Changing the Date & Time on your Toshiba System

1) **To Set the Date**
   a. Enter pound (**#) 651**. You hear a confirmation tone. If you hear fast busy, the feature code has been changed or is not programmed.
   b. Enter the date as YYMMDD, where YY = Year, MM = Month, and DD = Day. Example: To enter October 9, 2002, enter 021009.
   c. Press **#**. You hear a confirmation tone.
   d. Press **SPKR**. The telephone returns to the idle mode with your telephone LCD displaying the new set date.

2) To Set the Time
   a. Enter pound(**#) 652**. You hear a confirmation tone. If you hear fast busy, the feature code has been changed or is not programmed.
   b. Enter the time as HHMMSS in the 24-hour clock format, where HH = Hours, MM = Minutes, and SS = Seconds. Use leading zeroes. Examples: To enter 6:05 AM and 30 seconds, enter 060530; and 2:30 PM and 45 seconds, enter 143045.
   c. Press #. You hear a confirmation tone.
   d. Press SPKR. The telephone returns to the idle mode with your telephone LCD displaying the new set time.

NOTE: The day of the week (Monday, Tuesday, etc.) is automatically set by the system. Please feel free to call us with any questions.