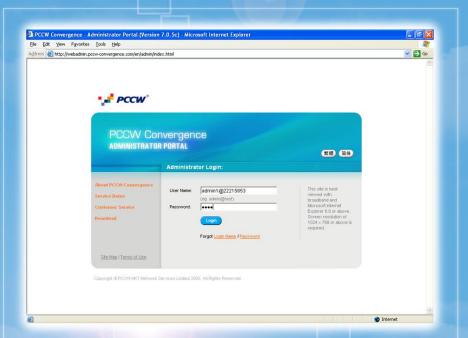


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# PCCW Convergence®

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# **Administrator Manual**





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PCCW Convergence® Administrator Manual

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### PCCW Convergence<sup>®</sup> Administrator Manual

Welcome to PCCW Convergence Administrator Portal. PCCW Convergence Administrator Portal allows you to manage your company settings – including user accounts and corporate phonebook – anytime anywhere at your fingertips!

Simply follow the below procedures to set up PCCW Convergence service for your company!

## 1.1 Login Administrator Portal

Follow these **three steps** to login Administrator Portal.

### Step 1

Connect your PC to internet and launch browser. PCCW Convergence Administrator Portal supports Microsoft<sup>®</sup> Internet Explorer 6.0 or above. Screen resolution of 1024 x 768 or above is required.

### Step 2

Enter this URL to go to the Administrator Portal. http://webadmin.pccw-convergence.com

Step 3

Enter User Name and Password, then click Login .

If you have forgotten your PCCW Convergence Administrator user name or password, please contact our Customer Service to reset the password for you.

### 1.2 Change Administrator Password

You will be asked for your initial administrator ID and password in the service subscription form.

During your first time login to Administrator Portal, you will be asked for changing your password. Furthermore, you are recommended to change your password periodically. Simply follow these **two steps** to change your password.

Step 1 Go to Change Password

#### Step 2

Enter your old password, then enter your new password twice. Password should be at most 16 letters of alphanumeric. Then click **Save**.

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PCCW Col Administrato			
	Administrator Login:	繁體(简	体
About PCCW Convergence Service Demo	User Name: admin1@22215853	This site is best viewed with	
Customer Service	Password ••••	broadband and Microsoft Internet Explorer 6.0 or abov	e.
Download	Login	Screen resolution of 1024 x 768 or above required.	
	Forgot Login Name / Passiv		
Site Map   Terms of Use			
Set Map   Terms of Case			
Copyright @ PCCM4HKT Network	ervices Limited 2005. All Rights Reserved.		



### PCCW Convergence<sup>®</sup> Administrator Manual

### 1.3 Add User Accounts -

For Company Using Citinet/Direct Exchange Line

If your company is using PABX or Keyline, please visit the next session **1.4 Add User Accounts – For Company Using PABX/Keyline**.

If your company is using Citinet or Direct Exchange Line, simply follow these **four steps** to add new users.

### Step 1 Go to User Accounts . Then click Add User .

### Step 2

The **Add User** screen appears. Input the following <u>mandatory fields</u>:

**Directory Number** – Select from the Drop-down box to choose the user's telephone number.

**Login name** – at most 15 letters of text (e.g. paulwong). This is the user name for the user to access the User Portal.

**Password** – at most 16 letters of text (e.g. hk!1234). This is the password for the user to access the User Portal.

**First Name and Last Name** – at most 20 letters of text (e.g. Paul Wong). This is the name displayed in the User Portal after user login.

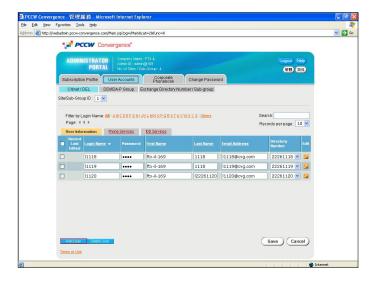
### Email Address – at most 50 letters

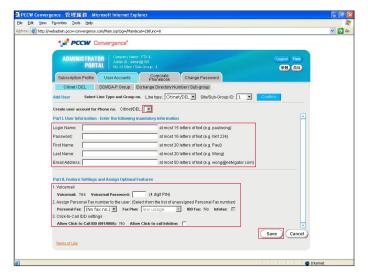
(e.g. paulwong@company.com). This is where the user's incoming Personal Faxmail and Voicemail will be sent to. PCCW Convergence supports any email service, such as Business NETVIGATOR mailbox or your company email server. Simply check if the email address is correct and accessible by the user.

