

RESIDENT INSTRUCTIONS



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. If you have any questions regarding the use or operation of this system, please see your **System Administrator** (building manager / HOA representative) or **Call:**

Phone #

Guest Communication: Your name (or apartment number) and telephone number have been programmed into the DoorKing telephone entry system under a specific **DIRECTORY CODE**. This directory code can be from 1 to 4 digits long. When a guest comes to visit you, they will look up your name in a resident directory (located on the LCD display or on a separate printed directory to provide guests with the resident directory information). Your **DIRECTORY CODE** will be shown next to your name. Your guest will enter this code on the telephone entry system keypad that will place a call to your home (If your guest already knows **YOUR** specific directory code, they can simply enter the code on the keypad without having to look up your name in the resident directory). Some telephone entry systems are equipped with a **“CALL”** button. When your name is displayed on the LCD screen in the resident directory, the guest can press the CALL button to place a call to your home.

A guest **CANNOT** enter your telephone number on the keypad, it **MUST** be the **DIRECTORY CODE ONLY!**

Granting or Denying Access to your Guest: 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.

Touch-Tone Phones ONLY.

To **GRANT ACCESS** to your guest, press _____ 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 “GRANT ACCESS NUMBER” twice in rapid succession to open the door or gate.

To **DENY ACCESS** to your guest, press the “#” key on your touch-tone telephone.

Rotary-Dial Phones ONLY.

To **GRANT ACCESS** to your guest, dial “9”.

To **DENY ACCESS** to your guest, **hang-up** your phone.

Call Waiting: If you are on your 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 resident 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 what **YOUR directory code** is, otherwise there will be **NO WAY** for them to identify **YOUR** directory code on the telephone entry system’s electronic resident directory.

4-Digit Entry Code: You may be issued an “entry code” that will allow you to open the **MAIN** door / gate by entering this code on a remote call station’s keypad near the main entrance **ONLY**. Your system administrator will advise you of **YOUR** 4-digit entry code if this option is available.

Entry Code

To use your access code, **first** press the  key on the remote keypad near the main entrance, then enter your **4-digit code**.

System Administrator’s Note: Fill in phone number, access granted number and entry code number, copy and distribute this to residents.