

## How To Operate A Temperature Sensor With An Adjustable Heating Setpoint

### Normally Scheduled Periods

During Occupied Periods (as determined by the relevant Weekly Schedule of the Campus Automation System), the user may adjust their heating setpoint up or down by pressing the up or down arrows on the temperature sensor located in their office. If a temperature sensor with up/down adjustments is not plainly visible (usually near the door) then the room is most likely not equipped with a user adjustable heating setpoint.

Each time a button is pushed during the occupied period, the heating setpoint is increased or decreased by 0.5°C. The maximum adjustment is typically limited to 21°C +/- 2°C.

### Unoccupied Hours

During periods when the space has been scheduled to be unoccupied, the heating setpoint is automatically reduced for energy savings. If the end user is present, they may press either of the buttons to activate the occupancy override mode. This will restore the heating setpoint to the occupied heating setpoint. The heating setpoint is not adjustable during these unoccupied periods. After a preset period (usually several hours), or if the space is scheduled to be occupied again, the occupancy override mode will end. The end user is not able to manually stop the occupancy override mode.

### Heating System Reaction Time

The end user must be aware that the building heating system will immediately react to any change they make, but the resulting change in space temperature will be gradual. It is a good practice to only make small adjustments to the heating setpoint, as large adjustments will often result in over-heating.