


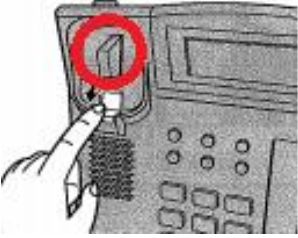


## one communications – CVG Analog phone set quick reference

Updated: Aug 2016

Features	Instructions
Dialing out	Lift the handset + (Phone no.) + [ # ] Note: No need to dial [ 9 ] before the phone no.
Intercom dialing	Lift the handset + (Extension no.) + [ # ]
Speed dialing	To dial: Lift the handset + [ * ] + [ * ] + (code no. 00 - 99) + [ # ]
Volume adjustment	Press Navigator key  , To set volume up:  , To set volume down:  .
Holding call	To hold: (Call connected) + Press “On hook” key, To retrieve: (Call held) + Press “On hook” key (Please find “On hook” key in remark)
Call waiting	To set: [ * ] [ 1 ] [ 7 ] + [ # ] To cancel: [ # ] [ 1 ] [ 7 ] + [ # ]
All call forwarding	To set: [ * ] [ 0 ] [ 5 ] + ( phone / extension no.) + [ # ] To cancel: [ # ] [ 0 ] [ 5 ] + [ # ]
All call forwarding (remote setting)	Use any other phone: (Dial 2205 1111 or 2562 0111) + (Your phone no.) + [ # ] + (Voicemail passcode) + [ # ] + [ 3 ]
Busy call forwarding	To set: [ * ] [ 2 ] [ 5 ] + ( phone / extension no.) + [ # ] To cancel: [ # ] [ 2 ] [ 5 ] + [ # ]
No answer call forwarding	To set: [ * ] [ 3 ] [ 5 ] + ( phone / extension no.) + [ # ] To cancel: [ # ] [ 3 ] [ 5 ] + [ # ]
Do not disturb (DND)	To set: [ * ] [ 0 ] [ 1 ] + [ # ] To cancel: [ # ] [ 0 ] [ 1 ] + [ # ]
Call transfer - Blind transfer	(Call connected) + Press “On hook” key + dial third party phone no. + [ # ] + do not wait for answer and end call (Please find “On hook” key in remark)
Call transfer - Consultation transfer	(Call connected) + Press “On hook” key + dial third party phone no. + [ # ] + wait for answer and end call (Please find “On hook” key in remark)
Conferencing call	(Call connected) + Press “On hook” key + dial third party phone no. + [ # ] + wait for answer + press “On hook” key (Please find “On hook” key in remark)

Features	Instructions
Group pick-up	Lift the handset + [ * ] [ 1 ] [ 1 ] + [ # ]
Call pick-up	By feature access code, applicable to ALL extensions: Lift the handset + [ * ] [ 2 ] [ 1 ] + (Ringing extension no.) + [ # ]
Listen to voicemail	Lift the handset + [ * ] [ 9 ] [ 0 ] + [ # ]
Listen to voicemail (outside office)	Using other phone: (Dial 2205 1111) + (Your phone no.) + [ # ] + (Your voicemail passcode) + [ # ] + [ 1 ]
IDD & chargeable call password	To lock: [ * ] [ 0 ] [ 4 ] + [ # ] + (System will prompt to enter password) + (Password) + [ # ] To unlock: [ # ] [ 0 ] [ 4 ] + [ # ] + (System will prompt to enter password) + (Password) + [ # ]
Remark: "On hook" key	

CVG Analog phone set model: Panasonic KX-TSC10MX

Service hotline number: **1833 111**

**one communications** help link: [http://www.pccwone.com/eng/new\\_version\\_help.html](http://www.pccwone.com/eng/new_version_help.html)

Voice mail box and email reminder: customer is recommended to clean up voice mail box and email regularly.