



GATE SERVICES



Resident Information Sheet – Doorking Systems

Date:

Prepared by:

Property Name: **Overlook II**

Congratulations, your HOA has been equipped with an Entry System that will provide communication for your guests from the gated entrance to your home by use of the local telephone network.

Important Information:

- a. **Guest Communication:** When a guest comes to visit you, they will look your name up in the directory using the A or Z buttons. When your name is displayed in the directory, the guest can press the CALL button to establish communication in your home.
- b. **Granting or Denying Access:** Once you answer the phone call you will be able to speak freely to the person at the gate for about 2 minutes. After you have identified the person at the gate you have the choice to either grant access or deny access. To grant access, press 9 on your touch-tone telephone. The telephone entry system will respond with a confirmation tone indicating that the gate is opening and the phone will automatically disconnect. To deny access to your guest, press the # key or simply hang up.
- c. **Access Code:** Your system is equipped with an access code (if your community allows) that will allow you to open the gate by entering this code on the system keypad. To use the access code, first press the # key, and then enter the four digit code. Please do NOT provide this code freely, in particular to vendors, as it has a direct impact on the integrity of the security of the community. If you do provide your access code to someone for whom you wish to no longer have access, please request a new code.
- d. **Fire Access:** The fire department has access to the community via emergency equipment designed to work explicitly with your gates.
- e. **Tailgating Prohibited:** Do not follow vehicles into the property (tailgating) please use the proper means of entry. The gates are meant to allow one vehicle access at a time, following traffic through the gates could cause gate or vehicle damage. Galaxy Gates nor property named will be responsible for such damages
- f. **Access devices (Remotes, Cards or FOB's)** Devices are the responsibility of the home owner, lost or stolen devices will need to reported so they can be deactivated from the entry system'(s).

I have read and understood the above statements.....

Signature

Date

SHOW NAME IN DIRECTORY *NOTE* your phone number will not show, only last name and directory circle one . YES or NO

Last Name, 1st Initial:

Lot #:

Phone Number:

4 Digit Access Code:

Device Number:

This will always have 5 digits!

For Sentex Remotes it is the 5 digit number on the back of remote.
 For Doorking it is the TR #.
 For RCS Remotes see back of remote bottom right S/N Number

Address:

Vehicles:	Make:	Model:	Color:	Year:	Plate #:
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