

## CallXpress Voice Mail

### First time logging into a voice mailbox?

When logging into the CallXpress voicemail system for the first time you will be guided through a quick set-up tutorial.

### Setting Up Your CallXpress Voice Mailbox

#### From your office telephone:

1. UTSC - Dial 7696
2. Enter your password, the default password is 1111.
3. CallXpress will then take you through a quick tutorial where you will set your voicemail password, record your name and record a standard greeting.

#### From another campus telephone:

1. UTSC – Dial 7696
2. Press \* to get to the CallXpress main menu then press # and enter your mailbox number.
3. Enter your password, the default password is 1111.
4. CallXpress will then take you through a quick tutorial where you will set your voicemail password, record your name and record a standard greeting.

#### From off-campus:

1. UTSC - Dial 416-287-7696
2. Press # and enter your mailbox number.
3. Enter your password, the default password is 1111.
4. CallXpress will then take you through a quick tutorial where you will set your voicemail password, record your name and record a standard greeting.