User Manual

UPS SERIES

Power Manager Software

Middle Atlantic Products

I-00343 Rev D

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NOTE: Use the DB9 (RS232) for serial communications only.

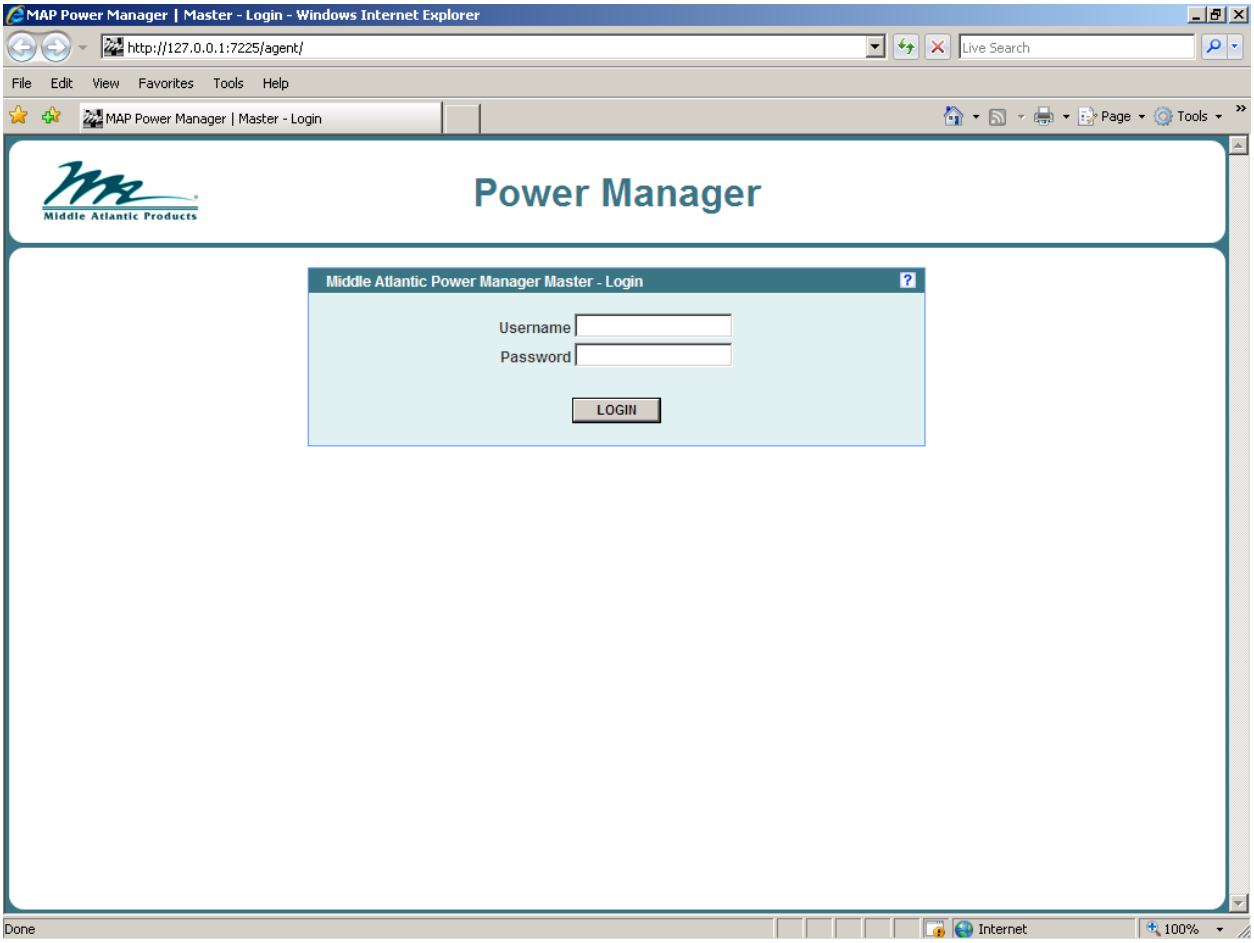
Start>>Programs>>Middle Atlantic Power Manager>>Master/Slave

LOGIN SCREEN

DEFAULT LOGIN

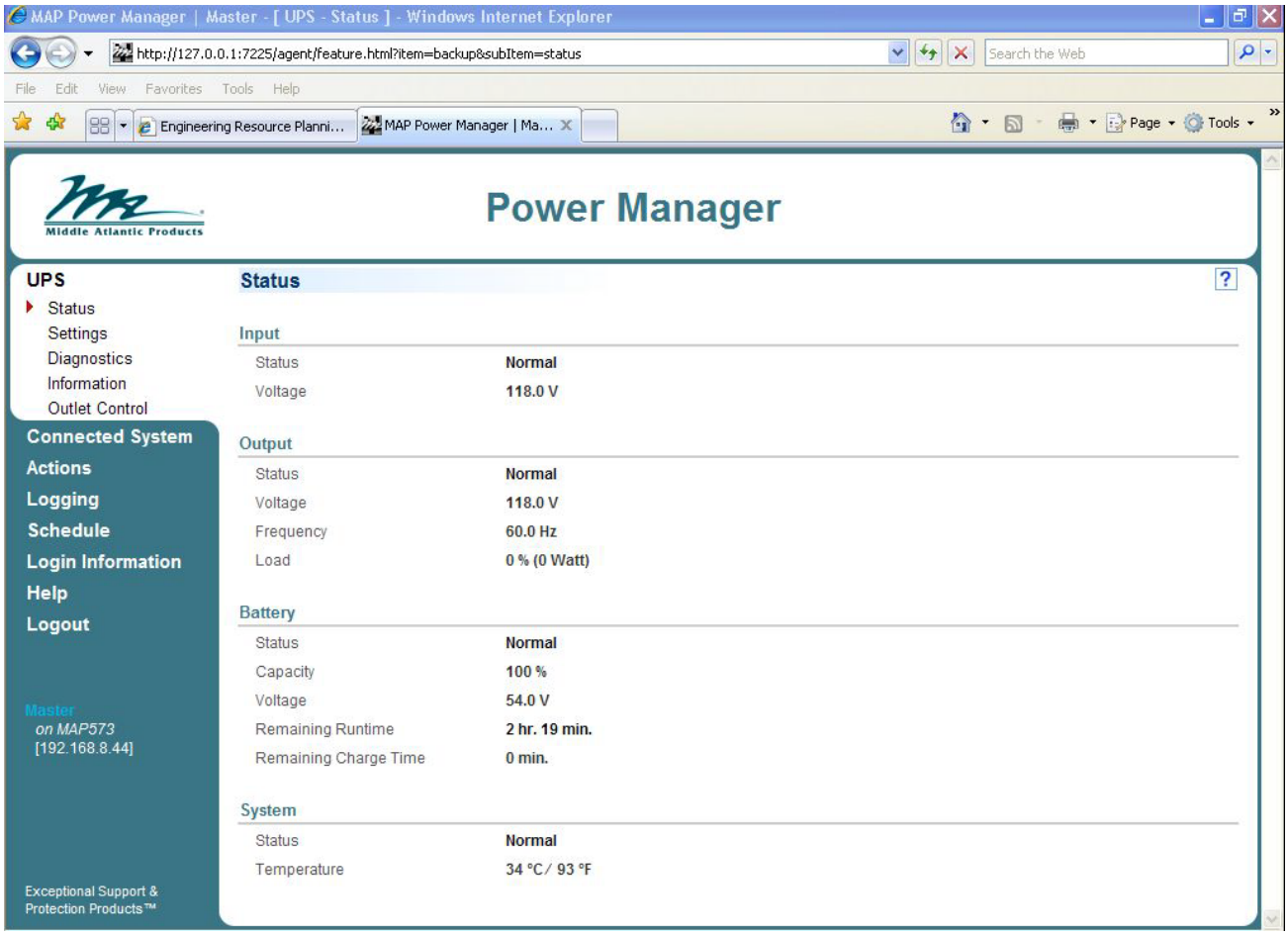
USERNAME: admin
PASSWORD: admin

DEFAULT URL: http://127.0.0.1:7225/agent/



UPS:

STATUS



The UPS **Status** page is the default page after login.

INPUT

STATUS: Displays the Status of the utility voltage supplied to the UPS.

NORMAL: Utility voltage and frequency is within in normal operating range.
BLACKOUT: There is no utility power.
OVER VOLTAGE: Utility voltage is above normal range.
UNDER VOLTAGE: Utility voltage is below normal range.

VOLTAGE: The untility voltage being supplied to the UPS.

OUTPUT:

STATUS: Displays the condition of the output of the UPS to the connected equipment.

NORMAL: The UPS is in normal range (AVR is not engaged).

NO OUTPUT: There is no output from UPS.

BOOST: The input voltage is too low. The UPS is increasing the output voltage to normal range (AVR is engaged).

BUCK: The input voltage is too high. The UPS is decreasing the output voltage to normal range (AVR is engaged).

OVERLOAD: The load of the connected equipment exceeds the maximum load that the UPS can support.

UNKNOWN: This as an abnormal status, contact Middle Atlantic Products.

VOLTAGE: The voltage that the UPS is supplying to the connected equipment.

FREQUENCY: The frequency that the UPS is supplying to the connected equipment.

LOAD: The power being supplied by the UPS, as a percentage of the total load capacity
In some models, it may also show the load in watts.

NON-CRITICAL OUTLETS: On, Off, Pending (Scheduled) On, Pending (Scheduled) Off.

BATTERY:

STATUS: Displays the status of the battery packs.

NORMAL: Battery is operating normally.

FULLY CHARGED: There is 100% battery capacity remaining.

DISCHARGING: The UPS is supplying battery power because of a utility power failure, battery test or a utility power abnormality.

CHARGING: The batteries are being charged.

WARNING: The batteries are below 80% of capacity.

CAPACITY: The present capacity of the batteries, as a percentage of the full charge.

CAPACITY CRITICALLY LOW: The capacity of the batteries is critically low and the UPS will shut down immediately.

BATTERY REPLACEMENT NEEDED: The lifetime of the batteries has expired. You should replace the batteries as soon as possible.

TESTING: The UPS is performing a diagnostic test or Runtime Calibration.

UNKNOWN: This is an abnormal status, contact Middle Atlantic Products.

VOLTAGE: The voltage being supplied by the batteries.

REMAINING TIME: The amount of time that the UPS supply power to the connected equipment (load).

REMAINING CHARGE TIME: the remaining time that the battery packs require to be fully charged.

SYSTEM:

STATUS: Displays the operating status of the UPS.

NORMAL: The UPS system status is normal.

FAULT: The UPS system has an internal malfunction.

OVERHEAT: The temperature is exceeding the normal temperature threshold.

