



# M250

## USER/INSTALLER MANUAL



**motorline**<sup>®</sup>  
**PROFESSIONAL**



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## Simplified EU Declaration of Conformity

The undersigned **MOTORLINE ELECTROCELOS, S.A.**, with registered office at **Travessa do Sobreiro, n.º 29, 4755-474 Rio Côvo (Santa Eugénia), Barcelos**, declares that the present type of radio equipment - **M250 Communicator** - ecomplies with the Directive 2014/53/EU.

The full text of the declaration of conformity is available at the following internet address:

<https://motorline.pt/certification/m250>



# SAFETY INSTRUCTIONS

	<p>This product is certified in accordance with European Community (EC) safety standards.</p>
<b>RoHS</b>	<p>This product complies with Directive 2011/65/EU of the European Parliament and of the Council, of 8 June 2011, on the restriction of the use of certain hazardous substances in electrical and electronic equipment and with Delegated Directive (EU) 2015/863 from Commission.</p>
	<p>(Applicable in countries with recycling systems). This marking on the product or literature indicates that the product and electronic accessories (eg. Charger, USB cable, electronic material, controls, etc.) should not be disposed of as other household waste at the end of its useful life. To avoid possible harm to the environment or human health resulting from the uncontrolled disposal of waste, separate these items from other types of waste and recycle them responsibly to promote the sustainable reuse of material resources. Home users should contact the dealer where they purchased this product or the National Environment Agency for details on where and how they can take these items for environmentally safe recycling. Business users should contact their vendor and check the terms and conditions of the purchase agreement. This product and its electronic accessories should not be mixed with other commercial waste.</p>
	<p>This marking indicates that batteries should not be discarded like other household waste at the end of their useful life. Batteries must be delivered to selective collection points for recycling.</p>
	<p>The different types of packaging (cardboard, plastic, etc.) must be subject to selective collection for recycling. Separate packaging and recycle it responsibly.</p>
	<p>This marking indicates that the product and electronic accessories (eg. charger, USB cable, electronic material, controls, etc.) are susceptible to electric shock by direct or indirect contact with electricity. Be cautious when handling the product and observe all safety procedures in this manual.</p>

# SAFETY INSTRUCTIONS

## GENERAL WARNINGS

- This manual contains very important safety and usage information. Read all instructions carefully before beginning the installation/usage procedures and keep this manual in a safe place that it can be consulted whenever necessary.
- This product is intended for use only as described in this manual. Any other enforcement or operation that is not mentioned is expressly prohibited, as it may damage the product and put people at risk causing serious injuries.
- This manual is intended firstly for specialized technicians, and does not invalidate the user's responsibility to read the "User Norms" section in order to ensure the correct functioning of the product.
- The installation and repair of this product may be done by qualified and specialized technicians, to assure every procedure are carried out in accordance with applicable rules and norms. Nonprofessional and inexperienced users are expressly prohibited of taking any action, unless explicitly requested by specialized technicians to do so.
- Installations must be frequently inspected for unbalance and the wear signals of the cables, springs, hinges, wheels, supports and other mechanical assembly parts.
- Do not use the product if it is necessary repair or adjustment is required.
- When performing maintenance, cleaning and replacement of parts, the product must be disconnected from power supply. Also including any operation that requires opening the product cover.
- The use, cleaning and maintenance of this product may be carried out by any persons aged eight years old and over and persons whose physical, sensorial or mental capacities are lower, or by persons without any knowledge of the product, provided that these are supervision and instructions given by persons with experienced in terms of usage of the product in a safe manner and who understands the risks and dangers involved.

# SAFETY INSTRUCTIONS

- Children shouldn't play with the product or opening devices to avoid the motorized door or gate from being triggered involuntarily.
- If the power cable is damaged, it must be replaced by the manufacturer, after-sales service or similarly qualified personnel to avoid danger.
- The device must be disconnected from the electrical network when removing the battery.
- Ensure that blocking is avoided between the actuated part and its fixed parts due to the opening movement of the actuated part.

## **WARNINGS FOR TECHNICIANS**

- Before beginning the installation procedures, make sure that you have all the devices and materials necessary to complete the installation of the product.
- You should note your Protection Index (IP) and operating temperature to ensure that is suitable for the installation site.
- Provide the manual of the product to the user and let them know how to handle it in an emergency.
- If the automatism is installed on a gate with a pedestrian door, a door locking mechanism must be installed while the gate is in motion.
- Do not install the product "upside down" or supported by elements do not support its weight. If necessary, add brackets at strategic points to ensure the safety of the automatism.
- Do not install the product in explosive site.
- Safety devices must protect the possible crushing, cutting, transport and danger areas of the motorized door or gate.
- Verify that the elements to be automated (gates, door, windows, blinds, etc.) are in perfect function, aligned and level. Also verify if the necessary mechanical stops are in the appropriate places.
- The control board must be installed on a safe place of any fluid (rain, moisture, etc.), dust and pests.
- You must route the various electrical cables through protective tubes, to protect them against mechanical exertions, essentially on

# SAFETY INSTRUCTIONS

the power supply cable. Please note that all the cables must enter the control board from the bottom.

- If the automatism is to be installed at a height of more than 2,5m from the ground or other level of access, the minimum safety and health requirements for the use of work equipment workers at the work of Directive 2009/104/CE of European Parliament and of the Council of 16 September 2009.
- Attach the permanent label for the manual release as close as possible to the release mechanism.
- Disconnect means, such as a switch or circuit breaker on the electrical panel, must be provided on the product's fixed power supply leads in accordance with the installation rules.
- If the product to be installed requires power supply of 230Vac or 110Vac, ensure that connection is to an electrical panel with ground connection.
- The product is only powered by low voltage safety with control board (only at 24V motors).
- Parts/products weighing more than 20 kg must be handled with special care due to the risk of injury. It is recommended to use suitable auxiliary systems for moving or lifting heavy objects.
- Pay special attention to the danger of falling objects or uncontrolled movement of doors/gates during the installation or operation of this product.

## **WARNINGS FOR USERS**

- Keep this manual in a safe place to be consulted whenever necessary.
- If the product has contact with fluids without being prepared, it must immediately disconnect from the power supply to avoid short circuits, and consult a specialized technician.
- Ensure that technician has provided you the product manual and informed you how to handle the product in an emergency.
- If the system requires any repair or modification, unlock the automatism, turn off the power and do not use it until all safety

# SAFETY INSTRUCTIONS

conditions have been met.

- In the event of tripping of circuits breakers or fuse failure, locate the malfunction and solve it before resetting the circuit breaker or replacing the fuse. If the malfunction is not repairable by consult this manual, contact a technician.
- Keep the operation area of the motorized gate free while the gate in in motion, and do not create strength to the gate movement.
- Do not perform any operation on mechanical elements or hinges if the product is in motion.

## RESPONSABILITY

- Supplier disclaims any liability if:
  - Product failure or deformation result from improper installation use or maintenance!
  - Safety norms are not followed in the installation, use and maintenance of the product.
  - Instructions in this manual are not followed.
  - Damaged is caused by unauthorized modifications
  - In these cases, the warranty is voided.

### **MOTORLINE ELECTROCELOS SA.**

Travessa do Sobreiro, nº29  
4755-474 Rio Côvo (Santa Eugénia)  
Barcelos, Portugal

## SYMBOLS LEGEND:



• Important safety notices



• Potentiometer information



• Useful information



• Connectors information



• Programming information



• Buttons information

# THE DEVICE

## TECHNICAL CHARACTERISTICS

The M250 allows you to control doors, gates, alarm systems and electric locks remotely. It is a system that works using **4G/LTE and Bluetooth technology**.

The M250 includes a Motorline MicroSIM card that allows you to remotely access all device settings, such as controlling devices via the 2 outputs. It is possible to interact with all functionalities, both on the computer, through the Motorline Portal, and also on the cell phone, through the MCONTROL application.

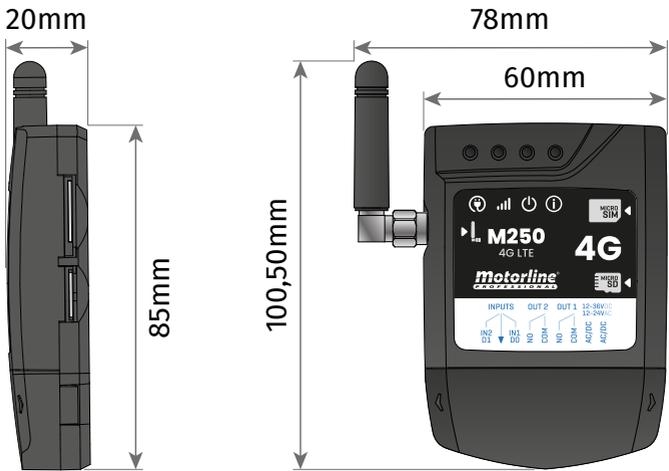
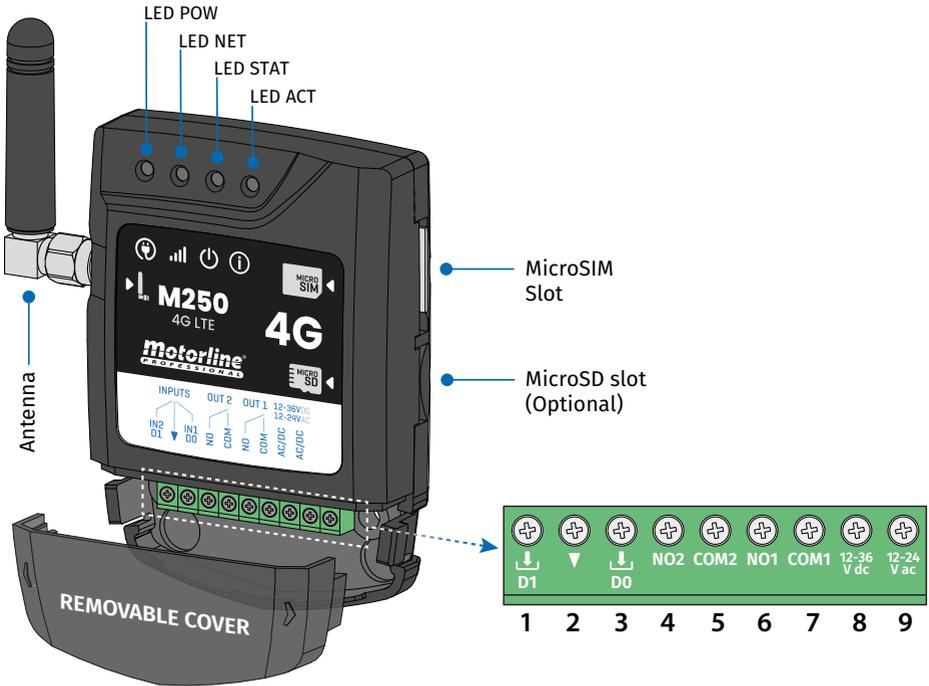
### Main features:

