

one communications

用戶網站管理說明

最近更新：2009 年 11 月

目錄

1. 用戶指南	3
2.1. 軟件要求.....	3
2.2. 用戶網站.....	3
3. 用戶設定	4
3.1. 編輯用戶來電線路顯示名稱及語言喜好.....	4
3.2. 重設用戶密碼.....	5
3.3. 選擇用戶撥出致電者身份.....	6
4. 個人化用戶設定	8
3.1. 拒接停示者.....	8
3.2. 所有來電轉駁.....	8
3.3. 繁忙時來電轉駁.....	9
3.4. 無人接聽來電轉駁.....	10
3.5. 緊急來電轉駁.....	11
3.6. 請勿騷擾(DND).....	13
3.7. VIP 響鈴.....	14
3.8. 白名單電話簿.....	17
3.9. 黑名單電話簿.....	21
3.10. 順序跳線.....	24
3.11. 隱藏致電者身份.....	28
3.12. 快速撥號.....	29
3.13. 個人電話簿.....	31
3.14. 固網 / 流動通訊整合.....	34
3.15. 受話人付款電話.....	35
3.16. 留言信箱.....	36
3.17. 公司電話簿.....	37
4. 個人化公司設定	37
4.1. 查閱小組設定.....	37
4.2. 變更公司致電者身份.....	38
4.3. 變更公司管理員密碼.....	39
4.4. 設定來電駐留重撥計時.....	40
4.5. 自動跳駁群組設定.....	41
4.6. 自設接駁鈴聲.....	47
4.7. 共用電話簿.....	47
4.8. 公司電話簿.....	51

1. 用戶指南

2.1. 軟件要求

軟件須在 Microsoft Windows 平台上運作

1.1.1. 軟件要求

- ❖ Windows 2000 配 SP4 (或更高配置)、Windows XP, 或 Windows Vista
- ❖ Internet Explorer 6.0、7.0 或 8.0
- ❖ Mozilla Firefox 2.0 或 3.0

2.2. 用戶網站

- a) 從 <https://web.pccwone.com/> 進入用戶網站。
- b) 登入名稱由電訊盈科指定並於歡迎函中列出。
- c) 密碼由電訊盈科指定並於歡迎函中列出。
- d) 閒置 10 分鐘後自動登出。



User ID
Password

Login



註：為確保操作順利，請按下列步驟確定瀏覽器並未使用快取記憶體：

適用於 Internet Explorer 8.0：

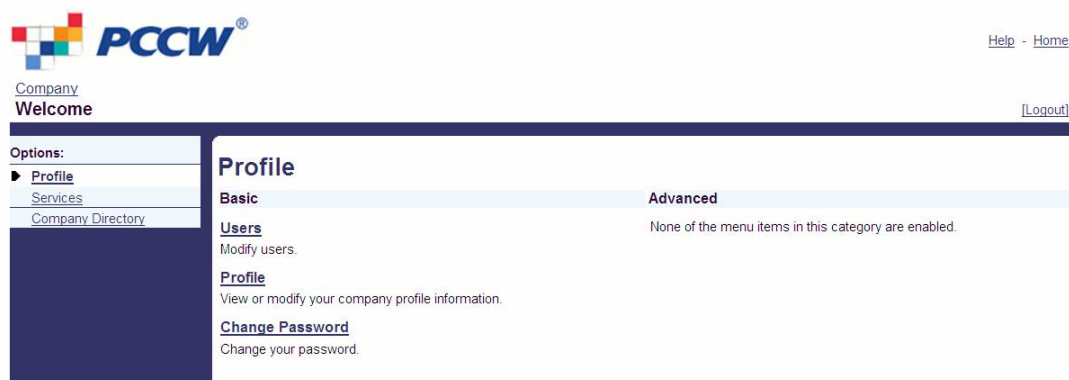
在「工具」->「網際網絡選項」->「一般」->「瀏覽歷程記錄」->「設定」->「Temporary Internet Files」中，選擇「每次造訪網頁時」。

適用於其他代理伺服器：

請確保進入用戶網站劃一資源定位（位於 <https://web.pccwone.com/>）時並未使用快取記憶體。

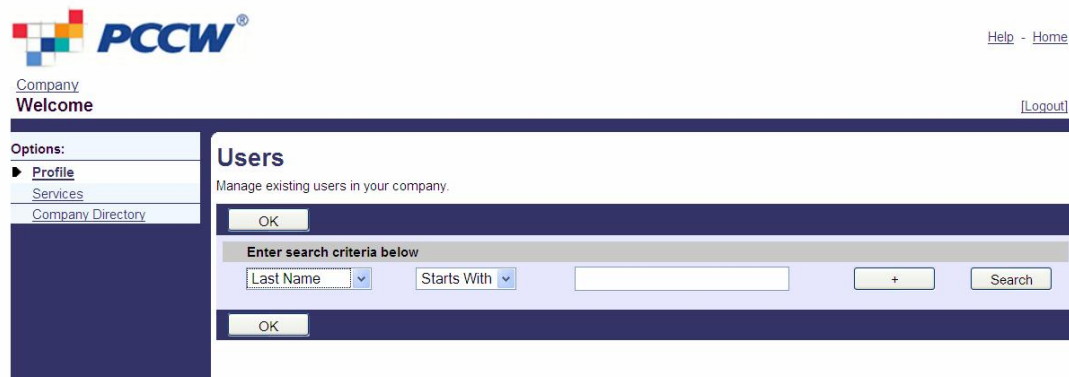
3. 用戶設定

3.1. 編輯用戶來電線路顯示名稱及語言喜好



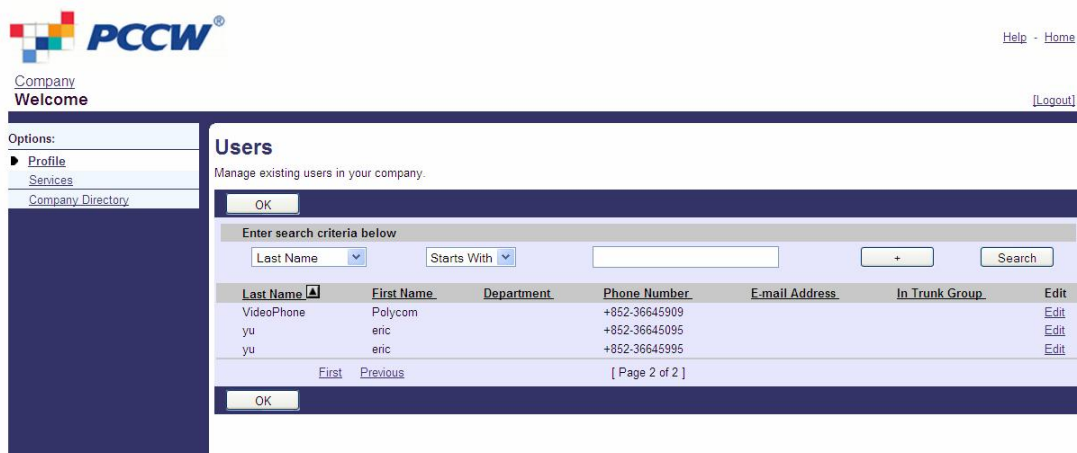
The screenshot shows the PCCW user profile page. The left sidebar contains 'Options:' with 'Profile' selected. The main content area is titled 'Profile' and has two tabs: 'Basic' and 'Advanced'. Under the 'Basic' tab, there are three sections: 'Users' (Modify users), 'Profile' (View or modify your company profile information), and 'Change Password' (Change your password). The 'Advanced' tab is currently selected and shows the message: 'None of the menu items in this category are enabled.'

a) 按**設定**，再按**用戶**以便搜索有效用戶。



The screenshot shows the PCCW 'Users' management page. The left sidebar contains 'Options:' with 'Users' selected. The main content area is titled 'Users' and contains the text 'Manage existing users in your company.' Below this is a search section with the text 'Enter search criteria below' and three input fields: 'Last Name', 'Starts With', and a blank text box. There are also '+', 'Search', and 'OK' buttons.

b) 按**搜索**顯示完整用戶清單或輸入搜索標準搜索具體聯絡人。

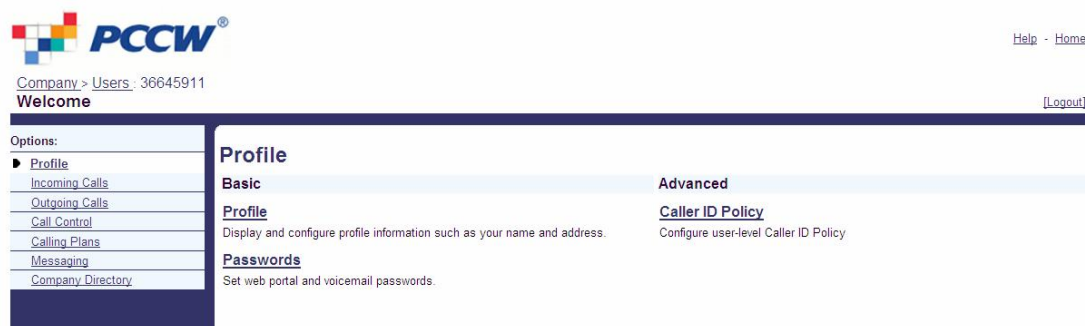


The screenshot shows the PCCW 'Users' list page. The left sidebar contains 'Options:' with 'Users' selected. The main content area is titled 'Users' and contains the text 'Manage existing users in your company.' Below this is a search section with the text 'Enter search criteria below' and three input fields: 'Last Name', 'Starts With', and a blank text box. There are also '+', 'Search', and 'OK' buttons. Below the search section is a table of users:

Last Name	First Name	Department	Phone Number	E-mail Address	In Trunk Group	Edit
VideoPhone	eric	Polycm	+852-36645909			Edit
yu	eric		+852-36645095			Edit
yu	eric		+852-36645995			Edit

At the bottom of the table, there are links for 'First' and 'Previous', and a page indicator '[Page 2 of 2]'. There is also an 'OK' button at the bottom of the page.

c) 按**編輯**對特定用戶進行編輯。



Company > Users : 36645911
Welcome [\[Logout\]](#)

Options:

- Profile
- Incoming Calls
- Outgoing Calls
- Call Control
- Calling Plans
- Messaging
- Company Directory

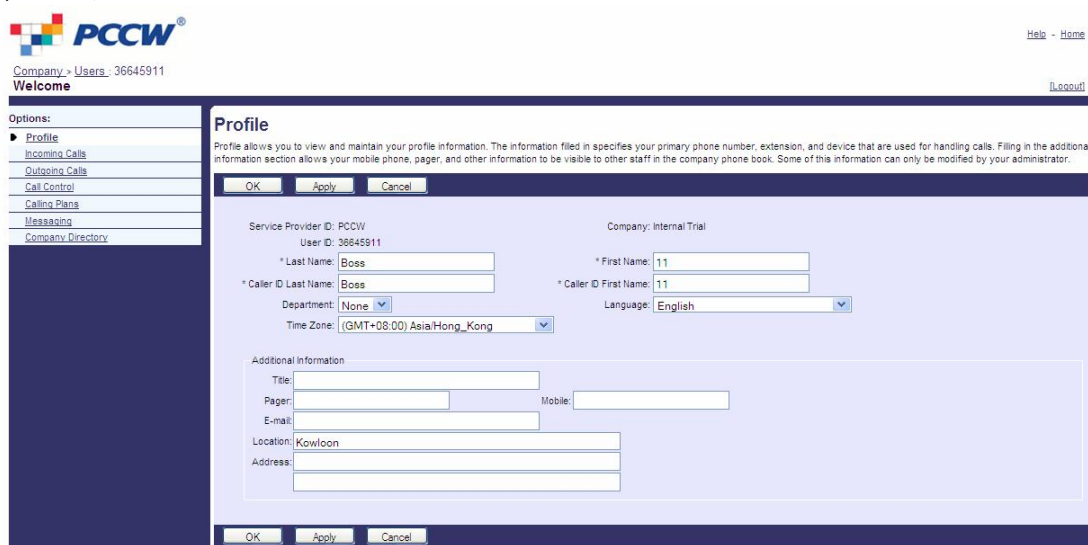
Profile

Basic
Profile
Display and configure profile information such as your name and address.

Advanced
Caller ID Policy
Configure user-level Caller ID Policy

Passwords
Set web portal and voicemail passwords.

d) 按**設定**查閱用戶設定。



Company > Users : 36645911
Welcome [\[Logout\]](#)

Options:

- Profile
- Incoming Calls
- Outgoing Calls
- Call Control
- Calling Plans
- Messaging
- Company Directory

Profile

Profile allows you to view and maintain your profile information. The information filled in specifies your primary phone number, extension, and device that are used for handling calls. Filling in the additional information section allows your mobile phone, pager, and other information to be visible to other staff in the company phone book. Some of this information can only be modified by your administrator.

OK Apply Cancel

Service Provider ID: PCCW Company: Internal Trial
User ID: 36645911

* Last Name: Boss * First Name: 11
* Caller ID Last Name: Boss * Caller ID First Name: 11
Department: None Language: English
Time Zone: (GMT+08:00) Asia/Hong_Kong

Additional Information

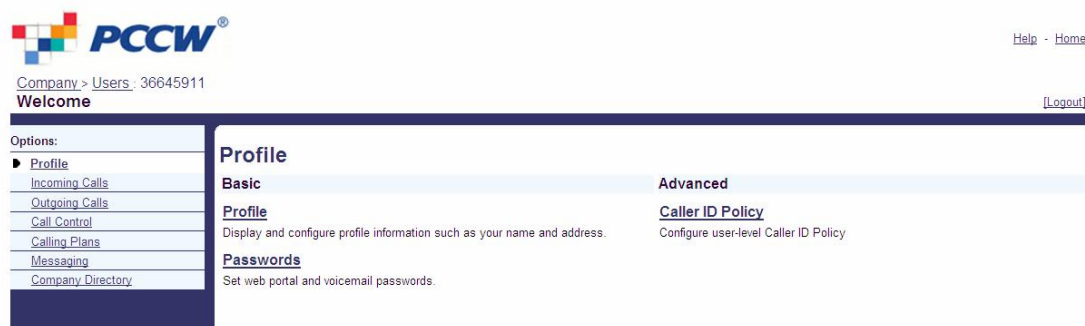
Title: _____
Pager: _____ Mobile: _____
E-mail: _____
Location: Kowloon
Address: _____

OK Apply Cancel

- e) 公司管理員可以更新**通話身份顯示名稱**用戶設定，以及其他補充資料。
- f) 有兩種語言可供選擇：英語（適用於留言信箱和用戶網站）或粵語（適用於留言信箱）和英語（適用於用戶網站）。
- g) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

3.2. 重設用戶密碼

- a) 按照第 3.1 條 a)到 c)步驟。



Company > Users : 36645911
Welcome [\[Logout\]](#)

Options:

- Profile
- Incoming Calls
- Outgoing Calls
- Call Control
- Calling Plans
- Messaging
- Company Directory

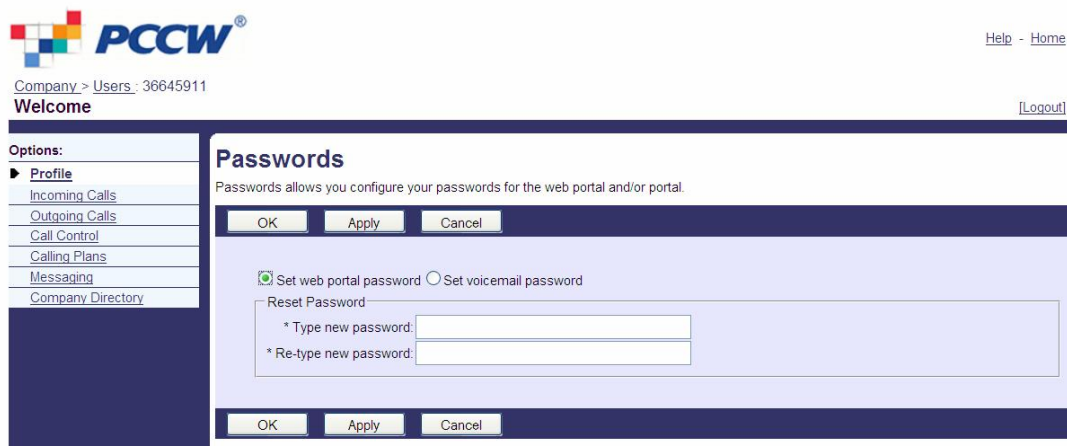
Profile

Basic
Profile
Display and configure profile information such as your name and address.

Advanced
Caller ID Policy
Configure user-level Caller ID Policy

Passwords
Set web portal and voicemail passwords.

- b) 按**密碼**。

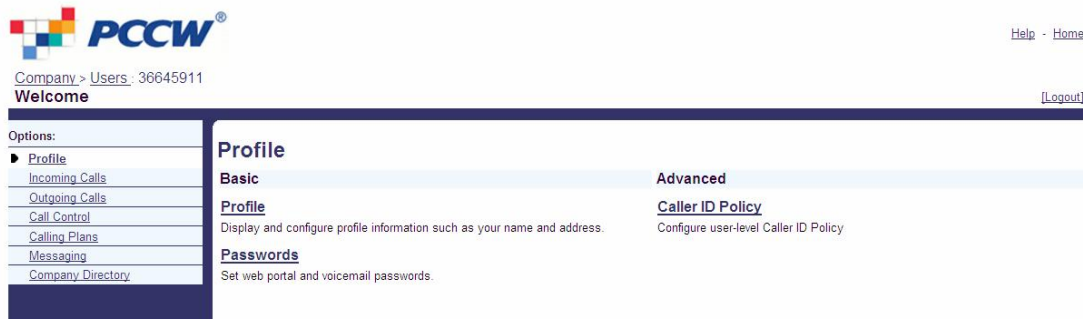


The screenshot shows the PCCW user management interface. The breadcrumb is 'Company > Users : 36645911'. The page title is 'Welcome'. On the left, there is a navigation menu under 'Options:' with 'Profile' selected. The main content area is titled 'Passwords' and contains the following text: 'Passwords allows you configure your passwords for the web portal and/or portal.' Below this text are two rows of buttons: 'OK', 'Apply', and 'Cancel'. The first row has 'Set web portal password' selected with a radio button, and 'Set voicemail password' is unselected. Below this is a 'Reset Password' section with two input fields: '* Type new password:' and '* Re-type new password:'. A second row of 'OK', 'Apply', and 'Cancel' buttons is at the bottom.

- c) 選擇是否重設用戶於網站登入密碼或留言信箱密碼。
- d) 輸入新密碼。
- e) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

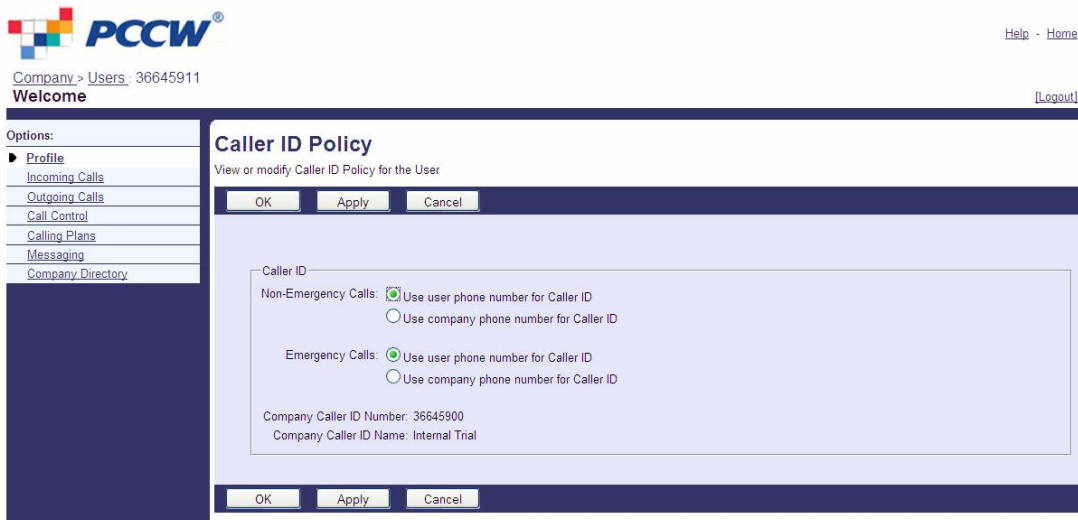
3.3. 選擇用戶撥出致電者身份

- a) 按照第 3.1 條 a)到 c)步驟。



The screenshot shows the PCCW user management interface. The breadcrumb is 'Company > Users : 36645911'. The page title is 'Welcome'. On the left, there is a navigation menu under 'Options:' with 'Profile' selected. The main content area is titled 'Profile' and is divided into two tabs: 'Basic' and 'Advanced'. The 'Basic' tab is active and contains the following text: 'Profile' (Display and configure profile information such as your name and address.), 'Passwords' (Set web portal and voicemail passwords.), and 'Caller ID Policy' (Configure user-level Caller ID Policy). The 'Advanced' tab is also visible.

- b) 按**致電者身份政策**進入有關頁面。



The screenshot shows the PCCW user management interface. The breadcrumb is 'Company > Users : 36645911'. The page title is 'Welcome'. On the left, there is a navigation menu under 'Options:' with 'Profile' selected. The main content area is titled 'Caller ID Policy' and contains the following text: 'View or modify Caller ID Policy for the User'. Below this text are two rows of buttons: 'OK', 'Apply', and 'Cancel'. The main content area is titled 'Caller ID' and contains the following text: 'Non-Emergency Calls: Use user phone number for Caller ID (selected), Use company phone number for Caller ID; Emergency Calls: Use user phone number for Caller ID (selected), Use company phone number for Caller ID. Company Caller ID Number: 36645900, Company Caller ID Name: Internal Trial'. A second row of 'OK', 'Apply', and 'Cancel' buttons is at the bottom.

-
- c) 為特定用戶選擇是否在非緊急情況和緊急情況下使用用戶電話號碼作為致電者身份或公司電話號碼作為致電者身份。
 - d) 按使用鍵保存或按確定鍵保存並返回上一層。

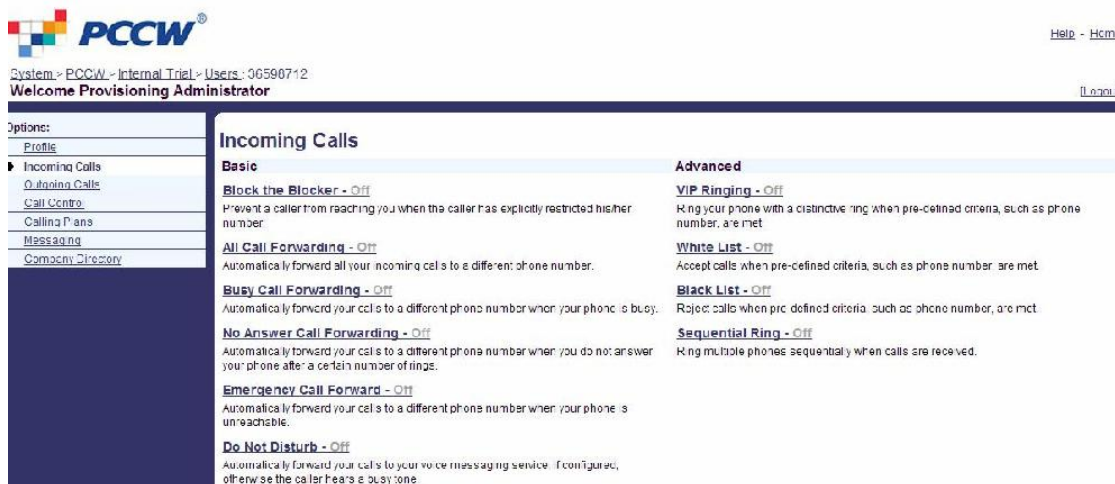
備註：緊急電話指撥打「999」尋求緊急服務（警察、救傷隊或消防隊）

4. 個人化用戶設定

3.1. 拒接停示者

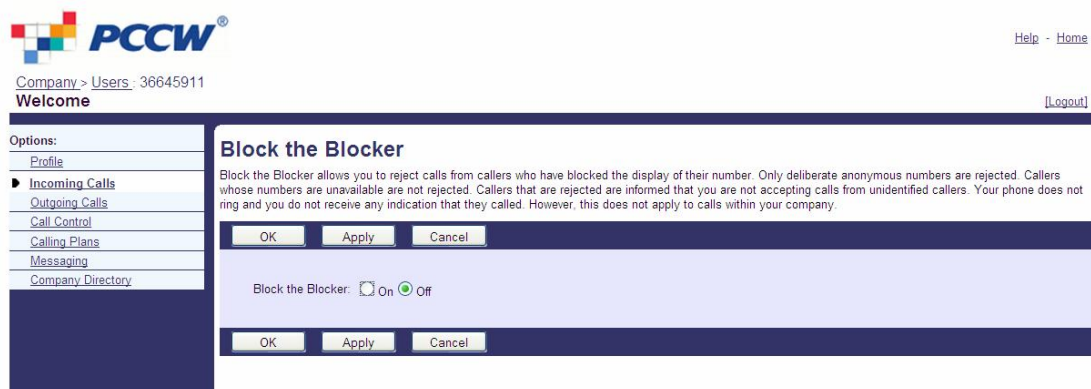
拒接停示者使您能夠拒絕不顯示電話號碼的來電。這項功能僅拒絕故意匿名的來電，而不會拒絕來自於您公司內部的電話。

a) 按照第 3.1 條 a) 到 c) 步驟，再選擇「來電」選項。



The screenshot shows the 'Incoming Calls' configuration page in the PCCW Provisioning Administrator. The 'Block the Blocker' option is currently set to 'Off'. The page includes a sidebar with navigation options like Profile, Incoming Calls, Outgoing Calls, Call Centre, Calling Plans, Messaging, and Company Directory. The main content area is divided into 'Basic' and 'Advanced' sections, each with several call forwarding and blocking options.

b) 按拒接停示者。



The screenshot shows the 'Block the Blocker' configuration page in the PCCW Provisioning Administrator. The 'Block the Blocker' option is currently set to 'On'. The page includes a sidebar with navigation options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area has a title 'Block the Blocker' and a description of the feature. Below the description are 'OK', 'Apply', and 'Cancel' buttons, and a toggle switch for 'Block the Blocker'.

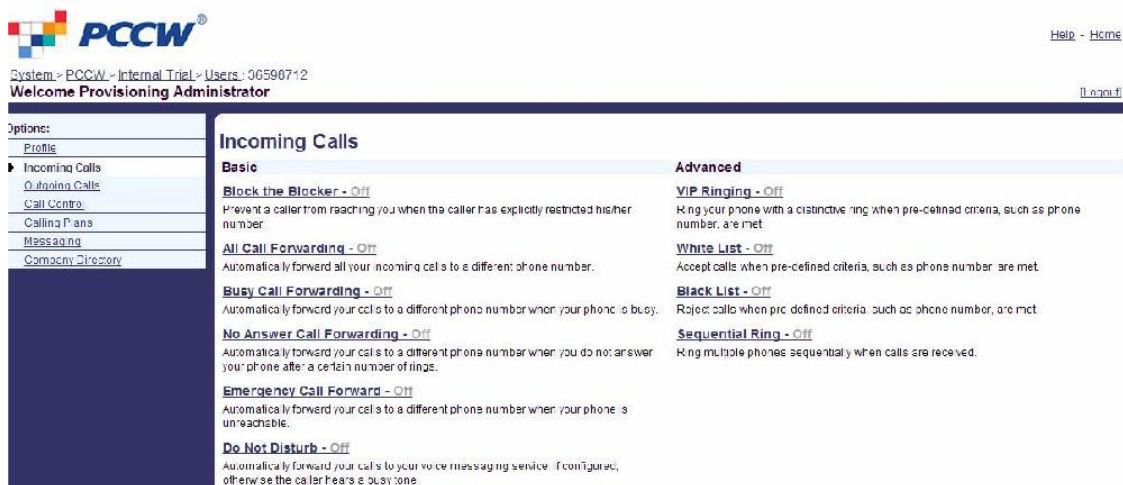
c) 將拒接停示者設為開或關。

d) 按使用鍵保存或按確定鍵保存並返回上一層。

3.2. 所有來電轉駁

所有來電轉駁使您能夠將所有來電轉駁至您的家庭辦公室或流動電話等其他號碼。

3.2.1. 按照第 3.1 條 a) 到 c) 步驟。



System > PCCW > Internal Trial > Users: 36590712
Welcome Provisioning Administrator [\[Logout\]](#)

Options:

- Profile
- Incoming Calls
- Outgoing Calls
- Call Control
- Calling Plans
- Messaging
- Company Directory

Incoming Calls

Basic

Block the Blocker - Off
Prevent a caller from reaching you when the caller has explicitly restricted his/her number.

