	Click this button to save your changes.

Feature	Description
	Click this button to discard your changes.

EOL Resistance - Edit page (VertX®)

When you click an EOL resistance name from the HID list, the EOL Resistance Edit page is displayed.

Make changes as required.

Feature	Description
Name	The name of this EOL input point.
Inactive Range	In the left drop down list is the beginning value of the inactive range. In the right drop down list is the ending value of the inactive range. Values range from **0** to **13000** ohms in 50-ohm increments, or **Infinite**.
Active Range	In the left drop down list is the beginning value of the active range. In the right drop down list is the ending value of the active range. Values range from **0** to **13000** ohms in 50-ohm increments, or **Infinite**.
	Click this button to save your changes.
	Click this button to discard your changes.

EOL Resistance - List page (Mercury Security)

When you select **Physical Access > EOL Resistance**, the first page you see is the Mercury list. Select the Mercury tab to return to this page.

This page lists all the EOL resistance states that are available in the system and the address that is set for each.

Feature	Description
Name	The name of the EOL resistance. Click the name to edit the EOL resistance. If you cannot click the name, it is a system default resistance value and cannot be edited.
Address	The address assigned to this resistance.
Delete	Click  to delete the selected resistance setting. Default resistance values cannot be deleted.
Add-Normal	Click this button to add a normal resistance setting.
Add-Advanced	Click this button to add an advanced resistance setting.

EOL Resistance: Add page for Normal Resistances (Mercury Security)

When you click **Add-Normal** from the Mercury tab, the EOL Resistance: Add page for normal resistances is displayed. This page allows you to add a normal resistance range to a specific input point on the panel.

Feature	Description
Name	Enter a name for this EOL input point.
Address	Select the address for this input point.
Inactive Range	In the left drop down list, select the beginning value of the inactive range. In the right drop down list, select the ending value of the inactive range. Values range from **100** to **9950** ohms in 50-ohm increments.
Active Range	In the left drop down list, select the beginning value of the active range. In the right drop down list, select the ending value of the active range. Values range from **100** to **9950** ohms in 50-ohm increments.
	Click this button to save your changes.
	Click this button to discard your changes.

EOL Resistance: Add page for Advanced Resistances (Mercury Security)

When you click **Add-Advanced** from the Mercury tab , the EOL Resistance: Add page for advanced resistances is displayed. This page allows you to add multiple resistance ranges, plus define priority and status for the input point on the panel.

Feature	Description
Name	Enter a name for this EOL input point.
Address	Select the address for this input point.
Priority	Select the priority level for this input point. The options are **Low**, **Medium**, and **High**.
Status	Select the input state that you are defining. The options are: • **Inactive** • **Active** • **Ground Fault** • **Shorted** • **Open** • **Foreign**
Low Range	Select the beginning value of the range. The options are: • **Infinite** — The resistance value is infinite (no ohm value is specified). • **Shorted** — The wire is shorted. • **Ground A** — The wire is detected as ground A. • **Ground B** — The wire is detected as ground B. • **0 - 10000** — The ohms specified for this resistance in 50-ohm increments.

Feature	Description
High Range	Select the ending value of the range. The options are: • **Infinite** — The resistance value is infinite (no ohm value is specified). • **Shorted** — The wire is shorted. • **Ground A** — The wire is detected as ground A. • **Ground B** — The wire is detected as ground B. • **0 - 10000** — The ohms specified for this resistance in 50-ohm increments.
	Click this button to save your changes.
	Click this button to discard your changes.

EOL Resistances: Edit page (Mercury Security)

When you click the name of an EOL resistance from the list page, the EOL Resistance: Edit page is displayed. The options are different depending on the type of resistance you selected.

Make changes as required.

Normal Edit page

Feature	Description
Name	The name of this EOL input point.
Address	The address of this input point.
Inactive Range	In the left drop down list is the beginning value of the inactive range. In the right drop down list is the ending value of the inactive range. Values range from **100** to **9950** ohms in 50-ohm increments.
Active Range	In the left drop down list is the beginning value of the active range. In the right drop down list is the ending value of the active range. Values range from **100** to **9950** ohms in 50-ohm increments.
	Click this button to save your changes.
	Click this button to discard your changes.

Advanced Edit page

Feature	Description
Name	The name of this EOL input point.
Address	The address of this input point.
Priority	The priority level for this input point. The options are **Low**, **Medium**, and **High**.
Status	The input state. The options are: • **Inactive**

Feature	Description
	• **Active** • **Ground Fault** • **Shorted** • **Open** • **Foreign**
Low Range	The beginning value of the range. The options are: • **Infinite** — The resistance value is infinite (no ohm value is specified). • **Shorted** — The wire is shorted. • **Ground A** — The wire is detected as ground A. • **Ground B** — The wire is detected as ground B. • **0 - 10000** — The ohms specified for this resistance in 50-ohm increments.
High Range	The ending value of the range. The options are: • **Infinite** — The resistance value is infinite (no ohm value is specified). • **Shorted** — The wire is shorted. • **Ground A** — The wire is detected as ground A. • **Ground B** — The wire is detected as ground B. • **0 - 10000** — The ohms specified for this resistance in 50-ohm increments.
	Click this button to save your changes.
	Click this button to discard your changes.

Mercury LED Modes - List page

The Mercury LED Modes list lists the available Mercury Security LED modes.

Select a mode from the list of custom LED modes to modify its settings. The *Mercury LED Mode Table <number> page* is displayed. For more detail, see *Editing LED Modes (Mercury Security)* on the next page.

Before making any changes ensure that the related doors and subpanels are correctly configured and wired, including:

- Ensure that the **LED drive** field on the Reader: Edit screen has a valid entry (e.g. Gen 1 wire, Sep Red/Grn no buz, OSDP). For more information on this page, see *Reader: Edit page (Mercury Security subpanels)* on page 244.
- Ensure that the **LED Mode** field on the Mercury Security Operations page is set to match the table (1, 2 or 3) that you want to use. For more information on this page, see *Operations tab (Mercury Security)* on page 283.

Editing LED Modes (Mercury Security)

1. Select **Physical Access > Mercury LED Modes**.
2. Select a Mercury LED Mode table to display LED mode details.
3. Review the table details. For any door State, any of the following can be updated:
   - Change the color that displays when the state becomes:
     - Active in the **On Color** column.
     - Inactive in the **Off Color** column.

     Select the color by clicking inside the circle of the desired color ()
   - Change the duration that the color displays when the state becomes:
     - Active in the **On Time (1/10s)** column.
     - Inactive in the **Off Time (1/10s)** column.

     The time is in 1/10th second ticks.
   - To edit the number of times the LED blinks (where this is possible), enter the new value in the **Repeat Count** column.
   - To edit the number of time the blinking is accompanied by a sound (where this is possible), enter the new value in the **Beep Count** column.
4. Click  .

Mercury Security LED Mode Table page

The **Mercury LED Mode Table *<number>*** page allows you to edit any of the available LED Mode tables.

> **Note:** The actual output from the selections below (in terms of colors and beeps) may vary from those selected depending on panel, reader type and configuration.

For more information on Mercury Security LED Modes, see *LED Modes for Mercury Security* on the next page.

Feature	Description
LED ID	Unique identifier for the LED state.
State	Door state that you can set a custom LED mode for.
On Color	Select the color to display when the door state is active. The options are green, amber, red or all off (). Click inside the circle of the desired color to select it (e.g. ).
On Time (1/10s)	Time in 1/10th second ticks that the On color will display for.
Off Color	Select the color to display when the door state is not active.

Feature	Description
	The options are green, amber, red or all off (). Click inside the circle of the desired color to select it (e.g. ).
Off Time (1/10s)	Time in 1/10th second ticks that the Off color will display for.
Repeat Count	Select the number of repeats for the on and off colors. **Note:** This will not be editable for some states.
Beep Count	Select the number of beeps to sound when the related state becomes active. **Note:** This will not be editable for some states.
	Click this button to save your changes.
	Click this button to discard your changes.
Restore to Default	Click this to restore the selections for all states to the default setting.

LED Modes for Mercury Security

For Mercury Security door controllers, there are three reader LED modes. Each mode consist of two attribute sets:

- Door mode attributes (LED IDs 1 to 8)

  Used when the reader is idle. Repeat and beep counts can not be set for these LED IDs.

- Door Processing Attributes (LED IDs 11 to 16)

  Used when a card or pin is presented at the reader. Repeat count can be set for LED IDs 11 and 12 only. Beep counts cannot be set for any of these function IDs.

Mercury Security has 3 built-in **LED modes**. The following tables describe the settings for each mode.

Default Settings for LED Mode 1

LED ID	On Color	Off Color	On Time	Off Time	Repeat Count	Beep Count	Door Mode or State of Door
1	Red	Off	29	1	0	0	Disable
2	Green	Off	29	1	0	0	Unlocked
3	Red	Off	29	1	0	0	Exit Only
4	Red	Off	1	29	0	0	Facility Code Only

LED ID	On Color	Off Color	On Time	Off Time	Repeat Count	Beep Count	Door Mode or State of Door
5	Red	Off	1	29	0	0	Card Only
6	Green	Off	1	29	0	0	PIN Only
7	Red	Off	1	29	0	0	Card and PIN
8	Green	Off	1	29	0	0	Card or PIN
11	Red	Off	2	2	5	3	Deny
12	Green	Off	2	2	7	1	Granted
13	Green	Off	1	14	0	2	User Command
14	Green	Red	1	4	6	2	Require two card control
15	Green	Red	4	1	25	2	Second User PIN
16	Green	Red	1	4	6	2	Wait

Default Settings for LED Mode 2

LED ID	On Color	Off Color	On Time	Off Time	Repeat Count	Beep Count	Door Mode or State of Door
1	Red	Off	29	1	0	0	Disable
2	Green	Off	29	1	0	0	Unlocked
3	Red	Off	29	1	0	0	Exit Only
4	Red	Off	24	1	0	0	Facility Code Only
5	Red	Off	24	1	0	0	Card Only
6	Red	Off	24	1	0	0	PIN Only
7	Red	Off	24	1	0	0	Card and PIN
8	Red	Off	24	1	0	0	Card or PIN
11	Red	Off	2	2	5	3	Deny
12	Green	Off	2	2	7	1	Granted
13	Green	Off	1	14	0	2	User Command
14	Green	Red	1	4	6	2	Require two card control
15	Green	Red	4	1	25	2	Second User PIN

LED ID	On Color	Off Color	On Time	Off Time	Repeat Count	Beep Count	Door Mode or State of Door
16	Green	Red	1	4	6	2	Wait

Default Settings for LED Mode 3

LED ID	On Color	Off Color	On Time	Off Time	Repeat Count	Beep Count	Door Mode or State of Door
1	Red	Off	29	1	0	0	Disable
2	Green	Off	29	1	0	0	Unlocked
3	Green	Off	29	1	0	0	Exit Only
4	Green	Off	29	1	0	0	Facility Code Only
5	Green	Off	29	1	0	0	Card Only
6	Green	Off	29	1	0	0	PIN Only
7	Green	Off	29	1	0	0	Card and PIN
8	Green	Off	29	1	0	0	Card or PIN
11	Red	Off	2	2	5	3	Deny
12	Green	Off	2	2	7	1	Granted
13	Green	Off	1	14	0	2	User Command
14	Green	Red	1	4	6	2	Require two card control
15	Green	Red	4	1	25	2	Second User PIN
16	Green	Red	1	4	6	2	Wait

For example, all three LED Modes have the same functionality for access grants (LED ID 12), and the LED does not follow the strike time. The reader LED will flash green 7 times for 0.2 seconds (2 ticks of 1/10th second) on and 0.2 seconds (2 ticks of 1/10th second) off.

Configuring Card Formats

Readers that control access to doors come in many varieties and use many different card types. The ACM system supports the most commonly used card types using the following card formats:

- **ABA Mag**: for magnetic stripe cards.
- **Wiegand**: for other card types, including proximity cards and smart cards. These include most newer cards that use embedded chips and proprietary formats, which are now widely used due to increasingly stringent security requirements.
- **Large Encoded**: for internal numbers that are larger than 64 bits. For example, 128-bit and 200-bit cards need the 32-character Federal Agency Smart Credential Number (FASC-N) or Card Holder Unique Identifier (CHUID) for PIV-I cards. Large Encoded card formats are used with FIPS 201 compliant pivCLASS readers.

This variety enables the qualified operator to define custom card formats, allowing a panel to control access for a variety of readers.

When you configure a door, you specify the card formats accepted at that door. A door can support up to 16 card formats from a system-wide total of 128 card formats. All of the doors on a single panel can collectively use at most 16 distinct card formats.

Important: A panel that is configured to accept the Large Encoded card format can not accept ABA Mag or Wiegand formats. However, the panel can only accept up to 16 distinct Large Encoded card formats. Conversely, a panel that can accept any combination up to 16 of both ABA Mag or Wiegand formats cannot accept any Large Encoded card formats.

Adding Card Formats

1. Select **Physical Access > Card Formats**.
2. Click **Add Card Format**.
3. In the Card Format Add page, enter the details for the new card format.
4. Click to save the new card format.

The new card format is displayed in the Card Formats list and can be assigned to doors in the system.

Editing Card Formats

1. Select **Physical Access > Card Formats**.
2. On the Card Formats list, click the name of the card format that you want to edit.
3. On the Card Format Edit page, make the required changes.
4. Click to save the changes and download the updated card format information to all panels and door subpanels that are assigned the format.

The updated card format is available on all affected doors as soon as the updated card format information is downloaded.

Deleting Card Formats

1. Select **Physical Access > Card Formats**.
2. Click for the card format that you want to delete.
3. When the confirmation message is displayed, click **OK** and the updated card format information is downloaded to all panels and door subpanels that are assigned the format.

The deleted card format is removed from all affected doors as soon as the updated card format information is downloaded.

Card Formats list

When you select **Physical Access > Card Formats**, the Card Formats list is displayed.

This page lists all the card formats that have been defined for this system. Up to 128 card formats can be defined.

The most commonly used card formats are predefined.

Feature	Description
Name	The name of the card format. Click the name to edit the card format.
Delete	Click to delete the card format.
Add New Card Format	Click this button to add a new card format.

Card Formats - Add page

When you click **Add New Card Format** from the Card Format list, the Card Format Add page is displayed. This page allows you to add a custom card format.

Feature	Description
Name	The name of this card format.
Card Format Type	The card format type. Click to select: • **ABA Mag**—for magnetic stripe cards • **Wiegand**—for other card types, including proximity cards and smart cards. • **Large Encoded**—for internal numbers that are larger than 64 bits. For example, 128-bit and 200-bit cards need the 32-character Federal Agency Smart Credential Number (FASC-N) or Card Holder Unique Identifier (CHUID) for PIV-I cards. Large Encoded card formats are used with FIPS 201 compliant pivCLASS readers. See *Appendix: pivCLASS Configuration* on page 695. The option you select will determine which of the following options are displayed.
ABA Mag options	
Facility Code	The facility code of this card format.

Feature	Description
Offset	The offset number for this card format. In ABA Mag card formats, the offset value is added to the card number read from the card and the result is used as the card number for the access request.
Max Digits	The maximum number of digits for this card format.
Min Digits	The minimum number of digits for this card format.
Facility Code Length	The length of the facility code in digits.
Facility Code Location	The starting location of the facility code in the number string.
Card Number Length	The total length of the card number on this card.
Card Location	The starting location of the card number in the number string.
Issue Level Length	The length of the issue level number in the number string.
Issue Location	The starting location the issue level number in the number string.
Suppress facility check	By default, checking the facility code allows a single card format to be used for multiple sets of cards with matching number length, but different facility codes. Check this box to ignore a facility check.
Corporate card mode	Not supported for ABA Mag card formats. Checking this option will have no effect.
Wiegand options (Mercury and HID™/VertX panels)	
Facility Code	The facility code of this card format.
Offset	The offset number for this card format. For Wiegand card formats, the offset value is used together with the **Corporate card mode** setting: • If **Corporate card mode** is disabled (the default setting), the offset value is added to the card number read from the card and the result is used as the card number for the access request. • If **Corporate card mode** is enabled, the facility code value read from the card is multiplied by the offset and then added to the card number read from the card. The result is used as the card number for the access request. **Important:** When **Corporate card mode** is enabled, the **Facility Code Length** and **Facility Code** Location values also need to be specified. When the **Offset** value is left at zero, the result is always the card number read from the card.
Number of Bits	The maximum number of bits this card format can have. If the **Reverse card bytes** option is

Feature	Description
	available for this card format type and it is enabled, the value entered here must be a multiple of 8.
Even Parity Length	The length of the number string that will have even parity.
Even Parity Location	The starting location of the number string that will have even parity.
Odd Parity Length	The length of the number string that will have odd parity.
Odd Parity Location	The starting location of the number string that will have odd parity.
Facility Code Length	The length of the facility code in digits. This value must be specified for **Corporate card mode** to correctly function when it is enabled.
Facility Code Location	The starting location of the facility code in the number string. This value must be specified for **Corporate card mode** to correctly function when it is enabled.
Card Number Length	The total length of the card number on this card.
Card Location	The starting location of the card number in the number string.
Issue Level Length	The length of the issue level number in the number string.
Issue Location	The starting location of the issue level number in the number string.
Suppress facility check	Check this box to ignore a facility check. Use this mode when you use overlapping card number sequences in card sets with matching values in the bit length and bit parity fields.
Corporate card mode	Check this box to enable corporate card mode. Use this mode when you use overlapping card number sequences in card sets with different facility codes. It combines the values entered in the **Facility Code** and **Offset** fields and the card number read from the card to produce unique card numbers that the readers at different facilities will recognize.
Additional Wiegand options (Mercury panels only)	
Step parity by 2	Check this box to indicate that the parity must be stepped by 2. Can only be used with cards that are encoded with this parity scheme.
Enable 37 bit parity w/4	Check this box to enable 37-bit parity by 4 format. Can only be used with cards that are encoded with this parity scheme.
Enable 37 bit parity w/2	Check this box to enable 37-bit parity by 2 format. Can only be used with cards that are encoded with this parity scheme.
Enable 75 bit transparent mode	Check this box to enable 75-bit transparent mode for PIV/TWIC cards.
Reverse	Check this box to enable the bit-level reversal of the entire bitstream from the card when it is

Feature	Description
card format	received from the card reader. The reversed bit stream is then compared against the card format. If it matches, then the data in the card format is used to authenticate the identity of the cardholder.
Reverse card bytes	Check this box to enable the byte-level reversal of the entire bitstream from the card when it is received from the card reader. The reversed bit stream is then compared against the card format. If it matches, then the data in the card format is used to authenticate the identity of the cardholder. For this option to correctly function, the value in the **Number of Bits** field must be a multiple of 8.
Large Encoded	
Number of Bits	The maximum number of bits this card format can have. The default value is 0. The maximum value is 128.
Card Number Length	The maximum length (in bits) of this card format. This value must be the same as the value for Number of Bits.
	Click this button to save your changes.
	Click this button to discard your changes.

Card Formats - Card Format: Edit page

When you click the name of a card format from the Card Formats list, the Card Format: Edit page is displayed.

Feature	Description
Name	The name of this card format.
Card Format Type	The card format type. Click to select: • **ABA Mag**—for magnetic stripe cards • **Wiegand**—for other card types, including proximity cards and smart cards. • **Large Encoded**—for internal numbers that are larger than 64 bits. For example, 128-bit and 200-bit cards need the 32-character Federal Agency Smart Credential Number (FASC-N) or Card Holder Unique Identifier (CHUID) for PIV-I cards. Large Encoded card formats are used with FIPS 201 compliant pivCLASS readers. See *Appendix: pivCLASS Configuration* on page 695. The option you select will determine which of the following options are displayed.
ABA Mag options	
Facility Code	The facility code of this card format.
Offset	The offset number for this card format. In ABA Mag card formats, the offset value is added to the card number read from the card and the result is used as the card number for the access request.
Max Digits	The maximum number of digits for this card format.

Feature	Description
Min Digits	The minimum number of digits for this card format.
Facility Code Length	The length of the facility code in digits.
Facility Code Location	The starting location of the facility code in the number string.
Card Number Length	The total length of the card number on this card.
Card Location	The starting location of the card number in the number string.
Issue Level Length	The length of the issue level number in the number string.
Issue Location	The starting location the issue level number in the number string.
Suppress facility check	By default, checking the facility code allows a single card format to be used for multiple sets of cards with matching number length, but different facility codes. Check this box to ignore a facility check.
Corporate card mode	Not supported for ABA Mag card formats. Checking this option will have no effect.
Wiegand options (Mercury and HID™/VertX panels)	
Facility Code	The facility code of this card format.
Offset	The offset number for this card format. For Wiegand card formats, the offset value is used together with the **Corporate card mode** setting: • If **Corporate card mode** is disabled (the default setting), the offset value is added to the card number read from the card and the result is used as the card number for the access request. • If **Corporate card mode** is enabled, the facility code value read from the card is multiplied by the offset and then added to the card number read from the card. The result is used as the card number for the access request. **Important:** When **Corporate card mode** is enabled, the **Facility Code Length** and **Facility Code** Location values also need to be specified. When the **Offset** value is left at zero, the result is always the card number read from the card.
Number of Bits	The maximum number of bits this card format can have. If the **Reverse card bytes** option is available for this card format type and it is enabled, the value entered here must be a multiple of 8.
Even Parity Length	The length of the number string that will have even parity.
Even Parity	The starting location of the number string that will have even parity.

Feature	Description
Location	
Odd Parity Length	The length of the number string that will have odd parity.
Odd Parity Location	The starting location of the number string that will have odd parity.
Facility Code Length	The length of the facility code in digits. This value must be specified for **Corporate card mode** to correctly function when it is enabled.
Facility Code Location	The starting location of the facility code in the number string. This value must be specified for **Corporate card mode** to correctly function when it is enabled.
Card Number Length	The total length of the card number on this card.
Card Location	The starting location of the card number in the number string.
Issue Level Length	The length of the issue level number in the number string.
Issue Location	The starting location of the issue level number in the number string.
Suppress facility check	Check this box to ignore a facility check. Use this mode when you use overlapping card number sequences in card sets with matching values in the bit length and bit parity fields.
Corporate card mode	Check this box to enable corporate card mode. Use this mode when you use overlapping card number sequences in card sets with different facility codes. It combines the values entered in the **Facility Code** and **Offset** fields and the card number read from the card to produce unique card numbers that the readers at different facilities will recognize.
Additional Wiegand options (Mercury panels only)	
Step parity by 2	Check this box to indicate that the parity must be stepped by 2. Can only be used with cards that are encoded with this parity scheme.
Enable 37 bit parity w/4	Check this box to enable 37-bit parity by 4 format. Can only be used with cards that are encoded with this parity scheme.
Enable 37 bit parity w/2	Check this box to enable 37-bit parity by 2 format. Can only be used with cards that are encoded with this parity scheme.
Enable 75 bit transparent mode	Check this box to enable 75-bit transparent mode for PIV/TWIC cards.
Reverse card format	Check this box to enable the bit-level reversal of the entire bitstream from the card when it is received from the card reader. The reversed bit stream is then compared against the card format. If it matches, then the data in the card format is used to authenticate the identity of the cardholder.
Reverse card bytes	Check this box to enable the byte-level reversal of the entire bitstream from the card when it is received from the card reader. The reversed bit stream is then compared against the card

Feature	Description
	format. If it matches, then the data in the card format is used to authenticate the identity of the cardholder. For this option to correctly function, the value in the **Number of Bits** field must be a multiple of 8.
Large Encoded	
Number of Bits	The maximum number of bits this card format can have. The default value is 0. The maximum value is 128.
Card Number Length	The maximum length (in bits) of this card format. This value must be the same as the value for Number of Bits.
	Click this button to save your changes.
	Click this button to discard your changes.

Configuring ACM System Events

The ACM system generates events to notify you of issues that may require your attention. Events include messages and alarms issued by specific devices in the ACM system.

You cannot create events but you can customize the existing system events to monitor what you are most concerned about.

Events can be made into an alarm when they are assigned to an alarmed Event Type. For more information, see *Event Types - Introduction* on page 396.

Searching for ACM System Events

The ACM system provides many events, so it may sometimes be easier to search for the specific event that you want to customize. For example if you are looking for an event related to failures in the system, you can search for events containing the word failure.

1. At the top of the Event list, enter the name of the event in the **Name** field.

   Tip: Use any series of letters and numbers to search for the events you want to see.

   You can also use the drop down list options to specify that the name of the event **Starts With**, **Equals**, **Contains** or **Ends With** your search term.

2. If you know the event type that is assigned to the event, select one of the options in the **Event Type** drop down list.
3. Click **Search**.

The page refreshes to show your search results.

Customizing ACM System Events

You can edit ACM system events to customize them to your needs. For example, if an action needs to be taken when a specific event occurs, instructions can be added to that event. These instructions will be displayed when the event is triggered.

1. Select **Physical Access** > **Events**.
2. On the Events list, click the name of the event you want to edit.

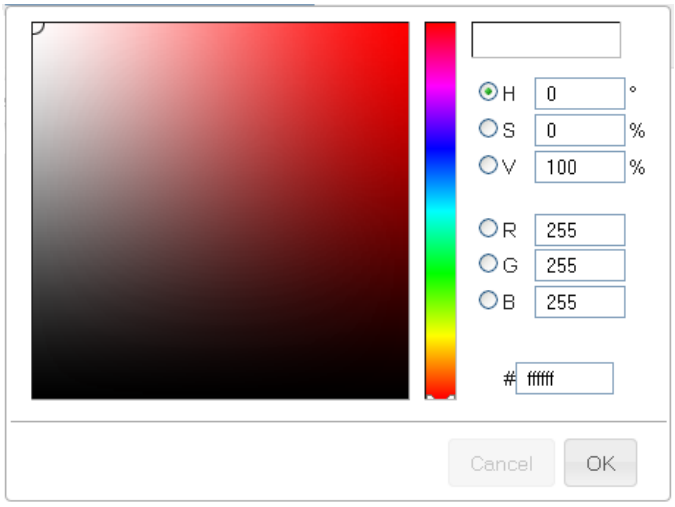
   The Event: Edit page is displayed.
3. Make the required changes.
4. Click to save your changes.

Assigning Priority Colors to ACM System Events

You can assign a color to any priority level. The colors are used to highlight events with the same priority on the Alarms page in the Monitor screen.

The alarm priority is assigned to events on the Event Edit page or the Event Type Edit page.

1. Select **Physical Access > Events**.
2. Select the **Colors** tab.
3. On the Colors list, do one of the following:
   - To add a new color, click **Add New Color**.
   - To edit a priority color, click a listed priority number.
   - To delete a priority color, click .
4. On the following page, enter the priority number that this color set should be assigned to.
5. For each of the color options, click the color field to display the color map.



6. To use this palette to select a specific color:

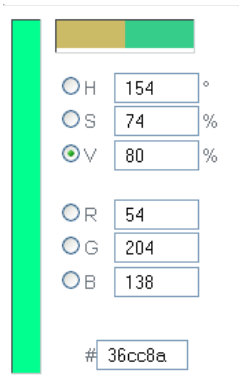
a. From the HSV or RGB color fields, enter the general color you require.

All possible tints and variations of this color appear to the left in the tint area.

The new color you have selected appears on the right side of the horizontal bar above the color element fields. The original color appears to the left.

b. To fine-tune the color, click within the tint area.

A cross appears. Drag the cross through the area to determine the exact color you want. indicating the exact tint and shade you have selected like the following example:



The number in the Color field changes to reflect your choice.

c. If required, slide up or down the vertical slide bar to change the color still further.

d. When you're finished with this palette, click **OK**.

7. Click  to save.

Events list (ACM System)

When you select **Physical Access > Events**, the first 20 system-defined events are displayed. The list is in alphabetical order. You can:

- Page through the list using the page numbers at the bottom.
- View the events alphabetically using the tabs from A to Z.
- Search for a specific event. For more information, see *Searching for ACM System Events* on page 352.

Select the Events tab to return to the first page. For more information, see *Customizing ACM System Events* on the previous page

You cannot add or delete system events, but you can click the name of an event to customize it for your purposes.

You can highlight events in different colors to reflect their priority in the system. For more information, see *Events - Colors list* on page 357.

Note: Local device versions of events are listed in the device events page.

Feature	Description
Name	The name of this event. Click the name to edit the event details.
Event Type	The event type that is assigned to this event. Click the event type to edit its settings.
Source	The device that generates this event.
Has On/Off	Yes— indicates if this event has a return-to-normal (RTN) event. No— indicates that the event does not have an RTN event.
Masked	Indicates if this event is masked/ not reported in the Event Monitoring or Alarm Monitoring screen. Yes ( ) or No ( ). Click the icon to change the status.
Logged	Indicates if this event is physically logged in the transaction database. Yes ( ) or No ( ). Click the icon to change the status.
Show Video	Indicates if there is video associated with this event. Yes ( ) or No ( ). Click the icon to change the status.
Delete	Not currently used.
Create New Report	Click this button to generate a PDF summary of all the events.

Events: Edit page (ACM System)

When you click the name of an event from the Events list, the Event Edit page is displayed. Click the Events tab to return to this page.

This page allows you to edit the event and define what happens when the event occurs, including its priority, how it should be handled, and who will be notified of the event. Make any changes that may be required.

Feature	Description
Name	The name of the event, which you can change if the name is not
Return Name	The name used to identify that this event is over, or the return-to-normal (RTN)) name of this event, such as the door closing and locking after access has been granted, or after the

Feature	Description
	configured door open time has expired.
Event Type	Specify the event type. Only events types that have been defined in the system appear in the drop down list.
Source Type	The device that is the source of the event.
Priority	Specify the priority of this event. The priority range is 1 - 999. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top.
Alarm Sound	Select an alarm sound that is played when a new alarm occurs while you are monitoring the Alarms page.
Suppress Time	Select a schedule when alarm events are not reported. Only schedules that have been defined in the system are listed.
Instructions	Enter any instructions that may be required for handling this event. The instructions are made available to the user on the Monitor screen.
Return Event	Select the event type of the RTN event.
Return Priority	Specify the priority of the RTN event. The priority range is 1 - 999.
Has on/off	Indicates that this event has an RTN event associated with it. **Note:** Adding return event information manually on this screen does not change the setting of this checkbox. It is set only if the original event has an associated RTN event defined for it.
Masked	Check this box to indicate that this a masked event by default. This can be changed on the Event List page.
Logged	Check this box to log the event by default. This can be changed on the Event List page. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Show Video	Check this box to auto-launch video from the linked camera feed when the event occurs by default. This can be changed on the Event List page. This feature only works if video is enabled.
Two Person Required To Clear	Check this box to specify that two people are required to acknowledge and clear this event. If this box is checked then the operator that executes the Clear cannot be the same operator

Feature	Description
	that executes the Acknowledge. If the same operator attempts to clear the alarm, then nothing will happen.
Email	Enter the email address of all the people who should be notified when this event occurs. You can enter more than one email address separated by a comma.
Roles:	
Available	A list of all the roles that are available to you in the system. To allow specific role to have access to view or edit this event, select a role from the Available list then click ► to add the role to the Member list. To move one or more roles to the Members window, click to select one role then **Ctrl** + click to select a non-consecutive group of roles, or **Shift** + click to select a consecutive roles.
Members	A list of all the roles that are able to view or edit this event. If this event is associated with at least one role, then any user who does not have the selected roles will not be able to view or edit the event.
	Click this button to save your changes.
	Click this button to discard your changes.

Events - Colors list

When you select the **Colors** tab from the Events list, the Colors list is displayed.

This page lists all the colors that have been assigned to an event priority number. The color is used to highlight events in the Alarm page and highlight events on other Event pages (like the Panel Event page or Door Events page).

Feature	Description
Priority From	Enter the start of the event priority range that this color will be used to highlight. **Note:** The priority range is 1 to 999.
Priority To	Enter the end of the event priority range that this color will be used to highlight. **Note:** The priority range is 1 to 999.
Alarm Color	The color of the event on the Alarm page when it is in the alarm state.
Acknowledge Color	The color of the event on the Alarm page when it is in the acknowledged state.

Events - Color Add page

When you click **Add New Color** from the Colors list, the Color Add page is displayed. This page allows you to assign colors to specific priority alarms.

Feature	Description
Priority From	Enter the start of the event priority range that this color will be used to highlight. **Note:** The priority range is 1 to 999.
Priority To	Enter the end of the event priority range that this color will be used to highlight. **Note:** The priority range is 1 to 999.
Alarm Color	Click the field to display the color map and select a specific color, or manually enter the color hex code.
Acknowledge Color	Click the field to display the color map and select a specific color, or manually enter the color hex code.

Events - Color Edit page

When you click a priority color from the Colors list, the Color Edit page is displayed.

Make changes as required.

Feature	Description
Priority From	Enter the start of the event priority range that this color will be used to highlight. **Note:** The priority range is 1 to 999.
Priority To	Enter the end of the event priority range that this color will be used to highlight. **Note:** The priority range is 1 to 999.
Alarm Color	Click the field to display the color map and select a specific color, or manually enter the color hex code.
Acknowledge Color	Click the field to display the color map and select a specific color, or manually enter the color hex code.

Global Actions

Global actions allow you to perform one or more actions simultaneously at a large number of doors connected to more than one panel. These actions can be triggered in three ways:

- Manually, from the Global Actions list.
- By schedule, configured from the Global Actions list.
- Automatically, when used in a Global Linkage.

  One or more global actions must be defined before you can create Global Linkages.

Important: A Priority Door Policy is the most secure way to control access with the ACM system in an emergency situation. It is also more robust than a Priority Door Global Action. A Priority Door Policy will stay in effect on the doors it is installed on even if:

- The ACM appliance:
  - Is restarted
  - Is disconnected from power
  - Fails over to a backup appliance
- The door or door panel:
  - Goes offline
  - Is rebooted
  - Is disconnected from power
  - Is disconnected from the access control network.

Adding Global Actions

1. Select **Physical Access > Global Actions**.
2. On the Global Action list, click **Add Global Action**.
3. Enter the required details for this new global action.
4. Click  to save.

Once you've defined all the global actions that you need, proceed to the Global Linkages feature to create a chain of actions together.

Editing Global Actions

1. Select **Physical Access > Global Actions**.
2. Click the name of the global action you need to modify.
3. Make the required changes.
4. Click to save your changes.

Global Actions - Action Types

Feature	Description
Access Group Install/Uninstall	Specifies that one or more designated access groups are installed/uninstalled.
Action Group	Specifies action groups that are executed.
Door Install/Uninstall	Specifies that a designated door will be either installed or uninstalled.
Door Mode	Specifies the mode one or more designated doors will enter.
Door Grant	Specifies that entry is granted at one or more designated doors.
Door Mask	Specifies that alarms are forced to a masked/unmasked state at one or more designated doors.
Email	Specifies email addresses and sends a predefined to those recipients.
Exacq Soft Trigger	Specifies a soft trigger that is executed on the Exacq camera system by the global action.
Input	Specifies that one or more designated inputs are masked/unmasked.
Intrusion Areas	Specifies all available commands for intrusion areas.
Intrusion Outputs	Specifies all available commands for intrusion outputs.
Intrusion Points	Specifies all available commands for intrusion points.
Output	Specifies that one or more designated outputs are activated/inactivated.
Panel Install/Uninstall	Specifies that one or more designated panels are installed/uninstalled.
Panel Macro	Specifies a macro routine to be run on a designated execute group.
Policy Install/Uninstall	Specifies that one or more designated policies are installed or uninstalled.
Schedule Set Mode	Specifies that one or more schedules are activated, inactivated or scanned.

Deleting Global Actions

1. Select **Physical Access > Global Actions**.
2. From the Global Actions list, click for the global action that you want to delete.
3. When the browser displays a pop-up message to ask *Are you sure?*, click **OK**.

Global Actions - Intrusion Linkages and Actions

Bosch doors only.

Noted below are some examples of setting up intrusion linkages and actions.

Intrusion panel alarm due to an event in the System

An ACM system event can trigger an intrusion alarm point. To set up an alarm condition that is generated at the intrusion panel notifying the monitoring center) due to an ACM system event (for example, a forced door), ensure that the intrusion panel has a point with source "output" and select an index that is unused both as a point and as an output. Follow the steps below:

1. Create global actions to activate and deactivate the output.
2. Create a global linkage to the Forced Door event, to activate the output.
3. Create a global linkage to a NORMAL Forced Door event to deactivate the output.

When the related event occurs in the ACM system, the corresponding point will be triggered at the intrusion panel, and control over the event (for example,. silencing an alarm) can be made by intrusion panels.

Disable and enable doors from keypad

Arming an alarm at the intrusion keypad can also lock a door within the ACM system.

1. Create global actions to lock and restore the door.
2. Create a global linkage to the area arming events, to lock the door.
3. Create a global linkage to the area disarming events, to unlock the door.

It is best to set this action up with a single area as different combinations of arming and disarming could leave the door unexpectedly locked or unlocked.

Alarms and access will be accessible from the keypad and from the **Monitor > Intrusion Status > Areas** section of the ACM system.

> **Note:** Keypad access will be limited by the tokens assigned to the identity.

Disarm Alarm on Access Grant with restricted authorities

Accessing an area by a valid the ACM system card access can automatically disarm an area.

To allow a scenario where entry to an area by a valid card access disarms an intrusion area based on the badge holder's intrusion authorities, follow the steps below:

1. Create a global action to disarm an area. Action type of 'Intrusion Area', Subtype 'Master Disarm' and the relevant areas as the Members.
2. Create a global linkage to door access events.
    - Devices tab: Door as the Type and the target doors as Members.
    - Events tab: Local Grant.
    - Actions tab: Disarm All.

Areas can be armed and disarmed from the keypad (depending on the tokens assigned to the identity) and from the **Monitor > Intrusion Status > Areas** section of the ACM system.

Global Actions list

When you click **Physical Access > Global Actions**, the Global Actions list is displayed. This page lists all the global actions that have been configured in the system.

Feature	Description
Name	The name of the global action. Click the name to edit the global action.
Type	Indicates the type of action performed by this global action. For more detail, refer to *Global Actions - Action Types* on page 360.
Points	Indicates the global linkages that use this global action.
Run	Click the **Execute** button to manually initiate this action.
Schedule	Click **Schedule** to create a batch job for the global action. For more information, see *Scheduling Batch Jobs* on page 39.
Delete	Click to delete the specified action from this list.
Add New Global Action	Click this button to create a new global action.

Global Actions - Add page

When you click **Add New Global Action** from the Global Actions list, the Global Actions Add page is displayed. This page allows you to add a new global action to the system.

Feature	Description
Name	The name of the global action. Enter a descriptive name of the action.
Appliance	Select the appliance that the related panels and devices are connected to.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Type	Select the type of action you want to be performed. The additional options appear depending on the option you choose.
If you select Panel Macro in the Type field:	
Sub-Type	Select a macro group. You can choose **Execute Group A** to **Execute Group D**.
Macro	Select a specific macro.
If you select Exacq Soft Trigger in the Type field:	
Sub-Type	Select one of the following options: • Single Set — run the selected trigger once. • Continuous Set — repeat the selected trigger until the Unset command is executed.

Feature	Description
	• Unset — stop the continuous repetition of the selected trigger.
Trigger	Select the trigger action for this video server to perform, such as tilting, focusing or going to a preset position. Triggers are defined through the Exacq server.
If you select Door Install/Uninstall in the Type field:	
Sub-Type	Selected option will be applied to the doors in the Members list. Choose from the following: • Install — Install the doors in the Members list. • Uninstall — Uninstall the doors in the Members list. To add a door to the Members list, select a door from the Available list then click ▶.
If you select Door Mode in the Type field:	
Priority	Select this option to specify this is a priority action. A priority global action will take precedence over any other action currently in effect on the doors in the Members list. The Priority option is not supported by HID™ door controllers. Ignore the Priority checkbox when configuring a global action for HID doors. **Important:** Use of this option is **not** recommended for global actions for Mercury Security doors and panels. Instead, use a Priority Door Profile to configure a response to priority situations for Mercury Security doors and panels; see *Priority Situations* on page 599.
Sub-Type	The selected option will be applied to the doors in the Members list. Choose from the following: • Restore — Restore the normal mode of the selected doors. • Disable — Disable the selected doors. • Unlock — Unlock the selected doors. • Lock — Lock the selected doors. • Facility Code — Specify the selected doors can be accessed by entering the facility code. • Card Only — Specify the selected doors can be accessed by card only. See *Appendix: pivCLASS Configuration* on page 695. • Pin Only — Specify the selected doors can be accessed by PIN only. • Card and Pin — Specify the selected doors can be accessed by using both card and PIN. • Card or Pin — Specify the selected doors can be accessed by using either card or PIN.

Feature	Description
	Note: The Pin Only and Card or Pin door modes will not be available if the Allow duplicate PINs option has been selected on the System Settings - General page. To add a door to the Members list, select a door from the Available list then click ▶.
If you select Door Grant in the Type field:	
Sub-Type	No sub-type is required. The Door Grant action is performed on the doors in the Members list. To add a door to the Members list, select a door from the Available list then click ▶.
If you select Door Mask in the Type field:	
Sub-Type	The selected option will be applied to the doors in the Members list. Choose from the following: • Mask Forced and Held — Mask the selected doors and hold that masked state until unmasked. • UnMask Forced and Held — Unmask the selected doors and hold that unmasked state until masked again. • Mask Held — Hold the masked state on the selected doors until the Unmask Held command is issued. • UnMask Held — Hold the unmasked state on the selected doors until the Mask Held command is issued. • Mask Forced — Force the selected doors to be masked. • UnMask Forced — Force the selected doors to be unmasked. To add a door to the Members list, select a door from the Available list then click ▶.
If you select Policy Install/Uninstall in the Type field:	
Sub-Type	The selected option will be applied to the policies in the Members list. Choose from the following: • Install — Install the policy selected in the Members window. • Uninstall — Uninstall this policy. To add a policy to the Members list, select a input from the Available list then click ▶.
If you select Input in the Type field:	
Sub-Type	The selected option will be applied to the inputs in the Members list. Choose from the following: • Unmask — Unmask the selected inputs. • Mask — Mask the selected inputs.

Feature	Description
	To add an input to the Members list, select an input from the Available list then click  .
If you select Output in the Type field:	
Sub-Type	The selected option will be applied to the output in the Members list. Choose from the following: • De-Activate — Deactivate the selected outputs. • Activate — Activate the selected outputs. • Pulse — Intermittently activate and deactivate the selected outputs. To add an output to the Members list, select an output from the Available list then click  .
If you select Panel Install/Uninstall in the Type field:	
Sub-Type	The selected option will be applied to the panel in the Members list. Choose from the following: • Install — Install the selected panels. • Uninstall — Uninstall the selected panels. To add a panel to the Members list, select a panel from the Available list then click  .
If you select Access Group Install/Uninstall in the Type field:	
Sub-Type	The selected option will be applied to the access group in the Members list. Choose from the following: • Install — Install the selected access groups. • Uninstall — Uninstall the selected access groups. To add an access group to the Members list, select an access group from the Available list then click  .
If you select Schedule Set Mode in the Type field:	
Sub-Type	The selected option will be applied to the schedule in the Members list. Choose from the following: • Off — Turn off the selected schedules. • On — Activate the selected schedules. • Scan — Manually activate and scan the selected schedules. To add a schedule to the Members list, select a schedule from the Available list and then click  .
If you select Email in the Type field:	
Email Addresses	Enter the email addresses of the persons or organizations that you want to notify for this action.
If you select Action Group in the Type field:	
Sub-Type	No sub-type is required. The Action Group option executes all the global actions in the

Feature	Description
	Members list together. To add a global action to the Members list, select a global action from the Available list then click ▶.
If you select Intrusion Area in the Type field:	
Sub-Type	The selected option will be applied to the intrusion areas in the Members list. Select the relevant command. Options are: • Disarm • Master Instant Arm • Master Delay Arm • Silence • Force Master Delay Arm • Force Master Instant Arm • Force Perimeter Delay Arm • Force Perimeter Instant Arm • Perimeter Delay Arm To add intrusion areas to the Members list, select the areas from the Available list then click ▶. **Note:** The list displays the area name and the panel name. **Note:** When an arming command is selected the **Toggle: Arm/Disarm** field will display. In toggle mode, the action first checks to see if it can disarm any areas. If at least one included area is armed and the presented token has authority to disarm, the command will attempt to disarm all specified areas. Otherwise it will attempt to arm all specified areas normally. If selected (i.e. the checkmark displays) then the action will toggle between arming and disarming. For example, if selecting Master Instant Arm and then (if the current state is disarmed): • The initial command will be to arm instantly at the master level. • The command then will toggle to disarm instantly at master level. • The command will then toggle back to arm instantly (and so on).
Search	To filter the list in the Available column, enter a search term in the **Search** field and click **Filter**. To clear a search, click **Clear**. To make the search/filter case sensitive, click beside **Case-sensitive** so that a checkmark displays.

Feature	Description
If you select Intrusion Output in the Type field:	
Sub-Type	The selected option will be applied to the outputs in the Members list. Choose from the following: • Activate - activate the selected outputs. • Deactivate - deactivate the selected outputs. To add intrusion outputs to the Members list, select the outputs from the Available list then click ▶. **Note:** The list displays the output name and the panel name.
Search	To filter the list in the Available column, enter a search term in the **Search** field and click **Filter**. To clear a search, click **Clear**. To make the search/filter case sensitive, click beside **Case-sensitive** so that a checkmark displays.
If you select Intrusion Point in the Type field:	
Sub-Type	The selected option will be applied to the points in the Members list. Choose from the following: • Bypass - bypass the selected points. • Unbypass - unbypass the selected points. To add intrusion points to the Members list, select the points from the Available list then click ▶. **Note:** The list displays the point name and the panel name.
Search	To filter the list in the Available column, enter a search term in the **Search** field and click **Filter**. To clear a search, click **Clear**. To make the search/filter case sensitive, click beside **Case-sensitive** so that a checkmark displays.
	Click this button to save your changes.
	Click this button to discard your changes.

Global Actions - Global Action: Edit page

When you click the name of a global action from the Global Actions list, the Global Action: Edit page is displayed.

Make changes as required.

Feature	Description
Name	The name of the global action. Enter a descriptive name of the action.
Appliance	Select the appliance that the related panels and devices are connected to.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Type	Select the type of action you want to be performed. The additional options appear depending on the option you choose.
If you select Panel Macro in the Type field:	
Sub-Type	Select a macro group. You can choose **Execute Group A** to **Execute Group D**.
Macro	Select a specific macro.
If you select Exacq Soft Trigger in the Type field:	
Sub-Type	Select one of the following options: • Single Set — run the selected trigger once. • Continuous Set — repeat the selected trigger until the Unset command is executed. • Unset — stop the continuous repetition of the selected trigger.
Trigger	Select the trigger action for this video server to perform, such as tilting, focusing or going to a preset position. Triggers are defined through the Exacq server.
If you select Door Install/Uninstall in the Type field:	
Sub-Type	Selected option will be applied to the doors in the Members list. Choose from the following: • Install — Install the doors in the Members list. • Uninstall — Uninstall the doors in the Members list. To add a door to the Members list, select a door from the Available list then click ▶.
If you select Door Mode in the Type field:	
Priority	Select this option to specify this is a priority action. A priority global action will take precedence over any other action currently in effect on the doors in the Members list. The Priority option is not supported by HID™ door controllers. Ignore the Priority checkbox when configuring a global action for HID doors. **Important:** Use of this option is **not** recommended for global actions for Mercury

Feature	Description
	Security doors and panels. Instead, use a Priority Door Profile to configure a response to priority situations for Mercury Security doors and panels; see *Priority Situations* on page 599.
Sub-Type	The selected option will be applied to the doors in the Members list. Choose from the following: • Restore — Restore the normal mode of the selected doors. • Disable — Disable the selected doors. • Unlock — Unlock the selected doors. • Lock — Lock the selected doors. • Facility Code — Specify the selected doors can be accessed by entering the facility code. • Card Only — Specify the selected doors can be accessed by card only. See *Appendix: pivCLASS Configuration* on page 695. • Pin Only — Specify the selected doors can be accessed by PIN only. • Card and Pin — Specify the selected doors can be accessed by using both card and PIN. • Card or Pin — Specify the selected doors can be accessed by using either card or PIN. **Note:** The Pin Only and Card or Pin door modes will not be available if the Allow duplicate PINs option has been selected on the System Settings - General page. To add a door to the Members list, select a door from the Available list then click ▶.
If you select Door Grant in the Type field:	
Sub-Type	No sub-type is required. The Door Grant action is performed on the doors in the Members list. To add a door to the Members list, select a door from the Available list then click ▶.
If you select Door Mask in the Type field:	
Sub-Type	The selected option will be applied to the doors in the Members list. Choose from the following: • Mask Forced and Held — Mask the selected doors and hold that masked state until unmasked. • UnMask Forced and Held — Unmask the selected doors and hold that unmasked state until masked again. • Mask Held — Hold the masked state on the selected doors until the Unmask Held command is issued.

Feature	Description
	• UnMask Held — Hold the unmasked state on the selected doors until the Mask Held command is issued. • Mask Forced — Force the selected doors to be masked. • UnMask Forced — Force the selected doors to be unmasked. To add a door to the Members list, select a door from the Available list then click ▶.
If you select Policy Install/Uninstall in the Type field:	
Sub-Type	The selected option will be applied to the policies in the Members list. Choose from the following: • Install — Install the policy selected in the Members window. • Uninstall — Uninstall this policy. To add a policy to the Members list, select a input from the Available list then click ▶.
If you select Input in the Type field:	
Sub-Type	The selected option will be applied to the inputs in the Members list. Choose from the following: • Unmask — Unmask the selected inputs. • Mask — Mask the selected inputs. To add an input to the Members list, select an input from the Available list then click ▶.
If you select Output in the Type field:	
Sub-Type	The selected option will be applied to the output in the Members list. Choose from the following: • De-Activate — Deactivate the selected outputs. • Activate — Activate the selected outputs. • Pulse — Intermittently activate and deactivate the selected outputs. To add an output to the Members list, select an output from the Available list then click ▶.
If you select Panel Install/Uninstall in the Type field:	
Sub-Type	The selected option will be applied to the panel in the Members list. Choose from the following: • Install — Install the selected panels. • Uninstall — Uninstall the selected panels. To add a panel to the Members list, select a panel from the Available list then click ▶.
If you select Access Group Install/Uninstall in the Type field:	
Sub-Type	The selected option will be applied to the access group in the Members list. Choose from the following:

Feature	Description
	• Install — Install the selected access groups. • Uninstall — Uninstall the selected access groups. To add an access group to the Members list, select an access group from the Available list then click  .
If you select Schedule Set Mode in the Type field:	
Sub-Type	The selected option will be applied to the schedule in the Members list. Choose from the following: • Off — Turn off the selected schedules. • On — Activate the selected schedules. • Scan — Manually activate and scan the selected schedules. To add a schedule to the Members list, select a schedule from the Available list and then click  .
If you select Email in the Type field:	
Email Addresses	Enter the email addresses of the persons or organizations that you want to notify for this action.
If you select Action Group in the Type field:	
Sub-Type	No sub-type is required. The Action Group option executes all the global actions in the Members list together. To add a global action to the Members list, select a global action from the Available list then click  .
If you select Intrusion Area in the Type field:	
Sub-Type	The selected option will be applied to the intrusion areas in the Members list. Select the relevant command. Options are: • Disarm • Master Instant Arm • Master Delay Arm • Silence • Force Master Delay Arm • Force Master Instant Arm • Force Perimeter Delay Arm • Force Perimeter Instant Arm • Perimeter Delay Arm To add intrusion areas to the Members list, select the areas from the Available list then click  .

Feature	Description
	Note: The list displays the area name and the panel name. **Note:** When an arming command is selected the **Toggle: Arm/Disarm** field will display. In toggle mode, the action first checks to see if it can disarm any areas. If at least one included area is armed and the presented token has authority to disarm, the command will attempt to disarm all specified areas. Otherwise it will attempt to arm all specified areas normally. If selected (i.e. the checkmark displays) then the action will toggle between arming and disarming. For example, if selecting Master Instant Arm and then (if the current state is disarmed): • The initial command will be to arm instantly at the master level. • The command then will toggle to disarm instantly at master level. • The command will then toggle back to arm instantly (and so on).
Search	To filter the list in the Available column, enter a search term in the **Search** field and click **Filter**. To clear a search, click **Clear**. To make the search/filter case sensitive, click beside **Case-sensitive** so that a checkmark displays.
If you select Intrusion Output in the Type field:	
Sub-Type	The selected option will be applied to the outputs in the Members list. Choose from the following: • Activate - activate the selected outputs. • Deactivate - deactivate the selected outputs. To add intrusion outputs to the Members list, select the outputs from the Available list then click ▶. **Note:** The list displays the output name and the panel name.
Search	To filter the list in the Available column, enter a search term in the **Search** field and click **Filter**. To clear a search, click **Clear**. To make the search/filter case sensitive, click beside **Case-sensitive** so that a checkmark displays.
If you select Intrusion Point in the Type field:	
Sub-Type	The selected option will be applied to the points in the Members list. Choose from the following:

Feature	Description
	• Bypass - bypass the selected points. • Unbypass - unbypass the selected points. To add intrusion points to the Members list, select the points from the Available list then click  . **Note:** The list displays the point name and the panel name.
Search	To filter the list in the Available column, enter a search term in the **Search** field and click **Filter**. To clear a search, click **Clear**. To make the search/filter case sensitive, click beside **Case-sensitive** so that a checkmark displays.
	Click this button to save your changes.
	Click this button to discard your changes.

Global Linkages - Introduction

Global linkages are the final step in the process that defines specific actions for triggering events at specific doors. What separates this procedure from the Macro or Trigger features available for specific doors or panels, is that this feature is capable of connecting many doors and inputs spread across many panels.

For example, you could lock down an entire building simply by issuing a single trigger. At a more sophisticated level, you can use global linkages to plot a complex scenario, like a sally port or a man trap, in which a series of doors are opened in sequence, inputs associated with those doors are sequentially masked and unmasked, and cameras are turned on as each door is opened.

Global linkages allow you to plan a cascade of triggers and their resulting actions with only a single code entry or command.

Adding Global Linkages

1. Select **Physical Access > Global Linkages**.
2. On the Global Linkage list, click **Add Global Linkage**.
3. Enter the required details and click  .
4. Edit each tab to add the required events, devices, identities and actions.
5. Click  to save your changes on each page.

Editing Global Linkages

1. Select **Physical Access > Global Linkages**.
2. On the Global Linkage list, click the name of the global linkage that you want to edit.
3. Edit each tab as required.
4. Click after editing each page to save your changes.

Global Linkages list

When you click **Physical Access > Global Linkages**, the Global Linkage list is displayed. This page lists all the global linkage that have been configured in the system.

Feature	Description
Name	The name of the global linkage. Click the name to edit the global linkage.
Schedule	Indicates when this linkage is active.
Devices	Indicates the number of devices this linkage affects.
Events	Indicates the number of events that will trigger this linkage.
Tokens	Indicates the number of identity tokens that will be affected by this linkage.
Actions	Indicates the number of global actions that are triggered by one of the specified events.
Delete	Click to delete the global linkage.
Add New Global Linkage	Click this button to create a new global linkage.

Global Linkages - Add page

When you click **Add New Global Linkage** from the Global Action Listing page, the Global Action Add page is displayed. The page allows you to start a new global linkage.

Feature	Description
Name	Enter a name for this new global linkage.
Appliance	Select the appliance that maintains this linkage.
Schedule	Define when this linkage is active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Threshold	The length of time before the linkage will timeout because the chain of events is forced to stop or is broken. Enter the time in seconds. The default is **60** seconds (1 minute). For example: the global linkage is set to pulse an output on Panel A when an invalid access

Feature	Description
	attempt occurs at a door on Panel B. But assume that Panel B is offline with the appliance at that moment. The appliance and Panel B comes back online ten minutes later and the event is then uploaded from the panel to the appliance. At that point, ten minutes or more after the fact, you may not want to pulse the output any longer.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Points Return	Check this box to indicate that the points defined in this linkage must return to normal before an action is triggered.
	Click this button to save your changes. After you save, the Global Linkage Edit page is displayed. For more information, see *Global Linkages - Linkage page* below.
	Click this button to discard your changes.

Global Linkages - Global Linkage: Edit screen

After you save a new global linkage or click the name of an existing global linkage from the list, the Global Linkage: Edit screen is displayed. Refer to the following pages to learn more about the tabs that you can edit:

Global Linkages - Linkage page

When you click the name of a global linkage from the Global Linkage list, the Global Linkage Edit screen displayed the Linkage page. This page is also displayed after you save a new global linkage for the first time.

Feature	Description
Name	The name of this new global linkage.
Appliance	The appliance that maintains this linkage.
Schedule	When this linkage is active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Threshold	The length of time before the linkage will timeout because the chain of events is forced to stop or is broken. Enter the time in seconds. The default is **60** seconds (1 minute). For example, consider a global linkage to pulse an output on Panel A when an invalid access attempt occurs at a door on Panel B. But assume that Panel B is offline with the appliance at that moment. The appliance and Panel B comes back online ten minutes later and the event is then uploaded from the panel to the appliance. At that point, ten minutes or more after the fact, you

Feature	Description
	may not want to pulse the output any longer.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Points Return	Check this box to indicate that the points defined in this linkage must return to normal before an action is triggered.
Devices	A list of the devices that are associated with the global linkage. Devices are added to the linkage from the Devices page.
Events	A list of the events that are associated with the global linkage. Events are added to the linkage from the Events page.
Tokens	A list of the tokens that are associated with the global linkage. Tokens are added to the linkage from the Tokens page.
Actions	A list of the global actions that are associated with the global linkage. Global actions are added to the linkage from the Actions page.
	Click this button to save your changes.
	Click this button to discard your changes.

Global Linkages - Devices page

When you click the **Devices** tab on the Global Linkage: Edit screen, the Global Linkage Devices page is displayed. This page allows you to add doors, inputs, outputs, specific panels, subpanels and external system devices to the global linkage.

Feature	Description
Name	The name of this new global linkage.
Appliance	The appliance that maintains this linkage.
Schedule	When this linkage is active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Threshold	The length of time before the linkage will timeout because the chain of events is forced to stop or is broken. Enter the time in seconds. The default is **60** seconds (1 minute). For example, consider a global linkage to pulse an output on Panel A when an invalid access attempt occurs at a door on Panel B. But assume that Panel B is offline with the appliance at that moment. The appliance and Panel B comes back online ten minutes later and the event is then uploaded from the panel to the appliance. At that point, ten minutes or more after the fact, you may not want to pulse the output any longer.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select

Feature	Description
	one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Points Return	Check this box to indicate that the points defined in this linkage must return to normal before an action is triggered.
Type	Select the type of devices you want to add. The options in the Available list changes to match your selection. **Tip:** To add different types of devices to the linkage, select a type and add the required devices to the Members list then repeat this procedure with other device types until all required devices have been added to the Members list.
Available	A list of the devices that are available in the system. The list changes to match the selected type. To add a device to the linkage, select a device from the Available list then click ▶.
Members	A list of all the devices that have been added to the linkage. To remove a device from the linkage, select a device from the Members list then click ◀.
Search	If the Available list includes enough options to require a scroll bar, the search option is displayed to help you find specific devices. 1. Start to enter your search term in the text field. Use a partial name if you are unsure of the device name. Check the **Case-sensitive** box to further narrow your search results. 2. Click **Filter** 3. The Available list updates to only show devices that match your search criteria. To restart your search, click **Clear**.
	Click this button to save your changes.
	Click this button to discard your changes.

Global Linkages - Events page

When you click the **Events** tab on the Global Linkage: Edit screen, the Global Linkage Events page is displayed. This page allows you to add specific events to the global linkage.

Feature	Description
Name	The name of this new global linkage.
Appliance	The appliance that maintains this linkage.
Schedule	When this linkage is active. Select a schedule from the drop down list. Only schedules that have been defined in the

Feature	Description
	system are listed.
Threshold	The length of time before the linkage will timeout because the chain of events is forced to stop or is broken. Enter the time in seconds. The default is **60** seconds (1 minute). For example, consider a global linkage to pulse an output on Panel A when an invalid access attempt occurs at a door on Panel B. But assume that Panel B is offline with the appliance at that moment. The appliance and Panel B comes back online ten minutes later and the event is then uploaded from the panel to the appliance. At that point, ten minutes or more after the fact, you may not want to pulse the output any longer.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Points Return	Check this box to indicate that the points defined in this linkage must return to normal before an action is triggered.
Available	A list of all the available input events. The list changes to match the types of devices selected on the Devices page. To add an event to the linkage, select an event from the Available list then click  .
Members	A list of all the events that have been added to the linkage. To remove an event from the linkage, select an event from the Members list then click  .
Search	To help you find the specific events you want to add to the linkage, use the search feature. 1. Enter your search term in the text field. Enter partial text if you are unsure of the event name. 2. Click **Filter.**. The Available list updates to only show events that match your search criteria. To restart your search, click **Clear**.
	Click this button to save your changes.
	Click this button to discard your changes.

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Global Linkages - Tokens page

When you click the **Tokens** tab on the Global Linkage: Edit screen, the Global Linkage Tokens page is displayed. This page allows you to add identities with token numbers to the global linkage.

You must perform a search to locate specific identities and tokens.

Feature	Description
Name	The name of this new global linkage.
Appliance	The appliance that maintains this linkage.
Schedule	When this linkage is active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Threshold	The length of time before the linkage will timeout because the chain of events is forced to stop or is broken. Enter the time in seconds. The default is **60** seconds (1 minute). For example, consider a global linkage to pulse an output on Panel A when an invalid access attempt occurs at a door on Panel B. But assume that Panel B is offline with the appliance at that moment. The appliance and Panel B comes back online ten minutes later and the event is then uploaded from the panel to the appliance. At that point, ten minutes or more after the fact, you may not want to pulse the output any longer.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Points Return	Check this box to indicate that the points defined in this linkage must return to normal before an action is triggered.
Token Search	
	Search for the identity that is assigned to the token you want to include in this linkage. After you click **Search**, the Available list refreshes to display your search results. To restart your search, click **Clear Search**.
Last Name **First Name**	If you only know the identity's name, enter the identity's **Last Name**, **First Name** then click **Search**. If you are unsure of the name, enter part of the first or last name, and select one of the following drop down list options: • **Starts With** — the identity name starts with the characters that you've entered. • **Equals** — the identity name is exactly the same as what you have entered. • **Contains** — the identity name includes all of the characters you've entered. • **Ends With** — the identity name ends with the characters that you've entered. • **And** — the identity has this last name and is also part of the selected

Feature	Description
	group. • **Or** — the identity has this last name or is part of the selected group. You can add more search fields, with the , **Search Field** below) to help you refine your search
Internal Number	If you know the internal token number, enter it in the **Internal Number** field then click **Search**.
Group	If you only know the identity's group, select it from the **Group** drop down list, then click **Search**.
Search Field	If the Token Search did not locate the identity you want, add more search fields with **Search Field**: 1. In the **Search Field** drop down list, select one of the search options. 2. Select or enter the **Search Value**. The Search Value option changes depending on the selected Search Field. 3. Click **Add Criteria** to add a new Search Field line. 4. Click **Search**. 5. Click **Remove**, to remove an added Search Field line.
Available	A list of the identities and tokens that match your search criteria. No tokens are listed if you do not perform a search. To add an identity to the linkage, select the identity from the Available list then click ▶.
Members	A list of all the identities and tokens that have been added to the linkage. To remove an identity from the linkage, select an identity from the Members list then click ◀.
	Click this button to save your changes.
	Click this button to discard your changes.

Global Linkages - Actions page

When you click the **Actions** tab on the Global Linkage: Edit screen, the Global Linkage Actions page is displayed. This page allows you to add identities with token numbers to the global linkage.

Feature	Description
Name	The name of this new global linkage.
Appliance	The appliance that maintains this linkage.
Schedule	When this linkage is active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.

Feature	Description
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Threshold	The length of time before the linkage will timeout because the chain of events is forced to stop or is broken. Enter the time in seconds. The default is **60** seconds (1 minute). For example, consider a global linkage to pulse an output on Panel A when an invalid access attempt occurs at a door on Panel B. But assume that Panel B is offline with the appliance at that moment. The appliance and Panel B comes back online ten minutes later and the event is then uploaded from the panel to the appliance. At that point, ten minutes or more after the fact, you may not want to pulse the output any longer.
Points Return	Check this box to indicate that the points defined in this linkage must return to normal before an action is triggered.
Available	A list of the available global actions. To add a global action to the linkage, select the global action from the Available list then click ▶.
Members	A list of the global actions that have been added to the linkage. To remove a global action from the linkage, select the global action from the Members list then click ◀.
	Click this button to save your changes.
	Click this button to discard your changes.

