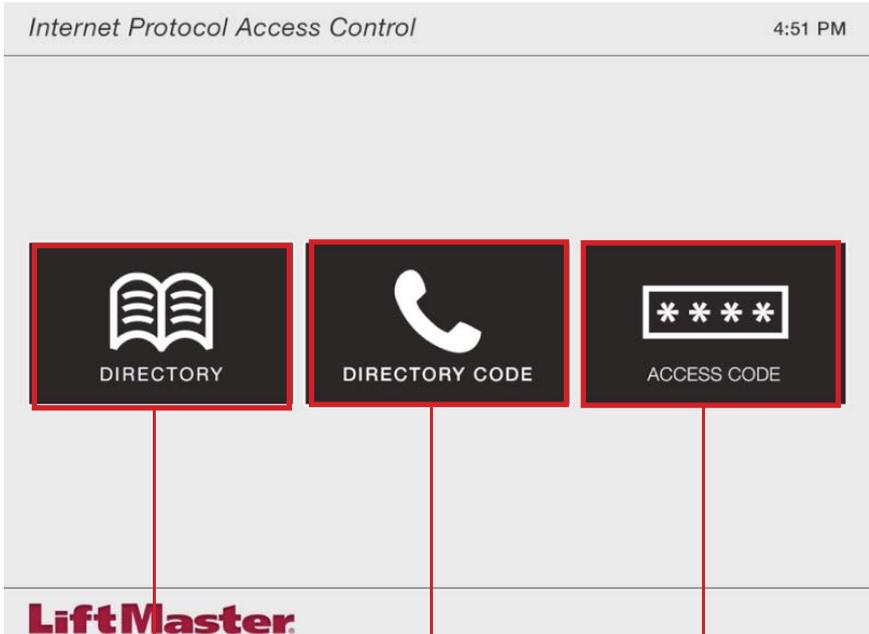# IPAC

Resident Guide

LiftMaster®

IPAC Overview

The IPAC touch screen provides three options for guests and residents: Directory, Directory Code, and Access Code. IPAC returns to this screen after any function is completed or time runs out.

Internet Protocol Access Control   4:51 PM

DIRECTORY

DIRECTORY CODE

ACCESS CODE

LiftMaster

DIRECTORY
Guest searches for a resident in order to call

DIRECTORY CODE
Guest calls resident with a provided code

ACCESS CODE
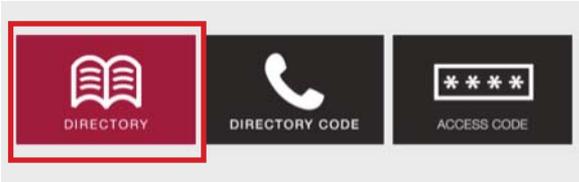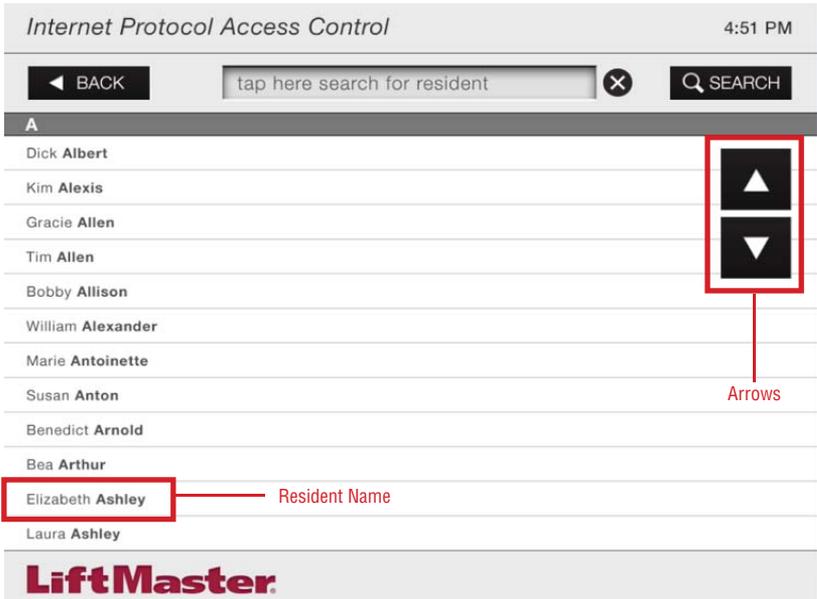Guest or Resident uses PIN to open entrance

DIRECTORY

The Directory is the list of names which can be called from IPAC. The names can be searched with the arrows (step 2a) or the search bar (step 2b).

