SolShare Installation Manual

AUS/NZ VERSION

0217_Installation-Manual_AUS-NZ

This manual is intended for installations in Australia of SolShare model SOLSHARE-3P-35A-(01-03).

It is subject to change. Please check our website at https://allumeenergy.com/document-library for the most up-to-date manual version.

<table>
<tr><th>Version</th><th>Date released</th><th>Updates</th></tr>
<tr><td>V3.0</td><td>23/03/2021</td><td></td></tr>
<tr><td>V4.0</td><td>27/07/2021</td><td>– Addition of linked documents for additional information
– Updated Installation Overview section
– Updated switch and isolator names to align with Australian Standards
– Updated Installation Site Selection section
– Updated Electrical connection section
– Updated advice about current transformers
– Added Labelling section
– Updated Commissioning section</td></tr>
<tr><td>V4.1</td><td>18/08/2021</td><td>– Updated links
– Updated Commissioning Document</td></tr>
<tr><td>V5.0</td><td>23/08/2021</td><td>– Updated to reflect product changes associated with the removal of 4G dongle and addition of Wi-Fi access point.
– Addition of CT connection aid</td></tr>
<tr><td>V5.1</td><td>03/11/2021</td><td>– Addition of earth screws to What’s in the box
– Addition of clarification on using earth screws during SolShare installation
– New warning around correct orientation of seals when closing the SolShare’s cover</td></tr>
<tr><td>G01</td><td>29/08/2024</td><td>– Transition from R/W/B phase naming to L1/L2/L3 phase naming:<table><tr><th>New phase naming convention</th><th>Old phase naming convention</th></tr><tr><td>– L1
– L2
– L3</td><td>– Red phase
– White phase
– Blue phase</td></tr></table>– Solar point of connection updated in compliance with AS/NZS 4777.1:2024.
– Inclusion of mandatory Isolation Box.
– Addition of checklist prior to power-on.
– Updated information on connecting the SolShare to Wi-Fi, and troubleshooting.
– Addition of QR codes linking to relevant installation and commissioning documents.
– Document version management updated.
– Addition of SolCentre monitoring portal information.</td></tr>
</table>

Summary

Hello

Thank you for purchasing a SolShare system.

You are supporting the growth of Australian made solar technology. This installation will likely be different from any other piece of solar technology you have installed in the past.

As a result, please follow the guidelines in this manual carefully. Installations that contravene these guidelines are not covered under warranty unless a written exemption from Allume is provided.

Your SolShare is designed to meet Australian and New Zealand conditions, regulations and codes. This guide provides the general instruction of the installation procedure of the SolShare.

If you have questions or feedback on the product or this manual, please contact us and ask for a technical representative.

Australia

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List of supplementary documents available online

- SolShare-3P-35A-03 Datasheet
- SolShare pre-installation checklist
- SolShare Systems & SLD Design Guide
- How to set-up/change Wi-Fi Credentials
- SolShare Labelling Advice
- Commissioning App Guide
- SolShare Isolation Box Wiring

Document Library

For the most up to date versions of all documents (including this Installation Manual), scan this QR code or go to **https://allumeenergy.com/document-library/**

Commissioning Document

To be completed during installation and entered to commissioning app
Leave a copy of this page on-site for service purposes.

Installer name: ..... Company: .....

Electrician license number: .....

Serial Number: 3P_35A_ ☐☐☐☐ Allume Installer Accreditation Number: .....

Installation Address: .....

.....

State: ..... Postcode: ..... Country: .....

Unit Connection Identifier

SolShare Connection	**Unit Connected** *(e.g.: Apt 1, Unit B, Common light & power, No connection)*	
	Single-Phase	Three-Phase
L1-1	.....	OR .....
L2-1	.....	
L3-1	.....	
L1-2	.....	OR .....
L2-2	.....	
L3-2	.....	
L1-3	.....	OR .....
L2-3	.....	
L3-3	.....	
L1-4	.....	OR .....
L2-4	.....	
L3-4	.....	
L1-5	.....	OR .....
L2-5	.....	
L3-5	.....	

Handling and Safety Instructions

This guide is provided to help the installer understand a typical SolShare installation procedure.

Installations may vary depending on the existing electrical infrastructure and local electrical safety standard. It is the responsibility of the electrician to ensure their installation meets the local electrical safety standard.

During installation, testing and inspection, adherence to all handling and safety instructions is mandatory.

Failure to do so may result in injury, loss of life and/or damage to the equipment.

SAFETY SYMBOLS INFORMATION

The following safety symbols are used in this document. Familiarise yourself with the symbols and their meaning before installing or operating the system:

Warning:
xxxxx xxxx xxxx xxx xxxx xx xxxx xxx xxxx

This symbol denotes a critical safety instruction that must be followed to ensure safety of installer and safe operation of the SolShare once commissioned. This box is denoted in green to provide further emphasis.

Caution:
xxxxx xxxx xxxx xxx xxxx xx xxxx xxx xxxx

This symbol indicates a potentially critical step, which if not completed correctly, could result in equipment damage or minor to moderate injury.

Important:
xxxxx xxxx xxxx xxx xxxx xx xxxx xxx xxxx

This symbol indicates an instruction which will ensure proper operation of the SolShare once commissioned or will help with the installation efficiency.

IMPORTANT SAFETY INSTRUCTIONS

SAVE THESE INSTRUCTIONS. This manual contains important instructions for the SolShare 3P-35A that shall be followed during installation and maintenance of the power division control system.

WARNING: Opening of the SolShare must only be performed by a certified electrician.

WARNING: This equipment is connected to multiple sources of supply. Isolate all supplies before working on this equipment. Each input circuit and each output circuit represent a source of supply.

WARNING: The specified shutdown procedure must be followed prior to working on this equipment.

WARNING: This equipment must be permanently earthed. The Earth cable must never be removed from the SolShare.

WARNING: This product relies on passive cooling, install in a well-ventilated location in accordance with the mounting instructions.

WARNING: Do not remove the SolShare cover. The SolShare cover does not need to be fully removed during installation. Failure to adhere to these instructions will void your SolShare warranty.

WARNING: SolShare is not compatible with off-grid solar setup and will not enable backup power through a multiple-mode inverter if the grid goes down.

CAUTION: HEAVY OBJECT – This product has a weight of approximately 38kg. Un-boxing and mounting the product requires 2 people.

CAUTION: Residual Current Devices and Earth Leakage Breakers must not be used as Overcurrent Protection devices in SolShare Output circuits.

CAUTION: The SolShare will impose a current dependent voltage drop/rise which should be taken into account during design of the installation. Specifications are given in the Technical Data sheet.

CAUTION: The unit must be operated according to the technical specification datasheet provided with the unit.

CAUTION: Installations may vary depending on the existing electrical infrastructure and local electrical safety standard. It is the responsibility of the electrician to ensure their installation meets the local electrical safety standard.

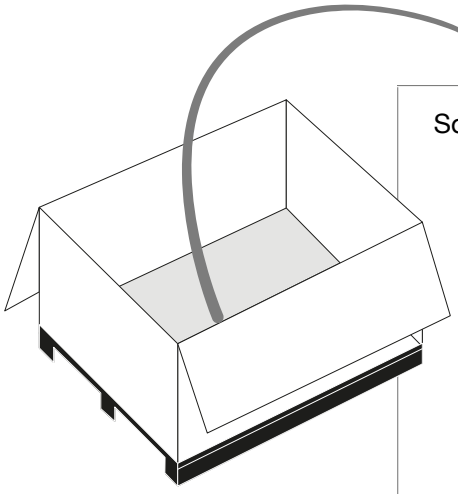
NOTE: Use only copper conductors rated for a minimum of 90 degrees Celsius.

NOTE: The symbol ⏚ appears at Earthing points within the SolShare equipment. This symbol is also used in the manual.

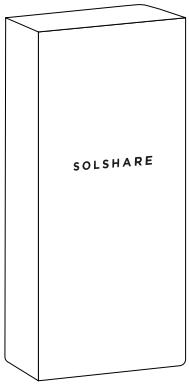
I/ What's in the box

Check for Transport Damage

Make sure the SolShare is intact following transportation. If there are any signs of visible damage, please contact your dealer immediately. Carefully check that all of the components have been supplied. If anything is missing, contact your dealer.



