DIRECTORY ENTRY INSTRUCTIONS

Grant building access to your guests/vendors from the convenience of your home!

The building is equipped with two key pad directory entry systems located outside of each lobby. You can be added to the directory upon written request to Management. The phone number programmed can be a landline or mobile number and can be a long distance telephone number. Once programmed in the directory, you will be listed by your last name and initial letter of your first name. There will be a code next to your name. Provide the following instructions to your guests for building access.

1. Press "FIND" on the key pad of the directory entry system and follow prompts to scroll through the directory list.
2. Locate the resident by last name.
3. Press the code assigned to the resident's name on the keypad.
4. The phone number programmed for the resident will be called.
5. Upon answering the call, residents would dial "9" to provide access then hang up.
6. To skip steps 1-2, residents can provide the code to guests/vendors prior to arrival.