All Call Forwarding - Off
Automatically forward all your incoming calls to a different phone number.

Busy Call Forwarding - Off
Automatically forward your calls to a different phone number when your phone is busy.

No Answer Call Forwarding - Off
Automatically forward your calls to a different phone number when you do not answer your phone after a certain number of rings.

Emergency Call Forward - Off
Automatically forward your calls to a different phone number when your phone is unreachable.

Do Not Disturb - Off
Automatically forward your calls to your voice messaging service (if configured), otherwise the caller hears a busy tone.

Advanced

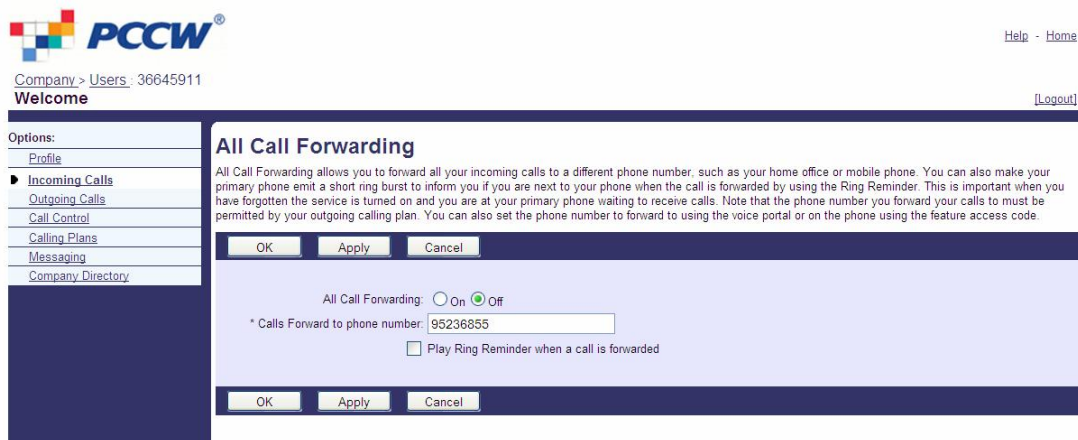
VIP Ringing - Off
Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met.

White List - Off
Accept calls when pre-defined criteria, such as phone number, are met.

Black List - Off
Reject calls when pre-defined criteria, such as phone number, are met.

Sequential Ring - Off
Ring multiple phones sequentially when calls are received.

a) 按所有來電轉駁。



Company > Users: 36645911
Welcome [\[Logout\]](#)

Options:

- Profile
- Incoming Calls
- Outgoing Calls
- Call Control
- Calling Plans
- Messaging
- Company Directory

All Call Forwarding

All Call Forwarding allows you to forward all your incoming calls to a different phone number, such as your home office or mobile phone. You can also make your primary phone emit a short ring burst to inform you if you are next to your phone when the call is forwarded by using the Ring Reminder. This is important when you have forgotten the service is turned on and you are at your primary phone waiting to receive calls. Note that the phone number you forward your calls to must be permitted by your outgoing calling plan. You can also set the phone number to forward to using the voice portal or on the phone using the feature access code.

OK Apply Cancel

All Call Forwarding: On Off

* Calls Forward to phone number:

Play Ring Reminder when a call is forwarded

OK Apply Cancel

b) 將所有來電轉駁設為**開**或**關**。

c) 輸入來電應轉駁的**電話號碼**。

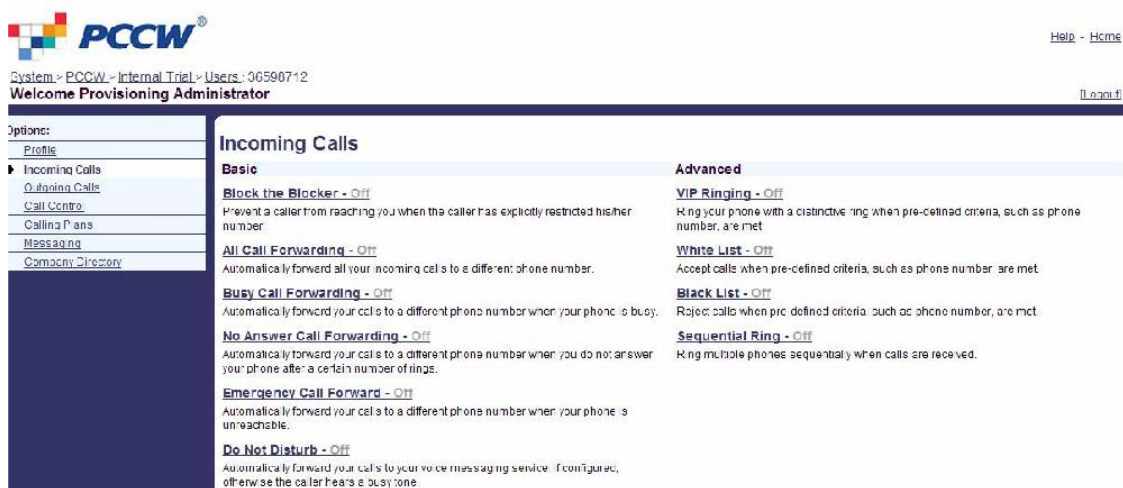
d) 如有需要，可選擇「**轉駁來電時播放提示鈴聲**」方格。

e) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

3.3. 繁忙時來電轉駁

繁忙時來電轉駁使您能夠在線路繁忙時將所有來電轉駁至其他電話號碼。

a) 按照第 3.1 條 a) 步驟。



System > PCCW > Internal Trial > Users: 36590712
Welcome Provisioning Administrator [\[Logout\]](#)

Options:
[Profile](#)
Incoming Calls
[Outgoing Calls](#)
[Call Centre](#)
[Calling Plans](#)
[Messaging](#)
[Company Directory](#)

Incoming Calls

Basic

Block the Blocker - Off
Prevent a caller from reaching you when the caller has explicitly restricted his/her number.

All Call Forwarding - Off
Automatically forward all your incoming calls to a different phone number.

Busy Call Forwarding - Off
Automatically forward your calls to a different phone number when your phone is busy.

No Answer Call Forwarding - Off
Automatically forward your calls to a different phone number when you do not answer your phone after a certain number of rings.

Emergency Call Forward - Off
Automatically forward your calls to a different phone number when your phone is unreachable.

Do Not Disturb - Off
Automatically forward your calls to your voice messaging service (if configured), otherwise the caller hears a busy tone.

Advanced

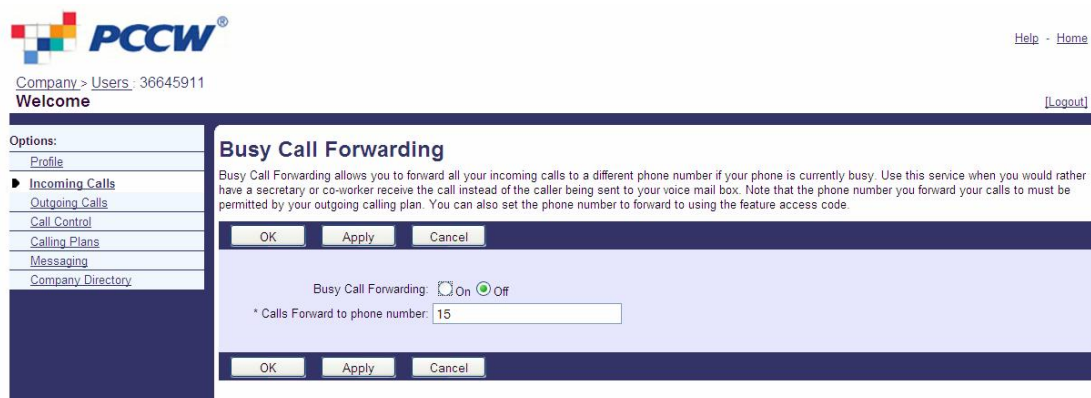
VIP Ringing - Off
Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met.

White List - Off
Accept calls when pre-defined criteria, such as phone number, are met.

Black List - Off
Reject calls when pre-defined criteria, such as phone number, are met.

Sequential Ring - Off
Ring multiple phones sequentially when calls are received.

b) 按**繁忙時來電轉駁**。



Company > Users: 36645911
Welcome [\[Logout\]](#)

Options:
[Profile](#)
Incoming Calls
[Outgoing Calls](#)
[Call Control](#)
[Calling Plans](#)
[Messaging](#)
[Company Directory](#)

Busy Call Forwarding

Busy Call Forwarding allows you to forward all your incoming calls to a different phone number if your phone is currently busy. Use this service when you would rather have a secretary or co-worker receive the call instead of the caller being sent to your voice mail box. Note that the phone number you forward your calls to must be permitted by your outgoing calling plan. You can also set the phone number to forward to using the feature access code.

OK Apply Cancel

Busy Call Forwarding: On Off

* Calls Forward to phone number:

OK Apply Cancel

c) 將繁忙時來電轉駁設為**開或關**。

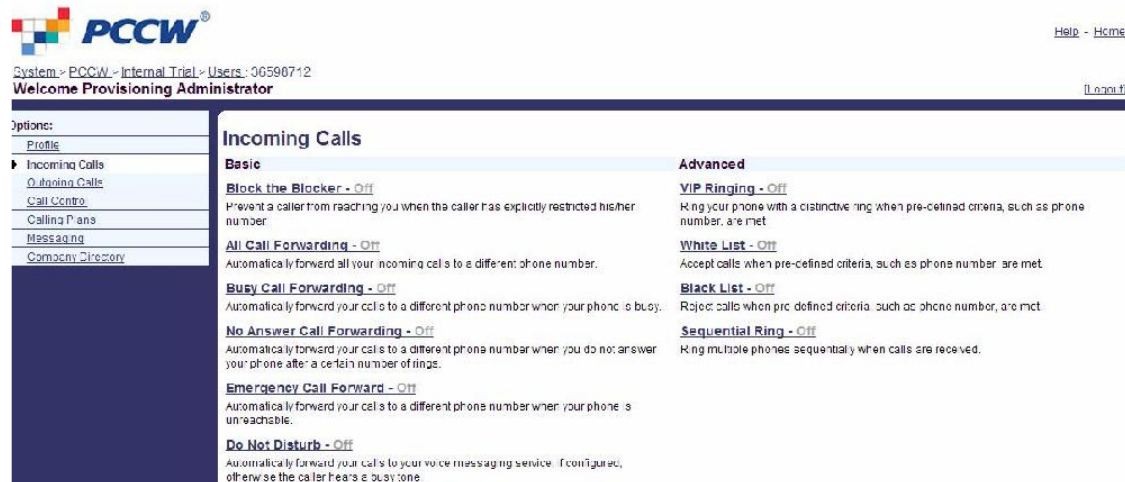
d) 輸入來電應轉駁的**電話號碼**。

e) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

3.4. 無人接聽來電轉駁

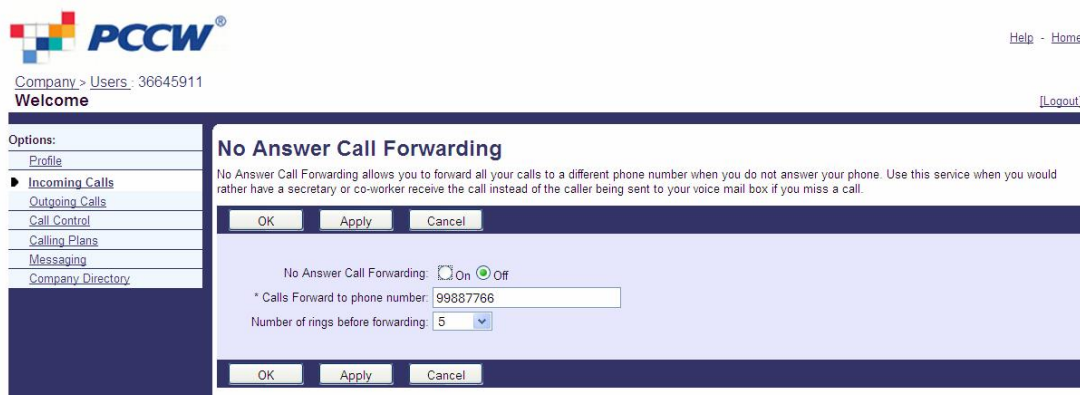
無人接聽來電轉駁使您能夠在電話無人接聽時將所有電話轉至其他電話號碼。

- a) 按照第 3.1 條 a)到 c)步驟。



The screenshot shows the PCCW Provisioning Administrator interface. The user is logged in as 'Internal_TripL' with user ID '06590712'. The main menu on the left includes Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The 'Incoming Calls' section is expanded, showing various settings: Block the Blocker (Off), All Call Forwarding (Off), Busy Call Forwarding (Off), No Answer Call Forwarding (Off), Emergency Call Forward (Off), and Do Not Disturb (Off). The 'Advanced' section includes VIP Ringing (Off), White List (Off), Black List (Off), and Sequential Ring (Off).

- b) 按無人接聽來電轉駁。



The screenshot shows the 'No Answer Call Forwarding' configuration page. The user is logged in as 'Users' with user ID '36645911'. The page title is 'No Answer Call Forwarding'. Below the title, there is a description: 'No Answer Call Forwarding allows you to forward all your calls to a different phone number when you do not answer your phone. Use this service when you would rather have a secretary or co-worker receive the call instead of the caller being sent to your voice mail box if you miss a call.' There are three buttons: 'OK', 'Apply', and 'Cancel'. Below this, there is a section for 'No Answer Call Forwarding' with a radio button for 'On' (unchecked) and a radio button for 'Off' (checked). Below that, there is a text input field for '* Calls Forward to phone number:' with the value '99887766'. Below that, there is a dropdown menu for 'Number of rings before forwarding:' with the value '5'. At the bottom, there are three buttons: 'OK', 'Apply', and 'Cancel'.


- c) 將無人接聽來電轉駁設為開或關。
d) 輸入來電應轉駁的電話號碼。
e) 選擇轉駁前響鈴次數。
f) 按使用鍵保存或按確定鍵保存並返回上一層。

3.5. 緊急來電轉駁

緊急來電轉駁為付費功能。要申請使用該功能，請聯絡您的電訊盈科客戶經理或 one communications 服務熱線 1833111。

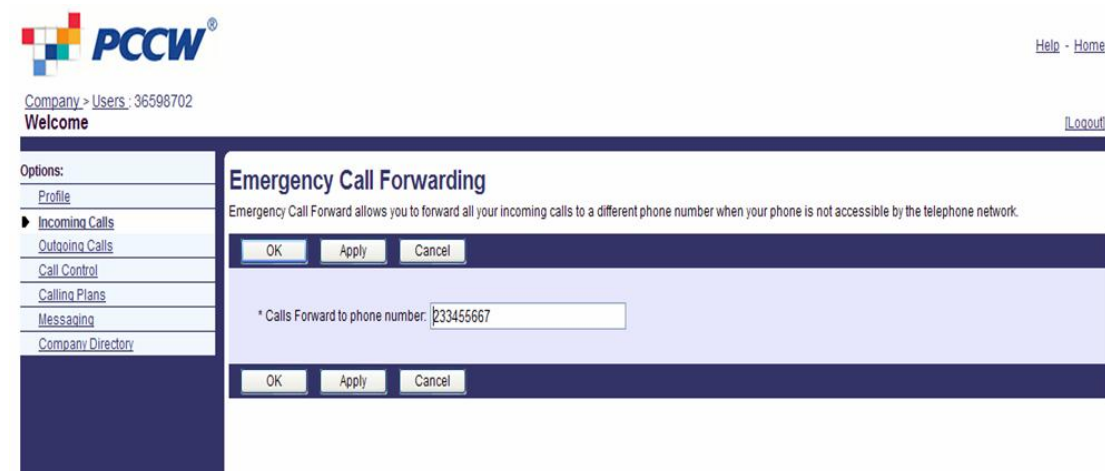
緊急來電轉駁使您能夠在電話未能接通電話網絡時，將所有來電轉駁至其他電話號碼。

a) 按左邊選項目錄下的**來電**。



The screenshot shows the 'Incoming Calls' configuration page in the PCCW Provisioning Administrator. The left sidebar contains a menu with 'Incoming Calls' selected. The main content area is divided into 'Basic' and 'Advanced' sections. Under 'Basic', there are options for 'Block the Blocker', 'All Call Forwarding', 'Busy Call Forwarding', 'No Answer Call Forwarding', 'Emergency Call Forward', and 'Do Not Disturb', all currently set to 'Off'. Under 'Advanced', there are options for 'VIP Ringing', 'White List', 'Black List', and 'Sequential Ring', all also set to 'Off'. Each option has a brief description of its function.

b) 按**緊急來電轉駁**。



The screenshot shows the 'Emergency Call Forwarding' configuration page. The left sidebar has 'Emergency Call Forwarding' selected. The main content area has a heading 'Emergency Call Forwarding' and a sub-heading 'Emergency Call Forward allows you to forward all your incoming calls to a different phone number when your phone is not accessible by the telephone network.' Below this, there are two sets of 'OK', 'Apply', and 'Cancel' buttons. A text input field is present with the label '* Calls Forward to phone number:' and the value '233455667'.

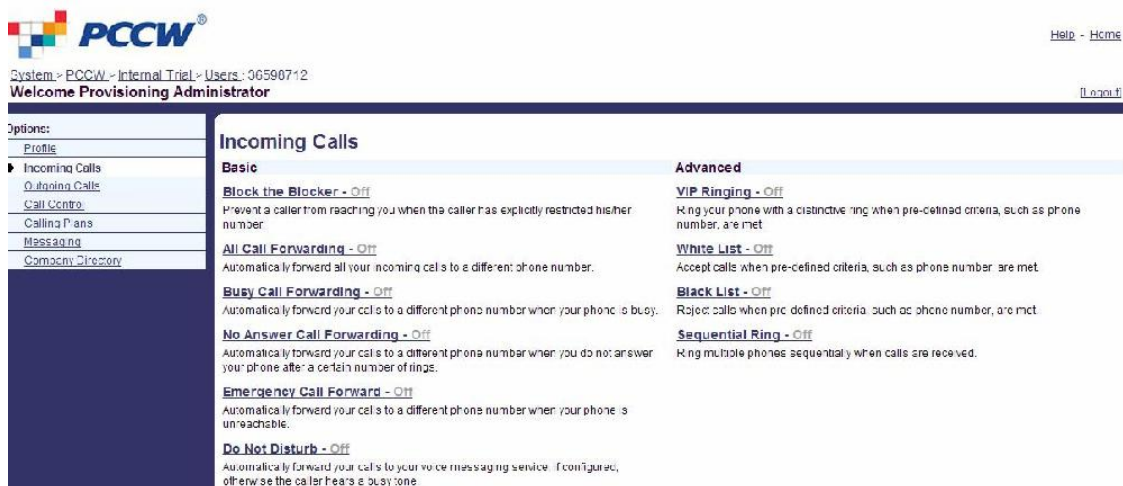
c) 輸入來電將轉入的**電話號碼**。

d) 按**使用**鍵保存或按**確認**鍵保存並返回上一層。

3.6. 請勿騷擾(DND)

請勿騷擾能毋須讓電話發出響鈴而直接將來電接入留言信箱，而且電話接入留言信箱時，您的主要電話還會發出簡短的**提示鈴聲**。

a) 按照第 3.1 條 a) 步驟。



The screenshot shows the 'Incoming Calls' configuration page in the PCCW Provisioning Administrator. The left sidebar contains a menu with 'Incoming Calls' selected. The main content area is divided into 'Basic' and 'Advanced' sections. In the 'Basic' section, 'Block the Blocker' is set to 'Off', 'All Call Forwarding' is 'Off', 'Busy Call Forwarding' is 'Off', 'No Answer Call Forwarding' is 'Off', 'Emergency Call Forward' is 'Off', and 'Do Not Disturb' is 'Off'. The 'Advanced' section includes 'VIP Ringing' (Off), 'White List' (Off), 'Black List' (Off), and 'Sequential Ring' (Off). Each setting has a brief description of its function.

b) 按**請勿騷擾**。



The screenshot shows the 'Do Not Disturb' configuration page. The left sidebar has 'Do Not Disturb' selected. The main content area explains that this feature allows calls to be sent to a voice mail box without ringing the phone. It includes a 'Ring Reminder' option. Below the text, there are two sets of 'OK', 'Apply', and 'Cancel' buttons. The 'Do Not Disturb' setting is currently set to 'Off' (indicated by a green dot), and the 'Play Ring Reminder when a call is blocked' checkbox is unchecked.

c) 將請勿騷擾設為**開或關**。

d) 選擇可選項**拒接電話時播放提示鈴聲**。

e) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。


註：請勿騷擾設為開時，來電將按繁忙時電話程序處理並預設接入留言信箱。

3.7. VIP 響鈴

VIP 響鈴使您的電話能夠以您預設的標準另行響鈴。

3.7.1. 新增 VIP 響鈴記錄

a) 按照第 3.1 條 a) 步驟。



System > PCCW - Internal Trial > Users: 36590712
Welcome Provisioning Administrator [Help](#) - [Home](#) [Logout](#)

Options:

- Profile
- Incoming Calls**
- Outgoing Calls
- Call Control
- Calling Plans
- Messaging
- Company Directory

Incoming Calls

Basic

Block the Blocker - Off
Prevent a caller from reaching you when the caller has explicitly restricted his/her number.

All Call Forwarding - Off
Automatically forward all your incoming calls to a different phone number.

Busy Call Forwarding - Off
Automatically forward your calls to a different phone number when your phone is busy.

No Answer Call Forwarding - Off
Automatically forward your calls to a different phone number when you do not answer your phone after a certain number of rings.

Emergency Call Forward - Off
Automatically forward your calls to a different phone number when your phone is unreachable.

Do Not Disturb - Off
Automatically forward your calls to your voice messaging service. If configured, otherwise the caller hears a busy tone.

Advanced

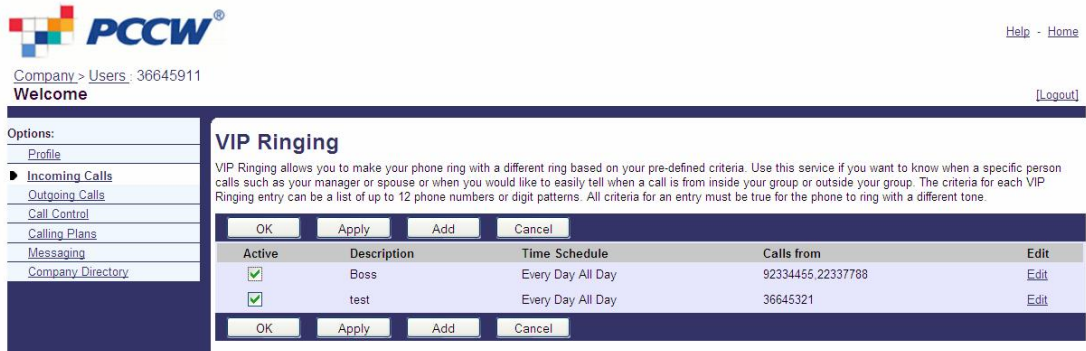
VIP Ringing - Off
Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met.

White List - Off
Accept calls when pre-defined criteria, such as phone number, are met.

Black List - Off
Reject calls when pre-defined criteria, such as phone number, are met.

Sequential Ring - Off
Ring multiple phones sequentially when calls are received.

b) 按 **VIP 響鈴** **VIP 響鈴**。



Company > Users: 36645911
Welcome [Help](#) - [Home](#) [Logout](#)

Options:

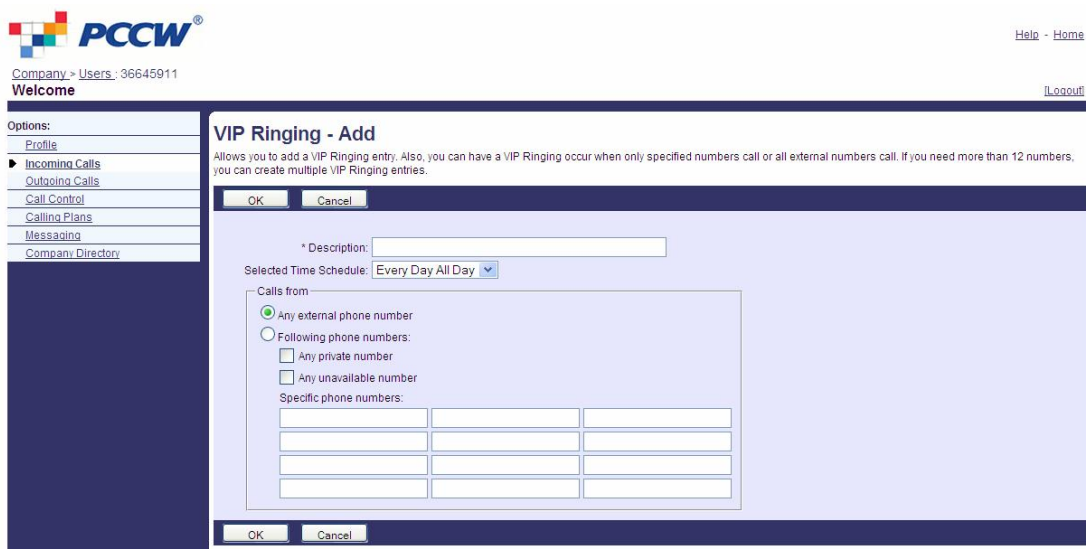
- Profile
- Incoming Calls**
- Outgoing Calls
- Call Control
- Calling Plans
- Messaging
- Company Directory

VIP Ringing

VIP Ringing allows you to make your phone ring with a different ring based on your pre-defined criteria. Use this service if you want to know when a specific person calls such as your manager or spouse or when you would like to easily tell when a call is from inside your group or outside your group. The criteria for each VIP Ringing entry can be a list of up to 12 phone numbers or digit patterns. All criteria for an entry must be true for the phone to ring with a different tone.

Active	Description	Time Schedule	Calls from	Edit
<input checked="" type="checkbox"/>	Boss	Every Day All Day	92334455,22337788	Edit
<input checked="" type="checkbox"/>	test	Every Day All Day	36645321	Edit

c) 按 **新增**。



VIP Ringing - Add
Allows you to add a VIP Ringing entry. Also, you can have a VIP Ringing occur when only specified numbers call or all external numbers call. If you need more than 12 numbers, you can create multiple VIP Ringing entries.

* Description:

Selected Time Schedule: **Every Day All Day**

Calls from

Any external phone number

Following phone numbers:

Any private number

Any unavailable number

Specific phone numbers:

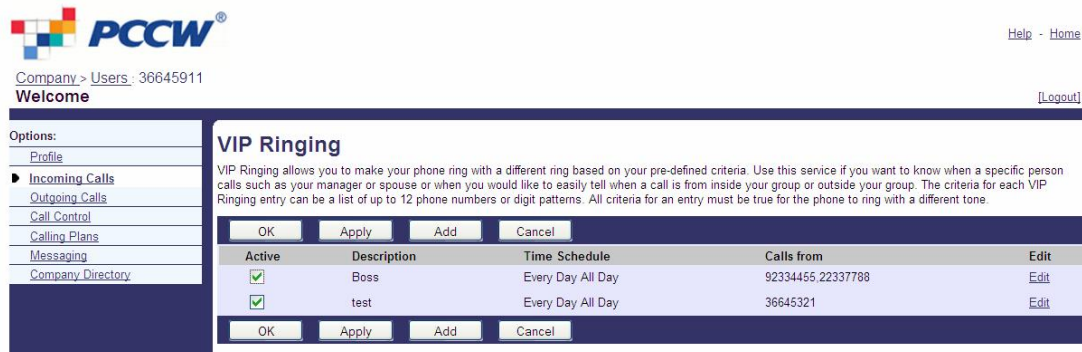
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- d) 輸入該記錄的說明。
- e) 選擇 VIP 響鈴的標準。
- f) 輸入所包含的電話號碼（如適用）。
- g) 按**確定**鍵保存並返回上一層。

註：選擇「任何外部電話號碼」將來自公司外部與內部的電話以電話響鈴加以區別。

3.7.2. 啟動 VIP 響鈴記錄

- a) 按照第 3.7.1 條 a)到 b)步驟。



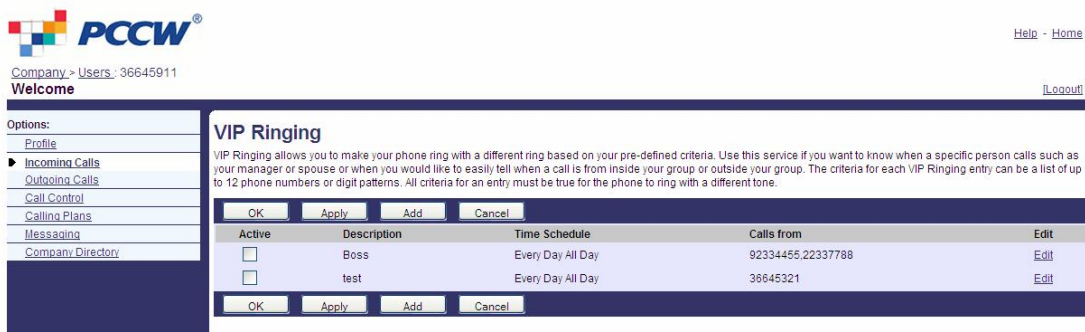
VIP Ringing
VIP Ringing allows you to make your phone ring with a different ring based on your pre-defined criteria. Use this service if you want to know when a specific person calls such as your manager or spouse or when you would like to easily tell when a call is from inside your group or outside your group. The criteria for each VIP Ringing entry can be a list of up to 12 phone numbers or digit patterns. All criteria for an entry must be true for the phone to ring with a different tone.

