



# Western Regional Center

## National Oceanic & Atmospheric Administration

U.S. Department of Commerce



## OCIO Systems Support Seattle IT Updates - November 2008

### Voice Mail

- **New Voice Mail System in place**

Our voice mail system has been updated to the new CallXpress system. Most of the features are the same as the old Octel system, but some of the menu choices have changed.

Please take some time and become familiar with the new commands and choices. If you have not set up your personal greetings on the new system, now is a good time to do it.

A few people have reported that their message waiting light is initially out of sync with their voice mailbox. To fix this, call yourself from your phone and leave yourself a message, then call into the voice mail system and listen to your message. When you hang up, your message light should be back in sync with your mailbox.

If you did not receive a copy of the new reference guide describing the new menu choices, you will find one attached to this email.

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### November Tech Tips

- **Resizing Images for Word, PowerPoint, or Email**

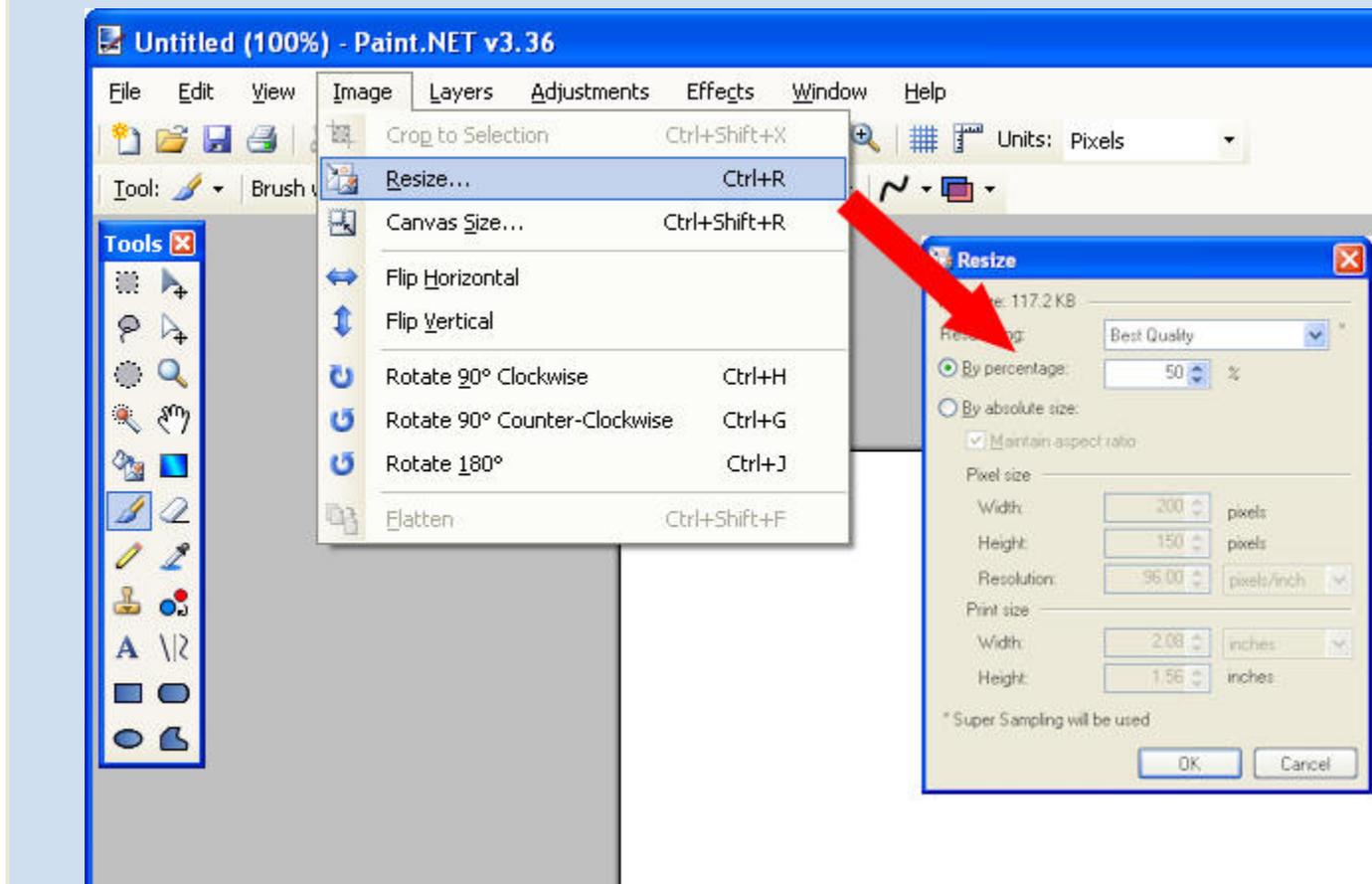
When creating Word and PowerPoint documents, many people put images, pictures, screen snapshots into the document without thinking about the size of the image. Most images from screen snapshots and digital cameras are MUCH larger than needed. (Examples are the images included in this email.)

