System Touch User Guide

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Important changes are listed in **Document revision history** at the end of this document.

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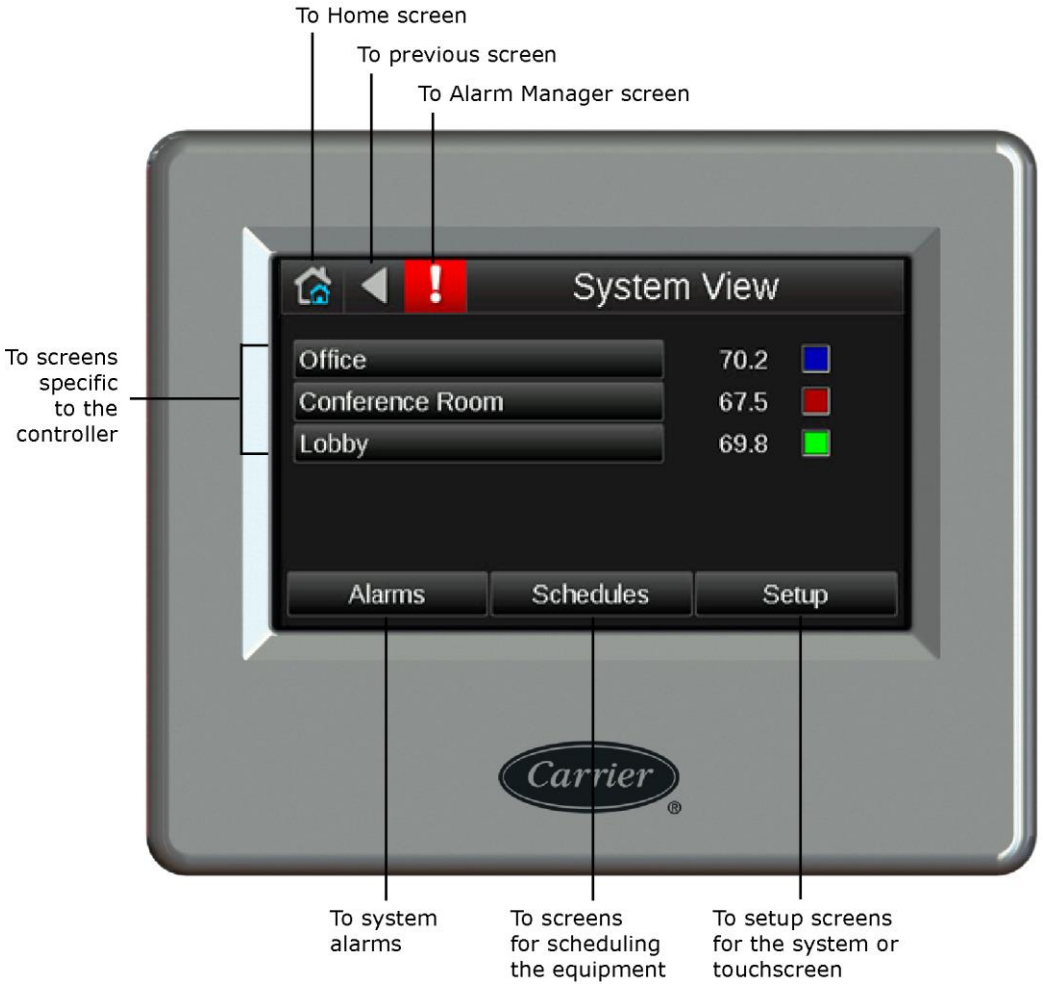
What is the System Touch?

The System Touch is a touchscreen device with a 4.3 in. color LCD display that lets you schedule when equipment should run, view alarms, or link to screens for individual controllers on the network.



