



Customer Tutorial (9/2016)

This tutorial will give you an overview of how to log into your account, how to register new routers, how to subscribe for VLM licenses, and how to view your account and router details.

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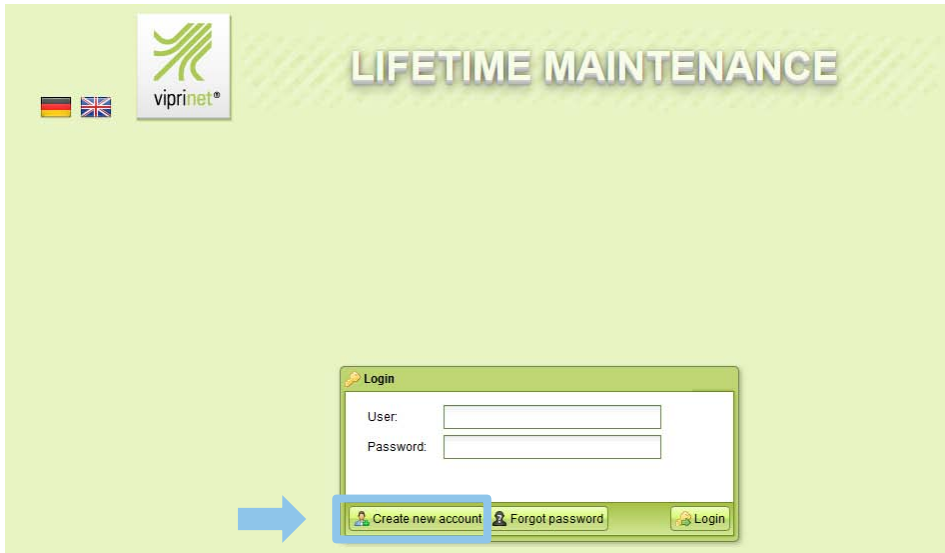
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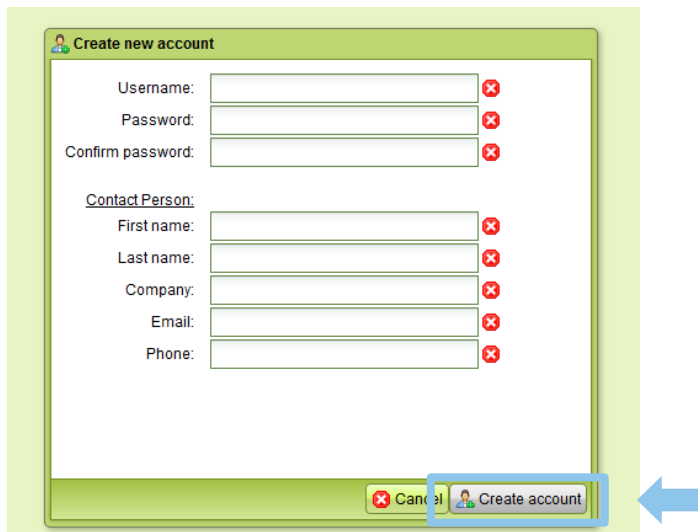
1

Registering for an Account and Logging In

- Access the Viprinet service portal at <https://support.viprinet.com>. You can switch the language if necessary by clicking the respective flags.
- You can login to your existing account by entering your user name and your password. If you don't have a user account, choose and enter any user name and a password and click "Create new account".



- Passwords must be 8 characters long and include at least one lowercase letter, one capital letter, and one number. Valid characters include the underscore "_" and the ranges a-z, A-Z, and 0-9.

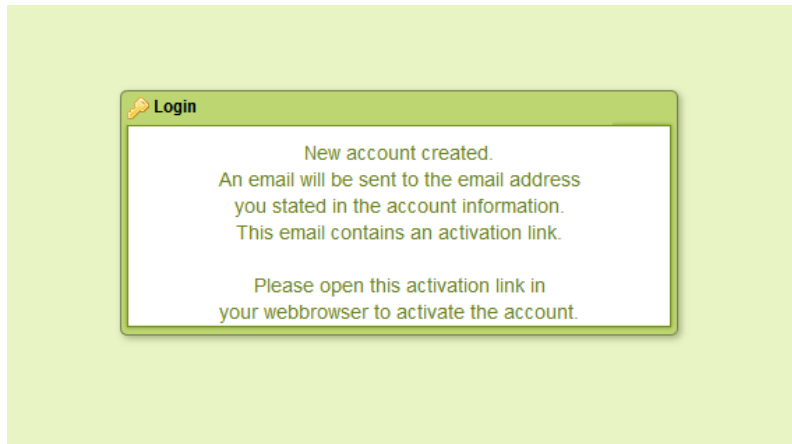


- In addition, enter your contact details. Be sure to enter your phone number in an international format, e.g. +31 42 1123 4567. The "Create account" button will be greyed out until you complete the form. As soon as you have completed the form, click "Create account".

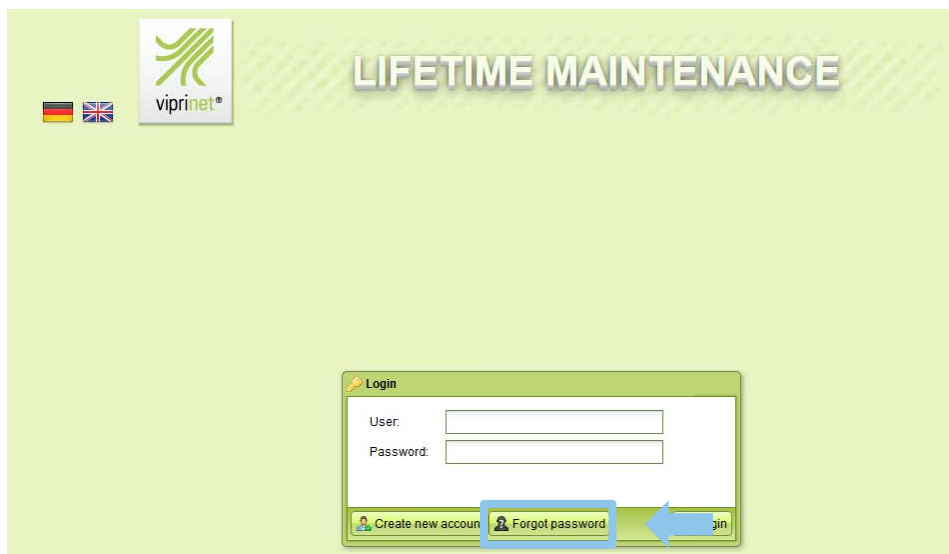
1

Registering for an Account and Logging In

- After having clicked on "Create account", a confirmation email will be sent to your email address. Your account will only be activated if you click the activation link in the email.



- If you forgot your password, click "Forgot password" on the login page.

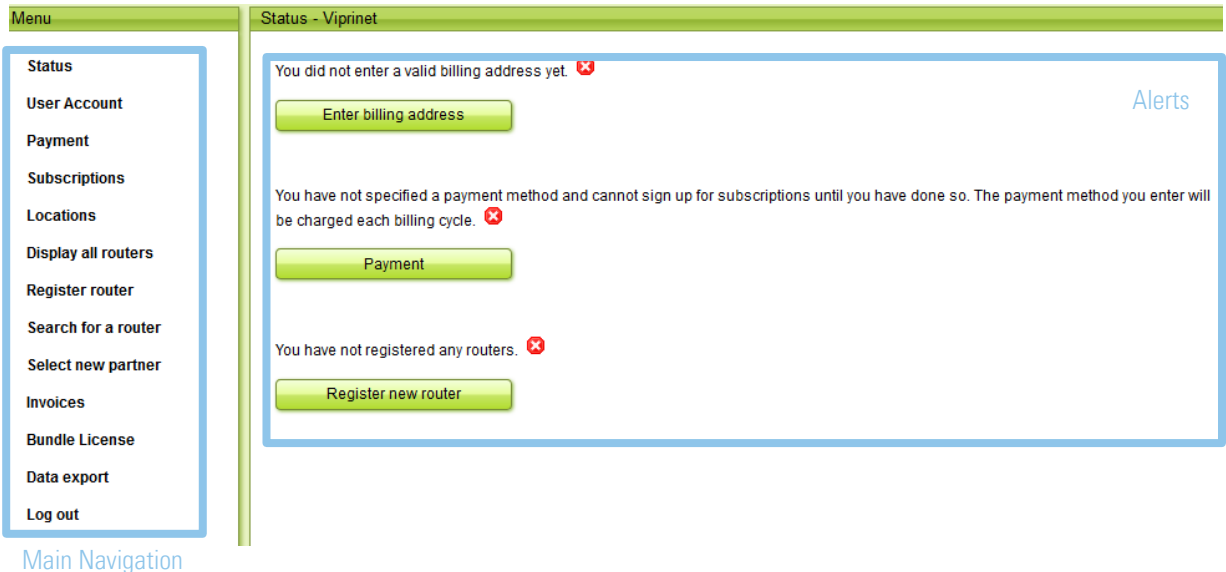


- An email with a reset link will arrive in about five minutes. If it does not appear, check your spam folder.

2

The Status Page

- The first thing you will see when you log into the VLM site is the “Status page” with the main navigation.
- Initially, it will display alerts indicating the steps you need to take before subscribing to VLM. Later on, the number of routers you have registered will be noted there.



The screenshot shows the 'Status - Viprinet' page. On the left is a 'Menu' sidebar with links: Status, User Account, Payment, Subscriptions, Locations, Display all routers, Register router, Search for a router, Select new partner, Invoices, Bundle License, Data export, and Log out. The main content area is titled 'Status - Viprinet' and contains three alerts, each with a red 'X' icon and a corresponding button. The first alert says 'You did not enter a valid billing address yet.' with an 'Enter billing address' button. The second alert says 'You have not specified a payment method and cannot sign up for subscriptions until you have done so. The payment method you enter will be charged each billing cycle.' with a 'Payment' button. The third alert says 'You have not registered any routers.' with a 'Register new router' button. A 'Main Navigation' link is visible below the menu.

