TOSHIBA
Carrier

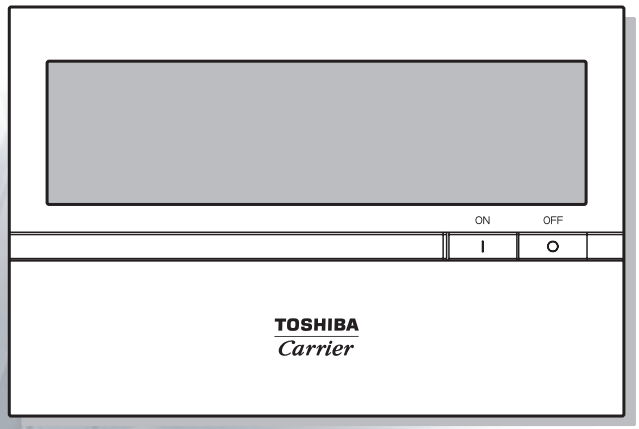
## *SMART MANAGER (WEB TYPE)*

# Owner's Manual

**Model name:**

**BMS-SM1280HTLUL**

**This is the manual for the web version of Smart Manager. Please refer to the Owner's Manual for instructions on handling the equipment.**



# Table of Contents

**Precautions for Safety ..... 4**
**Regarding This Instruction Manual ..... 5**
**Main Functions ..... 5**
**Names and Functions of Main Screen ..... 6**
**How to Operate ..... 9**
Log On / Log Off ..... 9
[1] Log On ..... 9
[2] Log Off ..... 9
Monitoring Air Conditioner Status ..... 10
[1] Monitoring Air Conditioner Status in the [List] screen ..... 10
[2] Monitoring Air conditioner Status in the [Setup] screen ..... 11
Air Conditioner Setup Change 1 ..... 12
<Changing Air Conditioner Setup in the [Setup] screen> ..... 12
[1] Changing the Setup for each Air Conditioner ..... 12
[2] Changing Setup for Multiple Air Conditioners in a Batch ..... 13
Air Conditioner Setup Change 2 ..... 14
<Changing Air Conditioner Setup in the [List] screen> ..... 14
[1] Changing Setup for each Air Conditioner or Multiple Air Conditioners in a Batch ..... 14
Creating a Master Schedule ..... 16
[1] Creating a New Master Schedule ..... 16
[2] Changing a Master Schedule ..... 18
[3] Copying a Master Schedule ..... 18
[4] Deleting a Master Schedule ..... 18
Creating an Execution Schedule 1 ..... 19
<Creating an Execution Schedule in the [List] screen> ..... 19
[1] Creating an Execution Schedule for each Air Conditioner or Multiple Air Conditioners in a Batch ..... 19
Creating an Execution Schedule 2 ..... 21
<Creating an Execution Schedule in the [Setup] screen> ..... 21
[1] Creating an Execution Schedule for each Air Conditioner or Multiple Air Conditioners in a Batch ..... 21
Checking / Changing an Execution Schedule 1 ..... 22
<Checking / Changing an Execution Schedule in the [List] screen> ..... 22
[1] Checking / changing an Execution Schedule for each Air Conditioner or Multiple Air Conditioners in a Batch ..... 22
Checking / Changing an Execution Schedule 2 ..... 23
<Checking / Changing an Execution Schedule in the [Setup] screen> ..... 23
[1] Checking / changing an Execution Schedule for each Air Conditioner or Multiple Air Conditioners in a Batch ..... 23
Ventilation Mode Settings ..... 24
[1] Configuring the Ventilation Mode Settings on the [List] screen ..... 24
[2] Configuring the Ventilation Mode Settings on the [Setup] screen ..... 25

Creating a Billing Master Schedule ..... 26
[1] Creating a New Billing Master Schedule ..... 26
[2] Changing a Billing Master Schedule ..... 28
[3] Copying a Billing Master schedule ..... 28
[4] Deleting a Billing Master Schedule ..... 28
Creating a Billing Schedule 1 ..... 29
<Creating a billing schedule in the [List] screen> ..... 29
[1] Creating a Billing Schedule for each Air Conditioner or Multiple Air Conditioners in a Batch ..... 29
Creating a Billing Schedule 2 ..... 31
<Creating a Billing Schedule in the [Setup] screen> ..... 31
[1] Creating a Billing Schedule for each Air conditioner or Multiple Air conditioners in Batch ..... 31
Warning List and History ..... 33
[1] Displaying the List of Warnings in the [Alarm List] ..... 33
[2] Displaying the List of Warnings in the [Setup] screen ..... 33
[3] Display the [Alarm History List] ..... 34
Time Setup / Selecting Cooling or Heating Mode ..... 35
[1] Time Setup ..... 35
[2] Selecting Cooling or Heating Mode ..... 35
User Account Setup ..... 36
[1] Creating a New User Account ..... 37
[2] Deleting a User Account ..... 38
[3] Changing the Password for a User Account ..... 38
[4] Changing a User Account Level ..... 39
Power Meter Reading Date Setup / Change ..... 40
[1] Setting / Changing an Automatic Reading Date ..... 40
[2] Setting / Changing a Manual Reading Date ..... 40
Other Settings ..... 42
[1] Support Information Display ..... 42
[2] Alarm Reset ..... 42
[3] Filter Sign Reset ..... 42
**Important Information ..... 43**
How to Obtain Monthly Data and Distribution Data ..... 43
Troubleshooting ..... 43
Please contact your local dealer ..... 43

# Precautions for Safety

The following instructions must be observed.

- The product and this manual are provided with important safety notices to ensure safe use and protect the user and other people from hazards and preclude damage to property.
  Be sure that you fully understand the following contents (expressions and graphic symbols) and read this manual carefully. Always observe the precautions.

**Expressions**

| | |
|---|---|
| ⚠WARNING | Text set off in this manner indicates that failure to adhere to the directions in the warning could result in serious bodily harm (*1) or loss of life if the product is handled improperly. |
| ⚠CAUTION | Text set off in this manner indicates that failure to adhere to the directions in the caution could result in serious bodily injury (*2) or damage (*3) to property if the product is handled improperly. |

*1: Serious bodily harm indicates loss of eyesight, injury, burns, electric shock, bone fracture, poisoning, and other injuries which leave aftereffect and require hospitalization or long-term treatment as an outpatient.
*2: Bodily injury indicates injury, burns, electric shock, and other injuries which do not require hospitalization or long-term treatment as an outpatient.
*3: Damage to property indicates damage extending to buildings, household effects, domestic livestock, and pets.

**Graphic symbols**

| | |
|---|---|
|  Prohibited | "⃠" indicates prohibited items.<br>The actual contents of the prohibition are indicated by a picture or text placed inside or next to the graphic symbol. |
|  Compulsory | "●" indicates compulsory (mandatory) items.<br>The actual contents of the obligation are indicated by a picture or text placed inside or next to the graphic symbol. |
|  Caution | "△" indicates caution items.<br>The actual contents of the caution are indicated by a picture or text placed inside or next to the graphic symbol. |

## ⚠WARNING

| | |
|---|---|
|  Ask professional | **Ask your dealer or a professional for installation of your system.**<br>Installation requires specialized knowledge. If you install your system yourself, fire, electric shock or injury may be caused. |
|  Disassembly prohibited | **Do not disassemble, alter, repair or relocate the system alone.**<br>This may cause fire, electric shock or injury. Ask your dealer for repair or relocation. |
|  Compulsory | **Power OFF in the event of an alarm (odor, etc.).**<br>Failure to do so may cause fire or electric shock.<br>Ask your dealer for repair. |

## ⚠CAUTION

| | |
|---|---|
|  Compulsory | **Before cleaning the unit, be sure to stop operation and turn OFF the power.**<br>Failure to do so may cause electric shock or injury. |
|  Prohibited | **Do not touch any button with wet fingers.**<br>This may cause electric shock. |

# Regarding This Instruction Manual

- This document is an instruction manual for the web version. Please refer to the Owner's Manual provided separately for instructions for handling the equipment.
- In this document, the term "click" refers to left-click. Right-click is described as "right-click".
- Depending on the user account level, some restrictions may apply allowing the user to operate or monitor only certain air conditioners. Also, there may be restrictions on access to setup details. Only the air conditioners to be monitored are displayed on the screen. The setup will only display details available to the user according to their user account level.

# Main Functions

## Monitoring / controlling air conditioners

- Enables users to monitor the operating status, setup status, and error status of all their air conditioners, to start and stop all theirs air conditioners, and change the setup details of all their air conditioners.
  The air conditioners are named and categorized in a hierarchy by each floor, tenant, area, and air conditioning system. When controlling the air conditioners, they can be set in batch by each floor, tenant, or area, or they can be set individually for each air conditioning system.
  The air conditioners can be controlled by linking to the locking signals.

## Scheduled operation for air conditioners

- Operation of all air conditioners can be scheduled. Up to 10 setups can be programmed for each day, and it is possible to prevent users from forgetting to switch off by setting a stop schedule. During scheduled operation, users can set the Power status (On/Off), Operation mode, Temperature setup, Remote control operation restricted / allowed, Return back and Ventilation operation.
  In the master schedule, users can set weekly schedules, four types of special day schedules, and no running date, as well as monthly schedules for up to 12 months.

## Distributing power used by air conditioners

- It is possible to distribute the power to be used for each air conditioner. In the billing schedule setup, it is possible to monitor the operation time period and power distribution during both working hours and non-working hours separately.
  Note that power distribution requires the Energy Monitoring Relay Interface (sold separately).

## Warning list

- Displays all current warnings in a list. Warning history is also displayed in a list.

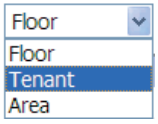
# Names and Functions of Main Screen

**Operating status and error status can be checked for all air conditioners.**

### Operation section

- List — Switches to the [List] screen
- Set — Switches to the [Setup] screen
- Schedule — Setup/Change schedule
- Alarm — Displays warning list and warning history
- Option — Setups (Time, power meter reading, account setup)
- Contact — Displays the program version and support info
- Log off — Log off

### List Display Switch (by floor/by tenant/by area)



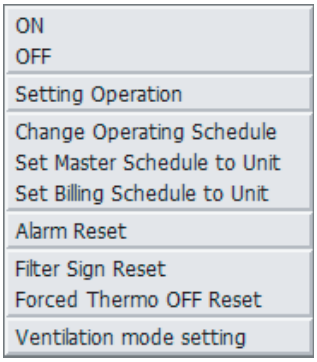

Switches to List by floor
Switches to List by tenant
Switches to List by area

### Operating Status of the Air Conditioners

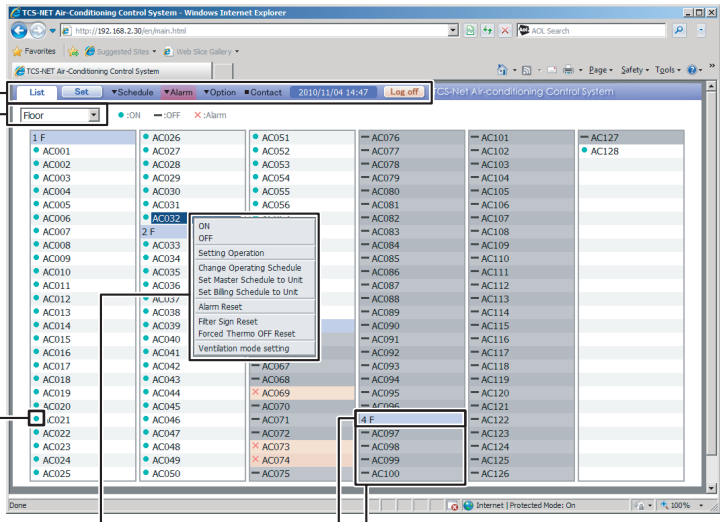
- ● in operation
- – stopped
- × error

### Air-conditioner Operation Menu

Right-click the floor name, tenant name, area name, or air conditioner name to display the Operation menu. Users can select Air conditioner operation/stop/settings.




### [List] screen




**Note:**

- If the user account level is Guest, some restrictions may be applied so that the user can operate or monitor only certain air conditioners.
  In this case, only the air conditioner(s) to be operated are displayed in the Setup screen.

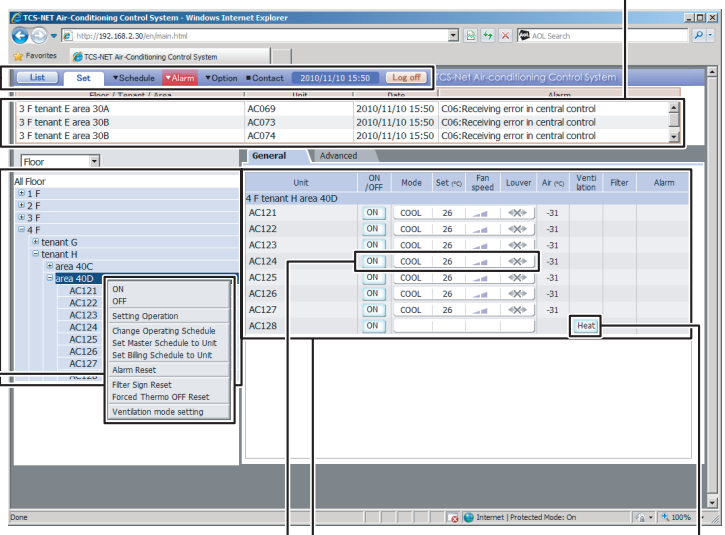
**Air conditioners can be started or stopped, or their setup can be changed. In addition, the setup status, error details, and room temperature for each air condition can be checked.**

**Operation section**

- List — Switches to the [List] screen
- Set — Switches to the [Setup] screen
- Schedule — Setup/Change schedule
- Alarm — Displays warning list and warning history
- Option — Setups (Time, power meter reading, account setup)
- Contact — Displays the program version and support info
- Log off — Log off

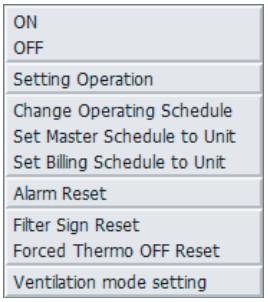
**Warning List**
Current warnings are listed.

