

EZ5 Series Email Feature Guide

This guide will show you the basics to setting up your Email for the EZ5 HMI. After setting this feature up in the programming software with versions 6.2 and firmware K.5.80 and up. You will be able to receive emails with information like; Date Time, Numeric tags, discrete tags and ASCII tags. These can be triggered via tag based or set to a schedule.

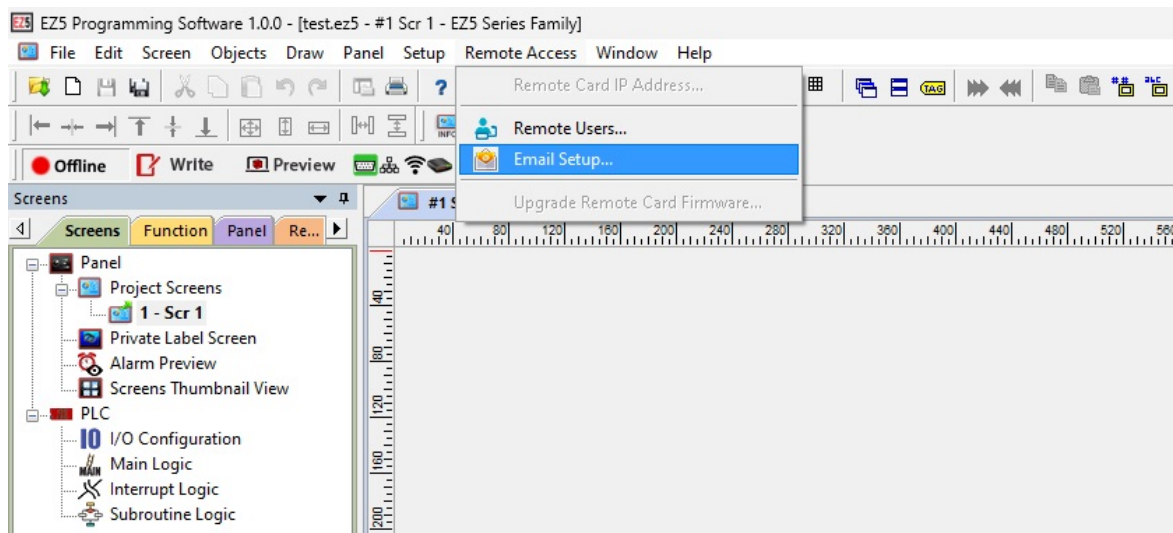


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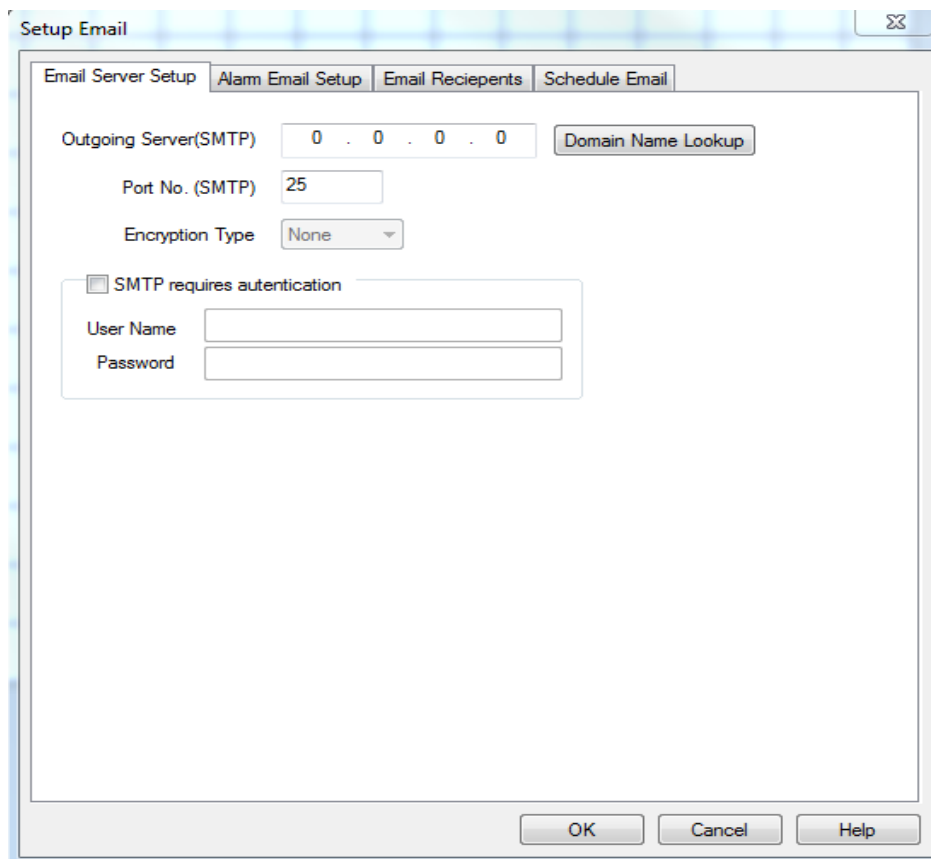


