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

## REGULATING YOUR ROOM’S TEMPERATURE

You can regulate the temperature in your residence hall room by trying the following things:

- Adjusting the thermostat to heat or cool.
- Adjusting the speed and temperature.
- Make sure there is nothing blocking the vents or restricting the air movement where the air flows in.

- Be sure not to block the vent on the counter top where the air comes out.
- If you have not been able to successfully regulate your room’s temperature you may place an online work request.

### Bromley Hall Old HVAC System

<table>
<thead>
<tr>
<th>Temperature</th>
<th>Off</th>
<th>Cool or Heat</th>
<th>Speed</th>
</tr>
</thead>
</table>

**Air flows in**

**Air flows out of top vent**

### Bromley Hall New HVAC System

<table>
<thead>
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<th>Temperature</th>
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</table>

**Air flows in**

**Air flows out of top vent**

**DO NOT USE THIS AREA FOR STORAGE. IF THE AIR CANNOT CIRCULATE, YOUR ROOM MAY NOT REACH THE DESIRED TEMPERATURE.**