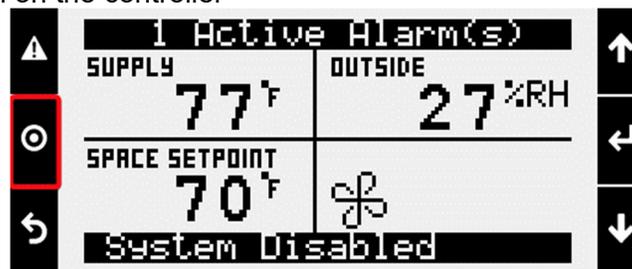


## Frequently Asked Questions

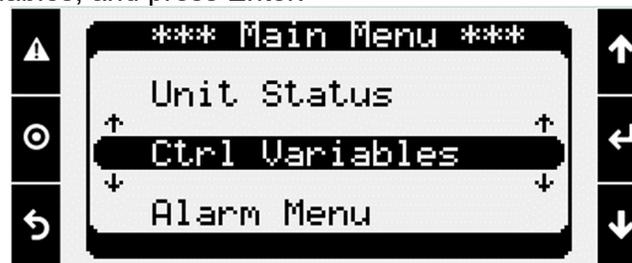
### How do I input an occupancy schedule in my controller?

#### Accessing the Control Variables – Occupancy Menu

1. Press “bullseye” button on the controller



2. Scroll down to Ctrl Variables, and press Enter.

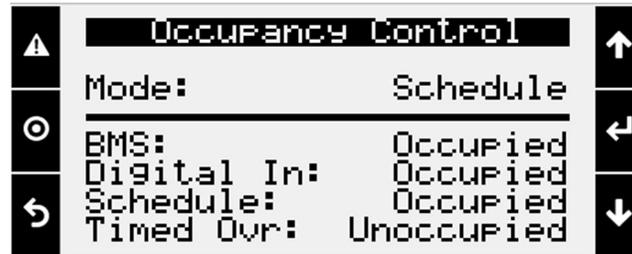


3. Scroll up to Occupancy, and press Enter.



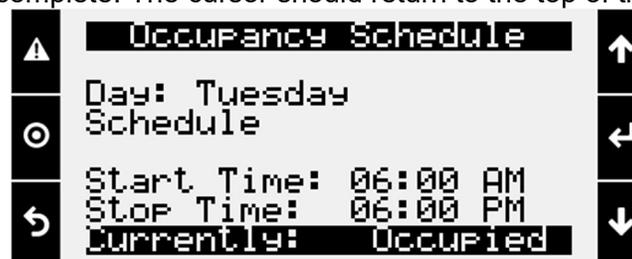
## Setting the Occupancy Control Mode Selection to Schedule

1. In the Occupancy menu, scroll down to the “Occupancy Control” page.
2. Press Enter to move the cursor down to the “Mode:” line.
3. Change the “Mode” to “Schedule” using the Up/Down arrow keys.
4. Press Enter to save the selection.
  - a. The page should now have the “Mode:” set to “Schedule” as shown below.



## Setting the Occupancy Schedule

1. Scroll down to “Occupancy Schedule”, and press Enter.
2. Select the “Day:” you wish to begin setting the schedule for, and press Enter.
3. The next line in the menu allows you to either block out entire days as “Occupied” or “Unoccupied” or to set a specific time frame in which the unit will be “Occupied” (Schedule).
  - a. Use the Up/Down arrow keys to scroll through the options of “Occupied”, “Unoccupied”, or “Schedule”.
    - i. If the entire selected day is to be blocked out as occupied or unoccupied, press Enter once the desired selection is found. The cursor will return to the top of the menu.
      1. Press Enter again and select the next day that you wish to change.
    - ii. If the selected day is to have a time frame for occupied mode, select Schedule, and press Enter. The cursor will move to the “Start Time:” line.
      1. The cursor will flash on the hour, using the Up/Down arrow keys, set the start time’s hour accordingly, and press Enter.
      2. The cursor will move to the minutes. Set the start time’s minute accordingly, and press Enter.
      3. The cursor will move to the “Stop Time:” line. Set the stop time’s hour and minutes using the same process as the previous 2 steps, and press Enter when complete. The cursor should return to the top of the menu.



4. Repeat Steps 2 and 3 until each day is set to “Occupied”, “Unoccupied”, or has a schedule set. Once the final day is set and the cursor has returned to the top of the menu, the Occupancy schedule is complete.

5. You may press the back arrow until the controller returns to the main Unit Status screen.