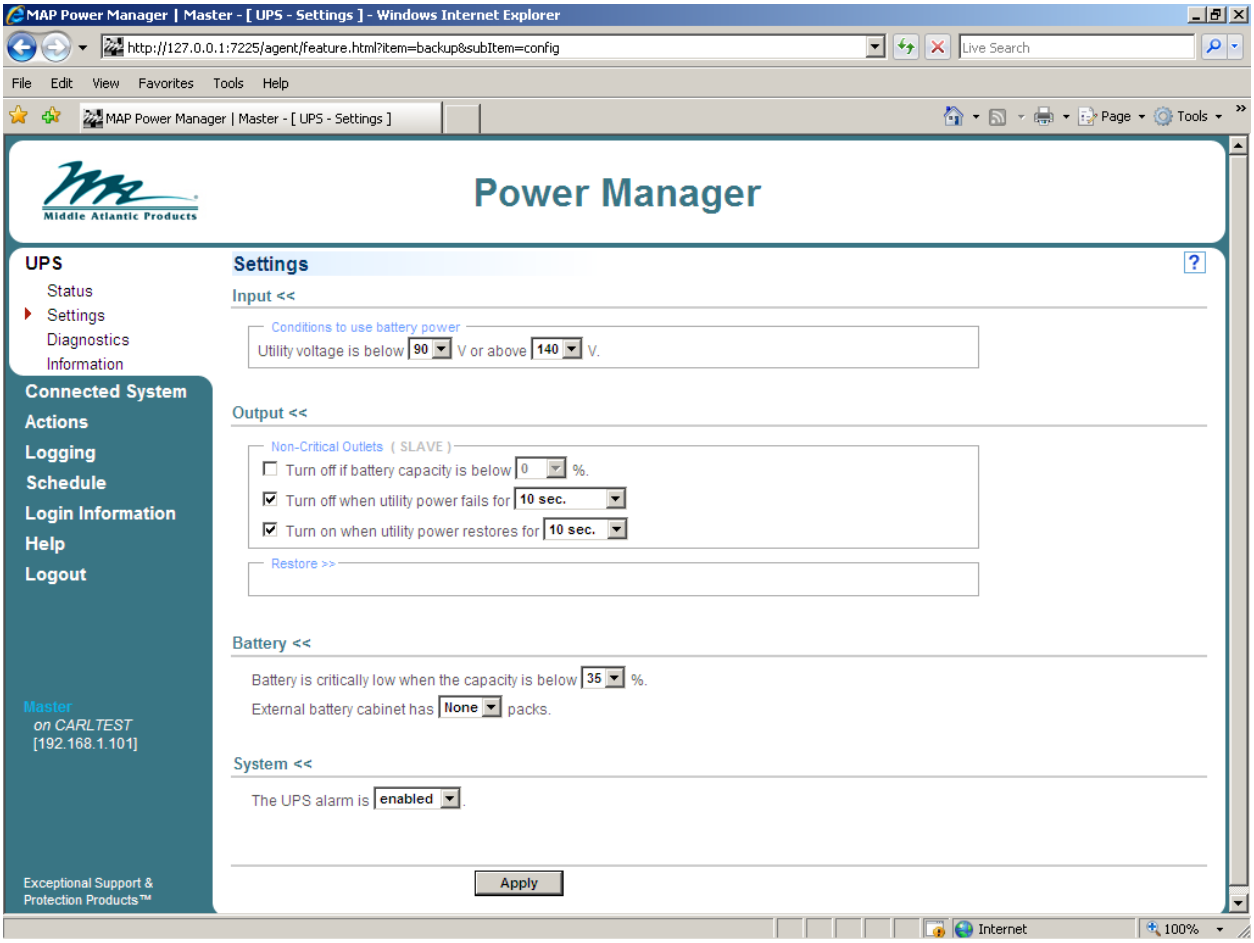
UNKNOWN: This is an abnormal status.

TEMPERATURE: The current operating temperature of the UPS case.

UPS:

SETTINGS: Allows you to configure thresholds for the Input, Output, Battery and system of the UPS

(MASTER ONLY)



INPUT:

CONDITIONS TO USE BATTERY POWER: Sets the thresholds to use battery power in relation to the utility voltage. If the threshold settings are met, the UPS will switch to battery power.
Note: This setting requires restarting the UPS to take effect!

UTILITY VOLTAGE IS BELOW XX V OR ABOVE XX V: Sets the low voltage and high voltage thresholds. If voltage goes above or below these thresholds, the UPS will supply battery power.

OUTPUT:

NON-CRITICAL OUTLET:

TURN OFF IF BATTERY CAPACITY IS BELOW XX %: Load shedding will shut down the non-critical loads (non-critical outlets) bank if battery capacity falls below a set percentage. Adjustable from 5-100%. This does not trigger a software event.

TURN OFF WHEN UTILITY POWER FAILS: Use drop down menu to set wait time till UPS powers off outlets.

TURN ON WHEN UTILITY POWER RESTORES: Use drop down menu to set wait time until UPS powers on outlets.

RESTORE: (Click on Restore to see options)

WAKE UP THE UPS WHEN UTILITY POWER IS RESTORED: If you enable this option, the UPS will wake up when utility power is restored.

THE UPS CAN START WITHOUT UTILITY POWER AND SUPPLY BATTERY POWER: If you enable this option, the UPS can start without utility power. After startup, the UPS will supply battery power to the connected equipment.

BATTERY:

BATTERY IS CRITICALLY LOW WHEN THE CAPACITY IS BELOW XX %: Sets the critically low threshold of the battery capacity. If the battery capacity is below this value, then the battery capacity is critically low the critical battery event will occur. This will also show on UPS/STATUS/BATTERY/STATUS.

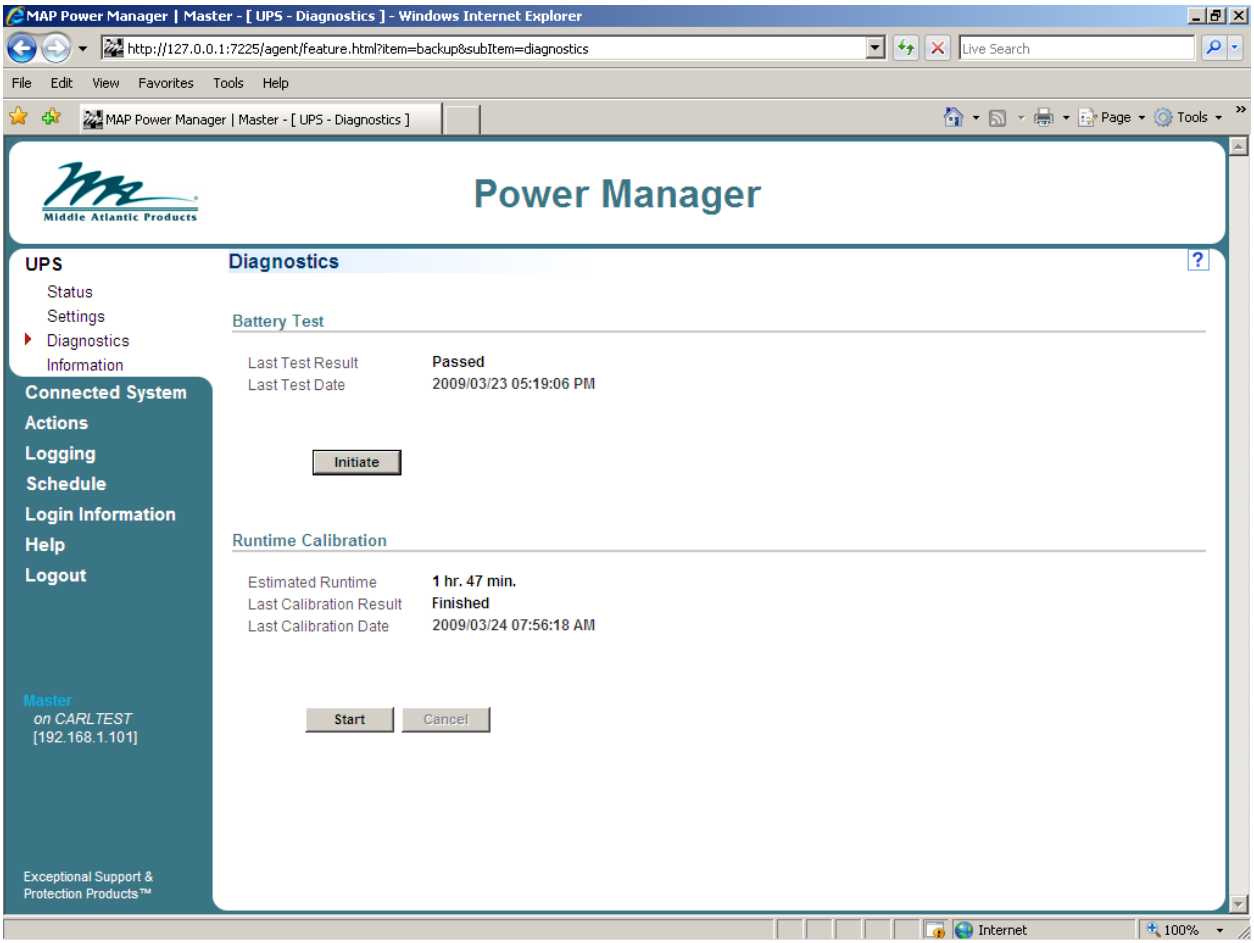
EXTERNAL BATTERY CABINET HAS XX PACKS: Sets the quantity of external battery packs you have connected to this UPS. This helps the UPS to evaluate remaining runtime more accurately.

SYSTEM:

THE UPS ALARM IS: ENABLED/DISABLED: Enables/Disables the audible alarm.

UPS:

DIAGNOSTICS: Allows you to view last diagnostic results as well as perform a Battery Test and a Runtime Calibration.



BATTERY TEST: During a battery test the UPS will switch to battery mode to verify that the batteries are good. Use this test to perform a quick battery test. You can also view the date and time of the last test

PERFORM A BATTERY TEST:

1. Click the “Initiate” button, and you will hear a beeping sound while the test is being performed
2. Battery Test will report the result after the latest test is completed and display as follows:

LAST TEST RESULT:

PASSED: The battery works normally.
NONE: The battery has not been tested.
FAILED: The UPS battery test failed.
FORBIDDEN: Battery missing or internal error.

LAST TEST DATE: Shows the date of the last test performed.

SUGGESTIONS IF THE BATTERY TEST FAILED:

1. Clear “Remaining Runtime is Insufficient” event and/or the “Output is Overloaded” event and run another battery test.
2. Replace the batteries if the battery test fails again.
3. Contact Middle Atlantic Products for assistance if the battery test fails after the batteries have been replaced.

RUNTIME CALIBRATION:

The runtime calibration synchronizes the runtime estimate with the current load and battery capacity. When a runtime calibration initiates, the “Calibration is Initiated” event occurs. A runtime calibration will discharge the batteries completely. The batteries will be recharged automatically following a calibration

Note: Frequent calibration will shorten the life of the batteries. We recommend one or two calibrations per year.

PERFORM A RUNTIME CALIBRATION:

ALL OUTLETS MUST BE ON TO PERFORM THIS FUNCTION

1. Click the “Start” button, this will initiate a runtime calibration
2. Click the “Cancel” button if you want to stop the runtime test before it is complete.

The Runtime Calibration will display the results either after the calibration finishes or you cancel the calibration. The results will report as follows:

ESTIMATED RUNTIME: The estimated runtime of the batteries under the present load conditions.

LAST CALIBRATION RESULT: The result of the most recent runtime calibration.

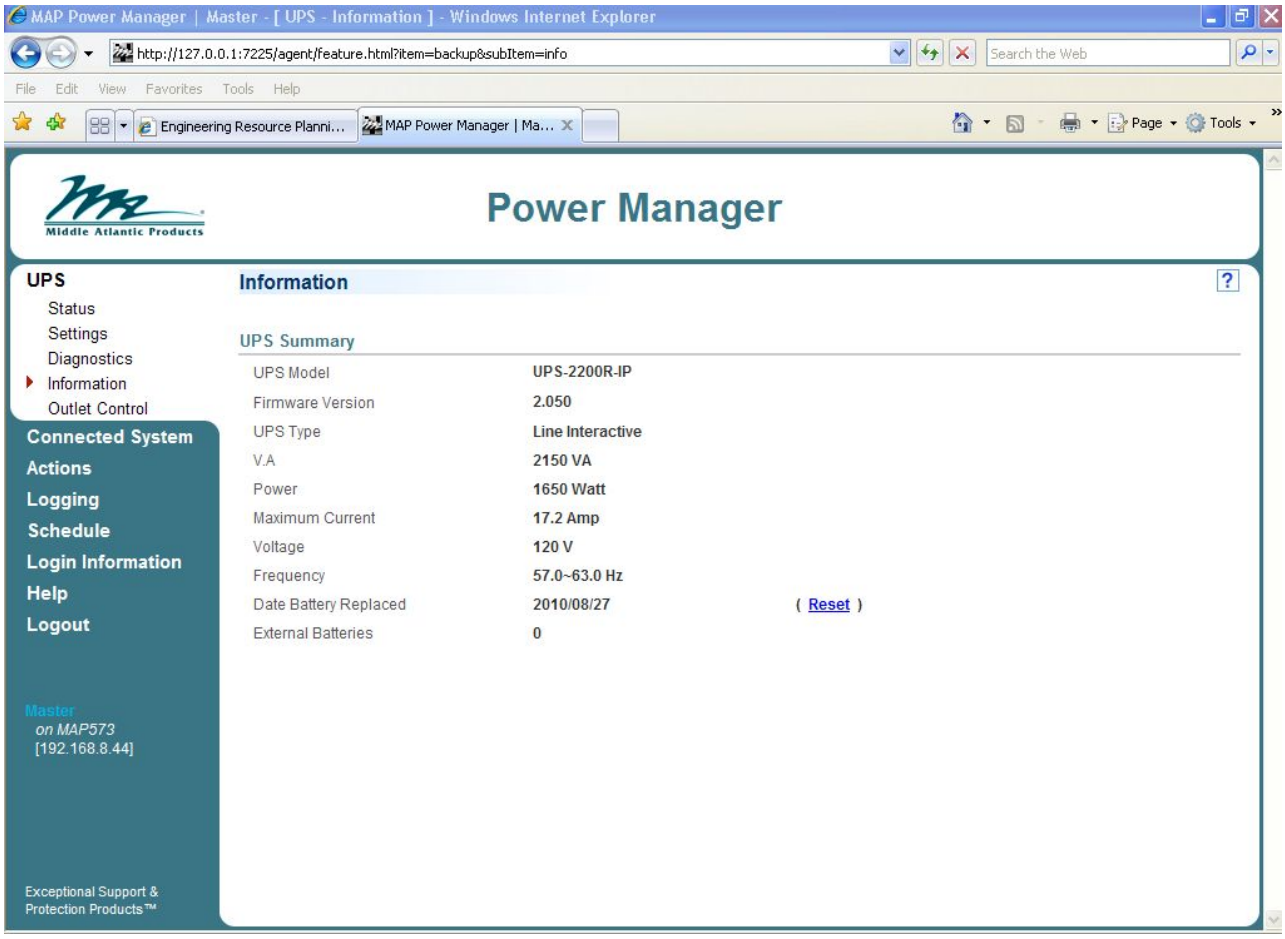
PASSED: Runtime calibration passed and the batteries are normal.
NONE: A runtime calibration has not been performed.
FAILED: The UPS failed during the runtime calibration.
CANCELLED: The runtime calibration was stopped before completion.

