BMS-LINK Setup

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To set up your BMS-LINK:

1. Connect the unit to your network using the Ethernet port nearest to the AC adapter plug. (With the cover removed, the port is labeled "LAN 1".)
2. Open **Internet Explorer**. Enter 192.168.1.1 into the address bar, then press Enter.

Note

You may need to change the IP address on your PC to place it into the same network as the BMS-LINK device. (IP address example 192.168.1.2, subnet mask 255.255.255.0.)

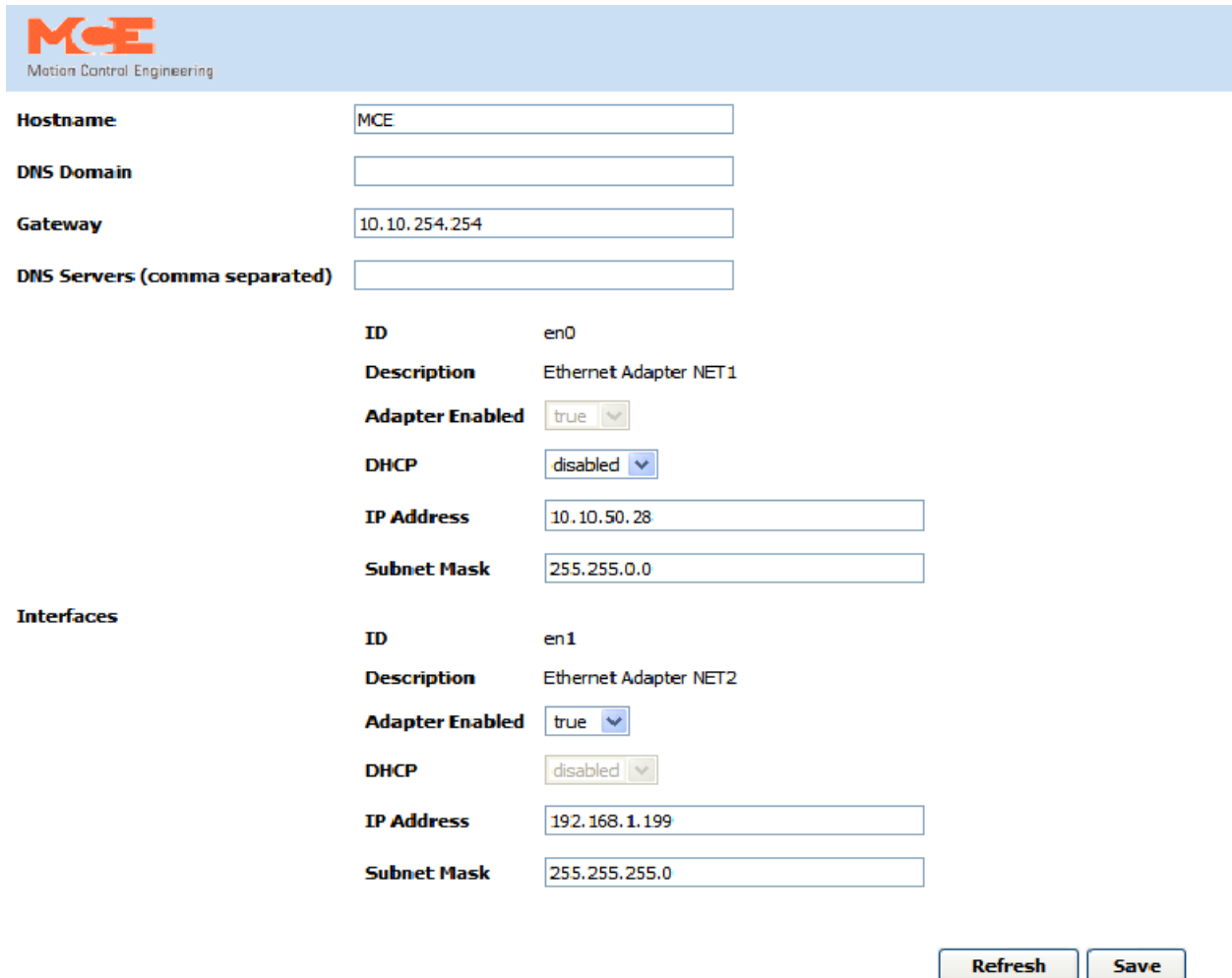When you have successfully contacted BMS-LINK, you will see a login dialog:

MceBmsLink

Username: Administrator

Password:

Login

3. On the login, enter username "Administrator". Leave the password field blank. Click the Login button.

4. In the window that appears, click the Network tab.

5. Change the settings for ethernet device "en0" to the settings provided by your network administrator or building IT department. When finished, click Save.
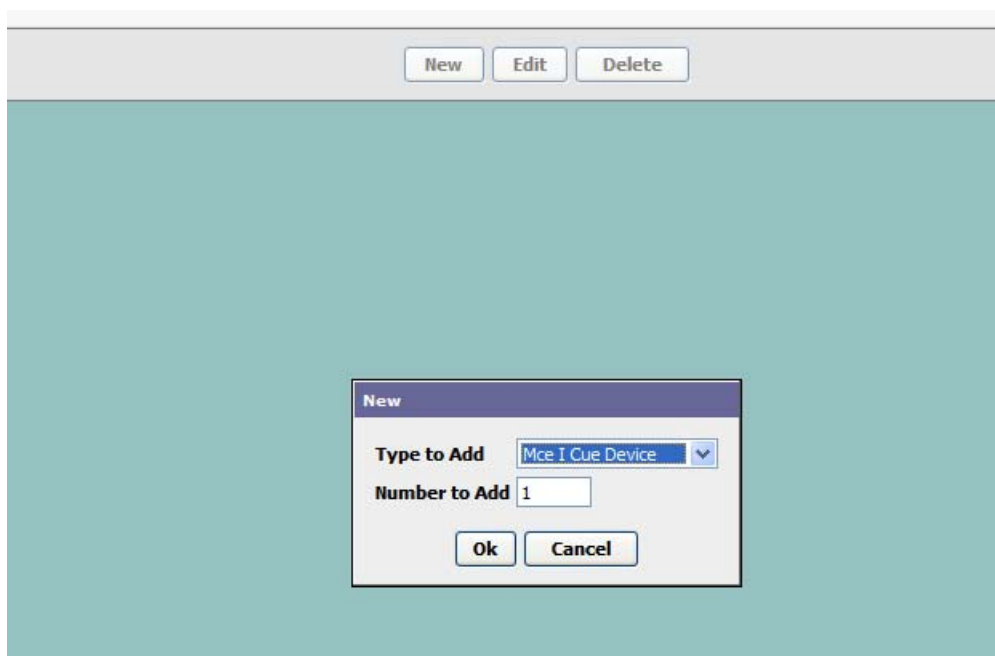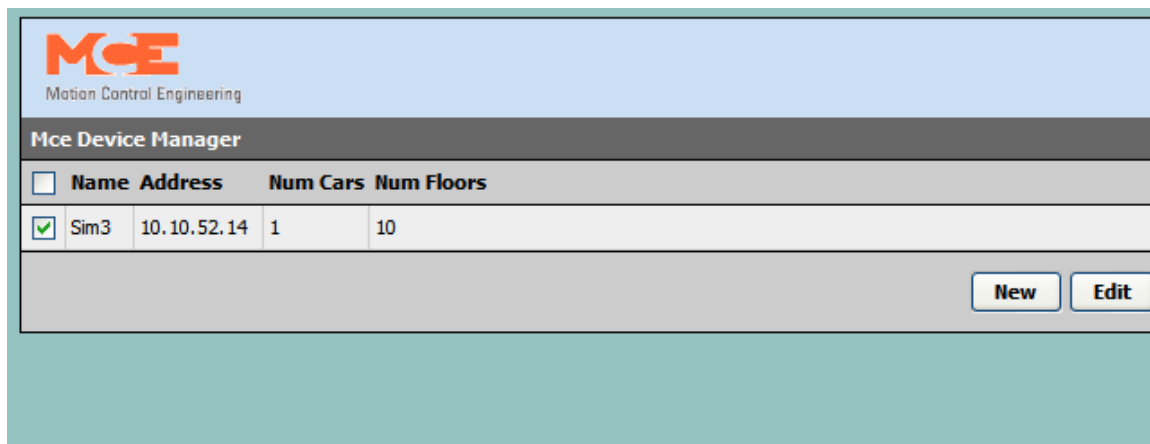
Note

If you had to change your computer IP address earlier, it may be necessary to change again to connect to the BMS-LINK device (if it has been moved to a different network through the preceding dialog).

