CLOUDigo user guide

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REGIN
THE CHALLENGER IN BUILDING AUTOMATION

Chapter 1 Entering your account information

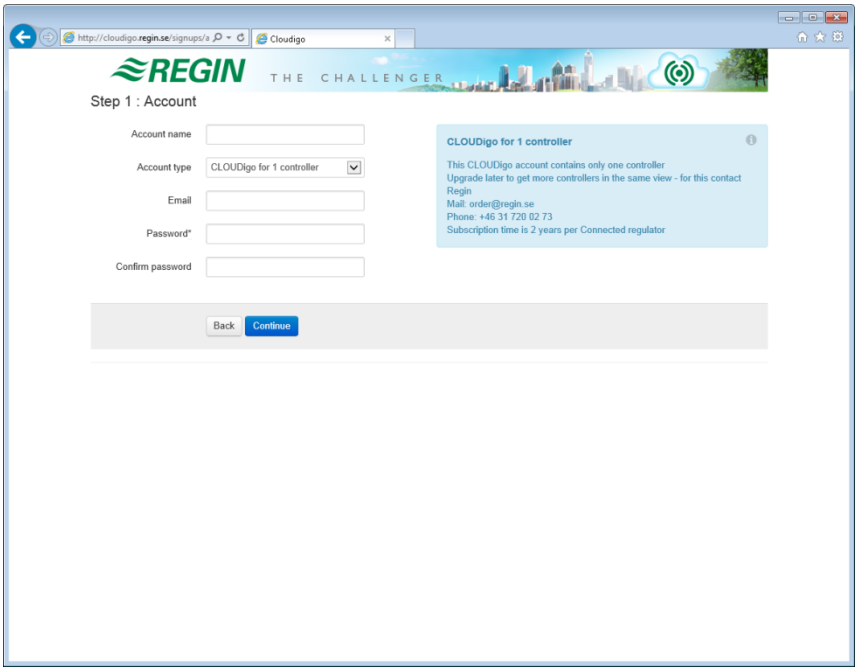
Creating a new account

To create a new account, open your web browser and enter the address http://cloudigo.regincontrols.com/.

On the login page, press the button **Create new account**. Doing so will initiate a 5-step account registration process, described below.

Step 1: Account

This step permits entering the basic information necessary for your account.



Account name

This step is used to select what name the account should have. As this cannot be changed later, it is important to ensure that it is entered correctly.

Account type

This field initially only contains the option **CLOUDigo for 1 controller**. However, the account can be upgraded later to add more controllers. To upgrade your account, contact Regin's sales department.

E-mail

An account activation e-mail will be sent to this address.

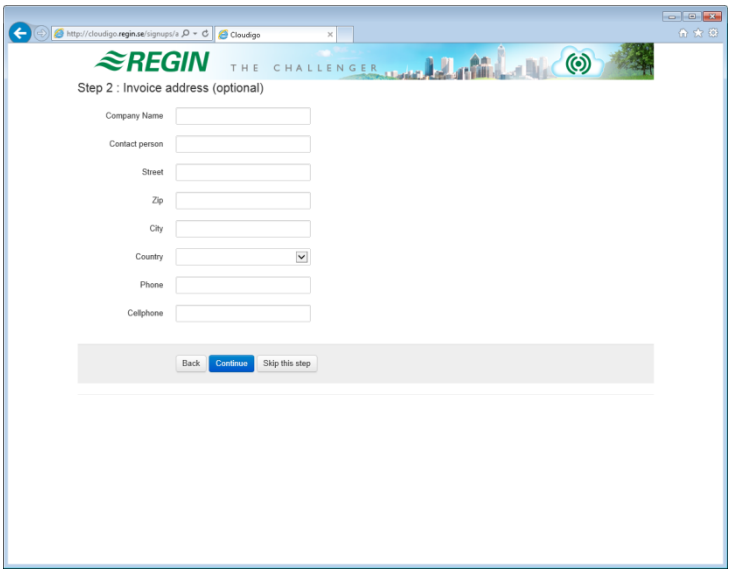
Password

Enter a password for logging in to your account. Confirm the password by typing it again in the field below.

After the above information has all been entered, press **Continue**.

Step 2: Address (optional)

This step permits entering your contact information. Doing so is optional during this step, but mandatory later on when starting your subscription.

