# interact

Commissioning guide

# Architecture PRF/PRA

Version v2.7

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This section covers the commissioning guide for PRF/PRA.

# 1. Create an account

Before individuals can begin creating and commissioning Interact Pro projects, an expert role account must be created. There are two options to create an expert account: self-registration or by being invited as an expert to an existing project by another expert. When being invited to an existing project, you will receive an email to create an account. Follow the steps in the email to create your account and get access to the project. Once your account is created, you now have full expert capabilities, including creating other projects. When self-registering, there are two ways to create an account: using the Interact Pro web portal or using the Interact Pro mobile app.

# 1.1. To create a new account using the web portal, follow the steps below:

- 1. Open https://sme.interact-lighting.com on your browser and click Create an account.
- 2. Type your first name, last name and your email address and click Create account.



3. You will receive an email with the steps to activate your account. Read the email, then click **Activate your account**.



- 4. On the resulting page, create and repeat your account password, select your language and country, then click **Continue**.
- 5. Review the Interact Account Terms of Use, then click I accept the ToU.
- 6. Log in to the web portal with your new credentials.

# 1.2. To create a new account using the app, follow the steps below:

- 1. Download the Interact Pro app from the application store:
- 2. I iOS: https://apps.apple.com/us/app/interact-pro/id1353793570
- $\label{eq:linear} 3. \ Android: https://play.google.com/store/apps/details?id=com.philips.li.c4m&hl=nlips.li$
- 4 . Open the app and tap  ${\color{black} \text{Log in}}.$
- 5. Tap Create an account.

	int	eract	
	Create y	our accoui	nt
	To continue t	o Interact Pro	0
First name			
Last name			
Email			
	Creat	e account	
		$\bigcirc$	<

6. Type your first name, last name and your email address, then tap **Create account**.



- 7. You will receive an email with the steps to activate your account. Read the email, then tap **Activate your account**.
- 8. On the resulting page, create and repeat your account password, select your language and country, then tap **Continue**.
- 9. Review the Interact Account Terms of Use, then tap I accept the ToU.
- 10. Log in to the app with your new credentials.

interact	
Enter your password To continue to Interact Pro	
ĭ hora@yopmail.com	
â ·····	0
Log in	
Forgot password	
Use a different email	

== Off-site preparation

Project preparation can be done in two ways: using the web portal (ideal for off-site preparation of the project structure in advance) or using the mobile app (ideal for on-site "real time" project setup).

# 2. Create a project - portal

#### 2.1. Create a project - portal

- 1. Open the web portal with the link: <a href="https://sme.interact-lighting.com">https://sme.interact-lighting.com</a> . Log in with your email address and password.
- 2. From the My Projects dashboard, click Create new project on the top right.
- 3. Fill in the project details as prompted and click Save.

interact Projects All updates								0 - 🐠	<b>*</b>
My Projects 🝷							Merge projects	Create new pro	ject ï≡
Project name	Creation dat						Dev	rices	Actions
		Create new project							
		Project name * Building1							
		Project type * Office	Time zone * Asia/Kolkata	+05:30	•				
		Project information	Zip (optional)	City *					
		Manyata		Bangalore					
		State/Province (optional) Karnataka	Country * India		•	-			
				Cancel	Save				

4. These details can be edited from the My Projects dashboard at a later stage, if needed, by clicking the 3-dot-ellipsis beside the project, then clicking Edit.

inte	eract Projects All	updates			? ·	•
Ħ	Installation setup					
ы	🐁 1 networks 🛛 🖽 0 gro	oups 🌻 0 luminaires 💿 0 controls				
=	Wireless light networks				Setup instructions	+ Create network
	Name	ZigBee channel	Devices	Lock status	Gateway status	
3	Network1	25	🍷 0 💿 0 🧮 0	N/A	imes No gateway	:
+						Rename network Delete network
•						
•. •.						
í						
0						

5. From the My Projects dashboard, click the project name. Entering a new project brings you to the Installation setup page. Use the side panel on the left side of the page to navigate to various pages within the project. The side panel is expandable and collapsable for your convenience.

inter	Cact Projects All updates					<b>?</b> - (	•
My Pro	ojects 👻				Merge p	rojects Create ne	w project 📰
	Project name	Creation date	Туре	Status	Health	Devices	Actions
P <sub>0</sub>	Building1 Office	9/13/2024, 11:24:07 AM	Stand-alone	O Preparation	Good	• 0 © 0	: Edit Archive Delete

#### 2.2. Create a network

- 1. From the Installation setup page, new experts are encouraged to click View instructions. The resulting pages guide experts through a series of network instructions. Once networks are created, these instructions are accessed by clicking Setup instructions on the Installation setup page.
- 2. From the Installation setup page, click Create network.
- 3. Type a name for your network, select an appropriate Zigbee channel, then click Create network.

#### Note

Pay attention to the note under the Zigbee channel selection drop down menu and take care to avoid using the same Zigbee channel for physically adjacent networks in your project. This will avoid scenarios where too many nearby networks are using the same Zigbee channel, which can cause wireless interference in certain cases.

- + image::project-portal-4.png[width=650]
- 4. Networks can be renamed or deleted at a later stage, if needed, by clicking the three-dot-ellipsis on the right side of each network.

#### Note



i

Networks can only be deleted from the web portal if there are no devices in the network. If there are devices in the network, they must first be deleted before the network itself can be deleted.

inter	Cact Projects All updates					? · (	•
My Pro	jects 👻				Merg	e projects Create ne	w project 📰
	Project name	Creation date	Туре	Status	Health	Devices	Actions
Po	Building1 Office	9/13/2024, 11:24:07 AM	Stand-alone	O Preparation	Good	♥ 0 🕲 0	Edit Archive Delete

#### 2.3. Create a group

- 1. Clicking a network on the **Installation setup** page brings you into the network page. New experts are encouraged to click **View instructions**. The resulting pages guide experts through a series of grouping instructions. Once groups are created, these instructions are accessed by clicking **Setup instructions** on the **Network** page.
- 2. Inside the network, click Create new group.
- 3. Type a name for your group and click Save.

inte	interact Projects All updates Q - 🐠 -								
	Installation setup > Network1								
ы	O groups      O luminaires      O controls     No device has been connected yet								
111	Gateway								
	ZigBee Channel	Firmware version	MAC address	NTP Server	Gateway status				
$\sim$	25	N/A	Create new group		× No gateway				
4			Give the group a name that represents the	e area (e.g. Meetingroom A or corridor 1)					
•	Groups		Group name * Group1			+ Create new group			
<b>.</b>									
1				Cancel Save					
6									

4. Groups can be renamed or deleted at a later stage, if needed, by clicking the three-dot-ellipsis on the right side of each group.

#### 2.4. Create a zone

- 1. Clicking a group on the network page brings you into the group page. Hover the cursor over the **Info** icons to review the difference between lights in a group that are in a zone vs not in a zone. Creating a zone is optional but is mandatory if you want to use Daylight Dependent Regulation (DDR) in the group.
- 2. Inside the group, click **Create zone**.
- 3. Type a name for your zone and click **Save**.

int	eract Projects All updates		<b>8</b> -	MB -
	Installation setup > Network1 > Group1			
	🖭 0 zones 🌻 0 luminaires 💿 0 controls Config	ured task level: 100%		
	Zones (sub-groups)			+ Create zone
		No zones created yet		
		Create zone		
	Lights in group (not in a zone)	Give the zone a name that represents the area (e.g. window side or corridor side)		
•		Zone name *		
<b>J</b> .	Cantrala			
1	controis	Cancel Save		
ð		No controls in this group		

## 3. User management - portal

#### 3.1. User management - portal

User management allows experts to view the first name, last name and email address of everyone who has access to the project. It alsoallows experts to invite or remove other experts and users.

1. Click the **User management** icon from the side panel to navigate to the **User management** page. Hover the cursor over the **Info** icons to review the difference between experts and users.

int	eract Proje	cts All updates			<b>?</b>	• 🐠 💶 • 🗋
	Users					
ht						
÷.	Experts 😧					+ Invite expert
		First name 🗘	Last name 🗢	Ema	ail 🗢	
C	MK	Murali	Kasturi	Pour	rali kanturi@nignify.com	:
÷	9	Service	BGL	<u>consi</u>	viceprovider_bal@vepmeil.com	:
•?	EO	Expert	02		1701 wymai.com	:
*	Users					+ Invite user
-		First name 🗘	Last name 🗘	Email ¢	Permission	s \$
0			Ν	o users		

- 2. Invite another expert to the project by clicking **Invite expert** on the top right.
- 3. Type the email address of the invitee, then click **Invite**.

int	eract Projects All updates			Ø • 🐠 •
	Users			
ht				
-	Experts 🕜			+ Invite expert
	First name 🗢	Last name 🗘	Email \$	
C	MK		murali kontrui@alanify.com	:
4	Service	Invite expert	,IC,	;
•2	E0 Expert	Email	.com	:
	Users 🕜			
			Cancel	
	First name 🤤	Last name 🗸	Email +	Permissions 🜩
6				

Invite another user to the project by clicking **Invite user** on the top right of the users list. Remember, users can only be invited to projects that have gateways. Otherwise, this option is greyed out.

