

IP Encoder

Installation Guide



1 Purpose

These instructions are for the installation of the Onity IP Encoder, used in conjunction with Onity's On-Portal™ property management system.

1.1 Supported Operating Systems

- Windows 8 or newer
- Windows Server 2012 or newer

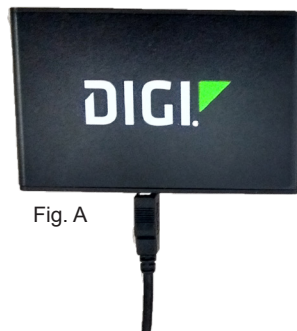


Fig. A



Fig. B

2 Connecting Encoders

2.1 Verify components

Equipment	Description
Included	DIGI AnywhereUSB 2 Plus Hub (Fig. A) AC Power Supply: US plug to 5 VDC. 2.5 mm locking barrel plug (3 A max).
Available Separately	USB Encoder (Fig. B)

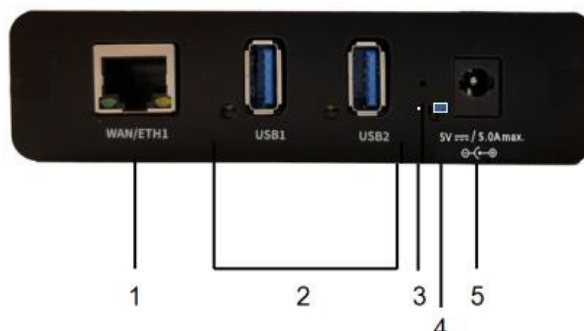
2.2 Connect hardware at front desk or at each location an encoder is desired

Step	Action
1.	Power the DIGI AnywhereUSB® 2 Plus Hub, using the included power cord.
2.	Connect DIGI AnywhereUSB 2 Plus Hub to a network, using the Ethernet cable.
3.	Connect the OnPortal Encoder / RFID Encoder to the DIGI AnywhereUSB 2 Plus Hub, using the supplied USB attachment.

WARNING: This device does not support any USB extension cables.

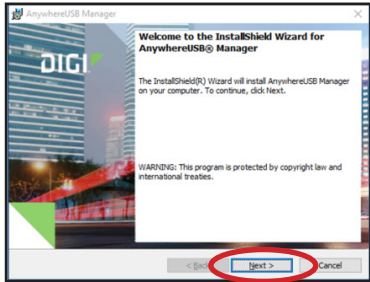
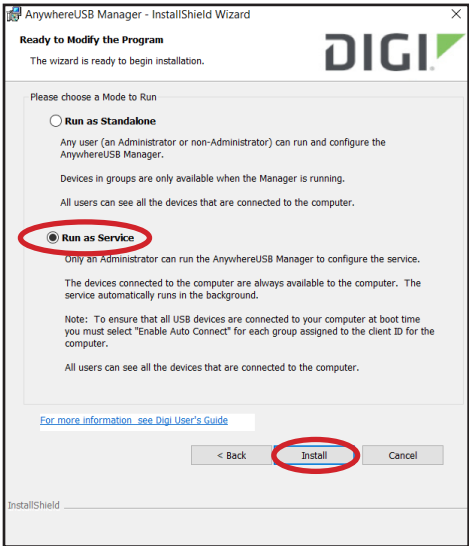
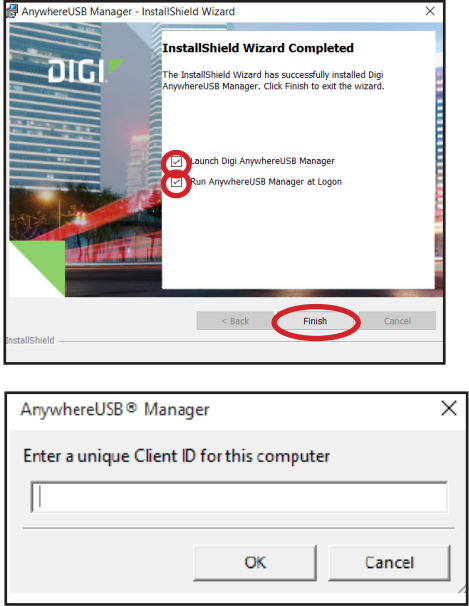
IMPORTANT: Firewall ports used by DIGI in table below

