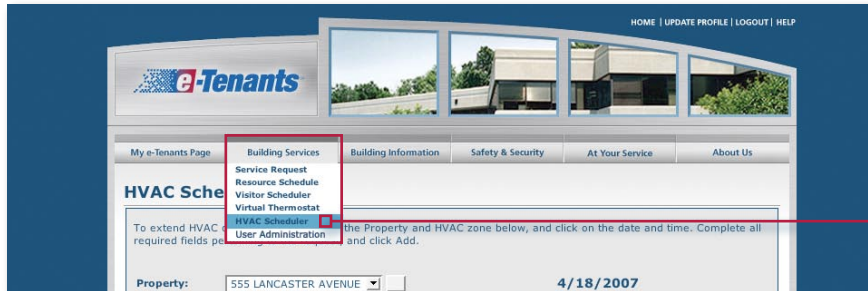


The **HVAC Scheduler**, found in the Building Services drop-down menu, allows you to schedule a change in the “before and after normal business hours” thermostat settings for your space in advance. For example, if you plan to be working late for the next week, you can use the HVAC Scheduler to make sure your offices remain at a comfortable temperature. Here is how to use the HVAC Scheduler.

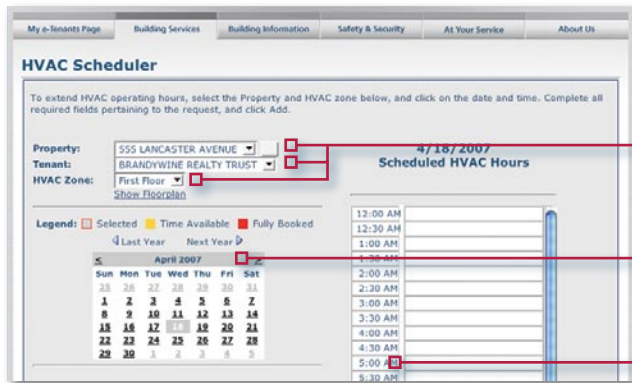


STEP 1

Click **HVAC Scheduler** in the Building Services drop-down menu.

STEP 2

Confirm your building and company, then choose the zone using the drop-down boxes. (If you would like to reference a floorplan before selecting a zone, click the **Show Floorplan** link.)

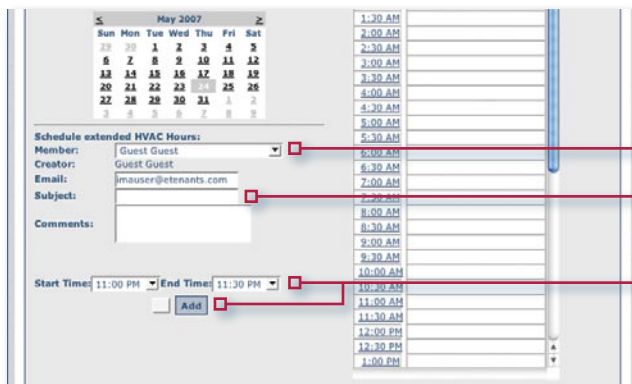


STEP 3

Using the calendar, click on the appropriate date. (Refer to the legend colors when using the calendar.)

STEP 4

Click on a start time using the menu on the right side of the screen. This will activate the HVAC Scheduler.



STEP 5

Select the name of the person on whose behalf the change is being requested using the **Member** drop-down box.

STEP 6

Enter the reason for the change in the **Subject** text box. (This is required.)

STEP 7

Confirm the start and end times and click the **Add** button.