

1982-2007



**ComDirect**  
The Business Telephone Company  
[www.ComDirectUSA.com](http://www.ComDirectUSA.com)



## Changing the System time from your ESI Digital Telephone

### To set the Time & Date

1. Press the **PROGRAM** button.
2. While listening to the voice prompted script press the **HOLD** button.
3. The system will request the password, enter the administrators password followed by the "pound " sign on the dialpad – **456#**
4. Press **1** for System Programming.
5. Press **4** for Clock & Calendar programming
6. Press **1** for Time and Date programming.
7. Enter **2 digits for the hour** (12 Hour format) and **2 digits for the minutes**, followed by the pound (**#**) sign to save the programming.
8. Use the scroll arrows (located below the display) to adjust between AM and PM, followed by the pound (**#**) sign to save programming.
9. Review the date in the display. If needed re-enter ALL 8 digits to input the new date – **2 digits for the month, 2 digits for the day of the month and 4 digits for the year.**
10. Press pound (**#**) to complete the programming.
11. Press **SPKR** button or hang up handset to exit administration programming. The new time and date will be displayed on the telephone display.