

**A. Factory Reset**

1. Power Down EMRI-3 Board
2. Install Jumpers J10, J9 & J4
3. Power Up EMRI-3 Board
4. LEDs will ALL remain OFF, until the Reset is finished.
5. Once the Reset is finished, the LEDs will "crawl"
6. Once the Reset is complete, remove all jumpers, except J10
7. Bounce Power to EMRI-3 board

**B. Scan Cards into EMRI-3 Memory**

1. Power Down EMRI-3 Board
2. Install Jumpers J10, J9, J3 & J1
3. Power Up EMRI-3 Board
4. LEDs will alternate, to indicate that the EMRI-3 is in ADD Mode
5. Badge (or "Enroll") cards into either card reader (Reader 1 or Reader 2)
6. All cards badged in will be valid at both readers, 24/7
7. When finished enrolling, remove all jumpers, except J10
8. Bounce Power to EMRI-3 board

**C. Set Reader #1 Parameters (Output, Time and REX Input)**

1. Power Down EMRI-3 Board
2. Install Jumpers J10, J9, J2 & J1
3. Power Up EMRI-3 Board
4. Make a note of the Rotary Switch Setting (for Step 9)
5. Set Rotary Address Switch to the Output desired (see EMRI-3 setup for details)
6. Short the REX input (C1 - C12) desired by shorting it to Gnd
7. The LEDs will count and display how many seconds to remain ON
8. When finished, remove all jumpers, except J10
9. Remember to return the Rotary Switch back to its original setting
10. Bounce Power to EMRI-3 board

**D. Set Reader #2 Parameters (Output, Time and REX Input)**

1. Power Down EMRI-3 Board
2. Install Jumpers J10, J9 & J3
3. Power Up EMRI-3 Board
4. Repeat Steps 4 through 10 of Section C, above.

**E. Setting the EMRI-3 to EMRI-2 Compatibility Mode**

1. Return EMRI-3 to Factory Settings (see Section A above)
2. Install Jumper J7 (in addition to Jumper J10)
3. Bounce Power to EMRI-3 board