

**COLONIAL DRIVE GATE**  
**RESIDENT INSTRUCTION SHEET**

Your community has been equipped with a DoorKing Telephone Entry System that will provide communication for your guest from the gated entrance to your home by use of the local telephone network.

**GUEST COMMUNICATION/  
DIRECTORY CODE**

Your name and telephone number have been programmed into the telephone entry system under a specific DIRECTORY code. This DIRECTORY code is 4 digits long and is assigned to you automatically by the system. *It is a different 4 digit number than your 4 digit Access Code.*

When a guest comes to visit you, they have two options:

1. If they know your 4 digit DIRECTORY code, they can simply enter it and the system will call your phone number on file.
2. If they do not know your 4 digit DIRECTORY code, they can look your name up in the directory. The directory is alphabetical by last name. The directory starts its display at the letter "L". Pressing the "A" button will scroll to previous letters in the alphabet (K, J, I, H etc). Pressing the "Z" button will scroll to subsequent letters in the alphabet (M, N, O, P etc). When your name is displayed in the directory, the guest can press the CALL button to call your phone number on file.

**GRANTING OR DENYING ACCESS**

Once you have answered the phone call and you have identified your guest, you have the choice to either grant access or deny access to your guest.

To grant access to your guest, press the 5 on your touch-tone telephone. The telephone entry system will respond with a confirmation tone indicating that the gate is opening and will automatically disconnect itself. Some newer telephones emit a very short duration tone when the number is pressed. If your telephone does this, you may have to press the open number twice in rapid succession to open the gate.

To deny access to your guest, press the # key \*.

**Rotary Phone Only.** If you have a rotary dial phone, dial 9 to grant access. To deny access, hang up.

**CALL WAITING**

If you are on the telephone when a guest tries to contact you from the telephone entry system, they will hear a busy signal and will have to wait for you to end your call before they can contact you. To eliminate this problem, you can order call waiting from your local telephone company.

## PRIVACY

If you do not want your name listed in the electronic directory, inform the Association Office of this. Your telephone number can be stored in the system without your name being displayed on the directory. If you choose this option, you will need to inform your guest of your DIRECTORY code, otherwise they will have no method of contacting you from the gate through the telephone entry system.

## ACCESS CODE

You have already been supplied with your ACCESS code that will allow you to open the gate by entering your ACCESS code on the system keypad. To use the ACCESS code, first press the **#** key \* and then enter your four digit ACCESS code. This number is only for your use should you use the guest entry instead of the resident bar code entry. *It is a different 4 digit number than your 4 digit Directory Code.* You may give your ACCESS code number to those you want to have unrestricted entry but this number should be treated with the utmost care and confidentiality, much like an ATM pin number. You may change your ACCESS code number at any time by contacting the Association Office. Remember that use of the ACCESS code means that the gate will open without calling you first, giving the user unscreened access.



## QUICK GUIDE

WHO'S AT THE GATE	KEYPAD at the GATE	WHAT YOU DO AT HOME
You or Family Members/Trusted Guests	<b>#</b> key * + 4 digit secret ACCESS code	No action needed. Your Guest will be allowed access without pre-screening
Contractors & All Other Visitors	Use alphabetical directory to locate your name then press CALL button  Or, enter the 4 digit DIRECTORY code  The telephone number on file will be dialed.	Answer the phone.  To <u>allow</u> access press <b>5</b> key To <u>deny</u> access press <b>#</b> key * or simply hang up.



\* # Key