



TSCC 2049 & TSCC 2087

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ENTERPHONE ENTRY FORM

Please complete the following information in full to have your name added to the enter-phone system for the building, so that your visitors and guests may contact you upon their arrival.

Note the following information:

- On the "Residents Name" line please indicate how you would like your first and last name to appear on the enter-phone system
- There is a limit of 15 characters, including spaces, commas, periods, etc.
- The enter-phone cannot accommodate long distance phone numbers
- The enter-phone system can accommodate cell phone numbers
- Once your name and phone number are set up in the system, you simply press "9" from your phone to permit access to the building for your visitors.

What type of setup this is for?

- Changing/Deleting a previous entry
- Adding a new entry
- Additional Code to be added
- Additional Name to be added
- Changing/New phone number

Resident's Name (please print)
(15 characters only)

Suite Number

Resident's Authorizing Signature

Date of Request

Resident's Phone Number

Please return this form once completed in full, to the Security Desk or Property Management Office. Please allow 2 business days for your information to be inputted into the enter-phone system.