Mustering

In emergency situations, employees and other personnel in your building may be required to gather at specific locations so emergency response teams can work quickly to ensure that everyone is safe. For example in a fire drill you may be asked to wait at a specific spot, or muster station, until the drill is over. This would be the same spot you would gather in an actual fire.

To help track the location of users in emergency situations, Access Control Manager offers the Mustering feature. Mustering allows you to create a dashboard to quickly monitor who has arrived at their muster station and who is still in danger during emergency situations.

Mustering - Requirements

To use the Mustering feature, you must configure each muster station and give users access to it in the ACM system.

1. Create an area for each muster station. For more information, see *Adding Areas* on page 332.
2. To organize related areas together, you can combine them into groups.
3. Identify all the doors that lead to the muster station area, then make sure the correct area is assigned to each door.
    a. In the Access Control Manager software, select **Physical Access** > **Doors**.
    b. Click the name of the door that should be in the area, then select the Operations tab.
    c. From the **Into Area** drop down list, select the area the door enters into.
    d. From the **Out of area** drop down list, select the area the door exits from.
    e. Click  .
4. Create an access group that includes all the doors in the muster station area.
5. Assign the access group to a role that would need access to the mustering area.

    Tip: Create a role for each mustering area. If users physically move locations within an organization, they can be easily assigned to new mustering stations without impacting their primary role in the system.

6. Assign the role to each identity that would need access to the muster station.

Next, create a dashboard to track identities as they arrive at the appropriate muster station in emergency situations.

Mustering - Creating a Dashboard

A Mustering dashboard is a map that contains a quick view of who has entered each muster station area.

The dashboard can be a simple list of all the Mustering areas, or it can be configured into color coded shapes for quick identification.

You can add a dashboard to any map, or you can create a blank map to host the dashboard.

1. Select  > **Maps**.

    The Map Templates list is displayed.

2. In the Map Templates list, decide if you want to add a dashboard to an existing map or create a blank map.
    - To add the dashboard to an existing map, click the name of the map you want to use.
    - To create a blank map, click **Add New Map Template** then check the **Use Blank Canvas** box.

      Complete the other details and click  .
3. On the Map Template Edit page, click **Add** beside Dashboard Elements.
4. Enter a title for the dashboard element. The map automatically updates with each change that you make.
5. Click the **Title Font Color** field to change the text color.

6. In the **Title Font Size** drop down list, select the size. The options are Small, Medium and Large.
7. For the **Opacity** option, choose how transparent you want the dashboard element to be. You can enter a percent number, or move the slider to set the opacity. 100% is opaque and 0% is transparent.
8. In the **Location** field, enter where you want the dashboard element to appear on the map. You can also move the dashboard element directly on the map.
9. In the **Element Type** drop down list, select if you want the dashboard element to appear as Text Only or Graphic & Text.

   If you choose Graphic & Text, the following options are displayed:

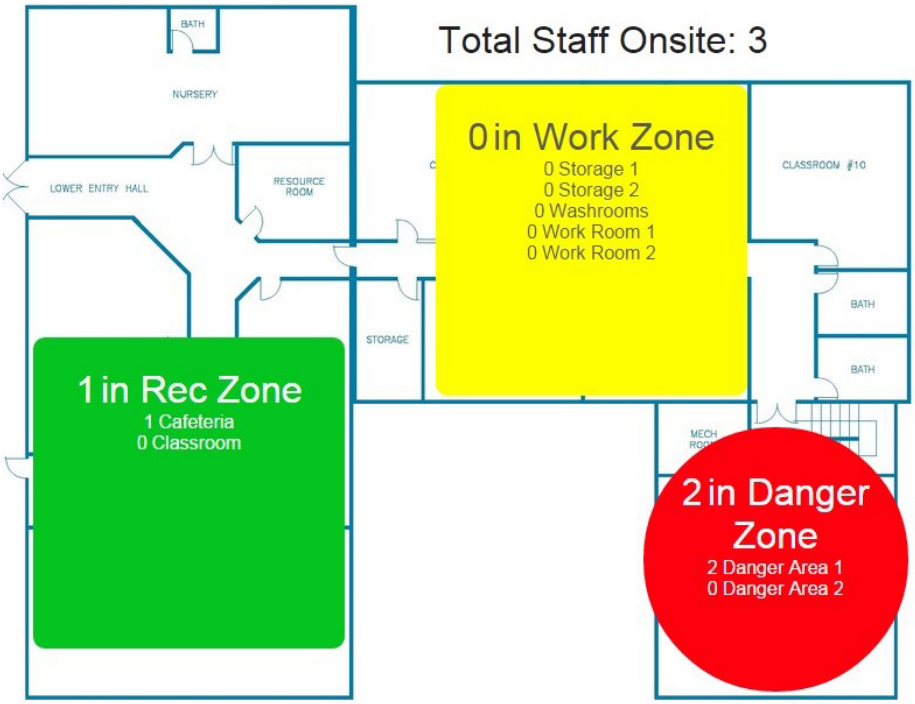
   a. In the **Area Group/Area** drop down list, select the muster area this dashboard element represents. You can select a specific area or a group of areas.
   b. From the **Graphic Shape** drop down list, select Circle or Square.
   c. Click the **Graphic Color** field to change the graphic shape color.
   d. For the **Graphic Size** option, choose how big you want the graphic to be. You can enter the size in pixels, or use the slider to adjust the size.
10. Click  to save your changes.

To use the dashboard, see *Using a Map* on page 641.

Mustering - Using the Dashboard

Once you have the Mustering dashboard set up, you can monitor access to each muster station area in the event of an emergency.

1. Select **Monitor > Maps**.
2. Select the Mustering dashboard from the Map list.

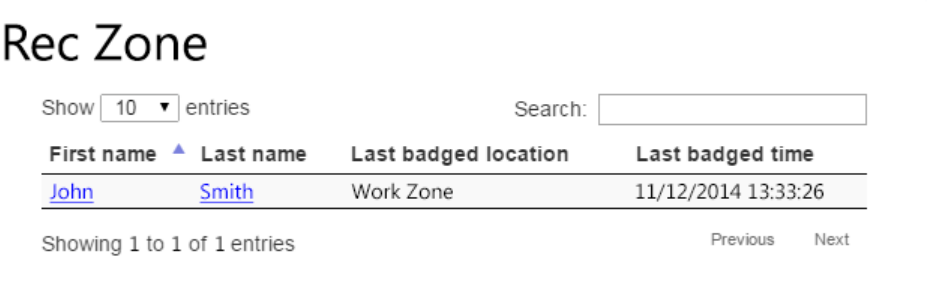


Note: Depending on how your dashboard is set up, your map may look different. Dashboard elements may appear as a line of text or as a shape with text inside.

Each dashboard element is labeled in this format: *<# people> <Area Name>*. The title of each dashboard element displays the total number of people that are in the grouped area, and listed below the title is a list of each area within the group.

As people move from one area to the next, you can track who is still in the danger area and who has arrived in a safe area.

3. Click a dashboard element to display a list of all the people who are in an area.



Click the name of a person on the list to go to their Identity page. The Identity Edit page will tell you the last door and area this person accessed.

4. To generate a report of all the people in each area, select **Reports > Area Identity Report**.

   By default, the report displays a list of identities that are in each configured area, but you can filter the list to display only specific areas.

Mustering - Manually Moving Identities

In an emergency situation, it is hard to anticipate how people will move and arrive at their mustering stations. If someone chooses to follow another to their mustering station and does not check-in with their badge, you can manually set the identity as having arrived to a safe Mustering area.

> **Note:** Confirm the location of the person before you reset their actual location in the system.

1. Select **Identities**. Click the name of an identity.

   In the Identity Information area, the last door and area accessed by the person is displayed.

2. Select the **Tokens** tab.
3. In the **Last Area** drop down list, select the specific area that the person is currently located.
4. Click  .

Setup & Settings

Click or hover over  in the upper-right corner to:

- **Appliance** — Connect, customize and set up your appliance to meet your system requirements. For more information, see *Managing Appliances* on page 52.
- **Collaboration** — Set up and manage collaborations which exchange data with third-party databases and applications. For more information, see *Managing Collaborations* on page 508.
- **Schedules** — Configure when a door is accessible, when a card is valid, or when a device is activated. For more information, see *Schedules and Holidays Overview* below.
- **Holidays** — Configure dates when normal rules are suspended in schedules. For more information, see *Schedules and Holidays Overview* below.
- **Event Types** — Configure event types and instructions on how to handle the event generated in the ACM system. For more information, see *Event Types - Introduction* on page 396.
- **User Fields** — Add additional fields for enrolling identities. For more information, see *User Defined Fields - Introduction* on page 402.
- **User Lists** — Add additional drop-down option lists for enrolling identities. For more information, see *User Lists - Introduction* on page 406.
- **System Settings** — Configure system settings such as language, token expiration time, required password strength and more. For more information, see *System Settings - Introduction* on page 408.
- **Paired Devices** — Generate a one-time key to connect a browser-enabled device, such as a smartphone, to a door configured as an ACM ACM Verify station so that it can function as a Virtual Station. For more information, see *Paired Devices* on page 260.
- **Certificates** — Add custom certificates for panel and ACM authentication. For more information, see *Adding Custom Certificates* on page 145.
- **Badge Designer** — Customize a badge template for badge holders. For more information, see *Badge Templates and the Badge Designer* on page 419
- **External Systems** — Set up integration to cameras, sites and other third-party external systems. For more information, see *External Systems Overview* on page 426.
- **Maps** — Import maps of your facility and populate them with door, panel, subpanel, input, output, camera and global action alarm points that can be monitored. For more information, see *Maps - Introduction* on page 458.

Schedules and Holidays Overview

Schedules

A schedule controls when a door setting is active. For example, you can apply a schedule to a group of users and secured doors to grant and deny access to the days and times specified in the schedule.

A door can be assigned an 'unlock schedule', which specifies a period of time when no credential is required to access the door. All users have free access during the 'unlock schedule' period. Likewise, a device may be assigned an 'active schedule', a period during which the device is in operation.

You can also create a holiday list to manage access during holidays or special days when the building is closed. Before you can create a schedule to handle special occasions, you must set up the holiday list.

Note: When a panel is not operating as expected, review the event log for the Panel Schedule Count Exceeded event. A panel can accommodate a maximum of 255 schedules. This event is recorded in the system log when the maximum number of schedules configured for a panel is exceeded. To correct this issue, assign fewer schedules to the panel, identify unneeded schedules on the Schedules tab on the panel screen, or move hardware to a different or new panel.

Holidays

Holidays are special days in the year when the standard schedule does not apply or a different entry and exit pattern is observed. New Year's Day and National Day are examples of holidays. The Access Control Manager is designed to accommodate a large number of diverse holidays.

Note: Holidays are set for a specific day in the year. You will need to update the system holidays each year.

Adding Schedules

1. Select  > **Schedules**.

   The default 24 Hours Active (ON) and Never Active (OFF) default schedule modes cannot be deleted.
2. Click **Add Schedule**.
3. Enter a name for the schedule in **Name**.
4. Select the schedule mode:

   - **ON** – The schedule is constantly on. You do not need to set specific dates or times. Click  to save the new schedule.
   - **OFF** – The schedule is off. Click  to save the new schedule.
   - **SCAN** – The schedule follows a weekly, monthly or shift rotation and includes any holidays. One interval is represented by one row of checkboxes.

For **SCAN** mode:

a. Click the days of the week (**Sun** - **Sat**) and any applicable holiday (**1** - **8**).

b. Enter the start (**Active** is inclusive) and end (**Inactive** is exclusive) time in 24-hour clock format and avoid overlapping times.

Example: A day shift from 08:00 - 19:59 and a night shift from 20:00 - 07:59.

No conflict occurs when the actual start time is 08:00:*00* and the actual end time is 19:59:*59* for the day shift; and the actual start time is 20:00:*00* and the actual end time is 07:59:*59* for the night shift.

For more examples, see *Adding Holidays* on the next page and *Holidays and Schedules - Examples* on page 390.

> **Note:** Make sure that the combined number of intervals in all the schedules does not exceed 16 for 410-IP mode doors.

c. Click  to save the new schedule.

5. Select **Roles** > **Access Groups** and click **Add Access Group** to select the schedule and the doors.

   For more information, see *Adding an Access Group* on page 574.

6. Select **Roles** > **Roles** and select the role. Click the **Access Groups** tab and assign the access group to a role.

   For more information, see *Assigning an Access Group to a Role* on page 549.

7. Select **Identities** > **Profiles** and assign the role to an identity.

   For more information, see *Adding an Identity Profile* on page 496.

Editing Schedules

1. Select  > **Schedules**.
2. Click the name of the schedule you want to edit.
3. Edit the schedule as required. For more information, see *Schedules - Schedule: Edit page* on page 393.
4. Click  to save your changes.

Deleting Schedules

Note: When you delete a schedule that is currently used (such as by a door, panel or interlock), all references to the deleted schedule are replaced by the Never Active schedule.

1. Select > **Schedules**.
2. Click beside the schedule you want to delete.
3. When the browser displays a pop-up message to ask *Are you sure?*, click **OK**.

Adding Holidays

1. Select > **Holidays**.
2. Click **Add Holiday**.
3. Enter a name for the holiday in **Name**.
4. Enter the specific date of the holiday.

   Note: For a recurring holiday, create a holiday for each future year.

5. If the holiday spans more than one day, fill out the **Additional Days** field.

   Default setting is **0**for a one-day holiday.

   Example: If 01/01/2021 is the date of the holiday and 2 additional days are specified, the holiday period is January 1, 2 and 3.

6. Select the number corresponding to the **Type** of holiday. (The holiday type number allows you to group specific types of holidays together.)
7. Click the **Preserve schedule days** checkbox to specify that only the holiday schedule be activated on the date of the holiday. Leave unchecked if all other schedules are to be activated on the same date. The holiday must be assigned to a schedule to control any door settings.
8. Click to save the new holiday.

Holidays - Editing

1. Select > **Holidays**.
2. Click the name of the holiday you want to edit.
3. Edit the information about the holiday as required.
4. Click to save your changes.

Holidays - Deleting

1. Select  > **Holidays**.
2. On the Holiday list, click  for the holiday you want to delete.
3. When the browser displays a pop-up message to ask *Are you sure?*, click **OK**.

Holidays and Schedules - Examples

Noted below are two examples of setting up holidays and schedules.

Example 1: Part-Day Holiday

All staff are attending an afternoon team function on 18 December, with work finishing at noon. On the 18th we want the doors to unlock from 8 am to PM, with access by card only mode after PM. The normal schedule for Monday to Friday is for the doors to open from 8 am to 5 pm. Steps to take are:

1. Select  > **Holidays**.
2. On the Holiday list, click  to add a new holiday.
3. On the Holiday: Add New screen, enter the following then click  to save:
    - **Name** (e.g. Company Half Day).
    - **Date** (e.g. 12/18/2016).
    - **Type** (e.g. 8).
4. Select  > **Schedules**.
5. Select the normal schedule on the Schedules list.
6. On the first available free line:
    - Click in the checkbox for the **Type** selected in step 3 above (e.g. 8), so that a checkmark displays.
    - On the same line enter 08:00 as the **Active** time, and 11:59 as the **Inactive** time.
7. Click  to save.

Example 2: Additional Access Time

A special delivery in scheduled for December 20, requiring additional access time from 8 pm to Amen. In order to create the additional access time without impacting the normal daily schedule, the Preserve schedule days option can be used. This option allows you to set separate access schedules for the same day. Steps to take are:

1. Select > **Holidays**.
2. On the Holiday list, click to add a new holiday.
3. On the Holiday: Add New screen, enter the following then click to save:
   - **Name** (e.g. Late Night Access).
   - **Date** (e.g. 12/20/2016).
   - **Type** (e.g. 7).
   - Click in the **Preserve schedule days** checkbox.
4. Select > **Schedules**.
5. Select the normal schedule on the Schedules list.
6. On the first available free line:
   - Click in the checkbox for the **Type** selected in step 3 above (e.g. 7), so that a checkmark displays.
   - On the same line enter 20:00 as the **Active** time, and 23:59 as the **Inactive** time.
7. Click to save.

Schedules - Listing page

When you select > **Schedules**, the Schedules list is displayed.

The two default system schedules are Never Active and 24 Hours Active.

The Schedule list displays the following details about each schedule:

Feature	Description
Name	The name of the schedule. Click the name to edit the schedule. For more information, see *Editing Schedules* on page 388.
Mode	Identifies the current status of the schedule. • Green (ON) indicates the schedule is always active, overriding any specific date or time settings. • Yellow (SCAN) indicates the schedule is active and is relying on the system time settings to initiate scheduled actions. Most schedules would be using this setting. • Red (OFF) indicates the schedule is inactive.
Delete	Click to delete the selected schedule. For more information, see *Deleting Schedules* on page 389.

Feature	Description
	Note: You cannot delete the default system schedules.
Add Schedule	Click this button to create a new schedule. For more information, see *Adding Schedules* on page 387.
Create New Report	Click this button to generate a report of the schedules on the listing page. For more information, see *Schedule Report* on page 687.

Schedules - Add page

When you click the **Add Schedule** button from the Schedule list, the Schedule: Add page is displayed.

Feature	Description
Name	Enter a meaningful name for the schedule.
Mode	Select the mode from the drop down list. The options include: • ON – the schedule is constantly on. You do not need to set specific dates or times for the schedule. • OFF – the schedule is constantly off. • SCAN – the schedule follows the date and time settings defined through the checkboxes below.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Days of the week **Sun, Mon, Tue, Wed, Thu, Fri, Sat**	Specify the days of the week that the schedule is active. Check the boxes for each day the schedule is active.
Holidays **1, 2, 3, 4, 5, 6, 7, 8**	Specify the holidays that the schedule is active. Holidays are assigned a number in the ACM system. Each number represents a different type of holiday that is configured.
Active	Enter when the schedule starts for the days in each row. You must use 24 hour clock format (for example, 1:00 p.m. is 13:00 in the 24-hour clock format). **Note:** If 09:00 is entered as the Active time, the actual active time will be 09:00:00.
Inactive	Enter when the schedule ends for the days in each row.

Feature	Description
	You must use 24 hour clock format. **Note:** The time entered includes the full minute. So, if 17:00 was entered as an Inactive time, the actual inactive time will be 17:00:59.
	Click this button to save your changes.
	Click this button to discard your changes.

Schedules - Schedule: Edit page

When you click the name of a schedule from the Schedule list, the Schedule: Edit page is displayed.

Make any changes that are required.

Feature	Description
Name	The name of the schedule.
Mode	Select the mode from the drop down list. The options include: • ON – the schedule is constantly on. You do not need to set specific dates or times for the schedule. • OFF – the schedule off. • SCAN – the schedule follows the date and time settings defined through the checkboxes below.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Days of the week **Sun, Mon, Tue, Wed, Thu, Fri, Sat**	Specify the days of the week that the schedule is active. Check the boxes for each day the schedule is active.
Holidays **1, 2, 3, 4, 5, 6, 7, 8**	Specify the holidays that the schedule is active. Holidays are assigned a number in the ACM system. Each number represents a different type of holiday that is configured.
Active	Enter when the schedule starts for the days in each row. You must use 24 hour clock format (for example, 1:00 p.m. is 13:00 in the 24-hour clock format). **Note:** If 09:00 is entered as the Active time, the actual active time will be 09:00:00.

Feature	Description
Inactive	Enter when the schedule ends for the days in each row. You must use 24 hour clock format. **Note:** The time entered includes the full minute. So, if 17:00 was entered as an Inactive time, the actual inactive time will be 17:00:59.
	Click this button to save your changes.
	Click this button to discard your changes.

Holidays list

When you select  > **Holidays**, the Holidays list is displayed. The Holiday list lists all of the holidays that have been defined for the system.

A holiday is a specific day (or days) that may be an exception to the regular schedule. Each holiday is assigned a number so that it can be added to a schedule. You can define the priority of each number as a specific holiday type within your organization.

The Holiday list lists holidays in chronological order. The list displaying the following details for each holiday:

Feature	Description
Name	The name of the holiday. Click the name to edit the holiday. For more information, see *Holidays - Editing* on page 389.
Date	The date of the holiday.
Type	The holiday type number.
Delete	Click  to delete the holiday. For more information, see *Holidays - Deleting* on page 390.
Add Holiday	Click this button to add a new holiday. For more information, see *Adding Holidays* on page 389.
Create New Report	Click this button to generate a report of the holidays on this page. For more information, see *Holiday Report* on page 681.

Holidays - Add page

When you click the **Add Holiday** button from the Holidays list, the Holiday Add page is displayed.

On this page, you can add a new holiday and assign a holiday type number.

Name	Enter a name for the holiday.
Date	Enter the date of the holiday for this year. Click the Date field to display the pop-up calendar and select the date, or enter it in this format: MM/DD/YYYY **Note:** You will need to update the date of the holiday each year.
Additional Days	Enter the number of consecutive days this holiday covers. A setting of **0** indicates that the holiday only spans the one date.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Type	Assign a holiday type number. The holiday type number allows you to group specific types of holidays together. The priority of the number is defined externally by your organization and does not affect how the system handles the holiday. For example, you can define 1 as a government holiday, 2 as a cultural holiday and 3 as company holiday. Once you define the holiday type numbers, you can create schedules that match the level of access required for each of these holiday types.
Preserve schedule days	Check this box to indicate that the regular schedule for that door is still active on this holiday in addition to the configured holiday schedule when the holiday is in effect. If this box is clear, the system only activates the schedule for that holiday when it is in effect and ignores any existing configured schedule for that day.
	Click this button to save your changes.
	Click this button to discard your changes.

Holidays - Holiday: Edit page

When you click the name of a holiday from the Holiday Listings page, the Holiday: Edit page is displayed. From this page, you can edit the date of the holiday and the holiday type number.

Make any changes as required.

Name	The name of the holiday.
Date	The date of the holiday for this year. Click the Date field to display the pop-up calendar and select the date, or enter it in this format: MM/DD/YYYY **Note:** You will need to update the date of the holiday each year.
Additional	The number of consecutive days this holiday covers. A setting of **0** indicates that the holiday

Days	only spans the one date.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Type	The holiday type number. The holiday type number allows you to group specific types of holidays together. The priority of the number is defined externally by your organization and does not affect how the system handles the holiday. For example, you can define 1 as a government holiday, 2 as a cultural holiday and 3 as company holiday. Once you define the holiday type numbers, you can create schedules that match the level of access required for each of these holiday types.
Preserve schedule days	Check this box to indicate that the regular schedule for that door is still active on this holiday in addition to the configured holiday schedule when the holiday is in effect. If this box is clear, the system only activates the schedule for that holiday when it is in effect and ignores any existing configured schedule for that day.
	Click this button to save your changes.
	Click this button to discard your changes.

Event Types - Introduction

Event types are classifications of events that may occur during the operation of the ACM system. Event types are associated with specific event sources, such as doors, panels, and systems.

A number of event types are defined by default but you can add or delete event types as needed. The default events are listed below.

Event Type	Source	Definition
Communications	Door Panel Subpanel	Events where two or more components cannot communicate with each other (for example, if a lock is offline with a hub, or if there is radio interference). Related events include: • Lock offline with hub • Panel offline • Radio disturbance • Subpanel communication disabled • Subpanel offline • Subpanel type mismatch • VidProxy Image Service offline • VidProxy Service offline
Door held open	Door	Covers door held events including:

Event Type	Source	Definition
		• Door held masked • Door held open • Door held open pre-alarm • Door held unmasked • Extended door held disabled • Extended door held enabled
Forced Door	Door	Covers forced door events including: • Forced door • Forced door masked • Forced door unmasked
Intrusion	Panel Subpanel Intrusion Panel Inputs	This event type is used in two circumstances – for Intrusion Panel events and for general purpose input events from Mercury Security or VertX® (general purpose inputs are inputs that are not used in a door). If the source type includes the word 'Intrusion' (e.g. Intrusion Point, Intrusion System, Intrusion Panel etc.) then it relates to intrusion panels. If the source type is Input, then it relates to an event generated by a general purpose (non-door) Mercury Security or VertX® input (e.g. Masked input point active, Input point in alarm, Input point masked).
Invalid Credential	Door	Relates to any door event where access is denied (e.g. Deactivated card attempt, Invalid card schedule, Access denied – occupancy level reached etc.).
Maintenance	Door Panel Subpanel	Primarily developed to cover events where action is required outside of the system (e.g. uploads, downloads, inconsistencies between panels etc.). **Note:** There are other miscellaneous events which are also assigned to this event type.
Output	Outputs	Covers general purpose outputs - Mercury Security or VertX® outputs that aren't door strikes, including: • Output point active • Output point inactive • Output point pulsed
Power	Door	Covers only low or critical battery events for doors.
System	System	Primarily used where the system is informing the user of an event. This includes global actions and linkages.

Event Type	Source	Definition
		Note: This event type has also been used for other miscellaneous events (e.g. Card trace and Requests to enter for doors).
System audit	System/ Database Credentials	Covers events where a record has been added, deleted or updated by the system.
Tamper	Door Panel Subpanel	Relates to all tamper events for panels or doors, including (but not limited to): • Area disabled/enabled • Lock jammed • Occupancy count reached • Panel transaction level reached
User audit	Door Panel Subpanel Intrusion Panel System/ Database	Where a user makes a change in the UI or in REST, including (but not limited to): • APB requests • Door-related requests • Intrusion panel requests • Records changed in database
Valid Credential	Doors	Relates to any door event where access is granted (e.g. local grant, Opened unlocked door, Facility code grant etc.).
Video	Video	Video-related events, including: • Connection Loss • Motion Detected • Video Loss

Note: The Network and Offline lock event types are no longer in use and have been removed from the ACM system version 5.10.0 onwards.

Adding Event Types

1. Select  > **Event Types**.

   The Event Types list is displayed.

2. From the Event Types list, click **Add New Event Type**.
3. On the Event Type: Add New page, enter a name for the new event type.
4. Check the **Alarm** box if this event type will always generate an alarm.
5. Complete the remainder of the page with the required settings.
6. Click  to save the new event type.

Editing Event Types

1. Select  > **Event Types**.

   The Event Types list is displayed.

2. From the Event Types list, click the name of an event type.
3. On the Event Type Edit page, make any changes that are required.
4. Click  to save your changes.

Deleting Event Types

> **Note:** System default event types cannot be deleted. You can only delete event types that have been manually added to the system.

1. Select  > **Event Types**.
2. Click  beside the event type you want to delete.
3. When the browser displays a pop-up message to ask *Are you sure?*, click **OK**.

Event Types list

When you select  > **Event Types**, the Event Types list is displayed.

The Event Types list displays a list of all the event types that are currently defined in the system.

Event types provide instructions on how to handle an event generated in the ACM system. For example, you can create an event type that displays color-coded event message text on the event viewer and plays a sound in the alarm monitor.

The Event Types list displays the following information about each event type:

Feature	Description
Name	The name of the event type. Click the name to edit the event type. For more information, see *Editing Event Types* on the previous page.
Masked	Indicates if all events in this event type are masked. •  all events in this event type are masked. •  all events in this event type are not masked. Click the icon to change the masking status.
Logged	Indicates if all events in this event type are logged. •  all events in this event type are logged. •  all events in this event type are not logged. Click the icon to change the logging status.
Alarm	Indicates if all events in this event type generate an alarm. •  all events in this event type generate an alarm. •  all events in this event type do not generate an alarm. Click the icon to change the alarm status.
Delete	Click  to delete the event type. For more information, see *Deleting Event Types* on the previous page. **Note:** System default event types cannot be deleted.
Add New Event Type	Click this button to add a new event type. For more information, see *Adding Event Types* on the previous page.
Create New Report	Click this button to generate a report of the event types on the list. For more information, see *Event Type Report* on page 679.

Event Types - Add New page

When you click **Add New Event Type** from the Event Types list, the Event Type: Add New page is displayed.

This page allows you to add a new event type to the system.

Feature	Description
Name	Enter a name for the event type.

Feature	Description
Suppress Schedule	Select a schedule when events are not reported. Only schedules that have been defined in the system are listed.
Priority	Specify the priority of this event type. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top. The priority range is 1 - 999.
Masked	Check this box to indicate that this event type is masked.
Logged	Check this box to indicate that this event type is logged.
Alarm	Check this box to indicate that this event type generates an alarm.
Email	Enter an email to receive notifications about this event type. You can enter more than one email address separated by a comma.
Instructions	Enter instructions about how events of this type should be handled. These instructions are provided with the event on the monitor screens.
	Click this button to save your changes.
	Click this button to discard your changes.

Event Types - Event Type: Edit page

When you click an event type name from the Event Types list, the Event Type: Edit page is displayed.

Make any changes that are required.

Feature	Description
Name	The name of the event type.
Suppress Schedule	Select a schedule when events are not reported. Only schedules that have been defined in the system are listed.
Priority	Specify the priority of this event type. The Alarm Monitor displays alarms according to their priority. Priority 1 is the highest priority and is always displayed at the top. The priority range is 1 - 999.
Masked	Check this box to indicate that this event type is masked.
Logged	Check this box to indicate that this event type is logged. Note that if Event Type logging is turned on, then all Events of that Event Type are logged, regardless of their individual logging configuration. If Event Type logging is turned off, then the logging configuration of the specific Events of that Event type are adhered to.
Alarm	Check this box to indicate that this event type generates an alarm.
Send Email to	Enter an email to receive notifications about this event type. You can enter more than one email address separated by a comma.
Instructions	Enter instructions about how events of this type should be handled.

Feature	Description
	These instructions are provided with the event on the monitor screens. You can use the resizing handle in the lower right corner to make this pane larger or smaller to see your instructions more clearly.
	Click this button to save your changes.
	Click this button to discard your changes.

User Defined Fields - Introduction

User defined fields are custom fields that you can add to the Identities page to capture organization specific information for each identity.

To add user defined fields to the Identities page, you must also add a user defined tab to host the fields.

Information captured by user defined fields can be used on badges to display important details about each identity.

User defined fields can also be used for advanced searching for identities. For more information, see *Searching for an Identity* on page 467.

Adding a Field for Tabs and Lists

User-defined fields are used to collect additional details about users on the Identities screen. After you add all the fields, add at least one tab to display the new fields. For more information, see *Adding and Assigning Tabs to Identities with User Fields* on the next page.

1. Select  **>User Fields**.
2. Click **Add User Defined Field**.
3. Enter a name for the new field in the **Name** field.
4. Select the field **Type**:
   - **String** — The field supports words and numbers.
   - **Integer** — The field supports numbers only.
   - **Boolean** — The field is a checkbox that works like a Yes or No question. Check the box to indicate 'yes' and clear the box to indicate 'no.
   - **Date** — The field supports a date only. Click the field to display a calendar and select a date.
5. Click  to save the new field.

Note: User-defined fields cannot be edited, only deleted.

Adding and Assigning Tabs to Identities with User Fields

You must add a new tab to host user-defined fields before using them on the Identities page. Add tabs after you've added all the fields that you need.

1. Select  > **User Fields**.
2. Click the **Tabs** tab.
3. Click **Add User Defined Tab**.
4. Enter a name for the new tab in **Name** and click  .
5. From the **Available** list, select all the user-defined fields that should be displayed on the tab and click  to add them to the **Members** list.

   To remove a field from the tab, select the field from the Members list and click  .
6. Click  to save your changes.

Adding User Defined Fields to Tabs

1. Select  > **User Fields**.

   The User Fields list is displayed.
2. From the User Fields list, click the **Tabs** tab.
3. Click the name of the tab that you want to edit.
4. Edit the tab details as required.
5. Click  to save your changes.

User Defined Fields - Deleting Fields

NOTE: You cannot delete user defined fields if they are used in a tab. To delete a field, you must remove it from all tabs first.

1. Select  > **User Fields**.
2. If the  symbol displays for the field you want to delete:
   a. Click  to delete the field.
   b. When the browser displays a pop-up message to ask *Are you sure?*, click **OK**.
3. If the  symbol does not display for the field you want to delete, this is because the field is currently used by a tab. To remove a field from a tab:
   a. Select the **Tabs** tab then click the name of the tab that the field appears in.
   b. On the following page, select the field from the Members list then click  .

The field is removed from the tab and returned to the Members list.

c. Click  .

User Defined Tabs - Deleting

User defined tabs can be deleted as required. However, you cannot delete user defined fields if they are used in a tab.

1. Select  > **User Fields**.
2. Select the **Tabs** tab.
3. Click  for the tab you want to delete.
4. When the browser displays a pop-up message to ask *Are you sure?*, click **OK**.

User Defined Fields list

When you select  > **User Fields**, the User Defined Fields list is displayed.

This page lists all the user defined fields in the system.

Feature	Description
Name	The name of the user defined field.
Type	This read-only column indicates what type of field this is.
Delete	Click  to delete the user defined field. You can only delete fields that are not part of a user defined tab. For more information, see *User Defined Fields - Deleting Fields* on the previous page.
Add New User Defined Field	Click this button to add a new user defined field to the system. For more information, see *Adding a Field for Tabs and Lists* on page 402.
Create New Report	Click this button to generate a report of the user defined fields on this listing page.

User Defined Fields - Add New page

When you click **Add New User Defined Field** from the User Defined Fields list, The User Defined Field: Add New page is displayed.

This field allows you to add a new field to the Identity page. The new field can be a string of words, numbers, a checkbox or date.

Feature	Description
Name	Enter a name of this user-defined field. This also becomes the label of the field. Consider how the field will be read when it is displayed on the Identities page.

Feature	Description
Type	Select the field type. The options are: • **String** — the field supports words and numbers. • **Integer** — the field supports numbers only. • **Boolean** — the field is a checkbox. The system interprets the Boolean field as a Yes or No question. Check the box to indicate "yes", and clear the box to indicate "no". • **Date** — the field supports a date only. Click the field to display a calendar then select a date.
	Click this button to save your changes. **Note:** Once you save the user defined field, you cannot edit the field again.
	Click this button to discard your changes.

User Defined Tabs list

When you select the **Tabs** tab from the User Defined Fields list, the User Defined Tabs list is displayed.

This page displays all the tabs that user defined fields can be organized into.

Feature	Description
Name	The name of the user defined tab. Click the name to edit the tab. For more information, see *Adding User Defined Fields to Tabs* on page 403.
# Fields	The number of user defined fields that are displayed by the tab.
Delete	Click  to delete the tab. For more information, see *User Defined Fields - Deleting Fields* on page 403.
Add New User Defined Tab	Click this button to add a new tab. For more information, see *Adding and Assigning Tabs to Identities with User Fields* on page 403.
Create New Report	Click this button to generate a report of the tabs listed on this page.

User Defined Tabs - Add page

When you click **Add New User Defined Tab** from the User Defined Tab list, the User Defined Tab: Add page is displayed.

Enter a name for the tab then click  to save the new tab.

After the page refreshes to display the User Defined Tab: Edit page, add the user defined fields that you want to be available in this tab. For more information, see *User Defined Tabs - User Defined Tab: Edit page* below.

User Defined Tabs - User Defined Tab: Edit page

When you click the name of a tab from the User Defined Tabs list, the Edit page is displayed. This page is also displayed immediately after you save a new tab.

Make any changes that may be required on this page.

Feature	Description
Name	The name of the tab.
Available	A list of user defined fields that have been added to the system. To add a field to this tab, select a field from the Available list then click ► to add the field to the Members list.
Members	A list of user defined fields that are members of this tab. To remove a field from this tab, select a field from the Members list then click ◄.
	Click this button to save your changes.
	Click this button to discard your changes.

User Lists - Introduction

Many fields on the Identity page involve selecting a value from a drop down list. While there are several default values for these fields, you can add more options using the User Lists feature.

For example, if you want to add departments that are specific to your organization, you would use this feature to add those options to the Departments drop down list.

Adding Items to a List

Note: Any changes you make to the lists are automatically included in identity-related collaborations.

1. Select  > **User Lists**.
2. Click the name of the list you want to add items to.

3. On the User List Edit screen, enter a new list option in the **New Value** field and click  .
4. Repeat the previous step until all the new values you want are listed in Current Values.
5. Click  to save your changes.

User Lists - Editing Items

Any changes you make to the lists are automatically included in identity related collaborations.

1. Select  > **User Lists**.

   The User Defined Lists list is displayed.
2. On the User Defined Lists list, click the name of the list you want to edit.
3. To add a new option, enter the new option in the **New Value** field then click  .

   The new value is added to the Current Values list.
4. To delete a value, select the option from the Current Values list and click .
5. Click  to save your changes.

User Lists - Deleting Items

1. Select  > **User Lists**.

   The User Defined Lists list is displayed.
2. On the User Defined Lists list, click the name of the list you want to edit.
3. Select the option you want to delete from the Current Values list then click .
4. Click  to save your changes.

The option you deleted is no longer listed on the Identities page.

User Lists - User-Defined Lists

When you select  > **User Lists**, the User Defined Lists list is displayed.

This page includes all the list values that appear on the Identity page. You can edit what options are available in each list but you cannot add or delete lists.

Feature	Description
Name	The name of the Identity option that you can modify. Click the name to edit the user defined list options. For more information, see *User Lists - Editing Items* above.
Record Count	The total number of options that are in each list.

Feature	Description
Create New Report	Click this button to generate a PDF report of all the user defined list values.

User Lists - User List Edit screen

When you click the name of a list from the User Defined Lists list, the User List Edit screen is displayed.

This page allows you to add custom values to the list field on the Identities page.

Feature	Description
Name	The name of the list field.
New Value	Enter a new option for the list then click  .
Current Values	A list of the options that are currently available in the list field. Select one of the list options then click  to delete the option.
	Click this button to save your changes.
	Click this button to discard your changes.

System Settings - Introduction

Use  > **System Settings** to:

- Customize default values for system-wide settings in the ACM system configure. For more information, see *System Settings - General page* on page 412.
- Configure remote authentication of ACM users with an external domain server. For more information, see *Remote Authentication - Introduction* below.
- Identify the external domain servers used for remote authentication. For more information see *System Settings - External Domains list* on page 416.

Remote Authentication - Introduction

With remote authentication, ACM Client users can use their local domain username and passwords to access the ACM system. Remote authentication uses an external domain server to authenticate users that need access to the system, or to secure an LDAP Identity pull collaboration type. A separate password configured in the ACM appliance is not needed. However, user access permissions are still based on the roles they are assigned within the ACM appliance.

Before remote authentication can be configured on the ACM appliance, a system administrator with privileges on all the servers required to support remote authentication needs to:

- Add one or more external domains
- Add one or more AD or LDAP servers to each domain to the system
- Issue root certificates for each domain
- Enable each remote host to present its SSL certificate on connection to the ACM server software

Configuration of the external domain servers and the creation of their root certificates is outside the scope of this document.

To allow remote authentication, you must:

1. Connect to the external domain servers hosting the AD or LDAP servers you want used for authentication and validate the SSL certificates they present. *System Settings - External Domains list* on page 416.
2. Specify the default domain and server that hosts the AD database to use for authenticating ACM software users, and enforce certificate authentication. For more information see *System Settings - Remote Authentication page* on page 415.

Secure Socket Layer (SSL) certificates are used to verify the remote hosts and to encrypt all the log in traffic between connected hosts. Only ACM system operators with administrative privilege and the following delegations assigned to their role can validate SSL certificates:

- External Domains Validate Certificates—delegation required to validate an SSL certificate from a Windows AD host
- Collaboration Validate Certificates—delegation required to validate an SSL certificate from an LDAP database host in a Collaboration using the Identity Pull LDAP server collaboration type

You can set up different identities to be authenticated by different domains. Each identity must be configured to use one of these domains for authentication. This is done in the Account Information: section on either the Identity: Add or Identity: Edit panel of the given Identity. For more information, see

Configuring Remote Authentication Using SSL Certificates

Certificates can be recognized by the ACM appliance in two ways:

- Pinned SSL certificates—Certificates from remote hosts in external domains that are accepted manually by an ACM system administrator so that the remote host can connect automatically. These certificates are trusted as long as they are not revoked manually by an ACM system administrator.
- Trusted SSL certificates—Certificates from remote hosts in external domains that are imported into the ACM server software so that the remote host can connect automatically. They are valid until the certificate expires.

Note: To provide maximum security strength for your ACM system, ensure the certificate meets the U.S. government's **National Institute of Standards and Technology (NIST) Special Publication 800-131A (SP 800-131A)** standard.

About Certificate Pinning

When SSL certificates from a server in an external domain have not been exported from that server and uploaded to the ACM server they cannot be automatically trusted.

However, a remote server can present its SSL certificate to the ACM server so that an administrator can choose to trust it based on the administrator's certainty that the certificate is valid. In the ACM server, after an SSL certificate is accepted manually, it will be trusted as long as the unique fingerprint embedded in the certificate presented by the remote server each time it is connected to the ACM software is the same as the certificate originally accepted by the ACM system administrator. A certificate that is trusted in this way is known as a pinned certificate.

Pinning a certificate allows you to trust a certificate that has not been uploaded from a remote server, however the responsibility for ensuring that the certificate can be trusted is assumed by the ACM system administrator who pins the certificate. To ensure that an SSL certificate is valid before it is pinned, the ACM system administrator should compare the SSL certificate at the remote host to the certificate received from the remote host to confirm the SHA-256 fingerprints are identical.

Requirements for Using Pinned Certificates

On the remote Windows server (for example, an Active Directory (AD) server, if you are enabling remote authentication using the AD of your company), the following tasks must be completed :

1. Configure a Windows domain controller. For an LDAP collaboration, TLS encryption must be activated.
2. Obtain the fully-qualified domain name of the DNS server for remote server's domain.
3. Enable AD Certificate Services.
4. Create a root certificate and a Domain Controller Authentication certificate.

These tasks are outside the scope of this document.

Requirements for Using Trusted Certificates

On the remote Windows server (for example, an Active Directory (AD) server, if you are enabling remote authentication using the AD of your company), the following tasks must be completed:

1. Configure a Windows domain controller. For an LDAP collaboration, TLS encryption must be activated.
2. Obtain the fully-qualified domain name of the DNS server for remote server's domain.
3. Enable AD Certificate Services.
4. Create a root certificate and a Domain Controller Authentication certificate.
5. Export the Domain Controller's root CA certificate in Base-64 encoded X.509 (.CER) format. (Do not export the private key.)

   Important: Use OpenSSL to convert the file from `.cer` format to `.pem` format before you

upload the file to the appliance.

7. Upload the certificate to the ACM appliance. For more information, see *Certificate Upload page* on page 418.

These tasks are outside the scope of this document.

Pinning or Trusting Certificates in the ACM System

Once you have all the requirements for either pinning or trusting the certificate for an external server, log in to the ACM Client, and complete the following steps:

1. In the top-right, select  **>System Settings**.
2. Select the **External Domains** tab.
3. Click **Add External Domain**.
4. On the External Domain: Add New page, enter a name for this external domain.
5. In the **Server** field, enter the full DNS name of your domain controller.
6. Click  to display the trust level of this domain. The default setting is "Untrusted".
7. Click Validate Certificate.
8. Click  . The domain controller is added to the Current Servers list.
9. Select the **Remote Authentication** tab.

   Note: The **Default Domain** and **Default Server** options are not required for remote authentication.

10. Select the **Validate Certificate** checkbox.
11. Click  .
12. Repeat the previous steps on each ACM appliance in your system that requires remote authentication.
13. Enable remote authentication for each identity that will be logging into the ACM appliance:
    a. Open the Identity:Edit page for a user who will be using remote authentication.
    b. Under the Identity tab, select the **Remote Authentication?** checkbox in the Account Information area.
    c. In the**Login** field, enter the user's ACM system login name.
    d. In the **Remote Domain** drop down list, select the external domain that you added earlier.
    e. In the **Remote Login** field, enter the user's Active Directory domain identity. Enter the login name in this format: *username@domain.org*.

       For example: j.smith@avigilon.com

f. Click  .

Enabling Remote Authentication for ACM Client Users

Enable remote authentication for each identity with permission to log into the ACM Client:

a. Open the Identity:Edit page for a user who will be using remote authentication.
b. Under the Identity tab, select the **Remote Authentication?** checkbox in the Account Information area.
c. In the**Login** field, enter the user's ACM system login name.
d. In the **Remote Domain** drop down list, select the external domain that you added earlier.
e. In the **Remote Login** field, enter the user's Active Directory domain identity. Enter the login name in this format: *username@domain.org*.

   For example: j.smith@avigilon.com

f. Click  .

Now, when this user logs in to the ACM Client, they use their network login name and the password.

System Settings - General page

In the top-right, select  > **System Settings** to display the System Settings General page.

This page allows you to set custom ACM system-wide default values.

Be aware that certain user specific settings configured in the My Accounts page will override the settings on this page.

Feature	Description
Enhanced Access Level	Check this box to indicate that this system will use enhanced access levels for Mercury Security panels. Enhanced access levels allow Mercury Security panels to accept more access groups per token.
Allow Duplicate PINs	Duplicate PINs is an option available for an organization that wants to allow badge holders to have non-unique PINs. This option cannot be used with the PIN Only and Card or PIN door modes as it does not allow tracking of an individual badge holder. After you enable duplicate PINs, the available Door Mode options are: • **Card Only** — This door can be accessed using a card. No PIN is required. • **Card and Pin** — This door can only be accessed using both a card and a PIN. • **Facility Code Only** — This door can be accessed using a facility code. **WARNING —** After duplicate PINs are allowed, this cannot be reversed, and you cannot use PIN Only and Card or PIN door modes. Only enable this option if you have a specific requirement for duplicate PINs. Do the following before allowing duplicate PINs to ensure that no doors are in either PIN Only or Card or PIN door modes: 1. Select **Physical Access** > **Doors** to navigate to the Door list.

Feature	Description
	2. For each door currently in either PIN only, or Card or PIN mode: • Select the checkbox beside the door. • Either select **Door Action** > **Restore** to restore to the configured door mode or select an alternative mode from the Door Mode dropdown list. To allow duplicate PINs, check this box then: • Click **OK** when the message 'Enabling duplicate PINs is an irreversible setting and cannot be undone. Are you sure you want to continue?' displays. • Click **OK** when the message 'Proceed with enabling duplicate PINs?' displays. **Note:** The system will check Door Policies, Global Actions, Scheduled Jobs, Panel Macros, and Interlocks to ensure there is no conflict with duplicate PINS (e.g. doors are in PIN Only mode). If there are any conflicts these will have to be corrected before allowing duplicate PINs. If there have been any previously defined linkages, triggers or interlocks that are based on PIN Only or Card or PIN event types, they will fail to execute.
Badge Template Photo Height	Enter a new value in pixels to change the default height for displaying the ID photo used for badge templates on the screen then click  . The default value of 153 px is approximately 1½ inches or 3.5 centimeters.
Badge Template Photo Width	Enter a value in pixels to change the default width for displaying the ID photo used for badge templates on the screen then click  . The default value of 117 px is approximately 1 inch or 2.5 centimeters.
Identity Auto Increment Field	Check this box to enable the system to automatically increments the read-only Sequence Number field on the Identity page. This option is disabled by default. **Note:** The system will only apply this setting to new identities.
Identity Auto Increment Start	If you enabled Identity Auto Increment, enter the number the system will start counting from then click  . The default value is 1. **Note:** The system will only apply this setting to new identities.

Feature	Description
Identity Auto Increment Step	If you enabled Identity Auto Increment, enter the value the system uses to increment the sequence number then click  . For example, if you leave the default value of 1, the identity Sequence Number will count 1, 2, 3 (etc.). If you enter 2, the identity Sequence Number will count 1, 3, 5 (etc.). **Note:** The system will only apply this setting to new identities.
Language	Select a language that the system will display by default. Each user with access to the ACM system will be able to set their own language preferences from the My Account page. Click **Translate Default Data** to translate all of the system default values into the selected language. It is recommended that you only perform this action once, or your reports and logs will display values in multiple languages.
Maximum Active Tokens	Enter the maximum number of tokens that can be active per identity then click  .
Maximum Login Attempts	Enter the maximum number of attempts a user has to log into the ACM system before they are locked out, then click  . The user is locked out of the ACM system for 10 minutes and further login attempts will result in the lockout time increasing. Authorized operators can reset the password to bypass the lockout. The default value is 5.
Password Strength Enforced	Check this box to enable a minimum password strength requirement for ACM system upgrades which can be performed using any user account. The password must contain 8 to 40 characters, and at least 1 uppercase letter, 1 lowercase letter and 1 digit. For more information, see *Logging In* on page 35.
Post Roll	Enter the number of seconds a camera continues to record after a recorded video event.
Pre Roll	Enter the number of seconds of video that is automatically added before a recorded video event.
Private Message	Enter a short message to display on the log in screen.
Show Identity Photos	Check this box to enable a photo to be displayed beside each identity reference.
System Message	Enter a title you want to use for the system then click  . The title is displayed under the Access Control Manager banner on each screen, and the title is used for all messages sent by the system.
System Support	Enter the contact details of your Avigilon support representative then click  .

Feature	Description
	This information is displayed when a user clicks **Support**.
Token Expiration Time	Enter the default number of days before a token expires then click  .
Use/Lose Threshold	Enter the default number of days a token can be unused before it is automatically deactivated, and then click  .
Video Windows Count	Enter the maximum number of video display windows that can be open at the same time, then click  .
Create New Report	Click this button to generate a PDF of the values on this page.

System Settings - Remote Authentication page

When you select the **Remote Authentication** tab on the System Settings screen, the Remote Authentication panel is displayed.

On this panel, define the default domain and server that hosts the Active Directory database used to authenticate network users. This enables secure connections and encrypted traffic between the AD server and the ACM servers and its clients. ACM Client users can then use their local domain username and passwords to access the ACM system.

Feature	Description
Default Domain	Select a domain from the drop down list. Only the external domains that have been added to the system are listed.
Default Server	Enter the name of the default server in the selected domain.
Validate Certificate	Check this box to enable the system to validate certificates from remote servers before use. The default setting is not checked. Use the default setting only if you do not need to validate certificates from remote servers. **CAUTION —** Risk of security breaches. When certificate validation is not enabled, certificates are ignored by the ACM server software. Traffic between the ACM appliance and external domains is unencrypted and can be easily compromised. To ensure secure connections and encryption of all traffic, enable the Validate Certificate option on the Remote Authentication tab of System Settings.
	Click this button to save your changes.
	Click this button to discard your changes.
Create New Report	Click this button to generate a PDF of the values on this page.

System Settings - External Domains list

When you select the **External Domains** tab from the System Settings page, the External Domains list is displayed. This page lists any external domains that have been added to the system.

An external domain must be added before you can use remote authentication. For example, to connect the ACM system to use your company's Active Directory (AD) to authenticate users, you must add the company domain server to the External Domains Listing.

You can grant remote authentication access to individual badge holders from the Identity page. For more information, see *Managing Identities* on page 465.

Feature	Description
Name	The name of this external domain. Click the name to edit the external domain. For more information, see *System Settings - External Domain: Edit page* on the next page.
Delete	Click  to delete the selected external domain.
Add External Domain	Click this button to define a new external domain. For more information, see *System Settings - External Domains Add page* below.
Create New Report	Click this button to generate a PDF report of the listed domains.
Certificates	Click this button to access the Certificate list. From this page you can upload one or more certificates to give remote browsers access to the ACM system.

System Settings - External Domains Add page

When you click **Add External Domain** from the External Domains list, the External Domain: Add New page is displayed.

You must add an external domain to connect to a remote server for user validation using your company's Active Directory (AD), or using LDAP.

Before you validate the certificate presented by the remote server in the external domain, it is recommended that you find out the value of the SHA-256 fingerprint of the remote server's certificate. Then you can compare that value to the one in the certificate displayed in the ACM software.

Feature	Description
External Domain	Enter the name of this external domain. Never append the extension `.lan` or `.local`
New Server	Enter the full-qualified domain name (FQDN) of the server in the external domain and then click. You can enter the IP address of the server, although this is not recommended as it is more likely to change than the FQDN.
	Display the current trust level of this domain. The default setting is "Untrusted".
Validate Certificate	Click to validate the certificate presented by the server. If the certificate from

Feature	Description
	the remote server is: • Fully trusted—A "Certificate Verified" message is displayed. Click **OK**. The certificate status is updated to Trusted. • Untrusted—The certificate is displayed. Compare the SHA-256 fingerprint to the actual certificate defined. If they match, click **Trust** and the certificate status is updated to Pinned. Otherwise click **Deny** to update the certificate status to Untrusted, or **Cancel** to close the dialog box without making any changes. • Not available—An error message is displayed, and the certificate status remains Untrusted.
	Hide the current trust level of this domain.
	Click this button to save your changes.
	Click this button to discard your changes.

System Settings - External Domain: Edit page

When you click the name of a domain from the External Domains list, the External Domains: Edit page is displayed.

Make any changes that are required.

Feature	Description
External Domain	Enter the name of this external domain. Never append the extension `.lan` or `.local`
New Server	Enter the full-qualified domain name (FQDN) of the server in the external domain and then click. You can enter the IP address of the server, although this is not recommended as it is more likely to change than the FQDN.
	Display the current trust level of this domain. The default setting is "Untrusted".
Validate Certificate	Click to validate the certificate presented by the server. If the certificate from the remote server is: • Fully trusted—A "Certificate Verified" message is displayed. Click **OK**. The certificate status is updated to Trusted. • Untrusted—The certificate is displayed. Compare the SHA-256 fingerprint to the actual certificate defined. If they match, click **Trust** and the certificate status is updated to Pinned. Otherwise click **Deny** to update the certificate status to Untrusted, or **Cancel** to close the dialog box without making any changes. • Not available—An error message is displayed, and the certificate status remains Untrusted.

Feature	Description
	Hide the current trust level of this domain.
	Click this button to save your changes.
	Click this button to discard your changes.

System Settings - Certificates list

When you click **Certificates** from the External Domains list, the Certificates list is displayed.

Certificates that have been uploaded to the system are listed on this page. Certificates are used by browsers to confirm that systems are safe for users to access.

Feature	Description
Name	The name of the certificate file.
Size	The size of the certificate file.
Upload Date	The date the file was uploaded.
	Click this button to delete the certificate.
Add New Certificates Listing	Click this button to upload a new certificate for this external domain. **Note:** To provide maximum security strength for your ACM system, ensure the certificate meets the U.S. government's **National Institute of Standards and Technology (NIST) Special Publication 800-131A (SP 800-131A)** standard.

Certificate Upload page

Use this page to upload an external domain server certificate in `.pem` format to the ACM application. This allows ACM Client users to log in using their network user ID and password through a fully trusted Active Directory (AD) server on an external domain.

Tip: The exported certificate must be converted from `.cer` format to `.pem` format by a system administrator on the AD server before it is uploaded to the ACM server.

There must be a certificate for every server that has been added to the system as part of the external domain.

Feature	Description
Upload Certificate file:	Click **Browse** to locate and select the certificate in the Choose File to Upload dialog box.
	Click this button to save your changes.

Feature	Description
	Click this button to discard your changes.

Badge Templates and the Badge Designer

This feature requires a license. Contact your Avigilon support representative for more information.

Badge templates define the layout of badges or cards that are used to access doors within your access control system. They are created by a qualified operator using the Badge Designer. Multiple badge templates can be defined in the ACM system.

Select  > **Badge Designer** to access the Badge Templates page. From this page, you can add a new badge template, or select a badge template to edit, with the Badge Designer.

The Badge Designer is used to design the appearance and content on a badge template. You can add photos, logos, text, and database fields to a badge template and position these elements on the layout. A badge template can specify colors and fonts depending on the values provided.

For example, if an employee is specified as part-time, the color used for the employee's name can be changed from black to orange, making it easier for guards to differentiate between full-time and part-time employees. You can differentiate identities with different access privileges, such as access to certain buildings on a campus, or specific floors in a multi-tenant office building, using graphics such as company logos and insignias, or text.

A badge template is used when a badge is generated for a badge-holder to both format the badge and populate it with data from the Identities database. At least one badge template to assign to identities must be created before badges can be printed using **Identities** > **Badge**. Badges are usually printed when a person who requires a badge is enrolled into the ACM system using the Identities feature. When printing the badge, an enrollment officer or administrator specifies a badge template and then generates (prints) a badge. The badge has all relevant information automatically placed on the badge.

> **Note:** Badge templates can be designed as either one- or two-sided. A two-sided badge must be printed by a badge printer possessing duplex capability.

Using the Badge Designer

Use the Badge Designer to create templates that define the layout and appearance of access badges.

A badge template defines the basic attributes of a badge that are used when a new badge is generated for an identity: size and background color, plus a variety of dynamic and static fields and images. Dynamic fields and images pull the unique information about the badge holder from the Identities database for each individual badge and static objects are the text strings and graphics printed on every badge. For each object, you can specify its location and appearance.

	Field	Image
Dynamic	**DBField**: A data field object specifies the information about the identity that you want on the badge, such as first and last name, ID number, title, position, rank and so on.	**Picture:**: A picture object specifies the size and location of the photo of the identity on a badge. The actual photo used for an identity when a badge is generated is a photo saved in the Identities database that was either captured with a badge camera, or uploaded, and saved.
Static	**Text**: A text object specifies the text that appears on every badge generated with this template.	**Graphic**: A graphic object specifies the name of an uploaded graphic file image file that appears on every badge generated with this template.

You must create at least one badge template before you can print a badge at **Identities** > **Badge**. Depending on the requirements of your site, you may need one or more badge templates.

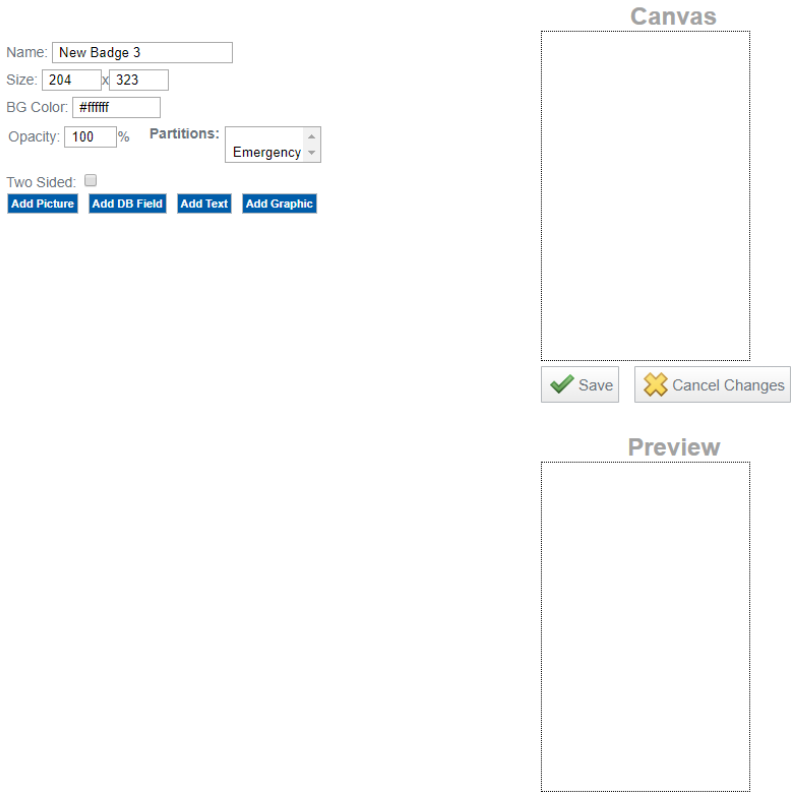
> **Note:** Badge templates can be designed as either one- or two-sided. A two-sided badge must be printed by a badge printer possessing duplex (double-sided printing) capability.

Opening the Badge Designer

Select  > **Badge Designer** to open the Badge Templates page. From this page, click **Add Badge Template** or the name of an existing badge template to open the Badge Designer page.

Formatting the Appearance of a Badge Template

Use the canvas data fields that appear at the top of the Badge Designer page to set the size, color, and other format details. Next to the canvas data fields is the canvas area, with the preview area beneath that show the changes to the template as you make them.



All measurements in the Badge Designer are in pixels, at a resolution of 100 pixels per inch, equivalent to 40 pixels per centimeter.

1. Give the badge template a name, or change it.
2. Change the size of the badge if needed. Values are entered in pixels. The default size is equivalent to a print area of 2 x 3.25 inches, or 5 x 7 centimeters.
3. Click in the **BG Color** field to open the color picker. Enter a hex code or select a color for the background.
4. Click **OK** to close the color picker, then click ✔ to apply the background color to the canvas and the preview.
5. Change the value in the **Opacity** field only if you want the background color to be semi-transparent or transparent. For example if you are overprinting badge information on a preprinted badge. Click ✔ to apply the opacity to the preview.

Create a Two-Sided Badge Template

1. Select the **Two Sided** checkbox.

   The Back Side button appears at the top of the page.

   Important: Click

 to save this setting.

To view the back of the badge, at the top of the page, click **Back Side**. To view the front of the badge, at the top of the page, click **Front Side**.

Adding and Editing Objects

You can add four types of objects to a badge template to define the information that appears on the identity badges generated by this template:

Object	Definition
Picture	Dynamic. A photo of the identity supplied by the Identities database. You can have only one photo per side of a badge.
Data Field	Dynamic. An item of information supplied by the Identities database, such as the person's name. You can have many data fields per side of a badge.
Text	Static. Text such as a company name, or slogan to appear on every badge. You can have many data fields per side of a badge.
Graphic	Static. Image files such as a logo, insignia or texture, to appear on the badge, uploaded into the template. You can have many images per side of a badge.

When you add an object, additional fields for that object appear below, and an appropriate placeholder appears on the Canvas. You can expand and collapse each object in the list to access its field settings.

1. On the canvas you can position any object by clicking and dragging with the mouse.
2. Select the object in the list to edit its settings.
3. Any change you make to the object's field settings are reflected on the canvas.
4. Click  beside an object to delete it from the list. Objects deleted from the list are not deleted from the canvas until you save changes.
5. Click  frequently to save changes and show the result in the Preview.

Tip: Add objects to the Canvas from largest to smallest in size. The Canvas displays objects in the order they are added not by the Layer Order setting, so large objects can obscure smaller ones. Save the template to refresh the Preview and see the actual result.

Adding and Editing a Picture Object

1. Click the **Add Picture** button to add a photo object to the canvas.
2. Click **Photo** to hide or show the photo object settings.

3. Adjust the appearance of the photo.

> **Tip:** The default dimensions of the photo on the badge displayed on the screen are defined by the values set on the **System Settings** page for **Badge Template Photo Height** and **Badge Template Photo Width** and should not normally be altered here. These two settings ensure that the size of the photo on all badges printed by this badge template are uniformly sized and have the same aspect ratio.

To accommodate minor variations in the aspect ratio of individual photos without distortion, enable the **Maintain Aspect Ratio** option.

See *Fields Common to All Objects* below and *Fields Common to Picture and Graphic Objects* on page 425.

Adding and Editing a Data Field Object

1. Click **Add DB Field** to add a data field object to the canvas.
2. Click **Data Field** to hide or show the data field object settings.
3. In the **Data Field** drop-down list select a data field. For example, to have a badge include a person's name when it is generated, select one of the name fields listed, such as Full Name.
4. Adjust the appearance of the data field object. You can resize the object to ensure all text is visible as well as change the font, size, and color. Additionally, select the **Auto Resize** checkbox to make the text shrink to fit inside a fixed size box if the text in the specified font size does not fit. See *Fields Common to All Objects* below and *Fields Common to Data Field and Text Objects* on the next page.

Adding and Editing a Text Object

1. Click **Add Text** to add a text object to the canvas.
2. Click **Text** to hide or show the text object settings.
3. In the **Text** field, enter the text you want to appear on all badges generated with this template.
4. Adjust the appearance of the database field object. You can resize the object to ensure all text is visible as well as change the font, size, and color. Additionally, select the **Auto Resize** checkbox to make the text shrink to fit inside a fixed size box if the text in the specified font size does not fit. See *Fields Common to All Objects* below and *Fields Common to Data Field and Text Objects* on the next page.

Adding and Editing a Graphic Object

1. Click **Add Graphic** to add an image object to the canvas.
2. Click **#** or *Image File Name* item to show or hide the graphic object settings.
3. In the Image field, click **Choose File** to upload a file to the ACM system and add to the badge template.
4. Adjust the appearance of the photo object in various ways. See *Fields Common to All Objects* below and *Fields Common to Picture and Graphic Objects* on page 425.

