

# AMS Initial configuration: screenshot-based guide



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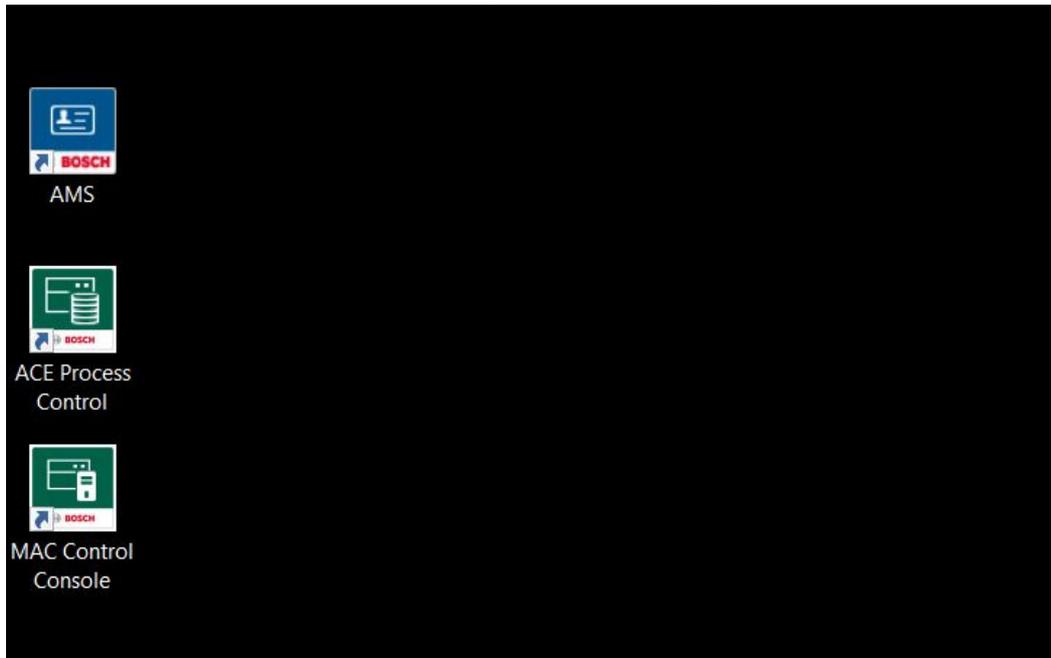
# 1 Initial configuration

## 1.1 Disclaimer

This simple screenshot-based guide is primarily for familiarization purposes. It uses only default settings. For the specialized settings required by production systems, consult the main installation guide for the product.

## 1.2 Configuring an entrance

1. When AMS is installed, three shortcuts appear on the desktop.



2. Open the *AMS* shortcut and log in with the default username and password, which are both *Administrator*.
3. The system prompts you to change the default password.
  - **IMPORTANT:** Make careful note of the new password!

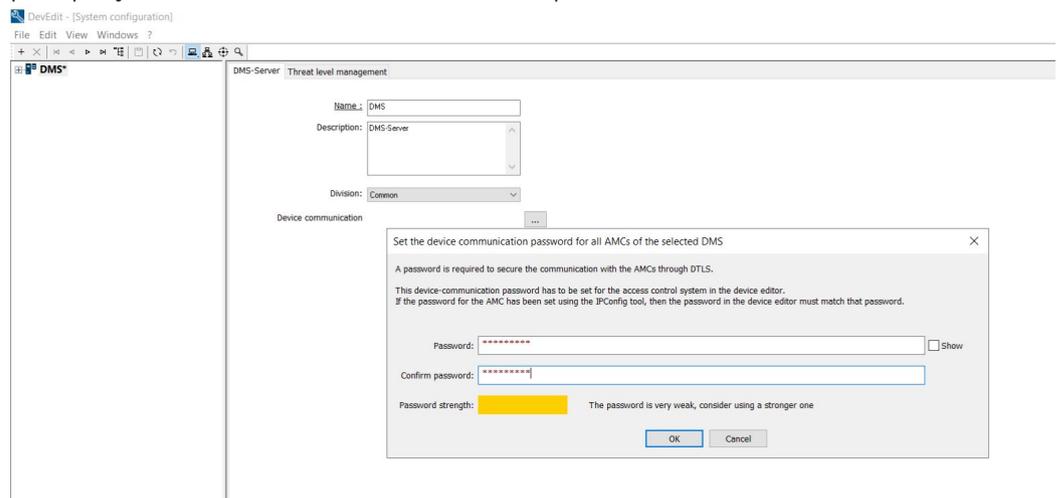
- The AMS main menu opens.