Many people know how to use Paint.NET to crop the excess part of a picture, but not everyone knows how to reduce the size of the image if only a thumbnail needs to go into a document.

To use Paint.NET to resize the image, select **Image | Resize...** to bring up the resize dialog box. You can select exact sizes to reduce or expand to, or use the By Percentage to change

the image. In the example below, I reduced the image by 50%. Other common sizes are 75%, 33%, or 25%. Save the reduced image using a new file name and insert the smaller version into your document.

Resizing an image will reduce the file size of the document, usually without making the image too small or blurry to view. This can help reduce the numbers of times when you are trying to email a 50 Megabyte word document with 20 pictures and getting an error message that the attachment is too large.

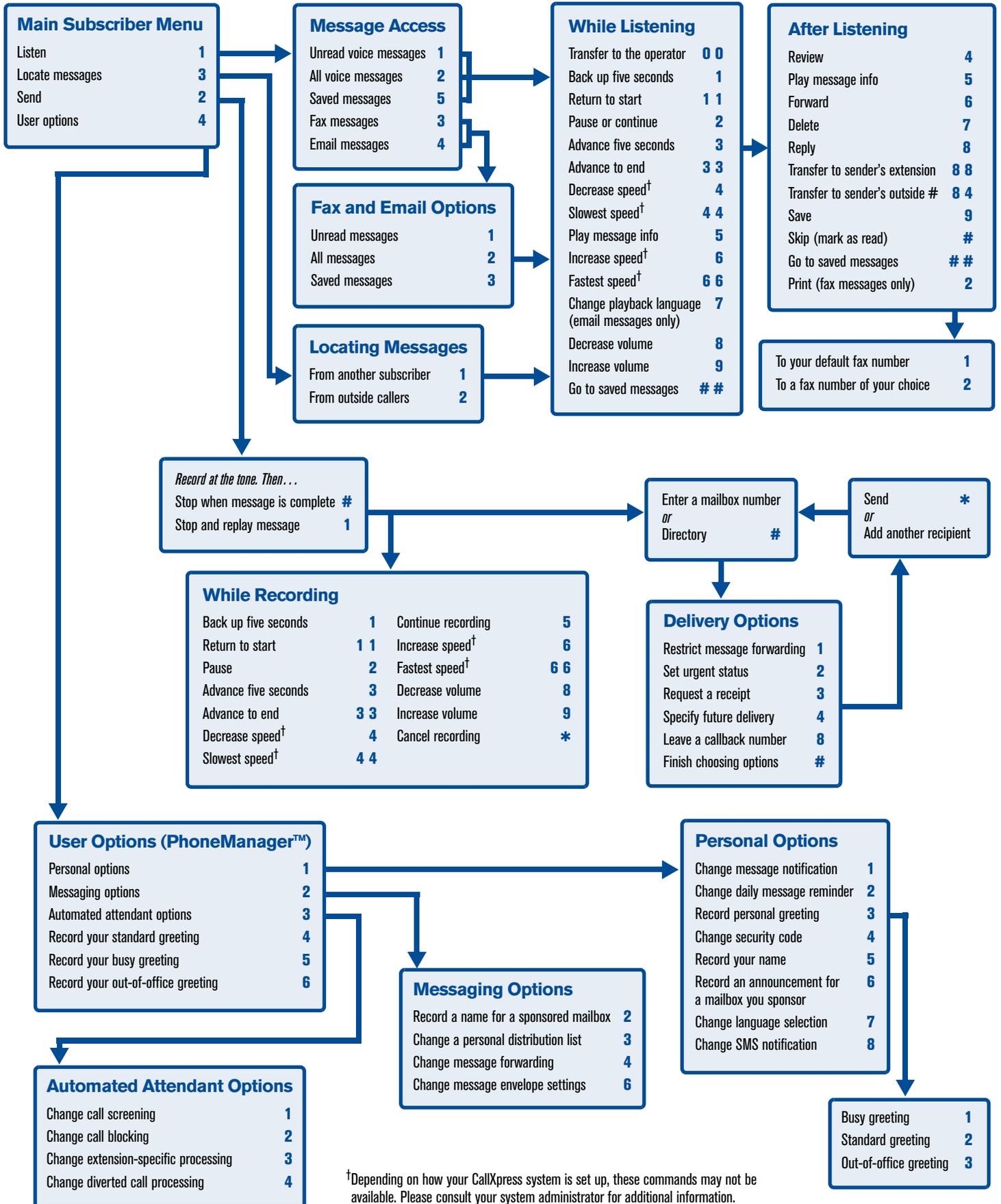


This email authorized by OCIO Systems Support Seattle



# CallXpress® Quick Reference Card

## for Octel Aria Emulation



## Welcome!

Your organization's new CallXpress® 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, our Octel Aria 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 CallXpress, your system administrator will give you the following information.

CallXpress internal number:

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CallXpress external number:

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Your subscriber mailbox number:

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Your system administrator may also give you a default security code to use when you log on to CallXpress for the first time.

## Gaining Access to Your Mailbox

Follow these simple steps to start using CallXpress.

1. Call the CallXpress internal or external number.