### Step 3

Input the following optional fields if applicable:

**Voicemail password** – Only applicable if line is subscribed to PCCW Convergence Voicemail service. Enter a four digit PIN for users to access the voicemail system by phone (from his office phone or remote access by 28883888 (Chinese) & 28883838 (English)).





**Personal Fax** – Use the drop-down box to assign a Personal Fax number and fax service class to the user. If the Personal Fax number is subscribed to IDD Fax, select the checkbox if you allow the user to use Infofax.

**Click-to-Call IDD** – Only applicable if the line is subscribed to Click-to-call IDD. Select the checkbox if you allow the user to click-to-call Infoline.

### Step 4

Click **Save** . You will return to the previous screen with the user account created. The user can login User Portal now!

### PCCW Convergence<sup>®</sup> Administrator Manual

### **1.4 Add User Accounts** – For Company Using PABX/Keyline

If your company is using Citinet or Direct Exchange Line, please visit the previous session **1.3 Add User Accounts** – For Company Using Citinet or Direct Exchange Line.

If your company is using PABX or Keyline, simply follow these **four steps** to add new users.

### Step 1

Go to User Accounts . Then click Add User .

### Step 2

The **Add User** screen appears. Input the following <u>mandatory fields</u>:

**DDI Level** – Select from the Drop-down box to choose the <u>first six digits</u> of user's telephone number e.g. 255566 if user's telephone number is 25556688

**Extension** – Enter the <u>last two digits</u> of the user's telephone number e.g. 88 if user's telephone number is 25556688.

**Login name** – at most 15 letters of text (e.g. paulwong). This is the user name for the user to access the User Portal.

**Password** – at most 16 letters of text (e.g. hk!1234). This is the password for the user to access the User Portal.

**First Name and Last Name** – at most 20 letters of text (e.g. Paul Wong). This is the name displayed in the User Portal after user login.

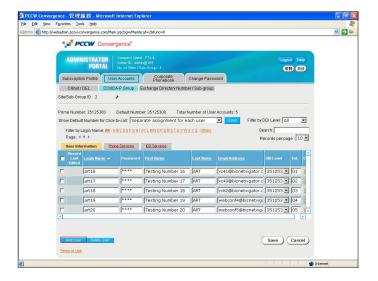
#### Email Address – at most 50 letters

(e.g. paulwong@company.com). This is where the user's incoming Personal Faxmail and Voicemail will be sent to. PCCW Convergence supports any email service, such as Business NETVIGATOR mailbox or your company email server. Simply check if the email address is correct and accessible by the user.

#### Step 3

Input the following optional fields if applicable:

**Personal Fax** – Use the drop-down box to assign a Personal Fax number and fax service class to the user. If the Personal Fax number is subscribed to IDD Fax, select the checkbox if you allow the user to use Infofax.



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tp://webadmin.pcow-con	nvergence.com/Main.jsp?pg=/Main8cat=28/func=8
📢 PO	CW Convergence*
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	PORTAL No. of Sites / Sub-Group: 4
Subscription	n Profile User Accounts Corporate Change Password
Citinet / E	DEL DDWDA-P Group Exchange Directory Number / Sub-group
Add User	Select Line Type and Group no. Line type: DDI/IDA-P V Site/Sub-Group ID: 2 V Confirm
Create user ac	ccount for Phone no. DDI Level: 351253 T Extension:
Part I. User Inf	formation - Enter the following mandatory information
Login Name:	at most 15 letters of text (e.g. paulwong)
Password:	at most 16 letters of text (e.g. hkl1234)
First Name:	at most 20 letters of text (e.g. Paul)
Last Name:	at most 20 letters of text (e.g. Wong)
Email Address	
Part II. Feature	e Settings and Assign Optional Features
	onal Fax number to the user: (Select from the list of unassigned Personal Fax number)
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2. Click-to-Call Allow Click 1	
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Allow Click-t 3. Other feature	e settings
Allow Click-t 3. Other feature	

**Click-to-Call IDD** – Only applicable if the DDI Group is subscribed to Click-to-call IDD. Select the checkbox if you allow the user to click-to-call IDD and Infoline.

