

# Administrator



FOR MORE DETAILED HELP

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[www.ESlusers.com](http://www.ESlusers.com)

General Mailbox is typically MB 300. Password by default is also 300.

Other guest/general mailboxes start w/301.

### To program a message monitor key:

- Press **PROGRAM** then **2**
- Press a blank programmable feature key
- Press the **BLUE VOICE MAIL** key
- Enter the 3-digit mailbox number
- Press the programmable feature key again to confirm the entry.

### To record a personal greeting in another user's mailbox:

- Press the **PROGRAM** key followed by **\*\_** and the mailbox number. Press **#**.
- Press **1** then follow the system tutorial.

### To program a headset key:

- Press the **PROGRAM** key then **2**.
- Press a blank programmable feature key
- Enter the digits 564
- Press the same programmable feature key again to confirm the entry.

### To program a line key: (for POTS lines only)

- Press the **PROGRAM** key then **2**.
- Press a blank programmable feature key
- Enter the digit for the line number (i.e. 1, 2, 3, etc.)
- Press the same programmable feature key again to confirm the entry.

### To program a Day/Night key:

- Press the **PROGRAM** key then **2**.
- Press a blank programmable feature key
- Enter the digits 560
- Press the same programmable feature key again to confirm the entry.

### Resetting a mailbox password:

- Press **PROGRAM** key followed by **\*\_**
- Enter the mailbox to be reset followed by **#**.
- When prompted to enter a password, enter 456 followed by **#**
- Follow the prompts to either change the password.

# ESI Quick Start ADMINISTRATOR Guide



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# Administrator

*All ESI speakerphones enable you to place and receive calls without lifting the handset.*

## To enter Administrator Mode:

- Press the **PROGRAM** key
- Press the **HOLD** key
- Enter Password 456 followed by #

## To set the system date and time:

- Enter Administrator Mode.
- Dial **14**.
- Enter time in 12 hour format (Example 10:00 = 1000).
- Press # to confirm.
- Select AM or PM with the scroll (**arrow**) keys.
- Press # to confirm
- Enter date in eight digit format (Example: Enter 07042000 for July 4, 2000).
- Press # to confirm.

## To add/change a dial-by-name directory entry:

- Enter Administrator Mode.
- Dial **62**.
- Dial the 3-digit extension number. Press # to confirm.
- Press **1** to re-record verbal name announcement then **1** when done recording. Press # to confirm.
- When prompted to enter the “key”, press numbers associated with the letters of the desired name (i.e. John would be 564. Smith would be 764) Press # to confirm (note: directory entries may be by FIRST or LAST name.)

## To delete a dial-by-name directory entry:

- Enter Administrator Programming Mode.
- Dial **62**.
- Enter the extension number followed by #
- When prompted to press **1** to record, press the **HOLD** key

## To change an extension name:

- Enter Administrator Mode
- Dial **32**.
- Press **1** for basic feature authorization.
- Enter the 3-digit extension number followed by #
- Enter the name by pressing the associate number key for each letter (i.e. for “k” press the 5 key twice.) Press # after each letter . For a spaces press the **1** key).
- Press the # key after the full name has been entered

## To re-record the main greeting (Day/Night):

- Enter Administrator Mode.
- Dial **61**.
- At “Enter Branch ID” prompt, press **1#**.
- The current Day time greeting will play. Press **1** to re-confirm a greeting then press **1** when you are finished, finally press # to confirm.
- If you do not want to change the day greeting press # to confirm the current day greeting and it will automatically take you to the night greeting.
- The current Night time greeting will play. Press **1** to record the greeting and press **1** when you are finished and # to confirm.

## To re-record the main greeting (holiday):

- Enter Administrator Programming Mode.
- Dial **61**.
- When prompted to “Enter Branch ID” press **540#**.
- The current holiday greeting will play. Press **1** to record a greeting and press **1** when you are finished and # to confirm.

## To remotely change the answer mode (or re-record Day, Night or Holiday Greeting):

- Dial your company’s main phone number from a land line.
- When you hear the Main Greeting start, press **\*\*456** immediately followed by the # sign
- Follow the voice prompts to change the greetings or change the answering mode.

## To change music-on-hold selection:

- Enter Administrator Mode
- Dial **631**.
- The 3 built-in music-on-hold sources are **591**, **592**, and **593**. The aux music-on-hold is **590** (The aux is not pre-programmed).
- Dial the three digit code for the source you would like and confirm by press #.

## To change the music-on-hold volume:

- Enter Administrator Mode
- Dial **633**.
- Select the volume number (0 being low, 10 being high).

## To create a guest/information mailbox:

- Enter Administrator Mode.
- Dial **53**.
- Enter the 3-digit Guest/Information mailbox number desired then press #
- Enter the name of the Guest/Information mailbox using the number pad. (Tip: after each letter press # to confirm and move on to the next letter).
- Select the type of mailbox that you are trying to create. Use the scroll (**arrow**) keys to toggle between guest and information, press # to confirm you selection.

## To re-record a guest or information box greeting:

- Press the **PROGRAM** key followed by **\***.
- Enter the Guest/Information mailbox number followed by #
- Enter the password (same as the mailbox number)
- Press **1** and follow system prompts.

## To program a system speed dial:

- Enter Administrator Programming Mode.
- Dial **17**.
- Enter speed dial extension number (600 - 699) followed by #
- Dial the name pressing # after each letter (Tip: for the letter B hit the **2** key twice, for spaces press the **1** key four times).
- Press the # key twice, after full name has been keyed, to enter name.
- Enter the phone number including the correct line access code (Example: 97038108400).
- Press # to finalize the system speed-dial.