

# York Commercial Comfort System System Manager/Zone Coordinator

User's Manual

YK-SMU2x0-0, YK-ZCU2x0-0, YK-ZCU4x0-0



YCCS System Manager / Zone Coordinator

# System Manager/Zone Coordinator

## User's Manual

YK-SMU2x0-0, YK-ZCU2x0-0, YK-ZCU4x0-0

### TABLE OF CONTENTS

---

<b>Document Introduction</b> .....	<b>6</b>
<b>Related Documentation</b> .....	<b>6</b>
<b>System Manager/Zone Coordinator on the Network</b> .....	<b>7</b>
<b>System Configuration</b> .....	<b>8</b>
<b>User Interface Overview</b> .....	<b>8</b>
<b>System Startup</b> .....	<b>8</b>
<b>System Manager/Coordinator Menu Structure</b> .....	<b>9</b>
<b>Screen Layout</b> .....	<b>10</b>
Main Selection Bar .....	10
Title Area .....	11
Main Display Area .....	11
Help Text/Paging Information Area .....	11
Navigation Area .....	11
<b>Enter Password Screen</b> .....	<b>12</b>
Default Passwords Provided .....	13
<b>Home Screens</b> .....	<b>13</b>
<b>Display and Navigation Screens</b> .....	<b>14</b>
<b>Data Entry Screens</b> .....	<b>15</b>
<b>Remote User Interface</b> .....	<b>16</b>
<b>Alarms and Alarm Priorities</b> .....	<b>17</b>
Types of Alarms .....	17
Buffer Limitation .....	18
Alarm Detection .....	18
<b>Alarm Destinations</b> .....	<b>18</b>
Pagers .....	18

E-mail Accounts . . . . .	18
Text Messages . . . . .	19
<b>Zones, Groups, and Members . . . . .</b>	<b>19</b>
<b>Event Scheduling . . . . .</b>	<b>19</b>
Temporary Occupancy Override . . . . .	19
All Schedules - Temporary Occupancy . . . . .	20
Exception Schedules . . . . .	20
<b>Global and Instant Shutdown . . . . .</b>	<b>20</b>
<b>Trend Data Collection . . . . .</b>	<b>20</b>
<b>Display Units . . . . .</b>	<b>21</b>
<b>Maintenance Procedures . . . . .</b>	<b>22</b>
<b>Detailed Procedures . . . . .</b>	<b>23</b>
<b>Basic Procedures . . . . .</b>	<b>23</b>
Waking up the Display . . . . .	23
Entering Your Password . . . . .	23
Logging On the Remote User Interface . . . . .	24
Logging Off the Remote User Interface . . . . .	24
<b>Setup Procedures . . . . .</b>	<b>25</b>
Setting Date and Time Parameters . . . . .	26
Changing the Administrator or Operator Password . . . . .	27
Enabling (or Disabling) Password Security . . . . .	28
Enabling (or Disabling) the Remote User Interface . . . . .	29
Setting up a Modem . . . . .	30
Specifying Ethernet Settings . . . . .	31
Selecting Display Units . . . . .	33
Calibrating the Display . . . . .	33
Specifying System Manager/Zone Coordinator Name . . . . .	35
Entering Job Name . . . . .	36
<b>Scheduling Procedures . . . . .</b>	<b>37</b>
Adding a Schedule . . . . .	39

Deleting a Schedule . . . . .	41
Adding a Member to a Schedule . . . . .	42
Deleting a Member from a Schedule . . . . .	43
Adding an Exception Schedule . . . . .	44
Setting up Temporary Occupancy Time . . . . .	45
Beginning Temporary Occupancy of a Schedule . . . . .	46
Ending Temporary Occupancy of a Schedule . . . . .	47
Beginning or Ending Temporary Occupancy to All Schedules . . . . .	47
<b>Alarm Procedures . . . . .</b>	<b>48</b>
Configuring Pager as Alarm Destination . . . . .	49
Configuring E-mail Account as Alarm Destination . . . . .	50
Configuring Text Message as Alarm Destination . . . . .	51
Setting Alarm Indicators . . . . .	53
Viewing an Alarm Summary . . . . .	55
Deleting One or All Alarms . . . . .	56
<b>Summary Procedures . . . . .</b>	<b>57</b>
Viewing System Summaries . . . . .	58
Viewing Trend Data . . . . .	59
<b>Zone Setup Procedures . . . . .</b>	<b>60</b>
Setting Up a Changeover Bypass Zone . . . . .	61
Setting Up a CV RTU Zone . . . . .	62
Setting up a VAV RTU Zone . . . . .	64
Editing a Zone Name . . . . .	66
Viewing Zone Status . . . . .	67
Copying Zone Setup to All Zones . . . . .	68
Requesting Global Shutdown of all Zones in all Systems . . . . .	69
Viewing Device Diagnostics . . . . .	70
<b>Zoning System Setup Procedures . . . . .</b>	<b>71</b>
Setting Up a Zoning System . . . . .	72
Viewing Zoning System Status . . . . .	74

Requesting Instant Shutdown of a Zoning System . . . . .	75
Balancing a Zoning System . . . . .	76
<b>Auxiliary Points Setup Procedures . . . . .</b>	<b>77</b>
Setting up Auxiliary Points . . . . .	78
Editing an IOM Controller Name . . . . .	80
Viewing Auxiliary Points Status . . . . .	81
Viewing IOM Controller Point Trend Data . . . . .	82
<b>Dial-up Communication Procedures . . . . .</b>	<b>83</b>
Creating a Dial-up Connection . . . . .	83
Dialing up a System Manager or Coordinator . . . . .	89
<b>Maintenance Procedures . . . . .</b>	<b>90</b>
Backing up Current Configuration . . . . .	91
Restoring Configuration Information . . . . .	92
Restoring Factory Settings . . . . .	94
Relearning Connected Devices . . . . .	95
Restarting the System Manager/Zone Coordinator . . . . .	96

# System Manager/Zone Coordinator

## User's Manual

### Document Introduction

This document describes how to operate the System Manager (YK-SMU2x0-0) and Zone Coordinator (YK-ZCU2x0-0 and YK-ZCU4x0-0) with display. These products are user interface components of the York Commercial Comfort System (YCCS), which is a building automation system designed for small- to medium-sized buildings to provide occupant comfort.

**Note:** The term Coordinator, whenever used in this document, is shorthand for Zone Coordinator. You can also access a Coordinator without a display from a System Manager.

This document does not describe how to install the System Manager or Zone Coordinator. It also does not describe how to operate any other YCCS components.

See *Related Documentation* for additional information related to applying the System Manager and Zone Coordinator to your YCCS control network.

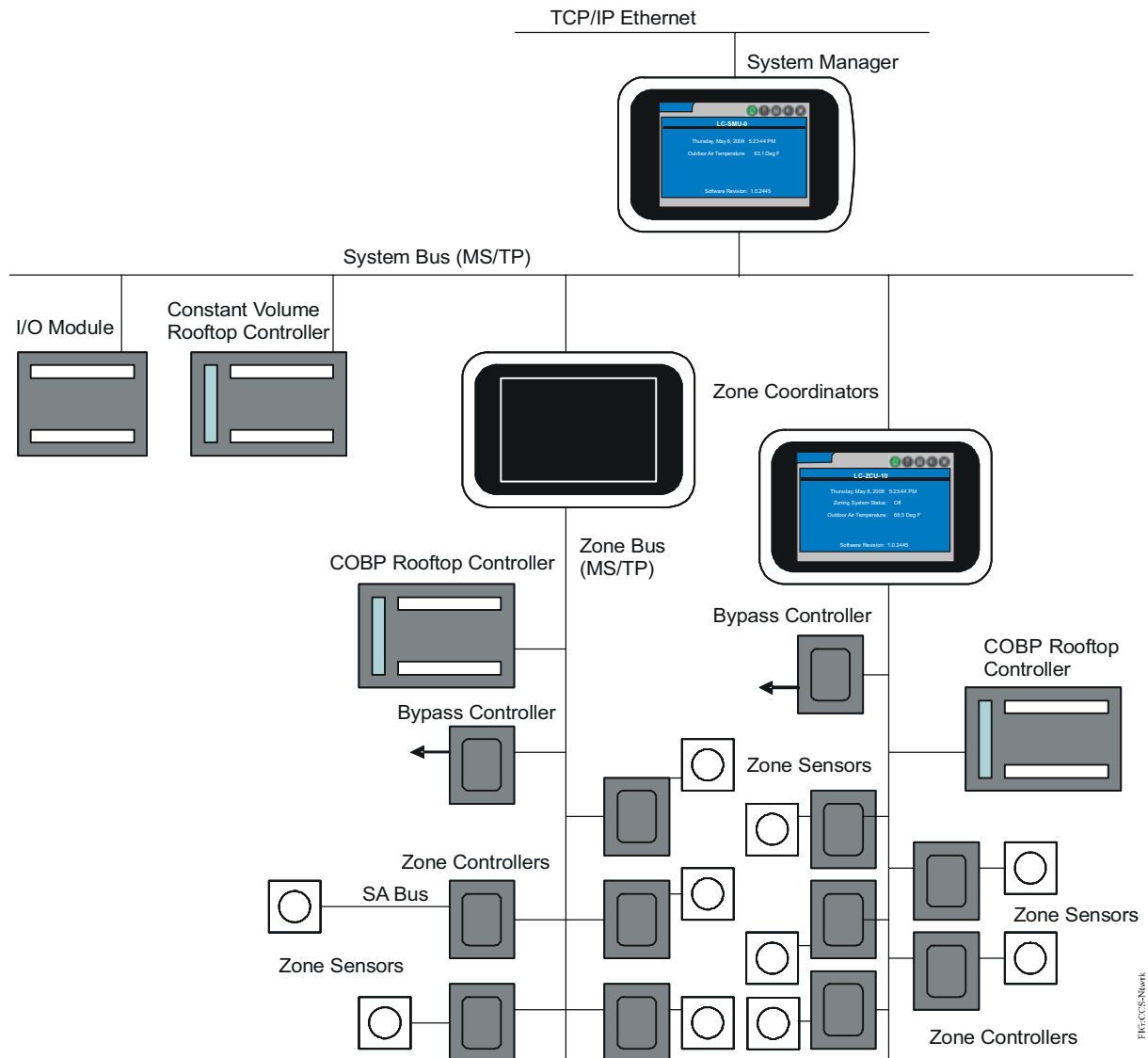
### Related Documentation

**Table 1: System Manager/Zone Coordinator User's Guide Related Documentation**

For Information On	See Document	LIT or Part Number
Features, Benefits, and Applications of the YCCS	<i>York Commercial Comfort System Technical Guide</i>	428515
Installation and Specifications of the YCCS System Manager and Zone Coordinator	<i>YCCS System Manager and Zone Coordinator Installation Instructions</i>	428516

## System Manager/Zone Coordinator on the Network

The System Manager and Zone Coordinator provide User Interfaces (UIs) to the devices in the YCCS network. The display units typically install in a main equipment or control room, and connect to the Transmission Control Protocol/Internet Protocol (TCP/IP) Ethernet network or the Master-Slave/Token-Passing (MS/TP) Bus. You can access a Coordinator without a display from a System Manager. Figure 1 shows an example of the YCCS network.



**Figure 1: Example of YCCS Network with System Manager and Zone Coordinators**

## **System Configuration**

Components of the YCCS self configure as they come online. The system requires no database commissioning or programming – the System Manager detects all Coordinators on the network and displays them to the user. As the Zone Coordinator comes online to the Zone Bus network, it automatically discovers each zone and zone controller, then displays them to the user. A relearn function updates which devices are online to the Zone Bus and System Bus. During the relearn process, groups and schedules that contain any of the removed devices are also updated.

## **User Interface Overview**

The System Manager and Zone Controller each consist of a colored Liquid Crystal Display (LCD) touch sensitive screen that you use to make all selections. No stylus pen or mouse is required. The display contains a menu-driven interface program that is stored in the embedded firmware. This program enables you to set system parameters, access system information, and monitor and control connected equipment. These operations are available from five screen types that use a common layout. The five types are the Home screen, Alarm screen, Summary screen, Schedule screen, and Setup screen. When you select a screen by touching its icon, the icon turns green, indicating that it is currently active.

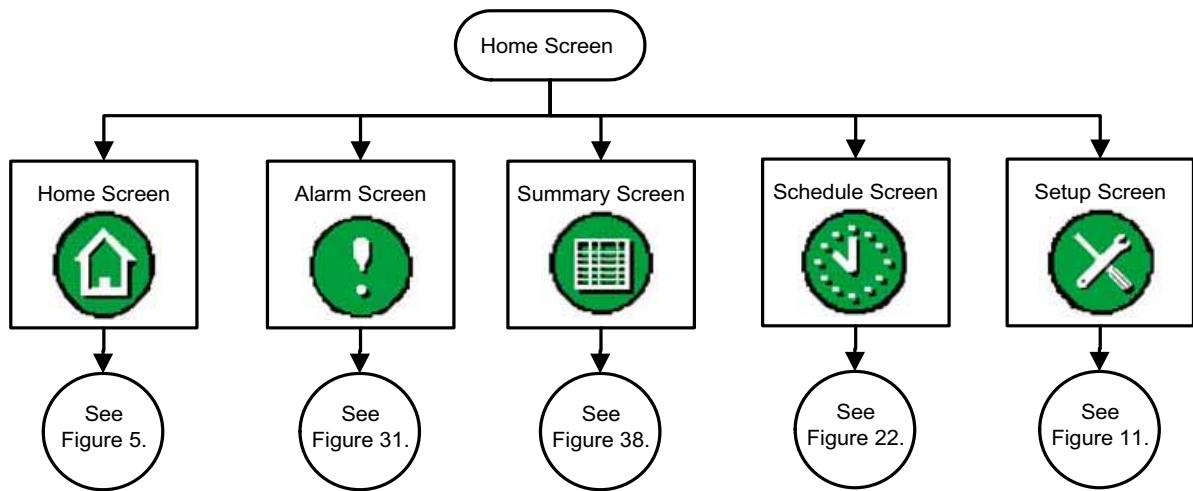
## **System Startup**

When the System Manager/Coordinator is powered on, the user interface displays a splash screen with a progress bar to indicate the status of the startup. At this point, the Alarm LED in the upper right corner of the unit is red. Seconds later, the Alarm LED turns green. Finally, the System Manager/Coordinator displays the Home screen (Figure 5 on page 13), which is the starting point for monitoring and controlling the system. The entire startup sequence takes no more than a few minutes.



## System Manager/Coordinator Menu Structure

Figure 2 is a top level flowchart of the menu structure for the System Manager/Coordinator. The menu selections are described in the following sections. See the referenced figure numbers for a detailed flowchart of the options available under each selection.



**Figure 2: Local Controller Display Menu Structure**

## Screen Layout

The screens that you access from the System Manager/Coordinator’s Home Screen share a common layout and theme. Each screen has a main selection bar, title area, main display area, help text/paging information area, and navigation area.








**Figure 3: System Manager Basic Screen Layout**

### Main Selection Bar

Each screen has the same main selection bar. It displays the job name (if defined) and contains the primary function icons that you push to navigate to a particular screen. The screens are Home, Alarm, Summary, Schedule, and Setup.

**Table 2: Icons on Main Selection Bar**

Button	Description
	Home icon - returns the display to the Home screen.
	Alarm Summary icon - displays the Alarm summary, which is a history of alarm activity that has occurred. The alarm setup screen is also accessible from this screen. The alarm icon blinks red when a new alarm is in the system.
	Summary icon - displays the Summary screen, which provides a number of summaries for the user, including trend data.
	Schedule icon - displays the Schedule screen, which allows you to add, delete, and view equipment schedules.
	Setup icon - displays the Setup screen, which allows you to configure the System Manager/Coordinator and define various systems.

**Title Area**

The title area shows the name of the display or edit screen and the name of the item (for example, ZC6) that is being displayed or edited.

**Main Display Area**

This area contains the main content for the particular screen. The area may also include touch buttons used to navigate or to display the editor screen for editing a particular parameter. This area may refresh, depending on what information appears. The normal refresh time for indicating the change in a monitored value is 5 seconds or less.

**Help Text/Paging Information Area**

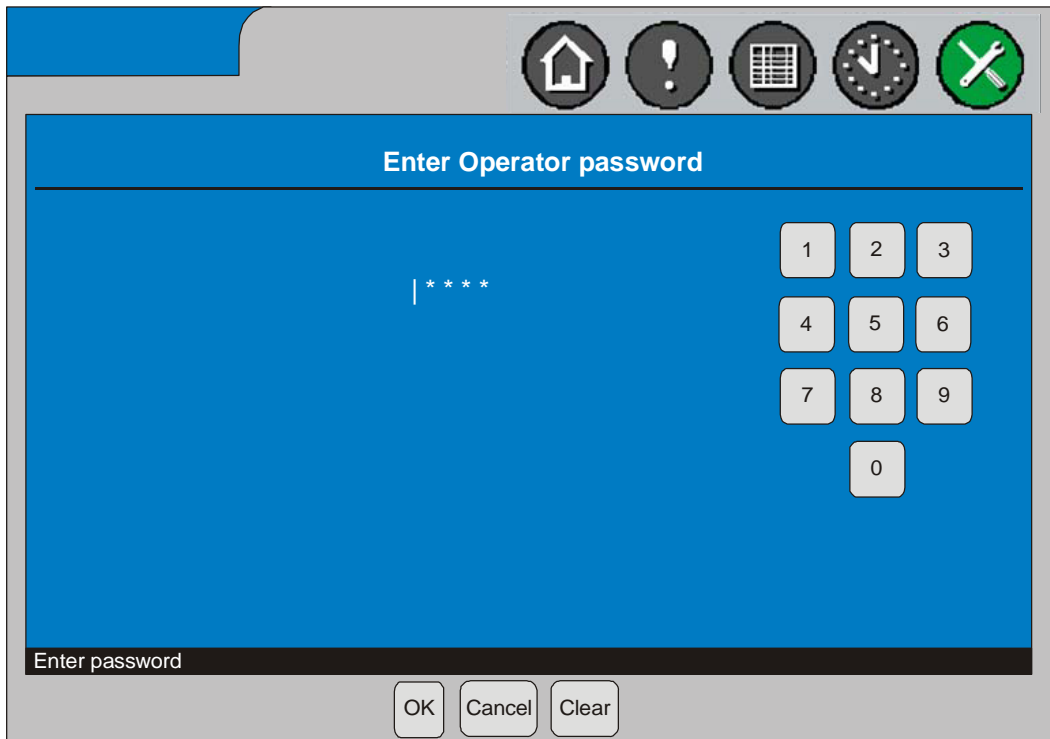
This area displays optional help text. The text helps you understand what is displayed or how to edit a value. If the current screen is one of several pages (for example, an alarm summary), then the text **Page x of y** appears in this area.

**Navigation Area**

This area may contain one or more navigation buttons used to reach other screens. One of these buttons may be a Back button that, when pressed, displays the previous screen.

## Enter Password Screen

The Password screen may appear when you attempt to change a value, request an addition, or make a deletion. The password requires 4 digits. Once the system authenticates your password entry, the screen that you requested appears.



**Figure 4: Operator Password Entry Screen**

Three user password levels are available, each with some slight differences; they are Default, Operator, and Administrator.

**Table 3: Three User Password Levels**

Level	Description
<b>Default</b>	No login is required for this level. Users can view any information. The local UI assumes this level if no user is logged in. The remote UI supports this level via the Guest account.
<b>Operator</b>	Requires login with an Operator account. Allows the user to modify almost everything (except those reserved for the Administrator level.)
<b>Administrator</b>	Requires login with the Administrator password. Users can do the same actions as Operator users; plus, change passwords, restore configuration data, relearn the System or Zone bus, and disable the security feature.

## Default Passwords Provided

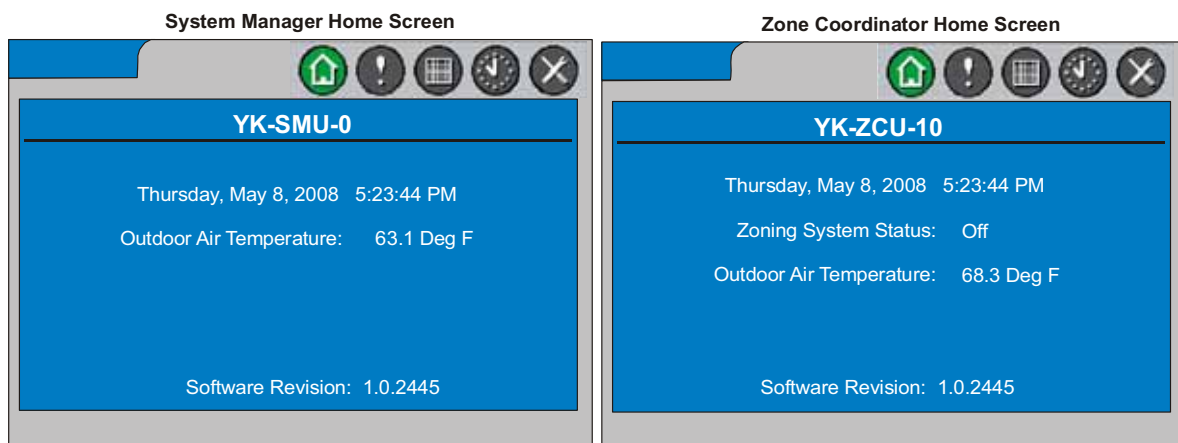
Several default passwords are defined from the factory. Each is listed as follows:

**Table 4: List of Default Passwords**

User Name	Default Password	Privileges	Available at:
Guest	<blank>	View only	Remote UI only
Operator	1111	Modify all (except password)	Local and remote UI
Admin	2222	All privileges	Local and remote UI

## Home Screens

The Home screen appears when you first activate the System Manager or Zone Coordinator by touching its screen. This screen indicates the name and type of device, the current date and time, the software revision, and the outdoor air temperature. The Zone Coordinator Home Screen also shows Zone System Status. After 10 minutes of touch screen inactivity, the local UI times out, the user is logged out, and the screen goes to the Home screen. After 5 more minutes of inactivity (15 minutes total), the screen turns black.



**Figure 5: Home Screens - System Manager and Zone Coordinator**

Table 5 indicates the varied information for displaying the outdoor air temperature and zone system status on the Home screen. The current date, current time, outdoor air temperature, and zone system status values refresh.

**Table 5: Contents of Home Screen Display**

Type of Information	Status	What is Displayed
Outdoor Air Temperature	Reliable	Current outdoor air temperature with units are shown
	Problem with Sensor	Sensor Problem
	Offline	Change-over Bypass (COB), Constant Volume (CV), or Variable Air Volume (VAV) Rooftop Unit (RTU) Offline
	Unavailable	Unavailable
Zoning System Status	Online	COB or VAV RTU status
	Offline	COB or VAV RTU Offline

## Display and Navigation Screens

Display and Navigation screens allow you to navigate through the system. By pressing the appropriate button, you find the information or reach the data input screen you need. Figure 6 is an example of a navigation screen. Table 6 describes a set of navigation buttons that may appear on any screen.



**Figure 6: Example of a Navigation Screen (System Manager Setup)**

**Table 6: Buttons Available on Navigation Screens**

Button	Description
	Option button - changes the display to reflect this option.
	Back button - returns the display to the previous screen.
	Page Down button - displays the next page of information on this screen.
	Page Up button - displays the previous page of information on this screen.





## Data Entry Screens

Data Entry screens on the System Manager/Coordinator enable you to perform operations such as entering setup parameters, selecting from a list of options, and specifying time schedules. Figure 7 is an example of a screen where you can enter a scheduled occupancy time. Other data entry screens display a full keyboard. Table 7 describes the buttons that may appear in the navigation area of data entry screens.

The screenshot shows a data entry screen titled "Schedule 1 - Mon - Occupancy Time 1". The screen features a blue background and a grey navigation bar at the top with five icons: a house (Home), an exclamation mark (Alert), a calendar (Calendar), a clock (Clock), and a wrench (Tools). The main content area is divided into three sections: "Current Value: 8:00 AM", "Valid Range: 12:00 AM to 11:29 PM", and "New Value: hh:mm AM". To the right of the "New Value" field is a numeric keypad with buttons for digits 1-9, 0, AM, and PM. At the bottom of the screen, there are three buttons: "OK", "Cancel", and "Clear". A small text box at the bottom left says "Enter the new time value." The screen is labeled "FIG. OccTime" on the right side.

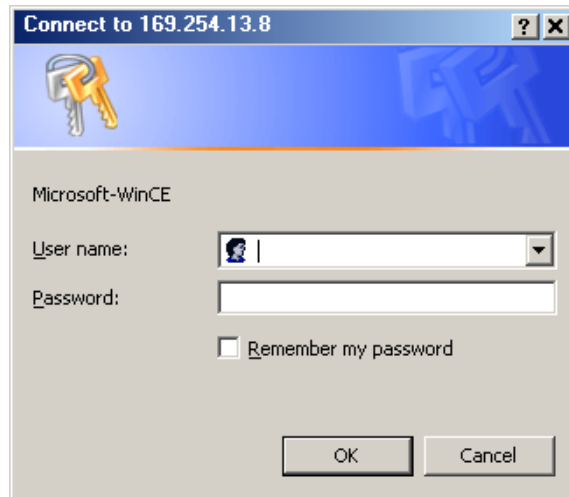
**Figure 7: Example of a Data Entry Screen (Occupancy Time 1 Screen)**

**Table 7: Buttons Available on Navigation Area of Data Entry Screens**

Button	Description
	OK button - performs the desired action.
	Cancel button - returns the display to the previous screen (no action is taken).
	Clear button - removes the data entry made in the New Value field, so that you can enter a different value.
	Back button - returns the display to the previous screen.

## Remote User Interface

The System Manager/Coordinator includes a remote user interface option allowing you to access the device remotely using Microsoft® Internet Explorer® Web browser on your computer. You simply enter the IP address of the System Manager/Coordinator on the address bar of the browser (for example, <http://169.254.13.8>). A dialog box then displays, asking you to specify a valid user name and password (Figure 8).



**Figure 8: Specifying User Name and Password in Browser**

Most operations available locally at the System Manager/Coordinator are also available when you log on remotely. The differences between the remote UI and the local UI include the following:

- The remote UI requires you to log in with a user name and password. You can also use the default Guest account, which does not require a password and provides view-only access to the system. The Guest access level is the equivalent of a local user prompting the UI by pressing the touch screen.
- You can disable remote system access; see *Enabling (or Disabling) the Remote User Interface*.
- You cannot disable the use of security on the remote UI.
- The remote UI time-out due to user inactivity does not log you out; remote UI log out only occurs when you close the browser.
- The data refresh rate of the remote UI is between 5 and 10 seconds.
- The remote UI does not display the numeric keypad because you use the computer keyboard to enter values into parameter fields or the mouse to select from drop-down dialog boxes.
- The remote UI does not use the Back Arrow or the Up/Down Arrow buttons; you use the browser's Back button to display the previous screen and the scroll bar to move up and down the screen.



**Note:** The user name and password screen in Figure 8 may also appear whenever you are logged on to the System Manager/Coordinator and access an operation, which requires user authentication such as changing your password. After you enter your password, you do not need to enter it again during the session, unless you request an operation that requires a higher level password.

**Note:** All screen representations in this document reflect how they appear at the display, not how they appear at the remote interface.

### ***Alarms and Alarm Priorities***

The System Manager and Zone Coordinator monitor the status of equipment on the network and report an alarm whenever they detect a problem has occurred such as an offline condition. The following information is gathered for each alarm:

- Name of the device the alarm is associated with
- Alarm condition
- Date and time when the condition occurred
- Suggested user action
- Priority of alarm, which can be one of the following:
  - Service - service whenever convenient
  - Service Priority - service is required as soon as possible
  - Critical - service is required immediately

### **Types of Alarms**

The Zone Coordinator generates an alarm for each new problem condition, such as:

- Offline transitions of the COB or VAV Rooftop Unit (RTU) Controller, Bypass Damper Controller and Zone Controllers on its Zone Bus
- Online transitions of the COB or VAV RTU Controller, Bypass Damper Controller and Zone Controllers on its Zone Bus
- Mechanical equipment problems detected by a COB or VAV RTU Controller

Similarly, the System Manager generates an alarm for:

- Offline transitions of the COB or VAV RTU Controller, IOM Controllers and Coordinators on its System Bus
- Online transitions of the COB or VAV RTU Controller, IOM Controllers and Coordinators on its System Bus
- Mechanical equipment problems detected by a CV RTU, COB RTU or VAV RTU Controller

## Buffer Limitation

The Zone Coordinator holds the last 50 alarms in memory, whereas the System Manager keeps the last 150 alarms. When the buffer limit is reached, the newest alarm replaces the oldest alarm. All alarms kept at the Coordinator are also forwarded to the System Manager. If the Coordinator cannot forward the alarms to the System Manager, the last 50 alarms are kept at the Coordinator, then sent within 30 seconds after communication between the two devices has been restored.