**Caller number display for click-to-call** – Only applicable if the DDI Group is subscribed to normal Caller Number Presentation function. You can set the caller display for click-to-call to User Phone Number or Company Prime Number. **Note** - For PABX/Keyline using DDI line, the caller number presentation would be set to Out-of-area during service subscription.

#### Step 4

Click **Save** . You will return to the previous screen with the user account created. The user can login User Portal now!

### PCCW Convergence® Administrator Manual

## 1.5 Upload Corporate Phonebook

PCCW Convergence Corporate Phonebook is a database of useful contacts. It is available to everyone in your organization using PCCW Convergence.

Simply follows **<u>two steps</u>** to add one entry into your Corporate Phonebook.

### Step 1

Click Add in the Phonebook to go to the Add Contact page.

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Su	Ibscription	Profile User Act	counts Corporate	Change	Password		
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Filte	by Full Na	me: All • ABCDEEG	HINKLMNOPORSIUY	VYXYZ Chinese	Names Other	3 Advanced Record Filter	Search
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		Ftx-bgl-ca1-cc03- 170 22215852	Ptx-bgl-ca1-cc03-170	22215852	Manag	I5852@cvg.com	
		Ftx-bgl-ca2-cc01-	Ptx-bgl-ca2-cc01-170	22215853	Manag	15853@cvg.com	2
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### Step 2

Input the contact information and click **Save** . The following fields are <u>mandatory</u>:

- First name and Last name (at least one)
- Phone numbers (at least one)

PCCW C	convergence"			
ADMINISTRAT Port				(Logout) (Help) (原始) (高体)
Subscription Profile	User Accounts	Corporate Phonebook	Change Password	
Browse Phonebook	Upload from CSV File	Export to CSV Fil	le	
Full Name: First Name.* Lisst Name.* Title: Email Address: Business Fax: Company: Department: Office Name: Address:			50 letters of alphanum 50 letters of alphanum at most 20 digits ; 50 ro wtth "*" 100 letters of alphanum	ric erseas number, start ieric
Terms of Use				Save Cancel

### PCCW Convergence® Administrator Manual

## 1.5 Upload Corporate Phonebook

### Import Corporate Phonebook

You can import a CSV file from local hard disk into your Corporate Phonebook. On the right is a sample template of a CSV file. You are recommended to use this template and then add the relevant data.

\* Max. no# of Corporate Phonebook is up to 1000 records per upload.

The following phonebook fields are <u>mandatory</u> for each record:

- First name and Last name (at least one)
- Phone numbers (at least one)

#### Step 1

#### Select CSV file for import

Click Upload from CSV File in the Corporate Phonebook. Then click Browse to choose the .csv file in your local hard disk for uploading. Then click Upload . Note: Tick I First row of CSV file is column header box

#### Step 2

#### Map the Column Header with Phonebook field

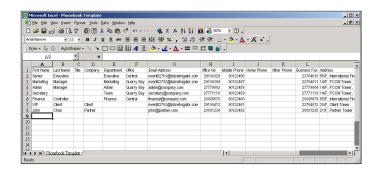
Map the Column Header of CSV File with Phonebook field. Then click **Save** to continue.

### Step 3

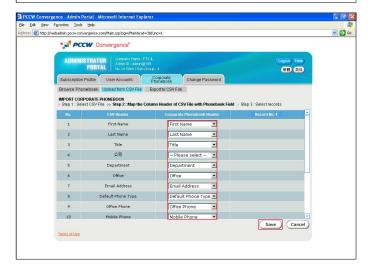
#### Select Records to Import

Select which records to import or select all to import all entries. Then click **Save** to confirm the import into the database.

You will return to the previous screen with the phonebook entries created. All users in your organization can see the phonebook now!