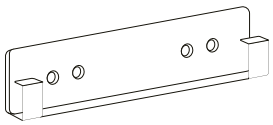
SolShare unit



x 1

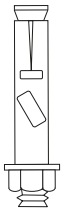
Label pack

Mounting bracket



x 2

Fastener

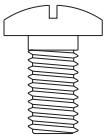


x 4

Locking plate

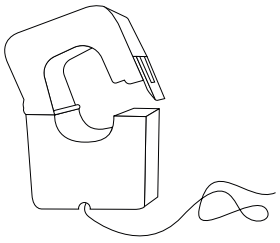
x 1

Earth screws



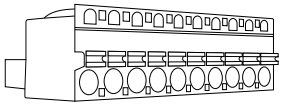
x 10

Split-core current transformer with 10m tails



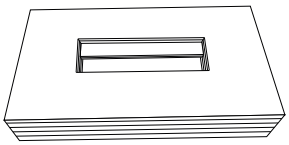
x 15

CT Connector block



x 3

CT connection aid



x 1

Installation overview

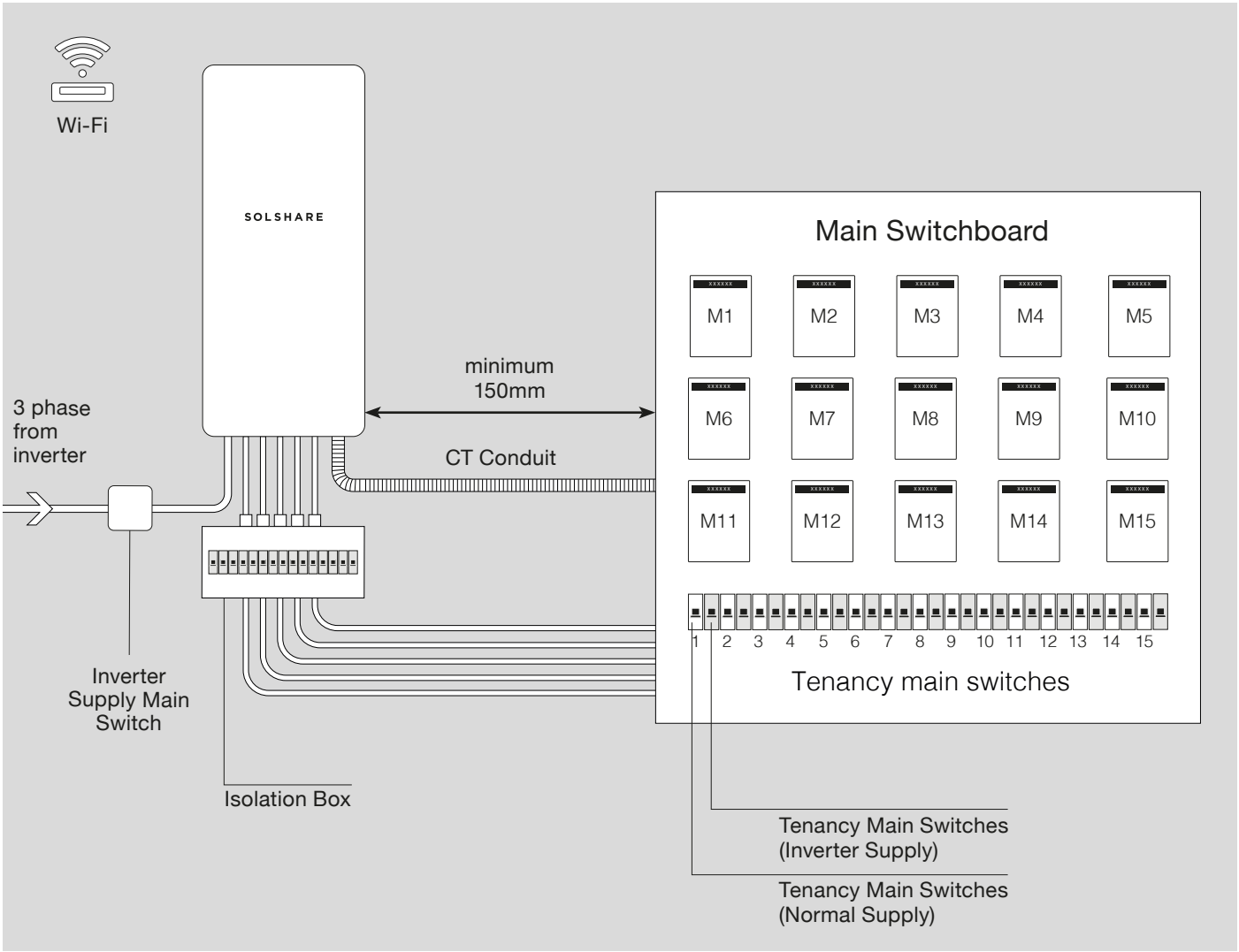
A single SolShare unit can distribute the power generated from a single solar system to up to 15 single-phase or 5 three-phase units (or a combination of the two).

The SolShare takes a single three-phase input from a grid-connected solar inverter(s) and connects to each participating unit on the load side of their retail electricity meter at the unit main switchboard.

A Tenancy Main Switch (Inverter Supply) is required on each output (ideally located within the unit main switchboard) between the SolShare and each unit's main switch. In series with this, place an enclosure below the SolShare to provide isolation of the product.

The typical configuration displayed below may differ from your installation configuration. Please refer to your Project Single Line Diagram (SLD) for the connection and switchgear configuration for your specific project. Guidance on this is covered below and in the supporting *SolShare System and SLD Design* guidelines document that is available from the Allume Document Library. **A hard copy of the project SLD must be kept on-site at all times and be located in the MSB.**

More information about labelling can be found in the *SolShare Labelling Advice* document.



Warning:
The neutral for the SolShare must be wired directly to the main neutral bar inside the main switchboard, i.e. at the Main Earth Neutral (MEN) link at the building's main switchboard. The neutral must not be connected to an individual tenancy's neutral.

II/ Mounting the SolShare

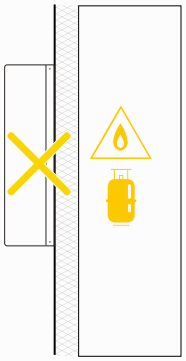
A. Installation site selection

To minimise cabling required, the SolShare should be mounted as close to the main switchboard as possible.

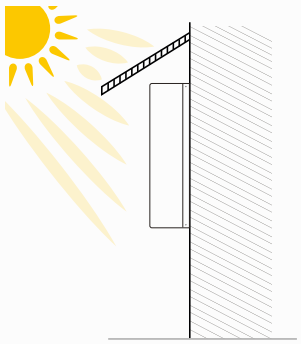
To allow for easy installation and maintenance, ensure that there is adequate space surrounding the SolShare and that it is mounted at a convenient height, in a well ventilated area. Ensure the following mounting requirements are also met when selecting the location of the SolShare.

Do not mount the SolShare on flammable wall material

Do not mount the SolShare near flammable material or gases

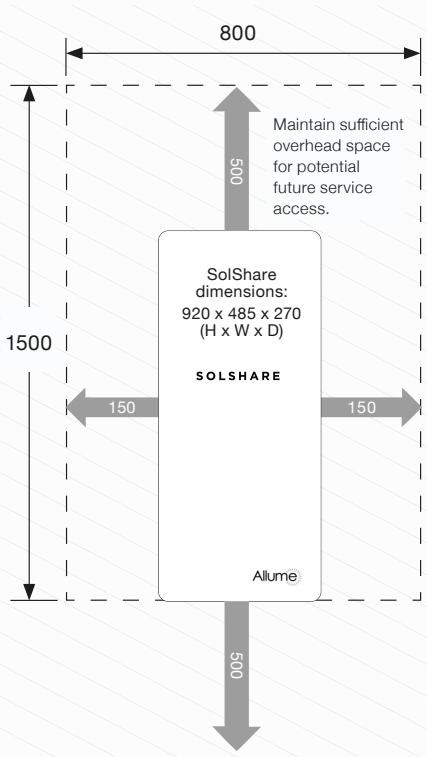


Install a shade cover over the SolShare when installed outdoors in direct sunlight or when in the path of debris (e.g. under a tree with falling leaves)

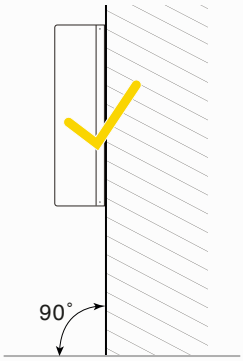


Requirement for installation space

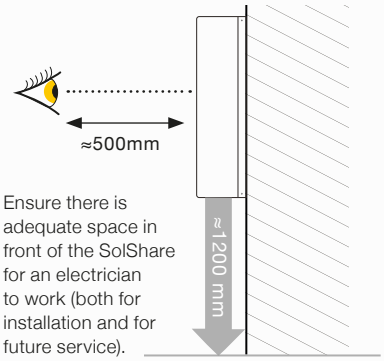
*dimensions in mm



Mount vertically



Install in an easy to observe and operate location



Ensure there is adequate space in front of the SolShare for an electrician to work (both for installation and for future service).

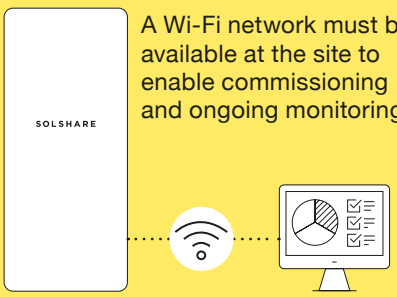
Environmental boundaries

Max ambient temperature: 50°C (+122°F)

Min ambient temperature: -10°C (-14°F)

Relative humidity: 0-90%

Internet communications



A Wi-Fi network must be available at the site to enable commissioning and ongoing monitoring.

NOTE: Where possible, do not install the SolShare below a cable tray - this may affect the SolShare's ability to connect reliably with the Wi-Fi at site.

