

CARDINAL CREEK

Resident Instruction Sheet

Your community has been equipped with a **Doorking Telephone Entry System** that will provide communication for your guest from the gated entrance to your telephone by use of the local or cell phone network. There are some operational changes from your previous system – see below - If you have any questions regarding the use or operation of this System, please contact your **HOA Gate Contact**.

GUEST COMMUNICATION * Major Operational Change**

Your name and telephone number have been programmed into the telephone entry system under your current **“three (3) digit long DIRECTORY NUMBER”**. When a guest comes to visit you, they will look for your last name in the Directory by pressing the *****A-Z Button**. Pressing this button will take them to the middle of the alphabet. Pressing **“A” scrolls up towards A**, pressing **“Z” scrolls down towards Z**. Your **DIRECTORY NUMBER** will be shown to the right of your name. The guest will enter this number on the system keypad **OR** by pressing the **Call Button** that will prompt the system to place a call to your programmed telephone/Cell number. (If your guest already knows your directory number, they can simply enter the directory number on the keypad without having to look up your name **OR** when your name is displayed in the directory, the guest can press the **CALL button** to establish communication.)

***** NOTE # 1: DO NOT ENTER THE # OR * SIGN BEFORE ENTERING THE DIRECTORY NUMBER.**

NOTE # 2: THIS DIRECTORY NUMBER SHOULD BE THE “ONLY” NUMBER CODE YOU GIVE TO GUESTS, VENDORS, DELIVERY PERSONNEL, PIZZA DELIVERY, ETC.

GRANTING OR DENYING ACCESS

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. To **grant access** to your guest, **press “9”** on your touch-tone cell/telephone. The telephone entry system will respond with a confirmation tone indicating that the gate is opening and will automatically disconnect itself. Some newer cell/telephones emit a very short duration tone when the number is pressed. If your cell/telephone does this, you may have to press the open number **“9”** twice in rapid succession to open the gate. (**NOTE: newer iPhones may or may not work due to internal Manufacturer changes**). To **deny access** to your guest, **press the “#” key**. **Rotary Phone Only** – If you have a rotary dial phone, dial 9 to grant access. To deny access, hang up.

ACCESS CODE : * Major Operational Change:**

This system uses a **“CONFIDENTIAL” 4 digit access code**. *****You will be provided with a “confidential four digit access code” to the HOA Gate Contact . Please no consecutive or repeating codes IE. 1234, 1111, etc.**

*****NOTE # 3: (PRESS THE “ # “ SIGN THEN YOUR 4 DIGIT CODE FOR ACCESS)**

REMOTE TRANSMITTERS: Your existing hand held remote transmitter will operate as it did before.

EXITING: All vehicles will exit through the existing Exit Swing Gate by driving on to the inside **“free exit-reversing loop”** installed in the pavement. When activated the Exit Swing Gate will automatically open-IN towards the exiting vehicle and will automatically close when the exiting vehicle has cleared the outside interruption-reversing loop and the pre programmed gate operators’ timer-to-close reaches its preset closing time. (**NOTE: do not stop in the path of the opened Entry &/or Exit Swing Gates**).