InetTEAM -

InetTEAM_UsersGuide

Overview

The **InetTEAM** ("Tenant and Engineering Access Module") program has two major components, the **After-hours Module** and the **Engineering Module**. The **After-hours Module** allows tenants to make HVAC and lighting service requests remotely using a web browser or a voice prompted telephone interface. This module generates invoices for each tenant's total billable service, and has numerous other reporting features. All reports are available via the web interface and include **Recent User Activity**, **Configuration Data, Scheduled Overrides** (HVAC and lighting) and more. The **Engineering Module** gives engineering staff remote telephone access to the **Building Automation System** (BAS). The user can retrieve and command point values using a voice-prompted interface.

Note: Unless otherwise specified, use the menu tree located on the browser's left side for site navigation. Do not use the browser's Back button.

Hardware Setup - Voice Processor

Connect the USB cable to a USB port on your PC. Connect the phone cable to your phone jack.

Initial Point Configuration

Important: ***InetTEAM*** works with the system Database in receiving and transmitting system point (variable) information. In order for this communication to take place, the points must be initially configured correctly. This is done through ***InetSupervisor's Database Config*** utility and the ***Points Table*** therein. Use the following procedure to verify or accomplish the necessary configuration. ***Note****: this procedure assumes that system points have already been imported using the procedure in the* ***InetSupervisor*** *Setup manual.*

- Click ***Start/Programs/HMI/Database Config***. A small window will open. If you haven't already done so, do the sequence of steps listed here to establish initial configuration via the ***Config_Table*** (***Network Name, Interface Name***, etc.). Click ***OK*** and the main window will open. You may need to log in with username and password for full access. ***Database*** should be *InetSupervisor* and ***Server*** should be *(Local)*. ***Security SSPI*** should be checked.
- Click ***View/Choose Points***. The ***Points Table*** will open. Click ***Load*** to fill in the table. For convenience, place the six column names listed below first in the table. This is done by clicking the column names in the ***SELECT*** window that appears in the upper left of the table window. As you select them, they will appear in the box just to the right. When finished, click ***Load*** and the table will appear with the selected columns listed first, easier to view.
- For each point (IDs automatically assigned at the left edge) that you want to monitor or control, make sure the following table columns are properly setup:
- ***IsActive*** - click to make checkmark black (not grey)
- ***LonIsDigital*** - for all points which assume two states (on or off), click to make checkmark black (not grey)
- ***LogicName*** - enter a descriptive name for the point (an identifier)
- ***LonDigOn*** - for a digital point. Enter the point value which indicates the point is active (On)
- ***LonDigOff*** - for a digital point. Enter the point value which indicates the point is inactive (Off)
- ***IsInetTeam*** - click to make checkmark black (not grey) for all points that will be monitored or controlled via ***InetTeam***.
- ***EnableScheduling*** - click to make checkmark black (not grey) and activate scheduling.
- ***Remember to click* Update *to effect any changes made, before closing the table.***
- ***Important:*** InetTeam needs to extract meaningful data from the Database. You may need to run ***InetSupervisor*** sufficiently long to collect this data, which is directly related to the sampling interval (update period) setup in the ***Config_Table*** of the ***DatabaseConfig*** utility (click ***SqlDataBase/Config Table/Load/Refresh*** in the utility, verify/change the ***AllPointsUpdateInterval*** number, which is listed in seconds). Click ***Update*** if you make any changes to the ***Config_Table***. To collect fresh data, you'll need to run ***InetSupervisor*** longer than the ***UpdateInterval***. To run ***InetSupervisor***, click ***Start/Programs/HMI/HMI-Main*** and then ***Start*** on the ***Supervisor*** window. Click ***Stop*** to end the monitoring session when desired. Alternatively, click ***Refresh All*** on the ***InetSupervisor*** window. You can verify that point values have changed (been updated) by looking under the ***PointValue*** column in the ***Points_Table***. If "**?**" or "**(null)**" appears for a point that should have data, there is likely a communication problem with the building automation system.

Logging in

Go to **http://***yoururl***/TEAM/login.aspx** using **Internet Explorer**. Enter your user name and password then click **Login** (**FIGURE 1.**).

Note: The System Administrator should log in the first time with **User:** “sa” and **Password:** “quark2003”. This is the default system administrator account. The default password should be changed prior to putting the system online.

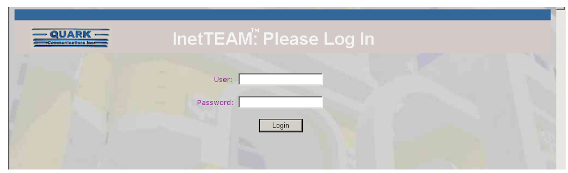


FIGURE 1.

The After-hours Module

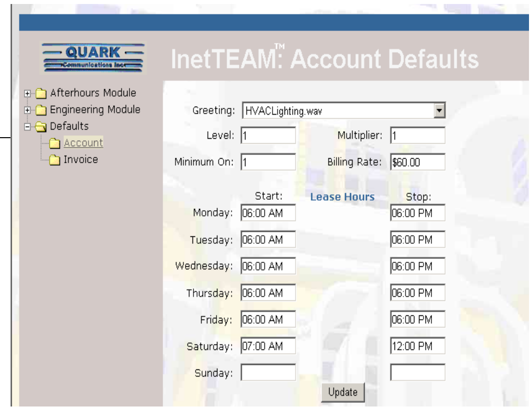
The following sections apply to the **System Administrator**. They describe the initial program setup and configuration. Sections 1.0-3.0 should be completed first. Sections 4.0-26.0 should then be used to create tenants, tenant administrators, accounts, and users.

