i-Vu® Standard/Plus 6.0 Owner's Guide

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Accessing your system

Your system details

Network Name: To access the system, launch Internet Explorer and type in http://_____.

- Your Login Name is _____.
- Your Password is _____.
- Your i-Vu®'s IP address is _____.

To change your password

1 Click the **Main Menu** button , select **System Options** > **My Settings** tab.

2 Click **Change password**.

3 Enter any combination of characters. Limit of 40 characters.

4 Click **Apply** or **OK**.

Add an additional operator

To keep track of your Operators, use the space provided in the back of your Owner's Manual.

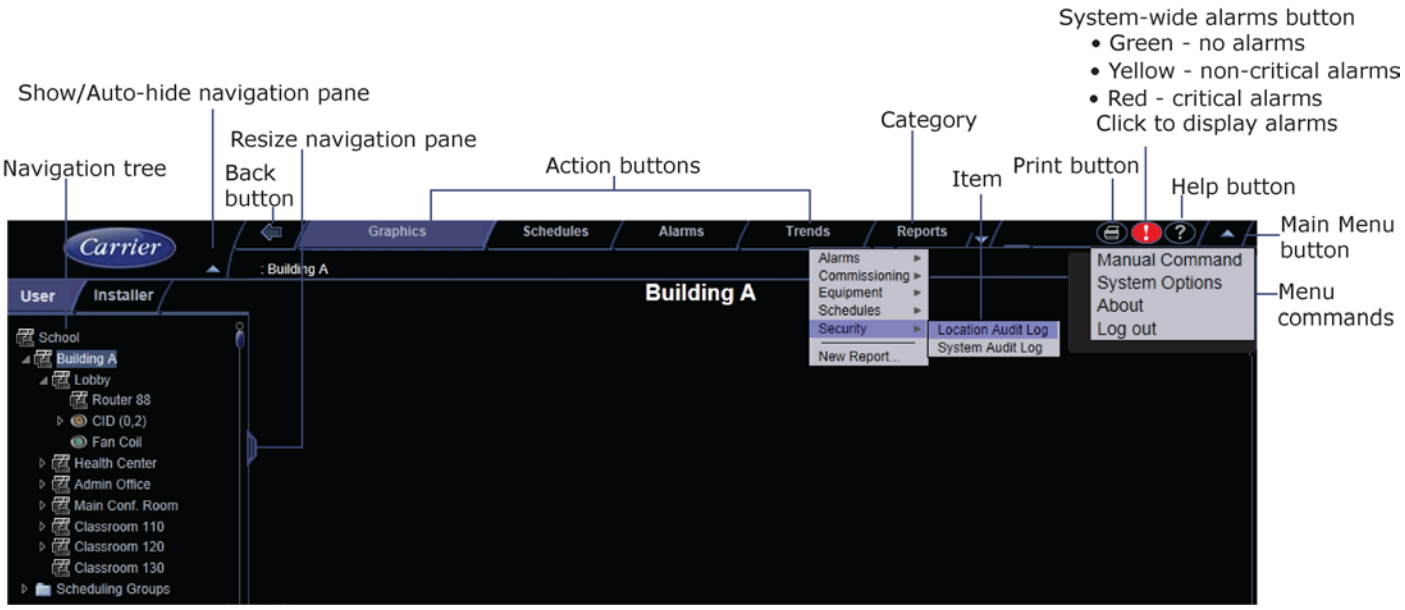
1 Click the **Main Menu** button , select **System Options** > **Operators** tab.

2 Add additional operators with appropriate access roles.

3 Keep a record of your additions and changes.

4 Click **OK** or **Apply**.

Getting to know the interface



NOTES

- After you log in, you will see the page defined as your starting location on the **My Settings** page. To change your opening page, see To change My Settings.
- Use only the i-Vu® interface to navigate; do not use the web browser's navigation buttons.
- Disable all popup blockers. **IE** > **Tools** > **Turn Off Popup Blocker**.
- Click on any tab to refresh the page.
- Roles and privileges control what an operator can see or do in the i-Vu® system. If you cannot see or do something that you read about in Help, ask your System Administrator to check your role and privileges.

Navigating the system

To navigate in the i-Vu® interface:

1 Select the item you want in the navigation tree.

2 Select the action buttons and their drop-down menus.

3 Use the tabs to filter the information further.

NOTE Use only the i-Vu® interface to navigate; do not use the browser's navigation buttons.

4 Click on any tab to refresh the page.

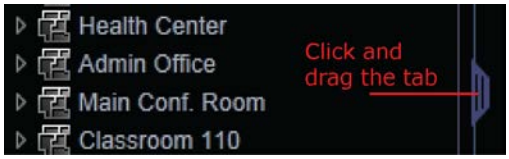
System Options

Click the **Main Menu** arrow in the upper right corner > and select **System Options** for the setup and maintenance of your system.

To show, hide, or resize the navigation tree

- Click

at the top of the navigation tree to hide or show the tree.
- Click and drag the tab on the right side of the tree to adjust its width.



- In the **Installer** view, click and drag the tab at the top of **Arrange User View** to adjust the height of the window.

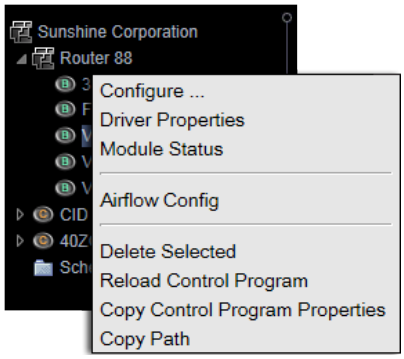
Zooming in and out

- To zoom in and out on the i-Vu® interface:
  - Hold down **Ctrl** and press + or -. Press **Ctrl+0** to return to 100%.
  - Hold down **Ctrl** while rolling your mouse wheel.
  - Use your web browser's zoom functions.
- If a graphic does not fit in the action pane, right-click it and select **Scale to Fit** to make it fit the action pane. Select **Scale to Fit** again to return the graphic to its original size.

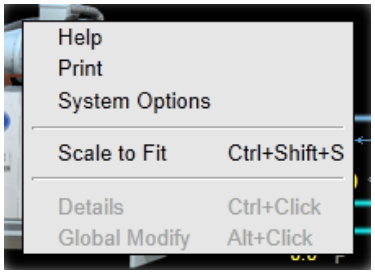
Using right-click menus

You can right-click the following items to select options:

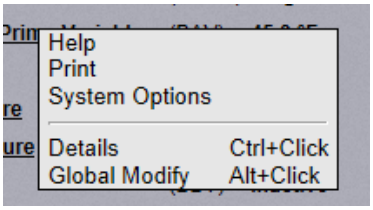
A tree item



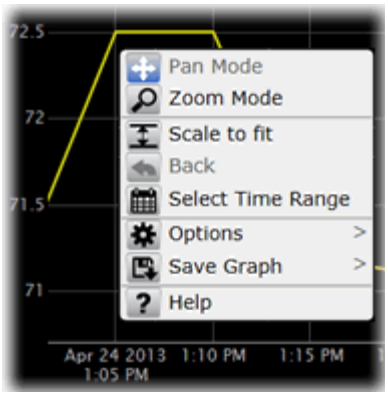
The action pane



A property



A trend



To print the action pane

Click to print the contents of the action pane. Set the print orientation to Landscape in the Print dialog box.

NOTE If you do not want to print the black background, in your browser's Internet Options dialog box, disable background printing.

Colors and status in the i-Vu® interface

The following colors indicate equipment status throughout the i-Vu® interface. These colors are visible in the zone color ovals on the graphic pages and in the setpoint graphics.

Color	Color Name	Status Code	Condition Indicated
	Purple	0 or 15	No communications
	Charcoal	14	In equipment—a device has stopped
	Coral	13	Error
	Red	2 or 9	Heating or cooling alarm
	Orange	8	Maximum cooling
	Dark blue	3	Maximum heating
	Yellow	7	Moderate cooling
	Light blue	4	Moderate heating
	Gray	1	Unoccupied/inactive
	White	10	Occupied/active
	Light green	6	Free cooling
	Green	5	Comfortable

Colors and setpoints

The color of the equipment color control indicates how much a zone's actual temperature differs from it's setpoints. Five conditions may affect a zone's thermographic color:

- Setpoint adjust
- Timed local override (TLO)
- Optimal start
- Demand level
- Hysteresis

In the examples below, a zone's heating occupied setpoint is 70° and its cooling occupied setpoint is 74°.

If you normally see...	when the zone temp is...	but...	then you will see...
green	72.5°	someone adjusts the setpoints (for example, with a **setpoint adjust** of two degrees, the new setpoints would be 68 and 72°)	yellow
gray	73° (unoccupied)	someone presses the **Override** button on a zone sensor to use the occupied setpoints	green

gray	77° (unoccupied)	the zone is in **optimal start** and is ramping up to its occupied setpoint in the few hours before occupancy	an occupied color
yellow	75°	the zone's electric meter is in **demand level** 2 with relaxed setpoints of 68 and 76°	green
green	73.5°	cooling began when the temperature rose above 74° and the temperature has not yet dropped beyond the 1° **hysteresis** (to 73°)	yellow

Schedules

Using schedules, your equipment can maintain one set of setpoints during occupied periods to provide comfort, and it can maintain a different set of setpoints during unoccupied periods to reduce energy consumption. Schedules are an i-Vu® system's most effective cost-saving strategy.

In the **User** view, you can apply a schedule to a single tree item or to a group of tree items.

When you apply a schedule to a tree item, the schedule affects equipment at and below the area or equipment where the schedule was added.

When you apply a schedule to a schedule group, the schedule affects all pieces of equipment in the group.

For example, a school board meets every third Tuesday of the month and uses the lobby, main conference room, break room, and restrooms. You can create a schedule group to control these different areas with a single schedule.

NOTES

- When multiple schedules affect a tree item, the net result is the *Effective schedule* (page 11).
- Do not include preheating or precooling time in your schedules. *Optimal Start* (page 30), another cost-saving strategy, automatically calculates and controls precise preheating and precooling routines.

To view schedules

1. Select a navigation tree item (site, area, or equipment).
2. Click **Schedules** > **View** tab.
3. Optional: Click a white **Effective** bar to view all the schedules that contribute to the resulting schedule. If the item has multiple schedules, the schedule closest to the **Effective** bar has the highest priority. You set a schedule's priority when you create the schedule.

NOTES

- When multiple schedules affect a single area or controller, the i-Vu® application sorts the schedules by priority - the higher the priority, the closer the schedule is to the bar. You set a schedule's priority when you add a schedule.
- You can also view schedules on the following detailed, printable schedule reports. These reports are accessible from the **Schedules** page > **Reports** tab or from the **Reports** button drop-down menu.

This report...	allows you to...
Schedule Instances	Find every schedule with its location that is entered at and below a selected tree item. This report can help you discover newly added and conflicting schedules.
Effective Schedules	View all equipment that may be scheduled and the net result of all schedules in effect for a selected date and time. See *Effective schedules* (page 11).

To print schedules

1 Select a navigation tree item and click the **Reports** .

2 Click **Schedules** > **Schedule Instances** or **Effective Schedules**.

3 Click **Run**, then click **PDF**.

This report...	allows you to...
Schedule Instances	Find every schedule with its location that is entered at and below a selected tree item. This report can help you discover newly added and conflicting schedules.
Effective Schedules	View all equipment that may be scheduled and the net result of all schedules in effect for a selected date and time.

To apply a schedule to equipment

Schedules in the i-Vu® application are typically based on zone occupancy.

1 In the User navigation tree, select the area or equipment you want to schedule .

NOTES

- To schedule all equipment in a specified area, select the area you want.
- You can schedule individual controllers from the Installer view, but you must be in the User view to schedule areas and routers

2 Click **Schedules**, then **Configure** tab.

3 Click **Add**.

4 Select a **Priority**. A schedule's priority determines whether affected zones will use occupied or unoccupied setpoints.

Select...	For...
Normal	A typical occupied period
Holiday	An unoccupied period that overrides a Normal schedule
Override	An occupied period that overrides a Holiday schedule

5 Select a **Type**. See table below.

6 Type a schedule name in the **Description** field.

7 Enter desired values in the fields below **Description**.

8 On the graph, change a time segment's **Start** and **End** times by doing one of the following:

- Click the segment, then type the times in the **Start** and **End** fields.
- Click and drag either end of the segment or the entire segment.

