Quick Start -Admin

Placement of Sensors

We recommend to mount the sensor to the wall considering the following factors:

- **Height**: Please do not place the sensor below 100cm or above 300cm on the wall. Ideally it should be placed between 150-250cm.
- **Walls**: Please ensure that the walls are not hot due to outside exposure as this might negatively influence the temperature sensor.
- **Sunlight**: In order to get accurate temperature readings, please ensure that the sensor unit is not exposed to direct sunlight at any time of the day.
- **Doors/Windows**: In order to have stable readings, we recommend not to put the sensor unit close to doors or windows.
- **Air Conditioner / Ventilation Outlet:** Please do not place the sensors closer than 90cm to any A/C or ventilation outlet.
- **Wifi/Power**: Please note that the sensor needs to be connected to a power outlet and a well working wifi network for connection.

Connection of Sensors to the Internet

When you power on the sensor for the first time, it does not yet know your wifi networks. Therefore the sensor will open an access point where you can connect directly with your phone to enter your wifi network credentials. Please follow these steps:

1) Connect the sensor to the power supply. The green light on the sensor will turn on.
2) On your iPhone or Android phone go to wifi settings and search for a wifi network called "AirGradient xxxxxxxx".
3) Connect to this wifi network. You might need to use the password "**cleanair**".
4) After a few seconds you will see a wifi connection menu. Click on "scan" to search for nearby wifi networks or "manual" if you have a hidden WiFi network.
5) Select the network you want to connect the sensor to and enter the credentials
6) Once the sensor finds the internet connection, the white LED on the sensor will turn on and you will see the sensor coming up on the AirGradient dashboard. This might take 1-2 minutes

Administration

In the AirGradient admin section you should then do the following set up work:

Locations

After you connected the sensors to the wifi network you need to assign them to a specific location. To do this, please go to: https://app.airgradient.com/settings/place and then click on the *Locations* tab.

With the **Add New** button you can set up a new location. You also need to indicate whether the location is an outside location and whether it should be included in the reporting and the averages calculations in the reports.

If you want to temporarily hide a location from the dashboard and the reports you can uncheck the Active checkbox.

AirGradient sensors are pre filled. If you want to connect 3rd party sensors please consult the main manual or contact our support team.

Users & Permission

On the tab users & preferences you can set up who should have access to the AirGradient system.

- **Email**: Please enter the users email address.
- **Daily Reports**: User gets the standard daily report which is sent at the end of the opening period.
- **AQI/HEAT Fixed Time Notifications**: Users will receive the AQI notifications sent at specific times defined in the AQI notifications section (see below).
- **AQI/HEAT Band Change Notifications**: Users will receive the AQI notifications sent at specific times defined in the AQI notifications section (see below).
- **Offline Sensor Notification**: User will receive an email if any of the sensors is offline for <30 minutes.
- **Data Export**: The user has access to the data export section on the dashboard.
- **Administration**: The user has access to this administration section.
- **Send Invitation Email**: The user will receive an invitation email that allows the user to create his password or login with his/her Google account.