

one communications

用戶網站使用說明

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目錄

1. 用戶指南	3
1.1. 軟件需求.....	3
1.2. 用戶網站.....	3
2. 用戶設定	4
2.1. 個人資料和語言設定.....	4
2.2. 密碼.....	5
3. 來電	6
3.1. 拒接停示者.....	6
3.2. 所有來電轉駁.....	6
3.3. 繁忙時來電轉駁.....	7
3.4. 無人接聽來電轉駁.....	8
3.5. 緊急來電轉駁.....	9
3.6. 請勿騷擾(DND).....	11
3.7. VIP 響鈴.....	12
3.8. 白名單電話簿.....	15
3.9. 黑名單電話簿.....	18
3.10. 順序跳線.....	22
3.11. 隱藏致電者身份.....	25
3.12. 快速撥號.....	26
3.13. 個人電話簿.....	28
3.14. 固網 / 流動通訊整合.....	30
3.15. 留言信箱.....	31
3.16. 公司電話簿.....	32

1. 用戶指南

1.1. 軟件需求

軟件須在 Microsoft Windows 平台上運作

1.1.1. 軟件需求

- ❖ 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

1.2. 用戶網站

- a) 從 <https://web.pccwone.com/> 進入用戶網站。
- b) 登入名稱為您的電話號碼。
- c) 密碼可向貴公司管理員索取 (商業登記證號碼 / 有效線路的首 6 位數字)。
- 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」。

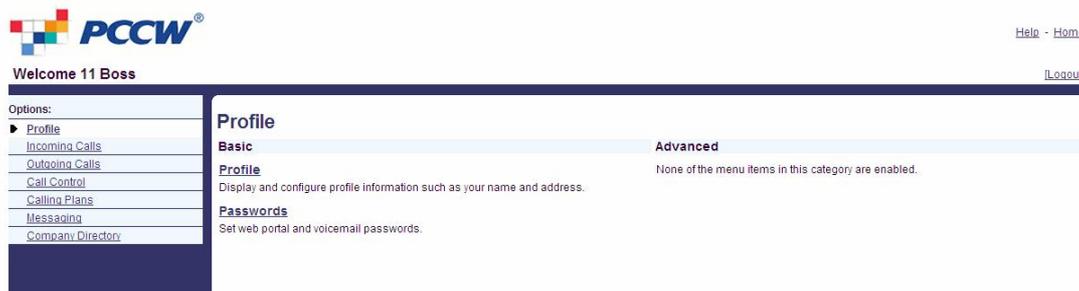
適用於其他代理伺服器：

請確保訪問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。

2. 用戶設定

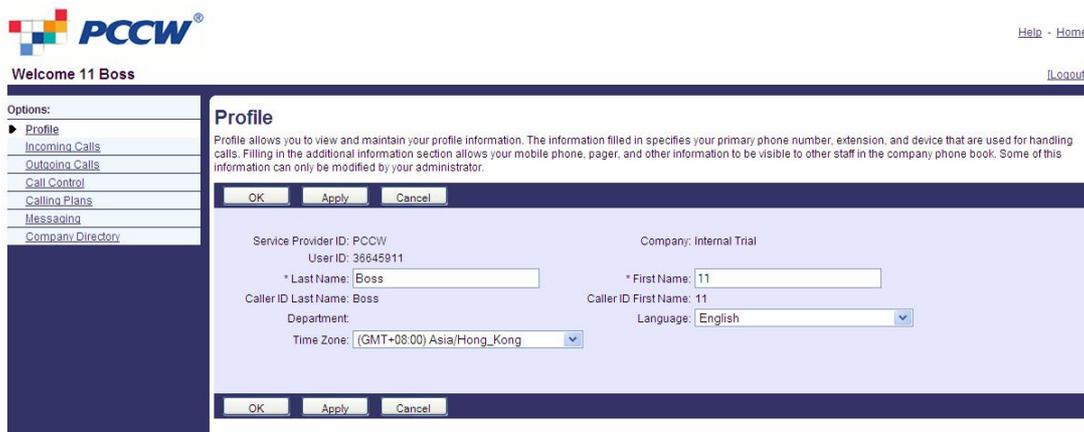
2.1. 個人資料和語言設定

a) 按選項目錄下的**設定**。



The screenshot shows the PCCW user interface. At the top left is the PCCW logo. To the right are links for 'Help - Home' and 'Logout'. Below the logo is a 'Welcome 11 Boss' message. On the left is a navigation menu with 'Options:' and a list of items: Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The 'Profile' item is selected. The main content area is titled 'Profile' and has two tabs: 'Basic' and 'Advanced'. The 'Basic' tab is active, showing a description: 'Display and configure profile information such as your name and address.' Below this is a 'Passwords' section with the text 'Set web portal and voicemail passwords.'

b) 按**設定**。



The screenshot shows the PCCW user interface with the 'Profile' settings form open. The form has a title 'Profile' and a description: '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.' The form contains several fields: 'Service Provider ID: PCCW', 'User ID: 36645911', 'Company: Internal Trial', '* Last Name: Boss', '* First Name: 11', 'Caller ID Last Name: Boss', 'Caller ID First Name: 11', 'Department:', 'Language: English', and 'Time Zone: (GMT+08:00) Asia/Hong_Kong'. There are 'OK', 'Apply', and 'Cancel' buttons at the top and bottom of the form.

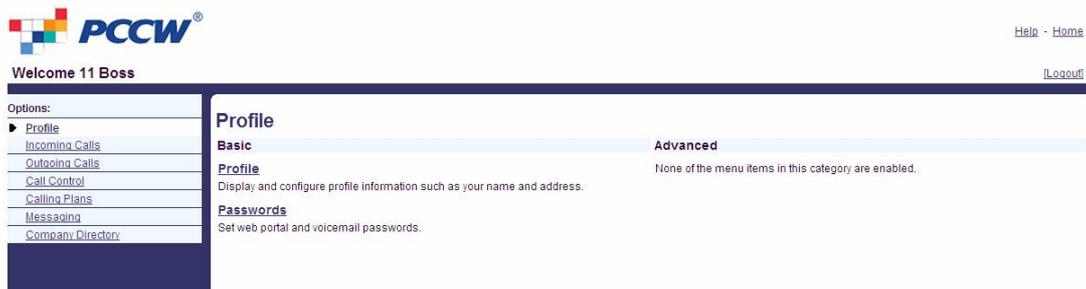
c) 您可以編輯您的致電者身份的**姓名**。

d) 您可以在兩種語言選項中選擇：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）。

e) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

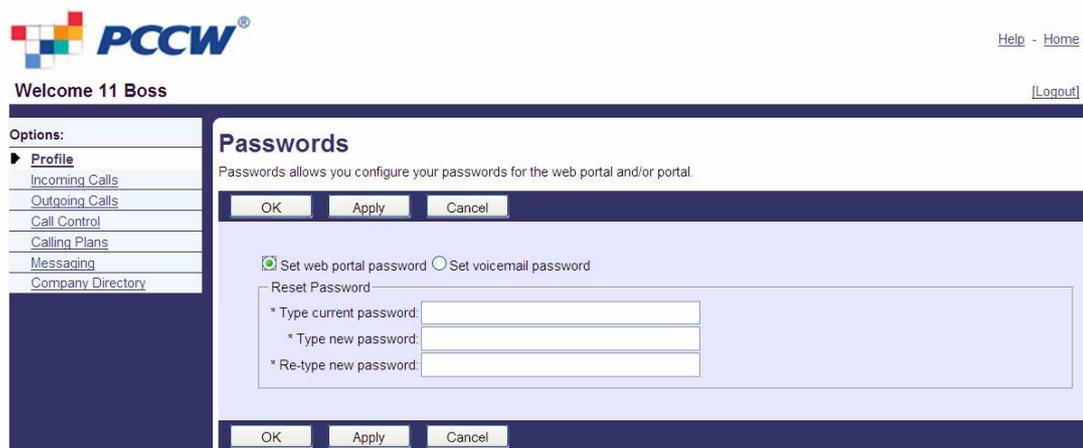
2.2. 密碼

a) 按左邊選項目錄下的設定。



The screenshot shows the PCCW web portal interface. At the top left is the PCCW logo. Below it, the text 'Welcome 11 Boss' is displayed. On the right side, there are links for 'Help - Home' and 'Logout'. A navigation menu on the left lists 'Options:' with sub-items: Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The 'Profile' section is active, showing two tabs: 'Basic' and 'Advanced'. The 'Basic' tab is selected, displaying the 'Profile' section with the description 'Display and configure profile information such as your name and address.' Below this is the 'Passwords' section with the description 'Set web portal and voicemail passwords.'

b) 按密碼。



The screenshot shows the PCCW web portal interface with the 'Passwords' settings page. At the top left is the PCCW logo. Below it, the text 'Welcome 11 Boss' is displayed. On the right side, there are links for 'Help - Home' and 'Logout'. A navigation menu on the left lists 'Options:' with sub-items: Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The 'Profile' section is active, and the 'Passwords' sub-section is selected. The page title is 'Passwords' and the description is 'Passwords allows you configure your passwords for the web portal and/or portal.' There are three buttons: 'OK', 'Apply', and 'Cancel'. Below these buttons, there are two radio buttons: 'Set web portal password' (which is selected) and 'Set voicemail password'. Underneath, there is a 'Reset Password' section with three input fields: '* Type current password:', '* Type new password:', and '* Re-type new password:'.

c) 您可以按**設定用戶網站密碼**或**設定留言信箱密碼**來更改用戶網站密碼或留言信箱密碼。

d) 輸入您目前的密碼，再輸入新密碼，然後確認新密碼。**註：用戶網站密碼須為 6 位數字，留言信箱密碼應為 4 位數字。**

3. 來電

3.1. 拒接停示者

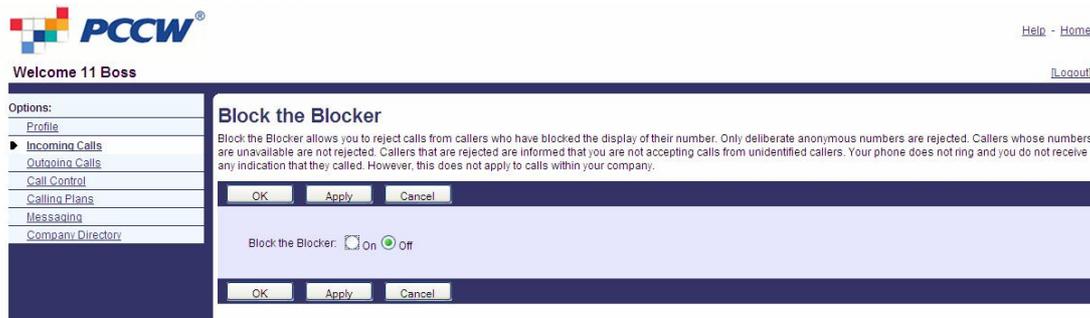
拒接停示者使您能夠拒絕不顯示電話號碼的來電。這項功能僅拒絕故意匿名的來電，而不會拒絕來自於您公司內部的電話。

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 the 'Basic' section, the 'Block the Blocker' option is highlighted, with a description: 'Prevent a caller from reaching you when the caller has explicitly restricted his/her number.' Other options include 'All Call Forwarding', 'Busy Call Forwarding', 'No Answer Call Forwarding', 'Emergency Call Forward', and 'Do Not Disturb'.

b) 按**拒接停示者**。



The screenshot shows the 'Block the Blocker' configuration dialog box. The text reads: 'Block the Blocker allows you to reject calls from callers who have blocked the display of their number. Only deliberate anonymous numbers are rejected. Callers whose numbers are unavailable are not rejected. Callers that are rejected are informed that you are not accepting calls from unidentified callers. Your phone does not ring and you do not receive any indication that they called. However, this does not apply to calls within your company.' Below the text, there are 'OK', 'Apply', and 'Cancel' buttons. The 'Block the Blocker' option is set to 'On' (radio button selected).

