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## C4 SETTING THE SYSTEM CLOCK

The system clock can be set directly from the telephone. It is important to set the exact time because Message Waiting Notification, External Message Delivery, redialling and rescheduling of External Message Delivery, and Automatic Message Deletion, are all scheduled using this setting. The System Administrator and Message Manager are also able to set this clock.

The system automatically adjusts the time as appropriate when daylight saving time begins and ends.

### Note

*The System Manager cannot set the system clock while:*

- *the System Administrator programmes via a personal computer,*
- *the Message Manager sets the system clock, records the Voice Labels and System Caller Names, and customises the Message Manager's Mailbox.*

*The VPS plays "Sorry, this function is not available".*

1. **Log in** the Main Menu.
2. **Press [6]** for Other Features.
3. **Press [3]** to set the time and date.
4. **Press [1]** to change the current time.
5. **Type the current time and Press [#].**

### Note

*Press [0] for help. "For example, to enter 5 o'clock, press 5 and # or to enter 5:15, press 5, 1, 5, and #."*

6. **Press [1]** for AM or for [2] PM.

### Note

*This selection is not available if "24-h" is selected in "Position of 'AM/PM' in Time Stamp" in Table 57 in B6.5 Prompt Setting.*

7. **Press [2]** to accept the time.
8. **Press [1]** to change the current date.
9. **Type the current month and Press [#].**

### Note

*Press [0] for help. "For example, to enter January, press 1 and #."*

**10. Type the day and Press [#].**

**11. Type the last 2 digits of the year and Press [#].**

**12. Press [2] to accept the date.**