9 Optional: Click **Add Time Period** to add one or more segments to the schedule. Or, select a segment and click **Delete Time Period** to delete that segment.

10 Click **Accept**.

Select this Type...	To use the schedule...
Weekly	Every week on the specified days
Date	On a single, specified date
Date Range	Between 2 specified dates
Date List	On multiple, specified dates
Wildcard	According to a repeating pattern (For example, the second Tuesday of every month)
Continuous	Continuously between specified times on 2 separate dates
Dated Weekly	Weekly between a start date and an end date (For example, the summer break in the school year)

NOTES

- To automatically download all schedules that you create or change, go to **Main Menu** > **System Options** > **My Settings** and, under **Preferences**, select **Automatically download schedules on each change**. If you want to manually download schedules, clear the **Automatically download...** field and then see Downloading system changes to controllers.
- When you apply a schedule to an item on the navigation tree, the schedule affects that item and all children of that item. If you do not want an item to be affected by schedules from a higher level, select **Ignore Schedules above this level** on the **Schedules** > **Configure** tab.

To apply a schedule to a group of items

You must create a group, then add members (areas, equipment, or other groups) to the group before you can apply a schedule to it.

1 On the navigation tree, select **Scheduling Groups**.

Optional: If you have created folders to organize your groups, select the appropriate folder. See "To organize groups using folders" below.

2 Click **Add Group**.

3 Type a name for the new schedule group in the **Name** field.

4 Optional: Change the default **Reference name**. A group's reference name must be unique throughout the system.

5 Click **Accept**.

6 Click **Add Members to Group**.

7 On the **Members** page, select the areas, equipment, or other groups that you want to add to the group from the tree on the right. Use **Ctrl+click**, **Shift+click**, or both to select multiple items.

8 Click **Add**.

TIP Use the **Raise** and **Lower** buttons to reorder items in the **Members** list. Changing the order is for your viewing convenience and does not affect the system.

9 Click **Accept**.

10 You will see the question **Execute download now?**. Click **OK**.

11 Click the **Schedules** button, then **Configure**.

12 Add a schedule to the group. See *To apply a schedule to equipment* (page 8).

To organize groups using folders

You can create folders and sort your groups into them to organize the Schedule Groups tree. For example, a large school system that has a group for each school may want to create an Elementary School folder, a Middle School folder, and a High School folder, and put the appropriate groups in each folder.

To create folders and add groups to them:

1 On the **User** tree, select **Scheduling Groups**.

2 Click **Add Folder**.

3 Type a name for the new folder in the **Name** field.

4 Optional: Change the default **Reference name**.

5 Click **Accept**.

6 Repeat steps 1–4 for each folder that you want to add.

7 Do one of the following to add a group to a folder:

- If you have already created the group, drag and drop it into the appropriate folder in the tree on the **Scheduling Groups** page, then click **Accept**.
- Select the folder in the tree on the **Scheduling Groups** page, then click **Add Group** to add a new group inside the folder.

NOTE You can also add a folder to a folder, or drag and drop a folder into another folder.

To edit or delete a schedule

1 Do one of the following:

- On the navigation tree, select the tree item where the schedule was defined, then select **Schedules** > **Configure** tab.
- In the **User** tree, click **Scheduling Groups**, then select the group that has the schedule you want to edit or delete.

2 Select the schedule you want to edit or delete.

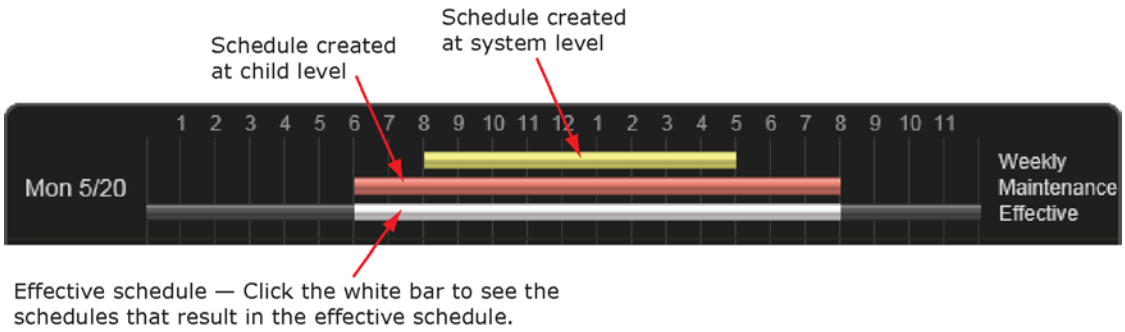
3 Edit the fields you want to change or click **Delete**.

4 Click **Accept**.

NOTE Expired dated schedules are automatically deleted from the database at 3:30 AM every day. But expired schedules remain in the controller until the next time schedules are downloaded to the controller.

Effective schedules

The effective schedule that you see on the **Schedules** > **View** tab can be the result of multiple overlapping schedules.



The following schedule features can influence an item's effective schedule.

Feature	Description
Hierarchy	A schedule applied to an item on the i-Vu® tree affects that item and all of its children. A child item's combined schedule could be the result of multiple schedules applied at different levels above it. To change a child item's combined schedule: • Add a schedule at the child that overrides the current schedule. See the *Priority* feature below. • Set the child to ignore the parent schedules. To do this, select the child item on the tree, then go to **Schedules** > **Configure**. Select the schedule, then click **Ignore Schedules above this level**. You can then add a different schedule for the child. Any schedule change that you make to an item affects it and all of its children.

<table>
<tr><th>Feature</th><th>Description</th></tr>
<tr><td>Priority</td><td>You must assign one of the following priorities to every schedule.

<table>
<tr><th>Use...</th><th>For...</th></tr>
<tr><td>Normal</td><td>A typical occupied period</td></tr>
<tr><td>Holiday</td><td>An unoccupied period that overrides a Normal schedule</td></tr>
<tr><td>Override</td><td>An occupied period that overrides a Holiday time</td></tr>
</table>

EXAMPLE For a school, you define:
• A Normal schedule that has it occupied every Monday–Friday, 6 am–5 pm
• A Holiday (unoccupied) schedule for the week of Spring Break
• An Override schedule on the first day of Spring Break from 9 am–1 pm for the cafeteria only where a teacher's meeting will be held.</td></tr>
<tr><td>Type</td><td>You must assign one of the following types to every schedule.*

Weekly
Date
Date Range
Date List
Wildcard
Continuous
Dated Weekly

See To apply a schedule to equipment (page 8) for a description of each type.

EXAMPLE For a school, you define the following 3 schedules:
• Full calendar year: Normal, Weekly, Monday–Friday, 6am–5pm
• Summer months: Holiday, Continuous, 12am June 1st –11:59pm August 31st
• Work days in summer months: Override, Dated Weekly, Monday–Thursday, 9am–2pm</td></tr>
</table>

Using the **Priority** and **Type** options, you can often accomplish the combined schedule you need in several different ways. For example, the combined schedule resulting from the 3 schedules described above for **Type** could also be accomplished with the following schedules:

School year: Normal, Dated Weekly, Monday–Friday, September 1st–May 31st, 6am–5pm

Summer months: Normal, Dated Weekly, Monday–Thursday, June 1st–August 31st, 9am–2pm

i-Vu® CCN schedules

There are 2 types of CCN schedules:

- 1 – 64 are local schedules that reside within the equipment
- 65 – 99 are network or global schedules, which are sent over a CCN network and received by controllers that contain network schedules

The i-Vu® application supports both local and global schedules.

Most CCN equipment is shipped with the default schedule of **64**. See exceptions below.

Equipment	i-Vu®'s default schedule number
Comfort Controller/UC/Expansion Controllers	0
Any controllers using a custom equipment file (*.equip) created with EquipmentBuilder	0
Gen III VVT, 48/50EJ (Conquest), FSM, CSM	1
All PICs	64

CAUTION! Confirm the actual schedule numbers that are used in the controller, as they may have been changed from their programmed default settings.

In order to utilize i-Vu® schedules, the i-Vu® schedule number must match the CCN schedule number at the controller. This can be set in the i-Vu® interface by selecting the equipment in the navigation tree and clicking **Schedules** > **CCN** tab. It is also accessible at the area or site level.

NOTE To reduce start-up labor on a retrofit project, existing network schedules can be used by the i-Vu® application. However, switching to local schedules allows for schedule retention after a power failure and local schedule maintenance tables.

If a controller uses a different schedule number, complete the following steps.

CAUTION! Failure to follow these steps may result in unexpected equipment operation.

1 On the navigation tree, select the controller.

2 Click the **Schedules** page, then **CCN** tab.

3 Adjust the following fields:

- **Schedule number** - enter the CCN schedule number in use at the controller.
- **Override time (optional)** - enter the number of minutes of the desired override and verify that the controller override time is greater than or equal to this number
- **Override group** - enter the number of the group, if you have established one

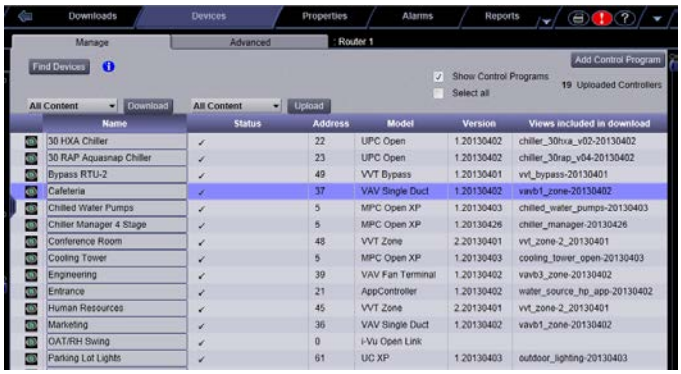
Working with equipment in the interface

You can view and adjust equipment operation from the following pages:

Devices pages

Select the system level on the navigation tree to view the Devices page, where you can:

- Upload source files or just parameters
- Download source files, schedules, parameters, or BBMD tables
- Check status and error messages
- View model, IP address, drivers, device ID
- Edit device names



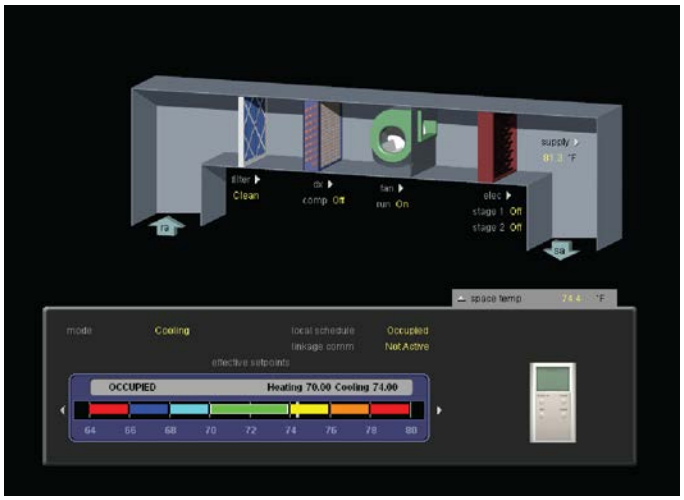
Graphics pages (page 15)

You can view and adjust your essential building controls on most Graphics pages.

Equipment drawings show the current status of mechanical equipment.

Adjust **setpoints** (page 27) on a Graphics page.

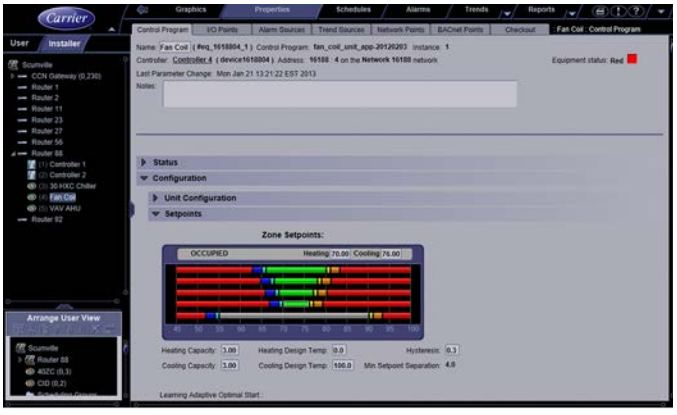
To upload a graphic from ViewBuilder, double-click the controller in the navigation tree or right-click and select **Configure**.



