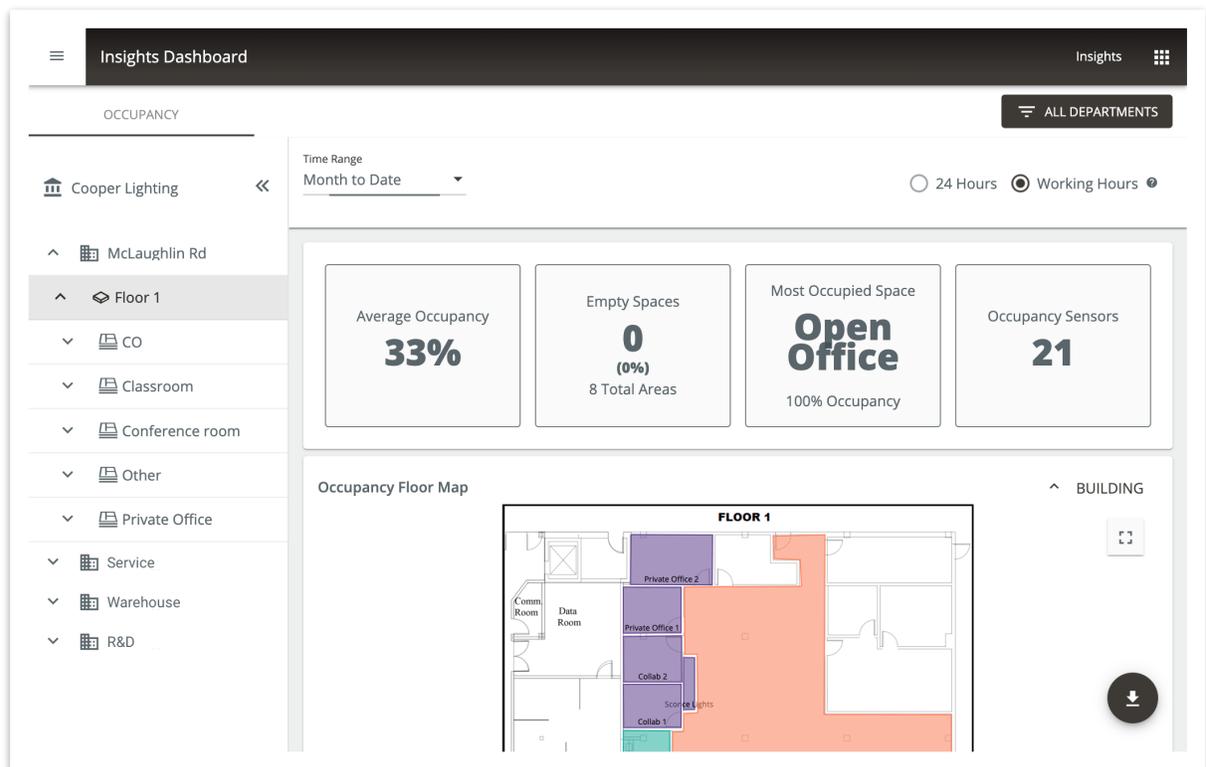


This document is intended for installers, set-up technicians and IT professionals of WaveLinx CORE products.

Important: Engage appropriate network security professionals to ensure all lighting control system hardware and servers are secure for access. Ensure IT professionals review the WaveLinx network architecture document.

Network security is an important issue. Typically, the IT organization must approve configurations that expose networks to the Internet. Be sure to fully read and understand customer IT Compliance documentation.



 **WARNING**

Read all the instructions thoroughly before installing this product.

This manual provided information on the installation and operation of WaveLinx CORE Lighting. For proper operation it is important to follow the instructions.

The purpose of this document is to provide sufficient instructions for installation and basic troubleshooting.

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1 – About this Document

This document describes how to use WaveLinX CORE Insights to transform the information gained from WaveLinX CORE smart sensors into actionable insights and solutions.



Important

This document does not cover the initial WaveLinX CORE Pro installation and setup. Please refer to the WaveLinX CORE Quick Start Guide if you are installing the WaveLinX platform for the first time.

1.1 – Assumptions

The information and procedures in this document assume the following:

- WaveLinX CORE Pro is installed and configured, including a Trellix Insights license
- You know the WaveLinX CORE Pro IP address and have a login account
- One or more WaveLinX Area Controllers (WACs) have been installed and configured on your site
- WaveLinX Cloud connectivity requires a subscription and access to data from on-premises sensors

1.2 – Key Terms

The terms listed below are used in this document.

- **Application Programming Interface (API)** – A set of clearly defined methods of communication between various software components
- **Smart Spaces Platform** – The extension of Internet connectivity into physical devices, enabling them to communicate and interact over the Internet for remote monitoring and control
- **Lighting Control System (LCS)** – A computer-based control system (consisting of hardware and software) that is installed in a building to control and monitor lighting equipment such as controllers, ballasts, drivers, keypads, and sensors
- **WaveLinX CORE Pro** – A gateway that aggregates WaveLinX Area Controller device data
- **WaveLinX Area Controller (WAC)** – An application that coordinates the WaveLinX Mobile App with various WaveLinX devices to provide lighting zone configuration, monitoring, and control (also referred to as “Controller” or “Area Controller”)

1.3 – Related Documentation

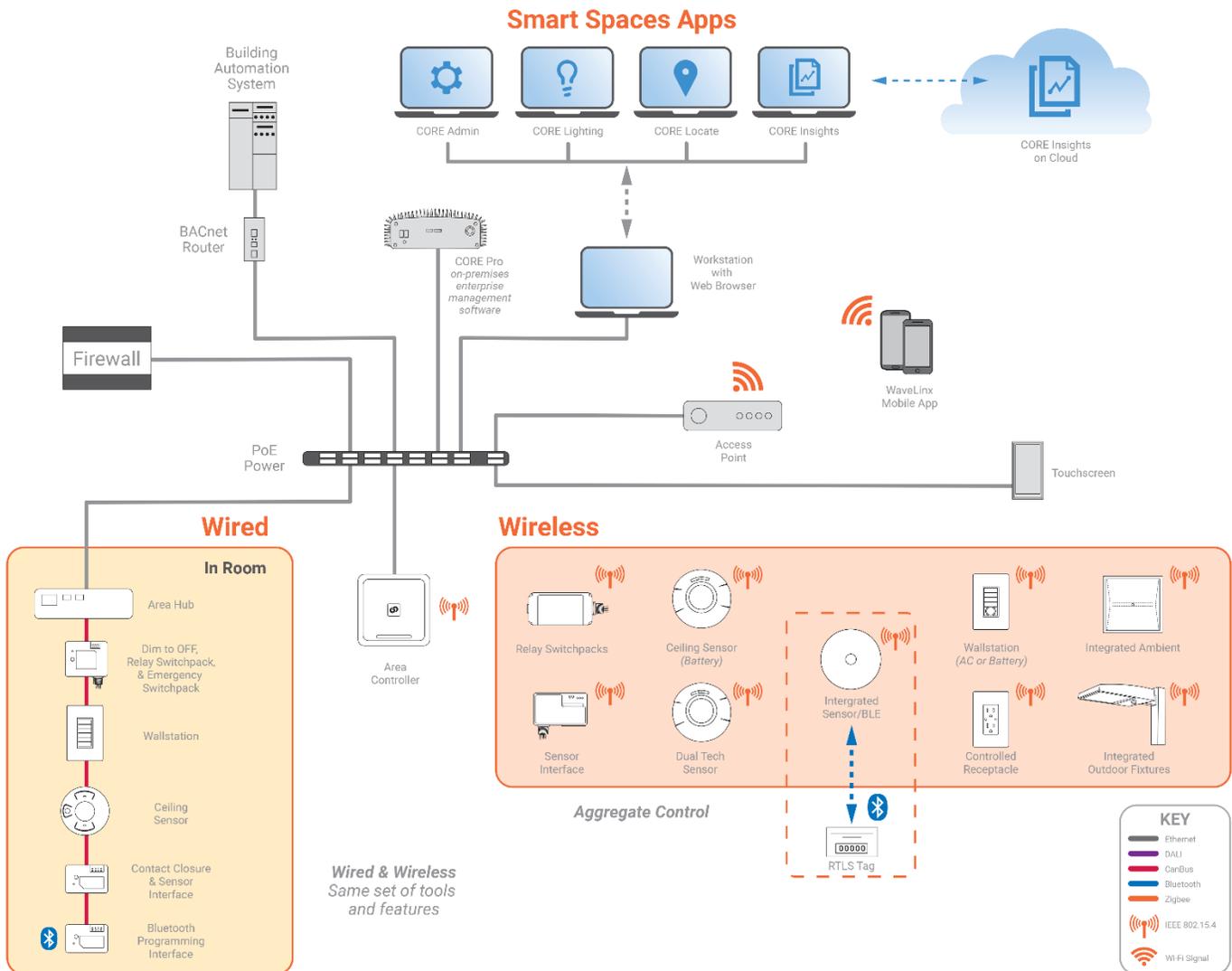
Document	Description
<i>WaveLinX CORE Quick Start Guide</i>	This guide covers the initial installation and setup of the WaveLinX CORE platform.
<i>WaveLinX CORE Lighting User Manual</i>	This manual covers the configuration, monitoring, and control of connected devices with a WaveLinX CORE system.
<i>WaveLinX CORE System Configuration Guide</i>	This guide covers the configuration and administration of an installed WaveLinX CORE system.
<i>WaveLinX CORE Lighting API Reference</i>	This manual describes the WaveLinX CORE Lighting and Occupancy developer API.
<i>WaveLinX System Network/IT Planning Guide</i>	This guide covers the planning, design, setup, and configuration of a WaveLinX System.
<i>WaveLinX Mobile Application User Manual</i>	This manual covers the use of the WaveLinX Mobile Application to configure Area Controllers.
Cyber Infrastructure Security Tips	This document provides tips and advice about common security issues for non-technical computer users.

