

DOCUMENT PURPOSE

The purpose of this document is to instruct the G2 Communicator user on how to use the Intercom Console Phone.

This document assumes the reader has the appropriate user credentials (username and password), as well as the IP address or DNS name of the G2 Communicator system.



GETTING STARTED

To be successful the reader will need to be sitting in front of the G2 Communicator Intercom Console Phone which is connected to their G2 Communicator system.

INSTRUCTIONS

The Intercom Console Phone is directly connected and fully integrated to the G2 Communicator system. From the Intercom Console, the user may page any zone or make an intercom call to any classroom device. Follow the instructions below in each section to complete each task.

Note: The G2 Intercom Console Phone works like any VOIP Phone with a handset and a built-in speaker phone.

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The Intercom Console Home Page

The Intercom Console Phone home screen contains several softkeys that allow the user to quickly make Paging or Intercom calls. Alternately, simply dialing the extension assigned to the Paging Zone or Classroom Device will complete the call.



Softkeys

- 1. Intercom Softkey** – This is the default line assigned to the Intercom Console.
Note: By default, this line will place calls to Paging Zones and Classroom Devices.
- 2. Emergency Line Softkey** – This line will receive calls from classroom devices when the emergency button is pressed.
Note: This line has a different ring tone allowing the staff to know the call is an Emergency without causing undue concern for non-school persons near the Intercom Console.
- 3. All Call Softkey** – This key will dial the All Call paging group (ext. 6060).
- 4. All Interior Softkey** – This key will dial the All Interior paging group (ext. 6061).
- 5. School Anc. Softkey** – This key will dial the School Announcement paging group (ext. 6063).
Note: Pressing the softkey presets the number, but the Dial Softkey will still need to be pressed to start the call or page. Picking up the handset will also start the call or page.
Note: Pressing a softkey and pausing for 10 seconds will also start the call or page.



Softkeys Continued...

6. **Alert Group Softkey** – This key will display all the available Alert Extensions.
 7. **Announcement Group Softkey** – This key will display all the available Announcement Extensions.
 8. **Intercom Group Softkey** – This key will display all the available Intercom Extensions.
 9. **Paging Group Softkey** – This key will display all the available Paging Extensions.
- Note:** These groups are dynamic and will auto-update with any changes made to the G2 Communicator system.



Placing an Intercom or Page Call

Dialing an Extension

Placing an intercom or paging call using the numerical keypad:

1. Press numbers for the four-digit extension on the keypad.
2. Do one of the following to complete the call.
 - a. Pick up the handset.
 - b. Press the dial button on the screen.
 - c. Wait 10 seconds for the call to automatically be placed.

Note: Leaving the handset in the cradle will enable the speaker phone feature of the Intercom Console.

3. To end the call, place the handset back in the cradle or press the End button on the screen.

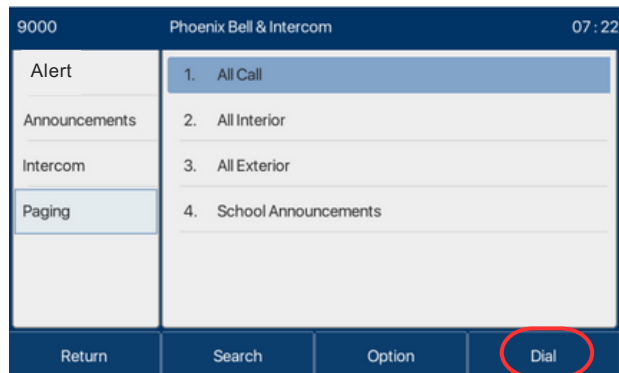
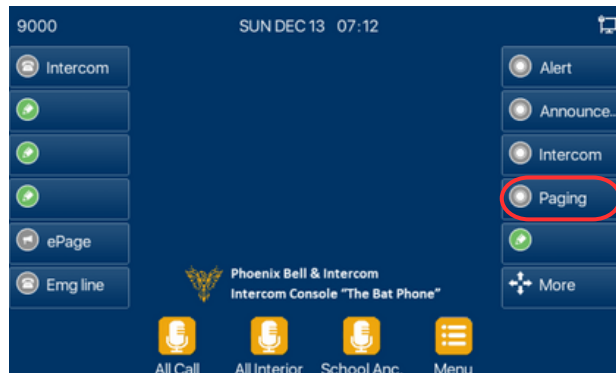


Placing an Intercom or Page Call

Paging Group

Placing a Paging call using the group softkey:

