

# Quick Start Guide

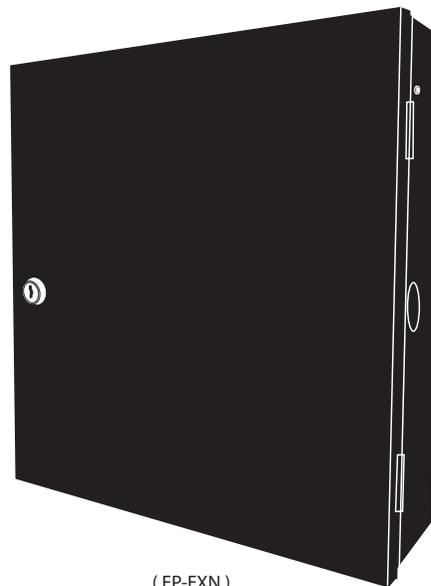
## Telephone Entry & Access Control System



(EP-402 / EP-436)



(EP-736)



(EP-EXN)

## Quick Start Guide

**NORTEK**  
SECURITY & CONTROL  
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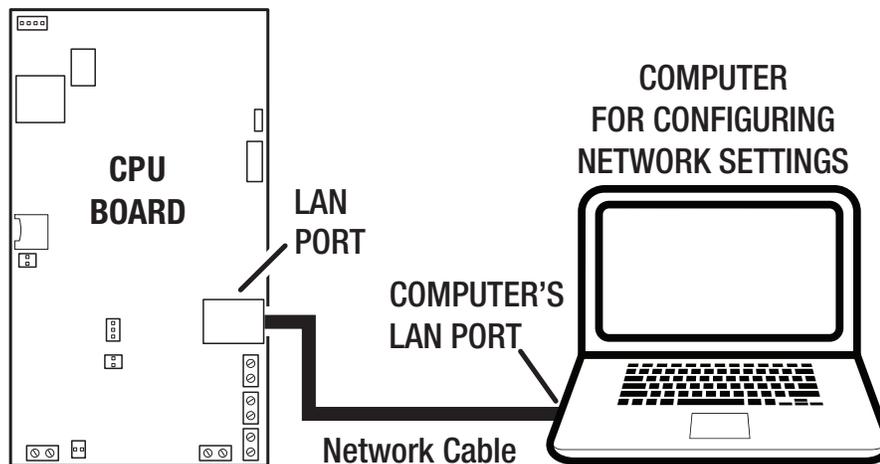
# IP Address Configuration

**NOTE:** This Quick start guide is applicable to Entry Pro (EP) Series Telephone Entry system. The thumbdrive in the hardware bag contains additional installation and wiring instructions.

**WARNING:** Do Not connect an Ethernet cable from the EP CPU to the Local Area Network (LAN) before the Initial IP System Configuration has been completed.

The e3 Entry Pro and Access Control system can be a standalone system or part of a larger multi-unit Access Control network. Regardless of the type of installation the initial IP configuration of the EP is done between a Laptop/PC and the EP unit directly connected to each other not part of the local network.

**IMPORTANT COMPATIBILITY NOTE:** The legacy Linear access control Models AE-1000, AE1000Plus, AE-2000, AE2000Plus, AM3, and AM3Plus are of a different hardware and software design and do not integrate with the new generation networked models.



**NOTE:** It is recommended that the Telephone Entry System have a static IP Address assigned, not a DNCP assigned address.

Consult the appropriate on-site IT administrator to obtain the following information before configuring the EP system:

- IP address: \_\_\_\_\_
- Subnet Mask: \_\_\_\_\_
- Gateway: \_\_\_\_\_
- DNS 1: \_\_\_\_\_
- DNS 2: \_\_\_\_\_

## Configure IP Network Settings

To allow for the system to be recognized on the local network, it is necessary to change the unit's default IP address as follows:

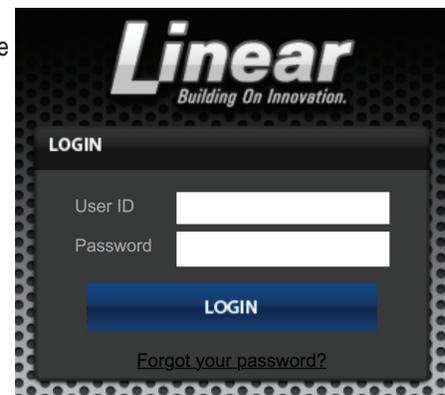
1. Connect your programming computer directly to the LAN port of the EP-xxx unit. A standard CAT5 or better networking cable is used for the direct connection.
2. Assign a static IP address of **192.168.0.149** to the computer. (For instructions on how to change the static IP address of a Windows computer, please visit: <http://technet.microsoft.com/en-us/library/ff710457>)
3. After assigning the static IP address to the computer, open a web browser and enter the default IP address of the unit (**Default = 192.168.0.250**).
4. The unit presents the login page.

