Pelican Thermostats
Climate Management and Control

This guide demonstrates how to utilize your Pelican Web App to control your thermostats, change temperatures, set schedules, view history graphs, and much more.

What is included in this user guide:

- Navigating Your Pelican Web App 2
- Controlling Your Pelican Thermostats 4
- Creating Custom Thermostat Schedules 6
- Utilizing Thermostat Vacation Schedules 15
- Adding Thermostat Event Schedules 20
- Reading Thermostat History Graphs 27
A QUICK LOOK AT YOUR PELICAN WEB APP

Navigate to your Pelican Web App on any PC, smart phone, or tablet.

**MySites**
If you have multiple Pelican Web Apps between multiple sites, MySites allows you to easily navigate between your sites.

**Alarm Notifications**
Select to show temperature and/or other alarms.

**Group**
Select a group to show thermostats that are in that group.

**System Time**
Select to view the current time for this site.

**Admin**
Select to view site and product configuration.

**Usage Graphs**
Select to view energy consumption, run-time, and energy cost associated with the HVAC.

**Schedule Dashboard**
Select to view and edit your thermostat’s main schedules, shared schedules, and event schedules all from a single dashboard.

**Pelican Site Manager/Site Name**
This will either display the ‘Site Name’ or Pelican Site Manager.

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**STEP ONE: SELECTING A GROUP**

The Pelican Web App is designed to be an intuitive platform for managing your entire building’s climate. Thermostat groups allow you to navigate directly to the thermostat(s) you want to control quickly and easy.
A QUICK LOOK AT A THERMOSTAT GROUP
Select a Group from the Pelican Web App home screen to view thermostats.

A DEEPER LOOK AT OPERATION STATUS
The Operation Status indicates the current state of the thermostat. There are six different status indications:

- **Cool On** indicates that the thermostat is ‘Calling for Cool’.
- **Heat On** indicates that the thermostat is ‘Calling for Heat’.
- **Fan On** indicates that the thermostat is ‘Calling for Fan’ (in both Cool On and Heat On mode the thermostat is also calling for Fan).
- **Heat** indicates that the temperature in the space is closest to the Heat Set point.
- **Cool** indicates that the temperature in the space is closest to the Cool Set point.
- **System Off** indicates that the thermostat is OFF.
A QUICK LOOK AT CONTROLLING A THERMOSTAT
Select a Thermostat from the Pelican Web App group screen to view and control a specific thermostat.

A DEEPER LOOK AT THERMOSTAT SYSTEM SETTING
The System Setting can be changed to four different system functions:

- **Heat** select to only have a heat temperature set point.
- **Cool** select to only have a cool or A/C temperature set point.
- **Auto** select to have both a heat and cool temperature set point. The thermostat will automatically switch between the two set points to maintain the space climate. The Pelican thermostat has a built-in change-over algorithm to guarantee it will operate properly.
- **Off** select to turn the thermostat off.
A DEEPER LOOK AT THERMOSTAT FAN SETTING

The Fan Setting can be changed to two different function:

- **Auto** select for the fan to automatically turn ON when the thermostat is calling for heat or cool.
- **On** select for the fan to run continuously.

Tip: The Fan turns ON during both calls for heat and cool. Setting the thermostat system to the **Off** setting and leaving the Fan in **Auto** mode will turn off the HVAC unit. If you have the thermostat system in the **Off** setting and the Fan in the **On** setting, the Fan will continually run.

A DEEPER LOOK AT THERMOSTAT FRONT KEYPAD SETTING

You can manually lock and unlock the thermostat’s Front Keypad by changing this setting.

- **On** select if you want the thermostat’s keypad to be **Unlocked**.
- **Off** select if you want the thermostat’s keypad to be **Locked**.

Tip: You can schedule the thermostat to lock and unlock its front keypad at different times of the day.