Access Management System: Main menu [Administrator] (Demo mode expires: 11/29/2021 05:16:11 PM)



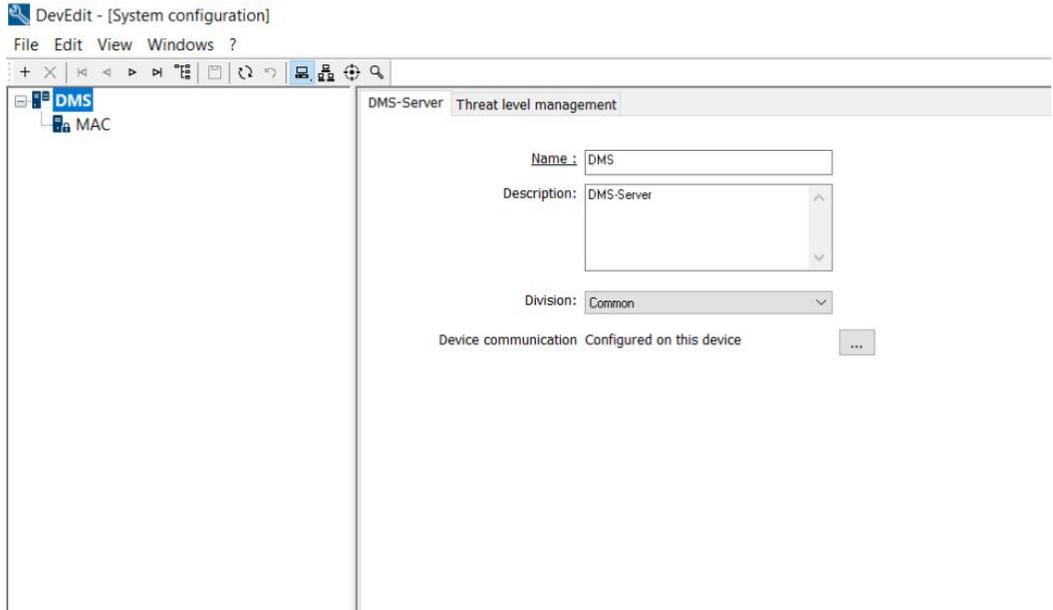
- In the AMS main menu, click **Configuration > Device Data**.

The device editor window opens over the AMS main window, and a popup window prompts you to enter a Device communication password.

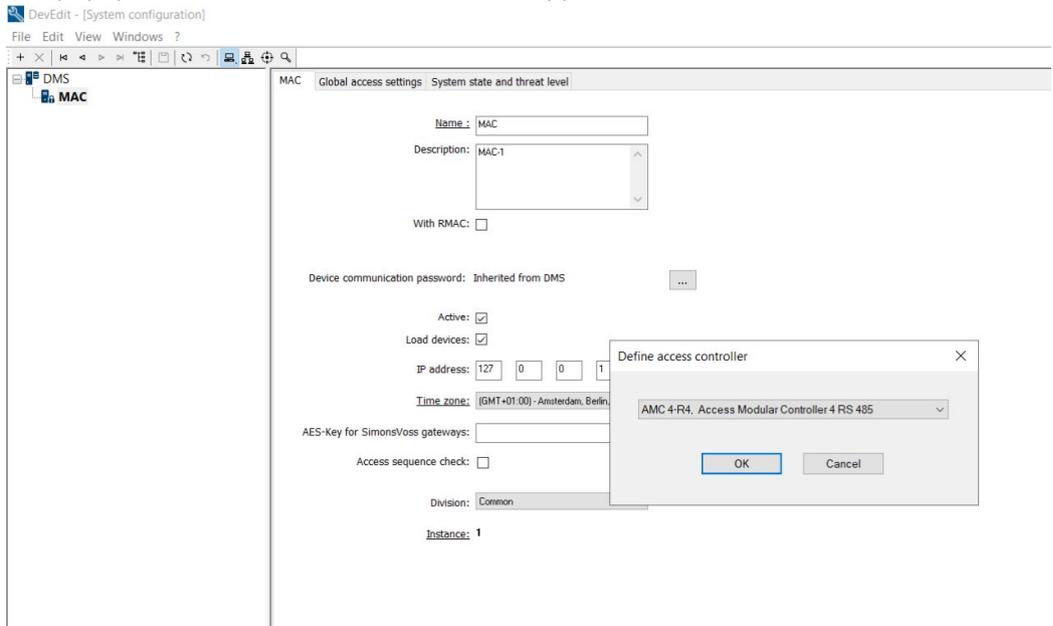


- Enter a new DCP (Device Communication Password) to secure the communication with the AMCs. Use the password strength indicator, because this password is crucial to the security of the entire system.
  - IMPORTANT:** Make careful note of the new password!

- 7. Click the **+** box to the left of the **DMS** icon, to unfold the hierarchy.