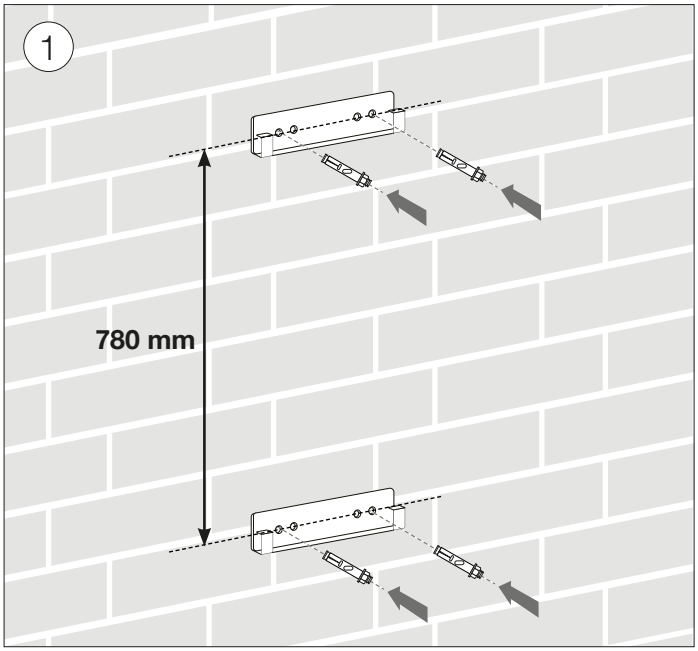
B. Installation

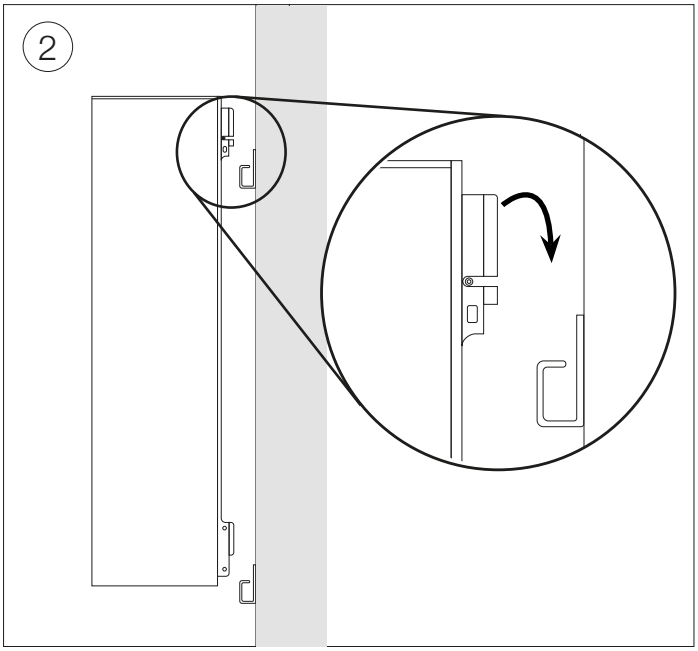
Follow the steps below to mount the brackets and enclosure:

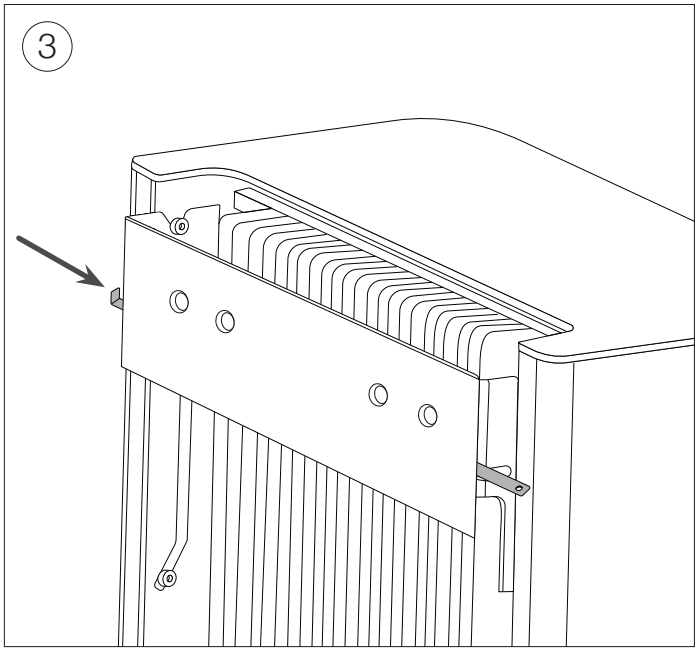
1. Firmly secure the mounting brackets to the chosen wall for installation. It is recommended to use the provided fasteners to attach the brackets into a suitable stone or masonry wall. If another wall material has been chosen for installation, please use suitable fasteners with at least 30kg shear force per fastener.
2. Lift the SolShare onto the mounting brackets as directed in the diagram. Check both top and bottom brackets are aligned and secured.
3. Insert the locking bolt through the SolShare top mounting bracket as shown and secure at both ends.
4. Ensure the SolShare is securely fastened to the wall and locked into place.

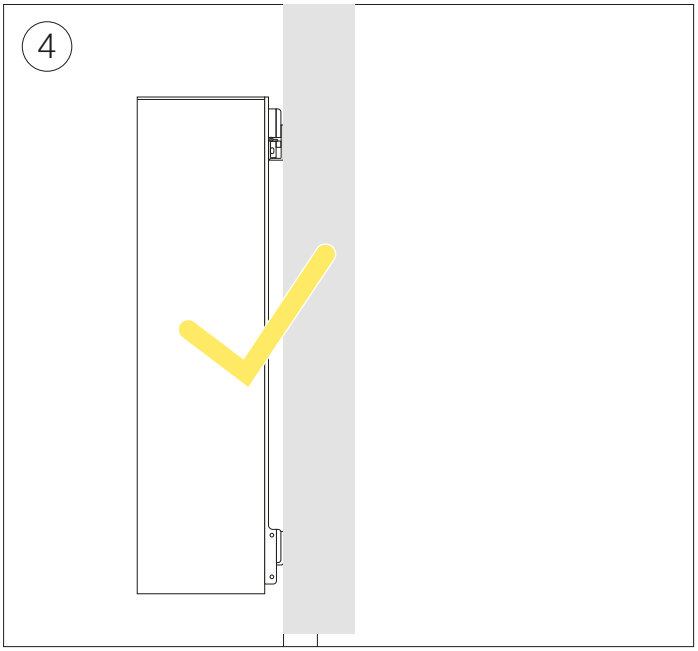
Important:

- The mounting wall and fastener selection is at the discretion of the installer. Allume Energy take no responsibility in the appropriate site selection for the SolShare or the appropriate bracket fastener choice.
- Weight rating fasteners should be rated to at least 30kg of shear force per fastener.







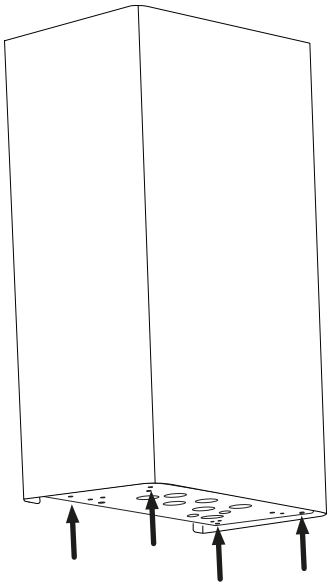


III/ Electrical connection

Lift up cover into the *Connection Position* to reveal the lower section of the box, where the electrical connections are made.

1

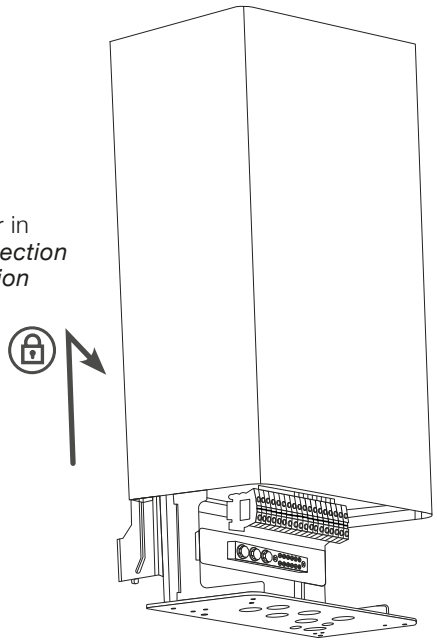
Cover in *Closed Position*



SolShare as you find it, with cover in the Closed Position. Unscrew the 4 screws on the underside of the SolShare to allow access to connection terminals. Retain screws to replace later.

2

Cover in *Connection Position*



To reveal the lower section, slide cover up about 15cm. Whilst sliding cover upwards, pull cover gently towards you. This will ensure it finds the locking slot. This cover position is called the *Connection Position*.

Important:

The cover should lock into place when it's pulled up properly. Before beginning wiring, ensure cover is locked open in the Connection Position by pulling down firmly.

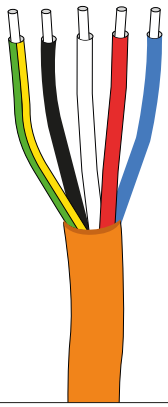
To bring cover back to the Closed Position, lift cover upwards and away from you, then allow to slide down back into place.

Caution:

Risk of crush hazard if cover dislodged while in the Connection Position.

The AC cables

Choose appropriately gauged cables per solar system size. The use of four core and earth (4c+e) is recommended for the SolShare input and Output 1 cables (see diagram on p. 14). All input and output cables should be rated to total generation capacity of inverter/s.



