SIEMENS
Xpressions

VOICEMAIL
6.0
XPRESSIONS ACCESS NUMBERS

Direct             Dial 37722
Direct Remotely    Dial 415-353-7722
Forward/Guest     Dial 37727

- Mailbox numbers are 5 digits. Please remember this when accessing your mailbox remotely or when forwarding messages to other mailboxes.

SETTING UP YOUR MAILBOX

To access Xpressions voice mail dial the access number x37722 (415-353-7722), or press the PHML key on your phone.

The first time you access your mailbox, you will need to use the default password 111111 followed by the # key. You will be prompted to record your name and change your password. Your new password must be at least 6 digits.

NOTE: Passwords cannot be in the following format. Examples: 111111, 123456, 654321, or your extension number.

HOME STATE OPTIONS

Home state is the beginning of the voicemail menu.
- Press 3 to Listen to your messages
- Press 1 to Record a message
- Press 8 to change Answering Options
- Press 9 to change Mailbox Options
- Press 70 to transfer out of Xpressions and call another extension.
- Press 76 to Disconnect, or hang up
RECORD OR CHANGE YOUR PERSONAL GREETINGS (Simple Mode)

- Press 8 for Answering Options
- Press 1 for Personal Greetings

- Press 1 for Alternate greeting
  - Press 1 to change Alternate greeting
  - Press 4 to keep current greeting
  - Press 6 to select system greeting

- Press 2 for Regular greeting
  - Press 2 to set busy greeting
  - Press 1 to modify greeting
  - Press 4 to retain greeting

- Press 6 to select system greeting
- Press 3 to set internal greeting
- Press 1 to modify greeting
- Press 4 to retain greeting
- Press 6 to select system greeting
- Press 4 to set external greeting
- Press 1 to modify greeting
- Press 4 to retain greeting
- Press 6 to select system greeting
- Press 5 to set after hours greeting
  (Will not be used at this time)
- Press 1 to modify greeting
- Press 4 to retain greeting
- Press 6 to select system greeting

To record your Alternate greeting for the first time press: 8-1-1-1

Press 8-1-3 to toggle between regular and alternate greetings

The Alternate greeting overrides all greetings. The Alternate greeting can be used for special circumstances such as vacation or sick days or if you only want 1 greeting for all callers.
LISTENING TO YOUR MESSAGES

To listen to your messages:

- Press 3 to listen

Messages are played newest to oldest. To change:

- Play oldest messages first 9,5,3,2,#

While listening to your messages you can use these shortcuts:

- Skip Forward to Next Message - *,2
- Go to the previous message - *,7,2
- Start current message over - *,7,3
- Time message was created - *,7,7
- Skip backward 8 seconds - *,7,8
- Skip forward 8 seconds - *,9,8
- Skip to end of Message - *,9,3
- To decrease the message speed - 7

Once you have Saved or Deleted a message you may:

- Press # to continue to next message
- Press 1 to reply to the message (press 1 to reply to the sender only or press 2 to reply to all)
- Press 9 to forward the message to another mailbox

Press 70 to call the sender. This feature can be used for internal or external calls.
RECORDING MESSAGES TO SEND TO OTHERS
(From Home State)

- Press 1 to Record
- Record Message
  - Press * # when finished recording
  - You may cancel recording by pressing *6 or replay recording by pressing *7
- Enter extensions or distribution list numbers followed by # or press * to enter by name.
- Press # if correct or * to choose another name
  (you can continue adding other destinations by pressing # for extensions or * to add by name)
- Press # when done entering destinations, or press 3 for special delivery, or press 6 to cancel delivery.

SPECIAL DELIVERY OPTIONS:

- Press 1 to mark Return Receipt
- Press 2 to mark Private
- Press 3 to mark Urgent
- Press 4 to mark Future Delivery

PRIVATE DISTRIBUTION LISTS
(From Home State)

- Press 9 for Mailbox Options
  - Press 1 to change Private Distribution Lists

Guest/Forward Access

To forward your phone directly to voicemail:
- Get a dial tone.
- Dial # 9 1 OR press the FORWARD key
- Dial 78000
- Hang up

To turn the forwarding off:
- Dial # # 9 1 OR press the FORWARD key
- Hang up

To transfer a caller directly into another person’s mailbox:
- Press the TRANSFER key
- Dial 78000
- Dial the extension number of the person the caller wishes to leave a message for.
- Press # # and hang up
Helpful Hints

To bypass the greeting when you call someone press 1.

Recording your mailbox name:
(From Home State)

- Press 8 for Answering Options
  - Press 4 for Record Name
  - Press 1 to re-record name

Changing your password:
(From Home State)

- Press 9 for Mailbox Options
  - Press 3 for Password
  - Enter new password followed by #

Changing your prompt level:
(From Home State)

- Press 9 for Mailbox Options:
  - Press 2 for Prompt Level
  - Press 1 for Standard prompts, to continue with Abbreviated prompts press #.

Changing your Referral Extension (0# out of Voicemail)
(From Home State)

If a caller reaches your voicemail greeting they can press “0” # and be transferred to ring your referral extension.

- Press 8 for Answering Options
  - Press 3 for Referral Extension
  - Press 1 to change referral extension

NOTE: The referral extension must be 5 digit extension