Accessing Telecenter ICS

All Telecenter ICS features require that you first access the Telecenter ICS system.
To access Telecenter ICS system, dial tone:

- ☐ Lift the handset on the dedicated Telecenter ICS Telephone   OR
- ☐ Press the button on your telephone marked "Intercom"   OR
- ☐ Dial _____ from your telephone

Basic Operations

Answering a Call-In (Indicated on the Telecenter ICS Display)	While a call from a classroom is showing on the Telecenter ICS Display: 1. Access the ICS system and receive Telecenter dial tone 2. Press the "*" key → You will be connected to the calling room 3. Hang up when finished OR 4. Press the "*" key to answer the next call
Answering a Call-In (Ringing your Telephone)	1. Pick up the handset of your ringing telephone → The Telecenter system will announce the calling room number and call priority 2. Press the "*" key at any time during the announcement → You will be connected to the calling room 3. Hang up when finished OR 4. Press the "*" key to answer the next call
Placing an Intercom Call	1. Access the ICS system and receive Telecenter dial tone 2. Dial the room or speaker number 3. Hang up when finished

Paging

Page All Areas – From a Telephone	1. Access the ICS system and receive Telecenter dial tone 2. Dial #80* 3. When you hear the tone, make your announcement 4. Hang up when finished
Page a Zone – From a Telephone	1. Access the ICS system and receive Telecenter dial tone 2. Dial #[Paging Zone]* (e.g. #03* when 3 is the desired paging zone) 3. When you hear the tone, make your announcement 4. Hang up when finished
Emergency All-Page – From a Telephone	An Emergency All Page will override all system operations including intercom conversations. 1. Access the ICS system and receive Telecenter dial tone 2. Dial #89* 3. When you hear the tone, make your announcement 4. Hang up when finished
Page All Areas – From Paging Microphone	An All Page from the Paging Microphone (usually located in the front office) will override all system operations including intercom conversations. 1. Press the Push-To-Talk (PTT) bar on the microphone 2. When you hear the tone, make your announcement 3. Release the Push-To-Talk bar when finished.

– Continued on reverse side –

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