



Portland State University
CallXpress Quick Reference
Voice Mail Access Number: 503-725-7000

Performing Common Tasks

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Dialing CallXpress From On/Off Campus
5-7000 from your desk phone:
 1. Dial 5-7000
 2. Enter your password
5-7000 not from your desk phone:
 1. Dial 5-7000
 2. Press the * button then # button
 3. Enter your 5 digit extension & password as prompted
(503)725-7000 from off campus:
 1. Dial (503)725-7000
 2. Press the # button
 3. Enter your 5 digit extension & password as prompted

While Listening to a Message
If you want to: *Then enter:*
 Increase playback speed 1, 4
 Decrease playback speed 1, 7
 Increase playback volume 1, 6
 Decrease playback volume 1, 9
 Skip ahead five seconds 9
 Go back five seconds 3
 Skip to the next message 7

Setting up your Mailbox
If you want to: *Then enter:*
 Change your busy greeting 3, 5
 Change your name recording 3, 1, 5
 Change your out-of-office greeting 3, 6
 Change your password 3, 1, 4
 Change your standard greeting 3, 4

Getting Started
If you want to: *Then enter:*
 Listen to new messages 1
 Listen to saved messages 5
 Listen to and recover messages you've marked for deletion (this session only) 7
 Review, forward, delete, or save messages you've selected 6
 Record a message for another subscriber 2