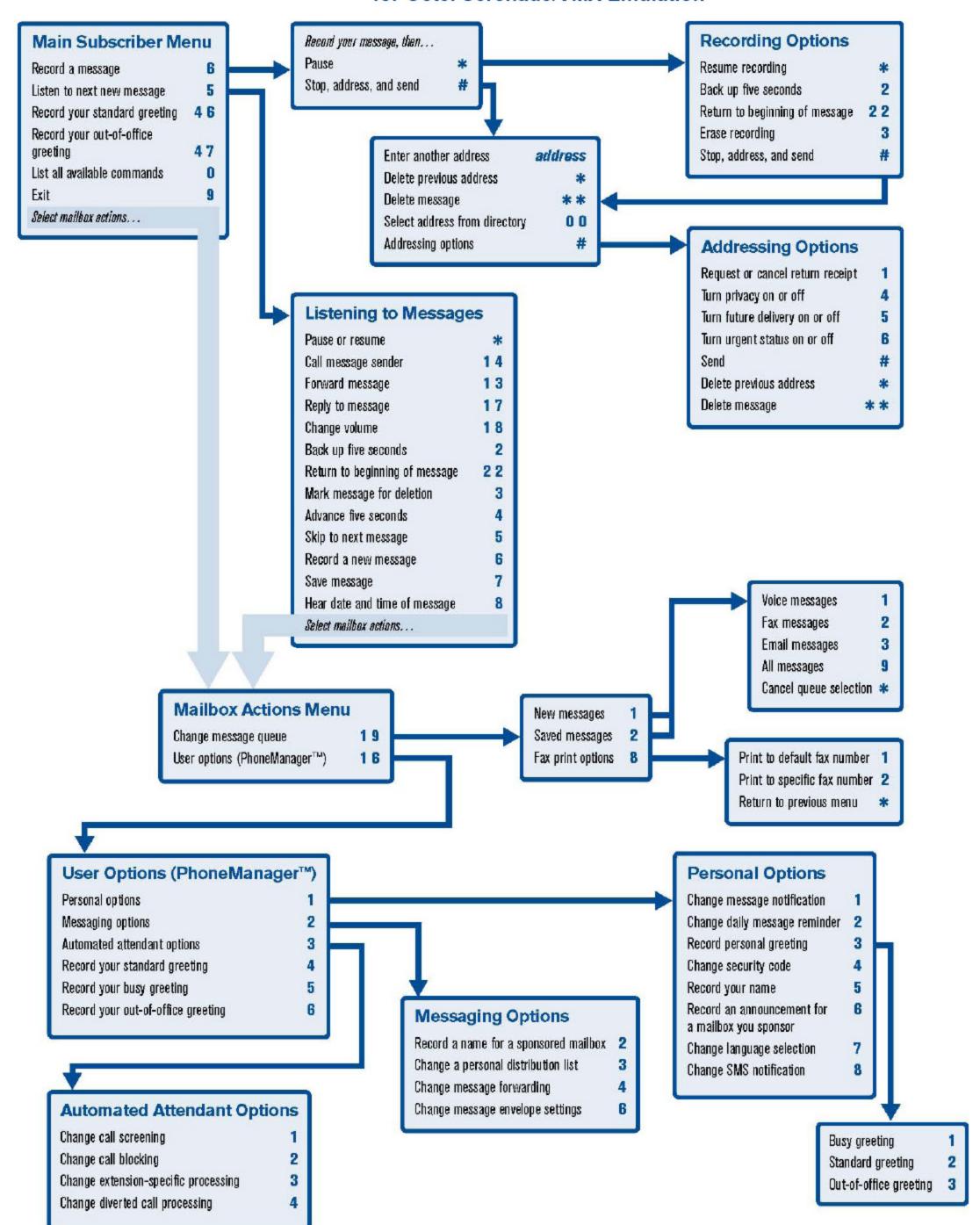


CallXpress® Quick Reference Card for Octel Serenade/VMX Emulation



Before You Start

To set up CallXpress Voicemail, your system administrator will provide the following information.

Voicemail Phone number(s):

Your mailbox number (ext):

Security code:

Your system administrator will give you a default security code to use when logging into CallXpress for the first time. If you have forgotten your security code, please call the IT Helpdesk at 619-388-700 or x7000.

Gaining Access to Your Mailbox

- Call the Voicemail Phone number or press the voicemail button on your district phone.
- 2. If you dialed the Voicemail Phone number, press the # key after your call is answered.

Note: If your voicemail button is setup to access your departmental voicemail directly, you can access your personal voicemail by pressing the Voicemail button and instead of entering your departmental security code, press * then #, and then your voicemail extension when prompted.

After Recording and Addressing a Message

Arter Recording and Addressing a	message
If you want to	Then enter
Mark the message private	# 4
Mark the message urgent	# 6
Request return receipt	# 1
Request future delivery	# 5
After Listening to a Message	
If you want to	Then enter
Forward the message to another sul	bscriber 13
Delete the message	3
Reply (to an extension)	17
Reply (to an outside number)	1 4
Save the message	7

Setting Up Your Mailbox

If you want to	Then enter
Change your name recording	1615
Change your busy greeting	16131