Property pages (page 18)

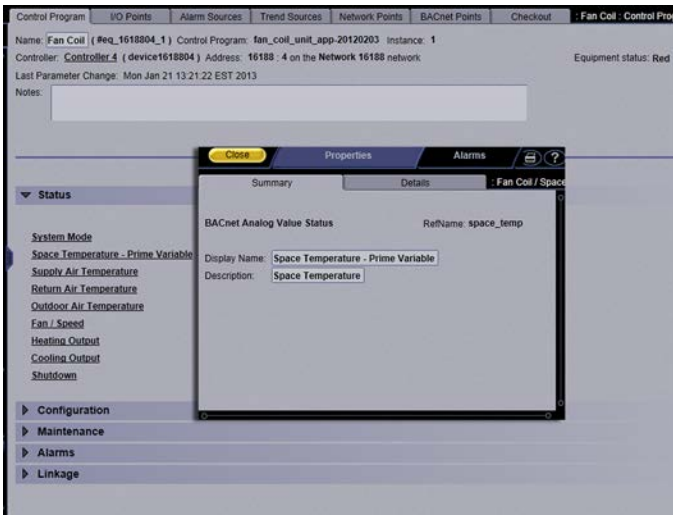
You can monitor and control point sources.

1. Select the equipment in the navigation tree.
2. Click **Properties** page > **Control Program** tab.
3. Expand the plus sign next to the desired table.



Properties/Microblock popups

Click a property or point to open the microblock popup to view and change details, including forcing or locking values.



Graphics pages

You can view and adjust your system from Graphics pages, which include navigation maps, floor plans, and equipment.

Some typical controls that may appear on a graphics page are:

- Button or switch to turn equipment on or off
- Input field to set a property value
- Drop-down list to select a state
- Interactive zone sensor to override an unoccupied schedule
- Setpoint graph to adjust setpoints
- Trend graph to view trend information
- Link to jump to another i-Vu® page or to the Internet

NOTES

- Right-click a value, then select **Details** to view and change properties in the microblock pop-up.
- Right-click a value, then select **Global Modify** (page 20) to view and change the property in other control programs.
- A yellow dashed box around a value indicates the value is locked or forced.

- If a graphic does not fit in the action pane, right-click it and select **Scale to Fit** to make it fit the action pane. Select **Scale to Fit** again to return the graphic to its original size.

To edit a graphic from the i-Vu® application in ViewBuilder

1. In the i-Vu® interface, double-click the controller in the navigation tree or right-click and select **Configure**.
2. Select appropriate options.
3. Click **Edit Existing** button under **Views.**
4. Click **Save** and place the file in an appropriate folder.
5. Open ViewBuilder.
6. Select **File** > **Open.** Browse to your saved graphic and click to open.
7. Edit and save with a new name - the original system name is locked and cannot be used for an edited graphic.

   NOTE Names are case sensitive and should not have spaces and/or special characters.

To upload a graphic in the i-Vu® interface

1. Double-click the controller in the navigation tree or right-click and select **Configure**.
2. Click the **Add New** button under **Views.**
3. Browse to your .view graphic file that you created in ViewBuilder.
4. Click **Continue**.
5. Click **Close** when message appears **File added successfully**.
6. Click **Close** again. The graphic should appear on your i-Vu® screen.

Field Assistant can **upload** and display multiple graphics (.views) that were downloaded to a controller. However, Field Assistant can only **download** a single .view to the controller. If you edit one of the .views and download to the controller, you will only download the edited .view. Information for the other .views are removed from the controller. You can reattach and re-download those .views from your system.

To control equipment using an interactive zone sensor

An equipment graphic may include an interactive zone sensor that provides you with the following control.

If the sensor is a...	You can...
ZS 	• Click ▲ to raise the setpoint or ▼ to lower the setpoint. • Click ⏻ to override the schedule and put the zone in an occupied state. To cancel an override, continue clicking ⏻ until the display shows 0. • See that the zone is in an occupied state when the green LED is lit.

SPT Standard, Plus, or Pro
 	
	• Click the **WARMER** or **COOLER** button to adjust the setpoint.
	• Click the **MANUAL** button to override the schedule and put the zone in an occupied state.
	• Click the **INFO** button to cycle through the following information:
	  • Outside air temperature, if enabled in the control program
	  • Override time remaining
	  • Heating setpoint
	  • Cooling setpoint
	• See the **Occupied/Unoccupied** state in the display.

SPT Pro-Plus
 	
	• Click the **WARMER** or **COOLER** button to adjust the setpoint.
	• Click the **MANUAL** button to override the schedule and put the zone in an occupied state.
	• Click the **INFO** button to cycle through information such as:
	  • Outside air temperature
	  • Override time remaining
	  • Heating setpoint
	  • Cooling setpoint
	• Click the **FAN** button to adjust the fan speed.
	• Click the **MODE** button to perform customer-specific functions.
	• See the **Occupied/Unoccupied** state in the display.

Properties pages

Properties pages are automatically generated from control programs. **Properties** pages show the status of a piece of equipment and the points/properties currently stored in it. See Checkout input and output, alarms, trends, and network points for details.

Use **Properties** pages to:

- View the status of a piece of equipment. See *Colors and status in the i-Vu® interface* (page 5).
- View or change the equipment point/properties currently stored in the controller.
- Commission equipment
- Set up Linkage.

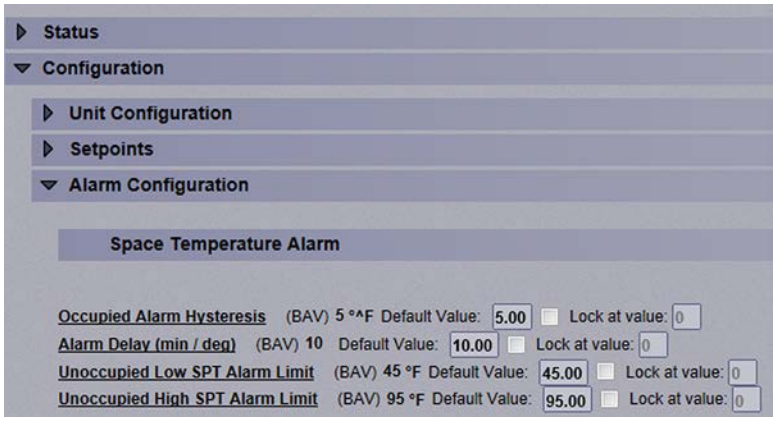
Refer to your individual controller's *Installation and Start-up Guide* for detailed explanations of the points/properties.

To view or edit properties on a Properties page

1 Select a controller on the navigation tree, click **Properties**, and then select the appropriate tab.

NOTE You must resolve any condition described in red text at the top of the page before a **Properties** page can obtain current information from its controller.

2 Click ▶ to show property details.



3 Do one of the following to change a property:

- Select or clear a checkbox
- Select an item on a drop-down list
- Change text in a text field

4 Click **Accept**.

NOTES

- Click the bold, underlined point name to open the editable microblock pop-up
- Right-click a value, then select **Details** to view and change properties in the microblock pop-up.
- Right-click a value, then select **Global Modify** (page 20) to view and change the property in other control programs.

- Use **Search/Replace** on the **Network Points** tab to replace a term in the point address with another address.
- For the legend of status colors, see *Colors and status in the i-Vu® interface* (page 5).
- A yellow dashed box around a value indicates the value is locked or forced.

Changing multiple microblock properties

Two i-Vu® features, **Global Modify** and **Global Copy**, allow you to view and change multiple microblock properties at the same time.

CAUTION Global Modify and Global Copy are convenient for making widespread changes in your system. But, because they do not take into account the operation of individual equipment, your changes could produce undesired results in your equipment or system operation. Use with caution because these features do not have an Undo function.

TIP Click to copy a microblock's reference path to the clipboard so you can paste it into another field or application.

To use Global Modify

Use the Global Modify feature to:

- View a microblock's full path, control program name, and the privileges required to change its properties.
- View or change a single property in several control programs at one time.
- View errors on Graphics and Properties pages.

1. Browse to any page that displays the property you want to view or change.
2. Right-click the property, then select **Global Modify**.
3. Make changes to the **Control Program** field, if needed.

   NOTES

   - Use wildcards in the **Control Program** field to broaden the search.
     For example:

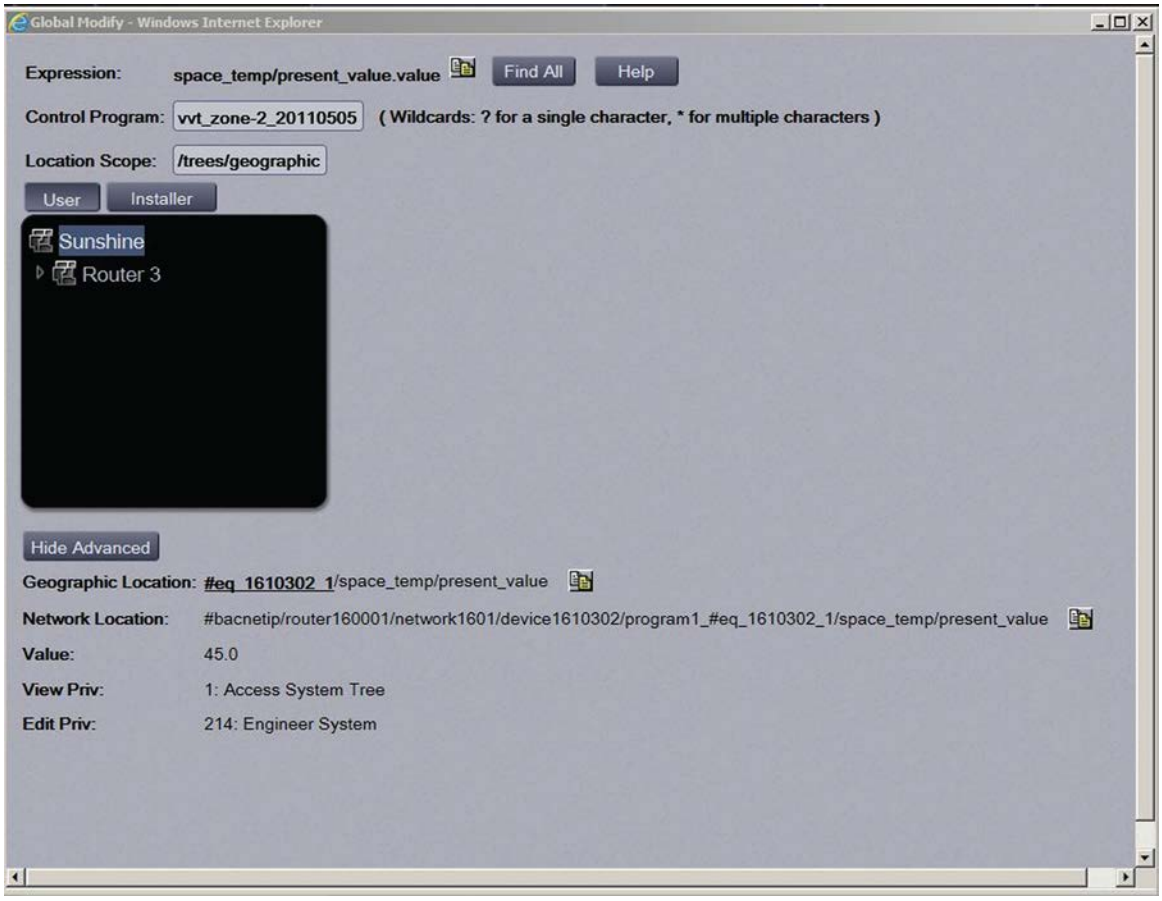
     `vav*` matches vav, vav**1**, vav**x**, vav**12345**

     `vav*z` matches vavz, vav**1**z, vav**x**z, vav**12345**z

     `vav*1*2` matches vav12, vav**abc**1**xyz**2

     `vav??` matches vav**11**, vav**12**, vav**zz**, but does not match vav, vav1, vav123

     `*` matches any control program
   - Click **Show Advanced** to view the location, value, and privileges associated with this property.