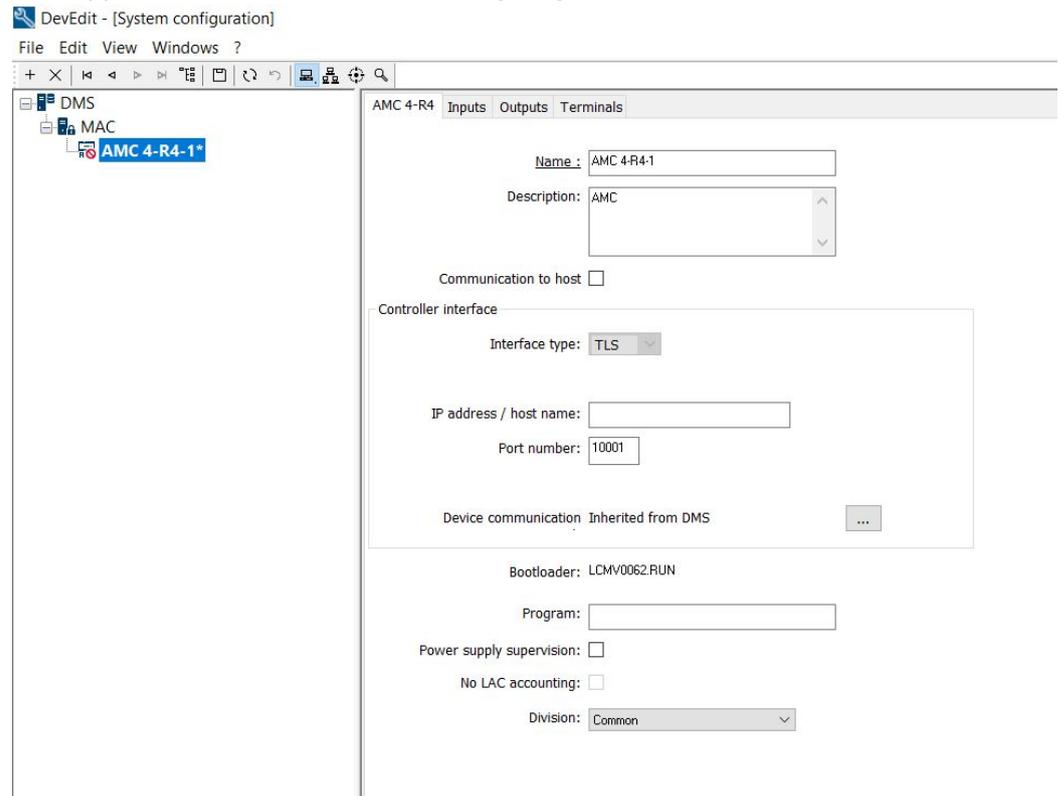


- 8. Right-click **MAC** and select **New object** from the context menu. The popup window **Define access controller** appears.



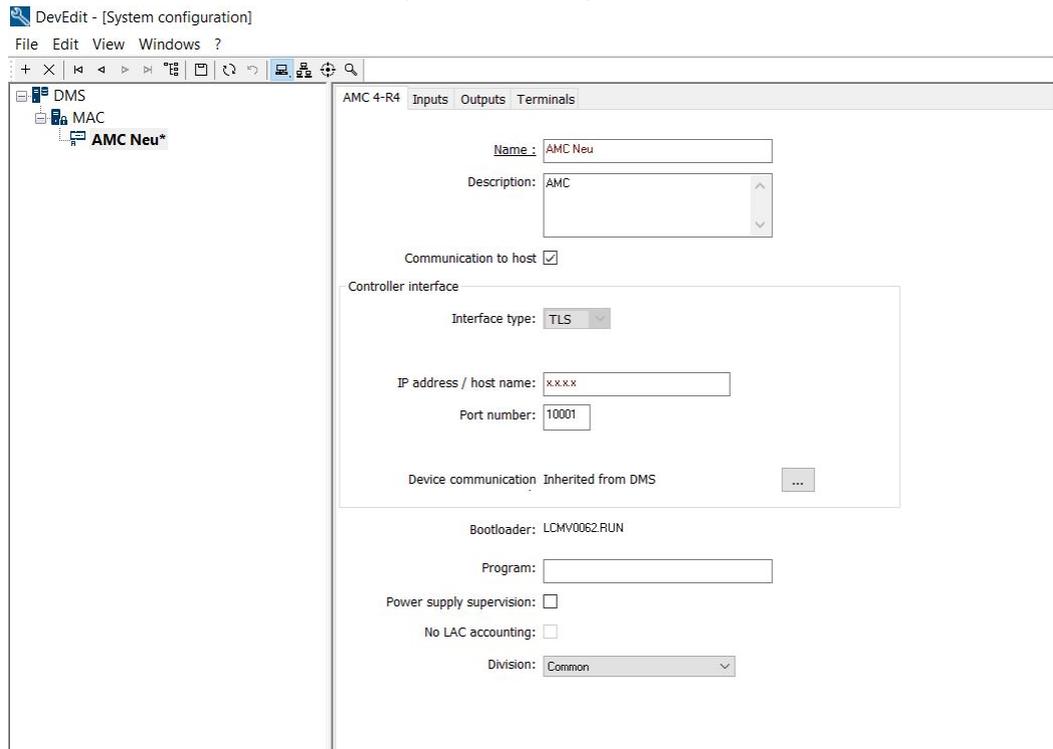
9. Select from the drop-down menu in the popup window the type of AMC that you wish to connect, and click **OK**.

Tabs appear in the main window for configuring the AMC door controller.

