

Laurel Lakes SYSTEM OPERATING INSTRUCTIONS FOR THE TELE-ENTRY SYSTEMS DOORKING 1837

Guest Instructions

Operating Instructions are printed on the front of the telephone entry system. The systems with LCD displays have a scrolling or static **Instruction Message** on how to operate the system (locating and calling the resident that they wish to visit). The 1837 systems utilize "**A**" and "**Z**" **scroll buttons** that a guest will use to locate the resident that they are wishing to visit. Pushing the "**A**" button will cause the resident directory to scroll up, pushing the "**Z**" button causes the resident directory to scroll down. Holding these buttons down will cause the system to scroll or page through the resident directory rapidly. Resident names are listed in the resident directory alphabetically.

Although Telephone entry systems are similar in the way that they operate, they differ in the way that the resident information is presented to the guest. The 1837 system displays a page of eight resident names at a time.

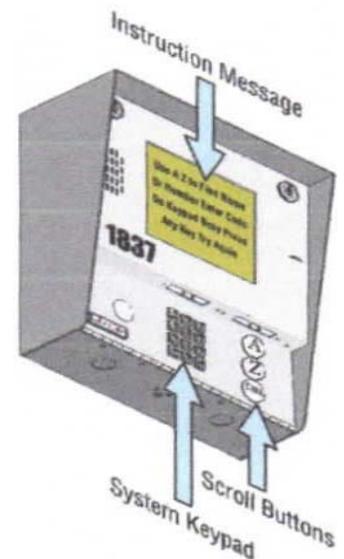
1. If the guest knows the resident's **directory code**, they can simply enter it on the system keypad, without the # or * Keys, to place a call.
2. If the guest does not know the resident's directory code, they must check the directory and find the code assigned to the person they wish to visit and then Press the **Call** Button.

1837 Systems• Guest use the "**A**" and "**Z**" buttons to locate the name in the directory. When the desired resident's name is displayed on the page, the "**A**" and "**Z**" buttons are used to move the PUSH CALL cursor up and down. When the PUSH CALL cursor is flashing on the desired resident's name, the guest then can press the "**CALL**" button and the system will connect to the resident's telephone. The guest may also enter the **directory code**, if they know it, on the system keypad to place the call. If the resident's line is busy, the system will emit a busy signal. If this happens, the guest can press the # Key or the "**CALL**" button to hang up and then try again. Residents can avoid missing calls from guests at the telephone entry system by ordering call waiting from the local telephone company.

Resident Instructions

Resident control of the gate that the telephone entry system controls is limited to opening the gate in response to a call from a guest at the Telephone Entry System (Call Box).

When communication is established, the resident has the option of **opening the Front Entry Gate** by pressing the programmed **tone open number "9"** on their touch tone telephone, or they can **deny**



access to the caller by pressing the **# Key** on their telephone. If access is granted, the resident will hear a confirmation tone in their handset indicating that the gate has opened, then the system will automatically hang up. If a resident hangs up to deny access instead of pressing the **# Key**, the telephone entry system will remain on line until its programmed talk time expires or until it detects dial tone.

Some newer type telephones emit a short tone rather than a continuous tone when their keys are pressed. This may cause the telephone entry system to not respond to the tone open number, **"9"**. If this happens, simply press the tone open number, **"9"** twice in rapid succession to open the door or gate, if successful the phone will give a tone and then will automatically hang up.

If a resident is using a rotary dial telephone, they will grant access to their guest by dialing **"9"**. To deny access to the caller the residents with rotary phones **MUST** simply hang up.

Using the CONTRACTOR and SPECIAL ENTRY PIN CODES

The Four-digit entry codes provide a means for a contractor or Temporary Special PIN Code to gain access by entering their assigned code on the telephone entry system keypad.

- 1.** To use entry codes, first press the **# KEY** and then enter their **four-digit entry code**
- 2.** The system will emit a tone (**beep**) and the LCD display will show **OPEN** when a valid code is entered on the keypad.

SPECIAL INSTRUCTIONS

Special Instructions are posted above the Call Box in case there are problems on entering the community or having the gate go up. Visitors or contractors can call Argus Property Management Company at the daytime or afterhours numbers posted for assistance on entering through the gate.