

BAY SQUARE CONDOMINIUMS

Intercom System and Garage Door Access Instructions

Intercom System Instructions:

Your handset will emit distinct tones when either the concierge (single repeating tone) or a visitor in the front door vestibule (three descending tones) tries to contact you. Pick up the handset in order to talk. When a voice connection is made the red "bell" light will flash.

To release the front door lock and allow a visitor to enter: Once you identify the visitor who has called you, press the blue key button. The visitor will have three seconds to open the door.

To call the concierge: Pick up handset and press the white lightbulb button.

Wait for concierge to answer. If the concierge is not at the desk, the system will note a call from your unit and the concierge will call you when he or she returns to the desk.

Do-Not-Disturb or Mute-bell Feature: If for some reason you do not want the intercom to ring, press the white bell button with a line through it. The button will be illuminated red. Should someone call while the mute-bell feature is engaged, the button will flash red to let you know that someone is calling, but it will not make a noise. To disengage the mute-bell function, press the button again and the light will go out.

Garage Intercom: The garage intercom button is now operational. Press the "bell" button to signal the concierge.

Please identify callers before buzzing them into the building!

Garage Entry Instructions:

Your access key card is called a *Prox card**; this is because you have to hold your card in close proximity to the tower to open the garage door. There are two locations on the tower to hold your card; an upper location for high vehicles and a lower location for vehicles that sit lower to the ground. Either location can be used to open the garage door. Hold your card in the center of Prox reader right over the red light. When the reader acknowledges your card, the light will turn green and the garage door will open. Please enter the garage only when the door is completely open to allow sufficient access for your vehicle.

There is also an intercom located in between the two Prox readers of each tower. Please push the button to call the front desk. The Concierge at the front desk will answer your call and assist you upon request.

**Lost Prox cards are not replaced without a fee. The cost to purchase a new card is \$25.00. New cards are purchased at the front desk. If you have any questions regarding this matter, please speak to the Concierge at the front desk.*