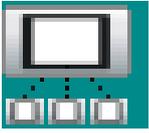


# Contents

Section	Page
1 Welcome To 924 TouchPanel	3
2 Using Screen And Menus	5
3 Switching On For The First Time	9
4 Recommendations For Configuring	11
5 Setting Up Loads And Groups	12
6 Setting Up Scenes	17
7 Digidim Controls	19
8 Setting Up Screens	25
9 Automating TouchPanel With Scheduler	33
10 Automating TouchPanel With Sequences And Cycles	35
11 Configuring A Remote Control	40
12 Backing Up And Restoring	42
13 Refreshing And Discovering Devices	46
14 Resetting To Factory Defaults	47
15 Password Protection	48
16 Setting Time, Date, Location and Language	49
17 Setting The Backlight	51
18 Cleaning	52
19 Calibrating The Screen	54
20 Problems And Solutions	55
21 About The Lighting System	57
22 Icon Quick Reference	59

Key to symbols used in this guide:



**Master Panel:** A section with this symbol beside the heading applies to TouchPanel in Master Panel mode.



**Toolbox Slave:** A section with this symbol beside the heading applies to TouchPanel in Toolbox Slave Panel mode.



**Workshop Slave:** A section with this symbol beside the heading applies to TouchPanel in Workshop Slave mode.



**Designer Slave:** A section with this symbol beside the heading applies to TouchPanel in Designer Slave mode.

Sections with no symbol beside them apply to all TouchPanel modes of operation. To learn about modes of operation see section 3.2.



**Tip:** An item with this symbol beside it provides extra information to help you get more from TouchPanel.



**Alert:** An item with this symbol beside it contains information and warnings about the implications of certain features of TouchPanel, plus information to help you use TouchPanel safely.

# 1 Welcome To 924 TouchPanel

Thank you for choosing a Helvar product, and welcome to our growing family of customers around the world. By choosing Helvar you have invested in great value technology that we hope you will enjoy using for many years. This guide is designed to help you get the most from your TouchPanel. Here you will learn about its features, its operation and maintenance. To learn about TouchPanel installation and wiring, see the installation leaflet (document 7860140, supplied with this product).



*TouchPanel requires some configuration before it can be used for the first time. To learn more see section 3.*

## Menus and controls

To learn how to use the on-screen menus and controls see section 2.

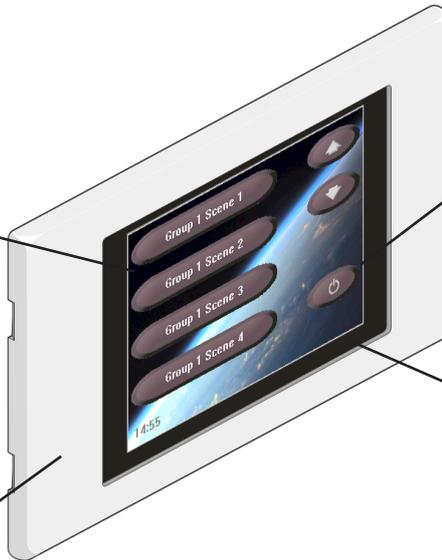
To learn how to change screen content see section 8.

## Bezel

To learn about care and cleaning the bezel and screen see section 18.

## Remote control

To learn how to configure TouchPanel for use with a remote control see section 11.



## Touch-sensitive screen

To learn how to use the touch screen see section 1.1.

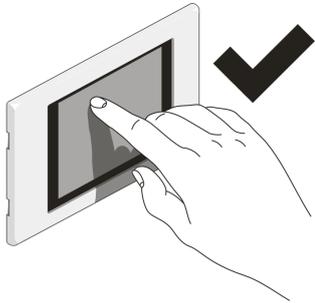
## Backlight

To learn about using and configuring the backlight see section 17.



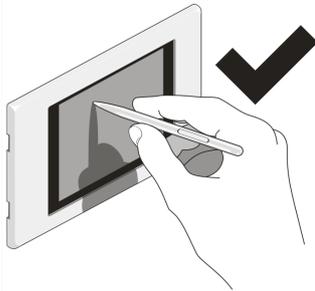
*To learn about your lighting system, and how TouchPanel works with it, see section 21. This is highly recommended if you intend to customize TouchPanel's operation.*

# 1. Do's and Don'ts



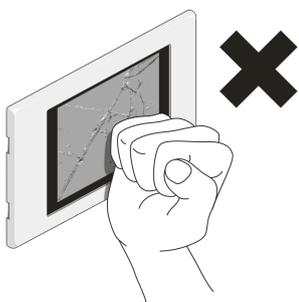
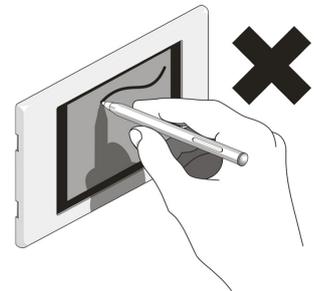
TouchPanel uses a touch-sensitive screen designed for use with your fingertip or a stylus. To select an item on the screen, press once on the item, using gentle pressure.

 You can also control the lighting with the Remote Control Handset (available separately).



 Do not press the screen with hard or sharp objects, or with a writing tool such as a pen, as this may damage or mark the screen.

 For ease of use we recommend using a stylus if you are Configuring TouchPanel extensively.



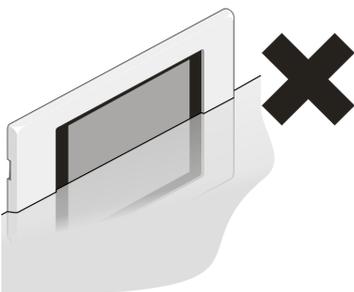
TouchPanel is designed to withstand mild impacts, but it may be damaged if struck too hard. You need only press the screen gently to select an item. As a simple rule, if the picture becomes distorted when you press the screen, then you are pressing it too hard.

Electric shock hazard: Do not dismantle TouchPanel. There are no customer-serviceable components inside. If you suspect that a component is faulty, contact your supplier for assistance.

 To learn about Technical Support see section 20.1.

Do not allow TouchPanel to become wet or immersed in any liquid.

 To learn how to clean TouchPanel see section 18.

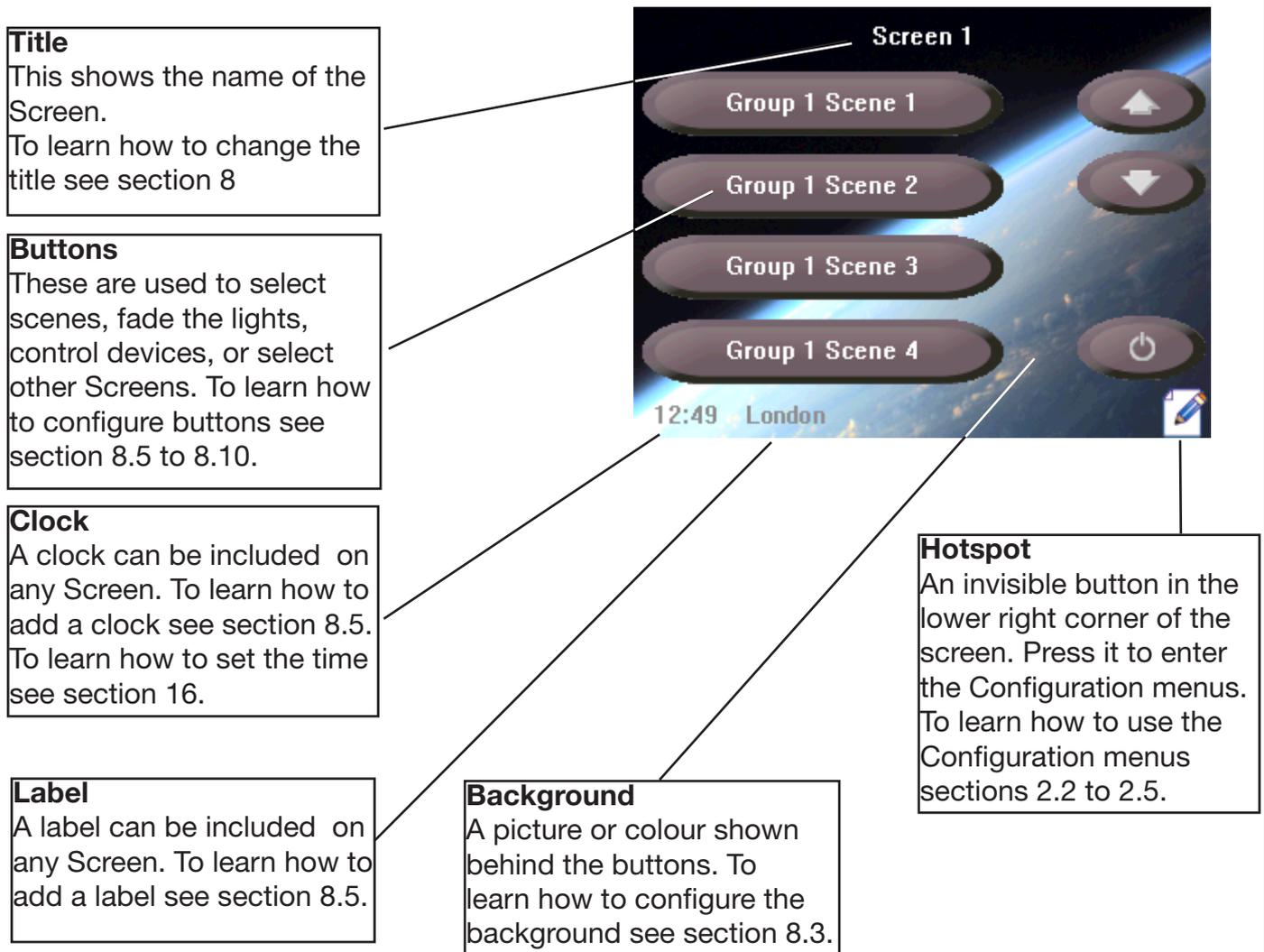


## 2. Using Screens and Menus

Everything you can do with TouchPanel involves using its system of Screens and Menus. This section explains what Screens and Menus are, what the various elements are and what they do, and explains how to use the Configuration menus and Pop up menu together.

### 2.1 About Screens

Screens provide a graphical user interface for controlling your lighting system on a day-to-day basis. From Screens you can select lighting scenes, raise or lower the lights, or select other Screens. Every item that appears on a Screen can be customized. To learn how to create and modify Screens see section 8.



## 2.2 About Configuration Menus And The Pop Up Menu

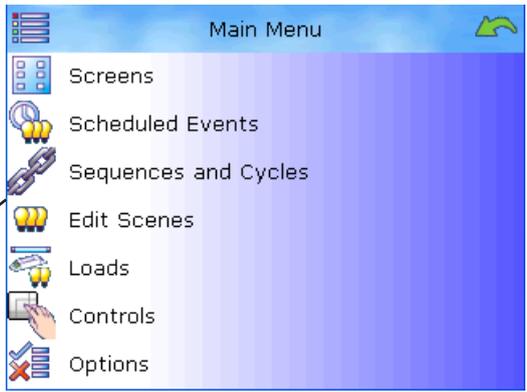
These are text menus used to configure and customize TouchPanel, configure lighting scenes, configure Scheduled Events, and customize the look and content of Screens.

**Title and advice Area**  
Shows the title of the current menu, or advice for you to follow.

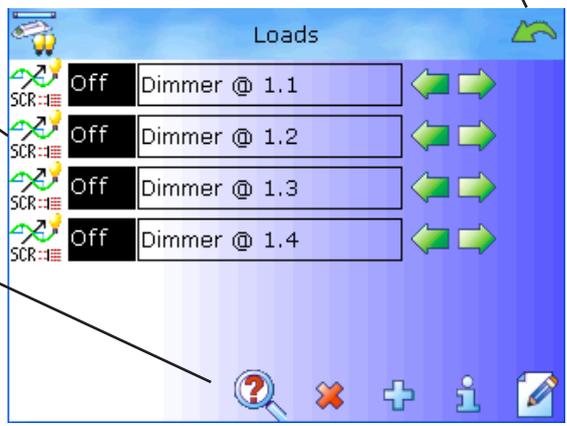
**Menu**  
A list of sub-menus and commands. Menu content varies according to mode of operation. For a list of all icons and their purpose see the back cover of this guide. To learn about modes of operation see section 3.2.