2. If necessary, press # or any other key that your CallXpress system requires.
3. If prompted, enter your subscriber mailbox number.
4. Enter a security code (or the default code, if your administrator has given you one).

## Performing Common Tasks

If you're looking for a quick hint on how to perform a specific task, read on.

### Getting Started

<i>If you want to ...</i>	<i>Then enter ...</i>
Listen to new voice messages	<b>1 1</b>
Review new fax messages	<b>1 3 1</b>
Review new email messages	<b>1 4 1</b>
Locate messages from a specific subscriber	<b>3 1</b>
Locate messages from outside callers	<b>3 2</b>
Record and send a message	<b>2</b>

## After Recording and Addressing a Message

<i>If you want to ...</i>	<i>Then enter ...</i>
Restrict forwarding of the message	<b>1</b>
Mark the message urgent	<b>2</b>
Request a return receipt	<b>3</b>
Request future delivery	<b>4</b>
Leave a number where you can be reached	<b>8</b>

## After Listening to a Message

<i>If you want to ...</i>	<i>Then enter ...</i>
Forward the message to another subscriber	<b>6</b>
Delete the message	<b>7</b>
Reply	<b>8</b>
Transfer to a sender's extension	<b>8 8</b>
Transfer to a sender's outside number	<b>8 4</b>
Save the message	<b>9</b>
Send the message to your default fax number (if it is a fax)	<b>2 1</b>
Send the message to a fax number you specify (if it is a fax)	<b>2 2</b>

## Setting Up Your Mailbox

<i>If you want to ...</i>	<i>Then enter ...</i>
Change your busy greeting	<b>4 1 3 1</b> <b>or 4 5</b>
Change your name recording	<b>4 1 5</b>
Change your out-of-office greeting	<b>4 1 3 3</b> <b>or 4 6</b>
Change your password	<b>4 1 4</b>
Change your standard greeting	<b>4 1 3 2</b> <b>or 4 4</b>
Set automatic message forwarding	<b>4 2 4</b>
Set Immediate Message Notification	<b>4 1 1</b>

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