



For enquiries and service appointment, please call
CSC Help Desk at 3442 7658

Warning: Do not unplug, remove or change the location of IP phone yourself. Otherwise, network interruption may be resulted. Please call our CSC Help Desk to arrange a service appointment.

Your phone number	'3442' + 4-digit extension number shown on the LCD screen, e.g., 34426123.
To place an internal call	 Uplift the handset and dial a 4-digit internal extension number.
To place an external call	 Uplift the handset and dial '0' and a telephone number.
To forward all calls to another telephone number	<p> To forward all calls to an internal extension, press the 'Forward' or 'CFwdALL' soft key and then press a 4-digit internal extension number.</p> <p> To forward all calls to an external telephone number, press the 'Forward' or 'CFwdALL' soft key and then press '0' and telephone number.</p> <p> <input type="checkbox"/> To cancel the forwarding feature, press the 'Forward' or 'CFwdALL' soft key.</p>
Access Voice mail	<p>The red light on the handset lights up when you have voice mail messages and the LCD displays the number of message you have received.</p> <p> <input type="checkbox"/> Uplift the handset and press the 'Msgs' soft key to access the message system and follow the voice instructions.</p> <p> Uplift the handset and dial '6000' to access the message system and follow the voice instructions.</p> <p> When you are out of office, dial '34426000', enter your extension number and password followed by '#' to access the message system.</p> <p> Press '*' to skip the voice instructions given and move ahead.</p> <p> When recording voice message, press '#' to skip the voice instructions.</p>

Transfer a call	 To transfer a call: <ol style="list-style-type: none">1. During a call, press the 'Transfer' soft key. This places the call on hold (Press the 'EndCall' soft key and then the Resume soft key to return to the original call).2. Press a 4-digit internal extension number to transfer the call to this internal extension.3. When it rings on the other end, press the 'Transfer' again.4. Hang up if handset is used.
Redial a number	 Uplift the handset and press the 'Redial' soft key.
Pick up a call from any extension within your pick-up group	 To pick up a call from any extension within your pick-up group: <ol style="list-style-type: none">1. Uplift the handset of your phone.2. Press the 'more' soft key until the 'Pickup' soft key is shown.3. Press the 'Pickup' soft key to transfer the call to your extension.