Controller Operations

Tracker™ Version 12

Building Automation System

BMTK-SVU01C-EN

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May 2003

Tracker Version 12 Building Automation System Controller Operations

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NOTICE:

Warnings and Cautions appear at appropriate sections throughout this manual. Read these carefully:

⚠WARNING

Indicates a potentially hazardous situation, which, if not avoided, could result in death or serious injury.

⚠CAUTION

Indicates a potentially hazardous situation, which, if not avoided, may result in minor or moderate injury. It may also be used to alert against unsafe practices.

CAUTION

Indicates a situation that may result in equipment or property-damage-only accidents.

The following format and symbol conventions appear at appropriate sections throughout this manual:

IMPORTANT

Alerts installer, servicer, or operator to potential actions that could cause the product or system to operate improperly but will not likely result in potential for damage.

Note:
A note may be used to make the reader aware of useful information, to clarify a point, or to describe options or alternatives.

- This symbol precedes a procedure that consists of only a single step.

FCC compliance

The Tracker controller generates, uses, and radiates radio frequency energy and if not installed and used in accordance with the instruction manual, may cause interference to radio and television reception. The Tracker controller has been tested and found to comply with the limits for a Class A computing device in accordance with the specifications in Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference in a commercial installation.

There is no guarantee that interference will not occur in a particular installation. If the Tracker controller does cause interference, consult a radio or television technician for suggestions to correct the problem. Also, the booklet *How to Identify and Resolve Radio-TV Interference Problems* is available from the U.S. Government Printing Office, Washington DC 20402. Order stock number 004-000-00345-4.

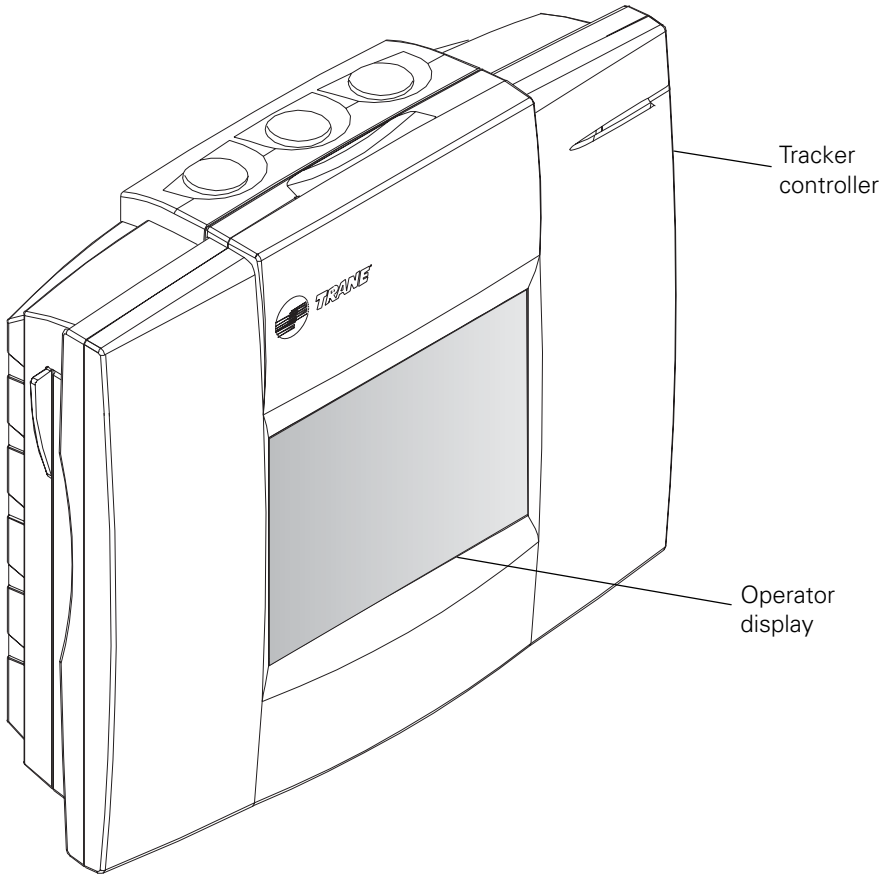
Contents

Chapter 1

User interface overview

The user interface to the Tracker building automation system consists of an operator display on the Tracker controller (Figure 1) and a menu-driven interface program in the embedded software. The operator display is a liquid crystal display (LCD) touch screen. The user interface enables you to set parameters and access control and system status information. It employs five screen types and a common screen layout. The five screen types are the home screen, operation screen, data entry screen, data display screen, and confirmation screen.

Figure 1. Tracker controller



Screen layout

With the exception of the home screen, each user interface screen conforms to a standard layout. Each screen has a title bar; selection buttons, data entry buttons, or data; and navigation buttons.

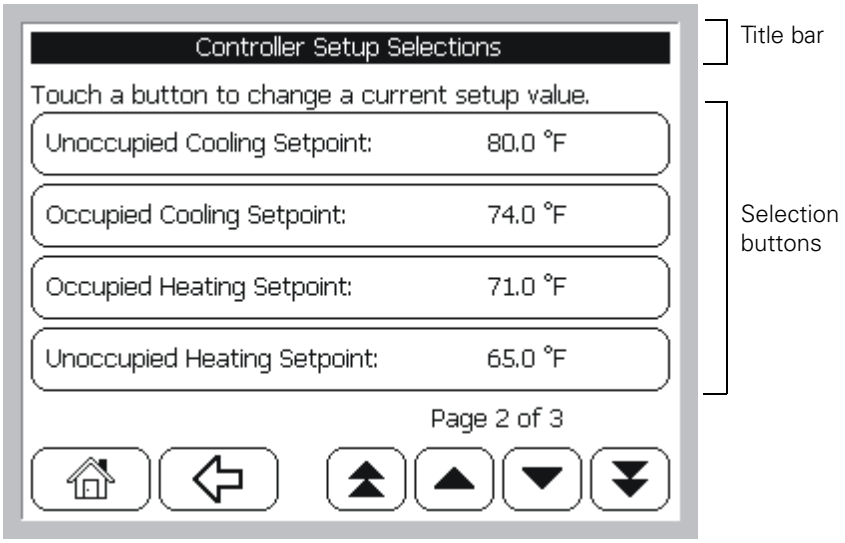
Title bar

Each screen displays a title bar at the top of each of its pages (Figure 2). The title bar states the purpose of the screen and/or describes the information that is displayed on the screen.

Selection buttons

A screen may display selection buttons between the title bar and the navigation buttons. The selection buttons on a screen serve one of two purposes. Selection buttons may enable you to further define a request to view or change data. Or, selection buttons may display current settings or data and enable you to select a specific item to be viewed or changed.

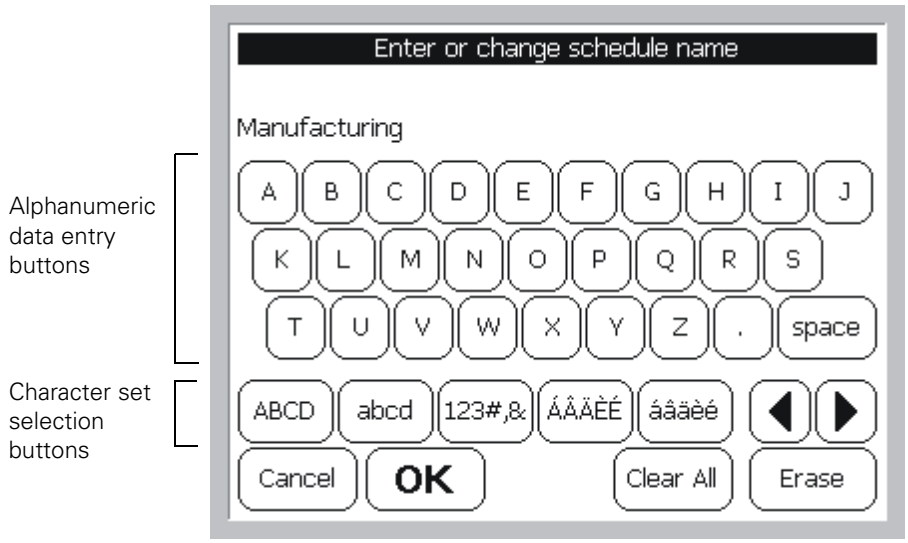
Figure 2. Example title bar and selection buttons



Data entry buttons

A screen may display data entry buttons between the title bar and the navigation buttons (Figure 3). Depending on the specifics of the screen, the data entry buttons enable you to create labels using numbers, characters, symbols, and words.

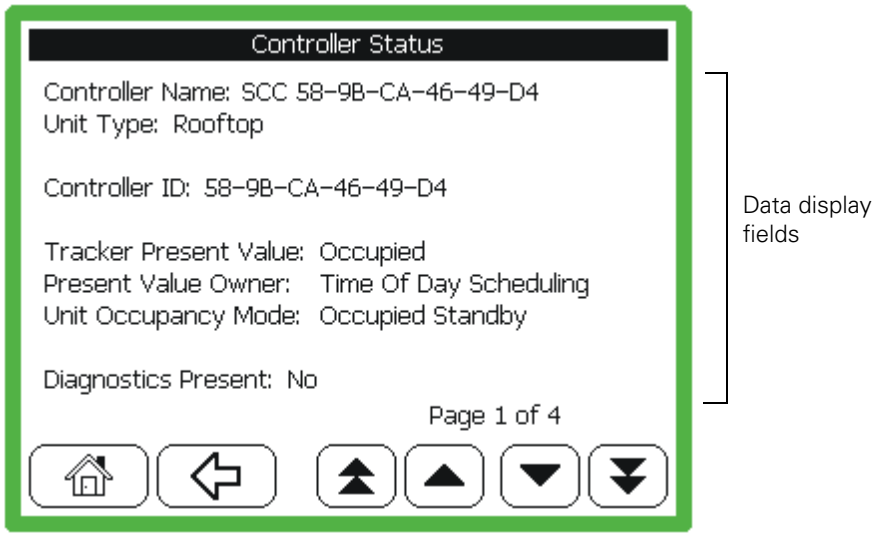
Figure 3. Example alphanumeric data entry buttons



Data

A screen may display data between the title bar and the navigation buttons (Figure 4). The data display enables you to view the results of a data request.

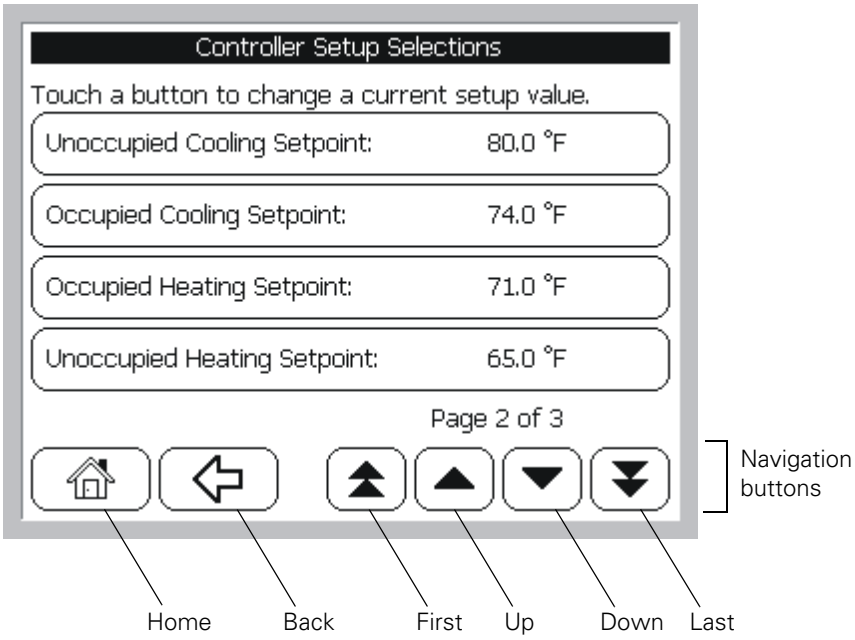
Figure 4. Example data display



Navigation buttons

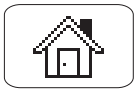
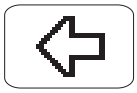
A screen may display up to six navigation buttons at the bottom of each page (Figure 5). The navigation buttons enable you to return to the home screen or to a previously viewed screen. They also enable you to go directly to the first or last page of the current screen and to scroll through the pages of the current screen. The icon of each navigation button is gray when the button is not available. Table 1 on page 6 lists and describes the navigation buttons.

Figure 5. Example navigation buttons



Note:
Occasionally, buttons other than navigation buttons display at the bottom of a page, mainly for data entry. Procedural text describes these buttons, as necessary.

Table 1. Navigation button descriptions

Button	Description
	The Home button returns the display to the Tracker home screen.
	The Back button returns the display to the preceding screen.
	The First button moves the display to the first page of the current screen.
	The Last button moves the display to the last page of the current screen.
	The Up button scrolls the screen up.
	The Down button scrolls the screen down.

Home screen

The home screen (Figures 6 and 7 on page 8) is where each Tracker operating procedure begins. The screen displays on the LCD touch screen. Function buttons enable you to select the View, Alarm, Schedule, After Hours, and Advanced functions. To select a function, press its button. Table 2 on page 9 describes the components of the home screen. Table 3 on page 10 lists and describes the home screen function buttons.

Figure 6. Example home screen layout

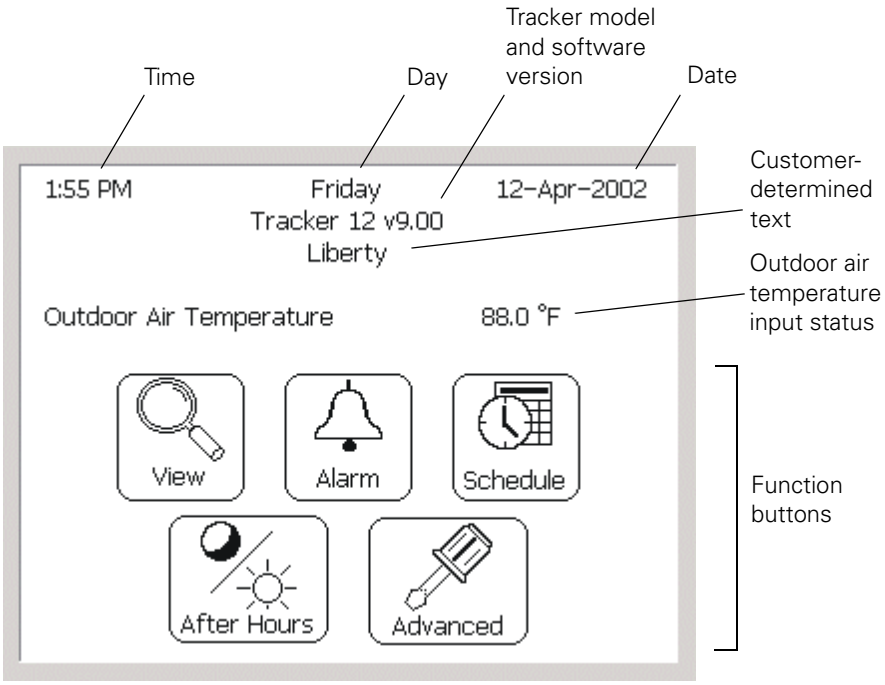


Figure 7. Example home screen layout—priority shutdown active

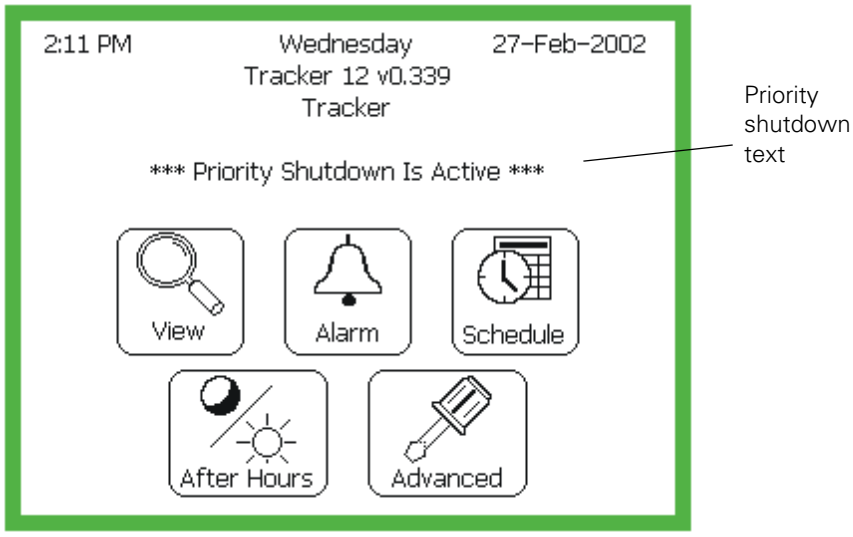


Table 2. Home screen component descriptions

Screen component	Description
<time>	The time field shows the current time.
<day>	The day field shows the current day of the week.
<date>	The date field shows the current date.
<software and version>	The first line of the field shows the product model and version.
<customer-determined text>	The customer-determined text field provides the option of placing up to a 24-character line of text on the home screen. The default text is “Tracker.”
Outdoor Air Temperature nn.n °F	The Outdoor Air Temperature field shows the current outdoor temperature. The temperature is displayed in tenths of a degree. The field only displays content when priority shutdown is not active (Figure 6). **Note:If the sensor is shorted, open, or not connected, this field is blank.**
<Priority shutdown text>	The Priority shutdown text shows that priority shutdown is active. The text replaces the Outdoor Air Temperature field.
<function buttons>	The function buttons provide access to the View, Alarm, Schedule, After Hours, and Advanced functions.

Table 3. Home screen function button descriptions

Button	Description
	Press the View button to view I/O status and equipment status. Also press it to view and change current comfort settings.
	Press the Alarm button to view, acknowledge, and delete alarms. Also press it to change how the user is notified of alarms.
	Press the Schedule button to create, change, view, and delete schedules and exceptions.
	Press the After Hours button to set up and cancel timed overrides of areas and schedules.
	Press the Advanced button to change current operating and I/O parameters for the Tracker system, Space Comfort Controller (SCC) devices, and VariTrac systems. **Note:An SCC device is an HVAC device controller that conforms to the LonMark® Space Comfort Controller profile.**

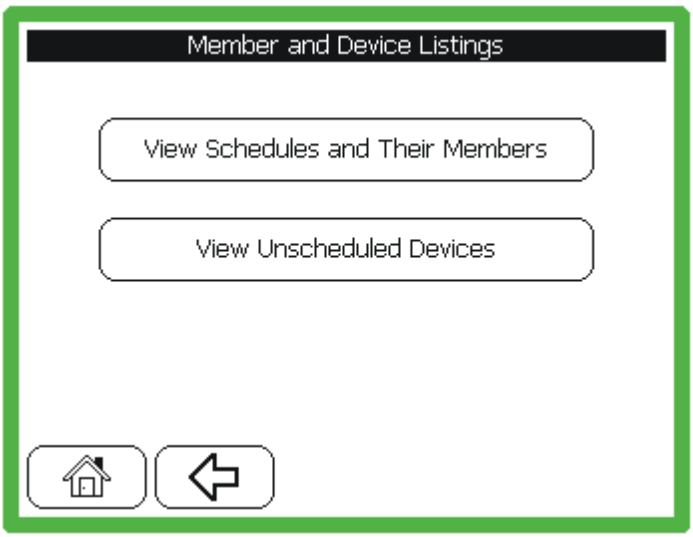
Operation screens

Operation screens enable you to define a request to view or change data. Operation screens include navigation screens and editor screens.

