

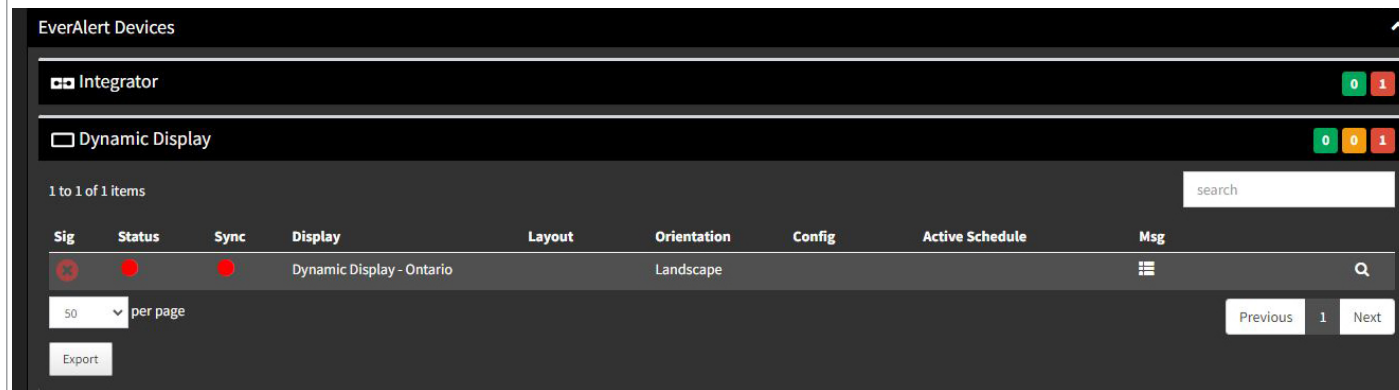


## Please read this first!

If this is your first installation or you have questions at any time during this process, please call TOA Canada toll free at **800-263-7639**.

## 6 Confirm Installation and Name New Device

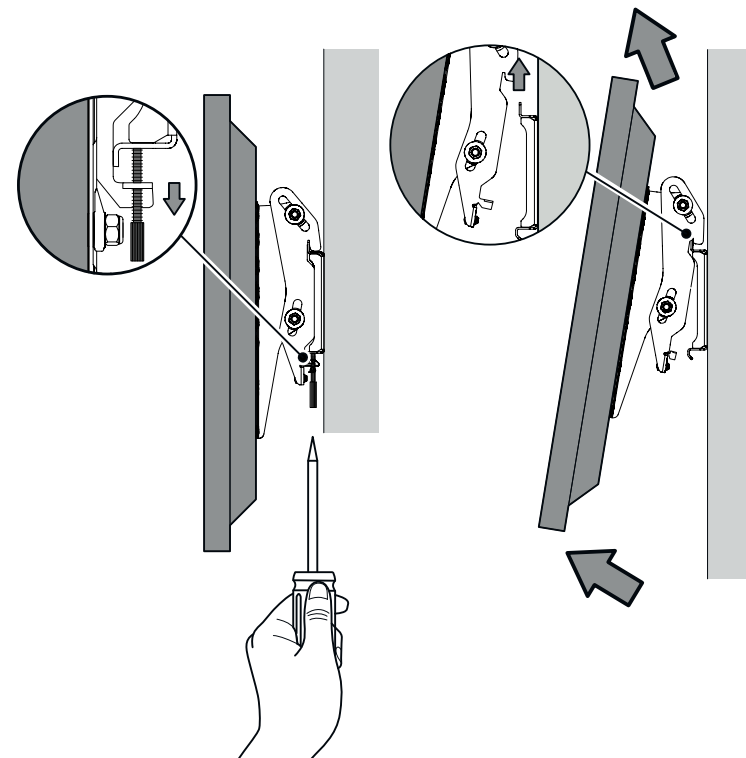
1. Click on **Displays** in the menu bar at the top of the page. The **New Device** will display as shown below in the portal.



2. Click on the **New Device** name and change the display title to something more descriptive like "English Class Room 101". Click **Save** on the bottom left.

## 7 Display Removal

1. Loosen the bracket thumb screws until they can clear the wall mount bracket
2. Rotate the display away from the wall at the bottom until the hanging brackets are clear of the wall mount bracket.
3. Lift the display up and away from the wall mount bracket.



