

VISITOR ACCESS SYSTEM QUICK GUIDE

Century Manor Visitor Panel Number

082 789 5694 Main Gate

Communication with the system is only possible if your phone number is listed on the Estate database

When your visitor arrives at the gate

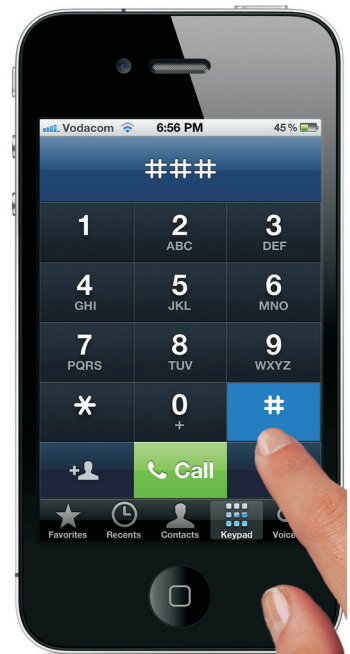
- Step 1:** Your visitor must furnish the guard with your **STAND** number for effective access to the Estate, should your visitor provide alternate information the access process will take longer and cause delays at the gates
- Step 2:** A call will be placed by the guard to your phone announcing your visitor
- Step 3:** Press **9** on your phone to grant access for your visitor, an "access granted" voice will be heard and your visitor is granted access

If you do not want to grant access to the visitor press **###** on your phone and an "access denied" voice will be heard

Access Granted



Access Denied



When your visitor exits the Estate

Once you have granted access to your visitor by pressing 9 on your phone your personal exit pin number (provided to you when your details were originally loaded onto the system) will automatically be activated allowing your visitor to exit the Estate within a 48Hr period

Please supply your visitor with your personal exit pin, who in turn enter the code on the exit keypad to exit the Estate

Should your visitor stay for longer than 48Hrs simply phone the gate number listed above to activate your exit pin for one count, should you have more than 1 visitor that has exceeded the 48Hr period a second call will have to be made to the gate number listed above

When phoning the gate number, ensure that your telephone caller ID is on, the gate number will ring twice and the call will be terminated once the system has identified your telephone number and activated your exit pin

The exit pin number count equals the number of visitors you have granted access for

Only telephone numbers listed on the Estate database can activate exit pin codes

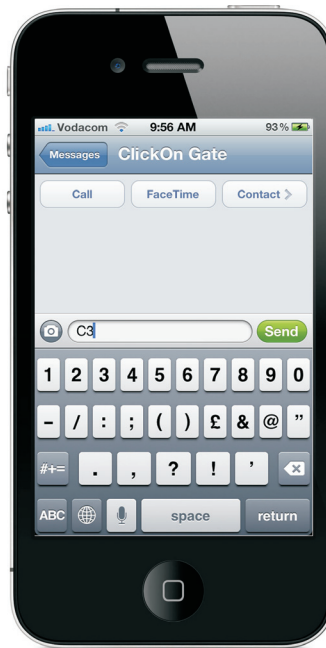
SMS

SMS Reply

Pre-clearance of visitors via sms

This Feature is only available via cell phone

- Step 1:** Ensure that your cellular number is loaded on the Estate database, if it is not listed the sms features of the system will not be available to you
- Step 2:** Decide on how many visitors you would like to pre-clear for the day
- Step 3:** Should you require 3 visitors to have pre-clearance access codes, sms **c 3** to the visitor panel at the number listed above
- Step 4:** You will receive an SMS reply from the visitor panel containing the Access code



Forward the sms to your visitor/s who in turn communicate the code to the guards on arrival

Access codes will only work for the number of times they were requested and will automatically expire within 72 hours from time of issue

A maximum of 30 codes can be requested

Extended Pre Clearance Codes

An extended pre clearance access code can be requested in instances where the resident requires an access code to work multiple times for an extended period.

As per step 3 of pre-clearance codes, simply add the start and end date to the sms code request

The format is as follows:

c xx yymmdd yymmdd (note the spaces between the various fields)
(start date) (end date)

c = Code command
xx = Number times the code must work
yy = Year i.e. **16** (20**16**)
mm = Month i.e. 01 to 12
dd = Day

Example:

You require an access code to be valid from the 25th December 2016 to the 30th December 2016 and you require the code to work 10 times **only** for the period, send the following sms:

c 10 161225 161230

Please note that start and end dates may not exceed 31 days