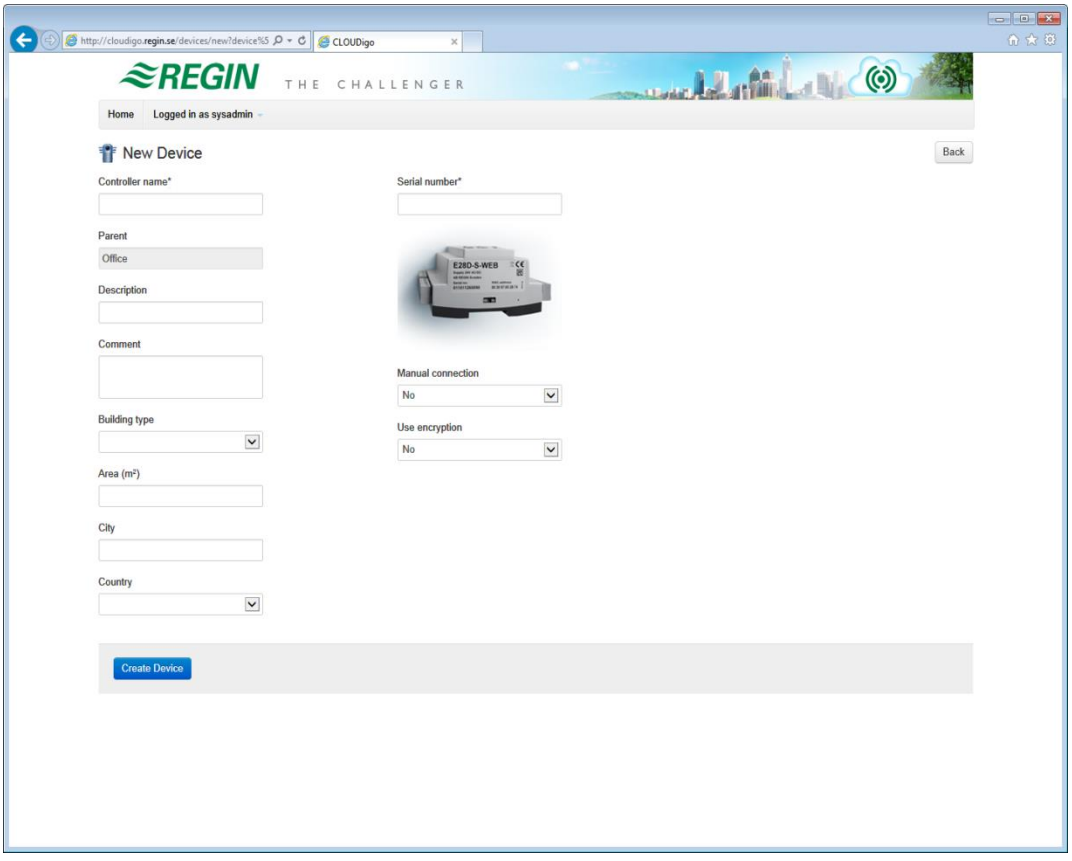


Press **Continue** if you have entered your contact information.

Press **Skip this step** if you have not added any contact information.

Step 3: Device

This step permits adding information for the air handling unit (AHU) to be connected.



Controller name

The name of the AHU, to be displayed later. Can also be changed later on.

Serial number

The serial number on the controller, consisting of 12 digits and starting with “01…”. This is the serial number copied from the **TCP/IP settings tool**.

Manual connection

If a unit exists that is connected to a public IP address, its address can be entered here, enabling the CLOUDigo server to automatically locate the controller.

NOTE: This is an advanced function that is normally not intended for use.

Building type

Optional: The type of building in which the unit is installed.

Area (m^2)

Optional: The area supplied by this unit.

City

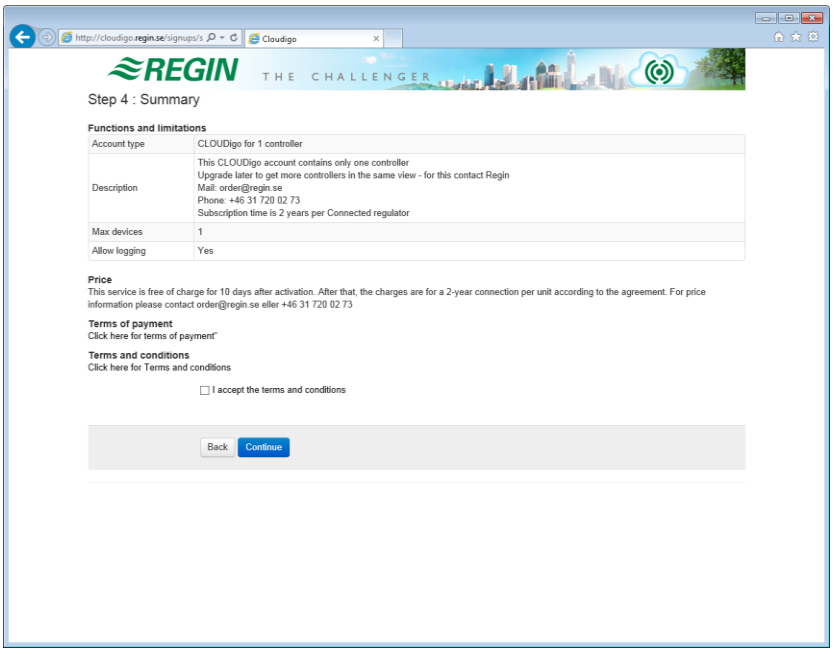
Optional: The city in which the unit is installed. Can be left blank.

