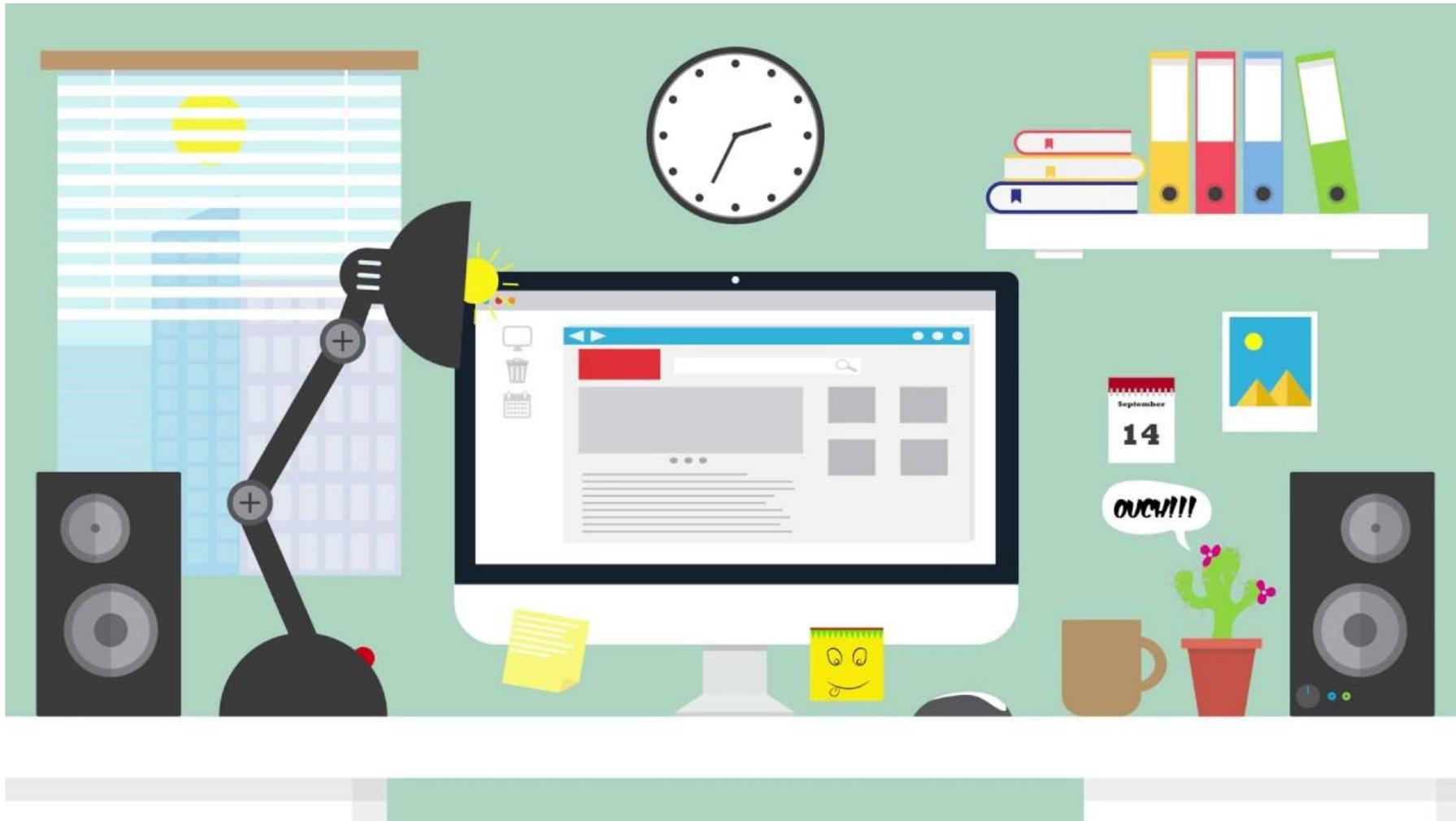
