Please use this step-by-step guide for adjusting the temperature in your residence hall room.

**Heating**

**REGULATING YOUR ROOM’S TEMPERATURE**

Washington Hall is heated by a system that controls the whole building. There is a thermostat on the wall of your room that adjusts heat only. During the winter months, you can adjust the temperature up or down a bit but not turn on the air conditioning. During the summer months, the window A/C can be used to adjust the room temperature.

If your HVAC system has stopped working you may place an online work request to have the system repaired.

**SET POINT RANGE IS ONLY 70-75 DEGREES**

To adjust the set point (temperature) in your room, you must:

- Adjust the temperature by using the up and down arrows. You can only set it from 70 - 75 degrees when using heat

**Cooling**

**WINODW A/C CONTROL PANEL OPERATION**

**BASIC FUNCTIONS**

- **UP and DOWN**: Changes the system’s set point (desired room temperature). Press once to change 1 degree at a time or hold down to change at a faster pace.
- **FAN SPEED**: Allows you to select between four fan speeds (*auto selects fan speed needed to satisfy desired set point)*
- **FAN MODE**: Allows you to select between ‘auto fan’ and continuous modes
- **AUTOFAN**: Fan cycles on or off with compressor
- **CONTINUOUS**: Fan operates all the time

**HAVING TROUBLE WITH YOUR A/C?**

Your window A/C unit may freeze up if used during extreme outside temperatures. If you are having trouble:

- Thaw the unit by turning it off & waiting 2-3 hours.
- A/C unit is not meant to be used when outdoor temperatures are below 50 °. This could result in burning up the unit.