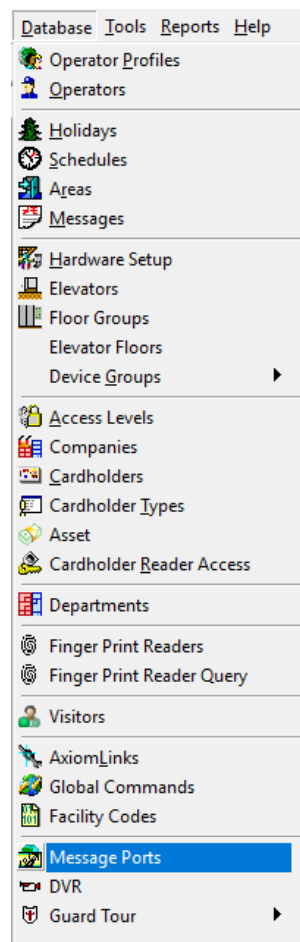


Technical Guide TGAV19

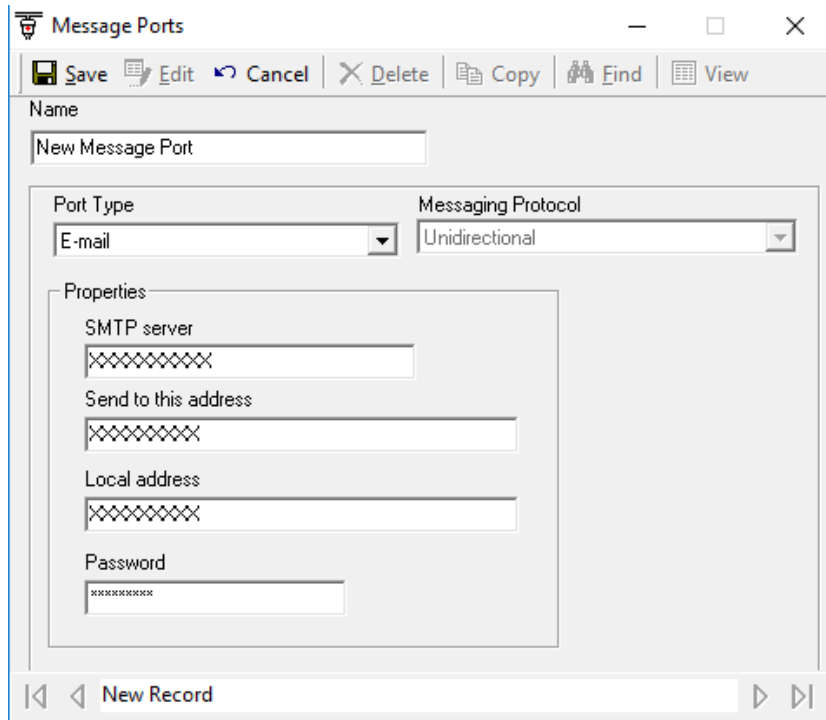
Setting up Message Ports for Email Notification

For E-mail messaging to work a CommsServer and a MessageServer must be installed on a computer with Internet access. Devices whose events are to be sent as E-mail messages need to be on Networks connected to the CommsServer on the Internet-enabled computer.

