



## Xpressions Access Numbers

DIRECT ACCESS	5728
FORWARD/GUEST	205728
TRANSFER	3799

### SET UP YOUR MAILBOX

To call Voicemail dial the DIRECT ACCESS number or press the Voicemail key.

The first time you access your mailbox you will need to use the default password 111 followed by the # key. You will be prompted to record your name and change your password.

NOTE: Passwords cannot be in the following format—  
Examples: 11111, 12345, 54321 or your extension number.

### HOME STATE OPTIONS

HOME STATE = BEGINNING OF THE VOICEMAIL MENU

Press 3 to LISTEN to your messages

Press 1 to RECORD a message

Press 8 to change ANSWERING OPTIONS

Press 9 to change MAILBOX OPTIONS

Press 70 to transfer out of Xpressions and call another extension

Press 76 to DISCONNECT

### RECORD / CHANGE YOUR PERSONAL GREETING

Dial 5728 or press the Voicemail key to enter Xpressions.

Press 8 for ANSWERING OPTIONS

- o Press 1 for Personal Greeting
- o Press 1 for ALTERNATE GREETING

The ALTERNATE GREETING allows you to make one greeting which will be used anytime you are away from your desk or are not taking calls.

Make sure you write down what your greeting will be. Practice it a few times before recording. The system will prompt you at each step of the way.

### RECORD YOUR MAILBOX NAME

Dial 5728 or press the Voicemail key

- o Press 8 for ANSWERING OPTIONS
- o Press 4 for RECORD NAME
- o Press 1 to re-record your name

### CHANGE YOUR PASSWORD

Dial 5728 or press the Voicemail key

- o Press 9 for MAILBOX OPTIONS
- o Press 3 for PASSWORD
- o Enter new password followed by #

### LISTEN TO YOUR MESSAGES

Dial 5728 or press the Voicemail key

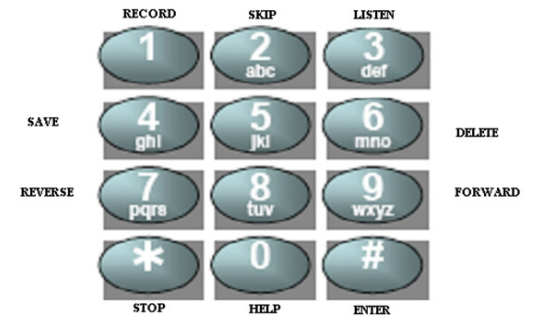
- o Press 3 to LISTEN TO YOUR MESSAGES

There are multiple message queues so make sure you listen to them all. [NEW Messages; URGENT Messages; SAVED Messages, etc.]

Messages are played from newest to oldest. To play the OLDEST messages first: press 8,5,3,2,#

### SHORTCUTS

When listening to your messages, you can:



Once you have saved or deleted a message you may:

- Press # to continue to the next message.
- Press 1 to replay the message
- Press 9 to forward the message to another mailbox
- Press 70 to call the sender. This feature can be used for internal or external calls.