General Mailbox is typically MB 300. Password by default is also 300. Other guest/general mailboxes start with 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 `22`.
- 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 `22`.
- 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 the `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.

 altre informazioni sul sito web: www.TelelinkCom.com
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 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-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.

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 changing the answering mode.

To change the music on-hold selection:
- Enter Administrator Mode
- Dial **691**.
- 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 **633**.
- At “Enter Branch ID” prompt, press 1
- Enter the 3-digit Guest/Information mailbox number desired then press #. #. #.
- Press the **PROGRAM** key followed by *.
- Enter the name of the Guest/Information mailbox using the number pad. (Tip: after each letter press # to confirm.)
- Select AM or PM with the scroll (arrow) keys to toggle between guest and information, press # to confirm your 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.