

# White Rodgers™

## NP100 Non-Programmable Thermostat

Installation Instructions & User Guide



For Installation Help	
	<b>1-877-654-9394</b>
	<b>White-Rodgers.com</b>



White  
Rodgers™

White-Rodgers  
8100 West Florissant Avenue  
St. Louis, MO 63136

Congratulations on the purchase of your White-Rodgers™ thermostat!  
Save these instructions for future use!

**Questions? Contact White-Rodgers™  
customer service at 1-877-654-9394**

## ⚠ CAUTION

- Failure to read and follow all instructions carefully before installing or operating this control could cause personal injury and/or property damage.
- The thermostat may stop controlling temperature and your house may freeze or overheat when batteries are too low. Batteries must be changed when  or  appears on the display.

## ATTENTION: MERCURY NOTICE

This product does not contain mercury. However, this product may replace a product that contains mercury. Mercury and products containing mercury must not be discarded in household trash. Do not touch any spilled mercury. Wearing non-absorbent gloves, clean up any spilled mercury and place in a sealed container. For proper disposal of a product containing mercury or a sealed container of spilled mercury, place it in a suitable shipping container. Refer to [www.White-Rodgers.com](http://www.White-Rodgers.com) for location to send product containing mercury.

These symbols are used throughout this User Guide.

Watch for them to identify:

## ⚠ CAUTION Cautions

## TIP Tips

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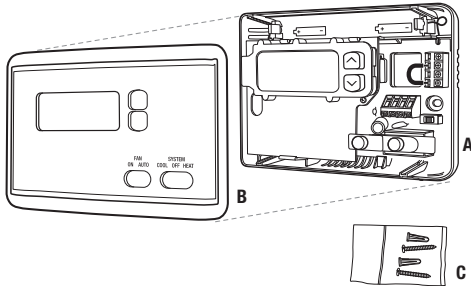
# Part 1 Before Getting Started

Before getting started, please review the following pre-installation checklist.

## 1.1 Check package contents

Open the package and verify that the following items are included:

- Thermostat Wallplate (A) and Cover (B)
- 2 mounting screws and wall anchors (C)
- Wire Labels
- Installation Instructions and User Guide



**TIP** If any of the items shown above are missing from your package, call White-Rodgers™ customer service at 1-877-654-9394 before returning the thermostat to your place of purchase.

## 1.2 Answer questions about source of heating in your home

- ✓ Do you have either oil or gas burning furnace?
- ✓ Do you have Hydronic Heating (steam or hot water radiators or radiant floor heating)?

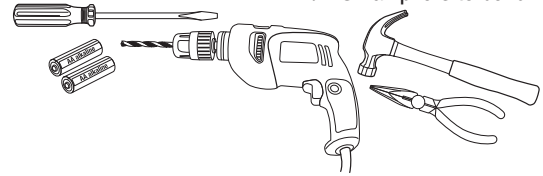
## 1.3 Assemble tools

You will need the following tools:

- ✓ Flat-head screwdriver
- ✓ 2 AA alkaline batteries

You may also need:

- ✓ Hammer
- ✓ Drill with 3/16" (4 mm) bit
- ✓ Small pliers to bend wires



## 1.4 Turn off power to your heating and cooling system

Typically, this is achieved by flipping a switch on the outside of the furnace/air handler to the "OFF" position.

**CAUTION** Do not turn the system back on until you have completed the installation and set up of the thermostat.

## Part 2 Remove Old Thermostat and Install New Thermostat

**TIP** Do not disconnect wires from the old thermostat until you label all the wires **according to this manual**.

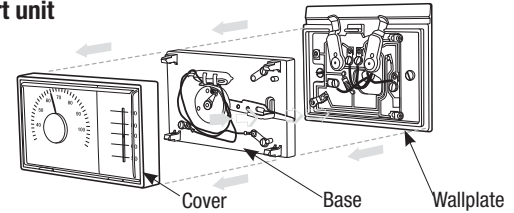
### 2.1 Expose wires connected to old thermostat

2.1.1 After turning off power to your heating & cooling system, expose wallplate with wires and wire terminals. The required steps vary depending on your old thermostat type.