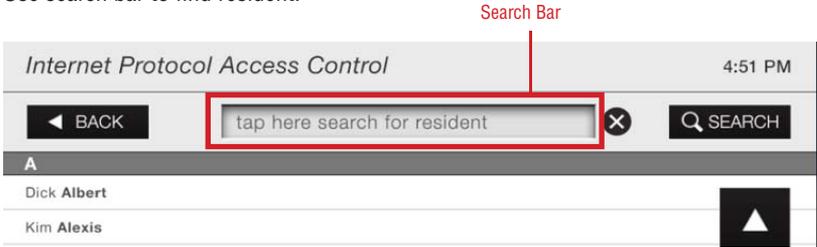## How to use the DIRECTORY

1 Guest presses "DIRECTORY".

2a Use the arrows to find resident.

Arrows

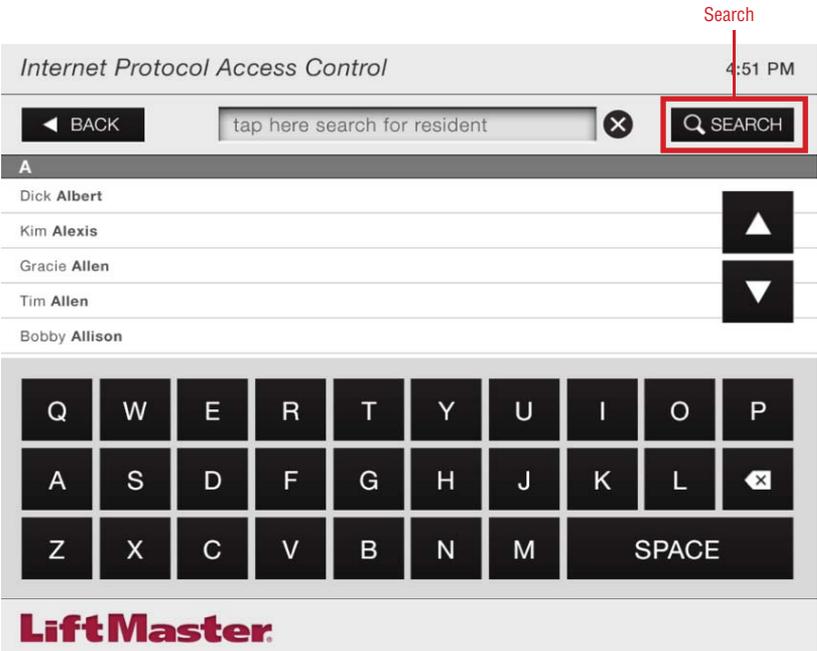Resident Name

DIRECTORY

2b Use search bar to find resident.

Search Bar

If a guest presses on the search bar a keyboard appears and can be used to enter the resident's last name or the first few letters of the resident's last name.
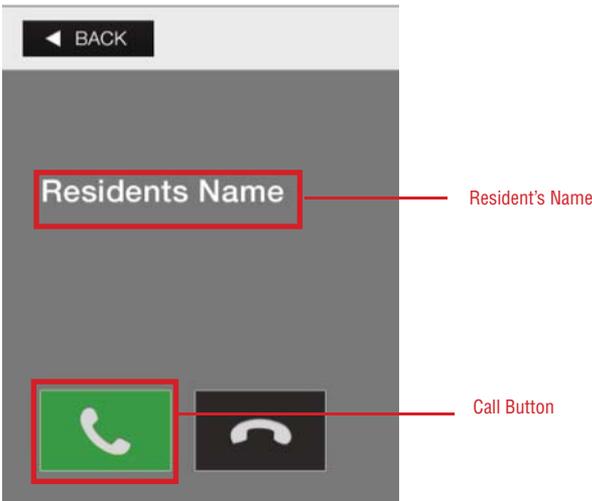
Search

