

Onboarding Checklist - OneVue Sync PoE

This checklist is intended to aid those responsible for implementing a OneVue Sync PoE system, from setting up OneVue, installing devices, and training staff.

The details provided in each step guides you through what's needed for a successful implementation.

Step 1: Gather requirements

- **Clock install locations:** Verify a PoE enabled RJ45 jack or PoE switch is located within 300 ft. (91.4 m) from each clock install location. A PoE injector can be used when an RJ45 port or PoE switch is not available or to perform troubleshooting.
- **OneVue Network Requirements:** Verify the **OneVue Network Requirements** are met, which ensures clocks can connect to the facility's network. During a network connection, clocks connect to their NTP time source and send data to and download settings from OneVue. Commonly shared with IT staff.

Primex recommends PoE clocks connect to a DHCP network. If a Non-DHCP network is required, the use of a DHCP Server Reservation is recommended. Static IP address configuration will require each clock to be configured locally onsite.

- **NTP servers:** Clocks obtain UTC time from an NTP time source. Does the facility have designated NTP servers (internal or external)? If yes, what are the NTP Domain Names or IP addresses? By default, set to public NTP servers (0.us.pool.ntp.org, 1.us.pool.ntp.org, 2.us.pool.ntp.org).
- **Clock naming convention:** Recommended to develop a standard naming convention to ensure clocks can be easily located. It's best to have

floorplan identifying the clock install locations to develop a naming convention.

- **Users (staff):** Who is responsible for managing clock settings? Who will manage account settings and users? Who is responsible for device maintenance and IT support? Who will respond when clocks are in a Warning state?
- **Business Units:** Is this a multi-location implementation? Is each location responsible for managing their own clocks?
- **Digital Clock Display Settings:** Verify if the clocks can use the default settings.
Brightness level: Default set to 75%. Additional options include 25%, 50%, and 100%.
Display Mode: Default set to 12 Hour w/ AM & PM. Additional options include 12 Hour and 24 Hour.
Display Format: Default set to Time Only. Additional option to alternate between time and current date.

Step 2: Clocks are added to OneVue by Primex

When a PoE clock order is placed, each clock is required to be added to your OneVue account.

For PoE clocks, Primex automatically adds the clocks to your OneVue account through our express configuration procedure. When the clocks arrive at your facility, they are ready to be installed and connect to a DHCP PoE network and OneVue.

Step 3: Setup OneVue

Setup OneVue with the requirements gathered during Step 1.

- **NTP time source:** If not using the default public NTP time sources, update to the NTP servers gathered during Step 1. By default, all clocks use the NTP servers set in the account profile (go to Admin & Edit - account name).
- **Users:** Create users and assign their role and device class. When a new user is added, they receive an email to activate their OneVue user account. Be sure there are two users assigned to the Account Admin role.
- **Report Profiles:** Create a Clock-InfoBoard Warning State Report that includes any clock in a Warning state. For Elapsed Timers or Code Blue Timers, create a Digital Event Report that includes all digital events reported by a timer.
- **Digital Clock display settings:** Update if requirements are different than the default settings.
- **Clock Names:** When Primex added the clocks to OneVue, each clock's name was set to its 12-character MAC address. You will need to update the clock names to identify their install locations. Commonly, this is completed after installation.

Step 4: Install Clocks

- **Optional static IP address configuration:** Prior to installation, this must be completed locally at each clock with the Primex Device Configuration Tool software.
- Install clocks as specified in install guides.
- Mark a floorplan with each clock's install location and 12-character MAC address. Using this information, from OneVue you can then update the clocks' names.
- After installation is complete, verify clocks are not in a Warning state.

Step 5: Train staff

With any new system, staff may be faced with changes and a new way of doing things. To ensure user acceptance and avoid confusion when the system is implemented, training is very important.

Primex or your Primex Certified Partner will work with your implementation team to determine the best training method.