



Call Box Request Form

PRINT CLEARLY

Date of request: _____

Name: _____

Home: _____ Work: _____ Cell: _____

Number Call Box Should Call: _____

Four Digit Access Code: _____

KEEP THIS IN A SAFE PLACE, DO NOT SHARE

GT Email: _____

You may be aware that there is a call box on site which allows you to talk to your guests and let them in. This information should be sent or emailed to the Building Coordinator, Nicole Hart. Please put "CNES Call Box Information" in the subject line.

As a reminder, the four-digit code will be changed at the end of each school year. A new code will be requested by the Building Coordinator.

Instruction on how to use:

Each user will have a three-digit code associated with their name. The number will be located next to each name on the directory list, located next to the call-box.

Opening elevator via callbox/telephone:

- Scroll through the call box and find the person you wish to call.
- There will be a three (3) digit code next to their name, use the three (3) digit code to call the number associated to that person without scrolling through the directory. Enter the code and it will call (no # or pressing call)
- You will be able to speak through the gate call box. At that time the recipient who was called would push nine (9) on their phone to unlock the elevator.

Unlocking the elevator via 4-digit passcode:

- Enter your personal 4-digit passcode. You do not need to press call of #.