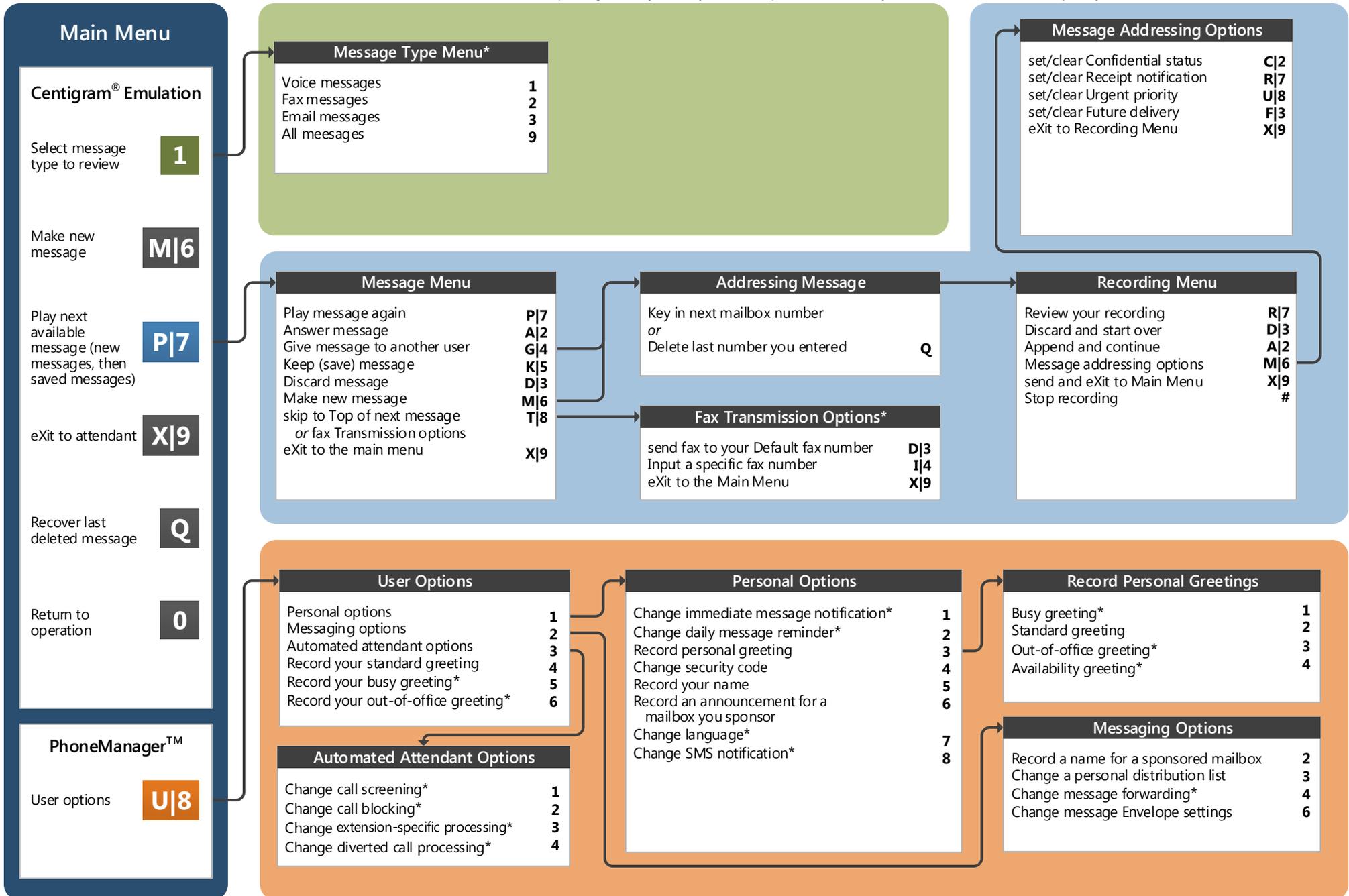


* Depending on how your CX system is set up, this command may not be available. Please consult your system administrator for additional information.



Welcome!

Your organization's new CX 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, the 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 your CX mailbox, your system administrator will give you the following information.

CX internal number: _____

CX external number: _____

Your subscriber mailbox number: _____

Your system administrator may also give you a default security code to use when you log on to CX for the first time.

Gaining Access to Your Mailbox

Follow these simple steps to start using CX.

1. Call the CX internal or external number.
2. If necessary, press the key for triggering a subscriber log on (default = #).
3. If prompted, enter your subscriber mailbox number.
4. Enter your security code (or the default code, if your administrator has given you one).

Performing Common Tasks

If you are looking for a quick hint on how to perform a specific task, here is the list of the shortcut commands.

* Depending on how your CX system is set up, this command may not be available. Please consult your system administrator for additional information.

Getting Started...

<i>If you want to...</i>	<i>Then enter...</i>
Listen to the first new message	7
Listen to other new and saved messages	7 8
Make a message for another subscriber	6 extension

Changing Your Mailbox Options

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

After Recording & Addressing Message

<i>If you want to...</i>	<i>Then enter...</i>
Mark message Confidential	6 2
Mark message Urgent	6 8
Request return receipt	6 7
Request future delivery	6 3

After Listening to Message

<i>If you want to...</i>	<i>Then enter...</i>
Answer (reply to) the message	2
Discard (delete) the message	3
Give (forward) the message to another subscriber extension	4 extension
Keep (save) the message	5
Make a message for Another subscriber extension	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