VersaHub™

Quick Start Guide

STEP 1

Scan QR Code

Power on unit and scan the QR code located inside the left door of your unit.

ⓘ You can also visit **versahub.com/setup** to get started with setting up your unit.

STEP 2

Log in and add new unit

Log in or create an account and select **Add unit**.

ⓘ Make sure you're signed in with the same WebstaurantStore account you used to purchase your unit.

STEP 3

Register your unit

Enter the serial number and last 6 digits of the MAC address on the QR code sticker. Select **Register unit**.

STEP 4

Connect your device to unit's WiFi network

Connect your device to your unit's WiFi network: **VersaHub_XXXXXX**

ⓘ Can't find the network? Look for and connect to a **KitchenDash_XXXXXX** network instead. If your unit has been plugged in for more than one hour without completing the setup, you may need to unplug it and plug it back in to refresh the signal. If you still can't see it, reset the gateway by pressing the button inside the access panel on the upper right of the unit for 5 seconds.

STEP 5

Connect unit to your WiFi network

Select **Click to open unit configuration** and log in with the provided username and password. Enter your building's WiFi network and password, select **Save**, and then **Restart**.

ⓘ You can also find the login credentials in your email inbox.

STEP 6

Connect your device back to your building's WiFi

Reconnect your mobile device to your building's WiFi and continue setup.

ⓘ Close the newly opened unit configuration browser tab and continue to step 4 of the Add unit wizard.

STEP 7

Assign a location

Enter a unit name and assign it to a new or existing location. When finished, select **Continue**.

ⓘ Location names are limited to 50 characters.

STEP 8

Set up alerts

Enter or select a contact name. To receive notifications enter an email address and phone number. Select **Complete**.

ⓘ Alerts are enabled by default. To turn off notifications, disable the toggle for text or email. You can add multiple contacts on the dashboard.

STEP 9

Complete

Congratulations, you added your new VersaHub unit! In this step, you'll see your unit details. When you're ready, select **View dashboard**.

ⓘ It can take up to 5 min for your unit to show online in dashboard.

⚠ **TROUBLESHOOTING TIPS**
Please refer to the documentation included with your unit for detailed setup instructions, the instructional video via the QR code on the top of this page, or simply visit **www.versahub.com** for more information.