

KEYWAY PLACE RESIDENT GATE INSTRUCTIONS



DOOR KING, INC.

Your community has been equipped with a Door King Telephone Entry System that will provide communication for your guest from the gated entrance to your home by use of the local telephone network. If you have any questions regarding the use or operation of this system, please see your System Administrator Sean Noonan, CAM at Sean@sunstatemanagement.com or by phone 941-870-4920.

Guest Communication: Your name (or apartment number) and telephone number have been programmed into the Door King telephone entry system under a specific DIRECTORY CODE. This directory code can be from 1 to 4 digits long. When a guest comes to visit you, they will look up your name in a resident directory (located on the LCD display or on a separate printed directory to provide guests with the resident directory information). Your DIRECTORY CODE will be shown next to your name. Your guest will enter this code on the telephone entry system keypad that will place a call to your home (If your guest already knows YOUR specific directory code, they can simply enter the code on the keypad without having to look up your name in the resident directory). Some telephone entry systems are equipped with a "CALL" button. When your name is displayed on the LCD screen in the resident directory, the guest can press the CALL button to place a call to your home. A guest CANNOT enter your telephone number on the keypad, it MUST be the DIRECTORY CODE ONLY!

Granting or Denying Access to your Guest: once you have answered the Phone call and have identified your guest, you have the choice to either grant access or deny access to your guest.

All county emergency services have a means of access into the Keyway Place closed gates. Deny access to anyone calling and claiming to be a Sheriff, Fire Department or EMT.

Touch-Tone Phones ONLY:

To GRANT ACCESS to your guest, press **"9"** on your touch-tone telephone. The telephone entry system will respond with a

confirmation tone indicating that the door or gate is opening and will automatically disconnect itself. Some newer telephones emit a very short duration tone when the number is pressed. If your telephone does this, you may have to press the "GRANT ACCESS NUMBER" twice in rapid succession to open the door or gate.

To DENY ACCESS to your guest, press the **"#"** key on your touch-tone telephone.

Call Waiting: If you are on your telephone when a guest tries to contact you from the telephone entry system, they will hear a busy signal and will have to wait for you to end your call before they can contact you. To eliminate this problem, you can order call waiting from your local telephone company.

Privacy: If you DO NOT want your name and/or apartment number listed in the electronic resident directory, inform the system administrator of this. Your telephone number can be stored in the system without your name being displayed on the directory. If you choose this option, you will need to inform your guest what YOUR directory code is, otherwise there will be NO WAY for them to identify YOUR directory code on the telephone entry system's electronic resident directory.

Access Code: Your system may be equipped with an "access code" that will allow you to open the door / gate by entering this code on the telephone entry system's keypad. Your system administrator Sean Noonan will advise you of YOUR access code if this option is available.

To use your access code, first press the **"#"** key, and then enter your four-digit code.

System Administrator's Note: Fill in the phone number and access granted number above, copy and distribute this sheet to the residents.