

## OVERVIEW OF THE WEB-ENABLED PERSONAL CONTROL SOFTWARE (PCW)

### What PCW Does

The PCW software, accessible via your Internet web browser, lets you control the light levels in your workspace right from your computer desktop. You can set the level for each individual fixture, and save the levels as different “scenes” for easy re-use.

### For example, you might have:

- > a scene that lowers the overall light level, to use when showing presentations
- > a scene for computer work that puts less glare on your computer screen and more light on the keyboard or desktop
- > a scene that lights the workspace consistently, to use when you are meeting with other people



## USING PCW TO CONTROL LIGHT LEVELS FOR YOUR WORKSPACE

### Manually Changing Light Levels

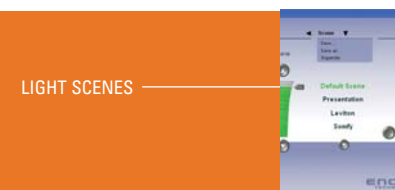
The light levels you see when you first run PCW are the defaults established for your workspace — these are known as the “Default Scene” levels. To control the lights in your workspace, click the I am back button or click the I am leaving button to have the ECS system control the lights in your workspace. To change the light levels by increments, up or down, simply click the slide dimmer buttons.

Any manual settings you make will be lost when the lights are turned off for any reason. To save your settings, either as new values for the “Default Scene” or as another scene, follow the instructions below.

### Activating Scenes

You can set up as many scenes as you want, but must always have at least one scene, the “Default” one. The scene currently in use is shown in green on the PCW display while the others are shown in blue.

To activate a scene, simply click on its light scene button.



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### Accessing PCW

Click on the PCW book mark you created during initial PCW set-up. The PCW display appears. The display shows digital slide dimmers and slide dimmer buttons for each lighting fixture in your workspace. It also shows a “Master” digital slide dimmer and dimmer buttons that control all the fixtures simultaneously.

### Adding or Modifying a Scene

1. Manually change the slide dimmer levels until the lighting is appropriate
2. The word **modified** will be shown below the Scene’s name
3. Open the drop down menu with a click on the **Scene Group** header
  - > select **Save** to apply the new changes to the current selected Scene

- > select **Save as** to create a new Scene with the current configuration
- > select **Organize** to rename, delete or change the scenes order



## WELCOME TO ECS: YOUR NEW LIGHTING CONTROL AND ENERGY MANAGEMENT SYSTEM

Your building is now equipped with Encelium’s state-of-the-art lighting control and energy management system: the Energy Control System (ECS). ECS controls the lighting throughout your building, reducing wasted energy and making for a more comfortable work environment. This booklet explains everything you need to know about ECS.

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## ■ OVERVIEW OF ECS

In controlling the lighting in your building, ECS automatically takes into account factors such as natural daylight, room occupancy, and work schedules. However, you retain complete control over the lighting in your own workspace at all times.

In fact, you have a lot more control than you ever did before. And although you may notice changes to light levels or light colours, be patient – your eyes will quickly adjust and you'll soon appreciate the improved lighting quality and visual comfort.

The graphic to the right shows some of the ECS system features you will encounter.

## ECS : LIGHTING CONTROL AND ENERGY MANAGEMENT SYSTEM

### How Do I Turn the Lights On and Off?

If you have occupancy sensors in your workspace, the lights turn on and off automatically when you enter or leave the room.

In other areas, lights are not turned on automatically at the start of the day. If you are the first person to enter a zone in the morning, you will need to turn the lights on using a zone controller (instead of regular wall switches).

Zone controllers control three areas, or zones, represented by the buttons on the controller. Just push the button for the zone whose lights you want to turn on or off (to save energy, don't turn on the lights for other zones).

If you're not sure where the zone controllers are on your floor, please see your system administrator. Zone controllers are generally located at entry points to a floor.

Zone controllers don't necessarily affect every light in the zone – workspaces with occupancy sensors will not have their lights turned on or off along with the rest of the zone.

At the end of the day, the system will automatically turn lights off for you at a specific time, but if you're the last to leave an area, please turn the lights off yourself, using a zone controller, to help conserve energy.

