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Programming Time and Date

Note: The following instructions for changing the time & date are for the most common software version. The actual programming steps may differ in some ways, depending on the system software.

To enter a programming session, follow the next few simple steps:

- 1) Press FEATURE * * 2 6 6 3 4 4
- 2) Enter Password: 2 6 6 3 4 4

Display will read: "**Terminals & Sets**"

Using the navigation keys, as displayed below, follow the next simple steps:



- 3) Press: *NEXT*

Display will read: "**Lines**"

- 4) Press: *Next*

Display will read: "**Services**"

- 5) Press: *Next*

Display will read: "**System Speed Dial**"

- 7) Press: *Next*

Display will read: "**Passwords**"

- 8) Press: *Next*

Display will read: "**Time and Date**"

- 9) Press: *Show*

Display will read: "**Hour:** ___"

10) Press: *Change* "softkey"

Enter the hour

Display will read: A.M. O.K or Change "softkey"

Select which one you want to change

11) Press: *NEXT*

Display will read: "**Minutes:** ___"

Press change or o.k. "softkey"

12) Press: *NEXT*

Display will read: "**Year:** ___"

Press next or change "softkey"

13) Press: *NEXT*

Display will read: "**Month:** ___"

Press next or change "softkey"

14) Press: *NEXT*

Display will read: "**Day:** ___"

Press next or change "softkey"

15) Press: Next

Congratulations! Your Time and Date has now been programmed!