

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 [Name], then click [Add Contact].
- Step 3** Complete the details and click [Add].

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 [Phonebook].
- 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 [Voicemail].
- Step 2** Click [Voicemail] under Subject to listen your chosen Voicemail.



Personal Fax

- Step 1** Pull-down [▼] menu in the Prioritize Plus toolbar and select [Personal Fax].
- Step 2** Enter the fax no. [_____] in the input box or select fax no. from [SelectFaxNo()], 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 [Webmail].
- Step 2** Click the sender name to view the new message or click [New] 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 [姓名] 的通訊類別 [SelectCategory]。
- 步驟三** 輸入聯絡人姓名、然後按 [Add]。

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 [姓名] 的聯絡人，然後按 [Add Mail]。



撥號

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

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，選擇你想對電之聯絡人，以選擇你想對電之號碼，按 [撥電話號碼] 即可。

當您的電話號碼響起時，請速接聽並轉達郵件。

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] 或加電話簿郵件名單中的 [Add] 選擇你想撥出的電話號碼，按 [撥電話號碼]。
- 步驟二** 按 [撥電話號碼]。

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收發留言。



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 [_____] 內輸入你想對電之聯絡人，以選擇你想對電之號碼，然後按 [Add]。
- 步驟三** 按 [撥電話號碼] 上傳傳真的文件，然後按 [Add]。

網上電郵

- 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 [姓名] 的聯絡人按 [網上電郵]。

Pocket Guide Word Template

Jeff Webb

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

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Word Pocket Guide Walter J. Glenn, 2002 Microsoft Word the ubiquitous word processing program we all know and love So rich in features is Word that regardless of your level of expertise there s always more you can master Whether you are a power user help desk staff or anyone who wants to use advanced shortcuts or solve problems you ll want to keep a copy of the Word Pocket Guide nearby Packed with information this compact guide is a useful condensed tool that covers Microsoft Word s keyboard shortcuts user interface commands and tasks This handy little book is easy to use anywhere it s the perfect quick reference for all users who want to complete tasks faster without having to plow through a thousand page tutorial The Word Pocket Guide covers Word 2002 2000 and 97 It includes A brief explanation of how Word works behind the scenes An extensive guide section for common tasks as well as little known solutions Reference tables for keyboard shortcuts regular expressions and common file locations If you re new to Word this book will get you up to speed quickly If you consider yourself an advanced user you ll be surprised and pleased with some of the new Word tricks this book will teach you

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Microsoft Office XP Exam Reference Pocket Guide Course Technology, Jennifer Campbell, 2002 A great tool to use as a study companion reference guide or to brush up on Microsoft Office skills

Word Hacks Andrew Savikas, 2004-11-22 As one of the applications in Microsoft Office Word is the dominant word processing program for both Windows and Mac users Millions of people around the globe use it But many if not most of them barely skim the surface of what is possible with Microsoft Word Seduced by the application's supposed simplicity they settle for just what's obvious even if it doesn't satisfy their wants and needs They may curse the wretched Bullets and Numbering buttons multiple times a day or take hours to change the font size of every heading in a lengthy report yet they're reluctant to dig deeper to take advantage of Word's immense capabilities and limitless customization tools Let Word Hacks be your shovel Let it carve your way into Word and make this most popular and powerful application do precisely what you

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