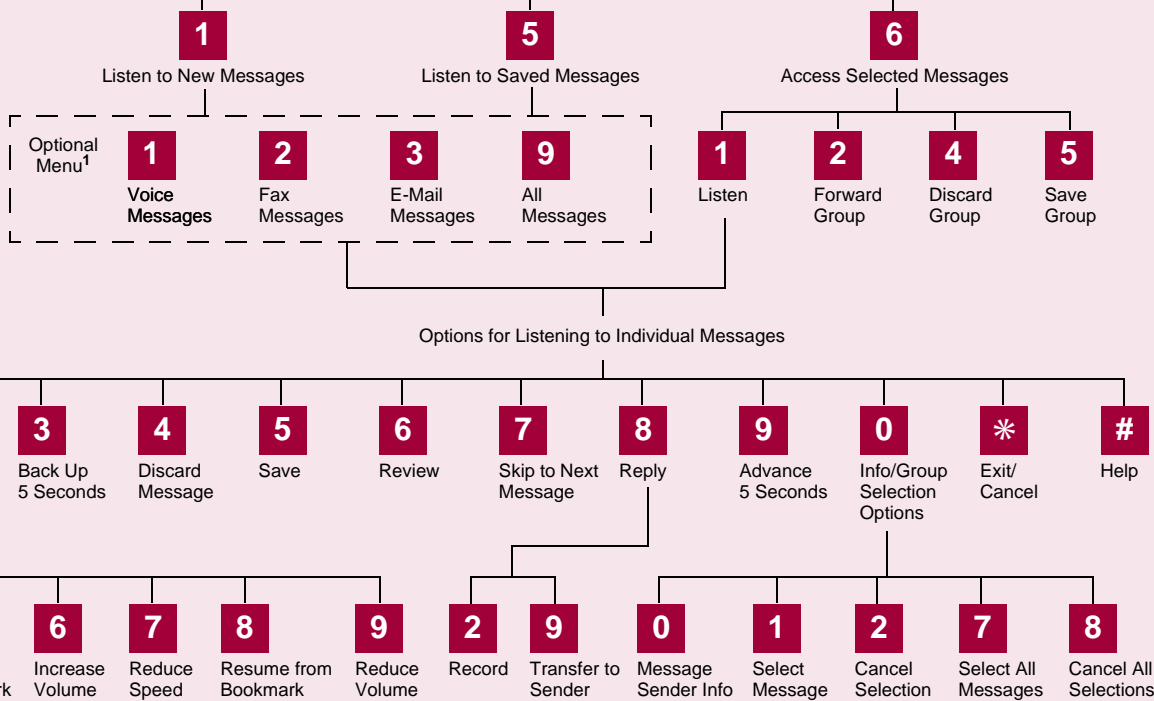


Access Your Subscriber Mailbox

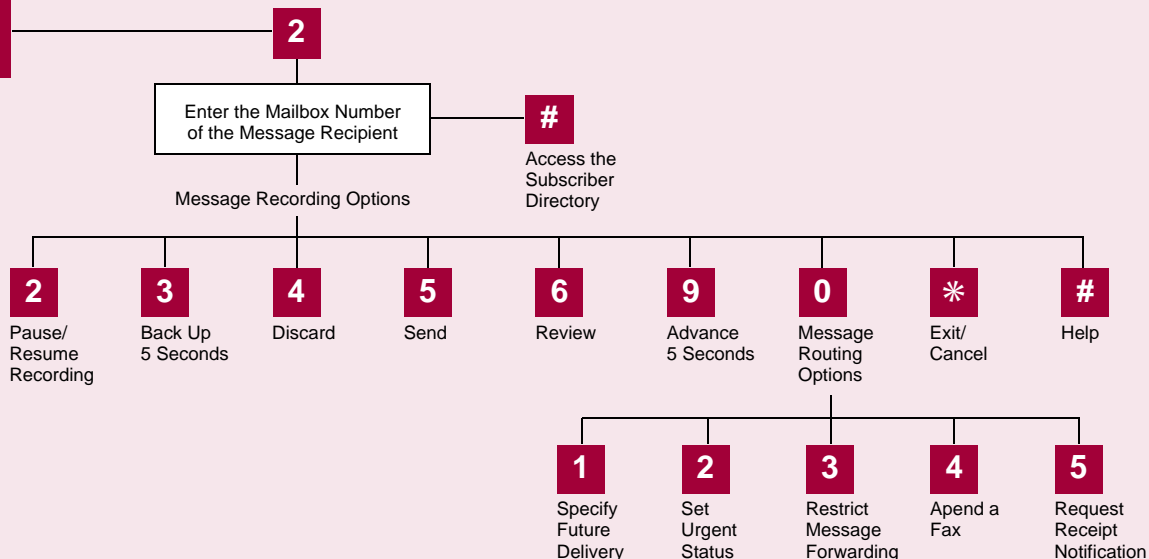
To access your CallXpress3 subscriber mailbox:

1. Enter the CallXpress3 internal or external telephone number:
Internal Number _____ External Number _____
2. Press any other keys that your system requires: _____
3. Enter your subscriber mailbox number: _____
4. Enter your security code.

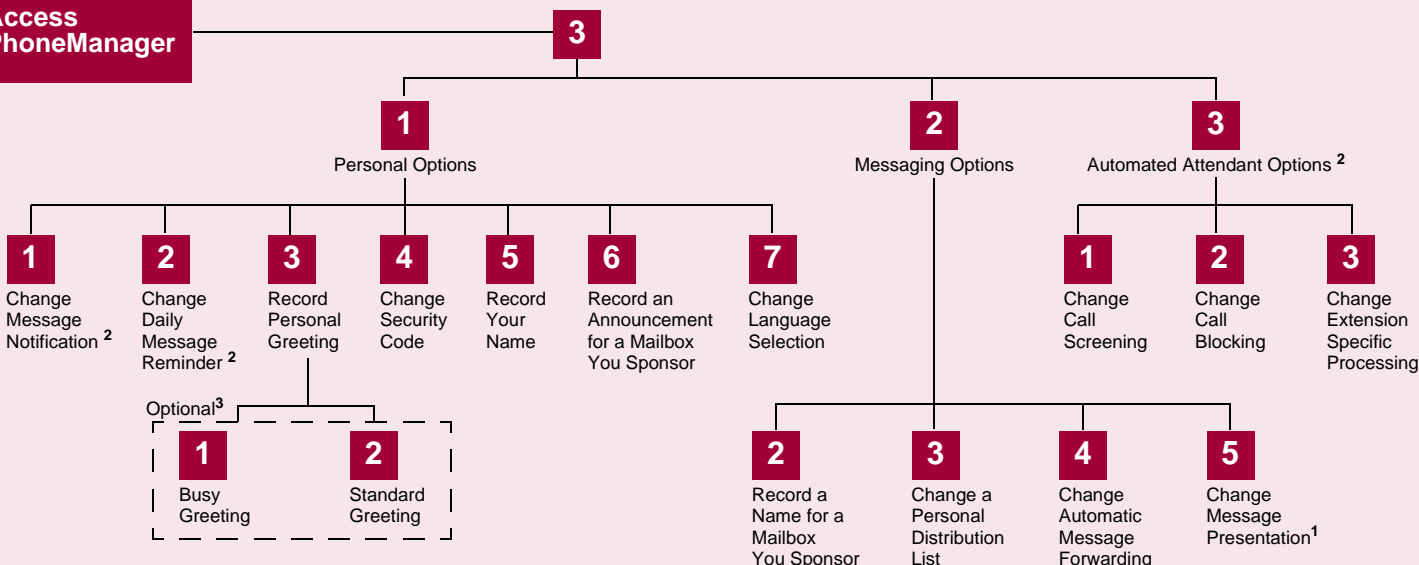
Listen to Messages



Record & Send Messages



Access PhoneManager



¹ This optional menu appears when you have set Message Presentation to order messages by type.

