

Setting Up Your Vital Power System(VPS): A Comprehensive Guide

Before beginning the setup process, it's crucial to carefully review the entire document. This ensures you have a comprehensive understanding of all the steps and requirements. If you encounter any issues or need assistance during the setup, don't hesitate to contact our dedicated support team at **(800)-218-7613**. They are ready to help you with any questions or concerns you may have.



1. Connecting the VPS to Your Wi-Fi Network

Step 1: Connect your electronic device to the battery backup system.

1. Press and hold the front button until it **flashes blue**. (Figure 1)
2. Access your Wi-Fi network through the settings application on your iPhone, Android device, or computer. Connect to the network labeled **"VPS- xxxx"**. Please note that "xxxx" signifies a randomly generated number. (Figure 2)
3. The password is: **12345678**

Step 2: Connect VPS device to your Wi-Fi network.

4. Click on the box that reads **"Select your WiFi network..."** and then choose the Wi-Fi network you want to connect to. Ensure a seamless connection by joining a 2.4 GHz Wi-Fi network. For security reasons, we do not support connecting the VPL to a network without a password. (Figure 3)

Figure 1



Figure 2

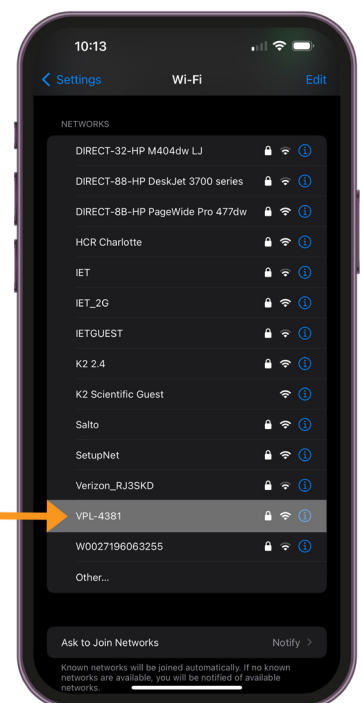
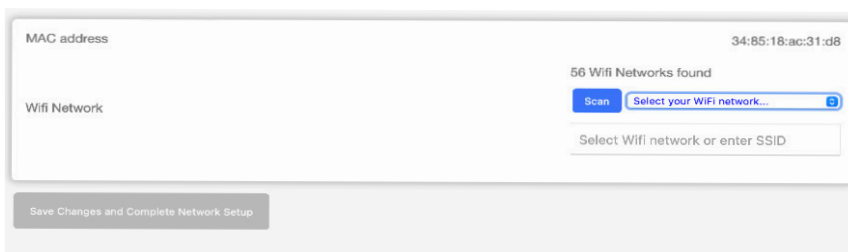


Figure 3



2. Enter the password for your Wi-Fi network.
3. Click **“Save Changes and Complete Network Setup”**.
4. The device will attempt to connect to your Wi-Fi network and display a success message and the IP address of the device. **Write down or take a screen shot of the IP address as soon as it becomes visible. Keep it readily accessible, as you will require it for later steps.** (Figure 4)



Figure 4

Step 3: Connect to the local VPS Web Interface

1. To connect to the VPS web interface, open your Chrome browser (recommended) and enter the following into the address bar:

http:// followed by the IP address that was shown to you in the previous step (Figure 5)



