Embassy gardens

Blocks **A, D, E, F & G**

APARTMENT SERVICES
QUICK STEP GUIDE
USER MANUAL

Contents

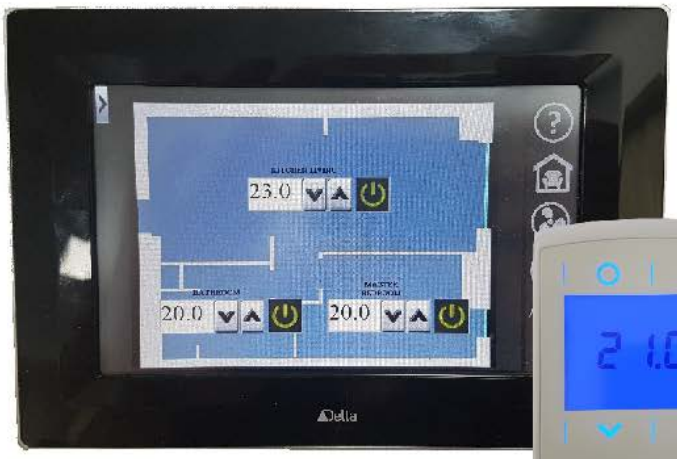
PLEASE NOTE: A bespoke touch screen control panel governs the day to day operation of apartment heating & cooling functions. Equipment and services linked to the panel include:

- Underfloor Heating – Installed throughout all rooms.
- Heated Towel Rail – Installed within bathrooms.
- Ventilation System – Operates both automatically and via the 'Cool Boost' function.
- 'Cool Boost' – Provides a targeted dispersal of cool air within the desired room.
- EZNS Control Units – These units allow the adjustment of temperatures within individual rooms without the need to return to the master control panel.

1. Apartment Heating & Cooling Controls

Ability projects ltd

EMBASSY USER MANUAL

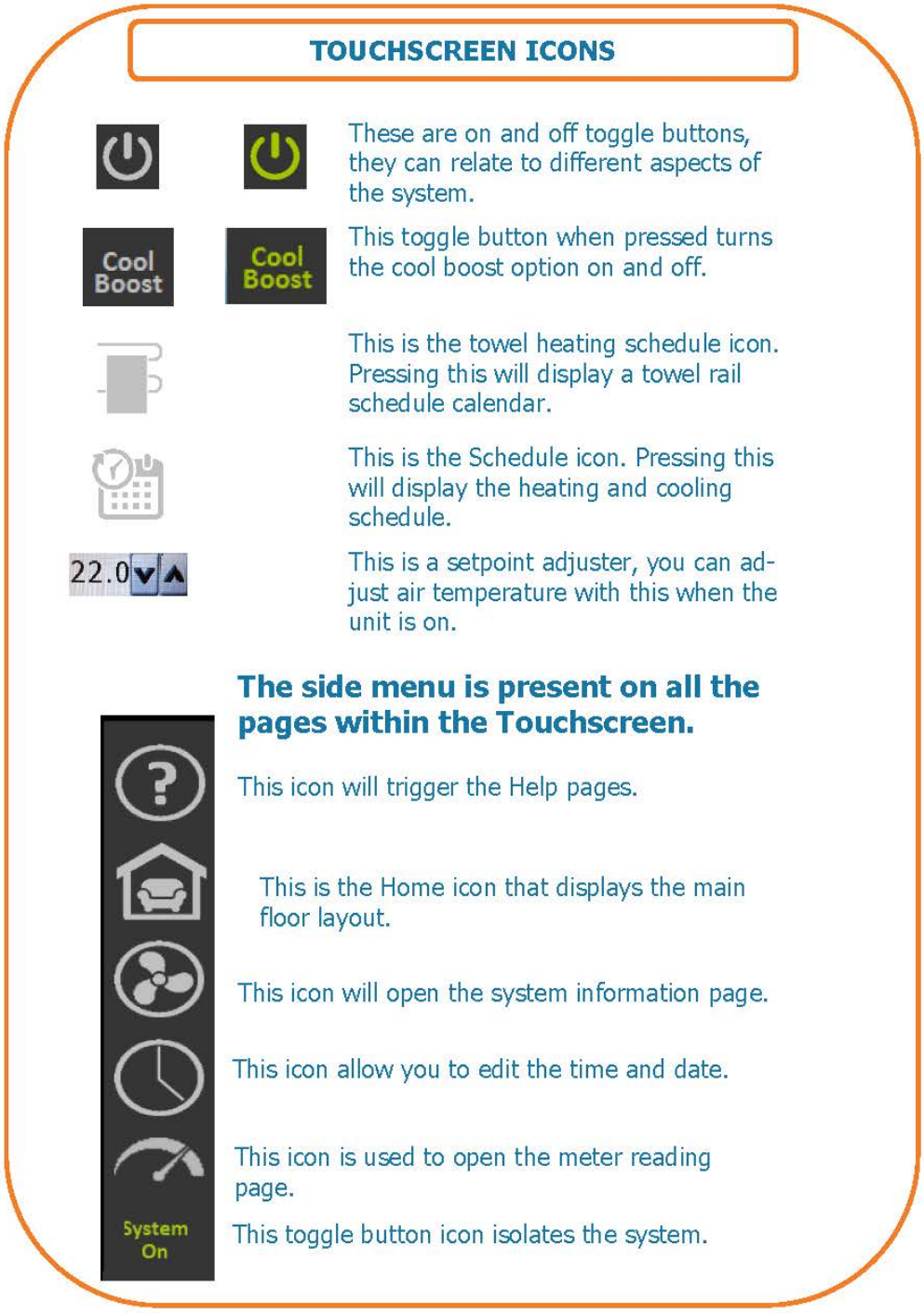


eTCH-7E Control Panel

EZNS Control Unit

Ability Projects limited would like to welcome you to your new home. This booklet has been designed to assist you in getting the most out of your Embassy heating/cooling system.

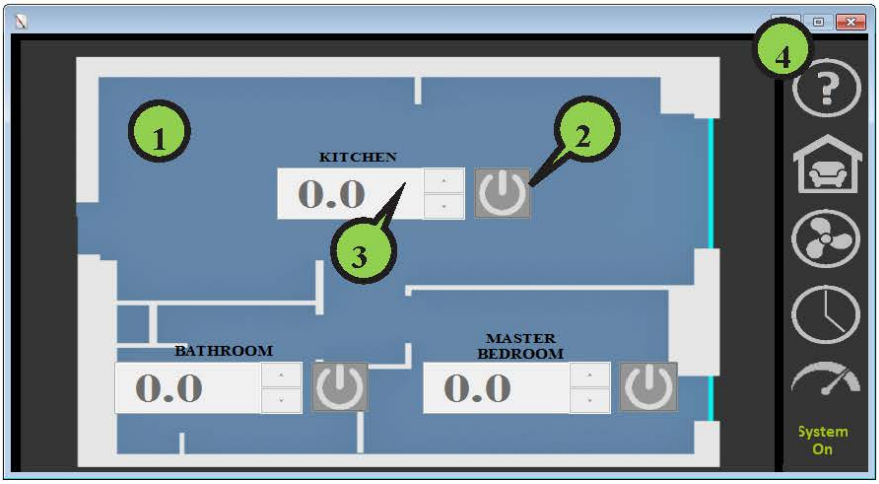
1.1 - Main Control Panel – A Guide to Icons



NOTE: Familiarising yourself with these icons will make managing your new home a simple and efficient process.

