

CXe Quick Reference Card

Main Menu

- Skip backward **1**
- Play **2**
- Skip forward **3**
- Previous message **4**
- Record **5**
- Next message **6**
- Message Commands **7**
- Mailbox commands **8**
- Call sender **9**
- Operator transfer **0**

Basic Commands

The Basic commands can be dialed anywhere in this menu.

- Help *****
- Cancel/Exit **#**

Playing Message

- Decrease playback speed **2 1**
- Increase playback speed **2 3**

Message Commands

- Reply **1**
- Play envelope **2**
- Forward **3**
- Compose **5**
- Delete/restore **6**
- Print fax/email **7**
- Send **9**

Addressing Message

- Enter the mailbox number, then **#**
- To end addressing **#**
- Remove last entered number **0 #**
- Access names dialing **1 1**

Recording Message

- Record **5**
- End record **#**

Sending Message

- Review message **2**
- Send message **7 9**

Mailbox Commands

- Log off **3**
- Go to message **6**
- Change message list **9**
- Mailbox options **0**

User Options (PhoneManager™)

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

Personal Options

- Change Immediate msg 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**

Messaging Options

- Record a name for a sponsored mailbox **2**
- Change a personal distribution list **3**
- Change message forwarding **4**
- Change message presentation order **5**

Record Personal Greetings

- Busy greeting* **1**
- Standard greeting **2**
- Out-of-office greeting* **3**
- Availability greeting* **4**

Before You Start

To set up your CXe mailbox, your system administrator will give you the following information.

CXe internal number: 4-1000

CXe external number: 844-1000

Your subscriber mailbox number: _____

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

Gaining Access to Your Mailbox

Follow these simple steps to start using CXe.

1. Call the CXe internal or external number.
2. If necessary, press the key for triggering a subscriber log on (default = #).
3. If prompted, enter your subscriber mailbox number.
4. Enter your security code (or the default code, if your administrator has given you one).

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	7 5
Change message lists	8 9

After Recording & Addressing 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 return receipt	7 0 5
Request future delivery	7 0 6
Send the message	7 9

Changing Your Mailbox Options

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

While Listening to 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