

Quick Reference Guide Changing Date and Time

This guide will explain how to correct the date and time on the Alcatel PABX using a handset. This must be done from the operator phone, which is an Alcatel *039 series phone.

Update date and time

1. Scroll left to **"Menu"**.
2. Press button next to **"Operator"**.
3. Enter your password. This will either be your Main Business Number, or **"help1954"**.
4. Press the button to the left of where you see **"Clock"** on the screen.
5. Use the **"Left"** or **"Right"** arrow keys to select what you would like to change on the date and time. Use the **dial pad** to change the number and press **"OK"** when you are happy with your changes.
6. Press **"C"** once to return to the main screen.

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