Menu

Status - Viprinet

Status

User Account

Payment

Subscriptions

Locations

Display all routers

Register router

Search for a router

Select new partner

Invoices

Bundle License

Data export

Log out

Main Navigation

You did not enter a valid billing address yet. ✖

Enter billing address

Alerts

You have not specified a payment method and cannot sign up for subscriptions until you have done so. The payment method you enter will be charged each billing cycle. ✖

Payment

You have not registered any routers. ✖

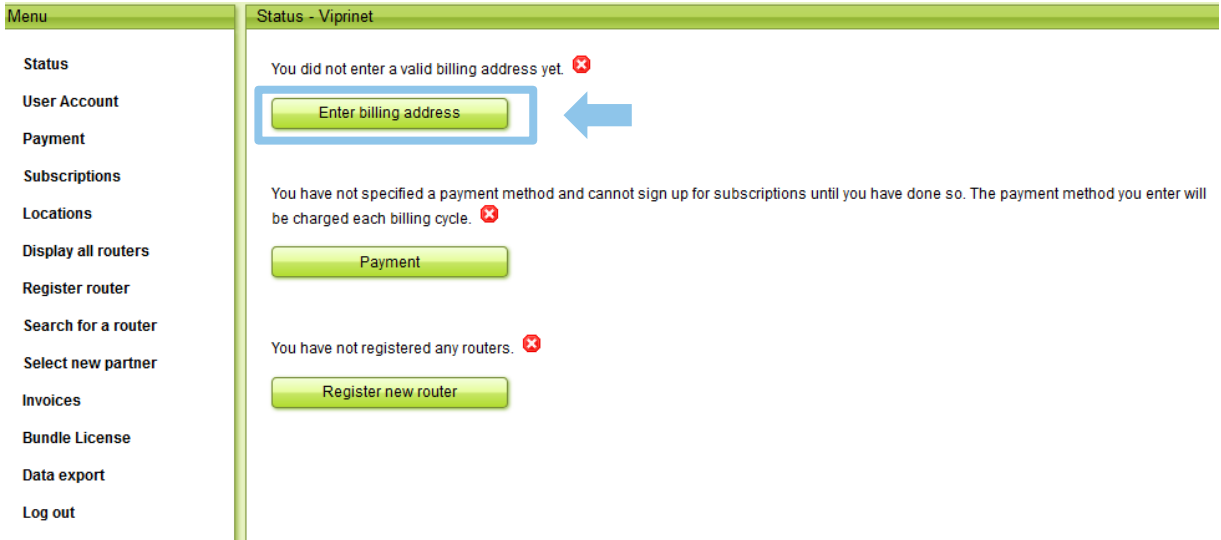
Register new router

- Before you subscribe to VLM, you will need to enter a billing address, set up a payment method, and register your router. The following pages will guide you through these processes.
- **A note about this VLM portal:** Do not click the back button at any point when you are using this portal, as you will lose your session data and thus lose access. To regain access, delete all of the URL except the root, <https://support.viprinet.com>, and you will be returned to the site.

3

Viewing and Editing Your User Account

- You can enter a billing address for your VLM account by clicking on the button “Enter billing address” in the alerts. Alternatively, you can also click on “User Account” in the main navigation, and enter a billing address in the respective sub-menu.



Menu

- Status
- User Account
- Payment
- Subscriptions
- Locations
- Display all routers
- Register router
- Search for a router
- Select new partner
- Invoices
- Bundle License
- Data export
- Log out

Status - Viprinet

You did not enter a valid billing address yet. ✖

Enter billing address

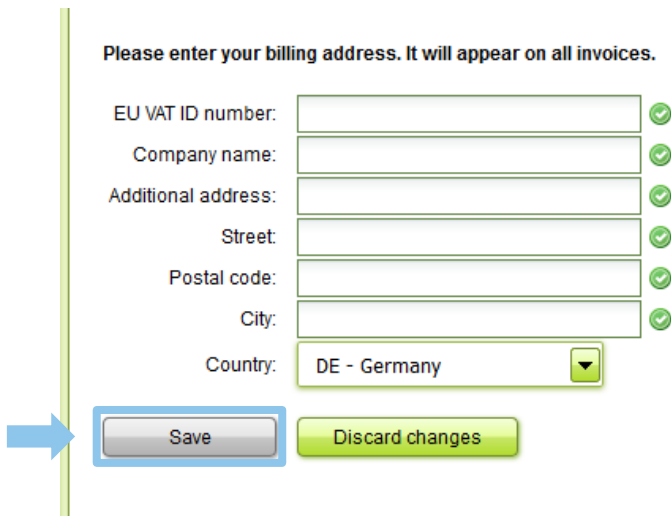
You have not specified a payment method and cannot sign up for subscriptions until you have done so. The payment method you enter will be charged each billing cycle. ✖

Payment

You have not registered any routers. ✖

Register new router

- Then, please enter the data required, and click on “Save”. The “Save” button will be greyed out until you have entered all data.



Please enter your billing address. It will appear on all invoices.

EU VAT ID number: ✓

Company name: ✓

Additional address: ✓

Street: ✓

Postal code: ✓

City: ✓

Country: ✓

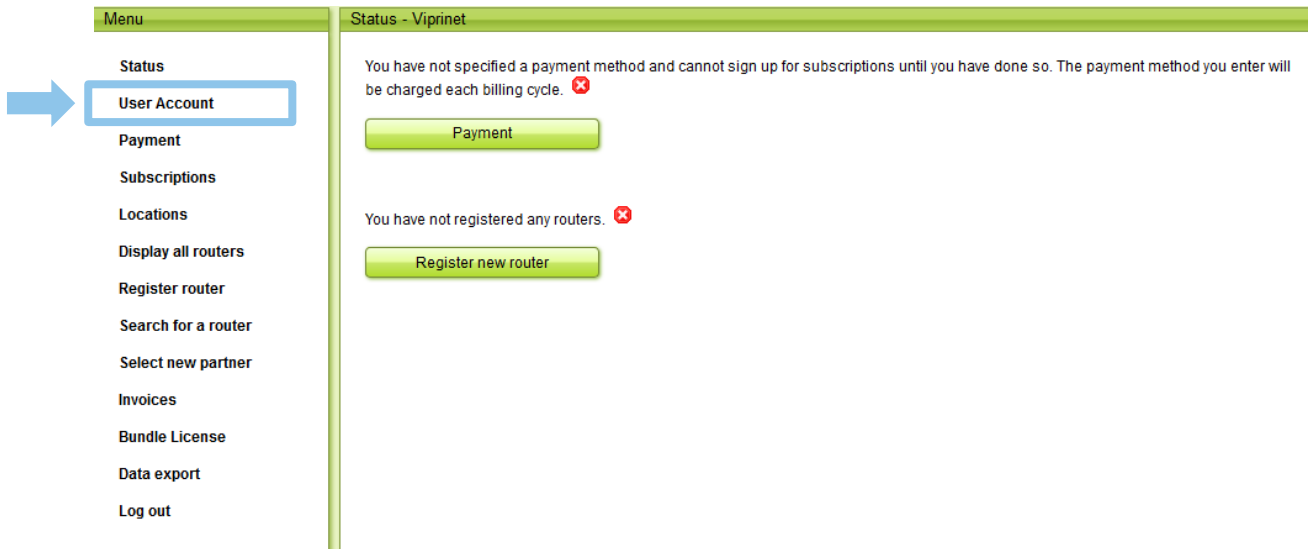
Save **Discard changes**

- Once you have entered a billing address to your user account, the “Enter billing address” button in the alerts will disappear. To change a defined billing address in your user account, click on “User Account” in the main navigation.

3

Viewing and Editing Your User Account

- If you click on "User Account" in the main navigation, you will be able to enter or change additional information related to your user account.



Menu

- Status
- User Account**
- Payment
- Subscriptions
- Locations
- Display all routers
- Register router
- Search for a router
- Select new partner
- Invoices
- Bundle License
- Data export
- Log out

Status - Viprinet

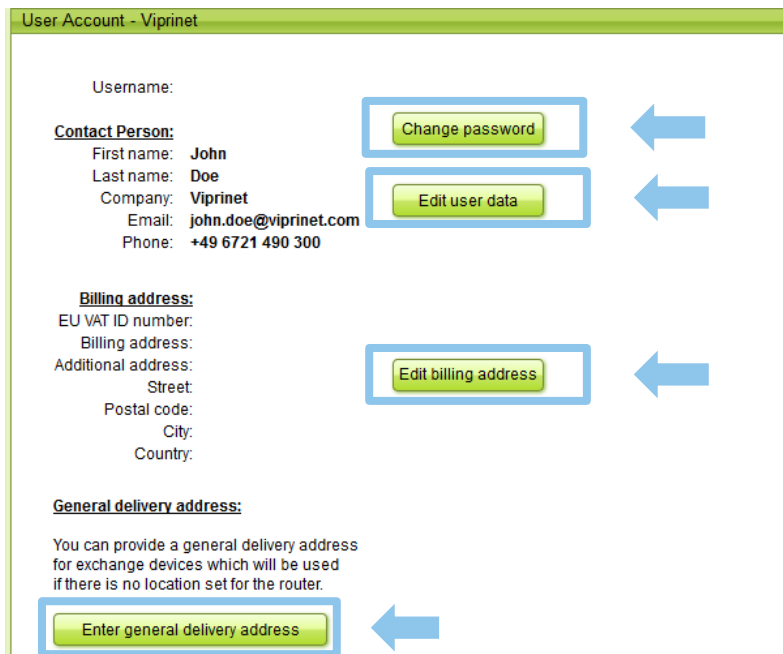
You have not specified a payment method and cannot sign up for subscriptions until you have done so. The payment method you enter will be charged each billing cycle. ❌

[Payment](#)

You have not registered any routers. ❌

[Register new router](#)

- The following sub-menu will open which allows you to edit your password, your user data, your billing address, and your delivery address.



User Account - Viprinet

Username:

Contact Person:

First name: John

Last name: Doe

Company: Viprinet

Email: john.doe@viprinet.com

Phone: +49 6721 490 300

[Change password](#)

[Edit user data](#)

Billing address:

EU VAT ID number:

Billing address:

Additional address:

Street:

Postal code:

City:

Country:

[Edit billing address](#)

General delivery address:

You can provide a general delivery address for exchange devices which will be used if there is no location set for the router.