5. Type the email address of the invitee, choose from the **Permissions** menu which group(s) the user will be allowed to control, then click **Invite**.

int	eract Proje	ects All updates				<b>8</b> -	
	Users						
ht							
11	Experts 🕐						+ Invite expert
<b>m</b>		First name 🗘	Last name 🗘		Email ‡		
C	MK	<u>katurali.</u>			purali kaaturi@aignify.com		:
4	9	Service	Invite expert		al <b>@</b>		:
•)	ED	Expert	Email		.com		:
*	Users 🕜			2			
1		First name 🗘	Last name 🗸	Email -		Permissions 🗘	
a				No users			

6. Remove an expert or user by clicking the three-dot ellipsis to the right of their details, then click **Remove from project**.

int	eract Proj	ects All updates			🖓 👻 😡 Hurdi Hurtari 🗸
	Users				
ht					
	Experts 😯				+ Invite expert
		First name 💲	Last name 🗢	Email 🗢	
C	MK	s. a		murali kasturi@aignify.	
4	9	Convice	DOI	1 · · · · · · · · · · · · · · · · · · ·	., Remove from project
•)	EO	Evnort	<u>02</u>	aionifi:011 Qomail aam	:
•• •	Users 😧				+ Invite user
í		First name 🗘	Last name 🗘	Email 🗘	Permissions 🗢
0			١	No users	

== Project information - portal

Project information allows you to view and edit the details of the project name, type of project, creation date, address and time zone. You can add an image of your project by clicking the building image. You can edit the project details whenever it is needed.

<sup>===</sup> Project information - portal

To view and edit the project information, go to your project and click the **Project information** icon from the left side panel menu.

int	ceract Projects All updates			? • 🚳 💶 •
	Details			
ht				
11		Details	Edit	
		Name		
С		Large scale office setup	H	
4		Туре	Time zone	
		Office	Asia/Kolkata +05:30	
<b>9</b> 7		Creation date	Installation date	
• <u>•</u> •		9/5/2024		
ŕ		Address		
0		City	State/Province (optional)	
		Country India	Zip (optional)	

2. Click **Edit** to edit the information, make the changes and click **Save**.

int	ceract Projects	All updates						? -	 
Ħ	Details								
ht									
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			Details			Cancel	Save		
0			Name *						
•			Large scale office setup				Ħ		
			Туре *		Time zone *				
Ţ			Office	•	Asia/Kolkata +05:30		•		
<u>.</u>			Address *						
-			Peranki						
÷.			City *		State/Province (optional)				
0			V.		<b>C3</b>				
			Country *		Zip (optional)				
			munu	•	021101				

== Create a project - app

=== Create a project - app

- 3. Open the Interact Pro app and log in with your email address and password.
- 4. On the Projects screen, tap Create project.



5. Type the **Project name**, then choose the **Project type** and **Timezone** from the dropdown lists and tap **Next**.

×	Create new	v project	
Pi	roject information	Installation details	
	0		
Project name Project1			
Project type Office			•
Timezone (UTC+05:3	0) Asia/Kolkata		•
	Nex	t	
I	II 0	<	

- 6. On the resulting screen, you can allow the app to use your current location to autofill the project location details. Tap your desired option.
- 7. If you elected not to autofill the project location details on the previous screen, enter the address, then tap **Create**.

×	Create n	ew project		
		2		
	Project information	Installation d	letails	
Address Bengalur	u			
<sup>Zip</sup> 560045				
<sup>City</sup> Bengalur	u			
State/Provir Karnatak	nce Ca			
Country India				•
	Cr	eate		
	111	0	<	

8. The main **Project** screen is displayed. From here, you can navigate to various screens within the project.

#### 3.2. Create a network

- 1. From the **Project** screen, tap **Setup**.
- 2. From the **Setup** screen, new experts are encouraged to tap the **Info** button, which is accessible at any time from the **Setup** screen The resulting screens guide experts through a series of network instructions.
- 3. From the Setup screen, tap Create network.



4. Type a name for your network, select an appropriate Zigbee channel, then click **Create**.

#### Note

i

Pay attention to the note under the Zigbee channel selection drop down menu and take care to avoid using the same Zigbee channel for physically adjacent networks in your project. This will avoid scenarios where too many nearby networks are using the same Zigbee channel, which can cause wireless interference in certain cases.

×		Add	light	netwo	ork		
Make su floor or V	re to ch Varehou	oose a na ise).	ame that	represe	nts the	area (e.g	j. First
Give the I	network	a name					
Netv	vork	1					
7-2							•
CD					Ŷ		
1 2	2 3	4	5	6	78	3 9	0
q v	/ e	r	t	y	u i	0	р
а	s	d	fg	h	j	k	I
+	z	x	c v	b	n	m	
!#1	,	@	EN(L	JS)	ŀ	.com	Done
			С	)		~	::

5. Select No, start without gateway(s). This is highly advisable even if your project requires gateways. Adding gateway(s) after localizing all the Interact ready luminaires and devices to the network and setting the desired behavior will make the deployment process faster. Tap Next to create the network.

<	Commissioning method	d 🚯				
Do you want to add gateways to the wireless light networks of this project?						
····	Yes, add gateway(s)					
<b>No, star</b> (Bluetoo	rt without gateway(s) th lights required)	0				
	Next					
	III O	<				

#### 3.3. Create a group

- 1. From the **Network** screen, new experts are encouraged to tap the **Info** button, which is accessible at any time from the **Network** screen. The resulting screens guide experts through a series of grouping instructions.
- 2. From the **Network** screen, tap **Create group**.



 $\boldsymbol{3}$  . Type a name for your group, then tap  $\boldsymbol{done}.$ 

<	Light behavior				
0	Area Manual On Manual Off				
0	Area Manual On Manual Off with DDR				
$\circ$	Area Manual On Auto Off				
$\bigcirc$	Area Manual On Auto Off with DDR				
0	Area Auto On Auto Off 🛛 🖍				
$\bigcirc$	Area Auto On Auto Off with DDR				
$\bigcirc$	Light Auto On Auto Off				
$\bigcirc$	Light Auto On Auto Off with DDR				
	Copy settings				
	- aste settings				

### 3.4. Create a zone

1. Creating a zone is optional, but is mandatory if you want to use daylight dependent regulation (DDR) in the group. From your **Group** screen, tap **Create zone**.



2. Type a name for your zone, then tap **done**.



# 4. Users - app

### 4.1. Users - app

The Users screen allows experts to view the first name and last name of everyone who has access to the project. It also allows experts to invite or remove other experts and users.

1. Tap the **Users** tile from the main **Project** screen to navigate to the **Users** screen. You can optionally tap the **question mark** icons to review the difference between experts and users.

Project1 Project			
	Γ	(0 Q) Q	
Light control $\rightarrow$		Setup >	
		The second secon	
Schedules >		Users >	
Project details	3		>
C Project update	es		>
Light informat	ion		>
🙋 Installation re	ports		>
🗐 Ask Bulbi			>
111	0	<	

 $2\,.$  Invite another expert to the project by tapping  $\ensuremath{\mathsf{Invite expert}}.$ 

Users			
Experts			?
	Invite expert		
E0 Expert 02			÷
Users			?
	Invite user		
	No users		
	Ο	<	

 $\boldsymbol{3}$  . Type the email address of the invitee, then tap  $\boldsymbol{\mathsf{Invite}}.$ 

			Js	er														
Invite expert																		
Email																		
L																×	(	
L									С	an	cel							l
							h	nvi	teı	use	er							
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q		W		e		r		t		y		u		i		0		р
	а		s		d		f		g		h		j		k		I	
1			z		х		с		v		b		n		m			×
!#	1		,				E	Ingl	ish	(US	6)						Do	one
									0					`	~		:	

4. Invite another user to the project by tapping **Invite user**. Remember, users can only be invited to projects that have gateways. Otherwise, this option is greyed out.

Users			
Experts			9
1	nvite expert		
E0 Expert 02			:
Users			0
	No users		
111	Ο	<	

5. Type the email address of the invitee, choose from the **Permissions** menu which group(s) the user will be allowed to control, then tap **Invite**.

× Invite user									
Email									
Invalid email address									
Permissions									
All groups	All groups								
💼 LS network			>						
	Ο	<							

6. Remove an expert or user by clicking the three-dot ellipsis to the right of their details, then click **Remove from project**.

Refer to User Guide for more details about user account creation.

# 5. Project details - app

### 5.1. Project details - app

The Project details option in the app allows you to view and edit information about the project name, type of project, time zone and address. You can edit the project details whenever it is needed.

- 1. From the main **Project** screen, tap the **Project details** option. The **Project information** tab is displayed, allowing you view, or select, edit and save the project name, type and time zone. You can add an image of your project by tapping the image icon above the project name.
- 2. Tap the **Installation details** tab to view the project address information. To edit the information, tap the **Pencil** icon, make the changes and tap **Save**.

×	Invite use	r		
Email				
🔺 Inva	lid email address			
Per	missions			
All	groups			>
ŝ	LS network			>
		Ο	<	

# 6. On-site commissioning

#### 6.1. On-site commissioning

After doing the optional off-site preparation, the system is ready for localizing the Interact ready luminaires and devices and deploying the behavior configurations. This is done by using the mobile app on-site.