## Alarm Detection

When a new alarm occurs, the Alarm icon on the display turns red and begins to blink. Also, the Alarm LED on the upper right corner of the display turns from green to red. The Alarm icon returns to its normal state and the Alarm LED returns to green after you select the Alarm icon at the System Manager or Coordinator.

You can view alarms by pressing the Alarm icon from the Home screen. The most recent alarms are listed first. After you view the alarms in the system, you can delete them, either one at a time or all alarms at once.

Alarms can be routed to pagers, e-mail accounts, and cell phones via text messaging. See *Alarm Destinations* on page 18 for details.

## Alarm Destinations

The System Manager and Coordinator may send alarms to destinations such as pagers, e-mail accounts, and cellular phones with text messaging systems. By default, the System Manager or Coordinator routes any critical alarm to these destinations, but only if you have configured the destinations. An analog telephone line and a System Manager or Zone Controller with an internal modem is required for sending alarms to pagers. An Ethernet connection is required for sending alarms to e-mail accounts and text messaging systems. A text messaging system is any software application that routes text messages to cellular phones that support the Short Message Service (SMS) protocol. To increase alarm coverage, you may choose all three alarm destinations on a single System Manager and Coordinator.

The following is an example of an alarm sent to an alarm destination:

```
6/5/2008 1:04:28 AM ZC7 On-line 189 Communications Restored - Service
```

## Pagers

The System Manager or Coordinator can send alarms to paging devices. When a critical alarm occurs, the internal modem in the device uses the pager configuration parameters to establish communication with the paging system. The device passes the alarm to the paging system, then routes it to the pager. The time required for the alarm text to reach the pager depends on several factors, including the speed and reliability of the paging service.

## E-mail Accounts

The System Manager or Coordinator can send alarms to e-mail accounts. When a critical alarm occurs, the device constructs a message with an e-mail format, then sends it

over the active Internet connection to the Simple Mail Transfer Protocol (SMTP) server using the configured e-mail destination parameters. The SMTP server passes the message into the e-mail account specified. The time required for the alarm text to reach an e-mail Inbox depends on several factors, which include the speed and availability of the e-mail server.

### **Text Messages**

The System Manager or Coordinator can send alarms to cellular phones that use the SMS protocol. When a critical alarm occurs, the device constructs a message with an SMS format, then sends it over the active Internet connection to the SMS server using the configured text message destination parameters. The SMS server sends the message to the subscriber's cellular phone account. The time required for the alarm text to reach a cellular phone depends on several factors, including the speed and availability of the service provider.

### **Zones, Groups, and Members**

A Zone is an area of the building where temperature is under the control of a single Zone Controller. A small office, classroom, warehouse, or gymnasium can be considered one zone.

A Group is a collection of zones that operate on the same schedule or temporary occupancy state. Each group can support up to 24 zones for COB RTU systems or 32 zones for VAV RTU systems. Each Coordinator can control up to 4 groups.

Lastly, a Member is something you can schedule, which can be a Group, CV RTU, or IOM output point. The Member List is the screen that shows the currently defined members.

### **Event Scheduling**

You can define up to 24 event schedules at the System Manager and up to 4 event schedules on the Zone Coordinator, if the Zone Coordinator is not reporting to a System Manager. Each schedule consists of a unique schedule name and a pair of two occupied times and two unoccupied times for each day of the week. Each schedule also has one or more members. A member is something that can be scheduled.

The last commanded state by a schedule for a particular day rolls over into the next day (that is, remains the same) until the next commanded state for the new day occurs. If the Coordinator reports to a System Manager, the Coordinator scheduling is not used. In this case, the System Manager defines and executes all Coordinator schedules.

### **Temporary Occupancy Override**

Temporary Occupancy Override allows you to force a group of zones into a temporarily occupied state for a period of time, called the time-out delay. You can do this from the Zone Details screen or by pushing the temporary occupancy button on the thermostat. This action causes the zone, and all other zones in the same Group, to become temporarily occupied together. The system ignores all occupancy schedules for these zones during the time-out period. Once the time-out delay expires, the zones return to their normal occupancy schedule.

You can also force a single schedule, or all schedules, into the temporary occupancy state from the UI. This action places all members of the schedule into temporary occupancy. Members of the schedule can be a Group of zones or one or more CV RTUs. Again, when the time-out period expires, the members return to their normal occupancy schedule.

You can change the temporary occupancy time-out delay. Its range is from 15 to 240 minutes, with a default value of 120 minutes. You can also cancel temporary occupancy at any time from the UI.

To indicate which schedules (if any) are temporarily occupied, view the Schedules Summary on the System Manager or Coordinator. The Zone Status screen indicates whether a particular zone is temporarily occupied.

### **All Schedules - Temporary Occupancy**

This option places all schedules under temporary occupancy. This function is the same as if just one schedule was under temporary occupancy. The same duration applies: 15 to 240 minutes.

### **Exception Schedules**

You can add exception schedules throughout the year to accommodate holidays and other periods of time that require different scheduling. Each exception schedule can be for a single or reoccurring event, such as once every year. The exception replaces the complete weekly schedule for the day it is active. Two sets of occupied and unoccupied times can be defined per exception schedule.

### ***Global and Instant Shutdown***

The Global Shutdown function shuts down the entire system from the System Manager. This command shuts down all Coordinators and CV RTUs that report to the System Manager. An enable function is also available to re-enable the entire system.

The Instant Shutdown function shuts down a single Coordinator, CV RTU, or IOM. Shutting down a coordinator also shuts down all of its zones. An enable function is also available to re-enable a single system.

### ***Trend Data Collection***

The System Manager and Coordinator keep records of the changing values of points in the system. You can view these values on a Trend report. The System Manager or Coordinator collects one sample every 15 minutes over the past 72 hours for the following values:

- Zone temperature
- Supply or discharge air temperature
- Return air temperature
- Outside air temperature

The System Manager and Coordinator also collect samples for the last 10 changes of the following outputs:

- RTU fan status (On/Off)
- Cool1 to Cool4 (On/Off)
- Heat1 to Heat3 (On/Off)

You can view this data in tabular format sorted by time and date, with the most current samples listed first. The data that is displayed for each sample includes:

- Time and Date
- Trended value
- Units (if the trended value is an analog value)

The trend information is current at the time you requested the data. The System Manager or Coordinator replaces old trend data with the newest data as it becomes available. The trend data cannot be printed or exported. Also, the data does not refresh dynamically as it is viewed.

### ***Display Units***

The user interface can display data using the English or Metric format. Table 8 shows the analog value units. These units apply wherever the value is displayed or modified. You can specify which system of units to use for the site; see *Selecting Display Units* on page 33.

**Table 8: Display Units on User Interface**

Type	English Units	Metric Units	No. of Decimal Places
CO <sub>2</sub>	ppm	ppm	0
Damper Position	%	%	0
Pressure	in wc	Pa	2 for in wc 0 for Pa
Relative Humidity	%	%	0
Temperature	Deg F	Deg C	1
Time	hh:mm AM or PM	hh:mm AM or PM	n/a

## ***Maintenance Procedures***

The System Manager/Zone Coordinator includes the following maintenance procedures available to the operator:

- Backup/Restore Configuration - copies the existing configuration (or restores a backed up configuration) using a connected Universal Serial Bus (USB) drive.
- Restore Factory Settings - replaces the configuration parameters currently stored in the System Manager/Zone Coordinator with the original factory defaults.
- Relearn Connected Devices - removes any offline Coordinators, CV RTUs, or IOMs at the System Manager or zones at the Coordinator. If a device comes back online later, it reappears in the device summary.
- Restart System Manager/Zone Coordinator - performs a general restart of the device.

## Detailed Procedures

### Basic Procedures

Basic procedures include waking up the display, entering your password, and logging on/logging off the remote user interface.

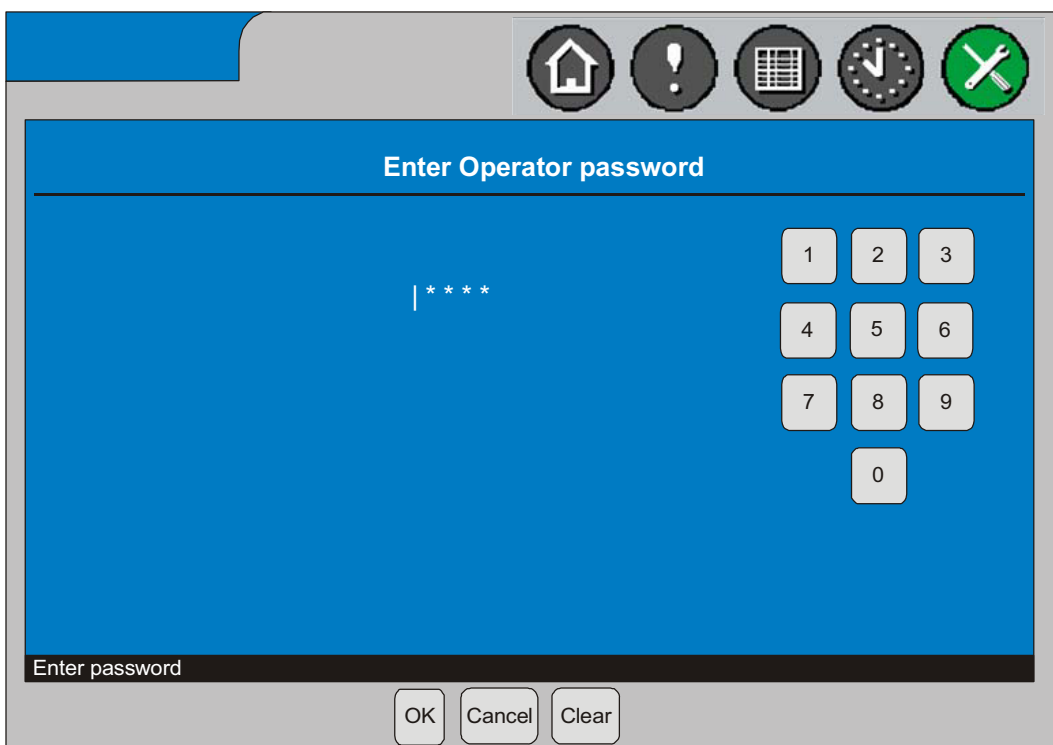
### Waking up the Display

To wake up the System Manager/Coordinator when its display is dark, simply press your finger to the display. The Home screen appears (Figure 5 on page 13). The display remains active until 10 minutes of no user activity. After 10 minutes, you are logged off automatically and the Home screen returns. Then, after another 5 minutes of inactivity, the screen goes to sleep (goes dark).

### Entering Your Password

To enter your password:

1. Use the number keypad on the display to enter your four digit password (Figure 9). The password screen displays whenever you attempt an operation that requires user authentication. Asterisks appear as you select each number. If you type an incorrect number, press Clear, then reenter the full password.



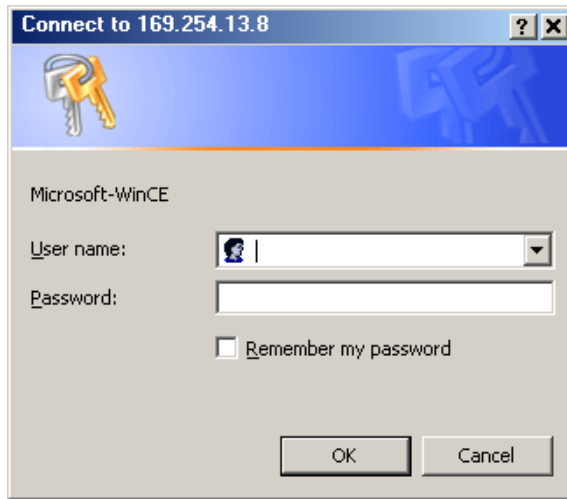
**Figure 9: Operator Password Entry Screen**

2. Press OK to submit your password. The screen you requested appears.

## Logging On the Remote User Interface

To log on the remote user interface:

1. Open your Internet browser and type the IP address of the System Manager/Coordinator in the address bar. Example:  
`http://192.254.12.3`
2. Press Enter. A dialog box then displays prompting for a valid user name and password (Figure 10).



**Figure 10: Specifying User Name and Password in Browser**

3. Type your user name and password and click OK. The Home screen of the System Manager/Coordinator appears.

## Logging Off the Remote User Interface

To log off the remote user interface, simply close your browser. There is no log off button or option available.

**Note:** The remote user interface does not timeout the user based on inactivity. The session is active until the browser displays a different Web page or you close the browser.

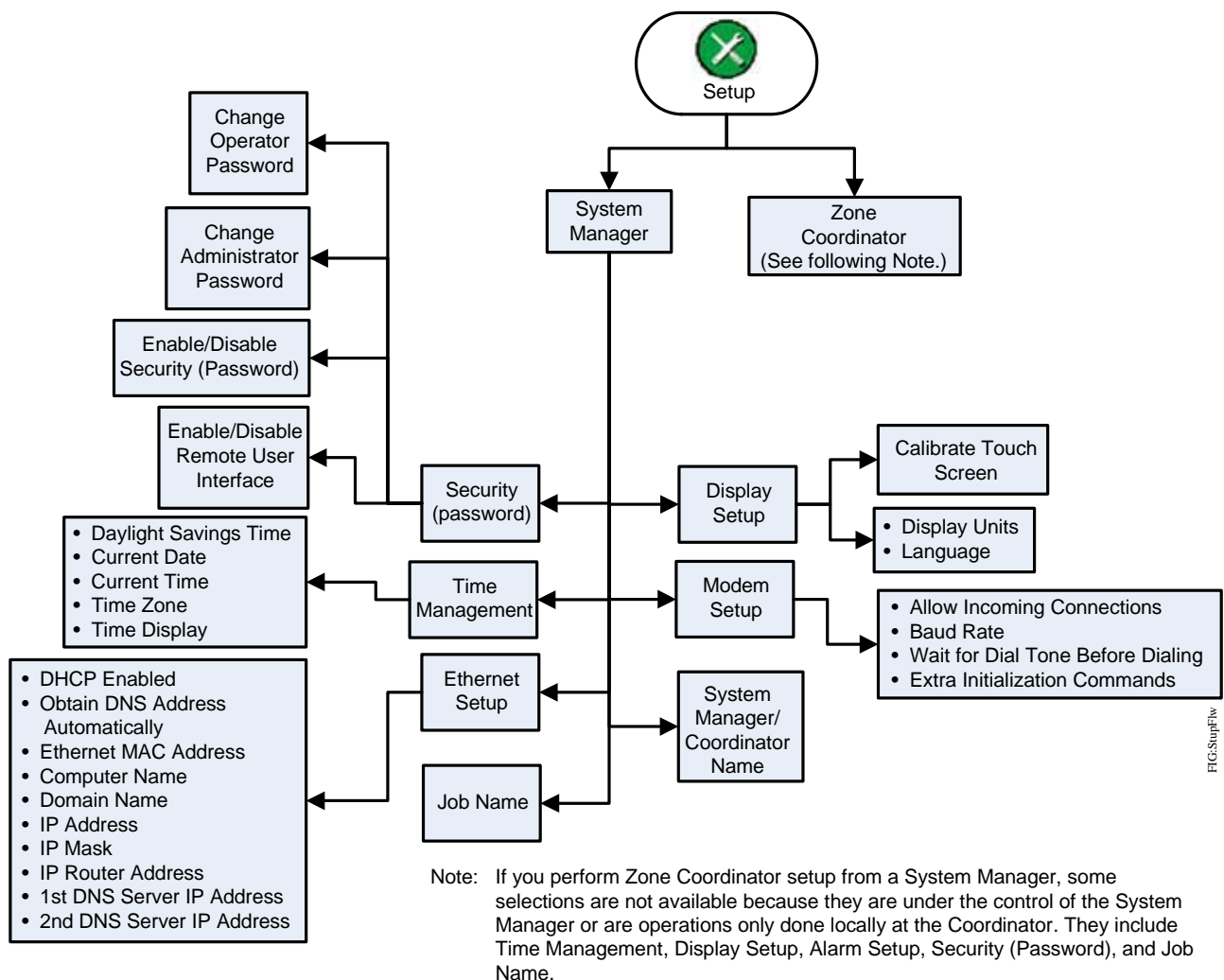


## Setup Procedures

Setup procedures include:

- Setting date and time parameters
- Changing the administrator or operator password
- Enabling/disabling the password requirement and remote user interface
- Setting up the modem
- Specifying Ethernet settings
- Selecting display units
- Calibrating the touch screen
- Specifying system manager name, zone coordinator name, and job name

Figure 11 is a flowchart of the Setup menu structure for the System Manager and Zone Coordinator. These menu selections are described in the sections that follow.

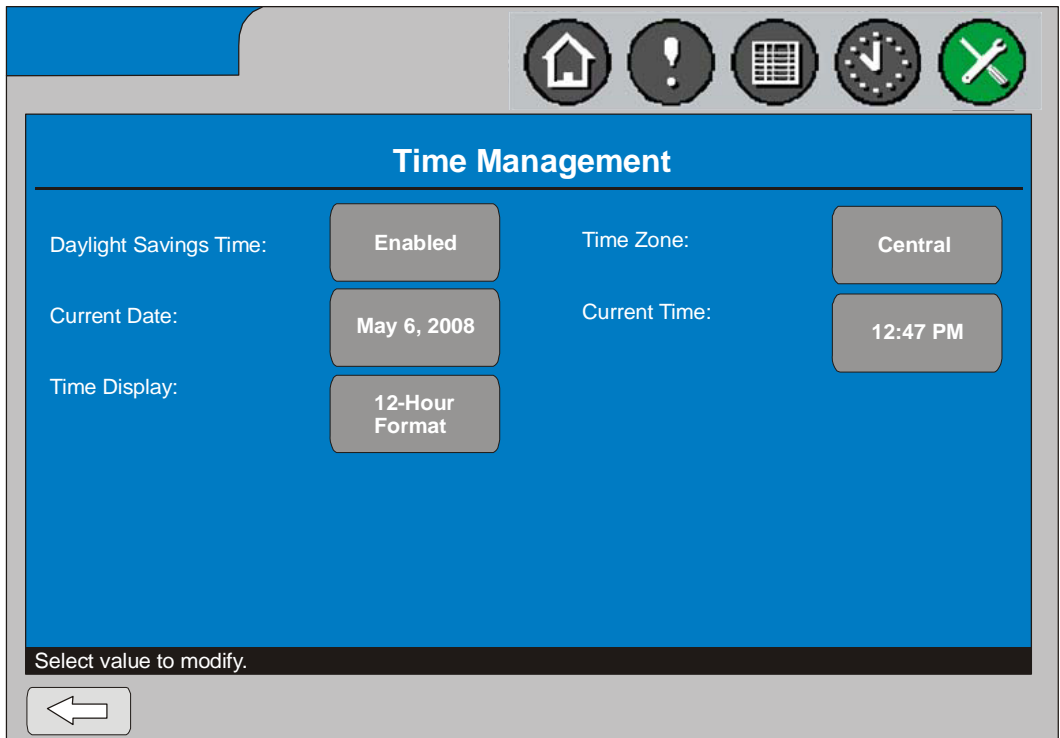


**Figure 11: Setup Options - Menu Structure**

### Setting Date and Time Parameters

To set date and time parameters:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the System Manager button. The System Manager Setup screen appears.  
For a Coordinator, press the Coordinator button. The Coordinator Setup screen appears.
3. Press the Time Management button. The Time Management screen appears.



**Figure 12: Time Management Screen**

4. Press the button for the time parameter you want to change. The button label describes the current setting. When you press the button, the appropriate screen appears allowing you to change the value. Table 9 lists these parameters and their ranges or possible selections.

**Table 9: Time Management Parameters**

Parameter	Parameter Range/Selections
Current Date	Month: January to December Date: 1 to 31 Year: 2001 to 2099
Current Time	12:00 AM to 12:00 PM
Daylight Savings Time	Enabled or Disabled
Time Display	12-hour format or 24-hour format
Time Zone	Eastern, Central, Mountain, Pacific

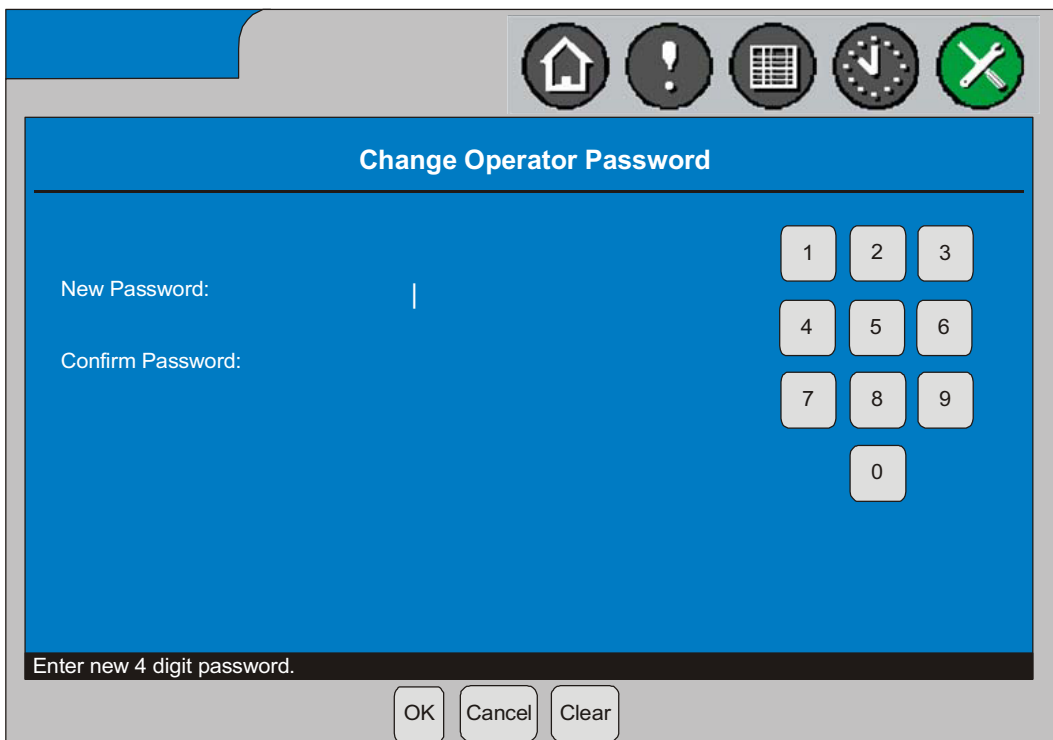
5. Make the time parameter changes and press OK. The Time Management screen returns, reflecting the changes you made.

## Changing the Administrator or Operator Password

To change the administrator or operator password:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the System Manager button. The System Manager Setup screen appears.  
For a Coordinator, press the Coordinator button. The Coordinator Setup screen appears.
3. Press the Security (password) button. The Security/Password Setup screen appears.
4. To change the administrator password, press the Change Administrator Password button. If you are not currently logged in as the Administrator, the Enter Administrator Password screen appears. Enter the Administrator password to continue. After the password is verified, the Change Administrator Password screen appears.

To change an operator password, press the Change Operator Password button. If you are not currently logged in as the Administrator, the Enter Administrator Password screen appears. Enter the Administrator password to continue. After the password is verified, the Change Administrator Password screen appears.



**Figure 13: Password Definition Screen**

5. Use the number keypad to specify a new password. Use any combination of 4 digits. Press the Clear button if you need to erase the digits and start over.  
As you enter the password, asterisks appear in the New Password field.
6. To confirm, reenter the new password in the Confirm Password field.
7. Press OK to submit the new password. The Security/Password Setup screen returns.

### Enabling (or Disabling) Password Security

To enable (or disable) password security:

**Note:** This function is only available at the System Manager (or Coordinator).  
You cannot perform this procedure from the remote user interface.

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the System Manager button. The System Manager Setup screen appears.

For a Coordinator, press the Coordinator button. The Coordinator Setup screen appears.

3. Press the Security (password) button. The Security/Password Setup screen appears.
4. Press the Security (Password) button. The Security (Password) screen appears.



**Figure 14: Security (Password) Screen**

- To disable password security when the password requirement is currently enabled, press OK.

To enable password security when the password requirement is currently disabled, press OK.

The Security/Password Setup screen returns, indicating the password security change you made.

### Enabling (or Disabling) the Remote User Interface

To enable (or disable) the remote user interface:

**Note:** This function is only available at the System Manager (or Coordinator).  
You cannot perform this procedure from the remote user interface.

- From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
- For a System Manager, press the System Manager button. The System Manager Setup screen appears.

For a Coordinator, press the Coordinator button. The Coordinator Setup screen appears.

- Press the Security (password) button. The Security/Password Setup screen appears.
- Press the Remote User Interface button. The Remote User Interface screen appears.

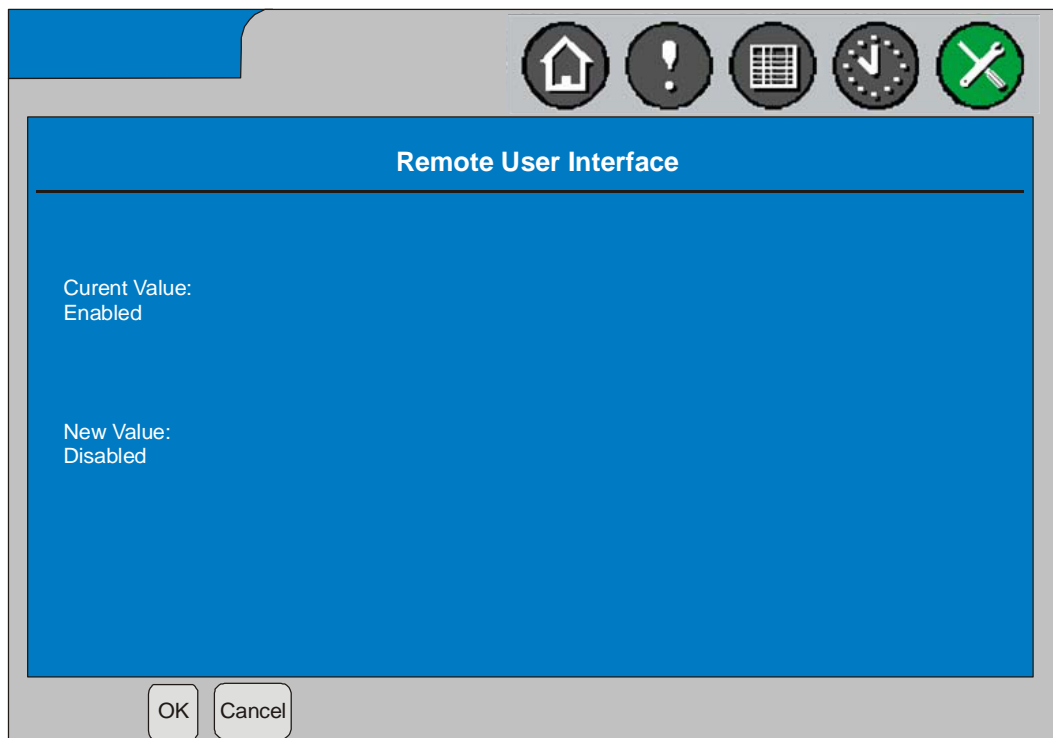


Figure 15: Remote User Interface Screen

- To disable the remote user interface when the interface is currently enabled, press OK.

To enable the remote user interface when the interface is currently disabled, press OK.

The Security/Password Setup screen returns, indicating the remote user interface change you made.