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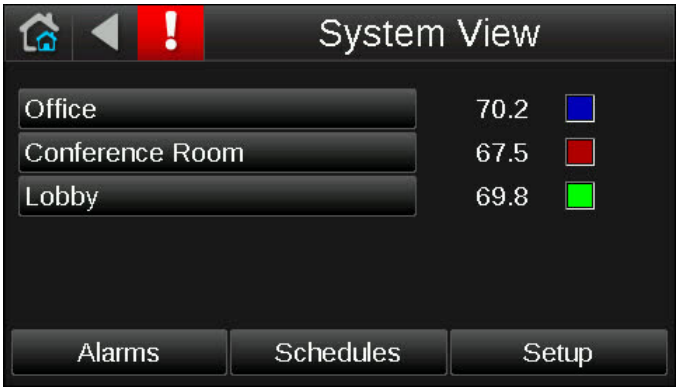
System Touch screens

The System Touch will display the system screens shown below and any custom-designed screens.

NOTE To use custom screens, the System Touch must have v2.00-015 or later firmware. Go to **Touchscreen Setup** > **About** to see the firmware version number.

Screen name	Description
Standby	If included in the touchscreen file, this custom screen displays when the System Touch has had no user activity for the time specified on the **Inactivity Timeout** screen. This **Standby** screen is not interactive, and as soon as the user touches the screen, the **Home** screen displays. If the touchscreen file does not include a Standby screen, the Home screen displays after a period of inactivity. **NOTE** You can show a device's Home and Standby screens instead of the System Touch's Home and Standby screens. See instructions for **Home Screen Setup** in *To edit touchscreen settings* (page 12).
Home	A custom screen for the System Touch.
System View	 The Home screen that shows each controller in the system (labeled **Office**, **Conference Room**, and **Lobby** in the above example), and for Carrier controllers, shows the zone temperature and zone color. You can touch the button for a controller to go to its Equipment Touch screens. See the controller's *Installation Guide* for a description of those screens. From this System View screen, you can touch: • **Alarms** to view, acknowledge or delete alarms • **Schedules** to view, create, or delete schedules • **Setup** to edit the system or edit touchscreen settings (requires administrator-level password) The System View screen displays when the System Touch has had no user activity for a period of time specified on the *Touchscreen Setup* > **Inactivity Timeout** *screen* (page 12).

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Screen name	Description
Login	 Displays if you select a screen that requires an administrator-level password. If you have an administrator-level password, enter it, then touch **Done**. **NOTES** • If you try to go to a screen for a particular controller and you are prompted to log in, the controller's screen requires a different password. • You log out on the **Setup** screen. • You can change the Admin password on the *Touchscreen Setup* > **Passwords** *screen* (page 12).
Alarm Manager	 Lets you view all alarms in the system. See *Viewing alarms* (page 7).
Alarm Detail	 Shows details of a single alarm. See *Viewing alarms* (page 7).

