

## Prioritize Plus



Pocket Guide

### Add Contact to Phonebook

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Add Contact].
- Step 2** Select [Phone] icon, then click [Add Contact].
- Step 3** Complete the details and click [Save].

### Add Buddy

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Add Buddy].
- Step 2** Tick [X] the desired contact and then click [Add Buddy].



### Make a Call

- Step 1** Enter the tel. no. in the Dial [\_\_\_\_\_] box.
- Step 2** Click [Call].

### Make a Call via Phonebook/Buddy List

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Phone].
- Step 2** Click a name in the Phonebook/Buddy List for the Phonebook record, select the tel. no. from the pull-down menu first.

Pick up your handset when it rings and let connected.

### Make a Conference Call

- Step 1** Enter the tel. no. in the Dial [\_\_\_\_\_] box and press [Add] on your keyboard, or click the [Add] to the name from the Phonebook/Buddy list to add the telephone no./ the name into the call list.
- Step 2** Click [Call] to initiate the conference call.

### Listen to Voicemail

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Mail].
- Step 2** Click [Mail] under Subject to listen your chosen Voicemail.



### Personal Fax

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Fax].
- Step 2** Enter the fax no. [\_\_\_\_\_] in the input box or select fax no. from [Mailbox], then click [Add].
- Step 3** Click [Send] to upload your file and then click [Send].

### Webmail

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Mail].
- Step 2** Click the sender name to view the new message or click [Reply] to write a new message.

## 「優先自選通訊」服務



使用錦囊

### 在電話簿內新增聯絡人

- 步驟一** 請在「優先自選通訊」工具列中按下 [▼] 選擇新增聯絡人 [Add Contact]。
- 步驟二** 選擇 [電話] 的通訊類別。
- 步驟三** 輸入聯絡人資料，然後按 [儲存]。

### 新增郵件

- 步驟一** 請在「優先自選通訊」工具列中按下 [▼] 選擇新增郵件 [Add Mail]。
- 步驟二** 對應已新增的聯絡人，然後按 [選擇郵件]。



### 撥號

- 步驟一** 於號碼 [\_\_\_\_\_] 內輸入你想撥出的電話號碼。
- 步驟二** 按 [撥電話] 的按鈕。

### 以電話簿郵件名單撥號

- 步驟一** 請在「優先自選通訊」工具列中按下 [▼] 選擇新增郵件 [Add Mail]。
- 步驟二** 於電話簿郵件名單中，選擇你想新增之聯絡人，以選擇你想撥出的號碼，按 [選擇郵件] 的按鈕。

當您的電話號碼響起時，請速接聽並轉接對號。

### 電話會議

- 步驟一** 在號碼 [\_\_\_\_\_] 內輸入你想撥出的電話號碼，然後於號碼上的 [Add] 或 [電話簿郵件名單] 選擇你想新增之聯絡人，以選擇你想撥出的號碼，按 [撥電話] 的按鈕。
- 步驟二** 按 [撥電話] 的按鈕。

### 收發留言信箱

- 步驟一** 請在「優先自選通訊」工具列中按下 [▼] 選擇新增郵件 [Add Mail]。
- 步驟二** 於號碼下的留言信箱內按 [撥電話]。



### 私人傳真

- 步驟一** 請在「優先自選通訊」工具列中按下 [▼] 選擇新增郵件 [Add Mail]。
- 步驟二** 於號碼 [\_\_\_\_\_] 內輸入你想撥出的電話號碼，然後按 [選擇郵件] 的按鈕。
- 步驟三** 按 [選擇] 上或選擇傳真的文件，然後按 [選擇]。

### 網上電郵

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**Sabine Zange**



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