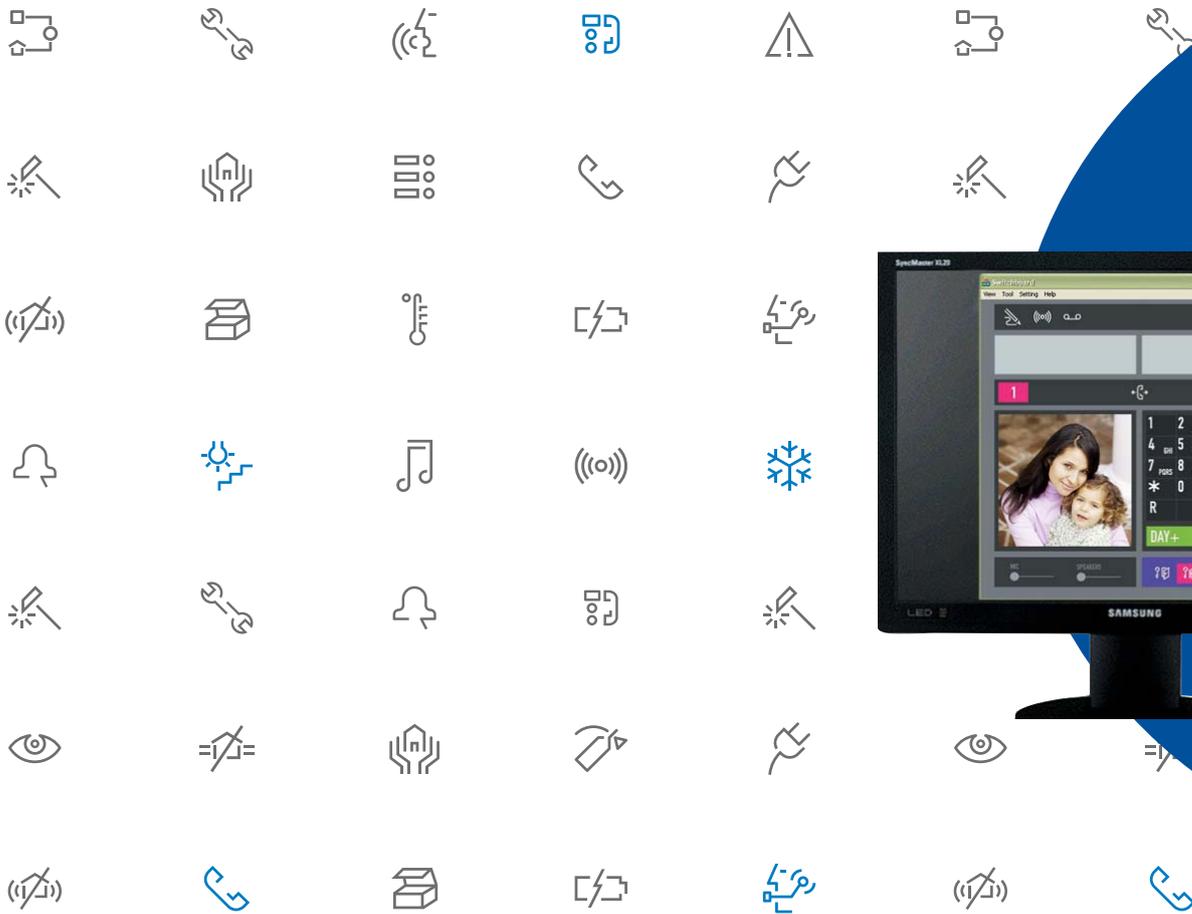




IPERVOICE



IPERVOICE SWITCHBOARD USER GUIDE

URMET IS IN YOUR LIFE



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Switchboard Idle

Address Book



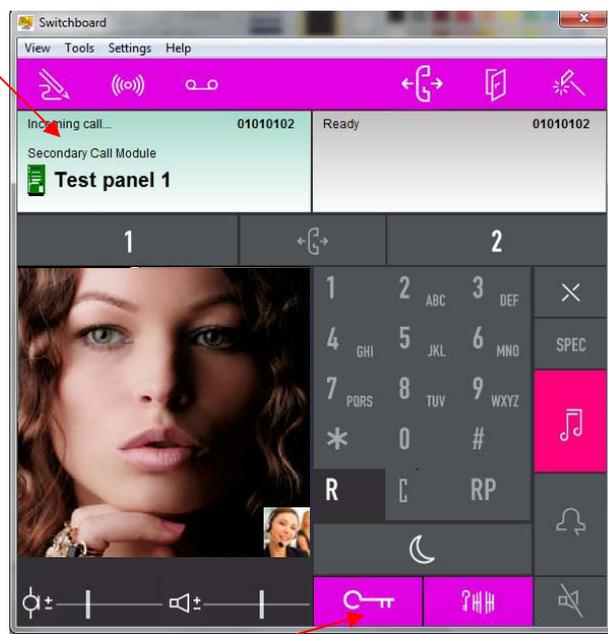
Mode Selection

Switchboard Modes

- Day** – All calls from entry panel to apartments are intercepted by the switchboard.
- Night** – Calls from entry panels to apartments go to apartments. The switchboard only receives calls directed to it.
- Standby** – Removes the alarm facility.

Call from entry panel to switchboard

Origin of Call



Call Cancel

Call Answer

Door Release