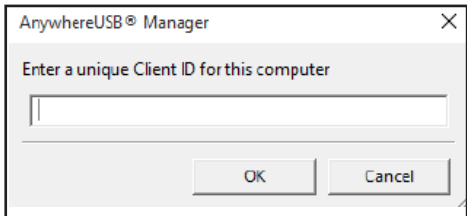
Port #	Use By
18574	AnywhereUSB software
80	Web server (HTTP)
443	Secure web server (HTTPS)



Number	Description
1	RJ45 port
2	2 USB ports with LED indicator
3	Reset button
4	Power LED indicator
5	Power port (5VDC – 5A max)

2.3 Install AnywhereUSB Manager

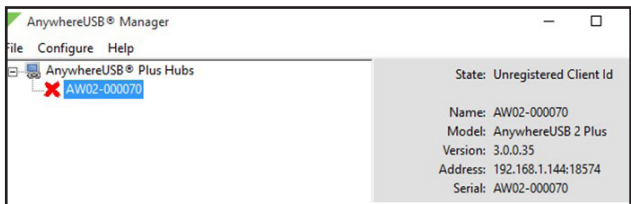

Step	Action
1.	Visit OnityNet and download the IPEncoder.exe file.
2.	Run the IP Encoder.exe file as an administrator. Note: This requires a 64-bit operating system.
3.	Select Next . 
4.	Select the option to Run as Service . Then select Install . 
5.	Make sure both checkboxes are selected and then select Finish . You will see the Client ID confirmation dialog box. 

Step	Action
6.	<p>Enter a unique Client ID. Use the name of the computer that has the AnywhereUSB installed on it for the Client ID.</p> <p>Note: This should always be the OnPortal Server computer unless otherwise specified.</p> 
7.	Select OK . This launches the AnywhereUSB Manager.

2.4 Verify Initial Connection

After you have connected and powered on the hardware and installed the AnywhereUSB Manager, perform the following steps to verify that it is connected.

WARNING: Due to smart card limitations in the Microsoft Windows OS, only 5 encoders can be linked per computer.

Step	Action
1.	Verify that your Hub is powered on. (The power LED is solid blue.)
2.	Verify that all ports with connected encoders have solid yellow LEDs.
3.	If it is not already open, launch the AnywhereUSB Manager .
4.	<p>Expand AnywhereUSB Plus Hubs so that it displays a list of AnywhereUSB Plus Hubs.</p> 
5.	Verify that the serial number of the Hub you connected is on the list. You can find the serial number on the Hub's label.
6.	<p>You will notice that the AnywhereUSB Manager is showing the Hub in an error state, with a red X appearing next to the Hub name. Click on the Hub to update information in the Hub Status pane. The Hub state appears as "Unregistered Client ID."</p>  <p>Note: This is a security feature. The Hub administrator needs to allow each new client ID by adding the Client ID to the client list. See following page for details.</p>

Step	Action
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7. You must add the Client ID to the Hub from the Web UI before you can register the Client ID with the Hub. To do so, perform the following steps:

- Right-click on the Hub and select **Open Web UI**.
- When you see the login screen, enter the following:
 - User name: *admin*
 - Password: The password is located on the bottom of the AnywhereUSB Plus Hub.

Note 1: The password is case-sensitive and must be entered exactly as it appears on the label.

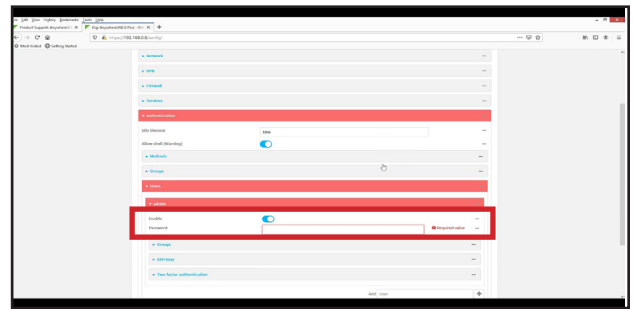
Note 2: DIGI should be on the same network as the server. If the Web UI login page doesn't open, try entering the DIGI default WebUI IP of 169.254.100.100 into Microsoft Edge or Google Chrome (Internet Explorer is not recommended).

Note 3: If the above steps are not working, . Try pinging 169.254.100.100 or ping the S/N of the DIGI (e.g.ping AW02-001896).

Note 4: The first time you launch the Web UI, you may see a warning that your internet connection is not private. Continue to access the device and the login screen will appear.

