

**Telephone Instructions:
for same day overrides**

Dial: 818-593-6210

To access TOS via telephone, follow the steps below.

1 Enter tenant number and #
Enter 1-4 digit tenant number followed by the # key. #

2 Enter employee number and #
Enter 1-3 digit employee number followed by the # key. #

3 Enter password number and #
Enter 1-4 digit password number followed by the # key. #

4 Enter zone number and #
Enter 1-3 digit zone number followed by the # key. 2 #

5 Enter time and #
Enter the additional hours you want the system to operate followed by the # key.

<input type="text"/> 1 = 1hr	<input type="text"/> 2 = 2hrs	<input type="text"/> 3 = 3hrs
<input type="text"/> 4 = 4hrs	<input type="text"/> 5 = 5hrs	<input type="text"/> 6 = 6hrs
<input type="text"/> 7 = 7hrs	<input type="text"/> 8 = 8hrs	<input type="text"/> 9 = 9hrs
<input type="text"/> 0 = Off		

After you enter a command, wait for system confirmation.

6 Enter # for another zone or * to quit

Please note: If a number is entered incorrectly, press the # key to retry or the * key to exit.

**Telephone Instructions:
for same day overrides**

Dial: 818-593-6210

To access TOS via telephone, follow the steps below.

1 Enter tenant number and #
Enter 1-4 digit tenant number followed by the # key. #

2 Enter employee number and #
Enter 1-3 digit employee number followed by the # key. #

3 Enter password number and #
Enter 1-4 digit password number followed by the # key. #

4 Enter zone number and #
Enter 1-3 digit zone number followed by the # key. 2 #

5 Enter time and #
Enter the additional hours you want the system to operate followed by the # key.

<input type="text"/> 1 = 1hr	<input type="text"/> 2 = 2hrs	<input type="text"/> 3 = 3hrs
<input type="text"/> 4 = 4hrs	<input type="text"/> 5 = 5hrs	<input type="text"/> 6 = 6hrs
<input type="text"/> 7 = 7hrs	<input type="text"/> 8 = 8hrs	<input type="text"/> 9 = 9hrs
<input type="text"/> 0 = Off		

After you enter a command, wait for system confirmation.

6 Enter # for another zone or * to quit

Please note: If a number is entered incorrectly, press the # key to retry or the * key to exit.

**Telephone Instructions:
for same day overrides**

Dial: 818-593-6210

To access TOS via telephone, follow the steps below.

1 Enter tenant number and #
Enter 1-4 digit tenant number followed by the # key. #

2 Enter employee number and #
Enter 1-3 digit employee number followed by the # key. #

3 Enter password number and #
Enter 1-4 digit password number followed by the # key. #

4 Enter zone number and #
Enter 1-3 digit zone number followed by the # key. 2 #

5 Enter time and #
Enter the additional hours you want the system to operate followed by the # key.

<input type="text"/> 1 = 1hr	<input type="text"/> 2 = 2hrs	<input type="text"/> 3 = 3hrs
<input type="text"/> 4 = 4hrs	<input type="text"/> 5 = 5hrs	<input type="text"/> 6 = 6hrs
<input type="text"/> 7 = 7hrs	<input type="text"/> 8 = 8hrs	<input type="text"/> 9 = 9hrs
<input type="text"/> 0 = Off		

After you enter a command, wait for system confirmation.

6 Enter # for another zone or * to quit

Please note: If a number is entered incorrectly, press the # key to retry or the * key to exit.

**Telephone Instructions:
for same day overrides**

Dial: 818-593-6210

To access TOS via telephone, follow the steps below.

1 Enter tenant number and #
Enter 1-4 digit tenant number followed by the # key. #

2 Enter employee number and #
Enter 1-3 digit employee number followed by the # key. #

3 Enter password number and #
Enter 1-4 digit password number followed by the # key. #

4 Enter zone number and #
Enter 1-3 digit zone number followed by the # key. 2 #

5 Enter time and #
Enter the additional hours you want the system to operate followed by the # key.

<input type="text"/> 1 = 1hr	<input type="text"/> 2 = 2hrs	<input type="text"/> 3 = 3hrs
<input type="text"/> 4 = 4hrs	<input type="text"/> 5 = 5hrs	<input type="text"/> 6 = 6hrs
<input type="text"/> 7 = 7hrs	<input type="text"/> 8 = 8hrs	<input type="text"/> 9 = 9hrs
<input type="text"/> 0 = Off		

After you enter a command, wait for system confirmation.

6 Enter # for another zone or * to quit

Please note: If a number is entered incorrectly, press the # key to retry or the * key to exit.