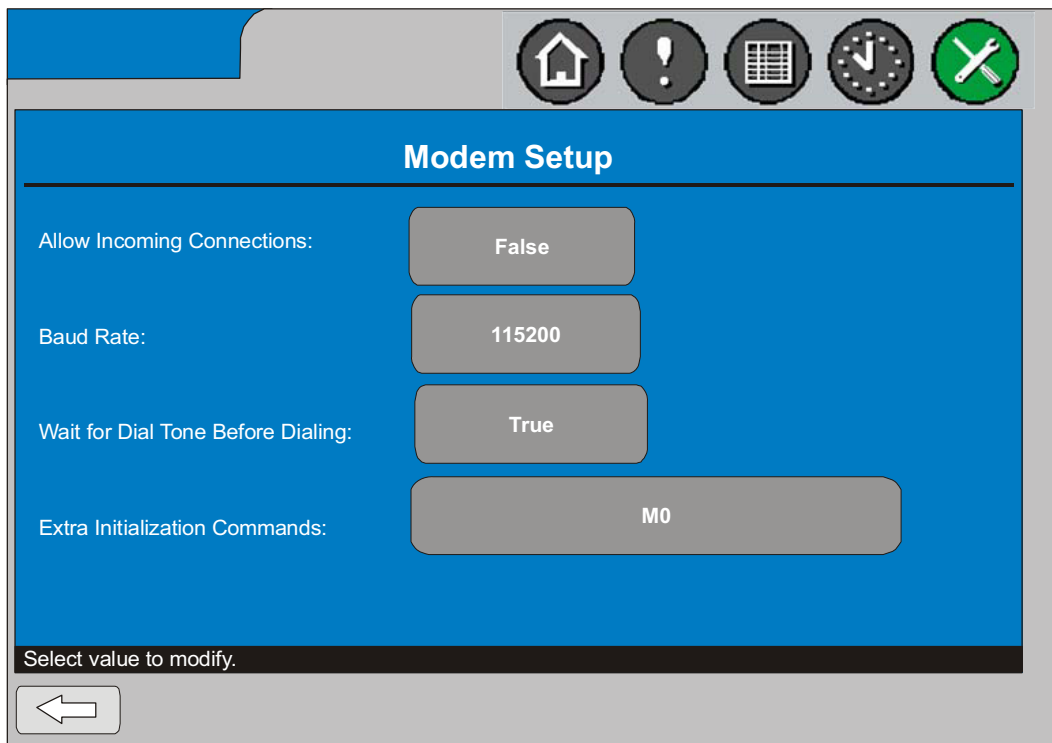
## Setting up a Modem

To set up a modem:

- From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
- For a System Manager, press the System Manager button. The System Manager Setup screen appears.

For a Coordinator, press the Coordinator button. The Coordinator Setup screen appears.

- Press the Modem Setup button. The Modem Setup screen appears.



**Figure 16: Modem Setup Screen**

- Press the button for the modem parameter you want to change. The button label describes the current setting. When you press the button, the appropriate screen appears, allowing you to change the value. Table 10 lists these parameters and their ranges or possible selections.

**Table 10: Modem Parameters**

Parameter	Parameter Range/Selections
<b>Allow Incoming Connections</b>	True or False <b>Note:</b> Set to True if computers are permitted to remotely access the unit over a dial-up connection.
<b>Baud Rate</b>	9600; 19200; 38400; 57600; 115200
<b>Wait for Dial Tone before Dialing</b>	True or False
<b>Extra Initialization Commands</b>	Enter modem initialization commands, up to 30 characters. <sup>1</sup>

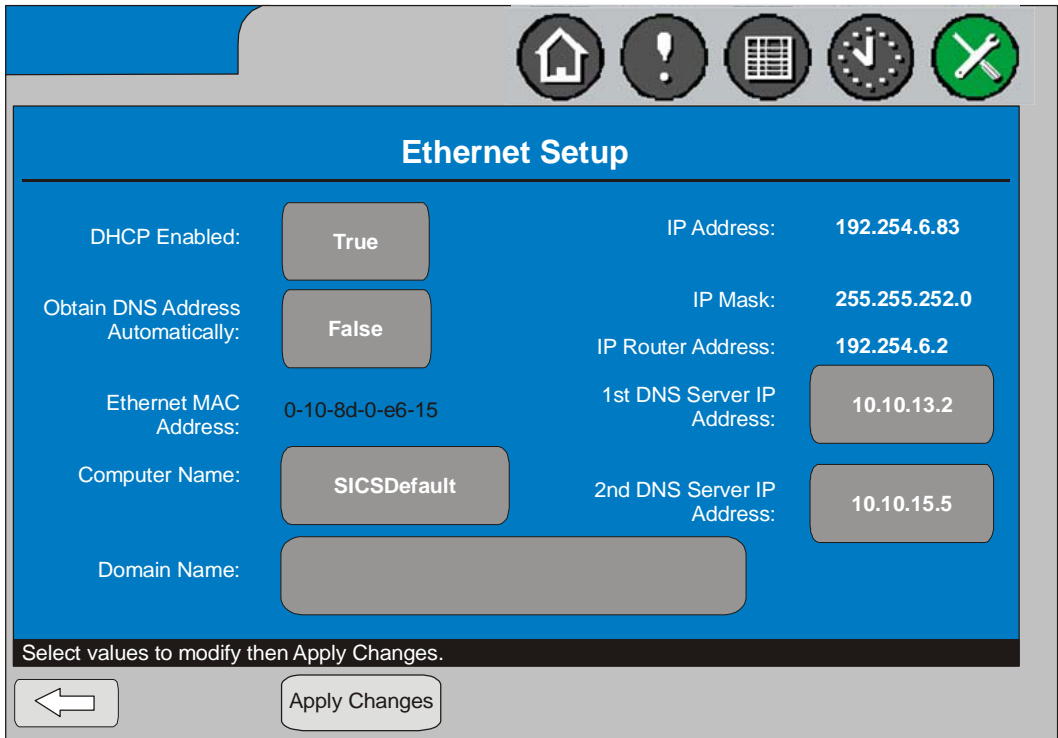
- A full keyboard screen appears allowing you to enter the characters of the command. Press OK to save the character set. The Modem Setup screen returns, indicating the modem initialization string you entered.
- Make the modem parameter changes and press OK. The Modem Setup screen returns, reflecting the changes you made.

### Specifying Ethernet Settings

To specify Ethernet settings:

- From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
- For a System Manager, press the System Manager button. The System Manager Setup screen appears.  
For a Coordinator, press the Coordinator button. The Coordinator Setup screen appears.
- Press the Ethernet Setup button. The Ethernet Setup screen appears.

4. Press the Change Values button to enable editing of the parameters. The screen updates by displaying buttons that indicate the values you can change.



**Figure 17: Ethernet Setup Screen**

5. Press the button for the Ethernet parameter you want to change. The button label describes the current setting. When you press the button, the appropriate screen appears, allowing you to change the value. Table 11 lists these parameters and their ranges or possible selections.

**Table 11: Ethernet Parameters**

Parameter	Parameter Range/Selections
DHCP Enabled	True or False
Obtain DNS Address Automatically	True or False
Computer Name	Enter computer name up to 15 characters <sup>1</sup>
Domain Name	Enter domain name up to 24 characters <sup>1</sup>
IP Address <sup>2</sup>	Enter IP address, 0 to 255 per segment
IP Mask <sup>2</sup>	Enter IP address, 0 to 255 per segment
IP Router Address <sup>2</sup>	Enter IP address, 0 to 255 per segment
1st DNS Server IP Address	Enter server IP address, 0 to 255 per segment
2nd DNS Server IP Address	Enter server IP address, 0 to 255 per segment

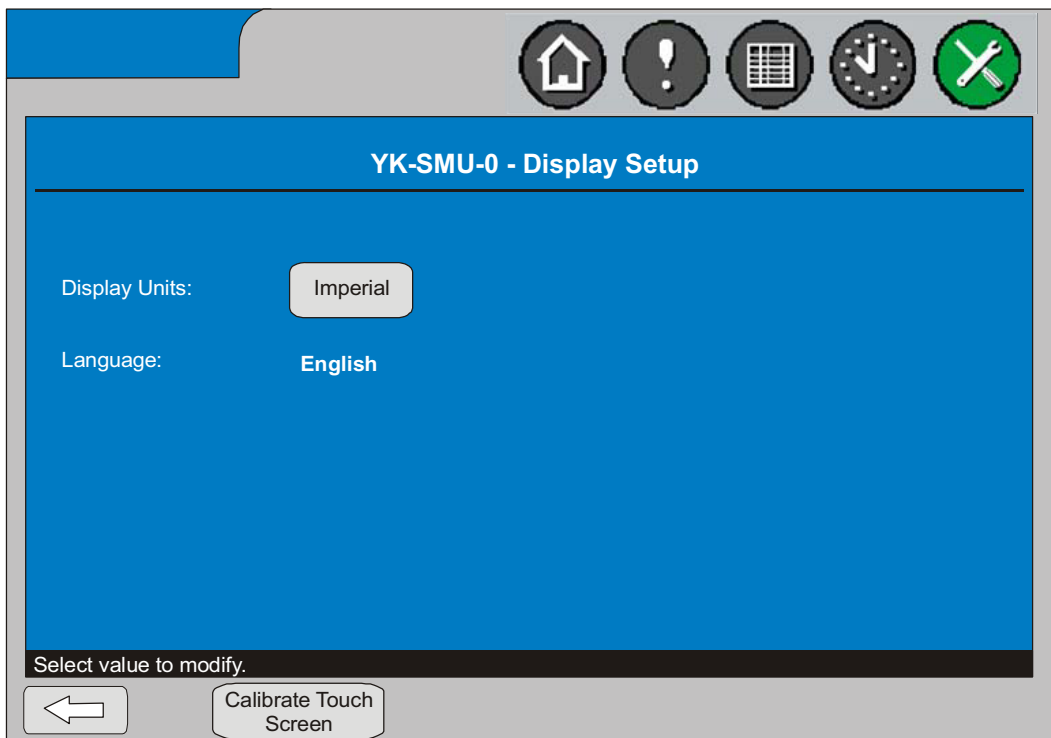
1. A full keyboard screen appears allowing you to enter a name. Press OK to save the name. The Ethernet Setup screen returns, indicating the name you entered.
2. This parameter is editable only when DHCP Enabled is set to False.
6. Make the Ethernet parameter changes and press Apply Changes. The Ethernet Setup screen returns, reflecting the changes you made.



## Selecting Display Units

To select Display units:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the System Manager button. The System Manager Setup screen appears.  
For a Coordinator, press the Coordinator button. The Coordinator Setup screen appears.
3. Press the Display Setup button. The Display Setup screen appears.



**Figure 18: Display Units Setup Screen**

4. Press the Display Units button. The Display Units screen appears.
5. Press OK to change the units to the opposite of the current setting. The Display Setup screen returns, reflecting the change you made.

## Calibrating the Display

To calibrate the Display:

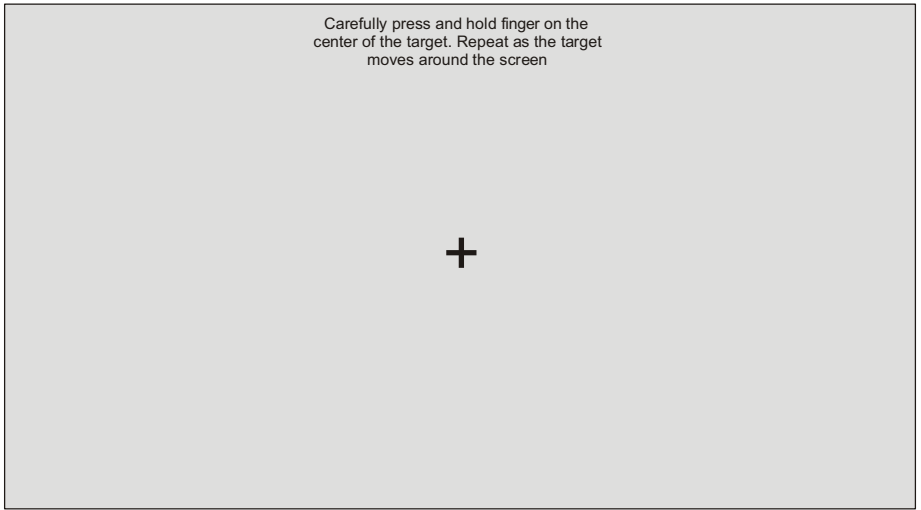
**Note:** Calibrate the screen when the display is not properly centered (for example, skewed to the left or right).

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.

2. For a System Manager, press the System Manager button. The System Manager Setup screen appears.

For a Coordinator, press the Coordinator button. The Coordinator Setup screen appears.

3. Press the Display Setup button. The Display Setup screen appears.
4. Press the Calibrate Touch Screen button. The screen turns to white, with a calibration instruction shown at the top.



**Figure 19: Calibrate Screen**

5. To calibrate, carefully press and hold your finger on the center of the target. Repeat this step as the target moves to each corner of the screen.

After calibration is complete, the System Manager/Coordinator screen returns.

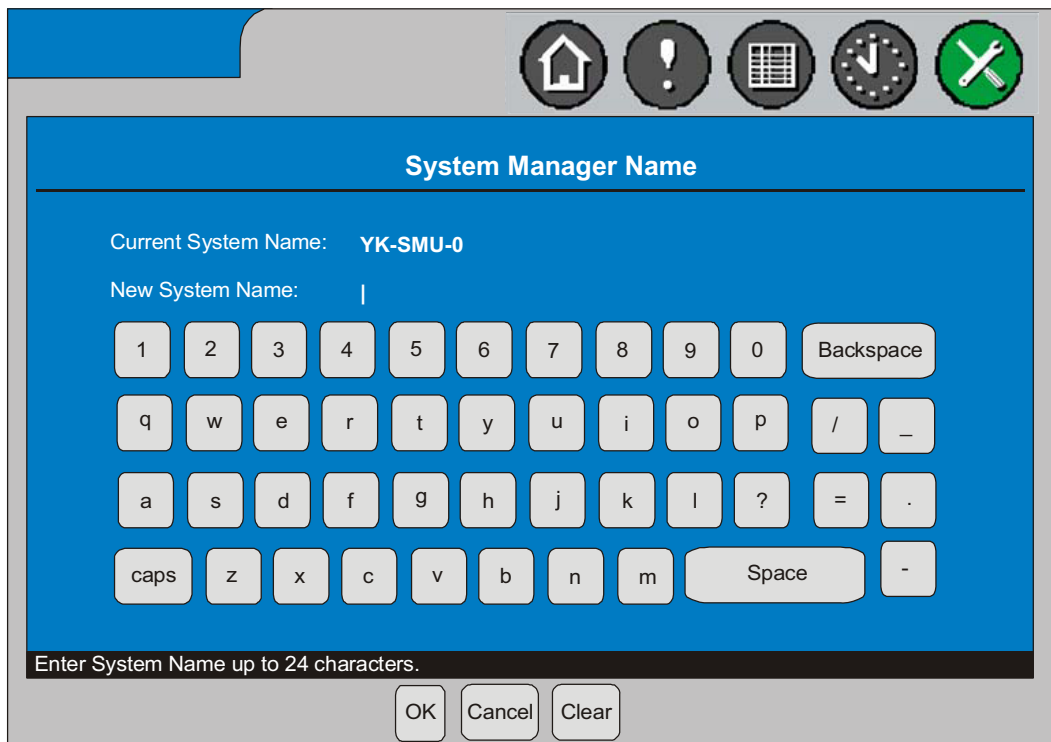
## Specifying System Manager/Zone Coordinator Name

To specify the System Manager or Zone Coordinator name:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the System Manager button. The System Manager Setup screen appears.

For a Coordinator, press the Coordinator button. The Coordinator Setup screen appears.

3. Press the System Manager Name or Coordinator Name button. The System Manager Name or Coordinator Name entry screen appears.



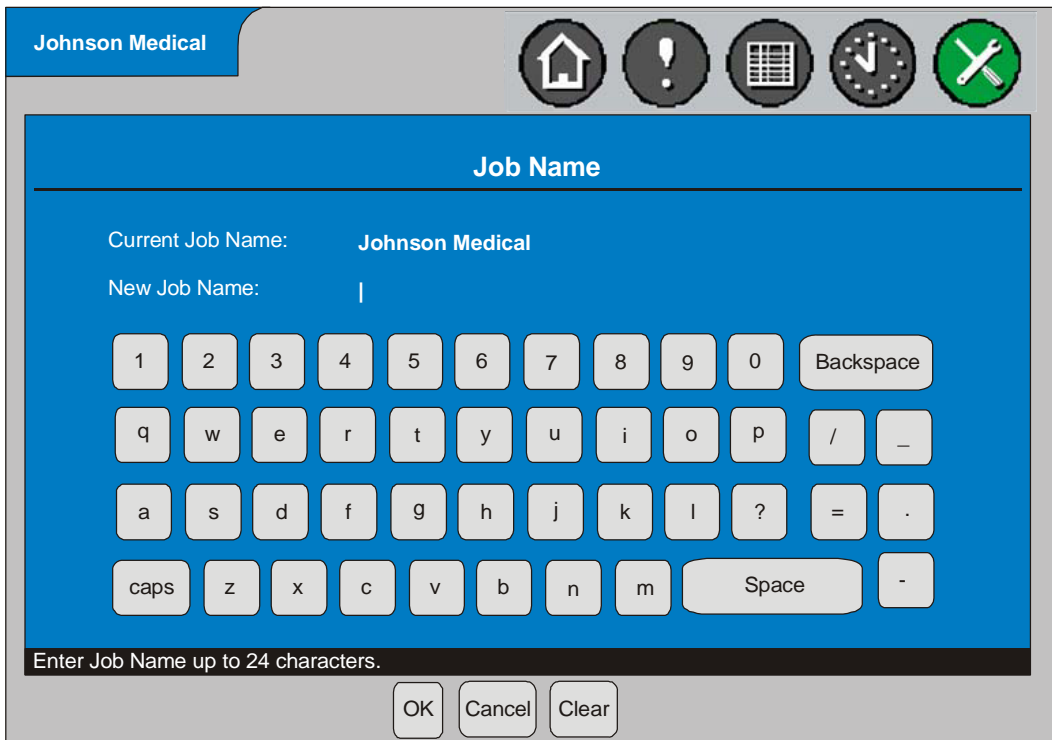
**Figure 20: System Manager Name Entry Screen**

4. Use the keyboard screen to enter a name for the System Manager or Coordinator. A maximum of 24 characters are allowed.
5. Press OK to save the name. The System Manager/Coordinator Setup screen returns, reflecting the change you made. The System Manager and Coordinator names are used on the titles of many screens in the user interface.

## Entering Job Name

To enter a job name:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the System Manager button. The System Manager Setup screen appears.  
For a Coordinator, press the Coordinator button. The Coordinator Setup screen appears.
3. Press the Job Name button. The Job Name screen appears.



**Figure 21: Job Name Entry Screen**

4. Use the keyboard screen to enter a job name. A maximum of 24 characters are allowed.
5. Press OK to save the name. The System Manager or Coordinator Setup screen returns, reflecting the change you made. The Job Name is shown in the upper left corner of all screens in the user interface.

## ***Scheduling Procedures***

Scheduling procedures include:

- Adding a schedule
- Deleting a schedule
- Adding a member to a schedule
- Deleting a member from a schedule
- Configuring temporary occupancy
- Beginning temporary occupancy
- Ending temporary occupancy
- Adding temporary occupancy to all schedules

**Note:** If the Coordinator is under the control of the System Manager, its schedules are not accessible. In this case, the message **Please access Schedules at the System Manager display** appears when you press the Schedule icon on the Coordinator Home screen.

Figure 22 is a flowchart of the Schedule menu structure for the System Manager. These menu selections are described in the sections that follow. A schedule option is also offered under the Setup menu.

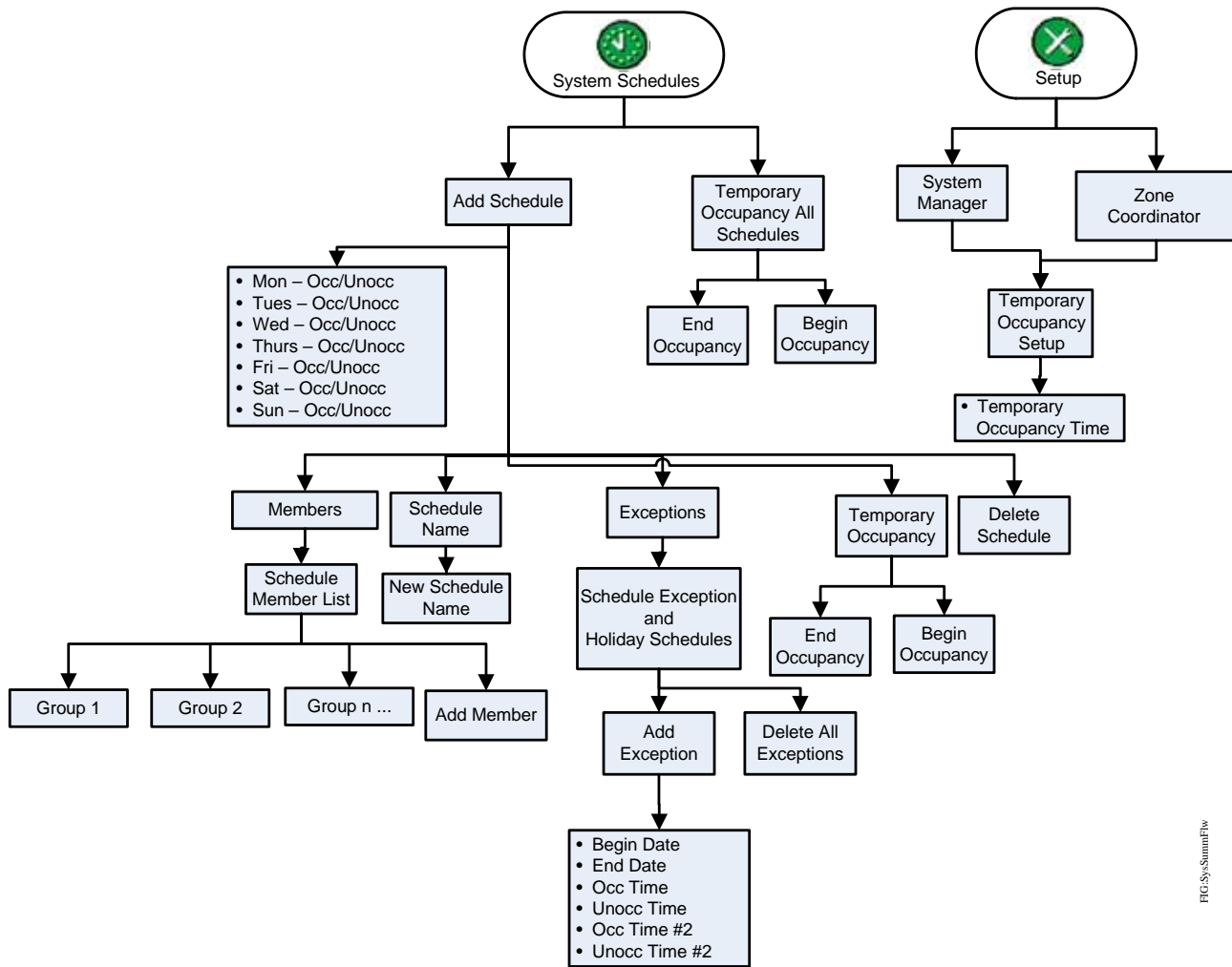


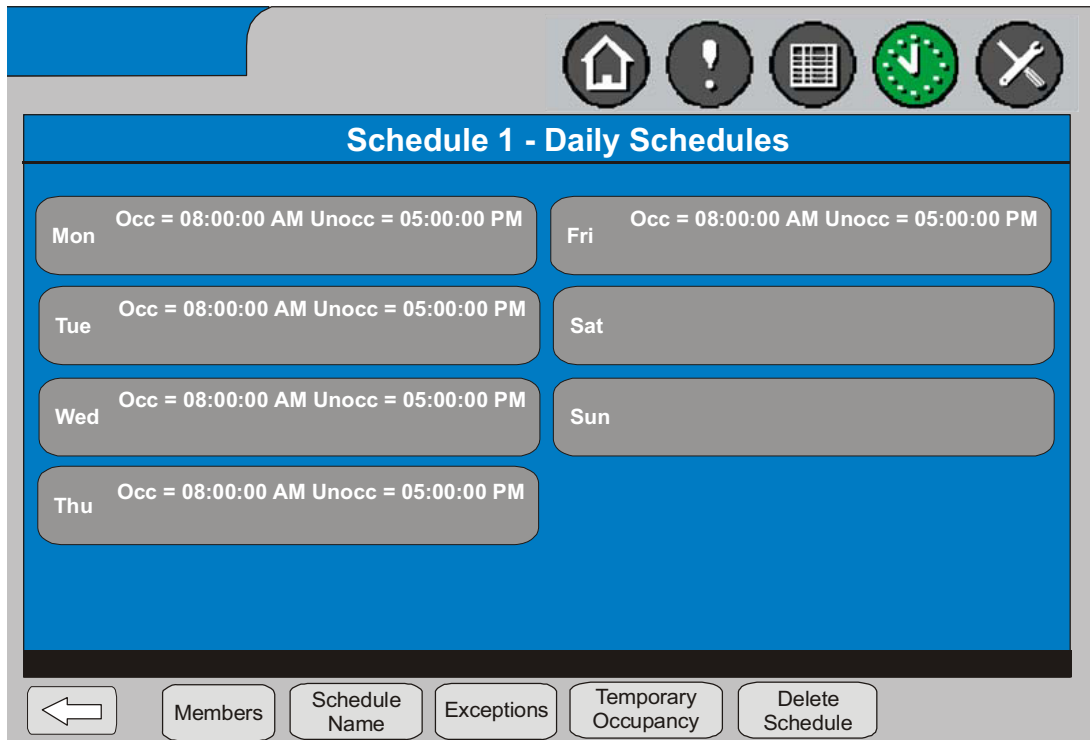
Figure 22: Schedule Options - Menu Structures

FIG. SysSummitFlw

## Adding a Schedule

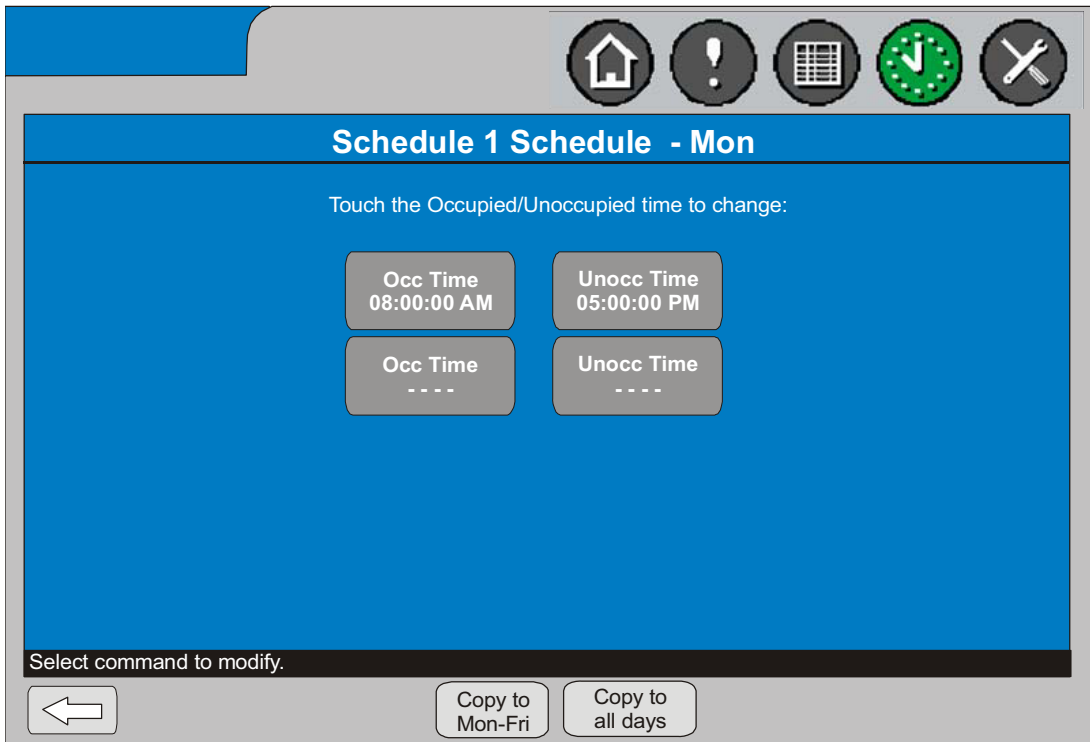
To add a schedule:

1. From the Home screen of the System Manager, press the Schedule icon. The Schedules screen appears.
2. Press the Add Schedule button. The Daily Schedules screen appears. A weekday schedule is presented with default occupancy and unoccupancy times of 8:00 AM and 5:00 PM, respectively.