**List**  
A collection of related items, such as Loads, Scenes, or Screens.

**Pop up menu**  
A row of icons at the bottom of the screen. It provides commands that can be used with items that are shown in the main part of the screen. For example, if you have a Scene on the screen, the Pop up menu provides commands that can be used with that Scene.



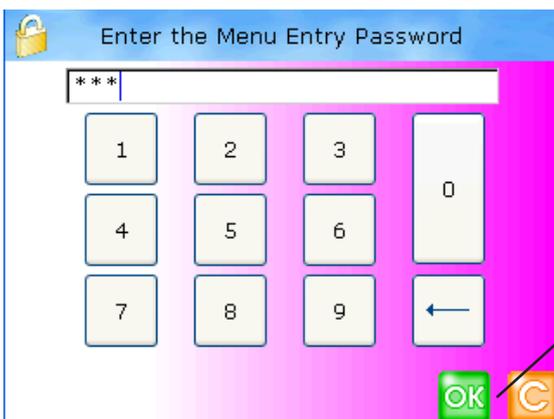
**Back button**  
Click this button (or anywhere in the Title and advice area) to return to the previous menu.



## 2.3 Accessing Configuration Menus



1. Press the Hotspot in the lower-right corner of the screen for at least four seconds.



2. Type in the password and press . Press . The Main Menu will appear.

*To learn about password protection see Section 15.*

When you have entered a valid password, features protected by the password can be used until the password expires. The password expires if you return to a Screen, and do not return to the Configuration menus within 20 seconds. After this time, if you want to access the Configuration menus you must enter the password again. This ensures that TouchPanel's Configuration menus are protected automatically from accidental or unauthorized access.

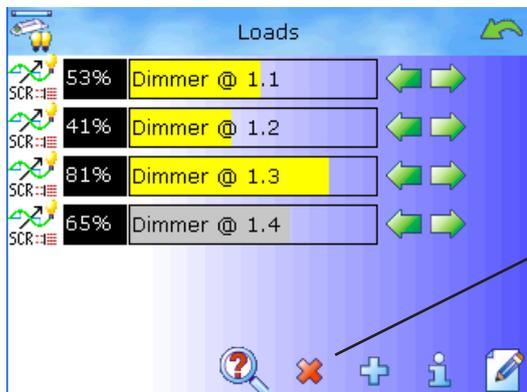
## 2.4 Exiting from Configuration Menus

1. Press  repeatedly until the required screen or menu appears. You may also need to exit from any configuration mode you are in, such as Move mode or Properties mode.
2. Wait 20 seconds. When this time has elapsed the password will expire and TouchPanel is secure. You must type in the password again to access the Configuration menus.

## 2.5 Using Configuration Menus And Pop Up Menu

The Configuration menus and Pop up menu are used together to perform many different tasks. Normally you press an item to select it but, sometimes the Pop up menu is made available when an item can have an action performed on it.

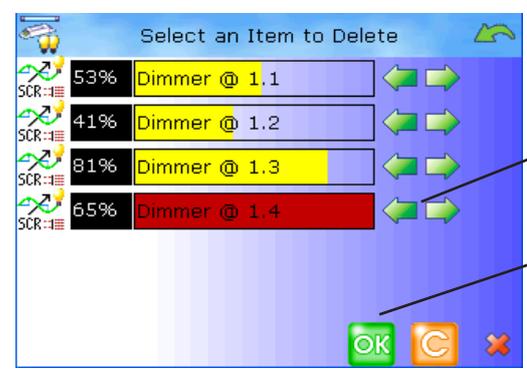
To perform an action on an item, select the action from the Pop up menu, and then press the item on which you want to perform the action. Some Pop up menu commands work just once, but some remain active until you quit from them. For example, if you select the delete  command, you can continue to select and delete items until you quit from that command. The following example shows the delete command in use:



This screen shows a list of Loads, which in this case are SCR Dimmer channels. The last is a missing load and is shown in GREY.

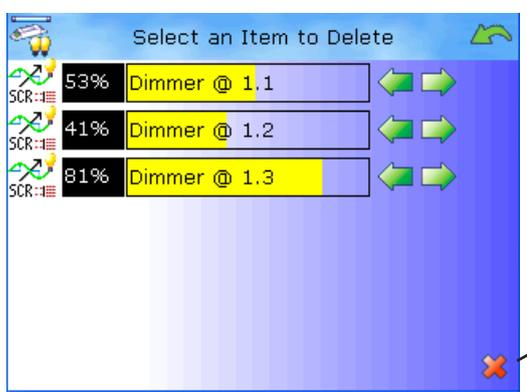
1. Press  to select the delete command.

 If only one Pop up menu icon is visible, you may be in a command already. Press that icon to quit from the command and display the Pop Up menu.



2. Select the load to delete. Only missing loads can be deleted. It will be highlighted in RED.

3. Press  to confirm the deletion. Notice that the delete icon remains visible in the corner of the screen. This indicates that the delete command is still active.



4. If you wish, select another SCR Dimmer to delete it. When you have finished deleting items, press  to quit from the delete command.

### 3. Switching On For The First Time

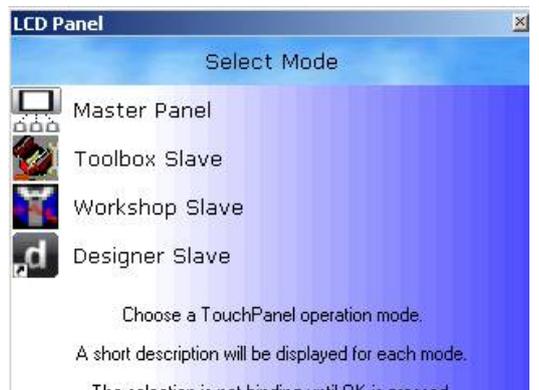
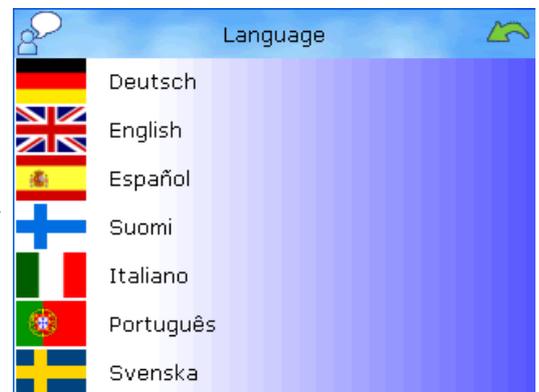
TouchPanel requires some configuration before it can be used. The configuration process is a once-only process that starts automatically when TouchPanel is switched on, unless the configuration process has been completed previously.



Once the mode of operation has been set, you can only change it by resetting TouchPanel to factory defaults. To learn how to do this see section 14.

#### 3.1 Setting Language, The Mode, Date And Time

1. Switch TouchPanel on and wait up to 30 seconds.
2. The Language menu will appear.
3. Select a language.
4.  to accept the language.
5. The Select Mode menu will appear. Press **Master Panel, Toolbox Slave, Workshop Slave**, or **Designer Slave** to set the mode of operation. To learn more about each mode see section 3.2.
6.  to accept the mode.
7. If not previously set, the Set Date And Time menu will appear.
8.  and  to set the date and time.
9.  to accept the date and time.
10. The Default Screen will appear. TouchPanel is now ready for use.

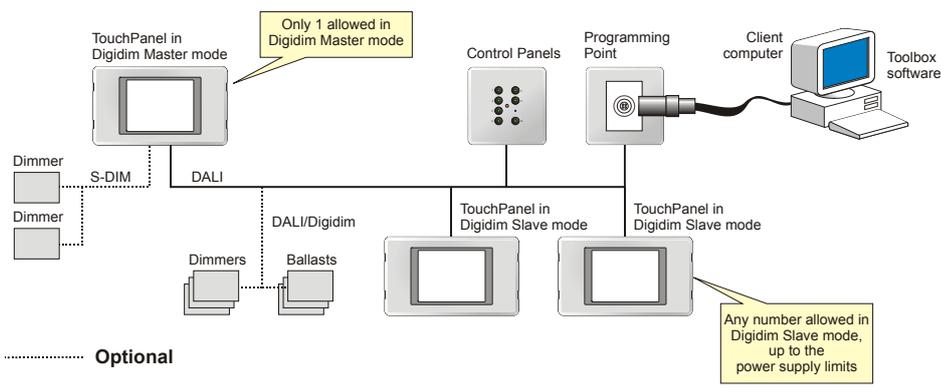


Once the mode of operation has been set, you can check the mode setting later by viewing the About screen. To learn more see section 20.2.



TouchPanel can retain its configuration settings indefinitely. However, if TouchPanel remains without power for more than approximately two days then the date and time may need to be reset. To learn how to set the date and time see section 16.

### 3.2 Modes Of Operation



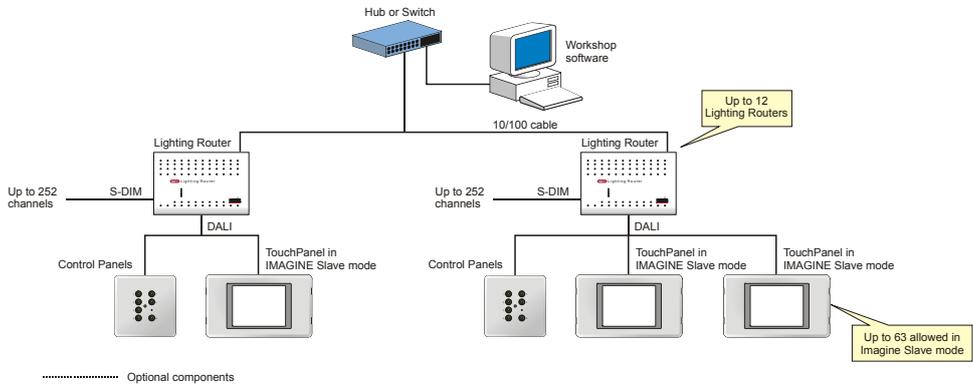
#### Master Panel mode:

In Master Panel (MP) mode, TouchPanel can be independently configured and control all aspects of the lighting system. Only one TouchPanel is allowed in MP mode. DALI/Digidim and Imagine (S-DIM) devices are simultaneously supported in MP mode



#### Toolbox Slave mode:

In Toolbox Slave mode, TouchPanel only functions as a DALI/Digidim control panel. Lighting system configuration is not possible. Screens and objects can be added and configured. Editing TouchPanel Schedules, Sequences and Cycles is also possible. Other device configuration must be done via Toolbox or in MP mode.



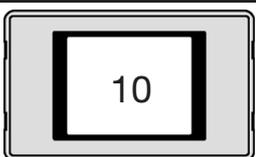
#### Workshop Slave mode:

In Workshop Slave mode, TouchPanel only functions as a scene recall panel. Lighting system configuration is not possible. Screens and objects can be added and configured. Editing TouchPanel Schedules, Sequences and Cycles is also possible. Other device configuration must be done via Workshop.



#### Designer Slave mode:

In Designer Slave mode, TouchPanel only acts in conjunction with physical or virtual button panels. Lighting system configuration is not possible. Screens and objects can be added and configured. Editing Local Schedules is also possible. Other device configuration must be done via Designer.



## 4. Recommendations For Configuring

Configuring TouchPanel allows you to customize its features to suit your needs. Configuring involves working with Loads, Groups, Scenes, and Screens. The number of items that you can configure depends on the mode of operation chosen for TouchPanel. To learn about mode of operation and how to set it see section 3.2. The following table indicates the items that can be configured in each mode:

Recommended Configuration Sequence					
1. Name each Group	Yes	Yes	No	No	Give each Group a meaningful name. To learn more see section 5.2.
2. Assign Loads to Groups	Yes	No	No	No	Assign all loads to relevant Groups. To learn more see section 5.6.
3. Edit Scenes	Yes	No	No	No	Edit each scene as required. To learn more see section 6.1.
4. Edit Digidim Controls	Yes	No	No	Yes	Assign all Controls to relevant Groups and functions to buttons. To learn more see section 7.
5. Define Screens	Yes	Yes	Yes	No	Define Screens to provide all required user controls. To learn more see section 8.
6. Define Key Mappings	No	No	No	Yes	Define Key mappings to provide all required user controls. To learn more see section 8.10.
7. Edit buttons in Screens	Yes	Yes	Yes	Yes	Assign functions to buttons. To learn more see section 8.8.
8. Add Scheduled Events	Yes	Yes	Yes	Yes	Add events that will automate TouchPanel. To learn more see section 9.2.
9. Add Sequences and Cycles	Yes	Yes	Yes	No	Link scenes so that they execute sequentially. To learn more see sections 10.1 to 10.6.
10. Configure Remote Control	Yes	Yes	Yes	Yes	If the system includes a remote control, configure it now. To learn more see section 11.



