

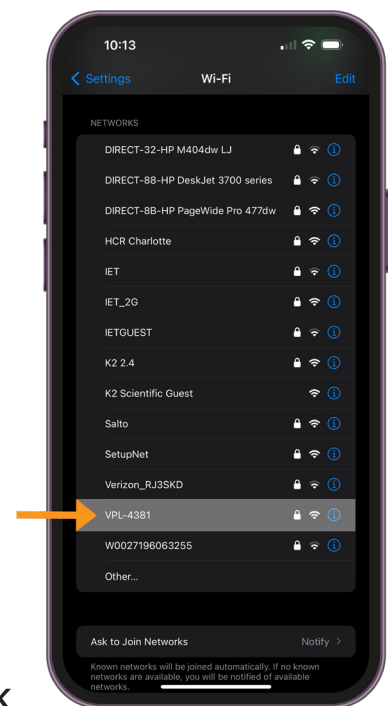
# Setting Up Your Vital Power Log(VPL): A Comprehensive Guide

Before initiating the setup process, it's essential to thoroughly review the entire document and watch the instructional videos. In case any issues arise during the setup, please disconnect the VPL and start over from the first step. If you encounter any challenges, feel free to reach out to our dedicated support team at [support@vitallog.com](mailto:support@vitallog.com).

## 1. Connecting the VPL to Your Wi-Fi Network

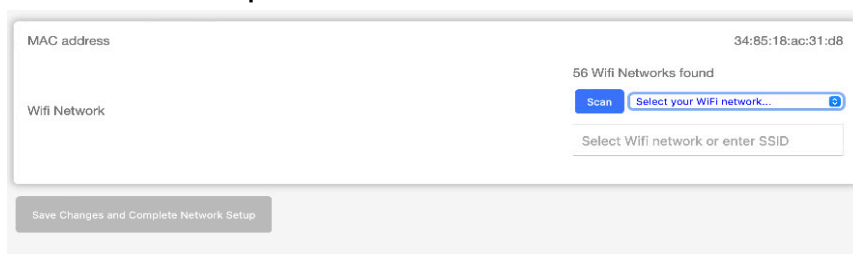
### Step 1: Connect your electronic device to VPL

1. Plug the device into an outlet.
2. Press the front button until it **flashes blue**.
3. Access your Wi-Fi network through the settings application on your iPhone, Android device, or computer. Connect to the network labeled **"VPL-xxxx"**. Please note that "xxxx" signifies a randomly generated number.
4. The password is: **12345678**  
\*See note

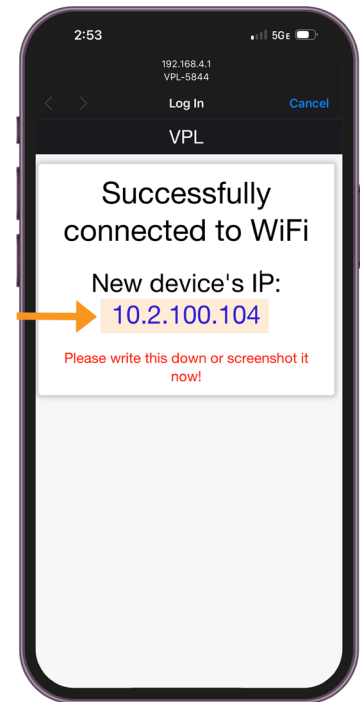


### Step 2: Connect VPL device to your Wi-Fi network

1. 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.