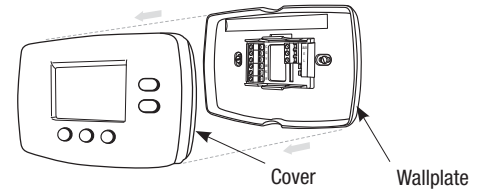
Your old thermostat may consist of:

- **3 parts:** a cover, base and wallplate  
or
- **2 parts:** a cover and wallplate

3-Part unit

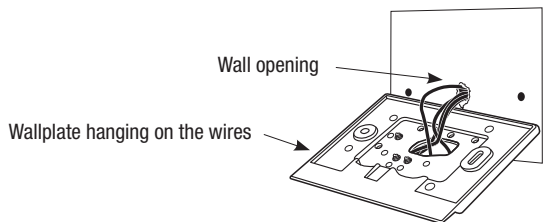


2-Part unit



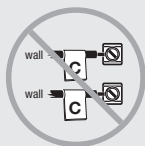
- ✓ **The Cover:** This usually pulls off, but is sometimes secured by a screw which must be loosened.
- ✓ **The Base:** This either pulls off or needs to be removed by loosening screws under the cover.
- ✓ **The Wallplate:** This is removed by loosening the screws that hold the thermostat to the wall.

- 2.1.2 Loosen all screws holding the old thermostat's wallplate to the wall. **Do not disconnect the wires from terminals.** Allow the wallplate to hang loosely on the wires.





## TIP

- ✓ **Ignore wire colors.** There is no standard color code for thermostat wires.
- ✓ **Ignore existing wire labels,** if they are present.
- ✓ **Use the provided labels** to label/re-label the thermostat wires.
- ✓ **The new labels must remain on the wires** at least until the installation process is complete.
- ✓ **No two wires can have the same label.**



## 2.2 Label and disconnect the wires

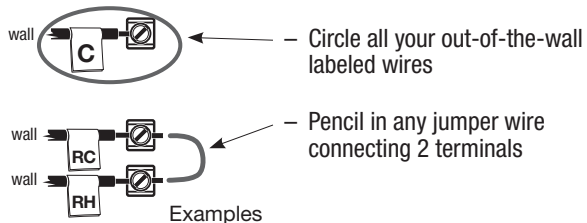
- 2.2.1 Note you may see two types of wiring in the old thermostat:

1. Wires leading from the wall to a terminal on the thermostat 
2. Wires connecting one terminal to another (jumper wire). These don't have to be labeled. 

## 2.2 Label and disconnect the wires (cont.)

2.2.2 Label each wire that comes **out of the wall and attaches to terminals** on the old thermostat. Use labels provided with your new thermostat.

1. Note the letter printed near each wired terminal
2. For each out-of-the-wall wire:
  - find its terminal letter(s) in the **left column** of the table on page 9,
  - label the wire according to the **right column** of the table.
3. Make the following notes in the **right column** of the table on page 9:



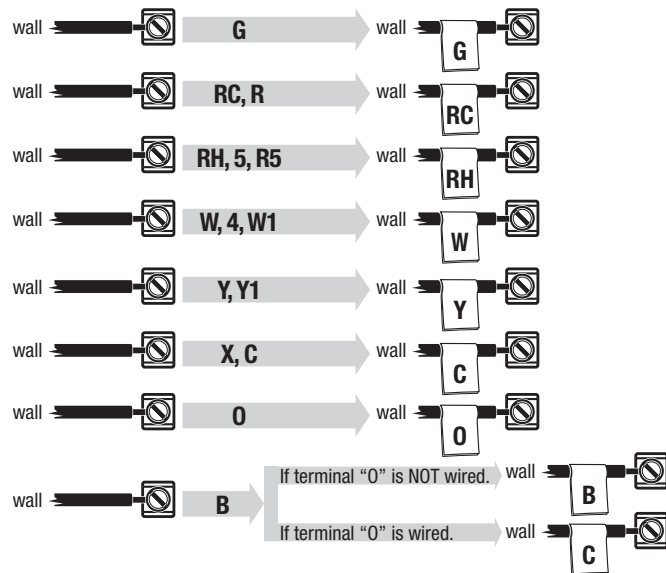
You'll need this information further in the installation process!

