

WORKING EARLY OR LATE ?

Turn on the lights and HVAC system after normal business hours without having to leave your desk.

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:



WebTOS URL:

<http://71.165.149.142/webtos/loginconfig.asp>

TENANT NUMBER :

EMPLOYEE NUMBER :

PASSWORD :

WEB BASED TOS EXAMPLES

Requests that you want to happen right away using WebTOS.

You are working after hours and the air conditioning goes off, go to "Override a Zone for Today."

Requests that you want to happen after normal business hours end using WebTOS.

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."

Requests that you want to schedule for the future using WebTOS.

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:

- Every Monday, Wednesday, and Friday for two weeks.
- Every Tuesday and Thursday until a defined end date.
- One particular day in the future.
- Every Wednesday indefinitely.