

Programming Instructions for Changing your System Time & Date

These operations must be performed from the reception handset.

NEC Telephone Systems

NEC Axis Master and IPK Systems.

- 1 From the Reception handset enter **[FEATURE] [9] [#]**
- 2 On screen you should now have **11:45 AM** representing the current time
- 3 Enter digits to change the time.
- 4 You can use **[*]** to shift left and **[#]** to shift right
- 5 When you get to **AM** or **PM** you use **[RECALL]** to toggle the time period.
- 6 Press **[HOLD]** to move to the date
- 7 Move the cursor to the appropriate detail to change using the **[*]** and **[#]** keys.
Use **[RECALL]** to toggle.
- 8 Press **[FEATURE]** to finish

communications NEC Topaz Systems.

- 1 From the Reception handset press the **[Speaker]** key
- 2 Dial **828**
- 3 Dial the two digits for the hour **[24 hour format, 13 = 1:00 PM]**
- 4 Dial the two digits for the minutes **[00-59]**
- 5 Press the **[Speaker]** key to finish

Note: Date can only be set in system programming.

NEC IPK II Systems.


- 1 From the Reception handset press the **[Speaker]** key
- 2 Dial **728**
- 3 Dial the two digits for the hour **[24 hour format, 13 = 1:00 PM]**
- 4 Dial the two digits for the minutes **[00-59]** and listen for the confirmation tone
- 5 Press the **[Speaker]** key to finish

Note: Date can only be set in system programming.

Alcatel Telephone Systems




From a 9 Series handset (4039/4029 handset)

- 1 Go to the **Menu** tab by using the silver navigation pad 
- 2 Press the **Operator** softkey
- 3 Enter the operators password (Default is **help1954**)
- 4 Press the **Clock** softkey
- 5 Using the silver navigation pad and key pad enter the date and time
- 6 Press **OK**
- 7 Press the **Release** or **Back** button to exit the menu



From an Advanced Reflex handset

- 1 Using the navigation pad  move the screen menu to the right (▶)
- 2 Enter the **Operator** menu by pressing the button under this word
- 3 Enter the operators password (Default is **help1954**)
- 4 Press **OK**
- 5 Enter the **Clock** menu by pressing the button under this word
- 6 Enter the date and time using the number pad. You can move the cursor by using the arrow softkeys
- 7 Press **OK**