
System Date (#101)

Description

This system option sets the month, day, and year. The system displays only the month and day on display phones when the phone is idle. (Although the year is not displayed, it is required to account for leap year.)

Changing Settings

To change the System Date, follow these steps from extension 10:

1. Press **Feature** **0 0**.
*The phone beeps once, and the light next to **Spkr** is green flutter.*
2. Press left **Intercom** twice.
*The light next to left **Intercom** is green steady.*
3. Press **# 1 0 1**.
4. Enter today's date in the form MMDDYY. Include leading zeroes for single-digit months or days. For example, to enter April 6, 1997, press **0 4 0 6 9 7**.
5. When you are finished, press **#** and a three-digit code for another option or press **Feature** **0 0**.

System Time (#103)

Description

This system option sets the time that appears on system display phones.

Considerations

- Enter the time in 24-hour notation using HHMM format. In this scheme, the hours of the day are 0000 (12 midnight) to 2359 (11:59 p.m.). Since each time must have four digits, use leading zeroes when necessary. For example, to set the time to 9:00 a.m., enter **0 9 0 0**. To set the time to 4:45 p.m., enter **1 6 4 5**.
- The time appears on system display phones as a.m. or p.m. (not in 24-hour notation).

Changing Settings

To change the System Time, follow these steps from extension 10:

1. Press **Feature 0 0**.
*The phone beeps once, and the light next to **Spkr** is green flutter.*
2. Press left **Intercom** twice.
*The light next to left **Intercom** is green steady.*
3. Press **# 1 0 3**.
4. Enter a new time in HHMM 24-hour format. For example, to set the time to 2:15 p.m., press **1 4 1 5**.
This time will appear on a system display phone as 2:15 p.
5. When you are finished, press **#** and a three-digit code for another option or press **Feature 0 0**.