

**Try feature \*\* 8 4 6 3**

**If Password comes up enter 2 6 6 3 4 4 or password that I set up.**

**And skip to step number: 10**

**If nothing happens start at step one below**

**To enter a programming session, follow the next few simple steps:**

- 1) Press FEATURE \* \* 2 6 6 3 4 4
- 2) Enter Password: 2 6 6 3 4 4 or password that I set up

Display will read: " Terminals & Sets"

If display reads: "Configuration" you have an older system and need to hit RLS and

Go back to the old system date and time Directions. Right below where you found these Directions.

Using the navigation keys, as displayed below, follow the next simple steps:



- 3) Press: NEXT

Display will read: "Lines"

- 4) Press: Next

Display will read: "Services"

- 5) Press: Next

Display will read: "System Speed Dial"

- 6) Press: Next

Display will read: "Passwords"

- 7) Press: Next

Display will read: "Time and Date"

8) Press: Show

Display will read: "Hour: \_\_\_"

9) Press: Change "softkey"

Enter the hour

Display will read: A.M. O.K or Change "softkey"

Select which one you want to change

10) Press: NEXT

Display will read: "Minutes: \_\_\_"

Press change or o.k. "softkey"

11) Press: NEXT

Display will read: "Year: \_\_\_"

Press next or change "softkey"

12) Press: NEXT

Display will read: "Month: \_\_\_"

Press next or change "softkey"

13) Press: NEXT

Display will read: "Day: \_\_\_"

Press next or change "softkey"

14) Press: Next

Hit RLS you have changed the time and date