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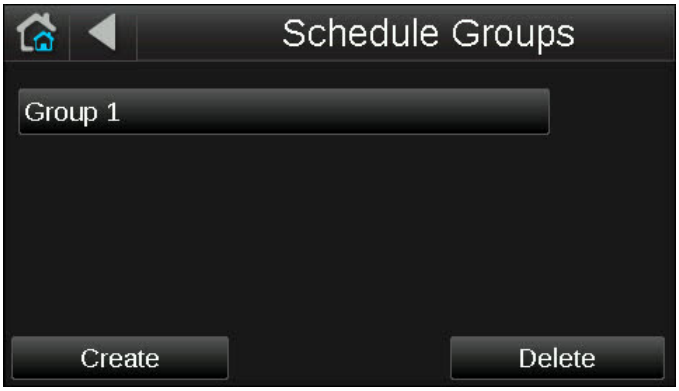
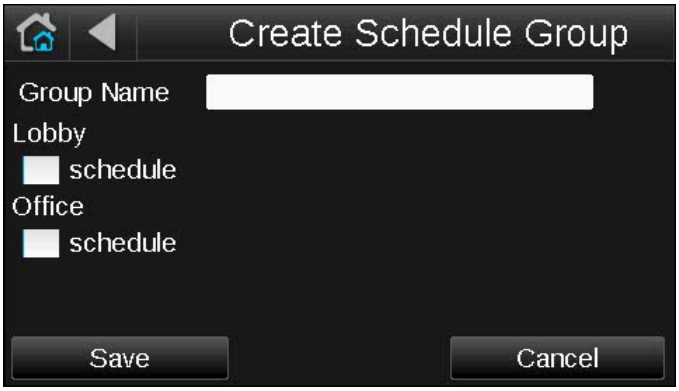
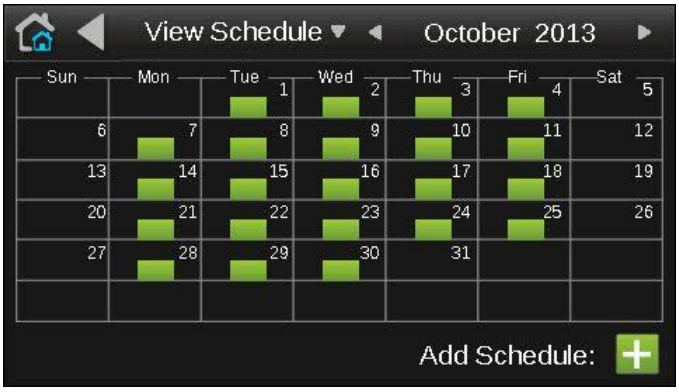
Screen name	Description
Schedule Groups	 Lets you create groups of controllers so that you can set up a common operating schedule for each group. From this screen, you can also edit or delete existing schedule groups. See *Setting up schedules* (page 8).
Create Schedule Group	 Lets you create a group and assign equipment to it. See *Setting up schedules* (page 8).
Schedules	 Lets you view, add, edit, or delete BACnet schedules in the controller. See *Setting up schedules* (page 8).

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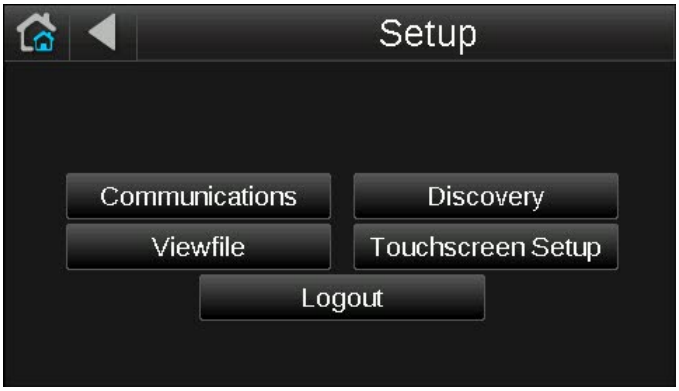
Screen name	Description
Setup	 Touch a button to go to the **Communications**, **Discovery**, **Viewfile**, or **Touchscreen Setup** screen, or to log out.
Communications	 Lets the installer define network communications for the System Touch. See "Setting up the system" in the *System Touch Installation and Setup Guide*.
Discovery	 Lets the installer discover controllers on the network to create the system database. See "Setting up the system" in the *System Touch Installation and Setup Guide*.