- Select **log in** and the Web UI will appear.

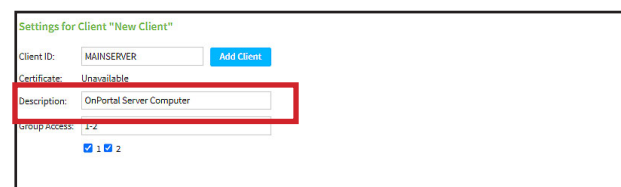
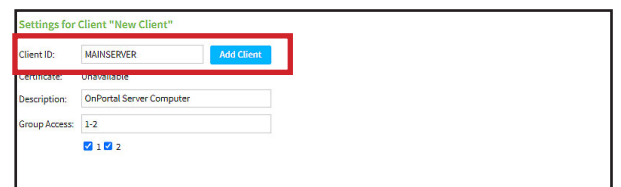
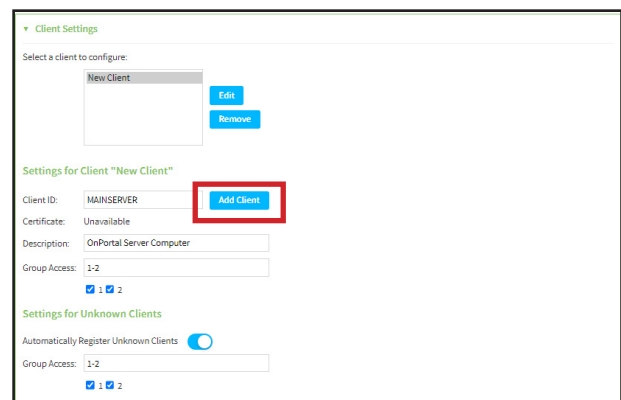
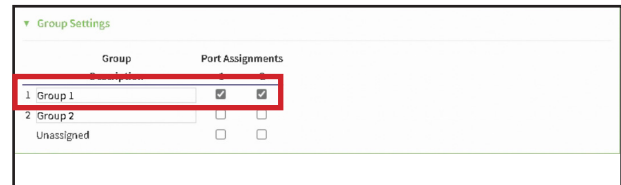
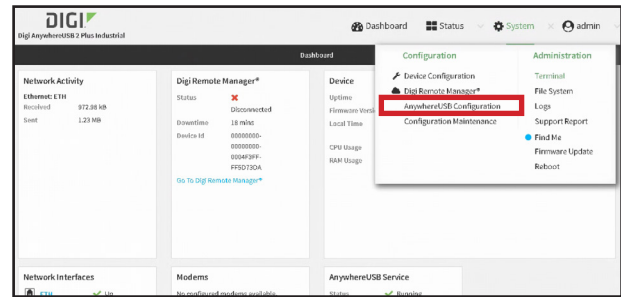
IMPORTANT: If you see red tabs, that indicates that authentication is required. Use the password on the back of the DIGI Hub label. If that fails,, add an "a" and an exclamation point (!) to the end of the DIGI Hub's default password and then enter it in the required field. For example, "Password123a!"