Active	Description	Time Schedule	Calls from	Edit
<input checked="" type="checkbox"/>	Boss	Every Day All Day	92334455,22337788	Edit
<input checked="" type="checkbox"/>	test	Every Day All Day	36645321	Edit

- b) 要啟動 VIP 響鈴記錄，可選擇 VIP 響鈴頁面的**啟動**方格。
- c) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

3.7.3. 取消 VIP 響鈴記錄

- a) 按照第 3.7.1 條 a)到 b)步驟。



Company > Users : 36645911
 Welcome [\[Logout\]](#)

Options:
 Profile
 Incoming Calls
 Outgoing Calls
 Call Control
 Calling Plans
 Messaging
 Company Directory

VIP Ringing

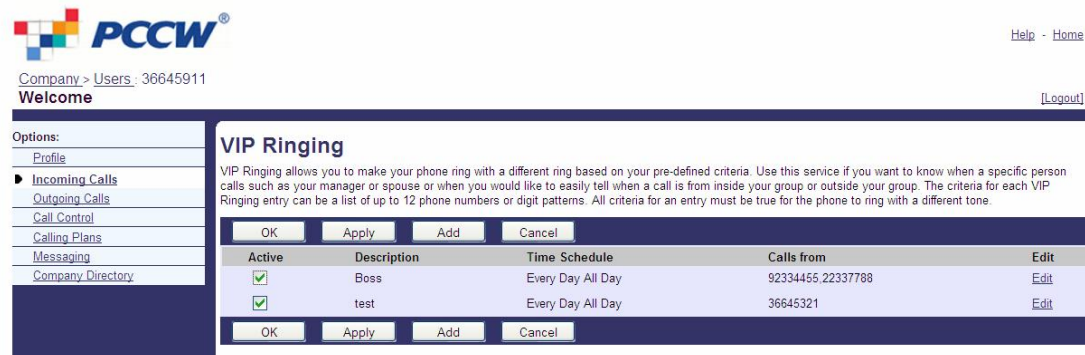
VIP Ringing allows you to make your phone ring with a different ring based on your pre-defined criteria. Use this service if you want to know when a specific person calls such as your manager or spouse or when you would like to easily tell when a call is from inside your group or outside your group. The criteria for each VIP Ringing entry can be a list of up to 12 phone numbers or digit patterns. All criteria for an entry must be true for the phone to ring with a different tone.

Active	Description	Time Schedule	Calls from	Edit
<input type="checkbox"/>	Boss	Every Day All Day	92334455,22337788	Edit
<input type="checkbox"/>	test	Every Day All Day	36645321	Edit

- b) 要取消 VIP 響鈴記錄，可取消選擇 VIP 響鈴頁面的**啓動**方格。
- c) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

3.7.4. 修改 VIP 響鈴記錄

- a) 按照第 3.7.1 條 a)到 b)步驟。



Company > Users : 36645911
 Welcome [\[Logout\]](#)

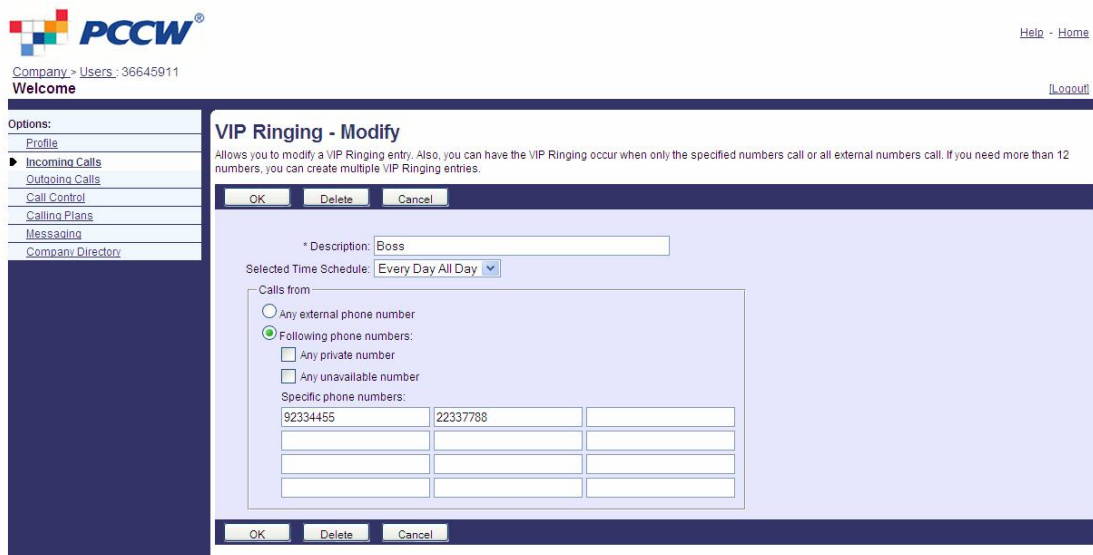
Options:
 Profile
 Incoming Calls
 Outgoing Calls
 Call Control
 Calling Plans
 Messaging
 Company Directory

VIP Ringing

VIP Ringing allows you to make your phone ring with a different ring based on your pre-defined criteria. Use this service if you want to know when a specific person calls such as your manager or spouse or when you would like to easily tell when a call is from inside your group or outside your group. The criteria for each VIP Ringing entry can be a list of up to 12 phone numbers or digit patterns. All criteria for an entry must be true for the phone to ring with a different tone.

Active	Description	Time Schedule	Calls from	Edit
<input checked="" type="checkbox"/>	Boss	Every Day All Day	92334455,22337788	Edit
<input checked="" type="checkbox"/>	test	Every Day All Day	36645321	Edit

- b) 按需修改記錄旁邊的**編輯**。



Company > Users : 36645911
 Welcome [\[Logout\]](#)

Options:
 Profile
 Incoming Calls
 Outgoing Calls
 Call Control
 Calling Plans
 Messaging
 Company Directory

VIP Ringing - Modify

Allows you to modify a VIP Ringing entry. Also, you can have the VIP Ringing occur when only the specified numbers call or all external numbers call. If you need more than 12 numbers, you can create multiple VIP Ringing entries.

* Description:

Selected Time Schedule:

Calls from:

Any external phone number

Following phone numbers:

Any private number

Any unavailable number

Specific phone numbers:

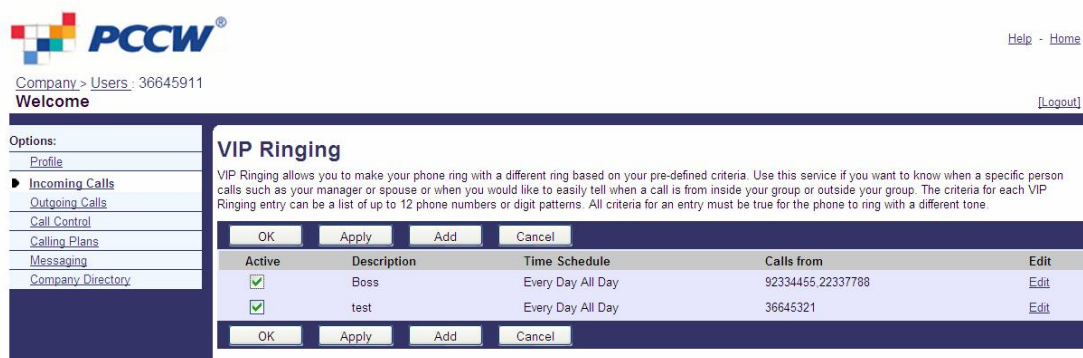
<input type="text" value="92334455"/>	<input type="text" value="22337788"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- c) 編輯該記錄的說明（如有需要）。
- d) 變更 VIP 響鈴的標準（如有需要）。

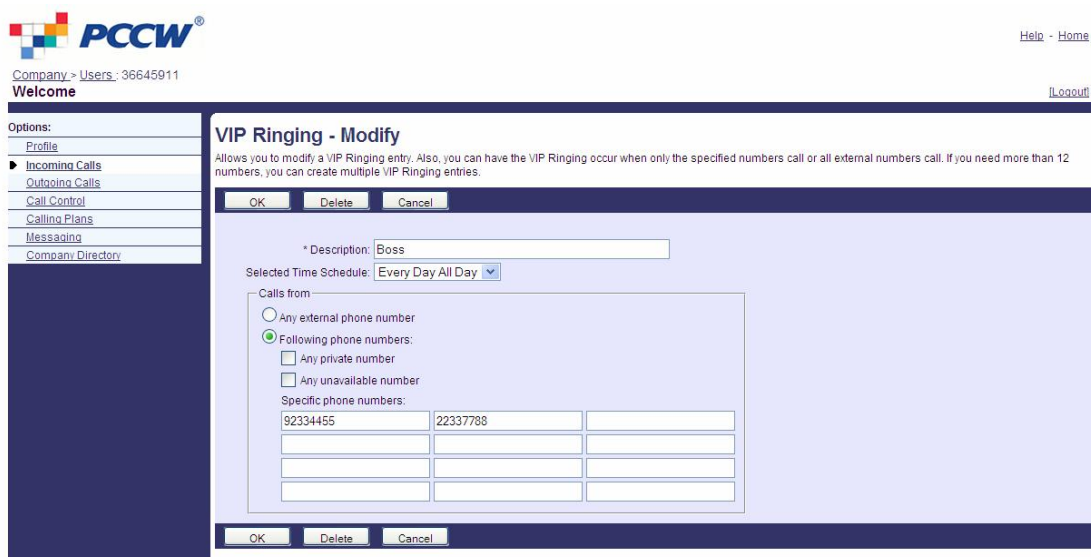
- e) 變更所包含的電話號碼（如有需要）。
- f) 按**確定**鍵保存並返回上一層。

3.7.5. 刪除 VIP 響鈴記錄

- a) 按照第 3.7.1 條 a)到 b)步驟。



- b) 按需修改記錄旁邊的**編輯**。



- c) 按**刪除**鍵刪除並返回上一層。

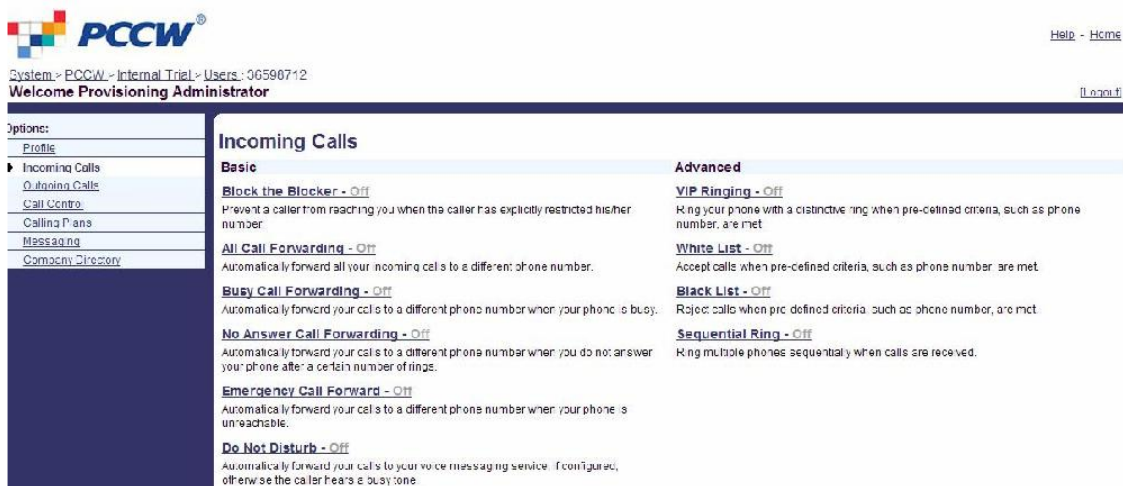
註：不可恢復已刪除記錄。

3.8. 白名單電話簿

白名單電話簿使您僅接到符合您預設標準的電話。

3.8.1. 新增白名單電話簿

- a) 按照第 3.1 條 a)步驟。



Options:
Profile
Incoming Calls
Outgoing Calls
Call Control
Calling Plans
Messaging
Company Directory

Incoming Calls

Basic

Block the Blocker - Off
Prevent a caller from reaching you when the caller has explicitly restricted his/her number.

All Call Forwarding - Off
Automatically forward all your incoming calls to a different phone number.

Busy Call Forwarding - Off
Automatically forward your calls to a different phone number when your phone is busy.

No Answer Call Forwarding - Off
Automatically forward your calls to a different phone number when you do not answer your phone after a certain number of rings.

Emergency Call Forward - Off
Automatically forward your calls to a different phone number when your phone is unreachable.

Do Not Disturb - Off
Automatically forward your calls to your voice messaging service (if configured), otherwise the caller hears a busy tone.

Advanced

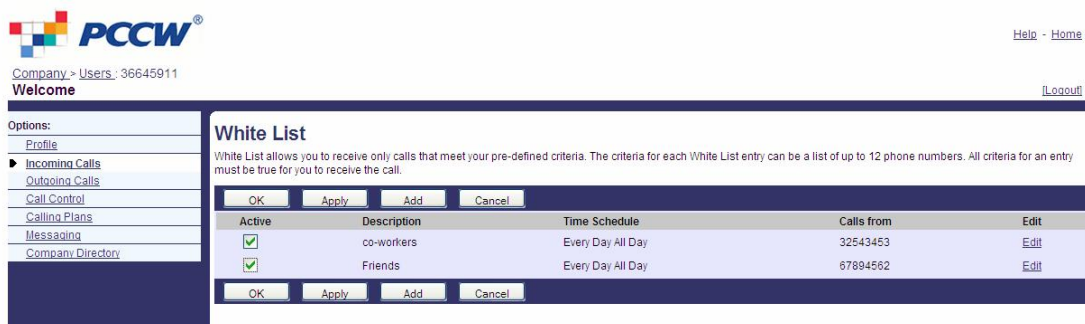
VIP Ringing - Off
Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met.

White List - Off
Accept calls when pre-defined criteria, such as phone number, are met.

Black List - Off
Reject calls when pre-defined criteria, such as phone number, are met.

Sequential Ring - Off
Ring multiple phones sequentially when calls are received.

b) 按白名單電話簿。



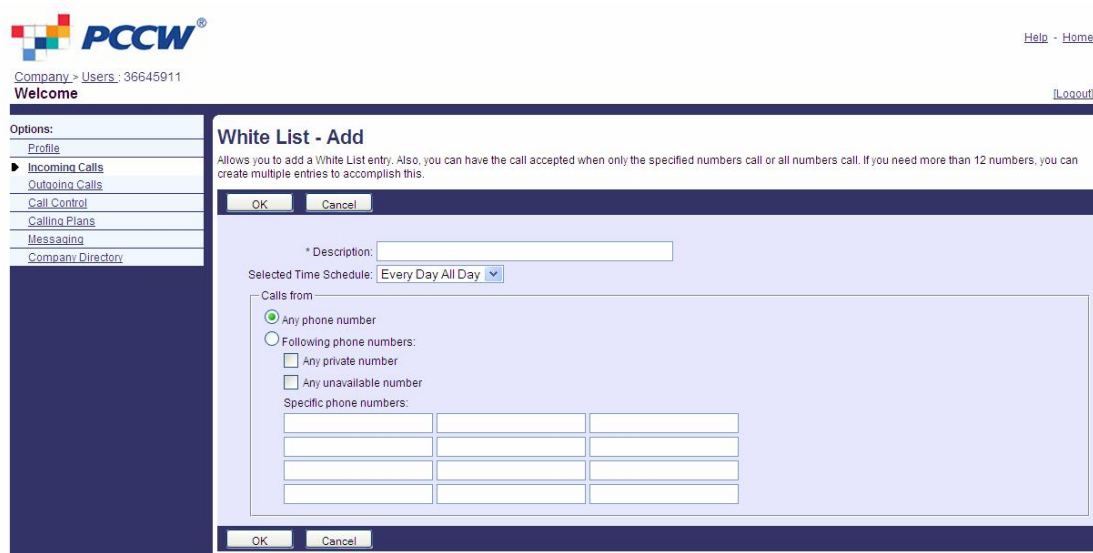
Options:
Profile
Incoming Calls
Outgoing Calls
Call Control
Calling Plans
Messaging
Company Directory

White List

White List allows you to receive only calls that meet your pre-defined criteria. The criteria for each White List entry can be a list of up to 12 phone numbers. All criteria for an entry must be true for you to receive the call.

Active	Description	Time Schedule	Calls from	Edit
<input checked="" type="checkbox"/>	co-workers	Every Day All Day	32543453	Edit
<input checked="" type="checkbox"/>	Friends	Every Day All Day	67894562	Edit

c) 按新增。



Options:
Profile
Incoming Calls
Outgoing Calls
Call Control
Calling Plans
Messaging
Company Directory

White List - Add

Allows you to add a White List entry. Also, you can have the call accepted when only the specified numbers call or all numbers call. If you need more than 12 numbers, you can create multiple entries to accomplish this.

* Description:

Selected Time Schedule:

Calls from:

Any phone number

Following phone numbers:

Any private number

Any unavailable number

Specific phone numbers:

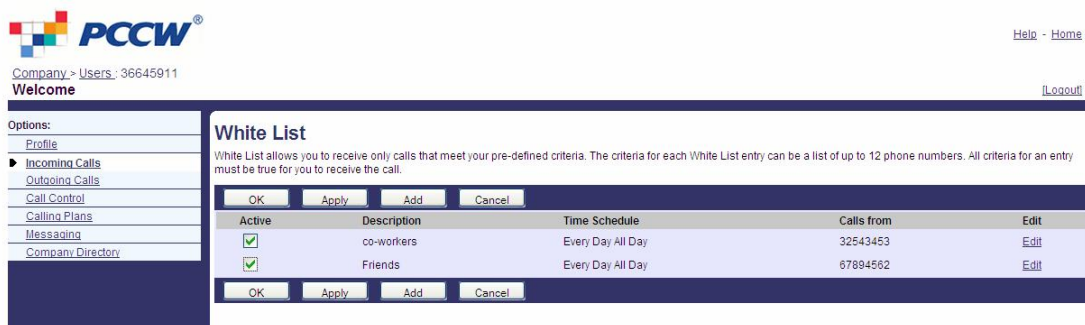
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

- d) 輸入該記錄的說明。
- e) 為白名單電話簿選擇標準。
- f) 輸入所包含的電話號碼（如適用）。

g) 按**確定**鍵保存並返回上一層。

3.8.2. 啓動白名單電話簿記錄

a) 按照第**錯誤! 找不到參照來源。**條 a)到 b)步驟。



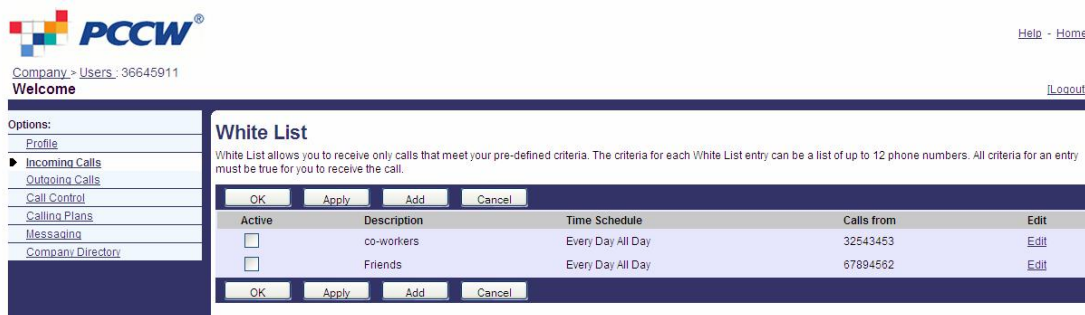
The screenshot shows the 'White List' management page. On the left is a navigation menu with options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area is titled 'White List' and includes a description: 'White List allows you to receive only calls that meet your pre-defined criteria. The criteria for each White List entry can be a list of up to 12 phone numbers. All criteria for an entry must be true for you to receive the call.' Below this is a table with columns: Active, Description, Time Schedule, Calls from, and Edit. There are two entries: 'co-workers' and 'Friends', both with 'Every Day All Day' schedules and 'Calls from' numbers 32543453 and 67894562 respectively. Both entries have a checked 'Active' checkbox. Buttons for 'OK', 'Apply', 'Add', and 'Cancel' are visible above and below the table.

b) 要啓動白名單電話簿記錄，可選擇白名單電話簿頁面的**啓動**方格。

c) 按**使用**鍵保存**或**按**確定**鍵保存並返回上一層。

3.8.3. 取消白名單電話簿記錄

a) 按照第 3.8.1 條 a)到 b)步驟。



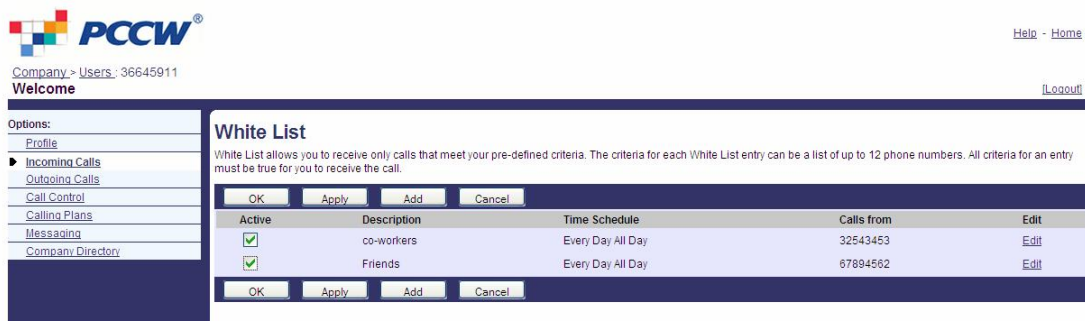
This screenshot is identical to the previous one, but the 'Active' checkboxes for both 'co-workers' and 'Friends' entries are unchecked, indicating they are disabled.

b) 要取消白名單電話簿記錄，可取消選擇白名單電話簿頁面的**啓動**方格。

c) 按**使用**鍵保存**或**按**確定**鍵保存並返回上一層。

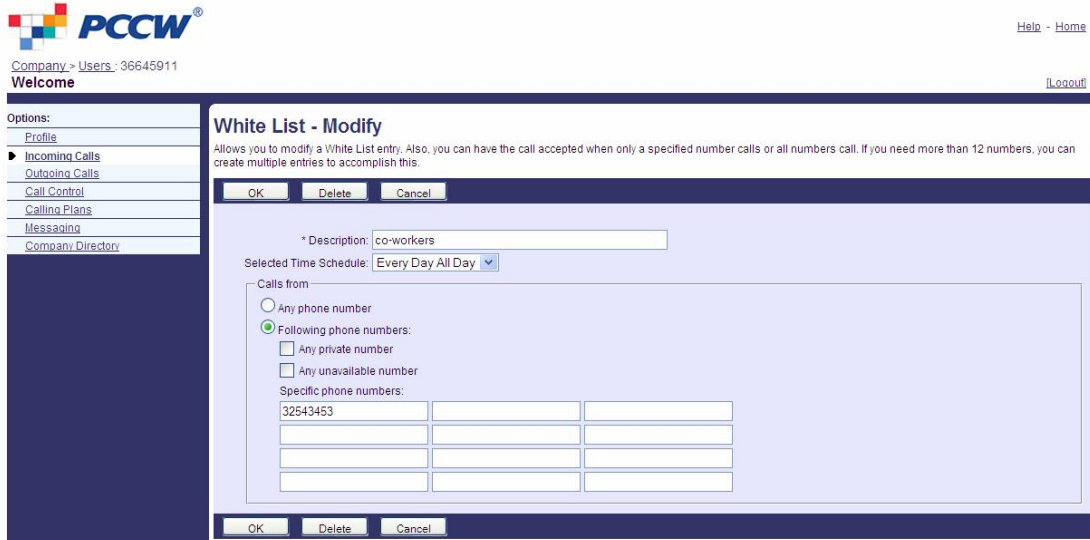
3.8.4. 修改白名單電話簿記錄

a) 按照第 3.8.1 條 a)到 b)步驟。



This screenshot is identical to the previous one, but the 'Edit' links in the 'Edit' column of the table are highlighted in blue, indicating they are clickable.

b) 按需修改記錄旁邊的**編輯**。

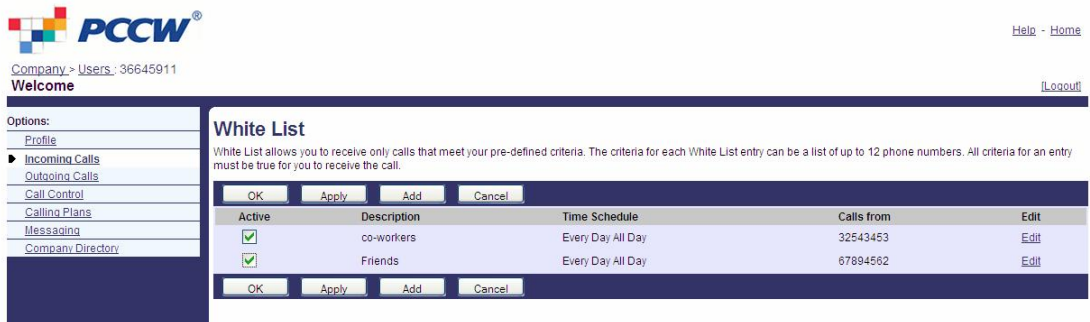


The screenshot shows the 'White List - Modify' interface. It includes a sidebar with navigation options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area has a title 'White List - Modify' and a description: 'Allows you to modify a White List entry. Also, you can have the call accepted when only a specified number calls or all numbers call. If you need more than 12 numbers, you can create multiple entries to accomplish this.' Below this, there are buttons for 'OK', 'Delete', and 'Cancel'. A form contains a 'Description' field with 'co-workers', a 'Selected Time Schedule' dropdown set to 'Every Day All Day', and radio buttons for 'Calls from' options: 'Any phone number', 'Following phone numbers' (selected), 'Any private number', and 'Any unavailable number'. Under 'Following phone numbers', there is a 'Specific phone numbers' section with a table containing the number '32543453' in the first row and empty cells in the second and third rows.

