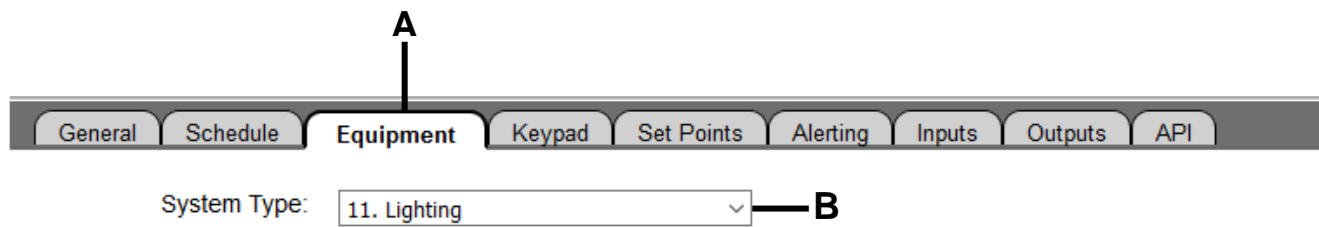# Configuration Guide

Login to BAYweb EMS: https://ems.bayweb.com.

Configuring the BAYweb Controller for Use as a Lighting Controller

1. Click on the Location name.
2. Click on the Device name.
3. Select the **Settings** button
   (second button from the right in the information bar).
4. Select the Equipment tab (**A** pictured below).
5. Select: **11. Lighting**, from the **System Type** drop down menu (**B** pictured below).
6. Press Save, then the following pages in this manual apply.

A

| General | Schedule | Equipment | Keypad | Set Points | Alerting | Inputs | Outputs | API |

System Type: | 11. Lighting ⌄ | ——**B**

THE OPERATING SCHEDULE
Create schedule to automatically turn lights on and off with your BAYweb Light Box.
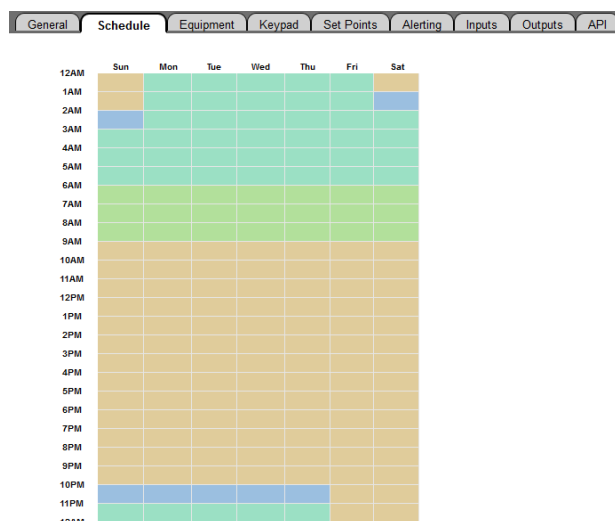
1. Click on the Location name.
2. Click on the Device name.
3. Select the **Settings** button (second button from the right in the information bar).
4. Select the **"Schedule"** tab.
5. The table under the Schedule tab (pictured at right) **is where your lighting operating schedule is created or adjusted.**

   You can click on a single block and release, or you can click and hold, then drag to highlight a group of blocks. Just release when your selection is complete.

   When you release you then select one of the activities below to assign to the schedule:

   - **Closed**
   - **Opening**
   - **Open**
   - **Closing**

   These labels are defaults which can be edited to any name you prefer. See page 4 to edit.
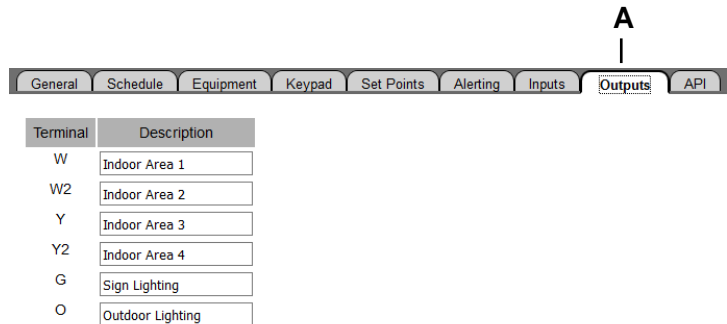
OUTPUT ASSIGNMENTS

The **Output** tab allows you to assign lighting activity for specific circuits.

Output Labeling

1. Click on the Location name.
2. Click on the Device name.
3. Select the **Settings** button (second button from the right in the information bar).
4. Select the **Output** tab ("A" pictured at right).
5. Note the **Terminal** list. Terminals are assigned the following names: W, W2, Y, Y2, G, O
6. Listed next to the Terminal names are fields for the descriptions of each Terminal. Enter your own description in each field for the area assigned to each terminal. (Descriptions shown in the image at right are examples.)

A

General	Schedule	Equipment	Keypad	Set Points	Alerting	Inputs	Outputs	API

Terminal	Description
W	Indoor Area 1
W2	Indoor Area 2
Y	Indoor Area 3
Y2	Indoor Area 4
G	Sign Lighting
O	Outdoor Lighting

Activity Selection Table

Following the Terminal list table is the **Activity Selection Table** (pictured at right).

Use this table to assign which outputs will be **ON** when the **Activity** is active. An Activity is active based on the schedule or manual override.