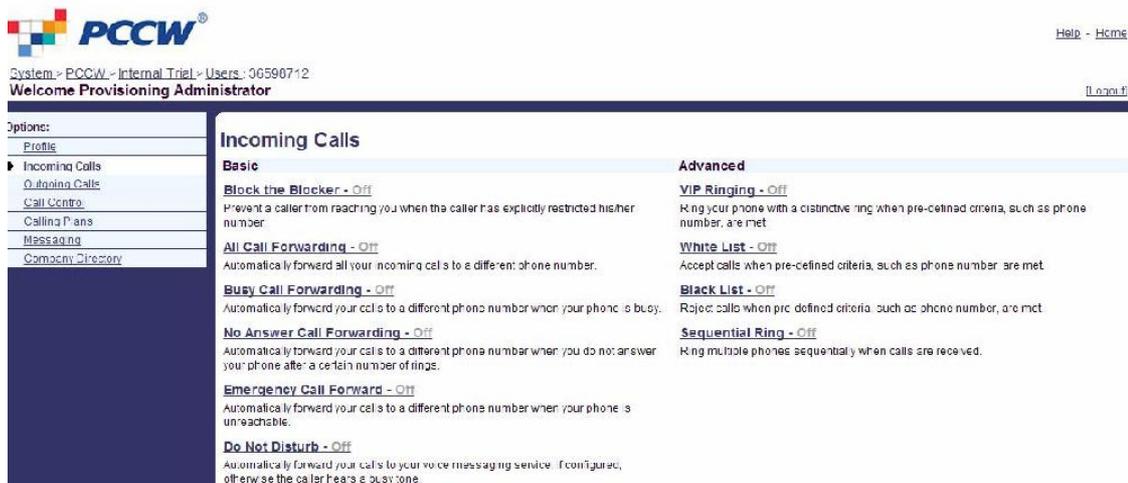
c) 將拒接停示者設為**開**或**關**。

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電話轉駁至您的家庭辦公室電話或流動電話等其他號碼。

a) 按左邊選項目錄下的**來電**。



System > PCCW > Internal Trial > Users: 30590712
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) 按所有來電轉駁。



System > PCCW > Internal Trial > Users: 30590712
Welcome 11 Boss [Help](#) - [Home](#) [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

c) 將所有來電轉駁設為開或關。

d) 輸入來電應轉駁的電話號碼。

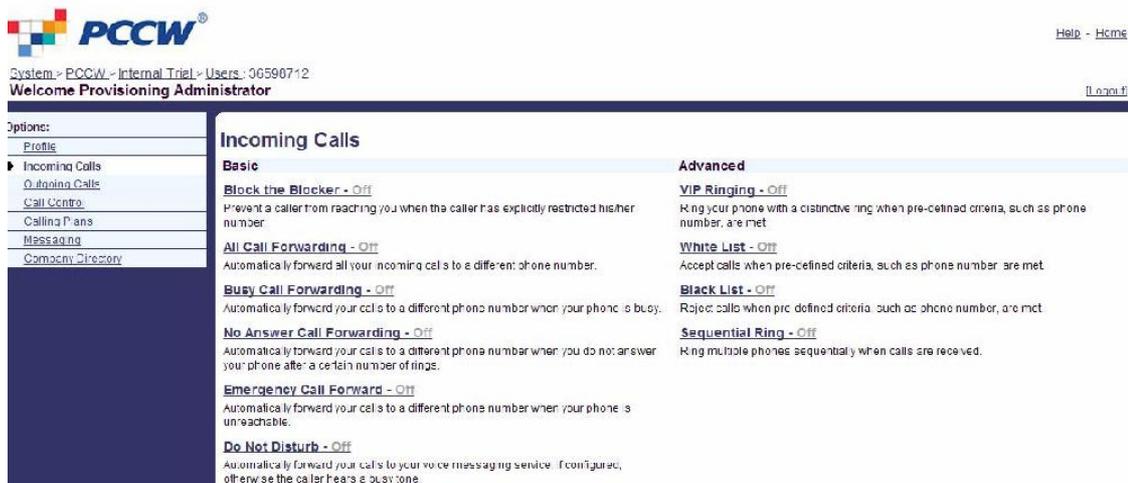
e) 如有需要可選擇「轉駁來電時播放提示鈴聲」方格。

f) 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電話處於通話中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。



System: PCCW - Internal Trial - Users: 30590712
Welcome Provisioning Administrator [Help](#) - [Home](#) [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

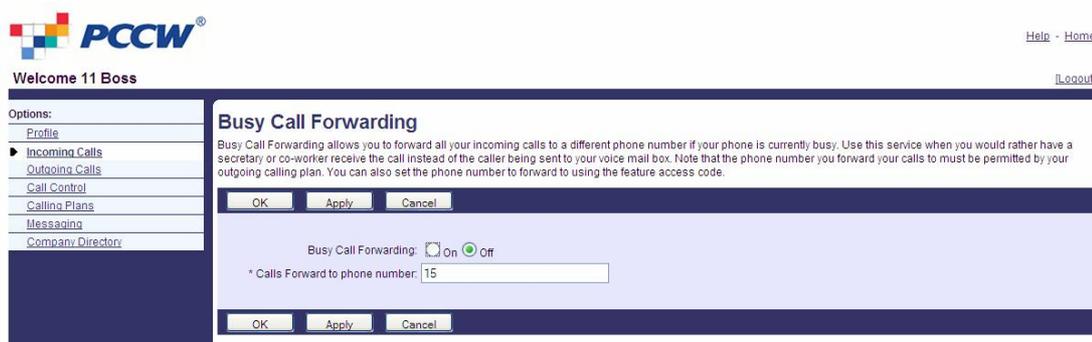
VIP Ringing - Off
Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met.

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**。



System: PCCW - Internal Trial - Users: 30590712
Welcome 11 Boss [Help](#) - [Home](#) [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: 15

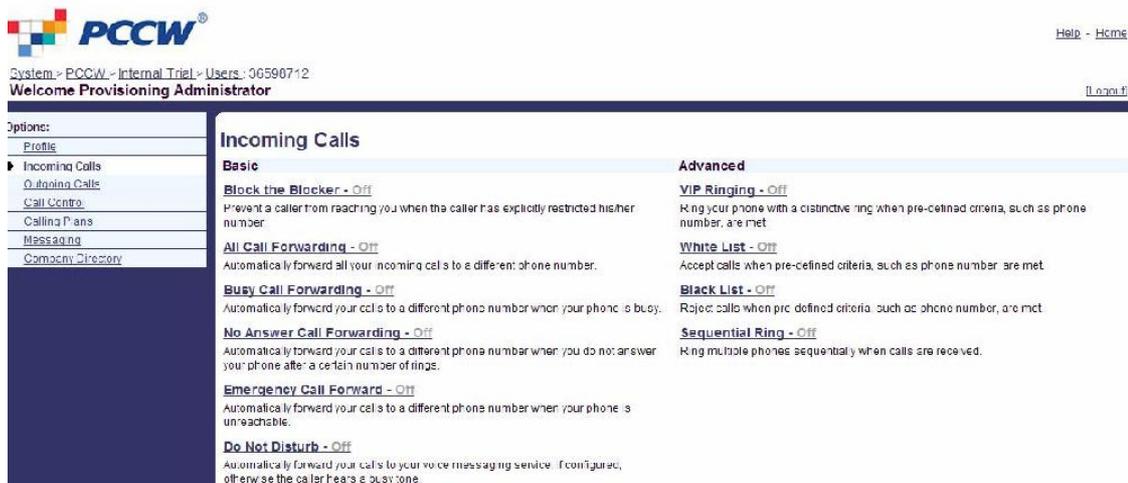
OK Apply Cancel

- c) 將繁忙時來電轉駁設為**開**或**關**。
- d) 輸入來電將轉入的**電話號碼**。
- e) 按**使用**鍵保存或按**確認**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駁至其他電話號碼。

- a) 按左邊選項目錄下的**來電**。



System: > PCCW > Internal Trial > Users: 30590712
Welcome Provisioning Administrator [Help](#) - [Home](#) [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

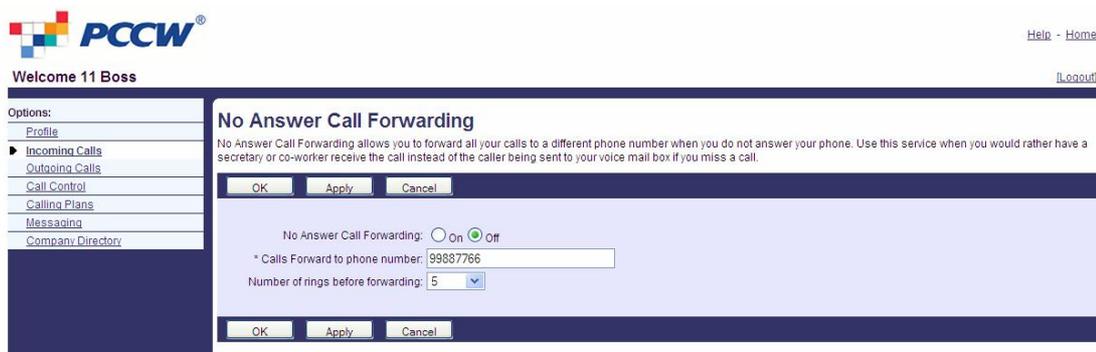
VIP Ringing - Off
Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met.

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) 按無人接聽來電轉駁。



System: > PCCW > Internal Trial > Users: 30590712
Welcome 11 Boss [Help](#) - [Home](#) [Logout](#)

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

No Answer Call Forwarding

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.

No Answer Call Forwarding: On Off

* Calls Forward to phone number:

Number of rings before forwarding:

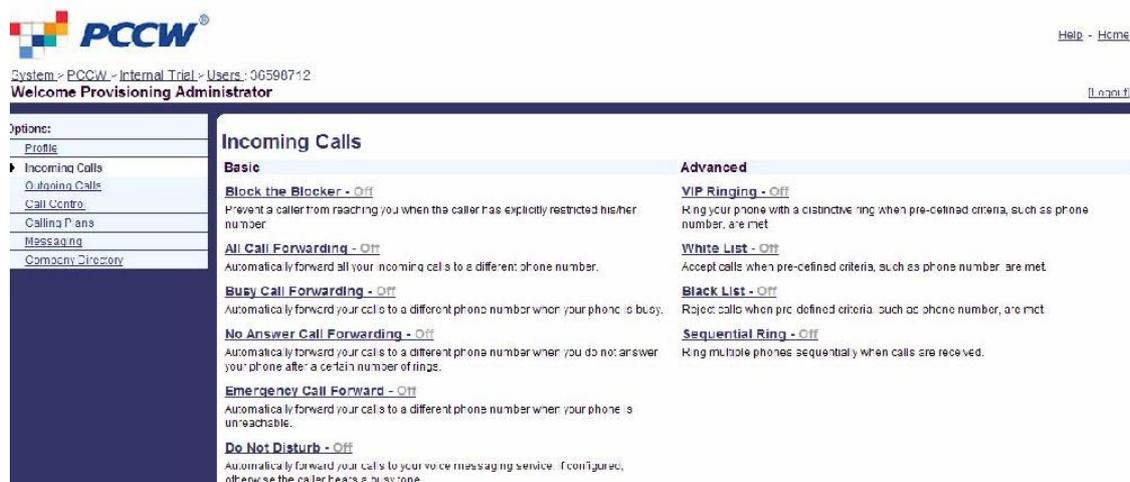
- c) 將無人接聽來電轉駁設為開或關。
- d) 輸入來電將轉入的電話號碼。
- e) 選擇轉駁前響鈴次數。
- f) 按使用鍵保存或按確認鍵保存並返回上一層。

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 PCCW Provisioning Administrator interface. The left sidebar contains a menu with 'Incoming Calls' selected. The main content area is titled 'Incoming Calls' and is divided into 'Basic' and 'Advanced' sections. The 'Basic' section includes options like 'Block the Blocker', 'All Call Forwarding', 'Busy Call Forwarding', 'No Answer Call Forwarding', 'Emergency Call Forward', and 'Do Not Disturb'. The 'Advanced' section includes 'VIP Ringing', 'White List', 'Black List', and 'Sequential Ring'. Each option has a status indicator (On/Off) and a brief description.

b) 按**緊急來電轉駁**。



The screenshot shows the PCCW Provisioning Administrator interface for 'Emergency Call Forwarding'. The left sidebar has 'Emergency Call Forwarding' selected. The main content area is titled 'Emergency Call Forwarding' and contains a description: '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 the description are 'OK', 'Apply', and 'Cancel' buttons. A text input field is labeled '* Calls Forward to phone number:' and contains the value '233455667'. At the bottom, there are 'OK', 'Apply', and 'Cancel' buttons.

