AmTel
IP Phone Systems

713-977-1000

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ESI Guest Mailbox How to Set up Procedures

To record a greeting, press **PROGRAM** * and the mailbox number; then press **#** to confirm, and follow the prompts; the default password is the mailbox number. To retrieve messages

Guest mailboxes are designed to be used by personnel, such as in outside sales who do not have an extension assigned to them. A guest mailbox requires no programming other than
the assigning of a name.

Note: A guest mailbox can be handled like a regular extension (*i.e.,* listed in the directory, assigned a station
key, etc.), and is password-protected by default.

If a programmable feature key is programmed as a virtual mailbox key with a guest mailbox number, the key's LED will blink, to indicate that new messages exist.

To retrieve messages from a station, press **VOICEMAIL** * and then either press the DSS key or enter the mailbox number.

From the outside, press * and the mailbox number during the Main Greeting.

Admin. Function 62: Record directory names (touch 6 than 2) in program mode.
Enter programming mode by pressing **PROGRAM, HOLD, 4 5 6 #** (passcode)

Each programming step is defined as follows:
1. Extension number — Enter the extension number for the directory name.
2. Record name — Press **1** to begin recording and press **1** again when finished.
3. Name key — (Necessary if the directory type is by-alpha [fist 3 digits of first name.)
Enter the numeric equivalent to the letters appearing on a phone keypad (for Q or Z, use *1*).

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Program 61: Enable Message Notification

Press PROGRAM key, then dial 61. Follow directions (prompts) to Toggle to ENABLE; this activates the message delivery to the cell phone.

Program 62: Enter Cell or Pager Number for Notification

Press PROGRAM key, then choose cell phone or pager to notify.
Follow the prompts to enter the cell phone or pager number.

If you have problems with these procedures, call Bill Murry at 713-860-4035. Use your cell phone to make the call and be by the ESI phone you will be programming from (or to).

For information contact us at 713-977-1000

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