

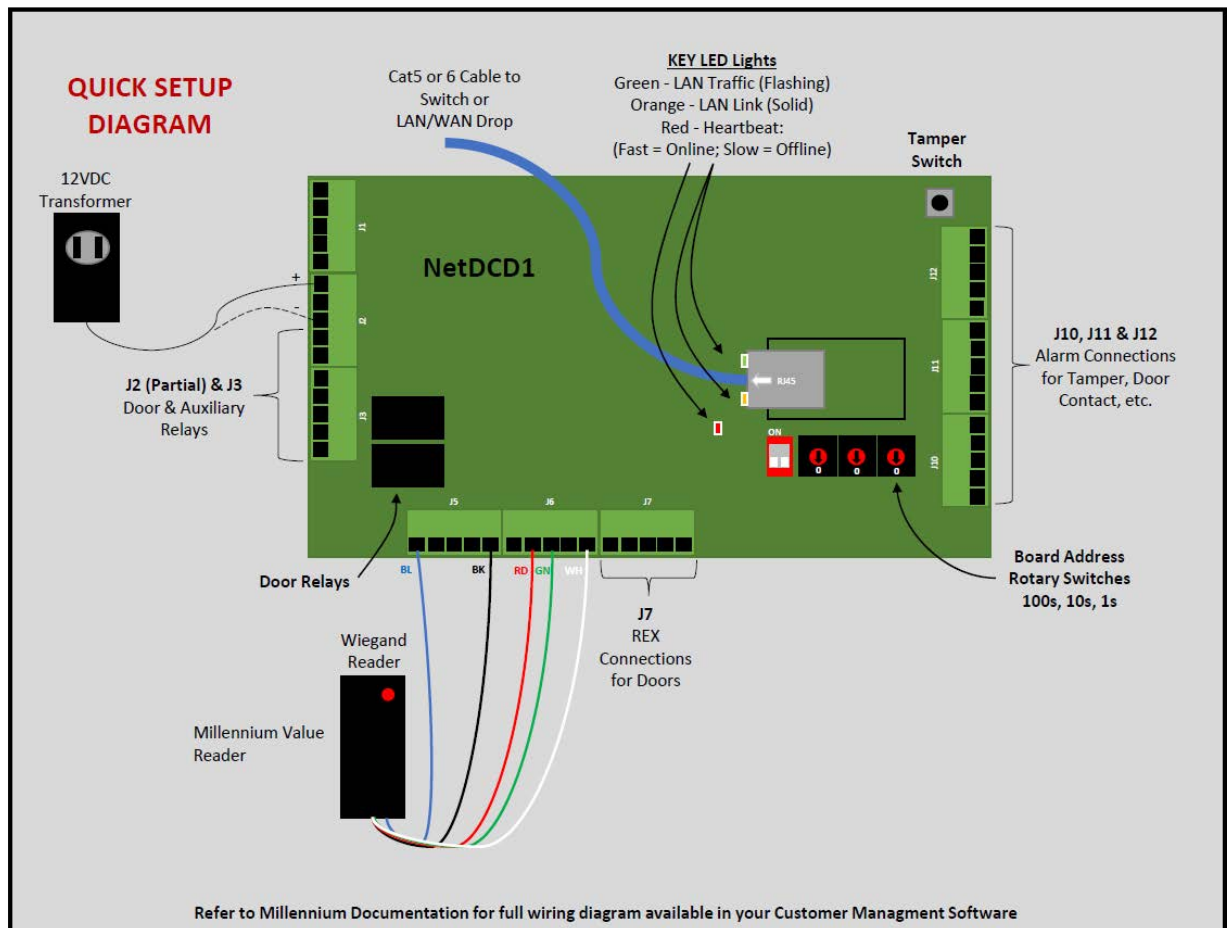
Millennium Basic 1-Door Kit Training and Setup

Items Required:

- 1) Millennium 1-Door Kit
- 2) Millennium Configurator
 - a. Link: https://s3.us-east-2.amazonaws.com/download.mgiaccess.com/MillenniumConfigurationTool/MillenniumConfigurationTool_2.5.zip
- 3) Email from Millennium Tech Services