4 Select the tree item that you want to search under for every occurrence of that microblock in other control programs.

5 Click **Find All**.

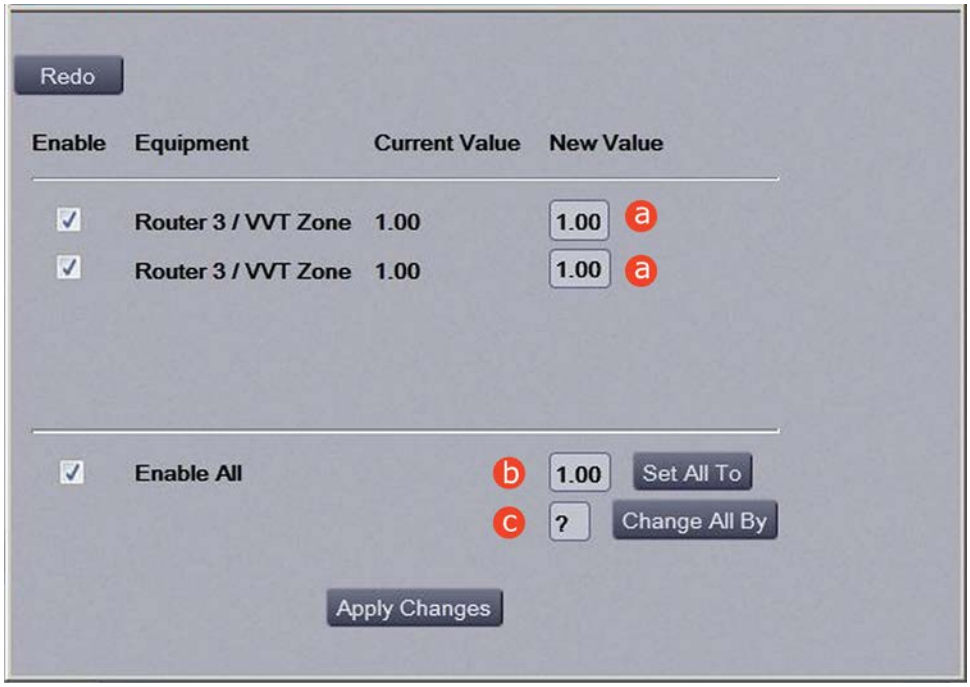
6 Select the properties in the list that you want to change.

7 Do one of the following:

a) Type a **New Value** to the right of each selected item.

b) Select **Enable All**, type a new value in b, then click **Set All To**.

c) Select **Enable All**, type a new value in c, then click **Change All By**.



8 Click **Apply Changes**.

NOTE To modify several properties in multiple control programs at the same time, use **Global Copy**.

To use Global Copy

Use **Global Copy** to copy any or all of the following from one control program to other equipment using the same control program:

- Embedded trend graph settings
- Custom trend graphs
- Custom reports
- Other editable properties to other pieces of equipment using the same control program.

1 On the navigation tree, right-click the piece of equipment that has the properties you want to copy, then select **Copy Control Program Properties**.

2 In the **Global Copy** dialog box, select the items that you want to copy.

3 Select the area on the tree containing similar control programs that you may want to copy these properties to, then click **Search**.

All instances at that level and below are listed in the expanded lower window.

4 Check or uncheck items as needed.

5 Do one of the following:

- Check **Skip bad values** to copy all values except a bad value (it cannot be copied because you do not have the necessary privilege, the property to be copied is undefined, etc.).
- Uncheck this field to prevent any values from being copied if a bad value is found.

6 Click **Apply Changes**, then close the **Global Copy** dialog box.

Checking controller status

On the i-Vu® navigation tree, you can select a router, site, or the system, and then click the **Devices** button to:

- *View the status of controllers* (page 23)
- View controller information such as address, model, driver, and .view files included in download
- *Download or upload to resolve a mismatch* (page 26)
- Troubleshoot network communication
- Download or upload files for Field Assistant

NOTES

- Use **Ctrl+click**, **Shift+click**, or the **Select All** checkbox to select multiple controllers.
- Click **Hold** to stop pending downloads or uploads. Active downloads or uploads cannot be stopped.
- Icons in the **Tasks** column indicate the following:

	Active—The i-Vu® application is downloading to the controller.
	Active—The i-Vu® application is uploading from the controller.
	Pending—You initiated the download, and the controller is waiting for its turn to download.
	Failed—The download failed. See If a controller fails to download.
	On Hold—Indicates you clicked **Hold** to stop a pending download.

- Click in the upper left-hand corner to view a log of activity on the **Devices** page in the current session. **Copy to Clipboard** lets you copy the text to paste it into another application.

Status messages

On the i-Vu® navigation tree, you can select a router, site, or the system, and select the Devices page to view the status of controllers. The **Status** column shows a description of the controller's current state. Hold your cursor over that description to see hover text with a more detailed description.

If multiple conditions exist, the i-Vu® interface displays the message with the highest priority.

The table below shows all possible messages. The message color indicates the following:

Black—In process
Red—An error occurred
Blue—Requires action from the user

i-Vu® Open routers/controllers

Status column message	Hover text message	Notes
Black messages:		
Downloading	The controller is downloading, communications may be disabled	
Uploading	The controller is uploading, communications may be disabled	
Pending	This controller is waiting to be processed.	
Processing Clipping	Clipping operation in progress. Do not make changes during this operation, as they may corrupt your system.	
Red messages:		
Communications Error	Cannot communicate with this controller.	
Connection Disabled	The connection for this controller has been disabled.	Occurs if someone stopped the connection.
Connection Error	The connection for this controller failed to start.	Occurs if the connection is misconstrues or failed to start.
Controller offline	The controller is offline.	This only appears for equipment controlling slave devices that it is unable to communicate with.
Download Failed	(Message depends on the cause of the failure.)	
Download Not Permitted	This controller is not permitted to download.	
Error	An unknown error has occurred.	
Missing Files	Upload failed. Server is missing the source files.	
Not Uploadable	This controller is not configured for content upload.	Occurs if you attempt to upload a controller with a pre-4.x driver.
Out of Service	This controller is out of service.	
Unsupported Controller	This controller does not support content upload.	
Upload Not Permitted	This controller is not permitted to upload.	
USB Unplugged	Cannot communicate with the controller because the USB cable is unplugged.	Applies only to the i-Vu® Standard and Plus applications.

Status column message	Hover text message	Notes
Blue messages:		
Controller Replaced	This controller has been replaced by another controller of the same type in the field.	4.x driver only
Download All Content	Please download all content to the controller.	
Download Parameters	To download parameters, highlight row and select **Parameters** from the Download Action menu and click **Download**.	
Download Schedule	To download schedules, highlight row and select **Schedules** from the Download Action menu and click **Download**.	
Driver Parameter Mismatch	Driver parameter differences detected. Upload parameters from the controller or download parameters to the controller.	
Network Ready for Upload	To upload this network, select the router in the tree and **Find Devices**.	
Parameter Mismatch	Control program parameter differences detected. Upload parameters from the controller or download parameters to the controller.	
Program Mismatch	Content differences detected. Upload all content from the controller or download all content to the controller.	4.x driver only
Unprogrammed Controller	Applies only to a programmable controller that does not have any control programs in it.	To add control programs, click **Add Control Program**.
Upload All Content	Please upload all content from the controller.	
General messages:		
✓	This controller is ok.	
Cancelled	The last operation on this controller was cancelled	

CCN controllers/equipment

Status column message	Hover text message	Notes
<blank>	This is a known control program from a previous discovery, but communications with it has not been attempted since the user logged in.	
✓	Successful rescan.	
Downloading	Downloading changes. Communications will resume shortly.	

New Control Program	A new controller was found at the scanned address and added to the system.	
New Version Applied	This controller's program or views have been updated with a newer version.	
Red messages:		
Communications Error	Cannot communicate with this controller.	
Download Failed	<The message is specific to the failure.>	
USB Unplugged	Cannot communicate with the controller because the USB cable is unplugged.	Applies only to the i-Vu® Standard and Plus applications.
Blue messages		
Classification Mismatch	The controller at this address was previously a Bridge routing to other controllers.	
Download All Content	Please download all content to the controller.	
Model Mismatch	The controller at this address is the wrong model.	
Rescan Required	A configuration change was made to this control program therefore a rescan is required to get the correct graphic and control logic components.	

To resolve a mismatch

A mismatch occurs when a value in a controller does not match the value in the i-Vu® database. Use either of the following methods to handle mismatches in your system.

When a mismatch occurs:

1. On the navigation tree, select the controller's router.
2. Click **Devices** > **Manage** tab, select a controller with a mismatch.
3. Do one of the following
   - Click **Upload** to upload parameters from the controller to the i-Vu® database.
   - Click **Download** to download parameters from the i-Vu® database to the controller.

   NOTE Click the mismatch message in the **Status** column to view details.

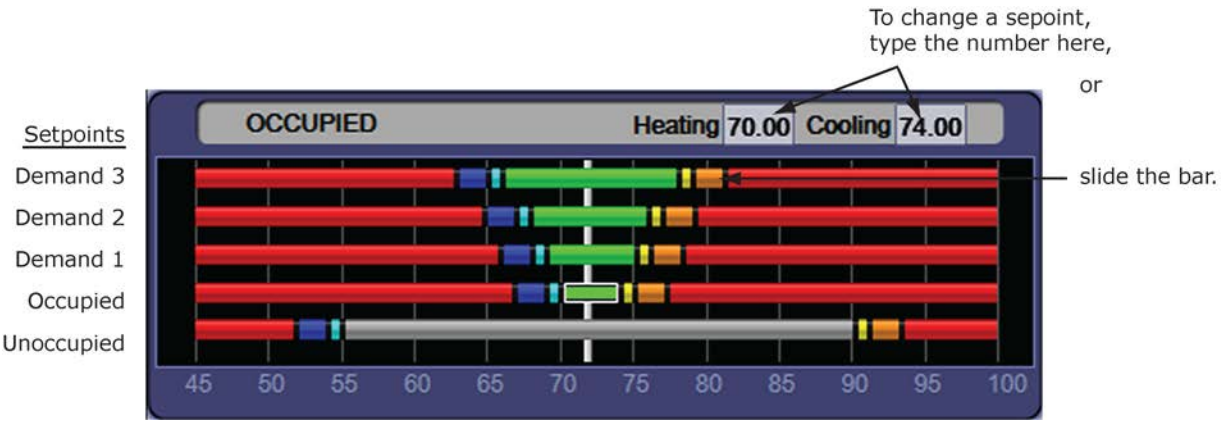
Managing setpoints

The **Setpoint** graphic shown on a standard equipment graphic indicates the base setpoint values (Occupied High/Low, Unoccupied High/Low). The i-Vu® application reads these values back periodically, typically within 10 seconds. The timing can vary based on network traffic, the number of controllers in the database, and several other variables. Setpoints that are changed in the field via another user interface are displayed in the i-Vu® interface as soon as they are detected.