### 6.2. On-site guidelines for commissioning

Mains powered Interact ready luminaires and devices are added to groups or zones on-site using the mobile app and Bluetooth Low Energy (BLE) to communicate. To ensure this process proceeds efficiently, follow these recommendations:

- 1. Ensure your mobile phone is fully charged and Bluetooth is enabled.
- 2. Set a long screen timeout of 10 minutes or more on your mobile phone. Eventually dim the screen brightness to save battery. The app must stay active while deploying behavior settings to groups. If the phone goes to sleep during deployment, deployment will have to be repeated.
- 3. Before attempting to add any mains powered luminaires or devices, power cycle them if they have been energized for more than 24 hours. After 24 hours, luminaires or devices at factory default settings may not be discoverable by the app.
- 4. Do not walk away with the mobile phone while adding luminaires and devices, or while deploying behavior settings to groups. The mobile app requires a stable BLE connection to each target device it adds to the wireless network. For behavior deployment to a group, the phone establishes a BLE connection with a single device that acts as a BLE to Zigbee gateway, allowing the group behavior to be deployed through this device to all devices in the group/network. In both cases, avoid breaking this connection by walking out of BLE range while the app is still adding or deploying.
- 5. Zigbee Green Power (ZGP) devices (battery-powered sensors and battery-powered or kinetic switches) require at least one mains powered device to be added to the group first. ZGP devices are transmit only devices, so a mains powered device is required to "hear" these devices to add them to the group. It is recommended to add all mains powered luminaires and devices to the groups in a wireless network first, then add the ZGP devices after.

# 7. Add lights

### 7.1. Add lights

The term **Lights** in the app refers to any mains powered luminaire with a built-in sensor, transceiver or wireless driver. It also refers to other mains powered devices such as Smart T-LEDs, switch relays, and SR bridges or DALI extenders connected to a wireless sensor or transceiver. Lights can be added to either a group or a zone.

- 1. Go to the physical location of the group/zone where you would like to add lights and ensure that the lights are energized.
  - Luminaires with wireless drivers, Smart T-LEDs, non-Interact luminaires connected to SR Bridges, switch relays or DALI extenders should be on at full brightness.
  - Luminaires with built in sensors should be on at full brightness and each sensor's LED indicator should turn from yellow to red when it detects motion and from red to yellow after motion is no longer detected.
- 2. Open and log in to the app, navigate to the project **Setup** page, tap the appropriate wireless network, then tap the group where the lights to be added. If the lights are to be added to a zone in the group, tap on the appropriate zone.
- 3. Tap Add lights.




4. Wait approximately 10 seconds for the lights to populate on your screen. During this time, the app is scanning for lights in BLE range of the mobile phone that have not been added to a wireless network yet.



5. You will see the list of lights within BLE range of the mobile phone on the app screen. The list is in order of BLE signal strength (strongest at the top of the list). In general, the lights at the top of the list are usually the closest physical lights to the phone.

×	Add lights to zone	
T		Select
	6 luminaires found	
ę	Philips luminaire - 12CA Tap to blink light	~
ę	Philips ST210Tire - 12CE Tap to blink light	U
ę	Philips luminaire - 12C7 Tap to blink light	~
	Powerbalance recessed - 3F02 Tap to blink light	Add
	Powerbalance recessed - BE88 Tap to blink light	Add
ę	Philips luminaire - 856A Tap to blink light	Add
	Can't find all lights?	
	Test Done	
	III O <	



- 6. Some lights are equipped with infrared (IR) receivers (luminaires with built-in sensors or transceivers, and Smart T-LEDs). If the IR receivers are visible (Refer to System Guide for more details), you can optionally use an IRT9090/01 or IRT9015/00 IR remote control to trigger add them. This enables you to add lights in a controlled order instead of blinking them in the scan list first to determine if they belong in the group. To use the IR remote:
  - Stand directly under the light.
  - Point the IR remote control straight up, directly at the IR receiver and press add (for IRT9090/01) or
     + (for IRT9015/00). The light will blink several times in response to the IR remote and the corresponding light in the app will move to the top of the scan list. When accidentally pressing the device does add to the program, but is immediately reset. Resulting in a non-operational device. In that case, delete the device from the app and assign it again.

#### Important

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Do not walk away while lights are adding. Be patient and allow the light to finish adding before moving to the next light. You will see a green checkmark beside the light and the mobile phone will emit an audible beep when the light adds successfully. If the light does not appear as assigned, try linking it again or power cycle the light.

- 7. For lights without IR receivers (luminaires with wireless drivers, switch relays), or if the IR remote cannot see the light's IR receiver, or if you simply prefer to add lights using the blinking method instead of using the IR remote: (Refer to System Guide for more details).
  - Tap a light icon in the scan list. The corresponding light will blink several times. If the light that blinks is physically located in the group or zone that you would like to add it to, tap **Add** beside the light. If the light does not belong in the group, move to the next light in the list and repeat this process.

#### Important

Do not walk away while lights are adding. Be patient and allow the light to finish adding before moving to the next light. You will see a green checkmark when the light adds successfully.

- If the light does not appear as assigned, try linking it again or power cycle the light.
- 8. Tap **Test** at any time when adding lights. This brings up a screen with an on/off toggle button. Tap the button to turn off/on all of the lights in the group to ensure that the lights respond and to check if you have added the correct lights to the group.
- 9. Tap **Done** when all the lights are added to the group/zone.

## 8. Add Zigbee Green Power devices

### 8.1. Add Zigbee Green Power (ZGP) devices

Zigbee Green Power (ZGP) is a technology that enables ultra-low power devices like switches and sensors to operate within Zigbee networks ZGP devices are designed to be energy-efficient by only transmitting messages during normal operation.

### 8.2. Add ZGP switches

It is recommended to first add lights to all the groups within a wireless network before adding ZGP switches. Unassigned lights nearby create more BLE traffic, which can cause localizing ZGP devices to take longer. Remember, at least one light must be added to a group or zone before any ZGP devices can be added.



#### Important

ZGP devices must be localized and installed within direct Zigbee range of the groups they will control.

1. Navigate to the appropriate Group, then tap Controls.

<			ি	:
(	<b>Group1</b> Group			
Ligh	its	Controls	Scenes	
Group	o controls			
Ó	Sensors		0	>
	Switches		0	>
Group	behavior			
Light Area N	behavior Ianual On Mar	nual Off		>
Daylig 0 zone	ght sensor ca	alibration		>
High e N/A	end trim			>
	111	$\bigcirc$	<	

- 2. Tap Switches.
- 3. On the Switches screen, tap Add switch.
- 4. Tap the appropriate switch from the list based on the model of switch installed on-site.

<	Add switch	
EU/MET	TAP/Asia region	
	Single rocker switch UID8470/10	>
	Double rocker switch UID8480/10	>
North A	merica region	
	4-Button switch SWS200/SWS0201	>
	Single/double rocker switch UID8465/10	>
	III O <	

5. Follow the add switch process prompted by the app. Be aware that switches have different workflows depending on if they are single or double rocker switches, or if they kinetic or battery-powered. Read each screen and follow the instructions carefully, as all steps must be completed properly to successfully add the switch.

< Add switch
<image/> <section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header>

- 6. Once the switch is joined, type a name for the switch, then tap **Done**. If you are adding a convertible single/dual rocker switch, a screen will appear for you to select the rocker configuration you desire.
- 7. For any 4-button or dual rocker switch joined, the **Configure switch now?** screen will appear. If you tap **Later**, then you will need to edit the switch configuration later if you wish to add scenes to your switch buttons. Single rocker switches cannot be configured further.
- 8. For any 4-button or dual rocker switch joined, if you tap **Configure** on the **Configure switch now?** screen, the **Configure switch** screen appears. Tap on each highlighted button to select the desired scene to assign to each switch button.

×	X Configure switch					
	Single press Hold					
The	buttons on the le	ft are configurable	e.			
	•					
	Breakout	On				
	••	$\bigcirc$				
	Mr 01 off	Off				
		0	<			

9. When either button is tapped to add a scene, the **Select functionality** screen appears. If scenes have already been created, you can select them from the list. Alternatively, tap **Create new scene** to configure a new scene to assign to the switch button (Refer to Create Scenes for more details).

< Select functionality			
Select the single-press function for <b>scene button</b> 1.			
Create new scene			
Breakout area off 🗸 🗸			
Mr 01 off			
On			
Off			
Select			
III O <			

- 10. Tap **Save** to record the changes.
- 11. If you do not assign scenes to your switch now, or you wish to change the configuration later, just navigate back to the **Controls**, then **Switches** screen in the group.
- 12. For the switch you wish to configure, tap the 3-dot-ellipsis beside the switch, then tap **Change configuration**. This will open the **Configure switch** screen where you can assign, change or remove scenes from switch buttons.

### 8.3. Add ZGP sensors

It is recommended to first add lights to all the groups within a wireless network before adding ZGP sensors. Unassigned lights nearby create more BLE traffic, which can cause localizing ZGP devices to take longer. Remember, at least one light must be added to a group or zone before any ZGP devices can be added.



#### Important

ZGP devices must be localized and installed within direct Zigbee range of the groups they will control.

There are two types of battery-powered ZGP sensors:

- 1. ZGP Occupancy sensor:
  - These sensors are used for motion detection only and can detect both major and minor movements.
  - Occupancy sensors do not have the capability for daylight-dependent regulation (DDR).
- 2. ZGP Multi-sensor:
  - A multi-sensor has motion detection like the occupancy sensor, but also includes light level detection for daylight-dependent regulation (DDR), which means it can adjust the lighting level based on the amount of ambient daylight present.
  - Multi-sensors cannot be combined in groups with luminaires with built-in sensors, as the built-in sensors ignore both occupancy and DDR messages from multi-sensors. They can only be combined with luminaires and devices without built-in sensors, such as luminaires with built-in transceivers or wireless drivers, as well as Smart T-LEDs and switch relays.
  - Multi-sensors must be added to zones (sub-groups), as this is where DDR functionality is accomplished. Only one multi-sensor is allowed per zone, to prevent multiple multi-sensors from sending conflicting DDR messages to the same lights within a zone.

