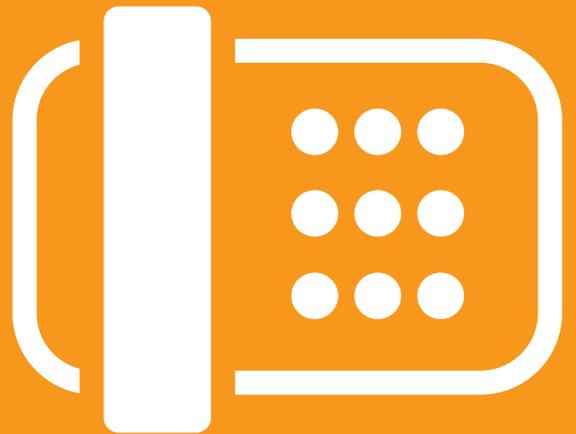


Flip Connect Splicecom PCS Quick User Guide



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1 Indicator Light

2 Monitor (Loudspeaker)

3 Display

4 Softkeys

5 Dial Pad

6 Audio Buttons:



7 Menu Buttons:



Phone Basics	
Setting the ring volume	With the handset in its cradle, press the volume buttons, up() to increase, down() to decrease, this will automatically save.
Setting the speaker volume	Press the loudspeaker button () then press the volume buttons, up() to increase, down() to decrease, this will automatically save.
Setting the earpiece volume	Lift the handset then press the volume buttons, up() to increase, down() to decrease, this will automatically save.

Call Control	
Group pickup	Lift hand piece or press Loudspeaker button (), followed by  twice.
DND	To enable DND press the settings button () and then the DND Softkey (). The Indicator Light will then flash to show you're in DND. Repeat step to disable DND.
Place a call on hold	When on a call press the pause button () which will then turn red (). To retrieve the call press the pause button again ().
Call List	To view a list of recent call and messages, press the messages softkey (), the icons are:  - Inbound Answered  - Outbound Answered  - Outbound unanswered  - Inbound unanswered  - Unread Voicemail  - Read Voicemail
Transferring Calls	When on a call press the favourites button (), locate and press the softkey speed dial of the user () you wish to transfer to, please note you can page up () and down (), if the list of contacts fall over more than one page. Once they answer you can announce the call and then hang up to complete the transfer. The colour of the speed dial indicates the status of the user, as such: extension is free (), extension is ringing (), busy (). To retrieve a transferred call, for instance the requested party is busy, press the transfer button (), you will then be able to speak to the caller.
Parking a Call	When on a call press ( Park 1) and then hang up. This will put the call on hold and you can then advise someone else to pick up the call. To pickup the call from another phone simply press ( Park 1) and then lift the hand piece.

Call Control cont.

Call Forwarding

Press the settings button () then the divert softkey () >  Divert Mode (None).. and select your divert mode from the following:
Off (), Just your DDI calls (), Personal with simultaneous ring (), Your DDI plus any group calls (). All with simultaneous ring ().
To set the forward to number, press back () then () and select either: Your saved mobile number () or enter a new number () then save (). You can then press the favourites button () again to go back to the home screen and you will see that you phone is now forwarded.
To remove a divert, repeat the steps above selecting () as the divert mode.

Call Conferencing

Ad-Hoc Conferencing

To conference another user on the system in press the favourites button (), then press button of the the user () you wish to transfer to, please note you can page up () and down (), if the list of contacts fall over more than one page. Once they answer press the conference button (), the button will then change ().
To conference a mobile or landline while on a call press the new call button () > dial mobile or landline number > once they answer you can the press the conference button (), to complete the conference.

Voicemail

Listening to your voicemails

To check your voicemail press the messages softkey (). This will then show all messages you have available to listen to. To listen simply press the button next to the Unread Voicemail () or Read Voicemail () icon of the relevant message once and wait for it to play.

Further Support:

If you require further assistance our support pages have lots of ways to help you:

- There is an FAQs - click here - you can then ask questions and have them answered by community members.
- You can raise a support ticket here.
- Our User Guides, here you will find PDFs and interactive video tutorials.

Alternatively you can ring the support helpline on 01462 417 147.

