

PelicanWireless*Systems*



User Guide

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1. Getting Started

1.1 Setting Up a Pelican Site Manager

Install your Pelican Gateway and write down the serial number found on its front - **XXX-XXXX**.

Access a Web Browser on any Internet enabled device: PC, Tablet, or Smartphone.

- Note: On a PC, Pelican works best on Mozilla Firefox, Google Chrome, Apple Safari, or Microsoft Internet Explorer 9 or newer.

In your Web Browser go to URL: **www.PelicanWireless.com**

Once on Pelican's website you will see the menu bar:

HOME	PRODUCTS	LITERATURE	SUPPORT	CASE STUDIES	NEW SITE SETUP	NEWS
------	----------	------------	---------	--------------	-----------------------	------

Select **NEW SITE SETUP**

Input the requested information into the Site Wizard:

Gateway Serial No: <input type="text"/> Please make sure your Gateway's ethernet cable is plugged into your Internet router and has power from the power adapter. Then enter the serial number (format XXX-XXXX) shown on the front label of the Gateway.
Site Name: <input type="text"/> Choose a unique Site Name which will be used to identify your site. You will use this site name from any browser or smartphone to access the Pelican Wireless Systems devices installed at your site.
Administrator Email Address: <input type="text"/> This email address will be the Login Name for the administrator of this site. This must be a valid email address. A verification email will be sent to this address to complete the site setup process.
Site Type: <input type="text" value="Business"/> The site type will be used to define default settings. These default settings can be changed at a later time by the site administrator.
Site Post/Zip Code: <input type="text"/> The Postal/Zip Code is used to set the clock and timezone settings for the site.
<input type="button" value="Submit"/>

If you receive the error message: **Invalid serial number or unreachable Gateway**. Re-check that your Pelican Gateway is installed correctly and is able to reach the Internet. If you continue to receive this error message contact Pelican Support.

If able to reach the Gateway: Input the Site Name you want to use for accessing your Pelican Site Manager. The beginning of your Site Name is unique, while it will always end in **.officeclimatecontrol.net**.

Administrator Email Address is considered the Super Administrator for the Pelican Site. This administrator is who will be notified for Subscription payments.

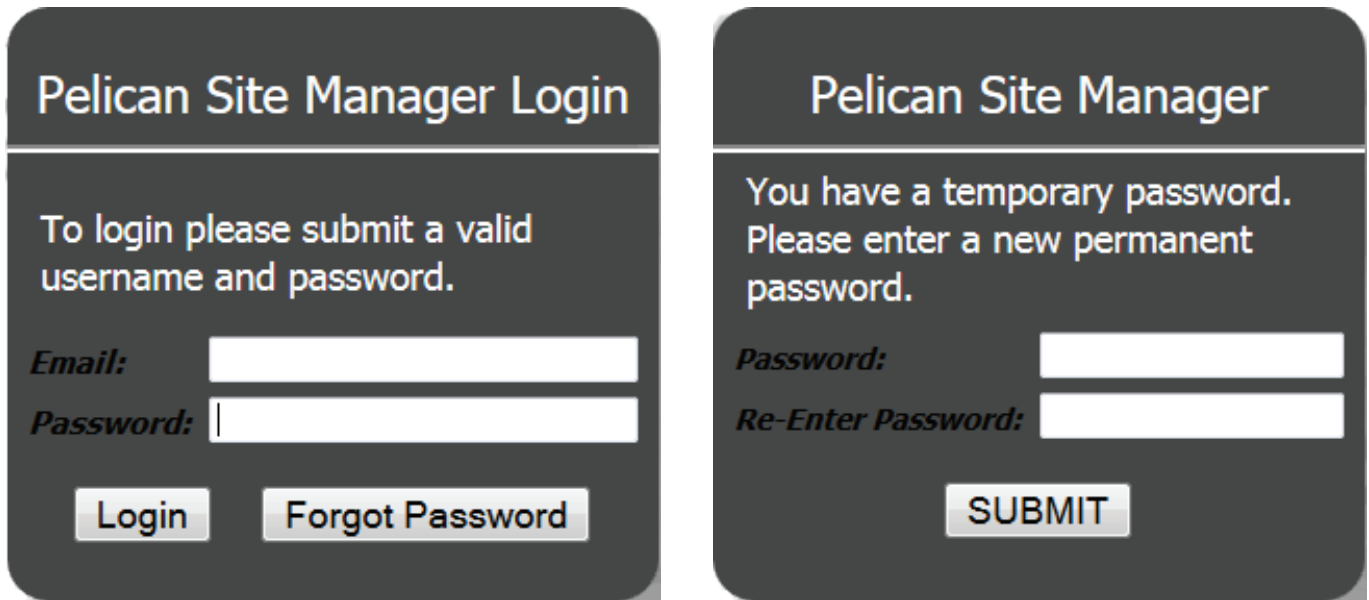
Site Type is dependent on the building you are installing Pelican’s Solution into.

Site Post/Zip Code is used to set the clock and timezone for your Pelican Site Manager.

By pressing **SUBMIT** you will generate an automated email to the Administrator’s email address. This email will provide the Administrator with a temporary password. This can take up to 15 minutes. If after 15 minutes you do not receive an email from notice@pelicanwireless.com, check your SPAM folder.

1.2 Setting Up a Password

On a Web Browser type in the URL you created for your Pelican Site Manager: ‘name’.officeclimatecontrol.net



The first screenshot, titled "Pelican Site Manager Login", displays the text "To login please submit a valid username and password." Below this are two input fields: "Email:" and "Password:". At the bottom are two buttons: "Login" and "Forgot Password".

The second screenshot, titled "Pelican Site Manager", displays the text "You have a temporary password. Please enter a new permanent password." Below this are two input fields: "Password:" and "Re-Enter Password:". At the bottom is a "SUBMIT" button.

Enter the Administrator Email Address you used when setting up your Pelican Site Manager.

Enter the Temporary Password you received via email from Pelican.

A new screen will appear requesting a permanent password. Enter in the password you want to permanently use for accessing your Pelican Site Manager.

Press **SUBMIT** and you will be directed to your new Pelican Site Manager.

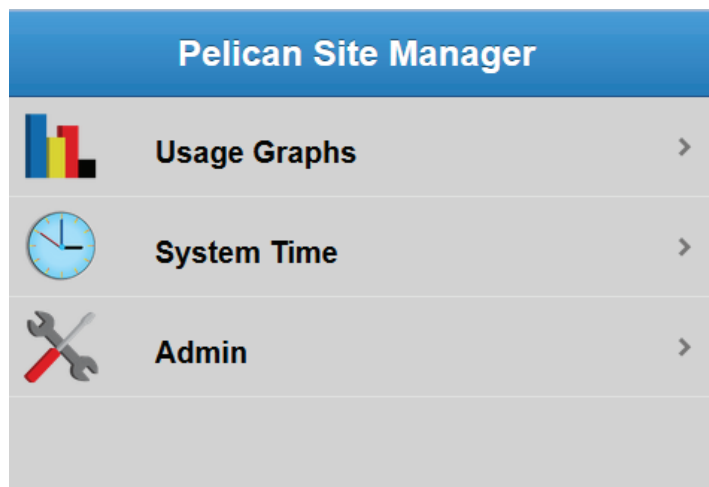
1.3 Navigating your New Pelican Site Manager

Before you install any Pelican thermostats you will only have a few options on your Pelican Site Manager:

Usage Graphs - Graphs displaying the energy consumption of your HVAC systems.

System Time - Shows the Current time, Dust time, and Dawn time for your location.

Admin - Setup and Configuration options are found here.



ADMIN SCREEN

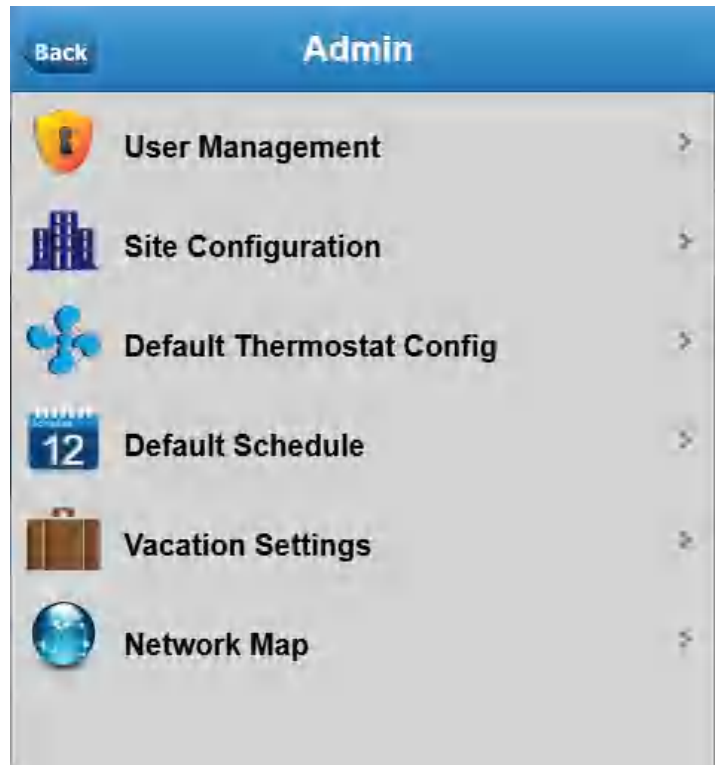
User Management - Select to add a new administrators or users to your Pelican Site Manager.

Site Configuration - Where you can find specific information about your Pelican Site Manager. It is also where you add additional Gateways and setup email or text message alerts.

Default Thermostat Config - For creating a default configuration that will automatically upload into each Pelican thermostats as you install them.

Default Schedule - For creating a default schedule that will automatically upload into a Pelican thermostat when you turn ON its schedule.

Network Map - A graphical map showing how your Pelican products are communicating through-out the building they are installed in.



1.4 Navigating an Existing Pelican Site Manager

After you have installed your Pelican thermostats and configured them, you will have more options on your Pelican Site Manager.

HOME SCREEN

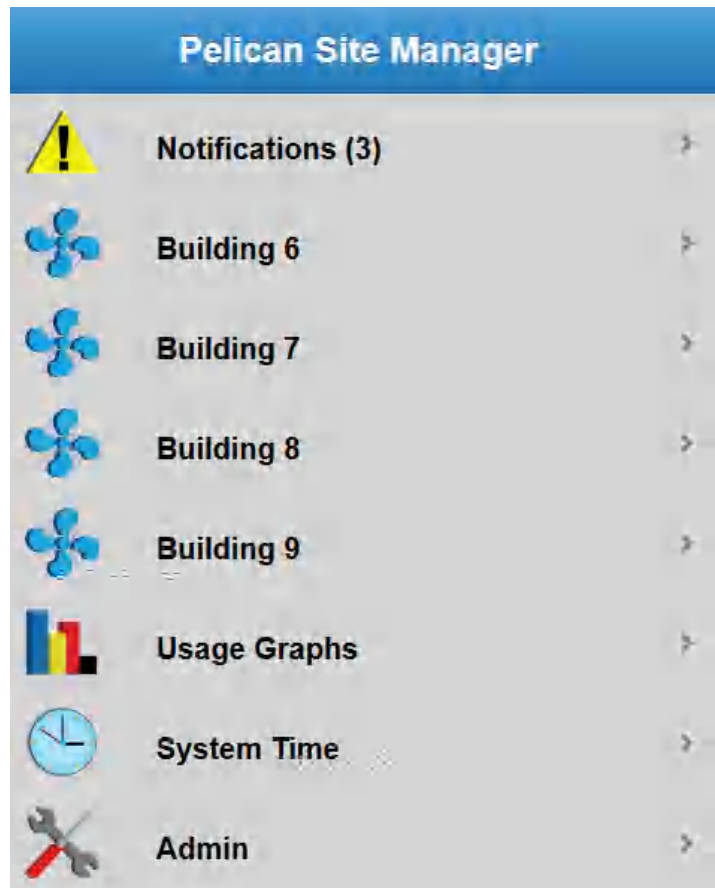
Notifications - These will appear when Pelican detects a maintenance issue with one of your HVAC units.

Groups - On your Home Screen the Blue Fan Icon indicates Groups of thermostats.

Usage Graphs - Graphs displaying the energy consumption of your HVAC systems.

System Time - Shows the Current time, Dust time, and Dawn time for your location.

Admin - Setup and Configuration options are found here.



Thermostat Names

Thermostat Name	Real-Time Temperature	Current Operation	Setting
Data Center Back	74°	Cool On	74°
Data Center Front	81°	Cool On	70°
Hallway	72°	Heat	72°
Lobby	71°	Heat On	72°
Office 801	76°	Fan On	78°

Thermostat Current Operation:

- Cool On** - Calling for Air Conditioning.
- Heat On** - Calling for Heat.
- Fan On** - Calling for Fan.
- Heat** - Showing heat setting.
- Cool** - Showing cool setting.
- System Off** - Thermostat is set to Off

Thermostats Real-Time Temperature Being Detected

2. Setup your Pelican Site Manager

2.1 Setup Default Thermostat Configuration

The Default Thermostat Configuration allows you to setup a default configuration for your Pelican Thermostats. As you install new Pelican Thermostats, and they connect with the gateway, they will automatically upload the Default Thermostat Configuration that you have set.

For sites that have multiple thermostats with similarities in configuration, by configuring the most common setting options, you can reduce your overall setup time. For any individual thermostats that require different configuration options, you can change their configuration independently after you install them.