1.4 – What’s New

Feature	Description
Cloud support	Trellix Insights is now available on <i>WaveLinX CORE</i> (on-premises) and WaveLinX Insights Cloud. Scale seamlessly from on-premises to cloud.

2 – Overview

WaveLinx CORE is an on-premises Smart Spaces Platform that moves real-time monitoring and processing to the edge of the network. The WaveLinx CORE platform accelerates insight into your building operations and business processes, unlocking efficiency and enabling more effective decision-making with apps from WaveLinx CORE and our partners.



The platform manages the matrix of digital sensors embedded in your connected LED lighting, collects the data gathered by the sensors, and analyzes that data to provide meaningful insights to users.

The WaveLinx CORE platform hosts *WaveLinx CORE Services*, a set of microservices required for fully functional Smart Spaces solutions; *WaveLinx CORE Exchange*, a set of interfaces to allow data exchange with third-party apps; and *WaveLinx CORE Apps*, a set of Cooper-developed apps like WaveLinx CORE Lighting and WaveLinx CORE Insights that serve connected buildings and sports facilities.

2.1 – WaveLinx CORE Insights

The Insights application uses reporting and analytics to transform the data gathered by WaveLinx smart devices and sensors, providing a deeper understanding of building space utilization and unlocking optimization opportunities.

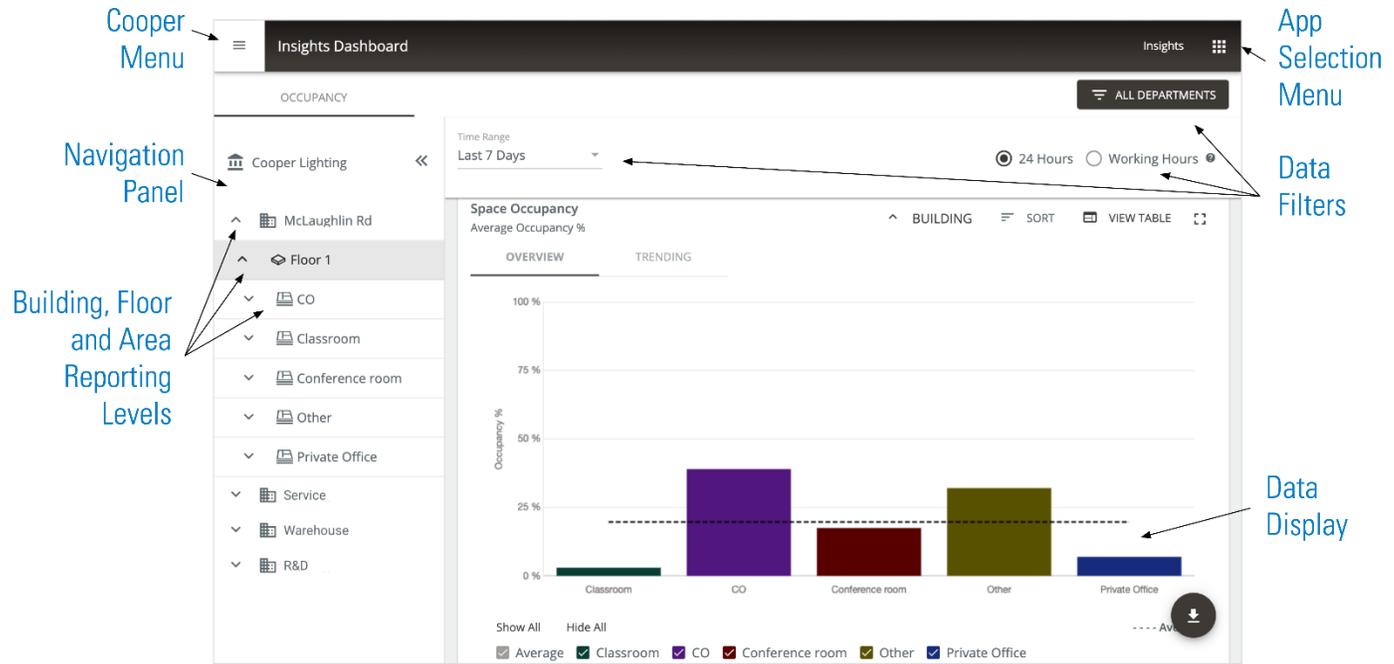
Here are four powerful features of WaveLinx CORE Insights:

- **Ready-to-use and scalable on-premises dashboards** provide aggregated and detailed occupancy metrics, across multiple sites, from the high-level client view down to individual spaces
- **Powerful visualization** employing enterprise hierarchy, floor plans, charts, and other representations that make average area occupancy, comparative occupancy trends, and real-time occupancy data available at Client, Building, and Floor levels

- **Key performance indicators** can be readily monitored for real-time occupancy utilization and occupancy trends, using clear charts and tables on desktop, mobile and kiosk
- **Most used (> 70%) and least used (< 30%) spaces** become obvious thanks to displays showing occupancy by Department, Space Type, Building, and Floor across your real-estate portfolio
- **Scale seamlessly from on-premises to cloud** now that WaveLinX CORE Insights is available on WaveLinX CORE Pro (on-premises) and WaveLinX Cloud.

2.2 – Web Interface

An authenticated user can access WaveLinX CORE Insights with a desktop or tablet Web browser that is connected to the WaveLinX network. A desktop view of the Insights app is shown below.