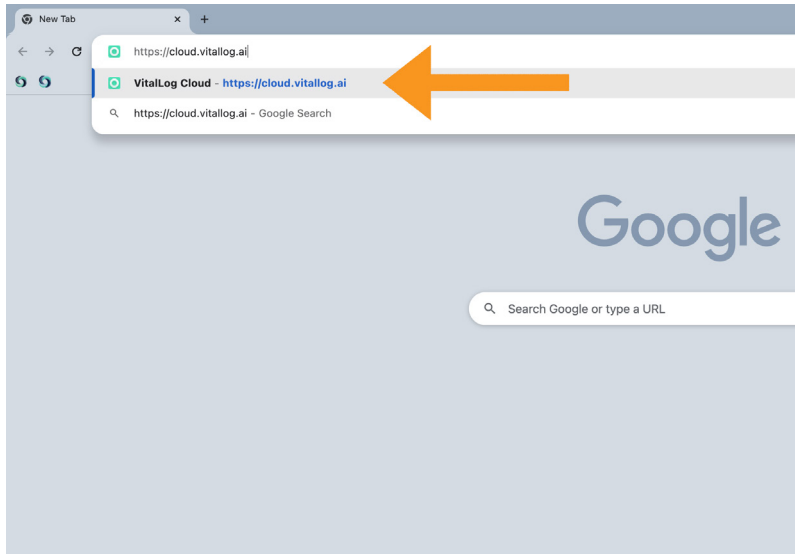
Figure 5

Once you've successfully reached the **Interface**, please keep this browser open (you'll need it for **step 3a on page 6**) and get ready to open a new browser for the next steps.

2. Create Your VitalLog Cloud Account

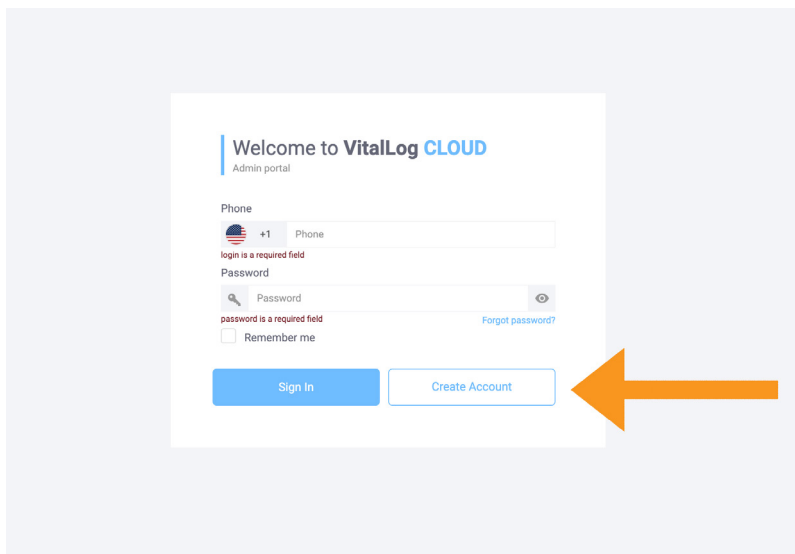
1. On your computer or mobile device, open <https://cloud.vitallog.ai> in a Chrome browser. (Figure 6)