Navigation screen

Navigation screens (Figure 8) offer options that enable you to direct your search. You will find navigation screens if you enter, change, view, or delete data. Navigation screens display no data and do not require that data be entered. To select an option, press its button.

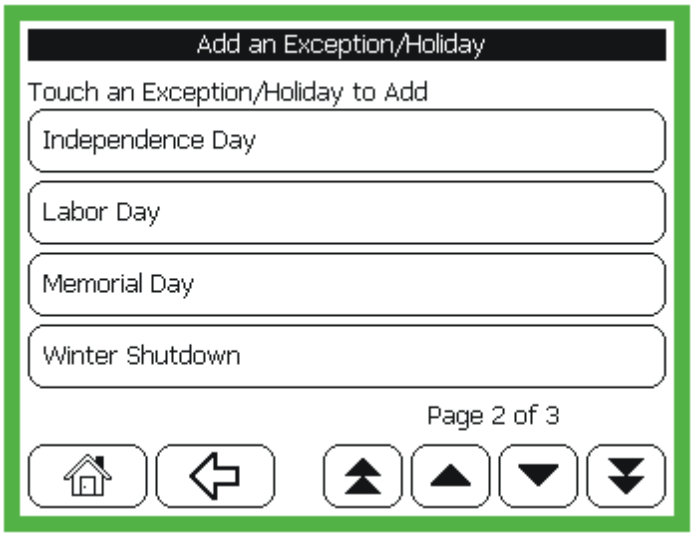
Figure 8. Example navigation screen



Editor screen

Editor screens (Figure 9) enable you to select the specific item to be viewed or changed. The editor screens offer a fixed number of options from which you can choose. Editor screens may display current settings or data. To select an item, press its button.

Figure 9. Example editor screen



Data entry screens

Data entry screens enable you to enter numeric values, alpha characters, and make a selection from a list of two or more values. There are seven types of data entry screens: analog data entry, time entry, date entry, PIN/phone number entry, alphanumeric data entry, option entry and logon.

Analog data entry screen

The analog data entry screen enables you to change analog data. Between the title bar and navigation buttons are numeric data entry buttons (Figure 10 on page 13). The OK, Clear, and Cancel buttons display at the bottom of the screen. A decimal point button enables you to type tenths. Table 4 on page 13 describes the components of the analog data entry screen.

To select a digit, the decimal point, and the minus sign, press the appropriate data entry buttons:

1. Type the data using the format nn.n. As you type the data, it displays in the Change to field.
2. Use the Clear button to delete the contents of the Change to field, as necessary.
3. When you have finished typing in the data, press the OK button.

Figure 10. Example analog data entry screen

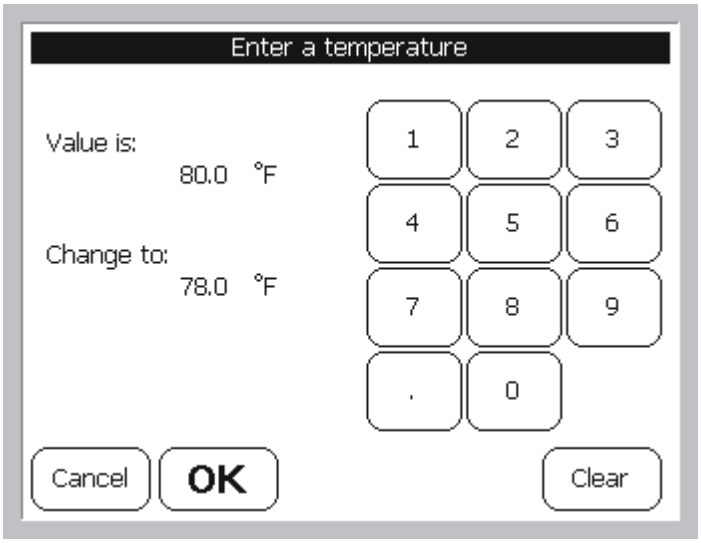


Table 4. Analog data entry screen component descriptions

Screen component	Description
Value is	The Value is field shows the current value.
Change to	The Change to field shows the new value as it is typed in. A flashing rectangle shows the position of the next character to be typed in.
<Arabic numeral buttons>	The Arabic numeral buttons provide the digits 0 through 9.
<decimal point>	The decimal point button provides the decimal point.
<minus sign>	The minus sign button provides the minus sign.
Cancel	The Cancel button cancels the current data entry operation.
OK	The OK button accepts the new value and ends the current data entry operation.
Clear	The Clear button deletes the content of the Change to field. After clearing, data can be entered.

Time entry screen

The time entry screen enables you to change the time of day (Figure 11 on page 15). To select a digit, AM, and PM, press the appropriate data entry buttons. Table 5 on page 15 describes the components of the time entry screen.

Type the time using the format hh:mm, where *hh* is the hour and *mm* is the minute. It is not necessary to type a colon (:). Type either AM or PM, as appropriate.

The Tracker system allows the time format of an installation to be set to either AM/PM or 24 hour. If the Tracker system is configured for the 24-hour time format, the AM/PM buttons are not displayed.

Figure 11. Example time entry screen

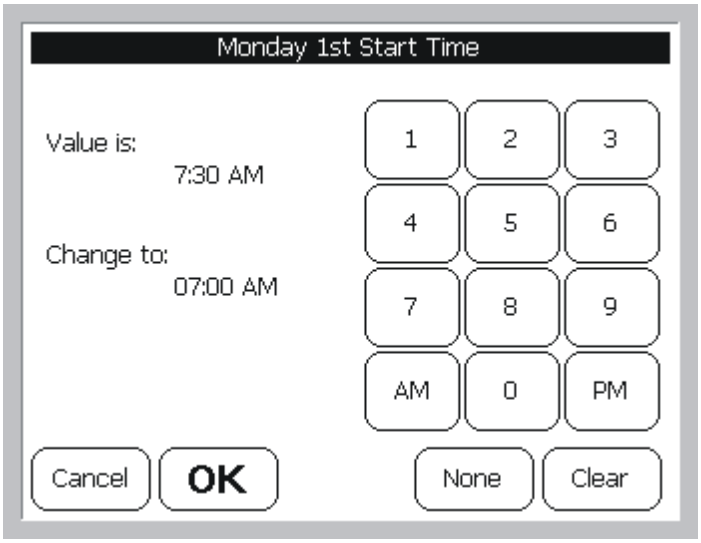


Table 5. Time entry screen component descriptions

Screen component	Description
Value is	The Value is field shows the current value.
Change to	The Change to field shows the new value as it is typed in. A flashing rectangle shows the position of the next character to be typed in.
<Arabic numeral buttons>	The Arabic numeral buttons provide the digits 0 through 9.
AM	The AM button selects the morning.
PM	The PM button selects the afternoon.
Cancel	The Cancel button cancels the current data entry operation.
OK	The OK button accepts the new value and ends the current data entry operation.
None	The None button appears only when setting up time-of-day scheduling. It deletes the content of the Change to field and inserts the words “No Time.”
Clear	The Clear button removes the content of the Change to field. After clearing, data can be entered.

Date entry screens

Date entry screens enable you to change the current date. There are two date entry screens, one with numeric buttons for the day and year, and one with buttons for the months (Figure 12 on page 16 and Figure 13 on page 17). To select a day, month, and year, press the appropriate data entry buttons. Table 6 on page 16 and Table 7 on page 17 describe the components of the date entry screens.

Type the date using the format dd-mmm-yyyy, where *dd* is the day, *mmm* is the month, and *yyyy* is the year. After typing the date, press the OK button.

Figure 12. Example day and year entry screen

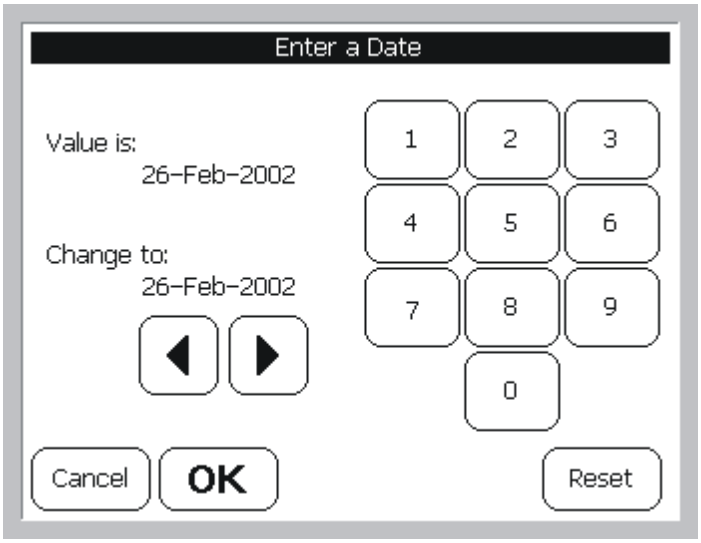


Table 6. Day and year entry screen component descriptions

Screen component	Description
Value is	The Value is field shows the current value.
Change to	The Change to field shows the new value as it is typed in.
<Arabic numeral buttons>	The Arabic numeral buttons provide the digits 0 through 9.
<left and right arrow buttons>	The left and right arrow buttons move the display to the month and year entry screens.
Cancel	The Cancel button cancels the current data entry operation.
OK	The OK button accepts the new value and ends the current data entry operation.
Reset	The Reset button clears the Change To field.

Figure 13. Example month entry screen

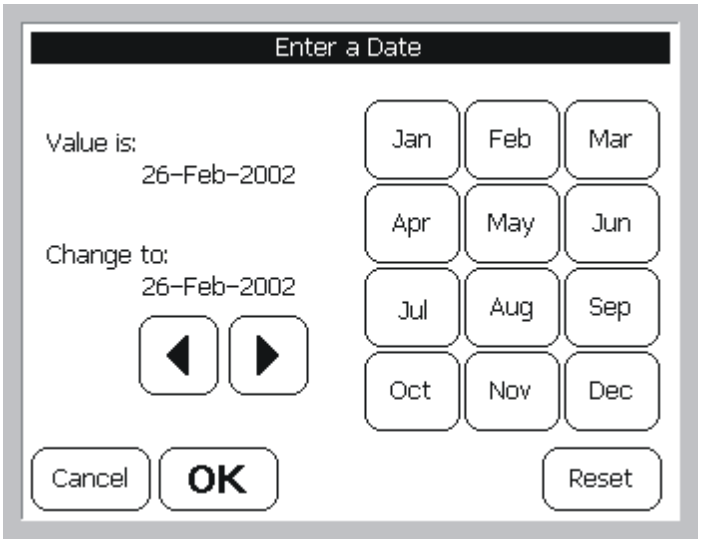


Table 7. Month entry screen component descriptions

Screen component	Description
Value is	The Value is field shows the current value.
Change to	The Change to field shows the new value as it is typed in.
<month buttons>	The month buttons select the months Jan through Dec.
<left and right arrow buttons>	The left and right arrow buttons move the display to the day and year entry screens.
Cancel	The Cancel button cancels the current data entry operation.
OK	The OK button accepts the new value and ends the current data entry operation.
Reset	The Reset button clears the Change To field.

PIN/phone number entry screen

A personal identification number (PIN) and phone number entry screen enables you to enter or change PIN, pager, and modem phone numbers (Figure 14). To select the digits and the comma, press the appropriate data entry buttons. Table 8 describes the components of the PIN/phone number entry screen.

To enter or change a phone number:

1. Type the phone number in the format p,aaa-nnn-nnnn, where *p* is the dial-out prefix, the comma (,) is the pause command, *aaa* is the area code, and *nnn-nnnn* is the phone number.
2. After typing a phone number, press the forward or back arrow, as necessary, to modify a previously entered phone number or type another phone number.
3. To accept the changes, press the OK button.

Figure 14. Example pager PIN/phone number editor screen

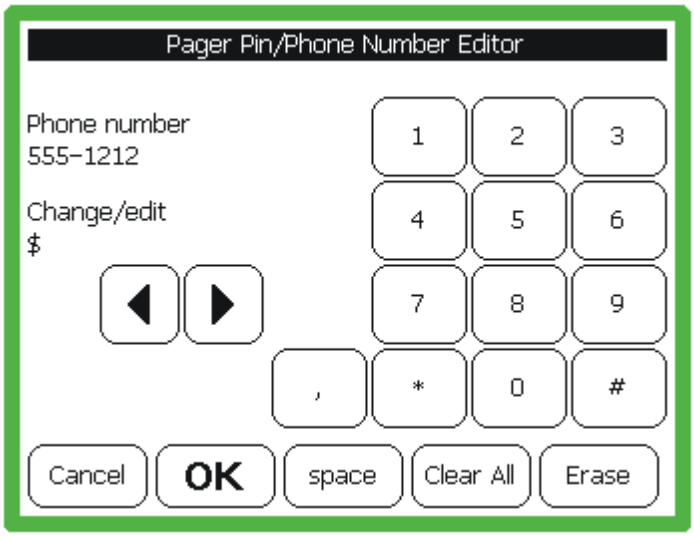


Table 8. Pager PIN/phone number entry screen component descriptions

Screen component	Description
Phone number	The Phone number field shows the current phone number.
Change/edit	The Change/edit field shows the new value as it is typed in. The field can contain a maximum of 32 characters.
<Arabic numeral buttons>	The Arabic numeral buttons provide the digits 0 through 9. Also included are the asterisk (*) button and the pound sign (#) button.
<left and right arrow buttons>	The left and right arrow buttons move the display back to a previously entered pager, PIN, or phone number.
<, (comma)>	The comma button provides the pause command.
Cancel	The Cancel button cancels the current data entry operation.
OK	Pressing the OK button accepts the new value and displays a confirmation screen.
space	The space button inserts a space in the Change/edit field.
Clear All	The Clear All button clears the Change/edit field.
Erase	The Erase button clears the last character entered in the Change/edit field.

Alphanumeric data entry screen

The alphanumeric data entry screen enables you to change alphanumeric parameters. There are five pages in the alphanumeric screen: numeric entry page, uppercase letter entry page, lowercase letter entry page, uppercase diacritical mark entry page, and lowercase diacritical mark entry page. Figure 15 shows an example page.

To select digits, symbols, and letters, press the appropriate buttons. Table 9 on page 21 describes the components of the five pages of the alphanumeric data entry screen. When you have finished making your entries on a page, press the forward or back arrow, as necessary, to scroll to the next or previous page. When your entry is complete, press the OK button.

Figure 15. Example alphanumeric data entry page

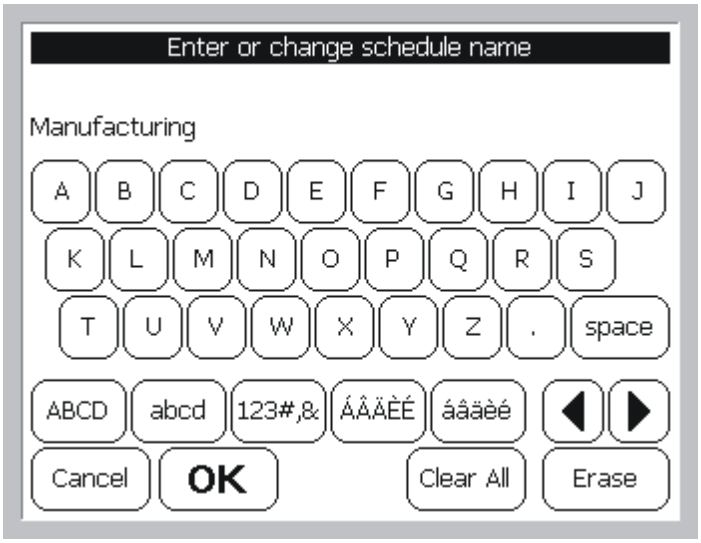


Table 9. Alphanumeric data entry page component descriptions

Screen component	Description
<text entry>	This field shows the text to be changed.
<character buttons>	These buttons display and enable you to select alphanumeric characters, symbols, and diacritical marks.
ABCD	This button changes the display to the uppercase letter entry page.
abcd	This button changes the display to the lowercase letter entry page.
123#,&	This button changes the display to the page that offers buttons for Arabic numerals, special symbols, and punctuation marks.
ÁÂÄÈÉ	This button changes the display to the page that offers buttons for uppercase diacritical marks.
áâäèé	This button changes the display to the page that offers buttons for lowercase diacritical marks.
<left and right arrow buttons>	These buttons move the cursor to the left and right, respectively.
Cancel	This button cancels the current data entry operation.
OK	This button accepts the new value and ends the current data entry operation.
Clear All	This button deletes the content of the schedule name field.
Erase	This button clears the previously entered character from the text entry field.

Option entry screens

Option entry screens enable you to select an option by pressing a toggle button (Figure 16) or by selecting an option from a series of buttons (Figure 17 on page 23). In example Figure 16, the toggle button switches between Yes and No. On either screen, to select an option, press the appropriate button.

Figure 16. Example toggle button option entry screen

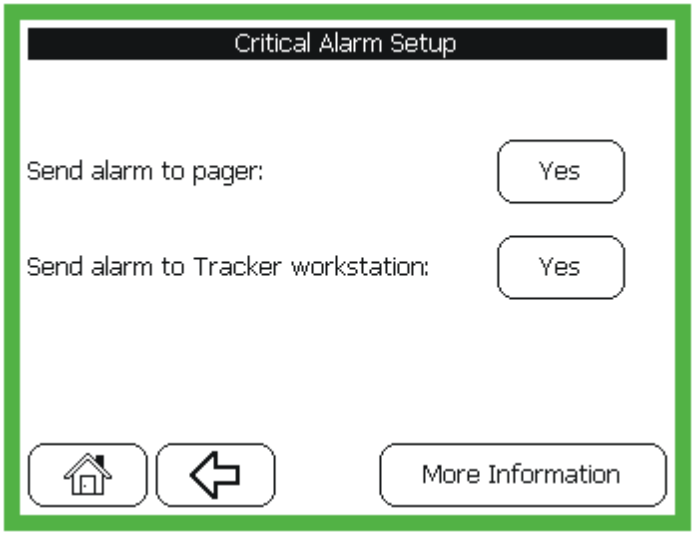


Table 10. Toggle button option entry screen descriptions

Screen component	Description
<title bar>	The title bar shows one of three possible titles: Critical Alarm Setup, Service Required Setup, or Informational Message.
Send alarm to pager	This button switches between Yes and No. Its setting determines if the alarm is sent to a pager.

