

CAPSURE SYSTEM UPGRADE

On January 17, 2012 Securitas' technical group upgraded the CapSure system to 5.1 status, making the overall system more robust.

The upgrade in no way compromised the security of the information you have previously stored in the system.

IMPORTANT NOTE...

If you had a "CapSure" or "Visitor Management" icon on your desktop it will now be inoperative.

In order to access your information you will need to:

- Open the community website –(westminstercommunity.com)
- Click on the Visitor Management button, when the Home page opens a log-in box appears requesting **your CapSure log in and password.** The site will then open to your secured visitor locale, where new drop-down boxes have been set-up. The information shown is the same as you originally entered into the system.

NEW !!!!! CapSure VISITOR AUTHORIZATION ANSWERING SYSTEM

Also installed with the system upgrade is entry authorization via telephone – for those of you without computers, or have an unexpected guest arriving.

This feature is another way to allow residents to record information into CapSure concerning guests, contractors and other individuals/businesses they wish to have visit their residence.

It's simple to use –

DIAL this telephone number – 239-935-5178

The computer will pick up and –

If you are calling from the phone number already listed in the system, you will be prompted to **enter your password followed by the # sign.**

If you are calling from a phone number that **is not** in the system, the computer prompts you to **enter your primary phone number followed by the # sign and your password followed by the # sign.**

Once the computer identifies your phone number and password it will open your CapSure resident file.

Next the computer will prompt you to **clearly state the name of your guest** along with the **date and time of arrival** and **duration of stay followed by the # sign.**

When you are finished, the system will play back the information. You may **accept the visitor details by pressing 1 or reject by pressing 2 and then re-record.**

PLEASE DO NOT HANG UP THE PHONE
UNTIL THE COMPUTER PROMPTS YOU TO DO SO!!

Your visitor will now be authorized to enter. The message will be stored in the system for the number of days you have cleared them. Upon expiration, the guest will no longer appear on your guest list.

**Should you need to speak to a security officer directly,
please dial: 239-368-7337**

Any questions concerning the operation of the CapSure system, contact John Hutton, Property Manager, Westminster Community Association.