**Figure 23: Daily Schedules Screen**

3. Press the day of week button to define its occupied and unoccupied times. The configuration screen for this schedule day appears.



**Figure 24: Example Schedules Screen for Monday**

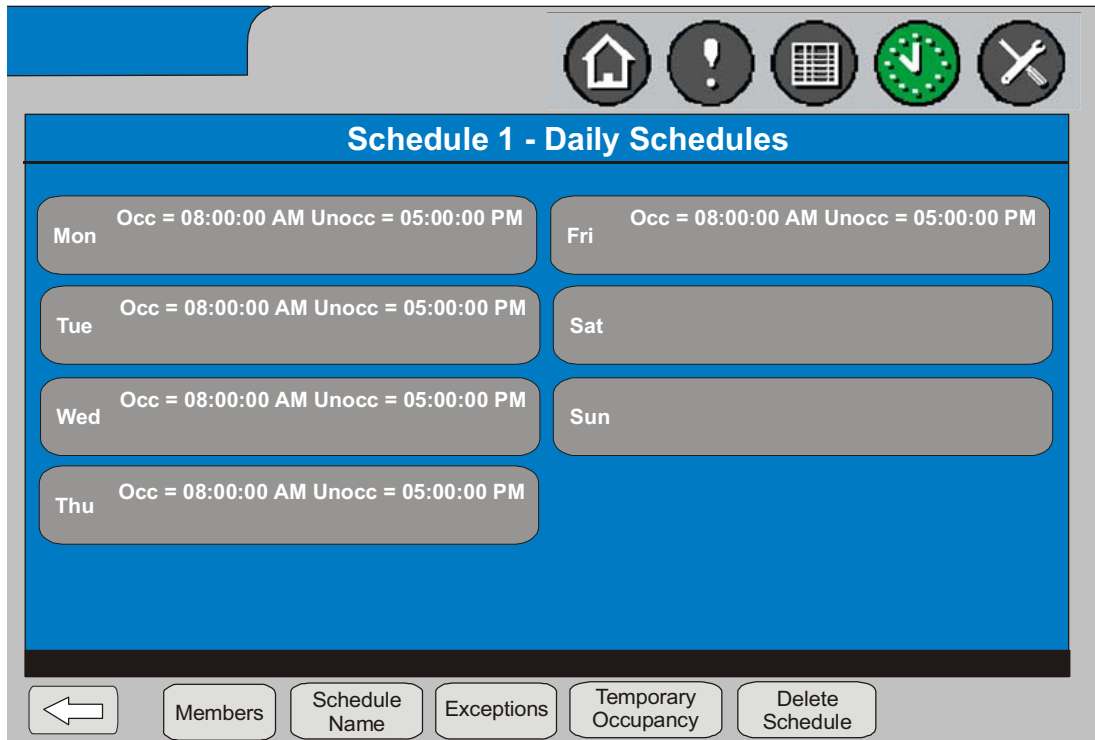
4. Enter up to two pairs of occupied/unoccupied times for this day of the week.
5. Once you have defined the occupied/unoccupied times, you can copy these times to the rest of the weekdays of the week. To do so, press the Copy to Mon-Fri button. Or, if you want to copy these times for all days of the week including the weekend, press the Copy to All Days button.
6. Press OK to save your changes and return to the Daily Schedules screen. The changes you made are indicated.



## Deleting a Schedule

To delete a schedule:

1. From the Home screen of the System Manager, press the Schedule icon. The Schedules screen appears.
2. Select the Schedule you wish to delete; that schedule's Daily Schedule appears.



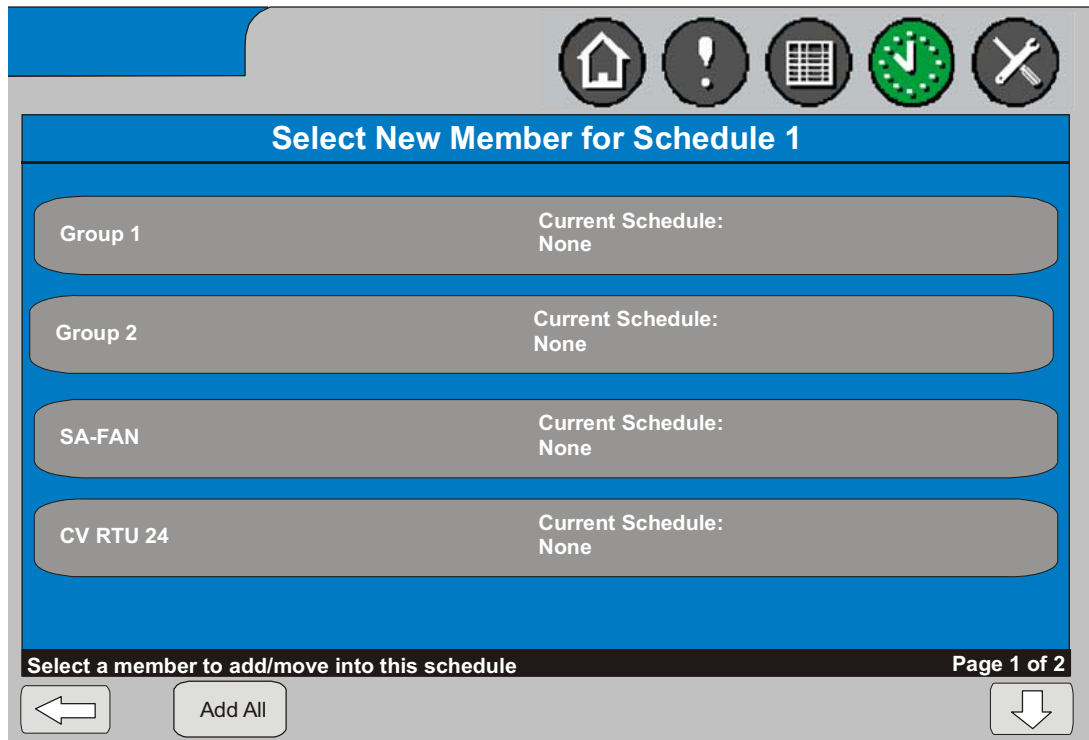
**Figure 25: Delete Schedule Screen**

3. Press the Delete Schedule button to remove the currently shown schedule from the System Manager. The schedule is deleted, and the Schedules screen returns, indicating the schedule has been removed.

## Adding a Member to a Schedule

To add a member to a schedule:

1. From the Home screen of the System Manager, press the Schedule icon. The Schedules screen appears.
2. Select the schedule to which you want to add members; that schedule's Daily Schedules screen appears.
3. Press the Members button. The Member List for this schedule appears.
4. Press the Add Member button. The Select New Member screen for this schedule appears. This screen shows all schedulable items that are not already members of this schedule, even if they are in another schedule.



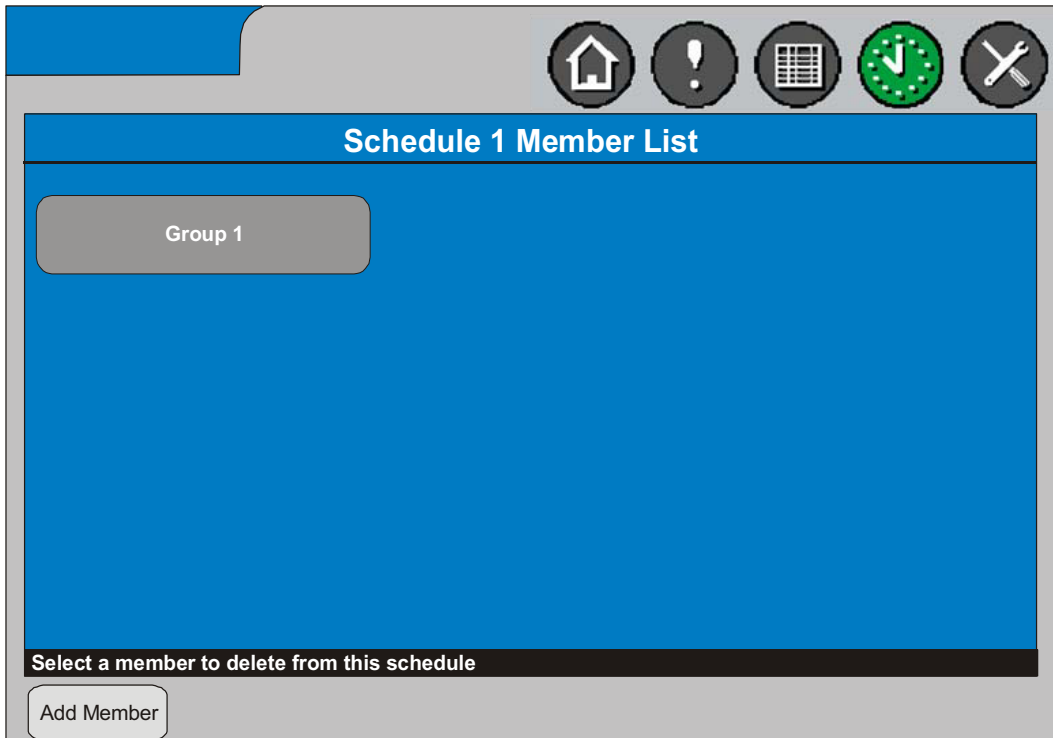
**Figure 26: Select New Member Screen**

5. Press on a member button to add or move the member to this schedule. Press Yes to confirm. The member is added (or moved) and disappears from this screen.  
If you want to add or move all members into this schedule, press the Add All button.
6. Press the Back button and verify that the member has been added to schedule.

## Deleting a Member from a Schedule

To delete a member from a schedule:

1. From the Home screen of the System Manager, press the Schedule icon. The Schedules screen appears.
2. Select the schedule from which you want to delete a member; that schedule's Daily Schedules screen appears.
3. Press the Members button. The Member List for this schedule appears. If this list is empty, then there are no members to delete. (Each added member gets added to this list.)



**Figure 27: Delete Member Screen**

4. Press on a member button to select it for deletion. The Delete Group x from Schedule x screen appears.
5. Select Delete Member to remove it. Press Yes to confirm. The Member List appears and is now refreshed, indicating the member is no longer in the list.

### Adding an Exception Schedule

To add an exception schedule:

1. From the Home screen of the System Manager, press the Schedule icon. The Schedules screen appears.
2. Select the schedule to which you want to add an exception. The Daily Schedules screen for that schedule appears.
3. Press the Exceptions button. The Exception and Holiday Dates screen for this schedule appears.
4. Press the Add Exception button. The Properties for Exception screen appears.

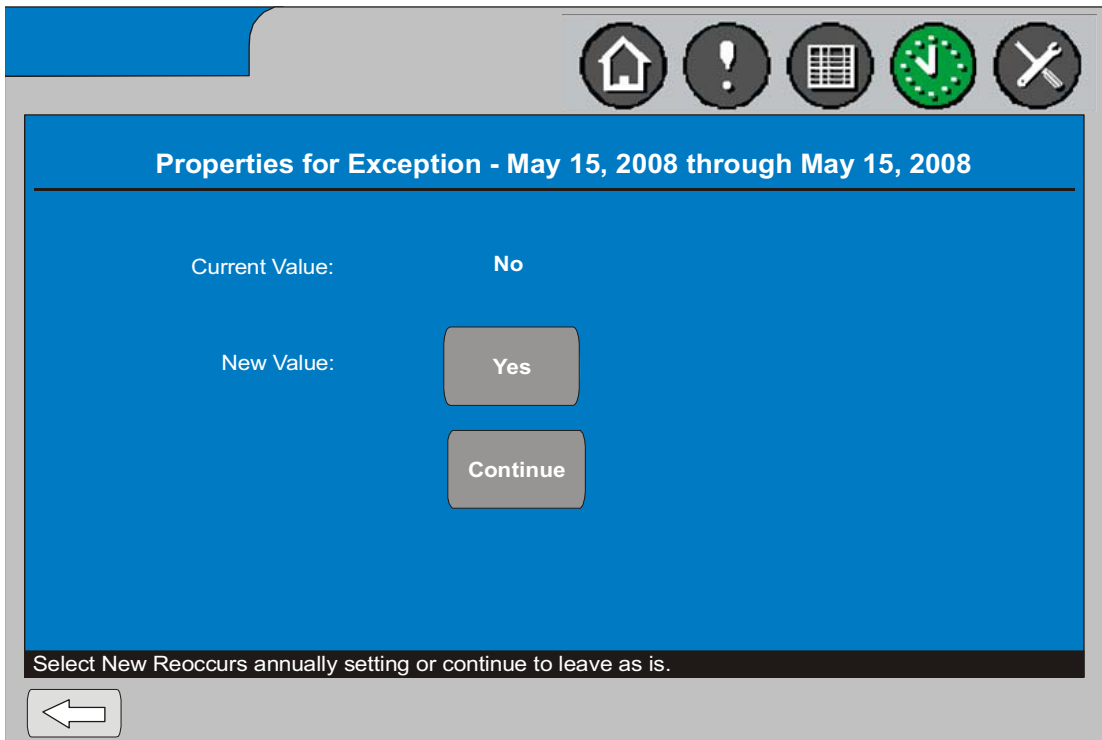


Figure 28: Properties for Exception Screen

5. Press Yes to create this exception and have it reoccur annually. Or click Continue to create the exception as a one-time event. The Properties for Exception definition screen appears.

**Figure 29: Properties for Exception Definition Screen**

6. Press on the Begin Date and End Date buttons to specify the dates of this exception's start and finish.

**Note:** If the Begin Date you enter is **after** the End Date, and the exception is reoccurring (that is, no year entered), the exception crosses the year boundary. For example, a Begin Date of December 24 and an End Date of January 2 starts in one year and ends in the next.

7. Press on the Occ Time and Unocc Time buttons to specify the times of when the schedule is occupied and unoccupied.
8. After you are satisfied with the entries, press Done to save.

### Setting up Temporary Occupancy Time

To set up a temporary occupancy time:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the System Manager button. The System Manager Setup screen appears.

For a Coordinator, press the Coordinator button. The Coordinator screen appears.

3. Press the Temporary Occupancy Setup button. The Temporary Occupancy Setup screen appears.
4. Press the Temporary Occupancy Time button. The Temporary Occupancy Time screen appears.



**Figure 30: Temporary Occupancy Setup Screen**

5. Use the numeric keypad to enter a new temporary occupancy time. The valid range is from 15 to 240 minutes.
6. Press OK to save your change. The Temporary Occupancy Setup screen returns, indicating the change you made.

### **Beginning Temporary Occupancy of a Schedule**

To begin temporary occupancy of a schedule:

1. From the Home screen of the System Manager, press the Schedule icon. The Schedules screen appears.
2. Select a schedule for temporary occupancy; the Daily Schedules screen for that schedule appears.
3. Press the Temporary Occupancy button. The Schedule Temporary Occupancy screen appears.
4. Press the Begin Occupancy button. Select Yes to confirm.

## **Ending Temporary Occupancy of a Schedule**

To end temporary occupancy of a schedule:

1. From the Home screen, press the Schedule icon. The Schedules screen appears.
2. Select the schedule to end temporary occupancy. The Daily Schedules screen for that schedule appears.
3. Press the Temporary Occupancy button. The Schedule Temporary Occupancy screen appears.
4. Press the End Occupancy button. Select Yes to confirm.

## **Beginning or Ending Temporary Occupancy to All Schedules**

To begin or end temporary occupancy for all schedules:

1. From the Home screen, press the Schedule icon. The Schedules screen appears.
2. Press the Temp Occ All Schedule button. The All Schedules Temporary Occupancy screen appears.
3. To begin, press the Begin Occupancy button.  
To end, press the End Occupancy button.

## Alarm Procedures

Alarm procedures include:

- Configuring a pager alarm destination
- Configuring an e-mail alarm destination
- Configuring a text message alarm destination
- Configuring alarm indicators
- Viewing an alarm summary
- Deleting alarms

Figure 31 is a flowchart of the Alarm menu structure for the System Manager. These menu selections are described in the sections that follow.

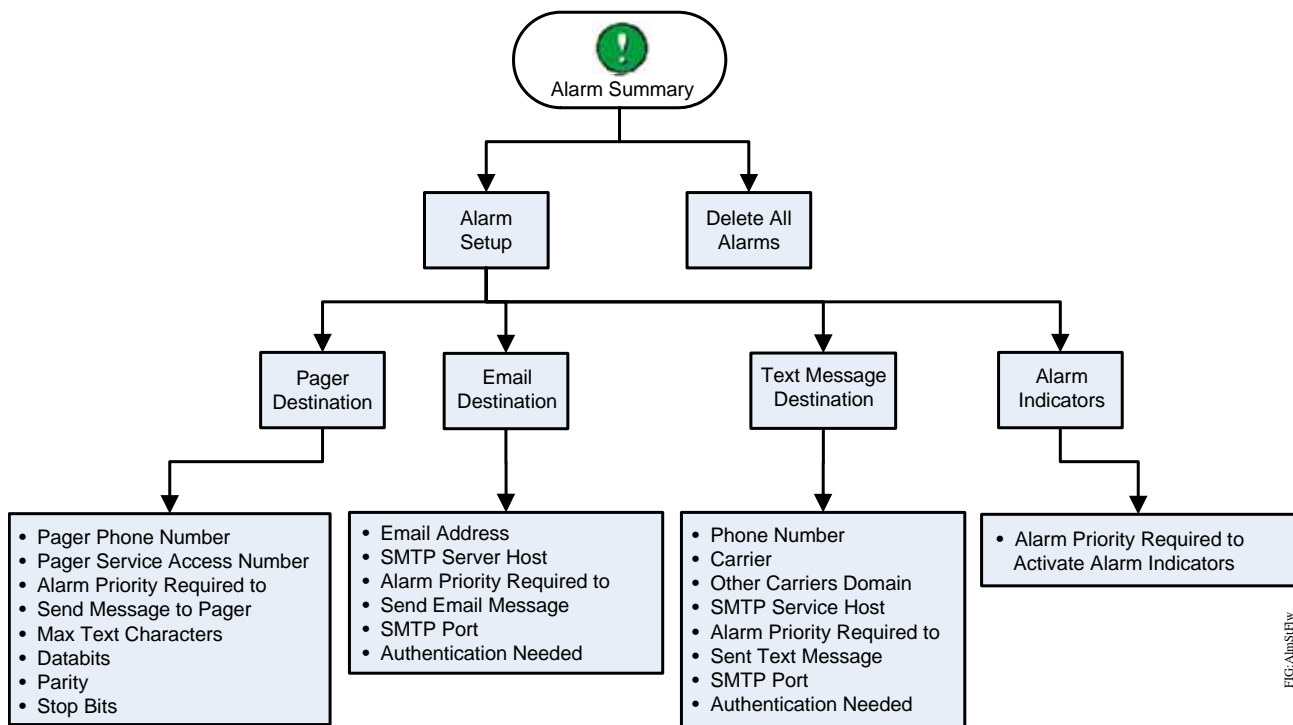


FIG.AlmsSMFw

**Figure 31: Alarm Options - Menu Structure**



## Configuring Pager as Alarm Destination

To configure a pager as an alarm destination:

1. From the Home screen of the System Manager or Zone Coordinator, press the Alarm Summary icon. The Alarm Summary screen appears.
2. Press the Alarm Setup button. The Alarm Setup screen appears.
3. Press the Pager Destination button. The Pager Setup screen appears.

**Figure 32: Pager Setup Screen**

4. Press the button for the Pager parameter you want to change. The button label describes the current setting. When you press the button, the appropriate screen appears allowing you to change the value. Table 12 lists these parameters and their ranges or possible selections.

**Table 12: Pager Setup Parameters (Part 1 of 2)**

Parameter	Parameter Range/Selections
<b>Pager Phone Number</b>	Enter a value up to 24 characters <sup>1</sup>
<b>Pager Service Access Number</b>	Enter a value up to 24 characters <sup>1</sup>
<b>Alarm Priority Required to Send Message to Pager</b>	Select one of these options: <ul style="list-style-type: none"> <li>• Service, Service Priority and Critical</li> <li>• Service Priority and Critical</li> <li>• Critical</li> <li>• None</li> </ul>
<b>Max Text Characters</b>	1-255

**Table 12: Pager Setup Parameters (Part 2 of 2)**

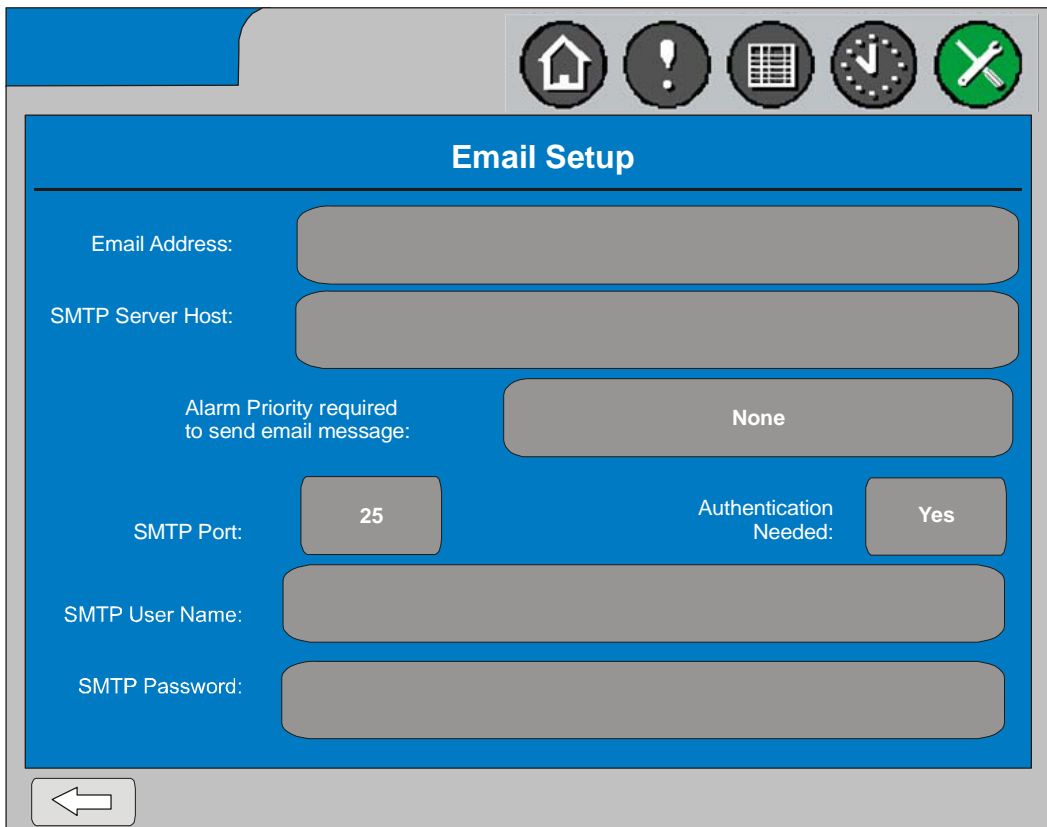
Parameter	Parameter Range/Selections
Databits	7 or 8
Parity	Even, Odd, None, Mark, or Space
Stop bits	1, 1.5, or 2

1. A full keyboard screen appears, allowing you to enter a phone number. Press OK to save the name. The Pager Setup screen returns, indicating the number you entered.
5. Make the pager destination changes and press OK. The Pager Setup screen returns, reflecting the changes you made.

**Configuring E-mail Account as Alarm Destination**

To configure an e-mail account as an alarm destination:

1. From the Home screen of the System Manager or Zone Coordinator, press the Alarm Summary icon. The Alarm Summary screen appears.
2. Press the Alarm Setup button. The Alarm Setup screen appears.
3. Press the E-mail Destination button. The E-mail Setup screen appears.



**Figure 33: E-mail Setup Screen**

- Press the button for the e-mail parameter you want to change. The button label describes the current setting. When you press the button, the appropriate screen appears, allowing you to change the value. Table 13 lists these parameters and their ranges or possible selections.

**Table 13: E-mail Destination Setup Parameters**

Parameter	Parameter Range/Selections
<b>E-mail Address</b>	Enter a valid e-mail address up to 30 characters <sup>1</sup>
<b>SMTP Server Host</b>	Specify SMTP server as a host name (up to 30 characters) or enter an IP address <sup>2</sup>
<b>Alarm Priority Required to Send E-mail Message</b>	Select one of these options: <ul style="list-style-type: none"> <li>• Service, Service Priority and Critical</li> <li>• Service Priority and Critical</li> <li>• Critical</li> <li>• None</li> </ul>
<b>SMTP Port</b>	0-65535
<b>Authentication Needed</b>	Yes or No
<b>SMTP User Name<sup>3</sup></b>	Enter SMTP User Name up to 24 characters
<b>SMTP Password<sup>3</sup></b>	Enter SMTP Password up to 20 characters. After you enter the password, its characters appear as asterisks (*) on the setup screen.

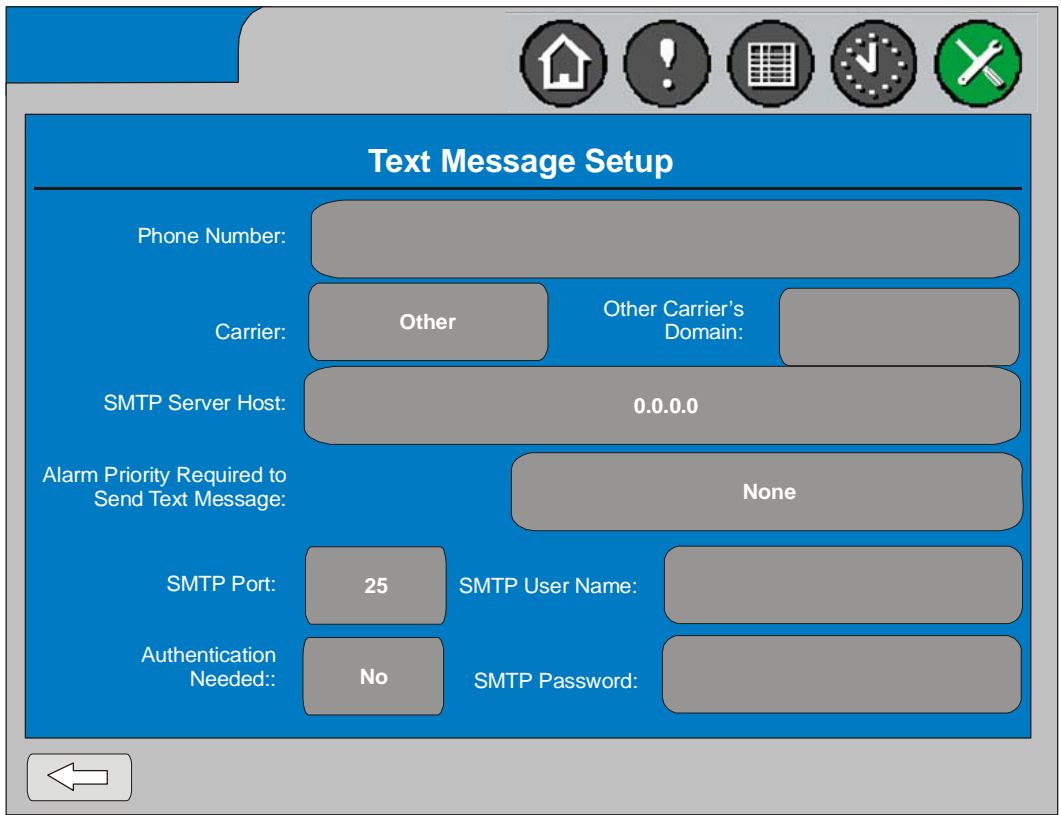
- A full keyboard screen appears, allowing you to enter an e-mail address. Press OK to save the e-mail address; remember to include the @ symbol. The e-mail Setup screen returns, indicating the address you entered.
  - A full keyboard or keypad appears, allowing you to enter the host name or IP address. Press OK to save the name/address. The e-mail Setup screen returns, indicating the name/address you entered.
  - This parameter appears only if Authentication Needed = Yes.
- Make the e-mail destination changes and press OK. The E-mail Setup screen returns, reflecting the changes you made.

### Configuring Text Message as Alarm Destination

To configure a text message as an alarm destination:

- From the Home screen of the System Manager or Zone Coordinator, press the Alarm Summary icon. The Alarm Summary screen appears.
- Press the Alarm Setup button. The Alarm Setup screen appears.

3. Press the Text Message Destination button. The Text Message Setup screen appears.



**Figure 34: Text Message Setup Screen**

4. Press the button for the text message parameter you want to change. The button label describes the current setting. When you press the button, the appropriate screen appears, allowing you to change the value. Table 14 lists these parameters and their ranges or possible selections.

