

Accessing Expresso

1. Call *Expresso*.
2. Enter your mailbox number, then press [*].*
3. Enter your password.

* If your *Expresso* implementation has telephone integration, Step 2 may not be required when calling from your own extension.

Universal Command Keys

The keys below can be accessed at any time while using *Expresso*:

*	Replay Current Menu
#	Play Previous Menu
9	Terminate the Call

Expresso Features

Expresso's sophisticated voice information handling features enable you to perform the following functions:

Guest Mailboxes

Create "Guest" mailboxes for customers, vendors, and others with whom you frequently communicate. Guests can receive and reply to messages quickly and easily.

To access guest mailboxes:

- Access *Expresso* (see above)
- Press **[8]** - Personal Options
- Press **[8]** - Change Other Options
- Press **[4]** - Administer Guest Mailboxes

Personal Distribution Lists

Create personal distribution lists to send, forward, and reply to messages with multiple destinations simultaneously.

To access personal distribution lists:

- Access *Expresso* (see above)
- Press **[8]** - Personal Options
- Press **[8]** - Change Other Options
- Press **[3]** - Edit Personal List

Personal Note Pad

The personal Note Pad is a programmable voice database used to record any kind of spoken information that you want to retrieve at a later time, such as phone numbers, addresses, and the like. Your Note Pad, which can hold up to eight separate information groups, can be accessed from your office, your home, or even when you are on the road, using any touch-tone telephone.

To access the personal Note Pad:

- Access *Expresso* (see above)
- Press **[6]** - Extended Options
- Press **[2]** - Personal Note Pad

Mailbox Information

System Access #: _____

Mailbox #: _____

Password: _____

P/N ES253-00

-- Change your password periodically