Using **Internet Explorer**, browse to the following sections using the **navigation tree** located on the left hand side of the browser window.

1.0 Account Defaults:

This screen supplies the default data for new accounts.

FIGURE 2.



- **Greeting** - This is the file played when the server answers an incoming call.
- **Level** - Reserved for future use. (Leave a 1 in this field)
- **Multiplier** - Used to apply a discount to the amount billed. The Multiplier is based on an index of 1, the default value. To calculate the Multiplier for a discount, use the following formula:

(EQ 1)

$$\frac{(100 - x)}{100} = DiscountPercentage$$

For example, to give a 15% discount:

$$\frac{100 - 15}{100} = 0.85$$

So one would enter the number 0.85 in the **Multiplier text box**.

- **Minimum On** - Used to prevent short-cycling of equipment. The unit of time is hours.

- **Billing Rate** - The amount charged per hour for all runtime outside of lease hours. The actual amount charged is determined by the total billable hours accumulated, times any applicable multipliers.
- **Lease Hours** - Runtime accumulated during these hours is not billable. If a day of the week does not have any lease hours, then leave the fields blank.
- **Update** - Click **Update** to record the data.

2.0 Invoice Header Defaults:

This will be the information placed on all invoices. Navigate to ***Defaults***, ***Invoice.*** All fields except **Upper Comment** and **Lower Comment** comprise the invoice header. These two fields are printed at the bottom of the invoice and are separated by a horizontal line.

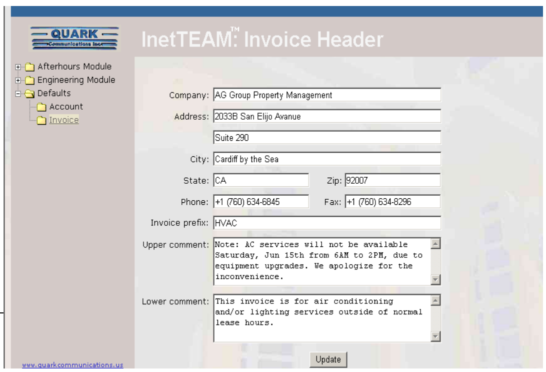


FIGURE 3.

- **Company** - This is the company name of the property manager or company generating the invoice and receiving payment on the invoice.
- **Address** - The address fields indicate where the payment should be sent.
- **Invoice Prefix** - Invoice numbers automatically increment by one each time they are recorded. Use this field to add alphanumeric text to the left of the automatically-generated number.
- **Update** - Click **Update** to record the data.

3.0 Changing the Default System Administrator Password:

Login as **User:** “sa” with **Password:** “quark2003”. Navigate to ***After-hours***/***Editors***/***Users***. Select **System Administrators** from the top drop down list box. If this is the first time logging in, **User**: sa is automatically selected. Change the **Password text box** contents. Include at least one letter in the password. If you do not include at least one letter, the prefix ‘sa’ will be added to the password, i.e. 1234567 will become sa1234567. Click **Submit** to save your edits. Create additional System Administrators using **Add**. See section 6 for details.

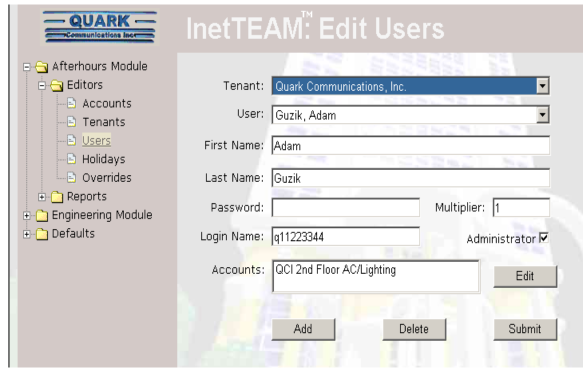


FIGURE 4.

Visit the following sections after completing sections 1-3 above.

4.0 After-hours Module/Editors/Tenants

This is a billing entity that will have **Accounts** and **Users** attached. Click **Add** to create a new tenant or select an existing tenant from the drop down list box. The **Company Name** and **Address** fields specify the invoice destination. The **Contact** fields are informational and are also printed on the invoice.

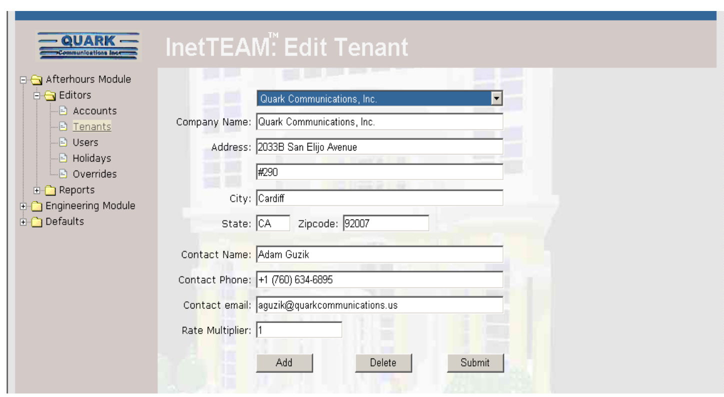


FIGURE 5.