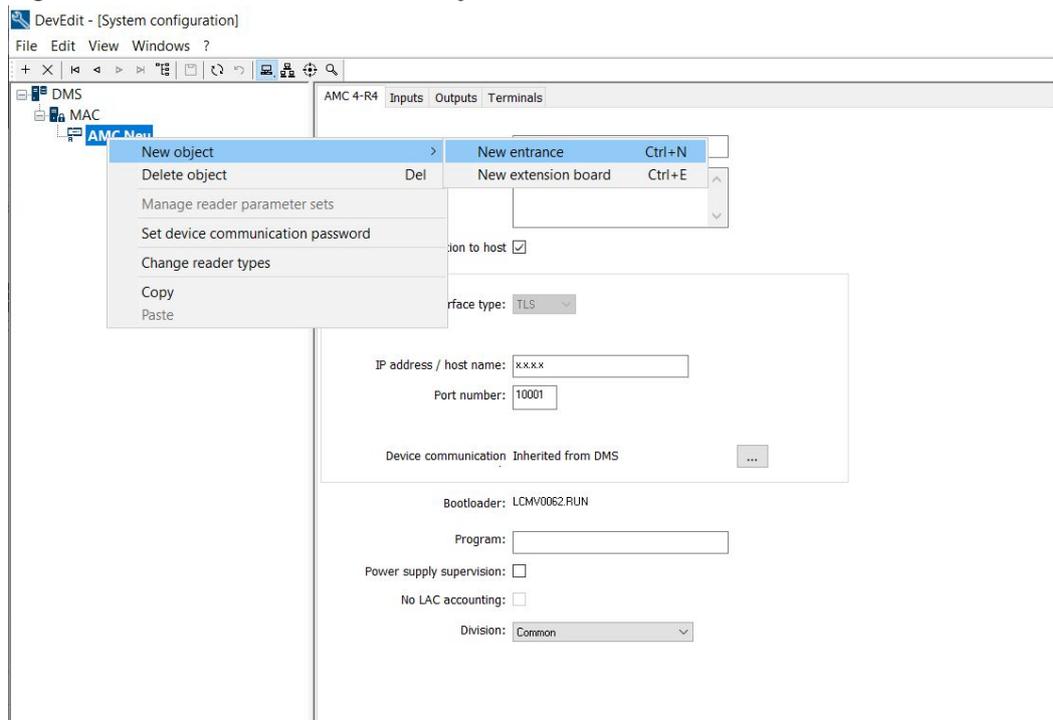


10. Enter the name of your AMC and its IP address or hostname as per your infrastructure plan.
  - If the AMC is physically connected to the network, select the **Communication to host** check box.
  - Otherwise leave the check box clear until the AMC is fully configured in software and hardware.

- Click  (diskette icon) to save your work at any time.



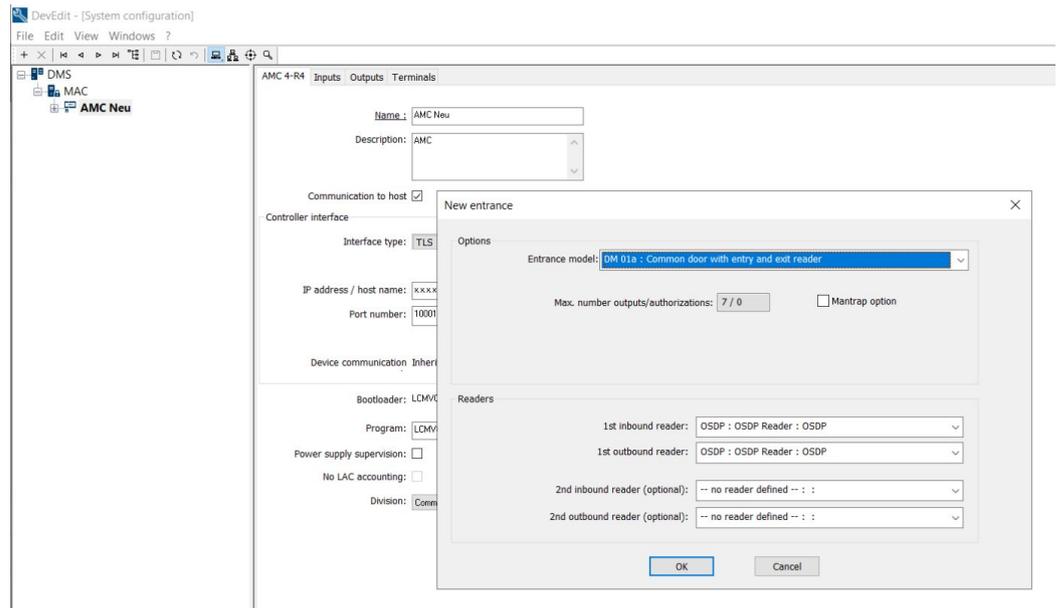
11. Right-click the AMC and select **New object > New entrance**.



