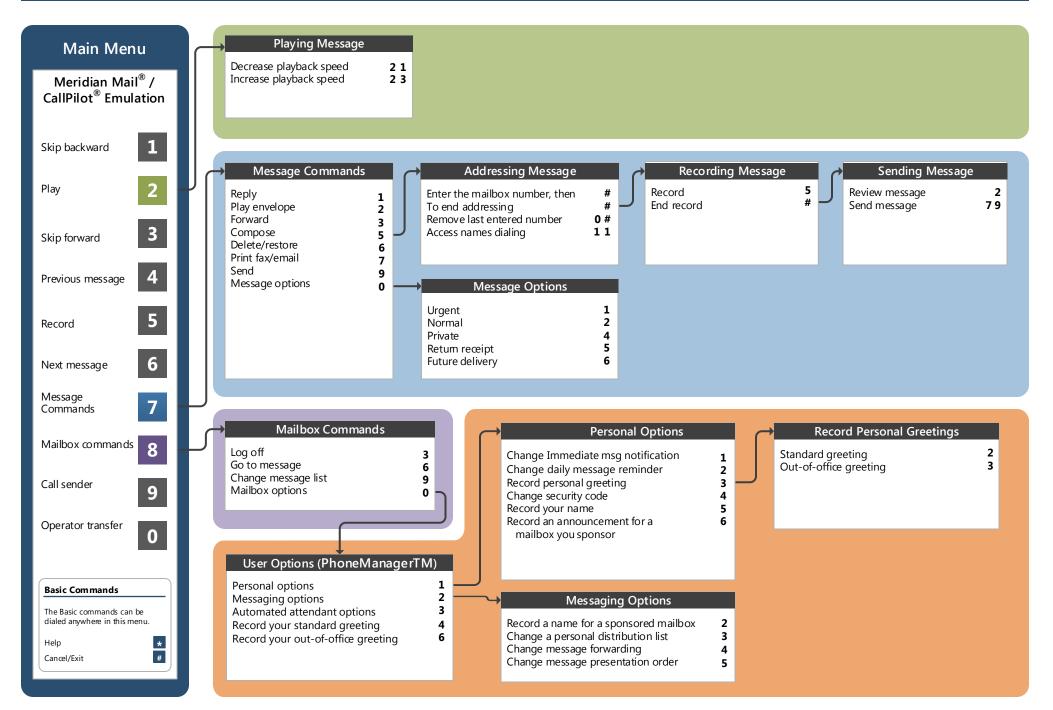
# CX Quick Reference Card Meridian Mail<sup>®</sup>/CallPilot<sup>®</sup> Emulation





### Welcome!

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. When you call in, the Meridian Mail<sup>®</sup> / CallPilot<sup>®</sup> emulation saves you the effort of relearning most of the keystroke commands you use to send, retrieve, and manage messages.

# **Before You Start**

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

CX internal number:	x4-2020
CX external number:	(707)664-2020
Your subscriber mailbox number:	4(Your Extension)
Your system administrator may a	lso give vou a default secur

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 a message	2
Go to the previous message	4
Go to the next message	6
Compose a message	7 5
Change message lists	8 9

## **Changing Your Mailbox Options**

If you want to	Then enter
Change name	8015
Change password	8014
Change standard greeting	80132
Change out-of-office greeting	80133
Set automatic message forwarding	<b>802</b> 4
Set message presentation order	8025
Set Immediate Message Notification	8011

#### After Recording & Addressing Message

If you want to	Then enter
Mark the message Urgent	701
Mark the message Private	704
Request return receipt	705
Request future delivery	706
Send the message	7 9

#### While Listening to Message

If you want to	Then enter
Skip back 5 seconds	1
Skip ahead 5 seconds	3
Decrease playback speed	21
Increase playback speed	2 3
Reply to the message sender	71
Forward the message to another subscriber	7 3
Delete the message	76
Call the message sender	9

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