CallXpress® Quick Reference Card for Centigram Emulation

Message Type Menu
- Voice messages 1
- Fax messages 2
- Email messages 3
- All messages 9

Main Subscriber Menu
- Select message type to review 1
- Play next available message (new messages, then saved messages) P 7
- Make new message M 6
- User options U 8
- eXit X 9
- Recover last deleted message *
- Return to attendant 0

Addressing Your Message
- Key in the next mailbox number or delete the last number you entered *

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

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

Fax Transmission Options
- send the fax to your Default fax number D 3
- Input a specific fax number I 4
- eXit to the Main Subscriber Menu X 9

Message Menu
- Play message again P 7
- Answer message A 2
- Give message to another user G 4
- Keep (save) message K 5
- Discard message D 3
- Make new message M 6
- Skip to Top of next message T 8
- or use fax Transmission options
- eXit to the main menu X 9

Recording Menu
- Review your recording R 7
- Discard and start over D 3
- Append and continue A 2
- Message addressing options M 6
- send eXit to Main Subscriber Menu X 9
- Stop recording #

Recording Menu
- set or clear Confidential status C 2
- set or clear Receipt notification R 7
- set or clear Urgent priority U 8
- set or clear Future delivery F 3
- eXit and return to the Recording Menu X 9

Messaging Options
- Record a name for a sponsored mailbox 2
- Change a personal distribution list 3
- Change message forwarding 4
- Change message envelope settings 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

*Depending on how your CallXpress system is set up, this feature may not be available to you. For more information about your CallXpress system and its features, contact your system administrator.