

This Sunday is the end of Daylight
Savings Time.

Remember to set your clocks
back 1 hour!

Any Questions Contact:
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We need your help! On the following pages are pictures of the thermostats used in the District that need to have the time changed so that the programmed schedules will run on time next week. You can help by finding the thermostat in your area and changing the time before you leave this Friday. Don't worry, instructions are included. I will be by next week to assist anyone having trouble changing the time on their thermostat.

Some thermostats do not require the time to be changed; they will change automatically. These are pictured as well. Please do not make changes to these.

Thank you again for all you do to help the district save energy and money! Our program cannot be successful without YOU!

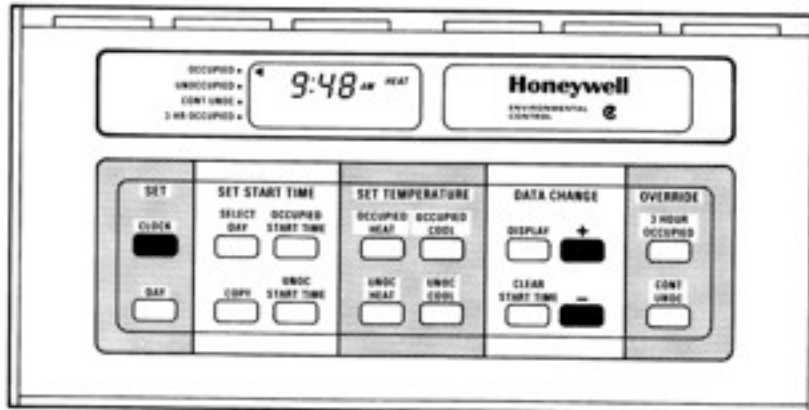
SAVINGS UPDATE

Over \$9,500,000!

By the time all of the November bills are in we will be nearing the \$10 million mark in energy dollars saved since the program began!

Gold colored thermostat found in many schools

PROGRAMMING THE THERMOSTAT



KEYS USED FOR SETTING THE CLOCK

TO SET THE CLOCK

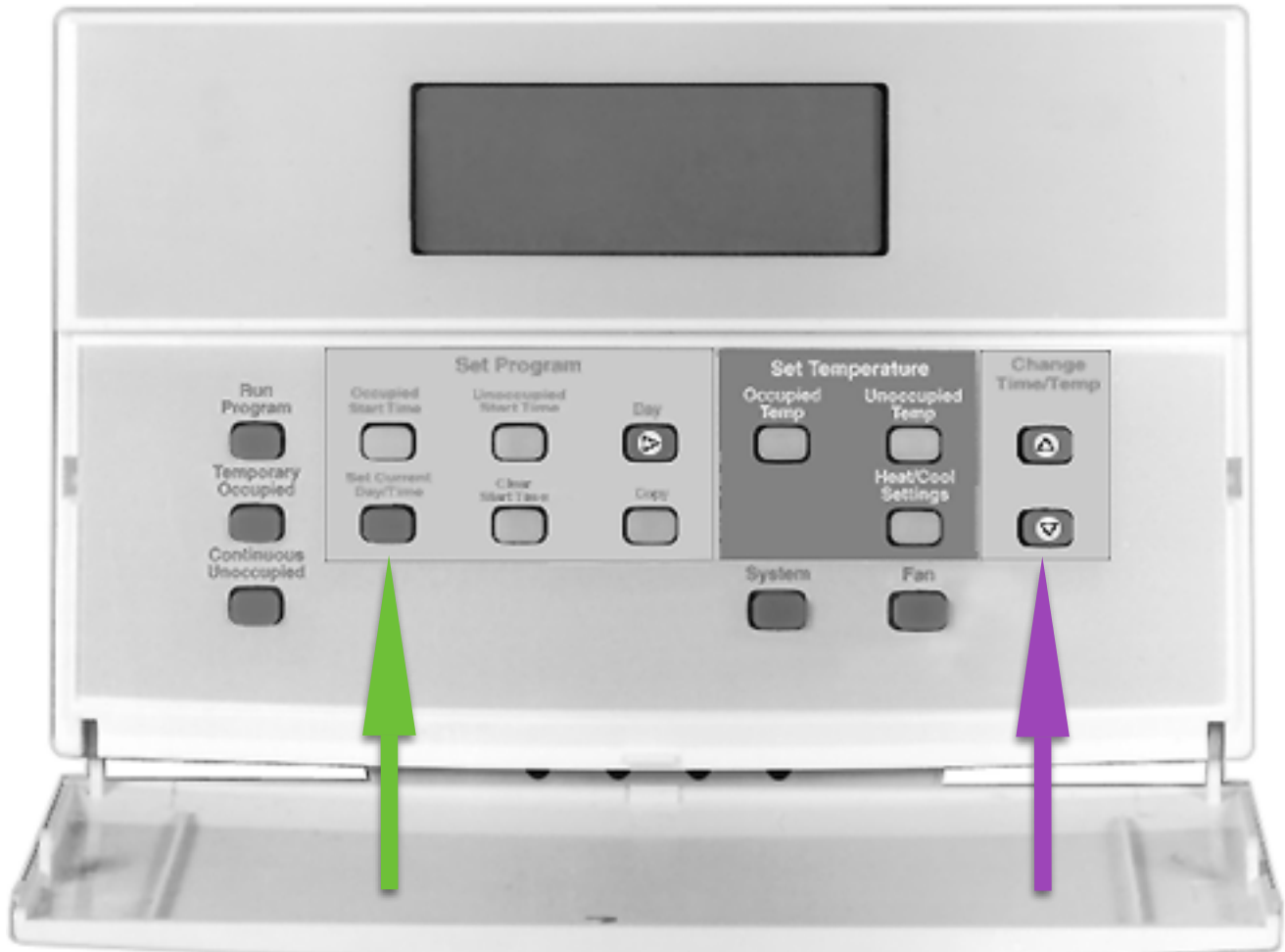
1. Press the **CLOCK** key.
2. Press the **+** or **-** key until the display shows the correct time.

