

# Academy

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## INTERCOM OPERATING INSTRUCTIONS

### System controls:

On the bottom of your unit there is a “bell” volume control. Push this switch to the right to turn the volume up. Push this switch to the left to turn the intercom volume down/off. On the face of the unit, there is an LED light that blinks whenever your volume is turned off.

### There is a row of buttons on the right side of the hand-set:

- The top button is a service button, which can be used for optional service like turning on a light, calling an elevator to your floor, etc. **You will not need to use this button.**
- Next, is the button with the bell symbol above it. This button is used to call down to the concierge/doorman station. **You will not need to use this button.**
- **The last button is the button with the key above it. This button is used to open the door whenever you want to let a visitor into the building from the lobby entrance panel.**

**When a call to your apartment is made, pick up the hand-set. This will establish communication with the Entrance Panel. Talk/listen into the intercom handset unit like you are using a telephone. Speak clearly into the intercom unit, to ensure the Visitor hears you. To give the visitor access, press the button with the key symbol above it, then hang up the handset.**