Figure 6

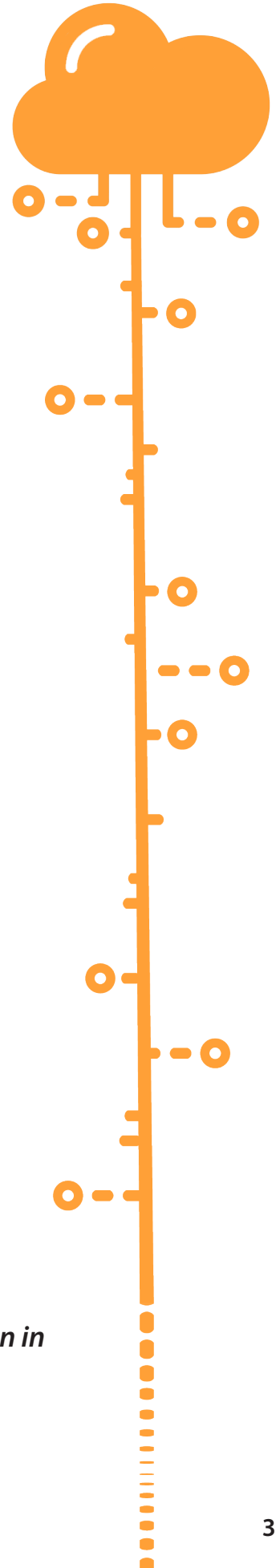


2. Click the "Create Account"* button to create your account. (Figure 7)

Figure 7

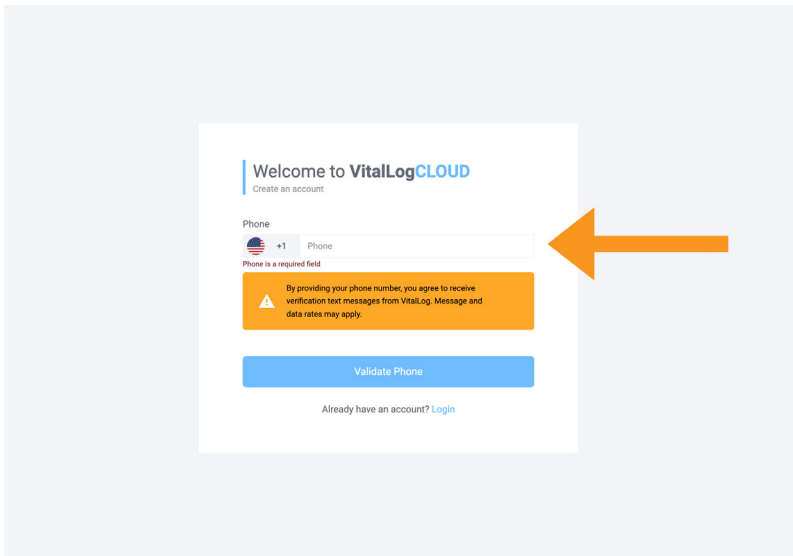


***Note: If you already have a VitalLog Cloud account, simply just sign in with your already associated phone number and password.**



3. Select your **country** and enter the **phone number** of your mobile device. (Figure 8)

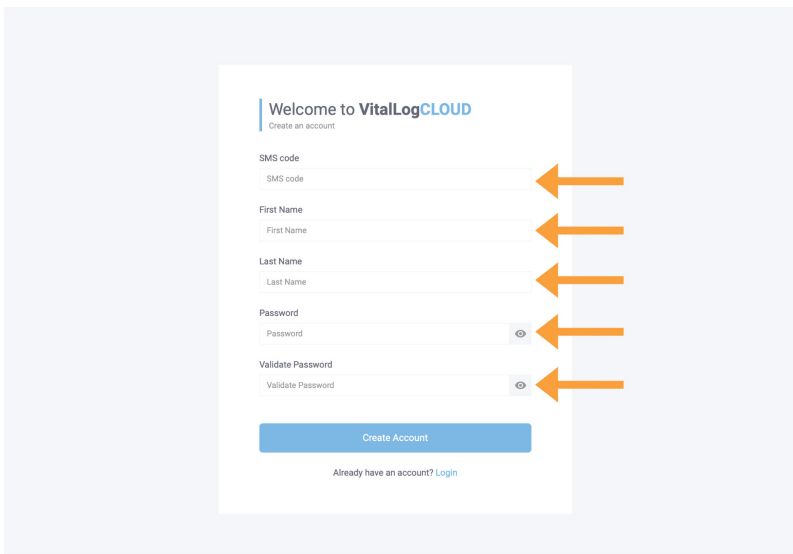
Figure 8



The screenshot shows the 'Welcome to VitalLog CLOUD' page with the sub-header 'Create an account'. The 'Phone' section includes a dropdown menu for country selection (currently showing '+1') and a text input field for the phone number. A red error message states 'Phone is a required field'. Below this is a yellow warning box: 'By providing your phone number, you agree to receive verification text messages from VitalLog. Message and data rates may apply.' A blue 'Validate Phone' button is positioned below the warning. At the bottom, there is a link: 'Already have an account? Login'.

4. Enter the **SMS code** that was sent to your phone number and fill out your **name** and **desired password**. (Figure 9)

