

### DDC Controls Diagnostics Form

For expedited assistance, the following information is to be provided to the factory if diagnostics are needed:

The first step is to check the setpoints and temperature readings with the dual mount thermostat.

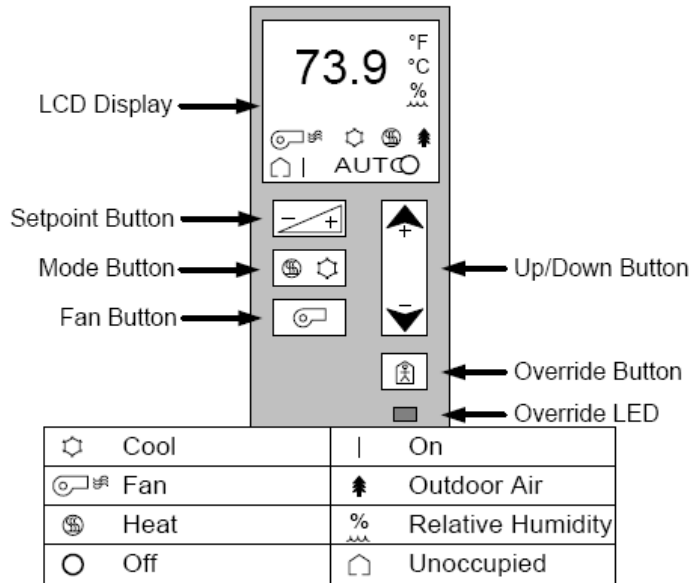
#### Reading Controller Points:

The up/down button of the thermostat can be used to view four controller points. The four points are (1) Space Temperature, (2) Discharge Air Temperature, (3) Outdoor Air Temperature, and (4) Outdoor Air damper position.

#### Adjusting Setpoints:

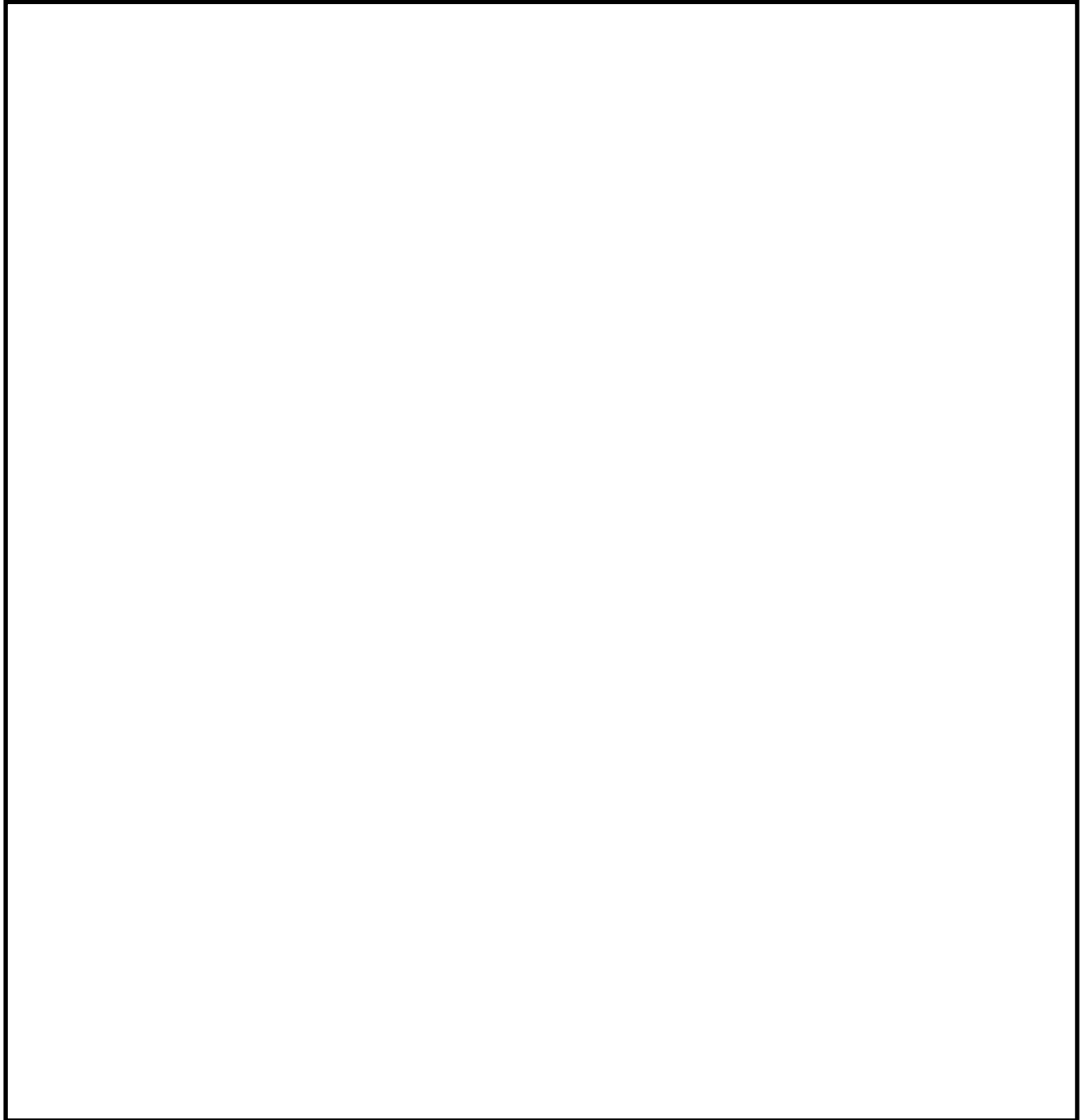
The setpoint button is used in conjunction with the up/down button to set one of four setpoints. Press the setpoint button once to get the first setpoint, twice for the second setpoint, etc. Use the up/down button to increase/decrease the setpoint value. The setpoints are: Space Setpoint, Unoccupied Offset, Minimum Position, and Deadband.

**Figure 1 - Buttons & Icons**



Please Fill out the following:	Reading
<b>Controller Points</b>	
Space Temperature	
Discharge Air Temperature,	
Outdoor Air Temperature, and	
Outdoor Air damper position.	
<b>Set Points</b>	
Space Setpoint	
Unoccupied Offset	
Minimum Position	
Deadband	
Position (Open/Closed/or what %)	
OA damper	
FBP damper	

- Wiring diagram number \_\_\_\_\_
- Serial Number \_\_\_\_\_
- Job Name \_\_\_\_\_
- Motor Part Number, voltage, HP \_\_\_\_\_
- Full description of problem and duration \_\_\_\_\_

A large, empty rectangular box with a black border, intended for providing a full description of the problem and duration as indicated in the list above.

Email form to: [uvsales@magicaire.com](mailto:uvsales@magicaire.com)  
Please indicate the time and day to schedule a Conference Call with the Factory: \_\_\_\_\_