

TITLE: EverAlert® StationSOS Installation		
INSTRUCTION SHEET: 3449	REVISION: 01	EFFECTIVE: 07-01-2025

PRE-INSTALLATION

1. Determine Mounting Location

The EverAlert StationSOS is for surface mounting only. The recommended mounting height, measured from the center of the push button to the floor, is 34-48 inches.

Note: Verify and comply with local Authority Having Jurisdiction (AHJ).

2. Verify Network Infrastructure with your Network Administrator

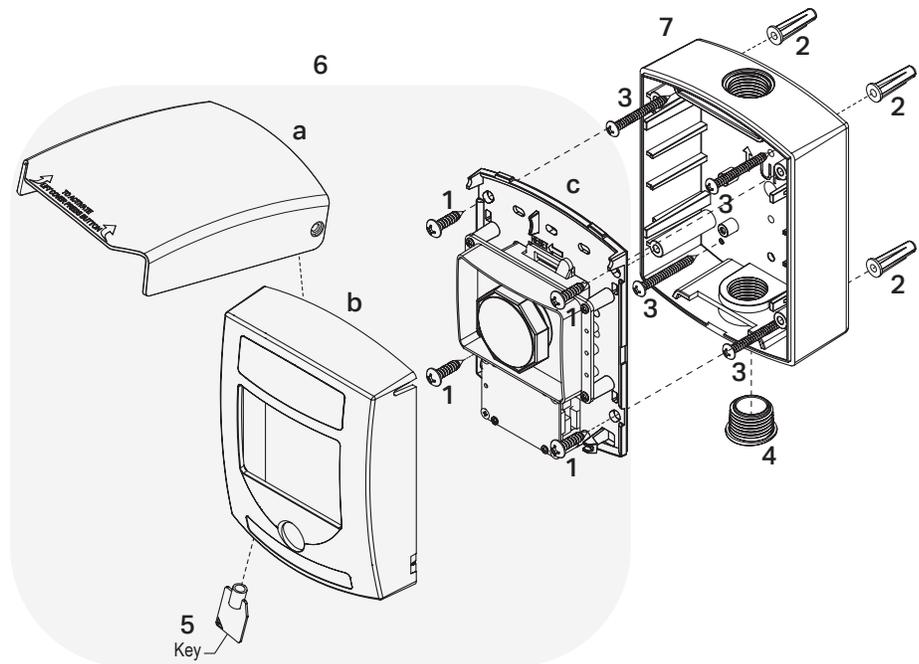
- Ensure a Power over Ethernet (PoE) connection is available that complies with IEEE 802.3af standards, provides Class 1 power (4W) per device, and supports 10/100Base-T Ethernet with internet access.
- Confirm that ports 53, 80, 123, and 443 are open.

UNPACK THE BOX

Remove all components from the box. Save the packing materials for future use, if needed.