LAST CALIBRATION DATE: The date the last runtime calibration was performed.

Note: The calibration process causes the batteries to completely discharge. If a utility power failure occurs during the calibration, the UPS will not support the connected equipment.

UPS

INFORMATION: Displays information of the UPS that the system (Master) is connected to.



UPS SUMMARY:

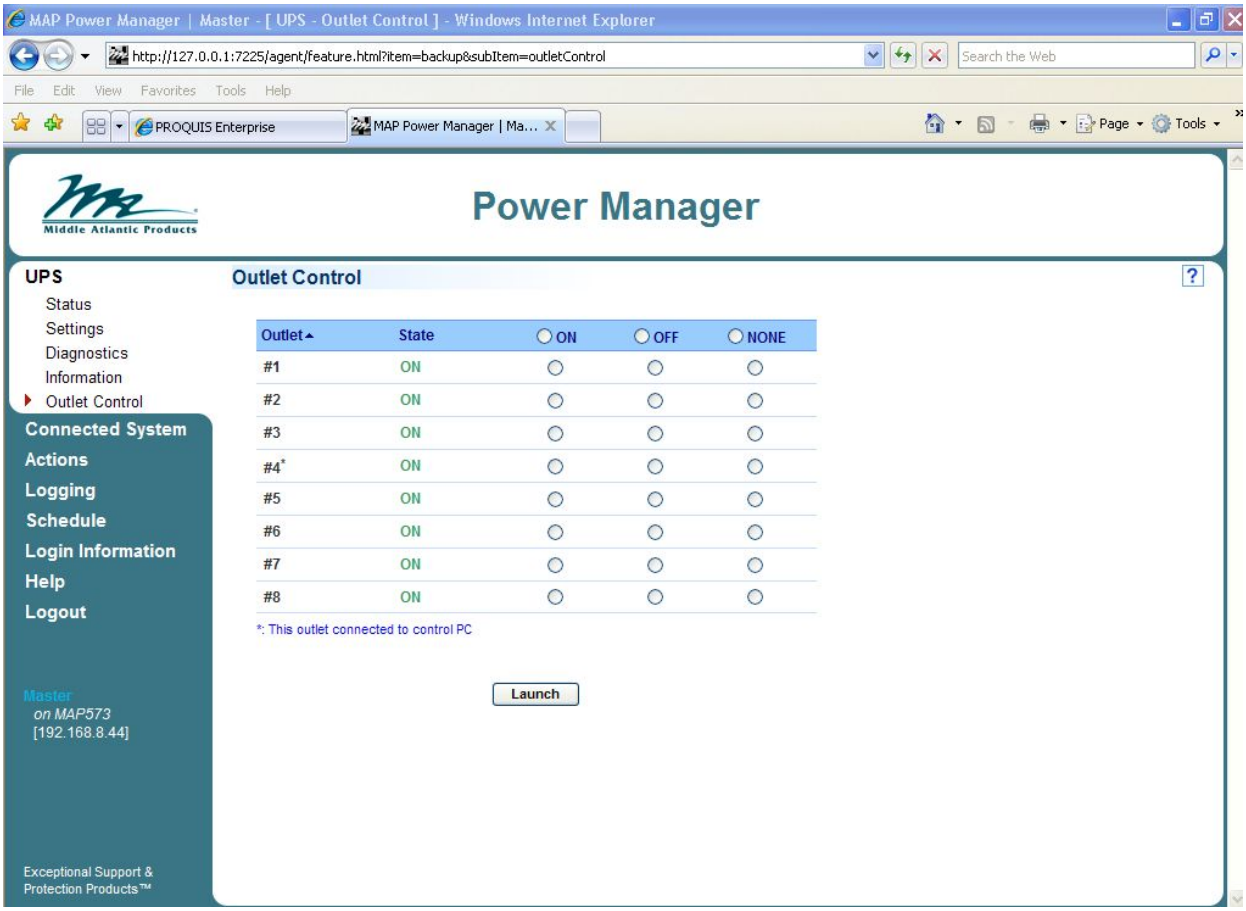
Details characteristics of the UPS.

DATE BATTERY REPLACED:

RESET: Allows users to manually record the date the battery was replaced.

UPS:

CONTROL (INDIVIDUAL OUTLET MODELS): Lists the state of all outlets and allows users to turn outlets on or off.



CONTROL:

ON: Turns on the outlet immediately.

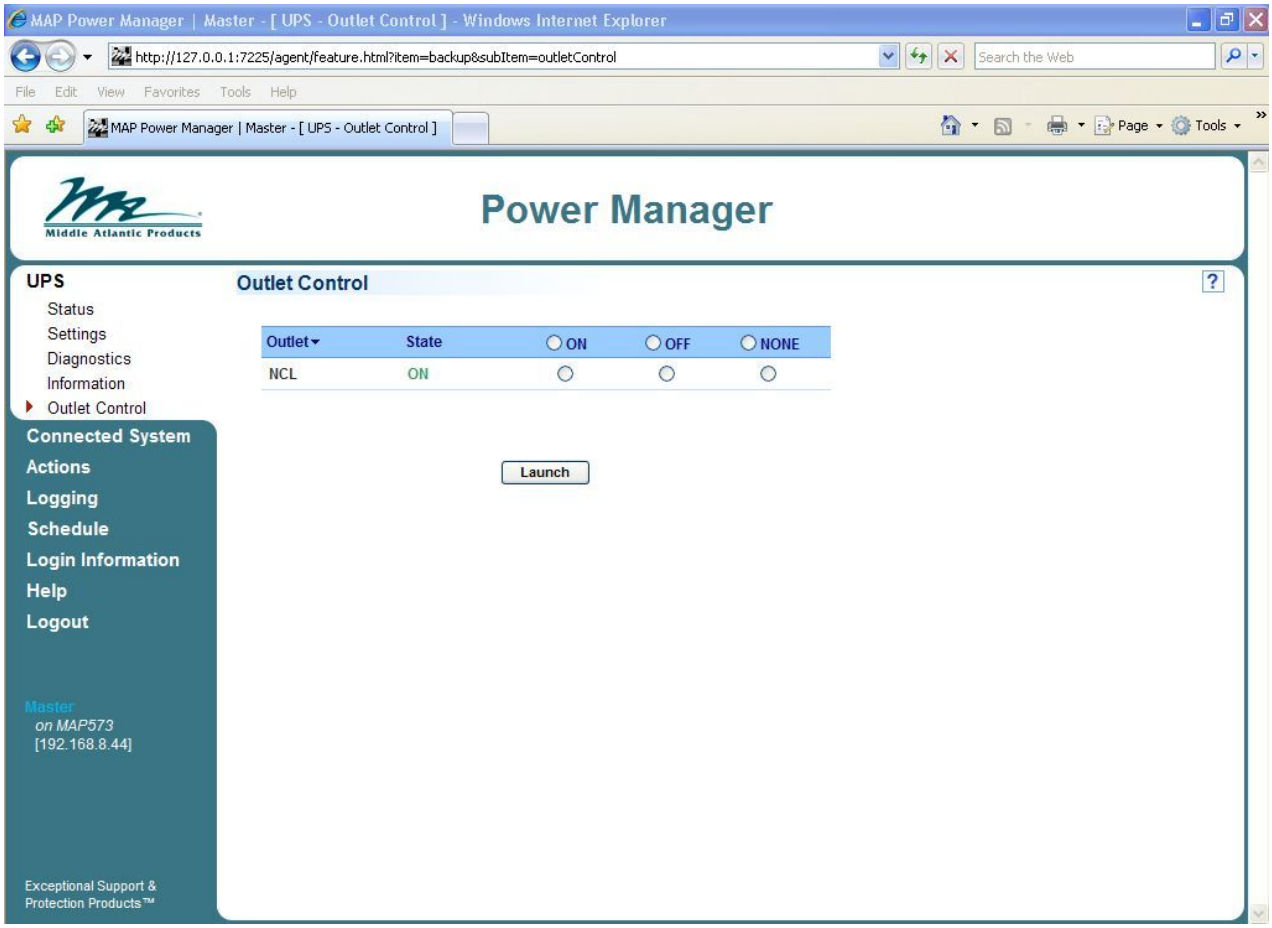
OFF: Turns off the outlet immediately.

WARNING: A power loss will occur on the connected equipment. Before launching an outlet off command, verify that a connected PC, or other sensitive equipment, is not connected to the outlet to be powered off. Failure to do so may result in system crashes or data loss.

NONE: Rolls back the ON/OFF selection.

UPS:

CONTROL: Shows current state of Bank Controlled and Hardwired Models. Allows users to turn on or off.



CONTROL:

ON: Turns on the Non-Critical Load Bank and Non-Critical Outlets immediately.

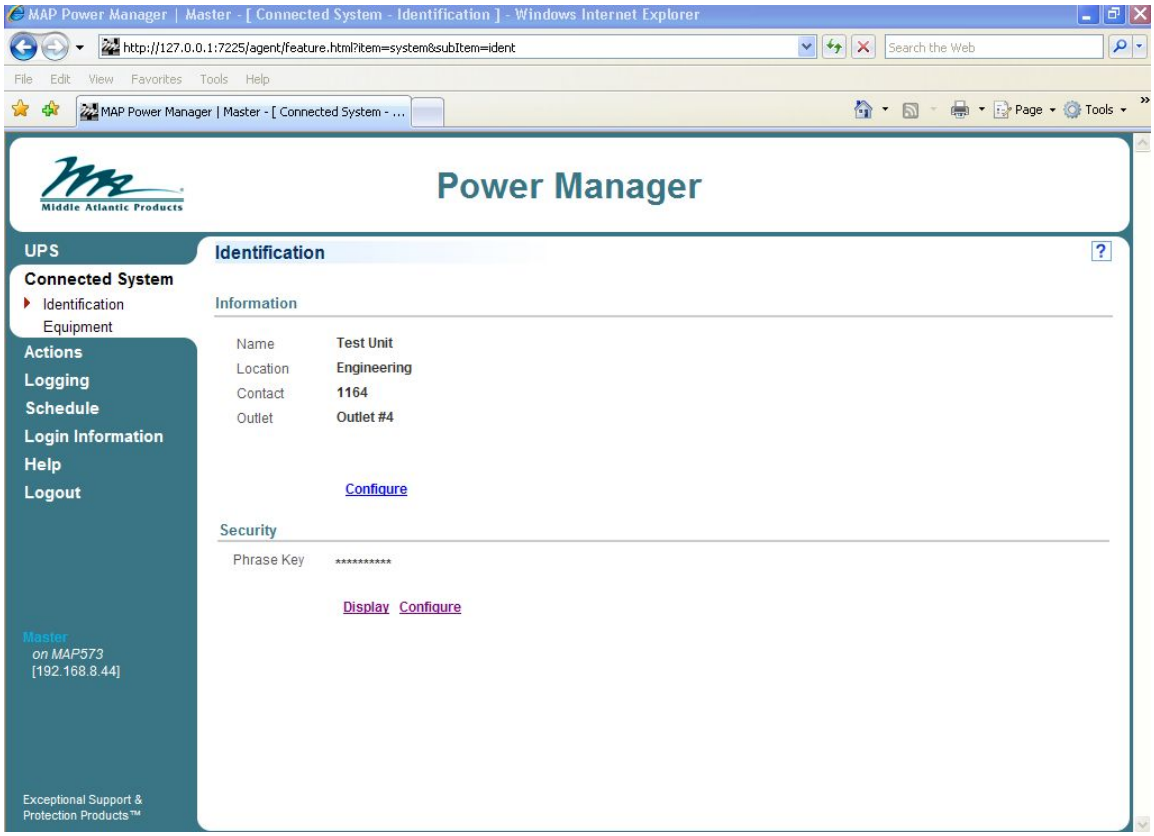
OFF: Turns off the Non-Critical Load Bank and Non-Critical Outlets immediately.