Figure 17. Example option entry screen

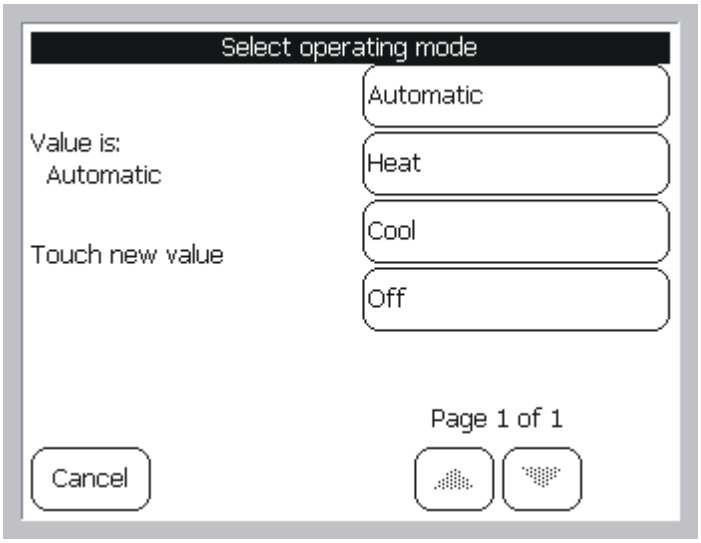


Table 11. Option entry screen descriptions

Screen component	Description
<title bar>	The title bar provides a description of the field to be changed.
Value is	This button displays the current value.
Touch new value	These buttons display the values that can be selected by pressing any one of them. If a button is pressed, the current value will change.
Cancel	This button cancels the current option entry operation.

Logon screen

If security is enabled, the logon screen (Figure 18) will display whenever you try to change a value that is security protected. To log on, type the password using the numeric type pad. You will remain logged on while you continue to work. After some time of inactivity, the system will log you off. Table 12 provides the default passwords and Table 13 on page 24 describes the components of the logon screen.

Table 12. Default passwords

Password	Default
Operator	2222
Supervisor	1111

Figure 18. Example logon screen

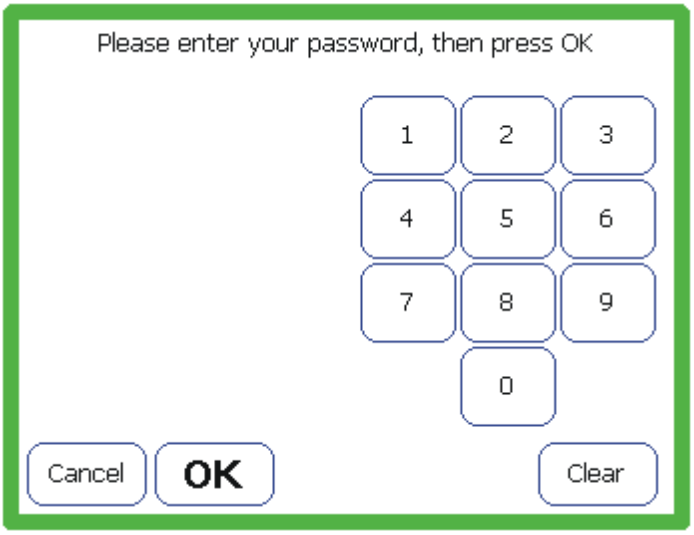


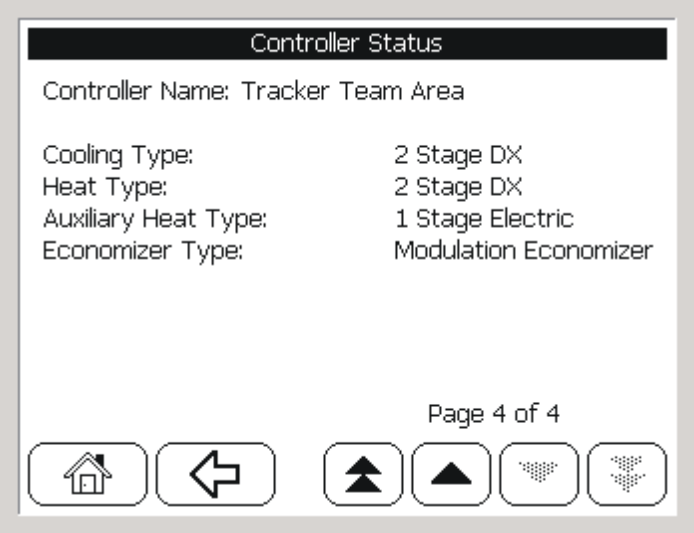
Table 13. Logon screen component descriptions

Screen component	Description
<Arabic numeral buttons>	The Arabic numeral buttons provide the digits 0 through 9. As you enter your password, asterisks will appear to the left of the Arabic numeral buttons.
Cancel	The Cancel button cancels the present operation.
OK	The OK button accepts the new value and continues the data entry operation.
Clear	The Clear button deletes the content of the password field.

Data display screens

Data display screens enable you to view the results of a data request (Figure 19).

Figure 19. Example data display



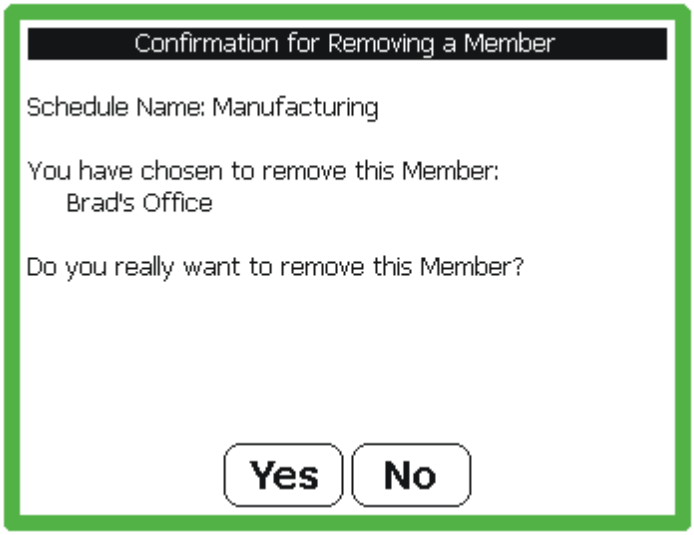
Confirmation screens

Confirmation screens require you to approve the execution of the operation that was previously set up (Figure 20).

The first screen component contains one or more fields that identify what you have selected to change. The next screen component provides warning messages that caution you about the operation that you will approve if you press the Yes button.

Press the Yes button to execute the operation that was previously set up; press the No button to cancel it.

Figure 20. Example confirmation screen



Chapter 2

Advanced procedures

The Advanced function enables you to view current system status and to view and change current operating parameters for a Tracker building automation system and devices on the Tracker network: Space Comfort Controller (SCC), VariTrac central control panel (CCP), and I/O module. This chapter lists and describes the operating parameters that you can change and provides the procedures for viewing and changing those parameters.

Tracker operating parameters

Following are Tracker operating parameter procedures. The procedures enable you to view, set up, and change selected Tracker operating parameters.

Tracker operating parameters list

Tracker operating parameters are as follows:

- Name of Tracker system
- Time format
- Current time
- Current date
- Optimal start
- Units of measure
- Daylight savings time
- Overrides affects

View Tracker operating parameters

To view the current status of the operating parameters for the Tracker system:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Tracker Setup button. The Tracker Setup Selections screen displays (for field descriptions, see Table 14 on page 29).
3. Search the pages of the Tracker Setup Selections screen for the parameter that you want to view.
4. To exit this procedure, press the Home button. The home screen displays.

Set up or change Tracker operating parameters

To set up or change the current operating parameters of the Tracker system:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Tracker Setup button. The Tracker Setup Selections screen displays (for field descriptions, see Table 14 on page 29).
3. Search the pages of the Tracker Setup Selections screen for the parameter that you want to change.
4. Press the button for the parameter that you want to change. A data entry screen displays.
5. Type or select the new parameter setting and press the OK button. A confirmation screen displays.
6. Press the OK button. The Tracker Setup Selections screen displays.
7. To change additional parameters, repeat steps 3 through 7.
8. To exit this procedure, press the Home button. The home screen displays.

Table 14: Tracker Setup Selections screen description

Screen component	Description
Name	This button displays and enables you to change the name assigned to the Tracker system.
Time Format	This button displays and enables you to change the format used to display the time of day. The options are AM/PM and 24-hour (military). The default is AM/PM.
Current Time	This button displays and enables you to change the current time for the Tracker system.
Current Date	This button displays and enables you to change the current date for the Tracker system.
Optimal Start	This button displays and enables you to change the optimal start setting. The options are Enabled and Disabled. The default is Enabled.
Units of Measure	This button displays and enables you to change the type of units that are displayed on the user interface screens. The options are Inch/Pound (English), International System (SI), or User Defined. The default is Inch/Pound (English).
Daylight Savings Time	This button displays and enables you to change the daylight savings time setting. When set to Enabled, the Tracker system automatically adjust its time to account for Daylight Savings Time. The options are Enabled and Disabled. The default is Enabled.
Override Affects	This button displays and enables you to select the affect of a timed override request that originates at the ON button of a zone sensor. The options are Entire Schedule and Individual Device. If the parameter is set to Entire Schedule, the device and all other members of its schedule are overridden. If parameter is set to Individual Device, only the device is overridden. The default is Entire Schedule.
Tracker Network Setup	This button enables you to set up the Tracker controller to communicate with the Tracker PC Workstation over an Ethernet LAN.

Tracker system information and service

Following are Tracker operating parameter procedures. The procedures enable you to view the status of the Tracker system and to service the Tracker system:

- View Tracker system model and version information
- Calibrate the touch screen
- Adjust the brightness and contrast of the touch screen
- Reboot the Tracker system
- Return the Tracker system memory and database to factory defaults
- View the Tracker system I/O status
- Test the alarm relay
- Test the modem

View system model and version information

To view the Tracker system model number and version number:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the About Tracker button. The Model and Version Information screen displays.
3. To exit this procedure, press the Home button. The home screen displays.

Calibrate the touch screen

To calibrate the touch screen:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Calibrate Touch Screen button. A calibration screen displays.

CAUTION

Avoid Equipment Damage!

Do not allow the touch screen to come in contact with sharp objects.

3. Touch the target using a small, pliable, blunt object, such as a pencil eraser. Hold until the beeping stops. A second calibration screen displays.
4. Again, touch the target with the object. Hold until the beeping stops. The Advanced Selection screen displays.
5. To exit this procedure, press the Home button. The home screen displays.

Adjust the brightness and contrast of the touch screen

To adjust the brightness and contrast of the touch screen:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Brightness and Contrast button. The Brightness and Contrast screen displays.
3. To increase the brightness of the touch screen, press the buttons along the top row, in sequence, from left to right. To decrease the brightness of the touch screen, press the buttons from right to left.
4. To increase the contrast of the touch screen, press the buttons along the bottom row, in sequence, from left to right. To decrease the contrast, press the buttons from right to left.
5. To exit this procedure, press the Home button. The home screen displays.

Reboot the system

To reboot the Tracker system:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Service and Testing button. The Service and Testing screen displays.
3. Press the Reboot Tracker button. A confirmation screen displays.
4. Press the Yes button. The Please Wait screen displays while the Tracker system finishes rebooting. (Trend and report information will be lost during the reboot period.)
5. The Home screen displays.

Return Tracker system memory and database to factory defaults

To return the Tracker system memory and database to factory defaults:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Service and Testing button. The Service and Testing screen displays.
3. Press the Return to Factory Defaults button. A confirmation screen displays.
4. Press the Yes button. The Please Wait screen displays while the return to factory defaults process takes place. (Pressing the Yes button will clear the database and delete all user-entered data and settings.)
5. The Home screen displays.

Note:
After returning to factory defaults, the Tracker system must rebuild its RAM database. Rebuilding this database may take up to 5 minutes. Some functions will not be available during that time, for example, editing and viewing Comm5 devices.

View the Tracker system I/O status

To view the Tracker system I/O status:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Service and Testing button. The Service and Testing screen displays.
3. Press the View I/O Status button. The Tracker I/O Status screen displays.
4. To exit this procedure, press the Home button. The home screen displays.

Test the alarm relay

To test the alarm relay:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Service and Testing button. The Service and Testing screen displays.
3. Press the Test Alarm button to begin the test. The Alarm Relay Test screen displays. After the test is completed, the Service and Testing screen displays.
4. To exit this procedure, press the Home button. The home screen displays.

Test the modem

To test the modem:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Service and Testing button. The Service and Testing screen displays.
3. Press the Test Modem button. The Modem Self Test screen displays.
4. Press the Setup/Start Test button. A PIN/phone number entry screen displays.
5. Type the modem number and press the OK button. A confirmation screen displays.
6. Press the OK button. The Modem Self Test screen displays. The modem status is displayed as the test proceeds.

Note:
As the modem self test begins, the Setup/Start Test button is replaced by the End Test button. To end the test before it is completed, press the End Test button. After the modem test is completed, the End Test button no longer displays, and the Setup/Start Test button displays.

7. To exit this procedure, press the Home button. The home screen displays.

Space Comfort Controller device operating parameters

Following are Space Comfort Controller (SCC) device operating parameter procedures. The procedures enable you to view, set up, and change selected SCC device operating parameters.

Note:
An SCC device is an HVAC device controller that conforms to the LonMark® Space Comfort Controller profile. It provides staged heating and cooling for a space. Examples of systems that have SCC-compliant controllers are Voyager rooftop units (RTUs), Precedent RTUs, and water-source heat pumps.

Space Comfort Controller device operating parameters list

SCC device operating parameters are as follows:

- Name
- Operating mode
- Occupied cooling fan mode
- Occupied heating fan mode
- Occupied cooling setpoint
- Occupied heating setpoint
- Unoccupied cooling setpoint
- Unoccupied heating setpoint
- Cooling setpoint low limit
- Heating setpoint high limit
- Economizer minimum position
- Use local setpoints

View Space Comfort Controller device operating parameters

To view the current status of operating parameters for a selected SCC device:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the Space Comfort Controller button. The Space Comfort Controller Selections screen displays.
4. Search the list for the appropriate building area or SCC device.
5. Press the button for the appropriate building area or SCC device. The Controller Status or Setup screen displays.
6. Press the View Controller Status button. The Controller Status screen displays (for field descriptions, see Table 15).
7. Search the pages of the Controller Status screen for the parameter that you want to view.
8. To exit this procedure, press the Home button. The home screen displays.

Table 15. Controller Status screen description

Screen component	Description
Controller Name	This field displays the name assigned to the HVAC unit by the installer. The maximum length is 24 characters.
Unit Type	This field displays the type of HVAC unit.
Cabinet Style	This field displays the style of the cabinet. The options are: Heat Pump (CL10 WSHP) • Vertical, Standard Efficiency • Vertical, High Efficiency • Horizontal, Standard Efficiency • Horizontal, High Efficiency • Console • Rooftop • Water Source Unit Ventilator • Vertical Stack Rooftop • Voyager/Precedent • Voyager Commercial Unitary • 2 Heat/2 Cool • 2 Compressor Heat Pump • 4 Cool

Table 15. Controller Status screen description (Continued)

Screen component	Description
Controller ID	This field displays the Neuron ID of the controller. The ID is unique to each controller.
Communications State	This field displays the current status of communication between Tracker and the selected SCC device. The options are Down, Up, Down - no Neuron ID assigned, Down - installation in progress, Down - incomplete bindings, and Down - no application.
Tracker Present Value	This field displays the operating mode in which the Tracker system is placing the HVAC unit. The Tracker system always places the HVAC unit in one of these modes: Unoccupied, Occupied, Optimal Start, Demand Limit, Priority Shutdown.
Present Value Owner	This field displays the application that has priority and is controlling Tracker Present Value. The options are: Minimum On/Off, Priority Shutdown, Demand Limiting, Timed Override, Time of Day Schedules and Default.
Unit Occupancy Mode	This field displays the occupancy status of the unit as Occupied, Unoccupied, Occupied Bypass, or Occupied Standby. The system determines this mode by combining Tracker Present Value with the unit local occupancy sensor.
Diagnostics Present	This field displays the diagnostic status of the HVAC unit. If the status is No, operation is normal and no diagnostics are active. If the status is Yes, one or more diagnostics are active.
Controller Name	This field displays the name assigned to the HVAC unit by the installer. The maximum length is 24 characters.
Active Setpoint	This field displays the temperature control setpoint currently used by the HVAC unit. The active setpoint source may be the value edited in the Tracker system or the thumbwheel on the zone sensor module.
Space Temperature	This field displays the current temperature in the space served by the HVAC unit.
Active Mode	This field displays the active mechanical mode of the HVAC unit, as reported by the unit: Heat, Morning Warm-up, Cool, Precool, Off, Fan Only, or Max Heat.
Operating Mode	This field displays the mechanical mode in which the Tracker system is placing the HVAC unit: Heat, Cool, or Automatic.
Heating Capacity	This field displays the HVAC unit heating output, as reported by the unit. The value is the total percentage of available heating that is currently on. The field will be morphed out if the selected SCC device is a cooling only unit.
Auxiliary Heating Capacity	This field displays the HVAC unit auxiliary heating output, as reported by the unit. The value is the total percentage of available auxiliary heating that is currently on. This field will only be displayed if the selected SCC device is a heat pump unit that is supported by the controller.
Cooling Capacity	This field displays the HVAC unit cooling output, as reported by the unit. The value is the total percentage of available cooling that is currently on.
Controller Name	This field displays the name assigned to the HVAC unit by the installer. The maximum length is 24 characters.
Occupied Cooling Fan Mode	This field displays the active cooling fan mode of the HVAC unit, as reported by the unit: either On or Automatic. It reflects the value selected in the Occupied Cooling Fan Mode setup field.
Occupied Heating Fan Mode	This field displays the active heating fan mode of the HVAC unit, as reported by the unit: either On or Automatic. It reflects the value selected in the Occupied Heating Fan Mode setup field.
Fan Status	This field displays the active fan mode of the HVAC unit, as reported by the unit. It provides both the on/off value and the percentage of fan output currently in use.

Table 15. Controller Status screen description (Continued)

Screen component	Description
Economizer Position	This field displays the economizer minimum position of the HVAC unit, as reported by the unit. It will not display if the HVAC unit does not have an economizer.
Economizer Minimum	This field displays the economizer minimum position to which Tracker is controlling the HVAC unit. It reflects the value selected in the Economizer Minimum Position setup field.
Discharge Air Temperature	This field displays the discharge air temperature of the HVAC unit as reported by the unit. If the property is not valid, the field displays *???*.
Mixed Air Temperature	This field displays the active mixed air temperature as reported by the HVAC unit. It is not displayed if the sensor input is not valid and the property value is –38.
Controller Name	This field displays the name assigned to the HVAC unit by the installer. The maximum length is 24 characters.
Cooling Type	This field displays the cooling type of the HVAC unit.
Heat Type	This field displays the heating type of the HVAC unit.
Auxiliary Heat Type	This field will only be displayed if the selected SCC device is a heat pump unit. It displays the auxiliary heat type of the HVAC unit.
Economizer Type	This field displays the economizer type of the HVAC unit.
Reset Diagnostics (not shown)	This button resets all diagnostics for the HVAC unit that can be reset. After reset, the HVAC unit restarts the failed function.

Set up or change Space Comfort Controller device operating parameters

To set up or change the current operating parameters of a selected SCC device:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the Space Comfort Controller button. The Space Comfort Controller Selections screen displays.
4. Search the list for the appropriate building area or SCC device.
5. Press the button for the appropriate building area or SCC device. The Controller Status or Setup screen displays.
6. Press the Controller Setup button. The Controller Setup Selections screen displays (for field descriptions, see Table 16 on page 39).
7. Search the pages of the Controller Setup Selections screen for the parameter that you want to change.
8. Press the button for the parameter you want to change. A data entry screen displays.

