AccuTel
Edens Telecom Inc.

- Built-in **VERBAL USER GUIDE**- access by pressing the **HELP** key or **PROG/HELP** on your phone. To hear an explanation of feature keys: press **HELP** or **PROG/HELP** then 0, dial 3 and press feature key. To exit this mode-press **PROG/HELP** or **HELP** button. (User help is also available at www.esiusers.com)

LED Lamps- Green indicates a function associated with your phone, red is someone else's
- ALL CALL PAGE- Press Page(#), Press 0, Make Announcement
- To Check Voicemail- Press Voicemail Button (blinking). Prompts will follow.
- Transferring a call- Press TRANSFER, Press Station Key or dial station number, Make announcement, Hangup.
- Transferring a call directly to a mailbox- Press VOICEMAIL, Press Station Key, Hangup or (if no station key) Press VOICEMAIL, dial station number, Hangup.
- To leave a message in another mailbox- Press voicemail, Station key or press # plus exten no.
- Transfer caller to check messages- Press VOICEMAIL, hangup. Caller dial: * plus extension.

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PRESS PROGRAM (48 key phone) or PROG/HELP (hear these prompts) PRESS 1 FOR MAILBOX GREETING,
PRESS 2 TO PROGRAM STATION BUTTONS, 3 TO SET STATION OPTIONS, 4 TO ADJUST AUDIBLES, 5 FOR PASSWORD, 6 TO SET MESSAGE NOTIFICATION, **9 TO UNDELETE A MESSAGE**

Above Programming Menu: *Overview*

1 Select personal greeting:
   Choose greeting number or
   Press # for current greeting
  1 Record
  2 Delete
  3 Hear
	2 Programmable feature keys
	(Station keys, speed dials, other features)
		3 Station options
		   1 Call waiting/background announce
		   2 Personal Greeting Reminder
		   4 Outside Dial Tone Preference
		   5 Hands free Answer
		   6 Message Monitor

4   Station Audibles
  1   Station ring tone
  2   Station ring volume
  3   Message ring
	5 Password
	  1 Enter
	   2 Delete
	   3 Hear
	   4 Security level
		6 External message notification
		   1 Delivery Options
		   2 Phone delivery
		   3 Pager notification
		   4 Urgent Message
		   5 ESI Mobile Messaging

7 Personal Call Routing		9 Un-delete Messages

Prog. Feature Keys - User programmable keys on every phone can be set up for one button intercom calling with busy lamps, speed dial or for particular features you use the most. Just press a labeled button to activate the feature. ***Press PROG/HELP 2 to set up your buttons.***
- To program an extension: press button, dial extension number, press button again.
- To program a feature button: press button, press ESI-DEX twice and use the ^ scroll for feature, then STOR or press button, dial feature code, press button again.
  - For Caller-ID use Feature Code 574
  - For Headset use Feature Code 564
  - For Manual Day/Night use Feature Code 560
  - All Page Key use Feature Code # 0
- To store a speed dial- press button, dial 9 plus the number, press button again.
- To clear a button- press button, press hold, press button again
  - Virtual Mailbox Key- allows you to pick up others messages right from your phone.
  - To program: Press button, press VOICEMAIL, dial extension number, press button again.

Off Premise Call Forward:
- press CFWD, Dial 9+number, press #
- press CFWD, * to cancel

How to program a guest mailbox: press PROGRAM, press *, dial box no., then #, password, #

Program your Personal Greeting:
1. Press Program then 1(For Personal Greeting)
2. Press # to confirm or select 1,2 or 3 for a specific greeting then #
3. Press 1 to Record and follow the prompts

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Personal Speed Dial Programing

48 Key Phone:

Press ESI-DEX (under display)
Press PER
Press NEW
Use the dial pad keys to enter the letters to spell the name of the number you are storing.
(Example: Use the 5 button for the letters JKL. Press it once for J, twice for K or 3 times for L)
   Press "#" key after each letter to save the entry. When the name is complete press "#" to skip
   to the next step.

Enter 9 (dial access code) plus the phone number you are storing. Press # to save the number.
      Example: to store 1-800-123-4567 you will enter 918001234567

Press STOR

TO CALL OUT:

Press ESI-DEX
Press PER (for personal) *
Press scroll keys or dial the first the letters of the name you are search for, if you have more than one entry that starts with the same first 3
digits you may have to use the scroll keys to finalize your search.
            (Example: To search for John you would Dial 5,6,4)
Press DIAL to make the call

* (SYS=System speed dials/ STA= Interoffice extensions/LOC=ESI-Link Locations)

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