



Onboarding Guide

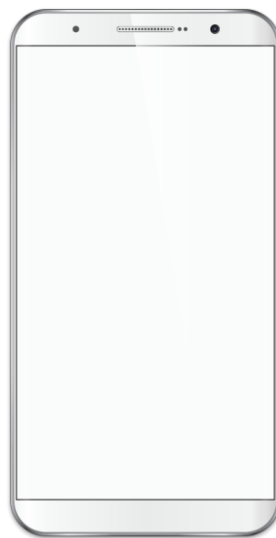


SMART BUILDING SYSTEM | LIGHTING CONTROL

Welcome to Toggled iQ™

Toggled iQ is a smart building data and device management system that enables the creation of customized and scalable building solutions across multiple areas, including: lighting control, HVAC, remote sensor and data analytics. Engineered to be functional and truly easy to set up and use, it's a cutting-edge system that is about to become an important part of your everyday life. This onboarding document has been created to provide a quick-start guide. To further customize your lighting experience based on personal needs and preferences and for more comprehensive setup instructions, please refer to the Toggled iQ application guide located at toggled.com/toggled-iq-products/app/

Here's what is needed to initiate Toggled iQ's setup:



Smart phone with data connection.



Download the Toggled iQ™ App

Note:

An Organization listing is required to gain access to App controls. The Toggled iQ Customer Support team creates an Organization listing automatically upon the establishment of every account. If an Organization listing has not been established already, please contact the Toggled iQ Customer Support team.

Toggled iQ Customer Service contact information:

Email: support@toggled.com

Phone: 1-844-toggled (1-844-864-4533)

Phone support hours of operation:

Monday through Friday

9:00am – 4:00pm Eastern

(excluding holidays)

Step 1

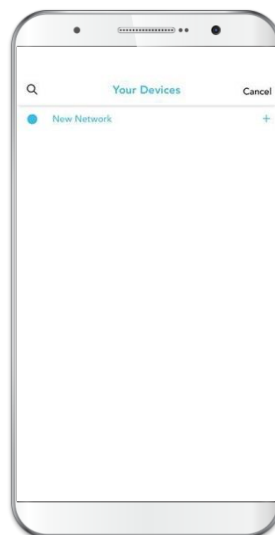
Sign in



Step 2

Create New Network

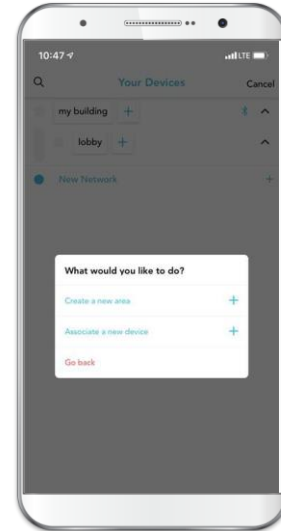
- If an Organization has an established Network, it will be listed as a menu option to Select from.
- To create a new Network
- Select “+”
(Top right corner)
- Select “New Network”
- Name your Network



Step 3

Create New Area

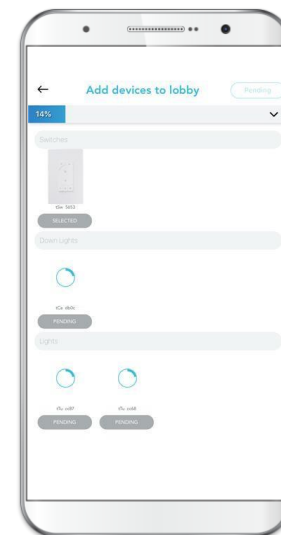
- Area and Device management is based on a hierarchy/tree. Nested Area(s) and Device(s) may be controlled and managed by Area(s) and Device(s) at higher levels. Settings may also be applied at any level and will be inherited by nested Area(s) and Device(s) by default.
- To create a new Area. Select your Network.
- Within the Network menu options, Select “+” (Located under “Areas”) to name and add the new Area.
- Additional Area(s) can be added by selecting the Parent-level for the new Area to reside under.



Step 4

Add New Device

- Select the Area or Network where you wish to add your device.
- Within the Area/Network menu options, Select “+” under the “Devices” heading.
- The app will scan and display new Device(s) within range of your Network.
- When establishing a new Network it is recommended to add a non-battery powered device first.
- Select desired Device(s). Once the Device is selected, it will flash to help you confirm the selection.
 - Lights will flash while control Devices (such as Switches or Sensors) will blink indicator LEDs.
- After selecting all Devices to be added, click the “Add to Area” button.

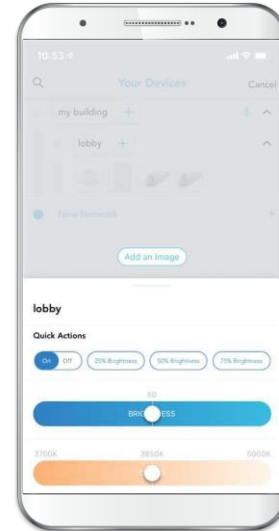


NOTE: Battery powered devices such as the Toggled iQ Sensor may need be woken before they can be discovered by scanning. See Device specific instructions for further details.

Step 5

Controlling and Configuring Area and Device

- Select the desired Device or Area to access its control and configuration menu options.
- All Device and Area selections provide the following menu options:
 - Control brightness or color temperature (if available) using quick controls.
 - Adjust high/low trim settings or occupancy/vacancy timeout duration preferences.
 - Move/delete the Area or Device.
 - Access specific settings such as Sensor calibration.
- Note: Controls or settings applied to a Parent Area will also apply to all the Devices and Areas beneath it.
 - For example, to control or adjust an entire Network, Select and display the Network control menu before adjusting.



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