

UPGUARDS

Office Plus UPS Series Office⁺ 750 / Office⁺ 900

USER'S MANUAL

Thank you for purchasing Office Plus UPS products. Please read the **USER'S MANUAL** before using the Office Plus UPS products.

The Office Plus UPS will protect your computer hardware from physical damage and will provide emergency battery backup power to prevent data loss in the event of power problem.

Save the original carton and styrofoam inserts. If you require service, your warranty may be voided if the Office Plus UPS is sent back to without proper packaging.

The main features include:

- Automatic Voltage Regulation (AVR).
- Advanced equipment & data protection from blackouts, brownouts, sags, AC line noise and surges.
- Full analytical high performance micro processor control with true RMS synchronous calculation
- Intelligent battery management for battery status, battery power saving & battery replacement control.
- DC direct starts up capability, complete diagnostic indication and control.
- Built-in USB communication port.
- Multiple phone jacks for Internet, phone and fax lines.
- Compact design fit on/under your desk or mounts on the wall.
- Cable modem / TV line protection (optional).

Operation & Installation

The Office Plus UPS can protect your equipment from all power problems such as surge, spikes, blackouts, brownouts and line noise. When AC power is present and the ON/OFF switch is turned on, the Office Plus UPS is constantly charging the battery and providing the power to the equipment from AC line directly. The reliable battery can provide enough stable power to complete your work, save the data and safely shut down your system in the event of a blackout.

The Office Plus is simple to operate and install. The following are the steps of installation prior to connecting the equipment to the UPS.

1. Connect the Office UPS to grounded AC power Outlets.
2. Charge the battery at least 8 hours for fully charge before you turn on the ON/OFF switch. (The ON/OFF switch does not have to be on.)
3. Plug your computer and monitor into the "Battery Backup & Surge Protection" outlets. (These outlets will provide emergency battery backup power during power problems as well as surge protection from surge and spike.)

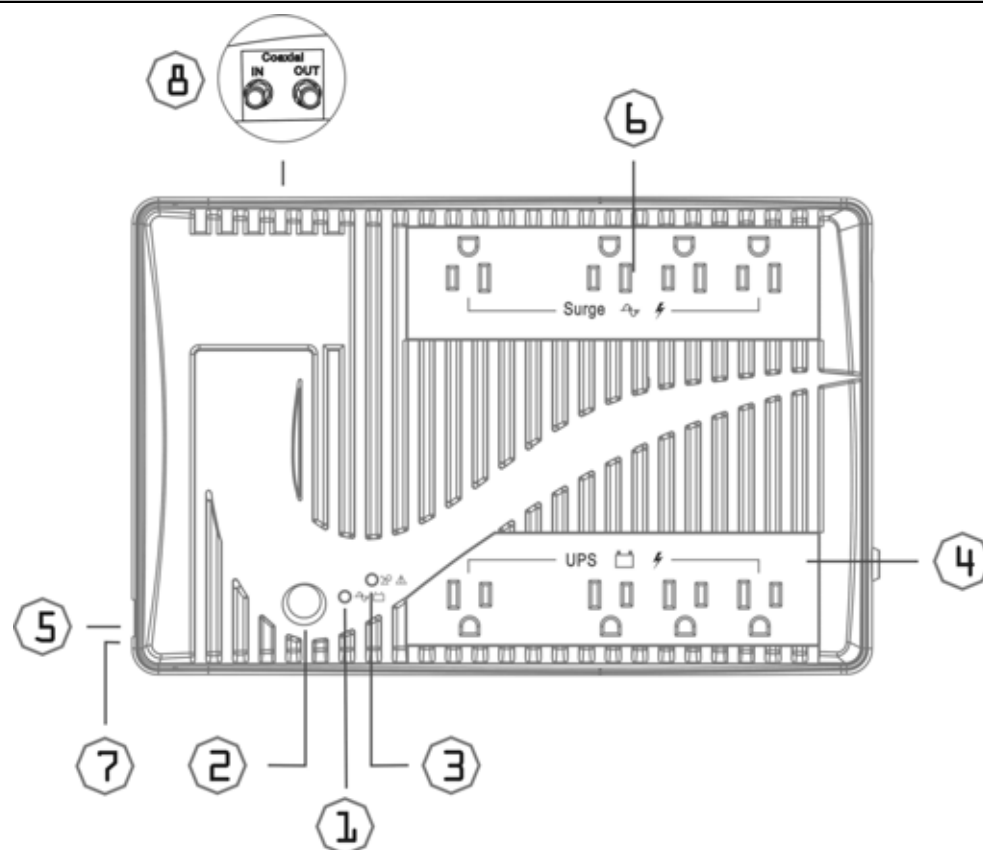
CAUTION: Do **NOT** plug **LASER PRINTERS** into any of the "Battery Backup & Surge Protection" or "Surge Protection" outlets.