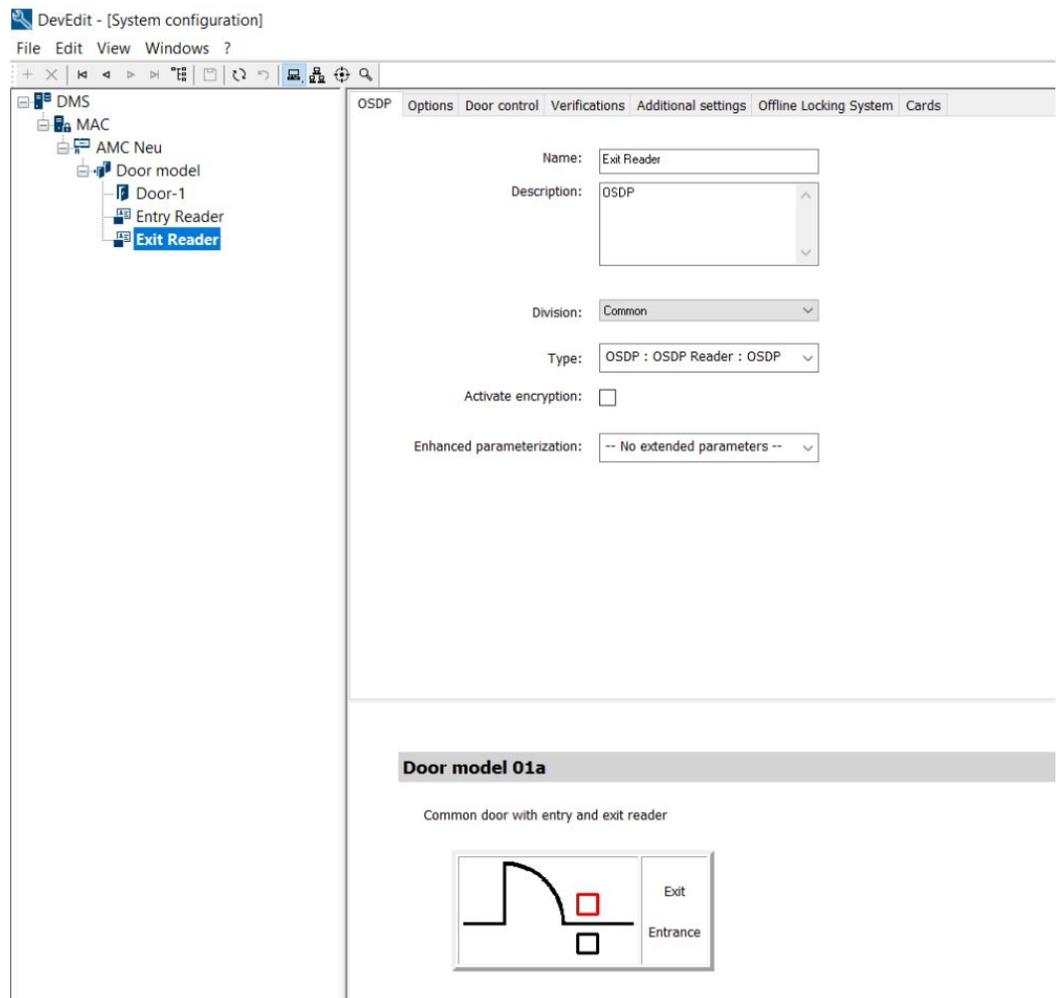
12. The **New entrance** dialog appears. Select an entrance model from the drop-down list. The various door models are described in the manual or online help **AMS configuration and operation**. From their respective drop-down lists, select the first inbound and outbound reader types

that you plan to connect to your AMC.

Click **OK**.



- The device tree displays the door model and subordinate door and readers.



- Accept the defaults or enter names for your door model, door and readers, plus a description (optional).

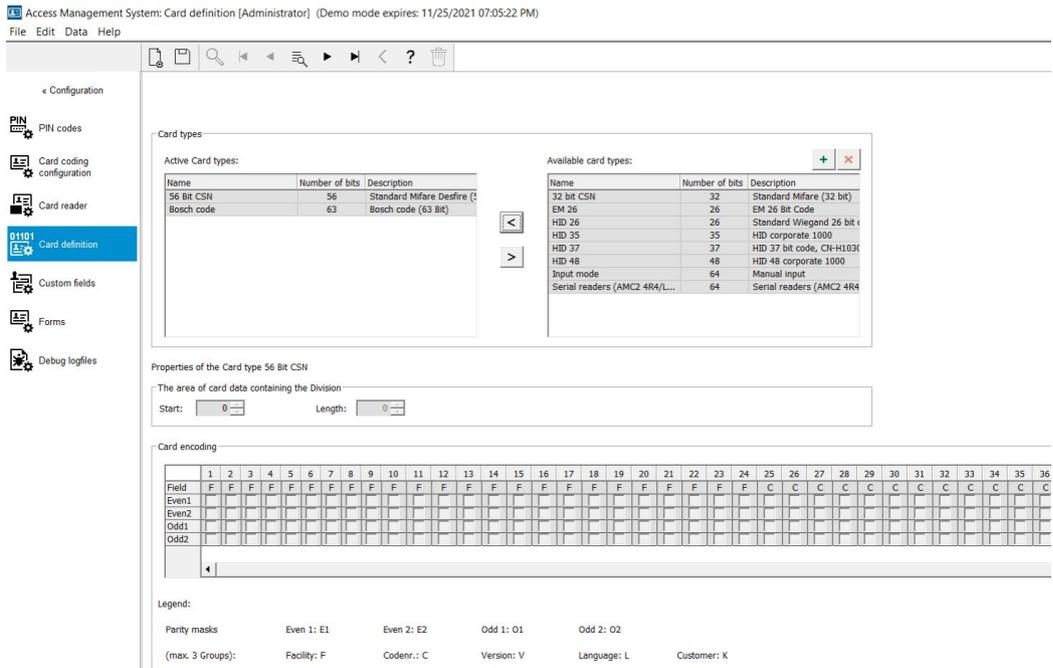
15. Click  (diskette icon) to save the configuration.
16. Close the device editor window.  
You return to the main menu.

