<div align="center">**Lehigh Riverport Condominium Association**</div>

<div align="center">**RESIDENT INTERCOM USE INSTRUCTIONS**</div>

When someone is in the lobby and they follow the instructions for the lobby call box, **you will receive a phone call from 610-625-2812**, so put this number in your phone as a contact phone number and answer the call to be able to let delivery people and guests into the building! As a registered resident, the preferred name(s) and phone number(s) were provided to LRCA Management on your registration form. This data, once entered into the system, will permit the 1st person on the list to be contacted by condominium number. Only one (1) person can be the automatic condominium number contact without special arrangements/changes being made by Management.

Answer the call from 610-625-2812 and speak to your visitor/delivery person concluding your conversation before the next step.

To let them enter the building, dial 99 on your phone keypad – you are now responsible for your visitor/delivery. Remember: **FOOD & GROCERY DELIVERIES LEFT IN THE HALLWAY, VESTIBULE OR LOBBY ARE PROHIBITED – YOU MUST PERSONALLY ACCEPT THESE ITEMS.**

OR

To **end the call without letting them in, simply hang up**.

> ➢ ***CONTACT BY CONDOMINIUM NUMBER:***

Any **guest or delivery person in the vestibule must**
- **enter the 3-digit condominium number followed by the green arrow on the keypad**.

The system will then call the phone number of the 1st person on the list who may converse with the caller and either **DIAL 99 ON YOUR PHONE KEYPAD TO UNLOCK THE DOOR or don't let them in and simply hang up**. Both options end the call from the intercom system, so communication is no longer available once either action is completed.

> ➢ ***CONTACT BY INDIVIDUAL NAME:***

Any **guest or delivery person in the vestibule must:**
- **Press the green arrow to get to the highlighted directory icon**
- **Press the green arrow again to open the directory**
- **Navigate with right or left arrows to find the first letter of the last name of the person**
- **Press the down arrow to highlight the name of the person you wish to contact**
- **Press the green arrow again and the system will call that person**