- c) 編輯該記錄的說明（如有需要）。
- d) 變更白名單電話簿的標準（如有需要）。
- e) 變更所包含的電話號碼（如有需要）。
- f) 按**確定**鍵保存並返回上一層。

3.8.5. 刪除白名單電話簿記錄

- a) 按照第 3.8.1 條 a)到 b)步驟。

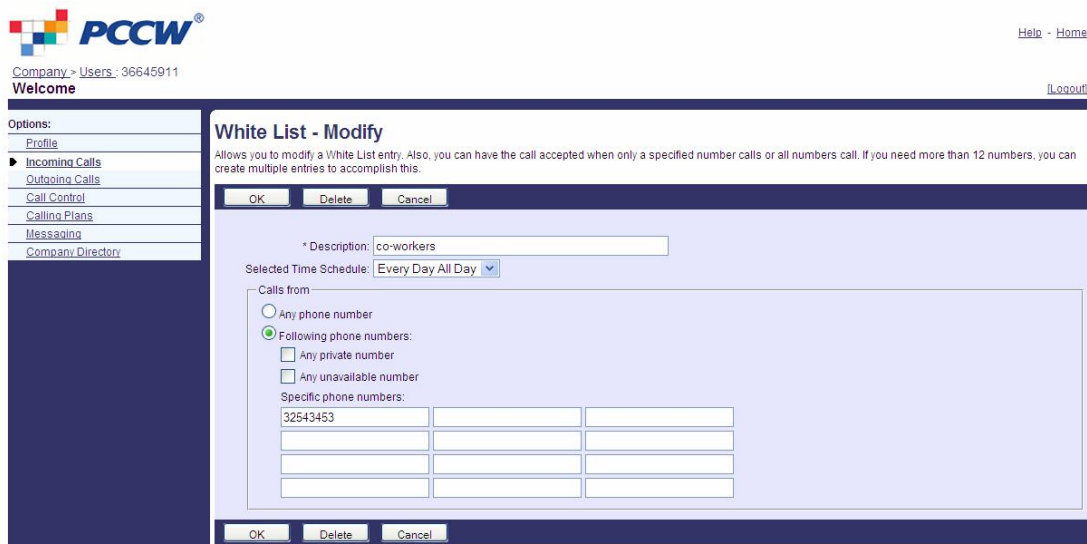


The screenshot shows the 'White List' interface. It includes a sidebar with navigation options. The main content area has a title 'White List' and a description: 'White List allows you to receive only calls that meet your pre-defined criteria. The criteria for each White List entry can be a list of up to 12 phone numbers. All criteria for an entry must be true for you to receive the call.' Below this, there are buttons for 'OK', 'Apply', 'Add', and 'Cancel'. A table lists the current entries:

Active	Description	Time Schedule	Calls from	Edit
<input checked="" type="checkbox"/>	co-workers	Every Day All Day	32543453	Edit
<input checked="" type="checkbox"/>	Friends	Every Day All Day	67894562	Edit

At the bottom of the table, there are buttons for 'OK', 'Apply', 'Add', and 'Cancel'.

- b) 按需修改記錄旁邊的**編輯**。



The screenshot shows the 'White List - Modify' web interface. At the top left is the PCCW logo and navigation links like 'Company > Users: 36645911' and 'Welcome'. A sidebar on the left lists options: Profile, Incoming Calls (selected), Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area has a title 'White List - Modify' and a description: 'Allows you to modify a White List entry. Also, you can have the call accepted when only a specified number calls or all numbers call. If you need more than 12 numbers, you can create multiple entries to accomplish this.' Below this are 'OK', 'Delete', and 'Cancel' buttons. The form includes a text field for '* Description:' with the value 'co-workers', a dropdown for 'Selected Time Schedule:' set to 'Every Day All Day', and a section for 'Calls from' with radio buttons for 'Any phone number' and 'Following phone numbers:'. Under 'Following phone numbers:', there are checkboxes for 'Any private number' and 'Any unavailable number', and a table for 'Specific phone numbers:' with one row containing '32543453'.

c) 按刪除鍵刪除記錄並返回上一層。

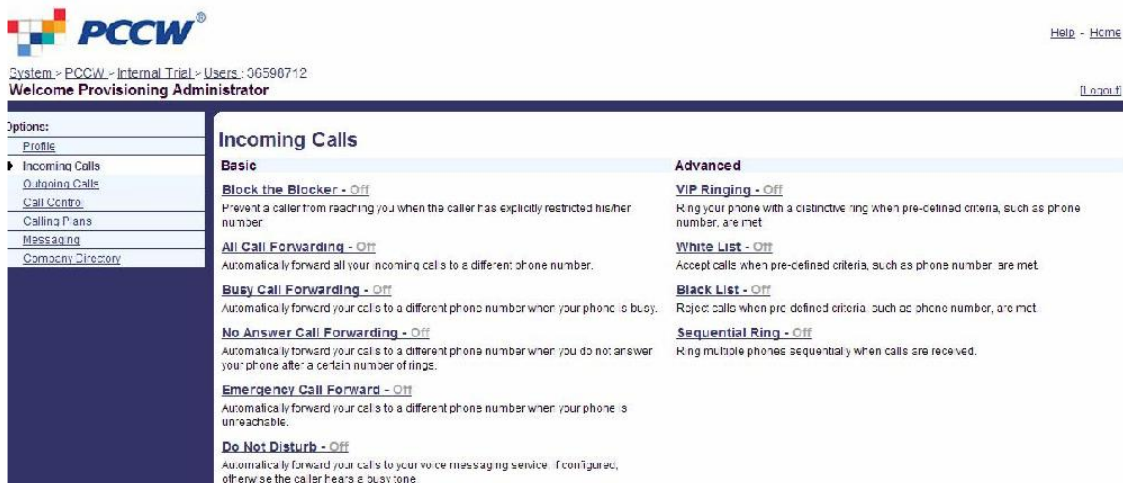
註：不可恢復已刪除記錄。

3.9. 黑名單電話簿

黑名單電話簿使您能夠拒絕符合您預設標準的電話。

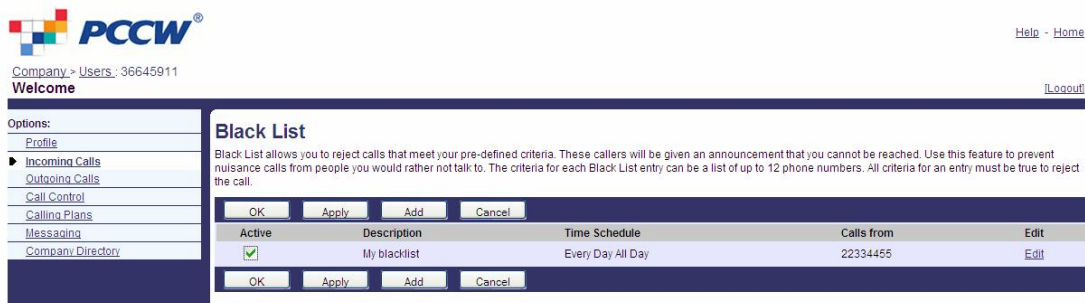
3.9.1. 新增黑名單電話簿記錄

a) 按照第 3.1 條 a) 步驟。



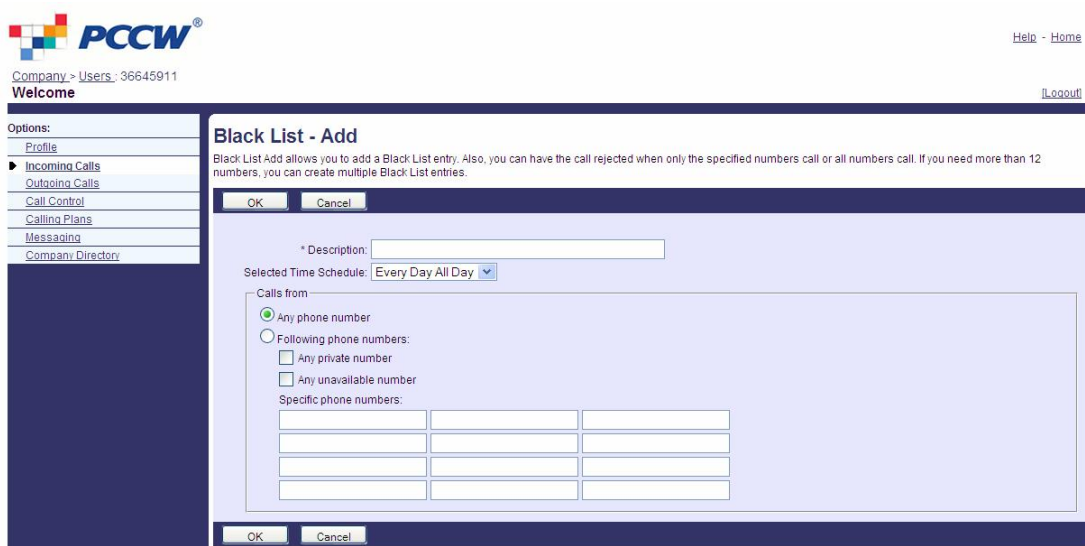
The screenshot shows the 'Incoming Calls' configuration page in the PCCW Provisioning Administrator. It features a sidebar with navigation options: Profile, Incoming Calls (selected), Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area is titled 'Incoming Calls' and is divided into 'Basic' and 'Advanced' sections. The 'Basic' section includes: 'Block the Blocker - Off' (Prevent a caller from reaching you when the caller has explicitly restricted his/her number), 'All Call Forwarding - Off' (Automatically forward all your incoming calls to a different phone number), 'Busy Call Forwarding - Off' (Automatically forward your calls to a different phone number when your phone is busy), 'No Answer Call Forwarding - Off' (Automatically forward your calls to a different phone number when you do not answer your phone after a certain number of rings), 'Emergency Call Forward - Off' (Automatically forward your calls to a different phone number when your phone is unreachable), and 'Do Not Disturb - Off' (Automatically forward your calls to your voice messaging service. If configured, otherwise the caller hears a busy tone). The 'Advanced' section includes: 'VIP Ringing - Off' (Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met), 'White List - Off' (Accept calls when pre-defined criteria, such as phone number, are met), 'Black List - Off' (Reject calls when pre-defined criteria, such as phone number, are met), and 'Sequential Ring - Off' (Ring multiple phones sequentially when calls are received).

b) 按黑名單電話簿。



The screenshot shows the 'Black List' management interface. On the left is a navigation menu with options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area is titled 'Black List' and includes a brief description: 'Black List allows you to reject calls that meet your pre-defined criteria. These callers will be given an announcement that you cannot be reached. Use this feature to prevent nuisance calls from people you would rather not talk to. The criteria for each Black List entry can be a list of up to 12 phone numbers. All criteria for an entry must be true to reject the call.' Below the text is a table with columns for Active, Description, Time Schedule, Calls from, and Edit. One entry is visible: 'My blacklist' with a checked 'Active' box, 'Every Day All Day' time schedule, and '22334455' as the caller number. Buttons for 'OK', 'Apply', 'Add', and 'Cancel' are located above and below the table.

c) 按**新增**。

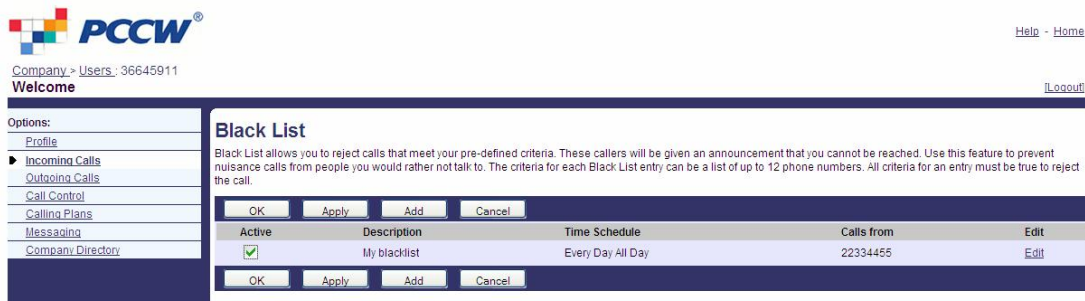


The screenshot shows the 'Black List - Add' form. It includes a description field, a 'Selected Time Schedule' dropdown menu set to 'Every Day All Day', and a 'Calls from' section. Under 'Calls from', there are radio buttons for 'Any phone number' (selected), 'Following phone numbers:', and 'Any private number'. Below these are checkboxes for 'Any private number' and 'Any unavailable number', followed by a 'Specific phone numbers:' label and a grid of input fields for entering numbers. 'OK' and 'Cancel' buttons are at the bottom.

- d) 輸入該記錄的說明。
- e) 為黑名單電話簿選擇標準。
- f) 輸入所包含的電話號碼（如適用）。
- g) 按**確定**鍵保存並返回上一層。

3.9.2. 啟動黑名單電話簿記錄

- a) 按照第 3.9.1 條 a)到 b)步驟。

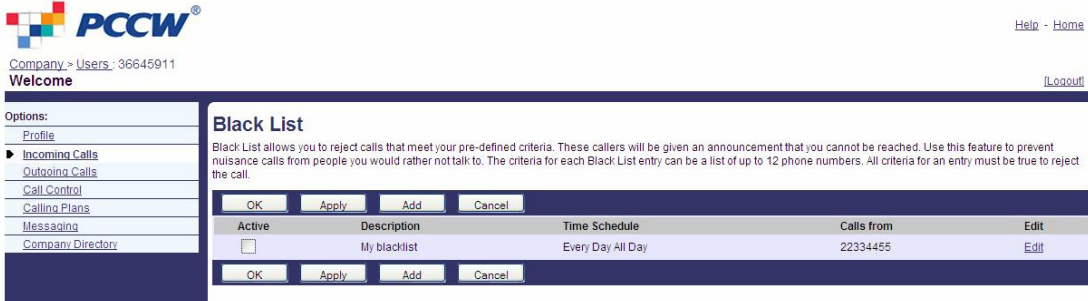


This screenshot is identical to the one in section 3.9.1, showing the 'Black List' management page with the table containing the 'My blacklist' entry.

- b) 要啟動黑名單電話簿記錄，可選擇黑名單電話簿頁面的**啓動**方格。
- c) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

3.9.3. 取消黑名單電話簿記錄

a) 按照第 3.9.1 條 a)到 b)步驟。



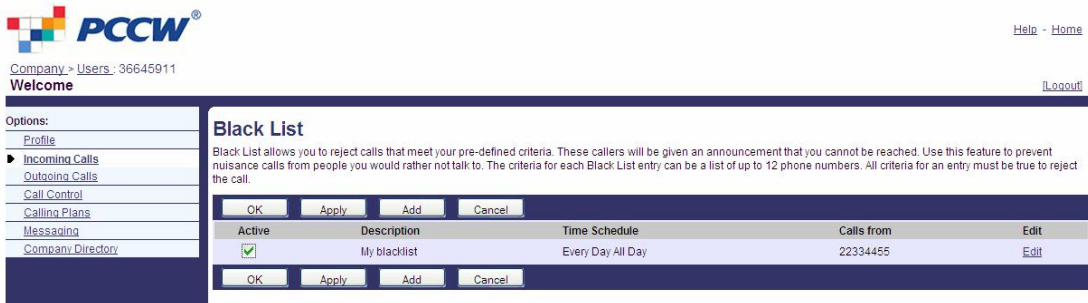
The screenshot shows the PCCW Black List management interface. On the left is a navigation menu with options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area is titled 'Black List' and includes a brief description: 'Black List allows you to reject calls that meet your pre-defined criteria. These callers will be given an announcement that you cannot be reached. Use this feature to prevent nuisance calls from people you would rather not talk to. The criteria for each Black List entry can be a list of up to 12 phone numbers. All criteria for an entry must be true to reject the call.' Below this is a table with columns: Active, Description, Time Schedule, Calls from, and Edit. There are 'OK', 'Apply', 'Add', and 'Cancel' buttons at the top and bottom of the table. A single entry is visible with 'My blacklist' as the description, 'Every Day All Day' as the time schedule, and '22334455' as the calls from number.

b) 要取消黑名單電話簿記錄，可選擇黑名單電話簿頁面的**啓動**方格。

c) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

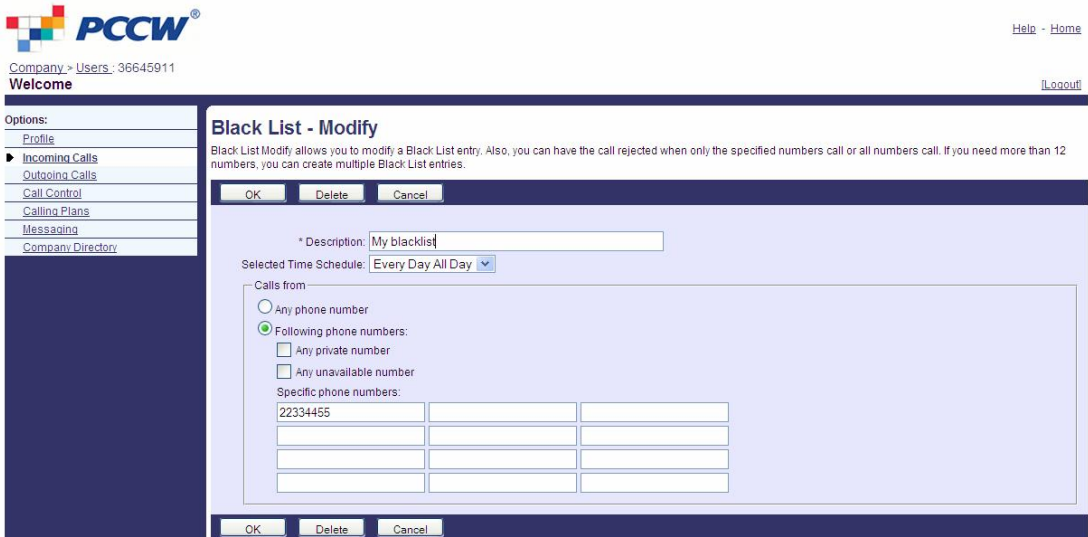
3.9.4. 修改黑名單電話簿記錄

a) 按照第 3.9.1 條 a)到 b)步驟。



This screenshot is identical to the previous one, but the 'Active' checkbox for the 'My blacklist' entry is now checked, indicating that the entry is active.

b) 按需修改記錄旁邊的**編輯**。



The screenshot shows the 'Black List - Modify' page. It has a similar layout to the previous pages but with a 'Black List - Modify' title. Below the description, there are 'OK', 'Delete', and 'Cancel' buttons. The 'Description' field contains 'My blacklist'. The 'Selected Time Schedule' is set to 'Every Day All Day'. Under 'Calls from', there are radio buttons for 'Any phone number' and 'Following phone numbers:'. The 'Following phone numbers' option is selected, and there are checkboxes for 'Any private number' and 'Any unavailable number'. Below these are three input fields for 'Specific phone numbers', with the first one containing '22334455'.

c) 編輯該記錄的說明（如有需要）。

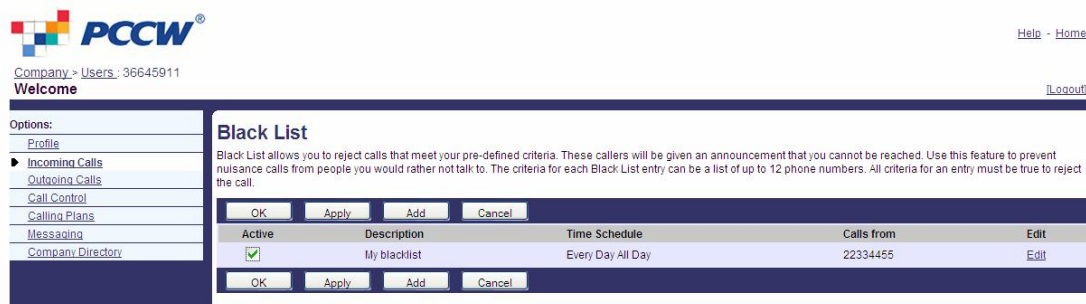
d) 變更黑名單電話簿的標準（如有需要）。

e) 變更所包含的電話號碼（如有需要）。

f) 按**確定**鍵保存並返回上一層。

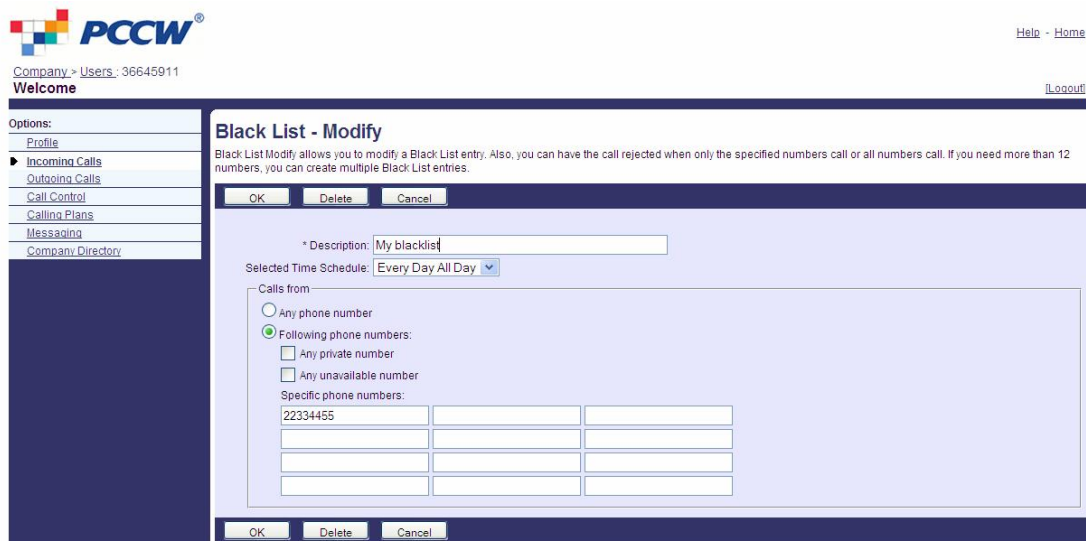
3.9.5. 刪除黑名單電話簿記錄

d) 按照第 3.9.1 條 a)到 b)步驟。



The screenshot shows the PCCW user interface for managing a Black List. The page title is "Black List". Below the title, there is a brief description: "Black List allows you to reject calls that meet your pre-defined criteria. These callers will be given an announcement that you cannot be reached. Use this feature to prevent nuisance calls from people you would rather not talk to. The criteria for each Black List entry can be a list of up to 12 phone numbers. All criteria for an entry must be true to reject the call." Below this description is a table with columns: Active, Description, Time Schedule, Calls from, and Edit. There is one entry with "My blacklist" as the description and "Every Day All Day" as the time schedule. The "Calls from" field contains "22334455". At the top of the table, there are buttons for "OK", "Apply", "Add", and "Cancel". At the bottom of the table, there are buttons for "OK", "Apply", "Add", and "Cancel".

e) 按需修改記錄旁邊的**編輯**。



The screenshot shows the PCCW user interface for modifying a Black List entry. The page title is "Black List - Modify". Below the title, there is a brief description: "Black List Modify allows you to modify a Black List entry. Also, you can have the call rejected when only the specified numbers call or all numbers call. If you need more than 12 numbers, you can create multiple Black List entries." Below this description is a form with fields for "Description" (containing "My blacklist"), "Selected Time Schedule" (set to "Every Day All Day"), and "Calls from". Under "Calls from", there are radio buttons for "Any phone number" and "Following phone numbers:". Under "Following phone numbers:", there are checkboxes for "Any private number" and "Any unavailable number". Below these are three input fields for "Specific phone numbers", with the first one containing "22334455". At the top of the form, there are buttons for "OK", "Delete", and "Cancel". At the bottom of the form, there are buttons for "OK", "Delete", and "Cancel".

f) 按**刪除**鍵刪除記錄並返回上一層。

註 1：不可恢復已刪除記錄。

註 2：電話號碼若在黑名單電話簿和白名單電話簿中均有出現，以黑名單電話簿所含之號碼為有效。

3.10. 順序跳線

順序跳線為付費功能。要申請使用該功能，請聯絡您的電訊盈科客戶經理或 one communications 服務熱線 1833111。

順序跳線可使除基本地點的電話（桌上電話）外最多 5 個地點的電話按照規定的次數響鈴。

a) 按照第 3.1 條 a)步驟。

Incoming Calls

Basic

Block the Blocker - Off

Prevent a caller from reaching you when the caller has explicitly restricted his/her number.

All Call Forwarding - Off

Automatically forward all your incoming calls to a different phone number.

Busy Call Forwarding - Off

Automatically forward your calls to a different phone number when your phone is busy.

No Answer Call Forwarding - Off

Automatically forward your calls to a different phone number when you do not answer your phone after a certain number of rings.

Emergency Call Forward - Off

Automatically forward your calls to a different phone number when your phone is unreachable.

Do Not Disturb - Off

Automatically forward your calls to your voice messaging service (if configured), otherwise the caller hears a busy tone.

Advanced

VIP Ringing - Off

Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met.

White List - Off

Accept calls when pre-defined criteria, such as phone number, are met.

Black List - Off

Reject calls when pre-defined criteria, such as phone number, are met.

Sequential Ring - Off

Ring multiple phones sequentially when calls are received.

b) 按順序跳線。

Sequential Ring

Sequential Ring allows you to sequentially ring up to 5 locations in addition to the base location phone (desk phone) for a specified number of rings. The feature applies to calls matching your pre-defined criteria. Use this service to ring calls from your manager, a family member, or an important customer on your mobile phone, alternate business phone, or home phone. The criteria for each Sequential Ring entry can be a list of up to 12 phone numbers. All criteria must be satisfied for the call to enter Sequential Ring. If the criteria do not match, the call continues as if this service was not turned on.

OK Apply Add Cancel

Use Base Location Phone first
Number of rings for Base Location Phone:

Location	Phone Number	Number of rings	Answer confirmation required
1	<input type="text" value="98881111"/>	<input type="text" value="5"/>	<input type="checkbox"/>
2	<input type="text" value="93664591"/>	<input type="text" value="5"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="text" value="3"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="text" value="3"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="text" value="3"/>	<input type="checkbox"/>

Active	Description	Time Schedule	Calls from	Edit
<input type="checkbox"/>	Office	Every Day All Day	All calls	Edit

OK Apply Add Cancel

3.10.1. 新增順序跳線記錄

a) 在順序跳線頁面按**新增**。

Sequential Ring - Add

Allows you to add a sequential ring entry. Specify the time schedule you would like calls sequentially rung. Also, you can have the call sequentially rung when only the specified numbers call or all numbers call. If you need more than 12 numbers or more distinct time periods, you can create multiple sequential ring entries.

OK Cancel

* Description:

Selected Time Schedule:

Calls from

Any phone number

Following phone numbers:

Any private number

Any unavailable number

Specific phone numbers:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel

- b) 輸入該記錄的說明。
- c) 為順序跳線的來電選擇標準。
- d) 輸入所包含的電話號碼（如適用）。
- e) 按**確定**鍵保存並返回上一層。

3.10.2. 啟動順序跳線記錄

- a) 在順序跳線頁面，選擇是否讓您的桌上電話（基本地點的電話）首先響鈴。

Sequential Ring

Sequential Ring allows you to sequentially ring up to 5 locations in addition to the base location phone (desk phone) for a specified number of rings. The feature applies to calls matching your pre-defined criteria. Use this service to ring calls from your manager, a family member, or an important customer on your mobile phone, alternate business phone, or home phone. The criteria for each Sequential Ring entry can be a list of up to 12 phone numbers. All criteria for an entry must be satisfied for the call to enter Sequential Ring. If the criteria do not match, the call continues as if this service was not turned on.