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.**



### Step 3: Connect to the local VPL Web Interface

1. To connect to the VPL 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



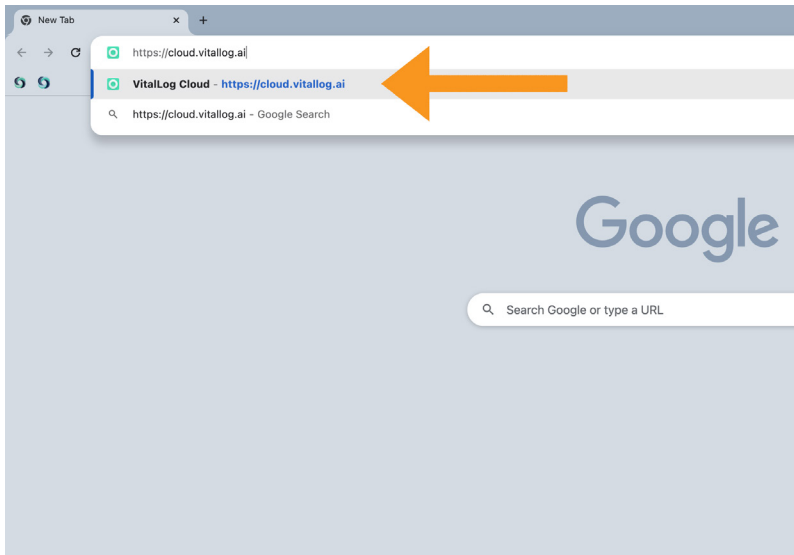
Once you've successfully reached the **Interface**, please keep this browser open (you'll need it for **step 3a on page 6**) and get ready to open a new one for the next steps.



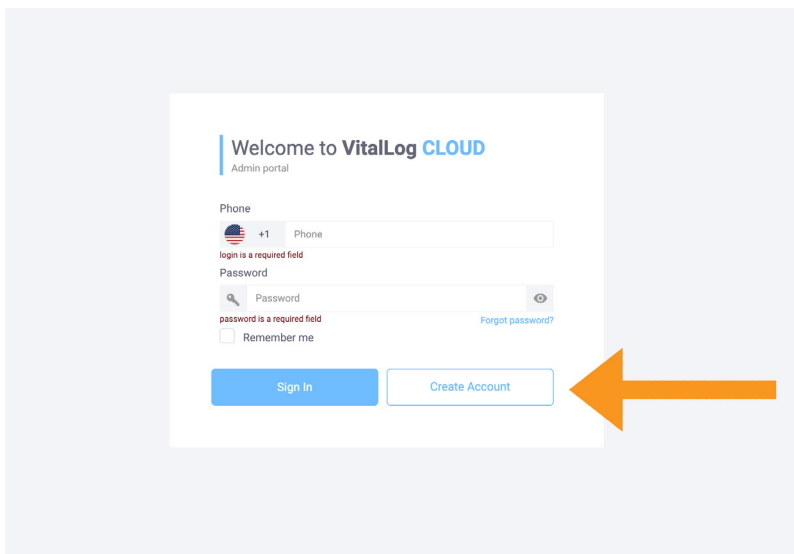
Watch this video to help you connect your VPL to Wi-Fi.

## 2. Create Your VitalLog Cloud Account

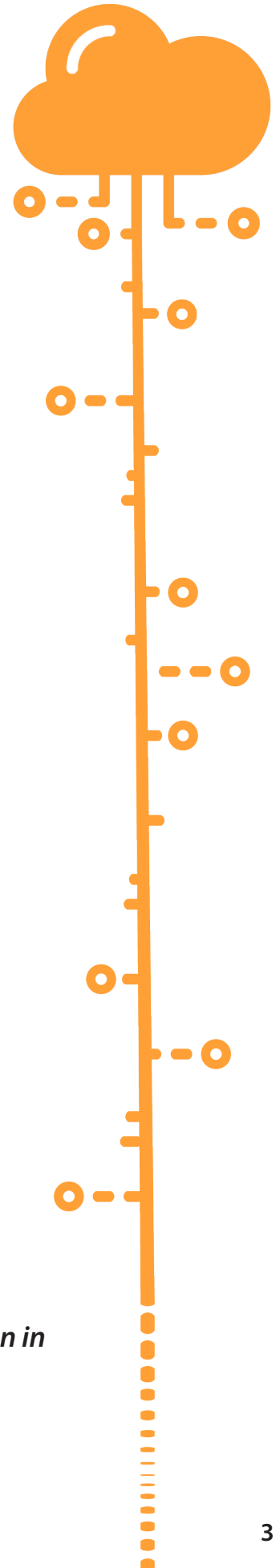
1. On your computer or mobile device, open <https://cloud.vitallog.ai> in a Chrome browser.