Tip: Although the thermostat’s front keypad is locked, you will still have control of the thermostat from your Pelican Web App.
Scheduling should always be used since it is one of the easiest ways to optimize your buildings climate and reduce excess energy usage after normal business hours. Pelican provides you with multiple scheduling options. This section covers a thermostat’s main schedule, or the schedule the thermostat will follow day in and day out.

A thermostat’s main schedule can be set in two different ways:

- **Custom Schedule** - is a schedule that is only associated with a single thermostat.
- **Shared Schedule** - is a schedule that can be associated with multiple thermostats. Please download and review User Guide 5 - Scheduling Dashboard to learn more about using Shared Schedules.

**CREATING A CUSTOM THERMOSTAT SCHEDULE**
Select Schedule from the thermostat control screen to view, create, and edit the thermostat’s schedule.

**STEP ONE: NAVIGATE TO THE THERMOSTAT CONTROL SCREEN**
Select Schedule on the thermostat screen.
A QUICK LOOK AT A THE SCHEDULING SCREEN
There are many different scheduling options that can be set to optimize how this thermostat runs.

Step Two: Setting the Schedule
The Schedule can either be set to Custom, Off, or you can associated this thermostat with a Shared Schedule. This section focuses on setting a Custom schedule.
STEP THREE: SETTING A REPEAT
There are three available schedule repeats to choose from:
● Daily will follow the same schedule everyday of the week.
● Weekday/Weekend will provide the thermostat with a schedule for the weekdays (Monday - Friday) and a different schedule for the weekend (Saturday - Sunday).
● Weekly each day of the week (Monday - Sunday) can run on its own schedule.

A QUICK LOOK AT THE THREE REPEAT OPTIONS

DAILY

WEEKDAY/WEEKEND

WEEKLY
STEP FOUR: SETTING UP THE SCHEDULE FOR A SPECIFIC DAY OR DAY RANGE
Depending on which **Repeat** option you set the schedule too will change the day or day range you can select from. Below shows a Weekday/Weekend schedule.

![Weekday/Weekend Schedule](image)

STEP FIVE: ADD A NEW SCHEDULE SET TIME
Pressing the ‘+’ button will add a **New Set Time**. A Set Time is used to adjust the thermostat’s settings at a specific time of the day. You can add up to 12 set times for each day you are scheduling.

![Sample Schedule](image)
QUICK VIEW OF A SCHEDULE SET TIME

Sample Schedule
Indicates which Shared Schedule you are editing.

Back
Select to navigate back to the Schedules Screen.
Tip: This will also SAVE your new schedule.

Set Time 1
Indicates this is the first Scheduled Time.

Heat Setting
Slide the Heat Setting to the desired heat temperature set point you want this thermostat to adjust to at the above Start Time.

System
Select to choose which type of “System Setting” you want. For example: auto, heat, cool, or off.

*Unoccupied Setback
Note that this option will only be viewable/settable if you have installed Pelican thermostats connect to an Occupancy Sensors.

Download and review User Guide 7 - Manage Thermostat Accessories for more information.

Day/Day Range Indicator
Indicates which day or day range schedule you are editing.

Delete Set Time
Select a - to REMOVE a set time.

Start Time
Select to pick what time you want the thermostat to switch to these settings (Deeper look on next page).

Cool Setting
Slide the Cool Setting to the desired cool temperature set point you want this thermostat to adjust to at the above Start Time.

Fan
Select to adjust the Fan to either Auto or On at the above Start Time.

Front Keypad
Select to adjust the Front Keypad to On (Unlocked) or Off (Locked) at the above Start Time.

New Set Time
Select a + to ADD additional scheduled Times.
Tip: You can have up to 12 Set Times per schedule.

STEP SIX: SETTING A START TIME
Select Start Time to configure when you want this set time to adjust the thermostat’s operations.

Start Time
Displays the start time you are selecting.

Hour (H)
Slide the hour slider to choose at which hour you want this set time to start.

Minutes (M)
Slide the minutes slider to choose at which minute you want this set time to start.
STEP SEVEN: SET THE OTHER SCHEDULE OPTIONS

After you have the Start Time set configure the thermostat setting adjustments you want to occur at this time.