OK Apply Add Cancel

Use Base Location Phone first

Number of rings for Base Location Phone:

Location	Phone Number	Number of rings	Answer confirmation required
1	<input type="text" value="992668606"/>	<input type="text" value="5"/>	<input type="checkbox"/>
2	<input type="text" value="936645915"/>	<input type="text" value="3"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="text" value="3"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="text" value="3"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="text" value="3"/>	<input type="checkbox"/>

Active	Description	Time Schedule	Calls from	Edit
<input checked="" type="checkbox"/>	Office	Every Day All Day	All calls	Edit

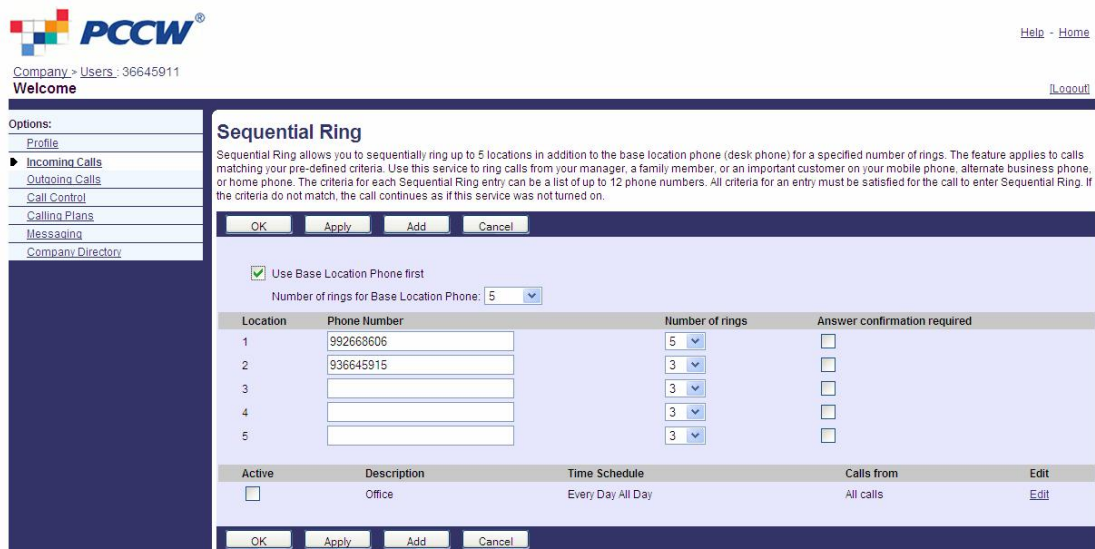
OK Apply Add Cancel

- b) 選擇您的桌上電話（基本地點的電話）的響鈴次數。
- c) 選擇若您的桌上電話（基本地點的電話）處於通話中是否允許致電者繼續搜索其他電話。
- d) 選擇是否允許致電者取消搜索其他電話並被轉至留言信箱。
- e) 輸入希望響鈴電話的電話號碼順序（最多 5 個號碼）。

- f) 要啓動順序跳線，可選擇順序跳線記錄旁邊的**啓動**方格。
g) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

3.10.3. 取消順序跳線記錄

- a) 要取消順序跳線記錄，可取消選擇順序跳線記錄旁邊的**啓動**方格。

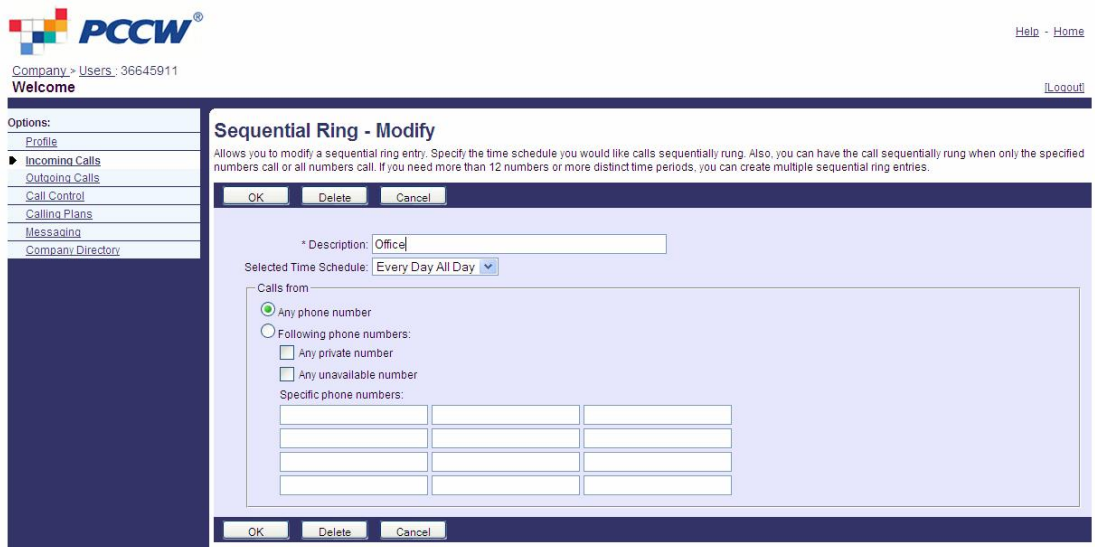


The screenshot shows the 'Sequential Ring' configuration page. At the top, there are navigation links for 'Help - Home' and 'Logout'. Below the navigation is a sidebar with 'Options' including Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area is titled 'Sequential Ring' and contains a description of the feature. Below the description are several controls: a checkbox for 'Use Base Location Phone first' (checked), a dropdown for 'Number of rings for Base Location Phone' (set to 5), and a table with 5 rows for sequential ring locations. Each row has fields for 'Location', 'Phone Number', 'Number of rings', and 'Answer confirmation required'. At the bottom, there is a table with columns for 'Active', 'Description', 'Time Schedule', 'Calls from', and 'Edit'.

- b) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

3.10.4. 修改順序跳線記錄

- a) 在順序跳線頁面，按需修改記錄旁邊的**編輯**。



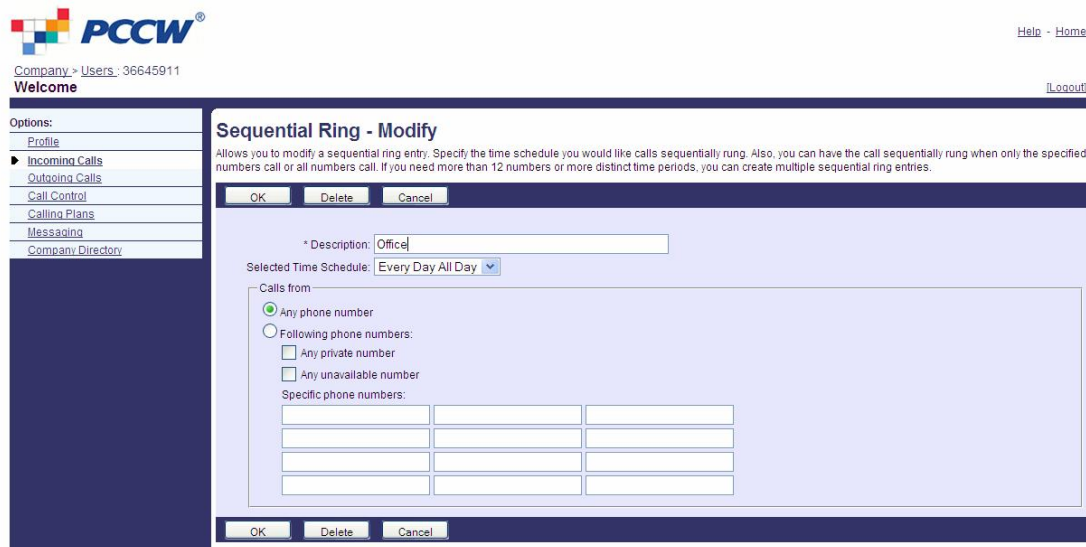
The screenshot shows the 'Sequential Ring - Modify' page. It has the same navigation and sidebar as the previous page. The main content area is titled 'Sequential Ring - Modify' and contains a description of the modification process. Below the description are several controls: a text field for '* Description' (containing 'Office'), a dropdown for 'Selected Time Schedule' (set to 'Every Day All Day'), and a section for 'Calls from' with radio buttons for 'Any phone number' (selected), 'Following phone numbers', and 'Any private number'. There are also checkboxes for 'Any private number' and 'Any unavailable number', and a section for 'Specific phone numbers' with three input fields. At the bottom, there are 'OK', 'Delete', and 'Cancel' buttons.

- b) 編輯該記錄的說明（如有需要）。
c) 變更順序跳線記錄的標準（如有需要）。
d) 變更所包含的電話號碼（如有需要）。

e) 按**確定**鍵保存並返回上一層。

3.10.5. 刪除順序跳線記錄

a) 在順序跳線頁面，按需刪除記錄旁邊的**編輯**。



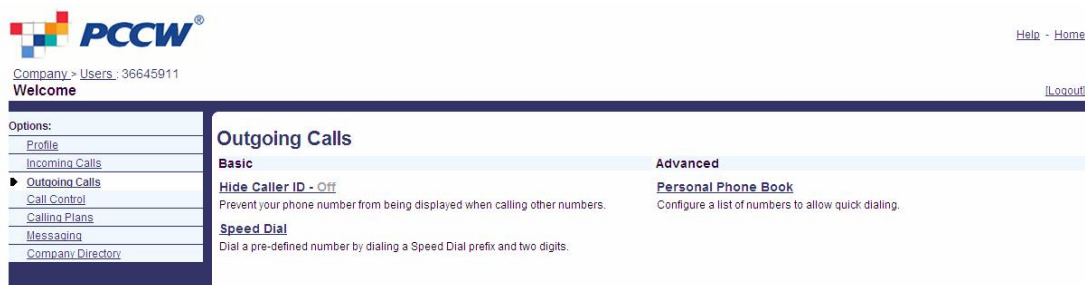
b) 按**刪除**鍵刪除記錄並返回上一層。

註：不可恢復已刪除記錄。

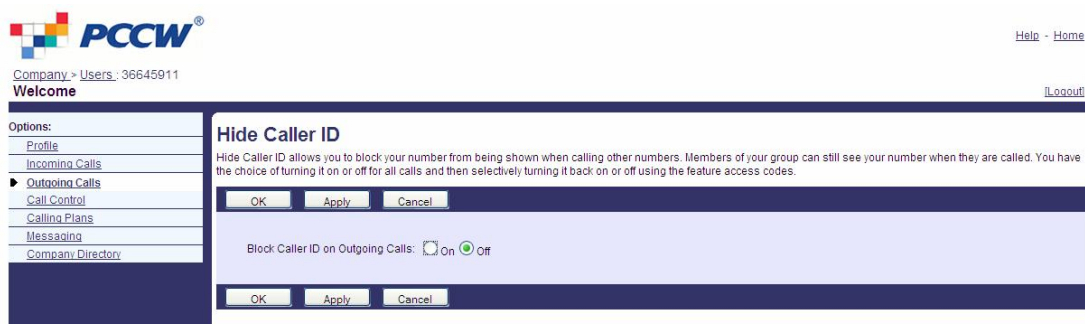
3.11. 隱藏致電者身份

隱藏致電者身份使您能在撥打其他號碼時不顯示自己的號碼。

a) 按照第 3.1 條 a)到 c)步驟，再選擇「**撥出電話**」選項。



b) 按**隱藏致電者身份**。



The screenshot shows the 'Hide Caller ID' configuration page. On the left is a navigation menu with options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area is titled 'Hide Caller ID' and includes a description: 'Hide Caller ID allows you to block your number from being shown when calling other numbers. Members of your group can still see your number when they are called. You have the choice of turning it on or off for all calls and then selectively turning it back on or off using the feature access codes.' Below the text are two sets of buttons: 'OK', 'Apply', and 'Cancel'. A radio button is selected for 'Off' under the heading 'Block Caller ID on Outgoing Calls: On Off'.

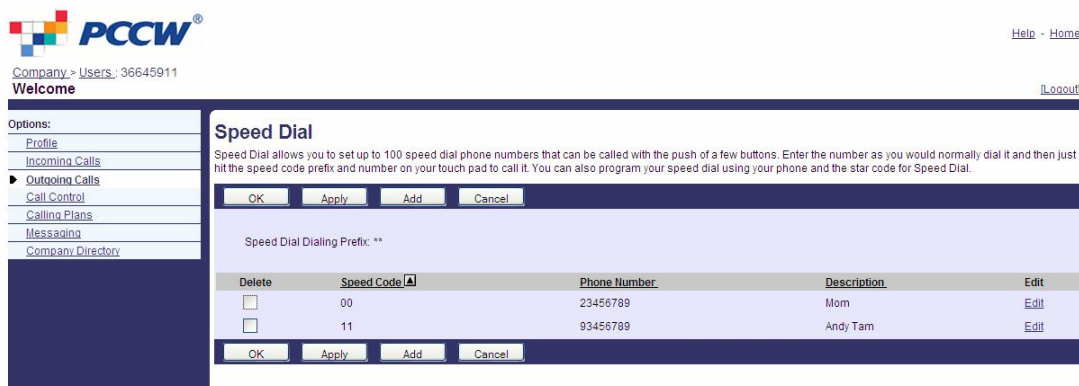
- c) 將隱藏致電者身份設為**開**或**關**。
- d) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

3.12. 快速撥號

快速撥號使您能夠設定最多 100 個快速撥號電話號碼，只需按幾個鍵即可撥出電話。

3.12.1. 新增快速撥號記錄

- a) 按照第 3.11 條 a) 步驟，再按**快速撥號**。



The screenshot shows the 'Speed Dial' configuration page. It includes a description: 'Speed Dial allows you to set up to 100 speed dial phone numbers that can be called with the push of a few buttons. Enter the number as you would normally dial it and then just hit the speed code prefix and number on your touch pad to call it. You can also program your speed dial using your phone and the star code for Speed Dial.' Below the text are buttons for 'OK', 'Apply', 'Add', and 'Cancel'. A section titled 'Speed Dial Dialing Prefix: **' is followed by a table of existing speed dial entries.

Delete	Speed Code ▲	Phone Number	Description	Edit
<input type="checkbox"/>	00	23456789	Mom	Edit
<input type="checkbox"/>	11	93456789	Andy Tam	Edit

At the bottom, there are buttons for 'OK', 'Apply', 'Add', and 'Cancel'.

- b) 按**新增**。



The screenshot shows the 'Speed Dial - Add' configuration page. It includes a description: 'Add a new speed dial.' Below the text are buttons for 'OK' and 'Cancel'. The form contains the following fields:

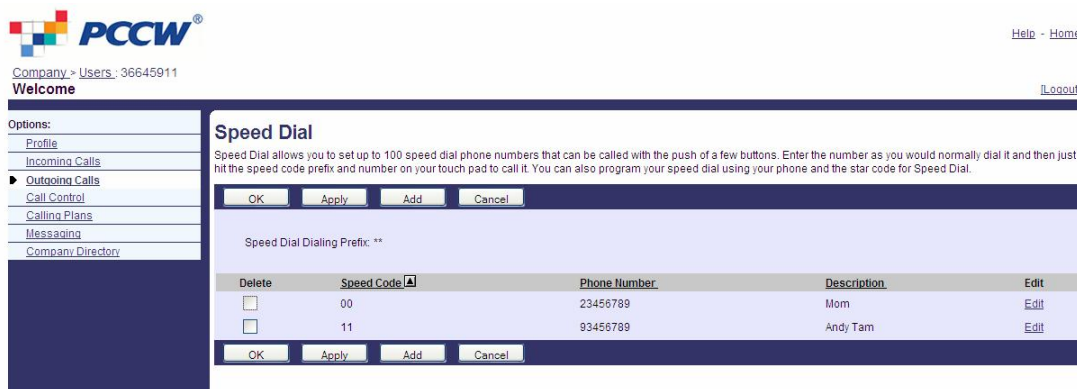
- Speed Code: 01 (dropdown menu)
- Description:
- * Phone Number:

At the bottom, there are buttons for 'OK' and 'Cancel'.

- c) 選擇快速撥號代碼（從 00 到 99）。
- d) 輸入該記錄的說明。
- e) 輸入電話號碼。
- f) 按**確定**鍵保存並返回上一層。

3.12.2. 修改快速撥號記錄

a) 按照第 3.11 條 a) 步驟，再按**快速撥號**。




The screenshot shows the 'Speed Dial' configuration page in the PCCW user interface. The page title is 'Speed Dial' and it includes a brief description: 'Speed Dial allows you to set up to 100 speed dial phone numbers that can be called with the push of a few buttons. Enter the number as you would normally dial it and then just hit the speed code prefix and number on your touch pad to call it. You can also program your speed dial using your phone and the star code for Speed Dial.' Below the description are buttons for 'OK', 'Apply', 'Add', and 'Cancel'. A section for 'Speed Dial Dialing Prefix: **' is followed by a table of existing speed dial entries:

Delete	Speed Code	Phone Number	Description	Edit
<input type="checkbox"/>	00	23456789	Mom	Edit
<input type="checkbox"/>	11	93456789	Andy Tam	Edit

At the bottom of the table are buttons for 'OK', 'Apply', 'Add', and 'Cancel'.

b) 按需修改記錄旁邊的**編輯**。



The screenshot shows the 'Speed Dial - Modify' page. The title is 'Speed Dial - Modify' and the subtitle is 'Modify an existing speed dial.' Below the subtitle are buttons for 'OK', 'Delete', and 'Cancel'. The form contains the following fields:

- Speed Code: 11
- Description:
- * Phone Number:

At the bottom are buttons for 'OK', 'Delete', and 'Cancel'.

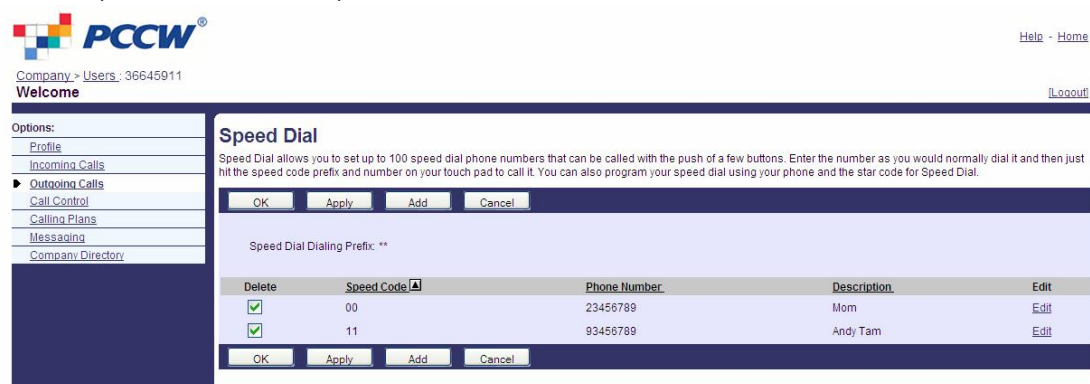
c) 編輯該記錄的說明（如有需要）。

d) 變更電話號碼（如有需要）。

e) 按**確定**鍵保存並返回上一層。

3.12.3. 刪除快速撥號記錄

a) 按照第 3.11 條 a) 步驟，再按**快速撥號**。



The screenshot shows the 'Speed Dial' configuration page, similar to the first screenshot. The table of speed dial entries now includes checkboxes in the 'Delete' column:

Delete	Speed Code	Phone Number	Description	Edit
<input checked="" type="checkbox"/>	00	23456789	Mom	Edit
<input checked="" type="checkbox"/>	11	93456789	Andy Tam	Edit

At the bottom of the table are buttons for 'OK', 'Apply', 'Add', and 'Cancel'.

b) 選擇需要刪除的記錄的**刪除**方格。

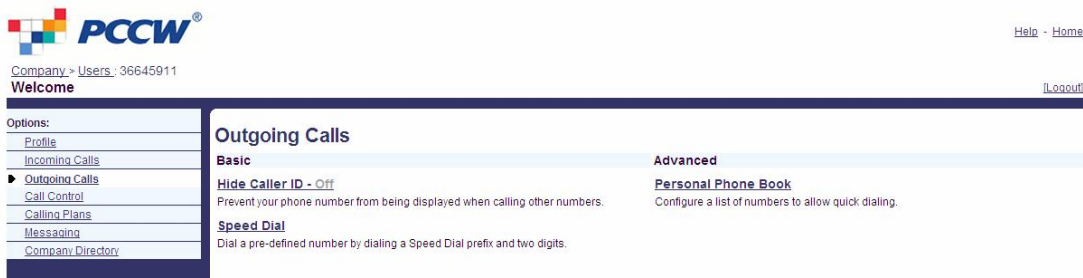
c) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

註：不可恢復已刪除記錄。

3.13. 個人電話簿

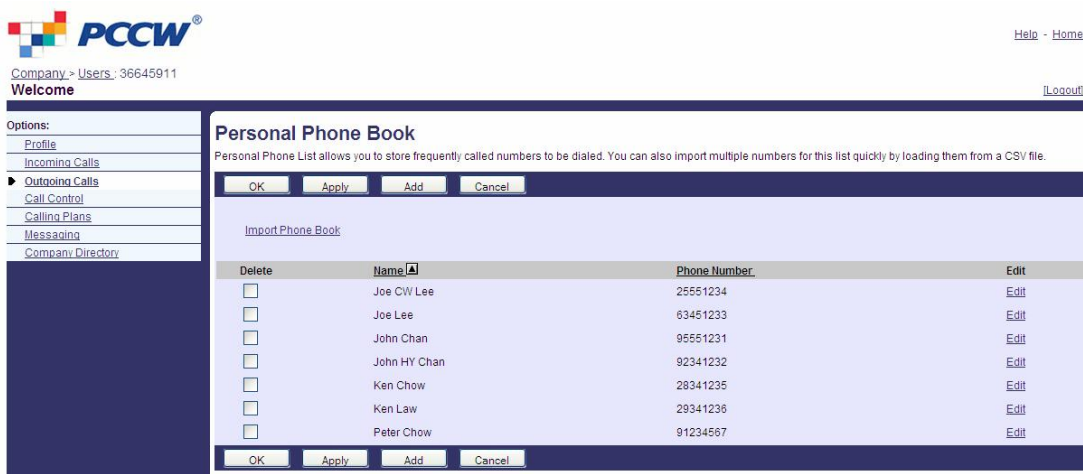
3.13.1. 為個人電話簿新增聯絡人

a) 按照第**錯誤! 找不到參照來源。**條 a) 步驟。



The screenshot shows the PCCW user interface. On the left is a navigation menu with options: Profile, Incoming Calls, **Outgoing Calls**, Call Control, Calling Plans, Messaging, and Company Directory. The main content area is titled 'Outgoing Calls' and has two tabs: 'Basic' and 'Advanced'. Under the 'Basic' tab, there are three sections: 'Hide Caller ID - Off' (Prevent your phone number from being displayed when calling other numbers.), 'Speed Dial' (Dial a pre-defined number by dialing a Speed Dial prefix and two digits.), and 'Personal Phone Book' (Configure a list of numbers to allow quick dialing.).

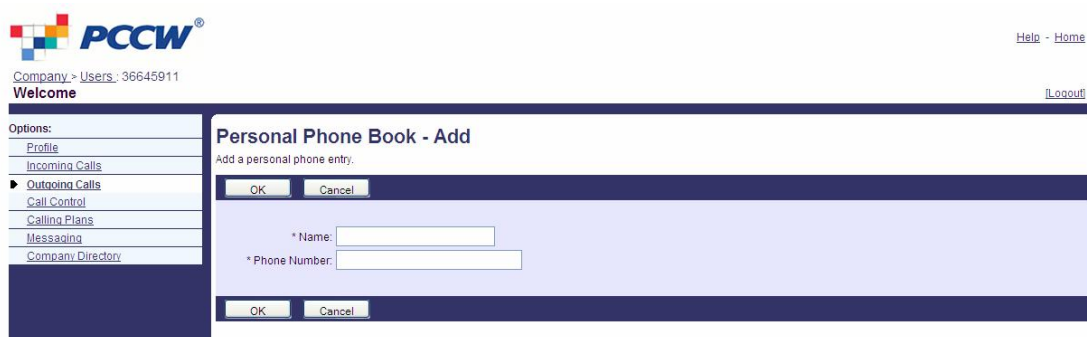
b) 按**個人電話簿**。



The screenshot shows the 'Personal Phone Book' settings page. It includes a table of contacts with columns for 'Delete', 'Name', 'Phone Number', and 'Edit'. The table contains the following data:

Delete	Name	Phone Number	Edit
<input type="checkbox"/>	Joe CW Lee	25551234	Edit
<input type="checkbox"/>	Joe Lee	63451233	Edit
<input type="checkbox"/>	John Chan	95551231	Edit
<input type="checkbox"/>	John HY Chan	92341232	Edit
<input type="checkbox"/>	Ken Chow	28341235	Edit
<input type="checkbox"/>	Ken Law	29341236	Edit
<input type="checkbox"/>	Peter Chow	91234567	Edit

c) 按**新增**。



The screenshot shows the 'Personal Phone Book - Add' form. It has a title 'Personal Phone Book - Add' and a subtitle 'Add a personal phone entry.'. Below the subtitle are two input fields: '* Name:' and '* Phone Number:'. At the bottom of the form are 'OK' and 'Cancel' buttons.

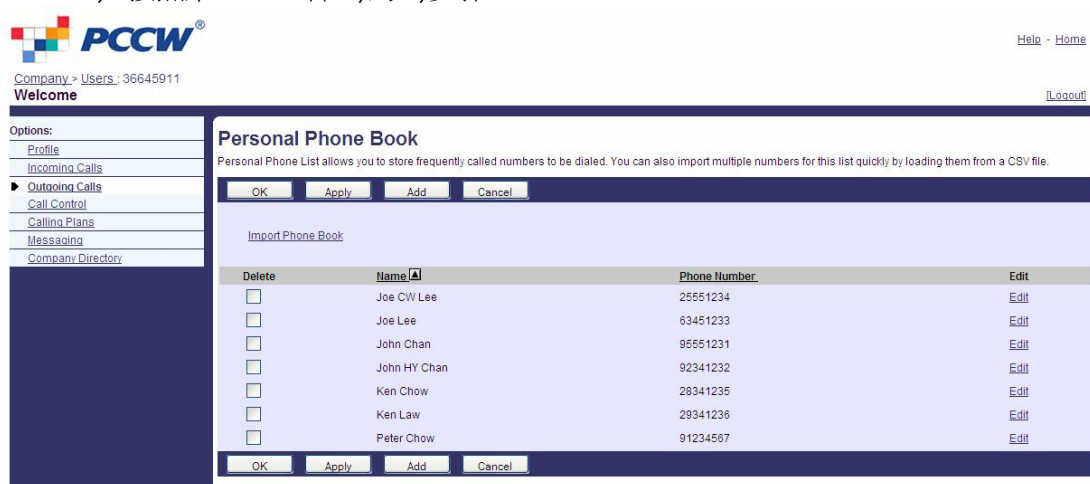
d) 輸入聯絡人姓名。

e) 輸入電話號碼。

f) 按**確定**鍵保存並返回上一層。

3.13.2. 修改個人電話簿中的聯絡人。

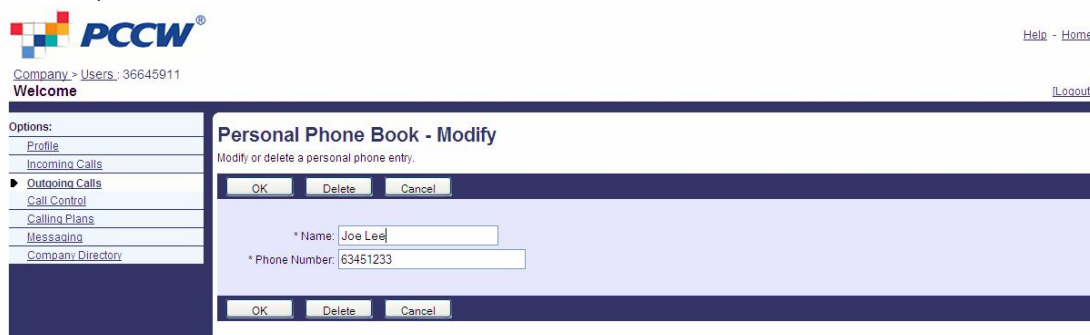
a) 按照第 3.13.1 條 a)到 b)步驟。



The screenshot shows the 'Personal Phone Book' interface. It includes a navigation menu on the left with options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main area displays a table of contacts with columns for Delete, Name, Phone Number, and Edit. The table contains the following data:

Delete	Name	Phone Number	Edit
<input type="checkbox"/>	Joe CW Lee	25551234	Edit
<input type="checkbox"/>	Joe Lee	63451233	Edit
<input type="checkbox"/>	John Chan	95551231	Edit
<input type="checkbox"/>	John HY Chan	92341232	Edit
<input type="checkbox"/>	Ken Chow	28341235	Edit
<input type="checkbox"/>	Ken Law	29341236	Edit
<input type="checkbox"/>	Peter Chow	91234567	Edit

b) 按需修改聯絡人旁邊的編輯。



The screenshot shows the 'Personal Phone Book - Modify' interface. It includes the same navigation menu as the previous screenshot. The main area displays a form for editing a contact entry. The form has the following fields:

- * Name: Joe Lee
- * Phone Number: 63451233

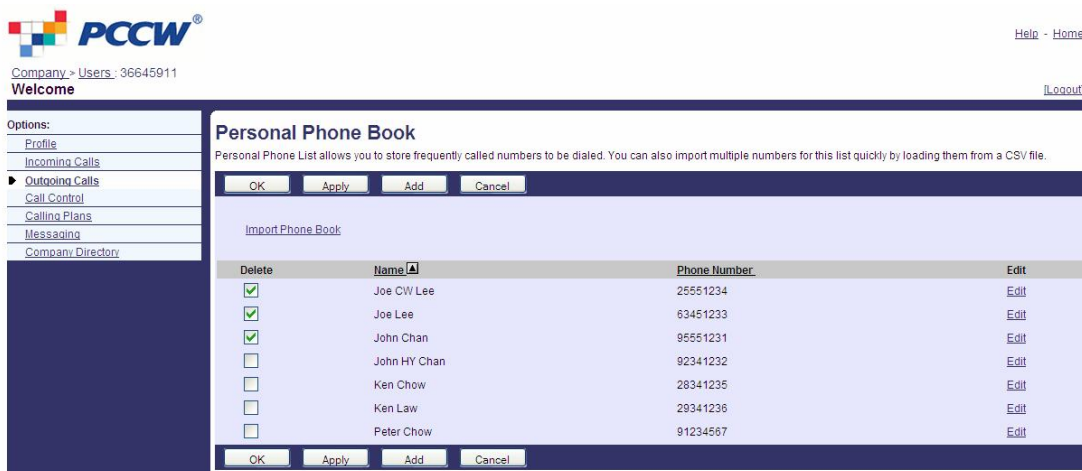
c) 編輯聯絡人的姓名（如有需要）。

d) 編輯電話號碼（如有需要）。

e) 按**確定**鍵保存並返回上一層。

3.13.3. 刪除個人電話簿的聯絡人

a) 按照第 3.13.1 條 a)到 b)步驟。



Options: Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, Company Directory

Company > Users : 36645911
Welcome

Personal Phone Book

Personal Phone List allows you to store frequently called numbers to be dialed. You can also import multiple numbers for this list quickly by loading them from a CSV file.