- Pick up the connected handset and the call will automatically connect.
- If using a headset, click on the Call Answer button to connect.
- To reject a call click on Call Cancel.
- Once the call has been answered if you require the door to be released then push door release on the handset or click on Door Release button.

Call Handling



Connect to the call from the panel.

If you need to call an apartment then put the call on hold using the Hold button (R).

Click on Address Book

Search for the required apartment or person

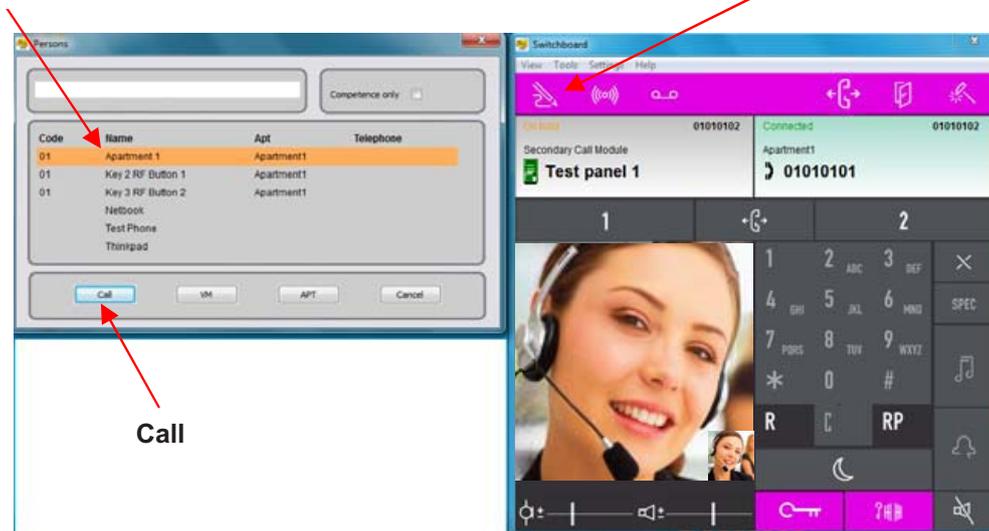
Highlight the required apartment

Then click Call.