Rate Multiplier - This value will apply exclusively to this tenant and each of this tenant’s accounts and users. The Final Billing Rate is calculated as

TM = Tenant Multiplier

AM = Account Multiplier

UM = User Multiplier

Final Billing Rate = TM * AM * UM * Billing Rate

Use a multiplier value of 1.0 as the default. Any multiplier having a zero value will cause the Final Billing Rate to be zero. (See **Eq 1** on Page 3 for an example of calculating a multiplier).

5.0 After-hours Module/Edit Account:

Navigate to ***Afterhours Module***, ***Editors***, ***Accounts***. Select a tenant using the drop down list box. To add a new account, click the **Add new account for the selected tenant** link. The new account will have the values generated by the default template created in Section 1.0 above. To edit an account, click on the icon in the **Edit** column.

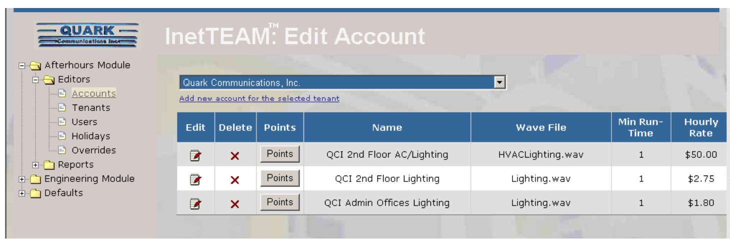


FIGURE 6.

- **Name** - This should be a unique and descriptive account name, especially if two different tenants share a floor. Instead of naming an account ‘2nd floor lighting’ call it ‘Smith Company - 2nd floor lighting’. These precautions are only necessary when naming could be ambiguous.
- **Wave File**- Users with more then one account are voice prompted by this file.
- **Min. Runtime**- The shortest duration in hours, for a service request.
- **Hourly Rate** - Amount billed per hour, outside of lease hours and prior to the application of any multipliers.
- **Multiplier** - A discount applied to the billing rate. See Sections 1 and 4.

- **Monday Begin** - Beginning of lease hours. Format hh:mm AM/PM where hh = 00 to 12 and mm = 00 to 59.
- **Monday End** - End of lease hours. Format hh:mm AM/PM where hh = 00 to 12 and mm = 00 to 59.
- **Tuesday thru Sunday Begin/End** - See previous two bullets.
- Save your edits by clicking the checkmark in the **Edit** column. You can also abort your edits by clicking the '**X**' in the **Edit** column.
- To delete an account click the '**X**' in the **Delete** column. **Note**: Delete accounts only after generating invoices.
- **Points** - Add points to an account by clicking **Points** in the **Points** column. The **Edit Points** screen will appear with two tables. The upper table contains the current account points. Points are added to this table by selecting points from the lower table and then by clicking the checkmark in the **Add Point** column. The lower table points are pre-designated after-hours points. When using **InetSupervisor** the points are designated as after-hours points in the **InetSupervisor Choose Points table** by checking in the **IsInetTEAM** column. **Note:** Large numbers of points are displayed on multiple "pages" that are selected by clicking on a page number displayed in the lower right corner of each table.

6.0 Afterhours Module/Editors/Users:

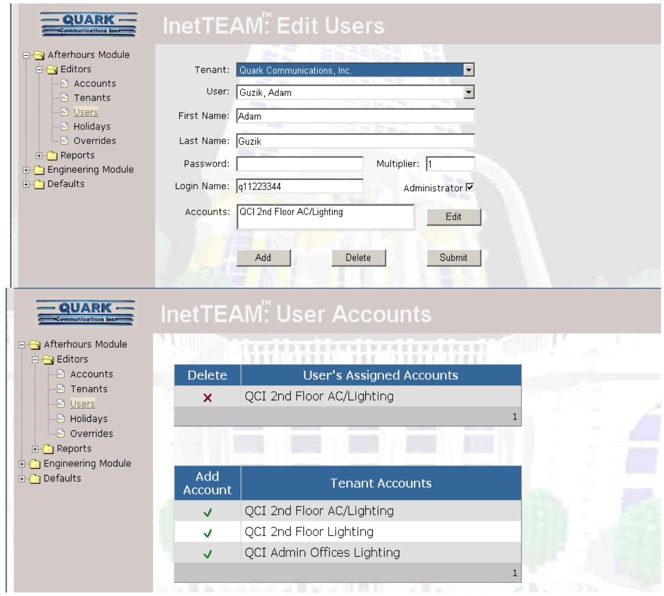


FIGURE 7.

Note: Create Tenants prior to adding Users. Accounts can be added at any time using **Edit** located to the right of the **Accounts** list box.

- **Select a tenant** using the upper drop down list box.
- Click **Add** to create a new user for the selected tenant.
- **Password** - The password must contain only numbers if the user will log in using telephone/voice access, as telephone keypads generate only numbers. To restrict a user to Internet/Intranet access, include a letter in the password. Passwords are case-sensitive.
- **Multiplier** - A discount applied to the billing rate. See sections 1 and 4.a.
- **Login Name** - Entered on the login screen in the **User** text box.
- **Administrator** - Check this box to create a Tenant Administrator. A Tenant Administrator is able to Add/Edit/Delete their own users exclusively.
- Record your editing by clicking **Submit**.

- **Accounts -** Use **Edit** to activate the **User Accounts** screen. Add an account to the user by clicking the checkmark in the lower table's **Add Account** column. Remove a user's account by clicking the 'X' in the upper table's **Delete** column. Return to the User edit screen via the Menu Tree (Editors/Users).

7.0 Afterhours Module/Editors/Holidays:

All service on a holiday is billable. The normal lease hours are ignored when calculating the billable runtime.