**Table 14: Text Message Setup Parameters (Part 1 of 2)**

Parameter	Parameter Range/Selections
Phone Number	Enter text message phone number up to 24 characters <sup>1</sup>
Carrier	Alltel, AT&T, Nextel, Cingular, Sprint, T-Mobile, Verizon, or Virgin Mobile
Other Carrier's Domain	Enter domain up to 30 characters <sup>1</sup>
SMTP Server Host	Specify SMTP server as a host name (up to 30 characters) or enter an IP address <sup>2</sup>

**Table 14: Text Message Setup Parameters (Part 2 of 2)**

Parameter	Parameter Range/Selections
<b>Alarm Priority Required to Send Text Message</b>	Select one of these options: <ul style="list-style-type: none"> <li>• Service, Service Priority and Critical</li> <li>• Service Priority and Critical</li> <li>• Critical</li> <li>• None</li> </ul>
<b>SMTP Port</b>	0-65535
<b>Authentication Needed</b>	Yes or No
<b>SMTP User Name<sup>3</sup></b>	Enter SMTP User Name up to 24 characters
<b>SMTP Password<sup>3</sup></b>	Enter SMTP Password up to 20 characters. After you enter the password, its characters appear as asterisks (*) on the setup screen.

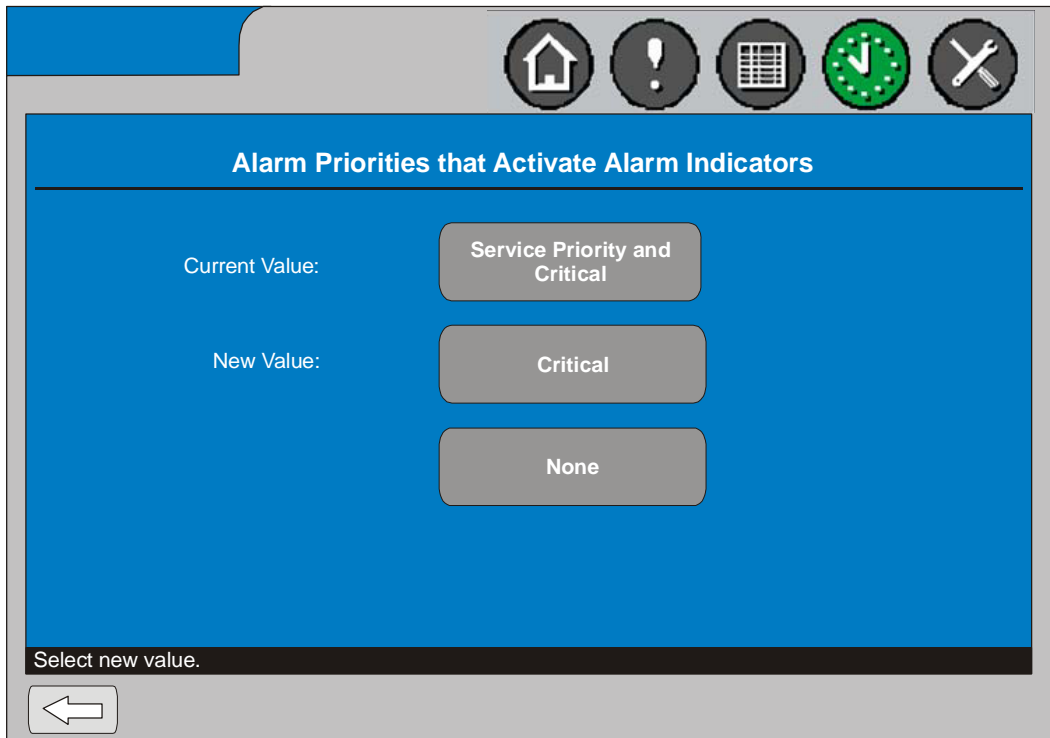
1. A full keyboard screen appears, allowing you to enter an e-mail address. Press OK to save the e-mail address; remember to include the @ symbol. The E-mail Setup screen returns, indicating the address you entered.
2. A full keyboard or keypad appears, allowing you to enter the host name or IP address. Press OK to save the name/address. The e-mail Setup screen returns, indicating the name/address you entered.
3. This parameter appears only if Authentication Needed = Yes.
5. Make the text message destination changes and press OK. The Text Message Setup screen returns, reflecting the changes you made.

### Setting Alarm Indicators

To set alarm indicators:

1. From the Home screen of the System Manager or Zone Coordinator, press the Alarm Summary icon. The Alarm Summary screen appears.
2. Press the Alarm Setup button. The Alarm Setup screen appears.
3. Press the Alarm Indicators button. The Alarm Indicators Setup screen appears.

4. Press the button for the Alarm Priority required to activate alarm indicators.  
The Alarm Priority screen appears.



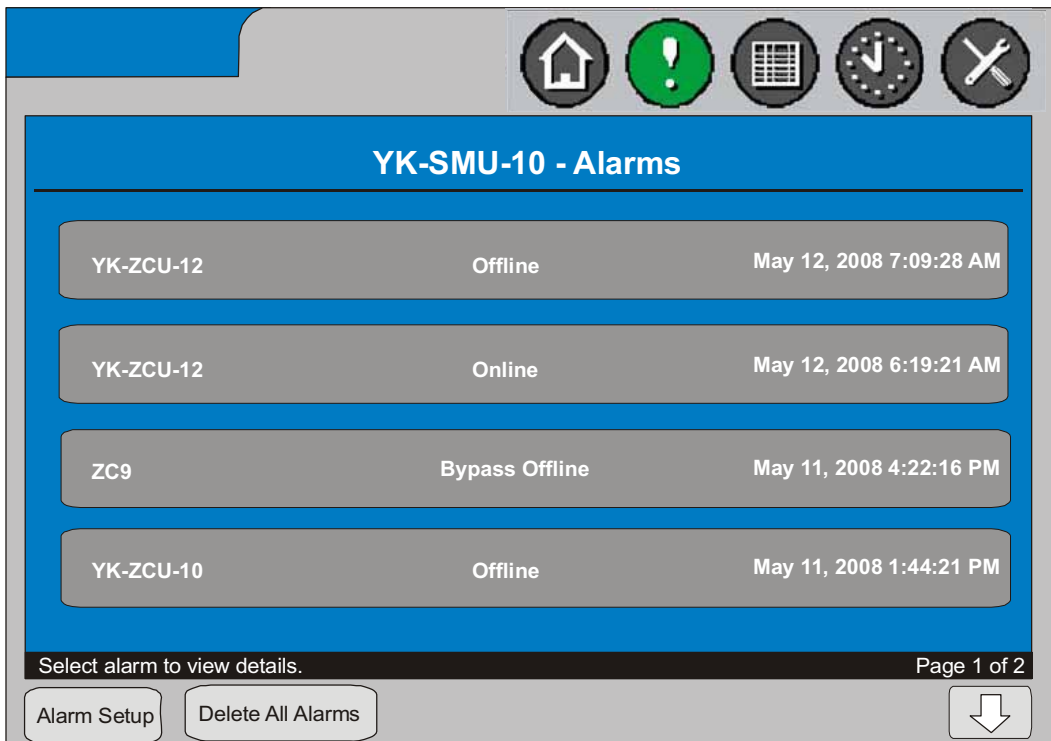
**Figure 35: Alarm Priorities That Activate Alarm Indicators Screen**

5. Select from one of these options:
  - Service, Service Priority, and Critical
  - Service Priority and Critical
  - Critical
  - None
6. Press OK to save the change. The Alarm Indicators Setup screen returns, reflecting the change you made.

## Viewing an Alarm Summary

To view an alarm summary:

1. From the Home screen of the System Manager, press the Alarm Summary icon. The Alarm Summary screen appears.



**Figure 36: Alarm Summary Screen**

The Alarms Summary lists the alarms that have been generated and not deleted.

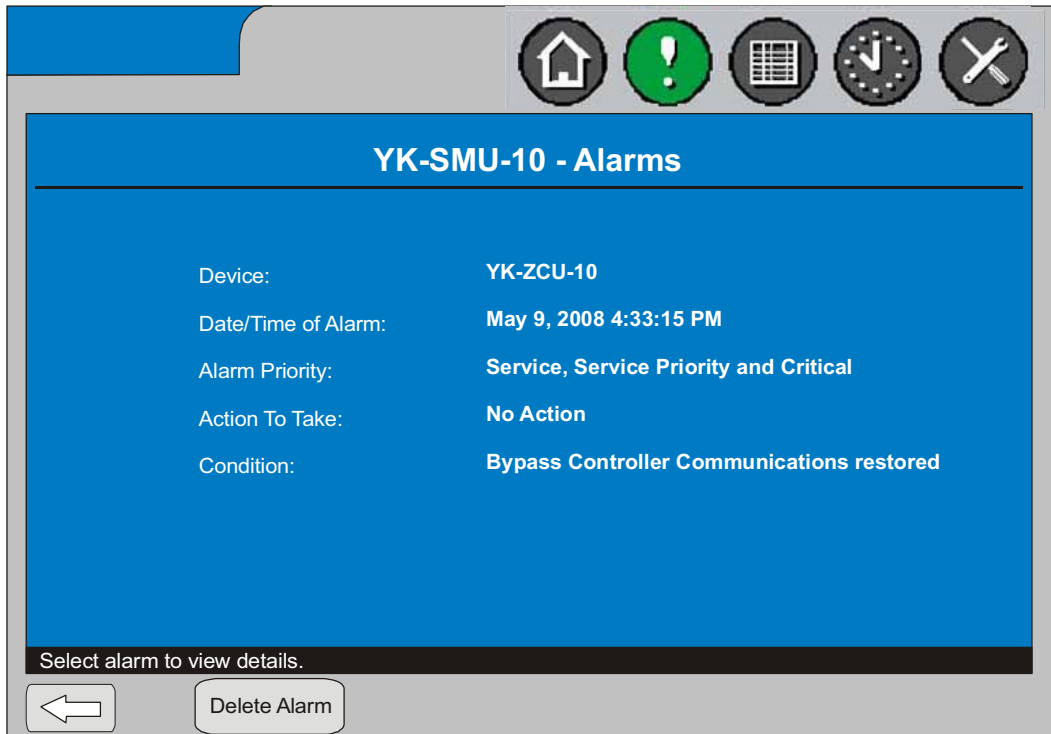
2. To view more information for a particular alarm, press its button. The Alarm Details screen appears.

## Deleting One or All Alarms

To delete one or all alarms:

1. From the Home screen of the System Manager, press the Alarm Summary icon. The Alarm Summary screen appears.
2. To delete all alarms shown in the Alarm Summary, press the Delete All Alarms button. Press Yes to confirm. All alarms are deleted, and the Alarm Summary refreshes to indicate the removal of these alarms.

To delete just one alarm, press on the alarm you want to delete. The Alarms detail for that alarm appears.



**Figure 37: Alarms Detail Screen**

3. Press the Delete Alarm button. Press Yes to confirm.

The alarm is deleted from the database and the Alarms Summary returns, indicating this alarm has been removed.



## Summary Procedures

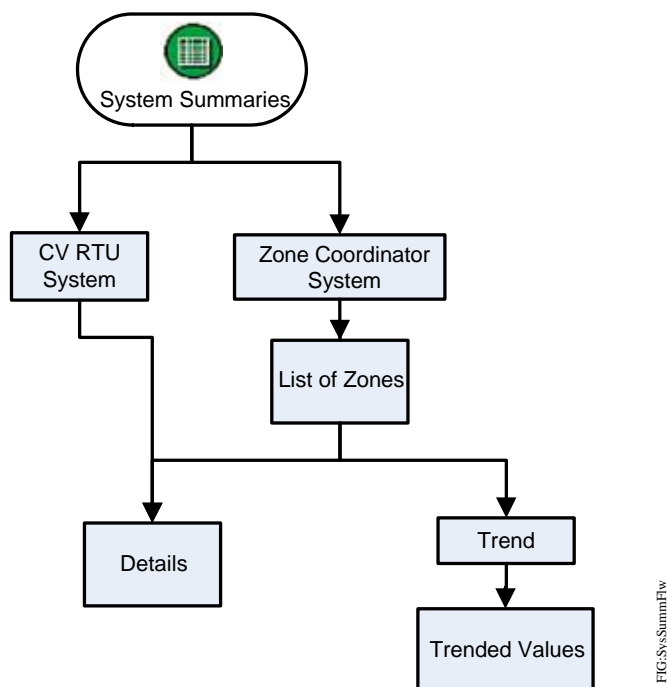
Summary procedures include:

- Viewing system summaries
- Viewing trend data

Summaries shown at the System Manager include all Zone Coordinators and CV RTUs.

Summaries shown at the Zone Coordinator include its zones.

Figure 38 is a flowchart of the Summary menu structure for the System Manager. These menu selections are described in the following sections.

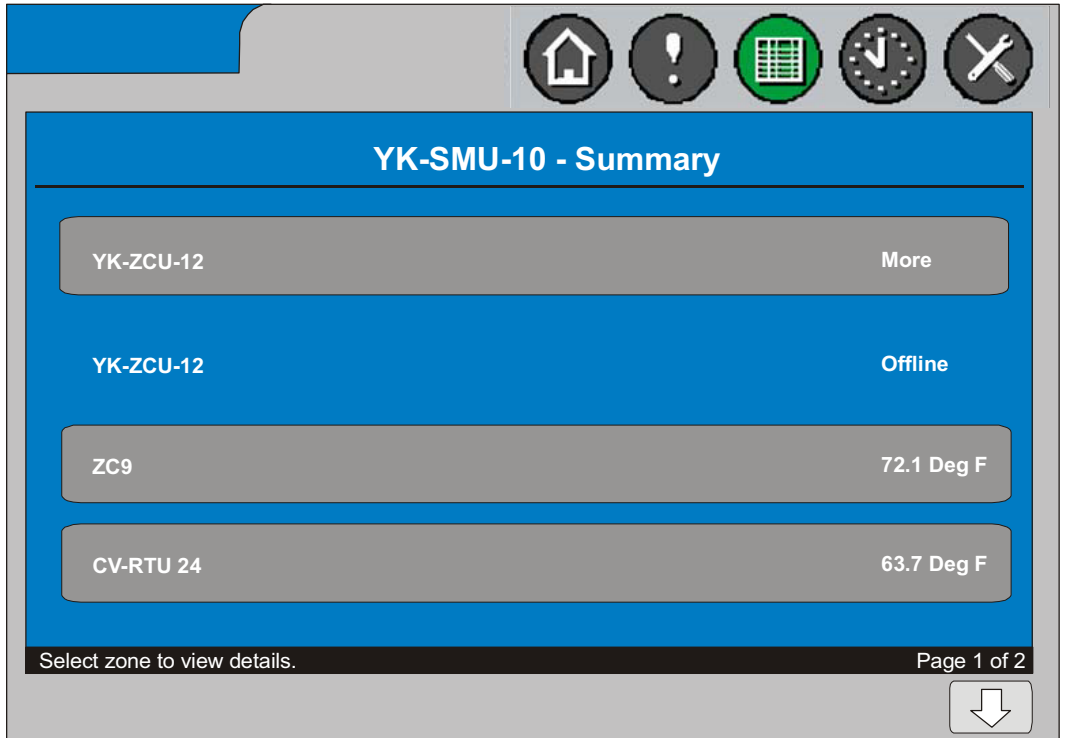


**Figure 38: Summary Options - Menu Structure**

## Viewing System Summaries

To view system summaries:

1. From the Home screen, press the Summary icon. The System Manager Summary or Summary of Zone Controllers screen appears.
2. For a System Manager, select a Zone Coordinator by pressing its button. A summary of the zones appears, indicating the name of each controller and the controllers' current status.



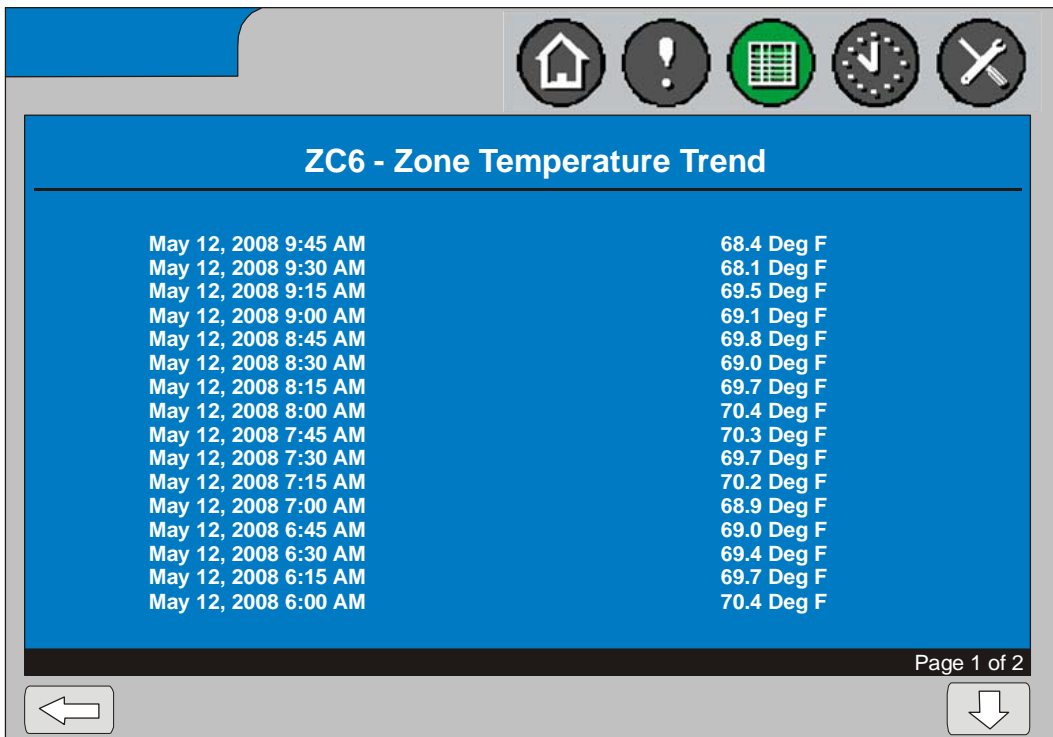
**Figure 39: System Summary Screen**

For more information on the zone controller, press its button; a zone controller Details screen appears.

## Viewing Trend Data

To view trend data:

1. From the Home screen, press the Summary icon. The System Manager Summary or Summary of Zone Controllers screen appears.
2. For a System Manager, select a Zone Coordinator by pressing its button. A summary of the zones appears, indicating the name of each controller and its current status.
3. Select a zone controller. A Details screen appears.
4. Press the Trend button. A Trend Summary for the zone temperature appears. It may take a few seconds for the summary to appear as the data is retrieved.



**Figure 40: Trend Summary Screen**

5. Press the Back button to return to the previous screen.

## Zone Setup Procedures

Zone setup procedures include:

- Setting up a zone
- Editing zone name
- Viewing zone status
- Copying zone setup to all zones
- Requesting global shutdown of all zones
- Viewing device diagnostics for a zone

Figure 41 is a flowchart of the menu structure that is used to set up zones on the System Manager. These menu selections are described in the sections that follow.

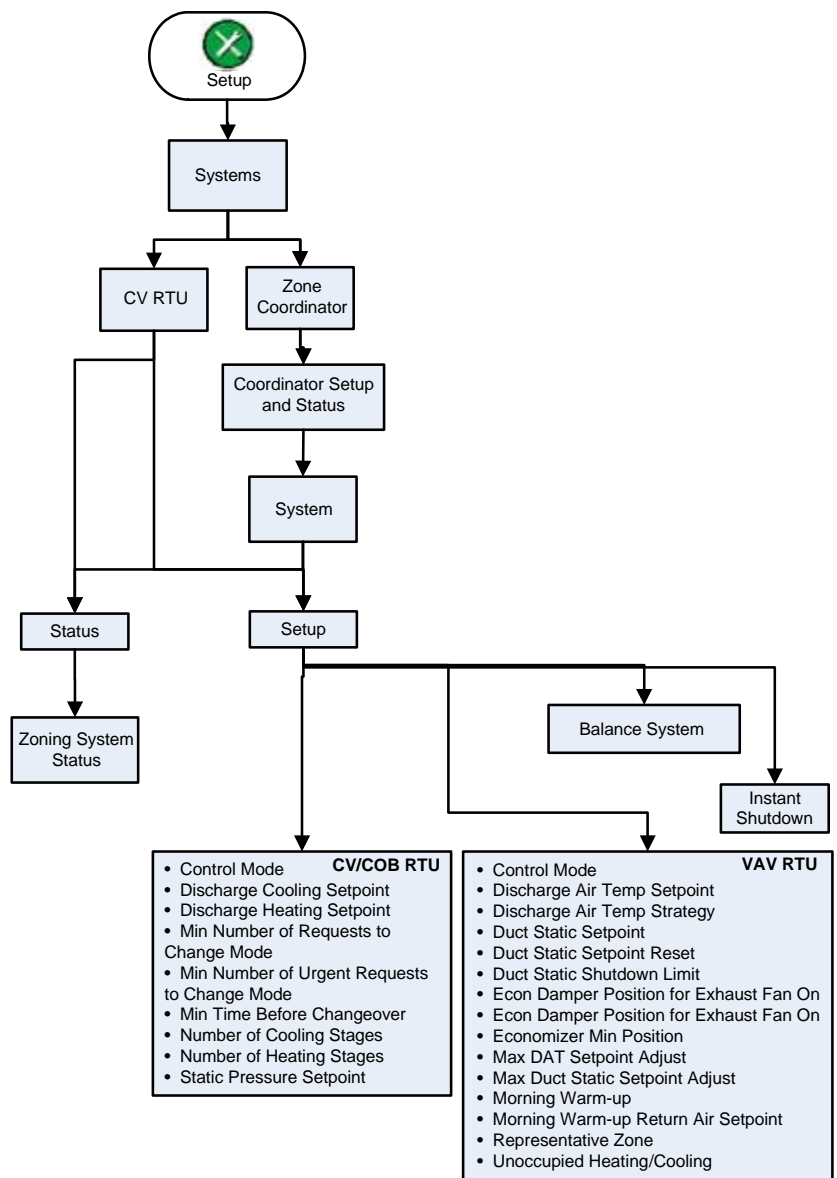


Figure 41: Zone Setup Options - Menu Structure

## Setting Up a Changeover Bypass Zone

To set up a changeover bypass zone:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the Systems button, then select the coordinator that contains the zone you want to configure. The Coordinator Setup and Status screen appears.

For a Coordinator, press the Systems button. The System Setup and Status screen appears.

3. Press the Zones button. The Zones Setup and Status screen appears.
4. Press the Setup button. The Summary of Zone Controllers appears.
5. Select the zone. The Zone Setup screen appears.

ZC6 - Zone Setup			
Voting:	Enabled	Heating Unocc Setpoint:	62.0 Deg F
Thermostat Warm / Cool Adjust:	Enabled	Heating Occ Setpoint:	68.0 Deg F
Temporary Occupancy Input:	Enabled	Cooling Occ Setpoint:	72.0 Deg F
		Cooling Unocc Setpoint:	78.0 Deg F
Max Damper Position:	95.0%		
Heating Min Damper Position:	20.0%		
Cooling Min Damper Position:	20.0%		

Select value to modify.

← Edit Zone Name Zone Status Copy Zone Setup to All Other Zones ↓

**Figure 42: Zone Setup Screen**

6. Press the button for the zone parameter you want to change. The button label describes the current setting. When you press the button, the appropriate screen appears, allowing you to change the value. Table 15 lists these parameters and their ranges or possible selections.

**Table 15: Zone Setup Parameters**

Parameter	Parameter Range/Selections
Voting	Enabled or Disabled
Heating Unocc Setpoint	Valid range 55.0 to 70.0 Deg F <sup>1</sup>
Thermostat Warm / Cool Adjust	Enabled or Disabled
Heating Occ Setpoint	Valid range 62.0 to 75.0 Deg F <sup>1</sup>
Temporary Occupancy Input	Enabled or Disabled
Cooling Occ Setpoint	Valid range 68.0 to 88.0 Deg F <sup>1</sup>
Cooling Unocc Setpoint	Valid range 75.0 to 90.0 Deg F <sup>1</sup>
Max Damper Position	Valid range 0 to 100% <sup>2</sup>
Heating Min Damper Position	Valid range 0 to 100% <sup>2</sup>
Cooling Min Damper Position	Valid range 0 to 100% <sup>2</sup>

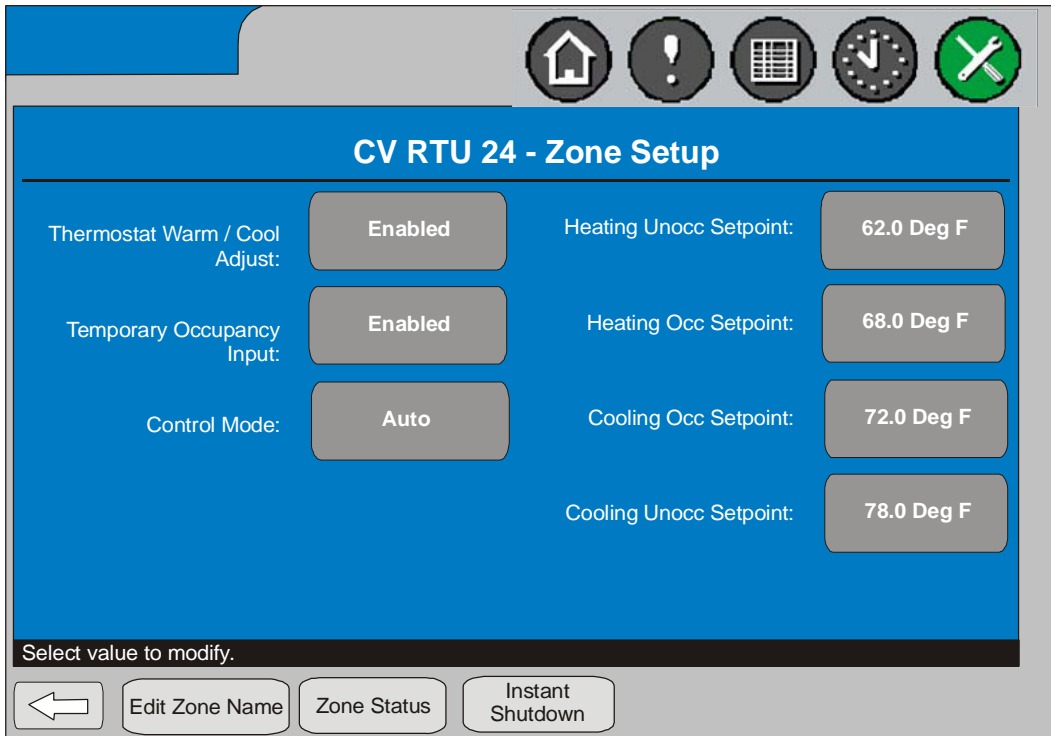
1. Heating Unoccupied <= Heating Occupied <= Cooling Occupied <= Cooling Unoccupied
2. Minimum position <= Maximum Position
  - a. If you want to edit the name of the zone, press the Edit Zone Name button. On the Zone Name screen that appears, use the on-screen keyboard to enter a new name. Click OK to save.
  - b. If you want to apply these zone settings to all zones currently defined, press the Copy Zone Setup to All Other Zones button. A confirmation message appears. Press OK to perform the copy operation.
7. After you complete the zone setup changes, press OK. The Zone Setup screen returns, reflecting the changes you made.

### Setting Up a CV RTU Zone

To set up a CV RTU zone:

1. From the Home screen, press the Setup icon. The System Manager Setup screen appears.
2. Press the Systems button, then select the CV RTU that contains the zone you want to configure. The CV RTU Setup and Status screen appears.

- Press the Setup button. The CV RTU Zone Setup screen appears.



**Figure 43: CV RTU Zone Setup Screen**

- Press the button for the zone parameter you want to change. The button label describes the current setting. When you press the button, the appropriate screen appears, allowing you to change the value. Table 16 lists these parameters and their ranges or possible selections.