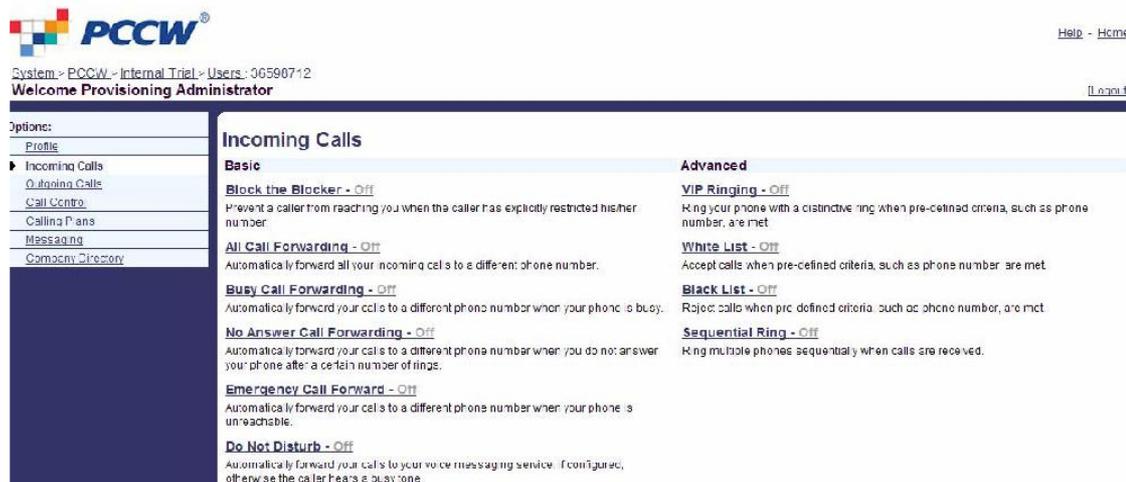
c) 輸入來電將轉入的**電話號碼**。

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)

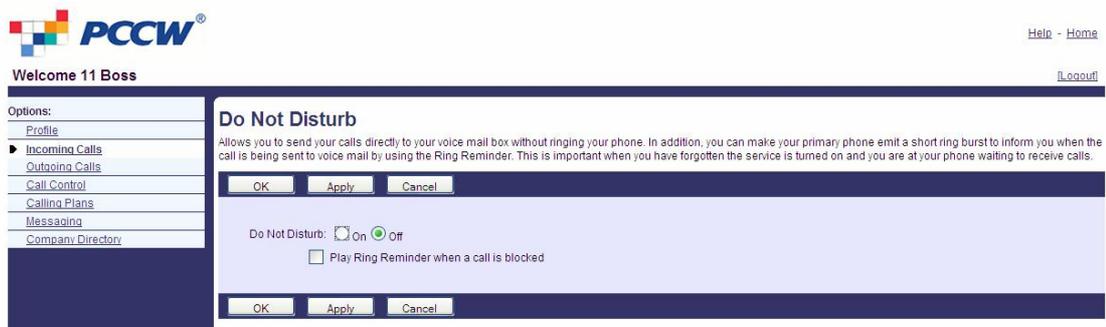
請勿騷擾能毋須讓電話發出響鈴而直接將來電接入語音郵箱，而電話接入語音郵箱時您的主要電話還會發出簡短的提示鈴聲。

a) 按左邊選項目錄下的**來電**。



The screenshot shows the PCCW Provisioning Administrator interface. The left sidebar has a menu with 'Incoming Calls' selected. The main content area is titled 'Incoming Calls' and 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', and 'Emergency Call Forward'. Under 'Advanced', there are options for 'VIP Ringing', 'White List', 'Black List', and 'Sequential Ring'. Each option has a brief description and a status indicator (e.g., 'Off').

b) 按**請勿騷擾**。



The screenshot shows the PCCW Provisioning Administrator interface for 'Do Not Disturb' settings. The left sidebar has a menu with 'Do Not Disturb' selected. The main content area is titled 'Do Not Disturb' and contains a description: 'Allows you to send your calls directly to your voice mail box without ringing your phone. In addition, you can make your primary phone emit a short ring burst to inform you when the call is being sent to voice mail by using the Ring Reminder. This is important when you have forgotten the service is turned on and you are at your phone waiting to receive calls.' Below the description are two rows of controls. The first row has 'Do Not Disturb' set to 'Off' with radio buttons for 'On' and 'Off'. The second row has a checkbox for 'Play Ring Reminder when a call is blocked' which is currently unchecked. Both rows have 'OK', 'Apply', and 'Cancel' buttons.

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**。

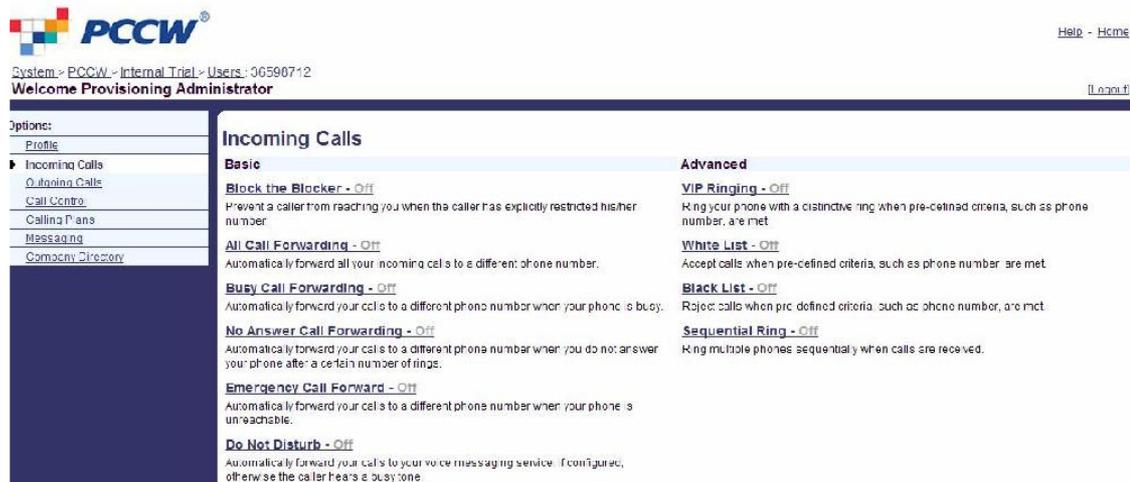
e) 按**使用**鍵保存或按**確定**鍵保存並返回上一層。

註：請勿騷擾設為開時，來電將按預設的繁忙時電話程序處理並接入留言信箱。

3.7. VIP 響鈴

VIP 響鈴使您的電話能夠以您預設的標準發出不同的鈴聲。

a) 按左邊選項目錄下的**來電**。



System > PCCW > Internal Trial > Users: 30590712
Welcome Provisioning Administrator

Options:
Profile
Incoming Calls
Outgoing Calls
Call Control
Calling Plans
Messaging
Comcast 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

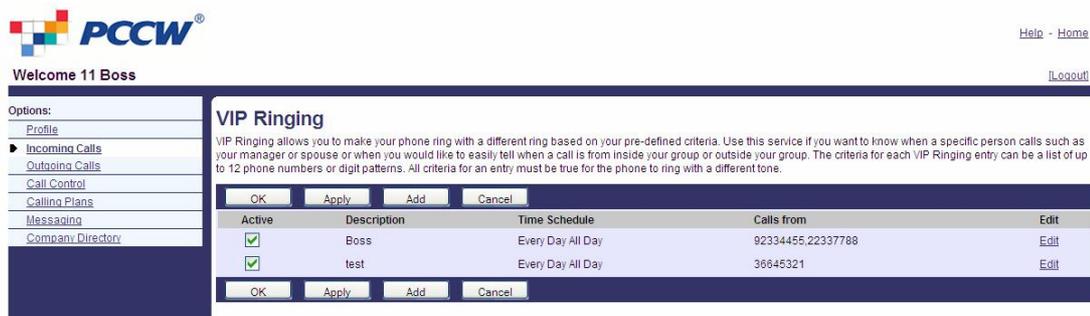
VIP Ringing - Off
Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met.

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**。



Welcome 11 Boss

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

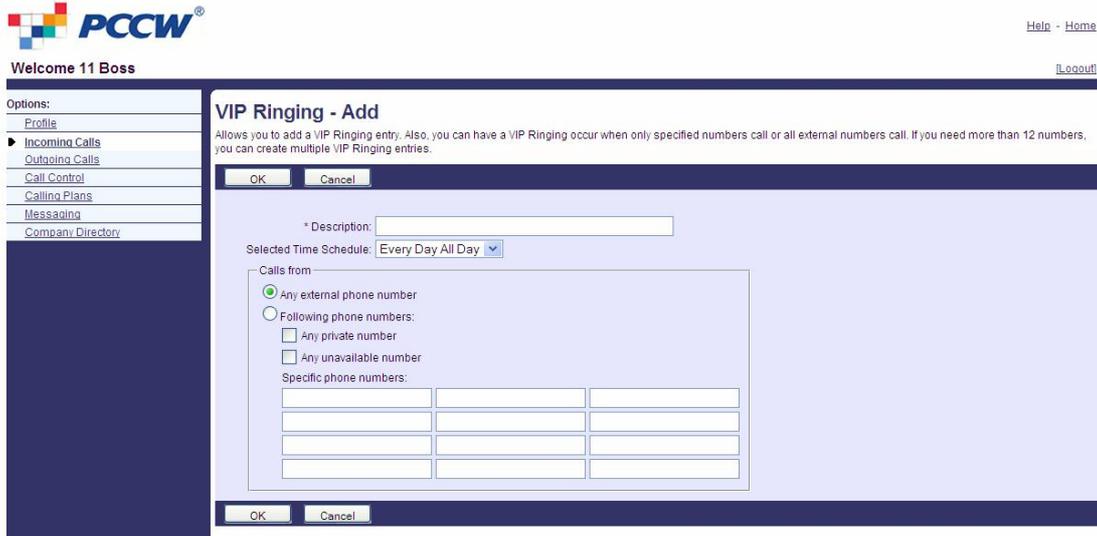
VIP Ringing

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	36646321	Edit

3.7.1. 新增重要來電鈴聲記錄

a) 在 VIP 響鈴頁面按**新增**。

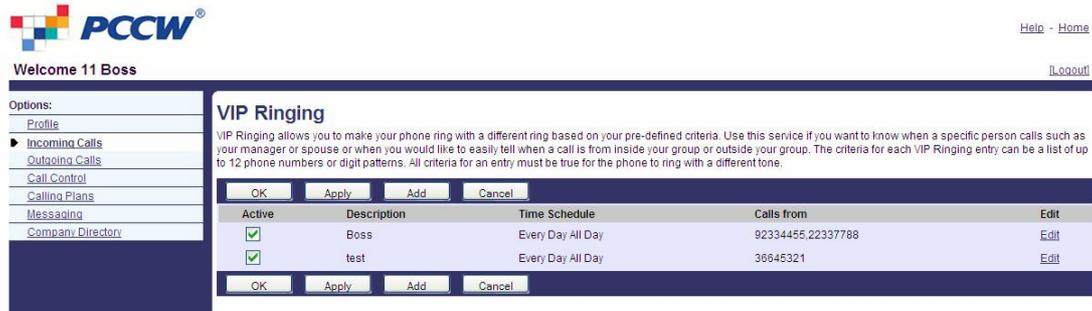


The screenshot shows the 'VIP Ringing - Add' form in the PCCW 11 Boss system. The form includes a sidebar with navigation options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area has a title 'VIP Ringing - Add' and a brief description. Below the description are fields for 'Description', 'Selected Time Schedule' (set to 'Every Day All Day'), and 'Calls from'. The 'Calls from' section has radio buttons for 'Any external phone number' (selected), 'Following phone numbers', 'Any private number', and 'Any unavailable number'. There are also input fields for 'Specific phone numbers'.

- b) 輸入該記錄的說明。
- c) 選擇 VIP 響鈴的標準。
- 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。註：選擇「任何外部電話號碼」將來自公司外部與內部的電話加以區分。

3.7.2. 啟動 VIP 響鈴記錄

- a) 要啟動 VIP 響鈴記錄，可選擇 VIP 響鈴頁面的**啟動**方格。



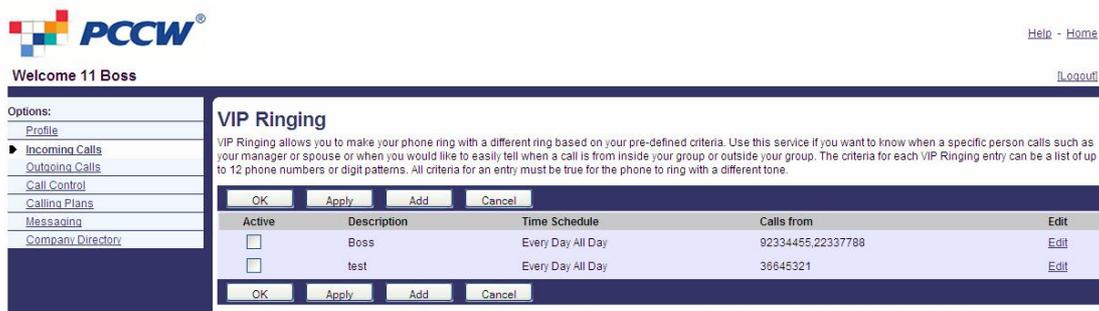
The screenshot shows the 'VIP Ringing' table in the PCCW 11 Boss system. The table has columns for 'Active', 'Description', 'Time Schedule', 'Calls from', and 'Edit'. There are two rows of data. The first row has 'Active' checked, 'Description' as 'Boss', 'Time Schedule' as 'Every Day All Day', and 'Calls from' as '92334455,22337788'. The second row has 'Active' checked, 'Description' as 'test', 'Time Schedule' as 'Every Day All Day', and 'Calls from' as '36645321'. Buttons for 'OK', 'Apply', 'Add', and 'Cancel' are visible at the top and bottom of the table.