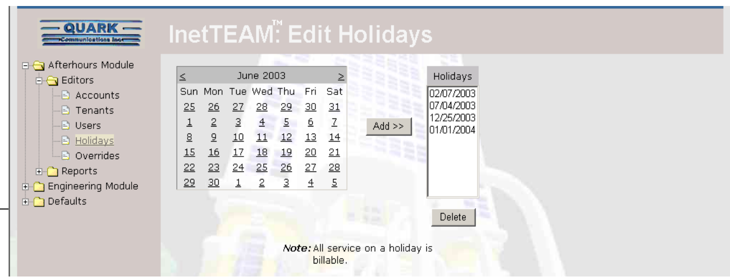


FIGURE 8.

- **Add** - Select the holiday using the calendar. The **'<'** and **'>'** arrows are used to navigate through the months and years. Click **Add >>** to add the selected date to the **Holidays** list box.
- **Delete** - Click on a holiday in the **Holidays** list box then click **Delete** to remove the holiday.
- The holiday data is saved automatically.

8.0 Afterhours Module/Editors/Overrides:

A System Administrator can Edit and Delete existing override requests.

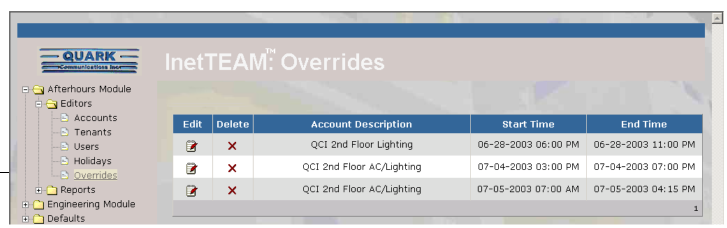


FIGURE 9.

- **Edit** - Editing **Start Time** and **End Time** can only be accomplished if they have not yet occurred. An **End Time** can be edited even though the **Start Time** has occurred, provided that the new **End Time** has not yet occurred.
- **Delete** - Overrides can be deleted only if the **Start Time** has not yet occurred.

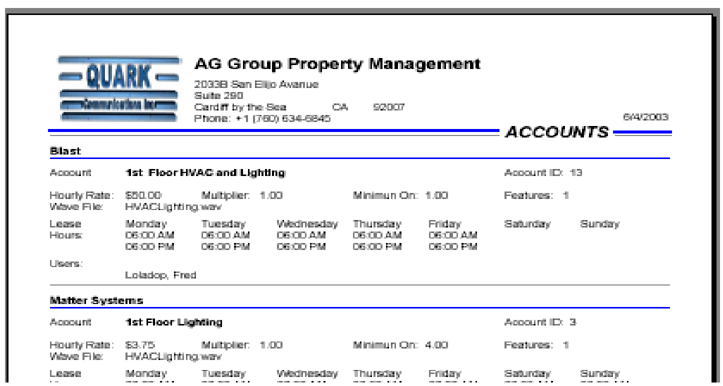
9.0 To Do an Override:

- You must be a **User**. Administrators can not do Overrides.
- Log in over the phone and follow the voice prompts, or
- Log in via the ***InetTEAM*** login page, and the **Editors/Overrides** screen will be displayed. Click "**Add New Service**". Select an **account**. Enter **Start** and **End** dates using the calendars. Select the times using the drop down list boxes. Click **Add**.

Reporting Functions of the Afterhours Module

1.0 Afterhours Module/Reports/Accounts:

Selecting this link loads an ***Adobe Acrobat*** .pdf file into your browser. The report contains a detailed list of all accounts sorted by tenant. The file can be saved and printed using the toolbar just above the report. Use the browser's **Back** button to return to the application.



AG Group Property Management
2033B San Elijo Avenue
Suite 290
Cardiff by the Sea CA 92007
Phone: +1 (760) 634-6845

6/4/2003

ACCOUNTS

Blast

Account **1st Floor HVAC and Lighting** Account ID: 13

Hourly Rate: $50.00 Multiplier: 1.00 Minimun On: 1.00 Features: 1
Wave File: HVACLighting.wav

Lease Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	06:00 AM	06:00 AM	06:00 AM	06:00 AM	06:00 AM		
	06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM		

Users: Loladop, Fred

Matter Systems

Account **1st Floor Lighting** Account ID: 3

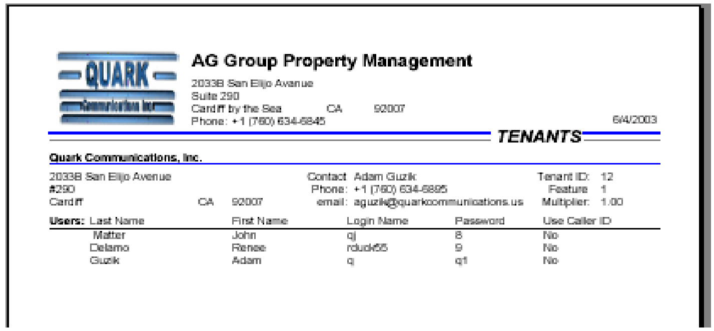
Hourly Rate: $3.75 Multiplier: 1.00 Minimun On: 4.00 Features: 1
Wave File: HVACLighting.wav

Lease Monday Tuesday Wednesday Thursday Friday Saturday Sunday

FIGURE 10.

