



Copies of this Pocket Guide can be downloaded at:

<http://www.naz.edu/information-technology-services/faculty-staff/faculty-voicemail>

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### While Listening to a Message

| <i>If you want to ...</i>              | <i>Enter</i> |
|--|--------------|
| Pause                                  | <b>1</b>     |
| Increase playback speed †              | <b>1 4</b>   |
| Decrease playback speed †              | <b>1 7</b>   |
| Forward                                | <b>2</b>     |
| Backup five seconds                    | <b>3</b>     |
| Delete                                 | <b>4</b>     |
| Save                                   | <b>5</b>     |
| Review                                 | <b>6</b>     |
| Skip to the next message               | <b>7</b>     |
| Reply                                  | <b>8</b>     |
| Skip ahead five seconds                | <b>9</b>     |
| Listen to message envelope information | <b>00</b>    |

### While Recording a Message

| <i>If you want to ...</i> | <i>Enter</i> |
|---------------------------|--------------|
| Stop recording            | <b>2</b>     |
| Backup five seconds       | <b>3</b>     |
| Discard and start over    | <b>4</b>     |
| Skip ahead five seconds   | <b>9</b>     |

### After Recording a Message

| <i>If you want to ...</i>             | <i>Enter</i> |
|---------------------------------------|--------------|
| Send the message                      | <b>#</b>     |
| Continue recording                    | <b>2</b>     |
| Discard and start over                | <b>4</b>     |
| Review                                | <b>6</b>     |
| Request future delivery               | <b>0 1</b>   |
| Mark the message urgent               | <b>0 2</b>   |
| Restrict forwarding of the message    | <b>0 3</b>   |
| Request a return receipt              | <b>0 5</b>   |
| Leave number where you can be reached | <b>0 8</b>   |



pocket guide



#### Printing Instructions to create a Pocket Guide:

- Print the document double-sided
- Cut off the bottom of the page
- Fold in half, then fold the left and right panels back
- The Nazareth logos should be on the front cover and back

## Welcome!

Your CallXpress® system provides access to voice, fax, and email messages.

### Before You Start

|                                |          |
|--------------------------------|----------|
| CallXpress internal number     | 5086     |
| CallXpress external number     | 389-5086 |
| Your subscriber mailbox number |          |

### Accessing Your Mailbox for the first time:

1. Call the internal or external number for CallXpress (listed above).
2. **If using the external number, press # to logon to your mailbox.**
3. When prompted, enter your mailbox number (the same as your mailbox number in the old system).
4. Enter your security code (the default code is 111111). You will be prompted to change it to anything six characters or longer.

### Setting Up/Reviewing/Changing Your Mailbox Recordings

| If you want to ...                        | Enter      |
|---|------------|
| Review/Change your daily reminder         | 312        |
| Review/Change your busy greeting          | 3131 or 35 |
| Review/Change your standard greeting      | 3132 or 34 |
| Review/Change your out-of-office greeting | 3133 or 36 |
| Change your security code                 | 314        |
| Review/Change your name recording         | 315        |

### Accessing your voicemail from on campus, but from a phone/extension other than your own:

1. Dial 5086
2. Wait for the automated "Thank you for calling."
3. **Press \* then #**
4. When prompted, enter your mailbox

### Setting Up Your Mailbox (continued)

| If you want to ...                   | Enter |
|--------------------------------------|-------|
| Change a personal distribution list  | 323   |
| Set automatic message forwarding     | 324   |
| Set message presentation ordering    | 325   |
| Change message envelope settings     | 326   |
| Change call screening                | 331   |
| Change call blocking                 | 332   |
| Change extension-specific processing | 333   |

### Accessing your voicemail from off campus:

1. Dial 389-5086
2. Wait for the automated "Thank you for calling."
3. **Press #**
4. When prompted enter your mailbox number and security code.

### Getting Started

| If you want to ...  | Enter |
|---|-------|
| Listen to new messages  | 1     |
| Record a message for another subscriber                                   | 2     |
| Set User Options  | 3     |
| Listen to saved messages  | 5     |
| Listen to and recover messages marked for deletion (current session only) | 7     |

### Listening to new messages

| If you want to ...                         | Enter |
|--|-------|
| Listen to voice messages                   | 1     |
| Listen to fax messages                     | 2     |
| Listen to e-mail messages                  | 3     |
| Listen to messages from outside callers    | 4     |
| Listen to messages from a specific mailbox | 5     |
| Listen to all messages                     | 9     |