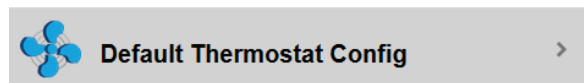
NOTE: The **Default Thermostat Configuration** must be setup before installing any thermostats to work properly. Changing the Default Thermostat Config does NOT change already installed thermostat's settings.

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

2. Select Admin at the bottom of your Home screen.



3. Select Default Thermostat Config from your Admin screen.



4. Select the Configuration options that fit the thermostats you are installing.

2.2 Default Thermostat Configuration

SYSTEM OPERATION (HEAT PUMP)

System Type - Set to Heat Pump.

Reversing Valve - Set to Cooling ON to activate when calling for Cool (O) or Heating ON to activate when calling for Heat (B).

Cycles Per Hour - Sets a target number of times our thermostat will run each hour to maintain a specific temperature.

Anticipation Degrees - STOP calling for heat or cool this many degrees before reaching the target temperature. (In anticipation that the space temperature will still rise or fall after the thermostat stops calling for Heat or Cool).

Calibration Degrees - For calibrating the temperature being detected by the thermostat.

Heat Stages - Sets how many Heat stages the thermostat will be controlling. NOTE: If you set to 0 stages it will disable the Heat function of the thermostat.

Aux Heat - There are three Aux Heat settings:

Disabled - Do not have or do not want to use Auxiliary Heat.

Auxiliary - If the Heat Pump cannot achieve a temperature change of 5° per hour then the thermostat will turn ON the Aux Heat (makes this decision within 10 minutes of running the Heat Pump).

Emergency - If at anytime the Heat Pump runs for an hour and the temperature is not trending in the correct direction, the thermostat will turn ON the Aux Heat and send a notification that it has been turned ON.

Cool Stages - Sets how many Cool stages the thermostat will be controlling. NOTE: If you set to 0 stages it will disable the Cool function of the thermostat.

Fan Stages - Sets how many Fan stages the thermostat will be controlling.

Heat Needs Fan - Setting to YES means the thermostat will turn the fan ON when it calls for Heat.

Fan Circulation Minutes - Is an optional input for having the thermostat turn ON the fan a certain amount of minutes every hour.

System Operation

System Type	Heat Pump ▾
Conventional or Heat Pump System.	
Reversing Valve	Cooling On ▾
Reversing valve O/B is energized for?	
Cycles Per Hour	5 ▾
Target number of times the system runs each hour.	
Anticipation Degrees	.1 ▾
Turn off this many degrees before reaching target.	
Calibration Degrees	0 ▾
Manually adjust/correct displayed temperature.	
Heat Stages	2 ▾
Number of heat stages in the system's furnace.	
Aux Heat	Disabled ▾
Auxiliary is supplemental heat, Emergency is on failure.	
Cool Stages	2 ▾
Number of cool stages in the system's compressor.	
Fan Stages	1 ▾
Number of fan stages in the system.	
Fan Circulation Minutes	0
The fan operates for this many minutes per hour.	

SYSTEM OPERATION (CONVENTIONAL)

System Type - Sets to Conventional.

Cycles Per Hour - Set a target cycle rate or the number of times the thermostat should run, each hour, to properly maintain a set temperature.

Anticipation Degrees - STOP calling for heat or cool this many degrees before reaching the target temperature. (In anticipation that the space temperature will still rise or fall after the thermostat stops calling for Heat or Cool).

Calibration Degrees - Calibrate the temperature being detected by the thermostat.

Heat Stages - Set how many Heat stages the thermostat is controlling. NOTE: If you set the variable to 0 it will fully disable Heat.

Cool Stages - Set how many Cool stages the thermostat is controlling. NOTE: If you set to 0 it will fully disable Cool.

Fan Stages - Set how many Fan stages the thermostat is controlling.

Heat Needs Fan - Setting to YES means the thermostat will turn the fan ON when it calls for Heat.

Fan Circulation Minutes - Is an optional input to have the thermostat turn ON the fan a certain amount of minutes every hour.

System Operation

System Type Conventional or Heat Pump System.

Cycles Per Hour Target number of times the system runs each hour.

Anticipation Degrees Turn off this many degrees before reaching target.

Calibration Degrees Manually adjust/correct displayed temperature.

Heat Stages Number of heat stages in the system's furnace.

Cool Stages Number of cool stages in the system's compressor.

Fan Stages Number of fan stages in the system.

Heat Needs Fan Force Fan to run during heating. Use with electric heat.

Fan Circulation Minutes The fan operates for this many minutes per hour.

THERMOSTAT SETTINGS

Temp Display - Display temperature in Fahrenheit or Celsius.

Heat Range - Set a limitation on the settable Heat temperature range.

Cool Range - Set a limitation on the settable Cool temperature range.

Allow Keypad Control - Set YES to be able to lock the thermostat's keypad. NOTE: This option does NOT Lock or Unlock the thermostat. Go to Page 18 - **Thermostat Control** - for directions on locking a thermostat.

Thermostat Settings

Temp Display Display temperature in Fahrenheit or Celsius.

Heat Range to Controls the range of temperatures the user can set.

Cool Range to Controls the range of temperatures the user can set.

Allow Keypad Control Feature that allows the thermostat keypad to be disabled from the schedule.

INPUT POWER CONSUMPTION

Pelican uses these power sizes to calculate the consumption rate of running your HVAC units. Input the most accurate power sizes for accuracy in calculation. The # of inputs changes based on the # of stages your thermostat is set to control. Input in KW, TON, BTU, or WATT. If you choose TON it will calculate consumption based on a 13 SEER rating.

Heat 1 Size - The consumption rate of Stage 1 Heat

Heat 2 Size - The consumption rate of Stage 2 Heat

Cool 1 Size - The consumption rate of Stage 1 Cool

Cool 2 Size - The consumption rate of Stage 2 Cool

Input Power Consumption

Heat 1 Size **btu** ▼
Heater power input for usage reports (ie '50000 btu').

Heat 2 Size **btu** ▼
Heater stage 2 power input for usage reports.

Cool 1 Size **ton** ▼
Cooling power input for usage reports (ie '5 ton').

Cool 2 Size **ton** ▼
Cooling stage 2 power input for usage reports.

NOTIFICATION SETTINGS

Notification Sensitivity - There are three levels of notification settings: High, Medium, and Low. Setting the sensitivity changes how Pelican notifies you on potential maintenance issues.

High - Send an immediate notification if the thermostat is calling for Heat or Cool and the temperature is NOT reaching the set point.

Medium - Send a notification if the temperature is NOT moving towards or is moving away from the temperature set-point for greater than 1 hour.

Low - Send a notification if the temperature is NOT moving towards or is moving away from the temperature set-point and is at least 3 degrees off from the temperature set-point.

Safe Range - Automatic monitoring option that will generate an immediate notification if the temperature moves beyond these temperature ranges.

Notification Settings

Notification Sensitivity ▼
Sets the sensitivity level for heating and cooling failures.

Safe Range to
Sets safe temperature alarm range.

SCHEDULE SETTINGS

NOTE: This is NOT where you schedule your thermostat, these options effect the scheduling options available to you when you do schedule your thermostat. Go to Page 19 - **3.3 Scheduling a Thermostat** - for directions on scheduling a thermostat.

Repeat - Set the thermostat to have Daily, Weekday/Weekend, or Weekly scheduling options.

Daily - Same schedule everyday.

Weekday/Weekend (5-2) - Different schedules for Monday–Friday than Saturday–Sunday.

Weekly (7 day)- Different schedule everyday of the week.

Set Times - Set the number of set times you want available for each schedule. The default options are 2, 3, or 4. Selecting **Variable** allows up to 12 set times in a single schedule.

Multiple System Settings - Set to YES if you want to change the System Setting (Auto, Heat, Cool, or OFF) using the schedule.

Multiple Fan Settings - Set to YES if you want to change the Fan Setting (Auto or ON) using the schedule.

2.3 Add or Remove Administrators or Users

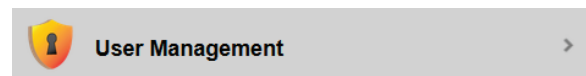
The User Management screen allows you to add or remove Administrators or Users. NOTE: With the Basic Subscription you can only have a single Administrator. With the Standard or Enhanced Subscription you can have an unlimited amount of Administrators or Users.

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

2. Select Admin at the bottom of your Home screen.



3. Select User Management from your Admin screen.



4. To ADD a new Administrator or User press the **+** button found in the upper right hand corner of your Pelican Site Manager.

A screenshot of the "Schedule Settings" screen. It has a blue header with the title "Schedule Settings". Below the header are four sections, each with a title, a dropdown menu, and a descriptive sentence:

- Repeat**: Dropdown menu set to "Weekday/Weekend". Description: "Use single Daily schedule, Weekday/Weekend (5-2) schedule or Weekly (7 day) schedule."
- Set Times**: Dropdown menu set to "3". Description: "The number of times each day the schedule will set the temperature."
- Multiple System Settings**: Dropdown menu set to "No". Description: "Set the System Mode independently for each schedule set time."
- Multiple Fan Settings**: Dropdown menu set to "No". Description: "Set the Fan Mode independently for each schedule set time."

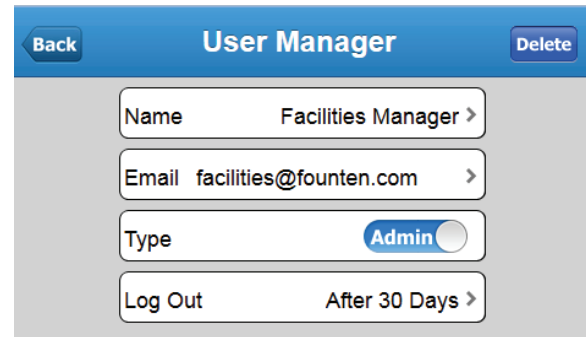
ADMINISTRATOR OPTIONS

Name - Input the name of the Administrator.

Email - Input the email address for this Administrator. This email address will be used as their Login Name and is where their temporary password will be sent.

Type - Select Admin.

Log Out* - There are four Log Out options: On Exit, After 1 Day, After 30 Days, Never. These are shown on the next page.



USER OPTIONS

Name - Input the name of the User.

Email - Input the email address for this User. This email address will be used as their Login Name and is where their temporary password will be sent.

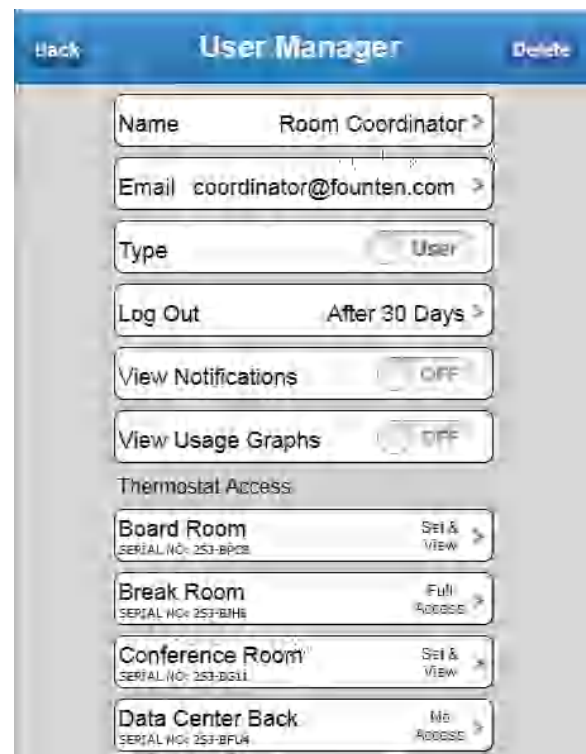
Type - Select User.

Log Out* - There are four Log Out options: On Exit, After 1 Day, After 30 Days, Never. These options are shown on the next page.

View Notifications - Set if this User can see the Notifications for their viewable thermostats.

View Usage Graphs - Set if this User can see the Usage Graphs for their viewable thermostats.

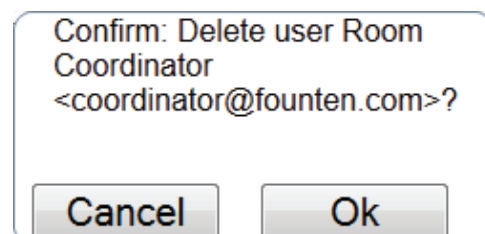
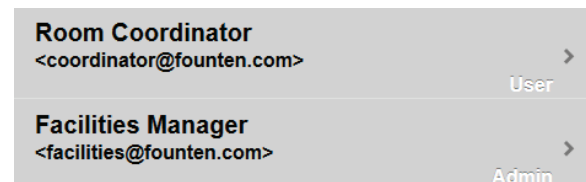
Thermostat Access** - Set which thermostats this User can view, control, and/or manager. The options available are shown on the next page



DELETE AN ADMIN OR USER

To Delete an Administrator or User you must be an Administrator for your Pelican Site Manager.

1. Select the Administrator or User you want to delete.
2. In the upper right hand corner of the User Management screen > click the **Delete** button.
3. A confirmation screen will appear - Cancel to void this deletion or OK to accept it.



Log Out Options*



LOG OUT OPTIONS

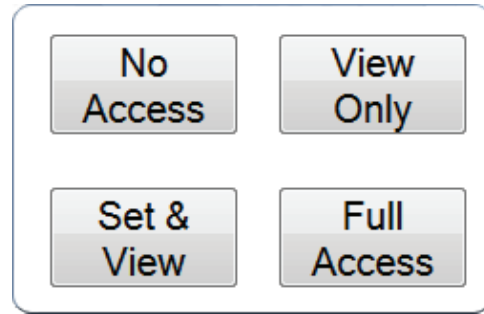
On Exit - When the Browser window is closed.

