

SPRECOM



**REMOTE
ACCESS
TUTORIAL**



www.sprecom.com

1-888-477-7326



20 YEARS

**OF UNTANGLING
YOUR WORLD™**



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CONTROLLED ACCESS SYSTEM (SCA)

THE SPRECOM CONTROLLED ACCESS SYSTEM IS A KEYPAD CONTROLLED ENTRY SYSTEM FOR SECURE AREAS. SINGLE-USE CODES ALLOW ENTRY TO BE GRANTED TO MAINTENANCE ROOMS VIA TELEPHONE. THERE IS NO NEED TO ISSUE KEYS.

THE ACCESS LOGS ARE DOWNLOADED VIA MODEM TO OBTAIN A RECORD OF ROOM ACCESS AND FOR BILLING PURPOSES.



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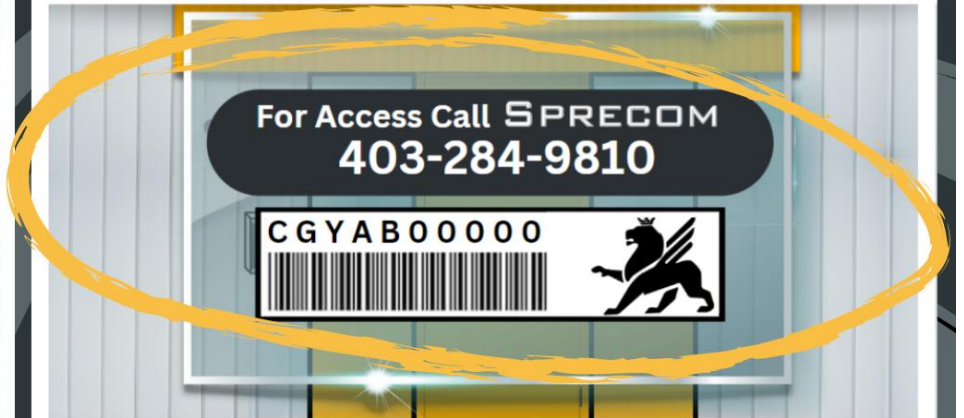
When you walk up to a SPRECOM controlled access door.



