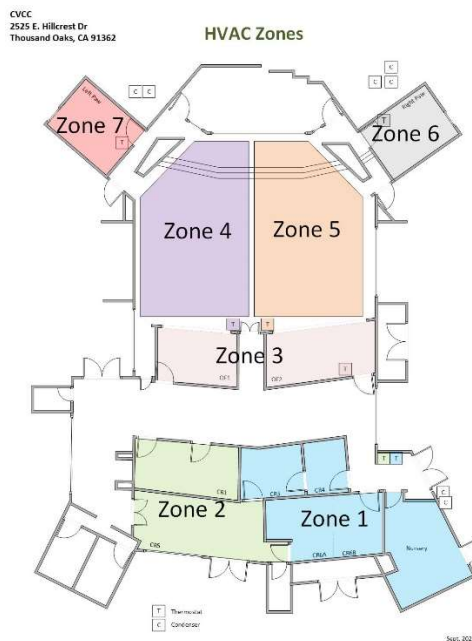


CVCC Building & Grounds HVAC Venstar Thermostats User Guide

Introduction

The building features seven HVAC units. The main auditorium is serviced by two independently controlled units although they share common space. Zones are color marked below:



There are five thermostats in the building – one for each zone.

Zone	Location	Service Area	Type	Capacity	Thermostat Location
1	Attic	Nursery, Classrooms 3, 4, 6	Standard	5 Ton	Opposite photocopy
2	Attic	Classrooms 1, 5	Standard	5 Ton	Opposite photocopy
3	Attic	Overflow Rooms	Standard	5 Ton	Right overflow
4	Attic	Auditorium	Standard	5 Ton	Auditorium
5	Attic	Auditorium	Standard	5 Ton	Auditorium
6	Right Paw	Right Paw	Mini-Split	1.5 Ton	Right Paw
7	Left Paw	Left Paw	Mini-Split	1.5 Ton	Left Paw

Thermostats

All heating/cooling systems are controlled by wifi-enabled Venstar Colortouch thermostats that allow the system to be monitored and controlled locally (via a touch screen) and remotely (via a web browser or smartphone app).

Thermostat Schedule

All thermostats automatically run in an “unoccupied” mode every day unless otherwise scheduled to run in an “occupied” mode.

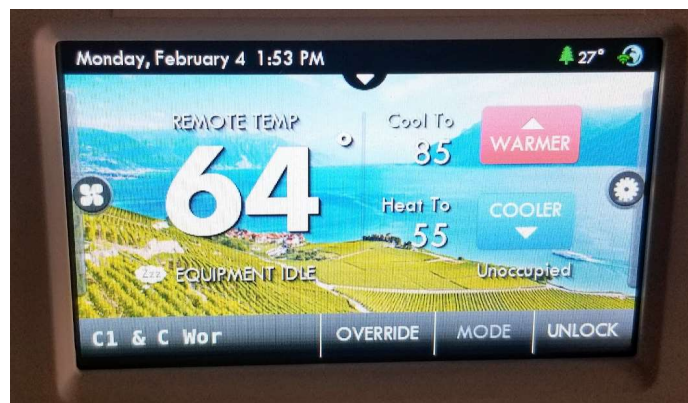
- Unoccupied Mode: Heat to 55°F, Cool to 85°F
- Occupied Mode: Heat to 67°F, Cool to 69°F

Currently all thermostats are scheduled to run in Occupied mode only on Sundays from 7AM to 12:15PM. All other times run in Unoccupied mode.

Local Override of Mode and Temperatures

Anyone can override the running mode of any thermostat. Thermostats all have a touch screen.

1. If the “Be The Blessing” image is displayed on the thermostat, double tap the thermostat screen to activate the operational display.



2. Press the OVERRIDE tag.
3. Set the amount of time you want the OVERRIDE to last. For example, if you are planning a meeting that will last two hours, set the override to 2 hours.
4. Adjust the target temperature to the desired temperature by pressing the WARMER and COOLER tags.