- Capacity up to 1000 users;
- Possibility to define up to 8 routines/day with option of time interval;
- Routine exception days can be defined (e.g.: holidays, vacations, etc);
- Create users with restriction by time interval (hours/days/weeks) up to 90 days max.;
- Possibility to set user permission start day;
- Alarm communicator, to send notifications when the alarm is activated or triggered;
- Two relay outputs with the possibility of operating separately, to control automations;
- Two inputs with the possibility of sending the status in real time or as Wiegand input (D0 and D1);
- Definition of 3 types of user (owner, administrator and guest);
- Access to the Motorline Portal;
- Real-time history consultation;
- With the possibility of using an SD card to record all activity in the last 12 months;
- Use of batteries to keep time in case of power failure.

• Power supply	12-24Vac or 12-36Vdc
• Consumption	200mA in stand-by (2A when input is received)
• Max. commute capacity	1A at 60Vdc
• Operating temperature	-20°C ~ +55°C
• SIM Card	microSIM (included)
• SD Card	microSD (not included)
• Battery	CR1225 battery - 3v - 48 mah
<b>4G LTE/GSM</b>	
• M250 frequencies (Europe)	Quad-band 850/900/1800/1900MHz LTE-FDD B1/B3/B5/B7/ B8/B20/B28
• M250-LA frequencies (Latin America)	850/900/1800/1900 GSM GSM: B2/B3/B5/B8 LTE: B2/B3/B4/B5/B7/ B8/B28/B66
• Transmission power	GSM850/EGSM900: Class 4 (33 dBm ±2 dB) DCS1800/PCS1900: Class 1 (30 dBm ±2 dB) LTE-FDD: Class 3 (23 dBm ±2 dB)
• Max capacity of users	SIM100: 100 contacts
	SIM500: 500 contacts
	SIM1000: 1000 contacts
<b>BLUETOOTH</b>	
• Bluetooth version	5.0
• Frequency range	2402 – 2480 MHz
• Output power	18 dBm
• Communication distance	<30m

# THE DEVICE

## VISUAL APPEARANCE



# THE DEVICE

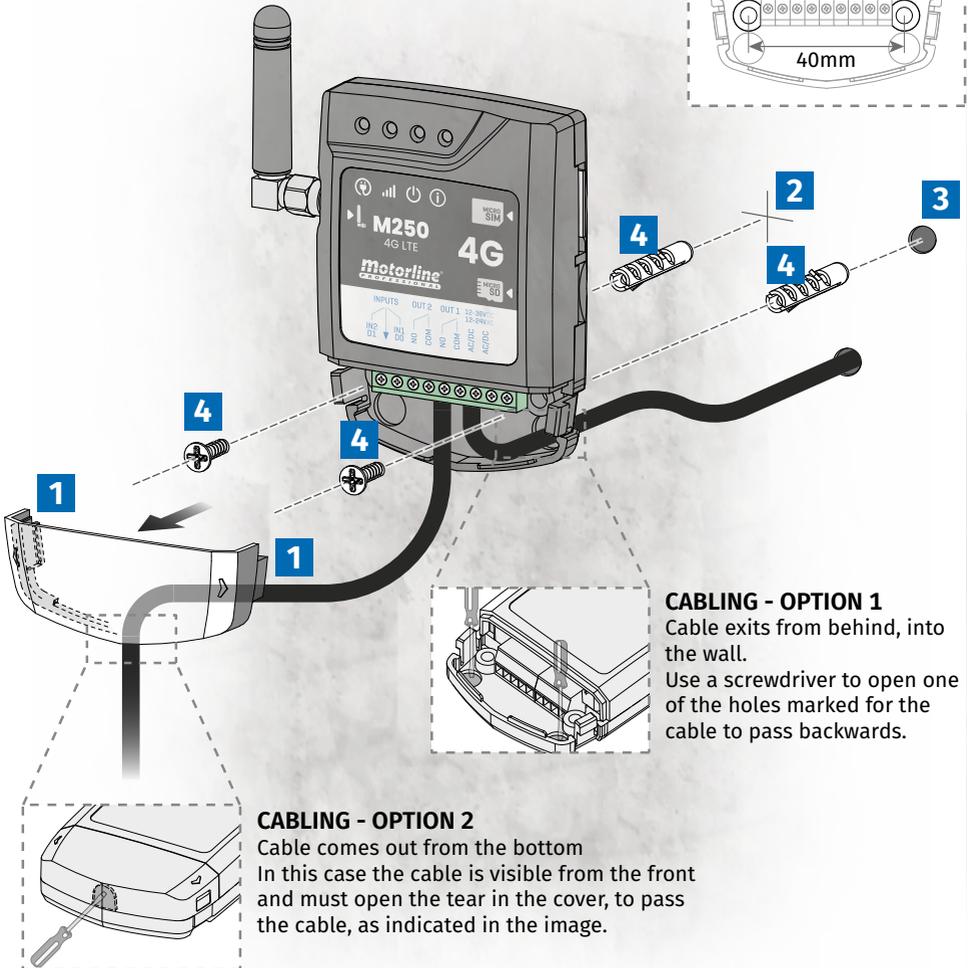
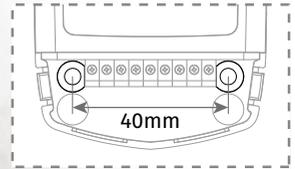
## VISUAL APPEARANCE

 LED POW			
Off		No power	
On		With power	
 LED NET			
Blinks at 2 sec intervals		Looking for network	
Blinks at 0.5 sec intervals		Registered on the network	
Blinks at 0.1 sec intervals		Transferring data	
 LED STAT			
Off		The module is inactive	
On		The module is active and working	
 LED ACT			
M250 starting	On	No pause	When M250 is trying to register to the network
			When M250 has no microSIM card inserted
M250 in operation	Blinks 1 time	1 sec. pause	Not connected to the Cloud
	Blinks 1 time	2 sec. pause	Excellent network signal
	Blinks 2 times		Good network signal
	Blinks 3 times		Weak network signal
	Blinks 4 times		Very Weak Network Signal
CONNECTORS	Nº	CONNECTION	DESCRIPTION
INPUTS	1		Input 2 / D1
	2		Common
	3		Input 1 / D0
OUT2	4	COM2	Common Relay 2
	5	NO2	Output Relay 2 NO
OUT1	6	COM1	Common Relay 1
	7	NO1	Output Relay 1 NO
POWER SUPPLY	8	12-36 Vdc	Power input
	9	12-24 Vac	

# INSTALLATION

## WIRING AND FIXING

### FIXING HOLES



### CABLING - OPTION 1

Cable exits from behind, into the wall.

Use a screwdriver to open one of the holes marked for the cable to pass backwards.

### CABLING - OPTION 2

Cable comes out from the bottom

In this case the cable is visible from the front and must open the tear in the cover, to pass the cable, as indicated in the image.

### FIXATION

- 1 • Remove the cover of the machine by pulling on the side hooks.
- 2 • Mark the 2 fixing holes.
- 3 • Drill the holes.
- 4 • Attach the equipment using appropriate bushings and screws.

