

## DL-6 Installation Instructions

### Prior to Installing Loggers:

1. Print out Data Logger Monitoring Forms
2. Print out Data Logger Software Suite Instructions

### Getting Logger Ready for Installation:

1. Make sure the surface which the loggers are going to be adhered to is clean.
2. Make sure that the double sided tape is installed on the back of each logger.
3. Make sure you can see both Green and Orange LED indicator lights.
4. Make sure logger is ready and battery is working. (Press the programming button on the side of the unit for a brief second. If the Green LED indicator lights up, then the battery is installed and you are ready to start logging.)

### Turning on the Logger:

1. Press and hold the programming button for approximately 10 seconds.
2. Once the Green LED indicator light is flashing release button.
3. Press the programming button three (3) times.
  - a. If both the Green and Orange LED indicator light flash together:
    - The logger was not programmed correctly. Do not install; place the logger back in case and try another.
  - b. If both the Green and Orange LED indicator lights flash in an alternating pattern:
    - The logger has been programmed correctly.
4. While both LEDs are alternately flashing, place the logger in the desired logging location. The flashing indicates that the unit is performing internal diagnostics, preparing its memory for the recording process.
5. Peel off the tape backing
6. Install logger and step away from the unit. Once the flashing stops the logger will seek out a light source. This calibration may take a few minutes.
7. Once calibration is complete, either the Green LED or Orange LED will flash:
  - a. Orange LED indicates that the unit has locked onto a magnetic/incandescent light source.
  - b. Green LED indicates that the unit has locked onto an electronic-high frequency light source.

You have now completed installation of your logger.

Follow steps 1 thru 7 for each additional logger to install.

### Preparing Field Data Monitoring Form:

1. Before installing the logger, note its serial number.  
This number is an alphanumeric; it will be between 4 and 8 characters long and is located directly next to the device label.
2. Write down the serial number in column one.
3. If more than one logger is going into the space, indicate the Group # in column 2.

4. Write down the building location in which the logger was installed in column 3.
  5. Write down the room location in which the logger was installed in column 4
  6. Write down the area type in column 5. i.e.- the type of room in which the logger was installed.
  7. Write down the fixture quantity for this room column 6.
  8. Write down the total room wattage for this room in column 7.
  9. Write down any other comments pertinent to this room and/or logger in column 8.
- Repeat steps 1 thru 9 for each logger installed on this project.

Tips to ensure that you will have a successful data logging experience:

1. After Logger is installed, calibrated, and seems to be recording, ensure the unit is on. Press the programming button for a brief second: if the Orange LED turns ON, the unit is recording data. If the Green LED turns ON, the unit is OFF and you need to relocate it to an area with a better light source.
2. Make sure you have logged at least 3 of every area type.
3. If the lights are off in an area you want to record in, turn lights on, install logger and wait two minutes after the logger has calibrated to that room before turning the lights off.
4. If an occupant asks what you are doing, tell them you are installing a Light Quality Monitor to ensure proper light level in the space. If told the truth, they are prone to change their habits, thus skewing the data.
5. Monitoring a warehouse. – make sure that the logger locks onto a light source. Once you have turned the logger ON and the unit has calibrated, it will look for a light source (which can take up to 3 minutes). Both LED's will flash indicating that the unit could not find a light source and the unit is turning off. If this happens, you will need to move the logger to a better location allowing it to lock onto the light source. It's best that you place the logger in the cone shaped outline that the light fixture produces.
6. Leave loggers in for a minimum of two weeks. It is recommended that they stay in for three weeks, ensuring you get at least two weeks of data, in the event that someone is out of the office or on vacation.

Removal Instructions after Two Weeks of Monitoring:

1. Hold logger tightly with one hand: with the other hand pull the tab from the tape. While pulling the tab, rotate the logger hand and the tab hand in opposite directions, ensuring pressure is on the tab entire time.
2. Tape will stretch and release from the surface. Be patient and steady. If rushed, paint, plaster, and/or dry wall material will peel off.
3. Press the programming button in for approximately 10 seconds.
4. Once the Orange LED indicator light is flashing release button.
5. Press the programming button three (3) times. The Orange LED indicator light will flash, indicating the unit is turning off.
6. Repeat steps 1-4 for each logger installed on the project.
7. Replace logger in hard cover case.
8. Take loggers, Field Data Monitoring Forms, USB cable and USB flash drive to your computer for inputting data and uploading/downloading logger info.