


<b>WORKING EARLY OR LATE ?</b>	<b>INTERNET INSTRUCTIONS:</b>	<b>WEB BASED TOS EXAMPLES</b>
<p>Turn on HVAC system after normal business hours without having to leave your desk.</p> <p>The Tenant Override System (TOS) allows you to access your office's environmental controls through the Internet. Before you can use TOS, make sure that you have the following information:</p> <p><b>WebTOS URL:</b>  <a href="http://74.62.34.148/WEBTOS">http://74.62.34.148/WEBTOS</a></p>  <p><b>TENANT NUMBER :</b></p> <p><b>EMPLOYEE NUMBER :</b></p> <p><b>PASSWORD :</b></p> <p>The TOS will allow after hour control of Air Conditioning and/or Common Area Lighting.</p>	<ol style="list-style-type: none"> <li>1) LOGIN TO THE TOS WEBSITE. ENTER TENANT #, EMPLOYEE #, AND PASSWORD.</li> <li>2) CHOSE THE FOLLOWING OPTIONS :             <ul style="list-style-type: none"> <li><u>Option #1 : Override a Zone for Today</u> <ol style="list-style-type: none"> <li>a) Select Zone Number from the drop down list</li> <li>b) Enter Duration of override (hours)</li> <li>c) Enter a Comment (optional)</li> <li>d) Hit "Override Now" button</li> </ol> </li> <li><u>Option #2 ; Schedule a Zone Override</u> <ol style="list-style-type: none"> <li>a) Hit "Add Schedule Override Request button</li> <li>b) Select Zone Number from the drop down list</li> <li>c) Select the Frequency</li> <li>d) Select a Start and End Date from the calendar</li> <li>e) Enter number of weeks of override</li> <li>f) Enter a Comment (optional)</li> <li>g) Under the "Select Override Information : Check the Box for Request Days, Enter the Start time, Enter the override duration (hours)</li> <li>h) Hit "ADD REQUEST" button</li> </ol> </li> </ul> </li> </ol>	<p><b><i>Requests that you want to happen right away using WebTOS.</i></b>            You are working after hours and the air conditioning goes off, go to "Override a Zone for Today."</p> <p><b><i>Requests that you want to happen after normal business hours end using WebTOS.</i></b>            During the day you know you will be working after hours and want the air conditioning to stay on, go to "Override a Zone for Today."</p> <p><b><i>Requests that you want to schedule for the future using WebTOS.</i></b>            To schedule a future request or edit an existing request, go to "Schedule a Zone Override." You can select the frequency that best meets your needs. For example, you have the ability to schedule:</p> <ul style="list-style-type: none"> <li>• Every Monday, Wednesday, and Friday for two weeks.</li> <li>• Every Tuesday and Thursday until a defined end date.</li> <li>• One particular day in the future.</li> <li>• Every Wednesday indefinitely.</li> </ul>