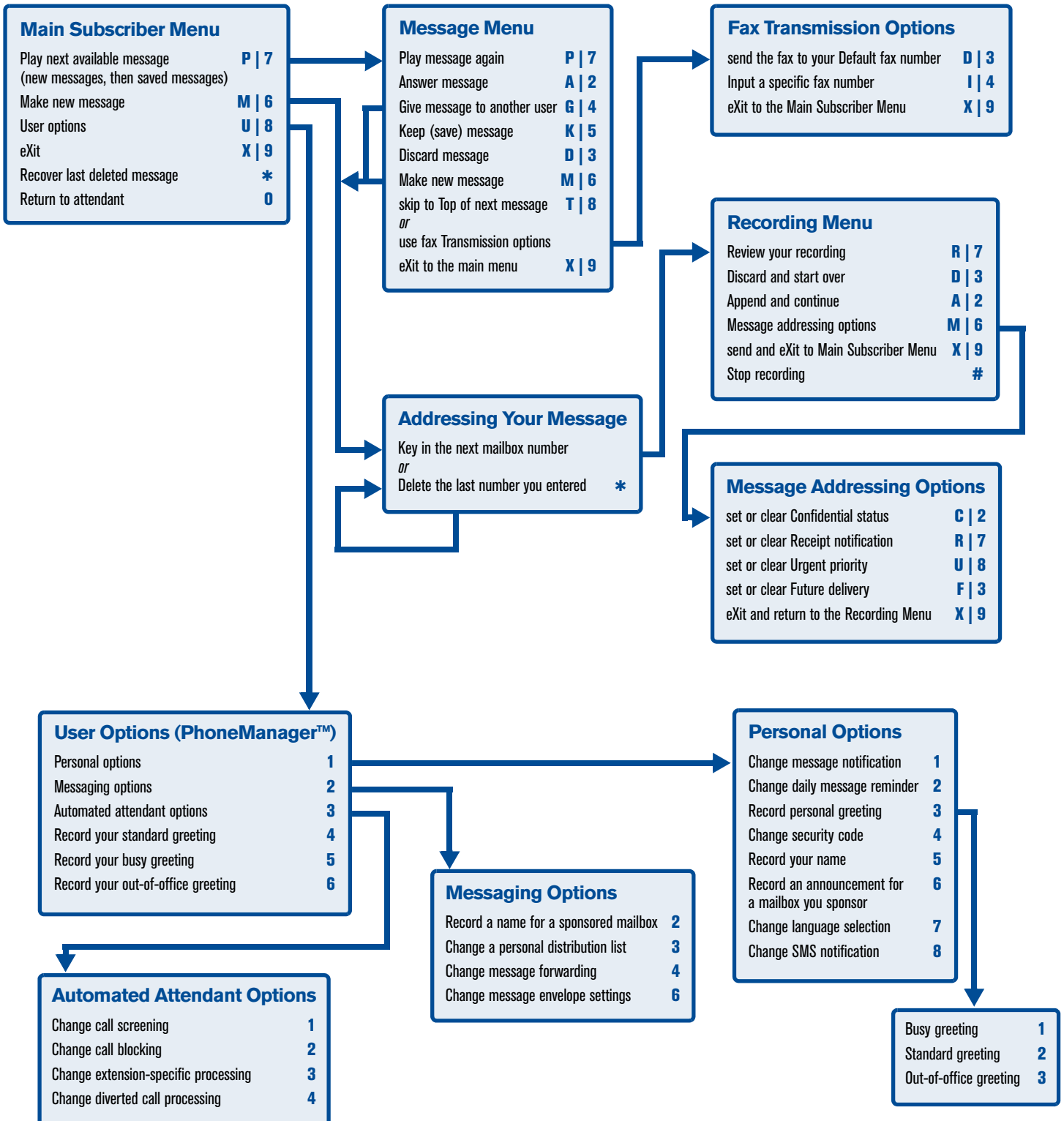




# CallXpress® Quick Reference Card

## for Centigram Emulation



## 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 Centigram 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:

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CallXpress external number:

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Your subscriber mailbox number:

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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 the first new message	<b>7</b>
Listen to other new and saved messages	<b>7</b> , then <b>8</b> as many times as needed
Make a message for another subscriber	<b>6 extension</b>

## After Recording a Message

<i>If you want to ...</i>	<i>Then enter ...</i>
Mark the message confidential	<b>6 2</b>
Mark the message urgent	<b>6 8</b>
Request a return receipt	<b>6 7</b>
Request future delivery	<b>6 3</b>

## After Listening to a Message

<i>If you want to ...</i>	<i>Then enter ...</i>
Answer (reply to) the message	<b>2</b>
Discard (delete) the message	<b>3</b>
Give (forward) the message to another subscriber	<b>4 extension</b>
Keep (save) the message	<b>5</b>
Make a message for another subscriber	<b>6 extension</b>
Send the message to a fax number you specify (if it is a fax)	<b>8 4 number</b>
Send the message to your default fax number (if it is a fax)	<b>8 3</b>

## Setting Up Your Mailbox

<i>If you want to ...</i>	<i>Then enter ...</i>
Change your busy greeting	<b>8 1 3 1</b> <b>or 8 5</b>
Change your name recording	<b>8 1 5</b>
Change your out-of-office greeting	<b>8 1 3 3</b> <b>or 8 6</b>
Change your password	<b>8 1 4</b>
Change your standard greeting	<b>8 1 3 2</b> <b>or 8 4</b>
Set automatic message forwarding	<b>8 2 4</b>
Set Immediate Message Notification	<b>8 1 1</b>