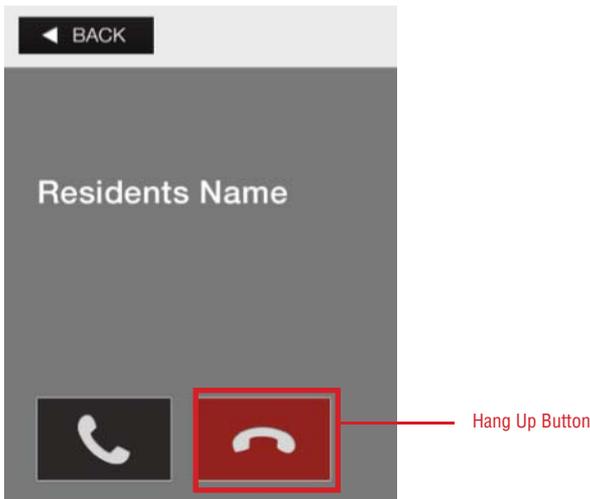**3** Guest presses name of resident to call.

Resident Name

4

DIRECTORY

4 After a guest selects a name, the confirm call screen appears. Guest can confirm the name of the resident and press the green button to call.

◄ BACK

Residents Name — Resident's Name

Call Button

Guest can press the red button to hang up at anytime during the call.

◄ BACK

Residents Name

Hang Up Button

5 The resident answers and either grants access with the predetermined key, 9, or hangs up if access is denied.
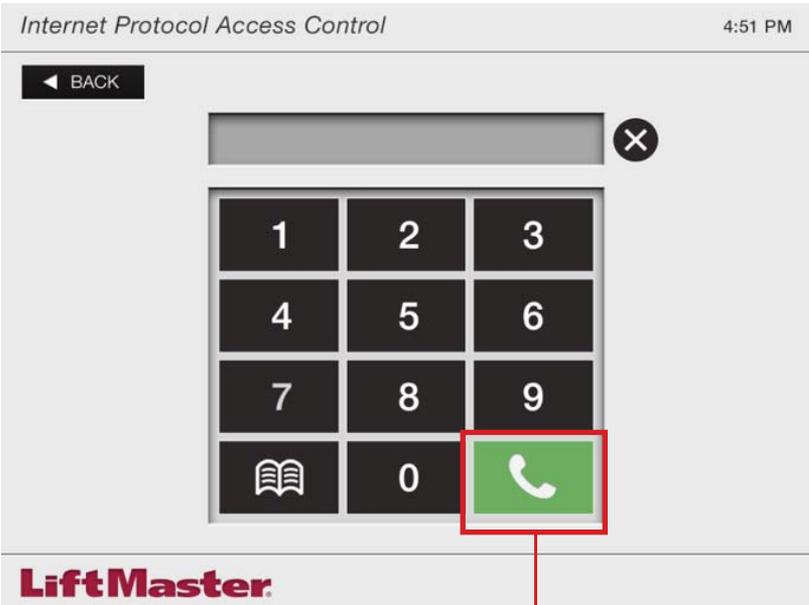
DIRECTORY CODE

The Directory Code is a 4 to 6 digit code guests can use to quickly call a resident without searching.

