

# Voice Mail Instructions

## ON CAMPUS

(from your campus extension)

1. Dial CallXpress at 2800
2. Enter Security Code

**\*** To cancel the present option and return to the previous menu

**#** To list all options available to you

**1** Listen to New Messages

Options During Playback		
<b>1</b> Start/Stop	<b>2</b> Forward	<b>3</b> Backup
<b>4</b> Discard	<b>5</b> Save	<b>6</b> Review
<b>7</b> Skip to Next Message	<b>8</b> Reply	<b>9</b> Advance
<b>0</b> Info (time, date, sender)		

Then listen to next message or press \* to return to the main menu.

## OFF CAMPUS

1. Dial CallXpress at 989-2800
2. During the Greeting press #
3. Enter Mailbox Number
4. Enter Security Code

**0** Return to Operator

**Shaded box indicates prompt is not heard unless # is pressed**

**5** Listen to Saved Messages

Options After Playback		
<b>2</b> Forward	<b>3</b> Backup	
<b>4</b> Discard	<b>5</b> Save	<b>6</b> Review
<b>7</b> Skip to Next Message	<b>8</b> Reply	
<b>0</b> Info (time, date, sender)		

**2** Record and Send a Message

Recording Options		
	<b>2</b> Start/Stop	<b>3</b> Backup
<b>4</b> Discard	<b>5</b> Send	<b>6</b> Review
<b>9</b> Advance		
<b>0</b> Message Routing Options		

**3** Phone Manager

**1** Personal Options

- 3** Record a Personal Greeting
- 4** Change Security Code
- 5** Record Your Name

**2** Voice Mail Options

- 1** Check Unacknowledged Messages
- 2** Record Name for Mailbox You Sponsor
- 3** Change a Personal Distribution List