CX Quick Reference Card

**Main Menu**
- Listen to messages 1
- Record and send a message 2
- Listen to saved messages 5
- Listen to selected messages 6
- Listen to deleted messages 7

**PhoneManager**
- Set user options 3

**User Options (PhoneManager™)**
- Personal options 1
- Messaging options 2
- Automated attendant options 3
- Record your standard greeting 4
- Record your busy greeting* 5
- Record your out-of-office greeting* 6

**Message Ordering***
- Voice messages 1
- Fax messages* 2
- Email messages* 3
- Messages from outside callers 4
- Messages from a specific mailbox 5
- All messages 9

**Listening Options**
- Pause 1
- Forward 2
- Back up five seconds 3
- Delete 4
- Save 5
- Review 6
- Skip to next message 7
- Reply 8
- Advance five seconds 9

**Pause Options**
- Continue listening 1
- Change language* 3
- Increase speed* 4
- Set bookmark 5
- Decrease speed* 7
- Resume from bookmark 8

**Info/Group Options**
- Message info 0
- Select message 1
- Cancel selection 2
- Select all messages 7
- Cancel all selections 8

**Reply Options**
- Select mailbox 1
- Record 2
- Transfer to extension 3
- Transfer to number 4

**Routing Options**
- Future delivery 1
- Set urgent status 2
- Restrict forwarding 3
- Append a fax* 4
- Request a receipt 5
- Leave callback number 8
- Return to Recording Options *

**Addressing Message**
- Enter an address 1
- Mailbox Number 2
- Directory 9
- Cancel previous address *
  (available after one or more addresses have been entered)
- Erase message **

**Personal Options**
- Change immediate msg notification* 1
- Change daily message reminder* 2
- Record personal greeting 3
- Change security code 4
- Record your name 5
- Record an announcement for a mailbox you sponsor 6
- Change language* 7
- Change SMS notification* 8

**Automated Attendant Options**
- Change call screening* 1
- Change call blocking* 2
- Change extension-specific processing* 3
- Change diverted call processing* 4

**Original – Alternate Addressing TUI**

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

Applies to version 8.7 and above

1082-10210-6660, Rev 8.7.2.16.1, August 2016
Your organization’s new CX unified messaging system is designed to provide you with the same convenient access to your voice, fax, and email messages whether you are at your desk or calling in over the telephone.

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).

Welcome!

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**

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<th>Then enter...</th>
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<tr>
<td>Listen to new messages</td>
<td>1</td>
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<tr>
<td>Record and send a message</td>
<td>2</td>
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<tr>
<td>Listen to saved messages</td>
<td>5</td>
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<tr>
<td>Review, forward, delete, or save messages you have selected</td>
<td>7</td>
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<tr>
<td>Listen to and recover messages you have marked for deletion (in this session only)</td>
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