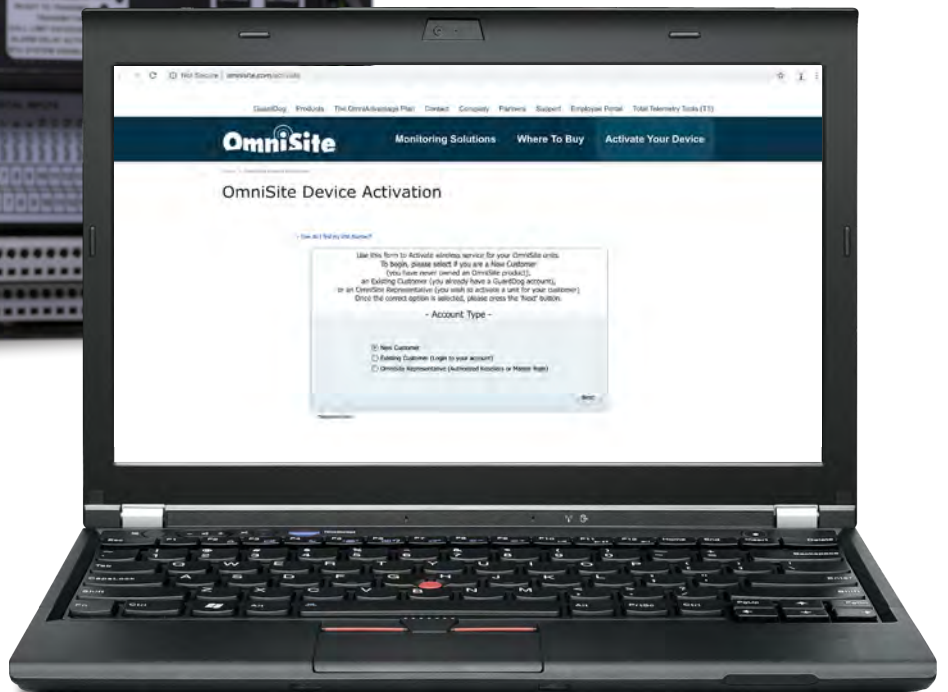


OmniSite Device Activation, Service Transfer, and Deactivation



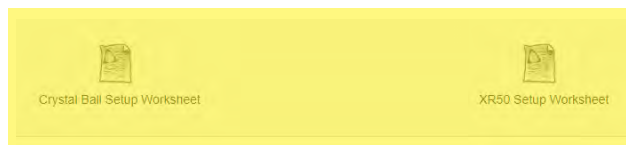
1. OmniSite Device Activation

OmniSite Devices, like the OmniBeacon, XR50, and Crystal Ball, are a cellular device just like your cell phone. As such, all OmniSite devices require activation before they will transmit alarms.

Please follow the instructions below to activate your device.

- 1.1. Navigate to www.omnisite.com/activate to launch the Activation Wizard.

(You'll notice above the Activation Wizard are two documents: *Crystal Ball Setup Worksheet* and *XR50 Set Up Worksheet*. These forms are provided for your convenience to help you document your unit setups / station setups for Crystal Ball and XR50 units. Feel free to keep these documents with your station/maintenance files.)



> How do I find my Unit Number?

Use this form to Activate wireless service for your OmniSite units.
To begin, please select if you are a New Customer
(you have never owned an OmniSite product or if activating a Text-Only OmniBeacon),
an Existing Customer (you already have a GuardDog account),
or an OmniSite Representative (you wish to activate a unit for your customer)
Once the correct option is selected, please press the 'Next' button.

- Account Type -

New Customer
 Existing Customer (Login to your account)
 OmniSite Representative (Authorized Resellers or Master Reps)

Next

*Required Field

- 1.2. Select an appropriate account type

- If you are a new customer, select “New Customer” to create a new account
- If you are an existing customer, select “Existing Customer” to log into your account
- If you are an OmniSite representative, select “OmniSite Representative” to log into your account

> How do I find my Unit Number?

Use this form to Activate wireless service for your OmniSite units.
To begin, please select if you are a New Customer
(you have never owned an OmniSite product or if activating a Text-Only OmniBeacon),
an Existing Customer (you already have a GuardDog account),
or an OmniSite Representative (you wish to activate a unit for your customer)
Once the correct option is selected, please press the 'Next' button.