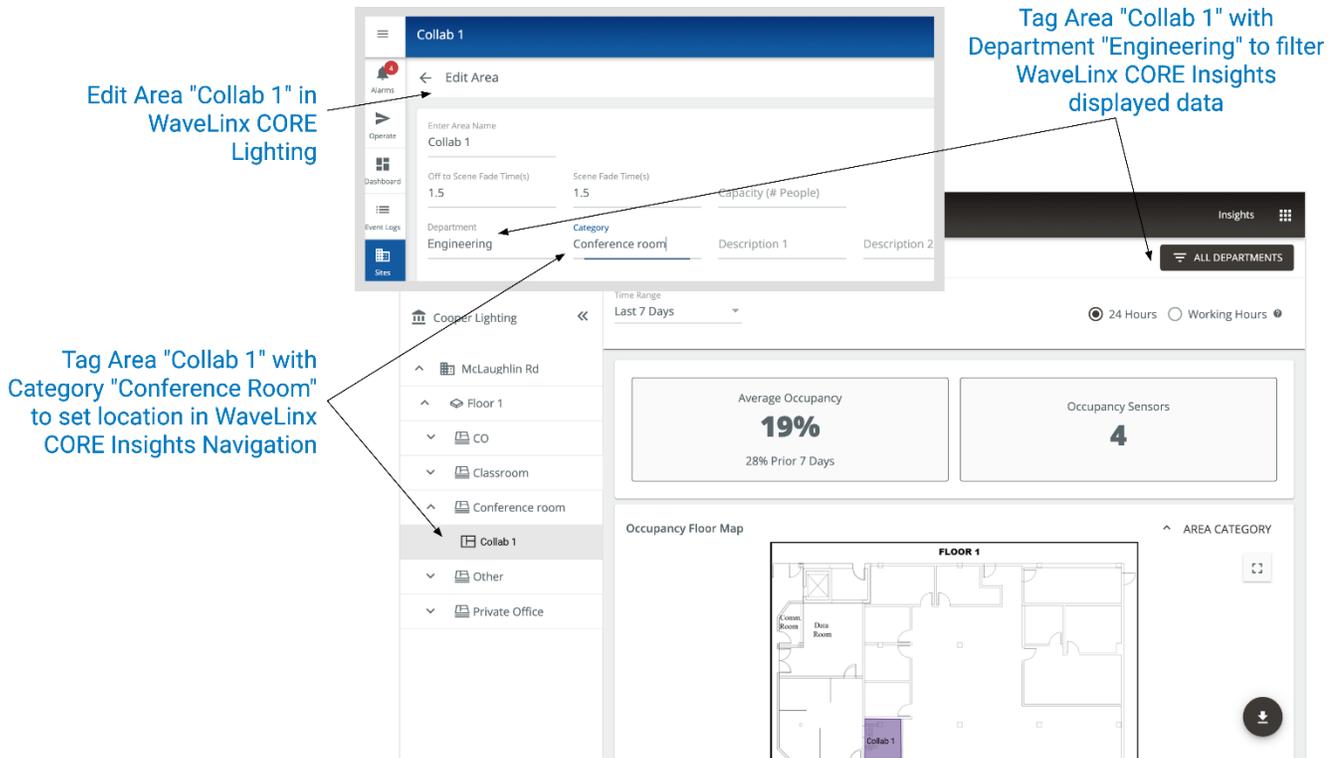


2.3 – Key Concepts

The navigation panel identified in the Web interface image above is an example of the hierarchy WaveLinX CORE Insights uses for reporting and analysis. A single *Client* is provided, and below the Client is a flexible and configurable hierarchy of *Sites*, *Floors*, *Areas*, and *Spaces*. A Site typically (but not necessarily) represents a building. Each Site can be divided into multiple Floors as needed. A Floor, in turn, can be sectioned into one or more Areas, and Areas can be grouped into Categories. Thanks to the navigation panel, WaveLinX CORE Insights can provide easy access to real-time and historical reporting at every level.

2.3.1 – Area Categories and Departments

WaveLinX CORE Insights allows Areas to be grouped into arbitrary *Categories* and *Departments*. The Categories are used to group Areas in the navigation panel and on reports, while Departments can be used to filter the Areas displayed. The Category and Department values are assigned with a tagging system in WaveLinX CORE Lighting that uses two editable Area fields (shown below). Refer to the *WaveLinX CORE Lighting System Configuration Guide* for details on editing Area settings.



2.4 – WaveLinx CORE Admin: System and User Management

The Admin application lets users perform administrative tasks to manage WaveLinx CORE services, which include:

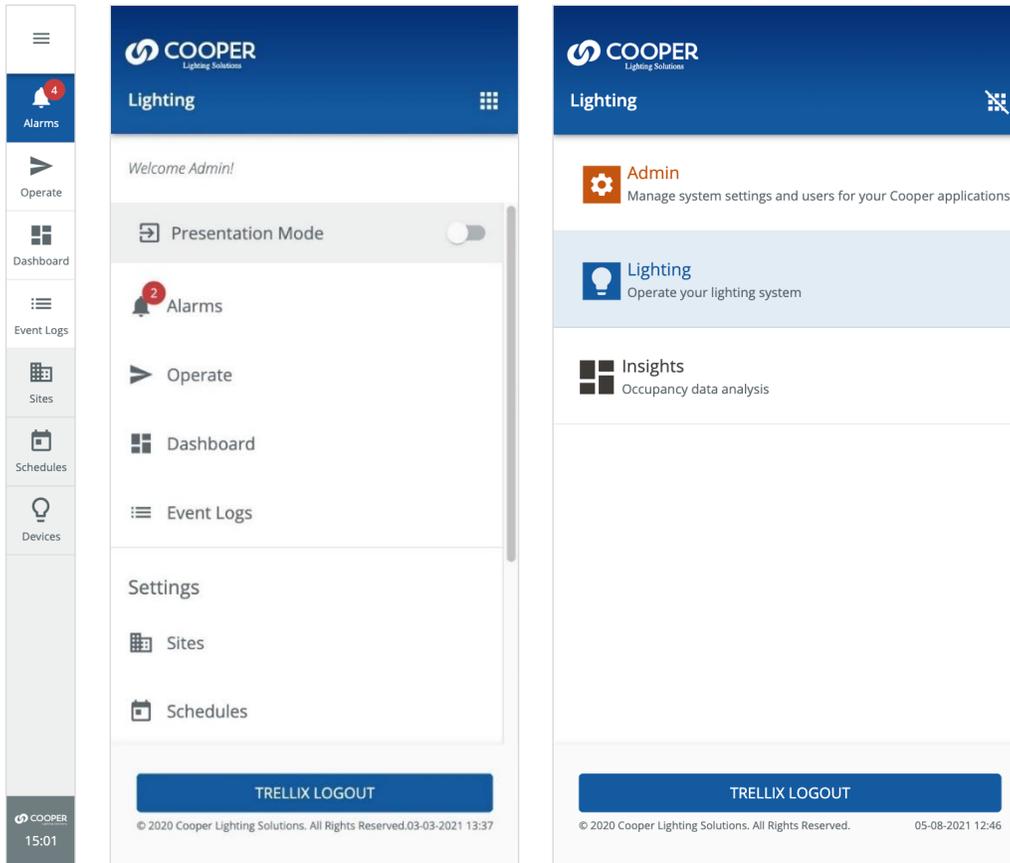
- Enabling and disabling interfaces
- Creating, editing, and deleting users and roles
- Backing up and restoring the configuration databases
- Upgrading the platform

2.5 – Requirements

WaveLinx CORE Insights has been tested with **Safari 11+** for iOS devices, **Chrome 75+** for Android devices, and **Chrome 75+** or **Edge** for Windows laptops/tablets. A screen resolution of 1024 x 768 or higher is required.

2.6 – Cooper Menu

The Cooper menu (below, left) is collapsed by default and runs vertically along the left edge of every page. It provides access to the top-level feature sets such as Dashboard and Sites. This menu can be expanded (below, center) to scroll and display other options such as the software version, a link to this manual, and the **Logout** button. The **☰** button in the main interface also appears inside the expanded menu, so you can quickly view and switch between the installed WaveLinx CORE apps (e.g., Lighting, Insights, Admin).



2.7 – Licensing

WaveLinx CORE Insights is a licensed application. It requires a one-time license purchase that covers an unlimited number of spaces. See [Adding a WaveLinx CORE Insights License](#) for details on obtaining and uploading a license.

NOTE

WaveLinx CORE Insights is only available for spaces controlled by the WaveLinx Area Controller.

3 – Login and Authentication

WaveLinX CORE Insights relies on the standard WaveLinX CORE Lighting user accounts, roles, and permissions. Because WaveLinX CORE Insights is a view-only application, all Lighting accounts will have access to the Insights Dashboard.

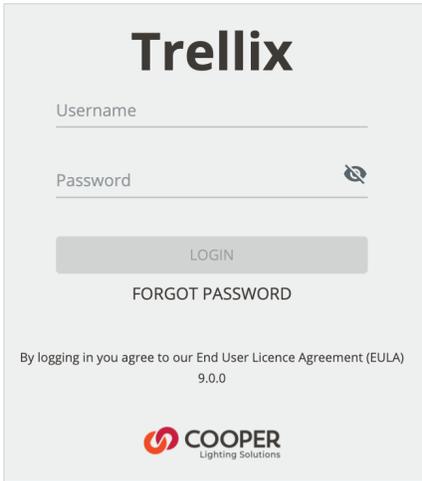
IMPORTANT

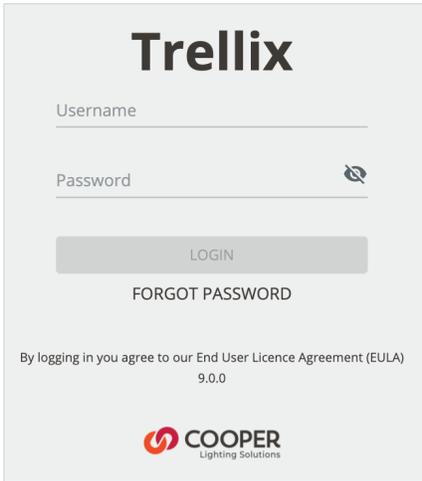
Changing the passwords provided for all default accounts is critical for the security of your system. Refer to the *WaveLinX CORE System Configuration Guide* for complete user account setup documentation.

3.1 – Logging into WaveLinX CORE Insights

Follow the steps below to log into WaveLinX CORE Insights. See [Default Accounts, Roles, and Permissions](#) for more information about the accounts provided.