To log on, enter the default *User ID* and *Password*:

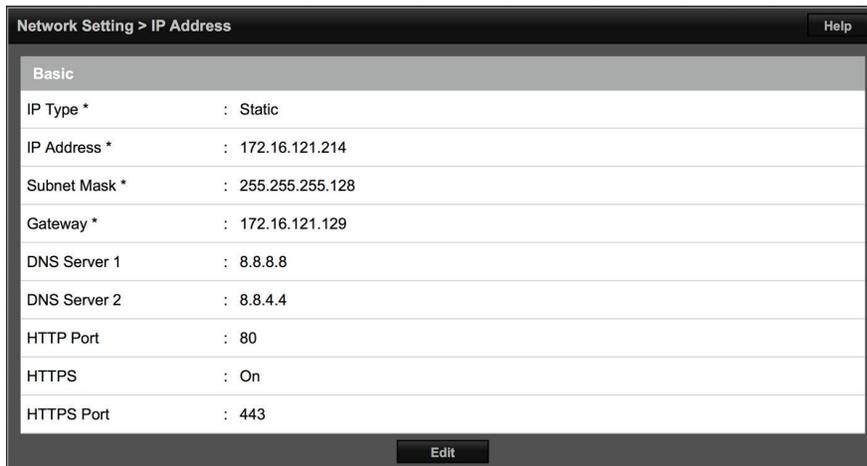
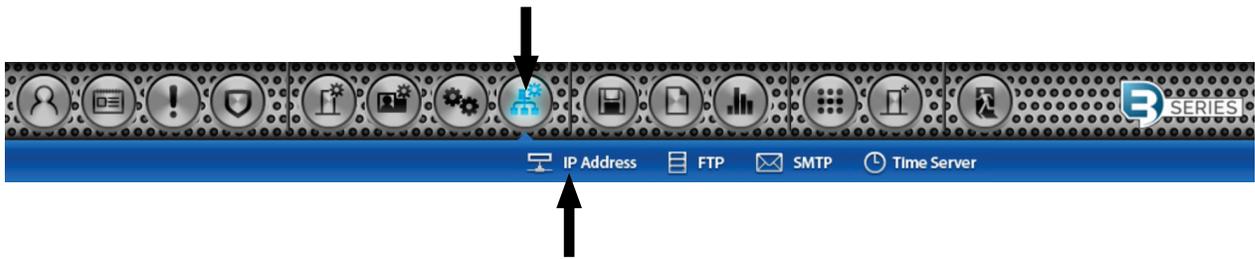
**User ID:** admin

**Password:** admin

**NOTE:** It is highly recommended to change the default Password.



5. Select the Network Setting icon, then the IP Address icon to display the IP settings page.



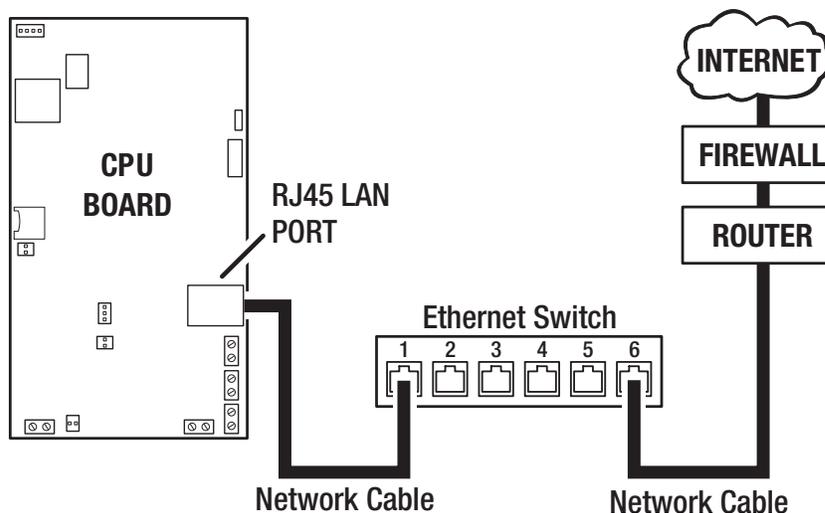
Enter the static IP address, Subnet Mask, Gateway and DNS server so that it matches the requirements of the local network provided by the IT administrator.