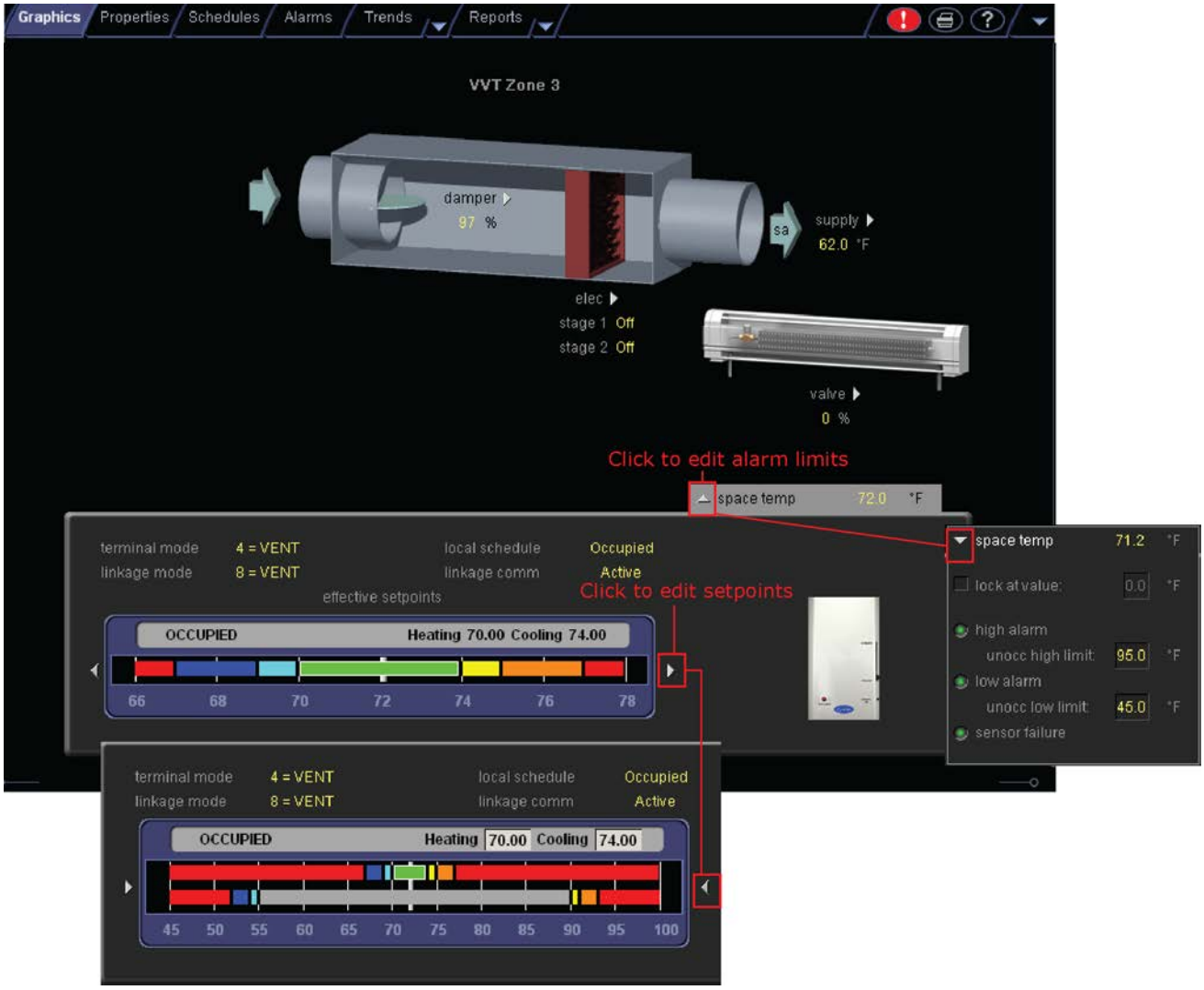
You can, at any time, change the setpoints from i-Vu® graphics by using the slider or by entering numeric values directly. Updated setpoints are transmitted to the controller when you **Accept** the changes. Setpoints can also be changed on the **Properties** page > **Control Program** tab > **Space Temperature and Setpoints**. or **Configuration** > **Setpoints**.

NOTE Power and Standard operators may only edit **Occupied/Unoccupied** and **Heating/Cooling** setpoints. They cannot edit **Demand** levels or more detailed setpoint parameters.

The various color bars indicate adherence to or deviation from the setpoint. You can change the current default settings for setpoint deviation. Select a color band on the setpoint graph to see the current setpoints in the **Heating** and **Cooling** fields. The values in this graphic are Fahrenheit. See setpoint descriptions below.



Color		Condition
	Green	Temperature is within the Occupied Low and High Setpoint
	Grey	Temperature is within the Unoccupied Low and High Setpoint
	Light Blue	Temperature is less than 2°F below the Occupied Low Setpoint
	Dark Blue	Temperature is more than 2°F below the effective Low Setpoint but less than 4°F below the effective Low Setpoint
	Yellow	Temperature is less than 2°F above the effective High Setpoint
	Orange	Temperature is more than 2°F above the effective High Setpoint but less than 4°F above the effective High Setpoint
	Red	Temperature is more than 4°F above or below the effective setpoints



Setpoints

- **Programmed setpoints** are set and changed by operators.
- **Effective setpoints** reflect the impact of other system conditions on the programmed setpoints, such as setpoint adjustments, and hysteresis. Effective setpoints control the equipment.

To change programmed setpoints:

1 Navigate to a setpoint control in one of the following places:
   - **Properties** page > **Control Program** tab > **Configuration** > **Setpoints**
   - A **Graphics** page

2 Make changes on a programmed setpoint bar by:
   - Clicking and dragging the segment or the gap between segments
   - Typing new values in the **Heating** and **Cooling** fields

3 Click **Accept**.

Demand Control

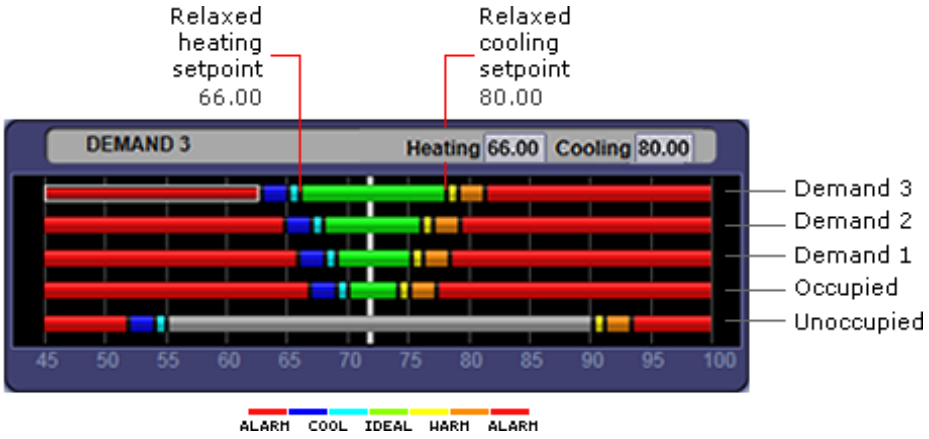
Demand Control is a cost-saving strategy that saves energy while maintaining comfort in the following ways:

- Controlling energy use to avoid peak demand, ratchet, or time of use utility charges
- Maintaining ventilation at relaxed setpoints rather than shutting down equipment (as with load shedding or duty cycling)

Before you can use Demand Control effectively, you must:

- Obtain details regarding past energy usage and peak demand, ratchet, and time of use charges from your energy provider.
- Understand the demand profiles of the zones you are controlling.

Demand Control can be customized at the zone level. For example, you may relax the setpoints in some zones, like break rooms and closets, by a few degrees, but you may not want to relax setpoints in computer rooms at all.



To define Demand Control properties

1 On the navigation tree, select the electric meter.

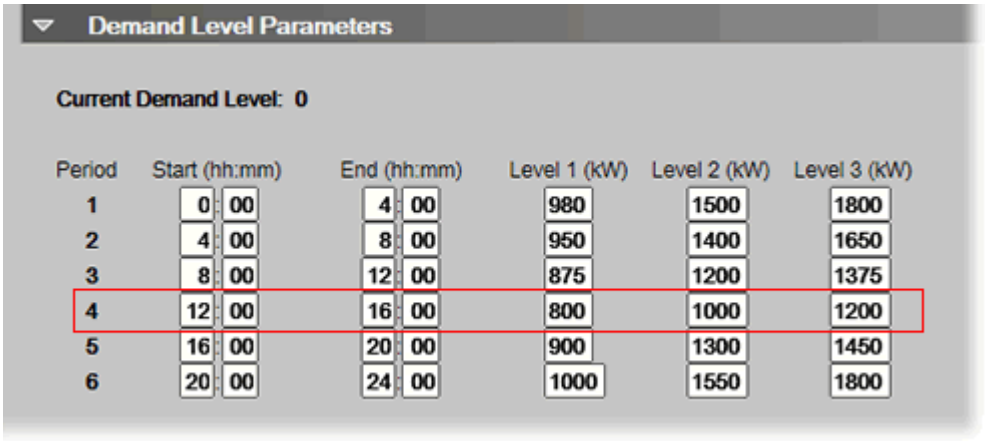
2 Select **Properties** > **Control Program** and expand the **Demand Level Parameters** section.

3 Type the **Start** and **End** time to define the time period that you want demand control to be in effect for this zone.

4 Type kilowatts per hour (kW/hr) in the **Level** columns to define the amount of power that the demand must exceed before the i-Vu® system calls for a higher demand level.

NOTE Levels are defined in the electric meter control program in the Snap application. You can test the Demand Levels by locking the meter to a value.

In the example below, during Period 4, defined as 12:00 (noon) to 16:00 (4:00 p.m.), if the demand exceeds 800 kW/hr, the i-Vu® system will use Demand Level 1 setpoints. If the demand exceeds 1000 kW/hr, the i-Vu® system will use Demand Level 2 level setpoints and so on.



Configuring Optimal Start

Enable and configure Optimal Start on the **Properties** page > **Control Program** tab > **Configuration** > **Setpoints**. Your control program could be configured for **Optimal Start** or for both **Optimal Start** and **Optimal Start Type**.

NOTES

- The **Optimal Start** options depend on the revision date of the control program in your controller.
- Optimal Start is automatically disabled when **Properties** > **Control Program** > **Maintenance** > **Occupancy** > **BAS On/Off** is set to either **Unoccupied** or **Occupied**.

Optimal Start

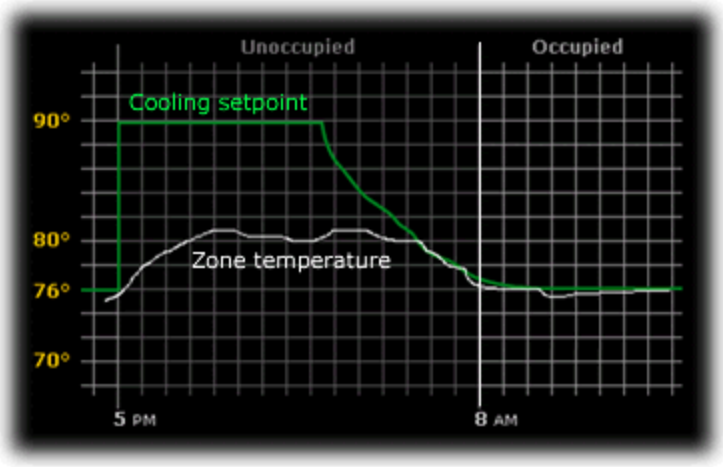
Optimal Start adjusts the effective setpoints to achieve the occupied setpoints by the time scheduled occupancy begins.The Optimal Start recovery period may begin as early as 4 hours prior to occupancy. The algorithm works by moving the unoccupied setpoints toward the occupied setpoints. The rate at which the setpoints move is based on the outside air temperature, design temperatures, and capacities.

The following conditions must be true for optimal start to operate:

- On the **Properties** page > **Control Program** tab > **Configuration** > **Setpoints** > **Optimal Start**, the **Default Value** must be set greater than **0** and less than or equal to **4** (**0.00** disables **Optimal Start**).
- The system is unoccupied

NOTE If the Open controller does not have a valid outside air temperature, then a constant of 65° F is used. This value is not adjustable.

The actual equation that the controller uses to calculate **Optimal Start** is nonlinear. An approximation of the result is shown below.



To change **Optimal Start** settings:

1 In the navigation tree, select the equipment that you want to change.

2 Select **Properties** page > **Control Program** tab > **Configuration** > **Setpoints**.

Optimal Start Type

If you have **Optimal Start Type**, you must choose from the following:

- **None**
- **Temperature Compensated Optimal Start**
- **Learned Adaptive Optimal Start**

To select the method used to change from unoccupied to occupied setpoints:

1 In the navigation tree, select the equipment that you want to change.

2 Click **Properties** page > **Control Program** tab > **Configuration** > **Setpoints**.

3 Select option from the **Optimal Start Type** drop-down list.

4 See below to make further adjustments.

None – The unit will not start to control to the occupied setpoints until the unit goes into an occupied mode. Setpoints do not ramp, but change immediately from unoccupied to occupied values. When you select **None**, you must set all Learning Adaptive Optimal Start transition factors, identified by their themographic color, to 0. These are located directly above the **Effective Set Points** graph.

Temperature Compensated – The unit changes to occupied setpoints at some time prior to the occupied time, not to exceed the hours you set for **Optimal Start**. The start time is determined by the current error between space temperature and the appropriate heating or cooling setpoint. At that time, the setpoints do not ramp, but change immediately from unoccupied to occupied values. When selecting **Temperature Compensated**, you must set all Learning Adaptive Optimal Start transition factors, identified by their thermographic color to 0. These are located directly above the **Effective Set Points** graph.

When selecting **Temp Compensated**, you can adjust the following:

- **Heat Start K factor (min/deg)** – If **Optimal Start Type** is **Temp Compensated**, this is the time in minutes per degree that the equipment starts before the occupied period when the space temperature is below the occupied heating setpoint (including any setpoint offset).
- **Cool Start K factor (min/deg)** – If **Optimal Start Type** is **Temp Compensated**, this is the time in minutes per degree that the equipment starts before the occupied period when the space temperature is above the occupied cooling setpoint (including any setpoint offset).

