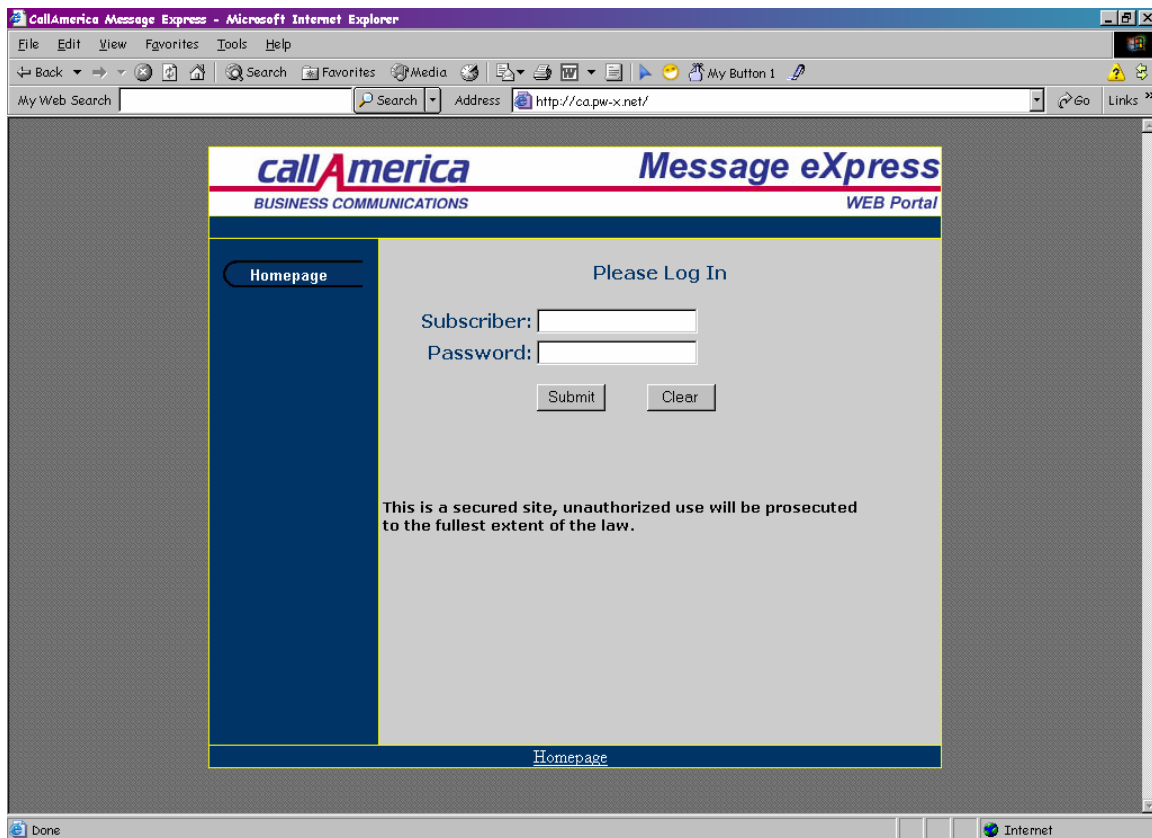




## MESSAGE EXPRESS WEB PORTAL INSTRUCTIONS

**Step 1:** Open your Internet browser and go to <http://ca.pw-x.net/>

You will see the screen pictured below.



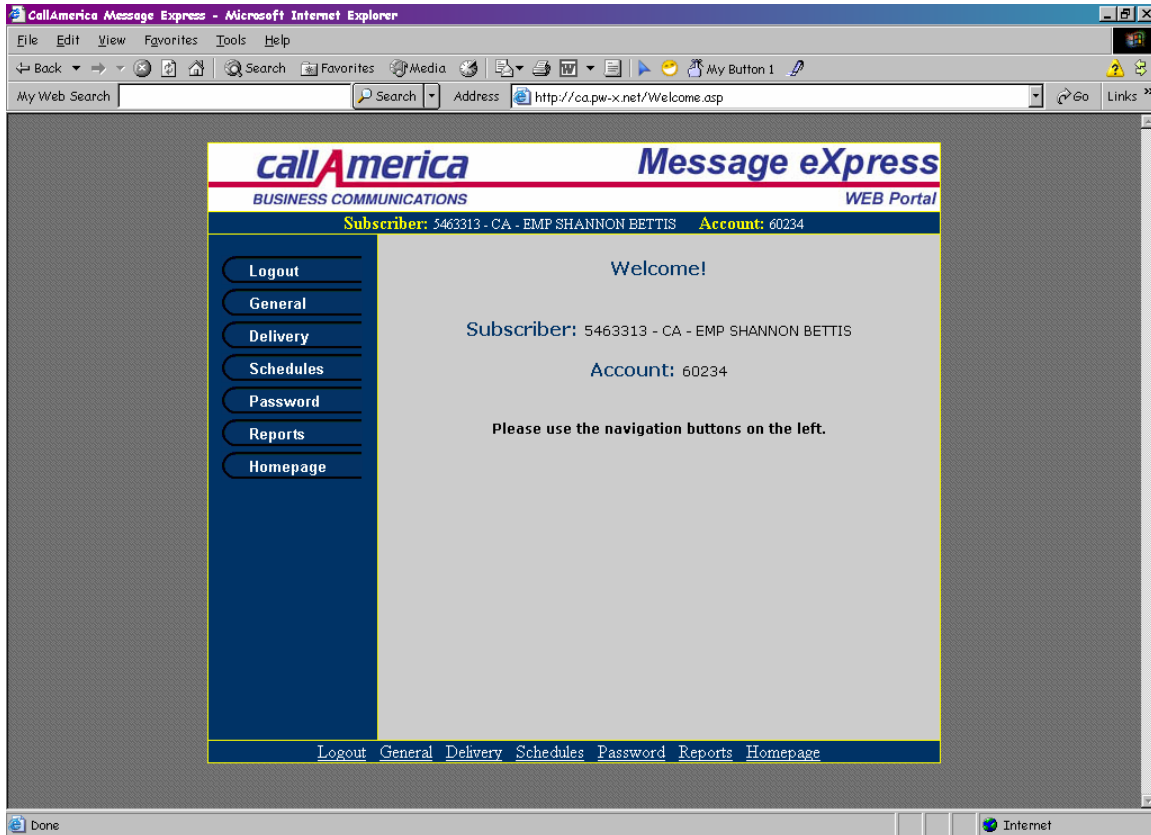
Please enter your 7 digit voice mail number and your password to log in.