WARNING: A power loss will occur on the connected equipment. Before launching an outlet off command, verify that a connected PC, or other sensitive equipment, is not connected to the outlet to be powered off. Failure to do so may result in system crashes or data loss.

NONE: Rolls back the ON/OFF selection.

CONNECTED SYSTEM:

IDENTIFICATION: Configure the connected system identification and security.



INFORMATION:

NAME: The description or the name of the system.

LOCATION: The physical location of the system.

CONTACT: Who to contact when there is a problem with this system.

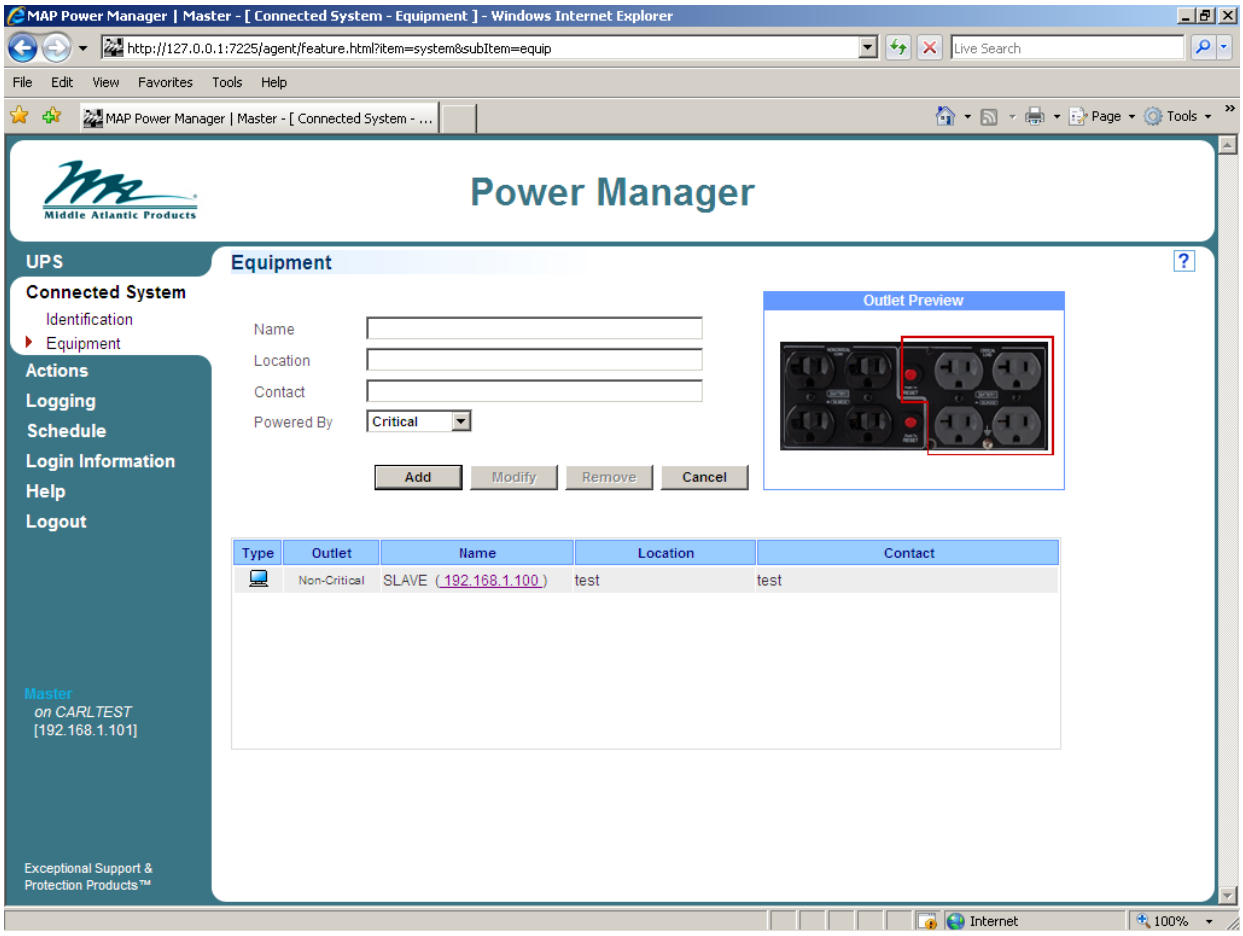
OUTLET: Shows what individual outlet or outlet bank the master control PC is connected to.

SECURITY:

PHRASE KEY: The phrase key is used to create a secure channel between Master and Slaves. Thus the communication is reliable. You must configure the same Phrase Key for both Master and Slave. The Phrase Key is hidden by default. You can click “Display” to show the Phrase Key in text. The default Phrase Key is “encryption.key”.

EQUIPMENT:

Allows you to set and view connected equipment. Connected equipment means all other equipment connected to the same UPS and monitored through the Master. You may add, modify, or remove equipment by supplying the equipment name, location and contact information. In the equipment list, you can view the equipment you added as well as the remote Slave information. Whenever the Slave is connected to the master via the network, you will view the Slave information in the equipment list. You cannot configure the Slave information directly in Master. In order to change the Slave information you must log in to the Slave.



NOTE: Outlet Preview image is model specific

NAME: Displays the description or the name of the equipment.

LOCATION: Displays where the equipment is located.

CONTACT: Displays who to contact when there are problems with the equipment.

POWERED BY: Displays critical or non-critical outlets or bank outlets in the outlet preview display.

ADD EQUIPMENT:

1. Complete the text fields for ‘Name’, ‘Location’, ‘Contact’ and ‘Powered By’ drop down.

NOTE: Individual Outlet models will list the eight individual outlets, the Bank Outlet models will show the two outlet banks (Bank Outlet model shown above)

2. Click the “Add” button
3. The new equipment is now added to the equipment list.
4. Click the “Cancel” button to cancel adding the piece of equipment you are currently entering.

(Continued on next page)

MODIFY EQUIPMENT:

1. Select the equipment from the equipment list that you wish to modify.
2. The details of the equipment selected will be shown in the text fields above the list.
3. Modify the details of the equipment in those text fields.
4. Click the “Modify” button.
5. The equipment information will be updated to the equipment list.
6. Click “Cancel” while updating a piece of equipment will cancel update to that equipment.

REMOVE EQUIPMENT:

1. Select (click on) the equipment you wish to remove from the equipment list.
2. The details will be shown in the text fields.
3. Click the “Remove” button.
4. The equipment is removed from the equipment list.
5. Click “Cancel” button to cancel removing a piece of equipment.

ACTIONS:

EVENT SETTINGS: Displays a table listing of all power events and separates them into three categories…Severe, Warning and Information. The Events Settings page provides an interface that allows you to set Actions for a selected event. It also includes a description and allows you to set the following.

LOGGING: Records the selected power event.

NOTIFICATION: Sends a notification when selected event occurs.

E-MAIL: Sends an e-mail when the selected power event occurs.

COMMAND FILE: Executes a command file when this event occurs.

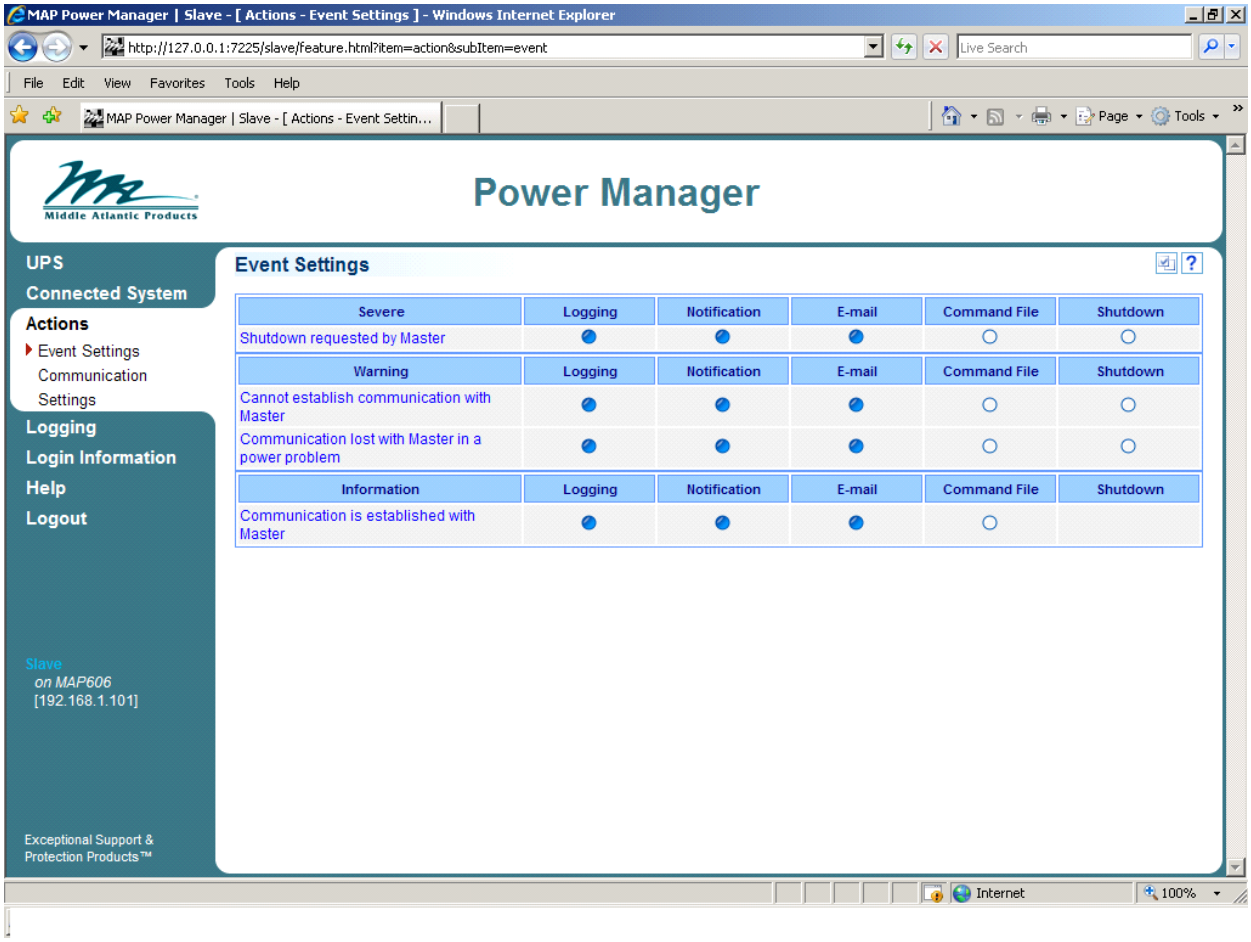
SHUTDOWN: Initiates a shutdown sequence when selected event occurs.

