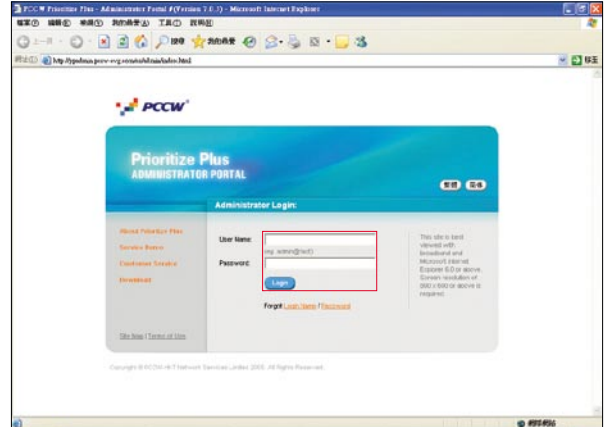


Prioritize Plus Administrator Getting Start >>>

For Citinet / DEL Users

Step 1

Using the administrator account, login to the Prioritize Plus Administrator Portal (login name and password can be found in your service activation letter)

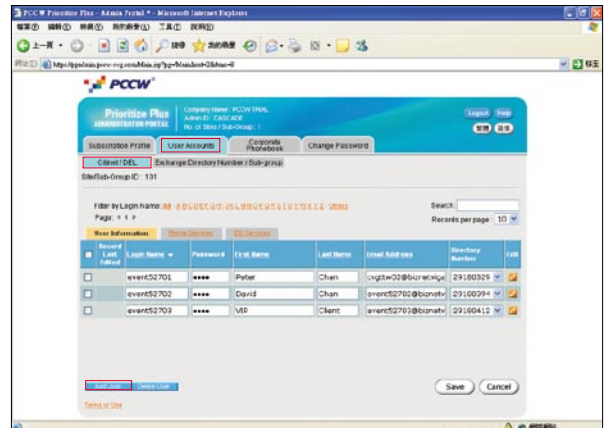


Step 2

Select **User Account**

Step 3

Select **Citinet / DEL** for users working on PCCW Citinet or direct line phone services, then click **Add User**



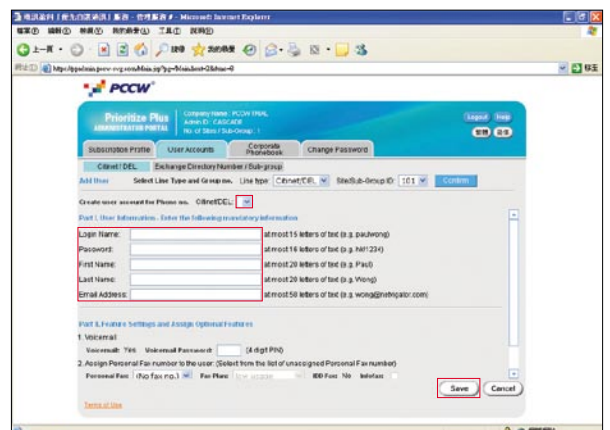
Step 4

Select the **Citinet/DEL phone number** you desire from the pull-down menu (Phone no.)

Step 5

Input the user's login information

- Login name: The user's unique login name
- Password: The user's initial password for logging-in to the service
- First Name: The user's first name
- Last Name: The user's last name
- Email Address: The email address at which the user will receive Prioritize Plus voicemail and fax messages



Step 6

Press **Save** to confirm the details

Step 7

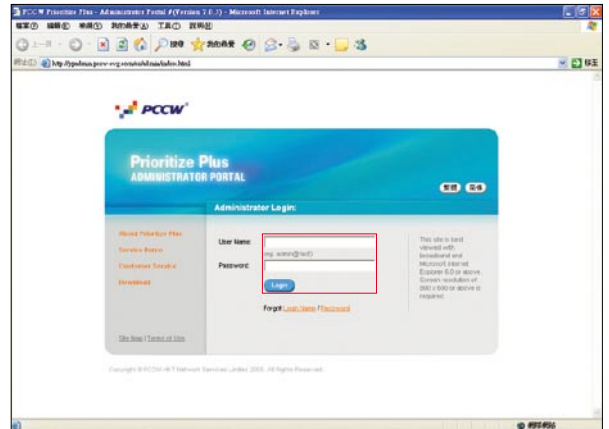
Repeat steps 4-6 for each Prioritize Plus user

Prioritize Plus Administrator Getting Start >>>

For DDI / IDA-P Users

Step 1

Using the administrator account, login to the Prioritize Plus Administrator Portal (login name and password can be found in your service activation letter)

