

The board has been focused on getting prepared for the Memorial Holiday Weekend to start the 2022 season. The most critical issue currently is access to the lake for all members at the boat ramps. After four months of implementing the new Geokey system the board has discovered that approximately 3% of the property owners seeking lake access do not have the means at this time to utilize the Geokey system. In the spirit of community and no L.C.P.O.A. family left without lake access, the board utilizing member volunteers over the last two weeks tried numerous options, worked diligently with families, and utilized Geokey support to find a solution to provide access to the lake for all members. Based on the status of lake access and with time running out before the season starts the board has decided to try a temporary manual key option limited to the 3% without a ramp access option at this time to supplement the Geokey system through July 5, 2022. In addition, for the others who may have issues at the ramp, we have prepared a call list of volunteer helpers on the website to provide the best lake access for all members to begin the season until July 5, 2022. The Board thanks every one of the members for their cooperation and patience during this time and ask for continued support of the L.C.P.O.A. family as we continue evaluate, seek input, and solutions to improve lake access for all.

### **GEOKEY ENTRY**

MAKE SURE BLUETOOTH AND LOCATION ARE "ON" YOUR CELL PHONE.

OPEN GEOKEY APPLICATION ON YOUR CELL PHONE.

TOUCH THE CENTER BUTTON ON THE BOTTOM OF THE GEOKEY PADLOCK (BLUE FLASHING LIGHT SHOULD APPEAR AROUND THE BUTTON)

THE RAMP PADLOCK LOCATION WILL APPEAR ON YOUR CELL PHONE SCREEN IN BLACK PRINT.

PLACE YOUR INDEX FINGER ON THE RAMP NAME IN BLACK DISPLAYED ON YOUR CELL PHONE SCREEN AND SLOWLY SWIPE TO THE RIGHT ONLY.

THE GEOKEY PADLOCK WILL OPEN AND REMOVE THE MANUAL LOCK AND CABLE TOGETHER TO OPEN THE RAMP.

WHEN LAUNCHING OF THE WATERCRAFT IS COMPLETE, SLIDE THE MANUAL LOCK ONLY ONTO THE GEOKEY SHACKLE AND LOCK THE GEOKEY PADLOCK.

**MANUAL KEY ENTRY**

IF GEOKEY FAILS TO OPEN, EXIT THE APPLICATION AND RESTART FROM THE BEGINNING.

### **MANUAL KEY ENTRY**

KEY ENTRY MANUAL LOCK IS ATTACHED TO THE GEOKEY SHACKLE AS DISPLAYED IN PICTURE ONE.

INSERT YOUR KEY INTO THE MANUAL LOCK AND TURN THE KEY TO UNLOCK.

THE SHACKLE OF THE MANUAL LOCK WILL OPEN, LEAVE THE MANUAL LOCK HANGING FROM THE GEOKEY PADLOCK DO NOT REMOVE, AND SLIDE THE CABLE DOWN THE MANUAL LOCK SHACKLE.

PLEASE DO NOT REMOVE THE MANUAL LOCK FROM THE GEOKEY LOCK.

WHEN LAUNCHING OF THE WATERCRAFT IS COMPLETE, SLIDE THE CABLE UP THE MANUAL LOCK SHACKLE AND LOCK.

## **TIPS FOR GEOKEY PROBLEMS**

EXAMPLES OF ISSUES THAT USERS MAY HAVE EXPERIENCED WHEN PROPER PROTOCOL IS NOT FOLLOWED.

THE USER HAS TURNED OFF BLUETOOTH OR LOCATION ON THEIR PHONE AND FORGOT TO TURN IT BACK ON.

THE GEOKEY PADLOCK WAS NOT PUSHED CLOSED BY THE PREVIOUS USER. THE LOCK WILL NOT OPEN FOR THE NEXT USER BECAUSE IT WAS LEFT UNLOCKED AND NEEDS TO BE PUSHED CLOSED.

THE GEOKEY PADLOCK UNLOCKED SLIGHTLY BUT DID NOT SLIDE DOWN AND NEEDS TO BE PULLED DOWN MANUALLY.

THE USER FORGOT TO TOUCH THE BUTTON ON THE BOTTOM OF THE GEOKEY PADLOCK

THE USER DID NOT SWIPE TO THE RIGHT ON THE CELL PHONE SCREEN WHERE THE RAMP LOCATION DISPLAYS.

PLEASE REMEMBER TO PUSH THE GEOKEY PADLOCK CLOSED AFTER USING IT AND MAKE SURE IT STAYS IN THE LOCKED POSITION FOR THE NEXT MEMBER.

IF YOU ARE STILL HAVING AN ISSUE USING THE GEOKEY, PLEASE CONTACT THE OFFICE MONDAY – FRIDAY 9:00 am. TO 5:00 pm.

A CALL LIST OF HELPERS WILL BE PROVIDED ON THE WEBSITE FOR WHEN THE OFFICE IS CLOSED TO ASSIST WITH PROBLEMS. GENERALLY SPEAKING, THE VOLUNTEERS WILL BE AVAILABLE 5-8 PM. MONDAY – FRIDAY AND 9 AM. TO 8 PM. ON WEEKENDS AND WHEN THE OFFICE IS CLOSED.

PLEASE BE PATIENT AND COURTEOUS WITH THE HELPERS AS IT IS TIME VOLUNTEER FROM ONE ASSOCIATION MEMBER TO ANOTHER.

**PLEASE REVIEW THE YOUTUBE VIDEO ON THE WEBSITE FOR INSTRUCTIONS ON USE OF THE MANUAL AND GEOKEY SYSTEM.**