6 Tips and Troubleshooting

- If the speaker does not appear on inCloud after connecting the PoE+ cable, verify with your IT staff that the ports in Step 1 are all open and that the MAC address of the speaker has been whitelisted if MAC filtering is used at your facility. Also, ensure that full 30w PoE+ power is available to the port to which the speaker is connected.
- If speaker volume seems low, verify that the Gain adjustment on the Speaker Controller is turned all the way to the (+) side.
- If paging volume seems low, ensure you are speaking directly into the mouthpiece of the phone receiver while issuing the page. IP phone receivers do not have the same audio quality as a dedicated microphone.
- If audio from the speaker is distorted, the gain on the speaker controller can be turned down by rotating counter-clockwise. Note that this adjustment should be performed in small increments so as not to excessively decrease the speaker's volume.

EverAlert® Speaker Quick Start Installation Guide

STOP

Please read this first!

If you have questions at any time during this process, please call American Time toll free at **800-328-8996**.

1 Pre-Installation

1. Verify with your IT Staff:
   - Dynamic Host Configuration Protocol (DHCP) is enabled.

   Note: Currently, EverAlert devices do not support static IP address configuration.
   - Ports 53, 80, 123, and 443 are open.
   - Internet Connection Ethernet 10/100Base-T with **PoE+ (30w)** power is available.

   IMPORTANT: PoE+ (30w) power to the speaker controller is required.
   - PoE drop/port for speaker is on the same VLAN as paging adapter/multicast server (if used)

2 Unpack the box

- Remove the content from the box. Save packing materials in case you need them later.

3 Check the contents

1. EverAlert Speaker Controller
2. Speaker (Interior or Exterior)
   a. Interior Speaker
   b. Exterior Speaker
      i. Speaker Assembly
      ii. Hardware Kit
3. 15 feet - 16AWG plenum-rated speaker wire
   a. Speaker Controller terminal plug
   b. (2) Spade connectors

4 Required Components/Tools (not included)

1. Wire stripper and crimping tool

american time.

phone: **800-328-8996**   online: **american-time.com**   fax: **800-789-1882**

mail: **140 3rd St. So.; PO Box 707, Dassel, MN 55325-0707**

EverAlert®
communication system

5 Installation

IMPORTANT: Observe all necessary national and local code requirements when determining your install style/location and performing the installation.

1. Determine the desired location of the speaker.
   a. If installing an exterior speaker, the controller box must be located indoors (i.e. on the inside of the wall where the speaker is mounted outside).
   b. Interior speakers may be installed in a drop ceiling using a tile bridge, directly into a ceiling/wall surface, or using a surface-mount enclosure. Installation types may vary depending on code requirements.
   c. **The controller box must be within 15 feet of the speaker location.**
2. If mounting the controller box to a wall or ceiling, use a minimum of two screws to securely attach the box using the holes on the backplate.
   a. The box may also be placed flat on a shelf or other surface.
3. Connect the speaker wire to the terminal plug and connect the terminal plug to the port on the speaker controller.
4. Run the speaker wire to the speaker location determined in step 1 and install as specified in the speaker mounting instructions below.

INDOOR SPEAKER INSTALLATION

1. Prepare the mounting area and any accessories as necessary for your desired location and mounting style.
2. Strip and separate the ends of the speaker wire. Then, crimp the provided spade connectors to the loose ends of the speaker wire.
3. Connect the spade connectors to the terminals on the back of the speaker. The terminal with the red paint dot next to it is the positive (+) terminal.