- Account Type -

New Customer
 Existing Customer (Login to your account)
 OmniSite Representative (Authorized Resellers or Master Reps)

Next

*Required Field

- 1.3. All wireless billing is billed annually. You can choose the billing frequency for pre-paying for one, two, or three years.

> How do I find my Unit Number?

Please enter your customer information for your new account.
You may select One Year, Two Years, or Three Years for billing frequency.
You will be able to select a payment method in a future step and
you will receive an invoice for continuation of service when your billing cycle is about to end.

- New Customer -

Become an OmniAdvantage Customer

[Click for more Information on the OmniAdvantage Plan](#)

*Customer Name: City of Omnisite
*TimeZone: Eastern
*Phone: (317) - 885-6330
Alternate Phone Number: (317) - 885-6337
*Billing Frequency: **One Year**

Previous Next

*Required Field

1. OmniSite Device Activation

1.4. Billing Contact: This area is for **customer contact** information only. If representative is filling out activation for customer, do not enter representative name.

Check Box: Check here if Primary Contact and Billing Contact are the same

> How do I find my Unit Number?

Please enter your Billing and Shipping information for your new account. Representatives: DO NOT enter your address here, we MUST have the customer's address for the activation to be completed. Please double check this information below, as your invoice will be mailed to the information in the billing address fields.

- Addresses -

- Billing Address -	- Shipping Address -
*Address: 203 W MORRIS ST	*Address: 11 W MORRIS ST
*City: INDIANAPOLIS	*City: INDIANAPOLIS
*State: INDIANA	*State: INDIANA
*Zip: 46225	*Zip: 46225

Use the Same Address Information

Previous Next

*Required Field

1.5. Address: Addresses should be customer Main & Shipping addresses. Do not enter rep contact info, even if rep is paying for first year of service.

Check Box: Check here if Main Address & Shipping Address are the same.

How do I find my Unit Number?

Please enter your Billing and Shipping information for your new account. Representatives: DO NOT enter your address here, we MUST have the customer's address for the activation to be completed. Please double check this information below, as your invoice will be mailed to the information in the billing address fields.

- Addresses -

- Billing Address -	- Shipping Address -
*Address: 203 W MORRIS ST	*Address: 11 W MORRIS ST
*City: INDIANAPOLIS	*City: INDIANAPOLIS
*State: INDIANA	*State: INDIANA
*Zip: 46225	*Zip: 46225

Use the Same Address Information

Previous Next

*Required Field

1.6. Add Unit: (See Step 1.7).

Multiple Units: Multiple units can be activated at the same time.

After you add the first Unit ID, the Service Type, and the PO # for the wireless service, click Save. It'll take you back to the that page labeled "Units To Activate". Instead of clicking Next, click "Add Unit". Instead of clicking Next, click "Add Unit" again and enter the second Unit ID, Service Type, and second PO #. Don't forget to click Save.

Repeat as needed until all units are added.

How do I find my Unit Number?

Please press the 'Add Unit' button to begin adding your units for activation. During this process, you must select your wireless service plan: Standard, Elite and OmniBeacon/SmartLight plans are for units that report to GuardDog. The Text Only plan is for the OmniBeacon Text Only unit.

- Units to Activate -

Edit	Device	Wireless Service	IsKey	PO/Key Number	Reactivation
Press the 'Add Unit' button above to add devices to your request. If you are going to use a Purchased Activation Key you may only select one unit per key. Activation Keys may not be available for use for 24 hours (1 business day) from time of purchase!					
0 Devices will be activated					

Previous Next

*Required Field

1. OmniSite Device Activation

1.7. Unit ID: Locate your Units ID number and insert here.

WIRELESS SERVICE:

Click the blue arrow to access the drop down menu.

If you have prepaid for wireless service it will populate here. Click your prepaid service if applicable. You will leave the Use Purchased Key box and PO/Key number field blank. Click on the save button in the lower right corner of your screen. You must click save to move forward.

OR:

Standard Service: Device reports a summary once every 24 hours and alarms immediately.

Elite Service: Device submits a selected report every 15 minutes, plus a daily report summary and immediate alarm notifications

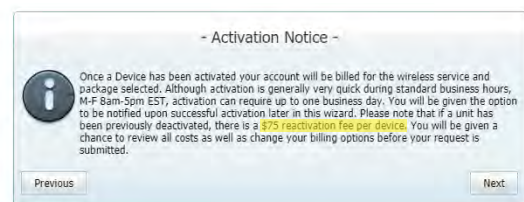
USE PURCHASE KEY: Check box is the statement below it is true.