First we can start out with having an existing network already in place. On a PC connected to the network, your EZ-Programming Software version 6.2+, and the EZ5 series HMI.

Open up your software and select your project. Select Remote Access then Email setup.

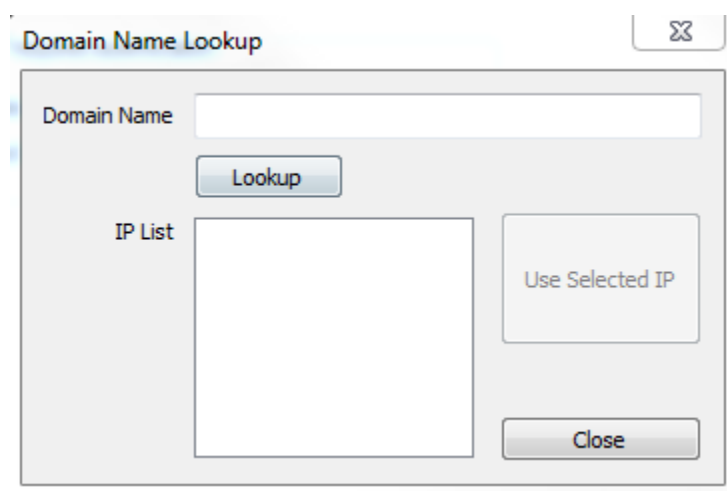


The first tab is the **Email server Setup**; this will appear with your network information regarding your SMTP server.




SMTP Server: An SMTP server is a computer that receives outgoing mail messages from users and routes them to their intended recipients. All SMTP servers implement some version of the Simple Mail Transport Protocol, and many that run UNIX use the send mail program.

In the Outgoing Server (SMTP) field you can place an IP here. If you already know the IP you can manually enter it or have the software find it for you. Click on the Domain Name Lookup and this window (below) will appear.



You want to enter the Domain Name here; you can find the domain name of your PC by following these steps.

If your organization uses Active Directory domains to manage its network, you might need to know which domain a computer belongs to so that you can access other computers and resources on the network.

1. Open System by clicking the **Start** button , clicking **Control Panel**, clicking **System and Maintenance**, and then clicking **System**.
2. If your computer is connected to a domain, under **Computer name, domain, and workgroup settings**, you will see the name of the domain your computer belongs to. If your computer is connected to a workgroup, you will see the name of the workgroup your computer belongs to.

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Domain Name Lookup

Domain Name

Lookup

IP List

- 10.1.200.5
- 10.1.200.6
- 10.1.200.7

Use Selected IP

Close

After entering your Domain Name press Lookup and a list of IP's will appear. Select the one you want to use and push close. This should be all automatic and populate for you.

If you did not select the correct Domain this error will appear:

Domain Name Lookup

Domain : uticor
The Domain name was not found.

OK

Close

There is also a check mark box for SMTP requires authentication field. Please check if a then needed enter your User Name and Password.