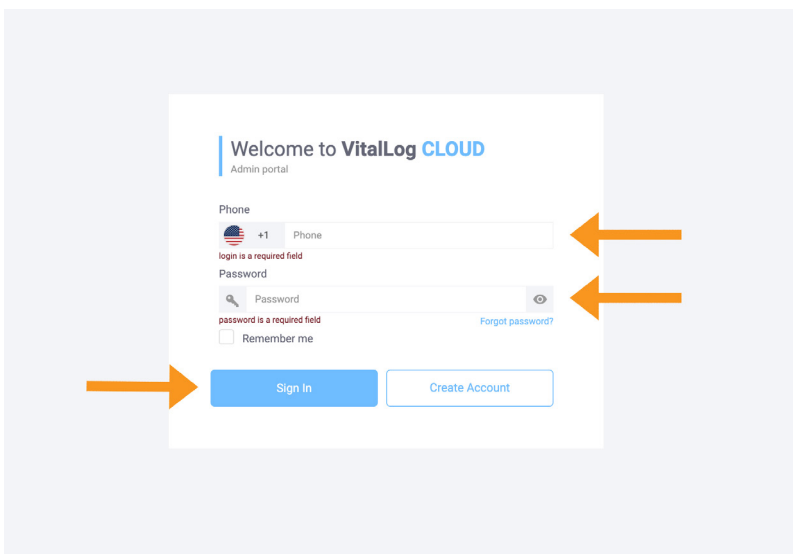
Figure 9



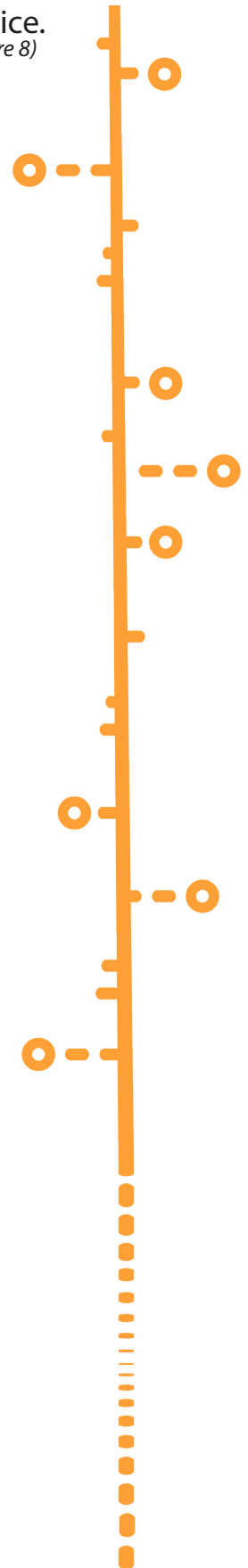
The screenshot shows the 'Welcome to VitalLog CLOUD' page with the sub-header 'Create an account'. The 'SMS code' section has a text input field. The 'First Name' and 'Last Name' sections each have a text input field. The 'Password' section has a text input field with an eye icon for visibility. The 'Validate Password' section has a text input field with an eye icon. A blue 'Create Account' button is at the bottom. A link at the bottom reads: 'Already have an account? Login'.

5. Log in with your **phone number** and selected **password**. (Figure 10)

Figure 10



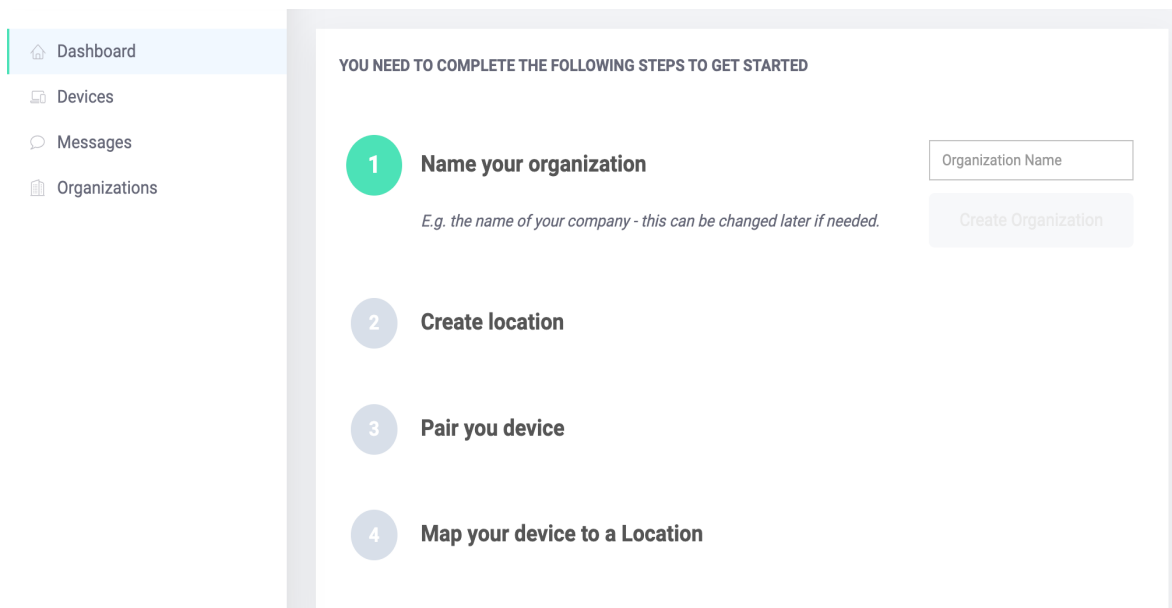
The screenshot shows the 'Welcome to VitalLog CLOUD' page with the sub-header 'Admin portal'. The 'Phone' section has a dropdown for country selection (showing '+1') and a text input field. A red error message says 'login is a required field'. The 'Password' section has a text input field with an eye icon and a red error message 'password is a required field'. A 'Forgot password?' link is next to the password field. There is a 'Remember me' checkbox. At the bottom are two buttons: 'Sign In' and 'Create Account'.



