brivo onair®

Account Quick Start Guide

10/16/2014

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The purpose of this Quick Start Guide is to give an installer or end user an introductory set of instructions for setting up the main features of a Brivo OnAir® account. For complete instructions on all the features available in Brivo OnAir, please refer to the Brivo OnAir® Administrator's Manual.

Log In

1. Open a Web browser, and go to www.brivo.com.
2. Click the **LOGIN** button in the upper right hand corner.
3. Enter your **Administrator ID** and **Password**. Then click **Log In**.
4. If using **Two Factor Authentication**, enter the token provided in the email.

<table>
<tr>
<td>ℹ</td>
<td>NOTE:
After logging on, click Help at the top right of the screen to access the Online Help Center, which provides links to documentation on a variety of topics.</td>
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</table>

Create Control Panels

A control panel is a system consisting of the Main Board and up to 14 expansion control boards (Door Boards and/or Input Output Boards).

1. Go to the **Setup**, then click on **Sites/Doors** section, and then click the **New Control Panel** tab. The New Control Panel screen displays.
2. Enter a brief, descriptive name in the **Control Panel Name** field, such as "12 Pine Street" or "Main Reactor."
3. Enter the **Control Panel ID** found on the inside door of the control chassis, the one containing the Main Board.
4. Enter a **Note** in the provided field as desired.
5. Click **Save Control Panel**, and repeat for all control panels at your site.

Add Control Boards to Control Panels

1. Go to **Setup**, then click on **Sites/Doors** section, and then click the **Control Panels** tab.
2. Click the control panel to which you wish to add a control board.
3. Click on **More Operations**, then click **Add Board**. The Add Board screen displays.
4. In the **Board Type** field, click the correct board type on the drop-down list.
5. In the **Board #** field, assign a number to this board. The drop-down list includes all valid board numbers (2-15) not currently in use.
6. In the **Location** field, enter a brief description of the board's location, such as "HQ 3rd floor utility closet."
7. Click **Continue**. The Edit Door Control Board page displays.
8. If no changes are needed, proceed to Step 9. If changes are needed, proceed to the Configure Door Boards or Configure I/O Boards section of this document.
9. Click **Save Board**. Depending on the type of board being added, either the Door Control Board detail screen or the I/O Board detail screen displays.

Configure Door Boards

1. The Door detail screen is divided into two sections: Door Node 1 and Door Node 2. For each door node, there is a set of **I/O Points** that corresponds to a block of terminals on the actual Door Board.

NOTE:

*For information on these I/O points, see the **Managing Doors** section of the Online Help Center.*

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2. For each I/O point:
   a. Enter a **Label**, such as "Loading Dock Door Lock."
   b. In the **EOL Supervision** field, click **Yes** or **No** to indicate if the I/O Point is wired for end-of-line supervision.
   c. In the **Normal State** field, click **NC** to indicate that the I/O Point is normally closed, or **NO** to indicate that it is normally open.
3. Click **Save Board**.

Configure Input Output (I/O) Boards

1. On the I/O Board detail screen, you can define up to eight inputs and eight outputs for each Input Output Board. I/O points can be reused by devices, and some devices use multiple points. The number of devices controlled by an Input Output Board is undefined.
2. For each input device (**In1-In8**):
   a. In the **Label** field, enter a short, descriptive value, such as "Computer Room Fan."
   1. In the **EOL Supervision** field, click **Yes** or **No** to indicate if the input device is wired for end-of-line supervision.
   b. In the **Normal State** field, click **NC** to indicate that the I/O Point is normally closed, or **NO** to indicate that it is normally open.
3. The procedures are the same for each output device (**Out1-Out8**), except EOL supervision is not defined.
4. Click **Save Board**.

Create a Site

A site is a logical group of doors, devices, and floors.

1. Go to **Setup**, the click on **Sites/Doors** section, and then click the **New Site** tab. The New Site screen displays.
2. Enter a brief, descriptive name in the **Site Name** field, such as "Maple Street Branch."
3. Enter the site's **Address 1**, **Address 2**, **City**, **State/Province**, and **ZIP/Postal Code**.
4. Click the appropriate **Time Zone** from the drop-down list.
5. Click **Save Site**.