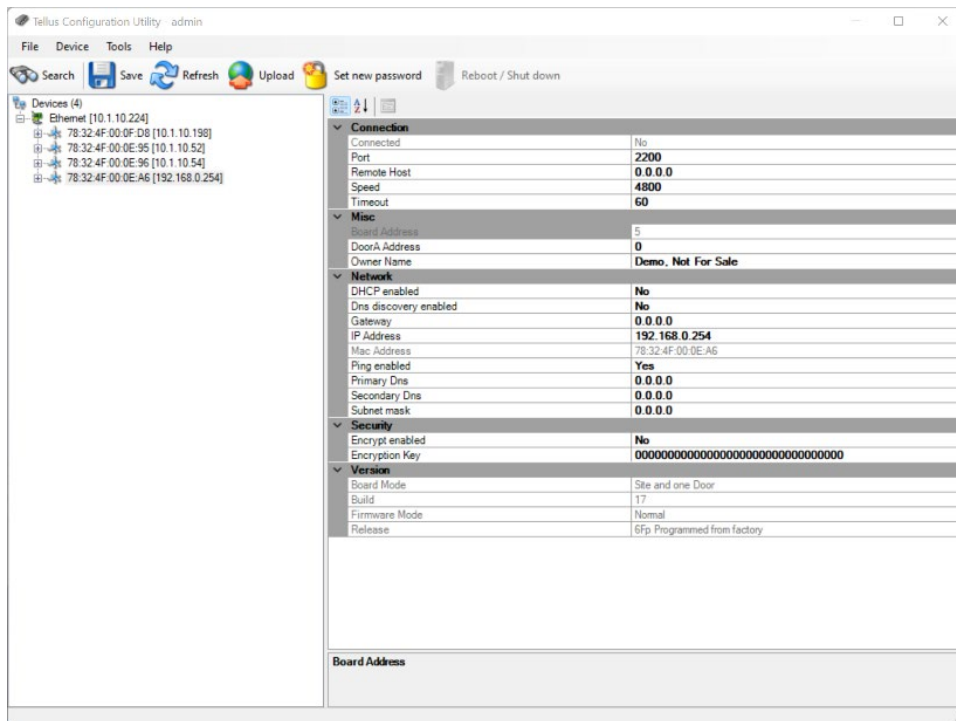
Hardware:

- 1) Verify Kit contents:
 - a. Enclosure
 - b. One Controller Board mounted in enclosure
 - c. Power Supply: Plug-in transformer
 - d. Key for lockset in enclosure
 - e. Wiring Diagram/Service Bulletin
- 2) Preliminary Cabling:
 - a. Power
 - i. Connect plug-in transformer leads to NetDCD1
 - ii. Connect plug-in transformer to wall power to power up Kit
 - b. Communication (LAN/WAN)
 - i. Connect Cat5/6 Cable for LAN & WAN connection to RJ45 Jack on NetDCD1
 - ii. Connect Cat5/6 Cable to LAN switch
- 3) Quick Check:
 - a. NetDCD1 should have a red flashing light near the RJ45 connector to verify board has power and is ready to configure

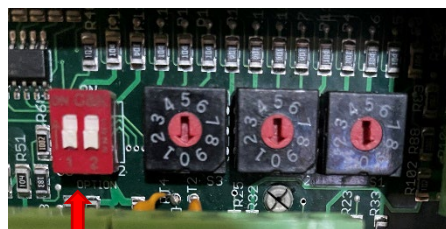


Millennium Configurator:

- 1) Download the Millennium Configurator (from the link above):
 - a. Once you have the App downloaded, find the only “Application” in the folder = “TellusConfiguration”
 - b. Right Click the app in the folder and send it to the desktop as a shortcut for easy access on future uses
 - c. Double Click the App to run
 - d. The username and password are “admin” and “admin”
 - e. The App will automatically search the LAN for all Millennium IP Controllers when you first run it
 - i. All Millennium IP Controllers begin with the same 6 Characters: 78 32 4F
 - ii. You will also see that each Controller has an IP address assigned to it
 - f. Click on the Controller you wish to configure from the list on the left side of the screen
 - g. All of the configuration information for the Controller you select will appear in the right half of the screen:



- h. You will need to update the default settings to configure your new controller:
 - i. Connected: This will remain “No” until you update the boards settings
 - ii. Port: Change “2200” to the port number given in your email from Millennium
 - iii. Remote Host: Change the “0.0.0.0” to “3.13.171.81”
 - iv. Speed: This should be “38400”
 - v. Timeout: Always 60; don’t change without Tech Services direction
 - vi. Board Address: Whatever you set the Rotary Switches to; the Configurator shows what you set
 - vii. REMEMBER: Rotary switches are read from the DIP switches and away, so:



DIP Switch 100s 10s 1s

OR



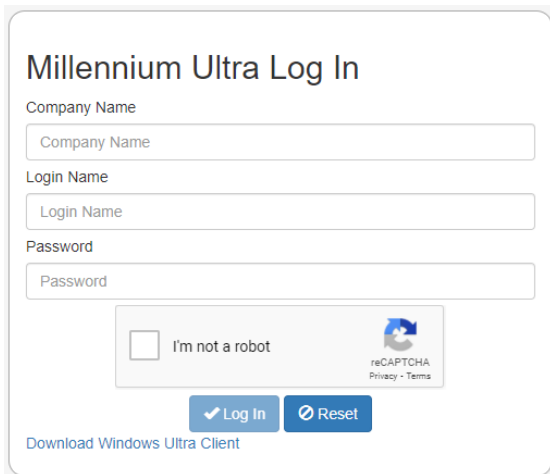
1s
10s
100s
DIP Switch

- viii. Owner Name: Type in a word or two describing the site, such as “ABC Tax”
 - 1. It must match a field in the software that you will fill-in later as to case, spaces, etc.
- ix. DHCP: Choose “Yes” to make sure you have a valid address on the LAN
- x. DNS: Choose “Yes” to make sure you have a valid gateway and DNS Server
 - 1. Once you receive an IP address, change the DHCP setting to “No”
 - 2. Verify you have received DNS server info, if not, use “8.8.8.8” and “8.8.4.4”
- xi. Good practice: Leave “Ping Enabled” set to “Yes” so you can ping the board if you ever need to
- xii. Click on “Save” button
- xiii. Verify that you see a LAN address in the top box for the “Connected” field

Millennium Software:

1) LOAD THE CLIENT APP:

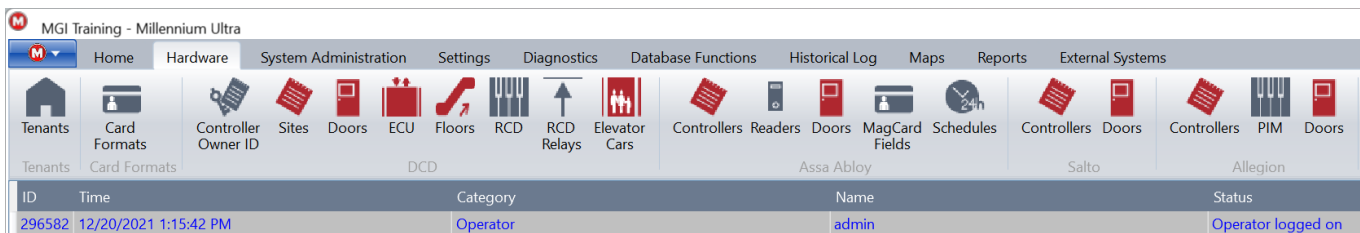
- 2) Using a browser on a computer or tablet to enter the url in the Millennium Email:
- 3) When the Login Screen appears, click on the “Download Millennium Client” link at the bottom left of the login box.