### 8.4. Add occupancy sensors

1. Navigate to the appropriate **Group**, then tap **Controls**.

<		ి :
<b>Group1</b> Group		
Lights	Controls	Scenes
Group controls	5	
Sensors		0 >
Switche	s	0 >
Group behavio	or	
Light behavior Area Manual On	Manual Off	>
Daylight senso 0 zone	or calibration	>
High end trim N/A		>
	0	<

- 2. Tap Sensors.
- 3. On the **Sensors** screen, tap **Add sensor**.
- ${\bf 4}$  . Tap the appropriate sensor from the list based on the model of sensor installed on-site.



- 5. Follow the add sensor process prompted by the app. Be aware that sensors have different workflows depending on if they regular or industrial sensors. Read each screen and follow the instructions carefully, as all steps must be completed properly to successfully add the sensor.
- 6. Note that the green LED indicator on the sensor will blink slowly when the commissioning button is pressed (or when the battery strip is first pulled out), then will blink twice quickly when the sensor successfully joins. If the LED indicator blinks red, reset the sensor by pressing and holding the reset button for approximately 8 seconds (you should see both the red and green indicator LEDs on the sensor blink twice), then retry the process.
- 7. Once the sensor is joined, type a name for the sensor, then tap **Done**.



8. The Group Behavior screen appears. On this screen, you can set the group behavior using the options presented. However, this is optional and you may wish to set the group behavior later when you can also modify the behavior parameters. If you wish to set the group behavior later (recommended), or you had already set the group's behavior previously, then tap on the X symbol to close this screen, or else your parameter settings will be overwritten by default values.

×	Group behavior	i		
How do you v this group?	How do you want the sensor(s) to control this group?			
Occupancy sen	sing			
O Turn the	e group on and off			
<ul> <li>Turn the</li> </ul>	e group on/off per luminaire	9		
<ul> <li>Only tur</li> </ul>	n the group off			
Daylight sensing	g			
Go to the 'Contr detailed sensor	Go to the 'Control' tab within the group for more detailed sensor settings			
Save				

### 8.5. Add multi-sensor

Multi-sensor (occupancy + daylight dependent regulation sensor) is required to enable daylight regulation for the lights in a zone (maximum one multi-sensor can be assigned for each zone). Other occupancy-only sensors can be added to the same zone.

 $1\,.\,$  Navigate to the appropriate Group, then tap  $\ensuremath{\textbf{Controls}}.$ 

<		♂ :
Group1 Group		
Lights	Controls	Scenes
Group controls		
Sensors		0 >
Switches	;	0 >
Group behavior	r	
Light behavior Area Manual On N	Manual Off	>
Daylight sensor 0 zone	r calibration	>
High end trim N/A		>
111	0	<

- 2. Tap Sensors.
- 3. On the Sensors screen, tap Add sensor.
- 4. Tap the appropriate sensor from the list based on the model of sensor installed on-site.



- 5. Follow the add sensor process prompted by the app. Be aware that sensors have different workflows depending on if they regular or industrial sensors. Read each screen and follow the instructions carefully, as all steps must be completed properly to successfully add the sensor.
- 6. Note that the green LED indicator on the sensor will blink slowly when the commissioning button is pressed (or when the battery strip is first pulled out), then will blink twice quickly when the sensor successfully joins. If the LED indicator blinks red, reset the sensor by pressing and holding the reset button for approximately 8 seconds (you should see both the red and green indicator LEDs on the sensor blink twice), then retry the process.
- $7\,.$  Once the sensor is joined, type a name for the sensor, then tap  $\ensuremath{\text{Done}}.$



8. The **Group Behavior** screen appears. On this screen, you can set the group behavior using the options presented. However, this is optional and you may wish to set the group behavior later when you can also modify the behavior parameters. If you wish to set the group behavior later (**recommended**), or you had already set the group's behavior previously, then tap on the X symbol to close this screen, or else your parameter settings will be overwritten by default values.

×	Group behavior i
How this	do you want the sensor(s) to control group?
Occu	bancy sensing
0	Turn the group on and off
0	Turn the group on/off per luminaire
0	Only turn the group off
Dayliç	yht sensing
Go to detail	the 'Control' tab within the group for more ed sensor settings
	Save

 $\boldsymbol{9}$  . Select the appropriate zone from the list, then tap  $\boldsymbol{Assign}.$ 

×		Add sensor	
Choose sensor	e the zone Breakout	that will be controlled by this	
Ψ.ε	🌻 x2 🔘	) x0	
		Assign	
		□ <	

10. After the sensor is successfully added to the zone, go to Controls and tap **Deploy Settings**.



11. Perform Daylight sensor calibration.

# 9. Configure group behavior

### 9.1. Configure group behavior

There are three components to group behavior: high end trim, light behavior and daylight sensor calibration. Daylight sensor calibration should only be done after the other group behaviors and scenes have been deployed to the group, so that will be covered in a following section.

### 9.2. High end trim

High end trim is an optional setting that limits the maximum light/power output of a group below its normal maximum. If a high end trim is desired, it is advisable to set it before the light behavior and scene levels are configured because it will proportionally reduce these levels, potentially making them too dim.

1. Navigate to the appropriate Group, then tap Controls.



2. Under the Group behavior section, tap High end trim.

<	н	igh end trim	i
Save en that the	ergy by lim lights in th	iting the maxim e group can rea	um light level ich.
100	% High e	nd trim	-
70%			100%

- 3. Move the slider to achieve the desired reduction in maximum light level or power reduction. The reduction in light level and power is linear to the eye but is exponential in its actual reduction (Refer to Highend Trim for more details).
- 4. Tap the < chevron to navigate back to the group **Controls** screen.
- ${\bf 5}$  . Go back to the  ${\bf Controls}$  tab and deploy the changes.

### 9.3. Light behavior - Configure the template

Light behavior templates enable different group responses to occupancy, vacancy and light level DDR. After selecting a light behavior template, parameters can be adjusted to tailor the light behavior according to the needs.

1. Navigate to the appropriate Group, then tap **Controls**.

<		ै :
<b>Group1</b> Group		
Lights	Controls	Scenes
Group controls	S	
Sensors		0 >
Switche	s	0 >
Group behavio	or	
Light behavior Area Manual On	Manual Off	>
Daylight senso 0 zone	or calibration	>
High end trim N/A		>
	Ο	<

- $2\,.$  Under the  $\ensuremath{\text{Group behavior}}$  section, tap  $\ensuremath{\text{Light behavior}}$  .
- 3. Select the appropriate light behavior template based on your desired group response to occupancy, vacancy and DDR (Refer to Behavior Templates for more details).



4. Tap the **Pen** icon beside the selected template to configure the corresponding light level and time delay parameters (Refer to Behavior Templates for more details).

C Edit parameters			う	
Light level 100% 50% 0 $x^{-1}$ Presence $x^{-1}$ Hold time Prolong <b>in Task level</b>	P	-• i		
	:•:	100	%	
Hold time Switch to background level after	٩	10	min	
Task level is activated when motion is detected or lights are manually switched on.				
\ੁ_ਾ Background level				
	: <b></b> .	20	%	
Prolong time Switch to vacant level after	٩	0	min	
Background level is a dimmed light l	evel u	sed		
III O	<			

5. Tap the < chevron to navigate back to the group **Controls** screen.

# 9.4. Light behavior - Daylight regulation minimum light level

For "...with DDR" light behavior templates that include daylight regulation, you can adjust the minimum dimming level the lights in calibrated DDR zones will regulate to by selecting between Dim to 20% (default), Dim to 5% and \*Dim to off (0%).



#### Important

You can only see the options of **Dim to 5% and Dim to off (0%)** when a gateway is assigned to the network and the project has been updated so that the gateway, Interact ready luminaires and devices have the required firmware version to support these features.

- 1. Navigate to the appropriate Group, then tap Controls.
- 2. Under the Group behavior section, tap Light behavior.
- 3. Tap the Pen icon beside the selected "...with DDR" template.

Scroll down and under the **Daylight regulation** in zone section, then tap **Minimum light level**.

			う
Hold time Switch to background level after	C	10	min
Task level is activated when motion lights are manually switched on.	is det	ected	or
End Background level			
	:0:	0	%
Prolong time Switch to vacant level after	٩	0	min
Background level is a dimmed light l when no occupancy is detected.	evel u	sed	
<sup>l_⊥</sup> ₀ Vacant level			
	:ē:	0	%
Vacant level is the dimmed or off level used when no occupancy is detected after a defined time.			
no occupancy is the dimmed of off lev no occupancy is detected after a def	el use îned t	ime.	en
Daylight regulation in zone	fined t	ime.	en
Daylight regulation in zone     Minimum light level     Dim to 20% (default)	el use îned t	ime.	en >
Daylight regulation in zone Minimum light level Dim to 20% (default) A It works after the lights are calibration of the contract of the cont	orated	ed wh ime.	en >

- 5. Select your minimum light level option.
- 6. Tap the < chevron to navigate back to the group **Controls** screen.

### 9.5. Light behavior - Outdoor parking daylight override

For "...with DDR" light behavior templates that include daylight regulation, you can enable the **Outdoor parking daylight override** function when you are using outdoor parking sensors in a zone. This enables sensors to override their respective luminaire behavior to turn off and stay off when the ambient light level is above a factory calibrated preset, preventing outdoor parking lights from "day burning". No daylight sensor calibration is required when this option is selected.



#### Important

To enable Outdoor parking daylight override, you must be using Outdoor parking sensors in a zone.

