

## ESNA Telephony Office Linx

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#### *Date*

- Go to main menu on ESNA (Telephony Office-Linx window).
- Choose "System" on the tool bar, then "Commands".
- Enter current date MM:DD:YYYY.
- Press "Execute".
- Choose "Exit".
- Minimize screen.

#### *Time*

- Go to main menu as above.
- Choose "System" on the tool bar, then "Commands".
- Enter current time hh:mm (1:45pm would be entered 13:45).
- Press "Execute"
- Choose "Exit"
- Minimize screen.