To change the time on your ESI system:

Press PROG/HELP (or PROGRAM)

Press HOLD

Enter Administrator password followed by # (note: default password is 456)

When prompted for "system function programming, press 1" – PRESS 1

When prompted "to program the system's clock and calendar, press 4" - PRESS 4

When prompted "to set the time and date manually, press 1" – PRESS 1

      (note, due to carriers grabbing times from multiple sources, we do not recommend selecting the option to have the time set automatically from the caller ID sent from the telephone company)

Enter the time in 12 hour format (ie. 3:50 pm would just be 0350)

Press # to confirm

Select AM or PM by using the "scroll keys" (which are the up and down arrows under the LCD display on the phone)

Press # to confirm

Enter the date in 8-digit format (2 digits for the day, 2 digits for the month and 4 digits for the year)

Press # to confirm