MONROE PUBLIC SCHOOLS

AIPhone

Intercom System

Desk Station

Quick Start User Guide

Contents

What is the AIPhone

The AIPHONE is an intercom system that can be used at the Main Entrance of a building that will give the user of each AIPhone station the ability to view, speak to, and remotely allow/deny entrance of visitors into the building. The AIPhone will allow all doors of the school to remain locked at all times. In order to gain entrance to the school, press the button to notify the office staff you are at the entrance. You will then be buzzed into the school. Upon entering the school, you will still sign in and wear a visitor's badge.

Receiving a Call

The call tone rings, and the corresponding display appears. When called from a video door station:
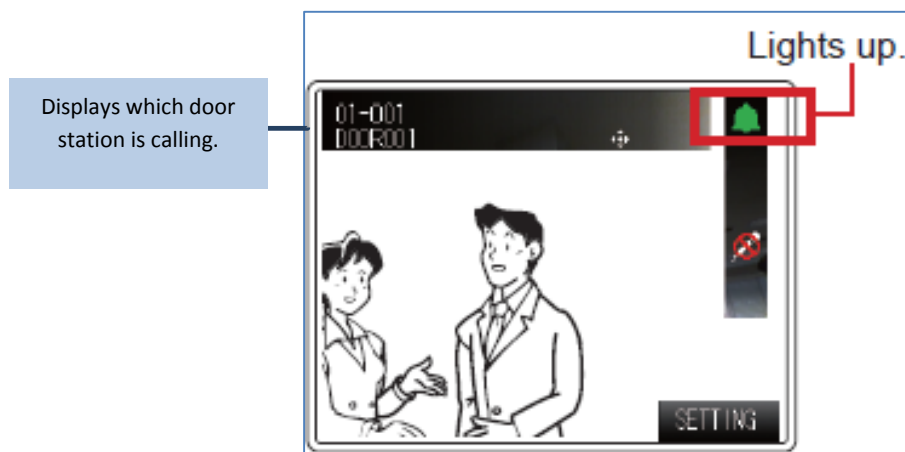

The station number, station name and video image at the calling station (following the symbol image) are displayed. (When called from a remote site, the site number, site name and video image at the calling station (following the symbol image) are displayed. The station name will not be displayed).

Answering a Call

Answer the call in one of the following ways: Hands-free, Press-to talk, or Hand-set.

Hands-free Mode

Communication in the hands-free mode *(Available when "COMMUNICATION METHOD" is set to "HF" in the "INITIAL SETTING").*
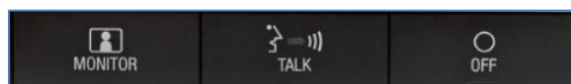
When called in from a substation

1. Press **TALK** momentarily. After a beep, you can communicate in the hands-free mode. When talking the **TALK** light will be **lit**, when listening to the caller the **TALK** light will be **off**.
2. When you have finished the communication, press **OFF**. Communication will end.

You can communicate in the press-to-talk mode by the following operation even when "**HF**" is set (e.g., when it is noisy around you).

1. Press and hold **TALK** for a few seconds while being called. (Beeps twice and **PRIVACY** disappears from the display).
2. Press and hold **TALK** for more than one second while communicating. (Beeps once and **PRIVACY** disappears from the display).

Communication in the Press-to-talk Mode

(Available when "COMMUNICATION METHOD" is set to "PTT" in the "INITIAL SETTING")

When called in from a sub-station:

1. Press **TALK** momentarily. After a beep, you can communicate in the press-to-talk mode.
2. Press and hold **TALK** to talk and release to listen to the caller.
3. When you have finished the communication, press **OFF**. Communication will end.
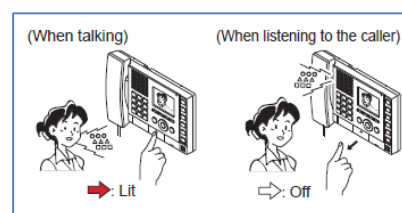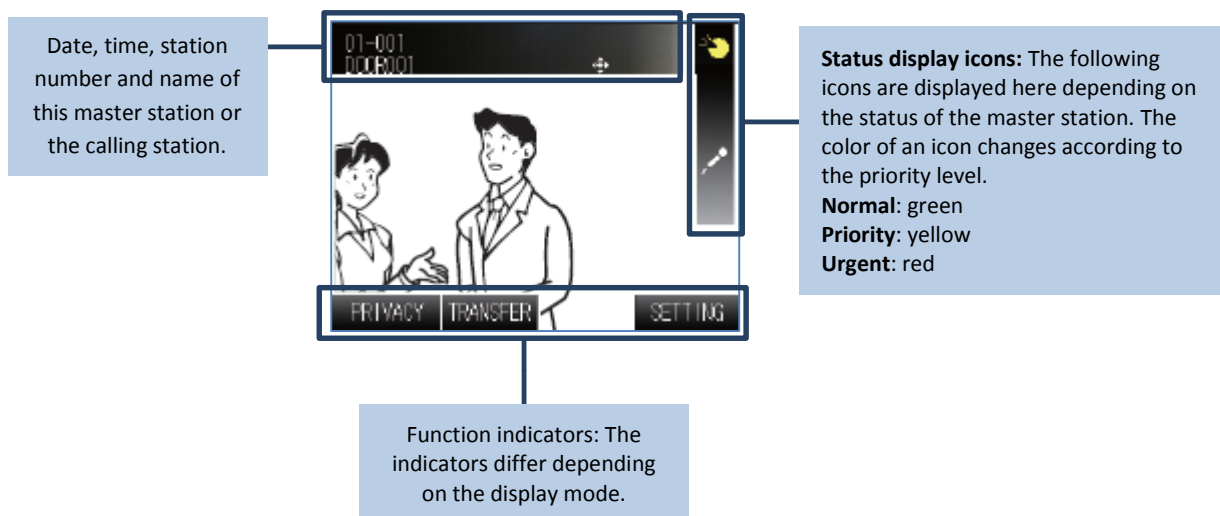
Communication using the Handset

When called in from a sub-station

1. Lift the handset and you can communicate with the caller. You can also communicate in the press-to-talk mode by pressing and holding **TALK**.
2. When you have finished the communication, put the handset on the hook. Communication will end.

