Xplus100
Quick Reference Card

Extension Name: _____

Extension Number: _____

Extension Pswd: _____

XPlus100DPQRC 6/2006
Copyright XBLUE Networks, 2006

Answering a Call

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

Placing an Outside Call

1. Pick up the handset or Press the speaker button
2. Dial 9 or Press an available CO Line button.
3. Dial the number and talk.
4. When you are through, place the handset back in the cradle or press the speaker button.

Placing an Intercom Call

1. Dial the extension number or Press the preprogrammed Intercom Button or Pick up the handset and dial the extension number of the person you wish to speak with.
2. When you are through, place the handset back in the cradle or press the speaker button.

Change from Handset to Speakerphone

1. While talking on the handset, press the Speaker button (The LED will light).
2. Place the handset on the cradle.

Change from Speakerphone to Handset

1. Pick up the handset. The speakerphone will be deactivated.

Placing a call on Hold

1. While speaking to an inside or outside party, press the hold button.
2. To retrieve the call, press the corresponding Line button, or press the hold button again.

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 exension answers, or if the extension is in voice announce mode, you may announce the caller.
4. Hang up to complete the transfer

Direct Mailbox Transfer

1. While speaking to the calling party, press the preprogrammed voice mail button.
2. Press the preprogrammed button or dial the extension number
3. Hang up to complete the trasfer

Paging

1. Use the Navigation Keys or dial 4 0 0
2. Select [all] for everyone, [extern] for external only, [both] for internal and external, or group for a specific group 1 - 6
3. Make announcement
4. Hang up

Call Voice Mail

The display will show how many new and saved messages you have. For example, when you have 1 new and 1 saved message the following will be displayed. N:1 S:1

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

Personal Speed Dial Bin Locations

⑤⓪⓪ _____

⑤⓪① _____

⑤⓪② _____

⑤⓪③ _____

⑤⓪④ _____

⑤⓪⑤ _____

⑤⓪⑥ _____

⑤⓪⑦ _____

⑤⓪⑧ _____

⑤⓪⑨ _____
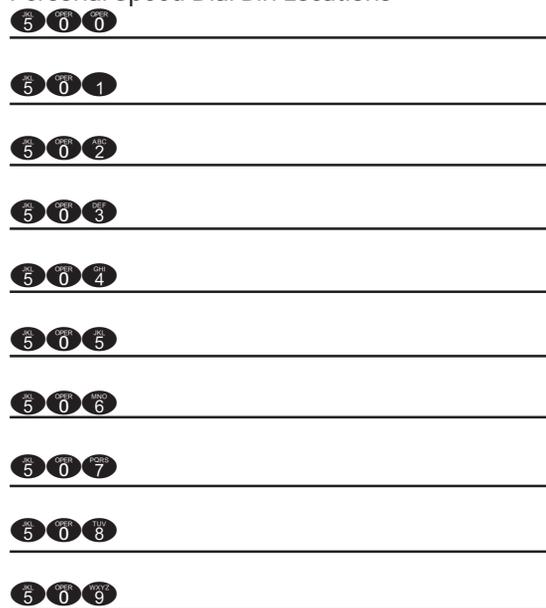
Conferencing
1. While on a telephone call, press hold
2. Make the next call:
   a. Press a line button and dial the telephone number.
   b. Dial an extension number
3. Press the Conf. button to establish the conference.
4. Repeat steps 2 and 3 for up to three additional parties.

Navigation Keys
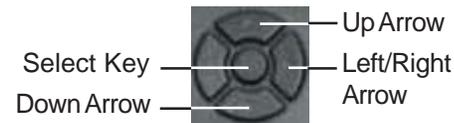
The following features can be found on the Navigation keys:

Call Log
Stores up to 50 inbound and 50 outbound telephone numbers. Scroll through, to find the desired number, Press the select key to dial.

Speed Dialing
Stores up to 80 System speed dial bins. Press the down arrrow to start at the beginning of the list. Press the select key to dial.

Feature Codes
Review feature codes and directory numbers

Extension Directory Numbers
Scroll through a list of directory numbers

Paging
Press the down arrow to select a group, or press the up arrow to select all page.

Background Music
Digital telephones may monitor background music. Use the select key to enable/disable.