One Eleven Congress

Cousins

Web Smart Air Instructions for After-Hours HVAC

- **Access:**

  Login at http://67.78.61.155 and enter your individual login and password.
  The main menu includes two separate training videos (visual only, no sound) which are helpful in understanding the user experience.

  Please note this system will allow your office to maintain its own "Tenant Administrators" (unrestricted access to initiate/manage requests, create recurring service, and maintain all logins) and "Users" (limited access to initiate/manage requests).

  By default, each office has a login assigned for **Engineering** with "Tenant Administrator" access; Customers are **prohibited** from editing or deleting the Engineering login – these are to remain for internal building use ONLY.

- **Requesting After-hours Service:**

  Once you have logged in, creating a new automated request for after-hours HVAC service is known as "Creating a New Override" - hover or click on the "Edit" button in the upper-left corner of the screen to begin. Select the desired service using the drop-down buttons and prompts, and at the summary screen click "Submit Override Request" to initiate the scheduled HVAC service.

  Please note "zones" are identified as your office space per floor; multi-floor Customers will have multiple zones, with one zone per floor.

  After-hours HVAC is billed with a 2-hour minimum and in 1-hour increments thereafter at the rate of $25.32 per hour, per zone. 'After-hours' is any time *except* Monday-Friday 7am-7pm, and Saturday 9am-1pm.

- **Maintaining Requests:**

  Once you have submitted a new request, you can delete it by selecting "View & Delete Active/Pending Overrides," highlight the appropriate request, click on the delete column, and confirm the request.

  Please note you must refresh your browser for changes and deletions to display correctly.

  Tenant Administrators (**not** Users) have the ability to automate and manage **recurring** overrides if desired on the same screen while a new request is initiated. *Please note the default is to temporarily disable recurring override requests on building holidays unless the "Run on Holidays" box is ticked.* Override requests on building holidays are billed according to the terms of your Lease Agreement.

As a reminder, your office will maintain its own logins and passwords (with the exception of the Engineering login – *see above*) for this service. We strongly encourage you to manage your offices' logins and passwords accordingly.