## [Setup] screen



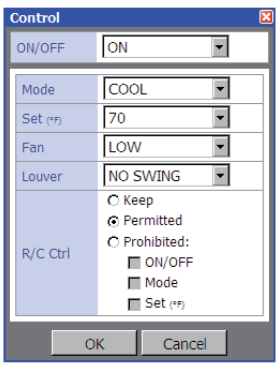
**Air conditioners displayed in tree format**
The air-conditioner level structure is displayed in a tree format.

**Air conditioner operation menu**
Place the cursor on the floor name, tenant name, area name, or air conditioner name and right-click to display the operation menu.
The air conditioner can be started or stopped, or its settings can be changed.

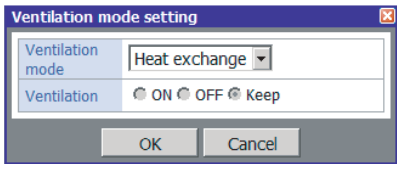



**Air Conditioner Setup Detail**
The setup details for the air conditioners in the area selected in the tree format are displayed.
The room temperature, filter sign warning, and error details are also displayed.

**Air Conditioner Control screen**
Place the cursor on the setup status of the air-conditioner and click to display the [Control] screen. The air conditioner can be started or stopped, or its settings can be changed.




**Ventilation Operation Menu**
Place the cursor over the ventilation status indication of an air conditioner and click it to display the [Ventilation mode setting] screen. You can change the ventilation mode settings on the screen.

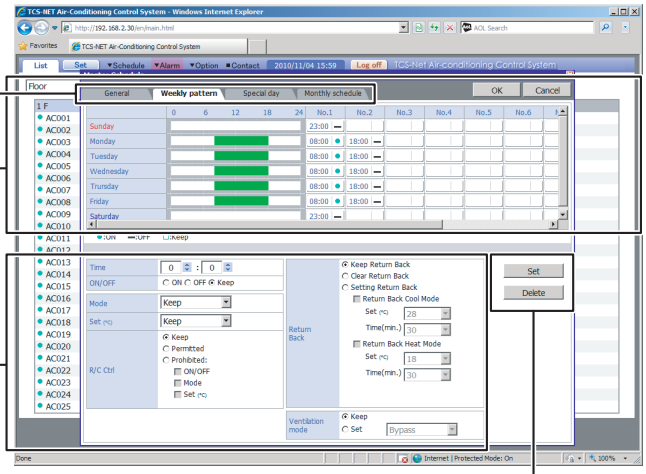



**Note:**

- If the user account level is Guest, some restrictions may be applied so that the user can operate or monitor only certain air conditioners.
  In this case, only the air conditioner(s) to be operated are displayed in the Setup screen.

# The Master schedule can be set or changed.

## [Weekly pattern] screen



**Operation section**

- General — Switches to the [General] screen.
- Weekly pattern — Switches to the [Weekly pattern] screen.
- Special day — Switches to the [Special day] screen.
- Monthly schedule — Switches to the [Monthly schedule] screen.

**Weekly schedule Setup**

Schedules are set for each day.
Click the No. field for each day to set the scheduled operation details.

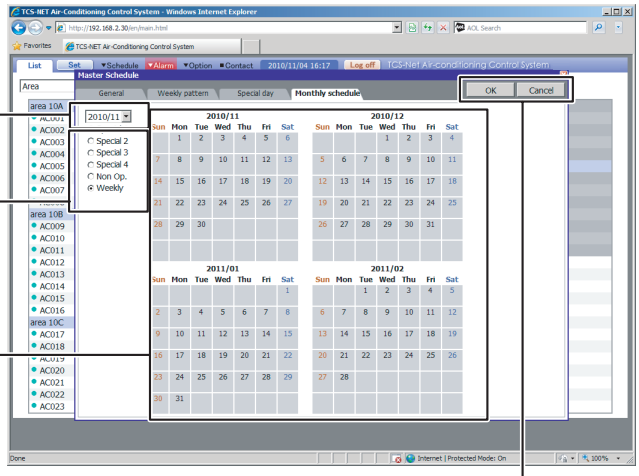
**Scheduled Operation Detail Setup**

- Time — Setup the start or end time of scheduled operation.
- ON/OFF — Setup Run/Stop
  "Keep" maintains the status from before the start of the schedule.
- Mode — Setup the operation mode.
- Set (°F) — Setup the temperature.
- R/C Ctrl — Setup remote control operation restrictions.
- Return Back — Setup the return back operation.
- Ventilation mode — Setup the ventilation operation.

**Saving/Canceling the scheduled operation**

- Set — Saves the setup details.
- Delete — Cancels the setup details.

## [Monthly schedule] screen



**Year and Month Setup**

Select the year and month to set the schedule.

**Monthly schedule Setup**

Select the special day and click the date to choose the settings for the special day.
The special day selected is displayed under the date.

**Monthly schedule Detail**

The monthly schedule is displayed.

**Saving/Canceling the master schedule setup**

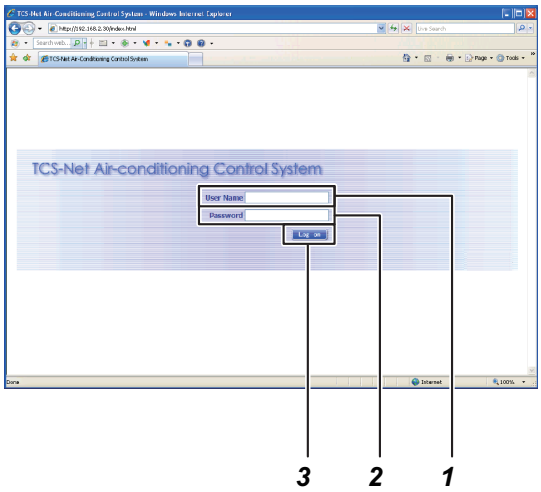
When all settings for the master schedule have been completed, save the setup details.

- OK — Saves the setup details.
- Cancel — Cancels the setup details.

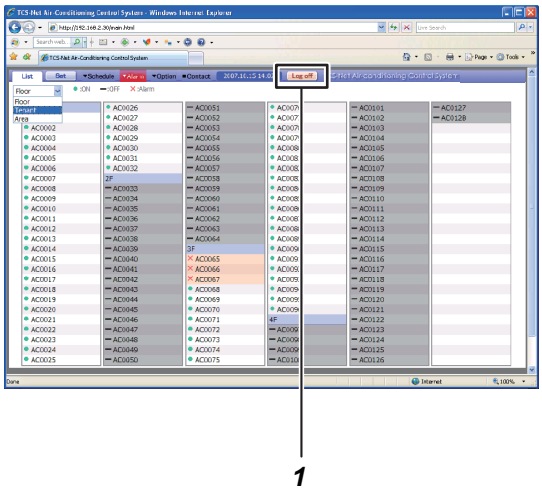
# How to Operate

## Log On / Log Off

### [Log-on] screen




### [List] screen




### [1] Log On

1. Enter your user name.
2. Enter your password.
3. Left-click Log on.

The screen will display [List] screen.

**Note:**

Hereinafter, "left-click" will be referred to simply as "click" while "right-click will" be referred to as "right-click".

**Reference:**

- The user account setting at shipping is as follows;
  user name :TCC
  password :TCC
  account level :Administrators
- Refer to page 37 for how to register your user name.
- Refer to page 38 for how to change your password.

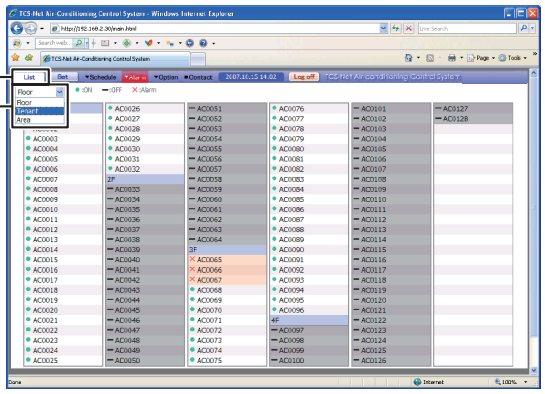
### [2] Log Off

1. Click Log off.
   The user is logged off and the screen returns to the [Log-on] screen.

# Monitoring Air Conditioner Status

Air conditioner operation status, setup status, and error status can be checked.
[List] screen : "Operation status" and "Error status" can be checked for all air conditioners.
[Setup] screen: "Setup status" details can be checked for each individual air conditioner.

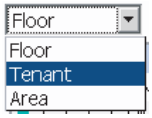
### [List] screen (by Floor)




## [1] Monitoring Air Conditioner Status in the [List] screen

***1.*** Click List to switch to the [List] screen.

***2.*** In the [List] screen, the air conditioners can be listed by floor, tenant, or area.
Use Floor to switch between lists.

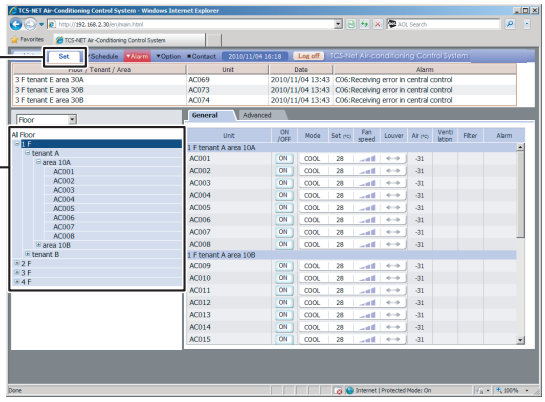


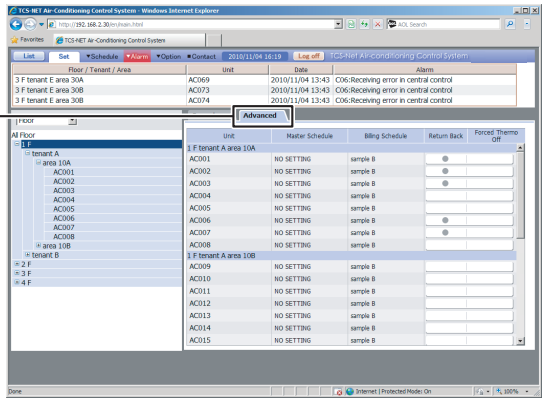

***3.*** The status displayed
The symbol displayed at the head of each air conditioner name indicates the status.
: Indicates it is running.
: Indicates it is stopped.
: Indicates an error is occurred.

**Reference:**

- The error details are displayed in the [Alarm List] (refer to page 33).

## [Setup] screen




## [2] Monitoring Air conditioner Status in the [Setup] screen

1. Click Set to switch to the [Setup] screen.
2. Select the Floor, Tenant, or Area in the tree format to display the air conditioner you wish to check.
3. Click the Advanced tab to check the master schedule or billing schedule setup.

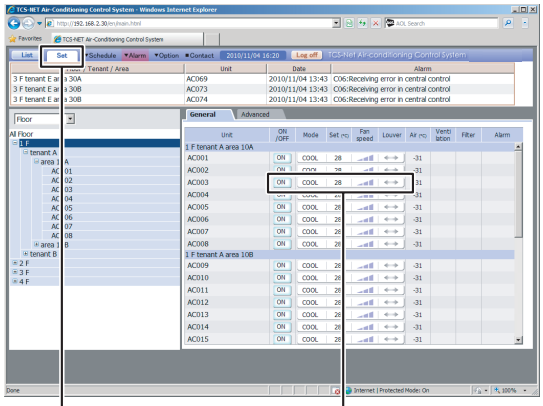
# Air Conditioner Setup Change 1

Air conditioners can be started or stopped, or their setup details can be changed.
- The setup details to be changed are as follows.
  - On/Off, Operation mode, Setup temperature, Air volume, Louver, Remote control operation restricted / allowed
- Air conditioners can be set by the following groups.
  - Setup for all air conditioners in a batch
  - Setup for air conditioners by floor in a batch
  - Setup for air conditioners by tenant in a batch
  - Setup for air conditioners by area in a batch
  - Setup for each air conditioner

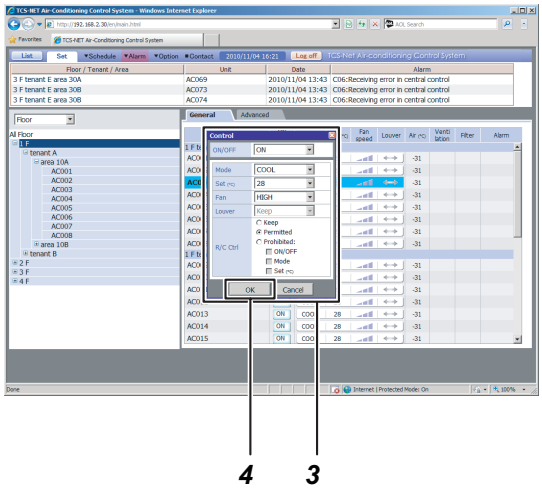
**Reference:**

Air conditioner setup can be changed in either the [Setup] screen or the [List] screen.

