

Monroe Emergency Alert System

OneNet R189 Encoder/Decoder

Critical Time & Email Settings

An emergency alert system is designed to provide alerts relating to weather, local/national, and campus wide emergencies. Time is critical when disseminating information to faculty, staff and students. It is also critical the time settings in your emergency alert systems are correct.

The Monroe OneNet (R189) and telephone interface (988) both depend on a time when forwarding alerts. In the event the on-board clock is off by a few minutes or longer a delay or failure to deliver the alert may occur. Therefore, it is important for the site to establish a regular schedule to review the emergency alert system to insure the clock is set correctly.

I. Time Settings a. OneNet (R189)

An immediate location to verify the date and clock settings on an OneNet unit is to view the LCD on the front of the unit. The horizontal scrolling display will indicate the date and time among other information.



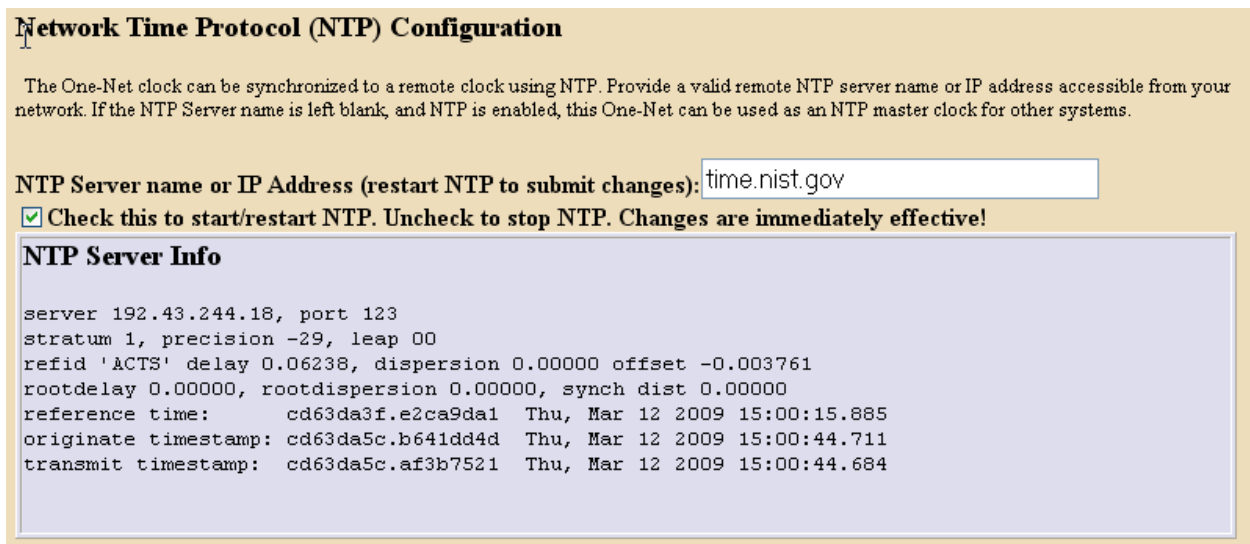
In the event the date and/or time are incorrect you will need to make an adjustment to the settings. In order to accomplish log into the OneNet, click on the "Setup" tab and navigate to "time" radio button. The following screen will display –

Server Date and Time Configuration

Make changes to date and/or time and/or timezone, then press Submit button.

Date and Time	Server Time Zone
Mar ▾ 12 ▾ 2009	If changed, server software will restart when changes are submitted! Eastern ▾
Mon:Day:Year	
14 : 24 : 44	
Hrs:Mins:Secs	
<i>Difference from UTC = -4</i>	Official time link (if your browser has Internet access).

The OneNet can also be programmed to automatically configuring the clock via a Network Time Protocol (NTP) server. In order to properly manage the clock on the OneNet system you need to enter a primary DNS address so the time server web address is located. Just as Microsoft XP controls the clock on your PC the NTP configuration will verify the time against a known web site and maintain correct date and time settings. The following picture references the screen for the NTP settings on an OneNet -



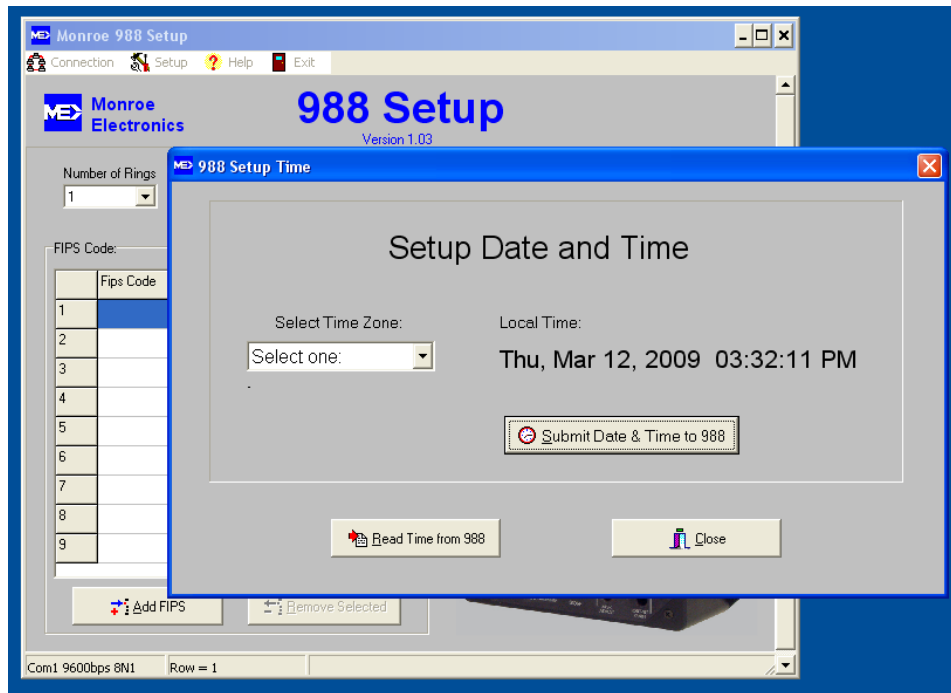
In some cases the NTP server cannot be set due to restrictions on the data network the R189 is connected. Consult with your IT department to allow for the NTP configuration to properly take place.

b. Telephone Interface (988)

The telephone interface unit (model 988) allows for the customer to automatically dispatch an alert through an analog phone line. The 988 is connected to the OneNet unit which allows for the alert to be scheduled and dispatched within a couple of minutes. The time on the 988 must be set as close as possible to the OneNet unit. There isn't any automatic time synchronization between the two units. Both clocks work independently from each other.

In order to set the time correctly on the 988 you must download the 988 setup software from Monroe Electronics. Using the software you can program the 988 to the correct time and date. The time should be within one or two minutes (+/-) of the OneNet unit.

The following screen shots shows the time settings used for the 988 telephone interface.



c. Email Settings

A feature of the OneNet system is to provide email notification of events, reports and access to the OneNet unit. This feature requires the customer to provide the “outgoing email server” and an email address specifically associated with the alert system. We recommend that the email address EAS@schoolname.edu be used. Once configured the customer can select a number of various reports to be sent to their attention including alerts and when a person logs onto the OneNet system.



This feature provides information critical to proper use and configuration of an emergency notification system.

II. Summary

Establishing periodic testing of the Emergency Alert System will provide reassurances the system will be ready and available when called into action. This will also insure the analog phone lines, Internet connections and the devices themselves have not been tampered with and/or have experienced a failure.

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