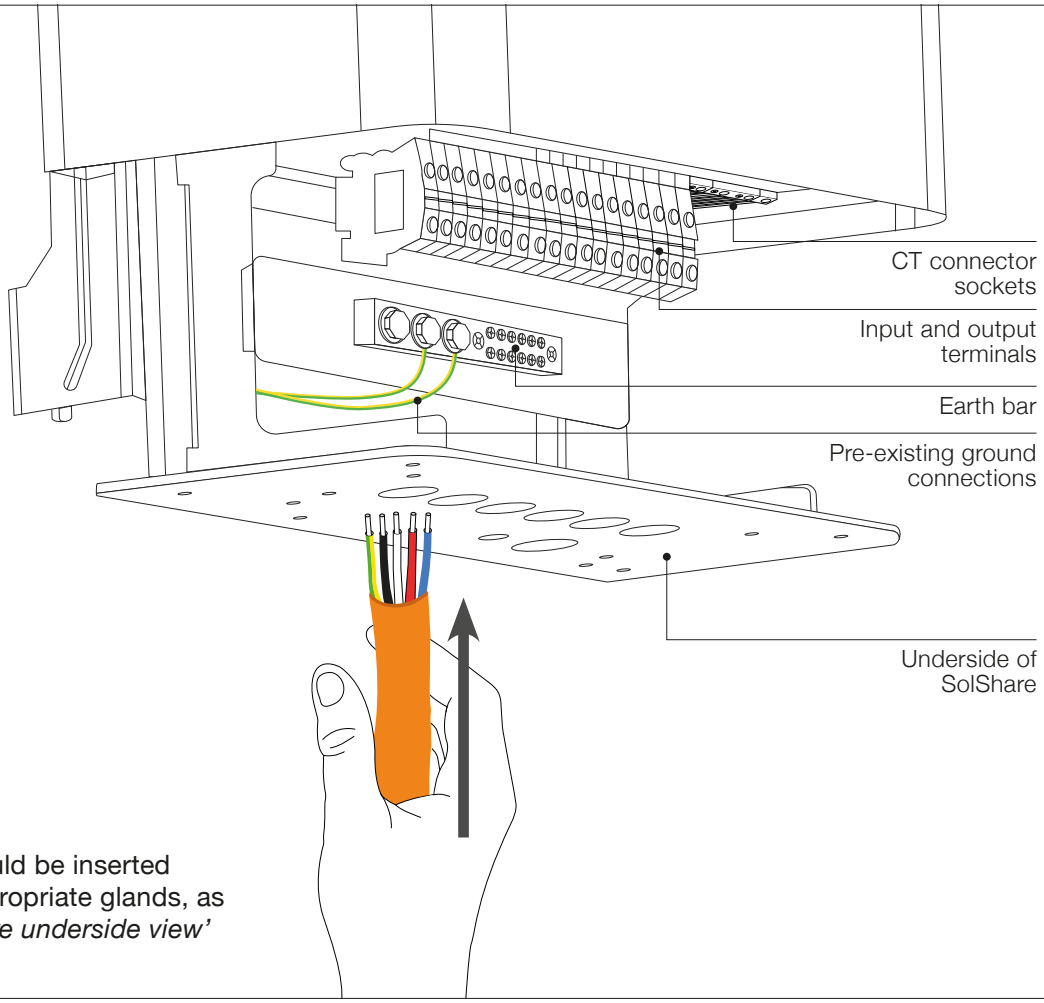
Warning: Outdoor Installation Requirements

Outdoor installation requires use of minimum IP56 rated liquid tight cable or conduit gland suitable for panel hole dimensions below.

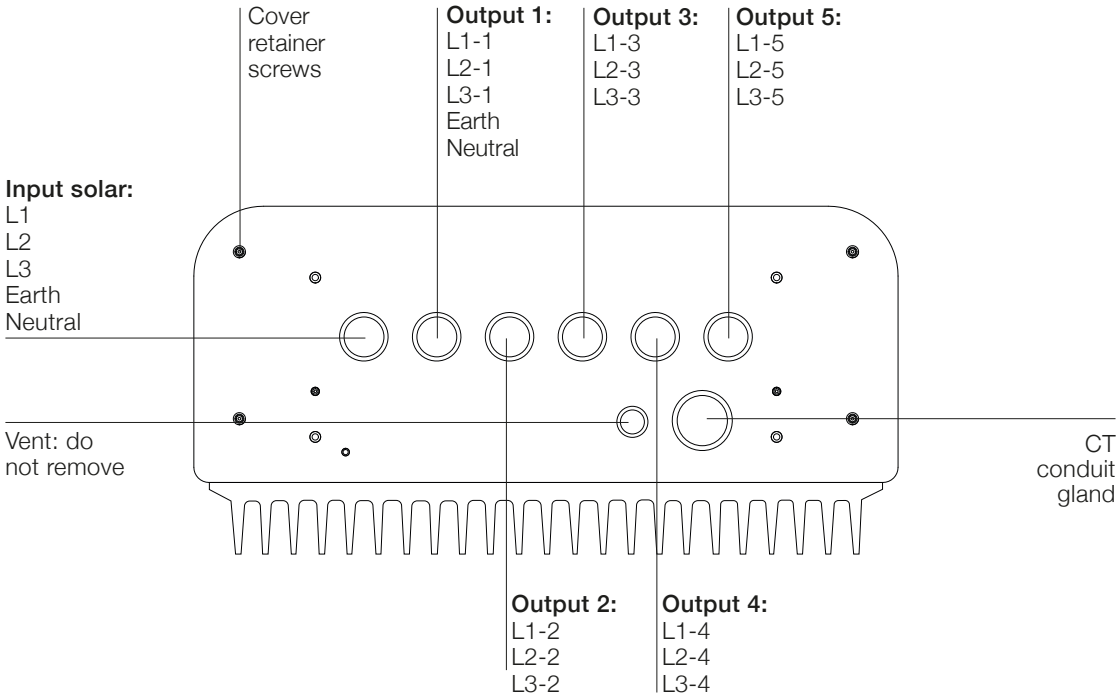
Panel thickness: 4mm | Hole diameter: 32mm

Replace fitted membrane glands in base panel with conduit fitting.

The primary SolShare install interfaces are as follows:



The cables should be inserted through the appropriate glands, as per the *'SolShare underside view'* diagram below.



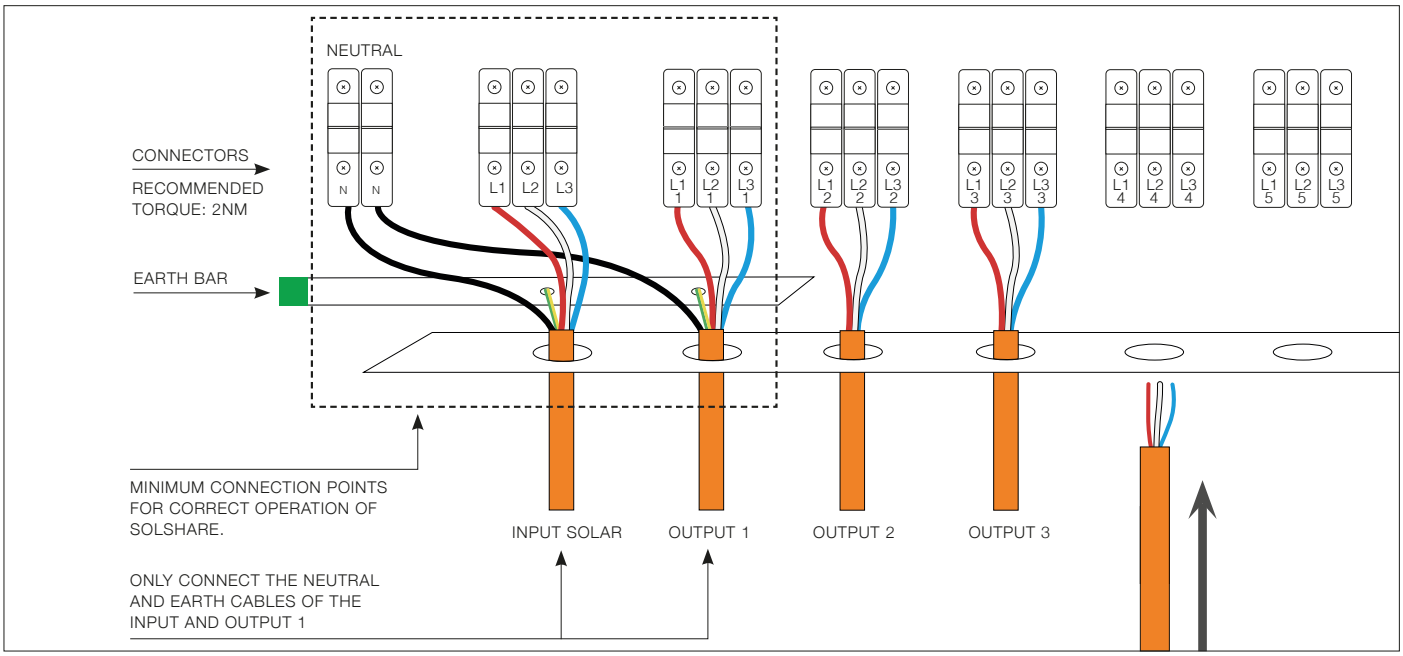
SolShare underside view
Each output membrane gland will correspond to the output of 3 single-phase units or 1 three-phase unit.
The leftmost membrane gland corresponds to the solar input.

A. Input Connection

All wiring is conducted on the AC side of the inverter. The SolShare requires a three-phase, grid-connected inverter to be used in the PV installation. The solar input cables must come from an Inverter Supply Main Switch, ideally located in an accessible location from the main switchboard.