## [Setup] screen




## [Setup] screen

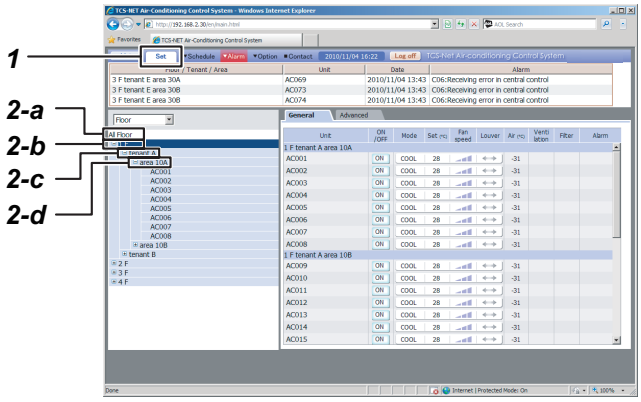



## <Changing Air Conditioner Setup in the [Setup] screen>

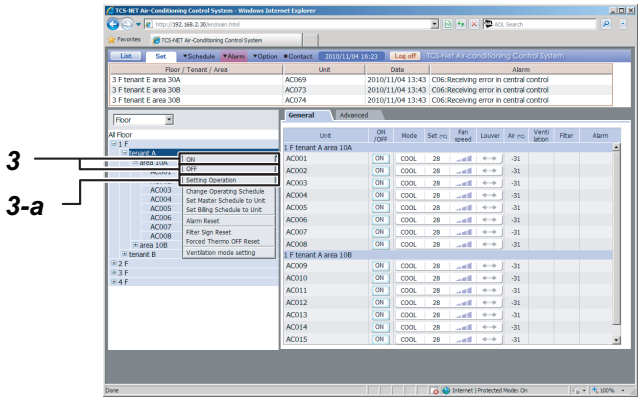
## [1] Changing the Setup for each Air Conditioner

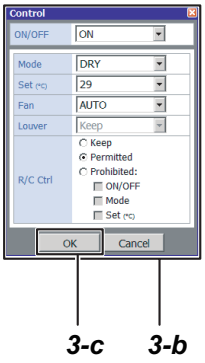
1. Click Set to switch to the [Setup] screen.
2. Place the cursor on the air conditioner setup status to operate and click.
   The [Control] screen appears.
3. Change the setup details in the [Control] screen.
4. When the setup change is completed, click OK.
   The air conditioner setup is changed.

### [Setup] screen




### [Setup] screen




## [2] Changing Setup for Multiple Air Conditioners in a Batch

***1.*** Click Set to switch the [Setup] screen.

***2.*** The following operations are allowed for setting up air conditioners in a batch.
- a) All air conditioners in a batch
- b) Air conditioners by floor in a batch
- c) Air conditioners by tenant in a batch
- d) Air conditioners by area in a batch

In the tree format, place the cursor on the floor name or tenant name for air conditioners you wish to operate and right-click. The [Operation menu] appears.

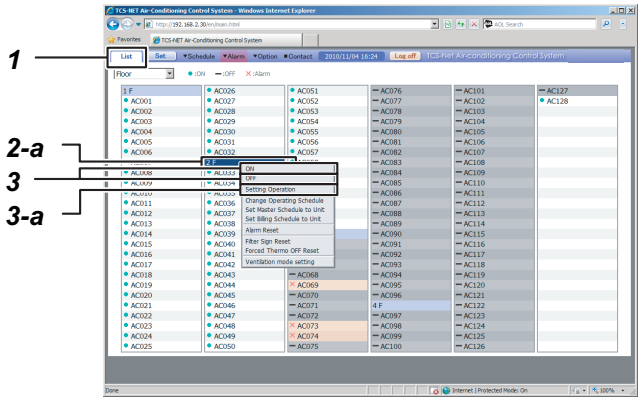
***3.*** To run the air conditioners:
Place the cursor on the ON in the [Operation menu] and click.
The air conditioners are run in a batch.

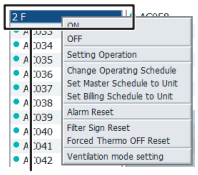
To stop the air conditioners:
Place the cursor on OFF in the [Operation menu] and click.
The air conditioners are stopped in a batch.

To change the setup such as operation mode:
- a) Place the cursor on the Setting Operation in the [Operation menu] and click. The [Control] screen appears.
- b) Change the setup details in the [Control] screen.
- c) When the setup is completed, click OK.
  The setup for the air conditioners is changed in a batch.

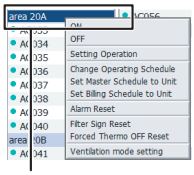
# Air Conditioner Setup Change 2

[List] screen

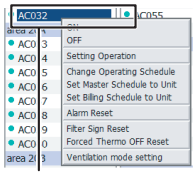


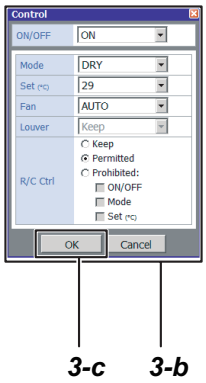

2-b




2-c




2-d




3-c 3-b

## <Changing Air Conditioner Setup in the [List] screen>

## [1] Changing Setup for each Air Conditioner or Multiple Air Conditioners in a Batch

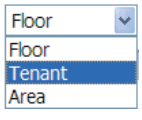
1. Click List to switch to the [List] screen.
2. The following operations are allowed for setting up the air conditioners.
   a) Air conditioners by floor in a batch
   b) Air conditioners by tenant in a batch
   c) Air conditioners by area in a batch
   d) By each air conditioner
   Place the cursor on the floor name of the air conditioner(s) to operate or the air conditioner name and right-click.
   The [Operation menu] appears.
3. When running the air conditioner(s):
   Place the cursor on the ON in the [Operation menu] and click.
   The air conditioners are started in a batch.
   When stopping the air conditioners:
   Place the cursor on the OFF in the [Operation menu] and click.
   The air conditioners are stopped in a batch.
   When changing the setup such as operation mode:
   a) Place the cursor on the Setting Operation in the [Operation menu] and click. The [Control] screen appears.
   b) Change the setup details in the [Control] screen.
   c) When the setup is completed, click OK.
   The setup for the air conditioners is changed in a batch.

**Note:**

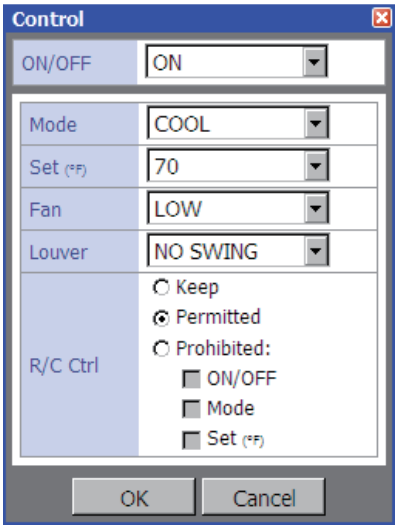
- Air conditioners cannot all be set at once in a batch in the [List] screen.

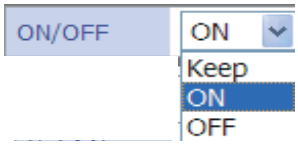
**Reference:**

- The list by floor, by tenant, or by area in the [List] screen can be switched by using Floor.

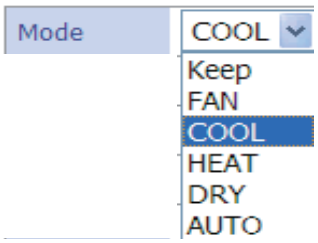


The air conditioner setup details in the [Control] screen are described.

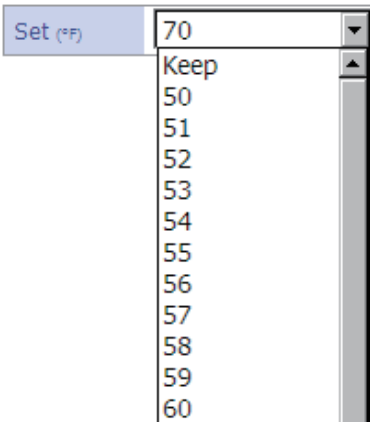


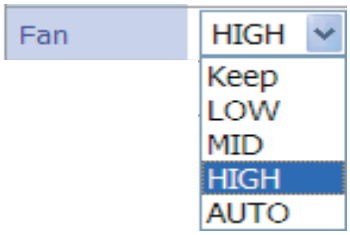

[Keep] Saves the current operating status.
[ON] Runs the air conditioner.
[OFF] Stops the air conditioner.



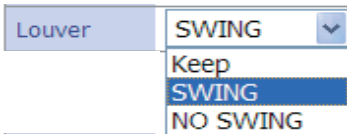

[Keep] Saves the current operation mode.
[FAN] Sets it to fan operation.
[COOL] Sets it to cooling operation.
[HEAT] Sets it to heating operation.
[DRY] Set it to drying operation.
[AUTO] The mode is set automatically.




[Keep] Maintains the current temperature setup.
[50-104°F(10-40°C)]
Sets to the temperature selected.




[Keep] Maintains the current fan speed.
[LOW] Sets the fan to low speed.
[MID] Sets the fan to middle speed.
[HIGH] Sets the fan to high speed.
[AUTO] The fan speed is set automatically.




[Keep] Maintains the current air direction.
[SWING] Swings the louver.
[NO SWING] Stops the louver.




[Keep] Maintains the current remote control setup.
[Permitted] All remote controls are allowed.
[Prohibited]
- ON/OFF: Remote control operations for ON/OFF are not allowed.
- Mode: The operation mode cannot be changed by remote control.
- Set°F(°C): Temperature setup cannot be changed by remote control.

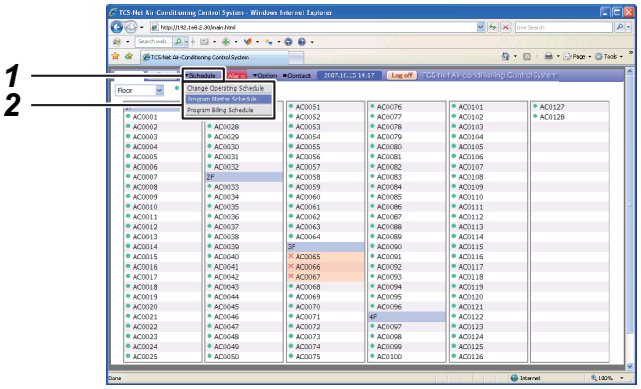
# Creating a Master Schedule

Operations of air conditioners can be scheduled.
- The following can be set for scheduled operation.
  - On/Off, Operation mode, Temperature setup, Operation of remote control prohibited / allowed, Return Back, and Ventilation mode.
- Up to 10 operations can be set per day for scheduled operation.
- Up to 32 master schedules can be set.

**Setup steps for scheduled operation**

(1) Creating a master schedule
The master schedule consists of the Weekly pattern (weekly schedule) and the Special day (schedule for special days). These are combined to create a Monthly schedule.

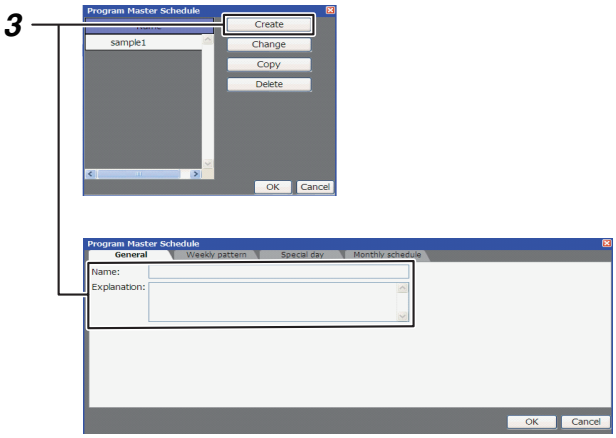
(2) Creating an execution schedule
Select and copy the master schedule used for each air conditioner to create an execution schedule.



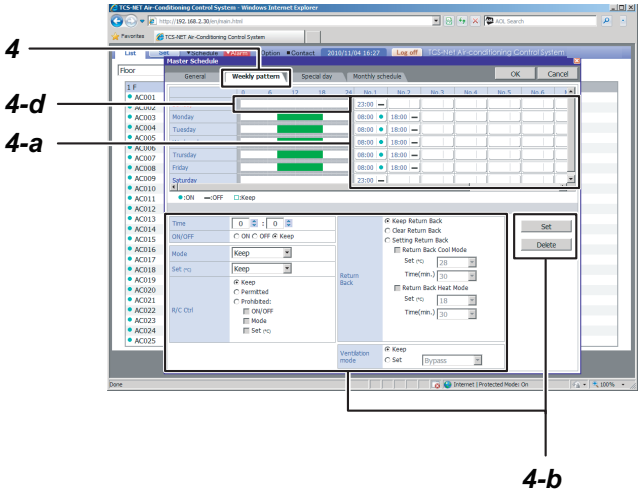

## [1] Creating a New Master Schedule

***1.*** Place the cursor on ▼Schedule to display the [Operation menu].

***2.*** Click the Program Master Schedule in the [Operation menu].
The [Program Master Schedule] screen is displayed.




***3.*** When creating a new master schedule, click Create.
The [Program Master Schedule] screen is displayed.
Enter the master schedule name and the description.




**4.** Weekly pattern setup

Click the Weekly pattern tab to switch to the [Weekly pattern Setup] screen.

Set the schedule operation start time, end time, and details according to the following steps.

Setup steps

a) Click the No. field of the day you wish to set.

b) Set the time and operation details and then click Set.

