

HILLMAN HOUSING CORPORATION



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Dear Shareholders,

Your building has been equipped with a DoorKing Telephone Entry System that will provide communication for your guest and/or delivery person from the lobby door to your home by use of a home, mobile, or VoIP telephone service.

Shareholder's name and telephone number will be programmed into the DoorKing telephone entry system under a specific directory code. This directory code is up to three digits long. When a guest and/or delivery person comes to visit you, they can do one of two things: search for your name in a shareholder directory located on the LCD display. When your name is displayed on the LCD screen in the shareholder directory, the guest can press the "CALL" button to place a call to your intercom contact phone number. The second option is to enter your apartment's three digit code. A guest and/or delivery person CANNOT enter your telephone number on the keypad nor will they have access to this information. In order to cancel any transaction while at the intercom, just press the number key "#" once.

Your directory code is the same code you currently have in a three digit format. For example, if your "old" intercom code is 5, your "new" intercom number will be 005. If your "old" intercom number is 50, your "new" intercom number will be 050. If your "old" intercom number is 101, your "new" intercom number will remain the same, 101. If a guest and/or delivery person knows your directory code, all they have to do is enter the three digit code on the key pad and it will automatically call the number you have provided management.

Once you have answered the phone call and you have identified your guest, you have the choice to either grant access or deny access to your guest. **To GRANT ACCESS to your guest and/or delivery person, press 9 on your touch-tone telephone.** The telephone entry system will respond with a confirmation tone indicating that the door is opening and will automatically disconnect itself. **To DENY ACCESS to your guest and/or delivery person, press the "#" key on your touch tone telephone or simply hang up.**

The intercom system will call the provided telephone number like a regular call; you will not hear a distinctive ring. To make it easier to identify an "intercom call," for those who have caller identification, the phone numbers used for each building are as follows:

A-Section, 212 420-4798

B-Section, 212 388-0273

C-Section, 212 388-9872

D-Section, 212 420-5974

E-Section, 212 420-5973

F-Section, 212 420-5903

G-Section, 212 420-2264

H-Section, 212 677-3689

J-Section, 212 388-1391

Please note that if you use a phone that does not have call waiting, when a guest and/or delivery person tries to contact you from the telephone entry system, they will hear a busy signal and will have to wait for you to end your call before they can contact you.

Cooperatively yours,

Hillman Board of Directors