

STEP 1 Set up the hardware

5 MINUTES

- 1) Unpack the box and make sure you have:
 - VGo Upper section (part with LCD display)
 - VGo Lower section (part with wheels)
 - Charge Dock
 - Charge Dock AC adapter and power cord
 - Battery
 - Handheld remote control (with AAA batteries)
- 2) Hold the **latches** all the way up and gently, but firmly seat the upper section stalks into the lower section sockets.
- 3) Flip the latches down.
- 4) Remove the VGo's **battery compartment cover**, set the battery inside, with it's wire on top, beside the foam block. (Note: if you have the full size extended-life battery, remove the foam block).
- 5) Connect the battery wire, secure with the velcro strap, and replace the cover.
- 6) Press and hold the Power button until it lights up (found on the rear of the VGo, just behind the battery compartment cover).

Save your VGo Box! Your VGo is packed with custom foam. You may need the foam/box for shipping to another location, or for returning to VGo in the event that you need to have the VGo serviced.



Battery Compartment
(in the back)

STEP 2 Set up the wireless connection

5 MINUTES

For WiFi



Consult the VGo User Guide on how to setup VGo on networks that require Static IP addressing, 802.1X authentication, and how to enable WiFi roaming.

- 1) From the **Welcome** screen, select **Next** to configure your Wi-Fi.
- 2) Touch the center blue OK button to select **WiFi Network Settings**.
- 3) Use the blue arrow keys to scroll and highlight your required Wi-Fi network and touch the center **OK** button.
 - If the required network is “hidden”, it will not appear in the list. Select **Add Hidden** and enter the required information.
- 4) Enter your WEP key or Pass key and select **Accept**.
 - If you are prompted to **Select EAP Method**, then certificates are required. Consult Appendix 1 of your user guide for detailed instructions.
 - If the network is “open” and no passkey is required, this step will be skipped.
- 5) Wait for a new screen that says “Please Login to vgo.com.com....” This may take a few minutes.”
- 6) Leave your VGo at that screen and proceed to **Step 3**.

For Verizon 4G LTE (applies only to VGo's with embedded 4G LTE)



A Verizon 4G LTE Sim Card has been pre-installed. Your Verizon rep will need to activate the Sim Card.

- 1) From the **Welcome** screen, select **Next** to configure your 4G LTE connection.
- 2) Use the blue arrow keys to highlight **Reboot to VZW 4G LTE** and touch the center blue **OK** button to select.
- 3) A message will notify you that a re-boot is required. Select **Yes**.
- 4) The VGo will restart and the **Welcome** screen will again be displayed. Select **Next**.
- 5) Select **VZW 4G LTE Settings**
- 6) Wait for a new screen that says “Please Login to vgo.com.com....” This may take a few minutes
- 7) Leave your VGo at that screen and proceed to **Step 3**.



Further changes may require entry of the Settings Password:

345

STEP 3 Create a VGo community

5 MINUTES



Steps 3 and 4 should be completed by the person who will be administering VGo within your organization (administrative privileges can be transferred / changed at any time).

Skip this step and proceed to Step 4 if this VGo will be added to an existing VGo Community within your organization.

- 1) Go to www.vgocom.com and select **My Account**
- 2) Select **Create a New VGo Community**
- 3) On the Sign Up page be sure to complete all fields and then click **Create Community**.
- 4) You will receive an email shortly to verify your account. Click on the verify link inside.
- 5) Log-in with your recently created username and password.

Proceed to Step 4.

Your **VCode** is:

anywhere114

Set up your Charge Dock

Plug the power cord into the Charge Dock and position against a wall that is in an open area for easy access. Select DOCK on the VGo touchpad or your VGo PC App to charge the battery.

In order to detect the charging dock, VGo must be within 10 feet and facing the front of the dock.



This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Changes or modifications not expressly approved by VGo Communications, Inc. for compliance could void the users authority to operate the equipment.

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STEP 4 Add Your VGo and Add Users

5 MINUTES

- 1) If you are not logged into your account, go to www.vgocom.com and log in.
- 2) Select the **VGos** tab and then select **Add a VGo**.
- 3) Enter the **Activation Key** that is displayed on the screen of your VGo and then click **Add**.
- 4) Your new VGo will be listed under the **VGos** tab as **New VGo** for **(community name)**.
 - You may need to refresh the page to see this.
- 5) Select the new VGo and select **Edit Properties**
- 6) Enter the **Location Name** that will appear in the user's VGo App. Also select the **TimeZone** where the VGo is located then select **Update**.
- 7) To enable new users in addition to yourself (once complete, continue to item 8).
 - Select the **Users** tab, then **Add a User**, and fill in the fields.
 - A random password is automatically generated for the user which you can change. The user can also change their password at any time.
- 8) In the **VGos** tab, select the **Manage Access List** icon (looks like a key – right side of the screen) for your new VGo, and select the users who are allowed to access this VGo.

STEP 5 Get the VGo App

5 MINUTES

- To remotely use the VGo, a user must have the VGo App on a Windows PC, Apple Mac or iPad.
- To download to a PC or Mac, go to www.vgocom.com and select Download VGo App (on the home page, left side). For the iPad – go to the Apple App Store and search for **VGo**.

On your desktop, open the VGo App , log-in, and select the location (VGo) you want to visit.