[Enter general delivery address](#)

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Viewing and Editing Your User Account


- Click on “Change password” to change the password of your VLM account. Enter the new password, then click on “Submit changes”. Passwords must be 8 characters long and include at least one lowercase letter, one capital letter, and one number. Valid characters include the underscore “_” and the ranges a-z, A-Z, and 0-9.



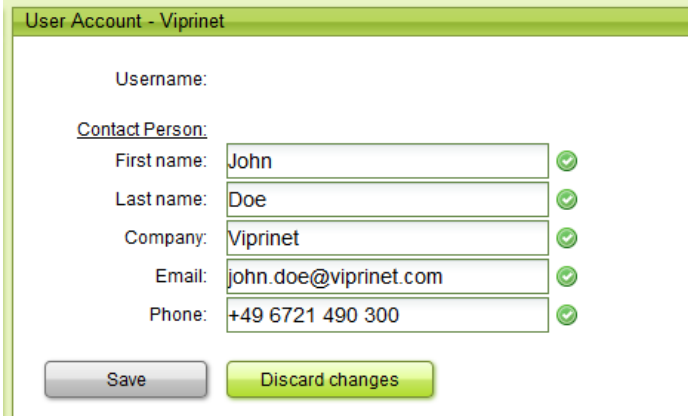
User Account - Viprinet

Current password: 

New password: 

Verify new password: 


- Click on “Edit user data” to edit your contact details. Enter the required data and click on “Save”.





User Account - Viprinet


Username:


Contact Person:

First name: 

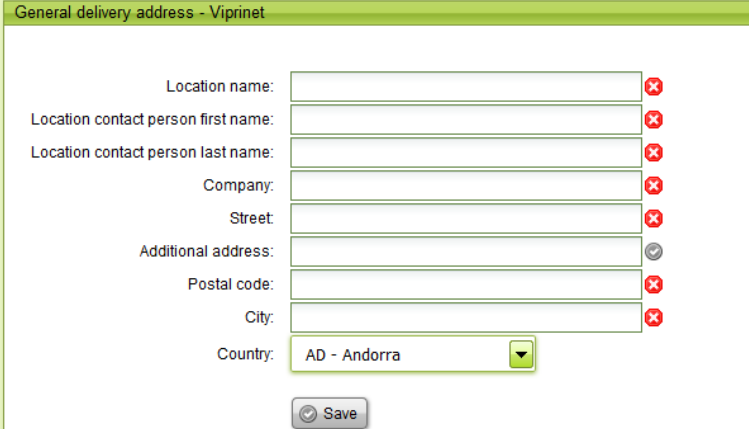
Last name: 

Company: 


Email: 


Phone: 


- Click on “Enter general delivery address” to define a general shipping address for ARMA of all your products. This general address will only be used for ARMA in case you haven’t specified a dedicated location for each of your routers.





General delivery address - Viprinet


Location name: 


Location contact person first name: 


Location contact person last name: 


Company: 

Street: 

Additional address: 

Postal code: 

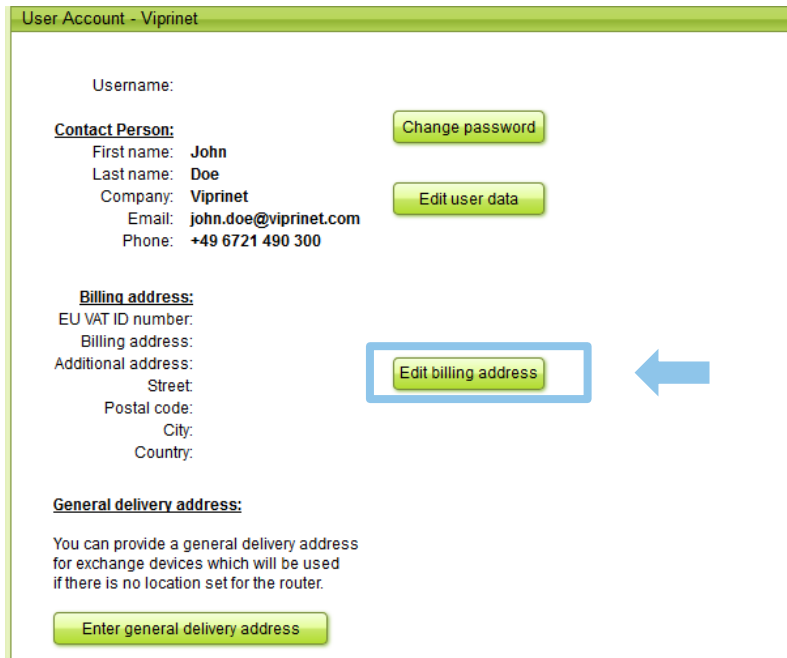
City: 

Country: 

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Viewing and Editing Your User Account

- Click on “Edit billing address” to change the billing address of your VLM account.



User Account - Viprinet

Username:

Contact Person: Change password

First name: John
Last name: Doe
Company: Viprinet
Email: john.doe@viprinet.com
Phone: +49 6721 490 300 Edit user data

Billing address:

EU VAT ID number:
Billing address:
Additional address:
Street:
Postal code:
City:
Country:

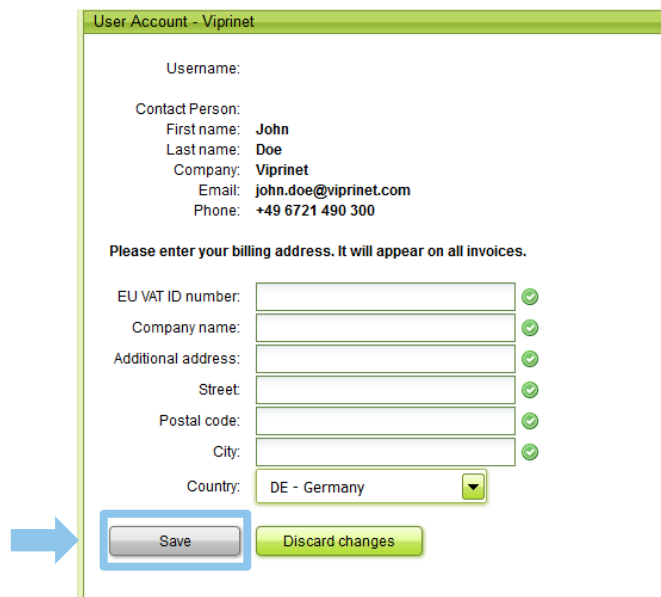
Edit billing address

General delivery address:

You can provide a general delivery address for exchange devices which will be used if there is no location set for the router.

Enter general delivery address

- Then, enter the new data in the form and click “Save”.



User Account - Viprinet

Username:

Contact Person:

First name: John
Last name: Doe
Company: Viprinet
Email: john.doe@viprinet.com
Phone: +49 6721 490 300

Please enter your billing address. It will appear on all invoices.

EU VAT ID number: ✓

Company name: ✓

Additional address: ✓

Street: ✓

Postal code: ✓

City: ✓

Country: DE - Germany

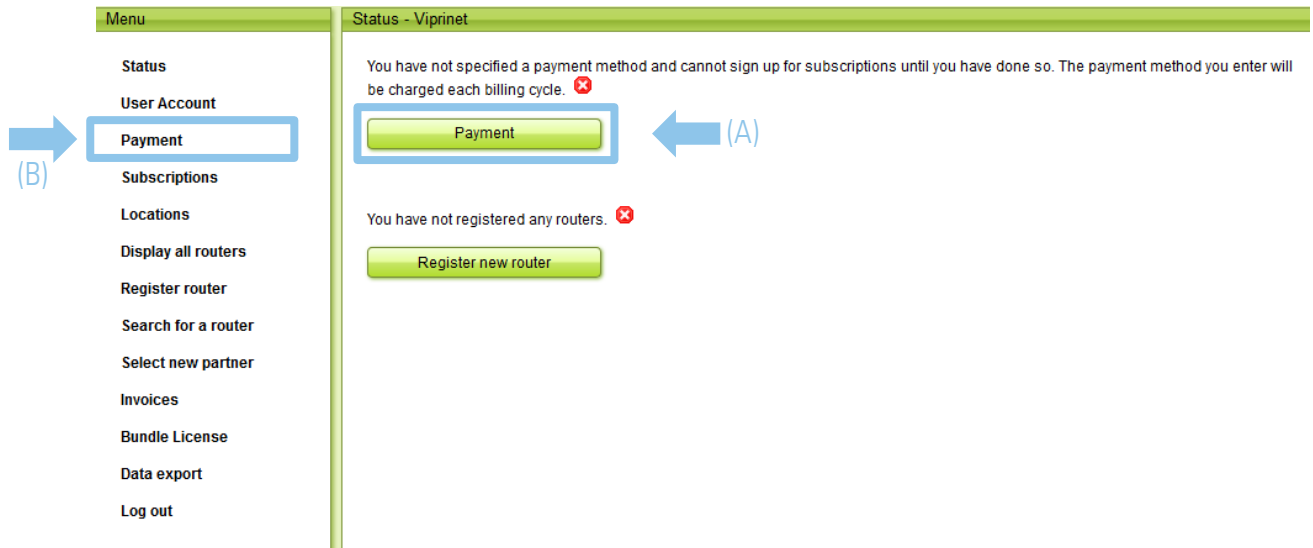
Save Discard changes

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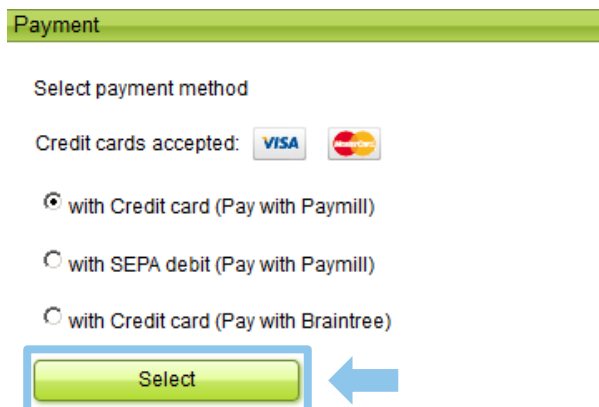
Setting Up a Payment Method

- If you haven't specified a payment method so far, you get a hint in the alerts field. You can now (A) click on the button "Payment" in the alerts field or you can (B) click "Payment" in the main navigation to set up a payment method for your VLM subscriptions. The process will be identical for (A) and (B).



