

# Resetting your ESI phone system's clock

*Installer or Administrator password access require: 4653*

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

Example:

For November 8, 2010, enter 1 1 0 8 2 0 1 0 # (and, to repeat, leading zeroes **are** required here, unlike in Step 5).