

## **Automated Guest Authorization System**

1. DIAL (239) 948-6850
2. After the welcome message you will be asked to enter your SECURITY CODE. This is your unique four-digit code. Enter the number and follow by pressing the # sign.
3. Say the NAME ONLY of your expected GUEST. You must enter each guest as a separate message.
4. PRESS 1 to authorize your guest for the current day only.  
PRESS 2 to authorize your guest for the following day.  
PRESS 3 to authorize your guest for the current day AND the following day.
5. WAIT FOR THE SYSTEM TO ASK YOU TO HANG UP before releasing the call. If you hang up before the system asks you to, your message will not be saved and you will need to START OVER.
6. Continue this process for each expected guest. (Each message can contain ONLY one guest.)