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Subscrip	Subscription Profile User Accounts			Corporate Phonebook	Change Password			
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Step 1 : Filter by Fu	Select C	SV File			ep 3 : Select no more than 1000 rec Chinese Names (Others) Advanced F	ecord Filter	_	
Page: 4 1						Records pe	r page : 1	• •
Import all	Record Last Edited					Business Fax		Mob
9			Admin Manager	·	admin@company.com	27739038	2888080	
			Financial Controller		financial@company.com	27739038	9641111	
9			John Chan	· · · · · · · · · · · · · · · · · · ·	john@partner.com	27739038	9641111	
			Marketing Manager		event52702@biznetvigati	x com 22704011	2019090	

## PCCW Convergence® Administrator Manual

## 1.6 Logout

We recommend you to logout Administrator Portal and close the browser when you leave your desk. Simply click Logout .

	Logout Help
ange Password	繁體(简体)

# 2. View Subscription Profile

PCCW Convergence<sup>®</sup>

Administrator Manual

You can easily view the details of your company's subscribed PCCW Convergence service by **Subscription Profile**.

## 2.1 Citinet/Direct Exchange Line

View those Citinet or Direct Exchange Lines which are subscribed to PCCW Convergence service.

**Citinet/Direct Exchange Line no.** – The directory number of the Citinet or Direct Exchange Line subscribed to PCCW Convergence service.

**In Use** – Indicate if a user account has been created for this line.

**Voicemail** – Indicate if this line is subscribed to PCCW Convergence Voicemail feature.

**Click-to-Call IDD** – Indicate if this line is subscribed to click-to-call IDD service.

**Do not show caller number** – Indicate if this line is subscribed to Restricted Calling Line Identification service. If yes, all click-to-call by this line will present **"Private"** to the destination phone.

PCCW (	Convergence"					
ADMINISTRAT	IOR Company N Admin D : e	lame : FTX-IL admin@169 : / Sub-Group : 4			(Logout) (Help 東田) (新井	
Subscription Profile	User Accounts	Corpora	ate pok	Change Password		
Citinet / DEL	DDMDA-P Group					
Citinet and DEL lines s	ubscribed with Prio	ritize Plus Service				
Total number of Citine	bDEL lines: 14	Site/Group Numl	per: 1			
Page: 4 1 ▶			_		Records per page: 20 👱	
Citinet.DEL no.	In Use	Voicemail	Allow IDD	Click-to-Call IDD Account Code Service	Do not show caller number	-
23700274	Yes	Yes	Yes	Yes	No	
23700409	Yes	Yes	Yes	Yes	No	
23700414	Yes	Yes	Yes	Yes	No	
23700447	Yes	Yes	Yes	Yes	No	
23700459	Yes	Yes	Yes	No	No	
23700476	Yes	Yes	Yes	Yes	No	
23700644	Yes	Yes	Yes	Yes	No	
27860014	Yes	Yes	Yes	Yes	No	
27860046	Yes	Yes	Yes	Yes	No	
27860114	Yes	Yes	Yes	No	No	
Terms of Use						<b>E</b> .

# 2. View Subscription Profile

### PCCW Convergence® Administrator Manual

### 2.2 PABX/Keyline

View those PABX/Keyline customers which are subscribed to PCCW Convergence service.

**Total number of DDI/IDA-P Groups** – Each PABX/Keyline will require a group of DDI/IDA-P. Hence it shows the number of PABX or Keyline in your company. Simply click on **Select Group Number to view DDI/IDA-P Group** to select which group you want to view.

The followings are information for each DDI/IDA-P Group:

**Prime Number** – The prime number of this DDI/IDA-P group.

**Default Number** – Under most circumstances, the Default Number is the same as the Prime Number.

**Click-to-call IDD** – Indicate if this group is subscribed to click-to-call IDD service. If yes, you can then assign Click-to-call IDD service to each user within this group in **User Accounts**.

**Show "Out of area" for Outgoing Caller ID** – If subscribed, all click-to-call by users in this group will present "Out-ofarea" to the destination phone. Applicable to PABX or Keyline using DDI lines.

**Restrict Caller ID Presentation** – If subscribed, all clickto-call by users in this group will present **"Private"** to the destination phone.