**System**
Select to choose which type of "System Setting" you want. For example: auto, heat, cool, or off.

**Heat Setting**
Slide the Heat Setting to the desired heat temperature set point you want this thermostat to adjust to at the above Start Time.

*Unoccupied Setback*
Note that this option will only be viewable/settable if you have installed Pelican thermostats connect to an Occupancy Sensors.

Download and review User Guide 7 - Manage Thermostat Accessories for more information.

**Cool Setting**
Slide the Cool Setting to the desired cool temperature set point you want this thermostat to adjust to at the above Start Time.

**Fan**
Select to adjust the Fan to either Auto or On at the above Start Time.

**Front Keypad**
Select to adjust the Front Keypad to On (Unlocked) or Off (Locked) at the above Start Time.

STEP EIGHT: ADD MORE SET TIMES

You can add up to 12 set times for each scheduled day. Normally a schedule will include a start time, an end time, and multiple system override times after the end time. To learn more about how to create system over-ride proceed to the next section.
STEP EIGHT: FINISHED
Once you finish adding and adjusting schedule set times, select the Back button found in the upper left hand corner of the screen. There is no save button, pressing back will automatically upload the schedule to the thermostat.
USING THE THERMOSTAT’S SCHEDULE TO CREATE TIMED SYSTEM OVERRIDE SETTINGS

The Pelican system uses the Scheduling tool to allow for timed system override settings. A system override is an automatic set-back anytime an individual changes the thermostat’s temperature settings away from the scheduled set point. Allowing you to only let an individual’s temperature change last for two or three hours and then revert back to a more economic temperature settings to save energy. This section goes over how to create two hour override periods from 6:00PM to 11:59PM using a thermostat’s schedule.

STEP ONE: NAVIGATE TO THE THERMOSTAT SCHEDULE

Below is an example of a schedule that turns a thermostat On (when business starts) at 6:00AM. If someone decides to change the thermostat’s temperature set point, the thermostat will allow them to. At 6:00PM (set time 2) the thermostat will set to Off, since the space is now normally closed.

But, the thermostat’s key pad has been left unlocked just in case someone might still need to turn on the HVAC unit after normal business hours. The issue is that if the unit is turned back on, the person might forget to turn it back off, and it will run at the last set point until the next day.

To prevent the thermostat from staying On all night, you can use additional set times to create economy setting adjustments every hour, two hours, etc. up to twelve total set times.
STEP TWO: ADD ADDITIONAL SET TIMES EVERY TWO HOURS

In this example we show setting the thermostat to an economy setting every two hours after 6:00PM. Set times and thermostat settings should be adjusted to meet your space requirements.

The first three set times that turn back Off the thermostat keeps the keypad unlocked, to allow individuals to manually turn on the thermostat. But, at 11:59PM the schedule sets the Front Keypad to OFF. This locks the keypad overnight, or until the next scheduled event at 6:00AM.
Vacation Scheduling is used to reduce your HVAC energy load when your building is on holiday or vacation. Each thermostat holds two schedules, its main schedule and the vacation schedule. The thermostat will switch to using its vacation schedule either automated through Pelican’s 365-day vacation calendar or by manually switching the site into Vacation mode. This section goes through how to create a Vacation schedule for a thermostat. To learn about how to activate a schedule download and review User Guide 6 - The Admin Screen.

Tip: Thermostats which do not have a Vacation schedules will continue to use their regular schedules even if the site is in Vacation Mode.

Creating a Thermostat Vacation Schedule

Select Vacation Set Times from the thermostat control screen to view, create, and edit the thermostat’s vacation schedule.

**STEP ONE: NAVIGATE TO THE THERMOSTAT CONTROL SCREEN**

Select Vacation Set Times on the thermostat screen.
A QUICK LOOK AT A THE VACATION SET TIME SCREEN
There are many different scheduling options that can be set to optimize how this thermostat runs.

