2- **Via Automated Voice Attendant**

Leave a verbal message to authorize admission of a Visitor.

Please note the PHONE number you are CALLING FROM must be listed under your menu tab called "PHONES." If it is not listed, you will be asked to enter your PIN aka Personal Identification Number, assigned by the Management office in order grant access via message.

To reach the Automated Attendant call phone number **855-912-7717** and follow the voice prompts to pre-authorize your visitor.

You will hear the following recording:
Welcome to the Lakes of Parkway Visitor Scheduling System.

If the number you are calling from is on your phone list, you will *not* hear,
Please enter your Personal Identification Number Now. _____ instead, it will go directly to:

Please press (1) for a 1 Day Pass
Please press (2) for a 3 Day Pass
Please press (3) for a 7 Day Pass
Please press (4) for a 30 Day Pass

Selections will repeat if no entry is made.
If you press a number that is NOT an option you receive and error message stating,
You pressed (error number). This option is not valid,
Please press (1) for a 1 Day Pass
Please press (2) for a 3 Day Pass
Please press (3) for a 7 Day Pass
Please press (4) for a 30 Day Pass

After making a correct entry, the recording continues with,
You Pressed number ____ This pass is valid from (Month/Day) until (Month/Day).
After the tone please say the NAME of your guest or vendor.
When finished recording, press (1) to add another guest, or just hang up.
Caller states Visitors First & Last Name _____ Recording continues with *Thank You for using the Automated Scheduling System.*
Good-Bye

Note: If you enter in an invalid PIN more than 3 times, the system will automatically end the call. You will need to contact the management office to obtain your valid PIN.

Please speak clearly and slowly when using voice recognition. You can spell out the last name if you wish.

The voice message you leave will be saved to your GateHouse® account.
When the front gate officer enters your address, the Guard's display monitor will have a blinking icon to alert the GateHouse staff of any automated messages. Guard can click on the icon for a visual and auditory playback of your message.

Mobil Phone App view, Name hidden

Computer / Tablet view, Name visible

* Required Field. Last Name, or Vendor is required

Last Name*	3 day(s) ® pass	Relationship	Select
First Name	Mother-N-Law	Access Privilege *	NORMAL
Vendor *		Length of Visit *	📅 01/11/2023 - 01/14/2023 ▾
Memo	Message received Wed Jan 11 04:34 PM From caller Resident Name Calling from phone #_+18327222230	Visitor on Property Visiting Today Key Holder	☐ ☐ ☐