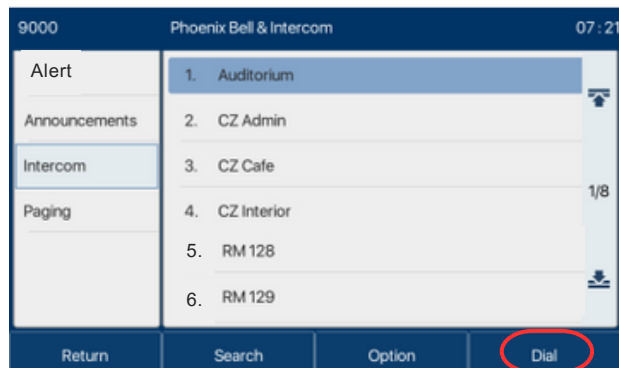
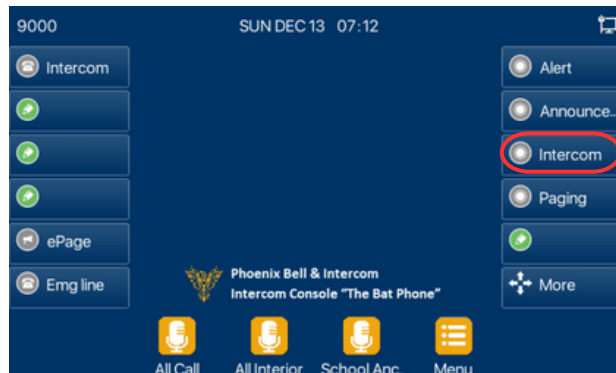
1. Press the Paging softkey on the home screen.
2. Select the desired paging zone on the screen.
3. Press the dial button on the screen or pick up the handset.
4. To end the call, place the handset back in the cradle or press the End button on the screen.



Intercom Group

Placing an Intercom call using the group softkey:

1. Press the Intercom softkey on the home screen.
2. Select the desired classroom device on the screen.
3. If the desired room is not shown, press the down page button.
4. Press the dial button on the screen or pick up the handset.
5. To end the call, place the handset back in the cradle or press the End button on the screen.

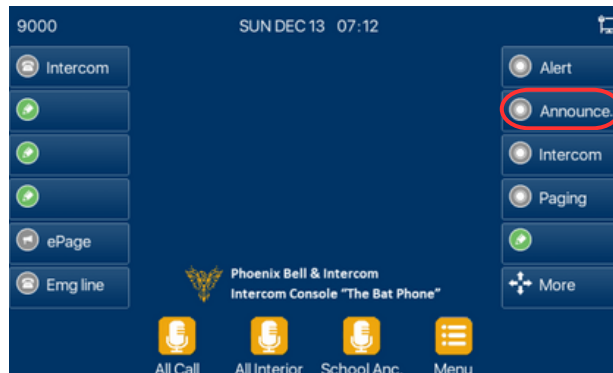


Placing an Intercom or Page Call

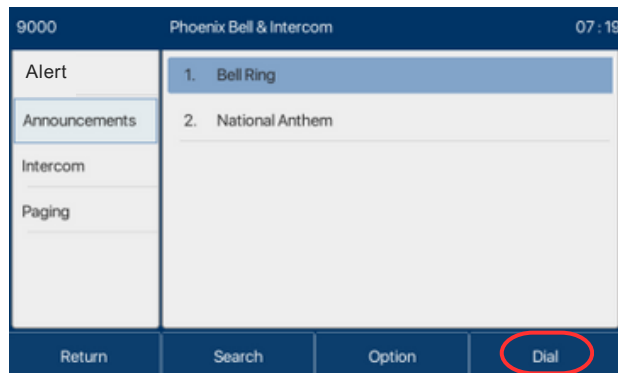
Announcement Group

Placing an Announcement (page) call using the group softkey:

1. Press the Announcement softkey on the home screen.



2. Select the desired Announcement on the screen.
3. Press the dial button on the screen or pick up the handset.



4. To end the call, place the handset back in the cradle or press the End button on the screen.

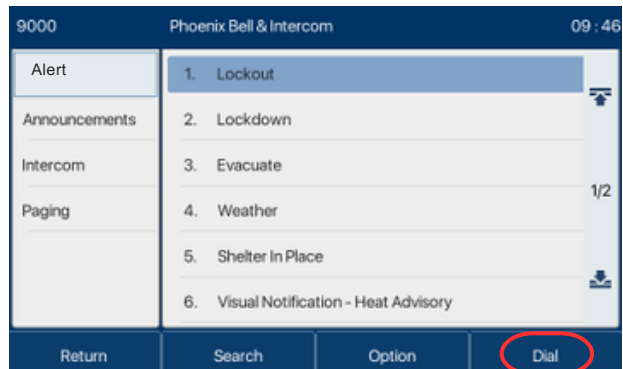
Alert Group

Placing an Alert (page) call using the group softkey:

1. Press the Alert softkey on the home screen.



2. Select the desired Alert on the screen.
3. Press the dial button on the screen or pick up the handset.



5. To end the call, place the handset back in the cradle or press the End button on the screen.

ePage (Multicast Page)

Placing an ePage call using the softkey:

Note: This button bypasses the G2 Communicator system and places a direct broadcast to all devices in the building. There is not a pre-announce tone. The audio broadcast is immediate.

1. Press the ePage softkey on the home screen.
2. The screen will display the multicast address audio is being broadcast to.
3. To end the call, place the handset back in the cradle or press the End button on the screen.