Fields Common to All Objects

Field	Description
Layer Order	A number indicating the order an object appears when objects are stacked in front of each other. The initial layer order is the order the objects were added to the template. 1 is the lowest layer, 2 is in front of 1 and so on. You can reorder the layers by typing over the value for each object.
Location	Click and drag the object on the canvas, or enter the horizontal and vertical coordinates of the top left corner. The default setting of 0 x 0 would place the object in the top left corner, while 80 x 160 would place the object lower and to the right.
Dimensions	Modify the default size of the object (in pixels) if needed. **Tip:** Do not modify the size of an identity photo object here. It is better to change the default values on the System Settings page, as this ensures the same aspect ratio is used for the dropping overlay when photos are taken with a badge camera and saved in the Identities database. The first field is the width and the second field is the height.
Rotation	Select the number of degrees to rotate this object clockwise from the dropdown list. The default is 0 degrees.

Fields Common to Data Field and Text Objects

Field	Description
BG Color	Click this field to choose a background color for the object. By default, it is set to be the same color as the badge template. Use the color picker to either select a color from the palette or manually enter the color in RGB, HSV or hex code format.
Opacity	Enter how opaque you want the background color to be, in conjunction with the layer order. 0% is fully transparent and the default setting of 100% is fully opaque.
Font	Select the font you want for the text. The font list includes text fonts and barcode fonts. Text fonts are listed first, then barcode fonts.
Font Size	Enter the font size in points. If Auto Resize is selected, this is the maximum font size.
Auto Resize	Select this checkbox to have the system automatically shrink the font size to fit the dimensions of the object.
Alignment	Select how you want the text to align inside the object.
Text Color	Click this field to choose a font color. Use the color picker to either select a color from the palette or manually enter the color in RGB, HSV or hex code format.
Opacity	Enter how opaque you want the font color to be, in conjunction with the layer order.

Field	Description
	0% is fully transparent and the default setting of 100% is fully opaque.

Fields Common to Picture and Graphic Objects

Field	Description
Image	(Applies to graphic objects only) Specifies the image to upload to the ACM system and place on the badge template. After the graphic is uploaded, the file name replaces **#** in the list of objects on the badge template.
Maintain Aspect	Check this box to always maintain the aspect ratio of the photo. When the aspect ratio is maintained, the photo is scaled to fit within the object space. If this option is disabled, the photo is automatically stretched to fill the object space.
Border Width	Select the border thickness (in pixels) for the picture or image from the drop-down list. The photo or graphic will be offset by the width of the border.
Border Color	Use the color picker to either select a color from the palette or manually enter the color in RGB, HSV or hex code format.

Adding a Barcode Using Static and Dynamic Objects

1. When you create a badge template, you can add a barcode by using either of the following options:
   - Click **Add Text** to place a static barcode that will be the same for every badge that is generated from the template.
   - Click **Add DB Field** to place a dynamic barcode that changes to match the detail listed in the identity record.
2. After you add the badge object, select a barcode font. The available barcode fonts include **Barcode 3 of 9**, **Barcode 3 of 9 Extended**, **Aztec Code**, **Code One** and more. The font option lists the text fonts first and then the barcode fonts.
3. Click  to save your changes and display the barcode in the preview area.

Note: Many of these barcodes require a specific format or do not accept certain characters. If the data given to the barcode generator from the Identities database is invalid, the barcode will not be displayed on the badge.

Badge Templates list

When you select  > **Badge Designer**, the Badge Templates list is displayed. From this page, you can add and edit badge templates with the Badge Designer.

Badge templates are used to define the layout of badges or cards that are used to access doors within your access control system. They are created by a qualified operator using the Badge Designer. Multiple badge templates can be defined in the ACM system.

This page lists all the badge templates that have been added to the system.

Feature	Description
Name	The name of the badge template. Click the name to edit the badge template. For more information, see *Using the Badge Designer* on page 419.
Commands	Click  to delete the badge template.
	Click  to copy the badge template. The copy of the badge template is automatically added to the top of the list.
Add Badge Template	Click this button to add a new badge template. For more information, see *Using the Badge Designer* on page 419.

External Systems Overview

Set up integration to cameras, sites and other third-party external systems.

> **Note:** Some external systems may not be available if your system does not have the required license.

Before you can connect and use the external systems, the external system must be installed and accessible to the appliance over the local network.

Supported External Systems

Listed below are all the external systems that are supported by the ACM system. Some systems may not be available to you if your system does not have the required license.

- IP cameras and network video management systems (VMSs), including AvigilonControl Center.

  You can add individual cameras to add photos to the Identities database, or you can add whole network video systems that can be configured to work with doors and events in the ACM system, and record video triggered by events for surveillance.

- LifeSafety Power Supplies
- ViRDI Biometric Access scanners and readers
- Virtual Stations — ACMVerify™ Virtual Doors
- Bosch intrusion panels
- Allegion ENGAGE gateways

The ViRDI external system requires a separate license. Before a ViRDI system can be created on your ACM server appliance, the system administrator for the ACM application must:

- Add the ViRDI license to the ACM application. See *Adding a License* on page 109.
- Add the four ViRDI-specific delegations to the role assigned to operators. These delegations are all prefixed with "ViRDI". See *Assigning Delegations to a Role* on page 550 and *Roles - Delegate page* on page 555.

External Systems - Avigilon Server list

When you select > **External Systems**, the first page you see is the Avigilon page. This page lists the Avigilon Control Center Servers connected to the ACM system. Select the **Avigilon** tab to return to this page.

Feature	Description
Name	The name of the Avigilon Control Center Server.
Address	The IP address of the Avigilon Control Center Server. Click on the address to edit the server.
Appliance	The appliance this server is connected to.
Cameras	The number of cameras that are currently connected to the server and are accessible to the appliance.
Status	Indicates the current status of the server.
Delete	Click to delete the server from the system.
Add Avigilon Server	Click this button to add a new Avigilon Control Center Server to the system.

External Systems - Avigilon Server: Add page

When you click the **Add New Avigilon Server** button, the Avigilon Server: Add page is displayed.

Add the Avigilon Control Center servers connected to Access Control Manager.

Feature	Description
Name	Enter a name for the Avigilon Control Center Server.
Alt Name	An alternative name that is automatically assigned by the ACM system.
Appliance	If you have more than one appliance in your system, select the appliance the Avigilon Control Center Server should connect to.
Address	Enter the IP address of the Avigilon Control Center Server.
Port	Enter the port number used to communicate with the Avigilon Control Center Server. The default port is 80.
Remote Username	Enter the Avigilon Control Center system username for accessing the server.
Remote Password	Enter the password for the username.
Local Username	Enter an ACM system identity username that the external system can use to connect to the appliance.
Local Password	Enter the password for the username.

Feature	Description
Installed	Check this box to indicate that the Avigilon Control Center Server is online and able to communicate with the appliance.
	Click this button to save your changes.
	Click this button to discard your changes.

External Systems - Avigilon Server: Edit page

When you click an address from the Avigilon Servers list, the Avigilon Server Edit page is displayed.

Make any changes as required.

Feature	Description
Name	The name of the Avigilon Control Center Server.
Alt Name	The alternative name is automatically assigned by the ACM system.
Appliance	The appliance the Avigilon Control Center Server is connected to.
Address	The IP address of the Avigilon Control Center Server.
Port	The port number used to communicate with the Avigilon Control Center Server.
Remote Username	The Avigilon Control Center system username for accessing the server.
Remote Password	The password for the Avigilon Control Center username.
Local Username	The ACM system identity username that the external system uses to connect to the appliance.
Local Password	The password for the ACM system username.
Installed	Check this box to indicate that the Avigilon Control Center Server is online and able to communicate with the appliance.
Cameras	A list of the cameras that are connected to the system. If there are no cameras listed, then no cameras are currently connected to the Avigilon Control Center Server. • **Name** – the name of the camera. • **Disabled** – indicates if the camera video is disabled (Yes) or not (No). • **PTZ** – indicates if the camera has active pan-tilt-zoom capabilities. • **Status** – indicates if the camera is online or not. • **Zoom Capability** – indicates if you are able to zoom the camera within the ACM system.
	Click this button to save your changes.
	Click this button to discard your changes.
Add New Avigilon	Click this button to add another Avigilon Control Center Server to the system.

Feature	Description
Server	

External Systems - Bosch Intrusions page

When you click the **Bosch Intrusion** from the Avigilon Servers page, the Bosch Intrusions page is displayed.

This page allows you to update Bosch intrusion panel details.

Feature	Description
Status indicator	Displays the current panel status: • Online • Offline • Trouble • Uninstalled **Note:** If displays beside either individual panels or at the top level, this indicates that intrusion panel information has been updated externally to the ACM system (e.g. new identities being added in Bosch's Remote Programming Software - RPS), and the panel will need to be re-synchronized to the ACM system. Click the icon to re-synchronize. For more detail, refer to *Synchronizing Bosch Intrusion Panels* on page 452.
Panel Type	Type of Bosch intrusion panel (e.g. B4512).
Panel Name	Name of the intrusion panel.
Appliance	Name of the appliance that the intrusion panel is linked to.
Address	Appliance IP address or host name.
Port	Appliance Port number.
Password	Password assigned via RPS. If the password is changed in RPS it will also change in the ACM system.
Installed	Checkbox to indicate if the panel is installed. If installed a checkmark displays.
Update	Click this button to update the Bosch intrusion panel details.
+	Click to add an intrusion panel.
−	Click to delete an intrusion panel. **Note:** Associated items such as linkages and actions, and intrusion users will also be deleted.

External Systems - Bosch Intrusions Areas page

The Bosch Intrusion - Areas page is displayed when you select **Areas** from the drop-down list for a panel on the Bosch Intrusion tab (for more detail, refer to *External Systems - Bosch Intrusions page* on the previous page).

This page allows you to view Bosch intrusion panel area details.

Feature	Description
Filter	Use this function to filter the list results by area. Type in the name (or part of the name) of the area and the list will update as you type.
Area	Areas created for the intrusion panel.
Installed checkbox	Click the checkbox to indicate if an area has been installed. **Note:** Click the Install All checkbox in the Heading column to indicate that all areas have been installed.
	Click to add a panel.

External Systems - Bosch Intrusions Outputs page

The Bosch Intrusion - Outputs page is displayed when you select **Outputs** from the drop-down list for a panel on the Bosch Intrusion tab (for more detail, refer to *External Systems - Bosch Intrusions page* on the previous page).

This page allows you to view Bosch intrusion panel output details.

Feature	Description
Filter	Use this function to filter the list results by output. Type in the name (or part of the name) of the output and the list will update as you type.
Output	Name of the output.
Installed checkbox	Click the checkbox to indicate if a point has been installed. **Note:** Click the Install All checkbox in the Heading column to indicate that all Areas have been installed.
	Click to add a new panel.

External Systems - Bosch Intrusions Points page

The Bosch Intrusion - Points page is displayed when you select **Points** from the drop-down list for a panel on the Bosch Intrusion tab (for more detail, refer to *External Systems - Bosch Intrusions page* on the previous page).

This page allows you to view Bosch intrusion panel points details.

Feature	Description
Filter	Use this function to filter the list results by point. Type in the name (or part of the name) of the point and the list will update as you type.
Point	Name of the point.
Area	Name of the area related to the listed point.
Installed checkbox	Click the checkbox to indicate if a point has been installed. **Note:** Click the Install All checkbox in the Heading column to indicate that all Areas have been installed.
+	Click to add a new panel.

External Systems - Bosch Intrusions Users page

The Bosch Intrusion - Users page is displayed when you select **Users** from the drop-down list for a panel on the Bosch Intrusion tab (for more detail, refer to *External Systems - Bosch Intrusions page* on page 429).

This page allows you to view Bosch intrusion panel user details.

Feature	Description
Filter	Use this function to filter the list results by user. Type in the name (or part of the name) of the user and the list will update as you type.
User	Name of the user.
▲ ▼	Click to sort the list in Ascending or Descending order.
+	Click to add a new panel.

External Systems - Dedicated Micros list

When you select the **Dedicated Micros** tab on the External Systems screen, the Dedicated Micros list is displayed.

Feature	Description
Name	The name of the Dedicated Micros server.
Address	The IP address of the Dedicated Micros server. Click on the address to edit the server.
Gateway	The appliance this server is connected to.
Cameras	The number of cameras that is currently connected to the server and is accessible to the appliance.
Status	Indicates the current status of the server.
Delete	Click ▬ to delete the server from the system.
Add New Dedicated Micros Server	Click this button to add a new Dedicated Micros server to the system.

External Systems - Dedicated Micros Add page

When you click **Add New Dedicated Micros Server**, the Dedicated Micros Add page is displayed.

Feature	Description
Name	Enter a name for the Dedicated Micros server.
Alt Name	An alternative name that is automatically assigned by the ACM system.
Appliance	If you have more than one appliance in your system, select the appliance the server should connect to.
Address	Enter the IP address of the Dedicated Micros server.
Port	Enter the port number used to communicate with the Dedicated Micros server.
Dedicated Micros Login	Enter a Dedicated Micros username for accessing the server.
Dedicated Micros Password	Enter the password for the Dedicated Micros username.
ACM Login	Enter an Access Control Manager identity username that the external system can use to connect to the appliance.
ACM Password	Enter the password for the Access Control Manager username.
VidProxyUrl	Enter the URL used as a translator between the ACM appliance and the Dedicated Micros server.
Installed	Check this box to indicate that the Dedicated Micros server is installed and able to communicate with the ACM appliance.
	Click this button to save your changes.
	Click this button to discard your changes.

External Systems - Dedicated Micro: Edit page

When you click an address from the Dedicated Micros Server list, the Dedicated Micro: Edit page is displayed.

Feature	Description
Name	The name for the Dedicated Micros server.
Alt Name	The alternative name that is automatically assigned by the ACM system.
Appliance	The ACM appliance the Dedicated Micros server is connect to.
Address	The IP address of the Dedicated Micros server.
Port	The port number used to communicate with the Dedicated Micros server.
Dedicated Micros Login	The Dedicated Micros username for accessing the server.
Dedicated Micros Password	The password for the Dedicated Micros username.
ACM Login	The Access Control Manager identity username that the external

Feature	Description
	system uses to connect to the appliance.
ACM Password	The password for the Access Control Manager username.
VidProxyUrl	The URL used as a translator between the ACM appliance and the Dedicated Micros server.
Installed	Check this box to indicate that the Dedicated Micros server is installed and able to communicate with the ACM appliance.
Cameras – a list of the cameras that are connected to the server. This area is only displayed if there are cameras connected to the server.	
Name	The name of the camera.
Camera UUID	The camera's universally unique identifier, or logical ID.
Disabled	Indicates if the camera video is disabled (Yes) or not (No).
Status	Indicates if the camera is online or not.
	Click this button to save your changes.
	Click this button to discard your changes.
Add New Dedicated Micros Server	Click this button to add a new Dedicated Micros server.

External Systems - Exacq Servers list

When you select the **Exacq** tab on the External Systems screen, the Exacq Servers list is displayed.

Feature	Description
Name	The name of the Exacq server.
Address	The IP address of the Exacq server. Click on the address to edit the server.
Appliance	The appliance this server is connected to.
Cameras	The number of cameras that are currently connected to the server and are accessible to the appliance.
Status	Indicates the current status of the server.
Delete	Click  to delete the server from the system.
Add New Exacq Server	Click this button to add a new Exacq server to the system.

External Systems - Exacq Server Add page

If you click the **Add New Exacq Server** button, the Exacq Server Add page is displayed.

Feature	Description
Name	The name of the Exacq server. This field is auto-completed when you save and connect to the server.
Alt Name	An alternative name that is automatically assigned by the ACM system.

Feature	Description
Appliance	If you have more than one appliance in your system, select the appliance the server should connect to.
Address	Enter the IP address of the Exacq server.
Port	Enter the port number used to communicate with the Exacq server.
Username	Enter an Exacq username for accessing the server.
Password	Enter the password for the username.
Motion Smoothing	Select how long, in seconds, the system should wait before reporting the end of a motion event. This feature helps reduce the number of motion events if the camera is recording video of a high traffic area. For more information, see *External Systems - Motion Smoothing* on the next page.
Pass Through Enabled	Check this box to indicate that pass through is enabled for the input connected to the Exacq server.
Installed	Check this box to indicate that this server is installed and able to communicate with the ACM appliance.
	Click this button to save your changes.
	Click this button to discard your changes.

External Systems - Exacq Server Edit page

When you click an address from the Exacq Server list, the Exacq Server Edit page is displayed.

Make any changes as required.

Feature	Description
Name	The name of the Exacq server. This field is auto-completed by the Exacq server.
Alt Name	The alternative name that is automatically assigned by the ACM system.
Appliance	The appliance the server should connect to.
Address	The IP address of the Exacq server.
Port	The port number used to communicate with the Exacq server.
User Name	The Exacq username for accessing the server.
Password	The password for the username.
Motion Smoothing	The amount of time, in seconds, the system should wait before reporting the end of a motion event. This feature helps reduce the number of motion events if the camera is recording video of a high traffic area. For more information, see *External Systems - Motion Smoothing* on the next page.
Pass Through Enabled	Check this box to indicate that pass through is enabled for the input

Feature	Description
	connected to the Exacq server.
Installed	Check this box to indicate that this server is installed and able to communicate with the ACM appliance.
Cameras – a list of the cameras that are connected to the server. This area is only displayed if there are cameras connected to the server.	
Name	The name of the camera.
Address	The IP address of the camera.
Disabled	Indicates if the camera video is disabled (Yes) or not (No).
PTZ	Indicates if the camera has active pan-tilt-zoom capabilities.
Status	Indicates if the camera is online or not.
Motion Masked During	Select a schedule if motion masking alarms generated by this camera are ever ignored and not reported by the system. Only configured schedules in the system are listed.
	Click this button to save your changes.
	Click this button to discard your changes.
Add New Exacq Server	Click this button to add a new Exacq server to the system.

External Systems - Motion Smoothing

Motion smoothing is an algorithm used to minimize the report of motion events that occur in quick succession. Part of the configuration for an Exacq server is the Motion Smoothing value in seconds. When the server detects a motion restored event, the application does not report it until the motion smoothing time expires.

For example, a parade is passing through the scene. A camera connected to the Exacq server is reporting multiple motion detection events as the parade passes through the field of view. If the Motion Smoothing value is set to 30 seconds, the camera must report its last motion restored event and wait for 30 seconds without any new motion activity before it is logged in the ACM system as the end of the motion event.

Note that the clock time on the Exacq server and on the ACM appliance must be the same. If the clocks are not in sync, the motion smoothing algorithm may not function properly.

External Systems - IP-Based Camera list

When you select the **IP Based** tab on the External Systems screen, the IP Based Camera list is displayed.

This page lists all the cameras that are connected to the appliance by the camera's IP address or displays video streaming via RTSP.

Feature	Description
Name	The name of the camera that has been added to the system. Click the name to edit the camera.
Device IP	The IP address of the camera.

Feature	Description
Delete	Click  to remove a camera from the system.
Add New Camera	Click this button to add a new camera for this system.

External Systems - IP-Based Camera Add page

When you click **Add New Camera** from the IP-Based Camera list, the IP Camera Add page is displayed.

Enter the details as required.

Feature	Description
Name	Enter a name for the camera.
Type	Select one of the following options from the drop down list: • **Web Camera** – The camera is directly connected to the network and is accessible by its IP address. • **RTSP** – The camera may not be directly connected to the network but live video from the camera is available through the camera's Real Time Streaming Protocol. **Note:** To use RTSP, you must install a plug-in. See *External Systems- Enabling RTSP* on the next page.
Device IP	Enter the IP address for the camera
Still URL	(optional) Enter the URL or web address of the camera's web-based application showing the last still image captured by the camera.
Preview URL	(optional) Enter the URL or web address of the camera's web-based application showing a preview of the finished picture.
Device Login	Enter the login name that is required to access the camera.
Device Password	Enter the password that is required to access the camera.
	Click this button to save your changes.
	Click this button to discard your changes.

External Systems - IP-Based Camera Edit page

When you click the name of a camera from the IP-Based Camera list, the IP Camera Edit page is displayed.

Make any changes as required.

Feature	Description
Name	The name of the camera.
Type	The type of connection the appliance uses to stream video from the camera. The options are:

Feature	Description
	• **Web Camera** – The camera is directly connected to the network and is accessible by its IP address. • **RTSP** – The camera may not be directly connected to the network but live video from the camera is available through the camera's Real Time Streaming Protocol.
Device IP	The IP address of the camera.
Still URL	The URL or web address of the camera's web-based application that shows the last still image captured by the camera.
Preview URL	The URL or web address of the camera's web-based application that shows a preview of the finished picture.
Device Login	The login name that is required to access the camera.
Device Password	The password for the login name.
	Click this button to save your changes.
	Click this button to discard your changes.

External Systems- Enabling RTSP

To view RTSP video in your browser:

1. Install the **VLC Media Player**.
2. Open the video viewer window. You can access the video viewer window by selecting:
   - **Monitor > Events > Live Video** or
   - **Physical Access > Doors > Cameras**

   The video viewer window pops up.
3. Right-click inside the video viewer window.
4. Select *Run this plug-in*.

The live video is displayed.

External Systems - LifeSafety Power list

When you select the **LifeSafety** tab on the External Systems screen, the External Systems list is displayed.

Feature	Description
Name	The name of the LifeSafety power supply. Click the name to edit the power supply.
Address	The IP address of the power supply.
Appliance	The appliance this power supply is connected to.
Delete	Click  to delete the power supply from the system.
Add New External System	Click this button to add a new LifeSafety power supply to the system.

External Systems - LifeSafety Power Add page

When you click the **Add New External System** button, the External System Edit page is displayed.

Feature	Description
Name	Enter a name for the LifeSafety power supply.
Alt Name	Enter an alternative name for this power supply as required.
Appliance	If you have more than one appliance in your system, select the appliance the power supply should connect to.
Address	Enter the IP address of the power supply.
Port	Enter the port number used to communicate with the LifeSafety power supply.
User Name	Enter a LifeSafety username for accessing the power supply.
Password	Enter the password for the username.
Installed	Check this box to indicate that the LifeSafety power supply is installed and able to communicate with the ACM appliance.
	Click this button to save your changes.
	Click this button to discard your changes.

External Systems - LifeSafety Power Supply Edit page

When you click the name of a power supply from the External Systems list, the External System: Edit page is displayed.

Make any changes as required.

Feature	Description
Name	The name for the LifeSafety power supply.
Alt Name	The alternative name for this power supply.
Appliance	The appliance the power supply should connect to.
Address	The IP address of the power supply.
Port	The port number used to communicate with the LifeSafety power supply.
User Name	The LifeSafety username for accessing the power supply.
Password	The password for the username.
Installed	Check this box to indicate that the LifeSafety power supply is installed and able to communicate with the ACM appliance.
	Click this button to save your changes.
	Click this button to discard your changes.
Add New External System	Click this button to add a new LifeSafety power supply to the system.

External Systems - Milestone Servers list

When you select the **Milestone** tab on the External Systems screen, the Milestone Servers list is displayed.

Feature	Description
Name	The name of the Milestone server.
Address	The IP address of the Milestone server. Click on the address to edit the server.
Appliance	The appliance this server is connected to.
Cameras	The number of cameras that is currently connected to the server and is accessible to the appliance.
Status	Indicates the current status of the server.
Delete	Click to delete the server from the system.
Add New Milestone Server	Click this button to add a new Milestone server to the system.

External Systems - Milestone Server Add page

When you click the **Add New Milestone Server** button, the Milestone Server Add page is displayed.

Feature	Description
Name	Enter a name for the Milestone server.
Alt Name	An alternative name that is automatically assigned by the ACM system.
Appliance	If you have more than one appliance in your system, select the appliance the server should connect to.
Address	Enter the IP address of the Milestone server.
Port	Enter the port number used to communicate with the Milestone server.
User Name	Enter a Milestone username for accessing the server.
Password	Enter the password for the username.
VidProxyUrl	Enter the URL used as a translator between the ACM appliance and the Milestone server.
VidProxyImageUrl	Enter the URL used to store the video captured by the Milestone server.
Installed	Check this box to indicate that the Milestone server is installed and able to communicate with the ACM appliance.
	Click this button to save your changes.
	Click this button to discard your changes.

External Systems - Milestone Server Edit page

When you click an address from the Milestone Server list, the Milestone Server Edit page is displayed.

Make any changes as required.

Feature	Description
Name	The name for the Milestone server.
Alt Name	The alternative name that is automatically assigned by the ACM system.
Appliance	The ACM appliance the Milestone server is connect to.
Address	The IP address of the Milestone server.
Port	The port number used to communicate with the Milestone server.
User Name	The Milestone username for accessing the server.
Password	The password for the username.
VidProxyUrl	The URL used as a translator between the ACM appliance and the Milestone server.
VidProxyImageUrl	The URL used to store the video captured by the Milestone server.
Installed	Check this box to indicate that the Milestone server is installed and able to communicate with the ACM appliance.
Cameras – a list of the cameras that are connected to the server. This area is only displayed if there are cameras connected to the server.	
Name	The name of the camera.
Camera UUID	The camera's universally unique identifier, or logical ID.
Disabled	Indicates if the camera video is disabled (Yes) or not (No).
PTZ	Indicates if the camera has active pan-tilt-zoom capabilities.
Status	Indicates if the camera is online or not.
Zoom Capability	Indicates if you are able to zoom the camera within the ACM system.
	Click this button to save your changes.
	Click this button to discard your changes.
Add New Milestone Server	Click this button to add a new Milestone server.

External Systems - Salient Servers list

When you select the **Salient** tab on the External Systems screen, the Salient Servers list is displayed.

Feature	Description
Name	The name of the Salient server.
Address	The IP address of the Salient server. Click on the address to edit the server.
Appliance	The appliance this server is connected to.

Feature	Description
Cameras	The number of cameras that is currently connected to the server and is accessible to the appliance.
Status	Indicates the current status of the server.
Delete	Click  to delete the server from the system.
Add New Salient Server	Click this button to add a new Salient server.

External Systems - Salient Server Add page

When you click the **Add New Salient Server** button, the Salient Server Add page is displayed.

Feature	Description
Name	Enter a name for the Salient server.
Alt Name	An alternative name that is automatically assigned by the ACM system.
Appliance	If you have more than one appliance in your system, select the appliance the server should connect to.
Hostname	Enter the network name, URL, or IP address of this Salient server. All Salient servers have a fixed address (assigned when this server was configured) that must be entered here.
Port	Enter the port number used to communicate with the Salient server.
WebServicePort	Enter the port number that the Salient server uses to communicate with its web service.
User Name	Enter a Salient username for accessing the server.
Password	Enter the password for the username.
VidProxyUrl	Enter the URL used as a translator between the ACM appliance and the Salient server.
Installed	Check this box to indicate that the Salient server is installed and able to communicate with the ACM appliance.
	Click this button to save your changes.
	Click this button to discard your changes.

External Systems - Salient Server Edit page

When you click an address from the Salient Server list, the Salient Server Edit page is displayed.

Make any changes as required.

Feature	Description
Name	The name of the Salient server.
Alt Name	An alternative name that is automatically assigned by the ACM system.
Appliance	The appliance the server is connected to.
Hostname	The network name, URL, or IP address of this Salient server.

Feature	Description
Port	The port number used to communicate with the Salient server.
WebServicePort	The port number that the Salient server uses to communicate with its web service.
User Name	The Salient username for accessing the server.
Password	The password for the username.
VidProxyUrl	The URL used as a translator between the ACM appliance and the Salient server.
Installed	Check this box to indicate that the Salient server is installed and able to communicate with the ACM appliance.
Cameras	
Name	The name of the camera.
Disabled	Indicates if the camera video is disabled (Yes) or not (No).
PTZ Enabled	Indicates if the camera has active pan-tilt-zoom capabilities.
Status	Indicates if the camera is online or not.
Zoom Capability	Indicates if you are able to zoom the camera within the ACM system.
	Click this button to save your changes.
	Click this button to discard your changes.
Add New Salient Server	Click this button to add a new Salient server to the system.

External Systems - ViRDI

When you select the **ViRDI** tab on the External Systems page, the ViRDI System Settings page is displayed. The ViRDI system allows you to use fingerprint readers for access control, and optionally to use additional authentication to provide two-way or three-way authentication for increased security. Only one ViRDI system setting can be configured on an ACM server appliance. If a replication server is deployed for this ACM server appliance, you can also configure ViRDI system settings for the replication server. After the ViRDI server is installed, ViRDI Biometrics tokens can be created for identities, and the Biometrics Enrollment Manager can be accessed to register fingerprints and additional authentication methods for ACM identities.

Two ViRDI readers are supported:

- ViRDI AC2000—supports fingerprint, or card and fingerprint authentication for up to 1,500 users.
- ViRDI AC5000 Plus —supports any combination of fingerprint, card, and PIN authentication for up to 20,000 users.

Fingerprints are registered using the ViRDI FOHO2 fingerprint reader, which can be installed at enrollment stations. The authentication method (one- two- or three-way authentication) used by the reader for these tokens is configured using the Biometrics Enrollment Manager (BEM).

External Systems - ViRDI System Settings

When you click the **ViRDI** tab from the External Systems page, the ViRDI System Settings page is displayed.

This page allows you to create or delete the ViRDI system setting on an ACM server appliance.

Feature	Description
Appliance	The appliance this server is connected to.
Reserved User ID Range	The default minimum and maximum values are displayed. These values can be adjusted to meet the requirements of your system, but must be within the initial default range of 1 to 99999999. Avigilon recommends that you: • Reserve a block of numbers within this range dedicated for ViRDI biometric tokens for use by the ACM system. • Do not assign any of those numbers to physical cards for other types of access readers. • Do not modify this range. **Note:** If you must modify the range, contact Avigilon customer support for guidance.
Web Service Port	Accept the default port or enter a new port number. If you change this port number from the default port (9875), you must also change the corresponding port number on every Biometric Enrollment (BE) Manager used for identity enrollment.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Delete	Click to delete the server from the system.
Update	Click this button to add the ViRDI server to the system.

410-IP Mode Installation

Add an external site in ACM to configure and manage groups of Schlage IP wireless locks through the Allegion ENGAGE Gateway that supports 410-IP mode of operation. For more information, see:

- *Supported Locks* on page 263
- *Step 1: Creating an ENGAGE Site* on page 263
- *Step 2: Configuring Gateways for IP Wireless Locks* on page 264
- *Step 3: Configuring IP Wireless Locks* on page 265
- *Step 4: Configuring Lock Operation* on page 266

Note: ACM supports only Schalge NDE and LE wireless locks in 410-IP mode. Other lock models might not operate correctly.

Step 1: Creating an ENGAGE Site

> **Note:** Before you begin, obtain the ENGAGE login account information. For more information, see Schlage documentation.

To create an ENGAGE site in ACM:

1. Select > **External Systems**.
2. Click the **Schlage** tab.
3. Click the **Add Schalge Site** button.
4. Enter:

Site Name	Up to 50 alphanumeric characters for the name of the site which represents the logical group of ENGAGE devices.
ENGAGE User	The login name of the ENGAGE account.
ENGAGE Password	The password of the ENGAGE account.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.

5. Click to save your changes.

   Click to discard your changes.

After you add the ENGAGE site, see *Step 2: Configuring Gateways for IP Wireless Locks* on page 264.

Editing an ENGAGE Site

To edit an ENGAGE site in ACM:

1. Select >**External Systems**.
2. Click the **Schlage** tab.
3. Click the site name.

4. Edit:

Site Name	Up to 50 alphanumeric characters for the name of the site which represents the logical group of ENGAGE devices.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.

5. Click  to save your changes.

   Click  to discard your changes.

Adding External Systems

You can add several types of external systems to the ACM system. For more information, see *Supported External Systems* on page 426.

Important: Before you can add any external system, you must first connect a supported device to your network or server, and then configure the device as described in device documentation. Write down the device's IP address and onboard URL. For some external systems, refer to an ACM-specific integration guide that provides installation, connection and configuration instructions.

1. Select  > **External Systems**.
2. Select the tab for the external system you want to add.
3. From the External Systems listing page, click  .
4. In the following page, complete the required fields to add the new external system.
5. Click  to save the new external system.

External Systems - Editing

1. Select  > **External Systems**.
2. Select the tab for the type of external system you want to edit.
3. From the External Systems listing page, click the name or address of the specific system you want to edit.
4. In the following page, make the required changes.
5. Click  to save your changes.

Deleting External Systems

Deleting an external system does not remove it from your system. Deleting it will simply prevent communication with the ACM appliance. You may need to uninstall the external system as required.

1. Select  > **External Systems**.
2. Select the tab for the type of external system.
3. Click  next to the name of the external system.

   For Bosch intrusion panels, click  . Associated items such as linkages and actions, and intrusion users will also be deleted.
4. When the confirmation message is displayed, click **OK**.

External Systems - Integrating an ACM Appliance into an ACC™ Site

An ACM appliance can be integrated into an ACC site so that events occurring in the ACM software can trigger rules in the ACC software to initiate actions. For example, door events in the ACM software can trigger a rule that allows an ACC operator to grant door access, or an input event from a panic button or motion sensor in the ACM software can trigger a live camera feed, or video recording.

To integrate an ACM appliance, a special identity to interact with the ACC software must be created by an ACM administrator. This identity must be assigned a special role and delegation with specific rights, and a routing group that specifies the events that the ACC software receives. Only one identity must be created for this purpose.

As of ACM 5.10.10.2, a preconfigured role and delegation with the necessary rights are available for this special identity that is suitable for most integration scenarios. The role and delegation are both called **ACC Administrator**. However, if this special identity needs additional rights, you will have to modify the rights associated with the delegation, or configure a new role and delegation. The routing group has to be configured, and optionally if you plan to import Active Directory identities through ACM, you will have to configure remote authentication.

If you are using an earlier version of the ACM appliance, you will need to create your own ACC Administrator role and delegation with the appropriate rights.

Use the following steps to configure an identity to interact with the ACC software:

1. Examine the rights assigned to the preconfigured **ACC Administrator** delegation:
   - Appliance Listing
   - Delegations Listing
   - Doors Grant
   - Doors Listing
   - Identities Listing
   - Identities Login - Remote
   - Identities Photo Render

- Inputs Listing
- Panels Listing
- Partitions List
- Roles Listing
- Subpanels Listing
- System Summary Listing

2. If additional rights are required, such as the Partitions right because your ACM installation is partitioned and you want the ACC operator to access doors within the partitions, you must add these rights to this delegation, or create a new delegation with the rights assigned to the preconfigured **ACC Administrator** delegation.
3. Create a routing group to define events sent from the ACM appliance to the ACC software.
    a. Specify the following for the group:
        - **Schedule**: 24 Hours Active
        - **Schedule Qualifier**: Appliance
        - The **Installed** box must be checked
    b. Add the following event types to the routing group:
        - Door held open
        - Forced Door
        - Intrusion
        - Invalid Credential
        - Maintenance
        - System
        - Tamper
        - Valid Credential
4. If you created a new delegation to use instead of the preconfigured **ACC Administrator** delegation, you also need to modify the preconfigured **ACC Administrator** role, or create a new role that allows the ACC software to communicate with the ACM system.
    a. If you modify the preconfigured **ACC Administrator** role, under the role's **Delegate** tab, assign only the new delegation that was created to replace the preconfigured **ACC Administrator** delegation.
    b. If you create a new role:
        a. Keep the default **Parent** value (none).
        b. Keep the default **Start Date** value (the current date).
        c. In the **Stop Date** box, enter an appropriate date for this role to expire. By default, the role will stop working 1 year from its creation date.
        d. Select the **Installed** checkbox and click **Save**.

           Additional tabs will appear.

e. In the role's **Delegate** tab, assign only the delegation that was created in the preceding steps.

f. In the **Routing** tab, assign only the routing group that was created in the preceding steps.

5. If you plan to import Active Directory identities to the ACM appliance or the ACC software, configure a Lightweight Directory Access Protocol (LDAP) Collaboration. For Active Directory Remote Authentication, configure remote authentication from external domains.

6. Create a dedicated identity for interacting with the ACC software.

> **Note:** To protect the security of the connection between the ACM appliance and the ACC software, the dedicated identity should have only the permissions outlined in this procedure. Operators should not have access to this account.

- Assign a Last Name, Login, and Password for the identity.
- The password should meet the minimum password strength requirements for your ACC site.

  The password strength is defined by how easy it is for an unauthorized user to guess. It is highly recommended that you select a password that uses a series of words that is easy for you to remember but difficult for others to guess.
- Under the identity's **Roles** tab, assign only the role that was created in the preceding step.

7. If your ACM appliance uses partitions, add the identity as a member of the partitions they will need to access from the ACC Client.

Once these settings are applied, an ACC Client can connect to the ACM appliance.

External Systems - Defining the Badge Camera for the System

Once all cameras or other imaging devices have been added as part of an external system, you can set which camera to use when creating badges for identities.

1. Select  > **My Account**.
2. Under the Profile tab, select a camera from the **Badge Camera** drop down list:
   - **Local Camera** — Any camera connected directly to your computer or built into your computer or monitor.
   - **IP-based camera** — Any IP-based camera previously connected to your network and added to your ACM system.
3. When you're finished, click  .

Next time you create a badge, the selected camera is used to take the identity photo.

Bosch Intrusion Panels

The following procedures relate to Bosch intrusion panels.

Integrating the ACM System with Bosch Intrusion Panels

Complete the following steps to integrate the ACM system with Bosch intrusion panels.

Requirements:

- ACM version 5.10.10 installed.
- ACM license for Bosch Intrusion.
- Bosch alarm panel B series (35xx, 45xx, 55xx, 85xx, 95xx) D9412, D7412.

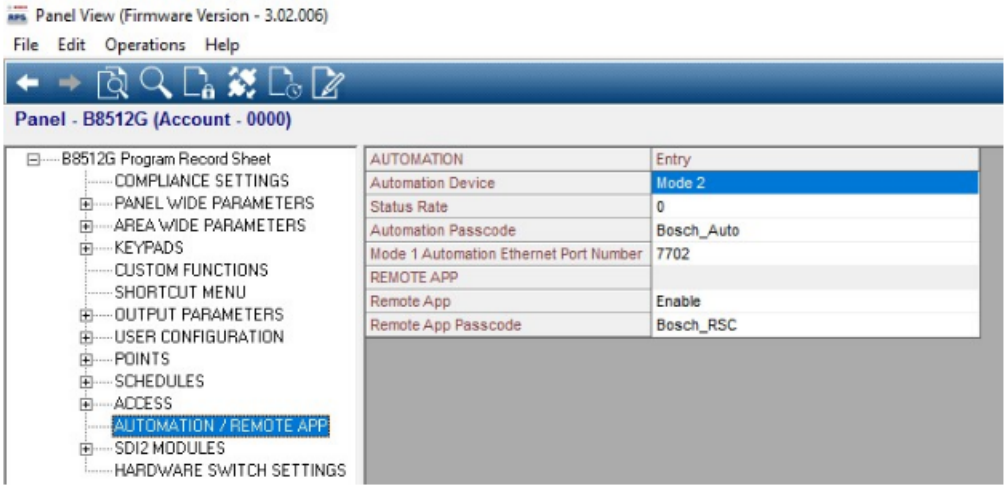
Do the following to configure the Bosch alarm panel before you can connect to the ACM appliance:

1. Download and install Bosch RPS software.

   More details about the software can be found at Bosch website:
   https://us.boschsecurity.com/en/products/intrusionalarmsystems/software/programmingsoftware/remoteprogrammingsoftware/remoteprogrammingsoftware_25629

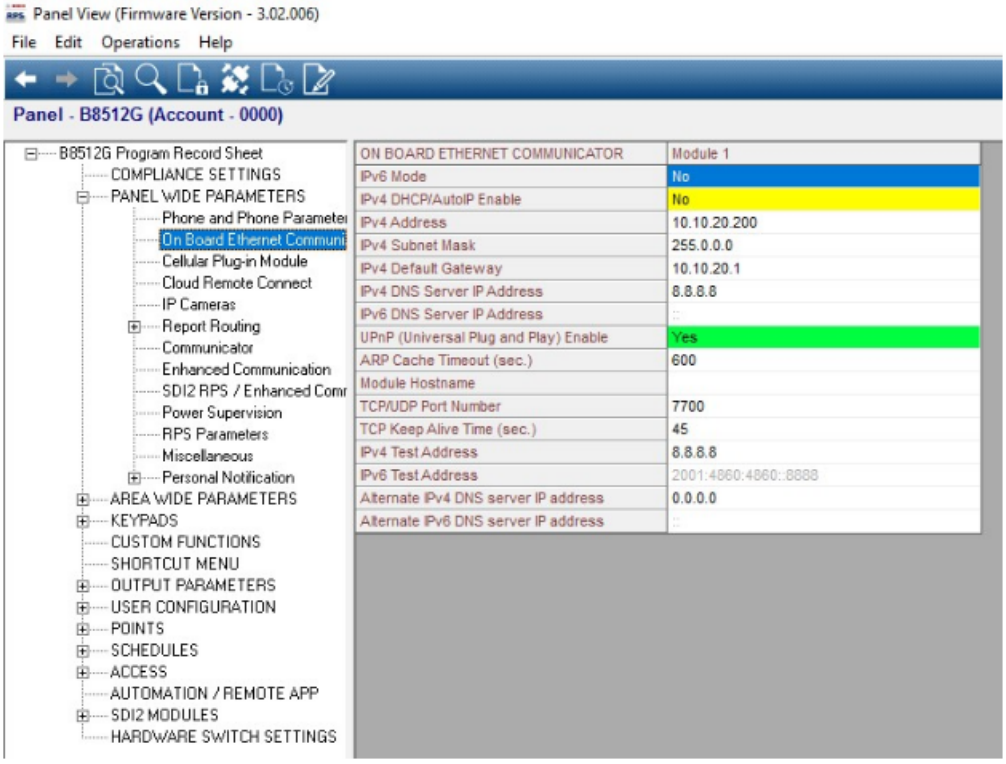
   Depending on the alarm panel version (above B55xx Series) you will need the RPS dongle key (USB) to enable the software.

2. Launch the Bosch RPS software.
3. Do the following in RPS:
   - Go to the Panel View and select the panel connecting to the ACM appliance.
   - Select **AUTOMATION/REMOTE APP**.
   - Enter the following information:
     - Enter Mode 2 in the **Automation Device** field.
     - Enter Bosch_Auto in the **Automation Passcode** field.
     - Save changes and upload to the panel.



4. Launch the ACM client and do the following:

   - Select **Settings > External Systems** to open the Bosch Intrusion tab.
   - Click  to add a new alarm panel.
   - Enter the **Panel Name**.
   - Enter the IP address in the **Address** field. Check that the IP address matches the IP address in RPS (see below).



- Enter the port number in the **Port** field. Check the TCP/UDP port number in RPS matches (see above).
- Enter the **Password** (same as the Automation Passcode in RPS).
- Click **Create** to save the configuration. After you save the configuration in the ACM software, it will take a couple of seconds to communicate with the alarm panel; you should see a green LED indicating “online. All Areas, Users, Input, and Output data from the Bosch alarm panel will be imported.

Adding a Bosch Intrusion Panel

To add a new Bosch intrusion panel:

1. Select  > **External Systems**.
2. Click the **Bosch Intrusion** tab.
3. Click  to add a new panel.
4. Complete the following fields:
   - Panel Name
   - Appliance
   - Address
   - Port
   - Automation Passcode
   - Application Passcode
   - Installed
5. Click **Create**.

   Note: The Areas, Points, Outputs and Users are created from the panel, as configured in Bosch's Remote Programming Software (RPS).

6. Click  beside the Panel name.
7. Select **Areas**. View the Area details.
8. Select **Points**. View the Point details.
9. Select **Outputs**. View the Output details.
10. Select **Users**. View the User details.
11. Click  .

Editing a Bosch Intrusion Panel

To edit and view a Bosch intrusion panel:

1. Select > **External Systems**.
2. Click the **Bosch Intrusion** tab.
3. Review the panel status indicator to identify the current status of the panel. For more detail, refer to *External Systems - Bosch Intrusions page* on page 429.
4. Edit or view the following fields:
    - Panel Name
    - Appliance
    - Address
    - Port
    - Automation Passcode
    - Application Passcode
    - Installed
5. To view Area details, select **Areas**.
6. To view Point details, select **Points**.
7. To view Output details, select **Outputs**.
8. To view User details, select **Users**.

Synchronizing Bosch Intrusion Panels

If intrusion panel information is updated externally to the ACM system (e.g. new identities being added in Bosch's Remote Programming Software - RPS), then the panel will need to be re-synchronized to the ACM system. When the panel is out of synch then a warning message (Warning, ACM and the Intrusion Panel are not synchronized, go to Settings ->External Systems->Bosch Intrusion and resync) will display on the screens available under the **Monitor > Intrusion Status** menu path.

To synchronize a Bosch intrusion panel:

1. Select > **External Systems**.
2. Click the **Bosch Intrusion** tab.
3. Either:
    - Click at the top level to synchronize all panels that are currently out of synch.
    - Click beside the panel name to synchronize an individual panel.

Deleting a Bosch Intrusion Panel

To delete a Bosch intrusion panel:

1. Select > **External Systems**.
2. Click the **Bosch Intrusion** tab.
3. Select the panel to be deleted.
4. Click to delete the panel.

> **Note:** The panel will be deleted and will disappear from this view.

Viewing Bosch Intrusion Panel Areas

To view Bosch intrusion panel areas:

1. Select > **External Systems**.
2. Click the **Bosch Intrusion** tab.
3. Select a panel and click .
4. View the areas details that display.

> **Note:** Areas are not edited in the ACM system. All editing is done in Remote Programming Software (RPS) and updated through the panel.

Viewing Bosch Intrusion Panel Points

To view Bosch intrusion panel points:

1. Select > **External Systems**.
2. Click the **Bosch Intrusion** tab.
3. Select a panel and click .
4. Select **Points**.
5. View the point details that display.

> **Note:** Points are not edited in the ACM system. All editing is done in Remote Programming Software (RPS) and updated through the panel.

Viewing Bosch Intrusion Panel Outputs

To view Bosch intrusion panel outputs:

1. Select > **External Systems**.
2. Click the **Bosch Intrusion** tab.
3. Select a panel and click .
4. Select **Outputs**.
5. View the output details that display.

> **Note:** Outputs are not edited in the ACM system. All editing is done in Remote Programming Software (RPS) and updated through the panel.

Viewing Bosch Intrusion Panel Users

To view Bosch intrusion panel users:

1. Select > **External Systems**.
2. Click the **Bosch Intrusion** tab.
3. Select a panel and click .
4. Select **Users**.
5. View the user details that display.

> **Note:** Users are not edited in the ACM system. All editing is done in Remote Programming Software (RPS) and updated through the panel. However, users can be associated to identities tokens. For more detail, refer to *Assigning Bosch Intrusion Panel Users to Identities* below.

> **Note:** It may take several minutes to retrieve user information from the panel.

Assigning Bosch Intrusion Panel Users to Identities

Bosch intrusion panel users can be assigned to identities in the ACM system. This is done in order to allow users the ability to arm and disarm areas. This can be done:

- on a one-to-one basis (e.g. user 'Jane Smith' is associated to identity Jane Smith), or
- on a one-to-many basis (e.g. user 'Administration Team' is associated to identities Jane Smith, Robert Jones and Andrew Wilson).

To assign users to identities, do the following:

1. Select **Identities**.
2. Search for the required identity and select it from the list that displays. For more detail, refer to *Searching for an Identity* on page 467.
3. Click the **Tokens** tab.

   Note: In order to save the changes on this page ensure that the **Embossed Number** and **Internal Number** fields relating to the identity are completed.

4. In the **Intrusion Users: Available** the list select the user to add.

   Note: The list displays username, ID of the user and panel name for each user. These details are displayed to distinguish between users with the same or similar names.

5. Click  .

   Note: The username, ID of the user and panel name displays in the **Intrusion Users: Members** list. To remove an entry from this list, select the member and click  to move the member to the **Intrusion Users: Available** list.

6. Click  .

Supported Bosch Intrusion Panels

Noted below are the details of the supported Bosch Intrusion Panels:

Panel	Details
B3512	Areas: 1 Custom Functions: 1 Keypads: 4 Events: 127 Passcode Users (+1 Installer): 10 Points: 16 Programmable outputs: 3 RF Points: 8 SKED Events: 1 Firmware version: 3.0.2 or greater

B4512	Areas: 2 Custom Functions: 2 Keypads: 8 Events: 127 Passcode Users (+1 Installer): 32 Points: 28 Programmable outputs: 27 RF Points: 20 SKED Events: 5 Firmware version: 3.0.2 or greater
B5512	Areas: 4 Custom Functions: 4 Keypads: 8 Events: 255 Passcode Users (+1 Installer): 50 Points: 48 Programmable outputs: 43 RF Points: 40 SKED Events: 5 Firmware version: 3.0.2 or greater
B6512	Areas: 6 Custom Functions: 6 Keypads: 8 Events: 1,000 Passcode Users (+1 Installer): 100 Points: 96 (8 on-board, 88 off-board and virtual) Programmable outputs: 3 RF Points: 88 SKED Events: 6 Firmware version: 3.0.2 or greater
B9512G	Areas: 32

	Custom Functions: 32 Keypads: 32 Events: 10,192 Passcode Users (+1 Installer): 2,000 Points: 599 Programmable outputs: 599 RF Points: 591 SKED Events: 80 Firmware version: 3.0.2 or greater
B8512G	Areas: 8 Custom Functions: 8 Keypads: 16 Events: 2,048 Passcode Users (+1 Installer): 500 Points: 99 Programmable outputs: 99 RF Points: 91 SKED Events: 40 Firmware version: 3.0.2 or greater
D9412GV4	Areas: 32 Custom Functions: 16 Keypads: 16 Events: 1,000 Passcode Users (+1 Installer): 999 Points: 246 Programmable outputs: 131 RF Points: 238 SKED Events: 40 Firmware version: Version 2.0 or greater
D7412GV4	Areas: 8 Custom Functions: 4

Keypads: 16
Events: 1,000
Passcode Users (+1 Installer): 399
Points: 75
Programmable outputs: 67
RF Points: 67
SKED Events: 40
Firmware version: Version 2.0 or greater

Editing an ENGAGE Site

To edit an ENGAGE site in ACM:

1. Select  **>External Systems**.
2. Click the **Schlage** tab.
3. Click the site name.
4. Edit:

Site Name	Up to 50 alphanumeric characters for the name of the site which represents the logical group of ENGAGE devices.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.

5. Click  to save your changes.

   Click  to discard your changes.

Maps - Introduction

Maps are a graphical representation of your access control system. Import maps of your facility and populate them with door, panel, subpanel, input, output, camera and global action alarm points that can be monitored.

Maps - Creating and Editing a Map

Maps can be used to help you visually locate where doors, cameras, inputs and outputs are located in your facility. You can use any image in BMP, or GIF, JPEG, PNG, PDF, TIP and WMF format as the base of the map.

Maps are also used to display Mustering dashboard elements. For more information about setting up a Mustering dashboard, see *Mustering - Creating a Dashboard* on page 382.

1. Select  > **Maps**.
2. To add a new map, click **Add New Map Template**.
    a. On the following Maps Template: Add New page, enter a name for the map.
    b. Click **Browse** then locate the image file that you want to use for the map.

    If you are planning to create a Mustering dashboard, select the **Use Blank Canvas** checkbox to use a blank background.

    c. Enter the dimensions of the map in the **Re-Size To** fields.

    > **Note:** If you enter a size that matches the image's aspect ratio, the map image is re-sized accordingly. If you enter a size that does not match the image's aspect ratio, the system centers the image then crops the sides to match the defined setting.

    d. Click  to save the new map template.

    The page refreshes and displays the Map Template: Edit page.
3. To edit a map, click the name of a map template. The Map Template: Edit page is displayed.
4. In the Map Details area, click **Add** beside each item that you want to add to the map.

    An icon that represents the new item is automatically added to the top left corner of the map and new options are displayed.

    a. Move the icon to the appropriate location on the map.

    > **Tip:** As you add more items, each icon is automatically added to the top left corner of the map. It is recommended that you move each icon immediately to avoid losing track of each item.

    b. In the Map Details area, select what the icon represents. Only items that have been configured in the system are displayed in the drop down list.
5. Repeat the previous step until you've added all the items that are required.
6. To move an item on the map, click and drag the icon to the appropriate location.
7. To edit what an icon represents, locate the item in the Map Details list and select a new option from the appropriate drop down list.
8. To delete an item from the map, click  beside the item in the Map Details area.
9. Click  to save your changes. It is recommended that you save frequently. Saving also causes the page to refresh, so any changes have not been updated in the preview may appear after you save.

10. Click  to return to the Map Templates list.

Maps - Linking Maps

You have the option of linking your maps together to provide different views and different levels of detail of the same area. After you create each map, you can link them together by using the **Zoom In** or **Zoom Out** option to define how the maps are linked together.

For example, say an operator has detected an alarm in a building. His monitor displays the building's map, showing the alarmed point, but he needs to get a closer look to confirm the exact position of the alarm. To do this, he clicks which is linked to a floor view. The floor view map appears with a closer view of the alarmed point. Once he has taken care of the alarm, he can then click to return to the general building map and resume general surveillance.

Complete the following steps to link maps together:

1. Select > **Maps**.
2. Create a map for each view that you want of your facility. For more information, see *Maps - Creating and Editing a Map* on page 458.
3. From the Map Template list, click the name of the map with the widest view of the facility.
4. On the Map Template Edit page, click **Add** beside the Zoom In option in the Map Details area.
5. In the following drop down list, select the map with the close-up view of the facility.
6. From the top left corner of the map, move the icon to the area that the linked map represents.
7. Click to save your changes.
8. Click to return to the Map Template list.
9. Click the name of the next map.

   Select the map that you just linked to on the previous map.
10. On the Map Template Edit page, click **Add** beside the Zoom Out option in the Map Details area.
11. In the following drop down list, select the first map that you added a link from. Now the two maps are linked back together.
12. From the top left corner of the map, move the icon to the edge of the map to show where the linked map expands from.
13. Click to save your changes.
14. Repeat the previous steps until all your maps are linked together in a logical order.

Always use the **Zoom In** icon to link a map with less detail (such as a building or campus) to a map with more detail (like a floor or room). The **Zoom Out** icon is meant to link a detailed map to a wider, less detailed map.

Use this procedure to create a series of links that progressively bore down to greater and greater granularity, or telescope up to provide a larger view.

Map Templates (Settings) list

When you select > **Maps**, the Map Templates list is displayed. This page lists all the maps that have been added to the system.

Feature	Description
Name	The name of the map template. Click the name to edit the map. For more information, see *Maps - Creating and Editing a Map* on page 458.
	Click this button to delete the selected map template.
Show	Click this button to display a preview of how the map would look in the Monitor screen.
Add New Map Template	Click this button to add a new map template. For more information, see *Maps - Creating and Editing a Map* on page 458.

Map Template: Add page

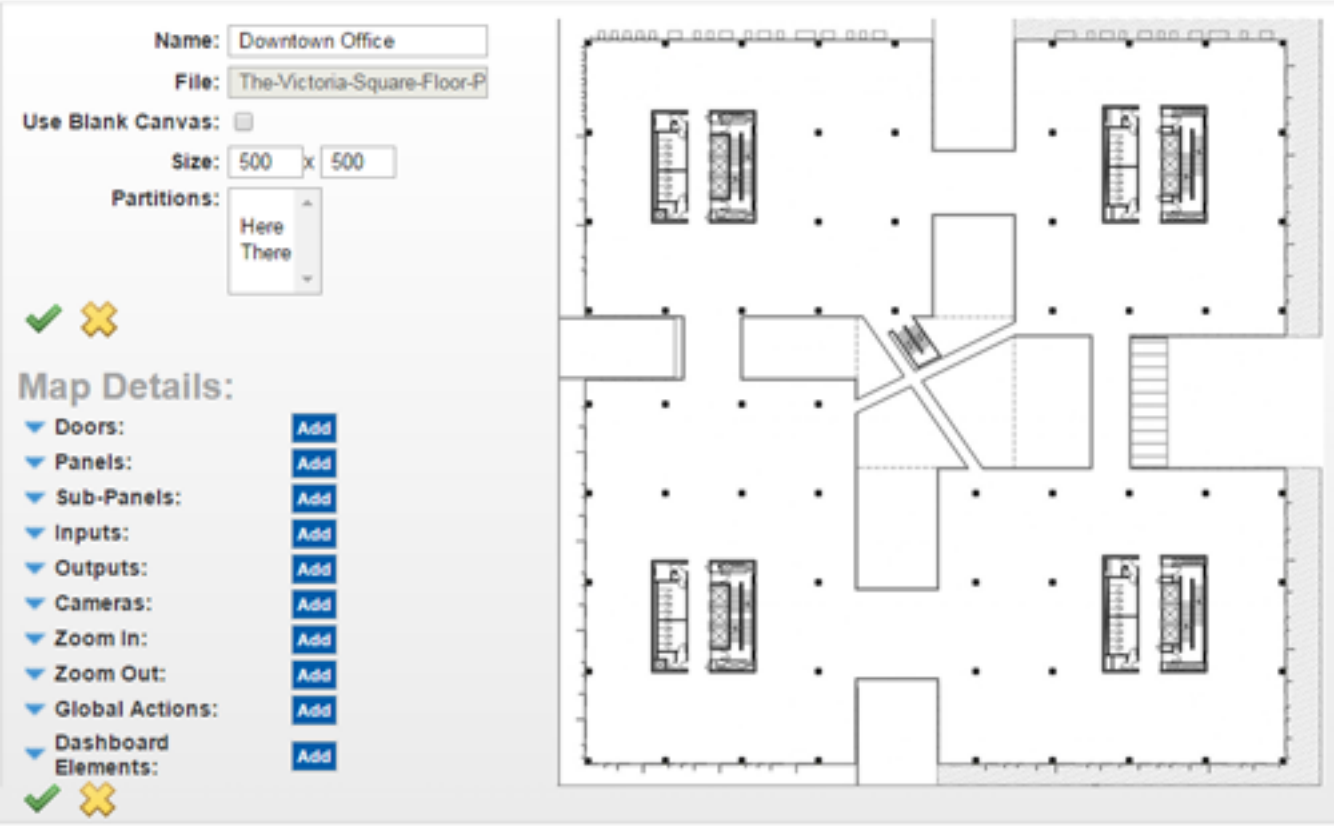
When you click **Add Map Template** from the Map Templates list, the Map Template: Add page is displayed. From this page, select the image to use as the map background.

Feature	Description
Name	Enter a name for the map.
File	Click the **Browse** button to select the image you want to use as the base of the map. You can select any raster image in BMP, or GIF, JPEG, PNG, PDF, TIP and WMF format.
Blank Canvas	Check this box to leave the map background white. This option is primarily for setting up Mustering dashboards that do not need to be on a map.
Re-Size To	Enter the map size in pixels. **Note:** If you enter a size that matches the image's aspect ratio, the map image is re-sized accordingly. If you enter a size that does not match the image's aspect ratio, the system centers the image then crops the sides to match the defined setting.
	Click this button to save your changes. After you save the map for the first time, you are taken to the Maps-Edit page where you can add doors, panels, shortcuts and dashboard elements. For more information, see *Editing a Map* on the next page.

Feature	Description
	Click this button to discard your changes.

Editing a Map

The Map Edit page is displayed after you save a new map template for the first time, or when you click the name of the map on the Map Template (Settings) list.



On the right is the base map image. You can move map items anywhere in this work area.

On the left are the map properties, including the name and size. In the Map Details area are a list of all the items that can be added to the map.

Map Properties

Feature	Description
Name	The name of the map.
File	The original image filename of the base map image.
Blank Canvas	Check this box to leave the map background white. This option is primarily for setting up Mustering dashboards that do not need to be on a map.

Feature	Description
Size	The size of the map. **Note:** If you enter a size that matches the image's aspect ratio, the map image is re-sized accordingly. If you enter a size that does not match the image's aspect ratio, the system centers the image and then crops the sides to match the defined setting.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583. **Note:** It is recommended that you do not assign maps to a partition. If you add a device to the map that is part of multiple partitions, the map may generate an error when a user without the same permissions as the device tries to use the map.
	Click this button to save your changes.
	Click this button to discard your changes.

Map Details

To add an item to the map, click the **Add** button beside the item you want to add. An icon matching the item you added will automatically be added to the top left corner of the map image. Move the icon to where it should appear in the map.

Tip: Map icons are added on top of each other in the top left corner of the map. Move added icons right away or you may lose track of all the items that have been added to the map.

To show or hide the details of each item that has been added to the map, click the ▼ or ▲ beside each item. If any of the item drop down lists are empty, you need to add or configure that item in the system first.

To delete an item that has been added to the map, click  beside the listed item.

Feature	Description	Map Icon
Doors	Select a door from the drop down list.	
Panels	Select a panel from the drop down list.	
Subpanels	Select a subpanel from the drop down list.	

Feature	Description	Map Icon
Inputs	Select an input from the drop down list.	
Outputs	Select an output from the drop down list.	
Cameras	Select a camera from the drop down list.	
Zoom In	Select a map that offers a closer view of a specific area in this map.	
Zoom Out	Select a map that offers a wider view of this map area.	
Global Actions	Select a global action from the drop down list.	
Dashboard Elements	Configure a Mustering dashboard element: 1. Enter a title for the dashboard element. The map automatically updates with each change that you make. 2. Click the **Title Font Color** field to change the text color. 3. In the **Title Font Size** drop down list, select the size. The options are Small, Medium and Large. 4. For the **Opacity** option, choose how transparent you want the dashboard element to be. You can enter a percent number, or move the slider to set the opacity. 100% is opaque and 0% is transparent. 5. In the **Location** field, enter where you want the dashboard element to appear on the map. You can also move the dashboard element directly on the map. 6. In the **Element Type** drop down list, select if you want the dashboard element to appear as Text Only or Graphic & Text. If you choose Graphic & Text, the following options are displayed: a. In the **Area Group/Area** drop down list, select the muster area this dashboard element represents. You can select a specific area or a group of areas. b. From the **Graphic Shape** drop down list, select Circle or Square. c. Click the **Graphic Color** field to change the graphic shape color. d. For the **Graphic Size** option, choose how big you want the graphic to be. You can enter the size in pixels, or use the slider to adjust the size.	Square, circle or text object
	Click this button to save your changes.	
	Click this button to discard your changes.	

Managing Identities

An identity is the data record of any person enrolled in the ACM system. An identity defines whether a person is a badge holder (authorized access to all or part of the physical site controlled by the ACM system, an ACM operator (authorized access to all or part of the ACM application), or both.

Use the Identities Search page to create, view, or access identities.

Identities can be added in several ways:

- **Manual**: You can manually add each identity to the system.
- **Import**: You can use the Collaboration feature to transfer identity information from a third party database. For more information, see *Managing Collaborations* on page 508.
- **pivCLASS registration**: If your site uses FIPS 201 compliant pivCLASS readers and the HID® pivCLASS integration, you can configure the pivCLASS registration software to add identities to the ACM system. For information, refer to pivCLASS documentation. Then you can use the ACM system to allow them physical access to your site. See *Appendix: pivCLASS Configuration* on page 695.

Configuring Identities

From the Identity Search page you can either add or search for identities. After you have added or found an identity, you can edit and view information about the identity, including the following actions:

- assigning roles, tokens, and groups
- capturing images and uploading photos
- creating badges and reports
- setting access times to the entities the identity is permitted to access
- viewing transaction and audit logs
- entering customized information
- deleting

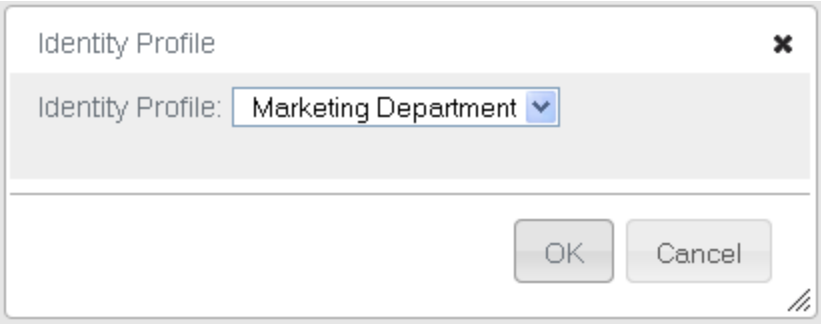
Adding an Identity

A person with an identity record in ACM can be issued a badge to enter the physical site. A user of the ACM software can be issued a login and password.

To add a new identity:

1. Click **Identities**.
2. Click **Add Identity**.

   If Identity Profiles are configured, select the profile for the identity and click **OK**. The Identity Add page appears with the details of the identity profile. Otherwise, click **Cancel**.



