

HOW TO USE THE ENTRY SYSTEM

When you give your phone number to the Management Office it will be programmed into the entry system under your name with an individually assigned entry code. The entry code is a 3 digit code used to dial the resident at the entrances. Your 3 digit code will be assigned to you at move in or when a phone number is given to the Management Office for that specific purpose. The 3 digit code is never the same as your apartment number.

HOW IT WORKS:

1. When a guest is at an entry system (either the gate or the lobby entrance) they can look the resident up by their last name by using the up and down arrows. Once the name is highlighted you will press the button the 'Call' button.
 - To adjust the volume, press the speaker button
2. If you already know the residents code you can enter it at anytime.
3. When the guest is on the line, the resident must press 6 on their phone to open the door.

ENTRY SYSTEM REQUIREMENTS

1. To use the Entry System you must be a current resident on a lease.
2. You will need a local or long distance telephone number but not able to program international numbers.

FOR SECURITY PURPOSES:

- **The Management Office will NOT open the doors for your guests.**
- **The Management Office will NOT give anyone information about you (your phone number, your code, where you live).**
- Non-residents, friends or relatives of residents or their phone numbers will not be programmed into the Entry System.

For any problems or questions regarding the entry system please call or visit the Management Office for assistance.

Call: 216-791-5959

Office Hours: Monday thru Friday 9:00am-5:00pm

Email: jweintz@capstonemail.com