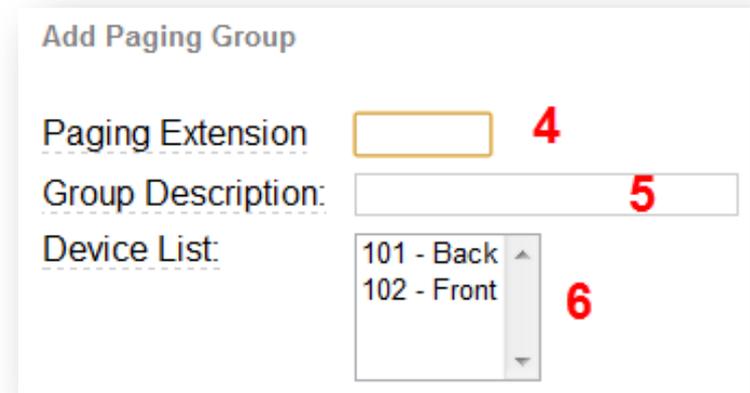


## Setting up an Intercom

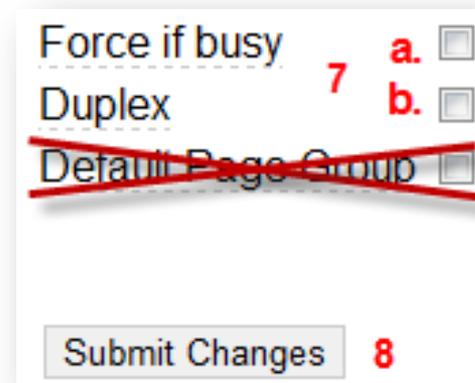
Intercom lets you do a 'Page' – you dial the Paging Extension number, and all the phones in the group pick up automatically, go into hands free, and play through their speaker what the caller is saying. This is very useful in a small office environment ("Pizza is at reception desk!").

1. Login to your PBX through the Admin Portal
  - a. <https://example.callingcloud.net/admin>
    - i. Example = your unique ID for you account
2. Select Setup → Paging and Intercom
3. Select “Add Paging Group”
4. Choose a “Paging Extension” Number
  - a. Paging Extension number is what users will dial to page this group. *Example = 4500*
5. Provided a “Group Description”
  - a. A Group Description is a descriptive title for this Page Group. *Example = Sales*
6. Device List: Choose which extension(s) you would like to include in this Paging Group.

A screenshot of the 'Add Paging Group' form. The form has three main sections: 'Paging Extension' with an empty text input field and a red number '4' to its right; 'Group Description:' with an empty text input field and a red number '5' to its right; and 'Device List:' with a list box containing '101 - Back' and '102 - Front' and a red number '6' to its right. The list box has a scroll bar and arrow buttons.

7. Other feature options:

- a. Force if busy: If selected, will not check if the device is in use before paging it. This means conversations can be interrupted by a page.
- b. Duplex: Paging is typically one way for announcements only. Checking this will make the paging duplex, allowing all phones in the paging group to be able to talk and be heard by all.



8. Click “Submit Changes”

9. Click “Apply Configuration Changes”

10. Click “Continue with Reload”

**Note: To use the Paging and Intercom feature, dial the paging extension number from any phone on the local network.**

