Advanced Networking, Inc.

Telephone 302-792-9200   Facsimile 302-792-9294
www.advnetwork.com

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 _____.

We have found that it is easiest to write out a script for each greeting you record before you start recording. Recordings should be made using the handset (not on speakerphone) in a quiet area.

Recording the Greetings

To Record the Main Company Greeting (Branch ID Greetings)

1. From any station, press **PROGRAM** and then **HOLD**.
2. Enter your **administrator's password** and then press **#.**
3. Press **6** for recording of prompts
4. Press **1** to Record the system prompts.
5. Enter the **number of the Branch ID**. In most cases, the Branch ID is **1**.
6. Press **#**. If there is a recorded greeting already, it will begin to play it back.
7. Press **1** to record. **Record** your Branch ID Greeting after the tone and press **1** when finished. It will play back the greeting you just recording.
8. If you are satisfied, just press **#**. If you are not, repeat the previous step.
9. The system will then prompt you to record a Night Greeting. To record this, follow repeat steps 7-8.
10. Hang up when completed.

To Record the Guest Mailbox Greetings (General and Info Mailboxes)

1. From any station, press **PROGRAM**.
2. Press * (star) and the **mailbox number** and press **#**. The General Mailbox is usually 300.
3. Enter your **password** (by default, your password is your mailbox number) and press **#.**
4. Press **1** to record your greeting.
5. Press **1** to select Personal Greeting 1 and press #.
6. Press **1** to record your greeting and press **1** when finished.

Member: DE State Chamber of Commerce
-- 2017 Our 31st Year --

Telephone and Voice Mail Systems • Fax to Email Forwarding • Network Wiring
Dial Tone, Long Distance, & Internet Services • Voice Mail Rental Boxes

1316 Philadelphia Pike   Wilmington, DE 19809

Setting Up the Company Directory
To Record Names in the Company Directory

1. From any station press **PROGRAM** then **HOLD**.
2. Enter your **administrator's password** and then press **#**.
3. Press **6** for recordings and then press **2** for the directory names
4. Enter the **extension number** of the person you want to record and press **#.**
5. Press **1** to record the name and press **1** when finished.
6. If the name is how you want it, press **#.**
7. Now enter the name by spelling it out by matching the letters associated with the dial pad.
8. If you fill out a chart in advance similar to this one, it will be much easier to enter the digits

1. Ext.	2. Recorded name	3. Key
102	George Straite	4 3 6
113	Janet Smith	5 2 6

9. Press **#** to complete.

To Delete a Name from the Directory

1. From any station, press **PROGRAM** and then **HOLD**.
2. Enter your **administrator's password** and then press **#**.
3. Press **6**.and then press **2** for directory names.
4. Enter the **extension number** of the person you want to delete and press **#**.
5. Press **HOLD**.
6. The system will ask you to confirm the recording to be deleted. Just press **#.**
7. The name has been deleted from the directory.

Changing Extension Name in Display

1. Press **PROGRAM** and then **HOLD**.
2. Enter your **administrator's password** and then press **#**.
3. Press **3** and then **2**.
4. Enter the **extension number** of the name you want to change and then press #.
5. Start entering the name by pressing the key that has the letter you want to enter. For example if you wanted to enter the letter "C", then you would press the 2 key three times.
6. Once you have the right letter you want, press **#** to move on to the next letter of the name. To add a space, press the up arrow. To delete a letter, press the down arrow.
7. After all the letters have been entered, press **#** once more and hang up.

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.