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 and wireless remote controls 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 number has been reserved in the entry system.

Your Name Displayed: _____

Your Directory 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 number is displayed. When the visitor enters your directory number, the system will automatically call you. *Your telephone number will never be displayed to the visitor.* If the visitor already knows your directory number, they can press ⊞ immediately, then enter your directory number. If you are currently using the telephone, and do not have call waiting, the system's display will tell the visitor your line is busy (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 and decide if you want to let them enter or not. There is a limited time 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 three options:

Press __9__ to unlock the main door or open the gate where the system is located, then hang up

Press __5__ to unlock the secondary door or open the secondary gate, then hang up

Press __✳__ or just hang up to disconnect the visitor *without* granting access

Using Entry Codes (Optional)

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

Your Entry Code(s): _____   _____

Keep your code(s) private to maintain security. An entry code will unlock the door or open the gate near the keypad it is entered on. If you make a mistake entering a code, press ✳ to reset the keypad, then enter the correct code.

Using Wireless Remote Controls (Optional)

You may have been issued one or more wireless remote controls to allow portable access. Pressing a button on a remote control will unlock a specific door or open a specific gate. Some remote controls have one button, others have more than one button. A remote control will activate:

Left Button (or Single Button): _____   **Right Button:** _____