Note:
If security is enabled, a data entry logon screen displays requesting a password.

9. Type appropriate changes and press the OK button. A confirmation screen displays.
10. Press the OK button. The Controller Setup Selections screen displays.
11. To change additional parameters, repeat steps 7 through 11.
12. To exit this procedure, press the Home button. The home screen displays.

Table 16. Controller Setup Selections screen

Screen component	Description
Name	This button displays and enables you to change the name assigned to the controller. The default name consists of the acronym SCC and the factory-assigned Neuron ID.
Operating Mode	This button displays and enables you to change the heating or cooling operating mode. The mode options are Automatic, Heat, and Cool. The default is Automatic.
Occupied Cooling Fan Mode	This button displays and enables you to change the occupied cooling fan operating mode. The options are Automatic (cycling) and On (continuous). The default is On. **Note:In unoccupied mode, the operation is always automatic.**
Occupied Heating Fan Mode	This button displays and enables you to change the occupied heating fan operating mode. The options are Automatic (cycling) and On (continuous). The default is On. **Note:In unoccupied mode, the operation is always automatic.**
Unoccupied Cooling Setpoint	This button displays and enables you to change the setpoint that the controller uses when in unoccupied cooling mode. The controller uses this setpoint even if the local setpoint is enabled. The default is 80.0°F
Occupied Cooling Setpoint	This button displays and enables you to change the setpoint that the controller uses when in the occupied cooling mode. The controller uses this setpoint when the Use Local Setpoints setup field is No. The default is 74.0°F.
Occupied Heating Setpoint	This button displays and enables you to change the setpoint that the controller uses when in the occupied heating mode. The controller uses this setpoint when the Use Local Setpoints setup field is No. The default is 71.0°F.
Unoccupied Heating Setpoint	This button displays and enables you to change the setpoint that the controller uses when in unoccupied heating mode. The controller uses this setpoint even if the local setpoint is enabled. The default is 65.0°F.
Cooling Setpoint Low Limit	This button displays and enables you to change the default cooling setpoint low limit. The controller will not cool to a setpoint that is lower than this value. This limit applies to both edited and local setpoints. The default is 71.0°F.
Heating Setpoint High Limit	This button displays and enables you to change the default heating setpoint. The controller will not heat to a setpoint that is higher than this value. This limit applies to both edited and local setpoints. The default is 74.0°F.
Economizer Minimum Position	This button displays and enables you to change the setpoint that determines the minimum ventilation required for the space being controlled by the HVAC unit. In the occupied mode, the economizer maintains the minimum position. In unoccupied or occupied standby mode, or if the supply fan is off, the economizer is closed. The default is 10%.
Use Local Setpoints	This button displays and enables you to change the source of the controller setpoints. The options are Yes and No. The default is Yes. Set to Yes, the zone sensor module controls the setpoints. Set to No, the Tracker system controls the setpoints. If the local setpoints option is selected and the local setpoint source is invalid, the Tracker system's edited setpoints will be used. When local setpoints are used, the actual cooling or heating setpoint value will be restricted to the range defined by the cooling setpoint low limit and the heating setpoint high limit.

Space Comfort Controller device status and service

Following are the Space Comfort Controller (SCC) device status and service procedures.

View Space Comfort Controller device status

To view the current status of a selected SCC device:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the Space Comfort Controller button. The Space Comfort Controller Selections screen displays.
4. Search the list for the appropriate building area or SCC device.
5. Press the button for the appropriate building area or SCC device. The Controller Status Or Setup screen displays.
6. Press the View Controller Status button. The Controller Status screen displays (for field descriptions, see Table 15 on page 35).
7. Search the pages of the Controller Status screen for the parameter that you want to view.
8. To exit this procedure, press the Home button. The home screen displays.

Reset the diagnostics for a Space Comfort Controller device

To reset the diagnostics of a selected SCC device:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the Space Comfort Controller button. The Space Comfort Controller Selections screen displays.
4. Search the list for the appropriate building area or SCC device.
5. Press the button for the appropriate building area or SCC device. The Controller Status Or Setup screen displays.
6. Press the View Controller Status button. The Controller Status screen displays.
7. Scroll to Page 4 of 4.
8. Press the Reset Diagnostics button. A confirmation screen displays.
9. Press the Reset button. The Controller Status screen displays.
10. To exit this procedure, press the Home button. The home screen displays.

I/O module status and setup

Following are I/O module status and setup procedures. The procedures enable you to view, set up, and change selected I/O module and input and output point definitions.

View I/O module status

To view the status of a selected I/O module:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the I/O Modules button. The I/O Modules Selections screen displays.
3. Press the appropriate button for the I/O module that you want to view. The I/O Module Status or Setup screen displays.

Note:
The communications state field offers six options: Up, Down, Down - no Neuron ID assigned, Down - installation in progress, Down - incomplete bindings, and Down - no application.

4. Press the View Module Status button. The I/O Module Status screen displays (for field descriptions, see Table 17 on page 43).
5. Search the pages of the I/O Module Status screen for the parameter that you want to view.
6. To exit this procedure, go to step 9. To view detailed status information of an input module, go to step 7. To view detailed status information of an output module, go to step 8.
7. Press the button of the appropriate input module. The Detailed Input Status screen displays. To view detailed status information of an output module, go to step 8. To exit this procedure, go to step 9.
8. Press the button of the appropriate output module. The Binary Output Control Status screen displays (for field descriptions, see Table 32).
9. To exit this procedure, press the Home button. The home screen displays.

Table 17. I/O Module Status screen description

Screen component	Description
Module Name	This field displays the name of the I/O module.
Module ID	This field displays the Neuron ID of the I/O module.
<I/O module list>	These buttons display and enable you to change the status of inputs and outputs. The buttons display the following status information: • Left side, top line: The number of the input or output point. The options are 1, 2, 3, and 4. • Right side, top line: The name of the input or output point. If the input or output has not been configured, *Unused* will display. • Left side, bottom line: The value of input and output points. For input points, the value options are: Temperature in °F or °C; Relative Humidity in %; Binary as Open or Closed; Carbon Dioxide in PPM. For output points, the value options are: Energized or De-energized. Unused inputs or outputs will display *???*. • Right side, bottom line: The type of input and output points. For input points, the type options are: Temperature, Relative Humidity, Binary, Carbon Dioxide, or Unused. For output points, nothing displays.

Table 18. Binary Output Control Status screen description

Screen component	Description
Output Name	This field shows the name of the selected output.
Module Name	This field shows the module to which the selected output belongs.
Output Number	This field shows the number of the selected output. The options are 1, 2, 3, and 4.
Output Is	This field shows the current status of the selected output: On or Off
Controlled By	This field shows what controls the selected output. The options are: • Priority Shutdown • Minimum On/Off Timer • Binary Output Programming • Time-of-day Schedules • Default
Time Remaining	This field shows the remaining time, when the Controlled By field is Minimum ON Timer or Minimum OFF Timer Minutes Remaining is expressed as mm, where mm = minutes. This field is labeled Schedule Name if a schedule controls the selected output.
View Program	This button displays the program that controls the selected output.
View Graphic	This button displays a graphic of the equations that control the selected output.

View I/O module setup

To view the setup of a selected I/O module:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the I/O Modules button. The I/O Module Selections screen displays.
3. Press the appropriate button for the I/O module that you want to view. The I/O Module Status or Setup screen displays. The name of the selected module is in the Module Name field.
4. Press the Module Setup button. The I/O Module Setup screen displays. The name of the selected module is in the Module Name field.
5. Press the Input Setup and Output Setup buttons to display lists of inputs and outputs associated with this module.
6. To exit this procedure, press the Home button. The home screen displays.

Set up or change I/O module parameters

The following procedures enable you to set up or change the name of an I/O module, the name of a specific binary input or output point, and the type of a specific binary input.

Set up or change the I/O module name

To set up or change the name of a selected I/O module:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the I/O Modules button. The I/O Module Selections screen displays.
3. Press the appropriate button for the I/O module that you want to view. The I/O Module Status or Setup screen displays. The name of the selected module is in the Module Name field.
4. Press the Module Setup button. The I/O Module Setup screen displays. The name of the selected module is in the Module Name field.
5. Press the Edit Name button. A data entry screen displays.

Note:
If security is enabled, a data entry logon screen displays requesting a password.

6. Type appropriate changes and press the OK button. A confirmation screen displays.
7. Press the OK button. The I/O Module Setup screen displays.
8. To exit this procedure, press the Home button. The home screen displays.

Set up or change the name of an input or output point

To set up or change the name of a selected input or output point:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the I/O Modules button. The I/O Modules Selections screen displays.
3. Press the appropriate button for the I/O module that you want to view. The I/O Module Status or Setup screen displays.
4. Press the Module Setup button. The I/O Module Setup screen displays. The name of the selected module is in the Module Name field.
5. To set up or change an input point name, see step 6. To set up or change an output point name, see step 11.
6. Press the Input Setup button. The Input Setup screen displays.
7. Press the appropriate button for the input name that you want to set up or change. The Input #[1–4] Setup screen displays.
8. Press the Name button. A data entry screen displays.

Note:
If security is enabled, a data entry logon screen displays requesting a password.

9. Make appropriate changes and press the OK button. The Input #[1–4] Setup screen displays.
10. To set up or change an output name, go to step 11; to exit this procedure, go to step 15.
11. To set up or change an output point name, press the Output Setup button. The Output Setup screen displays.
12. Press the appropriate button for the output name that you want to set up or change. A data entry screen displays.

Note:
If security is enabled, a data entry logon screen displays requesting a password.

13. Type appropriate changes and press the OK button. A confirmation screen displays.
14. Press the OK button. The Output Setup screen displays.
15. Press the Home button. The home screen displays.

Set up or change an input point type

To set up or change the type of a selected input point:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the I/O Modules button. The I/O Modules Selections screen displays.
3. Press the appropriate button for the I/O module that you want to view. The I/O Module Status or Setup screen displays.
4. Press the Module Setup button. The I/O Module Setup screen displays. The name of the selected module is in the Module Name field.
5. Press the Input Setup button. The Input Setup screen displays.
6. Press the appropriate button for the input name that you want to set up or change. The Input #[1–4] Setup screen displays.
7. Press the Type button. A data entry screen displays.

Note:
If security is enabled, a data entry logon screen displays requesting a password.

Note:
The default type is Unused.

8. Select the button for the appropriate input point type. A confirmation screen displays.
9. Press the OK button. The Input #[1–4] Setup screen displays.
10. To exit this procedure, press the Home button. The home screen displays.

Set up a binary output to be used

To set up a binary output to be used:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the I/O Modules button. The I/O Module Selections screen displays.
3. Press the appropriate button for the I/O module that you want to view. The I/O Module Status or Setup screen displays.
4. Press the Module Setup button. The I/O Module Setup screen displays. The name of the selected module is in the Module Name field.
5. Press the Output Setup button. The Output Setup screen displays.
6. Press the appropriate button for the output that you want to set up. The Output #[1-4] Setup screen displays.
7. Press the Output Is button. A data entry screen displays.

Note:
The options are Used and Unused. The setting Used indicates that the output is used for applications and control. When Used is selected, the system applies the default name to the output.

8. Designate the output as Used and press the OK button. The Output #[1-4] Setup screen displays with the default name in the Name field and Used in the Output Is field.
9. To exit this procedure, press the Home button. The home screen displays.

Communication link status and setup

Following are communication link status and setup procedures. The procedures enable you to:

- View the list of existing devices in the Tracker system
- Identify devices communicating on the Tracker system, and discover whether it has been assigned to the Tracker system
- Add a device to the Tracker system
- Name a device in the system
- Replace a device in the Tracker system

View the list of devices in the Tracker system

To view the list of devices that have been assigned to the Tracker system:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Communication Link Setup button. The Communication Link Setup screen displays.
3. Press the View Existing Devices button. The View Existing Devices screen displays.
4. To exit this procedure, press the Home button. The home screen displays.

Identify devices in the system

To identify a device that is communicating on the Tracker system, and discover whether it is assigned to the Tracker system:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Communication Link Setup button. The Communication Link Setup screen displays.
3. Press the Identify Device button. The Identify Device screen displays.
4. Press the Service pin button on the device that you wish to identify.

Note:
If the device is already in the Tracker system, the Device Identification screen displays. If the device is not in the Tracker system, the Device Identification screen displays, but does not show a name for the device.

5. To exit this procedure, press the Home button. The home screen displays.

Add a device to the system

To add a device to the Tracker system:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Communication Link Setup button. The Communication Link Setup screen displays.
3. Press the Add New Device button. The Add New Device screen displays.
4. Press the Search and Install New Devices button. The Searching for New Devices screen displays.

Note:
If security is enabled, a data entry logon screen displays requesting a password.

The Tracker system searches the communications link for any new device. The search can take up to 15 minutes.

- If a new device is found, it is added to the Tracker database and the View Existing Devices screen displays, showing the newly added device.
- If no new device is found, the View Existing Devices screen displays.

5. To exit this procedure, press the Home button. The home screen displays.

Name a device in the system

To name a device in the Tracker system:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Communication Link Setup button. The Communication Link Setup screen displays.
3. Press the View Existing Devices button. The View Existing Devices screen displays.

Note:
The buttons display the name, Neuron ID, and type of each device that is in the database and currently communicating. The devices are grouped according to type and within their type are listed in alphanumeric order. The name and Neuron ID are shown on the left side of the button and the device type is shown on the right side of the button.

4. Press the button of the appropriate device. The Device Identification screen displays.
5. Press the Edit Name button. A data entry screen displays.
6. Type appropriate changes and press the OK button. A confirmation screen displays.
7. Press the OK button. The Device Identification screen displays the name change.
8. To exit this procedure, press the Home button. The home screen displays.

Replace a device in the system

To replace a device in the Tracker system:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Communication Link Setup button. The Communication Link Setup screen displays.
3. Press the Replace Existing Device button. The Replace or Rebind an Existing Device screen displays.

Note:
The buttons display the name, Neuron ID, and type of each device that the controller has lost communication with. The devices are grouped according to type and within their type are listed in alphanumeric order. The name and Neuron ID are shown on the left side of the button and the device type is shown on the right side of the button.

4. Press the button of the device that you want to replace. The Replace or Rebind Device screen displays.
5. Press the Replace Device button. The Replacement Devices screen displays.

Note:
The buttons display the Neuron IDs of devices not currently in the Tracker database but of the same class of device that you want to replace.

Classes of devices that Tracker supports are Space Comfort Controllers, VariTrac systems, and I/O modules.

6. Press the button of the device you are replacing.

Note:
If security is enabled, a data entry logon screen displays requesting a password.

A confirmation screen displays.

7. Press the Yes button. The Device Identification screen displays the Neuron ID change.
8. To exit this procedure, press the Home button. The home screen displays.

Rebind a device in the system

Rebind a device if it loses communication with the Tracker controller when restoring the CCP to factory defaults or upgrading the firmware in a device (CCP, SCC device, or I/O module).

Note:
Binding allows two or more devices to share common information, such as the same setpoint or zone temperature sensor. A binding correlates a network variable in one device with a network variable in another device. Normally, the Tracker controller creates bindings automatically, but rebinding is sometimes necessary.

To rebind a device in the Tracker system:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Communication Link Setup button. The Communication Link Setup screen displays.
3. Press the Replace Existing Device button. The Replace or Rebind an Existing Device screen displays.

Note:
The buttons display the name, Neuron ID, and type of each device that the controller has lost communication with. The devices are grouped according to type and within their type are listed in alphanumeric order. The name and Neuron ID are shown on the left side of the button and the device type is shown on the right side of the button.

4. Press the button of the device that you want to replace. The Replace or Rebind Device screen displays.
5. Press the Rebind Device button. Progress is indicated by screen changes:
   - The Rebinding Device screen displays.
   - When the bindings are complete, the Waiting for Communications screen displays.
   - When communication is established with the device, the Communication Link Setup screen displays.

Note:
Rebinding can take up to 10 minutes to complete.

6. To exit this procedure, press the Home button. The home screen displays.

VariTrac system status and service

Following are VariTrac operating parameter procedures. The procedures enable you to view the status of the VariTrac system and to service the VariTrac system:

- View embedded software version information
- View system status
- View zone status
- View I/O status
- View CCP information
- Perform CCP output tests
- Force system calibration
- Update system names

View embedded software version information

To view the model and version information:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the VariTrac Systems button. The VariTrac Controller Selections screen displays.
4. Press the button for the VariTrac controller that you want to view. The Setup and Status Selections screen displays.
5. Press the CCP Service Information button. The CCP Service Information screen displays.
6. Press the CCP Information button. The CCP Information screen displays.
7. To exit this procedure, press the Home button. The home screen displays.

View system status

To view status of an installed VariTrac device:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the VariTrac Systems button. The VariTrac Controller Selections screen displays.
4. Press the button for the VariTrac controller that you want to view. The Setup and Status Selections screen displays.
5. Press the System Setup and Status button. The System Setup and Status screen displays.
6. Press the System Status button. The System Status screen displays (for field descriptions, see Table 19).
7. To exit this procedure, press the Home button. The home screen displays.

Table 19. System Status screen description

Screen component	Description
System Name	This field displays the name of the system that you are currently viewing.
Unit Brand	This field displays “Trane” if the unit type selected is Voyager, Voyager heat pump, Voyager commercial constant volume (CV), or Voyager commercial variable air volume (VAV). If one of these unit types is not selected, the field does not display.
Unit Type	This field displays the configuration of the rooftop HVAC unit. The options are: • Generic Relay Controlled 2H2C • Generic Relay Controlled Heat Pump • Voyager • Voyager Heat Pump • Voyager Commercial CV • Voyager Commercial VAV
Neuron ID	This field displays the Neuron ID of the system CCP.
HVAC Unit Comm	This field indicates whether or not Comm4 communication has been sensed. It displays “Yes” when the unit type is Voyager, Voyager Heat Pump, Voyager Commercial CV, or Voyager Commercial VAV. The options are Up and Down.
HVAC Comm Status	This field indicates whether or not Comm4 communication has been sensed at the HVAC rooftop unit. It displays “Yes” when the unit type is Voyager, Voyager Heat Pump, Voyager Commercial CV, or Voyager Commercial VAV.
Communications State	This field displays the current state of communications between the Tracker controller and the device. The options are Up, Down, Down - no Neuron ID assigned, Down - installation in progress, Down - incomplete bindings, and Down - no application.
System Configuration	This field displays the configuration of the system CCP.
System Name	This field displays the name of the system that you are currently viewing.
Operating Mode	This field displays the operating mode of the SCC device. The options are Occupied and Unoccupied.
Operating Status	This field displays the operating status of the SCC device.
Supply Air Temperature	This field displays the active supply air temperature, as reported by the HVAC unit.
Bypass Position	This field displays the position of the bypass damper as percentage open. The valid values are 0—100%. This field is not displayed when the system configuration is delivered variable air volume (VAV).
Supply Fan	This field displays the supply fan status of the SCC device. When the system configuration is VAV, this field shows both supply fan status (On or Off) and a percentage that represents either IGV or VFD.
Fan Static Pressure	This field displays the current fan static pressure of the SCC device in inches of water column (in w.g.).
Fan Static Pressure Setpoint	This field displays the fan static pressure setpoint of the SCC device in inches of water column (in w.g.).
System Name	This field displays the name of the system that you are currently viewing.
Changeover Allowed In	This field displays the remaining time on the changeover countdown timer. The options are 10—30 minutes. This field only displays when Control Mode on the Setup 1 tab in the Tracker PC Workstation software is set to Auto.

