

RESIDENT INSTRUCTIONS FOR GATE ENTRY SYSTEM

Your community has been equipped with a DoorKing Telephone Entry System that will provide communication for your guest from the entrance gate. If you have questions regarding the use or operation of this system, please contact your System Administrator (Building Manager / HOA Representative). (→meg@thecottagesofrepublic.com)

USING YOUR ACCESS DEVICES: Access devices (proximity cards / keytags, remotes) have been programmed into the DoorKing telephone entry system to allow entry into the community. To use your card or keytag, simply present the device within an inch or two of the card reader. You will hear a short beep and the gate will open. To use a remote, simply press the button when you approach the gate (remote range varies). Access devices are provided and programmed by your System Administrator.

GUEST COMMUNICATION: Your name and telephone number have been programmed into the DoorKing telephone entry system under a specific Directory Code. This directory code is 3 digits long. When a guest comes to visit you, they will look up your name in the resident directory display. Your Directory Code (NOT your telephone number) will be shown next to your name. Once your name has been located, your guest can either press the [CALL] button or enter your Directory Code.

GRANTING OR DENYING ACCESS TO YOUR GUEST: Once you have answered the telephone call from the gate and you have identified your guest you have the choice to either grant access or deny access. If the call is not answered access will be automatically denied. **NOTE: Some mobile phones will automatically block or send unknown calls directly to voicemail, therefore adding the gate telephone number to the contact list on your phone is highly recommended.**

GRANT ACCESS: To grant access to your guest, press [9] on your telephone. The entry system will respond with a confirmation tone indicating that the gate is opening and will automatically disconnect itself. **NOTE: Some newer telephones and mobile phones emit a very short tone when the [9] is pressed. If your phone does this, you may have to press [9] twice in rapid succession to open the gate. Poor mobile phone reception can also cause issues responding to gate visitors.**

DENY ACCESS: To deny access to your guest, press the [#] key or simply hang up.

PRIVACY: If you DO NOT want your name listed in the resident directory display at the gate, inform the System Administrator. Your name and telephone number can be stored in the entry system without being displayed in the directory. If you choose this option, you will need to inform your guest what your Directory Code is so they can call you from the telephone entry system.

Cottages-Specific Gate information

Hello Cottage Resident!

As you may know, our entry/exit gate is in working order. The HOA Board is in the process of issuing cards to each household. Once this is completed and we have all necessary information returned, the gate will be activated.

General information:

- Gate will be operational and closed each day from 7p to 6a.
- Residents will receive 2 cards per household. Optional key fobs and remotes can be purchased separately.
- Additional entry devices can be purchased for dependents or other family members
- Domestic/Other services:
 - If your household has any regularly occurring domestic services (cleaning services, caregiver, etc) you may purchase a device for their use as well.
 - If you choose to *not* issue them a device they will still be able to call you for access each time.
 - These devices must be deactivated once they no longer provide services to a Cottage Resident. Please let the HOA know if you need a device deactivated.
 - If you would like access to be granted **ONLY** during specific hours of the day, please indicate that on the “Cottages Gate Information Request” form.

Directory information:

- Minors/ dependents and other key holders will **not** be shown in gate directory.
- Directory will show Last Name, First initial for privacy. Names of Primary Resident(s) *only* will be shown. Next to your last name will be your unique 3-digit directory code.
- Minors/other residents with devices will have a 3 digit code as well, however it will not be posted publicly. If they would like to give visitors their 3 digit code personally, guests will be able to dial it at the gate keypad for access request.
- Phone numbers and addresses will **not** be shown on directory.
- If you choose to **not** include your name in the directory, please indicate your preference on the next page. Remember, if you choose this option, guests will not be able to enter or contact you unless you have provided them with your directory code.

Please direct any questions regarding gate to meg@thecottagesofrepublic.com