

Automated Logic BAS Principal Use Guidelines

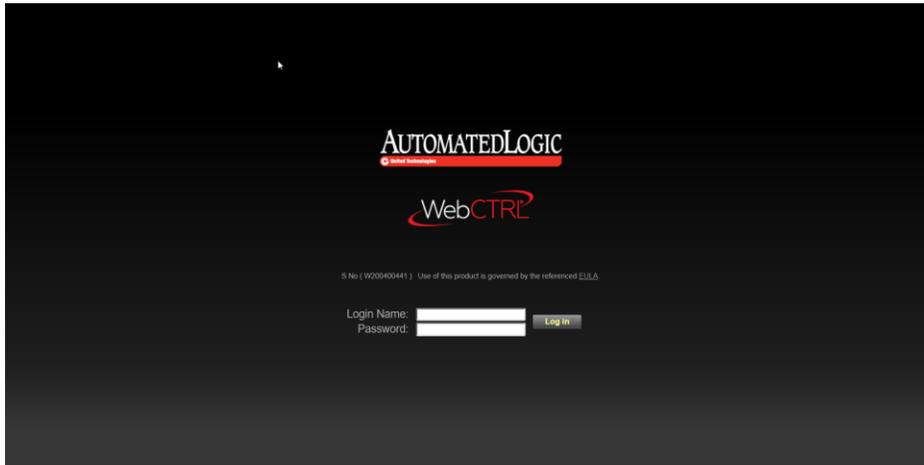
Index

1. Login
2. Site Navigation
3. Scheduling
4. TLOs.

Login:

To log into the system use the web site address <http://192.168.2.25/>

This screen will open up:



You will type in your assigned user name and password in this page.

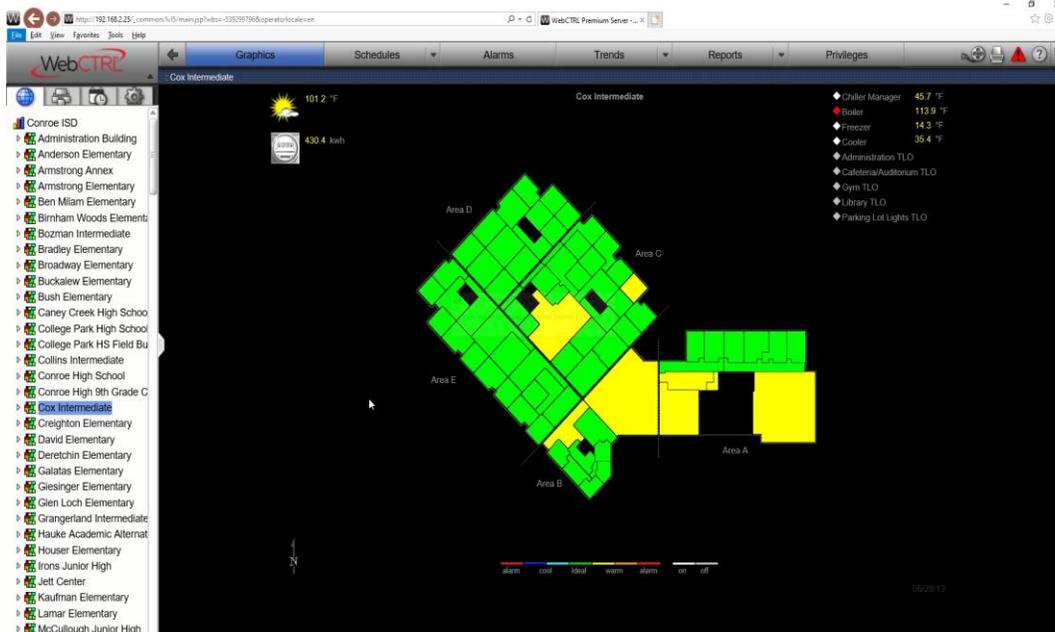
Your assigned user name will be the first portion of your CISD email address **jd**oe@conroeisd.net

Your password will be one you have chosen.

Note: If this is your first time logging in, or your password has been reset you will be prompted to change your password to one of your choosing.

If you forget your password please contact the CISD Energy Management Office and we will be able to reset it for you with a temporary password.

