



OfficeServ

HOW TO CHANGE DATE & TIME

Please follow all directions.

1. *Transfer* 200
2. Display shows "Enable Cus. Prog. Passcode"
3. Type passcode "1 2 3 4"
4. Dial 1 to enable. You will hear a double beep.
5. Dial *Speaker* 505
6. Enter new time and date in the following format

(WMMDDYY:HHMM)

Weekday Month Day Year Hour Minute

~ weekday is single digit (1=Monday, 2=Tuesday, 3=Wednesday, ...)

~ Hour is entered in military time

7. Press *Transfer* to exit

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