6. Through your web browser, log into the device again using the new IP address.
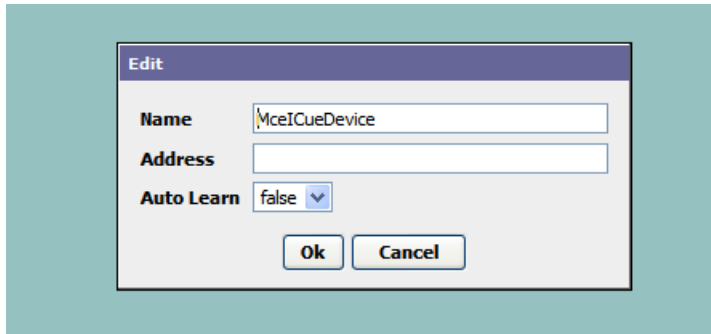
7. Select the Devices tab. Click New.

8. Select the appropriate device type for the controller or group to which BMS-LINK will connect. Click Ok.

9. Select the box next to the newly added device.

10. Click edit.

11. In the dialog that appears, change the name of the device to the name you would like displayed on the screen.

12. The IP address should be the IP of the group or controller.
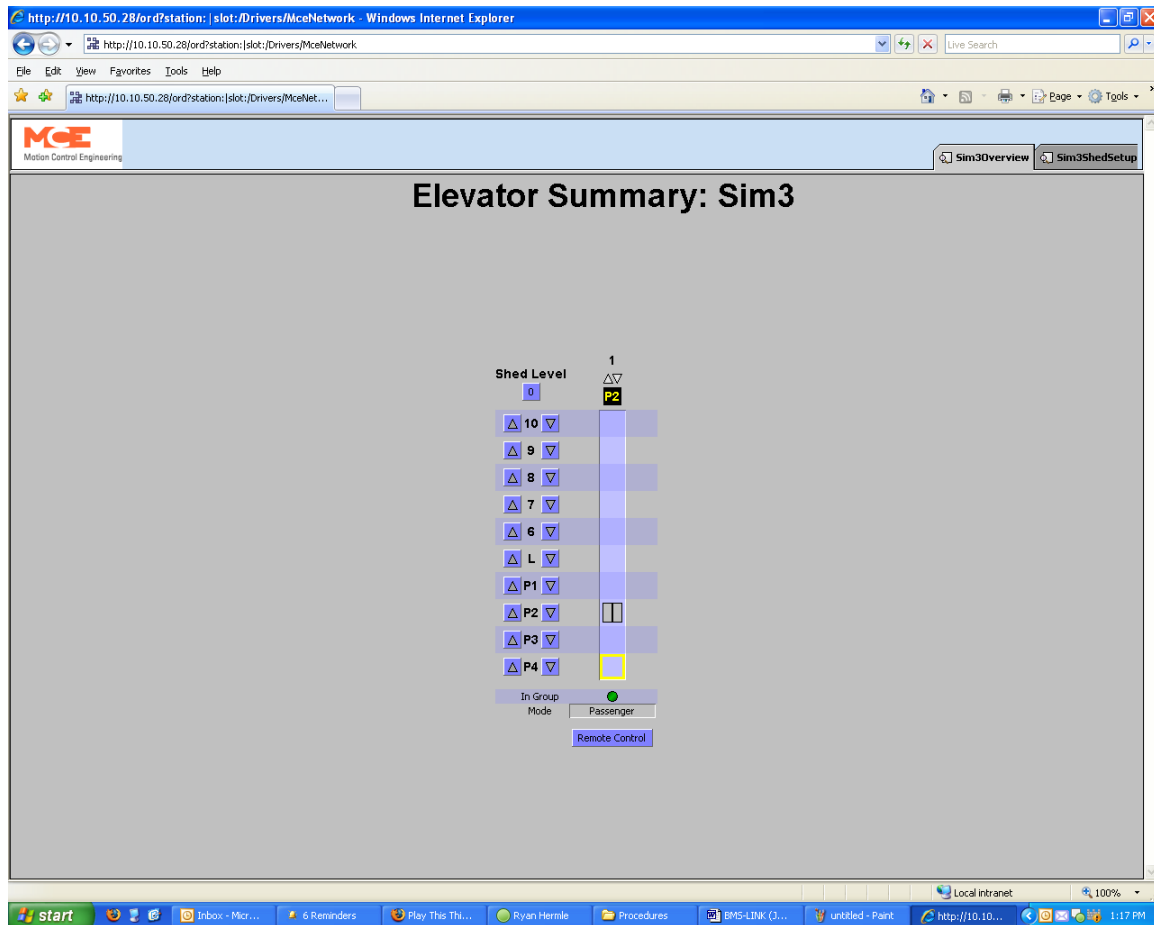
13. Set auto-learn to true. Click Ok.

