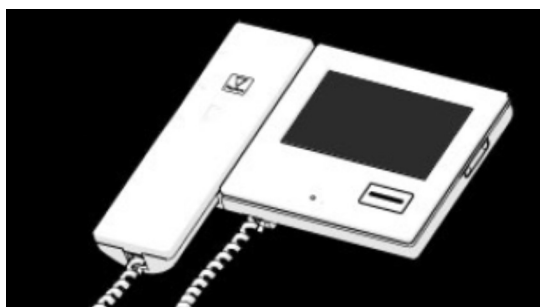




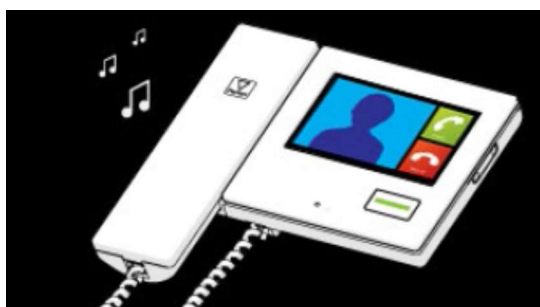
## Landmark House Management

### Answering a Call



#### Default State

The unit will normally have no display. The button is not illuminated.



#### Incoming Call

When a visitor calls you, it will sound the ring tone until it is answered, or times out. The 'Open Door' button will illuminate green, and the video image will be displayed.



#### Answering a Call

Touch the green 'Answer' button to talk handsfree, or lift off the handset. You can terminate the call at any time by touching the red 'Hang Up' button, or replacing the handset.



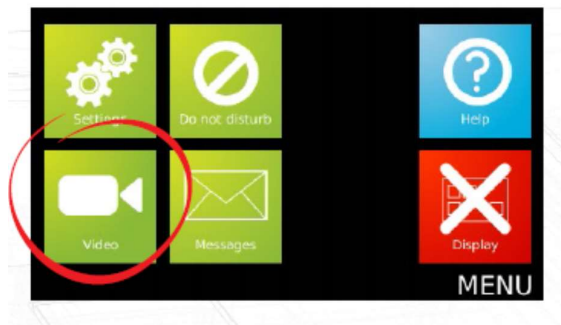
#### Unlock the Gate or Front Door

Pressing the 'Open Door' button will unlock the gate or door, depending on where the visitor is stood. The button will flash green when the door is open.



## Landmark House Management

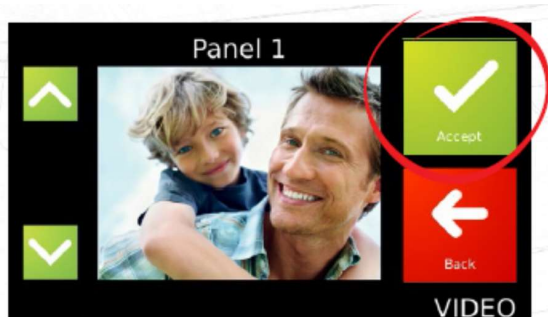
### Viewing The Cameras



You can view the cameras at any time, even when not receiving a call.

If the screen is blank, touch the screen to wake it up.

Touch the 'Video' button.



Use the green up and down arrows to select the panel you want to view, either 'Gate' or 'Front Door'.

Then touch 'Accept'.



The monitor will display the camera at the selected panel.

You can touch the camera image to switch to an alternative view from our CCTV.

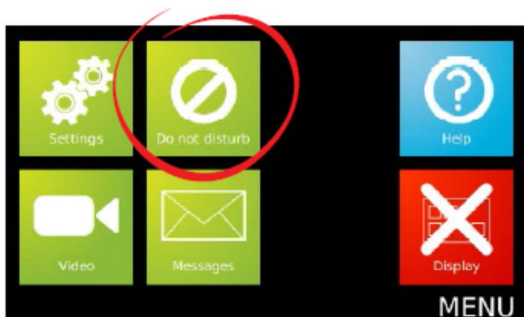
You can press the 'Open Door' button to unlock the gate/door.

Touch the 'Hang Up' button when you are done.



## Landmark House Management

### Do Not Disturb



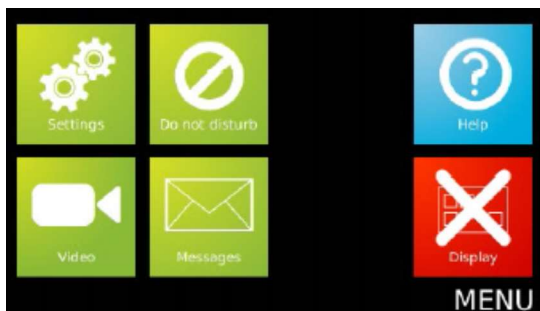
Visitors can be prevented from calling you by putting the monitor into 'Do Not Disturb' mode.

