

Intercom Instructions

HandsFree Phones

To contact someone:

1. Press your **Intercom** button.
2. Press the intercom number of the person you wish to reach (see intercom card for your department)
3. Pause for about 5-10 seconds, then begin speaking
4. If you need a response from the person you are contacting, wait for it. Otherwise, push the orange **Release** button to hang up.

To respond:

When someone contacts you over the intercom, your phone will sound a special double-ring, and the arrow next to your Intercom button will start to flash.

- If you do not wish for the caller's voice to be heard over your speaker, pick up your handset immediately.
- If the caller does not need a response, you do not need to do anything—the call will be disconnect when the caller hangs up.
- If you want to respond to the caller, pick up your handset or press the **Handsfree Mute** button (in the top row of buttons on your phone)

Standard Phones

To contact someone:

1. Pick up your handset
2. Press your **Intercom** button.
3. Press the intercom number of the person you wish to reach (see intercom card for your department)
4. Pause for about 5-10 seconds, then begin speaking
5. If you need a response from the person you are contacting, wait for it. Otherwise, push the orange **Release** button to hang up.

To respond:

When someone contacts you over the intercom, your phone will sound a special double-ring, and the arrow next to your Intercom button will start to flash.

- If you do not wish for the caller's voice to be heard over your speaker, pick up your handset immediately.
**Note: Even if your phone does not have a microphone, it does have a speaker.
- If the caller does not need a response, you do not need to do anything, the caller will disconnect the call.
- If you want to respond to the caller, pick up your handset.