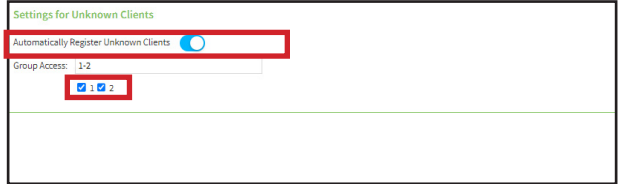
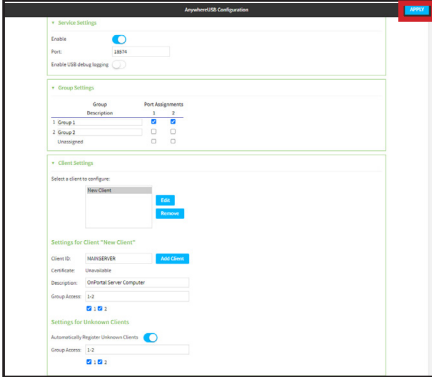
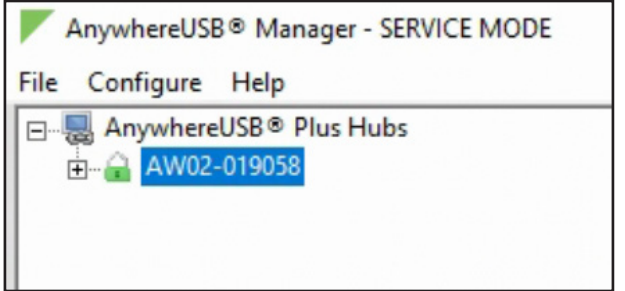
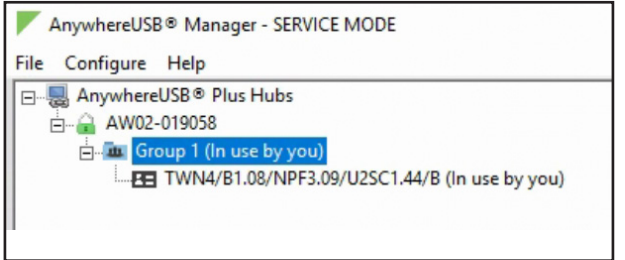
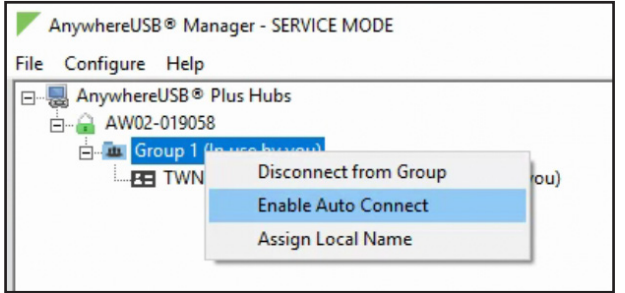


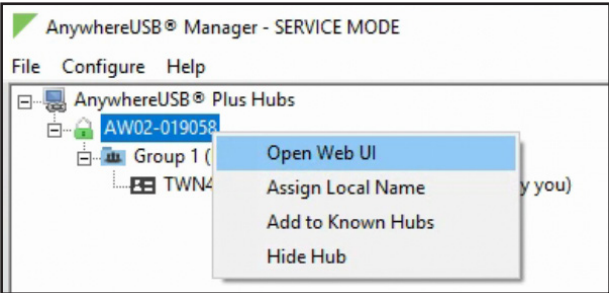
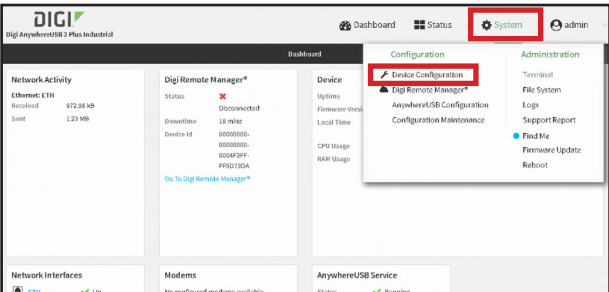
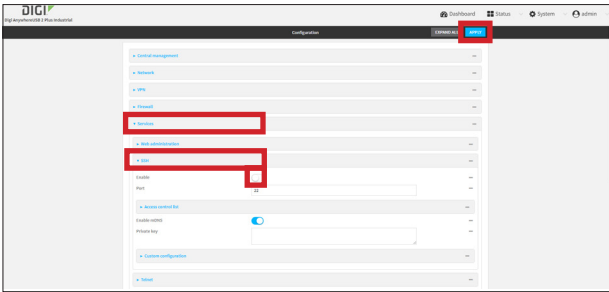
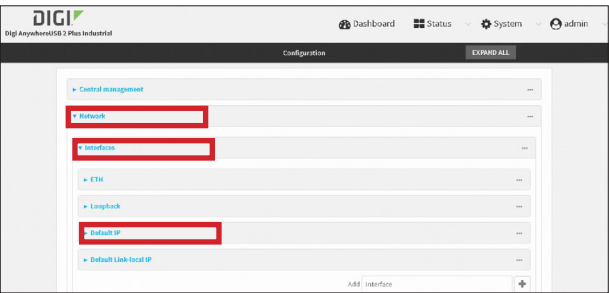
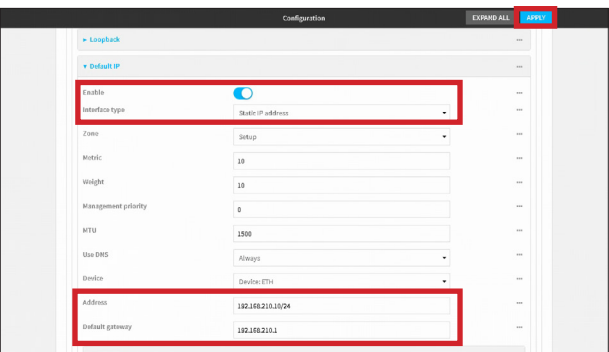
8. Select **System** from the upper right corner of the screen.



