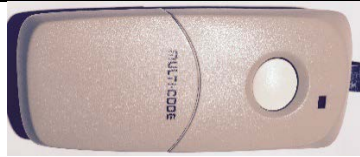# EAGLES RESERVE FRONT GATE ACCESS INFORMATION

MAIN GATE – General information
NOTE: Both gates open TOWARDS you as you go through them. Be patient as they open; don't try to beat the gate!!

Outbound	Directions are posted on the gate. Approach the gate slowly and STOP at the line. WAIT until the gate opens completely and then proceed.
Inbound	Residents can use a remote "clicker" or use their unique access code that has been programmed in to the DoorKing Telephone Entry and Access Control System. Residents can grant access to guests – or deny their access – via the same system. More information follows.

Using the REMOTE CONTROL (clicker)

Get a clicker (Multi-Code 308911)	• Buy one online, or at a retail store and program it, or • Buy one from our management company ($25), ready-to-go Address below	
To program the clicker	Remove the case cover. Use a toothpick or pen tip to push all of the toggles "down" in the same direction (towards the word "OPEN", except the "7" which should be pushed in the opposite direction (down towards the number "7"). Refer to the photo. 	
Troubleshoot the clicker	• Change the battery • Use a toothpick or pen point to push all the toggles down/up again to the correct position. They may have moved.	

Using the DOORKING TELEPHONE ENTRY AND ACCESS CONTROL SYSTEM (AKA getting "buzzed in")

Resident instructions	• To have your contact info entered into the system: Owners* may call or email our management company with your name, telephone number (best contact number) and a 4-digit code number of your choice. Our managers will contact the person who enters the info in the database. ***NOTE:** Owners must submit info on behalf of their legitimate tenants.
	• Press the pound key (#) and your 4-digit number (e.g. #1234) on the keypad to open the gate
	• You may **GRANT** access (i.e. open the gate) for a guest by:
	  • Instructing them to the press pound key and your 4-digit number, or
	  • Pressing "9" on your phone when they call you using the DoorKing system.
	• You can **DENY** access by pressing the pound key. Don't just hang up; press #.

Guest instructions	If the guest: • Knows the resident's directory code, they can enter it on the system keypad to place a call. • Does not know the resident's code, they must check the directory by scrolling using the "A" and "Z" buttons. When they locate the name of the resident they wish to visit, press the "Call" button to connect to the resident's telephone.