

urmet



Getting Started

iPerCom Switchboard



Getting You Started

Welcome to the IPerCom Switchboard, the concierge software for your site's 'IPerCom' Door Entry system.

To make getting started a breeze, we've created this guide which directs you to our range of 'How-To' videos, so you can quickly get to grips with using your site's concierge.

Simply click or scan the QR codes throughout this guide, to watch one of our short tutorial videos.

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Installing the Switchboard Software

These videos show you how to download, install & login to the IPerCom Switchboard Software.

Remember, scan or click the QR code to watch the short tutorial video.



How to Download the Software

Watch how to download the IPerCom Switchboard Software onto your PC.



How to Install the Software

Watch how to install the IPerCom Switchboard Software on your PC.



How to Login to Your Account

Watch how to login to the IPerCom Switchboard software.





Receiving & Managing Calls

These videos show you how to receive & manage calls using the IPerCom Switchboard Software; from answering & forwarding calls from an apartment or entrance door, to opening the main door or gate.

Remember, scan or click the QR code to watch the short tutorial video.



How to Answer & End a Call

Watch how to answer & end a call in the IPerCom Switchboard Software.



How to Remotely Open a Door

Watch how to open a door from the IPerCom Switchboard Software.



How to Remotely Open a Gate

Watch how to open a gate from the IPerCom Switchboard Software.



Scan or Click Me!



How to Call an Apartment

Watch how to call an apartment from the IPerCom Switchboard Software.



How to Forward a Call From an Entry Panel

Watch how to forward a call from an Entry Panel (entrance door) to an apartment, in the IPerCom Switchboard Software.

Scan or Click Me!



Scan or Click Me!



How to Forward a Call From an Apartment

Watch how to forward a call from an apartment, to another apartment, in the IPerCom Switchboard Software.



Scan or Click Me!



How to Place a Call on Hold

Watch how to place a call on hold, in the IPerCom Switchboard Software.



How to Re-Dial the Last Caller

Watch how to re-dial the last caller, in the IPerCom Switchboard Software.

Scan or Click Me!



Scan or Click Me!



How to Manage Missed Calls

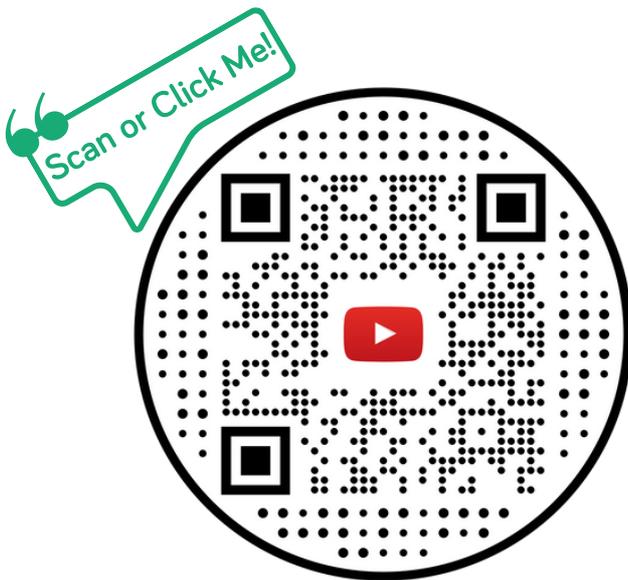
Watch how to manage missed calls in the IPerCom Switchboard Software.



Navigating the Switchboard Software

These videos show you how to navigate the Switchboard Software using the main menu & sidebar; from accessing the address book & viewing Entry Panel camera feeds, to changing ringtones & testing your webcam.

Remember, scan or click the QR code to watch the short tutorial video.