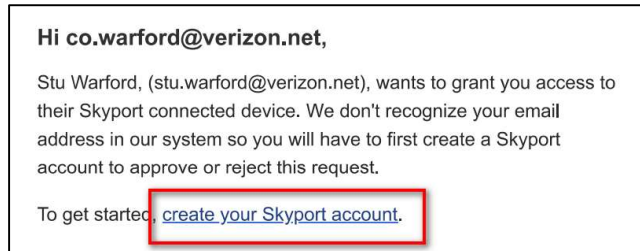
After the Override period elapses, the thermostat reverts back to the scheduled Mode and temperatures.

Remote Override of Mode and Temperatures

Authorized users can also override the Mode and Temperatures remotely via a smartphone app or a web browser. To use this service, you must be invited by Conejo's HVAC system administrator, which, as of 2023, is Stu Warford. Venstar utilizes a cloud-solution from Skyport for this service. Once you create a Skyport account, you'll be able to remotely control all church thermostats.

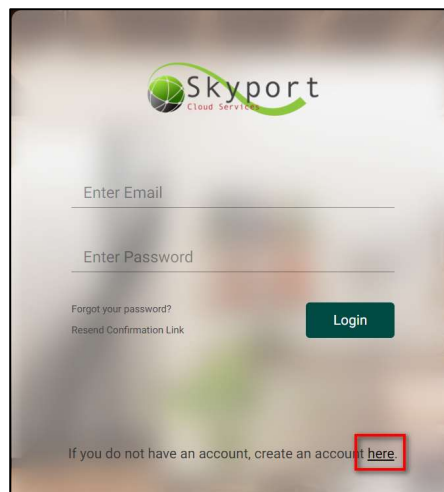
Creating a Skyport Account

1. When invited you will receive an e-mail from Skyport, as follows:

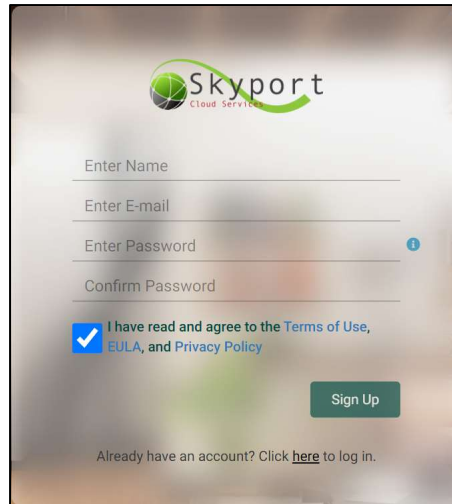


Click on the "create your Skyport account" link in the e-mail.

2. On the login screen, click on the "here" link:

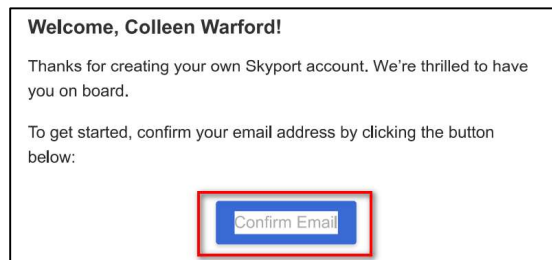


3. Enter your name, e-mail address, and a password you want to use with the system.



The image shows the Skyport account creation form. At the top is the Skyport logo with the tagline 'Cloud Services'. Below the logo are four input fields: 'Enter Name', 'Enter E-mail', 'Enter Password', and 'Confirm Password'. The 'Enter Password' field has a small blue 'i' icon to its right. Below the input fields is a checkbox with a blue checkmark, followed by the text 'I have read and agree to the Terms of Use, EULA, and Privacy Policy'. To the right of this text is a green 'Sign Up' button. At the bottom of the form, there is a link: 'Already have an account? Click [here](#) to log in.'

