

RIVERSIDE TERRACE CONDOMINIUM, INC.
SECURITY SYSTEM PROCEDURES

FOBS:

Each unit owner is given two (2) numbered Owner FOBS. The cost for replacement of a lost Owner FOB, or to purchase an extra Owner FOB is forty dollars (\$40) each.

Owner FOBS grant access to the building by the front door and by the elevator. Owner Fobs work 24 hours per day.

Each unit is assigned one (1) Outside Worker Card FOB. The Outside Worker Card FOB works Monday through Friday from 8:00am to 5:00pm. The cost for replacement of an Outside Work Card FOB is forty dollars (\$40).

A FOB reader is located on the telephone call box at the lobby entrance and at the garage elevator entrance. The FOB reader is the black rectangular device located above the A button.

Place the FOB near the FOB device reader for building access. When the FOB is used on the lobby call box, the front door will be electronically unlocked and a buzzing sound will occur. When the FOB is used on the elevator call box, the telephone box will display "open 1" and you can then press the elevator button.

If an Owner FOB is lost, notify the Board of Directors immediately and the FOB will be deactivated so that it will no longer work.

If an Outside Worker Card FOB is lost or not returned, notify the Board of Directors immediately and the FOB will be deactivated so that it will no longer work.

The FOB system stores a history of access to the building by FOB number should that information ever be needed.

MEDECO Security Keys:

Each unit owner is given two (2) numbered MEDECO security keys. The cost for replacement of a lost key, or to purchase extra keys is seventy-five dollars (\$75) each.

Please guard your MEDECO security key as it is costly to replace. **We do not want these keys to fall into unauthorized hands as the security of building will be breached.**

The MEDECO security key opens the following:

- ◆ The lobby door
- ◆ The door in the garage between the mailroom and the lobby
- ◆ The outside stair doors
- ◆ The roof doors
- ◆ The pool side gates
- ◆ The social room door

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Security System:

The front door and the outside stair doors are armed with an alarm that will sound if the door is left open for longer than 45 seconds.

When using the outside stair doors, please ensure the door is completely closed and locked after each use.

Front Door Fob System:

To operate the front door FOB entry system, the visitor must follow these simple steps.

1. Use the A / Z buttons to scroll through last names alphabetically
2. When the name is found, Press CALL
3. When the call is answered, identify yourself
4. If access is granted, the front door will buzz and unlock

To allow access to the visitor, press 9 on your phone.

Garage Elevator Fob System:

To operate the elevator garage FOB entry system, the visitor must follow these simple steps.

1. Use the A / Z buttons to scroll through last names alphabetically
2. When the name is found, Press CALL
3. When the call is answered, identify yourself
4. If access is granted, the FOB box will display 'OPEN 1'
5. Press the elevator button for access

To allow access to the visitor, press 9 on your phone.

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