**TIP** Note: No thermostat installation uses all of the wires shown on page 9. In most cases, between 4 and 5 terminals are wired.

**CAUTION** Mislabeling the wires could result in damage to your heating and cooling unit.  
Contact White-Rodgers™ Customer Service at 1-877-654-9394 if your old thermostat contains any *wired* terminals not listed in the table.

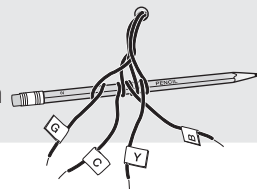
If the OLD thermostat's terminal is wired into the wall and identified by this letter...

...Then label its wire with this letter:



2.2.3 **After labeling all the wires**, use a screwdriver to disconnect each wire from its terminal. Remove the old thermostat.

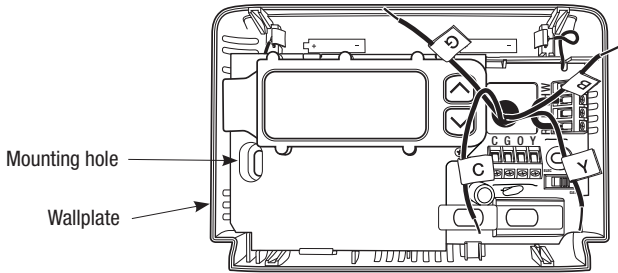
**TIP** Make sure that the wires don't fall into the wall after you detach them from the old thermostat. You may choose to tape them to the wall or tightly wind them around a pencil or screwdriver.



## 2.3 Install new thermostat's wallplate

**⚠ CAUTION** Do not allow wires to touch each other or parts on the thermostat. Doing so could result in damage to your heating and cooling unit.

- 2.3.1 Detach the new thermostat's wallplate from the rest of the thermostat and position the wallplate on the wall according to the illustration below, passing the labeled wires through the wire hole in the center of the wallplate.
- 2.3.2 With the wallplate flush against the wall, mark mounting holes with a pencil.

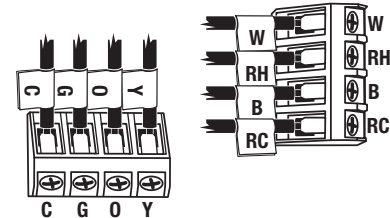


- 2.3.3 Move the wallplate aside. Drill the mounting holes using a 3/16" drill bit. With a hammer, tap the wall anchors, provided in the package, into the drilled holes.
- 2.3.4 Position the wallplate on the wall again and screw the mounting screws into the wall anchors. Do not use a power screwdriver, you may damage your thermostat.

## 2.4 Match and connect wires

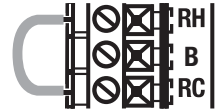
- 2.4.1 Match each wire coming from the wall to its corresponding terminal, as shown in the illustration below. Insert each wire into the hole on the side of its matching terminal. Using a screwdriver, tighten the screw securely. **DO NOT REMOVE THE WIRE LABELS.**

**TIP** No thermostat installation uses all of the wires shown below. In most cases, between 4 and 5 terminals are wired. The remaining terminals will not be used.



**⚠ CAUTION** A maximum of one wire from the wall can be wired into each terminal.

- 2.4.2 In the new thermostat, a jumper wire connects the RC and RH terminals.