STEP ONE: SETTING THE VACATION SCHEDULE
The Vacation Schedule can either be set as a Custom schedule or you can press the ‘Default’ button found in the upper right hand corner to copy your Default Vacation Schedule into the thermostat. This section focuses on setting a Custom schedule. Start by pressing the ‘+’ button to add a new set time.
QUICK VIEW OF A VACATION SCHEDULE SET TIME

Back/Save
Select to navigate back to the Shared Schedules Screen.
Tip: This will also SAVE your new schedule.

Set Time 1
Indicates this is the first Scheduled Time.

Heat Setting
Slide the Heat Setting to the desired heat temperature set point you want this thermostat to adjust to at the above Start Time.

System
Select to choose which type of “System Setting” you want to adjust this thermostat to at the above Start Time.

Front Keypad
Select to adjust the Front Keypad to On (Unlocked) or Off (Locked) at the above Start Time.

New Set Time
Select a + to ADD additional schedule Times.
Tip: You can have up to 4 Set Times in a Vacation Schedule.

Delete Set Time
Select a - to REMOVE a set time.

Start Time
Select to set the time you want the thermostat to switch to these settings (Deeper look on next page).

Cool Setting
Slide the Cool Setting to the desired cool temperature set point you want this thermostat to adjust to at the above Start Time.

Fan
Select to adjust the Fan to either Auto or On at the above Start Time.

Fan Circulation
This will only appear if you have a ‘Fan Circulation’ setting in this thermostat’s configuration settings.
Turn this ON if you want the Fan to circulate the configured amount of minutes.
Set to OFF if you want to disable Fan Circulation

STEP TWO: SETTING A SET TIME
After you have added a new set time the first item to configure is at what time you want this set time to occur. Select Start Time.
STEP THREE: SET THE OTHER SCHEDULE OPTIONS
After you have the Start Time set configure the thermostat setting adjustments you want to occur at this time.

STEP FOUR: ADD MORE SET TIMES
You can add up to 4 set times in the vacation schedule.
STEP FIVE: FINISHED
Once you finish adding and adjusting the vacation schedule set times, select the Back button found in the upper left hand corner of the screen. There is no save button, pressing back will automatically upload the vacation schedule to the thermostat.
CREATING A THERMOSTAT EVENT SCHEDULE

Event Schedules are used to better manage a space during special events. For example, a space that is used on an irregular bases, such as a conference room, might not be able to run on a regular schedule. But, you need to schedule the space to be conditioned on specific days and times. An event schedule allows you to add future schedules that are only active for a set period. This way the conference room will only run when being used and save energy all other times. This section reviews adding an event schedule to a thermostat and setting different options to allow the thermostat to only run the HVAC unit when truly needed.

To learn about how to use the schedule dashboard download and review User Guide 5 - Schedule Dashboard.

Tip: An event schedule will override a thermostat’s main schedules only for the set amount of time. After the event the thermostat will revert back to its main schedule.

STEP ONE: NAVIGATE TO THE THERMOSTAT CONTROL SCREEN

Select Event Calendar on the thermostat screen.
QUICK VIEW OF THE EVENT SCHEDULE CALENDAR

Back/Save
Select to navigate back to the Shared Schedules Screen.
Tip: This will also SAVE your new schedule.

Week Of
Displays the week you are viewing.

Day and Time
Each box correlates between a date and time.

Add Event
Select to add a new event schedule.

STEP TWO: ADD A NEW EVENT
Select Add Event found below the event schedule calendar.
QUICK VIEW OF AN EVENT CONFIGURATION SCREEN

STEP THREE: NAME THE EVENT
Select **Title** and name the event.
STEP FOUR: CREATE A START TIME FOR THE EVENT
Select Start Time to schedule when this event begins.

STEP FIVE: CREATE AN END TIME FOR THE EVENT
Select End Time to schedule when this event ends.
STEP SIX: SET THE THERMOSTAT SETTINGS
Configure the thermostat to run at the temperature and operation settings desired for this event.

