



Sunday is the start of Daylight Savings Time. Remember to set your clocks ahead 1 hour (officially at 2 AM Sunday morning, but who's up then anyway?)

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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. We will be by after Spring Break 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 them.

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

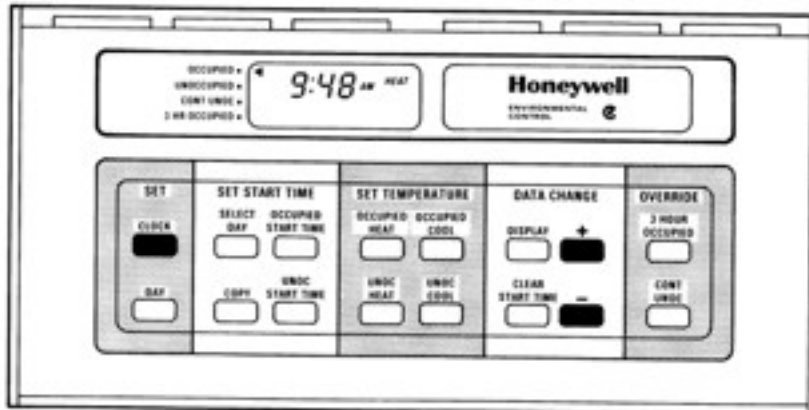


**DO NOT change the time on the thermostats on this page.  
They will change automatically.**



Gold colored thermostat found in many schools

**PROGRAMMING THE THERMOSTAT**



**KEYS USED FOR SETTING THE CLOCK**

**TO SET THE CLOCK**

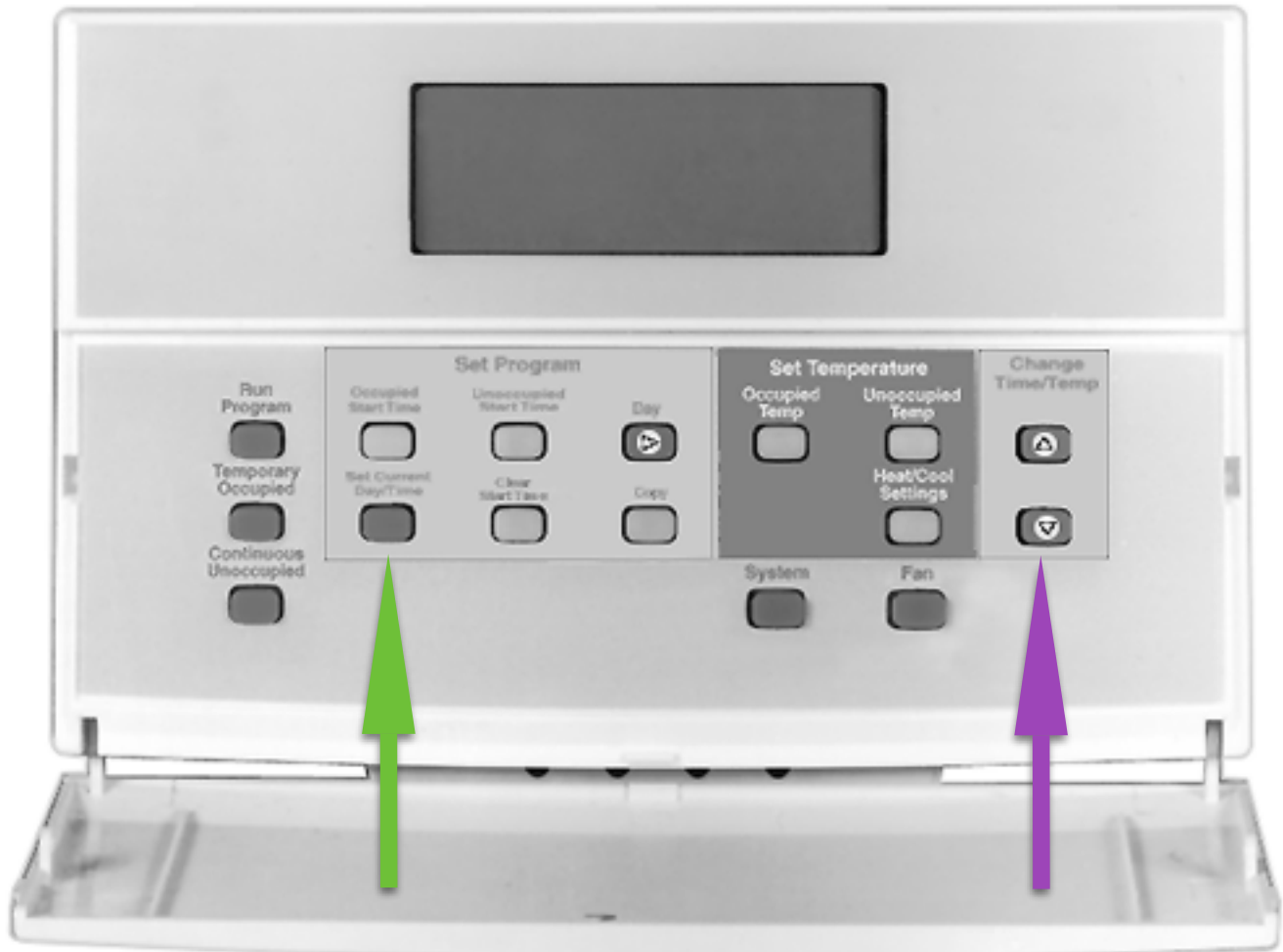
1. Press the **CLOCK** key.
2. Press the **+** or **-** key until the display shows the correct time.

**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

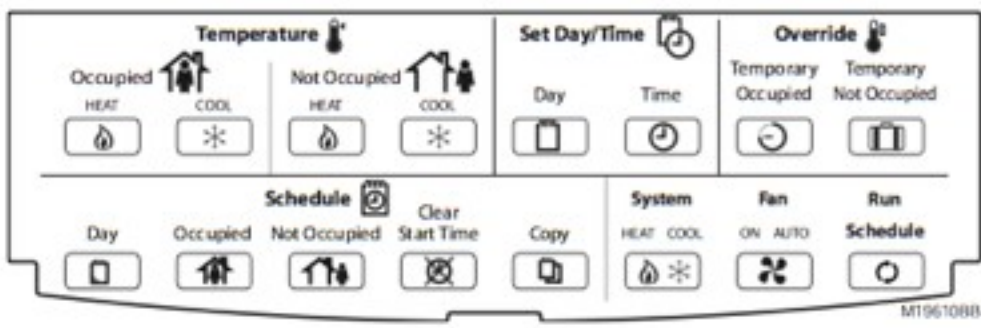


Fig. 1. Thermostat key locations.

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