The followings are information for each DDI number range:

**DDI Level** – The DDI number range subscribed to Prioritize Plus service. Each range contains 100 phone numbers. Hence the number range will show the first 6 digits e.g. 255566\*\*.

**No. of User Accounts** – The number of user accounts subscribed for this DDI number range. It is the number of user accounts you can create in **User Accounts** for this DDI number range.

**User Accounts in Use** – The number of user accounts already created for this DDI number range in User Accounts.

	Favorites Tools Help			
🗃 http://	webadmin.pccw-convergence.com/Main.jsp			× 1
	PCCW Convergence			
	ADMINISTRATOR PORTAL Company Name : FTX Admin D : admin@17 No. of Stes / Sub-On		(Logout) (Help) 家務 (高休)	
	Subscription Profile User Accounts	Corporate Phonebook Change Password		
	Citinet / DEL DDIADA-P Group	Others		
	DDI / IDA-P subscribed with Prioritize Plus Service Total number of DDVIDA-P Groups: 2			
	Select Site/Group Number to view DDI/IDA-P Group	x 2 🕨		
	Prime Number: 35125300 Click-to-Call IDD: Yes Show*Out-of-Area* for Outpoing Caller ID: No	Default Number: 35125300 Account Code Service: Yes Restrict Caller ID Presentation: No	Total number of User Accounts: 10	
	DDI Level	No. of User Accounts	User Accounts in Use	
	351253**	10	5	
	Terms of Use			

# 2. View Subscription Profile

### PCCW Convergence® Administrator Manual

## 2.3 Others

View other information about your company's PCCW Convergence service subscription.

**Size of corporate phonebook** – The maximum number of entries in your corporate phonebook.

**Personal Fax High usage plan** – The number of high usage plan subscribed. Simply assign to user in **User Accounts**.

**Personal Fax Superior usage plan** – The number of premium usage plan subscribed. Simply assign to user in User Accounts.

Personal Fax – Personal Fax number subscribed.

**IDD Fax** – Indicate if this Personal Fax number can send IDD fax.

**In Use** – Indicate if this Personal Fax number has been assigned to a user account.

PCCW Convergence - Admin Portal - Microsoft Internet Explorer			
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	14 orporate Change Password	(logat) (Hite) STD (RR)	
Size of corporate phonebook: 5000 entries Personal Fax Totaino, of Personal Fax: 21 Page: 412	: 10 (in use: 3) Superior usage	e plan: 10 (in use: 7) Records per page : 20 💌	
Personal Fax	IDD Fax	In Use	
24091658	No	Yes	
24094655	No	Yes	
24094656	No	Yes	
24094657	No	Yes	
24094659	No	Yes	
26679666	Yes	Yes	
26679667	Yes	Yes	
Terms of Use			
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PCCW Convergence<sup>®</sup> Administrator Manual

### 3.1 Overview

The User Accounts section of Administrator Portal let you create the relationship between end users and PCCW Convergence service.

A user account contains all user details relevant to the service, including the user's directory number, user name and password. In this section, you can add, delete and edit the features and services available to end users.

The user accounts are organized by telephone line types. If your company is using Citinet or Direct Exchange Line, Citinet/Direct Exchange Line section list all user accounts using Citinet or Direct Exchange Line in one view. If your company is using PABX or Keyline, DDI/IDA-P section list all user accounts using DDI/IDA-P extension; and are organized in DDI/IDA-P groups.

The major functions in this page includes:

User Information/Phone Services/IDD Services - Use these buttons to navigate all the fields of the user accounts.

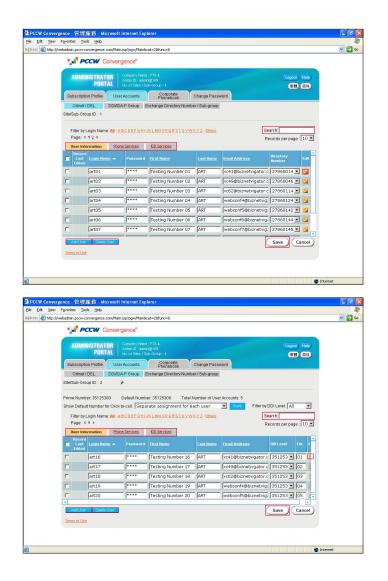
Search – simply enter a name or directory number for search for a user account.