After 1 Day - One day after login.

After 30 Days - 30 days after login.

Never - Always remain logged in.

User Access Options**



USER ACCESS OPTIONS

No Access - Cannot see this thermostat.

View Only - Can see thermostat's temperature but, cannot control thermostat.

Set & View - Can see thermostat's temperature and control thermostat settings.

Full Access - Has complete control over thermostat.

2.4 Site Configuration Options

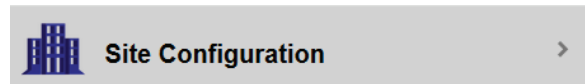
Site Configuration is where you: view your Pelican Site Manager's site information, add additional Gateways to your Pelican Site Manager, input your KW and Therm costs, and input the email addresses or cell phone numbers for receiving alert notifications. NOTE: Email and/or Text Message notifications are only available with the standard or enhanced subscriptions.

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

2. Select Admin at the bottom of your Home screen.



3. Select Site Configuration from your Admin screen.



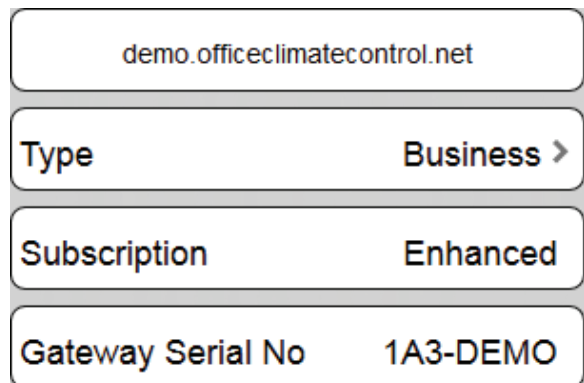
SITE CONFIGURATION

The first box is your Pelican Site Manager's URL.

Type - Set if your building is used for a Business, Resident, or Hotel.

Subscription - Displays the current Subscription level for your Pelican Site. There are three Subscription Levels: Basic, Standard, and Enhanced.

Gateway Serial No - The serial number of the Pelican Gateway for this Pelican Site Manager.

A form with four rows. The first row is a text input field containing 'demo.officeclimatecontrol.net'. The second row has 'Type' on the left and 'Business >' on the right. The third row has 'Subscription' on the left and 'Enhanced' on the right. The fourth row has 'Gateway Serial No' on the left and '1A3-DEMO' on the right.


Adding Additional Gateways:

You can connect a total of 16 Pelican Gateways to a single Pelican Site Manager. NOTE: You should always add new Gateways to your Pelican Site Manager before installing the Pelican Thermostats that will be communicating through that new Pelican Gateways. Contact Pelican Support for further assistance.

1. Install your new Pelican Gateway and check to make sure it is able to reach the Internet.

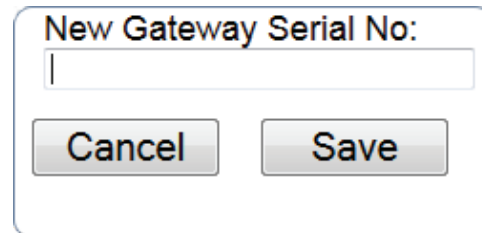
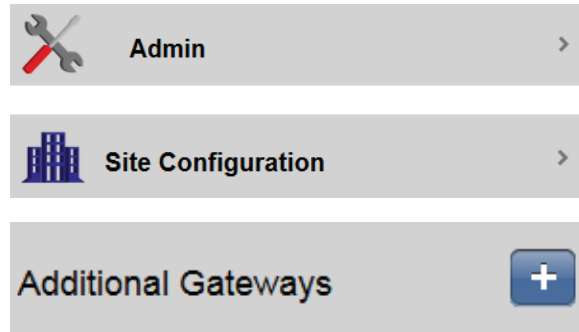
2. Record your New Pelican Gateway's unique Serial Number. **XXX-XXXX**.

3. Access your Pelican Site Manager > select Admin > select Site Configuration.

3. Press the  button next to Additional Gateways.

4. A window will appear - Input your New Pelican Gateway's serial number. If the serial number you input is invalid, a new window will appear with the statement: **Unrecognized or Invalid Gateway Serial Number - Addition canceled.** Press OK and check that the Pelican Gateway is installed correctly and is able to reach the Internet. If you continue to receive this error message contact Pelican Support.

5. If the serial number is accepted - Select OK to accept or select Cancel to void adding this Gateway.



LOCATION

Shows the location that your Pelican thermostats are installed in and the Time Zone they are using for scheduling.

Location	Livermore, CA 94551 >
Time Zone	US/Pacific
Lat/Lon	33.7094, -117.9523

USAGE COSTS

Inputting your Kwh and Therm energy rates will allow Pelican to calculate the energy costs associated with running your HVAC units.

1. Access your Pelican Site Manager and navigate to your Site Configuration page.

2. Select either Cost/Kwh or Cost/Therm.

Cost/Kwh	\$ 0.125 >
Cost/Therm	\$ 1.26 >

Cost per Kilowatt Hour

Cost per Killowatt Hour:

Cancel
Save

Input your Cost per Kilowatt Hour and press Save to add it to your Pelican Site Manager or Cancel to discard the input.

Cost per Therm

Cost per Therm:

Cancel
Save


Input your Cost per Therm and press Save to add it to your Pelican Site Manager or Cancel to discard the input.


AUTOMATED EMAIL AND/OR TEXT MESSAGE NOTIFICATIONS

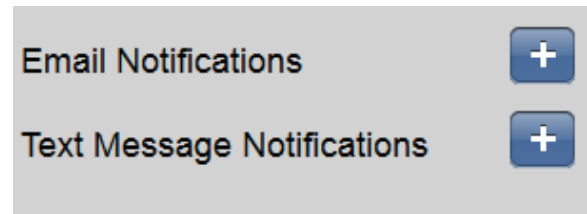
The Standard and Enhanced subscriptions allow you add an unlimited amount of email addresses or cell phone numbers that Pelican will automatically send alert notification too.

1. Access your Pelican Site Manager and navigate to your Site Configuration page.

2. At the bottom of your Site Configuration page you will see two options:

Email Notifications - Hit the  to add an email address for receiving email notifications.

Text Message Notifications - Hit the  to add a cell phone number for receiving text message notifications.



Add Email Address

Email Address:

Cancel
Save

Enter the email address you want Pelican to send email notifications to. Press Save to add this email address or Cancel to void this input.

Add Cell Phone Number


Number:

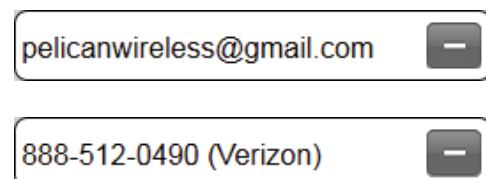
Carrier... ▾

Cancel
Save

Enter the cell phone number and select its Carrier you want Pelican to send text message notification to. Press Save to add this email address or Cancel to void this input. (Standard text rates apply).

DELETE AN EMAIL ADDRESS OR CELL PHONE NUMBER

Press the  button next to the email address or phone number of the person you want to delete.



3. Pelican Thermostat (TS200, TS200H, TCM)

3.1 Name and Configure a New Pelican Thermostat

A Pelican Thermostat is initially identified by a unique serial number found on the bottom of the thermostat's front cover. The serial number will be in the form of **XXX-XXXX**.

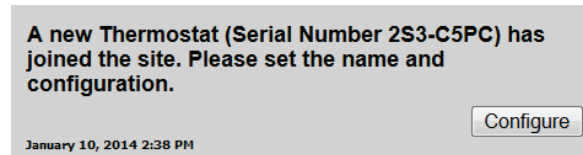
NOTE: We always recommend setting up a **Default Thermostat Configuration** before installing any thermostats, but this is not mandatory. Go to Page 8 - **2.2 Default Thermostat Configuration** - for directions on setting up a Default Thermostat Configuration.

1. Log onto your Pelican Site Manager.

2. Select Notifications.



3. Under Notifications select the new Thermostat alert that has the same Serial Number as the thermostat you installed.



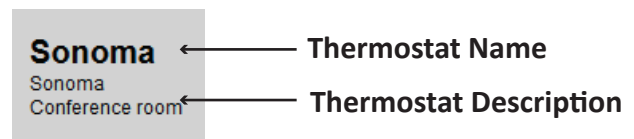
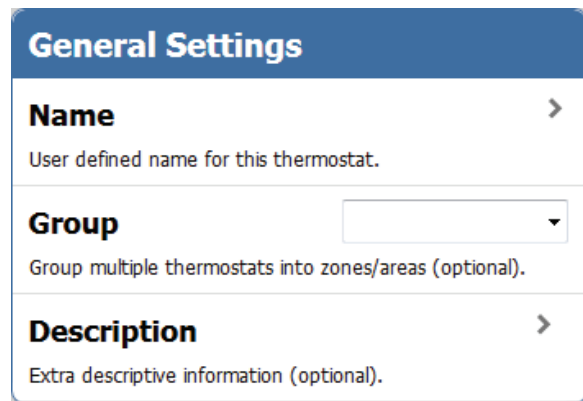
4. Select **Configure**.

GENERAL SETTINGS

Name - Name this thermostat based on the location it is placed in.

Group - You can group multiple thermostats together on your Pelican Site Manager. Select the down arrow and either select an already existing group or select "New Group" to create a new group.

Description - An optional area for recording specific information about this HVAC unit or the thermostat. The first line of the Description area will show up as small text below a Thermostat's name (as seen in the image to the right).



For all other configuration options refer to page 6 - **2.2 Default Thermostat Configuration**.

ACCESS AN EXISTING THERMOSTAT'S SETUP PAGE

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

2. Select Admin at the bottom of your Home screen.



3. Scroll down until you see the thermostat's name or serial number you want to change the settings of. Select its Thermostat Setup and it will direct you to its settings screen.

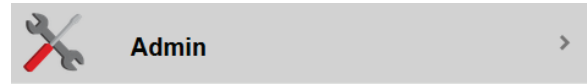


TROUBLESHOOTING A THERMOSTAT'S RELAY OUTPUT SIGNALS

WARNING: This option is used for testing and trouble shooting purposes only. Manually changing a Signal Output overrides the internal Pelican thermostat's logic. Always reset the output to its PREVIOUS setting.

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

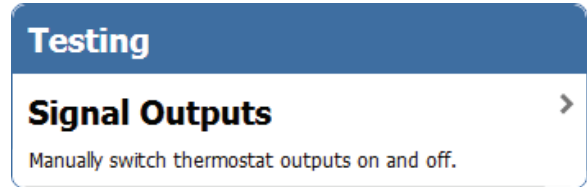
2. Select Admin at the bottom of your Home screen.




3. Scroll down until you see the thermostat's name or serial number you want to test/troubleshoot. Select its Thermostat Setup and it will direct you to its settings screen.





4. Scroll down and select **Testing: Signal Outputs**.





SIGNAL OUTPUTS

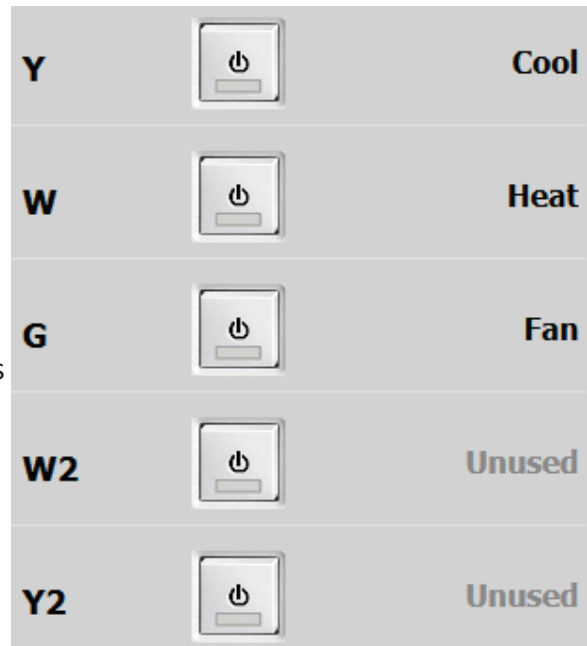
By pressing the  button you can manually activate or deactivate that relay on your thermostat.

 A Black power icon with a Grey indicator bar means the relay is inactive.

 A Blue power icon with a Grey indicator bar means the relay is switching from inactive to active.

 A Black power icon with a Green indicator bar means the relay is active.

 A Blue power icon with a Green indicator bar means the relay is switching from active to inactive.

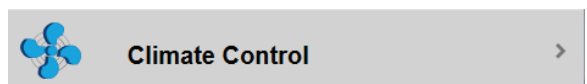


WARNING: This option is used for testing and trouble shooting purposes only. Manually changing a Signal Output overrides the internal Pelican thermostat's logic. Always reset the output to its PREVIOUS setting.

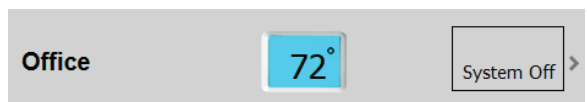
3.2 Controlling a Pelican Thermostat

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

2. Select which Group the thermostat you want to control is in.



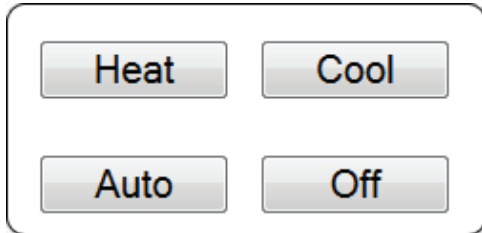
3. Select the Thermostat you want to control.



