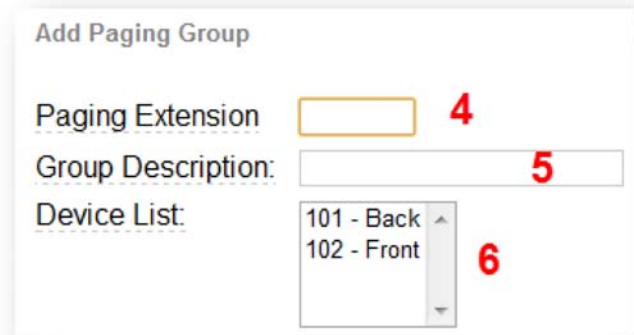


## Setting up an Intercom

**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!").**

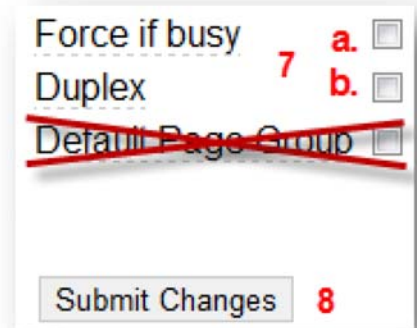
1. Login to your PBX through the Admin Portal
  - a. [www.companyname.skytelvoip.com](http://www.companyname.skytelvoip.com)
    - i. Example = your unique ID for you account
2. Select Setup → Paging and Intercom
3. Select “Add Paging Group”
4. Choose a “Paging Extension” Number
  - a. Paging Extension 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.



Add Paging Group	
Paging Extension	<input type="text"/> 4
Group Description:	<input type="text"/> 5
Device List:	<div style="border: 1px solid gray; padding: 2px;">101 - Back 102 - Front</div> 6

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.**

