

- **Notes:** Ensure the panel firmware is at a version 10.01 or above.
 - Ensure the Potter Fire Panel Programmer is at a version V10.1 or above.
 - Access training videos at https://www.pottersignal.com/training/videos.
 - Do not power IntelliCom until instructed to do so.
 - Adhere to the sequence outlined in this document.

Create a PotterIntelliCom.com Account

In order to register an IntelliCom unit, you must first create a Dealer Account. Visit <u>https://www.potterintellicom.com</u> and fill out the necessary information in the "Dealer Signup" section. This is a one-time process. You will receive a confirmation with a unique Dealer Account Number. Once your Dealer Account is set up, you can proceed to register and activate your IntelliCom units.

If your company already has an account, then speak to your organization's PotterIntellicom.com administrator to get your username and password.

- 1. Go to https://www.potterintellicom.com
- 2. Select Sign Up located on the bottom of the form
- 3. Enter your Potter IPA customer information.
- 4. Select Next Step
- 5. Enter your Billing Information.
- 6. Read and accept the terms and conditions
- 7. Select Next Step
- 8. Review your entries and enter the CAPTCHA
- 9. Select Create Dealer and then OK
- 10. When your account gets approved (typically less than 24 hours), you will receive a subsequent email containing a temporary password.

Add a central station to your PotterIntelliCom.com Account

To connect your IntelliCom Gateway with your preferred central station, follow the steps below:

(Note - Only do this step once you have a PotterIntellicom.com account)

- 1. Visit <u>www.pottersignal.com/forms/central-station-setup</u> or select the link labeled Central Station IP Setup on <u>https://www.potterintellicom.</u> <u>com</u>.
- 2. Fill out the Central Station IP Delivery Setup form.
- 3. Our team will evaluate the compatibility of the central station and send you an automated email within 24 hours to confirm the approval status.
- 4. In the event of any issues or complications, we will contact you directly for further assistance.

Create an IntelliView Account

The IntelliView services offered by the IntelliCom Advanced Gateway provide significant benefits. To create an account and access these services, please follow the outlined procedure below:

- 1. Go to <u>www.potterintelliview.com</u>.
- 2. Log In/Register
 - POTTERLINK USERS (most customers): Your PotterLink username and password will work with IntelliView. Select Log In. If this is your first time on IntelliView it will prompt you for some data. You may need to consult someone within your organization to get added to PotterLink.
 - Non-PotterLink customer (not common) Select Register and follow the prompts.
 - Select Register
- 3. A confirmation email will be sent to the designated email account. Open the email and select "Activate your account" (Please note that it is possible that the email could go to a junk/spam/quarantine folder). The link will route to <u>www.potterintelliView.com</u>. A screen should appear saying the account is now active.

Program Fire Panel - Fire Panel Programmer

1. Select LAN Settings

- · Leave the default when direct connecting to the Potter panel P-COMM port
 - Discuss with IT if you will be on a local LAN
- 2. Select IP Reporting
 - Select Add IntelliCom and select reporting setting

3. Select Users

- Add a user code (e.g. 9876)
- Select the box in the row for PC Connect Unsupervised User

Register an IntelliCom Gateway Subscriber

Follow this process to add an IntelliCom to a compatible Potter fire alarm control panel:

- 1. Visit <u>www.potterintellicom.com</u>.
- 2. Click **Register Subscriber**
- 3. Enter the IntelliCom serial number and click **Validate**.
- 4. Fill in the Subscriber Information and click Next Step.
- 5. Under **Templates**, choose *Dual Path* or *Sole Path*
- 6. Set the **Device Mode** of **Operation**:
 - Alarm Format: Select *Contact ID* or *SIA DC03*.
 - Mode: Cell Only or Cell w/ LAN.
- 7. Configure **Self-Test Frequency** as needed.
- 8. Change the **Device Configuration** to meet application needs.
- 9. Select Next Step.
- 10. Configure Potter Fire Panel Network Settings:
 - Connect to Potter Panel Ethernet: Enabled w/Potter Panels; Disabled w/ DACT.
 - Panel IP Address: 169.254.150.70
 - Panel Connect Port: 32000
 - Unsupervised User Code: Enter the programmed code from the panel.
 - **PPF Reporting**: Ensure that this option is turned on. **Note: These settings are for direct connect between FACP & IntelliCom. LAN applications will require IT to assign fixed IP addresses.**
- 11. Configure IntelliCom IP Address (Static IP Address recommended):
 - **IP address**: 169.254.150.101
 - Subnet Mask: 255.255.0.0
 - Gateway: 0.0.0.0
 Note: These settings are for direct connect between FACP & IntelliCom. LAN applications will require IT to assign fixed IP addresses.
- 12. Select Central Station Account and Receiver Information:
 - Choose Data Center (recommended) or Alarm Panel.
 - Select Primary and Secondary (optional) IP Receivers.
 - IP Backup: Choose IP Only or IP with PSTN Backup.
 - Central Station Account Code: Enter the account code for this panel.
- 13. Select Next Step
- 14. Configure additional services as needed and click Next Step.
- 15. Select a **Billing Plan**: *Sole Path* or *Dual Path*.
- 16. Select Next Step
- 17. Review your settings.
- 18. Click **Register Subscriber** at the bottom of the page. A confirmation pop-up will display.
- 19. Select OK
- 20. Connect the Ethernet cable between the fire panel and IntelliCom Advanced Gateway.
- 21. Power up the IntelliCom Advanced Gateway (or cycle power if it's already on).
- 22. Wait for the IntelliCom Missing message to clear on the FACP.
- 23. Create an event on the FACP to activate the IntelliCom Advanced Gateway.
- 24. Create an event on the fire alarm control panel to activate the IntelliCom Gateway.

IntelliView Registration of IntelliCom Gateway

To utilize the IntelliView services with your IntelliCom device, it is necessary to register your IntelliCom. Please follow the provided step-by-step instructions:

- 1. Visit <u>www.potterintelliview.com</u>.
- 2. Log in using the credentials you previously created.
- 3. In the left-hand side panel, select "Settings" and then choose "Account Settings."
- 4. Under "Potter IntelliCom Username," enter the username you created on PotterIntelliCom.com.
- 5. Click on "**Register device**" (located at the top of the screen, marked with a "+" symbol).
- 6. Select "IntelliCom Advanced Gateway" from the drop-down menu under "Device Type."
- 7. Choose to add the gateway to an existing location or create a new one, as per your preference.