

# Time and Date

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## 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:**
    1. Press # to accept the currently displayed date as **correct**;
- or**
2. Enter a new date in an **eight-digit** format, **including** leading zeroes, and then press # and hang up to finish the entry.

**Example:** For September 19, 2011, enter 0 9 1 9 2 0 1 1 # (and, to repeat, leading zeroes **are** required here, unlike in Step 5).

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## Automatic Adjustment for Daylight Saving Time

**Notes:** This doesn't work on ESI systems manufactured before February, 2003 — specifically, IP 200, IP 40, IVX 128 Plus, IVX 128, IVX 20 Plus, IVX 20, and [original] IVX.

If you don't know which ESI system you have, consult your ESI Reseller.

This feature, when enabled, causes the phone system's real-time clock to adjust itself automatically for Daylight Saving Time. The options are AUTO [enabled] and DISABLE (the latter is best for counties or states that don't observe DST).

### To set this feature:

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 142** by pressing 1 4 2 and then #.
5. The phone display will show AUTO TIME SET, and either ENABLED or DISABLED. If necessary, use the phone's scroll keys to toggle between the two settings. We recommend the ENABLED setting. When the display shows the setting you want, press #.
6. The phone display will now show DAYLIGHT SAVING, and either AUTO or DISABLED. If necessary, use the phone's scroll keys to toggle between the two settings. If you want your phone system to adjust its clock setting automatically whenever your time changes between Daylight Saving Time and Standard Time (either direction), select AUTO. If you live in an area which doesn't observe Daylight Saving Time, select DISABLED. When the display shows the setting you want, press # # and hang up.