**Table 16: CV RTU Zone Setup Parameters**

Parameter	Parameter Range/Selections
<b>Thermostat Warm/Cool Adjust</b>	Enabled or Disabled
<b>Temporary Occupancy Input</b>	Enabled or Disabled
<b>Control Mode</b>	Auto, Heating, Cooling, Fan Only, Off
<b>Heating Unocc Setpoint</b>	Valid range 55.0 to 68.0 Deg F <sup>1</sup>
<b>Heating Occ Setpoint</b>	Valid range 62.0 to 72.0 Deg F <sup>1</sup>
<b>Cooling Occ Setpoint</b>	Valid range 68.0 to 78.0 Deg F <sup>1</sup>
<b>Cooling Unocc Setpoint</b>	Valid range 75.0 to 90.0 Deg F <sup>1</sup>

- Heating Unoccupied <= Heating Occupied <= Cooling Occupied <= Cooling Unoccupied
- If you want to edit the name of the zone, press the Edit Zone Name button. On the Zone Name screen that appears, use the on-screen keyboard to enter a new name. Click OK to save.
- After you complete the zone setup changes, press OK. The CV RTU Zone Setup screen returns, reflecting the changes you made.

### Setting up a VAV RTU Zone

To set up a VAV RTU zone:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the Systems button, then select the coordinator that contains the zone you want to configure. The Coordinator Setup and Status screen appears.
3. Press the Zones button. The Zones Setup screen appears.
4. Press the Setup button. A summary of zones appears.
5. Select the zone. The Zone Setup screen appears.



Figure 44: VAV RTU Zone Setup Screen



6. Press the button for the zone parameter you want to change. The button label describes the current setting. When you press the button, the appropriate screen appears allowing you to change the value. Table 17 lists these parameters and their ranges or possible selections.

**Table 17: VAV RTU Zone Setup Parameters**

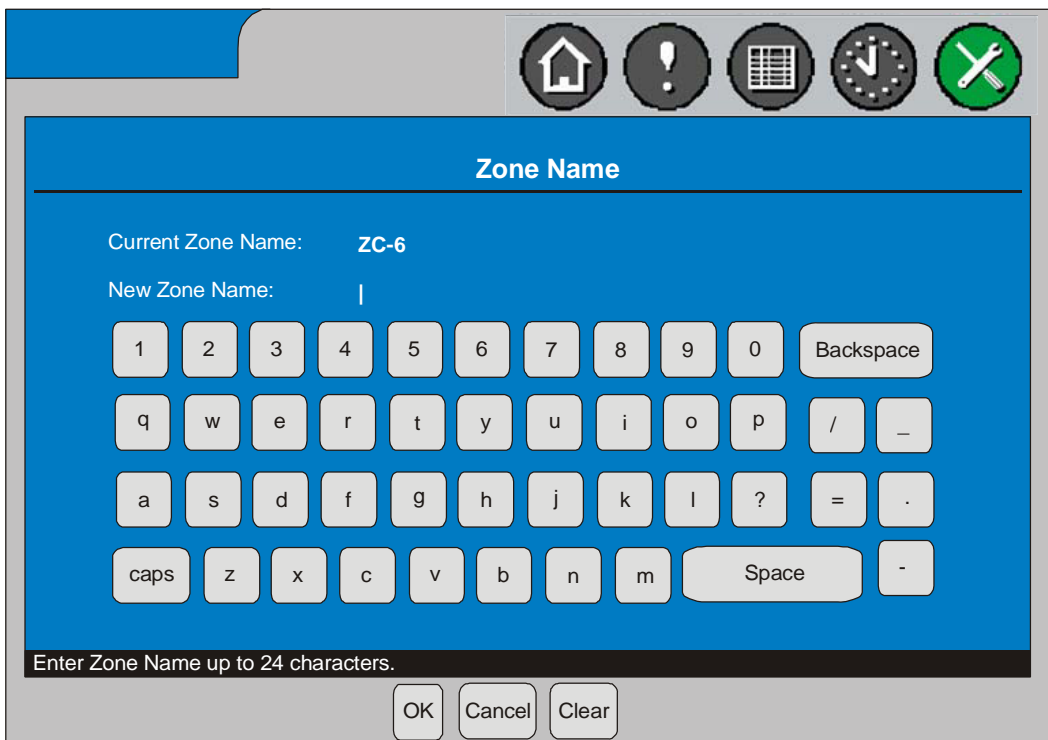
Parameter	Parameter Range/Selections
Thermostat Warm/Cool Adjust	Enabled or Disabled
Temporary Occupancy Input	Enabled or Disabled
Supply Area	Valid range 0.001 to 9.999 sq ft
Supply Pickup Gain	Valid range 0.001 to 9.999
Heating Unocc Min Flow	Valid range 0 to 9,999 cfm
Heating Occ Min Flow	Valid range 0 to 9,999 cfm
Cooling Occ Min Flow	Valid range 0 to 9,999 cfm
Cooling Unocc Min Flow	Valid range 0 to 9,999 cfm
Heating Unocc Setpoint	Valid range 55.0 to 68.0 Deg F <sup>1</sup>
Heating Occ Setpoint	Valid range 62.0 to 72.0 Deg F <sup>1</sup>
Cooling Occ Setpoint	Valid range 68.0 to 78.0 Deg F <sup>1</sup>
Cooling Unocc Setpoint	Valid range 75.0 to 90.0 Deg F <sup>1</sup>
Cooling Max Flow	Valid range 53 to 9,999 cfm
Warm-up Min Flow	Valid range 0 to 9,999 cfm
CO2 Ventilation Cutoff	Valid range 0 to 2,000 ppm
Box Mode	Auto, Open, Closed, Minimum Position, Maximum Position

1. Heating Unoccupied <= Heating Occupied <= Cooling Occupied <= Cooling Unoccupied
7. If you want to edit the name of the zone, press the Edit Zone Name button. On the Zone Name screen that appears, use the on-screen keyboard to enter a new name. Click OK to save.
8. If you want to apply these zone settings to all zones currently defined, press the Copy Zone Setup to All Other Zones button. A confirmation message appears. Press OK to perform the copy operation.
9. After you complete the zone setup changes, press OK. The Zone Setup screen returns, reflecting the changes you made.

## Editing a Zone Name

To edit a zone name:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the Systems button, then select the coordinator whose name you want to change. The Coordinator Setup and Status screen appears.  
For a Coordinator, press the Systems button. The System Setup and Status screen appears.
3. Press the Zones button. The Zone Setup and Status screen appears.
4. Press the Setup button. The Summary of Zone Controllers appears.
5. Select a zone whose name you want to change. The Zone Setup screen appears.
6. Press the Edit Zone Name button. The Edit Zone Name screen appears.



**Figure 45: Edit Zone Name Screen**

7. On the Zone Name screen, use the on-screen keyboard to enter a new name. Click OK to save.

## Viewing Zone Status

To view zone status:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For the System Manager, press the Systems button, select the coordinator name, then press the Zones button.  
For the Coordinator, select the Zones button.
3. Press the Status button.
4. Select a zone whose status you want to view. The Zone Status screen for that zone appears.

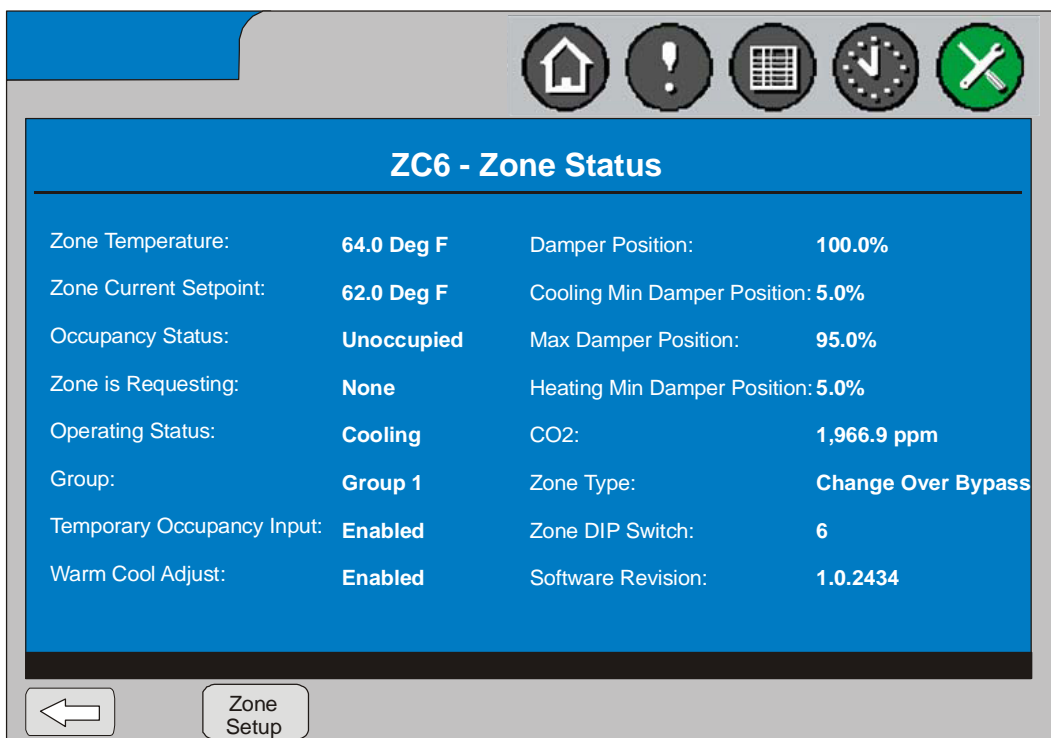


Figure 46: Zone Status Screen

## Copying Zone Setup to All Zones

To copy a zone setup to all zones:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For the System Manager, press the Systems button, select the coordinator name, then press the Zones button.  
For the Coordinator, select the Zones button.
3. Press the Setup button.
4. Select a zone whose status you want to view. The Zone Setup screen for that zone appears.



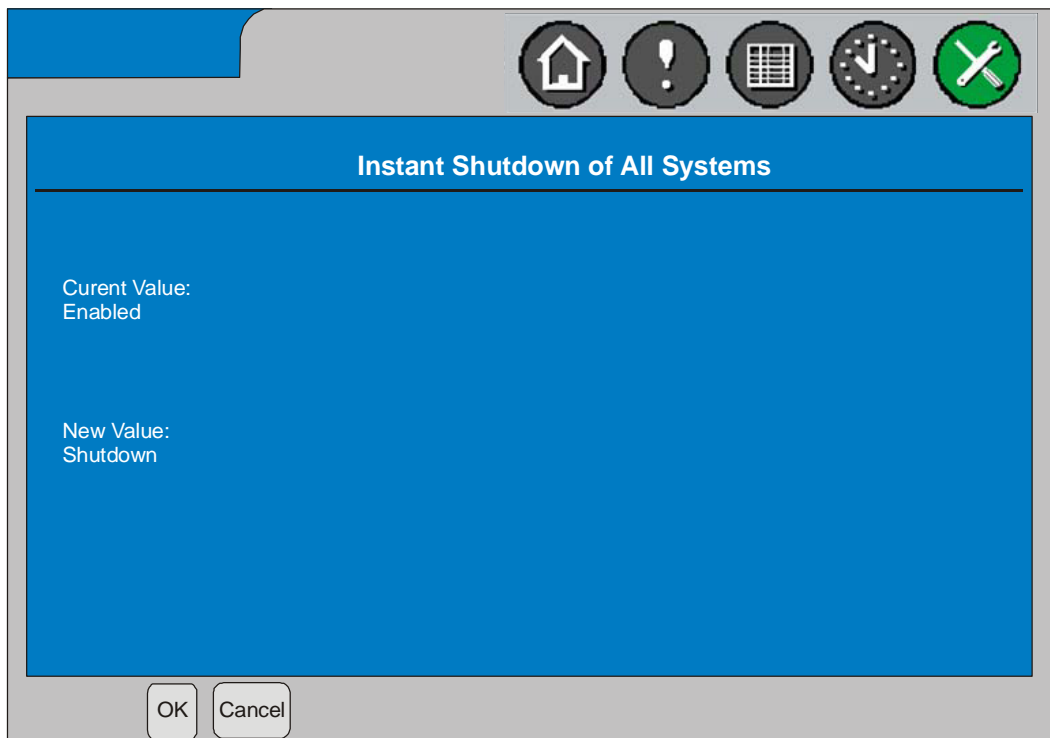
**Figure 47: Zone Setup Screen**

5. Press the Copy Zone Setup to All Zones button. Press OK to confirm the copy. The zone is duplicated to all zones, and the Zone Setup screen returns.

## Requesting Global Shutdown of all Zones in all Systems

To request a global shutdown of all zones in all systems:

1. From the Home screen of the System Manager, press the Setup icon. The Setup screen appears.
2. Press the Systems button. The Systems screen appears.
3. Press the Global Shutdown button. The Instant Shutdown of All Systems screen appears.



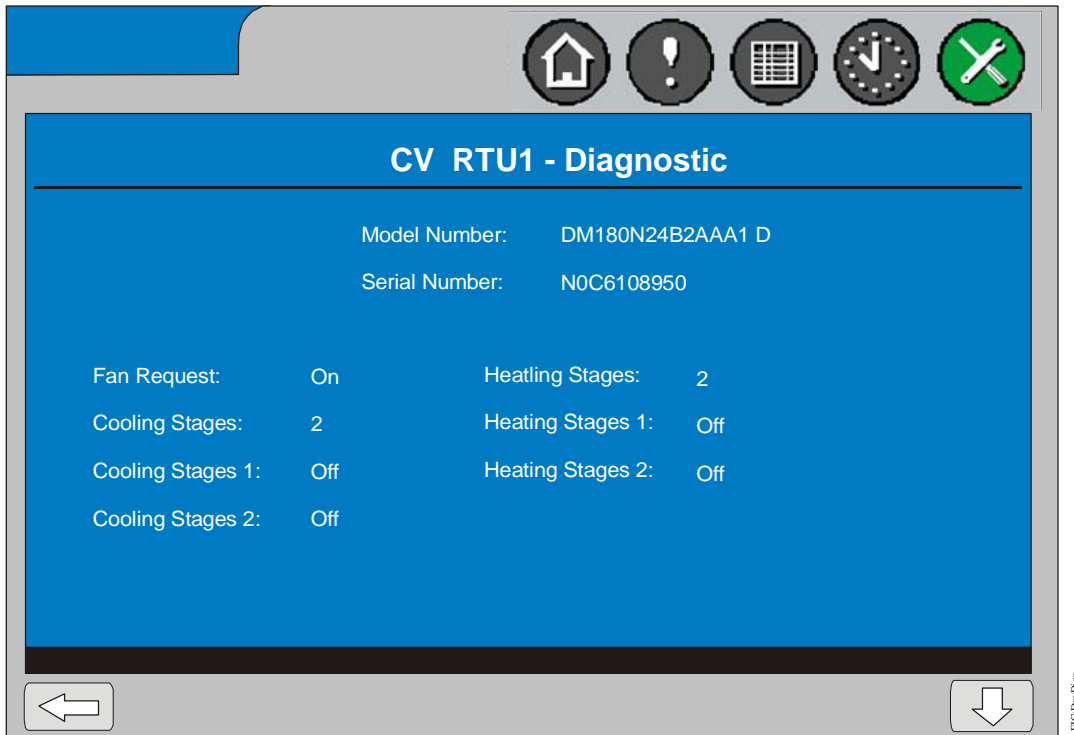
**Figure 48: Global Shutdown Screen**

4. To initiate global shutdown, press the OK button. The Systems screen returns.
5. To re-enable the systems, go back to the Shutdown screen and press OK.

## Viewing Device Diagnostics

To view device diagnostics:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. If you are at a System Manager, press the Systems button, then select the coordinator or CV RTU whose diagnostics you want to view. The appropriate setup and status screen appears. On this screen, select the System button.  
If you are at a Coordinator, press the System button. The System Setup and Status screen appears.
3. Press the Status button, then the Display Diag button. The Diagnostic screen for the device appears.



**Figure 49: Device Diagnostic Screen Example - CV RTU1**

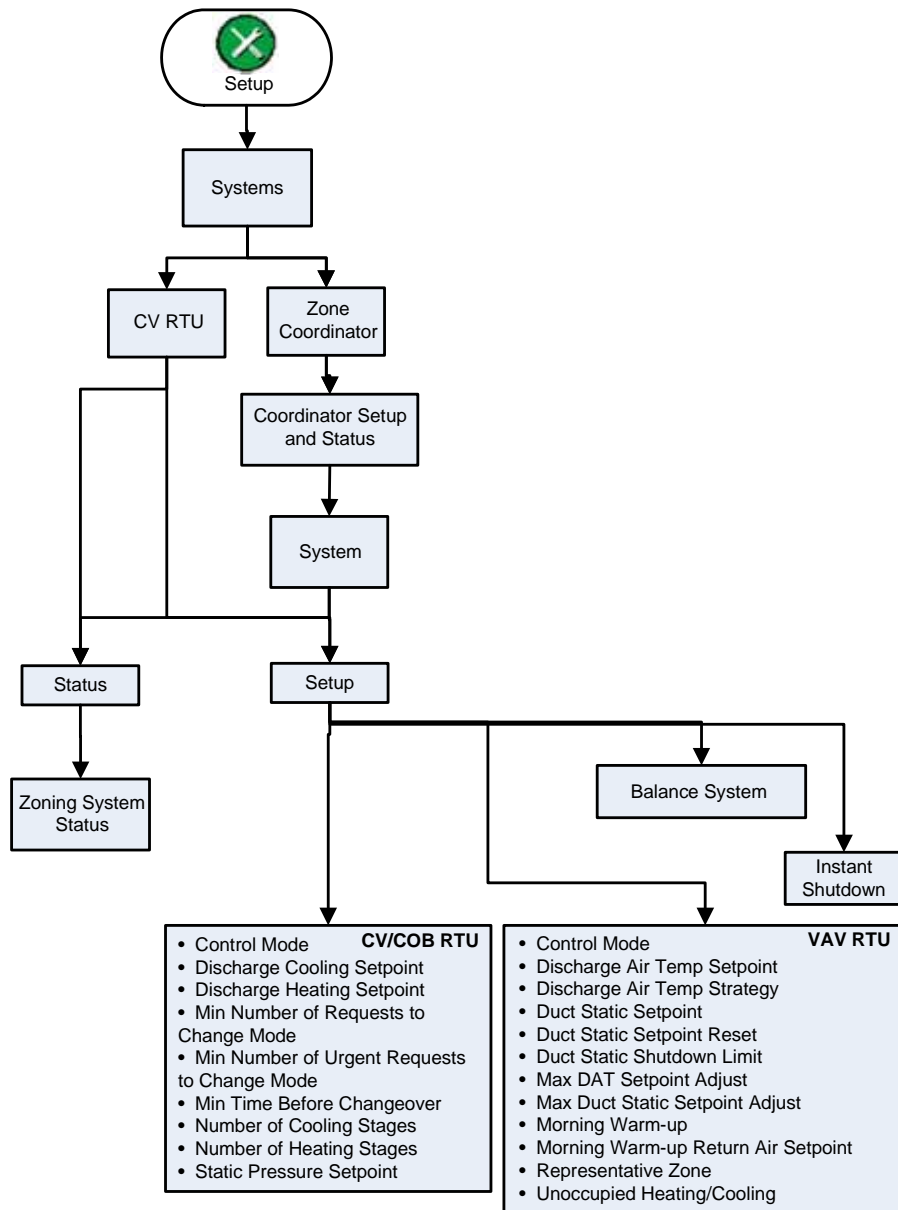
4. To scroll down to the second page, use the Down arrow. To return to the previous screen, press the Back button.

## Zoning System Setup Procedures

Zoning system setup procedures include:

- Setting up a zoning system
- Viewing zoning system status
- Requesting instant shutdown of a zoning system
- Balancing a zoning system

Figure 50 is a flowchart of the menu structure that is used to set up zoning systems on the System Manager. These menu selections are described in the sections that follow.



**Figure 50: Zoning System Setup Options - Menu Structure**

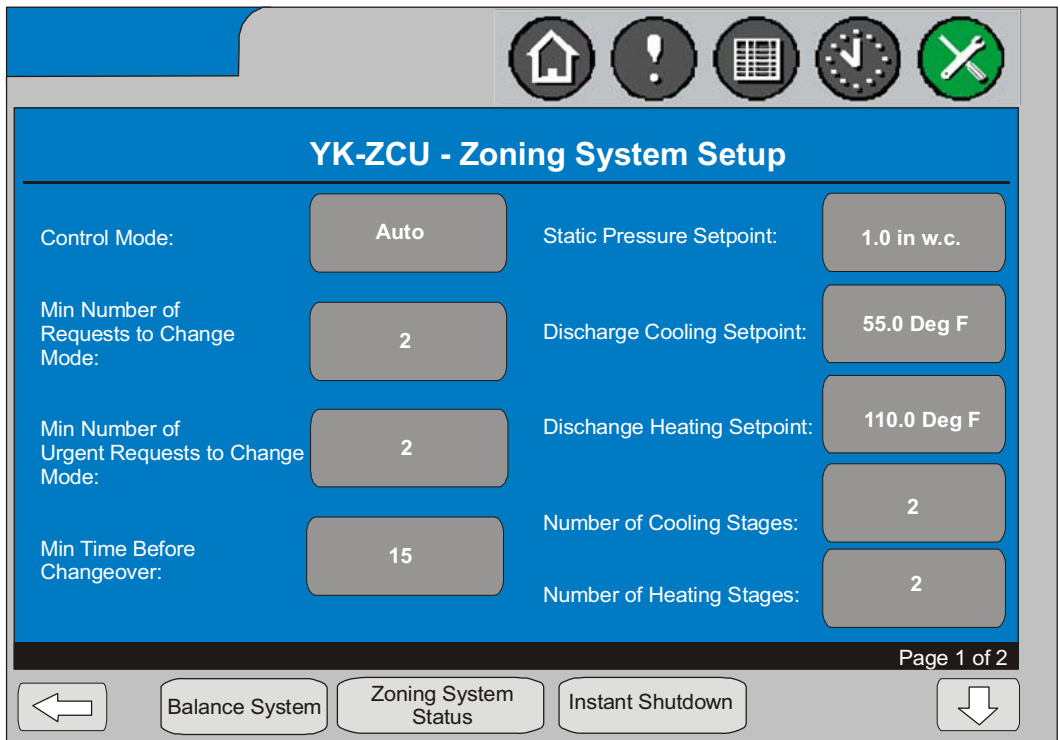
## Setting Up a Zoning System

To set up a zoning system:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the Systems button, then select the coordinator that contains the zoning system you want to configure. Press the Systems button. The Coordinator Setup and Status screen appears.

For a Coordinator, press the Systems button. The System Setup and Status screen appears.

3. Press the Setup button. The Zoning System Setup appears.



**Figure 51: Zoning System Setup Screen for CV/COB RTU**



4. Press the button for the zoning system parameter you want to change. The button label describes the current setting. When you press the button, the appropriate screen appears allowing you to change the value. Table 18 (CV/COB RTU) and Table 19 (VAV RTU) list these parameters and their ranges or possible selections.

**Table 18: Zoning System Setup Parameters**

Parameter	Parameter Range/Selections
Control Mode	Heating, Cooling, Fan Only, Off, Auto
Min Number of Requests to Change Mode	1 to 4
Min Number of Urgent Requests to Change Mode	1 to 4
Min Time Before Changeover	10 to 60 minutes
Static Pressure Setpoint	0.5 to 2.0 in. w.c.
Discharge Cooling Setpoint	45.0 to 60.0 Deg F
Discharge Heating Setpoint	85.0 to 130.0 Deg F
Number of Cooling Stages	Up to 4
Number of Heating Stages	Up to 3

**Table 19: Zoning System Setup Parameters - VAV RTU**

Parameter	Parameter Range/Selections
Control Mode	Auto or Off
Discharge Air Temp Setpoint	45.0 to 65.0 Deg F
Discharge Air Temp Strategy	Zone Air or Off
Duct Static Setpoint	0.50 to 4.50 in wc
Duct Static Setpoint Reset	Enabled or Disabled
Max Duct Static Setpoint Adjust	0.00 to 0.50 in wc
Morning Warm-up	Enabled or Disabled
Morning Warm-up Return Air Setpoint	50.0 to 85.0 Deg F
Representative Zone	<name of zone>
Max DAT <sup>1</sup> Setpoint Adjust	0.0 to 5.0 Deg F
Unoccupied Heating/Cooling	Enabled or Disabled
Duct Static Shutdown Limit	0.50 to 4.50 in wc

1. Discharge air temperature.
5. After you complete the zoning system changes, press OK. The Zoning System Setup screen returns, reflecting the changes you made.

### Viewing Zoning System Status

To view zoning system status:

1. From the Home screen, press the Setup icon. The System Manager Setup or Coordinator Setup and Status screen appears.
2. For a System Manager, press the Systems button, then select the coordinator that contains the zoning system you want to view. Press the System button. The Coordinator Setup and Status screen appears.

For a Coordinator, press the System button. The System Setup and Status screen appears.

3. Press the Status button. The Zoning System Status screen appears.

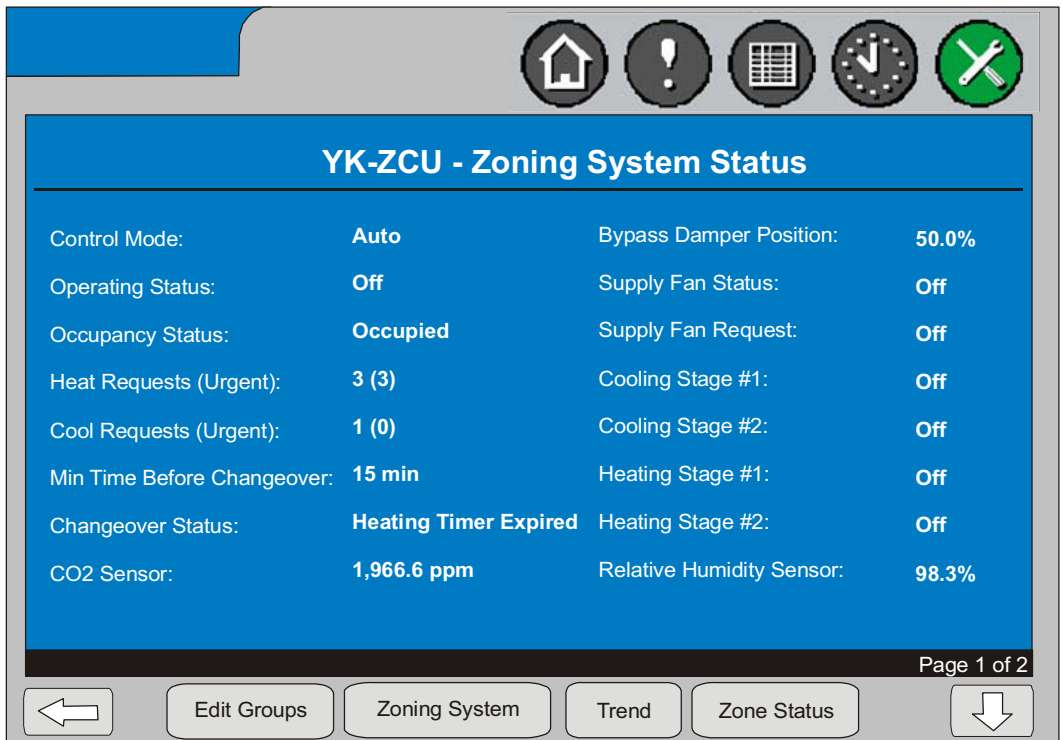
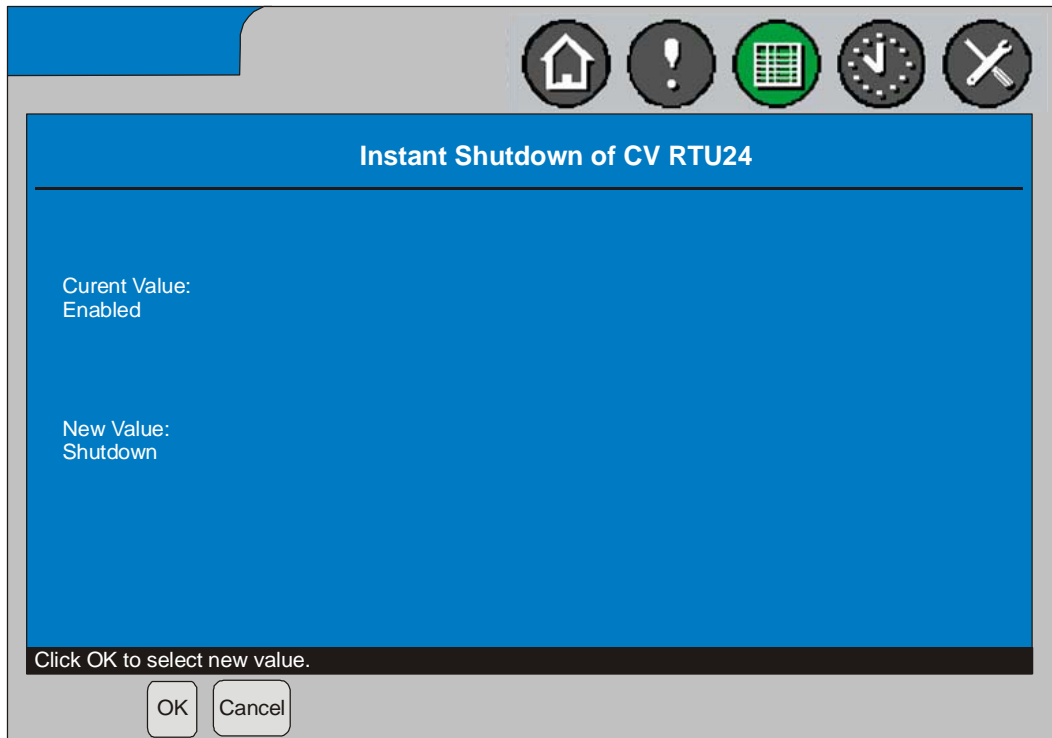


Figure 52: Zoning System Status Screen for CV/COB RTU

## Requesting Instant Shutdown of a Zoning System

To request an instant shutdown of a zoning system:

1. On the System Manager or Coordinator, go to the Zoning System Setup screen (Figure 51). For steps, see *Setting Up a Zoning System*.
2. Press the Instant Shutdown button. The Instant Shutdown screen for that zone appears.



