



Account Quick Start Guide

08/01/2017

Overview

Before you begin, it is highly recommended that you take the Appliance Setting Worksheet (the last page of this document) and have the IT staff on site fill it out. You will be asked several questions throughout the setup process that will refer back to the information on the Appliance Setting Worksheet.

This Quick Start Guide is designed to give the user the basic installation information required for setting up Brivo Onsite Server. For more detailed information, please refer to the *Brivo Onsite Server Administrator's Manual*. An electronic copy of the *Brivo Onsite Server Administrator's Manual* is included with the delivery of the appliance.

This guide will walk you through setting up a Brivo Onsite Server, configuring a Brivo ACS6000-A, ACS5000-A or Brivo ACS5000-S panel, ACS300-A, or ACS-IPDC-A, and adding the control panel to Brivo Onsite Server, and the basics of account setup.

**WARNING: INSTALL THE LATEST FIRMWARE**

Please contact Brivo Technical Support at 866-274-8648, option 3 or email customercare@brivo.com to confirm that your control panel is loaded with the latest firmware. If it is not, please follow the instructions provided by Brivo Technical Support to upgrade your firmware to the latest version before proceeding with the installation.

**NOTE:**

To power down the Brivo Onsite Server, push the button down briefly and you will hear the machine shut down. Do NOT hold the button down until it powers off unless a normal shutdown fails. To power up the Brivo Onsite Server, push the power button once and the machine will begin to power up.

Set up Brivo Onsite Server Appliance

There are two methods by which a Brivo Onsite Server appliance can be configured. The first is connecting a monitor and keyboard directly to the Brivo Onsite Server Console Interface. The second is to attach a laptop to the Brivo Onsite Server using Ethernet Port 1.

First Method: Monitor and Keyboard

1. Install the Brivo Onsite Server appliance hardware.
2. Connect a monitor and keyboard to the Brivo Onsite Server appliance.
3. Turn the Brivo Onsite Server on.
4. Log in as **admin** with no password (press **Enter** when prompted for password).
5. Select **Network Settings**.
6. Fill in the form according to the Appliance Settings Worksheet at the end of this document.
7. Press **Enter** to save values.
8. Select **Quit** to log out of the console interface.
9. Open your internet browser and type in the assigned IP address. This takes you immediately to step 1 of the Initial Account Setup for the Brivo Onsite Server.

Second Method: Laptop

1. Install the Brivo Onsite Server appliance hardware.
2. Connect the laptop to the Brivo Onsite Server appliance using Ethernet Port 1.
3. Open your internet browser and type in 169.254.242.207.
4. This takes you immediately to step 1 of the Initial Account Setup for the Brivo Onsite Server.

Initial Account Setup for the Brivo Onsite Server

1. Read the BRIVO END USER APPLIANCE AND SOFTWARE LICENSE AGREEMENT page and click **I Accept**.
2. Login as **admin** with no password (press **Enter** when prompted for password).
3. Enter a **First Name** and **Last Name**.
4. Select a **Password** and then **Confirm Password**.
5. Click on **Save and continue to Account Setup**. The Edit Account Details page displays.
6. Enter a **Name** for the new account and click **Save and Finish Setup**.

Loading the License Keys for the Brivo Onsite Server

1. Login as **admin** and enter your password.
2. Scroll over the **System** tab. The sub-navigation menu displays.
3. Scroll down to the **Settings** sub-tab. The Settings sub-tab displays.
4. Choose **License Keys**.
5. Insert the USB key provided with the Brivo Onsite Server into your laptop.
6. Click **Choose File** under the Upload License File section.
7. Select the license file on the USB key.
8. Click **Upload**. The license file will load all the appropriate licenses which will display on the **License Keys** page.

Using Panel Discovery to add panels to the Brivo Onsite Server

The Panel Discovery feature is the primary method for setting up panels for installation with the Brivo Onsite Server. Please consult the *Brivo Onsite Server Administrator's Manual* for further details on "Panel Discovery".

1. Scroll over the **System** tab. The sub-navigation menu displays.
2. Scroll down to the **Network** sub-tab. The Network sub-nav menu displays.
3. Choose **Panel Discovery**.
4. Click the **Scan** button. Enter the IP address range from the Appliance Settings Worksheet. Click the **Scan** button again. Once the scanning is complete, click **Close**.