## 8 Display Rotation

If the view is not in the desired orientation, **press this sequence** on the side of the display using the volume selection buttons and it will rotate the view (▲▲▲▲▼▼▼).

**Note:** Do not perform the button-press sequence at the top of the minute.

## 1 Pre-Installation

1. Verify with your IT Staff:
  - Dynamic Host Configuration Protocol (DHCP) is enabled.
  - Note:** Currently, EverAlert Dynamic Display does not support static IP address configuration.
  - Firewall port 123 is open for UDP data transfer.
  - Internet Connection will be needed with Wi-Fi or Ethernet 10/100Base-T
  - Additional information for Wi-Fi; SSID, Password & Security Type
2. Choose a location that is near an AC power receptacle.

## 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 Dynamic Display Box
  - i. Quick Start Guide
  - ii. EverAlert Dynamic Display
  - iii. 12vdc Power Supply Brick
  - iv. Port Cover with screws
  - v. Desktop Stand with thumb screw
2. Mounting Bracket Kit Box (see section 4 for part identification)
  - A. Four M4 X 6mm screws
  - B. Two M6 x 37mm screws
  - C. Two bracket thumb screws
  - D. Two adjustable display hanging brackets
  - E. One wall mount bracket
  - F. One power supply bracket
  - G. Bracket nuts
  - H. Two plastic anchors



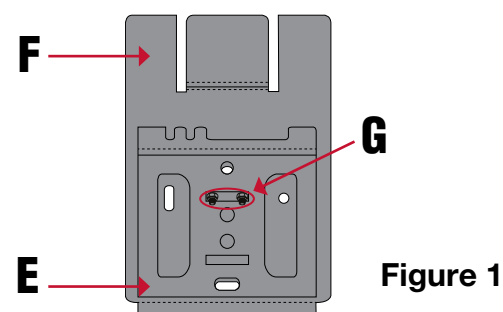
phone: 800-263-7639

online: [www.toalert.net](http://www.toalert.net)

## 4

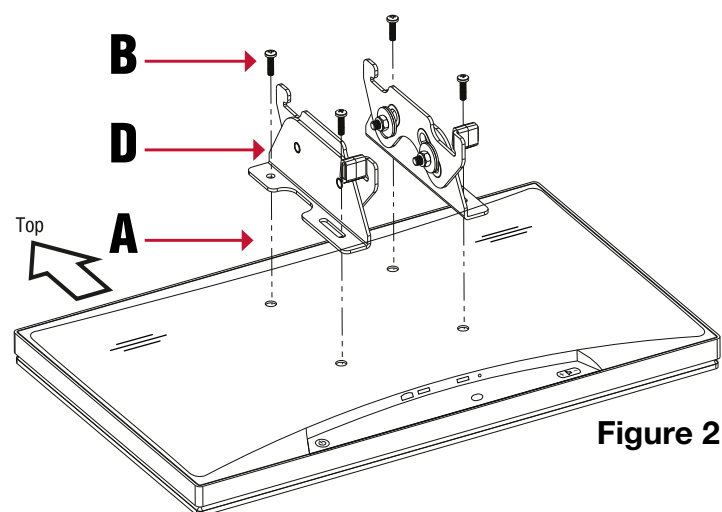
### Mounting

1. Preassemble the wall mount base to the power supply bracket.
  - a. Lay the power supply bracket (F) on a flat surface.
  - b. Position the bracket base (E) over the studs as illustrated in figure 1.
  - c. Using the two nuts (G) supplied, tighten the wall mount base to the power supply bracket.



2. Attach the adjustable brackets to the EverAlert Display
  - a. Remove the Display from the styrofoam wrap and lay it face down on the styrofoam wrap it came in.
  - b. Determine whether the display will hang in Portrait or Landscape orientation
 

