

**CYBERDOORMAN DATA SHEET**

**Site Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Unit #:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Additional Occupants:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Cellular Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**(Place occupants photos here)**

Please take the time to answer the following questions, they are necessary so that we can provide you with a customized CYBERDOORMAN service.

1. Will the unit be occupied during normal business / delivery hours Monday through Friday? Yes\_\_\_\_\_ No\_\_\_\_\_

2. What, if any, limitations do you have in regard to deliveries being accepted by CYBERDOORMAN?

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3. How do you wish to be informed of a package delivery?  
Telephone\_\_\_\_\_ E-Mail\_\_\_\_\_ Fax\_\_\_\_\_

4. Do you expect local deliveries of food, dry cleaning, etc.... that CYBERDOORMAN will accept

Yes\_\_\_\_\_ No\_\_\_\_\_

(If yes, please indicate Name and address of business.)

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Please note any special instructions below that you would like CYBERDOORMAN to be aware of.

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CYBERDOORMAN "Opening Doors To The Future" and looking forward to servicing and securing you and your family for years to come.

\_\_\_\_\_  
Unit Owner

\_\_\_\_\_  
CYBERDOORMAN

Date:\_\_\_\_\_

Date:\_\_\_\_\_

\*\*\*\*\*For Management Company/Building Board Only\*\*\*\*\*

In the event of a panic or emergency situation the following procedure should be followed by Cyberdoorman:

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\_\_\_\_\_  
Mgmt. Company/Building Board

\_\_\_\_\_  
CYBERDOORMAN

Date:\_\_\_\_\_

Date:\_\_\_\_\_

## CYBERDOORMAN Procedures

1. The main function of CYBERDOORMAN is to allow access remotely for individuals, twenty-four hours a day, three-hundred and sixty-five days a year, based on specific instructions provided by the tenants/owners of individual units at \_\_\_\_\_CYBERDOORMAN will monitor your building remotely using both audio communication and live real time video images that are transmitted to our Central Monitoring Station, via the internet.

2. The following scenario is a sample of how CYBERDOORMAN will function:

An individual walks up to the door and rings buzzer number  
There is no answer, so, reading the sign located below the intercom which states "For all deliveries and/or CYBERDOORMAN, ring bell" the individual rings this bell, which sends a phone call to CYBERDOORMAN who will have two-way audio connection using a surface mounted speaker/microphone, with the individual at the door within seconds. CYBERDOORMAN will ask for the name of the individual, the name of the company whom the individual works for, and the name and apartment number of the party being called on. A form of picture identification will be requested.

\*\*Please understand that the utmost precautions and security measures must be used to ensure your safety. \*\*

Once authorization is confirmed, CYBERDOORMAN will remotely open the front door and continue with two-way audio communication through the lobby and to the package closet which will also be remotely opened by CYBERDOORMAN. Once the package is dropped off in the closet, CYBERDOORMAN will watch the visitor leave the building and store the message and a video file of the person who entered the building at our central station. This information will be sent to the tenant/owner by fax or an e-mail or a phone call will be made to acknowledge that a delivery has happened upon receipt of the delivery.

3. Residents must inform CYBERDOORMAN via e-mail, fax or mail of any modifications, or alterations to initial setup instructions in this agreement.

### Examples of other uses of Cyberdoorman:

- Someone will be watching your residence, and you do not want to give them the key to the building, but only to your unit, simply, give us all the proper information and photo identification that we need to allow access for this person to enter the building.
- You are expecting an important package or document and need immediate notification when it arrives, upon delivery, you would schedule that we call your cell phone, or page you to alert you that your package has come.

These are just a few examples of how an open line of communication between CYBERDOORMAN and you, the tenant/owner, can enhance the CYBERDOORMAN experience.

5. Once an approved delivery arrives we will allow access to the lobby and then the package closet. We have no ability to control the elevator, nor do we have the ability to lock and unlock the stairway door that is located at the landing. These two issues are the sole responsibility of the building and its tenants.

6. The package closet that is on the second floor landing was built with shelves to place packages on. CYBERDOORMAN will not be responsible for items stolen from or vandalized, in the package closet. Although we can and will cooperate, in terms of retrieving video from the time frame of theft that is in question, and give the retrieved video to the involved party(s).

7. Deliveries that are too large for the package closet will be refused, and a message will be sent notifying you that the delivery was refused and the reason.

CYBERDOORMAN will not allow anyone who has been named as an unapproved company by one of the residents or management into the building. If we do not get prior notification or cannot access the owner of the unit, we will deny delivery. You will be notified by E-mail, Telephone message or Fax of the attempted delivery immediately, unless otherwise stated by the tenant/owner.

1. In filling out this Data Sheet I, \_\_\_\_\_ understand and agree, that CYBERDOORMAN is not responsible for the actions of any individual that has been authorized to gain entrance to the building at \_\_\_\_\_ by the aforementioned owner/tenant who resides in apartment \_\_\_\_\_ as stated previously in this Data Sheet.
2. I understand and agree that the authorization by the tenant/owner of all individuals requesting access and to be recognized by CYBERDOORMAN as authorized entrants, must be written and submitted to CYBERDOORMAN.
3. The request for video retrieval of events by owner/tenant will need to be heard by the Board of Directors and affirmed by the Managing agent, before granted and produced by CYBERDOORMAN.
4. CYBERDOORMAN is not responsible or liable for events occurring due to weather conditions, tampering of equipment, or the invalidity of the information submitted by tenant/owner.

TENANT/OWNER

CYBERDOORMAN

X \_\_\_\_\_

X \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_