

INTERCOM OPERATING INSTRUCTIONS

Your New Intercom in Apartment can only communicate with your building's Lobby Desk.

All communication between apartment and lobby desk is private.

TO CALL THE DOORMAN FROM YOUR APARTMENT:

1. Lift handset.
2. Firmly push **Top** button on right side of intercom unit, lower pushbutton is nonfunctioning.
3. Wait on the line for 10-15 seconds for the system to connect to lobby switchboard.
4. If you receive no response, hang up your intercom.
 - a. **Your Apartment number has been stored in the lobby switchboard station's caller ID (memory list).**
 - b. As soon as the doorman is free he will see your missed call and will ring you back.

TO RECEIVE A CALL FROM THE DOORMAN:

1. A tone will sound from the handset.
2. Lift handset from the cradle and use as you would any standard telephone.
3. If, when you pick the handset, there is no one on the line, try calling the doorman back as described above. He may have hung up his phone before you answered.

