

ESI – RECORDING YOUR DIRECTORY

1. PRESS THE PROGRAM BUTTON ON YOUR PHONE.
2. PRESS THE HOLD BUTTON
3. YOU WILL BE ASKED FOR A PASSWORD, THE ADMIN PASSWORD IS **4653#**
4. THEN PRESS THE DIGIT 6, THEN 2
5. YOU WILL GET A PROMPT THAT ASKS YOU FOR THE EXTENSION NUMBER YOU ARE WANTING TO UPDATE, IT WILL TELL YOU IF IT IS RECORDED OR NOT. THEN IF YOU WANT TO RECORD OR RE-RECORD YOU WILL PRESS 1. (ALWAYS TO RECORD, YOU PRESS 1 TO START RECORDING AND 1 TO STOP RECORDING).
6. YOU WILL BE ASKED FOR THE DIGITS THAT CORRESPOND TO EITHER THE FIRST OR LAST NAME OF THE PERSON YOU JUST RECORDED THE NAME FOR. (THIS DEPENDS ON WHETHER OR NOT IN THE MAIN GREETING, YOU HAVE CHOSEN, FIRST OR LAST NAMES. IT CANNOT BE BOTH. FOR INSTANCE, PAT ON A KEY PAD WOULD BE 728).
7. PRESS # AND START OVER FOR THE NEXT PERSON. YOU WILL BE PROMPTED FOR ALL OF THESE STEPS ALONG THE WAY.