



847-241-2643 / 847-774-9636

### Changing The Date and Time

1 Press FEATURE \* \* T I M E <\*\*8463>  
The display shows

Password	
	RETRY

2 Press B A S I C <22742>

Hour: 01	
NEXT	CHANGE

In this example, you are changing the time to 1:30 p. m.  
3 Press CHANGE  
The display shows

Hour: _	
CANCL	

**NOTE:** Press the dial pad button to enter the hour. Use two digits for all hours. The clock in the display will show either one or two digits.

**NOTE:** The display will prompt you to enter **A.M.** or **P. M.**  
Press **CHANGE** and **OK** to select **P.M.**

AM	
OK	CHANGE

4 After you have entered in the hour Press NEXT The display shows

Minutes: 00	
NEXT	CHANGE

5 Press CHANGE The display shows

**NOTE:** If you are only changing the time and not the date,  
Press Rls to end your session.  
In this example, you are changing the date to July 15, 2001

Minutes: __	
CANCL	

Year : 99	
Next	Change

6 After you enter in the minutes Press NEXT. The display shows

7 Press CHANGE  
The display shows  
> Press the dial pad to **enter** the year.

Year:01	
CANCL	

8 Press NEXT  
The display shows

Month: 01	
NEXT	CHANGE

9 Press CHANGE

Press the dial pad to enter the month.  
Use numbers for the months: 01 January; 12 is December.

10 Press NEXT  
The display shows

Day: 01	
NEXT	CHANGE

11 Press CHANGE  
The display shows

Day: __	
Cancl	

Press the dial pad buttons to enter the day  
Press Rls to end your Session.