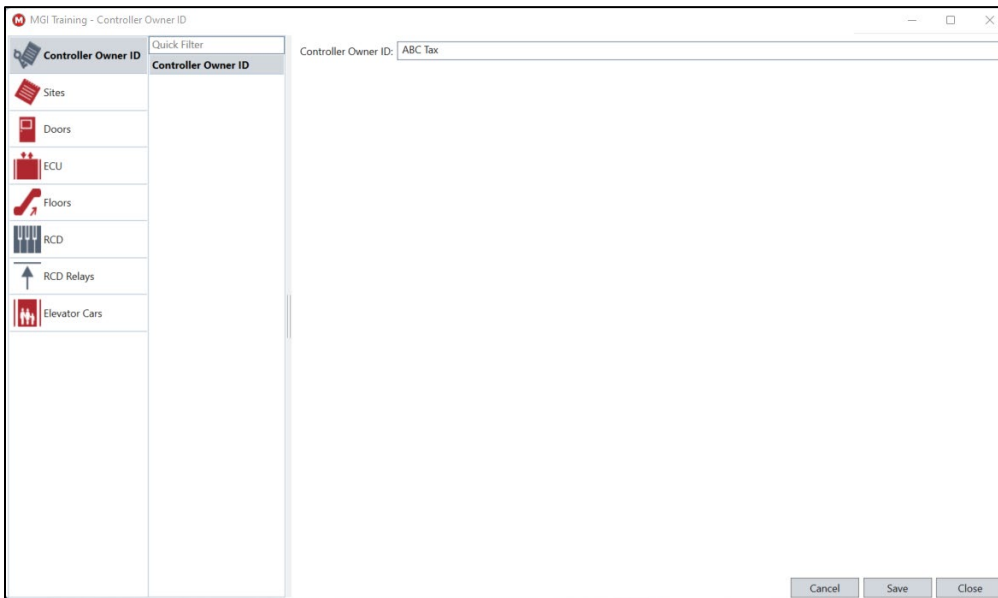
- 4) Download the Millennium Client App
 - a. You may have to override your security settings to allow it to install
- 5) Once you have the Millennium Client App installed, double-click on the Desktop icon to run the app
- 6) Using the information in the Millennium Email, login to the App with that info
- 7) Change the Password to whatever you will remember

8) CONFIGURE THE SOFTWARE

- 9) Once in the software, find the “Hardware” Tab near the top left of the navigation tab choices

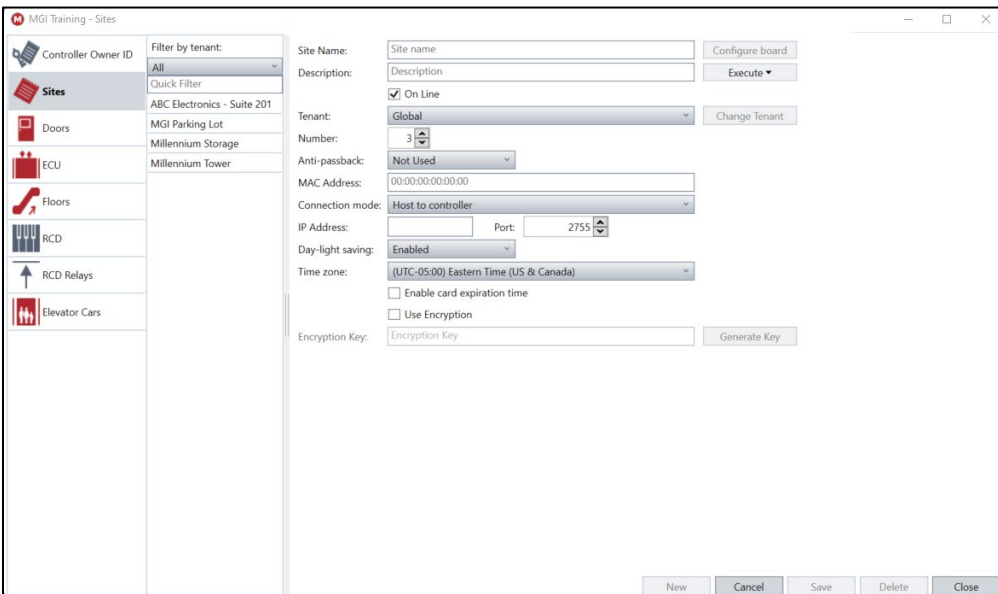


- 10) Then Click on “Controller Owner ID”
- 11) Enter the Owner ID you entered into the Millennium Configurator, our example was “ABC Tax” from above



