



It's that time again!

Usually, the receptionist set 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).

For phones with *Large Display Screens*:

1. Press PROGRAM on the display.
 2. Press TIME on the display for the clock.
 - 3.a. Enter four (4) digits for the current time (24/hour clock)
(00 to 23 for hours and 00 to 59 for minutes)
 - b. Enter two (2) digits for the day (01-31)
 - c. Enter two (2) digits for the month (01-12)
 - d. Enter two (2) digits for the year (00-99)
- the display shows the digits as you enter them
- Press SAVE on the display.
- the new time and date are displayed



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

For Phones with *Small Display Screens*:

1. Press [Feat] button.
 2. Press "82" on the dial pad.
 - 3.a. Enter four (4) digits for the current time (24/hour clock)
(00 to 23 for hours and 00 to 59 for minutes)
 - b. Enter two (2) digits for the day (01-31)
 - c. Enter two (2) digits for the month (01-12)
 - d. Enter two (2) digits for the year (00-99)
- the display shows the digits as you enter them.
- Press [SPKR]
- the new time and date are displayed.



***If you hear an error tone, check that you have entered the correct number of digits for each element of the time and date. If you are still experiencing problems please contact a Telrad Customer Service Representative to confirm your system's time and date setting station. ***