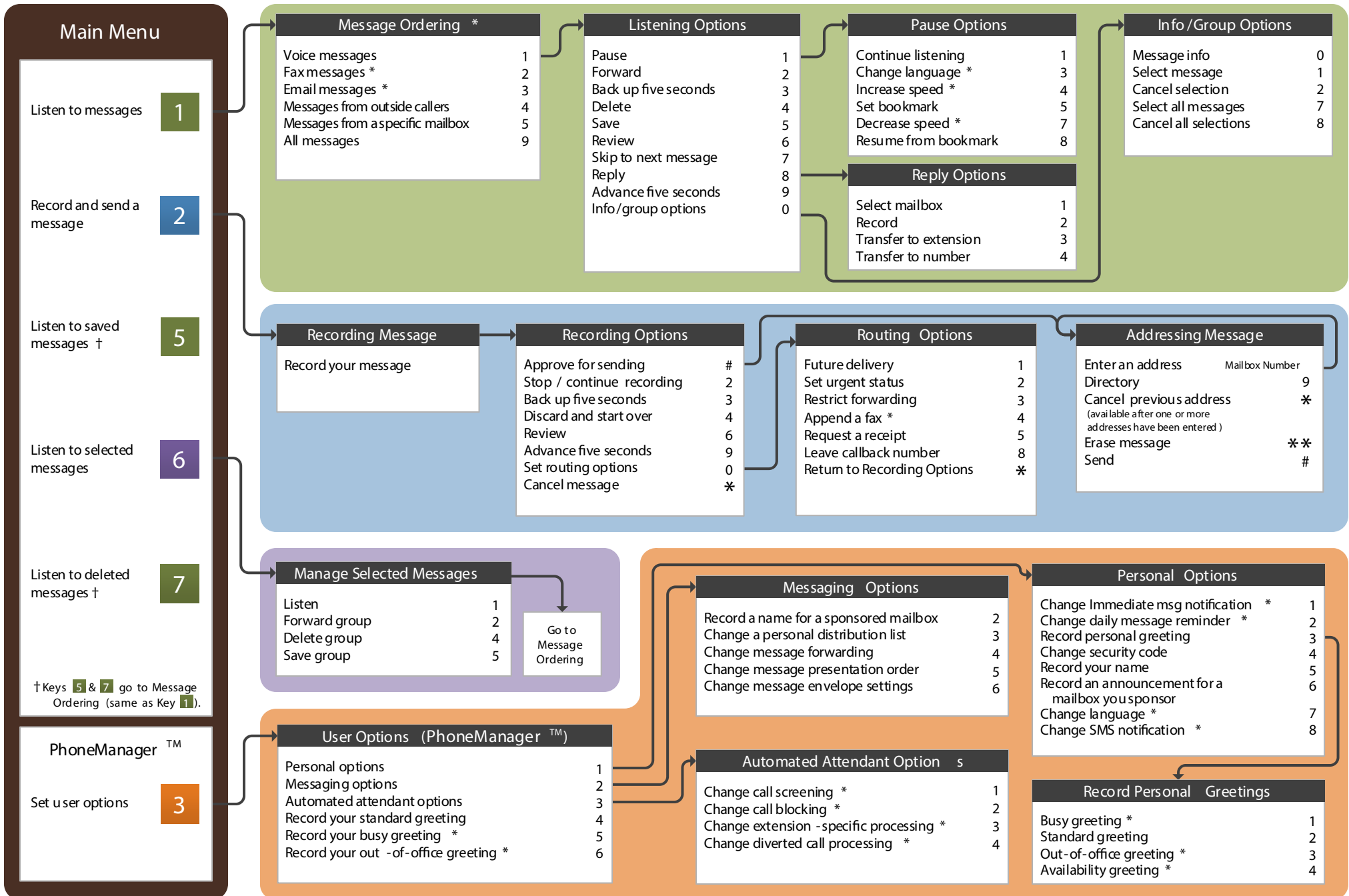


CX Quick Reference Card

* Depending on how your CX system is set up, this command may not be available. Please consult your system administrator for additional information.



Welcome !

To the University of Wyoming's new CX Unified Messaging system



Before You Start

To set up your CX mailbox, your system administrator will give you the following information.

CX internal number : _____

CX external number : _____

Your subscriber mailbox number: _____

Your system administrator may also give you a default security code to use when you log on to CX for the first time.

Gaining Access to Your Mailbox

Follow these simple steps to start using CX .

1. Call the CX 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).

Performing Common Tasks

If you are looking for a quick hint on how to perform a specific task, here is the list of the shortcut commands .

*Depending on how your CX system is set up, this command may not be available . Please consult your system administrator for additional information .

Getting Started

| If you want to ... | Then enter... |
|--|---------------|
| Listen to new messages | 1 |
| Record and send a message | 2 |
| Listen to saved messages | 5 |
| Review, forward, delete, or save messages you have selected | 6 |
| Listen to and recover messages you have marked for deletion (in this session only) | 7 |

While Listening to Message

| If you want to ... | Then enter... |
|-------------------------|---------------|
| Increase playback speed | 1 4 |
| Decrease playback speed | 1 7 |
| Skip back five seconds | 3 |
| Skip to next message | 7 |
| Skip ahead five seconds | 9 |

Changing Your Mailbox Options

| If you want to ... | Then enter... |
|--------------------------------------|----------------|
| Change name | 3 1 5 |
| Change password | 3 1 4 |
| Change standard greeting | 3 4 or 3 1 3 2 |
| Change busy greeting * | 3 5 or 3 1 3 1 |
| Change out-of-office greeting * | 3 6 or 3 1 3 3 |
| Set automatic message forwarding | 3 2 4 |
| Set message presentation ordering | 3 2 5 |
| Set Immediate Message Notification * | 3 1 1 |

After Recording Message

| If you want to ... | Then enter... |
|------------------------------------|---------------|
| Request future delivery | 0 1 |
| Mark the message urgent | 0 2 |
| Restrict forwarding of the message | 0 3 |
| Append a fax | 0 4 |
| Request a return receipt | 0 5 |
| Leave a callback number | 0 8 |