CRYSTAL FALLS GATE INSTRUCTIONS

- The gate system uses your home telephone to let you talk with visitors and allow them access to the community if you so desire. A visitor is instructed to find your 3 digit “Directory Code” on the system’s built-in electronic directory and enter that code on the keypad. The system then dials your telephone number, which has already been programmed into the system’s memory, and your telephone will ring. The system will keep your number confidential.

- Upon answering the phone, you will be in a typical conversation with the visitor. Be sure to speak clearly and strongly so the visitor can hear you over any noise near the gate. The call will only last for a few minutes. After that time period, the system will automatically end the call to ensure the system is available to other visitors. Starting 10 seconds prior to the end of the call, you will begin to hear a short tone to signal you the call is about to end.

- Once you have answered the call, you may take one of two actions:
  - Dial a “9” to open the gate.
  - Dial a “*” to hang up without granting entry.
  - The options are available only if you have a dial tone phone.
  - **Do not hang up until you dial one of these numbers.**

- If you dialed a “9”, the system will unlock the gate for a few seconds. The system will also display the message, **“ACCESS GRANTED- PLEASE ENTER NOW”** on the gate key pad and emit short tones for 3 seconds. After you hear these tones the system will hang up.

- If you are on the phone when a visitor tries to call you, he or she will receive a busy signal unless you have Call Waiting. Please be brief with your telephone calls if you are expecting company, so your visitor is not left parked at the gate waiting to reach you. If you have Call Waiting, you can simply switch over to the call from your visitor, let him or her in, and then go back to your original call.

Crystal Falls HOA
901 Crystal Falls Pkwy Suite 203 Leander TX 78641
Phone 512.986.7444     Fax 512.986.7175
www.CrystalFallsHOA.com
Applying Barcodes to Vehicles – Passenger Side

General Guidelines for applying barcodes:

- Place barcode on the same side of the vehicle that the reader is on.
- Apply to the outside of the window glass. **Barcodes will not read reliably through the glass.**
- Orient barcode with the stripes running horizontal. (as shown).
- The bottom of the barcode should be at least 36 inches above the ground.
- The top of the barcode should be no more than 65 inches above the ground.
- Place barcode in an unobtrusive spot on the rear side window. Windows that do not open are preferred.
- The numbers printed on the barcode should be on either the left or right side, never the top or bottom. The barcode should be applied vertically, aligned as straight as possible. If placed on the vehicle anywhere other than glass, it can be difficult to remove the barcode without damaging the surface.
Applying Barcodes to Vehicles

Recommended application procedure:

Clean the Window.

1. Clean the window glass using SoftScrub® or other mild abrasive cleaner. **Do not use glass cleaner.** Mild abrasive cleaners will not scratch the window, but are very effective at removing wax or other chemical coatings that will interfere with the barcode bonding to the glass. Most glass cleaners now contain silicone or other chemicals that “fill in” pits and scratches in the glass. This also leaves a coating on the glass that prevents the barcode from bonding to the window, making it easier to remove intact.
2. Place a small amount of SoftScrub® or other mild abrasive on a green plastic scrubber pad and gently scrub the area where the barcode will be applied for 10 – 20 seconds.
3. Rinse and dry the window glass.

Apply the barcode.

**Note:** This procedure uses a squeegee from BAI to help apply barcodes. A thin straight edge such as a credit card can be used instead of the squeegee.

Using these directions should result in a strong bond with the window glass. The barcode should not appear “stretched” or have bubbles from trapped air.

**Warning:** The backing paper supports the barcode and helps it keep the rectangular shape. The barcode material itself is relatively soft and may stretch or sag if the backing is completely peeled off before the barcode is applied. For best results, follow these steps:

1. Peel top of barcode back about 1”
2. Bend backing paper flat against back of barcode
Applying Barcodes to Vehicles continued

Apply the barcode. (continued)

3. Line up barcode in desired location on window, then press firmly on top where the backing was peeled back

4. Place squeegee at top of barcode. Press firmly against window and run it smoothly down the barcode

5. Hold backing with other hand

6. As you move the squeegee down, backing will come loose

7. Barcode is now in place

If there are any questions please contact BAI at 800-528-9167.