### 1.3 Defining card types

1. In the main menu, click **Configuration > Options > Card definition.**



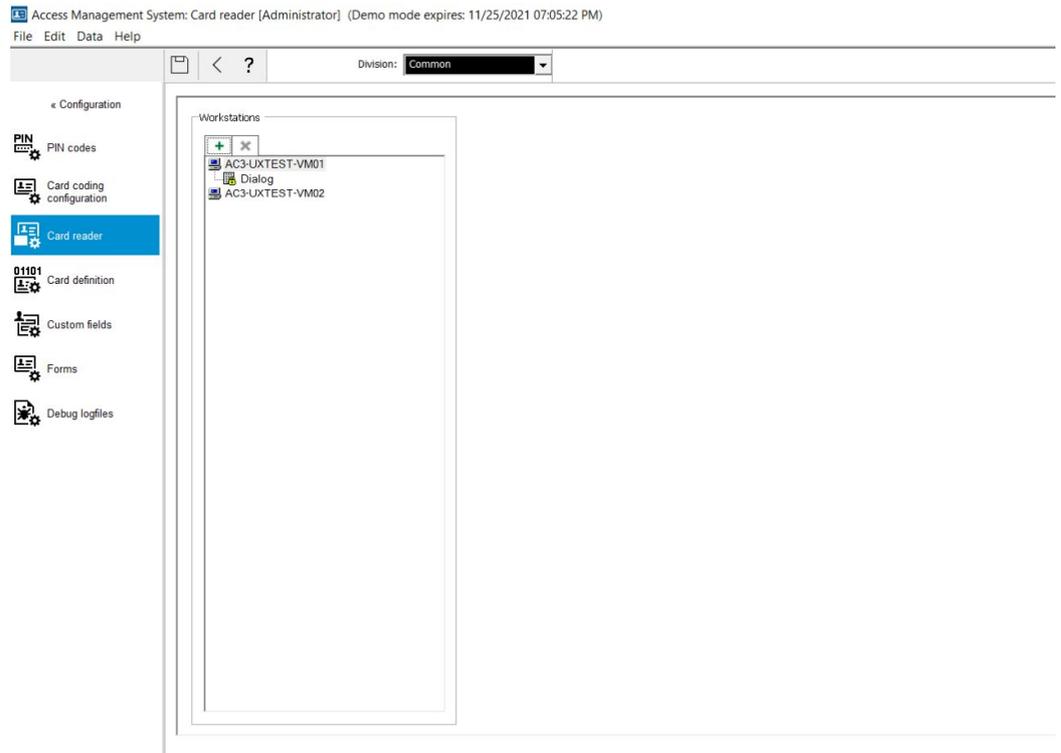
2. In the **Card definition** dialog, select the card types that your system requires from the list **Available card types**. Use the arrow keys to move the desired type or types to the **Active card types** list.



3. Click  (diskette icon) to save the configuration.

## 1.4 Configuring an enrollment reader

1. Select main menu > **Configuration** > **Options** > **Card reader**



2. Select the correct workstation and click the green **+** icon in the **Workstations** pane. Select the type of enrollment reader that you have, or select reader type “Dialog” as the default basic reader.
3. Click  (diskette icon) to save the configuration.

## 1.5 Configuring persons with cards and authorizations

1. Go to the main menu.

 Access Management System: Main menu [Administrator] (Demo mode expires: 11/29/2021 05:16:11 PM)

File Edit Data Help

 Personnel data

 Visitors

 Guard Tours

 Tour monitoring

 System data

 Reports

 Configuration

2. Go to **System data > Authorizations**.

- Click  to add an authorization. Enter a name for the authorization. Click **Assign all entrances** and then click  to save it.