Table 19. System Status screen description (Continued)

Screen component	Description
Total Cool Requests	This field displays the total number of requests for cooling. It is the number of strong cool requests added to the number of normal cool requests.
Total Heat Requests	This field displays the total number of requests for heating. It is the number of strong heat requests added to the number of normal heat requests.
Strong Cool Requests	This field displays the number of requests for strong cooling.
Strong Heat Requests	This field displays the number of requests for strong heating.
System Name	This field displays the name of the system that you are currently viewing.
External Time Clock Input	This field displays the status of the external time clock input. The options are Open and Closed.
Supply Fan	This field displays the supply fan status of the SCC device. The options are On and Off and 0—100%.
Compressor #1	This field displays the state of the first stage of cooling. The options are On and Off.
Compressor #2	This field displays the state of the second stage of cooling. The options are On, Off, and Not present.
Heat #1	This field displays the state of the first stage of heating. The options are On, Off, and Not present.
Heat #2	This field displays the state of the second stage of heating. The options are On, Off, and Not present.
Binary Output Relay	This field displays the state of the binary output relay. The options are energized and de-energized.
System Name	This field displays the name of the system that you are currently viewing.
Worst Zone Deviation	This field displays the worst zone deviation from setpoint.
Worst Zone	This field displays the name of the worst zone.
OK to Economize	This field displays the CCP decision, based on the outside temperature, as to whether it can economize or not. The options are Yes and No.
Min O.A. Damper Setpoint	This field displays the minimum outdoor air damper setpoint. This field displays only if a Voyager or Precedent rooftop unit is detected on the Comm5 network.
O.A. Damper Position	This field displays the minimum outdoor air damper position. This field displays only if a Voyager or Precedent rooftop unit is detected on the Comm5 network.
Outdoor Air Temperature	This field displays the Voyager outdoor air temperature.

View zone status

To view the status of a zone:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the VariTrac Systems button. The VariTrac Controller Selections screen displays.
4. Press the button for the VariTrac controller that you want to view. The Setup and Status Selections screen displays.
5. Press the Zone Setup and Status button. The Building Information–Zone List screen displays.

Note:
Each button displays the name and current temperature of a zone.

6. Press the button for the zone that you want to view. The Zone Setup and Status Selections screen displays.
7. Press the Zone Status button. The Zone Status screen for the selected zone displays.

Note:
The options for the Unit type field are: VariTrane C, VariTrane D, VariTrac Round, Generic, VariTrac F Round, VariTrac F Rectangular, and VariTrac Rectangular.

The options for the Control mode field are: Occupied and Unoccupied.

The options for the Local heat type field are: None or not supported, Prop. hot water and aux. output, 1-3 stages hot water, Slow PWM, and 1-3 stages electric.

The options for the Fan type field are: None or not supported, Series, and Parallel.

The options for the Occupancy sensor input are: Enabled and Disabled. The options for the “and” field are: Occupied, Unoccupied, Occupied bypass, and Occupied standby.

The options for the Aux input configured as field are: Temperature and CO_2. The options for the “and reads” field are: 0 to 5000 PPM, if CO_2; and 10.00 to 35.00°C if Temperature.

The options for the Zone Air Flow, Present minimum setpoint, Maximum fields are: 0 to 65,534 liters/sec. and 0 to 10,000 cu. ft./min.

8. To exit this procedure, press the Home button. The home screen displays.

View I/O status

To view an I/O status:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the VariTrac Systems button. The VariTrac Controller Selections screen displays.
4. Press the button for the VariTrac controller that you want to view. The Setup and Status Selections screen displays.
5. Press the CCP Service Information button. The CCP Service Information screen displays.
6. Press the Display CCP I/O Status button. The CCP I/O Status screen displays.
7. To exit this procedure, press the Home button. The home screen displays.

Force system calibration

To force a system calibration:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the VariTrac Systems button. The VariTrac Controller Selections screen displays.
4. Press the button for the VariTrac controller that you want to view. The Setup and Status Selections screen displays.
5. Press the System Setup and Status button. The System Setup and Status screen displays.
6. Press the System Setup button. The System Setup screen displays.
7. Scroll to page 4.
8. Press the Calibrate Now button. A confirmation screen displays.
9. Press the OK button. Pressing the button initiates system calibration. The System Setup screen displays.
10. To exit this procedure, press the Home button. The home screen displays.

Update system names

To update Tracker names for a selected CCP with the names that have been edited in the CCP:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the VariTrac Systems button. The VariTrac Controller Selections screen displays.
4. Press the button for the VariTrac controller that you want to view. The Setup and Status Selections screen displays.
5. Press the Upload System Names button. A warning screen displays asking you to confirm that you want to proceed updating the system names.
6. Press the Yes button. The names are updated.
7. To exit this procedure, press the Home button. The home screen displays.

VariTrac central control panel operating parameters

Following are VariTrac central control panel (CCP) operating parameter procedures. The procedures enable you to view, set up, and change Voyager operating parameters.

VariTrac operating parameters list

Voyager operating parameters are grouped as follows:

- System parameters
- Zone parameters
- Group parameters

View, set up, and change system parameters

The following procedure enables you to view, set up, and change Voyager system parameters:

- System name
- HVAC unit type
- Control mode
- Supply air tempering
- Discharge cooling setpoint
- Discharge heating setpoint
- Minimum opposite callers (for more information, see *VariTrac Central Control Panel Controller Operator Guide*, VAV-SVU01A-EN)
- Minimum opposite strong callers (for more information, see *VariTrac Central Control Panel Controller Operator Guide*, VAV-SVU01A-EN)
- Exhaust fan setpoint
- Static pressure setpoint
- Static pressure deadband
- System balance mode
- Limits changed globally
- Minimum Outdoor Air (O.A.) damper setpoint
- Calibrate now
- Morning and Daytime Warmup Setup
- Supply Air Reset Setup
- Static Pressure Reset Enable
- Static Pressure Setpoint Multiplier

To view, set up, and change VariTrac system parameters:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the VariTrac Systems button. The VariTrac Controller Selections screen displays.
4. Press the button for the VariTrac controller that you want to view. The Zone Setup and Status Selection screen displays.
5. Press the System Setup and Status button. The System Setup and Status screen displays.
6. Press the System Setup button. The System Setup screen displays (for field descriptions, see Table 20 on page 64).
7. Press the button for the parameter that you want to change. A data entry screen displays.

Note:
If you pressed the button for VAV parameter Morning and Daytime Warmup Setup or for VAV parameter Static Pressure Reset Enable, a setup screen displays where you can select setup parameters.

The Daytime Warmup Setup screen enables you to select Daytime Warmup Terminate, Tracer Heating Setpoint, Daytime Warmup Initiate, Daytime Warmup Mode, Morning Warmup Setpoint, and Morning Warmup Mode.

The Supply Air Temperature Reset screen enables you to select SAT Reset Setpoint, SAT Reset Amount, and SAT Reset Control.

8. Type or select the new parameter setting. The new parameter displays at the left.
9. Press the OK button. The System Setup screen displays.
10. To view, set up, or change additional parameters, repeat steps 7 through 10.
11. To exit this procedure, press the Home button. The home screen displays.

Table 20. System Setup screen description

Screen component	Description
Calibrate Now	This button calibrates the system immediately.
Changing Limits Globally	This button displays and enables (Yes) and disables (No) you to change the limits globally.
Control Mode	This button displays and enables you to change the CCP control mode.
Discharge Cooling Setpoint	This button displays and enables you to change the discharge air cooling setpoint. The default is 55°F.
Discharge Cooling Setpoint	This button displays and enables you to change the discharge air cooling setpoint. The default is 55°F.
Discharge Heating Setpoint	This button displays and enables you to change the discharge air heating setpoint. The default is 110°F.
Exhaust Fan Setpoint	This button displays and enables you to change the exhaust fan setpoint. The range is 0—100%.
HVAC Unit Type	This button displays and enables you to change the HVAC unit type.
Min O.A. Damper Setpoint	This button displays and enables you to change the minimum outdoor air damper setpoint. This button displays only if a Voyager or Precedent rooftop unit is detected on the Comm5 network. The default is 10%.
Min Opposite Strong Callers	This button displays and enables you to change the minimum number of opposite callers needed to force a system changeover. The default is 2. The maximum is 4.
Minimum Opposite Callers	This button displays and enables you to change the minimum number of opposite callers needed to force a system changeover. The default is 2. The maximum is 4.
Morning and Daytime Warmup Setup	This button enables you to set up the morning and daytime warmup.
Static Pressure Deadband	This button displays and enables you to change the static pressure deadband. The options are 0—1.0 in W.C.
Static Pressure Reset Enable	This button enables you to enable or disable the static pressure reset. The default is Disabled.
Static Pressure Setpoint	This button displays and enables you to change the static pressure setpoint. The options are 0—2.5 inches of water column (in W.C.)
Static Pressure Setpoint Multiplier	This button enables you to change the static pressure setpoint multiplier.
Supply Air Reset Setup	This button enables you to set up the supply air temperature reset.
Supply Air Tempering	This button displays and enables you to enable and disable supply air tempering. This button is not available for delivered VAV systems.
System Balance Mode	This button displays and enables you to enable and disable the system balance mode.
System Name	This button displays and enables you to change the name of the SCC device that you are currently viewing.

View, set up, and change zone parameters

The following procedure enables you to view, set up, and change Voyager zone parameters:

- Zone name
- Heat/cool vote
- Use local setpoint
- Flow override
- Occupied cooling setpoint
- Occupied heating setpoint
- Unoccupied cooling setpoint
- Unoccupied heating setpoint
- Cooling low limit
- Heating high limit
- Occupancy sensor setup
- Auxiliary sensor configuration
- Maximum position
- Cooling minimum position
- Heating minimum position
- Local heat minimum position
- Air flow maximum
- Air flow cooling minimum
- Air flow heating minimum
- Air flow local heating minimum

Note:
Voyager zone parameters maximum, cooling minimum, heating minimum, and local heat minimum positions are applicable to zone unit types: VariTrac Round, Varitrac Rectangular, or Generic.

Note:
Voyager zone parameters air flow maximum, air flow cooling minimum, air flow heating minimum, and air flow local heating minimum positions are applicable to VariTrane types: VariTrane F Round, VariTrane F Rectangular, VariTrane C, and VariTrane D.

To view, set up, and change VariTrac zone parameters:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the VariTrac Systems button. The VariTrac Controller Selections screen displays.
4. Press the button for the VariTrac controller that you want to view. The Setup and Status Selections screen displays.
5. Press the Zone Setup and Status button. The Building Information–Zone List screen displays.

Note:
Each button displays the name and current temperature of a zone.

6. Press the button for the zone that you want to change. The Zone Setup and Status Selections screen displays.

7. Press the Zone Setup button. The Zone Setup Selections screen displays (for field descriptions, see Table 21).
8. Press the button for the parameter that you want to change. A data entry screen displays.
9. Type or select the new parameter setting and press the OK button. The Zone Setup Selections screen displays.
10. To view, set up, or change additional parameters, repeat steps 8 through 10.
11. To exit this procedure, press the Home button. The home screen displays.

Table 21. Zone Setup Selections screen description

Screen component	Description
Zone Name	This button displays and enables you to change the name of the current zone.
Heat/Cool Vote	This button displays and enables you to change the voting status of the current zone. The options are Yes and No. The default is Yes.
Use Local Setpoint	This button displays and enables you to change the source of the CCP setpoints. The options are Enabled and Disabled. The default is defined by the CCP.
Flow Override	This button displays and enables you to change the flow override setting for the zone. The options are Auto, Open VAV, Close VAV, VAV to Min, and VAV to Max.
Unoccupied Cooling Setpoint	This button displays and enables you to change the unoccupied cooling setpoint. The source of the setpoint may be the SCC device setup values set at the Tracker controller or the thumbwheel on the zone sensor module.
Occupied Cooling Setpoint	This button displays and enables you to change the occupied cooling setpoint. The source of the setpoint may be the SCC device setup values set at the Tracker controller or the thumbwheel on the zone sensor module.
Occupied Heating Setpoint	This button displays and enables you to change the occupied heating setpoint. The source of the setpoint may be the SCC device setup values set at the Tracker controller or the thumbwheel on the zone sensor module.
Unoccupied Heating Setpoint	This button displays and enables you to change the unoccupied heating setpoint. The source of the setpoint may be the SCC device setup values set at the Tracker controller or the thumbwheel on the zone sensor module.
Cooling Low Limit	This button displays and enables you to change the cooling low limit. The source of the setpoint may be the SCC device setup values set at the Tracker controller or the thumbwheel on the zone sensor module.
Heating High Limit	This button displays and enables you to change the heating high limit. The source of the setpoint may be the SCC device setup values set at the Tracker controller or the thumbwheel on the zone sensor module.
Occupancy Sensor Setup	This button displays and enables you to change the occupancy sensor setting. The options are Active and Inactive. The default is defined by the CCP.
Aux Sensor Set To	This button displays and enables you to change the auxiliary sensor setting. The options are Temp and CO2. The default is Temp.
Maximum Position	This VariTrac-only button displays and enables you to change the damper maximum position.
Cooling Min Position	This VariTrac-only button displays and enables you to change the damper cooling minimum position.

Table 21. Zone Setup Selections screen description (Continued)

Screen component	Description
Heating Min Position	This VariTrac-only button displays and enables you to change the damper heating minimum position.
Local Heat Min Position	This VariTrac-only button displays and enables you to change the damper local heat minimum position.
Air Flow Maximum	This VariTrane-only button enables you to set the damper maximum position. The options are 0 to 10,000 cubic feet per minute (cfm).
Air Flow Cooling Minimum	This VariTrane-only button enables you to set the damper minimum position. The options are 0 to 10,000 cfm.
Air Flow Heating Minimum	This VariTrane-only button enables you to set the heating minimum position. The options are 0 to 10,000 cfm.
Air Flow Local Heating Minimum	This VariTrane-only button enables you to set the local heat minimum position. The options are 0 to 10,000 cfm.
Air Flow Maximum	This delivered-VAV-only button displays and enables you to change the damper maximum position. The options are 0 to 10,000 cfm.
Air Flow Cooling Minimum	This delivered-VAV-only button displays and enables you to change the cooling minimum position. The options are 0 to 10,000 cfm.
Air Flow Heating Minimum	This delivered-VAV-only button displays and enables you to change the heating minimum position. The options are 0 to 10,000 cfm.
Air Flow Local Heating Minimum	This delivered-VAV-only button displays and enables you to change the local heat minimum position. The options are 0 to 10,000 cfm.

View, set up, and change group parameters

The following procedure enables you to view, set up, and change Voyager group parameters:

- Group name
- Ventilation mode
- Energy saver mode
- Flow override
- Group member

View, set up, and change a group name, the ventilation mode, the energy saver mode, and the flow override parameters

To view, set up, or change a group name, the vent mode, the energy saver mode, and the flow override parameters:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the VariTrac Systems button. The VariTrac Controller Selections screen displays.
4. Press the button for the VariTrac controller that you want to view. The Setup and Status Selections screen displays.
5. Press the Group Setup and Status button. The Building Information–Group List screen displays.

Note:
Each button shows the name and operating status of a group. The operating statuses are: Occupied, Unoccupied, Occupied Bypass, and Occupied Standby.

6. Press the button for the group that you want to change. The Group Setup and Status Selection screen displays.
7. Press the Group Setup button. The Group Setup Selections screen displays (for field descriptions, see Table 22 on page 69).
8. Press the button for the parameter that you want to change. A data entry screen displays.
9. Type or select the new parameter.
10. Press the OK button. The Group Setup Selections screen displays.
11. To view, set up, or change additional parameters, repeat steps 8 through 11.
12. To exit this procedure, press the Home button. The home screen displays.

Table 22. Group Setup Selections screen description

Screen component	Description
Group Name	This button displays and enables you to change the name of the group.
Ventilation Mode	This button displays and enables you to change the current operating mode of the group ventilation function. The options are Enabled and Disabled. The default is Disabled.
Flow Override	This button displays and enables you to change the current flow override setting. The options are Auto, Open all VAVs, All VAVs to Maximum, All VAVs to Minimum, and Close all VAVs. The default is Auto.
Energy Saver Mode	This button displays and enables you to change the energy saver mode. The options are Enabled and Disabled. The default is Disabled.
Group Name	This field displays the name of the group.
View or Edit Current Group Members	This button enables you to change the current group members.

View, set up, and change a group member

To add a member to a group:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the VariTrac Systems button. The VariTrac Controller Selections screen displays.
4. Press the button for the VariTrac controller that you want to view. The Setup and Status Selections screen displays.
5. Press the Group Setup and Status button. The Building Information–Group List screen displays.

Note:
Each button shows the name and operating status of a group. The operating statuses are: Occupied, Unoccupied, Occupied Bypass, and Occupied Standby.

6. Press the button for the group that you want to change. The Group Setup and Status Selection screen displays.
7. Press the Group Setup button. The Group Setup Selections screen displays (for field descriptions, see Table 22 on page 69).
8. Press the View or Edit Current Group Members button. The Group Member Editor screen displays.
9. Press the Add Member button. The Add Unassigned Member screen displays.
10. Press the button for the member that you want to add to the group. A confirmation screen displays.
11. Press the OK button. The Adding Group Member screen displays until the operation is complete, then the Add Unassigned Member screen displays.
12. To add more members to the group, repeat steps 10 through 12.
13. To exit this procedure, press the Home button. The home screen displays.

Tracer loop controller operating parameters

Following are Tracer loop controller (TLC) operating parameter procedures. The procedures enable you to view, set up, and change TLC operating parameters.

Tracer loop controller operating parameters list

The following procedure enables you to view, set up, and change TLC parameters:

- View Tracer loop controller status
- Set up and change TLC parameters
- Reset diagnostics and timers
- Upload TLC name

View Tracer loop controller status

To view Tracer loop controller status:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the Tracer Loop Controller button. The Controller Status or Setup screen displays.
4. Press the View Controller Status button. The Tracer Loop Controller Status screen displays (for field descriptions, see Table 23).
5. Search the pages of the Tracer Loop Controller Status screen for the status that you want to view.
6. To exit this procedure, press the Home button. The home screen displays.

Table 23. Tracer Loop Controller Status screen description

Screen component	Description
Controller Name	This field displays the name of the TLC.
Controller ID	This field displays the Neuron ID (NID) of the TLC.
Communication State	This field displays the current status of communications between Tracker and the TLC. The options are Up, Down, Down - no Neuron ID assigned, Down - installation in progress, Down - incomplete bindings, and Down - no application.
Tracker Present Value	This field displays the operating mode to which Tracker is controlling the TLC. The options are: Unoccupied, Occupied, Optimal Start, Demand Limit, Priority Shutdown, Optimal Stop, Duty Cycle, Night Economizer, or Night Heat/Cool.
Present Value Owner	This field displays the application that is controlling Tracker Present Value.
Heat/Cool Mode	This field displays the current operating mode of the TLC.

