



Rhino Africa Phone System

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Your Desk Phone

Blow Images outlines the mail features of your desk phone.

1 Company Directory

Button [Dir] This is online companywide directory of all users extensions.

2 Group Pick Up

Button [GPickUp] When you need to pick up another call with in your team. Lift handset press GPickup and take thecal.

3 Voice Mail

Button [Message] press this button to retrieve your voice mail. Please refer to the voice mail section for further information on your voice mail setup.

4 Call History and last number redial

Button {up Arrow and RD] The up arrow will allow you to access all your call history.
Button [RD] will redial your last number.

5 Call Transfer

When you are on a call and would like to transfer to another extension. Press the Trans button on the LCD screen and dial the required extension followed by #





Voice Mail

Your extension will ring to Voice Mail under the follow circumstances.

- 1 – IF your call is not answered after 15 seconds
- 2 – IF press the reject button when you phone rings.

Once a Voice Mail has been left you will be notified in 2 formats.

- 1 – The Message light on your phone will turn green, this indicated you have messages.
- 2 – You will receive an email notification with the attached voice message.

1 How to setup up you Voice Mail

Dial 9999 (Or press the Message button on your phone)

Press 0 For Mail box options
Press 1 to Record Message and Press #
Press 1 To accept Your Message
or 2 to listen your recoding and 3 to record it once again.

Once you happy with your recording you can hang up.

2 How to retrieve your Voice Mail

1 – You will receive an email with the voice mail message.

Or

1 – Press the message button on your phone (or dial 9999)

Press 1 For New Messages
Press 7 To delete the

Web Interface / Web Phone

<https://pbx.rhinoafrica.com>

Username – your primary email address.

Password – letmein

The user web interface allows you to keep your information up-to-date and have control over how your phone will operate. Once you be logged into the interface you will have a number of options.

Main Features of the web interface:

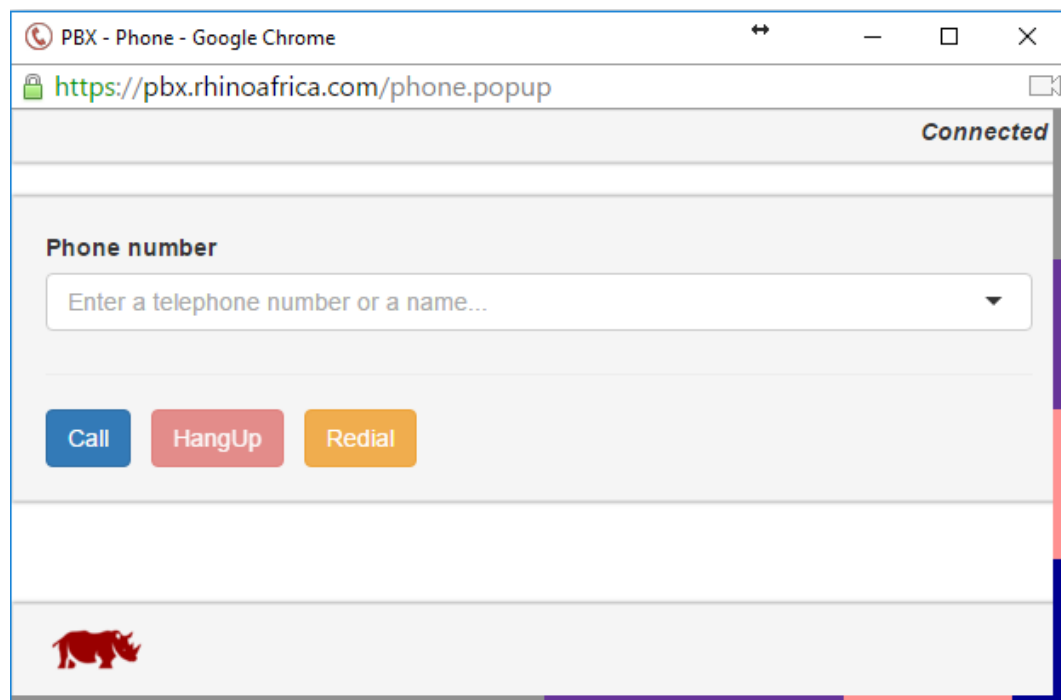
Phone Application – This a web version of your normal desk phone. All the features you have on your desk phone can be used in this interface.

Directory – You will have access to the company telephone directory.

Your Profile – Under your profile you can update your user information and divert your phone to your cell phone or direct to Voice Mail.

Using the Web Phone:

Once you have logged in to your computer you can select the Phone option in the menu. Your web phone will pop out. From here you are able to make and receive calls using your local internet browser. Once again call quality depends on your internet speed.



Accepting Toll Free Number:

If you are working from home and would like to accept Toll Free number from your web interface you can turn this feature on and off via the web interface. Toggle the Toll free switch to on.












Changing your profile

Once you have logged in to the PBX web interface you can select your name in the top right hand corner to access your profile.

From within your profile you are able to change how your phone ring. For example, you are able to divert your extension to your cell phone. To do this simple select forward to cell phone from the drop down menu.

Alternative you can dial 12 from your handset and follow the instruction.

My profile

	manuela@rhinoafrika.de	
	Password	
	Title Manuela Wilfart	
	2643	
	Telephone	
	0727257613	
	Disabled Disabled Forward to Cellphone Forward to Voicemail	
		
	Postal Address	 Same as Physical Address