6. Click **Save & Reboot** for the settings to save and take effect. (The reboot will take approximately 2 minutes.)

**NOTE:** The IP settings will be lost if the unit is powered down without performing **Save & Reboot**.

7. Disconnect the programming computer from the unit. The system is now ready for connection to the local network.

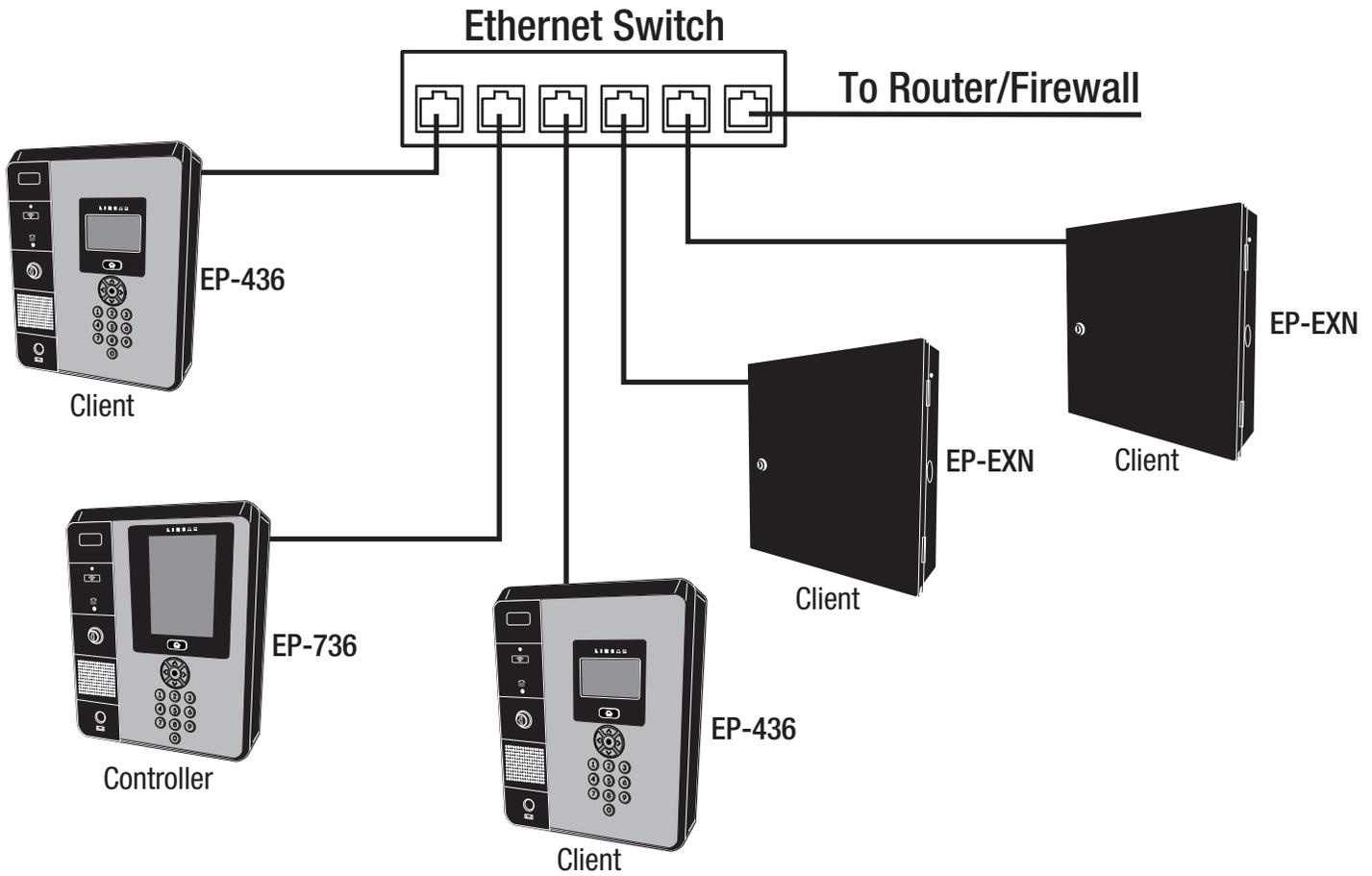
**CAUTION:** The EP is an Access Control system and should be on an isolated or segmented Security network where a protected network security appliance (firewall, etc.) is installed and maintained. This will help prevent unwanted access from the shared company network environment.



8. Connect the networking cable from the Local Area Network to the unit's LAN port. The local computers will then be able to access the system by entering the new static IP address of the unit.

# Multi-Unit Installation - Telephone Entry

Below is an example of a multi-unit installation displaying multiple EP and EXN units:

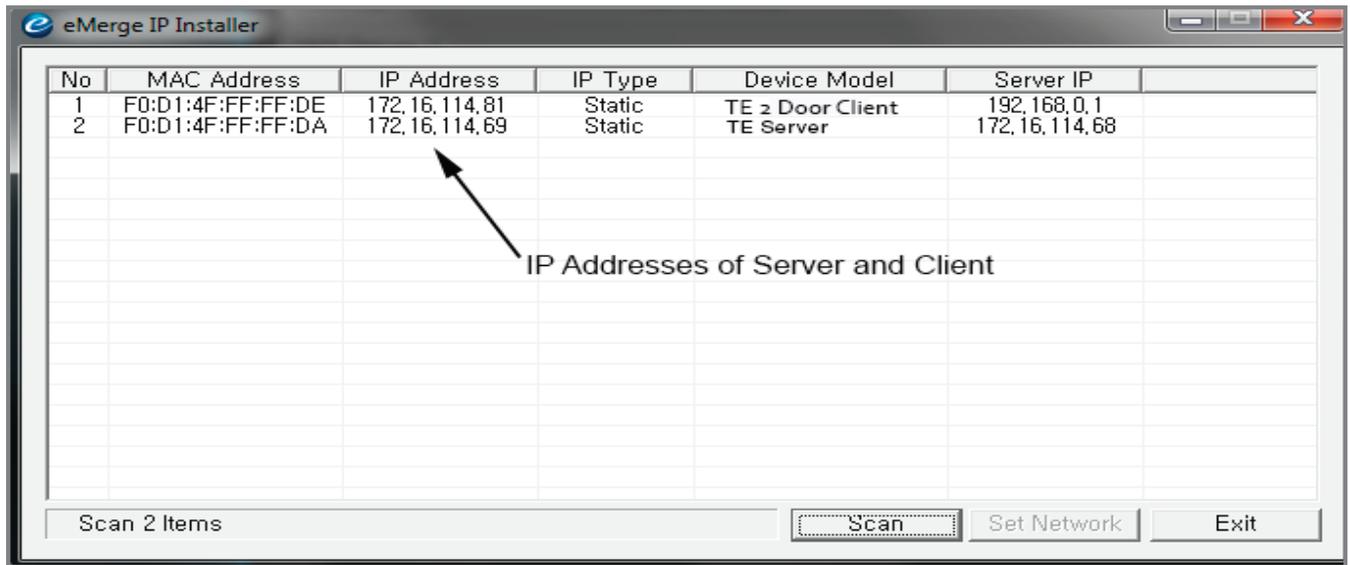


# Adding additional hardware to build a system with multiple interconnected units - one database (EP Series Only)

**NOTE:** Standalone installations proceed to pg. 6 to add users.

EP-x36 Series units provide the ability to add additional controllers to expand the amount of doors, inputs and outputs. These additional controllers are referred to as clients. An *IP Installer* is a utility located on a thumb drive shipped with all systems. This utility provides a simple method of identifying the IP address of the controller(s).

1. Connect all controllers to the local network.
2. Connect a thumb drive to a Windows computer on the local network.
3. Locate **IPInstaller.exe** and double-click the file.
4. IP Installer will open. Click **Scan** to search the network for controllers.
5. When controllers are identified they will be listed in IP Installer.



## Configuring the Server and Client

The default IP address of the server and client is **192.168.0.250**. To avoid conflict on the network, the IP address of the client and server must be changed as follows:

1. Connect the server to the network.
2. Open **IPInstaller.exe** and click **Scan**.
3. Select the client from the list and click **Set Network**.
4. Enter a new IP address for the server. This information must be provided by the IT Administrator.
5. Change the *Subnet Mask* and *Gateway* to meet the requirements of the local network. This information must be provided by the IT Administrator.
6. Enter the IP Installer password (default = 4321) and click **OK**.
7. Connect the client to the network and repeat steps 1 through 4 to change the client's IP address.

# Controller to Client Conversion

This section is for systems that contain multiple TE front ends on the same network.

By default each TE front end is configured as a controller. When multiple TE front ends are in the same network, only ONE can be the controller. All others must be clients.

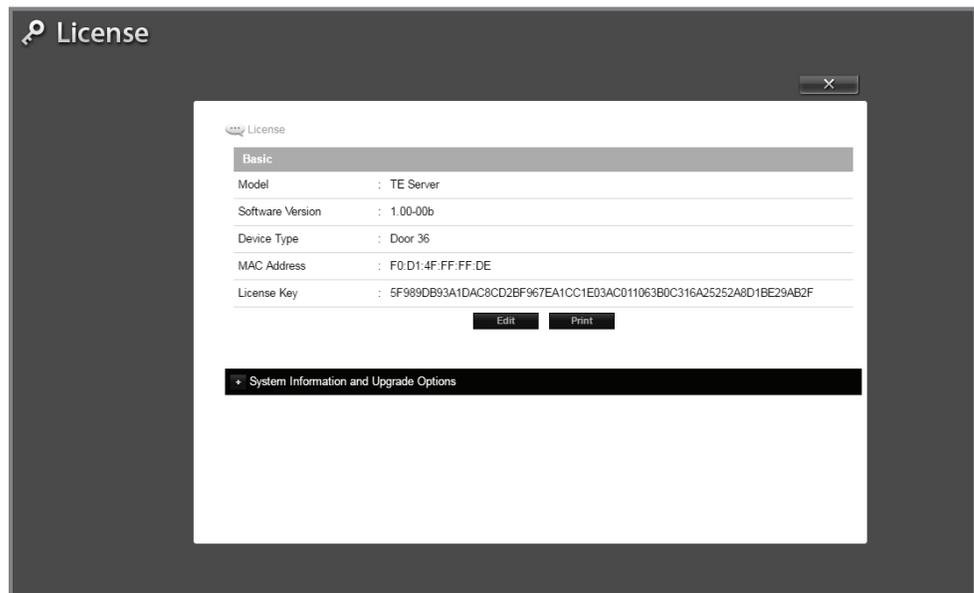
This step will need to be performed on all TE units that will NOT be the controller on the network. All EP-EXN's are pre-configured as clients and do not need to go through this step.

**Note:** All TE controllers and clients must be operating on the same software revision. System failure may occur if not updated to the same software revision. Refer to Nortek Security and Control technical support for assistance in determining and/or updating the software revision.

1. Locate the panels MAC address.

*Option 1:* Locate on the control board and of the unit you are converting to a client. On the main PC board document the unit MAC address.

*Option 2:* Retrieve the MAC from the panel license page.

