



Xplus100 Analog Telephone Quick Reference Card

Extension Name: _____

Extension Number: _____

Extension Pswd: _____

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Answering a Call

1. When an incoming call rings to your phone, pick up the handset, press the talk or speaker button.
2. When you are through, place the handset back in the cradle, press the talk or speaker button.

Placing an Outside Call

1. Pick up the handset or Press the speaker button
2. Dial 9 or 700~747 (depending on Configuration).
3. Dial the number and talk.
4. When you are through, place the handset back in the cradle, press the talk or speaker button.

Placing an Intercom Call

1. Dial the extension number.
2. When you are through, place the handset back in the cradle, press the talk or speaker button.

Placing a call on Hold

1. While speaking to an inside or outside party, press the flash button (if equipped).
2. To retrieve the call, Dial the CO Line #0 + LN or press the flash butotn again (if equipped).

Paging

1. Dial 4 0 0 for All Call Page
2. To page a group dial 4 0 + 1 - 6 group
3. Make announcement
4. Hang up

Personal Speed Dial Bin Locations:

5 0 0

5 0 1

5 0 2

5 0 3

5 0 4

5 0 5

5 0 6

5 0 7

5 0 8

5 0 9

5 1 0

5 1 1

5 1 2

5 1 3

5 1 4

Call Voice Mail - Analog Telephone

Press the preprogrammed voice mail button.

Enter Default Password: _____

Enter a New Password: _____

The voicemail will announce how many messages are in the mailbox.

1 - Press 1 to listen to messages

After listening to a message:

- 1 - Replay
- 2 - Save
- 3 - Delete
- 4 - Reply
- 5 - Envelope Information
- 6 - Copy
- * - Skip

Mailbox Menu Options

- 1 - Listen to messages
- 2 - Send a Message
- 3 - Change Password
- 4 - Record Greeting
- 5 - Record Name
- 6 - Pager Notification
- 7 - Cellular Telephone
- 8 - Assistant Extension
- 9 - Direct Message Delivery
- 0 - Transfer
- * - Clipboard Recordings

Conferencing

1. While on a telephone call, press hold
2. Make the next call:
 - a. Press a line button and dial the telephone number.
 - b. Dial an extension number
3. Press the Conf. button to establish the conference.
4. Repeat steps 2 and 3 for up to three additional parties.

Transferring a Call

1. While speaking to the calling party, press the Transfer button.
2. Press the programmed button or dial the extension number of the person that will receive the call.
3. When the party at the extension answers, or if the extension is in voice announce mode, you may announce the caller.
4. Hang up to complete the transfer

SLT Features and Feature codes

- Access Specific CO Line 700-747
- Account Code 4
- Attendant 0
- Authority Code (traveling COS) # 55
- Call Back #91
- Call Forward #2(y) Y =
 - 0 – Idle Forward
 - 1 – Busy Forward
 - 2 – Direct Forward
 - 3 – Follow Me

- 4 – No Answer
- 5 – Busy/No Answer
- 6 – External Call Forward
- Call Pickup Directed #54
- Call Pickup Group #53
- Camp On (Busy Extension) Ext + 2
- Camp On (Busy CO Line) #
- CO Line Access 9
- Directed Call Pick Up # 53
- Do Not Disturb (DND) # 4
- Extension Password - Phone Lock #97
- Extension Reminder #92
- Extension Reminder Delete F*92
- Flash (PBX/CO) # 3
- Group Call Pickup # 54
- Hold Retrieve (SLT) Same Extension * 6
- Hold Retrieve (SLT) Different Extension * 7 EEE
- EEE=Extension
- Hot Line # #4
- Last Number Redial #8
- Message Waiting # 96 Send#*96 Cancel
- Page 40(Z) Z=
 - 0 – All Call
 - 1 – External Page Only
 - 2 – System All Call
 - 3 + g = 1-6 Group
- Page Answer (Meet Me) # 59
- Phone Lock # 97
- Pulse to Tone *
- Speed Dialing (SLT)
 - # 1 to store
 - * 1 to Dial
- Voice Mail #64