



INTERCOM USAGE STEPS

GRANTING ACCESS

When you answer your telephone, you will be in communication with your guest.

TO UNLOCK THE MAIN DOOR

- Press " 9 " on your telephone keypad. If your unit is assigned a specific code for the main door then enter this code followed by the pound (#) key.

TO REFUSE ENTRY

- Hang up, *or*
- Press "4". If your unit uses a code for door entry, press "4" followed by the pound (#) key.



KEYLESS ENTRY CODES

The keyless code is a confidential number assigned to each resident by the building administrator to let you open the front lobby door without using a key.

To unlock the front door:

- Press "0". The keyless code prompt appears.
- Enter the keyless code. The front door unlocks.

SWIPE ACCESS

Simply place your FOB at the bottom left of the access panel and the doors will unlock.

REMINDER

Please DO NOT let anyone in the building that you don't know.