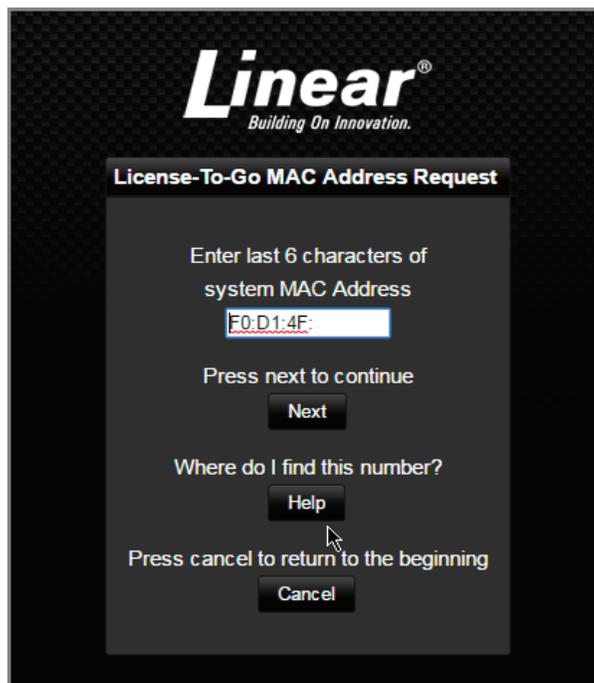


2. Log onto [www.e3upgrade.com](http://www.e3upgrade.com).

3. Click the **License Now** button.

4. Enter the last six (6) characters of the system MAC address.

5. Click **Next**.



# Controller to Client Conversion (continued)

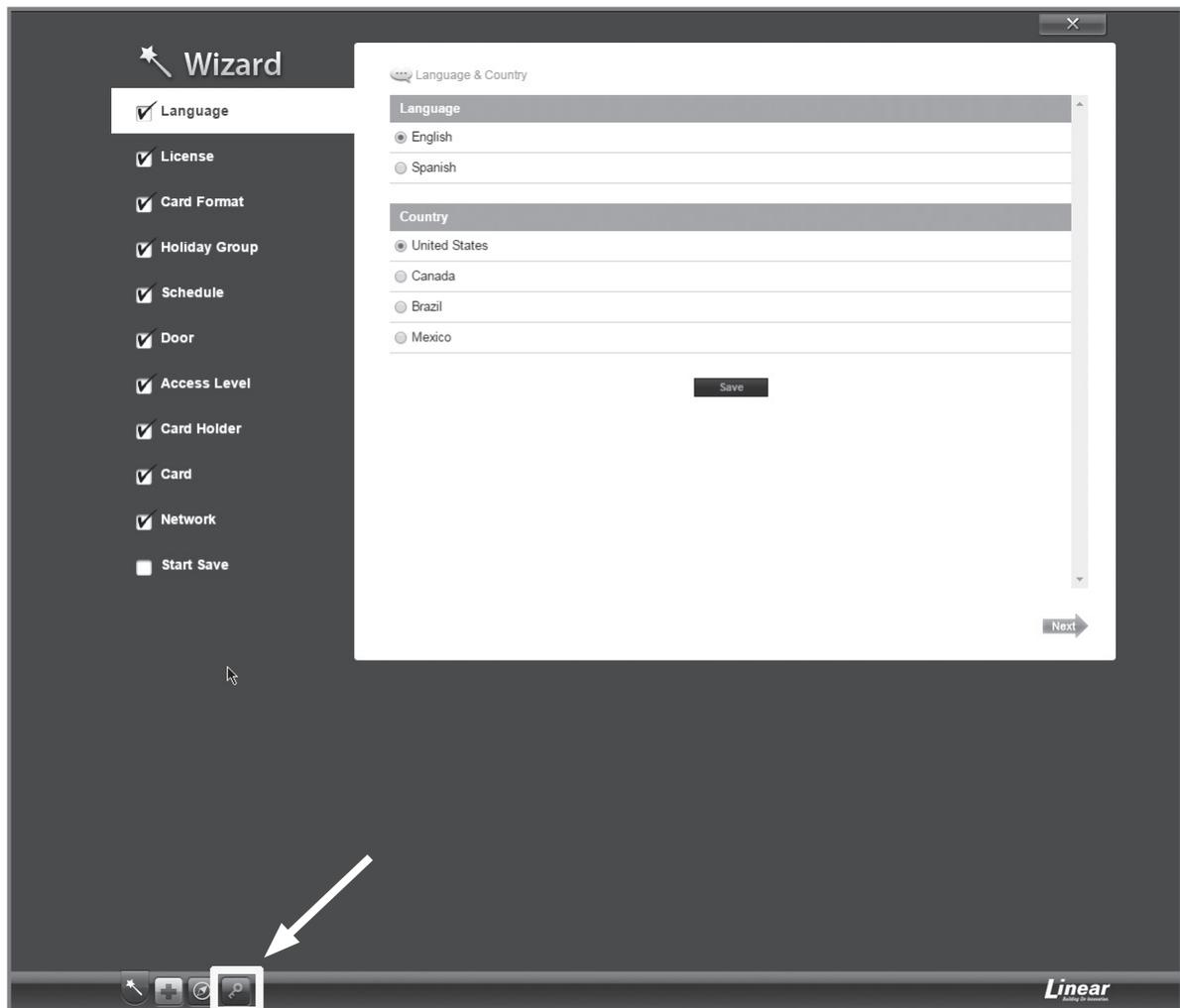
6. Locate the license client key sheet document contained in the manual and hardware packet.