THERMOSTAT CONTROL

In the upper right hand corner is the real-time temperature being detected by this thermostat.

System - Select to change the thermostat's setting to Heat, Cool, Auto, or Off.



Fan - Select to change the Fan to Auto or On.

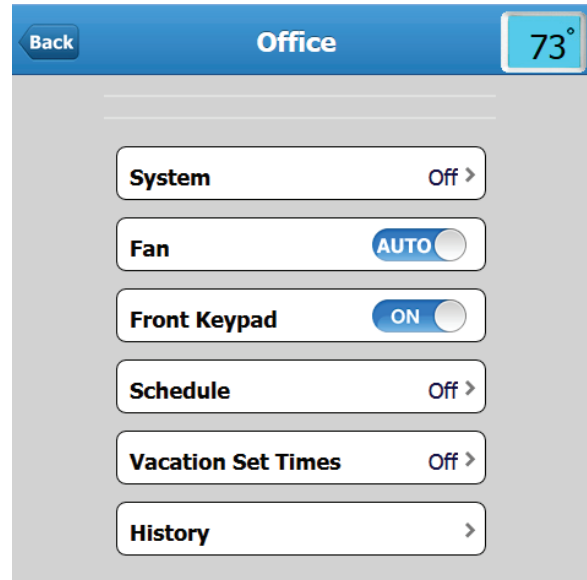
Front Keypad - Set to ON to Unlock this thermostat's keypad. Set to OFF to Lock this thermostat's keypad. If this setting option is not available go to page 9 - **Thermostat Settings** - Allow Keypad Control for further directions.

NOTE: The only way to lock and unlock a thermostat is through the Pelican Site Manager. For safety and to retain control - if the Internet connection is lost, a locked Pelican thermostat will automatically unlock and then reset when the Internet is available again.

Schedule - Select to setup a schedule for this thermostat.

Vacation Set Times - Select to setup a Vacation schedule for this thermostat to revert to when Vacation Mode is active.

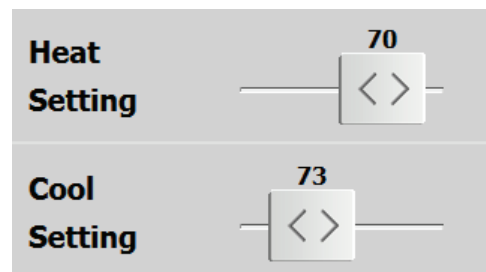
History - Graphically view the temperature and set-points that this thermostat has recorded.



SETTING A TEMPERATURE

1. On the thermostat control screen: Select System and set the thermostat to either Heat, Cool, or Auto.

2. Sliders will appear - move a slider left or right to set the temperature.



3.3 Scheduling a Thermostat

1. Select Schedule and turn the Schedule from OFF to ON. If you have a **Default Schedule** setup, it will automatically upload into this thermostat's schedule.

Depending on how you configured this thermostat's scheduling options will determine the options you see on its schedule screen. Go to Page 8 - **SCHEDULE SETTINGS** - for directions on how to setup scheduling options.

OPTION 1 - The options to the right will be available if this thermostat's configuration is set to: Multiple Systems Settings and Multiple Fan Settings - **NO**.

In this configuration the System, Fan, and Front Keypad will always revert to the same settings you set here, when a schedule time starts.

Front Keypad - Lock or Unlock the thermostat's keypad when a scheduled time starts.

Repeat - Set your Pelican thermostat to run on one of the three different types of schedules: Daily, Weekday/Weekend, or Weekly.

Daily - Same schedule everyday.

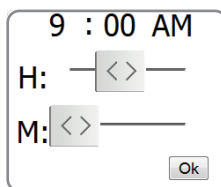
Weekday/Weekend (5-2) - Different schedule for Monday–Friday than Saturday–Sunday.

Weekly (7 day)- Different schedule everyday of the week.

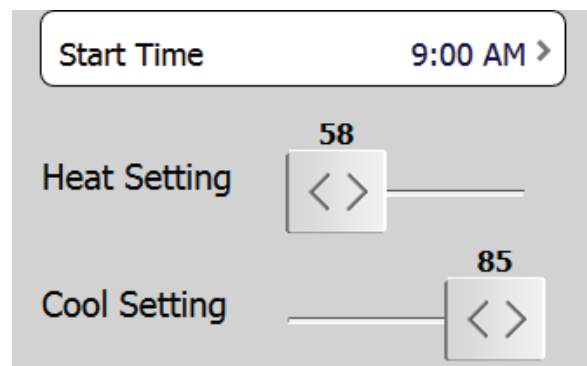
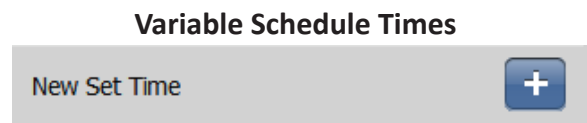
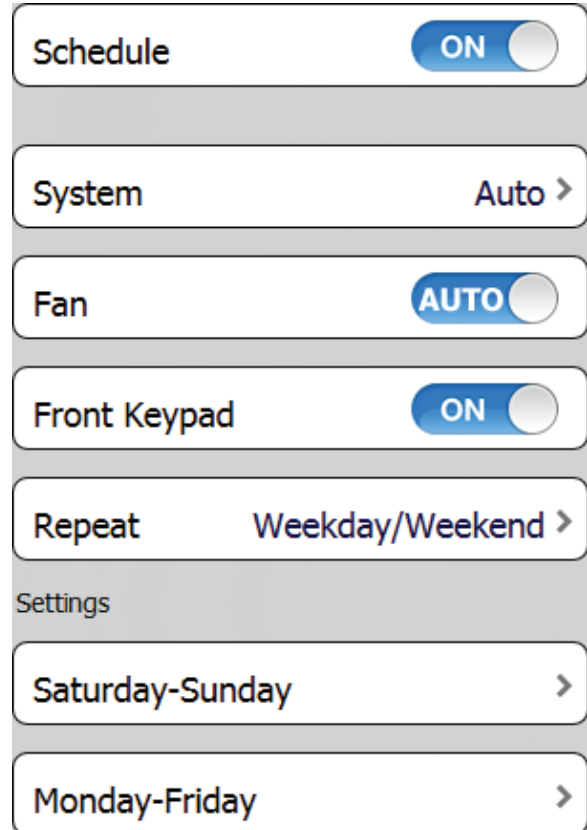
Settings - By selecting one of the Options under Settings, you will be brought to a new page for setting up your Schedule Times.

If you have Variable selected for this thermostat's configuration, on the schedule page, you will need to press the **+** button to add additional Start Times. NOTE: You can have up to 12 set times per day when you have selected Variable.

Start Time - Select Start Time to generate a window for setting a start time. Slide the slider bars to select a time.



Heat/Cool Settings - Slide the slider bars to the temperatures you want the heat and cool to be set to at this scheduled time.



OPTION 2 - The options to the right will be available if this thermostat's configuration is set to: Multiple Systems Settings and Multiple Fan Settings - **YES**.

In this configuration the System, Fan, and Front Keypad can be changed uniquely for each scheduled time.

Repeat - Set your Pelican thermostat to run on one of the three different types of schedules: Daily, Weekday/Weekend, or Weekly.

Daily - Same schedule everyday.

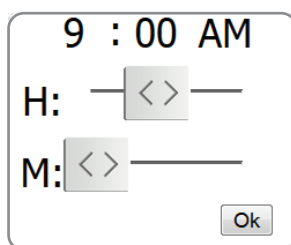
Weekday/Weekend (5-2) - Different schedule for Monday–Friday than Saturday–Sunday.

Weekly (7 day)- Different schedule everyday of the week.

Settings - By selecting one of the Options under Settings, you will be brought to a [new page](#) for setting up your Schedule Times.

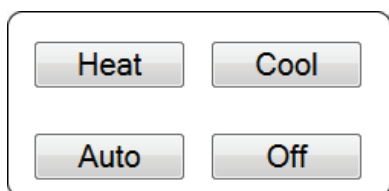
If you have Variable selected for this thermostat's configuration, on the schedule page, you will need to press the **+** button to add additional Start Times. NOTE: You can have up to 12 set times per day when you have selected Variable.

Start Time - Select Start Time to generate a window for setting a start time. Slide the slider bars to select a time.



9 : 00 AM
H: <>
M: <>
Ok

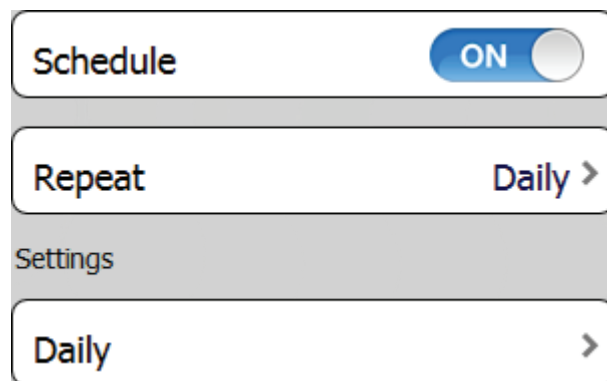
System - Set the schedule to change the thermostat to Heat, Cool, Auto, or Off.



Heat Cool
Auto Off

Fan - Set the schedule to change the Fan to Auto or On.

Front Keypad - Set the schedule to Lock or Unlock the thermostat's keypad.

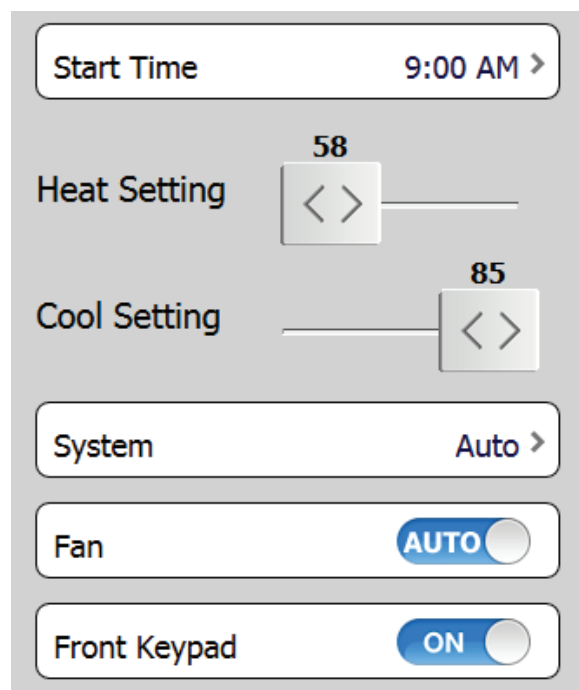


Schedule ON
Repeat Daily >
Settings
Daily >

Variable Schedule Times



New Set Time +



Start Time 9:00 AM >
Heat Setting 58 <>
Cool Setting 85 <>
System Auto >
Fan AUTO
Front Keypad ON

3.4 Activating the Vacation Schedules

There are two different ways to activate the Vacation Schedules. Either by enabling the One Touch Vacation Button or by highlighting vacation days on the Vacation Calendar. **NOTE: You have to add a vacation schedule to each individual thermostat you want to run a vacation schedule for.** Go to page 22 - **3.5 Setting up Vacation Schedules** - for further directions on how to add a vacation schedule to a thermostat.

ONE TOUCH VACATION BUTTON

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

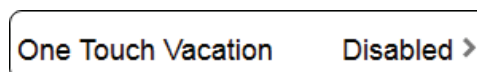
2. Select Admin at the bottom of your Home screen.



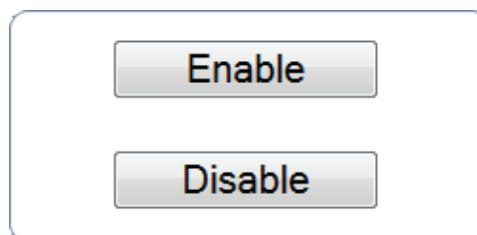
3. Select Vacation Settings from your Admin screen.



4. Select One Touch Vacation.



5. A window will appear: select Enabled to add the One Touch Vacation Button to your Home Screen or Disable to remove the One Touch Vacation Button.



USING THE ONE TOUCH VACATION BUTTON

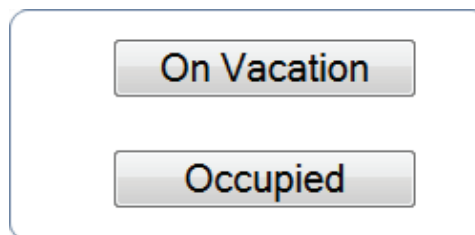
NOTE: You will need to Enable the One Touch Vacation option as shown above.

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

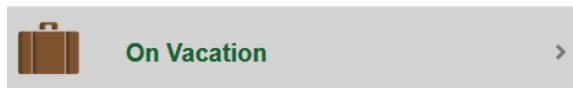
2. You will see a new option that says Occupied: When Occupied the thermostats will operate using their regular schedules.



3. To switch between On Vacation and Occupied press the Briefcase Icon on your Home screen. A window will appear: select On Vacation to set your Pelican Thermostats to Vacation Mode.



When **On Vacation** the words next to the Briefcase Icon on your Home screen will be green.



When On Vacation thermostats that **HAVE** vacation schedules will now revert to using their vacation schedules instead of their regular schedules.