12) And then click on Save, and then close

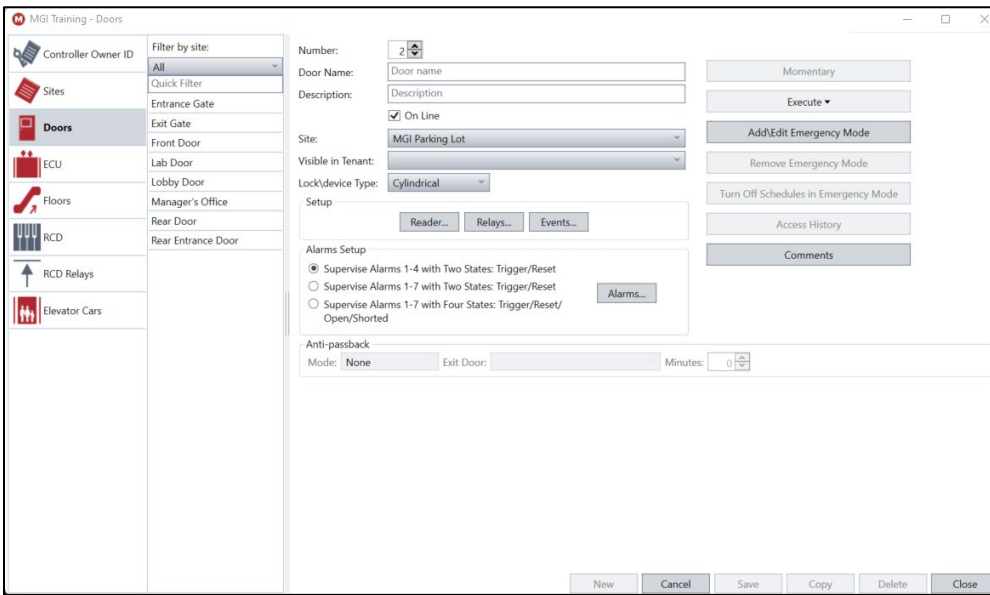
13) Next, Click on "Sites"



14) We will enter key fields to get quickly configured:

- a. Give the Site a Site Name, such as "ABC Tax 1" or whatever you want to describe the location
- b. Skip down to "Number" and verify it is the same as the Rotary Switch Address on the Controller Board in the Kit
- c. Skip down to "Connection Mode" and verify the selection is set to "Controller to Host"
- d. Type in the Port Number you entered into the Millennium Configurator or from the Millennium Email
- e. And then Click on Save, and then Close