The system now will provide a new license key. When this key is applied to license the panel will convert from a server role to a client role

7. Copy this key so it can be pasted into the license screen.
8. Enter information into the correct fields.
9. Click **Next**.
10. Apply power to TE Display unit.
11. Log into the controller and verify what version system software is running.
12. Log into your system and verify software revisions are identical.

If the software versions are not the same, proceed to the System Settings > Update tab to update units to the same revision.

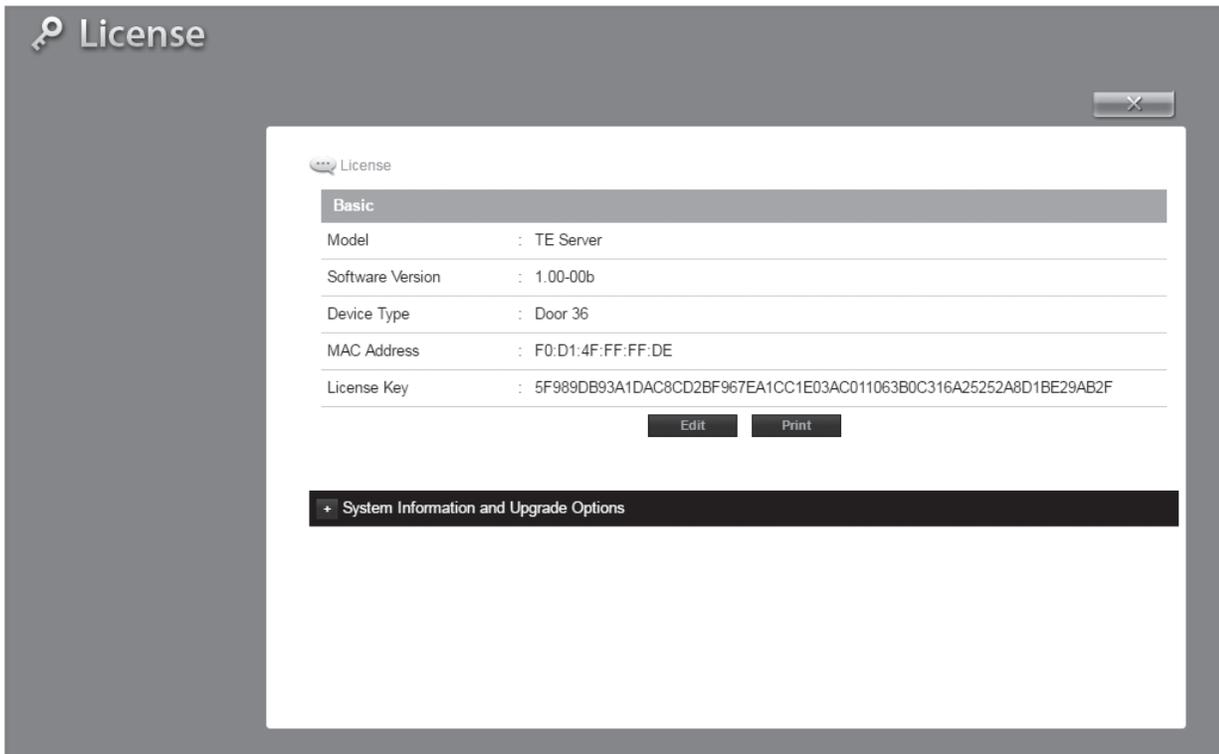
**Default IP address:** 192.168.0.250 (admin/admin).



