



valet™ valetplus™

quick reference guide



Valet

Thank you for choosing a Cisco Valet wireless hotspot. This Quick Reference Guide covers both the Valet and Valet Plus models. Valet will be used as a general reference to both models and all details in this Quick Reference Guide apply to both models unless Valet Plus is noted.

Top



LEDs (1-4) light up once the Valet is connected to a device using a network (Ethernet) cable. The LED flashes when there is activity over that port. **Valet Plus** lights up green when connected to a device at gigabit speed or blue when connected to a device at 10/100 speed.

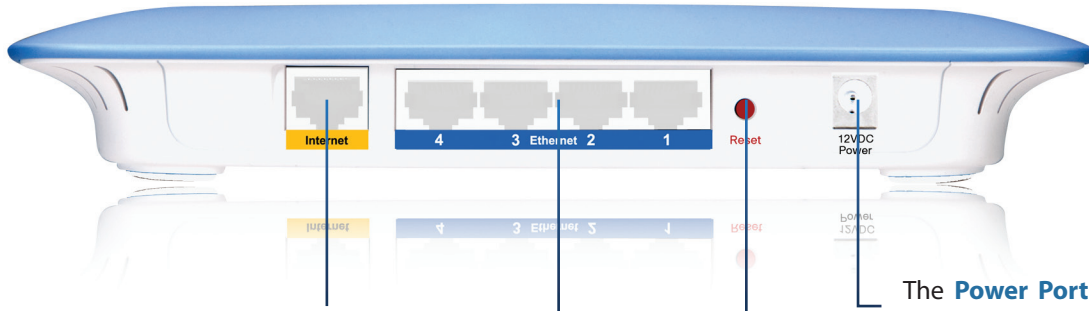
The **Wi-Fi Protected Setup Button** doesn't need to be used if you use the Easy Setup Key to connect devices to your network.

The **Power LED** lights up when the Valet is powered on. It is normal for this to flash during startup.

The **Internet LED** lights up when connected to the Internet and flashes to indicate activity. **Valet Plus** lights up green when connected to a device at gigabit speed or blue when connected to a device at 10/100 speed.

The **Wireless LED** lights up when wireless is on. It flashes when the Valet sends or receives data over the wireless network.

Back



The **Internet Port** connects to the network (Ethernet) cable from your Internet connection. In most cases you will be connecting one end of the network cable to the Ethernet port on your cable or DSL modem and the other end to the Internet port on your Valet.

The **Power Port** connects the power adapter.

The **Reset Button** resets the Valet to its factory default settings when held for approximately ten seconds.

Ethernet Ports connect the Valet to computers or other devices that have Ethernet ports such as gaming consoles, HDTVs, Blu-ray disc players, or printers using network (Ethernet) cables.

Easy Setup Key



The **Easy Setup Key** is used to install the Cisco Connect software on your computer(s). Be sure to store it in a safe place so that you can add additional computers in the future.

Cisco Connect

During installation, the setup software installs the Cisco Connect software on your computer. Cisco Connect offers options to connect additional computers or devices to your Valet and allows you to modify the Valet's settings.

Installation

To install the Valet:

1. Insert the Easy Setup Key into a USB port on your computer.



Insert Easy Setup Key

2. Click **Connect to your Cisco Valet**.



Connect to your Cisco Valet

If you do not see this, open the Easy Setup Key folder and double-click **Connect**. To do so, perform the following steps for your specific operating system:

Windows 7 & Windows Vista

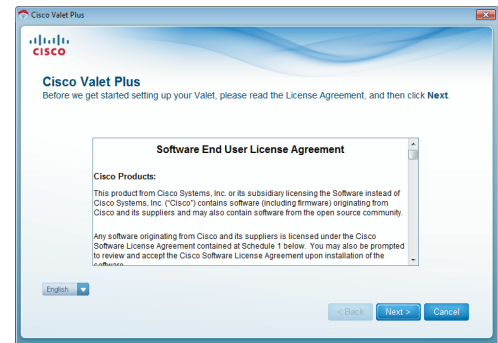
- a. Go to **Start > Computer**.
- b. Double-click **Easy Setup Key** in the list of available drives.
- c. Double-click on **Connect.exe**.

Windows XP

- a. Go to **Start > My Computer** and select **Easy Setup Key**.
- b. Double-click **Connect.exe**.