CHECK THE CONTENTS

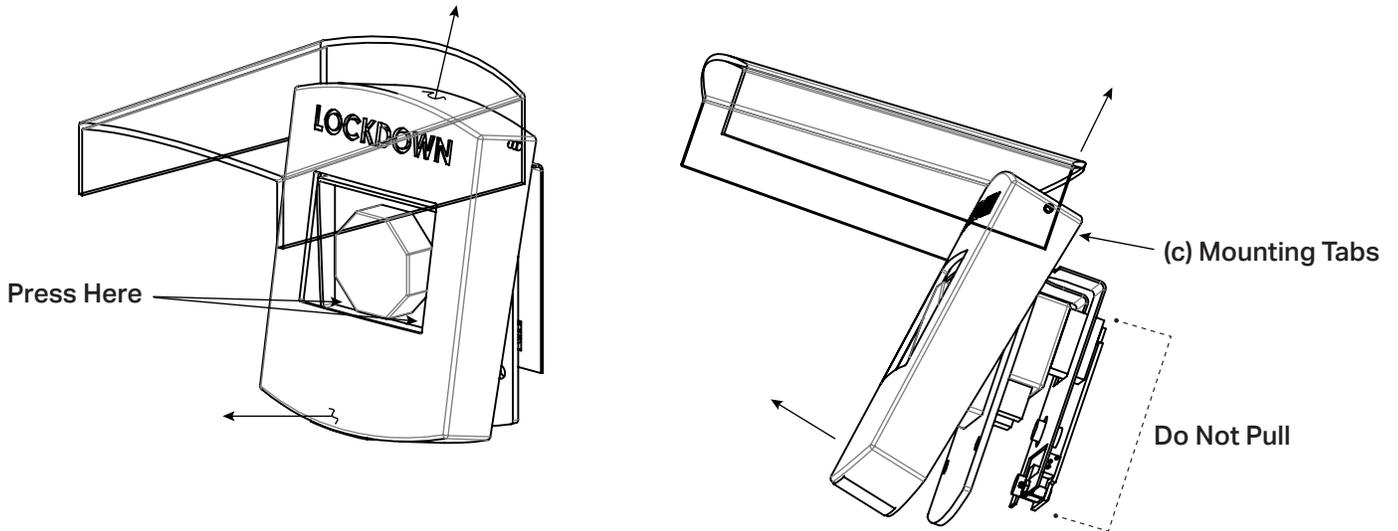
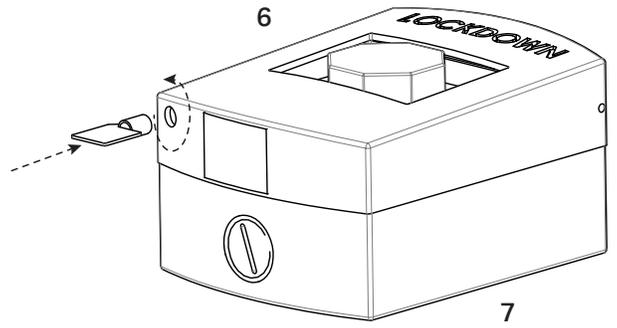
1. #10 x 3/4" phillips pan head screw used to attach frame to back box (4)
2. #8 x 7/8" optional mounting anchors (4)
3. #8 x 1-1/2" sheet metal screw for mounting backbox to surface (4)
4. 1/2" NPT plug (2)
5. Keys (2)
6. Button Assembly (1)
 - a. Shield
 - b. Cover
 - c. Frame
7. Surface mount back box (1)