NOTES:

The **+** and **-** keys adjust the clock ahead and back, respectively.

As you approach the correct time, repeatedly tap the **+** or **-** key to adjust minutes one at a time.

Another common thermostat found in many schools



1. Press *Set Current Day/Time* (green arrow)
2. Press *Up or Down* arrows until correct time is displayed (purple arrow)
3. If needed, press *Day* to set the current day.

Only found in 2 or 3 schools

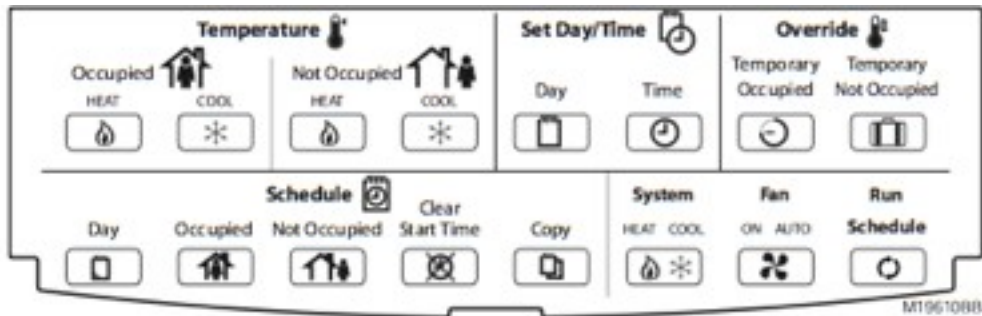


Fig. 1. Thermostat key locations.

When using the keypad to change the day/time:

1. Press *Set Day* until the current day is displayed.

NOTE: Sun = Sunday, Mon = Monday,
Tue = Tuesday,
Wed = Wednesday,
Thu = Thursday,

Fri = Friday, Sat = Saturday.

2. Press *Set Time*.
3. Press up ▲ or down ▼ until the current time is displayed.



This thermostat is found in “new” portables.

Follow the steps below to set the day of the week and current time:

1. Open the bottom flap and press **MENU**
2. Press **SET TIME**
3. Day of the week will be flashing. Use the **+** or **-** key to select the current day of the week.
4. Press **NEXT STEP**
5. The current hour is flashing. Use the **+** or **-** key to select the current hour. When using 12-hour time, make sure the correct a.m. or p.m. choice is selected.
6. Press **NEXT STEP**
7. Minutes are now flashing. Use the **+** or **-** key to select current minutes.
8. Press **DONE** when completed



**DO NOT change the time on the thermostats on this page.
They will change automatically.**