1. Navigate to the appropriate Group, then tap Controls.

Under the Group behavior section, tap Light behavior.

- 3 . Tap the  $\ensuremath{\text{Pen}}$  icon beside the selected "...with DDR" template.
- 4. Scroll down and under the Daylight regulation in zone section, then tap Minimum light level.
- 5. Tap Outdoor parking daylight override.

K Minimum light level			
Dim to 20% (default) Allow lights to dim to 20% if the natural light O level is equal to or above the task level.			
Outdoor parking daylight override Allow lights to switch to 0% and disable occupancy detection if the natural light level is equal to or above the threshold. If the natural light is lower than the threshold, lights switch on or off based on occupancy.			
Switch off when it gets light			
Later			
Switch on when it gets dark			
Earlier Default Later			
<u>_!</u>			
Each light with a light sensor switches off independently. This is at times seen as a visual lack of uniformity.			
Daylight regulation only works on the task level. To prevent the lights from turning on			

6. The Switch off when it gets light and the Switch on when it gets dark sensitivity settings appear.

Outdoor parking daylig Allow lights to switch to 0 occupancy detection if th level is equal to or above If the natural light is lowe threshold, lights switch or on occupancy.	0	
Switch off when it gets	light	₹. Later
Switch on when it gets	dark Default	Later

- Switch off when it gets light: This parameter sets the light level threshold at which the sensor will switch off the lights in the morning. Always use the default value as a starting point. If the lights are switching off too late or too early, slightly adjust the slider to the opposite direction. For example, if lights are switching off too early in the morning, move the slider to the "Later" side and check again.
- Switch on when it gets dark: This parameter sets the light level threshold at which the sensor will switch on the lights in the evening, or possibly during dark, stormy days. Always use the default value as a starting point. If the lights are switching on too late or too early, slightly adjust the slider to the opposite direction. For example, if lights are switching on too late in the evening, move the slider to the "Earlier" side and check again.
- 7. Tap the < chevron to navigate back to the group **Controls** screen.

### 9.6. Sensor info - occupancy sensing

Lights with built-in sensors and standalone mains powered sensors can have their occupancy detection individually enabled or disabled once they are added to a group. If a sensor in a room is too close to a door or HVAC vent for example, its occupancy sensing can be disabled to avoid nuisance motion triggering from passing motion or HVAC systems.

Occupancy sensing settings are not supported by ZGP battery-powered sensors, as they cannot have their occupancy sensing disabled if added to a group.

#### Important

All built-in or mains powered sensors in a group must have the minimum firmware level to support this function. If the minimum firmware version is not met by all sensors in a group, the occupancy sensing per sensor option will be disabled. The firmware of the sensors can be updated by adding gateways and running a project update (Refer to Project Updates for more details), or by updating the sensor(s) using the BLE OTAupdate function.

1. Navigate to the appropriate Group. The Lights screen is shown by default.

To adjust occupancy sensing settings for lights with built-in sensors from the **Lights** screen, tap the **Info** icon beside the light to load the **Light info** screen. Scroll down to the Occupancy sensing section, then tap to toggle the light's **occupancy sensing** on or off accordingly.

Tip: Tap the light icons to blink each light if you are not sure which light you need to adjust.

- To adjust occupancy sensing settings for mains powered sensors, or as an alternative way to adjust occupancy settings for built-in sensors, tap Controls, then tap Sensors in the Group controls section. Sensors will be listed by the types that are installed in the group under three sections: Battery powered (occupancy sensing settings not supported), Mains powered, Integrated sensor luminaires.
- For mains powered sensors, tap the chevron beside the desired sensor to load the Sensor info screen. Scroll down to the Occupancy sensing section, then tap to toggle the sensor's occupancy sensing on or off accordingly.

Tip:Tap the sensor icons to blink each sensor's LED indicator if you are not sure which sensor you need to adjust.

• For built-in sensors, tap the **Info** icon beside the desired sensor to load the **Sensor info** screen. Scroll down to the **Occupancy sensing** section, then tap to toggle the sensor's occupancy sensing on or off accordingly.

Tip: tap the light icons to blink each built-in sensor if you are not sure which sensor you need to adjust.

### 9.7. Sensor info - occupancy sensing sensitivity

Lights with built-in sensors and standalone mains powered sensors can have their occupancy detection sensitivity adjusted individually once they are added to a group. If a sensor is in an office where the occupant sits still for prolonged periods for example, it may be desirable to increase the sensitivity to reduce nuisance timeouts. Occupancy sensing sensitivity settings are not supported by ZGP battery-powered sensors (they cannot have their occupancy sensing disabled if added to a group).

#### Important

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Only **SC200** built-in sensors and mains powered sensors (MPS) support sensitivity adjustment. Older SNS210 IA built-in sensor models do not support this function. All sensors in a group must have the minimum firmware level to support this function. If the minimum firmware version is not met by all sensors in a group, the occupancy sensing sensitivity per sensor option will be disabled. The firmware of the sensors can be updated by adding gateways and running a project update (Refer to Project Updates for more details), or by updating the sensor(s) using the BLE OTA update function.

- 1. Navigate to the appropriate Group. The **Lights** screen is shown by default.
- 2. To adjust occupancy sensing sensitivity settings for lights with SC200 built-in sensors from the Lights screen, tap the Info icon beside the light to load the Light info screen. Scroll down to the Occupancy sensing section, then tap the Sensitivity option and choose either High, Medium (default) or Low.

Tip: Tap the light icons to blink each light if you are not sure which light you need to adjust.

1. To adjust occupancy sensing settings for mains powered sensors, or as an alternative way to adjust occupancy settings for SC200 built-in sensors, tap **Controls**, then tap **Sensors** in the **Group controls** 

section. Sensors will be listed by the types that are installed in the group under three sections: **Battery powered** (occupancy sensing settings not supported), **Mains powered**, **Integrated sensor luminaires**.

• For mains powered sensors, tap the chevron beside the desired sensor to load the **Sensor info** screen. Scroll down to the **Occupancy sensing** section, then tap the **Sensitivity** option and choose between **High**, **Medium** (default) and Low.

**Tip**: Tap the sensor icons to blink each sensor's LED indicator if you are not sure which sensor you need to adjust.

• For built-in sensors, tap the **Info** icon beside the desired sensor to load the **Sensor info** screen. Scroll down to the **Occupancy sensing** section, then tap the Sensitivity option and choose between High, Medium (default) or Low.

Tip: Tap the light icons to blink each built-in sensor if you are not sure which sensor you need to adjust.

#### Note

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Changing the sensitivity of a battery-powered ZGP sensor is not possible via the app. You can change the sensitivity of a ZGP sensor by rotating the sensitivity knob that can be found at the back of the sensor.

### 9.8. Sensor info - daylight sensing

Lights with built-in sensors and standalone mains powered sensors can have their daylight sensing detection for Daylight Dependent Regulation (DDR) individually enabled or disabled once they are added to a zone in a group. Sensors not added to zones will have their daylight sensing option fixed as disabled. Daylight sensing settings are not supported by ZGP battery-powered multi-sensors. Do not use ZGP multi-sensors in the same zone with built-in and/or mains powered sensors.

- When daylight sensing is enabled in a sensor, it will DDR based on its own light level detection, independently from other sensors in the zone.
- When daylight sensing is disabled in a sensor, the sensor will follow the **Zone master** for DDR, which is another sensor in the same zone that is selected to be the daylight reference for:

```
All other built-in or mains powered sensors in the zone with their daylight sensing option disabledAny lights in the zone without a built-in sensor.
```

#### Important

Т

All built-in or mains powered sensors in a group must have the minimum firmware level to support this function. If the minimum firmware version is not met by all sensors in a group, the daylight sensing per sensor option will be disabled. The firmware of the sensors can be updated by adding gateways and running a project update (Refer to Project Updates for more details), or by updating the sensor(s) using the BLE OTA update function.

- 1. Navigate to the appropriate Group. The Lights screen is shown by default.
- 2. Tap the appropriate **Zone** where you wish to configure daylight sensing settings.

To adjust daylight sensing settings for lights with built-in sensors from the **Zone** screen, tap the **Info** icon beside the light to load the **Light info** screen. Scroll down to the **Daylight sensing** section, then tap to toggle the light's daylight sensing on or off accordingly.

Tip: Tap the light icons to blink each light if you are not sure which light you need to adjust.

- To adjust daylight sensing settings for mains powered sensors, or as an alternative way to adjust daylight settings for built-in sensors, tap Controls, then tap Sensors in the Group controls section. Sensors will be listed by the types that are installed in the group under three sections: Battery powered (daylight sensing settings not supported), Mains powered, Integrated sensor luminaires.
  - For mains powered sensors, tap the chevron beside the desired sensor to load the **Sensor info** screen. Scroll down to the **Daylight sensing** section, then tap to toggle the light's daylight sensing on or off accordingly.

**Tip**: Tap the sensor icons to blink each sensor's LED indicator if you are not sure which sensor you need to adjust.

• For built-in sensors, tap the **Info** icon beside the desired sensor to load the **Sensor info** screen. Scroll down to the **Daylight sensing** section, then tap to toggle the light's daylight sensing on or off accordingly.

Tip: Tap the light icons to blink each built-in sensor if you are not sure which sensor you need to adjust.

### 9.9. Sensor info - daylight sensing zone master

Lights with built-in sensors and standalone mains powered sensors can be chosen as a zone master once they are added to a zone in a group and their daylight sensing option is enabled. Zone master settings are not supported by ZGP battery-powered multi-sensors. Do not use ZGP multi-sensors in the same zone with built-in and/or mains powered sensors.

