Station Configuration Training Guide

Objective

This guide provides step-by-step instructions for Eaton technicians to correctly install and configure SIM cards in chargers.

Prerequisites

Before starting the process, ensure that the following items are available for each charger:

- SIM card (one per charger)
- Activation sticker (one per charger)
- Make sure charger can be powered on before making any changes and accessible via screen interface
- Stable network environment

SIM Card   Activation Label

Installation and Configuration Steps

Complete the following steps for installation and configuration:

Step 1: Verify SIM Card and Activation Label

Confirm that you have that you have the following:

- New SIM card from ChargePoint.
- Activation Sticker to be applied after the configuration update.

> **NOTE:** The combination of the SIM card and activation label should be recorded prior to usage and associated with the corresponding charging station serial number.

Step 2: Install the SIM Card

To install the SIM card, complete the following steps:

1. Power off the charger before the installation.
2. Insert the SIM card by opening the housing and unscrewing the designated slot on the station.
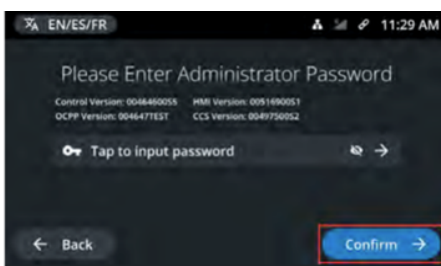3. Power the charger back on once the SIM card is securely installed.

Step 3: Set Up Station Settings

To set up station settings, complete the following steps:

1. Access the station configuration through the station front door screen UI by hitting the **Help** symbol and select **Administration**.
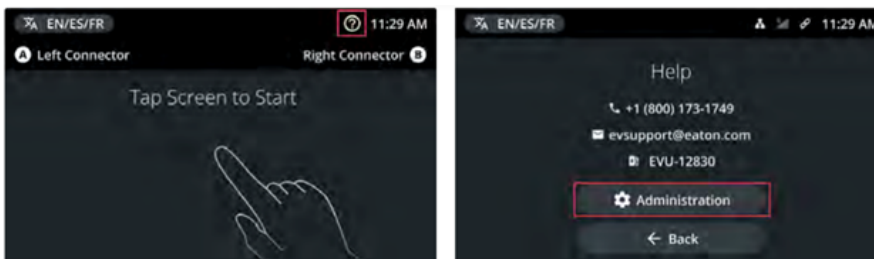
2. Enter the station password and tap Confirm.

The station password has to be provided by the station owner. If forgotten, you'll have to reset the password and power cycle the station.

Step 4: Configure Network Settings

To configure network settings, complete the following steps on the charger screen:
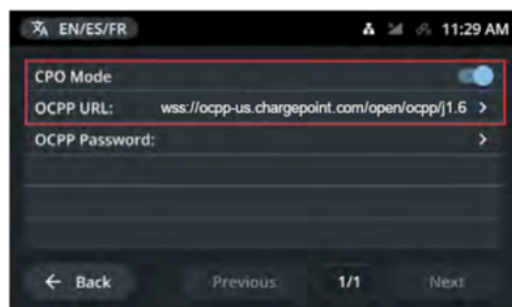
1. Navigate to **Settings → Network Settings**.

2. Configure the following parameters:
   - **Connection Method**: 4G
   - **APN**: cp-on-ramp-1.swir
   - **Station ID**: Select **About Equipment** and enter the activation sticker MAC without colons in the **OCPP ID** field (example Id is 0224B1FFFE001234 when MAC is 0224:B1FF:FE00:1234).

3. To set up station OCPP backend configuration, configure the following CPO settings:
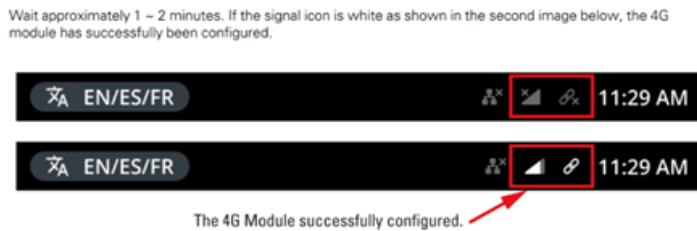   a. Enable **CPO Mode**.
   b. Enter the **OCPP URL**.

> **NOTE:** US URL: wss://ocppna.chargepoint.com/open/ocpp/j1.6 Canada URL: wss://ocpp-ca.chargepoint.com/open/ocpp/j1.6

Step 5: Reboot and Validate Connection

To reboot and validate the connection, complete the following steps:

1. Reboot the charger.
2. After start-up, ensure that the network connection icon appears.

3. If connection fails, recheck the APN configuration and the SIM installation. Retry rebooting the charger.

Step 6: Apply Activation Sticker

Once the charger is online, affix the activation sticker to the charger in a visible location i.e. front face of the charger.

Validation Criteria

The setup is successful when the following conditions are met:

- The charger displays a network symbol on-screen.
- The activation label is securely placed on the charger housing.

Mapping Documentation

Create a comprehensive list that maps each SIM serial number to its associated MAC address (from activation sticker) and the charger serial number. Share this with the Eaton Product Management team. The Eaton Product team should fill this information in the Supplemental Information Form when that serial number of the charger is being sold to the customers with cloud plan. This form should be sent along with PO to ChargePoint.

Support Contact

For setup assistance or escalation, please contact ChargePoint at 1-888-234-5195.

When reporting an issue, please provide a detailed description of the problem and include the following information:

- Charger serial number
- Location (Voltronics site)
- Screenshot of the network settings