NOTE
The first time the Admin account is used to log in to WaveLinX CORE Pro, a Setup Wizard guides the user through the initial system configuration. Refer to the *WaveLinX CORE Quick Start Guide* for step-by-step instructions if you are installing WaveLinX CORE for the first time.

Step	Action
1	Browse to <code>https://<ipaddress></code> , where <code><ipaddress></code> is the IP address of the WaveLinX CORE Pro host (192.168.2.100, by default).
	<p>RESULT</p> 
2	Enter your Username and Password, and then click Login .
	<p>NOTES</p> <ul style="list-style-type: none"> • After 10 failed attempts to log in, you will be locked out for 15 minutes • If you cannot locate your username or password, contact your Facility Manager to reset the password
3	To log out, click ☰ to expand the Cooper menu, and then click Log Out .



4 – Using the Insights Dashboard

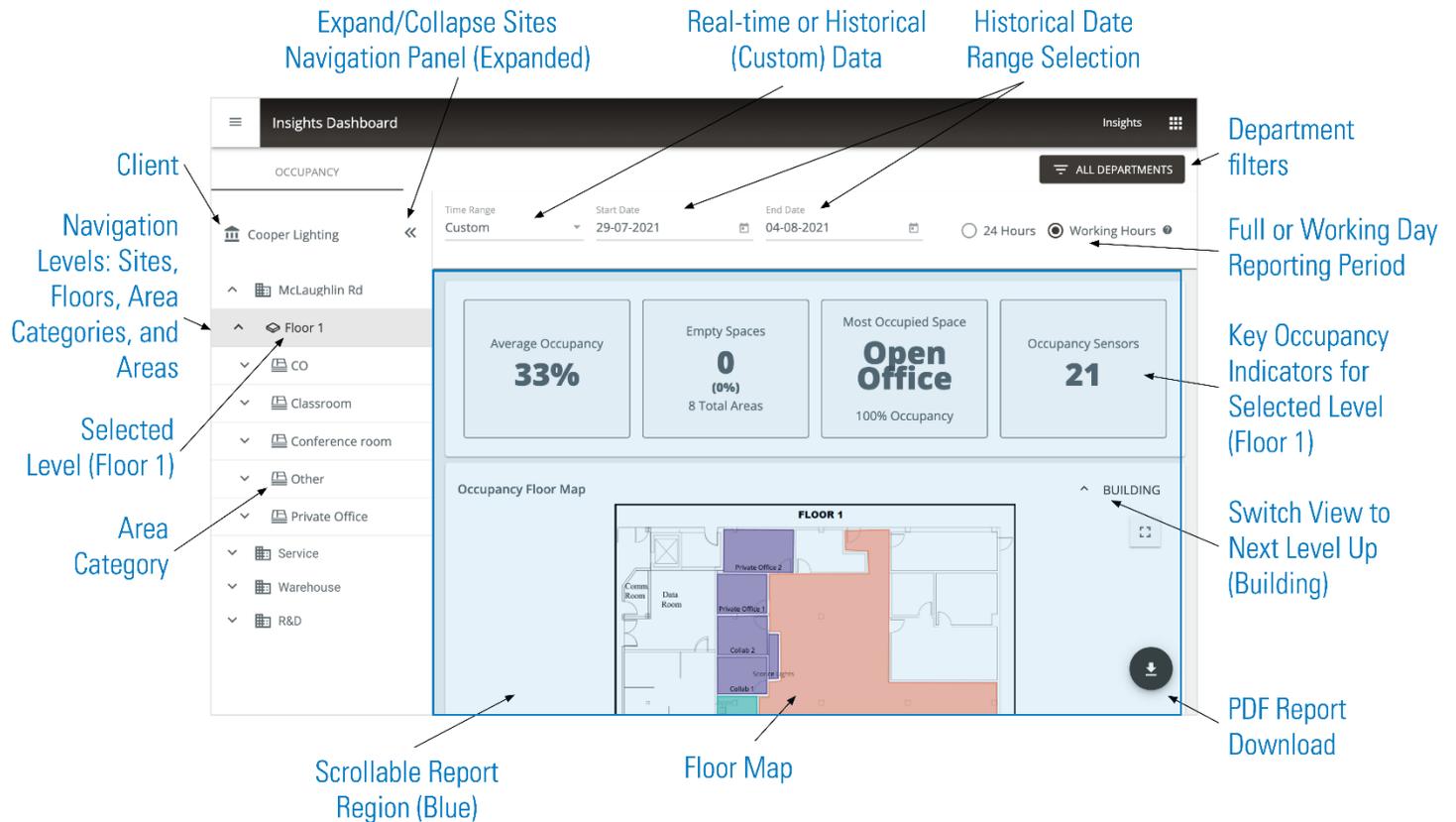
This chapter describes the occupancy reporting features provided by the WaveLinx CORE Insights Dashboard.

NOTE

See [Logging into WaveLinx CORE Insights](#) if you are not familiar with accessing WaveLinx CORE Lighting.

4.1 – The Insights Dashboard

The Insights Dashboard provides a detailed picture of how your building spaces are being used. The diagram below illustrates some of its key features.



4.2 – How Occupancy Percentage is Calculated

The Occupancy percentage is determined by one or more sensors detecting motion in a space. The sensors have a configurable delay period to provide more meaningful results. If the delay is 10 minutes, for example, once a sensor detects motion it will continue to report occupancy for 10 minutes *after* it stops detecting motion.

4.3 – General Display Controls

There are three general ways to control the display of occupancy data, as shown in the image that follows:

1. Using the Client navigation hierarchy on the left to narrow the scope to a particular Building, Floor, Area Category, or Area.
2. Using the Time Range to limit the scope to a specific span of date and time, or Filters fields to restrict the results to Areas that belong to one or more Departments.

3. Using the Chart visualization tools to (for example):
 - o Switch between the Overview bar chart and the Trending line chart
 - o Sort the displayed data alphabetically or by occupancy count
 - o Switch between chart and tabular display

1 Limit Display by Building, Floor, Area Category, and Area

2 Filter Displayed Data by Date/ Time Range, Hours/Day, and by Departments

3 Choose Chart Type or Switch to Tabular Display

4.4 – Client Dashboard – All Properties View

The default Client Dashboard view (below) shows real-time TRENDING occupancy data for all properties when WaveLinx CORE Insights is first opened.

The Key Indicators region shows:

- Current and previous week's **Average Occupancy** percentage
- **Empty Spaces** count, and as a percentage of total Spaces
- **Buildings/Floors** count, and total square feet/meters
- **Occupancy Sensors** count
- **Client Occupancy** bar chart of percentage occupancy, per Building, against average occupancy of all Buildings

Key Indicator Cards

Average Occupancy 40% 43% Prior 7 Days	Empty Spaces 30 (14%) 219 Total Areas	Buildings 4	Floors 10	Occupancy Sensors 21
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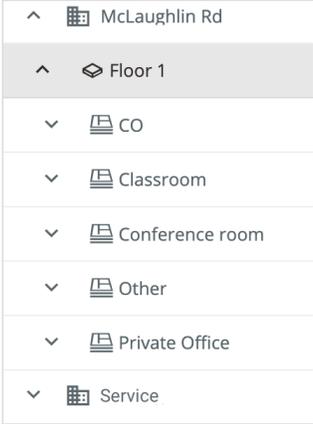
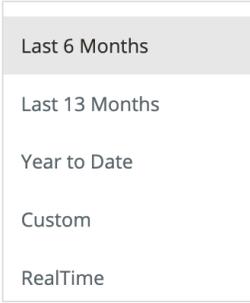
Client Occupancy Average Occupancy %

OVERVIEW TRENDING

% Occupancy

4.4.1 – Filtering by Client Hierarchy, Time Range, Departments, and Hours per Day

Follow the steps below to adjust the data displayed in the Insights Dashboard by client hierarchy (physical spaces), time range, departments, and hours per day.

IF you want to...	THEN...
Filter by a specific physical space	<p>Select a Building, Floor, Area Category, or Area in the client navigation.</p> <p>EXAMPLE</p> 
Filter by a preselected Time Range for the report	<p>Select a value in the Time Range menu.</p> <p>EXAMPLE</p> 
Filter by a custom Time Range for the report	<ol style="list-style-type: none"> 1. Select Custom in the Time Range menu. 2. Select a Start Date and End Date. <p>EXAMPLE</p> 

IF you want to... THEN...

Filter by one or more Departments

1. Click **All Departments**.
2. In the Search field, enter all or part of the Department name you want to add.
3. Click the Department that appears in the list of suggestions.
4. To remove an existing Department filter, click **X** in the button for that Department.
5. To remove all filters, click **Clear All**.
6. Click **Apply Filters** to return to the report with the selected filters applied.
7. Click **X** (upper right) to return to the report without modifying the filter settings.

