CallXpress® Quick Reference Card
for Centigram Emulation

Message Type Menu†
Voice messages 1
Fax messages 2
Email messages 3
All messages 9

Main Subscriber Menu
Select message type to review 1
Play next available message P | 7
(new messages, then saved messages)
Make new message M | 6
User options U | 8
eXit X | 9
Recover last deleted message *
Return to attendant 0

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

Fax Transmission Options
send the fax to your Default fax number D | 3
Input a specific fax number I | 4
eXit to the Main Subscriber Menu X | 9

Message Menu
Play message again P | 7
Answer message A | 2
Give message to another user G | 4
Keep (save) message K | 5
Discard message D | 3
Make new message M | 6
skip to Top of next message T | 8
or use fax Transmission options
eXit to the main menu X | 9

Recording Menu
Review your recording R | 7
Discard and start over D | 3
Append and continue A | 2
Message addressing options M | 6
send and eXit to Main Subscriber Menu X | 9
Stop recording #

Addressing Your Message
Key in the next mailbox number or
Delete the last number you entered *

Message Addressing Options
set or clear Confidential status C | 2
set or clear Receipt notification R | 7
set or clear Urgent priority U | 8
set or clear Future delivery F | 3
eXit and return to the Recording Menu X | 9

Message Type Menu†
Voice messages 1
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Personal Options
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

Busy greeting 1
Standard greeting 2
Out-of-office greeting 3

†Depending on how your CallXpress system is set up, this feature may not be available to you. For more information about your CallXpress system and its features, contact your system administrator.
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:

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

If you want to … Then enter …

Listen to the first new message 7

Listen to other new and saved messages 7, then 8 as many times as needed

Make a message for another subscriber 6 extension

After Recording a Message

If you want to … Then enter …

Mark the message confidential 6 2

Mark the message urgent 6 8

Request a return receipt 6 7

Request future delivery 6 3

After Listening to a Message

If you want to … Then enter …

Answer (reply to) the message 2

Discard (delete) the message 3

Give (forward) the message to another subscriber 4 extension

Keep (save) the message 5

Make a message for another subscriber 6 extension

Send the message to a fax number you specify (if it is a fax) 8 4 number

Send the message to your default fax number (if it is a fax) 8 3

Setting Up Your Mailbox

If you want to … Then enter …

Change your busy greeting 8 1 3 1

or 8 5

Change your name recording 8 1 5

Change your out-of-office greeting 8 1 3 3

or 8 6

Change your password 8 1 4

Change your standard greeting 8 1 3 2

or 8 4

Set automatic message forwarding 8 2 4

Set Immediate Message Notification 8 1 1