

Resetting your ESI phone system's clock

(Installer or Administrator password access required)

The following is derived from the explanation of Function 14 in your ESI phone system's *Installation Manual* or *Administrator's Manual* (as the case may be).

Current ESI phone systems can be [configured](#) to reset the time **automatically** when Daylight Saving Time (DST) ends or begins each year. However, if your system is **not** configured that way (or it's an older ESI phone system that doesn't perform the automatic time change), the following instructions explain how to reset the time and date **manually**.

Note: To configure a compatible ESI system to change time **automatically** when Daylight Saving Time ends or begins, see "Automatic adjustment for Daylight Saving Time," [below](#).

1. On any ESI phone within the system, press **PROG/HELP**.

Note: If using an ESI Feature Phone that has separate **PROGRAM** and **HELP** keys, press **PROGRAM**.

The normal **station** programming menu prompt will begin to play.

2. Stop the prompt by pressing **HOLD** (or, on an older ESI phone, **PARK**).
3. Enter the **Administrator password** and then press **#**.

Note: If this doesn't admit you to Administrator-level programming (the phone display should show **ADMINISTRATOR**), contact your ESI Reseller for assistance.

4. Access **Function 14** by pressing **1 4**.
(If the system prompts you to press **1** to set time and date, do so.)
5. Enter a new time using a **twelve-hour** format and then press **#**.

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).

6. Select **AM** or **PM** by pressing a scroll key and then **#**.
7. When the date appears, **either**:
 - Press **#** to accept the **currently** displayed date as correct;
or
 - Enter a **new** date in an **eight-digit** format, **including** leading zeroes, and then press **#** and hang up to finish the entry.

Example: For March 3, 2011, enter **0 3 0 3 2 0 1 1 #** (and, to repeat, leading zeroes **are** required here, unlike in Step 5).