The screenshot shows the Viprinet Status page. On the left is a 'Menu' sidebar with options: Status, User Account, Payment, Subscriptions, Locations, Display all routers, Register router, Search for a router, Select new partner, Invoices, Bundle License, Data export, and Log out. A blue arrow labeled (B) points to the 'Payment' option in the menu. On the right, the 'Status - Viprinet' section displays two alerts. The first alert states: 'You have not specified a payment method and cannot sign up for subscriptions until you have done so. The payment method you enter will be charged each billing cycle.' with a red 'X' icon. A blue arrow labeled (A) points to a green 'Payment' button within this alert. The second alert states: 'You have not registered any routers.' with a red 'X' icon, and a green 'Register new router' button is visible below it.

- The following page will appear where you can set your payment method. Note: You cannot have more than one payment method on file.
- Your payment options are credit card (processed with Paymill or Braintree), and SEPA debit. SEPA is only available for companies located in Germany, but will soon also be available for companies in the EU.



The screenshot shows the 'Payment' setup page. At the top is a green header bar with the word 'Payment'. Below it, the text 'Select payment method' is displayed. Underneath, it says 'Credit cards accepted:' followed by VISA and Mastercard logos. There are three radio button options:

- ☒ with Credit card (Pay with Paymill)
- ☐ with SEPA debit (Pay with Paymill)
- ☐ with Credit card (Pay with Braintree)

 At the bottom, there is a green 'Select' button. A blue arrow points to this button.

- Choose a payment method, then click "Select".

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Setting Up a Payment Method

- Credit Card: Enter all data including the credit card security code in the CVV field, then click "Save". Paymill does not require you to enter any address information; Braintree needs a postcode.

The Braintree payment form looks like this:


Payment


Please enter your credentials now.


For verification a preauthorization for 1 EUR will be made, which will decline after one week.


General terms and conditions for using this service

☐ I have read the Terms and Conditions of Viprinet Europe GmbH, and accept these to be part of this contract.

First name Card holder: 

Last name Card holder: 

Postal code Card holder: 

Credit card number: 

CVV: (3 Digits left)

Expiration month: (2 Digits left)

Expiration year: (4 Digits left)

Save

The Paymill payment form looks like this:

Payment

Please enter your credentials now.

For verification a preauthorization for 1 EUR will be made, which will decline after one week.

General terms and conditions for using this service

☐ I have read the Terms and Conditions of Viprinet Europe GmbH, and accept these to be part of this contract.

Card number:

Expires:

Card holder:

CVC:

Save

- You cannot save any payment method unless you have ticked the "Terms and Conditions" box.
- SEPA: The SEPA payment form looks like this. You need your IBAN and BIC in order to process this transaction type. SEPA is only available for companies located in Germany, but will soon also be available for companies in the EU.

Payment

Please enter your credentials now.

At the moment only bank accounts from german credit institution are valid.

General terms and conditions for using this service

☐ I have read the Terms and Conditions of Viprinet Europe GmbH, and accept these to be part of this contract.

IBAN:

BIC:

Account holder:

Save

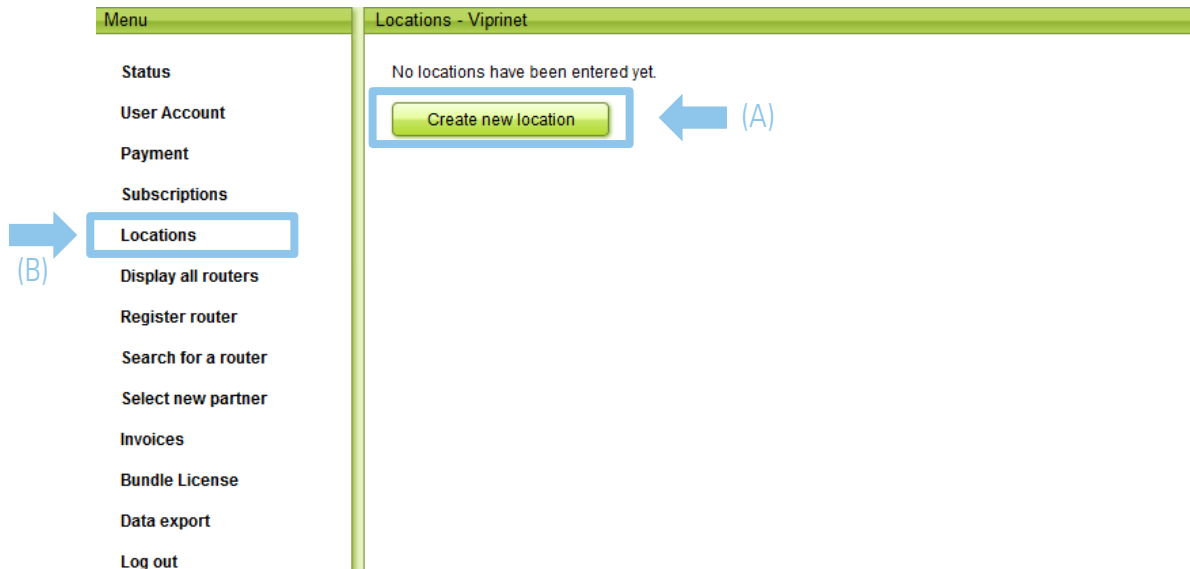
- You also will have to tick the "Terms and Conditions" box to save this payment method.

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Setting Up and Editing Locations

- When you register your first router, you will need to enter a location. If you have not already done so, you get a hint in the alerts field. You can now (A) click on the button “Create new location” in the alerts field or you can (B) click “Locations” in the main navigation, and “Create new location” in the sub menu.



The screenshot shows the Viprinet interface. On the left, a vertical menu lists various options: Status, User Account, Payment, Subscriptions, **Locations** (highlighted with a blue box and arrow labeled (B)), Display all routers, Register router, Search for a router, Select new partner, Invoices, Bundle License, Data export, and Log out. On the right, the 'Locations - Viprinet' sub-menu is displayed, showing the message 'No locations have been entered yet.' and a button labeled 'Create new location' (highlighted with a blue box and arrow labeled (A)).

- (B) If you click on “Locations” in the main navigation, a list of your locations will be shown (In the below example, a location has already been created). Please keep in mind that indicating a location for each router is necessary for having your routers replaced in time in case of ARMA.

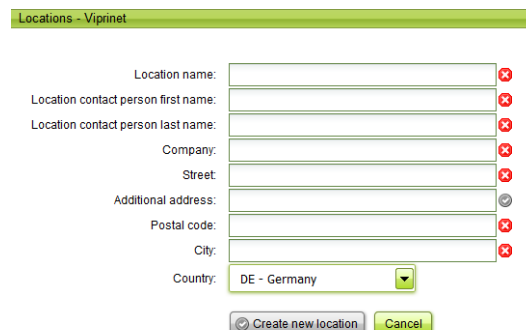


The screenshot shows the 'Locations - Viprinet' sub-menu. Below the header, there is a table with the following data:

Location name	Location contact person	City	Action
Viprinet HQ	John Doe	Bingen am Rhein	Details

Below the table, there is a button labeled 'Create new location' (highlighted with a blue box and arrow).

- Click on “Create new location” to add a new location to your list, and enter the required data in the form. The form is the same as if you would have clicked the “Create new location” button in the alerts (A).



The screenshot shows the 'Locations - Viprinet' sub-menu. Below the header, there is a form with the following fields:

- Location name: (required)
- Location contact person first name: (required)
- Location contact person last name: (required)
- Company: (required)
- Street: (required)
- Additional address: (optional)
- Postal code: (required)
- City: (required)
- Country: (required)

At the bottom of the form, there are two buttons: 'Create new location' and 'Cancel'.

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Setting Up and Editing Locations

- The new location will be displayed in your list of locations.

Locations - Viprinet			
Location name	Location contact person	City	Action
Viprinet HQ	John Doe	Bingen am Rhein	Details
Create new location			

- Click "Details" to view additional information to this specific location, like contact data and routers you have assigned to this location. If necessary, you can also delete your locations.

Locations - Viprinet

Location name: Viprinet HQ

Location contact person first name: John

Location contact person last name: Doe

Company: Viprinet Europe GmbH

Street: Gaustraße 22-32

Additional address:

Postal code: 55411

City: Bingen am Rhein

Country: DE - Germany

Edit

Delete

Display all locations

Routers at this location:

Serial number	Action
01-00300-00-84561	Display details
01-00300-00-84562	Display details
01-00300-00-84563	Display details
01-00300-00-13370	Display details
01-00300-00-13371	Display details
01-00300-00-13372	Display details
01-00300-00-13373	Display details
01-00300-00-99201	Display details
01-00300-00-99202	Display details
01-00300-00-99203	Display details

- By clicking on "Edit", you can edit your location data. To delete a location, click on "Delete". Please keep in mind that you are not able to delete a location as long as there are still routers assigned to it.

