

**STATE OFFICE BUILDING – JUNEAU**  
**Automated Lighting System Instructions**  
7/7/09

A new lighting control system has been installed and is very similar in operation to the previous system with just a few exceptions.

Lighting Standard Operation:

The building's lighting will automatically turn on at 6:00 am – 5:00 pm, Monday thru Friday, excluding State Holidays.

Sector Code

Before phoning the automated lighting control, acquaint yourself with your office area Sector Code by referring to the SOB floor plans below.

Lighting Override Instructions:

In the event you require lighting during hours other than “standard” you’ll need to follow these procedures:

1. Dial the following phone number from any touch tone phone. 465-2876.
2. When connected, the new system prompts the caller to enter a Tenant Number followed by #. Enter the floor number for the lights you would like to control. (5 followed by # = 5th Floor thru to 11 followed by # = 11th Floor).
3. The next prompt will be for your Employee ID and Password. Enter 1# (one-pound) for Employee ID and 1# (one-pound) for Password.
4. The automated message will now ask for a sector number which has been shortened to a 1 or 2 digit number followed by #.  
  
If in the past a person who normally worked on the 10<sup>th</sup> Floor entered zone number 1023, they would now just enter 23 #. If a 5<sup>th</sup> Floor occupant entered 503, they would now just enter 3 #, etc.
5. The system will now ask to enter your Lighting Command. Enter the number of hours you would like the lights ON. Press 1 # for 1 hour; press 2 #for 2 hours; 3 # for 3 hours etc. To cancel the override request press 0 #.
6. Hang-up.

Notes: Please help us to conserve energy. When you request lighting for a number of hours and you have completed your work, remember to cancel your lighting request by calling the system and entering a zero pound. This will return the lights to their normal scheduled operation.

The previous lighting control system enabled the caller to turn lights off when they were scheduled on. Unfortunately the new system does not allow this function. If you need lights off in your area for presentations, training videos etc. please phone the Facilities Callcenter (465-5689) who will be happy to assist you with your lighting requirements.

## Summary

1. Dial 465-2876
2. Enter your Tenant (Floor) number followed by the # key (5 thru 11)
3. Enter your Employee number followed by the # key (1)
4. Enter your Employee password followed by the # key (1)
5. Enter your Floor Zone number followed by the # key
6. Enter the additional hours that you require followed by the # key