SETUP AND USE THE VACATION CALENDER

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

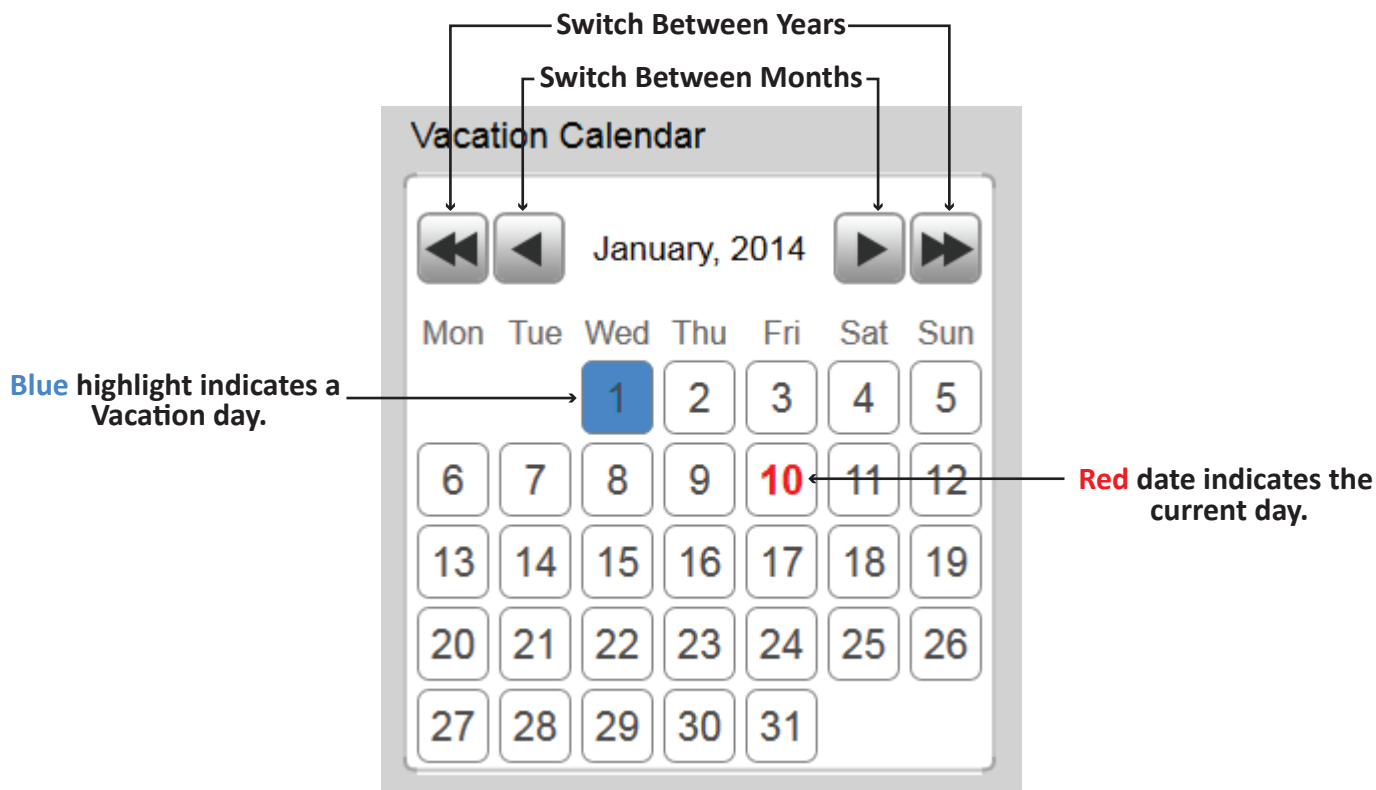
2. Select Admin at the bottom of your Home screen.



3. Select Vacation Settings from your Admin screen.



4. By selecting days on the Vacation Calendar - Pelican will automatically set thermostats, that **HAVE** Vacation Schedules, to Vacation Mode. Selecting vacation days for one year does NOT carry over to the next year.



3.5 Setting up Vacation Schedules

There are two different ways to set a Vacation Schedule. Either by having a Default Vacation Schedule setup and then ADDING this Default Vacation Schedule to individual thermostats. Or by setting up a unique Vacation Schedule for each thermostat. **NOTE: You have to add a vacation schedule to each individual thermostat you want to run a vacation schedule for.**

SETTING UP A DEFAULT VACATION SCHEDULE

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

2. Select Admin at the bottom of your Home screen.



3. Select Vacation Settings from your Admin screen.



NOTE: You have to **add the Default Vacation Schedule to each individual thermostat that you want to use this set schedule for when On Vacation. Having a Default Vacation Schedule does NOT automatically upload into every thermostats because many sites want to have SOME thermostat use a VACATION Schedule, while others to remain using their REGULAR schedules.**

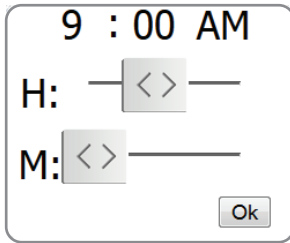
DEFAULT VACATION SETTINGS

Select Default Vacation Settings

New Set Time - Press the **+** button to add a new set time to your schedule. NOTE: You can have up to 12 set times per day.

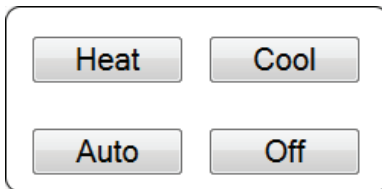
Remove a Set Time - Press the **-** button next to that Set Time.

Start Time - Select Start Time to generate a window and set a schedule time. Slide the slider bars to select the time.



9 : 00 AM
H: <>
M: <>
Ok

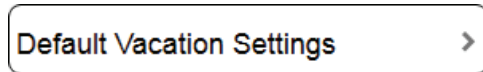
System - Set the schedule to change the thermostat to Heat, Cool, Auto, or Off.



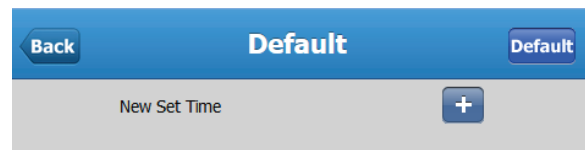
Heat Cool
Auto Off

Fan - Set the schedule to change the Fan to Auto or On.

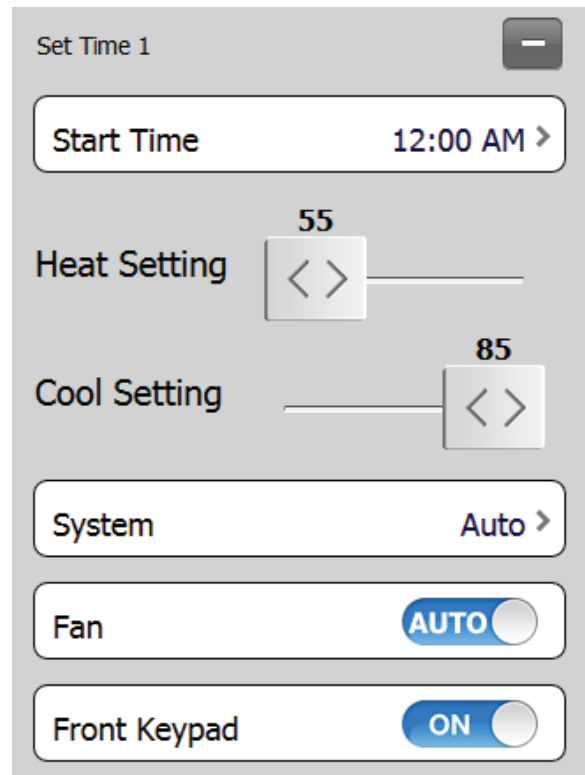
Front Keypad - Set the schedule to Lock or Unlock the thermostat's keypad.



Default Vacation Settings >



Back Default Default
New Set Time +

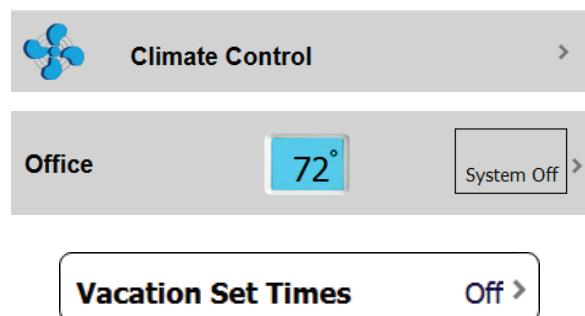


Set Time 1 -
Start Time 12:00 AM >
Heat Setting 55 <>
Cool Setting <> 85
System Auto >
Fan AUTO
Front Keypad ON

ADD A VACATION SCHEDULE TO A THERMOSTAT

NOTE: You have to **add** either the Default Vacation Schedule or create a unique vacation schedule for each individual thermostat that you want to use a different schedule for when On Vacation. Refer to page 21 - **3.4 Activating the Vacation Schedules** - for directions on how to activate a Vacation Schedule.

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.
2. Select which Group the thermostat you want to control is in.
3. Select the Thermostat you want to control.
4. Select Vacation Set Times.



Climate Control >
Office 72° System Off >
Vacation Set Times Off >

VACATION SETTINGS

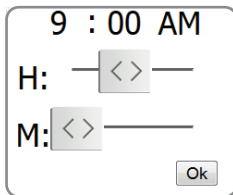
OPTION 1 - Add the **Default Vacation Schedule** by pressing the **Default** button in the upper right hand corner on your vacation screen. Your Default Vacation Schedule will automatically upload into this single thermostat.

OPTION 2 - Add a unique Vacation Schedule to this single thermostat:

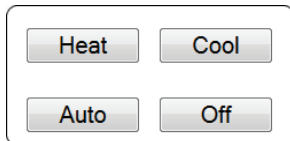
New Set Time - Press the **+** button to add a new set time to your schedule. NOTE: You can have up to 12 set times per day.

Remove a Set Time - Press the **-** button next to that Set Time.

Start Time - Select Start Time to generate a window to set a scheduled time. Slide the slider bars to select a time.



System - Set the schedule to change the thermostat to Heat, Cool, Auto, or Off.



Fan - Set the schedule to change the Fan to Auto or On.

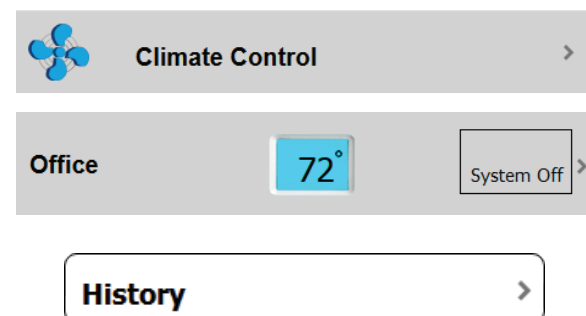
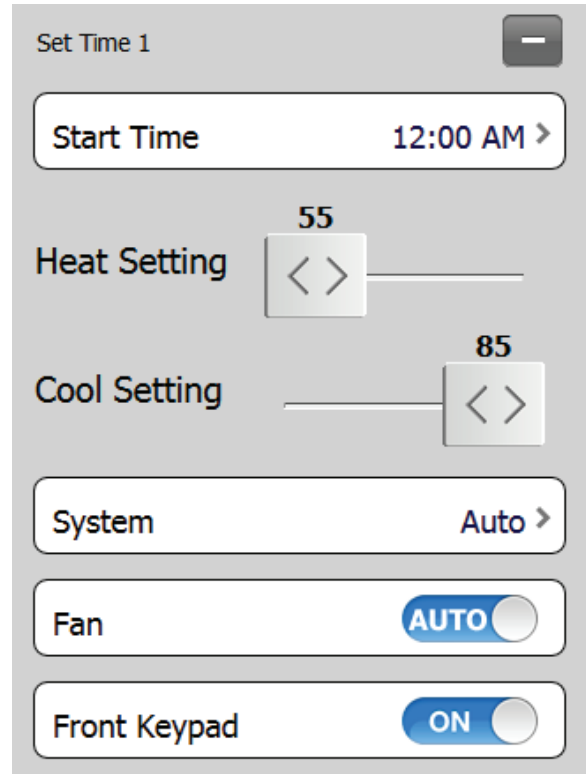
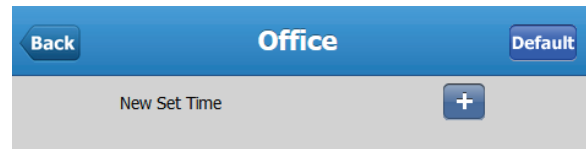
Front Keypad - Set the schedule to Lock or Unlock the thermostat's keypad.