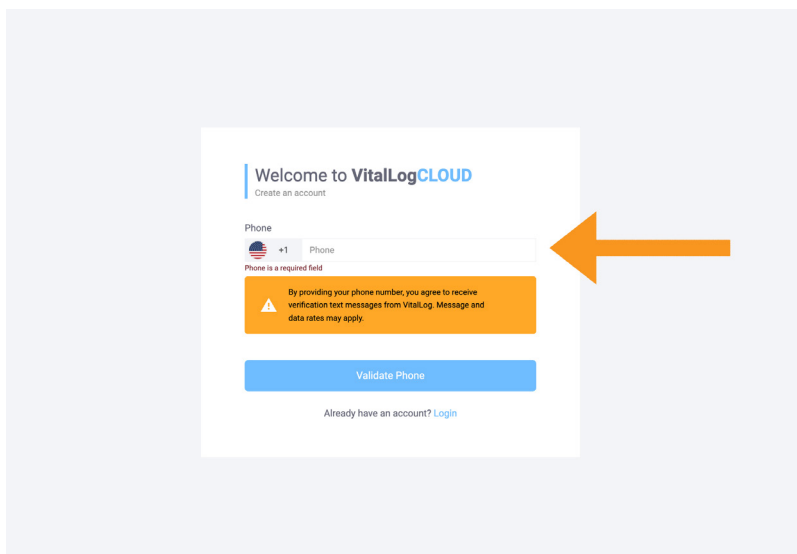
2. Click the "Create Account"\* button to create your account.