Create a Schedule

Schedules are used to define when access is permitted to individual doors and devices related to a site.

1. Go to **Setup**, the click on **Schedules** section, and then click the **New Schedule** tab. The New Schedule screen displays.
2. Enter a brief, descriptive name in the **Schedule Name** field.
3. Choose if the schedule is **Universal** or **Site Specific** from the **Site** dropdown menu.
4. If **Site Specific**, you may select an **Enabling Group** from the dropdown menu.
5. If any holidays have been defined for the account, they will be listed under **Holidays Observed**. Select

the **Add Holiday** link and select the holidays from the pop up window that you want to be observed by this schedule.

6. If desired, select any **Schedule Exceptions** you want and add them to the exception list.
7. Use your mouse to "paint" blocks of access time in the schedule blocks.
8. Click **Save Schedule**.

i	**NOTE:** *For information on managing schedules, see the **Schedules and Holidays** section of the Online Help Center.*

Add a Door to a Site

1. Go to **Setup**, then click on **Sites/Doors** section, and then click on **Site Directory**, and then select the name of the site for which you want to add a door.
2. Click on **More Operations**, then click on **Add Door**. The Add Door screen displays.
3. Enter a brief, descriptive name in the **Door Name** field, such as "Server Room Door."
4. Click a **Control Panel** from the drop-down list.
5. Click **Next**. If the control panel you selected in step 5 is an ACS5000 control panel, the Define Door screen displays.

i	**NOTE:** *For more information on defining doors, see the **Sites/Managing Doors** section of the Online Help Center.*

6. On the Define Door screen, click a Door Board/Node combination from the **Board** and **Node** drop-down lists.
7. In the **Door Ajar Enabled** field, click **Yes** or **No** to indicate if you want to enable the Door Ajar feature. The default is Yes.
8. If the Door Ajar feature is enabled, use the **Door Ajar Threshold** field to indicate the maximum length of time (30-600 seconds) the door can be left ajar without causing a security violation. The default is 120 seconds.
9. In the **Invalid PINs Threshold** field, enter the maximum number of consecutive invalid PINS that can be entered in the door's keypad (1-10) before it is considered a security risk and the keypad freezes. The default is 3 attempts.
10. In the **Invalid PINs Shutdown** field, indicate the length of time (10-600 seconds) the keypad should remain frozen if the maximum number of invalid PINs is exceeded. The default is 120 seconds.
11. In the **Pass-through Period** field, enter the maximum length of time (1-600 seconds) the door should remain unlocked after a user presents his or her credentials and is authenticated or presses a Request-to-Exit switch. The default is 5 seconds.
12. In the **Use Request-to-Exit** field, click **Yes** or **No** to indicate if a Request-to-Exit (REX) motion sensor is in use for the door. The default is No.
13. In the **REX Unlock** field, click **Yes** or **No** to indicate if the REX switch causes the door to unlock. The default is No.
14. In the **In/Out** field, click **In** to track when a user enters through the door; click **Out** if you want to track when a user exits through the door; or click **Neither** if you don't want to track either event. The default is Neither.
15. In the **Door Unlock Schedule** field, click a schedule from the drop-down list if you want the door to

remain unlocked for pre-specified periods of time.

16. In the **Two Factor Schedule** field, click a schedule from the drop-down list if you want the door to require both card and PIN number for entry during pre-specified periods of time.

17. Select the **Two Factor Interval** (from 3 to 60 seconds), to determine the amount of time allowed between the presentation of one credential and the presentation of the second credential. The default is 3 seconds.

18. In the **Card Required Schedule**, click a schedule from the drop-down list if you want the door to require a card be presented for I entry for pre-specified periods of time.

19. In the **Use Alarm Shunt** field, click **Yes** or **No** to indicate if the door is connected to an alarm system that should be shunted (temporarily disabled) for a specified period of time after the Pass-through Period has expired. The default is Yes.

20. In the **Alarm Shunt Duration** field, enter the length of time (1-240 seconds) the alarm system should be shunted. The default is 1 second.

21. In the **Control From Browser** field, click **Yes** or **No** to indicate if the door can be controlled from the browser for the purposes of unlocking the door for the pass through period. The default is No.

