



Manhattan Village Estate Homes Association  
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Date: July 21, 2010  
To: Manhattan Village Estate Homes Association Members  
From: Manhattan Village Estate Homes Association Board of Directors  
Re: Transition to New Telephone Entry Access Control System

As of August 1, 2010, Manhattan Village Estate Homes Association will transition to a telephone entry access control system. As such, all Estates Association **guests** and **vendors** will be required to use the telephone entry access control system, located at the Portsmouth entrance. When guests and vendors exit the community, the Portsmouth exit gate will automatically open when a vehicle is pulled up next to it. **Please know that Estates Association Members can still utilize their gate clickers to access the Portsmouth, Mall and Gateway entrances.**

All Estates Member information (name, telephone and six digit resident access code) has already been inputted into the system.

As such, this is the information that will be stored in the telephone entry access control system for Estate Member homes, to be accessed by guests and vendors at the Portsmouth entry:

1. Name
2. Phone number that will NOT be displayed but the system will dial for approval of guest, if blank please provide
3. A unique 6 numeric access code that can be used to gain access WITHOUT phone contact (only the last 3 digits are changeable)

**Guests Access Instructions:**

- The Icon 26 system will start and default back to the “Welcome To” Screen.
- Use the HELP button for assistance.
- Use the A↑ Z↓ keys to access the residence list on the unit’s electronic directory. The names are listed in alphabetical order by last name.

- When the desired name is found, enter the corresponding 3-digit code. The system will dial the number assigned to the resident code entered. Phone number will not be displayed.
- After connecting, the screen will display the “Talk Time” screen. If the resident wants to allow access to the visitor, they simply press (or dial) “9” allowing the gate to open.
- If the resident wants to deny access, you simply hang up the phone.

**Resident 6-Digit Key Codes:**

- Residents are assigned a 6-digit, personalized key code for accessing the facility.
- To use the key code assigned, the resident must first push the button with the key symbol once and enter your 6-digit key code. The gate will open with no contact with the resident.
- Please remember that this code will open the gate with no phone contact with the resident so care should be taken for whom you allow to have access to your resident 6-digit key code.

If you would like to change the displayed name, telephone number or the **last three digits** of the resident access code, or if you need to provide information for your resident profile, please contact the onsite Management Office, via email at [mvhoa@avalonweb.com](mailto:mvhoa@avalonweb.com), via fax, at (310) 545-7459, or drop by the onsite Management Office during regular business hours, Monday-Friday, 8:00 AM to 5:00 PM and provide management staff with your information.

Please know that Estates Members who lease or rent their properties are responsible for providing information regarding their lessees and tenants to the onsite Management Office for inclusion in the telephone entry access control system.

The MVEHA Board and onsite Management look forward to providing this automated level of access control to the Members of Manhattan Village Estate Homes Association. Your patience will appreciated as we transition to this new system.

Should you have any questions in regards to the new telephone entry access control system, please don't hesitate to contact the onsite Management Office at (310) 546-1737, or via email at [mvhoa@avalonweb.com](mailto:mvhoa@avalonweb.com).