

Introduction

This guideline is to show how a **New User** register the **Insight Pro account** to entitle the **1-Year NETGEAR Insight Subscription Included** program for the purchased model. For the complete list of the NETGEAR devices entitled to the **1-Year NETGEAR Insight Subscription Included** program, please visit https://www.netgear.com/business/services/insight/devices/

Before you start

Prepare for registration

- a) An email address which has not registered any type of Insight account.
- b) Serial Number(s) and MAC address of the newly purchased device(s).

Start the registration

 Open a browser and go to <u>https://insight.netgear.com/#/register</u> Enter the email and press Next.

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	NETGEAR Account Sign-Up	
	An Insight Pro account allows you to stay up-to-date with NETGEAR products and is required for setting up and managing Insight-managed devices.	
	Please enter your email address	
		J
	Next	
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2. Fill in the Primary Contact Information and press Next.

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NETGEAR			<u></u>
	NETGEAR Account Sign-Up An Insight Pro account allows you to stay up-to-data with NETGEAR products and is required for setting up and managing Insight-managed devices.		
	Primary Contact Information Email * peter.wong.insight@hotmail.com		
	Confirm Email * peter.wong.insight@hotmail.com		
	Password *		
	Confirm Password *		
	First Name Peter		
	Last Name Wong		
	Country * Hong Kong •		
	Phone Number* 85228271456		
	Back Next		

3. Press Add Insight Included Device.

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NETGEAR Account Sign-Up An Insight Pro account allows you to stay up-to-date with NETGEAR products and is required for setting up and managing Insight-managed devices.				
Adding a 1-Year Insight Included Device () Cick below If you are adding a new device that care with 1-Year Insight Included Device Idd Insight Included Device Back Inter the Insight Included Device Back Inter the Insight Included Device Inter the Insigh				
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4. Fill in the Business Information and press Sign Up.

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NETGEAR	<u>^</u>
NETGEAR Account Sign-Up	
An Insight Pro account allows you to stay up-to-date with NETGEAR products and is required for satting up and managing Insight-managed devices.	
Business Information	
Account Type ③ Anaged Service Provider Small Business Owner 	
Business Name* IT Business	
Primary Address of Business* 52 Hung To Road	
City* Kwun Tong	
State * Zip Code* HK 00000	
Country * Hong Kong *	
Business Phone Number* 85228271456	
Send me promotional discounts and other product information.	
By signing up, I agree to the Terms and Conditions	
Back Sign Up	
	•

5. To add the new device into the account, you need to create an Organization and Location first. Press Add Organization.

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NETGEAR All Organizations -	⊙ - &	۵:1	8 Hi Peter Pro Admin 🝷
		(+)	$\bigcirc \odot$
Add New Organization You do not have any organizations in your account. Add Organization			



6. Fill in the Organization Information and press Save.

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C insight.netgear.com/#/organization/createNewOrganization	ন্দ 🔍 🕁 😁 Incognito (2) 🚦
GEAR All Organizations -	� - ₪ ↓ [] 8 Hi Peter - Pro Admin -
inization	
Add New	Organization (?)
Organization Information	
Name of Organization / Business*	
Pick Existing Owner	
Select an owner	•
	OR
Ourse Name	Const Address
Owner Name	
Phone Number	Business Phone Number
Logo	
NETGEAR	
Organization Policy 🕜	
Email Notifications	Mobile App Push Notifications
Email Reports	Device Ownership
✓ Admin 📄 Business Owner 🗹 Manager	Admin Business Owner
Creauled Reports Weekly Monthly	
Cancel	Save



Now the Organization has been created. Next, we need to create a location.
 Click the organization name that you have just created.

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	(+) (2) (
Organizations	
··· Company 1 Owner-Peter Wong Devices: ♀0 ♀0 ● Credits: □ 0 其0 ≜0	
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8. Press '+' icon under Locations and choose Add Single Location.

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NETGEAR	Company 1 -	🐯 - 🖻 🗘 [] 8 Hi Peter -
		Settings
0	Name Email Peter Wong peter.wong.insight@hotmail.com ^{Phone Business I}	Phone 0
Locations (0)	View All + ····
	Networks not available	Add Single Location Add Multiple Locations
Managers	(0)	View All ••••
Name 🔺	Email Organizations	
	No Manager available	
<u>Community</u> <u>Ter</u>	ms of Use Cancellation Policy Privacy Policy	© 1996 - 2020 NETGEAR®
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How to create an Insight Pro Account for 1-YEAR Insight Included Program (Free)

