

**Customer Service: 508-841-8500** 

Helpdesk: 508-841-8572 SELCO.ShrewsburyMA.gov

- 1 -Download the NetValet mobile app from the App store (iPhone) or Google Play (Android).
- 2 Login using your Facebook or Google account. Once you have typed in your login information you will be asked for access to your email address and basic info - you must choose "allow".



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**3** - Scan the QR barcode, located on the side of the unit, to assign your GigaCenter to your NetValet app.

**4** - You will then be taken to the home screen of the app where you will be able to see all of your options.



**5** - Select Home Network or Guest Network to set a name and password for each. You can set up a guest network, change the password or turn it on or off whenever you wish. This gives your guests the opportunity to use your WiFi, yet keeps your home network secure.



6 - Selecting Devices allows you to see all of the devices connected to the GigaCenter. Devices that have connected in the past may continue to appear as well. You will notice some devices may not have a description – just a number. The number that appears is the IP address. When you click on that device it takes you to a screen that shows the IP address and the MAC ID below (such as ec:0e:c4:2d:4f:d9). You can determine which device this may be by looking up the MAC ID using one of the following websites:

https://www.wireshark.org/tools/oui-lookup.html
http://coffer.com/mac\_find/
http://macvendorlookup.com/
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Simply type in the series of numbers and letters (without the colons) and it will give you a manufacturer or product name to help you determine which device you are looking at. You can change the name of the device by clicking Edit in the upper right corner of the screen then typing something like "John's Computer" in the space that reads Input device name. Assigning names to your devices will help us and you when it comes to troubleshooting.





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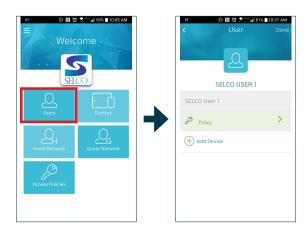
7 - Select Users to create users to assign devices to. A user will need to be created to utilize the parental control feature. Once in, select Edit to create a new user or edit current users. Once a user is created you can assign policies to them such as times of the day they are allowed access to the Internet.



**8** - You can create policies to allow or disable Internet access. These policies can be applied to certain users for certain days of the week and certain times of the day. This is a great feature for blocking Internet access on your kids' devices after bedtime.



**9** - To pair a user's device with an access policy, select *Users* and then select the user you would like to assign the policy to. You will then see a list of devices assigned to that user. Select *Edit* then pick the device you would like the policy assigned to. Keep in mind, the app allows you to assign multiple devices to one user and apply unique access policies to each if you wish.



**10** - Additional information is available by accessing the help section. This can be found by selecting the menu button in the upper left of the screen.