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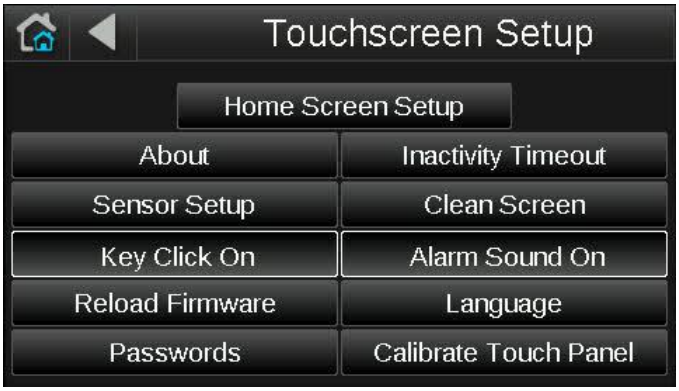
Screen name	Description
Set Range	 Lets the installer set a range (0–255) of MAC addresses to be discovered. See "Setting up the system" in the *System Touch Installation and Setup Guide*.
Discovery after discovering controllers	 Lets the installer create the system. See "Setting up the system" in the *System Touch Installation and Setup Guide*.
Touchscreen Setup	 Lets you *edit the touchscreen settings* (page 12).

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Viewing alarms

To view all alarms in your system, touch:

- on any screen, or
- **Alarms** on the **System View** screen

On the above screen, you can do one of the following:

- Touch individual boxes on the left side of the screen or touch **Select All** to **Acknowledge** or **Delete** the selected alarms. Acknowledging grays out the alarm but leaves it in the list.
- Touch an alarm's description to see the alarm's details.

NOTE The System Touch can hold up to 100 alarms. When the System Touch reaches 100, the oldest alarm is deleted when a new alarm comes in.

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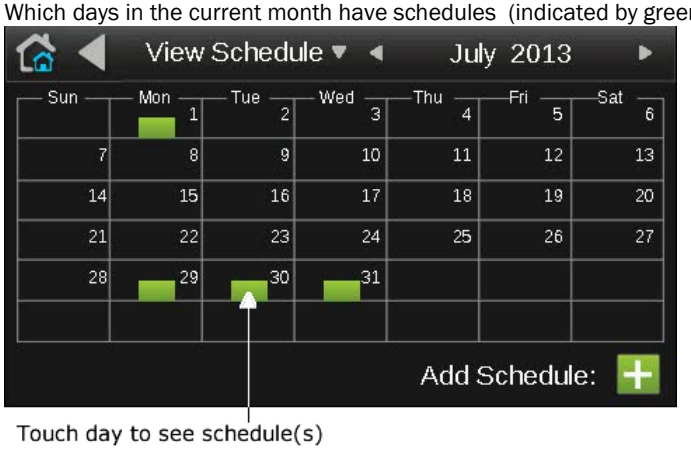
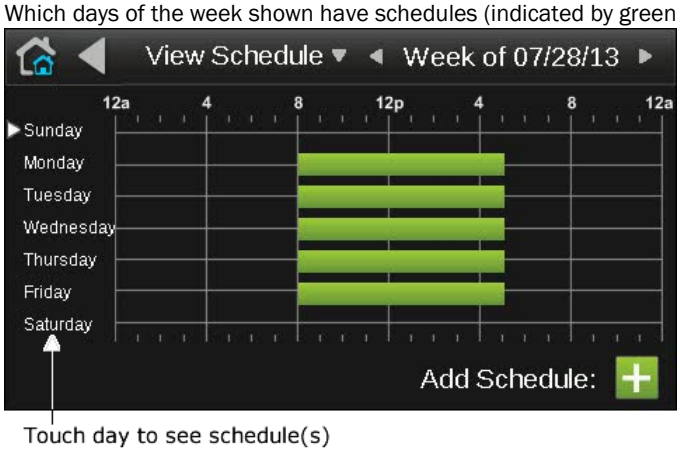
Viewing or creating schedules

To view schedules

1 On the **System View** (home) screen, touch **Schedules**.

2 Touch the schedule group that you want to see.

3 Touch **Schedule**, then:

Select...	To see...
Month View (default view)	Which days in the current month have schedules (indicated by green boxes). 
Week View	Which days of the week shown have schedules (indicated by green bars). 

NOTE If you see **Schedule editing disabled** at the bottom of the screen instead of **Add Schedule**, scheduling is being done through another application and is disabled for the System Touch.

