Factory Reset Controls
Commissioning Reset

How To Guides

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Figure 1. Typical ECE air handling unit with 5-inch HMI display on the AHU control panel.

Video Duration: 4 minutes 30 seconds
Applies to: AHUs fitted with a Trend control system and 5-inch HMI display
Document Status: Controlled technical instruction

1. Purpose

This booklet accompanies the video demonstrating how to perform a Commissioning Reset to restore original factory or commissioning parameters within the AHU control system.

The procedure shows how to identify when a reset may be required, how to use the physical commissioning reset switch, and how to verify that the correct settings have been restored.

The AHU control system is commissioned with predefined operational parameters to ensure the unit operates within its designed performance range.

2. Important AHU Information

ECE AHUs are bespoke. Do not assume that information, access arrangements, terminal numbers, wiring colours, component selections or controls logic from another AHU applies to the AHU being reviewed or worked on.

The certified drawing and current project-specific documentation are the primary sources for the AHU arrangement and component technical information.

Where component technical information is checked, it must be checked against the certified drawing and related manufacturer data for the exact AHU.

IMPORTANT: Always use the project-specific asset information, certified drawing, relevant ECE product-range IOM, quotation scope and component information for the exact AHU being reviewed or worked on.

3. Safety and Competency Requirements

- Only competent and authorised personnel should carry out this procedure. The required competency depends on the task being undertaken.
- Before starting, confirm the correct AHU, asset tag, certified drawing, relevant ECE product-range IOM and any applicable wiring diagram, controls description, component technical information or manufacturer data sheet.
- Follow all site-specific RAMS, permits, PPE, isolation and access requirements.
- Where the task requires physical access to the AHU, do not open access doors, remove panels or work inside the AHU unless fans and relevant equipment are isolated, stationary and safe to access.
- Do not bypass safety devices, interlocks, alarms or controls.
- Stop and escalate if the AHU identity, current technical information, safe isolation, access condition or required competency cannot be confirmed.

Figure 2. Site personnel in PPE reviewing the certified drawing. Confirm fan type, airflow direction and wiring before any rotation check.

Task-specific requirements:

- Only competent and authorised personnel should operate, reset, test or adjust AHU controls.
- Do not reset alarms, faults or maintenance warnings until the underlying cause has been investigated and corrected.
- Do not use hand mode, manual overrides or resets to bypass safety controls, interlocks, airflow proving, fire/smoke inputs or protective functions.
- Confirm the correct AHU, controls description, wiring diagram and HMI/control panel before making changes or carrying out a test.
- Stop and escalate if the fault cause is unknown, the alarm returns after reset, the control strategy is unclear, or the system does not operate as described.

4. Before You Begin

- Access the AHU asset information via the ECE Client Portal using the asset tag or 18-digit reference number where available.
- Confirm the AHU reference, project name, location and latest document revision.
- Review the certified drawing, relevant ECE product-range IOM, quotation scope, component schedule and manufacturer data sheets where applicable.
- Review the wiring diagram, controls description and commissioning information where the task involves electrical, controls or BMS interfaces.
- Confirm the required personnel, tools, PPE, access equipment, permits and isolation method before starting work

Figure 3. Asset Tag plate carrying the unique 18-digit reference number used to retrieve AHU technical information from the ECE Client Portal.

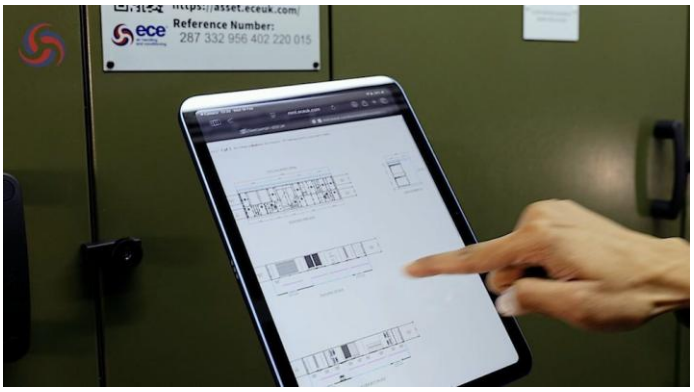

Figure 3b. AHU technical information opened on a device via the Asset Tag link, used to confirm AHU reference, drawing revision and fan information before starting work.