  NOTE The default value for the above is 15.00 and the range is 0 to 99.

Learning Adaptive Optimal Start – This function gradually adjusts the unoccupied setpoints over a specified period of time to achieve the occupied setpoint by the time scheduled occupancy begins. This learning adaptive algorithm uses the **learned heating capacity** and **learned cooling capacity** values to calculate the effective setpoints prior to the occupied start time. The algorithm calculates a learned cooling and heating capacity during the previous unoccupied time. Set the **Learning Adaptive Optimal Start** recovery period from 1 to 4 hours in **Optimal Start**. When the **Learning Adaptive Optimal Start** routine runs, adjustments are based on the color that is achieved when occupancy begins. Adjustment amounts are defined in the thermographic color fields located directly above the **Effective Setpoints** graph under **Setpoints**.

EXAMPLE The heating capacity for a zone is 5° per hour (default). When the zone becomes occupied, the zone temperature is 1° below the occupied setpoint, indicating a need for additional heat. Because the zone temperature was low by 1°, the learned heating capacity is decreased by the value entered in the **LtBlue** thermographic color field (0.0600 default). As a result, the learned heating capacity is adjusted to 4.94° for the next optimal start period. Since the algorithm has calculated that the equipment has less capacity to bring the temperature to setpoint within the configured recovery period, the setpoint adjustment begins sooner in the next unoccupied period.

To change the adjustment values in the **Learning Adaptive Optimal Start** routine:

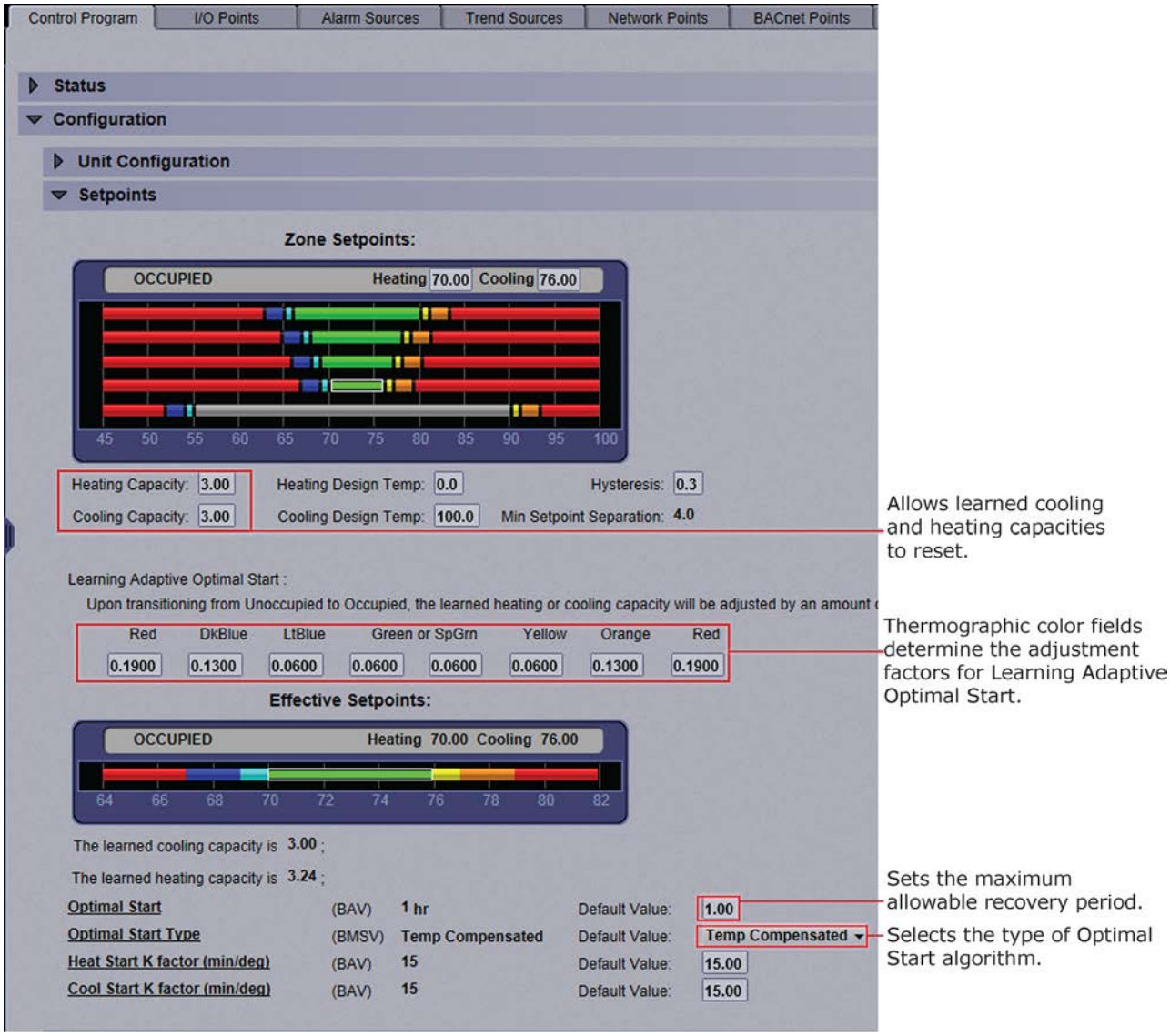
1 In the navigation tree, select the equipment that you want to change.

2 Click **Properties** page > **Control Program** tab > **Configuration** > **Setpoints**.

3 Adjust the color fields between the Zone Setpoints graph and the the **Effective Setpoints** graph.

When you determine that no further start time optimization is required, you can disable **Heating** and **Cooling Capacity** adjustments by setting the color field values to 0.0.

You can reset the learned heating and cooling capacities by entering a value into either the **Heating Capacity** or **Cooling Capacity**, located beneath the **Zone Setpoints** graph.



CAUTION When using **Learning Adaptive Optimal Start**, be sure that all equipment is properly maintained so that your system does not “learn” to compensate for dirty filters or loose fan belts.

Monitoring and controlling equipment

You can monitor and control your equipment from:

- The Open controller's **Properties (page 18)** pages
- The CCN controller's **Properties** (page 18) pages and the tables that are available when you expand the categories under the controller in the navigation tree
- *The equipment graphic* (page 15) (if applicable)

To lock a BACnet point or value

You can lock certain editable parameters to a specified setting from the **Properties** page or microblock popup.

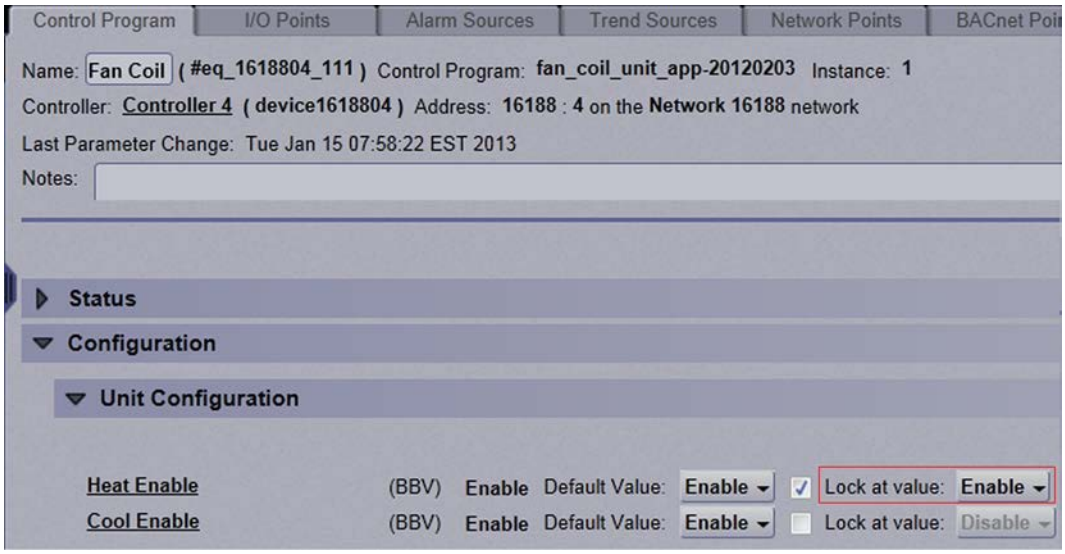
1 Select the **Lock** checkbox.

2 Type the value you want to send to the controller.

3 Click **Accept**.

NOTE Locked values are indicated by a dashed yellow line on graphics.

On **Properties** page > **Control Program** tab, click ▶ to locate the point you wish to lock.



On the microblock popup:

1. Click on the underlined **Name** or **Reference Name** of the point on any of the **Properties** tabs to open the point/properties details popup.

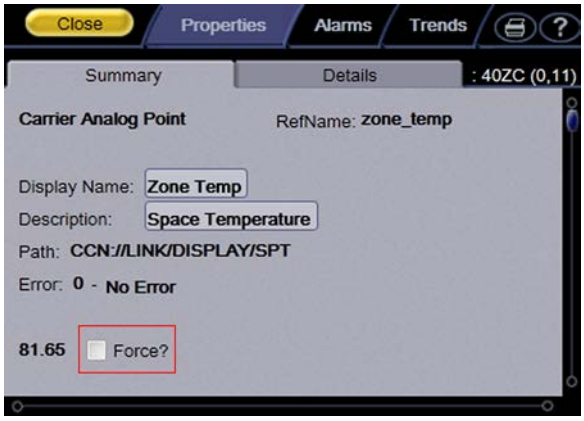
2. Click **Properties** page > **Details** tab to lock a value.

To force a CCN point value

You can force certain editable point values to a specified setting from:

- Equipment tables - click ▶ next to the equipment to expand tables
- A graphic - hold down Ctrl and, using your mouse, click on the point value on the graphic. A microblock popup appears.
- Properties pages

Forced values are indicated by a dashed yellow line on graphics.



1 Select the **Force** checkbox.

2 Type the value you want to send to the device.

3 Click **Accept** or **Apply**.

Working with drivers in the i-Vu® interface

You can make the following changes to a driver in the i-Vu® interface.

- Change or upgrade a driver. See topic below.
- Reload a driver if it becomes corrupt (for example, a driver page is missing). On the i-Vu® navigation tree, right-click the controller or driver, then select **Reload Driver**. Reloading updates all instances of the driver throughout the system and marks the controller(s) for an All Content download. Changes you made on the driver pages in i-Vu® remain in effect.

After you make these changes, you must download All Content to the affected controller(s).

To view or change a driver

To view the driver

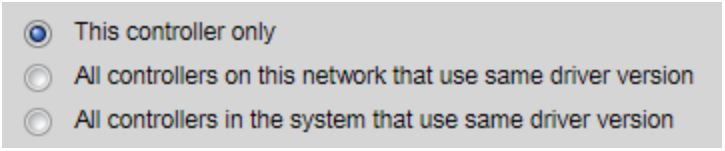
- In the Installer view, select the router in the navigation tree and select **Devices** > **Advanced** tab.
- From Installer or User view, right-click the controller in the navigation tree and select **Driver Properties**.

To change a driver

1 From Installer or User view, right-click the controller in the navigation tree and select **Driver Properties**.

2 Select the **Properties** page, **Update** tab.

3 In the **Controller** section, if other controllers in the system use this driver, select which controllers you want to change.



4 Do one of the following:

If the driver is...	
In the **Driver Version** drop-down list	a. Select the driver. b. Click **Accept**.
Not in the **Driver Version** drop-down list	a. Click **Add**. b. Browse to select the driver. c. Click **Open**. d. Click **Continue**. e. Click **Close**. f. Click **Close** again.

5 You can continue and also change the screen file, or, if finished, Download All Content to the controller.

6 See *Update the equipment library* (page 50) for details on implementing a new library version of drivers and screen files.

CAUTION Selecting the **Delete Unused** button permanently removes the files from the database.

To change a screen file

1 If other controllers in the system use this screen file, select which controllers you want to change.

2 Do one of the following:

If the Screen file is...	
In the **Screen file** drop-down list	a. Select the screen file. b. Click **Accept**.
Not in the **Screen file** drop-down list	a. Click **Add**. b. Browse to select the screen file. c. Click **Open**. d. Click **Continue**. e. Click **Accept**..

