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

**STEP BY STEP**

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

- Make sure the heater unit is not blocked by furniture if you are cold.
- See if the damper works on heater unit & adjust. (some dampers can be opened/closed)
- If damper is inoperable or you are still too warm, you may use items such as towels, bedding, or move furniture to obstruct the air flow to the unit.
- Add & subtract items to restrict or allow air flow.
- Or, draw in cool outside air by running the fan/vent on the window A/C unit.

**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.

**WEST GREEN:**

- BROWN
- CRAWFORD
- MACKINNON
- PICKERING

**FRONT FOUR WALL HEATER**

**WINDOW 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

**WEST GREEN: BROWN, CRAWFORD, MACKINNON, PICKERING**

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