

This must be done from the receptionist extension. Usually this is x100, or if you do not have an extension 100, the lowest numbered extension you have.

Clock/Calendar Setting

- ▶ Press Feature.
 - ▶ Dial 9#.
 - ▶ Enter hour and minute via dialpad.
 - ▶ Press Recall to **change** AM/PM setting.
 - ▶ Press Hold to change to calendar setting.
- OR* Press 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 Feature.