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

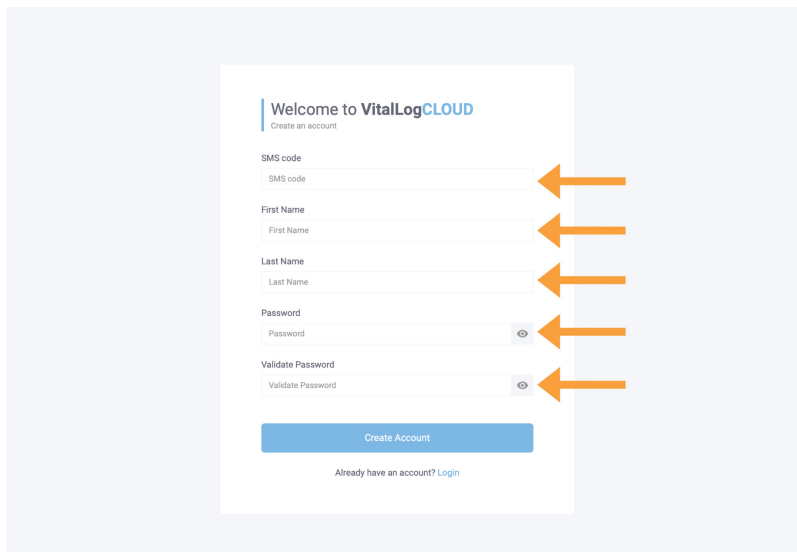


3. Select your **country** and enter the **phone number** of your mobile device.



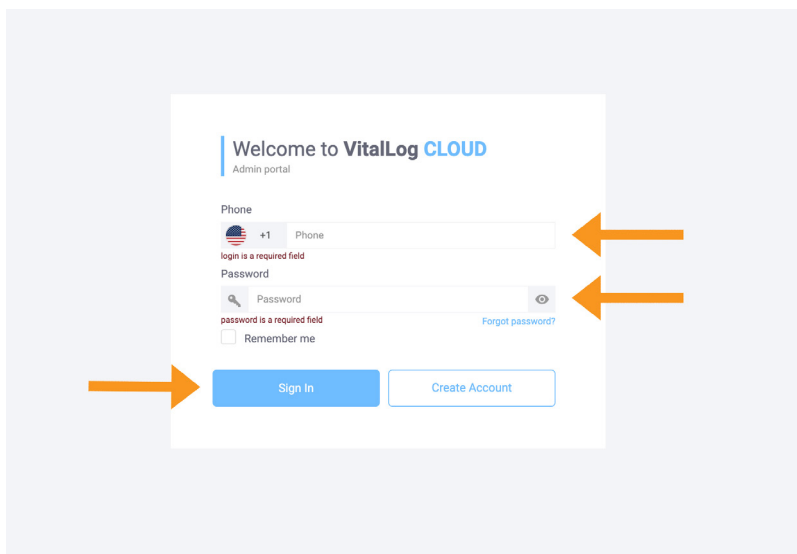
The screenshot shows the 'Welcome to VitalLogCLOUD' page with the sub-header 'Create an account'. The 'Phone' section includes a dropdown menu for country selection (currently showing '+1') and a text input field for the phone number. A red arrow points to the phone number input field. Below the input field is a warning message: 'By providing your phone number, you agree to receive verification text messages from VitalLog. Message and data rates may apply.' At the bottom of the form is a blue 'Validate Phone' button and a link for '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**.

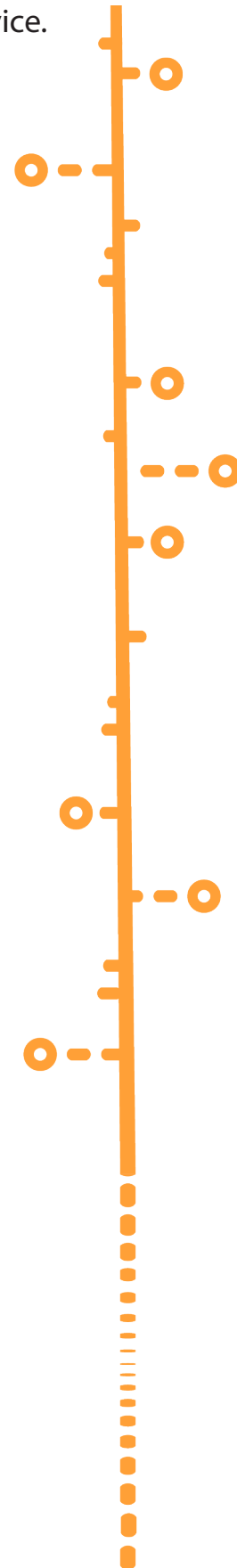


The screenshot shows the 'Welcome to VitalLogCLOUD' page with the sub-header 'Create an account'. The form includes fields for 'SMS code', 'First Name', 'Last Name', 'Password', and 'Validate Password'. Red arrows point to each of these input fields. At the bottom of the form is a blue 'Create Account' button and a link for 'Already have an account? Login'.

5. Log in with your **phone number** and selected **password**.



The screenshot shows the 'Welcome to VitalLog CLOUD' page with the sub-header 'Admin portal'. The 'Phone' section includes a dropdown menu for country selection (currently showing '+1') and a text input field for the phone number. Below it is a 'Password' input field with a 'Forgot password?' link. A 'Remember me' checkbox is also present. Red arrows point to the phone number input field, the password input field, and the 'Sign In' button. At the bottom of the form is a blue 'Sign In' button and a 'Create Account' button.