3. Fill out the **Last Name** field and the required details.

   Note: Additional fields can be added using the User Lists feature.

4. Click ✔.

5. Assign roles to the identity as required on the **Roles** tab and click ✔.

6. Enter the token details as required on the **Tokens** tab. By default the **Download** checkbox is selected, which downloads the token to the connected panels and associated doors.

   When you are finished, click ✔.

7. Add more details about the identity on the following tabs:
   - **Roles**: Assigns a role to this identity.
   - **Tokens** : Creates a token for the identity.
   - **Groups**: Assigns the identity to a group.
   - **Capture**: Takes a photo of the user.
   - **Photos**: Uploads an existing photo of the user.
   - **Badge**: Assigns a badge to the user.
   - **Timed Access**: Assigns timed access to the user.
   - **Access**: View the identity's access privileges including roles, access groups and doors.
   - **Transactions**: View transactional data associated with the identity.
   - **Audit**: View a log of all the changes that have been made to this identity.

     The default Enrollment Operator role does not have access to this tab. Contact your System Administrator for more details.

     Note: User Defined Tabs with User Defined Fields may be added. These will display at the end of the list.

Searching for an Identity

Use **Identity Search** to find an identity.

1. Fill out the following fields:
    - **Last Name** field.
    - (Optional) **First Name** and/ or **Internal Number** fields.
    - (Optional) **Group** field.

    Blank entries will return all identities.
2. Add other search criteria.
    a. **Search Field** drop down list.
    b. **Search Value** field.
    c. Click **Add Criteria** to add another search field and value.

    To clear all fields, click **Clear Search**.

    To remove a search row, click **Remove**.
3. To the right of the **Search** button, select either:
    - **And** to find all identities that fit all entered criteria).
    - **Or** to find identities that fit one or more of the entered criteria.
4. Click **Search**.

    The page displays your search results.

Editing an Identity

An identity must be edited when user information changes. For example if a user changes roles, their identity would need to reflect this. If the role is not updated, the user would not be able to access areas required for their new role.

To edit an existing identity:

1. Click **Identities**.
2. Search on the Identity Search screen, then click on the identity you want to edit.
3. Navigate through the tabbed pages and make the required changes. The tabbed pages include:
    - **Identity:** use this page to edit the identity details.

      The default Enrollment Operator role cannot edit this page. Contact your System Administrator for more details.
    - **Roles:** use this page to assign a role to this identity.
    - **Tokens:** use this page to create a token for the identity.
    - **Groups:** use this page to assign this identity to a group.
    - **Capture:** use this page to take a photo of the user.

- **Photos:** use this page to upload an existing photo of the user.
- **Badge:** use this page to assign a badge to this user.
- **Timed Access:** use this page to assign timed access to this user.
- **Access:** use this page to view this identity's access privileges including roles, access groups, and doors.
- **Transactions:** use this page to view past alarms and events that were triggered by this user.
- **Audit:** use this page to view a log of all the changes that have been made to this identity.

Note: User Defined Tabs with User Defined Fields may be added. These will display at the end of the list.

Note: Remember to click  to save the changes on each page.

Assigning Roles to Identities

A role defines what a user has access to. For identities to have access to the system or physical access to the site, they must be assigned a role. Each role contains access groups and/or delegations. Access groups allow a user to have physical access to the site. Delegations allow a user to have access to the system. The user will be assigned a role depending on their position in the organization.

To assign roles to an identity:

1. Click **Identities**.
2. From the Identities Search page, perform a search for an identity.

   For more information, see *Searching for an Identity* on the previous page.
3. Click on the name of the identity you want to edit.
4. Select the **Roles** tab.
5. From the Available list, select all the roles that you want to assign to the user, then click  .

   The role is added to the Members list to show that it is now assigned.

   To remove a role from the user, select the role from the Members list, then click  .

   Note: You can select multiple items by using the **Ctrl** or **Shift** key.
6. Click  .

Assigning Tokens to Identities

Mercury Security and HID doors only.

Tokens are used to authenticate individuals and allow or deny them physical access to your site. Tokens are assigned to personnel identity records along with access cards, biometric data such as fingerprints, or connected devices such as smartphones with apps that can be presented for authentication at readers.

To further restrict access, identities can be assigned to specific roles within your site.

To create tokens and assign them to an identity:

1. Select **Identities** > **Identities**.
2. Search for an identity.

   For more information, see *Searching for an Identity* on page 467.
3. Click the name of the identity you want to edit.
4. Select the **Tokens** tab.
5. If only one token has been defined, the Token: Edit page appears.

   If more than one token has been defined, the Tokens list appears. Click **Add Token**.
6. Enter the details as required.
7. Click  and then  to return to the identity search.
8. Click **Download**  to download the token to the connected panels and associated doors.
9. To assign this token to a badge, select the **Badge** tab.
10. From the **Badge Token** drop down list, select the internal number you want to assign to the badge.
11. Click  .

Assigning Groups to Identities

Groups are used to group physical and/or system components. Groups are assigned to identities primarily for batch updates. For example, if all the badges are close to expiry and they are assigned to the same group, the expiration date can be extended through a batch job.

To assign groups to an identity:

1. Click **Identities**.
2. From the Identities Search page, perform a search for an identity.

   For more information, see *Searching for an Identity* on page 467.
3. Click on the name of the identity you want to edit.
4. Select the **Groups** tab.

5. From the Available list, select all the groups that you want to add the user to, then click ▶.

   The group is added to the Members list to show that the user is now a member.

   To remove a user from a group, select the group from the Members list, then click ◀.

   > **Note:** You can select multiple terms by using the **Ctrl** or **Shift** key.

6. Click ✔.

Capturing and Uploading Photos of an Identity

Capture or upload photos of a person from the **Photos** tab on a person's **Identity** page. Then you can select a photo from this page to appear on that person's Identity page or printed on an access badge.

Captured photo: A photograph taken by a badge camera connected to your computer and to the ACM system, and saved in the ACM system. Captured photos are in JPG format.

Uploaded photo: A graphics file in JPG, PNG, or or GIF format that you upload from any location your computer can access and save in the ACM system. Typically, you would upload a JPG file for access badges.

> **Note:** The Microsoft Edge web browser supports only the uploading of JPG files. Do not attempt to upload any other file format if you are using the ACM client in the Microsoft Edge web browser.

Photos saved in the ACM system can be cropped, resized, and rotated to meet the standardized requirements of the badge templates defined in your system.

You can use two types of cameras as a badge camera to capture a photo:

- **Local Camera** — Any camera connected directly to your computer or built into your computer or monitor.
- **IP-based camera** — Any IP-based camera previously connected to your network and added to your ACM system.

Before you can:

- Use a camera to capture photos, you must specify the badge camera you want to use in your user profile. For more information, see *External Systems - Defining the Badge Camera for the System* on page 448.
- Generate and print a badge, at least one badge template must be defined in your system.

After a photo has been added to the **Photos** tab of an identity, you can edit the photo to suit the requirements of your badge templates. Then you can create a badge with that photo. For more information, see *Creating Badges for Identities* on page 474.

Capturing a photo

1. There are two ways to access the Capture page:

   - From the Identities Search page, click  from the **Image Capture** column.
   - From the Identities Search page, click on the name of an identity, select the **Photos** tab, then click **Capture a Photo**.

2. If you are using:

   a. A local camera that you have not used before, this page will not appear unless you allow your web browser to access your camera. The first time you access the Capture page, you are prompted to allow your browser to access your local camera. Click **Allow**.

   b. An IP-based camera and the camera requires authentication, this page will not appear until you have entered your login credentials.

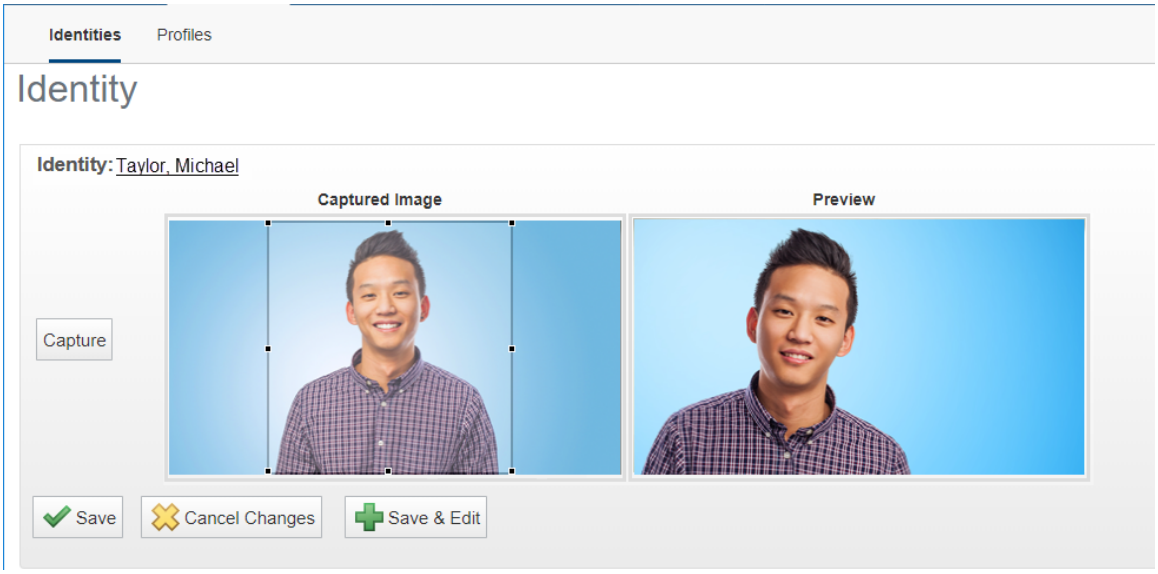
      Enter a user name and password, then click **OK**.

   The Capture page appears, with the live preview from the camera showing on the right.

3. Click **Capture**.

   The page refreshes to show the captured photo on the left and the live preview on the right.

   A cropping overlay is imposed over the photo, The aspect ratio of the overlay is determined by the values set on the **System Settings** page for **Badge Template Photo Height** and **Badge Template Photo Width**.



4. Click:

   - **Save** to save the photo that part of the image highlighted in the cropping overlay is saved. Cropping the photo using this aspect ratio ensures that the photo will fit exactly into the photo area on the badge without any distortion.
   - **Save and Edit** to save the photo and open the photo editing tool, or **Save** to add the photo directly to the **Photos** tab.

5. On the **Photos** tab, select the **Primary** checkbox if you want this photo to appear on this person's Identity page and access badge.
6. Click  .

Uploading a photo

1. From the Identities Search page, click on the name of an identity, select the **Photos** tab, then click **Upload a Photo**.

   The screen expands to include more fields.
2. Click **Choose File** and navigate the directory to find the photo you want to upload.

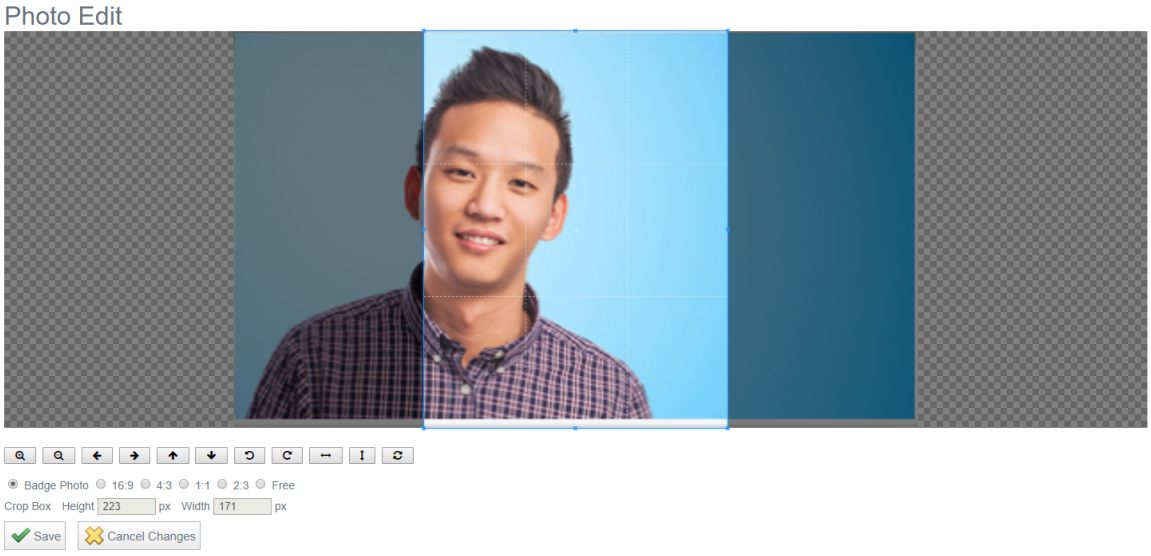
   Click **Open** to select the photo. You can upload files in JPG, PNG, or GIF format.
3. On the **Photos** tab, click the **Primary** checkbox if you want this photo to appear on this person's Identity page and access badge. If no primary photo is selected, the first photo on the list is used.
4. Click  .

Editing a photo

You can edit a captured photo when you first save it by clicking **Save and Edit**. You can edit any saved photo by clicking on its filename link or thumbnail photo on the **Photos** tab.

The photo is displayed with a brighter cropping overlay imposed over it. The overlay is preset to the **Badge Photo** aspect ratio. This ratio is determined by the values set on the **System Settings** page for **Badge Template Photo Height** and **Badge Template Photo Width**. Cropping the photo using this aspect ratio ensures that the photo will fit exactly into the photo area on the badge without any distortion.

Use the mouse in combination with the control buttons under the photo to crop, resize, rotate and flip the photo. You cannot edit the actual photo, or change its resolution by zooming in and out. The dimensions shown in the Crop Box options are read-only and cannot be entered directly, but are dynamically updated as you manipulate the cropping overlay with the mouse.



1. Adjust the overlay.
    - To reposition the overlay over the photo:
        1. Click inside the cropping overlay.
        2. Drag the mouse to move the overlay.
    - To resize the overlay
        1. Click on the bounding frame. The mouse cursor will change to indicate the direction the overlay can be resized.
        2. Resize the overlay. The selected aspect ratio (usually the Badge Photo aspect ratio) is retained.
    - To change to a different aspect ratio:

      Click to select the required aspect ratio.
    - To resize the overlay freely:
        1. Click **Free**.
        2. Click on the bounding frame. The mouse cursor will change to indicate the direction the overlay will be resized.
        3. Drag the mouse to resize the overlay. The overlay will be resized only in the direction of the cursor.
    - To rotate the overlay:
        1. Click outside the current overlay.
        2. Drag the mouse to draw a new overlay.
    - To replace the overlay:
        1. Click outside the current overlay.
        2. Drag the mouse to draw a new overlay.
2. Adjust the photo.
    - To enlarge or reduce the photo:

      Use the + and - magnifier control buttons to adjust the photo size in stepped increments.
    - To reposition the photo:

      Use the up, down, left and right control buttons to adjust the photo position in stepped increments.
    - To rotate the photo:
        1. Use the counterclockwise circular arrow to rotate the photo to the left by 90°.
        2. Use the clockwise circular arrow to rotate the photo to the right by 90°.
    - To flip the photo:
        1. Use the horizontal double-ended control button to flip the photo left to right.
        2. Use the vertical double-ended control button to flip the photo top to bottom.

- To reset the photo:

  Use the reset control button to cancel your changes and revert the photo to its previously saved version.

3. Save the photo:

   Click  .

   The **Photos** tab is displayed with the saved photo.

   When you save the photo, that part of the image highlighted in the cropping overlay is saved.

   > **Note:** The saved photo replaces the original photo. The original photo cannot be restored.

Specifying the Primary photo

If you have several photos saved on the **Photos** tab, the first photo is used on that person's Identity page and is selected by default for the access badge. To use another photo instead, select the **Primary** checkbox of the photo you want.

Deleting a photo

To delete a photo from the **Photos** tab:

1. Click  .
2. Click  .

Creating Badges for Identities

Badges are identification cards that are used to verify a user's identity or association to an organization. Badges may also be used as access cards if they are printed directly on the person's RFID badge.

> **Note:** Before you can print a badge, you must connect a badge printer to the network and configure it. For instructions on how to configure your badge printer, refer to the printer's user guide.

To create a badge for a user:

1. Click **Identities**.
2. From the Identities list, click on the name of the identity you want to edit.
3. Select the **Badge** tab.
4. From the **Badge Photo** drop down list, select a photo for this badge.

   Only the photos that have been previously uploaded or captured for this identity appear in this list.

5. From the **Badge Token** drop down list, select the token you want to associate with this badge.

   Only the tokens that have been previously defined for this user appear in this list.

6. From the **Badge Template** drop down list, select the badge template that you want to use for this badge.

   Only the badge templates that have been previously defined appear in this list.

7. Click  .

8. To print the badge, click **Create Badge**.

   The badge appears in a preview window.

9. Click **Print**.

> **Note:** When printing the badge, ensure that the Header and Footer settings are turned off or set to blank.

Creating an Identity Report

You can generate several types of reports for an identity, such as:

- Identity report showing all the attributes of the identity
- Event report indicating the events involving the identity

For more information about these identity reports and other reports, see *Reports Overview* on page 666.

To generate an identity report

1. On the Identities list, select a user.
2. At the bottom of the Identity page, click **Create New Report**.

   A dialog box will display asking what you want to do with the file (e.g. open or save the file).

3. Select your preference and click **OK**.

   A PDF report is generated.

To generate an event report:

1. On the Identities list, select a user.
2. At the bottom of the Identity page, click **Event Report**.

   A dialog box will display asking what you want to do with the file (e.g. open or save the file).

3. Select your preference and click **OK**.

   A PDF report is generated.

For more information on generating and customizing reports, see *Generating Reports* on page 663.

Deleting an Identity

To delete an existing identity:

1. Select **Identities**.

   The Identities list is displayed.

2. From the Identities list, click  beside the identity that you want to delete.

3. When the confirmation message is displayed, click **OK**.

Destroy Batch feature

The Destroy Batch feature allows you to delete multiple identities at once.

> **Note:** This feature has the potential to erase the entire database and should only be used by a top-level administrator. Only the identities assigned with **Identity Destroy Batch** delegation can use this feature.

To delete multiple identities at once:

1. Perform an advanced search to find all the identities you want to delete from the database.
2. Click **Destroy Batch**.
3. When the confirmation message is displayed, click **OK**.

   All of the identities in the list are deleted from the system.

Timed Access

Timed access allows you to schedule access to a specific set of doors or access groups for one badge-holder identity. It is useful for providing temporary restricted access to your site for visitors, contractors, temporary employees, and so on.

Use timed access:

- By door to provide short-term restricted access to your site for visitors, contractors, temporary employees, and so on; for example, to allow a contractor to access only the doors needed to access the work site. Each timed access applied to a door adds a new access level to the panel attached to the door, and panels are restricted to a maximum of 254 access level entries. There is a risk that overuse of this feature without deleting entries can cause the number of access levels on a heavily used door, such as a front door, to exceed this maximum.
- By access group to provide groups of badge-holders access to specific areas for restricted times; for example to access canteen areas during meal hours, or parking garages during the working day. The risk of access levels accumulating is much reduced by using access groups. For more information about access groups, see *Managing Door Access* on page 574.

Note: All timed access deletions must be done manually. There is no automatic clean-up of timed access entries.

To find a timed access entry for an identity:

1. Click **Identities**.
2. Search for the identity. For more detail refer to *Searching for an Identity* on page 467.
3. Click on the name of the identity. The Identity: Edit page displays.
4. Click on the **Timed Access** tab.

To add a new timed access entry for an identity:

1. Find the timed access entry for the identity.
2. Click on the **Timed Access** tab.
3. Complete the fields on the tab. For field-level details see *Identities - Timed Access page* on page 493. Refer to the guidelines above to select the appropriate timed access type.
4. Click **Add**.

   The newly added timed access entry is added to the timed access list. If the timeframe for an entry is currently active it will display in green. Timeframes for timed access are not checked against schedules. If a timed access entry is displayed in green but is not working, check any related schedules.

Note: You cannot edit a timed access entry. To change the details of an entry, delete the timed access entry and add a new one.

To delete a timed access entry for an identity:

1. Find the timed access entry for the identity.
2. Click on the **Timed Access** tab.
3. View the timed access list.
4. Click ✖ to delete the related timed access entry.
5. Click **OK** when the message 'Are you sure you want to delete *<name>*' displays.

   The message 'Successfully deleted the timed access entry *<name>*' displays.

Note: All deletions must be done manually. There is no automatic clean-up of timed access entries.

Adding Timed Access to an Identity

To add a new timed access entry for an identity:

1. Click **Identities**.
2. Search for the identity. For more information see *Searching for an Identity* on page 467.
3. Click on the name of the identity.
4. Click on the **Timed Access** tab.
5. Complete the following fields:
    - Name
    - Type
    - Appliance (this defaults)
    - Available/Members
    - Start Day/Time
    - End Day/Time
    - Schedule (if doors are selected as the Type)
6. Click **Add**.

    The newly added timed access entry will display in the timed access list. If the timeframe for an entry is currently active it will display in green. Timeframes for timed access are not checked against schedules. If a timed access entry is displayed in green but is not working, check any related schedules.

Editing Timed Access

There is no functionality to edit a timed access entry. If you want to change the details of an entry, then:

- Delete the timed access entry. For more detail, refer to *Deleting Timed Access* below.
- Add a new timed access entry. For more detail, refer to *Adding Timed Access to an Identity* on the previous page.

Deleting Timed Access

To delete a timed access entry:

1. Click **Identities**.
2. Search for the identity. For more detail refer to *Searching for an Identity* on page 467.
3. Click on the name of the identity.
4. Click on the **Timed Access** tab.
5. View the timed access list.
6. Click ✖ to delete the related timed access entry.
7. Click **OK** when the message 'Are you want to delete *<name>*' displays.

    The message 'Successfully deleted the timed access entry *<name>*' displays.

Note: All deletions must be done manually. There is no automatic clean-up of timed access entries.

Identities - Identity Search page

When you click **Identities**, the Identity Search page is displayed. Select the **Identities** tab to return to this page.

See *Appendix: pivCLASS Configuration* on page 695.

All the identities in the system are hidden by default. Click any letter in the gray alphabet bar to display all the names that are sorted under that letter. Alternatively, you can use the search function to find the identity that you are looking for. See *Searching for an Identity* on page 467 for more detail.

When you click a letter or perform a search, a list of related identities is displayed with the following details:

Feature	Description
Name	The name of the identity. A photo of the identity may be displayed if the system settings are set to always display identity photos. Click the name to edit the identity details.
Status	The current status of the identity: active (such as full-time and part-time employees) or inactive (such as employees currently on leave).
Last Used	The last date that the identity gained access.
Download	Click  to download the identity's access permissions to all connected panels.
Image Capture	Click  to take a photo of the identity.
Delete	Click  to delete the identity from the database.
Add Identity	Click this button to add a new identity.
Create New Report	Click this button to generate a report of all the identities in the system.

Identities - Add page

When you click **Add Identity** from the Identities list, the Identities Add page appears.

See *Appendix: pivCLASS Configuration* on page 695.

An identity record has three sections:

- Identity Information—Personal information
- Address Information—Contact information
- Account Information—Login information for users of the ACM software.

Provide personal and contact information for all identities. Provide login information only for ACM operators. Access to the ACM system is not needed for identities who are badge holders only.

However, if your ACM system is partitioned, the partitions the identity is permitted to access must be specified. This applies to both badge holders and ACM operators.

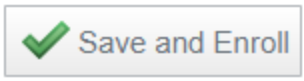
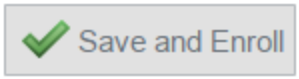
> **Tip:** You can use the User Lists feature to add and edit values in many of the drop-down lists in the Identity Information section. For more information, see *Adding Items to a List* on page 406.

Feature	Description
Identity Information:	
Last Name	Enter the last name of this identity. This field is required.
First Name	Enter the first name of this identity.
Middle Name	Enter the middle name of this identity.
External System ID	Enter the ID used by the company or issuer of the badge.
Title	From the drop down list, select the title of this identity.
Department	From the drop down list, select the department this identity is affiliated with.
Division	From the drop down list, select the company division for this identity.
Last Used	Indicates the last time this identity accessed an area.
Status	From the drop down list, select the status of this identity.
Type	From the drop down list, select the type of identity.
Issue Date	Specify the date this identity was issued. Click the field to use the calendar.
Last Door	Indicates the last door this identity accessed.
Last Area	Indicates the last area this identity accessed.
Address Information:	
Street Address	Enter the street address where this identity lives.
City	Enter the city where this identity lives.
State	Enter the state where this identity lives.
Zip Code	Enter the zip code where this identity lives.
Site Location	From the drop down list, select the location where this identity works.
Building	From the drop down list, select the building where this identity works.
Phone	Enter this identity's personal phone number.
Work Phone	Enter this identity's work phone number.
Email Address	Enter this identity's email address.
Account Information:	
Login	Enter the login name this identity will use to log in to the ACM client.
If not using remote authentication of identities:	
	Above the Login field, this bar indicates the strength of the password

Feature	Description
	you have entered below.
Password	Enter the password this identity will use to log in to the ACM client. A minimum of four characters is required. Used when the Remote Authentication? checkbox is not selected.
Confirm	Re-enter the password to confirm it. Used when the Remote Authentication? checkbox is not selected.
If using remote authentication of identities:	
Important: Do not check **Remote Authentication?** unless there is already a remote domain configured to authenticate to. If there is no domain available this could result in the account being locked. For more detail on configuring remote authentication, refer to *Configuring Remote Authentication Using SSL Certificates* on page 409	
Remote Authentication?	Check this box to allow the identity to authenticate using remote domain credentials via Active Directory. When this box is checked, enter the ACM login name in the Login field and the login name for the remote authentication server in the Remote Login field. When the ACM identity logs in to the ACM client, the ACM system looks up the the remote identity name and sends it to the the remote server for authentication.
Remote Domain	From the drop down list, select an external domain for this identity to use for authentication. Only the external domains previously defined by the system appear in this list.
Remote Login	Enter the login name of the identity for the Active Directory on the remote authentication server.
For all ACM operators:	
Record Modification	Indicates the date and time this identity was modified.
Inactivity Timer	From the drop down list, select the amount of time this identity can be inactive before it is logged out of the system.
Maximum Active Token	Specify the maximum number of active tokens this user is allowed to have.
Allow Remote Access?	Check this box to allow this identity remote access to the PostgreSQL transactional database. **Note:** To ensure that the remote access is setup, complete the Transactions Connect Port field.
For all identities in a partitioned ACM system:	

Feature	Description
Partitions	**Note:** If partitions are not defined for this system, this feature is not available. Click to select one or more partitions from the drop-down list. Only the partitions you are allowed to view or manage appear in this list. If you do not select a partition, any ACM operator can view or manage this identity.. For more information, see *Managing a Partitioned ACM System* on page 583.

In addition, there are two buttons at the bottom of this page:

Feature	Description
	Click this button to save your changes and open the Biometric Enrollment (BE) Manager to enroll and register the fingerprint for this identity. This field only appears for ViRDI Biometrics tokens. It is active when the BE Manager is running. The button is grayed out if the BE Manager is not running:  If your ACM client is running in a Chrome or Firefox web browser, and you know that the BE Manager is running although this button is grayed out, you can initiate a connection by opening the URL https://avobiometric.loc:9875/ in your web browser.
	Click this button to save your changes.
	Click this button to discard your changes.

Identities - Identity: Edit page

When you click the name of an identity from the Identities list, the Identity: Edit page is displayed. Select the **Identity** tab to return to this page.

On this page, you can edit general information about the identity.

Note: You can add additional values to some drop down lists using the User Lists feature. For more information, see *Adding Items to a List* on page 406.

Feature	Description
Identity Information:	
Last Name	Enter the last name of this identity. This field is required.
First Name	Enter the first name of this identity.
Middle Name	Enter the middle name of this identity.
External System ID	Enter the ID used by the company or issuer of the badge.
Title	From the drop down list, select the title of this identity.
Department	From the drop down list, select the department this identity is affiliated with.
Division	From the drop down list, select the company division for this identity.
Last Used	Indicates the last time this identity accessed an area.
Status	From the drop down list, select the status of this identity.
Type	From the drop down list, select the type of identity.
Issue Date	Specify the date this identity was issued. Click the field to use the calendar.
Last Door	Indicates the last door this identity accessed.
Last Area	Indicates the last area this identity accessed.
Address Information:	
Street Address	Enter the street address where this identity lives.
City	Enter the city where this identity lives.
State	Enter the state where this identity lives.
Zip Code	Enter the zip code where this identity lives.
Site Location	From the drop down list, select the location where this identity works.
Building	From the drop down list, select the building where this identity works.
Phone	Enter this identity's personal phone number.
Work Phone	Enter this identity's work phone number.
Email Address	Enter this identity's email address.
Account Information:	
Login	Enter the login name this identity will use to log in to the ACM client.
If not using remote authentication of identities:	
	Above the Login field, this bar indicates the strength of the password you have entered below.
Password	Enter the password this identity will use to log in to the ACM client. A minimum of four characters is required. Used when the Remote Authentication? checkbox is not selected.
Confirm	Re-enter the password to confirm it. Used when the Remote Authentication? checkbox is not selected.

Feature	Description
If using remote authentication of identities:	
Important: Do not check **Remote Authentication?** unless there is already a remote domain configured to authenticate to. If there is no domain available this could result in the account being locked. For more detail on configuring remote authentication, refer to *Configuring Remote Authentication Using SSL Certificates* on page 409	
Remote Authentication?	Check this box to allow the identity to authenticate using remote domain credentials via Active Directory. When this box is checked, enter the ACM login name in the Login field and the login name for the remote authentication server in the Remote Login field. When the ACM identity logs in to the ACM client, the ACM system looks up the the remote identity name and sends it to the the remote server for authentication.
Remote Domain	From the drop down list, select an external domain for this identity to use for authentication. Only the external domains previously defined by the system appear in this list.
Remote Login	Enter the login name of the identity for the Active Directory on the remote authentication server.
For all ACM operators:	
Record Modification	Indicates the date and time this identity was modified.
Inactivity Timer	From the drop down list, select the amount of time this identity can be inactive before it is logged out of the system.
Maximum Active Token	Specify the maximum number of active tokens this user is allowed to have.
Allow Remote Access?	Check this box to allow this identity remote access to the PostgreSQL transactional database. **Note:** To ensure that the remote access is setup, complete the Transactions Connect Port field.
For all identities in a partitioned ACM system:	
Partitions	**Note:** If partitions are not defined for this system, this feature is not available. Click to select one or more partitions from the drop-down list. Only

Feature	Description
	the partitions you are allowed to view or manage appear in this list. If you do not select a partition, any ACM operator can view or manage this identity.. For more information, see *Managing a Partitioned ACM System* on page 583.

In addition, there are five buttons at the bottom of this page:

Feature	Description
	Click this button to save your changes.
	Click this button to discard your changes.
Add Identity	Click this button to add a new person to the database.
Create New Report	Click this button to generate a PDF report on this identity.
Event Report	Click this button to generate a spreadsheet report on this identity.

Identities - Roles page

When you select the **Roles** tab, the Roles page is displayed. A role is a container for all the permissions a user would need in order to perform a specific role in the organization. For more information on roles, see *Managing Roles* on page 548.

This page allows you to assign one or more roles to the user.

Feature	Description
Available	A list of roles that have been configured in the system. To assign a role to this user, select the role from the Available list, then click  to move it to the Members list.
Members	A list of roles that are currently assigned to this user. To remove a role from the user, select the role from the Members list, then click  to move it to the Available list.
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Identities - Tokens list

When you select the **Tokens** tab, the Tokens list is displayed. A token is a card or code that is assigned to a user to give them physical access permissions.

This page displays all the tokens that have been assigned to this identity.

Feature	Description
Internal Number	The number that is encoded on the card. Click the number to edit the token details.
Token Status	Current status option of the token. The options are: • Active • Expired • Inactive • Not Yet Active **NOTE:** Note the following: • The status is manually adjusted - it does not automatically update based on the Activate Date. For example, if the Token Status is set to Not Yet Active and the Activate Date is set to 09/13/2015, the status will not automatically update to Active on that date. • In order for a token to be active, the Token Status must be Active and the current date must fall between the Activate Date and the Deactivate Date.
Deactivate Date	The date that the token will be deactivated.
Embossed Number	The number that is embossed on the card.
Last Used	The last time this token was used to gain access.
Delete	Click  to delete this token. Click **Download** to download the token to all connected panels.

Identities - Token: Add New page

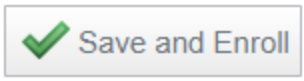
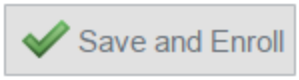
When you click **Add New Token** on the Tokens page, the Token Add page is displayed. Enter the required details.

Feature	Description
Token Type	This field displays only for ViRDI, PIV and PIV-I tokens: • Default: for all types of tokens except for ViRDI, PIV and PIV-I tokens. • VIRDI Biometrics: only if ViRDI system settings have been applied. • PIV or PIV-I: Only if pivCLASS system settings have been applied. See *Appendix: pivCLASS Configuration* on page 695.
User ID	For ViRDI Biometrics only. This read-only field displays the ID number for this token assigned from the range defined when the ViRDI system setting was configured.

Feature	Description
Embossed Number	Enter the number to be printed on a badge. This is only required for physical access cards. This field does not appear for ViRDI Biometrics tokens.
Internal Number	Enter the internal number that is assigned to this token. This value will be downloaded to panels to enable this token's access permissions. This field does not appear for ViRDI Biometrics tokens. The Internal Number should be outside the range of numbers reserved for ViRDI Biometrics tokens if a range has been defined for a ViRDI external system but the ViRDI external system is not enabled. Otherwise the token is not added and an error message will be displayed.
CHUID	See *Appendix: pivCLASS Configuration* on page 695.
PIN	Enter the PIN number that the user will be required to enter at a keypad card reader. This field does not appear for ViRDI Biometrics tokens.
Token Status	From the drop down list, select the current status option of the token. The options are: • Active For a token to be active, the Token Status must be Active and the current date must fall between the Activate Date and the Deactivate Date. • Expired • Inactive • Not Yet Active **Important:** The status must be manually adjusted - it does not automatically update based on the Activate Date. For example, if the Token Status is set to Not Yet Active and the Activate Date is set to 09/13/2015, the status will not automatically update to Active on that date.
Issue Level	Assign a number from 0 to 4294967295 (where 0 is the lowest possible issue level).
Last Area	Indicates the last area this token gained access to.
APB Exempt	Check this box to exempt this token from anti-passback. For more information on Anti-Passback modes, see *Anti-Passback Modes* on page 323.
Trace	Check this box to enable the trace feature for this token. This will generate a trace event each time the token is used to gain access. The event can then be sent to monitoring, reported separately, and used in global I/O configurations.
Download	Check this box to allow this token to be downloaded to panels.
Never Expire	Check this box to prevent this token from expiring.
Extended	Check this box to give this token extended access time.

Feature	Description
door times	Once enabled, the door remains unlocked for a longer period of time than the standard access time to accommodate users that may require more time to enter a door. Standard and extended access times are specified on the Door Edit page.
Pin exempt	Check this box to exempt this token from PIN entry at a keypad card reader.
Use/ Lose exempt	Check this box to prevent this token from expiring if you know the identity will return after an extended period of inactivity.
Issue Date	Enter the date this token was issued. Click in the field to use the calendar.
Activate Date	Enter the activation date for this token. Click in the field to use the calendar.
Deactivate Date	Enter the deactivation date for this token. Click in the field to use the calendar.
Last Door	Indicates the last door this token was used to gain access.
Last Used	Indicates the last time this token was used to gain access.

In addition, there are buttons at the bottom of this page:

Feature	Description
	Click this button to save your changes and open the Biometric Enrollment (BE) Manager to enroll and register the fingerprint for this identity. This field only appears for ViRDI Biometrics tokens. It is active when the BE Manager is running. The button is grayed out if the BE Manager is not running:  If your ACM client is running in a Chrome or Firefox web browser, and you know that the BE Manager is running although this button is grayed out, you can initiate a connection by opening the URL https://avobiometric.loc:9875/ in your web browser.
	Click this button to save your changes.
	Click this button to discard your changes.

Identities - Token Edit page

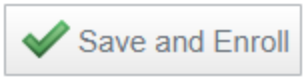
The Token Edit page allows you to edit the token details.

Feature	Description
Token Type	This field displays only for ViRDI, PIV and PIV-I tokens: • Default: for all types of tokens except for ViRDI, PIV and PIV-I tokens. • VIRDI Biometrics: only if ViRDI system settings have been applied.

Feature	Description
	• PIV or PIV-I: Only if pivCLASS system settings have been applied. See *Appendix: pivCLASS Configuration* on page 695.
User ID	For ViRDI Biometrics only. This read-only field displays the ID number for this token assigned from the range configured when the ViRDI external system was configured.
Embossed Number	Enter the number to be printed on a badge. This is only required for physical access cards. This field does not appear for ViRDI Biometrics tokens.
Internal Number	Enter the internal number that is assigned to this token. This value will be downloaded to panels to enable this token's access permissions. This field does not appear for ViRDI Biometrics tokens.
PIN	Enter the PIN number that the user will be required to enter at a keypad card reader. To remove a previously saved PIN, click **Clear**. This field does not appear for ViRDI Biometrics tokens.
Token Status	From the drop down list, select the current status option of the token. The options are: • Active For a token to be active, the Token Status must be Active and the current date must fall between the Activate Date and the Deactivate Date. • Expired • Inactive • Not Yet Active **Important:** The status must be manually adjusted - it does not automatically update based on the Activate Date. For example, if the Token Status is set to Not Yet Active and the Activate Date is set to 09/13/2015, the status will not automatically update to Active on that date.
Issue Level	Assign a number from 0 to 4294967295 (where 0 is the lowest possible issue level).
Last Area	Indicates the last area this token gained access to.
APB Exempt	Check this box to exempt this token from anti-passback. For more information on Anti-Passback modes, see *Anti-Passback Modes* on page 323.
Trace	Check this box to enable the trace feature for this token. This will generate a trace event each time the token is used to gain access. The event can then be sent to monitoring, reported separately, and used in global I/O configurations.
Download	Check this box to allow this token to be downloaded to panels.
Never Expire	Check this box to prevent this token from expiring.

Feature	Description
Extended door times	Check this box to give this token extended access time. Once enabled, the door remains unlocked for a longer period of time than the standard access time to accommodate users that may require more time to enter a door. Standard and extended access times are specified on the Door Edit page.
Pin exempt	Check this box to exempt this token from PIN entry at a keypad card reader.
Use/ Lose exempt	Check this box to prevent this token from expiring if you know the identity will return after an extended period of inactivity.
Issue Date	Enter the date this token was issued. Click in the field to use the calendar.
Activate Date	Enter the activation date for this token. Click in the field to use the calendar.
Deactivate Date	Enter the deactivation date for this token. Click in the field to use the calendar.
Last Door	Indicates the last door this token was used to gain access.
Last Used	Indicates the last time this token was used to gain access.

In addition, there are six buttons on this page:

Feature	Description
Download	Click this button to download this token to all connected panels.
1 free pass	From the drop-down list, select a door. Click **1 free pass** to allow the user to enter the door without generating an APB error.
	Click this button to save your changes and open the Biometrics Enrollment Manager to enroll and register the fingerprint for this identity. This field only appears for ViRDI Biometrics tokens. It is active when the BEM is activated.
	Click this button to save your changes.
	Click this button to discard your changes.
Add New Token	Click this button to create a new token for this user. You can assign more than one token to an identity.
	Click this button to delete the token.

Identities - Groups page

When you select the **Groups** tab, the Groups page is displayed. Groups are sets of components that can include hardware components (cameras, doors, etc.) and/ or system components (identities, roles, etc.). For more information on groups, see *Identities - Groups page* above.

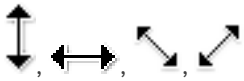
This page allows you to assign the user to one ore more groups.

Feature	Description
Available	A list of groups that have been configured in the system. To assign this user to a group, select the group from the Available list, then click  to move it to the Members list.
Members	A list of groups that this user is currently assigned to. To remove this user from a group, select the group from the Members list, then click  to move it to the Available list.
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Identities - Photos page

When you click on **Save and Edit** after capturing a photo with a badge camera, or on an image in the **Photos** tab, the Photo Edit page is displayed. This page allows you to crop, rotate and flip the photograph. The image is displayed with a cropping overly superimposed. For information about capturing or uploading a photo, see *Capturing and Uploading Photos of an Identity* on page 470.

Feature	Description
Mouse cursors	Use the mouse to manipulate the cropping overlay. Move the mouse cursor over the cropping overlay and it changes appearance to indicate what happens when the mouse is clicked and dragged: • Move cursor Four-pointed arrow cursor—Moves the overlay. Displays when the cursor is over the cropping overlay. •  —Resize the overlay. Displayed when the cursor is on the bounding box of the overlay. The arrows point in the direction the overlay will be resized. If the aspect ratio is set, the overlay is reset proportionally. •  —Draws a new overlay to replace the current one.
Image Controls	Use the image controls to manipulate the image: •  —Enlarge the image. •  —Reduce the image. •  —Nudge to the left

Feature	Description
	•  —Nudge to the right •  —Nudge upwards. •  —Nudge downwards. •  —Rotate 45° to the left. •  —Rotate 45° to the right. •  —Flip horizontally. •  —Flip vertically. •  —Undo the last change.
Aspect Ratio	The overlay is preset to the **Badge Photo** aspect ratio. This ratio is determined by the values set on the **System Settings** page for **Badge Template Photo Height** and **Badge Template Photo Width**. Cropping the photo using this aspect ratio ensures that the photo will fit exactly into the photo area on the badge without any distortion. To constrain the cropping overlay to another fixed aspect ratio when resizing, select one of the ratios—**16:9**, **4:3**, **1:1**, **2:3**. To allow the cropping overlay to be freely resized, select **Free**.
	Click this button to save your changes.
	Click this button to discard your changes.

Identities - Badge page

When you select the **Badge** tab, the Badge page is displayed. This page allows you to create badges for the user.

Feature	Description
Badge Photo	From the drop down list, select a photo to print on the badge. Only the photos that have been previously uploaded appear in this list.
Badge Token	From the drop down list, select a token to associate with the badge. Only the tokens that have been previously defined appear in this list.
Badge Template	From the drop down list, select a badge template. Only the badge templates that have been previously defined appear in this list.
Badge Back Photo	From the drop down list, select a photo to be printed on the back of the badge. Only the photos that have been previously uploaded appear in this list.
Create Badge	Click this button to print the badge.

Feature	Description
	This button is only activated if a badge printer has been configured for this system.
	Click this button to save your changes.
	Click this button to discard your changes.

If you have not created a badge template yet, a message appears: *No badge template exists*.

To create a custom badge template, click **Badge Designer**.

Identities - Timed Access page

When you select the **Identities** > **Timed Access** tab, the Timed Access page is displayed. This page allows you to create timed access for an identity.

Feature	Description
Identity	Name of the identity that timed access is being applied to.
Name	Descriptive name for this timed access occurrence.
Type	Type of timed access occurrence. Select from either: • Doors • Access Groups **Note:** The options that display in the Available window will vary depending on which option is selected.
Appliance	The ACM appliance at which you are logged in. **Note:** In a replicated environment, select the relevant appliance.
	List of available doors or access groups (depending on the selection made in the Type field). To assign a door by access group, select it from the Available window, then click ► to move it to the Members window. **Note:** You can select multiple terms by using the Ctrl or Shift key.
Members	List of doors or access groups assigned to this timed access occurrence. To remove a role from the identity profile, select the role from the Members window,

Feature	Description
	then click ◄ to move it to the Available window. **Note:** You can select multiple terms by using the Ctrl or Shift key.
Start Day/Time	Date and time when timed access will commence. Click in the field and select the date from the calendar. Then drag the hour, minute and second selectors to set the time.
End Day/Time	Date and time when timed access will finish. Click in the field and select the date from the calendar. Then drag the hour, minute and second selectors to set the time.
Schedule	Schedule that applies to the timed access occurrence. **Note:** This displays only when Doors is selected as the Type.
Add	Click Add to add the new timed access occurrence.
Display Section	Lists created timed access occurrences, including: • Name • Type • Selected • Schedules • Start Day/Time • End Day/Time • Actions Click ✖ if you want to delete the related timed access entry. For more detail see *Deleting Timed Access* on page 478. **Note:** If the timeframe for an entry is currently active it will display in green. Timeframes for timed access are not checked against schedules. If a timed access entry is displayed in green but is not working, check any related schedules.

For more information, see *Timed Access* on page 476.

Identities - Access page

When you select the **Access** tab, a list of roles, access groups, and doors associated with this identity is displayed.

Feature	Description
Identity	The name of this identity. Click on the name to return to the Identity page.
Roles	A list of the identity's roles. Click **+** or **-** beside each role to show or hide the access groups and doors that are associated with the identity through the role.
Access Groups	A list of the access groups this identity is a member of.
Doors	A list of doors this identity can access.

Identities - Transactions page

When you select the **Transactions** tab, a list of events that have been triggered by this identity is displayed.

Feature	Description
Panel Date	The date and time when the event occurred.
Priority	The importance of the event.
Event	The name of the event.
Source	The source of the event, such as a door or panel.
SourceLocation	The location of the event.
Card Number	The internal number of the token that generated the event.
Message	The message associated with the event.

Identities - Audit page

When you click the **Audit** tab, a log of all the changes that have been made to this identity is displayed.

Feature	Description
Date	The date and time when this identity was modified.
Operator	The user that modified this identity.
Attribute	The specific identity detail that was modified.
Before	Identifies what the identity detail was before it was modified. If the cell is blank, there was no previous value.
After	Identifies what the identity detail was changed to.
Create New Report	Click this button to create a PDF report with the details on this page.

Identity Profiles

Defining an identity can take a long time, with over 25 identity fields and additional attributes such as roles, groups, tokens, and badge templates. You can speed up the process by creating templates, called identity profiles, that can be used to apply the same set of shared values to many identities. The values assigned in the profile will populate in the same fields for the identities.

Profiles can be used in the following ways:

- Create a new identity using a profile template. For more information, see *Adding an Identity* on page 465
- Use the batch update feature to apply an identity profile to multiple identities in a group. For more information, see *Batch Updating Identity Profiles* on page 499.

> **Tip:** Although you can create multiple identity profiles with the same name, it is recommended that you give each identity profile a unique name.

Adding an Identity Profile

To add an Identity Profile:

1. Select **Identities** > **Profiles**.
2. Click **Add Identity Profile**.
3. Fill out the **Name** field and complete the page with the required details.

   > **Tip:** Although you can create multiple identity profiles with the same name, it is recommended that you give each identity profile a unique name.

4. Click  .

2. Assign one or more roles to the identity profile as required on the **Roles** tab and click  .
3. Enter the token details as required on the **Tokens** tab and click  .
4. Select the **Groups** tab to assign the identity profile to a group.
5. Select the **Access** tab to view the identity profile's roles, access groups and the doors it can access.

Editing an Identity Profile

To edit an existing identity profile:

1. Select **Identities > Profiles**.
2. From the Identity Profiles list, click on the identity profile you want to edit.
3. Navigate through the tabbed pages and make the required changes. The tabbed pages include:
    - Identity: use this page to edit the identity profile details
    - Roles: use this page to assign this identity profile to a role.
    - Tokens: use this page to create a token template for the identity profile.
    - Groups: use this page to assign this identity profile to a group.
    - Access: use this page to view this identity profile's access privileges including roles, access groups, and doors.

> **Note:** Remember to click  to save the changes on each page.

Assigning Roles to Identity Profiles

To assign roles to an identity profile:

1. Select **Identities > Profiles**.
2. From the Identity Profiles list, click on the name of the identity profile you want to edit.
3. Select the **Roles** tab and one of the following:
    - **Assign Equal**: When you apply the profile to an identity, they will lose all their previous roles and gain the roles specified in this list.
    - **Add**: When you apply the profile to an identity, they will keep their previous roles and gain the roles specified in this list.
    - **Remove**: When you apply the profile to an identity, they will lose the roles specified in this list.
4. To assign a role to the identity profile, select the role from the **Available** window, then click  to move it to the **Members** window.

    To remove a role from the identity profile, select the role from the **Members** window, then click  to move it to the **Available** window.

> **Note:** You can select multiple terms by using the **Ctrl** or **Shift** key.

5. When you're finished, click  .

Defining Token Settings for Identity Profiles

To define token settings for an identity profile:

1. Select **Identities** > **Profiles**.
2. From the Identity Profiles list, click on the name of the identity profile you want to edit.
3. Select the **Tokens** tab.
4. If no tokens have been created yet, the Token: Edit page appears.

   If one or more tokens have already been created, click **Add New Token**.
5. Enter the details as required.
6. Click  .

For information on how to download tokens and assign badges to users, see *Searching for an Identity* on page 467.

Assigning Groups to Identity Profiles

To assign groups to an identity profile:

1. Select **Identities** > **Profiles**.
2. From the Identity Profiles list, click on the name of the identity profile you want to edit.
3. Select the **Groups** tab.
4. There are three sections on the Groups page:
   - **Assign Equal**: When you apply the profile to an identity, they will be removed from all the groups they were previously assigned to and added to the groups in this list.
   - **Add**: When you apply the profile to an identity, they will remain in all the groups they were previously assigned to and added to the groups in this list.
   - **Remove**: When you apply the profile to an identity, they will be removed from the groups in this list.
5. To assign a group to the profile, select the group from the **Available** window, then click  to move it to the **Members** window.

   To remove a group from the profile, select the group from the **Members** window, then click  to move it to the **Available** window.

   Note: You can select multiple terms by using the **Ctrl** or **Shift** key.
6. When you're finished, click  .

Batch Updating Identity Profiles

The Batch Update feature allows you to assign an identity profile to a group of identities.

1. Select **Identities > Profiles**.
2. On the Identity Profiles list, click  from the **Batch Update** column beside the identity profile you want to apply to a group.
3. From the **Group** drop down list, select a group of identities.

   Only the groups that have been previously defined appear in this list.
4. Click **OK**.

   All members of the specified group are updated with this identity profile's settings.

   > **Note:** If there are more than 10 identities, the update will be scheduled as a batch job that starts two minutes after you select the group and click OK. This can be checked at  **> My Account > Batch Jobs**.

Deleting an Identity Profile

To delete an existing identity profile:

1. Select **Identities > Profiles**.
2. From the Identity Profiles list, click  beside the identity profile that you want to delete.
3. When the confirmation message is displayed, click **OK**.

Identity Profiles list

When you select **Identities > Profiles**, the Identity Profiles list is displayed. This page lists all identity profiles that have been defined in the system.

Feature	Description
Name	The name of this identity profile. Click the name to edit the identity profile details.
Batch Update	Click  to apply this profile to all members in a group.
Add Identity Profile	Click this button to add a new identity profile.
Delete	Click  to delete this profile.

Identity Profiles - Add page

When you click **Add Identity Profile**, the Identity Profile Add page appears. Enter the required identity profile details.

> **Note:** You can add additional values to some drop down lists using the User Lists feature. For more information, see *Adding Items to a List* on page 406.

Feature	Description
Identity Profile Information:	
Name	Enter a name for this identity profile. This field is required. The name should be unique.
Title	From the drop down list, select a title for this profile.
Department	From the drop down list, select a department for this profile.
Division	From the drop down list, select a company division for this profile.
Status	From the drop down list, select the status of this profile.
Type	From the drop down list, select the type of profile.
Issue Date	Specify the date this profile was issued. Click in the field to use the calendar.
Address Information:	
Street Address	Enter the street address where this profile lives.
City	Enter the city where this profile lives.
State	Enter the state where the profile lives.
Zip Code	Enter the zip code where the profile lives.
Site Location	From the drop down list, select the location where this profile works.
Building	From the drop down list, select the building where this profile works.
Phone	Enter this profile's personal phone number.
Work Phone	Enter this profile's work phone number.
Email Address	Enter this profile's email address.
Account Information:	
Remote Domain	From the drop down list, select an external domain for this identity to use for authentication. Only the external domains previously defined by the system appear in this list.
Allow Remote Access?	Check this box to allow this profile to access the system remotely.
Maximum Active Token	Specify the maximum number of active tokens this profile is allowed to have.
Inactivity Timer	From the drop down list, select the amount of time this profile can be inactive before it is logged out of the application.

Feature	Description
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Defaults:	
Home Page	From the drop down list, select the first page this profile will see when they log into the Access Control Manager.
Items/Page	Enter the number of items this profile will see per page. The default setting is 25 items per page.
Monitor dflt rows	From the drop down list, select the number of rows this profile will see when they use the Monitor feature.
Locale	From the drop down list, select the language for this profile's user interface.
Show Timezone Offset?	From the drop down list, specify whether there is an offset for time zones.
Default Badge Template	From the drop down list, select a badge template for this profile. Only the badge templates that have been previously defined appear in this list.
Badge Camera	From the drop down list, select the camera that will be used to capture photos of members of this profile. Only the devices that have been previously configured appear in this list.
Photo Size	Enter the size you want for photos captured with the badge camera specified above. This size is in picas with the length and width separated by a comma (no spaces required).
Do Not Log REST Command	From the drop down list, specify whether to log all REST commands.

Identity Profiles - Identity page

When you click the name of an identity profile from the Identity Profile list, the Identity Profile Edit page is displayed. Select the **Identity** tab to return to this page.

On this page, you can edit general information about the identity profile.

> **Note:** You can add additional values to some drop down lists using the User Lists feature. For more information, see *Adding Items to a List* on page 406

Feature	Description
Identity Profile Information:	
Name	Enter a name for this identity profile. This field is required. The name should be unique.

Feature	Description
Title	From the drop down list, select a title for this profile.
Department	From the drop down list, select a department for this profile.
Division	From the drop down list, select a company division for this profile.
Status	From the drop down list, select the status of this profile.
Type	From the drop down list, select the type of profile.
Issue Date	Specify the date this profile was issued. Click in the field to use the calendar.
Address Information:	
Street Address	Enter the street address where this profile lives.
City	Enter the city where this profile lives.
State	Enter the state where the profile lives.
Zip Code	Enter the zip code where the profile lives.
Site Location	From the drop down list, select the location where this profile works.
Building	From the drop down list, select the building where this profile works.
Phone	Enter this profile's personal phone number.
Work Phone	Enter this profile's work phone number.
Email Address	Enter this profile's email address.
Account Information:	
Remote Domain	From the drop down list, select an external domain for this identity to use for authentication. Only the external domains previously defined by the system appear in this list.
Allow Remote Access?	Check this box to allow this profile to access the system remotely.
Maximum Active Token	Specify the maximum number of active tokens this profile is allowed to have.
Inactivity Timer	From the drop down list, select the amount of time this profile can be inactive before it is logged out of the application.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Defaults:	
Home Page	From the drop down list, select the first page this profile will see when they log into the Access Control Manager.
Items/Page	Enter the number of items this profile will see per page. The default setting is 25 items per page.
Monitor dflt rows	From the drop down list, select the number of rows this profile will see when they use the Monitor feature.

Feature	Description
Locale	From the drop down list, select the language for this profile's user interface.
Show Timezone Offset?	From the drop down list, specify whether there is an offset for time zones.
Default Badge Template	From the drop down list, select a badge template for this profile. Only the badge templates that have been previously defined appear in this list.
Badge Camera	From the drop down list, select the camera that will be used to capture photos of members of this profile. Only the devices that have been previously configured appear in this list.
Photo Size	Enter the size you want for photos captured with the badge camera specified above. This size is in picas with the length and width separated by a comma (no spaces required).
Do Not Log REST Command	From the drop down list, specify whether to log all REST commands.

In addition, there are three buttons at the bottom of the page:

Feature	Description
	Click this button to save your changes.
	Click this button to discard your changes.
Add Identity Profile	Click this button to add a new identity profile.

Identity Profiles - Roles page

When you select the **Roles** tab, the Roles page is displayed. A role is a container for all the permissions a user would need in order to perform a specific role in the organization. For more information on roles, see *Managing Roles* on page 548.

This page allows you to assign roles to the identity profile.

There are three sections on the Roles page:

- **Assign Equal**: When you apply the profile to an identity, they will lose all their previous roles and gain the roles specified in this list.
- **Add**: When you apply the profile to an identity, they will keep their previous roles and gain the roles specified in this list.
- **Remove**: When you apply the profile to an identity, they will lose the roles specified in this list.

Feature	Description
Available	A list of roles that have been configured in the system. To add a role to the identity profile, select the role from the Available list, then click  to move it to the Members list.
Members	A list of roles that are currently assigned to this identity profile.

Feature	Description
	To remove a role from the identity profile, select the term from the Members list, then click ◄ to move it to the Available list.
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Identity Profiles - Token Profile: Edit page

When you select the **Tokens** tab within an Identity Profile, the Tokens page is displayed. A token is a card or code that is assigned to a user to give them physical access permissions.

This page allows you to configure settings that will be applied to all tokens that are created for members of this profile.

Feature	Description
Token Status	From the drop down list, select the current status option of the token. The options are: • Active For a token to be active, the Token Status must be Active and the current date must fall between the Activate Date and the Deactivate Date. • Expired • Inactive • Not Yet Active **Important:** The status must be manually adjusted - it does not automatically update based on the Activate Date. For example, if the Token Status is set to Not Yet Active and the Activate Date is set to 09/13/2015, the status will not automatically update to Active on that date.
Issue Level	Assign a number from 0 to 9 (where 9 is the highest possible issue level).
APB Exempt	Check this box to exempt this token from anti-passback. This is generally used for executive override.
Trace	Check this box to enable the trace feature for this token. This will generate a trace event each time the token is used to gain access. The event can then be sent to monitoring, reported separately, and used in global I/O configurations.
Download	Check this box to enable the download option for this token.
Never	Check this box to indicate that this token never expires.

Feature	Description
Expire	
Extended door times	Check this box to indicate that this token can use extended door times. This feature is useful for token holders with special needs.
Use/ Lose exempt	
Issue Date	Enter the date this token was issued. Click in the field to use the calendar.
Activate Date	Enter the date this token is to be activated. Click in the field to use the calendar.
Deactivate Date	Enter the date this token is to be deactivated. Click in the field to use the calendar.
Token Expiration Time	Enter the number of days this token will be active before it expires. **Note:** This is the total of number of days from the current date, not from the Activate Date.

Identity Profiles - Token Profile: Add New page

When you select the **Tokens** tab when creating a new Identity Profile, the Tokens page is displayed. A token is a card or code that is assigned to a user to give them physical access permissions.

This page allows you to configure settings that will be applied to all tokens that are created for members of this profile.

Feature	Description
Token Status	From the drop down list, select the current status option of the token.
Issue Level	Assign a number from 0 to 9 (where 9 is the highest possible issue level).
APB Exempt	Check this box to exempt this token from anti-passback. This is generally used for executive override.
Trace	Select Yes to enable the trace feature for this token. This will generate a trace event each time the token is used to gain access. The event can then be sent to monitoring, reported separately, and used in global I/O configurations.
Download	Select Yes to enable the download option for this token.
Never Expire	Select Yes to indicate that this token never expires.
Extended door times	Select Yes to indicate that this token can use extended door times. This feature is useful for token holders with special needs.
Use/ Lose exempt	Select Yes to indicate that this token is use/lose exempt.

Feature	Description
Issue Date	Enter the date this token was issued. Click in the field to use the calendar.
Activate Date	Enter the date this token is to be activated. Click in the field to use the calendar.
Deactivate Date	Enter the date this token is to be deactivated. Click in the field to use the calendar.
Token Expiration Time	Enter the number of days this token will be active before it expires. **Note:** This is the total of number of days from the current date, not from the Activate Date.

Identity Profiles - Groups page

When you click on the **Groups** tab, the Groups page is displayed. Groups associate policies with users and security devices to establish access regulations. For more information on policies and groups, see *Configuring Policies* on page 558 and *Configuring Groups* on page 566.

This page allows you to assign groups to the identity profile.

There are three sections on the Groups page:

- **Assign Equal**: When you apply the profile to an identity, they will be removed from all the groups they were previously assigned to and they will be added to the groups in this list.
- **Add**: When you apply the profile to an identity, they will remain in all the groups they were previously assigned to and they will be added to the groups in this list.
- **Remove**: When you apply the profile to an identity, they will be removed from the groups in this list.

Feature	Description
Available	A list of groups that have been configured in the system. To assign a group to this identity profile, select the group from the Available list, then click ► to move it to the Members list.
Members	A list of groups that are currently assigned to this identity profile. To remove a group from this identity profile, select the group from the Members list, then click ◄ to move it to the Available list.
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Identity Profiles - Access page

When you select the **Access** tab, a list of roles, access groups, and doors associated with this identity profile is displayed.

Feature	Description
Identity	The name of this identity profile. Click on the name to return to the Identity page.
Roles	A list of the identity profile's roles. Click **+** or **-** beside each role to show or hide the access groups and doors that are associated with the identity profile through the role.
Access Groups	A list of the access groups this identity profile is a member of.
Doors	A list of doors this identity profile can access.

Managing Collaborations

Connect, customize and set up your appliance to meet your system requirements. Possible functions include:

- Pulling identity information from an external database to populate identity fields in the Access Control Manager.
- Pushing identities and events from the Access Control Manager to third party applications such as video management software.

Note: Any date fields in Collaboration files (e.g. Last Access, Expire Date, Activate Date, Issue Date) will display as blank if there is no information recorded for that field.

Adding a Collaboration

For the types of collaboration available in the ACM application, see *Collaboration Types* on page 516.

To add a collaboration:

1. Select  > **Collaboration**.

   The Collaborations list appears.

2. Click **Add Collaboration**.

   The Collaboration Add New page appears.

3. Fill out the **Name**, **Appliance** and **Type** fields. Depending on the type of collaboration selected, additional fields will display.
4. Select the **Installed** checkbox to enable the collaboration.
5. Complete the remaining fields as required. The fields will vary depending on the collaboration type:

Collaboration type	Additional fields
Events - Generic XML; Events - Splunk	Host; Port Number; Require TCP
Identity CSV Export	Partitions (if configured); Partitions to Export (if configured); Include Primary Photo; Include Roles; Location Type; and for SCP or Windows Share only: Host, Port Number, User Name, Password, Location, Domain Name (Windows Share only) **Note:** Only one Local Drive Identity CSV

	Export collaboration is allowed. You can update the definition of the existing collaboration, or replace it with a new one by manually deleting the existing one and adding a new one. For more information, see *Deleting a Collaboration* on page 520.
Identity CSV one-time Long format	Delimiter; Text Qualifier; Date Format; CSVFile
Identity CSV one-time Short format	CSVFile
Identity CSV Recurring	Include Primary Photo; Location Type; Host; Port Number; User Name; Password; Location; Delimiter; Text Qualifier; Date Format; Domain Name (Windows Share)
Identity LDAP pull	Host; Bind DN; Password: Port Number; SSL, Validate Certificate
Identity Oracle RDBMS pull	Host; User Name; Instance; Port Number; Password
Identity SQL Server pull	Host; User Name; Database; Port Number; Password **Note:** Ensure any individual images to be imported are not over 1MB.

6. Click  .

   The Collaboration: Edit screen appears.

7. Navigate through the tabbed pages and fill out the details as required.

8. Click  .

Adding an Events XML Collaboration

To add an Events XML collaboration:

1. Select  > **Collaboration**.

   The Collaborations list appears.

2. Click **Add Collaboration**.

   The Collaboration: Add page appears.

3. Complete the following fields:

Field	Description
Name	Name for the collaboration.
Appliance	Select the appropriate Appliance, if more than one appliance is available.
Type	Select Events – Generic XML. **Note:** The following additional fields display once the type is selected: • Host • Require TCP • Port Number
Installed	Select this checkbox to enable the collaboration.
Host	IP address of the XML receiver.
Require TCP	Select this checkbox.
Port Number	TCP port relating to the Host IP address.

4. Click  .

   The message 'Collaboration entry was successfully created' displays on the Collaboration: Edit screen.

5. Click the **Events** tab.
6. Complete the following fields:

Field	Description
Schedule	Select a Schedule for when the XML events collaboration will be active.
Send Acknowledgments	Select this checkbox to include acknowledgments.
Send Clears	Select this checkbox to include clears.
Send Notes	Select this checkbox to include notes created by Alarm Monitor operators when processing alarms.

7. Select the desired event types to be included in the XML data feed from the **Available** list and move them to the **Members** list.

> **Note:** Hold the SHFT key down and select the first and last entries to select multiple consecutive entries. Hold the CTRL key down to select multiple non-consecutive entries.