1.2 – Room Temperature Adjustment (Floor Layout Page)

MAIN SCREEN FLOOR PLAN

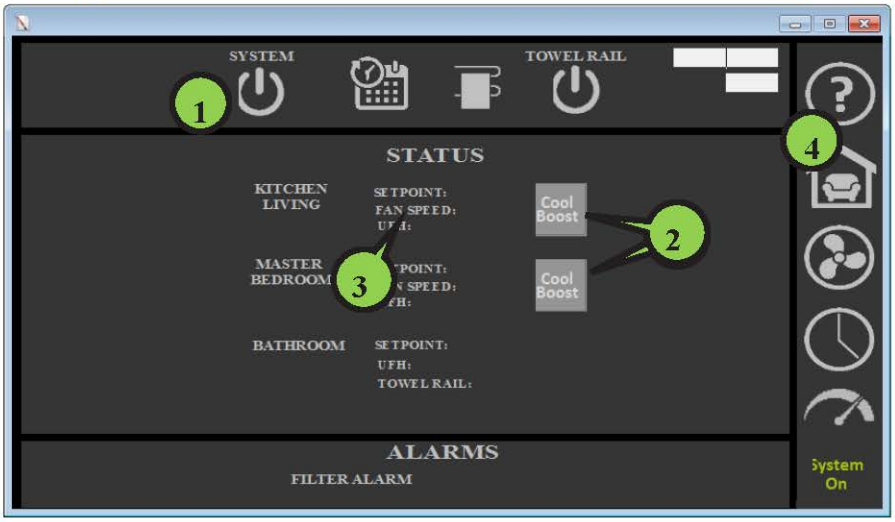


1. Main floor plan of apartment.
2. These individual on and off options control a specific zone.
3. Setpoint adjuster, change this to adjust temperatures while a room is currently turned on.
4. Generic Side menu (see page 1)

NOTE: Heating and/or cooling services (whichever is deemed necessary by the system) will automatically adjust the temperature within the specified room until the manually entered set-point is achieved.

1.3 – Apartment System Information Page

STATUS PAGE



1. Top menu (left to right) System on off, Heating cooling schedule, towel rail schedule, towel rail on off and Date and time.
2. These individual on and off options control cool boosts in a specific zone.
3. Information regarding the current setpoint, fans speeds and under floor heating will be shown here.
4. Generic Side menu (see page 1)

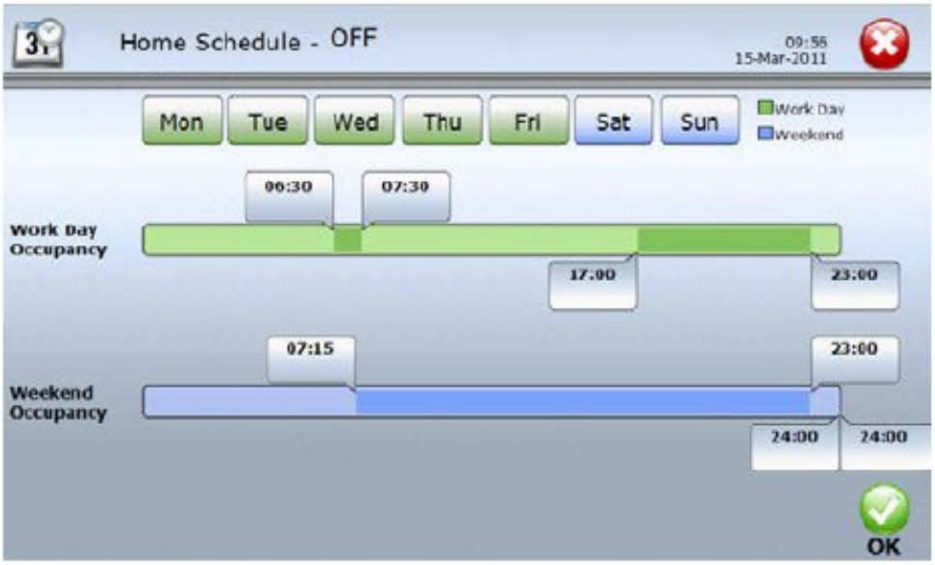
NOTE: This page provides operational information on the various apartment systems. Cool Boost activation is also managed here.

1.4 – Apartment Scheduling Page

SCHEDULES

There are two schedules on the Touchscreen, one is used for the heating/ cooling system and the other controls the towel rails.

Below is an image of a schedule:

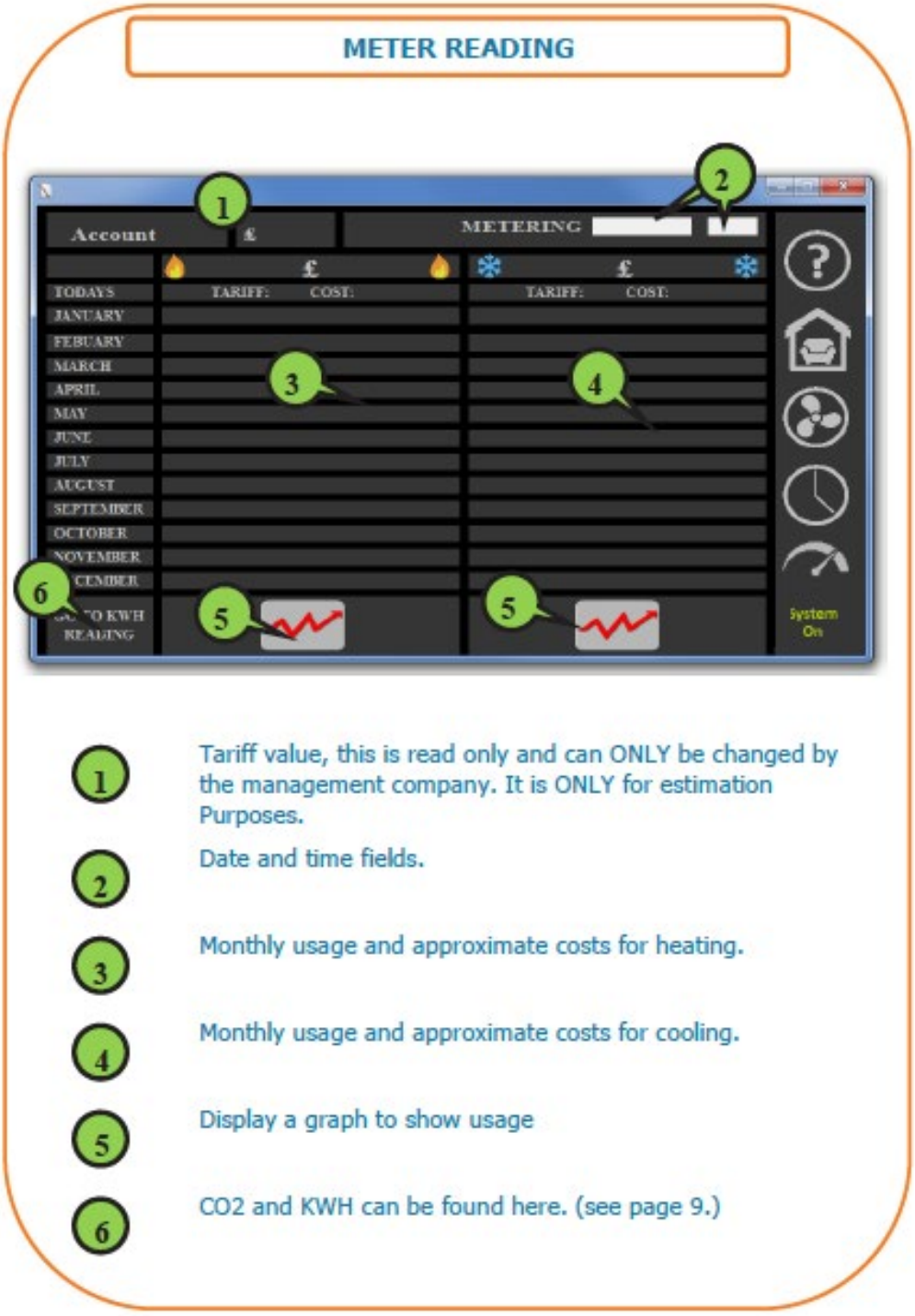


To change the Work Day Occupancy schedule or the Weekend Occupancy schedule drag a  time button left or right in 15 minute increments and then touch  OK.

When the end of one time block meets the start of another, they are merged into one time block the next time you view the schedule.

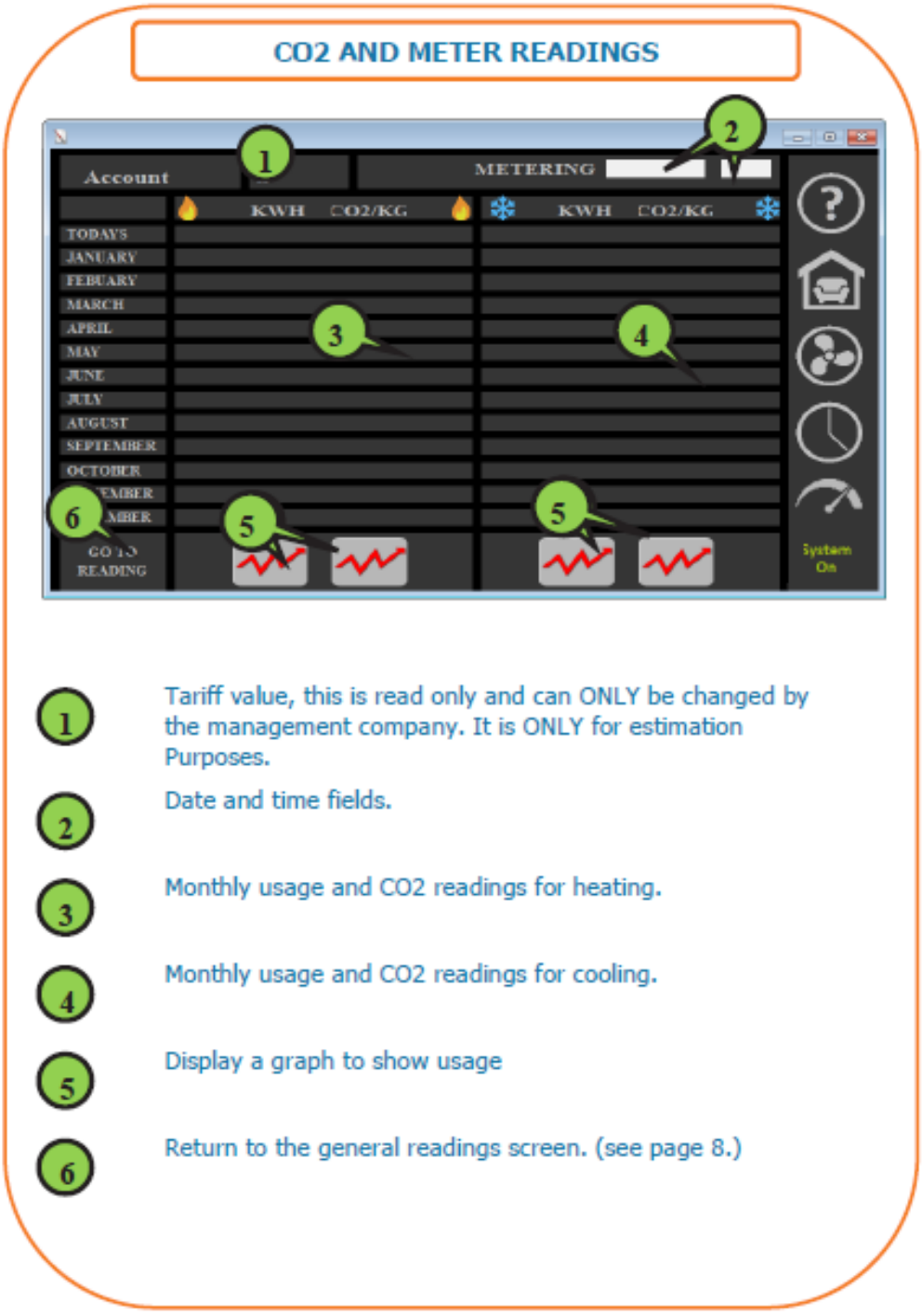
NOTE: Select the desired schedule from the menu at the top of the 'system information' page. Effective scheduling can save energy and keep your systems running at peak efficiency.

1.5 – Meter Reading Page



NOTE: Checking the meter reading page regularly can help you heat your home efficiently and evaluate your energy tariff accurately.