EXAMPLE



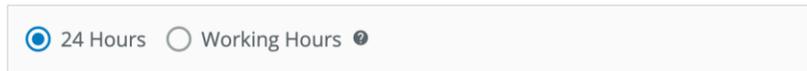
TIP

See [Area Categories and Departments](#) for details on how Departments are determined.

Limit the hours in each day used to calculate occupancy data

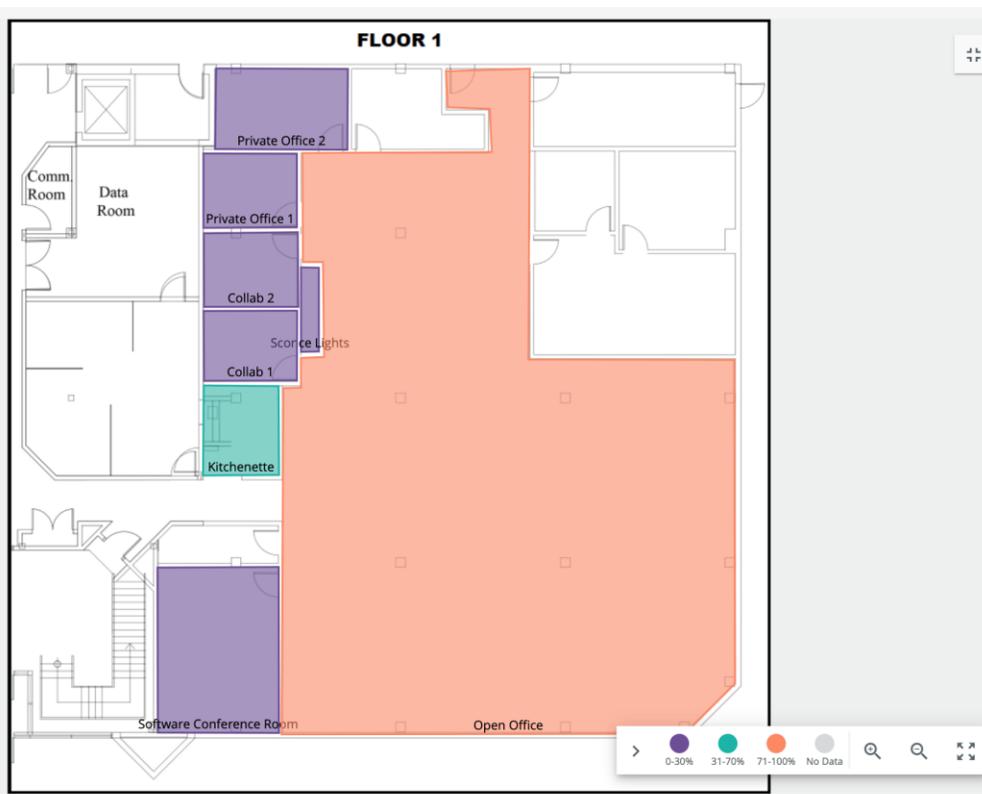
Click **24 Hours** for all-day results, or select **Working Hours** to set the portion of each day included in occupancy calculations.

EXAMPLE



4.5 – Occupancy Floor Map

The Occupancy Floor Map (below, full-screen view) appears beneath the Key Occupancy Indicators when a Floor is selected. The map employs color to help you assess space utilization at a glance.



4.5.1 – Procedure

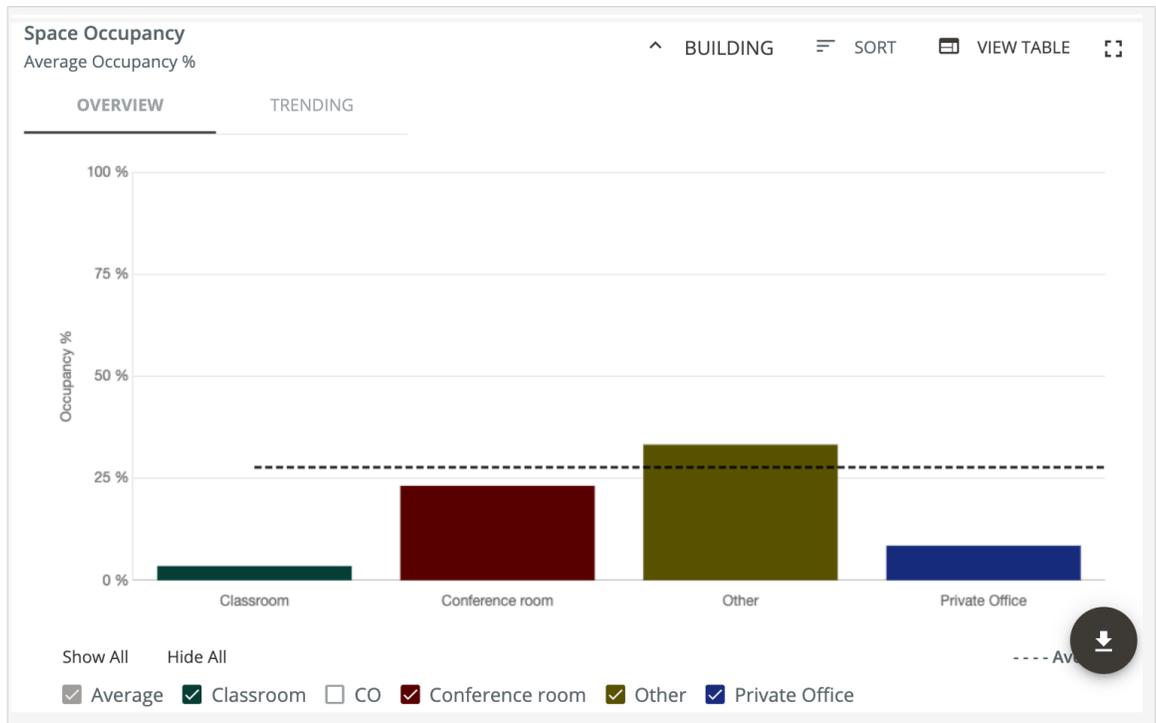
IF you want to...	THEN...
View the Floor Map in full-screen mode	Click  in the upper right
Exit full-screen mode	Click  in the upper right
Zoom in on the map	Click  in the map control bar
Zoom out on the map	Click  in the map control bar
Expand the Floor Map to fit the available area	Click  in the map control bar

4.6 – Space Occupancy Report

The Space Occupancy report appears below the Key Occupancy Indicators when a Client or Building is selected, or below the Floor Map (if available) when a Floor, Area Category, or Area is selected. This report provides a visual or tabular view of the occupancy for the selected space (e.g., Building, Area) in the Client hierarchy.

IF you want to...	THEN...
Display the data as a chart	<ol style="list-style-type: none"> 1. Click Trending to display the line (fever) chart. 2. Click Overview to display the bar chart, and then click a bar (e.g., Private Office) to drill down into the report for that Space. 3. Select and deselect the checkboxes for the Spaces (e.g., Classroom) to limit the data on the chart.

EXAMPLE



IF you want to... THEN...

- Display the data in table form
1. Click **View Table**.
 2. Click a column heading (e.g., **Occupancy**) to sort the table.

EXAMPLE

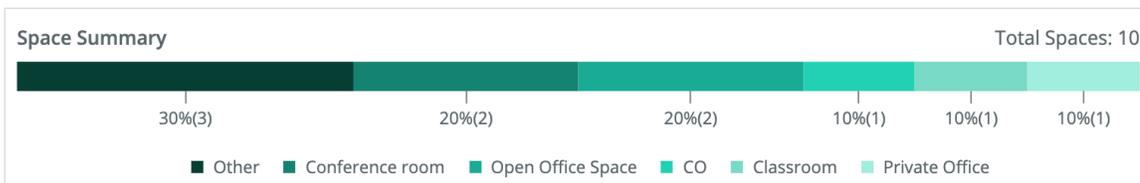
Space Occupancy		
Average Occupancy %		
Area Category	Occupancy	To Average
Classroom	3.5%	-24.19%
CO	70%	+42.31%
Conference room	23.17%	-4.52%
Other	33.26%	+5.57%
Private Office	8.5%	-19.19%

- Maximize the report viewing area
- Click  (use  to restore the normal view).

4.7 – Space Summary Report

The Space Summary report appears directly below the Space Occupancy report on the Insights Dashboard when a Building or Floor is selected. This report provides a simple bar graph showing the relative % occupancy by Category.

EXAMPLE



TIP
See [Area Categories and Departments](#) for details on how Categories are determined.