Country

Optional: The country in which the unit is installed. Can be left blank.

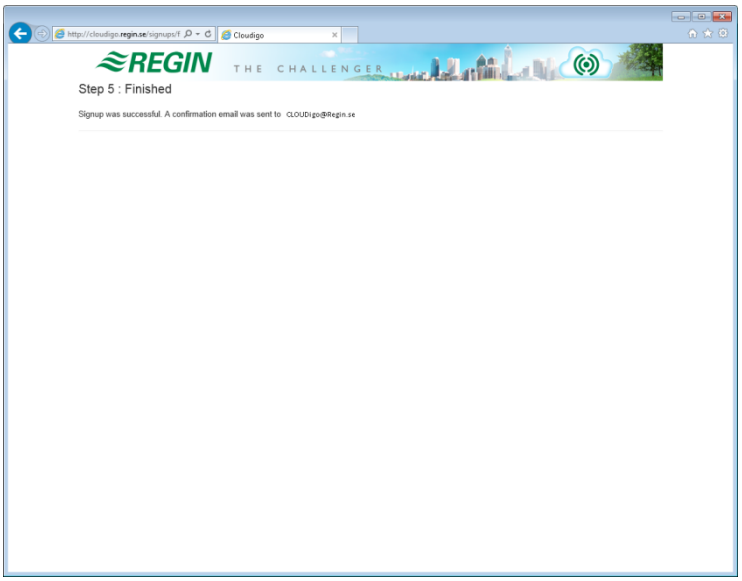
Step 4: Summary

This page displays a summary of your new account. Check the box “I accept the terms and conditions” and then press **Continue**.



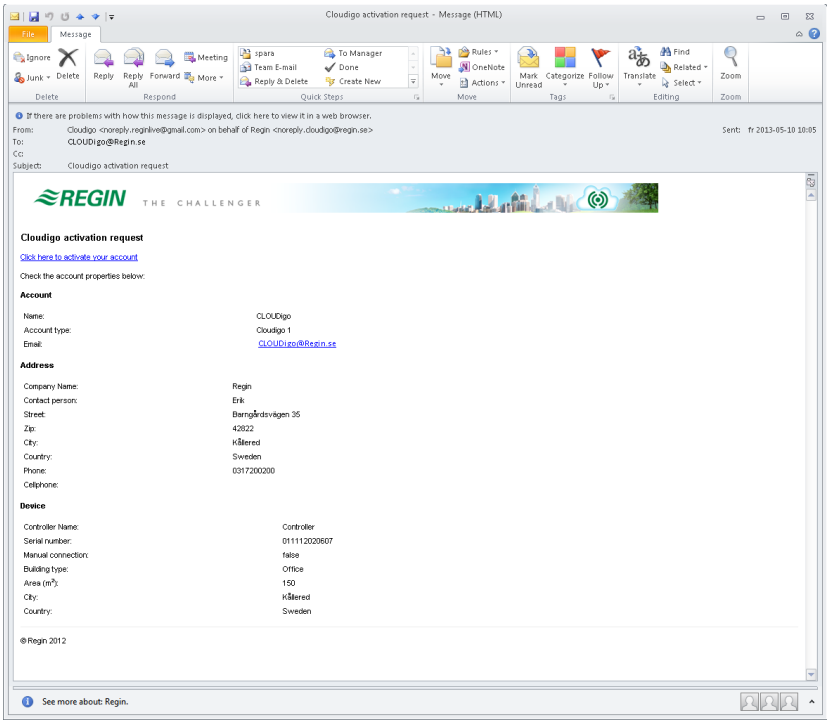
Step 5: Finished

An e-mail will be sent to the address specified in step 1 of the account registration process (see page 3).



Activating your account

The e-mail sent to your account contains a link entitled **Click here to activate your account**.

