

## IP-EWST QUICK SET UP INSTRUCTIONS



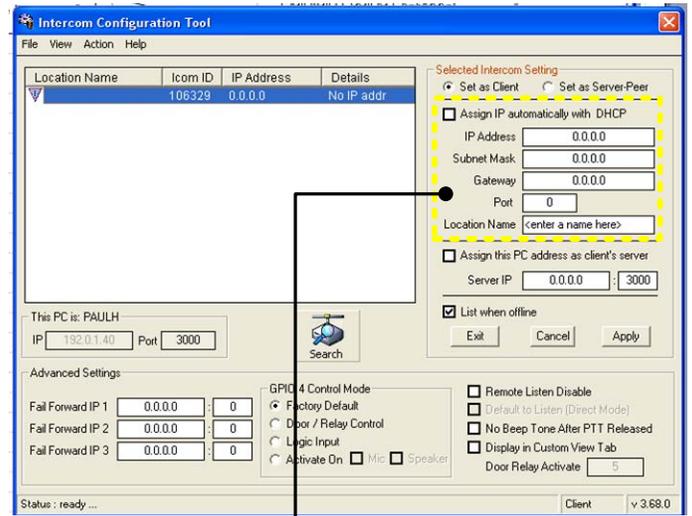
**STEP 1:**  
Click on "Admin" menu, then click on "Enable Admin"



**STEP 2:**  
Enter "Access ID" code  
Default is "admin"  
(Note: case sensitive)



**STEP 3:**  
Click on "Admin" menu again,  
then click on "Configure Intercoms".



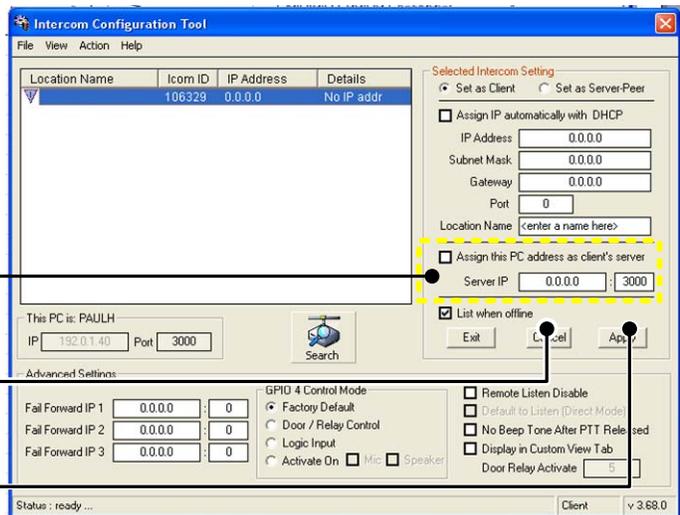
**STEP 4:**  
Intercom Configuration Tool will search for IP-EWST automatically. Determine if the network is static or dynamic, by asking clients IT dept. If dynamic click on "Assign IP automatically with DHCP" button. If static enter the appropriate information into the "IP Address", "Subnet Mask", "Gateway", and "Port". Information can be obtained from clients IT department. Enter location name in field to identify sub-station location.

**STEP 5:**

Assign the Master PC address. If programming from the PC that is going to be the assigned PC, click on the "Assign this PC address as clients server" button. If assigning a different PC enter Server IP address. Obtained by clients IT department.

Server IP: Obtained by clients IT Dept. (Master PC's address)

Port address: Obtained by clients IT Dept. Default is "3000".