⚠️ **Caution**
If you need to make a correction to a device, delete it and recreate it. **Do not edit** a device after it has been named and given an IP address.
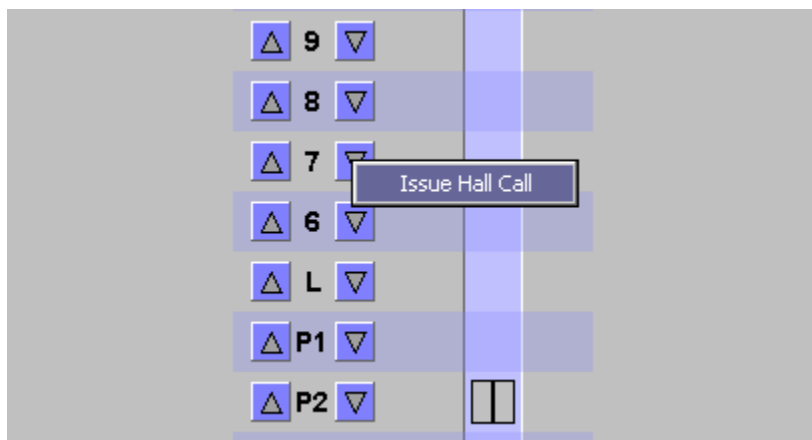
14. To test your configuration, re-launch Internet Explorer and enter the IP address of the device.
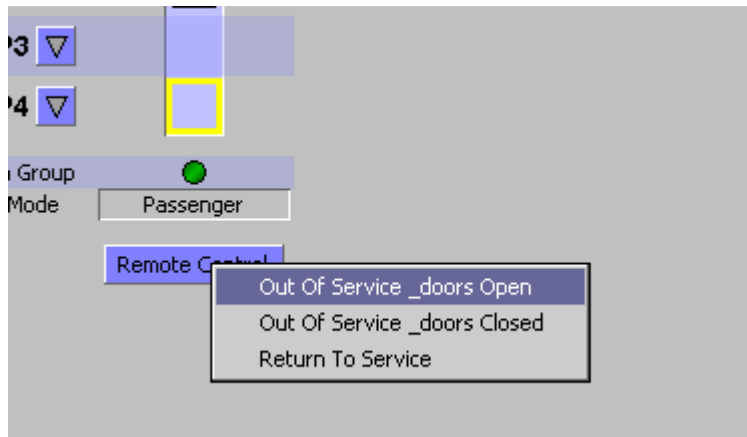
15. Log in using username "User".

