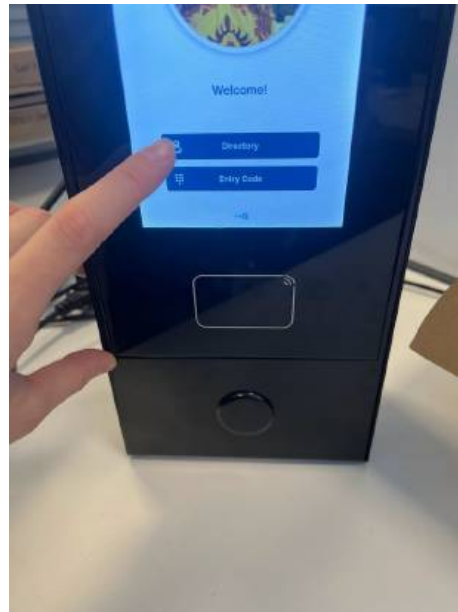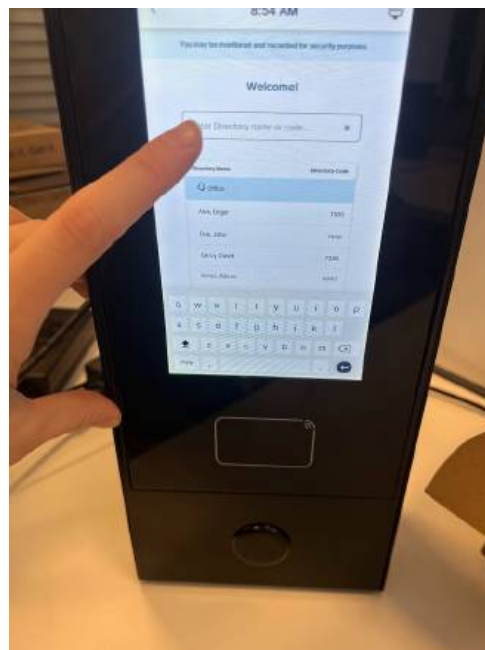**How to Make a Phone Call from the Call Box**
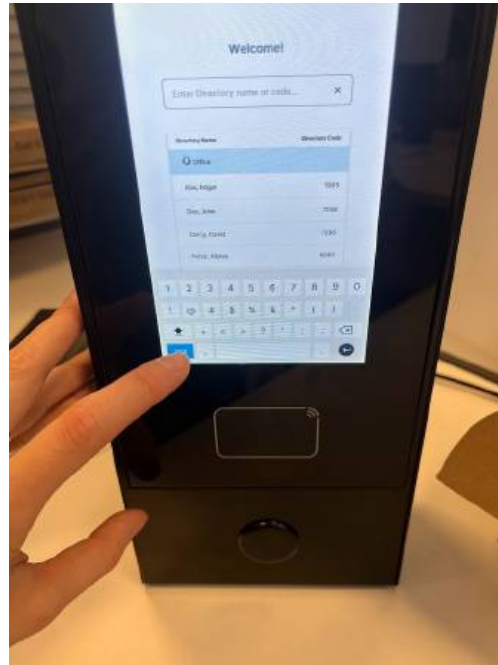
1. Select Directory

2. Search resident by name or directory code.
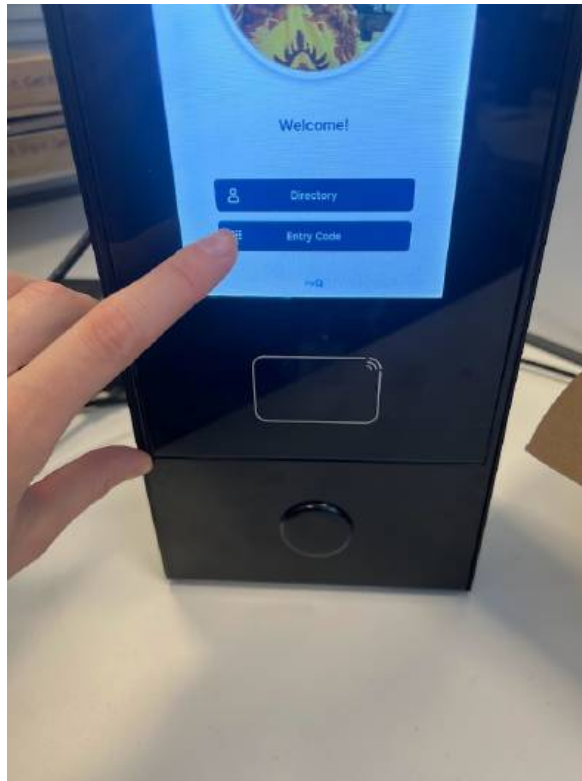   a. Find a Name: Search resident by name in the directory

b. Find by Directory Code: Provide your visitors with your directory code for them to call you and grant them access. The resident will need to select the number section on the keypad shown below to search by directory number.

How to Enter an Entry Code/Pin to Open the Gate

1. If you have an entry code/pin select "Entry Code"

2. Type in the 4 – 8-digit pin and select enter. The gate/door will open upon access being granted.