

INTERCOM SYSTEM INSTRUCTIONS

When a visitor attempts to contact you, you will hear the two short rings. After answering, you have two options:

- ✓ **Dial 9 to allow entry.**
- ✓ **Dial * to hang up without allowing entry.**

If you are on a call when you hear the tone,

- ✓ **Dial 2 to connect you to the visitor.**

You may:

- ✓ **Dial 9 to allow entry.**
- ✓ **Dial * to hang up without allowing entry.**
- ✓ **Dial 2 to return to the call you have on hold.**