

## ACCESS CODES : The **ONLY** way to grant access to visitors.

### REQUESTING ACCESS CODES

You can request an access code from your cellphone by sending a code SMS to **34481** or **35431**. The system will reply with a code for your visitor. Your visitor can then use the same code to gain access to the estate. The same code will be valid for leaving the premises.

The following format needs to be followed for getting codes:

The keyword for your estate is **"AB"**. You will always start your SMS with this keyword. Each option must be separated by a space. The case of the options doesn't matter – it can be upper case, lower case or any combination of the two. The examples show the message in quotes (") but the actual quotes must **NOT** be included as part of the SMS message.

You will send all your SMS's to **34481** or **35431**.

#### Applying for a code for your visitor:

SMS your keyword followed by space followed by 1, to **34481** or **35431**

- e.g.: SMS **"AB 1"** to **34481** or **35431** for a visitor access code for 1 entry for today.

It should be noted that it takes a while for this code to be active at the gate. (This is by design). So you should request your codes well in advance (at least up to 5 mins). Bear in mind that there are often delays with the mobile networks as well.

#### STEP 1

SMS "AB 1" to 34481 or 35431



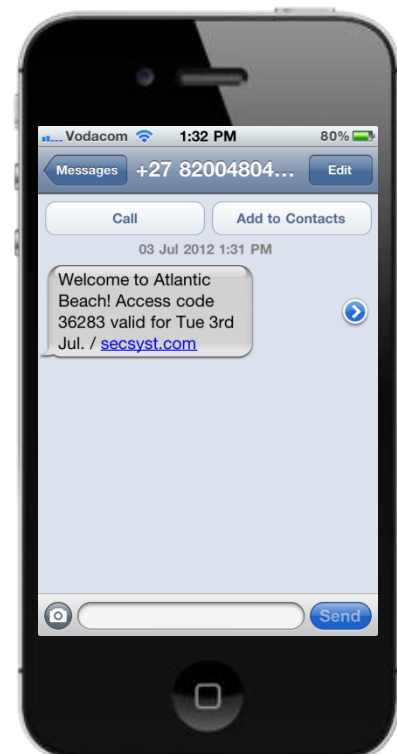
#### STEP 2

Click on SEND – please ensure that your phone has delivery receipts turned on



#### STEP 3

Access code SMS is returned to your phone for you to send on to your visitor



### Multiple entry code:

SMS your keyword followed by space followed by the number of entries you require, to **34481** or **35431**.

There is a limit to this number which is determined by your estate management but is usually 30 entries.

Even if you request more entries, it will only be valid for the maximum allowed.

- e.g.: SMS "**AB 5**" to **34481** or **35431** for a visitor access code for 5 entries for today

### Cancelling an access code:

If you wish to cancel a code, you can SMS your keyword followed by the word "CANCEL" followed by the code you wish to cancel, to **34481** or **35431**

- e.g.: SMS "**AB CANCEL 12345**" (where 12345 is the code you wish to cancel) to **34481** or **35431**

### Future dated entry codes:

SMS your keyword followed by space followed by the number of entries you require followed by space followed by the day of the month for which the code will be valid, to **34481** or **35431**. If you specify a day that is passed, it will mean for the following month. Therefore this 3<sup>rd</sup> option

may only be between 1 and 31. Any other number or an attempt at an actual date (e.g. 10/06) will be rejected!

- e.g.: SMS "**AB 5 10**" to **34481** or **35431** for a visitor access code for 5 entries for the 10<sup>th</sup>. (If today is passed the 10<sup>th</sup> then it shall mean the 10<sup>th</sup> of next month.

### An exit code for your visitor:

Either you or your visitor will receive an exit code when cleared off the gate – i.e. a voice clearance. (Where your visitor entered using a pre-cleared code, that same code should be used to exit as well). However, if you or your visitor never received the code for whatever reason, or you've lost the code, you can apply for an exit only code by SMSing your keyword with no other options, to **34481** or **35431**.

- e.g.: SMS "**AB**" only to **34481** or **35431** to generate a "once-off" EXIT code.

### Do not disturb (DND):

If you do not want security to call you, you can SMS your keyword followed by the word "**DND**", to **34481**. This will turn your "do not disturb" mode on or off.

- e.g.: SMS "**AB DND**"

## IMPORTANT NUMBERS

SMS short code name is "**AB**"  
Please send SMS codes to

**34481** – (R2.00) or  
**35431** – (R3.00)

Please note that your number must be registered with your estate management office in order for the system to recognise who the SMS is from – refer to your estate manager for further info.

### SMS's charged at R2 per request

R2 SMS will give the resident notification that their visitor has arrived on the estate

### SMS's charged at R3 per request

Should you wish to receive notification that your visitor has LEFT the Estate, you may send SMS's to **35431** – charged at R3 – and you will receive a further SMS when they depart the Estate  
Same procedure is followed, but using the **35431** SMS number.