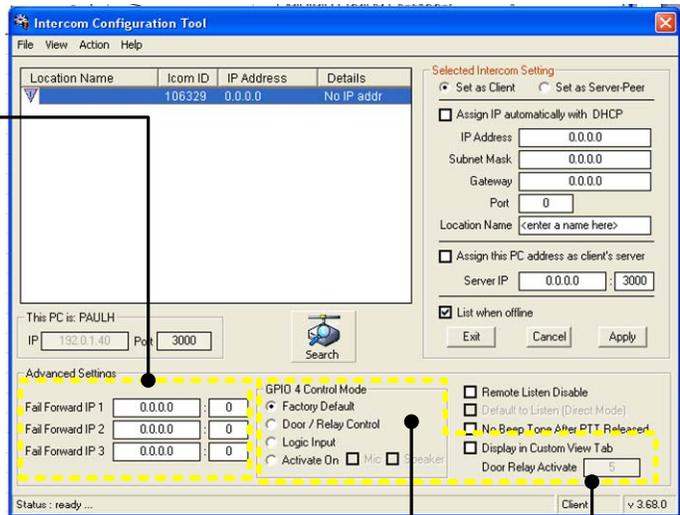


**STEP 6:**

Assign the Fail Forward IP address'. If not using this feature skip to Step 7. Enter IP address of fail forward PC's in "Fail Forward IP1,2,3" location.

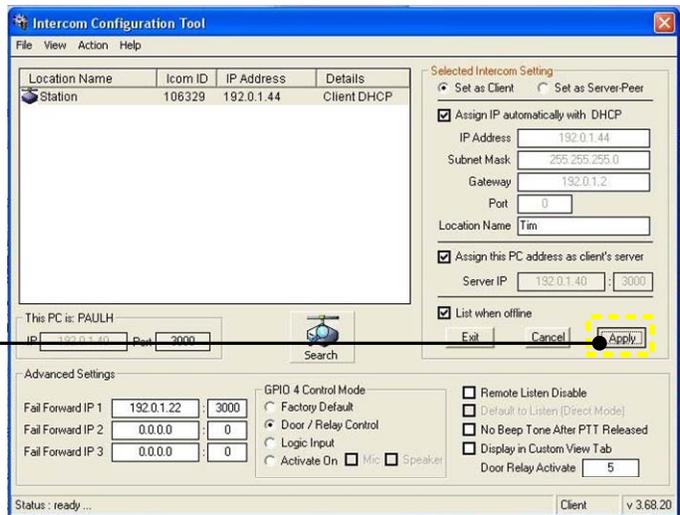
**STEP 7:**

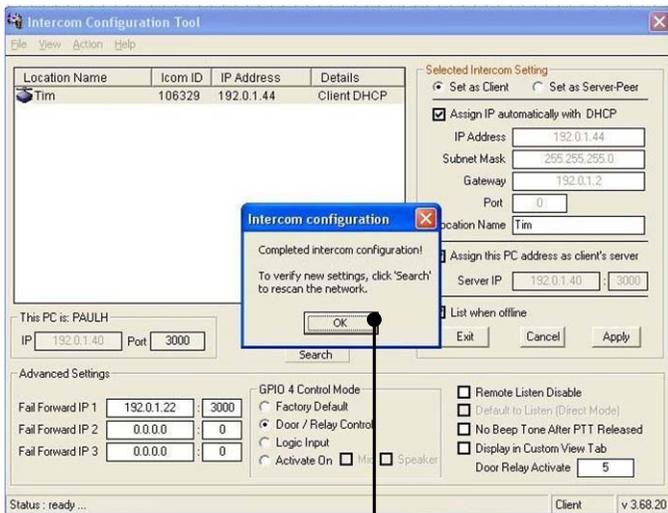
Assign relay feature. If not using this feature skip to Step 8. If "Advanced Settings" is not visible click on "View" menu, then click on "Advanced". Activate feature by clicking on "Door / Relay Control" button. Next enter the amount of time that the relay needs to stay latched in seconds in the "Door Relay Activate" field. Max. time is 255 seconds. Relay can also be activated when either the Speaker, Microphone, or both are activated by clicking on the "Activate On" button, and then choosing either "Mic" or "Speaker".



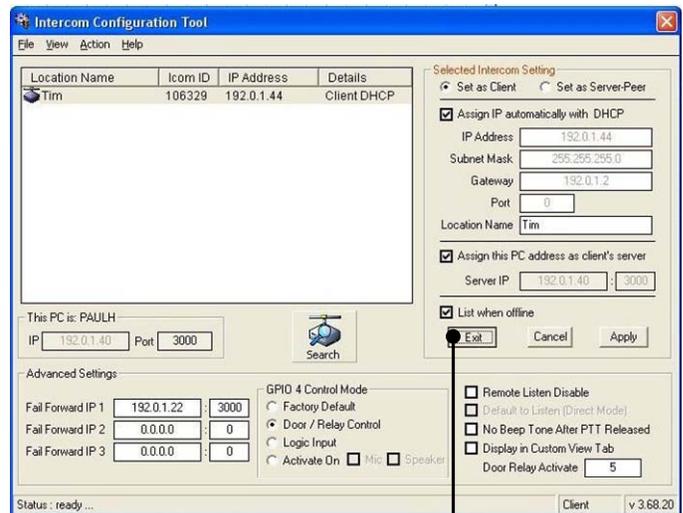
**STEP 8:**

To apply the new changes click on "Apply" button.

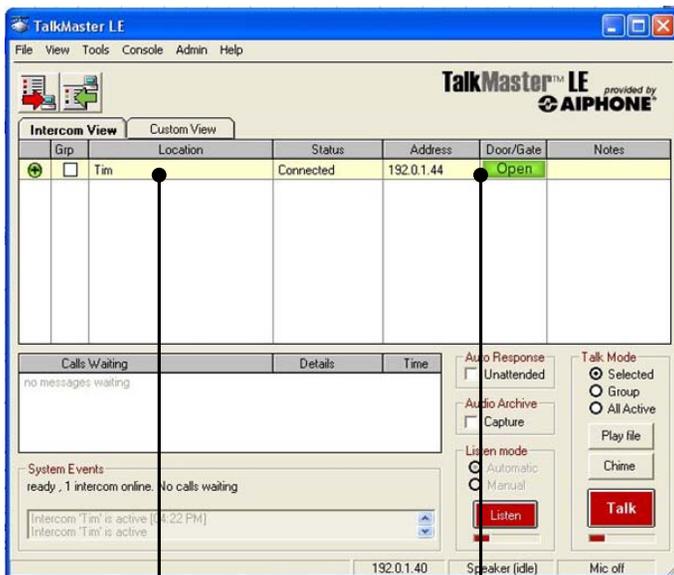




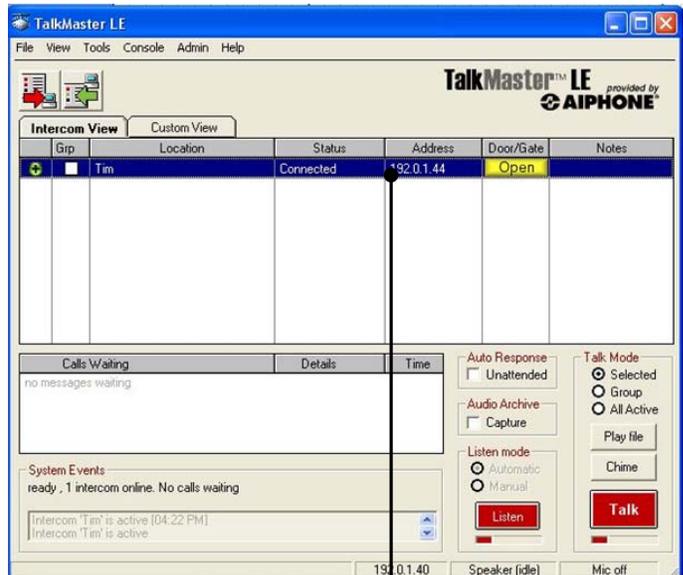
**STEP 9:**  
Click "OK" on the "Completed intercom configuration!" pop up screen.



**STEP 10:**  
Click "Exit" button. This will return you to the main screen.



**Main Screen:**  
Intercoms configured will show in display window, those that have an active connection will display a green icon in the left column. If enabled, an audible verification will be heard at the intercom. If the station was configured for door release a green open button will be indicated.



**Main Screen:**  
Select station by clicking on it. (note: station selected is highlighted blue) Click "Talk" button to transmit, click "Listen" button to monitor. If using door release feature clicking on "Open" button will release door, and turn button yellow for the predetermined time. To disconnect either press "Esc" key, or click "Listen" button while in listen mode. (note: station not selected is highlighted yellow)