In the press-to-talk mode you can communicate in the press-to-talk mode by pressing and holding **TALK** even when you are communicating with the handset.

Viewing Video Images at a Video Door Station and Door Release

You can view video images at the target station when receiving a call from or communicating with a video door station, or monitoring a video door station in your site. The video images can be adjusted as necessary by using the following functions on the master station.

Date, time, station number and name of this master station or the calling station.

Status display icons: The following icons are displayed here depending on the status of the master station. The color of an icon changes according to the priority level.
Normal: green
Priority: yellow
Urgent: red

01-001
DOOR001

PRIVACY | TRANSFER | SETTING

Function indicators: The indicators differ depending on the display mode.

Adjust Button

Adjusting images: If the image on the monitor is difficult to see, you can adjust the image.

1. Press **ADJUST** when the image is difficult to see. The backlight or night sensitivity is automatically adjusted.

To restore the image before adjustment
1. Press **ADJUST** again. The icon is cleared and the image before adjustment is restored.

Switching Zoom/Wide

The display mode on the monitor can be switched between zoom and wide by each press of **ZOOM/WIDE** (cannot be used in monitor mode)**.**

Pan & Tilt Control Button

The zoom option allows you to use the PAN/TILT options to move the image up and down.

Door Release Button

You can release the door lock while being called from, communicating with, or monitoring a substation if a door release device is connected to the station. Press ⟦⟧ while being called from, communicating with, or monitoring the substation. The door lock is released for the time set in the System setting.

Door Release Button

Adjust Button

Zoom/Wide Button in the center.
Pan/Tilt Button on the outer edge.
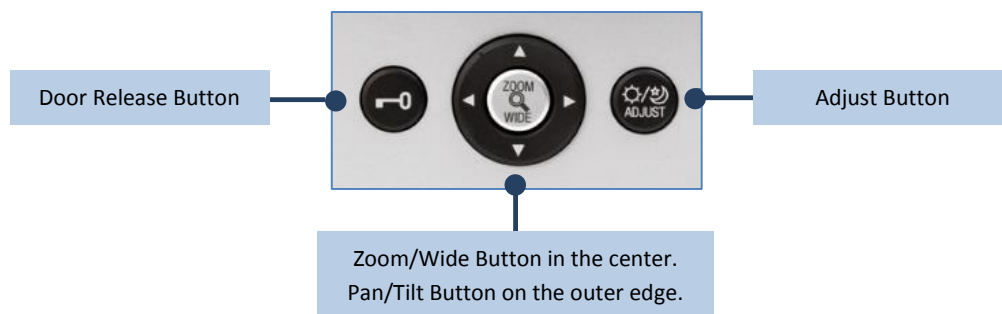
Function Buttons

The **Function Buttons** are also enabled when the **Function Indicators**, just above the buttons are displayed. The function name on an indicator may differ from the name of the corresponding button. In that case, the button operates as the function of the indicator.

SETTING button: Brightness and volume controls.
LIST button: View, scroll through, and select the stations or zones connected to the system.
PRIVACY button and LED (red): There are three privacy settings.
TRANSFER button and LED (red): Send an answered call to another master station.

NOTE: There will be some buttons on the phone which are note enabled. You will be using the **Settings** button to do the following: Adjust Brightness, Tone Volume, and Ringer Volume.

Using the Privacy Function

The PRIVACY function of a master station prevents you from being heard by other master stations (in your site) or remote sites that call you.

To Activate the PRIVACY Function

Set the **PRIVACY MODE** to "1" or "2" in the "**INITIAL SETTING.** If you will not use the **PRIVACY MODE**, set it to **OFF**.

While Receiving a Call
- **When the PRIVACY function is activated:** The microphone of your master station is muted, so the sounds at your side are not heard by the caller.
- **When the PRIVACY function is off:** The microphone of your master station is enabled, so the sounds at your side are heard by the caller.

To Communicate with the Caller

- **When the PRIVACY function is activated:** Press **TALK** or lift the handset, and the microphone is enabled. Then you can communicate with the caller.
- **When the PRIVACY function is off:** You can communicate with the caller without pressing **TALK** or lifting the handset.

To mute the microphone temporarily: Press and hold **PRIVACY** and the microphone is muted. Release **PRIVACY** to enable the microphone.

Privacy Mode 1: Light is lit.

> • The microphone is muted.
> • When you press **TALK** or lift the handset to answer the call, the microphone is enabled.
> • Microphone is enabled.
> • The microphone is muted while pressing **PRIVACY**.

Privacy Mode 2: Light is lit.

> • The microphone is muted.
> • When you receive a call from a master station or remote site, the caller and you are notified by a tone that you are in the **PRIVACY MODE**. When you press **TALK** or lift the handset to answer the call, the microphone is enabled.

OFF: Light is off. A call from another master station can be answered by a voice response.

> • The microphone is enabled. Communication starts when a direct voice call arrives from a master station in your site or remote site.
> • The microphone is muted while pressing **PRIVACY.**