



ENTERPHONE REQUEST FORM

All visitors must use the enter phone system to gain access to the building. In order to assist your visitor(s) prompt access to the building and not be delayed by the Security Desk located in 50 Lynn Williams Street, please ensure that your guests or visitors are contacting you through the enter phone system.

If you are not at home access will be refused unless the individual is listed on the Authorization to Enter Form or the Security Desk is able to contact you by phone.

To have your name added onto the system, please fill out the following and submit to the Security Desk.

- Please be advised that it is optional to have your name displayed and must be your last name followed by your first initial or name with a maximum of 15 characters (including spaces).
- Either a land line or cell phone numbers will work, however **ONLY LOCAL AREA CODES** can be used. **NO LONG DISTANCE** area codes are permitted.

Examples:

JOHN SMITH:

S	M	I	T	H		J								
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or

S	M	I	T	H		J	O	H	N					
---	---	---	---	---	--	---	---	---	---	--	--	--	--	--

JOHN SMITH & ROSE BLACK:

S	M	I	T	H		J		R						
---	---	---	---	---	--	---	--	---	--	--	--	--	--	--

or

S	M	I	T	H		B	L	A	C	K				
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***DUE TO THE LIMITED AMOUNT OF SPACE ON THE SYSTEM, WE CAN ONLY ADD
ONE (1) NAME LINE PER SUITE***

PLEASE FILL IN THE FOLLOWING:

Suite: _____ **Name:** _____

Phone Number: _____

(OPTIONAL): Name to appear on Enter phone. *The system only allows 15 characters (including spaces) to be entered.*

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ENTRY CODE NUMBER ASSIGNED: *The system only allows a 4 digit code to be entered.*

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Management Use Only

Set up by: _____

Date Completed: _____