# 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.

YOU NEED TO COMPLETE THE FOLLOWING STEPS TO GET STARTED

- 1 Name your organization**  
*E.g. the name of your company - this can be changed later if needed.*  
Organization Name  
Create Organization
- 2 Create location**
- 3 Pair your device**
- 4 Map your device to a Location**

## 2. Create your Location.

**Create Location**

Location Name  
Name

Phone  
Phone

Is Active

Organization  
Vital Log

Reference Name  
Reference Name

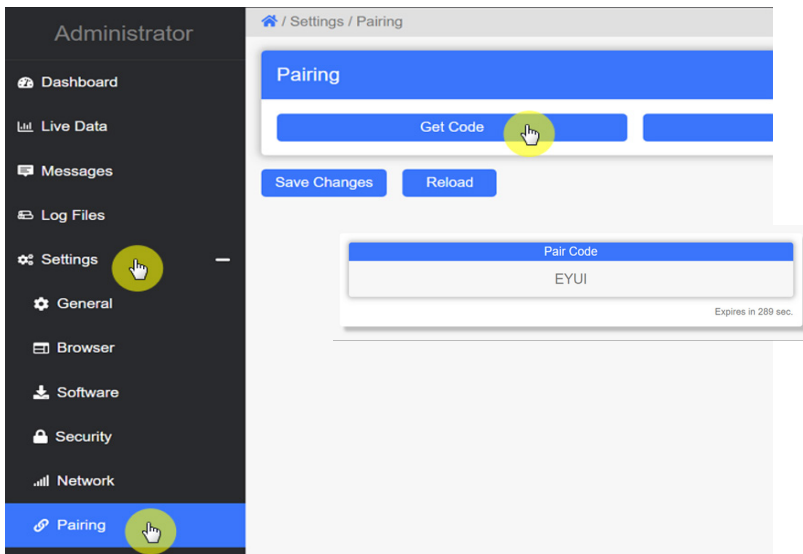
Location  
[Select location](#)

Note  
Add your notes...

