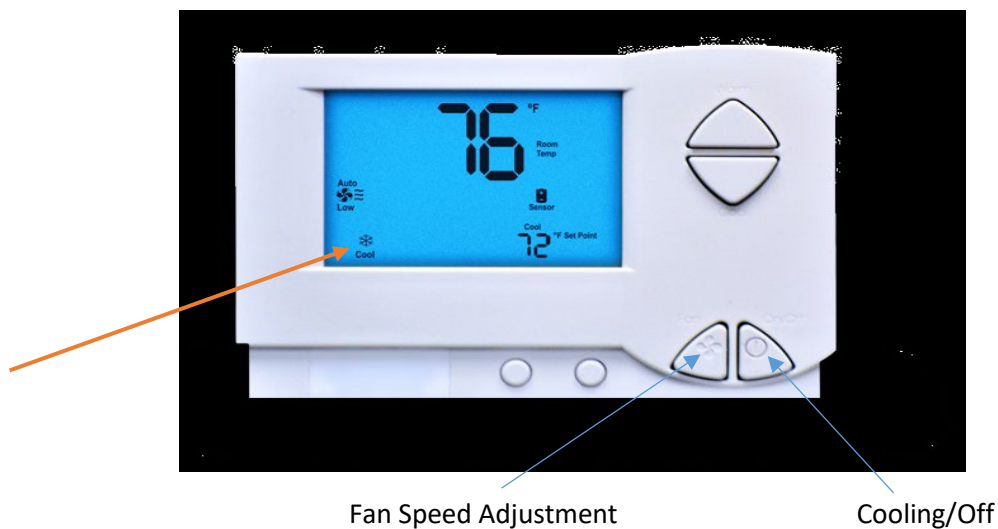


# Regan Thermostat User Guide - Cooling

Regan Housing buildings are equipped with Telkonet EcoSmart Thermostats. These thermostats provide increased energy efficiency by monitoring room occupancy and adjusting room temperatures accordingly based on pre-set temperature limits.

Residents/guests can select a comfortable cooling temperature between 72 – 84 degrees or may choose to turn off their cooling and only run the fan. The system fan speed will take precedence over user selected speed if higher speeds are necessary to provide sufficient cooling.



For maximum efficiency and increased energy savings, the EcoSmart thermostats are constantly monitoring occupancy in each room.

While in cooling mode, if a resident/guest is away from their room for more than 30 minutes, the system will react by reducing cooling and allowing a temperature increase of no more than 6 degrees over the set-point (or whatever it can make-up in 12 minutes). Once the resident/guest returns the system will return to the desired set-point and maintain that set-point within 2 degrees as long as the room remains occupied.

While in cooling mode, if a resident/guest is away from their room for more than 48 hours, the system will react by reducing cooling and allowing a temperature increase of no more than 12 degrees over the set-point (Not to exceed 84 degrees or whatever it can make-up in 30 minutes). Once the resident/guest returns the system will return to the desired set-point and maintain that set-point within 2 degrees as long as the room remains occupied.

The system does include a self-protection mode and will automatically turn itself on (if not in cooling mode) and begin cooling if temperatures in the room exceed 88 degrees.

## Troubleshooting:

### Room is Too Hot

1. Look for the snowflake – is Cooling on?  
If not, toggle the switch on the bottom right until the snowflake appears on bottom left.  
Note: Residents/Guests of Regan can toggle between off/cool
2. Is the thermostat “blank”?  
Look for the switch on the wall above the thermostat (identified by signage not to be touched anyone other than HVAC mechanic) and ensure it is in the “on” position. This should only be accomplished by a SRA/GSS member or a Housing technician. If the switch is in the “off” position, the SRA/GSS should turn the switch to the “on position”. Follow-up with a service request or by contacting the Facilities Service Desk and indicate this as the problem. Do not ask the resident/guest to adjust the switch.
3. Has the room been unoccupied for an extended amount of time?
  - a. Once occupied, allow the room up to 12 minutes to meet the desired set-point.
  - b. If the room was unoccupied for the previous 48 hours, this could take up to 30 minutes.
4. Are the windows open?
  - a. If outside temperatures are warmer than inside temperatures, close all windows to allow maximum efficiency.
  - b. If outside temperatures are cooler than inside temperatures, open windows to allow increased cooling.

If the above actions do not resolve the problem, please submit a request on-line.