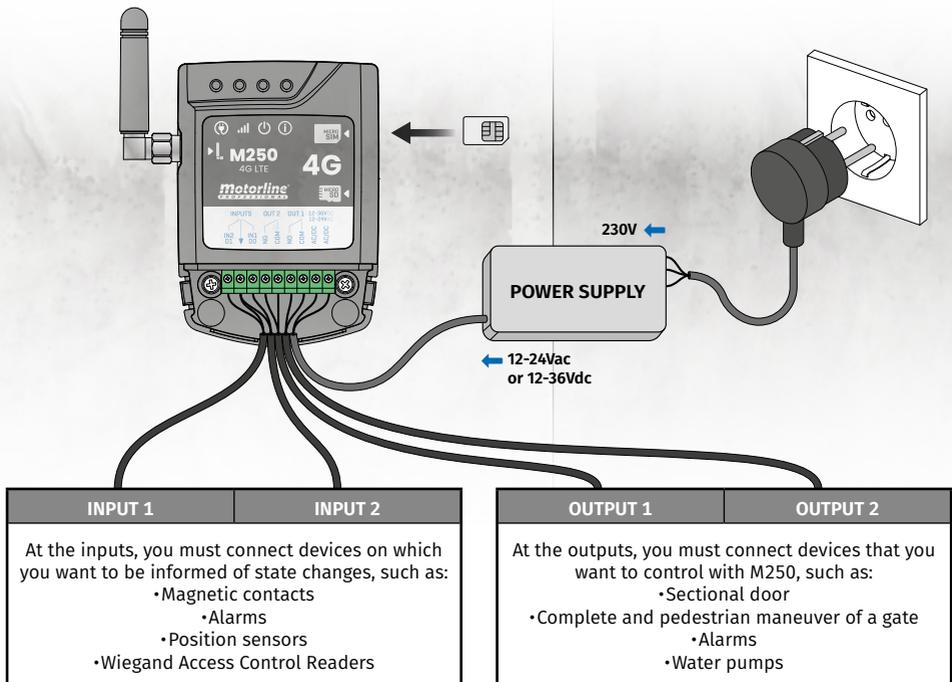
# INSTALLATION

## CONNECTIONS



In order for the M250 to work, you need to insert the MicroSIM card into the slot.

- 1 • Connect the device's outputs and inputs to the desired devices.
- 2 • Connect the device to a power supply, and POW, ACT and STAT LEDs will turn on.
- 3 • When the ACT LED starts blinking and the NET LED indicates the connection to the 4G LTE/GSM network, you can start programming the device.



# PRE-CONFIGURATION

## MOTORLINE SIM CARD

The Motorline SIM card is a low-cost mobile data card.



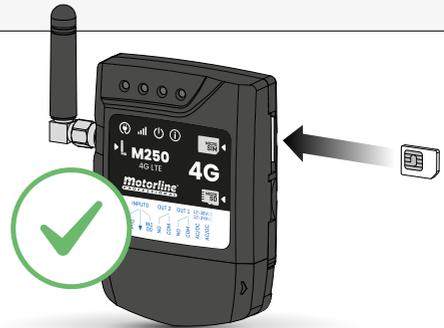
The M250 can only operate in the following countries:

Austria	Finland	Latvia	Portugal
Belgium	France	Liechtenstein	Romania
Bulgaria	Germany	Lithuania	Slovakia
Croatia	Greece	Luxembourg	Slovenia
Cyprus	Hungary	Malta	Spain
Czechia	Iceland	Netherlands	Sweden
Denmark	Ireland	Norway	Switzerland
Estonia	Italy	Poland	United Kingdom

**\*In the future, another card may be used for other countries while keeping the device.**

### MOTORLINE SIM CARD COMPATIBILITY

The M250 device only works with the Motorline SIM card, just as the Motorline SIM card only works with the Motorline M250 device.



### LICENSE TO US MOTORLINE SIM CARD

The SIM card must be associated with a subscription plan available on the Motorline Portal at [portal.motorline.pt](http://portal.motorline.pt)



- To consult the list of compatible operators in each country, see [motorline.pt/m250-sim-card-list](http://motorline.pt/m250-sim-card-list)
- If your card is lost or damaged, you must contact us via email at [support@motorline.pt](mailto:support@motorline.pt)

# PRE-CONFIGURATION

## PERMISSION LEVELS

On M250 there are 3 types of users: **owner**, **administrator** and **guest**.

PERMISSIONS	OWNER	ADMINISTRATOR	GUEST
Actuate the relay outputs	✓	✓	✓
Check the status of inputs and outputs	✓	✓	✓
Limitations on the actuation of the relays (can be during an interval of hours, days of the week, interval of days and/or restriction to one of the relays)			✓
Check and change relay settings	✓	✓	
Edit and delete any user	✓		
Edit and delete Visitors	✓	✓	
Check the network signal	✓	✓	
Check history	✓		
Configure routines	✓		
Configure feedback/alarm	✓		
Configure M250 settings	✓		
Registration on the Motorline Portal	✓		



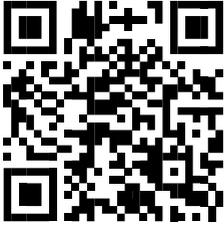
Whenever it is necessary to change the owner of the device, it will have to be reset.

# M250 CONFIGURATION

## QUICK SETUP

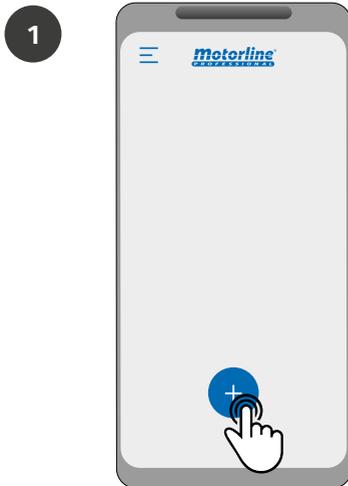
If this is your first time using the device or if it has been factory reset, you will need to perform an initial configuration of the device in the **MControl** application.

- This procedure consists of registering the system owner and configuring the main parameters for the device to function correctly.
- You can see in the images below how to proceed to carry out this task.

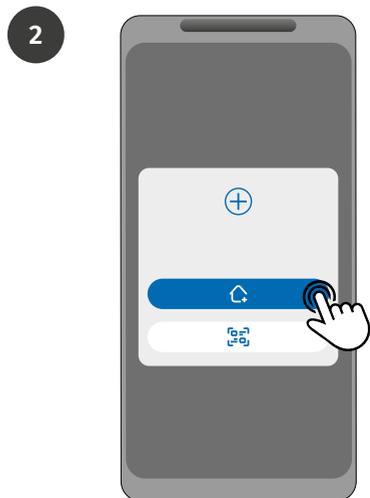


- Bluetooth mode only allows initial configuration and operation of the outputs.
- Bluetooth communication is only used by the device for initial configurations and activation of outputs after the device is registered. All other device configurations will only be possible using 4G technology.

Once the **MCONTROL**, app is installed, turn on **Bluetooth** and open the app.



Press the "+" button.



Click "Add Device".

# M250 CONFIGURATION

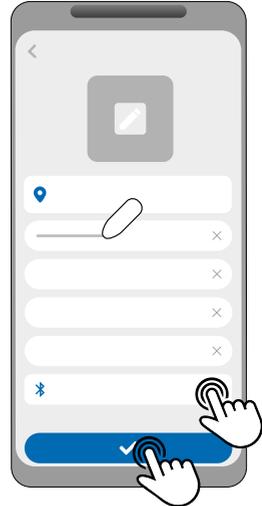
## QUICK SETUP

3



Select the M250 device type.

4



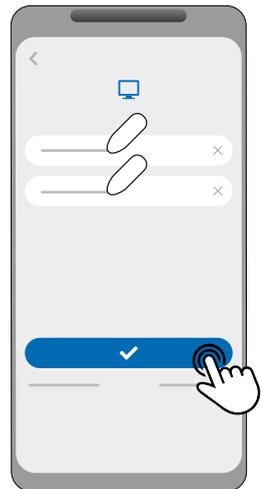
Fill in the fields, click on "Search M250", select the device and then click on "Save".

5



Press the "Start" button.

6

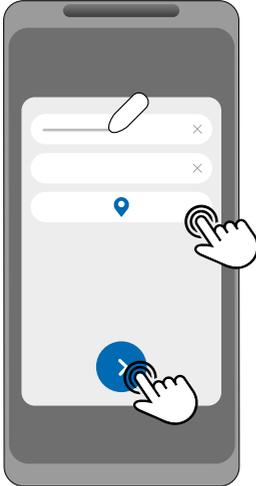


Log in or create a new account on the Motorline Portal.

# M250 CONFIGURATION

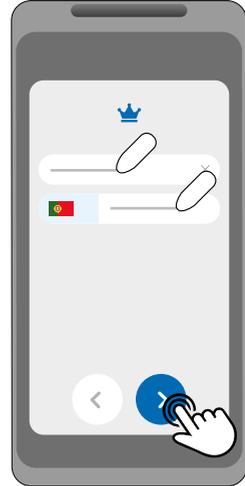
## QUICK SETUP

7



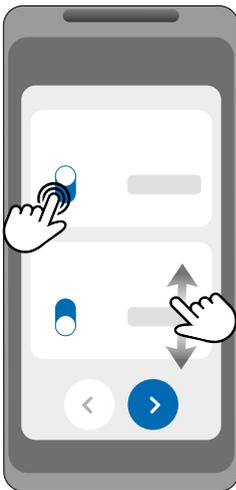
Fill in the fields with the device information and click "Next".

8



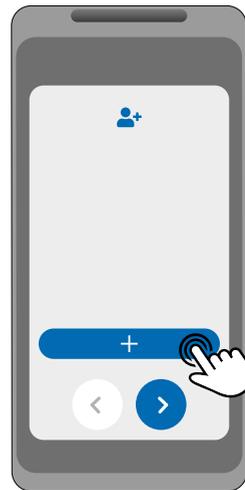
Enter the Owner number.

9



Choose the operating mode for each relay.