PO/KEY NUMBER: Place your purchase order for service here.

Please note: OmniSite discontinued selling Wireless Keys on 11/17/20. If you have purchased a Wireless Key before that date, you may use it by checking the box and placing your activation key number in the text box.

1.8. Activation: Activations can take up to one full business day after submission. We suggest activating units 1-2 days before installation.

Deactivation: Billing for a unit will continue until the unit is deactivated. All deactivated units are subject to a **\$75 fee upon reactivation.**

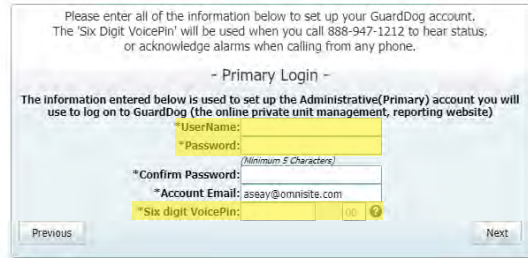


*Required Field

1. OmniSite Device Activation

- 1.9.** Username: Can be any length and be numeric or alphabetic.
Password: Must be a minimum of 5 characters.
Voice Pin: Must be 6 digits. Many customers use the first 6 digits of their phone number.

Please Note: The Voice PIN must be unique. choose one that has been used already, you will get a **Red !** indicator next to the Voice PIN you entered. You will be prompted to choose another one. Once a new unique PIN is entered, you may proceed.



Please enter all of the information below to set up your GuardDog account. The 'Six Digit VoicePin' will be used when you call 888-947-1212 to hear status, or acknowledge alarms when calling from any phone.

- Primary Login -

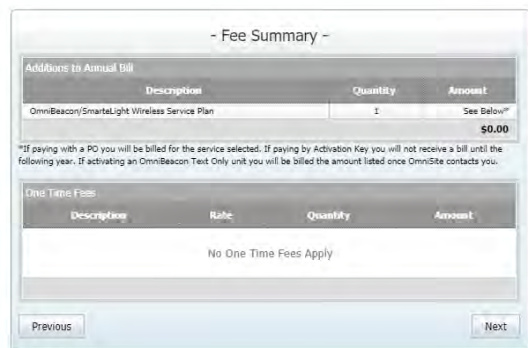
The information entered below is used to set up the Administrative(Primary) account you will use to log on to GuardDog (the online private unit management, reporting website)

*Username: [text box]
*Password: [text box] (Minimum 5 Characters)
*Confirm Password: [text box]
*Account Email: aseay@omnisite.com
*Six digit VoicePin: [text box] 00 [confirm icon]

Previous Next

*Required Field

- 1.10.** Fees: All fees associated with the activation are noted here.



- Fee Summary -

Additions to Annual Bill

Description	Quantity	Amount
OmniBeacon/SmartLight Wireless Service Plan	1	See Below** \$0.00

**If paying with a PO you will be billed for the service selected. If paying by Activation Key you will not receive a bill until the following year. If activating an OmniBeacon Text Only unit you will be billed the amount listed once OmniSite contacts you.

One Time Fees

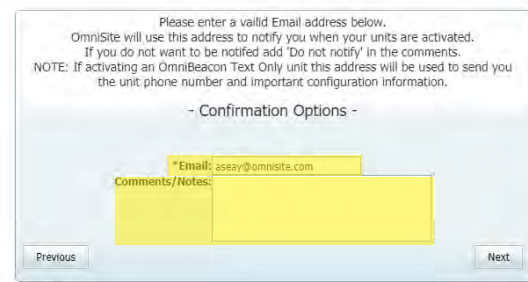
Description	Rate	Quantity	Amount
No One Time Fees Apply			

Previous Next

*Required Field

- 1.11.** Email: This is how we will notify you once the activation is complete.

Comments/Notes: Note any special circumstances regarding this activation here. (e.g. Unit is replacing another unit that is being deactivated.)



Please enter a valid Email address below. OmniSite will use this address to notify you when your units are activated. If you do not want to be notified add 'do not notify' in the comments. NOTE: If activating an OmniBeacon Text Only unit this address will be used to send you the unit phone number and important configuration information.