Setting Up Your Organization and Pairing Your Device

Once logged into the **Cloud**, complete the listed steps to finish set-up.

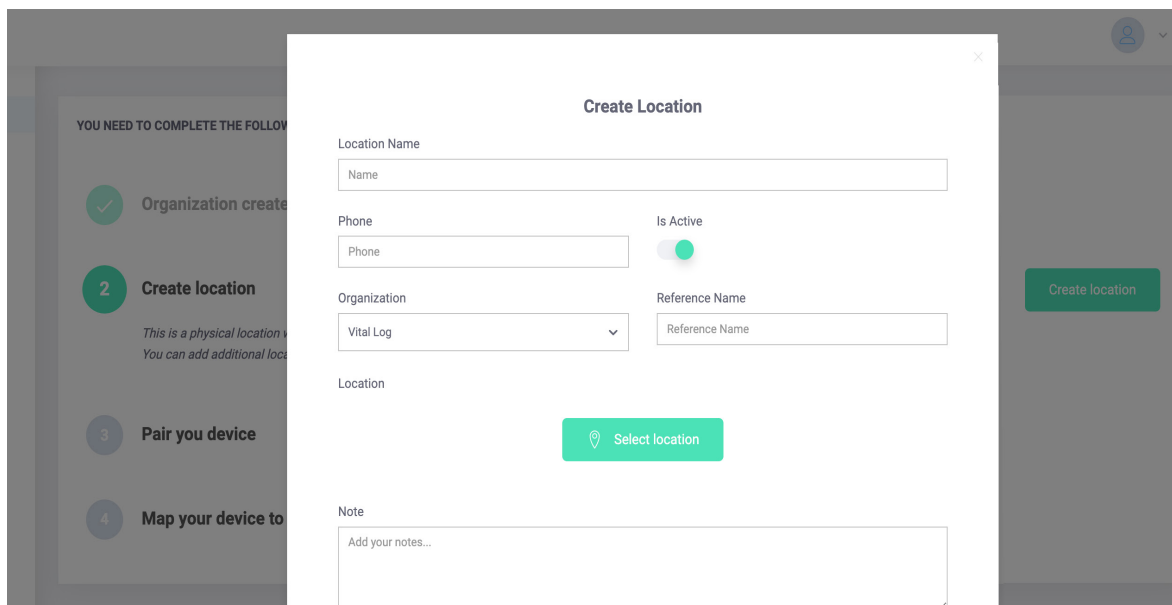
1. Name your Organization. (Figure 11)



The screenshot shows a dashboard with a sidebar on the left containing 'Dashboard', 'Devices', 'Messages', and 'Organizations'. The main content area is titled 'YOU NEED TO COMPLETE THE FOLLOWING STEPS TO GET STARTED'. It lists four steps: 1. Name your organization, 2. Create location, 3. Pair your device, and 4. Map your device to a Location. Step 1 is highlighted with a green circle. Below step 1, there is a text input field for 'Organization Name' with a placeholder 'E.g. the name of your company - this can be changed later if needed.' and a 'Create Organization' button.