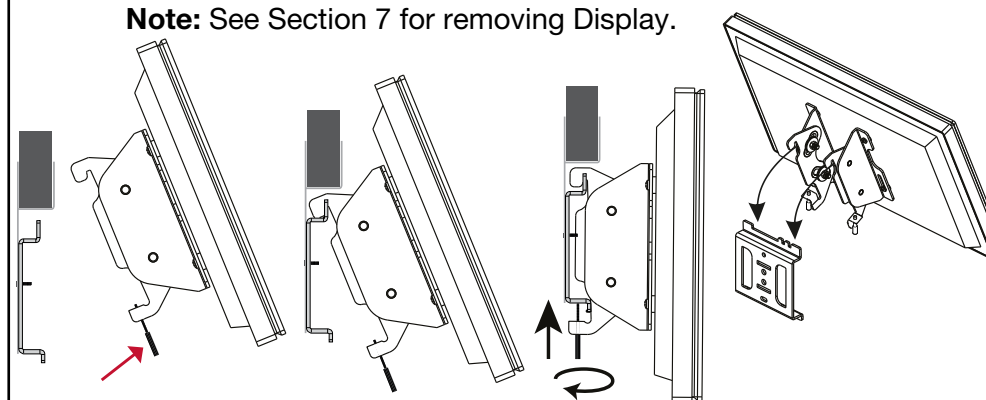
**Note:** Illustration shown below is in Landscape orientation. If mounting the display in Portrait orientation, the brackets will need to rotate 90 degrees in either direction from the position shown in the picture. Orientation will be fixed after provisioning.
  - c. Line up the two adjustable brackets (D) with the four holes on the back of the display as shown in figure 2. Secure with 4 M4X6mm (A) screws.
  - d. Adjust the brackets to the desired position and tighten the bolts down. Brackets can adjust to a maximum of 10 degrees up or 10 degrees down.



### Mounting (continued)

3. Mounting EverAlert Display to the wall
  - a. Using the wall mount assembly from Section 4-1, install two M6 screws (B) directly into a stud or into provided cement anchors (H). Make sure that the power supply mount is facing upwards.
  - b. Insert the power supply into the top slot of the power supply bracket.
  - c. Take the display and insert the top of the adjustable brackets onto the top of the wall mount base and pivot display down.
  - d. Insert and tighten the bracket screws (C) on the bottom of the bracket until the display is secure.

**Note:** See Section 7 for removing Display.



## 5

### Assigning an EverAlert Dynamic Display to the TOAlert Portal

There are two simple ways to provision the displays to connect to the management portal. **Option 1** uses a wired LAN cable on a DHCP enabled network with internet access. **Option 2** uses a USB key that is created from the management portal and contains the encrypted Wi-Fi credentials for connecting the device to your network and Site.

Please position the display in the desired orientation (landscape or portrait) before beginning the provisioning process. Once the display is provisioned, it will be locked into this orientation.

**Warning:** Before continuing installation it is assumed that the user has already received the welcome email from TOA Canada and has logged onto the TOAlert portal and predefined the Wi-Fi credentials.

1. **Option 1** – Configuration using wired LAN on a DHCP Network All displays have been preconfigured to a specific Site using their MAC address.
  - a. Make sure the Ethernet cable is plugged into the display.
  - b. Go to Step 3.

### Assigning an EverAlert Dynamic Display to the TOAlert Portal (continued)

2. **Option 2** – Configuration using USB Key
  - a. Login to <https://www.toalert.ca/>
  - b. If you have more than one site established, select the **Site** where you would like to install the display.
  - c. In the side menu, click **Admin**. In the dropdown, click on **Configs**, followed by **Default Config**.
  - d. Make sure the desired wireless credentials have been entered. If they are blank and the intention is to use a Wi-Fi network to connect, enter them now and click **Save Only**.
  - e. Click **Create Key** on bottom left of the screen. The encrypted file is now made and stored in the downloads folder on your PC.
  - f. Go to the downloads directory on your PC and copy the **SecurityKey.txt** file to a USB flash drive.
 

**Note:** If this process has been done before on your PC, there might be more than one security file in this directory with a number suffix like SecurityKey2.txt. Be sure to identify the correct file and rename it to SecurityKey.txt if it is numbered.
3. Power up the display by plugging into an AC wall receptacle.
4. While the device is loading, the toalert software will check its version and automatically download a new version if required.
5. Once the software update has been loaded, the display will flash to a provisioning screen that says **Plug in your Security Key** or device



address on the portal.

6. If using wired ethernet skip to Step 8.
7. Insert USB flash drive into one of the two USB ports on the bottom of the EverAlert Display. Once the key is read, the screen will show **Security Key Found** and update the Wi-Fi credentials on the display and connect to the Portal.
8. After the device has established, a connection the Portal will respond.
9. The display will now load its predefined default clock layout and the display is ready for use.