**NOTE:** If you are logging in to a sub-box (i.e. 545-5555 is the main box, and you want to log into box 2, you would enter 55552 instead of a 7 digit number, followed by the password) you will only be entering the 5 digit voice mail number and your password to log in.

Please proceed to the next page.

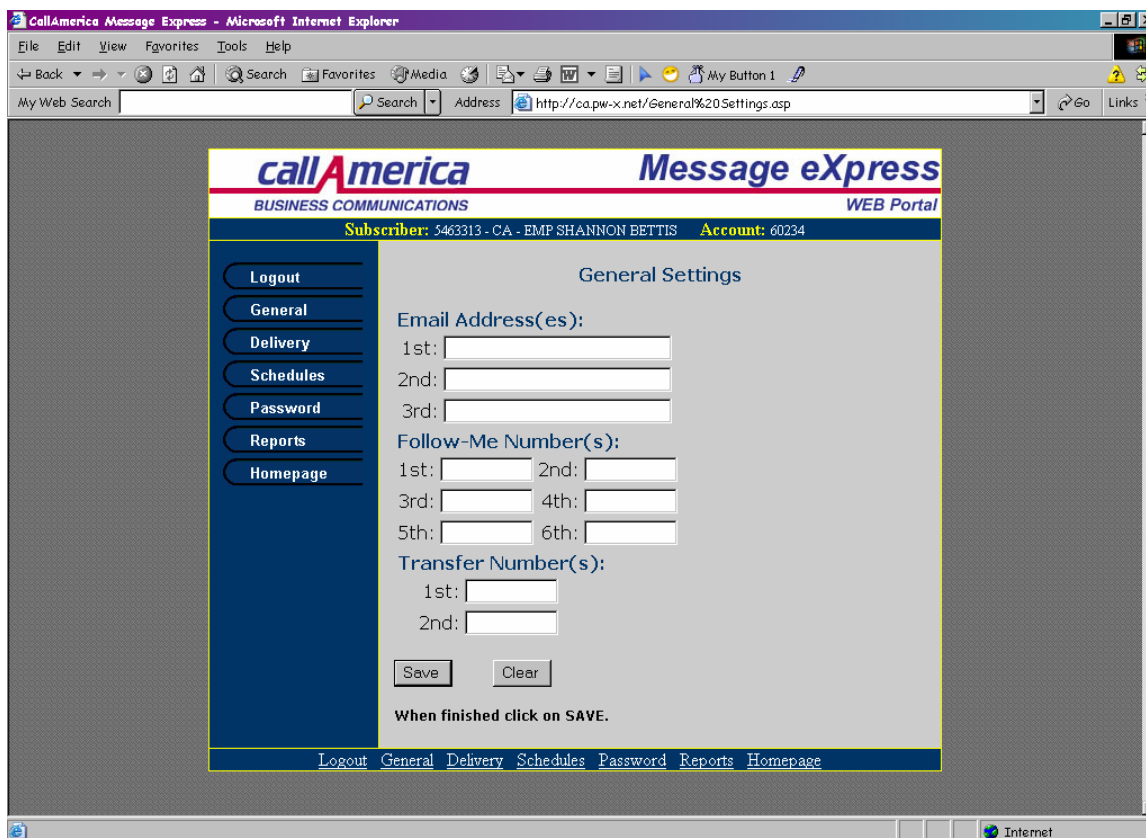


**Step 2:** Once you are logged in, you will see the screen displayed below.



Please select the button labeled "General" to make changes, add e-mail addresses, call transfer numbers, or follow me numbers.

Once you select the "General" button you will see the next screen.



**Step 3:** You may now change or add information into Message Express.

An E-mail address is used to send message notification to a cell phone, pager or any e-mail address. E-mail messages may be sent to e-mail in the form of a wav file to be played or stored on your computer.

**Only available with “Call Screening” boxes:**

Follow Me Number(s) may be used to allow the system to connect callers to you.

Any telephone number may be entered and the system will call them in an attempt to locate you.

Transfer Numbers are used to transfer a caller to any telephone number.

If your greeting says, “please press one to speak to someone immediately” you can enter the number for the system to call here.

**Step 4:** Please remember to press “save”. All changes take place immediately.

Please contact Call America with any questions at 805-549-7800 or [service@callamericacom.com](mailto:service@callamericacom.com)