

## Setting Date and Time on Phone System

1. **With handset in the cradle**, Press the **"TRANSFER"** key.
2. Dial **"200"**
3. Enter **"Passcode"** (See System Administrator).
4. Press **"1"**
5. Press **"Speaker"** key.
6. Dial **"505"**

The display on your phone will look similar to this:

OLD : 6010184 : 0047  
NEW : WMMDDYY : HHMM

OLD : 6010184 : 0047  
NEW : 3020994 : 1445

OLD : 3020994 : 1445  
NEW : WMMDDYY : HHMM

The **"first digit"** entered represents the **DAY** of the **WEEK**:

<b>"1"</b> = Monday	<b>"4"</b> = Thursday	<b>"6"</b> = Saturday
<b>"2"</b> = Tuesday	<b>"5"</b> = Friday	<b>"0"</b> = Sunday
<b>"3"</b> = Wednesday		

The next **"two digits"** entered represent the **MONTH**:

<b>"01"</b> = January	<b>"05"</b> = May	<b>"09"</b> = September
<b>"02"</b> = February	<b>"06"</b> = June	<b>"10"</b> = October
<b>"03"</b> = March	<b>"07"</b> = July	<b>"11"</b> = November
<b>"04"</b> = April	<b>"08"</b> = August	<b>"12"</b> = December

The next **"two digits"** entered represent **TODAY'S DATE**:

**"01"** = 1<sup>st</sup> day  
**"31"** = 31<sup>st</sup> day

The next **"two digits"** represent the **YEAR**:

**"10"** = 2010  
**"11"** = 2011

The last **"four digits"** represent the time:

**"1445"** = 2:45 p.m. **(MUST BE ENTERED IN MILITARY TIME!)**

When finished, press the **"Transfer"** key.

This feature may be performed from **any display phone**, and will also change the "clock" on the voice mail (if you have voice mail).