Step	Action
9.	Select AnywhereUSB Configuration from the drop-down menu under <i>System</i> .
10.	In the <i>Group Settings</i> field, make sure Group 1, Port Assignments 1 & 2 are checked.
11.	In the <i>Client Settings</i> section under Settings for Client “New Client”, select Add Client . A new row labeled “New Client” is added to the client list and the <i>Settings for Client “New Client”</i> section is populated for the new client.
12.	In the <i>Client ID</i> field under <i>Settings for Client “New Client”</i> , enter the Client ID you assigned to your computer when you installed the AnywhereUSB Manager (step 6 on page 2). Note: If you forget the Client ID, it can be viewed in the AnywhereUSB Manager under <i>File > Preferences</i> .
13.	In the <i>Description</i> field, enter a descriptive name for the computer.
14.	In the <i>Group Access</i> field, select the checkbox next to Group 1 & 2.







Step	Action	
15.	Under the <i>Settings for Unknown Clients</i> section, enable the slider (so it is highlighted blue) and select the checkboxes for Group 1 and Group 2 under Group Access.	
16.	Go to the top of the page and select Apply .	
17.	Double-click the the AnywhereUSB Manager icon on the desktop to open the program (if it's not already open).	
18.	Expand the Hub to display the groups.	
19.	Expand Group 1 to display the encoders connected to Group 1.	
20.	Right-click on Group 1 and select Enable Auto Connect . <i>Note: Do this on <u>all</u> DIGI hubs.</i>	



Step	Action
21.	<p>Disable Port 22 on the Hub. To do so, in the AnywhereUSB Manager, right-click the Hub and select Open Web UI.</p> 
22.	<p>Sign in to the web interface. User name: <i>admin</i> Password: The password is located on the bottom of the AnywhereUSB Plus Hub.</p>
23.	<p>Select System in the upper right corner, and then select Device Configuration from the drop-down menu.</p> 
24.	<p>On the Device Configuration screen, select Services, then select SSH. Disable the slider (so that it is un-highlighted) and then select Apply in the upper right corner.</p> 
25.	<p>Select the Network section, then select Interfaces and then Default IP.</p> 
26.	<p>Set the slider so that it is enabled (highlighted) for <i>Static IP</i>.</p>
27.	<p>Enter the IP Address and Gateway (provided).</p> <p>Note: The /24 is for subnet 255.255.255.0, replace that with /23 if the subnet is 255.255.254.0 determine the correct /# using the following link: https://www.calculator.net/ip-subnet-calculator.html</p> <p>WARNING: IP information will NOT save without the /24 or /23</p> 
28.	<p>Select Apply in the upper right corner.</p>

2.5 Configure the IP Encoder in OnPortal

Note: Steps 1-8 must be done for each encoder.

Step	Action
1.	Launch OnPortal.
2.	Sign in.
3.	Navigate to configuration menu using top left drop-down menu.
Note: On the screen, IP Encoders show as USB servers with a connected OnPortal encoder (shown as “Other”).	
4.	Tap the Encoders icon  on the left.
5.	Tap the Scan icon  at the bottom of the page.
Note: While the scan is running, the site will be unable to make keys.	
6.	Once scanned, the encoder(s) should appear on the list.
7.	To locate a specific encoder, select the encoder and tap on the Test icon  .
8.	Give the encoder a name related to its physical location and click the Save icon  . Encoders should be named something meaningful to the site. For example, “Front Desk 1” indicates the first front desk encoder.
Note: Encoder names are limited to 20 characters.	

2.6 Set Encoder as a Default for a Station

Step	Action
1.	In the configuration menu, tap the Stations icon  on the left.
2.	Select the station that corresponds to the encoder you just named.
3.	From the Default Encoder drop-down menu, select Encoder .
4.	Click Save  .

Note: To replace an IP Encoder, first **copy the station name and encoder name of the encoder you are going to replace**, delete that encoder, then repeat the steps in Sections 2.5 and 2.6 above for the new encoder.

