



Enhanced Telecommunications

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Administrator's Instructions

For ESI
Systems

As the Administrator for your system, you have the capability of recording greetings, setting up the company directory, changing extension names, and setting the system time. The Administrator of the system has a password that you must choose at the time of the installation.

Your Administrator's Password is 2045 or 789

Changing the Time on the ESI System

1. From any station, press **PROGRAM** and then **HOLD**.
2. Enter your **administrator's password** (the password you chose at the time of installation) and then press **#**.
3. Press **1** and then **4**.
4. Press **1** to set the system time.
5. Enter the **time** in 12 hour format (Example 1:00) and press **#**.
6. Chose AM or PM by pressing the **scroll keys** and press **#**.
7. Hang up and verify the time on your display.