Table 23. Tracer Loop Controller Status screen description (Continued)

Screen component	Description
Diagnostics Present	This field displays the diagnostic status of the unit, as reported by the TLC. “No” indicates that the unit is operating normally and has no active diagnostics. “Yes” indicates that the unit has one or more active diagnostics. The field does not indicate the specific diagnostics that are active.
Controller Name	This field displays the name of the TLC.
Active Loop Temperature Setpoint	This field displays the current loop setpoint to which the TLC is controlling. It can be the “Loop Temp Low Setpoint,” the “Loop Temp High Setpoint,” or the “Optimized High Loop Setpoint.”
Supply Water Temperature	This field displays the current temperature of the water arriving at the heat pumps.
Return Water Temperature	This field displays the temperature of the water returning from the heat pumps.
Flow	This field displays a reflection of binary input 2, which shows the status of the system loop pumps. The options are Yes and No.
SCC Compressor Operation	This field indicates if the TLC has enabled or disabled the WSHP compressors to run. This value is communicated to the Tracker BAS, which enables or disables the compressor for each WSHP. The TLC determines compressor action from variables such as flow and high or low water temperature levels. The display options are Auto and Disabled.
“Need to Run” Votes	This field displays the total number of WSHPs that are in Unoccupied mode and have a need to run. When all members are in Unoccupied mode and the value of this number is equal to or greater than 30% of the “Need to Run” threshold, as defined on the Setup tab, the TLC changes to the Night Heat/Cool mode.
Heating Load	This field displays the total heating tons of the WSHPs connected to the TLC.
Cooling Load	This field displays the total cooling tons of the WSHPs connected to the TLC.
Controller Name	This field displays the name of the TLC.
Reset TLC Diagnostics	This button enables you to clear all resetable diagnostics of the TLC. When diagnostics are cleared, the TLC attempts to restart the failed function and continue normal operation.
Reset All SCC Diagnostics	This button enables you to clear all resetable diagnostics of the HVAC units. When diagnostics are cleared, the HVAC units attempt to restart the failed function and continue normal operation. **Note:It is not normal for HVAC units to generate diagnostics that need to be manually reset.**
Reset All Maintenance Timers	This button enables you to reset all maintenance timers.

Set up and change Tracer loop controller parameters

The following procedure enables you to set up or change TLC parameters:

- Name
- Loop supply high setpoint
- Loop supply low setpoint
- "Need to run" threshold
- Enable startup
- Continuous operation

Note:
The valid range for the loop supply low setpoint is 25.0°F to 80.0°F and must conform to these guidelines:

- Maximum value is either 80°F or the loop supply high setpoint minus 5.0°F, whichever is lower.
- Minimum value is either 25.0°F or the loop supply low limit plus 5.0°F, whichever is higher.

Note:
The "need to run" threshold is the number of members required to transition the system from unoccupied to Night Heat/Cool mode. The enable startup parameter, when enabled, allows the TLC to begin changing the loop water temperature at 4 AM to meet the heating or cooling demand. The continuous operation parameter places the TLC in permanent occupied mode.

To set up or change a TLC parameter:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the Tracer Loop Controller button. The Controller Status or Setup screen displays.
4. Press the Controller Setup button. The Tracer Loop Controller Setup screen displays.
5. Search the pages of the Tracer Loop Controller Setup screen for the parameter that you want to change.
6. Press the button for the parameter that you want to change. A data entry screen displays.
7. Type or select the appropriate information and press the OK button. A confirmation screen displays.
8. Press the Yes button. The Tracer Loop Controller Setup screen displays.
9. To exit this procedure, press the Home button. The home screen displays.

Reset diagnostics and timers

The following procedure enables you to reset diagnostics and timers:

- Reset TLC diagnostics
- Reset SCC device diagnostics
- Reset maintenance timers

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC Equipment button. The HVAC Equipment Selections screen displays.
3. Press the Tracer Loop Controller button. The Controller Status or Setup screen displays.
4. Press the View Controller Status button. The Tracer Loop Controller Status screen displays (for field descriptions, see Table 23 on page 71).
5. Search the pages of the Tracer Loop Controller Status screen for the appropriate reset button.
6. Press the button for the diagnostics or timers that you want to reset. A confirmation screen displays.
7. Press the reset button. The Tracer Loop Controller Status screen displays.
8. To exit this procedure, press the Home button. The home screen displays.

Upload Tracer loop controller name

To upload to the Tracker controller the name of a TLC:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the HVAC button. The HVAC Equipment Selections screen displays.
3. Press the Tracer Loop Controller button. The Controller Status or Setup screen displays.
4. Press the Upload Controller Name button. A Warning screen displays.
5. Press Yes. The Controller Status or Setup screen displays.
6. To exit this procedure, press the Home button. The home screen displays.

Manually enable SCC compressor operation

To upload the name of a TLC to the Tracker controller:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Service and Testing button. The Service and Testing screen displays.
3. Press the Manual SCC Compressor Operation button. A confirmation screen displays.
4. Press the Yes button. The Service and Testing screen displays.
5. To exit this procedure, press the Home button. The home screen displays.

Ethernet link setup

Following are Ethernet link setup procedures. If the Tracker controller communicates to a Tracker PC Workstation over an Ethernet LAN, the following procedures will enable you to set up an Ethernet link whether or not it employs Dynamic Host Control Protocol (DHCP):

- Set up Ethernet link communications with DHCP
- Set up Ethernet link communications without DHCP

Note:
To verify whether or not your system employs DHCP, perform procedure “Enable DHCP” on page 77.

Set up Ethernet link communications with DHCP

To set up Ethernet link communications to use the DHCP option, perform the following procedures.

Set the UDP port number

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Tracker Setup button. The Tracker Setup Selections screen displays (for field descriptions, see Table 14 on page 29).
3. Search the pages of the Tracker Setup Selections screen for the Tracker Network Setup button.
4. Press the Tracker Network Setup button. The Tracker Network Setup Selections screen displays (for field descriptions, see Table 24).
5. Press the Port Number button. A data entry screen displays.
6. Type the port number.
7. Press the OK button. A confirmation screen displays.
8. Press the Yes button. The Tracker Setup Selections screen displays.
9. To exit this procedure, press the Home button. The home screen displays.

Table 24. Tracker Network Setup Selections screen (data entry) description

Screen component	Description
Port Number	This button displays and enables you to change the UDP port designation at which the Tracker controller communicates with the Tracker PC Workstation over an Ethernet LAN. This port designation should be the same as the port designation at the PC workstation. The default is 55110.
Dynamic Host Control Protocol (DHCP)	This button displays and enables you to change the source of DHCP network address setup information. The options are Enabled and Disabled. If Enabled, the Tracker controller receives network address setup information from a server on the customer network. If Disabled, network address setup information is entered manually. The default is Enabled.
Tracker Network Address Setup	If Dynamic Host Control Protocol (DHCP) is set to Enabled, this button enables you to display the Tracker network addresses provided by the customer server. If DHCP is set to Disabled, this button enables you to set up Tracker network addresses.

Enable DHCP

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Tracker Setup button. The Tracker Setup Selections screen displays (for field descriptions, see Table 14 on page 29).
3. Search the pages of the Tracker Setup Selections screen for the Tracker Network Setup button.
4. Press the Tracker Network Setup button. The Tracker Network Setup Selections screen displays (for field descriptions, see Table 24 on page 77).
5. If DHCP is disabled and you want to enable it, go to step 6. If you are only checking DHCP status, go to step 10.
6. Press the Dynamic Host Control Protocol (DHCP) button. An option entry screen displays.
7. Press Enable.
8. Press the OK button. A confirmation screen displays.
9. Press the Yes button. The Tracker Setup Selections screen displays.
10. To exit this procedure, press the Home button. The home screen displays.

View network addresses

To view Ethernet IP addresses used by the Tracker controller to communicate over the customer LAN:

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Tracker Setup button. The Tracker Setup Selections screen displays (for field descriptions, see Table 14 on page 29).
3. Search the pages of the Tracker Setup Selections screen for the Tracker Network Setup button.
4. Press the Tracker Network Setup button. The Tracker Network Setup Selections screen displays (for field descriptions, see Table 24 on page 77).
5. Press the Tracker Network Address Setup button. The Tracker Network Address Setup Selections screen displays (for field descriptions, see Table 25 on page 78).
6. To exit this procedure, press the Home button. The home screen displays.

Table 25. Tracker Network Setup Selections screen (data only) description

Screen component	Description
IP Address	This field displays the address that the Tracker controller uses to communicate with the PC workstation over the Ethernet LAN.
Subnet Mask	This field displays the subnet mask used to determine the setting for communication over the Ethernet LAN.
Default Gateway	This field displays the IP address of the gateway device used by the Tracker controller. The controller uses this network device to communicate to devices outside of the local subnet on which the controller is installed.

Set up Ethernet link communications without DHCP

To set up Ethernet link communications without the DHCP option, perform the following procedures.

Set the UDP port number

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Tracker Setup button. The Tracker Setup Selections screen displays (for field descriptions, see Table 14 on page 29).
3. Search the pages of the Tracker Setup Selections screen for the Tracker Network Setup button.
4. Press the Tracker Network Setup button. The Tracker Network Setup Selections screen displays (for field descriptions, see Table 24 on page 77).
5. Press the Port Number button. A data entry screen displays.
6. Type the port number.
7. Press the OK button. A confirmation screen displays.
8. Press the Yes button. The Tracker Setup Selections screen displays.
9. To exit this procedure, press the Home button. The home screen displays.

Disable DHCP

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Tracker Setup button. The Tracker Setup Selections screen displays (for field descriptions, see Table 14 on page 29).
3. Search the pages of the Tracker Setup Selections screen for the Tracker Network Setup button.
4. Press the Tracker Network Setup button. The Tracker Network Setup Selections screen displays (for field descriptions, see Table 24 on page 77).
5. Press the Dynamic Host Control Protocol (DHCP) button. An option entry screen displays.
6. Press Disable.
7. Press the OK button. A confirmation screen displays.
8. Press the Yes button. The Tracker Setup Selections screen displays.
9. To exit this procedure, press the Home button. The home screen displays.

Set up network addresses

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Tracker Setup button. The Tracker Setup Selections screen displays (for field descriptions, see Table 14 on page 29).
3. Search the pages of the Tracker Setup Selections screen for the Tracker Network Setup button.
4. Press the Tracker Network Setup button. The Tracker Network Setup Selections screen displays (for field descriptions, see Table 24 on page 77).
5. Press the Tracker Network Address Setup button. The Tracker Network Address Setup Selections screen displays.
6. Press the button for the address that you want to provide. A data entry screen displays.
7. Type the address.
8. Press the OK button. A confirmation screen displays.
9. Press the Yes button. The Tracker Network Address Setup Selections screen displays.
10. To provide more information, repeat steps 6 through 10.
11. To exit this procedure, press the Home button. The home screen displays.

Troubleshoot the Ethernet communications module

1. At the Tracker home screen, press the Advanced button. The Advanced Selections screen displays.
2. Press the Service and Testing button. The Service and Testing screen displays.
3. Press the Test Tracker Remote Communications button. The Tracker Remote Communications Test screen displays.
4. Press the Test Network button. The Tracker Network Test screen displays (for field descriptions, see Table 26).
5. To exit this procedure, press the Home button. The home screen displays.

Table 26. Tracker Network Test screen description

Screen component	Description
Ethernet module status	This field displays the current state of communication between the Tracker controller and its Ethernet module. The options are: Normal, Not Configured, Not Present, and DHCP Wait.
MAC Address	This field displays the hardware address of the Ethernet module. The address is used to diagnose network communications with an IT technician or communications person. It is also used by IT staff who are setting up the information required when Tracker is to be configured to use DHCP.
IP Address	This field displays the address that the Tracker controller uses to communicate with the PC workstation over the Ethernet LAN.
Subnet Mask	This field displays the mask used to determine the setting for communication over the Ethernet LAN.
Default Gateway	This field displays the IP address of the network device that the Tracker controller uses to communicate to devices outside of the local subnet on which the controller is installed.

Chapter 3

View procedures

The View function enables you to view the status of, and change settings for, a specific building area. The View function also allows you to view the status of analog inputs and binary inputs and outputs. This chapter contains all the procedures that can be performed under this function.

View status of an area

The following procedures enable you to select a specific building area and view its:

- Current temperature
- Temperature setting
- Operating mode
- Occupancy status
- Occupancy schedule status
- Advanced status

View current temperature

To view the current temperature of a specific building area:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. To exit this procedure, press the Home button. The home screen displays.

Table 27. Building Information screen description

Screen component	Description
<HVAC component list>	These buttons display and enable you to view detailed status information for the selected item. The buttons list, in alphanumeric order, all VariTrac systems, Tracer loop controllers (TLCs), SCC devices outside of the TLC loop if the Tracker model is WSHP, and I/O modules sorted alphanumerically. It also displays the current value for each item. The left side of each button shows the name of an area or I/O module. The right side of each button shows the current temperature of the area or "More" for VariTrac, TLC, and I/O modules. If communication is down, the temperature displays as ???. If you select a button with a status of ???, an error message screen displays: Device not communicating. If an SCC device is selected, and communications are up, the building area status and setup screen displays (for field descriptions, see Table 28 on page 85). If a VariTrac system is selected and communications are up, the screen will be repopulated with associated variable air volume (VAV) unit control modules (UCMs). If there are no associated VAV UCMs, the No Additional Information Available screen displays. Selecting a VAV UCM displays the building area status and setup screen (for field descriptions, see Table 28 on page 85). If a TLC system is selected and communications are up, the screen will be repopulated with all SCC devices that are members. If there are no member SCCs for the TLC, the No Additional Information Available screen displays. Selecting an SCC device displays the building area status and setup screen (for field descriptions, see Table 28 on page 85). If an I/O module is selected and communications are up, the screen will be repopulated with all inputs and outputs that are set up. If none are set up, the No Additional Information Available screen displays. Selecting an analog or binary input displays the Detailed Input Status screen. Selecting a binary output displays the Binary Output Control Status screen. **Note:If the No Additional Information Available screen displays, either an I/O module does not have inputs or outputs set up or a VariTrac controller is not communicating with the variable air volume (VAV) unit control module (UCM).**

View operating mode, occupancy status, and temperature setting

To view the operating mode, occupancy status, and temperature setting of a specific building area:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. Press the appropriate building area button. The building area status and setup screen for the selected area displays (for field descriptions, see Table 28 on page 85).
3. To exit this procedure, press the Home button. The home screen displays.

Table 28. Building area status and setup screen description

Screen component	Description
The temperature in this area is	This field shows the current temperature of the area or item that was selected.
The heat/cool operating mode is	This field shows the current status of the heat/cool operating mode. The options are "Heating" and "Cooling."
The area is currently	This field shows the occupancy status of the area. The options are Occupied, Occupied Bypass, Occupied Standby, and Unoccupied.
The temperature setting is	This field shows the current temperature setting of the area or item that was selected.
Up and Down arrow	This button enables you to change the current temperature setting of the selected area or item. Pressing the button displays the analog data entry screen.
Override to Occupied Operation	This button enables you to initiate a timed override. This button displays when the area is in scheduled Occupied mode and when the area is in Unoccupied mode and is not overridden.
Override to Unoccupied Operation	This button enables you to initiate a timed override. This button displays when the area is in Unoccupied mode and is currently overridden (timed override is in effect).
Check the Occupancy Schedule	This button enables you to view the schedule of a selected area or item. Pressing the button displays the Schedule List screen (for field descriptions, see Table 36 on page 96).
Advanced Status and Setup	This button enables you to view detailed status and setup information. Pressing the button displays the Controller Status screen (for field descriptions, see Table 15 on page 35).

View advanced status

To view advanced status of a specific building area:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. Press the appropriate building area button. The building area status and setup screen for the selected area displays (for field descriptions, see Table 28 on page 85).
3. To view detailed status information, press the Advanced Status And Setup button. The Controller Status or Setup screen displays.
4. Press the View Controller Status button. The Controller Status screen displays (for field descriptions, see Table 15 on page 35).
5. To exit this procedure, press the Home button. The home screen displays.

View occupancy schedule

To view the occupancy schedule of a specific building area:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. Press the appropriate building area button. The building area status and setup screen for the selected area displays (for field descriptions, see Table 28 on page 85).
3. Press the Check the occupancy schedule button. The Schedule Timetable editor screen displays (for field descriptions, see Table 29).
4. To exit this procedure, press the Home button. The home screen displays.

Table 29. Schedule Timetable Editor screen description

Screen component	Description
Schedule Name	This field shows the name of the schedule that you are editing.
Current Timetables	This text is the heading for the list that follows it.
<current timetables list>	These buttons enable you to change the start and stop times for timetables in the current schedule. The buttons alphanumerically list the timetables for the current schedule. The left side of each button shows the name of the timetable. The right side of each button shows the scheduled times. If no time is scheduled, the words “no time” are displayed. Two buttons exist for each day of the week so that a first and second start and stop time can be established. The default start and stop time is “7:30 AM – 5:30 PM” for Monday through Friday and “no time – no time“ for Saturday and Sunday.

Change the temperature setting of an area

To change the temperature for a selected building area:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. Press the appropriate building area button. The building area status and setup screen for the selected area displays (for field descriptions, see Table 28 on page 85).
3. Press the up/down arrow button. A data entry screen displays.
4. Type the new temperature setting for the area and press the OK button. A confirmation screen displays.
5. Press the OK button. The Building Information screen displays.
6. To change additional temperature settings, repeat steps 2 through 6.
7. To exit this procedure, press the Home button. The home screen displays.

Initiate or cancel an occupancy status override of an area

The following procedures enable you to override the occupancy status of a specific building area, or to cancel an existing override.

Initiate an occupancy status override

To initiate a timed occupancy status override of a specific building area:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. Press the appropriate building area button. The building area status and setup screen for the selected area displays (for field descriptions, see Table 28 on page 85).
3. Press the Override to occupied operation button. The Single Area Timed Override screen displays (for field descriptions, see Table 30 on page 89).
4. Press the button for the area that you want to override.

   If the area is not part of a zone, the Override a Single Area screen displays. Go to step 6.

   If the area is part of a zone, the Zoned System Timed Override screen displays (for field descriptions, see Table 31 on page 89). Go to step 5.
5. Press the button for the area that you want to override. The Override a Single Area screen displays.
6. Press the Initiate Timed Override button. A confirmation screen displays.
7. Press the Yes button. The display returns to the screen where the area was selected: either the Single Area Timed Override screen or the Zoned System Timed Override screen.
8. To override additional areas:
   - If the Single Area Timed Override screen displays, repeat steps 3 through 8.
   - If the Zoned System Timed Override screen displays, repeat steps 5 through 8.
9. To exit this procedure, press the Home button. The home screen displays.

Table 30. Single Area Timed Override screen description

Screen component	Description
<area name buttons>	The buttons alphanumerically list the areas (SCC and CCP devices) in the system. For SCC devices, the left side of the button shows either the name (if set up) or the Neuron ID of the area. The right side of the button shows the current operating mode of the area: Occupied, Unoccupied, or Overridden. For CCP devices, the left side of the button shows either the name (if set up) or the Neuron ID of the area. The right side of the button displays “More...”. If communication with an HVAC unit has been lost, the operating mode is indicated as Occupied ???, Unoccupied ???, or Overridden ???. The mode of the schedule prior to loss of communication determines which of these three statuses displays. If you select a button with an operating mode of Occupied ???, Unoccupied ???, or Overridden ???, an error message screen displays: Device not communicating.

