

## Quick reference guide



**Thank you for taking an active role in helping reduce the region’s demand for electricity during the summer.**

Participating in Rocky Mountain Power’s Cool Keeper program, our central air conditioning cycling program, lets valuable customers like you save energy – and money – while protecting the environment, during the hot summer months.

As a Cool Keeper participant, you are helping to reduce the consumption of high-cost fossil fuel and doing your share to help Rocky Mountain Power protect our environment.

To learn more please visit our website: [www.rockymtnpower.net/coolkeeper](http://www.rockymtnpower.net/coolkeeper) or call **1-800-357-9214**

Installed by: \_\_\_\_\_

Number of Devices: \_\_\_\_\_

Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

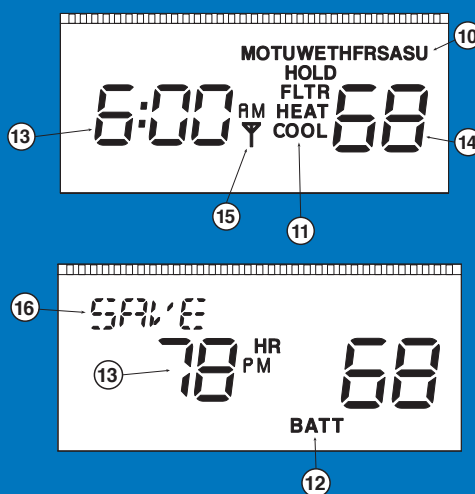
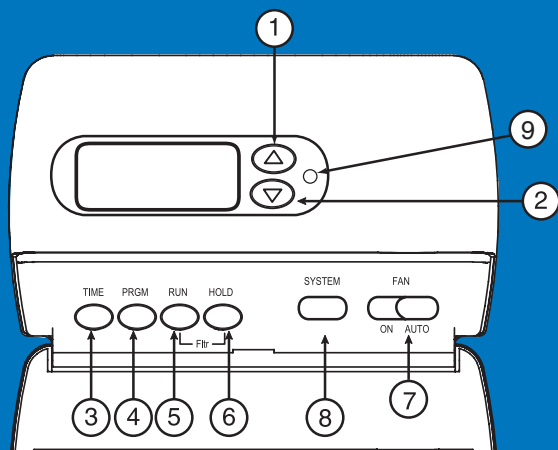
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*Let's turn the answers on.*

# Getting to know your Cool Keeper thermostat



## Cool Keeper thermostat instructions







### The key pad

- ① Raises temperature setting.
- ② Lowers temperature setting.
- ③ TIME button.
- ④ PRGM (program) button.
- ⑤ RUN (run program) button.
- ⑥ HOLD temperature button.
- ⑦ FAN switch (ON,AUTO).
- ⑧ SYSTEM button (COOL, HEAT, OFF).
- ⑨ Lights to indicate the A/C is turned off during a curtailment event.





### The display

- ⑩ Indicates day of the week.
- ⑪ System status: displays “HEAT”, “COOL” or “HOLD” to indicate the current mode the system is running; “HEAT” and “COOL” are displayed simultaneously when thermostat is in auto mode. “HOLD” is shown when the thermostat is in a permanent hold mode. “FLTR” displays as a reminder to change or clean your filter.
- ⑫ Displays “BATT” when the batteries are low and should be replaced.
- ⑬ Alternately displays current time and temperature. Displays “OFF” when system is off.
- ⑭ Displays currently programmed set temperature (this is blank when system is OFF).
- ⑮ Antenna icon will display until the room temperature reaches the set point temperature after an event.
- ⑯ Will display “SAVE” when the A/C is turned off during a curtailment event. If the power is cut to the air conditioning unit, it will display “POWER FAIL”.

## Setting current time and day

1. Press TIME button once. The display will show the hour only.
2. Press and hold either  or  until you reach the correct hour and AM/PM designation.
3. Press TIME once again. The display window will show minutes only.
4. Press and hold either  or  until you reach the correct minutes.
5. Press TIME once again. The display will show the day of the week.
6. Press  or  until you reach the current day of the week.
7. Press RUN once. The display alternately will show the correct time and room temperature.

## Programming heating/cooling

1. Press SYSTEM button to choose “COOL” or “HEAT”.
2. Press PRGM once. “MO TU WETH FR” (indicating weekday program) will appear in the display, with the currently programmed start time for the 1st heating/cooling period (“MOR”) and the currently programmed temperature (flashing).
3. Press  or  to change the temperature to your preferred setting for the 1st heating/cooling program period.
4. Press TIME once (the programmed time will flash). Press  or  until your preferred time appears. The time will change in 15 minute increments. When your selected time is displayed, press TIME again to return to the change temperature mode.
5. Press PRGM once. The current start time and temperature for the 2nd heating/cooling program period (“DAY”) will appear.
6. Repeat steps 3 and 4 to select the start time and temperature for the 2nd heating/cooling program period.
7. Repeat steps 3 through 5 for the 3rd (“EVE”) and 4th (“NHT”) heating/cooling program periods.
8. Press PRGM once. “SA” (indicating Saturday program) will appear in the display, along with the start time for the 1st heating/cooling period and the currently programmed temperature.
9. Repeat steps 3 through 7 to complete Saturday heating/cooling programming.
10. Press PRGM once to change to “SU” (Sunday) heating/cooling programming and repeat steps 3 through 7 to complete Sunday programming.