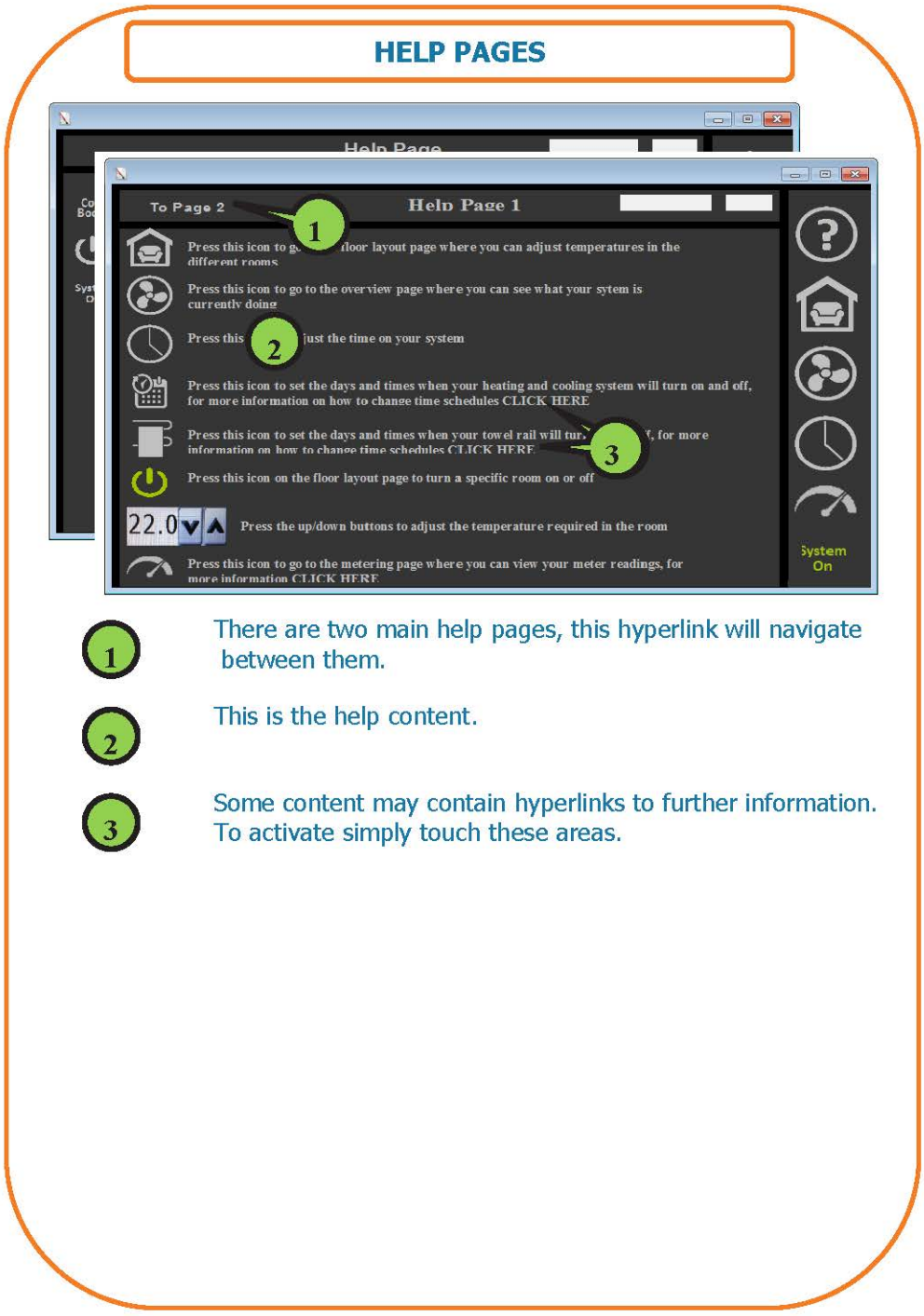
1.5 – Meter Reading Page



1. Tariff value, this is read only and can ONLY be changed by the management company. It is ONLY for estimation Purposes.
2. Date and time fields.
3. Monthly usage and CO2 readings for heating.
4. Monthly usage and CO2 readings for cooling.
5. Display a graph to show usage
6. Return to the general readings screen. (see page 8.)

NOTE: Navigating between the Co2 and general meter reading pages will give you a complete overview of energy usage within your home.

1.6 – Help Page



NOTE: Visit the Ability Projects website for further information.
www.abilityprojects.com

1.7 – Trouble Shooting Advice

TROUBLE SHOOTING

Problem	Solution
System is not running.	It maybe that the system is being controlled by a schedule. To see schedules click the "fan" icon. -Or- The system may be turned off, the power icon is the top most right. -Or- Individual fans can be stopped, click the fan icon to check their status.
Can not turn off my system.	What is the current temperature? If it is 10 degrees or below, or, 30 degrees or above, fabric protection has kicked in, meaning the system will run until the temperature is at an acceptable level.
Why is my temperature not changing?	How quickly the system reacts relates to the internal and external air temperatures. Large swings of temperature may take some time to achieve.
Why is the EZNS display flashing?	If the LCD panel on the EZNS flashes, this means there is a communication error.

NOTE: Visit the Ability Projects website for further information.
www.abilityprojects.com

1.8 – EZNS Wall-Mounted Control Unit

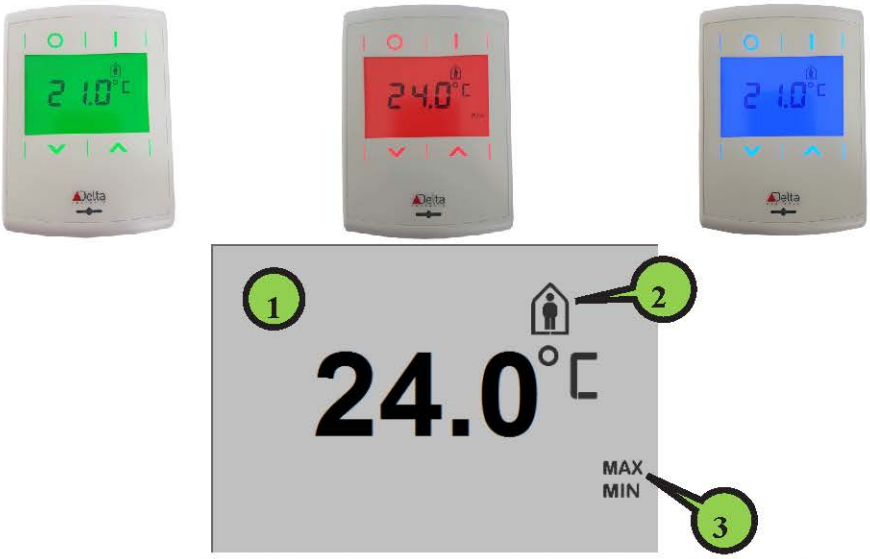
EZNS WALL CONTROLLERS

When an EZNS is activated by a keypress the backlight will illuminate for 15 seconds. The colours relate to various states.

If the room temperature and the setpoint is within 0.5° of setpoint, the backlight will become green.

If the room temperature is colder than the setpoint the Fan coil unit will go into heating and the EZNS back light will emit a red colour.

If the room temperature is warmer than the setpoint the Fan coil unit will go into cooling and the EZNS back light will emit a blue colour.