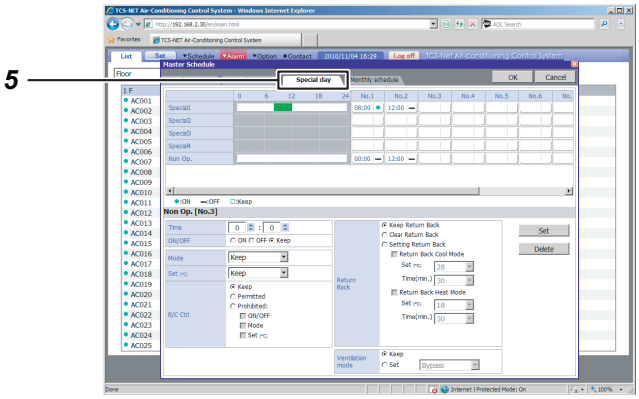
c) Repeat a and b above to create the weekly pattern.

d) The setup details completed for the day can be copied to other days.

Right-click the timeframe of the setup completed for the day. Copy / Paste / Paste All / Delete is displayed.

Click Copy and right-click the timeframe to copy it and then click Paste. The setup details are copied.

## [Special day Setup] screen

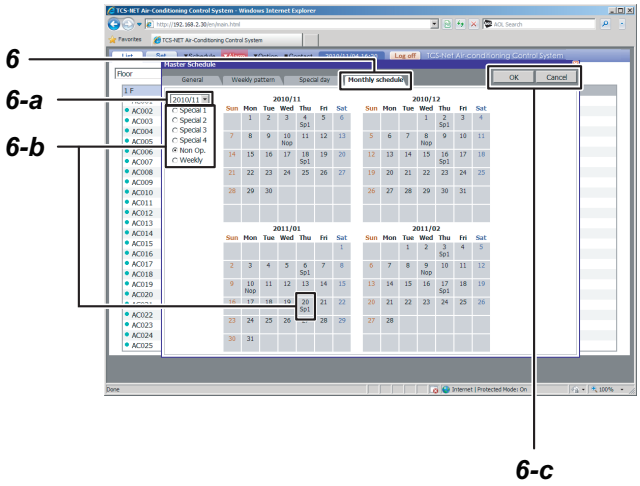



**5.** Special day setup

Any special days that are exceptions to the weekly pattern schedule can be set.

Click Special day tab to switch to the [Special day Setup] screen.

The setup procedure is the same as that of the weekly pattern, in which the scheduled operating start time, end time, and details can be set.




**6.** Monthly schedule setup

Click Monthly schedule tab to switch to the [Monthly schedule Setup] screen.

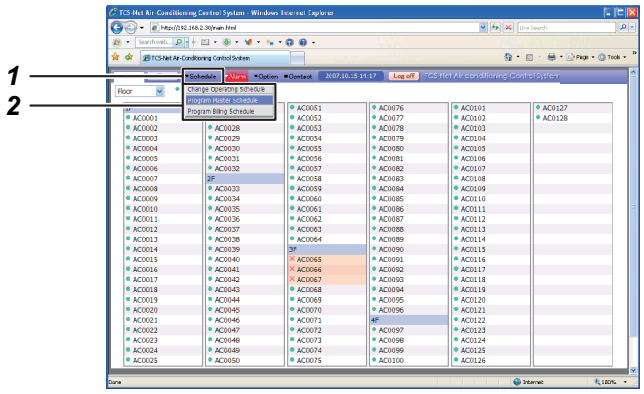
In the Monthly schedule, set the special days in the calendar.

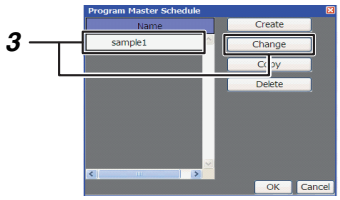
Setup Steps

a) Select the year and month to set.

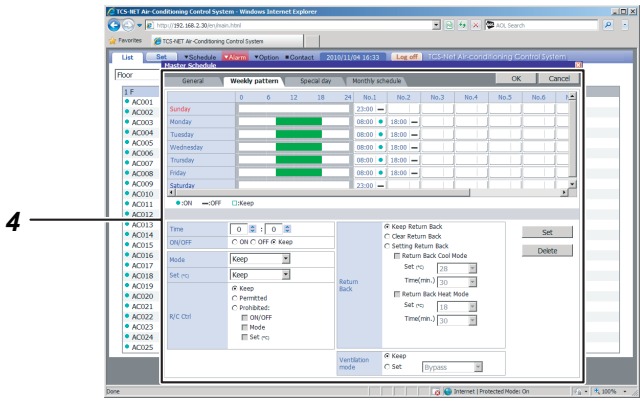
b) Select Special 1-4 or Non Op. and click the dates that you wish to set as special days. The setup details for the special days are entered in each respective day.

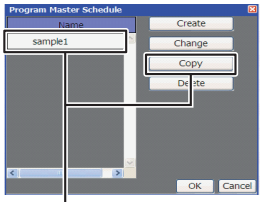
c) When the setup is completed, click OK to save the setup details.



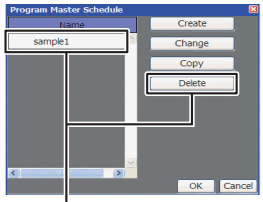




## [Master Schedule Setup] screen




*[3]-3*




*[4]-3*

## [2] Changing a Master Schedule

1. Place the cursor on ▼Schedule to display the [Operation menu].
2. Click the Program Master Schedule in the [Operation menu]. The [Program Master Schedule] screen appears.
3. To change the master schedule, click and select the master schedule that you wish to change, and then click Change.
   The [Master Schedule Setup] screen appears.
4. The schedule setup can be changed with the same steps used to create a new master schedule (refer to page 16).

## [3] Copying a Master Schedule

1. Place the cursor on ▼Schedule to display the [Operation menu].
2. Click the Program Master Schedule in the [Operation menu]. The [Program Master Schedule] screen appears.
3. To copy a master schedule, click and select the master schedule that you wish to copy, and then click Copy. The master schedule selected is copied.

## [4] Deleting a Master Schedule

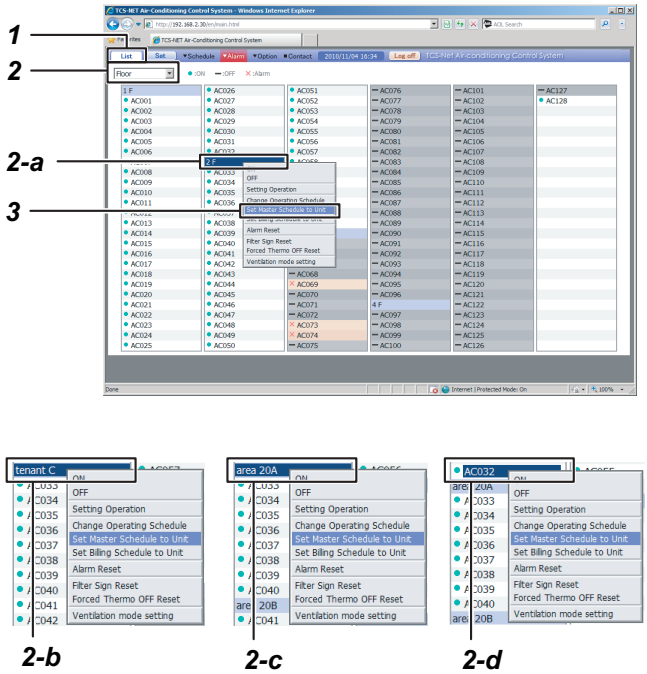
1. Place the cursor on ▼Schedule to display the [Operation menu].
2. Click the Program Master Schedule in the [Operation menu]. The [Program Master Schedule] screen appears.
3. To delete a master schedule, click and select the master schedule that you wish to delete, and then click Delete. The master schedule selected is deleted.

# Creating an Execution Schedule 1

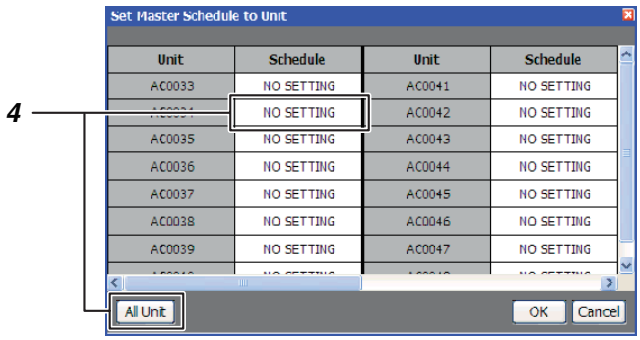
**Reference:**

Execution schedules can be created in either the [Setup] screen or the [List] screen.

### [List] screen




### [Set Master Schedule to Unit] screen

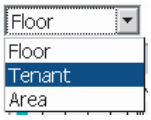



### <Creating an Execution Schedule in the [List] screen>

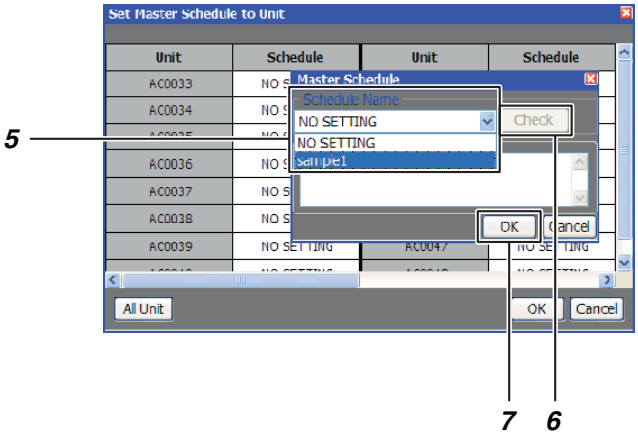
## [1] Creating an Execution Schedule for each Air Conditioner or Multiple Air Conditioners in a Batch

1. Click List to switch to the [List] screen.
2. Select the air conditioner(s) to be set to the execution schedule by any one of groups below.
   a) Air conditioners by floor in a batch
   b) Air conditioners by tenant in a batch
   c) Air conditioners by area in a batch
   d) By each air conditioner

   Click Floor to

   list the air conditioners by floor, tenant, or area in the [List] screen. Place the cursor on the floor name for the air conditioners (batch by floor) or the air conditioner name (by each air conditioners) you wish to operate and right-click. The [Operation menu] appears.
3. Click the Set Master Schedule to Unit in the [Operation menu]. The [Set Master Schedule to Unit] screen appears.
4. Click the Schedule field of the air conditioner you wish to create an execution schedule for.
   To set in batch, click All Unit.
   The [Master Schedule] screen appears.



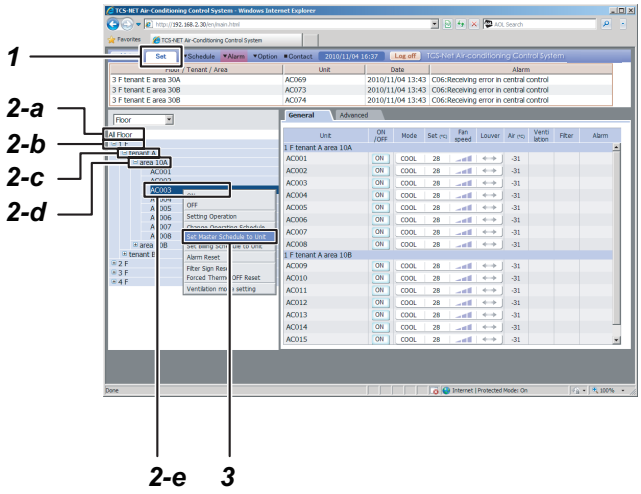

***5.*** Select the master schedule you wish to copy.

***6.*** To check the schedule details, click Check.

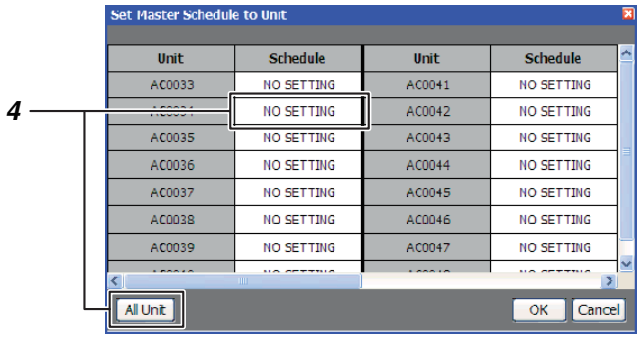
***7.*** When the setup is completed, click OK.
The execution schedule is set for the air conditioner(s) selected.

