




It's That Time Again!!

Usually, the receptionist or attendant console at local 20 or 200 is assigned to set the system time and date, (although this task may be given to any station in the system.)

To set the time and date

If your set looks like this:

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1. Press  icon. (the display shows programming)
 2. Press  icon. (The display will show the current time
 - 3.a Enter four digits for the current time (00 to 23 for hours
And 00 to 59 for minutes.)
 - b. Enter two digits for the day (01-31)
 - c. Enter two digits for the month (01-12)
 - d. Enter two digits for the year (00-99) (The display will show the digits as you enter them)
 4. Press the \surd icon. (to save)



*** It's imperative that steps 3a-d are followed in order all on the same line.**

THE NEW TIME AND DATE SHOULD SHOW!!!

If you get a fast busy when trying to enter the date the local is not the programming station.

If your set looks like this:

1. Press **{PROGRAM}** or **{PROG}**
2. Press **{TIME/ALARMS}**
- 3.a. Enter four digits for the current time (00 to 23 for hours
and 00 to 59 for minutes.)
- b. Enter two digits for the day (01-31)
- c. Enter two digits for the month (01-12)
- d. Enter two digits for the year (00-99) (The display will show the
digits as you enter them)
4. Press **SPKR** (to save)



THE NEW TIME AND DATE SHOULD SHOW!!!

If you get a fast busy when trying to enter the date the local is not the programming station.

*** It's imperative that steps 3a-d are followed in order all on the same line.**