- When daylight sensing is enabled in a sensor, it will DDR based on its own light level detection, independently from other sensors in the zone.
- When a sensor is additionally enabled as the **Zone master** for DDR, that sensor becomes the daylight reference for:

 ${\rm o}~$  All other built-in or mains powered sensors in the zone with their daylight sensing option disabled

o Any lights in the zone without a built-in sensor

- There can only be one zone master sensor per zone. Enabling a sensor as a Zone master will automatically disable any other sensor that was previously set as the zone master.
- When there are lights in the zone without a built-in sensor, a zone master must be enabled for these lights to respond to DDR.

#### Important



All built-in or mains powered sensors in a group must have the minimum firmware level to support this function. If the minimum firmware version is not met by all sensors in a group, the daylight sensing zone master per sensor option will be disabled. The firmware of sensors can be updated by adding gateways and running a project update (Refer to Project Updates for more details), or by updating the sensor(s) using the BLE OTA update function.

- 1. Navigate to the appropriate Group. The **Lights** screen is shown by default.
- 2. Tap the appropriate **Zone** where you wish to configure daylight sensing zone master settings.
- 3. To adjust daylight sensing zone master settings for lights with built-in sensors from the **Zone** screen, tap the **Info** icon beside the light to load the **Light info** screen. Scroll down to the **Daylight sensing** section, then tap to toggle the light's zone master setting on or off accordingly.

Tip: Tap the light icons to blink each light if you are not sure which light you need to adjust.

- To adjust daylight sensing zone master settings for mains powered sensors, or as an alternative way to adjust zone master settings for built-in sensors, tap Controls, then tap Sensors in the Group controls section. Sensors will be listed by the types that are installed in the group under three sections: Battery powered (daylight sensing settings not supported), Mains powered, Integrated sensor luminaires.
  - For mains powered sensors, tap the chevron beside the desired sensor to load the **Sensor info** screen. Scroll down to the **Daylight sensing** section, then tap to toggle the light's zone master setting on or off accordingly.

**Tip**: Tap the sensor icons to blink each sensor's LED indicator if you are not sure which sensor you need to adjust.

• For built-in sensors, tap the **Info** icon beside the desired sensor to load the **Sensor info** screen. Scroll down to the **Daylight sensing** section, then tap to toggle the light's zone master setting on or off accordingly.

Tip: tap the light icons to blink each built-in sensor if you are not sure which sensor you need to adjust.

# 10. Create scenes

Different lighting atmospheres for various activities can be created by using scenes. Scenes can be called using:

- 4-button ZGP switches. Scenes can be assigned to 2 of the 4 buttons for manual recall by users in the group. You can optionally create scenes and assign them to ZGP switch buttons as you are adding the switch to your group.
- Schedules, when a gateway is assigned to the wireless network.
- The light control function in the app.



#### Note

App light control can be used by an expert when in Bluetooth range, if no gateway is assigned to the wireless network. When gateway is assigned, it can be used by experts and users who have been granted access to the group from anywhere.



#### Note

Web portal light control can be used used by experts and users who have been granted access to the group from anywhere when gateway is assigned to the wireless network.

Follow the below steps:

- 1. Navigate to the appropriate Group, then tap Scenes.
- 2. Tap Create scene.



3. Type a name for the scene and choose the brightness and color temperature (if tunable white lights are added to the group) manually, using the sliders or numeric input fields. Note that lights in the group that are not in zones are individually adjustable, while lights in zones are only adjustable per zone. Once your light levels and color temperature are as desired, tap Create.

<	Cr	eate new scen	e		
Scene Scene	name 100				
Mas	ter control	(full group)			
-		0	:•:	100	%
Ligh	ts in group	)			
Ţ	Light with 82	SC200 sensor -			C
-		0	;0;	100	%
		Create			
		Create			
		Ο	<	<	

4. If you didn't create your scenes as you added your ZGP switches, you should assign them now before you deploy your group settings. Refer to ZGP Switches for details on changing ZGP switch configuration.
# 11. Deploy settings

Before deploying settings, make sure that all steps to set up the group are completed. This includes:

- Adding all lights, sensors and switches to the group
- Configuring the desired group behavior (high end trim, light behavior)
- Creating scenes and assigning them to switches if required

The only exception is that Daylight sensor calibration should be done after you deploy settings to the group. If the wireless network will not have a gateway assigned, then deployment is done from the Interact Pro app directly to the lights using Bluetooth Low Energy (BLE). The app establishes a BLE connection with a single device that acts as a BLE to Zigbee gateway, allowing the group behavior to be deployed through this device to all devices in the target group. For best results when deploying to groups:

- Go to the group location first with your mobile phone before you deploy. This will minimize the amount of Zigbee hops (delay) required for the phone to reach the target lights. It is possible to deploy settings to any group in a wireless network so long as the phone is in BLE range of any light in that network, but being as close as possible to the target group is recommended.
- While you are deploying group settings, do not walk away or let the app go to the background. The phone must maintain the BLE connection with the gateway device until the group settings are completely deployed.

If the wireless network will have a gateway assigned, it is not a requirement to deploy group settings before adding your gateways. Running a project update after your gateways are added will do this automatically for all groups in wireless networks with gateways, as part of updating the project settings. You don't have to be on-site or keep the app active once the update is started for this to happen. Not deploying before you add your gateway(s) will save you approximately one minute of time per light.

- 1. Navigate to the appropriate Group, then tap Controls.
- 2. Tap **Deploy settings**. Deployment begins.

	Group		
Ligł	nts	Controls •	Scenes
6	There are ur	ndeployed change	s.
Grou	p controls		
Ó	Sensors		11 >
	Switches		0 >
Grou	p behavior		
Light Area A	behavior Auto On Auto	Off	>
Dayli 0 zone	ght sensor	calibration	>
High 100%	end trim		>
	D	eploy settings	
		Ο	<

 $\boldsymbol{3}$  . The app shows you the progress of the deployment.



4. On successful completion of deployment, a green tick mark with a message **Deployed** is seen. Once the deployment is successful, the lights will begin to operate as per the configured light behavior.

Group		
	Controls	
Group controls		
		)
	Deployed	
1 zone	calibration	>
High end trim 86%		>
	0	<

### 12. Zone Master

Devices that are equipped with daylight sensors can be designated as the Zone Master. All other devices in the same zone will follow the Zone Master.

If an integrated sensor such as SC200 or SNH210 has the DDR option enabled, it will regulate using its own daylight sensor and will ignore the Zone Master. To allow devices with integrated sensors to be controlled by the Zone Master, disable the daylight sensing option.

Battery-powered multi-sensors (ZGP) will always be configured as the Zone Master.



#### Note

To use Zone Master, devices must have or be updated to firmware version v.7.4.10 or higher. In case the lights are not updated yet, the feature will be greyed-out on the app.

### 12.1. Configure Zone Master

- 1. Navigate to the desired group and select a zone, note that luminaires assigned directly to the group cannot be enabled as Zone Master.
- 2. Click on the (i) of the luminaire to be configured as Zone Master.

<	Light info	Blink
01102		
Proc Philip	<b>luct model</b> ps RC461B	
Occ	upancy sensing	
Ť	Occupancy sensing	D
Dayl	light sensing	
B.	Daylight sensing	D
≝	Zone master	D
Setti lights	ng a light as the zone master causes o s in the zone to follow its light level.	other
	Fetch latest device info	
	Unassign from group	
Troubl	eshoot	Delete

- 3. Scroll down and enable the radio button Zone Master. A crown icon is seen next to the luminaire or sensor, indicating it is now the Zone Master.
- 4. For other luminaires with built-in sensors on the Zone, make sure Daylight sensing is disabled in order to follow the area master, if daylight is kept enabled, each luminaire will independently regulate daylight using its own sensor.

<	ි් Window <sup>zone</sup>
Lig	nts in zone Window
	Add lights
	Move lights from group
	Powerbalance recesse 📗 📺 🚺
	Powerbalance recessed - 04C5 (
	Test

- 5. Go back to the group level and re-deploy the settings.
- 6. Go to the Controls Tab and perform a Daylight sensor calibration for the Zone.

## 13. Disable/Enable occupancy sensing

Occupancy sensing can be disabled for individual occupancy sensors lights with integrated sensors. This is particularly useful if a luminaire is falsely triggering motion and keeping the area on while there is no occupancy, for example due to proximity with hot air causing false triggers.

- 1. Navigate to the desired group/zone where the sensor/luminaire is located and click on the (i) of the luminaire to be configured.
- 2. Click on the Occupancy sensing radio button to enable/disable the setting.



3. Click on trouble shoot to deploy the settings for that light or go back to the group and deploy settings.



#### Note

Make sure at least 1 sensor is enabled with occupancy sensing to guarantee Auto On Auto Off behaviour.

# 14. Daylight sensor calibration

Daylight sensor calibration should only be done after group settings are deployed. It is important to note the environmental requirements that should be present for the calibration to result in accurate and effective Daylight Dependent Regulation (DDR):

- Daylight sensor calibration should always be done when ambient light entering the group through windows, skylights, etc. is minimized. This means that calibration should take place at night, or when any source of ambient light can be completely blocked using blackout shades, window coverings, etc.
- Daylight sensor calibration of a zone takes approximately six minutes. Multiple zones can be calibrated in
  parallel if the lights in each zone being calibrated do not influence each other (like in separate rooms with
  walls in between each group). If lights in different zones will influence each other during calibration
  (groups with multiple daylight zones or in open areas where zones from different groups must be
  calibrated), then the zones should be calibrated one after the other.
- To calibrate the zone to a specific lux level setpoint, a lux meter is required to measure the light level during the calibration process which is guided by the daylight sensor calibration workflow in the app.