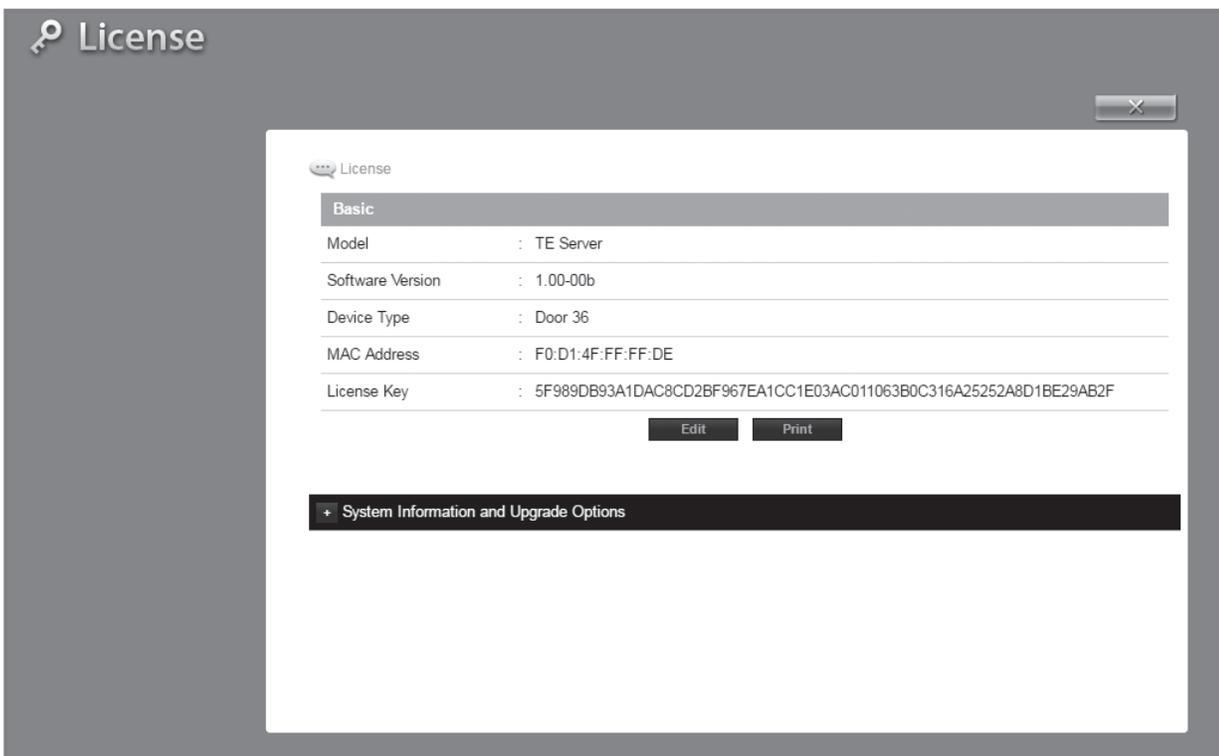
13. Click on the Green Key on the bottom of the page to validate software version and change the license key.

# Controller to Client Conversion (continued)

14. The license page provides *Software Version*, *MAC Address* and **Edit** button to change the license key.
15. Click on the **Edit** button, and paste the new license.



16. Click **Save**.



**NOTE:** The TE Front End is now a client which can be added to the EP Models as an expansion Module. The license screen will now say TE Client.

17. For instructions on how to add a client, refer to the Programming Manual.

# Adding Users

Specific information must be input into the system to establish basic user profile. An access level must be created before a new User can be created. An asterisk (\*) denotes required information.

Perform the following steps to create a new user profile.

1. On the main navigation menu, click **New User** button. The Resident data entry fields will appear.
2. Input relevant data into data entry boxes provided under the Personal section.

**NOTE:** The Phone Number field **MUST** be filled out with a valid phone number in order for the system to provide voice-to-voice connection with incoming calls.

3. In the *Card Enrollment* data entry section, Input relevant data into data entry boxes.
4. The *Card Number* data entry line information can be input manually, or the card can be scanned.
5. In the *Access Level* section, assign the *Type* and *Level* appropriate for user profile.
6. When all data is entered, Click **Save**.

## Add a Card

Individual cards must be entered into the system.

1. Click the **Add Card** button.
2. Input data into data entry boxes provided.
3. Ensure the *Directory Listed* check box is checked.
4. Enter a unique *Entry Code*. The system will notify user if entered code is not valid.
5. In the *Entry Code* section, input a unique entry code.
6. Select an appropriate security Access Level.
7. Click **Save**.

Repeat process for additional new users.

Administration > Resident Help

Type

Type \* : Main Resident ▾

Personal

First Name \* :

Middle Name :

Last Name \* :

Phone Number :

Cell Phone :

E-mail :

Card

Card Enrollment

Auto Scan \* : Door 1 ▾

Card Format \* : IEI 26 Bit Wiegand ▾

Card Number \* :

Key Number :

Card Status \* : Active ▾

Card Type \* : Normal ▾

Access Level

Select Type : Individual ▾

Select Level :

ALL ACCESS

Activation Date \*

Never Expired :  Activation Date :

Inactive Reason :  Expiration Date :

ACCESS Level

No	Card Number	Card Format	Card Status	Card Type
<input type="button" value="Add Card"/>				
<b>Option</b>				
Advanced Option	: <input type="checkbox"/> Use ADA Timing <input type="checkbox"/> Exempt			
Web User Account	: None ▾			
Threat Level *	: LOW ▾			
Do Not Disturb	: <input type="checkbox"/>			
Vacation Mode	: <input type="checkbox"/>	Start Date	: <input type="text"/>	
		End Date	: <input type="text"/>	
		Phone	: <input type="text"/>	
Directory Listed	: <input type="checkbox"/>	Directory Code	: <input type="text"/>	
<b>Entry Code</b>				
Entry Code	: <input type="text"/>			

Entry Code

Entry Code :

