

TIME CHANGE

CLOCK/CALENDAR SETTING:

TO CHANGE THE CLOCK OR CALENDAR YOU MUST PERFORM THE FOLLOWING STEPS FROM THE MAIN PHONE, WITH PHONE ON THE HOOK (EXT. 10 OR 100).

NOTE: SOME PHONES HAVE A FNC (FUNCTION) KEY AND OTHER TYPES OF PHONES HAVE A FEATURE KEY.

- PRESS **FNC** (FUNCTION) OR **FEATURE**
- DIAL **9#**
- ENTER HOUR AND MINUTE VIA DIALPAD
- PRESS **RECALL** TO CHANGE AM/PM SETTINGS
- PRESS **HOLD** TO CHANGE TO CALENDAR SETTING OR PRESS **FNC/FEATURE** TO EXIT THIS FEATURE
- PRESS **RECALL** TO SELECT DAY OF WEEK
- DIAL **#** TO MOVE THE CURSOR TO DAY OF MONTH FIELD
- ENTER DAY OF MONTH VIA DIALPAD
- PRESS **RECALL** TO SELECT MONTH
- DIAL **#** TO MOVE THE CURSOR TO YEAR FIELD
- ENTER LAST TWO DIGITS OF YEAR VIA DIALPAD
- PRESS **FNC/FEATURE** TO SAVE AND EXIT.