ⓘ	**NOTE:** *If any device has been connected to the AUX RELAY terminal block on the Door Board, the Alarm Shunt feature cannot be enabled.*

22. Click **Save Door**.

Add a Device to a Site

1. Go to the **Setup** tab, then click on **Sites/Doors** section, and then click on **Site Directory**, then click on the name of the site for which you want to manage devices.

2. Click on **More Operations**, then click on **Add Device**. The Add Device screen displays.

3. Enter a brief, descriptive name in the **Device Name** field, such as "Heat Sensor."

4. Click a **Control Panel** from the drop-down list.

5. Click **Next**. If the control panel you selected in step 5 is an ACS5000 control panel, the Choose Device Type screen displays.

6. On the Choose Device Type screen, click a **Device Type** from the drop-down list.

7. Click **Next**. The Define Device screen displays.

8. On the Define Device screen:

   a. If the device is a switch, click the name of the input terminal on the **Physical Input** drop-down list.

   b. If the device is a timer, click the schedule on which the timer should operate on the **Timer Schedule** drop-down list.

   c. If the device is a Valid Credential, click the appropriate reader or keypad from the **Reader** drop-down list as well as choosing, if desired, a **Two Factor Schedule** and the **Two Factor Interval** and finally a **Card Required Schedule**.

   d. If the device is an Event Track, click the event to be tracked by the device on the **Event** drop-down list; and click the door for which the event is being tracked on the **Door** drop-down list.

9. In the **Physical Outputs** field, identify the output terminal(s) for the device. In the left-hand box, click the name of the output terminal. Click the **Add an output** button to add a physical output. Click the **Remove an output** button to remove a physical output.

10. Click an **Output Behavior** for the device from the drop-down list:

11. In the **Disengage Delay/Pulse Duration** field, enter the amount of time (0-999 seconds) that should

elapse between when the input is received and the output behavior is executed.

12. The **Schedule** field only displays if the Device Type is Switch or Event Track. From the drop-down list, click the schedule during which the device should operate.

13. In the **Report Engage** field, click **Yes** or **No** to indicate if engagement of this device should be reported in the Activity Log.

14. If **Report Engage** is set to **Yes**, enter an **Engage Message** to be used in the Activity Log, such as "Timer activated."

15. The **Report Disengage** and **Disengage Message** fields only display if the Device Type is Switch or Timer. Click **Yes** in the **Report Disengage** field to record in the Activity Log when the device is disengaged. In the **Disengage Message** field, enter a message to be used in the Activity Log.

16. Click **Save**.

	NOTE:
(i)	*For more information on defining devices, see the **Sites/Managing Devices** section of the Online Help Center.*

Add an Elevator to a Control Panel

Elevators that use credentials to allow access to individual floors at a site must also be added to your control panel.

1. Go to **Setup**, then click on **Sites/Doors** section, and click the **Control Panels** tab.

2. On the Control Panels directory, click the name of the control panel to which you wish to add an elevator.

3. Click on **More Operations** tab, then click **Add Elevator**.

4. In the **Elevator Name** field, enter a short, descriptive name for the elevator, such as "Main Lobby."

5. On the **Reader** drop-down list, click a card reader with which to associate the elevator.

6. In the **Pulse Time** field, enter the number of seconds (1-600) you want a floor selection to remain available after a card is flashed at or passed through the reader. The default is 10 seconds.

7. In the **Sites** field, identify the site(s) at which this elevator operates, and click the **Add a site** button. To remove a site, click the **Remove a site** button.

8. If desired, select the **Two Factor Schedule** and **Two Factor Interval** and the **Card Required Schedule** from the drop-down list.

9. Click **Save Elevator**.

	NOTE:
(i)	*In order to add an elevator to a control panel, there must be an existing site and an available card reader with which to associate the elevator. Otherwise, you will receive an error message when you access the Add Elevator screen.*

Add a Floor to a Site

1. Go to the **Setup** tab, then click on **Sites/Doors** section, and then click on **Site Directory** and then click on the name of the site for which you want to manage floors.

