

# How to Provision SmartBadges



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1. Grab a badge with the Vitalacy logo facing you (ref. **Figure A**). The button is directly behind the area above the logo.
2. Press and hold the button - You will see the Blue and Red LEDs turn on after holding for 1 second (ref. **Figure B**). Continue holding the button.
3. After holding the button for 5 seconds, the Red LED will turn off, leaving only the Blue LED on (ref. **Figure C**). Release the button once the Red LED has turned off.
4. Verify that the Blue LED is blinking periodically. If you don't see the Blue LED blinking slowly after Step 3, the **SmartBadge is NOT provisioned properly**.
5. If the Blue LED is blinking, the badge is provisioned and ready to distribute.

## Things to keep in mind:

- After provisioning a badge, the blue LED will blink for 5 minutes and turn off.
- When pressing the button - please apply pressure in the center of the badge just above the logo. If you do not feel a mechanical button press you have not pressed the button correctly.
- How to check if a badge is provisioned:
  - If the Red and Blue LEDs turn on after holding for 1 second, that means it HAS NOT been provisioned
  - If no light, turn it on after holding for 1 second, the badge is provisioned

## Figure A



Figure B



Figure C



## Contact Support

For continued help and support, please contact us at [help@vitalacy.com](mailto:help@vitalacy.com) 😊