8. Click  .

Collaborations - Events XML Definitions

Definitions for the individual attributes of the XML events stream are noted below:

To see a typical example, refer to *Collaborations - Events XML Example* on page 514.

XML	Definition
<**plasectrxGatewayDN**> cn=544de4aa06914073,ou=gateways ,dc=plasec </**plasectrxGatewayDN**>	An internal reference for the ACM appliance that this XML came from.
<**cn**>38901f4a95d14013</**cn**>	The unique row identifier for this particular event. Corresponds to the ID column in the history tables.
<**plasectrxRecdate**>20140610055028-0700 </**plasectrxRecdate**>	Time the event was logged into the ACM system history – adjusted for ACM local time.
<**plasectrxPanel date**>20140610085028-400 </**plasectrxPanel date**>	The UTC time the event actually happened. It is the timestamp of the event being reported up from the field hardware. Adjusted for field hardware local time.
<**plasectrxRecdateUTC**>20140610125028Z </**plasectrxRecdateUTC**>	Time the event was logged into the ACM system history.
<**plasectrxPanel dateUTC**>20140610125028Z </**plasectrxPanel dateUTC**>	The UTC time the event actually happened. It is the timestamp of the event being reported up from the field hardware.
<**plasectrxLastacc**> 19700101000000Z</**plasectrxLastacc**>	Last Access time and date of the Token that is associated with this event. Example – the last recorded valid access of the card that was used at a door causing a 'Local Grant' event.
<**plasectrxEvtypename**> Intrusion</**plasectrxEvtypename**>	ACM event type category for this event. Corresponds to one of the event types defined in the ACM system in Settings: Event Types.
<**plasectrxBackgroundColor**> </**plasectrxBackgroundColor**>	Color assigned to the event background color (if any) for display in the ACM monitor.
<**plasectrxForegroundColor**> </**plasectrxForegroundColor**>	Color assigned to the event foreground color (if any) for display in the ACM monitor.

XML	Definition
<**plasectrxAckBackgroundColor**> </**plasectrxAckBackgroundColor**>	Color assigned to the event background color (if any) for display in the ACM monitor. This color corresponds to an 'acknowledged alarm' on the Alarms page.
<**plasectrxAckForegroundColor**> </**plasectrxAckForegroundColor**>	Color assigned to the event foreground color (if any) for display in the ACM monitor. This color corresponds to an 'acknowledged alarm' on the Alarms page.
<**plasectrxEventname**> Input point in alarm </**plasectrxEventname**>	Name of the event. Corresponds to one of the events defined in the ACM system in Physical Access: Events.
<**plasectrxPanel name**>elevator test </**plasectrxPanel name**>	Name of the panel that the event originated from.
<**plasectrxSourcename**> Input on subpanel 0 Address 1 </**plasectrxSourcename**>	Name of the source of the event.
<**plasectrxSourcelocation**> </**plasectrxSourcelocation**>	Location of the source of the event, as defined in the 'Location' field on the various hardware property pages.
<**plasectrxSourcealtname**> </**plasectrxSourcealtname**>	Applies to doors only - if the event source is a door, this is the Alt. Name as defined on the Door properties Configuration tab.
<**plasectrxPointaddress**> 750</**plasectrxPointaddress**>	A reference number for the event e.g. 'Input point in alarm'.
<**plasectrxPointDN**> cn=750,ou=points,dc=plasec </**plasectrxPointDN**>	This is the LDAP dn of the 'Input point in alarm' event, for lookup during ACM processing.
<**plasectrxEvtypeaddress**>5 </**plasectrxEvtypeaddress**>	This is a reference number for the event type e.g. 'Intrusion'.
<**plasectrxSourceDN**> cn=100,cn=0,cn=9,ou=panels, cn=544de4aa06914073,ou=gateways, dc=plasec </**plasectrxSourceDN**>	LDAP dn of the source of the event, used in ACM processing.
<**plasectrxSourcetype**>40 </**plasectrxSourcetype**>	An internal reference to the type of hardware the event source belongs to. Defines what type of hardware produced the event – an input point in this case.
<**plasectrxOperatorname**> </**plasectrxOperatorname>**	the ACM system operator that is associated with certain events e.g. an audit event for a record updated by an the ACM system user.
<**plasectrxPri**>10</**plasectrxPri**>	Priority of the event, as defined on the Event properties page.

XML	Definition
<**plasectrxMsg**></**plasectrxMsg**>	Contents of the 'Message' column in the Monitor e.g. the raw card data from an 'Invalid Card Format' event.
<**plasectrxIdentityDN**> </**plasectrxIdentityDN**>	The LDAP dn of the identity associated with the event. Example – the dn of the identity that used their card at a door causing a 'local grant' event.
<**plasectrxCardno**>0 </**plasectrxCardno**>	Internal number of the token that is associated with this event. Example – the card number that was used at a door causing a 'local grant' event.
<**plasectrxEmbossedno**> </**plasectrxEmbossedno**>	Embossed number of the token that is associated with this event. Example – the card number that was used at a door causing a 'local grant' event.
<**plasectrxLname**> </**plasectrxLname**>	Last name of the identity associated with the event. Example – the last name of the identity that used their card at a door causing a 'local grant' event.
<**plasectrxFname**> </**plasectrxFname**>	First name of the identity associated with the event. Example – the first name of the identity that used their card at a door causing a 'local grant' event.
<**plasectrxMi**></**plasectrxMi**>	Middle name of the Identity associated with the event. Example – the middle name of the identity that used their card at a door causing a 'local grant' event.
<**plasectrxIssuelevel**>-1 </**plasectrxIssuelevel**>	Issue level of the token that is associated with this event. Example – the issue level of the card that was used at a door causing a 'local grant' event.
<**plasectrxFacilityCode**>0 </**plasectrxFacilityCode**>	Facility code of the token that is associated with this event. Example – the facility code of the card that was used at a door causing an 'invalid facility code' event.
<**plasectrxExpiredat**> 19700101000000Z </**plasectrxExpiredat**>	Deactivate date of the token that is associated with this event. Example – the deactivate date of the card that was used at a door causing a 'local grant' event.
<**plasectrxActivdat**> 19700101000000Z </**plasectrxActivdat**>	Activate date of the token that is associated with this event. Example – the activate date of the card that was used at a door causing a 'local grant' event.
<**plasectrxIssuedat**> 19700101000000Z </**plasectrxIssuedat**>	Issue date of the token that is associated with this event. Example – the issue date of the card that was used at a door causing a 'local grant' event.

XML	Definition
<**plasectrxHasCamera**>0 </**plasectrxHasCamera**>	Indicates whether the event has a camera view associated with it. Used in the monitor to display the camera icon for an event with a camera association.
<**plasectrxHasNotes**>0 </**plasectrxHasNotes**>	Indicates whether there are any notes available for this event.
<**plasectrxHasSoftTriggerSet**>0 </**plasectrxHasSoftTriggerSet**>	Indicates whether there is a soft trigger associated – currently this applies to Exacq video integration only.
<**plasectrxShowVideo**>0 </**plasectrxShowVideo**>	Indicates whether the event is optioned to show pop-up video of an associated camera.
<**plasectrxSeqno**>0 </**plasectrxSeqno**>	Not used.
<**plasectrxIsAlarm**>1 </**plasectrxIsAlarm**>	Indicates whether this event is also defined as an alarm. Alarms appear on the Monitor: Alarms page.

Collaborations - Events XML Example

Shown below is an example of a typical 'input point in alarm' XML events stream:

```
<EVENT>
    <plasectrxGatewayDN>cn=544de4aa06914073,ou=gateways,dc=plasec</plase
    ctrxGatewayDN>
    <cn>38901f4a95d14013</cn>
    <plasectrxRecdate>20140610055028-0700</plasectrxRecdate>
    <plasectrxPanel date>20140610085028-0400</plasectrxPanel date>
    <plasectrxRecdateUTC>20140610125028Z</plasectrxRecdateUTC>
    <plasectrxPanel dateUTC>20140610125028Z</plasectrxPanel dateUTC>
    <plasectrxLastacc>19700101000000Z</plasectrxLastacc>
    <plasectrxEvtypename>Intrusion</plasectrxEvtypename>
    <plasectrxBackgroundColor></plasectrxBackgroundColor>
    <plasectrxForegroundColor></plasectrxForegroundColor>
    <plasectrxAckBackgroundColor></plasectrxAckBackgroundColor>
    <plasectrxAckForegroundColor></plasectrxAckForegroundColor>
    <plasectrxEventname>Input point in alarm</plasectrxEventname>
    <plasectrxPanel name>elevator test</plasectrxPanel name>
```

```
    <plasectrxSourcename>Input on subpanel 0 Address
    1</plasectrxSourcename>
    <plasectrxSourcelocation></plasectrxSourcelocation>

    <plasectrxSourcealtname></plasectrxSourcealtname>
    <plasectrxPointaddress> 750</plasectrxPointaddress>

    <plasectrxPointDN>cn=750,ou=points,dc=plasec</plasectrxPointDN>

    <plasectrxEvtypeaddress> 5</plasectrxEvtypeaddress>

    <plasectrxSourceDN>cn=100,cn=0,cn=9,ou=panels,cn=544de4aa06914073,ou
    =gateways,dc=plasec
    </plasectrxSourceDN>

    <plasectrxSourcetype>40</plasectrxSourcetype>

    <plasectrxOperatorname></plasectrxOperatorname>

    <plasectrxPri>10</plasectrxPri>

    <plasectrxMsg></plasectrxMsg>

    <plasectrxIdentityDN></plasectrxIdentityDN>

    <plasectrxCardno> 0</plasectrxCardno>

    <plasectrxEmbossedno></plasectrxEmbossedno>

    <plasectrxLname></plasectrxLname>

    <plasectrxFname></plasectrxFname>

    <plasectrxMi></plasectrxMi>

    <plasectrxIssuelevel> -1</plasectrxIssuelevel>

    <plasectrxFacilityCode>0</plasectrxFacilityCode>

    <plasectrxExpiredat>19700101000000Z</plasectrxExpiredat>

    <plasectrxActivdat>19700101000000Z</plasectrxActivdat>

    <plasectrxIssuedat>19700101000000Z</plasectrxIssuedat>

    <plasectrxHasCamera>0</plasectrxHasCamera>

    <plasectrxHasNotes>0</plasectrxHasNotes>

    <plasectrxHasSoftTriggerSet>0</plasectrxHasSoftTriggerSet>

    <plasectrxShowVideo>0</plasectrxShowVideo>

    <plasectrxSeqno>0</plasectrxSeqno>

    <plasectrxIsAlarm>1</plasectrxIsAlarm>
</EVENT>
```

```
    <?xml version="1.0" encoding="ISO-8859-1"?>
```

For definitions of the individual attributes, refer to *Collaborations - Events XML Definitions* on page 511.

Editing a Collaboration

To edit an existing collaboration:

1. Select  > **Collaboration**.

   The Collaborations list appears.

2. Click on the name of the collaboration you want to edit.

   The Collaboration Edit screen appears.

3. Navigate through the tabbed pages and make the required changes.

4. Click  .

Collaboration Types

The types of collaboration available in the ACM application include:

Type	Description
Identity	
Identity CSV Export	Export identities, photos, tokens, groups, and roles to a CSV file.
Identity CSV One-time Long format	Import identities, tokens, groups, roles from a CSV file manually and keep the Access Control Manager identity database in sync with changes.
Identity CSV One-time Short format	Import identities, tokens, groups, roles from a CSV file manually and keep the Access Control Manager identity database in sync with changes.
Identity CSV Recurring	Import identities, photos, tokens, groups, and roles from an updated CSV file and keep the Access Control Manager identity database in sync with changes.
Identity LDAP pull	Pull identities, tokens, groups, roles from a directory store and keep the Access Control Manager identity database in sync with changes.
Identity Oracle RDBMS pull	Pull identities, tokens, groups, roles from a Oracle RDBMS store and keep the Access Control Manager identity database in sync with changes.
Identity SQL Server pull	Pull identities, tokens, groups, roles from a Microsoft SQL Server RDBMS store and keep the Access Control Manager identity database in sync with changes.
Events	
Events - Generic XML	Transmit events in real time using XML.
Events - Splunk	Produces messages in Splunk format. Splunk is a log aggregation product.

Running a Collaboration

To run a collaboration:

1. Select  > **Collaboration**.

   The Collaborations list appears.

2. Click  from the **Run** column next to the collaboration you want to run.

3. When the confirmation message is displayed, click **OK**.

   Allow more time for the collaboration to run if you are using the SCP or Windows Share location type. Running the Local Drive location type is faster because network performance is not a consideration.

4. View the ACM identity and token information as follows:

   Note: The maximum file size recommended for unzipped information is 25GB. This maximum equates to approximately 12,500 identities if each identity has a 2MB photograph, or 6,250 identities if each identity has a 4MB photograph.

   - For previews of Identity CSV Recurring, Identity LDAP pull, Identity Oracle RDBMS pull and Identity SQL Server pull collaborations in the general log, see *Previewing the General Identity Collaboration Log* below.
   - For exports to SCP or Windows Share network locations, view the files (unzipped) in the location specified in the collaboration.
   - For exports to Local Drive, click  when it appears and view the contents of the zipped CSV export file. See *Extracting a CSV Zip File* on page 519.

Previewing the General Identity Collaboration Log

You can click the Preview icon to view the general log for identity collaborations that were run, when each collaboration was started, how long each collaboration took to complete in minutes, the number of identities that were exported and the compression level (deflate format) of each item. Recent entries are shown at the top of the log, and older entries at the end of the log. For information about accessing the individual logs, see *Accessing Appliance Logs* on page 83.

The general identity collaboration log can be previewed for these types of collaborations:

- Identity CSV Recurring
- Identity LDAP pull
- Identity Oracle RDBMS pull
- Identity SQL Server pull

The following examples show an Identity CSV Export to Local Drive collaboration and a previewed log in the Identity Collaboration Log....

Figure 13: Example of two collaborations that were run and completed

20191024-010540 collab_idfile:<Vancouver Appliance> 2019 10/24 01:05:40-0700 **********STARTING COLLABORATION RUN.**********

20191024-010540 collab_idfile:<Vancouver Appliance> Running Export Collaboration...

==========

Started at: 2019-10-24 01:05:56 -0700

Finished at: 2019-10-24 01:13:59 -0700

Total timing: 483.713355605

Total Identities Exported: 10106

==========

adding: ACM_identity_export.csv (deflated 81%)

adding: ACM_manifest.yml (deflated 58%)

adding: photos/ (stored 0%)

adding: photos/caa41a44-8a46-1039-8dbe-7178c5f2b90a.jpg (deflated 0%)

adding: photos/51a4f380-8a45-1039-92bf-7178c5f2b90a.jpg (deflated 2%)

...

20191024-073545 collab_idfile:<Vancouver Appliance> 2019 10/24 07:35:45-0700 **********ENDING COLLABORATION RUN.**********

**********STARTING COLLABORATION RUN.**********

20191024-083545 collab_idfile:<Vancouver Appliance> Running Export Collaboration...

==========

Started at: 2019-10-24 08:36:05 -0700

Finished at: 2019-10-24 08:44:13 -0700

Total timing: 487.375753767

Total Identities Exported: 10106

==========

adding: ACM_identity_export.csv (deflated 81%)

adding: ACM_manifest.yml (deflated 58%)

adding: photos/ (stored 0%)

...

Figure 14: Example of a previewed collaboration

20191029-213702 collab_idfile:<Vancouver Appliance 5> 2019 10/29 21:37:02+0000 **********STARTING COLLABORATION RUN - preview only mode.**********

20191029-213702 collab_idfile:<Vancouver Appliance 5> Obtaining input file(s)...

Transfer using NAS - CIFS

...

20191031-000839 collab_idfile:<Vancouver Appliance 5> 2019 10/31 00:08:39+0000 **********ENDING COLLABORATION RUN - preview only mode.**********

Extracting a CSV Zip File

To extract a zipped comma delimited (CSV) file that contains exported ACM identities and tokens:

Note: The 7-Zip tool is recommended for extracting zipped CSV export files larger than 4GB. The maximum file size recommended for unzipped information is 25GB. This maximum equates to approximately 12,500 identities if each identity has a 2MB photograph, or 6,250 identities if each identity has a 4MB photograph.

1. Select  > **Collaboration**.

   The Collaborations list appears.

2. Click  next to **Local Drive** for the collaboration that was run.

3. The `collaboration_name-yyyymmddhhmmss.zip` file is downloaded to the local drive on an ACM appliance. The `hh` value is specified in 24-hour format.

4. Extract and examine the contents:
   - `photos` folder contains the photographs of the exported identities.
   - `ACM_manifest.yml` provides:
     - `source`: The name of the appliance.
     - `software version`: The version of the ACM software.
     - `db_version`: The version of the ACM, LDAP or appliance configuration database.
     - `assets: ACM_identity_export.csv`: The identifier of the CSV export file.
   - `ACM_identity_export.csv` spreadsheet provides exported ACM identity and token information in columns A through AL. See the following sample:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Export UUID	External System ID	Status	Type	ID Modify Time	Load Date	Partition	First Name	Last Name	Middle Name	Address	City	State	Zip	Phone	Work Phone	Email Address	Title
2	4713cd90-8a4	a4cdeccc-1ea8-1035-	1	Janitor	10/24/2019 01:1	04/19/2013 07:00:00Z		Steve	Lee		1234 Strawberry	Palo Alto	California	94301	650-123-4567	650-234-5678	slee@company.com	Facilities Manager
3	a15ef250-8a4	4bb8a216-12d3-1035-	1	Long Term Guest	10/24/2019 00:5	06/05/2012 07:00:00Z		Justin	Smith		5678 Main Street	Palo Alto	California	94303	650-890-1234	650-234-5678	jsmith@consulting.com	Support Engineer
4	e80defa6-8a4	98344adc-1ea4-1035-	1	Employee	10/24/2019 01:1	06/06/2012 07:00:00Z		Katie	Forest		9012 Second Ave	Palo Alto	California	94303	650-567-8901	650-234-5678	kforest@company.com	Support Analyst

Note: The VIP column refers to the anti-passback (APB) setting.

Deleting a Collaboration

To delete an existing collaboration:

1. Select > **Collaboration**.

   The Collaboration list appears.

2. Click beside the collaboration that you want to delete.
3. When the confirmation message is displayed, click **OK**.

Assigning an Event Type to a Collaboration

To assign an event type to a collaboration:

1. Select > **Collaboration**.
2. From the Collaboration list, click on the name of the collaboration you want to edit. It must be an Event collaboration type.

   The Collaboration Edit screen appears.

3. Select the **Events** tab.
4. From the Available list, select all the events you want to transfer, then click ►.

   The event is added to the Members list to show that it is now assigned.

   To remove an event from the collaboration, select the event from the Members list, then click ◄.

   > **Note:** You can select multiple events by using the **Ctrl** or **Shift** key.

5. Click .

Collaboration List

When you click > **Collaboration**, the Collaboration list is displayed.

The Collaboration list lists all Collaborations that have been configured in the system.

Feature	Description
Name	The name of the collaboration. Click the name to edit the collaboration details.
Installed	Select this checkbox to enable the collaboration.

Feature	Description
Type	The collaboration type that is assigned to the collaboration. For more information, see *Collaboration Types* on page 516.
Location Type	The location where the CSV file is stored. The options are Local Drive, SCP and Windows Share.
Last Transfer	The date and time when the last transfer occurred.
Preview	Click **Preview** to view the general log for all collaborations. For more information, see *Previewing the General Identity Collaboration Log* on page 517. Displays for the following collaboration types: Identity CSV Recurring, Identity LDAP pull, Identity Oracle RDBMS pull and Identity SQL Server pull. Individual log files are available on the Appliance: Logs page for: • Imports, the log file is named `identity_collab.txt`. • Exports, a log file is created with the same name as the export name. For more information, see *Accessing Appliance Logs* on page 83.
Run	Click  to run this collaboration. This icon is only displayed for collaboration types that support this operation, such as pulls and uploads.
Delete	Click  to delete this collaboration.
Add Collaboration	Click this button to create a new collaboration.
Create New Report	Click this button to generate a PDF summary of all the collaborations.

Collaboration - Add page

When you click **Add Collaboration** from the Collaborations list, the Collaboration Add page displays.

The following features display when you first access the page:

Feature	Description
Name	Enter the name of this collaboration.
Appliance	From the drop down list, select the appliance that will be associated to this collaboration. Only the appliances that have been previously configured appear in this list.
Type	From the drop down list, select the collaboration type. For the supported types, see *Collaboration Types* on page 516. Depending on the type of collaboration you specify, additional fields will appear below.
Installed	Select this checkbox to enable the collaboration.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the

Feature	Description
	item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.

The following features will display when you select the collaboration type (for more information, refer to *Adding a Collaboration* on page 508):

Feature	Description
Partitions to Export	Filter results by exporting Identities who are members of selected partitions. Displays only for the Identity CSV Export collaboration type.
Host	If you are using **LDAP**, enter the host name of the remote LDAP database server. If you are using **Remote Authentication,** enter the host name of the remote Active Directory server. If you are using **Windows Share**, enter the host name where the file is located. Separate the directory with a forward slash (/) i.e. host/share. If you are using **SCP**, enter the host name without the directory. Displays for the following collaboration types: Events - Arcsight CEF; Events - Generic XML; Events - Milestone video; Events - Splunk; Identity CSV Export; Identity CSV Recurring; Identity LDAP pull; Identity Oracle RDBMS pull and Identity SQL Server pull.
Port Number	Port to which the collaboration will connect on the remote server. If empty, uses known TCP defaults (SMB:445, SCP:22). **Important:** If SSL certification is enabled in the SSL field for the Identity LDAP pull collaboration type, you must change the setting of the port number to the value of the LDAP port on the remote server. If SSL certification is not enabled for the collaboration, you must change the setting of the port number to the value of the LDAP port on the remote server. Displays for the following collaboration types: Events - Arcsight CEF; Events - Generic XML; Events - Milestone video; Events - Splunk; Identity CSV Export; Identity CSV Recurring; Identity LDAP pull; Identity Oracle RDBMS pull and Identity SQL Server pull.
Require TCP	Check this box to indicate that the transfer occurs over TCP. Displays for the following collaboration types: Events - Arcsight CEF; Events - Generic XML; Events - Milestone video; Events - Splunk.
Include Primary Photo	Check the box to include the primary photo (or first photo if no primary photo is indicated) in the import/export. For imports, this is only to be used when you are importing data that has been exported using the Identity - CSV Export

Feature	Description
	Collaboration. Displays for the following collaboration types: Identity CSV Export and Identity CSV Recurring.
Include Roles	Check the box to include roles in the export. Displays only for the Identity CSV Export collaboration type.
Location Type	Select the location type for this CSV file. Displays for identity CSV Recurring and Identity CSV Export collaboration types.
User Name	User Name that the collaboration will use to log in to the remote server. Displays for the following collaboration types: Identity CSV Export; Identity CSV Recurring; Identity Oracle RDBMS pull; and Identity SQL Server pull.
Password	User password that the collaboration will use to log in to the remote server. Displays for the following collaboration types: Identity CSV Export; Identity CSV Recurring; Identity Oracle RDBMS pull; and Identity SQL Server pull.
Location	Click **Browse** to search for and select the directory to export CSVs to/import CSVs from. **Note:** The export location is a directory, while the import location points to a file. Displays for the following collaboration types: Identity CSV Export and Identity CSV Recurring.
Delimiter	Select the delimiter of the file. **Note:** Delimiter, Text Qualifier and Date Format are used to tell the import how the CSV file has been prepared. When importing data exported from a ACM system, do not change the default values. Otherwise, a delimiter can be selected. Displays for the following collaboration types: Identity CSV one-time Long format and Identity CSV Recurring.
Text Qualifier	Select the character used to differentiate the data from the delimiter. Displays for the following collaboration types: Identity CSV one-time Long format and Identity CSV Recurring.
CSVFile	Click **Browse** to search for and select a CSV file. Displays for Identity CSV one-time Long format and Identity CSV one-time Short format.

Feature	Description
Date Format	Select date format (e.g. MDY). Displays only for the Identity CSV Recurring collaboration type and Identity CSV one-time Long format.
Bind DN	Enter the distinguished name (DN) used to log in to the server. Displays only for the Identity LDAP pull collaboration type.
SSL	Check this box to indicate that the data transfer is conducted using SSL. If so, the external LDAP host must present an SSL certificate to the ACM system for validation. **WARNING —** Risk of compromising data security. This option must be checked to enable SSL certificate validation. If it is not checked, the certificate is ignored and the collaboration is enabled. However the connection to the LDAP server is not secured and data traffic is unencrypted. The LDAP database server, which can be a Windows Active Directory database host, previously added to the ACM system as an External Domain must be configured to present a certificate to the ACM system. Displays only for the Identity LDAP pull collaboration type. Active only if the collaboration is installed.
Validate Certificate	Before you can validate a certificate for an LDAP server, the server must already be added to the ACM system as an External domain. Click to validate the certificate presented by the LDAP server. If the certificate from the remote server is: • Fully trusted—A "Certificate Verified" message is displayed. Click **OK**. The certificate status is updated to Trusted. • Untrusted—The certificate is displayed. Compare the SHA-256 fingerprint to the actual certificate defined. If they match, click **Trust** and the certificate status is updated to Pinned. Otherwise click **Deny** to update the certificate status to Untrusted, or **Cancel** to close the dialog box without making any changes. • Not available—An error message is displayed, and the certificate status remains Untrusted. To view the certificate status, go to the External Domains- Edit page. Displays only for the Identity LDAP pull collaboration type. Active only if the collaboration is installed.
Instance	Enter the instance within the database to connect to. Displays for the Identity Oracle RDBMS pull and Identity SQL Server pull collaboration types.
	Click this button to save your changes.

Feature	Description
	Click this button to discard your changes.

Collaboration - Edit page CSV Export tab

When you click on a collaboration from the Collaborations list, the Collaboration Edit page is displayed with the CSV Export tab selected.

This tab displays options that are specific to the type of collaboration you are working with. The same collaboration properties appear at the top of each page:

Feature	Description
Name	Enter the name of this collaboration.
Appliance	ACM appliance this applies to. This is a read-only field.
Type	The collaboration type. This is a read-only field.
Installed	Select this checkbox to enable the collaboration.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Partitions to Export	
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - ArcSight CEF Edit Screen

This collaboration type pushes events from the Access Control Manager using the Arcsight CEF format.

When you select an **Events -ArcSight CEF** collaboration type from the Collaborations list, the Collaboration Edit Screen will have the following tabbed pages:

- ArcSight CEF: use this page to edit general information about the collaboration including the host name and port number.
- Events: use this page to specify which event types to transfer and what time interval to run transfers.

The ArcSight CEF page has the following fields. Edit the details as required.

Feature	Description
Host	Enter the host of the application. Include the domain and computer name where appropriate.
Port Number	Enter the port number of the host that will receive the data.
Require TCP	Check this box to indicate that the transfer occurs over TCP.

Collaboration - CSV One-time Edit screen

This collaboration type pulls identity-related attributes from a CSV file into the Access Control Manager database.

When you select an **Identity - CSV One-Time Short format** or **Identity - CSV One-Time Long format**collaboration type from the Collaborations list, the Collaboration Edit Screen is displayed.

Short Format

If you specified **Identity - CSV One-Time Short format** as the collaboration type, the CSV Upload page will have the following fields. Edit the details as required.

> **Note:** The CSV One-Time Short format creates a new identity instance each time it runs. Therefore you must delete the identity that you are updating to avoid duplicates. The long format is recommended because it overwrites previous data without creating duplicates.

Feature	Description
CSV File	Click **Choose File** and navigate the directory to find the CSV file you want to upload. Click **Open** to select the file.
	Click this button to save your changes.
	Click this button to discard your changes.

Long Format

If you specified **Identity - CSV One-Time Long format** as the collaboration type, the edit screen will have the following fields. Edit the details as required.

Feature	Description
Delimiter	Select the delimiter of the file.
Text Qualifier	Select the character used to differentiate the data from the delimiter.
Date Format	Select the date format used in the file.
CSV File	Click **Browse** and navigate the directory to find the CSV file you want to upload. Click **Open** to select the file.
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - Preparing CSV files

It is important to format the data in a CSV file correctly. Data should be entered in a spreadsheet with column headers in the first row that match the name of each field in the Access Control Manager that you want to map to. All values must be an exact match, including spelling, spacing, and case-sensitivity, with the exception of UDF fields which are prefixed with 'UDF'.

Avoiding Duplicate Identities and Errors

Running the identity CSV upload twice may result in identities being duplicated. Duplicate identities can be deleted in the Identities list. If an error occurs, a message will appear with the approximate CSV line location. This will help locate the error and start the CSV upload at the point where the last record failed.

Do not use the pound symbol (#) in the CSV file, otherwise an error will occur.

Collaboration - Fields

Mandatory Identity Fields

The following fields are mandatory:

Feature	Description
External System ID	Enter the identity's external system ID. Use any combination of alphanumeric characters except the pound sign (#). The External System ID is used as a key to link existing data. Subsequent imports will not duplicate existing identities unless you change their External System ID.
First Name	Enter the identity's last name. Use any combination of alphanumeric characters except the pound sign (#).
Last Name	Enter the identity's first name. Use any combination of alphanumeric characters except the pound sign (#).

Optional Identity Fields

Feature	Description
Middle Name	Enter the identity's middle name. Use any combination of alphanumeric characters except the pound symbol (#).
Title	Enter the identity's title. Use any combination of alphanumerical characters except the pound symbol (#).
Address	Enter the identity's street address. Use any combination of alphanumeric characters except the pound symbol (#).
City	Enter the identity's city. Use any combination of alphanumeric characters except the pound symbol (#).
State	Enter the identity's state.

Feature	Description
	Use any combination of alphanumeric characters except the pound symbol (#). It must be the state's full name starting with a capital letter for each word. For example: North Carolina.
Zip	Enter the identity's zip code. Use any combination of alphanumeric characters except the pound symbol (#).
Phone	Enter the identity's phone number. Use any combination of alphanumeric characters except the pound symbol (#). For Example: (303) 555-1234, 303.555.1234, 303-555-1234, 303 555 1234.
Work Phone	Enter the identity's work phone number. Use any combination of alphanumeric characters except the pound symbol (#). For Example: (303) 555-1234, 303.555.1234, 303-555-1234, 303 555 1234.
Email Address	Enter the identity's email address. Use any combination of alphanumeric characters except the pound symbol (#).
Department	Enter the identity's department. Use any combination of alphanumeric characters except the pound symbol (#).
Division	Enter the identity's division. Use any combination of alphanumeric characters except the pound symbol (#).
Site Location	Enter the identity's site location. Use any combination of alphanumeric characters except the pound symbol (#).
Building	Enter the identity's building. Use any combination of alphanumeric characters except the pound symbol (#).
Type	Enter the identity's type. Use any combination of alphanumeric characters except the pound symbol (#).
Status	Enter the identity's status. Use **1** (for Active) or **2** (for Inactive).
Roles	Enter the identity's role. Use any combination of alphanumeric characters except the pound symbol (#). **Note:** Only one role can be imported
Load Date	Enter the identity's issue date. Use the date format: mm/dd/yyyy.

Feature	Description
Partition	Enter the name of a partition. The name must exactly match the name of an existing partition.

Token Fields

Feature	Description
Token Unique	Enter the token's unique ID. Use any combination of alphanumeric characters except the pound sign (#). The Token Unique is used as a key to link existing data. You may re-use the identity's External System ID.
Internal Number	Enter the token's internal number. Use any combination of numbers. Leading zeros are not significant.
Embossed Number	Enter the token's embossed number. Use any combination of alphanumeric characters except the pound sign (#).
Token Status	Enter the token's status. Use **1** (for Active) or **2** (for Inactive).
Issue Level	Enter the token's issue level. Use any combination of numbers. Leading zeros are not significant.
PIN	Enter the token's PIN. Use any combination of numbers. Leading zeros are significant. **Note:** If there are any duplicate PINs then the token will not be created if the PIN already exists, unless duplicate PINs have been allowed in your Settings. **Note:** PINs under four digits in length do not grant access on HID® firmware.
Issue Date	Enter the token's issue date. Use the date format: mm/dd/yyyy.
Activation Date	Enter the token's activation date. Use the date format: mm/dd/yyyy.
Deactivation Date	Enter the token's deactivation date. Use the date format: mm/dd/yyyy.
VIP	Specify if the token is APB exempt.

Feature	Description
	Use **1** or **y** or **t** (for True) or any other value (for False).
Never Expire	Specify if the token never expires. Use **1** or **y** or **t** (for True) or any other value (for False).
Download	Specify if the token can be downloaded to panels. Use **1** or **y** or **t** (for True) or any other value (for False).
Ext Access	Specify if the token has extended door time. Use **1** or **y** or **t** (for True) or any other value (for False).

Collaboration - CSV Upload

To create a CSV file:

1. Prepare the data in a spreadsheet.

   Column headers must be in the first row and match the name of each field in the Access Control Manager that you want to map to.

   For more detail on the CSV upload template, CSV fields and preparation, refer to:

   - *Collaboration - CSV Upload Template* below
   - *Collaboration - Fields* on page 527
   - *Collaboration - Preparing CSV files* on page 527
2. Export the data as a CSV file.

To upload a CSV file:

1. Select > **Collaboration**.
2. From the Collaborations list, click Add Collaboration.
3. Enter a name for the collaboration.
4. In the Type field, select either **Identity CSV One-Time Short format** or **Identity CSV One-Time Long format**.
5. Complete the remainder of the page as required.
6. Click **Choose File** and navigate the directory to find the CSV file you want to upload.

   Click **Open** to select the file.
7. Click .

Collaboration - CSV Upload Template

The comma-separated values (CSV) file must include headers for each attribute you want to include in the database.

CSV One Time Short Format Collaboration

The following columns are included:

Column	Example	Notes
External System ID	1234	
Load Date	06/08/2015	
First Name	John	
Last Name	Smith	
Middle Name	Stout	
Address	123 Pine Hurst	
State	Ohio	State or Province
City	Dayton	
Zip	45323	Zip or postal code
Phone	555-232-1244	
Work Phone	555-100-1356	
Email Address	jsmith@bear.org	
Status	Active	
Title	Staff	
Department	IT	
Division	Federal Sector	
Type	Employee	
Site Location	North	
Building	Main Office	

CSV One Time Long Format Collaboration

The following columns are included:

Column	Example	Notes
External System ID	1234	
Load Date	06/08/2015	Format mm/dd/yyyy.
First Name	John	
Last Name	Smith	
Middle Name	Stout	
Address	123 Pine Hurst	
City	Dayton	
State	Ohio	
Zip	45323	Zip or postal code

Column	Example	Notes
Phone	555-232-1244	
Work Phone	555-100-1356	
Email Address	jsmith@bear.org	
Status	Active	
Title	Staff	
Department	IT	
Division	Federal Sector	
Type	Employee	
Site Location	North	
Role	Admin	
Building	Main Office	
Token Unique	12345678	
Internal Number	9874563221	Internal Number may not be used if the access badge or card does not have an internal number.
Embossed Number	42	Embossed Number may not be used if the access badge or card does not have a separate printed number.
Token Status	Active	
Issue Level	5	
PIN	1234567	PINs under four digits in length do not grant access on VertX® firmware.
Issue Date	02/28/2012	Format mm/dd/yyyy.
Activation Date	02/28/2012	Format mm/dd/yyyy.
Deactivation Date	12/31/2037	Format mm/dd/yyyy.
VIP	True	VIP defines if the user is exempt from anti-passback.
Never Expire	False	
Download	02/02/2015	When the identity token was last downloaded. Format mm/dd/yyyy.
Ext Access	Active	
Partition	South Region	
UDF_Shift	Night	UDF_ prefixed fields are user defined fields and may be different from system to system.
UDF_ DateofBirth	1977-09-08	UDF_ prefixed fields are user defined fields and may be different from system to system.

CSV Recurring Collaborations

Column	Example	Notes
Export UUID	d17c25d2-331f-1035-9345-4b51cd8b394b	
External System ID	1234	
Status	1	
Type	Employee	
Load Date	06/08/2015	Format mm/dd/yyyy.
Partition	South Region, East Region	If multiples used separate using a comma (,).
First Name	John	
Last Name	Smith	
Middle Name	Stout	
Address	123 Pine Hurst	
City	Dayton	
State	Ohio	
Zip	45323	Zip or postal code
Phone	555-232-1244	
Work Phone	555-100-1356	
Email Address	jsmith@bear.org	
Title	Staff	
Department	IT	
Division	Federal Sector	
Site Location	North	
Building	Main Office	
Roles	Admin, Executive, Remote Worker	If multiples used separate using a comma (,).
Token Unique	12345678	
Internal Number	9874563221	Internal Number may not be used if the access badge or card does not have an internal number.
Embossed Number	42	Embossed Number may not be used if the access badge or card does not have a separate printed number.
Token Status	Active	
Issue Level	5	

Column	Example	Notes
PIN	1234567	PINs under four digits in length do not grant access on VertX® firmware.
Issue Date	02/28/2012	Format mm/dd/yyyy.
Activation Date	02/28/2012	Format mm/dd/yyyy.
Deactivation Date	12/31/2037	Format mm/dd/yyyy.
VIP	True	VIP defines if the user is exempt from anti-passback.
Never Expire	False	
Download	02/02/2015	When the identity token was last downloaded. Format mm/dd/yyyy.
Trace	False	
Ext Access	Active	
UDF_Shift	Night	UDF_ prefixed fields are user defined fields and may be different from system to system.
UDF_ DateofBirth	1977-09-08	UDF_ prefixed fields are user defined fields and may be different from system to system.

Collaboration - LDAP Pull Edit Screen

If you specified **Identity LDAP Pull** as the collaboration type, the Collaboration Edit screen will have multiple tabbed pages.

Collaboration - Milestone Edit Screen

This collaboration type pushes events from the Access Control Manager to a Milestone video database.

When you select an **Events - Milestone** collaboration type from the Collaborations list, the Collaboration Edit Screen will have the following tabbed pages:

- Milestone: use this page to edit general information about the collaboration including the host name and port number.
- Events: use this page to specify which event types to transfer and what time interval to run transfers.

The Milestone page has the following fields. Edit the details as required.

Feature	Description
Host	Enter the host of the application. Include the domain and computer name where appropriate.
Port Number	Enter the port number of the host that will receive the data.
Require TCP	Check this box to indicate that the transfer occurs over TCP.

Collaboration - Oracle RDBMS Pull Edit Screen

This collaboration type pulls identity-related attributes periodically from an Oracle RDBMS store into the Access Control Manager database.

When you select an **Identity - Oracle RDBMS pull** collaboration type from the Collaborations list, the Collaboration Edit Screen will have the following tabbed pages:

- Source: use this page to edit general information about the collaboration, including host information and login credentials.
- Schedule: use this page to schedule how often you want to run a transfer.
- Identities: use this page to specify which identity attributes to pull from the Oracle database.
- Tokens: use this page to specify which token attributes to pull from the Oracle database.
- Blob: use this page to specify what Binary Large Object (image) data to pull from the SQL database.
- User Defined: use this page to specify which user-defined attributes to pull from the Oracle database.
- Roles: use this page to specify which role attributes to pull from the Oracle database.

Collaboration - SQL Server Pull Edit Screen

This collaboration type periodically pulls identity-related attributes from a Microsoft SQL Server RDBMS store into the Access Control Manager database.

When you select an **Identity - SQL Server pull** collaboration type from the Collaborations list, the Collaboration Edit Screen will have the following tabbed pages:

- Source: use this page to edit general information about the collaboration, including host information and login credentials.

  Note: Keep Identity data and Token data on separate tables or views in the SQL database.

- Schedule: use this page to schedule how often you want to run a transfer.
- Identities: use this page to specify which identity attributes to pull from the SQL database.
- Tokens: use this page to specify which token attributes to pull from the SQL database.
- Blob: use this page to specify what Binary Large Object (image) data to pull from the SQL database.
- User Defined: use this page to specify which user-defined attributes to pull from the SQL database.
- Roles: use this page to specify which role attributes to pull from the SQL database.

Note: Ensure any individual images to be imported are not over 1MB.

Collaboration - Syslog Edit Screen

This collaboration type pushes events from the Access Control Manager to a Syslog utility.

When you select an **Events - Syslog** collaboration type from the Collaborations list, the Collaboration Edit Screen will have the following tabbed pages:

- Syslog: use this page to edit general information about the collaboration including the host name and port number.
- Events: use this page to specify which event types to transfer and what time interval to run transfers.

The Syslog page has the following fields. Edit the details as required.

Feature	Description
Host	Enter the host of the application. Include the domain and computer name where appropriate.
Port Number	Enter the port number of the host that will receive the data.
Require TCP	Check this box to indicate that the transfer occurs over TCP.

Note: In the ACM software release 5.12.0 and later, adding this type of collaboration is not supported. However you can continue to edit them.

Collaboration - XML Edit Screen

This collaboration type pushes events from the Access Control Manager using XML.

When you select an **Events - Generic XML** collaboration type from the Collaborations list, the Collaboration Edit Screen will have the following tabbed pages:

- XML: use this page to edit general information about the collaboration including the host name and port number.
- Events: use this page to specify which event types to transfer and what time interval to run transfers.

The XML page has the following fields. Edit the details as required.

Feature	Description
Host	Enter the host of the application. Include the domain and computer name where appropriate.
Port Number	Enter the port number of the host that will receive the data.
Require TCP	Check this box to indicate that the transfer occurs over TCP.

Collaboration - Identity CSV Export Edit Screen

The identity export collaboration can be used to export all identity data into a common file format (CSV) for import to other applications. Photographs will be exported into a photo folder in the directory specified in the collaboration. The export can also be used by a separate Access Control Manager to keep identity data synchronized using the Recurring CSV import (see *Collaboration - Identity CSV Recurring Edit Screen* on page 538).

When you select an **Identity - CSV Export** collaboration type from the Collaborations list, the Collaboration Edit screen will have the following tabbed pages:

- CSV Export: use this page to edit general information about the collaboration, including location type, login credentials, and host/domain.
- Schedule: use this page to schedule how often you want to run the export.

Important: Data exported from one ACM system will be considered the Master Data when imported into another ACM system. Any manual updates made to previously imported identities will be overwritten during the import.

The Identity CSV Export Collaboration: Edit page has the following fields. Edit the details as required.

Feature	Description
Name	Name of the export.
Appliance	ACM appliance this applies to. This is a read-only field.
Type	Collaboration type. This is a read-only field.
Installed	Select this checkbox to enable the collaboration.
Partitions	Users who have access to selected partitions, will also have access to the collaboration. Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Partitions to Export	Filter results by exporting identities who are included in selected partitions.
Include Primary Photo	Check the box to include the primary photo (or first photo if no primary photo is indicated) as part of the export.
Include Roles	Check the box to include roles as part of the export.
Location Type	Select the location type for the CSV file. The options are **Local Drive**, **SCP** or **Windows Share**.
Host	If you are using **Windows Share**, enter the host name where the file is located. Separate the directory with a forward slash (/). If you are using **SCP**, enter the host name without the directory.
Domain name	For SCP or Window Share only. Domain for the export destination.
Port Number	For SCP or Window Share only. Port to which the collaboration will connect on the remote server. If empty, uses known TCP defaults (SMB:445, SCP:22).
User Name	For SCP or Window Share only. User Name that the collaboration will use to log in to the remote server.
Password	For SCP or Window Share only. User password that the collaboration will use to log in to the remote server.

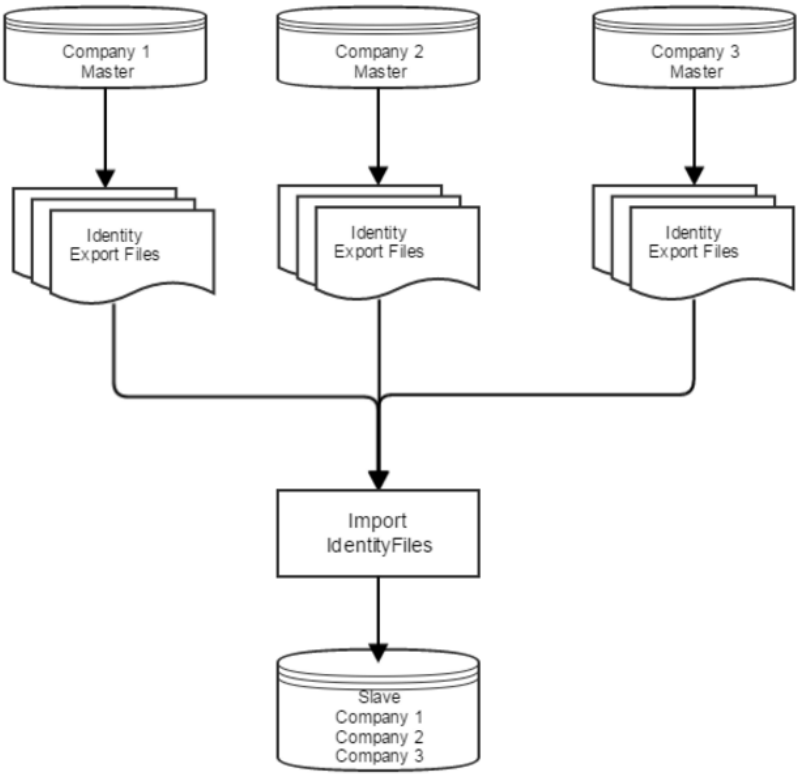
Feature	Description
Location	For SCP or Window Share only. Click **Browse** to search for and select the location to export to. **Note:** You cannot export to the same remote directory specified in an already existing export collaboration. The location must be unique as the export file always has the same name. If the location entered does not already exist, it will be created by the export.
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - Identity CSV Recurring Edit Screen

This collaboration type imports identity and token data via a CSV file into the Access Control Manager database. This can be either:

- **CSV Recurring Standard Import**: A standard CSV import can be done by preparing the CSV file with the identity data to be imported. If you wish to include photos with a standard import, contact Technical Support.
- **CSV Recurring from an ACM Identity Export**: To synchronize identity data between multiple disparate installations of the ACM system.

  For example:



To import identity data and/or photos that were previously exported from separate ACM systems. Note that while the CSV file format is similar, a new field, Export UUID (Universally Unique Identifier) has been introduced to ensure uniqueness across multiple ACM installations. The standard import only requires the External Id to be unique, but that cannot be enforced in this scenario. The Export UUID field will appear as the first column in the exported CSV file. For more information, refer to:

- *Collaboration - Preparing CSV files* on page 527
- *Collaboration - CSV Upload Template* on page 530

It is important to note that if the identity already exists in the importing ACM system, a duplicate identity will be created the first time the collaboration is run. If you are using this feature, it is recommended you first delete those identities before you proceed with the import. This can be done using the “Destroy Batch” feature or the delete feature on the Identity Listings page. Once the UUID has been established for an identity, any ensuing imports will simply update the identity data.

Note: If user defined fields (UDFs), roles or partitions are included in the CSV file, then these should exist in the ACM system prior to importing. If they do not exist then they will not be populated.

Note: There are limits relating to imports:

- When importing identities there is a 49 character limit for the each of the identity name fields (i.e. first, middle and last name). If the name exceeds 49 characters then it will be truncated after being imported.
- There is a limit for large UDF integer values. The maximum supported integer value is 9999999999999999999. Any values higher than this will be truncated after being imported.

When you select an **Identity - CSV Recurring** collaboration type from the Collaborations list, the Collaboration Edit screen will have the following tabbed pages:

- CSV Recurring: use this page to edit general information about the collaboration, including location type, login credentials, and host/domain.
- Schedule: use this page to schedule how often you want to run the import.

The Identity CSV Recurring Collaboration: Edit page has the following fields. Edit the details as required.

Feature	Description
Name	Name of the import.
Appliance	ACM appliance this applies to. This is a read-only field.
Type	Collaboration type. This is a read-only field.
Installed	Select this checkbox to enable the collaboration.
Include Primary Photo	Check the box to include the primary photo (or first photo if no primary photo is indicated) in the import/export. For imports, this is only to be used when you are importing data that has been exported using the Identity - CSV Export Collaboration. **Note:** Pictures should be in JPEG format.
Location Type	Select the location type for this CSV file.
Host	If you are using **Windows Share**, enter the host name where the file is located. Separate the directory with a forward slash (/). If you are using **SCP**, enter the host name without the directory.
Domain name	Domain for the import location. Only displays if Windows Share is selected as the location type.
Port Number	Port to which the collaboration will connect on the remote server. If empty, uses known TCP defaults (SMB:445, SCP:22).
User Name	User Name that the collaboration will use to log in to the remote server.
Password	User password that the collaboration will use to log in to the remote server.
Location	Click **Browse** to search for and select the CSV file to import from.
Delimiter	Delimiter of the file.

Feature	Description
	Note: Delimiter, Text Qualifier and Date Format are used to tell the import how the CSV file has been prepared. When importing data exported from a ACM system, do not change the default values. Otherwise, a delimiter can be selected.
Text Qualifier	Character used to differentiate the data from the delimiter. **Note:** If this field is left blank, the default qualifier is ".
Date Format	Date format used in the file.
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - Source page

When you select the **Source** tab from the Collaboration Edit screen, the Source page is displayed. Depending on the type of collaboration, this page may have any of the following fields:

Feature	Description
Host	Enter the host name of the external database. Include the domain and computer name where appropriate.
Port Number	Enter the port number on the remote server for the database from where data will be pulled.
User Name	Enter the user name that is required to access the external database. This is SQL or Oracle only.
Password	Enter the password that is required to access the external database.
Instance	Enter the instance within the database to connect to. This is Oracle only.
SSL?	Check this box to indicate that the data transfer is conducted using SSL. This is LDAP only.
Validate Certificate	Click to validate the certificate presented by the LDAP server. This is LDAP only.
Bind DN	Enter the distinguished name (DN) used to log in to the server. This is LDAP only.

Feature	Description
Database	Select the name of the external database that you want to transfer. This is SQL only.
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - Schedule page

When you click the **Schedule** tab from Collaboration Edit screen when editing any of the collaborations that can be scheduled, the Schedule page is displayed. This page allows you to specify how often you want transfers to occur within a range of dates.

Feature	Description
Name	Name of the import.
Appliance	ACM appliance this applies to. This is a read-only field.
Type	Collaboration type. This is a read-only field.
Installed	Select this checkbox to enable the collaboration.
Schedule Time	Specify how often you want the transfer to occur, such as every 10 minutes, or every 3 days. Enter the value and select the appropriate units. **Note:** Transfers will only take place between the Start and Ending dates specified (inclusive of the actual dates).
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Start date	Enter the date that you want transfers to begin. Click this field to use the calendar.
Ending date	Enter the date that you want transfers to end. Click this field to use the calendar.
Last transfer	The date the last successful import occurred.
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - Identity CSV Export Schedule page

When you click the **Schedule** tab from Collaboration Edit screen when editing any of the collaborations that can be scheduled, the Schedule page is displayed. This page allows you to specify how often you want transfers to occur within a range of dates.

Feature	Description
Name	Name of the import.
Appliance	ACM appliance this applies to. This is a read-only field.
Type	Collaboration type. This is a read-only field.
Installed	Select this checkbox to enable the collaboration.
Schedule Time	Specify how often you want the transfer to occur, such as every 10 minutes, or every 3 days. Enter the value and select the appropriate units. **Note:** Transfers will only take place between the Start and Ending dates specified (inclusive of the actual dates).
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Start date	Enter the date that you want transfers to begin. Click this field to use the calendar.
Ending date	Enter the date that you want transfers to end. Click this field to use the calendar.
Last transfer	The date the last successful import occurred.
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - Identity CSV Recurring Schedule page

When you click the **Schedule** tab from Collaboration Edit screen when editing any of the collaborations that can be scheduled, the Schedule page is displayed. This page allows you to specify how often you want transfers to occur within a range of dates.

Feature	Description
Name	Name of the import.
Appliance	ACM appliance this applies to. This is a read-only field.
Type	Collaboration type. This is a read-only field.
Installed	Select this checkbox to enable the collaboration.
Schedule Time	Specify how often you want the transfer to occur, such as every 10 minutes, or every 3 days. Enter the value and select the appropriate units. **Note:** Transfers will only take place between the Start and Ending dates specified (inclusive of the actual dates).

Feature	Description
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Start date	Enter the date that you want transfers to begin. Click this field to use the calendar.
Ending date	Enter the date that you want transfers to end. Click this field to use the calendar.
Last transfer	The date the last successful import occurred.
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - Identities page

When you select the **Identities** tab from the Collaboration Edit screen, the Identities page is displayed. This page allows you to specify how to map the data to identity attributes in the Access Control Manager.

Feature	Description
Table	Select the external database table to pull data from. For Oracle RDBMS pull collaborations.
Bind DN	Enter the distinguished name (DN) used to log in to the server. For Identity LDAP pull collaborations.
Filter	Enter the criteria for selecting attributes within the scope of available identities.
Attributes	Specify which identity attributes you want to pull. • If the fields are drop down lists, select the option you want to map to each field. • If the fields accept strings, enter the value you want to map to each field. Ensure that your entry is identical to the value in the external database, including spelling, spacing, and case-sensitivity. • If you are configuring an Identity LDAP pull collaboration, ensure you define the following attribute settings in one of these three ways to ensure that you can connect correctly to the remote LDAP database host: 1. If the **Login Name** is `sAMAccountName`: • Check **Add Domain** • Check **Remote Authentication** (to enable validation of the SSL certificate presented by the remote LDAP database host) • Select the correct domain from the **Domain** drop-down list 2. • If the **Login Name** is `UserPrincipalName` • Uncheck **Add Domain** • Check **Remote Authentication** (to enable validation of the SSL certificate

Feature	Description
	presented by the remote LDAP database host) • Select the correct domain from the **Domain** drop-down list 3. If the **Login Name** is empty: • Uncheck **Add Domain** • Uncheck **Remote Authentication** • Leave the **Domain** drop-down list blank
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - Tokens page

When you select the **Tokens** tab from the Collaboration Edit screen, the Tokens page is displayed. This page allows you to specify how to map the data to token attributes in the Access Control Manager.

Feature	Description
Table	Select the external database table to pull data from.
Base DN	Enter the distinguished name (DN) of the entry where you want the search to start from. This is LDAP only.
Filter	Enter the criteria for selecting attributes within the scope of available tokens.
Attributes	Specify which token attributes you want to pull. • If the fields are drop down lists, select the option you want to map to each field. • If the fields accept strings, enter the value you want to map to each field. Ensure that your entry is identical to the value in the external database, including spelling, spacing, and case-sensitivity.
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - Blob page

When you select the **Blob** tab from Collaboration: Edit screen, the Blob page is displayed. This page allows you to specify how to import image data to the Access Control Manager system.

Feature	Description
Base DN	Enter the distinguished name (DN) used to log in to the server. This is LDAP only.
Table	Select the external database table to pull data from.
Filter	Enter the criteria for selecting elements within the scope of available blobs (binary large

Feature	Description
	objects).
Attributes:	
Primary Image	Check this box to select this image as the primary image.
Identity	Select the same option that you mapped to the Identity Unique field on the Identities page.
Image	Select the option you want to import into the identity images.
Type	Select the criteria for selecting the type of images to be transferred.
Last Update	Select the criteria for the last update.
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - User Defined page

When you select the **User Defined** tab from the Collaboration Edit screen, the User Defined page is displayed. This page allows you to specify how to import user-defined data into the Access Control Manager.

Feature	Description
Table	Select the external database table to pull data from.
Filter	Enter the criteria for selecting elements within the scope of available user definitions.
Attributes	Specify which user-defined attributes you want to pull: • If the fields are drop down lists, select the option you want to map to each field. • If the fields accept strings, enter the value you want to map to each field. Ensure that your entry is identical to the value in the external database, including spelling, spacing, and case-sensitivity.
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - Roles page

When you select the **Roles** tab from Collaboration Edit screen, the Roles page is displayed. This page allows you to specify how to map the data to role attributes in the Access Control Manager.

Feature	Description
Table	Select the external database table to pull data from.
Filter	Enter the criteria for selecting elements within the scope of available roles.
Create Access Group	Check this box to create a new access group for this role.

Feature	Description
Attributes	Specify which role attributes you want to pull: • If the fields are drop down lists, select the option you want to map to each field. • If the fields accept strings, enter the value you want to map to each field. Ensure that your entry is identical to the value in the external database, including spelling, spacing, and case-sensitivity.
	Click this button to save your changes.
	Click this button to discard your changes.

Collaboration - Events page

When you select the **Events** tab from the Collaboration: Edit screen, the Events page is displayed. This page allows you to specify which event types to transfer and what time interval to run transfers. Depending on the type of collaboration, this page may have any of the following fields:

Feature	Description
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed. Events will be pushed during the time interval specified by this schedule.
Send Acknowledgments	Check this box to send notifications when alarms have been acknowledged.
Send Clears	Check this box to send notifications when events have been cleared.
Send Notes	Check this box to send notes along with event transfers.
Available	A list of event types that have been configured in the system. To push an event type, select the event type from the Available list, then click  to move it to the Members list.
Members	A list of event types that are currently being pushed by this collaboration. To remove an event type from the list, select the event type from the Members list, then click  to move it to the Available list.
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Managing Roles

The Roles feature allows you to define the access control permissions and application permissions that are available in the system. After roles are defined they can be assigned to identities, depending on the type of access control or application functions they are permitted to have.

When you select Roles, the following options are displayed:

- **Roles** — Displays the Roles list, the starting page for this feature.
- **Policies** — Displays the Policies list.
- **Groups** — Displays the Groups list.
- **Access Groups** — Displays the Access Groups list.
- **Delegations** — Displays the Delegations list.
- **Partitions** — Displays the Partitions list.
- **Routing Groups** — Displays the Routing Groups list.
- **Elevator Access Levels** — Displays the Elevator Access Levels list.

Configuring Roles

A role is a container for all the permissions an ACM operator needs in the ACM system to perform a specific function in the organization. Each role can include access groups, delegations, routing groups, and role-assignment privileges.

- An access group contains all the doors and elevator access levels that a badge holder needs to access.
- A delegation is a list of permissions for the functionality within the ACM system that allows an ACM operator to configure settings and monitor events.
- A routing group allows an ACM operator to monitor specific event types and hardware components.
- Within the role, you can also specify which roles an operator can assign to other people.

After you have defined access groups, delegations, routing groups, and role-assignment privileges, you can assign them to the appropriate roles, and then assign the roles to identities in the system.

Adding a Role

A Role defines a set of permissions in the ACM application that allow users to perform specific functions.

Define your required access groups, delegations, and routing groups before you configure roles.

To add a new role:

1. Click **Roles**.
2. Click **Add Role**.
3. Enter a name for the role.
4. Complete the remainder of the page with the required details.
5. Click .

   The Role Edit screen is displayed.
6. Select the **Access Groups** tab to assign access groups to the role.
7. Select the **Delegate** tab to assign delegations to the role.
8. Select the **Routing** tab to assign routing groups to the role.
9. Select the **Asgn Roles** tab to specify role-assignment privileges. Operators with this role can only assign the specified roles in this list to other people in the system.
10. Select the **Access** tab to view access groups, doors, and identities associated with this role.
11. Select the **Audit** tab to view a log of all the changes that have been made to this role.
12. Click .

Editing a Role

To edit an existing role:

1. Click **Roles**.
2. From the Roles list, click on the role you want to edit.
3. Navigate through the tabbed pages and edit the details as required. The tabbed pages include:
   - Role Edit: use this page to edit general settings for the role.
   - Access Groups: use this page to assign access groups to the role.
   - Delegate: use this page to assign delegations to the role.
   - Routing: use this page to assign routing groups to the role.
   - Asgn Roles: use this page to specify role-assignment privileges. Operators with this role can only assign the specified roles in this list to other people in the system.
   - Access: use this page to view access groups, doors, and identities associated with this role.
   - Audit: use this page to view a log of all the changes that have been made to this role.

> **Note:** Remember to click to save the changes on each page.

Assigning an Access Group to a Role

You must assign an access group to a role to make it effective.

1. Click **Roles** > **Roles**.
2. Select the **Access Groups** tab.
3. Select the access groups that you want to add to the role.

   To add an option, select the option from the Available list then click ▶.

   To remove an option, select the option from the Members list and click ◀.

   > **Tip:** Use Shift + Click to select multiple options in sequence. Use Ctrl + Click to select multiple individual options.

4. Click ✔.

   All the people with this role now have the access permissions defined by the access group.

Assigning Delegations to a Role

To assign delegations to a role:

1. From the **Roles** drop-down menu, select **Delegations**.
2. From the list of roles on the Delegations panel, click on the role you want to edit.
3. From the Available list, select all the delegations that should be part of the role then click ▶.

   The delegation is added to the Members list to show that it is now part of the role.

   To remove a delegation from the role, select the delegation from the Members list and click ◀.

   > **Tip:** You can select multiple terms by using the **Ctrl** or **Shift** key and move them with one click.

4. Click ✔.

Assigning Routing Groups to a Role

To assign routing groups to a role:

1. Click **Roles**.
2. From the Roles list, click on the role you want to edit.
3. Select the **Routing** tab.
4. From the Available list, select all the routing groups that should be part of the role, then click ►.

   The routing group is added to the Members list to show that it is now part of the role.

   To remove an routing group from the role, select the routing group from the Members list, then click ◄.

   > **Note:** You can select multiple terms by using the **Ctrl** or **Shift** key.

5. Click ✓.

Assigning Roles

The **Asgn Roles** tab allows you to authorize members of this role to assign specified roles to other users.

To specify these permissions:

1. Click **Roles**.
2. From the Roles list, click on the role you want to edit.
3. Select the **Asgn Roles** tab.
4. From the Available list, select all the roles you want to allow members of this role to assign to others, then click ►.

   The role is added to the Members list.

   To remove a role from the list, select the role from the Members list, then click ◄.

   > **Note:** You can select multiple terms by using the **Ctrl** or **Shift** key.

5. Click ✓.

Deleting a Role

To delete an existing role:

1. Select **Roles**.
2. From the Roles list, click ▬ beside the role that you want to delete.
3. When the confirmation message is displayed, click **OK**.

Roles - Role Search page

When you select **Roles** from the task bar, the Roles screen is displayed.

The first page you see is the Role Search page. Select the Roles tab to return to this page. This page lists all the roles that have been configured in the system.

Feature	Description
Name	The name of this role. Click the name to edit the role.
Parent	Indicates the parent of this role.
Child Roles	Indicates the number of children of this role.
Installed	 indicates this role is currently operational and available to the system.  indicates it is not. Click the icon to change the setting.
Default	 indicates this role is assigned automatically when adding a new identity.  indicates it is not. Click the icon to change the setting. Changing this setting does not affect any existing identity. It is only applied when a new identity is created. For example, you can change these settings to enroll several identities with the same set of roles in a single session, or use them to define a common set of roles applicable to all identities.
Start Date	Indicates the activation date of this role.
Stop Date	Indicates the deactivation date of this role.
Delete	Click to delete this role from the database. **Note:** Default roles cannot be deleted.
Add New Role	Click this button to add a new role.
Create New Report	Click this button to generate a report of all the roles in the system.

Use the Search function to find a role in the database:

- Select the criteria from the **Search Field** drop down list.
- Enter or select the value to search for in the **Search Value** field.
- Click **Add Criteria** to add an additional search, then repeat the steps in the bullets above for each additional criteria. Add as many search filters as you need to fulfill your search criteria.
- In the drop down list to the right of the **Search** button, select whether the values entered in the fields should be combined into a single search criteria (**And**) or used as separate search criteria (**Or**).

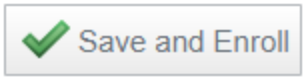
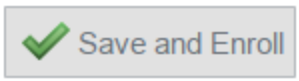
  If **And** is selected, only the roles that fit all entered criteria will appear. If **Or** is selected, the roles that fit one or more of the entered criteria will appear.
- At any time, you can click **Clear Search** to clear all fields.
- To remove a single criteria row, click **Remove**.

Roles - Role: Add page

When you click **Add Role** from the Role Search page, the Role: Add page appears. Enter the required details.

Feature	Description
Name	Enter the name of this role.
Parent	From the drop down list, select the parent of this role. Only the roles that have been defined in the system appear in the drop down list. The child role will inherit all the access permissions defined in the parent role. Also, you cannot delete a parent role until you delete all its children. **Note:** This is an advanced feature and is only recommended for experienced operators.
Start Date	Specify the activation date for this role. Click the field to use the calendar.
Stop Date	Specify the deactivation date for this role. Click the field to use the calendar.
Installed	Check this box to indicate that this role is currently operational and available to the system.
Default	Check this box to indicate that this role is assigned automatically when adding a new identity. Activating this setting does not affect any existing identity. It is only applied when a new identity is created. You will have to edit existing identities if you want this role applied to them.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.