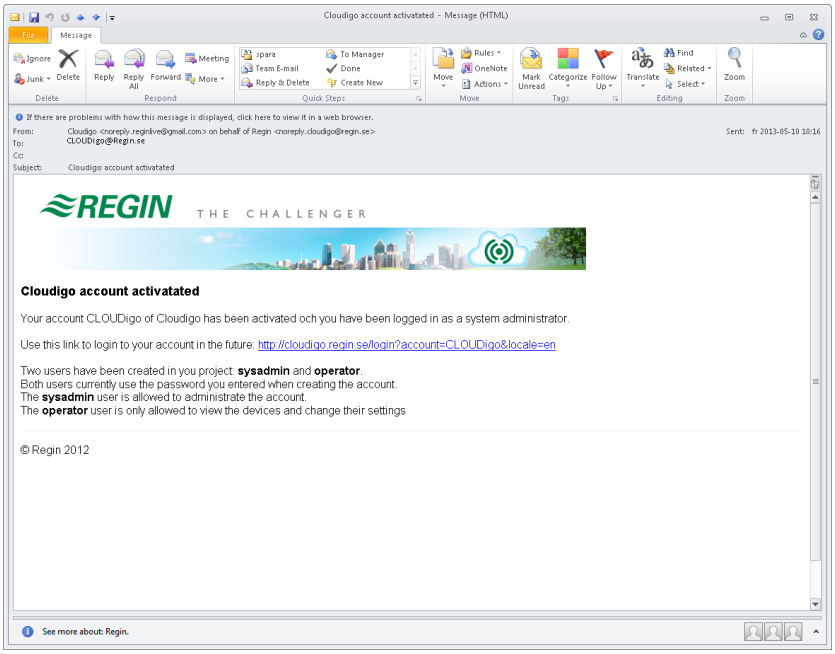


Clicking this link will automatically activate your account and log you in. If your controller is also online, it will be visible immediately.

Please note: When connecting a new unit, it might take up to 10 minutes for it to become visible online in the system.

You are now online.

Upon account activation, an e-mail notification will be sent out. The e-mail will inform you that your account is now activated and that two users have been created. Both will use the same password selected when creating your account.



Sysadmin

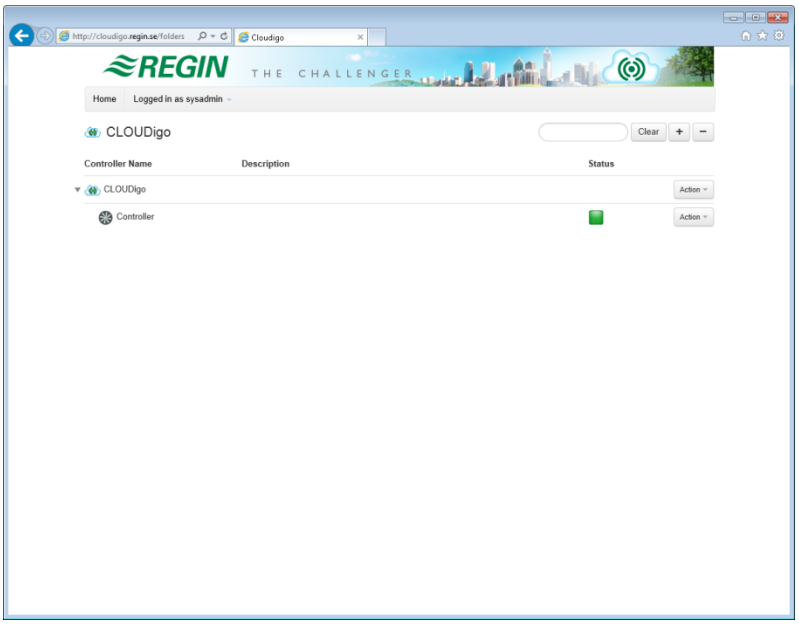
This is the highest user level, permitting viewing and changing all controller settings. The Sysadmin can also add/change users and add more controllers to an account. The password for logging on is the same as the one chosen by you when registering your CLOUDigo account.

Operator

Users belonging to this level can only view controllers and change some of their values using the site. Operators cannot use the account to add or change controllers or users.

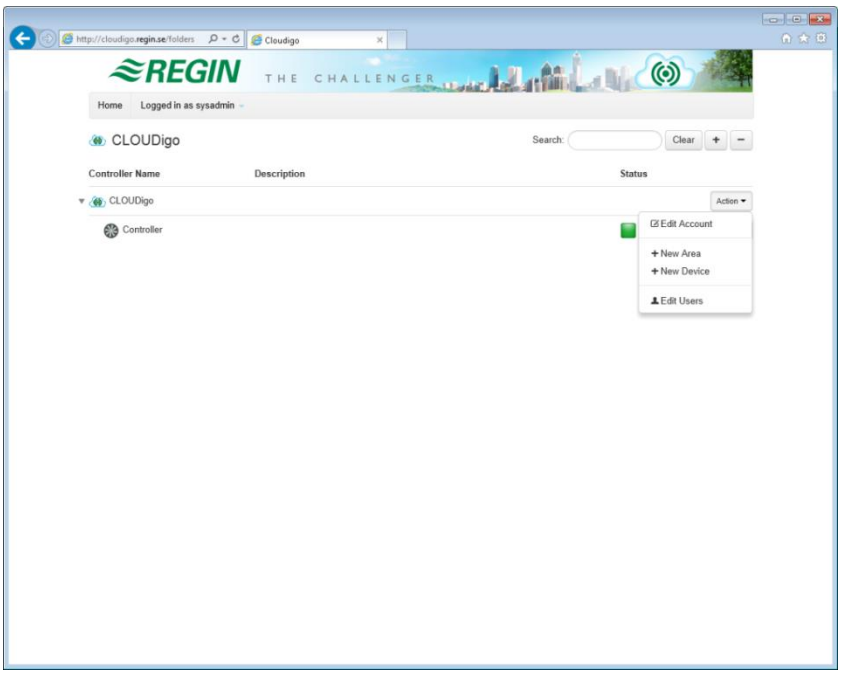
System administrator guide

For advanced users only.

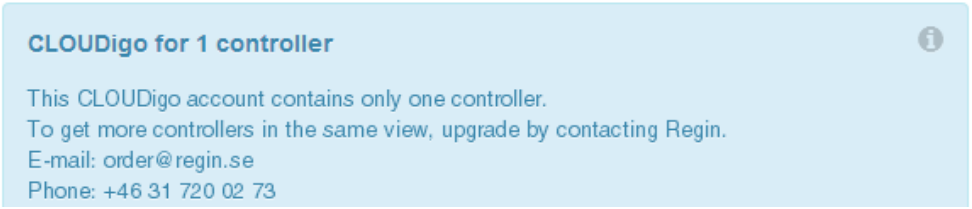


Chapter 2 **Administrating your account**

When logged on as a system administrator (sysadmin), you can make changes to your account from under **Action**. It is possible to add more users as well as to add another unit to your system.



In order to add additional controllers, it is however first necessary to upgrade your account, as it will otherwise support only one controller. Contact Regin's sales department via order@regin.se to upgrade your account.



Edit account

Account and contact information.

New area

Create a new area for organizing your controllers.

New device

Add a new controller to the system.

Edit users

Edit, add or remove users.

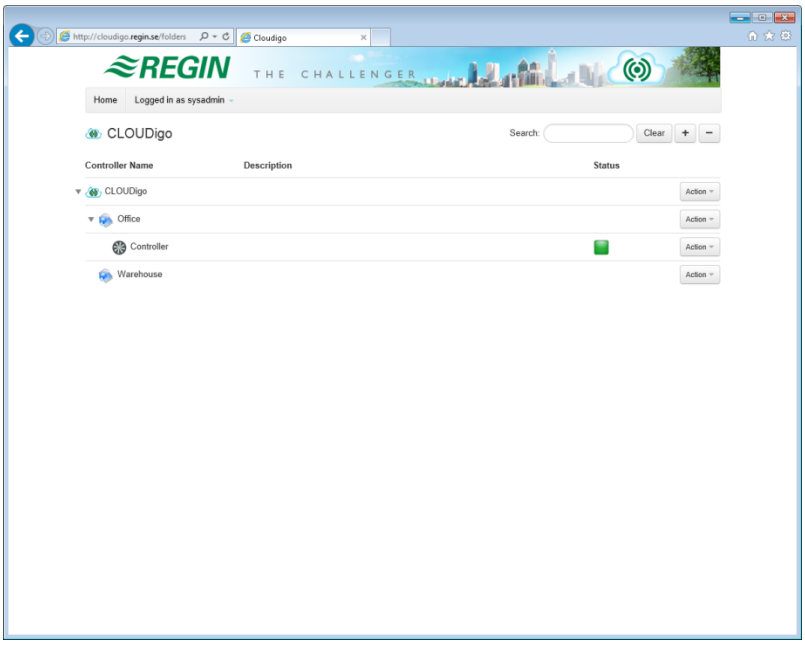
New Area

Used from under your account to create a new area in which to organize your controllers.

Select **New Area**.

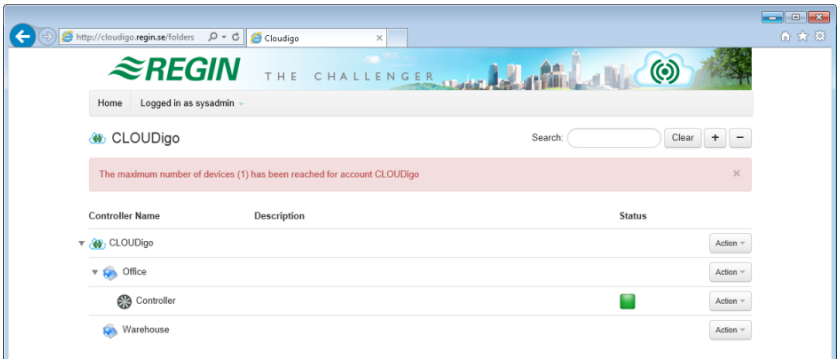
Name

The name of your area (see picture 2, below, for an example of an account with two areas named “Office” and “Warehouse”).



