**CallXpress® Quick Reference Card**

**Main Subscriber Menu**
- Listen 1
- Locate messages 3
- Send 2
- User options 4

**Message Access**
- Unread voice messages 1
- All voice messages 2
- Saved messages 5
- Fax messages 3
- Email messages 4

**Fax and Email Options**
- Unread messages 1
- All messages 2
- Saved messages 3

**Locating Messages**
- From another subscriber 1
- From outside callers 2

**While Recording**
- Back up five seconds 1
- Return to start 1
- Pause 2
- Advance five seconds 3
- Advance to end 3
- Decrease speed† 4
- Slowest speed† 4
- Continue recording 5
- Increase speed 6
- Fastest speed 6
- Cancel recording *

**Fax and Email Options (continued)**
- Play message info 5
- Change envelope settings 6
- Change security code 4
- Record your name 5
- Change your out-of-office greeting 6

**While Listening**
- Transfer to the operator 0
- Back up five seconds 1
- Return to start 1
- Pause or continue 2
- Advance five seconds 3
- Advance to end 3
- Decrease speed 4
- Slowest speed 4
- Play message info 5
- Increase speed 6
- Fastest speed 6
- Change playback language 7
- Go to saved messages # #

**After Listening**
- Review 4
- Play message info 5
- Forward 6
- Delete 7
- Reply 8
- Transfer to sender’s extension 8
- Transfer to sender’s outside # 8
- Save 9
- Go to saved messages # #
- Print (fax messages only) 2

**User Options (PhoneManager™)**
- Personal options 1
- Messaging options 2
- Automated attendant options 3
- Record your standard greeting 4
- Record your busy greeting 5
- Record your out-of-office greeting 6

**Automated Attendant Options**
- Change call screening 1
- Change call blocking 2
- Change extension-specific processing 3
- Change diverted call processing 4

**Delivery Options**
- Restrict message forwarding 1
- Set urgent status 2
- Request a receipt 3
- Specify future delivery 4
- Leave a callback number 8
- Finish choosing options #

**While Listening**
- Transfer to the operator 0
- Back up five seconds 1
- Return to start 1
- Pause or continue 2
- Advance five seconds 3
- Advance to end 3
- Decrease speed† 4
- Slowest speed† 4
- Continue recording 5
- Increase speed 6
- Fastest speed 6
- Cancel recording *

**User Options (continued)**
- Change message notification 1
- Change daily message reminder 2
- Record personal greeting 3
- Change security code 4
- Record your name 5
- Record an announcement for a mailbox you sponsor 6
- Change language selection 7
- Change SMS notification 8

**Delivery Options (continued)**
- To your default fax number 1
- To a fax number of your choice 2

†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. When you call in, our Octel Aria emulation saves you the effort of relearning most of the keystroke commands you use to send, retrieve, and manage messages.

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 CallXpress internal or external number.
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

If you want to ... Then enter ...
Listen to new voice messages 1 1
Review new fax messages 1 3 1
Review new email messages 1 4 1
Locate messages from a specific subscriber 3 1
Locate messages from outside callers 3 2
Record and send a message 2

After Recording and Addressing a Message

If you want to ... Then enter ...
Restrict forwarding of the message 1
Mark the message urgent 2
Request a return receipt 3
Request future delivery 4
Leave a number where you can be reached 8

After Listening to a Message

If you want to ... Then enter ...
Forward the message to another subscriber 6
Delete the message 7
Reply 8
Transfer to a sender’s extension 8 8
Transfer to a sender’s outside number 8 4
Save the message 9
Send the message to your default fax number (if it is a fax) 2 1
Send the message to a fax number you specify (if it is a fax) 2 2

Setting Up Your Mailbox

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