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**Call Authorization Instructions**  
(System is available 24 hours a day, 7 days a week)

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1. Dial the following telephone number: 561-768-9919. A computer will pick up and request that you enter your personal security code \_\_\_\_\_ and press the # sign. Once the computer identifies your code, it will open your resident file.
2. 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).
3. 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 clear your guest for both today AND tomorrow.** For any other date, **PRESS-4.**
4. If you pressed 1, 2 or 3, the system will announce that the guest has been added to your list. You may hang up the phone, or press 1 and the # sign to add another guest.
5. 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. 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, you may either enter 2002# or 02# for the year 2002. Once verified as a valid date, the system will prompt you for the number of days you wish to clear your guest, followed by the # sign. For example 7# will clear the guest for 7 days starting 8/16/2002. When complete, the system will read back the date and number of days, which you may accept by pressing 1 and the # sign, or reject and try again by pressing 2 and the # sign. **PLEASE DO NOT HANG UP THE PHONE UNTIL THE COMPUTER PROMPTS YOU TO DO SO.**
6. Your visitor will now be authorized to enter. The message will now be stored in the system for the number of days you have cleared him/her. Upon expiration, this guest will no longer appear on your guest list.
7. Should you need to speak to a security officer directly, please call 561-575-5869.

**NOTES:**

- The computer can only recognize a touch-tone phone.
- No one will be admitted into the community without prior authorization.
- Wait for the computer to tell you to hang up, otherwise the name will NOT be recorded in the system.