

# 33 East Main Handbook

## Phone Entry System

Each office building in Block 89 has an elevator lobby at each parking level which is unlocked during normal business hours. If your visitors arrive after normal business hours, when the elevator lobbies are locked, they may notify you of their presence by using the Phone Entry System.

Phone Entry Systems are at the following locations:

- the entrance to the Ten East Doty lobby within the parking ramp at the top (P-1) level of the ramp
- the entrance to the One East Main parking elevator lobby at the top (P-1) level of the ramp
- the entrance to the One East Main lobby from Main Street
- the entrance to the loading dock on MLK Blvd. (for deliveries)
- the entrance to the 33 East Main lobby from Main Street
- the entrance to the 33 East Main parking elevator lobby at the top (P-1) level of the ramp
- the entrance to the loading dock on Pinckney Street (for deliveries).

The Phone Entry System is designed for easy use.

Step 1: Press button A to scroll through company listings to find/select the desired tenant

Step 2: Press Call button and wait for someone to answer and send the prompt to unlock the door

When the phone is answered and you have identified your visitor/client, simply press "9" on your telephone keypad for a few seconds to unlock the door. This will allow your client access into the first floor lobby. It will then be necessary for someone in your office to go to the lobby to accompany your visitor to your suite. Please note that if your phone system automatically sends your caller into a voice mail directory, the Phone Entry System will not interface with it. If your phone is not currently connected to the Phone Entry System, please call the ULI office for assistance.

Loading dock Phone Entry Systems are provided to help delivery people notify you of their arrival and to help you direct deliveries to your suite. The loading dock Phone Entry Systems are also programmed to connect delivery personnel with ULI staff so that delivery persons may request assistance with the mechanical lifts. The loading dock Phone Entry Systems may only be programmed to certain tenants who regularly receive large deliveries that require the use of the loading dock.