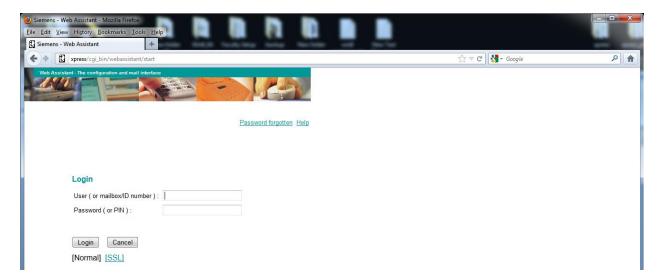
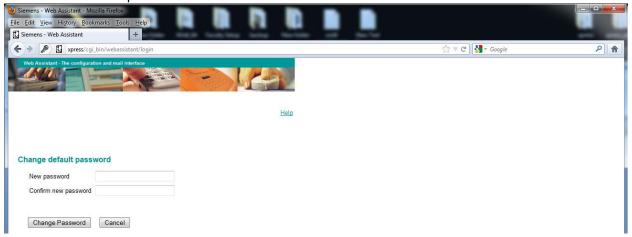
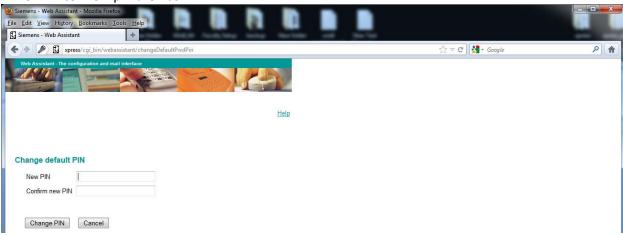
- 1. Open an internet browser (preferably Firefox).
- 2. Type //xpress in the address bar and press enter.
- 3. Enter id (your extension) and pin (123456).



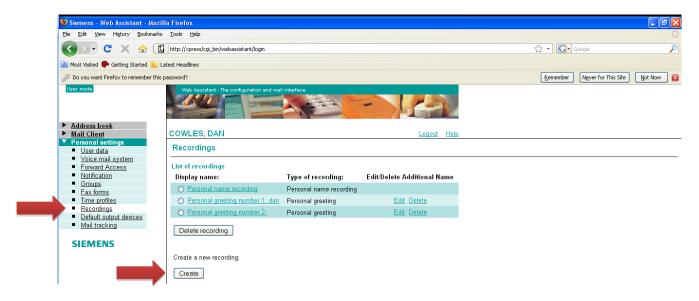
4. Enter a new password then confirm.



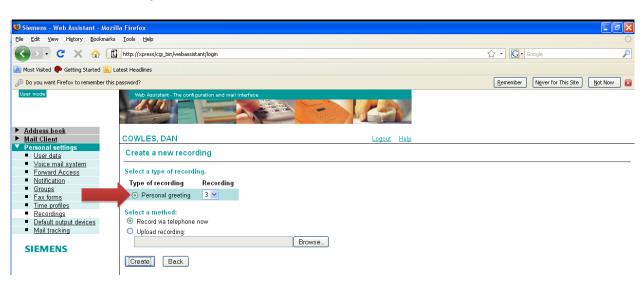
5. Enter new pin then confirm.



- 6. Select **Recordings** in the Personal Settings menu.
- 7. Select **Create** box at the bottom.



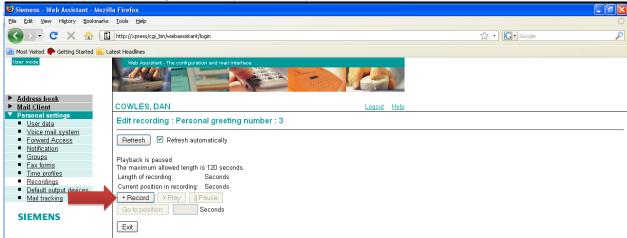
8. Select the **Personal Greeting** radio button then select your Recording **option 1-9**, also select **Record via telephone now**. Hit create.



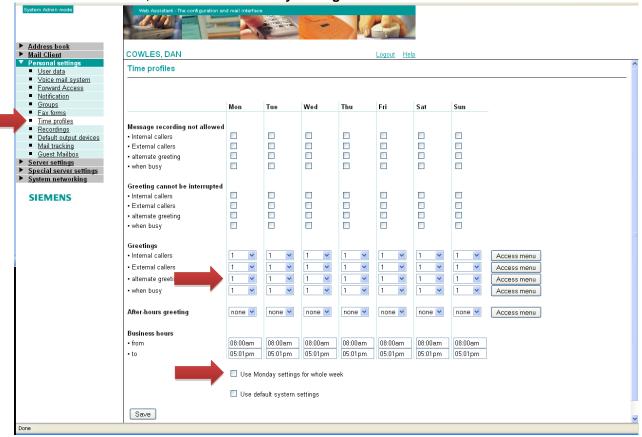
9. Enter your extension in the field and click OK.



10. Your phone will ring and once you answer you will see this:



- 11. Press **Record** on your computer and say your greeting into your phone. When done hit pause, exit, and save then hang up (important to do this last).
- 12. In the Personal Setting menu select Time Profiles.
- 13. In the Alternate Greeting section for Monday select the drop down arrow and select the greeting number that you created 1-9. Use this if you want the same greeting for all options for whole week. Also apply to after hours greeting.
- 14. At the bottom, check the Use Monday settings for whole week box.



15. Click Save.

Your screen should look like this:

