



Academy

Mail Box Co., Inc.

Established 1948

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32 Holman Boulevard

Hicksville, NY 11801

Government Approved Mailboxes

Intercom and Video Intercom Systems

Closed Circuit TV / Master Television Systems

Building Directories and Nameplates

Access Control Systems

(718/212) 539-1000 • Fax (718) 247-6019 • E-Mail: info@academymailbox.com

VIDEO INTERCOM – OPERATION INSTRUCTIONS

SYSTEM CONTROLS – PLEASE REFER TO PICTURE BELOW:



1. **BRIGHTNESS CONTROL, VOICE VOLUME CONTROL AND BELL VOLUME CONTROL.** All three controls are located on this side of the unit. Roll these controls “up” to increase brightness/volume, or roll “down” to decrease brightness/volume.
2. **TONE-OFF.** This Orange LED light will FLASH when your bell volume is turned OFF.
3. **DOOR RELEASE BUTTON.** While communicating with a visitor, press this button to release the lobby door. Also, pressing this button without receiving a call from downstairs will allow you to view the entrance panel camera.
4. **BRIGHTNESS BUTTON.** While communicating with a visitor, press this button to adjust the brightness of the video.
5. **ZOOM BUTTON.** While communicating with a visitor, pressing this button will allow you to enlarge the video image.
6. **“GUARD” BUTTON.** Pressing this button while in communication with a visitor allows you to toggle between the camera inside the entrance panel and the camera in the lobby (facing the elevator door).
7. **TALK BUTTON.** Press the talk button when your intercom rings, this will establish communication with the entrance panel. Speak close to the unit. **Do not hold the TALK button down while communicating.** Pressing this button again turns your station off. If it is not pressed, your unit will automatically timeout after 45 seconds.
8. **“OPTION”.** Pressing this button will bring the elevator to your floor.

When your apartment intercom rings, **momentarily** press the TALK (7) button. **Do not hold this button down.** This will establish communication with the intercom panel. Speak close to the intercom unit to ensure the visitor hears you clearly. **YOU MAY IMMEDIATELY BEGIN SPEAKING AFTER PRESSING THE “TALK” BUTTON. YOU DO NOT NEED TO HOLD THE “TALK” BUTTON DOWN WHEN SPEAKING. TALK/LISTEN INTO THE INTERCOM UNIT LIKE YOU ARE USING A SPEAKERPHONE.** Identify who is calling. To grant your visitor access, press the **DOOR RELEASE BUTTON (3)** to let your visitor in. Press the **GUARD BUTTON** to view the camera in the lobby positioned towards the elevator. Press the



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OPTION BUTTON to call the elevator from the lobby to your floor. Momentarily press the **TALK BUTTON** again to turn off the unit. If you do not press it again, the unit automatically times out in approx. 45 seconds.

VIDEO INTERCOM – OPERATION INSTRUCTIONS

When your apartment intercom rings, press the **TALK** button. Do not hold this button down. This will establish communication with the intercom panel. Speak close to the intercom unit to ensure the visitor hears you clearly. You may immediately begin speaking after pressing the **TALK** button. Talk/listen into the intercom unit like you are using a speakerphone.

Identify who is calling. If you would like to let the visitor into the lobby, press the **DOOR RELEASE** button (the button with the key above it).

Press the **GUARD BUTTON** to switch the view to the lobby camera, so you can see your visitor enter the elevator.

Once your visitor is in the elevator, press the **OPTION** button on your intercom unit. This will bring the elevator from the lobby to your floor.

So, to let someone into the building and call them to your floor, this is the procedure:

TALK, DOOR RELEASE, GUARD, OPTION and TALK again (if you want to turn the unit off).