## Quick Start Guide AIPhone Intercom System How to Allow Someone Access to the Building



**STEP 1:** In order to enter a building through the AIPhone System, the visitor will need to **press the button on the intercom**, which will then ring the AIPhone Desk Station(s). The Desk Station will ring like a standard phone, but will also display who is at the Intercom.

## "Hello, can I help you?"

STEP 2: To answer the call you can **pick up the AIPhone Handset or press the "Talk" button**. This will allow you to interact with the visitor. Once you have confirmed a visitors entrance into the building, you will **press the "Key" button**, which will unlock the door and allow access. The door will remain unlocked for a short time and then the lock will re-engage.

## "You may now enter the building."

 MONITOR: Displays front entrance without an intercom request (Zoom/Pan/Tilt will not work in monitor mode).

options

- TALK: Communicate with visitors.
- OFF: Press to end communitcation.
- KEY: Press to release door.
- ZOOM/WIDE: Zoom option allows you to use the PAN/TILT options to move image up and down.
- ADJUST: Automatically focuses the image and adjust the backlighting as needed.
- SETTINGS: The settings button will allow for additional changes to the following items: brightness, tone volume, and reciever volume.

For any questions or concerns please contact Support via the web portal or 3150.

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