9. Fill in the location details and press Save

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NETGEAR Company1 -	Setup a New Network Location ×	(@ • 起 众 [] 8 Hi Peter -
Peter Wong peterwe	A network location in Insight constitutes a grouping of your devices within one single physical location and within one single LAN or VLAN.	Semings
Locations (0)	Location Name * Location A	View All + ····
	Device Admin Password * ③	
Managers (0)	Street	View All
Name *	City	
	State	
	Zip Code	
	Country* Hong Kong -	
	Time Zone* UTC+08:00 (Asia(Hong_Kong) -	
	Add Location Image	
Community Terms of Use Cancellation Policy Privacy Balloy	Cancel	© 1996 - 2020 NETGEAR®

10. The location has been created and we can now add the new devices. Click the **Location name** that you have just created under **Locations**. Recommend to add \leq 50 AP on each location.

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	C 8 Hi Peter -
Settings ()
Varies Peter Wong Peter Wong insight@hotmail.com Phone Supiress Phone ()	
Locations (1) Vew All + …	
Location A 00 Devices 0 Connected Client 1 Alarts	
Managers (0) View All	
Name * Email Organizations	
No Manager available	



How to create an Insight Pro Account for 1-YEAR Insight Included Program (Free)

11. Press the '+' icon , and press Add Single Device

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Summary Router	Wireless Wired Storage Firmware Devices Cli	ients Troubleshoot
		(\pm)
	Properties	System Health Add Single Device
		Add Multiple Devices
	No device available	No device avaliable
	Wireless Clients	Port Utilization
	See how many clients use your WiFi channel throughout the day.	View the status of connected and legged ports on each of your switches.
	Notifications	
	User Peter has created a network named Location A	Friday, July 3 2020, 10:11 a.m. HKT 30 a ago

12. Input the product **Serial Number** and **MAC Address** in the pop-up box. Both information can be found at the bottom of the device or on the packaging box.

Add	New Device	×
	Production_WiFi_System	
	Serial Number	
	MAC Address aa:bb:cc:dd:ee:ff	
	Cancel Go	

13. NETGEAR Insight will detect the Serial Number and show the corresponding model. Press **Next** once confirmed the model is correct. You may also rename the device.

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					A [] 8 Hi Peter -
Summary Routers	Wireless Wired Storag	e Firmware Devices Clients	Troubleshoot		
					+
	Properties	Add New Device		×	
	No deve Wireless Clients	Coastion A Rename your devices so you can differen NETCEAR Indight in the future. Device Name 4/V616C540027d] Medel : WACS10 Seriel 4/V616C5400276	ntiste them easily in		
	See how many clients use your	Back	Next	ed ports on each of your switches.	
	User Peter has oreated a network named Lo	Information	Friday, J 302+	uly 3 2020. 10:11 e.m. HKT 95	

14. Your device is now added into the location and synchronizing the configurations. Insight will detect the devices firmware and update to the latest firmware on the first initialize, please be patient to wait the devices to connected status.

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NETGEAR		Company 1 👻		Location A 👻						@ -	۵ 🖄	53.8	B Hi Peter Pro Admin
Summary	Routers	Wireless	Wired	Storage	Firmware	Devices	Clients	Troubles	shoot				
									(+)	70)		
		Devices											
		Name 🔺		Status		Serial No	Model	IP Address	Up Time	Clients	Firm		
		4W816	C5400276	 Waiting for 	r first connect	4W816C5400276	WAC510	NA	NA	NA	NA		
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15. To check the license status, click the **User Account Name** at the top right corner, and press **Account Management**.

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NETGEAR Original Company 1 +) () Location A + OF Admin +
Summary Routers Wireless Wired Storage Firmware Devices Clients Troubleshoot Account Management Update Profile Index Signed Index Signed

16. Click **Purchase Order History.** The subscription license type, activation date and expiry date will be shown.

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\leftrightarrow \Rightarrow \mathcal{C} \triangleq insight.netgear.com/#/accountMana	ement/purchaseHistory				0-	🖈 🌧 Incognito (2) 🚦			
NETGEAR All Organizations				⊚ - &	۵	[] 8 Hi Peter -			
Profile Account N	anagement								
Q	Name Email Peter Wong peter.wong.insight@hotmail.com								
Purchase Orde History		Last 30 Day:	Last 30 Days • All • Q						
Credi	One Year Insight Included with Hardware (1) ⑦			—					
Subscription	Subscriptions	Quantity	Activated On	Expires On					
VPN Service:	Insight Pro Subscription SKU: 4W816C5400276 Insight Pro 1-year subscription with no device credits.	1	Jul 03, 2020	Jul 03, 2021					
Captive Porta Service:									
Manage Notification Preference:									

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