Mac OS X

- a. Double-click the USB drive on your desktop.
 - b. Double-click **Connect**.
3. Read the Software End User License Agreement. To accept the agreement and continue with the installation, click **Next**.



License Agreement

4. Follow the on-screen instructions to complete the installation.



Connection Overview



NOTE: You can view detailed connection steps by clicking **Show me how** in the setup software.



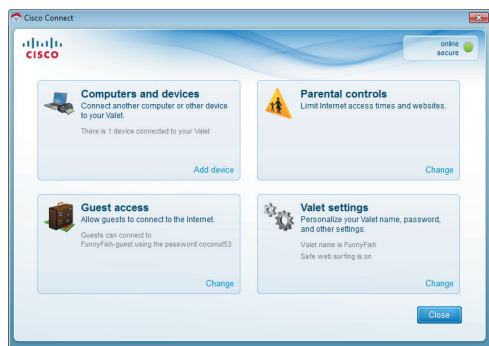
NOTE: If you have any trouble during the installation process, call us at **877-500-8070** (US and Canada)

Main Menu

The main menu offers four options:

- Computers and Devices
- Parental Controls
- Guest Access
- Valet settings

To select an option, click on it.



Main Menu

Local Access versus Guest Access

You can connect computers or devices to your Valet by giving them local access (*Computers and Devices* option) or Guest Access (*Guest Access* option).

Computers and devices with local access will have access to the Internet and to other devices on your local network, including shared computers and printers which are connected to the Valet. Local access can be given to a wired or wireless device. Refer to **“Computers and Other Devices”** on page 5 for more information.

Guest Access allows you to provide guests visiting your home with Internet access. Your guests will not have access to your other computers or personal data. Provide your guest with the Guest Network name and password. Guest computers must connect to your network using a wireless network connection. Refer to **“Main Menu – Guest Access”** on page 4 and **“Guest Access Settings”** on page 9 for more information.

Main Menu – Computers and Devices

Use this option to connect other computers or devices to your Valet’s local network, one at a time.

There is(are) x device(s) connected to your Valet Shows how many devices are connected to your Valet.

Add device Click to connect another computer or device to the Valet. Go to **“Computers and Other Devices”** on page 5.

Main Menu – Parental Controls

Parental controls restrict Internet access for up to five computers. For the computers you select, you can block or limit Internet access to specific times. You can also block specific websites.

Parental controls restrictions are being applied to x device(s) Shows how many devices have parental controls restrictions enabled.

Change Click to enable parental controls or change settings. Go to **“Parental Controls”** on page 7.

Main Menu – Guest Access

The guest network provides Internet access only. To grant Internet access to friends or family, provide the guest network name and password displayed on this screen.



NOTE: Guest Access provides Internet access only; it does not provide access to your local network and its resources or your personal information. For example, the guest computer cannot print to a printer on the local network or access files on a computer on the local network. Guest access helps minimize exposure of your local network and your family’s private information.

Guests can connect to x-guest using the password xyz When a guest wants Internet access in your home, have the guest do the following:

1. Connect to the wireless guest network, which is the name of your wireless network followed by **-guest**.
2. Open a web browser.
3. On the login screen, enter the guest access password and click **Login**.

Change Click to disable guest access or change settings. Go to **“Guest Access Settings”** on page 9.

Main Menu – Valet Settings

Use this option to personalize the Valet’s settings.

Valet name is x Shows the name of the Valet.

Safe Web Surfing Shows the on/off status of the Safe Web Surfing option.

Change Click to change the Valet settings. Go to **“Valet Settings”** on page 10.

Computers and Other Devices

The computers or devices you connect with this option will have access to the Internet and your local network, including computers or other devices, such as a printer, connected to the Valet. If you have a guest visiting your home, you can provide Internet access only (no access to your local network) through the guest access feature. Refer to **“Guest Access Settings”** on page 9 for more information.



Connect Another Computer or Device

Computer Click to connect another computer in your home. Go to **“Computer”** on page 5.

Wireless printer Click to connect a wireless printer. Go to **“Wireless Printer”** on page 6.

Other devices Click to connect a device that is not a computer, such as a smartphone or gaming console. Go to **“Device”** on page 7.

Computer

Your Cisco Valet came with an Easy Setup Key. The Easy Setup Key holds the settings for the Valet. There are three options available when you choose to add a computer.