10

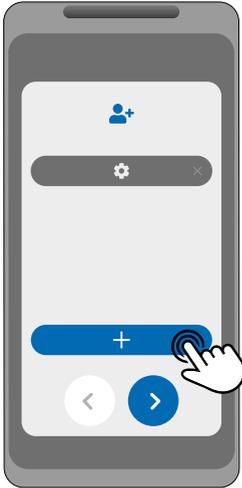


**(Optional)** Press the "+" button to add administrators.

# M250 CONFIGURATION

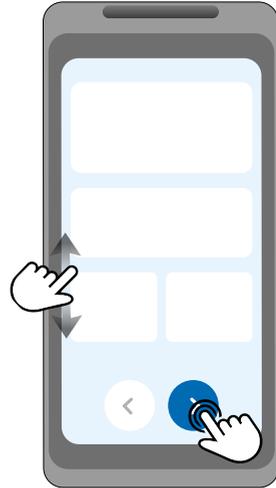
## QUICK SETUP

11



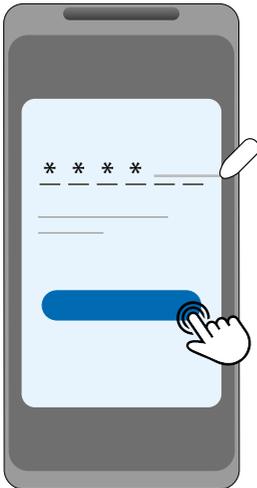
**(Optional)** Press the "+" button to add guests and then the "Access management" button to set access restrictions if necessary.

12



Check all configuration information and press "Finish" button to proceed.

13



Click on the "Request code" button to receive an SMS with a 6-digit code and enter it into the application.

14

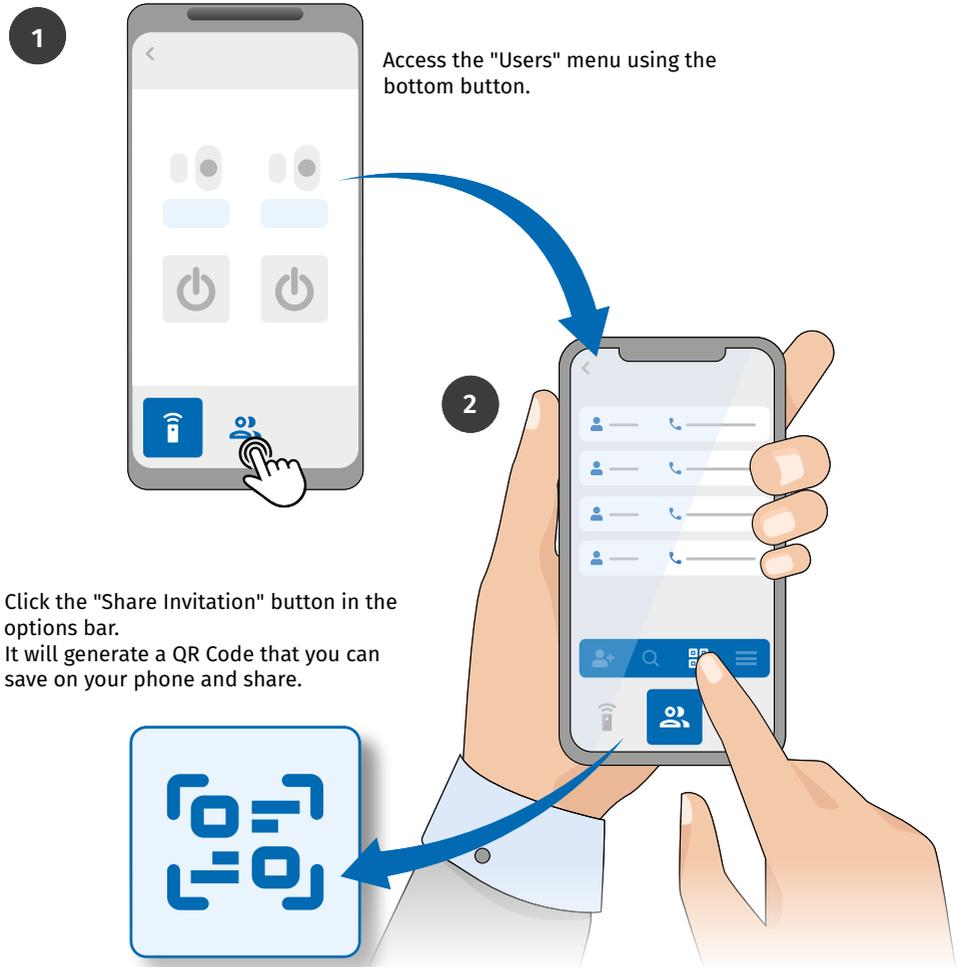


Wait until the configuration completes.

# M250 CONFIGURATION

## DEVICE SHARING WITH USER

When adding a new device, each user will have to enter the device code into the app. To make sharing the code more intuitive and easier to access, it is possible in the MControl application to share this code via QRCode, as follows:



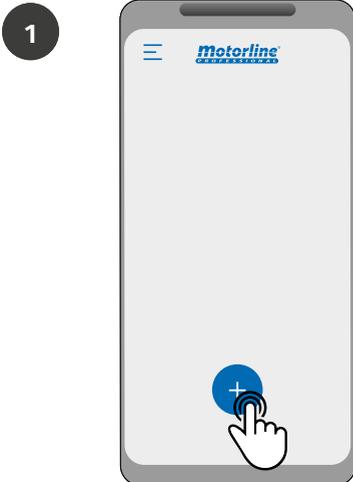
These features are only available when the device has an enabled SIM card and the application or Portal has internet access.

# M250 CONFIGURATION

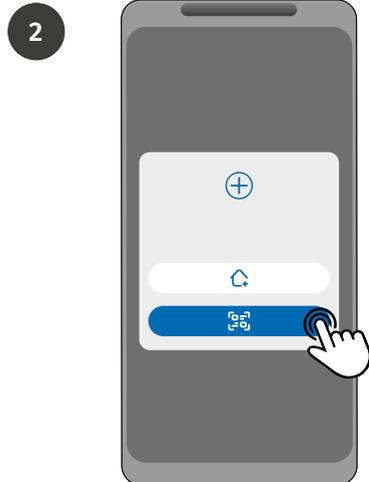
## ADD DEVICE

When a user is added to the M250 system, they are authorized to add the device to their cell phone or tablet.

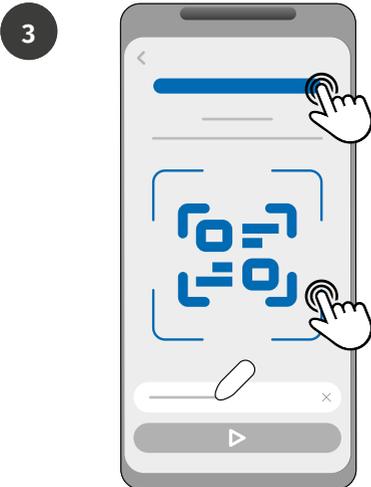
To carry out this operation, the user will have to carry out the following procedures:



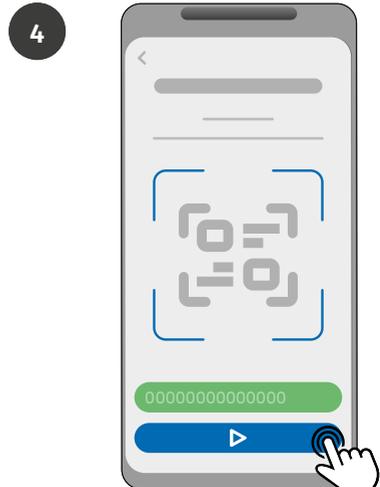
Press the "+" button.



Click "Accept invitation".



Click to open the invitation QR Code, scan the QR Code or enter the serial number manually.

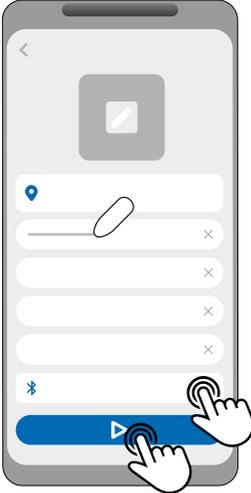


After reading or typing the serial number, the user is added.

# M250 CONFIGURATION

## ADD DEVICE

5



Fill in the fields and then click "Next".

6



Enter the verification code received in the email and click "Next".

7



Enter the verification code received via SMS and click "Next".

8



The device will be configured and ready to use for the guest user.



If Bluetooth communication is not configured, the application will not work with this feature.

# M250 CONFIGURATION

## RESTORE FACTORY SETTINGS

If the owner wishes to restore factory settings, it will be necessary to carry out a physical procedure.

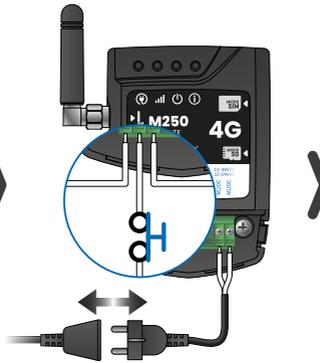
This procedure is explained in the image sequences below:



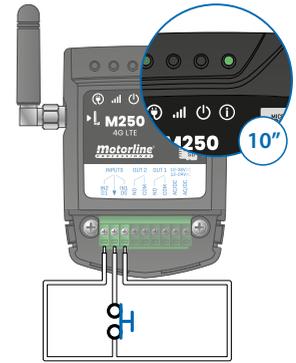
- All users and information recorded on the M250 device will be lost permanently.
- During the entire Reset process, the NET and STAT LEDs remain off.