3 Download All Content to the controller.

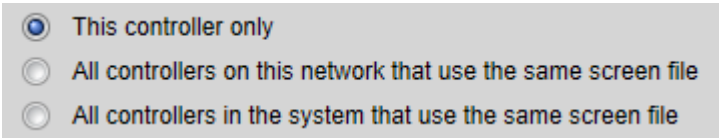
Working with touchscreen or BACview® files in the i-Vu® interface

To use a touchscreen device or BAC*view*® to view or edit a controller's property values, you must download a screen file (.touch, .bacview, .S37, or.kpd) to the controller. The screen file is typically downloaded with the initial download to the controller, but you can select a different file in the i-Vu® interface.

To select a different screen file

1 On the i-Vu® navigation tree, right-click the controller, then select **Driver Properties** > **Update** tab.

2 If other controllers in the system use the current screen file, select which controllers you want to change.



3 Do one of the following:

If the screen file is...	
In the **Screen file** drop-down list	Select the file. Click **Accept**.

If the screen file is...	
Not in the **Screen file** drop-down list	Click **Add**. Browse to select the screen file. Click **Open**. Click **Continue**. Click **Close**. Click **Close** again.

4 Download All Content to the controller.

NOTE You can click **Delete Unused** in the **Screen File** section to delete all unused screen files.

To edit a screen file on an i-Vu® client

On an i-Vu® client, you can get a copy of a screen file from the server, edit it, then put it back on the server.

To get the screen file

1 On the i-Vu® navigation tree, right-click the controller that uses the screen file, then select **Driver Properties** > **Update** tab.

2 Under **Screen File**, click **Edit**.

3 Click **Save as.**

4 Browse to the folder you want to put the file in.

5 Click **Save**.

6 Click **Close**.

To put the edited file back on the server

1 On the i-Vu® navigation tree, right-click the controller that uses the screen file, then select **Driver Properties** > **Update** tab.

2 Under **Screen File**, click **Add**.

3 Browse to select the file.

4 Click **Open**.

5 Click **Continue**.

6 Click **Close**.

7 Click **Close** again.

Using Alarms, Trends, and Reports

Consult the i-Vu® Help for detailed information on:

- Setting up and using **Alarms**
- Viewing and customizing **Trends**
- Running standard reports and creating custom **Reports**

Setting up i-Vu® client devices and web browsers

The i-Vu® system can be viewed on the following client devices and web browsers.

A computer [1] with this operating system	**Web browser**	
Windows®	Google™ Chrome™ v23.0 or later [2]	
	Internet Explorer® v8, v9, v10, or v11 Desktop	
	Mozilla® Firefox® v21.0 or later	
Linux®	Google Chrome v23.0 or later	
	Mozilla Firefox v21.0 or later	
Mac® OS X® (Apple® Mac only)	Safari® v6 or later [3]	
	Google Chrome v23.0 or later	
	Mozilla Firefox v21.0 or later	
A tablet with this operating system	**Web browser**	**Tested tablets [4, 5]**
iOS	Safari v6 or later	Apple® iPad®
Windows® RT	Internet Explorer® 10/11 or Metro-style Internet Explorer® 10/11	Microsoft® Surface
Windows® 8 or 8.1 Pro	Internet Explorer® 10/11 or Metro-style Internet Explorer® 10/11	Microsoft® Surface™ Pro
Android™	Google™ Chrome™ v23.0 or later	Google™ Nexus™ 7 and 10

1 The i-Vu® client computer should have at least:
- Dual core processor
- 1.5 GB RAM
- Communications link of 10 Mbps or higher

The i-Vu® application will work with slower computers and slower links, but the results may not be satisfactory.

2 Best performance

3 Best performance except under the following conditions:

WARNING A Mac Mini or a MacBook running Mountain Lion 10.8.x with an integrated Intel HD 4000 graphics card will experience display issues. Use one of these workarounds for better performance:

- If an additional NVIDIA graphics card is available, manually switch the graphic card setting in Mac OS X to use that card.
- Use Google Chrome v23.0 or later.

4 Most of the tablets listed do not support plug-ins (Java Runtime Environment, Flash, PDF reader, etc.) so some i-Vu® add-on applications and other features may not work. The Surface Pro with IE 10 Desktop does support plug-ins.

5 Touch functionality on tablets not tested by Carrier may or may not work with i-Vu®. Use at your own risk.

Setting up and using a computer with the i-Vu® system

- Set the monitor's screen resolution to a minimum of 1024 x 768 with 24- or 32-bit color quality
- You may want to disable the computer's navigation sounds.

Mac only

NOTE The instructions below are for a Mac OS X 10.8. Other versions may vary slightly. See your computer's Help if necessary.

Computer settings	To change setting...
Enable right-clicking to see right-click menus:	
On a Mac	**1** Select **System Preferences** > **Mouse**. **2** Click the drop-down list that points to the mouse's right-click button, then select **Secondary Button**.
On a MacBook	**1** Select **System Preferences** > **Trackpad**. **2** Enable **Secondary click**.

The instructions in Help are for a Windows computer. For instructions that include the **Ctrl** key, replace **Ctrl** with **Command**. For example, replace **Ctrl+click** with **Command+click**.

Linux only

The instructions in Help are for a Windows computer. **Alt+click** on a Windows computer is accomplished by **Ctrl+Alt+click** on a Linux computer.

Using a tablet with the i-Vu® system

You can view your i-Vu® system on tablets that have the following operating systems and web browsers, but some functionality may be changed or limited. Issues with each tablet are discussed below.

Tablet operating system	Web browser	Tested tablet*
iOS	Safari® v6 or later	Apple® iPad®
Windows® RT	Internet Explorer® 10 or Metro-style Internet Explorer® 10	Microsoft® Surface
Windows® 8 or 8.1 Pro	Internet Explorer® 10/11 or Metro-style Internet Explorer® 10/11	Microsoft® Surface™ Pro
Android™	Google™ Chrome™ v23.0 or later	Google™ Nexus™ 7 and 10

* Touch functionality of tablets not tested by Carrier may or may not work with i-Vu®. Use at your own risk.

All tablets

- To access the right-click menu for:
  - The action pane–Touch and hold the item for several seconds.
  - A tree item–Select the item first, then touch and hold the item for several seconds.
- Audible alarms do not generate a sound.
- Firefox currently has many problems supporting touch gestures on tablets.
- To clear the browser's cache, see *Setting up and using a web browser to view the i-Vu® interface* (page 43).

iPad

- Double-tap to zoom in/out.
- The **Jump To** feature does not work in Safari® on an iPad® due to way Safari handles JavaScript on secondary tabs.
- A i-Vu® feature that opens a pop-up window on a computer (for example, Global Modify) will open in a new tab in Safari.

  NOTE Some of these features will present the message **This site is attempting to open a pop-up window**. Select **Allow** to continue.
- iOS restricts access to a file system so i-Vu® features that upload or download files on a computer client are disabled on an iPad. This applies to the following configuration features:
  - **Configure** > **Edit Existing** or **Add New** (views, control programs, screen files, drivers)
  - **Import clipping**
  - **System Options** > **General** > **Source Files** > **Export** or **Import**
  - **System Options** > **General** > **Logs** > **Download**
  - **System Options** > **Security** > **Permissions** > **Add**
  - **System Options** > **Daylight Saving** > **Import**
  - **System Options** > **Add-ons** > **Install Add-on**
  - **System Options** > **Update** (patches, service packs, drivers, language packs, graphics libraries, help)
  - Reports saved as XLS
- iOS does not support plug-ins (Java Runtime Environment, Flash, etc.) so some i-Vu® add-on applications will not work on an iPad.

Microsoft Surface and Surface Pro

- Pinch-zoom works on individual frames, instead of the whole screen. This means you can zoom and scroll the navigation pane and action pane separately.
- The Surface RT and IE 10 or 11 Metro do not support plug-ins (Java Runtime Environment, Flash, PDF reader, etc.) so the following features will not work.
  - Some i-Vu® add-on applications
  - The **Reports** page **PDF** button

  You can use the Surface Pro with IE 10 or 11 Desktop if you need these features.
- If browser text is too small, use **Ctrl +** to increase Internet Explorer's zoom level, then reload the page.

Google Nexus

- The Nexus does not support plug-ins (Java Runtime Environment, Flash, PDF reader, etc.) so the following features will not work.
  - Some i-Vu® add-on applications
  - The **Reports** page **PDF** button

Setting up and using a web browser to view the i-Vu® interface

To set up and use Internet Explorer

NOTES

- The instructions below are for Internet Explorer 9. Other versions may vary slightly. See your web browser's Help if necessary.
- If the menu bar is not visible, right-click on the window's header, and then select **Menu bar**.

Web browser settings	**To set in Internet Explorer...**
Accept First-party and Third-party cookies	**Tools** > **Internet Options** > **Privacy** > **Advanced** button
Automatically check for newer versions of stored pages	**Tools** > **Internet Options** > **General** > **Browsing history** > **Settings** button
Load ActiveX Control	**Tools** > **Internet Options** > **Security** > **Custom Level** button. Under **ActiveX controls and plug-ins**, set the following: • **Download signed ActiveX controls** > **Prompt** • **Download unsigned ActiveX controls** > **Disable** • **Run ActiveX controls and plug-ins** > **Enable** • **Script ActiveX controls marked safe for scripting** > **Enable**
Select Play animations in web pages	**Tools** > **Internet Options** > **Advanced** > under **Multimedia**
Do not save passwords if the computer is used by multiple operators	**Tools** > **Internet Options** > **Content** > **AutoComplete** > **Settings** button
Disable all the options on the Explorer Bar	**View** > **Explorer Bars**
Disable web browser's pop-up blockers	**Tools** > **Pop-up Blocker** > **Turn Off Pop-Up Blocker**
Disable external toolbar pop-up blockers	Varies
Hide the web browser's toolbars	**View** > **Toolbars**

To...	Do the following...
Maximize the web browser window	Press F11 on your keyboard to turn full-screen mode on\off, or use the minimize/maximize button in the top right corner of the browser window.
Have 2 different users logged in to the i-Vu® system on the same computer	Start a new web browser session. Select **File** > **New Session**.
Clear browser cache	1 Select **Tools** > **Internet Options**. 2 Click **Delete**. 3 If you had the i-Vu® system saved as a Favorite, uncheck **Preserve Favorites website data**. 4 Click **Delete** again.

To set up and use Mozilla Firefox

NOTES

- The instructions below are for Mozilla® Firefox® v21.0 on a Windows operating system. Other versions may vary slightly. See your web browser's Help if necessary.
- For the first two items in the table below, Linux instructions are in parentheses. All other instructions are the same for Windows and Linux.
- If the menu bar is not visible, click

in the top left corner, and then select **Options** > **Menu bar**.
- If a message appears in the i-Vu® interface that includes the checkbox **Prevent this page from creating additional dialogs**, DO NOT check this box.

Web browser settings	To set in Firefox...
Disable Pop-up blocker	**Tools** > **Options** > **Content** > uncheck **Block pop-up windows** (In Linux: **Edit** > **Preferences** > **Content**)
Enable JavaScript	1 Select **Tools** > **Options** > **Content** > **Enable JavaScript.** (In Linux: Select **Edit** > **Preferences** > **Content**) 2 Click the **Advanced** button to the right of **Enable JavaScript**, then verify the following options are checked: • **Move or resize popup windows** • **Raise or lower windows** • **Disable or replace context menus**
Add-ons Manager	Select **Tools** > **Add-ons**. On this page, you can enable/disable installed add-ons such as: • Adobe® Acrobat® Reader (to view PDF's) • QuickTime Plug-in (to play audible alarms) Only installed Firefox add-ons will show up in the list.

To...	Do the following...
Maximize the web browser window	Press F11 on your keyboard to turn full-screen mode on\off.
Clear browser cache	Select **Tools** > **Options** > **Advanced** > **Network** > **Cached Web Content** > **Clear Now.**
Have 2 different users logged in to the i-Vu® system on the same computer	Start a new web browser session. Select **File** > **New Private Window**.

To set up and use Google Chrome

NOTES

- The instructions below are for Google™ Chrome™ v23.0. Other versions may vary slightly. See your web browser's Help if necessary.
- If a message appears in the i-Vu® interface that includes the checkbox **Prevent this page from creating additional dialogs**, DO NOT check this box.

