

Getting Started Guide: System Verification Using Installer Toolkit

This quick guide is for the on-site Electrician or Foreman who is responsible for verifying Enphase system operations at the install site using the IQ Envoy or Envoy-S Metered and the Enphase Installer Toolkit mobile application.

This guide applies to the Envoy models that look like the Envoys pictured on the right, either in the Enphase IQ Combiner or standalone.



Before You Start

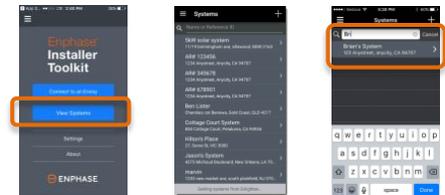
Download the latest version of Enphase Installer Toolkit (Toolkit) before you leave the office. If you have never logged into Toolkit do so using your Enlighten installer login credentials. This will unlock the application for your ongoing use. (If you do not know your Enlighten login credentials, please contact your company's Enlighten Administrator.)

Verify that you have set up the email client on your mobile device to send from your company email address. Access **Settings** on your mobile device. Confirm your mail client is turned on and your default address is correct. You may also wish to enable **Always Bcc Myself**.



In Office Preparations

Before you head out to the job site, confirm that your operations team has created an Enlighten site activation for the system you will be installing. You can verify this by accessing the systems view in Installer Toolkit and scrolling to or searching (by name) for the system you will visit.



If you have used the Toolkit before, be sure to check for updates while you're connected to the office or warehouse Wi-Fi network. This will ensure that you have the latest Envoy software package on your mobile device. You can use your mobile device to upgrade the Envoy in the field.

Update your list of systems by dragging down the list to load new systems into your list, or search for a single system to download. To watch a short video on how to search for a single system to download to Toolkit visit <https://enphase.com/en-us/support/locating-system-installer-toolkit>

Setup Steps

These steps may be completed before the IQ Envoy or IQ Combiner have been installed and powered on.

Create an Array

Open the Toolkit app.
Tap on **View Systems**.



Access the system (activation) created by your operations team.



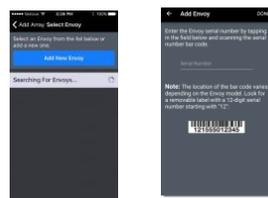
Tap on the '+' icon next to **Arrays**.



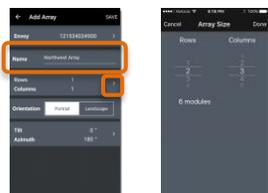
Tap on the '>' icon next to **Envoy**.



Select an Envoy from the list of detected Envoys or scan to enter the Envoy serial number.



Enter the array name.



Specify the number of rows and columns in the array.

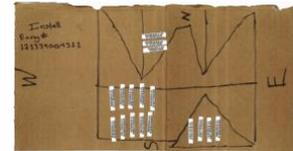
Array Creation - Continued

Tap **Save** to save your array.



Scan Microinverters

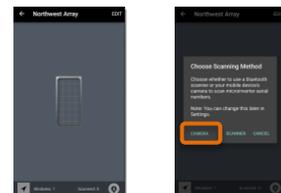
You will use the paper array map to scan serial numbers into the array.



Tap on the array name or tap **Scan** to begin the microinverter scanning process.

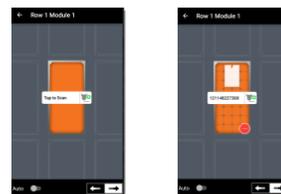


Tap the module where you want to begin.



You will be prompted to choose either the camera on your mobile device or a scanner; choose **CAMERA**.

Scan the barcode with the camera on your mobile device.



The microinverter serial number will display in the text box.

To move to the next microinverter, tap the next one you'd like to scan.

Modifying the Array

To remove a module from the array, tap the minus icon at the bottom-right of the module.



You can remove the module from the array, or just remove the serial number from its assignment.

Microinverter serial numbers that have been removed are available for reassignment.

Create additional arrays now if needed to complete build and scan of the system.

Sync with Enlighten

Sync'ing the system will transfer all serial numbers to the activation in Enlighten.

The orange icon in the upper right corner of the system's page and the orange dot on the systems' list both indicate which systems need to be sync'd.



Tap **Sync** to complete the sync'ing process.



You have now completed all set-up tasks, and are ready to verify operations.

Verification Steps

These steps will be completed after the Envoy or IQ Combiner has been installed.

Power On the Envoy

Install and wire the IQ Combiner or Envoy to a dedicated outlet.



Provide power to the IQ Combiner or move the Envoy to its final location and power it on.

Now, energize the array.

After the Envoy's boot sequence is complete (about 3 minutes), you will enable AP mode on the Envoy.

When the Envoy is in AP mode it creates a wireless network that you can join with your smart phone or tablet.

Enable AP Mode

Briefly press the AP Mode button on the Envoy. Do not hold. (Holding the button for too long, 5 seconds, will enable WPS pairing which is not desired at this stage.)

On your iOS or Android device, join the Envoy's network:

- The Envoy's network ID (SSID) will be Envoy_XXXXXX, where the X's are the last 6 digits of the Envoy's serial number.



iOS



Android

Connect to Enlighten

You are now ready to connect the Envoy to the homeowner's network.

Please refer to the *Getting Started Guide: Envoy Internet Connectivity* for options.

Verify Operations

Tap on **Connect to Envoy** to verify operations and communications. The Toolkit will update every minute with current microinverter and communications information.



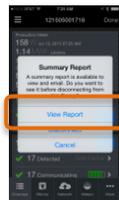
When the system is operational, the **Overview** screen will look like this sample installation of 17 microinverters. Check marks show all 17 microinverters are **Detected**, **Communicating** and **Producing Power**.

Save Summary Report

When you have verified correct operations, tap **Done**.



You will be prompted to review the site **Summary Report**. Tap **View Report**.



Review report. Take a screenshot of each page of the report. This will save images of the report to photo storage on your mobile device.

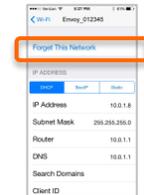


You may also wish to save a copy of the report. Tap on the **Envelope** icon to capture the report using your default email client. This will save a pdf of the report in a draft email in your email client.

Disconnect from the Envoy's Network

Now that you have verified system performance you are ready to disconnect from the Envoy and complete final commissioning tasks or site cleanup. (Your mobile device will not connect via cellular service until you either disconnect from, or move out of range of its network.)

Access settings on your mobile device.



Open your Wi-Fi connection, and tap on **Forget This Network**.

If you encounter an error during the verification process, please refer to the *Getting Started Guide: Installation Troubleshooting Using Installer Toolkit* for guidance.