

ESI Communications Servers

Setting the Time & Date

Keep in mind that the # key acts as an “enter” key. You will press # to save the information in the phone display.

1. Depending on your phone model, press PROGRAM or PROG/HELP
2. Press HOLD
3. Enter password 456#
4. Enter Function number 141#
5. Enter the correct time, then press #
6. Use the up or down scroll key to select AM or PM. Press #.
7. Enter a new date or press # to confirm the current date. The new date will be entered as MMDDYYYY#)
8. Press the SPEAKER key to hang up