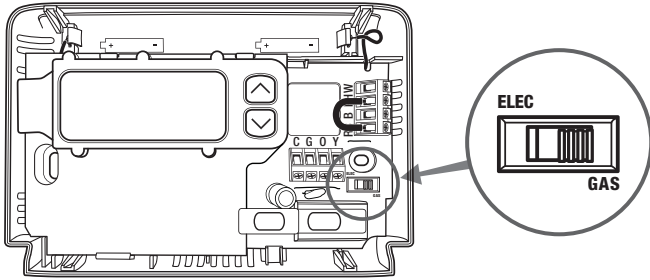


If, in your OLD thermostat...	Then...
Terminals <b>RC and RH (or 5, or R5)</b> were connected by a jumper wire,	...leave the jumper wire in place in the new thermostat.
There was a terminal <b>R</b> , which you then labeled <b>RC</b> according to 2.2.2,	...leave the jumper wire in place in the new thermostat.
Terminals <b>RC and RH (or 5 or R5)</b> were <b>NOT</b> connected by a jumper wire,	...remove the jumper wire from the new thermostat.
If you're not sure whether terminals RC and RH were connected in your old thermostat, refer to your notes made in section 2.2.2.	

## 2.5 Set switch

Find a switch located in the lower right corner of the wallplate labeled **ELEC/GAS**. Set it as follows:

- If you have either a gas or oil furnace, set the switch to **GAS**.
- If you do NOT have a gas or oil furnace, set the switch to **ELEC**.



## 2.6 Install batteries

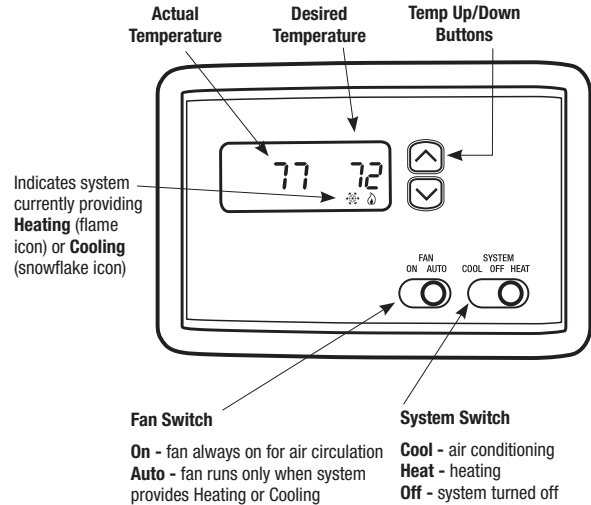
Install 2 AA alkaline batteries (not included) into the battery compartment at the top of the thermostat.

## 2.7 Snap thermostat to the wallplate

**⚠ CAUTION** Do not restore power to the heating and cooling system until instructed.


## Part 3 Quick Setup

### 3.1 Get to know your thermostat





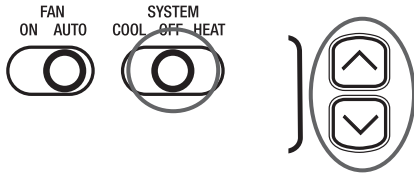


## 3.2 Select options

Set **SYSTEM** switch to **OFF** position and then press both  buttons simultaneously.

You will be prompted to answer 5 “Options” questions, on page 15. As each option is presented:

- ✓ Use the  buttons to answer each question.
- ✓ Then press both  buttons simultaneously to move to the next question.

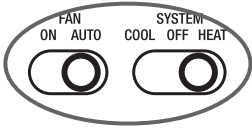


Options	Default Setting	Additional Information
1. Do you want the Cycle Rate to be Fast or Slow?	<b>FA</b> (fast)	Select <b>SL</b> (slow) if you have Hydronic (water or steam) heating. Otherwise, select default <b>FA</b> .
2. Do you want to be reminded when it is time to change the air filter? ( <b>FILTER</b> )	<b>000</b> (no reminder)	Select default <b>000</b> for now. <i>To set a filter-change reminder, see section 4.1</i>
3. Compressor Lockout ( <b>LOC</b> )	<b>OFF</b>	Select <b>ON</b> to provide protection to your Heating and Cooling System's compressor
4. How much displayed temperature offset do you want?	<b>OHI</b> (no offset)	Select default <b>OHI</b> for now. <i>To adjust the actual temperature reading, see section 4.3</i>
5. Do you want temperature displayed in °C (Celsius) or °F (Fahrenheit)?	<b>°F</b> (Fahrenheit)	

**When you have answered all 5 questions, set SYSTEM switch to HEAT position.**

### 3.3 Set fan and system switches

1. Set the **FAN** switch to **AUTO**.
2. Set the **SYSTEM** switch to **COOL** (to turn on cooling) or **HEAT** (to turn on heating).