Overview of Event Settings (For Master)

SEVERE	DESCRIPTION
Battery capacity critically is low	Battery capacity is critically low; power could be lost immediately
UPS is faulty	UPS is malfunctioning, it could not be working normally
Utility power failure	Utility power failure battery power
Output is overloaded	Output is overloaded; power may no longer be supplied
Battery test failure	The battery test failed to provide battery power normally
WARNING	**DESCRIPTION**
Communication lost due to power problem	Communication with device has been lost when unit meets a power condition
Batteries are not present	Batteries are not present; UPS cannot provide battery power in this condition
Communication lost	Communication with device has been lost
Communication cannot be established	Communication could not be established during startup
INFORMATION	**DESCRIPTION**
Shutdown initiated	Shutdown process initiated
A schedule has initiated	A schedule has initiated and the system could be shutdown. The schedule setup controlled outlet connected to Non-critical or Critical and enabled Shutdown OS
Remaining runtime is insufficient	This will occur when the battery is fully charged and the remaining runtime is still less than the sum of times set in the following categories >Event Utility power failure and Low Battery shutdown action delay time >Event shutdown is initiated command file execution time >OS shutdown time >All Connected Slave OS shutdown times >Plus an additional 30 seconds You need to unload some equipment connected to the UPS to get more runtime. Please make sure all connected equipment will have enough remaining runtime when a power problem occurs
Battery test successful	The battery test was successful, battery power is normal
Battery test initiated	Battery test is initiated to verify that battery power can be provided normally
Battery is charging	The battery starts to charge the battery power will increase
Battery stopped charging	The battery has stopped charging, the battery capacity will stop increasing
Battery is discharging	The battery is being discharged, the battery capacity will decrease
Battery stopped discharging	The battery stopped discharging, the battery capacity will stop decreasing
Calibration initiated	Calibration was initiated, the battery runtime will be evaluated
Calibration finished	Calibration finished, battery power is no longer used
Calibration canceled	Calibration was cancelled, the battery runtime evaluation was interrupted

Output voltage is being boosted	Output voltage is being boosted from a lower level
Output voltage is no longer being boosted	The Utility voltage is normal and the boost will stop
Output voltage is being bucked	Output voltage is being bucked from a higher level
Output voltage is no longer being bucked	The Utility voltage is normal and the buck will stop
Battery Capacity is normal	The battery capacity is normal and no longer critically low.
UPS is no longer faulty	The UPS is no longer in a fault condition and is working normally
Utility power has restored	Utility power has been restored, no longer using battery power
Output is no longer overloaded	Output is normal and no longer overloaded
Bypass is no longer overloaded	Output is no longer overloaded in bypass mode
Batteries have been installed	The batteries have been installed, device can be used normally
Remaining runtime is sufficient	Remaining runtime is sufficient to discharge, This event will occur when the event “Remaining runtime is insufficient” is solved
Communication has resumed	Communication with device has resumed
Communication is established	Communication established at startup
UPS is being monitored	The UPS will start to be monitored
UPS monitoring is stopped	The UPS monitoring has stopped. This event can only be set as a Logging action

Overview of event list (Slave)

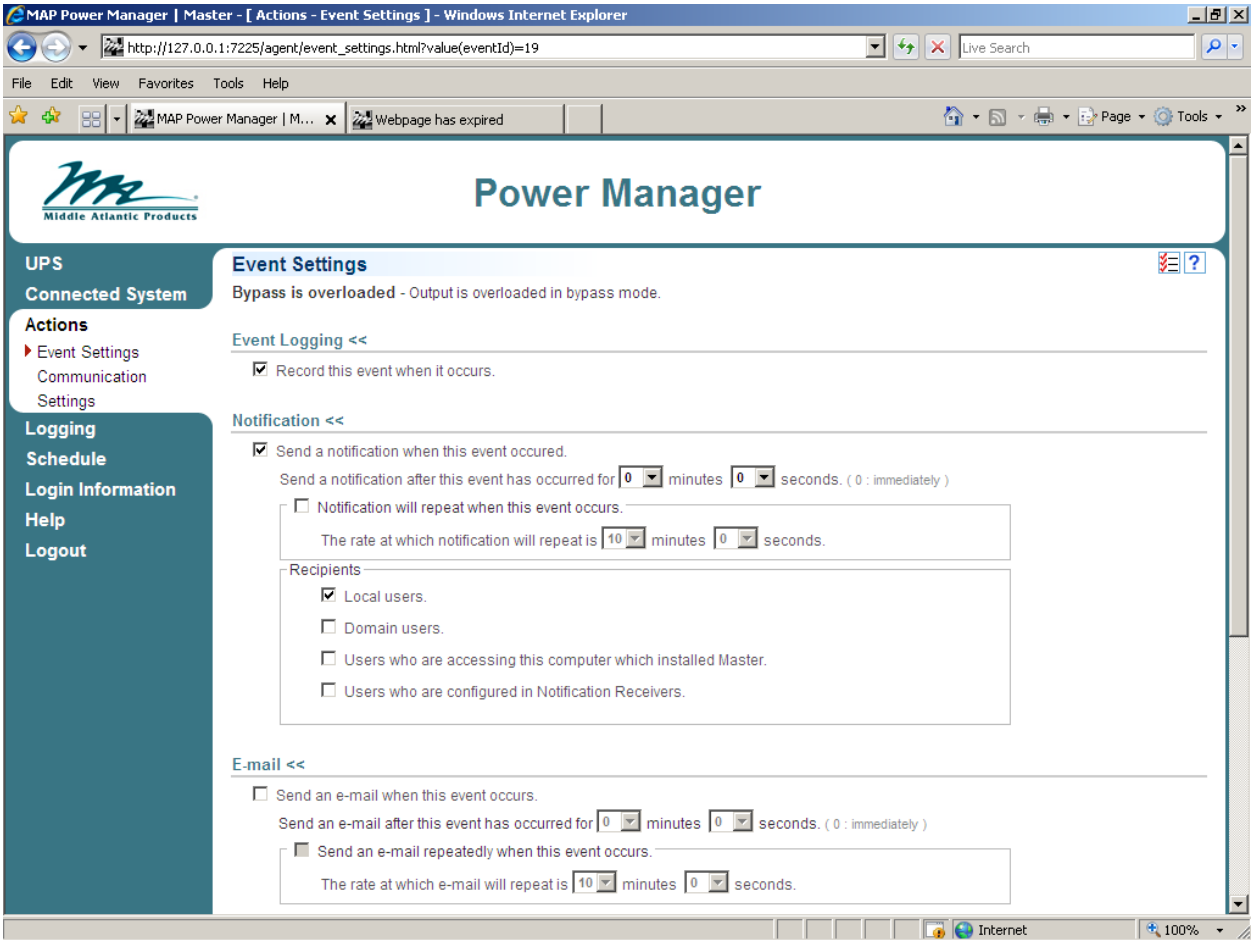


SEVERE	DESCRIPTION
Shutdown requested by Master	Master asks for shutdown, there may be a problem in the Connected System
WARNING	**DESCRIPTION**
Cannot establish communication with Master	The communication with Master has been lost
Communication lost with Master in a power problem	The communication with Master has been lost after a power problem has occurred
INFORMATION	**DESCRIPTION**
Communication established with Master	Communication with Master has been established

EVENT SETTINGS:

You can configure the actions taken for individual events on this page. The detail will tell you what the event is and what actions can be configured.

Below the Event Settings on top it gives you the title of the event. In our example, “Bypass is overloaded” is the event.

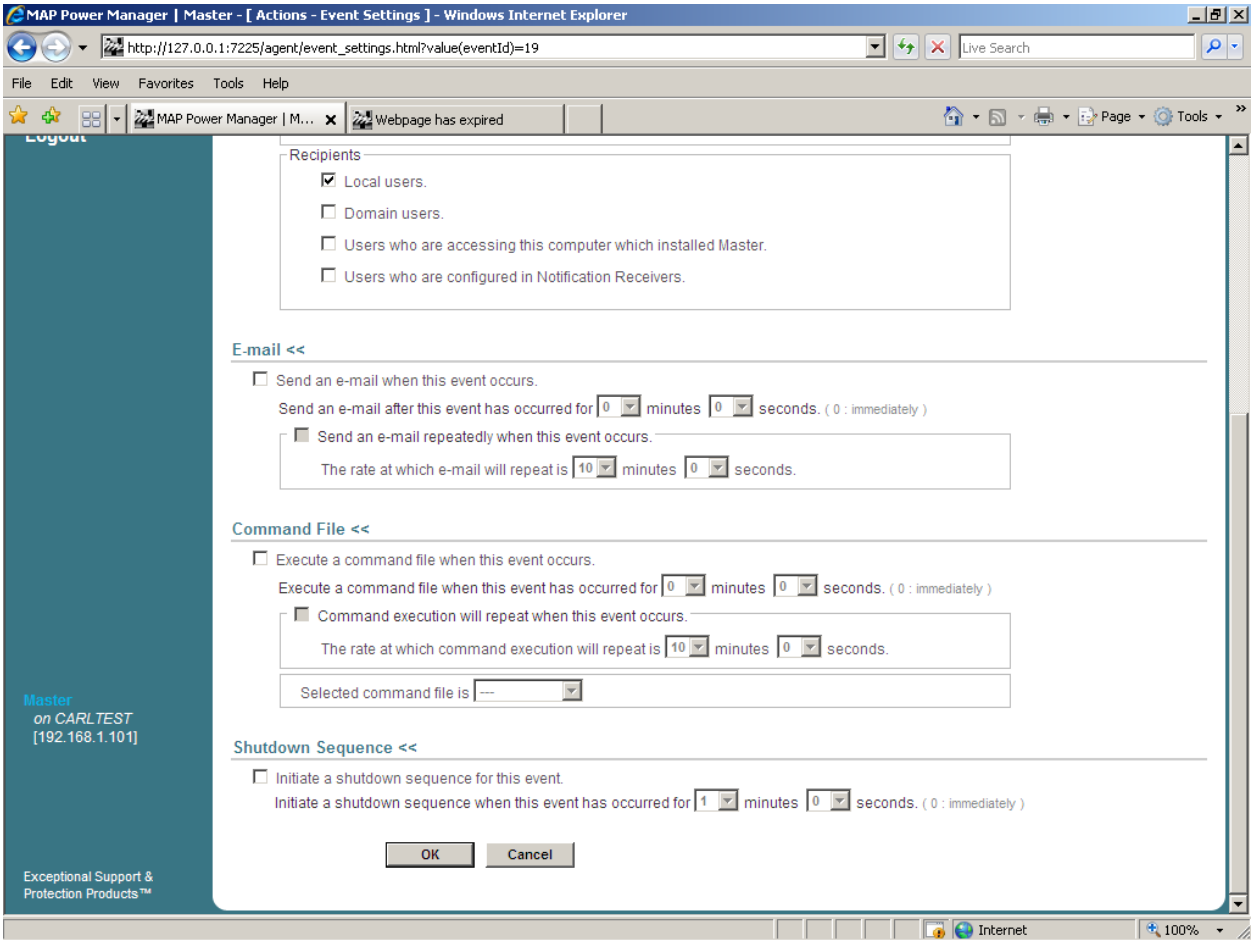


LOCAL USERS: Local Machines.

DOMAIN USERS: Software must be installed on a Domain or File Server. Messages will be sent to everyone logged into the Domain Server.

USERS WHO ARE ACCESSING THIS COMPUTER WHICH INSTALLED MASTER: Sends notification to the login that was used to install the software.

USERS WHO ARE CONFIGURED IN NOTIFICATION RECEIVERS: Notifies users configured in communications settings page.



EVENT LOGGING CHECKBOX:

By checking this it records the event in the event log.

NOTIFICATION:

Allows you to send notifications to the local system, other network users or to recipients configured in “Notification Recipients” on the “Communication Settings” page.

EMAIL:

SEND AN EMAIL WHEN THIS EVENT OCCURS:
If you enable this option, users configured as email recipients will receive an email when this event occurs.

SEND AN EMAIL AFTER THIS EVENT OCCURS FOR A SPECIFIC TIME: Sets the delay time before the email is sent (0 =send immediately).

SEND AN EMAIL REPEATEDLY WHEN THIS EVENT OCCURS: If you enable this option an email will be sent repeatedly according to the repeat rate.

THE RATE AT WHICH THE EMAIL WILL REPEAT: Sets the repeat rate to send an email.

COMMAND FILE:

EXECUTE A COMMAND FILE WHEN THIS EVENT OCCURS: If you enable this option the selected command file will execute when this event occurs.

EXECUTE A COMMAND FILE AFTER THIS EVENT HAS OCCURRED FOR A SPECIFIC TIME: This option sets the delay time to execute this command file (0 = immediately).

COMMAND EXECUTION WILL REPEAT WHEN THIS EVENT OCCURS: If you enable this option the command file will execute repeatedly according to the repeat rate.

THE RATE AT WHICH THE COMMAND EXECUTION WILL REPEAT: Sets the repeat rate to execute the command file.

SELECT COMMAND FILE: select which command file you want to execute. The files must be in the “extcmd” folder in the Middle Atlantic Power Manager Directory of the master computer (C:\program files\Middle Atlantic Power Manager\extcmd folder). Our system only supports .bat and .cmd files.