- Confirmation Options -

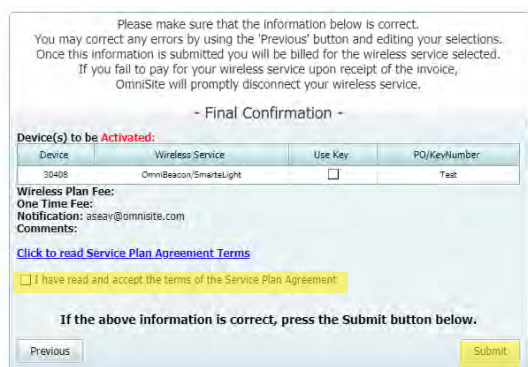
*Email: aseay@omnisite.com
Comments/Notes: [text box]

Previous Next

*Required Field

- 1.12.** Check box: Check this after reading and agreeing to the Service Plan Agreement Terms.

Submit Button: Once you have verified that all information is correct and checked the box, click the submit button.



Please make sure that the information below is correct. You may correct any errors by using the 'Previous' button and editing your selections. Once this information is submitted you will be billed for the wireless service selected. If you fail to pay for your wireless service upon receipt of the invoice, OmniSite will promptly disconnect your wireless service.

- Final Confirmation -

Device(s) to be Activated:

Device	Wireless Service	Use Key	PO/KeyNumber
30408	OmniBeacon/SmartLight	<input type="checkbox"/>	Test

Wireless Plan Fee:
One Time Fee:
Notification: aseay@omnisite.com
Comments:

[Click to read Service Plan Agreement Terms](#)

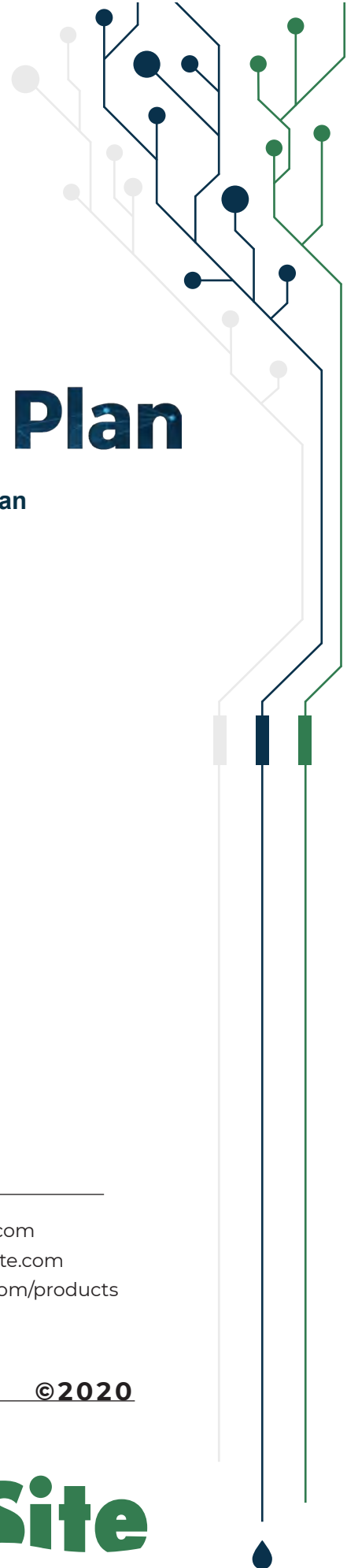
I have read and accept the terms of the Service Plan Agreement

If the above information is correct, press the Submit button below.

Previous Submit

Success!

Your unit(s) should be activated within one business day. Any changes to information noted in this activation wizard should be communicated to the OmniSite technical support team immediately to ensure accurate service and billing.



The OmniAdvantage Plan

Put an end to repair and replacement costs. As an OmniAdvantage Plan member you get:

- Lifetime Product Updates
- Lifetime Radio Upgrades
- Free Software Upgrades and Full-Featured GuardDog 2 Mobile App
- GuardDog Web Browser Setup and Priority Support
- Professional Training

Want to learn more?

Contact one of our OmniAdvantage experts at 317-885-6330 ext: 137
Email omniadvantage@omnisite.com
Visit www.omnisite.com/omniadvantage

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