# Telephone Instructions: for same day overrides

## Dial: 818-593-6210

To access TOS via telephone, follow the steps below.

1	Enter tenan	t number and #
	Enter 1-4 digit	tenant number followed by
	the # key.	#
		-
2		yee number and #
		employee number followed
	by the # key.	#
	_	
3		
		password number followed
	by the # key.	#
4	Enter zone	number and
	Enter zone number and #  Enter 1-3 digit zone number followed by	
	the # key.	Control of the Contro
		2 #
5	Enter time a	
5	Enter time a	and # tional hours you want the
5	Enter time a	and #
5	Enter time a Enter the addi system to open	and # tional hours you want the ate followed by the # key.
5	Enter time a Enter the addi system to open	and # tional hours you want the
5	Enter time a Enter the addi system to open	and # tional hours you want the ate followed by the # key.
5	Enter time a Enter the addi system to open  1 = 1hr 4 = 4hrs	and # tional hours you want the ate followed by the # key.  2= 2hrs 3= 3hrs 5= 5hrs 6= 6hrs
5	Enter time a Enter the addi system to open  1 = 1 hr 4 = 4 hrs 7 = 7 hrs	and # tional hours you want the rate followed by the # key.  2= 2hrs
5	Enter time a Enter the addi system to oper  1 = 1hr 4 = 4hrs 7 = 7hrs	and # tional hours you want the ate followed by the # key.  2 = 2hrs
5	Enter time a Enter the addi system to open  1 = 1hr 4 = 4hrs 7 = 7hrs  After you enter	and # tional hours you want the rate followed by the # key.  2= 2hrs
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Please note: If a number is entered incorrectly, press the 

key to retry or the key to exit.

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5	Enter time a	ind #
5	Enter the addit	ind #
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	by the # key.	The second secon	
	by the water.	#	
3	Enter passw	ord number and #	
		password number followed	
	by the # key.	#	
	Futou sous		
4	Enter zone number and #  Enter 1-3 digit zone number followed by		
	the # key.	2 #	
	tire ir ney.		
		Z 11	
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5	Enter the addit	ind #	
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