6

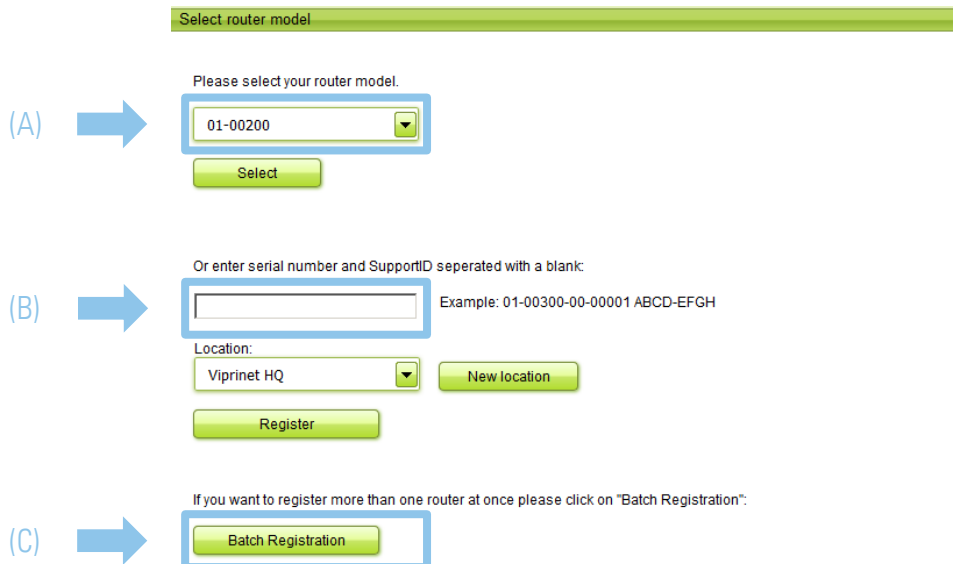
Registering Routers

- As long as you haven't registered any router, a hint will be displayed in the alerts field. You can register a router by clicking on the "Register new router" button in the alerts field or by clicking "Register router" in the main navigation.



The screenshot shows the Viprinet VLM interface. On the left is a 'Menu' sidebar with options: Status, User Account, Payment, Subscriptions, Locations, Display all routers, **Register router** (highlighted with a blue box and a blue arrow), Search for a router, Select new partner, Invoices, Bundle License, Data export, and Log out. The main content area is titled 'Status - Viprinet' and displays the message 'You have not registered any routers.' with a red error icon. Below this message is a green 'Register new router' button, which is also highlighted with a blue box and a blue arrow.

- The following page will appear whatever option you choose.



The screenshot shows the 'Select router model' page. It has a green header bar with the text 'Select router model'. Below the header, there are three registration methods labeled (A), (B), and (C), each with a blue arrow pointing to its respective form.

(A) Points to a form titled 'Please select your router model.' which includes a dropdown menu showing '01-00200' and a green 'Select' button.

(B) Points to a form titled 'Or enter serial number and SupportID seperated with a blank:' which includes a text input field, an example '01-00300-00-00001 ABCD-EFGH', a 'Location:' dropdown menu showing 'Viprinet HQ', a green 'New location' button, and a green 'Register' button.

(C) Points to a form titled 'If you want to register more than one router at once please click on "Batch Registration":' which includes a green 'Batch Registration' button.

- You can register a router either by (A) using the drop down menu to choose your router model, by (B) pasting its serial number and SupportID in the text field, or by (C) using "Batch Registration" to register several devices simultaneously – but here, all routers will be assigned to your general delivery address as on file in your account details. On the following pages, you'll find a detailed description of these methods.

6

Registering Routers


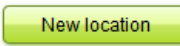
- (A) If you choose to register a router by model, select the correct model in the drop down menu first.



Enter serial number

Multichannel VPN Router 300

Please enter the router's serial number and support ID.

Serial number:	Support ID:
01-00300-00- <input type="text"/>	<input type="text"/>




Location:  

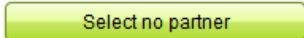
- The first nine digits of your serial number indicate the type of router you are registering. For example, "01-00300-00-" is the prefix for a Viprinet Multichannel VPN Router 300. Enter the last five digits of the serial number and the SupportID, and select a location. If you haven't set the location of this router yet, click on "New location" and follow the steps as described in chapter 5.
- In the next step, you will have to choose your partner. Your partner is the one you have bought your Viprinet products from. Select your partner from the drop down menu and click "Select".

Select partner

Please select your partner you got your router from..

Partner:   

If you cannot select a partner at the moment Viprinet will get in contact with you.

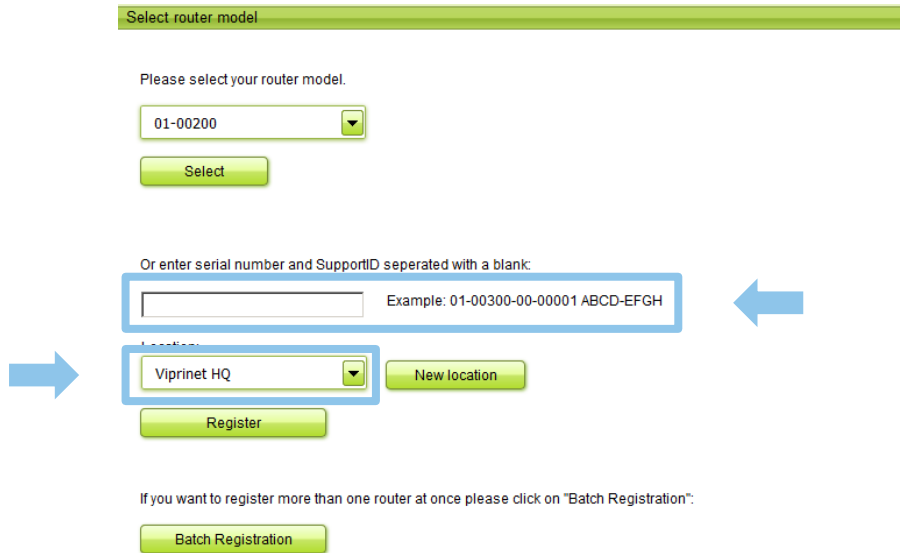


- Choose "Select no partner" if your partner is missing in the dropdown menu. In that case, the Viprinet team will get in contact with you.
- Your router is now registered.

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Registering Routers

- (B) You can register a router by pasting its serial number and SupportID in the respective text field. Both serial number and SupportID need to be entered as indicated.



The screenshot shows the 'Select router model' section of the registration form. It includes a dropdown menu for router models, a 'Select' button, and a text field for entering the serial number and SupportID. A blue box highlights the text field, and a blue arrow points to it from the right. Another blue box highlights the 'Location' dropdown menu, and a blue arrow points to it from the left. Below the dropdown menu is a 'Register' button. A 'Batch Registration' button is also visible at the bottom of the section.

Select router model

Please select your router model.

01-00200

Select

Or enter serial number and SupportID seperated with a blank:

Example: 01-00300-00-00001 ABCD-EFGH

Location:

Viprinet HQ

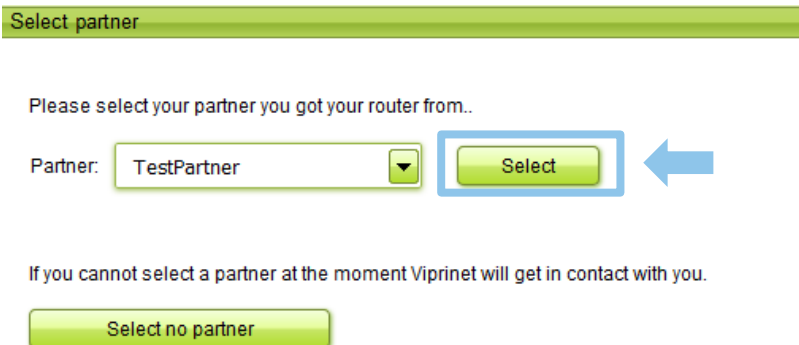
New location

Register

If you want to register more than one router at once please click on "Batch Registration":

Batch Registration

- Select a location from the drop down menu and click "Register". If you haven't set the location of this router yet, click on "New location" and follow the steps as described in chapter 5.
- In the next step, you will have to choose your partner. Your partner is the one you have bought your Viprinet products from. Select your partner from the drop down menu and click "Select".



The screenshot shows the 'Select partner' section of the registration form. It includes a dropdown menu for partners, a 'Select' button, and a 'Select no partner' button. A blue box highlights the 'Select' button, and a blue arrow points to it from the right.

Select partner

Please select your partner you got your router from..

Partner: TestPartner

Select

If you cannot select a partner at the moment Viprinet will get in contact with you.

Select no partner

- Choose "Select no partner" if your partner is missing in the dropdown menu. In that case, the Viprinet team will get in contact with you.
- Your router is now registered.

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Registering Routers

- (C) If you would like to register several devices simultaneously, you can use the “Batch Registration”. With “Batch Registration”, all routers will be assigned to your general delivery address as on file in your account details. You cannot choose different locations for these routers.

Select router model

Please select your router model.

01-00200

Select

Or enter serial number and SupportID seperated with a blank:

Example: 01-00300-00-00001 ABCD-EFGH

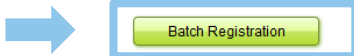
Location:

Viprinet HQ

New location

Register

If you want to register more than one router at once please click on “Batch Registration”:



- As soon as you click “Batch Registration”, a sub page will open which allows you to enter all serial numbers alongside their SupportIDs in a text field. Enter the serial numbers and SupportID as specified and click “Register”.

Batch Registration

Please enter all serial numbers alongside their SupportIDs in the textfield below:

Example:

01-00300-00-00001 ABCD-EFGH
01-00300-00-00002 WXYZ-RSTU
01-00300-00-00003 QWER-ASDF
...

Register

Note: The general delivery address provided in your account data will be set as location for all routers.

- Afterwards, choose your partner from the drop down menu and click “Select”. Click “Select no partner” if your partner is missing in the dropdown menu. In that case, the Viprinet team will get in contact with you.
- Your routers are now registered.

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Viewing Router Details

- After you have registered your first router, the buttons on the “Status” page will change. The message “You have n Routers registered” (where n is the number of devices you have entered in the system) will appear. Select “Display all routers” in the main navigation to reach the details page of your routers.

Menu

[Status](#)
[User Account](#)
[Payment](#)
[Subscriptions](#)
[Locations](#)
[Display all routers](#)
[Register router](#)
[Search for a router](#)
[Select new partner](#)
[Invoices](#)
[Bundle License](#)
[Data export](#)
[Log out](#)

Status - Viprinet

You have 12 Routers registered.

[Display registered routers](#)

[Register new router](#)

- This list of your registered routers includes units' serial numbers, VLM license levels, and locations. Click the bold “Display details” in the “Action” column to view more information on a specific router.