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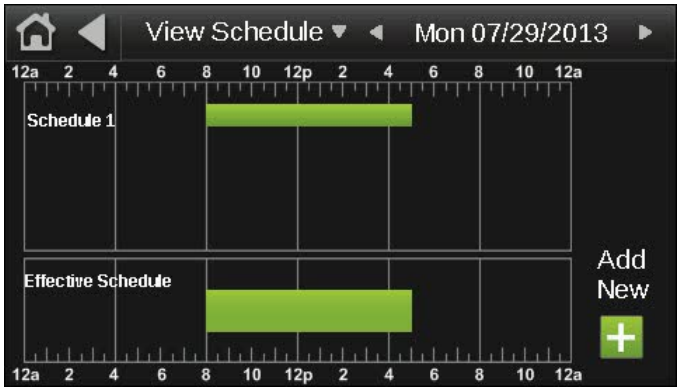
4 Touch a day to see the schedule(s) for that day.

5 In the screen below, touch a schedule's name or green bar (not the **Effective Schedule** bar) to edit or delete the schedule. See *To create a schedule for a group of equipment* (page 9) for field descriptions.



NOTES

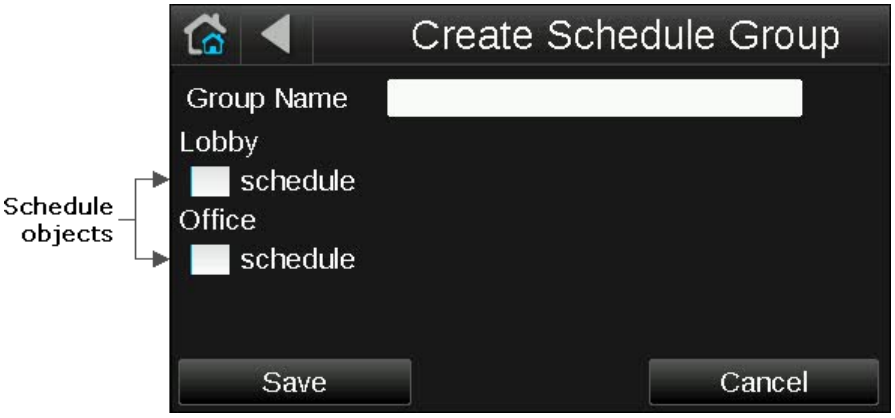
- The **Effective Schedule** is the combined result of the day's schedule(s).
- You cannot edit a schedule's **Type** (Dated, Weekly, Continuous), its **Priority** (Normal or Override), or whether the schedule is an **ON Schedule** or **Off Schedule**. If you need to change any of these settings, delete the schedule, and then make a new one.

To create a schedule for a group of equipment

You can create up to 4 schedule groups with up to 8 schedule objects in each group.

1 On the **System View** (home) screen, touch **Schedules**.

2 Touch **Create** to see all controllers in the system whose control program(s) have a BACnet schedule object.



NOTE If the System Touch does not find any schedule objects, scheduling is being done through another application and is disabled for the System Touch.

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3 Touch the **Group Name** field, and then enter a name for the group.

4 Touch the boxes on the left side of the screen for the controllers that you want to include in the schedule group.

NOTE System Touch does not support writing schedules to third-party devices.

5 Touch **Save**.

6 On the **Schedule Groups** screen, touch the group that you want to schedule.

7 Touch **Schedule**.

8 Touch the plus sign to the right of **Add Schedule**.

9 Touch the **Schedule Name** field, and enter a unique name.

10 Select one of the following:

- **ON Schedule** for an occupied period
- **OFF Schedule** for an unoccupied period that is to override an ON schedule. For example, a holiday schedule that is to override a weekly schedule.

