SETTING UP XPRESSIONS FROM YOUR OFFICE PHONE

1. Select from the greetings below
   - **Alternate Greeting** (most frequently used) plays 24/7 for all calls and overrides all other greetings
   - **Busy Greeting** plays 8 am – 5 pm for all calls if the line is busy
   - **Internal No Answer Greeting** plays 8 am – 5 pm for all campus calls not answered
   - **External No Answer Greeting** plays 8 am – 5 pm for all external calls not answered
   - **After Hours Greeting** plays for all calls from 5:01 pm to 7:59 am

2. Choose new password
   - Password must be at least 8 digits

3. Set up Xpressions mailbox
   - Login into Xpressions:
     - OptiPoint phone press the PHONEMAIL button
     - Analog phone dial 6-3600
   - Enter 111 (the default password) and press #
   - Enter your new password and press #
   - Record your name and press * then #

4. Set your personal greeting
   - **Alternate Greeting**
     - press 8,1,3,1,1
     - record greeting and press * then #
   - **Busy Greeting**
     - press 8,1,2,2,1
     - record greeting and press * then #
   - **Internal No Answer Greeting**
     - press 8,1,2,3,1
     - record greeting and press * then #
   - **External No Answer Greeting**
     - press 8,1,2,4,1
     - record greeting and press * then #
   - **After Hours Greeting**
     - press 8,1,2,5,1
     - record greeting and press * then #