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**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) 要取消 VIP 響鈴記錄，可取消選擇 VIP 響鈴頁面的**啟動**方格。



Options:

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

VIP Ringing

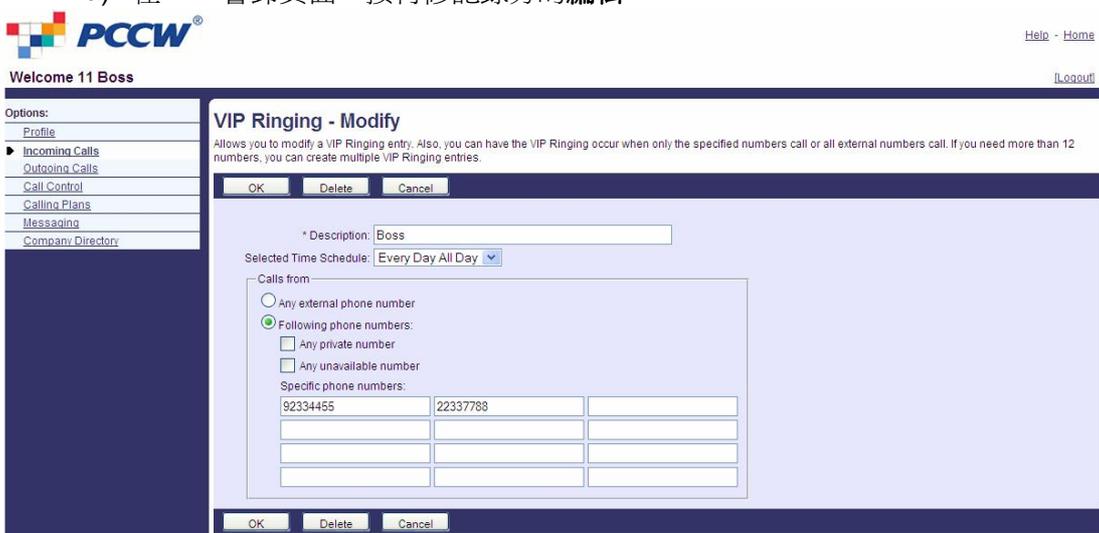
VIP Ringing allows you to make your phone ring with a different ring based on your pre-defined criteria. Use this service if you want to know when a specific person calls such as your manager or spouse or when you would like to easily tell when a call is from inside your group or outside your group. 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) 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) 在 VIP 響鈴頁面，按待修記錄旁的**編輯**。



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

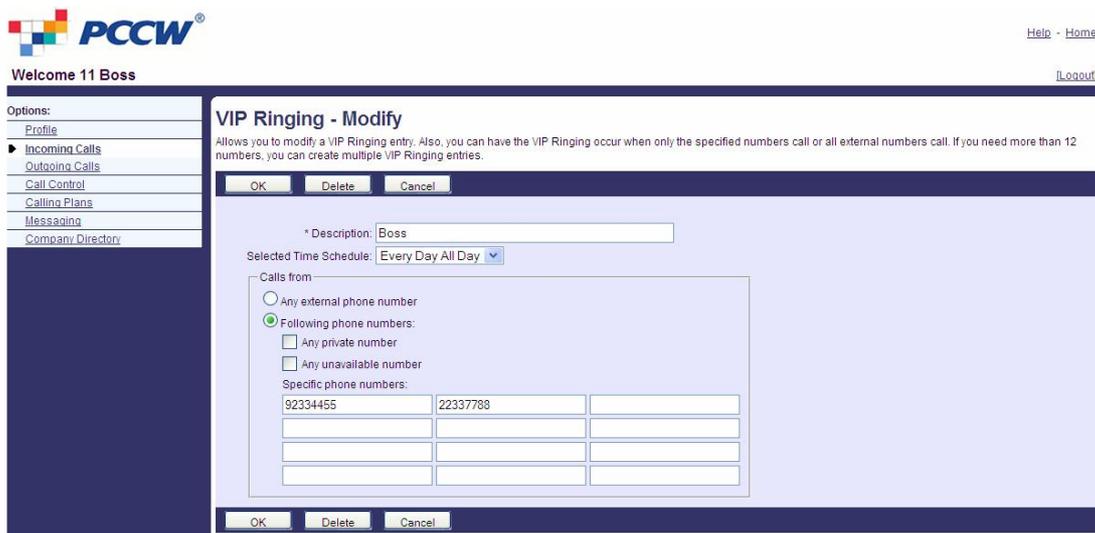
Specific phone numbers:

92334455	22337788	

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

3.7.5. 刪除 VIP 響鈴記錄

a) 在 VIP 響鈴頁面，按待刪記錄旁的**編輯**。



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.

OK Delete Cancel

* Description: Boss

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:

92334455	22337788	

OK Delete Cancel

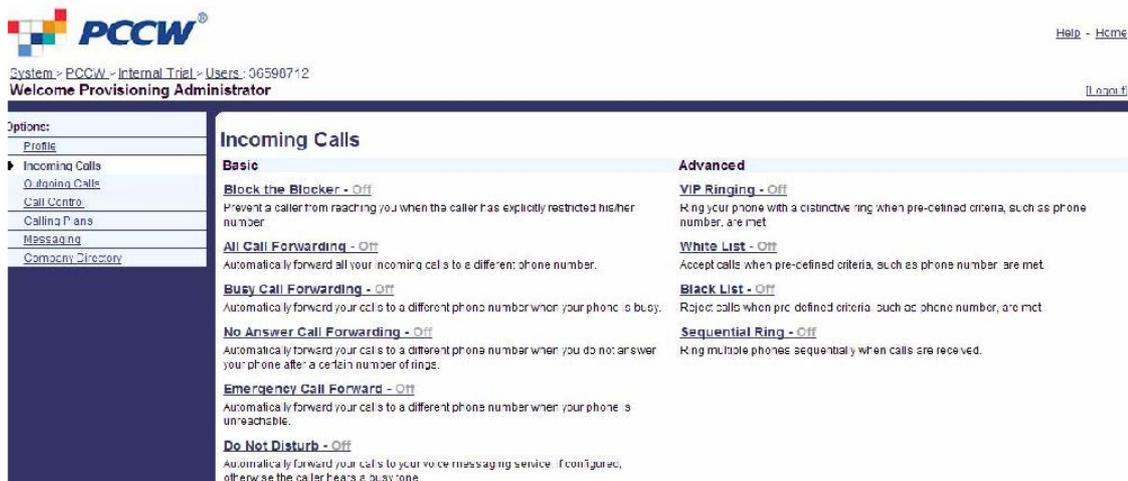
b) 按刪除鍵刪除記錄並返回上一層。

註：不可恢復已刪除記錄。

3.8. 白名單電話簿

白名單電話簿使您僅接到符合您預先規定標準的電話。

a) 按左邊選項目錄下的來電。



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

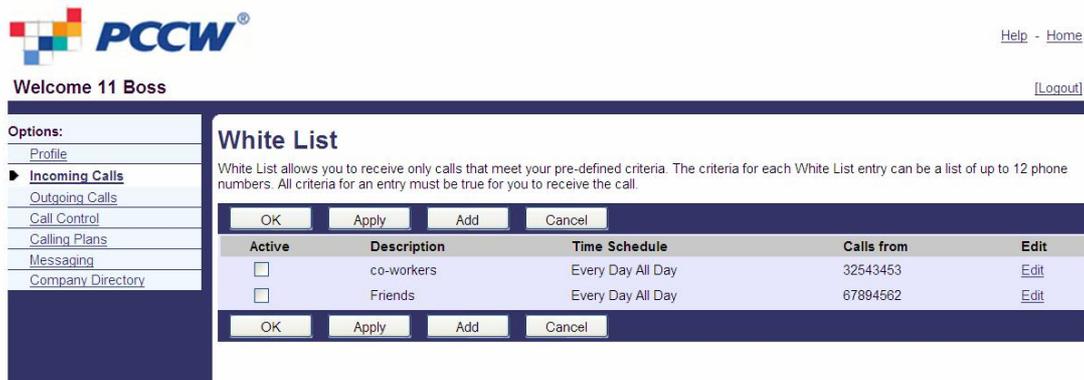
VIP Ringing - Off
 Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met.

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

Welcome 11 Boss [Help - Home](#) [Logout](#)

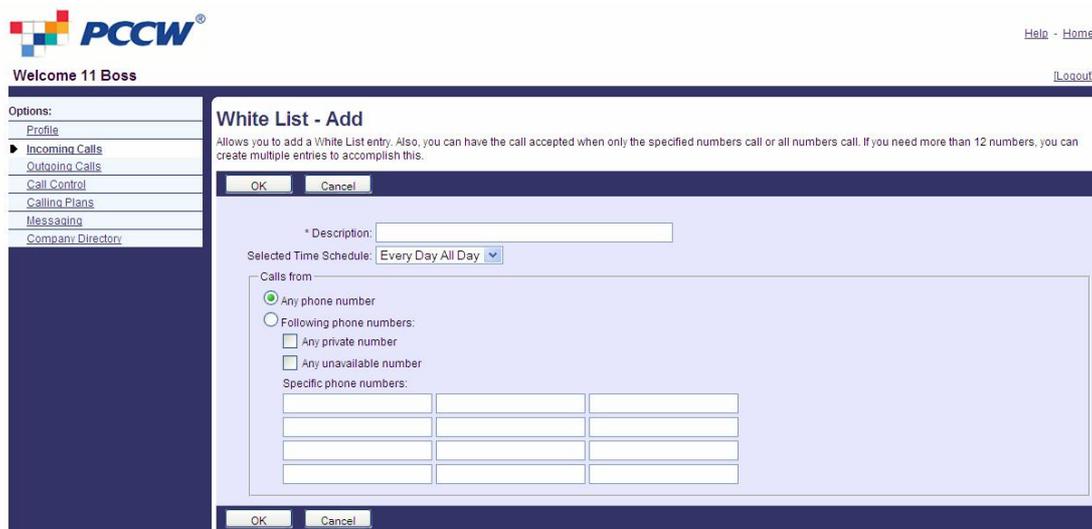
White List

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 type="checkbox"/>	co-workers	Every Day All Day	32543453	Edit
<input type="checkbox"/>	Friends	Every Day All Day	67894562	Edit

3.8.1. 新增白名單電話簿。

- a) 按白名單電話簿頁面的**新增**。



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

Welcome 11 Boss [Help - Home](#) [Logout](#)

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

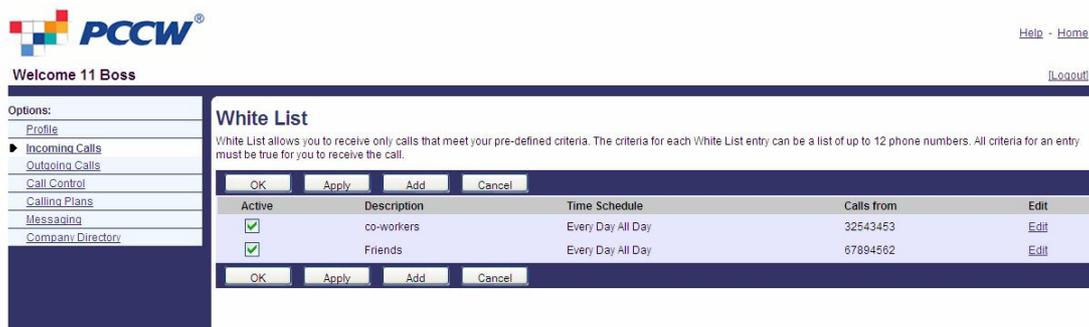
Specific phone numbers:

<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"/>

- a) 輸入該記錄的說明。
- b) 選擇適用於白名單電話簿的標準。
- c) 輸入所包含的電話號碼（如適用）。
- d) 按**確認**鍵保存並返回上一層。

3.8.2. 啟動白名單電話簿

- a) 要啟動白名單電話簿，可選白名單電話簿頁面的**啟動**方格。



Welcome 11 Boss [Help - Home](#) [Logout](#)

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

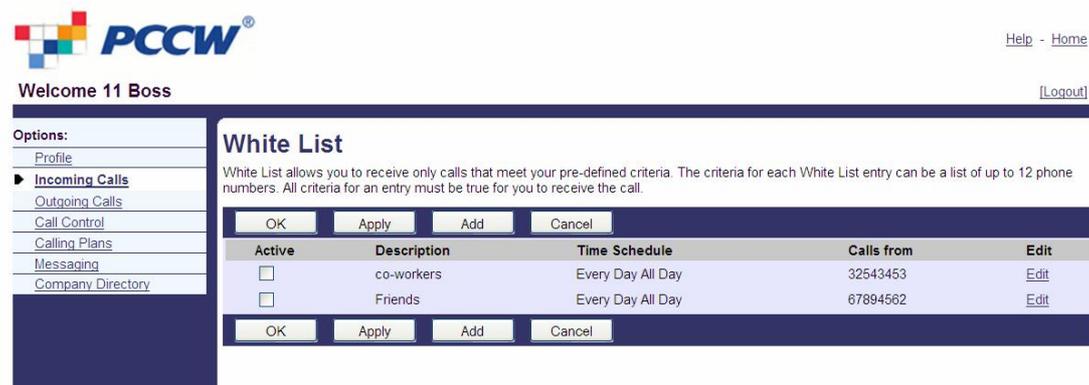
White List
 White List allows you to receive only calls that meet your pre-defined criteria. The criteria for each White List entry can be a list of up to 12 phone numbers. All criteria for an entry must be true for you to receive the call.

