

## Introduction

Entry to your building or complex is controlled by a Linear Access Telephone Entry System. Please read and refer to these instructions for details on using the system. These instructions will explain how to take calls and grant access to visitors as well as how to use any entry codes issued to you.

## Visitors Calling

When a visitor desires to enter your building or complex, *you will have control whether the visitor will be allowed to enter or not.* Your name has been entered and a personal directory code number has been reserved in the entry system.

**Your Name Displayed:** \_\_\_\_\_

**Your Directory Code Number:** \_\_\_\_\_

A visitor can view an alphabetic list of all the names on the entry system's display. When the visitor selects your name, your directory code number is also displayed. With your name displayed, the visitor presses the  button and the system will automatically call you. *Your telephone number will never be displayed to the visitor.*

Once a visitor has learned your directory code number, they can press  first, then enter your directory code number to have the system call you. This avoids having to scroll through the list of names.

If you are currently using the telephone, and do not have call waiting, the system's display will tell the visitor your line is in use (if you have call waiting, simply switch to the visitor, grant or deny access, then switch back to your call).

## Responding to a Visitor's Call

When you answer a visitor's call, talk to the visitor on your telephone and decide if you want to let them enter or not. There is a limited time (typically 1 minute) allowed for the call. During the last ten seconds allowed, beeps will sound to warn you of the limited time. You can press  to extend the talking time.

**Choose one of these two options on your telephone:**

**Press  to unlock the door or open the gate, then hang up.**

**Press  to disconnect the visitor *without* granting access, then hang up.**

## Using Entry Codes

You may have been assigned the following 4-digit entry code(s) to allow your own secure access.

**Your Entry Code(s):** \_\_\_\_\_

**Press  first to clear the keypad (optional), then your entry code to unlock the door or open the gate.**

If you make a mistake entering an entry code, press  to reset the keypad, then enter the correct code.

**To maintain security, keep your code(s) private. Be sure this instruction sheet is not viewed by others if a code is filled in above or if a telephone number is filled in below.**

## Resident Call-back

Your system has an optional feature called "Resident Call-back". If the system was setup with this feature active, you can call the system yourself from your telephone to communicate with a visitor in case you just missed the visitor's call. Your call to the system must be **within 60 seconds** of when the visitor tried to call you. When you call the system, it will answer with one short beep. After talking to the visitor, you can press your entry code on the telephone keys to grant access or press  to deny access.

**Your Resident Call-back Number is:** \_\_\_\_\_