☐ SMTP requires authentication

User Name

Password

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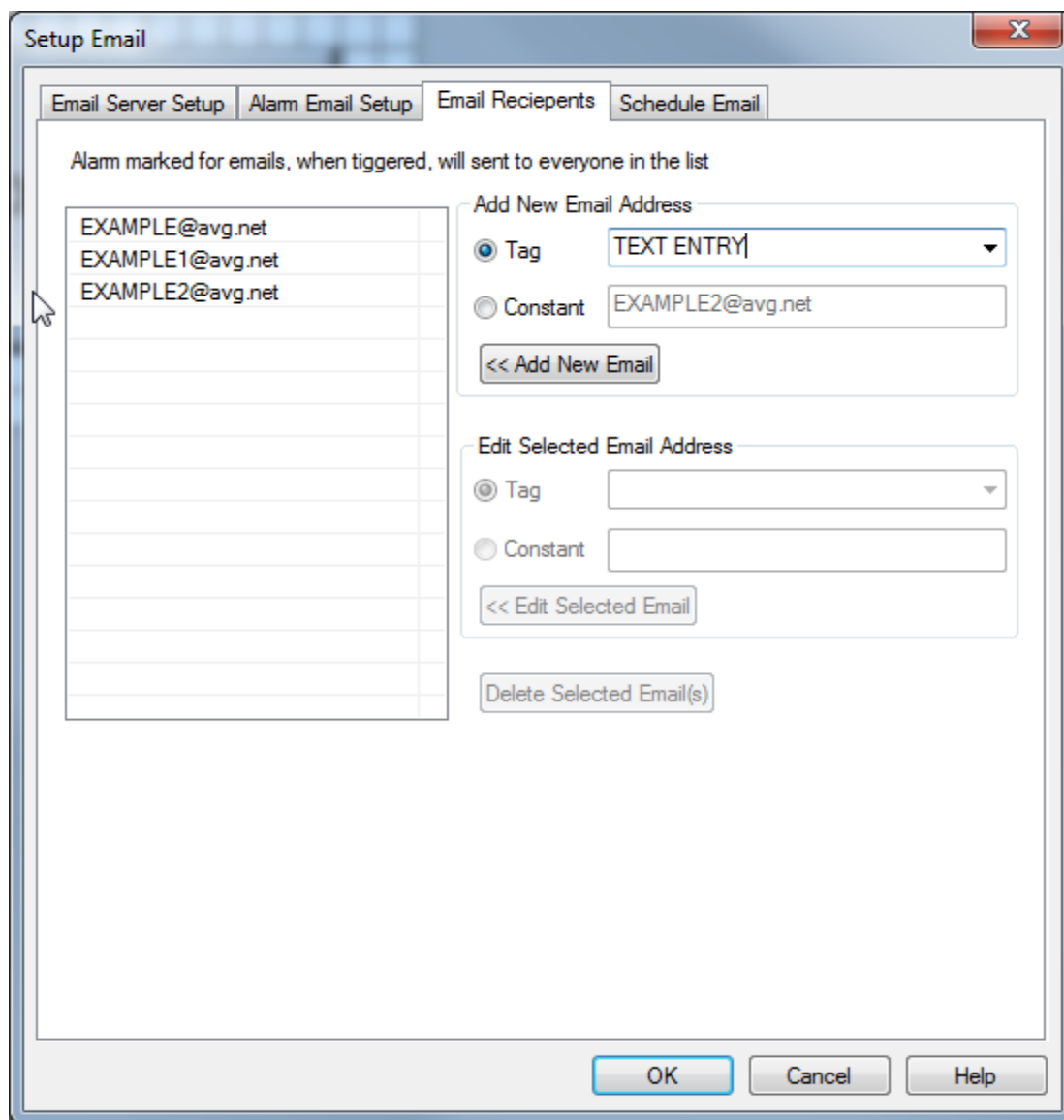


On the next Tab you have this screen as shown below **Alarm Email Setup**. This is where you will enter the HMI's email address. You can send a test setup

The screenshot shows a 'Setup Email' dialog box with four tabs: 'Email Server Setup', 'Alarm Email Setup' (selected), 'Email Recipients', and 'Schedule Email'. In the 'Alarm Email Setup' tab, there is a 'Sender email address' text box and a 'Send Test E-Mail' button. Below this is a section titled 'Alarm Email Setup' containing a 'Subject Line:' text box, a checkbox for 'Append Alarm Message to Subject Line', and a large text area for 'Email Body (Max 1000 char including Alarm message if appended)'. At the bottom of this section is a checkbox for 'Append Alarm Message Details to Body'. The dialog box has 'OK', 'Cancel', and 'Help' buttons at the bottom right.

This window will only work if the Outgoing SMTP Server is setup. In this window you are able to send a test email to see if you configured the email setup correctly. Enter a Subject line and a body for your email. There are boxes you can check for options to append Alarm messages.

