



Gate Key, Inc.

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Gate Key Plus Phone System Set Up Form (ver 1.2)

Dear Community Manager:

Thank you for selecting Gate Key as your visitor management system provider.

For those that have selected our phone system option, which uses the internet to make phone calls, you will need to purchase either blue tooth headset or a USB speaker phone for each guard station you will be using the system at, both types of devices are available at: www.GateKeySales.com

Next you will need a stable internet connection, and we strongly suggest a wired, as opposed to a wireless connection to the computer you are using for Gate Key.

You will be provided with a phone number with the closest area code to you that we can source.

If you wish to simulate a phone number as the outgoing phone number, such as the existing gate house phone number, we need to take these steps:

1) Provide the phone number(s) you wish us to simulate and which gate they are for:

Gate Name: _____ Phone Number: _____

Gate Name: _____ Phone Number: _____

Gate Name: _____ Phone Number: _____

2) Enter the name of your community: _____

3) Enter the number of gate houses that will need a phone set up: _____

4) Set up an appointment with our technical support department. During this appointment we will need to talk to someone onsite that has access to both the gate house phone number and a cell phone or other number. Please provide us with the name of the person, and their contact phone number that we will be speaking with during the support session:

Contact Name: _____ Phone Number (not the gate house) _____

Contact Name: _____ Phone Number (not the gate house) _____

5) Supply property address in Gate Key that we can temporarily add a test contact phone number to (it will appear as Gate Key Test) so that the Guards can make a test call: _____

During the support session, we will call the gate house from our systems, and the system will provide a 6 to 9 digit number that the contact person will have to read back to us while we are on the call, so it may be handy to have a pen and paper available.

Once completed, when the guard calls your residents, it will show the caller ID of the gate house.

Important note: The Gate Key phone system can only be used to call numbers in the database, there is no keypad to make random outgoing calls, and it is limited to the continental United States.

To set up the support session, please complete this form, and send it back to us at: Phones@GateKey.com, please indicate at least two dates and times that work best for you in the email. Support sessions are available Monday-Friday from 7:00 am to 5:00 pm Pacific Time.