In addition, there are two buttons at the bottom of the page:

Feature	Description
	Click this button to save your changes and open the Biometric Enrollment (BE) Manager to enroll and register the fingerprint for this identity. This field only appears for ViRDI Biometrics tokens. It is active when the BE Manager is running. The button is grayed out if the BE Manager is not running:  If your ACM client is running in a Chrome or Firefox web browser, and you know that the BE Manager is running although this button is grayed out, you can initiate a connection by opening the URL https://avobiometric.loc:9875/ in your web browser.
	Click this button to save your changes.
	Click this button to discard your changes.

Roles - Role: Edit page

When you click the name of a role from the Role Search page, the Role: Edit page is displayed. Select the **Role Edit** tab to return to this page.

This page allows you to edit general settings for the role. Make any changes that may be required.

Feature	Description
Name	Enter the name of this role.
Parent	From the drop down list, select the parent of this role. Only the roles that have been defined in the system appear in the drop down list. The child role will inherit all the access permissions defined in the parent role. Also, you cannot delete a parent role until you delete all its children. **Note:** This is an advanced feature and is only recommended for experienced operators.
Start Date	Specify the activation date for this role. Click the field to use the calendar.
Stop Date	Specify the deactivation date for this role. Click the field to use the calendar.
Installed	Check this box to indicate that this role is currently operational and available to the system.
Default	Check this box to indicate that this role is assigned automatically when adding a new identity. Activating this setting does not affect any existing identity. It is only applied when a new identity is created. You will have to edit existing identities if you want this role applied to them.

Feature	Description
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.

In addition, there are three buttons at the bottom of the page:

Feature	Description
	Click this button to save your changes.
	Click this button to discard your changes.
Create New Report	Click this button to generate a PDF report on this role.

Roles - Access Groups page

When select the **Access Groups** tab, the Access Groups page is displayed. Access groups are sets of physical access permissions including doors and elevator access levels. For more information on access groups, see *Managing Door Access* on page 574.

This page allows you to assign access groups to this role.

Feature	Description
Available	A list of access groups that have been configured in the system. To assign an access group to this role, select the access group, then click  .
Members	A list of access groups that have been assigned to this role. To remove an access group from this role, select the access group, then click  .
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Roles - Delegate page

When you select the **Delegate** tab, the Delegate page is displayed. Delegations are sets of permitted commands within the ACM application. For more information on Delegations, see *Managing Access in the Application* on page 579.

This page allows you to assign delegations to the role.

Feature	Description
Available	A list of delegations that have been configured in the system. To add a delegation to this role, select the delegation from the Available list, then click ► to move it to the Members list.
Members	A list of delegations that have been assigned to this role. To remove a delegation from this role, select the delegation from the Members list, then click ◄ to move it to the Available list.
✔	Click this button to save your changes.
✖	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Roles - Routing page

When you select the **Routing** tab, the Routing page is displayed. Routing groups allow certain users to monitor specific event types and components during a specified time interval. For more information on Routing, see*Routing Events to the Monitor Screen* on page 590.

This page allows you to assign routing groups to the role.

Feature	Description
Available	A list of routing groups that have been defined in the system. To assign a routing group to this role, select the routing group, then click ►.
Members	A list of routing groups that have been assigned to this role. To remove a routing group from this role, select the routing group, then click ◄.
✔	Click this button to save your changes.
✖	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Roles - Assign Roles page

When you select the **Asgn Roles** tab, the Asgn Roles page is displayed. This page allows you to specify which roles that members of this role can assign to other identities. For example, suppose you want to allow a Badge Administrator to assign roles for access rights to the facility. However, you might not want to allow a Badge Administrator to assign Super Admin or Monitoring Supervisor to a user.

Feature	Description
Available	A list of roles that have been configured in the system. To allow members of this role to assign a specific role to other identities, select the role, then click  .
Members	A list of roles that the user is allowed to assign to others. To remove a role from this list, select the role, then click  .
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Roles - Access page

When you select the **Access** tab from the **Role**: **Edit** screen, a list of parent and child roles, identities, access groups, and doors associated with this role is displayed.

Feature	Description
Child Roles	A list of the child roles of this role. Click + or - beside each role to show or hide the identities that are associated with that role.
Identities	A list of the identities that are members of the role.
Parent	The parent of this role. Click + or - beside the parent role to show or hide the access groups and doors that are assigned to that role.
Access Groups	A list of access groups that are assigned to the role.
Doors	A list of doors that are assigned to the role.

Roles - Audit page

When you select the **Audit** tab, the Audit page is displayed, a log of all the changes that have been made to this role is displayed.

Feature	Description
Date	The date and time when this role was modified.
Operator	The user that modified this role.
Attribute	The specific role detail that was modified.
Before	Identifies what the role detail was before it was modified. If the cell is blank, there was no previous value.
After	Identifies what the role detail was changed to.
Create New Report	Click this button to create a PDF report with the details on this page.

Configuring Policies

Policies define access regulations for doors, inputs, and outputs. For example, you can specify the number of allowed PIN attempts at a keypad entry or the length of time a user is allowed to stay in an area. Use policies to override the settings that have been configured for individual doors, inputs, and outputs.

For doors, you can also define Priority Door policies for high-priority and emergency situations. A Priority Door Policy replaces the current settings for a group of doors, including settings applied by other door policies, priority and non-priority global actions, job specifications, and macros.

Priority-enabled policies are intended to support the emergency operating procedures at your site, including potentially life-threatening situations (such as fires, tornadoes, earthquakes, physical attacks), and hazardous situations (such as chemical spills, gas leaks, explosions). These policies require special permissions to configure, and use specific options to operate. For more information, see *Priority Situations* on page 599 and *Triggering Door Lockdown By Panic Button or Red Card* on page 610.

Policies are enabled through the Groups feature. After you have created a policy, you must assign it to a group of hardware components to make it effective. All users and security devices that are assigned to the group are affected by the policies that are in the group.

A policy is in effect when it is installed on the ACM appliance.

Adding a Policy

To add a new policy:

1. Select **Roles** > **Policies**.
2. Click **Add New Policy**.

   The Policy Add page appears.
3. Fill out the **Name** field.
4. Select the hardware types that you want to override. The options include **Door**, **Input**, and **Output**.
5. Click  .

   When the page refreshes, the Policy Edit screen is displayed.

6. Depending on the options you selected on the Policy Add page, this screen may have any of the following tabbed pages:
    - Select the **Mercury** tab to override settings for doors that are connected to a Mercury Security panel.
    - Select the **Input** tab to override settings for inputs.
    - Select the **Output** tab to override settings for outputs.

Editing a Policy

To edit an existing policy:

1. Select **Roles** > **Policies**.

   The Policies list appears.

2. Click on the policy you want to edit.

   The Policy Edit screen appears.

3. Navigate through the tabbed pages and make the required changes. Depending on the options you selected on the Policy Add page, this screen may have any of the following tabbed pages:
    - Mercury: use this page to configure a policy for doors that are connected to a Mercury Security panel.
    - Input: use this page to configure a policy for inputs.
    - Output: use this page to configure a policy for outputs.

> **Note:** Remember to click  to save the changes on each page.

Deleting a Policy

To delete an existing policy:

1. Select **Roles** > **Policies**.
2. From the Policies Listing page, click  beside the policy that you want to delete.
3. When the confirmation message is displayed, click **OK**.

Policies list

When you select **Roles** > **Policies**, the Policies list is displayed. This page lists all the Policies that have been configured in the system.

Features	Description
Name	The name of this policy. Click the name to edit the policy details.

Features	Description
Installed	Indicates if this policy is communicating with the appliance. Yes ( ) or No ( ). Click the icon to change the status.
Door	Indicates whether this policy affects doors.
Input	Indicates whether this policy affects inputs.
Output	Indicates whether this policy affects outputs.
Delete	Click to delete this policy from the database.
Add New Policy	Click this button to add a new policy.
Create New Report	Click this button to generate a report of all the policies in the system.

Policies - Policy Add page

When you click **Add New Policy** from the Policies list, the Policy Add page appears. Enter the required details.

Feature	Description
Name	Enter the name of this policy.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Installed	Check this box to indicate that this policy is currently operational and available to the system.
Door	Check this box to affect doors with this policy.
Input	Check this box to affect inputs with this policy.
Output	Check this box to affect outputs with this policy.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Policies - Policy: Add page

When you click on the **Policy** tab, the Policy Edit page is displayed. This page allows you to edit general policy settings.

Make any changes that may be required.

Feature	Description
Name	Enter the name of this policy.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For

Feature	Description
	more information, see *Managing a Partitioned ACM System* on page 583.
Installed	Check this box to indicate that this policy is currently operational and available to the system.
Door	Check this box to affect doors with this policy.
Input	Check this box to affect inputs with this policy.
Output	Check this box to affect outputs with this policy.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Policies - Mercury Security page

When you select the **Mercury** tab, the Mercury page is displayed. This page allows you to configure a policy that can be applied to a group of doors connected to a Mercury Security panel.

CAUTION — If no Door Mode is selected for this policy and you do not select a schedule or select Never Active and the policy is applied to a group of doors after a non-priority Global Action has been triggered, the Door Mode is set to Card Only regardless of the higher-priority setting applied by the Global Action.

Feature	Description
Priority	Click this checkbox to specify this is a Priority Door Policy. This option is only enabled when the values in the Lock Mode and Custom Schedule options are correctly configured. The settings in a Priority Door Policy are applied to all Mercury Security doors and panels that the policy is associated with when it is activated. A Priority Door Policy is intended as a response to priority situations, such as unpredictable emergencies. For detailed instructions, see *Priority Situations* on page 599.
Name	Enter the name of this door policy.
Access Type	Select the access type for this door policy.
Lock Mode	For a wireless door, select the lock mode to be set by this door policy. Select **None** if you are configuring a Priority Door Policy. This setting is used with the setting in the **Custom Schedule** option to enable the Priority checkbox.
Door Mode	Select the entry mode for the door when the door controller is online and communicating with the panel. **Important:** You must select a Door Mode and for every door policy you create. If a Door Mode is not selected: • The policy is not available to use for a Door Override.

Feature	Description
	• The Door Mode may be set to Card Only if the policy is installed after a non-priority Global Action has been triggered.
Offline Door Mode	Select the entry mode used for the door if the door controller is no longer communicating with the panel. **Note:** In many cases readers in offline mode require a very simple solution for entry or exit because of the memory limitations. The recommended Offline Door Mode option is **Locked No Access**.
Custom mode	Select an additional door mode that will be active during the time specified in the **Custom Schedule** field.
Custom Schedule	Define when the Custom Mode would be active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed. **Important:** Select **24 Hours Active** if you are configuring a Priority Door Policy. This setting is used with the setting in the **Lock Mode** option to enable the Priority checkbox.
APB mode	Select the Anti-Passback (APB) mode for this door policy. For more information on Anti-Passback modes, see *Anti-Passback Modes* on page 323.
APB delay	Enter the number of seconds before another APB entry is allowed.
Into Area	Select the area that the user enters by passing through a door. Only the areas that have been previously configured in the system appear in this list.
Out of Area	Select the area that the user exits by passing through a door. Only the areas that have been previously configured in the system appear in this list.
PIN timeout	Enter the number of seconds that is allowed for a user to enter a PIN before it times out.
PIN attempts	Enter the number of times a user can attempt to enter a PIN before an Invalid PIN event is generated.
LED mode	Select the LED mode to specify how the reader LEDs are displayed. For more information on LED modes, see *LED Modes for Mercury Security* on page 342.
Held pre-alarm	Enter the number of seconds a door can be held open before a pre-alarm is issued. Instead of generating an alarm, it sends a warning signal to the Access Control Manager server.
Access time when open	Enter the number of seconds a door remains unlocked after a card has been swiped.

Feature	Description
Standard access time	Enter the number of seconds a door remains unlocked after access has been granted. If the door is not opened within this time, it will automatically lock.
Held open	Enter the number of seconds a door can be held open before a Door Held Open event is generated.
Extended access	Enter the number of seconds a door remains unlocked after access has been granted to token holders with extended access permissions. This feature is useful for users that may require more time to enter a door.
Extended held	Enter the number of seconds a door can be held open for users with extended access permissions. This feature is useful for users that may require more time to enter a door.
Strike Mode	Select the strike mode. • **Cut short when open** — the strike is deactivated when the door opens. • **Full strike time** — the strike is deactivated when the strike timer expires. • **Turn off on close** — the strike is deactivated when the door closes.
Mask Forced During	Specify when Forced Door events are masked. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Mask Held During	Specify when Door Held Open events are masked. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Always Mask Forced	From the drop down box, select **TRUE** to mask all Forced Door events.
Always Mask Held	From the drop down box, select **TRUE** to mask all Door Held Open events.
Door Processing Attributes	
Enable cipher mode	Select **TRUE** to allow the user to enter their card number digits at the a keypad entry.
Deny duress	Select **TRUE** to deny access to a user that indicates duress at a door.
Don't pulse door strike on REX	Select **TRUE** to disable the pulse of the door strike when request-to-exit is activated. For a policy for SimonsVoss wireless lock doors that do not support a door position switch (DPOS) , this box must be set to TRUE.
Require two card control	Select **TRUE** to specify that two tokens are required to open a door. This enforces two-person entry rule.
Door forced filter	Select **TRUE** to filter Forced Door events. In case a door is slow to close or is slammed shut and bounces open for a few seconds, this filter allows three seconds for a door to close before generating an event.
Log grants	Normally, the system will log a single message for a card swipe and opened door. If you

Feature	Description
right away	select **TRUE**, this will log two separate messages: one when access is granted and another when the door is opened. This event is not turned into an Access Control Manager event.
Log all access as used	Select **TRUE** to log all access grants regardless of whether or not the door was opened.
Detailed events	Select **TRUE** to generate detailed events of all hardware at the door including door position masking, timer expiration and output status. This feature is useful for circumstances where it is important to know all the details of an event.
Use shunt relay	Select **TRUE** to enable the use of shunt relay for this door.
Do not log Rex transactions	Select **TRUE** to disable logging of request-to-exit transactions.
	Click this button to save your changes.
	Click this button to discard your changes.
Create New Report	Click this button to generate a PDF report on this door policy.

Policies - Input page

When you click the **Input** tab, the Input page is displayed. This page allows you to configure a policy for inputs.

Feature	Description
Name	Enter the name of this input.
Debounce	Select the number of units (approximately 16 ms each) allowed for debouncing.
Entry Delay	Enter the number of seconds allowed for entry before this input issues an alarm.
Exit Delay	Enter the number of seconds allowed for exit before this input issues an alarm.
Hold Time	Set the amount of time that the alarm will stay in alarm after returning to normal. For example, if the input point goes into alarm, then restores, it will hold it in that alarm state for 1 to 15 seconds after it returns to normal before reporting the normal state.
Logging	Enter the type of logging you need for this input. Valid values are: • **Log all changes**: Log all changes affecting this input. • **Do not log CoS if masked**: Log all changes except change of state events if the input is currently masked. • **Do not log CoS of masked & no trouble CoS**: Log all changes except change of state events if the input is currently masked and there are no trouble CoS events.
Schedule	Define when this input is active. Select a schedule from the drop down list. Only schedules that have been defined in the

Feature	Description
	system are listed.
Mode	Enter the mode used for this input. The available options are: • **Normal**: The door input is a normal door contact. • **Non-latching**: The door input is a non-latching contact. • **Latching**: The door input is latching contact.
EOL resistance	Select the EOL resistance value you need for this input. Only those EOL resistance values previously defined for this system appear in this list.
Enabled	Check this box to indicate that this input is connected and ready to communicate with the Access Control Manager host.
Masked	Select TRUE to indicate that this input is normally masked.
	Click this button to save your changes.
	Click this button to discard your changes.

Policies - Output page

When you click the **Output** tab, the Output page is displayed. This page allows you to configure a policy for outputs.

Feature	Description
Name	Enter the name of the output.
Enabled	Check this box to indicate that this output is connected and ready to communicate with the Access Control Manager host.
Mode	Select the output mode.
Pulse Time	Enter the pulse interval time. This is the number of seconds that the output will activate when a pulse command is issued. This field is only available on outputs not associated with doors (e.g. auxiliary relays).
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
	Click this button to save your changes.
	Click this button to discard your changes.

Policies - Audit page

When you click the **Audit** tab, a log of all the changes that have been made to this policy is displayed.

Feature	Description
Date	The date and time when this policy was modified.
Operator	The user that modified this policy.

Feature	Description
Attribute	The field that was modified.
Before	The value in the field before this change took effect. If this cell is blank, it indicates that there was no previous value.
After	The value in the field after this change took effect.
Create New Report	Click this button to generate a PDF of this audit history.

Configuring Groups

The groups feature allows you to group hardware components (cameras, doors, etc.) and/ or system components (identities, roles, etc.). Groups are useful for various functions, including:

- Applying identity profiles to many people at a time using the batch update feature.
- Applying door templates to many doors at once using the batch update feature.
- Enabling operators to monitor specific event types and hardware components through routing groups.
- Assigning policies to override settings on a group of hardware components.

Note: Groups should not be confused with Access Groups. For more information on Access Groups, see *Managing Door Access* on page 574.

Adding a Group

To add a new group:

1. Select **Roles** > **Groups**.
2. Click **Add New Group**.

   The Group Add page appears.
3. Fill out the **Name** field.
4. Click  .

   When the page refreshes, the Group Edit screen is displayed.
5. Navigate through the tabbed pages and edit the details as required. The tabbed pages include:
   - Group: use this page to rename the group and select partitions
   - Policies: use this page to assign policies to the group.
   - Members: use this page to add components to the group.
   - Audit: use this page to view a log of all the changes that have been made to this group.

Editing a Group

To edit an existing group:

1. Select **Roles > Groups**.

   The Groups list is displayed.

2. Click the name of the group you want to edit.

   The Group Edit page appears.

3. Navigate through the tabbed pages and make the required changes. The tabbed pages include:
   - Group: use this page to edit the group name and view the current policies and members in the group.
   - Policies: use this page to select the policies in the group.
   - Members: use this page to select the components in the group.
   - Audit: use this page to view a log of all the changes that have been made to this group.

   Note: Remember to click  to save the changes on each page.

Assigning Policies to Groups

To assign policies to a group:

1. Select **Roles > Groups**.

   The Groups list is displayed.

2. From the Groups list, click on the name of the group you want to edit.

   The Group Edit page appears.

3. Select the **Policies** tab.

4. From the Available list, select all the policies that you want to assign to the group, then click  .

   The policy is added to the Members list to show that it is now assigned.

   To remove a policy from the group, select the policy from the Members list, then click  .

   Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

5. Click  .

Assigning Members to Groups

A group can contain any number of members. Members of a group can be hardware items (cameras, doors, etc) and/or system items (identities, roles, etc).

To assign members to a group:

1. Select **Roles > Groups**.

   The Groups list is displayed.

2. From the Groups list, click on the name of the group you want to edit.

   The Group Edit page appears.

3. Select the **Members** tab.
4. From the **Type** drop down list, select the type of item you want to add to the group.

   Once you select a type, the relevant items will appear in the Available window.

   NOTE: If there are ten or more entries in the list in the Available window, a standard Search will display - this can be used to narrow the list. If there are more than 2,000 entries then an Advanced Search will display to enable you to narrow the list.

5. From the Available list, select all the items that you want to assign as members of the group, then click  .

   The item is added to the Members list to show that it is now assigned.

   To remove a item from the group, select the item from the Members list, then click  .

   > **Note:** You can select multiple terms by using the **Ctrl** or **Shift** key.

6. Click  .

Creating a Hardware Group for Routing

To use routing groups, you must create a group that contains the event sources of interest. The event sources must be hardware components. For more information on routing groups, see *Routing Events to the Monitor Screen* on page 590.

1. Select **Roles > Groups**.

   The Groups list is displayed.

2. Click **Add New Group**.

   The Group Add page is displayed.

3. Fill out the **Name** field.

4. Select a partition for the hardware group.

   This is important for routing if you do not want operators in different partitions to see this hardware group.

5. Click  .

   The Group Edit screen is displayed.

6. Select the **Members** tab.
7. From the **Type** drop-down list, select a type of hardware component.

   Note: Do not select **Identity** or **Role**, since they are not routable.

8. Select the hardware components that you want to add to the group.
9. Repeat the previous two steps if you want to add different types of hardware components to the group.
10. Click  .

Using Policies to Override Hardware Settings

1. Select **Roles** > **Policies**.
2. Create a policy. For more information on how to create a policy, see *Adding a Policy* on page 558.
3. Select **Roles** > **Groups**.

   The Groups list is displayed.

4. Click **Add New Group**.

   The Group Add page appears.

5. Fill out the **Name** field, then click  .

   When the page refreshes, the Group Edit screen is displayed.

6. Select the **Policies** tab.
7. Select the policy that you want to assign to the group, then click  .
8. Select the **Members** tab.
9. From the **Type** drop-down list, select a type of hardware component.

   Note: Do not select **Identity** or **Role**, since they will not be affected by the policy.

10. Select the hardware components that you want to override, then click  .

    The hardware in the group are now overridden by the specified policy.

Performing an Identity or Template Batch Update

The Batch Update feature on the Roles page allows you to assign an identity profile to a group of identities, or a door template to a group of doors from the same manufacturer. This is useful for applying new or modified standard settings to a group of identities or doors.

WARNING — There is a risk of losing a door template batch update report due to blocked pop-ups in your web browser. When a door template batch update is performed on a group of doors, a report is generated that you can save to your local system. If pop-ups from the ACM client are blocked by your web browser, the report cannot be saved. Your web browser will notify you that the pop-up is blocked, and offer you the option to unblock the pop-up. To save the report (and all future reports), you must enable pop-ups in your web browser from your ACM client. For instructions on how to enable pop-ups, refer to the Help files for your web browser.

1. Select **Roles > Groups**.

   The Groups list is displayed.

2. From the **Batch Update** column, click  beside the group of identities or group of doors that you want to update.

   The Batch Update dialog box pops up.

3. From the drop-down list, choose the identity profile or door template you want to apply to members of this group.

   Only the identity profiles or door templates previously defined by the system appear in this list.

4. Click  .

   > **Note:** If you are doing a door template batch update on a group of doors, you will either be prompted to save the report generated by the system (if pop-ups from the ACM client are unblocked) or your web browser will notify you that the pop-up has been blocked.

All members in this group now have the field values defined by the identity profile or door template.

Scheduling an Identity or Door Batch Update

To schedule a batch update:

1. Select **Roles > Groups**.

   The Groups list is displayed.

2. Click  from the **Scheduler** column.

   The Job Specification - General dialog box displays.

3. Fill out the details as required.
4. Click **Next**.

   The Job Specification - Schedule dialog box displays.

5. From the drop down list, specify how often you want this update to occur.

   Depending on the value you select, additional fields appear.

6. Fill out the details as required.
7. Click **Next**.

   The Job Specification - Summary dialog box displays.

8. Click **Submit** to schedule this job.

   The job is scheduled.

Deleting a Group

To delete an existing group:

1. Select **Roles > Groups**.
2. From the Groups list, click  beside the group that you want to delete.
3. When the confirmation message is displayed, click **OK**.

Groups list

When you select **Roles > Groups**, the Groups list is displayed. This page lists all the Groups that have been configured in the system.

Feature	Description
Name	The name of this group. Click the name to edit the group details.
Members	The number of members assigned to this group.
Policy	The number of policies assigned to this group.
Batch Update	Click  to perform a batch update.
Scheduler	Click  to schedule one or more batch updates.
Delete	Click  to delete this group from the database.

Feature	Description
Add New Group	Click this button to add a new group.
Create New Report	Click this button to generate a report of all the groups in the system.

Groups - Group Add page

When you click **Add New Group** from the Groups list, the Group Add page appears. Enter the required details in each tab.

Name	Enter the name of this group.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Policies	Select the policies that you want associated with this group.
Members	Select the members that you want associated with this group.
	Click this button to save your changes.
	Click this button to discard your changes.

Groups - Group Edit page

When you click the **Group** tab, the Group Edit page is displayed. This page allows you to change the name of this group and view which policies and identities are currently associated with this group.

Groups - Policies page

When you select the **Policies** tab, the Policies page is displayed. Policies are access regulations that you can establish for doors, inputs, and outputs. For more information on policies, see *Configuring Policies* on page 558.

This page allows you to assign policies to this group.

Feature	Description
Available	A list of policies that have been configured in the system. To assign a policy to this group, select the policy from the Available list, then click  to move it to the Members list.
Members	A list of policies that are currently associated with this group. To remove a policy from the group, select the policy from the Members list, then click  to move it to the Available list.
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Groups - Members page

When you select the **Members** tab, the Members page is displayed. Groups can contain any number of hardware items (cameras, doors, etc) and/or system items (identities, roles, etc).

This page allows you to assign components to the group.

Feature	Description
Type	Select the component type you want to add to this group. Once you select a type, the relevant components will appear in the Available window.
Available	A list of available components in the system. To assign an component to this group, select the component, then click  .
Members	A list of components that are assigned to this group. To remove a component from this group, select the component, then click  .
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Groups - Audit page

When you click the **Audit** tab, a log of all the changes that have been made to this group is displayed.

Feature	Description
Date	The date and time when this group was modified.
Operator	The user that modified this group.
Attribute	The field that was modified.
Before	The value in the field before this change took effect. If this cell is blank, it indicates that there was no previous value.
After	The value in the field after this change took effect.
Create New Report	Click this button to generate a PDF of this audit history.

Managing Door Access

Access groups are sets of physical access permissions for doors and elevator access levels.

You must configure doors before you can create access groups. If you want to control access to the floors of a building, you should configure elevator access levels beforehand as well. For more information on elevator access levels, see *Managing Elevator Access* on page 595.

After you have created an access group, you must assign it to a role to make it effective. This allows members of the role to access the specified doors and elevator access levels in the access group.

Adding an Access Group

If you want to control access to the floors of your building, you must create elevator access levels. For more information on elevator access levels, see *Managing Elevator Access* on page 595. It is recommended that you configure doors and elevator access levels before you create access groups.

To add a new access group:

1. Select **Roles** > **Access Groups**.

   The Access Groups list is displayed.

2. On the Access Groups list, click **Add New Access Group**.

   The Access Group Add page is displayed.

3. Enter a name for the new access group.
4. Select an appliance to manage the access group.
5. Complete the remainder of the page with the required details.
6. Click  .

   The Access Group Edit page is displayed.

7. Select the doors you want to add to the access group.

   To add an option, select the option from the Available list then click  .

   To remove an option, select the option from the Members list and click  .

   > **Tip:** Use Shift + Click to select multiple options in sequence. Use Ctrl + Click to select multiple individual options.

8. Click  .
9. After you have created an access group, you must assign it to a role to make it effective. For more information, see *Assigning an Access Group to a Role* on page 549.

Editing an Access Group

1. Select **Roles > Access Groups**.

   The Access Groups list appears.

2. Click the name of the access group that you want to edit.

   The Access Group Edit page appears.

3. Navigate through the tabbed pages and make the required changes. The tabbed pages include:
   - Edit: use this page to edit the access group
   - Access: use this page to view the doors, roles, and identities that are in this access group
   - Audit: use this page to view a log of all the changes that have been made to this access group.

> **Note:** Remember to click  to save the changes on each page.

Deleting an Access Group

> **Note:** You can only delete access groups that are not linked to any roles.

Before you can delete an access group, you must remove the access group from the associated role. For more information, see *Assigning an Access Group to a Role* on page 549.

1. Select **Roles > Access Groups**.

   The Access Groups list is displayed.

2. From the Access Groups list, click  beside the access group that you want to delete.

3. When the confirmation message is displayed, click **OK**.

Access Groups - Example

Here is a scenario to exemplify the use of Access Groups: A user is assigned a role and a token. The assigned role may contain one or more access groups. Each access group specifies access permissions to one or more doors and panels during a certain time interval. When a token is downloaded, it receives access permissions to doors that have been specified by the role.

A working example is:

1. Create a role called "HR Role" that includes two access groups.
   - Access Group 1 has Schedule 9 am-5 pm M - F and Door "Front Door" on Panel 1.
   - Access Group 2 has Schedule 11 am-2 pm M - F and Door "Break Room Door" on Panel 2.

2. Assign a user to the HR Role.
3. Create a token for the user called Token A with the internal number 12345.

To download these access permissions to the appropriate panels, the program must perform these operations:

- Assign an access group to Panel 1 with a schedule of 9 am - 5 pm M - F and Door "Front Door". Name this Access Group 1.
- Assign an access group to Panel 2 with a schedule of 11 am - 2 pm M - F and Door "Break Room Door". Name this Access Group 2.
- Download Token A to Panel 1 - Token Number 12345, AG 1.
- Download Token A to Panel 2 - Token Number 12345, AG 2.

Assigning an Access Group to a Role

You must assign an access group to a role to make it effective.

1. Click **Roles**.

   The Roles list is displayed.

2. From the Roles list, click on the role you want to edit.

   The Role Edit screen appears.

3. Select the **Access Groups** tab.
4. Select the access groups that you want to add to the role.

   To add an option, select the option from the Available list then click  .

   To remove an option, select the option from the Members list and click  .

   > **Tip:** Use Shift + Click to select multiple options in sequence. Use Ctrl + Click to select multiple individual options.

5. Click  .

   All the people with this role now have the access permissions defined by the access group.

Access Groups list

When you select **Roles** > **Access Groups**, the Access Groups list is displayed.

This page lists all the Access Groups that have been configured in the system.

Feature	Description
Name	The name of the access group. Click the name to edit the access group.

Feature	Description
Appliance	Identifies the name of the appliance that maintains this access group.
Installed	Indicates if this access group is communicating with the appliance. Click  for yes or  for no.
# Doors	Specifies the number of doors associated with this access group.
Roles	A list of roles that this access group is a member of.
Delete	Click  to delete the access group. **Note:** You cannot delete access groups that have been assigned to specific roles.
Add New Access Group	Click this button to add a new access group.
Create New Report	Click this button to generate a report of all the access groups in the system.

Access Groups - Access Group Add page

When you click **Add New Access Group** from the Access Groups list, the Access Group Add page appears. Enter the required details.

Feature	Description
Name	Enter the name of this access group.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Appliance	From the drop down list, select the appliance that manages this access group.
Schedule	Specify when the access group is active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Elevator Access level	Select the elevator access level that applies to this access group. Only the elevator access levels that have been defined in the system appear in this list.
Installed	Check this box to indicate that this access group is currently operational and available to the system.
Available	A list of available doors that are associated with the specified appliance. To add a door to this access group, select the door from the Available list, then click  to move it to the Members list.
Members	A list of doors that are members of this access group. To remove a door from this access group, select a door from the Members list, then click 

Feature	Description
	to move it to the Available list.
	Click this button to save your changes.
	Click this button to discard your changes.

Access Groups - Access Group: Edit page

When you click the name of an Access Group from the Access Groups list, the Access Group Edit page is displayed. Click on the **Edit** tab to return to this page.

This page allows you to edit general settings for the access group. Make any changes that may be required.

Feature	Description
Name	Enter the name of this access group.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Appliance	The appliance that manages this access group. This is a read-only field.
Schedule	Specify when the access group is active. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Elevator Access level	Select the elevator access level that applies to this access group. Only the elevator access levels that have been defined in the system appear in this list.
Installed	Check this box to indicate that this access group is currently operational and available to the system.
Available	A list of available doors that are associated with the specified appliance. To add a door to this access group, select the door from the Available list, then click  to move it to the Members list.
Members	A list of doors that are members of this access group. To remove a door from this access group, select a door from the Members list, then click  to move it to the Available list.
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Access Groups - Access page

When you select the **Access** tab from the Access Group: Edit screen, a list of doors, roles and identities associated with this access group is displayed.

Feature	Description
Access Group	The name of this access group. Click the name to return to the Edit page.
Doors	A list of doors that can be accessed by identities in this access group.
Roles	A list of roles that are assigned to this access group. Click **+** or **-** beside each role to show or hide the identities that are in the access group through the role.
Identities	A list of users that are members of the access group.

Access Groups - Audit page

When you select the **Audit** tab from the Access Group: Edit screen, a log of all the changes that have been made to this access group is displayed.

Feature	Description
Date	The date and time when this access group was modified.
Operator	The user who modified this access group.
Attribute	The specific access group detail that was modified.
Before	Identifies what the access group detail was before it was modified. If the cell is blank, there was no previous value.
After	Identifies what the access group detail was changed to.
Create New Report	Click this button to create a PDF report with the details on this page.

Managing Access in the Application

A delegation is a list of permissions to specific functionality within the ACM system that can be assigned to an ACM operator (or a group of operators) using roles. For example, you can create one delegation containing only the permissions that allow operators access to configure identity settings, and another delegations containing only the permissions that allow operators access to monitor events.

To give an ACM operator permission to use specific functions, you create a delegation that contains only the permissions to use those specific functions, and then assign that delegation to a role. Only when a role assigned that delegation s assigned to an operator can the operator access these functions. For example, for an operator to validate an SSL certificate from an LDAP server, that operator must be assigned a role that contains a delegation that includes the `Collaboration Validate Certificate` permission.

After you have created a delegation, you must assign it to a role to make it effective.

Adding a Delegation

To add a new delegation:

1. Select **Roles > Delegations**.

   The Delegations list is displayed.

2. Click **Add New Delegation**.

   The Delegation Add page appears.

3. Enter a name for the new delegation, then click  .

   The Delegation Edit page appears.

4. Select the permissions you want to include in the delegation.

   To add an option, select the option from the Available list then click  .

   To remove an option, select the option from the Members list and click  .

   > **Tip:** Use Shift + Click to select multiple options in sequence. Use Ctrl + Click to select multiple individual options.

5. Click  .

6. After you have created a delegation, you must assign it to a role to make it effective. For more information, see *Adding a Delegation to a Role* below.

Editing a Delegation

To edit an existing delegation:

1. Select **Roles > Delegations**.

   The Delegations list appears.

2. Click the name of the delegation you want to edit.

   The Delegation Edit page appears.

3. Make the required changes.

4. Click  .

Adding a Delegation to a Role

You must assign a delegation to a role to make it effective.

1. Click **Roles**.

   The Roles list is displayed.

2. From the Roles list, click on the role you want to edit.

   The Role Edit screen appears.

3. Select the **Delegate** tab.
4. Select the delegations that you want to add to the role.

   To add an option, select the option from the Available list then click  .

   To remove an option, select the option from the Members list and click  .

   > **Tip:** Use Shift + Click to select multiple options in sequence. Use Ctrl + Click to select multiple individual options.

5. Click  .

   All the people with this role now have the access permissions defined by the delegation.

Deleting a Delegation

To delete an existing delegation:

1. Select **Roles > Delegations**.

   The Delegations list is displayed.

2. From the Delegations list, click  beside the delegation that you want to delete.
3. When the confirmation message is displayed, click **OK**.

Delegations list

When you select **Roles > Delegations**, the Delegations list is displayed. This page lists all the delegations that have been configured in the system.

Feature	Description
Name	The name of this delegation. Click the name to edit the delegation.
Members	The number of tasks that are permitted in this delegation.
Delete	Click  to delete this delegation.
Add New Delegation	Click this button to add a new delegation.
Create New Report	Click this button to generate a report of all the delegations in the system.

Delegations - New page

To add a new delegation:

1. Select **Roles > Delegations**.

   The Delegations list is displayed.

2. Click **Add New Delegation**.

   The Delegation Add page appears.

3. Enter a name for the new delegation, then click  .

   The Delegation Edit page appears.

4. Select the permissions you want to include in the delegation.

   To add an option, select the option from the Available list then click  .

   To remove an option, select the option from the Members list and click  .

   > **Tip:** Use Shift + Click to select multiple options in sequence. Use Ctrl + Click to select multiple individual options.

5. Click  .

6. After you have created a delegation, you must assign it to a role to make it effective. For more information, see *Adding a Delegation to a Role* on page 580.

Delegations - Delegation: Edit page

When you click the name of a Delegation from the Delegations list, the Delegation: Edit page is displayed.

This page allows you to specify what tasks are authorized by this delegation.

Feature	Description
Name	Enter the name of the delegation.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on the next page.
Available	A list of available tasks in the ACM application. To add a task to the delegation, select the term from the Available list, then click  to move it to the Members list.
Members	A list of tasks that are Members of this delegation. To remove a task from this delegation, select the term from the Members list, then click  to move it to the Available list.

Feature	Description
Search	Enter a term, then click **Filter** to filter the results in the Available window. Click **Clear** to remove the filter.
Case-sensitive	Check this box to indicate that the letters in the **Search** field are case-sensitive.
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Managing a Partitioned ACM System

Tip: Refer to this information if you are performing initial configuration of an ACM appliance before its deployment.

Partitions are separate administrative access zones within the ACM system that can be independently managed. Since it is highly scalable, a single ACM system can be partitioned to manage access for individual tenants in an office tower, buildings on a campus, or locations in a geographically dispersed organization. Think of partitions as independent instances of an ACM system within your ACM system.

Partitioning is much like filtering. You can create simple functional partitions or complex special-purpose partitions. The more complex your partitioning is, the more carefully it needs to be administered.

Note: Do not confuse areas with partitions. A partition is a separate administrative access zone within the ACM system. An area is a physical location that requires additional access control. Therefore, in a partitioned system, an area is configured within a partition.

In a non-partitioned system, all the items and functions are potentially available to all identities (ACM operators and badge holders). Roles and delegations are used to restrict operator access to the functionality and items, and access groups are used to restrict badge holders physical access.

Important: In a partitioned system, all the items and functionality that are assigned to a partition are available only to identities who are also assigned to that partition. Within a partition, roles and delegations are used to restrict operator access to functionality and items, and access groups are used to restrict badge holders physical access. All partition items can be assigned to multiple partitions.

It is recommended that an ACM system is partitioned before it is deployed, and that you use the default System Administrator identity (with the login ID **admin**) to set up the partitioned system.

Items not assigned to any partition belong to an unnamed partition, called the blank partition, and are available to all identities. Treat the blank partition as a separate partition that everyone can access. For badge holders, use the blank partition to contain the doors to common areas, which might include building entrances, parking garages, elevators, and the like, which all badge holders can access. For ACM operators, use the blank partition to contain the common items, which any operator can configure.

Tip: Alternatively, you can create dedicated common partitions , which might be more practical for a geographically dispersed partitioned ACM system, and keep the blank partition empty.

When configuring an:

- Identity–Assigning an ACM operator to one or more partitions restricts the operator to items in their assigned partitions and those not assigned to any partition. Not assigning an operator to any partition restricts the operator to items not assigned to any partition.
- Item–Assigning an item to a partition restricts who can see or edit the item to ACM operators assigned to that partition. If you assign all partitions to an item, the item can be viewed by all operators EXCEPT those not assigned to any partition. If you do not select a partition, any ACM operator can edit the item.

After partitions are configured, the **Partition** drop-down menu appears as a configuration option for any object that can be assigned to a partition.

Planning a Partitioned System

Ideally, plan how to partition your ACM system before you deploy it. It is much easier to deploy a partitioned system and then provision it than it is to add partitions to an already deployed system and reconfigure it all over again. If partitioning is not properly planned out and tested before it is operational, there is a risk that items may be hidden (inaccessible) to the users that need them to do their jobs properly.

Some of the considerations you should keep in mind when planning your partitions:

- Centralize control.

  Always use the default system administrator identity to set up partitions. This identity always has full access to all partitions.

- Limit ACM operator access to partitions.

  Only allow the ACM operators who are responsible for access control operations within a partition permission to access that partition. To enforce this:

  - Create a custom admin role for the ACM operator identities assigned to administer a partition. Configure this role and its delegations so that the system administrator of a partition is prevented from creating partitions or assigning themselves to other partitions.
  - Create custom roles with the required delegations for ACM operator identities assigned other responsibilities in a partition. Configure these roles to include only the delegations needed. The default roles (such as monitoring, or enrollment operator) can also be used, as they are preconfigured with the necessary delegations.

    For example, to create an enrollment operator who , ensure that
  - Create identity records for ACM operators restricted to specific partitions so that they cannot view or change their own identity records. Configure the operator's identity record (Identities>Identity) so that it is not visible to any partition that includes them as an operator (Roles>Partitions).

  Important: If you are partitioning roles or delegations, ensure that the operators assigned to those roles and delegations also have access to the partitions.

- Keep partitions as simple as possible.

  Avoid shared items within more than one partition. Ideally, set up each partition so that its physical infrastructure is completely separate from the other partitions. For example, no door should be in more than one partition. A partition should consist of only the items that need to be managed within that partition.

  Some examples are:

  - Doors and elevators shared by two tenants on the same floor. Create a separate partition for the shared doors and elevators and assign it to both tenants. The ACM operator for either tenant can configure the doors in that shared partition and each operator can allow badge holders to access doors in their own partition plus in the shared partition.
  - A geographically dispersed ACM system with remote offices. Create a partition for each remote office. The default system administrator can access all partitions and manage the entire system, and a local ACM system administrator at each remote office can manage their offices' partition. Badge holders who need access to more than one remote office can then be assigned to the partitions of the remote offices they need to access.

> **Tip:** If you must have partitions with duplicate items, such as doors shared by two tenants, be aware of some of the complications that administrators or other operators with access to some (but not all) partitions may encounter when modifying partitions. For example, you may experience problems if you have to change the configuration of your partitions as tenants move in or out, or increase or decrease their floorspace.

- Manage the blank partition carefully.

  The blank partition contains items not assigned to any partition.

  Any identity or item not assigned to a partition is defined by default to the blank partition, and is restricted to that partition. For example, badge holders restricted to the blank partition can only open doors in the blank partition. However, badge holders assigned to one or more partitions can open doors in the partitions to which they are assigned and in the blank partition. Similarly, ACM operators restricted to the blank partition can only configure items in the blank partition. However, operators assigned to one or more partitions can configure items in the partitions to which they are assigned and in the blank partition.

In a partitioned system, there will be a limited number of badge-holders who can access all the partitions, such as concierge, security, service, and maintenance personnel. These personnel should be assigned to all partitions in their identity record. Regardless of whether the system is partitioned, there should also be at least one other ACM operator assigned the SuperAdmin role, as a backup for the default System Administrator account for the ACM system.

Configuring a Partitioned ACM System

It is recommended that you partition your ACM system before it is operational at your site, and that you use the default System Administrator identity (with the login ID **admin**) to set up the partitioned system.

Use the following workflow to set up your partitioned ACM system:

1. Determine how many partitions you need.
2. Create a custom delegation based on the Admin delegation that excludes the Identities New and Identities Edit delegations. For example Partition Admin Deleg.
3. Create a custom role that includes the new delegation. For example Partition Admin.
4. For each planned partition, create a new identity in the ACM system and assign it the Partition Admin role. This identity will be assigned to the partition as its local administrator.
5. Create each partition and add the identity of its local system administrator to the partition. Both the default system administrator and the local partition administrator identities can manage this partition.
6. Test the partitions you created before your ACM system is deployed. At the very least, each partition's ACM operators should enroll a sample set of badge holders and monitor them as they access the partitioned site.

After you have partitioned the system, you can use routing groups. For more information on routing groups, see *Routing Events to the Monitor Screen* on page 590.

Adding a Partition

This is a basic procedure on how to add a partition. For a more advanced procedure on how to partition the ACM system, see *Configuring a Partitioned ACM System* on the previous page.

> **Tip:** It is recommended that you use the default Admin account to set up partitions.

To add a new partition:

1. Select **Roles > Partitions**.

   The Partitions list is displayed.

2. Click **Add New Partition**.

   The Partition Add page appears.

3. Enter a name for the new partition, then click  .

   The Partition Edit page appears.

4. Select the operators that you want to include in the partition.

   To add an option, select the option from the Available list then click  .

   To remove an option, select the option from the Members list and click  .

   > **Tip:** Use Shift + Click to select multiple options in sequence. Use Ctrl + Click to select multiple individual options.

5. Click  .

   The **Partitions** field now appears as a configuration option for most system settings.

Editing a Partition

To edit an existing partition:

1. Select **Roles > Partitions**.

   The Partitions list appears.

2. Click the name of the partition you want to edit.

   The Partition Edit page appears.

3. Make the required changes.

For a more advanced procedure on how to partition the ACM system, see *Configuring a Partitioned ACM System* on page 586.

4. Click  .

Deleting a Partition

To delete an existing partition:

1. Select **Roles > Partitions**.
2. From the Partitions list, click  beside the partition that you want to delete.
3. When the confirmation message is displayed, click **OK**.

Partitions - List

When you select **Roles > Partitions**, the Partitions list is displayed. This page lists all partitions that have been configured in the system.

Feature	Description
Name	The name of this partition. Click the name to edit the partition.
Members	The number of users that have access to this partition.
Delete	Click  to delete this partition.
Add New Partition	Click this button to add a new partition.
Create New Report	Click this button to generate a report of all the partitions in the system.

Partitions - Add page

To add a new partition:

1. Select **Roles > Partitions**.
2. Click **Add New Partition**.

   The Partition Add page appears.
3. Enter the name of this partition.
4. Click  .

   The Partition Edit page appears.
5. From the Available list, select the users that should have access to the partition, then click  .

   The users are added to the Members list to show that they have access to the partition.

   To remove users from the partition, select the users from the Members list and click  .

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Partitions - Partition Edit page

When you click the name of a Partition from the Partitions list, the Partition Edit page is displayed.

This page allows you to add users to the partition.

Feature	Description
Name	Enter the name of this partition.
Available	A list of users in the system. Only users with login credentials appear in this list. To add a user to this partition, select the user from the Available list, then click ► to move it to the Members list.
Members	A list of users that have access to this partition. To remove a user from this partition, select a user from the Members list, then click ◄ to move it to the Available list.
	Click this button to save your changes.
	Click this button to discard your changes.

Note: You can select multiple terms by using the **Ctrl** or **Shift** key.

Assigning Partitions to ACM Operators and Entities

After a partition (or a set of partitions) is created, populate each partition with the needed items for its deployment. Each partition should have:

- One or more ACM operators with specific responsibilities in that partition.

  Any identity with login credentials to the ACM system can be a member of a partition. Membership of an identity in a partition is assigned on the **Partition: Edit** page. For more information, see the *Partitions - Partition Edit page* above.

  If you do not want the operators in this partition to be viewed by other operators in the system, go to the Account Information section at the bottom of the Identity Edit page and assign them to the appropriate partition.

- These ACM operators must be assigned the roles and delegations that allow them access to the ACM system.

You can use the default roles and delegations or create new ones. You can create roles and delegations like the default roles and delegations that are not assigned to any partition, which can be assigned to an operator in any partition. For example, you can create an identity record for an ACM operator responsible for enrolling other operators and badge holders in a specific partition. Assign the default enrollment operator role and its associated delegations to that identity record, and add that identity to the that partition.

Alternatively, you can assign roles and delegations to specific partitions. Partitions are assigned to a role on the Roles: Edit page, to a delegation ion the Delegation: Edit page.

> **Important:** If a role is assigned to specific partitions, operators not assigned to any of those partitions may be prevented from accessing the ACM system, or parts of it. To avoid this, ensure that all identities assigned the role also have access to the same partitions. You may also have to create additional roles to access the same functionality in the other partitions. The same is also true of delegations.

- All of the entities, such as doors and related infrastructure (policies, groups, access groups, routing groups, and elevator access levels), within the partition's scope that allow badge holders physical access to the site.

  Membership of any entity in a partition is assigned in its edit page. Navigate to the entity's edit page and select the partition, or partitions, from the **Partitions** drop-down list.

An empty, or blank, Partition field for any entity has a specific meaning. An entity not assigned to any partition can be viewed by all ACM operators, including those not assigned to a partition. However, as soon as any entity (which could be a badge holder, an operator, a door, or any logical entity such as an access group) is assigned to a partition, it can only be viewed by operators assigned to that partition. An entity assigned to more than one partition can be viewed by operators assigned to any of those partitions. When an entity is assigned to all partitions, it can be viewed by all operators except operators not assigned to any partitions.

For example, identity records with a blank partition field can be viewed by any ACM operator. However, identity records with one or more partitions assigned to them can only be viewed by ACM operators with access to any of those partitions. If you assign an ACM operator to a partition, their identity record can only be viewed by other operators assigned to that partition. Similarly, for badge holders assigned to a partition, their identity records can only be viewed by operators assigned to that partition and their access privileges are restricted to the reader and doors in that partition (plus readers and doors not in any partition).

Routing Events to the Monitor Screen

A routing group controls which events are routed to an operator's Monitor screen. This is achieved by specifying event types and event sources in the routing group. Only those event types that originate from the specified event sources will be routed. This is an advanced feature that requires the use of partitions, groups, and roles, and should only be configured by an experienced operator.

For example, a lobby security guard may only need to monitor people who access the building through the front door during regular work hours, but they would not need to know about system activity in the ACM application. You can use a routing group to ensure that the security guard only sees events related to the lobby area.

You must set up partitions and groups before you can use routing groups. For more information on partitions, see *Managing a Partitioned ACM System* on page 583. For more information on groups, see *Configuring Groups* on page 566.

After you have created a routing group, you must assign it to a role to make it effective.

Adding a Routing Group

To add a new routing group:

1. Configure partitions for the routing group. For more information on configuring partitions, see *Configuring a Partitioned ACM System* on page 586.
2. Create a hardware group that contains the event sources of interest. For more information on creating a hardware group for routing, see *Creating a Hardware Group for Routing* on page 568.
3. If you want to route events for specific time intervals, set up one or more schedules. For more information on adding a schedule, see *Adding Schedules* on page 387.
4. Select **Roles** > **Routing Groups**.

   The Routing Groups list is displayed.
5. Click **Add New Routing Group**.

   The Routing Group Add page is displayed.
6. Enter a name for the routing group.
7. Complete the remainder of the page with the required details.

   Important: Select the appropriate partition for this routing group.
8. Click  .
9. Select the **Event Types** tab.
10. Select the event types that you want to route.

    To add an option, select the option from the Available list then click  .

    To remove an option, select the option from the Members list and click  .

> **Tip:** Use Shift + Click to select multiple options in sequence. Use Ctrl + Click to select multiple individual options.

When you're finished, click  .

11. Select the **Groups** tab.
12. Select the group of hardware components that you want to route.
13. Click  .
14. After you have created a routing group, you must assign it to a role to make it effective. For more information, see *Assigning a Routing Group to a Role* below.

Editing a Routing Group

To edit an existing routing group:

1. Select **Roles > Routing Groups**.

   The Routing Groups list appears.

2. Click on the routing group you want to edit.

   The Routing Group Edit screen appears.

3. Navigate through the tabbed pages and make the required changes. The tabbed pages include:
   - Schedule: use this page to edit the routing group settings, including the name and schedule
   - Event Types: use this page to select the event types that you want to route
   - Groups: use this page to select the groups of event sources that you want to route

> **Note:** Remember to click  to save the changes on each page.

Assigning a Routing Group to a Role

You must assign a routing group to a role to make it effective.

1. Click **Roles**.
2. From the Roles list, click on the role you want to edit.

   The Role Edit screen appears.

3. Select the **Routing** tab.

4. Select the routing groups that you want to add to the role.

   To add an option, select the option from the Available list then click  .

   To remove an option, select the option from the Members list and click  .

   > **Tip:** Use Shift + Click to select multiple options in sequence. Use Ctrl + Click to select multiple individual options.

5. Click  .

   All the operators with this role can now monitor the events defined by the routing group.

Deleting a Routing Group

To delete an existing routing group:

1. Select **Roles > Routing Groups**.
2. From the Routing Groups list, click  beside the routing group that you want to delete.
3. When the confirmation message is displayed, click **OK**.

Routing Groups list

When you select **Roles > Routing Groups**, the Routing Groups list is displayed. This page lists all routing groups that have been configured in the system.

Feature	Description
Name	The name of the routing group. Click the name to edit the routing group details.
Schedule	Indicates when this routing group is active.
Event Type	The number of event types that are in this routing group.
Group	The number of groups that are in this routing group.
Delete	Click  to delete this routing group.
Add New Routing Group	Click this button to create a new routing group.
Create New Report	Click this button to generate a report of all the routing groups in the system.

Routing Groups - Add page

When you click **Add New Routing Group** from the Routing Groups list, the Routing Group Add page appears. Enter the required details.

Feature	Description
Name	Enter the name of this routing group.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Schedule Qualifier	From the drop down list, select the option that qualifies the schedule. • **Appliance** : Relative to the local time on the appliance when the transaction was created within the ACM system. • **Event**: Relative to the local time when the originating event occurred.
Installed	Check this box to indicate that this routing group is currently operational and available to the system.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Routing Groups - Schedule page

When you click the name of a Routing Group from the Routing Groups list, the Routing Group Schedule page is displayed. Click on the **Schedule** tab to return to this page.

Feature	Description
Name	Enter the name of this routing group.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Schedule Qualifier	From the drop down list, select the option that qualifies the schedule. • **Appliance** : Relative to the local time on the appliance when the transaction was created within the ACM system. • **Event**: Relative to the local time when the originating event occurred.
Installed	Check this box to indicate that this routing group is currently operational and available to the system.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.

Routing Groups - Event Types page

When you select the **Event Types** tab from the Routing Group: Edit screen, the Event Types page is displayed. This page allows you to specify which event types should be routed in this routing group.

Feature	Description
Routing Group	The name of this routing group. Click this name link to return to the Schedule page.
Available	A list of event types configured in the system. To add an event type to the routing group, select the term from the Available list, then click ► to move it to the Members list.
Members	A list of event types that are in this routing group. To remove an event type from the routing group, select the term from the Members list, then click ◄ to move it to the Available list.
	Click this button to save your changes.
	Click this button to discard your changes.

Routing Groups - Groups page

When you select the **Groups** tab from the Routing Group: Edit screen, the Groups page is displayed. This page allows you to add groups to this routing group.

Feature	Description
Routing Group	The name of this routing group. Click this name link to return to the Schedule page.
Available	A list of groups configured in the system. To add a group to the routing group, select the term from the Available list, then click ► to move it to the Members list.
Members	A list of groups that are in this routing group. To remove a group from the routing group, select the term from the Members list, then click ◄ to move it to the Available list.
	Click this button to save your changes.
	Click this button to discard your changes.

Managing Elevator Access

An Elevator Access Level defines a badge holder's elevator access to the floors in a building.

For example, you can create an elevator access level that contains Floor 1 and Floor 3. When you add this elevator access level to an access group, all users in that access group will have access to Floor 1 and Floor 3.

If you want to control elevator access during specified time intervals, you must set up schedules prior to creating the elevator access level. For more information on schedules, see *Adding Schedules* on page 387. After you have created an elevator access level, you must assign it to an access group to make it effective.

Note: This feature currently applies to Mercury Security elevator transactions in floor tracking mode.

Adding an Elevator Access Level

If you want to control elevator access during specified time intervals, you must set up schedules prior to creating the elevator access level. For more information on schedules, see *Adding Schedules* on page 387.

To add a new elevator access level:

1. Select **Roles** > **Elevator Access Levels**.

   The Elevator Access Levels listing page is displayed.

2. Click **Add New Elevator Access Level**.
3. Enter a name for the elevator access level in the **Description** field.
4. Select an appliance to manage the elevator access level.
5. Complete the remainder of the page with the required details.
5. Click  .
6. After you have created an elevator access level, you must assign it to an access group to make it effective. For more information, see *Assigning an Elevator Access Level to an Access Group* on the next page.

Editing an Elevator Access Level

To edit an elevator access level:

1. Select **Roles** > **Elevator Access Levels**.

   The Elevator Access Levels Listing page appears.

2. Click on the elevator access level you want to edit.

   The Elevator Access Level Edit screen appears.

3. Make the required changes.
4. Click  .

Assigning an Elevator Access Level to an Access Group

You must assign an elevator access level to an access group to make it effective.

1. Select **Roles > Access Groups**.

   The Access Groups listing page is displayed.

2. Click the name of the access group you want to edit.
3. From the **Elevator Access Level** drop down list, select the elevator access level.
4. Click  .

   All users in that access group now have access to the floors in the elevator access level.

Deleting an Elevator Access Level

To delete an existing elevator access level:

1. Select **Roles > Elevator Access Levels**.
2. From the Elevator Access Level listing page, click  beside the elevator access level that you want to delete.
3. When the confirmation message is displayed, click **OK**.

Elevator Access Levels list

When you select **Roles > Elevator Access Levels**, the Elevator Access Levels list is displayed. This page lists all elevator access levels that have been configured in the system.

Feature	Description
Description	The name of this elevator access level. Click on the name to edit the elevator access level details.
Delete	Click  to delete this elevator access level.
Add New Elevator Access Level	Click this button to add a new elevator access level.

Elevator Access Levels - Add page

When you click **Add New Elevator Access Level** from the Elevator Access Level list, the Elevator Access Level Add page appears. Enter the required details.

Feature	Description
Description	Enter the name of this elevator access level.
Appliance	From the drop down list, select the appliance that manages this elevator access level.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.

Feature	Description
Output	Indicates the default output number.
Description	The name of each floor. The floors are named by default, but you can rename them.
Schedule	Indicate when a card/code has free access to the specified floor, meaning a valid card/code is not required to access this floor. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
	Click this button to save your changes.
	Click this button to discard your changes.

Elevator Access Levels - Elevator Access Level: Edit page

When you click the name of an elevator access level from the Elevator Access Level list, the Elevator Access Level: Edit page is displayed. Make any changes that may be required.

Feature	Description
Description	Enter the name of this elevator access level.
Appliance	From the drop down list, select the appliance that manages this elevator access level.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
Output	Indicates the default output number.
Description	The name of each floor. The floors are named by default, but you can rename them.
Schedule	Indicate when a card/code has free access to the specified floor, meaning a valid card/code is not required to access this floor. Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
	Click this button to save your changes.
	Click this button to discard your changes.

Priority Situations

Your site may have requirements for your ACM system to support your organization's emergency procedures. Typical emergency procedures might be for potentially life-threatening situations (such as fires, tornadoes, earthquakes, physical attacks), and hazardous situations (such as chemical spills, gas leaks, explosions). Your ACM appliance can provide automated access control of doors connected to Mercury panels in unpredictable emergency and high-priority situations, including lockdowns and evacuations, to support your organization's existing operating procedures.

Important: The functionality to respond to high-priority situations is not supported by HID® VertX® panels. If you only have HID VertX doors at your site, the procedures provided for high-priority situations using the ACM system do not apply. If you have a mix of HID VertX and Mercury Security doors, do not include HID VertX doors in any group of doors that are associated to your Priority Door Policies or Priority Door Global Actions.

If you have Mercury Security doors operating with SimonsVoss SmartIntego wireless locks, refer to SimonsVoss SmartIntego documentation. The ACM lockdown priority operation is superseded by the Escape and Return state of the SimonsVoss wireless lock when it becomes engaged in a lockdown situation.

To respond to a priority situation a **Priority ACM Operator** activates a **Priority Door Policy**, which is a specialized Door Policy that is configured to immediately apply a **Priority Mode** to a group of doors upon activation. Optionally, the policy can also set the Door Mode of all the doors to a single value, such as Door Locked No Access for an emergency lockdown.

While a door is in Priority Mode, it is highlighted in red wherever it appears in the ACM client, such as the Doors listing page and on maps or dashboards. These doors can be controlled only by Priority ACM Operator, who have a **Priority Role** that allows them this control. A Priority ACM Operator can issue commands to individual doors in Priority Mode to allow safe exit of trapped people, to allow emergency responders in, or to isolate persons of interest, and so on.

Risk of loss of functionality. While a priority situation is active, any configuration change made to the ACM system may have unintended consequences. To avoid this risk during an active priority situation, do not allow any ACM operator other than the Priority ACM Operator to make (or approve) any configuration changes, including changes in unaffected partitions. For more information, see on page 606

Upon deactivation of the policy, the Priority Mode is removed and the doors return to the door mode they are configured to be in at the time. To secure this functionality from unauthorized access, it can all be isolated in a secure **Priority Partition**.

Planning Priority Door Policies

Analyze all existing door policies at your site before designing and configuring any Priority Door Policies. You must be familiar with all the door policies that are configured at your site. The settings in all of your non-priority and priority door policies must be designed, configured, and tested to ensure that there are no unexpected results after these polices are applied over each other in all possible combinations.

For example, a Priority Door Policy is configured that overwrites only a subset of the door settings. Some of those settings are set in the base configuration of a door, and some are reset by the non-priority door policy that is normally in effect at the time the Priority Door Policy is activated. After the priority situation is over and the Priority Door Policy is deactivated, the currently scheduled non-priority policy is re-activated and applies its settings.

The priority door policies or other related priority items you configure to support them in the ACM system must be:

- Aligned with the emergency procedures in effect at your site.
- Securely isolated so that they cannot be interrupted by lower priority activities.
- Regularly tested and rehearsed to ensure they function as expected, and corrected if they do not.

Note: You can configure **Priority Door Global Action** pairs. However, Priority Door Global Actions are not recommended; see *Limitations of Priority Global Actions* on page 608. Priority Door Global Actions are specialized Global Actions for doors (the first Priority Global Action applies a Priority Mode, and optionally sets the door mode to a single known value, to a group of doors upon activation, and the second Priority Global Action restores those doors to the mode they are configured to be in at the time).

If you have previously used a pair of Global Actions to respond to a priority situation, consider replacing them with a single Priority Door Policy, as recommended.

Important: A Priority Door Policy is the most secure way to control access with the ACM system in an emergency situation. It is also more robust than a Priority Door Global Action. A Priority Door Policy will stay in effect on the doors it is installed on even if:

- The ACM appliance:
  - Is restarted
  - Is disconnected from power
  - Fails over to a backup appliance

- The door or door panel:
  - Goes offline
  - Is rebooted
  - Is disconnected from power
  - Is disconnected from the access control network.

Priority Door Policies, Global Actions, and Modes

When activated, a Priority Door Policy or Priority Door Global Action sets all doors in an associated group of doors into Priority Mode. Additionally, it can set all these doors to a single configurable door mode (for example, Locked - No Access) regardless of their current mode when activated.

While a Priority Door Policy or Priority Door Global Action active, only Priority ACM Operator is authorized to issue commands to doors in Priority Mode can change the door mode on specific doors (for example to allow safe exit of trapped people, to allow emergency responders in, or to isolate persons of interest). After the situation is resolved, you can remove the Priority Door Policy or Priority Door Global Action and all the doors will return to the mode they normally are in at the current time.

Priority Door Policies and Priority Door Global Actions and the associated door Priority Mode are at the top of the ACM system's priority hierarchy. For information about the priority hierarchy, see *Priority Hierarchy* on page 609.

A Priority Door Policy is created in the same way as any other door policy, with specific settings that define it as a Priority Door Policy. A Priority Global Action is created in the same way as any other global action, except that it can only be configured for the Door Mode.

Priority Door Policies and Emergencies

Use Priority Door Policies to support your organization's critical emergency response procedures, which might include lockdowns and evacuations.

To ensure the security of Priority Door Policies, isolate everything required to manage the Priority Door Policy in a Priority Partition, accessible only to the Priority ACM Operator responsible for managing the ACM system during an emergency.

The operators, roles and groups associated with Priority Door Policies must be configured to conform to your organization’s operating procedures:

- Roles to trigger a Priority Door Policy, and the assignment of those roles to operators, must be defined so that the policy can be activated only in conformance with those operating procedures.
- Door groups that are affected by a Priority Door Policy must be defined so that they cannot be inadvertently altered.

Secured priority situation response functionality is configured in the following order:

1. **Priority Partition**: A specialized partition that isolates all the functionality required for a secured response to a priority situation.
2. **Priority Role**: A specialized role for authorized ACM operators responsible for operating the ACM system during priority situations. The Priority Role must be assigned the following delegations:
    - **Policies Set Priority** to configure a Priority Door Policy.
    - **Global Action Set Priority** to configure a Priority Global Action.
    - **Doors Commands During Priority** to allow manual control of doors in Priority Mode during a priority situation
3. **Priority ACM Operator**: An ACM operator authorized to operate the ACM system during emergencies. This operator is assigned membership of the:
    - Priority Role
    - Priority Partition
4. **Priority Group**: A Group that is a member of the Priority Partition that is reserved to associate doors with Priority Door Policies.
5. **Priority Door Policy**: A specialized Door Policy that enables the **Priority Mode** and, optionally, a single known value for the Door Mode, to be assigned to a group of doors upon activation. A door in Priority Mode is highlighted in red wherever it appears in the ACM client, such as the Doors listing page and on maps, while a Priority Door Policy is in effect.