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

b) 按**使用**鍵保存或按**確認**鍵保存並返回上一層。

3.8.3. 取消白名單電話簿記錄

a) 要取消白名單電話簿記錄，可在白名單電話簿頁面取消選擇**啓動**方格。



Welcome 11 Boss [Help - Home](#) [Logout](#)

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

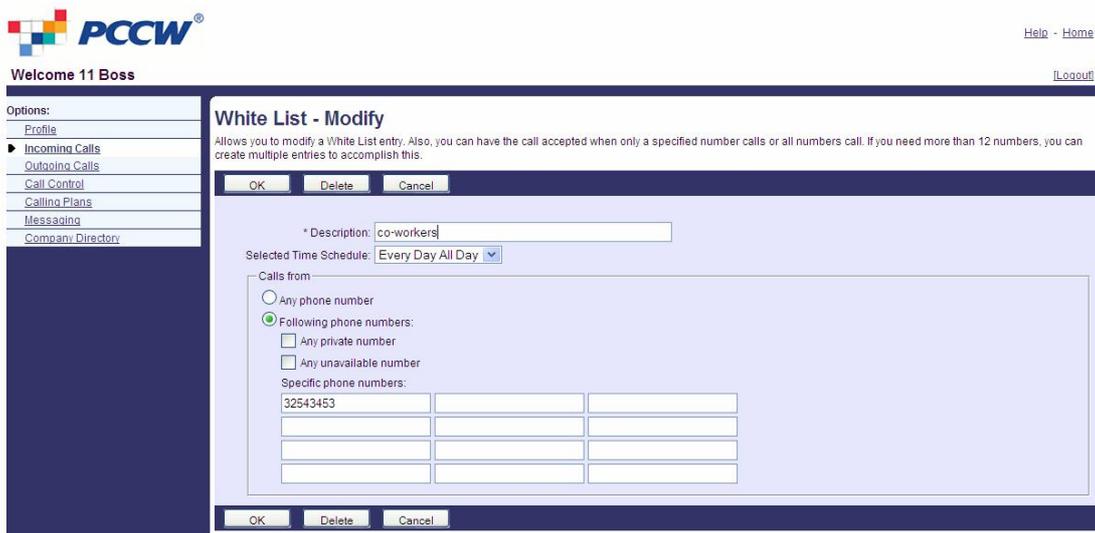
White List
 White List allows you to receive only calls that meet your pre-defined criteria. The criteria for each White List entry can be a list of up to 12 phone numbers. All criteria for an entry must be true for you to receive the call.

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

b) 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

a) 在白名單電話簿頁面按待修記錄旁的**編輯**。



Welcome 11 Boss [Help - Home](#) [Logout](#)

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

White List - Modify
 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.

* Description:

Selected Time Schedule:

Calls from:

Any phone number

Following phone numbers:

Any private number

Any unavailable number

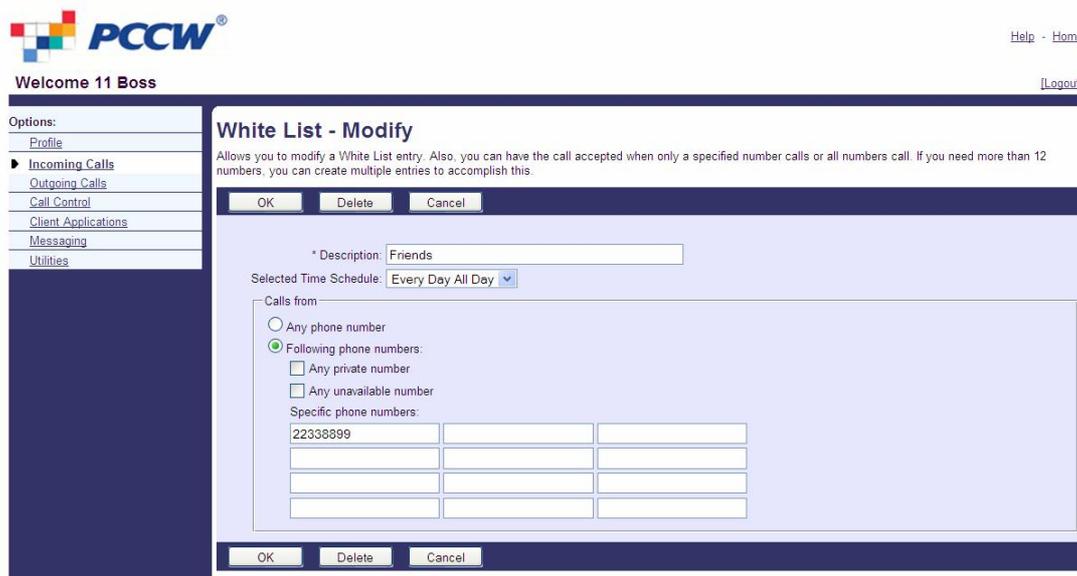
Specific phone numbers:

<input type="text" value="32543453"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

3.8.5. 刪除白名單電話簿記錄

- a) 在白名單電話簿頁面，按待刪記錄旁的**編輯**。



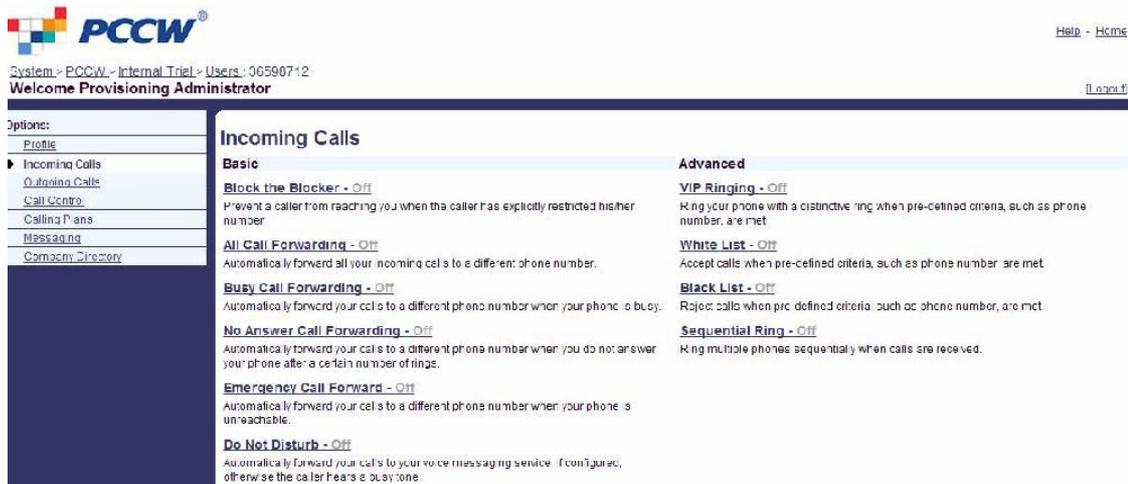
- b) 按**刪除**鍵刪除記錄並返回上一層。

註：不可恢復已刪除記錄。

3.9. 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來電。

- a) 在左邊的選項目錄下按**來電**。



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

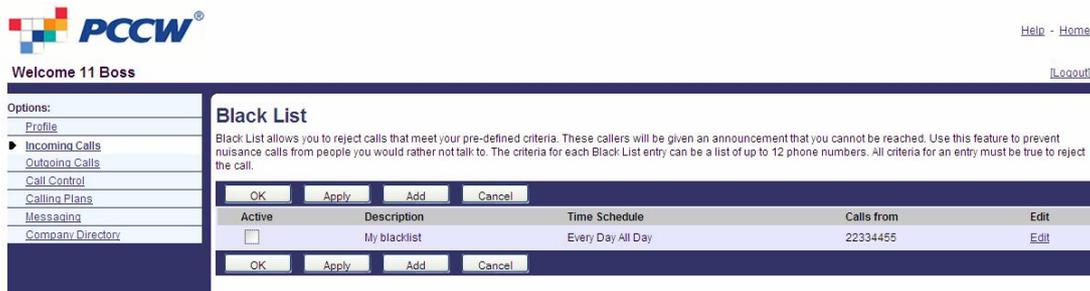
VIP Ringing - Off
Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met.

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) 按黑名單電話簿。



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

Black List

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.

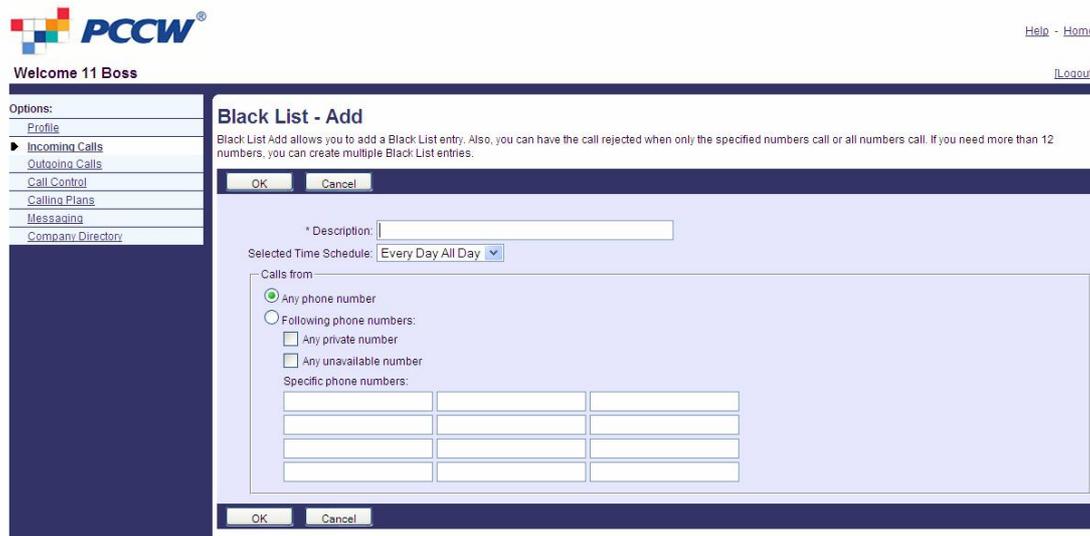
OK Apply Add Cancel

Active	Description	Time Schedule	Calls from	Edit
<input type="checkbox"/>	My blacklist	Every Day All Day	22334455	Edit

OK Apply Add Cancel

3.9.1. 新增黑名單電話簿記錄

a) 在黑名單電話簿頁面按新增。



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

Black List - Add

Black List Add allows you to add 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.

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

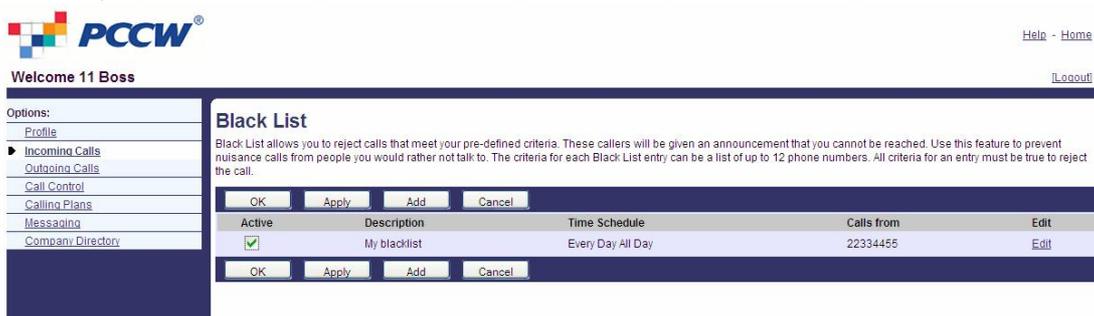
OK Cancel

b) 輸入該記錄的說明。

- c) 選擇黑名單電話簿的標準。
- d) 輸入所包含的電話號碼（如適用）。
- e) 按**確認**鍵保存並返回上一層。

3.9.2. 啟動黑名單電話簿記錄

- a) 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。

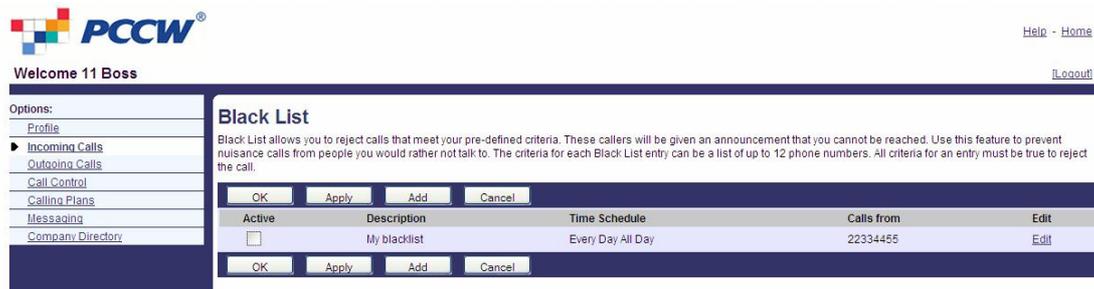


The screenshot shows the 'Black List' management interface. On the left is a navigation menu with options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area is titled 'Black List' and includes a brief description: 'Black 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 this is a table with columns: Active, Description, Time Schedule, Calls from, and Edit. One entry is shown with 'My blacklist' as the description, 'Every Day All Day' as the time schedule, and '22334455' as the calls from number. The 'Active' checkbox for this entry is checked. Buttons for 'OK', 'Apply', 'Add', and 'Cancel' are visible above and below the table.