1. Operating Setpoint – the current temperature the system is working to achieve
2. This icon represents the units on/off status.
3. Max—Min. If you reach the maximum setpoint of 24° or the minimum of 18° these icons will show.

NOTE: EZNS Controllers are wall-mounted in each room, allowing adjustment of temperatures from within. Each wall controller is linked to the main control panel.

1.8 – EZNS Wall-Mounted Control Unit

EZNS UNDERFLOOR HEATING

Some apartments have areas that only have underfloor heating.

In these circumstances the EZNS will not show cooling and the blue backlight.

As before if the unit is in heating a red back light will be displayed and if a unit is 0.5° of the required temperature the green back-light will be shown.

2. Apartment Hot Water

2.1 - Evinox Energy - 'ModuSat' Heat Interface Unit

The Heat Interface Unit (HIU) generates hot water for domestic use, as well as the apartment underfloor heating system. Whilst the controlling of heating services is managed by the heating & cooling control panel (Refer to section 1.0), the following features are included as part of your heat interface unit.

Pressure Gauge

Indicates the HIU's current working pressure.

Heat Meter (Kamstrup Multical 402)

Indicates the HIU's current heat output. (For billing purposes)

2.2 - HIU Checks - System Pressure

In order to maintain the correct working pressure within a HIU Unit, the home owner should check the reading on the Pressure Gauge dial (manometer) displayed on the unit on a regular basis. Failure to maintain this correct idling and working pressure could result in your HIU not preforming to its manufacturing standards and suffering permanent damage.

This Pressure Gauge dial is located on the bottom right hand corner of the unit. (Please see figure 3.1).

- The correct system gauge idling pressure reading when cool, should be between 1bar and 1.5bar.
- The correct system gauge working position when the system is Hot, should be maintained between 1.5bar 2 bar.

Figure 3.1 (HIU & Pressure Gauge)

2.3 - HIU Checks - Pressure Parameters

Your HIU unit must be set to the correct pressure limit to achieve its optimum working output. Large fluctuations in pressure are normally a result of abnormal system water levels.

- When the heating system is cool, the pressure should be between 1 and 1.5 bar on the pressure gauge.
- If pressure is below 0.5 bar, water has been lost from the system and must be replaced. (Note: The gauge could also indicate the pressure being too high - approximately 2.5 bar or more).
- If the pressure gauge indicates high pressure as a result of over filling, you will need to bleed a radiator until the pressure gauge returns between 1 and 1.5 bar. (Please see section on: *Decreasing the Pressure of Your Unit*).

If the pressure (bar) values go below the optimum working pressure you can increase the pressure of the system by use of a bypass loop, connected at the top of the HIU unit.

2.4 - HIU Procedure - Increase Pressure

PLEASE NOTE: Only carry out the following steps if you are fully trained to do so and have obtained the relevant permit to work:

Step 1. Please ensure you use the correct PPE (Personal Protective Equipment):
- Safety glasses
- Appropriate hot works gloves
- Additional safety equipment where applicable

Step 2. Please use a safe raised working platform and do not stand, kneel or ever use the HIU cupboard shelf as a working platform.

Step 3. Above the HIU unit there is a Valve Kit installed (Please see figure 3.2). There are multiple accessible Valves serving the unit. Locate the fill & drain valves and make sure they are closed, i.e. in the anticlockwise position.

Step 4. Unscrew and remove the caps on valves (A) and (B) by turning them in an anti-clockwise direction.

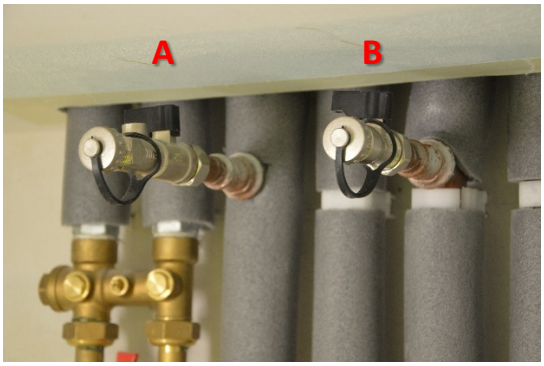
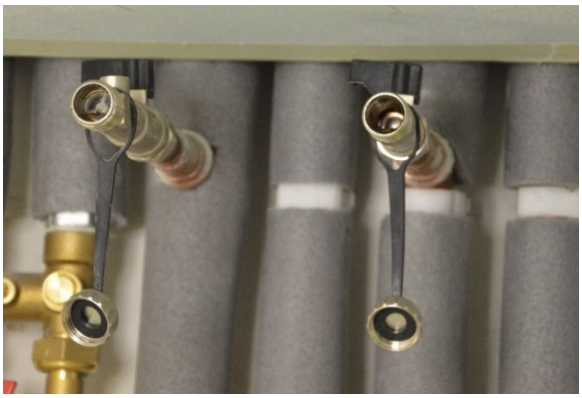


Figure 3.2 - The view above your HIU unit. Closed valves (A) and (B) with caps screwed on

Turn the cap anticlockwise to loosen and remove it



Removed pipe caps are now hanging from the valves

Step 5. Connect the filling loop provided by screwing both ends on to valves (A) and (B).

Attaching the loop to the first pipe end

Attaching the loop to the second pipe end

Step 6. When you have fitted the filling loop and it has been fixed into position, it should resemble the picture below.

Step 7. Once you have the filling loop connected:

7.1 Open valve (B), the right-hand side valve, first

7.2 Once you have the valve fully in its open position, begin to open valve (A), the left-hand side valve, in a slow, anticlockwise motion.

7.3 You will hear water begin to transfer between the pipe and HIU system via the filling loop.

7.4 You will need to keep a close watch on the pressure gauge as the pressure begins to rise.

7.5 When the pressure reaches 1.5bar, close the left and right valves simultaneously. Unscrew the filling loop and return the valve caps to their original position. Store the filling loop safely its original position to ensure it is ready for future use.

2.5 - HIU Procedure - Decrease Pressure

If pressure rises by more than 1 bar when the heating is up to operational temperature, then the expansion vessel may require re-pressurising. This will require a service engineer. The pressure in the system will usually require topping up once or twice a year. If you are having to re-pressurise your heating system much more frequently, please contact your installer.

3. Heated Towel Rail

3.1 - Stelrad - Bespoke ‘Embassy Gardens’ Towel Rail

Installed within bathrooms, the electric towel rail is managed by the apartment heating and cooling control panel. A dedicated scheduling page allows the pre-programming of automatic operation. Please refer to section 1.4 for further information.

3.2 - Operating Modes

Selecting the ‘System Information’ icon from the side bar menu will display the apartment status page.