Router - Viprinet

Only display routers located at:  [Register new router](#)

Serial number	Licenses	Location	Action
01-00300-00-13370	Silver Maintenance (for Multichannel VPN Router 300)	Viprinet HQ	Display details
01-00300-00-13371	Gold Maintenance (for Multichannel VPN Router 300)	Viprinet HQ	Display details
01-00300-00-13372	Silver Maintenance (for Multichannel VPN Router 300)	Viprinet HQ	Display details
01-00300-00-13373	Gold Maintenance (for Multichannel VPN Router 300)	Viprinet HQ	Display details
01-00300-00-84561	Bronze Maintenance (for Multichannel VPN Router 300)	Viprinet HQ	Display details
01-00300-00-84562	Bronze Maintenance (for Multichannel VPN Router 300)	Viprinet HQ	Display details
01-00300-00-84563	Bronze Maintenance (for Multichannel VPN Router 300)	Viprinet HQ	Display details
01-00300-00-99201	Gold Maintenance (for Multichannel VPN Router 300)	Viprinet HQ	Display details
01-00300-00-99202		Viprinet HQ	Display details
01-00300-00-99203		Viprinet HQ	Display details
01-00300-00-99204		Viprinet Außenstelle	Display details
01-00300-00-99209		Viprinet HQ	Display details

Customer Tutorial

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Viewing Router Details

- On the router details page, you can view the unit's registration date and subscribe for a license here as well as change its location. If you have subscribed the router for a license, this fact will show here in the "Licenses" field.

Router Details

Model:	Multichannel VPN Router 300
Product code:	01-00300
Serial number:	01-00300-00-13371
Registered:	23.08.2016
Location:	Viprinet HQ
Licenses: <i>(Click on a license name, to display license details)</i>	Gold Maintenance (for Multichannel VPN Router 300)
Partner:	TestPartner

Open Support Request

Currently inactive

To activate a license with an already purchased Bundle License, please click on "Bundle License":

Bundle License

To change the location of your router, please click on "Change location":

Change location

To see a list of all your routers, please click on "Display all routers":

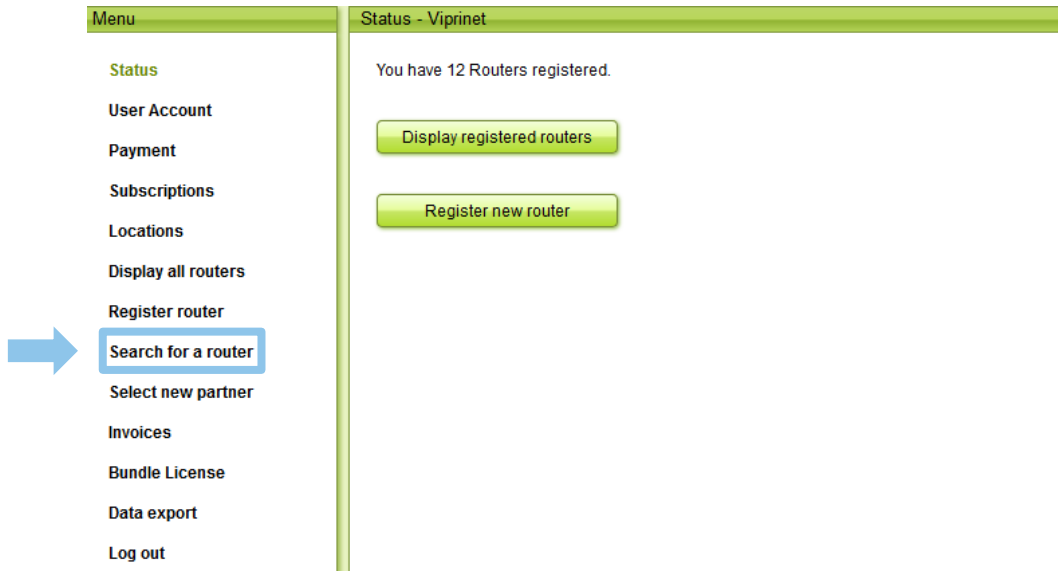
Display all routers

- Opening the router details page also allows you to assign this router to an active bundle license (pls. see chapter 11 for details).
- Please note:** Soon, you will be able to open a support request for a router by clicking on the respective button on the details page (on the upper right side in the above screenshot). This feature is not available yet, but will be implemented soon. The placement of the "Open Support Request" button may still be subject to change. There'll also be a menu item in the main navigation for opening support requests in future.

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Viewing Router Details

- You can also search for a specific router by selecting “Search for a router” in the main navigation.



The screenshot shows the Viprinet VLM interface. On the left is a 'Menu' sidebar with various options. A blue arrow points to the 'Search for a router' option, which is highlighted with a blue box. The main content area is titled 'Status - Viprinet' and displays 'You have 12 Routers registered.' Below this are two buttons: 'Display registered routers' and 'Register new router'.

Menu

- Status
- User Account
- Payment
- Subscriptions
- Locations
- Display all routers
- Register router
- Search for a router**
- Select new partner
- Invoices
- Bundle License
- Data export
- Log out

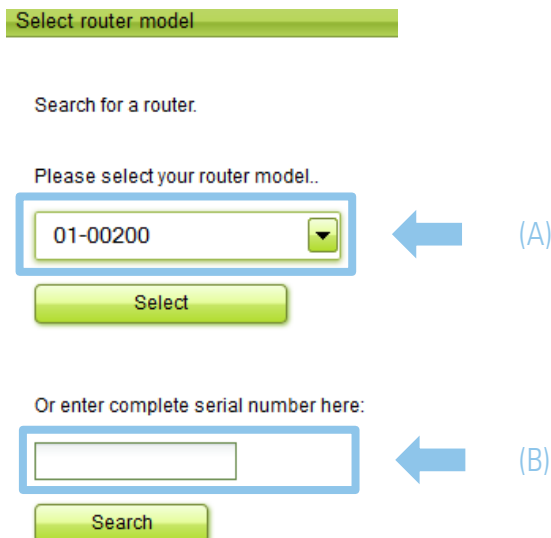
Status - Viprinet

You have 12 Routers registered.

Display registered routers

Register new router

- You can search routers by (A) first choosing a model type and afterwards entering the last five digits of your serial number or by (B) directly entering its complete serial number and clicking “Search”.



The screenshot shows the 'Select router model' form. It has a title bar 'Select router model'. Below it is the text 'Search for a router.' and 'Please select your router model..'. There are two search methods: (A) selecting a model type and (B) entering a complete serial number.

Select router model

Search for a router.

Please select your router model..

(A)

Or enter complete serial number here:

(B)

- The router details page will be displayed if the router has been found in the system.

Customer Tutorial

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Subscriptions

- You cannot subscribe routers to VLM before having created a location, registered the devices, and entered a payment method.
- You can currently subscribe for three different VLM levels: Bronze, Silver, and Gold. Additional options may be available in future. See Viprinet VLM info page at <https://www.viprinet.com/vlm> for more information on plan levels, and which routers are eligible for them.
- The following 5 steps will guide you through the subscription process:
 - Go to the "Router details" page.
 - Click "Subscribe for a maintenance license".
 - Select VLM level.
 - Select billing period preferences.
 - Click "Subscribe and pay for a license".

a) Go to the "Router Details" page.

- You can access the router details page by clicking "Display all routers" in the main navigation or by clicking "Search for a router" in the main navigation and searching with serial number and SupportID (see chapter 7).

b) Click "Subscribe for a maintenance license".

- Click "Subscribe for a maintenance license" on the "Router details" page to begin the enrollment process.

Router Details

Model:	Multichannel VPN Router 300	Open Support Request
Product code:	01-00300	
Serial number:	01-00300-00-84563	
Registered:	11.07.2016	
Location:	Viprinet HQ	
Licenses: <small>(Click on a license name, to display license details)</small>		
Partner:	TestPartner	

To subscribe for a Maintenance License, please click on "Subscribe for a Maintenance License":

[Subscribe for a Maintenance License](#)

To activate a license with an already purchased Bundle License, please click on "Bundle License":

[Bundle License](#)

To change the location of your router, please click on "Change location":

[Change location](#)

To see a list of all your routers, please click on "Display all routers":

[Display all routers](#)

Subscriptions

c) Select VLM level.

- After you have clicked “Subscribe for a maintenance license”, the following page will appear. It gives you an overview of available VLM levels for your router, and the included features of each VLM level. On mouse over, you will get additional information/ToolTips on the different features.

Subscribe for a license

Serial number: **01-00300-00-13372**

Bronze

Bronze is available for all Viprinet devices. It's particularly suitable to put devices without any hardware warranty back under maintenance and keep them up-to-date.

Silver

Silver is the level recommended for all customers who require extended warranty for their devices, and wish to obtain a worry-free package for their products.

Gold

Gold offers full security for business critical infrastructure, including priority support, ARMA with same day shipment, and free of charge upgrade to successor model in case of EOS.

Level	Bronze	Silver	Gold
Support (Phone, Email) / No SLA	✓	✓	-
Priority support (Phone, Email) / 4 hours response time ¹⁾	-	-	✓
Minor and major software updates	✓	✓	✓
Remote-assisted device configuration	-	✓	✓
Free of charge advance replacement of defective products (ARMA) with 3 day shipment	²⁾	✓	-
Free of charge advance replacement of defective products (ARMA) with same day shipment	-	-	✓
Free of charge upgrade to successor model on EOS ³⁾	-	⁴⁾	✓

Hint: Features have tooltips.

choose:

Bronze

Silver

Gold

¹⁾ During Viprinet business hours; 1st Level Support by Viprinet Partner

²⁾ For Bronze, ARMA is available with additional charge of 50% of the replacement product's list price

³⁾ In case of End of Service (EOS) and existing VLM license goes beyond EOS date

⁴⁾ For Silver, an upgrade to the successor model is available with an additional one-time handling fee of EUR 300.00 plus VAT for each device

- Choose the VLM level that fits your needs and click the respective button (in this example, Silver has been chosen).

Customer Tutorial

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Subscriptions

d) Select billing period preferences.

- The following page will inform you about your chosen VLM level. Select a license renewal interval (subscription interval/billing period) between min. 30 days and max. 365 days, using the slider. The license renewal interval is the billing period for which the costs of your VLM license will be charged. Seven days prior to the end of that billing period is reached, it will be automatically renewed. The only way to end a subscription is to cancel it.