Access Management System: Authorizations [Administrator] (Demo mode expires: 11/29/2021 05:16:11 PM)

File Edit Data Help

Division: Common

Authorization name: Reception MAC: MAC-1 : Common

Description:

Time model:

Inactivity limit:  Attention: Authorization will be withdrawn after being unused for the specified period

Entrance | Time management | Elevator | OTIS elevator | Parking lot | Arming intrusion detection | PegaSys

Name	Description	From	To	In	Out	Division
Door model	Entry and exit reader	Outside of the system	Reception	<input type="checkbox"/>	<input type="checkbox"/>	Common

Assign all entrances Remove all entrances

Withdraw authorization... Assign all authorizations Remove all

- Go to main menu > **Personnel data** > **Persons**

Access Management System: Persons [Administrator] (Demo mode expires: 11/25/2021 07:05:22 PM)

File Edit Data Help

Division: Common

Last name: Breuer First name: Tom  Administered globally

Birth name:

Personnel no.:  Date of birth:

Person class: Employee Gender:

Company:  Title:

Car license no.:

Card no.:  Reader:

Address | Contact | Additional person data | Additional company data | Remarks | Card control | Elevator data | Extra info | Signature | Fingerprints

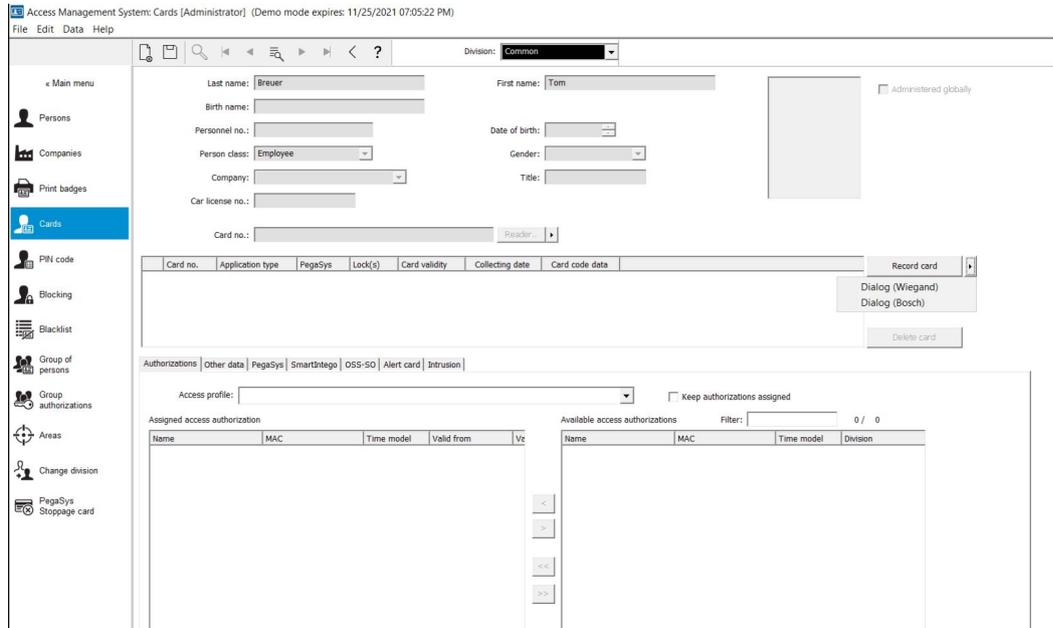
Street, No:

ZIP:  City:

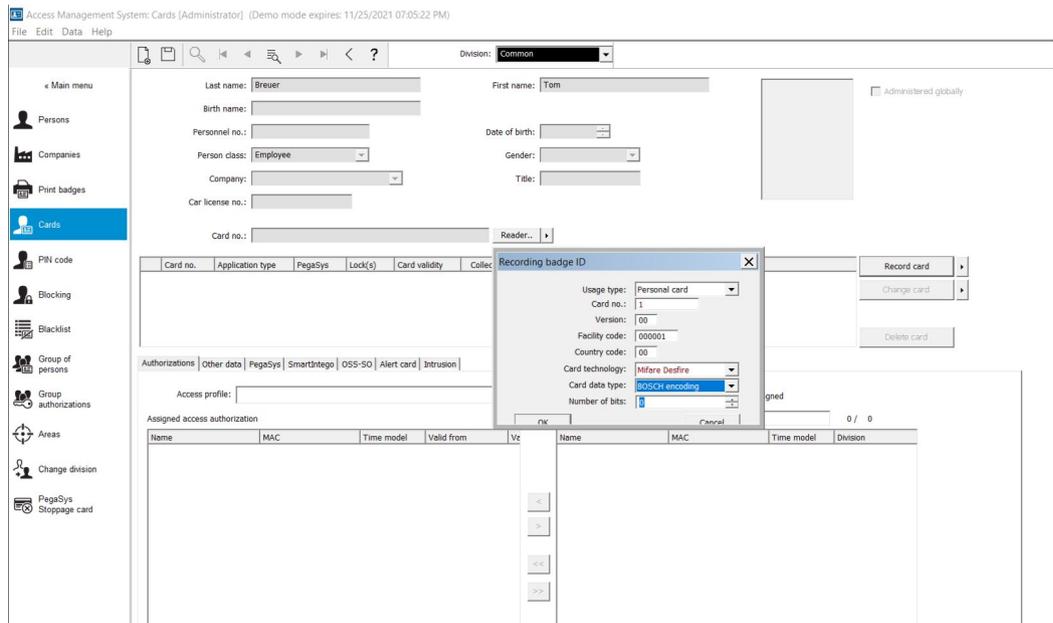
Country, State:  Nationality:

- Enter the last and first name of the person who should be allowed to pass through the door, and select the “Employee” person class.