Add User - Add a new user account in the Add User page.

**Delete User** – Check the box for the entries to delete and click Delete User to delete the user account permanently.

Edit - Go to the Edit User page to edit this user account.

Save – Alternatively, simply edit the fields in this page and click Save to save the changes.



PCCW Convergence<sup>®</sup>

### Administrator Manual

### 3.2 Add User Accounts -

For Company Using Citinet/Direct Exchange Line

If your company is using PABX or Keyline, please visit the next session **Add User Accounts – For Company Using PABX/Keyline**.

If your company is using Citinet or Direct Exchange Line, simply follow these **four steps** to add new users.

Step 1 Go to User Accounts . Then click Add User .

Step 2

The **Add User** screen appears. Input the following <u>mandatory fields</u>:

**Directory Number** – Select from the Drop-down box to choose the user's telephone number.

**Login name** – at most 15 letters of text (e.g. paulwong). This is the user name for the user to access the User Portal.

**Password** – at most 16 letters of text (e.g. hk!1234). This is the password for the user to access the User Portal.

**First Name and Last Name** – at most 20 letters of text (e.g. Paul Wong). This is the name displayed in the User Portal after user login.

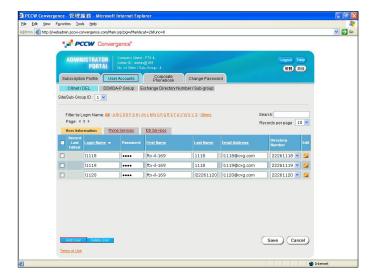
### Email Address – at most 50 letters

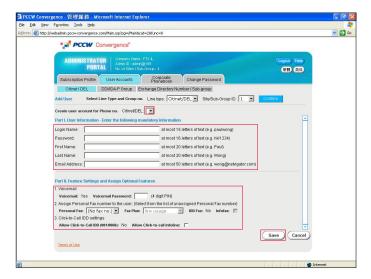
(e.g. paulwong@company.com). This is where the user's incoming Personal Faxmail and Voicemail will be sent to. PCCW Convergence supports any email service, such as Business NETVIGATOR mailbox or your company email server. Simply check if the email address is correct and accessible by the user.

### Step 3

Input the following optional fields if applicable:

**Voicemail password** – Only applicable if line is subscribed to PCCW Convergence Voicemail service. Enter a four digit PIN for users to access the voicemail system by phone (from his office phone or remote access by 28883888 (Chinese) & 28883838 (English)).





**Personal Fax** – Use the drop-down box to assign a Personal Fax number and fax service class to the user. If the Personal Fax number is subscribed to IDD Fax, select the checkbox if you allow the user to use Infofax.

**Click-to-Call IDD** – Only applicable if the line is subscribed to Click-to-call IDD. Select the checkbox if you allow the user to click-to-call Infoline.

### Step 4

Click **Save** . You will return to the previous screen with the user account created. The user can login User Portal now!

### PCCW Convergence<sup>®</sup>

### Administrator Manual

### **3.3 Add User Accounts –** For Company Using PABX/Keyline

If your company is using Citinet or Direct Exchange Line, please visit the previous session Add User Accounts – For Company Using Citinet or Direct Exchange Line.

If your company is using PABX or Keyline, simply follow these **four steps** to add new users.

#### Step 1

Go to User Accounts . Then click Add User .

### Step 2

The **Add User** screen appears. Input the following <u>mandatory fields</u>:

**DDI Level** – Select from the Drop-down box to choose the <u>first six digits</u> of user's telephone number e.g. 255566 if user's telephone number is 25556688

**Extension** – Enter the <u>last two digits</u> of the user's telephone number e.g. 88 if user's telephone number is 25556688.

**Login name** – at most 15 letters of text (e.g. paulwong). This is the user name for the user to access the User Portal.

**Password** – at most 16 letters of text (e.g. hk!1234). This is the password for the user to access the User Portal.

**First Name and Last Name** – at most 20 letters of text (e.g. Paul Wong). This is the name displayed in the User Portal after user login.

