ORION
Power Systems

OFFICE PRO UPS 625VA USER MANUAL

IMPORTANT SAFETY INSTRUCTIONS

SAVE THESE INSTRUCTIONS
This manual contains important instructions that should be followed during installation and maintenance of the UPS and batteries.
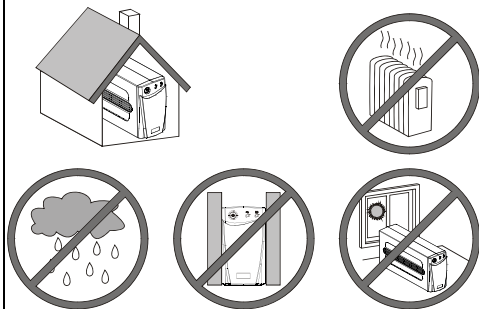**CAUTION-**
- Intended for installation in a temperature controlled environment.
- Maximum ambient temperature 95°F.
- Servicing of batteries should be performed or supervised by personnel knowledgeable of batteries and the required precautions. Keep unauthorized personnel away from battery.
- To reduce the risk of fire, connected only to a circuit provided with 20 amperes maximum branch circuit over current protection in accordance with the national Code, ANSI/NFPA 70.
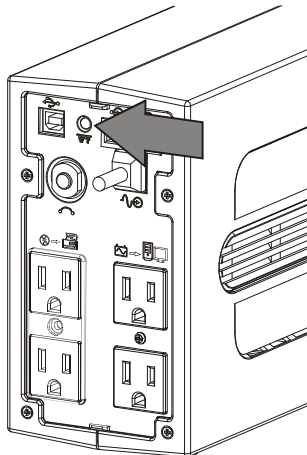
SETUP

1   Inspection
Inspect the UPS upon receipt. Notify the carrier and dealer if there is damage. The package is recyclable; save it for reuse or dispose of it properly.

2   Placement

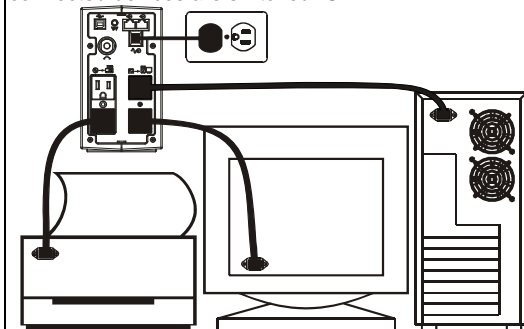
3   Check the Site Wiring Fault Indicator
Caution: If the site wiring fault indicator lights, get a qualified electrician to correct the building wiring.
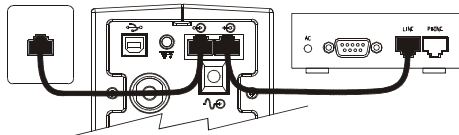

4   Connect the loads
First, connect the UPS to the AC input power source. Next, plug your computer, monitor, or other devices into the receptacles on the rear of the UPS. To use the UPS as a master "On/Off" switch, make sure that all of the connected devices are switched "On".

Caution: To prevent an overloading condition, do not connect a laser printer to the backup outlets. These UPS outlets provide battery power to the connected equipment when utility voltage is outside acceptable limits.
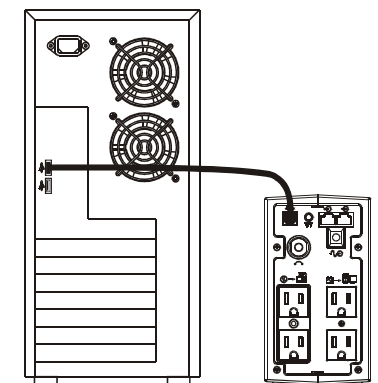
5   Connect telephone / Network Surge protection
(Optional) Provide an RJ11/RJ45 connector to extend the connection of the telecommunication/network cable.

## 6   Connect Computer Interface Port
(Optional) Connect the optional interface cable to the USB interface port on the back of the UPS. Connect to the computer. See software documentation for installation instructions.
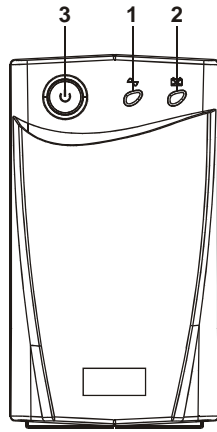

7   Operation Test
1. Connect the UPS to the wall receptacle.
2. Press the Power button on the front panel, verify that the Green Line ($\sim$) LED is on.
3. Connect your computer equipment to the receptacles on the back of the UPS. Unplug the input power cable of the UPS from the wall receptacle to check if the Line ($\sim$) LED is flashing every 3 seconds. The audible alarm will beep periodically.
4. The ups is now running on internal battery to support the connected equipment.
5. Reconnect the ups to the wall receptacle to complete the test. The audible alarm will silence and the Green Line LED will be visible.
6. **IMPORTANT:** Plug the UPS into the wall outlet to charge the internal battery for a minimum of 8 hours prior to using the UPS.
7. **STORAGE:**
   Store at -15 to +30 °C (+5 to +86 °F), charge the UPS battery every six months.
   Store at +30 to +45 °C (+86 to +113 °F), charge the UPS battery every three months.