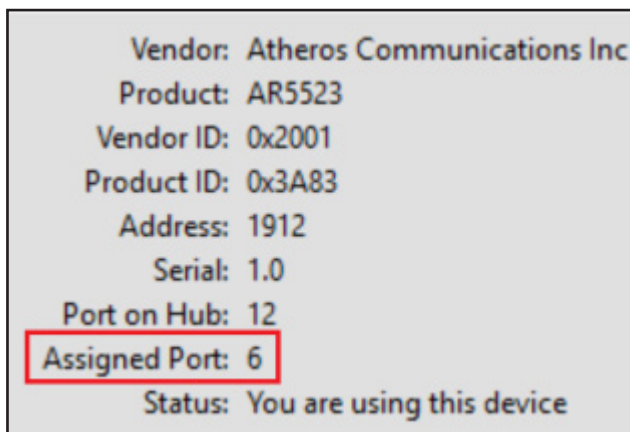
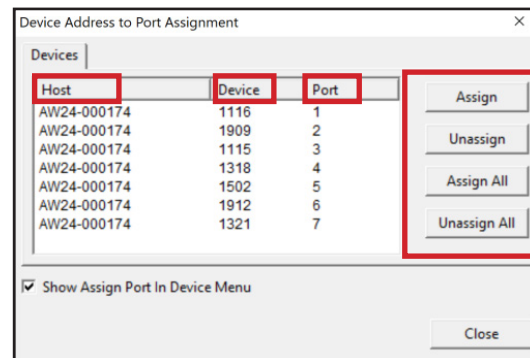
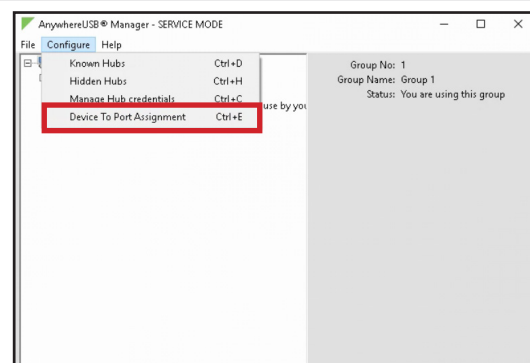
2.7 Configure the Hub to Assign a Device Address

You can configure the Hub to retain the Windows address for the ports in a group. You must connect to the group before you can assign a port address to a device address.

Note: You must restart your PC after configuration is complete to apply the configuration changes.

Step	Action
1.	Power on the Hub and connect the USB device (or devices) to the desired USB ports. For best results, you should connect all of the devices that you want to use.
2.	Open the AnywhereUSB Manager .
3.	Expand the Hub that has the group or groups that contain the USB ports to which you have connected devices.

Step	Action
4.	<p>Select Configure > Device to Port Assignment. The <i>Device Address to Port Assignment</i> dialog displays a list of devices connected to the groups displays.</p> <ul style="list-style-type: none"> <u>H</u>ost: The name of the Hub. <u>D</u>evice: The identifier assigned to the device by the Hub. <u>P</u>ort: Virtual port number assigned internally by the AnywhereUSB Manager. The assign device address feature allows you to use the same virtual port number on every connect.
5.	<p>Select all devices to pin to a virtual port number. Click on one port, or press the CTRL key to select multiple ports. When selections are complete, click Assign. To select all of the ports, click Assign All. The assigned ports are bolded.</p>
6.	<p>To remove a selected port from the list, click on the port that you want to unassign, or press the CTRL key to select multiple ports. When selections are complete, click Unassign. To de-select all of the ports, click Unassign All.</p>
7.	<p>Select the Show Assign Port in the <i>Device Menu</i> option to display the assigned virtual port number in the <i>AnywhereUSB Manager USB Device Status</i> pane.</p>
8.	Click Close to close the dialog box.
9.	Restart your PC to apply the configuration changes.