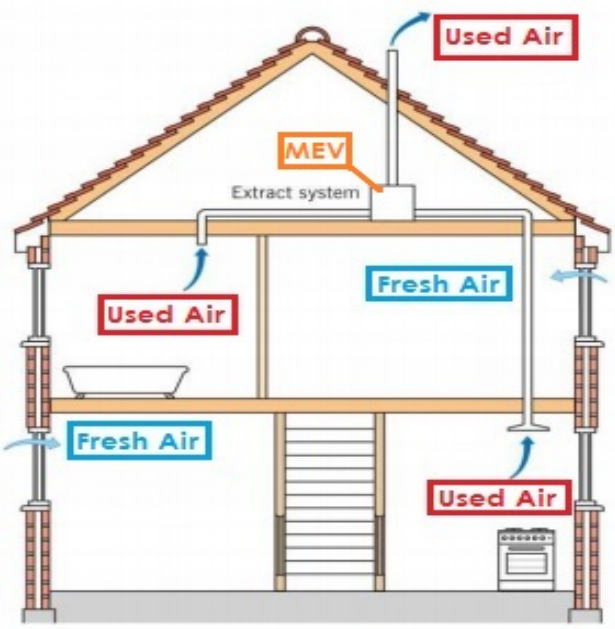
From the apartment status page, selecting the calendar icon will open the towel rail scheduling page.

From the apartment status page, selecting the ON/OFF icon allows manual control over your towel rail.

4. Home Air Circulation Fan (MEV)

4.1 - Vent-Axia - LO-CARBON Multivent MVDC-MS/MSH

The MVDC-MS/MSH continuous mechanical extract ventilator (MEV) is designed for the simultaneous ventilation of separate areas within residential spaces. Moisture is extracted through ceiling mounted valves within the utility cupboard, kitchen and bathroom areas.



4.2 - Operating Modes

Automatic Operation - Your MEV unit is designed to run automatically and does not require any ongoing adjustments or maintenance procedures.

'Trickle' Mode - This standard operating mode provides a constant, efficient ventilation service whilst minimising noise output.

'**Boost' Mode** - Boost Mode will activate following the detection of excessive humidity within the utility cupboard, kitchen or bathroom areas. Fans will ramp-up to full speed, providing a dedicated extraction service in the area where the humidity has been detected.

Humidity Sensing - The MVDC-MS/MSH incorporates a built-in detector, or 'Humidistat', which automatically senses an increase in humidity in any location connected to the ductwork system serving the unit. Following the detection of excessive humidity by the sensor, the MEV will ramp-up the fans and begin the extraction process in 'Boost' mode. Extraction will continue until the humidistat detects a return to normal conditions.

Bathroom Extraction - Your MEV unit will continue running for as long as humidity is detected within the bath/shower area and will not cut-out after a set period of time.

5. Apartment Lamps

Item	*Location*	*Product Image/Code*	*Manufacturer*
7W GU10 LED Downlight (White)	Bedrooms, Living Room, Corridor	 ORL1009AW-ORBIS7-WW	Orlight Limited Tel: 01923 851 890 Web: www.orlight.com
7W GU10 LED Adjustable Downlight (Chrome)	Kitchen	 ORL1019CH-ORBIS7-CH	
7W GU10 SteamSpot Downlight (White)	Bathroom	 STEAMSPOTW-ORBIS7-WW	
7W GU10 Downlight (Chrome)	Bathroom, Toilets, Dressing Area	 ORLIP541019-ORBIS7-CH	
1W Cree LED (Stainless Steel)	En Suite Bathroom	 ORLLM22-SS	
Elara Wardrobe LED (Chrome)	Bedrooms	 ED05-ROBE-BESPOKE-12V	Eden Illumination Tel: 01383 514 244 Web: www.edenillumination.co.uk

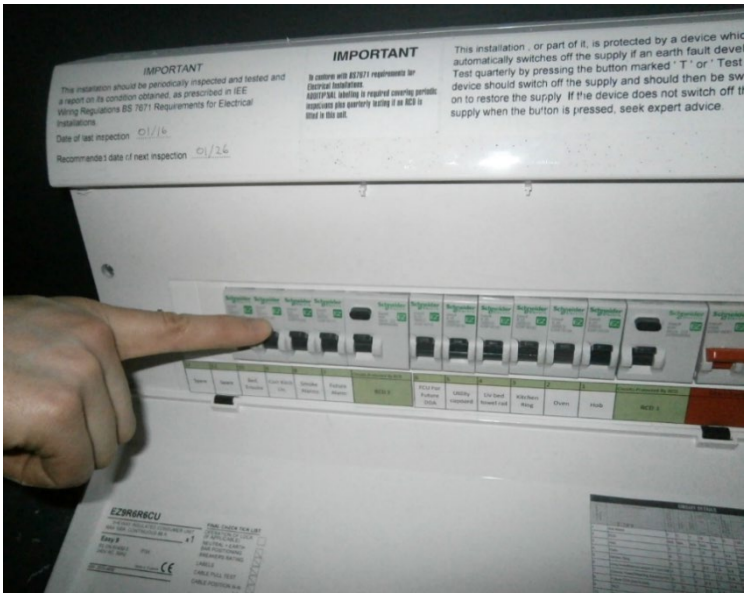
5.1 - How to Change Your Lamps

PLEASE NOTE: Safe working practices must be observed at all times when working with electrical equipment. Please always use the correct PPE (Personal protective equipment):

- Safety glasses
- Appropriate hot work gloves
- A safe raised working platform (do not stand, kneel or use the HIU cupboard shelf as a working platform.)

Step 1. *Turn the Power Off*

Make sure the power to the lights within your apartment is turned off. The safest way to ensure the power is off before you change a light bulb is to isolate or knock the power off at the source. Locate the isolator in the fuse box and flick the switch on the circuit breaker, ensuring it is in the 'off' position (Please see figure 3.1).



3.1 - Fuse Box (Customer Consumer Unit)

Step 2. *Let It Cool Down*

Allow enough time for the lamp to cool down if necessary, before attempting to touch and separate the housing or to change the bulb.

Step 3. *Identify the Light Housing*

There are various types of downlight installed within your apartment. Check the table located in section 5.0 and identify the correct lamp type before commencing work

Step 4. *Remove & Replace the Lamp - Procedure 1*

The procedure described below is relevant for the following products:

ORL1009AW-ORBIS7-WW

ORL1019CH-ORBIS7-CH

ORLIP541019-ORBIS7-CH

- Using your index finger and thumb (refer to figure 4.2), gently separate the magnetic inner fitting (ceiling light housing) from the downlight (lamp housing) by pulling it in a downward motion (refer to figure 4.3). This will release the magnetic mechanism within the housing and separate the housings of the light fitting (ceiling housing from the lamp housing).
- Continue this motion of moving the two housings away from each other and allow cable to extend through the lights ceiling housing in your apartment (refer to figure 4.4).