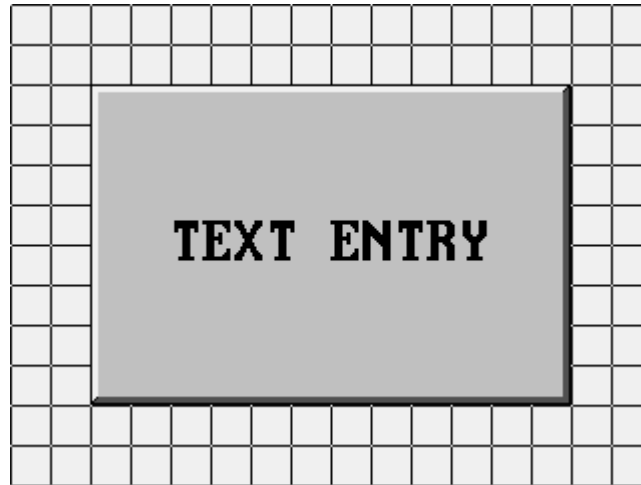
The next tab is the **Email Recipients** field. Here is where you will setup a list of contacts that will receive and email. You can use a tag to enter emails with the HMI or just a constant to create a list of emails to send. Every time you create a tag or constant “Add New Email” to add to the list.



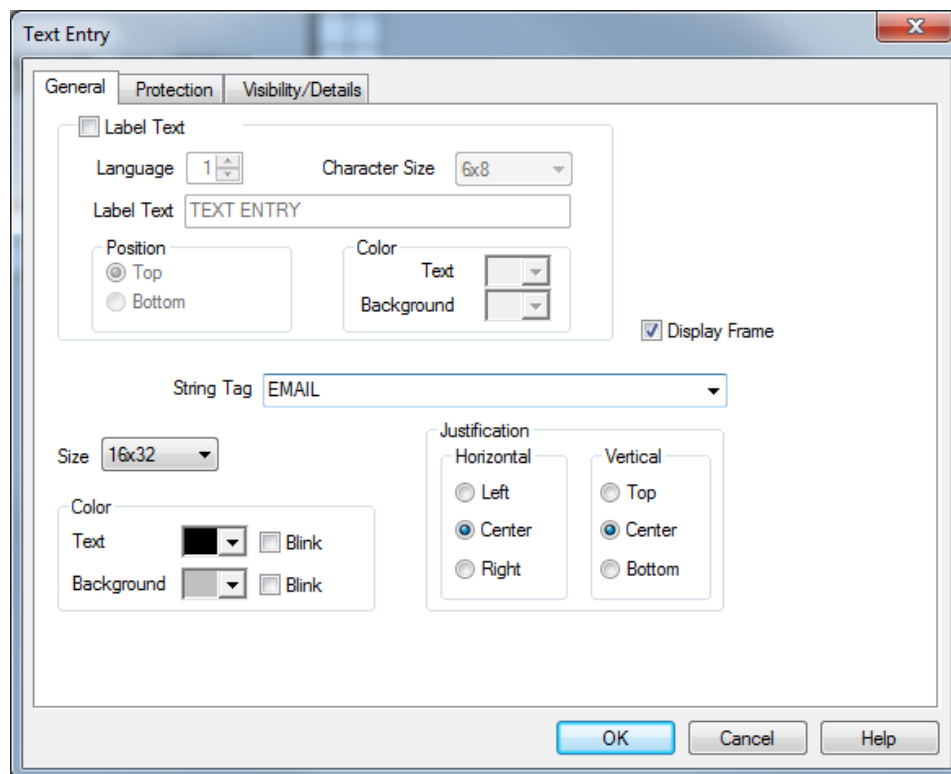
The screenshot shows the 'Setup Email' dialog box with the 'Email Recipients' tab selected. The dialog has four tabs: 'Email Server Setup', 'Alarm Email Setup', 'Email Recipients', and 'Schedule Email'. Below the tabs, a message states: 'Alarm marked for emails, when triggered, will sent to everyone in the list'. On the left, there is a list of email addresses: 'EXAMPLE@avg.net', 'EXAMPLE1@avg.net', and 'EXAMPLE2@avg.net'. On the right, there are two sections: 'Add New Email Address' and 'Edit Selected Email Address'. The 'Add New Email Address' section has a radio button for 'Tag' (selected) with a dropdown menu showing 'TEXT ENTRY', and a radio button for 'Constant' with a text field containing 'EXAMPLE2@avg.net'. Below these is a button '<< Add New Email'. The 'Edit Selected Email Address' section has a radio button for 'Tag' (selected) with an empty dropdown, and a radio button for 'Constant' with an empty text field. Below these is a button '<< Edit Selected Email'. At the bottom of the right section is a button 'Delete Selected Email(s)'. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