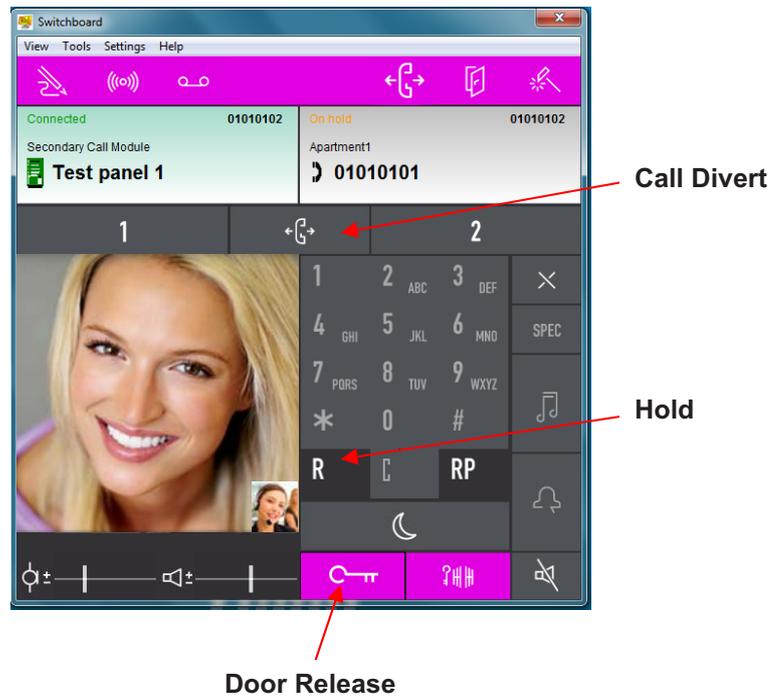
Required apartment address book

Required Apartment

Address Book



After you have spoken to apartment



After you have spoken to the apartment then you can either forward the call on to the apartment or deal with the call yourself.

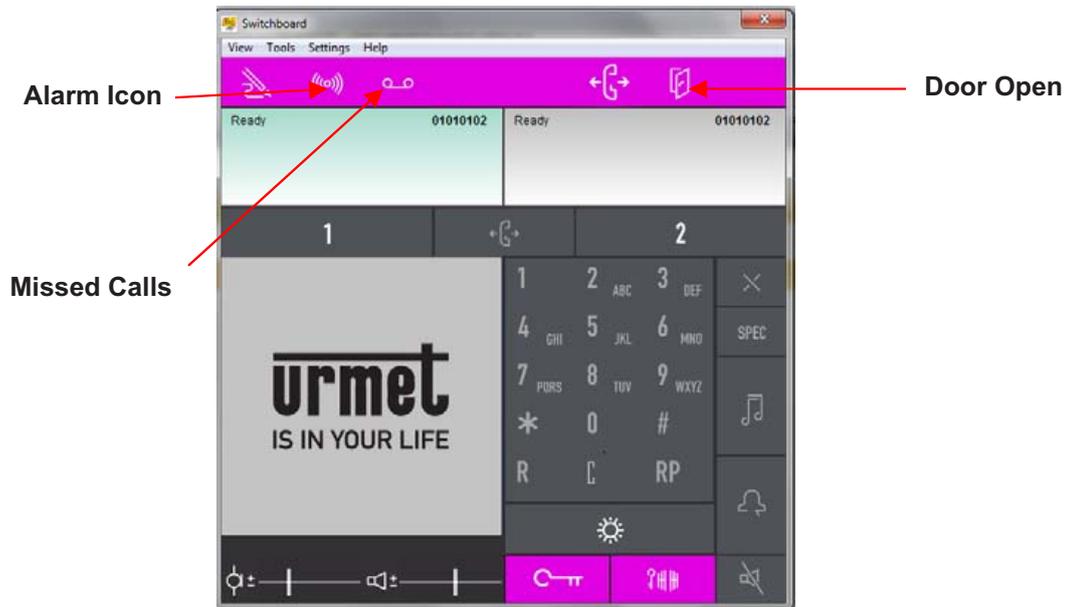
To reconnect to the panel then click on the Hold Key (R).

This will put the call to the apartment on hold and allow conversation with the call from the panel. The operator then can release the door by clicking on the Door Release button or forward the panel call to the apartment by clicking on the Divert button. 

Once the call has been dealt with the hang up and the switchboard will revert to the idle state.