To wire the input cables into the SolShare, the following steps should be taken:

1. Measure out the input cables - including phase, neutral and earth (4c+e could be used in this application) - and cut to appropriate length.
2. Strip cable sheath back by approximately 100mm.
3. If outdoors, select appropriate cable/conduit/gland and use these to replace membrane glands. Insert the input cables into SolShare via this conduit/glands.
4. Connect earth and neutral to their respective connection points. Use two of the earth screws provided with the SolShare to secure the input earth connection to the earth bar.
5. Connect phase cables per the diagram below.



Important:
Any unused conductors in multicore cables should be safely terminated within the SolShare. This includes any unused earth and/or neutral conductors for Outputs 2-5.

Important:
The Inverter gets its voltage reference through the SolShare. Therefore, it does not require a separate grid connection that bypasses SolShare.

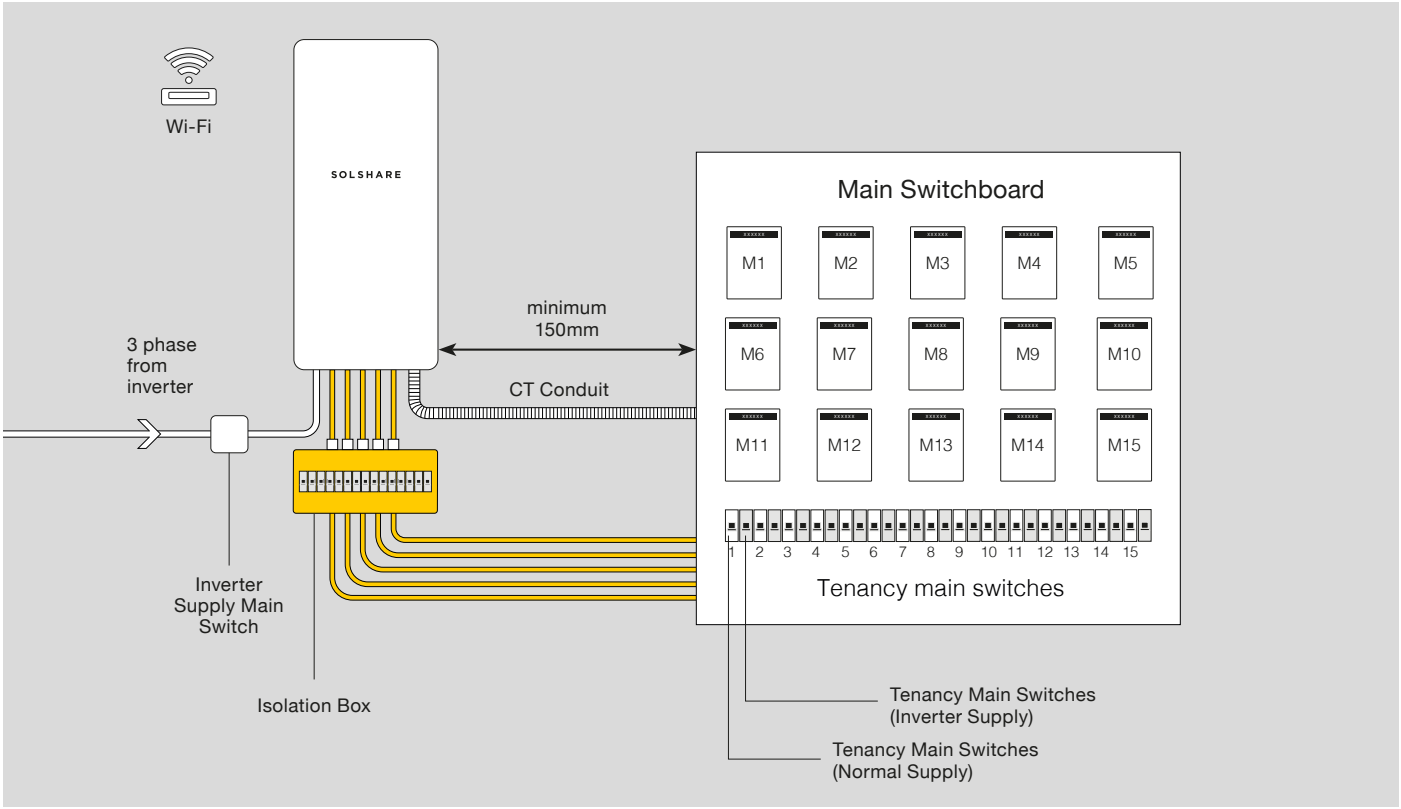
B. Output Connections

Please refer to your Project Single Line Diagram (SLD) on how to connect the SolShare to the main switchboard.

Your project Single Line Diagram (SLD) should be designed in accordance with the SolShare System, SLD Design Guidelines, and relevant standards and codes. If no project SLD exists, please contact the project owner or system design engineer.

To successfully connect solar to each unit/apartment:

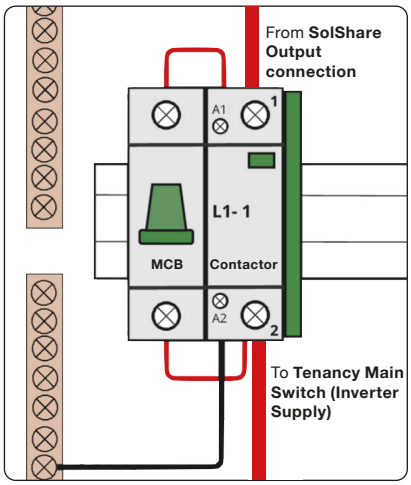
- The SolShare output terminals are to be connected to each unit's Tenancy Main Switch (Inverter Supply), via an Isolation Box.
- To comply with relevant regulations and standards, the Isolation Box shall provide automatic air gap isolation per SolShare output.
- To correctly trace the SolShare outputs through the installation, and to support maintenance, clearly label each SolShare output cable and check for continuity.



Install the Isolation Box and Connect the SolShare Outputs

1. Secure the Isolation Box to the wall; mounting it close to the base of the SolShare but with enough distance for wiring and maintenance. Ensure it will be protected from the elements.
2. Install and wire the air gap isolation components into the Isolation Box. This section steps through one possible implementation of the isolation box. For more details on this option, please refer to the Isolation Box Wiring Guidelines via the QR code.
   a. Mount one set of 240V AC 1P Normally Open contactors (rated for the inverter's maximum output current) *and* 1A MCBs side-by-side on the DIN rail.
   b. Connect the control coil and neutral.
   c. Label each contactor and MCB.
   d. Repeat until there is one wired contactor set per SolShare output.
3. Run cables between the SolShare output terminals and the Isolation Box, cut to length, label, and strip cable ends. Note: The Neutral and Earth cables from the SolShare will pass through to the Main Switchboard.
4. Within SolShare: terminate the cables into the SolShare output terminals.
5. Within the Isolation Box: terminate each SolShare output cable into the corresponding contactor terminal labelled '1'. Confirm polarity and phase alignment is correct.
6. Inspect all connections for security and insulation.

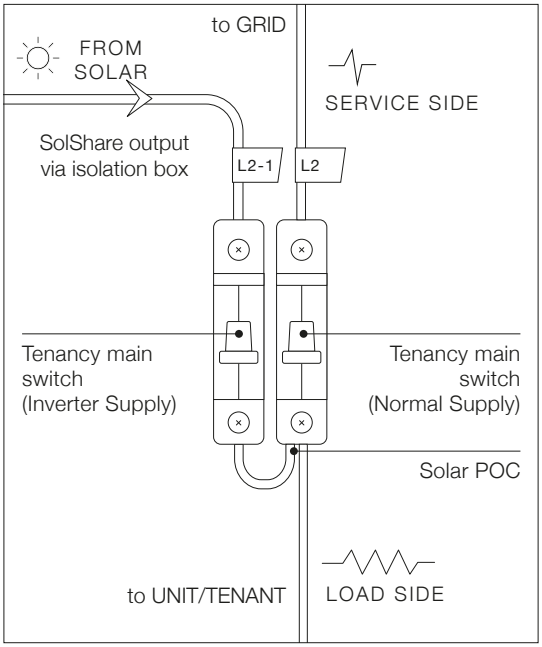
Scan this QR code to access Allume's Isolation Box Wiring Document



Wiring from the Isolation Box to the Solar Point of Connection, per Unit (refer to image on the next page)

1. At the Main Switchboard, ensure the 'Tenancy Main Switch (Inverter Supply)' and 'Tenancy Main Switch (Normal Supply)' breakers are correctly installed for each unit. The Inverter Supply switches:
   a. Must be rated above the maximum inverter current output.
   b. Must be on the load side of the unit meter.
   c. Must be clearly labelled.
   d. Ideally mounted adjacent to, or very close to, the corresponding Tenancy Main Switch (Normal Supply) breaker in the main switchboard (otherwise the alternate location must be clearly labelled).

2. Run cables between the Isolation Box and the Inverter Supply switches, cut to length, label, and strip cable ends.
3. Terminate the cables in the Isolation box, and clearly label the cables so the SolShare output number can be traced through the install.
4. At the Main Switchboard, create the solar point of connection (POC) by connecting the SolShare output wire to the unit's Tenancy Main Switch (Inverter Supply):
   a. Refer to your SLD and select the SolShare output that is to be connected to the unit, ensure they are the same phase.
   b. Terminate the SolShare cable in the input terminal of the unit's Inverter Supply switch.
   c. Wire the unit's Inverter Supply switch output to the output of the unit's Normal Supply switch.
   d. Repeat for all solar connections required for the install.
5. Double-check all connections, perform a continuity test, and label each switch for future reference.



