

**AccuTel-Edens Telecom, Inc.**  
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**PROGRAMMING SYSTEM SPEED DIALS: (ESI SYSTEMS)**

FROM ANY MULTILINE PHONE:

- 1) PRESS PROGRAM or PROG/HELP, HOLD, DIAL 456, PRESS #
- 2) LISTEN TO MENU, PRESS 1, 7
- 3) ENTER THE SPEED DIAL CODE NUMBER (600-699), THEN PRESS #
- 4) SPELL NAME BY USING DIAL PAD KEYS (press # to enter each letter)  
PRESS # TO SAVE COMPLETE NAME WHEN FINISHED  
( EX. IF NAME BEGINS WITH "S" THE NAME KEY WILL BE THE 7  
BUTTON ON THE DIAL PAD BECAUSE THIS IS WHERE "S" IS LOCATED AND YOU WILL  
PRESS THE 7 KEY THREE TIMES TO SELECT "S" AS THE CHARACTER )  
NOTE: USE 0 BUTTON FOR HYPHENS OR DASHES  
USE 1 BUTTON FOR SPACES
- 5) ENTER LINE ACCESS CODE (usually 9) PLUS THE PHONE NUMBER TO STORE, PRESS #  
ex. To store 1-704-555-1212 enter: 917045551212
- 6) REPEAT STEPS 3, 4, 5 ABOVE FOR OTHER SYSTEM SPEED DIALS
- 7) WHEN FINISHED, PRESS # TO GET BACK TO MAIN MENU AND HANG UP  
(main menu= "For System Function Programming..." )

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HOW TO CHANGE THE TIME AND DATE OF THE SYSTEM:

FROM ANY MULTILINE PHONE:

- 1) PRESS PROGRAM or PROG/HELP, HOLD, DIAL 456, PRESS #
- 2) PRESS 1, 4
- 3) PRESS 1 TO SET TIME AND DATE
- 4) FOLLOW INSTRUCTIONS FROM THIS POINT

NOTE: YOU WILL FIRST ENTER TIME IN TWELVE HOUR FORMAT: 1233= 12:33 OR 330=3:30  
SELECT AM OR PM BY USING THE SCROLL KEYS BESIDE THE ESI DEX BUTTON

ENTER DATE: MMDDYYYY EX: 07052002 = JULY 7, 2002

PRESS # TO SAVE ALL YOUR ENTRIES