



Instructions to use the Intercom System

For visitors:

Following the instructions on the intercom display, look for the person you are visiting. Use the "*" key and the "#" key to scroll through the names.

Dial the code number listed next to the name. The system will automatically call the resident.

Once the resident unlocks the door, you will hear a tone indicating that the lock has been released. Enter the building and proceed promptly to the elevator, you will have 2 minutes to select the floor you are visiting.

For residents:

Calls from the intercom system will have a unique ringtone.

Answer the call and establish the identity of your visitor.

If you want to allow your visitor to enter, press "6" on your telephone. This will unlock the entrance to your building and allow your visitor to use the elevator to reach your floor. You will hear a tone indicating the lock has been released.

After hearing the tone, you may hang up.

To deny entry, hang up without pressing "6".

If you are on the phone when a visitor calls you, you will hear a call waiting tone.

You may press and then release your phone's receiver to put the first caller on hold, and you will be automatically connected to the visitor's call.