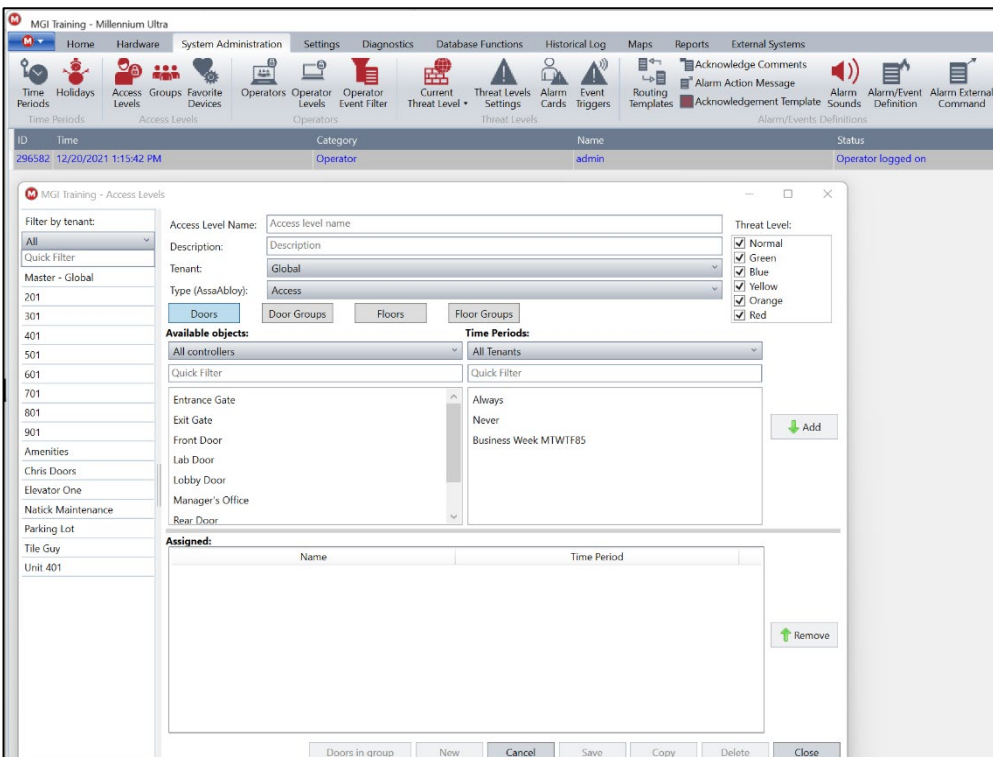
15) Next, Click on “Doors”



16) We will enter key fields to get quickly configured:

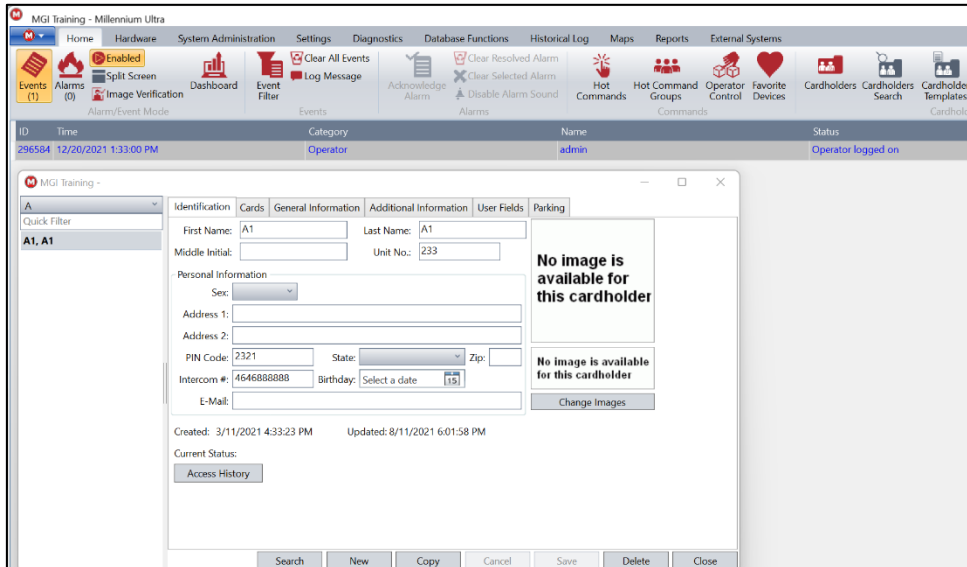
- a. Verify “Number” is the same as the Door Address found in the Millennium Configurator
- b. Give the Door a Name, such as “Front Door” or whatever you want to describe the door
- c. Skip down to “Lock\Device Type” and choose the type of door hardware is installed on the door
- d. Click on “Reader” and set the Reader to “Wiegand” and the “Card Formats:” to “Wiegand 26 FC 1”
- e. Click on “OK”
- f. Then Click on “Relays” and change:
 - i. “Relay Mode” to “Valid User”
 - ii. “Activation Time Period to “Always”
 - iii. “Seconds Active to “3” or “5”
 - iv. If a Maglock, Click the box for “Allow REX to Activate Relay”
 - v. Click on “OK”
- g. And then Click on Save, and then Close

