

## **GUEST AUTHORIZATION SYSTEM (available 24 hours a day, 7 days a week):**

Pelican Landing has a gate voice mail system, which you can use to authorize deliveries, workmen and short term visitors such as dinner guests and one time visitors.



### **If you are calling from any telephone that has been registered with the Pelican Landing Association Office:**

- 1.) Dial (239) 495-3802. The computer will now prompt you to wait for the beep and then **clearly state the name of your guest** (or the name of your first guest, in the event of more than one guest being cleared at this time).
- 2.) Next, the computer will ask you to PRESS 1 if you expect your guest today. PRESS 2. If you expect your guest tomorrow, or PRESS 3 if you wish to authorize your guest for both today AND tomorrow. For any other date. PRESS 4.
- 3.) If you pressed 1, 2, or 3 the system will announce that the guest has been added to your list. You may press 1 to add another guest or hang up the phone when prompted.
- 4.) If you pressed 4 for another date, the system will ask you to enter the month and the # sign. *For example, enter 8# for August 8<sup>th</sup>.* Next, you will be asked to enter the day of arrival followed by the # sign. *For example, press 16# for the 16<sup>th</sup> of the month.* Finally, you will enter the year followed by the # sign. *For example, press 08# for the year 2008.* Once verified as a valid date, the system will prompt you for the number of days you wish to authorize your guest, followed by the # sign. *For example 7# will clear the guest for 7 days starting 8/16/2008.*
- 5.) When complete, the system will read back the date and number of days, which you may accept by pressing 1, or reject and try again by pressing 2 and the # sign.

**\*\*DO NOT HANG UP THE PHONE UNTIL THE COMPUTER PROMPTS YOU TO DO SO\*\***

Your visitor will now be authorized to enter. The message will be stored in the system for the number of days you have authorized him/her. Upon expiration, this guest will no longer appear on your guest list.

### **\*If calling from any other telephone number you will be prompted to enter your four (4) digit Security Code.**

**Please note:** this only allows entry through the gates to Pelican Landing. *This does not give the visitor access to the amenities* offered by Pelican Landing. To allow your house guests access to the amenities please see GUEST PASS REQUEST on page 3 of this packet. If you need to authorize your visitors for more than seven days or for frequent visitors and family members for whom you wish to allow access any time they come, you may use the *GateAccess.net* website to add them to your authorized guest list (see instructions below).