

## BHC Lobby access Directory

BHC's lobby directory key pad allows owners to open their building's interior lobby door using a private pin # or cell phone. Your pin and ability to admit people are restricted to building of residence only.

To buzz people in, instruct them to go to the lobby directory key pad and follow directions provided. Once they activate, you will receive a call on cell phone saying "BHC lobby". After identifying the caller is someone you know and expect, press 6 on your phone and interior door will buzz to allow entry.

Please complete the following information which will be retained by the office. PIN #'s should be kept confidential for security reasons. For community safety, please use buzz in system for workmen, cleaning people etc. Thank you

UNIT # \_\_\_\_\_

PHONE # \_\_\_\_\_

Keypad PIN # \_\_\_\_\_

SIGNED BY \_\_\_\_\_ Date \_\_\_\_\_

Please complete, seal and drop in West Office mail slot

Updated 4/20/21