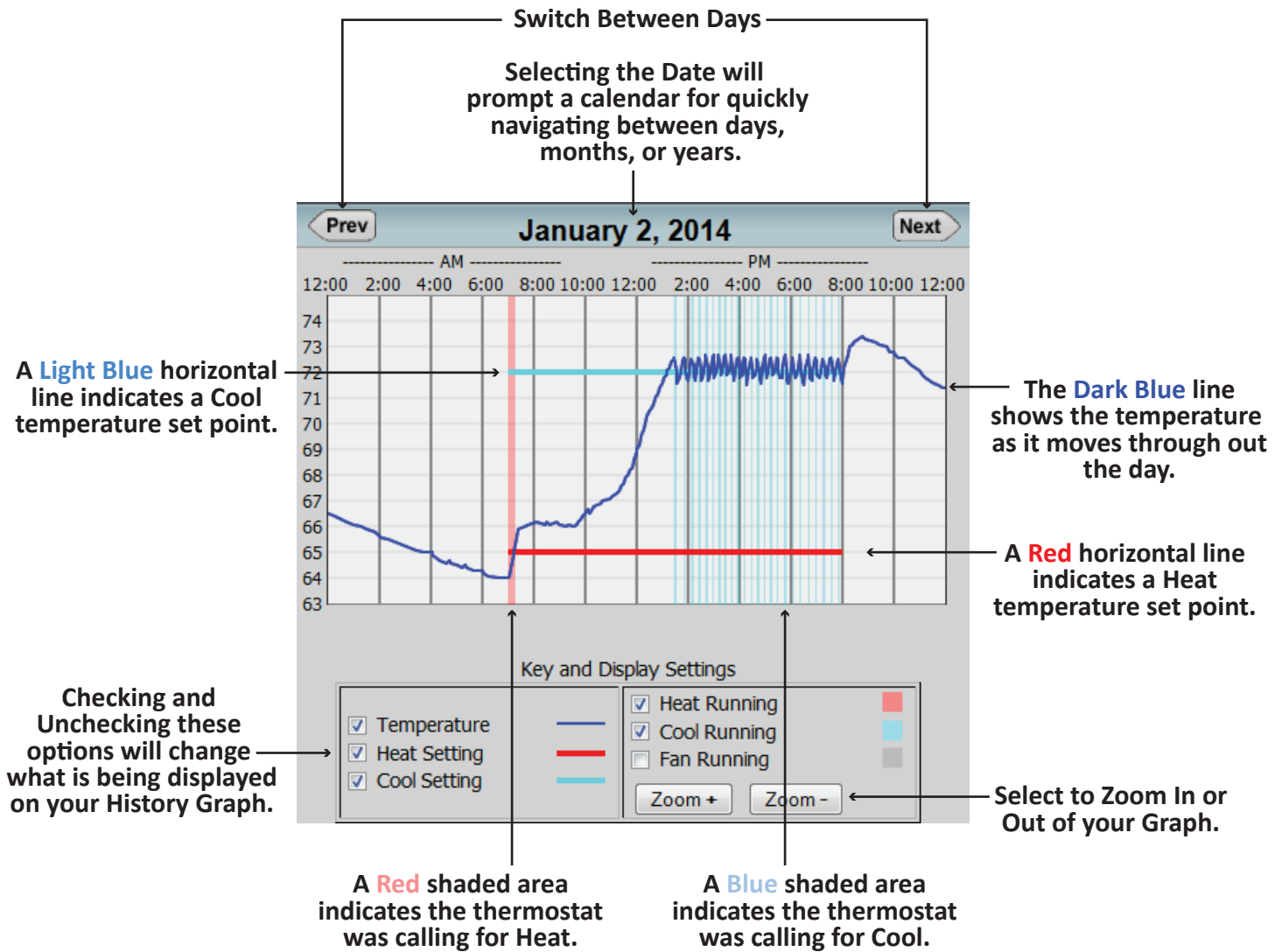
3.6 Reading a History Graph

For every Pelican Thermostat there are history graphs that display collected trend data for that thermostat. Pelican records: every 1/10th of a degree change, the temperature set points, set point changes, and when the thermostat is calling for heat, cool, and/or fan.

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.
2. Select which Group the thermostat you want to view its history graph is in.
3. Select the Thermostat you want to view.

4. At the bottom of the thermostat's control screen select History.



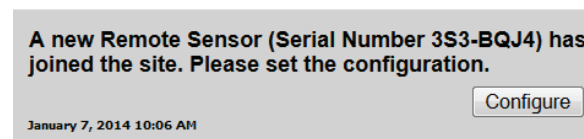


4. Remote Wireless Sensor (RT1-AC, RT1-DC)

4.1 Name and Configure a New Remote Wireless Thermostat

A Remote Wireless Thermostat/Sensor is initially identified by a unique serial number found on the bottom of the thermostat's front cover. The serial number will be in the form of **XXX-XXXX**.

1. Log onto your Pelican Site Manager.
2. Select Notification
3. Under Notifications select the new Remote Sensor alert that has the same Serial Number as the remote wireless thermostat you installed.
4. Select .



GENERAL SETTINGS

Name - Name this remote thermostat based on the location it is placed in.

Master - Link this thermostat with a Master Thermostat. This link will be who the remote thermostat manages temperature with or for. If you want to use this remote thermostat as a stand alone temperature monitoring device then set to Temperature Only.

Weight - Set the weight applied to this remote thermostat's temperature reading for averaging the temperature between it and its master thermostat. NOTE: Go to page 27 - **Setting Weighted Temperature Percentages** - on how to manage the weighting by percentage.

Front Keypad Control - Set to YES to Unlock this thermostat's keypad and NO to lock it. NOTE: This option does Lock and Unlock the remote thermostat's keypad.

ACCESS AN EXISTING REMOTE THERMOSTAT'S SETUP PAGE

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.
2. Select Admin at the bottom of your Home screen.
3. Select Remote Device Config.
4. Scroll down until you see the remote thermostat's name or serial number you want to change the settings for.

4.2 Managing a Remote Thermostat

NAVIGATE TO A REMOTE THERMOSTAT CONTROL PAGE

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.
2. Select which Group the remote thermostat you want to control is in or which Group the Master Thermostat the remote is connected to is in.
3. Select the remote thermostat you want to control or select the Master Thermostat the remote thermostat is connect to.
4. If the remote has a Master Thermostat, scroll down and select Remote Temperatures.

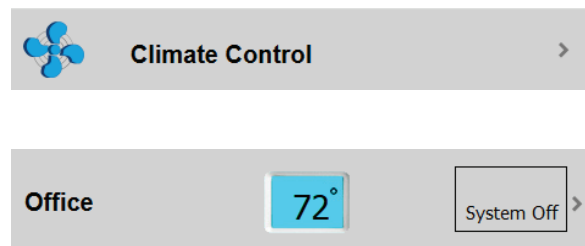
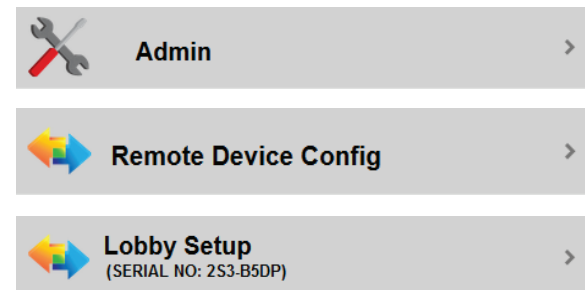
Back 2S3-B5DP

Name Lobby >
User defined name for this remote thermostat.

Master Office >
Link to this Master Thermostat.

Weight 5 >
Weight applied for calculating the average temperature.

Front Keypad On >
Enable or disable the front keypad.



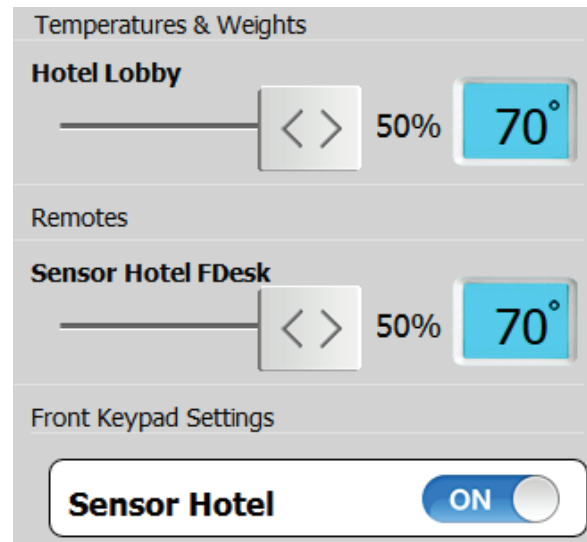
SETTING WEIGHTED TEMPERATURE PERCENTAGES

1. Navigate to a Remote Temperatures page.
2. Moving a slider left or right will change the percentage of control that thermostat or remote thermostat's temperature has over the maintained space temperature (sets an averaged temperature between the devices).

0% Setting - Set a thermostat or remote thermostat to 0% if you do NOT want to use its temperature reading for controlling the space temperature. NOTE: A 0% setting means that if for any reason the thermostat that is set to 100%, loses power or wireless communication, Pelican will revert to using the temperature being read by the thermostat set to 0%.

Disabled Setting - Set a thermostat or remote thermostat to Disabled if you NEVER want to use its temperature reading for controlling the space temperature.

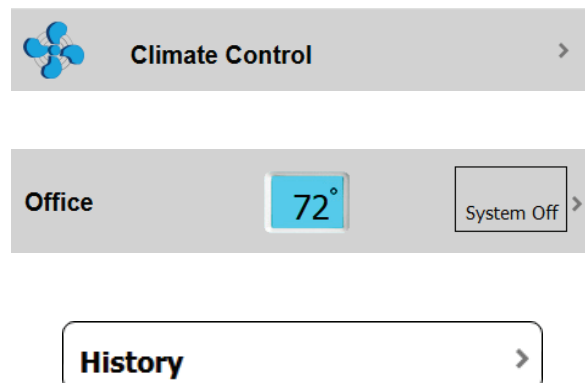
Front Keypad Settings - Set to ON to Unlock the remote thermostat's keypad. Set to OFF to Lock the remote thermostat's keypad.

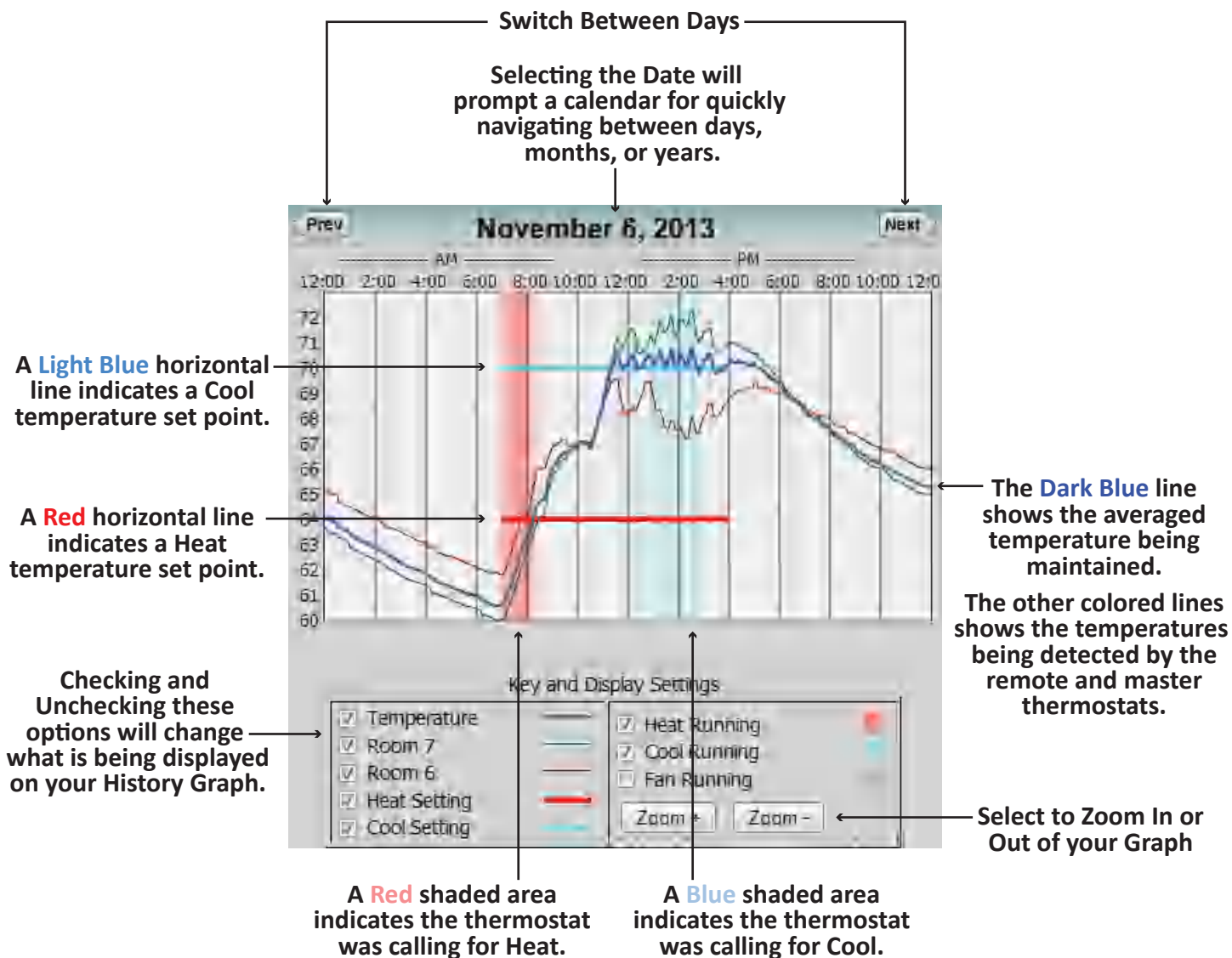


4.3 Reading a History Graph with Remote Temperatures

NAVIGATE TO A THERMOSTAT'S HISTORY GRAPH

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.
2. Select which Group the remote thermostat you want to view is in or which Group the Master Thermostat the remote is connected to is in.
3. Select the remote thermostat you want to view or select the Master Thermostat the remote thermostat is connect to.
4. If the remote has a Master Thermostat, scroll down and select History. If it is a Temperature Monitoring remote thermostat, you will immediately be brought to its History Graph page.





5. Wired Temperature and Alarm Sensor (TA1)

5.1 Name and Configure a New Temperature and Alarm Sensor

ACCESS A THERMOSTAT'S SETUP PAGE THAT IS CONNECT WITH A TA1 SENSOR

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

2. Select Admin at the bottom of your Home screen.



3. Scroll down until you see the thermostat's name or serial number you attached the Temperature and Alarm Sensor (TA1) too.