5. Required Tools, Equipment, PPE and Information

- Project-specific controls description
- Wiring diagram or interface drawing
- HMI/control panel access credentials where required
- Commissioning report or points list where available
- Fault/alarm log or maintenance record

6. Procedure

These parameters may include:

- Minimum fan speed
- Maximum fan speed
- Control setpoints
- System limits

If these values are accidentally altered, the AHU may not operate as intended.

A Commissioning Reset restores the original commissioning values programmed during factory setup.

Figure 4. Operating the 5-inch HMI display on the AHU control panel — the starting point for reviewing fan-speed values before a commissioning reset.

6.1 Identifying When a Reset May Be Required

A reset may be required if operating values appear incorrect or inconsistent.

To check:

- Access the 5-inch HMI display.
- Navigate to the Views Browser.
- Locate the fan speed readings.

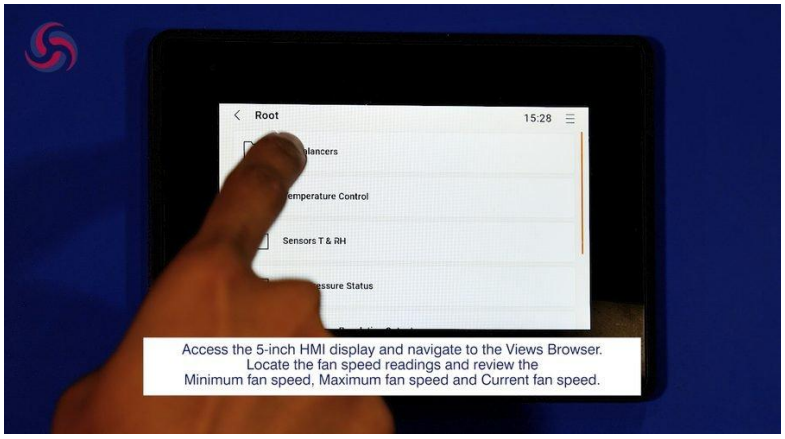

Figure 5. HMI Views Browser menu — navigate to the fan speed views.

Review the following values:

- Minimum fan speed
- Maximum fan speed
- Current fan speed

If these values do not match the expected commissioning settings, this may indicate that the parameters have been changed.

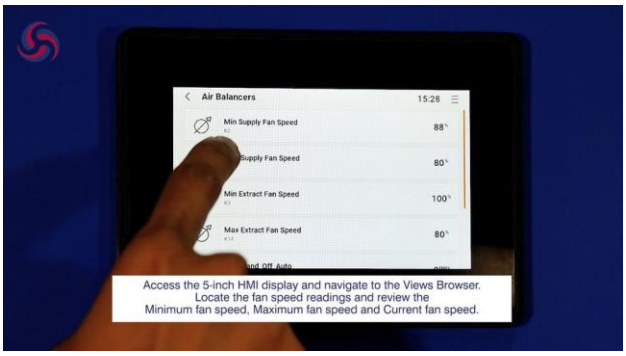

Figure 6. Air Balancers view showing Min/Max Supply Fan Speed and Min/Max Extract Fan Speed values.

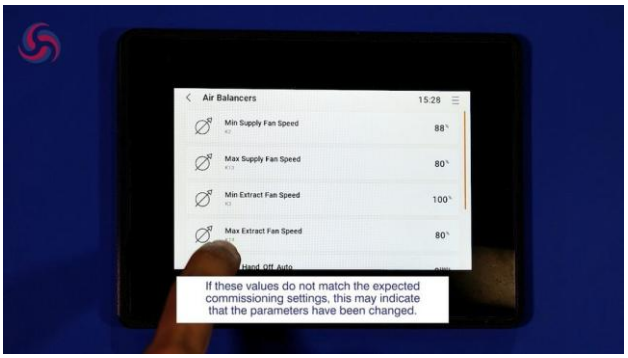

Figure 7. Reviewing the fan speed values against expected commissioning settings — if values do not match, parameters may have been changed.

