

WEST GREEN

www.ohio.edu/facilities/requests

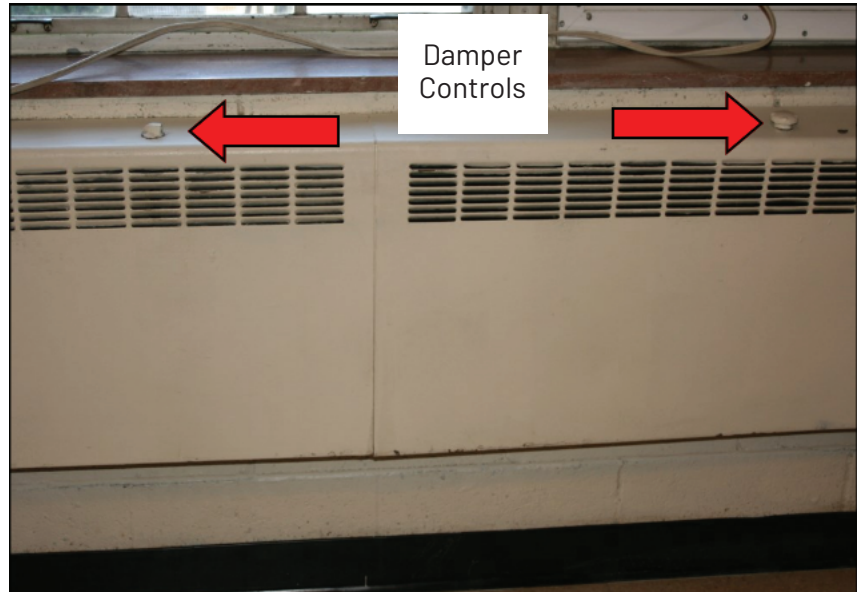
Please use this step-by-step guide for adjusting the temperature in your residence hall room.

STEP BY STEP

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

- To receive maximum heat, items should remain 12"-24" away from the heater
- 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, which will reduce the heat.
- 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.

WEST GREEN WALL HEATER



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.

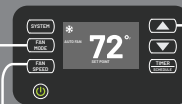
WEST GREEN:

BOYD
JAMES
RYORS

TREUDLEY
WILSON
*SARGENT

*Some rooms in Sargent have units similar to ones in the Convocation Center. Students in Sargent whose issues are not clearly addressed in this pamphlet may benefit from the information provided in the Convos pamphlet

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