Once you have successfully logged in you will be able to view your facility and navigate around through your building systems that control your Air Conditioning and Lighting.



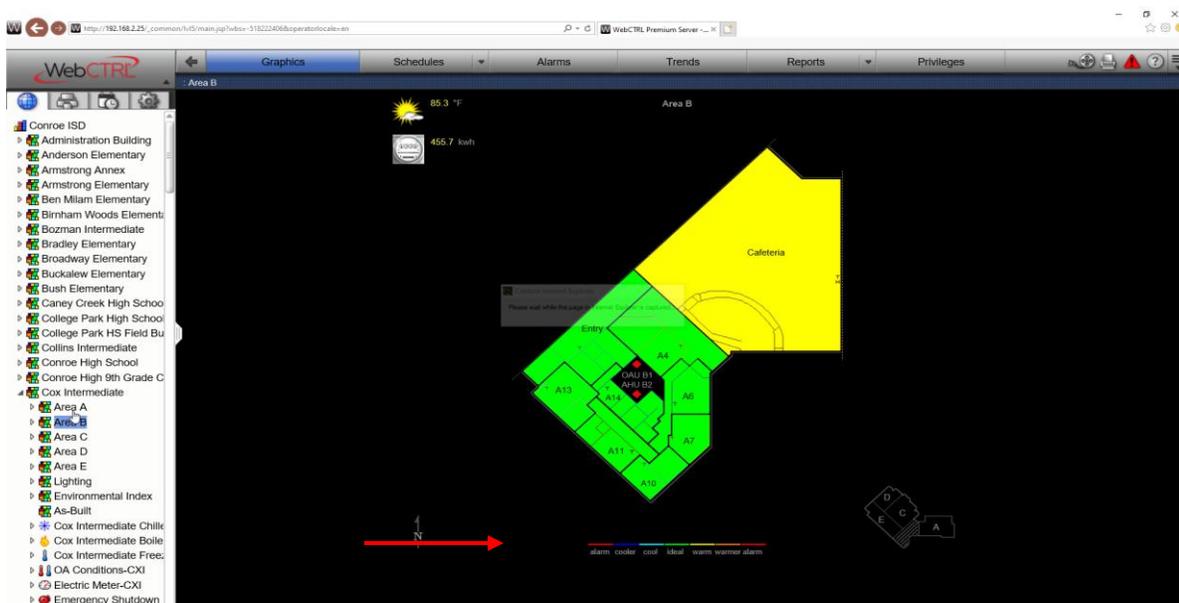
Navigation:

To navigate you can select Areas, Rooms, or individual pieces of Equipment, hovering over a portion of the graphics until you see a hand cursor and left click on your choice. Or you can select items by using selections from the [system tree menu](#).



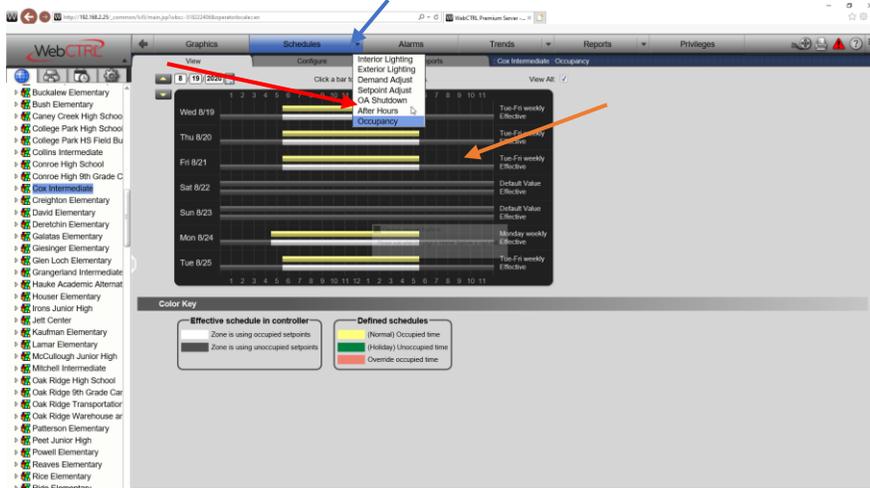
You will notice on the graphics a color scale which tells you the temperature status of an area zone as it relates to the control temperature set-point range.

