Personal Entry Code:

Each homeowner will request a four (4) digit personal code which may be used in the event you are not driving your vehicle with your barcode decal. **You <u>MUST</u> enter the pound # sign before the four numbers to enable the code to work.** If the code is attempted three times incorrectly, the system will block the number for 24 hours even if it is then entered correctly.

Receiving Guests:

Once your name is programmed into the directory, guests may scroll up or down to locate your name. All names will be listed alphabetically by last name then first initial. In the event the residents have different last names, both will be listed as the space permits. Pushing the "A" button will scroll the directory up, while pushing the "Z" button will scroll the directory down. By holding these buttons down, the system will page through the directory quickly. When your name is displayed, the guest presses the CALL button and will be connected to the phone number you have given. If the line is busy the system will emit a busy signal. The guest needs to press the pound # key to disconnect then try again. **To allow your guest access, press the number 9 on your telephone and the gate will open**, after which a confirmation tone will sound in the telephone handset indicating the gate is opening then the system will disconnect.

If you do not wish to allow this person entry, you <u>must press the pound # key</u> on your phone. Simply hanging up will not disconnect the system, you must press pound#. If someone will be entering your residence often, such as a babysitter or cleaning person, it is up to your discretion if you wish to give them your personal gate code number.