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## Esi phone system manual program speed dial

ESI Phone Programmable Keys Every person has the ability to set/program their 30 programmable buttons however they want. To the button represent another phone. Simply; Press and hold the button you want to program Enter the password, if you are prompted as soon as the system voice starts talking, enter the desired extension # Then press the same programmable button to save again. To be a button to be a quick choice #. Simply; Press and hold the button you want to program Enter your password if prompted As soon as the system voice starts talking, enter 9 and phone # Then press the same programmable button to save again. ESI Phone Personal Greetings To program your personal greetings, press PROGRAM 1. Sample Greeting 1: Hi, this is [title]. I'm away from my desk or on the phone right now; so please dial zero (or department number) for immediate assistance, or leave me your name, number and message on the tone and I will get back to you as soon as possible. Sample Greeting 2: Also used to transfer the caller to your mobile phone Hi, that's [name]. I'm out of the office. You can dial 1 2 2 now for my assistant or, if you prefer, you can leave me a voice message on the tone I will check regularly or, if it is important, either dial 4 now to get me on my mobile phone or dial 2 now leave an urgent message that will page me automatically. From the ESI phone, press program 6 2 1 and enter the phone number to which you want calls to be forwarded when you are out of order. Sample Greeting 3: Also used to allow callers to have you paged through your phone speakers Hi, that's [name]. I'm away from my desk right now. To make me piston, dial 3 now to get the operator, dial zero. Otherwise, leave your name and phone number after the beep so I can at least call your feet. ESI Phone Personal Greeting Keys (Codes 571-573) These keys will allow you to easily activate one or more of your personal greetings. The key LED will be green for the associated personal greeting that is active. These keys can be used instead of or in conjunction with manual activation of greetings in programming mode. 571 - activates greeting 1.572 - activates greeting 2.573 - activates greeting 3 Instructions for programming these keys to your phone; Press and hold the key you want to program (release this key when the system starts talking) Enter your password if prompted to dial (571, 572, or 573) Press the same programmable button again to save the ESI Phone Caller ID Key (Code 574) Press this programmable function to view the saved Caller ID records for the 25 most recently received calls. This button lights up when you've missed calls. Press 7 to remove the numbers from this list. Assign a button to your phone Instructions for programming these keys to your phone; Press and hold the key you want to program (release the key when it starts talking) Enter your password if you are prompted to dial code 574. Press the same programmable button to re-save esi phone programmable keys every person has the ability to set/program their 30 programmable buttons however they want. To the button represent another phone. Simply; Press and hold the button you want to program Enter the password, if you are prompted as soon as the system voice starts talking, enter the desired extension # Then press the same programmable button to save again. To be a button to be a quick choice #. Simply; Press and hold the button you want to program Enter your password if prompted As soon as the system voice starts talking, enter 9 and phone # Then press the same programmable button to save again. ESI Phone Personal Greetings To program your personal greetings, press PROGRAM 1. Sample Greeting 1: Hi, this is [title]. 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Assign the 574. 574 button to your phone. program these keys to your phone; Press and hold the key you want to program (release this key when the system starts talking) Enter your password if you are prompted to dial code 574. Press the same programmable button again to save it