

Time Change Instructions

1. Leave phone in hung up position.
2. Press **TRANSFER** button. “Programming mode” shows on the display
3. Enter **200** . “Passcode” shows on the display
4. Enter **1234**. “Disable” shows on the display
5. Enter **1**. “Enable” shows on the display
6. Press **SPEAKER** button followed by **505**. “Old and New” show on the display
7. At this point you must enter 11 digits that correspond to the day of the week, the Date and the Time. The numbers go in this order:
 - 1st digit – Day of the week (0 = Sunday, 1 = Mon, 2 = Tues, etc)
 - 2nd & 3rd – 2 digit Month (01 = Jan, 02 =Feb, etc)
 - 4th & 5th – 2 digit Day (01-31)
 - 6th & 7th – 2 digit Year
 - 8th & 9th – 2 digit Hour (enter in 24 hour format: 2 pm =14)
 - 10th & 11th – 2 digit Minute
8. Press **TRANSFER** to exit programming.
9. Verify time is correct on phones.