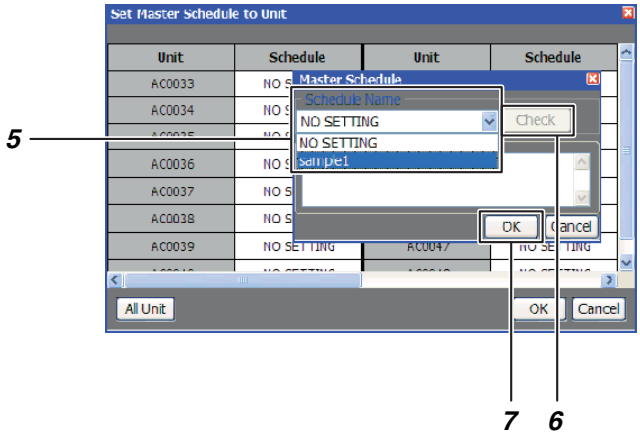
# Creating an Execution Schedule 2

### [Setup] screen




### [Set Master Schedule to Unit] screen




### <Creating an Execution Schedule in the [Setup] screen>

## [1] Creating an Execution Schedule for each Air Conditioner or Multiple Air Conditioners in a Batch

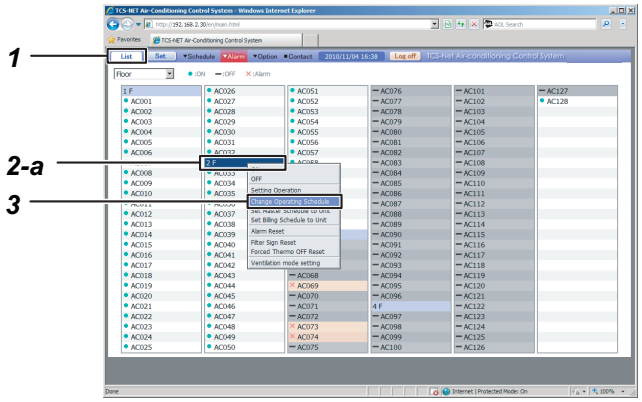
1. Click Set to switch to the [Setup] screen.
2. Select the air conditioner(s) to be set to the execution schedule by any one of groups below.
   a) All air conditioners in a batch
   b) Air conditioners by floor in a batch
   c) Air conditioners by tenant in a batch
   d) Air conditioners by area in a batch
   e) By each air conditioner
   In the tree format, place the cursor on the floor name for the air conditioners (batch by floor) or the air conditioner name (by each air conditioner) you wish to operate and right-click. To set in a batch for all air conditioners, place the cursor on All Floors and right-click. The [Operation menu] appears.
3. Click the Set Master Schedule to Unit in the [Operation menu]. The [Set Master Schedule to Unit] screen appears.
4. Click the Schedule field of the air conditioner that you wish to create the schedule for. To set in a batch, click All Unit. The [Master Schedule] screen appears.
5. Select the master schedule you wish to copy.
6. To check the schedule details, click Check.
7. When the setup is completed, click OK. The execution schedule is now set for the air conditioner(s) selected.

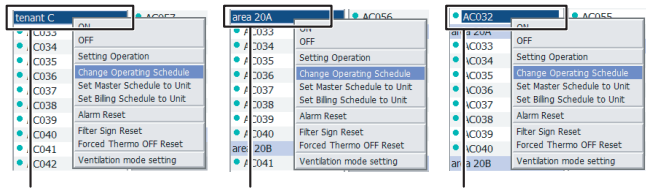
# Checking / Changing an Execution Schedule 1

**Reference:**

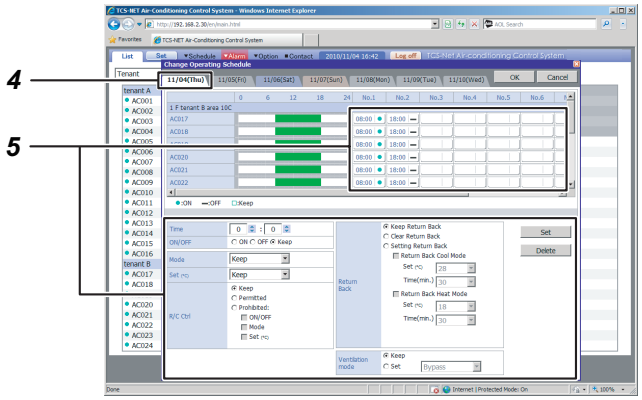
The execution schedules can be checked or changed with the same procedure as that used for creating the execution schedules.
This can be done in either the [Setup] screen or the [List] screen.

### [List] screen



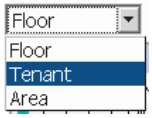

### [Change Operating Schedule] screen




### <Checking / Changing an Execution Schedule in the [List] screen>

## [1] Checking / changing an Execution Schedule for each Air Conditioner or Multiple Air Conditioners in a Batch

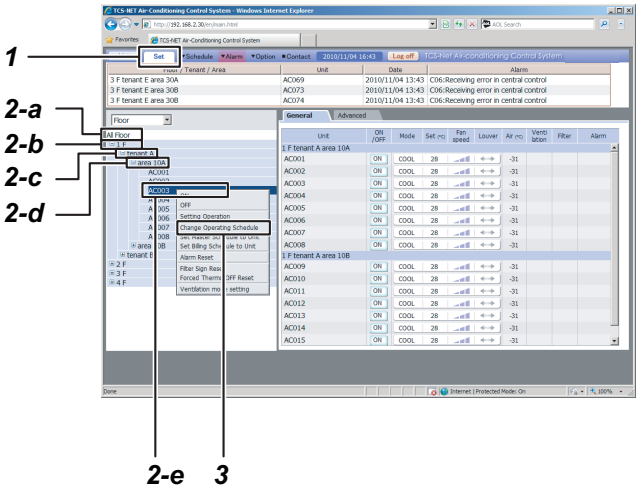
1. Click List to switch to the [List] screen.
2. Select the air conditioner(s) you wish to check the execution schedule for by any one of the groups below.
   a) Air conditioners by floor in a batch
   b) Air conditioners by tenant in a batch
   c) Air conditioners by area in a batch
   d) By each air conditioner
   Click Floor to

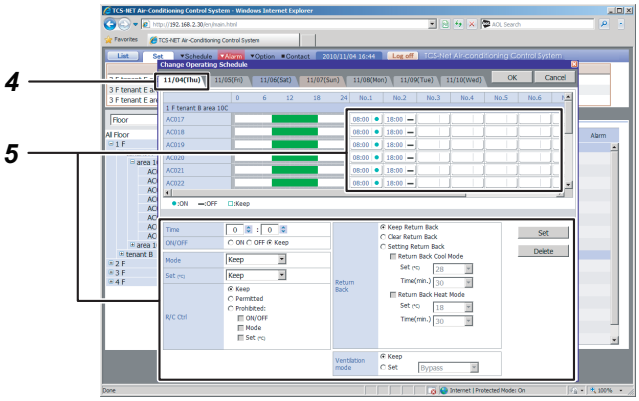
   list the air conditioners by floor, tenant, or area in the [List] screen. Place the cursor on the floor name for the air conditioners (for batch by floor) or the air conditioner name (by each air conditioners) you wish to operate and right-click. The [Operation menu] appears.
3. Click the Change Operating Schedule in the [Operation menu].
   The [Change Operating Schedule] screen appears.
4. Click the date tab you wish to check or change.
5. Next, click the No. field of the air conditioner(s) you wish to check or change to check or change the setup.

# Checking / Changing an Execution Schedule 2

### [Setup] screen




### [Change Operating Schedule] screen



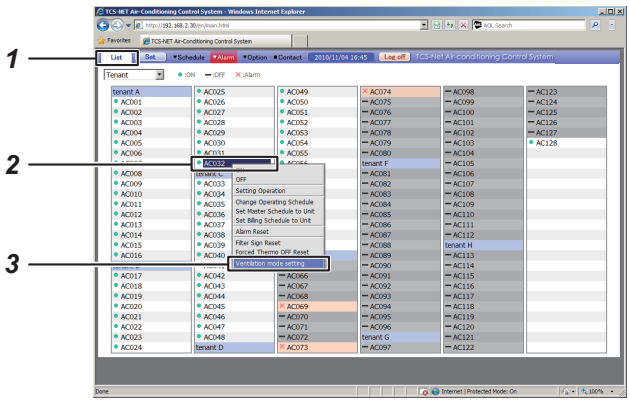

### <Checking / Changing an Execution Schedule in the [Setup] screen>

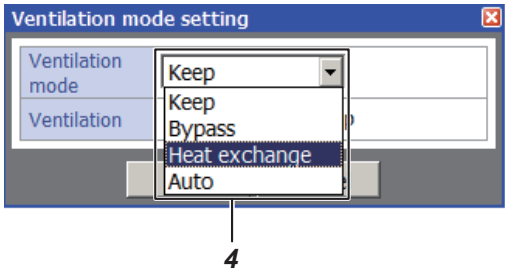
## [1] Checking / changing an Execution Schedule for each Air Conditioner or Multiple Air Conditioners in a Batch

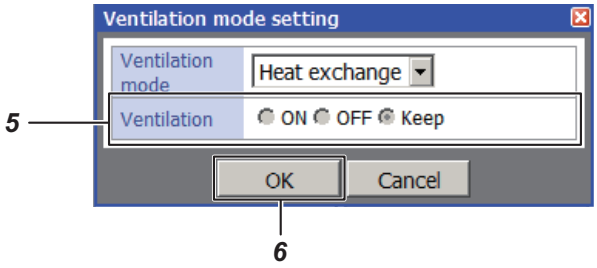
1. Click Set to switch to the [Setup] screen.
2. Select the air conditioner(s) that you wish to check or change the schedule for by any one of the groups below.
   a) All air conditioners in a batch
   b) Air conditioners by floor in a batch
   c) Air conditioners by tenant in a batch
   d) Air conditioners by area in a batch
   e) By each air conditioner
   In the tree format, place the cursor on the floor name for the air conditioners (batch by floor) or the air conditioner name (by each air conditioner) you wish to operate and right-click. To set in a batch for all air conditioners, place the cursor on All Floors and right-click. The [Operation menu] appears.
3. Click the Change Operating Schedule in the [Operation menu].
   The [Change Operating Schedule] screen appears.
4. Click the date you wish to check or change.
5. Next, click the No. field of the air conditioner(s) you wish to check or change to check or change the setup.

# Ventilation Mode Settings

### [List] screen



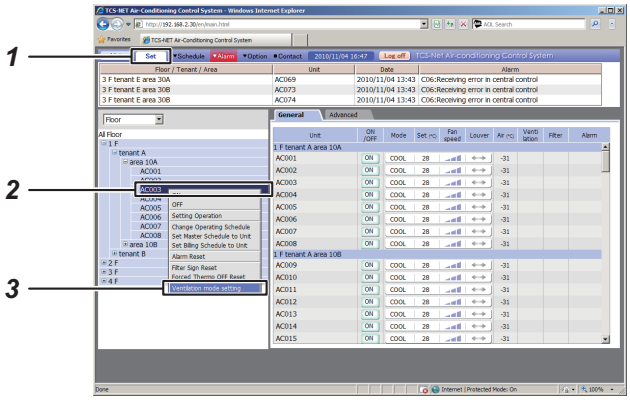



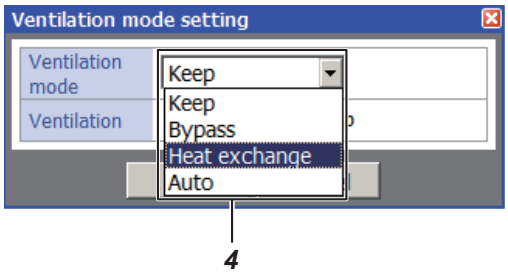



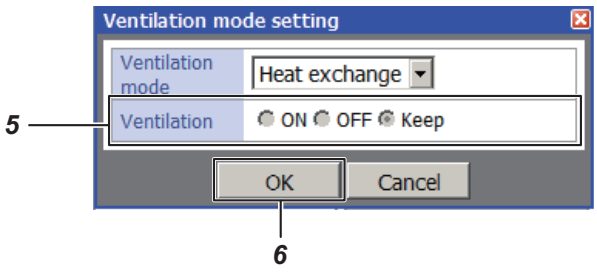

## [1] Configuring the Ventilation Mode Settings on the [List] screen

1. Click List button to open the [List] screen.
2. Place the cursor over the air conditioner you want to configure the ventilation mode settings of and right-click it.
   The [Operation menu] appears.
3. Click "Ventilation mode setting" on the [Operation menu].
   The [Ventilation mode setting] screen appears.
4. Use the [Ventilation mode] pull-down menu on the [Ventilation mode setting] screen to select a ventilation mode; "Keep", "Bypass", "Heat exchange", or "Auto".
5. Click a button of [Ventilation] to select an operation; "ON", "OFF", or "Keep".
6. Click OK button after setting has been finished.
   The configured ventilation mode settings are applied to the selected air conditioner.

## [Setup] screen




## [2] Configuring the Ventilation Mode Settings on the [Setup] screen

1. Click Set button to open the [Setup] screen.
2. Place the cursor over the air conditioner you want to configure the ventilation mode settings of and right-click it.
   The [Operation menu] appears.
3. Click "Ventilation mode setting" on the [Operation menu].
   The [Ventilation mode setting] screen appears.
4. Use the [Ventilation mode] pull-down menu on the [Ventilation mode setting] screen to select a ventilation mode; "Keep", "Bypass", "Heat exchange", or "Auto".
5. Click a button of [Ventilation] to select an operation; "ON", "OFF", or "Keep".
6. Click OK button after setting has been finished.
   The configured ventilation mode settings are applied to the selected air conditioner.

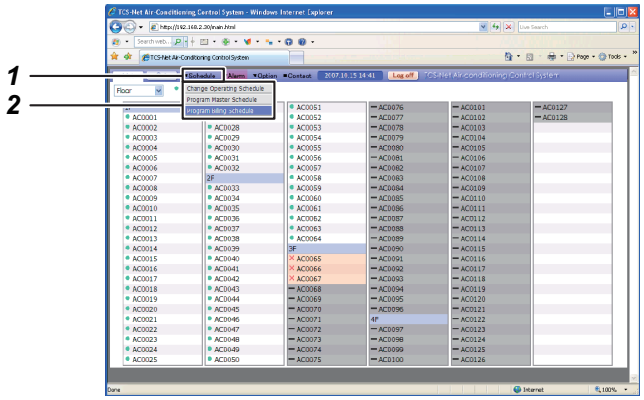
# Creating a Billing Master Schedule

If a billing schedule is set, the operation hours and power distribution can be calculated separately between office hours and after-hours.
The billing schedule can be set using the same procedure as the schedule setup for scheduled operation.