There will be a sticker



with SPRECOM's phone number and a building ID number. ¹ or address

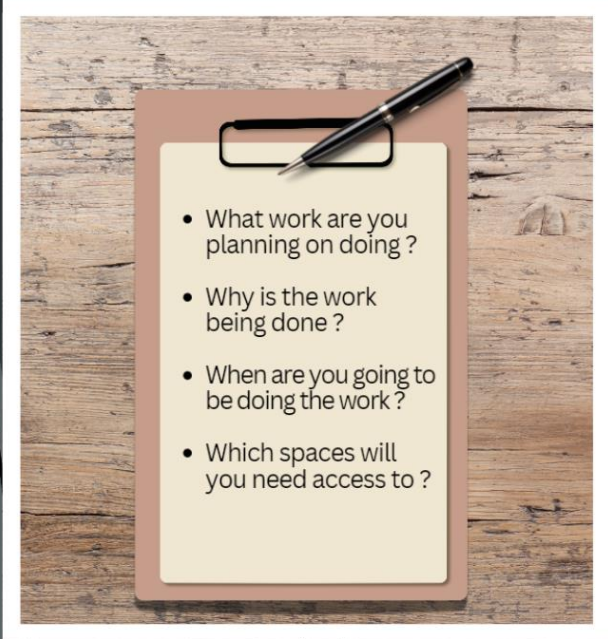
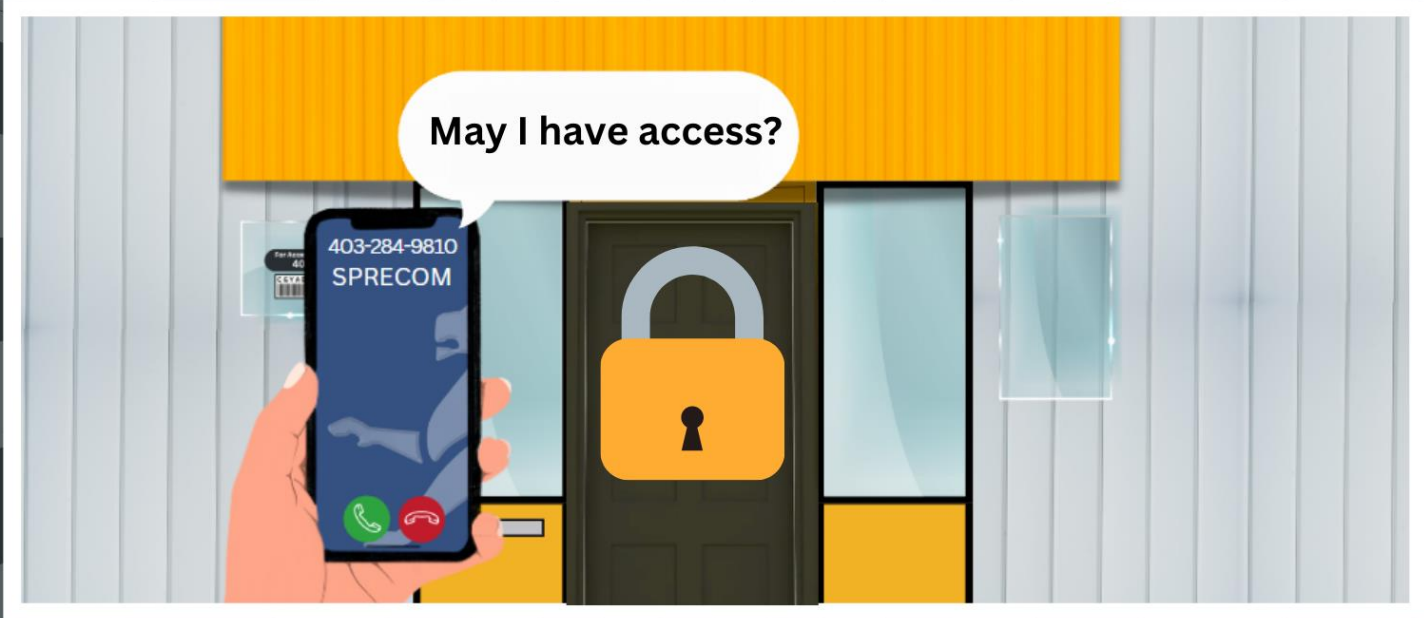


When you call into SPRECOM you will reach our staff live, from 7am - 5pm, Monday to Friday.

In the case of an after hours emergency, leave a message and someone will get back to you.



For Access Call SPRECOM

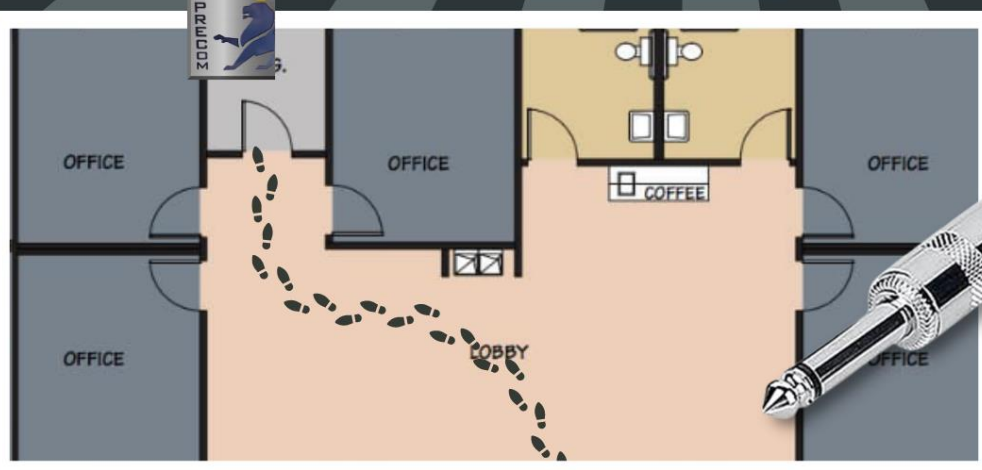


Once we have all your info, we will give you a one-time, 4 digit code...followed by the # key. Enter this into keypad.