4. Scroll down until you see the Wired Sensor settings.



WIRED SENSOR

Function - Set the wired sensor to the function you are using it for:

Temperature - To use the wired sensor's temperature instead of or to averaged with the thermostat's temperature sensor.

Alarm - To use the wired sensor as a dry contact relay alarm sensor.

Temp Monitor - To use the wired sensor as a stand-alone temperature monitor.

TEMPERATURE

Label - Name this wired sensor based on the location it is placed in.

Probe Type - Select if you are using the Internal provided temperature probe or replaced it with an external 10K Type 2 temperature probe.

Calibration Degrees - For calibrating the temperature being detected by the TA1 sensor.

ALARM

Alarm Active Indication - Set to OPEN to get an alert if a dry contact relay is connected to the TA1 sensor and it Opens. Set to CLOSED to get an alert if a dry contact relay is connected to the TA1 sensor and it Closes.

TEMP MONITOR

Group - You can add the TA1 sensor to a group on your Pelican Site Manager. Select the down arrow and either select an already existing group or select "New Group" to add a new group.

Safe Range - Automatic monitoring option that will generate an immediate notification if the temperature moves beyond these temperature ranges.

Wired Sensor

Wired Sensor

Function	Temperature ▾
Sets desired function of the sensor.	
Label	Wall Sensor
Labels and Identifies sensor location.	
Probe Type	Internal ▾
Applies correct internal calibration value.	
Calibration Degrees	0 ▾
Manually adjust/correct temperature.	

Wired Sensor

Function	Alarm ▾
Sets desired function of the sensor.	
Label	Wall Sensor
Labels and Identifies sensor location.	
Alarm Active Indication	Open ▾
Whether alarm is activated by open or closed contacts.	

Wired Sensor

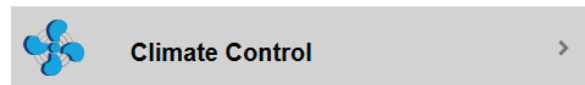
Function	Temp Monitor ▾
Sets desired function of the sensor.	
Label	Wall Sensor
Labels and Identifies sensor location.	
Group	Test ▾
Place monitored temperature into zones/areas (optional).	
Probe Type	Internal ▾
Applies correct internal calibration value.	
Calibration Degrees	0 ▾
Manually adjust/correct temperature.	
Safe Range	60 to 80
Sets safe temperature alarm range.	

5.2 Managing a Temperature Sensor Set to Temperature

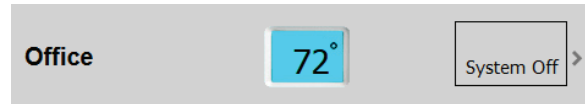
NAVIGATE TO THE THERMOSTAT THE TEMPERATURE SENSOR IS CONNECTED TOO

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

2. Select which Group the Master thermostat the temperature sensor is connected to is in.



3. Select the Master thermostat the temperature sensor is connect to.



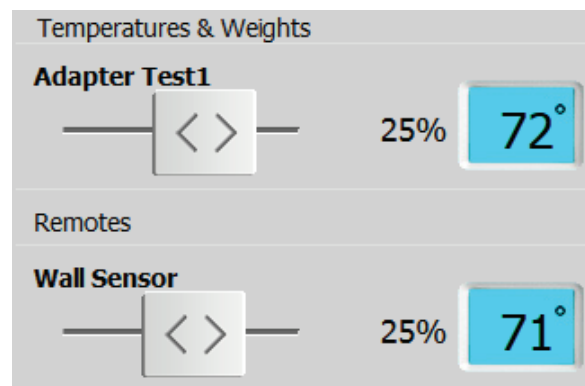
4. Scroll down and select Remote Temperatures.



SETTING WEIGHTING TEMPERATURE PERCENTAGES

1. Navigate to a Remote Temperatures page.

2. Moving a slider left or right will change the percentage of control that thermostat or TA1 sensor's temperature has over the maintained space temperature (sets an averaged temperature between the devices).



0% Setting - Set a thermostat or TA1 sensor to 0% if you do NOT want to use its temperature reading for controlling the space temperature. NOTE: A 0% setting means that if for any reason the thermostat, that is set to 100% loses power or wireless communication, Pelican will revert to using the temperature being read by the thermostat set to 0%.

Disabled Setting - Set a thermostat or TA1 sensor to Disabled if you NEVER want to use its temperature reading for controlling the space temperature.

For how to read a History Graph with multiple temperatures go to page 28 - **4.3 Reading a History Graph with Remote Temperatures.**

6. Wireless Proximity Sensor (PRX1)

6.1 Name and Configure a New Proximity Sensor

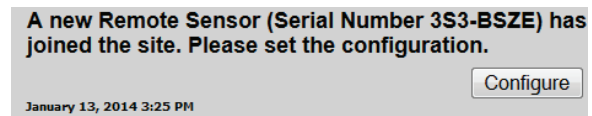
A Proximity Sensor is initially identified by a unique serial number found on the bottom of the sensor's front cover. The serial number will be in the form of **XXX-XXXX**.

1. Log onto your Pelican Site Manager.

2. Select Notifications.



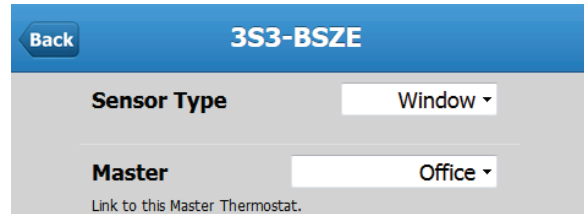
3. Under Notifications select the new Remote Sensor alert that has the same Serial Number as the Proximity Sensor you installed.



4. Select **Configure**.

GENERAL SETTINGS

Sensor Type - Set for Window or Door.



Master - Link this Proximity Sensor with a Master Thermostat.

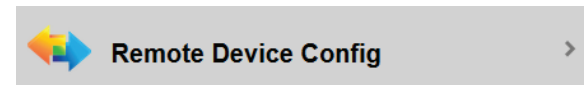
ACCESS AN EXISTING PROXIMITY SENSOR'S SETUP PAGE

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

2. Select Admin at the bottom of your Home screen.



3. Select Remote Device Config.



4. Scroll down until you see the proximity sensor's name or the serial number you want to change the settings of.



6.2 Managing a Proximity Sensor

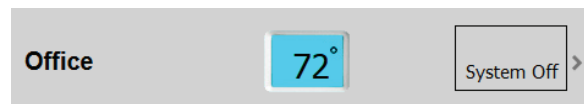
NAVIGATE TO A PROXIMITY SENSOR'S CONTROL PAGE

1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.

2. Select which Group the Master thermostat the proximity sensor is connected to is in.



3. Select the Master thermostat the proximity sensor is connect to.



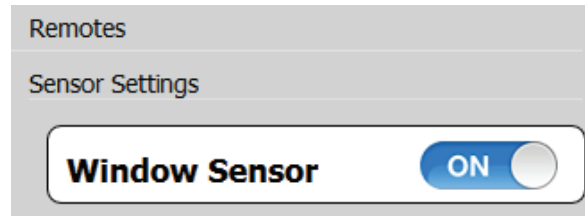
4. Select Remote Devices.



ACTIVATE AND DEACTIVATE A PROXIMITY SENSOR

1. Navigate to a Remote Devices page.

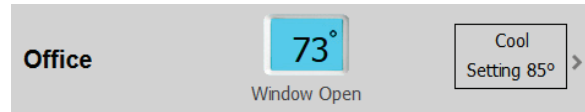
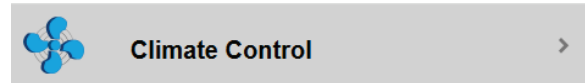
Sensor Settings - Set to ON to keep active. Set to OFF to deactivate.



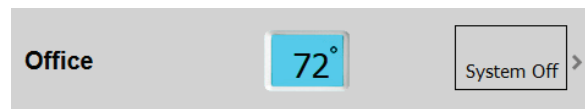
Open or Closed Reading

1. Select which Group the Master thermostat the proximity sensor is connected to is in.

Door/Window Open - A notification will appear under the thermostat's temperature if the door/window is open.



Door/Window Closed - There will be nothing visible under the thermostat's temperature if the door/window is closed.



7. Power Control Module (PM5-230)

7.1 Name and Configure a New Power Control Module

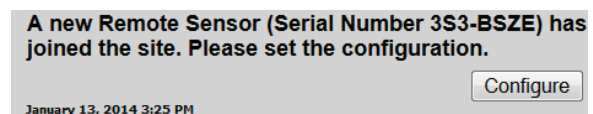
A Power Control Module is initially identified by a unique serial number found on the top of the Power Control Module. The serial number will be in the form of XXX-XXXX.

1. Log onto your Pelican Site Manager.

2. Select Notifications.



3. Under Notifications select the new Power Control Module alert that has the same Serial Number as the Power Control Module you installed.



4. Select [Configure](#).

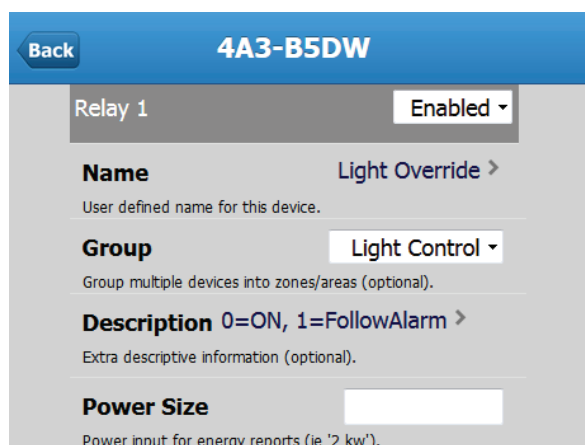
RELAY SETTINGS

Name - Name each relay based on the device it is controlling.

Group - You can set relays to be part of already existing groups or in a new group.

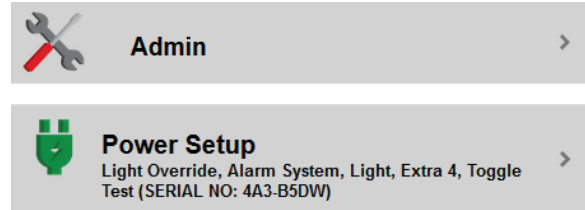
Description - An optional area for recording specific information about this relay.

Power Size - Input the Kw consumption of the device this relay is connected to.



ACCESS AN EXISTING POWER RELAY MODULE'S SETUP PAGE

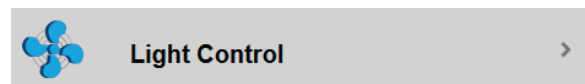
1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.
2. Select Admin at the bottom of your Home screen.
3. Select Power Setup with the matching name or serial number for the Power Control Module you want to configure.




7.2 Managing a Power Control Module

NAVIGATE TO A POWER RELAY MODULE'S CONTROL PAGE





1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.
2. Select which Group the power control module is in.



POWER RELAY MODULE CONTROL

By pressing the  button you can manually activate or deactivate that relay on your Power Relay Module.

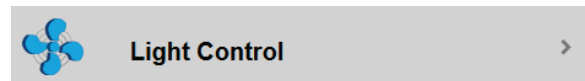


-  A Black power icon with a Grey indicator bar means the relay is inactive.
-  A Blue power icon with a Grey indicator bar means the relay is switching from inactive to active.
-  A Black power icon with a Green indicator bar means the relay is active.
-  A Blue power icon with a Green indicator bar means the relay is switching from active to inactive.


7.3 Scheduling a Power Control Module

NAVIGATE TO A POWER RELAY MODULE'S CONTROL PAGE

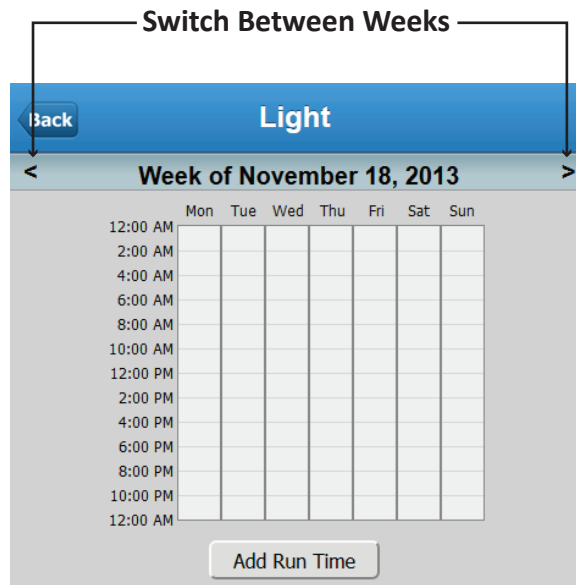
1. If you are not on your Home screen press Back or navigate to your Pelican Home screen.
2. Select which Group the power control module is in.



SCHEDULE A RELAY

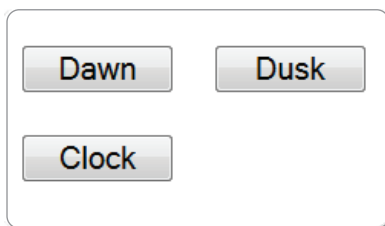
Select the  button on the far right of the relay you want to add a schedule too.