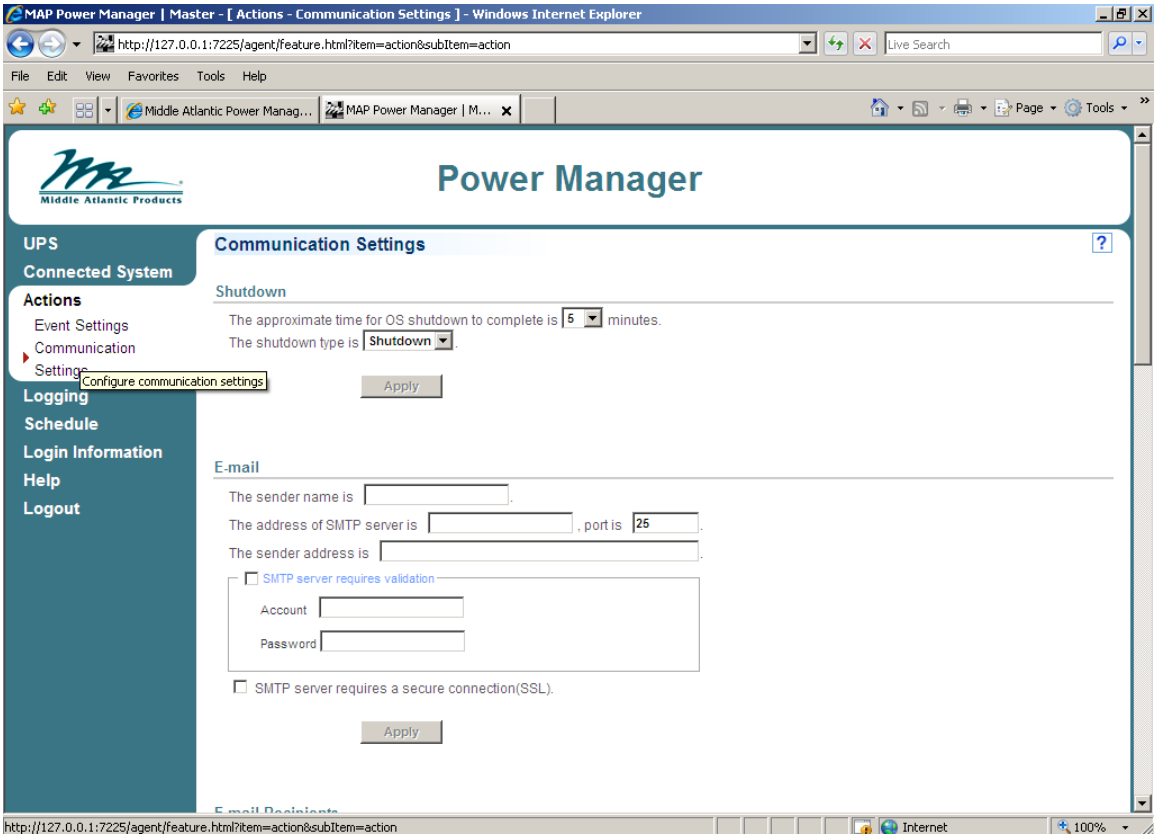
SHUTDOWN SEQUENCE:

INITIATE A SHUTDOWN SEQUENCE FOR THIS EVENT: If you enable this option, the UPS will initiate a shutdown sequence when this event occurs.

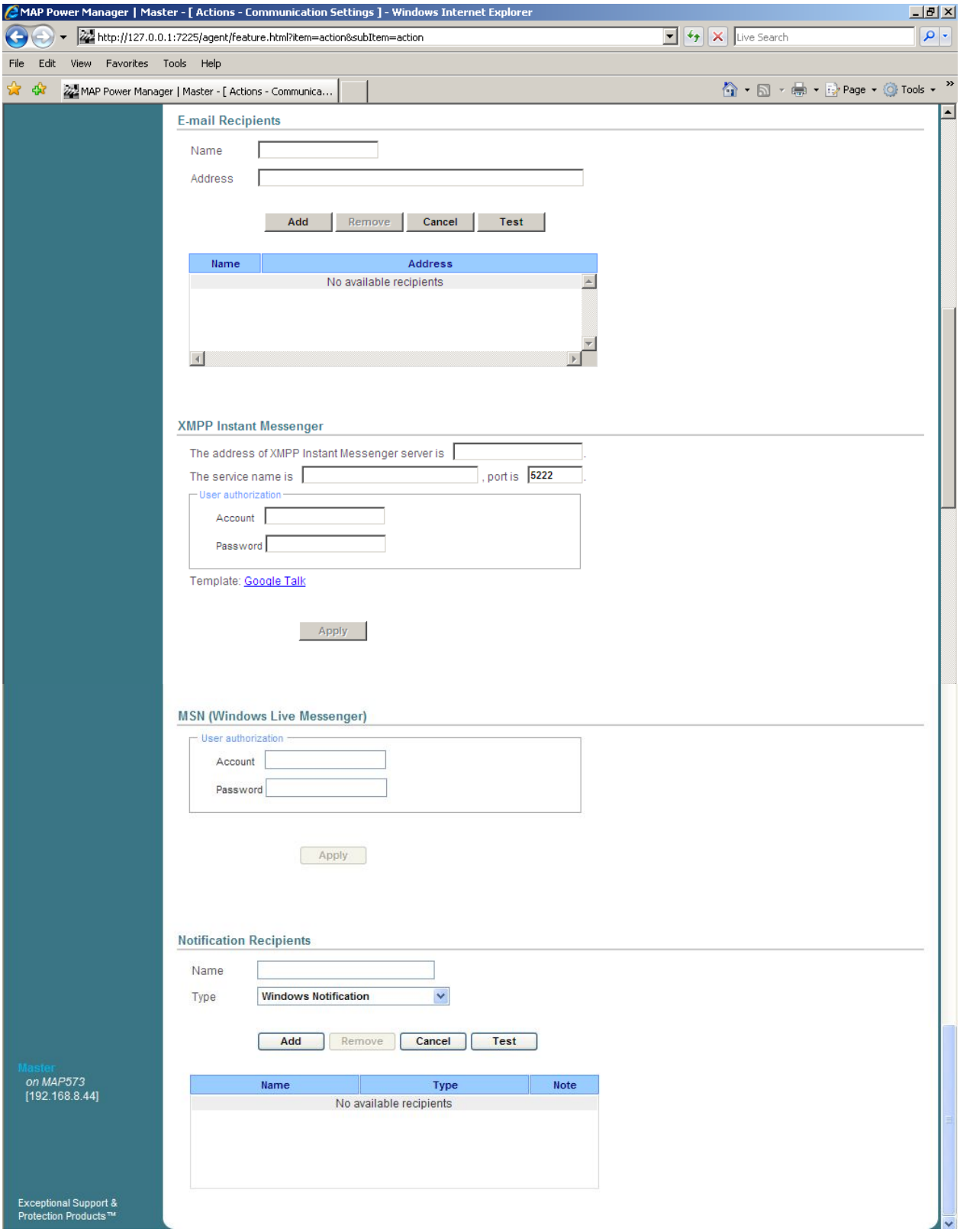
INITIATE A SHUTDOWN SEQUENCE WHEN THIS EVENT OCCURS FOR A SPECIFIC TIME: Sets the delay time to initiate the shutdown sequence. (0 means immediately)

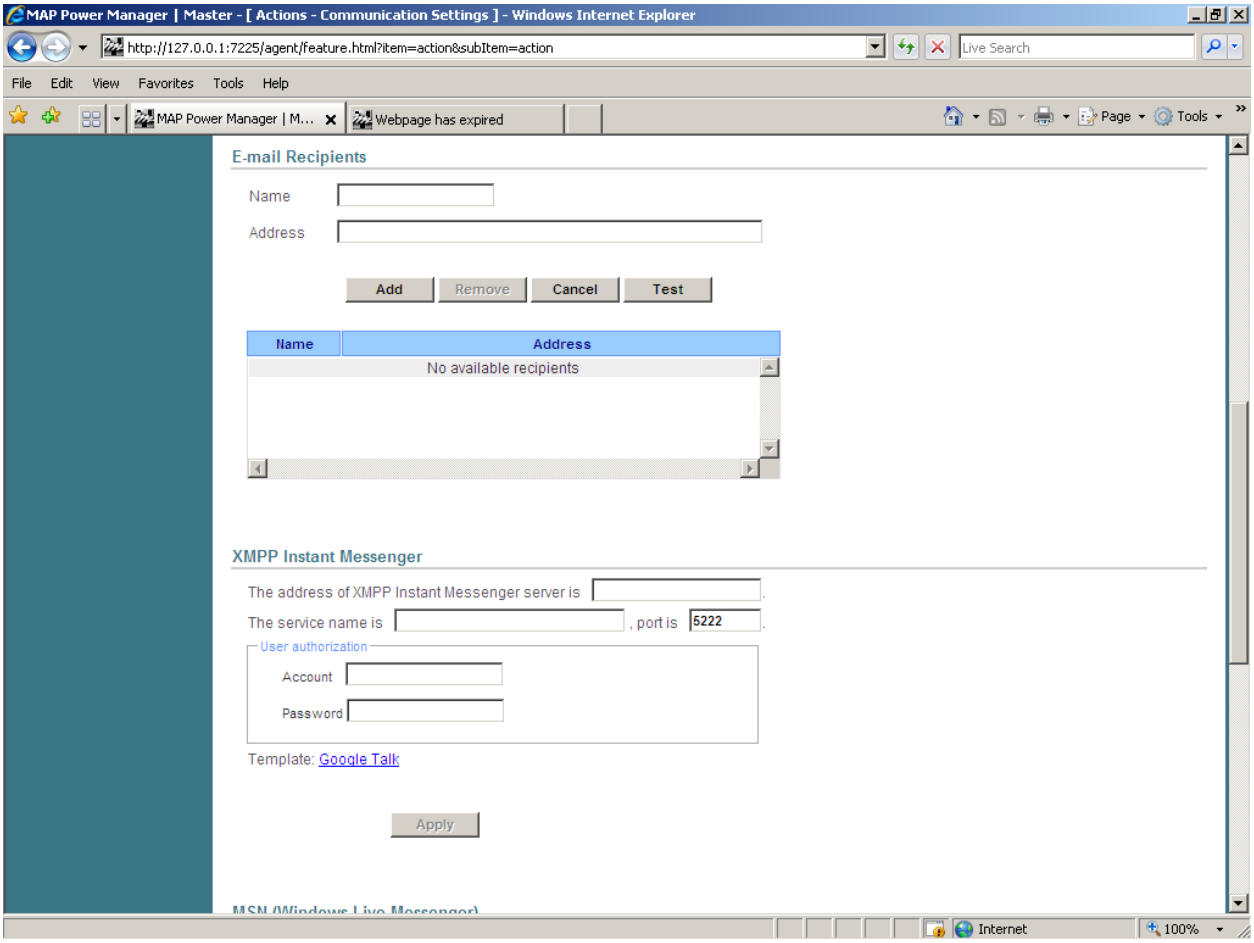
ACTIONS: (MASTER/SLAVE)

COMMUNICATIONS SETTINGS: This page allows you to configure overall action settings such as OS shutdown, e-mail, e-mail recipients and notification recipients for some actions.



COMMUNICATIONS SETTINGS CONTINUED:





SHUTDOWN:

THE APPROXIMATE TIME FOR OS SHUTDOWN TO COMPLETE: Sets the estimated shutdown time of the OS. This time is used by the UPS to delay shutdown of the UPS itself.

THE SHUTDOWN TYPE IS: Sets which shutdown type you want to use. “Hibernate” will be invisible if your system doesn’t support hibernation. You can enable/disable hibernation function in Windows Control Panel>>Power Options>>Hibernation Tab. If your system doesn’t support hibernation, the “Hibernate tab will be invisible. Configure Options: {Shutdown} {Hibernate}
NOTE: When a computer wakes from hibernation mode, keyboard or mouse action is required within 5 minutes or the computer will return to hibernation mode.
NOTE: Restart/Shutdown – The computer BIOS must be set to start automatically (AC Recovery).
NOTE: Non-Critical outlet shutdown will not cause UPS to enter standby mode.

NOTE: When OS shutdown event occurs. If there are any unnamed files to be saved, those files will be saved automatically to folder named “Auto Saved” in My Documents for each logged in user.

E-MAIL:

THE SENDER NAME IS: The name of person or system.

THE ADDRESS OF SMTP SERVER IS: Sets the SMTP server address according to your SMTP configuration including the port used.

THE SENDER ADDRESS IS: Sets the sender email address.

SMTP SERVER REQUIRES VALIDATION: If you enable this option, the e-mail will be sent using the credentials you supply. If you enable this option, complete the account and password field. Please verify whether or not your SMTP server requires validation.
ACCOUNT: Sets the account to access the SMTP server. The account must be a valid user for the SMTP server.

