

## Admin Notes

General Mail is 300 and this does require a password which is 300.

Guest mailboxes start with ext 301—309.

### Program a voicemail message light:

- Press and hold the button to be programmed.
- Press the blue voice mail button
- The button will flash enter the mailbox number to be programmed.
- Press the button again.

### Recording a personal greeting in another user's mailbox:

- Press the PROGRAM \* and the mailbox number followed by #.
- Press 1 to program the mailbox greeting.

### To program a headset button:

- Press PROGRAM
- Press option 2 to program the programmable key.
- Press a un programmed button on your telephone.
- Press the esi-dex button
- Press the word "keys"
- Use the arrow up and down buttons to find the word headset (select headset)
- Press the un programmed button again.

OR

Press and hold any un programmed button enter 564 and press the button again.



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



## New Installation ESI Quick Start Guide

## IVX 56s, 72e & 128e Administrator



*Thank you for helping us  
reach this milestone.*

Telelink Communications, Inc.  
397 Herndon Parkway, Suite 100  
Herndon, VA 20170 (703) 674-5959

For additional information, visit our website  
[www.TelelinkCom.com](http://www.TelelinkCom.com)

# Administrator

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

## How do I enter Administrator mode:

- Press **PROGRAM**
- Press **HOLD**
- Enter Password 456#

## How to change the Administrator Password:

- Enter Administrator Programming Mode
- Dial **13**
- Current password will show on display
- Enter a new password or to confirm press the **#** key.

## How to set the date and time:

- Enter Administrator Programming 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

## How 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
- Enter another speed-dial extension or exit Administrator Programming Mode

## How to change extension names:

- Enter Administrator Programming Mode
- Dial **32**
- Press **1** for basic feature authorization
- Dial the extension that you want to name, Press **#** to enter
- Dial the name pressing **#** after each letter (Example: for the letter B hit the **2** key twice) (Tip: for spaces press the **1** key)
- Press the **#** key twice, after the full name has been keyed to enter name.
- Press **\*** until you have backed up to enter extension prompt
- Repeat steps 3 thru 6 until all names are entered

## How to change the main greeting (day and night):

- Enter Administrator Programming Mode
- Dial **61**
- At "Enter Branch ID" prompt, press **1#**
- The current Day time greeting will play. Press **1** to record 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.

## How to change the main greeting (holiday):

- Enter Administrator Programming Mode
- Dial **61**
- At "Enter Branch ID" prompt, press **540#**
- The current holiday greeting will play. Press **1** to record a greeting and press **1** when you are finished and **#** to confirm

## How do I remotely change, record or make active the day night or holiday greeting:

- Dial your company's main phone number
- When you hear the auto-attendant dial, **\*\*456#**
- Follow the voice prompts to change the greetings or change the answering mode.

## How to change the music-on-hold:

- Enter Administrator Programming 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 **#**

## How to change the music-on-hold volume:

- Enter Administrator Programming Mode
- Dial **633**
- Select the volume number (0 being the lowest, 10 being the highest)

## How do I record a directory name/program the dial by name directory:

- Enter Administrator Programming Mode
- Dial **62**
- Dial the extension you want to record the directory name for the press **#** to confirm
- Dial the first three letters of the persons first or last name (depending on how you have it set up) (Example: the name John would be 564), press **#** to confirm

## How to create a guest/information mailbox:

- Enter Administrator Programming Mode
- Dial **53**
- Dial the Guest/Information mailbox number (3 digit extension) to program, press **#** to confirm
- Enter the name of the Guest/Information mailbox. (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.

## How to change a Guest/Information mailbox greeting:

- Press **PROGRAM**, Press **\***
- Dial the Guest/Information mailbox number (Example: 300), press **#** to confirm
- Enter your password (typically the extension number)
- Press **1** to program your personal greeting
- Select the personal greeting number (**1**, **2**, or **3**) you would like to record.
- Press **1** to record, **2** to delete (this will deactivate mailbox)