2.0 Afterhours Module/Reports/Tenants/Users:

Selecting this link loads an ***Adobe Acrobat*** .pdf file into your browser. The report contains a detailed list of all users sorted by tenant. The file can be saved and printed using the toolbar just above the report. Use the browser's **Back** button to return to the application.



AG Group Property Management
2033B San Elijo Avenue
Suite 290
Cardiff by the Sea CA 92007
Phone: +1 (760) 634-6845
6/4/2003
TENANTS

Quark Communications, Inc.
2033B San Elijo Avenue
#290
Cardiff CA 92007
Contact Adam Guzik
Phone: +1 (760) 634-6895
email: aguzik@quarkcommunications.us
Tenant ID: 12
Feature 1
Multiplier: 1.00

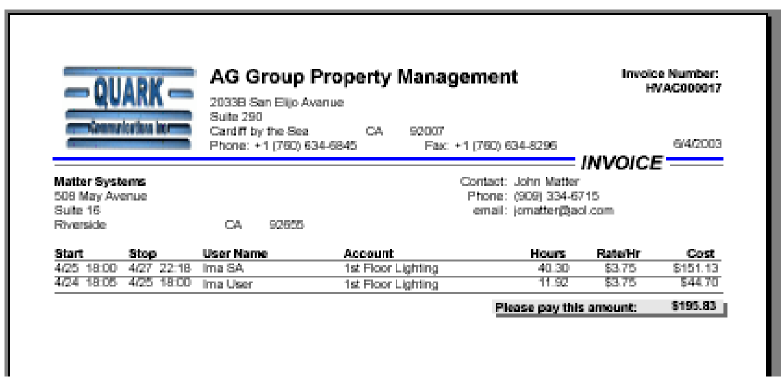
Users: Last Name	First Name	Login Name	Password	Use Caller ID
Matter	John	qj	8	No
Delamo	Renee	rduck55	9	No
Guzik	Adam	q	q1	No

FIGURE 11.

3.0 Afterhours Module/Reports/Pending Invoice:

Selecting this link and clicking ***Create PDF File*** loads an ***Adobe Acrobat*** .pdf file into your browser. The report contains a detailed list of all completed service sorted by tenant. The file can be saved and printed using the toolbar just above the report. Use the browser's **Back** button to return to the application.

Purge - You can check this box after you have generated (printed) the invoices for delivery to the tenants, and saved copies (either hard-copy or PDF files) for your records. **Caution: Purging invoices deletes them from the InetTEAM record, so make sure they are no longer needed and that they are adequately archived in your records before purging.**



AG Group Property Management
2033B San Elijo Avenue
Suite 290
Cardiff by the Sea CA 92007
Phone: +1 (760) 634-6845 Fax: +1 (760) 634-8296
Invoice Number: HVAC000017
6/4/2003
INVOICE

Matter Systems
508 May Avenue
Suite 16
Riverside CA 92655
Contact: John Matter
Phone: (909) 334-6715
email: jomatter@aol.com

Start	Stop	User Name	Account	Hours	Rate/Hr	Cost
4/25 18:00	4/27 22:18	Ima SA	1st Floor Lighting	40.30	$3.75	$151.13
4/24 18:05	4/25 18:00	Ima User	1st Floor Lighting	11.92	$3.75	$44.70

Please pay this amount: $195.83

FIGURE 12.

4.0 Afterhours Module/Reports/Phone Activity:

Use the **Start Date** and **End Date** calendars to select the date range for the report. The report contains a chronological listing of all telephone activity. Click **Create Report** to load an ***Adobe Acrobat*** .pdf file into your browser. The file can be saved and printed using the toolbar just above the report. Use the browser's **Back** button to return to the application.

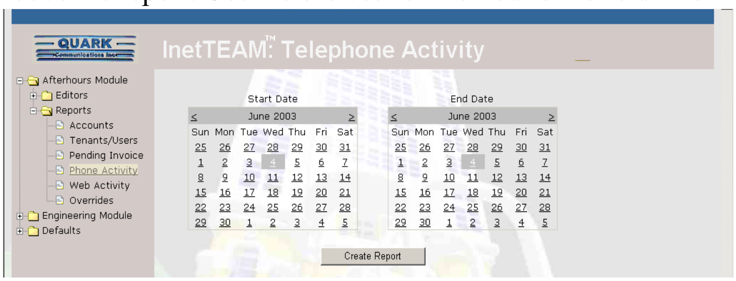
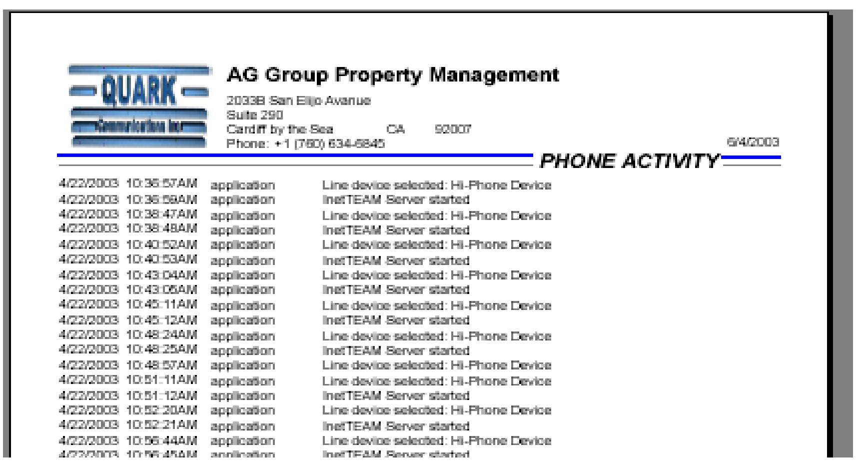


FIGURE 13.