Message Presentation is option 5 under Messaging Options.

² Feature may be restricted. Check with the system administrator for availability.

³ This menu appears only if Busy Greeting feature is enabled. Check with the system administrator for availability.



Getting Started

CallXpress3 automatically guides new users through the process of setting up their mailboxes.¹ If you are not guided through this process, follow these steps to record your name and personal greeting, and to set your security code. It is important that you set up your mailbox before using CallXpress3.

Step 1. Access Your Subscriber Mailbox

1. Enter the CallXpress3 internal or external telephone number.
2. Press any other key, such as #, that your system requires.
3. Enter your subscriber mailbox number.
4. Enter the security code. The first time you access your mailbox, your security code may be set to all zeros.

After entering the security code, you can access CallXpress3 features. But first, follow the next three steps to set up your mailbox.

Step 2. Change Your Security Code

1. Access your subscriber mailbox as described above.
2. Press 3 to access PhoneManager.
3. Press 1 to access the Personal Options menu in PhoneManager.
4. Press 4 to change your security code.
5. When prompted, enter a new numeric security code followed by a # sign.

Your security code can be any length from your system's designated minimum up to 15 digits. Ask the system administrator for the minimum security code length for your system. Try to avoid using simple combinations such as your mailbox number or "1234."

6. Listen to CallXpress3 repeat the security code that you just entered. If your security code is correct, press 1. If it is incorrect, press 9 and re-enter a new security code.

Step 3. Record Your Name to Identify Your Mailbox

1. After changing your security code, press 5 at the Personal Options menu to record your name. When recording your name, don't include an introduction such as "Hello, this is..." because CallXpress3 already provides an introduction.
2. Press 2 to begin recording, then speak your name. Press 2 again to stop recording.
3. After recording your name, you can:
 - Press 6 to review your name.
 - Press 4 to discard your name and start over.
 - Press * to cancel and exit to the Personal Options menu, without saving the recording.
4. When you are satisfied with the recording, press 5 to save it.

Step 4. Record Greetings for Your Mailbox

1. Once you have recorded your name, press 3 at the Personal Options menu to record a personal greeting.
2. Press 1 to record the greeting to be used when your line is busy.² Press 2 to record the greeting to be used for all other conditions.
3. Press 2 to begin recording, then speak the greeting you want your callers to hear. Press 2 again to stop recording.

You may find it helpful to write down what your greeting will say before recording.
4. After recording your greeting, you can:
 - Press 6 to review your greeting.
 - Press 4 to discard your greeting and start over.
 - Press * to cancel and exit to the Personal Options menu, without saving the recording.
5. When you are satisfied with the recording, press 5 to save it.
6. Press * to leave PhoneManager.

You are now ready to use CallXpress3!

You can exit the system at this time or use the other side of this card and begin exploring the many features inside CallXpress3.

Quick Tips

• Record your name and a personal greeting.

Callers will know that they have reached the correct mailbox when they hear your voice. You can easily change your personal greeting to keep your callers informed, such as telling callers if you are out of the office and when you'll return.

• Type ahead key sequences for quick access.

Once you become familiar with the functions you use most often, you can quickly access a particular feature by entering the key sequences without waiting for the voice instructions. This is called *typing ahead*.

• Be aware that CallXpress3 doesn't save messages indefinitely.

Messages stored in your mailbox for several days will be automatically erased. To find out the number of days your mailbox stores messages, see the system administrator.

• Press # for help at any time.

After you press #, CallXpress3 replays all of the options available to you for the feature you are currently using.

• Press * to cancel the current feature.

When you press *, CallXpress3 stops what it's currently doing and plays the previous voice menu options. Use the star key to move quickly from one function to another.

• Press * several times to exit CallXpress3.

Doing this helps CallXpress3 disconnect from the line, freeing the line more quickly for the next person.

¹ Each CallXpress3 system is configured differently, so check with the system administrator for exact setup instructions.

² This feature may be restricted. Check with the system administrator for availability.