Heat Setting
Slide the Heat Setting to the desired heat temperature set point you want this thermostat to adjust to at the above Start Time.

Cool Setting
Slide the Cool Setting to the desired cool temperature set point you want this thermostat to adjust to at the above Start Time.

System
Select the “System Setting” you want to thermostat to adjust to at the above Start Time.

Fan
Select to adjust the Fan to either Auto or On at the above Start Time.

Front Keypad
Select to adjust the Front Keypad to On (Unlocked) or Off (Locked) at the above Start Time.

STEP SEVEN: IF THE EVENT REPEATS
Select Repeat to manage how often this event repeats. An event can be Repeated between multiple days, months, or years. There are five options for repeating an event:

- **None** the event only happens during the single day it is scheduled.
- **Daily** the event repeats everyday.
- **Weekly** the event repeats the same day of each week.
- **Monthly** the event repeats the same day of each month.
- **Yearly** the event repeats the same day of each year.
STEP EIGHT: SET THE START DATE
Select Start Date to set what day the event occurs. If the event repeats then set when the first event occurs.

STEP NINE: IF THE EVENT REPEATS SET AN END DATE
Select End Date to manage when the event ends, if the event never ends then leave the end date set to None.
**STEP TEN: FINISHED**
Once you finish adding and adjusting the event schedule, select the **Back** button found in the upper left hand corner of the screen. There is no save button, pressing back will automatically upload the event schedule to the thermostat.

**EDITING AN EXISTING EVENT**
Select the **Edit** button found below the calendar that matches the color of the event you want to edit.
A thermostat’s Historical Trend Data can be viewed through the Pelican Web App. Your Pelican system tracks a wide range of historical information for each thermostat:

- **Temperature** tracked at every 1/10th of a degree change.
- **Temperature Set Points** both the heat and cool set points as they are set through-out the day.
- **Calls for Heat and Cool** highlights when the thermostat is requesting cool or heat from the HVAC equipment.
- **Calls for Fan** highlights when the thermostat is requesting Fan from the HVAC equipment.
- **and much more. . .**

Depending on the accessories you have connected to the thermostat you can view additional historical information. This section reviews the history graph for just a Pelican thermostat. For CO2 and Humidity thermostats please reference the end of this section. For thermostat graphs with other accessories please reference and download User Guide 7 - Manage Thermostat Accessories.

**STEP ONE: NAVIGATE TO THE THERMOSTAT CONTROL SCREEN**
Select History on the thermostat screen.
QUICK VIEW OF A HISTORY GRAPH

The **History Graphs** are packed with information and the ability to adjust what you are viewing so you can better understand the climate in this space:

- **Date**
  Selecting the Date will pull up a Calendar so you can easily navigate between days, months and years.

- **Previous**
  Selecting to navigate to the previous day’s historical data.

- **Next**
  Selecting to navigate to the next day’s historical data.

- **Cool Set point**
  A horizontal blue line is the cool set point.

- **Heat Set point**
  A horizontal red line is the heat set point.

- **Space Temperature**
  The dark blue line is the space temperature as it moves through-out the day.

- **Time**
  The X-axis is time.

- **View**
  Check to display. Uncheck to not display.

- **Temperature**
  The Y-axis is temperature.

- **Alarm Notification**
  A horizontal yellow line indicates there was a Notification generated at this time.

- **Zoom**
  Select + to zoom In. Select - to zoom Out.

- **Shaded Red**
  Indicates a call for HEAT.

- **Shaded Blue**
  Indicates a call for COOL.

- **Time Slider**
  If you want to view exactly what is happening in this space at a specific time. Select this slider and move to the desired time you want to view.

