

InThrMa EMS Worship Edition

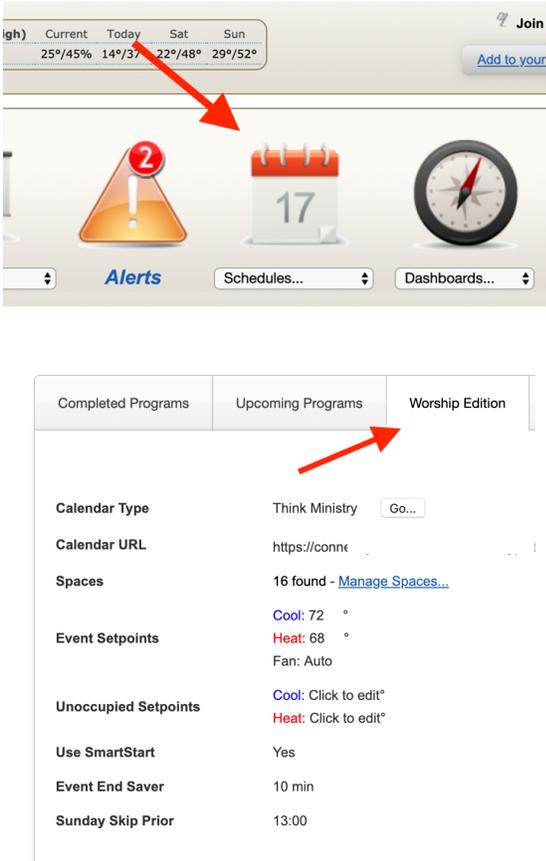
Setup Instructions



Spring 2020
www.inthrma.com/worship
support@inthrma.com

Before you get started you will need the following items:

1. An active InThrMa EMS account with connected thermostats
2. An active Think Ministry account with events populated in the calendar
3. Establish an OAuth token per <http://www.thinkministry.com/kb/develop/oauth/>
4. The API end point for your TM account (ex: <https://connect.mychurch.com/ministryplatformapi/tables/>)
5. Up-to-date floor plan diagram of your church w/ thermostats indicated

| Step | Instructions |
|------|---|
| 1 | <p style="text-align: center;">Starting at the Main Menu, click the Calendar icon... and then click on the Worship Edition tab</p>  |
| 2 | Working from top to bottom, we will configure InThrMa EMS Worship Edition setup parameters |
| 3 | Calendar Type – select: “Think Ministry” |

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| 4 | Calendar URL – paste in your TM API end point URL |
| 5 | Spaces This is a one time process where you map each space that can be scheduled to a corresponding thermostat. This process allows Worship Edition to know which thermostat/s control which spaces. <ul style="list-style-type: none">• A space may have multiple thermostats – example: your gymnasium might have 4 thermostats• A thermostats may control multiple spaces – example: the <i>Classrooms thermostat</i> may control the HVAC in 6 different classrooms• A space may have a single thermostat This mapping must be accurate as it will affect all further operations. As renovations and or floor plan changes happen at your church, be sure to keep this mapping up to date and accurate. |
| 6 | Event Setpoints You will specify your global temperature preferences for spaces when occupied. Specify your heat & cool setpoints. Fan usually stays on Auto |
| 7 | Unoccupied Setpoints Leave this blank unless you use Pelican Wireless or Radio Thermostat brand thermostat. This reflects your unoccupied temperature preferences when spaces are not in use. |
| 8 | Use SmartStart Default: Yes This is our pre-cooling & pre-heating feature |

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| 9 | <p>Event End Saver</p> <p><u>Optional</u>: specify a small amount of time. We will end each event early (by specified duration). Helps you derive additional savings over the course of a cooling or heating season.</p> |
| 10 | <p>Sunday Skip Prior</p> <p>Specify what time your Sunday AM worship services conclude. Your Sunday worship schedule will be put in the thermostat’s base (built-in) schedule. Any calendar events found in the calendar prior to this threshold will be skipped and handled by the built-in schedule. Any calendar events found after this threshold, will be processed.</p> |
| 11 | <p>The system will run every hour, on the hour, to check and sync your Think Ministry calendar with your HVAC system</p> |
| | |
| Misc To Do Items | |
| | <p>Floor plan</p> <p>Please annotate a floor plan diagram with the approximate location of each thermostat and ideally include color coded HVAC zones. This will be an invaluable tool for customizing the system and discussing system operations. Please upload this file to your InThrMa EMS account using the “Files” tab found along the left edge of any page on InThrMa EMS once logged in.</p> |
| | <p>Custom Rules</p> <p>Every church facility has unique needs for temperatures, fan operations, etc. Please think about such needs and document them so that we can work to implement any custom HVAC programming logic per your needs.</p> <p>Example: open basketball in the gym should have cooler summer temps due to the body heat</p> |

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Base Thermostat Programming

Thermostat programming falls into 3 categories:

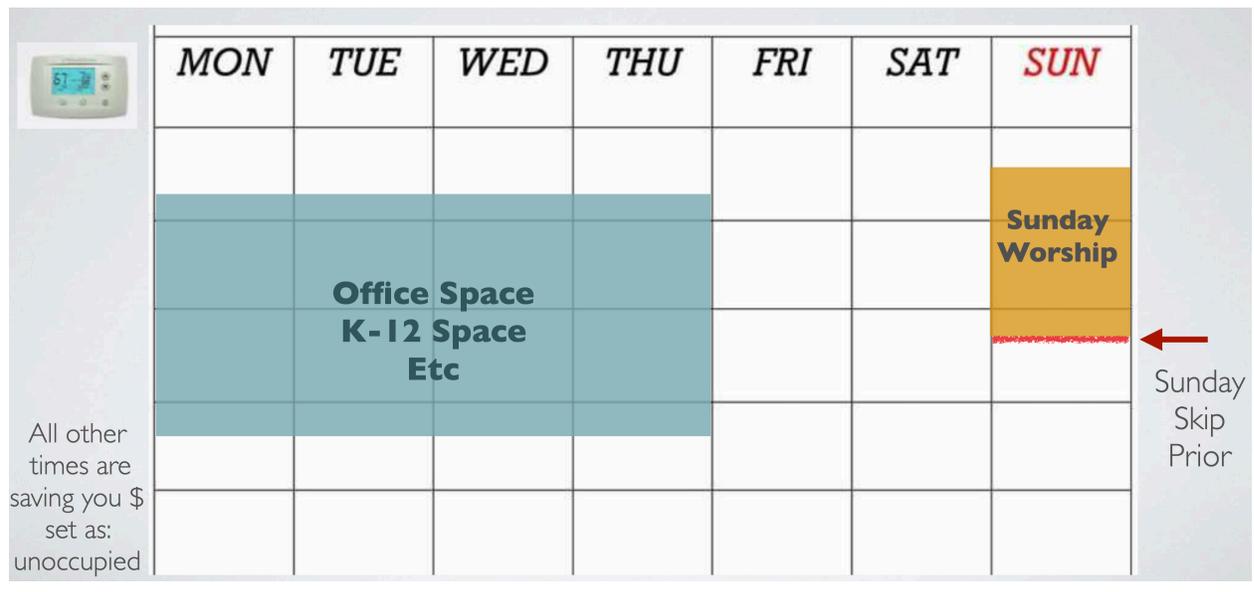
1. **Sunday Worship** – we use the thermostat’s built-in schedule for the areas of the church included in your Sunday AM worship schedule.
2. **Weekday office hours** – we use the thermostat’s built-in schedule for the areas of the church where your weekday office hours take place (as well as any K-12/educational programs)
3. **Calendar based events (Worship Edition)** –InThrMa EMS Worship Edition handles all other events found in your calendar. Aside from the two above time blocks/categories your thermostats should be set to their unoccupied temperatures (ex: heat: 60° / cool: 89°) the remainder of the time.

Example: Sanctuary thermostat schedule

Mon-Sat: 24hrs/day: heat: 60° / cool 89°
 Sunday: 7AM-1PM: heat: 69° / cool 72°

“2AM programming”

Some thermostat models still have a base schedule – the schedule that they natively operate with. In such cases, the base schedule cannot be shut off. To avoid having a base schedule interfere with your event programming/Worship Edition, we will set your base programming to make any setpoint changes in the middle of the night (ex: 2AM) as opposed to day time when events may be in progress.



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| | <p>Pass Through & Merged Events</p> <p>As part of the setup process, we will study your floor plans and building use patterns to define “Pass Through” spaces. Entrances, hallways, bathrooms, etc that will need to be conditioned for events occurring in your facilities. These HVAC events will show up automatically in InThrMa EMS with the “(PT)” prefix.</p> <p>When 2 events occur back to back or multiple events occur in the same space, InThrMa EMS will consolidate HVAC programming to the logical start/end times of the corresponding events. In such instances you will see “[Merged]” appear in front of the combined event name.</p> |
| | <p>Ad-hoc usage</p> <p>During setup we will discuss how you wish to handle ad-hoc space usage. The times when someone shows up and wishes to use a space and needs HVAC. We offer a QR Code based way to handle these scenarios.</p> |
| | <p>Unoccupied settings</p> <p>Do you lock the thermostat functions. Keep unlocked w/ minimal range, etc...</p> |
| | <p>TAGS</p> <p>Put NOHVAC in the title or description of any calendar event which does not require HVAC. Worship Edition will ignore any events with titles that contain: NOHVAC, CANCELED, TENTATIVE</p> <p>Use our SKIP syntax to skip HVAC programming for a specific space during a specific event.</p> |
| | |
| | <p>Conclusion</p> |
| | <p>Validation</p> <p>Once all the above steps have been completed we will perform an initial sync of your calendar. Once synced, we will then validate HVAC programming with your calendar, ensuring accuracy and expected results before going live.</p> |
| | <p>Fine Tuning</p> <p>Once operational you may get feedback from your community that certain areas might need temperature tweaks or perhaps certain events are not being processed by Worship Edition. We will work together to fine tune these issues so that you have smooth, comfortable automated operations.</p> |

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| Worship Edition Controls | |
|--|---|
| <p>Purge Deletes any events previously found in your calendar. On the next hourly check, events will be synced from your events calendar.</p> <p>Use this any time you have modified the above preferences. This will ensure a fresh run with all of your new preferences. Do Not purge if you have events currently in progress – do wait till they finish before using this feature.</p> | |
| <p>Pause Pauses sync with your events calendar. Existing events remain programmed in InThrMa EMS, new/update/deleted events will not be synced from your events calendar. Sync will be paused until you reactivate (with the Activate button).</p> | |
| <p>Delete Delete the connection with your events calendar. Existing events remain programmed in InThrMa EMS. Use the 'Purge...' button above to delete existing programming.</p> | |
| <p>Purge</p> <p>Pause</p> <p>Delete</p> | <div style="text-align: center; margin-bottom: 10px;"> <input type="button" value="Purge Worship Edition Programming from InThrMa"/> </div> <div style="text-align: center; margin-bottom: 10px;"> <input type="button" value="Pause Calendar Sync"/> Currently: Active </div> <div style="text-align: center;"> <input type="button" value="Delete Calendar Sync"/> </div> |