5. Your panel should appear on the list. Select your panel and click **Configure**. The Configuring Panel popup window will appear. Click **Proceed** and your panel will configure.

Optional: Adding a Brivo ACS5000-S panel using manual handshake mode

Usually, Panel Discovery is the primary method by which the Brivo Onsite Server detects and adds new panels. However, there are times when complex networking setups (firewalls, WANs) do not allow for this. A secondary manual handshake process with instructions listed below allows for a panel to be added to the Brivo Onsite Server in situations where Panel Discovery is not used. A laptop will be required for this process.

1. Plug the laptop into the ADMIN port on the main board of the Brivo ACS5000-S panel.
2. Power the laptop on.
3. The panel must use firmware version 1.1.1 or later. If the panel has 1.1.1 or later, proceed to step 4. If not, to upgrade:
 - a) Open browser to "Onsite.brivo.com"
 - b) Enter **admin** into the username field and click Login.
 - c) Click the link that says "Click here if you have a Brivo ACS Onsite backup file you wish to restore."
 - d) Click the Upgrade Firmware option from the navigation menu on the left.
 - e) Click the Export Data button, and click "Cancel" on the "Save As" dialog box that pops up.
 - f) Click the Browse button and select the brivo-Onsite-1.1.1.bin file downloaded from www.brivo.com
 - g) Click Upgrade. The upgrade process will take a few minutes.
4. Open your browser to <http://Onsite.brivo.com/cgi-bin/server.cgi>
5. Enter the IP Address of the appliance into the field on the page.
6. Click Save.
7. The system will take a few minutes to handshake with the Brivo Onsite Server appliance.

The Brivo ACS5000-S has now been configured to operate with the Brivo Onsite Server appliance.

Add the Control Panel to the Brivo Onsite Server Application

1. Scroll over the **Configuration** tab at the top of the page. The sub-navigation menu displays.
2. Scroll over the **Devices** tab at the top of the page. The sub-navigation menu displays.
3. Click **Control Panels** from the sub-navigation menu. The Control Panels page displays.
4. Click **Add New Control Panel** in the upper right corner of the page.
5. Enter the Panel ID CP number (which is included with the unit for the Brivo ACS6000-A Panel, ACS300-A Controller, ACS5000-A Panel, Brivo ACS5000-S Client Mode Control Panel, Brivo ACS-IPDC-A (1 or 2 door) Controller, or HID E-400 Edge Device) that you want to add.


6. Enter descriptive text for Name/Location that will indicate in the future which panel in a multi-panel system you are configuring.
7. If you wish, you may select how often the panel sends a log file to the Brivo Onsite Server. The default is none.
8. Select a Time Zone from the dropdown menu.
9. Select the Control Panel Type.
10. If a Brivo ACS6000-A panel, ACS5000-A panel, ACS300-A controller or Brivo ACS-IPDC-A (1 or 2 door) controller is selected, choose whether or not to enable FIPS mode by checking the FIPS mode checkbox.
11. Click **Save**.



The panel is now ready for configuration.

Add a Card

1. Scroll over the **Users** tab. The sub-navigation menu displays.
2. Click on **Cards**. The List Cards page displays.
3. Click on the **Add New Credential** button in the upper right hand corner of the page.
4. Choose a **Format** from the dropdown menu.
5. Depending upon the card format chosen, there are number of fields to fill out. Fill these fields out as required.
6. A common example is the 26-bit Standard Wiegand.
 - a) Fill in the **First External Number** field. If you are entering a range of cards, fill in the **Last External Number** field as well.
 - b) Enter the **First Card Number**, which unless otherwise indicated, should match the First External Number entered above.
 - c) Enter the **Facility Code** of the card(s). This information is provided with the card(s).
7. Click **Save**.