Other Functions

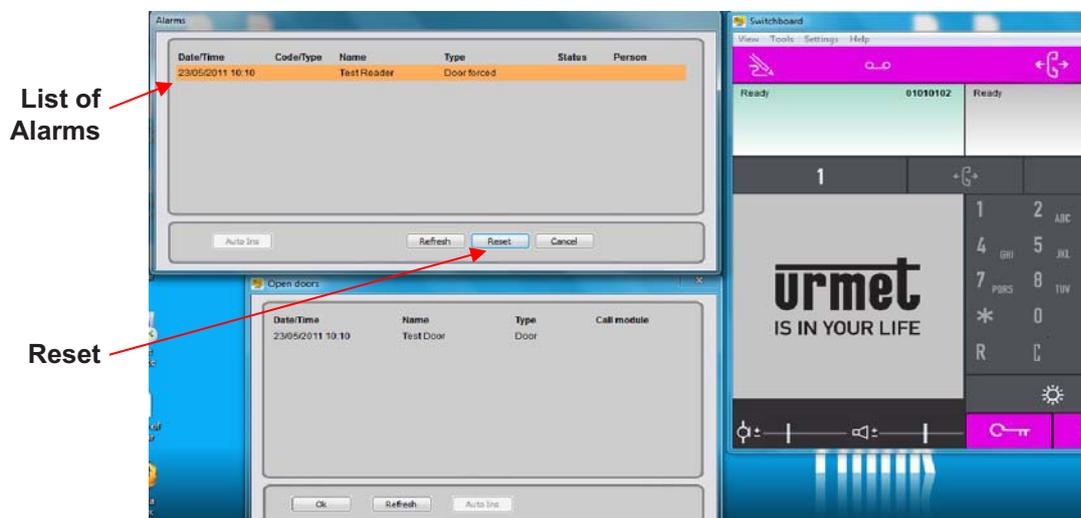
- Alarms (Door Forced)
- Door Open
- Missed Calls



Alarms (Door Forced)

The alarm icon will flash when the system enters alarm mode, this will cause the switchboard handset to ring and an audible alarm will be heard in the handset.

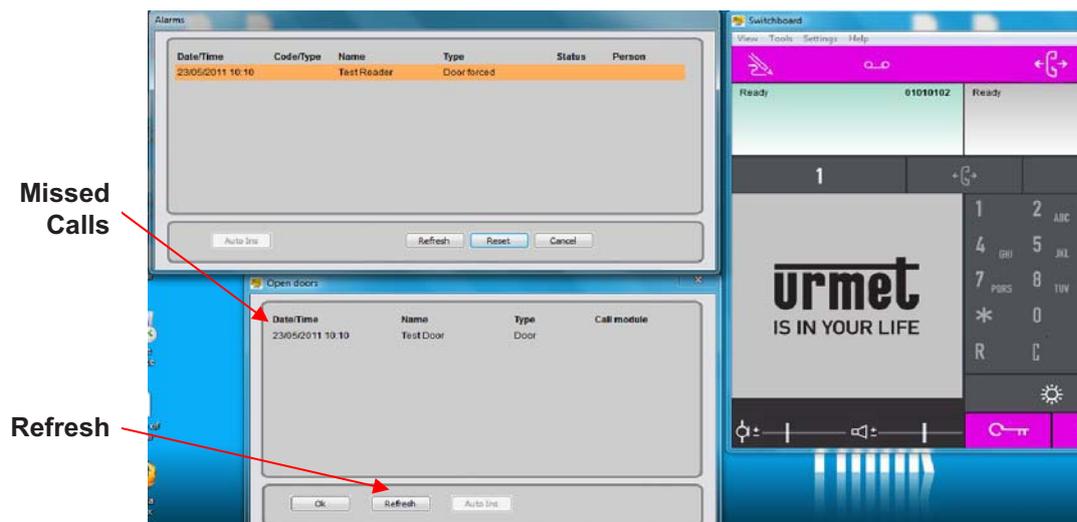
Click on the flashing icon this will open a secondary box which will display all the alarms on the system.



To cancel alarm click on Reset this will clear the alarm and the reset the system.