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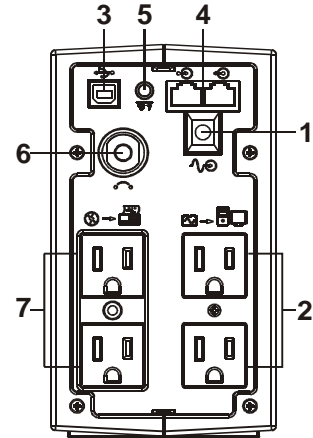## FRONT PANEL EXPLANATIONS

1. Line LED (⌒⌄):
   Green LED remains lit when utility power is normal.
   Green LED flashes every 3 seconds and audible alarm beeps continuously with utility power failure.
   Green LED flashes every 3 seconds when the UPS is in battery charging mode, no audible alarm.
   Green LED flashes every 0.5 seconds with audible alarm sounding every 0.5 seconds in battery low condition.
   Green LED remains lit and audible alarm sounds continuously when the UPS is in overload condition.

2. Check Battery LED (✖):
   Red LED remains lit for battery failure.

3. Main Switch:
   a. To Control on/off the UPS when Utility is normal.
   b. To enable "DC-Start" Function when Utility fails. (To enable DC Start properly, you are recommended to connect <80% output load with the UPS only).
   c. When using the "DC-Start", ensure the equipment connected to the UPS is switched on.   It is not recommended to add other equipment after the DC-Start function is activated.
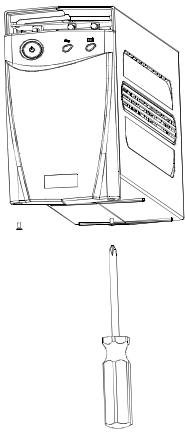
REAR PANEL EXPLANATIONS

1. AC Inlet
2. Backup Outlets: 2pcs NEMA5-15R
3. Computer Interface: USB communication port.
4. RJ11/RJ45 connector
5. Site Wiring Fault Indicator:
6. AC Circuit Breaker. (625/8A, 525/7A)
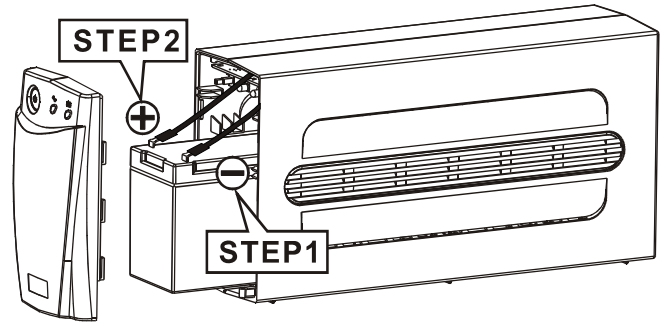7. Bypass Outlets: 2pcs NEMA5-15R

REPLACING THE BATTERY

Note: Once the battery is disconnected, the loads are not protected from power outages.

1. Use a phillips head screwdriver to remove the two front panel screws and slide down the panel.
2. Gently Pull the battery out of the UPS.
3. Loosen the black wire from the negative (-) terminal and red wire from the positive (+) terminal.
4. Connect the battery leads to the new battery.
5. Note: Small sparks at the battery connectors are normal during connection.
6. Slide the battery into the UPS.
7. Close the front panel and fasten two screws.
8. Dispose of the old battery properly at an appropriate recycling facility.

STEP2

STEP1

TROUBLESHOOTING

When your UPS malfunctions during operation, please check the table below.   Please consult Orion Power Systems Online Technical Support or call Orion Power Systems for assistance with problems that cannot be resolved using the troubleshooting guide.

Situation	Check Items	Solution
Utility power is normal but the 'Line' LED is not on.	1. Is the power switch on?	1. Press Power On button on front of unit.
	2. Is the fuse good?	2. Replace fuse with same rating.
	3. Is the power cord loose?	3. Re-connect the power cord properly.
'Line' LED flashes every second but no output	Battery voltage is too low	Recharge the UPS for 24 hours.
Audible alarm beeps continuously when Utility power is normal.	Check for overload condition.	Reduce connected load by removing one or more devices.
Alarm buzzer beeps for 10 seconds followed by UPS shutdown		Reduce connected load by removing one or more devices. Restart ups.
No LEDs display on the front panel		Contact Orion Power Systems Technical Support
UPS does not provide expected back up time.	1. The UPS battery is weak due to recent outage.	1. Charge the battery.
	2. The UPS battery is near the end of its service life.	2. If the battery is near the end of its service life, replace the battery.
The UPS operates normally, but the site wiring fault indicator is lit.	Building wiring error such as missing ground or hot to neutral wire reversal.	Have a qualified electrician correct the building wiring.

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