peak saver ™

peaksaver **Quick Reference Guide**

Welcome to Hydro Ottawa's *peaksaver* Program

At the time of installation, our technicians assisted you in programming your new thermostat to suit your lifestyle. We are providing this **Quick Reference Guide** so you can make adjustments to your thermostat settings for the comfort you expect.

We hope you will enjoy your new Programmable Thermostat.

If you have questions or problems, please call *peaksaver* at **1 866 813 2226**.

Our knowledgeable Customer Service Representatives will help you through the programming process.

Please also call us first if you have any problems with your heating and cooling system. We will assist you in troubleshooting the cause to determine if the *peaksaver* equipment is at fault or if it would be advisable to call your contractor.

IMPORTANT REMINDERS

There are three system modes, HEAT, COOL and OFF. These modes can be accessed by toggling the system button until the desired mode is displayed.

No status displayed indicates that the system is off.

The system will NOT automatically change from heat to cool or vice versa.

SET CURRENT TIME AND DAY

To program or change current time and day settings:

- Press **Set Clock/Day** button.
- Use **Ahead** and **Back** buttons to set time.
- Press **Set Clock/Day** button again.
- Press **Run Program** button.

PROGRAMMING OR CHANGING SETTINGS

COOLING/Weekday Schedule

● In **Cool Mode**, press **Weekday Schedule**.

● Use **Ahead** and **Back** buttons to set **wake time** for **Monday through Friday**.

● Use **Warmer** and **Cooler** buttons to set wake temperature for **Monday through Friday**.

Repeat steps 1 through 3 for: Leaving home in the morning; Returning in the afternoon; Going to sleep at night.

● Press **Run Program**. This saves your changes.

COOLING/Weekend Schedule

In **Cool Mode**, press **Weekend Schedule**.

Repeat steps 2 through 3 to set time and temperature for wake, leave, return and sleep for Saturday and **again** for Sunday. Once completed, press **Run Program**.

HEATING/Weekday Schedule

In **Heat Mode**, press **Weekday Schedule**. Perform Steps 2 through 3 to set time and temperature for wake, leave, return and sleep for Monday through Friday. Once completed, press **Run Program**.

HEATING/Weekend Schedule

In **Heat Mode**, press **Weekend Schedule**. Perform steps 2 through 3 to set time and temperature for wake, leave, return and sleep for Saturday and **again** for Sunday. Once completed, press **Run Program**.

To cancel any of these programs, press CLEAR and re-enter time and temperature desired.

To Change Your Fan Control

Press **Fan** – When **FAN** is displayed, the fan is on. When **FAN** is not displayed, the fan is on automatic.

To Change Temperature Temporarily

Press **Warmer** or **Cooler** buttons to adjust temperature temporarily. (You may also press up or down arrows while cover is closed.) Press **Run Program** button to end temporary change.

Holding Temperature

Press **Hold Temp** button. Press **Warmer** or **Cooler** buttons to adjust hold temperature. Press **Run Program** to end temperature hold.

To See Your Usage

Press **Usage** button for current day. Press **Usage** button again for cumulative usage. Press **Clear** button to reset cumulative usage.

To See Your Current Temperature Setting

Press **Present Setting** button.

Program Your Thermostat Online

Through the *peaksaver* Program, you have the ability to program your thermostat online.

To start, go to: www.hydroottawa.com and click the *peaksaver* logo. Then click the link to access the *peaksaver* Control Centre.

You will need a **User Name** and **Password** to log on to program your thermostat online.

Your default **User Name** is the **serial number** of your thermostat. That number can be found in the battery section of the thermostat or on the work order the technician left at the time of installation. Your default **Password** is your **last name** (all in lower case letters).

Please allow 3 days after installation before you access your thermostat online.

We recommend that you change your user name and password after your initial login.

For future reference, record your user name and password in the following space:

User Name: _____

Password: _____

CHANGE THERMOSTAT SETTINGS ONLINE

Through the *peaksaver* **Control Centre**, it's easy!

- Go to www.hydroottawa.com and click on the *peaksaver* logo.
- Click on the Control Centre link and log on.
- On the left side, under **Thermostat**, click on your serial number to see the drop-down menu.
- Click on **Schedule** in the drop-down menu.
- Click on **Weekday** or **Saturday** or **Sunday Schedules**.
- Choose **Heating** or **Cooling** button.
- Then, simply adjust the slide bars to set the time and temperature.
- When complete, click on **Submit** button at the bottom of the page and you will see your thermostat accept the changes.