Nazareth COLLEGE

CallXpress®

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). Wait for the automated "Thank you for calling."
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.

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

1. Dail 5086. Wait for the automated "Thank you for calling."
2. **Then Press * then #**
3. When prompted, enter your mailbox number and security code.

Accessing your voicemail *from off campus*:

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

Setting Up/Reviewing/Changing Mailbox Recordings

If you want to …	Enter
Review/change daily reminder	312
Review/change your busy greeting	3131 or 35
Review/change your standard greeting	3132 or 34
Review/change out-of-office greeting	3133 or 36

Change your security code	314
Review/change your name recording	315

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

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

While Listening to a Message

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

While Recording a Message

If you want to …	Enter
Stop recording	2
Backup five seconds	3
Discard and start over	4
Skip ahead five seconds	9

After Recording a Message

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