- b) 按**使用**鍵保存或按**確認**鍵保存並返回上一層。

3.9.3. 取消黑名單電話簿記錄

- a) 要取消黑名單電話簿記錄，可取消選擇黑名單電話簿頁面的**啓動**方格。

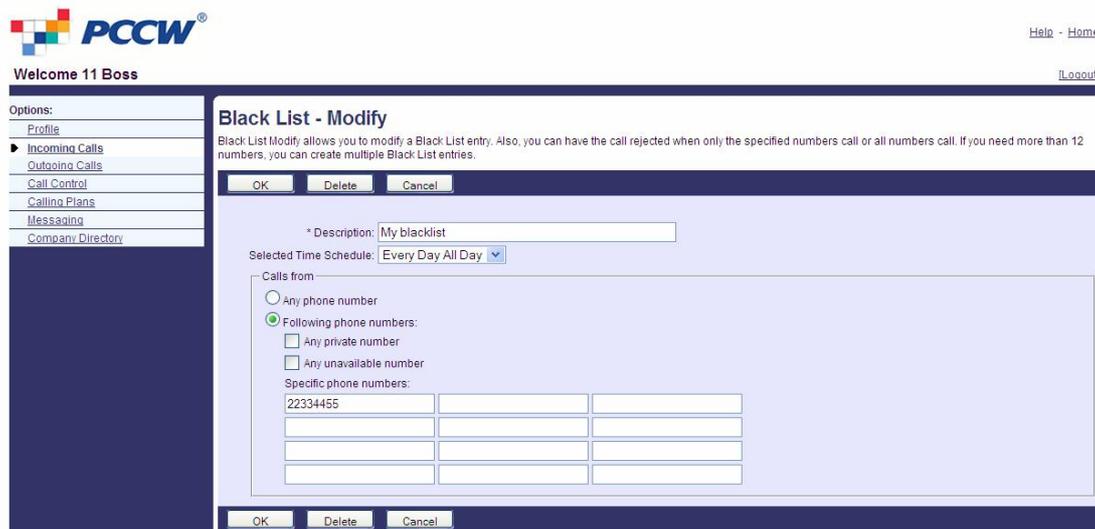


This screenshot is identical to the previous one, showing the 'Black List' management interface. However, in this view, the 'Active' checkbox for the 'My blacklist' entry is unchecked, indicating that the record is not active.

- b) 按**使用**鍵保存或按**確認**鍵保存並返回上一層。

3.9.4. 修改黑名單電話簿記錄

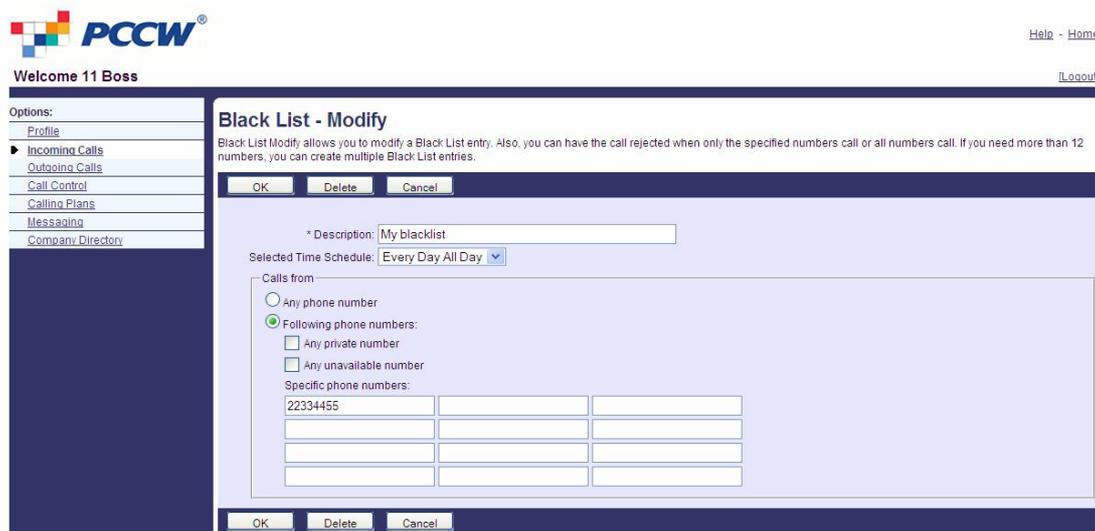
- a) 在黑名單電話簿頁面，按待修記錄旁的**編輯**。



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

3.9.5. 刪除黑名單電話簿記錄

- a) 在黑名單電話簿頁面，按待刪記錄旁的**編輯**。



- b) 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）外還有最多 5 個地點的電話按照規定的鈴聲響鈴。

a) 按左邊選項目錄下的來電。



System > PCCW > Internal Trial > Users: 06590712
Welcome Provisioning Administrator

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

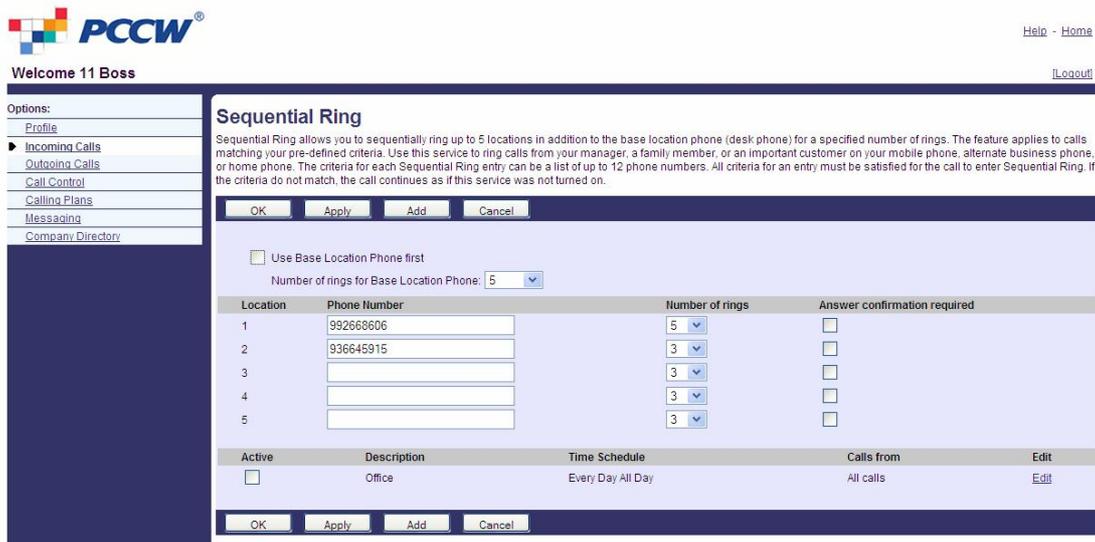
VIP Ringing - Off
Ring your phone with a distinctive ring when pre-defined criteria, such as phone number, are met.

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) 按順序跳線。



System > PCCW > Internal Trial > Users: 06590712
Welcome 11 Boss

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

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.

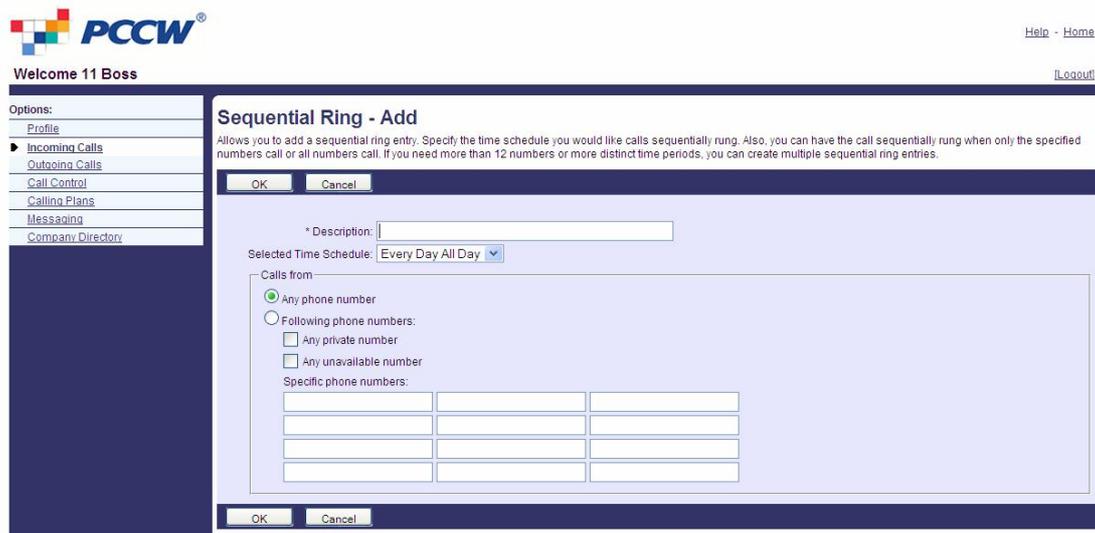
Use Base Location Phone first
 Number of rings for Base Location Phone: 5

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

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

3.10.1. 新增順序跳線記錄

a) 按順序跳線頁面的新增。



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.

* Description:

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

Calls from:

Any phone number

Following phone numbers:

Any private number

Any unavailable number

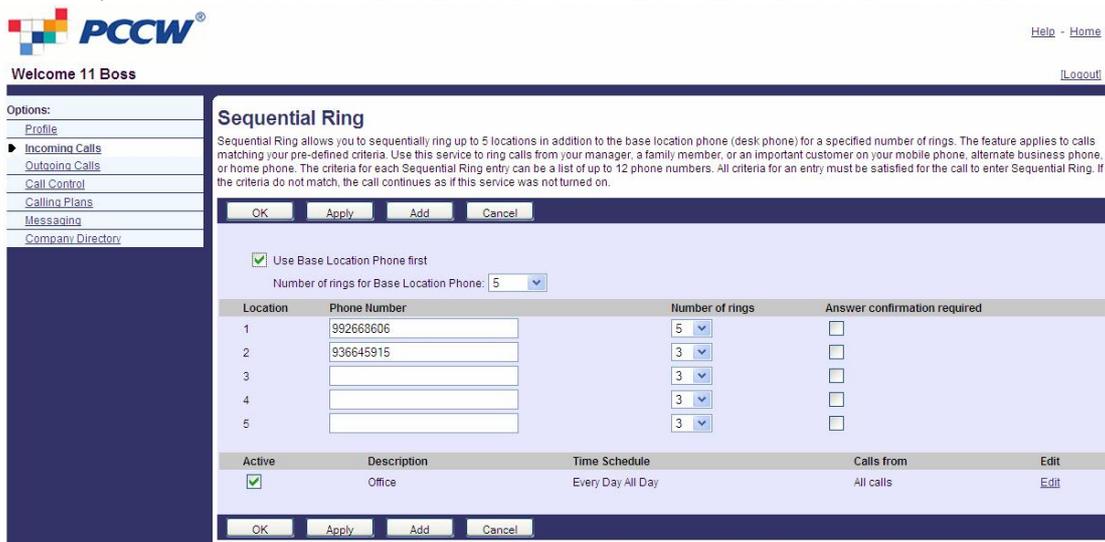
Specific phone numbers:

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

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

3.10.2. 啟動順序跳線記錄

- 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.

Use Base Location Phone first

Number of rings for Base Location Phone: **5**

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

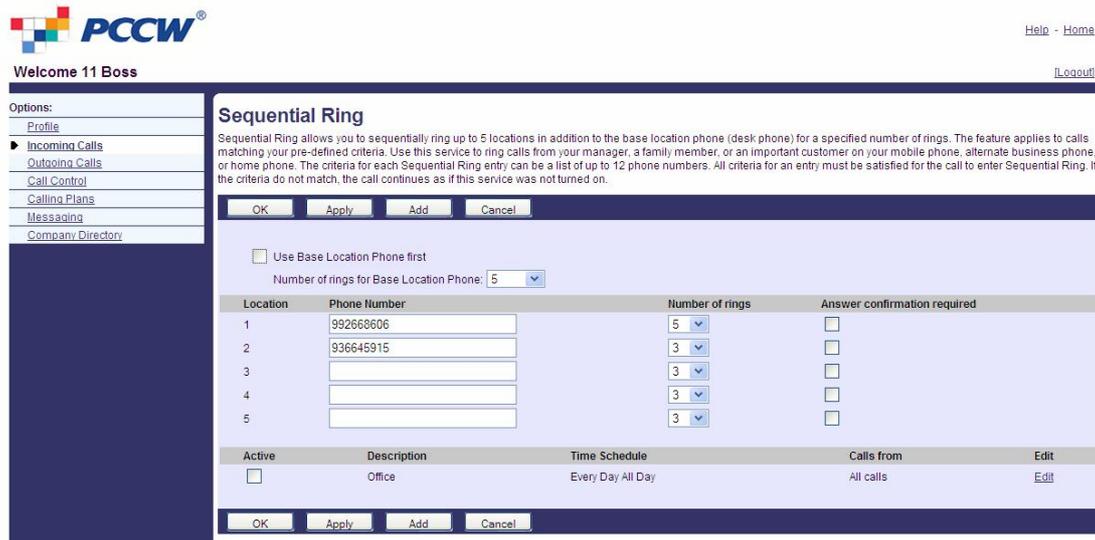
Active	Description	Time Schedule	Calls from	Edit
<input checked="" type="checkbox"/>	Office	Every Day All Day	All calls	Edit

- 選擇您的桌上電話（基本地點的電話）的響鈴次數。
- 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依次搜索其他電話。
- 選擇是否允許致電者取消搜索其他電話並被轉駁至留言信箱。
- 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**確認**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。