6. Complete the 'Unit Connected' column of the commissioning document on page 6, confirming which SolShare output is connected to which unit.

Warning:

- Ensure the phase of the solar supply correctly matches the phase of the unit's supply from the grid.
- Additional circuit breakers must be sized to perform overload protection for SolShare output cables.
- The solar system max output must be less than the main circuit breaker rating of every connected unit.
- The neutral for the SolShare must be wired directly to the main neutral bar inside the main switchboard, i.e. at the Main Earth Neutral link at the building's main switchboard.
- Point of connection of solar should be on the load side of tenancy main switch unless specified otherwise by your Project SLD.

Important:
Check the order of the SolShare outputs carefully. The SolShare terminal block is configured to wire in the order L1-1, L2-1, L3-1, L1-2, L2-2, L3-2, L1-3, ... etc. Ensure the connections from the Tenancy Main Switches (Inverter Supply) via the SolShare Isolation Box (Grid) are connected in this order. Ensure switches are labelled clearly and logically.

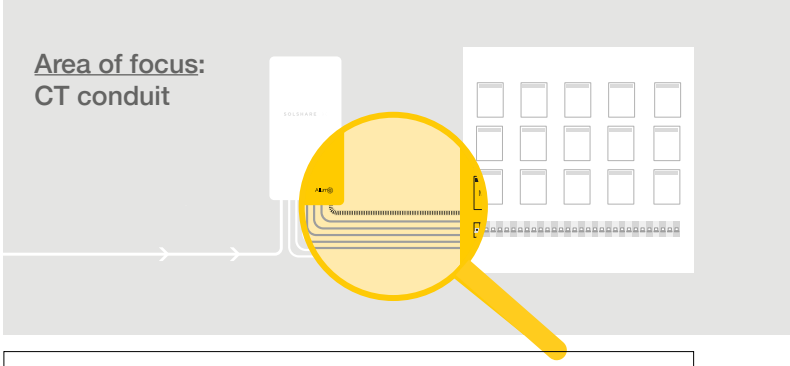
Important:
It is recommended to label both ends of each cable with the appropriate tenancy name (e.g. Unit 21) and SolShare output name (e.g. L1-1 or L3-4, etc.) to ensure the correct cable is wired into the correct tenancy in the main switchboard.

Important:
For maintenance and troubleshooting purposes, it is recommended to write the tenancy names corresponding to each output on the bottom plate of the SolShare (with permanent marker).

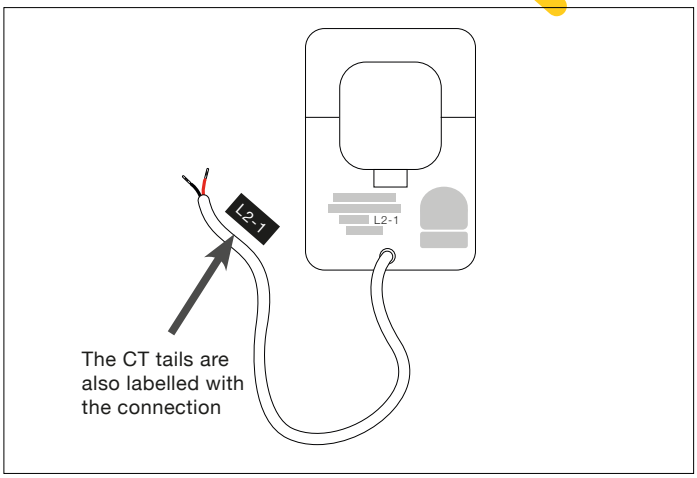
Warning:
There must be **one** input neutral and ground connection from inverter to the SolShare.

Only **one** output neutral and ground must be wired out of the SolShare to the neutral bar and earth bar inside the Isolation box. This, in turn, must be wired to the main neutral bar and main earth bar (i.e. Main Earth Neutral link) located at the building's main switchboard.

C. Running current transformer tails



1. Run CT conduit from SolShare to main switchboard (the CT conduit gland is the pre-installed CT conduit gland on the underside of the SolShare - see the underside view diagram on p. 13 to ascertain where the CT conduit gland is).
2. Look for labels on current transformers and current transformer tails. Ensure these match the corresponding tenancy.
3. Run tails of CTs from main switchboard to SolShare through conduit.



Important:
The SolShare may come with one of a number of types of CTs. Please note that only one type of CT can be used on each SolShare, i.e., you cannot use 4 x 75A CTs and 7 x 120A CTs on the same SolShare - you should use 11 x 120A CTs instead.

Important:
If you are extending CT tails, this can be done for each CT separately up to the limits described in the advisory on the CT box. The following parts are recommended:

- Butt splice connector (appropriate size for cable).
- Shielded, twisted pair cable, minimum 24 AWG size, rated for at least 400V or separately sheathed, and compliant with AS/NZS 3000 (Australia and New Zealand), and any other relevant standards and regulations (to the length required for the run between SolShare and main switchboard).

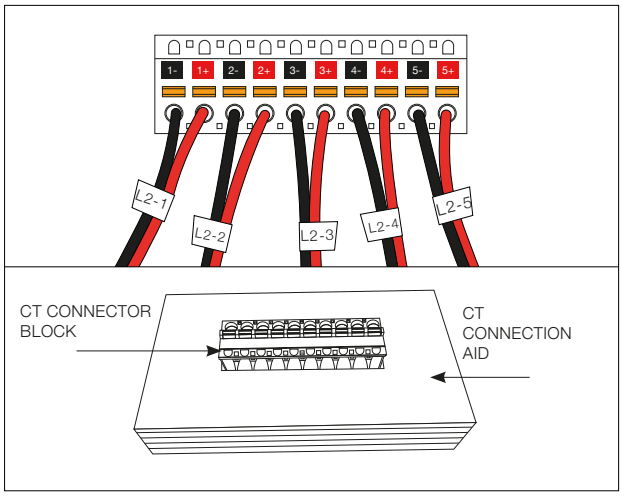
Additional tips:

- Ensure there is good electrical contact between tail/extension(s).
- Ensure shielding is not compromised along the extension(s) and tails (e.g., avoid the use of sharp objects like metal cable ties on these tails/wires.
- Label the extended tail with the same SolShare output name (e.g., L2-1) as is written on the original part of the tail and the CT. This will help to ensure the correct CT tail is inserted into the correct terminal on the SolShare during installation.

Current transformers to SolShare connections

Wiring tails to SolShare:

1. Connect the CT cabling to the CT connector block, as per the diagram to the right. To do this:
   - Push the orange tab in and hold.
   - Feed the CT cable into the hole.
   - Once inserted, release the orange tab.
   - Confirm cable is secure by giving it a gentle tug.
2. Repeat for all CT cables of the L1 phase.
3. Repeat steps 1 & 2 for L2 and L3 phase connector blocks.
4. Plug each CT connector block into the corresponding socket of the SolShare.



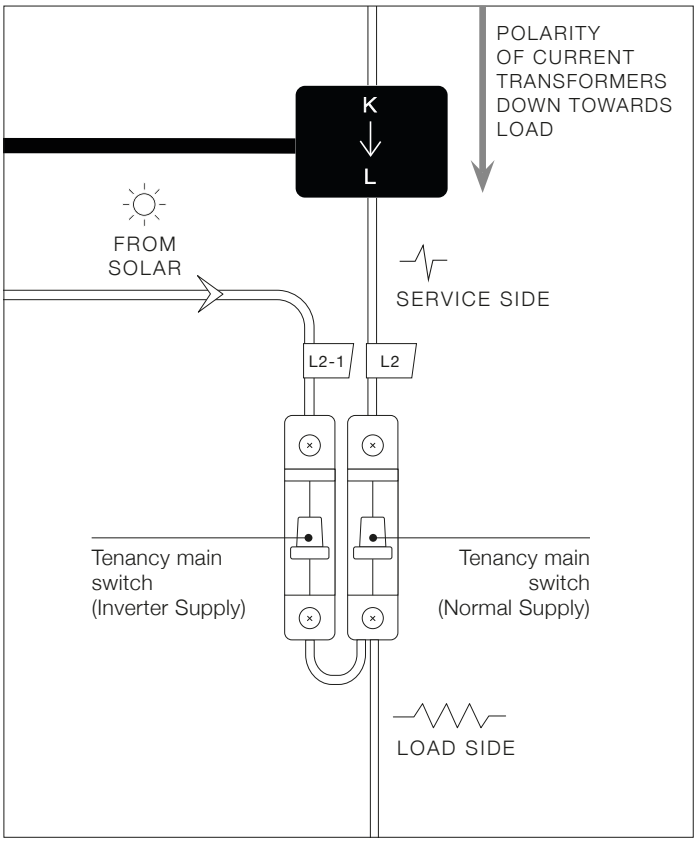
Important:
The SolShare has come with a CT connection aid. Place the CT connector into the connection aid to help with the termination of the CT tails.

Important:
Make sure colours and orientation of connectors are identical to the image above. To ensure you are positioning them correctly, check that the orange tabs are above your plugged in cables, and labels read as above.

