

Resident's Instructions for Front Entry Phone

How it Works:

1. Your residence has been assigned a Calling Code Number. This Calling Code Number will be listed beside your name on the electronic directory outside the building's main entrance.
2. Your telephone number will be stored in the memory of the Access System by the building manager and remains confidential.
3. When someone comes to visit you, they will find your name and Calling Code Number on the directory by scrolling up or down. Then visitor presses the green phone button **OR** If they know your Calling Code Number, it can be entered on the keypad and press green phone button.
4. The system will look up your phone number and dial your number. Visitor will hear your phone ringing.
5. When you answer the telephone you can unlock the entrance door to admit your visitor by **pressing 6 (six) on your telephone** and releasing it quickly, and then hanging up. If you do not wish to admit the visitor to the building, hang up and do not push any numbers.
6. All calls at the door are limited to two (2) minutes.

IMPORTANT

Please inform your visitors **your Calling Code Number is not your unit number.**

If you are on the phone when a visitor tries to call you they will get a busy signal. Therefore, if you are expecting company, you should be brief with your phone calls so that your expected visitor doesn't have to wait too long to reach you.