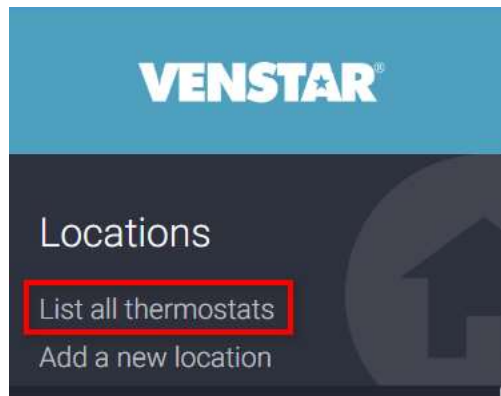
4. You will then receive another e-mail:

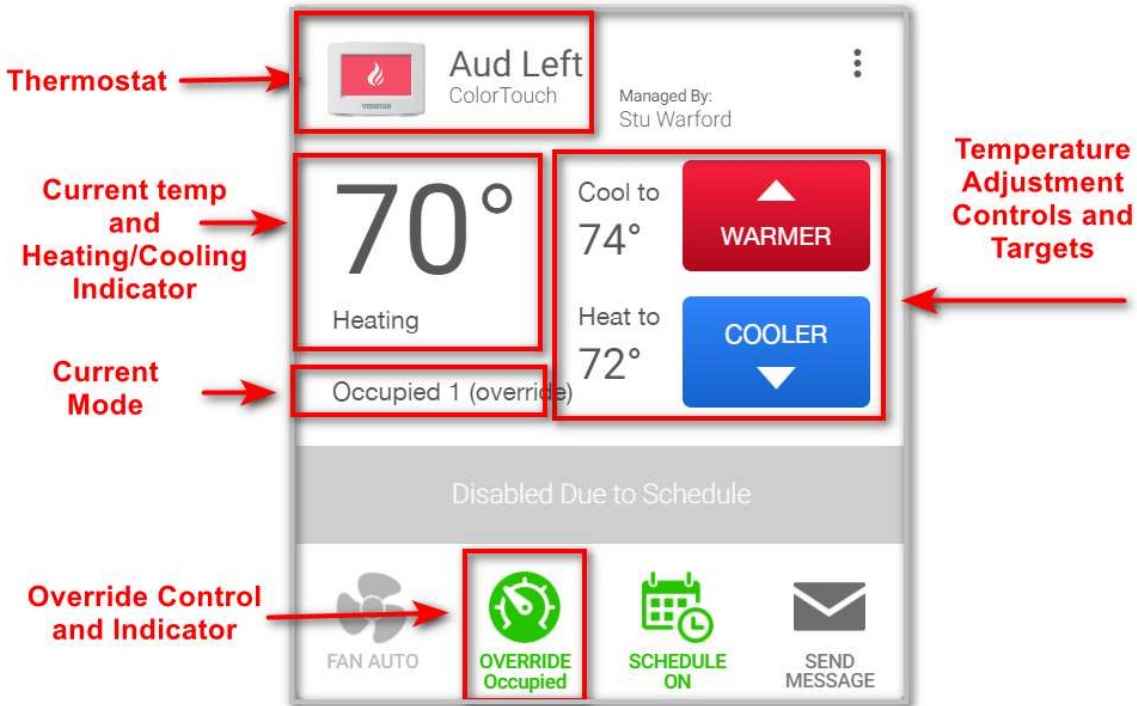


Press the Confirm Email button.

Remote Control via Web Browser

1. Navigate to <https://venstar.skyportcloud.com/account/login> and provide your login credentials.
2. If necessary, press the "List all thermostats" button in the upper left corner of the web page.

