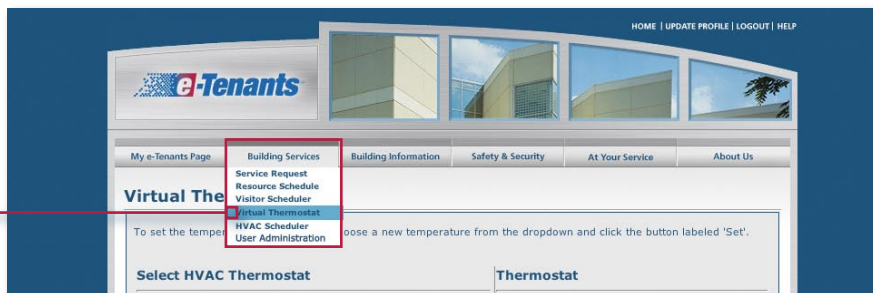


A select number of buildings have the **Virtual Thermostat** function, which allows you to control the temperature of zones within your space from eTenants. If this function is available to your building, Virtual Thermostat will appear in the Building Services drop-down menu. Here is how to use the Virtual Thermostat.

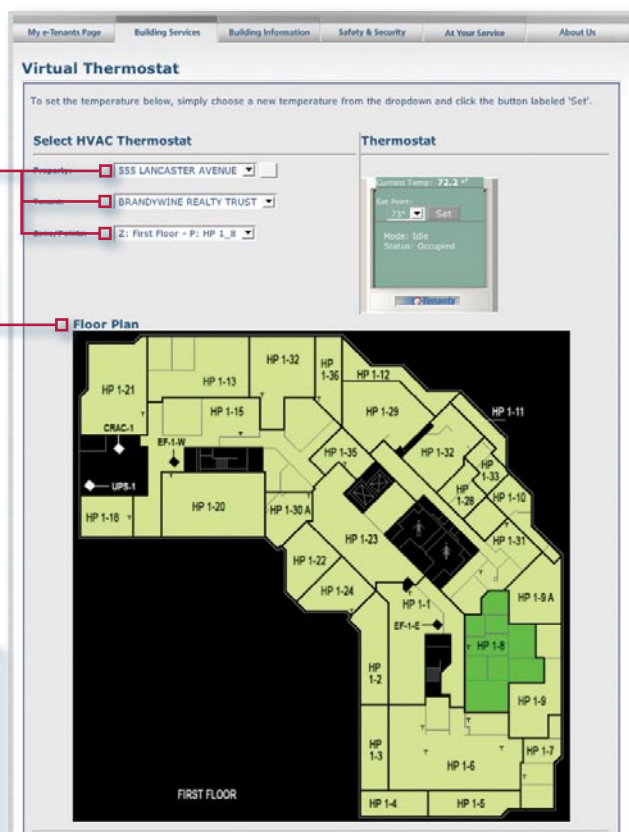
STEP 1

Click **Virtual Thermostat** in the Building Services drop-down menu. (If Virtual Thermostat does not appear in the drop-down menu, it might not be available to your building.)



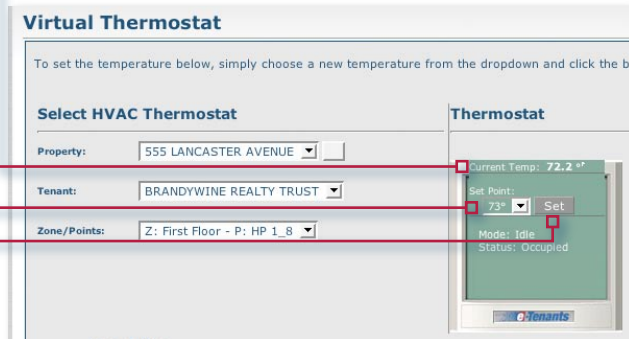
STEP 2

Confirm your building and company, then choose a zone using the drop-down boxes. (You can find the appropriate zone by referencing the floor plan that appears in the lower half of the screen.)



STEP 3

The current temperature in the zone will appear at the top of the thermostat.



STEP 4

Choose a new temperature for the zone using the **Set Point** drop-down box.

STEP 5

When you have chosen the appropriate temperature setting, click the **Set** button.