

As I'm sure you know the front gate has been closed during the day.

This is inconvenient for some of our guests and delivery people so it is up to us, the owners, to inform these people how to enter the gate and the front door.

INSTRUCTIONS FOR VISITORS AND VENDORS:

The 1st step is to press the # key on the keyboard below the screen at the entry gate. Keep pressing # until the screen advances to the name of the person you are here to see. Then enter the apt # by that person's name on the keyboard. The phone of that resident will ring. When they answer, **THEY CAN THEN PRESS 9 TO LET THE PERSON AT THE GATE IN.**

Keep these instructions by your phone until you know how to do it by rote.

People sometimes call from their cell phone and think they can be let in by you pushing 9. They can't. They have to call on the call Box at the gate.