Follow the below steps:

1. Navigate to Controls, then tap Daylight sensor calibration.

<			ି	:
	<b>Group1</b> Group			
Ligh	nts	Controls	Scenes	
Group	o controls			
Ø	Sensors		0 3	>
	Switches		0 3	>
Group	o behavior			
Light Area N	behavior ⁄Ianual On N	Ianual Off	:	>
Daylig 0 zone	ght sensor	calibration	:	>
High N/A	end trim		:	>
		$\bigcirc$	<	

2. Tap the zone you want to calibrate.





- $3\,.\,$  Carefully read the Preparing for calibration screens, then tap  ${\rm Got}\, {\rm it}.$
- 4. Adjust the default level to the required set point (here is where you will require a lux meter if the project requires DDR to target a specific lux set point), then tap **Calibrate**. The calibration process takes about six minutes and can run in the background. Do not control the lights during these six minutes. If you have set the hold-time to 5 minutes, make sure to trigger motion by walking by, to avoid the lights to go to background level during the calibration.

<	Dayligh	t sensor calibrati	on 🚺
	S	et the light level	
		÷: 1 %	
		Calibrate	
	111	$\bigcirc$	<

#### 5. Tap **Continue** to exit.

Repeat these steps for all the zones that require Daylight Dependent Regulation in the project.

# 15. Syncing and unlocking wireless networks

When an expert enters a wireless network without a gateway from the **Setup** screen using the Interact Pro app, the network becomes locked to the mobile phone and the key to unlock it is stored in the phone's local app data. No other experts, even the same expert with a different phone, may enter the network while it is locked to the phone. While working inside a network, all configuration data about the luminaires and devices added to the network is also stored in the local app data. Any time work is completed or paused within the network, it must be synced and unlocked to sync the latest configuration data with the cloud and to allow other experts to enter the network.

#### Important

1

If a network is left locked on a mobile phone and the Interact Pro app is deleted, reinstalled, the local app data is erased, or the phone is lost or damaged beyond repair, the network cannot be unlocked (the key will be lost)! To access the devices again, the whole network will need to be reset using BLE, deleted, then re-commissioned. Always sync and unlock wireless networks when work is completed or paused to avoid this.

Once the app enters a wireless network, commissioning work can optionally be done while the phone is "offline" (has no internet connection). However, to sync and unlock a wireless network, the mobile phone must have an internet connection. To sync and unlock a wireless network:

- 1. Navigate out of the **Network** screen by tapping the < chevron. Leaving the network will automatically sync and unlock the network and bring you to the **Setup** screen.
- 2. If you have forgotten to sync and unlock a network, the app will automatically sync and unlock any networks locked to the phone the next time you log in to the app. Never delete or re-install the app without first logging in to ensure all networks are synced and unlocked!
- 3. You may optionally sync your wireless network while working within it without unlocking and exiting the network. In any Group screen, a sync icon is displayed in the top right corner of the screen. Any time there is unsynced data in the network, an orange dot will be displayed on the icon. Tap the Sync icon to synchronize the network data with the cloud.

## 16. Add gateway

It is recommended to complete as much commissioning in a wireless network as possible before adding a gateway to the network. This includes:

- Adding all lights, sensors and switches to the wireless network
- Configuring all desired group behavior (high end trim, light behavior)
- Creating scenes and assigning them to switches if required

Deploying settings does not need to be done before adding the gateway since this is done automatically during a project update. Daylight sensor calibration should only be done **after** group settings are deployed. After a gateway is added to a network, the app now communicates to the lights through the cloud, then the gateway (with the exception of blinking and adding lights directly via BLE). This increases the time it takes in the app to add ZGP switches and sensors and to deploy settings to groups.

- 1. The gateway can be added to a wireless network either from the **Setup** screen where the wireless networks in the project are listed, or from within a wireless network from the **Network** screen.
- 2. To add a gateway from the project **Setup** screen, swipe left on the appropriate network, tap the 3-dotellipsis, then tap **Assign gateway**.
- 3. To add a gateway from the **Network** screen, tap the appropriate network from the project **Setup** screen, then tap the **Gateway** tile on the top left of the screen to open the **Gateway** info screen. On the top right of the screen, tap the three-dot-ellipsis, then tap **Add gateway**.



4. In both cases, the app will open the phone's camera. Scan the QR code on the front or back of the gateway. Alternatively, on the QR code screen, you may tap Or introduce the MAC code and enter the MAC address printed on the QR code sticker on the back of the gateway manually, then tap Connect. If you are having trouble finding the MAC address of the gateway when entering it manually, just tap Where to find the MAC address? and the app will show you where to look.



×	Add gateway	
Enter the MAC	address on the gateway	
MAC address		
00-00-00-00-	00-00-00	
Where	e to find the MAC addres	s?
E	Scan the QR code	
	0 <	

## 17. Project updates using the portal

Project updates allow the smart lighting system to enable new system features and functionalities as they become available. Project updates are important to complete once commissioning is completed, as well as after commissioning when new updates become available, to ensure that the smart lighting system stays up to date with the latest features, functionalities, security updates and bug fixes. Project updates:

- Update firmware to the latest available version. This can be gateway firmware only, light firmware, or both.
- Update device project settings and groups to the latest available version. This will migrate each light and group's configuration settings to enable support for the latest features and functionalities of the system.

Project updates require all lights added to the project to be reachable during the update. Lights that are offline or are unreachable over Zigbee during an update via a gateway will result in a failure to fully update the project. To prepare an Interact Pro project for a successful update, follow these tips **before** initiating a project update:

- Force delete (remove) non-existing lights: Use the app to force delete any lights that no longer exist in the project. This includes lights that have been replaced, moved, or factory reset.
- Check for unassigned lights: Ensure that all lights are assigned to the appropriate group. Unassigned lights can cause issues with updating project settings. Check the Lights tile in each Network page in the project and ensure there are zero unassigned lights. If there are unassigned lights found, either assign them to the appropriate group, or delete them from the project.
- **Power cycle all lights**: Turn off power for at least 10 seconds, then re-energize the lights. After a power cycle, make sure all lights are energized and remain so during the project update process. Avoid any interruptions such as circuit breakers being turned off or existing systems cutting power to the lights.
- **Power cycle all gateways**: Turn off power for at least 10 seconds, then re-energize the gateways. After a power cycle, wait at least 5 minutes for all gateways to boot up before checking gateway status. Ensure the gateways stay energized and have a stable internet connection during the project update process. Ensure each gateway is physically installed within range of at least two lights in the wireless network that it needs to update.
- Check gateway status: Gateway connection status can be confirmed using the Interact Pro web portal or app: o Using the portal: Navigate to the project and click the Installation setup page from the side panel. Check that all wireless networks with gateways have a 'Connected' gateway status. o Using the app: Navigate to the project Setup screen, then enter each network with a gateway one by one. In the Network screen, tap the Gateway tile. Each gateway should report a 'Connected' status.
- Limit interference: Reduce or eliminate sources of interference, such as other 2.4GHz devices (Bluetooth, ZigBee, Wifi, microwave oven...), to ensure smooth communication during the update.
- Handle new devices with low firmware versions: If new lights with a very low firmware version are added to the system, delete them before performing the update on devices with higher versions. Add them back after the update and update them again.

By following these steps, you can improve the likelihood of a successful project update process.

Project updates can be initiated using the Interact Pro web portal or app.

### 17.1. To initiate a project update using the web portal:

- 1. Navigate to the appropriate project, then click the **Project updates** icon from the side panel. If a project update is available, the **New update available for this project** page is displayed.
- 2. Click **Update now** to initiate the project update. Click **Update later** if you would like to view more details first.

int	eract Projects All updates			8 · 🕼 ·
	Project updates			Update all
ht				
111	Settings			
曲	Project settings	New update available for this project		i Not updated
	Lights	One or more devices need a firmware update in order to have the best performance for the system.		
*	SC200	This update can take <b>up to 4 hours</b> . At the end of the upgrade, the affected lights may go off for <b>more than 20 seconds</b> .	Version 7.3.15	i Not updated
<b>9</b> ?	SC100	Configuring and manually controlling the lights is not possible with the Interact Pro app during this update.	Version 7.3.15	Updated
•	SNS210IA	Make sure the gateway and lights are <b>powered</b> .	Version 7.3.10	Updated
	Wireless luminaire G2	Warning: The <b>Project update</b> screen may show 0% progress for about 10 minutes	Version 7.3.10	Updated
	SNH210IA	arter updating another category.	Version 7.3.10	Updated
0		Update later Update now		

3. If you closed the **New update available for this project** page and wish to start a project update, click **Update all** on the top right to start the project update.

### 17.2. To initiate a project update using the app:

- 1. Navigate to the appropriate project, then tap **Project updates** from the main project screen.
- 2. If a project update is available, the **New update available for this project** screen is displayed.
- 3. Tap **Update now** to initiate the project update. Tap Remind me later if you would like to view more details first.
- 4. If you closed the **New update available for this project** page and wish to start a project update, tap **Update** on the **Project updates** screen to start the project update.

# 18. Update lights using mobile app

The firmware version of the luminaires and sensors can now be easily updated via the mobile app and Bluetooth connection, eliminating the need for a gateway.



