

# Call Box Guidelines for Entry Gate System

Please find below some helpful guidelines for the call box at the front entry gate



## **Call Box by Name Guidelines:**

1. Guest pushes either the A or Z button
  - a. When the A button is pushed the first name that appears will be with the last name starting with M. Each time the A button is pushed the next name will show going in the direction of the last name starting with A until all names are shown
  - b. When the Z button is pushed the first name that appears will be with the last name starting with M. Each time the Z button is pushed the next name will show going in the direction of the last name starting with Z until all names are shown
2. When the correct name is shown the guest hits the call button.
3. The call box will now call the phone number on record for that resident
4. The resident will receive a call from the call box, 941-741-8240 is the call box's number.
5. The resident answers the call and confirms they want to allow entry.
6. If entry is approved the resident hits the number 9 on their phone.
7. The gate will open, the resident hangs up their phone.

## **Call Box by Directory Number Guidelines:**

1. Resident provides their guest with their directory number.
  - a. If resident does not know their directory number, they can follow the directions above to find their name and to the right of their name will be their directory number.
2. Guest pushes the 4-digit directory numbers into the keypad (if only 3 digits like 111... residents would provide 0111 and guests would enter 0111)
3. The call box will call the phone number on record for that resident
4. The resident will receive a call from the call box, 941-741-8240 is the call box's number.
5. The resident answers the call and confirms they want to allow entry.
6. If entry is approved the resident hits the number 9 on their phone.
7. The gate will open, the resident hangs up their phone.

If you have any questions or concerns regarding the foregoing do not hesitate to contact the Board of Directors via the contact section of our website (<https://deltierrahoa.com/contact/>) or the Association Manager, Joe Dobson at [jdobson@cscmsi.com](mailto:jdobson@cscmsi.com) to discuss further.