## 5 Setting Up Loads And Groups

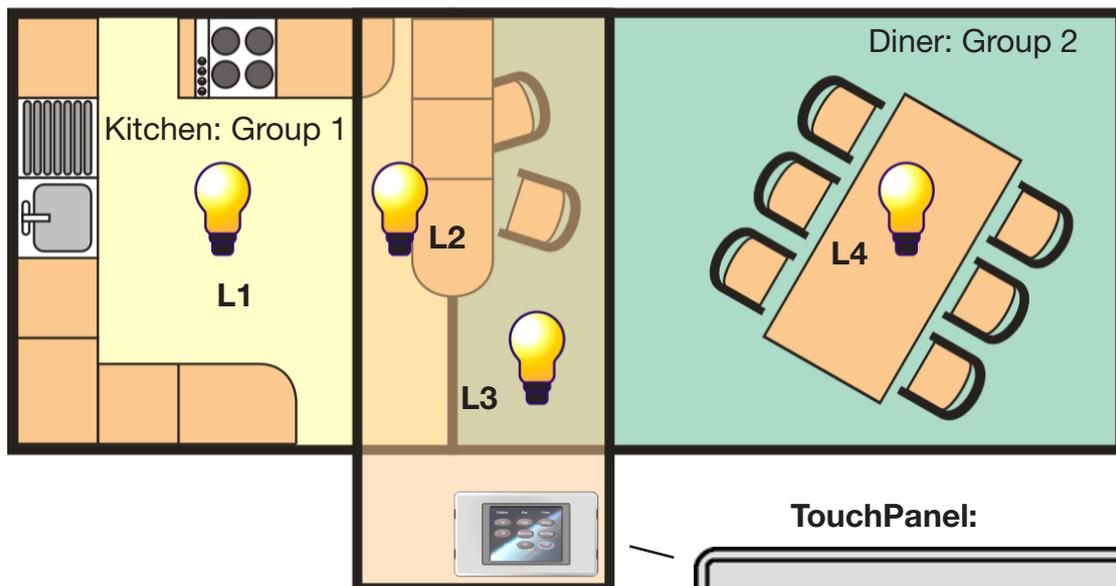
In Master Panel mode TouchPanel detects the presence of loads automatically and can work with them immediately, but it is usually easier for you to work with loads once you have given them meaningful names, and organised them into groups. This chapter explains how to set up, name and group loads.

### 5.1 About Groups

Groups provide a way to break the lighting system into convenient collections of loads and controls, making the lighting system easier to manage. By putting buttons and loads into the same Group, we can ensure that Scene recalls sent from TouchPanel buttons are only responded to by the loads in the same Group; and conversely, loads in other Groups will ignore commands for this Group.

You are not restricted by this structure though. You can configure each TouchPanel button to control loads in a particular Group, or send commands to the entire lighting system by using Broadcast commands. To learn more about Broadcast see section 21.2.

**Example:**



**TouchPanel:**



Loads	Groups
L1	Group 1
L2	Group 1 and Group 3
L3	Group 2 and Group 3
L4	Group 2

This example shows four Loads in three Groups. Group 1 contains L1 and L2, which are in the Kitchen and Breakfast Bar respectively; Group 2 contains L3 and L4, which are in the Breakfast Bar and Diner respectively; and Group 3 contains L2 and L3, which are in the Breakfast Bar. These Groupings allow you to control the lights in just the Kitchen, just the Diner, or just the Breakfast Bar. Of course, you can select a scene in Group 1 and another scene in Group 2, to set the lights in both Groups, and so on for Group 3.

## 5.2 Renaming A Group

It can be useful to rename each Group, for example, to indicate the room or area it represents.

1. From  Main Menu select the following:
2.  Edit Scenes.
3.  to display the Pop up menu.
4.  and then  from the list choose the Group you want to rename.
5.  and then type in a new name for the Group.
6.  to save the changes.

## 5.3 Load Quantity Limits

TouchPanel can work with Imagine, and/or DALI/ Digidim loads. When in Master Panel mode, TouchPanel can work with up to 64 Imagine channels and/or 63 DALI/Digidim channels. DALI and Digidim loads are addressed automatically, so you do not need to set these addresses.

When using Imagine loads the addresses must be in the range 1 to 64. To learn how to set the address of an Imagine load, see the documentation accompanying it.

## 5.4 Identifying A Load

1. From  Main Menu select the following:
2.  to display the Loads menu.
3.  to view the Pop up Menu.
4.  to enter Identify mode
5. Select the Load to identify. The Load will toggle between Min and Max levels until you select a different Load, or you exit Identify mode.
6. Repeat step 5 to identify more Loads, or  to exit Identify mode

## 5.5 Renaming A Load

It can be useful to rename each load to indicate its purpose or location, and to make it easier to identify each load later.

1. From  Main Menu select the following:
2.  to display a list of discovered Loads.
3.  to view the Pop up Menu.
4.  and then select the load you want to rename.
5.  and then type in a new name for the load.  to save the changes.

## 5.6 Adding Imagine Loads



Imagine loads are discovered automatically by TouchPanel. However, if some have not yet been delivered to site, or are not yet connected, they can be added manually. This allows naming, grouping, and scene editing for these loads, in readiness for their connection.

1. From  Main Menu select the following:
2.  to display a list of discovered Loads..
3.  to view the Pop up Menu.
4.  to add a load.
5.  to edit the Load name.
6.  to select the Groups to which the load will belong.
7.  to select Load type.
8.  to select the address for the Load.
9.  to select the number of channels of this load type to add.  to save the changes.

## 5.7 Edit Load Properties

1. From  Main Menu select the following:
2.  to display a list of discovered Loads.
3.  to view the Pop up Menu.
4.  to enter edit mode. The load level display shows the groups to which each load belongs.
5. Choose the load you want to edit.
6.  to edit the Load properties.
7.  to display the Select Groups menu.
8. Tick the number of each Group to which you want this load to belong. If you want this load to be controlled only in Broadcast mode, then assign the load to no groups at all. To learn more about Broadcast see section 21.2.
9.  to select Load type.  to save the changes.

## 5.8 Changing a Load Level Manually

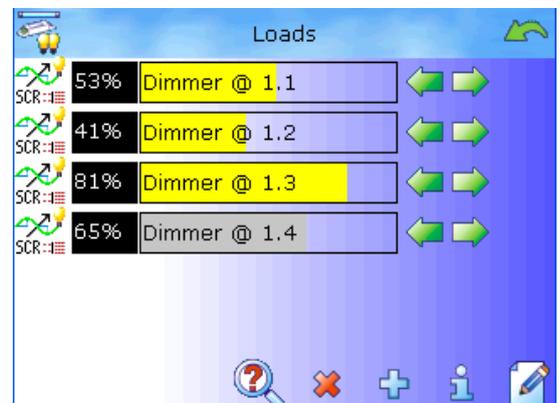
Levels are normally set by calling a scene that sets the required levels, but you can also set the level for individual loads manually.

1. From  Main Menu select the following:
2.  to display a list of discovered Loads.
3.  and  to raise or lower a load level, or press within the load to set its approximate level.

The current level is shown in yellow, with a percentage value to the left of the load. You should see the load level in the system change immediately.

For example, if the load is a dimmer driving some lamps, then you should see the brightness of the lamps change as you change the load level.

The current level is normally shown in YELLOW. If the load is not present then the level is shown in GREY.



## 5.9 Deleting a Missing Load

Levels are normally set by calling a scene that sets the required levels, but you can also set the level for individual loads manually.

1. From  Main Menu select the following:
2.  to display a list of discovered Loads.
3.  to display the Pop Up Menu.
4.  and then from the list, choose the load you want to delete. The load level will change to RED. Press  to confirm the deletion.
5. Delete other loads if required, and then press  to leave Delete mode.

## 6 Setting Up Scenes



A scene is an arrangement of lighting levels. When a scene command is directed at a Group, usually all loads in the Group will change their level accordingly. If a scene command is Broadcast, usually all loads in the system will change their level accordingly. It is possible for a load to ignore particular scenes, leaving its level unchanged even after receiving this scene command.



To learn more about Scenes, and how they work in the context of the lighting system, see section 21.3.

### Example:

In this example there are four loads, L1, L2, L3 and L4, with all levels set initially to 100%.

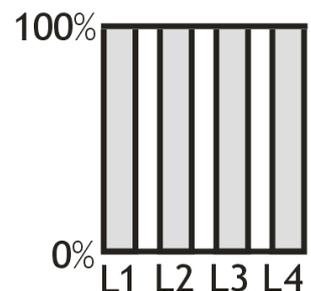
L1 and L2 are added to Group 1, and L3 and L4 are added to Group 2.

By editing Group 1 Scene 1 (G1S1), the levels of L1 and L2 can be set (in this example to 75% and 65% respectively), independently of L3 and L4. By editing Group 2 Scene 1, the levels of L3 and L4 can be set (in this example to 80% and Ignore respectively), independently of L1 and L2. As mentioned earlier, setting L4 to Ignore in Scene 1, causes the level for L4 to remain unchanged whenever Scene 1 is recalled.

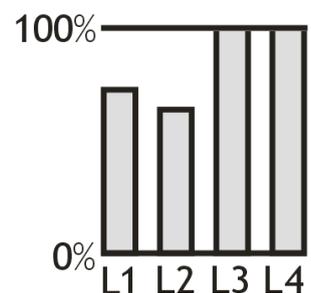
Starting with all levels at 100%, then when Group 1 Scene 1 (G1S1) is recalled, the levels of L1 and L2 are changed. Notice that L3 and L4 are not affected and therefore remain at 100%.

Next, when Group 2 Scene 1 (G2S1) is recalled, the levels of L3 and L4 are set. Notice that L1 and L2 are not affected and therefore remain at 75% and 65% respectively.

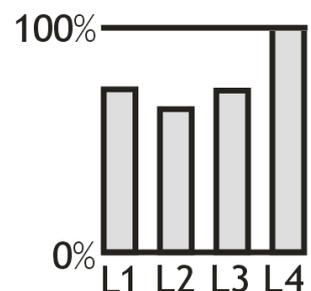
If we start again with all loads at 100%, and this time recall Broadcast Scene 1, the end result will be the same.



All four loads with levels at 100%.



After G1S1 has been recalled



After G1S1 and G2S1 have been recalled, or after BS1 has been recalled.

## 6.1 Setting Up Scenes

Before setting up Scenes, you should assign the Loads to Groups. To learn more about Groups see section 5.

1. From  Main Menu select the following:
2.  to display the Edit Scenes menu.
3. Select the Group containing the loads you want to edit.
4. Select the scene to edit it.
5. Set the level for each load in the Scene by pressing in the loads bar, using  or  , or pressing the level value box to toggle it between 100% and Off.
6. Select  or  to set a load to Enabled or Ignore.
7.  to save the changes.

## 7 DIGIDIM Controls

TouchPanel can recognise Digidim Controls that are present in the lighting system. View information about each control, find out if a control is missing, and to configure and rename controls.



To learn how to refresh the Controls list see section 13.1.

### 7.1 Viewing Information About A Digidim Control

1. From  Main Menu select the following:
2.  to display the Controls menu.
3.  to display the Pop Up Menu.
4.  to enter Properties mode.
5. Select the Control for which you want to view information.

### 7.2 Identifying A Digidim Control

1. From  Main Menu select the following:
2.  to display the Controls menu.
3.  to display the Pop Up Menu.
4.  to enter Identify mode.
5. Select the Control to identify. An LED on the physical Control will flash until you select a different Control, or you exit Identify mode.
6. Repeat step 5 to identify more Loads, or  to exit Identify mode



444 Mini Input Unit does not have an LED.

### 7.3 Editing Digidim Control Properties

1. From  Main Menu select the following:
2.  to display the Controls menu.
3.  to display the Pop Up Menu.
4.  to enter Properties mode.
5. Select the Control for which you want to edit the properties.
6.  and then type in a new name for the Control.