CAUTION: Do **NOT** plug **ACCESSORY SURGE** strip into any of the "Battery Back & Surge Protection" outlets.

4. Plug your peripheral equipment (printer, scanner, fax, speaker, etc.) into the "Surge Protection" outlets. (These outlets will **NOT** provide battery backup power during a utility power failure.
5. With your equipment turn off, switch on the Office UPS product.
6. When the "On Line" LED light is illuminated, turn on your

connected equipments.

Indicators



1. On Line/On Battery LED

Indicates the UPS is providing AC power to your equipment. When the LED is blinking, the UPS is providing power from battery.

2. On/Off/Test Switch

One switch controls the power to your equipment and performs self-test to detect overload/undercharged.

NOTE: Turn on the UPS

Press and hold the switch in for more than one second and release after the beep is presented. The UPS will be started. In addition, the UPS will turn on automatically when you plug the UPS into the wall outlets and utility power is present.

NOTE: Turn off the UPS

Press and hold the switch in for more than one second and release after the beep is presented. The UPS will be shut down completely.

NOTE: Self-testing

The UPS will run self-testing for about 10 seconds when the UPS is turned on and utility power is present.

3. Overload/Low Battery/High Battery Voltage Protection LED

Indicates the UPS is over its capacity. When the LED is on, the battery voltage is low. When the LED is blinking, the battery voltage is high.

4. Battery Backup & Surge Protection With Widely Spaced Outlets

These three outlets not only provide full time surge protection but also provide emergency battery backup power.

5. Internet/Phone/Fax Protection

Built-in RJ11 jacks protect the Internet, phone or fax line from surges.

6. 4 Surge Protection Outlets With Widely Spaced Outlets

These three outlets provide full time protection from surge and spike.

7. USB Communication Port

Built-in USB port connects to your computer. Provide the automatic shutdown with **PowerGuard** software with USB cable to automatically save the files and shut down the equipments if the utility power is failure. Your personal computer can receive the status as utility power line, utility power failure, on battery and low battery by contact closure signals that are sent through the USB port.

NOTE: This connection is optional; your UPS will operate normally without this connection.

8. Coaxial Surge Protection

Provides protection for cable / satellite inputs.

NOTE: This connection is optional; your UPS will operate normally without this connection.

Safety Instructions

Once you have received the Office UPS product, you should remove and inspect the product for shipping damage. If any damage is found, please notify the carrier and your dealer. You will need to keep the shipping carton and the packing foam in case the product must be returned to the factory for service.

SAFETY INSTRUCTIONS

- Place the Office Plus UPS indoors in an area that has adequate airflow and is free of excessive dust. Do NOT allow the UPS to be exposed to moisture, rain, excessive heat or direct sunlight.
- Use of the Office Plus UPS product for life support applications, where failure of this equipment can reasonably be expected to cause failure to life support equipment or to significantly affect its safety or effectiveness, is **NOT** recommended.
- Please always disconnect the input power cord from the wall outlet before replacing the battery.
- Do **NOT** dispose of battery in a fire. The battery may explode.
- Do **NOT** open or mutilate the battery. They contain an electrolyte that is toxic and harmful to the skin and eyes.
- Proper disposal of battery is required. Please refer to your local laws/regulations regarding to battery disposal.
- Use tools with insulated handles to replace the battery to avoid personal injury. Due to energy hazard, please remove wrist watches and jewelry such as rings when replacing battery.