Table 31. Zoned System Timed Override screen description

Screen component	Description
System Name	This field displays the name of the area selected to be overridden to Occupied mode.
<zone name buttons>	The buttons alphanumerically list the zones (VariTrac system groups) in the Tracker system. • The left side of the button shows either the name (if set up) or the Neuron ID of the zone. • The right side of the button shows the current operating mode of the zone: Occupied, Unoccupied, or Overridden. If communication with an HVAC unit has been lost, the operating mode is indicated as Occupied ???, Unoccupied ???, or Overridden ???. The mode of the schedule prior to loss of communication determines which of these three statuses displays. If you select a button with an operating mode of Occupied ???, Unoccupied ???, or Overridden ???, an error message screen displays: Device not communicating.

Cancel an occupancy status override

To cancel a timed occupancy status override of a specific building area:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. Press the appropriate building area button. The building area status and setup screen for the selected area displays (for field descriptions, see Table 28 on page 85).
3. Press the Override to occupied operation button. The Single Area Override Options screen displays.
4. Press the Cancel Timed Override button. A confirmation screen displays.
5. Press the Yes button. The building area status and setup screen for the selected area displays.
6. To exit this procedure, press the Home button. The home screen displays.

View analog and binary I/O information

The following procedures enable you to view of status of analog inputs and binary inputs and outputs.

View status of analog or binary inputs

Too view the status of analog or binary inputs:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. To exit this procedure, go to step 3. To view detailed status, press the button for the analog or binary input that you want to view. The Detailed Input Status screen displays.
3. To exit this procedure, press the Home button. The home screen displays.

View status of binary outputs

To view the status of binary outputs:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. To exit this procedure, go to step 3. To view detailed status information, press the button for the binary output that you want to view. The Binary Output Control Status screen displays (for field descriptions, see Table 32).
3. To exit this procedure, press the Home button. The home screen displays.

Table 32. Binary Output Control Status screen description

Screen component	Description
Output Name	This field shows the name of the selected output.
Module Name	This field shows the module to which the selected output belongs.
Output Number	This field shows the number of the selected output. The options are 1, 2, 3, and 4.
Output Is	This field shows the current status of the selected output: On or Off
Controlled By	This field shows what controls the selected output. The options are: • Priority Shutdown • Minimum On/Off Timer • Binary Output Programming • Time-of-day Schedules • Default

Table 32. Binary Output Control Status screen description (Continued)

Screen component	Description
Time Remaining	This field shows the remaining time, when the Controlled By field is Minimum ON Timer or Minimum OFF Timer. Minutes Remaining is expressed as mm, where mm = minutes. This field is labeled Schedule Name if a schedule controls the selected output.
View Program	This button displays the program that controls the selected output.
View Graphic	This button displays a graphic of the equations that control the selected output.

View binary output program

To view the status of binary outputs and their programs:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. Press the button for the appropriate binary output. The Binary Output Control Status screen displays (for field descriptions, see Table 32).
3. Press the View Program button. The Binary Output Program View screen displays (for field descriptions, see Table 33).
4. Press the equation (term) that you want to view. The Binary Output Equation Variable View screen displays (for field descriptions, see Table 34 on page 93).
5. To exit this procedure, press the Home button. The home screen displays.

Table 33. Binary Output Program View screen description

Screen component	Description
Output Name	This field shows the name of the selected output.
<term list>	The buttons show the status of the equation variables and enable you to display the equation variables. The buttons show the name of the term that controls each output: • The left side of a button shows the term number (top line) and the name of the equation variable. • The right side of each button shows the current equation status: Open or Closed. If communication with an HVAC unit has been lost, the status is indicated as ???. The state of the input prior to loss of communication will be used. If you select a button with a status of ??? Open or ??? Closed, an error message screen displays: Device not communicating.

Table 34. Binary Output Equation Variable View screen description

Screen component	Description
Output Name	This field shows the name of the selected output.
Term #	This field shows the number of the selected term.
Equation Variable Name	This field shows the name of the current equation variable.
Current value	This field shows the current value of the equation. For the timed override state of a schedule, the status would be Overridden or Not Overridden.
Term #n programming details	This field shows the user-defined limits within which the selected equipment should be running. The limits can be analog, binary, or static (always on or off).

View equation variable (term) of binary output program

To view the equation variables (term) of a binary output program:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. Press the button for the appropriate binary output. The Binary Output Control Status screen displays (for field descriptions, see Table 32).
3. Press the View Program button. The Binary Output Program View screen displays (for field descriptions, see Table 33 on page 92).
4. Press the appropriate equation variable (Term). The Binary Output Equation Variable View screen displays (for field descriptions, see Table 34 on page 93).
5. To view additional equation variables, press the Back button and repeat steps 4 and 5.
6. To exit this procedure, press the Home button. The home screen displays.

View binary output graphics

To view output graphics of a selected binary output:

1. At the Tracker home screen, press the View button. The Building Information screen displays (for field descriptions, see Table 27 on page 84).
2. Press the button for the appropriate binary output. The Binary Output Control Status screen displays (for field descriptions, see Table 32).
3. Press the View Graphic button. The Binary Output Graphic View screen displays (for field descriptions, see Table 35).
4. To exit this procedure, press the Home button. The home screen displays.

Table 35. Binary Output Graphic View screen description

Screen component	Description
Output Name	This field shows the name of the selected output.
<graphic>	This screen component shows the state of each equation for the selected output. The options are open and closed.
Output Is	This field shows the state of the selected output. The options are Energized and De-energized.
By	This field shows what is controlling the selected output. The options are User Emergency, Minimum On/Off, User High, Miscellaneous, Demand Limiting, variable air volume (VAV) Air Systems, Area Control, User Low, Timed Override, Time of Day Schedules, and Default.

Chapter 4

Schedule procedures

The Schedule function enables you to set up, change, view, and delete schedules and exceptions. This chapter contains all the procedures that can be performed under the Schedule function.

Daily schedules

The following procedures enable you to set up, change, view, and delete daily schedules, and to view, add, or remove members.

Note:
Members consist of the following: SCC devices, binary outputs, and VariTrac groups.

Set up daily schedule

To create a daily schedule:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the New Schedule button. The Schedule Specific Editor screen displays. A default name displays in the Schedule Name field.

Note:
A new daily schedule, without members, has been created using a default name and default first start and stop times (7:30 AM and 5:30 PM, respectively).

3. To finish creating the schedule, make the appropriate changes using the procedures under the topic head “Change daily schedule name” on page 96.
4. To exit this procedure, press the Home button. The home screen displays.

Table 36. Schedule List screen description

Screen component	Description
Schedule Name	This text is the heading for the list that follows it.
<schedule name list>	These buttons alphanumerically list the current schedules, show their current operating modes, and enable you to change their setup. The operating mode options are Occupied and Unoccupied. If communication with an HVAC unit has been lost, the operating mode is indicated as Occupied ??? or Unoccupied ???. The mode of the schedule prior to loss of communication determines which of these two statuses displays. If you select a button with an operating mode of Occupied ??? or Unoccupied ???, an error message screen displays: Device not communicating.
New Schedule	This button creates a new schedule with a default name, a default time of 7:30 AM to 5:30 PM, and default days of Monday through Friday. If the maximum number of schedules has been reached, the button will not be available.
Members Listings	This button displays a list of all schedules and their members.

Change daily schedule

The following procedures enable you to make changes to an existing daily schedule. You can change a schedule name, add and remove members, and change start time and stop time.

Change daily schedule name

To change the name of a daily schedule:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule name that you want to change. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Setup button. The Schedule Setup screen displays.
4. Press the Name button. A five-page data entry screen displays.
5. Type the new schedule name and press the OK button. A confirmation screen displays.
6. Press the Yes button. The Schedule Setup screen displays. The new name of the selected schedule shows on the Name button.
7. To exit this procedure, press the Home button. The home screen displays.

Add member to daily schedule

To add a member to a daily schedule:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule that you want to change. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Schedule Members button. The Schedule Members Editor screen displays.
4. Press the Add Member button. The Devices Available for Membership screen displays.
5. In the Unscheduled Devices list, press the button for the device that you want to add. A confirmation screen displays.
6. Press the Yes button. The Schedule Members Editor screen displays. The new member is in the Members List.
7. To add additional members to the schedule, repeat steps 4 through 7.
8. To exit this procedure, press the Home button. The home screen displays.

Remove member from daily schedule

To remove a member from a daily schedule:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule that you want to change. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Schedule Members button. The Schedule Members Editor screen displays.
4. Press the Remove Member button. The Remove Schedule Member screen displays.
5. In the Schedule Members list, press the button for the member that you want to remove. A confirmation screen displays.
6. Press the Yes button. The Schedule Members Editor screen displays. The deleted member is not in the Schedule Members list.
7. To remove additional members to the schedule, repeat steps 4 through 7.
8. To exit this procedure, press the Home button. The home screen displays.

Change daily schedule start and stop times

To change the start time and stop time for a daily schedule:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule that you want to change. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Schedule Timetables button. The Schedule Timetable Editor screen displays (for field descriptions, see Table 29 on page 86).
4. In the Current Timetables list, press the button for the day that you want to change. The Start and Stop Time Editor screen displays.

Note:
The first start and stop times defaults are 7:30 and 5:30, respectively. The second start and stop time default is "no time".

5. Press the button for the start time or stop time that you want to change. A time entry screen displays for the day and start or stop time that you selected.
6. Type the time. Press the OK button. A confirmation screen displays.
7. Press the Yes button. The Start and Stop Time Editor screen displays. The time that you typed in displays on the appropriate button.
8. To complete the daily schedule changes:
   - To change additional start and stop times for the current day, repeat steps 5 through 8.
   - To apply the newly changed schedule to Monday through Friday, go to step 9.
   - To change the schedule for another day, press the Back button. The Schedule Specific Editor screen displays. Repeat steps 3 through 8.
   - If the schedule is complete, go to step 11.
9. To apply the schedule to Monday through Friday, press the Press to Copy Timetables to Monday through Friday button. A conformation screen displays.
10. Press the Yes button. The Schedule Specific Editor screen displays.
    - To change the schedule for another day, press the Back button. The Schedule Specific Editor screen displays. Repeat steps 3 through 8.
    - If the schedule is complete, go to step 11.
11. To exit this procedure, press the Home button. The home screen displays.

View daily schedules and members

The following procedures enable you to view the daily schedules and their members.

View list of daily schedules

To view the list of daily schedules:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. To exit this procedure, press the Home button. The home screen displays.

View a daily schedule and its members

To view a daily schedule and its members:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the Member Listings button. The Member and Device Listings screen displays.
3. Press the View Schedules and Their Members button. The Schedule Membership Listing screen displays.
4. To exit this procedure, press the Home button. The home screen displays.

View unscheduled members

To view the members that are not scheduled:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the Member Listings button. The Member and Device Listings screen displays.
3. Press the View Unscheduled Devices button. The Unscheduled Devices List screen displays.

Note:
The list includes all SCC devices and binary outputs (BOPs), including those BOPs in equations.

4. To exit this procedure, press the Home button. The home screen displays.

Delete daily schedule

To delete a daily schedule:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule that you want to delete. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Setup button. The Schedule Setup screen displays. The name of the selected schedule displays in the Name field.
4. Press the Delete this Schedule button. A confirmation screen displays.
5. Press the Yes button. The Schedule List screen displays. The deleted schedule is not on the list of schedules.
6. To delete additional schedules, repeat steps 2 through 6.
7. To exit this procedure, press the Home button. The home screen displays.

Exception day procedures

The following procedures enable you to set up or change, view, and delete exception days. An exception is one or more consecutive days (user-determined or holidays) on which the normal schedule will not be active.

Create exception day

To create an exception day:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule in which you want to create an exception. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Exceptions & Holidays button. The Exception/Holiday Editor Menu screen displays. The name of the selected schedule is in the Schedule Name field.
4. Press the Edit or Create an Exception/Holiday button. The Exception and Holiday Dates screen displays (for field descriptions, see Table 37).
5. Press the New Exception button. The Exception Date and Time Editor screen displays the new exception (for field descriptions, see Table 38 on page 102).
6. Make appropriate changes to defaults (go to “Change exception day” on page 103).
7. To exit this procedure, press the Home button. The home screen displays.

Table 37. Exception and Holiday Dates screen description

Screen component	Description
<exception list>	These buttons alphanumerically list the exceptions that are associated with the current schedule. Each button enables you to change the start and stop times for the exception. The left side of the button shows the name of the exception. The right side of the button shows the start time (top line) and stop time (bottom line).
NEW EXCEPTION Touch to create	This button creates a new exception with a default date that is the current date and a default timetable of 7:30 AM to 5:30 PM.

Table 38. Exception Date and Timetable Editor screen description

Screen component	Description
Exception	This field shows the name of the exception that you are currently changing. The default is *Exception/Holiday [1–24]*.
Begin Date	This button shows the current start date of the exception. When pressed, it displays the date entry screen.
End Date	This button shows the current stop date of the exception. When pressed, it displays the date entry screen.
First Start Time	This button shows the current first start time of the exception. If no time is entered, it shows the words “no time.” When pressed, it displays the time entry screen.
First Stop Time	This button shows the current first stop time of the exception. If no time is entered, it shows the words “no time.” When pressed, it displays the time entry screen.
Second Start Time	This button shows the current second start time of the exception. If no time is entered, it shows the words “no time.” When pressed, it displays the time entry screen.
Second Stop Time	This button shows the current second stop time of the exception. If no time is entered, it shows the words “no time.” When pressed, it displays the time entry screen.
Setup	This button enables you to set up additional options for the current exception.

Change exception day

The following procedures enable you to make changes to an existing exception day. You can change the exception name, add it to or remove it from a schedule, change start dates and times, and change stop dates and times.

Change exception name

To change the name of an exception:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule in which you want to create an exception. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Exceptions & Holidays button. The Exception/Holiday Editor Menu screen displays. The name of the selected schedule is in the Schedule Name field.
4. Press the Edit or Create an Exception/Holiday button. The Exception and Holiday Dates screen displays (for field descriptions, see Table 37 on page 101).
5. Press the button for the exception that you want to change. The Exception Date and Time Editor screen displays (for field descriptions, see Table 38 on page 102).
6. Press the Setup button. The Exception and Holiday Setup screen displays (for field descriptions, see Table 39 on page 104).
7. Press the Name button. A five-page data entry screen displays.
8. Type appropriate changes and press the OK button. A confirmation screen displays.
9. Press the Yes button. The Exception and Holiday Setup screen displays. The new name shows on the Name button.
10. To exit this procedure, press the Home button. The home screen displays.

Table 39. Exception and Holiday Setup screen description

Screen component	Description
Name	This button shows the name of the exception that you are changing. When pressed, it displays the three-page alphanumeric data entry screen.
Delete Exception after Execution	This button shows whether or not the system is set up to delete the current exception after it executes. If the button text is *Delete Exception after Execution: Yes*, the Tracker system is set up to delete the exception after execution. If the button text is *Delete Exception after Execution: No*, the exception is to set up remain in effect after execution. The default is No.
Delete This Exception	This button deletes the current exception immediately.

Add exception to schedule

To add an exception to a schedule:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule in which you want to add an exception. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Exceptions & Holidays button. The Exception/Holiday Editor screen displays. The name of the selected schedule is in the Schedule Name field.
4. Press the Add Exception button. The Add an Exception/Holiday screen displays.
5. Press the button for the exception that you want to add to the current schedule. A confirmation screen displays.
6. Press the Yes button. The Exception/Holiday Editor Menu screen displays.
7. To attach additional exceptions to this schedule, repeat steps 4 through 7.
8. To exit this procedure, press the Home button. The home screen displays.

Remove exception from schedule

To remove an exception from a schedule:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule in which you want to remove an exception. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Exceptions & Holidays button. The Exception/Holiday Editor screen displays. The name of the selected schedule is in the Schedule Name field.
4. Press the Remove Exception button. The Remove an Exception/ Holiday screen displays.
5. Press the button for the exception that you want to remove from the current schedule. A confirmation screen displays.
6. Press the Yes button. The Exception/Holiday Editor screen displays.
7. To remove additional exceptions from this schedule, repeat steps 4 through 7.
8. To exit this procedure, press the Home button. The home screen displays.

Change exception start and stop dates

To change the start and stop dates of an exception:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule that you want to change. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Exceptions & Holidays button. The Exception/Holiday Editor Menu screen displays. The name of the selected schedule is in the Schedule Name field.
4. Press the Edit or Create an Exception/Holiday button. The Exception and Holiday Dates screen displays (for field descriptions, see Table 37 on page 101).
5. Press the button for the exception that you want to change. The Exception Date and Time Editor screen displays (for field descriptions, see Table 38 on page 102).
6. Press the Begin Date button. The date entry screen displays.
7. Make the date changes. Press the OK button. A confirmation screen displays.
8. Press the Yes button. The Exception Date and Time Editor screen displays.
9. Press the End Date button. The date entry screen displays.

10. Make the date changes. Press the OK button. A confirmation screen displays.
11. Press the Yes button. The Exception Date and Time Editor screen displays.
12. To exit this procedure, press the Home button. The home screen displays.

Change exception start and stop times

To change the start and stop times of an exception:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule that you want to change. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Exceptions & Holidays button. The Exception/Holiday Editor Menu screen displays. The name of the selected schedule is in the Schedule Name field.
4. Press the Edit or Create an Exception/Holiday button. The Exception and Holiday Dates screen displays (for field descriptions, see Table 37 on page 101).
5. Press the button for the exception that you want to change. The Exception Date and Time Editor screen displays (for field descriptions, see Table 38 on page 102).
6. Press the First Start Time button. The time entry screen displays.
7. Type the time. Press the OK button. A confirmation screen displays.
8. Press the Yes button. The Exception Date and Time Editor screen displays.
9. To set the first stop time, second start time, and second stop time, repeat steps 6 through 9.
10. To exit this procedure, press the Home button. The home screen displays.

View scheduled exception days

To view a daily schedule and its exceptions:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule that you want to change. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Exceptions & Holidays button. The Exception/Holiday Editor Menu screen displays. The name of the selected schedule is in the Schedule Name field.
4. Press the Edit or Create an Exception/Holiday button. The Exception and Holiday Dates screen displays (for field descriptions, see Table 37 on page 101).
5. To exit this procedure, press the Home button. The home screen displays.

Delete exception day

The following procedures enable you to set up an exception to be deleted after it executes or to immediately delete an exception day.

Delete exception after it executes

To set up an exception to be deleted after it executes:

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule that you want to change. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Exceptions & Holidays button. The Exception/Holiday Editor Menu screen displays. The name of the selected schedule is in the Schedule Name field.
4. Press the Edit or Create an Exception/Holiday button. The Exception and Holiday Dates screen displays (for field descriptions, see Table 37 on page 101).
5. Press the button for the exception that you want to change. The Exception Date and Time Editor screen displays (for field descriptions, see Table 38 on page 102).
6. Press the Setup button. The Exception and Holiday Setup screen displays (for field descriptions, see Table 39 on page 104).
7. To set up the exception to delete after it executes:
   - If the Deleting an Exception after Execution button displays *Yes*, (the default is *Yes*), go to step 10.
   - If the Deleting an Exception after Execution button displays *No*, press the button. An option entry screen displays.

