

## IVX Phone Systems, Setting the Clock and Calendar

Here is how to reset the time and date manually:

- 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.
- Stop the prompt by pressing PARK ("Park 3" on older systems or, on a newer ESI phone, HOLD).
- Press 456 and then #. \* Default password, see note below
- Access Function 14 by pressing 1 4 and then #.
- Enter a new time using 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)).
- Select AM or PM by pressing a scroll key.

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 # to finish the entry. (Example: For August 18, 2004, enter 0 8 1 8 2 0 0 4 (again, leading zeroes are required here, unlike in Step 5)).

Current ESI phone systems can be configured to reset the time automatically when Daylight Saving Time ends or begins each year, but the new DST rules require a software update or to turn off the automatic DST programming and manually set the time.

Instructions to turn off automatic DST programming.

- 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.
- Stop the prompt by pressing PARK ("Park 3" on older systems or, on a newer ESI phone, HOLD).
- Press 456 and then #. \* Default password, see note below
- Press "1", "4", "2"
- Press # to go past automatic time set.
- Use the scroll key to change *Daylight Savings* to "Disable" and press #.
- Follow instructions below to manually set the time.

\*456# is the default password; if this does not work someone has changed it. Call 256 383-1225 for service.

ABES-066  
TN C0550