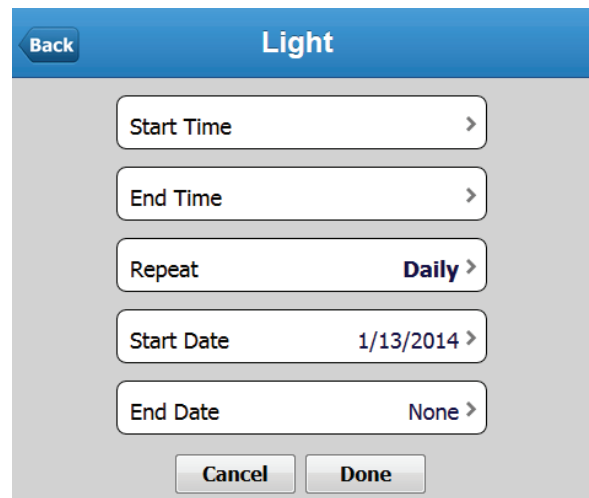


Select **Add Run Time** below the calendar.

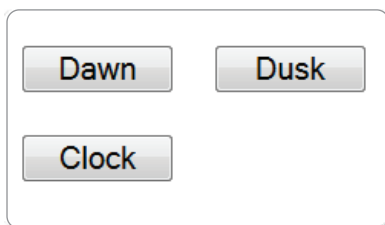
Start Time - Select Start Time to generate a new window to set a scheduled time:



- Dusk** - Select to start the schedule at dusk.
- Dawn** - Select to start the schedule at dawn.
- Clock** - Allows you to set a specific time for the schedule to start at.



End Time - Select End Time to generate a new window to set a scheduled time:



- Dusk** - Select to end the schedule at dusk.
- Dawn** - Select to end the schedule at dawn.
- Clock** - Allows you to set a specific time for the schedule to end at.

NOTE: An End Time does NOT carry over to the next day. If you want to have a Relay turn ON during one day and turn OFF on the NEXT day you will have to create two schedules; one for each day.

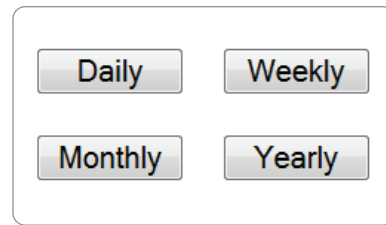
Repeat - Set the thermostat to have Daily, Weekday/Weekend, or Weekly scheduling options.

Daily - Same schedule everyday.

Weekly - Same schedule that day of the week.

Monthly - Same schedule that day of the month.

Yearly - Same schedule that day of the year.



Start Date - Select a date to Start the schedule on.

End Date - Select a date to End the schedule on.

Select Done to add this schedule or Cancel to void this schedule.

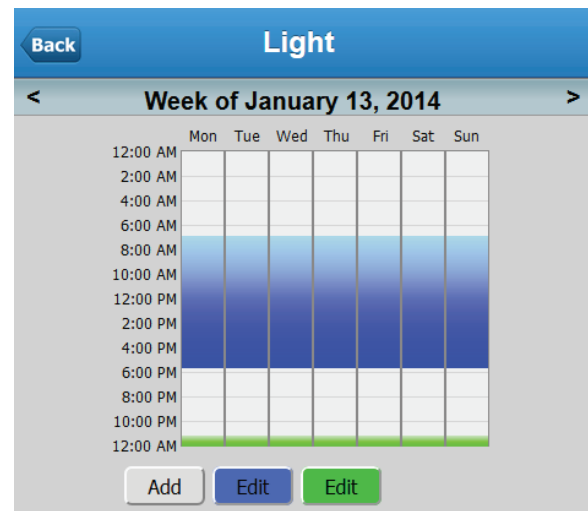
ADD MULTIPLE SCHEDULES FOR A SINGLE RELAY

Press the **Add** button below the calendar to add additional schedules to a single relay.

Each schedule will be displayed in its own color.

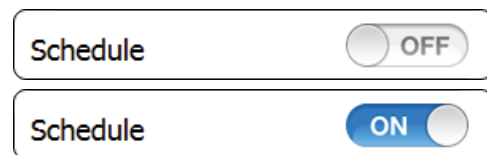
EDIT AN EXISTING SCHEDULE

Press any of the **Edit** buttons below the calendar and it will bring you to that schedule's editing page.



TURN A SCHEDULE ON OR OFF

Select the toggle button next to Schedule to turn a schedule On or Off.



ADD A VACATION SCHEDULE

Select Vacation Set Times.



Follow the scheduling guide found on page 33 - **7.3 Scheduling a Power Control Module** - for scheduling options.

To activate the Vacation Schedule go to page 21 - **3.4 Activating the Vacation Schedules** - for further instructions.

NOTE: An End Time does NOT carry over to the next day. If you want to have a Relay turn ON during one day and turn OFF on the NEXT day you will have to create two schedules; one for each day.

NOTE: An End Time does NOT carry over to the next day. If you want to have a Relay turn ON during one day and turn OFF on the NEXT day you will have to create two schedules; one for each day.

Turn ON a Schedule on one day and turn it OFF the next day

Follow the scheduling guide found on page 33 - **7.3 Scheduling a Power Control Module** - for navigating to the scheduling page and adding new Run Times.

First Schedule:

1. Select **Add Run Time** below the calendar.
2. **Start Time** - Select Start Time to generate a new window to set a scheduled time.
Pick what time you want the schedule to Start. In the example to the right we chose Dusk.

3. **End Time** - Select End Time to generate a new window to set a scheduled time.
For the End Time select 11:59 PM.

4. Finish the setup and then select DONE.

The screenshot shows a 'Light' scheduling window with the following settings: Start Time: Dusk, End Time: 11:59 PM, Repeat: Daily, Start Date: 1/13/2014, End Date: None. There are 'Delete' and 'Done' buttons at the bottom.

Second Schedule:

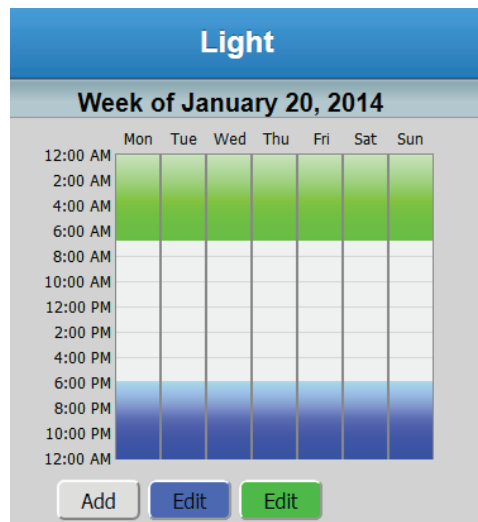
1. Select **Add Run Time** below the calendar.
2. **Start Time** - Select Start Time to generate a new window to set a scheduled time.
For the Start Time select 12:00 AM.
3. **End Time** - Select End Time to generate a new window to set a scheduled time.
Pick what time you would like this relay to end. In the example to the right we chose Dawn.

4. Finish the setup and then select DONE.

The screenshot shows a 'Light' scheduling window with the following settings: Start Time: 12:00 AM, End Time: Dawn, Repeat: Daily, Start Date: 1/13/2014, End Date: None. There are 'Delete' and 'Done' buttons at the bottom.

Your Power Relay Module's calendar will now display a similar schedule to the one seen in the image to the right.

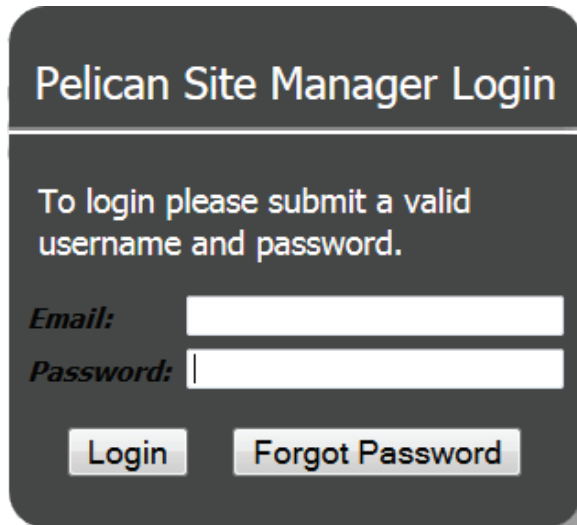
This schedule will allow for the relay to turn on at Dusk and then off again at Dawn.



8. Forgot Password

8.1 Generate a New Temporary Password

On a Web Browser go to your Pelican Site Manager.



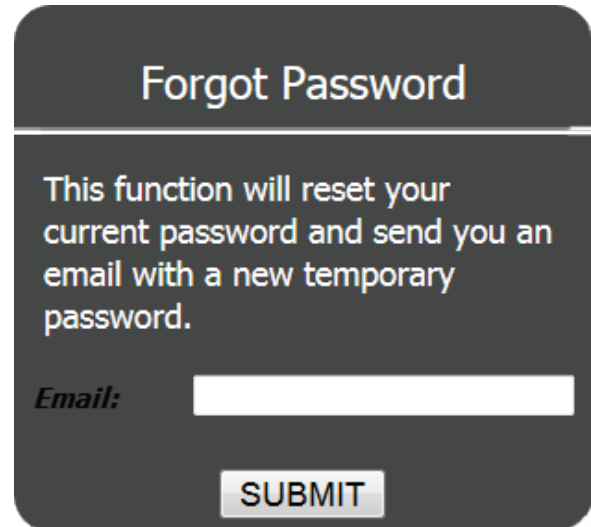
Pelican Site Manager Login

To login please submit a valid username and password.

Email:

Password:

Login **Forgot Password**



Forgot Password

This function will reset your current password and send you an email with a new temporary password.

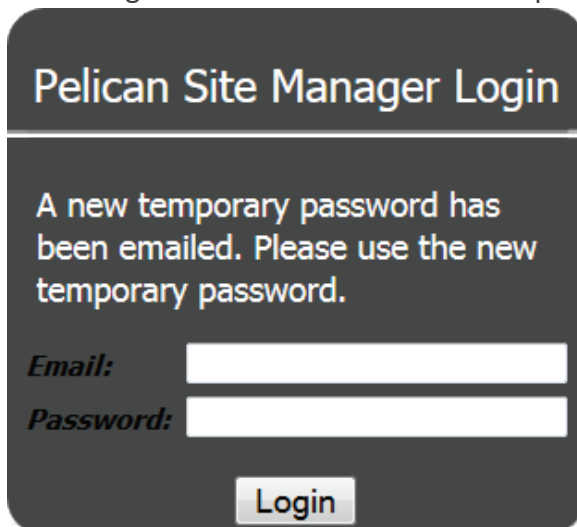
Email:

SUBMIT

Select the Forgot Password button.

A new screen will appear: Enter in the Email Address that you want to generate a new temporary password for and select Submit.

A notice will be generated if the email was accepted.



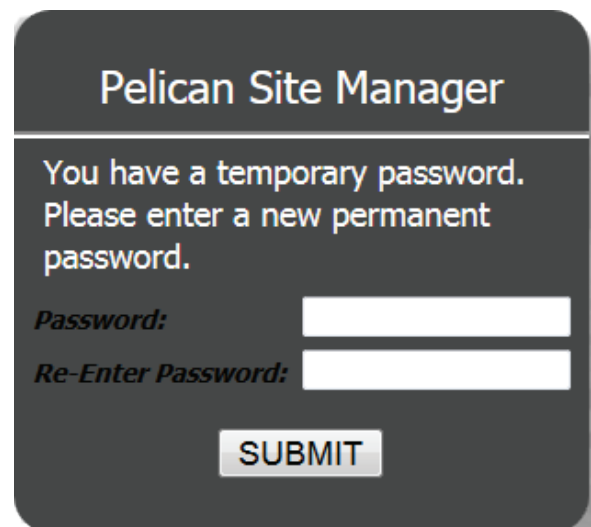
Pelican Site Manager Login

A new temporary password has been emailed. Please use the new temporary password.

Email:

Password:

Login



Pelican Site Manager

You have a temporary password. Please enter a new permanent password.

Password:

Re-Enter Password:

SUBMIT

You should receive an email from notice@pelicanwireless.com that has a new temporary password in it. This can take up to 15 minutes. If you do not see the email check your SPAM folder.

On your Pelican Site Manager, enter in your Email Address.

Then enter in the Temporary Password you received via email from Pelican.

A new screen will appear requesting you to create a permanent password. Enter in the password you want to permanently use for accessing your Pelican Site Manager.

Press SUBMIT and you will be directed to your Pelican Site Manager.

9. MySites

9.1 What is MySites?

MySites is available to Administrators and Users who are able to access multiple Pelican Site Managers using the same Email Address. It provides a single location for managing multiple Pelican Sites.

9.2 Navigating to MySites

There are two ways to navigate to your MySites:

Options 1:


1. On a Web Browser type in the URL: **MySites.officeclimatecontrol.net**.
2. You will be prompted with a Login Screen.



Enter your Email Address and Password.

Press LOGIN and you will be directed to your MySites Page.

Options 2:

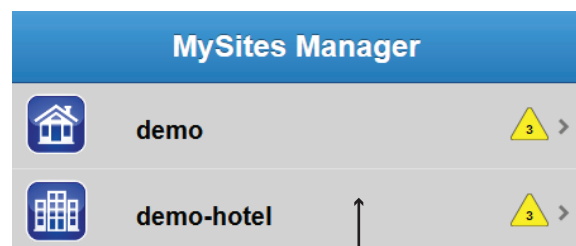
1. On a Web Browser type in the URL for one of your Pelican Site Managers.
2. In the upper left hand corner you will see the MySites button. Press the  button.



Notice the name of your Pelican Site Manager will be identified by the name of that specific Site.

9.3 Using your MySites

A Building Icon indicates a commercial site. A Home Icon indicates a Residential site.



A **Yellow** alert indicates that there is a notification for that site.

The # of notifications will be displayed in the middle of the alert icon.

Just select a site name and it will automatically direct you to that Pelican Site Manager.