

EAGLE TRACE

COMPUTER ENTRY SYSTEM INSTRUCTIONS

DIAL (954) 341-5568
(Available 7 days a week, 24 hours a day)

HOW TO ADMIT GUESTS, REPAIRMAN, DELIVERIES

1. Dial 341-5568. A computer voice will request your Personal Security Access Code. Please enter your assigned 4-digit code and press #. This opens your file.
2. The computer will now repeat the code you entered and ask you to press 1 if the code is correct or press 2 if the code is incorrect.
3. A beep will signal you to say to your visitors name, slow and clear, the press the # sign.

4. Now the computer will say:

	<u>Press phone key number</u>
For access "TODAY"	1
For access "TOMORROW"	2
For access "TODAY & TOMORROW"	3
For access "ANYTIME AFTER TOMORROW"	4

5. Your visitor is now authorized to enter. Hang up or press 9 for more options.
6. If 9 is pressed for more options the computer will say:

	<u>Press phone key number</u>
To listen to the name of your last visitor	1
To re-record the name of your last visitor	2
To add another visitor	3
To listen to these options again	4

OR...hang up if you are finished

Important Notes:

- The computer can only recognize a touch-tone phone.
- NO ONE will be admitted through our gates without authorization.
- It is best to call during non-peak hours if possible. Peak hours are from 8am-12 noon and again from 4pm –7pm.
- Changes to Permanent Guest list will only be accepted in writing

*****Please turn page for ADVANCE ADMISSIONS!*****

HOW TO SET UP ADVANCE ADMISSIONS

1. To admit a visitor for anytime after tomorrow (up to 1 year in advance), after you have stated your visitors name press pound (#) then press 4 on your phones dial pad. The computer will say:

Enter the Month your visitor is coming and press pound (#).

1# = January	4# = April	7# = July	10# = October
2# = February	5# = May	8# = August	11# = November
3# = March	6# = June	9# = September	12# = December

The computer will then ask you to enter the date and then press pound (#).

Examples: 1# = First of month 20# = Twentieth of month 31# = Thirty-first of month

The computer will then ask you to enter the total number of days you are authorizing entry for this visitor and then to press pound(#).

Examples: 1# authorized for 1 day
7# authorized for 1 week
21# authorized for 3 weeks

The computer will now repeat the instructions you just entered. It will ask you to press 1 if the information is correct, or press 2 if the information is incorrect. If you press 2, the computer will erase all the information except for the visitors name and ask you to re-enter the correct information beginning with the month.

Once you have authorized your visitor you may hang up or press 9 for more options

Remember, the computer recognizes you by your security code. You do not need to state your name or address.