APARTMENT HEATING AND COOLING

1. **Make sure the fan is in the "auto" position.**

   Pressing this fan button will cycle the fan from "Auto" mode to Low speed, Med speed, Hi speed and back to "Auto". Please leave the fan in "Auto."

2. **Make sure the "mode" switch is set for the proper season –** "flame" for heating and winter mode / "snowflake for cooling or summer mode.

   Winter /Summer Button - used to change from heating to cooling modes. Press to change.

   The Facilities Department will inform you by e-mail when the heating cooling changeover will occur. (Typically in April and October) The winter/cooling function should then be switched.

   PLEASE NOTE: The Institute systems cannot provide both chilled water for cooling and hot water for heating at the same time. Therefore the switch must be in the proper season position for the HVAC system in you apartment to work properly.

3. **Set the desired room temperature**

   Up/Down Arrow Buttons - Used to raise or lower desired room temperature.

   Press either up or down arrow twice to enter "Set-point" mode then Press up or down arrow until desired temperature is reached

Please contact Housing Maintenance at extension 8230 with questions.

76.3 F

Fan Speed Switch
Leave in "Auto"

76.3 F

Winter/Summer Switch
Change at beginning of season only

76.3 F

Push up or down arrow
twice to access "Setpoint" Mode

SETPNT
70.0 F

Use arrow keys to raise
or lower desired temperature