Using the BMS-LINK

After logging in, you will see the elevator hoistway screen. This may take a few moments.
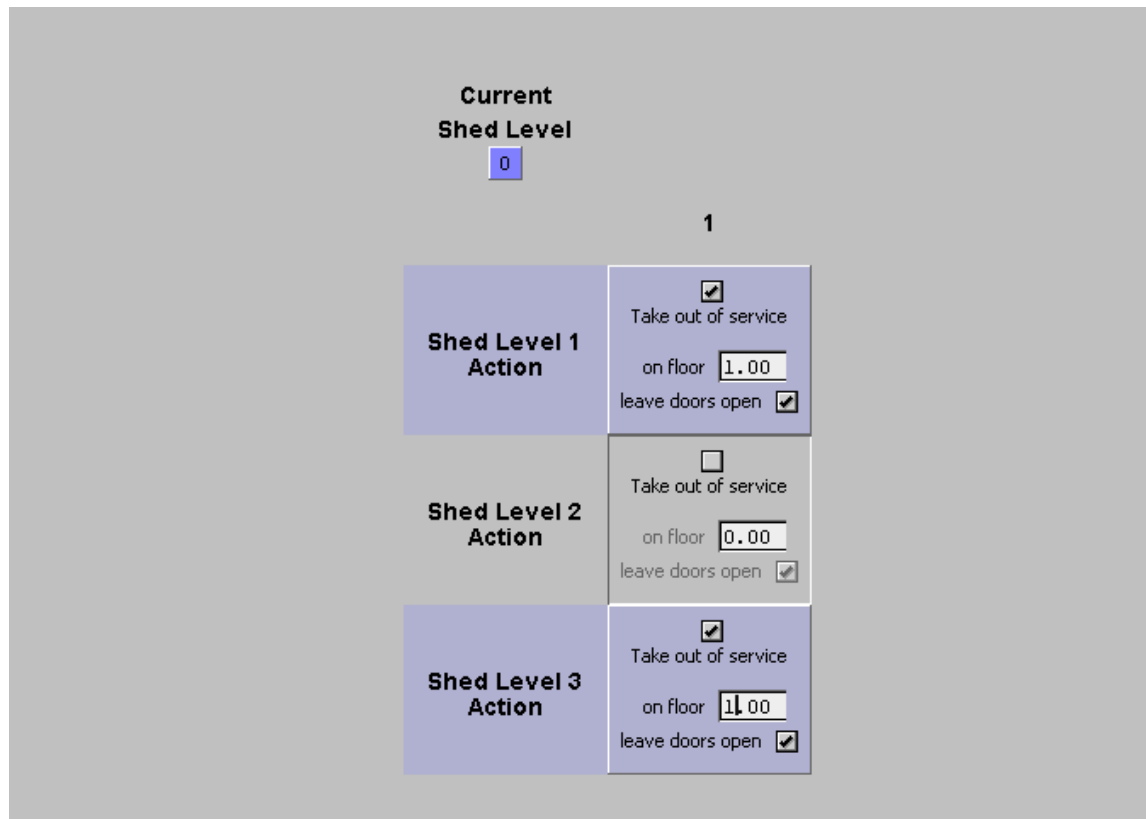

16. To initiate a hall call, right click one of the arrows along the left side of the display and click "Issue Hall Call".
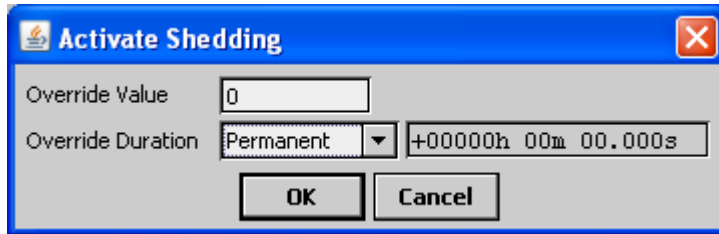
17. To remove a car from service, right-click the Remote Control button and click one any of the available options.

18. **To configure Demand shedding options, click the tab in the upper right for the group/ car you are configuring.**

19. Configure the shed levels as required. In the following example, this car will be taken out of service when shed levels 1 or 3 are activated but will remain in service if shed level 2 is active.

20. To activate load shedding, right click the Current Shed Level box and select activate shedding. Under "Override Value" choose the shed level (1, 2 or 3). You may also set a duration for the shed level if desired.

21. To deactivate load shedding, right-click the Shed Level box; select Deactivate Shedding.