The Village at Mount Hope Bay Condominium Association
Security System Instructions

Gate Access for Residents – 3 Methods:

1. **Vehicle Sticker**: Affix the access sticker to the top left (driver's side) corner of your windshield, making sure NOT to place it in the sun shaded area of glass at the top of your window. It can be affixed vertically or horizontally. Remove the cellophane wrapper (one side only) and stick evenly to car windshield with the numbers facing the driver. The Resident gates will open as your vehicle approaches.

2. **Key Fob**: In the Resident lane, tap your Key Fob to the access pad reader.

3. **PIN**: In the Guest lane, punch ***** into the pad, followed by your **PIN** number, e.g. ***1234**.

Gate Access for Guests – 2 Methods, Guest Lane Only:

1. **Guest Scrolls by Last Name on the Gate Panel**:
   Scroll to Resident's Last Name. Select the Resident's name and hit "**Call**." This will dial whatever phone number is associated with that name.

   Example Sequence:
   - **Guest** scrolls to "Smith" and hits **Call**, then waits 6-8 seconds for the phone to ring.
   - **Resident** receives phone call from the gate.
   - **Resident** hits the number "9" on their phone and the gates open.

2. **Guest Enters Visitor Code into Gate Entry Pad**:
   Give your guest your Visitor Code (NOT your PIN), and they may punch in this number into the pad, then hit "**Call**". (Do not add an asterisk prior to the visitor code.)

   Example Sequence:
   - **Guest** enters **234** and hits **Call**, then waits 6-8 seconds for the phone to ring.
   - **Resident** receives phone call from the gate.
   - **Resident** hits the number "9" on their phone and the gates open.

   Please see the printed information inside your security packet, which will tell you the phone number to which the code will dial.

Pool and Clubhouse access for Residents -- Key Fob:

- Tap your Key Fob on the fob reader at the clubhouse main door to enter the building after hours.
- Tap your Key Fob on the fob reader at the pool gate to enter the pool area.

Important:

- We have built a very secure system, based on PIN numbers that are private. If you give away your PIN number, you are effectively compromising EVERYONE's security.
- Do NOT give your PIN number to vendors. The major Vendors, (FedEx, U.S. Mail, Amazon, DaPonte's, Prime Touch, etc.) will all get their own PIN number. Other smaller, regular vendors, will also receive a PIN number.