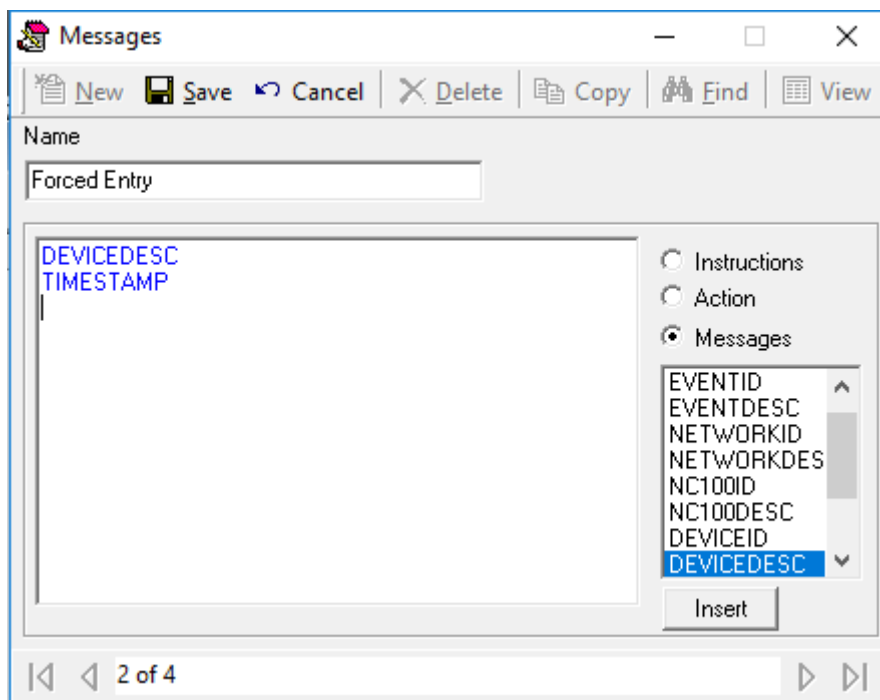
- Select Database - Message Ports



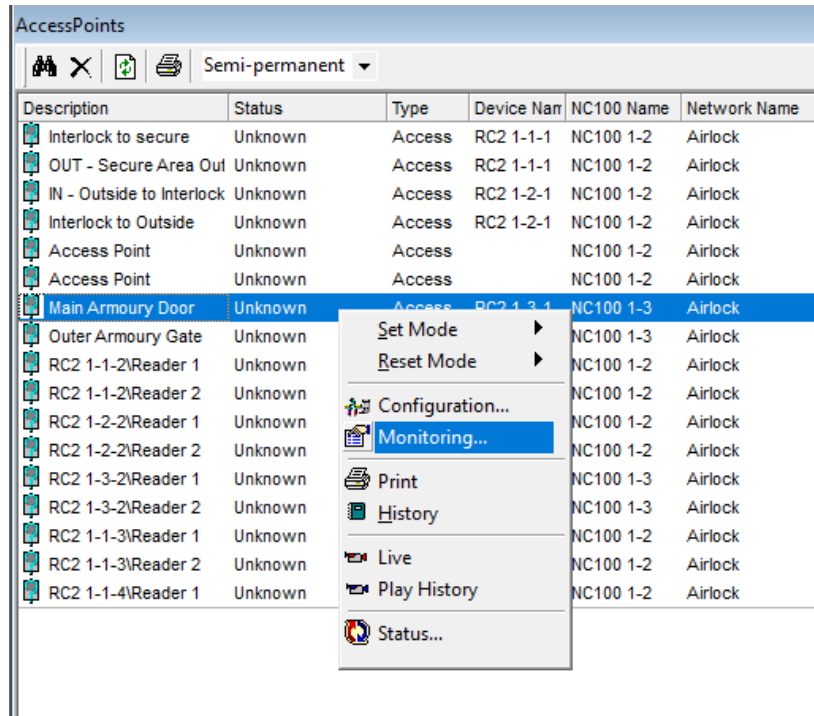
- Select **New** and give the Message Port a name, such as Email Alert or Email Alarm. Set the Port Type to Email. E-mail ports need an SMTP server, a destination address (the address the email alert will be sent to,) a local address (the address the email is to be sent from) and a password, if applicable. See screenshot on next page for reference.



- Once the information has been entered, select Save.
- Next, we need to create some Messages, such as Forced Entry, Door Held Open, Access Denied or Lockout Alarm. Go to Database – Messages.
- For this example, we will create a Forced Entry Message. Name the Message accordingly, then select messages from the right-hand side, highlight a message such as TIMESTAMP or DEVICEDESC and select Insert to send those messages over to the left-hand window. DEVICEDESC will add the Access Point name to the notification email, and TIMESTAMP will include the time stamp that the alarm occurs.



- Now browse to the Access Point, Input or Output to be monitored which email alerts to be sent about. In the following example, we will demonstrate setting up email notification for a Forced Entry Alarm on an Access Point.
- Select Access Points (for this example, Inputs or Outputs could also be selected) from the System Status bar, then find the Access Point, Input or Output to be monitored. Right click on the desired item, and select Monitoring.



- Select the ASCII tab, and select the type of event to be monitored from the available options down the left-hand side. We are demonstrating a Forced Entry Alarm, so we selected Forced Entry, applied the message Forced Entry. Under Port you should find Email, and then apply a monitoring schedule to that port. We used Always 24/7, so the Forced Entry Alarm is being monitored 24/7 and will send an email if that event occurs on that Reader at any time. A schedule between 2300 and 0800 could be used to monitor Access Points overnight, for example.