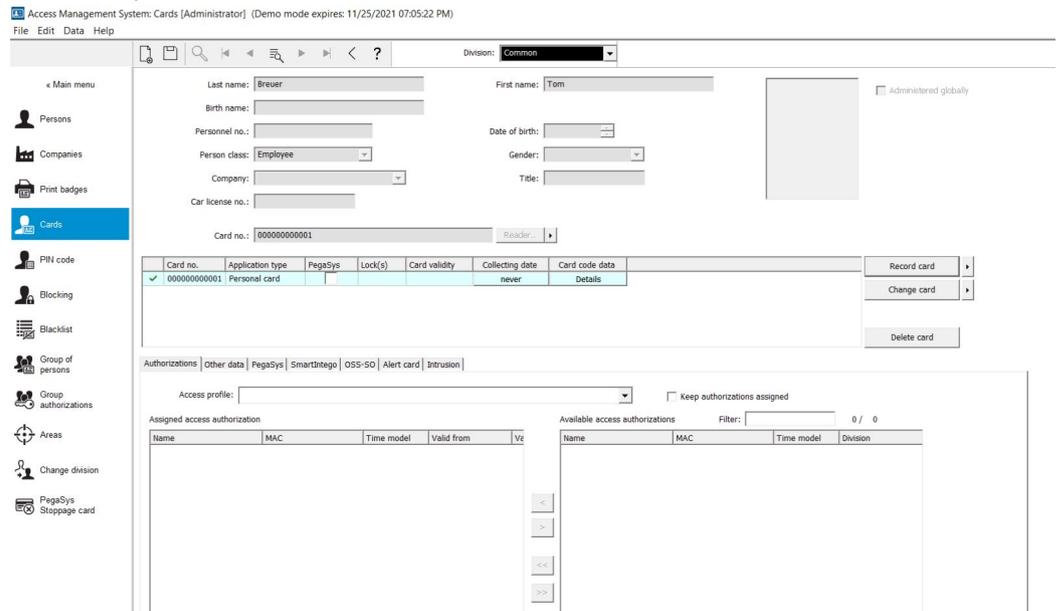
Click  to save.



- Go to the **Cards** menu. The card for the previously selected person appears in the main dialog pane. Click the arrow next to **Record card** and select the correct card reader.

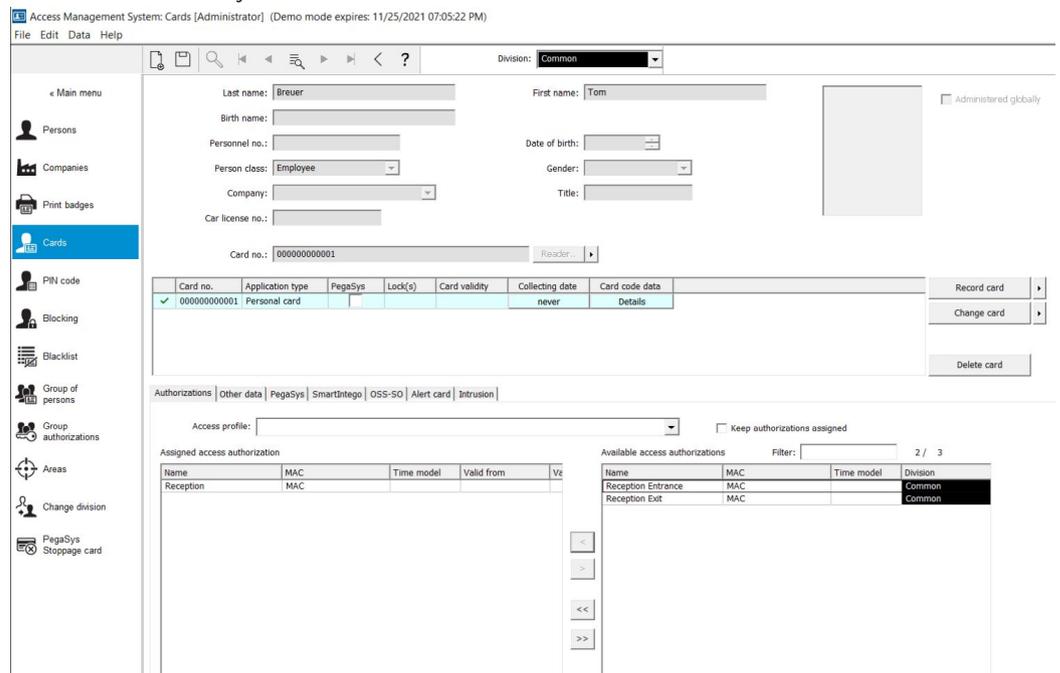


- Click **Record card** and enter a card number and the other data provided by your card supplier. For Bosch MIFARE coded cards, enter MIFARE DESfire or MIFARE Classic, with 63 bit. For BOSCH cards, the Facility code is printed on the packaging and the card number is printed on the card.



- To assign the new authorization to the person, use the arrow buttons to move authorizations from the list **Available access authorizations** to the list **Assigned access authorization**.

Click  to save your work.



- The card is now authorized for use at defined entrances.









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