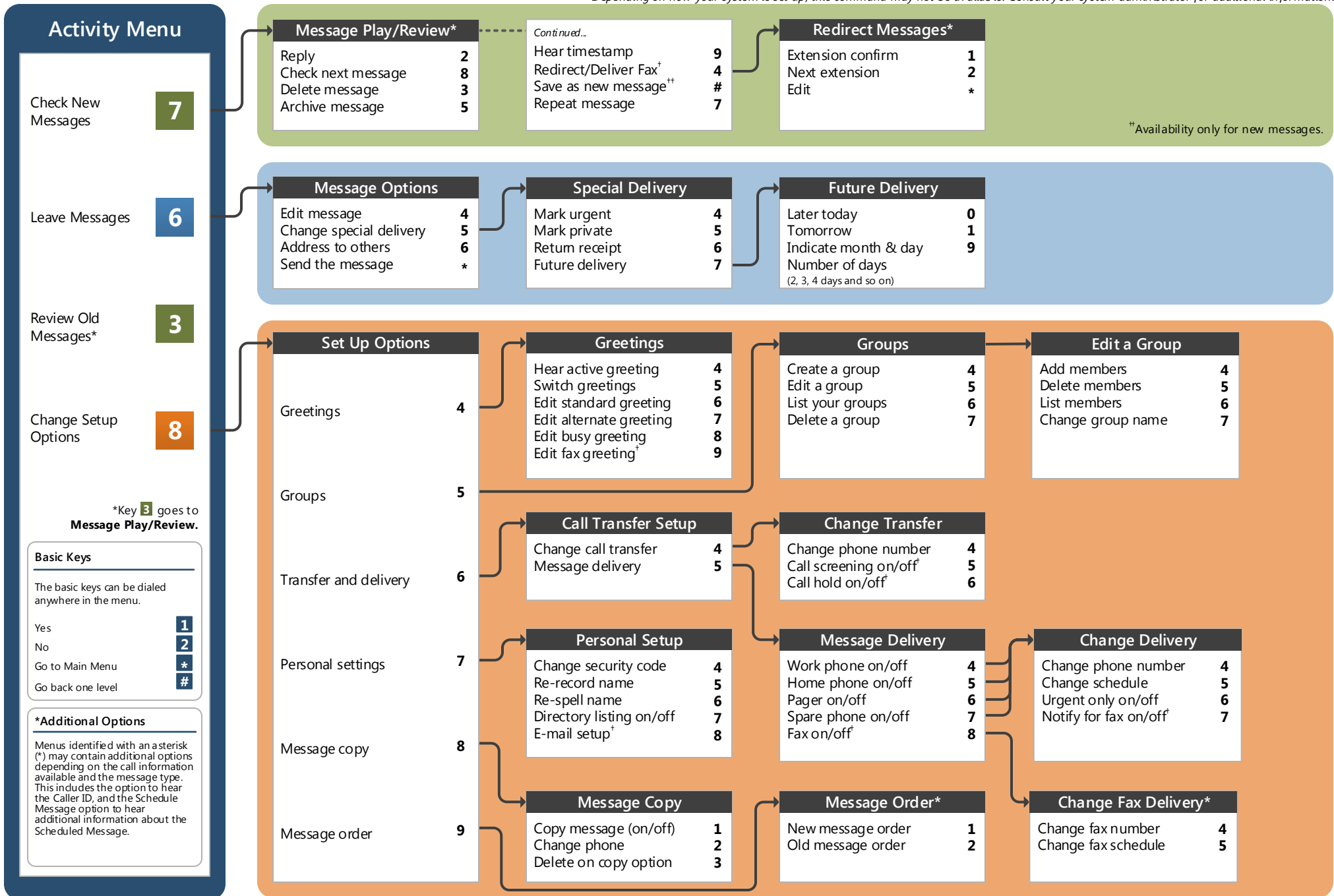


CX-H Quick Reference Card *For Centigram Emulation*



[†] Depending on how your system is set up, this command may not be available. Consult your system administrator for additional information.



Welcome!

Your organization's new CX-H unified messaging system is designed to provide you with the same convenient access to your 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.

#Please be sure that this is the most recent version of the document.

Before You Start

To set up CX-H, your system administrator will give you the following information.

CX-H internal number:

CX-H external number:

Your subscriber ID:

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

Gaining Access to Your Mailbox

Follow these simple steps to start using CX-H.

1. Call the CX-H internal or external number.
2. 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 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 system is set up, this command may not be available. Consult your system administrator for additional information.

Message Playback Options

| <i>If you want to...</i> | <i>Then enter...</i> |
|--------------------------|----------------------|
| Slower | 4 |
| Softer/Louder | 5 |
| Faster | 6 |
| Backward | 7 |
| Pause | 8 |
| Forward | 9 |
| Exit | * |

Main

| <i>If you want to...</i> | <i>Then enter...</i> |
|--|----------------------|
| Check for new messages | 7 |
| Leave a message | 6 |
| Review messages | 3 |
| Change setup | 8 |
| Change call transfer and message delivery status | 8 6 |
| Change security code and mailbox names | 8 7 |
| Switch personal greetings | 8 4 5 |

Quick Message Shortcuts

| <i>If you want to...</i> | <i>Then enter...</i> |
|---|----------------------|
| Repeat the message | 3 7 |
| Save message as new (new messages only) | 3 # |
| Check the next message | 3 8 |
| Delete the message | 3 3 |
| Archive the message | 3 5 |
| Hear when the message was sent | 3 9 |
| Redirect the message | 3 4 |
| Exit quickly | * |

Use These Keys Anytime

| <i>If you want to...</i> | <i>Then enter...</i> |
|--------------------------|----------------------|
| Respond "Yes" | 1 |
| Respond "No" | 2 |
| Return to the Main Menu | * |
| Go back one level | # |