

ESI

PROGRAMING A GUEST OR INFORMATION MAILBOX

*Some systems use an Information Mailbox for their main greeting.
Typically the mailbox 300 will be used in this case.*

1. PRESS THE **PROGRAM** KEY FOLLOWED BY THE ***** KEY.
2. ENTER THE **GUEST MAILBOX NUMBER** FOLLOWED BY THE **#** KEY.
3. ENTER THE PASSWORD (**SAME AS ABOVE STEP 2**).
4. PRESS **1** AND FOLLOW SYSTEM PROMPTS.