11 Touch the **Type** field, then select one of the following:

Select...	To use the schedule...
Dated	For a specified period of time between a start and end date. For example, 7:00 am to 7:00 pm every day between July 1st and July 22.
Weekly	Every week on the specified days. For example, every Monday through Friday, 8:00 am to 5:00 pm.
Continuous	Continuously between 2 specified dates/times, For example, a non-stop schedule that starts June 1st at 12:00 am and ends August 31st at 11:50 pm.

12 ON Schedule only–Select one of the following:

- **Normal** for a typical occupied period
- **Override** for a occupied period that is to override an OFF schedule.

13 Touch **Next** to define the criteria for the type of schedule you selected in step 11.

14 Touch **Save** when finished.

To add multiple periods to a weekly schedule

A weekly schedule can have multiple periods. For example, the first period could be every Monday through Friday, 8:00 am to 5:00 pm. The second period could be every Monday through Wednesday, 6:00 pm to 8:00 pm.

NOTE You can create up to 4 periods for a day, and up to 28 periods in a week.

1 Following the instructions above, create a weekly schedule for the first period.

2 In the screen below, touch the green bar for the schedule that you want to add a period to.

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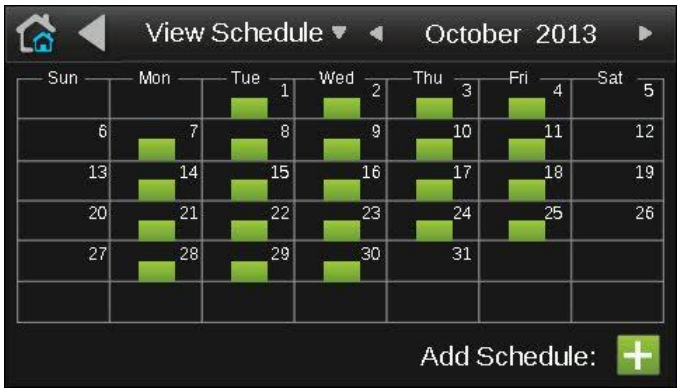
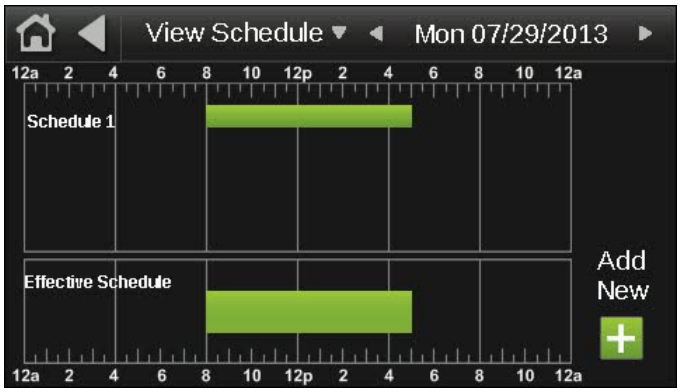