	Red	Heating or cooling alarm
	Orange	Maximum cooling
	Dark blue	Maximum heating
	Yellow	Moderate cooling
	Light blue	Moderate heating
	Light green	Within set point range



Scheduling:

You will be able to view your building operating **hours schedule** by selecting and clicking on one of the **schedule options** under the **schedules tab**.



This can also be performed on other areas for schedules pertaining to and individual area of the building. Conroe I.S.D facilities are scheduled to operate during designated school hours for all school district calendar days.

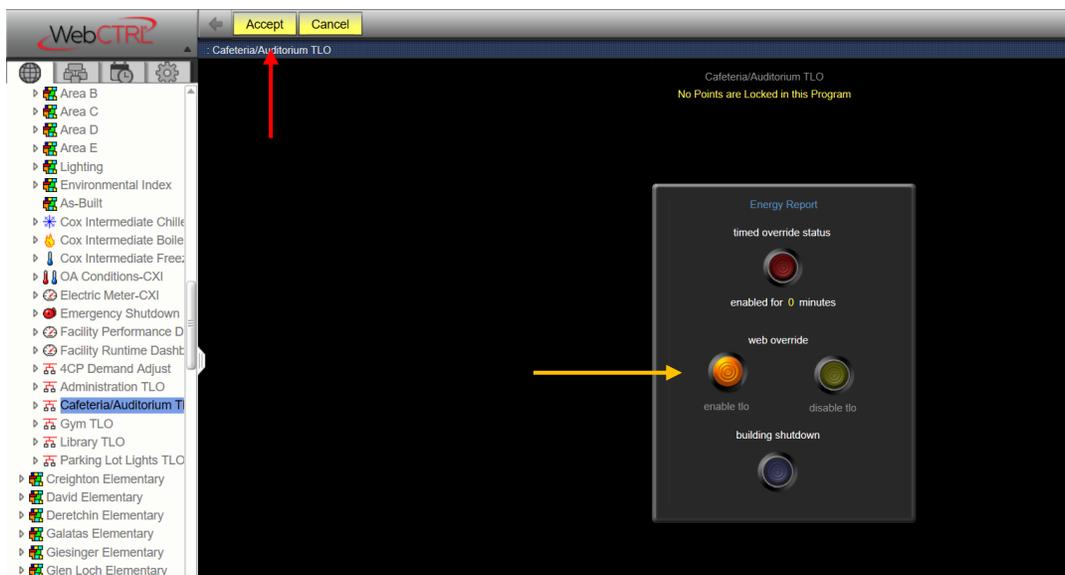
For events and activities that fall outside of these normal operating hours a Facility Request must be submitted for each event through the SchoolDude FSDirect system. Please be specific as to portions of the building, rooms or areas needed for the event, also include specific dates and times needed. Once these Facility Requests are approved the building will be scheduled accordingly.

TLOs:

Your Facility is Equipped with computer activated TLO switches (Time Limited Override). These switches are provided to activate the A/C and lighting in select areas of the building in the event that an occupancy activity is occurring and a FSDirect was not entered to the schedule the event. These TLOs are a temporary emergency use switch. If it is necessary to utilize the TLO a call should be made to the maintenance department On Call Dispatch # with the CISD PD, so a building occupancy schedule can be input into the BAS for operation of the A/C and lights. A Facility Request on the next business day to account for the usage. These switches can be found on both the **graphics main page** and in the **system navigation tree**.



Once the desired TLO has been opened it can be activated by clicking on the enable TLO button and then the Accept tab.



This action will activate the TLO and a timer will begin to count down the amount of time until the TLO deactivates. TLOs are programmed to operate for 120 minutes per activation.



Enabling the TLO again will reset the timer to 120 minutes and the countdown will begin again.

TLO Button descriptions:

Enable TLO, activates the desired TLO and begins the timing cycle, also resets the TLO time.

Disable TLO, deactivates the TLO if it is no longer needed or the event ends before the timing has completed.

TLO Status, shows the amount of time remaining until the TLO becomes inactive.

Building Shutdown, deactivates any active schedule that is operating the desired area until the next scheduled event occurs.

Please contact the CISD Energy Management Department if you have any questions or need additional instructions on how to work with your BAS graphics interface.

Roger Garvey, CEM, ATEM
CISD Energy Manager.