

Setting Date and Time on Phone System

1. **With handset on hook**, 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:

“1” = Monday	“5” = Friday
“2” = Tuesday	“6” = Saturday
“3” = Wednesday	“0” = Sunday
“4” = Thursday	

The next **“two digits”** entered represent the month:

“01” = January	“07” = July
“02” = February	“08” = August
“03” = March	“09” = September
“04” = April	“10” = October
“05” = May	“11” = November
“06” = June	“12” = December

The next **“two digits”** represent the year:

“08” = 2008
“09” = 2009

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).