8. Press the Yes button. A confirmation screen displays.
9. Press the Yes button. The Exception and Holiday Setup screen displays (for field descriptions, see Table 39 on page 104). Observe that the Delete Exception after Execution button now displays the word *Yes*.
10. To exit this procedure, press the Home button. The home screen displays.

Delete exception immediately

To immediately delete an exception

1. At the Tracker home screen, press the Schedule button. The Schedule List screen displays (for field descriptions, see Table 36 on page 96).
2. Press the button for the schedule that you want to change. The Schedule Specific Editor screen displays. The name of the selected schedule is in the Schedule Name field.
3. Press the Exceptions & Holidays button. The Exception/Holiday Editor Menu screen displays. The name of the selected schedule is in the Schedule Name field.
4. Press the Edit or Create an Exception/Holiday button. The Exception and Holiday Dates screen displays (for field descriptions, see Table 37 on page 101).
5. Press the button for the exception that you want to change. The Exception Date and Time Editor screen displays (for field descriptions, see Table 38 on page 102).
6. Press the Setup button. The Exception and Holiday Setup screen displays (for field descriptions, see Table 39 on page 104).
7. Press the Delete This Exception button. A confirmation screen displays.
8. Press the Yes button. The Exception and Holiday Dates screen displays (for field descriptions, see Table 37 on page 101).
9. To delete additional exceptions, repeat steps 5 through 9.
10. To exit this procedure, press the Home button. The home screen displays.

Chapter 5

After hours procedures

The After Hours function enables you to initiate and cancel occupancy status overrides of areas and schedules. This chapter contains all the procedures that can be performed under the After Hours function.

Initiate occupancy status overrides

The following procedures enable you to set up a timed override of the occupancy status of an area, a schedule, and all schedules.

Initiate an occupancy status override of an area

To initiate an occupancy status override of a selected area:

1. At the Tracker home screen, press the After Hours button. The Timed Override Selections screen displays.

Note:
If you want to see the After Hours help screen, press the Help button.

2. Press the Select A Single Area button. The Single Area Timed Override screen displays (for field descriptions, see Table 30 on page 89).
3. Press the button for the area that you want to override.
   - If the area is not part of a zone, the Override a Single Area screen displays. Go to step 5.
   - If the area is part of a zone, the Zoned System Timed Override screen displays (for field descriptions, see Table 31 on page 89). Go to step 4.
4. Press the button for the area that you want to override. The Override a Single Area screen displays.
5. Press the Initiate Timed Override button. A confirmation screen displays.
6. Press the Yes button. The display returns to the screen where the area was selected: either the Single Area Timed Override screen or the Zoned System Timed Override screen.

7. To override additional areas:
   - If the Single Area Timed Override screen displays, repeat steps 3 through 7.
   - If the Zoned System Timed Override screen displays, repeat steps 4 through 7.
8. To exit this procedure, press the Home button. The home screen displays.

Initiate an occupancy status override of a schedule

To initiate an occupancy status override of a selected schedule:

1. At the Tracker home screen, press the After Hours button. The Timed Override Selections screen displays.
2. Press the Select A Single Schedule button. The Single Schedule Timed Override screen displays (for field descriptions, see Table 40).
3. Press the button for the schedule that you want to override. The Override a Single Schedule screen displays.
4. Press the Initiate Timed Override button. A confirmation screen displays.
5. Press the Yes button. The Single Schedule Timed Override screen displays.
6. To override additional schedules, repeat steps 3 through 6.
7. To exit this procedure, press the Home button. The home screen displays.

Table 40. Single Schedule Timed Override screen description

Screen component	Description
<schedule name buttons>	The buttons alphanumerically list the area schedules and the operating mode of each area (SCC device). • The left side of each button shows either the name (if set up) or the Neuron ID of the area. • The right side of the button shows the current operating mode of the area: Occupied, Unoccupied, or Overridden. If communication with an HVAC unit has been lost, the operating mode is indicated as Occupied ???, Unoccupied ???, or Overridden ???. The mode of the schedule prior to loss of communication determines which of these three statuses displays. If you select a button with an operating mode of Occupied ???, Unoccupied ???, or Overridden ???, an error message screen displays: Device not communicating.

To initiate an occupancy status override of all schedules

To initiate an occupancy status override of all schedules:

1. At the Tracker home screen, press the After Hours button. The Timed Override Selections screen displays.
2. Press the Select All Schedules button. The Override Options for All Schedules screen displays.
3. Press the Restart Timed Override For All Schedules button. A confirmation screen displays.
4. Press the Yes button. The Timed Override Selections screen displays.
5. To exit this procedure, press the Home button. The home screen displays.

Cancel occupancy status overrides

The following procedures enable you to cancel a timed override of an area, a schedule, and all schedules.

Cancel an occupancy status override of an area

To cancel an occupancy status override of a selected area:

1. At the Tracker home screen, press the After Hours button. The Timed Override Selections screen displays.
2. Press the Select A Single Area button. The Single Area Timed Override screen displays (for field descriptions, see Table 30 on page 89).
3. Press the button for the area whose override you want to cancel.
   - If the area is not part of a zone, the Single Area Override Options screen displays. Go to step 5.
   - If the area is part of a zone, the Zoned System Timed Override screen displays (for field descriptions, see Table 31 on page 89).
4. Press the button for the area for which you want to cancel the override. The Single Area Override Options screen displays.
5. Press the Cancel Timed Override button. A confirmation screen displays.
6. Press the Yes button. The display returns to the screen where the area was selected: either the Single Area Timed Override screen (for field descriptions, see Table 30 on page 89) or the Zoned System Timed Override screen (for field descriptions, see Table 31 on page 89).
7. To override additional areas:
   - If the Single Area Timed Override screen displays, repeat steps 3 through 7.
   - If the Zoned System Timed Override screen displays, repeat steps 4 through 7.
8. To exit this procedure, press the Home button. The home screen displays.

Cancel an occupancy status override of a schedule

To cancel an occupancy status override of a selected schedule:

1. At the Tracker home screen, press the After Hours button. The Timed Override Selections screen displays.
2. Press the Select A Single Schedule button. The Single Schedule Timed Override screen displays (for field descriptions, see Table 40 on page 110).
3. Press the button for the schedule that you want to cancel. The Single Schedule Override Options screen displays.
4. Press the Cancel Timed Override For All Members button. A confirmation screen displays.
5. Press the Yes button. The Single Schedule Timed Override screen displays.
6. To cancel additional timed overrides, repeat steps 3 through 6.
7. To exit this procedure, press the Home button. The home screen displays.

Cancel an occupancy status override of all schedules

To cancel an occupancy status override of all schedules:

1. At the Tracker home screen, press the After Hours button. The Timed Override Selections screen displays.
2. Press the Select All Schedules button. The Override Options for All Schedules screen displays.
3. Press the Cancel Timed Override For All Schedules button. A confirmation screen displays.
4. Press the Yes button. The Timed Override Selections screen displays.
5. To exit this procedure, press the Home button. The home screen displays.

Restart an occupancy status override of an area

To restart an occupancy status override of a selected area:

1. At the Tracker home screen, press the After Hours button. The Timed Override Selections screen displays.

Note:
If you want to see the After Hours help screen, press the Help button.

2. Press the Select A Single Area button. The Single Area Timed Override screen displays (for field descriptions, see Table 30 on page 89).
3. Press the button for the area that you want to override.
   - If the area is not part of a zone, the Override a Single Area screen displays. Go to step 5.
   - If the area is part of a zone, the Zoned System Timed Override screen displays (for field descriptions, see Table 31 on page 89). Go to step 4.
4. Press the button for the area that you want to override. The Override a Single Area screen displays.
5. Press the Initiate Timed Override button. A confirmation screen displays.
6. Press the Yes button. The display returns to the screen where the area was selected: either the Single Area Timed Override screen or the Zoned System Timed Override screen.
7. To override additional areas:
   - If the Single Area Timed Override screen displays, repeat steps 3 through 7.
   - If the Zoned System Timed Override screen displays, repeat steps 4 through 7.
8. To exit this procedure, press the Home button. The home screen displays.

Restart an occupancy status override of a schedule

To set up an occupancy status override of a selected schedule.

1. At the Tracker home screen, press the After Hours button. The Timed Override Selections screen displays.
2. Press the Select A Single Schedule button. The Single Schedule Timed Override screen displays (for field descriptions, see Table 40 on page 110).
3. Press the button for the schedule that you want to override. The Override a Single Schedule screen displays.
4. Press the Initiate Timed Override button. A confirmation screen displays.
5. Press the Yes button. The Single Schedule Timed Override screen displays.
6. To override additional schedules, repeat steps 3 through 6.
7. To exit this procedure, press the Home button. The home screen displays.

Restart an occupancy status override of all schedules

To restart an occupancy status override of all schedules:

1. At the Tracker home screen, press the After Hours button. The Timed Override Selections screen displays.
2. Press the Select All Schedules button. The Override Options for All Schedules screen displays.
3. Press the Restart Timed Override For All Schedules button. A confirmation screen displays.
4. Press the Yes button. The Timed Override Selections screen displays.
5. To exit this procedure, press the Home button. The home screen displays.

Chapter 6

Alarm procedures

The Alarm function enables you to set up, change, view, acknowledge, and delete alarms. This chapter contains all the procedures that can be performed under the Alarm function.

Set up or change an alarm

The following procedures enable you to set up or change alarm notification parameters, pager numbers, and fax numbers.

Set up alarm LED and alarm relay notification

To set up parameters for the LED and alarm relay notification:

1. At the Tracker home screen, press the Alarm button. The Alarm Menu screen displays (for field descriptions, see Table 41 on page 118).
2. Press the Setup button. The Alarm Setup screen displays.
3. Press the Alarm Notification Setup button. The Alarm Notification Setup screen displays.
4. At the Alarm Notification Setup screen, press the Alarm LED And Alarm Relay Setup button. The Alarm LED and Alarm Relay Setup screen displays (for field descriptions, see Table 42 on page 118).
5. To change the parameter that energizes the:
   - Alarm LED, press the button following “Energize alarm LED starting with.” An option entry screen displays.
   - Alarm relay, press the button following “Energize alarm relay starting with.” An option entry screen displays.
6. Select the appropriate parameter. A confirmation screen displays.
7. Press the Yes button. The Alarm Notification Setup screen displays. To set up an additional alarm parameter, repeat steps 5 through 7.
8. To exit this procedure, press the Home button. The home screen displays.

Table 41. Alarm Menu screen description

Screen component	Description
<alarm list>	The buttons list the alarms that are currently in the alarm log. The alarms are listed in the order in which they are received, with the most recent at the top and the oldest at the bottom. • At the left side of each button, the top line is the date of the alarm and the bottom line is the time of the alarm. • At the right side of the button, the top line is the equipment that reported the alarm and the bottom line is the alarm description. There can be up to 64 alarms in this log. If the alarm log is full, it deletes the oldest alarm to make room for the incoming alarm.
Setup	This button starts the alarm setup operation.

Table 42. Alarm LED and Alarm Relay Setup screen description

Screen component	Description
Energize alarm LED starting with	This button shows the lowest severity of message that will energize the alarm LED. When pressed, this button displays an option entry screen. The selections available from this button (starting with the most severe) are Critical Alarm, Service Required, and Informational Message. The default is Informational Message.
Energize alarm relay starting with	This button shows the lowest severity of message that will energize the alarm relay. When pressed, this button displays an option entry screen. The selections available from this button (starting with the most severe) are Critical Alarm, Service Required, and Informational Message. The default is Service Required.

Set up alarm notification to a pager

To set up parameters for alarm notification to a pager:

1. At the Tracker home screen, press the Alarm button. The Alarm Menu screen displays (for field descriptions, see Table 41 on page 118).
2. Press the Setup button. The Alarm Setup screen displays.
3. Press the Alarm Notification Setup button. The Alarm Notification Setup screen displays.
4. At the Alarm Notification Setup screen, press the appropriate button (Critical Alarm Setup, Service Required Setup, or Informational Message Setup) for the parameter that you want to change. A toggle-button option entry screen displays.
5. At Send alarm to pager, press the toggle button to change the parameter for sending the alarm notification to a pager to Yes (the default is No).
6. To set up additional alarm parameters, press the Back button. The Alarm Notification screen displays. Repeat steps 4 through 6.
7. To exit this procedure, press the Home button. The home screen displays.

Set up pager

To set up a pager for alarm routing:

1. At the Tracker home screen, press the Alarm button. The Alarm Menu screen displays (for field descriptions, see Table 41 on page 118).
2. Press the Setup button. The Alarm Setup screen displays.
3. Press the Pager Setup button. The Pager Settings screen displays (for field descriptions, see Table 43 on page 121).

Note:
If no pagers are set up, the fields on the Pager Settings screen are blank.

4. To change the pager type, press the Pager Type button. The pager type switches between Alphanumeric (TAP) and Digital (Numeric Only). The default is Alphanumeric (TAP).
5. To change the pager phone number, press the Pager Number button. A PIN/phone number entry screen displays.
6. Type the pager phone number and press the OK button. A confirmation screen displays.
7. Press the Yes button. The Pager Settings screen displays.

Note:
If the pager type is Alphanumeric (TAP), the bottom button will appear as Pager Pin Number. If the pager type is Digital (Numeric Only), the bottom button will appear as Numeric Message.

8. To change the pager PIN, press the Pager Pin Number button. A PIN/phone number entry screen displays.
9. Type the pager PIN and press the OK button. A confirmation screen displays.
10. Press the Yes button. The Pager Settings screen displays.
11. To change the numeric message, press the Numeric Message button. A PIN/phone number entry screen displays.
12. Type the pager PIN and press the OK button. A confirmation screen displays.
13. Press the Yes button. The Pager Settings screen displays.
14. To exit this procedure, press the Home button. The home screen displays.

Table 43. Pager Settings screen description

Screen component	Description
Pager Type	This button displays the two available pager types. When pressed, it will switch between them. The available types are: • Alphanumeric (TAP) • Digital (Numeric Only)
Pager Number	This button displays a phone number that is used to dial a pager.
Pager Pin Number/ Numeric Message	When the pager type selected is Alphanumeric (TAP), this field displays the pager PIN. The PIN that identifies the pager for the pager service. When the pager type selected is Digital (Numeric Only), this field displays a numeric message that displays on a digital pager.

Set up alarm notification to a workstation

To set up parameters for alarm notification to a workstation:

1. At the Tracker home screen, press the Alarm button. The Alarm Menu screen displays (for field descriptions, see Table 41 on page 118).
2. Press the Setup button. The Alarm Setup screen displays.
3. Press the Alarm Notification Setup button. The Alarm Notification Setup screen displays.
4. At the Alarm Notification Setup screen, press the appropriate button (Critical Alarm Setup, Service Required Setup, or Informational Message Setup) for the parameter that you want to change. A toggle-button option entry screen displays.
5. At Send alarm to Tracker workstation, press the toggle button to change the parameter for sending the alarm notification to a Tracker workstation to Yes (the default is No).
6. To set up additional alarm parameters, press the Back button. The Alarm Notification Setup screen displays. Repeat steps 4 through 6.
7. To exit this procedure, press the Home button. The home screen displays.

Set up workstation

To set up a workstation for alarm routing:

1. At the Tracker home screen, press the Alarm button. The Alarm Menu screen displays (for field descriptions, see Table 41 on page 118).
2. Press the Setup button. The Alarm Setup screen displays.
3. Press the Workstation Setup button. The Workstation Setup screen displays.
4. At Connection Method, press the button (the default is None). A data entry screen displays.
5. Press the button for the method that you want the Tracker controller to use to deliver the alarm: None, Modem, or LAN. The Workstation Setup screen displays.
6. If you selected Modem in step 5, go to step 7; if you selected LAN at step 5 go to step 9.
7. At Workstation Telephone Number, press the button (the default text on the button is None). A data entry screen displays.
8. Type the phone number; press the OK button. A confirmation screen displays. Go to step 11.
9. At Workstation to receive alarms, press the button (the default text on the button is Workstation #1). A data entry screen displays.

Note:
The Tracker controller can deliver an alarm to a selected Tracker PC Workstation in the network. You can set up the controller to send alarms to one of up to ten Tracker PC Workstations in the network.

10. Press the button for the PC workstation to which you want this Tracker controller to deliver the alarm. A data entry screen displays.
11. Press the Yes button. The Workstation Setup screen displays.
12. To exit this procedure, press the Home button. The home screen displays.

View alarms

The following procedure enables you to view a list of current alarms. The list includes a two-line description of each alarm. The procedure also enables you to view an expanded message for each alarm.

1. At the Tracker home screen, press the Alarm button. The Alarm Menu screen displays (for field descriptions, see Table 41 on page 118).
2. To view additional information for a specific alarm, press its associated button. The Alarm Detail screen displays (for field descriptions, see Table 44 on page 124).
3. To exit this procedure, press the Home button. The home screen displays.

Table 44. Alarm Detail screen description

Screen component	Description
<first line>	This field shows the date of the alarm and the equipment that is the source of the alarm.
<second line>	This field shows the time that the alarm was reported and a description of the alarm condition.
Priority	This field shows the priority level of the alarm. The priority levels that can appear here are Critical Alarm, Service Required, and Informational Message.
<message>	This field shows a custom message for the current alarm level.
Delete	This button deletes the current alarm.

Acknowledge alarms

To acknowledge recent alarms:

1. At the Tracker home screen, press the Alarm button. The Alarm Menu screen displays (for field descriptions, see Table 41 on page 118).

Note:
If the Alarms List screen displays, all alarms in the list are acknowledged, the alarm LED on the Tracker enclosure turns off, and the alarm relay output is silenced.

2. To exit this procedure, press the Home button. The home screen displays.

Delete alarms

The following procedures enable you to delete either a selected alarm or all alarms.

Delete selected alarm

To select and delete an alarm:

1. At the Tracker home screen, press the Alarm button. The Alarm Menu screen displays (for field descriptions, see Table 41 on page 118).
2. Press the button for the alarm that you want to delete. The Alarm Detail screen for the alarm displays (for field descriptions, see Table 44 on page 124).
3. Press the Delete button. A confirmation screen displays.
4. Press the Yes button. Pressing the Yes button will delete the alarm. The Alarm Menu screen displays.
5. Search the list to verify that the alarm is no longer present.
6. To delete additional alarms, repeat steps 2 through 6.
7. To exit this procedure, press the Home button. The home screen displays.

Delete all alarms

To delete all alarms:

1. At the Tracker home screen, press the Alarm button. The Alarm Menu screen displays (for field descriptions, see Table 41 on page 118).
2. Press the Setup button. The Alarm Setup screen displays.
3. Press the Delete All Alarms button. A confirmation screen displays.
4. Press the Yes button. Pressing the Yes button will delete all alarms. The Alarm List screen displays.
5. Verify that no alarms are listed.
6. To exit this procedure, press the Home button. The home screen displays.

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