Indication Table

AC Status	Green LED	Red LED	Alarm	UPS Status Indication
On	On	X	X	AC Mode
On	Blink @ 5 sec	X	X	Charge Mode
Off	Blink @ 1 sec	X	1 cycle 4 beeps	DC Mode
On	On	On	1 beeps @ 1 sec	Replace Battery
Off	Blink @ 1 sec	On	1 beeps @ 1 sec	Low Battery
On	On	Blink@ 2 sec	X	High Battery
Off	X	Blink@ 2 sec	X	High Battery
On	On	On	1 beeps @ 5 sec	Overload
Off	Blink @ 1 sec	On	Constant On	Overload
On	On	On	1 cycle 4 beeps	Self test
Off	X	X	X	Shutdown

Specification

Model	Office ⁺ 750	Office ⁺ 900
Capacity	750VA / 375W	900VA / 450W
Input Voltage Range	120V +20% / -25%	
Output Voltage Range	120V +/- 13%	
Frequency	50 / 60 Hz auto sensing	
Outlets	8 Outlets (4 Battery Backup & Surge Protection; 4 Surge Protection only)	
Lighting / Surge Protection	780 Joules	
Transfer Time to Battery/AC	2 ~ 4 ms	

Battery Type	Sealed and leak proof maintenance free lead-acid battery	
Battery Specification	12V/7AH x 1	12V/9AH x 1
Typical Backup Time	21 ~ 25 / 36 ~ 40	
Internet / Phone / Fax Protection	RJ11/ RJ45	
Coaxial (Optional)	1 in / 1 out	
Communication Port	USB	
Operation Temperature	+32°F ~ 104°F (0°C ~ 40°C)	
Operation Relative Humidity	0 to 95% non-condensing	
Storage Temperature	+5°F ~ 113°F (-15°C ~ 45°C)	
Net Weight	7.0 kg	7.2 kg
Dimensions (WxDxH)	7.0x11.0x4.2 in	

* Specification change without notice.

* Backup time based on the loading with 1PC and a 15" LCD display.

Troubleshooting

Symptom	Possible Cause	Action to Take
Office Plus UPS will not turn on.	UPS is not plugged into AC outlet and is not turned on.	Plug the power cord of UPS into AC outlet and switch on the ON/OFF switch. If the power is not present, please make sure your circuit breaker on the building is not accidentally turned off.
	Circuit Breaker has tripped.	Reduce the amount of equipment plugged into the "Battery Backup & Surge Protection" outlets of the UPS. Next, rest the circuit breaker by pushing it back in.
Office Plus UPS is making a continuous sound and the "Overload" indicator is light.	The "Battery Backup & Surge Protection" outlets are overload.	Turn off the UPS and reduce the amount of equipment connected to these outlets.
Office Plus UPS does not provide expected runtime.	The battery is not fully charged.	Removed all connected equipments from the UPS and charge the battery at least 8 hours. During this charging period, turn off the UPS to prevent unnecessary discharging.
	Battery is getting older.	Return for service or you can replace the battery by ordering one from local distributor or dealer.
Connected equipments lose power while connected to the Office Plus UPS.	The "Battery Backup & Surge Protection" outlets are overload.	Refer to the Symptom of "Office Plus UPS is making a continuous sound and the Overload indicator is light"
	The Office Plus UPS has exhausted its available run time.	The Office Plus UPS will turn off when the battery has been depleted during the failure of utility power. Allow UPS to re-charge before continuing using of the UPS.
	Connected equipment is connected to the wrong outlet.	Ensure the equipment that you want to stay powered during a failure of utility power is plugged into the "Battery Backup & Surge Protection" outlets.
	The Office Plus UPS may be faulty.	Please Call Local Distributor or dealer for further troubleshooting.

Service and Support

If you have any question or problem with the USP, call your Local Distributor. Please have the following information ready when you call the Distributor.

- Model number
- Serial number
- Data of failure or problem
- Symptoms of failure or problem
- Customer returns address and contact information

If repair is required, you will be given a Returned Material Authorization (RMA) number. This number must appear on the outside of the package and on the Bill of Landing (if applicable). Use the original package or request package from the Distributor. Units damaged in shipment as a result of improper package are not covered under warranty. A replacement or repair unit will be shipped freight prepaid for all warranted units.