Telog Instruments Standard Operating Procedures: Field Guide

Telogers 101

When communicating with a local recorder, keep the padlock down, unless the goal of the communication session is the change the recorders configuration.

Prepare for Local Communication
1. **Connect** the Communication and Auxiliary cables
2. **Start** Telogers software and verify the communication port is configured to allow for local communication
3. On PC **start** Telogers for Windows
4. Setup | Options | Communication tab | **Check** Enable Local Comm
5. In Local port **select** the Comm port used by the PC to communicate with RTU
6. **Click** OK

Communicate Locally
1. **Go** to the Communicate menu
2. **Select** with Local Recorder
3. **Select** Collect Data | Start. The LED will turn solid while Telogers for Windows software is communicating with the recorder

View Data
1. **Go** to File | Analyze data from database
2. A window appears – **Click** the Data Set Properties tab and choose a timespan
3. **Click** the Select Data to Analyze tab – choose a recorder
4. **Click** OK

Collect the System and Error Log Files
1. **Go** to View | Log Files | System Log (repeat same steps for Error Log)
2. A notepad window will appear after your selection, **copy** and **paste** the contents of this window into a .txt file
3. **Zip** the file
4. **Send** zipped files to Telog for troubleshooting

Collect the Event Log
1. **Go** to View | Recorder Status
2. **Select** the recorder you are working with by either Recorder ID or Name
3. **Click** the Event Log button – a notepad window appears, **copy** the contents and **paste** it into a.txt file – **Zip** the file
4. **Send** zipped file to Telog for troubleshooting

Collect the Modem History
1. **Go** to View | Recorder Status and **select** the recorder you are working with
2. **Click** the Modem History button – a window appears, **copy** the contents and **paste** it into a .txt file
3. **Zip** the file
4. **Send** zipped file to Telog for troubleshooting

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Create a Telog Data File (.tdf)

1. **Go** to File | Export data to | telog data file
2. **Select** the path and file name of the .tdf file and select next
3. **Select** the timespan (choose oldest to newest check boxes) and select next
4. **Select** the recorder in question and select OK.
5. This file will now be saved in the location that you chose; **zip** the file
6. **Send** this file to Telog for troubleshooting

Test Analog and Digital Channels

Analog Channels

Requirements: Voltage or current loop calibrator

1. **Setup** hardware switch for either voltage or current
2. **Connect** the recorder to the computer
3. **Configure** the channel in Telogers for Windows to record the correlating input type
4. Using the proper source, **connect** to a channel via + and – and **apply** an output (eg: five volts – see hardware diagram in manual)
5. In Telogers for Windows **go** to Communicate | with Local Recorder | Display latest readings | Start
6. **Verify** that the output from the calibrator matches the displayed reading in Telogers for Windows

Digital Channels

Requirements: Device to close the loop, short wire, , often used metal paperclip

1. **Connect** the recorder to the computer
2. Using your device, **close** the loop between the + and – of the digital channel
3. In Telogers for Windows **go** to Communicate | with Local Recorder | Display latest readings | Start
4. **Verify** that the channel switches from Opened to Closed when the channel is configured for an Event or shows the number of Counts when configured for a Pulse