

Wspólnota Mieszkaniowa (Tenants' Association) ul. Bagno 2 w Warszawie

Dear Sirs and Madams,

due to the fact that we are launching a new access control system to your apartments, we would like to inform you that as of **June 1, 2015** the system will be reactivated.

Installing the access control system to your apartments serves the purpose of providing additional security of the premises in the absence of the owner.

In order to avoid a large number of so-called "unauthorized entries", we provide a brief user's manual.

The system comprises the following devices:

1. A card reader located in the panel at the front door,
2. A magnetic detector in the front door,
3. Management software located in the security service station (stairwell A).

User's manual.

1. System disabled:

- The led diode on the reader is green - no monitoring,
- Opening the door does not trigger an alarm in the management software.

2. System enabled:

- In order to enable the system, a card must be placed on the reader. The led diode on the reader will turn to red (figure 2),
- When the door is opened while the system is enabled (red led diode on the reader), the management software will inform the security service about an unauthorized entry,
- In order to disable the system, a card must be placed on the reader again. The led diode on the reader will turn to green.

The cards in your possession have been programmed individually for each apartment, e.g. the card assigned to apartment no. 1 will not disable the alarm in any other apartment. The only exception is when one's card has been programmed to allow access to several apartments owned by the same owner.

CAUTION:

The cards allowing access to the garage only serve the purpose of opening the gates and barriers!

Please be advised that each time an apartment door is opened when the system is enabled, an alarm is triggered at the security service station. Inappropriate use of the system, e.g. opening the door frequently when the system is enabled will result in a very large number of alarm reports in the system, which will in turn result in the security personnel not reacting to other reports.

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With the above in mind, please be advised that particular apartments may be disconnected from the management software. The owners who are interested in having their apartments disconnected are requested to contact the e-mail address below: m.chmielewski@pandfm.pl

Sincerely, Administration