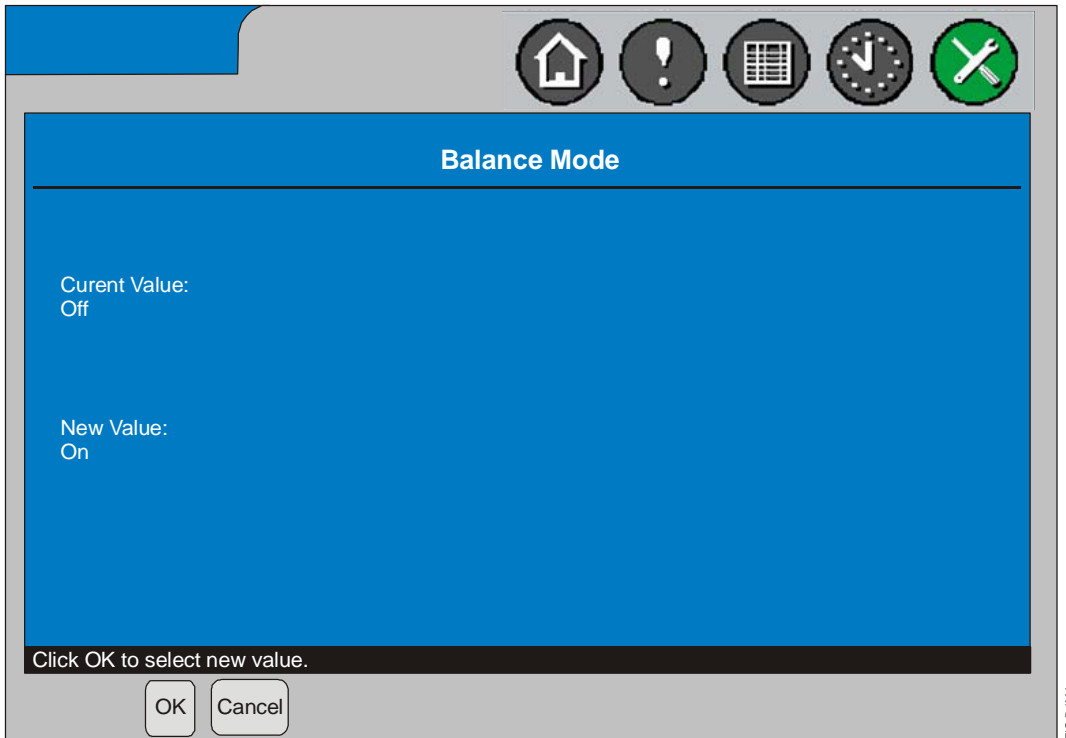
**Figure 53: Instant Shutdown Screen**

3. To initiate instant shutdown, press the OK button. The Zoning System Setup screen returns.
4. To re-enable the system, follow this same procedure and press OK once the new value shows Enabled.

## Balancing a Zoning System

To balance a zoning system:

1. On the System Manager or Coordinator, go to the Zoning System Setup screen (Figure 51). For steps, see *Setting Up a Zoning System*.
2. Press the Balance System button. The Balance Mode screen appears.



**Figure 54: Balance Mode Screen**

3. To initiate the balance mode, press the OK button.  
The Zoning System Setup screen returns.

## Auxiliary Points Setup Procedures

Auxiliary points setup procedures include:

- Setting up auxiliary points
- Editing IOM Controller name
- Viewing auxiliary point status
- Viewing IOM Controller point trend data

Figure 50 is a flowchart of the menu structure that is used to set up auxiliary points on the System Manager. These menu selections are described in the following sections.

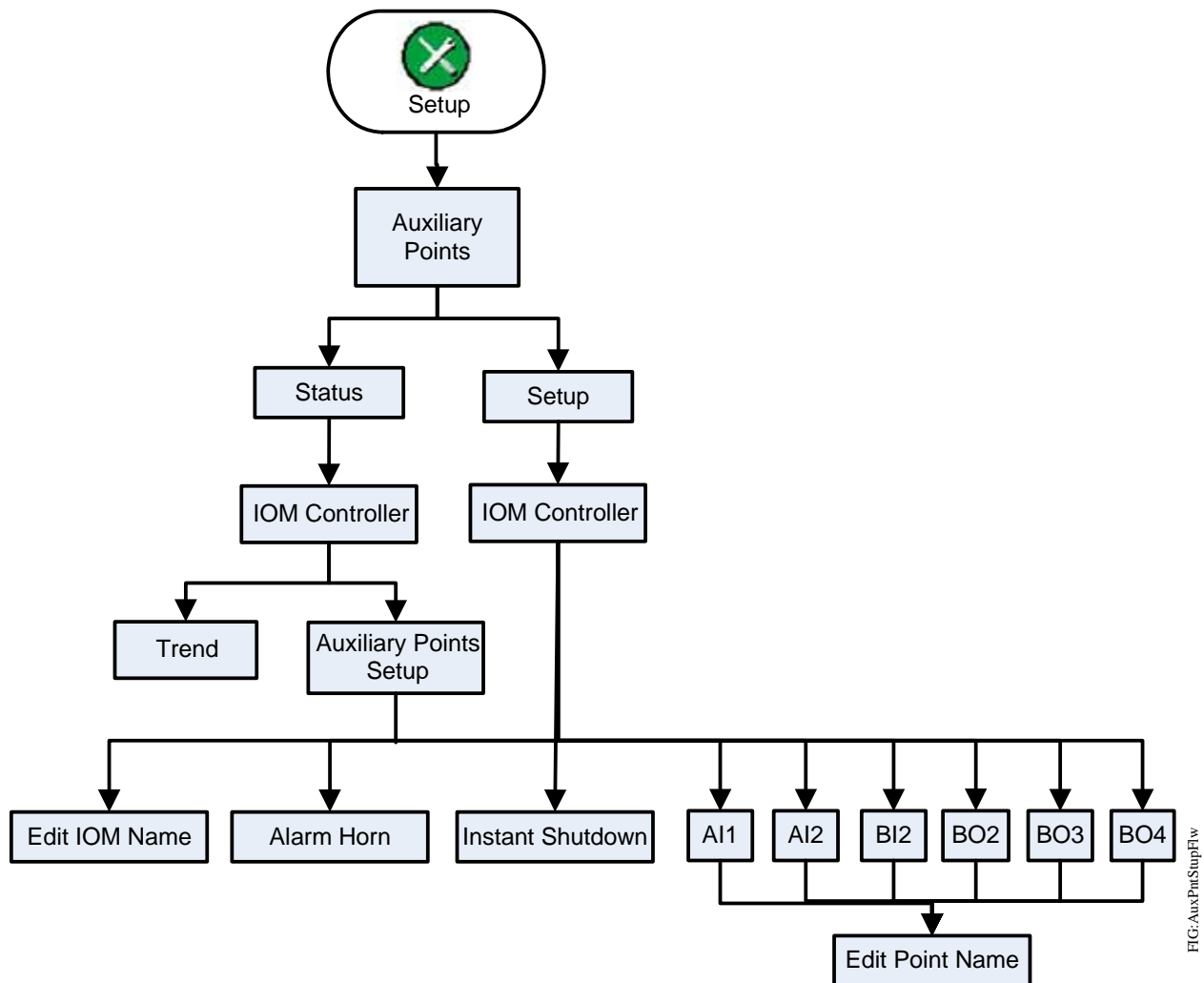
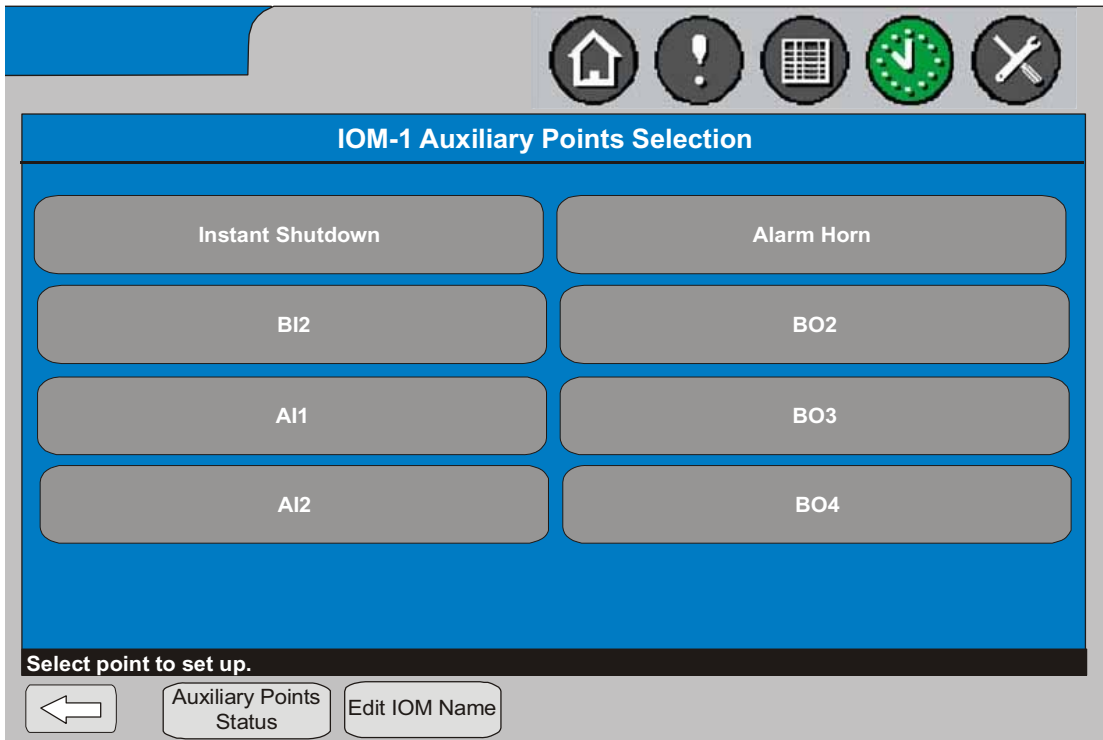


Figure 55: Auxiliary Points Setup Options - Menu Structure

### Setting up Auxiliary Points

To set up auxiliary points:

1. From the Home screen of the System Manager, press the Setup icon. The System Manager Setup screen appears.
2. Press the Auxiliary Points button. The Auxiliary Points Setup and Status screen appears.
3. Press the Setup button. The Auxiliary Points Setup screen appears.
4. Select one of the IOM Controllers. The IOM Auxiliary Points Selection screen appears.



**Figure 56: IOM Auxiliary Points Selection Screen**

5. Press the button of the auxiliary point you want to configure. When you press the button, the appropriate screen appears allowing you to enable the point, then define a value or state. Table 15 lists these selections and their ranges or possible selections.

**Table 20: IOM Points Setup Selections (Part 1 of 2)**

Parameter	Parameter Range/Selections
Instant Shutdown <sup>1</sup>	<Cannot be changed by user>
Alarm Horn <sup>2</sup>	<Cannot be changed by user>
AI1	Temperature, Humidity, or CO <sub>2</sub>

**Table 20: IOM Points Setup Selections (Part 2 of 2)**

Parameter	Parameter Range/Selections
<b>AI2</b>	Temperature, Humidity, or CO <sub>2</sub>
<b>BI2</b>	Up to 24 characters (default: On and Off)
<b>BO2</b>	Up to 24 characters (default: On and Off)
<b>BO3</b>	Up to 24 characters (default: On and Off)
<b>BO4</b>	Up to 24 characters (default: On and Off)

1. The Instant Shutdown switch is reserved for BI1 on IOM address 4.
  2. The Alarm Horn output is reserved for BO1 on IOM at address 4.
6. Enable the point by pressing the Not Used button. Click OK, then edit the point's definition. If you want to change the Open and Closed text for a binary point, use the on-screen keyboard to enter a name, then click OK to save. Also consider the following:
    - The Instant Shutdown point is dedicated to BI1 on the IOM Controller at address 4. When you enable this point and push the button connected to BI1, all zoning systems for the site shutdown.
    - The Alarm Horn point is dedicated to BO1 on the IOM Controller at address 4. When you enable this point, any device connected to BO1 is energized whenever the System Manager/Coordinator detects a new alarm. The Alarm Horn engages and disengages in concert with the Alarm LED on the System Manager/Coordinator.
  7. If you want to provide a name for the point, press the Edit Point Name button. On the Point Name screen that appears, use the on-screen keyboard to enter a name. Click OK to save.
  8. After you complete the Auxiliary Points setup changes, press the Back button. The Auxiliary Points Selection screen returns, reflecting the changes you made.

## Editing an IOM Controller Name

To edit an IOM Controller name:

1. From the Home screen of the System Manager, press the Setup icon. The System Manager Setup screen appears.
2. Press the Auxiliary Points button. The Auxiliary Points Setup and Status screen appears.
3. Press the Setup button. The Auxiliary Points Setup screen appears.
4. Select the IOM Controller that requires the name change. The IOM Auxiliary Points Selection screen appears.
5. Press the Edit IOM Name button. The IOM Name screen appears.



**Figure 57: Edit IOM Name Screen**

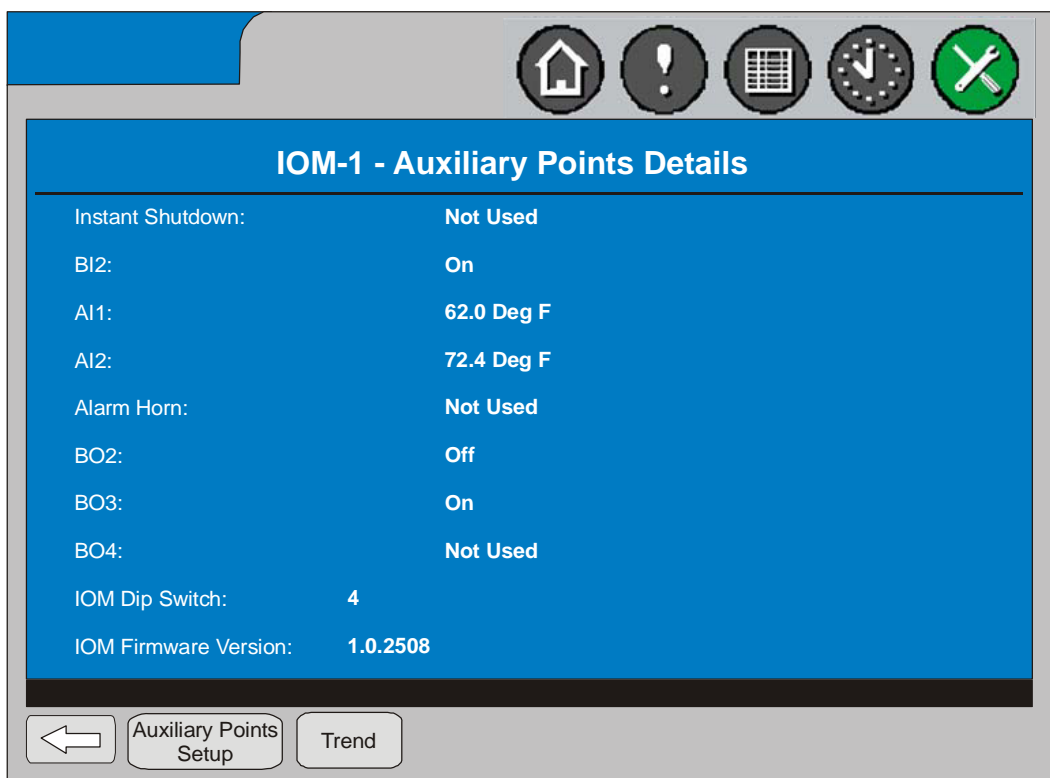
6. On the IOM Name screen, use the on-screen keyboard to enter a new name. Click OK to save the new name. The IOM Auxiliary Points Selection screen then returns.



## Viewing Auxiliary Points Status

To view auxiliary points status:

1. From the Home screen of the System Manager, press the Setup icon. The System Manager Setup screen appears.
2. Press the Auxiliary Points button. The Auxiliary Points Setup and Status screen appears.
3. Press the Status button. The Auxiliary Points Status screen appears.
4. Select one of the IOM Controllers. The IOM Auxiliary Points Details screen appears.

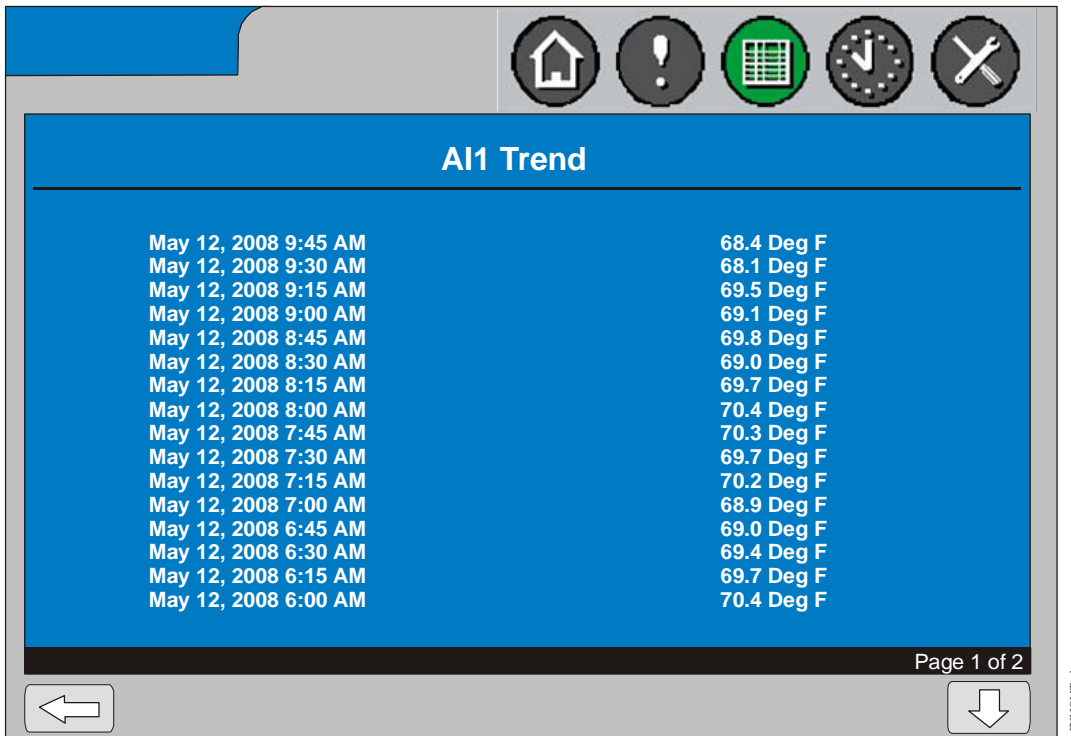


**Figure 58: IOM Auxiliary Points Details Screen**

## Viewing IOM Controller Point Trend Data

To view IOM Controller point trend data:

1. From the Home screen of the System Manager, press the Setup icon. The System Manager Setup screen appears.
2. Press the Auxiliary Points button. The Auxiliary Points Setup and Status screen appears.
3. Press the Status button. The Auxiliary Points Status screen appears.
4. Select the IOM Controller that contains the trended point you want to view. The IOM Auxiliary Points Details screen appears.
5. Press the Trend button. The IOM Trend Selection screen appears.
6. Select a point. A Trend Summary for the point appears. It may take a few seconds for the summary to appear as the data is retrieved.



**Figure 59: IOM Trend Summary Screen**

7. Press the Back button to return to the previous screen.

## Dial-up Communication Procedures

Dial-up communication procedures include:

- Creating a dial-up connection
- Dialing up the System Manager or Coordinator

These procedures apply to System Manager and Coordinator models with an internal modem. (External modems are not supported.) The other requirements are:

- The internal modem in the System Manager or Coordinator must be set up properly. For details, see *Setting up a Modem*.
- Two analog telephone lines must be available, one at the System Manager/Coordinator and one at the connecting computer
- The connecting computer must have a modem (internal or external) configured to match the baud rate set for the modem in the System Manager or Coordinator

When System Manager/Coordinator meets these requirements, you can create a dial-up connection and use this connection to enable remote access to the user interface with the Internet Explorer Web browser.

### Creating a Dial-up Connection

To create a dial-up connection:

1. Log on the computer and go to Control Panel > Network Connections.
2. Start the New Connection Wizard and display the Network Connection Type window.

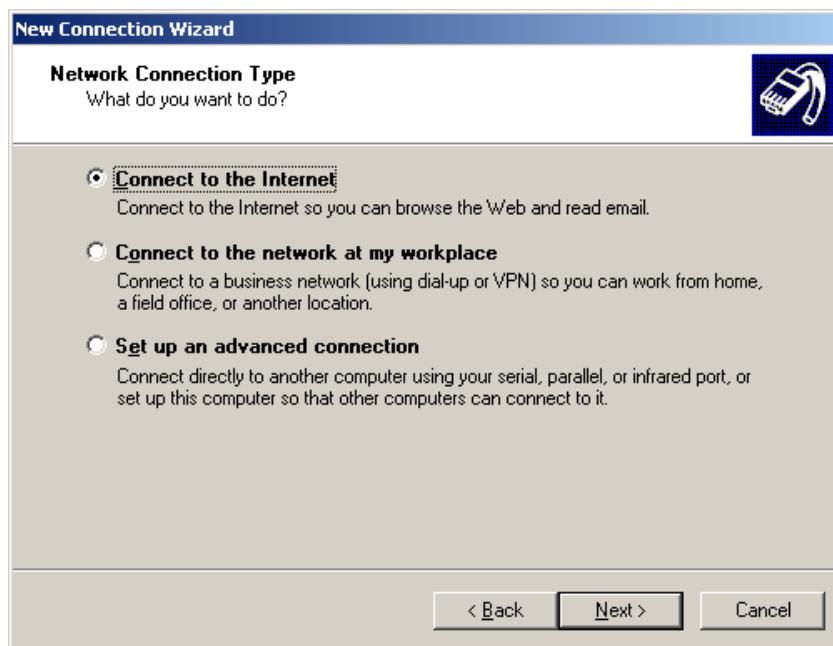
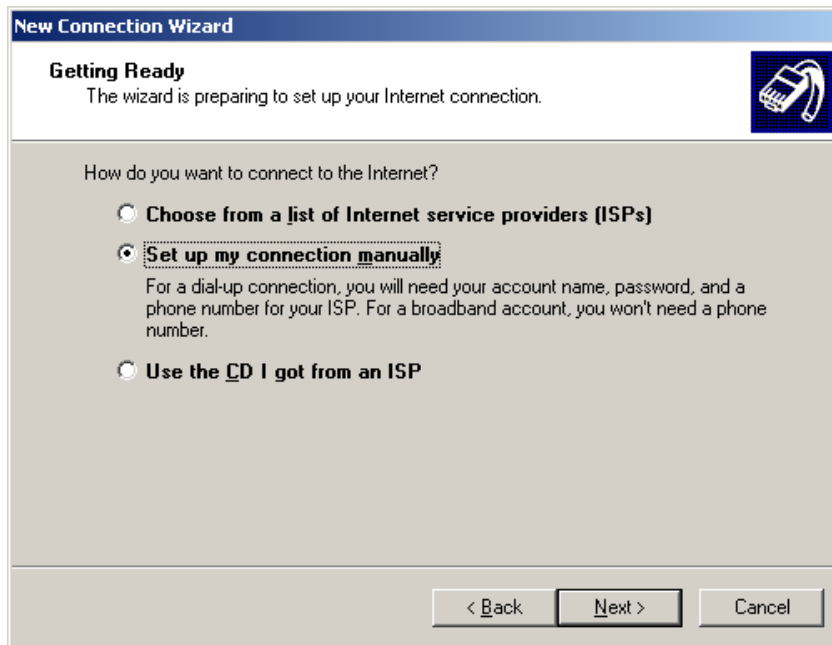


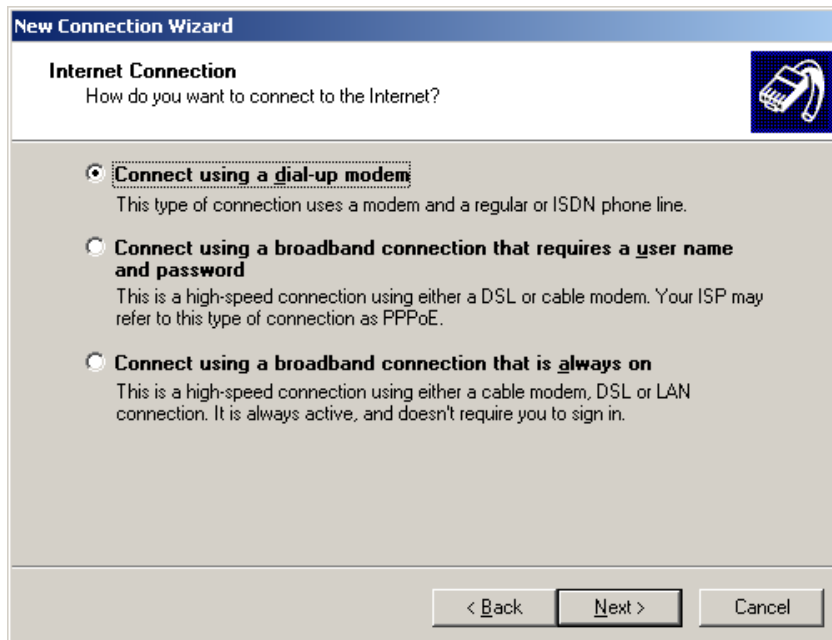
Figure 60: New Connection Type Window

3. Select the **Connect to the Internet** option and click Next. The Getting Ready window appears.



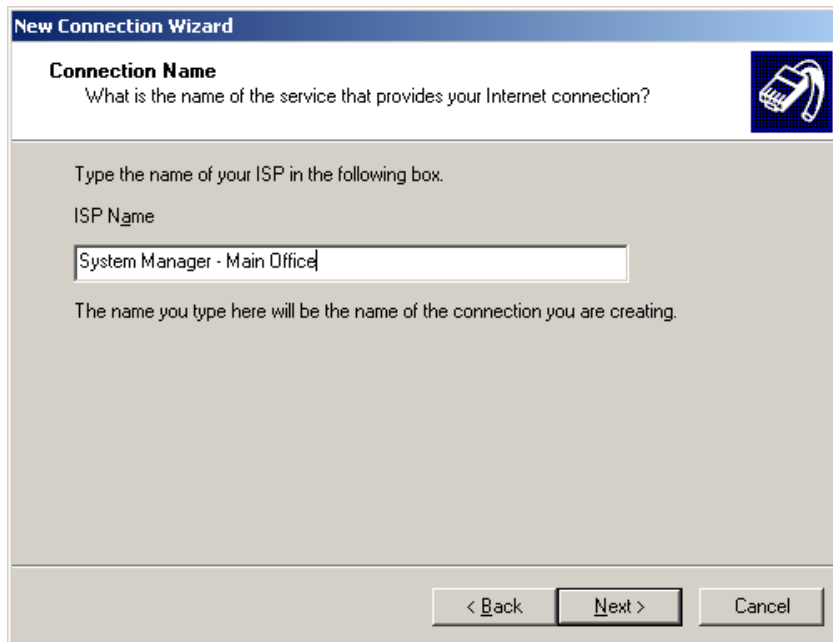
**Figure 61: Getting Ready Window**

4. Select the **Set up my connection manually** option and click Next. The Internet Connection window appears.



**Figure 62: Internet Connection Window**

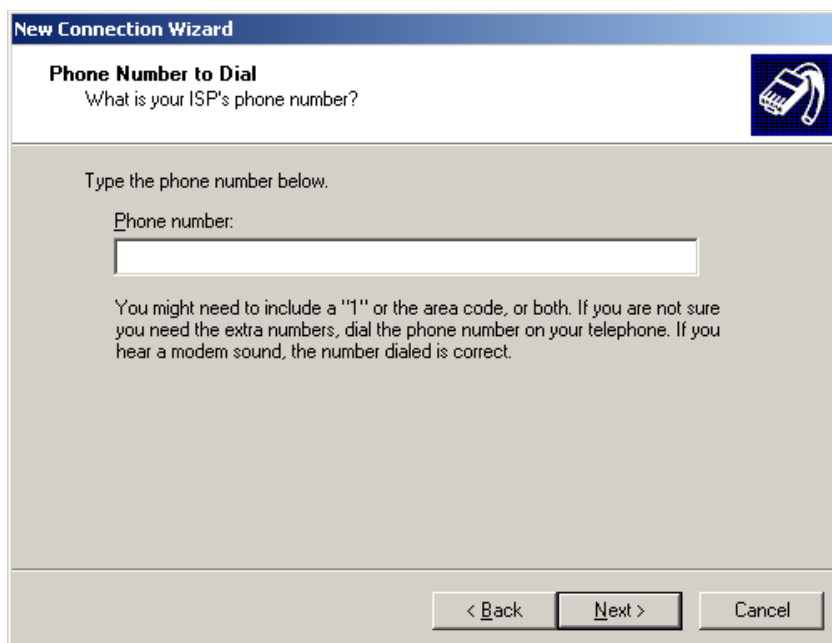
5. Select the **Connection using a dial-up modem** option and click Next. The Connection Name window appears.