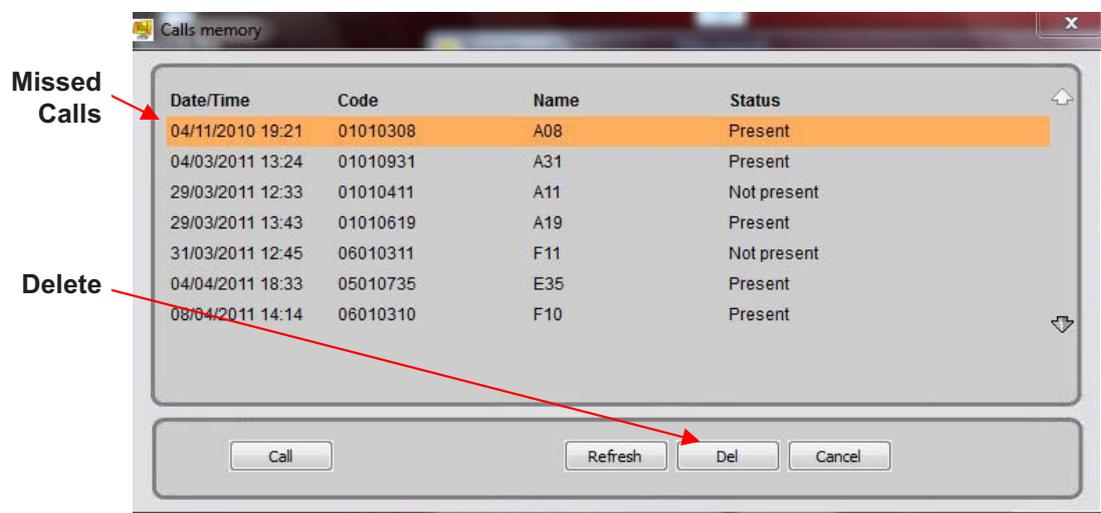
Door Open

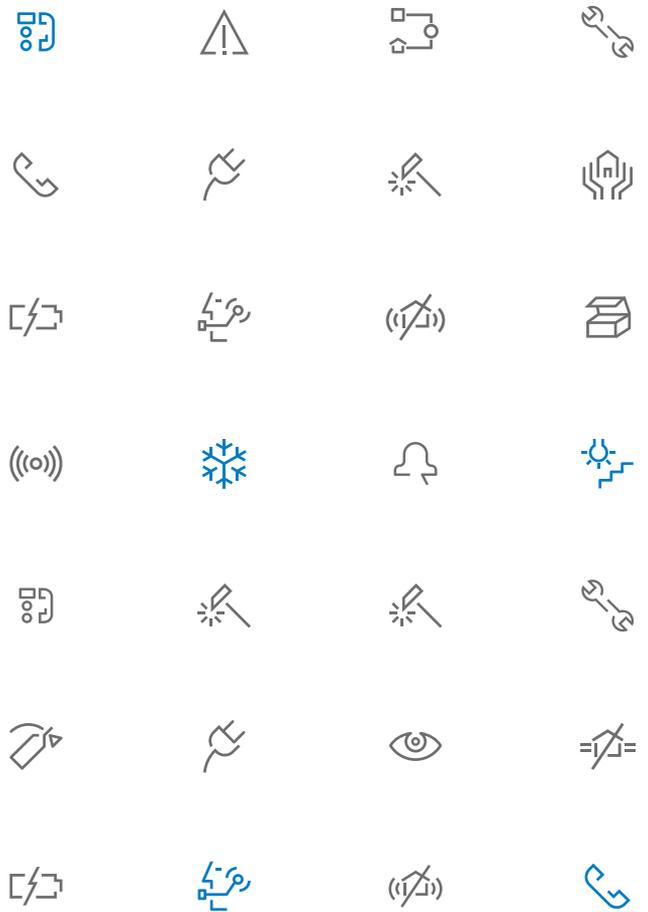
Door Open will not generate an alarm as door forced, however, when a door is left open then the door open icon will start to flash and clicking on the Door Open icon will open a secondary box listing all the doors that are open. To clear this ensure door is closed and then click on the Refresh button this will clear the alarm.



Missed Calls

Click on the Missed Calls icon will open a secondary box listing all missed calls to clear highlight call and click on delete this will clear calls





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