For the procedure on securely isolating a Priority Door Policy, see *Configuring a Secure High-Priority Emergency Response* below.

Configuring a Secure High-Priority Emergency Response

You can maximize the security of your high-priority emergency response procedure by isolating everything it requires the ACM system to manage in a dedicated partition, referred to as a Priority Partition. If your site:

- Does not use partitions, you only need to create one Priority Partition.
- Does use partitions, you should determine how many Priority Partitions you require. Whether you need more than one Priority Partition depends on the complexity and requirements of your organization. Consider:
    - One Priority Partition for your entire site.
    - Several Priority Partitions that do not correspond to the existing ones.
    - A matching set of one Priority Partition for each existing partition.

It is recommended that you define as few Priority Partitions and Priority Door Policies as possible. For example, do not configure multiple Priority Door Policies with the same settings in the same Priority Partition.

To secure your high-priority emergency response using a Priority Partition, complete the following steps:

1. Create a partition, and give it a name that identifies it clearly as the Priority Partition.
2. Add all the doors at your site that you want to control in any emergency or high-priority situation as members of the Priority Partition. Typically this would be all the doors managed by the ACM system.
3. Create a Priority Role for the Priority ACM Operator and add the following delegations as members:
    - **Policies Set Priority**: Allows the identity to configure a Priority Door Policy.
    - **Global Action Set Priority**: Allows the identity to configure a Priority Global Action.
    - **Doors Commands During Priority**: Allows the identity to use commands to change the attributes of a door in priority mode.

    WARNING — Assign these three delegations only to the Priority Role reserved for Priority ACM Operator.
4. Add a new identity, and give it a name that identifies it clearly as the Priority ACM Operator. Assign the high-priority identity as a member of the:

    - Priority Role
    - Priority Partition

    Alternatively, you can add an existing administrator identity as a member of the Priority Role and the Priority Partition, although this will be less secure.

    WARNING — Risk that users other than the Priority ACM Operator can change door modes when a Priority Door Policy is in effect. Users with the Doors Commands During Priority delegation can use commands to change the door mode. To avoid this risk, assign the Doors Commands During Priority delegation only to the Priority Role and assign the Priority Role only to the high-priority ACM system administrator.
5. Create a group, and give it a name that identifies it clearly as the Priority Group. Assign the Priority Group to the Priority Partition.
6. Create a Priority Door Policy. Assign the Priority Door Policy to the Priority Partition.
7. A Priority Door Policy is created in the same way as any other door policy, with the following five specific settings on the **Mercury** tab:

    a. Set the **Lock Function** to **None**.
    b. Set **Custom Schedule** to **24 Hours Active**.

    The **Priority** checkbox is enabled.

    You can use a custom schedule other then the recommended **24 Hours Active**. However, the intent of a Priority Door Policy is that it should be used on demand, not on a schedule. When you set the Custom Schedule option for a Priority Door Policy, be aware of the following:

    - Holiday and custom schedules must be configured with matching values for the Type option so that they can interact.
    - **Do not** set Custom Schedule to Never Active. With this setting, the doors affected go into Priority Mode when the policy is activated, but their door mode is not updated with

the value in the policy.

- **Do not** associate a Priority Door Policy with a schedule that has fixed start and end times. The purpose of a Priority Door Policy is to respond to an unanticipated situation when it occurs and to stay in effect until the situation is resolved. A Priority Door Policy is intended to be activated on demand only.
- The maximum number of custom schedules is 255 if you use a custom schedule other than 24 Hours Active.

c. Click the **Priority** checkbox.

d. Use the **Door mode** option to set the mode for all doors to have when this policy is active. For example **Locked No Access** for a policy tor a lockdown, or **Unlocked** for a policy for an evacuation. Leave this option blank if you want to individually reset each door's mode from its normal mode after the policy is activated.

e. Set the **Offline Door Mode** to the same value as the **Door Mode**. This ensures that, if the door is disconnected from network or power during the emergency, the door mode will remain in the same as the mode set by the Priority Mode while the door is disconnected, or after power is restored.

CAUTION — Set the offline door mode to match the priority mode. This ensures that the door stays in the same mode in the event of a subpanel going offline or the subpanel is uninstalled while the Priority Door Policy is in effect.

f. Optionally, if there are additional settings that must be retained on all the doors affected by this policy, ensure they are correctly configured. For example, if there is a door policy that contains settings for other options that must be retained through an emergency, and that policy might be installed on these doors at the time of the emergency.

8. Create two Global Actions: to activate the Priority Door Policy, and to deactivate the Priority Door Policy. Assign the Global Actions to the Priority Partition.

   Create the Global Actions with the following specific settings:

   a. Assign each global action to the Priority Partition.
   b. Set **Type** to **Policy Install/Un-install**.
   c. Set the **Sub-Type** to:
      - **Install** for the global action to activate the Priority Door Policy
      - **Un-install** for the global action to deactivate the Priority Door Policy
   d. In each global action, add the Global Door Policy as the only member.

9. Create a new map template. Place the door icons and global actions created in the previous steps on the map. Assign the map to the Priority Partition.
10. In the Priority Group, associate the Priority Door Policy with all the doors in the Priority Partition.

For more information about configuring the individual items for your high-priority emergency response, see:

- *Managing a Partitioned ACM System* on page 583
- *Configuring Roles* on page 548
- *Configuring Groups* on page 566
- *Configuring Policies* on page 558
- *Global Actions* on page 359
- *Maps - Creating and Editing a Map* on page 458

Testing a Secure Priority Emergency Response in the ACM System

To test that all of your emergency-related configurations and activities are securely isolated:

1. Log out of the ACM client.
2. Log in as the Priority ACM Operator.
3. Activate the Priority Door Policy:
    1. Navigate to the priority map.
    2. Click on the icon for the global action to activate the Priority Door Policy.
4. Verify that the doors enter into Priority Mode:
    - On the priority map, a red bounding box appears over the status bar under each door icon. Hover the mouse over the status bar to see the **Door in Priority mode** tooltip.
    - On the Doors listing page, all users will see a red bounding box over each door in Priority mode. Commands to change the door made are enabled for the Priority ACM Operator.
5. Log out as the Priority ACM Operator and log in as an ACM client user who is not a member of the Priority Partition, and verify that the user:
    - Can see:
        - On any map other than the priority map, a red bounding box over the status bar under the door icon for any door in Priority Mode on that map. Hover the mouse over the status bar to see the **Door in Priority mode** tooltip.
        - On the Doors listing page, a red bounding box over each door in Priority mode. All commands that affect doors are disabled for the user.
    - **Cannot** see any of the members of the Priority Partition:
        - The Priority Door Policy on the Policy list
        - The two policy install/uninstall global actions for the Priority Door Policy on the Global Actions list.
        - The priority group on the Groups list.
        - The map template on the Maps list or the Monitor > Maps page.
    - **Cannot** initiate any door commands on any door in priority from the Doors list.

6. Log in as the Priority ACM Operator.
7. Deactivate the Priority Door Policy:
    1. Navigate to the priority map.
    2. Click on the icon for the global action to deactivate the Priority Door Policy.
8. Log out as the Priority ACM Operator and log in as an ACM client user who is not a member of the Priority Partition, and verify that the user:
    - Can see:
        - On any map other than the priority map, that there is no red bounding box over the status bar under the door icon for any door that was in Priority Mode on that map.
        - On the Doors listing page, there is no red bounding box over each door in Priority mode.
    - Can initiate any door commands on any door from the Doors list according to their role.

Activating the High-Priority Emergency Response

Several techniques can be used to make it as easy as possible for authorized personnel to trigger a Priority Door Policy in the event of an emergency.

A Priority ACM Operator can trigger the installation of priority-enabled policy in response to an emergency, from an ACM monitoring station:

- From the Policies list, click  in the Installed column next to the name of the Priority Door Policy for the type of emergency.
- From the map associated with the Priority Partition, click on the global action icon for installing the Priority Door Policy for the type of emergency.

You can also configure or install ways for other users to trigger an emergency response by the ACM system using Global Linkages. For example you can:

- Issue priority emergency badges to security personnel to swipe at any card reader.
- Install panic buttons wired in to the access control system at strategic locations.

These configurations are complex and should be planned and completed by a skilled security professional with detailed knowledge of the ACM system.

During a High-Priority Situation

There are several actions that the Priority ACM Operator must complete immediately after a Priority Door Policy is installed to ensure that the priority policy is not interrupted while it is in effect:

- Check that there are no scheduled jobs running or about to start and if there are, stop them from running or starting.

  WARNING — Risk that doors in priority mode can be returned to the mode they normally are in at the current time while a Priority Door Policy or Priority Global Action is in effect. A scheduled job or global linkage that affects a door panel (such as a door install or uninstall, door grant, panel install or uninstall, policy install or policy uninstall, and others) will terminate a Priority Door Policy or Priority Global Action on the doors affected by the interruption. A door bulk update will also terminate a Priority Global Action. To avoid this risk, stop any scheduled job or global linkages from running or starting, during the emergency.

- Verify that there are no global actions or global linkages about to be initiated.
- Verify that there are no other users with any of the high-priority delegations active during the emergency situation. The only exception might be if your organization requires the deployment of more than one Priority ACM Operator working in coordination.

  WARNING — Risk that users other than the high-priority ACM system administrator can change door modes when a Priority Door Policy is in effect. Users with the Doors Commands Set Priority delegation can use commands to change the door mode. To avoid this risk, assign the Doors Commands Set Priority delegation only to the Priority Role and assign the Priority Role only to the high-priority ACM system administrator.

- Secure the ACM appliance to ensure that it does not accidentally reboot.
- If you are using peer-to-peer or hot standby replication , issue all commands from the same appliance from which the Priority Door Policy or Priority Door Global Action was issued.

During the emergency, the Priority ACM Operator can use the ACM client to issue commands to individual doors in Priority Mode. This allows the Priority ACM Operator to grant access to emergency responders, provide safe exits for trapped people, or isolate persons of interest.

If there are ACM system partitions not affected by the active Priority Door Policy, normal operations can continue in those partitions.

While a Priority Door Policy is active, the Priority ACM Operator must ensure that the Priority Partition is isolated and all activities affecting the ACM system are under strict control. In the Priority Partition:

- **Do not** allow anyone other than the Priority ACM Operator to use the ACM client in the Priority Partition, and limit the number of people using the ACM client in any other partitions (if any).
- **Do not** activate additional Priority Door Policies.

  WARNING — Risk of unpredictable results installing multiple Priority Door Policies. If you install a second Priority Door Policy while one is already in effect, the latest created policy takes precedence, which may not be the most recently installed policy. To avoid this risk, never activate a second Priority Door Policy until after the first policy is deactivated.

- **Do not** allow any configuration, maintenance, or scheduled maintenance operations.
- **Do not** activate any Priority Door Global Actions.

The Priority Door Policy is active until it is deactivated. Deactivation restores doors to their normal door mode for the current time.

Deactivating a Priority Door Policy

The ability to end a Priority Door Policy must be restricted to ensure that your site is fully secured before normal access is restored. The Priority ACM Operator is responsible for deactivating the Priority Door Policy after it is determined that the emergency situation has been resolved and it is safe to return the ACM system to its normal operating state.

The deactivation of an active Priority Door Policy can only be completed from an ACM monitoring station, regardless of how the policy was triggered:

- From the Policies list, click  in the Installed column next to the name of the active Priority Door Policy.
- From the map associated with the Priority Partition, click on the global action icon for uninstalling the active Priority Door Policy.

Limitations of Priority Global Actions

Priority Global Actions are not recommended for emergency situations. A Priority Door Global Action is much less robust than a Priority Door Policy. Never use a Priority Door Global Action while a Priority Door Policy is activated.

WARNING — There is a risk that, while a Priority Global Action is in effect, doors in priority mode can be returned to the mode they normally are in at the current time. Any action that interrupts the functioning of the ACM appliance or the door panels will terminate a Priority Global Action on the doors affected by the interruption. Some examples of actions that can cause this are:

- Failover of the ACM appliance
- Reboot of the ACM appliance or a door panel.
- Network disconnection, or a site-wide power recycling or outage.
- Change to any door attribute on the Doors editing page while a door is in priority mode.
- Reset/Download from the Panel Status page.
- Scheduled job or global linkage for a door bulk update.

WARNING — There is a risk that not all doors in a large number of doors set to Priority Mode will correctly return to their normal operating state when a Priority Global Action is used to restore a large number of doors. To avoid this risk, when you define a Priority Global Action for doors, also define a group of doors containing all the doors associated with that Priority Global Action, and then to restore the doors to their normal operating state:

- Navigate to the Doors listing page.
- Filter the list of doors by the group associated with the Priority Global Action.
- Select all the doors in the group.
- Click the **Door Action** button and select **Restore** from the drop-down list.

WARNING — Risk of unpredictable results using Priority Global Actions in either a peer-to-peer replication

or hot-standby environment:

- Priority Global Actions executed on one appliance are not mirrored on the other appliance. When a global action is executed on one appliance, it only affects the doors that are connected to that appliance.
- While a Priority Global Action is in effect, and there is a failover to the hot-standby appliance, affected doors can be returned to the mode they normally are in at the current time.

To avoid these risks, use a Priority Door Policy. Priority Door Policies installed on one appliance in either a peer-to-peer replication or hot-standby environment are mirrored on the other appliance.

Priority Hierarchy

There are three priority levels for door mode changes in the ACM software. Within each level, the possible actions also have an order of precedence. A change to a door state that has a higher priority and precedence than the change that defined the current state takes effect whenever it is activated. A change with a lower priority and precedence than the change that defined the current state will never take effect. Changes with equal priority and precedence take effect in the order they are made.

Commands such as Grant issued directly in the ACM client have the highest priority, and can be activated at any time. For example, during a lockdown priority situation, when all doors are automatically locked, the Priority ACM Operator can grant access to specific doors from the Maps page or the Door list page for first responders.

Priority	Type of Change	Act On	Operator Rights Required
Highest	UI commands on doors in priority state	Single door in the affected group of doors	Rights on a priority status door
	Active Priority Door Policy	Predefined group of doors associated with the policy	
	Active Priority Global Action	Predefined group of doors associated with the global action	
Medium	UI Commands with rights on a non-priority status door	Single door in a non-priority state	Rights on a non-priority status door
	UI Commands without rights		None
	Wireless door lock function	Wireless lock functions	
	Note: The ACM lockdown priority operation is superseded by the Escape and Return state of the SimonsVoss wireless lock when it		

Priority	Type of Change	Act On	Operator Rights Required
	becomes engaged in a lockdown situation.		
	The above three Medium priority changes supersede each other when sequentially applied. Any one of them will supersede an Override command.		
	Override		
Low	Custom Schedule		
	Non-priority Door Policy		
	Non-priority Door Global Action		
	Macro/Trigger		
	Base Mode		
	Job Specification (two global actions)		
	Door template		

Triggering Door Lockdown By Panic Button or Red Card

Mercury Security doors only.

To set up a panic button or red card that locks down a door in a high priority situation and releases the locked door after the lockdown issue is resolved:

1. Add a **Policy** to trigger the panic button and add another policy to release it.

   Example:

Name
Lockdown policy install
Lockdown policy uninstall

   For more information, see *Adding a Policy* on page 558.

2. Panic button only. Choose a method to associate each policy with the subpanel, input or output.
   - Add a **Global Action** to activate the panic button and add another global action to deactivate it. Associate those actions with the policy by moving them to the **Members** list.

     Example:

Name	Type	Sub-Type	Members
Global action name install	**Policy Install/Un-Install**	**Install**	Policy name
Global action name uninstall	**Policy Install/Un-Install**	**Un-Install**	Policy name

     For more information, see *Adding Global Actions* on page 359.

   - Add a **Global Linkage** to associate each policy with the input or output on the **Actions** tab by moving them to the **Members** list.

     Example:

     Actions tab:

Name	Members
Linkage name install	Global action name install
Linkage name uninstall	Global action name uninstall

3. Red card only. Add a **Global Linkage** to associate each lockdown policy with an identity and its token on the **Devices**, **Events** and **Tokens** tabs. Move the input or output, door event and token to the **Members** list.

   Example:

   Devices tab:

Name	Type	Members
Linkage name install	**Door**	Input on subpanel *N* Address *N*
Linkage name uninstall	**Door**	Input on subpanel *N* Address *N*

   Events tab:

Name	Members
Linkage name install	**Local Grant - not used**
Linkage name uninstall	Choose an event to release the locked door

   Tokens tab:

Name	Type	Members
Linkage name install	**Door**	Input on subpanel *N* Address *N*
Linkage name uninstall	**Door**	Input on subpanel *N* Address *N*

4. When a lockdown situation arises, activate the lockdown policy for the panic button or red card by pressing the panic button or swiping the red card on the reader, respectively.
5. When the lockdown situation is resolved, deactivate the lockdown policy.

   On the Policies list, click ✔ next to the lockdown policy.

   Example:

Name
Lockdown policy uninstall

   For more information, see *Policies list* on page 559.

Overriding Door Modes and Schedules

Use overrides to apply a temporary one-time change to the normal door mode of a selected set of doors. For example, to extend or delay opening or closing hours, or for closing on a snow day. Overrides can be scheduled to take effect immediately, or in advance (for example, for a one-time occurrence such as an all-access event next week in a normally locked room). When an override ends, the door or doors each return to the mode they are supposed to be in according to their schedule at that time. Overrides are not recurring. For almost all purposes, an override should be deleted as soon as it has ended as there is a maximum number of overrides per panel.

Note: Overrides are only supported on Mercury panels using firmware 1.27.1 or later. Your current version of the ACM software includes compatible firmware you can download to your panels. You can create up to 100 overrides on a single panel.

Override functionality is designed to work best with your regular door schedules. Overrides have a medium priority-level in the ACM priority hierarchy and many higher-priority actions take precedence. For more information about this hierarchy see *Priority Hierarchy* on page 609. For example a manual command to a specific door, or a priority lockdown command to a set of doors, takes precedence. If a priority lockdown occurs while an override is in effect, the priority lockdown becomes active. After the priority lockdown has been cleared by the Priority ACM Operator, the override becomes active on the doors if it is still in effect, otherwise each door returns to its regular schedule for that time.

On Mercury panels using firmware earlier than 1.29, an override starts and ends at the beginning of the minute of its scheduled time. On Mercury panels using firmware 1.29 or later, an override starts at the beginning of the minute and ends at the end of the minute of its specified time. Time overlaps are not supported. For example, you can specify 1:00 - 1:30 and 1:31 - 1:59 overrides.

Important: You can only add an override to doors you are authorized to access that are on the same ACM server. However, you can modify or delete any override, and your changes will apply to all the doors in the override, including doors you are not normally authorized to access. If partitioning is used in your ACM system and you expect users authorized for specific partitions to modify an override, define individual overrides for each partition rather than a single override that spans multiple partitions. Otherwise, users can modify overrides that affect doors they cannot see and be unaware of any changes.

Adding an Override

You add an override by selecting a set of doors on the Door list, clicking the Override control button, specifying the door mode, and the start and end times of the override.

To add an override:

1. Select **Physical Access**.
2. Click the checkbox for each door you want to add to the override.

   If you want to override all the doors you can see in your system, click **All** at the top of the left column to select all the doors.

3. Click **Override**.
4. Select the door action or door mode you want applied to all the doors in the override:
   - **Disabled** — Stops the doors from operating and allows no access.
   - **Unlocked** — Unlocks the doors.
   - **Locked No Access** — Locks the doors.
   - **Facility Code Only** — This door can be accessed using a facility code.
   - **Card Only** — This door can be accessed using a card. No PIN is required. See *Appendix: pivCLASS Configuration* on page 695.
   - **Pin Only** — This door can only be accessed by entering a PIN at a keypad. No card is required.
   - **Card and Pin** — This door can only be accessed using both a card and a PIN.
   - **Card or Pin** — This door can be accessed either by entering a PIN at a keypad or by using a card at the card reader.

   Note: The Pin Only and Card or Pin door modes are not available if the Allow duplicate PINs option has been selected on the System Settings - General page.

5. Specify the date and time settings for **Start Day/Time** and **End Day/Time**. Both are required. Time is specified to the minute. On Mercury panels using firmware earlier than 1.29, the override begins and ends at the beginning of the minute you specify. On Mercury panels using firmware 1.29 or later, an override starts at the beginning of the minute and ends at the end of the minute of its specified time. Time overlaps are not supported. For example, you can specify 1:00 - 1:30 and 1:31 - 1:59 overrides.

   Tip: To start an override immediately, click **Now** in the **Start Day/Time** pop-up window.

   Important: The date and time the override is active is based on the settings at the controller panel for the doors, not the ACM server. If your ACM server is in a time zone ahead of the time zone of your ACM client and the doors and panels you control, you may see an error message that the override occurs in the past. You can ignore this error message if your settings in the local time zone are correct.

6. Add an optional note to provide relevant information for future use.

7. If partitions are used, you can restrict the override to only those doors in the Doors Selected list that are in a specific partition.
8. Click **Add**.

Accessing the List of Overrides

You can access a list of all overrides from the Doors page:

- Click **Overrides:** (above the list of doors) to open the **Doors: Overrides** page for all defined overrides.

  Tip: The total number of defined overrides is displayed next to Overrides:.

You can access a list of all overrides for a specific door from the Doors page.

- A blue disk in the **Override** column for a door indicates overrides are defined for the door. The disk has two states:
  - ●: An override is currently active.
  - ○: An override is defined, but not active. An inactive override can be an override that has been completed but not deleted, or an override that has not yet started.
- Click the disk to open the **Doors: Overrides** page listing all the overrides for that door.

Tip: Completed overrides must be manually deleted. Overrides are intended to be temporary actions for use on an as-needed basis. Most overrides should be deleted as soon as they are completed and no longer needed. Keep only override definitions that are highly likely to be re-used as defined, with only the start and end time and date settings modified.

For more information, see *Modifying and Deleting Overrides* on the next page.

Monitoring Overrides

Use the Maps feature to monitor overrides on doors. When a door that is displayed on a map is included in an override, the status indicator for the door is updated to display a blue disk. The disk indicates overrides are defined for the door. The disk has two states:

- ●: An override is currently active.
- ○: An override is defined, but not active. An inactive override can be an override that has been completed but not deleted, or an override that has not yet started.

For example, if an override is active on a door, a solid blue disk is displayed next to the green bar:

For more information, see *Using a Map* on page 641.

Modifying and Deleting Overrides

On the **Doors: Override** page you can select an override to modify or delete overrides.

To modify the override:

1. Click on the override name in the **Name** column to open the Override: Edit page.

   If partitions are used, and doors you cannot see are included in the override "One or more doors in this override are in partitions you cannot see. These doors will be affected by your changes if you continue." is displayed. You can modify all the override settings, but only add or remove doors that you are authorized to see.

2. Make the modifications you need.

   - All settings can be modified if partitions are not used in your ACM system.
   - In the Doors Selected section, you can add doors to the override by highlighting them in the **Available** list and moving them to the **Members** list.

3. Click  .

To edit the base settings of any door in the override:

- Click on the door name in the **Selected** column.

  Changes made to the base settings do not take effect until the override expires.

To delete an override:

- Click  .

  The time the override is deleted is logged by the system. When an active override is deleted, the door or doors each return to the mode they are supposed to be in according to their schedule at that time.

Modifying an Override

To modify the override:

1. Select the door action or door mode you want applied to all the doors in the override:
   - **Disabled** — Stops the doors from operating and allows no access.
   - **Unlocked** — Unlocks the doors.
   - **Locked No Access** — Locks the doors.
   - **Facility Code Only** — This door can be accessed using a facility code.
   - **Card Only** — This door can be accessed using a card. No PIN is required. See *Appendix: pivCLASS Configuration* on page 695.
   - **Pin Only** — This door can only be accessed by entering a PIN at a keypad. No card is required.

- **Card and Pin** — This door can only be accessed using both a card and a PIN.
- **Card or Pin** — This door can be accessed either by entering a PIN at a keypad or by using a card at the card reader.

> **Note:** The Pin Only and Card or Pin door modes are not available if the Allow duplicate PINs option has been selected on the System Settings - General page.

2. In the Doors Selected section, add doors to the override by highlighting them in the **Available** list and moving them to the **Members** list.

> **Important:** If partitions are used, only doors that are not in any partition or are in the partitions you are authorized to see are displayed in the Doors Selected list.

3. Specify the date and time settings for **Start Day/Time** and **End Day/Time**. Both are required. Time is specified to the minute. On Mercury panels using firmware earlier than 1.29, the override begins and ends at the beginning of the minute you specify. On Mercury panels using firmware 1.29 or later, an override starts at the beginning of the minute and ends at the end of the minute of its specified time. Time overlaps are not supported. For example, you can specify 1:00 - 1:30 and 1:31 - 1:59 overrides.

> **Tip:** To start an override immediately, click **Now** in the **Start Day/Time** pop-up window.

> **Important:** The date and time the override is active is based on the settings at the controller panel for the doors, not the ACM server. If your ACM server is in a time zone ahead of the time zone of your ACM client and the doors and panels you control, you may see an error message that the override occurs in the past. You can ignore this error message if your settings in the local time zone are correct.

4. Add an optional note to provide relevant information for future use.
5. If partitions are used, you can restrict the override to only those doors in the Doors Selected list that are in a specific partition.
6. Click  .

Monitoring Access

The Monitor page allows you to monitor and verify events throughout the ACM system.

Users with the appropriate permissions can review transaction events, monitor alarms, verify user access and confirm hardware status.

Monitoring Events

Events are defined as any activity that is reported between the ACM appliance and the hardware it oversees. An event includes all alarms, but not all events are alarms. Events can include changes in configuration, a report on door access, adding a new badge holder to the system, and more. In other words, any transfer of data within the system is an event.

To view the events:

1. Select **Monitor** > **Events**.
2. Click any of the following buttons:

> **Note:** Some of the buttons are disabled until you select an event that includes the relevant details.

- **Pause** button — Pauses the flow of events that are displayed on the page.

  The flow of events does not actually stop, the system simply pauses the display of live updates until you click **Resume**.

- **Resume** button — Restarts the flow of events that are displayed on the page.

  This button only appears when the flow of events is paused.

- **Clear** button — Temporarily clear all events from the screen. New events automatically begin to populate the list. To restore the cleared events, refresh the page.
- **Live Video** button — Displays live video that is associated with the selected event.
- **Recorded Video** button — Displays recorded video that is associated with the selected event.
- **Notes** button — Enter a new note or displays any previously saved notes for the selected event.
- **Instructions** button — Displays any instructions that should be completed when the event occurs. The instructions were added when the event was created.
- **Identity** button — Displays details about the person that triggered the selected event.
- **History** button — Displays a detailed history of this event.
- **Save Settings** button — Saves your current settings for this page. For example, the columns and order for this page.

- **Select Columns** button — Choose the information that you want displayed.

  Check the box for each column that you want to see, and clear the box for each column that you want hidden.

  Click and drag the columns to move them into the order you want.

- **Reconnect** button — Reconnects to the appliance.

  This button only appears if your browser has become disconnected from the appliance and an error is displayed.

Pause/Resume Events

The display of live event updates can be paused. This allows you to view and investigate a specific event without having to search for it. Once the event has been reviewed, the display of live event updates can be resumed.

Follow the steps below to pause and resume events.

1. Click **Monitor** to access the Monitor Events page. For more detail see *Monitoring Events* on the previous page.
2. Click **Pause** to pause the flow of events that are displayed on the page.

   The flow of events does not actually stop, the system simply pauses the display of live updates until you click **Resume** (this button only appears when the flow of events is paused).

3. Click **Resume** to restart the flow of events that are displayed on the page.

   The list of events will resume updating.

Clear Events

Follow the steps below to clear all displayed events.

1. Click **Monitor** to access the Monitor Events page.
2. Click **Clear** to temporarily clear all events from the screen.

   The list will be cleared. New events automatically begin to populate the list.

   Note: This does not delete the events, it just removes the existing events from the view. To restore the cleared events, refresh the page.

View Live Video

Live video that is associated with a selected event can be displayed from the Monitoring Events page. For example, if an unusual event occurs, the live video can be viewed to observe the event and determine if any actions need to be taken.

Follow the steps below to view live video.

1. Click **Monitor**. The Monitor Events page displays (for more information, see *Monitoring Events* on page 618).
2. Select an event from the list.

   Only events or alarms with an icon will have video.
3. Click **Live Video** to display live video that is associated with the selected event. (This button only displays if video is available for this event.)

   The Monitor Screen - Live Video window displays. View the live video in this window.

   If the window does not display any video in the image panel, you may need to change your browser settings to allow the display of insecure or mixed content. For more information, see the Help files for your browser.

View Recorded Video

Recorded video that is associated with a selected event can be displayed from the Monitoring Events page. For example, if an unusual event occurred the previous day, the recorded video can be viewed to observe event and determine if any actions need to be taken.

Follow the steps below to view live video.

1. Click **Monitor**. The Monitor Events page displays (for more information, see *Monitoring Events* on page 618).
2. Select an event from the list.

   Only events or alarms with an icon will have video.
3. Click **Recorded Video** to display recorded video that is associated with the selected event. (This button only displays if video is available for this event.)

   The Monitor Screen - Recorded Video window displays. View the video in this window.

   If the window does not display any video in the image panel, you may need to change your browser settings to allow the display of insecure or mixed content. For more information, see the Help files for your browser.

Create Event Notes

Notes can be added and viewed for all events that occur in the system. For example, if an observation is made on an event, a note can be made for that event.

Follow the steps below to create event notes.

1. Click **Monitor** to access the Monitor Events page.
2. Select the event that you want to create notes for.
3. Click **Notes** to create notes for the selected event.

   The Monitor Screen - Notes Window will display.
4. Enter text in the **New Note** field.

5. Click  to save the new note.

   The note will display in the list below the **New Note** section. The date, Operator and note will display in this list.

6. Close the dialog box.

View Event Notes

Notes that are associated with an event can be displayed from the Monitor Events page. For example, if another user created a note for an event, you can view the note to get more information about the event.

Follow the steps below to view event notes.

1. Click **Monitor** to access the Monitor Events page (for more information, see *Monitoring Events* on page 618).
2. Select the event that you want to view notes for. (Events with notes will display with  in the **Icon** column.)
3. Click **Notes** to view notes for the selected event. (Alternatively clicking  will do the same thing.)

   The Monitor Screen - Notes Window will display. Existing notes will display as a list below the **New Note** section. The date, Operator and note will display in this list.

View Event Instructions

Instructions can be viewed for a selected event. The instructions tell the operator what actions need to be taken when the event occurs. For example, if a user is denied access to a certain area, the action may be to review their identity, and determine if they have permission to access the area.

Follow the steps below to view event instructions. The instructions were added when the event was created.

1. Click **Monitor** to access the Monitor Events page (for more information, see *Monitoring Events* on page 618).
2. Select the event that you want to view instructions for. (Events with instructions will display with  in the **Icon** column.)
3. Click **Instructions** to view instructions for the selected event.

   The Monitor Screen - Instructions Window will display. View the instructions in the table that displays.

4. Close the window to return to the Monitor Events page.

View Event Identity Details

Follow the steps below to view event identity details.

1. Click **Monitor** to access the Monitor Events page (for more information, see *Monitoring Events* on page 618).
2. Select the event that you want to view identity details for.
3. Click **Identity** to view identity details for the selected event.

   The Monitor Screen - Identity Window will display.
4. View the details (e.g. Last Name, First Name, Title, etc.).
5. Close the window to return to the Monitor Events page.

View Event History

Follow the steps below to view event history.

1. Click **Monitor** to access the Monitor Events page (for more information, see *Monitoring Events* on page 618).
2. Select the event that you want to view history for.
3. Click **History** to view history for the selected event.

   The Monitor Screen - History Window will display.
4. View the history details.
5. Close the window to return to the Events list.

Change Events List Settings

Follow the steps below to change the settings of the events list.

1. Click **Monitor** to access the Monitor Events page.

   The list displays in date order, with the most recent events at the top of the list.
2. If you want to re-sort the order of the list:
   - Click in the heading of the column to sort by (e.g. Priority). The list will sort in ascending order based on that column (e.g. ascending order of priority).
   - To change the sort order to descending, click the column heading again.
3. If you want to re-sort the order of the columns, click on the column you want to move then drag and drop this to it's new location.
4. If you want to add or remove columns, click **Select Columns** and:
   - Click beside the Column name of any columns to be added so that a check mark displays.
   - Click beside the Column name of any column to be deleted so that a check mark no longer displays.
5. Click **Save Settings** if you want to save the new settings.

   A message box displays with the message ACM Notification. Successfully saved.'.

Reconnect to Events List

Follow the steps below to reconnect to the ACM appliance.

1. Click **Monitor** to access the Monitor Events page (for more information, see *Monitoring Events* on page 618).

   If your browser loses connectivity with ACM appliance the **Reconnect** button displays.

2. Click **Reconnect** to reconnect.

Searching for Events and Alarms

The number of alarms and event transactions can total into the thousands depending on the level of activity in your system. To find specific events, you can perform a search.

Searching for specific events allows you to easily find an event in the system. For example, searching for events can be used in situations where more information is needed on an event thought to be unusual or suspicious. Once an event has been found, information such as recorded video, or notes can be viewed.

1. Select **Monitor > Search**.
2. Scroll to the bottom of the page and click the icon.

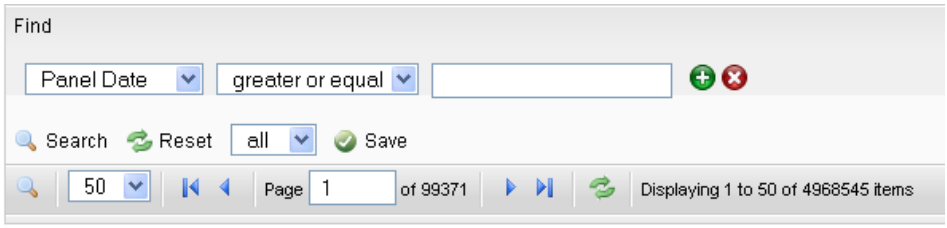
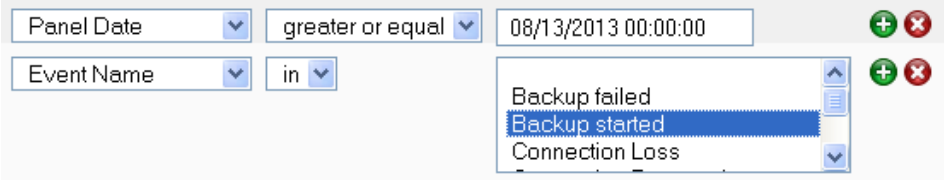


Figure 15: Search options

3. From the first drop down list, select the data type that you want to search. The options are:
   - Panel Date
   - Last Name
   - Card Number
   - Message
   - Event Name
   - Event Type
   - Source
4. From the second drop down list, select the appropriate argument for your search. The available arguments change depending on the selected data type. An argument may require you to make a selection, specify a date, or enter some text.

6. If you want to narrow your search further, click to add another search filter.

7. If you want to narrow your search, click  to add another search filter.



7. Add as many search filters as you need to fulfill your search criteria.
8. When you have entered all your search criteria, click  **Search**. The search results are listed in the table above the search area.
9. Select any transaction from the search result and use the action buttons at the top of the page to see the details of the event.

View Camera (Search)

Live video that is associated with a selected event can be displayed from the Monitoring Search page. For example, if an event is found with live video associated with it, the operator can view the video and determine if any action needs to be taken.

Follow the steps below to view live video from a camera from the Events Search (Transactions) page.

1. Click  **Monitor > Search**.
2. Select an event from the list.

   Only events or alarms with an  icon will have video. The icons are not displayed by default. For more information, see *Change Transactions List Settings* on page 627.
3. Click **Camera** to display live video that is associated with the selected event.
4. View the live video in this window.

   If the window does not display any video in the image panel, you may need to change your browser settings to allow the display of insecure or mixed content. For more information, see the Help files for your browser.

View Recorded Video (Search)

Recorded video that is associated with a searched event can be displayed from the Monitoring Search page. For example, if an unusual event is found in the search results, the recorded video can be viewed to observe the event and determine if any actions need to be taken.

Follow the steps below to view live video from the Events Search (Transactions) page.

1. Click **Monitor > Search**.
2. Select an event from the list.

   Only events or alarms with an icon will have video. The icons are not displayed by default. For more information, see *Change Transactions List Settings* on page 627.
3. Click **Recorded Video** to display recorded video that is associated with the selected event.

   Note: An event with recorded video associated with it may display an error message if the recorded video is no longer available on the video recorder.
4. View the video in this window.

   If the window does not display any video in the image panel, you may need to change your browser settings to allow the display of insecure or mixed content. For more information, see the Help files for your browser.

Create Event Notes (Search)

Notes can be added and viewed for all events that occur in the system. For example, if an observation is made on an event, a note can be created for that event.

Follow the steps below to create event notes from the Events Search (Transactions) page.

1. Click **Monitor > Search**.
2. Select the event that you want to create notes for.
3. Click **Notes** to create notes for the selected event.

   The Monitor Screen - Notes Window will display.
4. Enter text in the **New Note** field.
5. Click to save the new note.

   The note will display in the list below the **New Note** section. The date, Operator and note will display in this list.
6. Close the dialog box.

View Event Notes (Search)

Notes that are associated with an event can be displayed from the Monitor Search page. For example, if an event is found with an associated note, you can view the note to get more information about the selected event.

Follow the steps below to view event notes from the Events Search (Transactions) page.

1. Click **Monitor** > **Search**.
2. Select the event that you want to view notes for.
3. Click **Notes** to view notes for the selected event.

   The Monitor Screen - Notes Window will display. Existing notes will display as a list below the **New Note** section. The date, Operator and note will display in this list.

View Event Instructions (Search)

Instructions can be viewed for a selected event. The instructions tell the operator what actions need to be taken when the event occurs. For example, if a user is denied access to a certain area, the action may be to review their identity, and determine if they have permission to access the area.

Follow the steps below to view event instructions from the Events Search (Transactions) page. The instructions were added when the event was created.

1. Click **Monitor** > **Search**.
2. Select the event that you want to view instructions for.
3. Click **Instructions** to view instructions for the selected event.

   The Monitor Screen - Instructions Window will display.

4. Close the window to return to the Events Search (Transactions) page.

View Event Identity Details (Search)

Follow the steps below to view event identity details from the Events Search (Transactions) page.

1. Click **Monitor** > **Search**.
2. Select the event that you want to view identity details for.
3. Click **Identity** to view identity details for the selected event.

   The Monitor Screen - Identity Window will display.

4. View the details (e.g. Last Name, First Name, Title, etc.).
5. Close the window to return to the Events Search (Transactions) page.

View Event History (Search)

Follow the steps below to view event history from the Events Search (Transactions) page.

1. Click **Monitor** > **Search**.
2. Select the event that you want to view history for.
3. Click **History** to view history for the selected event.

   The Monitor Screen - History Window will display.

4. View the history details.
5. Close the window to return to the Events Search (Transactions) page.

Change Transactions List Settings

The events list shows a default set of fields for each event. You may want to add columns to this list.

For example, if you want to search this list to see if an event occurred on a door that has a camera associated with it, add the icons column. This column displays a next to any event from a door that has a camera associated with it.

Follow the steps below to change the settings of the events list.

1. Click **Monitor > Search**.

   The list displays in date order, with the most recent events at the top of the list.

2. If you want to re-sort the order of the list:
   - Click in the heading of the column to sort by (e.g. Priority). The list will sort in ascending order based on that column (e.g. ascending order of priority).
   - To change the sort order to descending, click the column heading again.
3. If you want to re-sort the order of the columns, click on the column you want to move then drag and drop this to it's new location.
4. If you want to add a column, hover the mouse over any column heading and:
   a. Click the down arrow that is displayed.
   b. Click the checkbox for each column you want to add.
5. Click **Save Settings** if you want to save the new settings.

   A message box displays with the message 'ACM Notification. Successfully saved.'.

Monitor Alarms

Alarms that occur in the system are listed in the Monitor Alarms page as they occur (accessed through selecting **Monitor > Alarms**).

An alarm occurs when the system senses an unusual event such as a forced or held door. Each alarm needs to be reviewed and responded to. Information on the alarm can be viewed, along with any available video. After an alarm has been acknowledged, it is moved to the list of acknowledged alarms. This list allows users to view past alarms and clear them from the system.

To review and acknowledge alarms, select one or more alarms from the Unacknowledged Alarms list then click one of the following buttons:

> **Note:** Some of the buttons are disabled until you select an event that includes the relevant details.

- **Acknowledge** — Click this button to acknowledge one or more selected alarms. The selected alarms are moved to the Acknowledged Alarms list.
- **Acknowledge All** — Click this button to acknowledge all alarms that are currently active and unacknowledged.
- **Live Video** — Click this button to display live video associated with the selected alarm.
- **Recorded Video** — Click this button to display recorded video associated with the selected alarm.
- **Notes** — Click this button to enter a new note or display any previously saved notes for the selected event.
- **Instructions** — Click this button to display any instructions that should be completed when the alarm occurs. The instructions were added when the event was created.
- **Identity** — Click this button to display details about the person that triggered the selected alarm.
- **History** — Click this button to display a detailed history of this alarm.
- **Save Settings** — Click this button to save your current settings for this page. For example, the columns and order for this page.
- **Sound Off** — Click this button to mute any alarm noises on the device used to monitor Alarms.

  When sound is muted, the button changes to **Sound On**. Click this button to turn the sound back on.
- **Select Columns** — Click this button then choose the information that you want displayed.

  Check the box for each column that you want to see, and clear the box for each column that you want hidden.

After an alarm has been acknowledged, the alarm is added to the Acknowledged Alarms list. You can clear the alarms from the list as needed.

Note: Some of the buttons are disabled until you select an event that includes the relevant details.

- **Clear** — Click this button to clear one or more acknowledged alarms from the list.
- **Clear All** — Click this button to clear all alarms from the Acknowledged Alarms list.
- **Select Columns** — Click this button then choose the information that you want displayed.

  Check the box for each column that you want to see, and clear the box for each column that you want hidden.

Acknowledge Alarms

When an alarm occurs in the system, an action must be taken. Once the alarm is resolved, it must be acknowledged. This tells the other users of the system that the alarm has been dealt with and is not a problem.

Follow the steps below to acknowledge alarms.

1. Click **Monitor > Alarms**.
2. To acknowledge a single alarm:
   - Select the alarm in the Unacknowledged Alarms list.
   - Click **Acknowledge**. The alarm will move to the **Acknowledged Alarms** list.
3. To acknowledge multiple alarms:
   - Select the first alarm in the Unacknowledged Alarms list.
   - If the alarms to be acknowledged are consecutive in the list, click on the first entry, then hold SHIFT down and click on the last entry.
   - If the alarms to be acknowledged are not consecutive, click on the first entry, then hold CTRL down and click on each entry.
   - Click **Acknowledge**. The alarms will move to the **Acknowledged Alarms** list.
4. To acknowledge all alarms, click **Acknowledge All**. The alarms will move to the **Acknowledged Alarms** list.

View Live Video (Alarms)

Live video that is associated with a selected alarm can be displayed from the Monitoring Alarms page. For example, if an alarm occurs, the live video can be viewed to observe the alarm and determine if any actions need to be taken.

Follow the steps below to view live video from the Monitor Alarms page.

1. Click **Monitor > Alarms**. For more information see *Monitor Alarms* on page 627.
2. Select an alarm from the list.

   Only events or alarms with an icon will have video.
3. Click **Live Video** to display live video that is associated with the selected alarm. This button only displays if video is available for this alarm.

   The Monitor Screen - Live Video window displays. View the live video in this window.

   If the window does not display any video in the image panel, you may need to change your browser settings to allow the display of insecure or mixed content. For more information, see the Help files for your browser.

View Recorded Video (Alarms)

Recorded video that is associated with a selected alarm can be displayed from the Monitoring Alarms page. For example, if an alarm occurred the previous day, recorded video can be viewed to observe the alarm and determine if any further actions need to be taken.

Follow the steps below to view recorded video from the Monitor Alarms list.

1. Click **Monitor > Alarms**. The Monitor Alarms page displays (for more information see *Monitor Alarms* on page 627).
2. Select an event from the list.

   Only events or alarms with an icon will have video.
3. Click **Recorded Video** to display live video that is associated with the selected event. (This button only displays if video is available for this event.)

   The Monitor Screen - Recorded Video window displays. View the video in this window.

   If the window does not display any video in the image panel, you may need to change your browser settings to allow the display of insecure or mixed content. For more information, see the Help files for your browser.

Create Event Notes (Alarms)

Notes can be added and viewed for all alarms that occur in the system. For example, if an observation or action is made on an alarm, a note can be created to document the details.

Follow the steps below to create event notes from the Monitor Alarms page.

1. Click **Monitor > Alarms**. The Monitor Alarms page displays. For more information see *Monitor Alarms* on page 627.
2. Select the event that you want to create notes for.
3. Click **Notes** to create notes for the selected event.

   The Monitor Screen - Notes Window will display.
4. Enter text in the **New Note** field.
5. Click to save the new note.

   The note will display in the list below the **New Note** section. The date, Operator and note will display in this list.
6. Close the dialog box.

View Event Notes (Alarms)

Notes that are associated with an alarm can be displayed from the Monitor Alarms page. For example, if another user created a note for an alarm, you can view the note to get more information about the alarm.

Follow the steps below to view event notes from the Monitor Alarms page.

1. Click **Monitor > Alarms**. The Monitor Alarms page displays. For more information see *Monitor Alarms* on page 627.
2. Select the event that you want to view notes for. Events with notes will display with in the **Icon** column.

3. Click **Notes** to view notes for the selected event. Alternatively clicking  will do the same thing.

   The Monitor Screen - Notes Window will display. Existing notes will display as a list below the **New Note** section. The date, Operator and note will display in this list.

4. Close the dialog box to return to the Monitor Alarms page.

View Event Instructions (Alarms)

Instructions can be viewed for a selected alarm. The instructions tell the operator what actions need to be taken when the alarm occurs. For example, if an alarm occurred, the instruction could be to investigate the alarm and write a note describing the situation.

Follow the steps below to view event instructions from the Monitor Alarms page. The instructions were added when the event was created.

1. Click **Monitor > Alarms** to access the Monitor Alarms page displays. For more information see *Monitor Alarms* on page 627.
2. Select the event that you want to view instructions for. (Events with instructions will display with  in the **Icon** column.)
3. Click **Instructions** to view instructions for the selected event.

   The Monitor Screen - Instructions Window will display. View the instructions in the table that displays.

4. Close the window to return to the Monitor Alarms page.

View Event Identity Details (Alarms)

Follow the steps below to view event identity details from the Monitor Alarms page.

1. Click **Monitor > Alarms**. The Monitor Alarms page displays. For more information see *Monitor Alarms* on page 627.
2. Select the event that you want to view identity details for.
3. Click **Identity** to view identity details for the selected event.

   The Monitor Screen - Identity Window will display.

4. View the details (e.g. Last Name, First Name, Title, etc.).
5. Close the window to return to the Monitor Alarms page.

View Event History (Alarms)

Follow the steps below to view event history from the Monitor Alarms page.

1. Click **Monitor > Alarms** to access the Monitor Alarms page. For more information see *Monitor Alarms* on page 627.
2. Select the event that you want to view history for.
3. Click **History** to view history for the selected event.

   The Monitor Screen - History Window will display.
4. View the history details.
5. Close the window to return to the Monitor Alarms page.

Change Alarms List Settings

Follow the steps below to change the settings of the alarms lists on the Monitor Alarms page.

1. Click **Monitor > Alarms** to access the Monitor Alarms page. For more information see *Monitor Alarms* on page 627.

   The list displays in date order, with the most recent events at the top of the list.
2. If you want to re-sort the order of the list:
   - Click in the heading of the column to sort by (e.g. Priority). The list will sort in ascending order based on that column (e.g. ascending order of priority).
   - To change the sort order to descending, click the column heading again.
3. If you want to re-sort the order of the columns, click on the column you want to move then drag and drop this to it's new location.
4. If you want to add or remove columns, click **Select Columns** and do the following:
   - Click beside the Column name of any columns to be added so that a check mark displays.
   - Click beside the Column name of any column to be deleted so that a check mark no longer displays.
5. If you want to change the sound settings:
   - If the sound is on, click **Sound Off** to turn the sound off.
   - If the sound is off, click **Sound On** to turn the sound on.
6. Click **Save Settings** if you want to save the new settings.

   A message box displays with the message ACM Notification. Successfully saved.'

Note: To reset default settings, select  > **Clear Custom Layouts**. This resets all customized lists to their default setting.

Monitor - Verification screen

When you click **Monitor > Verification**, the Verification page is displayed.

This page allows a qualified operator to review information, including photos, about card holders entering or exiting specific doors.

The page is divided into two halves - the top Doors section and the bottom Events section.

- At the top of the page are four door panes that allow you to select and monitor four doors at a time. After you select a door to a pane, you can monitor live event transactions as they occur at that door.
- Underneath the door panes is a list of live door transactions displayed like the Events page.

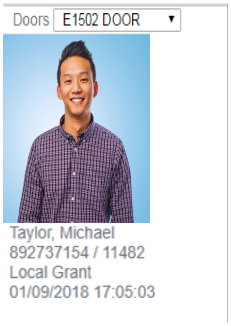
  Not all door events will display in this list. Only events in the priority number range 300 to 700 display. A full listing of all events is available on the Monitor Events page.

Verifying Identities at Doors

Select **Monitor > Verification** to open the Verification page to verify and confirm the identity of any person who passes through the selected doors:

1. From one of the **Doors** drop down lists, select a door.
2. To select another door, repeat previous step in the other panes. The drop down list automatically updates to filter out the doors that have already been selected.

   When a person attempts to pass through one of the monitored doors using a card, the person's identity information is displayed:



   If the person:

   - Has a valid identity, the information includes the name and internal token number.
   - Has a photo stored in the Identity record, it is displayed. If the person does not pass through the door, of the time and date of entry.
   - Is authorized to pass through the door the time and date of entry is displayed, unless they do not actually pass through the door ("not used" is displayed instead).
   - Is not authorized to pass through the door, an "Unauthorized" message is displayed.
   - Presents an invalid identity, an "Invalid" message is displayed.

   At the bottom of the screen are all of the detailed events generated at the doors, including those of any not associated with identities.

Verification Events List

Follow the steps below to add doors to monitor on the Verification page.

1. Click **Monitor > Verification**. The Verification page displays. For more information see *Monitor - Verification screen* on page 632.

   This page has two sections - doors and an events list. For more information on the doors display see *Verifying Identities at Doors* on the previous page. The events list displays in date order, with the most recent events at the top of the list.

   > **Note:** Not all door events will display in this list. Only events in the priority number range 300 to 700 display. A full listing of all events is available on the Monitor Events page.

2. If you want to clear a single event from the list, select the event and click **Clear**. To clear all events, click **Clear all**.
3. If you want to re-sort the order of the list:
   - Click in the heading of the column to sort by (e.g. Priority). The list will sort in ascending order based on that column (e.g. ascending order of priority).
   - To change the sort order to descending, click the column heading again.
4. If you want to re-sort the order of the columns, click on the column you want to move then drag and drop this to it's new location.
5. If you want to add or remove columns, click **Select Columns** and:
   - Click beside the Column name of any columns to be added so that a check mark displays.
   - Click beside the Column name of any column to be deleted so that a check mark no longer displays.
6. Click **Save Settings** if you want to save the new settings.

   A message box displays with the message 'ACM Notification. Successfully saved.'.

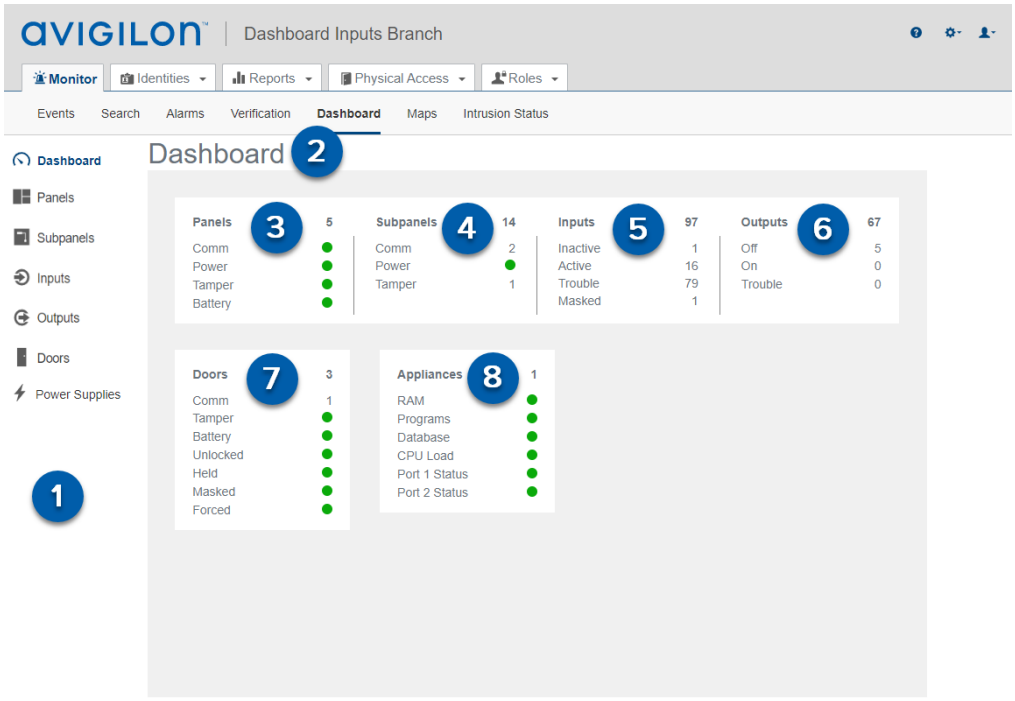
   > **Note:** Saving the settings only saves the column configuration. The doors selected for verification will need to be selected each time you return to the page.

> **Note:** To reset default settings, select > **Clear Custom Layouts**. This resets all customized lists to their default setting.

Monitor - Dashboard

The Dashboard provides a real-time status summary of the hardware components that are connected to the ACM system. The hardware categories are panels, subpanels, doors, inputs, outputs and ACM appliances.

Select **Monitor > Dashboard** for a top-level view of the Dashboard where you can drill down for details.



	Area	Description
1	Dashboard Sidebar	Navigation menu for the Dashboard, Panels table, Subpanels table, Inputs table, Outputs table, Doors table and Power Supplies table (if a LifeSafety power supply is connected). From the Panels table, you can access a list of subpanels in the Subpanels table. From the Subpanels table, you can access a list of inputs and outputs in the Inputs and Outputs tables. From the Inputs and Outputs tables, you can directly access the list of inputs and outputs. From the Doors table, you can control individual doors, investigate doors with active faults, and see more information about the state of individual doors.
2	Dashboard	Displays a summary of hardware faults or unexpected input and output state changes as they occur. As the status of hardware components changes, the status indicators on the Dashboard change color. For more information, see *Status Colors* on the next page.

	Area	Description
		The total number of connected hardware components (installed and uninstalled) is displayed above a real-time fault or status list. For panels, subpanels, inputs and doors, the number of installed components in each fault state is displayed. If no faults occur, their status is green. For outputs, the numbers indicate the number of installed outputs in each state. When no components are displayed in a state, the status is either green or 0.
3	Panels	Displays a summary of the fault state of the installed panels. Click the number next to the fault to drill down to the details of the fault in the Panels table, which is filtered to display only the panels with that fault.
4	Subpanels	Displays a summary of the fault state of the installed subpanels. Click the number next to the fault to drill down to the details of the fault in the Subpanels table, which is filtered to display only subpanels with that fault.
5	Inputs	Displays the total number of inputs in each state. Click the number next to the state to drill down to the Inputs table, which is filtered to display only inputs with that state.
6	Outputs	Displays the total number outputs in each state. Click the number next to the state to drill down to the Outputs table, which is filtered to display only inputs with that state.
7	Doors	Displays the summary of the fault state of the installed doors. Click the number next to the fault to drill down to the Doors table, which is filtered to display only alarms with that fault.
8	Appliances	When no issues occur in the ACM appliance items, their status is green. Hover the mouse over each status indicator to see more details. For example, "RAM free 45%" displays for the RAM status.

Status Colors

Status colors identify the health of the different devices in the system. The status colors represent the following states:

Color	Status	Description
	Normal	Online and working properly.
	Inactive	Input or output is in its normal state.
	Trouble	Indeterminate or offline status of inputs, outputs, panels or subpanels, and the ACM appliance. Inputs or outputs may be operating in a wiring fault state.
	Alarm	Alarm condition. An ACM operator should investigate the problem and resolve the issue.
	Active	Input or output circuit is no longer in its normal state.
	Masked	Input is currently masked. Its actual state is not displayed. Masked inputs are intended to change as part of normal operations, so that they are not constantly being reported.

Device Status

Panels, Subpanels, Inputs, Outputs and Doors only.

To see the legend for device status:

- Click **Legend** to see the list of statuses and the related icons. For other input statuses which appear in the legend, see *Status Colors* on the previous page.

Icon	Status	Description
	Normal	The panel, subpanel or door is operating normally.
	Uninstalled	The panel, subpanel, input, output or door is not installed.
	Communication	Communication between the panel, subpanel or door, and the ACM system is enabled.
	Unlocked	The door is unlocked.
	Held	The door is being held open.
	Power	The panel or subpanel power input circuit is open.
	Battery	The battery input circuit is open is running low.
	Tamper	The tamper input circuit is open.

Installing, Uninstalling and Deleting Panels and Subpanels

Click ... at the end of a row in the Panels table or Subpanels table to:

- **View** — Displays the Panel: Status or Subpanel: Status table.
- **Install** — Enables communications between the ACM system and the panel or subpanel.
- **Uninstall** — Disables communications between the ACM system and the panel or subpanel.
- **Delete** — Removes the connection between the ACM system and the panel or subpanel.

Viewing, Masking and Unmasking Inputs

Panels, Subpanels and Inputs only.

- Click ... at the end of a row in the Inputs table to:
  - **View** — Displays the Input: Edit page.
  - **Mask** — Masks the selected input.
  - **Unmask** — Unmasks a previously masked input.

Viewing, Activating and Deactivating Outputs

Panels, Subpanels and Outputs only.

1. Click the name of the panel and subpanel to display the Outputs table.

   Or click **Outputs** on the Dashboard home page.

2. Click ... at the end of a row in the Outputs table to:
   - **View** — View the Output: Edit page.
   - **On** — Power the output. If the output is a door, it activates the circuit.
   - **Off** — Turn off the power to the output. If the output is a door, it deactivates the circuit.
   - **Pulse** — Alternately activate and deactivate the output. The pulse interval is determined by the output's settings.

Searching Panel, Subpanel, Input and Door Names

Panels, Subpanels, Inputs and Doors only.

1. Use any (or all) of the following to define your search:
   - Enter your search term in the **Search...** field. Use any series of letters and numbers to search for the panels you want to see.
   - If known, select the **Device Status**.
   - If known, select the **Appliance** the panel is connected to.
   - If known, select the **Group** the panel is included in.
2. Click **OK**. The list is filtered to show the results of your search.

Sorting Panel, Subpanel, Input and Door Names

Panels, Subpanels, Inputs and Doors only.

- Click in a column heading:
  - — Sorts in ascending order.
  - — Sorts in descending order.

Saving Door Filters

Many facilities require the control and monitoring of dozens, even hundreds, of doors simultaneously. This can result in a crowded listing page. You can search for specific doors to narrow the list of doors, filter the columns for specific values, and create and save custom filters. You can then sort the results using any one column.

1. Click **Advanced Filters** in the upper-right corner.
2. Select filters:
   - **Alarms** — Includes the alarms from the list of alarms.
   - **Masked** — Includes the masks from the list of masks.
   - **Normal** — Includes all properly functioning doors.
   - **Door Mode** — Includes the list of door modes.

   To unselect all selected filters, click **Unselect All**.
3. To save the selected filters, select **Remember Filters**.
4. Click **OK**.

Controlling Doors

While you are monitoring the system, you may sometimes need to override the default door settings to allow a visitor access to an area, or unlock a door in an emergency situation. You can control doors from the Dashboard:

1. Check the checkbox for each door you want to control. Or click **All** to select all doors or **None** to deselect all doors.
2. For one or more doors, select:
   - **Door Action** dropdown and then:
     - **Disable** — Stops the door from operating and allow no access.
     - **Unlock** — Unlocks the door. The door will remain unlocked until the Restore command is issued, or until another change of state is directed, either via operator override or scheduled action.
     - **Locked No Access** — Locks the door. This door will remain locked until the Restore command is issued, or until another change of state is directed, either via operator

override or scheduled action.

- **Grant** — Momentarily grants access to the door to permit a single-time entry.
- **Restore** — Resets the door mode to its configured value.

- **Door Mode** and then choose how access is controlled at the door:
  - **Card Only** — The door can be accessed using a card. No PIN is required.
  - **Card and PIN** — The door can only be accessed using both a card and a PIN.
  - **Card or PIN** — The door can be accessed by entering a PIN at a keypad or by using a card at the card reader.
  - **PIN Only** — The door can only be accessed by entering a PIN at a keypad. No card is required.
  - **Facility Code Only** — The door can be accessed using a facility code.

> **Note:** The PIN Only and Card or PIN door modes are not available if the Allow duplicate PINs option was selected on the System Settings - General page when the appliance was configured.

- **Forced** dropdown and then:
  - **Mask Forced** — Masks the Door Forced Open alarm for the door. The status color changes to blue and is no longer included in any alarm subtotal.
  - **Unmask Forced** — Unmasks the Door Forced Open alarm for this door.
- **Held** dropdown and then:
  - **Mask Held** — Masks the Door Held Open alarm for the door. The status color changes to blue and is no longer included in any alarm subtotal.
  - **Unmask Held** — Unmasks the Door Held Open alarm for the door.
- **Installed** dropdown and then:
  - **Install** — Installs a door. Enables communications between the door and the ACM system.
  - **Uninstall** — Uninstalls a door. Disables communications between the door and the ACM system.
- **Delete** — Removes the connection between the door and the ACM system.

Accessing Web Interface of Power Panels

When LifeSafety power panels are installed in your ACM system, you can access the web interface of the panel to view the panel's current status or its event log, and edit its configuration.

- Click the name of the LifeSafety power panel to display the panel details.
- The  (installed) or  (uninstalled) status of the panel is read-only and cannot be changed.
- Click a command:
  - **Status** — Displays the current status of the LifeSafety panel.
  - **Log** — Displays the log of events and alarms recorded by the LifeSafety panel.
  - **Edit** — Displays the browser page for the remotely connected panel. Edit the configuration as required.

Monitor Screen - Map Templates page

When you click **Monitor** > **Maps**, the Map Templates page displays. This page lists all the maps that have been added to the system.

Feature	Description
Add Map Template	Click this button to add a new map template.
Name	The name of the map template. A list of all the configured maps is displayed. Also included in the list are configured Mustering dashboards. Click the name of the map template to display the configured map or dashboard.

Using a Map

After a map has been configured, access it from the Monitor page and use it as a quick visual reference to all the items that may be installed in a facility.

From the map, you can:

- Monitor the status of hardware items: doors, panels, subpanels, inputs and outputs.
- Control doors.
- Keep track of identities as they arrive at muster stations from the Mustering dashboard.

The following indicators are displayed on the map as events occur :

-  : A green bar indicates the hardware item is operating normally.
-  : A red square indicates the hardware item is in an alarm state. The counter in the square shows the number of unacknowledged events.
-  : A solid blue disk indicates an active override is in effect on the door. A hollow blue

disk indicates an inactive override is defined.

- : A red bounding box is displayed around the status bar of a door in Priority Mode.

To access and monitor your site from a map:

1. Select **Monitor > Maps**.
2. In the Map Templates list, click the name of a map.

   Some of the displayed elements may not appear in your map or the example below.

