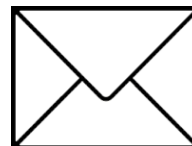


Mailbox Number: Your Extension
 Initial Default Password 123456
 Maximum Length of a Message 3 minutes
 Maximum Number of New Messages 25



Xpressions Access Numbers

Direct Access Number **6589**

(To access voicemail within the office)

Remote/After Hours Direct Access Number **512-391-6589**

(To access voicemail outside the office)

Forward Access Number **6589**

(Target extension used to forward your calls directly to voicemail)

Transfer a Caller to a Voicemail Box to Leave a Message:

With caller on the line ⇒ Press **Consult/Xfer** button ⇒ Dial **6589** and wait for voicemail to answer
 ⇒ Dial # plus the person's extension ⇒ Hang up your handset immediately

Navigating Through the Mailbox

3 = Scroll Forward

1 = Scroll Back

0 = Change

Accessing Your Xpressions Compact Voicemail Box

Accessing From Your Own Phone

1. Press the **Mailbox/ENVELOPE** button on **your** telephone and press **OK**
2. Enter your password (use initial default password 1 2 3 4 when logging in for the first time)

Accessing From Any Phone (internal or external)

1. Dial your own extension or phone number
 2. Press the **★** key during the greeting
 3. Enter your password
- OR**
1. Dial the Direct Access Number and follow the prompts

Recording Your Personal Greeting

Scroll Forward By Pressing **3** to Access the Greeting Function

Available Options	Press
Disable system greeting and replace with a personal greeting (new recording)	0
Delete an existing personal greeting and replace with a new personal greeting	0 0
Repeat the selected greeting	2
Select the next greeting (if more than one greeting exists)	8
Options Available After Pressing 0 to begin a new recording:	
Stop recording the greeting and begin again	0
End the recording	#

Record Your Personal Greeting (First-time Setup)

1. Press **3** until you hear "First Greeting"
2. Press **0** to record and begin speaking after the tone
3. Press **#** to end the recording (press **2** to repeat the greeting)
4. Press **3** to continue to the next menu option

Recording Additional Greetings (if available)

1. From the Greeting prompt, press **8** to scroll to the next available greeting
2. Press **0** to record and begin speaking after the tone
3. Press **#** to end the recording (press **2** to replay the greeting)

Changing Your Existing Greeting

1. After logging into your mailbox, press **3** until you hear the greeting prompt
2. To rerecord the currently selected greeting, press **0 0** and record your new greeting
3. Press **#** to end the recording
4. To choose a different greeting, press **8** (either rerecord it or hang up to activate that greeting)

Verifying Your "Active" Greeting

1. To verify callers hear your intended greeting, call your own extension from another telephone and listen to your greeting
2. If the correct greeting is not heard, log in to your mailbox and press **3** to access the greeting prompt
3. To scroll to the next available greeting, press **8**. When you hear the greeting you wish your callers to hear, simply press **3** to continue to the next menu option or hang up.

Sample Greeting

"You have reached (your name). I am unavailable to take your call. If you need immediate assistance, press **0** now and you will be transferred to someone who can assist you. Otherwise, leave a detailed message and a phone number after the tone and I will return your call as soon as possible."

Changing Your Password – Minimum length of new passwords = 6 digits

1. Press **3** repeatedly until you hear the system message which indicates the password for mailbox access
2. Press **0** to change the password and enter new password (6 to 9 digits)
3. Enter new password again for verification

Recording Your Name

1. Press **3** repeatedly until you hear "No user name available"
2. Press **0** to Record Name
3. After the tone, say your full name and **press #** to end the recording

Assigning a Substitute Extension (0 transfer target)

1. Press **3** repeatedly until you hear the system message which indicates no substitute extension is available
2. Press **0** and enter the extension of the desired substitute (i.e. of your colleague)
3. Press **#** to end your entry
4. To activate your substitute extension, scroll back by pressing the **1** key
5. Press **0** to activate the substitute function

Note: Don't forget to inform your callers in your greeting that they may press **0** to be connected with someone else who can assist them. The default substitute extension is generally the operator.

Listening To Your Messages

1. Log into Xpressions Compact
2. New messages will begin to play back automatically
3. **To listen to saved messages, press # (to exit the saved message folder press #)**

Available Message Options	Press
Next message	3
Previous message	1
Repeat the message which was last played back	2
Delete a message	0 0
Save a message	# #
Pause the message (5 seconds – press any key to resume)	5
Rewind 5 seconds within the current playing message	4
Fast forward 5 seconds within the current playing message	6
Skip all messages	*
Reply to a message (record a message in the caller's mailbox)	8
Call message sender (connection is established automatically)	* 8
Forward a message	9
Record and send a new message	7
Transfer out of Xpressions Compact while listening to messages and dial an internal extension (no prompts will be heard)	* 5 + ext. #

