4. Enter your desired time and temperature settings underneath **WAKE, LEAVE, RETURN** and **SLEEP** by typing or using the slide bar. You may also use your mouse or keyboard's **TAB** button to advance to the next field. Repeat this process until all fields are programmed to your desired settings. When complete, click on **SAVE**, and your schedule will appear on the **Thermostat**-**Schedules** screen under the name you assigned in step 3.

5. If you want the schedule to take effect immediately, click on **SEND NOW.** Allow approximately five minutes for the thermostat to receive the new schedule.

*NOTE: The web interface is a one-way communication feature and does not display current settings or temperatures at the thermostat, only the settings last sent through the interface (i.e., thermostat settings will not match **Last Schedule Sent** if someone has manually changed the settings on the thermostat itself).*

Edit a Current Schedule

You also have the option to go back and edit your previously programmed schedules (e.g., change settings, times, or even copy entire schedules).

1. On the left side, under **Thermostat**, click on your serial number to see the drop-down menu. If you have more than one thermostat installed, all of the serial numbers will be listed. Each one can be programmed individually.

2. Click on **SCHEDULES** in the drop-down menu. The **Last Schedule Sent** from the web interface will appear at the top of your screen.

3. Click on **EDIT** below the schedule you want to change (e.g., your **Last Schedule Sent**).

4. Follow Steps 2-5 from **Create a New Schedule** for each thermostat schedule.

Manual Program

The web interface also enables you to temporarily change your thermostat settings without losing any pre-programmed schedules.

1. On the left side, under **Thermostat**, click on your serial number to see the drop-down menu. If you have more than one thermostat installed, all of the serial numbers will be listed. Each one can be programmed individually.

2. Click on **MANUAL** in the drop-down menu.

3. You have two Hold options:

a. Temporary Hold - Press ▲ or ▼ to select the new temperature you want until the next pre-programmed change in your schedule. This creates a **Temporary Hold**, which will appear on your thermostat screen after the signal is received.

b. Permanent Hold - Press ▲ or ▼ to select the new temperature you want. Click on **HOLD** to maintain this temperature. This creates a **Permanent Hold** until you click **RUN PROGRAM**, which will cancel the **Permanent Hold** setting and return to your pre-programmed schedule.

4. Adjust **MODE** and **FAN** settings.

5. Click on **SEND** to send these settings to the thermostat. Allow approximately five minutes for the thermostat to receive these settings.

6. To return to your pre-programmed schedule, click on **RUN PROGRAM.**

*NOTE: The web interface is a one-way communication feature and does not display current settings or temperatures at the thermostat, only the settings last sent through the interface (i.e., thermostat settings will not match **Last Schedule Sent** if someone has manually changed the settings on the thermostat itself).*

Opting Out of a Cycling Event

You may choose to not participate in a cycling event once per month. To opt out on a certain date, you may call the BPU hotline or access the BPU website.

1. On the left side, under **Programs** click **OPT OUT.**

2. Type or select the date you wish to opt out.

3. Click **SUBMIT.**

Your opt-out date will appear on the Home page.

View Cycling History

You may see when BPU has cycled your air conditioner(s) since installation of the thermostat(s).

1. On the left side, under **Programs** select **CYCLING HISTORY.** This will display the current day's cycling data, if applicable.

2. Click **VIEW COMPLETE HISTORY** to see all the cycling data since installation.

2 DEGREES 2 SAVE™ Program
Quick Reference Guide

Your installer programmed your thermostat to suit your air conditioning and heating needs. This Quick Reference Guide makes it easy for you to change your thermostat settings.

Our Customer Service Representatives will guide you through the process of programming your thermostat and with any questions you may have about your participation in the program.

2 DEGREES 2 SAVE™
Hot Line 888-267-6609

Kansas City Board of Public Utilities

For more information about this program, go to: ***www.bpu.com/2d2s***

Thermostat Settings

Setting Current Time and Day

The clock should never require adjustment since it automatically updates for daylight-saving time and stores all date/time information. Should the time and date need to be reset after a power failure, this is an indication that the battery needs to be replaced. To manually set the current time display:

1. Press **CLOCK**, then press ▲ or ▼ to adjust the time. (Press and hold ▲ or ▼ to advance the time more quickly.)

2. Press **DONE** to save and exit (or press CANCEL to exit without changing the time).

Programming or Changing Settings for Heating and Cooling

There are five (5) system modes. Press the **SYSTEM** button to select one of the following, then press **DONE**. Pressing the **SYSTEM** button successively will toggle the thermostat from one mode to the next.

