

## Mr Carpet – Further phone instructions

### To log in and out of Hunt Groups

Press either the Hunt Group Login or Logout button dial the group number that you want to join or leave followed by the # Key.

### Hunt Group Voicemail

#### To record Voicemail Greetings for each hunt group

From any phone dial \*17 when prompted enter the relevant hunt group number followed by #, enter the access code (0870 followed by the group number and #).

When you access the voicemail for the first time the system will take you through a tutorial which will help you to set up the greetings.

#### To Retrieve Messages

Press the Envelope button, scroll down until the shop name is highlighted, you will see how many New/Old/Saved messages you have, press OK, you can then scroll through the messages and listen, forward, save or delete them as required.

#### Hunt Group Numbers are:-

Head Office	3001
Warehouse	3002
Fulham	3003
Putney	3004
Sheen	3005
Raynes Park	3006

### One X Portal Web Application

Open a web browser, type in to the web address <https://192.168.13.1:8443/onexportal.html>.

At the login screen enter your username (your full name with no spaces) and then your password (0870 followed by your extn number).