- **Yes, I have an Easy Setup Key** If you already have an Easy Setup Key, select this option. Click **Next** and go to **“Connect with the Easy Setup Key”** on page 5.
- **No, I don’t have an Easy Setup Key — create a new one now** If you want to create or update an Easy Setup Key, select this option. Click **Next** and go to **“Update or create an Easy Setup Key”** on page 6.
- **I want to connect manually using my wireless settings** If you want to connect manually (without an Easy Setup Key), select this option. Click **Next** and go to **“Connect without the Easy Setup Key”** on page 6



Do You Have an Easy Setup Key?

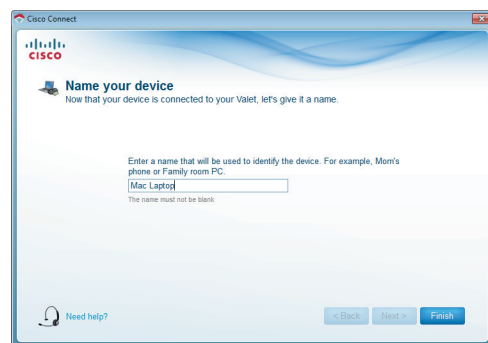
Connect with the Easy Setup Key

1. Insert the Easy Setup Key into an available USB port on the computer that you want to connect to the Valet.



Connecting Another Computer

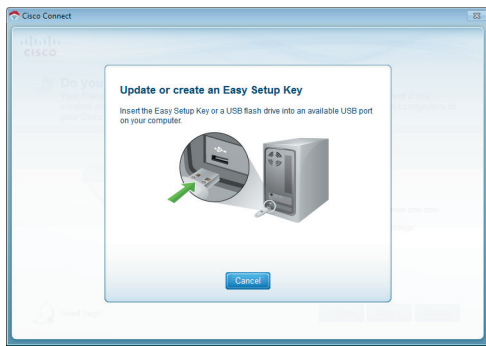
2. On that computer, click **Connect to your Cisco Valet**. If you do not see this, open the **Easy Setup Key** folder and double-click **Connect**.
3. Follow the on-screen instructions to connect that computer to your Valet.
4. Return to the original computer running the Cisco Connect software and enter a name that will be used to identify the device. Click **Finish**.



Name Your Device

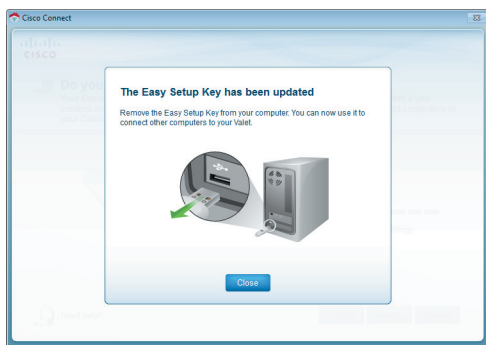
Update or create an Easy Setup Key

1. Insert the Easy Setup Key or your own USB flash drive into an available USB port on your computer. Wait while the files are copied to the Easy Setup Key.



Update or Create an Easy Setup Key

2. Remove the Easy Setup Key and click **Close**. You can now use it to connect other computers to the Valet. Refer to "**Connect with the Easy Setup Key**" on page 5 to complete the process of adding another computer.



Easy Setup Key Has Been Updated

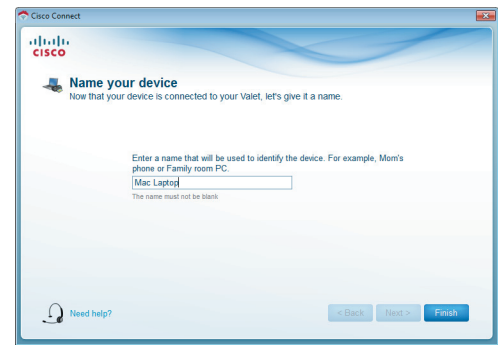
Connect without the Easy Setup Key

1. Enter the *Network name (SSID)*, *Security Key*, and *Security Type* settings on your wireless device. To print this information, click **Print these settings**.