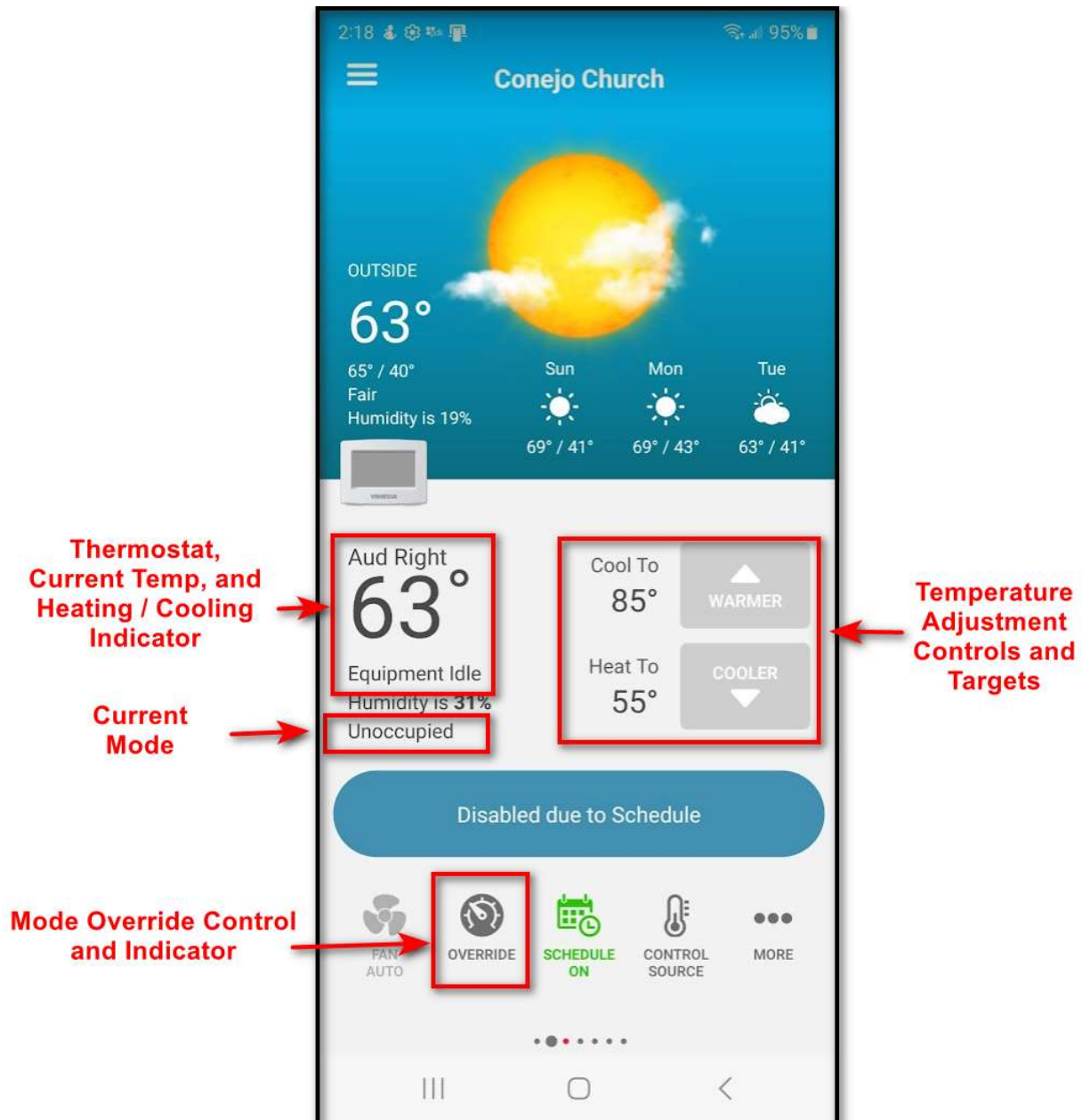




- **Thermostat:** The name of the thermostat.
- **Current temp and Heating/Cooling Indicator:** The current temperature of the zone as determined by the thermostat. Below the current temperature is an indicator specifying whether the HVAC system is cooling or heating the zone.
- **Current Mode:** Indicator if, according to the current schedule, the thermostat is in Occupied or Unoccupied mode. The Mode determines the target temperature for the thermostat.
- **Override Control and Indicator:** A button that, when pressed, allows you to override the current Mode or cancel an existing override.
- **Temperature Adjustment Controls and Targets:** “Warmer” and “Cooler” buttons that allows you to set the desired temperatures for the system.

Remote Control via Smart Phone

1. Download and install the **Venstar Skyport** app from the [Google Play](#) or [Apple App Store](#).



Notes:

- To run HVAC while thermostat is in Unoccupied mode:
 1. Press the Override button.
 2. Specify a duration.
 3. (Optional) Set a target temperature.
- To cancel an Override:

1. Press Override Button.
 2. Press "Cancel Occupied Override".
- The app will allow you complete control of all thermostat settings. DO NOT CHANGE ANY SETTINGS. Use any app or web interface to create or cancel an override, or to temporarily adjust the target temperature.
 - Our system takes from one to four hours to adequately warm or cool a zone.