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# Using the PC4850 Telephone Entry System

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## **Helping Visitors To Call You**

When you have visitors, they can find your name and call you by following the directions on the display screen at the building entrance.

You may have been given a tenant code. If you are expecting visitors, you can tell them the code. Your visitors can enter the code on the keypad to call you.

## **Talking to Visitors**

When visitors call you from the building entrance your telephone will ring. When you answer the telephone you can talk to the visitors for a limited period of time. You will hear a long warning tone on the telephone when you have 10 seconds left to talk to the visitors.

## **Opening the Door for Visitors**

To open the main door for visitors:

- when they call you from the building entrance, dial **7** on your telephone. The speaker beeps once per second while the door is unlocked, and the display shows:

```
Door Unlocked,  
Please Enter.
```

To open an alternate entrance (such as a car gate) for visitors:

- when they call you from the alternate entrance, dial **9** on your telephone (touch-tone telephones only).

## **Entering the Building Using Your Entry Access Code**

You may have been given an entry access code for the building. To open the building entrance using the entry access code:

1. Press **\*** on the keypad.
2. Enter your 4 or 6-digit entry access code. The speaker beeps once per second while the door is unlocked, and the display shows:

```
Door Unlocked,  
Please Enter.
```

**NOTE:** Do not give your entry access code to anybody.

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