

## **XPRESSIONS FIRST TIME MAILBOX SETUP**

**Your Default Password is: 000000**

### **First Time Log-On:**

**From Your Telephone: Press the preset Xpressions speed dial key (usually labeled VoiceMail or Mailbox)**

1. When prompted dial the default password – 000000 - and press #.
2. You are now at Home State.

**OR**

**From Your Telephone: Dial 2800**

1. When prompted press #.
2. When prompted dial the default password – 000000 - and press #.
3. You are now at Home State.

**OR**

**From a Remote Telephone: Dial 2800**

1. When prompted dial your extension number and press #.
2. When prompted dial the default password – 000000 - and press #.
3. You are now at Home State.

### **Changing your Password:**

1. From Home State press 9 for Mailbox Options.
2. Press 3 to Change Password.
3. Enter your new password and press #.

### **Recording your Name:**

1. From Home State press 8 for Answering Options.
2. Press 4 to Record Name.
3. Press 1 and record at the tone.
4. Press \* when you have finished.
5. Press 7 and then 3 to play it back.
6. Press # to approve it OR press 1 to record again.

## **Recording Your Personal Greeting**

Your mailbox can store up to nine different greetings

### **To Record or Change a Greeting**

1. From Home State press 8 for Answering Options.
2. Press 1 for Personal Greetings.
3. Press 1 to record Greetings.
4. Enter a greeting number (1-9).
5. Press 1 and record your greeting at the tone, then press \* when finished.
6. To approve your greeting press # or follow the prompts to playback your greeting.
7. To assign a Greeting Type press 1 for an Internal greeting, press 2 for an External greeting, or press 3 for an Alternative greeting (the Xpressions prompt will tell you which greetings you have).

### **Sample Greeting 1:**

You have reached the mailbox of (your name). I am presently away from my desk. Please leave a detailed message at the tone as well as a number where you can be reached and I will return your call as soon as possible. To speak to the operator, press zero followed by the pound sign. Thank you.

### **Sample Greeting 2:**

This is (your name). On Monday November 2nd I will be in meetings all day with limited access to my voice mail. Please leave a message and your callback number and I will return your call as soon as possible. If you need to speak with someone now, press zero and pound and ask the operator to transfer you to Jane Smith. Thank you.

### **To select or change which message types can be listened to from the Listen Option at Home State:**

1. From Home State press 9 for Mailbox Options.
2. Press 8 for Type of Messages.
3. Press 1 for Message Type.
4. Follow the prompts to turn on or off Voicemail messages.

### **To select or change the setting that allows Xpressions to play your Read messages from the Listen Option at Home State:**

1. From the Type of Messages submenu press 2 for New and/or Read messages.
2. Press 1 to hear New messages only.