Figure 11

2. Create your Location. (Figure 12)



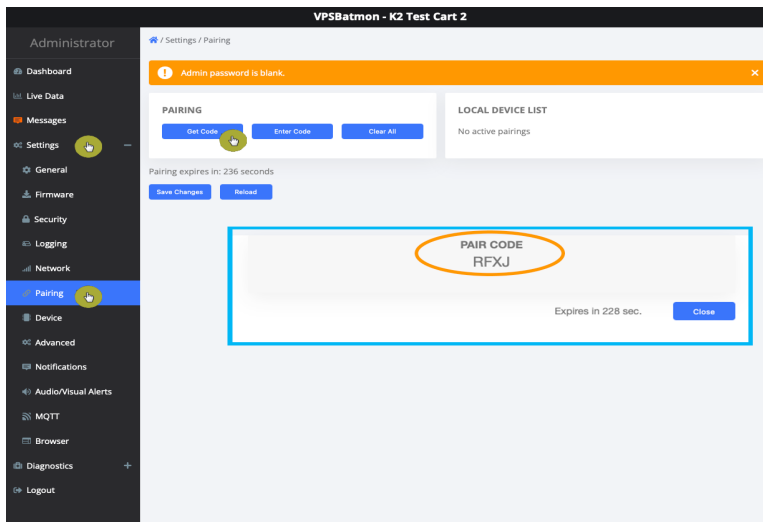
The screenshot shows a 'Create Location' form. It includes fields for 'Location Name' (with a sub-field 'Name'), 'Phone', 'Organization' (a dropdown menu with 'Vital Log' selected), 'Reference Name', and 'Reference Name'. There is also a toggle switch for 'Is Active' which is currently turned on. A 'Select location' button with a location pin icon is positioned below the 'Organization' and 'Reference Name' fields. A 'Create location' button is visible on the right side of the form. A 'Note' field with the placeholder 'Add your notes...' is at the bottom.

Figure 12

3. Pair your device: (Figure 13)

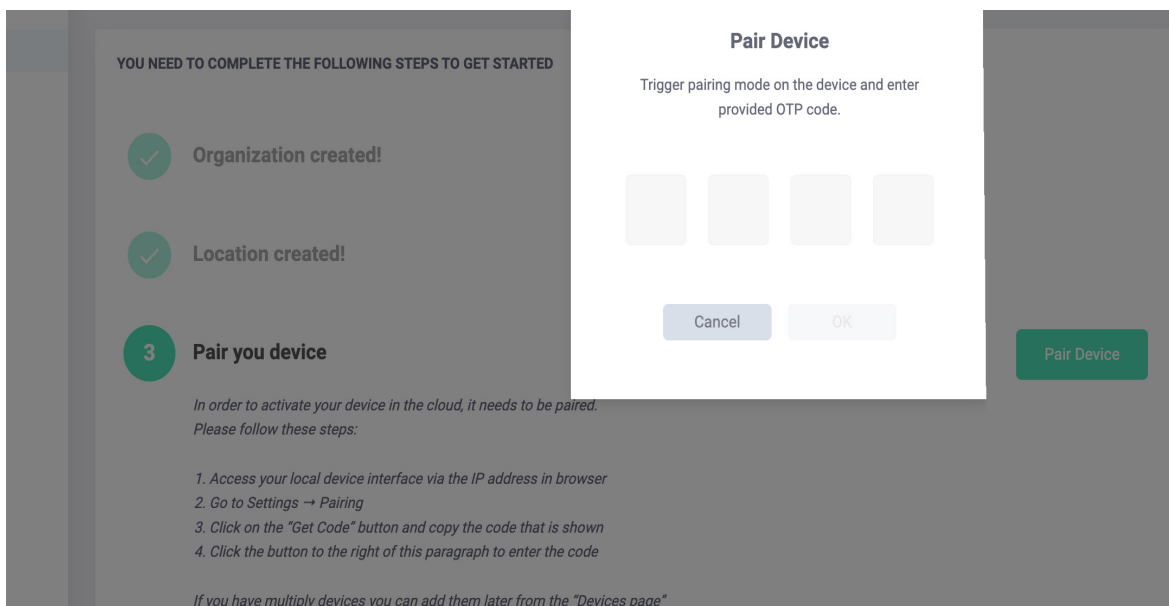
- a. Return to the User Interface tab that you left open on step 3, page 2.
- b. Click on “Settings” in the menu, then click “Pairing”.
- c. Click on the “Get Code” button and write down the code - it expires after 5 minutes.

