

Manual for Controls in MAX

June 2023





1. Login



Scan the QR code above to **download the MAX app** from the store and **login** with your **email address and password**.


If you don't have an account yet, reach out to your office or HR manager to request access.

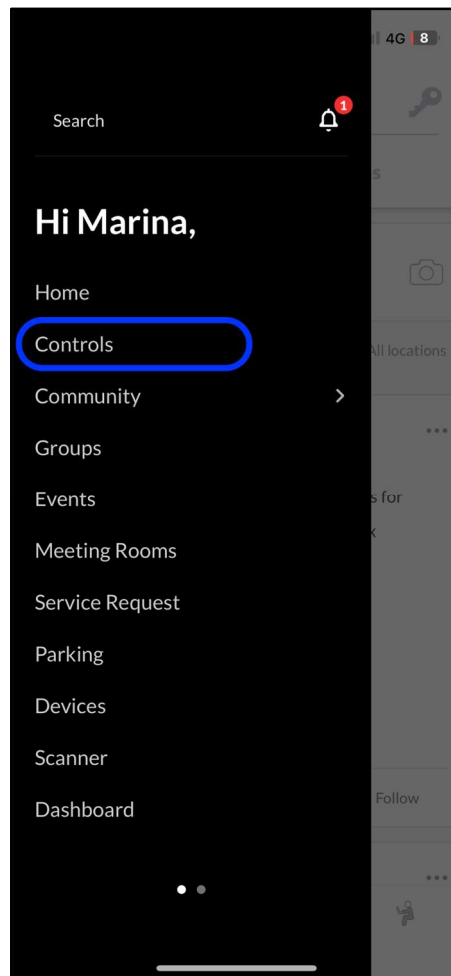
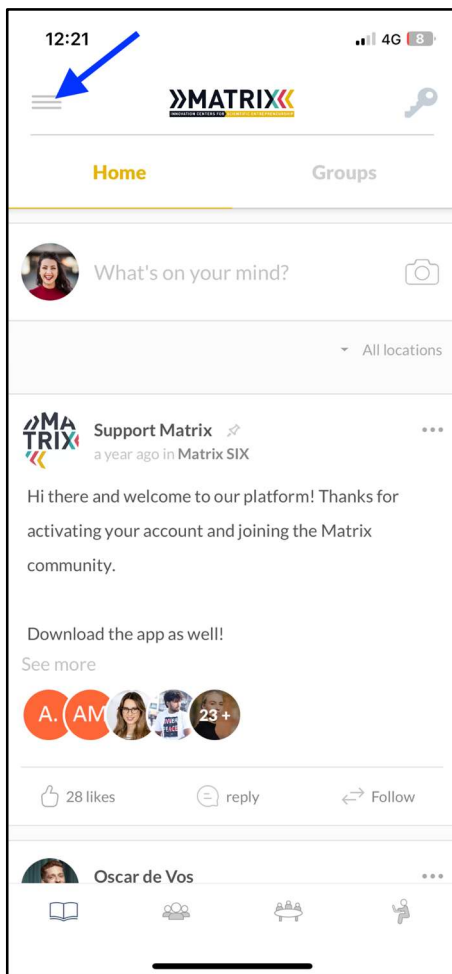
Keep in mind that the Controls functionality is only available in the app (not the website version of MAX).



2. Manage your office environment

2.1 Navigate to Controls

Press on the  icon on the left side of the screen (left image below) and choose the “**Controls**” option in the menu (right image below).

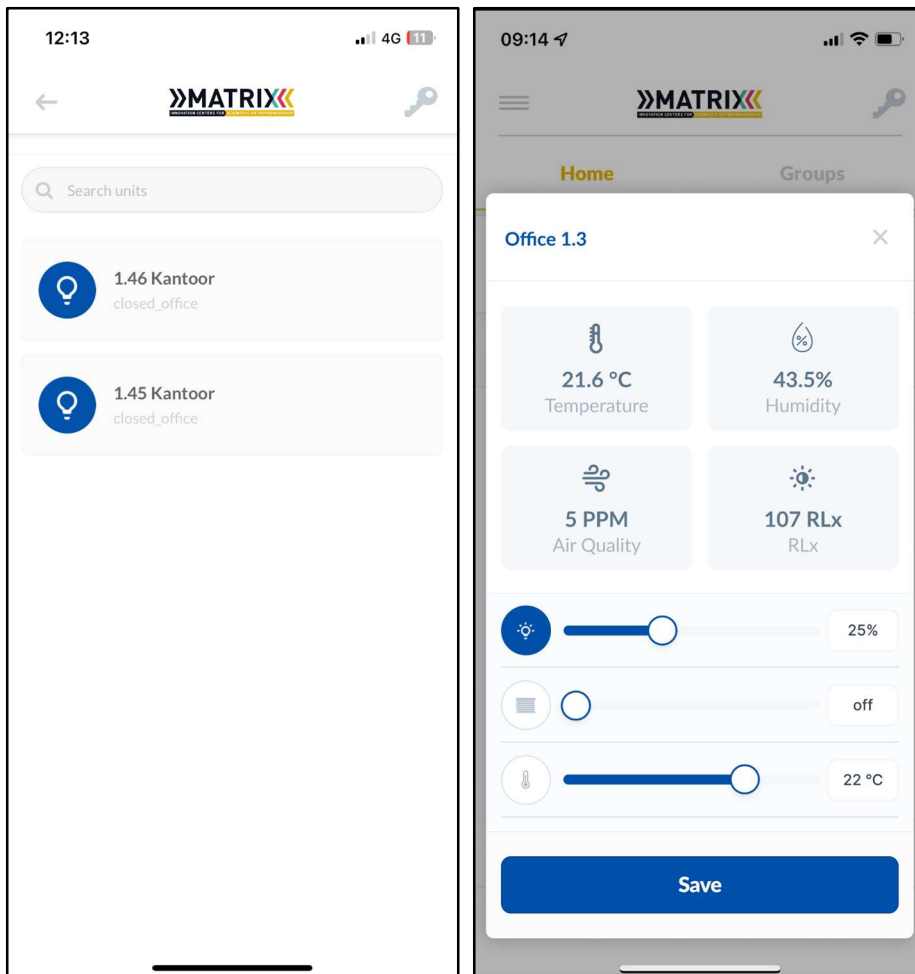


Note: If you don't see the controls option, it may be related to your user rights and the permission to do so. Please contact Matrix support for any questions or issues.



2.2 Select your unit(s) and control your environment

When you get to the list (left image below), you'll be able to see **only the units your company rents**. After **selecting the unit you wish to manage**, you will see the **control options** for that unit as shown on the right image below.



At the top, you'll see the current status regarding the temperature, humidity, air quality and RLx (light intensity).

Manage the light brightness using the control bar next to 

Manage the blinds using the control bar next to 

Increase or decrease the temperature using the control bar next to 

Once completed, be sure to save your changes for them to take effect.