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 #