7.  and then select a Group to which the control will belong.
8.  to enable or disable infrared.
9. ,  or  and then select the type for each input (for input units only). You may change an input type from Switch Edge  Switch Button , Analogue Edge , or Analogue Slider  depending on the input unit selected.
10.  and then select a PIR mode (for Multisensor 312 only).
11.  to enable or disable the Constant Light feature (for Multisensor 312 only). When enabled, constant light scenes become available (  ).
12.  to display the Advanced Settings menu. Choose from the following control-specific settings:
  - \*  to lock or unlock the Control. Locking a Control prevents local scene stores and changes.
  - \*  to set the Scene Store Delay time. Scene Store Delay determines the length of time a scene button must be pressed before the scene is stored.
  - \*  to enable or disable the infrared 2-button modifier.
  - \*  to switch the infrared filter to accept only broadcast IR, or also to accept a selected IR channel.
  - \*  to select the scenes that will, when recalled, disable PIR (for Multisensor 312 only).
13.  to save the changes to Advanced Settings and  to save the changes.

## 7.4 Editing Digidim Control Subdevice Properties (Buttons, Infrared, Analogue Inputs and Digital Inputs)

1. From  Main Menu select the following:
2.  to display the Controls menu.
3. Select the Control for which you want to edit the subdevice properties.
4. Select a button or input to edit.
5.  and then select a group to which this subdevice will belong.
6.  or  to toggle the input between analogue or linear mode (Analogue Input Unit 942 only).

7.  and  then to set the Rising Threshold percentage (for Analogue Input Unit 942 only).
8.  and  then to set the Falling Threshold percentage (for Analogue Input Unit 942 only).
9.  to modify the slider input (for Analogue Input Unit 942 only). See section 25.5.
10.  to change the button function. Choose one of the following settings:
  - \*  to allow the button to call a scene, then choose a scene to call.
  - \*  or  to allow the button to fade up/down the channels in a particular Group.\*<sup>1</sup>
  - \*  to choose other functions for this button. To learn more about the devices that these functions control, contact your TouchPanel supplier.
  - \*  to set button to Not Used. The button will have no function
11.  to set a fade time. This is the time taken to fade the lights to the selected scene. Only applies to scene recall functions in Digidim modes.
12.  to display the Advanced Options menu. Choose one of the following settings:
  - \*  to select a scene to call or store. If the button is pressed briefly then the selected scene will be recalled. If the button is pressed for longer than the Scene Store Delay time then the current levels for the loads controlled by the button/input will be stored as the selected scene. To learn more about Scene Store Delay see section 7.3.12.
  - \*  to select a level with modifier. If the button is pressed briefly then the selected level will be recalled. If the button is pressed for longer then the current levels for the loads controlled by the button/input will be modified.
  - \*  to select a toggle feature for the button. Each time the button is pressed its behaviour will toggle between the two selected settings. E.g. Max Level/Off will toggle between max level and off. Touch/last-level will toggle between the last level and off, or for longer presses will cause fade up or down.
  - \*  to select modifiers with turn on and off for the button.
  - \*  to select enablements for the button. These settings allow the button to enable or disable certain features of the Control Devices.
  - \*  to select a specific level for the loads in the group associated with this button.
13.  to save the changes.

\*<sup>1</sup> In Designer, mode key mappings are used. See section 6.2

## 7.5 Editing Digidim Control Subdevice Properties (Sliders)

1. From  Main Menu select the following:
2.  to display the Controls menu.
3. Select the Control for which you want to edit the subdevice properties.
4. Select a slider to edit. (There is only one slider for 110 slider devices.)
5.  and then select a group to which this slider will belong.
6.  to change the button function. Choose one of the following settings:
  - \*  to allow the slider to issue levels to minimum, but not to off.
  - \*  to allow the slider to issue levels down to off.
  - \*  to set the slider to Not Used. The slider will have no function.
7.  or  to set the slider to linear or logarithmic curve mode. Logarithmic mode is best for DALI ballasts and dimmers. Linear mode is best for Imagine dimmers.  to save changes.

## 7.6 Editing Digidim Control Subdevice Properties (Multisensor 312 PIR)

The PIR sensor is configured in the same way as a button, but with the addition of special features for Multisensor 312. To learn how to configure the PIR sensor see section 7.3.10. To learn about PIR special features see below.

The constant light subdevice, if enabled, is presented as a constant light in and constant light out. The constant light in subdevice shares its group with the PIR sensor, so changing the group of the PIR will also change the constant light in, and vice versa.

The constant light in sub-device should be the same group as other button controls. The constant light out subdevice should have its group set to contain the loads to be controlled. The constant light module of the multisensor will then listen for requests in the in-group, and use this information to decide how to control the loads of the out-group.



To store a constant light level into a scene, set the light level to the desired level, using any suitable method (adjust the light from TouchPanel, a remote control, another control, or by adjusting the curtains/blinds in the room). Once the desired light level has been achieved, perform a scene store (for example, by holding the relevant scene button in for more than the default scene store time). Once stored, recalling this scene will cause the lights to be adjusted automatically as the daylight varies, thus maintaining the stored light level.

To enable or disable the constant light feature see section 7.3.11.

1. From  Main Menu select the following:
2.  to display the Controls menu.
3. Select Control from which you want to edit subdevice properties and select a button to edit.
4.  and then select a group to which the PIR will belong.
5.  and then one of the following PIR modes:
  - \*  to set the On Timeout.
  - \*  to set the Minimum Hold Timeout.
  - \*  to set the Exit Delay time.
6.  to change the button function. Choose one of the following settings:
  - \*  to allow the button to call a scene, then choose a scene to call.
  - \*  to allow the button to fade up the channels in a particular Group. Choose a Group containing the channels you want this button to fade up.
  - \*  to allow the button to fade down the channels in a particular Group. Choose a Group containing the channels you want this button to fade down.
  - \*  to choose other functions for this button. To learn more about the devices that these functions control, contact your TouchPanel supplier.
  - \*  to set button to Not Used. The button will have no function.
7.  to display the Advanced Options menu. To learn more about the Advanced Options see section 7.4.12.  to save the changes.

## 7.7 Editing Digidim Control Subdevice Properties (Rotary 100)

1. From  Main Menu select the following:
2.  to display the Controls menu.
3. Select the control device you want to edit.
4.  to change the rotary switch settings.
5.  and then select a group to which the rotary subdevice will belong.
6.  to change the rotary function. The rotary subdevice can be enabled or disabled but its function cannot be changed. The push operation of the rotary subdevice always issues a last level/off command. Choose one of the following settings:
  - \*  to enable the rotary switch.
  - \*  to disable the rotary switch.
7.  to save the changes.

## 7.8 Deleting A Missing Digidim Control

1. From  Main Menu select the following:
2.  to display the Controls menu.
3.  to display the Pop Up menu.
4.  to enter Delete mode, and then from the list choose the Control you want to delete. The Control will be shown in RED. Press  to confirm the deletion.
5. Delete other Controls if required, and then  to leave Delete mode.

 Only Controls that are missing (i.e. no longer present in the system) can be deleted. Missing Controls are shown with  beside them.

## 7.8 Deleting A Missing Digidim Control

- |   |   |
|---|---|
|  100 Rotary Switch        |  942 Analogue Input Unit  |
|  110 Single Slider Panel |  440 Input Unit  |
|  111 Dual Slider Panel   |  444 Mini Input Unit   |
|  121 Panel               |  924 TouchPanel  |
|  122 Fader Panel         |  930 Panel   |
|  124 Panel               |  935 Panel   |
|  125 Panel               |  939 Panel   |
|  126 Panel               |  A control that is not recognised or yet supported by TouchPanel.                                |
|  170 Infrared Receiver   |  This icon appears beside an item that is no longer present.                                     |
|  312 Multisensor         |  This icon appears beside an item that is currently being checked to see if it is still present. |

## 8 Setting Up Screens



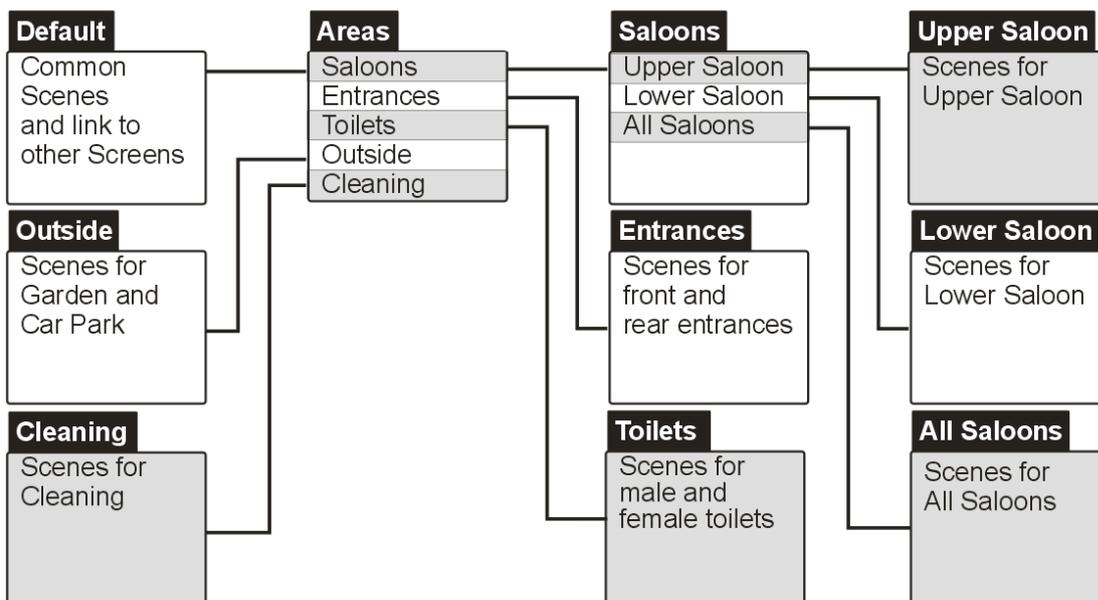
A Screen is a collection of buttons, shapes, clock, captions and background picture or colour, customized to suit your needs. Screen customization allows you add new buttons, arrange them however you wish, assign actions to them, and even use Themes to change the way they look.

In typical use, TouchPanel can store around 500 Screens. When TouchPanel is switched on and configured, it always displays the Default Screen (section 3.1). It makes sense therefore, for this Screen to include the most commonly-used options.

### 8.1 Designing a Screen Hierarchy

A large space, such as a nightclub, may be divided into several areas that require separate lighting control. One way to make control easier is by using a separate Screen for each area, with each Screen allowing selection of scenes for that area only. In this way, you can use a single TouchPanel to control the lighting of the whole nightclub.

The example below shows a simple collection of Screens for a nightclub:



Each box represents a Screen, and each line indicates a link to another Screen. The Default Screen provides common scenes, such as scenes to switch all lights on or off, plus a link to Areas, which contains links to other Screens relating to each part of the nightclub.

This hierarchical arrangement of Screens can be extended or changed easily. For example, if you have added a stage to the nightclub, it is simple to add a Stage entry to the Areas Screen, which links to a new Screen containing stage lighting controls.

Buttons can be used to provide navigation from one Screen to another. A Screen can also include a timeout, so that it remains visible for a limited time after the last press, after which it calls a different specified Screen (called a Return Screen) automatically.



*To learn how to configure a button for navigation, see section 8.8.*

*To learn how to configure a Screen to use a Return Screen see section 8.3.*

## 8.2 Adding A Screen

1. From  Main Menu select the following:
2.  to display the Screens menu.
3.  then  to add a new Screen. The properties for this screen will be displayed.
4.  to display the Layout Menu. These settings allow you decide what buttons will be on the Screen when it is created.
5. Choose the number of Scene Buttons to include. Decide whether there will be Modifier Buttons, an Off Button, a Clock, or Next/Previous screen buttons. The chosen controls will be arranged neatly for you automatically when the Screen is created. The exact number of buttons is restricted to that which can be arranged evenly on the screen, but you can remove surplus buttons or add more buttons later.
6.  to choose the Group (or  to choose the Scene Block Address in Designer mode) to which the buttons on this Screen will belong.  
  