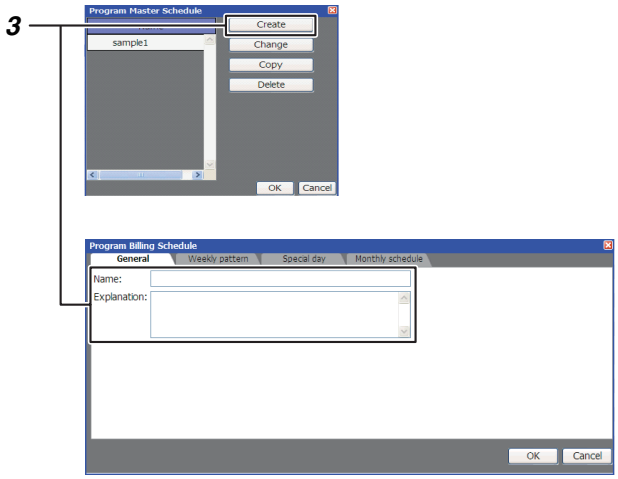
**Billing Schedule Setup Steps**

(1) Creating a Billing Master Schedule
The master schedule consists of the Weekly pattern (weekly schedule) and the Special days (special day schedule). These are combined to create the Monthly schedule.

(2) Creating a Billing Schedule
Select and copy each master schedule used for each air conditioner to create the execution schedule.



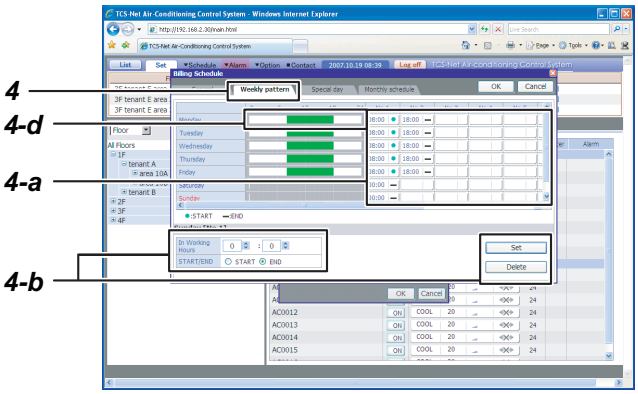

**[Program Billing Schedule] screen**




## [1] Creating a New Billing Master Schedule

1. Place the cursor on ▼Schedule to display the [Operation menu].
2. Click Program Billing Schedule in the [Operation menu].
   The [Program Billing Schedule] screen appears.
3. When creating a new billing master schedule, click Create.
   The [Program Billing Schedule] screen appears.
   Enter the master schedule name and its description.

## [Weekly pattern Setup] screen




**4.** Weekly pattern setup

Set the billing schedule for the office hours. Click Weekly pattern tab to switch to the [Weekly pattern Setup] screen.

**Note:**

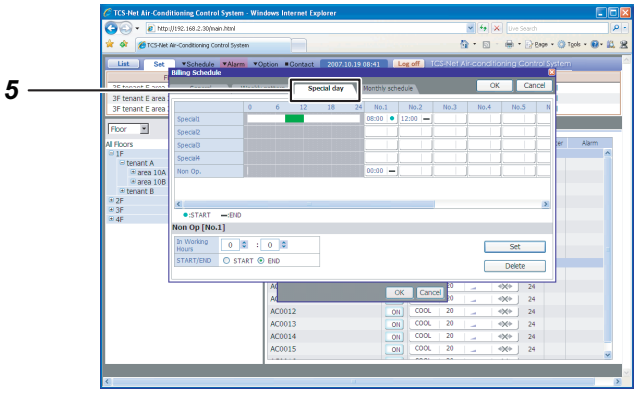
The billing is not charged during the time zone of the office hours setting (green zone). The billing is charged during the time zone other than it.

Set the scheduled operation start time and end time for each weekday following the steps below.

Setup Steps

a) Click the No. field of the day you wish to set.
b) Set the time and then click Set.
c) Repeat a and b to create the weekly pattern.
d) The setup details completed for a day(s) can be copied to another day(s).
Right-click the timeframe highlighted in green set for the days. Copy / Paste / Paste All / Delete appears.
Click Copy and right-click the timeframe of the day you wish to copy and then click Paste. The setup details are copied.

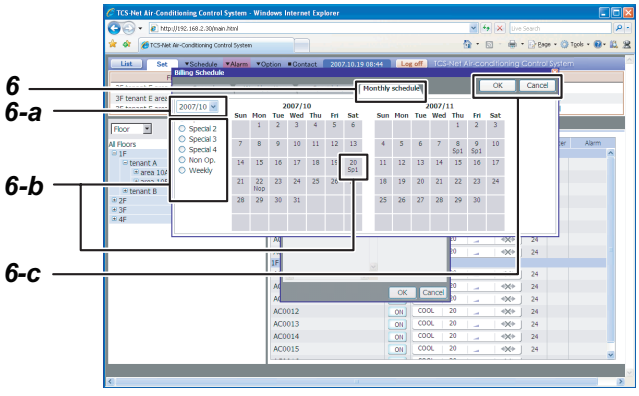
## [Special day Setup] screen




**5.** Special day setup

The schedule is set for special days that are exceptions to the weekly pattern schedule.
Click Special day tab to switch to the [Special day Setup] screen.
The schedule operation start time and end time can be set in the same way as the weekly pattern.

## [Monthly schedule Setup] screen

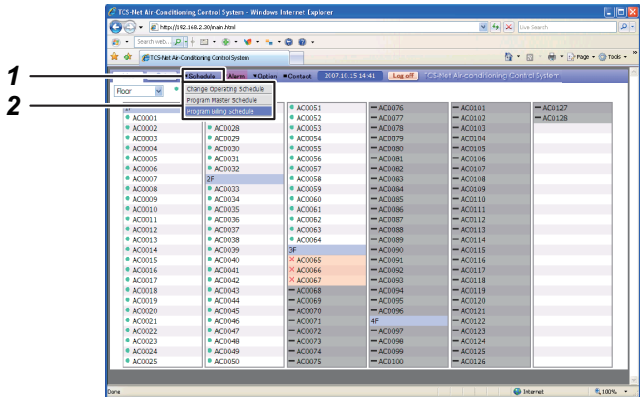


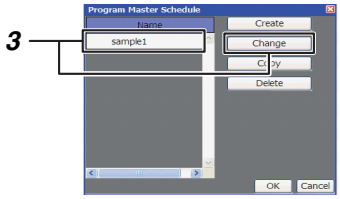

**6.** Monthly schedule setup

Click Monthly schedule tab to switch to the [Monthly schedule Setup] screen.
Set the special days in the calendar in the Monthly schedule Setup screen.

Setup Steps

a) Select the year and month you wish to set.
b) Select the Special 1-4 or Non Op. and click the dates in the calendar you wish to set as special days. The setup details for the special days are entered for the days.
c) When the setup is completed, click OK to save the setup details.

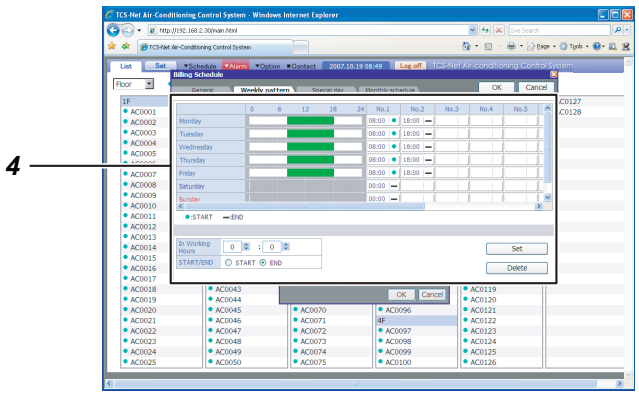



## [2] Changing a Billing Master Schedule

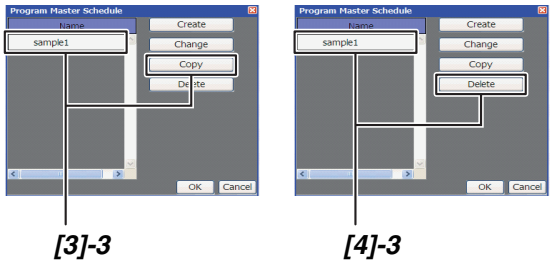
1. Place the cursor on ▼Schedule to display the [Operation menu].
2. Click the Program Billing Schedule in the [Operation menu].
   The [Program Billing Schedule] screen appears.
3. To change the billing master schedule, click and select the master schedule you wish to change, and then click Change.
   The [Master Schedule Setup] screen appears.
4. The schedule setup can be changed in the same way as when creating a new billing master schedule (refer to page 26).

### [Master Schedule Setup] screen




## [3] Copying a Billing Master schedule

1. Place the cursor on ▼Schedule to display the [Operation menu].
2. Click the Program Billing Schedule in the [Operation menu]. The [Program Billing Schedule] screen appears.
3. To copy a billing master schedule, click and select the schedule you wish to copy and then click Copy. The billing master schedule selected is copied.




## [4] Deleting a Billing Master Schedule

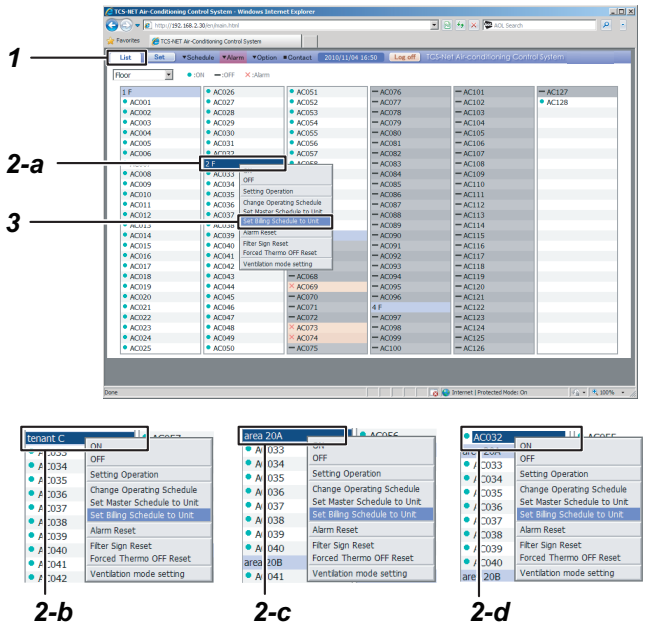
1. Place the cursor on ▼Schedule to display the [Operation menu].
2. Click the Program Billing Schedule in the [Operation menu]. The [Program Billing Schedule] screen appears.
3. To delete a billing master schedule, click and select the schedule you wish to delete and click Delete.
   The billing master schedule selected is deleted.

# Creating a Billing Schedule 1

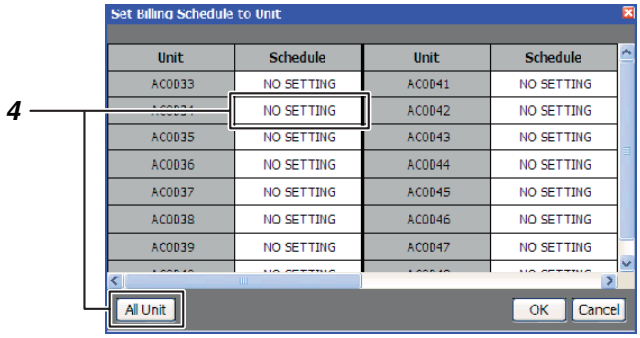
**Reference:**

The billing schedule can be created in either the [Setup] screen or the [List] screen.

### [List] screen




### [Set Billing Schedule to Unit] screen




## <Creating a billing schedule in the [List] screen>

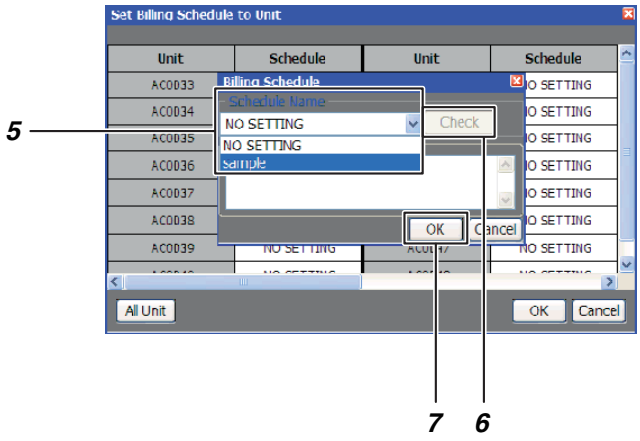
## [1] Creating a Billing Schedule for each Air Conditioner or Multiple Air Conditioners in a Batch

1. Click List to switch to the [List] screen.
2. Select the air conditioner(s) that you wish to create the billing schedule for by any one of the groups below.
   a) Air conditioners by floor in a batch
   b) Air conditioners by tenant in a batch
   c) Air conditioners by area in a batch
   d) By each air conditioner

   Click Floor

   to list by floor, tenant or area in the [List] screen. Place the cursor on the floor name (in batch by floor) of the air conditioner(s) or the air conditioner name (by each air conditioner) that you wish to operate and right-click.
   The [Operation menu] appears.
3. Click the Set Billing Schedule to Unit in the [Operation menu]. The [Set Billing Schedule to Unit] screen appears.
4. Click the schedule field for the air conditioner you wish to create the billing schedule for.
   To set in batch, click All Unit.
   The [Billing Schedule] screen appears.