AG Group Property Management

2033B San Elijo Avenue
Suite 290
Cardiff by the Sea CA 92007
Phone: +1 (760) 634-6845

6/4/2003

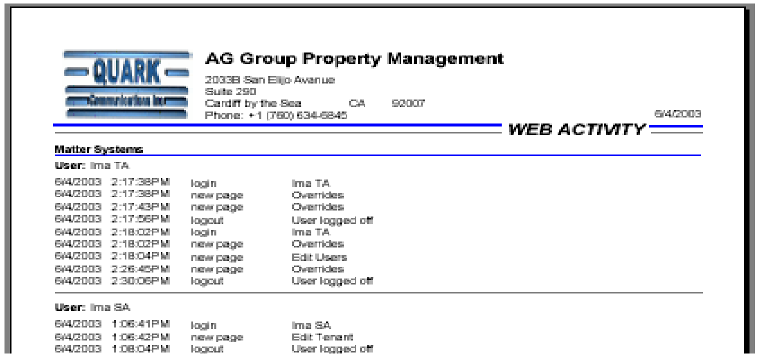
PHONE ACTIVITY

4/22/2003	10:36:57AM	application	Line device selected: Hi-Phone Device
4/22/2003	10:36:59AM	application	InetTEAM Server started
4/22/2003	10:38:47AM	application	Line device selected: Hi-Phone Device
4/22/2003	10:38:48AM	application	InetTEAM Server started
4/22/2003	10:40:52AM	application	Line device selected: Hi-Phone Device
4/22/2003	10:40:53AM	application	InetTEAM Server started
4/22/2003	10:43:04AM	application	Line device selected: Hi-Phone Device
4/22/2003	10:43:05AM	application	InetTEAM Server started
4/22/2003	10:45:11AM	application	Line device selected: Hi-Phone Device
4/22/2003	10:45:12AM	application	InetTEAM Server started
4/22/2003	10:48:24AM	application	Line device selected: Hi-Phone Device
4/22/2003	10:48:25AM	application	InetTEAM Server started
4/22/2003	10:48:57AM	application	Line device selected: Hi-Phone Device
4/22/2003	10:51:11AM	application	Line device selected: Hi-Phone Device
4/22/2003	10:51:12AM	application	InetTEAM Server started
4/22/2003	10:52:20AM	application	Line device selected: Hi-Phone Device
4/22/2003	10:52:21AM	application	InetTEAM Server started
4/22/2003	10:56:44AM	application	Line device selected: Hi-Phone Device

FIGURE 14.

5.0 Afterhours Module/Reports/Web Activity:

Use the **Start Date** and **End Date** calendars to select the date range for the report. The report contains a chronological listing of all web activity. Click **Create Report** to load an ***Adobe Acrobat*** .pdf file into your browser. The file can be saved and printed using the toolbar just above the report. Use the browser's **Back** button to return to the application.



AG Group Property Management
2033B San Elijo Avanue
Suite 290
Cardiff by the Sea CA 92007
Phone: +1 (760) 634-6845
6/4/2003
WEB ACTIVITY

Matter Systems

User: Ima TA

6/4/2003	2:17:38PM	login	Ima TA
6/4/2003	2:17:38PM	new page	Overrides
6/4/2003	2:17:43PM	new page	Overrides
6/4/2003	2:17:56PM	logout	User logged off
6/4/2003	2:18:02PM	login	Ima TA
6/4/2003	2:18:02PM	new page	Overrides
6/4/2003	2:18:04PM	new page	Edit Users
6/4/2003	2:26:45PM	new page	Overrides
6/4/2003	2:30:06PM	logout	User logged off

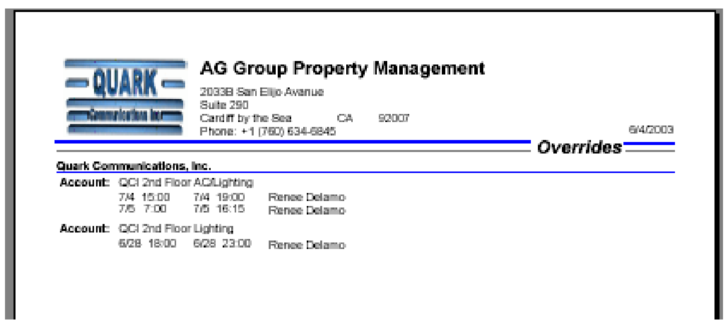
User: Ima SA

6/4/2003	1:06:41PM	login	Ima SA
6/4/2003	1:06:42PM	new page	Edit Tenant
6/4/2003	1:08:04PM	logout	User logged off

FIGURE 15.

6.0 Afterhours Module/Reports/Overrides:

Use the **Start Date** and **End Date** calendars to select the date range for the report. The report contains a chronological listing of all scheduled override activity. Click ***Create Report*** to load an ***Adobe Acrobat .pdf*** file into your browser. The file can be saved and printed using the toolbar just above the report. Use the browser's **Back** button to return to the application.



AG Group Property Management
2033B San Elijo Avanue
Suite 290
Cardiff by the Sea CA 92007
Phone: +1 (760) 634-6845
6/4/2003
Overrides

Quark Communications, Inc.

