

**Techmark, Inc.**  
**SOP M305 Fresh Air calibration procedures.**  
**January 2014**

NOTE: typical Belimo potentiometer= 2800 ohm or 5000 ohm.

1. Verify that the actuator and damper(s) are working properly. This entails making sure that the actuator adjusted correctly for fully closed and open.
2. Open and close the damper twice using the knob on the panel.
3. With the door in the fully closed position, then switch the knob to 0 and then zero calibration can then begin.
4. Press button 22 on the 765. The display will ask for a password, which is button 10, followed by edit or # button.
5. Press the right arrow to go into INPUTS
6. Press the single down arrow and go to 3: ASSIGN MEAS. Press the right arrow to go into this selection and then use the single down arrow to go towards the bottom of the list to Pot Meter 1. (Make sure that the correct room is selected on the face of the 765) Record the number of Pot Meter 1 for this room here: AN. IN. \_\_\_\_\_.
7. Press the left arrow to go back to INPUTS and then the single down arrow and go to 7: ANALOG MEAS. Press the right arrow to go into this selection. ANALOG INPUT 1 should be showing.
8. Press the double up arrow to go to the ANALOG INPUT (AN.IN.) found in step 6. Typically Pot Meter 1 for left room is input 6.
9. Press the single down arrow to display and record the Zero: \_\_\_\_\_ and Span: \_\_\_\_\_ numbers for this AN.IN.
10. Press the single down arrow until the C in CALIBRATE U/R is blinking.
11. Press the edit or # key so that the 0 after CALIBRATE U/R is blinking.
12. Press the single up arrow once and the word ZERO should appear. Press the edit or # and wait until the word ZERO changes back to 0.
13. Open the damper with the knob on the panel. Wait until the door fully opens. Then switch the knob to 0 and then span calibration can then begin.
14. Press the edit or # key so that the 0 after CALIBRATE U/R is blinking.
15. Press the single up key twice and the word SPAN should appear. Press the edit or # key and wait until the word SPAN changes back to 0.
16. Close the door with the knob and wait until the door is completely closed.
17. Return the rotary knob to the AUTO position once the calibration is completed.
18. Set minimum fresh air to a desired position and see if feedback and actual position match.