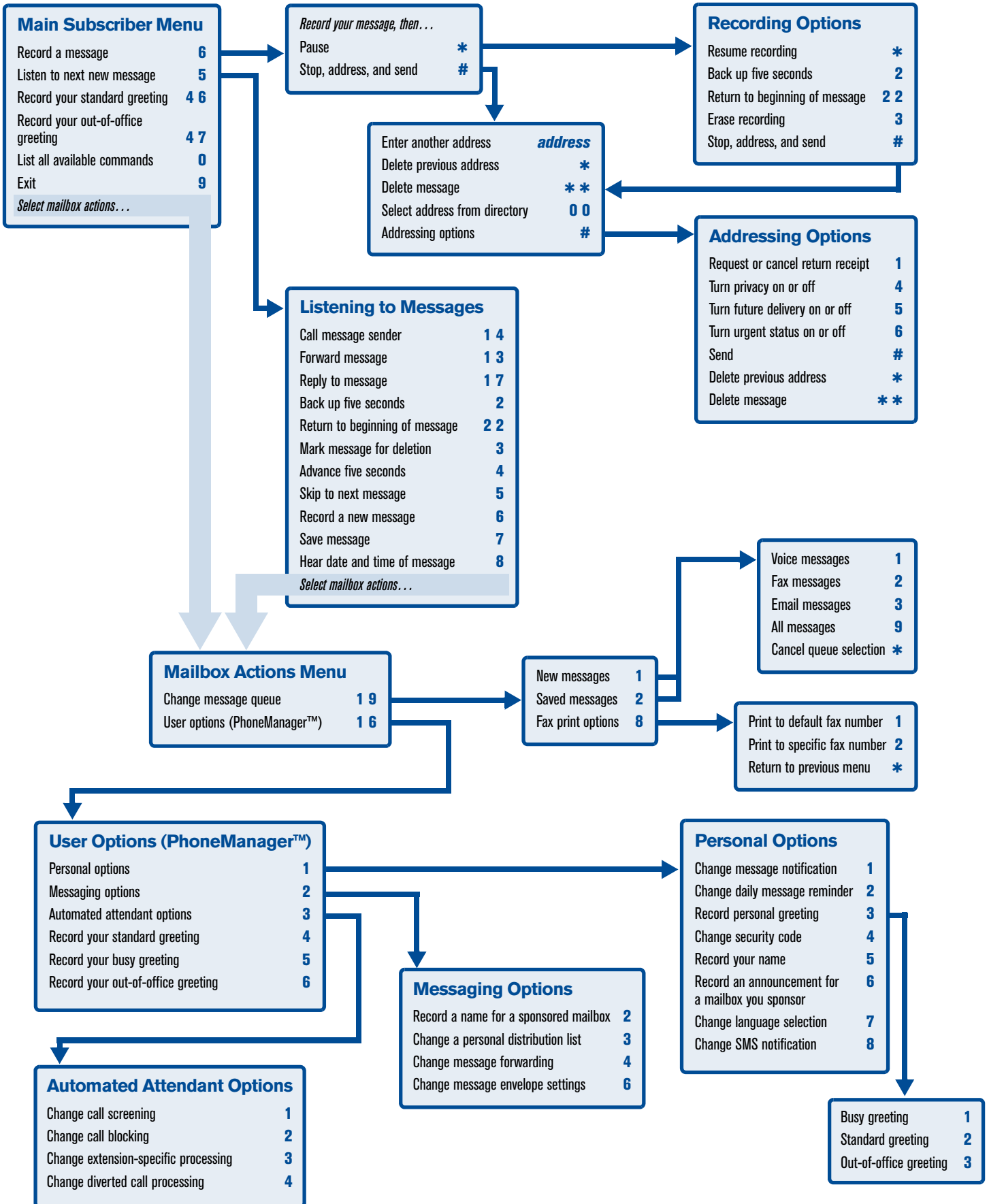




# CallXpress® Quick Reference Card

## for Octel Serenade/VMX 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 Octel Serenade/VMX 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 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

| <i>If you want to ...</i>              | <i>Then enter ...</i> |
|--|-----------------------|
| Record and send a message              | <b>6</b>              |
| Review all new messages                | <b>1 9 1</b>          |
| Review saved messages                  | <b>1 9 2</b>          |
| Review the first available new message | <b>5</b>              |

## After Recording and Addressing a Message

| <i>If you want to ...</i> | <i>Then enter ...</i> |
|---------------------------|-----------------------|
| Mark the message private  | <b># 4</b>            |
| Mark the message urgent   | <b># 6</b>            |
| Request a return receipt  | <b># 1</b>            |
| Request future delivery   | <b># 5</b>            |

## After Listening to a Message

| <i>If you want to ...</i>                                     | <i>Then enter ...</i> |
|---|-----------------------|
| Forward the message to another subscriber                     | <b>1 3</b>            |
| Delete the message  | <b>3</b>              |
| Reply (to an extension)                                       | <b>1 7</b>            |
| Reply (to an outside number)                                  | <b>1 4</b>            |
| Save the message  | <b>7</b>              |
| Send the message to your default fax number (if it is a fax)  | <b>1 9 8 1</b>        |
| Send the message to a fax number you specify (if it is a fax) | <b>1 9 8 2</b>        |

## Setting Up Your Mailbox

| <i>If you want to ...</i>          | <i>Then enter ...</i>       |
|------------------------------------|-----------------------------|
| Change your busy greeting          | <b>1 6 1 3 1</b>            |
| Change your name recording         | <b>1 6 1 5</b>              |
| Change your out-of-office greeting | <b>1 6 1 3 3<br/>or 4 7</b> |
| Change your password               | <b>1 6 1 4</b>              |
| Change your standard greeting      | <b>1 6 1 3 2<br/>or 4 6</b> |
| Set automatic message forwarding   | <b>1 6 2 4</b>              |
| Set Immediate Message Notification | <b>1 6 1 1</b>              |

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