  Sliding this will automatically update these values.
SELECTING A SPECIFIC DATE ON THE HISTORY GRAPHS
When you select the Date on the History Graph it will pop up a Calendar as seen below:

- **Previous Month**: Selecting to navigate to the previous month.
- **Next Month**: Selecting to navigate to the next month.
- **Previous Year**: Selecting to navigate to the previous year.
- **Next Year**: Selecting to navigate to the next year.
- **Day**: Selecting a day will bring you to that day’s history graph.
A QUICK LOOK AT A GROUP OF THERMOSTATS WITH CO₂

Select a Group from the Pelican Web App home screen to view thermostats.

Thermostat Name
Indicates the ‘Name’ associated with this thermostat.
Select to navigate to this thermostat’s ‘Control Page’.

Space Temperature
Displays the real-time temperature in the space.

CO₂ Level
Displays the real-time carbon-dioxide level in the space.

Temperature Setting
Displays the setting for the above operation.

Group Name
This will display the ‘Group Name’ you are viewing.

Operation Status
Indicates the current mode the thermostat is running in.

A DEEPER LOOK AT OPERATION STATUS

The Operation Status indicates the current state of the thermostat. This box can indicate six different statuses:

- **Cool On** indicates that the thermostat is ‘Calling for Cool’.
- **Heat On** indicates that the thermostat is ‘Calling for Heat’.
- **Fan On** indicates that the thermostat is ‘Calling for Fan’ (in both Cool On and Heat On mode the thermostat is also calling for Fan).
- **Heat** indicates that the temperature in the space is closest to the Heat Set point.
- **Cool** indicates that the temperature in the space is closest to the Cool Set point.
- **System Off** indicates that the thermostat is OFF.
QUICK VIEW OF A CO₂ HISTORY GRAPH

The History Graphs are packed with information and the ability to adjust what you are viewing so you can better understand the climate in this space:

**Time**
The X-axis is time.

**CO₂ Level**
The dark green line is the space CO₂ level as it moves throughout the day.

**CO₂**
The Y-axis is CO₂.

**View**
Check to display. Uncheck to not display.

**Zoom**
Select + to zoom in. Select - to zoom out.

**CO₂ Setting**
The CO₂ setting can be adjusted in the TS250 or TS250H configuration screen. Review and download User Guide 3 - Thermostat Setup to learn more.
A QUICK LOOK AT A GROUP OF THERMOSTATS WITH HUMIDITY
Select a Group from the Pelican Web App home screen to view thermostats.

A DEEPER LOOK AT OPERATION STATUS
The Operation Status indicates the current state of the thermostat. This box can indicate six different statuses:

- **Cool On** indicates that the thermostat is ‘Calling for Cool’.
- **Heat On** indicates that the thermostat is ‘Calling for Heat’.
- **Fan On** indicates that the thermostat is ‘Calling for Fan’ (in both Cool On and Heat On mode the thermostat is also calling for Fan).
- **Heat** indicates that the temperature in the space is closest to the Heat Set point.
- **Cool** indicates that the temperature in the space is closest to the Cool Set point.
- **System Off** indicates that the thermostat is OFF.
A QUICK LOOK AT CONTROLLING A HUMIDITY THERMOSTAT
Start by selecting Humidity Control.

**STEP ONE:**
SELECT HUMIDITY CONTROL

**STEP TWO:**
SET HUMIDITY LEVEL
QUICK VIEW OF A HUMIDITY HISTORY GRAPH

The History Graphs are packed with information and the ability to adjust what you are viewing so you can better understand the climate in this space:

**Time**
The X-axis is time.

**Humidity set point**
A horizontal brown line is the humidity set point.

**Humidity Level**
The pink line is the space humidity as it moves throughout the day.

**Humidity**
The Y-axis is humidity.

**Shaded Red**
Indicates is either a call for humidity or dehumidity.

**Time Slider**
If you want to view exactly what is happening in this space at a specific time. Select this slider and move to the desired time you want to view.

Sliding this will automatically update these values.

**View**
Check ☑ to display. Uncheck ☐ to not display.

**Zoom**
Select + to zoom in. Select - to zoom out.