2. Click the **More Operations** button, then click **Add Floor**. The Add Floor screen displays if you have one or more elevators associated with the current site.

3. Enter a brief, descriptive name in the **Floor Name** field, such as "Lobby."

4. Click an output terminal from the elevator from the drop-down list.
5. In the **Unlock Schedule** field, click a schedule during which the floor will remain unlocked and no credential will be required to access it from the elevator.
6. Click **Save**.

Add Cards

A card is a proximity card, magnetic stripe card, or smart card. All cards for an account are listed on the Card Bank.

1. Go to the **Setup** tab, then click on the **Cards** section, and then click the **Add Cards** tab.
2. Click the appropriate **Card Format** on the drop-down list.
3. Copy the data from your *Installation Worksheet*.
4. Click **Add Cards**. A confirmation message appears showing you how many cards were added to the system.

ℹ	**NOTE:**
	A copy of the Installation Worksheet can be found in the Installation Guide.
	A card is only viable when it is assigned to a user.

Create a Group

A group is a set of users with the same access privileges to a site.

1. Go to the **Users** tab, then click on the **New Group** tab.
2. In the **Group Name** field, enter a brief, descriptive name for the group, such as "Chicago Staff."
3. Click **Save Group**. The group is created and you are transferred to the **Edit Group** screen.
4. To specify when the group will have access to each device listed on this screen, select the appropriate site from the **Site** drop-down list. For each device attached to that site, select the **Schedule** from the drop-down list.
5. Select **Current Privileges** to view all the currently defined schedules for the account.
6. Click the **Keypad Unlock-Hold Privileges** checkbox to grant any member of this group the ability to set a door to a continuous unlocked condition by presenting his or her credentials and entering "00#"; and to set a door to a continuous locked condition by presenting his or her credentials and entering "99#". This option is valid for keypads only.
7. Click the **Immune to Antipassback** checkbox if you want this group to not be affected by any antipassback settings in place. Select an **Antipassback Reset Time** for soft antipassback or leave the field blank for hard antipassback.
8. Click **Save Group**.

ℹ	**NOTE:**
	Every group should have a unique combination of privileges.
	Create as few groups as possible to keep group maintenance efficient.

Create a User

A user is an individual with access privileges to some or all of the buildings associated with an account.

1. Go to the **Users** tab, and then click the **New User** tab.
2. Enter the user's **First Name** and **Last Name**.
3. For doors with keypads enter a four- to eight-digit **PIN**. Click **4 …** to have the system generate a random four-digit PIN, etc.
4. For doors with card readers, click **Select** to call up the available card list and select an unassigned card.
5. Change the date in the **Effective from** field if the user's access privileges should take effect on a later date. Enter a date in the **Effective to** field if the user's access privileges should expire on a pre-determined date; otherwise leave it blank.
6. To take a user image, click on the user image icon. To upload a user image, click on the **Upload Photo** button.
7. To assign a user to a group, click on the **Add Group** link and select the desired group from the pop up window. To remove a user from a group, select the group from the list and then click **Remove**. Users can be assigned to up to 16 groups at a time, and they inherit access privileges from the group(s) to which they belong.
8. Enter optional data in the **Custom Fields**.

i	**NOTE:** *For information on changing the field labels, see the* **Users/Renaming Custom Field Labels** *section of the Online Help Center.*

9. Click **Save User** to create the user.

i	**NOTE:** *Give the PIN and/or card to the user to whom they are assigned.*

Test a User's Credentials

1. Wait a few minutes for the data to be downloaded to the appropriate control panels.
2. Present the user's credentials (card and/or PIN) at a door to which the user has access privileges at that time.
3. Log back on, and go to the **Activity** section. You should see an activity event for the user.

Create a Journal Report

Reports in Brivo OnAir are a query and configuration tool used for generating predefined commonly requested information. These reports to be generated and parameterized depending upon administrator permissions.

1. Go to the **Reports** tab, then click on **My Reports**, then **Report Configurations.**
2. Click on **New Report Configuration**.
3. Click on **Journal Report** and then click on the **Create This Report** button.
4. Enter a **Name** in the provided field.
5. By default, leaving the **Performed By**, **Event Type**, and **Occurred Date** blank provides all activity

   performed on the account in the last 24 hours.

