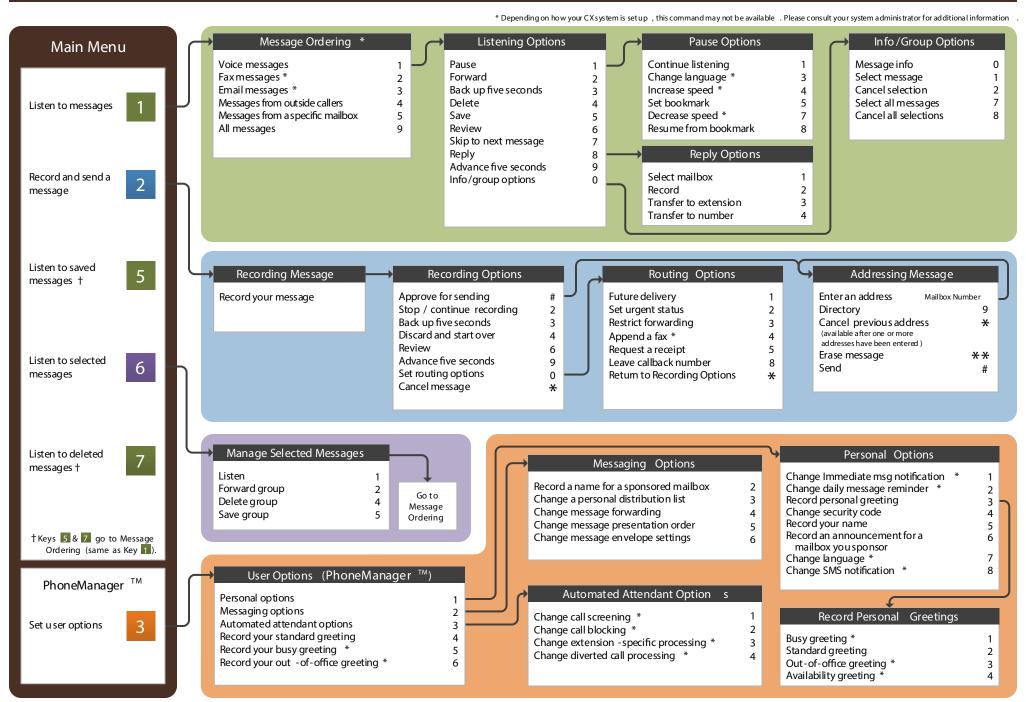
CX Quick Reference Card





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 .
- 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 of 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

Changing Your Mailbox Options

If you want to	Then enter
Change name	315
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
	Change name Change password Change standard greeting Change busy greeting * Change out -of-office greeting * Set automatic message forwarding Set message presentation ordering

While Listening to Message

If you want to	Then enter
Increase playback speed	1 4
Decrease playback speed	17
Skip back five seconds	3
Skip to next message	7
Skip ahead five seconds	9

After Recording Message

If you want to	Then enter
Request future delivery	01
Mark the message urgent	02
Restrict forwarding of the message	03
Append a fax	0 4
Request a return receipt	05
Leave a callback number	08

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