Subscribe for a license

Model:	Multichannel VPN Router 300
Serial number:	01-00300-00-13372
Registered:	23.08.2016
Location:	Viprinet HQ


Silver

Silver is the level recommended for all customers who require extended warranty for their devices, and wish to obtain a worry-free package for their products.

You want to subscribe for a Silver Maintenance License

Please choose the license renewal interval.

Subscription Interval: 365 days



Cancel

OK

- Select your billing period and click "OK" to confirm your choices. Else, click "Cancel" to choose another VLM level.

e) Click “Subscribe and pay for a license”.

- If you have clicked “OK”, you will see an overview of your chosen subscription details.

Router Details

Model:	Multichannel VPN Router 300
Serial number:	01-00300-00-13372
Registered:	23.08.2016
Location:	Viprinet HQ

License: **Silver License**
Expiration date: **23.08.2017**
Number of days: **365**
Price: **291.67 EUR** (including 46.57 EUR VAT)
Subscription details:
Billing cycle: **365 Days**
Price per billing cycle: **291.67 EUR** (including 46.57 EUR VAT)

If the license subscription is not cancelled 7 days prior to the subscription period's end at the latest, the subscription is extended automatically by the previous subscription period.

VLM Terms and Conditions (PDF-Datei, 5 Seiten, 68 KB)

☒ I have read and accepted the VLM License Terms and Viprinet's General Terms Of Business.

Subscribe and pay for a license

Change features

- Your chosen VLM level, your billing cycle, and the costs for your billing cycle will be displayed. To finish the subscription process, you will have to agree to the VLM license terms and Viprinet's general terms of business. Read them carefully, and tick the checkbox to accept them.
- Click “Subscribe and pay for a license” to confirm your enrollment and activate your subscription. Else, click “Change Features” to return to the selection menu.

Customer Tutorial

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Subscriptions

License Details

- Once you have enrolled in a subscription plan, a license file is created and activated on the unit. This process is fully automated for routers permitted to access the Internet, and will have to be carried out manually for all others. The manual installation process is the same as the one for installing add-on licenses. Contact your Viprinet partner for details.
- If you have successfully subscribed your router, detailed information on your VLM license will be shown.

License details

License type:	Silver Maintenance (for Multichannel VPN Router 300)	
License key:	KBKK-N2EG-75MD-6DMA	
License product code:	23-00300	
License key has been generated:	23.08.2016	
License key has been associated with serial number:	01-00300-00-13372	Display router details
Expiration date:	23.08.2017	
Subscription length:	365 Days	Subscription details
Generated from Bundle License:	No	
Certificate:	Display certificate	

Upgrade license

Downgrade license

- Besides upgrading and downgrading your VLM license (see the following pages), you can get more details on your subscription by clicking "Subscription details", i.e. to get information on the next transaction date or subscription costs.

Subscription details

License type:	Silver Maintenance (for Multichannel VPN Router 300)
License key:	KBKK-N2EG-75MD-6DMA
Serial number:	01-00300-00-13372
Expiration date:	23.08.2017
Billing cycle:	365 Days
Subscription price:	291.67 EUR (including 46.57 EUR VAT)
License fee recalculation date:	16.08.2017

Display router details

Discontinue subscription

- To end your subscription, click "Discontinue subscription" on this subscription details page.

Customer Tutorial

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Subscriptions

Ending and Restarting Subscriptions

- Licenses are levels of support, expired or active, associated with specific devices. Active licenses are associated with subscriptions, which are automatically renewed each billing period until you cancel them. When a subscription is cancelled, it will remain active for the rest of its current billing period. After a subscription has been cancelled AND its last billing period has ended, it expires.
- You may end your subscription at any time. A re-instantiation fee is charged to subscribe products with lapsed or cancelled coverage. This fee will be calculated as if the product had been covered for the entire gap period, which means that a device out of coverage for 58 days with a billing cycle of 30 would cost the equivalent of an 88 days' fee to re-enroll. After the re-instantiation fee is paid, standard billing resumes.
- To end your subscription, click "Discontinue subscription" as shown, and then confirm on the following page by clicking "Discontinue subscription" once again.

Subscription details

License type:	Silver Maintenance (for Multichannel VPN Router 300)
License key:	KBKK-N2EG-75MD-6DMA
Serial number:	01-00300-00-13372
Expiration date:	23.08.2017
Billing cycle:	365 Days
Subscription price:	291.67 EUR (including 46.57 EUR VAT)
License fee recalculation date:	16.08.2017

Do you really want to discontinue the subscription for this Maintenance license?

Discontinue subscription



- A confirmation page will appear indicating that the subscription has ended.

Subscription details

Subscription ended.

Display license details

Customer Tutorial

8

Subscriptions

Upgrading and Downgrading Licenses

- Upgrades can be done at any time a subscription is active, while downgrades are only possible if the license has expired.

License details

License type:	Silver Maintenance (for Multichannel VPN Router 300)	
License key:	KBKK-N2EG-75MD-6DMA	
License product code:	23-00300	
License key has been generated:	23.08.2016	
License key has been associated with serial number:	01-00300-00-13372	Display router details
Expiration date:	23.08.2017	
Subscription length:	365 Days	Subscription details
Generated from Bundle License:	No	
Certificate:	Display certificate	



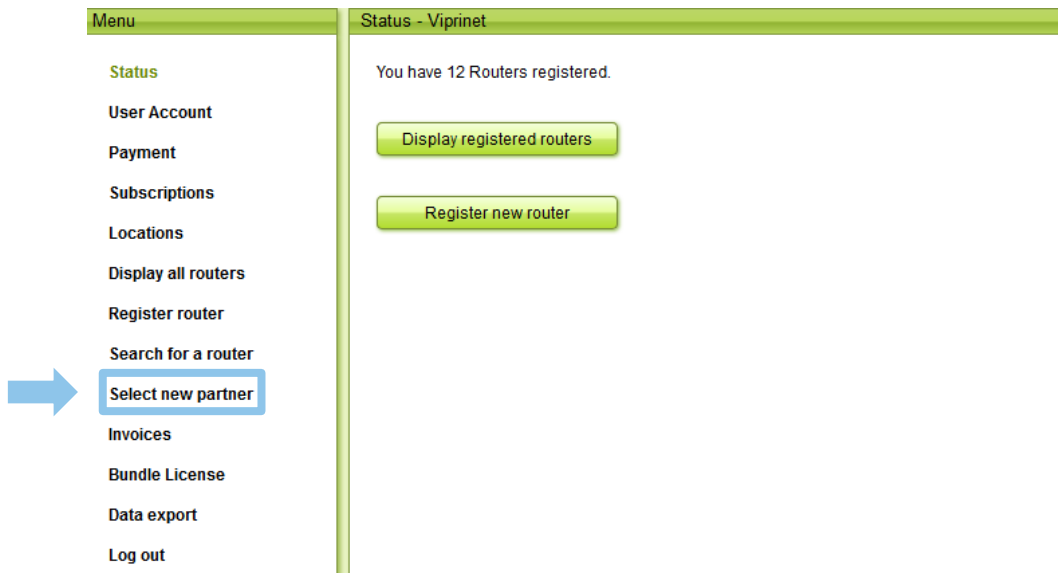
- To upgrade licenses, click “Upgrade license” on the license details page. On the following page, click i.e. “Upgrade to Gold”, and confirm that you have read and accepted the VLM license terms and Viprinet’s general terms of business. Click “Upgrade license and pay outstanding charges”; after that, you will be returned to the “License details” page, and the license will have been updated.
- To downgrade your license, click “Downgrade license” on the license details page. On the following page, click i.e. “Downgrade to Silver”, and confirm that you have read and accepted the VLM license terms and Viprinet’s general terms of business. It is only possible to downgrade an expired license. A license becomes expired when (a) the subscription associated with it has been discontinued and (b) the last billing period associated with this subscription has ended.

Customer Tutorial

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Choosing Partners

- In order to get high quality support for your devices, it is necessary that your routers are assigned to an official Viprinet partner. In individual cases, it may happen that the partner you've bought your products from is no longer a Viprinet partner. In that case you will have to change your partner in the VLM portal.



Menu

- Status
- User Account
- Payment
- Subscriptions
- Locations
- Display all routers
- Register router
- Search for a router
- Select new partner**
- Invoices
- Bundle License
- Data export
- Log out

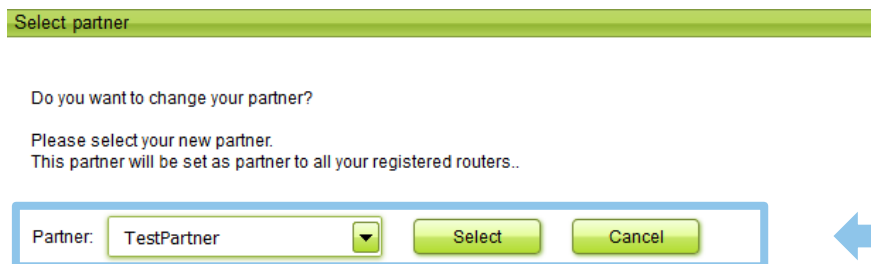
Status - Viprinet

You have 12 Routers registered.

Display registered routers

Register new router

- Click on "Select new partner" in the main navigation. Then choose your new partner from the drop down list on the following page and click "Select".



Select partner

Do you want to change your partner?

Please select your new partner.
This partner will be set as partner to all your registered routers..

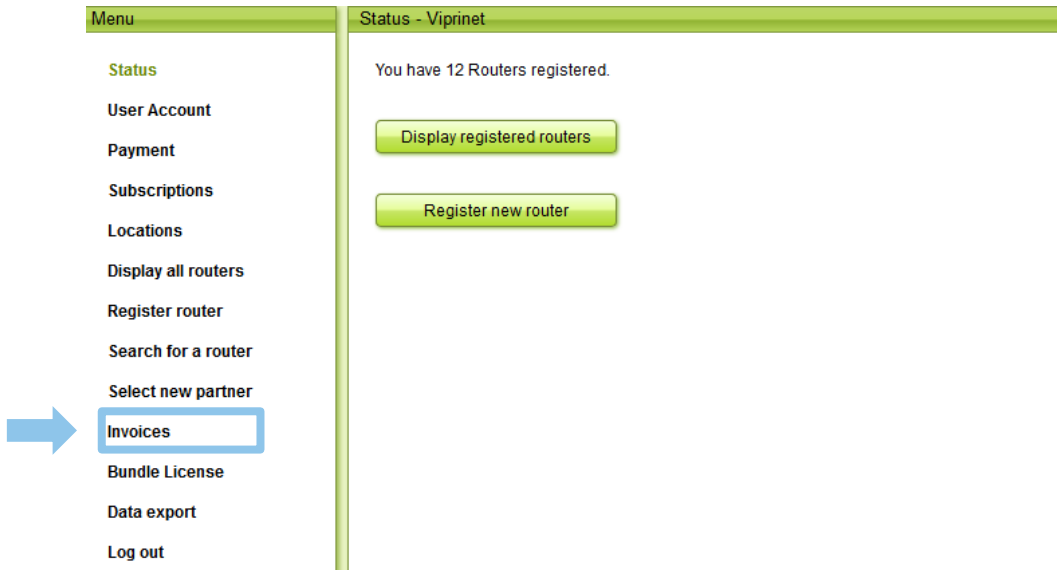
Partner: TestPartner ▼ Select Cancel

- Please note:** All your registered routers will be assigned to this new partner. It's not possible to assign different routers in your VLM account to different partners. Therefore please be very careful when changing your partner. In case of doubt, please contact the Viprinet sales team.

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Viewing Invoices

- Select "Invoices" in main navigation to view a list of the payments you have made to Viprinet.



The screenshot shows the Viprinet user interface. On the left is a 'Menu' sidebar with various options. The 'Invoices' option is highlighted with a blue box, and a blue arrow points to it from the left. The main content area is titled 'Status - Viprinet' and displays the message 'You have 12 Routers registered.' Below this message are two buttons: 'Display registered routers' and 'Register new router'.

- The following page will contain a list of invoices.

Invoice - Viprinet

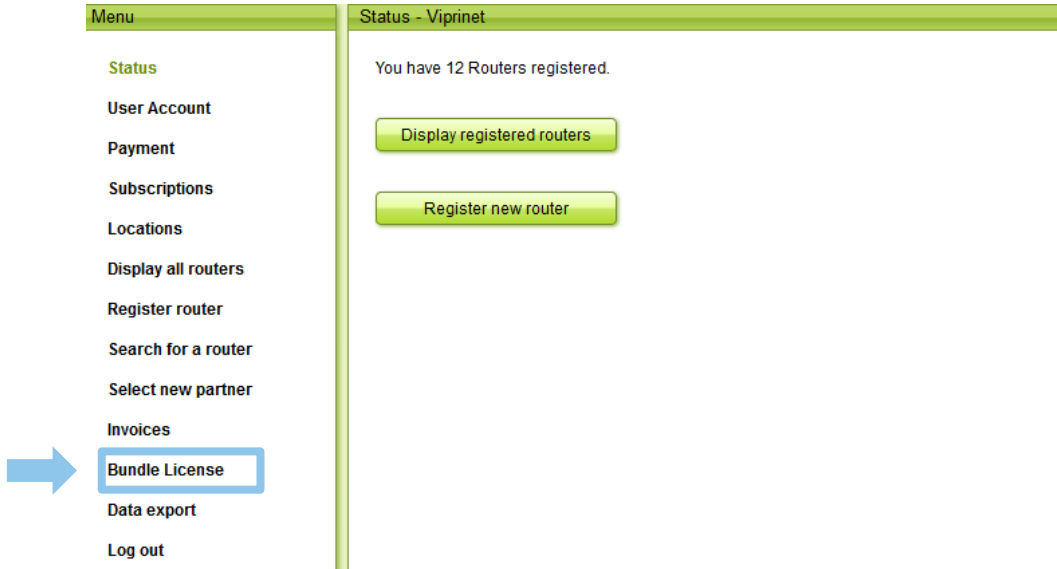
Invoice number	Transaction No	Date	Net amount	Invoice PDF
10193	227	26.08.2016	291,67 EUR	download
10192	226	25.08.2016	23,98 EUR	download
10190	224	23.08.2016	39,12 EUR	download
10189	223	23.08.2016	153,51 EUR	download
10188	222	23.08.2016	39,12 EUR	download
10187	221	23.08.2016	291,67 EUR	download
10186	220	23.08.2016	153,51 EUR	download
10185	219	23.08.2016	39,12 EUR	download
10184	218	23.08.2016	291,67 EUR	download
10141	174	11.07.2016	12,61 EUR	download

- If you wish to maintain a local record of your payments, click "download" in the "Invoice PDF" column.

11

Activating Bundle Licenses

- Bundle Licenses are project-related VLM licenses purchased via the sales channel. If you have purchased a bundle license from your Viprinet partner, you will have received a bundle license key. You need to activate this bundle license key in the VLM portal to be able to assign registered routers to this license. To start this process, click on “Bundle License” in main navigation.



The screenshot shows the main navigation menu on the left and the status page on the right. The menu items are: Status, User Account, Payment, Subscriptions, Locations, Display all routers, Register router, Search for a router, Select new partner, Invoices, **Bundle License** (highlighted), Data export, and Log out. The status page on the right shows 'Status - Viprinet' and 'You have 12 Routers registered.' with buttons for 'Display registered routers' and 'Register new router'.

- To activate your bundle license, enter the bundle license key in the text field and click on “OK”.

To activate a new Bundle License, please enter Bundle License Key here

To activate a new Bundle License, please enter Bundle License Key here:



Customer Tutorial

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Activating Bundle Licenses

- The Bundle License Details page shows all relevant information for your bundle license including the number of purchased license days.

Bundle License Details

Partner:	Partner Test Account
Supportlevel:	Silver
Bundle License Key:	9IXJ-NPF9-JYIM-HC3K
Start Date:	27.04.2016
End Date:	27.04.2017
Expiration date:	27.04.2018
License Renewal Period:	1 month

Bundle License includes following licenses:

Maintenance Licenses for old devices

License	Amount	Date of reinstatement	Amount of days per license	Amount of reinstatement days per license	Sum of days	Sum of reinstatement days	Generate License
Silver Maintenance (for Multichannel VPN Router 1610)	5	01.01.2015	847	482	4235	2410	Generate License

Maintenance Licenses for new devices

License	Amount	Differing start date	Number of days	Generate License
Silver Maintenance (for Multichannel VPN Router 300)	10	27.04.2016	365 Tage	Generate License
Silver Maintenance (for Multichannel VPN Hub 5000)	2	27.04.2016	365 Tage	Generate License

Licenses left

License	Origin amount	Amount left
Silver Maintenance (for Multichannel VPN Router 300)	3650 Days	3650 Days
Silver Maintenance (for Multichannel VPN Router 1610)	4235 Days	1825 Days
Silver Maintenance (for Multichannel VPN Hub 5000)	730 Days	730 Days

- Regarding purchased license days, a distinction is made between license days for “old devices” and for “new devices” to make it clear for which devices a re-instantiation fee has been charged. In the above example, the bundle license includes 5 VLM Silver licenses for a Multichannel VPN Router 1610, 10 VLM Silver licenses for a Multichannel VPN Router 310, and 2 VLM Silver licenses for a Multichannel VPN Hub 5000 – each one with a period of 365 days. “Licenses left” will show you how many of your purchased license days are still left.
- To assign one or more of your registered routers to this bundle license, you will need to have license days left for this specific router model. In the above example, there are still 3650 days Silver for the Router model 300 left. If you want to assign any registered Router model 300 to this license, click on “Generate License” in the respective line for this router model.

Customer Tutorial

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Activating Bundle Licenses

- On the following page, you will get a list of all your registered routers of this specific router model. You can also see from the list which devices have yet to be assigned a VLM license.

select Router

Bundle License Key:	9IXJ-NPF9-JYIM-HC3K
Expiration date:	27.04.2018
License Renewal Period:	1 month

License	Amount	Differing start date	Number of days
Silver Maintenance (for Multichannel VPN Router 300)	10	27.04.2016	365 Tage

Licenses left

License	Origin amount	Amount left
Silver Maintenance (for Multichannel VPN Router 300)	3650 Days	3650 Days

Please select the routers the selected license should be generated for.

Select	Serial number	Location	Licenses
<input type="checkbox"/>	01-00300-00-13370	Viprinet HQ	Silver Maintenance (for Multichannel VPN Router 300)
<input type="checkbox"/>	01-00300-00-13371	Viprinet HQ	Gold Maintenance (for Multichannel VPN Router 300)
<input type="checkbox"/>	01-00300-00-13372	Viprinet HQ	Silver Maintenance (for Multichannel VPN Router 300)
<input type="checkbox"/>	01-00300-00-13373	Viprinet HQ	Gold Maintenance (for Multichannel VPN Router 300)
<input type="checkbox"/>	01-00300-00-84561	Viprinet HQ	Bronze Maintenance (for Multichannel VPN Router 300)
<input type="checkbox"/>	01-00300-00-84562	Viprinet HQ	Bronze Maintenance (for Multichannel VPN Router 300)
<input type="checkbox"/>	01-00300-00-84563	Viprinet HQ	Bronze Maintenance (for Multichannel VPN Router 300)
<input type="checkbox"/>	01-00300-00-99201	Viprinet HQ	Gold Maintenance (for Multichannel VPN Router 300)
<input type="checkbox"/>	01-00300-00-99202	Viprinet HQ	
<input type="checkbox"/>	01-00300-00-99203	Viprinet HQ	
<input type="checkbox"/>	Select all		

Generate license for selected routers

- Select the routers you want to assign to the bundle license by ticking the respective check box. You can only select routers without an active VLM license (in the above example, the last two). After having ticked the check boxes, click "Generate license for selected routers".
- You will then be informed of having successfully assigned the routers to the bundle license. The "Amount of days left" for this specific router model in your bundle license will be reduced correspondingly.
- Alternatively, you can assign a router to an active bundle license directly from the router's details page by clicking "Bundle License" (see chapter 7 for the router details page).