   The red wire from the (+) terminal on the speaker controller must be wired to the (+)/red terminal on the speaker, and the black wire to the remaining terminal.
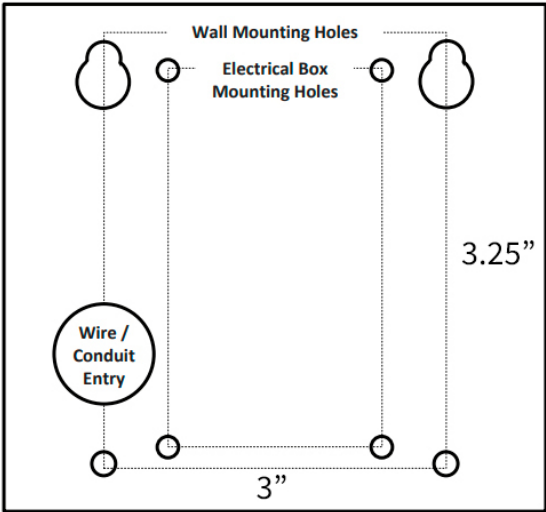

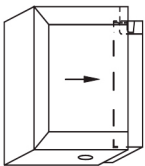4. Install the speaker as required by your location and mounting type.

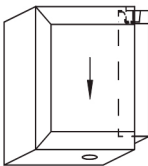## 5 Installation (continued)

EXTERIOR SPEAKER INSTALLATION

1. Separate the backplate from the speaker/enclosure and use as a template to mark mounting location.
   a. Note that the exterior speaker may also be mounted to an electrical box using the inner backplate holes.

Wall Mounting Holes
Electrical Box Mounting Holes
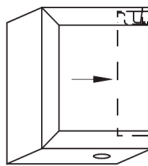Wire / Conduit Entry
3.25"
3"

2. If surface mounting to a wall, drill the four mounting holes and the wire/conduit entry hole.
3. Install the included wall anchors and partially install the included #10 screws in the top two anchors.
4. Route the wiring/conduit through the backplate and hang the backplate from the top two screws, then install the remaining two screws and tighten all screws. (If attaching to an electrical box, route wiring/conduit into backplate and attach the backplate to the box.)
5. Connect the wires to the wiring on the back of the speaker using included B connectors and crimping, being careful to observe polarity. **The red and black wires must be connected to the same color wires coming from the speaker.**
6. Align the slots on the top and bottom of the speaker with the tabs inside the backplate and push the speaker into place, making sure all wiring remains behind the speaker.
7. Slide the front cover over the speaker, lifting up slightly to engage tabs with the slots on top of the backplate, then lower the cover into the slots and push into place.
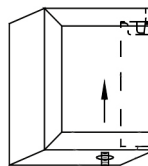8. Install the included 1/4-20 hex bolt into the bottom of the cover and secure.

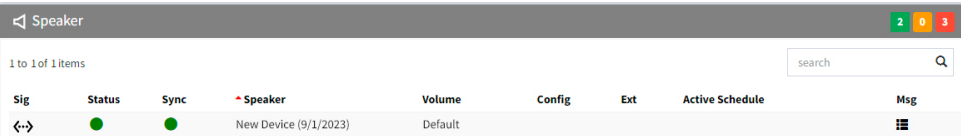

Slide over speaker. Lower tabs into slots. Push towards wall. Lift up to lock, then secure with hex bolt.

6 Connecting to Network/inCloud Portal

1. Connect PoE+ cable to the port on the speaker controller.
2. The speaker controller will automatically connect to the internet and begin the inCloud setup process.
3. Log in to the inCloud management portal using the credentials provided in your EverAlert welcome letter.
   (https://incloud.american-time.com)
4. Once the speaker controller has finished its setup process, it will appear in your site's inCloud device list as shown below.

5. Click on the device name below the "Speaker" heading and change the Display Title to a name that will easily identify the speaker's physical location for future reference.
6. If the speaker is going to be part of a zoned group of other devices, the zone can be assigned in the "Zones" pane to the right of the Display Title.
7. If using EverAlert Live audio paging, the speaker can be assigned a specific multicast extension if desired; otherwise, it can be assigned to the desired zone.
8. It is recommended to test the speaker with the volume set to 100%; if the volume is too high, it can be adjusted in the volume dropdown.
9. Once any changes are complete, click the green "Save" button. Your speaker is now active and ready for use.