

ESI – Programming System Speed Dials

Enter Administrator Mode

- Press the **PROGRAM** key
- Press the **HOLD** key
- Enter Password **4653** followed by **#**

To Program a System Speed Dial

- Follow section one directions to enter Administrator Programming Mode.
- Dial **17**.
- Enter a 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: 9-1-360-555-1234).
- Press **#** to finalize the system speed-dial.