Current transformer clipping

Clipping the current transformers onto the service side cable:

1. Match the labelled CTs with their corresponding labelled service supply cable.
2. Confirm correct polarity of the CT by ensuring the arrow on the CT head matches the current flow direction on the service supply cable.
3. Clip CT over service supply cable.



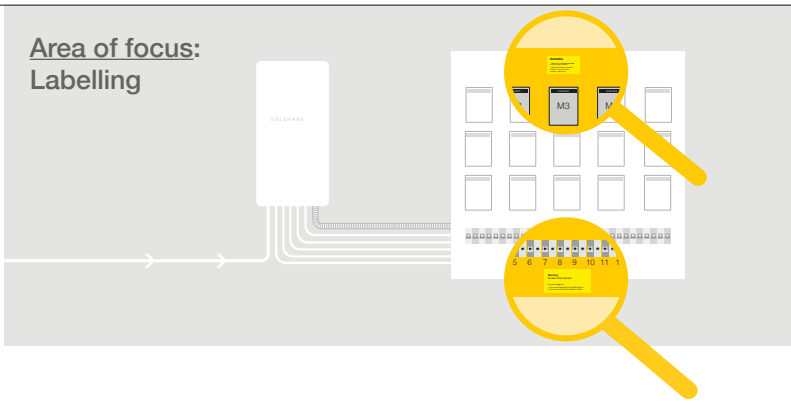
Important:
Make sure that each CT is clipped to the corresponding unit.

Important:
The CT must be connected on the service side of the point of connection of solar supply, as per diagram.

D. Labelling

The SolShare comes with a Label Pack for you to use where appropriate. Other labelling will also be required based on your installation and local requirements. For more information, refer to the *SolShare Labelling Advice* document. Below are some examples of SolShare - specific labelling, scan the QR code for more detailed guidance and additional labelling requirements.

Leave a copy of the Project SLD at site to provide guidance to any other electrician working on the switchboard.



Warning tenancy shutdown

Warning
Shared Solar System

To isolate **a single** unit:
1. Turn off their MAIN SWITCH INVERTER SUPPLY
2. Turn off their MAIN SWITCH NORMAL SUPPLY

NOTE: This must be visible from all Tenancy Main Switches (contact Allume if additional labels are required).

Apply the "**Warning tenancy shutdown**" label on the switchboard in a location clearly visible from the Tenancy Main Switches.

SolShare Shutdown Procedure

1. Turn off all MAINTENANCE ISOLATORS (GRID)
2. Turn off MAINTENANCE ISOLATOR (INVERTER)
3. Turn off INVERTER AC ISOLATOR

SolShare Startup Procedure

1. Turn on DC PV Array Isolator located next to the inverter
2. Turn on INVERTER AC ISOLATOR
3. Turn on MAINTENANCE ISOLATORS (INVERTER)
4. Ensure TENANCY MAIN SWITCH (NORMAL SUPPLY) for each tenancy is on
5. Turn on TENANCY MAIN SWITCH (INVERTER SUPPLY) for all tenancies connected to SolShare
6. Turn on all MAINTENANCE ISOLATORS (GRID)

Apply the "**SolShare Shutdown and Startup Procedures**" label to any Main switchboard or Meter Panels in a location clearly visible from the Tenancy Main Switches (Normal Supply)

Please scan this QR code to access Allume's detailed labelling guidance document.

IV/ Commissioning

A. Check before power on

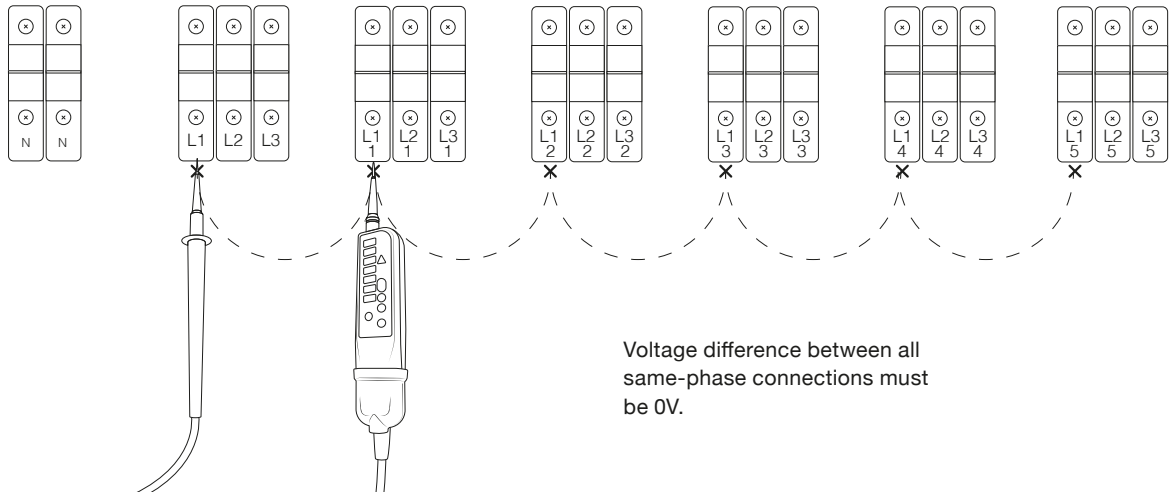
1. Check Phase Wiring Pre-Power On

As a three-phase device, it is critical to ensure there is no phase-to-phase short circuits before powering on SolShare. This simple procedure will help protect installed components, including SolShare.

Please follow these instructions before powering on any SolShare:

a. Ensure the SolShare cover is open and secure in the 'Connection Position'.
b. Set multi-meter to measure AC voltage.
c. Hold one probe on a connection wired to L1 phase.
d. Hold the other probe to another connection on L1.
e. Observe the voltage reading. It should read 0V.
If this is not 0V then you may have a phase miswiring.
f. Repeat this for all connections across the same phase (L1).
g. Similarly, repeat steps "c" to "f" for connections across L2 and L3 phases.

WARNING: Powering on SolShare with phase miswirings can result in short circuit and product damage. This will not be covered by warranty.



2. Additional Check Items

- ☐ There is no phase to phase miswiring (all phase checks read 0V).
- ☐ SolShare has **one input neutral and earth connection**, from the inverter to the SolShare.
- ☐ Only one output neutral and earth is wired out of the SolShare to the main neutral bar and main earth bar located in the main switchboard, via the neutral bar and earth bar inside the Isolation box.
- ☐ The point of connection is **load side**, not service side.
- ☐ Ensure the CT is clipped on the Service side of the Tenancy Main Switch (Normal Supply) for each unit.
- ☐ **Polarity** of each current transformer is correct (arrow points towards unit load side).
- ☐ There is a **2.4GHz Wi-Fi internet connection** available on site to successfully commission a SolShare and provide ongoing monitoring of SolShare data.
- ☐ The contactors and AC cables are well terminated (they pass visual inspection and pull test).
- ☐ The inverter is commissioned (the inverter must be commissioned before the SolShare can be commissioned).
- ☐ Check all CT's and output cables are connected as per their labels.
- ☐ Record connection information on commissioning document (page 6).
- ☐ SolShare cover is closed securely.

B. Preparing the SolShare

Close and Secure the SolShare Cover

1. Pull down cover of SolShare into the Closed Position.
2. Fasten the cover shut by replacing the four screws on the underside of the SolShare that were removed in section III/A.1.

Maximum torque for cover fasteners is 1.5N.m.

> ⚠ **Warning**:
> When closing the cover of the SolShare, ensure the seals are oriented correctly. This will ensure an appropriate seal for the IP56 rating of the SolShare.

Power On the SolShare

1. Close and secure the SolShare cover.
2. Turn on Inverter AC Isolator located next to inverter.
3. Turn on Inverter Supply Main Switch.
4. Ensure Main Switches (Normal Supply) are on.
5. Turn on Main Switches (Inverter Supply).

C. Connecting the SolShare to Wi-Fi

Step 1: Put the SolShare into Wi-Fi access point mode (power cycle the SolShare).

1. Turn **OFF** all Main Switches (Inverter Supply).
2. Wait 5 seconds.
3. Turn **ON** all Main Switches (Inverter Supply).

Step 2: Configure new Wi-Fi network settings (must be done within 5 mins of power cycle).

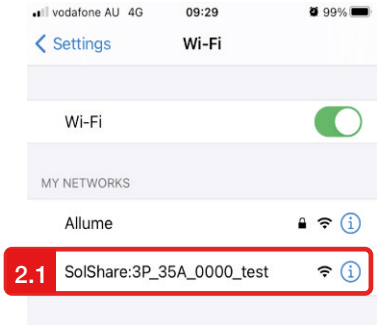
Step 2.1

Using your phone or laptop (device), look at the list of available Wi-Fi networks. After about 1 minute, the SolShare serial number should appear as an available SSID/Wi-Fi network name (similar to the one shown in the image).

Connect your device to this SolShare Wi-Fi network.

NOTE: You have 5 minutes to connect a device before the SolShare exits Wi-Fi access point mode and reconnects to the last Wi-Fi network it connected to.

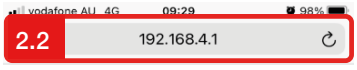
NOTE: Your device may provide a pop up saying “no internet connection through this network”. Click accept and continue.



