ESI ADMINISTRATION PROGRAMMING QUICK START USER'S GUIDE

HOW DO I ENTER ADMINISTRATION PROGRAMMING

1. Press PROGRAM
2. Press Hold
3. Enter Password 1234#

HOW DO I SET THE TIME?

1. Enter Administrator Programming Mode (see above)
2. Dial 14
3. Enter time in 12 hour format
4. Press # to enter
5. Select AM or PM with scroll keys
6. Press # to enter
7. Enter date in eight digit format (Example: Enter 07042005 for July 4, 2005), press # to enter

HOW DO I CHANGE EXTENSION NAMES?

1. Enter Administrator Programming Mode (see above)
2. Dial 32
3. Dial the extension that you want to name Press # to enter
4. Dial the name pressing # after each letter (example: for the letter B hit the 2 key twice, for spaces press the 1 key)
5. Press the # key twice to enter name
6. Press * until you have backed up to the enter extension prompt
7. Repeat steps 3 thru 6 until all names are entered.

HOW DO I CHANGE THE MAIN GREETING?

1. Enter Administrator Programming Mode (see above)
2. Dial 61
3. At "Enter Branch ID" prompt press 1# (540 for Holiday Greeting)
4. The current Day time greeting will play Press 1 to record a greeting and press 1 when you are finished and # to confirm
5. The current Night time greeting will play Press 1 to record the greeting and press 1 when you are finished and # to confirm

HOW DO I CHANGE NAMES IN THE DIRECTORY?

1. Enter Administrator Programming
2. Dial 62
3. Dial the extension that you want to change Press # to enter
4. Press 1 to record the name and press 1 when finished
5. Press # to enter
6. Press the corresponding letter for the persons name (example: for the letter M press 6) Press # to enter
7. Repeat steps 3 thru 6 until all names are entered