The screenshot shows a Windows-style dialog box titled "New Connection Wizard". The main heading is "Connection Name" with a sub-question: "What is the name of the service that provides your Internet connection?". To the right is a small icon of a modem. Below the heading, it says "Type the name of your ISP in the following box." followed by "ISP Name". A text input field contains the text "System Manager - Main Office". Below the field, it says "The name you type here will be the name of the connection you are creating." At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

**Figure 63: Connection Name Window**

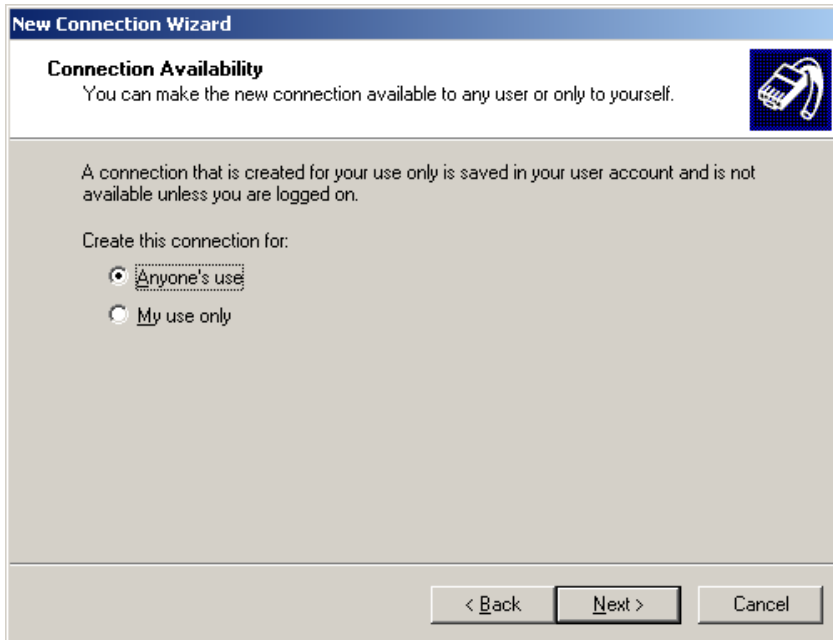
6. Specify a name that identifies this connection. This name does not need to match your Internet Service Provider (ISP) name. Click Next. The Phone Number to Dial window appears.



The screenshot shows a Windows-style dialog box titled "New Connection Wizard". The main heading is "Phone Number to Dial" with a sub-question: "What is your ISP's phone number?". To the right is a small icon of a modem. Below the heading, it says "Type the phone number below." followed by "Phone number:". A text input field is empty. Below the field, it says "You might need to include a '1' or the area code, or both. If you are not sure you need the extra numbers, dial the phone number on your telephone. If you hear a modem sound, the number dialed is correct." At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

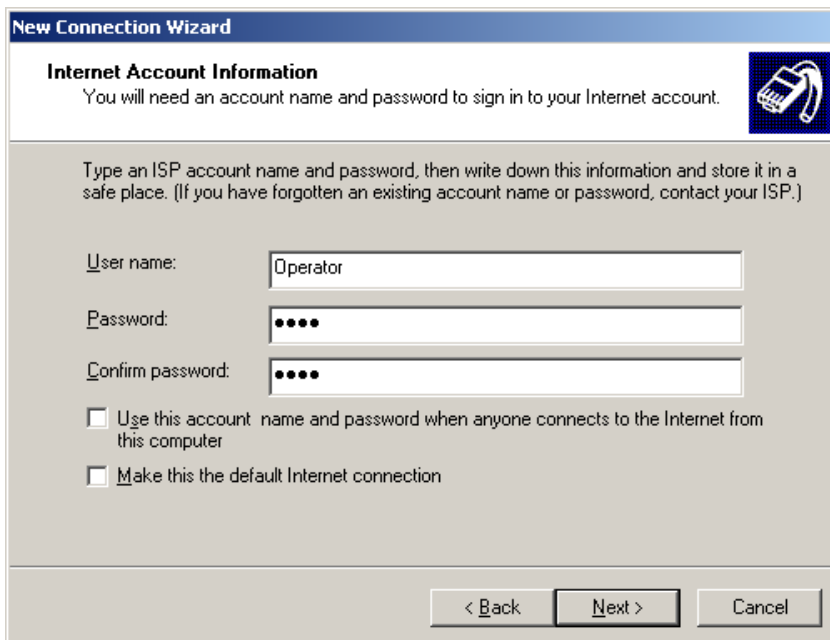
**Figure 64: Phone Number to Dial Window**

7. Specify the phone number for calling the modem at the System Manager or Coordinator. Click Next. The Connection Availability window appears.



**Figure 65: Connection Availability Window**

8. Select either option and click Next. The Internet Account Information window appears.



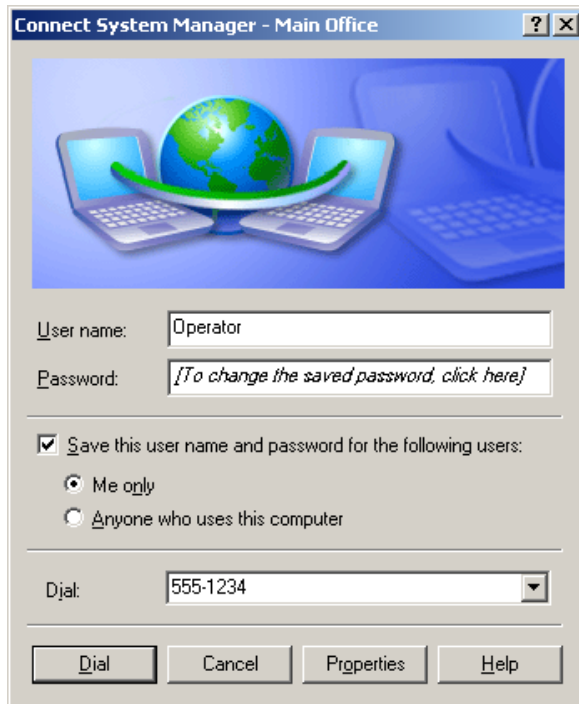
**Figure 66: Internet Account Information Window**

9. Enter **Operator** for the user name. Specify the password. Deselect the two options under the Confirm Password entry. Click Next. The Completing the New Connection Wizard window appears.



**Figure 67: Completing the New Connection Wizard**

10. If you want a shortcut added to your desktop, click that option. Then click Finish. The window for the new connection you defined appears.



**Figure 68: New Connection Window**

11. To test this new connection, click Dial. To complete this procedure, click Cancel.

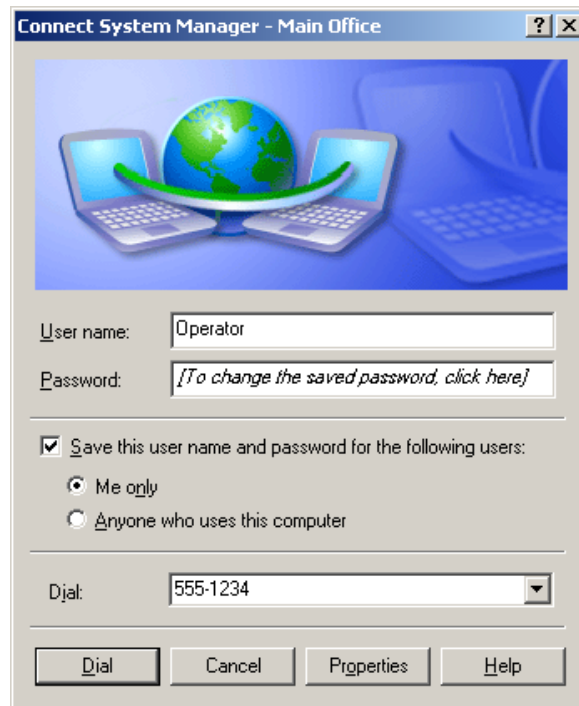
The dial-up connection to the System Manager or Coordinator is now complete. For information on how to access the device via a dial-up connection, see *Dialing up a System Manager or Coordinator*.



## Dialing up a System Manager or Coordinator

To dial-up a System Manager or Coordinator:

1. Using your computer, double-click the new connection you defined in *Creating a Dial-up Connection*. The Connection window appears.



**Figure 69: Connection Window**

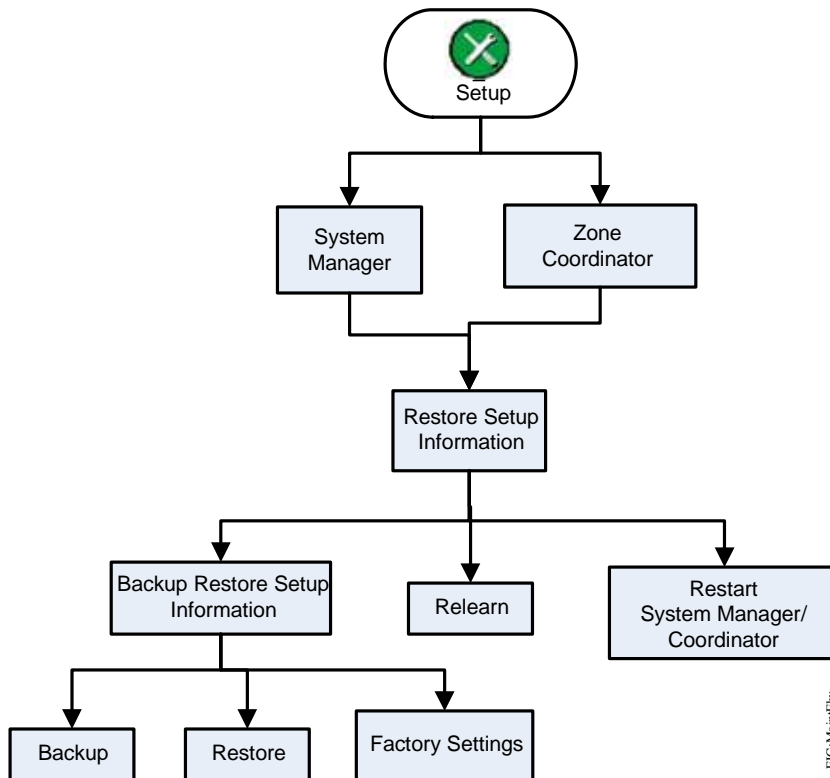
2. Click Dial. Your computer's modem establishes a dial-up connection with the System Manager or Coordinator.
3. Start the Internet Explorer Web browser on your computer and specify the following URL: **http://169.254.77.40**. The Main menu for the System Manager or Coordinator appears. (You may wish to bookmark the link for future use.)
4. To log off the System Manager or Coordinator, close the browser and terminate the dial-up connection.

## Maintenance Procedures

Maintenance procedures include:

- Backing up and restoring the current configuration
- Restoring factory settings
- Relearning connected devices
- Restarting the System Manager/Zone Coordinator

Figure 70 is a flowchart of the Maintenance operations, all of which are available from the Setup menu on the System Manager or Zone Coordinator. These options are described in the sections that follow.

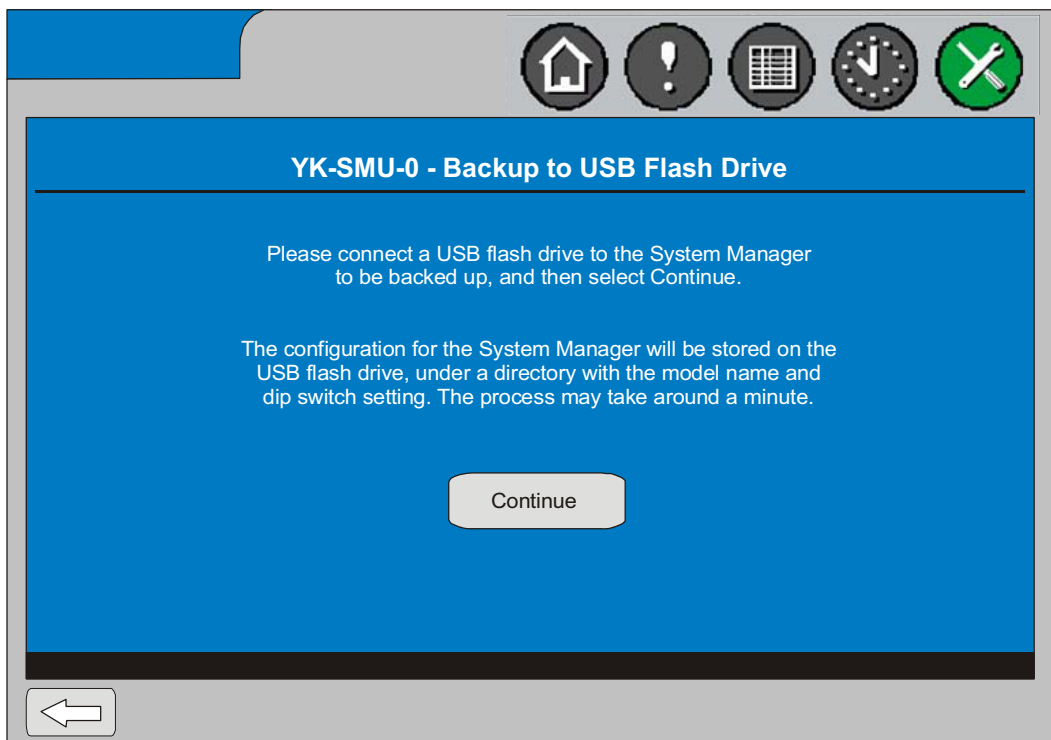


**Figure 70: Maintenance Options - Menu Structure**

## Backing up Current Configuration

To back up the current configuration:

1. From the Home screen, press the Setup icon. The Setup screen appears.
2. If you are at the System Manager, press the System Manager button. The System Manager Setup screen appears. If this is a Zone Coordinator, press the Coordinator button. The Zone Coordinator Setup screen appears.
3. Press the Restore Setup Information button. The Restore Setup Information screen appears.
4. Press the Backup Restore Setup Information button. The Backup/Restore screen appears, describing the three options.
5. Press the Backup button. The Backup to USB Flash Drive screen appears.



**Figure 71: Backup to USB Flash Drive Screen (System Manager)**

6. If you are backing up the System Manager, connect a USB flash drive to its USB port.  
If you are backing up a Zone Coordinator, go to the location of the coordinator. (You cannot back up a coordinator to the System Manager's USB flash drive.) Connect a USB flash drive to the coordinator's USB port.
7. Press Continue. The system is backed up to the flash drive. The process takes no longer than 1 minute to complete.

While the backup is in progress, the message **Backup in Progress - Please wait** appears. After the backup has completed successfully, a confirmation message appears. If the backup failed, a message appears to describe what you can do.

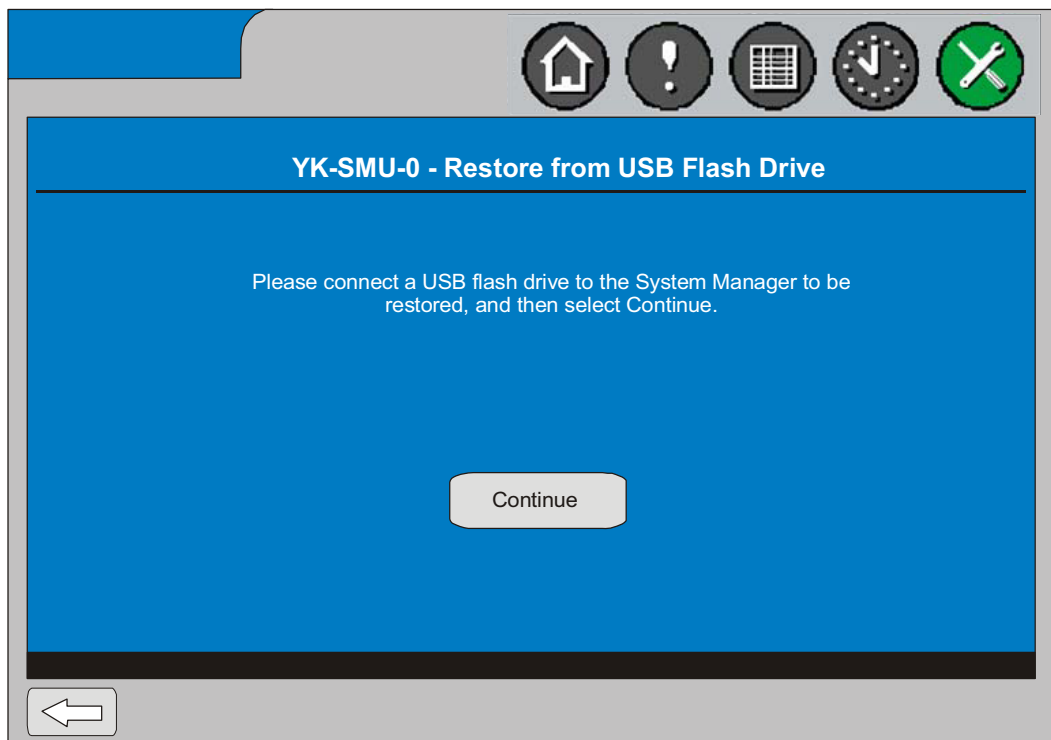
8. Press the OK button to return to the Backup/Restore screen. Remove the flash drive and store it in a safe location.

## Restoring Configuration Information

To restore configuration information:

**IMPORTANT:** Restoring the configuration replaces the current configuration parameters currently stored in the System Manager/Zone Coordinator with the backed up configuration on the USB drive.

1. From the Home screen, press the Setup icon. The Setup screen appears.
2. If you are at the System Manager, press the System Manager button. The System Manager Setup screen appears. If this is a Zone Coordinator, press the Coordinator button. The Zone Coordinator Setup screen appears.
3. Press the Restore Setup Information button. The Restore Setup Information screen appears.
4. Press the Backup Restore Setup Information button. The Backup/Restore screen appears.
5. Press the Restore button. The Restore from USB Flash Drive screen appears.



**Figure 72: Restore from USB Flash Drive Screen (System Manager)**

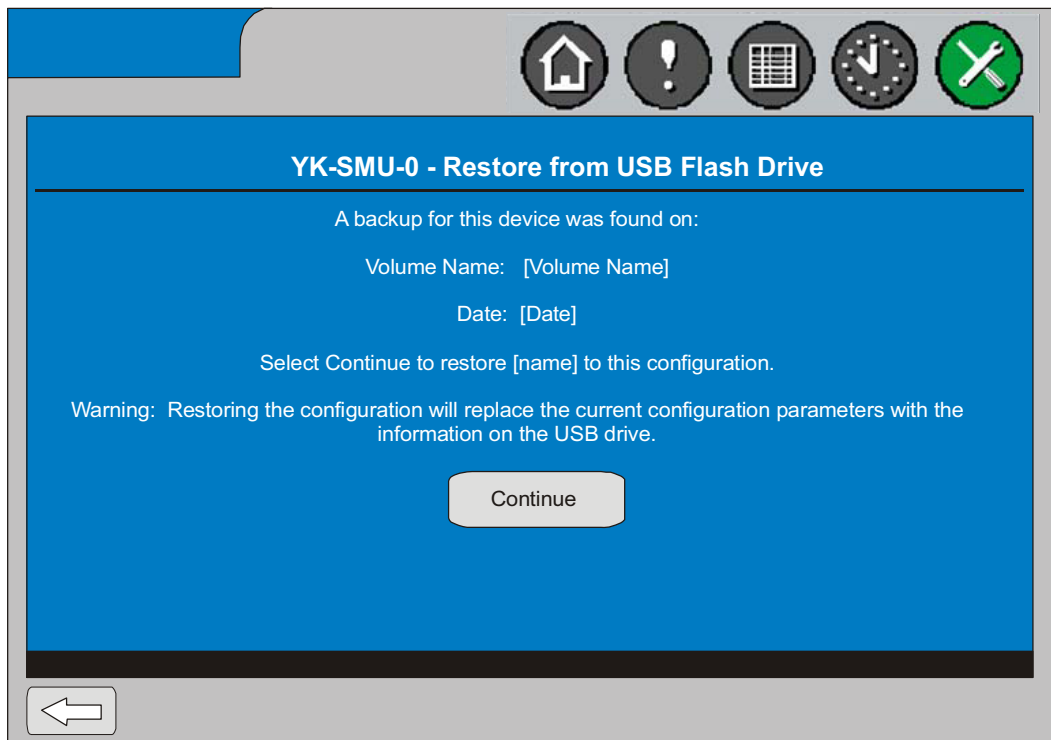
6. If you are restoring the System Manager, connect the USB flash drive that contains the backed up configuration to its USB port.

If you are restoring a Zone Coordinator, go to the location of the coordinator. (You cannot restore a coordinator from the System Manager's USB flash drive.) Connect the USB flash drive with the backed up configuration to the coordinator's USB port.

7. Press Continue.

If no flash drive is found, the message **No USB Drive OR a backup for this device was not found** appears. Press Cancel, insert a flash drive that contains a valid backup image, and try again.

8. If a flash drive that contains a valid backup image is found, a summary screen of the backup image appears.



**Figure 73: Restore Confirmation Screen (System Manager)**

9. Press Continue to start the restore process from the flash drive. The process takes no longer than 1 minute to complete.

While the restore is in progress, the message **Restore in Progress - Please wait. Device will reset if restore completes without error** appears. After the restore has completed successfully, the device restarts and the Home screen appears in a few moments. If the restore failed, a message appears to describe what you can do.

10. Remove the flash drive and store it in a safe location.

## Restoring Factory Settings

To restore factory settings:

**IMPORTANT:** Restoring the factory defaults replaces the configuration parameters currently stored in the System Manager/Zone Coordinator with the original factory defaults.

1. From the Home screen, press the Setup icon. The Setup screen appears.
2. If you are at the System Manager, press the System Manager button. The System Manager Setup screen appears. If this is a Zone Coordinator, press the Coordinator button. The Zone Coordinator Setup screen appears.
3. Press the Restore Setup Information button. The Restore Setup Information screen appears.
4. Press the Backup Restore Setup Information button. The Backup/Restore screen appears.
5. Press the Factory Settings button. The Restore Factory Defaults screen appears.



**Figure 74: Restore Factory Defaults Screen (System Manager)**

6. Press Continue. The message **Restore of factory defaults is in progress. Please wait for the device to reset** appears. The process takes no longer than 1 minute to complete.

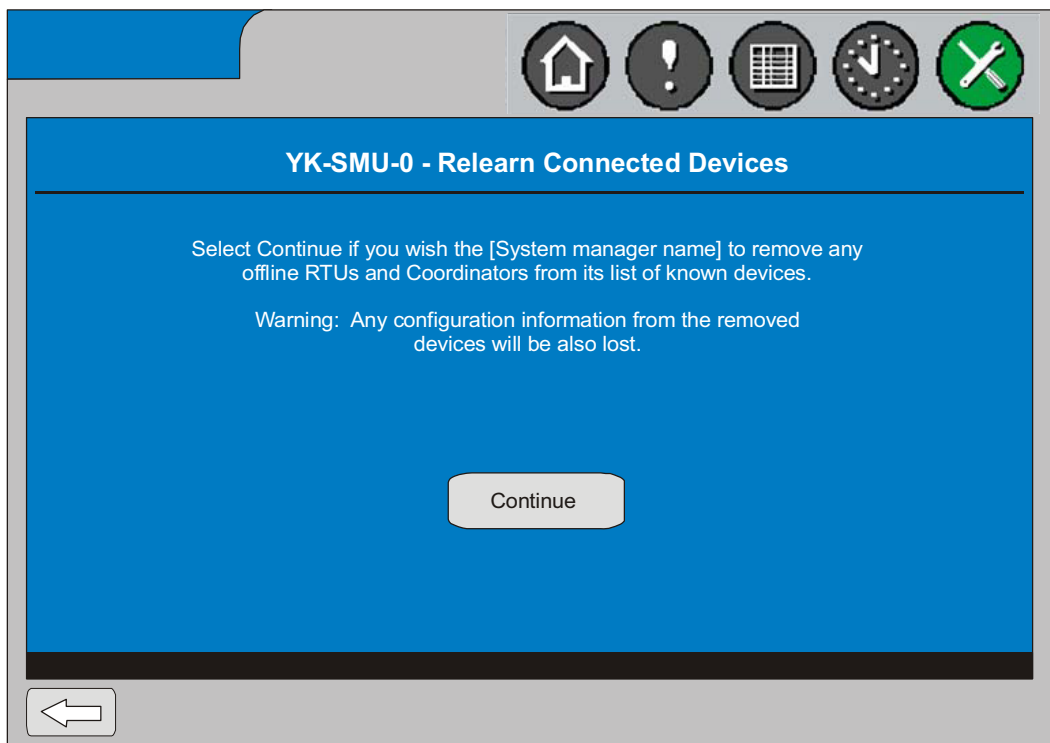
After the restore has completed successfully, the device restarts and the Home screen appears in a few moments. If the restore failed, a message appears to describe what you can do.

## Relearning Connected Devices

To relearn connected devices:

**IMPORTANT:** Relearning connected devices removes any configuration information from the removed devices on the System Manager/Zone Coordinator.

1. From the Home screen, press the Setup icon. The Setup screen appears.
2. If you are at the System Manager, press the System Manager button. The System Manager Setup screen appears. If this is a Zone Coordinator, press the Coordinator button. The Zone Coordinator Setup screen appears.
3. Press the Restore Setup Information button. The Restore Setup Information screen appears.
4. Press the Relearn button. The Relearn Connected Devices screen appears.



**Figure 75: Relearn Connected Devices Screen (System Manager)**

5. Press Continue. The message **Relearn has been completed** appears after the process is finished. The process takes no longer than 1 minute to complete.
6. Click OK to return to the previous menu.

## Restarting the System Manager/Zone Coordinator

To restart the System Manager/Zone Coordinator:

1. From the Home screen, press the Setup icon. The Setup screen appears.
2. If you are at the System Manager, press the System Manager button. The System Manager Setup screen appears. If this is a Zone Coordinator, press the Coordinator button. The Zone Coordinator Setup screen appears.
3. Press the Restore Setup Information button. The Restore Setup Information screen appears.
4. Press the Restart System Manager (or Restart Coordinator) button. The message **Do you want to restart the device?** appears. Press Yes to restart.

The restart process takes a few moments to complete.