# Quick Reference Guide
# Changing Date and Time

This guide will explain how to correct the date and time on the Samsung PBX using a handset.

**Activate phone for system programming**

Follow the steps below to enter system programming mode:

1.  While your handset is on-hook, press "**Transfer**" and then dial "**200**"
    The display shows [ENABLE CUS. PROG. PASSCODE]

2.  Dial the four digit passcode: "**1234**"
    The display shows [ENABLE CUS. PROG. - DISABLE).

3.  Dial "**1**" to enable.
    The display shows [ENABLE CUS. PROG - ENABLE].

4.  Press "**Transfer**"

The keyset returns to its idle condition.

**NOTE**: You must begin programming within 30 seconds. Once you are in programming, any delay of more than 30 seconds between key strokes will cause the system to automatically close programming.

**Enter or update date and time**

Follow the steps below to change the date and time

1.  Press "**Transfer**" and then dial "**505**"
    The display shows the current date and time in the first row [OLD: 1042814:1200] for 28/04/2014 12:00pm

2.  In the second row you'll see
    [NEW:WMMDDYY:HHMM]
    Enter the correct date and time.
    W: Day of week (0=Sunday, 6=Saturday)
    MM: Month of Year
    DD: Day of Month
    YY: Last two digits of the year
    HH: Hour in 24-hour notation
    MM: Minutes

3.  Press "**Transfer**" to save.

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