1 • Make a shunt between IN1 and IN2 and make a connection to as shown in the image;



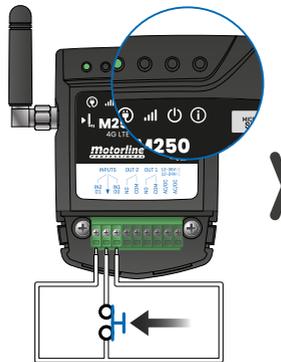
2 • Turn the device off and on again.  
**Ensure that when you turn on the device, the shunt circuit is closed.**



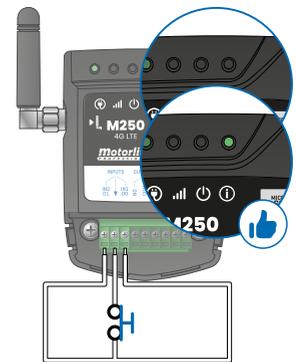
3 • When turned on, the ACT LED will stay on steadily for 10 seconds and then turn off;



4 • You now have 5 seconds to open the circuit. The ACT Led will start to blink and you must keep the circuit open until the Led turns off again;



5 • As soon as the ACT LED turns off, close the circuit again.



6 • The ACT LED will turn on again and stay on.  
**The Reset process is completed as soon as the ACT LED turns off and on again.**

# M250 CONFIGURATION

## SET UP DAILY ROUTINES

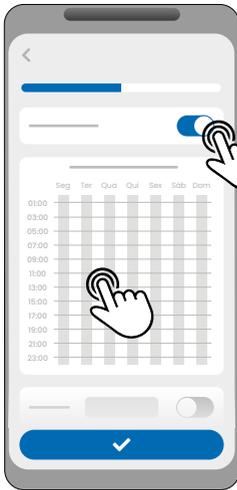
The **M250** allows you to define time to activate/deactivate the relays, for each day of the week.



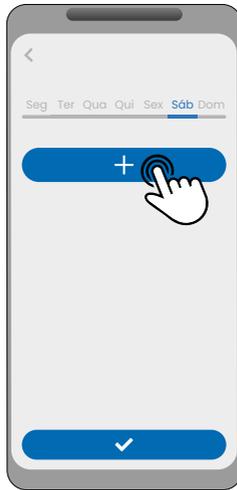
Requires Owner permission.

The configuration of each routine can be done in the type of impulse (monostable or bistable) and in the time defined for each relay.

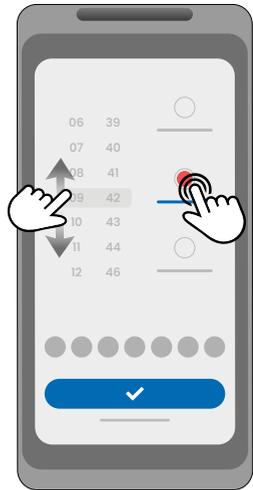
In the menu, press "**Settings**", access the "**Program routines**" page and follow the steps below:



1 • Click "Enable Routine" and tap the table to configure a routine.



2 • Select the day you want to add the routine and click "+" to configure.



3 • Select the time and type of action to perform on the routine.



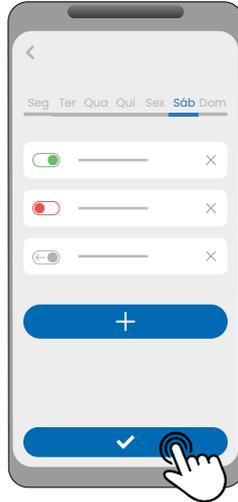
Each relay can contain up to a maximum of 8 routines for each day of the week.

# M250 CONFIGURATION

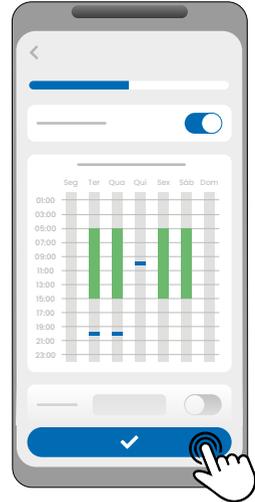
## SET UP DAILY ROUTINES



4 • You can add the same routine to more days of the week.



5 • Click "Save" to save the defined Routines.



6 • The table will display the settings routines for you.

TABLE COLORS	
<span style="color: green;">■</span> (Green)	Periods of operation of the Routines
<span style="color: blue;">■</span> (Blue)	Configured impulses

## DEFINE TIME INTERVALS AND EXCEPTIONS

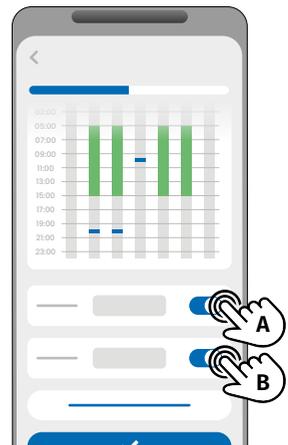
It is possible to define periods of time in which the Routines will act, or, on the contrary, they will have no effect.

### A) TIME INTERVALS

You can define in the calendar, which will be the start day and the end day of the execution of the configured Routines.

### B) EXCEPTIONS

You can define in the calendar, specific days in which the configured Routines will not be activated.



# M250 CONFIGURATION

## SET UP INPUTS

The **M250** has two isolated inputs integrated into its hardware, which makes the M250 have three other operating modes, namely feedback, alarm and reader mode.



Requires Owner permission.

## FEEDBACK OPERATION MODES

### General Mode:

When an entry is activated, all users receive notification through the app.

### Time Mode:

Outputs 1 and 2 are respectively associated with inputs 1 and 2.

When one of the relays is activated, the corresponding input waits for its activation within the time defined by the owner.

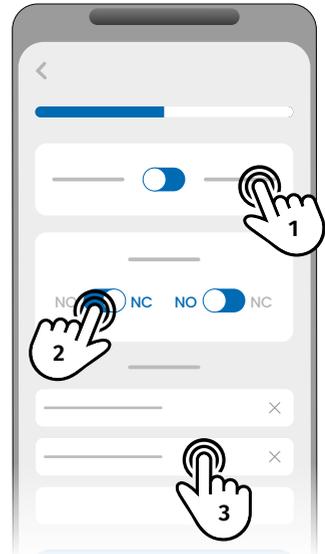
When this occurs, and if the user who activated the input belongs to the user list, the user will receive feedback notification.

## CONFIGURATION STEPS

- 1 • Select the desired mode type for the feedback (General Mode or Time Mode);
- 2 • Define the status of inputs 1 and 2 (NO or NC);

INPUTS STATUS CONFIGURATION	
<b>NO</b> (Normally Open)	The input has no signal, and notification is sent when there is a device activation (ex: relay, button or sensor).
<b>NC</b> (Normally Closed)	The input has a continuous signal, and notification is sent when the signal is interrupted.

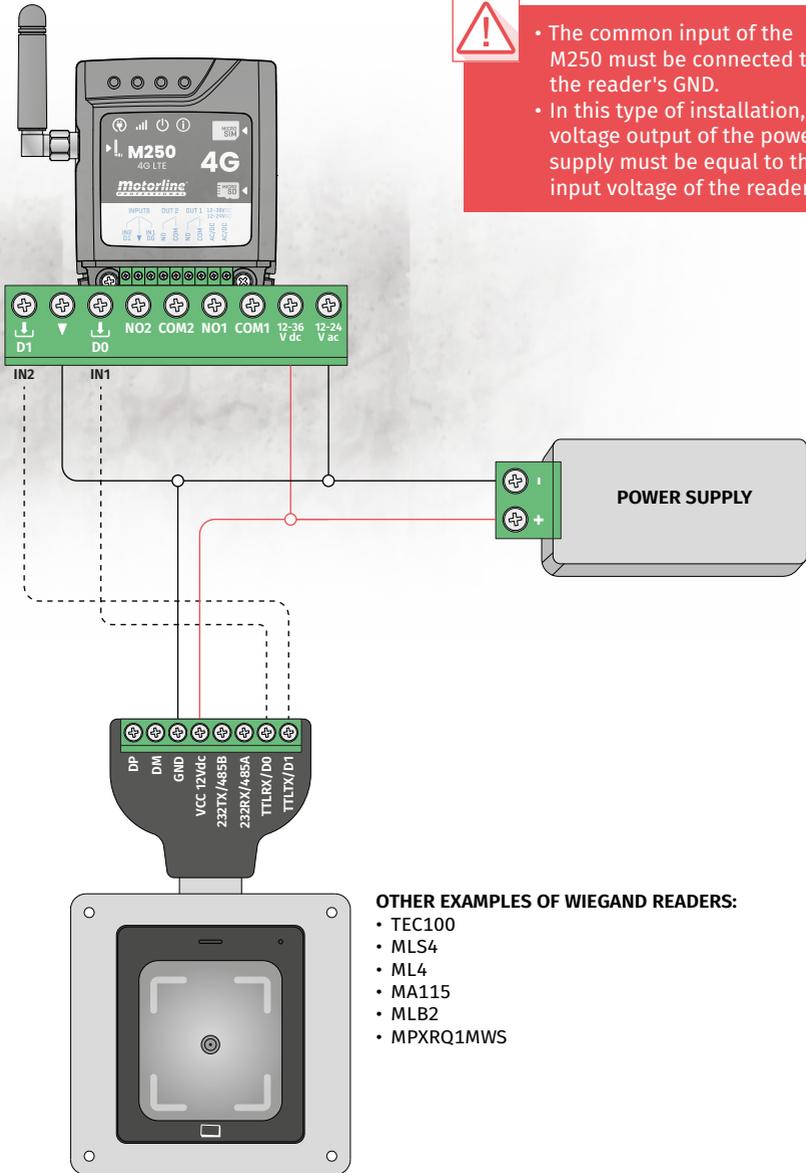
- 3 • Add the users who will be part of the Feedback list;
- 4 • Save your changes.