Account: QCI 2nd Floor AC/Lighting

7/4 15:00	7/4 19:00	Renee Delamo
7/5 7:00	7/5 16:15	Renee Delamo

Account: QCI 2nd Floor Lighting

6/28 18:00	6/28 23:00	Renee Delamo

FIGURE 16.

A Note On Users:

Users have the ability to Add/Edit/Delete their own overrides and view their scheduled override report. Users do not have access to the **Engineering Module**.

Tenant Administrators:

Tenants designated as Administrators have the ability to Add/Edit/Delete users in their existing accounts. They can view and print reports and also Edit/Delete overrides. Tenant Administrators have access only to their own account information and not any other tenant's accounts.

A Tenant Administrator:

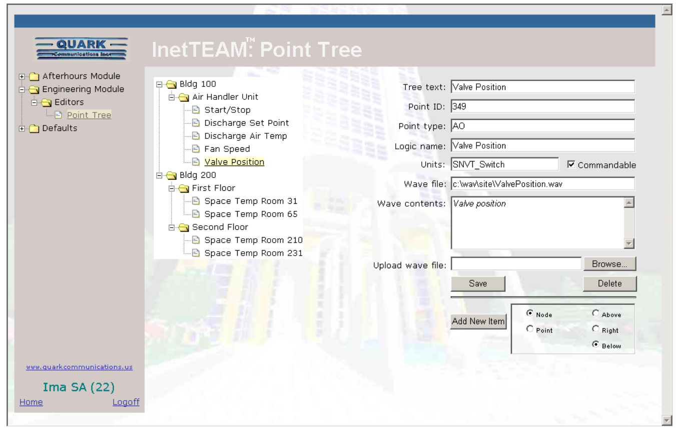
- Does NOT have access to the **Engineering Module**.
- Can Edit and Delete existing override requests.
- Is able to Add/Edit/Delete their own users exclusively.

The Engineering Module

1.0 Engineering Module/Editors/Users:

Use this screen to designate Building Engineers. Click **Add**. Enter first and last name and system password. Remember, use only numbers in the password to enable phone access. Click **Submit** to enter data. Click **Delete** to omit a selected engineer from the record. Click **Cancel** to abort a data entry.

2.0 Engineering Module/Editors/ Point Tree:



The **Point Tree** editing is limited to System Administrators.

The **Point Tree** contains **Nodes** and **Points** arranged in a parent/child configuration representing key data in a BAS. A node is similar to a folder in Windows Explorer and a point similar to a file. **Nodes** can contain other nodes and points. A **Point** is the end of a path and cannot have additional nodes or points attached as children.

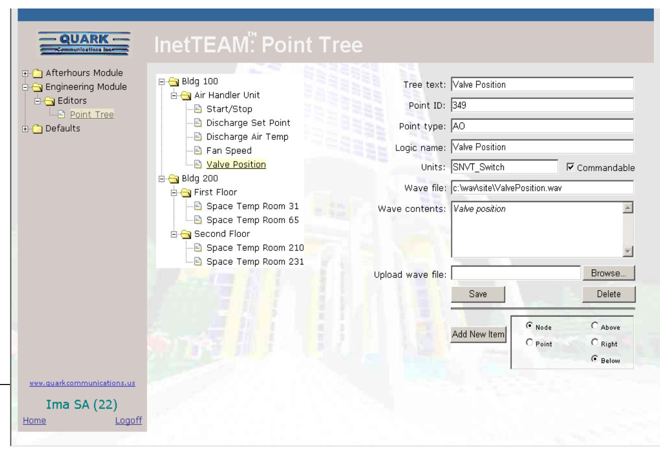


FIGURE 17.

Build the tree using **Add New Item**.
Configure the circular buttons in the box to the bottom right before adding the new item. There are two columns that must be configured. In the left column, select either **Node** or **Point** for the type of item. Then select either **Above, Right** or **Below** for the insertion position of the new item. This refers to the way the "Point Tree" of nodes and points will be constructed, similar to folders and files in Windows Explorer. When adding to the **Right** of an existing node, the new item will be placed below.

The following fields describe Nodes and Points:

- **Tree text -** This text appears in the point navigation tree as an identifier.

- **Point ID** - This field is the **InetSupervisor Point ID** number, assigned automatically when the point was initially imported. This field is blank for a node.
- **Point Type** - AI, AO, DI, or DO. This field contains **Node** for a node.
- **Logic Name** - Used for reference only, this is the normal BAS point name, likely already assigned when the point was initially configured (Logic Name column in the Points Table of Database Config).
- **Units** - Engineering units. Used mostly for reference, although can be used for complex point types. Currently only the SNVT_Switch type is supported.
- **Commandable** - This checkbox determines if a telephone user can remotely command this point. A check enables commanding.
- **Wave file** - Full path for the location of the audio file describing the item. See ***Recording a Wave File*** below. This is the message played to the user over the phone when they access this node or point. The path to this wave file will appear here automatically when it has been defined via the "***Upload Wave File***" box described below. The user need not enter any data in this field.
- **Wave contents** - For reference only. A textual representation of the Wave File contents.
- **Upload wave file** - Enter the wave file's full path or use **Browse…** to automatically find the path. The file will upload when **Save** is clicked.
- **Save** - Used to save edits.
- **Delete** - Deletes the currently selected item.

Example of Node/Point Setup

We have a three-story building with east and west wings and the Building Automation System is set up accordingly for HVAC and lighting. We'll assign a "base" node first by renaming the default node.

- Click on the default node (folder) to select it.
- We'll give it the building name, ***Building 100***, by going to the right in the display in the ***Tree Text*** box and typing in the desired name, and then clicking ***Save***.

