

# e l e c t r i c a v e n u e RESIDENCES

## ENTRY-PHONE INFORMATION SHEET

- ***How to use the entry-phone system:*** Each suite has an entry code. The Manager programs the Entry-phone based on your information on the form. Forms are available through the Manager; for security reasons, only registered tenants and the Owners can change the entry-phone. All Residents are reminded that their Visitors are not to enter the building unless you have let them in; otherwise, they are to wait outside the lobby doors. We have a No Loitering policy especially at night in the Electric Avenue lobbies.

Visitors dial your code or scroll through the list of display names on the outside panels. When your phone rings and you talk with your guest, **press “9” on the phone to allow access.** The chat-time is limited to approx. 25 seconds. Visitors have about 3 minutes to press the floor button in the elevator. To refuse entry, hang up.

- ***What if I have call waiting?*** If you have this feature, a tone will be heard when another caller or a Visitor places a call. Flash the hook switch to answer the call and the first call will be placed on hold. To open the door, press “9” on your phone to let in or flash the hook switch to refuse entry and return to your first call.
- ***What if I want to see who is at the door? Do not admit any unknown person to the building!*** It depends on the cable provider. For Shaw: Channel 116, Shaw Digital: 399 & for Novus: 69 on your TV to see the 3 Entrances as well as the parking gate on P2. Channel line-ups can change at the discretion of the cable provider. Telus has no such Visitor channel at this time.

**For security reasons, your suite # is not displayed and you have a choice of display name.**

**We recommend that you provide your Code to Deliverers or Companies who may need it. Reminder: that the Managers will not accept parcels or items for you for liability reasons.**