TIP: Set Group/Address/Scene Block to avoid having to set each key.
7.  and choose a Theme for the Screen.
8. Other settings are available by pressing  to display the Advanced Setting screen, but as these settings are usually made later, they are explained in their own section. To learn more about editing Screen settings see section 8.3.
9.  to add the Screen with the chosen settings.

## 8.3 Editing Screen Properties

Screen properties allow you to change the Layout and Theme or background of a Screen, and change the Group to which its buttons belong.

1. From  Main Menu select the following:
2.  to display the Screens menu.
3.  to display the Pop up menu.
4.  to enter Properties mode.
5. Navigate to the required Screen in the list, and then press the Screen to edit it. Choose one of the following settings:
  - \*  and choose the Group (or  to choose the Scene Block Address in Designer Mode) to which the buttons of this Screen will belong.
  - \*  and choose a Theme for the Screen.
6.  to display the Advanced Settings screen. Choose one of the following settings:
  - \*  to change the Screen Title. It is useful to give each Screen a friendly or descriptive title.
  - \*  to display or hide the Screen Title.
  - \*  to enable password protection for this Screen, or  to disable it. When a password has been set and protection has been enabled, this Screen can only be displayed if the correct pass word is entered. This is a useful way to limit access to TouchPanel in public access or sensitive locations.
  - \*  to choose a background picture or solid colour.  or  to change the change the picture. To choose a background colour, press  while in the Set Theme screen, and then choose a colour. This will override the background image of the Theme.
  - \*  to enable or disable Timeout. Each Screen can have a Return Screen Timeout that limits the length of time it will remain on the screen before switching automatically to a different Screen. This can be used to ensure that each new user arriving at TouchPanel sees a familiar screen.  to set a Return Screen Timeout time.  to choose a Return Screen: If you have enabled Timeout, then you must choose a Screen to switch to after the Timeout period. Normally this is Screen 1.
7.  to save the changes.

## 8.4 Deleting A Screen

1. From  Main Menu select the following:
2.  to display the Screens menu.
3.  to display the Pop Up menu.
4.  to enter Delete mode,
5. Select the screen to be deleted.
6.  to delete the highlighted screen
7. Repeat steps 5 and 6 to delete more Screens, or  to exit Delete mode.

 *At least one Screen must be present at all times. If you delete the only remaining Screen then a new Default Screen will be added automatically.*

 *If you delete a Screen that another Screen is using as a Return Screen, then the first listed Screen will be used as the Return Screen.*

## 8.5 Adding a Control

Buttons can be used to control the lighting system, clocks can be used to display the time or date. Shapes can be used to create a diagrammatic floor plan onto which buttons can be placed to control lights or change Screen, and labels can be used to provide additional information.

1. From  Main Menu select the following:
2.  to display the Screens menu.
3. Select the screen to be edited
4.  to display the Pop Up menu.
5.  to enter Add mode. A menu of control types will appear.
6.  to add a button,  to add a clock,  to add a shape, or  to add a label. The properties for the button, clock, shape or label will be displayed.
7. Edit the properties as required. To learn more about editing control properties, see section 8.8.
8.  to save the changes and add the control.

## 8.6 Moving Controls

The controls on a Screen can be arranged to suit your needs. For example, it is usual to arrange scene buttons into one or more columns; arrange the modifier buttons to one side of the screen, one above the other, and to position the Off button near the bottom-right of the screen.

1. From  Main Menu, press  to display the Screens menu:
2. Navigate to the required Screen in the list, and then press the Screen to edit it.
3.  to display the Pop up menu, if necessary.
4.  to enter Move mode.
5. Select the control you want to move. Its border and screen location will be shown in yellow. If you press the wrong control, press  and then press the control you wanted to move.
6. Press anywhere on the screen to select the new location for the control.
7. , ,  and  to position the control accurately.
8.  to enter Resize mode, if this is available for the type of control being moved.  
 saves the changes.

## 8.7 Resizing Buttons and Shapes

The controls on a Screen can be arranged to suit your needs. For example, it is usual to arrange scene buttons into one or more columns; arrange the modifier buttons to one side of the screen, one above the other, and to position the Off button near the bottom-right of the screen.

1. From  Main Menu, press  to display the Screens menu:
2. Navigate to the required Screen in the list, and then press the Screen to edit it.
3.  to display the Pop up menu, if necessary.
4.  to enter Resize mode.
5. Select the control you want to resize. Its border, width and height will be shown in yellow. If you press the wrong control, press  and then press the control you wanted to move.
6. Tap on the screen to move the controls nearest edge or corner to that point, or for fine adjustments select , ,  or  to resize the control.
7.  to enter Move mode.  to save the changes.

 *Buttons can only be narrowed or widened. If the button caption is longer than the width of the button, then the button name will be truncated from the left.*

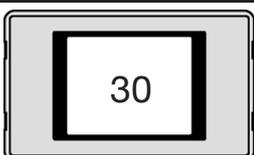
## 8.8 Editing Control Properties

1. From  Main Menu select the following:
2.  to display the Screens menu.
3. Select the Screen to edit.
4.  to display the Pop up menu, if necessary.
5.  to enter Properties mode.
6. Press the control that you want to edit. The properties of each control type you can edit are explained in the following steps:

### Button:

7.  to edit the button caption. Giving a button a new caption allows the user to see exactly what the button does.
8.  and choose the Group (or  to choose the Address Properties) to which the buttons of this control will belong. This is not available for Change Screen function.
9.  to change the button function. Choose one of the following options:
  - \*  to allow the button to call a scene. If the chosen scene is being used in a Sequence or Cycle then pressing this button will cause the Sequence or Cycle to execute. To learn about Sequences and Cycles (see section 9.)
  - \*  to allow the button to fade up the channels in a particular Group, Channel or Scene Block.
  - \*  to allow the button to fade down the channels in a particular Group, Channel or Scene Block.
  - \*  to allow the button to link to a Screen.
  - \*  to choose other functions for this button. To learn more about the devices that these functions control, contact your TouchPanel supplier.
  - \*  to set button to Not Used. The button will be displayed but have no function.
10.  to set a fade time. This is the time taken to fade the lights to the selected scene. Only applies to scene recall functions in Digidim modes.

 *The exact Fade Time depends on the type of load to which it is sent. For Imagine loads the Fade Time is exact, but for DALI and DIGIDIM loads it is rounded down to one of the following Fade Times: 0.5, 0.7, 1.0, 1.4, 2.0, 2.8, 4.0, 5.6, 8.0, 11, 16, 23, 32, 45, 64, and 90 seconds.*



11.  to display the customize Button Appearance Settings screen. Choose one of the following options:
  - \*  to choose a style for the button. This will override the button style from the Theme.
  - \*  to adjust the text justification of the button (clock and label controls do not allow this).
  - \*  to choose a colour for the button caption.

**Clock:**

12.  to choose the clock format. The clock can show the time and/or date in various formats.
13.  to choose the clock colour (digital clock or date only).
14.  to choose the clock hands colour (analogue clock only).
15.  to choose the clock face colour (analogue clock only).

**Label:**

16.  to edit the text of the label.
17.  to set the colour of the label text.
18.  to save the changes.

## 8.9 Deleting a Control

1. From  Main Menu select the following:
2.  to display the Screens menu.
3. Navigate to the required Screen in the list, and then press the Screen to edit it.
4.  to display the Pop up menu, if necessary.
5.  to enter Delete mode.
6. Press the control that you want to delete. It will be highlighted.
7.  to delete the highlighted control.



## 8.10 Mapping Keys

It is possible to map the TouchPanel addresses and keys to mirror the Designer software to emulate key presses. *Please see RS232 AV Interface to 910/920 Router User Guide (D004457) for further information.*

**Tip!** *Map the addresses via the Screens menu as opposed to at button level. This is because all address edits made at screen level will apply to the lower button level - meaning you will only have to set the address once for all TouchPanel buttons. See 8.3 for further information.*

To map the addresses:

1. From Main Menu select the following:
2. to select Screens Menu.
3. to display Pop Up Menu.
4. to enter Properties mode. Select the screen for which you want to view information.
5. to select Group Address block. to select your chosen address. to save the changes.

All TouchPanel buttons will now have the same address for the selected scene.

To map individual keys:

6. From Main Menu select the following:
7. to display Pop Up Menu.
8. to enter Properties Mode.
9. Select the button you wish to change the key settings.
10. to change the Button function.
11. to select the individual key number.
12. to save the changes.

## 9 Automating the TouchPanel

TouchPanel can automate the lighting by recalling scenes or linking to Screens at regular daily or weekly intervals. It does this by using Scheduled Events. Here are some examples of common ways you can use Scheduled Events:

### Calling a scene at a specific day and time:

Calling a scene at a specific time is the most commonly used Scheduled Event, as it allows you to automate lighting changes to suit your daily/weekly routines. For example, in an office, you may want the lighting to switch on fully during normal working hours, from Monday to Friday, and to switch to an energy-saving lower level outside those hours. Two Scheduled Events can achieve this. At home, you may like certain lighting conditions when you arrive home each day. Again, this can be achieved with Scheduled Events. Another way to use Scheduled Events is for security purposes: You can change the lighting at specific times to give the impression that you are at home.

### Switching to a different Screen at a specific day and time:

If there is a different Screen for day and night, you can create a Scheduled Event so that TouchPanel switches from the daytime Screen to the night-time Screen at a convenient time every evening, and switches back to the daytime Screen every morning. Specifying days of the week, you can have an event occur on the days you want, such as weekend-only, every day, or working day only. Therefore, you don't have to find the right Screen for different times of the day - TouchPanel does this for you.

### 9.1 Enabling And Disabling Scheduler

Disabling Scheduler prevents scheduled events from executing. This is a useful way to control scheduled events without resorting to deleting or editing them.

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to enable or disable Scheduler.

### 9.2 Adding A Scheduled Event

1. From  Main Menu select the following:
2.  to display the Scheduled Events menu.
3.  to display the Pop up menu.
4.  to add a Scheduled Event.
5. You may edit the properties now or later. To learn about the properties and how to edit them, see section 9.3.  to save the Scheduled Event.

## 9.3 Editing A Scheduled Event

1. From  Main Menu select the following:
2.  to display the Scheduled Events menu.
3. Select the Scheduled Event to edit.
4.  to set the trigger time (only available for Scene Recall function). Choose one of the following settings:
  - \*  to set a time.
  - \*  to use the dawn time, then adjust the time relative to dawn.
  - \*  to use the dusk time, then adjust the time relative to dusk.
5.  to choose the days of the week.
6.  to edit the Scheduled Event name. Giving the Scheduled Event a new name makes it easier to identify among other Scheduled Events. If you clear the name completely and save the change, the Scheduled Event will return to its default name.
7.  to choose a Group or Scene Block. Not available for Change Screen function.
8.  to change the Scheduled Event function. Choose one of the following settings:
  - \*  to allow the Scheduled Event to call a scene. Choose a scene.
  - \*  to allow the Scheduled Event to link to a Screen. This is a useful way to switch TouchPanels display between daytime and evening Screens automatically.
  - \*  to choose other functions for this Scheduled Event. To learn more about the devices that these functions control, contact your TouchPanel supplier.
  - \*  to set the Scheduled Event to Not Used. This is a useful way to remove a Scheduled Event from use without the need to delete it.
9.  to set a Fade Time. Only available for Scene Recall function.  to save the changes.

## 9.4 Deleting A Scheduled Event

1. From  Main Menu select the following:
2.  to display the Scheduled Events menu.
3.  to display the Pop up menu.
4.  to enter Delete mode.
5. Select the Scheduled event to delete. It will be highlighted.
6.  to save the Scheduled Event.

## 10 Automating TouchPanel With Sequences And Cycles

**Note: Unavailable with Designer Slave Mode**

A Sequence allows you to execute a range of scenes automatically, by making connections between them called Links. Each Link defines how long the scene associated with it will remain in use before the next scene is executed, and the fade time that will be used for the transition. A Cycle is a Sequence that repeats indefinitely or until it is interrupted.

### Starting and Stopping Sequences and Cycles:

To execute a Sequence or Cycle, recall any scene that is included in it. Once started, a Sequence or Cycle can be interrupted at any time by selecting a scene that is not part of it (but within the same Scene Block).

To start a Sequence or Cycle automatically, use a Scheduled Event to recall any scene used in the Sequence or Cycle.

To stop a Sequence or Cycle automatically, use a Scheduled Event that recalls a scene not included in the Sequence or Cycle.

