

Telephone Entry Instructions

TELEPHONE ENTRY UNIT

Your name and telephone number have been programmed into the **telephone entry system** pictured to the right. Along with your name, you have been assigned a three digit code called a **directory code**. When a visitor pulls up to the telephone entry unit they will locate your name on the directory by using the **A** and **Z** buttons to scroll alphabetically through the list. Once your visitor has located your name and it appears on the display, the **directory code** assigned to you will appear on the same line across from your name. The visitor can either press your **directory code** on the keypad or press the **CALL** button. The telephone entry unit will dial your phone number and you will be able to talk to your visitor at the door or gate.

SHORT CUT

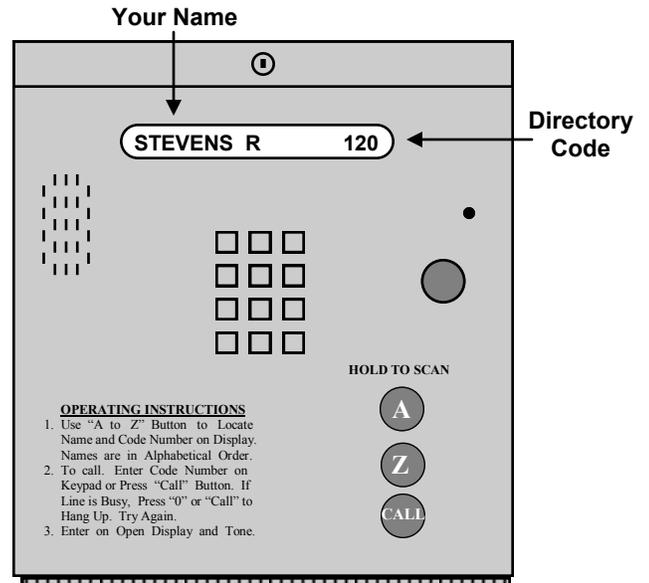
If a visitor knows your **directory code** they can simply press your three digit code in on the keypad of the telephone entry unit to establish communications. This will save time since your visitor will not have to use the A and Z buttons to find your name on the display.

GRANTING OR DENYING ACCESS

Once you have established communications with the visitor you can open the door or gate by pressing the number **9** on your telephone. Some phones send short tone pulses so you may have to press the **9** button twice to open the gate. Once you have done this, the telephone entry unit will put a tone in your telephone handset indicating the door or gate has been opened, and will then hang up. If you do not wish to grant the visitor access, press **4** on your telephone or simply hang up. If you have "Call Waiting" the call from the telephone entry unit will still go through.

If you have any questions or concerns regarding this system, please contact the office for assistance.

Telephone Entry Unit



Keypad