6. For account activity for specific administrators, check the **Performed By** checkbox and click on the **Add Admins** button. Choose the administrator(s) from the pop-up window.

7. For specific event types (i.e., video events, administrator events), check the **Event Type** checkbox and select the specific event type from the drop-down list.

8. For specific times, check the **Occurred Date** checkbox and select either **Absolute** with defined **Start** and **End** dates (start date must be before the end date) or **Relative** and choose **Next** or **Last** (default is Next) and then enter the number of **Days** (to a maximum of 90) on which you want information.

Add an OVR Camera

Video in Brivo OnAir is available using a variety of subscription models which can include viewing live video as well as activity based playback for up to 90 days in the past, depending upon the subscription model.

1. Go to the **Setup** tab, then click on the **Video** section, and then click the **OVR Camera Directory** tab.

2. Click on the **New OVR Camera** button.

3. Enter a unique **Name** for the OVR camera.

4. Enter the **Serial Number** and **Authentication Key** provided with the camera.

5. Select the **Site** to which you wish to attach this OVR camera.

6. If you wish to associate this OVR Camera with any specific device, click on the **Add Device** button and associate the camera with the selected device. To remove an association, highlight the device and then click the **Remove** button.

7. Please choose the **Subscription Model** for this camera.

8. Choose the **Time Zone** for the camera.

9. Click **Save OVR Camera**.

i	**NOTE:** *From the serial number and authentication key, Brivo OnAir will automatically determine the camera model.*

Create an E-mail Notification Rule

E-mail notifications are security-related messages sent to specific people under specific circumstances according to a set of notification rules.

1. Go to the **Setup** tab, then click on the **Notifications** section, and then click the **New Notification** tab. If there are multiple sites defined for an account and you can view more than one of them, you will be prompted to select a site to which the rule applies.

2. Enter a brief **Description**, such as "Robert's Door Ajar Events."

3. Enter one or more e-mail addresses in the **Recipients** field. Multiple addresses must be separated by commas.

4. Select each desired Exception Event, Successful Access Event (by group and/or by user), Device Event, Control Pane/Board Event, and Camera Event. See *Index of Events* on for a list of all possible events.

5. Choose a **Notification Schedule** from the drop-down list.

6. Choose a **Notification Language** from the drop-down list.

7. Click **Save Notification**.

	NOTE:
i	See the *Activity Log/Index of Events* section of the Online Help Center for more information.

Create an Assistant Administrator

Assistant Administrators can perform routine tasks such as creating users and viewing the Activity Log.

1. Go to the **Setup** tab, then click on the **Account** tab, and then click on the **Administrators** tab. Select the **New** link next to the Assistant Administrators Directory.
2. Enter the new Administrator's **First Name**, **Last Name**, **E-mail** address, and **Phone** number.
3. Select a **Time Zone** from the drop-down list.
4. Select a **Permission Template** drop-down list if desired.
5. Enter a unique, 6- to 30-characters long **Administrator ID**.
6. Enter a password in the **Password** and **Confirm Password** fields. The Administrator can change this password at any time.
7. Enter a **Secret Question** and **Secret Answer**. The Administrator can change his or her secret question and secret answer at any time.
8. Enter your password in the **Admin Password** field. Be sure to enter the password you used to log on to the current session.
9. Click **Save Administrator**. The Edit Permissions screen displays.

	NOTE:
i	Assigning Administrator permissions requires careful planning. Refer to the **Administrators** section of the Online Help Center for further instructions.

Change Your Password

Finally, change the password that was created for you by the dealer.

1. Go to the **Setup** tab, then click on the **Account** tab, and then click on the **My Login** tab.
2. Click on the **Change Password** button.
3. Enter a new password in both the **New Password** and **Confirm New Password** fields.
4. Enter your current password in the **Current Password** field.
5. Click **Save Password**.

	NOTE:
i	You will need to use the new password the next time you log onto your account. Your password must contain between 8 and 128 characters in length (inclusive) and have at least 2 of Lower Case, Upper Case, Digit, or Non-Alphanumeric. Do not use whole words. Avoid references to family names, nicknames, pet names, and birthdays.