



After-hours HVAC scheduling made easy

# 7NOX

*Tenant Welcome Guide*







## Welcome!

Welcome to 7NOX, the fastest, easiest way to schedule your after-hours air conditioning (AHAC) for your leased space or office. Your building owner or manager has made 7NOX available to you so that you have the flexibility of scheduling AHAC bookings from your smart phone, tablet or desktop.

This Guide is designed to get you up and running with 7NOX. Here, we've answered frequently asked questions and provided learning resources you'll need for success. Let's start with a basic question.

## What are "After-hours"?

Most commercial tenancy leases stipulate "normal business hours" (ex 8:00 a.m. to 6 p.m.) throughout the week. However, some tenants need to work *outside these standard hours*. These are called "after-hours" (Sometimes known as "overtime hours" or "AHAC").

Landlords normally charge tenants a flat rate for using the HVAC system outside business hours or holidays. You likely have a clause in your lease that stipulates this flat rate and explains how it's calculated.

# What does 7NOX do?

7NOX is an online platform you can access through your browser or smartphone to schedule your AHAC bookings.

There's no need to email your facility manager or landlord to schedule. Instead, simply hop online and make the bookings yourself. You can make one-time bookings, or recurring ones that happen every week or month.



# How do I get started?

To use 7NOX, all you need is a login account and access to the internet. Your property owner or manager will provide you with a username and temporary password (You can change your password later).

If you want to use 7NOX on your smartphone, you can download the mobile app for free on the Google [Play store](#) or [Apple Store](#). Then use your login credentials to sign on.



# Where can I learn more?

Although 7NOX's user interface is intuitive, you may wish to refer to the [7NOX User Manual](#) to answer specific questions, or refer to the [7NOX Admin Manual](#) if you have an system admin account. These Manuals will help familiarise you with the 7NOX interface and how to perform basic tasks like scheduling a booking.

You also have access to the 7NOX Video Library, which covers the same topics. In the Library, you'll find the following playlists:

- [7NOX User Training](#)
- [7NOX Admin Training](#)
- [7NOX Mobile App](#)

# What else does 7NOX do?

If you're an admin or office manager, you'll want to checkout the powerful reporting and invoicing features of the 7NOX platform. After-hours billing is automated in 7NOX, which means every month, you and/or your manager will receive an invoice for the total amount of AHAC billed to your business.

The invoices show a complete list of who made the booking, when they made it, and how long it lasted. Automated records ensure accuracy and help identify where costs are going.



# What if I need help?

In the rare instance that you have problems with 7NOX, simply contact your facilities manager or property owner. If they can't sort the issue, they'll get the 7NOX Technical Team involved.

Visit [www.7nox.com](http://www.7nox.com) for more information.