- **HEAT:** Thermostat controls only the heating system.
- **COOL:** Thermostat controls only the cooling system.
- **OFF:** Heating and cooling systems are off.
- **AUTO:** Thermostat automatically selects heating or cooling depending on the indoor temperature.
- **EM HEAT** (only for heat pumps with auxiliary heat): Thermostat controls emergency and auxiliary heat.

It's easy to program your system for maximum energy savings. You can program four time periods with different settings. Times can be programmed in 15-minute increments.

1. Press **SCHED**, then press **EDIT.**

2. Press day buttons to select day(s).

3. Press ▲ or ▼ to set **WAKE** time for selected day(s).

4. Press ▲ or ▼ to set **HEAT** and **COOL** temperature for this time period.

5. Press other time periods (**LEAVE, RETURN, SLEEP**) to set time and temperatures for each.

6. Press **DONE** to save and exit (or press **CANCEL** to exit without saving changes).

*NOTE: You can press **CANCEL PERIOD** to eliminate any unwanted time period.*

Changing Your Fan Control

Press **FAN** to select fan operation, then press **DONE**.

- **ON:** Fan is always on.
- **AUTO:** Fan runs only when the heating or cooling system is on.
- **CIRC:** Fan runs randomly, about 35% of the time, not counting any run time with the heating or cooling system.

You can press **FAN** to override the fan settings you have programmed for different time periods. If you select **ON** or **CIRC**, the setting you select remains active until you press FAN again to select **AUTO**.

Temporary Setting Changes

The thermostat enables you to temporarily change your settings without losing any pre-programmed schedules.

Press ▲ or ▼ to immediately adjust the temperature. This temporarily overrides the temperature setting for the current time period.

The new temperature is maintained only until the next pre-programmed time begins. For example, if you want to turn up the heat early in the morning, it will automatically be adjusted later, according to the pre-programmed schedule.

To cancel the temporary setting at any time, press **CANCEL** or **SCHED**. The pre-programmed schedule resumes.

Permanent Setting Changes

The thermostat enables you to temporarily change your settings without losing any pre-programmed schedules.

Press ▲ or ▼ to immediately adjust the temperature. This temporarily overrides the temperature setting for the current time period and when followed by pressing *HOLD*, permanently adjusts the temperature.

Pressing **HOLD** turns off the program schedule, but the program settings are retained and can be resumed by pressing **CANCEL** or **SCHED** to cancel **HOLD** and reactivate the pre-programmed schedule.

Clean the Screen

1. Press **SCREEN** to go to the cleaning screen.

2. Press **OK** to lock the screen for cleaning. The screen remains locked for 30 seconds so you can clean the screen without changing any settings.

3. Do not spray any liquid directly on the thermostat. Spray liquids onto a cloth, then use the damp cloth to clean the screen. Use water or household glass cleaner. Avoid abrasive cleansers.

4. After 30 seconds, press **CANCEL** to resume normal operation, or press **OK** if you require more time for cleaning.

Online Access

Program Your Thermostat Online

To begin, go to: ***www.2degrees2save.org***. The first screen you will see is the login screen.

User ID and Passwords

The **default User ID** is your **BPU account number.** The **default Password** is the **serial number for your thermostat**. That number can be found on the work order the installer left at the time of installation or on the bottom of the thermostat. Please allow up to three days after your thermostat is installed for us to have your information accessible online.

To reset your **User ID** and **Password** after your initial login, click on **CHANGE LOGIN** at the bottom left of the screen. BPU personnel do not have access to your **User ID** and **Password** once it has been changed. For future reference, record your **User ID** and **Password** in the following space:

_____

USER ID   *PASSWORD*

Change Thermostat Settings Online

1. On the left side, under **Thermostat**, click on your serial number to see the drop-down menu. If you have more than one thermostat installed, all of the serial numbers will be listed. Each one can be programmed individually.

2. Click on **SCHEDULES** in the drop-down menu. The **Last Schedule Sent** from the web interface will appear at the top of your screen.

Create a New Schedule

1. Click on **CREATE.**

2. Select one of the scheduling options. Then click on **NEXT.**

3. Click in the name field, and type the name you wish to use for the schedule (e.g., Normal or Vacation).