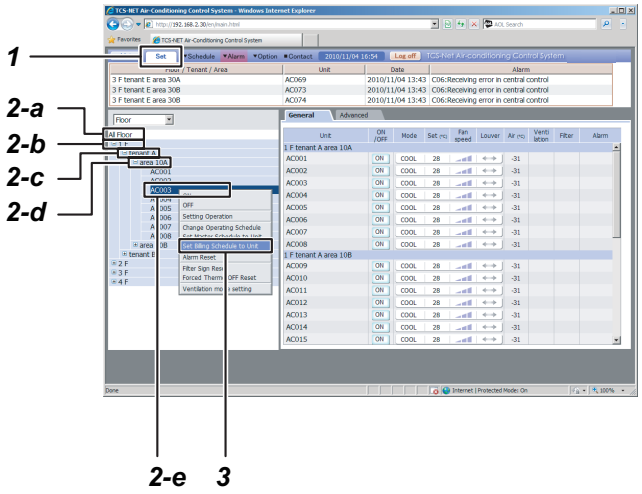

***5.*** Select the billing master schedule that you wish to copy.

***6.*** To check the schedule details, click Check.

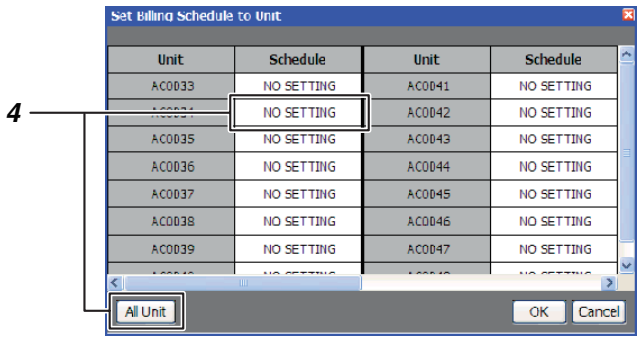
***7.*** When the setup is completed, click OK.
The billing schedule is set for the air conditioner(s) selected.

# Creating a Billing Schedule 2

### [Setup] screen



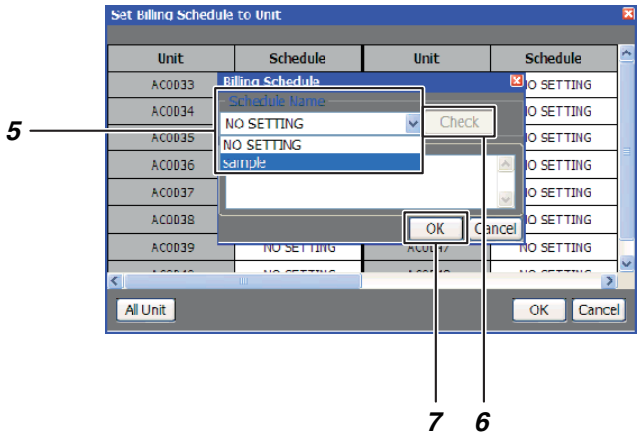

### [Set Billing Schedule to Unit] screen




### <Creating a Billing Schedule in the [Setup] screen>

## [1] Creating a Billing Schedule for each Air conditioner or Multiple Air conditioners in Batch

1. Click Set to switch to the [Setup] screen.
2. Select the air conditioner you wish to create the billing schedule for by any one of the groups below.
   a) All air conditioners in a batch
   b) Air conditioners by floor in a batch
   c) Air conditioners by tenant in a batch
   d) Air conditioners by area in a batch
   e) By each air conditioner
   In the tree format, place the cursor on the floor name of the air conditioners (batch by floor) or the air conditioner name (by each air conditioner) you wish to operate and right-click. To set all air conditioners in a batch, place the cursor on All Floors and right-click.
   The [Operation menu] appears.
3. Click the Set Billing Schedule to Unit in the [Operation menu]. The [Set Billing Schedule to Unit] screen appears.
4. Click the Schedule field of the air conditioner that you wish to create a billing schedule for.
   To setup in a batch, click All Unit.
   The [Billing Schedule] screen appears.



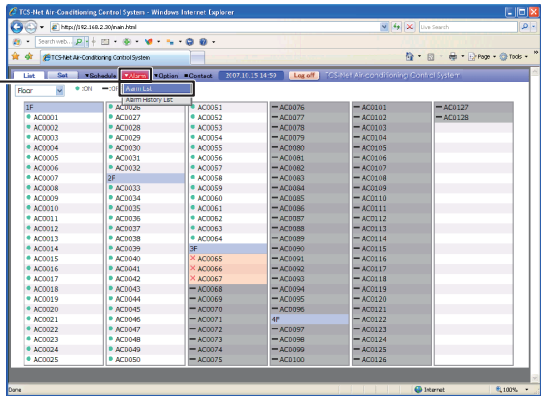

***5.*** Select the billing master schedule you wish to copy.

***6.*** To check the schedule details, click Check .

***7.*** When the setup is completed, press OK . The billing schedule is set for the air conditioner(s) selected.

# Warning List and History

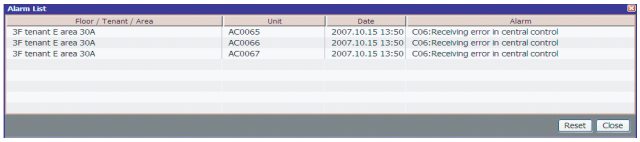
| | |
|---|---|
| [Alarm List] | : A list of current errors<br>Lists the unit name, the time of occurrence of the error, and the error details. |
| [Alarm History List] | : Lists alarm history |



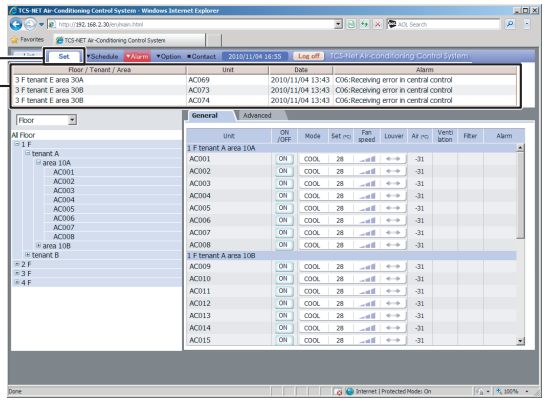

## [1] Displaying the List of Warnings in the [Alarm List]

1. Place the cursor on Alarm to display the [Operation menu].
   Click the Alarm List in the [Operation menu] to display the [Alarm List].
2. Click Reset to send the error clear signal to the air conditioner, and the error signal will be cleared.

### [Alarm List]

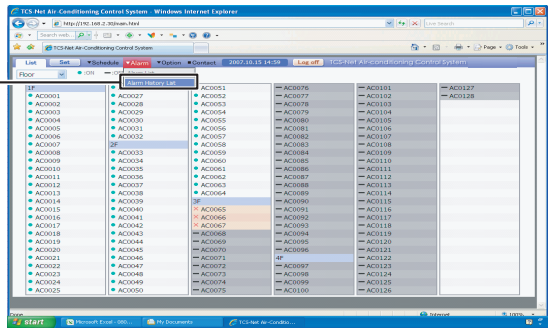



### [Setup] screen

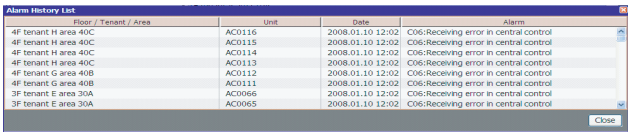



## [2] Displaying the List of Warnings in the [Setup] screen

1. Current error details are also listed in the [Setup] screen.
   Click Set to switch to the [Setup] screen.
2. A list of warnings is displayed on the top of the screen.



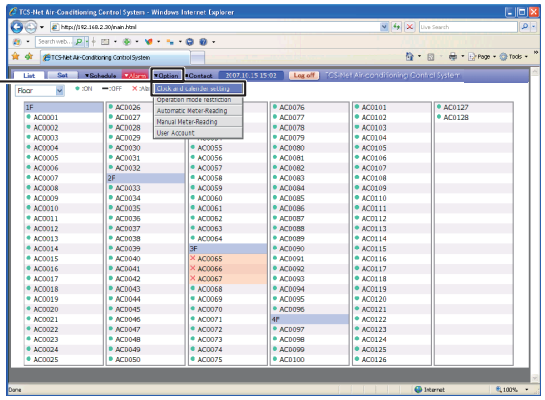

## [Alarm History List]




## [3] Display the [Alarm History List]

***1.*** Place the cursor on Alarm to display the [Operation menu].
Click the Alarm History List in the [Operation menu] to display the [Alarm History List].

# Time Setup / Selecting Cooling or Heating Mode

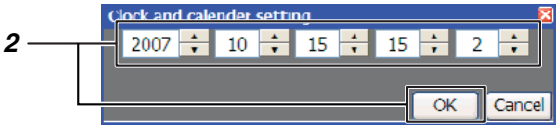


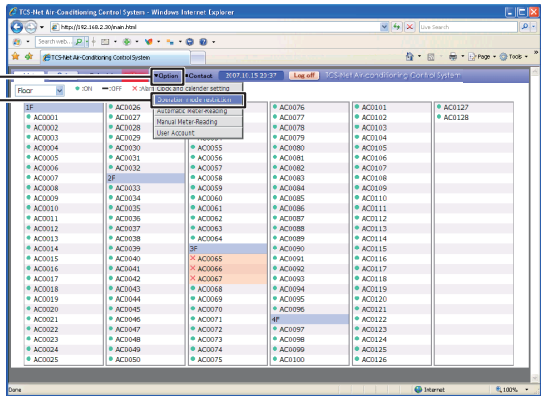

## [1] Time Setup

**1.** Place the cursor on ▼Option to display the [Operation menu].
Click the Clock and calender setting in the [Operation menu] to display the [Clock and calender setting] screen.

**2.** Use ▲▼ to set the time, date, month, and year.
When the setup is completed, press OK.

### [Clock and calender setting] screen



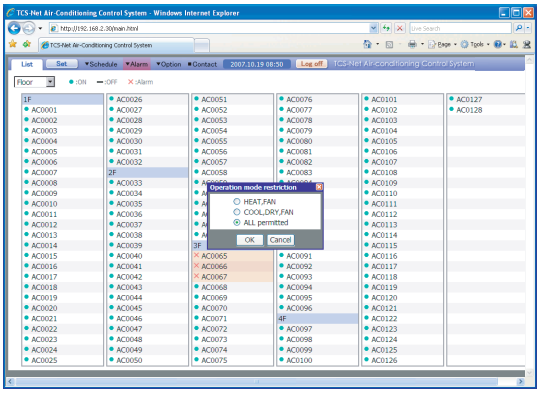




## [2] Selecting Cooling or Heating Mode

Used when restricting the system operation mode to the cooling system (cooling, dry, fan) or the heating system (heating, fan). Used to prohibit cooling or heating for multiple air conditioners.

**1.** Place the cursor on ▼Option to display the [Operation menu].
Click the Operation mode restriction in the [Operation menu] to display the [Operation mode restriction] screen.

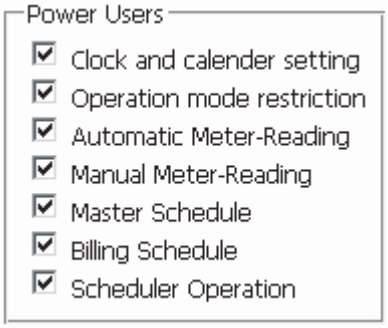
**2.** Select HEAT/FAN, ALL permitted, or COOL/DRY/FAN and then press OK.

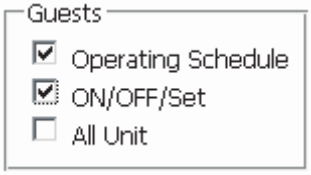


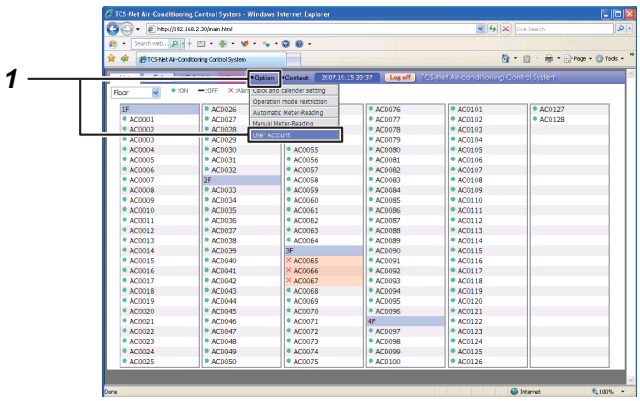
# User Account Setup

System operation access can be assigned for each user. User names and passwords can also be set.

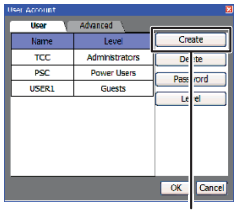
* There are three levels of access.
  – ***Administrators*** - All operations are permitted.
  – ***Power Users*** - Some setup operations are permitted. Access to operating functions listed in the tables below can be set by administrators.
  – ***Guests*** - Operations are restricted to the basic functions shown in the tables below by administrators. In addition, the air conditioners to be operated can be restricted.