New device

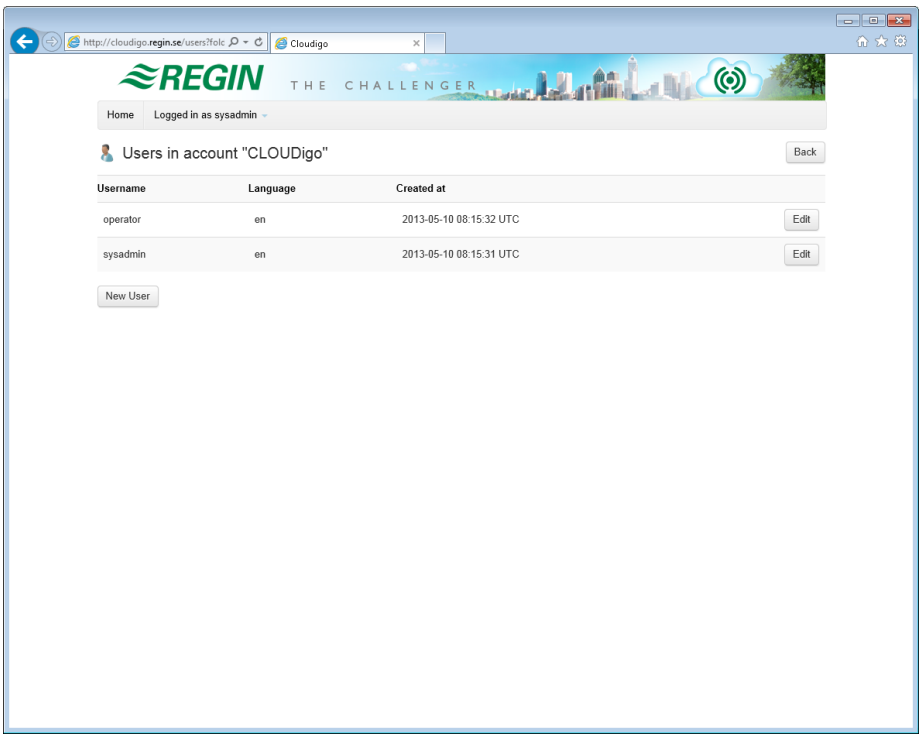
To add more controllers, your account must first be upgraded, as attempting to add any additional controllers will otherwise result in the below error message. See page 9 above for information on how to upgrade your account.



Editing users

Press the action button on the account level and select **Edit users**.

To see or change information about existing users, press **Edit**.



New User

Permits adding new users.

Access Levels

Guest: Can see all values. **Cannot** change any values. **Cannot** add new controllers or users to the system.

Operator: Can see all values. Can change values using the tabs **Actual/Setpoint** and **Time control**. **Cannot** add new controllers and users to the system.

Service / Admin: Can see all values. Can change all values. **Cannot** add new controllers and users to the system.

Sysadmin: Can see all values. Can change all values. Can add new controllers and users to the system.

Email

The user's email address to send alarm emails to if the checkbox "Receive alarm emails" is checked.

Receive alarm emails

Sends sum alarm by email to the user when the a controller's status changes from "Normal" to another status.

The different statuses are represented by the following icons in the web browser:

Normal

Alarmed

Acknowledged but still active

Returned

Blocked

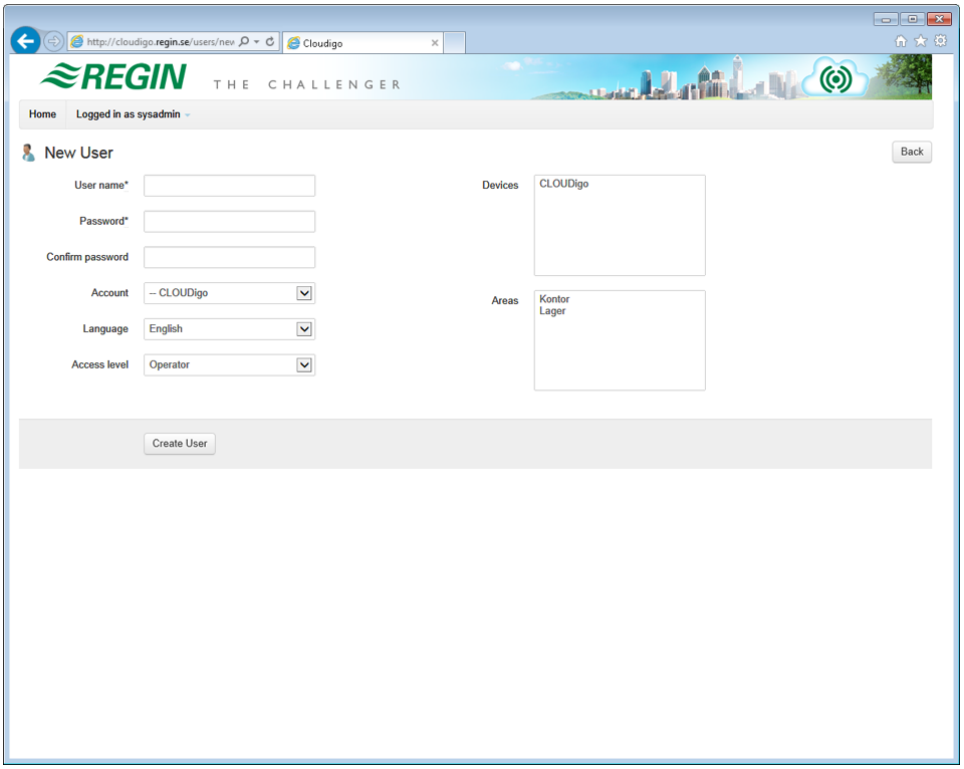
Offline

Devices

The devices to which this user is granted access. To uncheck a device, hold down Ctrl and select/deselect it.