Import Phone Book:

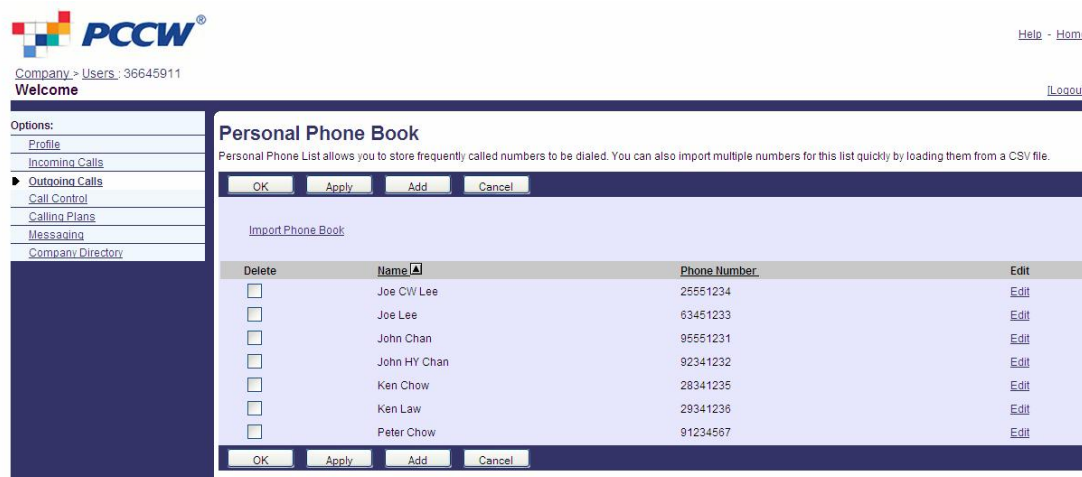
Delete	Name	Phone Number	Edit
<input checked="" type="checkbox"/>	Joe CW Lee	25551234	Edit
<input checked="" type="checkbox"/>	Joe Lee	63451233	Edit
<input checked="" type="checkbox"/>	John Chan	95551231	Edit
<input type="checkbox"/>	John HY Chan	92341232	Edit
<input type="checkbox"/>	Ken Chow	28341235	Edit
<input type="checkbox"/>	Ken Law	29341236	Edit
<input type="checkbox"/>	Peter Chow	91234567	Edit

- b) 選擇待刪除聯絡人的刪除方格。
 c) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

註：不可恢復已刪除記錄。

3.13.4. 將聯絡人清單匯入個人電話簿

- a) 3.13.1 條 a)到 b)步驟。



Options: Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, Company Directory

Company > Users : 36645911
Welcome

Personal Phone Book

Personal Phone List allows you to store frequently called numbers to be dialed. You can also import multiple numbers for this list quickly by loading them from a CSV file.

Import Phone Book:

Delete	Name	Phone Number	Edit
<input type="checkbox"/>	Joe CW Lee	25551234	Edit
<input type="checkbox"/>	Joe Lee	63451233	Edit
<input type="checkbox"/>	John Chan	95551231	Edit
<input type="checkbox"/>	John HY Chan	92341232	Edit
<input type="checkbox"/>	Ken Chow	28341235	Edit
<input type="checkbox"/>	Ken Law	29341236	Edit
<input type="checkbox"/>	Peter Chow	91234567	Edit

- b) 按**匯入**電話簿。



Options: Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, Company Directory

Company > Users : 36645911
Welcome

Personal Phone Book Import

Import personal phone book entries from a CSV file. For details about the CSV file, click on the Help link for this page.

* Select a Phone Book File:

c) 按**瀏覽**選擇包含聯絡人（須為以下格式）的 CSV 檔案進行上載。

「姓名」，「號碼」

例如：

「John Chan」，「95551231」
「John HY Chan」，「92341232」
「Joe Lee」，「63451233」
「Joe CW Lee」，「25551234」
「Ken Chow」，「28341235」
「Ken Law」，「29341236」

d) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

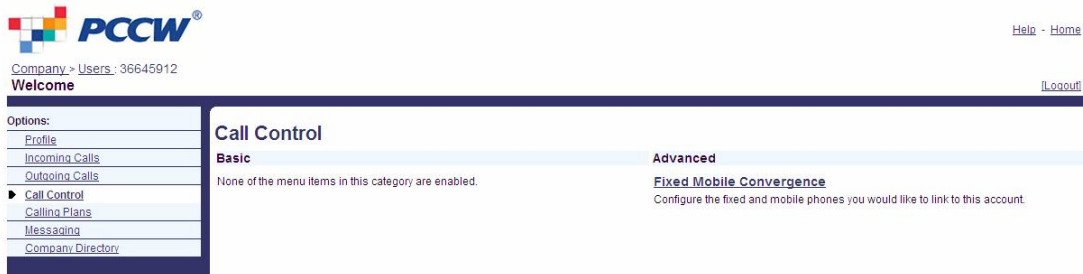
註：匯入電話簿將新增至現有電話簿。若新匯入電話簿中包括同一個聯絡人，電話簿將再次儲存該聯絡人。

3.14. 固網／流動通訊整合

僅適用於老闆／秘書計劃。要訂購該服務，行政／操作員計劃用戶可聯絡其電訊盈科客戶經理或致電 **ONE communications 服務熱線 1833111**

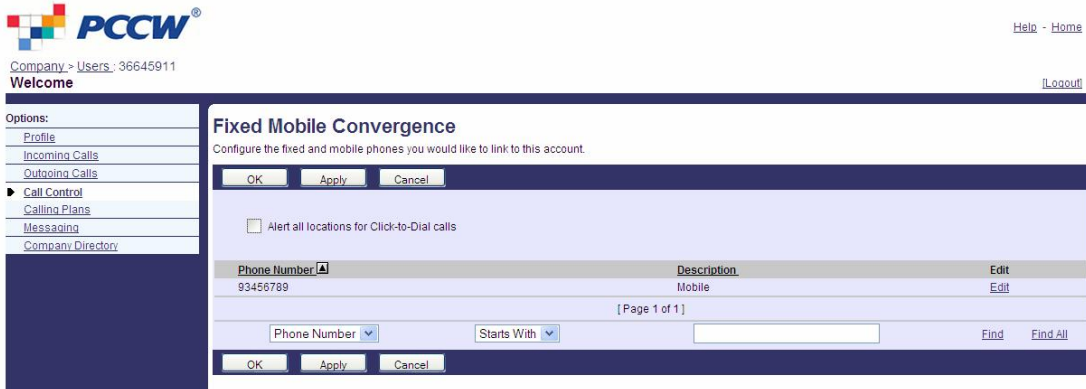
固網／流動通訊整合使您的流動電話號碼在您的桌上電話接到來電時也同時響鈴。透過這項安排，您可既可以用桌上電話也可以用流動電話接聽來電。您還可將流動電話的來電「轉駁」至桌上電話或進行相反操作而毋須掛斷來電（來電轉移）。

a) 按照第 3.1 條 a)到 c)步驟，再選擇「**控制台**」選項。



The screenshot shows the PCCW user management interface. At the top left is the PCCW logo and the text 'Company > Users: 36645912'. At the top right is 'Hello - Home' and a 'Logout' link. Below the header is a 'Welcome' message. On the left is a navigation menu with 'Options:' and sub-items: Profile, Incoming Calls, Outgoing Calls, Call Control (selected), Calling Plans, Messaging, and Company Directory. The main content area is titled 'Call Control' and is divided into 'Basic' and 'Advanced' sections. The 'Basic' section contains the text 'None of the menu items in this category are enabled.' The 'Advanced' section contains the heading 'Fixed Mobile Convergence' and the text 'Configure the fixed and mobile phones you would like to link to this account.'

b) 按**固網／流動通訊整合**。



The screenshot shows the PCCW user interface. On the left is a navigation menu with options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area is titled 'Fixed Mobile Convergence' and includes a table with columns for Phone Number and Description. A table entry shows '93456789' with the description 'Mobile'. Below the table are search filters for 'Phone Number' and 'Starts With', and buttons for 'Find' and 'Find All'.

- c) 按流動電話號碼記錄旁邊的編輯。




The screenshot shows the 'Fixed Mobile Convergence Phone Number Modify' page. It displays the phone number '93456789' and the description 'Mobile'. There is a checkbox labeled 'Enable Fixed Mobile Convergence' which is checked. The page includes 'OK', 'Apply', and 'Cancel' buttons at the top and bottom.

- d) 選擇「開通固網／流動通訊整合」方格，將該功能設為開（或取消選擇，將其設為關）。
- e) 按使用鍵保存或按確定鍵保存並返回上一層。

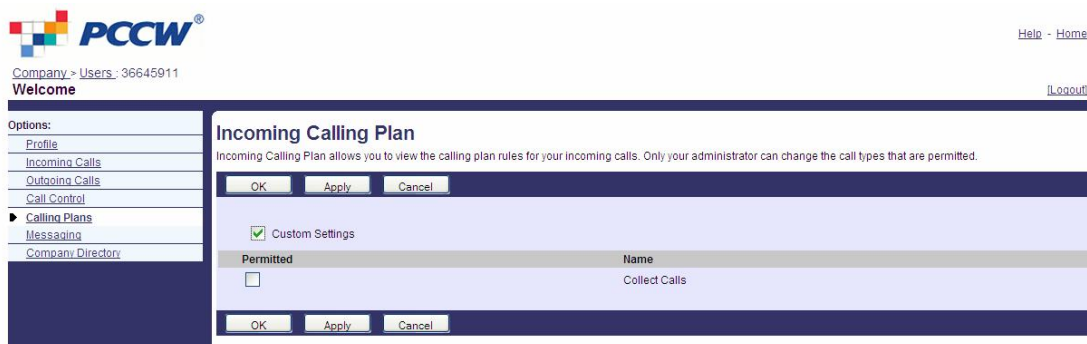
3.15. 受話人付款電話

- a) 按左邊選項目錄下的通話計劃。



The screenshot shows the 'Calling Plans' page. The left navigation menu is visible. The main content area is titled 'Calling Plans' and has a sub-section 'Incoming Plan' with an 'Incoming Calling Plan' option. Below this, it says 'Display the type of phone numbers you can receive calls from.' There are 'OK', 'Apply', and 'Cancel' buttons at the bottom.

- b) 按來電計劃。

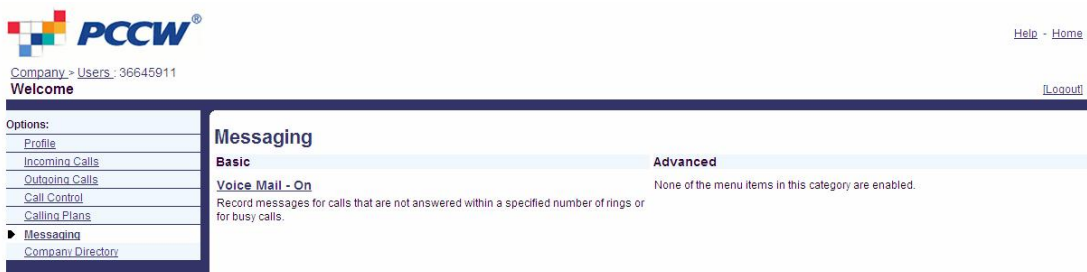


The screenshot shows the 'Incoming Calling Plan' configuration page. On the left is a navigation menu with 'Calling Plans' selected. The main content area has a title 'Incoming Calling Plan' and a sub-header 'Incoming Calling Plan allows you to view the calling plan rules for your incoming calls. Only your administrator can change the call types that are permitted.' Below this is a table with columns 'Permitted' and 'Name'. One row is visible with 'Collect Calls' in the 'Name' column and an unchecked checkbox in the 'Permitted' column. There are 'OK', 'Apply', and 'Cancel' buttons at the top and bottom of the table area.

- c) 要變更預設設定，可選擇**個人化設定**方格。
- d) 要允許受話人付款電話，可選擇受話人付款電話**許可**方格。
- e) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

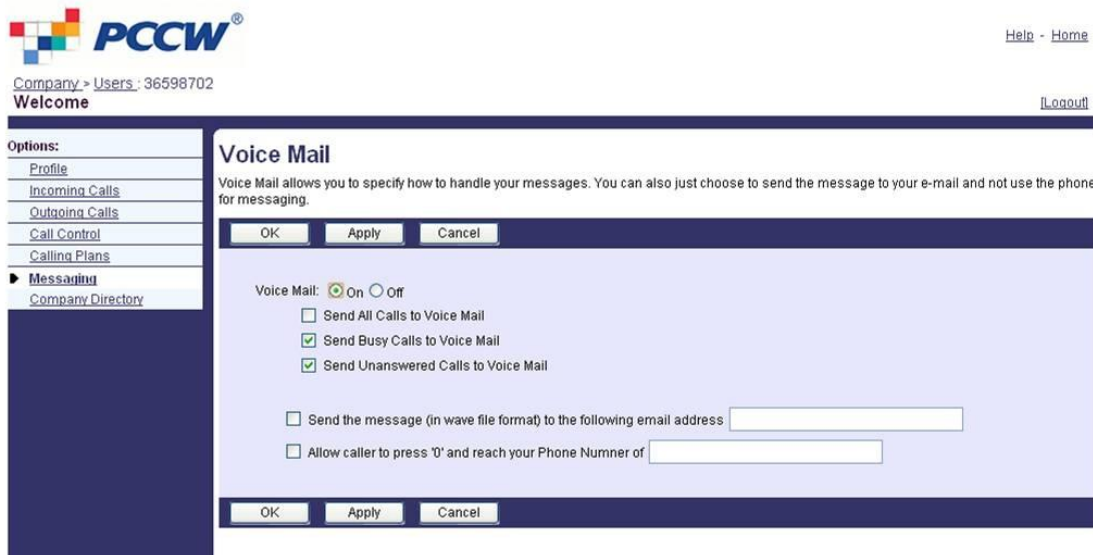
3.16. 留言信箱

- a) 按照第 3.1 條 a)到 c)步驟，再選擇「訊息」選項。



The screenshot shows the 'Messaging' configuration page. The left navigation menu has 'Messaging' selected. The main content area has a title 'Messaging' and two tabs: 'Basic' and 'Advanced'. Under the 'Basic' tab, there is a section 'Voice Mail - On' with the text 'Record messages for calls that are not answered within a specified number of rings or for busy calls.' There is a note that says 'None of the menu items in this category are enabled.' There are 'OK', 'Apply', and 'Cancel' buttons at the bottom.

- b) 按**留言信箱**。



The screenshot shows the 'Voice Mail' configuration page. The left navigation menu has 'Voice Mail' selected. The main content area has a title 'Voice Mail' and a sub-header 'Voice Mail allows you to specify how to handle your messages. You can also just choose to send the message to your e-mail and not use the phone for messaging.' Below this is a section 'Voice Mail: On Off' with radio buttons. There are three checked checkboxes: 'Send Busy Calls to Voice Mail' and 'Send Unanswered Calls to Voice Mail'. There are two unchecked checkboxes: 'Send All Calls to Voice Mail' and 'Send the message (in wave file format) to the following email address:'. There are also two input fields for email addresses. There are 'OK', 'Apply', and 'Cancel' buttons at the top and bottom.

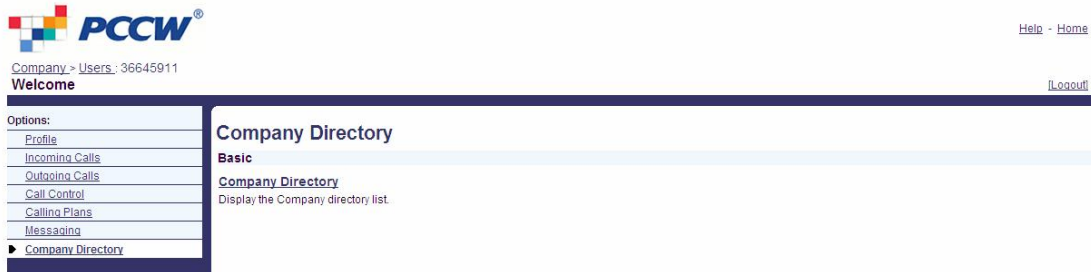
- c) 將**留言信箱**設為**開**或**關**。

- d) 選擇將轉接留言信箱的來電類型（所有來電、通話中來電、無人接聽來電）。
- e) 選擇選項允許留言信箱將留言以 **wave** 檔案形式傳送至您指定的電郵地址。
- f) 選擇選項允許致電者對您的留言信箱按「0」並轉至另一個電話號碼（建議用戶在留言信箱中錄製自己的通話中留言說明這種情況）。
- g) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

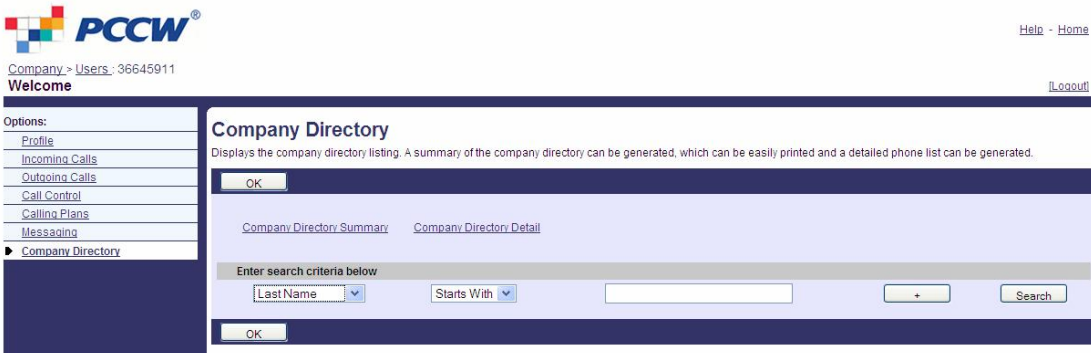
註：要設定留言信箱的語言，請參閱第 2.1 條 — 「編輯用戶通話線路顯示名稱和語言喜好」。

3.17. 公司電話簿

- a) 按照第 3.1 條 a)到 c)步驟，再選擇「**公司電話簿**」選項。



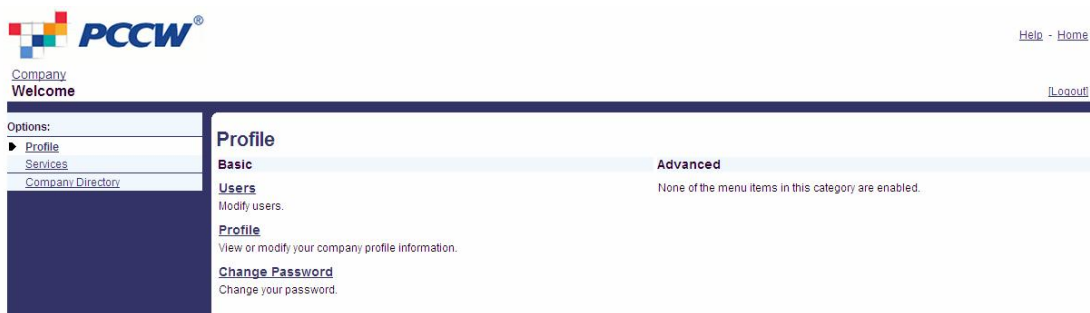
- b) 按**公司電話簿**。



- c) 按**公司電話簿概要**查閱公司中聯絡人的基本資料。
- d) 按**公司電話簿詳情**查閱公司中聯絡人的詳細資料。
- e) 選擇選項並透過電郵發送留言信箱的副本。
- f) 按**確定**鍵保存並返回上一層。

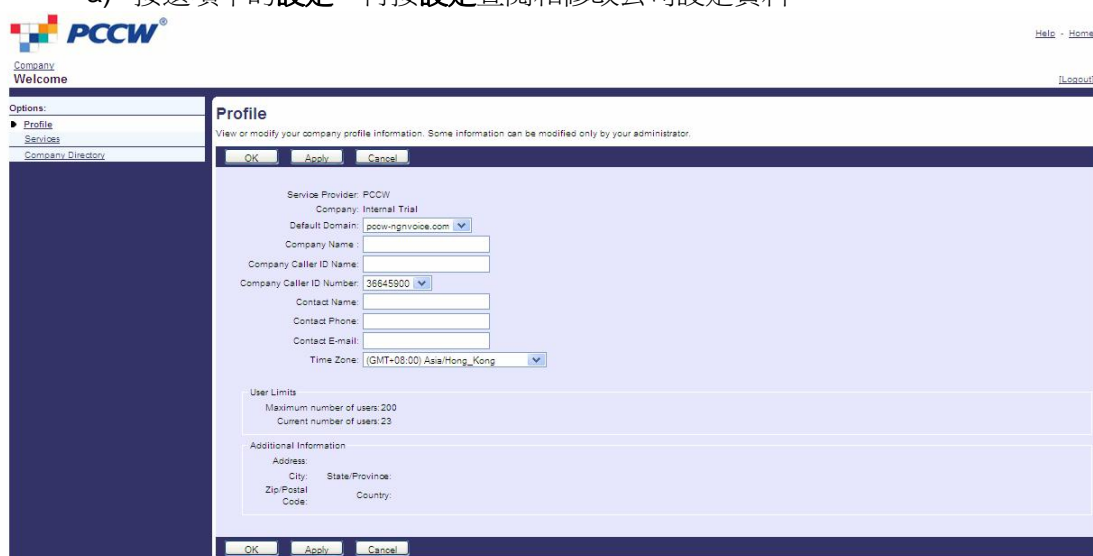
4. 個人化公司設定

4.1. 查閱小組設定



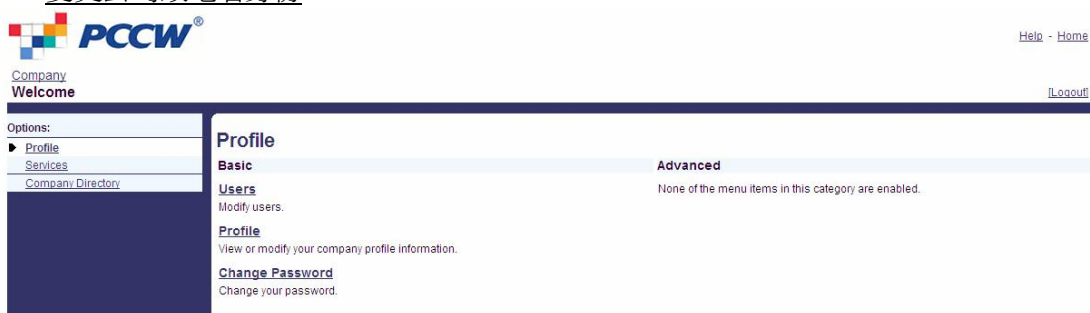
The screenshot shows the PCCW user management interface. On the left, there is a navigation menu with 'Options:' and sub-items: 'Profile', 'Services', and 'Company Directory'. The 'Profile' option is selected. The main content area is titled 'Profile' and has two tabs: 'Basic' and 'Advanced'. Under the 'Basic' tab, there are three sections: 'Users' (Modify users.), 'Profile' (View or modify your company profile information.), and 'Change Password' (Change your password.). The 'Advanced' tab is currently selected and shows the message: 'None of the menu items in this category are enabled.'

a) 按選項下的**設定**，再按**設定**查閱和修改公司設定資料。



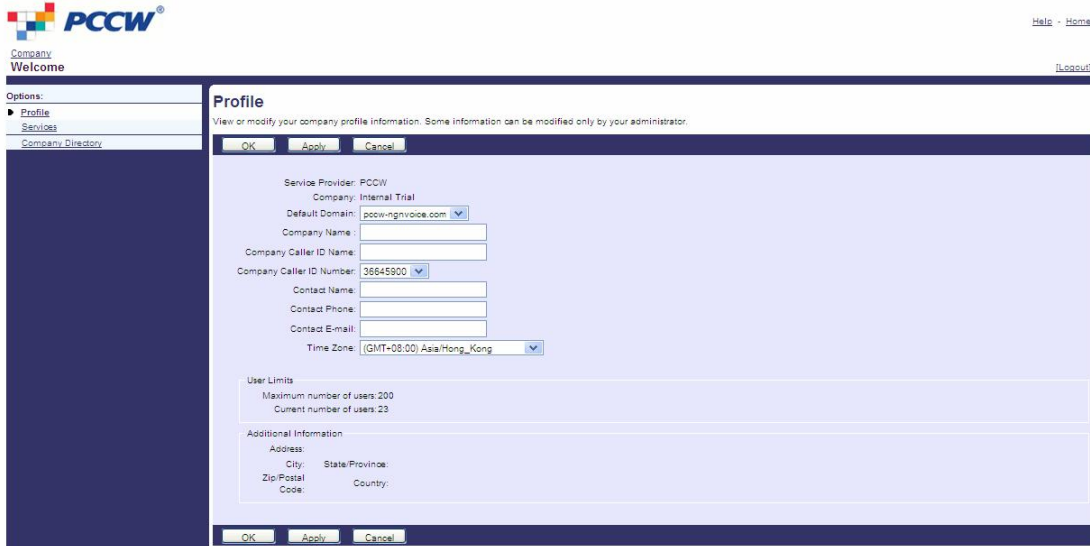
The screenshot shows the PCCW user management interface with the 'Profile' configuration form open. The form is titled 'Profile' and includes a warning: 'View or modify your company profile information. Some information can be modified only by your administrator.' Below the warning are 'OK', 'Apply', and 'Cancel' buttons. The form contains several fields: 'Service Provider' (PCCW), 'Company' (Internal Trial), 'Default Domain' (pccw-ngvoice.com), 'Company Name' (text input), 'Company Caller ID Name' (text input), 'Company Caller ID Number' (36645900), 'Contact Name' (text input), 'Contact Phone' (text input), 'Contact E-mail' (text input), and 'Time Zone' ((GMT+08:00) Asia/Hong_Kong). There is also a 'User Limits' section with 'Maximum number of users: 200' and 'Current number of users: 23'. At the bottom, there is an 'Additional Information' section with fields for 'Address', 'City', 'State/Province', 'Zip/Postal Code', and 'Country'. 'OK', 'Apply', and 'Cancel' buttons are at the bottom of the form.

