Programming a button on the ESI phones is done in either 1 of 2 ways:

For Video tutorial https://www.youtube.com/watch?v=v_bhbS96VG4

To program a single button:

1) Press and <u>HOLD DOWN</u> the button you want to program until the phone starts to speak to you, telling you "this programmable feature key is programmed as displayed." (This is very much like programming a radio station button in your car)
2) Release the button
3) Dial the 3-digit extension number, 10-digit phone number, or 3-digit feature code** you want the button to represent
4) Briefly TOUCH the button you're programming to "complete" the programming.

NOTE: to program a personal speed dial key, enter 9 followed by the phone number, being sure to include a 1 if the call is long distance. A 1 is not required for any esi SIP trunk customers.

To program more than 1 button on the same phone:

1) Press PROGRAM (or PROG/HELP)
2) Press 2
3) Briefly TOUCH the button you want to program
4) Dial the 3-digit extension number for that button (or feature code**) you want to button to represent
5) Touch the button you're programming again to complete the programming.
6) Then, just repeat steps 3 thru 5 with the next button you want to program. (NOTE: You do NOT need to press PROGRAM ->2 again)

COMMON FEATURE CODES:
        (NOTE: on IP900 systems, you must enter # <u>before</u> the 3-digit feature code)

To program a LINE key (for a specific phone line/number) simply enter the single digit for the line (ie. 1 for Line 1, 2 for Line 2, etc.)

The code for Personal Greetings (1, 2 or 3) are 571, 572, 573

The code for a Day/Night button is 560

The code for a Caller ID/Missed Call button is 574

The code for an ACD Log In/Log Off key is 5 followed by the 3-digit ACD department number (ie. 5280 for Department 280)

The code for a "virtual" answer key is 575, 576

To program a button to flash with messages left in any General MB (300 series mailboxes), press the BLUE voicemail key **<u>before</u>** entering the three-digits of the mailbox