WBHOA
Access for Visitors to Westford Bridge

Vehicle Access

1. Visitors visiting a resident should press the house number of the resident on the control panel. This will activate a self-dial to the resident's telephone number who upon identifying the visitor will press 9 on his telephone keypad to activate the opening of the gate. The gates will close automatically allowing time for a safe entry. Should your visitor delay driving through the gales there is a fail-safe magic eye that will prevent the gates from closing until they have driven clear.

2. **Your visitor must stop on the white line whist the gate closes observing that no unauthorized pedestrian or vehicle has attempted entry. Any unauthorized attempt should be reported immediately by your visitor to yourself for appropriate action.**

3. **All vehicles and pedestrians may enter only on the authority of a resident requested by telephoning from the control panel to that resident and must not be allowed entry under any other circumstance.**

4. **If you are a resident do not follow a visitor through the gales. Please allow them to complete their entry separately from yourself to prevent on alarm being raised if they report, to their host, that a vehicle tailgated.**

Vehicle Exit

a. You will be given a five-digit code number that will be changed on a monthly cycle. This number should be given to your visitor who will enter it into the small panel mounted on the right hand side of the drive some five metres from the security gate. This will activate the gates to open allowing your visitor to exit and stop on the white line until the gate has closed ensuring no pedestrian or vehicle can enter unobserved without using the authorized entry procedure.

b. Any resident following a visitor who is leaving the estate should allow that visitor to exit separately to preserve the security of the system and await the gate to close before exiting themselves.

Remember: No code - No exit. If a vehicle has made an unauthorized entry they will not be able to exit without the code. If a vehicle is waiting to exit note the registration number and time and if you are comfortable to approach the vehicle explain they need authority from a resident to gain admission and an exit code to leave. Allow the vehicle to exit using your remote controller and report the incident to AllSound Security and WhatsApp WB Connection with the vehicle detail and which gate the incident occurred.