CallXpress® Quick Reference Card

Main Subscriber Menu

Listen to new messages (unread, then read)	1
Listen to saved messages	5
Listen to deleted messages	7
Listen to selected messages	6
Record and send a message	2
Set user options	3

Message Ordering

Voice messages	1
~~Fax messages~~	~~2~~
~~Email messages~~	~~3~~
Messages from outside callers	4
Messages from a specific mailbox	5
All messages	9

Listening Options

Pause	1
Forward	2
Back up five seconds	3
Delete	4
Save	5
Review	6
Skip to next message	7
Reply	8
Advance five seconds	9
Info / group options	0

Continue listening	1
Change language†	3
Increase speed†	4
Set bookmark	5
Increase volume†	6
Decrease speed†	7
Resume from bookmark	8
Decrease volume†	9

Select mailbox	1
Record	2
Transfer to extension	3
Transfer to number	4

Message info	0
Select message	1
Cancel selection	2
Select all messages	7
Cancel all selections	8

Manage Selected Messages

Listen	1
Forward group	2
Delete group	4
Save group	5

Speak your message	
Stop recording	2

Recording Options

Approve for sending	#
Pause or continue	2
Back up five seconds	3
Discard and start over	4
Review	6
Advance five seconds	9
Set routing options	0

Future delivery	1
Set urgent status	2
Restrict forwarding	3
~~Append a fax~~	~~4~~
Request a receipt	5
~~Leave callback number~~	~~8~~
Return to Recording Options	*

Enter a mailbox number, *optionally followed by . . .*	#

Remove last number entered	*
Cancel message	* *
Send message	#

User Options (PhoneManager™)

Personal options	1
Messaging options	2
Automated attendant options	3
Record your standard greeting	4
Record your busy greeting	5
Record your out-of-office greeting	6

Personal Options

Change message notification	1
Change daily message reminder	2
Record personal greeting	3
Change security code	4
Record your name	5
Record an announcement for a mailbox you sponsor	6
Change language selection	7
Change SMS notification	8

Busy greeting	1
Standard greeting	2
Out-of-office greeting	3

Messaging Options

Record a name for a sponsored mailbox	2
Change a personal distribution list	3
Change message forwarding	4
Change message presentation ordering	5
Change message envelope settings	6

Automated Attendant Options

Change call screening	1
Change call blocking	2
Change extension-specific processing	3
Change diverted call processing	4

†Depending on how your CallXpress system is set up, these commands may not be available. Please consult your system administrator for additional information.