Step 2.2

Open an internet browser on the same device that is connected to the SolShare’s Wi-Fi network and navigate to:

192.168.4.1

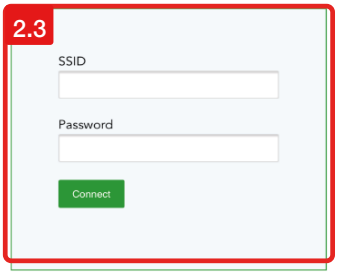


Step 2.3

When presented with this page, enter the new details of the site Wi-Fi network (SSID) that you want the SolShare to connect to.

Please note that SSID refers to the Wi-Fi network name.

Click the green Connect button.



Step 2.4

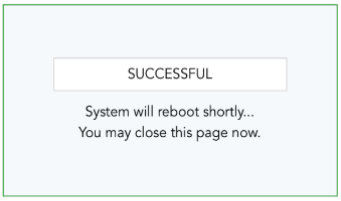
You will see this screen once the SolShare confirms the new network.

The SolShare will then reboot and connect to the new Wi-Fi network upon start up.

You can then disconnect your device from the SolShare's Wi-Fi network (this will disappear soon anyway).

If this screen does not appear, refer to 'Appendix A: Troubleshooting SolShare Wi-Fi Connection' on page 23.

NOTE: You have 30 minutes to successfully connect to a Wi-Fi network after completing Step 2.1 before the SolShare will exit Wi-Fi access point mode and reconnect to the last Wi-Fi network it was connected to.



Note: only 2.4GHz networks are supported.

D. Commissioning the SolShare

Important:

- Before attempting the step below, ensure that the SolShare is connected to a Wi-Fi network.
- The SolShare requires a fully operational inverter to complete commissioning. Please make sure that the inverter has been commissioned prior to starting the commissioning process for the SolShare.
- Your Allume Installer Accreditation Number (generated and provided to you upon completion of the SolShare Installation Training) is required to commission the SolShare.

Warning: Warranty will be void if installation is carried out without completing Allume training modules.

1. Ensure you have an installer login for the SolShare Commissioning App, and your Allume Installer Accreditation Number (both of these can be generated on successful completion of the online SolShare Installer Training).
2. To commission the SolShare, scan the QR code on the right side of the SolShare or go to https://commissioning.allumeenergy.com to access the SolShare Commissioning App.
3. Follow the steps in the Commissioning App to commission each SolShare.

   The Commissioning App Guide provides more information on the commissioning process. Scan the QR code to the right of this page to access the Commissioning App Guide.

Scan this QR code for the latest SolShare Commissioning Guide App.

If you experience issues with the commissioning process, please contact Allume Technical Support:

Australia

Tel: +61 3 7038 0686
Email: support@allumeenergy.com.au

E. SolCentre Monitoring Portal

The SolCentre monitoring portal allows asset managers to view and manage each connected SolShare. It also provides access for individual tenancies to view their own solar and consumption data.

SolCentre permissions are managed and restricted via logins and invitation-only access.

Each SolShare can be added, viewed and managed in SolCentre once the SolShare has been commissioned and is successfully connected to the grid, a fully operating solar system, and stable Wi-Fi.

SolCentre Access for Asset Manager (whole site)

You, the Allume accredited installer, can invite the designated asset manager(s) through the Commissioning App in one of two ways:

1. As one of the lasts steps in the SolShare commissioning process, you will be asked to invite asset manager(s) by entering their email address.
2. Within the Commissioning App, any time after the SolShare has been commissioned, via:

Reconfigure a SolShare -> Access Control.

The asset manager will then automatically receive the invitation via email.

Please note:

- Scan this QR code for the detailed SolCentre access process.
- Ensure the email address of the asset manager(s) are correct before they are entered.
- Asset managers will need to create an account by registering on SolCentre Monitoring portal before accepting the invitation, if they haven't created one already.
- Once they have set up their account and accepted the invitation, an asset manager can then invite other asset managers through the SolCentre portal.

SolCentre Access for Tenants (individual tenancy data only)

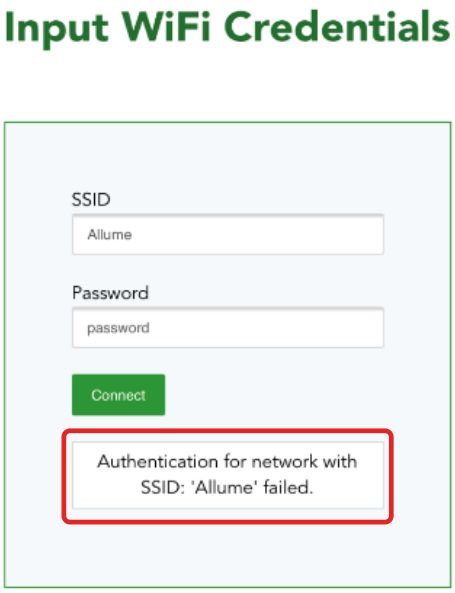
Tenants can also be invited to the SolCentre portal once their tenancy has been mapped to the correct SolShare output(s).

Please note:

- Tenants will only be able to access solar and load data for their own tenancy.
- The portal access is provided to one (1) email address per tenancy.
- It is the responsibility of the solar installers or asset owners to collect tenant information required to create logins for tenants to view their individual tenancy data on SolCentre portal.
- The tenant's information required are name, unit/apartment number and email ID. Once this information is collated, please contact Allume Energy Tech Support for advise on next steps.

Appendix A: Troubleshooting SolShare Wi-Fi Connection

1. Authentication for network with SSID: “<SSID>” failed”



If “Authentication for network with SSID: “<SSID>” failed” is displayed after following the process above, this means the incorrect Wi-Fi credentials have been entered (i.e. SSID or password have been entered incorrectly) or the Wi-Fi network is not available.

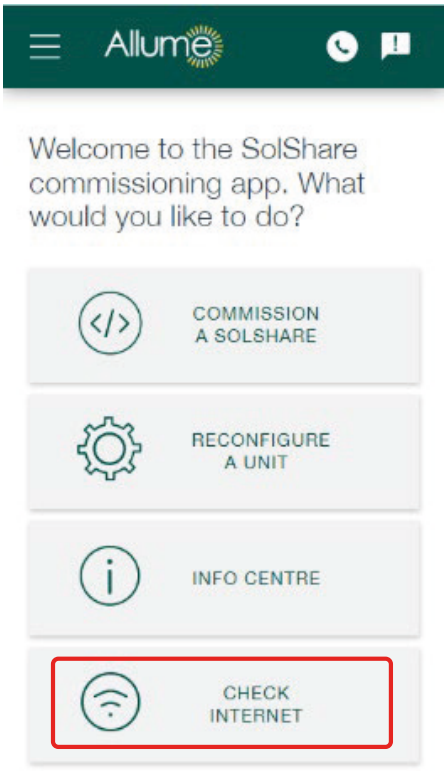
Ensure that the Wi-Fi network meets the key requirements:

- Wi-Fi network frequency = 2.4GHz
- Data Usage = 200MB/month per SolShare
- IPv4
- Permanent and stable internet connection
- Wi-Fi router/dongle has permanent power source (i.e., it is not powered from the output of the inverter)

Repeat the instructions in the previous section with the correct Wi-Fi credentials/set up.

---

2. No confirmation



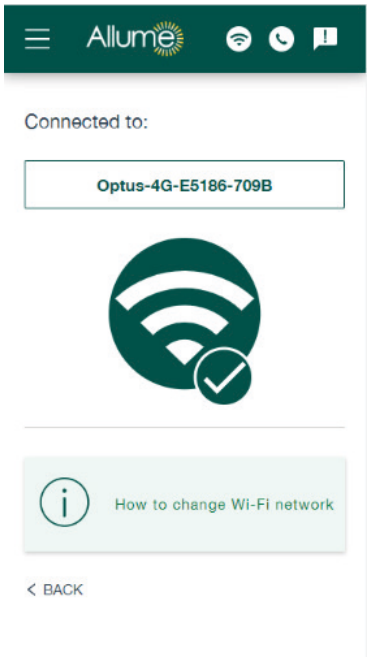
It is possible the Wi-Fi change was successful, but the “successful” confirmation has not been reported. This can happen when your phone or laptop unexpectedly switches to an alternate Wi-Fi network.

To check whether the SolShare is successfully connected to the site Wi-Fi network:

1. Through your device settings, confirm your device is connected to an alternate internet connection (i.e. not the SolShare). If it is still connected to the SolShare Wi-Fi, please choose an alternate network.
2. Using the browser on your device, navigate to the Allume Commissioning App: https://commissioning.allumeenergy.com.au/welcome.
3. Select the “Check Internet” option as shown.
4. Wait for one to two minutes, and the Commissioning App should display the network the SolShare is connected to.
5. If the SolShare is not connected to the expected Wi-Fi network, repeat the instructions in this document.

If this fails, please call Allume technical support.

3. Wi-Fi connected but no internet connection



You have connected with the correct credentials to an available Wi-Fi network. However, this network either has no internet connection, does not have a connection to the required ports, or has a very poor internet connection.

Fix the Wi-Fi network's internet connection (e.g., by restarting the router).

Ensure the following ports are open in both directions, which may involve contacting the IT network administrator:

- Port 9993 UDP
- Port 1883 TCP
- Port 8883 TCP
- Port 8888 TCP
- Port 80 TCP
- Ports 5001-5005 TCP

This manual is intended for installations in **Australia and New Zealand**.
Specifications are subject to changes without advanced notification.

For the most up to date documentation, visit **www.allumeenergy.com**

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