PCS 100 User Manual

What's New in Version 3.2

This document details the new sections that appear in the PCS 100 User Manual for **max**imiser's version 3.2 software. Each section has been listed in the same order that they appear in the manual.

Ending a Call

To end a call replace your handset, or press the Speaker button.

Wrap Up

Time

2.42

Your extension will then go into Wrap Up mode for the amount of time configured (please refer to your System Administrator for further details) and the length of time of the previously connected call will be displayed.

You will not receive another call during this time. Call Status will return to your default display when Wrap Up is complete. To interrupt Wrap Up mode press the Context Sensitive Key alongside **Exit**.

Time of the Call

The length of time of the currently connected call can be viewed with Call Status as follows.

Press the Page Up button

Time

2.42

The length of time the call has been connected will be displayed.

Changing the Contrast on the display

While your handset in on hook you can change the contrast of the display to make it easier for you to view Call Status.

○ **Contrast**   Press the Context Sensitive Key alongside **Contrast**

○ **Up**   or   ○ **Down**   To lighten the Contrast press the Context sensitive key alongside **Down** or to darken the contrast press the Context sensitive key alongside **Up**

○ **Exit**   Press **Exit** when you have finished.

Grouping your Favourites

Your System Administrator can place your Favourites into groups if you wish so that you can have speed dials to Users related to, for example, a particular project or particular department listed under a heading such as Personnel, Accounts, Roadshow etc. You would first select the group and then the Speed Dial required.

Use the Page Up/Down buttons to find the required Favourites group.

O Personnel	Press the Context Sensitive Key beside the Favourites group required.
O Ros	Press the Context Sensitive Key beside the Speed Dial required. The call will be automatically made.

Using a Permanent Greeting

Your PCS 100 gives you the ability to record two voicemail greetings; your daily greeting and your permanent greeting. Your daily greeting can be used to inform your callers of your whereabouts on that particular day and your permanent greeting can be used for a more general message. If you record a permanent greeting your daily greeting is deleted at midnight and the permanent greeting is used until a new daily greeting is recorded. This means that if you forget to record a new greeting on Thursday your callers will be not played Wednesday's greeting all day Thursday, for example.

	Press the Messages button.
	Press the Page Up button underneath Call Status.
O Perm Greeting	Press the Context Sensitive Key alongside **Prem Greeting**.
	Your current greeting will be played back to you. You will then be prompted to record your new greeting.
	If you are happy with your new greeting to save the message replace your handset, or press the Speaker button.

Alternatively,

O Record	If you wish to re-record the greeting press the Context Sensitive Key alongside **Record**.
	Your current greeting will be played back to you. You will then be prompted to record your new greeting.
	If you are happy with your new greeting to save the message replace your handset, or press the Speaker button.

Alternatively,

O Delete	If you wish to delete the new greeting and return to the previous greeting press the Context Sensitive Key alongside **Delete**.
	To exit replace your handset or press the Speaker button.

Recording a Call

Please note: The use of this feature is controlled by your System Administrator. If the Record option is not available please refer to your System Administrator for further information.

Using Follow Me/Forwarding

Please note: The use of this feature is controlled by your System Administrator. If the Forwarding option is not available please refer to your System Administrator for further information.

Using Do Not Disturb

Please note: The use of this feature is controlled by your System Administrator. If the DND option is not available please refer to your System Administrator for further information.