17) Next, find the “System Information” Tab at the top of the screen



- a. Click on “Access Levels”
- b. Give the Access Level a name
- c. Move down to “Available Objects” and you will see the two doors you created above
- d. Click on the door you created earlier, make sure the “Time Period” is set to “Always” and click “Add”
- e. Verify your door appears in the “Assigned” box below
- f. Click “Save” and then “Close”

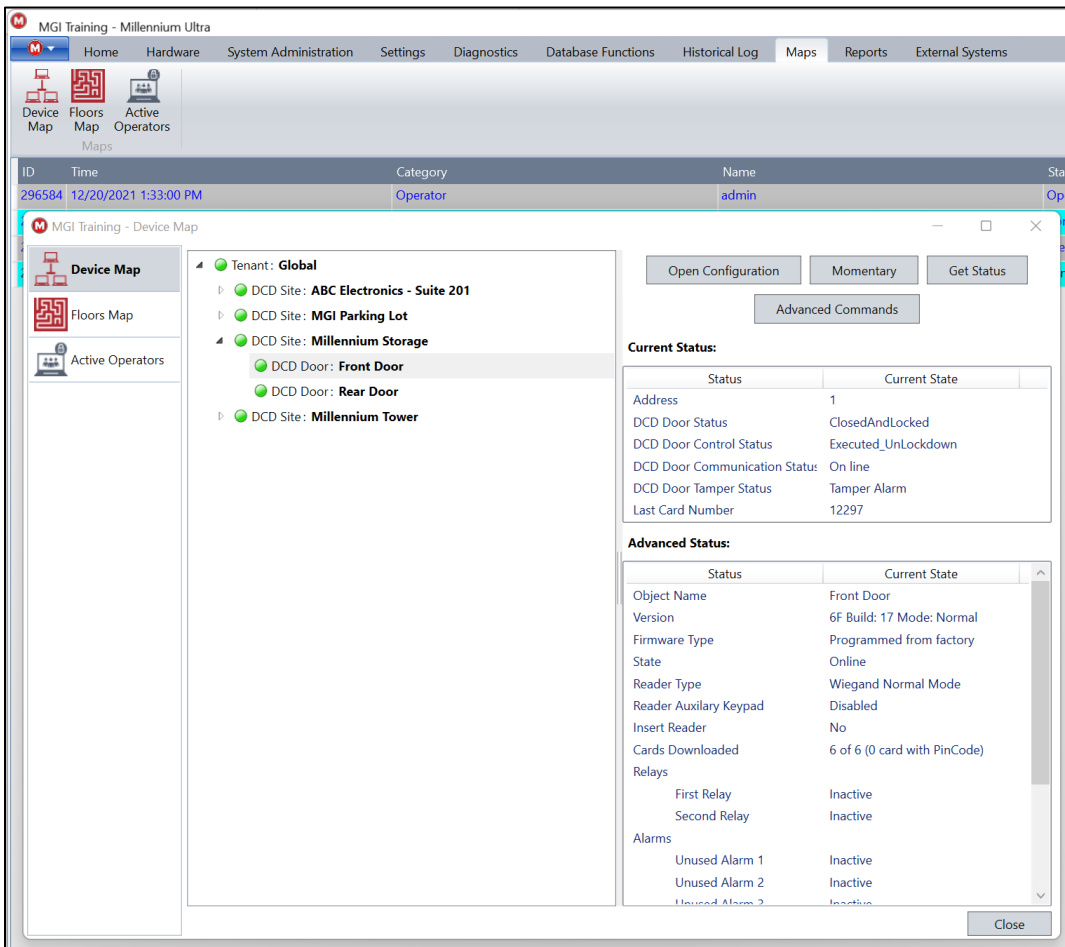
18) Find the “Home” Tab at the top left of the screen



- a. Click on “Cardholders”
- b. Quick setup of 10 required fields for a Cardholder:
 - i. Identification Tab:
 1. First Name
 2. Last Name
 3. Employee ID (Anything you want)
 - ii. Cards Tab:
 4. Encoded Card No.
 5. Facility Code
 6. Activation Date:
 7. Expiration Date:
 8. Check Active Box
 9. Card Format (Wiegand 26 FC 1)
 10. Access Level 1 (Click in Box below “Access Level 1” and select Access Level you created earlier)

