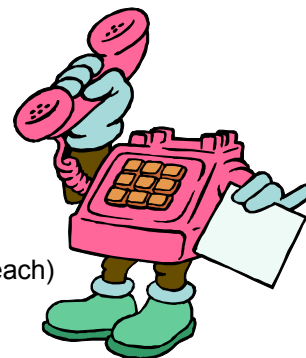


XPRESSIONS (VOICEMAIL) 5.0 INFORMATION SHEET

Your personal Xpressions information:

- Initial password: _____ 111111 _____
- New minimum password length: _____ 6-24 (not trivial) _____
- Maximum message length: _____ 3 minutes _____
- Maximum number of Dlists: _____ 9 (25 extensions each) _____



Xpressions Access Numbers:

- **Direct** Access Number _____ 8601 _____ (internal)
(to access **your** mailbox) _____ (517) 796-8601 _____ (external)
- **Guest/Forward** Access Number _____ 8377 _____
(to leave a message without ringing phone)
forward your calls directly to Xpressions
- **Transfer** Access Number _____ 8376 _____
(**transfer** a caller directly into a mailbox)

You will need to setup the following when you access Xpressions:

- Change your **password** (will prompt you; to change later, press **9 3** from main menu)
- Record your **name** (will prompt you; to change later, press **8 4** from main menu)
- Record your **greeting(s)** (press **8 1** from main menu).

Greeting Options:

- **Option 1**
 - **"Today's Greeting"** This is a daily greeting that expires at midnight: (*disables all greetings once activated*) (press 8 8 to record; * # when finished to activate)
- **Option 2** *Simple Mode is the system default.*
 - **Simple Mode Regular Greetings:** Provides a greeting for each call type (press **8 1 2**)
 - "Busy" (2) plays for all callers during the business day when you are on the phone.
 - "Internal" (3) plays for internal callers during the business day when you are NOT on the phone
 - "External" (4) plays for external callers during the business day when you are NOT on the phone.
 - "After Hours" (5) plays for all callers during non-business hours when the phone is busy or idle.
 - **Simple Mode Alternate Greeting:** Provides 1 greeting that answers all your calls under all conditions. (**8 1 3**) Turns the Alternate Greeting on. It plays for all callers overriding all greetings, except the After Hours greeting. Can be used as a standard greeting if you don't want to use the other greetings, or for special circumstances such as vacation or sick days.
 - Press 1 to record Alternate Greeting
- **Option 3**
 - **Enhanced Mode:** Provides up to nine recordings that can be assigned to a greeting type, you select which recording number plays for each type of call (Press **8 1**)
 - "Alternate" (1) Plays for all callers overriding all greetings, except the After Hours greeting. Can be used as a standard greeting if you don't want to use the other greetings, or for special circumstances such as vacation or sick days.
 - "Busy" (2) plays for all callers during the business day when you are on the phone
 - "Internal" (3) plays for internal callers during the business day when you are NOT on the phone
 - "External" (4) plays for external callers during the business day when you are NOT on the phone.

XPRESSIONS (VOICEMAIL) 5.0 INFORMATION SHEET

- "After Hours" (5) plays for all callers during non-business hours when the phone is busy or idle
To toggle between Simple and Enhanced Mode press 8 9

Sample Alternate Greeting:

This is (Name). I am currently unable to take your call. Please leave a detailed message at the tone and I will return your call as soon as possible and thank you for calling.

WHILE listening to the message header. . .

Skip the message header - proceed directly to message
Skip to next message header

Press

3
2

TO STOP a message, and . . .

Skip forward to the next message header
Skip backward to the previous message header
Replay the current message header
Save it
Delete it
Skip backward to the beginning of the message
Skip backward a few seconds
Skip forward to the end of the message
Skip forward a few seconds
Decrease the message speed
Increase the message speed

* 2
* 7 2
* 7 7
* 4
* 6
* 7 3
* 7 8
* 9 3
* 9 8
7
9

TO BYPASS the greeting when you call someone

1

After a CALLER leaves a message, they may hang up, or...

For more recording options
Mark a message urgent (if configured)
To send message to other Xpressions mailboxes
To delete the message

*
* # 3
* # 5
* # 6

TO TRANSFER a caller directly into an Xpressions mailbox:

- Press Transfer
- Enter Xpressions Guest Access number
- Enter extension where they want to leave a message
- Press ## and hang up

Message Queue Order . . . (to skip to next message queue, press #)

1. Urgent
2. Returned messages/return receipts
3. New
4. Saved
5. Outgoing
6. New messages received while in Xpressions

