

AddressIT

User Guide

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Important changes are listed in Document Revision History at the end of this document.

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What is the AddressIT app?



Overview

The AddressIT mobile app is designed to help you set IP addresses for multiple controllers from one location.

- Supports OptiFlex™, OptiCORE™, and TruVu™ controllers with IPv4 addresses
- Allows you to set addresses for an unlimited number of controllers using static IP address or device ID
- Supports configuration of controllers in one or more isolated networks through a dual network router

Prerequisites

- A WebCTRL® or i-Vu® v8.0 or later system
- One of the following controller drivers:
 - FWEX 107-06-2074 or later
 - Gen5 108-04-20088 or later
- iOS (14.0 or later) or Android (11.0 or later) tablet or phone
- Automated Logic, Carrier, or OEMCtrl wireless service adapter (part no. USB-W)

Basic workflow

In AddressIT, each system of controllers is referred to as a job and the app keeps the settings for each system in a separate job folder.

1 Build a job

- Controllers for a job must have at least a name and IP address or device ID. You can either import this information from SiteBuilder or enter it manually in AddressIT. If entering manually, you can add multiple controllers in a range of addresses.
- Controllers have different icons indicating how far you have taken them through this process. Newly added controllers show  **No serial number.**

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- 2 Associate the controllers in AddressIT with physical controllers
AddressIT uses the serial number of each controller to find it over the network. You gather the serial numbers by scanning the QR code. After scanning, the controller shows  **Serial number scanned.**

Once you have completed this process, you could:

- o Email the information to import into SiteBuilder for later use
 - o Email the information to a technician who would set the addresses
 - o Continue to the next step and set the addresses yourself
- 3 Set the address in the controllers over the network
After scanning the controllers, you can communicate with AddressIT by using the wireless service adapter (part# USB-W) on a single controller. This allows you to set the address of all the controllers, which then show  **Address set.**

Working with job files

To export a job from SiteBuilder to AddressIT

PREREQUISITE You must add all networks and controllers in SiteBuilder and specify the IP addresses before exporting the .job file.

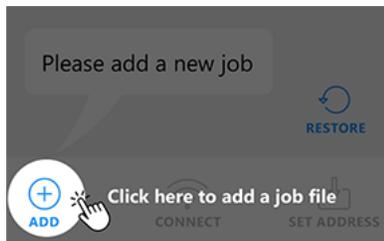
NOTE You can specify either IP addresses or device IDs if using a v9.0 or later WebCTRL or i-Vu system.

Export a .job file from SiteBuilder

- 1 Navigate to **File > AddressIT > Export.**
- 2 Select controllers in the **Geographic** and **Network** trees and click **Add.**
NOTE You can select an area or equipment and all controllers beneath it are included.
- 3 After all controllers are added, click **Export** to save a mobile addressing .job file.
- 4 Email the .job file to upload it into AddressIT on a mobile device.
NOTE Carrier employees must complete the Carrier Employee Sign In through Okta in order to use Outlook.

To upload or manually create a job

To upload a .job file



- 1 Tap **ADD**.
- 2 Tap **Browse** to select the .job file.
- 3 Tap **SAVE**.

To manually create a job

- 1 Tap **ADD** and enter a name.
- 2 Tap **SAVE**. The new job is listed on the **Jobs** screen.

To email and import a job to SiteBuilder from AddressIT

After making changes, such as connecting a controller to a network or setting the IP addresses, you can email the updated .job file to import back into SiteBuilder.

Email a .job file from AddressIT

- 1 Press and hold on a job.
- 2 Tap **email** and follow the prompts.

Import a job into SiteBuilder

- 1 Navigate to **File > AddressIT > Import**.
- 2 Select the file you want to import.
NOTE The following steps may appear differently, depending on the .job file. Inapplicable steps do not appear in the wizard.
- 3 Select controllers marked for deletion and click **Next**.
- 4 Select networks to add controllers to.
NOTE You can view the controllers as a **LIST** or **TREE** on the left side of the wizard. The tree shows where the controllers were added in AddressIT.
 - a) Select the controller on the left side and the associated network on the right side.
 - b) Click **Add**.
 - c) Click **Next** when done.

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- 5 Select the modified controllers within the .job file you want to import. If needed, check **Import Addresses** and **Import Names**.
NOTE Serial numbers are always imported. If the import detects a difference in the controller's address, the message **Address changed** appears next to the controller's name.
- 6 Click **Next** and follow the prompts until the file is imported.

To add or remove controllers

Add areas or controllers

- 1 Select the job.
- 2 Tap **ADD**.
- 3 Select **New Area** or **New Device(s)**.
- 4 Fill in a descriptive name and all other fields.
NOTE If the number entered in the **Number of devices** field is greater than 1, the succeeding controllers are automatically numbered. If the **Name** field ends in a number, the succeeding controllers are automatically numbered relative to that number.
- 5 Tap **Save**.
- 6 To add more areas or controllers, tap **ADD** and repeat steps 1–6.

