

Ted the Telephone Guy

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How to Change the Date and Time on Your Mitel SX-200 Telephone system

From the attendant console:

1. Press the **Function** key (hard key).
2. Press the **attendant** soft key (**F2**).
3. Press the **set time** soft key (**F2**).
4. Dial the hours and minutes in 24-hour (military time) in this format **HH:MM**

Enter the time using 24-hour time notation (military time). Time is from 0000 (midnight) to 2359 (11:59 p.m.). Since each time must have 4 digits, use leading zeros when necessary. For example, dial 0900 for 9:00 a.m. For 9:00 p.m. dial 2100. For 2:15 a.m. dial 0215. For 2:15 p.m. dial 1415. For 4:45 p.m. dial 1645.

5. Press the **set** soft key (**F2**).
6. Press the **Release** key (hard key).

Changing the time and date on the telephone system may also change the time and date in the voice mail system, depending upon your voice mail system.