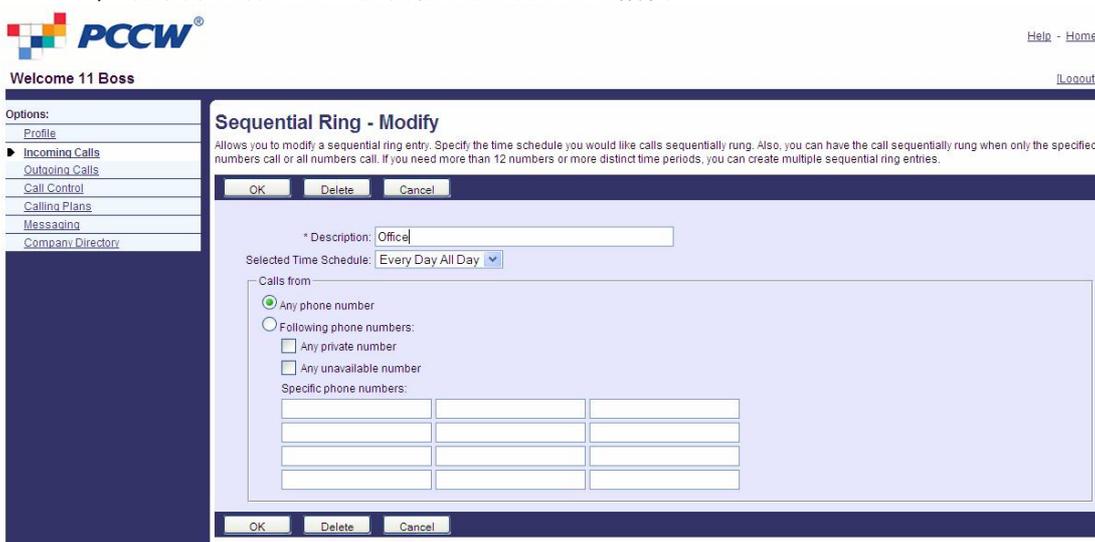


The screenshot shows the 'Sequential Ring' configuration page in the PCCW web portal. The page title is 'Sequential Ring'. Below the title, there is a brief description of the service. The main configuration area includes a table with columns for 'Location', 'Phone Number', 'Number of rings', and 'Answer confirmation required'. There are five rows for locations 1 through 5. Location 1 has phone number 992668606 and 5 rings. Location 2 has phone number 936645915 and 3 rings. Locations 3, 4, and 5 have empty phone number fields and 3 rings. There are 'OK', 'Apply', 'Add', and 'Cancel' buttons at the top and bottom of the configuration area. A sidebar on the left contains navigation options like 'Profile', 'Incoming Calls', 'Outgoing Calls', etc.

- b) 按**使用**鍵保存或按**確認**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**。



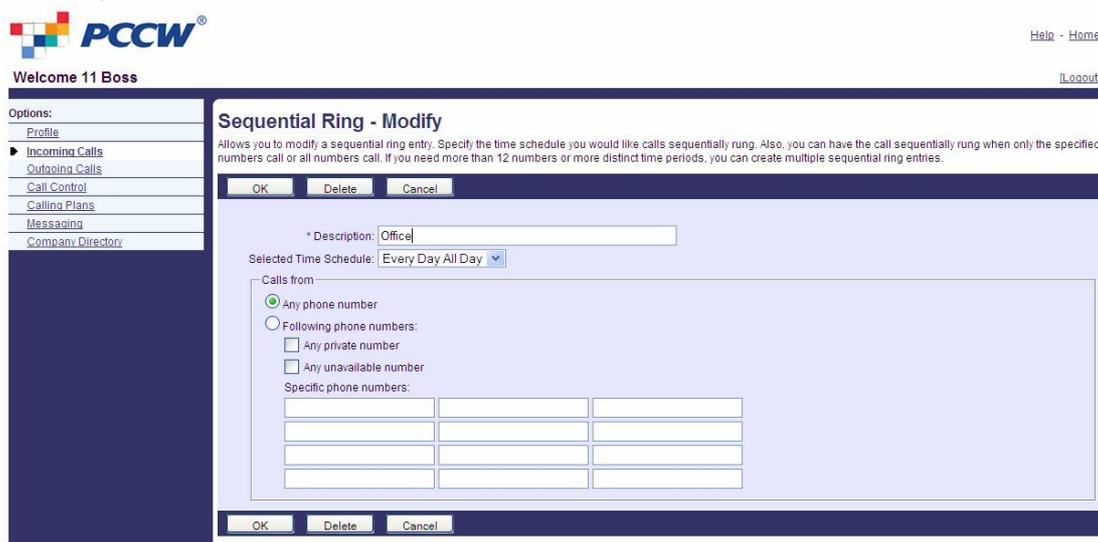
The screenshot shows the 'Sequential Ring - Modify' page in the PCCW web portal. The page title is 'Sequential Ring - Modify'. Below the title, there is a brief description of the modification process. The main configuration area includes a text field for '* Description:' with the value 'Office'. Below that is a dropdown menu for 'Selected Time Schedule:' set to 'Every Day All Day'. There are radio buttons for 'Calls from:' with options: 'Any phone number' (selected), 'Following phone numbers:', 'Any private number', and 'Any unavailable number'. Below these are three rows of input fields for 'Specific phone numbers:'. There are 'OK', 'Delete', and 'Cancel' buttons at the top and bottom of the configuration area. A sidebar on the left contains navigation options like 'Profile', 'Incoming Calls', 'Outgoing Calls', etc.

- 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**確認**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**刪除**記錄旁邊的**編輯**。



The screenshot shows the 'Sequential Ring - Modify' page in the PCCW 11 Boss system. The page title is 'Sequential Ring - Modify'. Below the title, there is a description: 'Allows you to modify 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.' The page has a navigation menu on the left with options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The main content area has a 'Description' field with 'Office' entered, a 'Selected Time Schedule' dropdown set to 'Every Day All Day', and a 'Calls from' section with radio buttons for 'Any phone number' (selected), 'Following phone numbers', 'Any private number', and 'Any unavailable number'. There are also input fields for 'Specific phone numbers'.

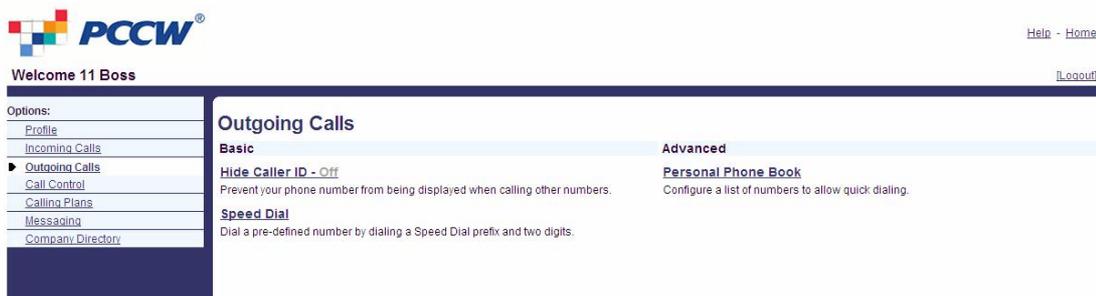
b) 按**刪除**鍵刪除記錄並返回上一層。

註：不可恢復已刪除記錄。

3.11. 隱藏致電者身份

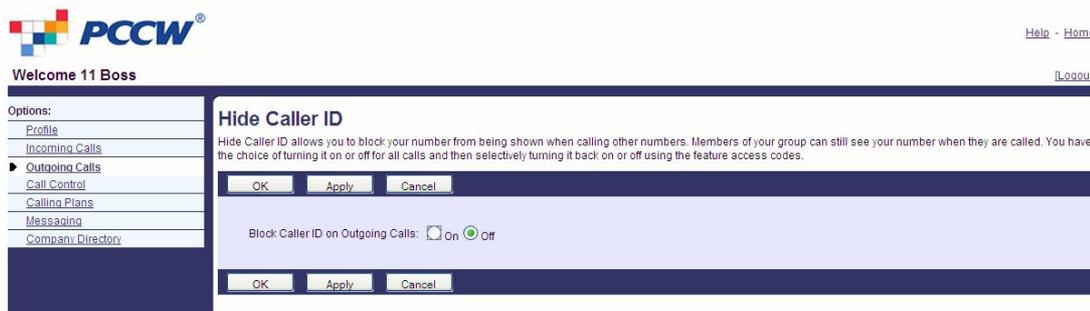
隱藏致電者身份使您能在撥打其他號碼時不顯示自己的號碼。

a) 按左邊選項目錄下的**撥出電話**。



The screenshot shows the 'Outgoing Calls' page in the PCCW 11 Boss system. The page title is 'Outgoing Calls'. Below the title, there are two sections: 'Basic' and 'Advanced'. The 'Basic' section includes 'Hide Caller ID - Off' (Prevent your phone number from being displayed when calling other numbers.) and 'Speed Dial' (Dial a pre-defined number by dialing a Speed Dial prefix and two digits.). The 'Advanced' section includes 'Personal Phone Book' (Configure a list of numbers to allow quick dialing.). The page has a navigation menu on the left with options like Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory.

b) 按**隱藏致電者身份**。



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

Hide Caller ID
 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.

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認鍵保存並返回上一層。

3.12. 快速撥號

快速撥號使您能夠設置最多 100 個快速撥號電話號碼，只需按幾個鍵即可撥打電話。

- a) 按左邊選項目錄下的撥出電話。



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

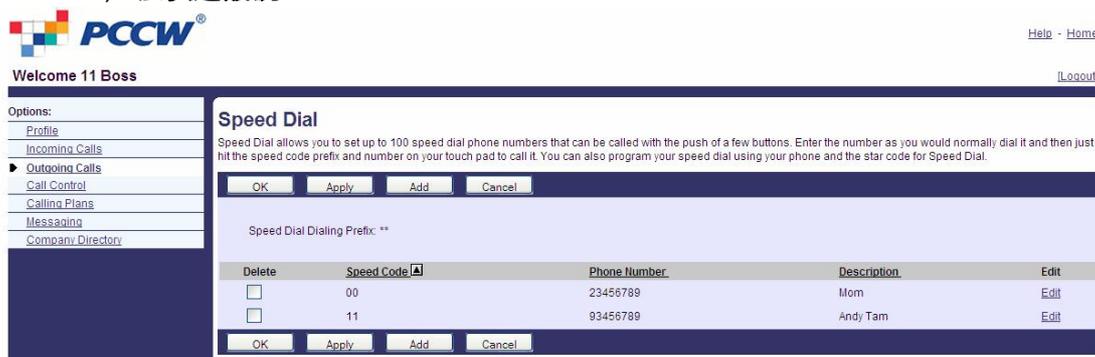
Outgoing Calls

Basic
[Hide Caller ID - Off](#)
 Prevent your phone number from being displayed when calling other numbers.

Advanced
[Personal Phone Book](#)
 Configure a list of numbers to allow quick dialing.

Speed Dial
 Dial a pre-defined number by dialing a Speed Dial prefix and two digits.

- b) 按快速撥號。



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

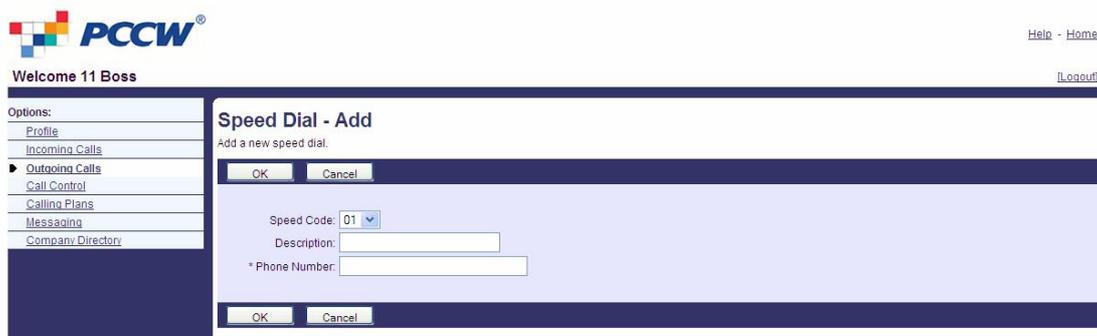
Speed Dial
 Speed Dial allows you to set up to 100 speed dial phone numbers that can be called with the push of a few buttons. Enter the number as you would normally dial it and then just hit the speed code prefix and number on your touch pad to call it. You can also program your speed dial using your phone and the star code for Speed Dial.

Speed Dial Dialing Prefix: **

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

3.12.1. 新增快速撥號記錄

- a) 按快速撥號頁面的新增。



Speed Dial - Add
Add a new speed dial.

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

Speed Code: 01
Description:
* Phone Number:

Buttons: OK, Cancel

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

3.12.2. 修改快速撥號記錄

- 在快速撥號頁面，按需修改記錄旁邊的**編輯**。



Speed Dial - Modify
Modify an existing speed dial.