4.1 - Use a stable platform to access the light

4.2 - Grip the inner fitting using your index finger and thumb

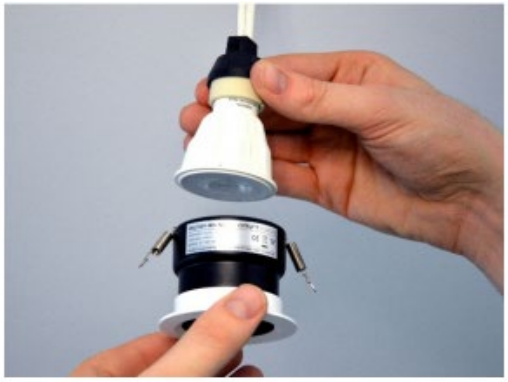
4.3 - separate the magnetic inner fitting

4.4 - Continue until the light hangs freely from its housing

- Holding the lamp housing in one hand and the spring, which keeps the lamp holder in place, in your other hand (refer to figure 4.5), gently remove the spring from the lamp holder. Repeat this process on the second lamp holder spring (refer to figure 4.6).
- Separate the lamp and lamp holder from downlight (refer to figure 4.7).
- Grasp the lamp holder with a firm grip whilst simultaneously clasping the lamp in a light but firm grip. Turn the bulb in an anticlockwise motion to release the lamp from the lamp holder fitting. (Refer to figure 4.8)

4.5 - Grasp the holder & retaining spring

4.6 - Remove the retaining spring on both sides



4.7 - Separate the lamp and holder from the downlight

4.8 - release the lamp from the fitting

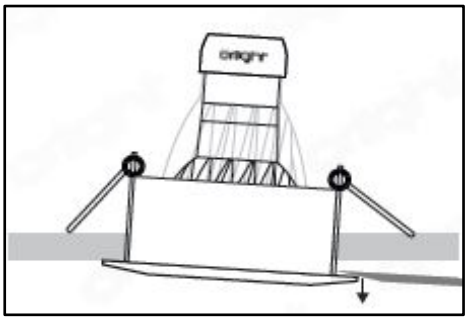
- Insert the replacement lamp into the now empty lamp holder. Twist the bulb in a clockwise direction to complete the connection.
- Replace the lamp and lamp holder within the downlight (lamp housing).
- Holding the lamp housing in one hand and the spring, which holds the lamp holder in place, in your other hand, gently re-attach the spring onto the lamp holder fitting. Repeat this process on the second lamp holder spring.

Remove and Replace the Lamp - Procedure 2

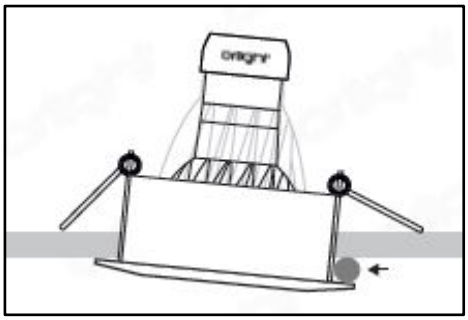
The procedure described below is relevant for the following products:

STEAMSPOTW-ORBIS7-WW

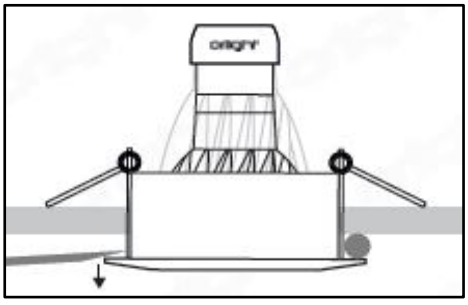
- Use a large flat blade tool to lever one side of the fitting away from the ceiling. (Refer to Figure 4.1)
- Insert a small batten or pencil into the gap created to hold the bezel away from the ceiling. (Refer to Figure 4.2)
- Use the flat bladed tool to lever the other side of the fitting down, taking care to avoid damaging the ceiling. (Refer to Figure 4.3)
- Evenly pull the whole fitting away from the ceiling. (Refer to figure 4.4) This may require some force to bend the springs back fully. Be careful to avoid the spring folding back and pinching your fingers.



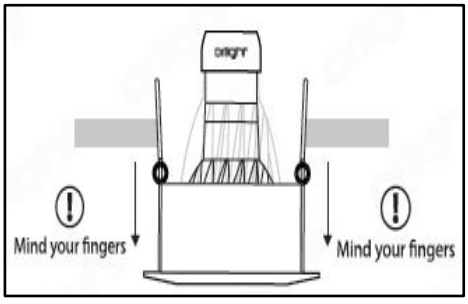
4.1 - lever one side of the fitting away from the ceiling



4.2 - Wedge the gap open with a small batten or pencil



4.3 - Lever the second side of the fitting away from the ceiling



4.4 - Pull the whole fitting away from the ceiling

Step 5. ***Turn on the Power***

Now that the new lamp has been fitted and you feel as though you have carried out the replacement procedure safely, it is time to turn the power back on. To recirculate power to the apartment lights, locate the isolator switch within the fuse box and flick the switch on the circuit breaker, ensuring it is in the 'on' position

Step 6. ***Disposal***

After fitting a new lamp, responsible dispose of the old lamp must be arranged. This needs to be done in a safe and considerate manner, as glass within old lamps may be fragile and can break easily. One approach to this is to wrap the defective lamp in the packaging of the newly fitted lamp and dispose of it in the nearest lamp recycling bin, or via a lamp collection and disposal service.

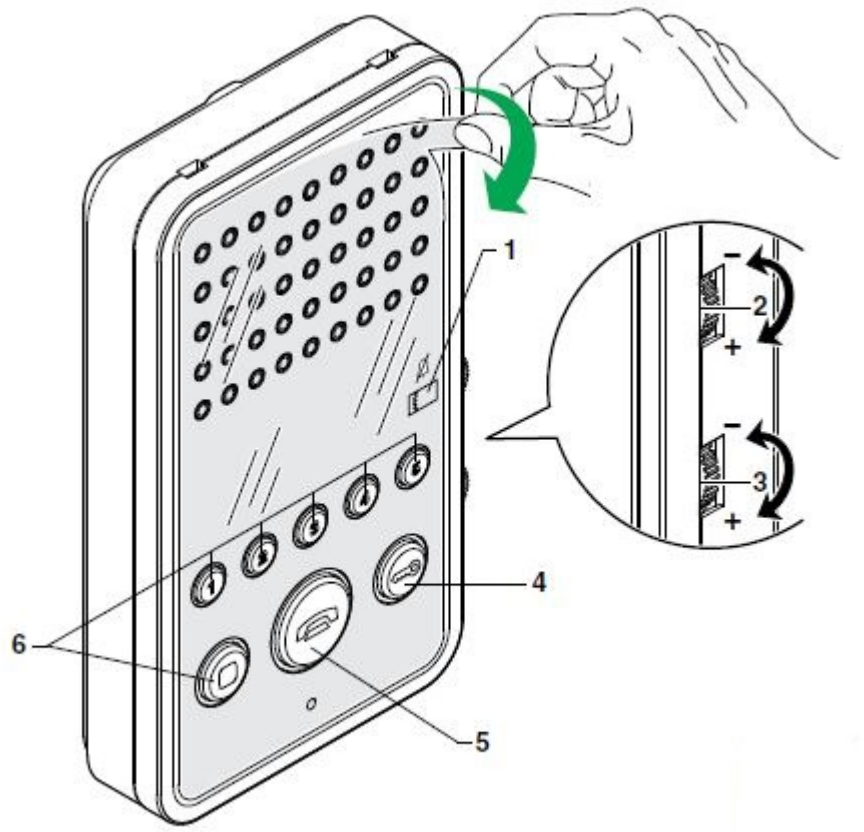
5.2 - Lamp Safety

Safety is critical when working with faults related to electrical or wiring issues. Remember to always check the following:

1. The wattage on the old used bulb and replace it with a new lamp of the same wattage.
2. Keep your fingers away from live electrical wires and do not put your fingers in the exposed light socket.