**Your thermostat is now ready to provide maximum comfort and efficiency.**

**NOTE:** Batteries are not required to keep your programming or menu data. With two optional AA batteries installed, your thermostat will maintain time and continuously display the temperature during a loss of A/C power. Installed batteries will also allow programming prior to installation.

# Cool Keeper thermostat web interface instructions

## Logging on



Login to the system below

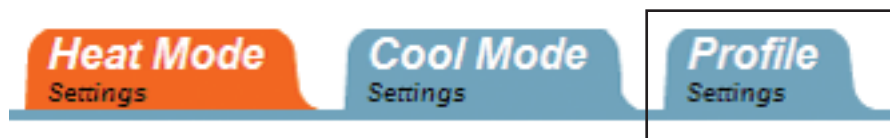
Username

Password

Forgot your password? Please contact customer support.

1. Turn on your computer and open your web browser (Internet Explorer is preferred).
2. Go to [www.rockymtnpower.net/coolkeeper](http://www.rockymtnpower.net/coolkeeper) and click on the “COMVERGE THERMOSTAT” link. Follow the instructions to reach the Welcome screen.
3. A login screen will load, prompting you for your username and password as shown in the image above. Your username will be your login ID, which can be found on your monthly bill. **Please type in your Premise ID in the username field leaving out any spaces, dashes, or leading zeros.** Your initial password will be: password.
4. The first time you log in, you will be given the option of choosing your username and password. This password must be at least 7 characters and contain at least one uppercase letter, one lower case letter, one number, and one special alphanumeric character (i.e. &, -, #, ...). This format is required for your security.
5. If you are unable to access the site the first time, double check the username and password entered. If you are still unable to access the site, please contact us at **1-800-357-9214** to resolve this issue.

## Changing your username and password



1. If you need to change your password again after the first time you’ve logged in, click on the “Profile” tab near the top of the screen.
2. Enter and confirm your new password using the entry fields provided in the “Change Password” section. Click “Save”.
3. You can change your username if necessary. You can choose any alphanumeric string as long as it is not already being used by another customer.

# Programming heat

## Cool Keeper

Web-programmable thermostat  
Remote Programming Console



Let's turn the answers on.

LOGOUT

Welcome, Test Test

Warning! This web page is not synchronized with your thermostat. Please choose your desired settings, then click SAVE to synchronize the settings with your thermostat

**Heat Mode Settings** | **Cool Mode Settings** | **Profile Settings**

**SAVE**

**Start Times & Temperature Set Points**  
Use the form below to set the start time of each time period and input the desired Set Point

**Primary Heat Settings**  
Select a Day: Weekdays

Morning  
Time: 6 : 00 AM  
Set Point: 70 °F

Specify all your settings, then click the SAVE button

Day  
Time: 8 : 00 AM  
Set Point: 62 °F

**Primary Heat Settings**  
Select a Day: Weekdays

Morning  
Time: 6 : 00 AM  
Set Point: 70 °F

Enlarged from left

1. The first screen that will appear when you log in will be the “Heat Mode Settings” tab. This screen enables you to set your daily time period schedules and desired temperature set points for your heating system, as shown above.
2. The first time you log in to the system, default values will appear in all of the temperature and time settings, regardless of what you may have already programmed manually into your thermostat. **IMPORTANT NOTE:** Hitting the “Save” button will erase your current schedule on the thermostat and replace it with the one you have programmed. It is important to verify all the settings, especially the first time you use the system, to ensure that they match your desired settings.
3. The top pull down menu will prompt you to “Select a day”. Your thermostat groups weekdays into one setting and Saturdays and Sundays individually into a second and third setting. Select which day or group of days you would like to program.

4. Program the start time of each period of the day (Morning, Day, Evening, and Night) by using the pull down menus. Each period must begin after the previous period has begun. Be sure to note the AM and PM pull down menu to avoid any confusion.
5. Program your desired temperature setpoint for each period using the up/down arrows to the right of each temperature setting field. You may also select the text with your mouse cursor and type in your setting if you find this method easier.
6. Once you have programmed each period, move on to the next day or group of days by selecting a new day using the top pull down menu. Repeat the above instructions until each day is completed. If you have more than one thermostat installed, an additional row of pull down menus will appear underneath the first. Follow the same instructions to program additional thermostats.
7. Click on the “Save” button to save your settings.

## **Programming cool**

1. Click on the “Cool Mode Settings” tab near the top of the screen.
2. Follow instructions 2 through 7 under the “Programming Heat” section, except enter your preferred cooling setpoints into the “Setpoint” fields as opposed to your preferred heating setpoints.