#### Important

Firmware updates via the mobile app (Bluethoot) are optional. Updating devices is only needed when the latest features or bug fixes are not available with the current version.

Updates can be carried out for either the complete group or for a single device, with each device requiring approximately 10 minutes for the update process.



#### Important

It is crucial to ensure that during the update, the phone remains within close proximity to the devices being updated, with the app open and the screen active. If the app is closed, the update process may be interrupted. Only the last device being updated will need to be restarted after an interruption.

### 18.1. Update firmware for a single device

1. Go to Setup, select a network, select a group, on the Lights tab, tap on the information (i) icon next to the device to be updated.

<	<b>Meetin</b> Group	g room 1.23	ি •∶
Lig	hts	Controls	Scenes
Ligh	ts in group	o Meeting room	1.23
		Add lights	
	Powerba	lance recessed	- 041B 🚺
	Powerba	lance recessed	-041D 🚺
	Powerba	lance recessed	- 0421 🚺
Zon	es (sub-gr	oup)	
		Create zone	
	Window 2 lights, 2	sensors	>
Reboo	ot lights		Test

 $2\,.\,$  Scroll down to the bottom of the screen and tap on  $\ensuremath{\textbf{Update firmware}}.$ 

۲ Light info	Blink
Philips RC461B	
Occupancy sensing	
💸 Occupancy sensing	
Daylight sensing	
Daylight sensing	
Daylight regulation doesn't work until an zone master is assigned or it is enabled for this luminaire.	or
Update firmware	
Fetch latest device info	
Move to	
Unassign from group	
Troubleshoot De	lete

### 18.2. Update lights for a group

1. Go to setup, chose the desired network and group, tap on the three dots, then tap on Update lights.

K Meeting r Group		j room 1.:	Reboot lights	
			Update ligh	its 🗕
Lig	hts	Controls	Sce	enes
Ligh	ts in group	Meeting r	oom 1.23	
		Add lights	S	
	Powerba	lance reces	sed - 041B	0
	Powerba	lance reces	sed - 041D	6
	Powerba	lance reces	sed - 0421	0
Zone	es (sub-gr	oup)		
		Create zor	ne	
:	Window 2 lights, 2	sensors		>
Reboot lights Test				

 The app starts scanning for lights in the group withing Bluetooth range (within a maximum radius of 10-15m from your phone).



3. Select the lights to be updated. If the lights show a green dot, they are within reach or a red dot if they are not. Only lights with available updates can be selected.

×	Update lights Meeting room 1.23	
T		Select all
Se sig	elect lights to update. The colour indica gnal strength. Pull down the list to refr possible to update in steps.	ates the esh. It
5	Powerbalance recessed - 041B 7.1.0 to 7.4.9	
5	Powerbalance recessed - 0422 7.1.0 to 7.4.9	
5	Powerbalance recessed - 041D 7.1.0 to 7.4.9	
5	Powerbalance recessed - 0421 6.6.13 to 7.4.9	
5	Powerbalance recessed - 04C5 7.1.0 to 7.4.9	

4. After selecting the lights within range, tap on Update, note that it takes approximately 10 minutes for completing the update of each light.



5. If the update fails, then an error message will be displayed on your screen showing which luminaires failed, make sure the devices are energized and respond to a blink before re-trying again to maximize the chance.

×	Update lights Meeting room 1.23				
T		Select all			
Select lights to update. The colour indicates the signal strength. Pull down the list to refresh. It is possible to update in steps.					
5	Powerbalance recessed - 041D 7.1.0 to 7.4.9				
5	Powerbalance recessed - 0421 6.6.13 to 7.4.9				
5	Powerbalance recessed - 04C5 7.1.0 to 7.4.9				
5	Powerbalance recessed - 041B 7.4.9(up-to-date)				
5	Powerbalance recessed - 0422 7.4.9(up-to-date)				

6. If the lights are successfully updated, a message stating **up-to-date** appears next to the light in your app.



== Demand response

Demand response is a feature only available in the Interact Pro web portal that temporarily reduces the maximum allowable amount of power that the lighting system uses. Demand response operates at the project level for all wireless networks with gateways. It acts as a temporary high end trim for the entire project. Local controls and automatic operation continue to work normally during demand response, except that the maximum power output of the system is limited by the set demand response level. For example, a'Level 2' demand response level reduces the maximum power output of the entire project by 20%. It is important to note that this is a true power output reduction in watts, not a "linear to eye" light level reduction. There are two types of demand response that can be used: **Manual demand response** and **Automated demand response**.

#### 18.3. To initiate Manual demand response:

- 1. Navigate to the project and click the **Demand response** icon from the side panel.
- 2. Select the **Energy reduction level**. This is the % reduction in energy that will be applied to the entire project.

Select the Active time for which demand response will be enabled

4. Click **Activate**. Demand response begins immediately and a timer starts on the page with an **Active** status in green color showing the remaining time.

	eract Projects	All updates				
Ħ	Demand response					
Ш	Current setting: No	reduction				
†‡†	Manual deman	l response				
箘	Energy reducti The observe law	on level	tracted from the current light	t laval		
0	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
2	No reduction	10%	20%	30%	50%	lights off
÷:	Active time					
-			•			
0						Activate

#### 18.4. To enable Automated demand response:

Automatic demand response is a feature typically used in the America's. A single ADR gateway is required for the project, in addition to the wireless network gateway(s). Under normal operating circumstances, the ADR gateway is de-energized (powered off) by an ADR "Virtual End Node" (VEN) device, such as an "EISS Box", that interprets OpenADR signals from the local power utility company. During periods of peak demand, the utility company sends a signal to VEN devices to initiate automated demand response. The ADR gateway will ultimately be connected to a relay output of a VEN such that during "normal" periods, the ADR gateway is powered off. During demand response events, the VEN switches its relay output, turning the ADR gateway on. When energized, the ADR gateway applies a default 'Level 2' 20% power reduction across the entire project.

#### Important

1

Once the ADR gateway is added to a project, it will need to be updated to the latest firmware. This is done by running a project update. During the update process, the ADR gateway must remain powered and connected to the internet.

- The ADR gateway must be powered and connected (all three LED indicators on the gateway must be solid blue) before it can be added to the project. Therefore, it is recommended to first add, then update the gateway while it is connected to an un-switched power source before it gets connected to the VEN relay output.
- 2. Navigate to the project and click the **Demand response** icon from the side panel.
- 3. Type the MAC address of the ADR gateway in the prescribed text box, then click Add gateway.
- 4. Once added to the project, the ADR gateway will send a 'Level 2' signal to all wireless network gateways to reduce maximum power output by 20%, whenever the ADR gateway is powered on. When the ADR gateway is powered off, the system returns to a 'Level 0' state, which is no reduction.

When enabling **Automated demand response**, the **Manual demand response** feature gets disabled. The manual demand response is only enabled when the ADR gateway is removed.

inte	eract Projects All updates	🤉 🔻 🔞 Expert
Ħ	Demand response	
	Current setting: No reduction	
	Manual demand response	Automated demand response
	Fenergy reduction level	and the second s
	The chosen level / percentage will be subtracted from the current light level.	MAC address
	Level 0 Level 1 Level 2 Level 3 Level 4 Level 5	
,	No reduction 10% 20% 30% 50% lights off	
	Activate	Add gateway

# 19. Installation reports

An installation report provides an installation summary of your Interact Pro project. It provides project details, expert and user details, gateway information (if applicable), group, light and sensor information. Installation reports can be generated and accessed using the Interact Pro web portal or app.

# 19.1. Generate and access installation reports from the web portal:

- 1. Navigate to the project and click Installation reports from the side panel.
- 2. Click Generate new report on the top right to see a new report on the page.
- 3. Click the relevant report to open the Installation summary in a new browser tab.
- 4. Installation reports can be downloaded as .pdf files by selecting the check box beside the report on the page, then clicking **Download**.
- 5. Installation reports can be deleted by selecting the check box beside the report on the page, then clicking **Delete**.

int	eract Projects All updates	? - 🐠 💶 - `
	Installation report	Generate new report
ht	Select all	± Download
	20241017_InstRep_Large scale office setup.pdf	
	20241016_InstRep_Large scale office setup.pdf	
C	20241015_InstRep_Large scale office setup.pdf	
÷	20241014_InstRep_Large scale office setup.pdf	
•?	20240913_InstRep_Large scale office setup.pdf	
±*	20240913_InstRep_Large scale office setup.pdf	
*	20240912_InstRep_Large scale office setup.pdf	
1		
0		

#### Installation summary Building1

Report created on: 09/26/2024

Project details			
Project ID	14	4582	
Installation date	0	9/26/2024	
Address	В	engaluru	
Zip/City	50	60045 Bengaluru	
State/Province	К	arnataka	
Country	In	dia	
Experts			
Expert 02	Si	aniive i i ilizaman.com	
Users			
Gateway information			
Network name	MAC Address	Firmware version	
Network1	001/0000000000	7.8.0	
Group parameters			
Group	Behaviour	Hold time	Task tuning
Group1	Light Auto On Auto Off with	10 minutes	100%
	DDR		
Group structure			

# 19.2. Generate and access installation reports from the app:

1. Navigate to the appropriate project, then tap **Installation reports** from the main project screen.

2. Tap Generate new report on the top of the screen to see a new report on the screen.

- $\boldsymbol{3}$  . Click the relevant report to open the Installation summary.
- 4. Installation reports can be downloaded as .pdf files by selecting the 3-dot-ellipsis beside the report on the page, then tapping **Download**.

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