Frequently Asked Questions

Where can I set the controller's BACnet IP settings?

Background

The BACnet IP controller settings are usually determined by the site's controls contractor, system integrator, or network administrator. Collaborate as needed with the persons managing the network to obtain the desired settings.
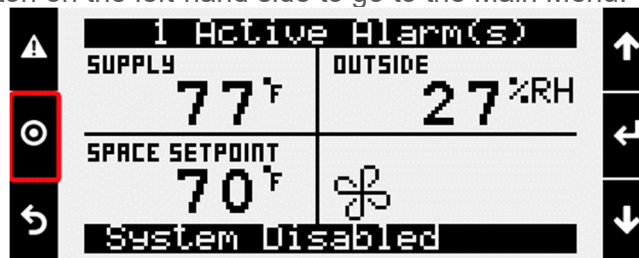
Recommendations

1. The BACnet IP network address must be unique from all other devices on the entire BACnet network.
2. The Device ID must be unique from all other devices on the entire BACnet network.

Controller Navigation

From any menu in the controller, complete the following…

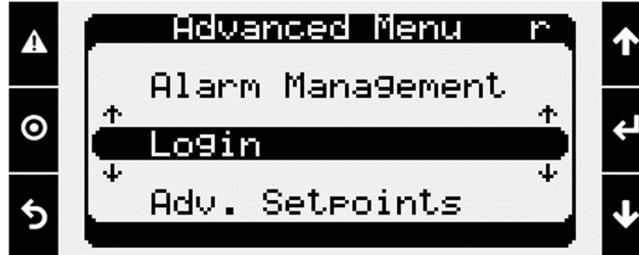1. Press the bullseye button on the left-hand side to go to the Main Menu.

2. Press the Enter button on Ctrl Variables to access the Ctrl Variables Menu.
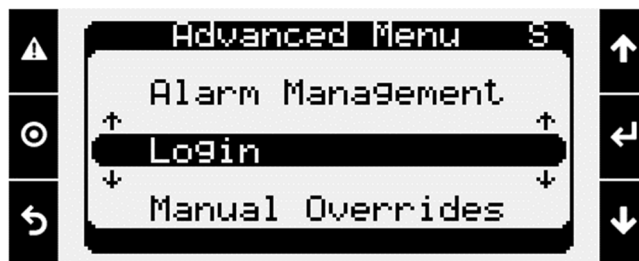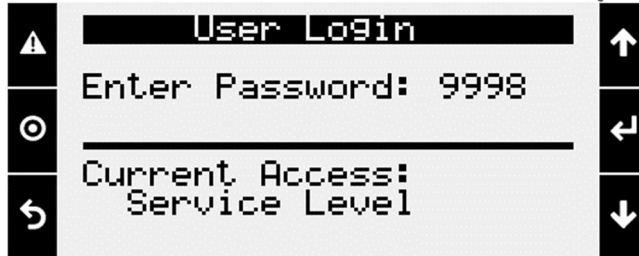

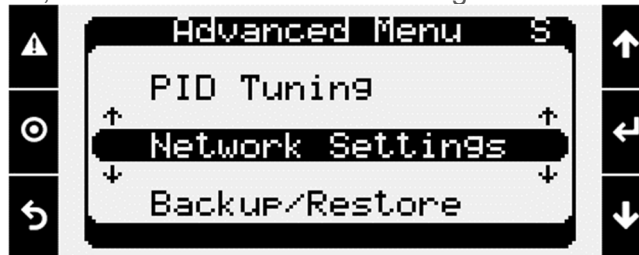3. Press the Enter button on Advanced to access the Advanced Menu.