You can send an email via a tag or just an email that will go into a list. If you select a tag based email you can change the email recipients on the HMI using a TEXT object. I would recommend setting the max characters to 40. Keep in mind this is an ASCII_STRING data type so two characters will take up one register. So a 40 character ASCII message will take up 20 registers.

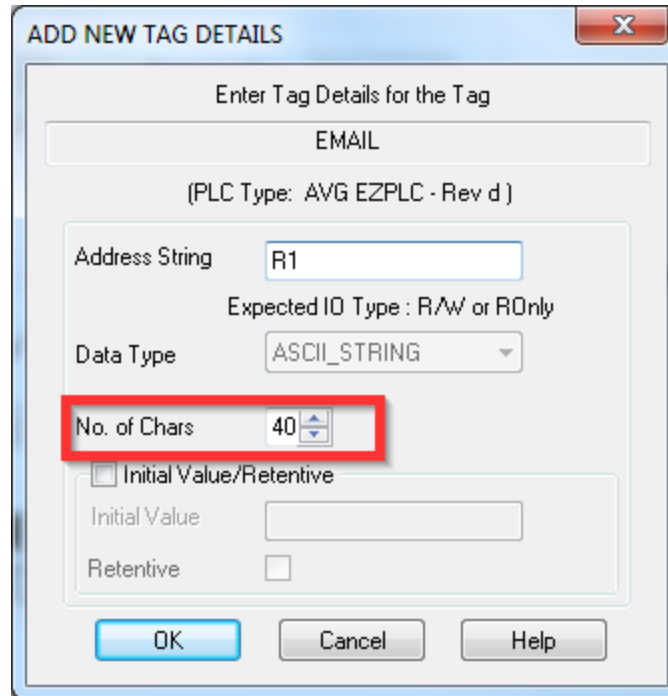
Using Text Entry to create an email in the HMI



With this object you can enter an email with in the HMI. Assign a tag name with this object and map it to the email feature.



Keep in mind we only support 40 characters, I would set this to max 40 shown below.



You now can enter an email on the HMI using the Text entry button. To get to other symbols and punctuation push the CAP button to scroll through different options.



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The last tab is the “**Schedule Email**”. This is where you will set up your actual email that will be sent to your contact list.

Setup Email

Email Server Setup | Alarm Email Setup | Email Reciepts | **Schedule Email**

Mail-Enable Tag: ENABLE TAG

Mail Details

Subject: INSERT SUBJECT HERE

Body: ENTER MESSAGE HERE

Insert in Body

Date | Time

Numeric Tag

Discrete Tag

ASCII Tag

Email Schedule

☒ Tag Based: TRIGGER

☒ Scheduled

☒ Hourly (at the top of the hour, e.g. xx:00 hours)

☐ Specific Times (such as every shift)

Comma seperated times
e.g 8, 9:12, 10:00,11AM, 2PM , 2:2 PM, 22:2

☐ Daily at: 12:00 AM

☐ Weekly On: Monday at 12:00 AM

☐ Monthly On: 1 at 12:00 AM

Email Reciepts

☒ **Mail Reciept**

☒ EXAMPLE@avg.net

☒ EXAMPLE1@avg.net

☒ EXAMPLE2@avg.net

Preview Body

OK | Cancel | Help

Mail-Enable Tag: This is a discrete tag that will enable and disable the email feature.

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Mail details: This is the heart and soul of your new email feature with our new EZ5 panel. Similar to an email, you can type in a subject line and a body using the field shown below.

Mail Details

Subject

Body

Insert in Body

You can also **insert** in the body of the email different variables as well like Date, Time, Numeric Tag, Discrete Tag, and an ASCII tag.