3 In the screen below, touch the schedule's name or green bar (not the **Effective Schedule** bar).

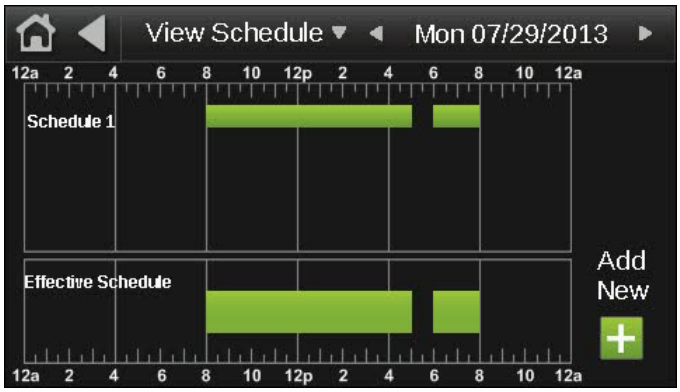


4 Touch **Next**.

5 Touch **+Period**.

6 Set the times and days for the new period. For example, Monday through Wednesday, 6:00 pm to 8:00 pm.

7 Touch **Save**. The screen below now shows both periods.



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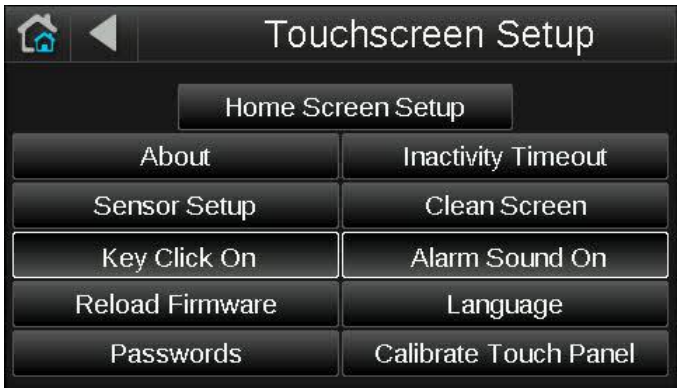
To edit touchscreen settings

1 On the **System View** screen, touch **Setup** > **Touchscreen Setup**.



2 Touch a button to jump to one of the following screens:

Screen	Description
Home Screen Setup	To show a particular device's Home and Standby screens instead of the System Touch's Home and Standby screens: 1. Touch **Home Screen Setup**. 2. Select **Use Equipment standby/home screen**. 3. Select the device whose screens you want to use. 4. Touch **Save**.
About	Displays information about the touchscreen firmware.
Inactivity Timeout	Lets you define how long the System Touch can have no activity before returning to the Home screen and logging out the user. Set to 0 to deactivate this feature.
Sensor Setup	Lets the installer set up the System Touch's temperature and humidity sensors.
Clean Screen	Displays a one-minute countdown timer so that you can clean fingerprints from the display window without touching something that would affect equipment operation.
Key Click Off/On	Touch **Key Click Off** to turn off the sound when you touch a field or button. Touch **Key Click On** to turn on the sound.
Alarm Sound Off/On	For future use.
Reload Firmware	Lets the installer update the firmware through the USB port. See "To update the System Touch's firmware" in the *System Touch Installation and Setup Guide*.

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Screen	Description
Language	 English Simplified Chinese Korean Traditional Chinese Thai German French Spanish Swedish Russian Portuguese Italian Japanese Lets you select the language to use for the System Touch default screens.
Passwords	Lets you change the User or Admin password, if allowed.
Calibrate Touch Panel	Lets you recalibrate the System Touch by touching targets. The device is calibrated in the factory, but time, temperature, or handling could affect the calibration. Recalibrate the screen if you touch it in one location and it responds as if you touched it in another.

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Document revision history

Important changes to this document are listed below. Minor changes such as typographical or formatting errors are not listed.

Date	Topic	Change description	Code*
3/2/20	Cover	Updated logo	X-D
4/1/16	To edit touchscreen settings	For Alarm Sound Off/On, changed to "For future use."	X-TS-DB-E
9/29/15	To edit touchscreen settings	For Alarm Sound Off/On, removed sentence, "An alarm will generate a sound only if it is set up in ViewBuilder to do so."	X-O-TC-O
7/29/15	System Touch screens	For the System View screen, added that you can touch a controller's button to go to the controller's Equipment Touch screens.	X-TS-OC-E
5/7/15	System Touch screens	• Added comments at beginning of topic regarding custom screens and required firmware version. • Added Standby and Home screens • Image for Touchscreen Setup now includes Home Screen Setup	X-D-CP
	To create a schedule for a group of equipment	• Added note in step 4 that System Touch does not support writing schedules to third-party devices. • Added new section, "To add multiple periods to a weekly schedule"	
	To edit touchscreen settings	• Added new image in step 1 and description in step 2 for Home Screen Setup • Added description for Alarm Sound Off/On	

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