

Your building or complex has been equipped with a **Sentex Infinity, Horizon, or Spectrum Telephone Entry System (TES)** - the most powerful, flexible and easy to use intercom and access control systems available today. Please read these instructions to familiarize yourself with the procedures for operating the system.




HOW A VISITOR CONTACTS YOU

The system uses your existing telephone to let you talk with visitors and allow them access to the building or complex. A visitor is instructed to find your special "Directory Code" on the system's directory listing and enter your code on the keypad. The system then dials your telephone number, which has been programmed into the system's memory. The visitor never sees the actual telephone number.



WHEN YOU ANSWER THE VISITOR'S CALL

Upon answering the telephone, you will be in a normal conversation with the visitor. Be sure to speak clearly and strongly so the visitor can hear you over any noise in the area. The call can only last for a limited amount of time (set by building management). After that period, the system will automatically end the call to ensure the system is available to other visitors. Starting 10 seconds prior to the end of the call, you will hear a short tone each second to signal you the call is about to end.

Once you have answered the call, you may take one of three actions:

1. Dial a  to open the door or gate where the system is located,
2. Dial a  to open a second gate or door, or
3. Dial a  to hang up without granting entry.



Note: The last two options are available only if you have a tone dial telephone.

- If you dialed a  or a , the system will unlock the door (or gate) for a preset period of time. The system will also emit short tones for 3 seconds and automatically hang up.
- If you are on the telephone when a visitor tries to call, he/she will receive a busy signal unless you have Call Waiting. If you have Call Waiting, simply switch over to the call from the visitor, let him/her in, then go back to the original call.

USING ENTRY CODES AND CARDS

Your building may also be using the entry code or card capabilities of the system. If using the card access portion, your building management will instruct you on how to present the card or transmitter. When the system grants access, the light in the reader will turn green and the door will unlock. If using the entry code function, enter your code on the keypad of the system or a remote keypad (if building is equipped with one) and the door will unlock.

When using an ENTRY CODE:

1. Do not push the  button before the code (or the system will think you are trying to dial someone inside the building).
2. If you make a mistake while entering your code, press the  key. This will clear your entry and allow you to start over from the beginning.
3. If you suspect that your code has become known to others, please inform the building management immediately so that building security is not affected.