Access Level

Select Type : Individual ▾

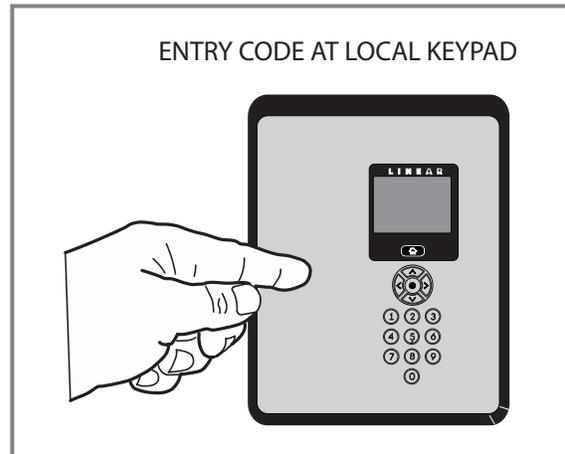
Select Level :

ALL ACCESS

# EP Unit Operation

## Requesting Access with an Entry Code

- Residents have up to 40 seconds to key in their entry code.
- Up to eight seconds are allowed between each keystroke.
- All digits of the entry code must be entered. **Example:** If the entry code length is set for four digits, and the code is 0042, the user must enter “0 0 4 2”.
- If the wrong key is pressed, pressing the  key will reset the keypad. The correct code can then be entered.
- After a correct code is entered, and if the conditions for granting access are fulfilled, the programmed relay will activate for the programmed time.
- If the number of incorrect codes entered exceeds the keypad lockout count, the keypad will be locked and not accept any entries for one minute. This is configurable within the front panel admin settings.
- If the Anti-passback feature is enabled, the entry code will be unusable until the anti-passback time expires.



## Requesting Access with a Wireless Transmitter

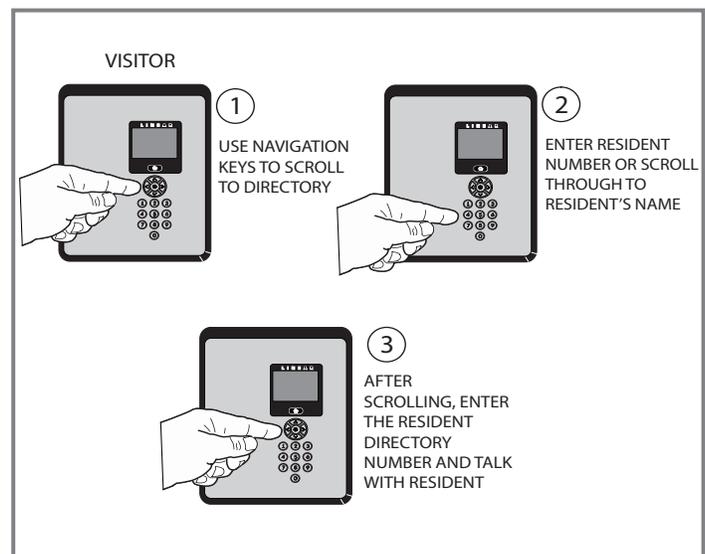
- Activate a wireless transmitter within radio range of the unit's antenna.
- When the transmitter key is pressed, the decoded number is processed like a traditional card or code.
- After a valid transmitter is decoded, and if the conditions for granting access are fulfilled, the programmed relay channel will activate for the programmed time.
- If the Anti-passback feature is enabled, the transmitter will be unusable until the anti-passback time expires.

## Requesting Access with a Visitor Call

- Navigate to *Resident Directory* using Navigation keys.
- Scroll through the alphabet to the first letter of the last name.
- Press **Enter**.
- Scroll through name list to desired entry.
- Press **Enter** to call.
- If the visitor already knows the resident's directory number, they can enter the directory number to call the resident.
- The system dials the resident's telephone number to establish 2-way communications.

**NOTE:** The resident's telephone number will never be displayed to the visitor.

- If the resident is using the telephone at the same time a visitor calls, the display will indicate to the visitor that the line is busy.
- The resident answers the call and converses with the visitor to determine if access will be granted.
- The resident can use their telephone's keypad to grant access activating Relay Channel "A" by pressing . After access is granted, the system will disconnect the call.
- The resident can disconnect the visitor without granting access by pressing  or by hanging up.
- The length of time the visitor is allowed to talk can be programmed from 30-300 seconds.



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## Limited Warranty

This Nortek Security & Control LLC product is warranted against defects in material and workmanship for twenty-four (24) months. **This warranty extends only to wholesale customers** who buy direct from Nortek or through Nortek's normal distribution channels. **Nortek Security & Control LLC does not warrant this product to consumers.** Consumers should inquire from their selling dealer as to the nature of the dealer's warranty, if any. There are no obligations or liabilities on the part of Nortek Security & Control LLC for consequential damages arising out of or in connection with use or performance of this product or other indirect damages with respect to loss of property, revenue, or profit, or cost of removal, installation, or reinstallation. All implied warranties, including implied warranties for merchantability and implied warranties for fitness, are valid only until the warranty expires. This Nortek Security & Control LLC Warranty is in lieu of all other warranties express or implied.

All products returned for warranty service require a Return Authorization Number (RA#). Contact Nortek Security & Control Returns at 1-855-546-3351 for an RA# and other important details.

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## FCC Notice

Changes or modifications not expressly described in this manual or approved by the manufacturer could void the user's authority to operate the equipment.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

For Technical Assistance contact Nortek Security & Control at (800)-421-1587 or (760)-438-7000

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