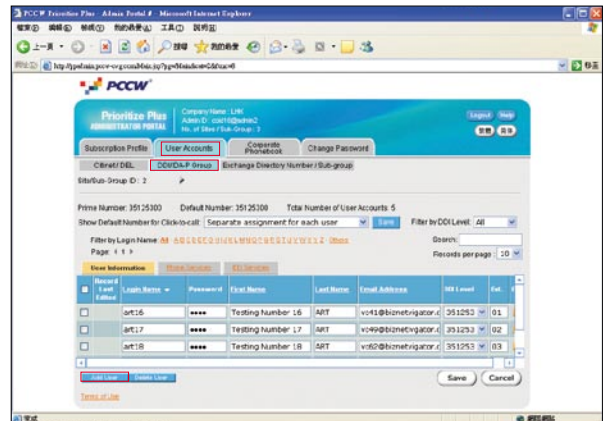


Step 2

Select **User Account**

Step 3

Select **DDI/IDA-P Group** for users working on PCCW DDI or IDA-P (PABX or Keylines system user), then click **Add User**



Step 4

Select the user's **DDI/IDA-P** level prefix from the pull-down menu (e.g., if the user has the directory number 2234-1188, select 2234-11)

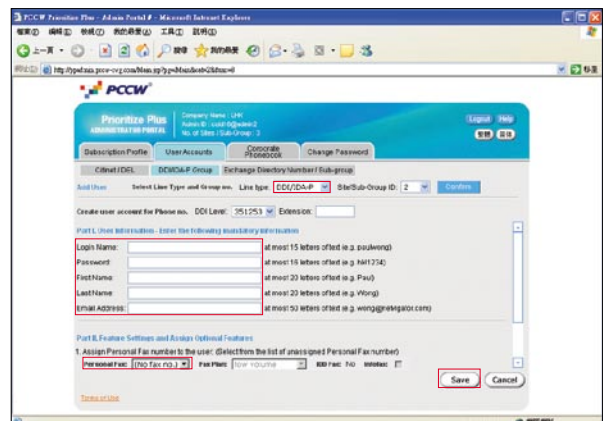
Step 5

Key in the user's extension (e.g., 88)

Step 6

Input the user's login information

- Login name: The user's unique login name
- Password: The user's initial password for logging-in to the service
- First Name: The user's first name
- Last Name: The user's last name
- Email Address: The email address at which the user will receive Prioritize Plus voicemail and fax messages



Step 7

Assign a Personal Fax number to the user by selecting a fax number from the pull-down menu

Step 8

Press **Save** to confirm the details

Step 9

Repeat steps 4-8 for each Prioritize Plus user

Prioritize Plus Administrator Getting Start >>>

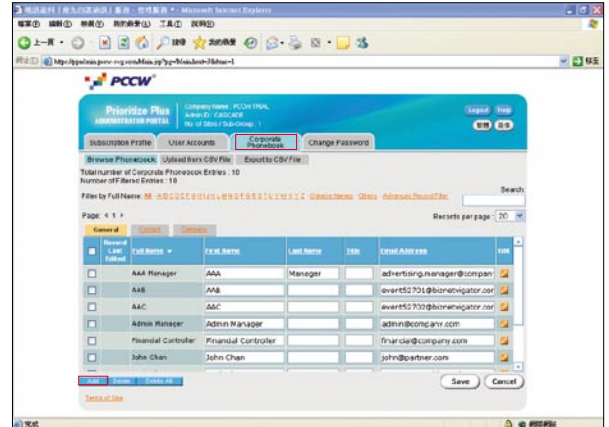
Create Phonebook Record

Step 1

Select Corporate Phonebook to review your phonebook records

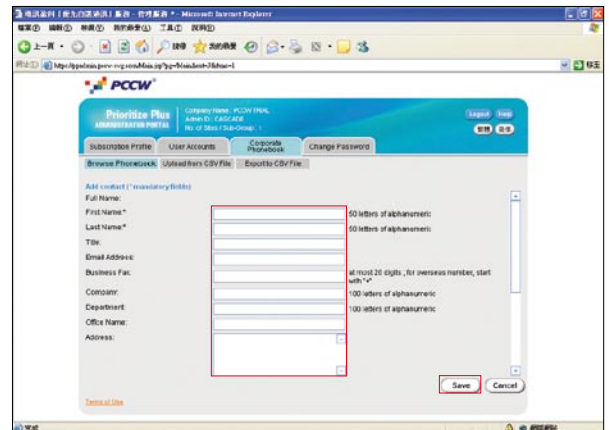
Step 2

Click **Add** to create a new record



Step 3

Input the contact details and click **Save**



Prioritize Plus Administrator Getting Start >>>

Import Phonebook Records by Uploading a CSV File

Step 1

Select **Corporate Phonebook** to review your phonebook records

Step 2

Select **Upload from CSV File**

Step 3

Input the CSV filename or click on the **Browse** button to select the file, then press **Upload**

Step 4

After the file has been uploaded to the server, map the field names and click **Save** to confirm the details

Step 5

Click **Save** to confirm the new phonebook records