The contact list has a maximum limit of 6 users.

# MOTORLINE PORTAL

## CONFIGURE AS WIEGAND READER



### OTHER EXAMPLES OF WIEGAND READERS:

- TEC100
- MLS4
- ML4
- MA115
- MLB2
- MPXRQ1MWS

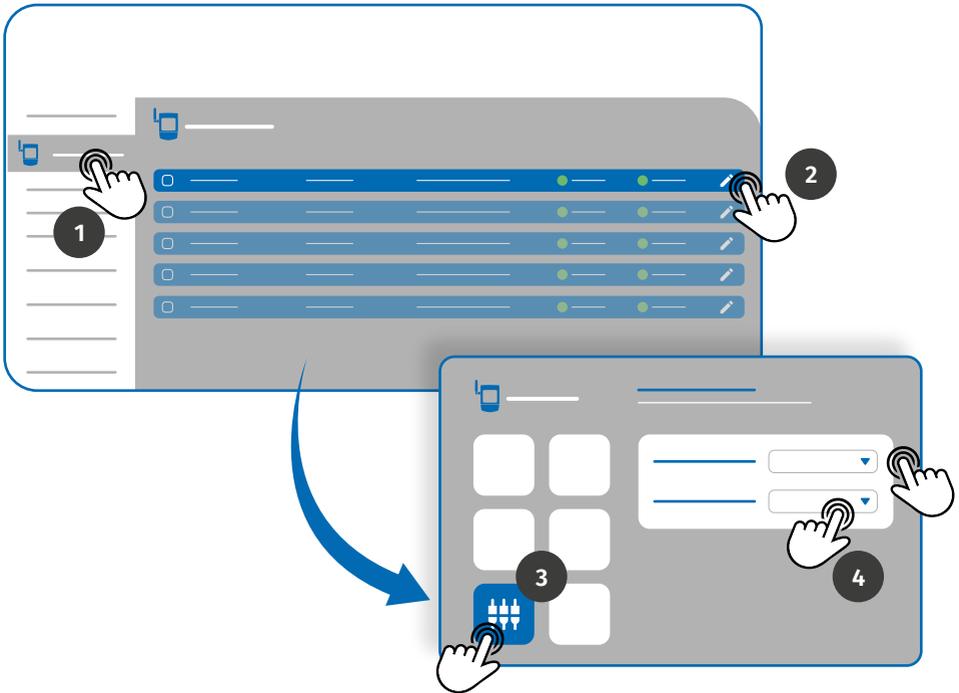
**MQR340 WIEGAND READER**  
*(This reader is just an example)*

# MOTORLINE PORTAL

## ACTIVATE READER MODE

By activating reader mode, the M250 inputs are configured as D0 and D1, enabling the device to read 26 or 34 bit Wiegand readers.

### VIA THE MOTORLINE PORTAL



- 1 • Access the **Devices** menu on the left tab of the Portal.
- 2 • Click on the edit icon of the device you want to define as a reader.
- 3 • Access the **Input Settings** menu.
- 4 • Set the **input mode** to Reader and select the **interface** of the reader added on the device.



To add Wiegand device users through the Portal, see pages 30 and 33.

# MOTORLINE PORTAL

## ACTIVATE READER MODE

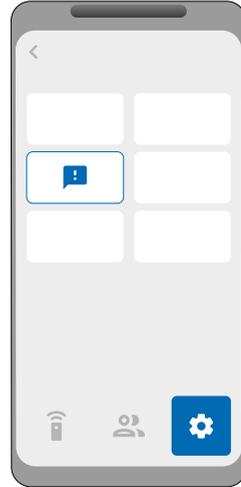
### VIA THE MCONTROL APP

1



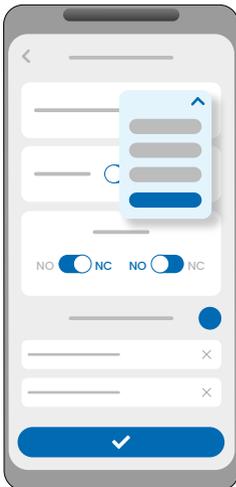
Sign in to the device you want to configure.

2



Go to the "Settings" menu and click on "Input Settings".

3



Change the inputs mode to "Reader".

4



Choose the interface (26 or 34 bits) and click "Save".

# MOTORLINE PORTAL

## AUTOMATICALLY ADD CREDENTIALS

Automatic recording consists of recording directly through the reader, thus using this feature to record several credentials sequentially.

### VIA THE MOTORLINE PORTAL

All programmed remote controls are displayed in this area.

The access parameters defined in this field will be assigned to all remote controls programmed below.

1 • In the **Devices** menu on the left tab of the Portal, click on the edit icon of the device you want to edit.

2 • Access the **Users** menu and click on the "Add User" button.

3 • Select the Multi-reader option at the top and configure the permissions parameters that users will have.

**You can define which of the outputs the user will be able to control.**

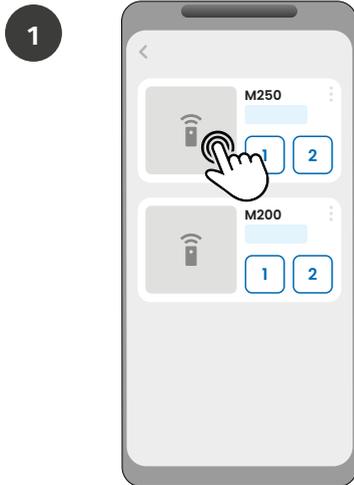
4 • Click the "Start programming" button and you can start passing remote controls to register on the reader.

5 • Click the "Finish programming" button to finish the remote control programming process.

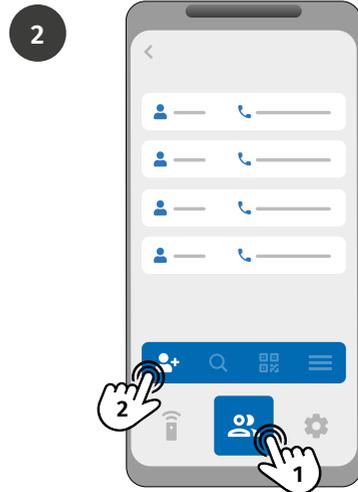
# MOTORLINE PORTAL

## AUTOMATICALLY ADD CREDENTIALS

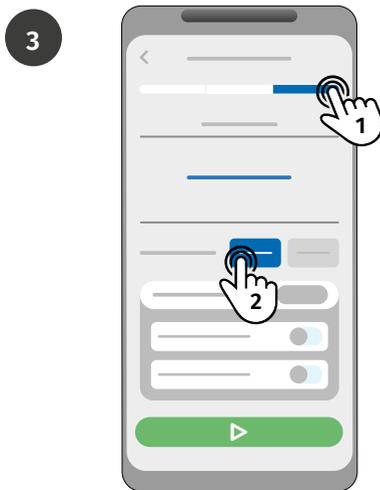
### VIA THE MCONTROL APP



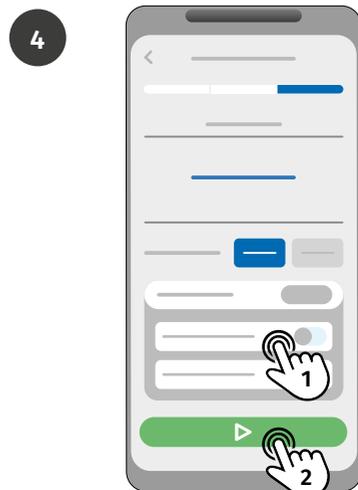
1 Sign in to the device you want to configure.



2 Access the "Users" menu and click "Add Users".



3 In the "Credentials" tab, select the desired Reader Output (Relay 1 or Relay 2).

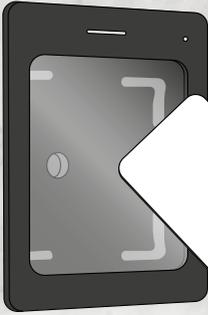


4 Configure access management and click "Start Scan".

# MOTORLINE PORTAL

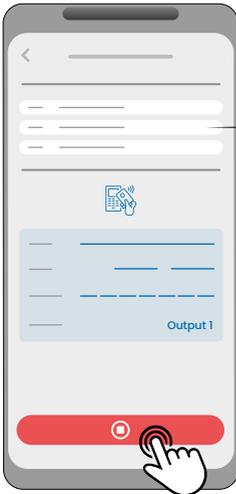
## AUTOMATICALLY ADD CREDENTIALS

5



Start sequentially reading the credentials on the reader.

6



All programmed remote controls are displayed in this area.

When you finish recording the credentials, click "Stop Scan".



