

ESI S or E – Class Time Set

You may program from **any** ESI 48-Key Digital Feature Phone or 24-Key Digital Feature Phone in the system.

Here's how:

1. Press **PROGRAM**. The normal **station** programming menu prompt will begin to play. Press **HOLD** to stop the prompt.
2. Enter the Administrator password, followed by **#**. **You are now in programming mode** (during this time, the extension will be automatically placed in DND).
3. Follow the **system** programming menu to program as you wish; and, when finished, hang up.

Note: The system will automatically exit programming mode after 10 minutes of inactivity.

Example: If your Administrator password is 864, **enter** programming mode by pressing **PROGRAM, HOLD, 8 6 4 #**
(To **exit** programming mode, hang up.)

Function 14: System clock

Function 141: Set time/date

1. Enter a new time in a **twelve**-hour format.

Example: Enter **1 2 3 3** for 12:33, or **3 1 5** for 3:15 (note that you need **no** leading zero for the time).

2. Select AM or PM by pressing a scroll key (either up or down arrow under display).

3. Enter a new date in an **eight-digit** format, **including** leading zeroes.

Example: Enter **0 7 0 4 2 0 0 3** for July 4, 2003 (note that leading zeroes **are** required here, unlike in Step 1).

4. Press **#** to finish the entry.

Note: A built-in battery maintains the correct time and date, even in the event of a power loss.