4.8 – Space Popularity Report

The Space Popularity report appears below the Space Summary report when a Floor is selected. This report provides a tabular review of Spaces sorted by percentage occupancy, ordered from highest to lowest (Most Popular) or lowest to highest (Least Popular).

Procedure

Follow the steps below to use the Space Popularity report.

1. Click **Table** to display the data in a tabular format.
2. Click **View Graph** to display the area chart.
3. Click  to maximize the reporting viewing area (use  to restore the normal view).

EXAMPLE

Space Popularity			
MOST		LEAST	
Rank	Space Name	Space Category	Average Occupancy
1	Open Office	Other	100%
2	Kitchenette	CO	39%
3	Collab 2	Other	24%
4	Collab 1	Conference room	23%
5	Software Conference Room	Conference room	11%

4.9 – Exporting Occupancy Data

Occupancy data can be exported from WaveLinX CORE in PDF format.

NOTES

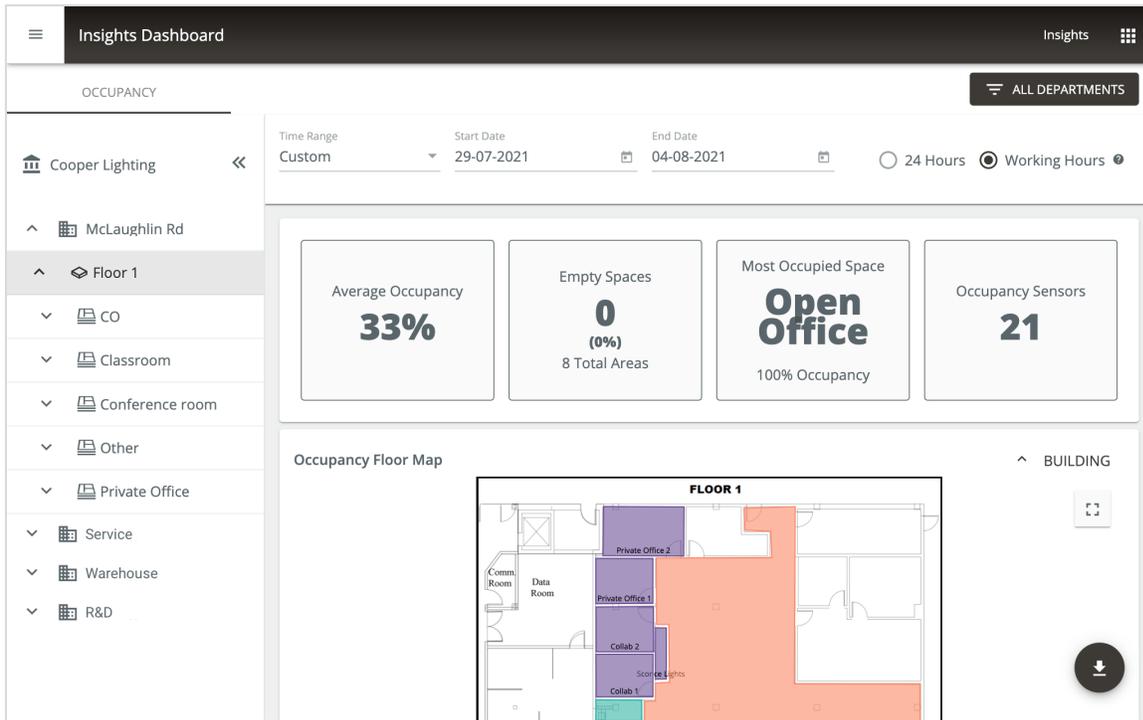
- Comments are not included in the exported data
- The exact steps for downloading a PDF report file will vary depending on your Web browser and its configuration

4.9.1 – Procedure

Follow the steps below to export occupancy data.

Step	Action
1	Click Insights in the  menu, and then navigate to the level you want to be reported (e.g., a specific Building or Department).

EXAMPLE



The screenshot shows the 'Insights Dashboard' for 'Cooper Lighting' at 'McLaughlin Rd'. The current view is for 'Floor 1'. The dashboard displays the following summary data:

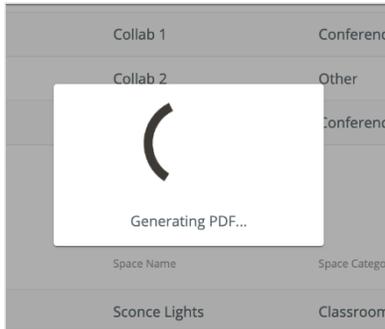
- Average Occupancy:** 33%
- Empty Spaces:** 0 (0%) out of 8 Total Areas
- Most Occupied Space:** Open Office (100% Occupancy)
- Occupancy Sensors:** 21

Below the summary cards is an 'Occupancy Floor Map' for 'FLOOR 1'. The map shows various rooms including 'Private Office 1', 'Private Office 2', 'Collab 1', 'Collab 2', 'Comm Room', and 'Data Room'. A download button is visible in the bottom right corner of the map area.

Step Action

- 2 Click  to generate the PDF occupancy report.

EXAMPLE

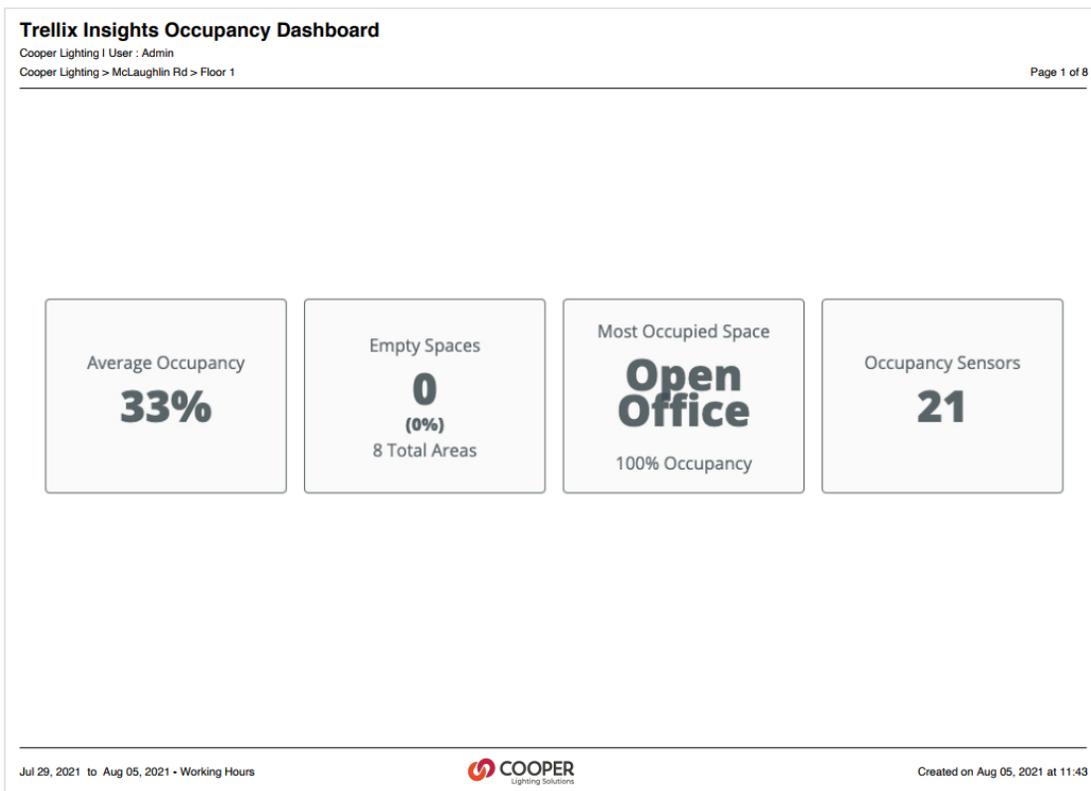


- 3 Save the PDF to your computer.

