

# 25 West Main Handbook

## Phone Entry System

25 West Main is equipped with a Phone Entry System, which has two different locations - one at the main lobby entrance, and one located on P1 next to the lobby entrance.

The Phone Entry System is designed for easy use.

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

Step 2: Press Call 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.