myQ® business™

IF YOU DO NOT HAVE ACCESS TO **myQ® Business**™ PLEASE CALL **LIFTMASTER CUSTOMER CARE** AT **800-323-2276** TO SETUP AN ACCOUNT.

SETUP

1. CREATE A NEW myQ® Business FACILITY

1. A. **If existing facility:** Skip to Step 3.
    B. **IF new facility:** On the left navigation bar, click Dashboard, then Facilities tab. Click the Add New Facility button.
2. Choose Community or Commercial Facility and click Continue.
3. Confirm your selection of Community or Commercial facility and click Confirm.
4. Enter the Facility information and click Save.

2. SELECT A SUBSCRIPTION PLAN

1. Click profile name in upper right corner then select Billing.
2. Select a subscription Plan.
3. Enter payment information and select monthly or yearly payments.

3. ADD CAP2D TO THE FACILITY

The Control Panel # (CP#) is located on the bottom of the CAP2D.
1. On the left navigation bar, click Facility, then click Device Management
2. Click the "Add Devices" button
3. Click, "+" next to the CAP2D option on,"Select a device to add"
4. Enter the CP # (format: XXX-XX-XXXXX) and name the CAP2D.
5. Click Save.

4. ADD ANOTHER DOOR (OPTIONAL)

1. On the left navigation bar, click Dashboard, then Facilities tab.
2. Click the desired facility.
3. Click the Device Management tab and select the CAP2D.
4. Click on the Door Settings tab next to the Controller Settings.
5. Click the Add Door button.
6. Enter the name of the door.
7. Click Save.

NOTE: Each CAP2D supports 2 doors.

5. ADD CREDENTIALS

1. On the left navigation bar, click Credentials.
2. Click the Add Credential button to add transmitters, RFID tags, cards, etc. individually or in bulk to the Facility.
3. Click Save.

NOTE: A credential must be associated to a person for it to be active.

6. INVITE FACILITY OWNER AND ADMINISTRATORS

1. From the People menu, click the Add Person button.
2. Enter their first and last name, email, select a role, and click Save.
3. Check [x] Send myQ Business Invite.

The person will receive an email invite to log into the Facility with rights determined by their role. The ranking of the roles are Dealer Owner and Facility Owner have the most control, followed by Dealer Manager, Facility Manager, Dealer Tech, and Access Manager.

7. ADD PEOPLE

LiftMaster offers a database import service. Go to http://support.dealer.liftmaster.com and click on the Email Question button to initiate a database import. Select myQ® Business™ for the product in the Email Question dialog box.

1. From the People menu, click the Add Person Button.
2. Add staff, residents, and vendors. This includes phone number(s), entry code(s), credentials, group(s), and activation dates.
3. Click Save.

NOTE: A person must be in a group to access any entrances in the community.

8. CONNECT POWER

If using PoE (Power over Ethernet), skip to the next step. Otherwise, move the PoE jumper from the PoE setting and connect a 12 VDC transformer (1.5 Amps min.) to the power input connector and plug the transformer into a 120V AC outlet after all connections have been made.
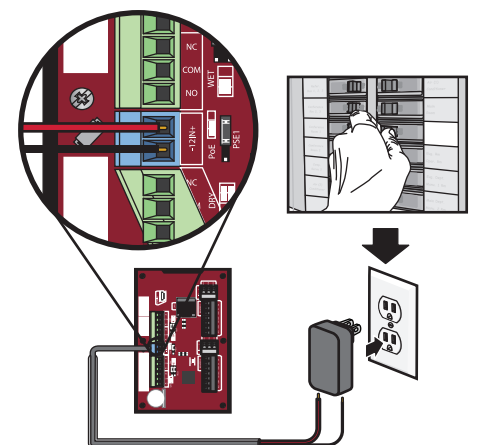
SETUP (CONTINUED)

9. CONNECT TO INTERNET

Connect an Ethernet cable to the CAP2D's LAN port (if using a PoE port the CAP2D will power up). CAP2D uses DHCP by default. If a static IP is required, see the full instruction manual.

Power on the CAP2D. The network LED will turn blue when properly connected to a router or switch.

10. DOWNLOAD DATABASE

Confirm setup prior to installation.

Test a valid credential and ensure the relay fires.
Confirm transaction appears in myQ® Business activity log.

Disconnect power and Internet after settings have been confirmed.