On a computer

Web browser settings	To set in Chrome...
Enable pop-ups	1 Click on the browser toolbar. 2 Select **Settings**. 3 Click **Show advanced settings**. 4 Under **Privacy**, click **Content settings**. 5 Under **Pop-ups**, do one of the following: • Select **Allow all sites to show pop-ups**. • Click **Manage exceptions**. Type your system's IP address or server name in the **Hostname pattern** field, then set **Behavior** to **Allow**.

To...	Do the following...
Clear browser cache	1 Click on the browser toolbar. 2 Select **Tools** > **Clear browsing data**. 3 Check the types of information that you want to remove. 4 Select a time range in the drop-down list. 5 Click **Clear browsing data**.
Maximize the web browser window	Press F11 on your keyboard to turn full-screen mode on/off.

To...	Do the following...
Have 2 different users logged in to the i-Vu® system on the same computer	Start a new web browser session. Click , then select **New incognito window**.

On a Google Nexus

Web browser settings	In the Chrome menu...
Turn off desktop mode	Uncheck **Request desktop site**.
Disable pop-up blocker	**Settings** > **Advanced** > **Content Settings** > uncheck **Block pop-ups**
Enable JavaScript	**Settings** > **Advanced** > **Content Settings** > check **Enable JavaScript**
Enable Cookies	**Settings** > **Advanced** > **Content Settings** > check **Accept Cookies**

To...	In the Chrome menu...
Clear browser cache	**Settings** > **Advanced** > **Privacy** > **CLEAR BROWSING DATA**

To set up and use Safari

NOTES

- The instructions below are for Safari® v6. Other versions may vary slightly. See your web browser's Help if necessary.
- We recommend that you do not run Safari in full-screen mode. If you do, i-Vu® pop-ups will open full-screen, covering the main application window.

On an Apple® computer (Mac®)

Web browser settings	To set in Safari...
Disable pop-up blocker	**Preferences** > **Security** > uncheck **Block pop-up windows**.
Enable JavaScript	**Preferences** > **Security** > check **Enable JavaScript**.
Enable Plug-ins	**Preferences** > **Security** > check **Enable plug-ins**.
Prevent pop-ups from opening in a new browser tab	**Preferences** > **Tabs** > uncheck **Command-click opens a link in a new tab**.
Prevent Safari from automatically opening zip files exported from the i-Vu® application	**Preferences** > **General** > uncheck **Open "safe" files after downloading**.

To...	Do the following...
Clear browser cache	**History** > **Clear History**.
Have 2 different users logged in to the i-Vu® system on the same computer	Start a new web browser session. Select **Safari** > **Private Browsing**. Then select **File** > **New window.**

On an Apple® iPad

Web browser settings	To set on the IPad...
Disable pop-up blocker	1 In the **Settings** app, select **Safari**. 2 Set **Block pop-ups** to **Off**.
Enable JavaScript	1 In the **Settings** app, select **Safari**. 2 Set **JavaScript** to **On**.

To...	Do the following...
Clear browser cache	In the **Settings** app, select **Safari** > **Clear History**.

System Management

Although the i-Vu® application is a reliable front-end, you must perform periodic backups of the i-Vu® database to ensure a quick recovery in case of failure. To make sure that your controllers have the latest version of software you must install periodic library upgrades. The sections below describe how to backup and restore the i-Vu® database and how to install the library updates.

Backup data from Management Tool

Access the **Management Tool** using one of the following methods:

- Click **Main Menu** in the i-Vu® interface, then select **System Options** > **General** tab > **Management Tool**.
- Launch your browser and type your system name followed by :8080. For ex.: http://ivu:8080/.

Use either of the following methods to backup your data:

Backup data to your computer

1. Click **PC Backup** under **Manage Server Data** to save the entire database zipped into one file to your computer.
2. Click **OK** when you see the message **The system will be stopped and restarted. Do you wish to proceed?** Watch **Operation Status** to see the progress.
3. Click the message **Save/Download Backup File to Your Local Hard drive** when it appears.
4. Click **Save** when asked **Do you want to open or save this file?**
5. Save this system.backup.tgz file to a convenient location on your computer.

   CAUTION! Do not alter the name of this file!
6. Exit from **Management Tool**.

Backup data to a USB drive

1. Plug your USB drive into any available USB port on your i-Vu® web server.

   NOTE Do not use the i-Vu® **Restore** USB drive!
2. You must reboot in order for the web server to find the USB drive. Click **Reboot** under **Machine Maintenance** in the **Management Tool**.
3. Click **OK**.
4. When reboot is complete, click **USB Backup** under **Manage Server Data**.
5. Click **OK** when you see the message **The system will be stopped and restarted. Do you wish to proceed?**
6. When **Operation Status** says **No Background Operations Currently Active**, remove USB drive from the i-Vu web server.
7. Exit from **Management Tool**.

Restore data from backup

1 Click **PC Restore** or **USB Restore** under **Manage Server Data** in the **Management Tool**.

- **PC Restore** - Browse to your backup file and click **Perform Restore**.
- **USB Restore** - Place your backup USB drive in any port on thei-Vu® web server. Select the backup file and click **Perform Restore**.

2 Restore is complete when **Operation Status** displays **No Background Operations Currently Active**.

3 If you wish to change the name of your i-Vu® system from the default **Ivu**, enter the new name in the **Name** field under **Addressing**. The restore process does not automatically reinstate your previous name.

Restore factory defaults

Restoring factory defaults deletes your existing data and restores your system to factory defaults. This restore process is quicker than using the **Restore** CD or **Restore** USB drive.

1 Access the **Management Tool** by clicking , then selecting **System Options** > **General** tab > **Management Tool** or via your browser by typing your system name followed by :8080.

For ex.: http://ivu:8080.

2 Click **Factory Defaults**. This deletes all server data and resets the device to the original factory default values.

3 **NOTE** Executing this option will not delete configuration data under the **Addressing** and **I-Vu Port Configuration** sections of the Management Tool.

4 Begin setting up your system.

Restore i-Vu® system

From i-Vu® Restore CD:

CAUTION! Placing the **Restore** CD in the i-Vu® disk drive reformats your system and restores it to factory defaults. Library updates are lost and you must reapply them.

1 Remove the i-Vu® web server from the network by disconnecting the LAN cable.

2 Insert the i-Vu® v6.0 **Restore CD** into the i-Vu® web server CD drive.

3 Shut down the i-Vu® web server by pushing the On/Off button **once**. Wait for the blue light to turn off (could take as long as 2 minutes).

4 Press the On/Off button again to restart the web server. The installation begins automatically.

5 The **Restore CD** ejects when the installation is complete. This process takes several minutes.

NOTE Do not power off during the installation.

6 Wait another minute or two before accessing the new system using Internet Explorer.

From i-Vu® Restore USB drive:

CAUTION! Placing the **Restore** USB drive in the i-Vu® web server USB port reformats your system and restores it to factory defaults. Library updates are lost and you must reapply them.

1. Insert the **Restore** USB drive into any i-Vu® web server USB port.
2. Shut down the web server by holding down the **On/Off** button for several seconds. Then wait for the blue lights to go out before restarting.
3. Press the **On/Off** button again to restart. The restore process starts automatically and takes several minutes. The web server shuts off when finished.

   NOTE Do not turn the power off during reformatting!
4. Wait another minute or two before accessing the new system using a browser.

Update the equipment library

The i-Vu® SAL files update your i-Vu® controllers. The SAL libraries contain control programs, graphics, drivers, screen files, and other important controller data.

Carrier periodically provides updates, which include enhancements and bug fixes.

NOTES

- The library update only changes **default** graphics. If you have edited your graphic in ViewBuilder, it is not updated.
- The last digits in the SAL library name are the release date of the library.
- All of the SAL files will not necessarily have the same <date> revision.
- To ensure that your installation is running the latest software, we recommend that you check *Control Systems Support http://www.hvacpartners.com/* for updates. Download the latest SAL files and apply them to all new installations.
- If you are changing to an older SAL file than the current one being used, a warning asks you if you are sure you want to apply an older version.

There are currently 6 SAL files used by the i-Vu® v6.0 application:

- ivu-6.0-factory-<date>.sal (for PIC-based controllers)
- ivu-6.0-upc-open-<date>.sal (for Universal Protocol Converter-based equipment)
- ahub-6.0-<date>.sal (for 39m AHU applications)
- ivu-6.0-universal-controller-<date>.sal (for UC Open and AppController-based applications)
- ivu-6.0-applicationbuilder-<date>.sal (for CCN applications)
- ivu-6.0-discovery-<date>.sal (for CCN PIC applications)

NOTE Keep copies of the latest libraries in a safe place. In the event of a system restore, the updated .sal file must be reapplied.

To check current SAL library version

1 Login to the i-Vu® application using the **Installer** role.

2 Click **Main Menu** , then select **System Options** > **Update** tab.

3 Click **Current Libraries (.sal)** to view the current SAL libraries and their revision date.

Step 1: Update library

1 Save the updated library (.sal file) to your computer.

2 Click **Main Menu** , then select **System Options** > **Update** tab.

NOTE Expand **Current Libraries (.sal)** to see the current SAL libraries and their revision. Compare them to what you downloaded from the *Carrier support website http://www.hvacpartners.com/* to determine if any of them have been updated.

3 Click Update Library and browse to the updated .sal file that you have saved on your computer, select the file, and click **Open**.

4 Click **Continue**.

5 When process is complete, the message appears **File added successfully**.

6 Click **Close**.

NOTE These changes are not applied to the controllers until you have updated routers and controllers.

Follow these steps to implement the new equipment library:

Step 2: Update the files for the routers

1 Select the router that you wish to update in the navigation tree.

2 Right-click and select **Driver Properties**.

3 Select **Properties** page > **Update** tab.

4 If the database contains 2 or more routers, you must check **Change for all control programs of this type** in the **Controller** section.

5 Click **Update**. A message appears **Changes the driver and screen file to use the current library version. Continue?**

NOTE If more than one router exists, the additional routers are listed below the **Update** button.

6 Click **OK.**

7 Click **Accept.**

Step 3: Update the files for the controllers

1 Double-click the controller in the navigation tree or right-click and select **Configure** .

2 If you have multiple controllers of the same type, enable **Change for all control programs of this type?**.

3 Click **Update** under **Controller**. A message appears **Changes the control program, view, driver and screen files to use the current library version. Continue?**

4 Click **OK.** When the message **Updated to the library version xx.** appears, click **Close.**

5 Repeat steps 1 - 4 for any additional types of controllers.

6 Click **Close** again.

Step 4: Update the files for CCN controllers

1. In the navigation tree, select the CCN device manager associated with the controllers that are to be updated.
2. Select the **Devices** tab and re-scan any controllers that need to be updated by checking **Rescan Controllers Selected Below for Configuration Changes** and clicking **Start Scan**.

Step 5: Apply the update to the routers and controllers

1. Select the site level in the navigation tree and then select the **Downloads** page.
2. If you wish to apply the new SAL file to your entire system, you can use this page to compare to your navigation tree and verify that you have selected all of your routers and controllers for download.

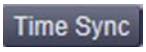
   NOTE Only the CCN Gateway and device managers require download, so the CCN controllers/equipment will not be listed.
3. A network's controllers download in the order shown. To change the order, select a controller(s), then drag and drop or click **Move to Top** or **Move to Bottom**.
   EXCEPTION If a controller's router requires a download, it will download first regardless of its position on the Download page.Click the **Start** button.

   NOTES

   - Use **Ctrl+click**, **Shift+click**, or the **Select All** checkbox to select multiple controllers.
   - Up to 5 routers can download simultaneously.
4. See To download from the Downloads page in Help for more details.

Synchronize to system time

To update all routers and controllers to the system time:

1. Click **Main Menu** > **System Options** > **General** tab.
2. Click 

to immediately synchronize all controllers.
3. To adjust the time when controllers are automatically synchronized each day, click **Enable time synchronization of controllers daily at** and fill in time.

Appendix: Operator Record

Name_____

Login Name_____

Assigned Role_____

Password_____

Name_____

Login Name_____

Assigned Role_____

Password_____

Name_____

Login Name_____

Assigned Role_____

Password_____

Name_____

Login Name_____

Assigned Role_____

Password_____

Name_____

Login Name_____

Assigned Role_____

Password_____

Name_____

Login Name_____

Assigned Role_____

Password_____

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