Once the code is entered correctly, the door will unlock and allow access into the building.

Once inside, contractors will make their way to the mechanical room. Sprecom staff can help identify the route.





NOTE:

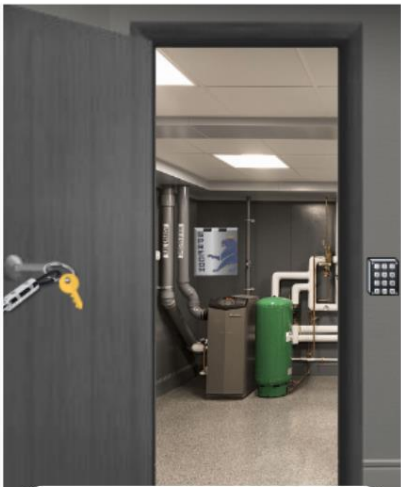
If you need to come and go from the room or access another door - look for the SPRECOM (griffin logo) cabinet.



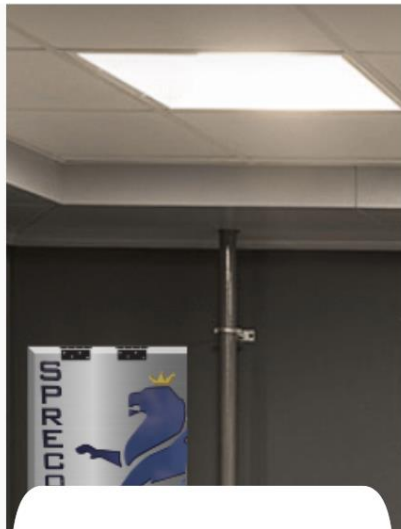
Inside the SPRECOM box there are 2 sets of (identical) keys - a **green** set and a **yellow** set.



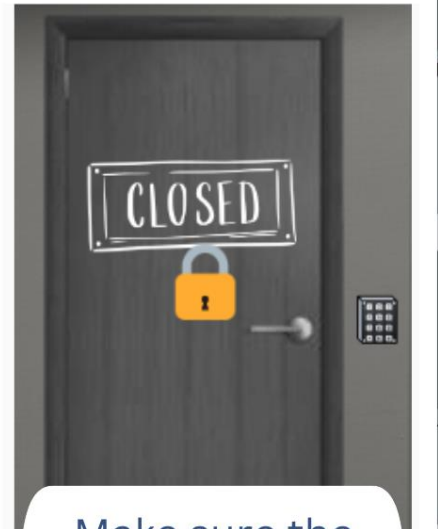
Make sure to return the keys when leaving the site.



Return the keys to the SPRECOM cabinet.



Shut the cabinet door.



Make sure the room door is closed / locked.



PROCESS OVERVIEW



SPRECOM

REMOTE ACCESS



locate Sprecom sticker with code

Upon approaching building, Contractors will look for the Sprecom barcode.



call into Sprecom office

Phone: 403-284-9810

Toll Free: 1-888-477-7326



confirm information to gain access

- Work being done.
- Work timeline.
- What rooms need to be accessed?



receive 4 digit (one time) code

...followed by the '# key'

Contractors will gain access to the building.



Sprecom box

Enter the utility / mechanical room and locate Sprecom box.



Access keys

Pull out a set of master keys and do the work as required.



Return keys

Keys will unlock utility room so that keys can be returned to Sprecom box. Shut the cabinet and exit the building.



CONTACT US
IF YOU HAVE ANY
QUESTIONS

**PLEASE CALL AHEAD TO ARRANGE ACCESS FOR EVENING
AND WEEKEND WORK (UP TO 14 DAYS IN ADVANCE)**

ADDRESS:

Suite 302-319 10th Ave SW
Calgary, AB T2R 0A5

PHONE:

Phone: 403-284-9810
Toll Free: 1-888-477-7326

EMAIL:

clientservices@sprecom.com

**HOURS: 7AM - 5PM
(MONDAY - FRIDAY)**



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