The Sequence or Cycle will begin with the called scene, skipping the preceding scenes, and will continue the remainder of the Sequence or Cycle.



*To learn about assigning a scene to a button see section 8.8.*

*To learn about creating a Scheduled Event see section 9.2.*

*A Sequence or Cycle can be started by recalling any scene within it, with execution commencing from the recalled scene. For example, if a Cycle includes scenes 5, 4, 3 and 2, when scene 4 is recalled, the Cycle will start with scene 4, and continue to scenes 3 and 2, before returning to scene 5 when the Cycle repeats.*

## 10.1 Sequences And Cycles Quick Reference

The icons shown below are used when editing a Sequence or Cycle. They help to identify the start, middle and end of a Sequence.



The first Link in a Sequence.



A Link in the middle of a Sequence, or any Link in a Cycle.



The last Link in a Sequence.

## 10.2 Adding A Sequence Or Cycle

A Scene can only be used once in a Sequence or Cycle, and must be selected from within a single Group (or Broadcast). This means that a Sequence or Cycle may include up to 16 Scenes.

1. From  Main Menu select the following:
2.  to display the Sequences and Cycles menu.
3.  to display the Pop up menu.
4.  to enter Add mode.
5.  to add a new Sequence, or  to add a new Cycle. This creates the first Link of the Sequence or Cycle.
6.  to select a Group. You can only do this when a Sequence or Cycle is first added.
7.  to select a scene within the selected Group.
8. You may edit the other properties of the Sequence or Cycle now or later. To learn about the properties and how to edit them, see section 10.3.
9.  to toggle between adding another Link after this one, or completing the Sequence or Cycle.
10.  to save the link. If adding is complete then you will be returned to Sequence or Cycle. If you are adding more links then the new link will be shown.

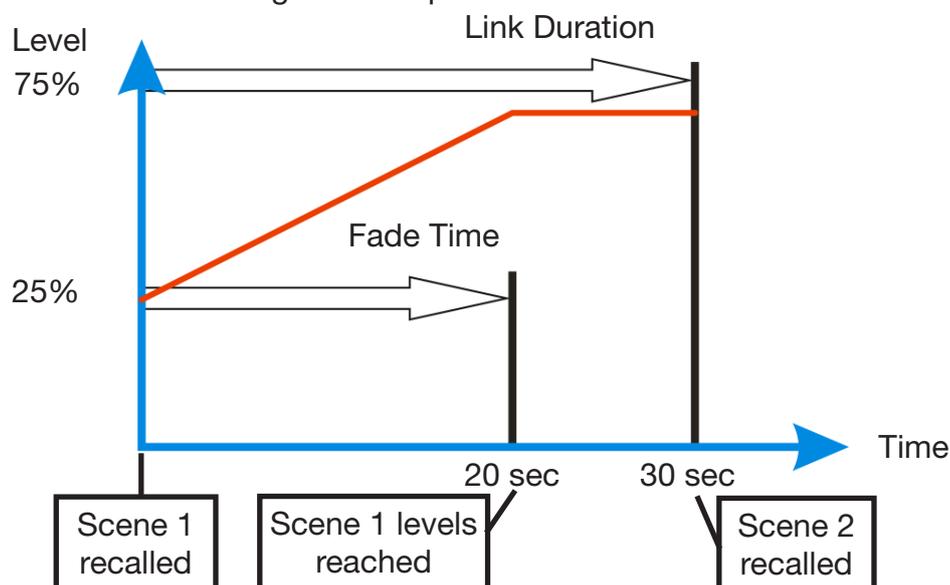
## 10.3 Editing A Sequence Or Cycle

1. From  Main Menu select the following:
2.  to display the Sequences and Cycles menu. Select the Sequence or Cycle to edit.
3. Select a Link to edit.
4.  to rename the Link. The first Link name is also used as the name for Sequence or Cycle.
5.  to set the Link Duration. This value determines how long this scene will remain in use until the next scene in the Sequence or Cycle is selected. This setting is not available for the last Link in a Sequence because the scene remains selected when the Sequence ends.
6.  to select a Fade Time to be used when the selected scene is called by another Link. This is not available in Imagine Slave mode, or for the first scene in a Sequence.
7.  to save the changes.



When you create a Link, Fade Time defaults to Link Duration. This means that if Link Duration is 5 seconds, then Fade Time will also be 5 seconds. You can make these values different if you wish.

The example below shows the relationship between Fade Time and Link Duration, in a Link between Scene 1 and Scene 2 in a given Group.



In this example, the levels start at 50%, and Scene 1 sets the levels to 75%. Fade Time is 20 seconds and Link Duration is 30 seconds.

When Scene 1 is recalled, Fade Time and Link Duration begin. The relevant light levels fade for 20 seconds, changing from their starting level to 75%. The levels then remain the same until the end of Link Duration, when Scene 2 is recalled.

A simple lighting effect can be achieved by setting Fade Time and Link Duration the same, causing the lights to fade continuously from scene to scene.

## 10.4 Adding A Link To A Sequence Or Cycle

1. From  Main Menu select the following:
2.  to display the Sequences and Cycles menu. Select the Sequence or Cycle you want to add a Link to.
3. Select the Link that you want to be executed before the Link you are about to add. The existing Link will be opened for editing.
4.  then  to add a new link.
5.  to select a Scene for this new link.
6. You may edit the properties now or later. To learn about the properties and how to edit them, see section 10.3.
7.  to save the link. If adding is complete then you will be returned to Sequence or Cycle. If you are adding more links then the new link will be shown.

## 10.5 Removing A Link From A Sequence Or Cycle

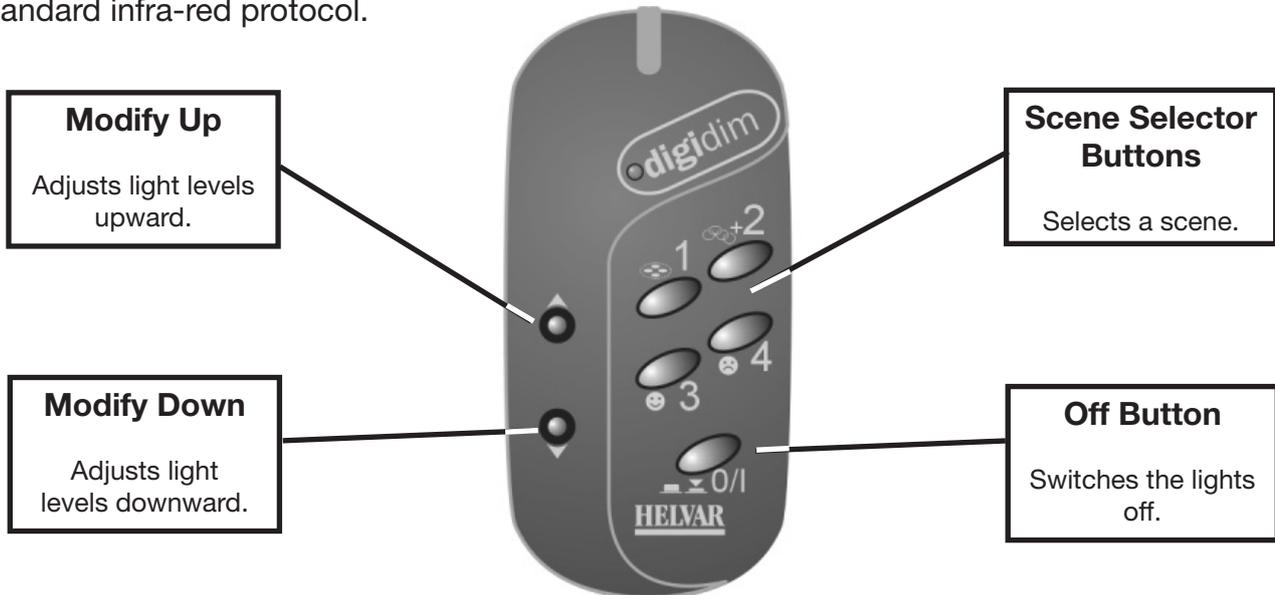
1. From  Main Menu select the following:
2.  to display the Sequences and Cycles menu.
3. Select the Sequence or Cycle from which you want to remove a Link.
4.  to display the Pop up menu.
5.  to enter Delete mode.
6. Select the Link to delete. It will be highlighted
7.  to delete the highlighted Link.

## 10.6 Deleting A Sequence Or Cycle

1. From  Main Menu select the following:
2.  to display the Sequences and Cycles menu.
3.  to display the Pop up menu.
4.  to enter Delete mode.
5. Select the Sequence or Cycle to delete. It will be highlighted.
6.  to delete the highlighted Sequence or Cycle.

## 11 Configuring A Remote Control

TouchPanel can be controlled (though not configured) via an infra-red remote control. You can use Helvar Remote Control 303 (shown) or a compatible “learning” unit that uses the Philips RC5 standard infra-red protocol.



When you create a Link, Fade Time defaults to Link Duration. This means that if Link Duration is 5 seconds, then Fade Time will also be 5 seconds. You can make these values different if you wish.

### 11.1 Configuring A Remote Control

- From  Main Menu select the following:
-  to display the Options menu.
-  to display a list of remote controls for which TouchPanel has been configured. Currently only the Helvar remote Control Handset, or a learning remote control can be used.
- Choose the remote control for which you want to edit the settings. A list of buttons will be displayed. Each button in the list corresponds to a button on the remote control. The first four buttons are scene buttons 1 to 4; the fifth button is the Off button; the sixth and seventh buttons are modifier up and down buttons.
- Select the button you want to configure.
-  to edit the button caption. The caption is only visible when configuring a remote control.
-  to select the Group (or  to choose Scene Block Address) to which the buttons of this control will belong.
-  to change the button function.  to save the changes.

## 11.2 Renaming A Remote Control

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the Remote Control menu.
4.  to view the Pop Up menu.
5.  and then select the remote control you want to rename.
6.  and then type in a new name for the remote control.
7.  to save the changes.

## 11.3 Grouping The Buttons Of A Remote Control

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the Remote Control menu.
4.  to display the Pop up menu.
5.  and then from the list choose the remote control whose buttons you want to place in a Group or Scene Block.
6.  to display the Select Groups menu, or  to display the Scene Blocks menu.
7. Select the Group or Scene Block.
8.  to save the changes.

## 12 Backing Up And Restoring

All information stored in TouchPanel can be backed up to a computer, via a USB connection. Backed up information can also be restored, to the same TouchPanel or others, by the same means.

To use TouchPanel Backup you will need a computer with a USB port to connect the computer to TouchPanel. A suitable USB cable is included with TouchPanel.

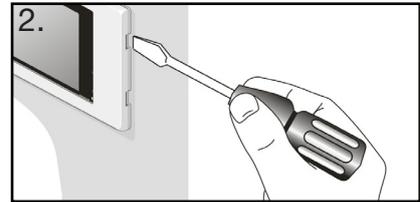
 *Backup and restore is available if your TouchPanel is using software version 3.5.1 or later. You can check the version of software via the About screen. To learn more see section 20.2.*

### 12.1 Preparing Your Computer For Use With TouchPanel Backup Software

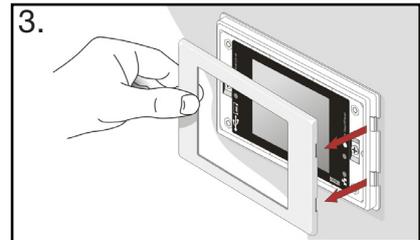
1. Install the software from the CD supplied with your TouchPanel.
2. **Before connecting the USB cable** between the computer and TouchPanel:
  - If the computer is a laptop or notebook, it must be **removed from any docking station**
  - Remove any USB port expanders
  - Remove the computer from any attached network connection
3. Power up the TouchPanel and wait for the start screen to be replaced by the initial user screen.
4. Connect the USB cable between the computer and TouchPanel as detailed in step 12.2. Follow the instructions that appear on the computer screen.  
**Note:** the warning about Microsoft's own drivers not being verified compatible with Windows itself is to be expected, and can be ignored by selecting 'Continue Anyway'.
5. Once the device driver installation has been successfully completed, the computer is ready for use with the TouchPanel backup software.

