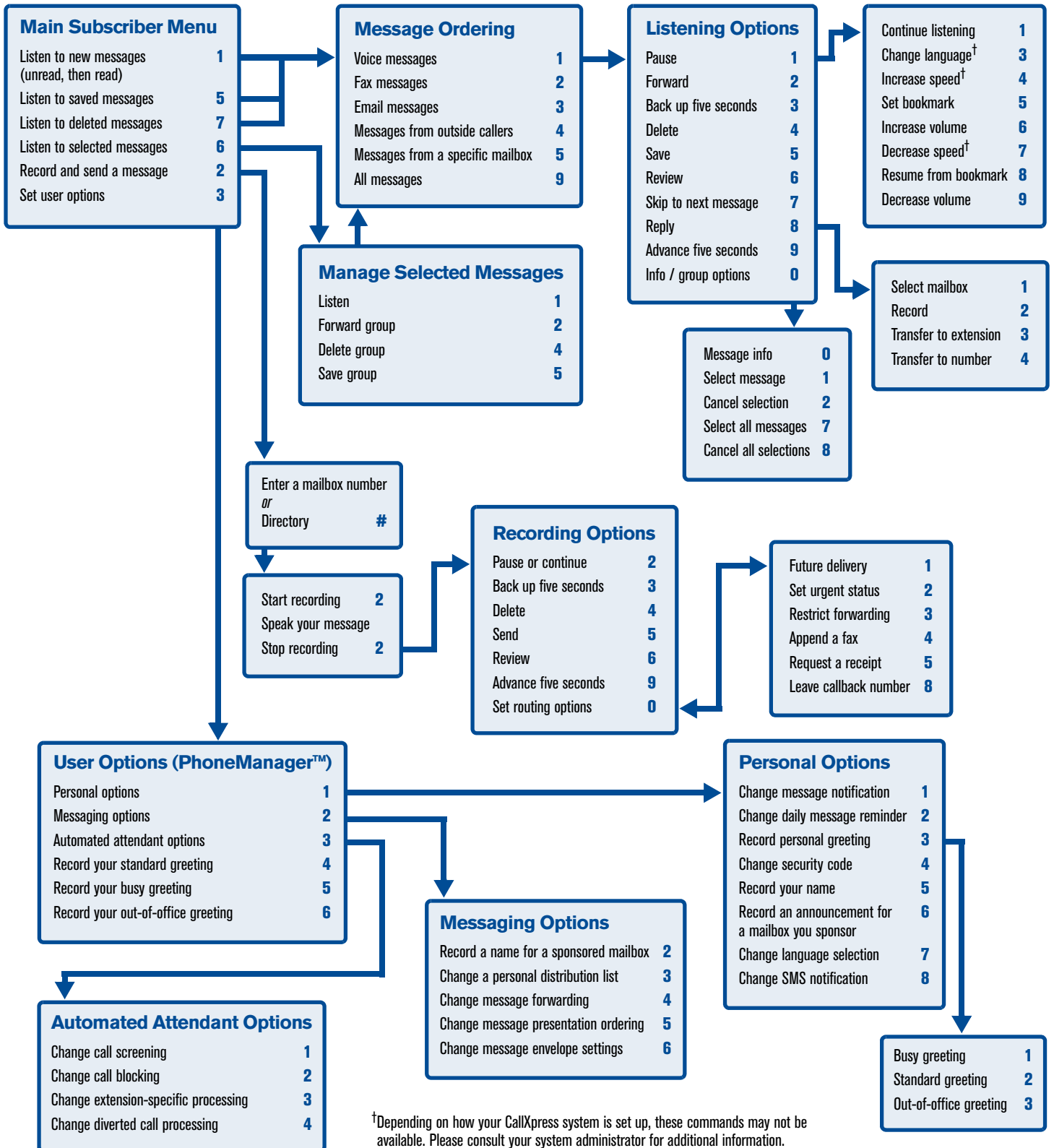




CallXpress® Quick Reference Card



† Depending on how your CallXpress system is set up, these commands may not be available. Please consult your system administrator for additional information.

Welcome!

Your organization's new CallXpress® unified messaging system is designed to provide you with the same convenient access to your voice, fax, and email messages whether you are at your desk or calling in over the telephone.

Before You Start

To set up CallXpress, your system administrator will give you the following information.

CallXpress internal number:

CallXpress external number:

Your subscriber mailbox number:

Your system administrator may also give you a default security code to use when you log on to CallXpress for the first time.

Gaining Access to Your Mailbox

Follow these simple steps to start using CallXpress.

1. Call the internal or external number your administrator has given you for reaching your CallXpress system.
2. If necessary, press # or any other key that your CallXpress system requires.
3. If prompted, enter your subscriber mailbox number.
4. Enter a security code (or the default code, if your administrator has given you one).

Performing Common Tasks

If you're looking for a quick hint on how to perform a specific task, read on.

Getting Started

| <i>If you want to ...</i> | <i>Then enter ...</i> |
|--|-----------------------|
| Listen to new messages | 1 |
| Listen to saved messages | 5 |
| Listen to and recover messages you've marked for deletion (in this session only) | 7 |
| Review, forward, delete, or save messages you've selected | 6 |
| Record a message for another subscriber | 2 extension |

After Recording a Message

| <i>If you want to ...</i> | <i>Then enter ...</i> |
|---|-----------------------|
| Append a fax | 0 4 |
| Leave a number where you can be reached | 0 8 |
| Mark the message urgent | 0 2 |
| Request a return receipt | 0 5 |
| Request future delivery | 0 1 |
| Restrict forwarding of the message | 0 3 |

While Listening to a Message

| <i>If you want to ...</i> | <i>Then enter ...</i> |
|--------------------------------------|-----------------------|
| Increase playback speed [†] | 1 4 |
| Decrease playback speed [†] | 1 7 |
| Increase playback volume | 1 6 |
| Decrease playback volume | 1 9 |
| Skip ahead five seconds | 9 |
| Skip back five seconds | 3 |
| Skip to the next message | 7 |

Setting Up Your Mailbox

| <i>If you want to ...</i> | <i>Then enter ...</i> |
|------------------------------------|---------------------------------|
| Change your busy greeting | 3 1 3 1 or 3 5 |
| Change your name recording | 3 1 5 |
| Change your out-of-office greeting | 3 1 3 3 or 3 6 |
| Change your password | 3 1 4 |
| Change your standard greeting | 3 1 3 2 or 3 4 |
| Set automatic message forwarding | 3 2 4 |
| Set Immediate Message Notification | 3 1 1 |
| Set message presentation ordering | 3 2 5 |

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