To delete or restore a job

Delete a job, area, or controller

- 1 Press and hold on the job, area, or controller you want to delete.
NOTE You cannot delete an area that you created in SiteBuilder.
- 2 Tap **delete**, and then **OK**.

Restore deleted jobs

- 1 On the **Jobs** screen, tap **RESTORE**. Or, tap  and select **Restore Jobs**.
- 2 Check the job(s) you want to restore. Or, to restore all jobs, check **Select all**.
- 3 Tap **RESTORE**.

Navigating the system

To navigate through areas and controllers within a job

Once you select a job in the interface, choose between **Building** or **Network** view. **Building** view corresponds with the **Geographic** tree and **Network** view corresponds with the **Network** tree.

After selecting a view, the interface shows the top level areas or controllers in the job. Use the buttons below to navigate.

Tap...	To...
	Go to the main screen for the job where you choose between Building or Network views.
	Filter controllers by controller state. Toggle the states you want to show or hide in the interface. Tap RESET FILTER to display all controllers. See <i>To understand controller states</i> (page 6).
	Search for an area or controller by name.
Tree/List	Change how items are listed within the selected view. Items are listed in hierarchical Tree view by default. List view displays all items on one screen.
Related	Show the path location of equipment associated with the selected controller in the Geographic and Network tree. This function is available on the controller details screen if the controller has equipment associated with it.

NOTE Systems imported from SiteBuilder display controller names as a combination of the equipment name from the **Geographic** tree and the controller name in the **Network** tree (<Controller Name> / <EQ Name>). Multiple equipment attached to a controller display as <Controller Name> / <Eq Name 1>, <Eq Name 2>, etc.

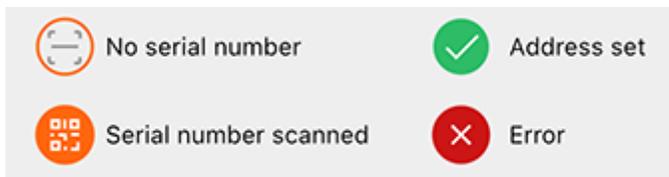
To access AddressIT app menu options

Tap  on the AddressIT app's main landing screen. Return by tapping **X** in the top right corner.

Tap...	To...
Skip intro	Disable the introductory instructions that appear when starting the app.
Restore jobs	Restore past jobs and lets you view the percentage of scanned and addressed jobs.
User Guide	Open the <i>AddressIT User Guide</i> .
About AddressIT	Display the version number and copyright information.
Feedback	Initiate an email to send feedback.

To understand controller states

The icon to the left of each controller indicates one of the following states:



If a controller is highlighted in gray, it cannot be reached. See *Troubleshooting* (page 9).

State	Description
No serial number	No serial number exists for the controller.
Serial number scanned	When the serial number is entered or scanned using a QR code, the icon changes from No serial number to this icon.
Address set	<ul style="list-style-type: none">The address is successfully downloaded for the controller.The device is locked and there is no IP mismatch.
Error	When the download fails, the error code appears for these instances (with example addresses). <ul style="list-style-type: none">No controller exists with the entered serial number. The lead controller responds regarding the lack of response from the controller.Mismatch<ul style="list-style-type: none">"IP address mismatch with device [192.1.2.124]""Subnet mask mismatch with device [255.255.255.3]"Gateway mismatch with device [192.1.2.1]"Device ID mismatch with device [2400004]"The device is locked and there is an address, subnet, or gateway mismatch.

NOTE The controller must be unlocked in order to download. See *To unlock a controller* (page 9).

To scan the serial number

When initially viewing a controller details screen in AddressIT, the **Serial number** and **Product type** fields are blank. Scanning the controller's QR code automatically populates these fields.

- 1 Select a job from the **Jobs** screen.
- 2 Select the controller that needs addressing.



TIP Change how controllers are listed by toggling between **TREE** and **LIST**.

- 3 Tap **SCAN QR CODE**.
- 4 Scan the physical controller's QR code with your mobile device.



TIP Tap  to activate flash.

If you scanned the QR code from a different controller by accident, you can correct or remove the serial number manually. See *To edit controller details* (page 7).

NOTE If the product type retrieved from the .job file differs from that of the QR code, a product mismatch message appears. If you want to overwrite the product type retrieved from the .job file with the scanned product type, tap **OK**.

To edit controller details

- 1 Select a controller from the **Jobs** screen.
- 2 Tap  to edit the controller's name and addressing information.

NOTE To configure the controller using device ID, check **Address Controller Using Device Instance**. Controllers configured using device ID are limited to DHCP mode.

