

## CHANGING DATE AND TIME

Open customer programming:

- While on-hook, press **Transfer** and then dial 200.
- Your display shows [ENABLE CUS.PROG. PASSCODE]
- Dial the four digit passcode. (1234)
- Your display shows [ENABLE CUS.PROG.-DISABLE]
- Dial 1 to enable
- Your display shows [ENABLE CUS. PROG. – ENABLE]
- Press **Transfer** the keyset returns to its idle condition.
- Press **Transfer** and then dial the three digit program code (505) you want to access. Follow instructions for that program

Enter the new time and date using

W (Day of the Week): Enter 0 for Sunday and 6 for Saturday

MM (Month): Enter 01 for January and 12 for December

DD (Day of the month): Enter a number in the range of 01-31

YY (Year): Enter the last two digits of the year

HH (Hours): Use the 24 hour clock and enter a number in the range of 00-24

MM (Minutes): Enter a number in the range of 00-59

Verify the time and date and re-enter them if necessary

Press **Transfer** to store and exit programming or press **Speaker** to store and advance to the next program.

\*\* If you have entered an invalid date, you will receive an (invalid entry) message for three seconds. Re-enter the correct date and time. If the information you entered is incorrect, repeat the procedure.