How to use the DIRECTORY CODE

1 Guest presses "DIRECTORY CODE".

2 Guest types 4 to 6 digit code to call resident. The call button turns green allowing guest to call by pressing the green call button. ***NOTE:*** *This is the only way to call a "hidden" resident.*
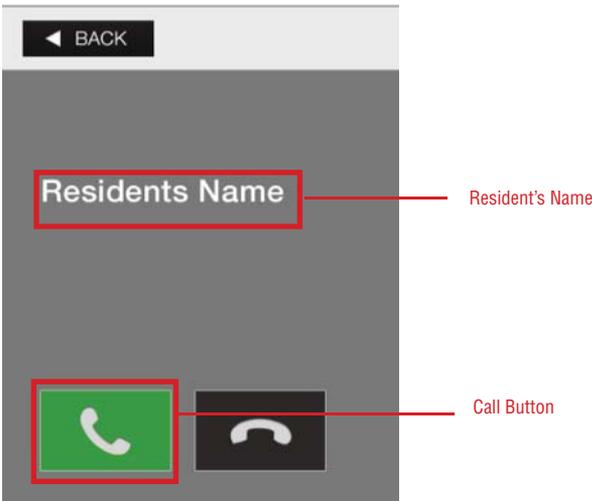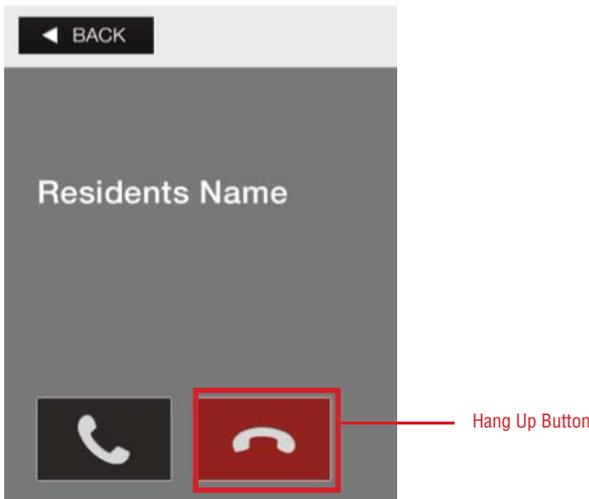

Call Button

DIRECTORY CODE

3 After a guest enters a valid Directory Code, the confirm call screen appears. Guest can confirm the name of the resident and press the green button to call.

Resident's Name

Call Button

Guest can press the red button to hang up at anytime during the call.

Hang Up Button

4 The resident answers and either grants access with the predetermined key, 9, or hangs up if access is denied.
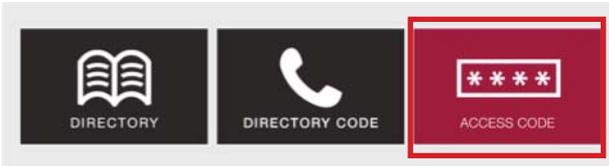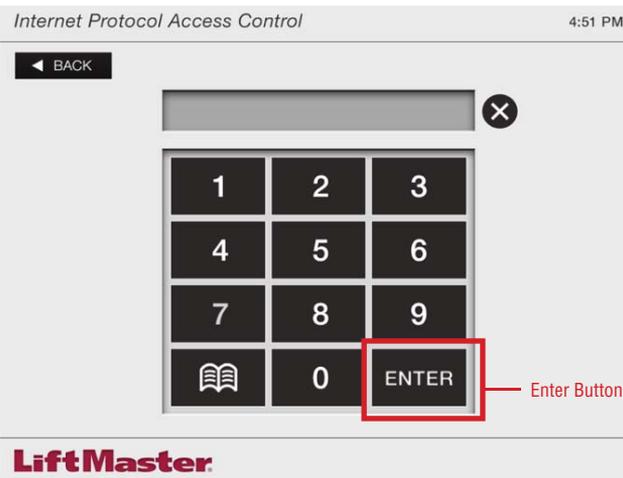
7

ACCESS CODE

Access Code is a 4 to 8 digit PIN which residents, frequent guests, or service providers can use to open the entrance.

How to use the ACCESS CODE

1 Resident or guest presses "ACCESS CODE".

2 Resident or guest types 4 to 8 digit PIN. ENTER button turns green allowing resident to open entrance by pressing the ENTER button.

3 If the access code is successful, an access granted message will appear. If the access code is not successful, no message is provided and IPAC remains on this screen.

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