INSTALLATION
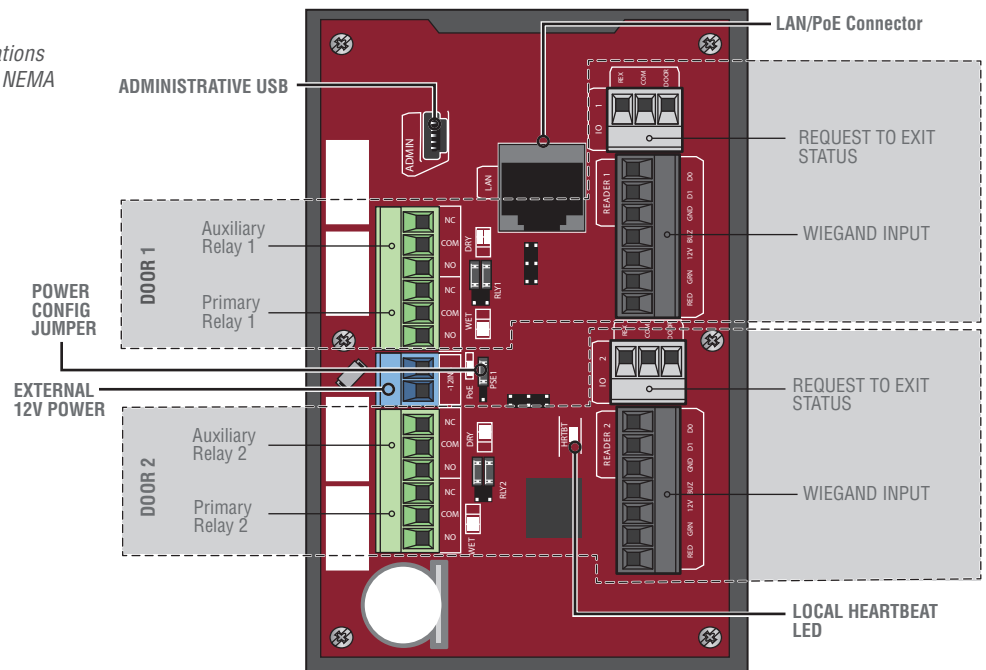
1. MOUNT THE BRACKET

1. Install an electrical box in the desired mounting location.
2. Remove the bracket from the back of the CAP2D.
3. Mount the bracket to the electrical box.

NOTE: CAP2D is not designed to be installed in outdoor locations subject to rain, moisture/condensation, and dust. A suitable NEMA enclosure is recommended for outdoor applications.


Bracket
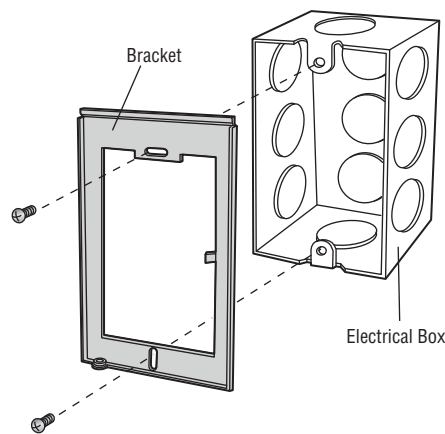
Electrical Box

2. CONNECT ACCESS CONTROL WIRING

Route all required wiring into the CAP2D and make necessary connections.

ADMINISTRATIVE USB

LAN/PoE Connector

REQUEST TO EXIT STATUS

WIEGAND INPUT

DOOR 1

Auxiliary Relay 1

Primary Relay 1

POWER CONFIG JUMPER

EXTERNAL 12V POWER

DOOR 2

Auxiliary Relay 2

Primary Relay 2

REQUEST TO EXIT STATUS

WIEGAND INPUT

LOCAL HEARTBEAT LED

3. INSTALL THE CAP2D

1. Make sure all the wiring is tucked into the electrical box.
2. Slide the CAP2D onto the bracket and secure with the screw on the bottom of the CAP2D.
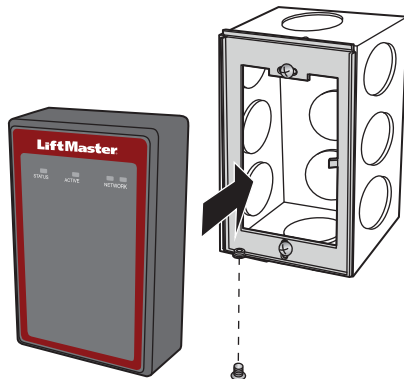
4. VALIDATE PROPER OPERATION

Test each credential type and ensure proper behavior of each gate/door connected to CAP2D.

FULL INSTALLATION MANUAL CAN BE DOWNLOADED AT **LIFTMASTER.COM/CAP2D**.

GO TO: **YOUTUBE.COM/LIFTMASTERSUPPORT**, FOR INSTALLATION AND PROGRAMMING VIDEOS.