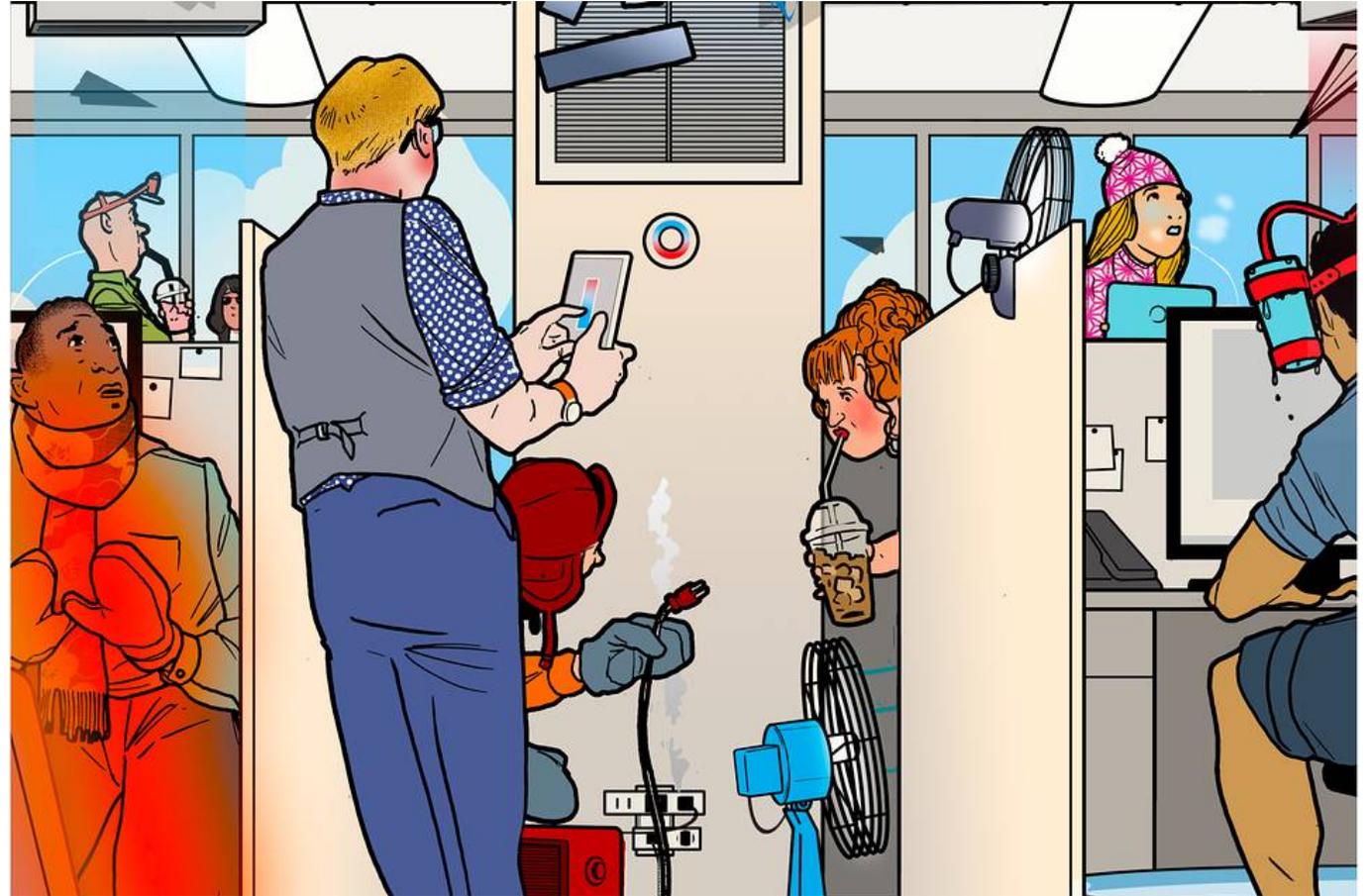