### 3.4 Turn on power to your heating and cooling system

***Congratulations!***

**You have completed the basic setup of your new thermostat. It's ready to use.**




To read about additional thermostat features, continue to section 4.

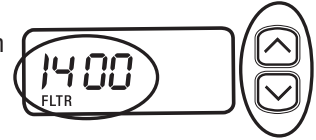
## Part 4 Additional thermostat features

### 4.1 Set change filter reminder

*The thermostat can display a reminder when it is time to change the air filter on your heating and cooling system.*

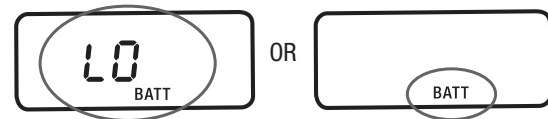
To enable Change Filter reminder:

1. Set **SYSTEM** switch to **OFF** position.
2. Press both the  buttons simultaneously two (2) times until you see **FILTER** icon in the lower left corner of the display.
3. Using the  buttons select the number of **hours** until you would like to be reminded of the filter change. The hours increase in increments of 50.
4. Move **SYSTEM** switch back to **COOL** or **HEAT** position when you are finished.
5. Once the set time has elapsed, **FILTER** will be displayed on the screen.
6. Reset the reminder by pressing both the  buttons simultaneously when the **FILTER** is displayed.



### 4.2 Change batteries

When the thermostat displays





you need to replace batteries with 2 new AA alkaline batteries.

## 4.3 Adjust actual temperature display

Your thermostat was accurately calibrated at the factory. However, if you would like the displayed temperature to read higher or lower than the actual temperature, you can adjust the displayed temperature by +/- 4 degrees.

To adjust the actual temperature display:

1. Set the **SYSTEM** switch to **OFF** position.
2. Press both the  buttons simultaneously to advance through the setup options until you reach a screen where “HI” or “LO” is displayed.
3. Use the  buttons to adjust displayed temperature; from **4 HI** to **4 LO**.
4. Move **SYSTEM** switch back to **COOL** or **HEAT** position when you are finished.





Default setting  
– no temperature adjustment

## Part 5 Troubleshooting Guide

Problem	Possible Cause	Action
Snowflake icon blinking	5-minute lockout enabled to protect compressor	No action needed: should stop blinking after 5 minutes
No Heat, No Cool, or No Fan	Blown fuse / tripped circuit breaker	Replace fuse or reset breaker
	Furnace power switch to <b>OFF</b>	Turn switch to <b>ON</b>
	Furnace blower compartment door or panel loose or not properly installed	Replace door panel in in proper position to engage safety interlock or door switch
	Loose connection to thermostat or system	Tighten connections
	Low Batteries	Replace batteries
Thermostat & Indoor Thermometer Setting Disagree		The thermometer can be adjusted +/- 4 degrees. See Temperature Display Adjustment in the Configuration Menu section

### **Reset Operation**

If a voltage spike or static discharge blanks out the display or causes erratic thermostat operation, you can reset the thermostat. Move **SYSTEM** switch to **OFF**, then press both  buttons simultaneously, and then move **SYSTEM** switch to **HEAT** while still pressing  buttons. This reset will restore your thermostat's initial factory setting.

**⚠ CAUTION** Remember to turn off your heating / cooling system **BEFORE** resetting your thermostat. You will then have to go through a full initial setup described in Part 3 and Part 4 of the manual before you can turn your Heating & Cooling system back on. Failure to follow this instruction may lead to your Heating & Cooling system damage or malfunction.