

- Built-in **VERBAL USER GUIDE**- access by pressing the **HELP** key or **PROG/HELP** on your phone. To hear an explanation of feature keys: press **HELP** or **PROG/HELP**, dial 0, dial 3 and press feature key. To exit this mode-press **PROG/HELP** or **HELP** button. (User help is also available at www.esiusers.com)

LED Lamps- Green indicates a function associated with your phone, red is someone else's

- ALL CALL PAGE- Press Page(#), Press 0, Make Announcement
- To Check Voicemail- Press Voicemail Button (blinking). Prompts will follow.
- Transferring a call- Press TRANSFER, Press Station Key or dial station number, Make announcement, Hang-up.
- Transferring a call directly to a mailbox- Press VOICEMAIL, Press Station Key, Hang-up or (if no station key) Press VOICEMAIL, and dial station number, Hang-up.
- To leave a message in another mailbox-Press VOICEMAIL: then Station key or # key and extension no.
- Transfer outside caller to check their messages- Press VOICEMAIL, Hang-up. Caller dial: * plus extension number at main greeting, enter password when prompted.

PRESS PROGRAM (48 Key Phone) or PROG/HELP (hear these prompts): PRESS 1 FOR MAILBOX GREETING, PRESS 2 TO PROGRAM STATION BUTTONS, 3 TO SET STATION OPTIONS, 4 TO ADJUST AUDIBLES, 5 FOR PASSWORD, PRESS 6 TO SET MESSAGE NOTIFICATION, **9 TO UNDELETE A MESSAGE**

Above Programming Menu: *Overview*

<p>1 Select personal greeting: Choose greeting number or Press # for current greeting 1 Record 2 Delete 3 Hear</p>	<p>2 Programmable feature keys (Station keys, speed dials, other features)</p>	<p>3 Station options 1 Call waiting/background announce 2 Personal Greeting Reminder 5 Handsfree Answer 6 Message Monitor</p>
<p>4 Station Audibles 1 Station ring tone 2 Station ring volume 3 Message ring</p>	<p>5 Password 1 Enter 2 Delete 3 Hear 4 Security level</p>	<p>6 External message notification 1 Delivery Options 2 Phone delivery 3 Pager notification</p>
		<p>9 Un-delete Messages</p>

Prog. Feature Keys - User programmable keys on every phone can be set up for one button intercom calling with busy lamps, speed dial or for particular features you use the most. Just press a labeled button to activate the feature. **Press PROG/HELP 2 to set up your buttons.**

- To program an extension: press button, dial extension number, press button again.
 - To program a feature button: press button, press ESI-DEX twice and use the ^ scroll for feature, then STOR or press button, dial feature code, press button again.
 - For Caller-ID use Feature Code 574
 - For Headset use Feature Code 564
 - For Manual Day/Night use Feature Code 560
 - All Page Key use Feature Code # 0
 - To store a speed dial- press button, dial 9 plus the number, press button again.
 - To clear a button- press button, press hold, press button again
 - Virtual Mailbox Key- allows you to pick up others messages right from your phone.
- To program: Press button, press VOICEMAIL, dial extension number, press button again.

Off Premise Call Forward:

- press CFWD, Dial 9+number, press #
- press CFWD, * to cancel

How to program a guest mailbox: press PROGRAM, press *, dial box no., then #, password, #

Program your Personal Greeting:

- Press Program then 1(For Personal Greeting)
- Press # to confirm or select 1,2 or 3 for a specific greeting then #
- Press 1 to Record and follow the prompts

ESI-DEX SPEED DIALS

How To Store an ESI Dex Number for Personal Numbers:

24 Button Phone:

- Press Esi-Dex repeatedly until you see “ADD-A-NAME: ”
- Use the dial pad keys to enter the letters to spell the name of the number you are storing.
(Example: Use the 5 button for the letters JKL. Press it once for J, twice for K or 3 times for L)
Press “#” key after each letter to save the entry. When the name is complete press “#” to skip to the next step.
- Enter 9 (dial access code) plus the phone number you are storing. Press # to save the number.
Example: to store 1-800-123-4567 you will enter 918001234567
- Repeat for other names and numbers or if finished hang up.

TO CALL OUT: Esi-Dex searches by the first letters of the names. Press Esi-Dex, then scroll thru the names by repeatedly pressing the dial pad button that the first letter is located on, until the name you want appears. Press Esi-Dex again to dial the number.

48 Button Phone:

Press ESI-DEX (under display)

Press PER

Press NEW

Use the dial pad keys to enter the letters to spell the name of the number you are storing.

(Example: Use the 5 button for the letters JKL. Press it once for J, twice for K or 3 times for L)
Press “#” key after each letter to save the entry. When the name is complete press “#” to skip to the next step.

Enter 9 (dial access code) plus the phone number you are storing. Press # to save the number.

Example: to store 1-800-123-4567 you will enter 918001234567

Press STOR

TO CALL OUT:

Press ESI-DEX

Press PER (for personal) *

Press scroll keys or dial pad keys to choose call

Press DIAL to make the call

* (SYS=System speed dials/ STA= Interoffice extensions)