



Attn: Weston Commercial Center
Studio Office Tenants

Location: 2700-2800 Glades Circle

Re: Access Control Entry System.

Instructions are located on entry system and listed below.

Client Entering:

1. Client will use the entry system to enter building
2. Client scrolls to the tenants suite number and locates tenants suite number (*tenants office phone will ring*)
3. Now client will announce their name to tenant

Tenant answering above client:

1. Talk to person at the access control panel. You have **60 seconds** to talk.
2. You will hear beeps for the last **10 seconds** of talk time allowed. Press # to talk longer (up to half of the above time).
3. If you want to grant access to the person, **press 9** on the telephone
4. If you don't want to grant access to the person, **press *** at any time or just hang up to disconnect caller.

Tenant entering:

1. Hold the black prox reader up to door against black similar surface located on frame of door.
- Please fax form (before picking up entry prox reader)

CONFIRM YOUR OFFICE PHONE NUMBER:

Company Name: _____

Address: _____

Suite Number: _____

(954) _____

Tenant Signature: _____ Print Name: _____

Person Authorized to pick up keys: _____, _____

Each access control (prox reader) will require a deposit of \$50

****If prox reader is lost there will be a \$ 50 replacement fee**

To receive a reimbursement of deposit, access controls must be returned on day of vacating.

Prox reader # _____ # _____ # _____ # _____ # _____ # _____

**Please write a separate Check (do not include in rent check) payable to:
Weston commercial Center**

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