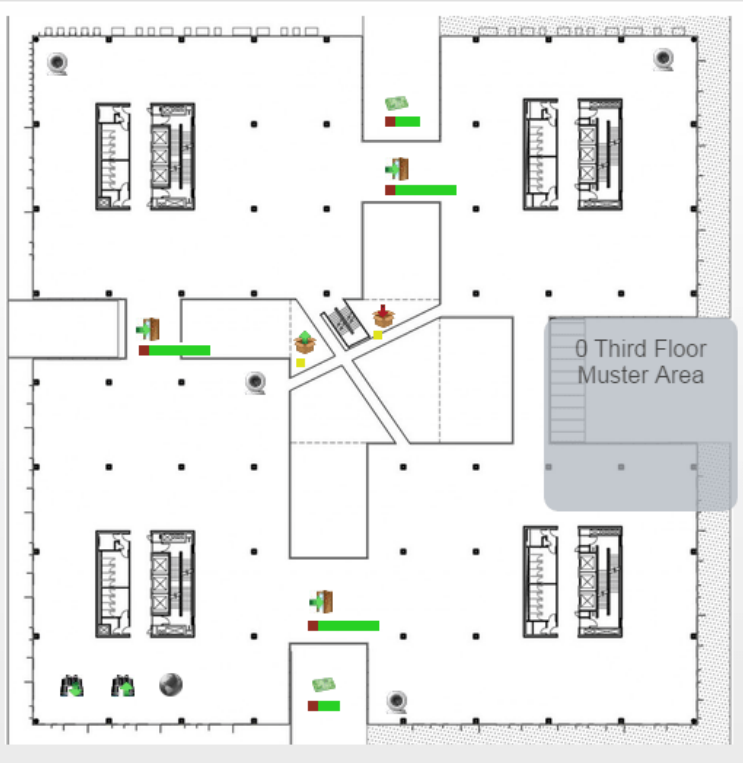


Figure 16: Example map

Feature	Map Icon
Doors	
Panels	
Subpanels	
Inputs	
Outputs	
Cameras	

Feature	Map Icon
Zoom In	
Zoom Out	
Global Actions	
Dashboard Elements	Square, circle or text object

The actions you can complete on a map are determined by the permissions delegated to you by the roles you are assigned.

To...	Do this...
Review hardware status	The colored bar below each item displays an overview of the current communication and power status. Click the icon on the map to display the control menu. For more information about the colored hardware status bar, see the specific hardware status page. For more information about the status colors, see *Status Colors* on page 636.
Review an alarm	If you see a red alarm indicator, the item on the map is in an alarm state. Click the alarm indicator to see the status details. For more information about alarm actions, see *Monitor Alarms* on page 627.
Modify or delete an override	If you see solid blue disk indicator, an active override is in effect on the door. If you see a hollow blue disk indicator, an inactive override is defined. Click the indicator to open the Doors: Overrides page to see details.
Respond to a priority situation	If you see a red bounding box around the status indicator, the door is in Priority Mode. **Important:** A door is in Priority Mode when a priority situation has been declared at your site. All doors affected by the situation are placed into Priority Mode and only the Priority ACM Operator, responsible for dealing with priority situations can interact with the door.
Display video	Click the on the map to display the Camera Video window.
Open a linked map	Click to display a linked map, or to display a linked map.
Monitor the	If there is a Mustering dashboard configured on the map, it may appear as a line of text or as a shape with text inside.

To...	Do this...
dashboard	The dashboard displays the number of identities in the area and may include the name of the area. In *Example map* on page 642, the dashboard is the gray square. Click the dashboard to see a list of all the identities that are in the area. Click outside the pop-up dialog to hide the identities list. Click the First Name or Last Name to view the identity.

Adding Maps

Follow the steps below to add maps.

1. Click **Monitor > Maps**. The Map Templates (Monitor) list displays.
2. Click **Add Map Template**.

   The **Map Template**: **Add** page displays.
3. Enter a name for the Map in the **Name** field.
4. To:
   - Upload a file, select **File** and click **Browse** then select the file to upload in the **Choose File to Upload** dialog box and click **Open**.
   - Create a blank canvas, select **Blank Canvas**.
5. To resize the image, enter resizing proportions in the **Re-size To** fields.
6. Click to save the map.

   The **Map Template**: **Edit** page displays.

Monitor Intrusion Panels

The following procedures relate to monitoring Bosch intrusion panels.

Monitor Intrusion Panel Status

The intrusion panel status displays the current status of all connected intrusion panels. For example, if the power and communications of the intrusion panel is normal, the Online status will be displayed and a message will appear when you hover over the power and communications icons.

To monitor intrusion panel status:

1. Select **Monitor > Intrusion Status**.

   The Monitor Intrusion Status - Panels screen displays.
2. View the list that displays.

   The following statuses display for panels:

- Communications
- Battery
- Power
- Tamper
- Phone Line

The following statuses apply to all of the above:

Online

Alarm

Trouble

> **Note:** To view more detail on the status, hover over the status icon to view a pop-up message (e.g. hovering over an Alarm status indicator in the **Comm** column might return the message 'Not connected, verify configured IP and port').

3. If you want to narrow the list that displays use the filter function. Enter a panel name to filter the list results by panel. Type in the name (or part of the name) of the panel and the list will update as you type.
4. If you want to sort the list, click to sort in ascending order, or to sort in descending order in each column.

Monitor Intrusion Panel Areas

The intrusion panel areas display the current status for all defined areas. For example if an area is armed, the Armed status will display and a message will appear when you hover over the status icon.

To monitor intrusion panel area status and make updates as required:

1. Select **Monitor > Intrusion Status**.
2. Click the **Areas** tab.

   The Monitor Intrusion Status - Areas screen displays.
3. View the list that displays. A status is displayed for each area.

   The following statuses apply to all of the above:

   Armed

   Ready to Arm

   Not Ready to Arm

Partial Arm

Trouble

Alarm

> **Note:** To view more detail on the status, hover over the status icon to view a pop-up message (e.g. hovering over an Armed status indicator might return the message 'All On Instant Arm').

4. If you want to narrow the list that displays, either:
    - Use the filter function. Enter an area name to filter the list results by area. Type in the name (or part of the name) of the area or panel and the list will update as you type.
    - Select a single status (e.g. Partial Arm) to view.
5. If you want to sort the list, click to sort in ascending order, or to sort in descending order in each column.
6. To arm an area:
    - Select the areas to be armed.
    - Click **Master** then select the arming option. Options are:
        - Instant Arm - Arm all points for the selected areas instantly
        - Delay Arm - Arm all points for the selected areas with an entry/exit delay
        - Force Instant Arm - Arm all points for the selected areas instantly, regardless of their current state
        - Force Delay Arm - Arm all points for the selected areas with an entry/exit delay, regardless of their current state
7. To arm a perimeter area:
    - Select the areas to be armed.
    - Click **Perimeter** then select the arming option.
        - Instant Arm
        - Delay Arm
        - Force Instant Arm
        - Force Delay Arm
8. To disarm select the areas to be disarmed and click **Disarm**.
9. To silence intrusion alarms select the areas to be silenced and click **Silence**.

10. To reset the sensors select the areas to be reset and click **Reset Sensors**.

    The reset time is 5 seconds. During the reset time, alarms from the points associated with the selected areas will be ignored.

Monitor Intrusion Panel Points

The intrusion panel points displays the current status of all connected points. For example, if a point has been bypassed, the bypassed status will display and a message will appear when you hover over the status icon.

To monitor intrusion panel point status:

1. Select **Monitor > Intrusion Status**.
2. Click the **Points** tab.

   The Monitor Intrusion Status - Points screen displays.
3. View the list that displays. A status is displayed for each point.

   The following statuses apply to all of the above:

   Normal

   Faulted

   Bypassed

   Trouble

   > **Note:** To view more detail on the status, hover over the status icon to view a pop-up message (e.g. hovering over an Bypassed status indicator might return the messages such as 'Open', 'Missing' or 'Normal').
4. If you want to narrow the list that displays, either:
   - Use the filter function. Enter a point name to filter the list results by point. Type in the name (or part of the name) of the point, area, or panel and the list will update as you type.
   - Select a single status (e.g. Faulted) to view.
5. If you want to sort the list, click to sort in ascending order, or to sort in descending order in each column.
6. If you want to bypass or unbypass a point:
   - Select the point (or points) in the list, and
   - Click either the **Bypass** or **Unbypass** button.

Note: Some points in the system may not be bypassed due to configuration settings. Trying to bypass these points will result in no state change.

Monitor Intrusion Panel Outputs

The intrusion panel outputs display the current status of all connected outputs. For example, if a output is active, the Active status will display and a message will appear when you hover over the status icon.

To monitor intrusion panel outputs status:

1. Select **Monitor > Intrusion Status**.
2. Click the **Outputs** tab.

   The Monitor Intrusion Status - Outputs screen displays.
3. View the list that displays. A status is displayed for each output - the available statuses are:

   Inactive

   Active

   Trouble
4. If you want to narrow the list that displays, either:
   - Use the filter function. Enter an output name to filter the list results by output. Type in the name (or part of the name) of the output, or panel and the list will update as you type.
   - Select a single status (e.g. Active) to view.
5. If you want to sort the list, click to sort in ascending order, or to sort in descending order in each column.
6. If you want to activate or deactivate an output:
   - Select the outputs in the list, and
   - Click either the **Activate** or **Deactivate** button.

Monitor Events page

When you select **Monitor** from the task bar or click **Monitor > Events**, the Monitor Events page is displayed.

This page lists all system activity as it occurs, including doors access.

The event transactions are listed with the following information by default:

Column	Description
Icon	Displays a row of icons to indicate if there are extra details linked to the event.

Column	Description
	•  : Indicates the event has live video associated with it. •  : Indicates the event contains notes that were added by an operator. •  : Indicates the event contains instructions that should be completed when the event occurs.
Priority	Displays the urgency of this event where **1** is the most urgent and **999** is the least urgent. Priorities are normally assigned to a specific event using the Priority field on the Event Add page.
Panel Time	Displays the date and time when the source panel issued this event.
Event Name	Displays the name of this event.
Source	Displays the source of the event. Can be a door, reader or system user.
Last Name	Displays the last name of the person responsible for triggering the event. This is almost always the person who used a card or code to enter or exit a supervised area.
First Name	Displays the first name of the person responsible for triggering the event. This is almost always the person who used a card or code to enter or exit a supervised area.
Internal Token No	Displays the internal token number that caused the event to occur. This is usually the number of the card used to enter or exit a supervised area.
Messages	Displays a system message associated with this event.

Note: If you are adding additional fields to this screen be aware that any date fields (e.g. Last Access, Expire Date, Activate Date, Issue Date) will display as blank if there is no information recorded for that field.

Monitor screen - Live Video Window

When you select an event or alarm then click the **Live Video** button, the Live Video window is displayed.

Note: The window may look different and have different controls depending on the external camera system that is connected to the ACM system.

Typically, the Live Video window will include the following elements:

	Feature	Description
1	**Camera Controls Tool Bar**	This area includes all the features that you would need to view and control the related camera video. Options typically include switching from live to recorded video, PTZ controls for PTZ cameras, and changing the video display layout.
2	**Camera List**	This area lists all the cameras that are linked to the event. Click the name of a camera to display the video. Use one of the multi-video layouts to display more than one camera at a time.
3	**Image Panel**	This area displays the video stream from the connected cameras. In the top-right corner, you can minimize and maximize the display or close the video.

Monitor screen - Recorded Video Window

When you select an event or alarm then click the **Recorded Video** button, the Recorded Video window is displayed.

> **Note:** The window may look different and have different controls depending on the external camera system that is connected to the ACM system.

Typically, the Recorded Video window will include the following elements:

	Feature	Description
1	**Camera Controls Tool Bar**	This area includes all the features that you would need to view and control the related camera video. Options typically include switching from live to recorded video, PTZ controls for PTZ cameras, and changing the video display layout.
2	**Camera List**	This area lists all the cameras that are linked to the event. Click the name of a camera to display the video. Click the playback buttons at the bottom to control the recorded video.
3	**Image Panel**	This area displays the video stream from the connected cameras. In the top-right corner, you can minimize and maximize the display or close the video.

Monitor screen - Notes Window

When you click the **Notes** button for a selected event transaction, the Notes popup window is displayed.

This Notes window allows you to add notes to the event transaction.

Feature	Description
Event	At the top of the window is a brief summary of the event that you've selected. The provided information includes the date of the event, where it originated, plus the event name and type.

Feature	Description
Notes	In the text box, enter any notes you have about the event. Click  to save your note to the event.
Operator Notes List	After a note has been saved, it is added to the Operator Notes List. This list displays all the notes for the event. The list includes the note itself, the name of the operator wrote the note and when the note was saved.

Monitor screen - Instructions Window

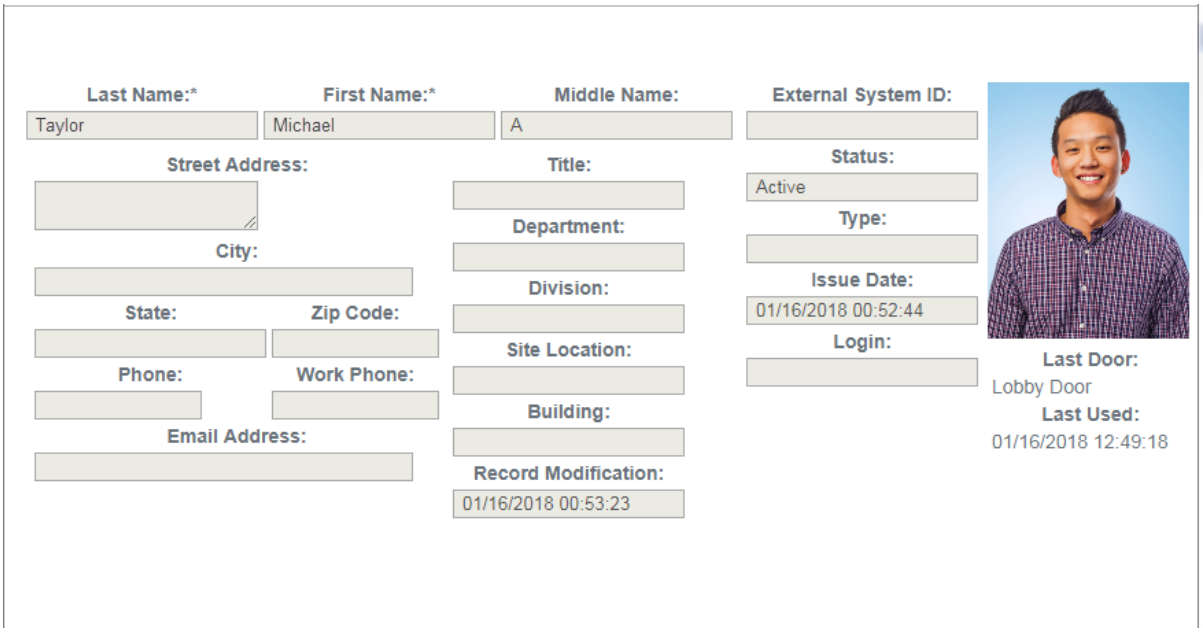
When you select an event with this  icon then can click the **Instructions** button, the Instructions window is displayed.

The Instructions window displays any details that you should follow when responding to the selected event. You cannot edit the instructions from this window.

Monitor screen - Identity Window

When you click the **Identity** button for a selected event transaction, the Identity popup window is displayed.

Many events and alarms occur because of someone using a card or PIN code to access an entry or exit point. To help you identify the person who is accessing the door, the Identity window gives a summary of the person's details.



Notice that this screen includes the same information as the Identity page.

Underneath the identity photo, the last door accessed by this person is displayed, including the time and date when the door was accessed.

Monitor screen - History Window

When you click the **History** button for a selected event transaction, the History popup window is displayed.

The History window is divided into two halves. The top half displays the event details, and the bottom half displays the history of the event.

Feature	Description
Event	
Panel Date	The date and time of the original event.
Source	The source of the event.
Event Name	The name of the event that was detected.
History	
Date	The date and time when someone responded to the event.
Action	The action that was performed in response to the event.
Operator	The operator who performed the action.
Notes	The note entered about this action or about the event.

Monitor screen - Viewing Camera Video

1. From one of the Monitor pages (Events, Alarms, or Search), select an event or alarm that includes a camera.

   Only events or alarms with an  icon will have video.

2. Click the **Live Video** or **Recorded Video** button.

   The video popup window is displayed.

   If the window does not display any video in the image panel, you may need to change your browser settings to allow the display of insecure or mixed content. For more information, see the Help files for your browser.

Monitor screen - Search

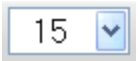
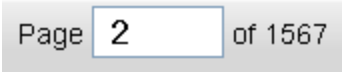
When you click **Monitor** > **Search**, the Events Search (Transactions) page is displayed.

When you first display the Search page, all event transactions are displayed. After you perform a search, the Transactions list updates to only show the events that meet your search criteria.

Scroll to the bottom of the screen and use the search filter to locate specific events. For more information go to *Search Bar* on the next page.

To perform a event transaction search, see *Searching for Events and Alarms* on page 623.

Feature	Description
Transactions	By default, the following columns are displayed.

Feature	Description
	To display additional column options, hover over a column heading then click the down arrow that appears on the right side of the column. A list of all the available options is displayed. Select the checkbox beside all the headings you want displayed. To move a column, click and drag the column to the location of your choice. To re-size a column, click and drag the column edges until the columns are the right size.
Panel Date	Displays the date and time when the source panel issued this event.
Priority	Displays the urgency of this event where **1** is the most urgent and **100** is the least urgent. Priorities are normally assigned to a specific event using the Priority field on the Event Add page.
First Name	Displays the first name of the person responsible for triggering the event. This is almost always the person who used a card or code to enter or exit a supervised area.
Last Name	Displays the last name of the person responsible for triggering the event. This is almost always the person who used a card or code to enter or exit a supervised area.
Card Number	Displays the internal token number that caused the event to occur. This is usually the number of the card used to enter or exit a supervised area.
Message	Displays a system message associated with this event.
Event Name	Displays the name of this event.
Event Type	Displays the event type.
Source	Displays the source of the event. Can be a door, reader or system user.
Search Bar	
	Click this icon to display the search filters. For more information, see *Searching for Events and Alarms* on page 623.
	Select the number of items you want to display on a single page.
	Click this button to return to the start of the list.
	Click this button to return to the previous page of the list.
	Enter the page number you want to review. The total number of pages is shown to the right.
	Click this button to go to the next page.
	Click this button to go to the last page.
	Click this button to refresh the search results.

To review the search results, use any of the following buttons:

- **Camera** — Click this button to display live video that is associated with the selected event. For more information, see *Monitor screen - Viewing Camera Video* on page 652.
- **Recorded Video** — Click this button to display recorded video that is associated with the selected event. For more information, see *Monitor screen - Recorded Video Window* on page 650.
- **Notes** — Click this button to enter a new note or display any previously saved notes for the selected event.
- **Instructions** — Click this button to display any instructions that should be completed when the event occurs. The instructions were added when the event was created.
- **Identity** — Click this button to display details about the person that triggered the selected event.
- **History** — Click this button to display a detailed history of this event.
- **Save Settings** — Click this button to save your current settings for this page. For example, the columns, widths, order for this page.

Monitor screen - Alarms

When you click **Monitor > Alarms**, the Alarms page is displayed.

Alarms are events that are configured to report an alarm when it is triggered.

The system status is listed below the navigation bars. For more information see *Navigation menu for the Dashboard, Panels table, Subpanels table, Inputs table, Outputs table, Doors table and Power Supplies table (if a LifeSafety power supply is connected).* on page 635

Below the system status, are two sections — Unacknowledged Alarms and Acknowledged Alarms.

- Alarms are automatically added to the Unacknowledged Alarms list as they are triggered. Depending on your alarm settings, you may hear a different sound as different alarms occur.
- The alarms remain in the Unacknowledged Alarms until they are acknowledged or addressed, after which they are displayed in the Acknowledged Alarms list.
- Alarm events may be highlighted in different colors depending on their alarm state.

For more information about the columns that appear on each list, see *Monitor Events page* on page 648.

Map Template: Add page

When you click **Add Map Template** from the Map Templates list, the Map Template: Add page is displayed. From this page, select the image to use as the map background.

Feature	Description
Name	Enter a name for the map.
File	Click the **Browse** button to select the image you want to use as the base of the map. You can select any raster image in BMP, or GIF, JPEG, PNG, PDF, TIP and WMF format.
Blank Canvas	Check this box to leave the map background white. This option is primarily for setting up Mustering dashboards that do not need to be on

Feature	Description
	a map.
Re-Size To	Enter the map size in pixels. **Note:** If you enter a size that matches the image's aspect ratio, the map image is re-sized accordingly. If you enter a size that does not match the image's aspect ratio, the system centers the image then crops the sides to match the defined setting.
	Click this button to save your changes. After you save the map for the first time, you are taken to the Maps-Edit page where you can add doors, panels, shortcuts and dashboard elements. For more information, see *Editing a Map* on page 462.
	Click this button to discard your changes.

Monitor Intrusion Status - Panels screen/tab

The Monitor Intrusion Status - Panels screen/tab is displayed when you select **Monitor > Intrusion Status**.

Note: If  displays on the **Panels** tab this indicates that a panel is in alarm or offline.

Note: If the warning message Warning, ACM and the Intrusion Panel are not synchronized, go to Settings ->External Systems->Bosch Intrusion and resync displays above the tab headings, the panel needs to be re-synchronized. For more detail, refer to *Synchronizing Bosch Intrusion Panels* on page 452.

Note: If another users adds hardware while you are viewing this screen a message will display at the top of the screen to inform you of this.

This page allows you to view the current status for intrusion panels.

Feature	Description
Filter	Enter a panel name to filter the list results by panel. Type in the name (or part of the

Feature	Description
	name) of the panel and the list will update as you type.
Panel	Panel name (e.g. B605563). **Note:** Click to sort the list in Ascending order or to sort in Descending order.
Comm	Communication status indicator.
Battery	Battery status indicator.
Power	Power status indicator.
Tamper	Tamper status indicator.
Phone Line	Phone line status indicator.
Statuses	The following statuses apply to all of the above: Online Alarm Trouble **Note:** To view more detail on the status, hover over the status icon to view a pop-up message (e.g. hovering over an Alarm status indicator in the **Comm** column might return the message 'Not connected, verify configured IP and port').

Monitor Intrusion Status - Areas screen/tab

The Monitor Intrusion Status - Areas screen is displayed when you select **Areas** from either the Monitor Intrusion Status - Panels screen/tab, Monitor Intrusion Status - Points screen/tab, or Monitor Intrusion Status - Outputs screen/tab.

An area is a number of points that are grouped together so that you can control them together as one unit. For example, if a security system protected a building with three sections – an office, a laboratory, and a cafeteria – the points in each of those sections could be grouped together as an area. With each section being its own area in your security system, you can turn them on (arm) and off (disarm) individually, in groups (office and laboratory, for example), or all together.

Note: If displays on the **Areas** tab this indicates that an area is in alarm.

Note: If the warning message Warning, ACM and the Intrusion Panel are not synchronized, go to Settings ->External Systems->Bosch Intrusion and resync displays above the tab headings, the panel needs to be re-synchronized. For more detail, refer to *Synchronizing Bosch Intrusion Panels* on page 452.

Note: If another users adds hardware while you are viewing this screen a message will display at the top of the screen to inform you of this.

This page allows you to view the current status for intrusion areas and send commands for each area.

Feature	Description
Status	Select a status to view only entries with that status (e.g. Ready to Arm), or leave blank to see all statuses.
Filter	Enter an area name to filter the list results by area. Type in the name (or part of the name) of the area or panel and the list will update as you type.
Master	To arm at the master level (i.e. arming all controlled points in an area whether interior or perimeter), select the areas to be included then select the arming option from the dropdown list. Options are: • Instant Arm - Arm all points for the selected areas instantly • Delay Arm - Arm all points for the selected areas with an entry/exit delay • Force Instant Arm - Arm all points for the selected areas instantly, regardless of their current state • Force Delay Arm - Arm all points for the selected areas with an entry/exit delay, regardless of their current state **Note:** This dropdown list only becomes active if one or more areas are selected (i.e. have checkmarks beside them).
Perimeter	To arm perimeter areas (i.e. all controlled points in a perimeter area), select the areas to be included then select the arming option from the dropdown list. Options are the same as Master above: • Instant Arm • Delay Arm • Force Instant Arm • Force Delay Arm

Feature	Description
	Note: This dropdown list only becomes active if one or more areas are selected (i.e. have checkmarks beside them).
Disarm	Click to disarm the selected areas. **Note:** This button only becomes active if one or more areas are selected (i.e. have checkmarks beside them).
Silence	Click to silence keypad arms for the selected areas. **Note:** This button only becomes active if one or more areas are selected (i.e. have checkmarks beside them).
Reset Sensors	Click to reset the sensors for the selected areas. The reset time is 5 seconds. During the reset time, alarms from the points associated with the selected areas will be ignored. **Note:** This button only becomes active if one or more areas are selected (i.e. have checkmarks beside them).
Checkbox	Click to: • select all entries, if clicked in the Header row • select individual entries
Status	Status of the area. **Note:** Click to sort the list in Ascending order or to sort in Descending order.
Area	Area name related to the status.
Panel	Panel name related to the status and area.
Statuses	The following statuses apply to all of the above: Armed

Feature	Description
	Ready to Arm Not Ready to Arm Partial Arm Trouble Alarm **Note:** To view more detail on the status, hover over the status icon to view a pop-up message (e.g. hovering over an Armed status indicator might return the message 'All On Instant Arm').

Monitor Intrusion Status - Points screen/tab

The Monitor Intrusion Status - Points screen/tab is displayed when you select **Points** from either the Monitor Intrusion Status - Panels screen/tab, Monitor Intrusion Status - Areas screen/tab, or Monitor Intrusion Status - Outputs screen/tab.

The term point refers to a detection device, or group of devices connected to your security system. Points show individually at the keypad with their names. The point name can describe a single door, motion sensor, smoke detector, or an area such as 'Upstairs' or 'Garage'. There are two basic types of points, controlled and 24-hour:

- Controlled points respond to alarm conditions depending upon whether the system is turned on (armed) or turned off (disarmed). Controlled points are programmed to respond instantly to alarm conditions or to provide a delay for you to reach the keypad and turn your system off. There are two types of controlled points, part points and interior points.
- 24-hour points are always on (armed), even when your security system is turned off (disarmed). There are two types of 24-hour points, fire points and non-fire points.

Note: If  displays on the **Points** tab this indicates that a point has the status of alarm or trouble (with the exception of trouble statuses as the result of a panel being offline, which only triggers alerts on the **Panels** tab).

Note: If the warning message Warning, ACM and the Intrusion Panel are not synchronized, go to Settings ->External Systems->Bosch Intrusion and resync displays above the tab headings, the panel needs to be re-synchronized. For more detail, refer to *Synchronizing Bosch Intrusion Panels* on page 452.

Note: If another users adds hardware while you are viewing this screen a message will display at the top of the screen to inform you of this.

This page allows you to view the current status for intrusion points and select a range of actions for each point.

Feature	Description
Bypass	Click to bypass selected points. **Note:** Bypassing allows you to temporarily take points out of the security system, and enter them back into the system. Bypassed points do not create alarm or trouble events, do not detect intruders, and cannot send any reports. For example, to leave a window open and turn the system on, you bypass the window point and then turn the system on. You can bypass points when an area is turned off (disarmed). Points remain bypassed until you unbypass them or some points return when the area is turned off (disarmed). Use point bypassing with discretion: bypassing a point reduces the level of security.
Unbypass	Click to unbypass selected points.
Status	Select a status to view only entries with that status (e.g. Ready to Arm), or leave blank to see all statuses.
Filter	Enter a point name to filter the list results by point. Type in the name (or part of the name) of the point, area, or panel and the list will update as you type.
Checkbox	Click to: • select all entries, if clicked in the Header row • select individual entries
Status	Status of the point. **Note:** Click to sort the list in Ascending order or to sort in Descending order.

Feature	Description
Point	Point name related to the status.
Area	Area name related to the status and point.
Statuses	The following statuses apply to all of the above:  Normal  Faulted  Bypassed  Trouble **Note:** To view more detail on the status, hover over the status icon to view a pop-up message (e.g. hovering over an Bypassed status indicator might return the messages such as 'Open', 'Missing' or 'Normal').

Monitor Intrusion Status - Outputs screen/tab

The Monitor Intrusion Status - Outputs screen/tab is displayed when you select **Outputs** from either the Monitor Intrusion Status - Panels screen/tab, Monitor Intrusion Status - Areas screen/tab, or Monitor Intrusion Status - Points screen/tab.

Outputs are programmed for automatic control and/or keypad control of devices such as premises lighting or entry gates. An output is a device that is controlled by the security system. Use this function to select outputs to turn on or off. Outputs on your security system can control other systems, lighting for example.

Note: If the warning message Warning, ACM and the Intrusion Panel are not synchronized, go to Settings ->External Systems->Bosch Intrusion and resync displays above the tab headings, the panel needs to be re-synchronized. For more detail, refer to *Synchronizing Bosch Intrusion Panels* on page 452.

Note: If another users adds hardware while you are viewing this screen a message will display at the top of the screen to inform you of this.

This page allows you to view the current status for intrusion outputs and select a range of actions for each point.

Feature	Description
Activate	Click to activate the selected output or outputs.

Feature	Description
Deactivate	Click to deactivate the selected output or outputs.
Status	Select a status to view only entries with that status (e.g. Ready to Arm), or leave blank to see all statuses.
Filter	Enter an output name to filter the list results by output. Type in the name (or part of the name) of the output and the list will update as you type.
Checkbox	Click to: • select all entries, if clicked in the Header row • select individual entries
Status	Status of the output. **Note:** Click to sort the list in Ascending order or to sort in Descending order.
Output	Output name related to the status.
Panel	Panel name related to the status.
Statuses	The following statuses apply to all of the above: Inactive Active Trouble **Note:** To view more detail on the status, hover over the status icon to view a pop-up message.

Generating Reports

The ACM system offers many detailed reports of the current system status. You can generate reports about identities, panels, access details and more.

You have the option of using the default system reports or customizing the reports to fit your needs.

Reports - Generating Reports

Anytime you see  **PDF** or  **Spreadsheet**, you can generate and save a copy of the current report.

You can generate a copy of reports from the Reports list, the Report Edit page or from the Report Preview page.

Generated reports will only show the filtered information that is displayed. To edit the report before you generate it, see *Reports - Editing* on the next page.

- Click  to save the current report as a PDF file.
- Click  to save the current report as a CSV format spreadsheet.

Most generated reports saved as PDF files contain a maximum of 2,000 records, except the Audit Log Report, which contains a maximum of 1,000 records. Reports saved as CSV format spreadsheet files contain a maximum of 2,000 records.

Depending on your web browser, the file may be auto-downloaded or you will be prompted to save the file to your local computer.

Reports - Report Preview

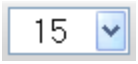
When you click the name of a report from the Reports list and select  , a preview of the selected report is displayed.

In the preview, you can check the report to see if the report gives you the information you need, search the report, or generate the report. For example, if you wanted to know the role of an identity, you can preview the Identity Summary report and search for the specific identity.

You can use the following options to control what is displayed:

> **Tip:** Click  to filter the report. The preview bar expands to display search criteria.

Feature	Description
Generate Report	

Feature	Description
The generate report options are displayed in the top left corner of the report preview.	
	Click this button to generate a PDF copy of the current report.
	Click this button to generate a CSV or spreadsheet copy of the current report.
Preview Bar The preview options are displayed at the bottom of the report page.	
	Click this icon to filter the report. The report filter options are displayed. The options change depending on the report. • Click **Search** to perform a search using the selected filter options. • Click **Reset** to clear the report filter options. • In the drop down list beside the Reset button, choose if the search will locate **all** or **any** transactions that match the selected report filters. • Click **Save** to save and apply the selected filters to the default report.
	Select the number of items you want to display on a single page.
	Click this button to return to the first page of the report.
	Click this button to return to the previous page of the report.
	Enter the page you want to go to.
	Click this button to bring up the next page of the report.
	Click this button to go to the last page of the report.
	Click this button to refresh the report.

Reports - Editing

All reports can be edited or filtered to only display the information that you need. You can edit default system reports and custom reports in the same way.

If you plan to use the filtered report frequently, you may want to create a custom report rather than modifying the default system report every time. For more information see *Reports - Creating Custom Reports* on page 692.

Most generated reports saved as PDF files contain a maximum of 2,000 records, except the Audit Log Report, which contains a maximum of 1,000 records. Reports saved as CSV format spreadsheet files contain a maximum of 2,000 records.

Reports requiring more than 2,000 rows must be scheduled as a batch job for system performance. For more information, see *Generating a Batch Report* on page 39.

1. Display the Reports list.
   - To display the system reports page, click **Reports**.
   - To display the custom reports page, select **Reports > Custom Reports**.
2. Click for the report that you want to edit.

   Note: The Audit Log Report and Transaction Report do not have available. To edit, click on the report name and follow the steps in the related procedure - *Reports - Editing Audit Log and Transaction Reports* below.
3. On the following page, select your preferences for the report.
4. Click to save your changes.

Now you can generate or preview the report with your changes.

Reports - Editing Audit Log and Transaction Reports

The Audit Log and Transaction Reports are edited differently from other reports. There is no edit function directly available from the Reports list.

Follow the steps below to edit these reports.

1. Display the Reports list.
   - To display the system reports page, click **Reports**.
   - To display the custom reports page, select **Reports > Custom Reports**.
2. Click on the name of the report that you want to edit.
3. Click in the bottom left-hand corner on the following page (either the Grid: Transaction Report or Grid: Audit Log page).

   The Find section opens.
4. Do the following to define criteria for the report:
   - Select an option in the search type field (e.g. Panel Date).
   - Select an option in the search operator field (e.g. greater or equal to).
   - Select an option in the search value field (e.g 12/07/2015 00:00:00).

   The **Full Name** search type field available for the Transaction Report returns results for a limited number of combinations of search operator and search value entries. For example, using an identity with the name John Smith, the following searches will succeed:

Search Operator	Search Value
contains	Smith, John
	John
	Smith
equal	Smith, John
begins with	Smith
ends with	John

5. Click  to add more search fields, if required.

   Complete step 4 above for each additional field added.

6. Click  **Save** to save your changes.

   The ACM Notification message displays with the message 'Search Parameters successfully changed'.

7. To save these filter settings as a custom report, enter a name in the Create Custom Report: field , then click  **Create Custom Report:**.

8. To reset the search criteria, click  **Reset**

Now you can generate or preview the report with your changes.

Reports Overview

Generate, filter, edit and export the following default system reports under Reports:

- *Access Grant via Operator Report* on the next page
- *Access Group Report* on page 668
- *Action Audit Report* on page 669
- *Alarm Report* on page 670
- *Appliance Report* on page 671
- *Area Identity Report* on page 672
- *Area Report* on page 672
- *Audit Log Report* on page 673
- *Cameras Report* on page 674
- *Collaboration Report* on page 675
- *Delegation Comparison Report* on page 676
- *Delegation Report* on page 676

- *Door Configuration Report* on page 677
- *Door/Identities with Access Report* on page 678
- *Event Report* on page 678
- *Event Type Report* on page 679
- *Group Report* on page 680
- *Holiday Report* on page 681
- *Identity Correlation Report* on page 681
- *Identity Photo Gallery Report* on page 682
- *Identity Summary Report* on page 683
- *Identity/Doors with Access Report* on page 684
- *Panel Report* on page 685
- *Policy Report* on page 686
- *Role Report* on page 686
- *Schedule Report* on page 687
- *Token Report* on page 688
- *Tokens Pending Expiration Report* on page 689
- *Transaction Report* on page 689

Access Grant via Operator Report

When you click  for the Access Grant via Operator Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Panel Date UTC	In the first row, select the starting date and time of the report. In the second row, select the ending date and time. From the drop down list at the end of each row, you have the option of selecting to only show items that are **Less than** or **Greater than** the selected date.
Door	Select the door that the report should focus on.
Door Location	Enter the door's location.
Operator Name	Enter the name of the operator who triggered the event.

Feature	Description
	As you start entering the name, the system performs a search and lists the most similar names in the system. Select the required names.
Card Number	Enter the internal token number related to the event. As you start entering internal token numbers, the system performs a search and lists the closest internal numbers in the system. Select the required internal token numbers.
Search Notes	Enter the notes you want to filter for. The report will only generate the items have the same note text.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Access Group Report

When you click  for the Access Group Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter the name of the access group that you want the report to focus on.
Schedule	Select a schedule from the drop down list. Only schedules that have been defined in the system are listed.
Partitions	Select the partition that the access group is part of.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Action Audit Report

When you click  for the Action Audit Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Panel Date UTC	In the first row, select the starting date and time of the report. In the second row, select the ending date and time. From the drop down list at the end of each row, you have the option of selecting to only show items that are **Less than** or **Greater than** the selected date.
Event Type Name	Enter the name of the event type. As you start entering the name, the system performs a search and lists the most similar event types in the system. Select the required event types.
Event Name	Enter the name of the specific event. As you start entering the name, the system performs a search and lists the most similar events in the system. Select the required events.
Operator	Enter the name of the operator who triggered the event. As you start entering the name, the system performs a search and lists the most similar names in the system. Select the required names.
Message	If required, enter the message that may be associated with the event.
Source	Enter the name of the device that is the source of the event. As you start entering the source name, the system performs a search and lists the most similar source names in the system. Select the required items.
Card Number	Enter the internal token number related to the event. As you start entering internal token numbers, the system performs a search and lists the closest internal numbers in the system. Select the required internal token numbers.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.

Feature	Description
	Click this button to generate a CSV or spreadsheet version of the report.

Alarm Report

When you click  for the Alarm Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Panel Date	In the first row, select the starting date and time of the report. In the second row, select the ending date and time. From the drop down list at the end of each row, you have the option of selecting to only show items that are **Less than** or **Greater than** the selected date.
Source Name	Enter the name of the device that is the source of the event. As you start entering the source name, the system performs a search and lists the most similar source names in the system. Select the required items.
Event Type	Enter the name of the event type. As you start entering the name, the system performs a search and lists the most similar event types in the system. Select the required event types.
Event	Enter the name of the specific event. As you start entering the name, the system performs a search and lists the most similar events in the system. Select the required events.
Event Operator	Enter the name of the operator who triggered the event. As you start entering the name, the system performs a search and lists the most similar names in the system. Select the required names.
Card Number	Enter the internal token number related to the event. As you start entering internal token numbers, the system performs a search and lists the closest internal numbers in the system. Select the required internal token numbers.

Feature	Description
Search Notes	If required, enter the search term that will identify the alarms you want a report of, according to their included notes.
Action Operator	Enter the names of the operators who acted on the alarm, either acknowledging it, clearing it, or adding a note.
Action	Select a specific alarm action.
Message	If required, enter the message that may be associated with the event. You can select one of the Boolean options from the drop down list to narrow your report search.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Appliance Report

When you click  for the Appliance Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter the appliance name.
Host Name	Enter the name of the host computer that is connected to the appliance.
Name Server	Enter the name of the domain server that controls the local network.
Hardware Type	Select the appliance model: **Professional** or **Enterprise**.
	Click this button to save your changes.

Feature	Description
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Area Identity Report

When you click  for the Area Identity Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Area Group/Area	Select the area or group of areas that you want the report to focus on.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Area Report

When you click  for the Area Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.

Feature	Description
Criteria	
Name	Enter the name of the area you want this report to focus on.
Maximum	Enter the maximum occupancy number for the area.
Log Min	Enter the minimum log value.
Log Max	Enter the maximum log value.
Enable Area	Check this box to only report areas that have been enabled.
Two Persons	Check this box to only report areas that are using the two-person rule.
Partitions	Select the partition the area may be part of.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Audit Log Report

When you click **Audit Log Report**, an empty Report Preview page is displayed. Click  to generate a list of all the recorded system transactions.

> **Note:** If generating the report as a PDF, the maximum number of records that display is 13,000.

In the bottom left corner, click  to expands the report criteria. The report search criteria is laid out in this format: *search type + search operator + search value*.

Select a search type and search operator in the **Find** section. In the third field, enter the specific search value that you want to include in the report.

Click  to add more search fields, if required.

Search Type	Search Operator	Search Values
Panel Date	• **greater or equal** • **less or equal**	Select the starting date and time of the report. You have the option of selecting to only show items that are **Less than (or equal)** or **Greater than (or equal)** the selected date.
Panel Date UTC	• **greater or equal**	Select the ending date and time. You have the option of selecting to only show items that are **Less than**

Search Type	Search Operator	Search Values
	• **less or equal**	**(or equal)** or **Greater than (or equal)** the selected date.
Event	• **in**	Select an event from the list. Shift + click to select multiple items in sequence. Ctrl + click to select multiple items out of sequence.
Operator	• **in**	Enter the name of the operator who triggered the event. As you start entering the name, the system performs a search and lists the most similar names in the system. Select the required names.
Event Type	• **in**	Select an event type from the list. Shift + click to select multiple items in sequence. Ctrl + click to select multiple items out of sequence.
Message	• **equal** • **begins with** • **ends with** • **contains**	Enter text of a system generated message.
Source	• **in**	Enter the name of the device that is the source of the event.As you start entering the source name, the system performs a search and lists the most similar source names in the system. Select the required items.
Before	• **contains**	Entry before the change.
After	• **contains**	Entry after the change.
Card Number	• **equal**	Enter the internal token number related to the event. As you start entering internal token numbers, the system performs a search and lists the closest internal numbers in the system. Select the required internal token numbers.

After you've set the filters for the report, you can use any of the following options:

Feature	Description
	Click this button to add a new line of search criteria.
	Click this button to delete the line of search criteria.
Save	Click this button to save your changes. The default system report will use the updated report criteria.
Create Custom Report	Enter a name then click this button to save your changes as a custom report.

Cameras Report

When you click  for the Camera Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter the name of the camera that you want the report to focus on.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Collaboration Report

When you click  for the Collaboration Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter the name of the collaboration that you want the report to focus on.
Type	Select the collaboration type.
Appliance	Select the appliance that manages the collaboration.
Installed	Check this box to indicate that only the collaborations that are currently connected and communicating on the system should be part of this report.
Partitions	Select the partition the collaboration is part of.
	Click this button to save your changes.
	Click this button to discard your changes.

Feature	Description
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Delegation Comparison Report

When you click  for the Delegation Comparison Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Select two or more delegations from the list to compare and report. • Shift + click to select multiple delegations in sequence. • Ctrl + click to select multiple delegations out of sequence.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Delegation Report

When you click  for the Delegation Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.

Feature	Description
Criteria	
Name	Select one or more delegations for the report to focus on.
Partitions	Select the partition the delegation is part of.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Door Configuration Report

When you click  for the Door Config Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter the full name of the door the report should focus on.
Door	If you do not know the full name of the door, select the door from the list.
Location	Enter the location of the door.
Appliance	Select the appliance the door is connected to.
Vendor	Select the type of panel the door is connected to.
Partitions	Displayed for a partitioned ACM appliance only. To restrict operator access to the item, select one or more partitions. To allow all operators access to the item, do not select a partition. For more information, see *Managing a Partitioned ACM System* on page 583.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Door/Identities with Access Report

When you click for the Door/Identities with Access Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter the name of the door the report will focus on.
Access Group Key	Enter the access group name. As you start entering the name, the system performs a search and lists the most similar access groups in the system. Select the required access groups.
Schedule	Select the schedule used by the door or related access group.
Token Status	Select the token status.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Event Report

When you click for the Event Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	

Feature	Description
Name	Enter the event name.
Return Name	Enter the return name for the event.
Event Type	Select the event type.
Source Type	Select the source of the event.
Priority	Enter the priority number for the event. The range is 1 - 999 where 1 is the highest priority and 999 is the lowest.
Suppress Time	Select the schedule that is used when event alarms are not reported.
Return Event	Select the return event type.
Return Priority	Enter the priority number for the return event.
Has On/Off	Check this box to indicate that the event uses an on/off mode.
Masked	Check this box to indicate that event is masked.
Logged	Check this box to indicate that the event is logged.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Event Type Report

When you click  for the Event Type Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter the name of the event type.
Suppress Schedule	Select the schedule used to define when the event type is inactive.

Feature	Description
Priority	Enter the priority assigned to this event type.
Masked	Check this box to specify that the event type is masked.
Logged	Check this box to specify that the event type is logged.
Alarm	Check this box to specify that the event type is alarmed.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Group Report

When you click  for the Group Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter the group name.
Policy	Select the policy that is associated with the group.
Members	Select an identities that may be part the group.
Partitions	Select the partition that the group may be part of.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Holiday Report

When you click for the Holiday Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter the name of the holiday.
Date	Click the left field to select the specific date of the holiday. If you are unsure of the date, use the drop down list to filter the holidays that are **Less than** or **Greater than** the date you entered on the left.
Additional Days	Enter the number of additional days that have been configured for the holiday.
Type	Select the holiday type number.
Partitions	Select the partition that the holiday may be part of.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Identity Correlation Report

The ACM Identity Correlation Report lists all identities that have attempted to access the same door, but not all doors, in the building on a particular date and time range.

Example uses

- Support tracing of the identities suspected of exposure to contaminated door surfaces (referred to as 'correlated identities') by an infected origin (referred to as the 'origin identity')
- Support tracing of the identities suspected of burgulary attempts at the door

Generating the report

1. Select **Reports** > **Reports**.
2. Click **Identity Correlation Report**.
3. Follow the required steps in the ACM notification popup to produce a refined list of correlated identities for investigation and avoid search performance issues.
4. Click and to add the search criteria including the date, identity name or token number, and time range:

Origin Panel Date	The date when the origin identity accessed the door panel.
Origin Last Name	The last name of the origin identity.
Origin First Name	The first name of the origin identity.
Origin Card Number	The token number of the origin identity.
Time Range: max minutes before	The time frame of door access by correlated identites before origin identity access.
Time Range: max minutes after	The time frame of door access by correlated identities after origin identity access.

5. Save the search.

Generating a report for other identity correlations

1. Change the identity name or token number.
2. Click **Search** again.

Exporting the report to a spreadsheet

1. Save the search. The last saved filter is used.
2. Click above the search results.

Identity Photo Gallery Report

When you click for the Identity Photo Gallery Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	

Feature	Description
Role	Select the role that the identity may be part of.
Department	Select the department.
Login	Enter the identity's login name.
Type	From the drop down option list, select the type of identity (e.g. employee).
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report. **NOTE**: This version of this report does not include photos.

Identity Summary Report

When you click  for the Identity Summary Report, the Report: Edit page is displayed.

Note: If generating the report as a PDF, the maximum number of records that display is 100,000.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter a name using any combination of letters, numbers, and wild cards required to specify the required identity.
Last name	Enter a last name for this identity using any combination of letters, numbers, and wild cards required to specify the required identity.
First name	Enter a first name for this identity using any combination of letters, numbers, and wild cards required to specify the required identity.
Middle Name	Enter a middle initial for this identity using any combination of letters, numbers, and wild cards required to specify the required identity.
Status	From the drop down option list, select the current status of the person you want to report. There are currently four status options available: **Active**, **Expired**, **Lost**, and **Stolen**.

Feature	Description
Role	From the drop down option list, select a role to which this person is assigned. Only those can appear in this list.
Group	From the drop down option list, select a group to which this person is assigned. Only the option **Everyone** is available by default. All other for this system.
Login	Enter the identity's login name.
Type	From the drop down option list, select the type of identity (e.g. employee).
Issue Date	In the first row, select the starting date and time of the report. In the second row, select the ending date and time. From the drop down list at the end of each row, you have the option of selecting to only show items that are **Less than** or **Greater than** the selected date.
Active Date	In the first row, select the starting date and time of the report. In the second row, select the ending date and time. From the drop down list at the end of each row, you have the option of selecting to only show items that are **Less than** or **Greater than** the selected date.
Deactivate	In the first row, select the starting date and time of the report. In the second row, select the ending date and time. From the drop down list at the end of each row, you have the option of selecting to only show items that are **Less than** or **Greater than** the selected date.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Identity/Doors with Access Report

When you click  for the Identity/Door with Access Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field

Feature	Description
	cannot be edited.
Criteria	
Identity	Enter the name of the identity the report will focus on.
Token Status	Select the token status.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Panel Report

When you click  for the Panel Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	The name of the panel that the report will focus on.
Appliance	Select the appliance the panel is connected to.
Installed	Enables communication between the appliance and installed device after saving.
Partitions	Select the partition the panel is part of.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Policy Report

When you click for the Policy Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	The name of the policy the report will focus on.
Installed	Check this box to indicate that the policy is assigned, communicating with the host and active.
Partition	Select the partition the policy is part of.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Role Report

When you click for the Role Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter the name of the role the report will focus on.
Parent Role	Select the parent role if required.
Start Date	In the first row, select the starting date and time of the report.

Feature	Description
Stop Date	In the second row, select the ending date and time. From the drop down list at the end of each row, you have the option of selecting to only show items that are **Less than** or **Greater than** the selected date.
Installed	Check this box to indicate that the role is active.
Partitions	Select the partition the role is part of.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Schedule Report

When you click  for the Schedule Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Name	Enter the name of the schedule the report will focus on.
Mode	Select the schedule mode.
Partitions	Select the partition the schedule is part of.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Token Report

When you click  for the Token Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Token Status	Select the current status of the token. The options are: • Active • Expired • Inactive • Not Yet Active
Embossed Number	Enter the number that is printed or embossed on the card or badge.
Internal Number	Enter the internal card or badge number if it is different from the embossed number.
Issue Date	Specify the time and date when this token was issued, or specify a range during which this token might have been issued. In the first row, select the starting date and time of the report. In the second row, select the ending date and time. From the drop down list at the end of each row, you have the option of selecting to only show items that are **Less than** or **Greater than** the selected date.
Activate Date	Specify the time and date during which this token was active or specify a range during which this token was active. In the first row, select the starting date and time of the report. In the second row, select the ending date and time. From the drop down list at the end of each row, you have the option of selecting to only show items that are **Less than** or **Greater than** the selected date.
Deactivate Date	Specify the time and date during which this token was deactivated or specify a range during which this token was deactivated. In the first row, select the starting date and time of the report. In the second row, select the ending date and time. From the drop down list at the end of each row, you have the option of selecting to only show

Feature	Description
	items that are **Less than** or **Greater than** the selected date.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Tokens Pending Expiration Report

When you click  for the Tokens Pending Expiration Report, the Report Edit page is displayed.

Edit any of the following options to filter the report, or create a customized version of the report.

Feature	Description
Copy Report	Check this box to create a customized copy of this report. Any changes made on this page are automatically applied to the new report.
Report Name	The name of the report. If you've chosen to copy this report, you can change the report name. Otherwise, this field cannot be edited.
Criteria	
Expires in	Enter the number of days before a token expires.
	Click this button to save your changes.
	Click this button to discard your changes.
	Click this button to generate a PDF version of the report.
	Click this button to generate a CSV or spreadsheet version of the report.

Transaction Report

When you click **Transaction Report**, an empty Report Preview page is displayed.

> **Note:** If generating the report as a PDF, the maximum number of records that display is 50,000.

Click  to generate a list of all the recorded system transactions.

In the bottom left corner, click  to expands the report criteria. The report search criteria is laid out in this format: *search type + search operator + search value*.

Select a search type and search operator in the **Find** section. In the third field, enter the specific search value that you want to include in the report.

Click  to add more search fields, if required.

Search Type	Search Operator	Search Values
Panel Date	• **greater or equal** • **less or equal**	Click the field then select the transaction date and time.
Source	• **in**	Enter the name of the device that is the source of the event. As you start entering the source name, the system performs a search and lists the most similar source names in the system. Select the required items.
Event	• **in**	Select an event from the list. Shift + click to select multiple items in sequence. Ctrl + click to select multiple items out of sequence.
Event Type	• **in**	Select an event type from the list. Shift + click to select multiple items in sequence. Ctrl + click to select multiple items out of sequence.
Card Number	• **Equal**	Enter an internal token number.
Last Name	• **equals** • **begins with** • **ends with** • **contains**	Enter the surname name of an identity.
First Name	• **equals** • **begins with** • **ends with** • **contains**	Enter the first name of an identity.
Message	• **equals** • **begins with** • **ends with** • **contains**	Enter text of a system generated message.

Search Type	Search Operator	Search Values
Full Name	• **equals** • **begins with** • **ends with** • **contains**	Enter the full name of an identity. As you start entering the name, the system performs a search and lists the most similar names in the system. Select the required identities.
Embossed Number	• **equals**	Enter the number that is printed or embossed on a card or badge.
Department	• **in**	Select the department the related transaction identity is assigned to. Shift + click to select multiple items in sequence. Ctrl + click to select multiple items out of sequence.
Building	• **in**	Select the building. Shift + click to select multiple items in sequence. Ctrl + click to select multiple items out of sequence.
Division	• **in**	Select the division. Shift + click to select multiple items in sequence. Ctrl + click to select multiple items out of sequence.
Site Location	• **in**	Select the site location. Shift + click to select multiple items in sequence. Ctrl + click to select multiple items out of sequence.
Identity Type	• **in**	Select the identity type. Shift + click to select multiple items in sequence. Ctrl + click to select multiple items out of sequence.
Notes	• **equals** • **begins with** • **ends with** • **contains**	Enter the event note details that you want to filter for. The report will only generate the items that have the same note text.
Panel Date Range	• **number of days**	Enter a number. The report will filter for transactions that occurred in the last *# number of days* starting from today.

After you've set the filters for the report, you can use any of the following options:

Feature	Description
	Click this button to add a new line of search criteria.

Feature	Description
	Click this button to delete the line of search criteria.
Save	Click this button to save your changes. The default system report will use the updated report criteria.
Create Custom Report	Enter a name then click this button to save your changes as a custom report.

Reports - Creating Custom Reports

A custom report is a system report that has been duplicated and edited to meet your requirements. You can create a custom report for filtered reports that are used frequently.

1. Click **Reports**.
2. Click for the report you want to base the custom report on.
3. On the following Report Edit page, select the **Copy Report** checkbox.
4. Give the new report a name.
5. Edit the report options to meet your requirements.
6. Click to save the new custom report.

Reports - Creating Custom Audit Log and Transaction Reports

A custom audit log report lists all the selected recorded system logs. You can create a custom audit log report to report only a selection of required audit logs. A custom transaction report lists all the selected recorded system transactions. You can create a custom transaction report to report only a selection of required system transactions.

1. Click **Reports**.
2. Click **Transaction Report** in the Report Name column.
3. Click at the bottom of the page. The preview bar expands to display search criteria.
4. Enter the details you want to include in the report in the Find section. (Click to add more fields.)
5. Click **Search**.

   The system transactions are filtered into a report.
6. In the **Create Custom Report** field, enter a name for the report.
7. Click **Create Custom Report** to save the new report.

Reports - Custom Reports list

When you select **Reports > Custom Reports**, the Custom Reports list is displayed.

This page lists all the custom reports that have been added to the system and provides the following options for each report:

Feature	Description
Name	The name of the custom report. Click the name to display a preview of the report.
Edit	Click to edit the report options.
Schedule	Click **Schedule** to create a batch job to generate the report. For more information, see *Scheduling Batch Jobs* on page 39. The batch report options automatically include the custom report details.
Filters	Indicates the filters that are used in the custom report.
Export PDF	Click to generate a PDF copy of the report.
Export Spreadsheet	Click to generate a CSV or spreadsheet copy of the report.
Delete	Click to delete the custom report.

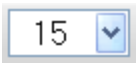
Reports - Custom Report Preview

When you click the name of a report from the Custom Report list, a preview of the selected report is displayed.

You can use the following options to control what is displayed:

Tip: Click to filter the report. The preview bar expands to display search criteria.

Feature	Description
Generate Report	
The generate report options are displayed in the top left corner of the report preview.	
	Click this button to generate a PDF copy of the current report.
	Click this button to generate a CSV or spreadsheet copy of the current report.
Preview Bar	
The preview options are displayed at the bottom of the report page.	

Feature	Description
	Click this icon to filter the report. The report filter options are displayed. The options change depending on the report. • Click **Search** to perform a search using the selected filter options. • Click **Reset** to clear the report filter options. • In the drop down list beside the Reset button, choose if the search will locate **all** or **any** transactions that match the selected report filters. • Click **Save** to save and apply the selected filters to the default report.
	Select the number of items you want to display on a single page.
	Click this button to return to the first page of the report.
	Click this button to return to the previous page of the report.
	Enter the page you want to go to.
	Click this button to bring up the next page of the report.
	Click this button to go to the last page of the report.
	Click this button to refresh the report.

Appendix: pivCLASS Configuration

Note: Refer to this information only if you are installing ACM and are required to use the Federal Information Processing Standard (FIPS) 140-2 certified cryptographic module and pivCLASS solution for FIPS 201-2 compliant sites.

Overview

This section is intended for ACM operators who are using the pivCLASS application, authentication module (PAM) and pivCLASS readers to validate the authenticity of Personal Identification Verification (PIV) and PIV-Interoperable (PIV-I) cards. The NIST cryptographic functionality enables the Avigilon™ ACM™ system to comply with FIPS 140-2 requirements.

The FIPS-certified crytographic module and pivCLASS readers are supported on all ACM platforms.

Prerequisites

Avigilon recommends that partners who install the pivCLASS application, authentication module (PAM) and pivCLASS readers to take pivCLASS software and public key infrastructure (PKI) at the door certification training. For more information, see **Genuine HID Academy Learning Center**.

Enabling FIPS 140-2 Encryption on ACM Appliances

Follow these steps if:

- If you are required to use ciphers that are certified as compliant with the Federal Information Processing Standard (FIPS) Publication 140-2 (a U.S. government computer security standard used to approve cryptographic modules, titled "Security Requirements for Cryptographic Modules").
- If you are using only door controllers that support the cryptographic module certified by the U.S. government's **National Institute of Standards and Technology (NIST) certificate #2389** with the ACM system. Only Mercury LP-series controllers support this cryptographic module.

To enable FIPS 140-2 encryption on an ACM appliance:

1. On the **Appliance** page, select the **Use FIPS 140-2 compliant ciphers only** checkbox.

   This setting is system-wide and triggers an automatic restart of the ACM appliance when it is selected.

   When this checkbox is:

- Not Enabled (the default) — A cipher that is not FIPS compliant is used to encrypt traffic in the ACM system.
- Enabled — The ACM system uses the ciphers supported by the NIST certificate #2389 cryptographic module. Only the ciphers covered by this certificate are used.

A warning message is displayed.

2. Click **OK** to confirm.

   The ACM appliance is restarted, and now the ACM system is using the FIPS 140-2 encryption. No additional steps are required to configure Mercury panels.

Enabling Large Encoded Card Format and Embedded Authorization on Panels

Use the following fields when you add a panel to the ACM system, depending on the type of authentication in use at your site.

Authentication Subsystem	Enable Large Encoded Card Format	Embedded Auth
None	(uncheck)	None
pivCLASS with external PAM	(check)	None
pivCLASS embedded AAM for Mercury LP4502 only	(check)	pivCLASS

On the Panel: Add page:

- For Mercury LP4502 model only. In the **Embedded Auth** field, select **pivCLASS**. The Enable Large Encoded Card Format field is automatically selected.
- For all types of Mercury controllers other than the LP4502 model with the pivCLASS with external PAM. Select the **Enable Large Encoded Card Format** field (non-reversible; see Note below):
  - Used for internal numbers that are larger than 64 bits. For example, 128-bit and 200-bit cards need the 32-character Federal Agency Smart Credential Number (FASC-N) or Card Holder Unique Identifier (CHUID) for PIV-I cards. Large Encoded card formats are used with FIPS 201 compliant pivCLASS readers.
  - Used typically to enable authentication by pivCLASS readers at FIPS 201-2 compliant sites.

Note: The panel cannot be reconfigured after this setting is selected. To accept any other card format other than large formats, delete it and re-add it to the ACM system.

Updating Firmware

To update the firmware of the Mercury LP4502 panel:

1. On the Panels list, select the panel and then on the Status tab, click **Firmware**.
2. To add support for the authentication module on the panel, install the **pivCLASS-Embedded-Auth_Pkg_05_10_27_#145.crc** firmware version.

   To remove the authentication module from the panel, install the **pivCLASS-Embedded-Auth-Removal_Pkg_01_00_00_#14.crc** firmware version.
3. To verify the installation of the firmware, review the panel status page which shows the name and version of the pivCLASS package along with the authentication module and firmware versions.
4. For pivCLASS embedded AAM for Mercury LP4502 only. After the firmware is installed, you must configure communication between the panel and pivCLASS service. For more information about configuring the pivCLASS-Embedded-Auth fields on the Configuration Manager for the panel, refer to Mercury documentation.

Adding Doors

When adding a door with pivCLASS embedded AAM for the Mercury LP4502 model, do the following:

- Ensure the **Name** field is updated as follows. If your site uses pivCLASS-compliant credentials to authenticate credentials, the **Name** of the door that you enter in the ACM system must match the reader name entered in the Description field of the reader in the pivCLASS registration system. Before adding doors, ensure you that you know the reader name entered in the pivCLASS registration system, as they must be identical. For more information about pivCLASS-compliant registration software, refer to pivCLASS documentation.
- Select the LP4502 panel name in the **Panel** field.
- Ensure the **Assurance Profile** field is updated as follows.

  For LP4502 with AAM only; does not appear for external PAM. Select a pivCLASS security level appropriate for the pivCLASS compliant door at the site; for example, CAK (PIV).

  Each profile refers to a protected area that is defined by NIST SP 800-116, titled "A Recommendation for the Use of PIV Credentials in PACS," and is secured by an identification method in accordance with the FIPS 201 standard, titled "Personal Identity Verification (PIV) of Federal Employees and Contractors."

  For more information about each authentication method, refer to pivCLASS Service documentation.
- To support the selected **Assurance Profile** for a pivCLASS configured door, it is recommended to set the Door Mode to **Card Only**. Note also, the Disabled, Unlocked and Locked No Access door actions supercede the Assurance Profile.

Adding Reader Templates

When adding a reader template, do the following:

- Ensure the **Baud Rate** for the pivCLASS reader is updated as follows:

Note: It recommended to specify a **Baud Rate** that is higher than the default **9600** (default) rate and to lower the baud rate, if reader issues occur. In addition, end users should hold the pivCLASS card on the pivCLASS reader for more than 5 seconds for smooth operation.

Assigning Large Encoded Formats to Panels

If the **Enable Large Encoded Card Format** checkbox is enabled, the **128 bit Large Encoded** and **200 bit Large Encoded** card formats are automatically generated for the panel:

- On the Door: Edit page, select the **Operations** tab and ensure a large encoded card format is assigned to the panel in the **Members** box under **Card Formats**.

Viewing Identities and Tokens

When adding an identity, do the following:

Note: ACM identity management is not used to create pivCLASS users. However, you can view identities and their tokens. You must use the pivCLASS registration system to add these identities in the ACM system. For more information about using pivCLASS-compliant registration software to add identities to the ACM system, refer to pivCLASS documentation. After these identities have been added, they can be searched, edited and modified to provide physical and logical access. If necessary, you can produce and print badges, assign to groups, roles, delegations, and so on, as you can for any other identity.

When viewing a token for an identity the following fields are read-only:

- The **Token Type** field displays **PIV** for a Personal Identification Verification (PIV) card for government employees or PIV-I for a PIV-Interoperable (PIV-I) card for government contractors.
- For PIV-I card only. The **CHUID** field displays the Card Holder Unique Identifier of the PIV-I card.

Monitoring Events

You can monitor pivCLASS events on the Monitor Events page.

Note: pivCLASS events may be configured from **Physical Access** > **Events** and searching on **Name:** contains pivCLASS.

Acronyms

A

ACM

Access Control Manager. A PACS from Avigilon. Available in Enterprise, Enterprise Plus, Professional and Virtual Appliance platforms.

C

CHUID

Card Holder Unique Identifier. Used in PIV-I cards.

F

FAS-N

Federal Agency Smart Credential Number. A 32-character number generated for FASC-N or CHUID for PIV-I cards.

FIPS

Federal Information Processing Standard. The U.S. government's security standards for approving cryptographic modules and personnel identification methods. Only Mercury LP-series controllers with NIST certificate #2389 support the cryptographic module. Compliance requirements include: FIPS Publication 140-2 — a U.S. government computer security standard for approving cryptographic modules, titled "Security Requirements for Cryptographic Modules"; FIPS Publication 201-2 — a U.S. government standard for identifying federal government personnel, titled "Personal Identity Verification (PIV) of Federal Employees and Contractors."

N

NIST

National Institute of Standards and Technology. The U.S. government's standards body for approving software cryptographic modules in door controllers and personnel identification methods. Standards include: NIST SP 800-116, "Using Personal Identity Verification (PIV) Credentials In Physical Access Control Systems (PACS)"; NIST SP 800-131A, "Transitioning the Use of Cryptographic Algorithms and Key Lengths."

P

PACS

Physical Access Control System. An access control solution for securing people, property and assets. ACM is a PACS.

PIV

Personal Identification Verification. A card issued to U.S. government employees and includes FASC-N information.

PIV-I

PIV - Interoperable. A card issued to U.S. government contractors and includes CHUID and FASC-N information.