Click on a box to assign the appropriate activity for a terminal. Click on the box again to remove a terminal activity.

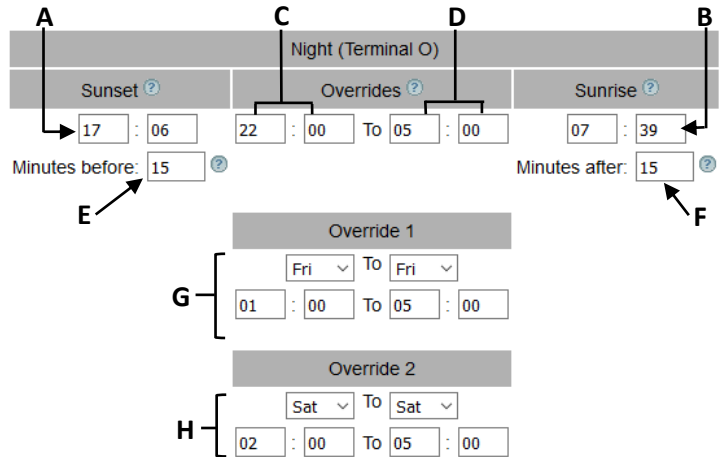| Activity	W	W2	Y	Y2	G
Open	☑	☑	☑	☑	☑
Closed	☐	☐	☐	☐	☐
Openning	☑	☑	☐	☐	☐
Closing	☑	☑	☑	☑	☐

OUTPUT ASSIGNMENTS

Night (Terminal O) Schedule
(Pictured at right.)

From this table you **create the operating schedule for Terminal O to automate operation of your outdoor lighting**.

The table uses 24-hour time (Military Time) for the Sunset, Sunrise, and Override Fields.

Sunrise and Sunset times will be automatically populated using the location's address, city, state, and zip information you entered under the "General" tab. It is also necessary to click on the binoculars icon at the right of the "Location (Lat/Lon)" fields also under the "General" tab.

If using **Override 1 and Override 2**, select appropriate days from the drop down menus and enter the related times.

Values will be updated every day at 12 p.m. EDT using your address in the "General" tab.

A. Sunset=On
B. Sunrise=Off
C. If used, circuit will go OFF (daily default)
D. If used, circuit will go ON (daily default)
E. Minutes before sunset time to come ON
F. Minutes after sunrise to go OFF. If **E** or **F** is used, values shown above are calculated using **E** & **F** during daily update.
G. Override for specific day(s)
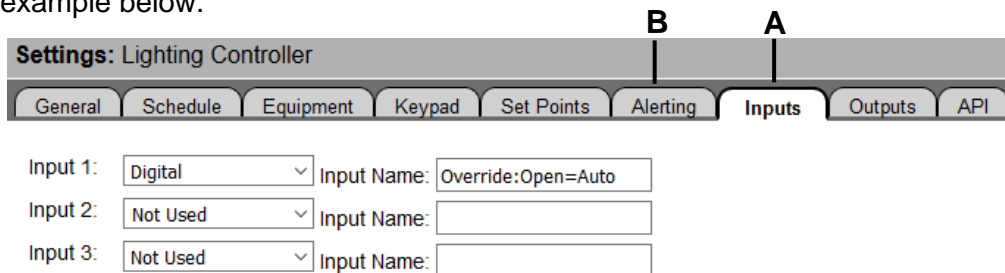**H.** Override for specific day(s)

If **CD**, **G**, and **H** are used, **H** takes precedence, then **G**, then **CD**.

TO EDIT OPERATING SCHEDULE
DEFAULT ACTIVITY LABELS

1. Select the Settings icon (man w/key) at upper
    right corner, enter password, and click ok.

2. Select the Administration tab.

3. Enter your own labels in the fields for Activity 1,
    Activity 2, Activity 3, and Activity 4.

4. Save your edits. (Save button is at the far right
    of the upper Account Settings bar.)

MANUAL OVERRIDE

1. Click on the Location name.
2. Click on the Device name.
3. Select the **Settings** button
   (second button from the right in the information bar).
4. Select the **Inputs** tab ("A" pictured below).
5. Configure **Input 1** using the settings shown in the example below.

ALERTING

1. Click on the Location name.
2. Click on the Device name.
3. Select the **Settings** button
   (second button from the right in the information bar).
4. Select the **Alerting** tab ("B" pictured above).
5. See the Message Table (pictured below).
6. Configure the table as shown below to enable the system to send an alert when the switch is set to manual.

Message	When				Hardwired			email
	Open	Closed	Openning	Closing	Input 1	Input 2	Input 3	
Occupancy Sensor	☐	☐	☐	☐	Off	Off	Off	
Manual Lighting	☑	☑	☑	☑	N.O	Off	Off	

www.bayweb.com

OFFLINE FAILSAFE INTERVAL

This option determines how long the schedule will be followed in the event of an Internet outage.

To allow the unit to run the schedule continuously we recommend the DISABLED setting.

1. Click on the Location name.
2. Click on the Device name.
3. Select the **Settings** button
   (second button from the right in the information bar).
4. Select the Set Points tab (**A** below).
5. The last listed option is **Offline Failsafe Interval** (**B** below).
6. Select the desired time from the drop down menu (**C** below). This is also where the DISABLED option can be selected.