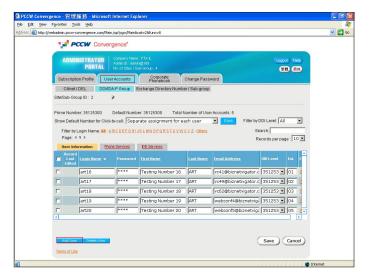
#### Email Address – at most 50 letters

(e.g. paulwong@company.com). This is where the user's incoming Personal Faxmail and Voicemail will be sent to. PCCW Convergence supports any email service, such as Business NETVIGATOR mailbox or your company email server. Simply check if the email address is correct and accessible by the user.

### Step 3

Input the following optional fields if applicable:

**Personal Fax** – Use the drop-down box to assign a Personal Fax number and fax service class to the user. If the Personal Fax number is subscribed to IDD Fax, select the checkbox if you allow the user to use Infofax.



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Create user ac	ount for Phone no. DDI L	evel: 351253 💌 Extern	ision:	_	
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Password:	[	at most 1	6 letters of text (e.g. hkl1234)		
First Name:		at most 2	0 letters of text (e.g. Paul)		
Last Name:			0 letters of text (e.g. Wong)		
Email Address		at most 5	0 letters of text (e.g. wong@netvigator.com	n)	
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**Click-to-Call IDD** – Only applicable if the DDI Group is subscribed to Click-to-call IDD. Select the checkbox if you allow the user to click-to-call IDD and Infoline.

**Caller number display for click-to-call** – Only applicable if the DDI Group is subscribed to normal Caller Number Presentation function. You can set the caller display for click-to-call to User Phone Number or Company Prime Number. **Note** - For PABX or Keyline using DDI line, the caller number presentation would be set to Out-of-area during service subscription.

#### Step 4

Click **Save**. You will return to the previous screen with the user account created. The user can login User Portal now!

## 3.4 Change Users' Directory Number

After using PCCW Convergence service, you may wish to change the directory number of a user account. If the new directory number is not yet in use by any user account, simply go to **Edit User** page to assign the new number.

On the other hand, there may be circumstances that you may wish to swap users' directory numbers without deleting any user account. Simply follow these **three steps**.

#### Step 1

Click Exchange Directory Number/Sub-group in User Accounts .

### Step 2

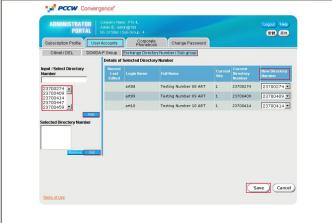
A box listing all directory numbers in use for PCCW Convergence service will appear. Simply highlight the numbers you wish to swap. Then click Add to add into the **Selected Directory Number** selection box. Then click Get .

#### Step 3

The right screen will then display the user names and numbers of your selection. Simply choose their new directory numbers from the drop-down box **New Directory Numbers** then click **Save**.

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### 4.1 Overview

PCCW Convergence Corporate Phonebook is a database of useful contacts. It is available to everyone in your organization using PCCW Convergence.

The Corporate Phonebook screens are designed similarly to the User Accounts screens. You can easily browse and edit the entries easily.

The major functions in this page includes:

**General/Contact/Company** – Use these buttons to navigate all the fields of the phonebook.

**Search** – Simply enter a name or directory number to search for a phonebook entry.

**Add** – Add a new phonebook contact in the Add Contact page.

**Delete** – Check the box for the entries to delete and click Delete to delete the phonebook entries permanently.

**Edit** – Go to the Edit Contact page to edit this phonebook entry.

**Save** – Alternatively, simply edit the fields in this page and click Save to save the changes.

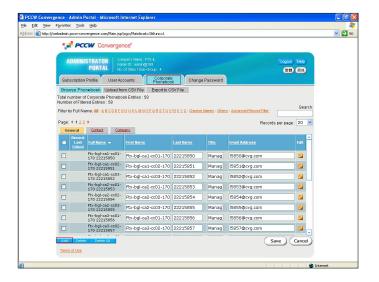
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						Save	Cancel	

## 4.2 Upload Corporate Phonebook

Simply follow these **<u>two steps</u>** to add one entry into your Corporate Phonebook.