## 12.2 Connecting A Computer To The USB Port

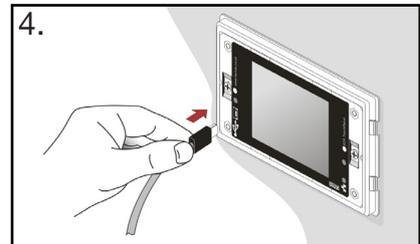
1. Ensure the software has been installed (see step 12.1)
2. Insert a flat bladed screwdriver into one of the side recesses of TouchPanel, and then twist the screwdriver gently to lever off the bezel.



3. With the bezel loosened, remove Panel by hand.



4. Use the USB cable included with TouchPanel to connect your computer to TouchPanel.



Each time TouchPanel is reconnected to your computer it will take approximately ten seconds for the computer to acknowledge the connection.

## 12.3 Backing Up TouchPanel



*Before connecting the USB cable between the computer and TouchPanel:*

- If the computer is a laptop or notebook, it must be removed from any docking station
- Remove any USB port expanders
- Remove the computer from any attached network connection

1. If your computer is not yet connected to TouchPanel via USB, connect it now.
2. From the Start menu or desktop shortcut, launch TouchPanel Backup.
3. Wait for TouchPanel **Backup** to establish communication with TouchPanel.
4. Press the Backup button:
5. Choose a folder to which the backup will be written, and then press the **OK** button.
6. Press the **Backup** button to start the backup. Section 10.4 shows the meaning of the status graphics during backup and restore.
7. Press the **Abort** button at any time to stop the backup process.

## 12.4 Restoring TouchPanel

It is usual for each TouchPanel in a lighting system to have different content. For this reason, each backup also records the serial number of the TouchPanel from which it has been made. If you attempt to restore the backup to a different TouchPanel, you will be warned about the mismatched serial numbers as a precaution, though you may continue with the restore. This allows you to configure one TouchPanel and use TouchPanel Backup to copy the content to other TouchPanels, or to configure a replacement TouchPanel.



*Restoring a backup will cause all existing TouchPanel content to be erased.*

**Before connecting the USB cable between the computer and TouchPanel:**



- *If the computer is a laptop or notebook, it **must be removed** from any docking station*
- *Remove any USB port expanders*
- *Remove the computer from any attached network connection*

1. If your computer is not yet connected to TouchPanel via USB, connect it now.
2. From the Start menu or desktop shortcut, launch TouchPanel Backup.
3. Wait for TouchPanel Backup to establish communication with TouchPanel.
4. Press the **Restore** button.
5. Choose a folder to restore, and then press the **OK** button.
6. Press the **Restore** button to start the restore.
7. TouchPanels Flash memory will be erased to make room for the restored content.
8. TouchPanel content will now be restored. When completed, TouchPanel will display the default screen.  
To learn about the default screen see section 8.  
Section 10.4 shows the meaning of the status graphics during backup and restore.
9. Press the **Abort** button at any time to stop the restore process.



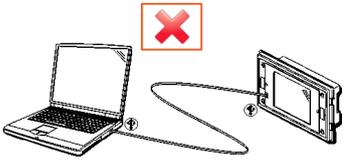
*Do not delete the backup file until you are certain that TouchPanel is working correctly after the backup has been restored.*



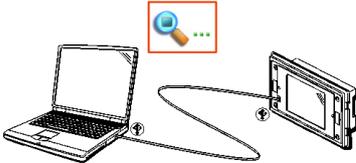
*DALI control and load settings will not be restored. Backup and Restore therefore can not be used to clone Dali devices and restore the settings to devices on another panel.*

## 12.5 Backup And Restore Status

In TouchPanel Backup the following graphics indicate the status of the connection and communication with TouchPanel.



The USB cable is not connected between the computer and TouchPanel.



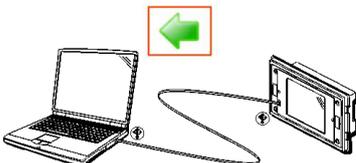
The USB cable has been connected between the computer and TouchPanel, but TouchPanel Backup has not yet established communication with TouchPanel.



The USB cable has been connected between the computer and TouchPanel, and TouchPanel Backup has established communication with TouchPanel.



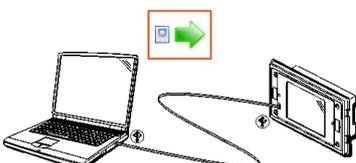
TouchPanel Backup is backing up picture files to the computer.



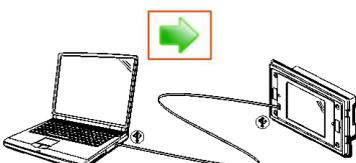
TouchPanel Backup is backing up a settings file to the computer.



TouchPanel Backup is erasing the flash memory in TouchPanel during the Restore process.



TouchPanel Backup is restoring picture files to TouchPanel.



TouchPanel Backup is restoring a settings file to TouchPanel.

## 13 Refreshing and Discovering Devices

Refresh may be necessary if Digidim or DALI devices are added or removed without re-powering TouchPanel. You can do this by using the Refresh Devices feature. TouchPanel looks for new and existing devices, and then updates the list of devices that you can see in the Loads and Controls menus. If it cannot find a device (such as when a device is switched off or removed), then those devices will be listed in GREY in the Loads menu, or with “!” in the Controls menu. These can be deleted if required.



*To learn how to delete a device, see section 5.8 (loads) or 7.9 (controls).*

### 13.1 Refresh Devices Manually

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the More Options menu.
4.  to display the Device Refresh screen.
5.  to start the device refresh.
6. A summary is displayed when Device Refresh completes.
7.  repeatedly to return to the desired screen or menu.  
This can be done even before device refresh has completed, allowing the refresh process to continue in the background.



*The time taken to refresh depends on the number of new devices to be found in the lighting system. On larger systems, refresh may take up to 20 minutes to complete.*

## 14 Resetting To Factory Defaults

This procedure returns TouchPanel to its factory settings. After resetting TouchPanel, the next time you switch it on, it will behave as if it is being switched on for the first time.



*This procedure will cause all settings stored in TouchPanel to be lost, including Screens, Groups, Scenes, Scheduled Events, Sequences and Cycles. However, DALI devices store their own scene levels and Group information, so that information will not be lost. Background and button graphics are also retained. This procedure also restores the default password. To learn more about security and password protection, and to find the default password see section 4.*

### 14.1 Resetting To Factory Defaults

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the More Options menu.
4.  to display the Restore Factory Settings menu.
5. Type in the password. This is a precaution against accidental use of this feature.
6.  to continue.
7. TouchPanel will reset and behave as if it is being switched on for the first time. To learn how to configure TouchPanel from this point, see section 3.



*The Factory Reset password cannot be changed. It is provided only as a precaution against accidental use of this feature.*

**The Factory Reset password:**

**429429**

## 15 Password Protection

TouchPanel has many configuration options that affect how it will work with the lighting system. All these features are accessed via the Hotspot. To prevent accidental or unauthorised access, the Hotspot is protected by a password. Each TouchPanel can have a separate password.

TouchPanel is provided with a default password, shown at the bottom of this page, but you can change the password whenever you wish. Each screen may be protected by a password. To learn more see section 7.3. The Restore Factory Settings feature is also protected by a password, but this password cannot be changed. To learn more about this see section 14.

If you have forgotten your password, restarting TouchPanel provides an opportunity to enter a new password. When the power is restored, password protection is disabled for the first 2 minutes. During this time you can enter the Configuration menus and change the password. After this time, password protection will be enabled.



*If you intend to change the default password, we recommend that you use the same password for all TouchPanels in the lighting system, as this is easier to remember and reduces the possibility of having the incorrect password for a particular TouchPanel.*

When you have entered a valid password, features protected by the password can be used until the password expires. The password expires if you return to a Screen, and do not return to the Configuration menus for more than 20 seconds. After this time, if you want to access the Configuration menus you must enter the password again. This ensures that TouchPanel's Configuration menus are protected automatically from accidental or unauthorized access.



*Screens can also be protected by a password. To learn more see section 8.3.*

### 15.1 Changing The Password

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the More Options menu.
4.  to display the Set Password menu.
5. Type in a new password and press , then retype the password to confirm it.
6.  to save the changes.



*Make a note of the password in the space provided at the bottom of this page. If you forget the password then you will not be able to access TouchPanel's configuration options.*

The default password: **924**

Your custom password:

## 16 Setting The Time, Date, Location And Language

TouchPanel has a built-in clock and perpetual calendar that recognises leap years automatically. The clock and calendar are used by the Scheduler to determine when to trigger scheduled events. The time and date can be displayed on a Screen by adding a Clock control. To learn how to do this see section 8.5.

### 16.1 Setting The Time Zone And Location

TouchPanel calculates local dawn and dusk times according to the selected time zone and location. This information allows you to schedule events that are triggered at or around dawn or dusk.

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the Regional Settings menu.
4.  to display the Time Zone and Location menu.
5.  to display the Region list.
6. Select a region of the world. To set a time zone that does not relate to a specific region select Worldwide.
7.  to save the changes.
8.  to display the Locale list.
9. Select the city nearest to your current location.
10.  to save the changes.
11. Use  ,  ,  and  to set the longitude and latitude of your current location. These values default to the current locale but you can adjust them so that they refer to your exact location. The closer these values are to your current location, the more accurate the dawn and dusk time calculations will be.
12.  to save the changes.

 Although TouchPanel calculates dawn and dusk times accurately, the location of your building will affect actual dawn and dusk times. For example, if your building is in a valley then dawn may occur later and dusk earlier than the dawn and dusk calculations predict.

 Many websites provide longitude and latitude information. For example, you can find the approximate longitude and latitude of your location at the **Space Environment Center** website: [www.sec.noaa.gov/Aurora/globeNE.html](http://www.sec.noaa.gov/Aurora/globeNE.html).

## 16.2 Setting The Date And Time

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the Set Date And Time menu.
4.  and  to set the date and time.
5.  to enable or disable Daylight Saving (also known as Summer Time).
6.  to save the changes.



*Daylight saving Time is considered by TouchPanel when it calculates dawn and dusk times for Scheduled Events. To learn more about Scheduled Events see section 9.*

*In the event of power supply failure, TouchPanel's clock will continue to keep time for approximately two days using its internal power reserve. When power is restored, if the clock is no longer keeping time you will be prompted to set the date and time.*

## 16.2 Setting The Date And Time

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the Regional Settings menu.
4.  to display the Language menu.
5. Select the language you want to use.
6.  to save the changes.

## 17 Setting The Backlight

TouchPanel's screen is backlit so that you can see it in low lighting conditions. When TouchPanel is not being used, the backlight level can be set to dim automatically so that it is not intrusive.

So that you can see TouchPanel's controls when you need them, when the backlight has dimmed, touch the screen once to brighten the backlight. When dimmed, TouchPanel's backlight will also brighten when it receives a command from the remote control.

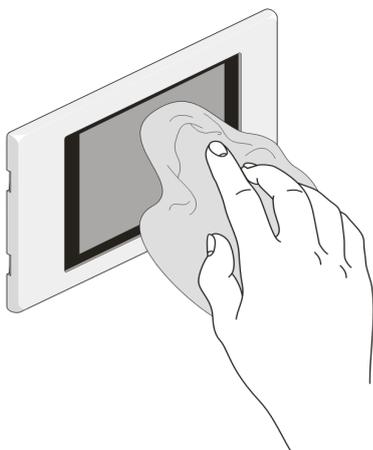
### 17.1 Setting The Backlight Timeout

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the More Options menu.
4.  to display the Backlight Settings menu.
5. Select a backlight timeout. If you select Backlight Timeout Disabled, the backlight will remain on at all times.
6.  to save the changes.

## 18 Cleaning

TouchPanel's touch-sensitive screen will respond to any touch, so you should enter its cleaning mode before cleaning it. This mode switches off the screen's touch-sensitive features for 20 seconds so you can clean the screen without inadvertently affecting the lights or selecting on-screen menu items. This is the only Pop up menu feature that is not protected by the password.

 Before cleaning TouchPanel you should first select **Cleaning Mode**. Do not allow TouchPanel to become wet, as electric shock may result.