Connecting a Device - Wireless Network Settings

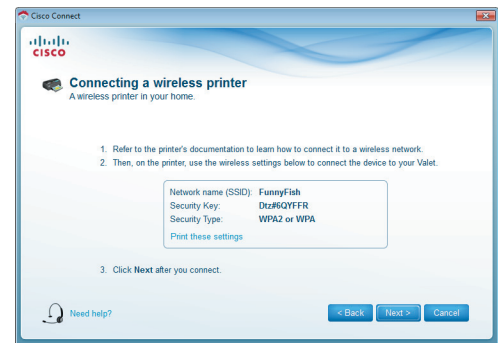
2. After connecting your device, click **Next**.
3. Enter a name that will be used to identify this device. Then click **Finish**.



Name Your Device

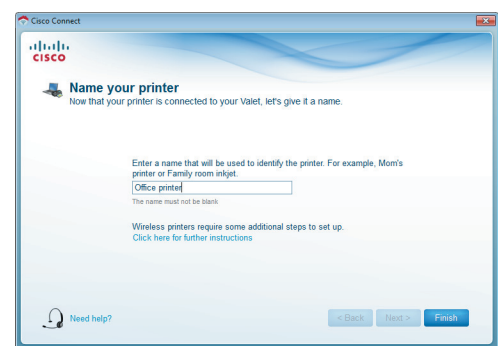
Wireless Printer

1. Refer to your printer's documentation to learn how to connect it to a wireless network.
2. Enter the *Network name (SSID)*, *Security Key*, and *Security Type* settings on your wireless device. To print this information, click **Print these settings**.



Connecting a Wireless Printer - Wireless Network Settings

3. Wait until your printer connects. On the *Connecting a wireless printer* screen, click **Next**.
4. Enter a name that will be used to easily identify your printer.



Name Your Printer

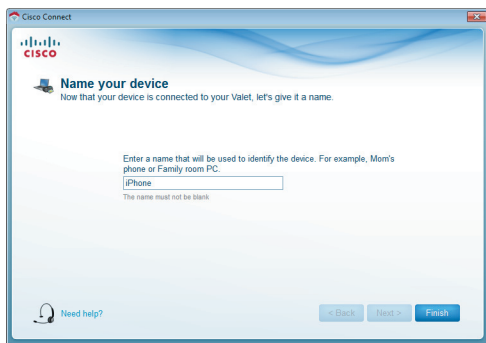
Device

1. Enter the *Network name (SSID)*, *Security Key*, and *Security Type* settings on your wireless device. To print this information, click **Print these settings**.



Connecting a Device - Wireless Network Settings

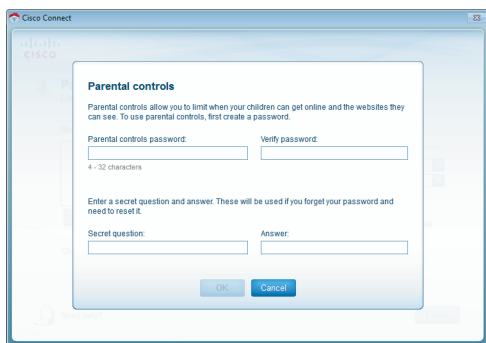
2. After connecting your device, click **Next**.
3. Enter a name that will be used to identify the device and click **Finish**.



Name Your Device

Parental Controls

For the computers you select, you can block or limit Internet access to specific times. You can also block specific websites.



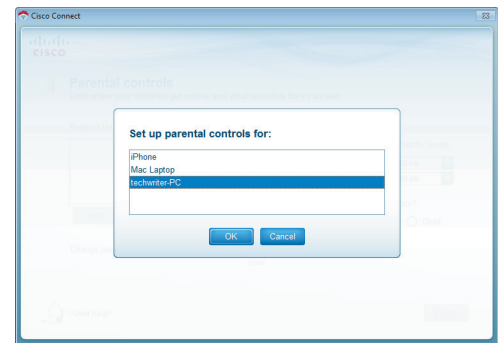
Parental Controls Password

First-Time Access of Parental Controls

1. The first time you access parental controls, you will be asked to create a parental controls password. Complete the following:
 - **Parental controls password** Create a password of 4-32 characters that protects access to parental controls.
 - **Verify password** Re-enter the password.
 - **Secret question** Create a secret question and answer pair. If you forget the password, you can reset it by correctly answering the secret question. Enter your question (up to 64 characters maximum).
 - **Answer** Enter the answer to your secret question (up to 32 characters maximum).