Add a User

1. Scroll over the **Users** tab. The sub-navigation menu displays.
2. Click on **Users**. The List Users page displays.
3. Click on **Create New User** in the upper right hand corner of the page.
4. Enter **First Name**, **Middle Name** (optional), and **Last Name**.
5. If the user has a photo associated with their profile, you may click on the **Take Photo** button to use an attached camera, or you may click on the **Upload Image** button to upload an existing image of the user.
6. If the person is subject to the Americans with Disabilities Act (**ADA**), you may select that from the dropdown list. The default is No.
7. To assign a card to this user, click on the  button below the **Assigned Cards** field. The Select a Card popup window will appear with a list of available credentials.
8. Click on the credential you wish to assign to the user and you are returned to the Edit User page.

9. If you wish to assign a **PIN** to the user, you may enter a PIN code in the field provided or may you click on the **4...8** buttons which will generate a randomly generated PIN number for you. If you wish the PIN code to hidden, check the **Hide PIN** checkbox. The checkbox is checked by default.
10. To add a user to a group, select the group from the **Available Groups** box on the right and click the  icon. This adds that group to the **In Groups** box and puts the user in that group. To remove a user from a group, select the group in question and click on the  icon and that will remove the user from that group.
11. If you wish to have the user profile become active at a particular date and time, enter it into the **Enable on Date/Time** field provided. The default is today's date and 12:00 AM as the time.
12. If you wish to have the user profile expire at a particular date and time, enter it into the **Expires on Date/Time** field provided. The default is empty, meaning that the user profile will remain active indefinitely unless changed.
13. If desired, enter any additional information about the user in the **Add New Note** field.
14. Click **Save**.

Add a Device (Door)

1. Scroll over the **Configuration** tab. The sub-navigation menu displays.
2. Scroll down to **Devices**, and click on the Devices tab. The List Device page displays.
3. Click on **Create New Device** in the upper right hand corner of the page.
4. The **Select New Device Type** page displays. There are a large number of device options available to the Brivo Onsite Server. For the purposes of this Quick Start Guide, we will only concern ourselves with adding a Door.
5. The default type is **Door** and the default subtype is **Regular Device**.
6. Click **Next** on the Select New Device Type page.
7. Fill in a **Name** for the door.
8. The **Device Profile** is an optional field that allows a predefined device profile to be used instead of setting up the device manually. The default is **None**. For now, leave this option in the default setting.
9. Select **Control Panel** and choose the node.
10. The **Door Node** field displays only when you are configuring a Door. Although this page does not require you to select a control board/point combination from the drop-down list, the door will not function until you do. The list includes all valid, available door nodes.
11. Leave the **Alternate Reader Node** field as its default of **None**. This field is used if you would like the door to be controlled by two readers. You may configure Antipassback controls for an alternate reader by selecting a Node from the Alternate Reader drop-down list.
12. The **Unlock Schedule** dropdown list displays only when you are configuring a Door, and is used to indicate the schedule period during which the door should be left unlocked.
13. For the purposes of this Quick Start Guide, leave all the remaining fields in the **Configuration** section with their default settings. These fields are fully defined in the **Brivo Onsite Server Administrator's Manual**.
14. When the **Operate Device from Website** option is checked, the door will be monitored and controllable from the Dashboard page.

15. For the purposes of this Quick Start Guide, leave the **Alarm Console Settings, Antipassback Settings, and Threat Levels** sections with their default settings.
16. Under **Access Permissions**, choose **Always** for the Staff group.
17. For the purposes of this Quick Start Guide, leave the **Keypad Command Settings** section with its default settings.
18. Click **Save**.

Take the card you entered into the system and swipe it at the device reader. The door should open and the basic setup process is complete.

Appliance Settings Worksheet

(To be completed by IT administration staff at appliance installation location)

IP Address _____ . _____ . _____ . _____

Netmask _____ . _____ . _____ . _____

Gateway _____ . _____ . _____ . _____

Primary DNS _____ . _____ . _____ . _____

Secondary DNS _____ . _____ . _____ . _____

The Brivo Onsite Server can scan an address range to find installed panels for use with the Brivo Onsite Server. If the panels are on a DHCP address block or a particular range of static IP addresses, please enter those below.

Range Start _____ . _____ . _____ . _____

Range End _____ . _____ . _____ . _____

Revision	Date	Author	Change
1.0	10/17/2016	LMW	
1.1	01/17/2017	LMW	Added references to ACS6000 panels
1.2	08/01/2017	LMW	Added references to ACS300 controllers