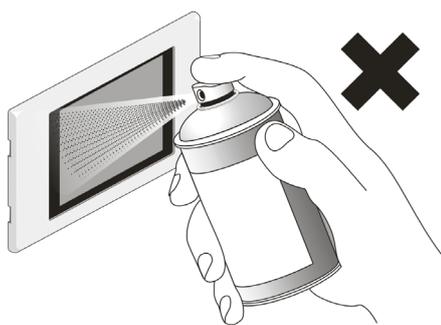


### Cleaning the bezel and screen

Wipe the surface with a soft, damp, non-abrasive cloth. Dampen the cloth only with water or isopropyl alcohol. If you are using a cleaning spray, spray it onto the cloth, not onto TouchPanel.

Use a cotton bud or soft brush (such as a toothbrush) to clean dirt from the corners and recesses of the screen. Dampen only with water or isopropyl alcohol.

 Isopropyl alcohol is a flammable liquid.



**Do not use an abrasive cloth, or scourer. Do not apply liquid directly to TouchPanel.**

Do not apply other detergent, polish, cleaning agent, solvent, caustic agent, ammonia-based window cleaner, or vinegar-based solution as these may damage the screen or tarnish the bezel.

Do not disassemble TouchPanel or remove it from the wall to clean it. Do not immerse TouchPanel in any liquid.

## 18.1 Using Cleaning Mode While Not In Editing Mode

1. While TouchPanel is not in editing mode, press the Hotspot to display the Enter Password screen.
2.  to enter Cleaning mode.
3. A 20-second countdown will be shown on the screen. The screen will not respond to touch until the countdown has ended. You can clean the screen surface during this time.

## 18.2 Using Cleaning Mode While In Editing Mode

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the More Options menu.
4.  to enter Cleaning mode.
5. A 20-second countdown will be shown on the screen. The screen will not respond to touch until the countdown has ended. You can clean the screen surface during this time.



*Be sure to instruct cleaning staff about how to enter cleaning mode, and about how to clean TouchPanel.*

## 18.3 Leaving Cleaning Mode

TouchPanel remains in Cleaning Mode for 20 seconds. You cannot leave Cleaning Mode manually.

## 19 Calibrating The Screen

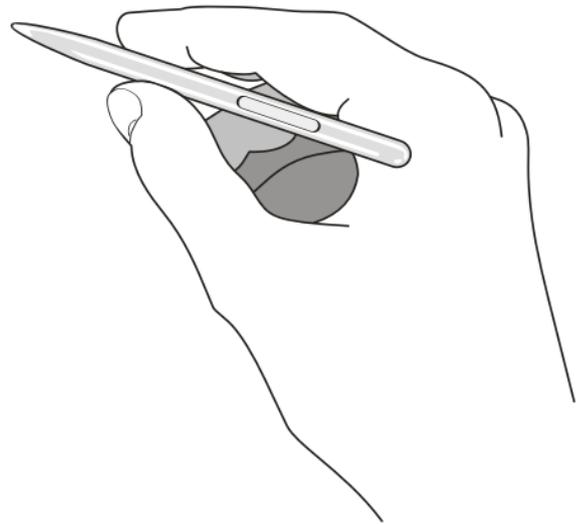
TouchPanel is supplied with the screen already calibrated. However, you may re-calibrate the screen manually if necessary.

### 19.1 Re-calibrating The Screen



*For greater accuracy when re-calibrating the screen, we recommend that you use a stylus or similar soft-tipped, non-writing device.*

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the More Options menu.
4.  to start the calibration process.
5. Follow the on-screen prompts.



## 20 Problems And Solutions

If you encounter a problem with TouchPanel, the following items may provide the answer you need. If the problem remains unresolved, please contact your TouchPanel supplier for assistance.

### **TouchPanel is executing commands without being touched**

TouchPanel may be running a sequence or cycle, or may be responding to commands from another control.

Check that the screen is dry and clean. To learn about cleaning TouchPanel see section 18.

### **The wrong item is being selected on the screen**

If you select an item on the screen but a different item appears to be selected, it may be that the screen needs to be re-calibrated. To learn how to calibrate the screen see section 19.

### **Scheduled Events happen at the wrong time**

Check that TouchPanel's clock is set to the correct date and time. To learn more see section 16.

### **I have forgotten the TouchPanel password**

You may still be using the default password. To find the default password see section 15.

### **Screen contrast is poor**

This may happen if the ambient temperature is above 40°C or below 0°C.

### **The Controls list shows an unrecognised control**

 The Unrecognised Control icon will appear if TouchPanel detects a control that it does not recognise. This may happen if communications are poor (check cables), or it may be that the control is one that Helvar has developed since this version of TouchPanel was assembled. If this is the case, a software update may be available, which provides support for this control. Contact your supplier for assistance. To learn about Digidim Controls see section 7.

## 20.1 Helvar Customer Support

Helvar has representatives in 49 countries, which can provide support in your local language. For information about Helvar support facilities in your country, see the Helvar website at [www.helvar.com](http://www.helvar.com).

### Helvar Regional Support with a Service Agreement

Helvar provides a range of support services that give you access to our technical expertise. We offer the following services:

- Field Service on a contract or request basis.
- Final commissioning and Configuring of your new lighting system.
- Bench service for those occasions things cannot be repaired on site.

### How to contact the Service Department

<b>Post</b>	Helvar Merca Limited, Hawley Mill, Hawley Road, Dartford, Kent; DA2 7SY, UK
<b>Telephone (Main)</b>	+44 (0) 1322 222211
<b>Telephone (Service)</b>	+44 (0) 1322 282265
<b>Fax</b>	+44 (0) 1322 282216
<b>Email</b>	service@helvar.com

## 20.2 Finding Information About TouchPanel

1. From  Main Menu select the following:
2.  to display the Options menu.
3.  to display the About screen. This screen provides contact information and, at the bottom of the screen, shows the current operating mode and version of software that TouchPanel is using.
4.  to close the About screen.

## 21 About The Lighting System

To help you get the most from TouchPanel, especially if you intend to customize its operation, it is useful to know a little about your lighting system, and how it can be controlled using TouchPanel's features. We therefore recommend that you take a few minutes to read the following sections carefully before proceeding to other parts of this guide.



*This guide provides an introduction to lighting and Digidim, so that you can use TouchPanel effectively. To learn more about these subjects see **Digidim Lighting Control Designing, Specifying and Installing** (Document 7860038) (available separately). If using TouchPanel in a Lighting Router system, see the online help provided with Workshop software (available separately), or contact Helvar Customer Support for details of training courses.*

### 21.1 About Lighting Circuits

A lighting circuit is a collection of one or more lights that are connected together and therefore work together. A typical room may include one or more circuits, each one controlled by an on/off switch, or dimmer. Each channel of a dimmer is wired to a circuit of loads (usually lights).

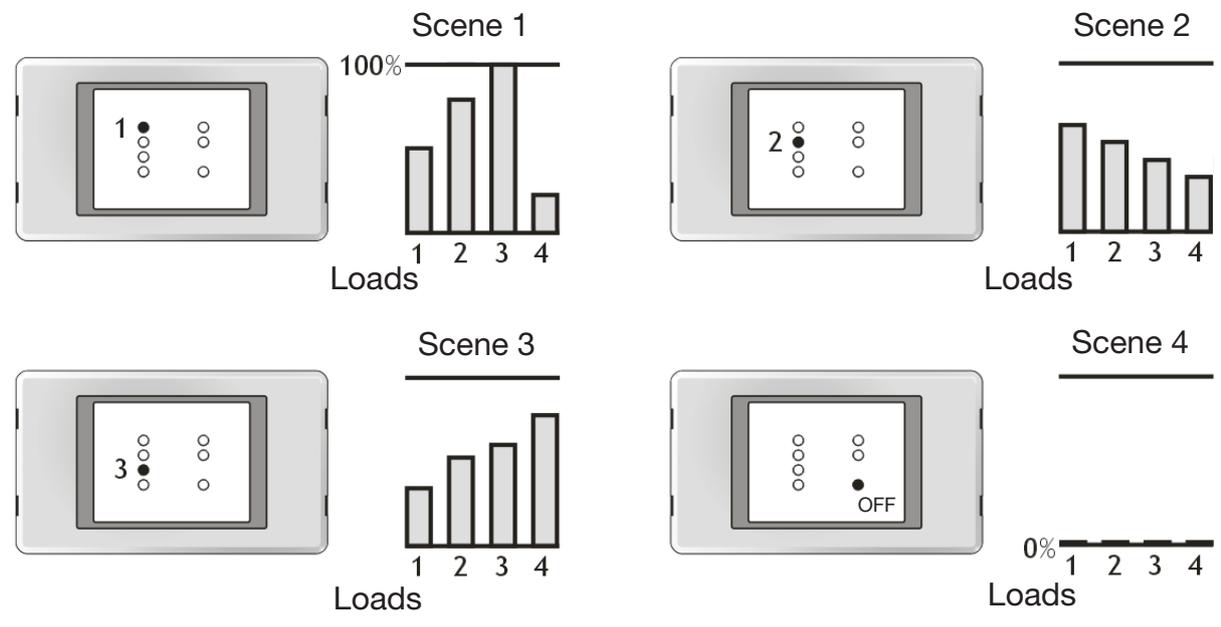
### 21.2 About Broadcast And Groups

When a command is sent from a control panel, it reaches every device in the lighting system, but usually we only want a few devices to respond to that command. We achieve this by addressing commands to specific Groups, so that only devices in the Group respond. However, we may want to set a level for all loads in the lighting system. To do this we send the command without specifying a Group. In other words, we send it as a Broadcast.

### 21.3 About Lighting Scenes

In simple terms, a scene is an arrangement of lighting that suits a particular purpose. For example, a dining room may need practical lighting when holding a meeting there, atmospheric lighting when dining or entertaining, other lighting for presentation purposes and, of course, occasionally no lighting at all. Each of these lighting arrangements is stored as a scene. (There is usually also a scene in which all the lights are off). When you press a Scene Button on TouchPanel, you are selecting one of these scenes.

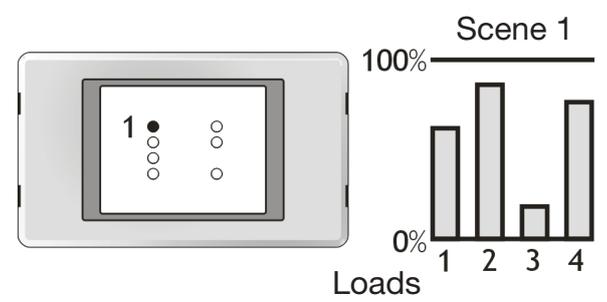
Technically speaking, scenes are actually collections of light levels for a collection of loads. The example below shows four scenes, each one comprising four loads. (Note that each scene could comprise many more loads). In this case, each scene has been assigned to a Scene Button on a typical Screen.



The loads in each scene have been set to specific levels. Notice that the loads do not have to be set to the same level as other loads.

You can change any scene so that each load provides exactly the light level that you need, or assign a different scene to each Scene Button. To the right you can see that Scene 1 has been changed so that each load provides a different level of light.

To learn how to edit scenes see section 6.1. To learn how to assign scenes to Scene Buttons on a Screen, see section 8.8.



## 22 Icon Quick Reference

Accept Changes		Colour picker		Pop up menu hotspot		Time Zone	
Cancel changes		Change screen background picture		Configuration menus		Location	
Add mode		Change button appearance		Options menu		Region	
Properties mode		Button control		Other functions menu		Locale	
Delete mode		Clock control		Temperature/ Air Con Control		Language	
Return to previous screen		Label		Fan speed control		Identification mode	
Move mode		Text justify - centre		Screen		Address	
Move down or change value		Text justify - left		Remote control		Refresh devices (loads)	
Move left or change value		Text justify - right		Date and time		Scene	
Move right or change value		Theme for screen		Clock format		Scene Block	
Move up or change value		Layout for screen		Loads		Group	
Stretch vertically		Return screen		Controls		Ignore scene	
Stretch horizontally		Return screen timeout		Constant Light		Selected item is not used	
Shrink vertically		Edit a name or caption		Sequences and Cycles menu		Fade time	
Shrink horizontally		Cycle		Sequence		First link in a sequence or cycle	
Resize		Scheduled event		Link in a sequence of cycle		Link in a sequence of cycle	
Calibrate the screen		Button or event action		Final link in a sequence		Link duration	
Information about TouchPanel		Scheduled event trigger day		Link duration			
Backlight timeout		Scheduled event trigger time		Days of the Week			
Cleaning mode		Dawn					
Password entry		Dusk					
Restore factory settings		Days of the Week		Days of the Week			