NOTE: When entering multiple variables they each need their own line, for example:

Correct:

Mail Details

Subject

Body

Insert in Body

Incorrect:

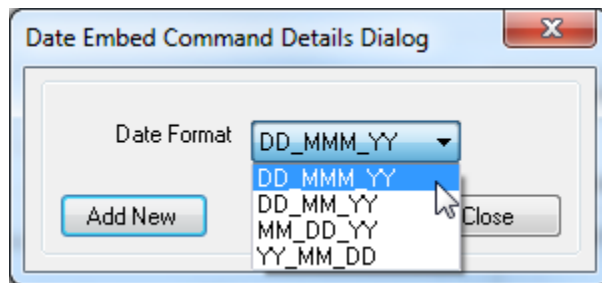
Mail Details

Subject

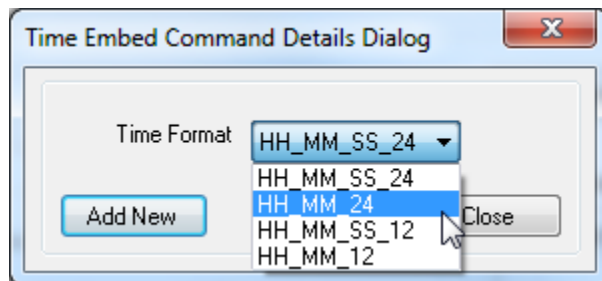
Body

Insert in Body

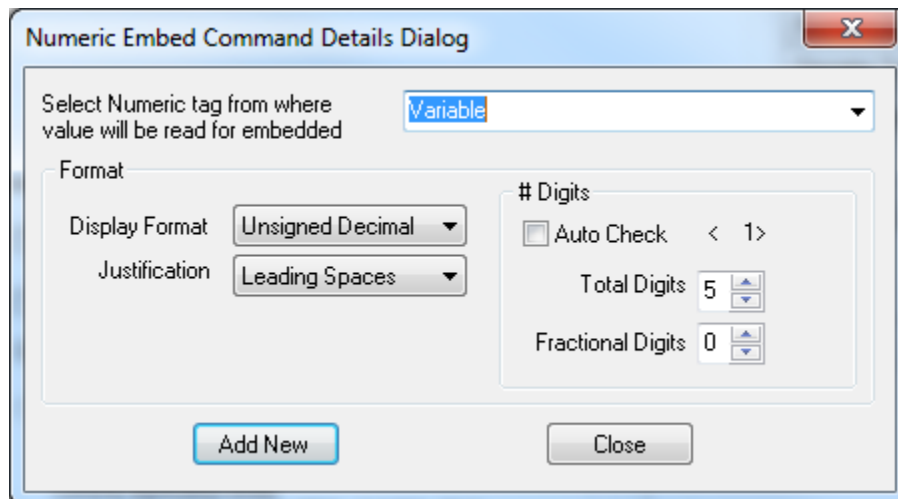
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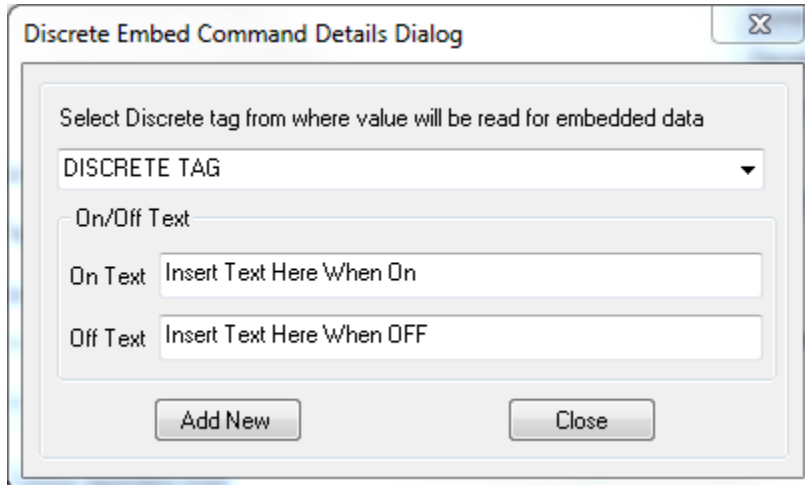
Time: You can enter the time to your preference