If the screen is blank, touch the screen to wake it up.

Touch the 'Do Not Disturb' button. The 'Open Door' button will go red.

Touch the button again to exit this mode.

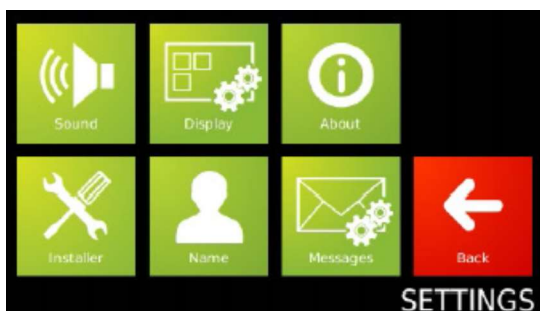
### Settings



If the screen is blank, touch the screen to wake it up.

Touch the 'Settings' button to display the options.

*Note that you may not be able to change certain options, as they are set centrally by the building's management.*



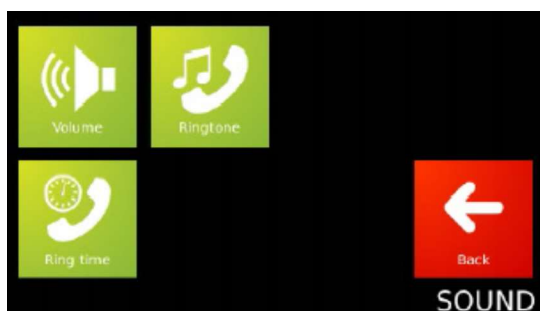
**Sound** - This allows you to change the ring tone, volume and how long it rings for.

**Display** - This allows you to change the language and to enable the 'Easy Read' mode.

**Messages** - Allows you to configure voicemail options.



## Landmark House Management



### Sound Settings

**Volume** – adjust the volume of the ringtone and the speaker.

**Ring Tone** – select the noise the monitor makes when somebody calls you.

**Ring Time** – select how long the monitor rings for unless the call is answered.



### Display Settings

**Easy Read** – Makes the display easier to read.

**Language** – Sets the language that this monitor will display.



### Message Settings

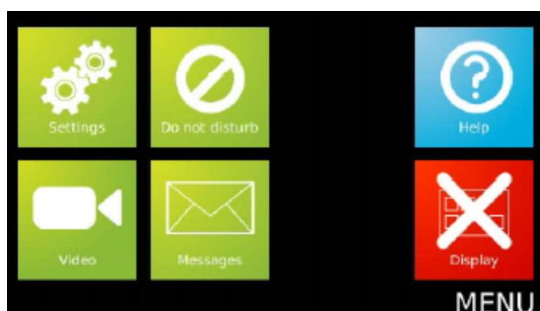
**Greeting** – Record a personal greeting to be played at the panel when not answered.

**On/Off** – Turn video voicemail on or off on this monitor.



## Landmark House Management

### Video Voicemail

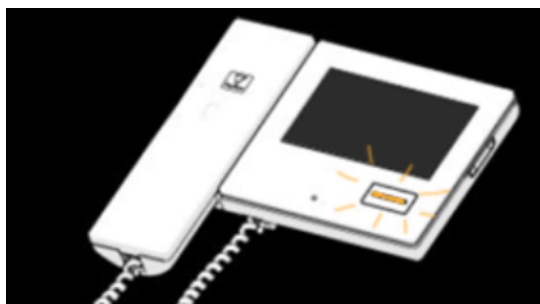


The system allows visitors to leave you a message if you do not answer their call.

If the screen is blank, touch the screen to wake it up.

Touch the 'Messages' button to display a list of messages left for you.

Go to the **Settings** → **Messages** section to turn video voicemail on or off, and to record your personal message.



If you have a message waiting, the 'Open Door' button will flash.



## Landmark House Management

### Building Access



Access to the building is via electronic keyfob.

Present your fob to the reader on the street to unlock the inner gate. **Please close the gate behind you.**

Present your fob to the reader at the front door to open the front door.



#### Spare Fobs

Spare or replacement keyfobs are available by e-mailing [management@32parkplace.co.uk](mailto:management@32parkplace.co.uk)

**Cost:** £20.00 each.



#### Temporary PIN Entry

We can permit entry to the premises without a fob via PIN number. This is useful for temporary access, e.g. tradesmen.

To set this up, please e-mail [management@32parkplace.co.uk](mailto:management@32parkplace.co.uk)

**Cost:** £5.00 for up to 7 days.

To access the building by PIN number, press the # key on the keypad, followed by the PIN number supplied to you.