


# BRIVO ONSITE QUICK START GUIDE

09/14/17



## Welcome to the Brivo Onsite Quick Start Guide

The intent of this document is to get the Brivo Onsite system up and running as quickly as possible. Please consult the *Administrator's Manual* for more detailed information.

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|  | <p><b>WARNING: INSTALL THE LATEST FIRMWARE</b></p> <p>Please contact Brivo Technical Support at 866-274-8648, option 3 or email <a href="mailto:customercare@brivo.com">customercare@brivo.com</a> 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.</p> |
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## Connect a Laptop to the Main Board

The initial configuration of Brivo Onsite is performed via a web browser, while the system is plugged into the **ADMIN** port on the Main Control Board (ACS5000-S or Brivo Onsite control panel). It is important to note that nothing other than a laptop or PC should ever be plugged into the **ADMIN** port on the ACS5000-S or Brivo Onsite control panel. This port is designed to be a direct connection to a laptop or PC for diagnostic and troubleshooting purposes only.

1. Connect a CAT 5 network cable with RJ45 jacks from the **ADMIN** port on the Main Board to the Ethernet port on your laptop.
2. When the Ethernet connection is working properly, you will see a green LED illuminated on the right side of the socket. If the green light is not illuminated, check both the connection on the control panel and your laptop.

## Connect the Main Board to a LAN

The Brivo Onsite software interface enables administration of the Brivo Onsite system, and is accessible through a web browser from any machine on the local network. First, however, you must connect the Brivo Onsite hardware (ACS5000-S or Brivo Onsite control panel) to the local network via the **LAN** port on the Main Board.

1. Connect an Ethernet cable from your local network to the **LAN** port of the Main Board.
2. When the Ethernet connection is working properly, you will see a green LED illuminated on the right side of the socket. If the green light is not illuminated, check the connection on the control panel as well as the connection on the Ethernet hub to which the panel is wired.

## Set Up the System Administrator Account

The Brivo Onsite system ships with a default Administrator login. The first thing you need to do after logging in is set a password and a few other account details to get started.

1. In your web browser, enter the address for Brivo Onsite. If you are plugged into the **ADMIN** port this address will be <http://onsite.brivo.com>.
2. Log into the panel with the **Username** admin and a blank **Password**.
3. At the Welcome page, enter the **First Name** and **Last Name** of the System Account Administrator, and a **Password** they will use to log into future sessions.
4. This brings you to the Account Setup page. Enter the contact information for the System Account Administrator, then click **Save and Finish Setup**.

## Configure your Network Settings

Brivo Onsite must have a known IP address if it is to be accessed from other machines on the network. The most convenient way to achieve this is to set a Static IP Address appropriate for the local network. Contact your

LAN administrator for the corresponding settings.

1. Click the **System** tab.
2. Click **Network Configuration** on the sidebar menu.
3. Click **Deactivate DHCP**.
4. Enter network settings, providing an **IP Address**, **Netmask**, **Gateway**, and at least one **DNS Server**. Click **Set Static Params** to save the settings.

### Add Door Boards and/or IO Boards

To configure your Brivo Onsite hardware (ACS5000-S or Brivo Onsite control panel), you must first identify any expansion boards that have been connected to it and specify the address set on each board.

1. Click the **Devices** tab.
2. Click **Hardware** on the sidebar menu.
3. Click **Add New Board**
4. Enter a **Board Location** for the board, select a **Board Type**, and then select the **Address** that matches the address set via jumpers on the expansion board.
5. Click **Create Board** to access the Edit Board Details page.
6. You can edit the configuration of the board, or accept the defaults on this page. Then click **Save**.

### Add a Door

By configuring the expansion boards, you tell Brivo Onsite what hardware connections are available. After a door is properly wired to the Brivo Onsite hardware (ACS5000-S or Brivo Onsite control panel), configure it in the Brivo Onsite interface so it can be used.

1. Click the **Devices** tab.
2. Click **Create New Device** on the sidebar menu.
3. Select **Door** as the **Device type**.
4. Click **Next**.
5. Enter a **Name** for the door and select the **Door Node** to which the door is wired. Verify other settings.
  - a. If the door has a motion sensor or request-to-exit button, make sure the **Request-to-Exit** box is checked.
  - b. If the door is wired with a closure switch, you may also want to leave the **Report Door Ajar** box checked.
6. Click **Save**

### Add Cards

Cards are the standard way Users identify themselves at readers to the Brivo Onsite system. Adding cards to Brivo Onsite is as easy as knowing the type of cards you want to add and their card numbers.

1. Click the **Cards** tab.
2. Click **Add New Cards** on the sidebar menu.
3. Select the appropriate **Card Format** from the list.
4. Enter the card number information.
5. Click **Save**.

### Create a Group

Groups are given permission to doors, and Users are then assigned to one or more groups. Users have all the permissions granted to their group(s).

1. Click the **Users** tab.
2. Click **Groups** from the sidebar menu.
3. Click **Create New Group**.
4. Enter a brief, descriptive **Group Name**.
5. Click **Save**.

### Create a User

Enabling users to access devices is the reason Brivo Onsite was built. Create Users and assign them to groups to provide them with access privileges.

1. Click the **Users** tab.
2. Click **Create New User**.
3. Enter a **First Name** and **Last Name** for the user.
4. Click on the **Card** field to select a card to assign to the user.
5. Add the user to a group by selecting the desired group from the **Available Groups** list and clicking the (**←**) button to move it to the **In Groups** list.
6. If the user also needs to log into the Brivo Onsite system to administer other users, check the **Is an Administrator** box and provide a **Username** and **Password**. (Enter the password twice for verification).
7. Click **Save**.

### Test a User's Credentials

That's it! The basic system is configured. Now, it's time to see it in action.

1. Present the card assigned to a User at a door configured in the system
2. Click the **Activity** tab and look for the event in the Activity Log.

### Make a System Backup

It is critical to keep backups of the system, in case of the unexpected. Making a backup of the Brivo Onsite system saves all user and configuration data to a data file that can be restored later if necessary.

1. Click the **System** tab. The System Status page displays.
2. Click **Backup & Restore** on the sidebar menu. The Backup & Restore page displays
3. Click **Export data file**. Your operating system guides you through the procedures for saving the backup file
4. Your browser will prompt you where to save the data file. This file has everything in it to recreate the data on your Brivo Onsite system.

| Revision | Date      | Author | Change                                            |
|----------|-----------|--------|---------------------------------------------------|
| 1.0      |           | LMW    |                                                   |
| 1.1      | 9/14/2017 | LMW    | Added language for the Brivo Onsite control panel |

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