

5.2 Resident Instructions

Resident control of the door or gate that the telephone entry system controls is limited to opening the door or gate in response to a call from a guest, or they may open the door or gate by using their assigned four-digit entry code. **A resident instruction sheet is included in the back of this manual and may be copied and passed out to your residents.**

5.2.1 Responding to a Guest Call

When communication is established, the resident has the option of **opening the door(s) or gate(s)** by pressing the programmed **tone open number(s)** on their touch tone telephone, or they can **deny access** to their guest by pressing # on their telephone. If access is granted, the resident will hear a confirmation tone in their handset indicating that the door or gate has opened, then the system will automatically hang up.






Residents should be instructed by management to always press the # key on their telephone if they wish to deny a guest access. If a resident hangs up to deny access instead of pressing #, 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. If this happens, simply press the tone open number twice in rapid succession to open the door or gate.

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

5.2.2 Using an Entry Code

Four-digit entry codes provide a means for a resident to gain access by entering their assigned code on the telephone entry system keypad. The four-digit entry code will operate relay 0, 1 or 2 depending on the boundaries that have been programmed into the system (section 3.7.3).

1. To use entry codes, first press  and then enter the **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.

If management decides to utilize resident entry codes, **residents should be instructed to keep their unique code secret.** Telling other persons their code or allowing other persons to use their code **compromises security** and defeats the purpose of the system.