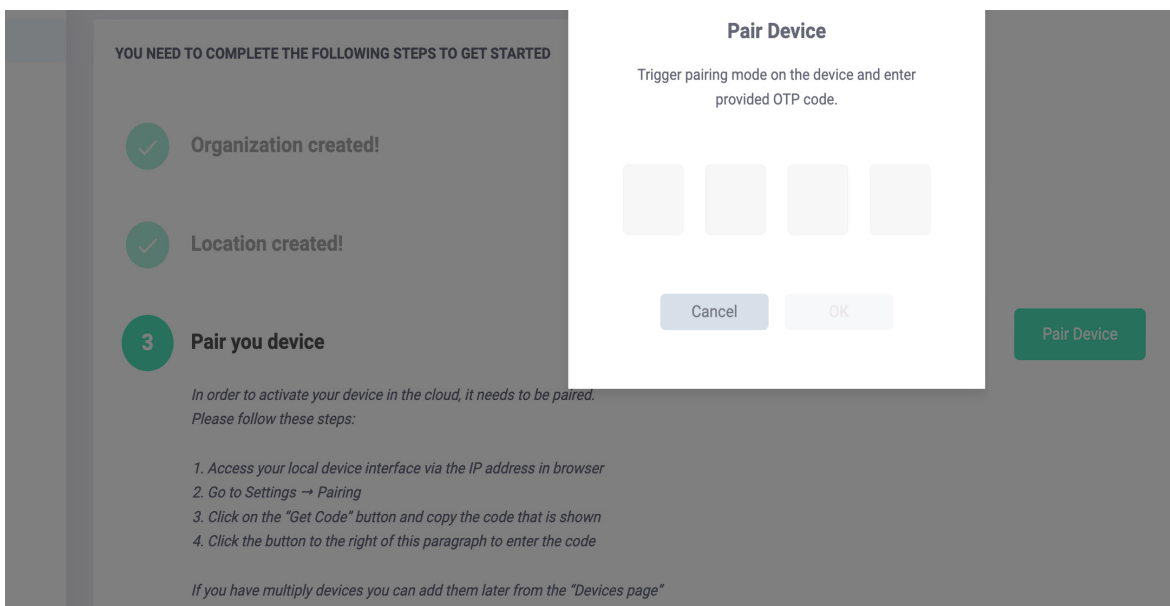
Create location

### 3. Pair your device:

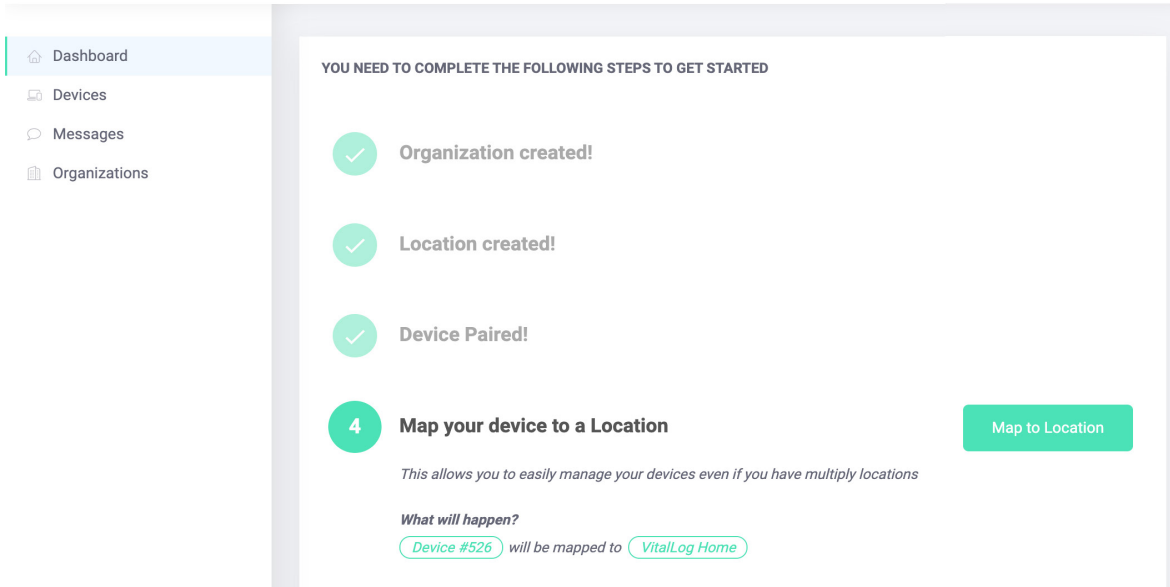
- a. Return to the User Interface tab that you left open on **step 3, page 2**.
- b. Click on **“Settings”** in the menu, then click **“Pairing”**.
- c. Click on the **“Get Code”** button and write down the code - it expires after 5 minutes.



- d. Return to the **VitalLog Cloud** and input your **four-letter code**.