- 3 Once you have finished editing, tap **SAVE**.

NOTE Fields are case-sensitive.

Addressing controllers

If you want to verify the physical location of a controller, you can do so by prompting its LED to blink. In AddressIT, select a controller and tap **BLINK LED**. The **Sys** and **Net** LEDs blink white, once per second for 10 seconds, and then stop.

To connect to a network

- 1 Insert the wireless service adapter (part# USB-W) into the controller's USB Service Port to communicate with your mobile device. This controller is referred to as the "connected controller".



CAUTION If the Eth1 port is in use, connect a USB Type-A Male to Female extension cable to the USB Service Port and the wireless service adapter.

- 2 In AddressIT, tap **CONNECT** and then **OK**.

NOTE The mobile device running AddressIT must support the 5 GHz band.



- 3 Select the wireless network using the network SSID and password that are printed on the wireless service adapter.
NOTE When connecting to your mobile device for the first time, you might see a message indicating the there is no internet or that it is unavailable. This is okay and you can continue.
- 4 After the connection is made, the **CONNECT** button turns blue. You can then use AddressIT to set the addresses of controllers.

To set the address

AddressIT can set the IP address(es) of one controller or a group of controllers beneath the tree location you have selected.

- 1 Tap **SET ADDRESS** on the right of the bottom panel.

NOTES

- If the address was set successfully, the controllers shows  **Address set.**
- If the IP address already exists, you will see an address mismatch message and request to overwrite. A request to overwrite occurs only at the controller level.

- 2 Tap **OK**.

Troubleshooting

On the controller details screen, the following error messages appear when the controller and AddressIT have different IP addresses:

- IP address mismatch
- subnet mask address mismatch
- gateway address mismatch
- Controller shows  **Error**.

NOTE Any combination of the error states and messages are possible.

If a controller is highlighted in gray, it cannot be reached. You must add the controller to the lead dual network router's public or private network.

To unlock a controller

A controller that is new from the factory or has not been previously configured with an IP address, can always be configured using AddressIT or **Local Network Configuration** in the WebCTRL® or i-Vu® application. However, once you have assigned a valid IP address, you have up to 24 hours to make any other changes. After 24 hours, the controller is locked and not editable.

Once you have made your .job file, AddressIT needs to communicate with an unlocked controller. You can unlock the OptiFlex™, OptiCORE™, and TruVu™ controllers either from the WebCTRL® or i-Vu® interface or by pressing the DSC button located on the controller. The controller must be powered on.

To unlock from the WebCTRL® interface

- 1 Expand the controller's **Driver** in the Network  tree and select **Device**.
- 2 On the **Properties** tab, locate **Local Network Configuration**.
- 3 Check **Allow Local Network Configuration from other devices on the local network for 24 hours**.
- 4 Click **Accept**.

To unlock from the i-Vu® interface

- 1 In the navigation tree, right-click the controller and select **Driver Properties > Device**.
- 2 On the **Settings** tab, locate the **Local Network Configuration** section.
- 3 Check **Allow Local Network Configuration from other devices on the local network for 24 hours**.
- 4 Click **Accept**.

To unlock using the DSC button

Press the DSC button on an OptiFlex™, OptiCORE™, or TruVu™ controller after the Sys and Net LED lights turn green.

NOTE If you press the DSC button when booting boot up, the controller will not unlock.

Document revision history

Important changes to this document are listed below. Minor changes such as typographical or formatting errors are not listed.

Date	Topic	Change description	Code*
1/27/25	Troubleshooting	Added controller not reached description	X-PM-NS-J-DS
	To edit controller details	Added device ID procedure	
	To understand controller states	Added not reachable status Added device ID mismatch error	
	Navigating the system	Added Building/Network view description Added Home button description Added Related button description	
	To email and import a job to SiteBuilder from AddressIT	Removed procedure to add controllers under networks in step 4	
	To export a job from SiteBuilder to AddressIT	Added device ID note Added Carrier employee sign in note	
	What is the AddressIT app?	Added Gen5 driver Added dual network router capability Added device ID functionality	
4/24/24	To understand controller states	New descriptions added for locked device	X-TS-SA-E-SA
2/22/24	What is the AddressIT app?	Updated driver prerequisite to FWEX 107-06-2074 or later	X-R-NS-E
12/11/23	What is the AddressIT app?	Added driver prerequisite	X-PM-DS-E
12/4/23	To understand controller states	Removed "controller in locked state" error item and added note	X-R-NS-E-DS
	What is the AddressIT app?	Updated BAS, iOS, and Android version requirements	
11/22/21	Addressing controllers > To connect to a network	Added a note about a possible benign message "No internet" even though there is a successful connection.	X-R-NS-E

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