CXe Quick Reference Card

Main Menu:
- Skip backward
- Play
- Skip forward
- Previous message
- Record
- Next message
- Message Commands
- Mailbox commands
- Call sender
- Operator transfer

Basic Commands:
The Basic commands can be dialed anywhere in this menu.
- Help
- Cancel/Exit

Message Commands:
- Reply
- Play envelope
- Forward
- Compose
- Delete/restore
- Print fax/email
- Send

Addressing Message:
Enter the mailbox number, then
To end addressing
Remove last entered number
Access names dialing

Recording Message:
Record
End record

Sending Message:
Review message
Send message

Recording Message:

Personal Options:
- Change Immediate msg notification*
- Change daily message reminder*
- Record personal greeting
- Change security code
- Record your name
- Record an announcement for a mailbox you sponsor

User Options (PhoneManagerTM):
- Personal options
- Messaging options
- Record your standard greeting
- Record your busy greeting*
- Record your out-of-office greeting*

Messaging Options:
- Record a name for a sponsored mailbox
- Change a personal distribution list
- Change message forwarding
- Change message presentation order

Recording Message:
Record
End record

Sending Message:
Review message
Send message

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### 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...

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listen to a message</td>
<td>2</td>
</tr>
<tr>
<td>Go to the previous message</td>
<td>4</td>
</tr>
<tr>
<td>Go to the next message</td>
<td>6</td>
</tr>
<tr>
<td>Compose a message</td>
<td>75</td>
</tr>
<tr>
<td>Change message lists</td>
<td>89</td>
</tr>
</tbody>
</table>

### After Recording & Addressing Message

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark the message Urgent</td>
<td>701</td>
</tr>
<tr>
<td>Mark the message Private</td>
<td>704</td>
</tr>
<tr>
<td>Request return receipt</td>
<td>705</td>
</tr>
<tr>
<td>Request future delivery</td>
<td>706</td>
</tr>
<tr>
<td>Send the message</td>
<td>79</td>
</tr>
</tbody>
</table>

### Changing Your Mailbox Options

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change name</td>
<td>8015</td>
</tr>
<tr>
<td>Change password</td>
<td>8014</td>
</tr>
<tr>
<td>Change standard greeting</td>
<td>80132</td>
</tr>
<tr>
<td>Change out-of-office greeting*</td>
<td>80133</td>
</tr>
<tr>
<td>Change busy greeting*</td>
<td>80131</td>
</tr>
<tr>
<td>Set automatic message forwarding*</td>
<td>8024</td>
</tr>
<tr>
<td>Set message presentation order</td>
<td>8025</td>
</tr>
<tr>
<td>Set Immediate Message Notification*</td>
<td>8011</td>
</tr>
</tbody>
</table>

### While Listening to Message

<table>
<thead>
<tr>
<th>If you want to...</th>
<th>Then enter...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skip back 5 seconds</td>
<td>1</td>
</tr>
<tr>
<td>Skip ahead 5 seconds</td>
<td>3</td>
</tr>
<tr>
<td>Decrease playback speed</td>
<td>21</td>
</tr>
<tr>
<td>Increase playback speed</td>
<td>23</td>
</tr>
<tr>
<td>Reply to the message sender</td>
<td>71</td>
</tr>
<tr>
<td>Forward the message to another subscriber</td>
<td>73</td>
</tr>
<tr>
<td>Delete the message</td>
<td>76</td>
</tr>
<tr>
<td>Call the message sender</td>
<td>9</td>
</tr>
</tbody>
</table>