17) Click on “Save” and then “Close”

18) Finally, find the “Maps” Tab at the top right of the screen:



- i) Click on "Device Map"
 - ii) You will see the Site you created earlier
 - iii) Click on the arrow to the left of the Site to expand the tree to show you the door you created
 - iv) All of the status circles to the left of each item should be green and ready to go!
 - v) Test door by selecting the door and then click on "Momentary" on the right side of the screen:
 - 1) You should hear the relay click on the Controller
 - 2) You should see the relay light come on near the relay on the Controller
- 19) If you have installed a reader using the Wiring Diagram above:
- i) Present your card or fob to the reader:
 - 1) Verify the Reader beeps
 - 2) The door relay clicks
 - 3) The relay light comes on

You are all set!

BONUS CONTENT:

- 1) Mobile Credentials [Ultra Mobile Credential (UMC)]
 - a. To make Doors available to the UMC Client on a Smartphone:
 - i. On the Main Nav Bar, click on "Home" and then "UMC Doors & Floors"
 - ii. Once you have decided which doors will be available to Cardholders on the UMC Client app, click on them in the left side of the window and then click the "Add" Button in the middle or, if you are going to make all of your doors available to UMC Client, click "Add All" and click "Save"
 - b. To assign a UMC Credential to a Cardholder to use on a Smartphone:
 - i. Go to Cardholders
 - ii. Find the Cardholder you wish to assign a UMC to

- iii. Verify the Cardholder has an email by clicking on the “General Information” Tab in Cardholders
- iv. Verify a valid email in the “Company E-mail” Field, if not enter one and click on Save
- v. Click on the Card Tab and select the Credential [Card 1, Card 2, or Card 3] that the UMC will be linked to
- vi. Click on the “UMC Registration” Button
- vii. If you receive a successful email send, you are ready to setup the UMC on the Smartphone
- c. Setting up UMC App on a Smartphone:
 - i. Open email from UMC Portal on the Smartphone to be used
 - ii. Click on the link for the Store of your phone type: iOS or Google
 - iii. Click on “Get” button and then “Open” button when download is complete
 - iv. To setup the UMC Client app on the Smartphone
 - 1. On the “Welcome to UMC” Screen, Click “Next”
 - 2. On the UMC Portal Screen, Click “Next”
 - 3. On the Registration Screen, fill out:
 - a. First Name
 - b. Last Name
 - c. Email
 - 4. For the Registration Token field, switch apps back to your email app and the email from UMC Portal
 - 5. Just below the iOS and Google links for the app is the Registration Token
 - 6. Click on the token until the Copy/Paste applet pops up and click on “Copy”
 - 7. Switch back to the UMC Client app and click in the Registration Token field until the “Paste” applet pops up and click “Paste”
 - 8. Then click on “Next” at the bottom of the screen
 - 9. Then you will create a PIN code to protect the app in case your phone is stolen
 - 10. Then Click “Next”
 - 11. On the “Init is Complete” screen click on “Close”
 - 12. This will return you to the app sign-on screen
 - 13. Enter your PIN Code and Click “Authenticate” Button
 - v. Setting up App for your doors
 - 1. Click on the Menu bars in the upper left of the app screen to drop down the menu
 - 2. Click on Doors
 - 3. And then Click on the green refresh arrows in the bottom right to load your doors
 - 4. Once you have your doors on the screen, you can add a few of them to your favorites screen, which opens first when you open the UMC Client app
 - a. Simply click on the three vertical dots on the right of a door you want to add to Favorites
 - b. Change the Name if you want to and then click “Confirm”
 - c. The Door will then appear with a Red Heart on it confirming it is now on your Favorite list
 - d. Continue to add up to 4 or 5 more doors if desired
 - 5. Then click on Favorites
 - 6. And you will see the doors you added to your Favorites for quick reference and unlocking

And you’re all set!