

Xblive networks

45p 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, or if equipped press the talk or speaker button.
2. When you are through, place the handset back in the cradle, or press the talk or speaker button.

Placing an Outside Call

1. Pick up the handset, or if equipped press the talk or speaker button.
2. Dial 9 or # + the CO Line 01-09 i.e. #01 for line 1.
3. Dial the desired telephone number and talk.
4. When you are through, place the handset back in the cradle, or if equipped 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 button again (if equipped).

Paging

1. Dial [#]5[0][0][0] for All Call Page
2. To page a group dial [#]5[0] + [1]-[6] group
3. Make announcement
4. Hang up

Transferring a Call

1. While speaking to the calling party, press the flash button (if equipped) or press and release the hookswitch.
2. Dial the desired extension.
3. When the party at the extension answers, or if the extension is in voice announce mode, you may announce the caller... or simply
4. Hang up to complete the transfer

Voice Mail

1. When a new voice mail message is left in a mailbox, you will hear interrupted (Stutter) dialtone.
2. Dial #64 to access voice mail.
3. Enter voice mail password and listen to messages.
4. Hang up when done.

Call Voice Mail

When a new voice mail message is left in your mailbox you will be notified by interrupted (stutter) tone, when you go off hook. To access your voice mailbox dial #64.

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

0 0 _____

0 1 _____

0 2 _____

0 3 _____

0 4 _____

0 5 _____

0 6 _____

0 7 _____

0 8 _____

0 9 _____

1 0 _____

1 1 _____

1 2 _____

1 3 _____

1 4 _____

1 5 _____

Feature Codes:

<input type="checkbox"/> 4	Account Code	4
<input type="checkbox"/> #55	Authority Code	
<input type="checkbox"/> #91	Call Back	
<input type="checkbox"/> #2(x)	Call Forward	
<input type="checkbox"/> #20	Idle Forward	
<input type="checkbox"/> #21	Busy Forward	
<input type="checkbox"/> #22	Direct Forward	
<input type="checkbox"/> #23	Follow Me Forward	
<input type="checkbox"/> #24	No Answer Forward	
<input type="checkbox"/> #25	Busy No/Answer	
<input type="checkbox"/> #54	Call Pickup (Directed)	
<input type="checkbox"/> #53	Call Pickup (Group)	
<input type="checkbox"/> Ext + 2	Camp On (Extension)	
<input type="checkbox"/> #	Camp On (CO Line)	
<input type="checkbox"/> #4	Do Not Disturb (DND)	
<input type="checkbox"/> #97	Extension Password	
<input type="checkbox"/> #92 set, #*92 clear	Extension Reminder	
<input type="checkbox"/> #3	CO Line Flash	
<input type="checkbox"/> *6	Hold Retrieve	
<input type="checkbox"/> *7 + Extension	Hold Retrieve (remote)	
<input type="checkbox"/> #8	Last Number Redial	
<input type="checkbox"/> #96 set, #*96 clear	Message Waiting	
<input type="checkbox"/> #50(z)	Paging	
<input type="checkbox"/> #500	All Call	
<input type="checkbox"/> #501	Extension Only	
<input type="checkbox"/> #503 + (group 1-9)	System (All Call)	
<input type="checkbox"/> #59	Group	
<input type="checkbox"/> *	Page Answer	
<input type="checkbox"/> #1 to store, *1 to dial	Pulse to Tone	
<input type="checkbox"/> #64	Speed Dial	
	Voice mail	