PASSWORD: Sets the password for the e-mail account.

SMTP REQUIRES A SECURE CONNECTION (SSL): If you enable this option, the e-mail will be sent through a secure connection (SSL).

E-MAIL RECIPIENTS:

ADD AN E-MAIL RECIPIENT:

1. Complete the text field for name and address.
2. Click the “Add” button.
3. The new e-mail recipient will added to the e-mail recipients list.
4. Click the “Cancel” button to cancel adding an e-mail recipient.

REMOVE AN E-MAIL RECIPIENT:

1. Select the e-mail recipient from the e-mail recipients list and click on it (it will highlight).
2. The details of the recipient will be shown in the text field of name and address.
3. Click the “Remove” button.
4. The e-mail recipient will be removed from the list.
5. Click the “Cancel button to cancel removing the email recipient.

TEST AN E-MAIL RECIPIENT:

1. Select an e-mail recipient from the e-mail recipients list and click on it (it will highlight).
2. Click the “Test” button.
3. The e-mail recipient will receive a test e-mail.

XMPP INSTANT MESSENGER: Allows you to enter the address for XMPP services such as Google Talk.

***MSN INSTANT MESSENGER:** Allows you to enter the address of MSN Windows Live recipients.

NOTE: When an external messaging service is being used for event messaging, a minimum of two accounts must be created with the external service. The first is for the Power Manager to send notifications and the second (or more) to receive the notification.

***Due to the frequent upgrades to external messaging services; it may be necessary to update the library file in order to use the service. This update or “fix” may be obtained by contacting Middle Atlantic Products technical support.**

NOTIFICATION RECIPIENTS:

This function allows you to configure the system to send a Popup message using Windows Messaging to a computer user on the network as well as XMPP and MSN Windows Live recipients for event notification.

TO ADD NOTIFICATION RECIPIENTS:

1. Type the user login name in the name field (This is the logon name the person uses on their networked computer).
2. Choose the Windows Notification type in the Type field.
3. Click add button.
4. The new notification recipient will be added to the notification recipients list.

TO REMOVE A RECIPIENT:

1. Select the notification recipient from the notification list by clicking on their name.
2. Click the remove button.
3. The notification recipient will be removed from the list.

TEST A NOTIFICATION:

1. Select the notification recipient from the list by click on their name.
2. Click the Test Button.

LOGGING:

EVENT LOG:

This is the log of events that were generated by the UPS. You can analyze these messages to determine if your system and UPS are operating properly.

DISPLAY OPTION:

The display option lets you decide the event logs you want to view.

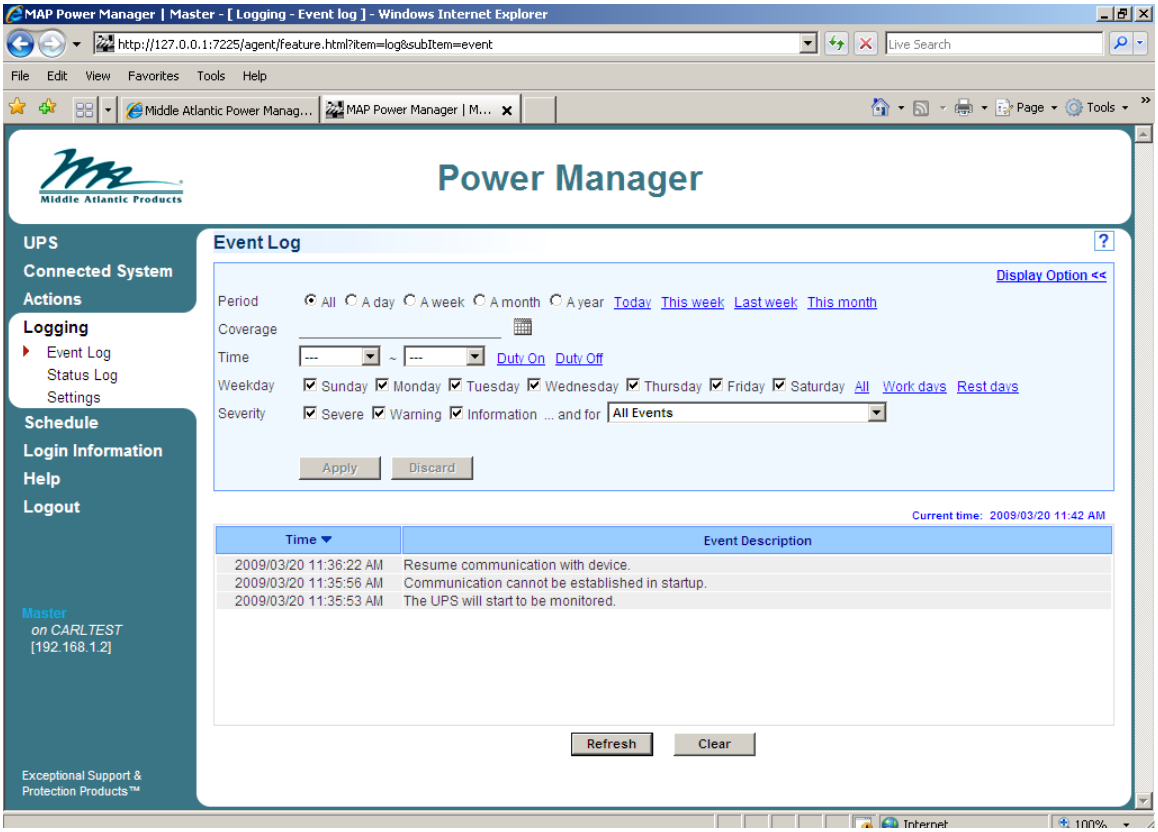
PERIOD: This option allows you to see which range you want to view. Options are [ALL] [A DAY] [A WEEK] [A MONTH] [A YEAR]

COVERAGE: This option allows you to choose the time period based on the increment you choose above. Click on the calendar and choose the period within that range.

TIME: This option allows you to choose the time period in which the event occurred.

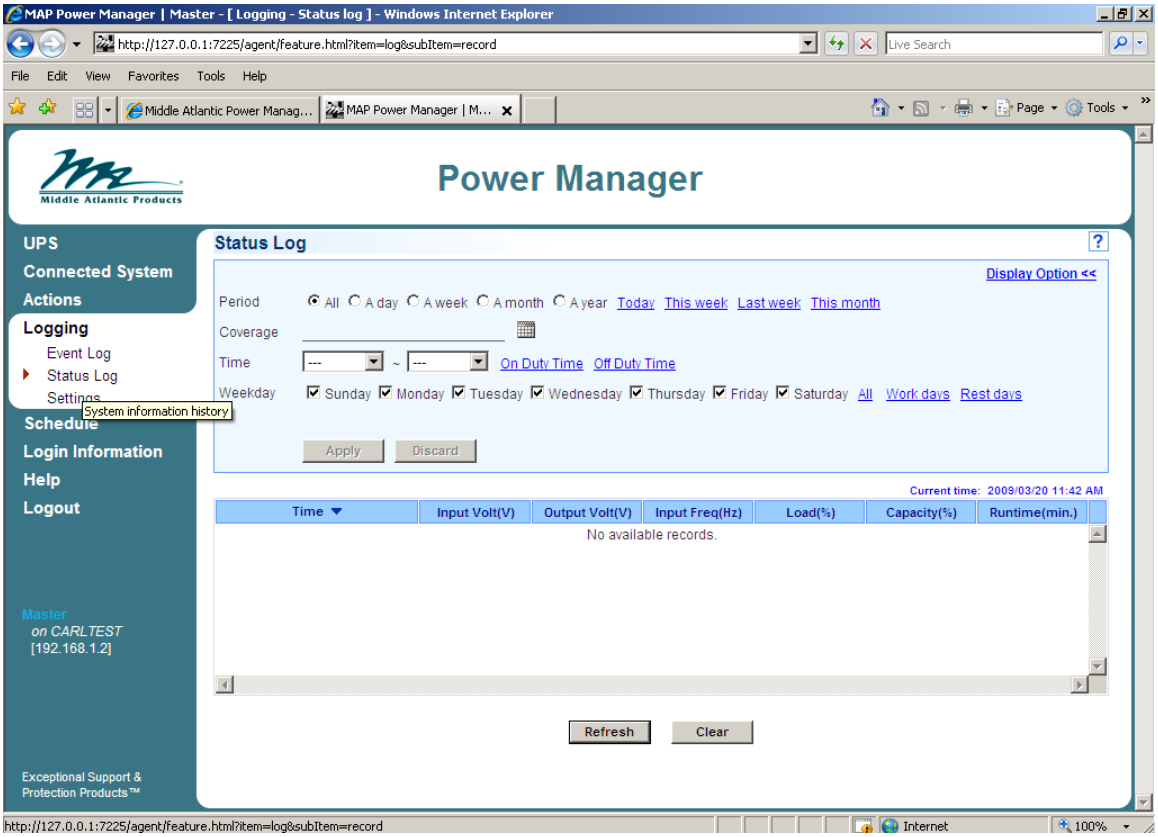
WEEKDAY: This option allows you to choose the days in which the events occurred.

SEVERITY: This option lets you choose the type of events you wish to see.



LOGGING:

STATUS LOG (MASTER ONLY): Allows you to view a logged summary of the UPS status. The status recorded frequency is defined in the Logging>>Settings page.



DISPLAY OPTIONS:

PERIOD: Which time period you want to view the status logs.

COVERAGE: Depends on the day you select using the Calendar and the time period you select using the drop downs which will then show the logs for that interval.

TIME: The time that the status logs were recorded.

WEEKDAY: The weekday that the status logs were recorded.

LOG COLUMN HEADERS:

TIME: The time the status of the UPS was recorded.

INPUT VOLTAGE: The utility voltage recorded at the selected interval.

OUTPUT VOLTAGE: The output voltage to the equipment recorded at the specified interval.

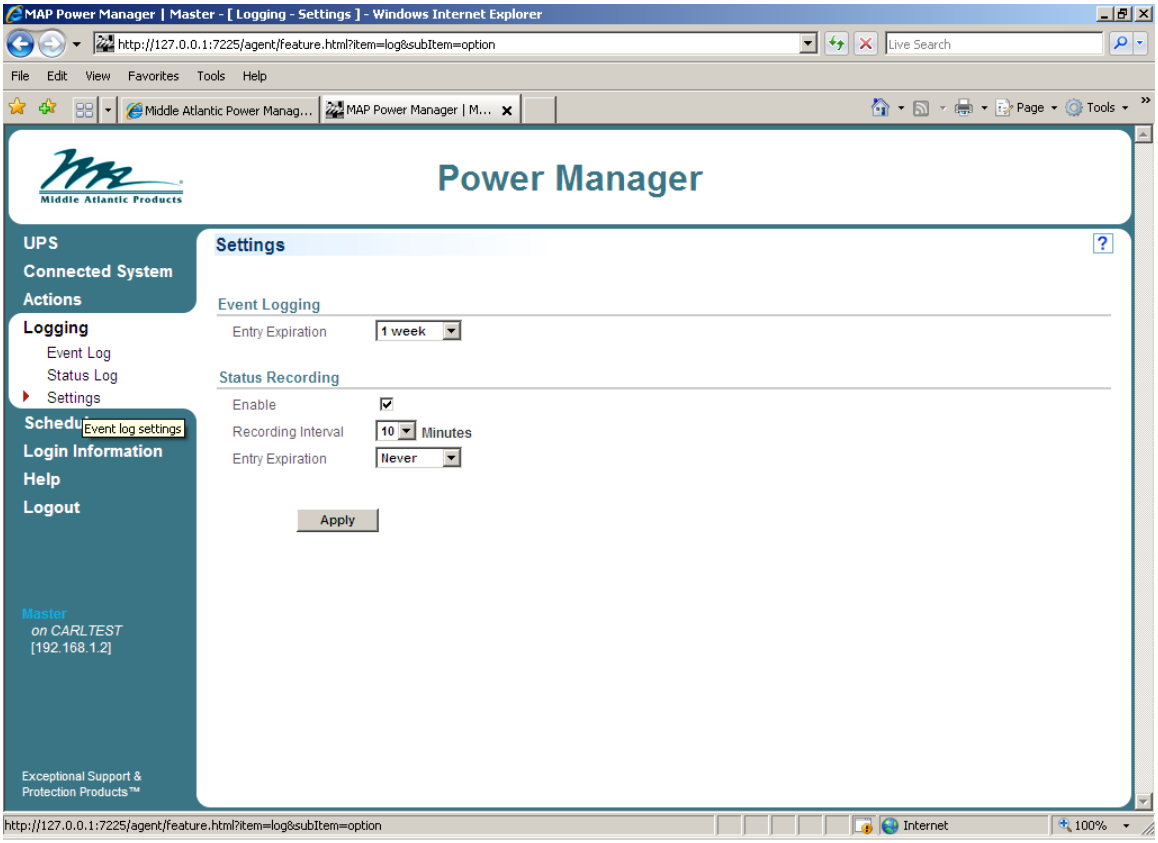
OUTPUT LOAD: The load on the outlets of the UPS at the recorded interval (% of capacity).

