

# LOW VOLTAGE & ACCESS CONTROL

# Resident Instruction Sheet



Your building / community has been equipped with a DoorKing Telephone Entry System that will provide communication for your guest from the lobby door / gated entrance to your home by use of the local telephone network. If you have any questions regarding the use or operation of this system, please see your system administrator (building manager / HOA representative) or call

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## Guest Communication

Your name (or apartment number) and telephone number have been programmed into the telephone entry system under a specific DIRECTORY CODE. This directory code can be from 1 to 4 digits long depending on the needs of the application. When a guest comes to visit you, they will look your name in a directory. Your DIRECTORY CODE will be shown to the right of your name. Your guest will enter this code on the system keypad that will cause the system to place a call to your home (If your guest already knows your directory code, they can simply enter the code on the keypad without having to look up your name). Some systems are equipped with a CALL button. When your name is displayed in the directory, the guest can press the CALL button to establish communication with your home.

## Granting or Denying Access

Once you have answered the phone call and you have identified your guest, you have the choice to either grant access or deny access to your guest.

To grant access to your guest, press 9 on your touch-tone telephone. The telephone entry system will respond with a confirmation tone indicating that the door or gate is opening and will automatically disconnect itself. Some newer telephones emit a very short duration tone when the number is pressed. If your telephone does this, you may have to press the open number twice in rapid succession to open the door or gate.

To deny access to your guest, press the # key.

**Rotary Phone Only.** If you have a rotary dial phone, dial 9 to grant access. To deny access, hang up.

## Call Waiting

If you are on the telephone when a guest tries to contact you from the telephone entry system, they will hear a busy signal and will have to wait for you to end your call before they can contact you. To eliminate this problem, you can order call waiting from your local telephone company.

## Privacy

If you do not want your name and/or apartment number listed in the electronic directory, inform the system administrator of this. Your telephone number can be stored in the system without your name being displayed on the directory. If you choose this option, you will need to inform your guest of your directory code, otherwise they will have no method of contacting you from the entry of your building / community through the telephone entry system.

## Access Code

Your system may be equipped with an access code that will allow you to open the door / gate by entering this code on the system keypad. Your system administrator will advise you of your access code if this option is available. To use the access code, first press the # key, and then enter the four digit code.

**System Administrator - Fill in the blanks above and copy this instruction sheet for your residents.**

# Vehicle Access to Garage

The homeowner can access the underground parking garage with their garage remote only. When leaving the garage a detection loop at the base of the ramp will notify the gate operator that you are approaching.

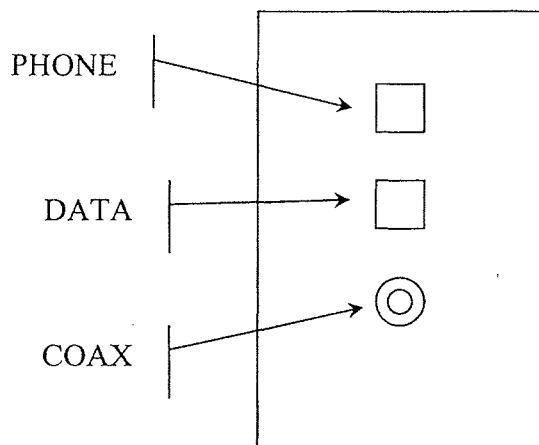
If you misplace your garage remote or it fails to work please notify the Building Maintenance company.

# Low Voltage Distribution Panel

Each unit has a low voltage distribution panel, typically located in a closet if possible. All phone and data come into your unit through this panel. Your utility provider, ie. Qwest, Comcast, DirectTV may need access to this panel when establishing your service.

Attached is a labeled picture of a typical base unit panel and its components. The number of connections throughout your unit is dependent on the size of the unit, and or any customizations that were installed. Below is the layout of the typical face plate that you will find on the wall in your unit.

TYPICAL UNIT FACE PLATE



2006/10/02

Coax Feed from Telecom room, into splitter

Coax to each face plate

Spare coax for each face plate

Power Outlet for accessories

Center of panel is for security and or sound wiring.

Data Feed from Telecom room

Voice punch down block

Data from each face plate