Dispose of the replaced light lamp responsibly. Always keep waste electrical equipment well out of the reach of children.

6. Door Entry Intercom



6.1 - Comelit - Easycom VIP Unit (Black)

The Easycom VIP Unit is a hands-free intercom with multiple functions and programmable buttons. Standard features include:

1 - Privacy indicator.

2 - Trimmer for ringtone volume adjustment.

3 - Trimmer for audio volume adjustment.

4 - Lock-release key (programmable).

5 - Audio activation / deactivation key.

6 - Programmable keys.

Description of LED Functions

The Easycom door-entry phone is equipped with indicator LEDs for keys and .

- *The LEDs for the two keys light up intermittently to indicate a call from the external unit.*
- *The LED for the* key lights up intermittently to indicate a call from the internal unit or switchboard.
- *The LED for the* key lights up steadily to indicate that the audio is active.
- *The LED for the* key lights up intermittently to indicate that the associated door* is open (Door Open function).
- *The LED for the* key lights up steadily to indicate that the function is active.

Using the Easycom VIP Door-Entry Intercom

- To activate the audio line, press and wait for the LED to illuminate steadily before speaking.
- To activate the electronic door lock, press .

» *The monitor will beep to confirm activation.*

- To activate the Doctor function, press the button programmed for that function.

» *The LED for the button lights up steadily to indicate that the function is active.*

- To make an intercom call, press the button programmed for that function.
- To make a priority call, press the button programmed for that function.
- To make a switchboard call, press the button programmed for that function.

Manufacturers Maintenance Instructions

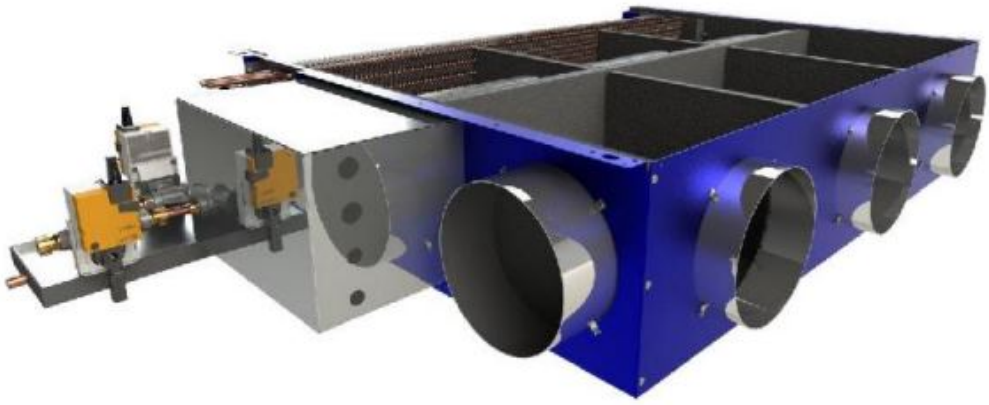
WARNING

Comelit Group S.pA. does not assume responsibility for improper use of the apparatus, for modifications made by third parties for any reason or purpose, or for the use of non-original accessories and materials.

Caution! In order to reduce the risk of faults and electric shocks:

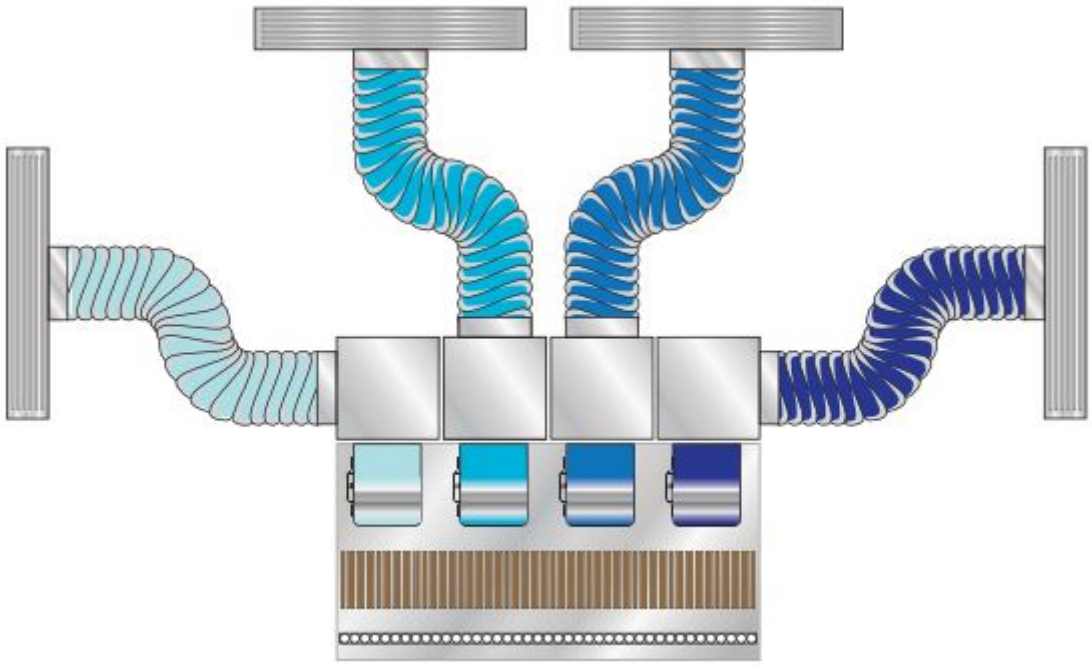
- Do not open the apparatus or carry out any repairs yourself. If necessary, request the services of qualified personnel.
- Do not insert objects or pour liquids into the device.
- Clean using a damp cloth. Do not use alcohol or other aggressive products.

7. Maintenance Procedures



7.1 - Fan Coil Units - Changing A Filter

Fan Coil Units are sophisticated installations which have multiple fans and distribution points. A filter malfunction will greatly reduce the efficiency of a unit and can also lead to increased noise output.



7.1.1 - Fan Coil Unit Schematic (NOTE: Not to scale)