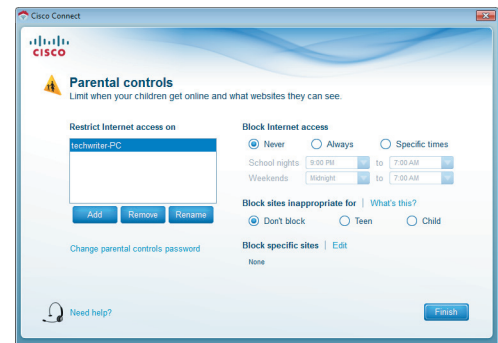
Click **OK** to save your settings.

2. Select the computer that you want to set up parental controls for. Then click **OK**.



Set Up Parental Controls For

3. The *Parental controls* main screen appears.



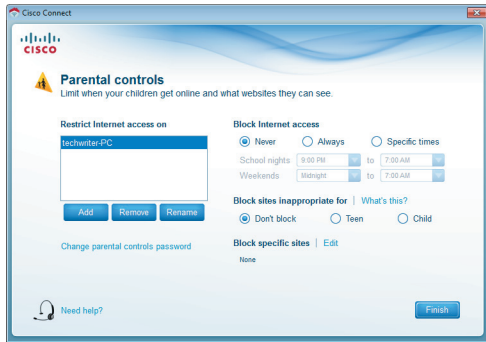
Manage Parental Controls

You have the following options:

Restrict Internet access on The list of computer(s) you have selected for parental controls is displayed. To add, remove, or rename computers on this list, refer to **“Restrict Internet Access List”** on page 8. To set up parental controls on a computer, refer to **“Set Up Parental Controls”** on page 8.

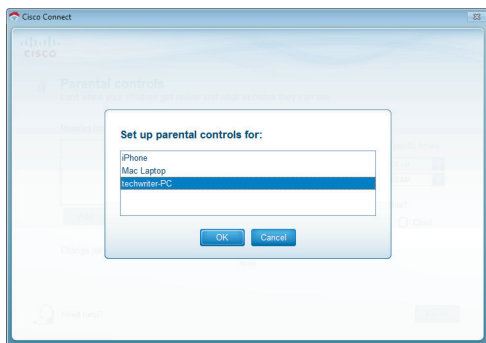
Change parental controls password Click to change the password that protects access to parental controls. Refer to “**Change Parental Controls Password**” on page 9.

Restrict Internet Access List



Parental Controls

Add Click to apply parental control settings to additional computers. The *Set up parental controls for* screen appears.

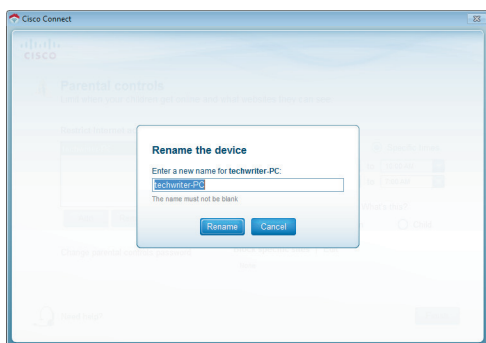


Set Up Parental Controls For

Select the computer whose parental controls you want to set up. Then click **OK**.

Remove If there is a computer that you want to remove parental controls from, select the computer and click **Remove**.

Rename To give a computer a new name, select the computer and click **Rename**. The *Rename the device* screen appears.



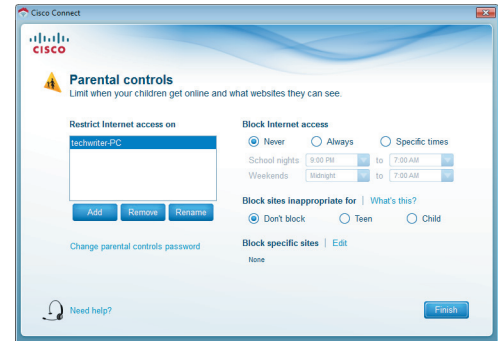
Rename the Device

Enter the new name. Then click **Rename**.

Set Up Parental Controls

To set up parental controls for a computer, follow these instructions:

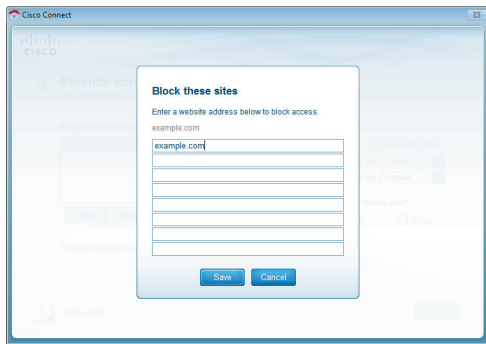
1. Select the computer from the *Restrict Internet access on* list. (If the computer is not listed, click **Add** to select the computer.)



