

Avigilon™ Access Control Manager Embedded Controller™ Quick Start Guide

Do the following to set-up the ACM Embedded Controller once installation has been completed as outlined in the ACM Embedded Controller Installation Guide.

1. Access the Application

Open the web browser and type this IP address: **169.254.242.121**.

Note: If using Safari as your browser, complete the following steps:

- Open Safari and clear all history.
- Right-click on the Safari icon within the task bar and select Quit.
- Restart Safari.
- Enter the IP address (**169.254.242.121**) in Safari.
- Select Show Certificate.
- Select 'Always Trust'.

2. Accept EULA

Before you can use the Access Control Manager Embedded Controller system, you must accept the end user license agreement.


1. Review the end user license agreement (EULA).
2. Click **Accept**.

3. Login to the Application

When the log in screen appears, enter the login name and password as "admin" then click **Sign in**.

See *Logging into the Application* in the ACM Embedded Controller User Guide for more detail.


4. Set Time and Date

1. Click **System** in the top right of the screen. The **System** Listings page displays.
2. Click either Manual or Time Server in the **Mode** column of the table in the **Time** section of the screen.
3. Select either the Time Server or Manual radio button.
4. If Time Server is selected, change the server details in the Server field and select a time zone in the Timezone field (the TZ field will update based on the Timezone selected).
5. If Manual is selected, enter the date and time in the Date/Time field and select a time zone in the Timezone field (the TZ field will update based on the Timezone selected).
6. Click  (Save).

See *Editing Time Settings* in the ACM Embedded Controller User Guide for more detail.


5. Set SMTP Server (if required)

1. Click on the Host name in the **Host** column of the table in the **SMTP Server** section of the **System** Listings page.
2. Complete the fields on the **SMTP Server: Edit** screen.




3. Click  (Save).
4. Reboot the ACM Embedded Controller.

See *Editing Servers* in the ACM Embedded Controller User Guide for more detail.

6. Set the IP Address

1. Select **SSH Enabled** at the bottom of the **System** Listings page.
2. Click eth0 in the **Name** column of the table in the **Network Interface** section of the **System** screen to open the **Port: Edit** page.
3. For a DHCP address:
 - Select **DHCP**.
 - Enter the **Hostname** and **DNS** (domain name system).
 - Select **Virtual Port** so that a check mark displays.
4. For a Static address:
 - Select **Static**.
 - Enter the IP Address, Netmask, Gateway and Broadcast Address.
 - Select **Virtual Port** so that a check mark displays.
5. Click  (Save).

7. Create System Administrator Operator Account

1. Click the **Operators** tab. The **Operators** Listing page displays.
2. Click **Add New Operator**.
3. Complete the following fields on the **Operator: Add New** screen:
 - **First Name** and **Last Name**
 - **Login**
 - **Password** and **Confirm**
 - **Operator Status** (select Active)
 - Optional fields:
 - **External ID**
 - **Department**
 - **Street Address, City, State/Province** and **Postal/Zip Code**
4. Click  (Save). The **Operator: Role** screen displays.
5. Select System Administrator as the **Role**.
6. Click  (Save).
7. Logout, then login with the new account.
8. Click the **Operators** tab. The **Operators** Listing page displays.
9. Select the default System Administrator. The **Operator: Edit** screen displays.
10. Change the password in the Password and Confirm fields and click  (Save).


See *Adding New Operator* in the ACM Embedded Controller User Guide for more detail.

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8. Create Schedules/Holidays

Do the following for each schedule to be added:

1. Select **Settings > Schedules**. The **Schedules** Listing page displays.
2. Click **Add New Schedule**. The **Schedule: Add New** screen displays.
3. Enter **Name**, **Days**, **Holiday Type** (if required) and **Active/Inactive** times.
4. Click  (Save).


Do the following for each holiday to be added:

1. Select **Settings > Holidays**. The **Holidays** Listing page displays.
2. Click **Add New Holiday**. The **Holiday: Add New** screen displays.
3. Enter the **Name**, **Date**, **Additional Days** and **Holiday Type**, as required.
4. Click  (Save).


See *Adding Schedules* and *Adding a New Holiday* in the ACM Embedded Controller User Guide for more detail.

9. Create Subpanels/Edit Inputs, Outputs, Readers and Doors


Create all subpanels:


1. Select **Physical Access > Subpanels**. The **Subpanels** Listing page displays.
2. Click **Add New Subpanel**. The **Subpanel: Add New** screen displays.
3. Enter **Name**, **Model**, **Port** and **Address**.
4. Click  (Save). This automatically creates inputs, outputs, readers and doors.

Edit inputs, outputs, and readers:

1. Select the **Subpanel** on the **Subpanels** Listing page. The **Subpanel: Parameters** screen displays.
2. Click **Hardware**. The **Subpanel: Hardware** screen displays.
3. For all inputs, outputs and readers:
 - Select the input, output or reader. An edit screen will display.
 - Rename the input, output or reader.
 - For door contacts and REX, enter the EOL Resistance (based on field wiring).
- Click  (Save).

Edit doors:



1. Select **Physical Access > Doors**. The **Doors** Listing page displays.
2. For each door that has been created:
 - Select the door. The **Door: Parameters** screen displays.
 - Rename the door and review default configuration.
 - Complete all relevant fields.
 - Click  (Save).

- Click the Operations tab and complete all relevant fields on the **Door: Operations** screen.
- Click  (Save).

See *Adding New Subpanels*, *Editing Inputs*, *Editing Outputs*, *Editing Readers* and *Editing Doors* in the ACM Embedded Controller User Guide for more detail.

10. Create Access Group




Create an access group (including assigning a schedule and add doors):

1. Select **Physical Access > Access Groups**. The **Access Groups** Listing page displays.
2. Click **Add New Access Group**. The **Access Group: Add New** screen displays.
3. Enter a **Name** and assign a **Schedule** and related doors.
4. Select Doors from the **Available** list and click  to move these to the **Members** list.
5. Click  (Save).

See *Adding Access Groups* in the ACM Embedded Controller User Guide for more detail.

11. Create Card Holders

Create a card holder and add to an access group:

1. Select **Card Holders**. The **Card Holders** Listing page displays.
2. Click **Add New Card Holder**. The **Card Holder: Add New** screen displays.
3. Complete card holder details:
 - Required fields are: **First Name**, **Last Name**, **Card Number**, **PIN**, **Card Holder Status**, **Activate Date** and **Deactivate Date**.
 - Optional fields are: **Embossed Number**, **Issue Level**, **External ID**, **Department**, **Street Address**, **City**, **State/Province**, **Postal/Zip Code**, **Extended door times** and **PIN Exempt**.
4. Click  (Save). The **Card Holder: Access Groups** screen displays.
5. Select the Access Group(s) to add from the **Available** list and click  to add them to the **Members** list.
6. Click  (Save). Add any additional card holders as required - return to step 1.

See *Adding New Card Holder* in the ACM Embedded Controller User Guide for more detail.

12. Testing

Physically test that the cards and readers are working and communicating with the ACM Embedded Controller.