4.2. 變更公司致電者身份



This screenshot is identical to the one above, showing the PCCW user management interface with the 'Profile' menu options. The 'Profile' option is selected in the navigation menu, and the main content area shows the 'Profile' section under the 'Basic' tab, with 'Change Password' highlighted.

b) 按選項下的**設定**，再按**設定**查閱公司設定資料。



The screenshot shows the 'Profile' page in the PCCW management interface. The page title is 'Profile' and it includes a sub-header: 'View or modify your company profile information. Some information can be modified only by your administrator.' Below this, there are three buttons: 'OK', 'Apply', and 'Cancel'. The main content area contains several sections:

- Service Provider:** PCCW
- Company:** Internal Trial
- Default Domain:** pccw-nghvoice.com (dropdown menu)
- Company Name:** (text input field)
- Company Caller ID Name:** (text input field)
- Company Caller ID Number:** 36645800 (dropdown menu)
- Contact Name:** (text input field)
- Contact Phone:** (text input field)
- Contact E-mail:** (text input field)
- Time Zone:** (GMT+08:00) Asia/Hong_Kong (dropdown menu)
- User Limits:**
 - Maximum number of users: 200
 - Current number of users: 23
- Additional Information:**
 - Address: (text input field)
 - City: (text input field)
 - State/Province: (text input field)
 - Zip/Postal Code: (text input field)
 - Country: (text input field)

At the bottom of the form, there are three buttons: 'OK', 'Apply', and 'Cancel'.

- c) 在「公司致電者身份號碼」下，選擇特定用戶選用作公司致電者身份號碼而顯示的任何電話號碼。

4.3. 變更公司管理員密碼



The screenshot shows the 'Profile' page with sub-sections. The page title is 'Profile' and it includes a sub-header: 'View or modify your company profile information. Some information can be modified only by your administrator.' Below this, there are three buttons: 'OK', 'Apply', and 'Cancel'. The main content area contains several sections:

- Basic:** (Section header)
- Users:**
 - Modify users.
- Profile:**
 - View or modify your company profile information.
- Change Password:**
 - Change your password.

At the bottom of the form, there are three buttons: 'OK', 'Apply', and 'Cancel'.

- d) 按選項下的設定，再按變更密碼變更公司管理員密碼。



The screenshot shows the 'Change Password' page in the PCCW management interface. The page title is 'Change Password' and it includes a sub-header: 'Change your password.' Below this, there are three buttons: 'OK', 'Apply', and 'Cancel'. The main content area contains several sections:

- Administrator ID:** groupadmin
- * Current Password:** (text input field)
- * Reset Password:** (text input field)
- * Re-type new password:** (text input field)

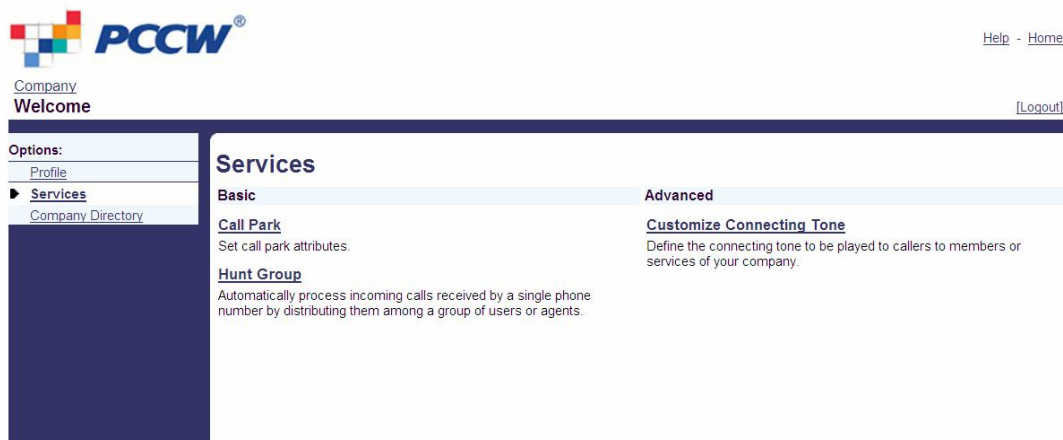
At the bottom of the form, there are three buttons: 'OK', 'Apply', and 'Cancel'.

- e) 管理員需要輸入目前的密碼，再
- f) 輸入新密碼，再
- g) 重新輸入新密碼進行確認
- h) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

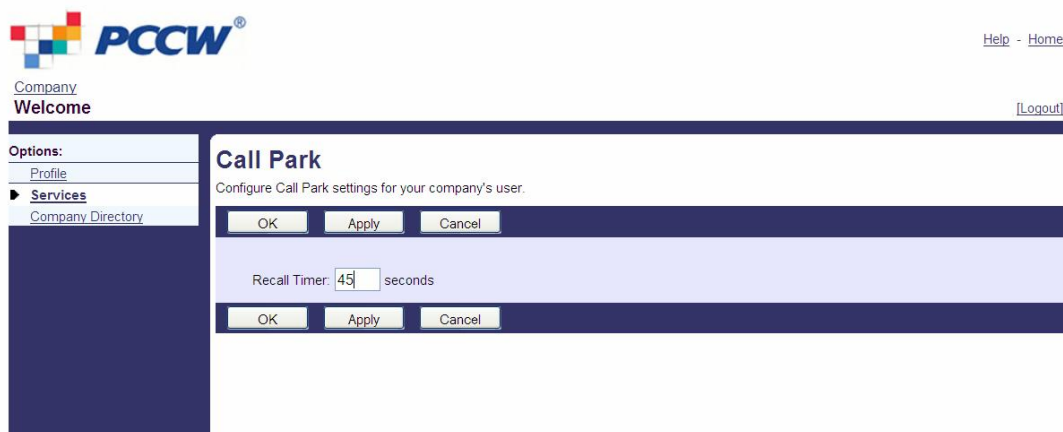
備註：密碼須為 6 位數字。

4.4. 設定來電駐留重撥計時

來電駐留重撥計時即為系統中的電話「被擱置」時返回用戶電話設定前的時間。公司管理員可設定該時段以確保用戶有足夠時間重撥電話。



- a) 按選項下的**服務**，再按**來電駐留**以變更重撥計時時間。



- b) 輸入來電駐留重撥計時的時間（30 至 600 秒內）。
- c) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

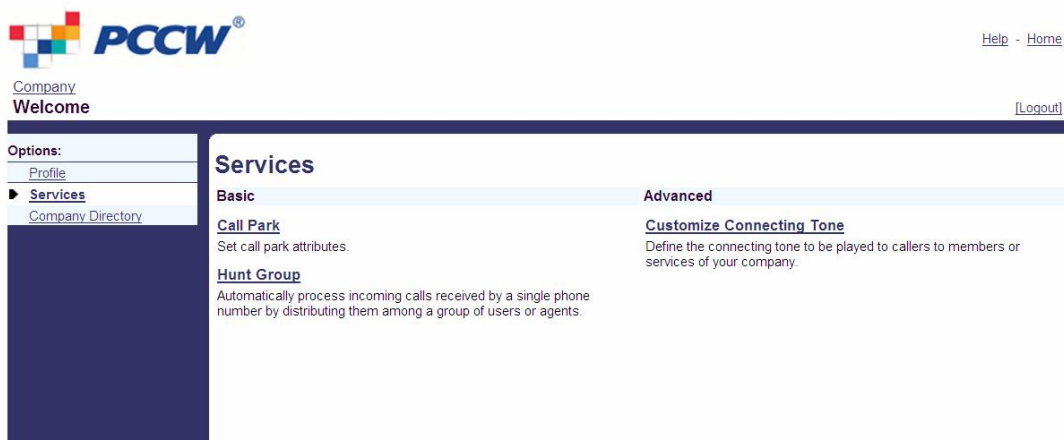
4.5. 自動跳駁群組設定

自動跳駁群組設定使您能夠在小組未能接受來電時將來電轉遞至其他目的地。

註：要建立 / 增加一個全新自動跳駁群組，請聯絡您的電訊盈科客戶經理或 one communications 服務熱線 1833111。


4.5.1. 查閱 / 修改自動跳駁群組設定

a) 按選項下的**服務**。



The screenshot shows the PCCW user interface. The top navigation bar includes the PCCW logo, 'Company Welcome', and a '[Logout]' link. A sidebar menu on the left lists 'Options: Profile', 'Services', and 'Company Directory'. The main content area is titled 'Services' and is divided into two columns: 'Basic' and 'Advanced'. Under 'Basic', there are links for 'Call Park' (Set call park attributes) and 'Hunt Group' (Automatically process incoming calls received by a single phone number by distributing them among a group of users or agents). Under 'Advanced', there is a link for 'Customize Connecting Tone' (Define the connecting tone to be played to callers to members or services of your company).

b) 按**自動跳駁群組**。



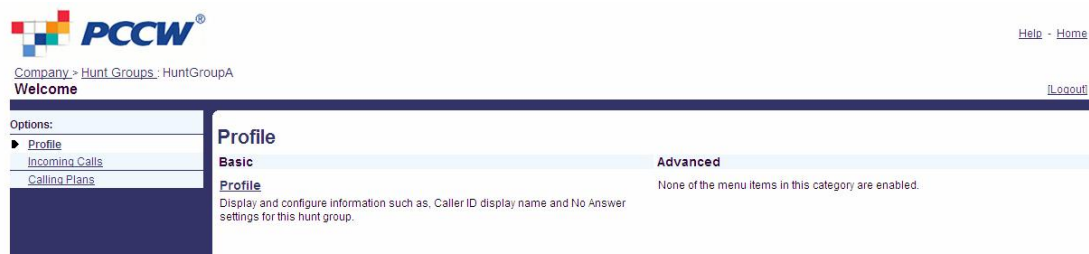
The screenshot shows the 'Hunt Group' management page. The top navigation bar includes the PCCW logo, 'Company Welcome', and a '[Logout]' link. The sidebar menu on the left lists 'Options: Profile', 'Services', and 'Company Directory'. The main content area is titled 'Hunt Group' and includes a description: 'Manage existing hunt groups. Defining hunt groups allows you to redirect overflow calls to a destination when the group cannot accept calls.' Below the description are 'OK', 'Apply', and 'Cancel' buttons. A table lists the hunt groups:

Active	Group Name	Phone Number	Extension	Department	Edit
<input checked="" type="checkbox"/>	HuntGroupA	36645910	10		Edit
<input checked="" type="checkbox"/>	Group B	36645903	03		Edit

At the bottom of the table are 'OK', 'Apply', and 'Cancel' buttons.

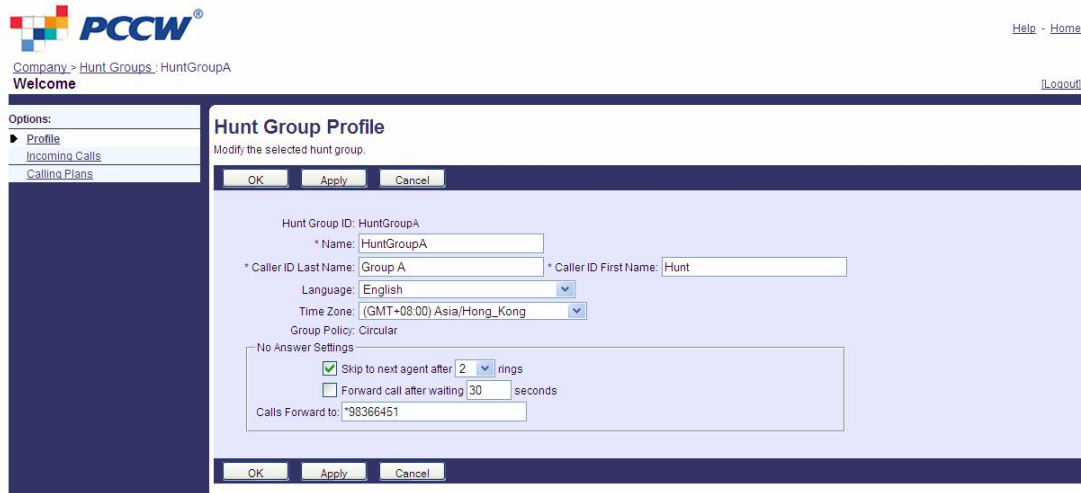
c) 要暫時停用自動跳駁群組，可取消選擇該小組旁邊的**啟動方格**。

d) 要修改自動跳駁群組，可按已選定小組旁邊的**編輯**。



The screenshot shows the 'Profile' settings page for a Hunt Group. The top navigation bar includes the PCCW logo, 'Company > Hunt Groups: HuntGroupA', 'Welcome', and a '[Logout]' link. The sidebar menu on the left lists 'Options: Profile', 'Incoming Calls', and 'Calling Plans'. The main content area is titled 'Profile' and is divided into two columns: 'Basic' and 'Advanced'. Under 'Basic', there is a link for 'Profile' (Display and configure information such as, Caller ID display name and No Answer settings for this hunt group). Under 'Advanced', there is a note: 'None of the menu items in this category are enabled.'

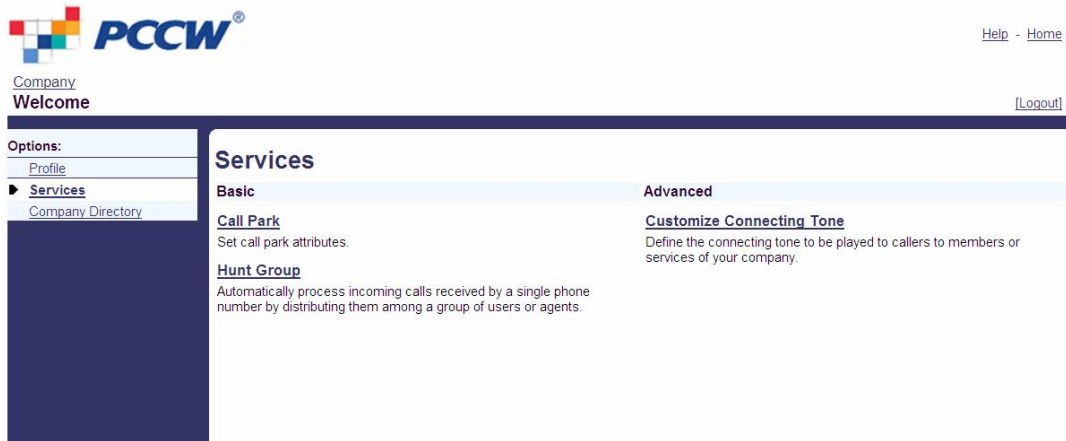
e) 要查閱或修改自動跳駁群組設定，可按**設定**。



- f) 編輯自動跳駁群組名稱和致電者線路顯示名稱。
- g) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

4.5.2. 來電待接和無人接聽設定

- a) 按選項下的**服務**。

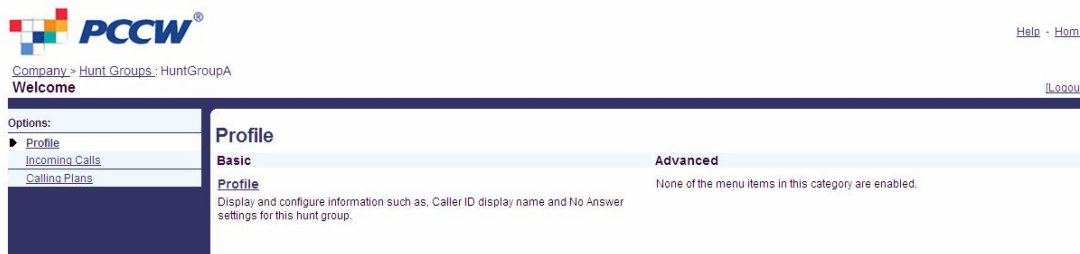


- b) 按**自動跳駁群組**。



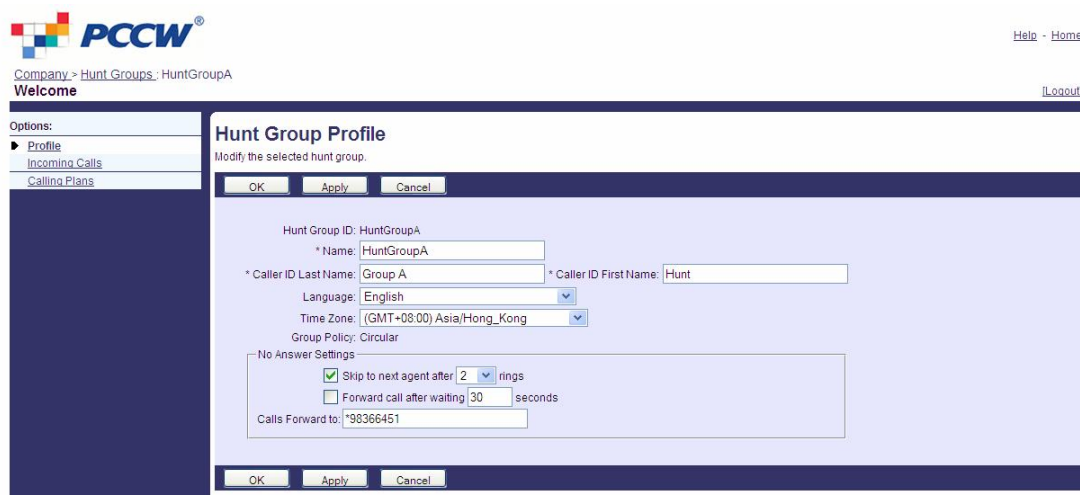
Active	Group Name	Phone Number	Extension	Department	Edit
<input checked="" type="checkbox"/>	HuntGroupA	36645910	10		Edit
<input checked="" type="checkbox"/>	Group B	36645903	03		Edit

- c) 要修改自動跳駁群組，可按已選小組旁邊的**編輯**。



The screenshot shows the PCCW web interface for editing a Hunt Group. The breadcrumb trail is 'Company > Hunt_Groups: HuntGroupA'. The page title is 'Profile'. There are two tabs: 'Basic' and 'Advanced'. The 'Basic' tab is active, showing the 'Profile' section with the description: 'Display and configure information such as, Caller ID display name and No Answer settings for this hunt group.' The 'Advanced' tab is disabled, with the message: 'None of the menu items in this category are enabled.'

- d) 要查閱或修改來電待接或無人接聽設定，可按**設定**。



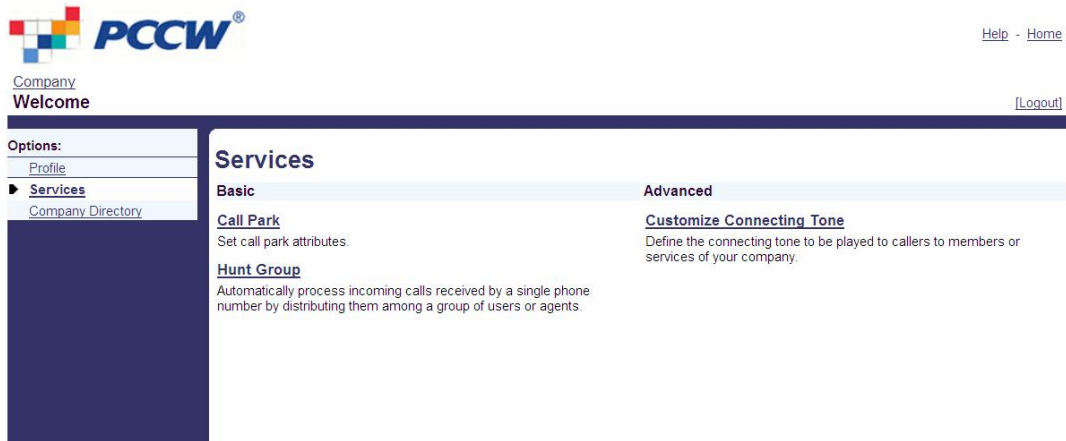
The screenshot shows the 'Hunt Group Profile' page for 'HuntGroupA'. The 'No Answer Settings' section is expanded, showing the following options:

- Skip to next agent after 2 rings
- Forward call after waiting 30 seconds
- Calls Forward to: *98366451

- e) 要使自動跳駁群組下的接線人員可使用電話待接，可選擇「**允許代理電話待接**」方格。
- f) 確定已選擇「**響鈴 x 次後跳至下一接線人員**」方格。用戶可按需要設定響鈴次數。
- g) 要在完成搜尋過程後將所有來電轉至其他電話號碼（或留言信箱），可選擇「**等待 x 秒後轉駁來電**」方格並輸入來電將轉駁的電話號碼（或留言信箱號碼）。
- h) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

4.5.3. 自動跳駁群組所有來電轉駁

- a) 按選項下的**服務**。



Company [Welcome](#) [Help](#) - [Home](#) [\[Logout\]](#)

Options:

- Profile
- **Services**
- Company Directory

Services

Basic

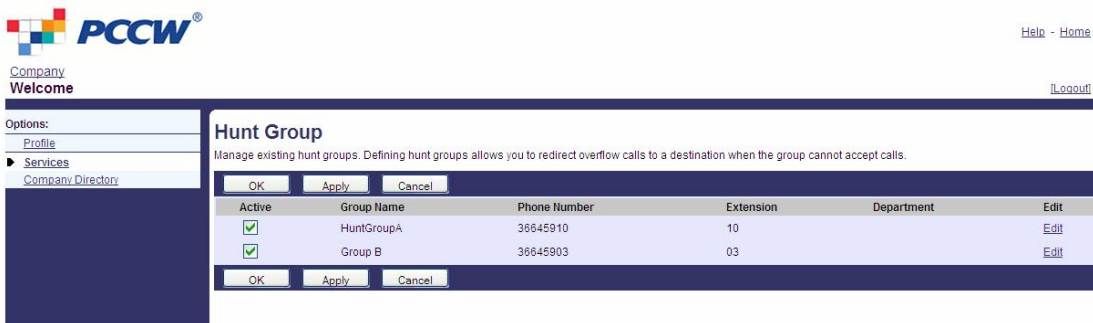
Call Park
Set call park attributes.

Hunt Group
Automatically process incoming calls received by a single phone number by distributing them among a group of users or agents.

Advanced

Customize Connecting Tone
Define the connecting tone to be played to callers to members or services of your company.

b) 按自動跳駁群組。



Company [Welcome](#) [Help](#) - [Home](#) [\[Logout\]](#)

Options:

- Profile
- **Services**
- Company Directory

Hunt Group

Manage existing hunt groups. Defining hunt groups allows you to redirect overflow calls to a destination when the group cannot accept calls.

Active	Group Name	Phone Number	Extension	Department	Edit
<input checked="" type="checkbox"/>	HuntGroupA	36645910	10		Edit
<input checked="" type="checkbox"/>	Group B	36645903	03		Edit

c) 要修改自動跳駁群組，可按已選小組旁邊的編輯。



Company > [Hunt Groups](#): HuntGroupA [Welcome](#) [Help](#) - [Home](#) [\[Logout\]](#)

Options:

- **Profile**
- Incoming Calls
- Calling Plans

Profile

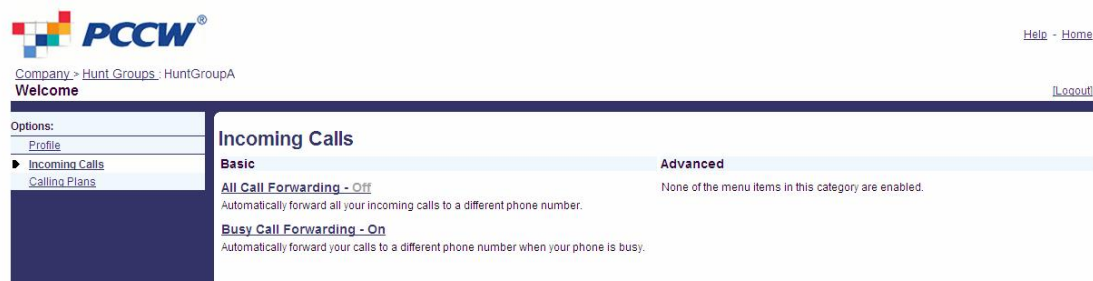
Basic

Profile
Display and configure information such as, Caller ID display name and No Answer settings for this hunt group.

Advanced

None of the menu items in this category are enabled.

d) 按選項下的來電。



Company > [Hunt Groups](#): HuntGroupA [Welcome](#) [Help](#) - [Home](#) [\[Logout\]](#)

Options:

- Profile
- **Incoming Calls**
- Calling Plans

Incoming Calls

Basic

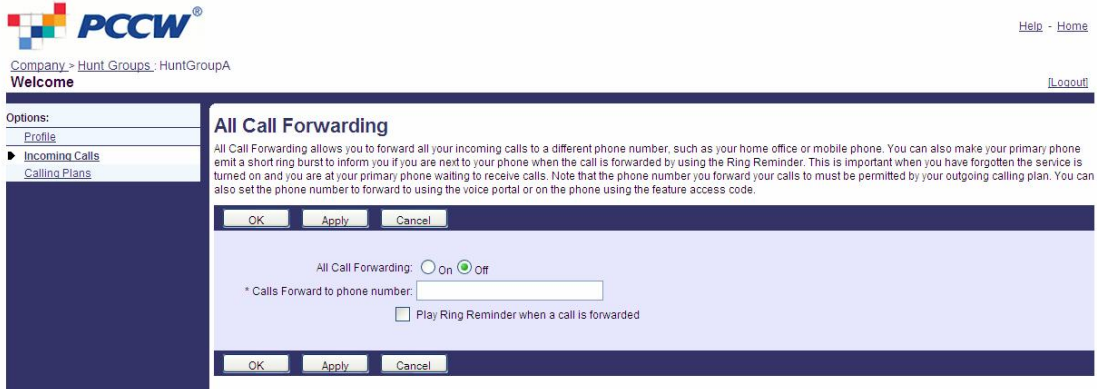
All Call Forwarding - Off
Automatically forward all your incoming calls to a different phone number.

Busy Call Forwarding - On
Automatically forward your calls to a different phone number when your phone is busy.

Advanced

None of the menu items in this category are enabled.

