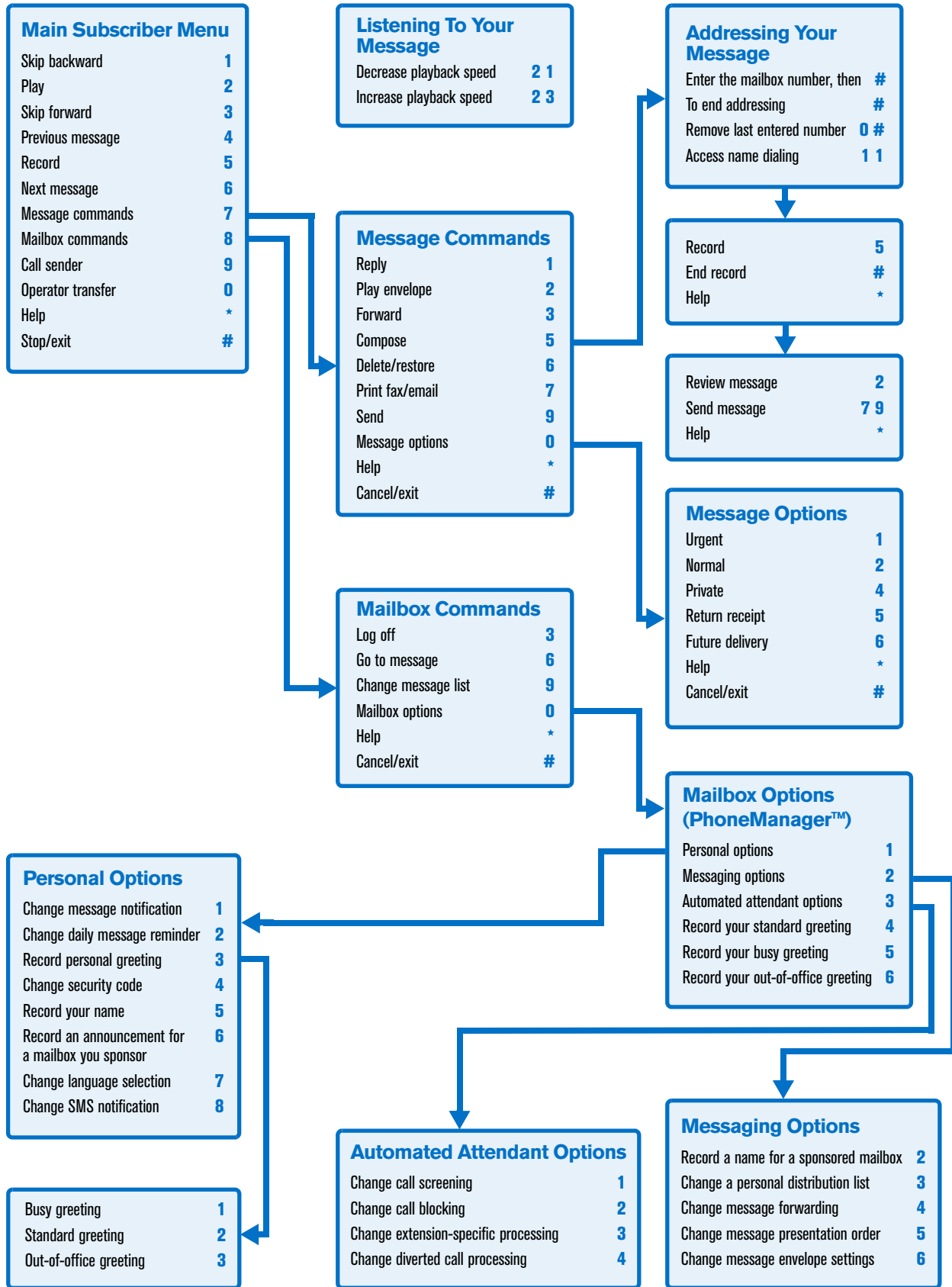




CallXpress[®] Quick Reference Card

for Meridian Mail 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 Meridian Mail 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 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>
Listen to a message	2
Go to the previous message	4
Go to the next message	6
Compose a message for another subscriber	7 5
Change message lists	8 9

After Recording and Addressing a Message

<i>If you want to ...</i>	<i>Then enter ...</i>
Mark the message urgent	7 0 1
Mark the message private	7 0 4
Request a return receipt	7 0 5
Request future delivery	7 0 6
Send the message	7 9

While Listening to a Message

<i>If you want to ...</i>	<i>Then enter ...</i>
Skip back 5 seconds	1
Skip ahead 5 seconds	3
Decrease playback speed	2 1
Increase playback speed	2 3
Reply to the message sender	7 1
Forward the message to another subscriber	7 3
Delete the message	7 6
Call the message sender	9

Setting Up Your Mailbox

<i>If you want to ...</i>	<i>Then enter ...</i>
Change your busy greeting	8 0 1 3 1
Change your standard greeting	8 0 1 3 2
Change your out-of-office greeting	8 0 1 3 3
Change your password	8 0 1 4
Change your name recording	8 0 1 5
Set automatic message forwarding	8 0 2 4
Set message presentation order	8 0 2 5
Set Immediate Message Notification	8 0 1 1

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