Areas

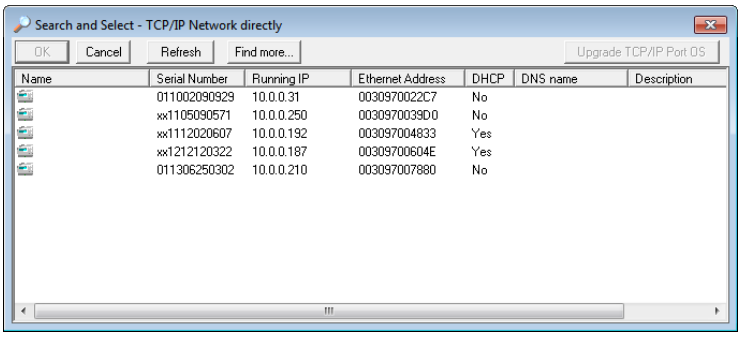
The areas to which this user should be granted access.


http://cloudigo.regin.se/users/nev
Cloudigo
REGIN
THE CHALLENGER
Home
Logged in as sysadmin
New User
Back
User name*
Password*
Confirm password
Account
-- CLOUDigo
Language
English
Access level
Operator
Devices
CLOUDigo
Areas
Kontor
Lager
Create User

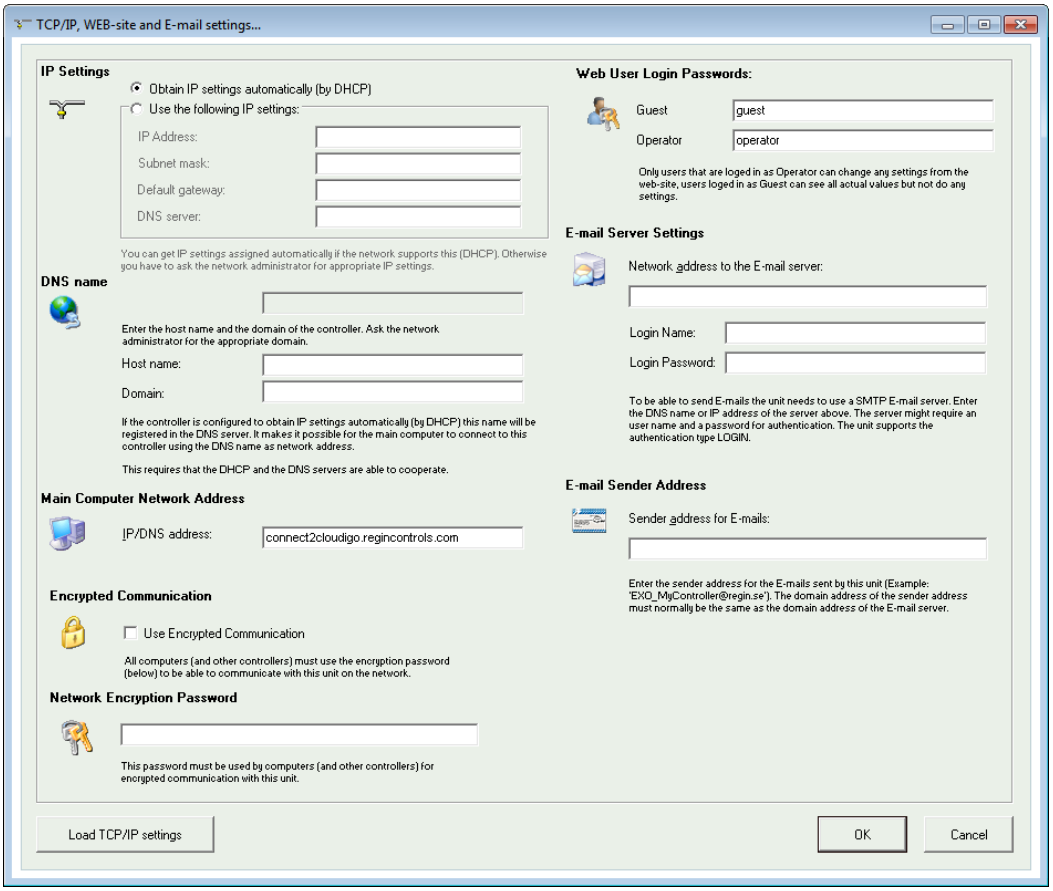
Preparing your controller for the cloud using Exigo tool or E tool©

Please note: This section pertains only to Exigo tool and E tool© version 3.2 and later. If using an earlier version of E tool©, please update to the current version or skip this section and follow the instruction on the next page.