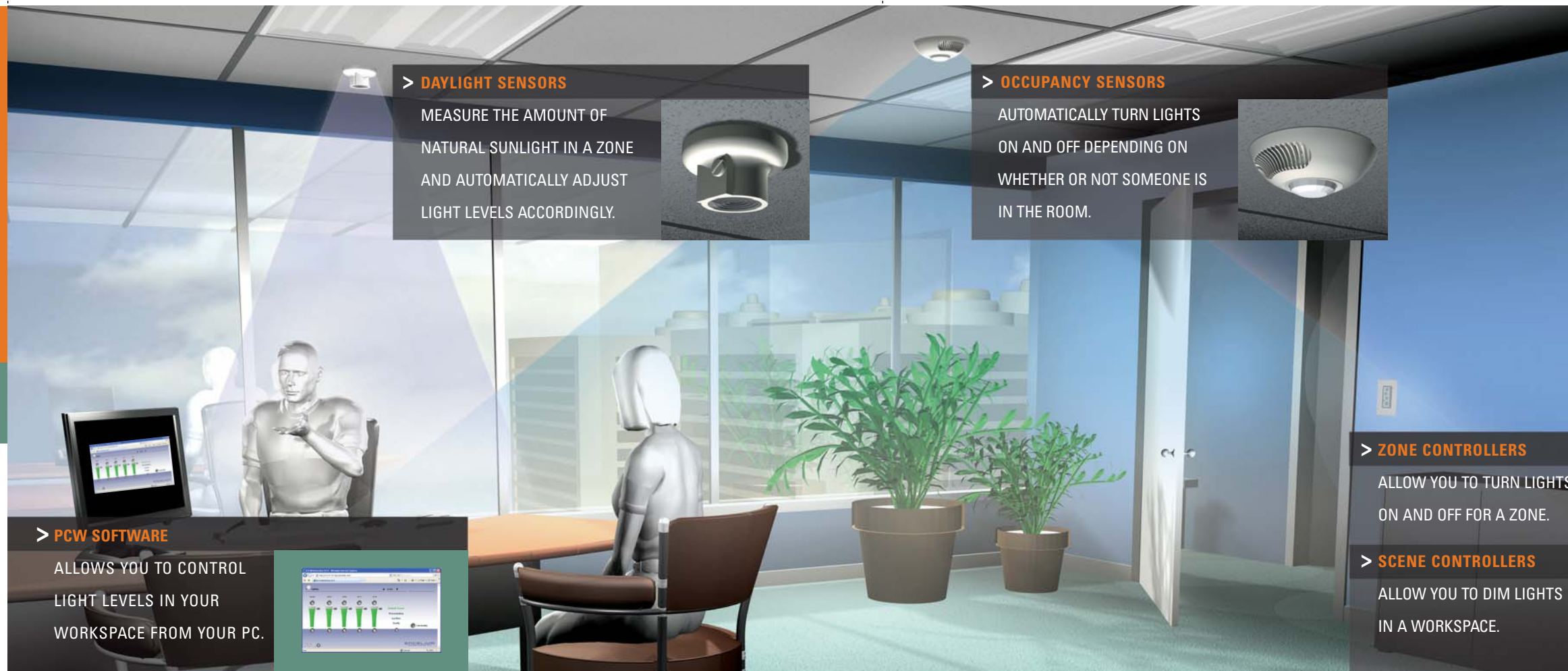
Please note that, if you still have regular light switches on your walls, you should always leave them in the "on" position – if they are off, ECS can't control the lighting.

### What do Daylight Sensors do?

In areas of the building that get lots of natural light, daylight sensors may have been installed.

When natural light is strong (on bright sunny days), the system will gradually dim the nearby lights. Although the lights may appear dim if you look at them directly, you will find that the light levels in your work area always remain appropriate for you.

When natural light is lower (early morning, evenings, or on cloudy days), the system will keep lights turned up higher. And the system is smart enough not to mistake passing clouds or aircraft for changes in natural light level.



### I Have Occupancy Sensors in My Workspace – What Should I Do?

If your workspace has occupancy sensors, you turn the lights on and off simply by entering or leaving the workspace. Keep in mind that the lights don't turn off the moment you leave – they remain on for a period of time to accommodate brief absences. The length of this time will vary (lasting anywhere from 8 to 40 minutes, typically), as the sensors "learn" the amount of time they should wait before turning the lights out in a specific workspace.

While the system is "learning" your occupancy patterns, during the first month or so the system is

in operation, the lights may accidentally turn off. You can easily turn them on by moving in front of the sensor.

Keep in mind that some types of lights take a few minutes to warm up and get to full intensity, so light levels may not be at their maximum the moment you walk into your workspace.

### I Tend to Work Late, or on Weekends – What Should I Expect?

If you have occupancy sensors in your workspace, you don't need to worry about office hours. Your lights will remain on as long as you are in the workspace.

If you do not have occupancy sensors and you are the first person to arrive in an area, you turn the lights on with the zone controller, as on a normal workday. However, your lights (along with the lights in your whole zone) will turn off at a specific time each day. On a weekday, lights will typically go off some time after normal working hours. On a weekend or holiday, lights will typically go off after two hours.

The lights don't simply go off without warning – five minutes before the "lights out" time is reached, the lights will flicker twice. To prevent the lights from going off five minutes later:

> If you have access to the PCW software, simply open it by clicking on the PCW bookmark in your

Web browser or, if it is already open, follow the instructions on the screen to reactivate your session (for more on PCW, see the back of this booklet).

> If you do not have access to PCW, press the zone controller button for your zone.

Once you have done one of these two things, the lights will remain on for an additional period (typically, two hours). Five minutes before that period is up, the lights will flicker again and you can repeat the process to extend the lights for another period. If you leave before the period is up, please remember to turn the lights off with the zone controller, to save energy.