Parental Controls

2. The *Block Internet access* option offers the following:
 - **Always** Select this option to block Internet access continuously on the selected computer.
 - **Specific times** To block Internet access during specific days and times on the selected computer, select this option and set the schedule:
 - **School nights** Select the appropriate start and end times.
 - **Weekends** Select the appropriate start and end times
 - **Never** Select this option if you do not want to restrict access during specific times.
3. The *Block sites inappropriate for* option allows you to block websites based on content. The following options are available:
 - **Don't Block** Select this option if you do not want to restrict access to any websites.
 - **Teen** Blocks websites that contain content that may be inappropriate for teenagers.
 - **Child** Blocks websites that contain content that may be inappropriate for children.

4. For the *Block specific sites* option, click **Edit** to create a list of websites you want to block. The default is **None**. If you clicked **Edit**, the *Block these sites* screen appears.



Block These Sites

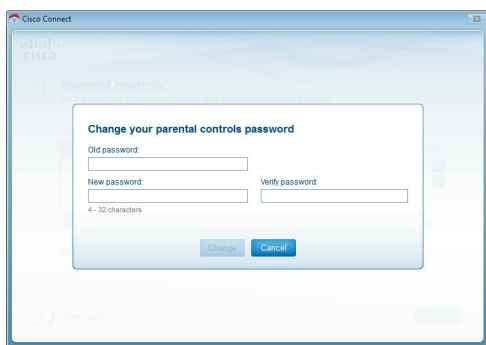
- On each line, enter a website address that you want to block.
For example, to block `http://www.example.com`, you would enter **example.com** on a line.
 - Click **Save** to save your settings.
5. On the *Parental controls* screen, click **Finish** to save your settings.



NOTE: Repeat steps 1-4 to set up parental controls for different computers.

Change Parental Controls Password

If you clicked **Change parental controls password**, the *Change your parental controls password* screen appears.

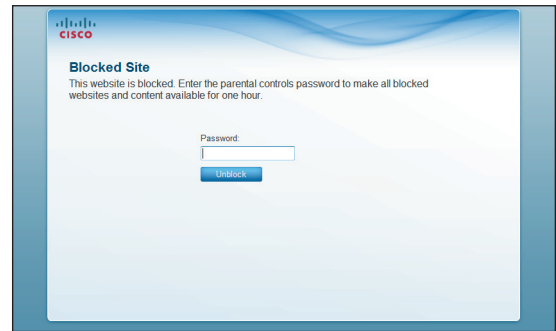


Change Your Parental Controls Password

- Old password** Enter the current password.
 - New password** Enter a new password that contains at least 4 characters but doesn't exceed 32 characters.
 - Verify password** Re-enter the new password.
- Click **Change** to save your setting.

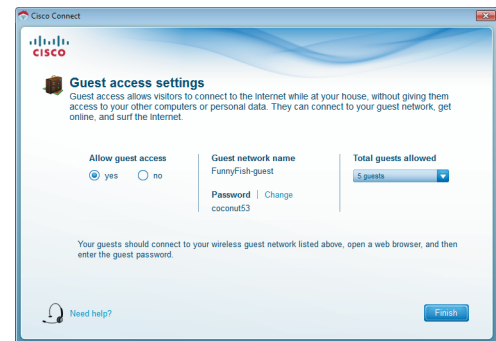
Blocked Sites

When you attempt to access a website that has been blocked on your computer, you will see a screen telling you that the site has been blocked and the reason it was blocked. You can override the blocking for one hour by entering the parental controls password in the *Password* field and clicking **Unblock**. All access restrictions will be turned off for one hour including any teen or child content settings or blocked sites.



Blocked Site

Guest Access Settings



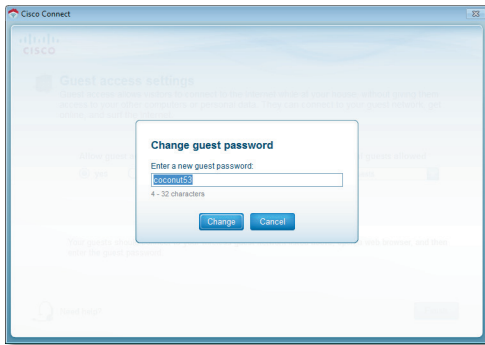
Guest Access Settings

Allow guest access By default, *Guest Access* is enabled. To disable *Guest Access*, select **no**.

