



HOW TO PROGRAM ESI MOBILE MESSAGING

1. Press PROG/HELP
2. Press 6 then 5.
 - a. Select 1 to program “Email Modes”
 - i. Verify that you see 0=Main Email
 - ii. Press # to confirm
 - b. Select 2 to program “The main email address”
 - i. Enter the full email address.
 - ii. For LETTERS, it will be like T-9 texting - where you’ll press the number key however many times you need to until the proper letter is displayed. Then press # to move to the next letter or symbol.
 - iii. For the @ symbol, press ##
 - iv. For the . (period) symbol, press 00
 - v. For the - (dash) symbol, press 000
 - vi. For the _ (underscore) symbol, press 0000
 - c. When the full email address is displayed, wait 30 seconds, then press # again to move to the final step. (NOTE: the scroll key  can be used to go back to edit an errantly entered character or  to advance through correctly entered characters).
3. To select whether to include a .wav file attachment, press 1 to include the attachment or 0 not to include the attachment.

NOTE: The phone system syncs with the email only for OUTGOING messages. Deleting a message from your email in box will NOT delete the message from the phone system. Thus, it is important to regularly delete messages on the phone itself to avoid the system voicemail from exceeding capacity.

To program an email address for a phone OTHER than the extension you’re seated at or to program an email address for a GUEST mailbox, start by pressing PROG/HELP immediately followed by *. When prompted, enter the extension number or guest mailbox number you want to program. If prompted, enter the mailbox password followed by # (the password for any GUEST mailbox is the same as the mailbox. For user mailboxes, the system ADMIN password will always work). Press 5 to “enter mailbox programming mode”, then follow the same steps above.