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) On South Green the dial moves counter-clockwise.
- If damper is inoperable & you're still too warm, roll up a towel & place it on the floor under the heater.
- Add & subtract towels to re-strict 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.

**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

**EAST GREEN:**
- BRYAN
- GAMERTSFELDER
- PERKINS
- SCOTT QUAD
- TIFFIN
- VOIGT

**BACK SOUTH:**
- DOUGAN
- EWING
- HOOVER
- TRUE
- WELD
- WRAY

**IT’S SIMPLE TO REGULATE THE HEAT IN YOUR ROOM**

**YOUR ROOM’S HEATER WORKS LIKE THIS:**
Cooler air drops to the bottom of the room & is drawn in the bottom of the heater. Coils inside the unit warm the air & it moves out the top. Restricting the air-flow in will reduce heat.

Make sure nothing (desk, books, bed, carpet, etc.) is blocking your heater.

**RESTRICT THE AIR-FLOW WITH A ROLLED TOWEL**
Try one towel first to see if the room temperature gets cool enough.

Use trial & error until you reach the right combination.

Add towels if the temperature still isn't cool enough.