MOUNTING

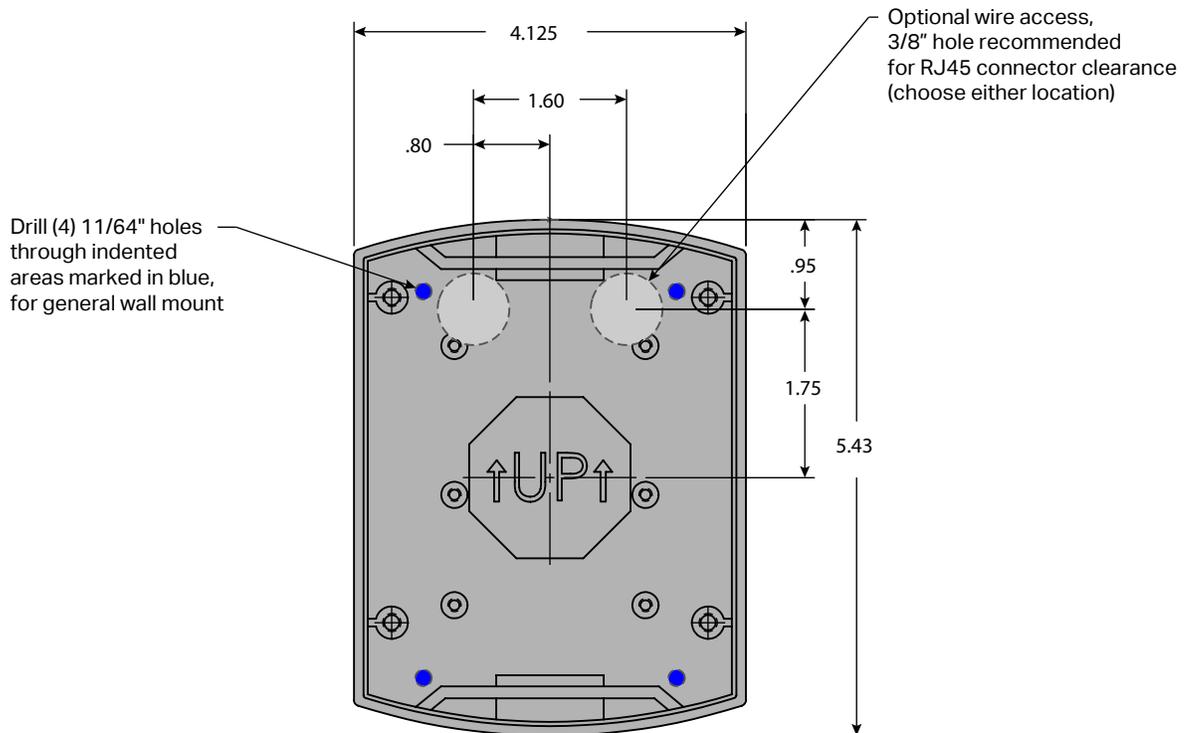
1. Front Cover Removal

- To unlock the cover, insert the security key and rotate counterclockwise.
- Lift button assembly (item 6) off the backbox (item 7), no screws are installed at this stage.
- To remove the cover from the frame, press under the reset switch on the front cavity while pulling the lower rear portion of the unit outward. Then, pivot the cover off the mounting tabs on the frame.
Note: Do not pull-on PCB or metal mounting bracket.



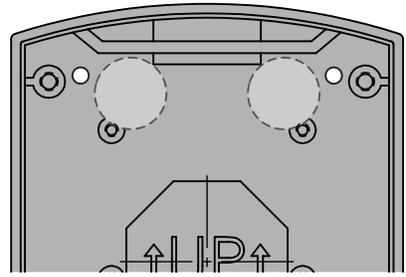
2. Backbox Preparation and Mounting

- Drill 4 ea. 11/64" holes into the backbox. These indented areas are marked in blue in the enclosure.

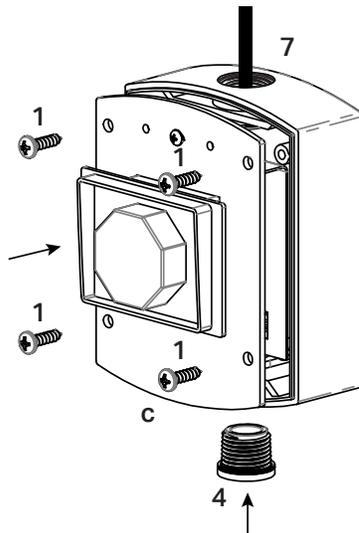
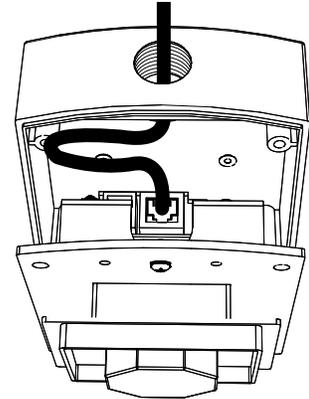


- For typical installations, route the Cat5 cable (or higher) through conduit into the top 1/2" NPT conduit entry (preferred), or alternatively, through the bottom 1/2" NPT conduit entry.

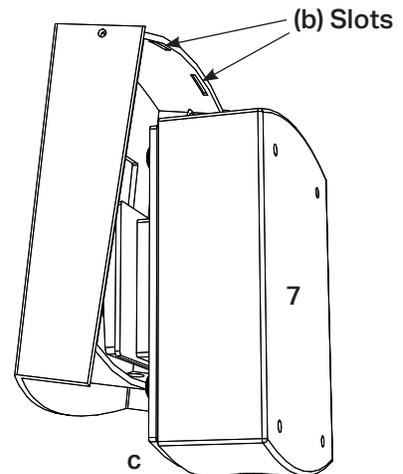
Note: For concealed installations where the Cat5 cable is routed through a wall cavity and must enter from the rear of the backbox, an access hole may be drilled only within the area indicated by the dashed lines.



- Secure the backbox to the wall using 4ea (item 3) #8 x 1-1/2" screws. Drill 7/64" pilot holes for the screws. If wall anchors (item 2) are used, drill 3/16" pilot holes instead.
- Route approximately 4" of Cat5 PoE cable into the backbox and insert the RJ45 connector. Avoid touching the circuit board (PCB) to prevent static discharge, which can cause damage to the device. Insert NPT plugs (item 4) in any unused access holes.
- Mount the frame (item C) to backbox (item 7) with 4ea (item 1) #10x3/4" screws.