Guest network name By default, the setup software sets up the name of the guest network. You can't change the Guest Network Name as it is directly tied to the Valet Name. If you change the Valet Name, it will change the Guest Network Name. Refer to "**Change Valet Name or Password**" on page 10

Password By default, the setup software sets up the password for the guest network. To change the password, click **Change**.

If you clicked **Change**, the *Change guest password* screen appears.



Change Guest Password

- **Enter a new guest password** Enter a password of 4-32 characters.
- Click **Change** to save your setting.

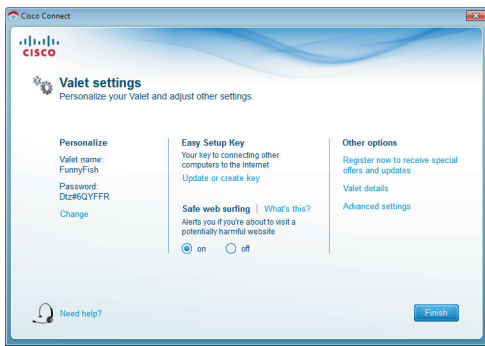
Total guests allowed By default, **5** guests are allowed Internet access through your guest network. If you want to allow more or less, select the desired number of guests from the drop-down menu; you can select up to 10 guests.



NOTE: Computers that are connected to the local network do not count towards the number of guests allowed.

Click **Finish** to save your settings.

Valet Settings



Valet Settings

Personalize

Valet name The name of your Valet is displayed (this is also the name of your wireless network). To change the name, click **Change** and go to "**Change Valet Name or Password**" on page 10.

Password The password that protects access to the Valet's settings is displayed (this also protects wireless access to your local network). To change the password, click **Change** and go to "**Change Valet Name or Password**" on page 10.

Easy Setup Key

Update or create key The Easy Setup Key is a USB flash drive that holds the settings for the Valet. To create or update the Easy Setup Key, click **Create or update key**. For more information, refer to "**Update or create an Easy Setup Key**" on page 6.

Safe Web Surfing

On/off Safe web surfing alerts you when you are about to visit a potentially harmful website. You can choose whether to visit the site or not. Safe web surfing is enabled by default.

Other Options

Register now to receive special offers and updates To sign up to receive special offers and updates, click this option.

Valet details To view more information about the Valet, click **Valet details** and go to "**Valet Details**" on page 11.

Advanced settings To access settings for advanced users, click **Advanced settings** and go to "**Advanced Settings**" on page 11.

Click **Finish** to save your settings.

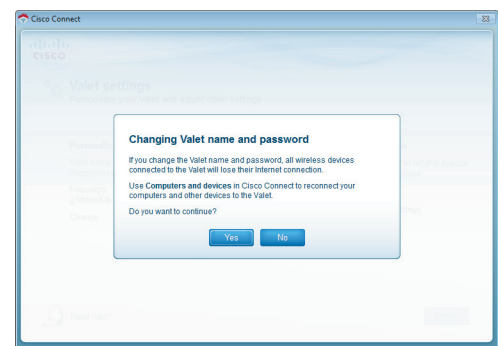
Change Valet Name or Password



NOTE: When you change the Valet name or password, the name or password of your wireless network also changes, and the Valet is reset. ALL computers and devices connected to your Valet will momentarily lose their Internet connection. Wired computers and devices will reconnect automatically; however, you will need to reconnect all wireless computers and devices using the wireless network's new name or password (for more information, refer to "**Computers and Other Devices**" on page 5).

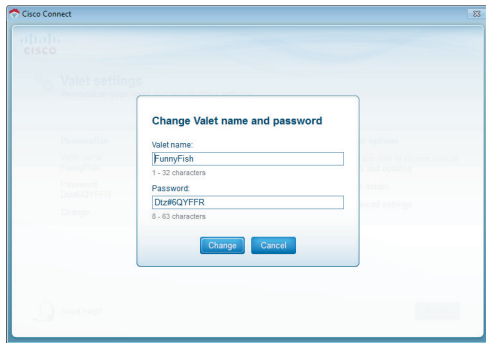
If you clicked **Change**, the *Changing Valet name or password* screen appears.