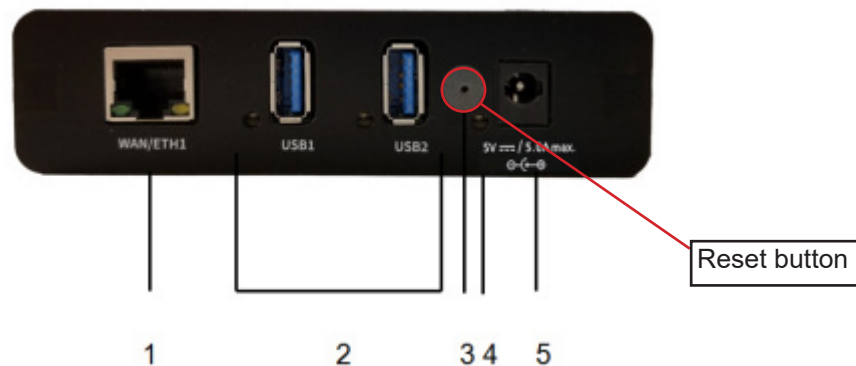


2.8 Technical Support

For technical support, call **800-248-6189, Option #1**.

3 Troubleshooting

Error Message	What's Wrong	How to Correct
Encoder name already exists!	Duplicate encoder name already in the database.	Give the encoder a unique name for proper identification.
Encoder not connected.	DIGI AnywhereUSB 2 Plus power cable is unplugged. Network cable is unplugged. Card reader USB cable is unplugged. Check DIGI AnywhereUSB 2 Plus Hub software to see if USB encoder is connected.	Make sure all three plugs are properly connected; wait to hear a beep after reconnecting the cables; try encoding a card again. Go to DIGI AnywhereUSB 2 Plus Hub to see if USB encoder is connected. If not, right-click the USB encoder and check "connect device automatically" and then click "connect device." Verify link lights (around the network jack) to ensure network connection is active.
Incorrect password		If you have validated the password on the bottom of the DIGI device and continue to receive "Incorrect Password" notifications on the AnywhereUSB Manager login page, contact Support for additional assistance.



KEY

1. Ethernet Connector
2. USB LEDs and Ports
3. Reset button
4. Power LED
5. Power Connector

DIGI AnywhereUSB 2 Plus Hub

3.1 Other Troubleshooting Tips

If you are unable to assign any other IP Encoder when configuring to a static IP, use a small pin or paperclip to push the factory reset button on the DIGI Hub.

If you are experiencing issues associating the correct encoder after a reboot, Onity recommends updating the DIGI AnywhereUSB Manager to v3.1.26 or later.

3.2 Exit the Program

Click the “X” in the upper right corner of the window to minimize the program to the system tray.

4 Environmental Compliance

Onity encoders adhere to environmental regulations established by the current European Union (EU) RoHS, WEEE, and REACH directives.

Onity Inc. declares that our products and packaging do not contain any of the SVHCs, identified by EHCA, in any concentration above 0.1%, and hereby certify that its products are in full compliance with all aspects of Commission Regulation (EU) 2017/999 of 13 June 2017 amending Annex XIV to Regulation (EC) No 1907/2006 of the European Parliament and of the Council concerning the Registration, Evaluation, Authorization and Restriction of Chemicals (REACH).

5 Regulatory

Regulatory Statements	
Canada (IC)	<p>This device complies with Industry Canada’s license-exempt RSSs. Operation is subject to the following two conditions:</p> <ol style="list-style-type: none">1. This device may not cause interference; and2. This device must accept any interference, including interference that may cause undesired operation of the device. <p>Cet équipement est conforme à la (aux) norme(s) canadienne(s) d’exemption de licence RSS Industry Canada. Son opération est sujette aux deux conditions suivantes: (1) cet équipement ne provoquera aucune interférence et (2) cet équipement doit tolérer toute interférence pouvant provoquer une opération indésirable de l’équipement.</p>
United States (FCC)	<p>This device complies with Part 15 of the FCC Rules and Industry Canada license-exempt RSS standard(s). Operation is subject to the following two conditions:</p> <ol style="list-style-type: none">1. This device may not cause interference; and2. This device must accept any interference, including interference that may cause undesired operation. <p>Changes or modifications not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.</p> <p>To comply with FCC RF exposure compliance requirements, the device must be installed to provide a separation distance of at least 20 cm from all persons.</p>
European Union (CE)	<p>This Class B digital apparatus conforms to the requirements of the following EU directives:</p> <ol style="list-style-type: none">1. RED, 2.4GHz, Bluetooth Power class 1 (12dBm max)2. WEEE Directive (2012/19/EC)
Mexico	<p>La operación de este equipo está sujeta a las siguientes dos condiciones:</p> <ol style="list-style-type: none">1. es posible que este equipo o dispositivo no cause interferencia perjudicial y2. este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.