GATE CAPXL CALL BOX INSTRUCTIONS

TO SEARCH FOR A RESIDENT NAME AND DIRECTORY CODE
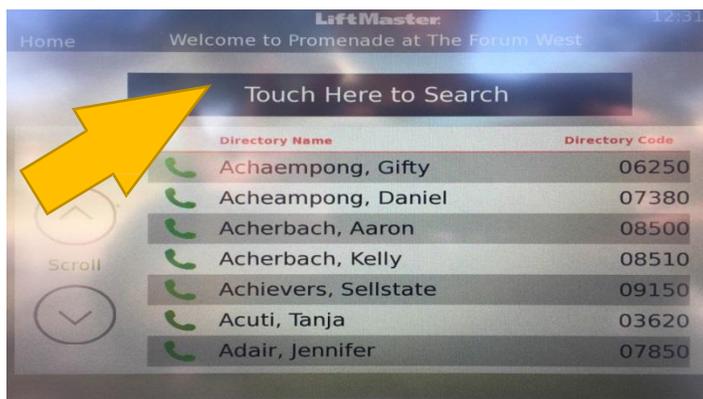
For guests or vendors to look up a resident name, tap on the **"PHONE CALL"** Tab.

The next screen displays **"Find a Name"**, **"I have a Directory Code"** or **"Quick Call-Office"**. Tap on the **"Find a Name"** tab.

Search by using the up and down arrows for the residents name or tap, **"TOUCH HERE TO SEARCH"**.

Enter the first three letters of the first or last name. The search will bring up any name with those first three letters and the **Directory Code**.
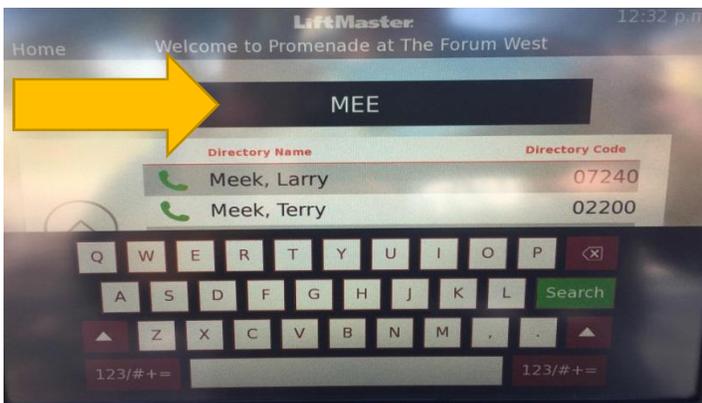
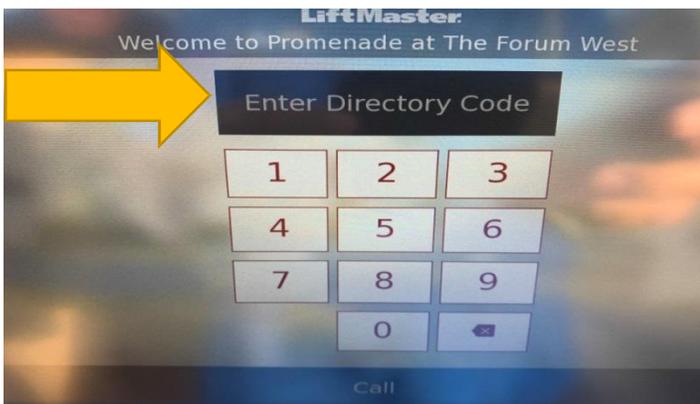Tap the **"Name"** and the system will call the resident.

The residents designated phone should ring. After talking to the person at the gate if the resident wants to allow access to the person, the resident will just **press the number 9** on the phone. The call will end and the gate will go up allowing access.

TO USE A DIRECTORY CODE FOR ENTRY

If the guest or vendor knows your directory code they press the **"I have a Directory Code"** tab

Enter the Directory Code by pushing the numbers corresponding to the number on the keypad

The residents designated phone should ring. After talking to the person at the gate if the resident wants to allow access to the person, the resident will just **press the number 9** on the phone. The call will end and the gate will go up allowing access.

Entry Codes (Pins)

The ENTRY CODE (PIN) option is only used by MHOA vendors. The pins are assigned by the MHOA and are not given out to the public.