1. To change the Valet name or password, click **Yes**. Otherwise, click **No**.



Changing Valet Name or Password

- Complete the following:
 - Valet name** Enter a name of 1-32 characters.
 - Password** Enter a password of 8-63 characters.
 - Click **Change** to save your settings.



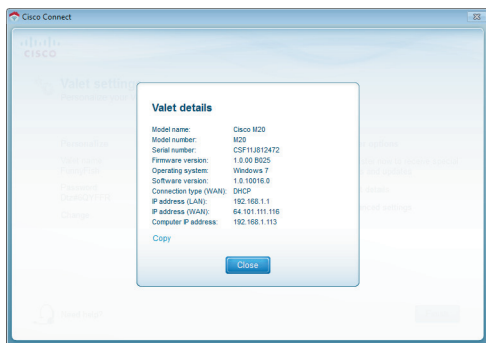
Changing Valet Name and Password

Valet Details

The *Valet details* screen displays model, software, and Internet connection details. These are useful when you are contacting our support team.

Copy To copy the details to a text file, click **Copy** and follow these instructions:

- Open a text editor, such as Microsoft Word or Notepad.
- Go to **Edit > Paste**.
- Go to **File > Save**.



Valet Details

Click **Close** to return to the *Valet settings* screen.

Advanced Settings

If you are an advanced user, you can access the browser-based utility to access the advanced configuration settings of the Valet.

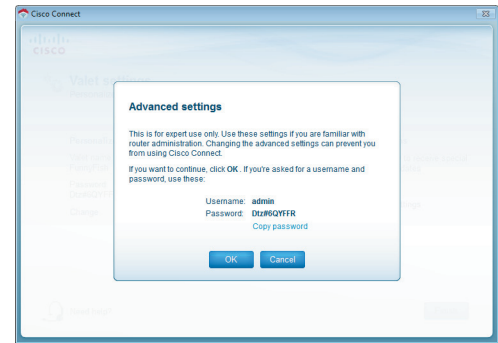


WARNING: Modifying some settings in the browser-based utility may disable settings you've already applied using the Easy Setup Key.

Username This is the username that is used to access the browser-based utility.

Password This is the password that is used to access the browser-based utility.

Copy password To copy the password to the Clipboard, click this option.



Advanced Settings

Click **OK** to open the web browser and access the browser-based utility. Click **Cancel** to return to the *Valet settings* screen.

For information about *Advanced Settings*, refer to the User Guide on our website at www.thevalet.com/support.

How to Exit Cisco Connect

To exit Cisco Connect, click **Close** on the main menu.

How to Access Cisco Connect

Windows

To access Cisco Connect, go to **Start > All Programs > Cisco Connect**.

Mac

To access Cisco Connect, go to **Go > Applications > Cisco Connect**.

Support

If your computer can't access the Internet, try the following:

- Verify that the power adapter is connected to the Valet and to a power outlet. If connected to a power strip, make sure the power strip is turned on.
- Make sure that the Power light, Internet light, and Wireless light are on. If you have any wired computers connected to the Valet, make sure the appropriate port light is lit.



NOTE: The Power light flashes after the power adapter is plugged in to the Valet. If the light remains flashing for more than 30 seconds, it may indicate the Valet is not working properly. Contact support if you have this problem. The number is listed at the bottom of this page.

- Make sure your DSL or cable modem is connected to the Internet port on the Valet using a network cable.
- Reset all of the devices on your network:
 1. Turn off all of your network computers and devices, and then unplug the power adapter from your Valet.
 2. Unplug your modem's power cord (and coaxial cable if you have a cable modem), and wait two minutes.
 3. Reconnect your modem's power cord (and coaxial cable) and wait two more minutes.
 4. Reconnect the power adapter to the Valet, and then power on all of your network computers and devices.

If your PC does not have a wireless network adapter, we recommend the Valet Connector (Cisco AM10).

Contacting Support

Our award-winning support resources are available 24/7/365. As a Valet owner you can rest easy, knowing that qualified technical support specialists are just a phone call away. **877-500-8070** (US and Canada)

If you have Internet access you can get instant help from our online tools. There you'll find step-by-step solutions to common questions. Or, visit our online community forum and chat with other Valet owners. Simply visit our support website at www.thevalet.com/support. It's a great way to get the answers you need without waiting on hold!



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