4. Press the Enter button on Login to access the User Login screen.

5. Enter the service level password (9998).
    a. Press the Enter button to move your cursor down to the password line.
    b. Use the Up and Down arrows to change each digit.
    c. Press the Enter button to move to the next digit and eventually save the password.
    d. Once the password has been entered, the controller will take you back to the Advanced Menu.
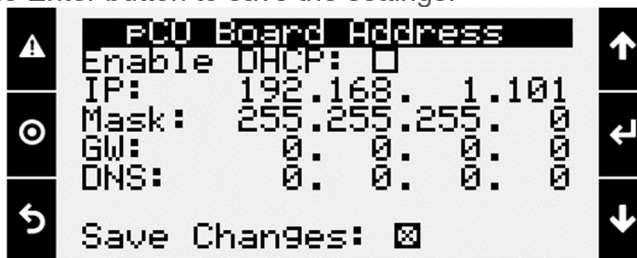

6. From the Advanced Menu, Press Enter on Network Settings.

7. Use the Down arrow to scroll to the pCO Board Address menu.
    Note: When the Enable DHCP box is checked, the controller is automatically addressed by the DHCP server of the network. This should not be used if the controls contractor has provided you with specific settings to put into the controller.
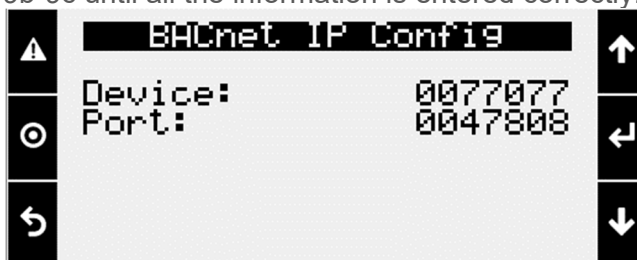
a. Press the Enter button to move your cursor to an editable digit.
b. Use the Up and Down arrows to change each digit.
c. Press the Enter button to move to the next digit.
d. Continue steps 7b-7c until all the information is entered correctly.
e. To save the settings…
    1. Press the Enter button to move the cursor to the Save Changes checkbox.
    2. Use the Up/Down arrow to put a "X" in the checkbox.
    3. Press the Enter button to save the settings.

```
┌──┬────────────────────────┬──┐
│⚠ │  ▀ PCO Board Address ▀ │↑ │
│  │ Enable DHCP: ☐         │  │
│  │ IP:      192.168.  1.101│  │
│⊙ │ Mask:    255.255.255.  0│↵ │
│  │ GW:        0.  0.  0.  0│  │
│  │ DNS:       0.  0.  0.  0│  │
│↺ │                        │↓ │
│  │ Save Changes: ☒        │  │
└──┴────────────────────────┴──┘
```

8. Use the Down arrow to scroll to the BMS Communications menu.
    a. Verify that it is set to a BACnet IP.
        1. If it isn't set to BACnet IP, use the Enter button followed by the Up/Down arrows to change it to BACnet IP. Press Enter once it is set to correctly.
            1. The controller will prompt you to cycle power to the controller if you change the BACnet type. Ignore the part of the message that says, "License Required". This is not implying your controller is missing a license file.
    Note: The Location must not be set to BMS Card, as the ports onboard the controller are used instead. Setting the Location to BMS Card will result in network settings not saving properly.

```
┌──┬────────────────────────┬──┐
│⚠ │ ▀ BMS Communications ▀ │↑ │
│  │                        │  │
│  │ Type:        BACnet IP │  │
│⊙ │ Location:     Ethernet │↵ │
│  │ ━━━━━━━━━━━━━━━━━━━━━━ │  │
│↺ │                        │↓ │
└──┴────────────────────────┴──┘
```

9. Use the Down arrow to scroll to the BACnet IP Config menu. Here you can set the controller's Device ID and UDP Port.
    a. Press the Enter button to move your cursor to an editable digit.
    b. Use the Up and Down arrows to change each digit.
    c. Press the Enter button to move to the next digit.
    d. Continue steps 9b-9c until all the information is entered correctly.

```
┌──┬────────────────────────┬──┐
│⚠ │  ▀ BACnet IP Config ▀  │↑ │
│  │                        │  │
│  │ Device:        0077077 │  │
│⊙ │ Port:          0047808 │↵ │
│  │                        │  │
│↺ │                        │↓ │
└──┴────────────────────────┴──┘
```

10. The BACnet settings are now set. Cycle power to the unit and re-enter the Network Settings menu to verify the changes persisted.