



Suite Entrance Sensor



Dear Residents,

Please note, the suite entrance sensor is operated by batteries. You will be notified by a “**red signal light flashing**” about three weeks prior to the sensor not working at all. You would not be able to use either a key tag or remote control to open or close your suite door.

Once you have seen the red signal, please inform the Concierge or management in a timely manner. We will arrange to change the batteries for your suite entrance sensor.

Should you have any questions or concerns please contact the undersigned.

Yours sincerely,

Times Property Management Inc.



Key Tag/Remote Operation

Dear residents:

Your units have all been enabled with a privacy feature. This feature enables you to lock your unit from the inside without anyone coming in regardless of them scanning the reader with either a fob or remote. To disable this feature, turn the knob all the way, and then turn it again so it is an upright position. **You have three options:**

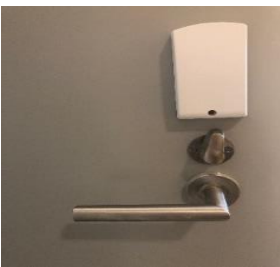
- 1) If you don't turn the knob at all your unit will remain open.



- 2) If you turn your knob all the way this will activate the privacy feature (No one will be able to access the unit, even with a key fob or remote.) Only Security will be able to bypass this feature in case of an **EMERGENCY**.



- 3) If you turn the knob all the way, and then immediately turn it to an upright position (unlocked position) this will lock your door, however anyone scanning their reader with either a key fob or remote will still be able to access the unit.



Thank you for your cooperation.
Times Property Management Inc.