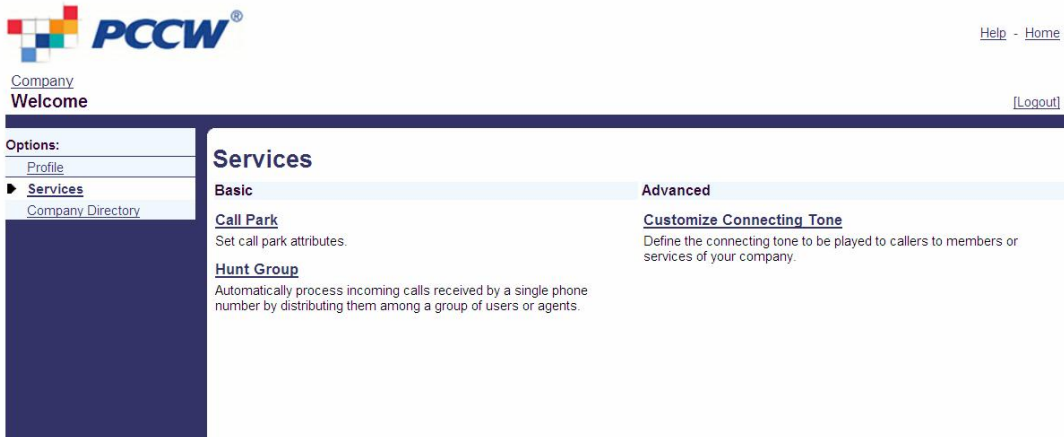
e) 要查閱或修改所有來電轉駁，按所有來電轉駁。



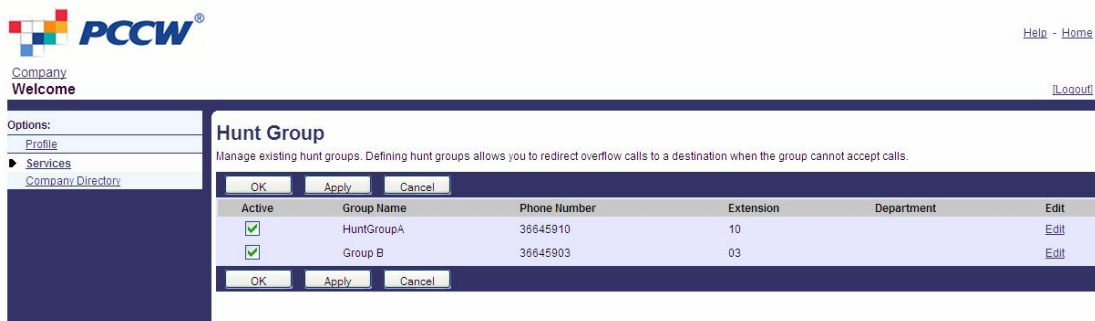
- f) 若所有來電轉駁設為**關**，自動跳駁群組代理將不會響鈴且來電將轉駁至指定電話號碼。
- g) 若所有來電轉駁設為**開**，則須在「**來電轉駁至電話號碼**」中輸入電話號碼。
- h) 當來電無條件轉駁設為開時，可設定提示鈴聲在第一個接線人員處響鈴一次。若需要開啓該功能，可選擇「**來電轉駁時播放提示鈴聲**」方格。
- i) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

4.5.4. 自動跳駁群組繁忙時來電轉駁

- a) 按選項下的**服務**。




- b) 按**自動跳駁群組**。



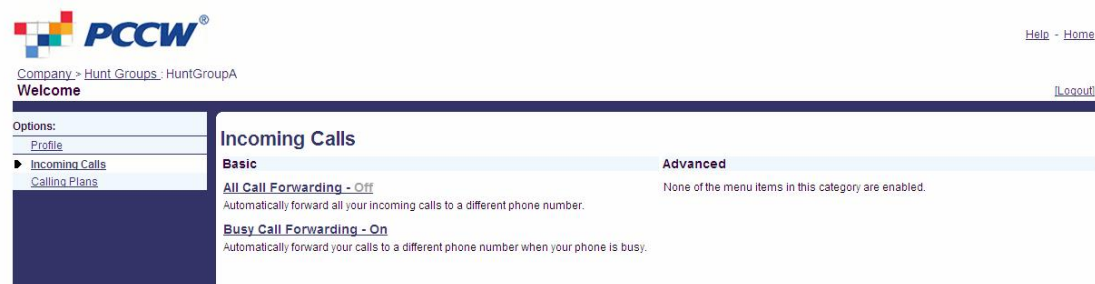
The screenshot shows the 'Hunt Group' management interface. On the left, there is a navigation menu with 'Options', 'Profile', 'Services', and 'Company Directory'. The main content area is titled 'Hunt Group' and includes a description: 'Manage existing hunt groups. Defining hunt groups allows you to redirect overflow calls to a destination when the group cannot accept calls.' Below this is a table with columns: Active, Group Name, Phone Number, Extension, Department, and Edit. Two groups are listed: 'HuntGroupA' and 'Group B', both with the 'Active' checkbox checked. At the bottom of the table are 'OK', 'Apply', and 'Cancel' buttons.

c) 要修改自動跳駁群組，可按已選小組旁邊的**編輯**。




The screenshot shows the 'Profile' page for a specific hunt group. The left navigation menu includes 'Options', 'Profile', 'Incoming Calls', and 'Calling Plans'. The main content area is titled 'Profile' and has two tabs: 'Basic' and 'Advanced'. Under the 'Basic' tab, there is a 'Profile' section with the text: 'Display and configure information such as, Caller ID display name and No Answer settings for this hunt group.' The 'Advanced' tab is currently selected and shows the message: 'None of the menu items in this category are enabled.'

d) 按選項下的**來電**。



The screenshot shows the 'Incoming Calls' configuration page. The left navigation menu includes 'Options', 'Profile', 'Incoming Calls', and 'Calling Plans'. The main content area is titled 'Incoming Calls' and has two tabs: 'Basic' and 'Advanced'. Under the 'Basic' tab, there are two sections: 'All Call Forwarding - Off' (Automatically forward all your incoming calls to a different phone number.) and 'Busy Call Forwarding - On' (Automatically forward your calls to a different phone number when your phone is busy.) The 'Advanced' tab is selected and shows the message: 'None of the menu items in this category are enabled.'

e) 要查閱或修改繁忙時來電轉駁，可按**繁忙時來電轉駁**。



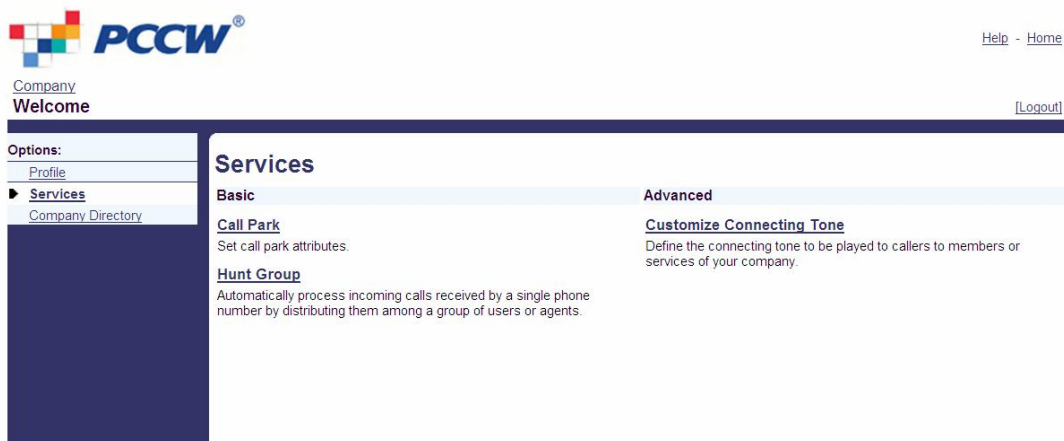
The screenshot shows the 'Busy Call Forwarding' configuration page. The left navigation menu includes 'Options', 'Profile', 'Incoming Calls', and 'Calling Plans'. The main content area is titled 'Busy Call Forwarding' and includes a description: 'Busy Call Forwarding allows you to forward all your incoming calls to a different phone number if your phone is currently busy. Use this service when you would rather have a secretary or co-worker receive the call instead of the caller being sent to your voice mail box. Note that the phone number you forward your calls to must be permitted by your outgoing calling plan. You can also set the phone number to forward to using the feature access code.' Below this is a form with a 'Busy Call Forwarding' toggle set to 'On' and a text input field for 'Calls Forward to phone number' containing the value '53'. At the bottom are 'OK', 'Apply', and 'Cancel' buttons.

- f) 若繁忙時來電轉駁設為**開**，且自動跳駁群組中**所有**代理均正在通話，來電將被轉駁至指定電話號碼。
- g) 若繁忙時來電轉駁設為**開**，則須在「**來電轉駁至電話號碼**」中輸入電話號碼。
- h) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

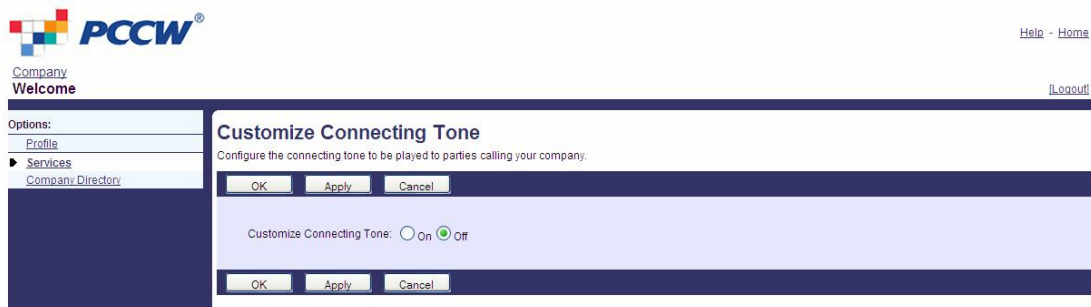
4.6. 自設接駁鈴聲

自設接駁鈴聲為付費功能。要申請使用該功能，請聯絡您的電訊盈科客戶經理或 **one communications** 服務熱線 1833111。

a) 按選項下的服務。



b) 按自設接駁鈴聲。



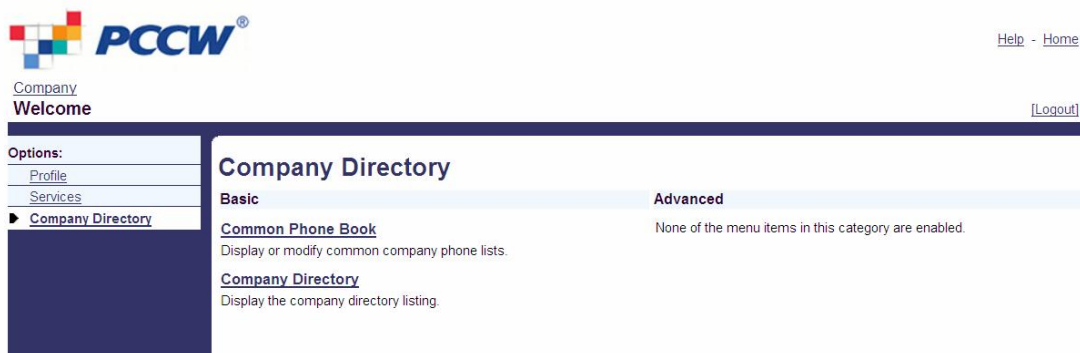
c) 將接駁鈴聲設為開或關。

d) 按使用鍵保存或按確定鍵保存並返回上一層。

4.7. 共用電話簿

4.7.1. 為共用電話簿新增聯絡人

a) 按選項下的公司電話簿。



Company Directory

Options:

- Profile
- Services
- ▶ **Company Directory**

Basic

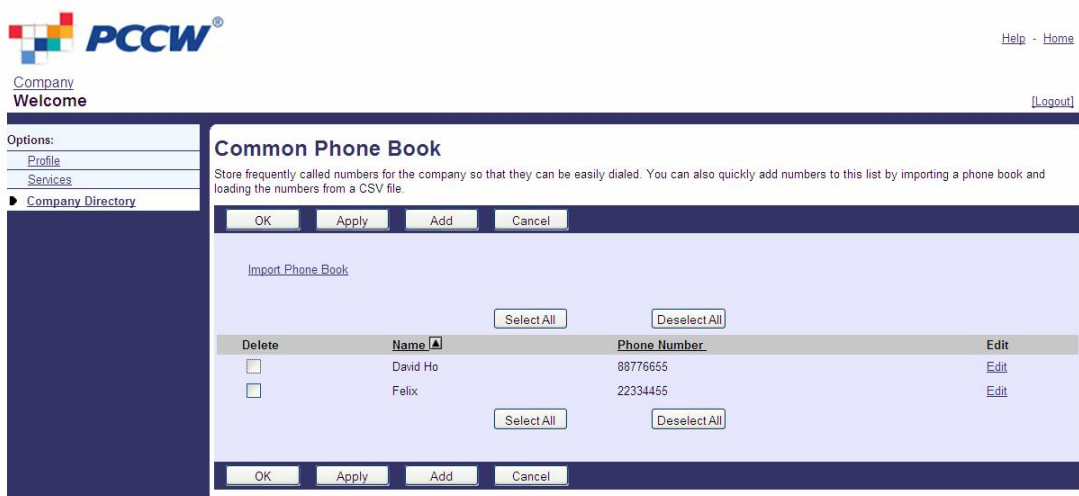
Common Phone Book
Display or modify common company phone lists.

Company Directory
Display the company directory listing.

Advanced

None of the menu items in this category are enabled.

b) 按**共用電話簿**。



Common Phone Book

Store frequently called numbers for the company so that they can be easily dialed. You can also quickly add numbers to this list by importing a phone book and loading the numbers from a CSV file.

OK Apply Add Cancel

[Import Phone Book](#)

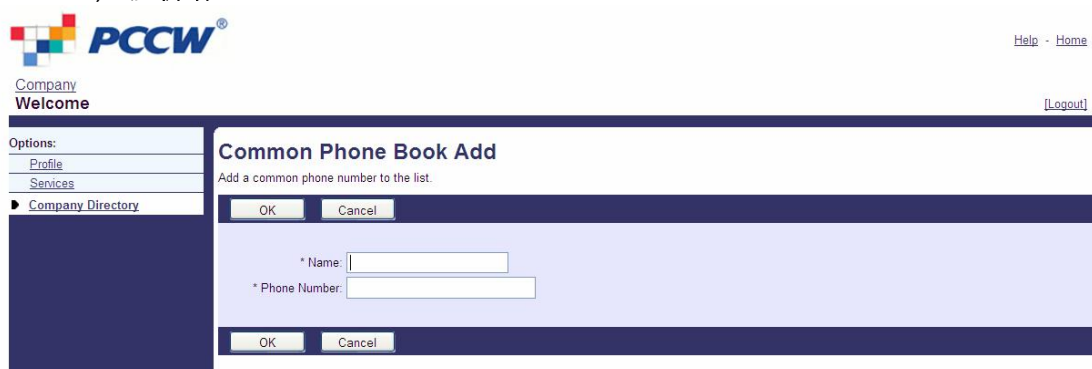
Select All Deselect All

Delete	Name ▲	Phone Number	Edit
<input type="checkbox"/>	David Ho	88776655	Edit
<input type="checkbox"/>	Felix	22334455	Edit

Select All Deselect All

OK Apply Add Cancel

c) 按**新增**。



Common Phone Book Add

Add a common phone number to the list.

OK Cancel

* Name:

* Phone Number:

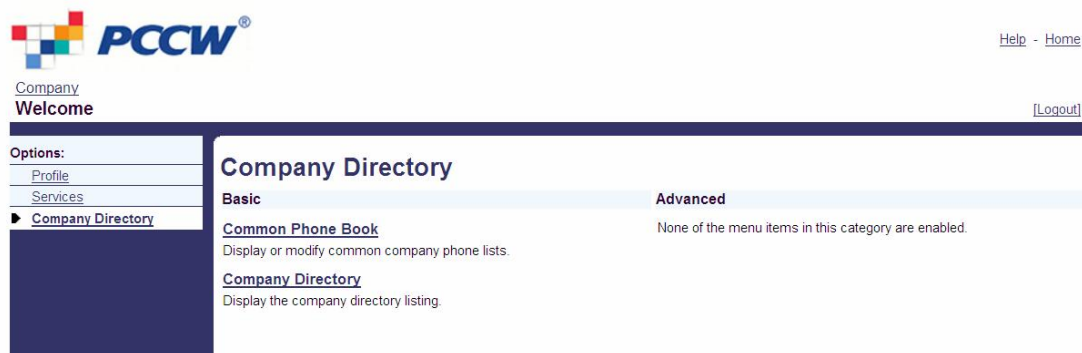
OK Cancel

d) 輸入聯絡人的**名稱**和**電話號碼**。

e) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

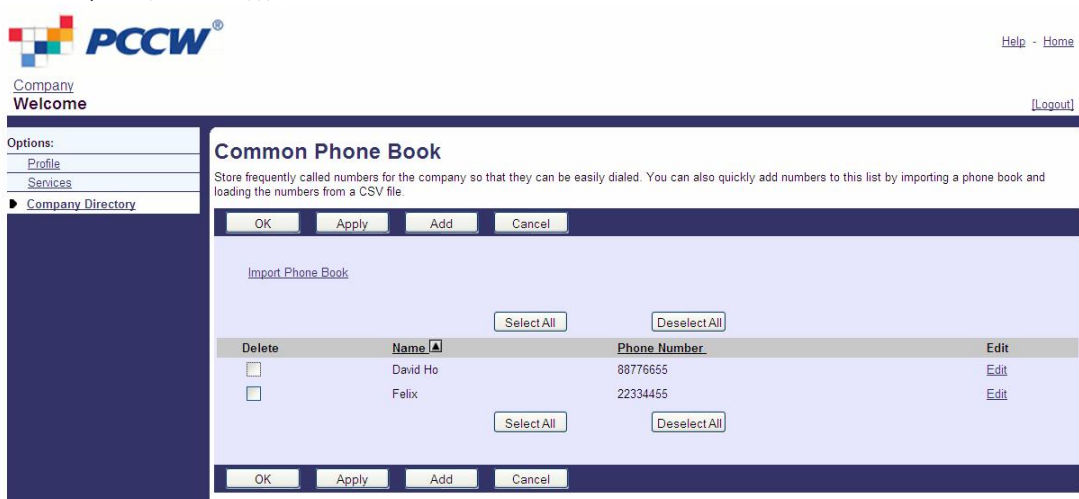
4.7.2. 修改共用電話簿中的聯絡人

a) 按選項下的**公司電話簿**。



The screenshot shows the PCCW Company Directory page. The left sidebar contains a navigation menu with 'Company Directory' selected. The main content area is titled 'Company Directory' and has two tabs: 'Basic' and 'Advanced'. Under the 'Basic' tab, there are two options: 'Common Phone Book' (with a description: 'Display or modify common company phone lists.') and 'Company Directory' (with a description: 'Display the company directory listing.'). The 'Advanced' tab is currently empty, showing the message: 'None of the menu items in this category are enabled.'

b) 按**共用電話簿**。




The screenshot shows the PCCW Common Phone Book page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Common Phone Book' and includes a description: 'Store frequently called numbers for the company so that they can be easily dialed. You can also quickly add numbers to this list by importing a phone book and loading the numbers from a CSV file.' Below the description are buttons for 'OK', 'Apply', 'Add', and 'Cancel'. There is a link for 'Import Phone Book'. Below that are 'Select All' and 'Deselect All' buttons. A table lists phone entries:

Delete	Name ▲	Phone Number	Edit
<input type="checkbox"/>	David Ho	88776655	Edit
<input type="checkbox"/>	Felix	22334455	Edit

At the bottom of the table are 'Select All' and 'Deselect All' buttons, and at the very bottom are 'OK', 'Apply', 'Add', and 'Cancel' buttons.

c) 按需修改聯絡人旁邊的**編輯**。



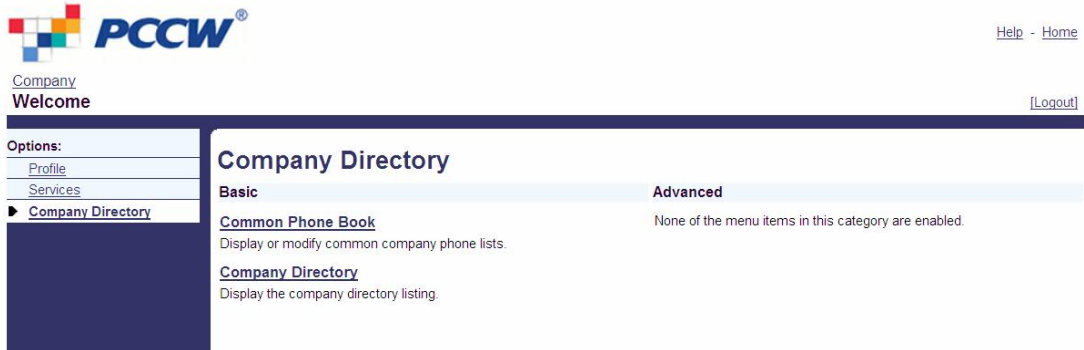
The screenshot shows the PCCW Common Phone Book Modify page. The left sidebar is the same. The main content area is titled 'Common Phone Book Modify' and includes the instruction: 'Modify or delete the selected common phone list entry.' Below this are buttons for 'OK', 'Delete', and 'Cancel'. There are two input fields: '* Name: David Ho' and '* Phone Number: 88776655'. At the bottom are buttons for 'OK', 'Delete', and 'Cancel'.

d) 編輯聯絡人的**名稱**和**電話號碼**。

e) 按**確定**鍵保存並返回上一層。

4.7.3. 刪除共用電話簿中的聯絡人

a) 按選項下的**公司電話簿**。



Company
Welcome [Help](#) - [Home](#) [\[Logout\]](#)

Options:
[Profile](#)
[Services](#)
▶ [Company Directory](#)

Company Directory

Basic **Advanced**

Common Phone Book
 Display or modify common company phone lists.

Company Directory
 Display the company directory listing.

b) 按**共用電話簿**。



Company
Welcome [Help](#) - [Home](#) [\[Logout\]](#)

Options:
[Profile](#)
[Services](#)
▶ [Company Directory](#)

Common Phone Book

Store frequently called numbers for the company so that they can be easily dialed. You can also quickly add numbers to this list by importing a phone book and loading the numbers from a CSV file.

OK Apply Add Cancel

[Import Phone Book](#)

Select All Deselect All

Delete	Name ▲	Phone Number	Edit
<input type="checkbox"/>	David Ho	88776655	Edit
<input type="checkbox"/>	Felix	22334455	Edit


Select All Deselect All

OK Apply Add Cancel

- c) 選擇需刪除聯絡人旁邊的**刪除**方格。
 d) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

4.7.4. 為共用電話簿匯入聯絡人清單

a) 按選項下的**公司電話簿**。



Company
Welcome [Help](#) - [Home](#) [\[Logout\]](#)

Options:
[Profile](#)
[Services](#)
▶ [Company Directory](#)

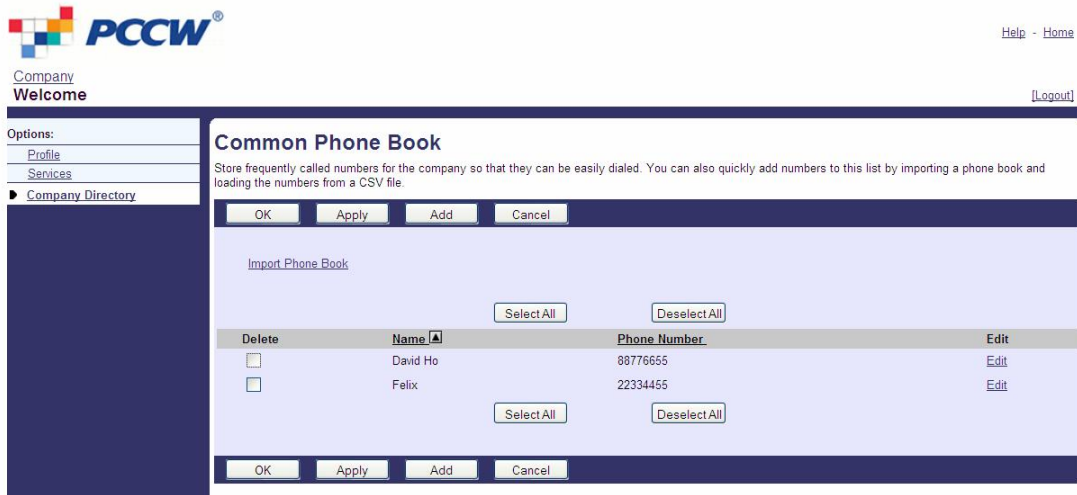
Company Directory

Basic **Advanced**

Common Phone Book
 Display or modify common company phone lists.

Company Directory
 Display the company directory listing.

b) 按**共用電話簿**。



Common Phone Book

Store frequently called numbers for the company so that they can be easily dialed. You can also quickly add numbers to this list by importing a phone book and loading the numbers from a CSV file.

OK Apply Add Cancel

Import Phone Book

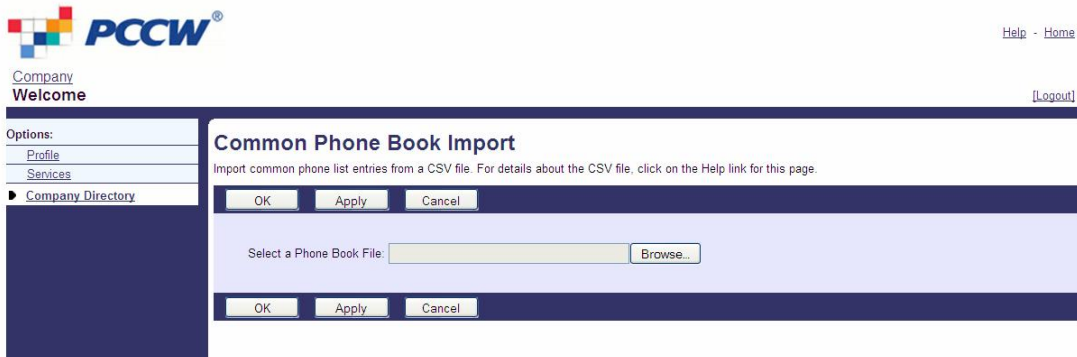
Select All Deselect All

Delete	Name	Phone Number	Edit
<input type="checkbox"/>	David Ho	88776655	Edit
<input type="checkbox"/>	Felix	22334455	Edit

Select All Deselect All

OK Apply Add Cancel

c) 按匯入電話清單。



Common Phone Book Import

Import common phone list entries from a CSV file. For details about the CSV file, click on the Help link for this page.

OK Apply Cancel

Select a Phone Book File: Browse...

OK Apply Cancel

d) 按瀏覽選擇 CSV 格式的聯絡人清單。
規定的文檔格式：

「名稱」，「號碼」

例如：

「Andy Chan」，「21118899」

「Andy CK Chan」，「22445566」

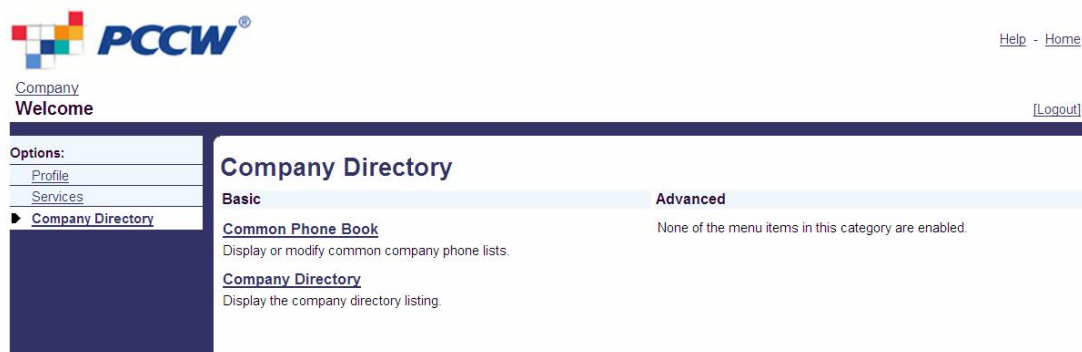
「David Lee」，「66554422」

「Eddie Ng」，「98765432」

e) 按使用鍵保存或按確定鍵保存並返回上一層。

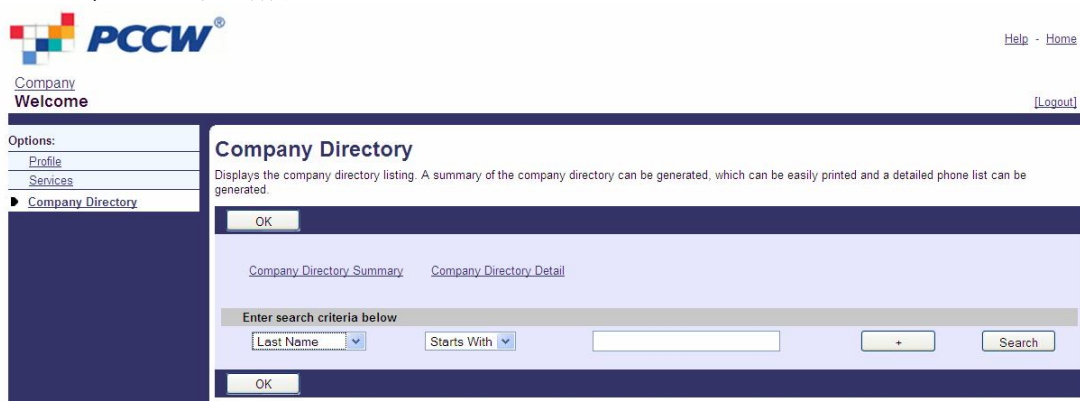
4.8. 公司電話簿

a) 按選項下的公司電話簿。



The screenshot shows the PCCW Company Directory page. At the top left is the PCCW logo and the text "Company Welcome". At the top right are links for "Help - Home" and "[Logout]". On the left side, there is a navigation menu with "Options:" and sub-items: "Profile", "Services", and "Company Directory" (which is selected). The main content area is titled "Company Directory" and is divided into two tabs: "Basic" and "Advanced". Under the "Basic" tab, there are two sections: "Common Phone Book" with the description "Display or modify common company phone lists." and "Company Directory" with the description "Display the company directory listing." The "Advanced" tab is currently selected and shows the message "None of the menu items in this category are enabled."

b) 按公司電話簿。



The screenshot shows the PCCW Company Directory search page. At the top left is the PCCW logo and the text "Company Welcome". At the top right are links for "Help - Home" and "[Logout]". On the left side, there is a navigation menu with "Options:" and sub-items: "Profile", "Services", and "Company Directory" (which is selected). The main content area is titled "Company Directory" and contains the text "Displays the company directory listing. A summary of the company directory can be generated, which can be easily printed and a detailed phone list can be generated." Below this text are two links: "Company Directory Summary" and "Company Directory Detail". There is a search section with the heading "Enter search criteria below" and a form with the following fields: "Last Name" (dropdown menu), "Starts With" (dropdown menu), a text input field, a "+" button, and a "Search" button. At the bottom of the search section is an "OK" button.

c) 按搜索列出公司中的所有聯絡人或輸入搜索標準搜索具體聯絡人。

d) 按公司電話簿概要查閱公司中聯絡人的基本資料。

e) 按公司電話簿詳情查閱公司中聯絡人的詳細資料。

f) 按確定鍵保存並返回上一層。