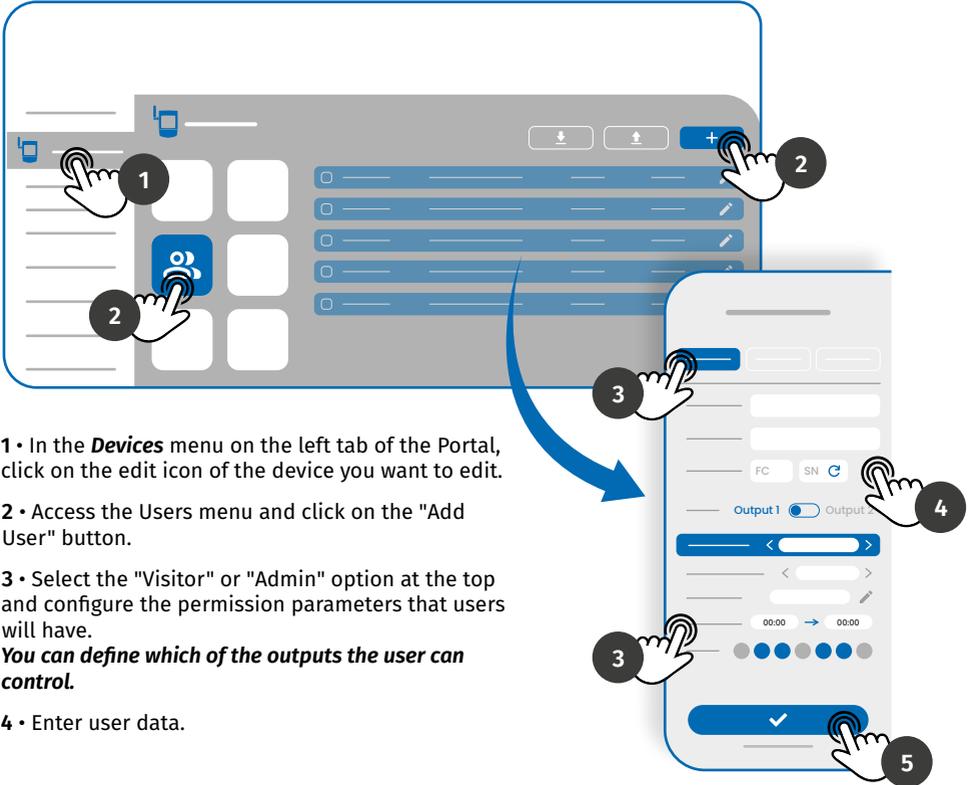
In the recording process, you have 15 seconds to pass a credential.

- With each credential passed, time is renewed.
- If after 15 seconds you do not pass any credential, recording mode is automatically interrupted.

# MOTORLINE PORTAL

## ADDING CREDENTIALS MANUALLY

### VIA THE MOTORLINE PORTAL



1 • In the **Devices** menu on the left tab of the Portal, click on the edit icon of the device you want to edit.

2 • Access the Users menu and click on the "Add User" button.

3 • Select the "Visitor" or "Admin" option at the top and configure the permission parameters that users will have.

**You can define which of the outputs the user can control.**

4 • Enter user data.

Manually enter the Facility Code (FC - Optional) and Serial Number (SN - Mandatory) or click the  button to ask the system to read it automatically.

5 • Click the "SAVE" button to save the remote controls records.

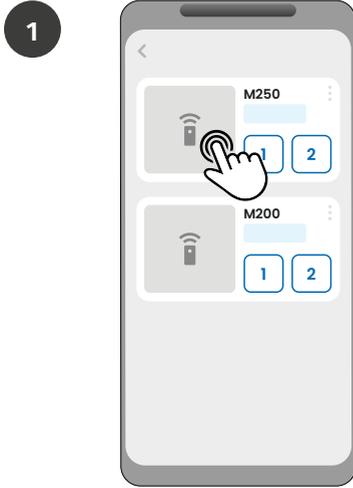
Once user registration is completed, the Portal will generate a QR Code that can be downloaded to be used if the readers have the QR Code reading function.



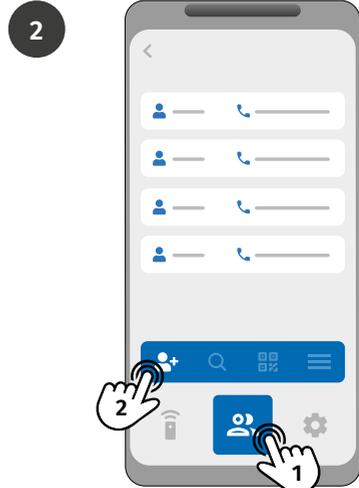
# MOTORLINE PORTAL

## ADDING CREDENTIALS MANUALLY

### VIA THE MCONTROL APP



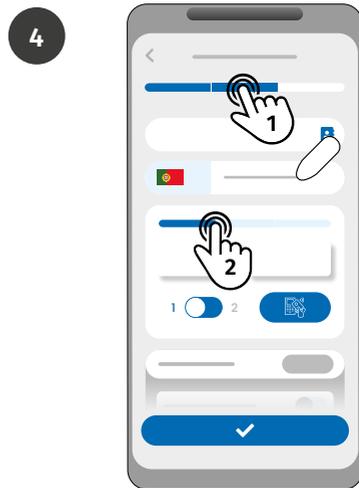
Sign in to the device you want to configure.



Access the "Users" menu and click "Add User".



In the "Visitor" or "Admin" tabs, select the "Add credential" option.



Select the addition method you want:  
**Card/Tag, Keyboard or QR Code**

# MOTORLINE PORTAL

## ADDING CREDENTIALS MANUALLY

5



Select the desired output and start adding credentials:

- **Card/Tag:** Manually enter the values in the FC and SN fields or read them on the reader by clicking "Scan";
- **Keyboard:** Write the code in the indicated field;
- **QR Code:** Generate a random code by clicking "Generate";

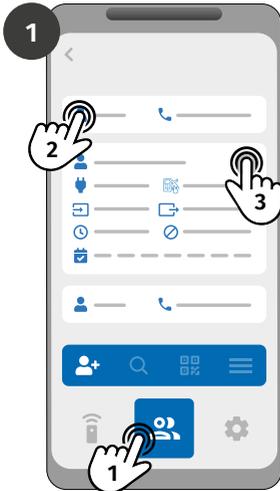
Click "Save" to save your settings.



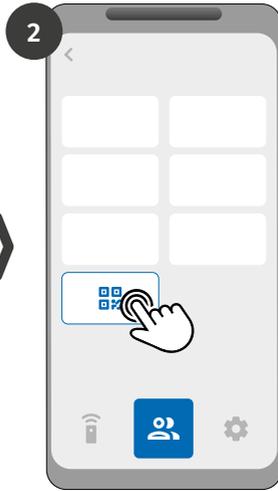
- If the user is an Administrator, he is required to have a number;
- If the user is a Visitor, he may only have a number, credential, or number and credential.

## VIEWING AND SHARING QR CODE

To view the credential QR Code, follow the steps:



Log in to the device and access the "Users" menu. Select the contact and click edit.



Click "User QR Code" to display the sharing code.



Click to share the QR Code with another user (Example: Whatsapp).

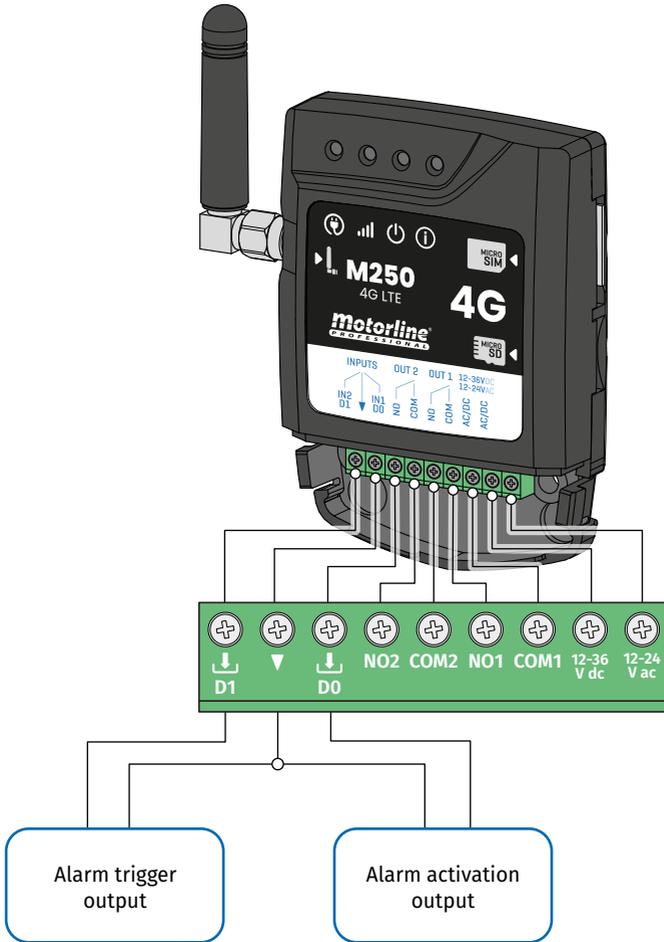
# USE AS ALARM

## CONFIGURE AS AN ALARM COMMUNICATOR

It is possible to configure **M250** to work as an alarm communicator. This way we can activate the alarm, and when the alarm goes off due to intrusion, it sends notification to a maximum of 6 users.

### HOW IT WORKS

Two alarm outputs are required: **Trigger Output** and **Activation Output**



As soon as the alarm is triggered, Input 2 is activated and a notification will be sent to registered users.

# USE AS ALARM

## CONFIGURE AS AN ALARM COMMUNICATOR



Requires Owner permission.

Output 1 is associated with Input 1.