- To install cover (item b), insert tabs on the outside top of the frame (item c) with slots on the inside top of the cover.
- Pivot cover down and snap onto frame.
- Lock cover with key by rotating clockwise to secure the cover.



CREATE ALARM DEFINITIONS ON inCloud (OPTIONAL)

Your inCloud site features several alarms. To utilize these predefined and Standard Response Protocol (SRP) alarm definitions, please continue to **CONFIGURE THE EverAlert StationSOS ON inCloud** on the next page.



To create a new alarm definition, follow the steps below.

- Login to portal.american-time.com.
- If you have multiple Sites, select the Site where the EverAlert StationSOS is installed.

Alarm Name	Priority	Alarm Level	Mobile
CODE BLUE	1	Alarm	No
EVACUATE (SRP)	1	Alarm	Yes
FIRE ALARM	1	Alarm	Yes
HOLD (SRP)	1	Alarm	Yes
LOCKDOWN	1	Alarm	Yes
LOCKDOWN (SRP)	1	Alarm	Yes

- Select "Alarm Definitions" from the Admin drop-down menu.
- Click on "Alarms," then click "Add New" at the top of the page.
- TITLE:** Enter the Alarm Title (i.e. Fire, Tornado or Lockdown).



- INSTRUCTIONS:** Enter the information that will display on the screen when the Alarm is triggered. This is most commonly the instructions that provide directions to the recipients of the message.
- ALERT LEVEL:** Select "Alarm." Informational alarms are not eligible to be assigned to an EverAlert StationSOS.
- PRIORITY:** Select the Alarm priority. The priority sets the override sequence with 1 being the highest and 10 being the lowest. The higher priority Alarm will override the lower priority Alarm if both occur at the same time.
- AUDIO:** Select an optional audio file for the Alarm.
- AUDIO CYCLE:** If desired, set active and silent periods for the alarm audio. Once the active/silent periods have elapsed, the audio cycle will repeat.
- MOBILE ENABLED:** Enables or disables the ability to send the Alarm from a mobile device.

- l. **ZONES/EVERALERT DEVICES:** Select which zones or specific devices should receive the Alarm when it is active. "All devices" will send the alarm to all EverAlert devices that are available on the site.
- m. **PANEL COLOR:** Select the panel color for the display background when the Alarm is triggered.
- n. **MOBILE BUTTON COLOR:** This is the color of the button that issues the Alarm from the mobile device.
- o. Click on the green Save button to save the Alarm.

- p. Repeat steps c-o for additional Alarm Definitions.

CONFIGURE THE EverAlert StationSOS ON inCloud

The EverAlert StationSOS is preinstalled in inCloud with a default name. To view the installed devices, click the gray header bar labeled "EverAlert StationSOS" to expand the section.

- a. Locate your device by matching the last four digits of the MAC address. This number is printed on the black label on the bottom of the device enclosure. In inCloud, the default device name will appear as "New Device ****", where **** corresponds to the last four digits of the MAC address.

Status	EverAlert StationSOS	Last Communication	Input 1	FW
●	New Device AA:FF	6/25/2025 4:49 AM	●	

- b. Click the device name to open the Device Settings screen.

- c. **Device Title:** Rename the device to something meaningful or location specific.
- d. **Description:** Optionally enter a short description to help identify the device—such as its location or intended use.
- e. **Input Alarm:** Select an alarm from the dropdown menu to associate with this device when activated.

- f. Click the green Save button to apply changes.
- g. Repeat steps a–f for each additional StationSOS device.

CONFIRM EVERALERT STATIONSOS INSTALLATION

- a. Click the gray header bar labeled "EverAlert StationSOS" to expand the section.
- b. A list of all StationSOS devices assigned to the site will appear under the StationSOS menu.
 - A green status icon next to a device name indicates it is successfully communicating with the inCloud Management Portal.
 - A red status icon indicates the device is not communicating, which could be due to an installation error or a network issue.

Status	EverAlert StationSOS	Last Communication	Input 1	FW
●	Station5	6/26/2025 8:43 AM	● Lockdown	0.0

- c. Under the INPUT column, icons should appear green under normal conditions. If an alarm is triggered, the icon for that input will turn red and remain red until the alarm is cleared.