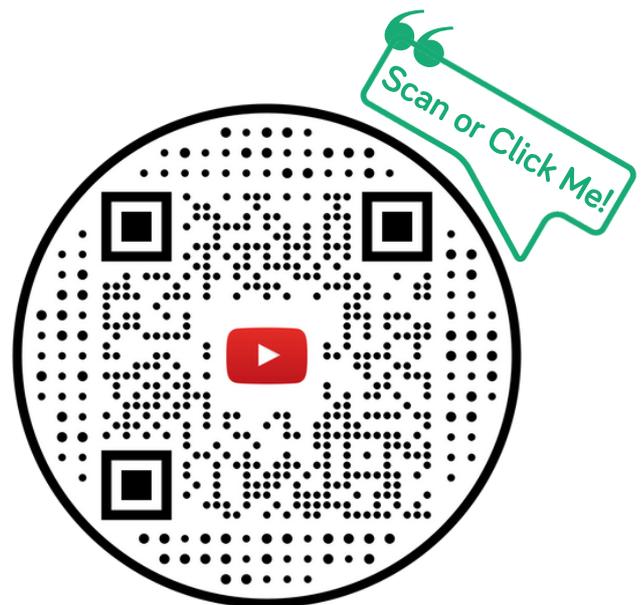
How to Access the Address Book

Watch how to access the address book in the IPerCom Switchboard Software.



How to View the Entry Panel Camera Feeds

Watch how to view the Entry Panel CCTV camera feeds in the IPerCom Switchboard Software.





Scan or Click Me!



How to Send a Message to an Apartment

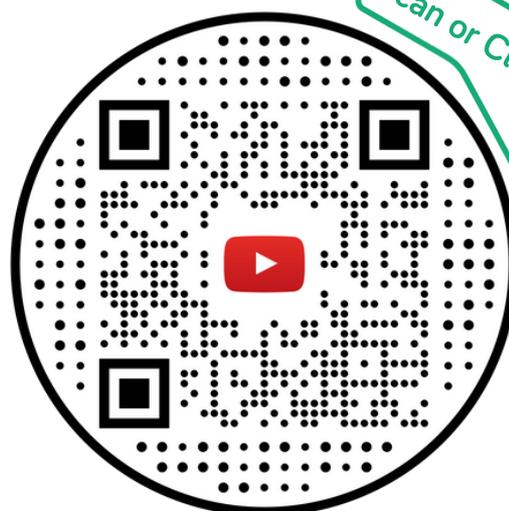
Watch how to send a message to an apartment in the IPerCom Switchboard Software.



How to Change the Ringtones

Watch how to change the ringtones & sounds in the IPerCom Switchboard Software.

Scan or Click Me!



Scan or Click Me!



How to Test the Webcam

Watch how to test your webcam in the IPerCom Switchboard Software.



Scan or Click Me!



How to Customise the Toolbar

Watch how to customise the toolbar in the IPerCom Switchboard Software.



How to Hide/Display the Keypad

Watch how to hide or display the keypad in the IPerCom Switchboard Software.

Scan or Click Me!





Receiving & Managing Calls (Using the Handset)

These videos show you how to receive & manage calls using the IPerCom Switchboard Handset; from answering & forwarding calls from an apartment or entrance door, to opening the main door or gate.

Remember, scan or click the QR code to watch the short tutorial video.



How to Answer & End a Call

Watch how to answer & end a call using the IPerCom Switchboard Handset.



How to Remotely Open a Door

Watch how to open a door using the IPerCom Switchboard Handset.



How to Remotely Open a Gate

Watch how to open a gate using the IPerCom Switchboard Handset.



Scan or Click Me!



How to Place a Call on Hold

Watch how to place a call on hold using the IPerCom Switchboard Handset.



How to Forward a Call From an Entry Panel

Watch how to forward a call from an Entry Panel (entrance door) to an apartment, using the IPerCom Switchboard Handset.

Scan or Click Me!



Scan or Click Me!



How to Forward a Call From an Apartment

Watch how to forward a call from an apartment, to another apartment, using the IPerCom Switchboard Handset.

Changing the Switchboard Status

These videos show you how to change the status of the IPerCom Switchboard Software; either to day mode, night mode or standby mode.

Remember, scan or click the QR code to watch the short tutorial video.



How to Change the Status to 'Day Mode'

Watch how to change the switchboard status to 'Day Mode', which means all calls are automatically redirected to the Switchboard.



How to Change the Status to 'Night Mode'

Watch how to change the switchboard status to 'Night Mode', which means all calls are forwarded to someone else (i.e. night manager).



How to Change the Status to 'Standby' Mode

Watch how to change the switchboard status to 'Standby Mode', which means the switchboard is off, and no calls are redirected.