Once Output 1 is activated, Input 1 will wait for a status change for the period defined by the owner:

- If there is a change of status on Input 1 within the preset time, the M250 will notify that the alarm has been turned on/off;
- If there is no change of status, the M250 will notify that Input 1 has not changed within the predefined time.

### ALARM ACTIVATION MODES

#### Local Mode:

When an alarm state change occurs, and it has not occurred remotely, the 1st user on the list will receive a notification with the alarm state change.

#### Remote Mode:

When a user activates Output 1 remotely, if he does not belong to the list, then the 1st user on the list will receive a notification indicating the alarm change.

If you belong to the list, only you will receive the notification.

### CONFIGURATION STEPS

- 1 • Select the desired mode type for the alarm (Local Mode or Remote Mode);
- 2 • Select the Input delay time;
- 3 • Define the status of inputs 1 and 2 (NO or NC);

INPUTS STATUS CONFIGURATION	
<b>NO</b> (Normally Open)	The input has no signal, and notification is sent when there is a device activation (ex: relay, button or sensor).
<b>NC</b> (Normally Closed)	The input has a continuous signal, and notification is sent when the signal is interrupted.

- 4 • Add the users who will be part of the Alarm list;
- 5 • Save your changes.



• The users has a maximum limit of 6 users.

# ACCESS HISTORY

## ACCESS HISTORY



- Record history is stored in the cloud, with a limit of 100,000 records and 90 days.
- Records can also be saved on a microSD card, with a memory limit of 1 year.  
The microSD card must be in FAT32 format (if necessary, format it on the computer).



### ACCESS REGISTRATION

- 1 • The microSD card automatically generates monthly text files (ex: 01.csv\*) with a record of **all accesses in the last 12 months**.
- 02 • At the end of the 12 months, the oldest file is replaced by a new file with the same name.

\*It starts at 01.csv which corresponds to January and so on until 12.csv (December).

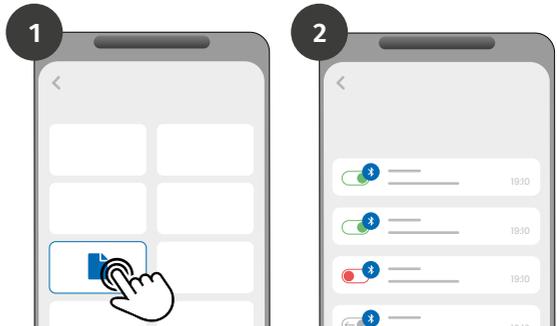


The history recorded on the microSD card can **ONLY** be consulted by inserting it into a computer and accessing the files generated by the device.

## CHECK HISTORY IN THE APP

- 1 • Press the "History" button.
- 2 • On this page you can check the access history.

The application saves the history of the last 90 days.



# ACCESS HISTORY

## HISTORY FILE ON MICROSD CARD

### EXAMPLE OF FILE



NAME; CELL PHONE; RELAY NUMBER; RELAY STATUS; DATE; HOUR; TYPE; ERROR

```
User1;911222333;R1;PULSE;15/10/2022;09:47;BLE
User2;911222444;R2;ON;15/10/2022;09:53;BLE
User2;911222444;R2;OFF;16/10/2022;11:23;WEB
User1;911222333;R1;PULSE;16/10/2022;15:45;WEB
User3;911222555;R2;ON;16/10/2022;18:31;BLE
User1;911222333;R1;PULSE;17/10/2022;06:46;WEB
User4;911222666;R2;NO CHANGE;17/10/2022;15:58;SMS;ERROR! USER
WITHOUT PERMISSION
User3;911222555;R1;PULSE;18/10/2022;10:02;WEB
User1;911222333;R2;OFF;18/10/2022;13:10;BLE
User3;911222555;R1;PULSE;18/10/2022;18:24;WEB
```

### HISTORY FILE LEGEND

COLUMN	EXAMPLE	POSSIBLE VALUES
1	User4	<b>Name of the User</b> who performed the operation or "ROUTINE"
2	911222333	<b>User number</b> that performed the operation or <b>empty</b> if it is a routine
3	R2	R1 - Output 1 R2 - Output 2
4	NO CHANGE	<b>PULSE</b> - In case the Relay is in the type bistable impulse <b>ON</b> - In case the Relay is in the type monostable impulse <b>OFF</b> - In case the Relay is in the type monostable impulse <b>NO CHANGE</b> - No change has occurred in the relay
5	17 / 10 / 2022	Date of operation
6	15:58	Time of operation
7	BLE	<b>BLE</b> - Operation carried out via Bluetooth <b>WEB</b> - Operation carried out online
8	ERROR! USER WITHOUT PERMISSION	Error messages

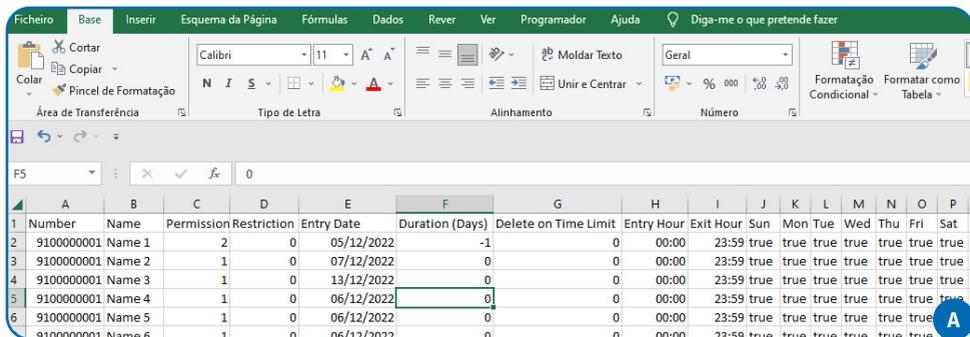
# IMPORT/EXPORT USERS

## CREATE A LIST OF USERS THROUGH EXCEL

We suggest that, initially, you download the Excel file on the app, and fill in the data in the downloaded file, avoiding any formatting errors.

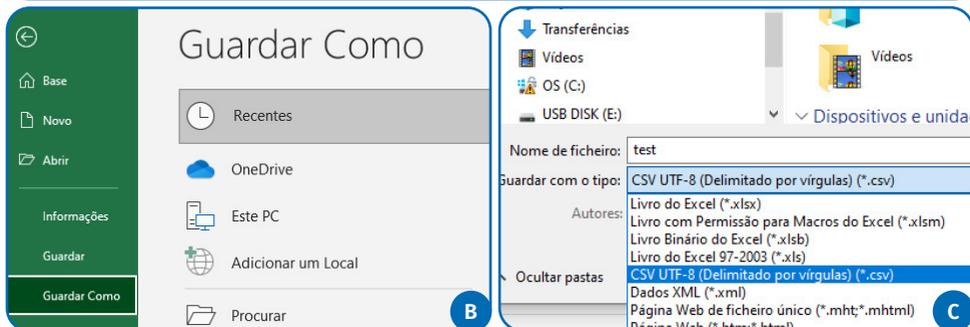
Before importing users, it is recommended to download the Excel file through the application, so that all fields are filled in correctly.

- 1 • Press "Export users" and choose the destination for the file.
- 2 • Transfer the file to your computer so that you can register new users.
- 3 • Fill in the data according to the Excel headers (see image A).
- 4 • Save the file in the "CSV UTF-8" format (Comma delimited) (see image B and C).
- 5 • Transfer this file to your phone.



The screenshot shows the Microsoft Excel interface with a spreadsheet containing the following data:

Number	Name	Permission	Restriction	Entry Date	Duration (Days)	Delete on Time Limit	Entry Hour	Exit Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
910000001	Name 1	2	0	05/12/2022	-1	0	00:00	23:59	true						
910000001	Name 2	1	0	07/12/2022	0	0	00:00	23:59	true						
910000001	Name 3	1	0	13/12/2022	0	0	00:00	23:59	true						
910000001	Name 4	1	0	06/12/2022	0	0	00:00	23:59	true						
910000001	Name 5	1	0	06/12/2022	0	0	00:00	23:59	true						
910000001	Name 6	1	0	06/12/2022	0	0	00:00	23:59	true						



# IMPORT/EXPORT USERS

## INFORMATION TO USE IN THE EXCEL DOCUMENT

COLUMN A	User Number
COLUMN B	User Name (max. 20 characters)
COLUMN C	Permission Level: 0 (User); 1 (Administrator); 2 (Owner)
COLUMN D	Relay Restriction: 0 (no restriction); 1 (restricting relay 1); 2 (restricting relay 2)
COLUMN E	Initial Date (Format: DD/MM/YYYY)
COLUMN F	Duration in Days: -1 (no limit, max. 90 days); 0 - 90
COLUMN G	Visitor Continuity: 0 (does not delete); 1 (delete)
COLUMN H	Start Time (Format: HH:MM)
COLUMN I	Exit Time (Format: HH:MM)
COLUMN J	Permission for Sunday (true or false)
COLUMN K	Permission for Monday (true or false)
COLUMN L	Permission for Tuesday (true or false)
COLUMN M	Permission for Wednesday (true or false)
COLUMN N	Permission for Thursday (true or false)
COLUMN O	Permission for Friday (true or false)
COLUMN P	Permission for Saturday (true or false)
COLUMN Q	User without Wiegand: 0-0

## UPLOAD THE LIST AND SEND IT TO THE DEVICE



1 • In the Users menu, press on "More options".



2 • Click on "Import users".



3 • Select the CSV file to import and wait for the operation to complete.