RIVERROCK
real estate group

2050 Main Street
How to set up Afterhours HVAC

Tenant:
User's Name:
Web Login – Tenant/User ID#:
Web Password:
Phone Password:

There are **three** ways to request afterhours HVAC.

1). The easiest and preferred method is through the 2050 Main Street website.

i.   Go to the 2050 Main Street website (www.2050mainstreet.net).

ii.   Under the **"Services"** tab select **"HVAC."**

iii.   This page will explain the request process for afterhours HVAC and will have a link to the request website (http://98.189.75.29).

iv.   Input your *Web Login/Tenant ID#* and *Password/User ID#.*

v.   Click on the "**Edit"** button on left side of the Menu Bar. A drop-down menu will appear. Choose **"Create New Override."**

    a. Determine if you would like to start the request immediately or schedule it for the future by selecting the respective start time and date.

    b. Configure your start time, date, zone and override duration using the drop-down boxes by clicking on the arrows and highlighting your selection. Click the **"Next"** button when you are finished. A summary screen will appear and you must click the **"Submit Override Request"** button to complete the request.

vi.   <u>To Delete an Override Request:</u> Click on the **"Edit"** button on left side of the Menu Bar. A drop-down menu will appear. Choose **"View & Delete Active/Pending Overrides**."

    a. Highlight the row for the job of interest, and click on the delete column.

    b. Confirm your decision in the dialog box that appears, and you are done. Note: The job will appear on your page until you refresh the browser. It may take up to a minute before the job is deleted.

vii.   <u>Additional Web Information:</u> Tenant Administrators (TA) can manage users for their organization. The TA can create, modify and delete users. The TA can assign zones, passwords and additional TA's for their respective organization.

    a. TA's can also create **"Recurring Overrides"** for themselves or their users. Create an override as described above. As a TA there are additional boxes provided for creating a recurring override. The "**Start Time"** and duration of a newly entered override will be repeated automatically according to the pattern defined by the check boxes. The override will be generated just before midnight, prior to the day of interest. It will repeat automatically until the day specified in the calendar.

3.) If you do not have access to internet you can always schedule immediate service, future service, or even cancel service via the phone, simply:

    I.   Dial (949) 356-6200.

    II.   When prompted enter your Password: *Tenant ID + User ID*.

    III.   To schedule **immediate service press 1**, to schedule **future service press 2**, to **cancel service press 3,** then follow the respective instructions below.

4.) The fastest way to schedule service is through the mobile website using your smartphone.

    I.   Go to http://98.189.75.29/WSAMobile (bookmark or favorite this page for future access)

    II.   Input your *Web Login/Tenant ID#* and *Password/User ID#.*

    III.   Select to schedule "**immediate**" or "**future service**."

        a.   Configure your start time, date, zone and override duration using the drop-down boxes by clicking on the arrows and highlighting your selection. Click the **"Next"** button when you are finished. A summary screen will appear and you must click the **"Submit"** button to complete the request.

*Please note that you can only place a request for service via the mobile site, and if you need to cancel a request, you can do that via the phone or website method.