Now we'll set up ***nodes*** for the three floors in the building.

- Click ***Building 100*** to select it.

- In the lower right in the display, click ***Node*** and then ***Right*** and then ***Add New Item***. A new node under ***Building 100*** will appear in the tree.
- In the ***Tree Text*** box type “First Floor” and click ***Save***.
- We do the same thing for the second floor: click ***Building 100*** to select it, click ***Node/Right/ Add New Item***, type “Second Floor” and ***Save***.
- Same for the third floor: click ***Building 100*** to select it, click ***Node/Right/Add New Item***, type “Third Floor” and ***Save***.
- You can go back later and add data to define the ***Wave Files*** for these nodes, as described below.

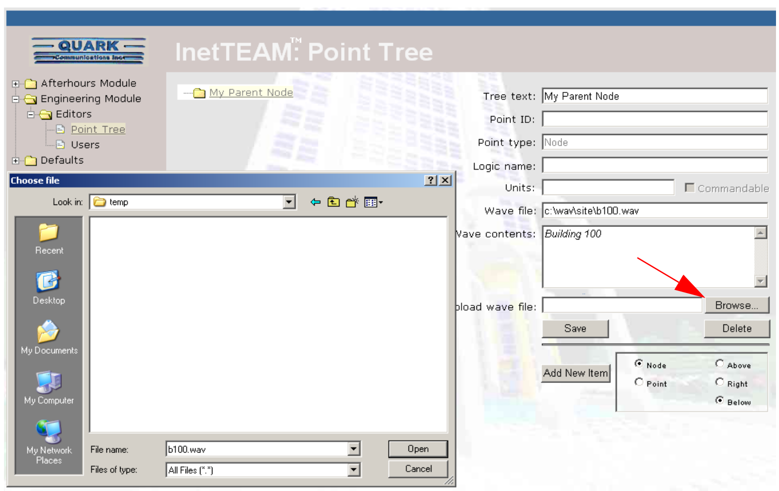
We want nodes on each floor to define the east and west wings of the building, so we do that next.

- In the ***Point Tree***, click *First Floor*.
- Click ***Node/Right/Add New Item***, type “East Wing”, and ***Save***.
- Click *First Floor* again in the point tree. Click ***Node/Right/Add New Item***, type “West Wing”, and ***Save***.
- This completes the initial setup for the first floor nodes. Do the same thing to set up the second and third floor nodes.
- You can go back later and add data to define the ***Wave Files*** for these nodes, as described below.

For each floor we need to set up four commandable points: HVAC and Lighting for the East Wing, and HVAC and Lighting for the West Wing.

- In the ***Point Tree***, click *First Floor/East Wing*. Click ***Point/Right/Add New Item***. A ***point*** (file) will appear in the tree under the *First Floor/East Wing* node. Type “HVAC” in the ***Tree Text*** box, and ***Save***.
- In the ***Point Tree***, click *First Floor/East Wing* again. Click ***Point/Right/Add New Item***, type “Lighting”, and ***Save***.
- Now do the west wing: in the ***Point Tree***, click *First Floor/West Wing*. Click ***Point/Right/ Add New Item***, type “HVAC”, and ***Save***.
- In the ***Point Tree***, click *First Floor/West Wing again*. Click ***Point/Right/Add New Item***, type “Lighting”, and ***Save***.
- This is the initial set up for the first floor points. Do the same thing to set up the second and third floor points.

- You can go back later and add data to completely define the points. This includes the items defined above (***Point ID, Point Type***, ***Logic Name***, etc.). ***Save*** is clicked when you've entered all desired information. An example is shown below of the entered data for the *Third Floor West Wing Lighting* point. We enter the known ***Point ID***, 381, and the ***Point Type***, DO (Digital Output). Then the ***Logic Name*** assigned when we initially configured this point, "3rd floor west lights". We check the "***Commandable***" box because we want to be able to control these lights via the phone interface. We click "***Browse***" to navigate to our wave file directory and select the file "Room302West.wav" (the user-recorded or pre-recorded wave file that announces this point to a user calling in). Then we click ***Save*** to enter the information and upload the wave file (the path now appears in the ***Wave File:*** box). A similar procedure is used for all points the user wishes to monitor or command.



Recording a Wave File

Each node and point must have an associated **wave file**. This file is used as part of the voice menu that is played through the telephone. The wave file format must be PCM 8kHz, 16 Bit, Mono. This is the only format supported by the telephone interface device. Use the procedure below to record a file in Windows 2000.

- Click ***Start/Programs/Accessories/Entertainment/Sound Recorder***.
- Click the red **Record** button to start recording your file. Click the black rectangular **Stop** button when finished.
- Click ***File/Save As*** on the menu bar.
- Click ***Change***.
- In the **Format:** drop down list box, select **PCM**.

- In the **Attributes:** drop down list box, select ‘8.000 kHz, 16 Bit, Mono15kb/sec.’.
- Click **OK** to close the Sound Selection window.
- Select a directory and give the file a meaningful filename. *Outside_air_temp.wav* is preferred over *AI-3.wav*. Descriptive file names make the **Status Monitor** display much more useful.
- Click **Save**.
- The file can be uploaded to the appropriate node or point using **Browse…** (to the user’s .wav directory) on the ***Point Tree*** screen at the ***Upload Wave File*** box.

Note: An audio editing program can be used to make file recording easier, eliminating long pauses at the file’s beginning or end. This type of program allows visual editing of the auditory content.

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