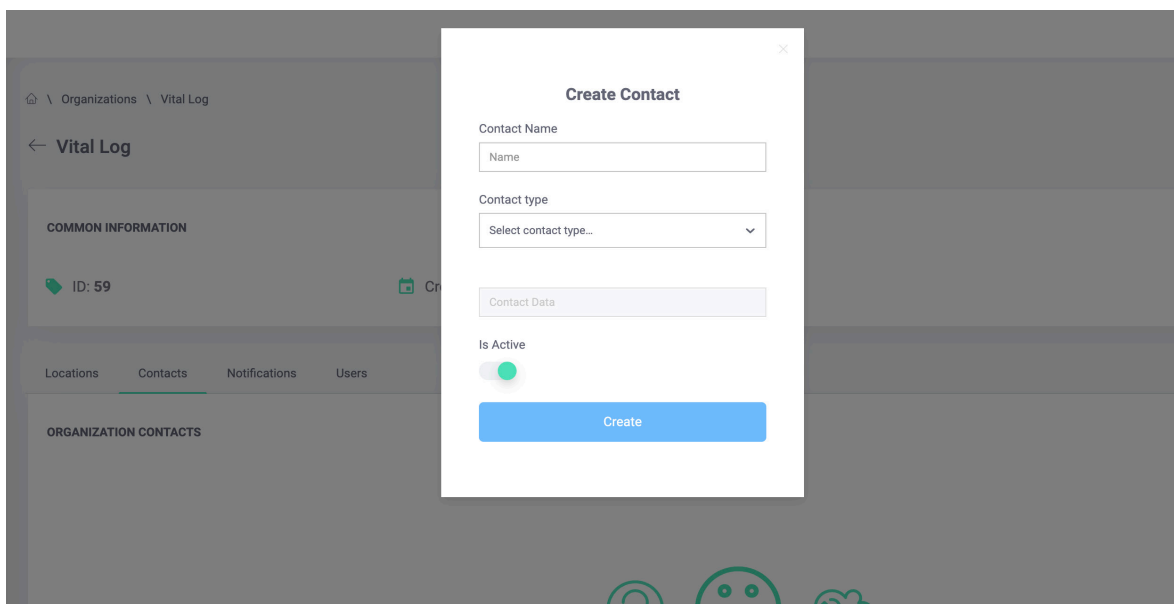


## 4. Map your device to a Location.

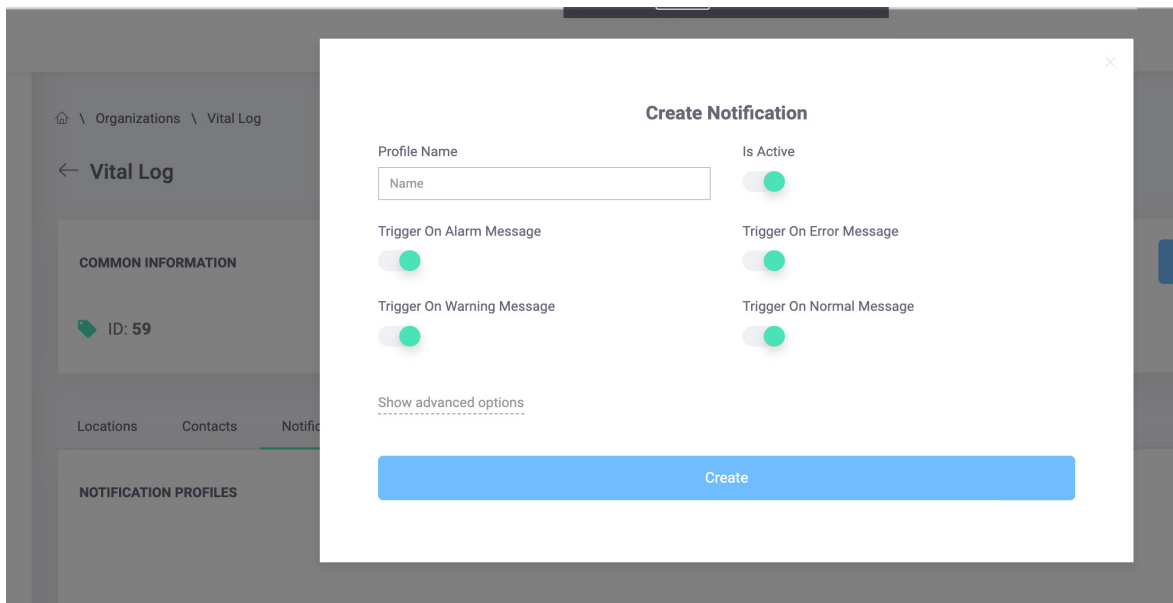


## 5. Add a Contact.

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



6. Set up **Notifications**.
  - 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.



**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 VPL device. You will be notified by email when your trial subscription is nearing the end. Be sure to renew to ensure you continue to receive critical notices for power outages, mechanical failures, and warnings regarding the need for preventive maintenance, troubleshooting, or possible service call.

Please be advised that after your VPL is online and connected to your organization it will begin a **7-day learning period**. During this time, the VPL will actively monitor and report your power usage. After, the initial 7 days, we will provide guidance on how to configure these learned parameters to ensure optimal monitoring of your unique environment.

Watch this video on  
how to set up your  
Organizations  
and Alerts.

