

Owners requesting to be placed on entrance gate directory

1. If you are not already assigned a code and on the directory, please call or email the Bermuda Bay office so that the manager can assign you a code and place your name on the directory so you can buzz your guests in.
2. Cell phones numbers are acceptable. You will be able to buzz your guests in with a long distance number.
3. See the instructions below so that you and your guests are familiar with the process.

Contact office by:

Tel. 727-864-0735 or email: office@bermudabaystpete.com

Gate Directory Instructions

Building_____Unit_____

Code_____

Phone number that will be direct line_____

1. Give your guests the code (it is only digits; no symbols)
2. If your guest does not have the code, they can still scroll through the directory to whatever name is associated with the unit.
3. Once they press the code, it will call the number you designate and you answer the phone and stay on the line while pressing 9 for two seconds. (They are not given your telephone number)
4. If you hang up before pressing 9, you will disconnect that transaction.
5. Make sure to tell your guest that once the gate opens and the arm goes up, they need to move through the entrance. The arm is on a timed operator for JUST ONE CAR.