CAPACITY: The remaining capacity of the batteries at the recorded interval (%).

RUNTIME: The remaining runtime of the UPS at the recorded interval (minutes).

LOGGING:

SETTINGS: Lets you configure time options for the logs.



EVENT LOGGING:

ENTRY EXPIRATION: Sets the Event Logs to remove old entries.

STATUS RECORDING:

ENABLE: Enable or disable the recording of the Status Log (default is enabled).

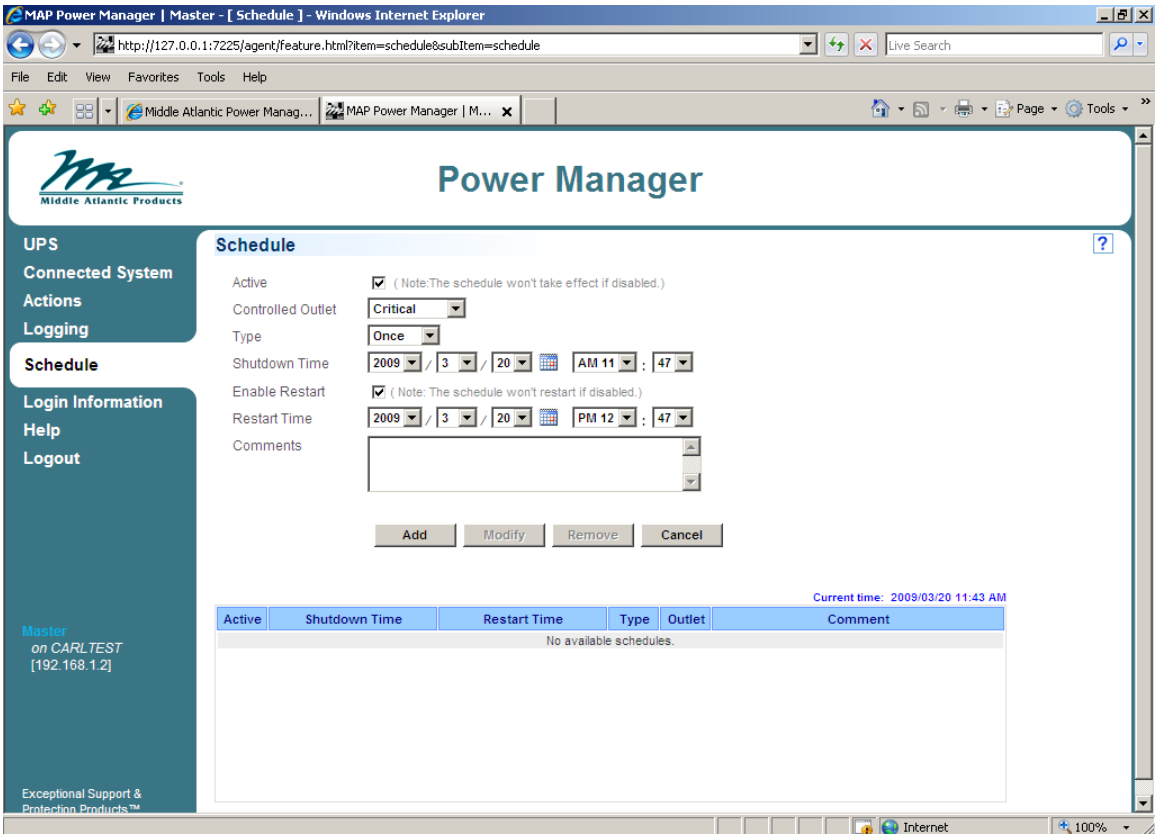
RECORDING INTERVAL: Allows you to define the recording interval of the Status Log.

ENTRY EXPIRATION: Sets the Status Logs to remove old entries.

SCHEDULE:

The Schedule page allows you to manage your shutdown schedules. An active (enabled) schedule on critical outlets will cause your system to shutdown or hibernate and then the UPS will turn on and off for a scheduled period of time.

NOTE: Scheduling a 'critical bank' shutdown will also shutdown any connected PC.



SCHEDULE PROPERTIES:

ACTIVE: A scheduled shutdown will run if the schedule is active.

CONTROLLED BANK: Sets the bank that is controlled by the schedule.
You can set the system's or equipment's name in the Connected System Identification page. When you select the bank you will see the defined name of the system or equipment.

CRITICAL – Shuts down connected PC and both Critical and Non-Critical bank.
NON-CRITICAL – Shuts down Non-Critical Outlets bank only.

TYPE: Sets the schedule frequency. The shutdown time and restart time will change format automatically according to the specific settings. There must be a minimum 10 minutes between a shutdown and a restart.

SHUTDOWN TIME: Sets the time to perform a shutdown.

ENABLE RESTART: Checked - Enables auto restart of the UPS, Unchecked – Requires manual restart of the UPS.

RESTART TIME: Sets the time to reboot your UPS. Enable restart must be checked.

COMMENT: Add comments to the schedule.

ADD, MODIFY AND REMOVE A SCHEDULE:

ADD A SCHEDULE:

1. Complete the scheduled properties form.
2. Click the Add button to add the schedule to the schedule list.

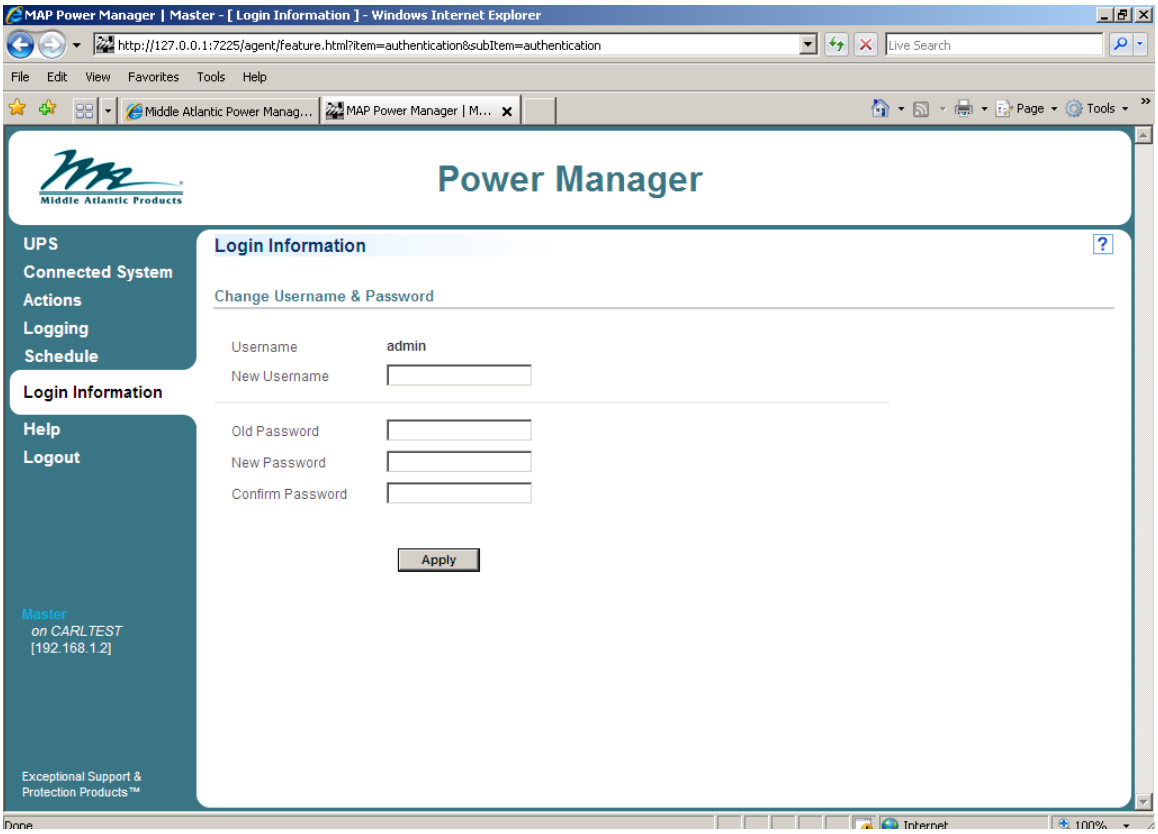
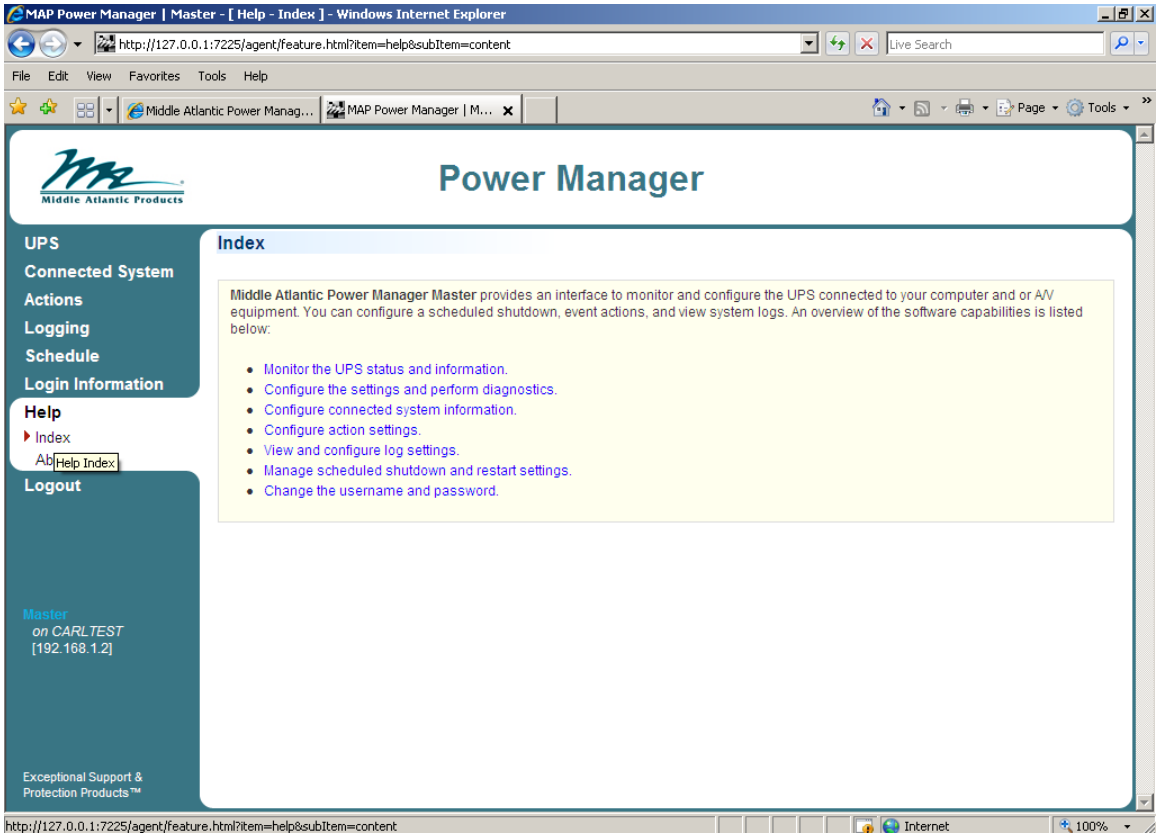
MODIFY A SCHEDULE:

1. Select the schedule you want to modify from the schedules list.
2. Click the selected schedule and its properties will be displayed in the scheduled properties form.
3. Change the setting you want to modify.
4. Click the modify button to apply the changes. The modified schedule will be shown in the schedule list.

REMOVE A SCHEDULE:

1. Choose and click the schedule in the schedule list.
2. Click the Remove button to remove the schedule immediately.

LOGIN INFORMATION: Allows you to configure login name and password.



HELP INDEX: Allows you to access help and instructions.