Forwarding a Received Message

1. Press **9** while the desired message is being played back
2. Record a comment for the recipient of this forwarded message
3. Press **#** to end your recording
4. Assign the message a delivery option
5. Enter the 3 digit extension of the recipient
6. Press **9** and your commented message will be sent to the recipient
7. Hang up

Recording and Sending Internal Messages

1. After you have logged into your mailbox, press **7** to record a message for a colleague
2. Press **#** when finished recording the message
3. Assign the message a delivery option:
 - 7** – *Urgent* (Urgent messages will be heard first)
 - 8** – *Private* (prevents recipient from forwarding message to another user)
 - 9** – *Regular Delivery*
 - 2** – Play the message again
4. Enter recipient's extension
5. Press **7** to send the message
6. Hang up

Notification of New Incoming Messages (Outcalling)

Xpressions Compact can call you after a message has been received in your mailbox. You must enter the telephone number (notification number) you would like called (cell phone, home phone, etc.)

1. Press **3** repeatedly until you hear the system message which indicates that the notification call number is not assigned
2. Press **0** and enter the desired number to be called (when routing to an external number, remember to press the number for an outside line before entering the telephone number)
3. To activate your notification number, scroll back by pressing the **1** key
4. Press **0** to activate the notification function

When a new message is received in your mailbox, Xpressions Compact will call your designated number and you will be able to listen to your new messages.

Note: When a notification call number is active, you will hear a reminder each time you log into your mailbox

Recording a Private Message

1. Press **3** repeatedly until you hear the system message which indicates Private Message
2. Press **0** to record a private message
3. Press **#** when finished recording the private message
4. Press **3** repeatedly until you hear the system message which indicates password for private message
5. Press **0** to change the password

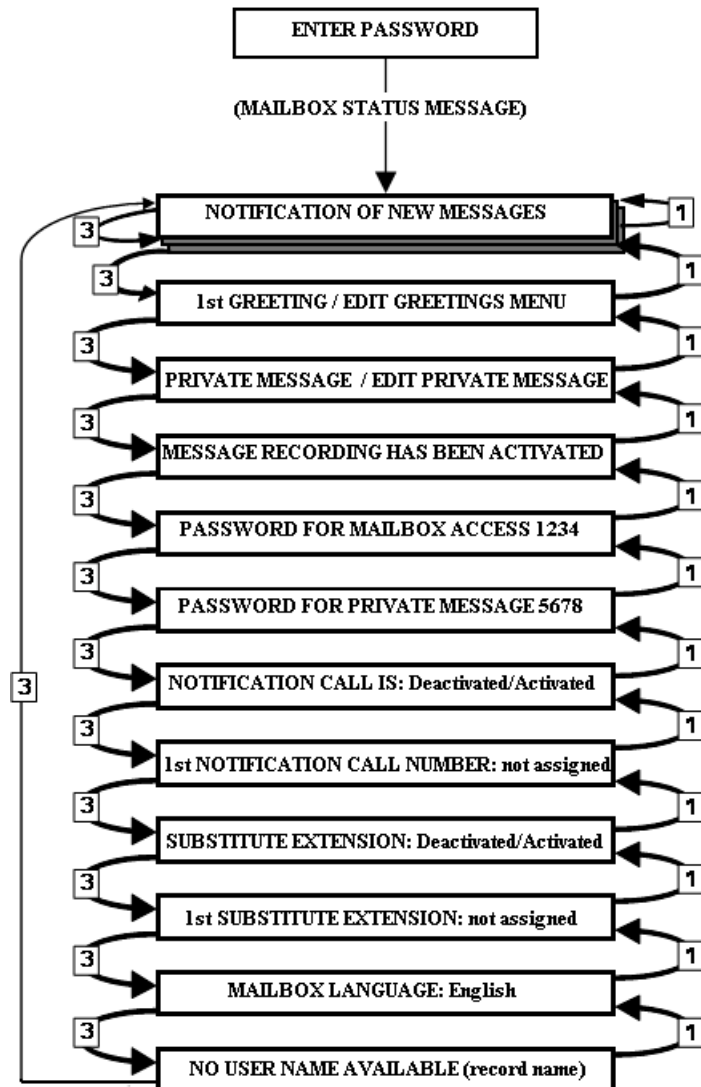
Allowing Callers To Listen to Your Private Message

1. From any touch tone phone, your family or friends can call your telephone number
2. When your greeting answers, the caller must press **★** plus the private password
3. The caller will hear your private message and can leave a message

Other Tips

- ☐ A caller can bypass your greeting by pressing **#** and begin recording a message after the tone
- ☐ During a greeting you may press **★** plus your password to access your own mailbox (numbers must be entered with no more than 1.5 second intervals between numbers)

Xpressions Compact Menu Structure



*Depending on your system configuration, some features may not be available to you.