
SUPPLEMENTAL INSTRUCTIONS

Exporting Alarm Logs on UPC3 Controller

These instructions detail the process for exporting alarm logs on all UPC3 controllers, including the LC6000-200, MEGA-TEC®, MULTI-TEC® and FUSION-TEC® WR series. This will need to be completed when contacting Technical Service.

Tools and Supplies Needed

- Laptop computer
- USB cable
- Personal anti-static grounding strap

Instructions

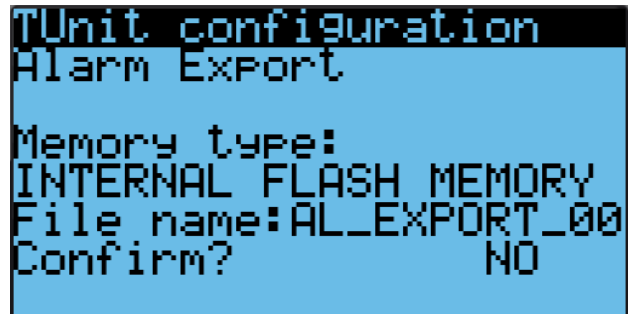
IMPORTANT: *Bard recommends the use of personal grounding straps to prevent static electricity shorts to electronic controls.*

To export an alarm log:

1. Press MENU key to go to the Main Menu screen.
2. Use UP or DOWN keys and ENTER key to enter USER password 1313.
3. Press UP or DOWN keys to scroll to **Settings**; press ENTER key.
4. Press UP or DOWN keys to scroll to **Initialization**; press ENTER key.
5. Press UP or DOWN keys to scroll to **Alarm Export** (see Figure 1).
6. Press ENTER key to scroll to **File Name**.

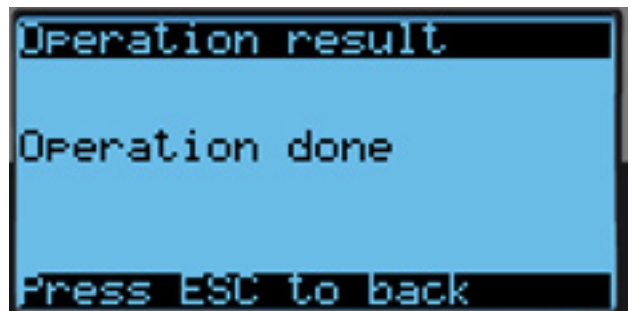
NOTE: *Make sure **Memory type** is set as **INTERNAL FLASH MEMORY** to ensure proper download.*

FIGURE 1



7. Press UP or DOWN key to change the AL_EXPORT number, if desired.
8. Press ENTER key to scroll to **Confirm?**
9. Press UP or DOWN key to change value to **YES**; press ENTER key.
10. After download is complete, the **Operation done** screen will appear (see Figure 2).

FIGURE 2



Bard Manufacturing Company, Inc.
Bryan, Ohio 43506
www.bardhvac.com

Manual: 7960-825A
Supersedes: 7960-825
Date: 7-27-22

NOTE: Do not connect the control board to the laptop using the USB cable before exporting as this will cause a **Cannot access file** message to appear and the log will not be saved. If this happens, remove USB connection, press ESCAPE key and redo Steps 8 and 9.

11. Connect one end of USB cable to the short USB adapter cable on the bottom left corner of the control board (see Figure 3). Connect other end of USB cable to laptop.

12. Once the connection has been made between control board and laptop, the laptop screen should display as shown in Figure 4. The unit will export the alarm log as an Excel file.

This completes the software update process.

FIGURE 3

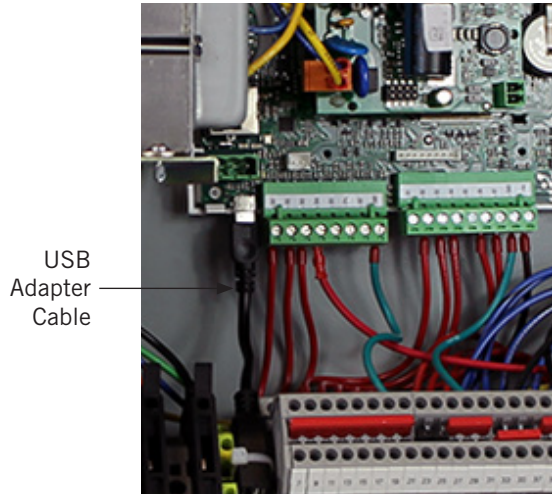


FIGURE 4

Name	Date modified	Type	Size
Journal.dat	12/13/2018 3:23 PM	DAT File	10,240 KB
AL_EXPORT_1.csv	12/13/2018 3:23 PM	Microsoft Excel C...	5 KB
UPGRADE	1/1/2000 12:00 AM	File folder	
HTTP	1/1/2000 10:35 PM	File folder	