6.2 Locating the Commissioning Reset Switch

The Commissioning Reset switch is located on the control panel door.

The switch includes:

- A key operated reset switch
- A push-button reset switch

These indicators assist in confirming that the reset function has been activated.

6.3 Performing the Commissioning Reset

To restore the commissioning settings:

- Locate the Commissioning Reset switch on the control panel door.
- Press and hold the push-button switch or, turn the key operated switch for approximately 2 seconds.
- Release the button or key once the reset has been initiated.
- The controller will now restore the original commissioning parameters.

Figure 8. Pressing the Commissioning Reset push-button on the control panel door. Indicator lights confirm the reset function has been activated.

6.4 System Response After Reset

Following the reset:

- The controller reloads the original commissioning values.
- Fan speed limits and associated control settings return to their factory configuration.
- Indicator lights may briefly change state to confirm the reset has occurred.
- The AHU may briefly pause or restart certain functions while the reset completes.

After the reset is complete:

- Return to the HMI display.
- Navigate again to the Views Browser.
- Locate the fan speed readings.

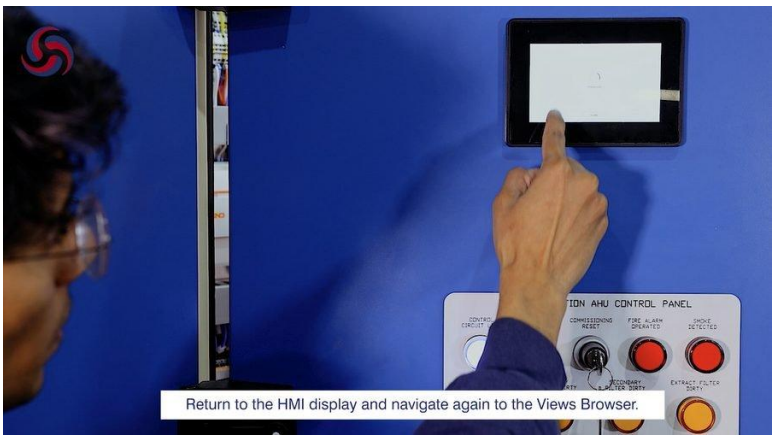

Figure 9. Returning to the HMI display and navigating again to the Views Browser to verify restored values.

Confirm that:

- Minimum fan speed matches the original commissioning value.
- Maximum fan speed matches the commissioning value.
- Fan operation is stable.

These values should now reflect the intended operational settings.

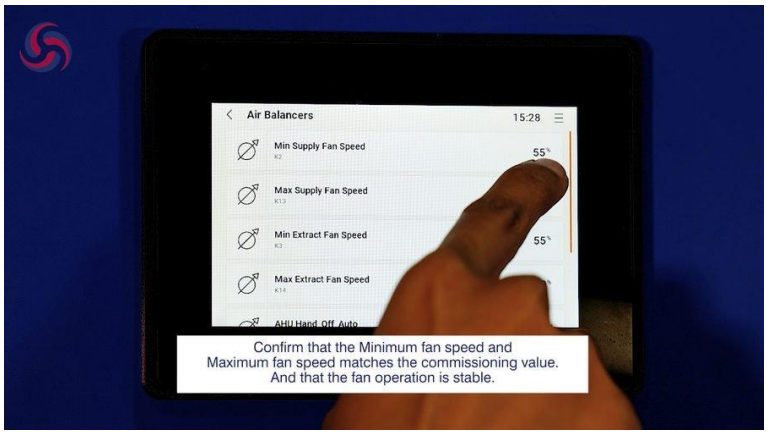

Figure 10. Air Balancers view after reset — confirm Minimum and Maximum fan speed match the commissioning values and that fan operation is stable.