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

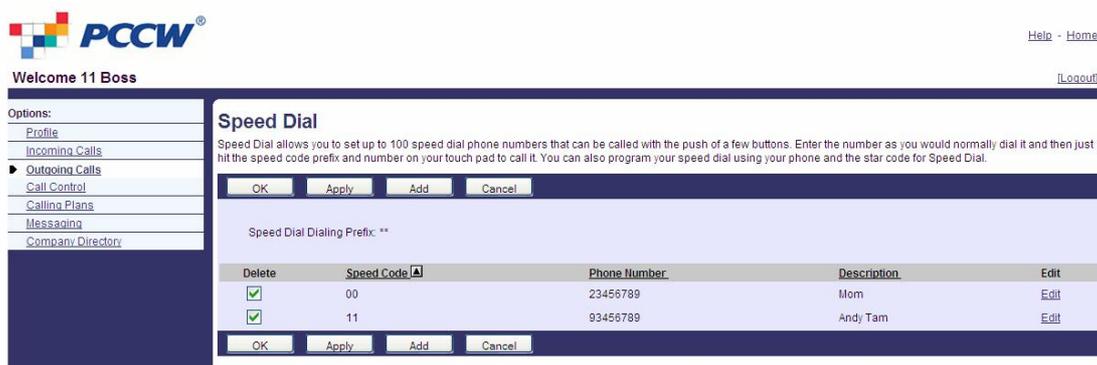
Speed Code: 11
Description:
* Phone Number:

Buttons: OK, Delete, Cancel

- 編輯該記錄說明（如有需要）。
- 變更電話號碼（如有需要）。
- 按**確認**鍵保存並返回上一層。

3.12.3. 刪除快速撥號記錄

- 在快速撥號頁面，選擇需刪除記錄旁邊的**刪除**方格。



Speed Dial
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.

Speed Dial Dialing Prefix: **

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

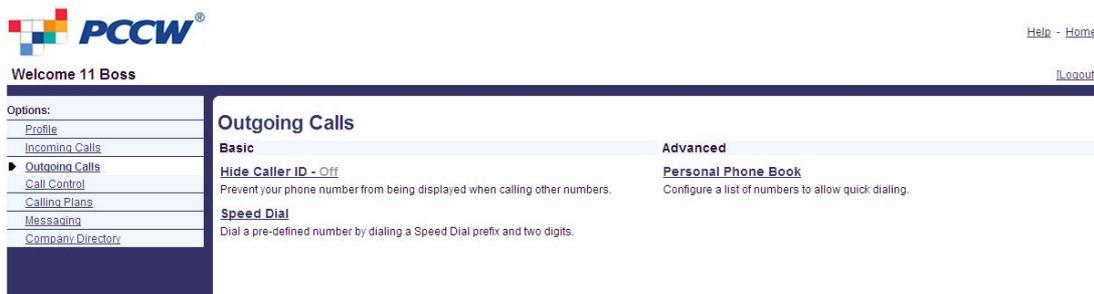
Buttons: OK, Apply, Add, Cancel

b) 按**使用**鍵保存或按**確認**鍵保存並返回上一層。

註：不可恢復已刪除記錄。

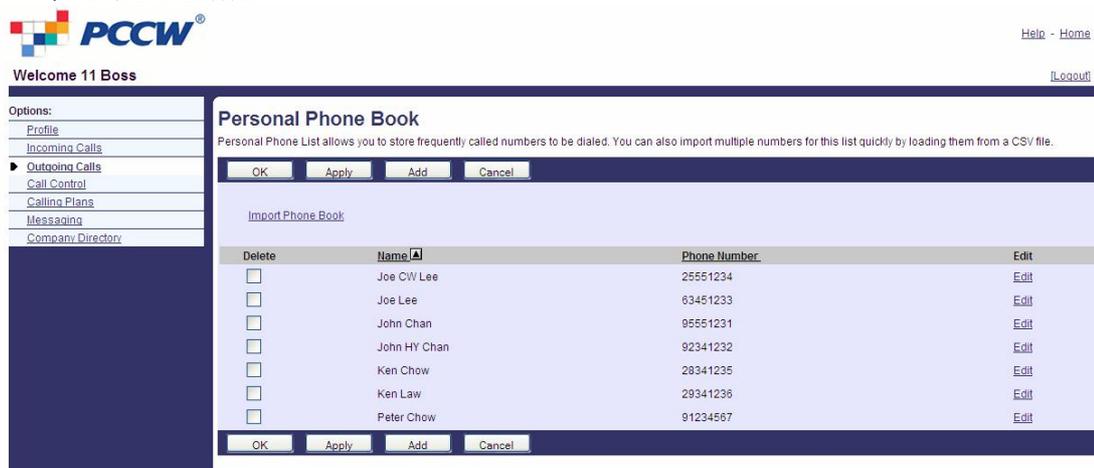
3.13. 個人電話簿

a) 按左邊選項目錄下的**撥出電話**。



The screenshot shows the 'Outgoing Calls' configuration page in the 11 Boss system. The left sidebar contains a menu with 'Outgoing Calls' selected. The main content area is divided into 'Basic' and 'Advanced' sections. Under 'Basic', there is a 'Hide Caller ID - Off' option and a 'Speed Dial' section. Under 'Advanced', there is a 'Personal Phone Book' section.

b) 按**個人電話簿**。

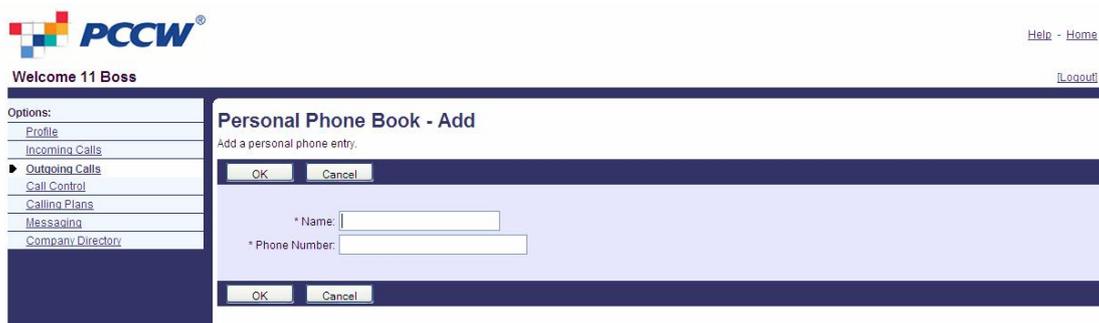


The screenshot shows the 'Personal Phone Book' list in the 11 Boss system. The left sidebar has 'Personal Phone Book' selected. The main area displays a table of contacts with columns for 'Delete', 'Name', 'Phone Number', and 'Edit'. There are 'OK', 'Apply', 'Add', and 'Cancel' buttons at the top and bottom of the list.

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

3.13.1. 為個人電話簿新增聯絡人

a) 按個人電話簿頁面的**新增**。



The screenshot shows the 'Personal Phone Book - Add' form in the 11 Boss system. The left sidebar has 'Personal Phone Book' selected. The main area contains a form with two input fields: '* Name:' and '* Phone Number:'. There are 'OK' and 'Cancel' buttons at the top and bottom of the form.

b) 輸入聯絡人姓名。

c) 輸入電話號碼。

d) 按**確認**鍵保存並返回上一層。

3.13.2. 修改個人電話簿的聯絡人

- a) 在個人電話簿頁面，按需修改記錄旁邊的**編輯**。



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

Personal Phone Book - Modify
Modify or delete a personal phone entry.

OK Delete Cancel

* Name: Joe Lee
* Phone Number: 63451233

OK Delete Cancel

- b) 編輯聯絡人姓名（如有需要）。
- c) 編輯電話號碼（如有需要）。
- d) 按**確認**鍵保存並返回上一層。

3.13.3. 刪除個人電話簿的聯絡人

- a) 在個人電話簿頁面，擇選需刪除記錄旁邊的**刪除**方格。



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

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.

OK Apply Add Cancel

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

OK Apply Add Cancel

- b) 擇選待刪聯絡人的**刪除方格**。
- c) 按**使用**鍵保存或按**確認**鍵保存並返回上一層。

3.13.4. 將聯絡人清單導入個人電話簿

- a) 按個人電話簿頁面的**導入電話簿**。



- b) 按**瀏覽**選擇包含聯絡人（須為以下格式）的 CSV 文檔進行上載。

「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」

- c) 按**使用**鍵保存或按**確認**鍵保存並返回上一層。

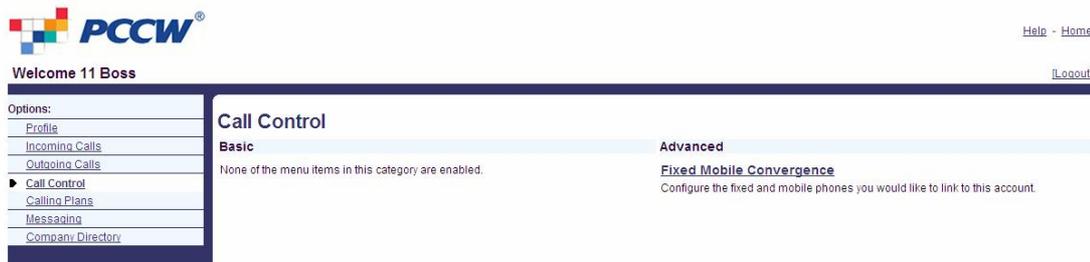
註：匯入電話簿將新增至現有電話簿後。若新匯入電話簿中包括同一個聯絡人，電話簿將再次儲存該聯絡人。

3.14. 固網／流動通訊整合

僅適用於上司／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，您既可用桌上電話，也可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) 按左邊選項目錄下的**控制台**。



The screenshot shows the 'Call Control' configuration page. On the left is a navigation menu with 'Call Control' selected. The main content area has two tabs: 'Basic' and 'Advanced'. The 'Basic' tab is active and contains the text: 'None of the menu items in this category are enabled.' The 'Advanced' tab is visible and contains the heading 'Fixed Mobile Convergence' with the instruction: '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 'Fixed Mobile Convergence' configuration page. The 'Advanced' tab is active. It features a table with one row of phone numbers. The 'Phone Number' column contains '93456789' and the 'Description' column contains 'Mobile'. There are 'OK', 'Apply', and 'Cancel' buttons at the top and bottom of the configuration area.

Phone Number	Description	Edit
93456789	Mobile	Edit

c) 按**流動電話號碼記錄**旁邊的**編輯**。



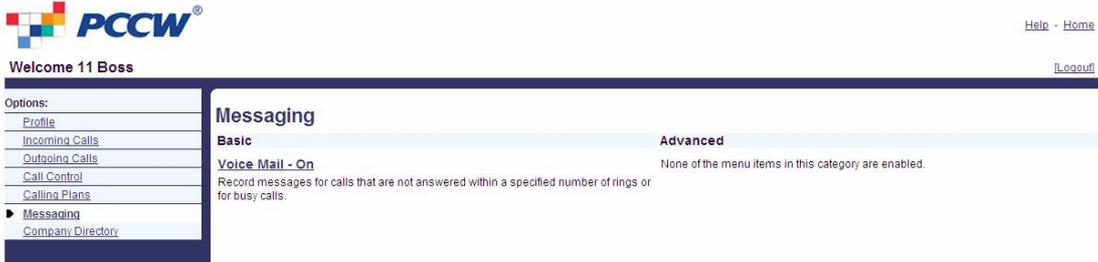
The screenshot shows the 'Fixed Mobile Convergence Phone Number Modify' page. It displays the phone number '93456789' and the description 'Mobile'. A checkbox labeled 'Enable Fixed Mobile Convergence' is checked. There are 'OK', 'Apply', and 'Cancel' buttons at the top and bottom.

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**確認**鍵保存並返回上一層。

3.15. 留言信箱

a) 按左邊**選項目錄**下的**訊息**。



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

Welcome 11 Boss

Help - Home

Logout

Messaging

Basic **Advanced**

Voice Mail - On None of the menu items in this category are enabled.
Record messages for calls that are not answered within a specified number of rings or for busy calls.

b) 按留言信箱。



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

Company > Users : 36598702

Welcome

Help - Home

Logout

Voice Mail

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.

OK Apply Cancel

Voice Mail: On Off

Send All Calls to Voice Mail
 Send Busy Calls to Voice Mail
 Send Unanswered Calls to Voice Mail

Send the message (in wave file format) to the following email address:

Allow caller to press '0' and reach your Phone Number of:

OK Apply Cancel

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認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 — 「個人資料和語言設定」。

3.16. 公司電話簿

a) 按左邊選項目錄下的公司電話簿。



The screenshot shows the PCCW 11 Boss user interface. On the left, there is a sidebar with a menu titled 'Options:' containing links for Profile, Incoming Calls, Outgoing Calls, Call Control, Calling Plans, Messaging, and Company Directory. The 'Company Directory' option is currently selected and highlighted. The main content area displays the 'Company Directory' title and a 'Basic' section with the text 'Company Directory' and 'Display the Company directory list.' In the top right corner, there are links for 'Help - Home' and 'Logout'.

b) 按**公司電話簿**。



The screenshot shows the PCCW 11 Boss user interface with the 'Company Directory' page active. The left sidebar is the same as in the previous screenshot. The main content area has a sub-header 'Company Directory' and a description: '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, there is an 'OK' button, followed by two links: 'Company Directory Summary' and 'Company Directory Detail'. A search section is titled 'Enter search criteria below' and contains two dropdown menus labeled 'Last Name' and 'Starts With', a text input field, a '+' button, and a 'Search' button. At the bottom of the search section, there is another 'OK' button. The top right corner shows 'Help - Home' and 'Logout' links.

c) 按**搜索**列出所有公司聯絡人或輸入搜索標準以搜索具體的聯絡人。

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**確認**鍵保存並返回上一層。