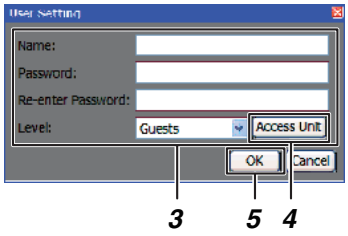





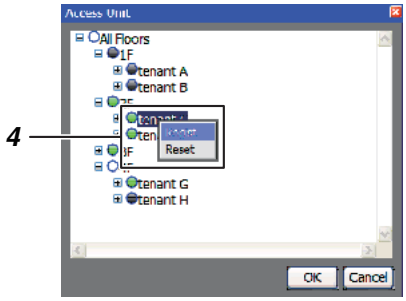

### [User Account] screen




### [User Setting] screen




### [Access Unit] screen

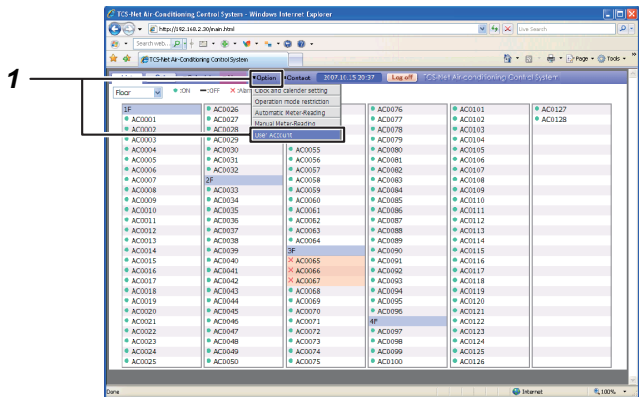



## <User Account Setup>

## [1] Creating a New User Account

1. Place the cursor on ▼Option to display the [Operation menu].
   Click the User Account in the [Operation menu] to display the [User Account] screen.
2. Click Create in the [User Account] screen.
   The [User Setting] screen is displayed.
3. Set the user name, password, level, and access unit.
4. Access Unit Setup:
   Click Access Unit in the [User Setting] screen. The [Access Unit] screen is displayed.
   Click and select the floor(s), tenant, area, or air conditioner to grant access to, and then right-click.

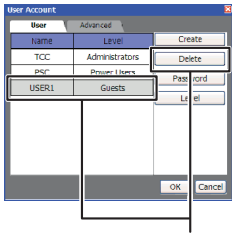
   Regist / Reset is displayed; click Regist. The color is changed to (green), indicating that access is granted.
   To reset the access, click Reset. The color is changed to (gray), indicating that access is restricted.
5. When the setup is completed, click OK.




## [2] Deleting a User Account

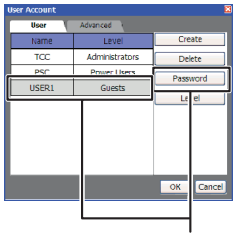
1. Place the cursor on ▼Option to display the [Operation menu].
   Click the User Account in the [Operation menu] to display the [User Account] screen.
2. Click and select the account that you wish to delete in the [User Account] screen.
   Click Delete .
   The account is now deleted.

### [User Account] screen



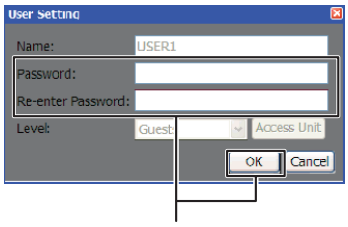

*[2]-2*

### [User Account] screen




*[3]-2*

### [User Setting] screen

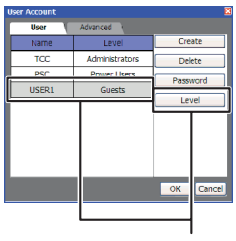



*[3]-3*

## [3] Changing the Password for a User Account

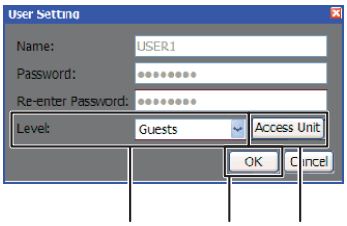
1. Place the cursor on ▼Option to display the [Operation menu].
   Click the User Account in the [Operation menu] to display the [User Account] screen.
2. Click and select the account for which you wish to change the password in the [User Account] screen.
   Click Password .
   The [User Setting] screen is displayed.
3. Enter a new password and press OK .

### [User Account] screen




*[4]-2*

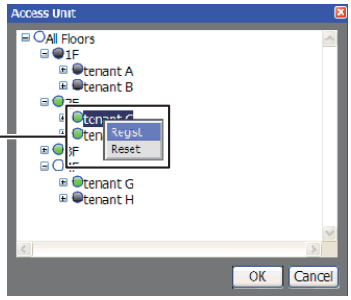
### [User Setting] screen




*[4]-3* *[4]-5* *[4]-4*

### [Access Unit] screen

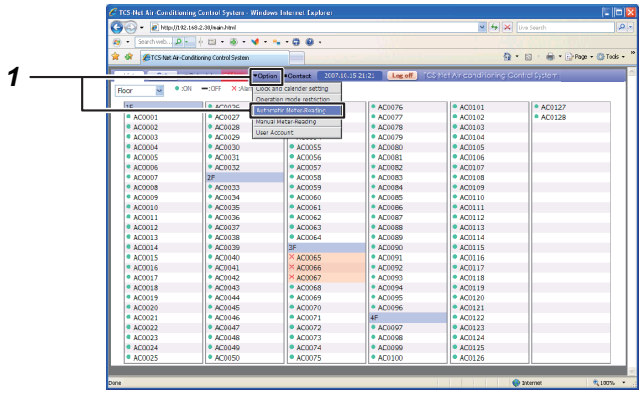
*[4]-4*




## [4] Changing a User Account Level

1. Place the cursor on ▼Option to display the [Operation menu].
   Click the User Account in the [Operation menu] to display the [User Account] screen.
2. Click and select the account for which you wish to change the level in the [User Account] screen.
   Click Level.
   The [User Setting] screen appears.
3. Change the level.
4. To change an access unit, click Access Unit to display the [Access Unit] screen and set the units.
   The access unit can be changed using the same steps as when creating a new user account (refer to page 37).
5. When the setup is completed, click OK.

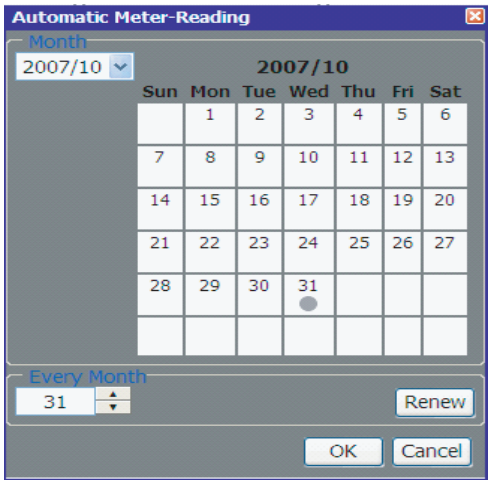
# Power Meter Reading Date Setup / Change




## [1] Setting / Changing an Automatic Reading Date

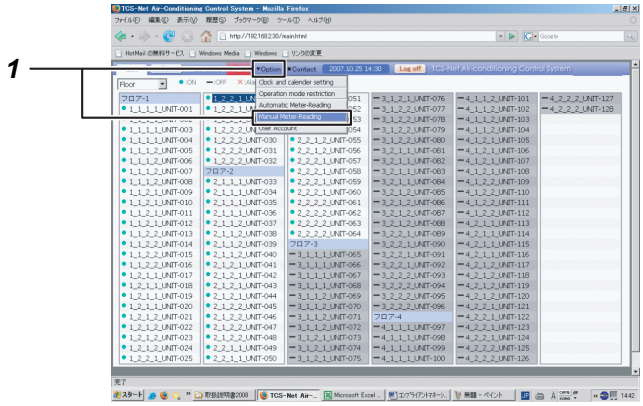
**1.** Place the cursor on ▼Option to display the [Operation menu].
Click Automatic Meter-Reading in the [Operation menu] to display the [Automatic Meter-Reading] screen.

### [Automatic Meter-Reading] screen




**2.** Select the month you wish to change.
Click the date to set. The ● mark appears under the date, indicating that the reading date is set.

To change the reading date, click the date selected and then the ● mark is removed, indicating that the setting is cancelled.

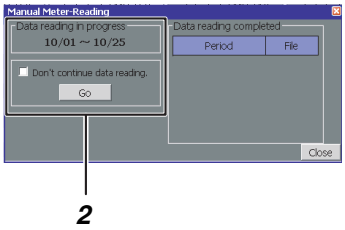



## [2] Setting / Changing a Manual Reading Date

Used when calculating data or temporarily calculating data before an automatic reading date.

**1.** Place the cursor on ▼Option to display the [Operation menu].
Click the Manual Meter-Reading in the [Operation menu] to display the [Manual Meter-Reading] screen.

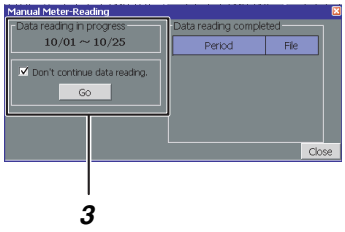
### [Manual Meter-Reading] screen




**2.** For temporary totaling:
For temporary totaling, after the reading date, the operation time and power distribution aggregation values are continually counted.

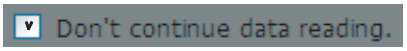
The period for totaling is displayed. Data from the previous reading date until the current date are totaled.
Uncheck the ☐ Don't continue data reading. and then click Go.
Data are totaled and a file is generated.

## [Manual Meter-Reading] screen




***3.*** For manual totaling:
After the manual totaling, the operation time and power distribution aggregated values are reset to start counting new aggregation values.

The period for totaling is displayed. Data are totaled for the period from the previous reading date to the current date.

Check the 

and then click 

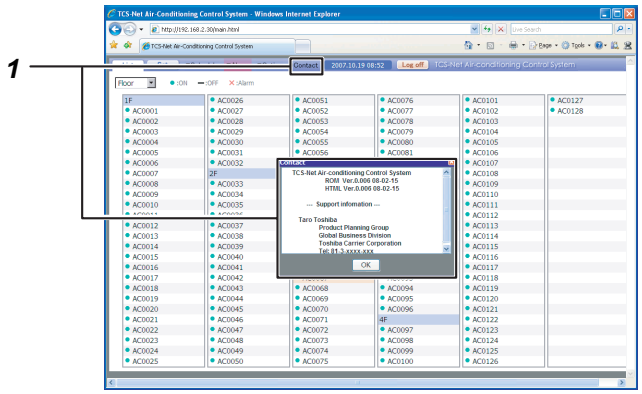
.

The data are totaled and a file is generated.

**Reference:**

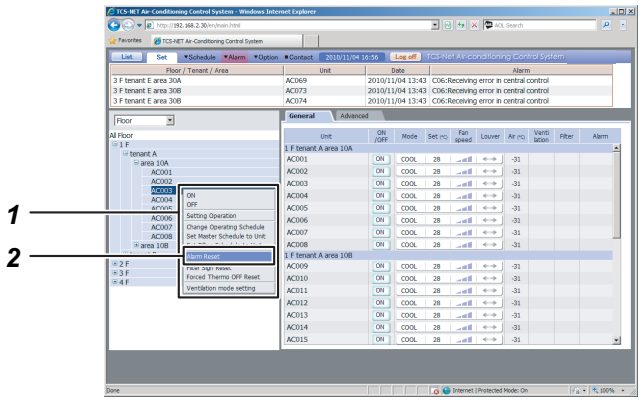
The totaled data can be caluculated using the monthly reporting software included.
Please refer to the monthly reporting software manual for how to get data or how to calculate.

# Other Settings



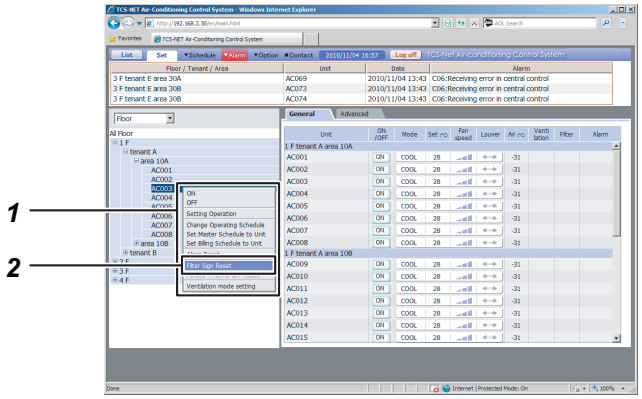

## [1] Support Information Display

1. Click Contact to display the [Contact] screen. The software version and support information is displayed on the screen.




## [2] Alarm Reset

1. Place the cursor on the floor, tenant, area, or air conditioner in the tree format and right-click. The [Operation menu] appears.
2. Click Alarm Reset in the [Operation menu]. The error clear signal is sent to the air conditioner(s) selected and the error signal will be cleared.




## [3] Filter Sign Reset

1. Place the cursor on the floor, tenant, area, or air conditioner in the tree format and right-click. The [Operation menu] appears.
2. Click Filter Sign Reset in the [Operation menu]. The filter sign clear signal is sent to the air conditioner(s) selected and the filter sign will be cleared.

# Important Information

## How to Obtain Monthly Data and Distribution Data

Monthly data or power distribution data are calculated using "Monthly Report Creation Software" included. Please refer to "Monthly Report Creation Software" manual for instructions on obtaining data and operating the software.

## Troubleshooting

| | |
|---|---|
| The scheduler does not operate even if the schedule is set. | Is the schedule set only for the master schedule?<br>The execution schedule must be set as well. |
| Communication error. | Is the Smart Manager turned on?<br>Is the air conditioner turned on? |
| The remote control does not work. | Does the remote control have any operational restrictions in its settings? |
| Cooling operation (or heating operation) is not working. | Is a heating (or cooling) operation turned on within the same cooling system? Normally the heating operation has precedence.<br><br>Does the remote control have any operational mode change restrictions in its settings?<br><br>Is the heating (or cooling) operation selected in the operational mode range selection? |
| Some air conditioners are not displayed. | Is the air conditioning access restricted in the user account setup? |
| Some [Setup] screens are not displayed. | Is the setup operation restricted in the user account setup? |

## Please contact your local dealer

- To change a floor name, tenant name, area name, or air conditioning system name.
- To install more air conditioners.
- To output the result of power distribution.
- To change the deadline of distribution calculation.

**TOSHIBA CARRIER CORPORATION**
336 TADEHARA, FUJI-SHI, SHIZUOKA-KEN 416-8521 JAPAN

DE93929201