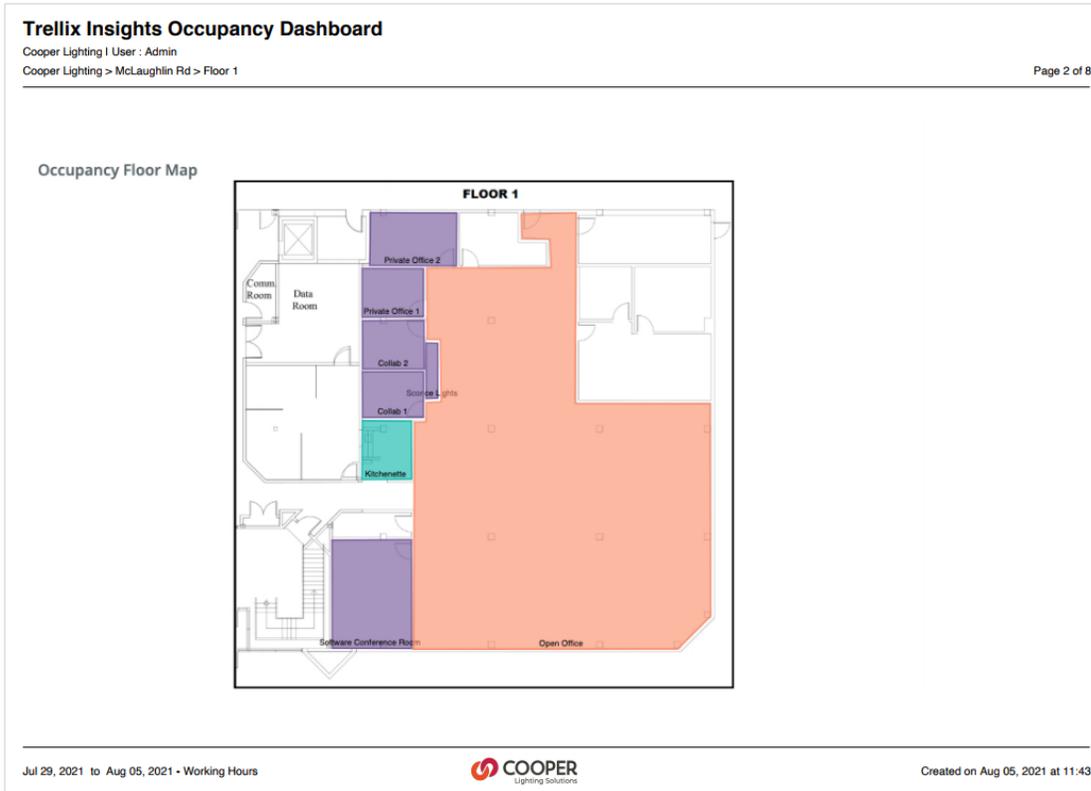
4.10 – Example Data Exports

Examples of exported WaveLinX CORE Insights data with a specific Floor selected are shown below.