6.5 Post-Reset Checks

After performing the reset:

- Confirm that fans operate normally.
- Verify airflow and pressure readings.
- Check for any active alarms.
- Ensure system values appear consistent with commissioning documentation.
- If unexpected values remain, further investigation of the controller configuration may be required.

6.6 Important Considerations

- The commissioning reset should only be used when necessary.
- Always confirm that altered parameters are causing operational issues before resetting.
- Record the reset in the system maintenance log.
- Resetting parameters unnecessarily may affect site-specific settings.

7. Verification / Functional Test

- Control action produces the expected status on the HMI, controller or BMS.
- No active safety, fault or maintenance alarm remains unless it has been intentionally left recorded for follow-up.
- The underlying cause of any alarm or fault has been investigated before reset.
- The system returns to the intended automatic mode after the test or reset.
- Required commissioning parameters are restored and system operation matches the intended control strategy after reset.

Additional Verification Notes

8. Stop-and-Escalate Conditions

STOP: Stop work or stop the review and escalate to the responsible ECE/project technical contact if any of the following apply:

- The AHU reference, asset tag, certified drawing or document revision cannot be confirmed.
- The information found does not match the physical AHU, installed component or project scope.
- Safe access, safe isolation or required site permits cannot be confirmed.
- A required component technical detail, wiring detail, control signal or manufacturer data sheet is missing.
- The task would block or compromise AHU maintenance access, withdrawal routes, isolators, terminal boxes or emergency access.
- The underlying cause of a fault or alarm has not been investigated.
- The reset or test would bypass a protective function.
- The displayed control strategy does not match the project-specific controls description.
- The user is not authorised to make the control change.
- Factory reset would erase live commissioning settings without authorised approval.
- The original commissioning settings are not recorded or recoverable.

9. Final Checks

- Confirm the AHU, component, wiring, control function or approval item has been left in the intended safe and complete condition.
- Confirm access doors, panels, terminal boxes, covers, guards, isolators and labels are secure where applicable.
- Confirm no tools, temporary materials, loose items, debris or packaging remain in or around the AHU.
- Confirm any alarms, faults, abnormal indications or unresolved comments have been recorded and escalated.

10. Records to Complete

Record enough evidence to prove that the task, review or test has been completed using the correct AHU information and by competent personnel.

- Alarm/fault/control action identified
- Cause investigated
- Reset/test result recorded
- Automatic operation restored
- Outstanding actions recorded

Evidence item	Required entry
AHU reference / asset tag	To be completed
Certified drawing revision / document revision	To be completed
Person completing task / review	To be completed
Date completed	To be completed
Result / status	Pass / fail / comment / not applicable
Outstanding actions	To be completed or marked none

11. Completion Checklist

[ ] Correct AHU and guide number confirmed.
[ ] Latest asset information and certified drawing checked.
[ ] Relevant IOM, wiring diagram, controls description or manufacturer data checked where applicable.
[ ] Safety and competency requirements confirmed.
[ ] Procedure completed or approval review completed.
[ ] Verification / functional test completed.
[ ] Stop-and-escalate conditions checked and no unresolved stop condition remains.
[ ] Records to Complete section completed.
[ ] AHU returned to safe condition or review status recorded.

12. Task-Specific Completion Checks

[ ] HMI accessed
[ ] Fan speed values reviewed
[ ] Incorrect values identified
[ ] Commissioning reset switch located
[ ] Reset button pressed for 2 seconds
[ ] System reset completed
[ ] Fan speed values verified on HMI
[ ] System operating normally

13. Learning Outcome

After completing this procedure, viewers will understand:

- How to identify when commissioning parameters have changed
- Where to locate the commissioning reset switch
- How to restore original factory settings
- How to confirm correct fan speed values via the HMI display

This ensures the AHU operates according to its original commissioning configuration and design performance.