

## Adjusting the Time

The following instructions will guide you through the process to adjust the time.

### To Adjust the Time

From any Display Keyphone, follow these instructions with the handset down.

Press **TRSF** key

Dial **200**

Dial **1234**

Dial **1**

Press **SPEAKER** key

Dial **505**

Enter new day, date & time in format shown on display.

W: Weekday (1 for Monday to 7 for Sunday)

DD: Day (01 to 31)

MM: Month (01 for January to 12 for December)

YY: Last two digits of year

HH: Hour (24 hour clock - 00 to 23)

MM: Minutes (00 to 59)

Press **TRSF** key to save new time.