

CallXpress Easy Reference Guide

Before You Start

To set up CallXpress Voicemail, your system administrator will give you the following information.

Voicemail Phone number: 619-388-7802 or 858-536-7802 or x7802

Your mailbox number (ext): _____

Security code: _____

Gaining Access to Your Mailbox

1. Call the Voicemail Phone number or press the voicemail button on your district phone.
2. If you dialed the Voicemail Phone number, press the # key after your call is answered.
3. If prompted, enter your mailbox number.
4. Enter your security code (the default code is 1111 for initial setup).

Performing Common Tasks

If you want to ...

Then enter ... and follow the prompts

Forward a message to another mailbox	<input type="text" value="1"/>	<input type="text" value="3"/>	<i>New feature between sites!</i>
Record and send a message	<input type="text" value="6"/>		
Listen to the first available new message	<input type="text" value="5"/>		
Delete the message	<input type="text" value="3"/>		
Record or Change Greetings	<input type="text" value="4"/>		
Help / List all available commands	<input type="text" value="0"/>		
Exit	<input type="text" value="9"/>		

Notes: