

## For Citinet / DEL Users

#### Step 1

Step 2

Step 3

Add User

Select User Account

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

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

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

#### 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





## 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)

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#### Step 7

Assign a Personal Fax number to the user by selecting a fax number from the pull-down menu (Fax no.) -

Step 8

Press **Save** to confirm the details

Step 9

Repeat steps 4-8 for each Prioritize Plus user

## 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 DDI/IDA-P 💽 (e.q., 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



## 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** 

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### 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** 



Save Cancel

#### 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