Figure 13



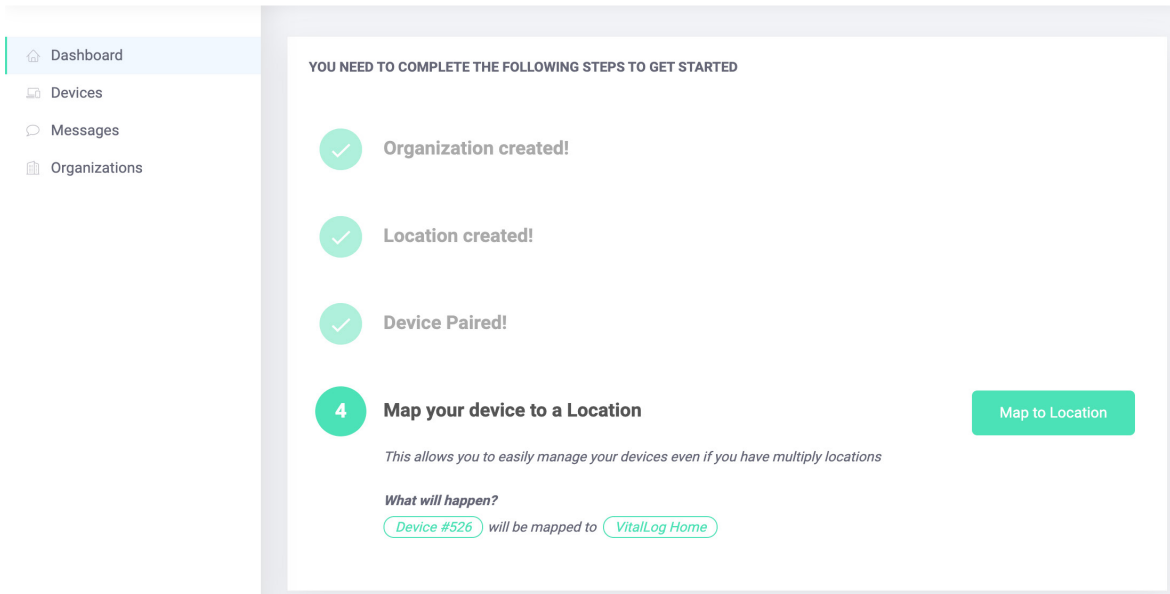
- d. Return to the VitalLog Cloud and input your four-letter code. (Figure 14)

