

DOOR KING TELEPHONE ENTRY SYSTEM RESIDENT INSTRUCTION SHEET

Leisure Knoll 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. This System is in use at the Visitor Entry Gate at Colonial and the Visitor Entry Gate at Route 70.

GUEST COMMUNICATION

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 by the System. The DIRECTORY CODE is different than your SECRET ACCESS CODE. When a guest comes to visit you, they will look for your name in the directory. (If your guest already knows your DIRECTORY CODE, they can simply enter the Code on the keypad without having to look up your name). When your name is displayed in the directory, the guest can press the CALL button to establish communication with your home.

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 "5" on your touch-tone telephone. The Telephone Entry System will respond with a confirmation tone indicating that the door or 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 either of the Visitor Entry Gates through the Telephone Entry System.

ACCESS CODE

You have already been supplied with your SECRET ACCESS CODE that will allow you to open the gate by entering this Code on the system keypad. To use the SECRET ACCESS CODE, first press the "#" key, and then enter the four digit code. This number is only for your use should you use the Visitor Entry Gate instead of the Resident Bar Code Entry. You may give this Code to those you want to have unrestricted entry but this Code should be treated with the utmost care and confidentiality, much like an ATM pin number. It is recommended that you change this Code periodically. You can do this by submitting a written request to the Association Office.

DOOR KING TELEPHONE ENTRY SYSTEM RESIDENT QUICK GUIDE

WHO'S AT THE GATE	KEYPAD AT THE GATE	WHAT YOU DO AT HOME
You or Family Members/Trusted Guests	Press # 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 Or Enter the 4 Digit Directory Code Then Press CALL Button The Telephone Number on File Will be Dialed	Answer the Phone To <u>Allow</u> Access Press 5 Key To <u>Deny</u> Access Press # Key * Or Simply Hang Up