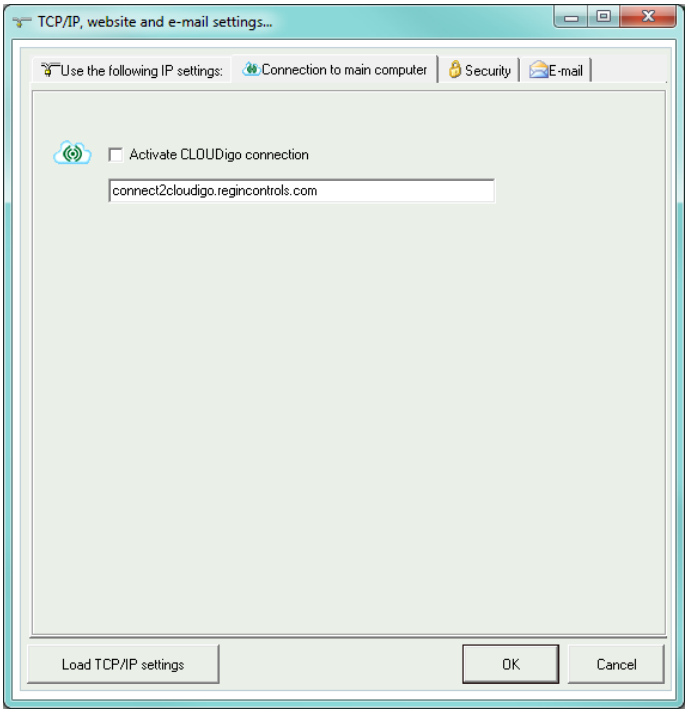
Locate your Corrigo or Exigo on the network and then select it.



In the field **Main computer network address**, enter the address **connect2cloudigo.regincontrols.com**. In E tool© 3.2, this information is entered into the window below:



In E tool© 3.3 and later, and in Exigo tool, this window has a different appearance and instead appears as below:



Once the address has been entered, press **Load TCP/IP settings**.

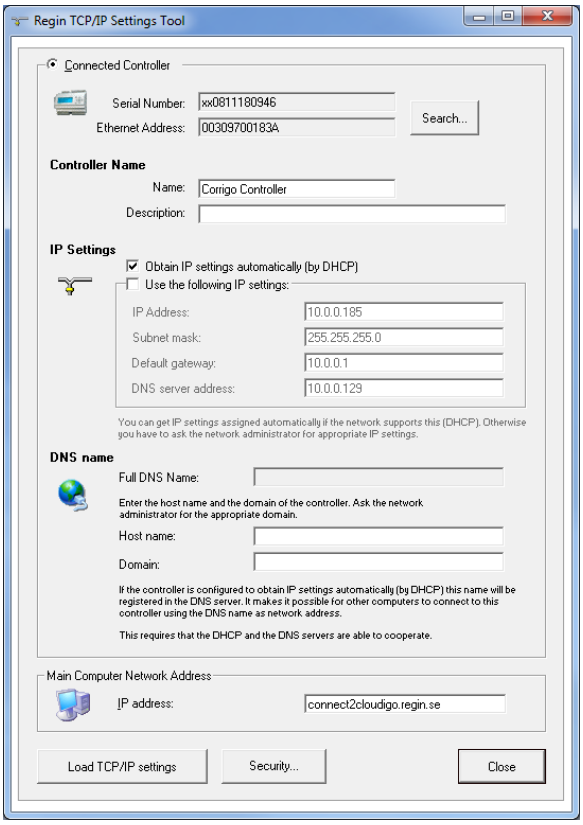
From this window, copy/save the serial number visible on the screen. This will be used later on, when adding the controller to your account. The "xx" in the beginning of the number needs to be changed to "01". This number is also visible on the sticker of the controller.

Important: If you do not use DHCP, the IP address, subnet, gateway and DNS server must all have valid addresses that are consistent with the network.

Your controller should now be ready to connect to your CLOUDigo account.

Preparing your controller for the cloud with TCP/IP settings tool

Download and install the latest TCP/IP settings tool from Regin's web site (http://www.regincontrols.com/).



In the field **Main computer network address**, enter **connect2cloudigo.regincontrols.com**.

Press **Load TCP/IP settings**.

From this window, copy/save the serial number visible on the screen. This will be used later on, when adding the controller to your account. The "xx" in the beginning of the number needs to be changed to "01". This number is also visible on the sticker located on the controller.

Important: If you do not use DHCP, the IP address, subnet, gateway and DNS server must all have valid addresses that are consistent with the network.

Your Corrigo should now be ready to connect to your CLOUDigo account.