#### Xplus100 Voice Mail - First Time Mailbox Owner Setup

- 1. Press Feature button
- 2. Press 6 4 on dial pad
- 4. Press (Mailbox Options)
- 5. Press (Greetings)
- 6. Press ② (Record Greetings)
- 7. Press (Record Name)
- 8. Press (After Saying Your First and Last Name)
- 9. Press (Record Greetings)
- Press (Record the Greeting "This is Joe, please leave a message")
- 11. Press (After Recording Mailbox Greeting)
- 12. Press (Mailbox Options)
- 13. Press (Password)

Note: For privacy reasons, DO NOT USE A SPEAKERPHONE when changing the mailbox password as the system repeats (announces) the new password.

# Xplus100

Flash Voicemail Quick Reference

## Main Menu

#### Listen to Messages



While playing a message:

- Replay message
- **6** Copy message to another mailbox
  - -Copy with comments
  - Copy without comments
- **7** Rewind 5 seconds
- Pause/restart message playback
- **⑤** Fast forward
- # Skip to next message
- Cancel message playback

After listening to a message:

- Replay
- 2 Save
- 3 Delete
  - # Confirm delete
- Reply to sender
- Time and date
- 6 Copy message to another mailbox
  - **1** -Copy with comments
  - Copy without comments
- Cancel

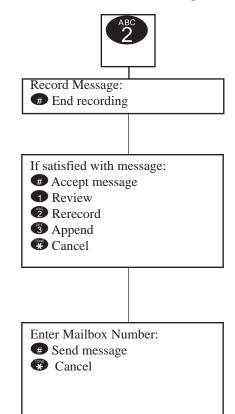
#### Remote Mailbox Access



From Main Menu:

- # Enter your mailbox number and your password
- Listening to your greeting:
- # Enter your password

## Send A Message



Use the "③" key to back up one menu level. If you are on the first level, the "⑤" key will force the voicemail to hang up.

### Mailbox Options



Mailbox Greetings:

- 1 Review -
- Record -
- 3 Delete
- 1 Name
- Mailbox greeting
- Temporary greeting



Password
Enter new password



Out Call Notification

- Activate/Deactivate
- 4 Dial beeper number



Transfer Options

- Transfer to your extension
- Transfer to your mailbox