Personal Options

CallXpress provides a number of features that let you customize the way your mailbox works. Use PhoneManager features to modify your mailbox to meet your needs at any time.

- Access your voice mailbox.
  - Press 3 to Access PhoneManager.
  - Press 1 for Personal options.
  - Press 2 for Message options.

Miscellaneous Information

Transfer a Caller Directly to a Mailbox
(These steps are PBX dependant)

- Press TRF key.
- Dial 79997.
- Dial *9 Extension number.

Leave a Quick Message for a Subscriber
(These steps are PBX dependant)

- Dial 79997.
- Dial *9 Extension number.

To bypass a Personal Greeting

Press 2 or # when the greeting starts. Note- when you record an out-of-office greeting the ability to bypass the greeting is automatically disabled.

For Help

- Press # (pound) for help at anytime.
- Press * (star) to cancel action and repeat prompts.
Access Your Voice Mailbox

From Your Telephone

- Dial voice mail extension 79997
- Press 1 to access your voice mailbox.
- Enter your security code.

From Another Telephone with Voice Mail

- Dial voice mail extension 79997
- Press 1
- Enter your mailbox number.
- Enter your security code.

From Another Telephone without Voice Mail

- Dial 277-9997
- Press 1
- Enter your mailbox number.
- Enter your security code.

From Outside the Office

- Dial 277-9997
- Press 1
- Enter your mailbox number.
- Enter your security code.

Initialize Your Voice Mailbox

The first time you access your voice mailbox, you will be asked to initialize your mailbox. You must complete the initialization process for your mailbox to accept messages.

- Dial voice mail extension 79997
- Enter the default security code 123456
- Follow the initialization prompts to:
  - Change your security code.
  - Record your name.
  - Record your personal greeting.

Listen to Messages

When you access your voice mailbox, also called a subscriber mailbox, the system tells you how many new and saved messages you have.

- Press 1 to listen to new (unread, then read messages).
- Or press 5 to listen to saved messages.

Options Available When Listening to Messages

<table>
<thead>
<tr>
<th>Option</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pause/Resume</td>
<td>Press 1</td>
</tr>
<tr>
<td>Increase speed</td>
<td>Press 4</td>
</tr>
<tr>
<td>Reduce speed</td>
<td>Press 7</td>
</tr>
<tr>
<td>Set bookmark</td>
<td>Press 5</td>
</tr>
<tr>
<td>Skip to bookmark</td>
<td>Press 8</td>
</tr>
</tbody>
</table>

Forward

Press 2

Back up 5 seconds

Press 3

Discard

Press 4

Save

Press 5

Review

Press 6

Skip

Press 7

Reply

Press 8

Advance 5 seconds

Press 9

Info/Group selection

Press 0

Help

Press #

Cancel/Exit

Press *

Listen to Messages

Record and Send Messages

You can quickly record and send a message to one or more voice mailboxes with a few simple steps.

- Access your voice mailbox.
- Press 2 to speak and record your message.
- Press 2 to end recording.
- Press # to send the message.
- Enter the address of the message recipient (mailbox number).

Options Available When Recording a Message

<table>
<thead>
<tr>
<th>Option</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pause/Resume</td>
<td>Press 2</td>
</tr>
<tr>
<td>Back up 5 seconds</td>
<td>Press 3</td>
</tr>
<tr>
<td>Discard</td>
<td>Press 4</td>
</tr>
<tr>
<td>Send</td>
<td>Press #</td>
</tr>
<tr>
<td>Review</td>
<td>Press 6</td>
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<tr>
<td>Advance 5 seconds</td>
<td>Press 9</td>
</tr>
</tbody>
</table>

Access message routing options

- Future delivery
- Urgent status
- Restrict forwarding
- Return receipt
- Leave callback #

Info/Group selection

Help

Press #

Cancel/Exit

Press *

NOTE: Can only retrieve deleted messages while in current session! Press 7