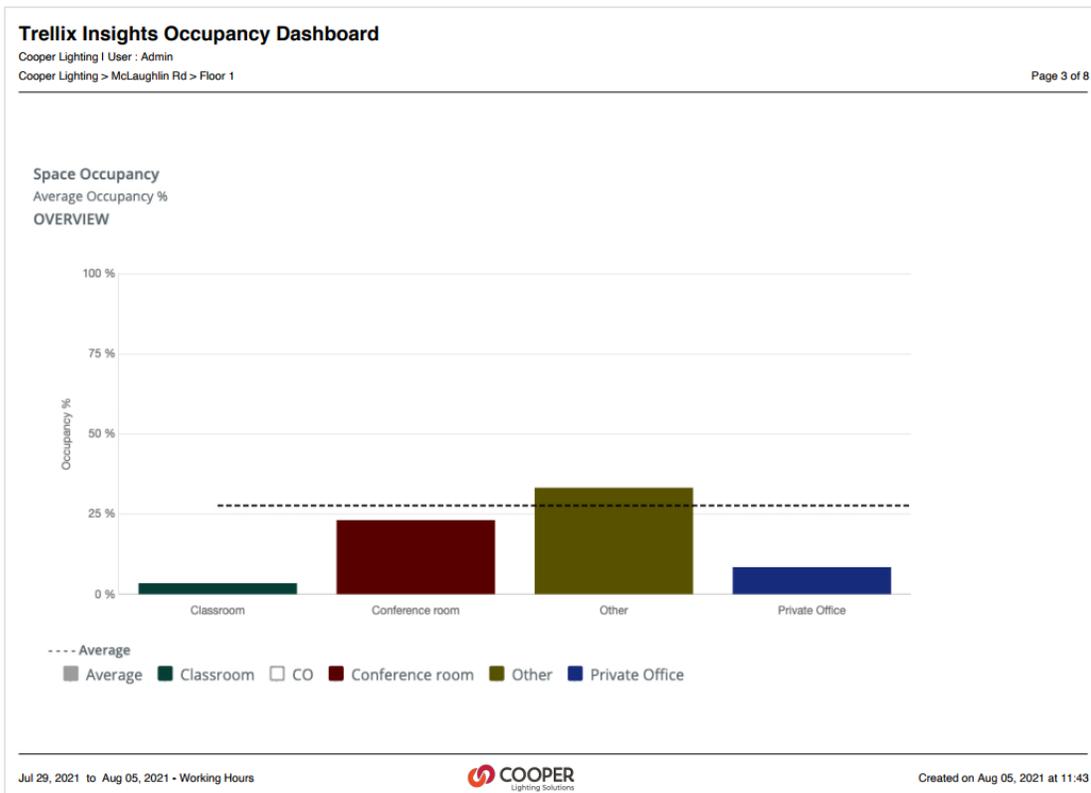
Key Indicators



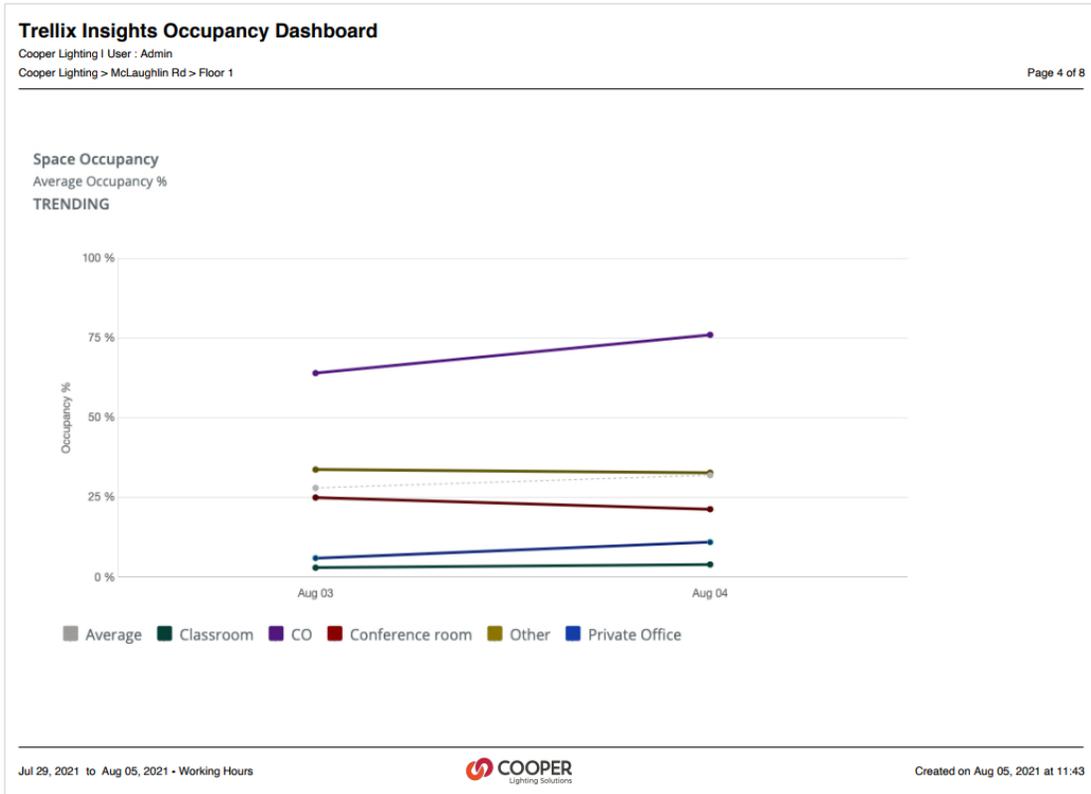
Occupancy Floor Map



Space Occupancy Average % – Bar Chart Example



Space Occupancy Average % – Line Chart Example



Space Occupancy Average % – Table Example

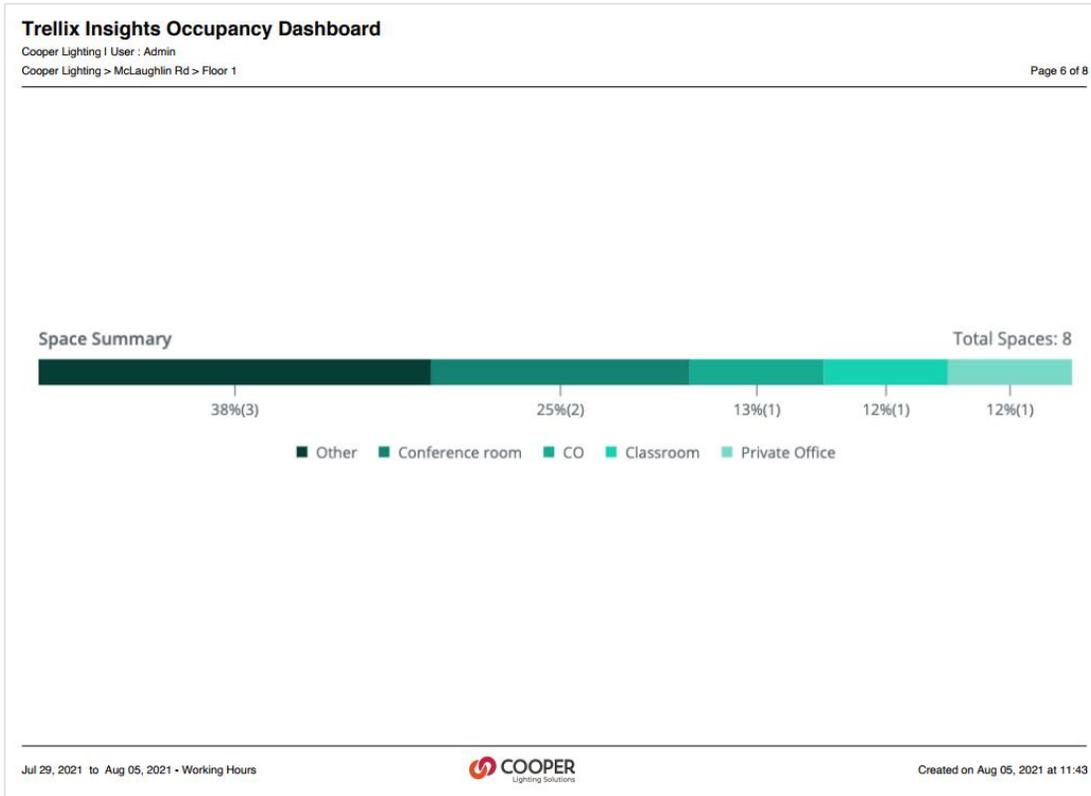
Trellix Insights Occupancy Dashboard
 Cooper Lighting | User : Admin
 Cooper Lighting > McLaughlin Rd > Floor 1 Page 5 of 8

Space Occupancy
 Average Occupancy %

Area Category	Occupancy	To Average
Classroom	3.5%	-24.19%
CO	70%	+42.31%
Conference room	23.17%	-4.52%
Other	33.26%	+5.57%
Private Office	8.5%	-19.19%

Jul 29, 2021 to Aug 05, 2021 - Working Hours Created on Aug 05, 2021 at 11:43

Space Summary Example



Space Popularity (Most) Example

Trellix Insights Occupancy Dashboard
 Cooper Lighting | User : Admin
 Cooper Lighting > McLaughlin Rd > Floor 1 Page 7 of 8

Space Popularity
MOST

Rank	Space Name	Space Category	Average Occupancy
1	Open Office	Other	100%
2	Kitchenette	CO	70%
3	Collab 1	Conference room	29%
4	Collab 2	Other	26%
5	Software Conference Room	Conference room	16%

Jul 29, 2021 to Aug 05, 2021 - Working Hours Created on Aug 05, 2021 at 11:43

Space Popularity (Least) Example

Trellix Insights Occupancy Dashboard

Cooper Lighting | User : Admin
Cooper Lighting > McLaughlin Rd > Floor 1 Page 8 of 8

Space Popularity LEAST

Rank	Space Name	Space Category	Average Occupancy
1	Sconce Lights	Classroom	4%
2	Private Office 1	Private Office	9%
3	Private Office 2	Other	9%
4	Software Conference Room	Conference room	16%
5	Collab 2	Other	26%

Jul 29, 2021 to Aug 05, 2021 - Working Hours  Created on Aug 05, 2021 at 11:43

5 – Appendix

This chapter contains supporting information for WaveLinX CORE Insights.

5.1 – Default Accounts, Roles, and Permissions

The default user accounts, roles, and permissions provided with WaveLinX CORE Lighting, and used by the Insights application, are described below.

NOTE

WaveLinX CORE Insights is a view-only application so an authenticated user with any role will have access to it.

Username	Password	Role Assigned	Permissions
Viewer	BXLinX!1	Viewer	The Viewer user has view-only access to the following: <ul style="list-style-type: none"> • Lighting app: Alarms, Operate, Event Log, and Dashboard features • Insights app: All Buildings, all levels, all reports • Admin app: Alarms, Event Logs
Tenant	BXLinX!2	Tenant	The Tenant user has view and operate access to the Alarms, Operate, Event Log and Dashboard features.
Facman	BXLinX!3	Facility Manager	The Facility Manager user has view, operate, and administer access to all features except the following: Manage Roles; Backup/Restore, Factory Reset; Firewall; GSA Warning; Language Plugin; and Software Upgrade.
ITAdmin	BXLinX!4	IT Administrator	The IT/Network Administrator has view, operate, and administer access to the following: <ul style="list-style-type: none"> • Lighting app: Alarm, Operate, Event Log • Admin app: System - Backup/Restore; BACnet, Email Server; Factory Reset; Firewall; GSA Warning; Language Plugin; Published API; and Software Upgrade.
Admin	BXLinX!5	System Administrator	The WaveLinX CORE Lighting Administrator has full access to all features.
DRUser	BXLinX!6	Demand Response	The Demand Response User has access to the Demand Response and OpenADR interfaces.
Public	BXLinX!7	Third Party Integration	The Third-Party Integration User has access to the Published API.

5.2 – Account Permissions

The access provided by each Trellix permission is listed below.

Permission	Description
View Only	View-only access to assigned Areas.
User Management	Create, view, modify, and delete user accounts.
User Role Management	Management of user roles and permissions.
System Settings	<ul style="list-style-type: none"> • Modify the system and subsystem networking settings • Backup and restore system configuration • Backup and restore the database • Update and manage system and subsystem software versions • View diagnostic logs components and features
System Configuration	Manage system configuration such as Sites, Devices, and Floorplans.
Schedule	View and manage schedules in assigned Areas.
Acknowledge Alarms	Acknowledge alarms.

Permission	Description
Normal Priority Override	Send a Normal Priority override.
High Priority Override	Send a High Priority override.
Demand Response	Access demand response components and features (can only be assigned Demand Response role).
Interface Settings	Access integrated interface settings components and features (can only be assigned Third Party Integration role).
Alarms and Events View	View-only access to Alarms, Events, and Dashboard.

5.3 – Adding a WaveLinX CORE Insights License

An example of the Orgs page in WaveLinX CORE Admin is shown below, with a Lighting license for 750 devices, a Locate license for 150 tags, and an Insights license. The System ID uniquely identifies your WaveLinX CORE installation and is used to generate and renew licenses.

Procedure

Follow the steps below to add a WaveLinX CORE Insights License. For details on licensing and setting up WaveLinX Cloud Connectivity, refer to the *WaveLinX CORE System Configuration Guide*.

NOTE

To perform this procedure, you must have System Administrator access to WaveLinX CORE Lighting.

Step	Action
1	Log in to WaveLinX CORE with System Administrator access for WaveLinX CORE Lighting.
2	Click  , and then click Orgs .
3	Click Copy ID beside System ID .
4	Submit your WaveLinX CORE Insights license request to Cooper, including the System ID and the number of nodes required. Cooper will provide a JSON (.json) license file that is specific to your System ID.

Step	Action
5	When the license file arrives, click + Add License , then select the JSON license file on your computer, and then click Open to upload it.
6	When the file has been uploaded, the license settings will be applied to your system and WaveLinx CORE Insights will be enabled.

FCC Statement

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference.
- (2) This device must accept any interference received, including interference that may cause undesired operation.

Note: The grantee is not responsible for any changes or modifications not expressly approved by the party responsible for compliance. Such modifications could void the user's authority to operate the equipment.

Note: The equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

This device complies with FCC radiation exposure limits set forth for an uncontrolled environment. This equipment must be installed and operated in accordance with provided instructions and the antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons.

Warranties and Limitation of Liability

Please refer to www.cooperlighting.com/global/resources/legal for our terms and conditions.

Garanties et limitation de responsabilité

Veillez consulter le site www.cooperlighting.com/global/resources/legal pour obtenir les conditions générales.

Garantías y Limitación de Responsabilidad

Visite www.cooperlighting.com/global/resources/legal para conocer nuestros términos y condiciones.

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Printed in USA
Publication No. MN50322923
May 2023

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