Tips for a Comfortable Office



Cannot Find That Happy Medium of Warmth for the Whole Office? Here Are a Couple Helpful Tips!

- Please note that the heat for your suite is generated by exterior wall units and NOT from the overhead registers.
- Instead, the overhead registers supply fresh air and cooling.
- To ensure that the open area of your office space is kept warm, please keep all exterior office doors open.



Go from this:



to this:

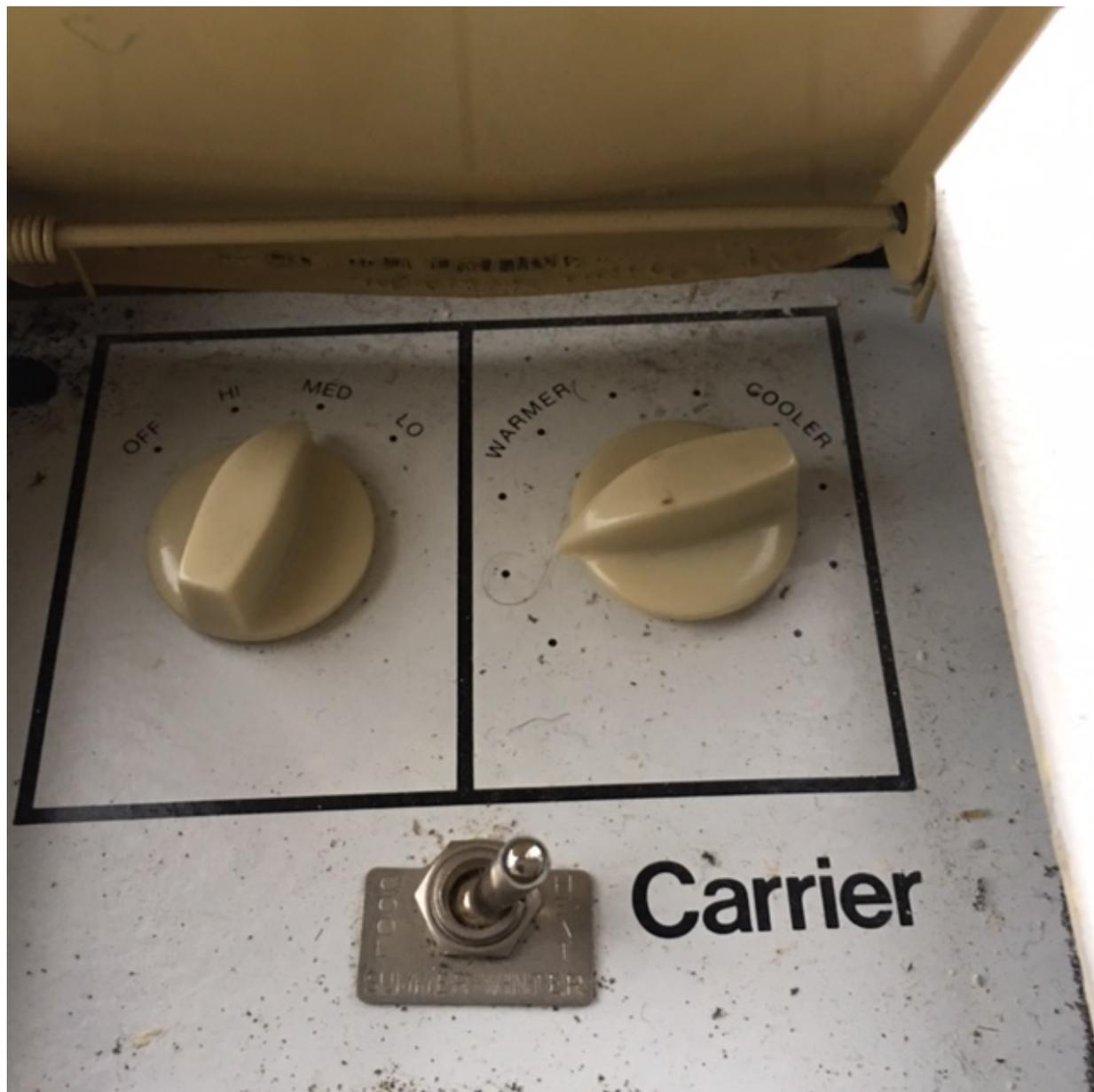


- Please keep all exterior wall units “**ON**” when leaving for the evening.
 - The units are programmed to automatically shut down at 7:00 P.M. and start up at 6:00 A.M.
- If the units are turned off in the evening, it is more difficult to bring the entire space up to a comfortable temperature.

How to Use Exterior Wall Units

- There are two small panels on the top of the exterior wall units – one on the left-hand side and a second on the right-hand side. Although only one panel may open, please note that it opens from the back, toward the window.
- The panel that opens has two control knobs and a toggle switch for heating or cooling.
- The metal toggle switch should be set by the person sitting in this room for heat or cooling depending upon the season.





- The knob on the left controls the air flow speed.
- The knob on the right adjusts air temperature. This knob can be used for heating or cooling.
- Some newer offices have remote thermostats on the wall. All adjustments to the exterior wall unit can be made from the thermostat rather than from the controls on top of the exterior wall unit.



What Do These Control:

If you see a white thermostat on the wall, this for the building monitoring only. This thermostat will not control your space's temperature, even if you move the dial.

If you have any questions, please do not hesitate to reach out.



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