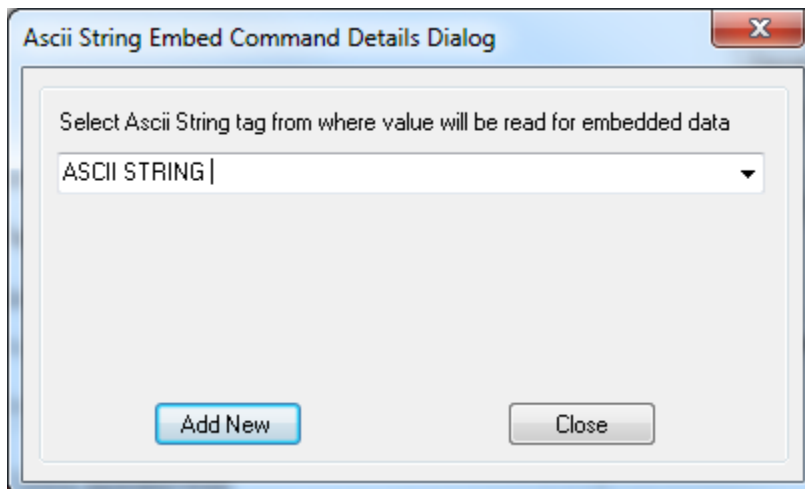
Numeric Tag: You can embed a variable within the body of your email using this selection. Just configure the register you want to use and assign the necessary attributes and push "Add new". This will be added to the body of your email.



Discrete Tag: You can embed a discrete message within the body of your email using this selection. Just configure the discrete tag you want use and assign a text message for the on/off states to be read in the body of your email. Push “Add new”. This will be added to the body of your email.

A screenshot of the 'Discrete Embed Command Details Dialog' window. The window has a title bar with a close button. Inside, there is a label 'Select Discrete tag from where value will be read for embedded data' above a dropdown menu showing 'DISCRETE TAG'. Below this is a section labeled 'On/Off Text' containing two text input fields: 'On Text' with the placeholder 'Insert Text Here When On' and 'Off Text' with the placeholder 'Insert Text Here When OFF'. At the bottom are two buttons: 'Add New' and 'Close'.

ASCII Tag: You can embed an ASCII message/value within the body of your email using this selection. Just enter the ASCII string tag from where the value will be read from.

A screenshot of the 'Ascii String Embed Command Details Dialog' window. The window has a title bar with a close button. Inside, there is a label 'Select Ascii String tag from where value will be read for embedded data' above a dropdown menu showing 'ASCII STRING'. Below this is a large empty text area. At the bottom are two buttons: 'Add New' and 'Close'.

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Email Schedule: This is where you can set a desired time to send automatic emails. You can configure for either tag based or on a scheduled time. The tag based is a triggered event, when a button transitions from on/off or off/on it will send an email to your contact list. The Scheduled option you can set for hourly, specific time, daily, weekly, and monthly.

A screenshot of the 'Email Schedule' configuration form. It has a title 'Email Schedule' and two main sections. The first section, 'Tag Based', is checked with a checkbox and has a dropdown menu. The second section, 'Scheduled', is also checked. It contains three radio button options: 'Hourly (at the top of the hour, e.g. xx.00 hours)', 'Specific Times (such as every shift)', and 'Daily at'. The 'Specific Times' option has a text input field with '10:00 AM, 12:00PM' and a note 'Comma separated times e.g 8, 9:12, 10:00, 11AM, 2PM, 2:2 PM, 22:2'. The 'Daily at' option is selected and has a time input field set to '12:00 AM'. The 'Weekly On' option has a day dropdown set to 'Monday' and a time input field set to '12:00 AM'. The 'Monthly On' option has a number dropdown set to '1' and a time input field set to '12:00 AM'.

Email Recipients: This is the last option for this feature. You can send to all contacts in the list or just a selected contact. By checking **Mail Recipient** you can select all at once. And if you want certain contact(s) you can check the individual(s) contact email.

A screenshot of the 'Email Recipients' configuration form. It has a title 'Email Recipients' and a checkbox labeled 'Mail Recipient' which is checked. Below this is a list of email addresses, each with a checkbox to its left. The first three are checked: 'EXAMPLE@avg.com', 'EXAMPLE1@avg.com', and 'EXAMPLE2@avg.com'. There are several empty rows below these.

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Do you still need help?

Technical Support

Most of the frequently encountered problems regarding any EZ5 emails are answered in the sections above. However, if you still need answers to your questions, please call our technical support at 1-877-774-EASY.

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