Step 1 Click Add in the Phonebook to go to the Add Contact PCCW Convergence®

### Administrator Manual



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### Step 2

page.

Input the contact information and click **Save** . The following fields are <u>mandatory</u>:

- First name and Last name (at least one)
- Phone numbers (at least one)

## 4.2 Upload Corporate Phonebook

### Import Corporate Phonebook

You can import a CSV file from local hard disk into your Corporate Phonebook. On the right is a sample template of a CSV file. You are recommended to use this template and then add the relevant data.

\* Max. no# of Corporate Phonebook is up to 1000 records per upload.

The following phonebook fields are <u>mandatory</u> for each record:

- First name and Last name (at least one)
- Phone numbers (at least one)

#### Step 1

### Select CSV file for import

Click Upload from CSV File in the Corporate Phonebook. Then click Browse to choose the .csv file in your local hard disk for uploading. Then click Upload . Note: Tick I First row of CSV file is column header box

### Step 2

### Map the Column Header with Phonebook field

Map the Column Header of CSV File with Phonebook field. Then click **Save** to continue.



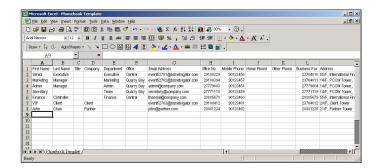
### Select Records to Import

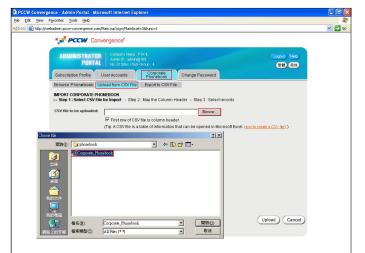
Select which records to import or select all to import all entries. Then click **Save** to confirm the import into the database.

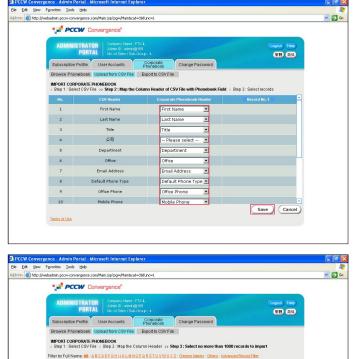
You will return to the previous screen with the phonebook entries created. All users in your organization can see the phonebook now!

### PCCW Convergence®

### Administrator Manual







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4		Admin Manager	í	admin@company.com	27739038	2888080	
F		Financial Controller		financial@company.com	27739038	9641111	
R		John Chan		john@partner.com	27739038	9641111	
R		Marketing Manager		event52702@biznetvigator.com	23704011	2918080	

## PCCW Convergence®

Administrator Manual

# 4.3 Export Corporate Phonebook to CSV files

You can easily save a backup of your Corporate Phonebook into your local hard disk as a CSV file. Simply follow these **three steps**.

### Step 1

Click Export to CSV File .

### Step 2

Map the Phonebook field with your preferred column headers for the CSV file. Click **Export**.

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EXPORT CO		to CSV File	
No.	Corporate Phonebook Header	CSV Header	-
1	First Name	First Name	
2	Last Name	Last Name	
3	Title	Title	
4	Company	Company	
5	Department	Department	
6	Office	Office	
7	Email Address	Email Address	
8	Default Phone Type	Default Phone Type	
9	Office Phone	Office Phone	
Terms of Use			Export Cancel

### Step 3

Depending on the size of your Corporate Phonebook, wait for a few moments for the system to make your CSV file. After the File Download page appears, click • **Save this file to disk** to save the file to your local hard disk.

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# 5. Manage Administrator Password

PCCW Convergence®

Administrator Manual

You will be asked for your initial administrator ID and password in the service subscription form.

During your first time login to Administrator Portal, you will be asked for changing your password. Furthermore, you are recommended to change your password periodically. Simply follow these **two steps** to change your password.

Step 1

Go to Change Password

Step 2

Enter your old password, then enter your new password twice. Password should be at most 16 letters of alphanumeric. Then click **Save**.

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		Save Cancel
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# 6. Logout

## PCCW Convergence® Administrator Manual

We recommend you to logout Administrator Portal and close the browser when you leave your desk. Simply click Logout