Figure 14



4. Map your device to a Location. (Figure 15)

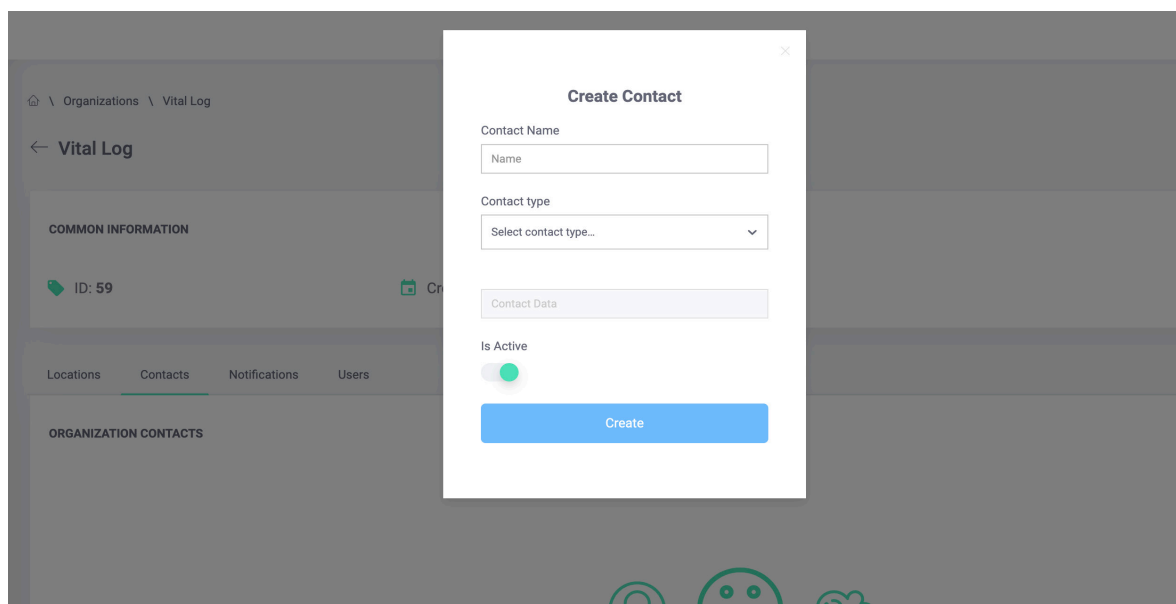
Figure 15



5. Add a Contact. (Figure 16)

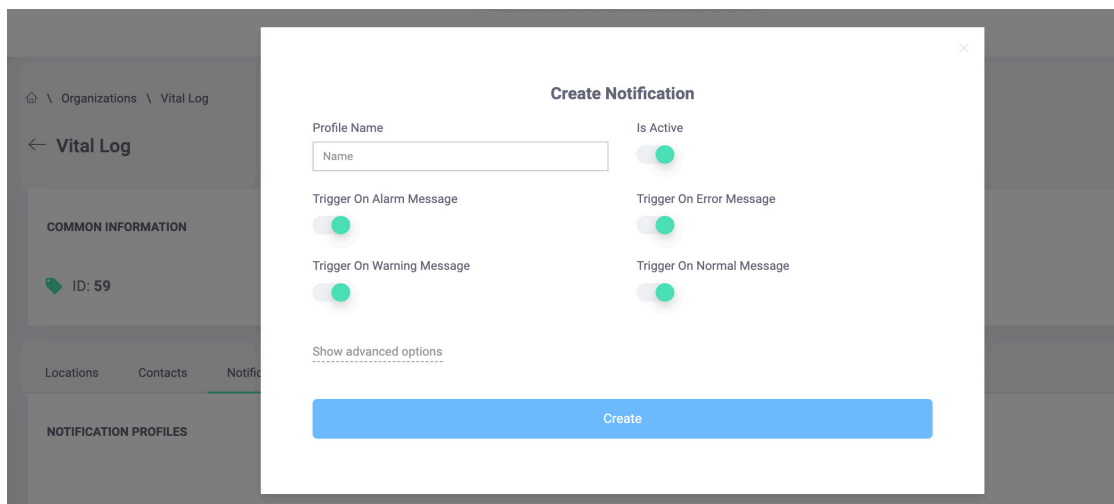
- Return to the **“Organizations”** tab and click on your organization to create a new contact.
- Click the **“Contacts”** tab then the **“Add”** button.
- Provide the **“Contact Name”** and select your preferred method of contact: **email, text, or URL**.
- Then input the relevant information corresponding to your selected **contact method**.
- Afterward, ensure to **verify** your contact information in order to receive notifications.

Figure 16



6. Set up **Notifications**. (Figure 17)
 - a. Return to the **“Organization”** tab and click on **“Notifications”**.
 - b. Click **“Add”** to create a new notifications profile.
 - c. Assign a name to this profile.
 - d. You can then choose which notifications you would like to toggle on and off. We recommend leaving them all on for optimal communication. Then, click **“Create”**.
 - e. If a **warning message**, highlighted in yellow box, appears, please scroll down to the section labeled **“Monitored Devices”** and click on **“Add”**. Next, select **“Add All From This Organization”**.
 - f. Under **“Connected Contacts”** click the **“Connect”** button and choose from the list of contacts you have added previously.

Figure 17



Optional step:

7. Add a **User(s)**.

Assign as many team members as needed to carry out your emergency response plan, monitor power consumption, and download reports. Users can be assigned full access – giving them the ability to acknowledge and clear alarms or can be assigned view-only access.

- a. Return to the **“Organization”** tab and click on **“Users”**.
- b. Click **“Add”** to create a new user.
- c. Enter the **phone number** of an already associated Cloud account.
- d. Choose whether you want **“Grant Edit Permission”** toggled **“On”** or **“Off”**.
 - Toggled On:** Users gain the ability to acknowledge and clear alarms
 - Toggled Off:** Users enter into view-only mode

You have now successfully completed set up of your VPS device!