

Ted the Telephone Guy

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How to Change the Date and Time on Your Panasonic Telephone system

Programming Mode

User programming can only be done from the first two extensions in the system. Normally these are Extensions 101 or 102 and usually the attendant is one of these extensions.

If you get mixed up, or when you're finished, you get out of programming mode by picking up the handset and hanging it up again (or pressing the **SP-PHONE** button twice).

If you wait too long between pressing keys, the system may cancel programming mode and you must begin again.

TO SET THE DATE

From extension 101 (usually the attendant – reception) or extension 102 do the following:

1. Press the **PROGRAM** key
This puts the phone in programming mode.
2. Dial ****1234**
Display reads <USER-PGM NO?>
3. Dial **000** (zeroes—not the letter O)
Display reads <Day/Time Set>
4. Press the **SP-PHONE** key
Display shows the date
5. Enter the correct month by **dialing the numbers** on the dialpad
6. Press the **FWD/DND** key
Enter the correct day by **dialing the numbers** on the dialpad
7. Press the **FWD/DND** key
8. Press the **AUTO DIAL/STORE** key to store the time ****Do NOT Forget this Step****
9. Press the **HOLD** key
10. Press the **SP-PHONE** key or pick up the handset and then hang up to exit programming mode.

TO SET THE TIME

From extension 101 (usually the attendant – reception) or extension 102 do the following:

1. Press the **PROGRAM** key
This puts the phone in programming mode.
2. Dial ****1234**
Display reads <USER-PGM NO?>
3. Dial **000** (zeroes—not the letter O)
Display reads <Day/Time Set>
4. Press the **SP-PHONE** key
Display shows the date
5. Press the **SP-PHONE** key again
The display shows the current time setting
6. To Change the Hours/Minutes:
7. Press the **TRANSFER** key
8. (Pressing **TRANSFER** clears the current entry)
9. Enter the correct hour by **dialing the numbers** on the dialpad
10. Press the **FWD/DND** key
11. Enter the correct minutes by **dialing the numbers** on the dialpad
12. Press the **FWD/DND** key
13. Press the **AUTO ANSWER/MUTE** key to change to **AM** or **PM**.
14. Press the **AUTO DIAL/STORE** key to store the time ****Do NOT Forget this Step****
15. Press the **HOLD** key
16. Press the **SP-PHONE** key or pick up the handset and then hang up to exit programming mode.

HOW TO CHANGE THE TIME ON KXT-VS SERIES VOICE MAIL SYSTEMS

This should happen automatically when you change the time on the telephone system. However, you can also do this independently if you need to :

From extension 101 (usually the attendant – reception) or extension 102 do the following:

1. Press the **Voice Mail** key.
2. Dial **#6** to go to the main menu.
3. Dial ***999** to go to the manager's mailbox.
4. Enter the password **1234#**
5. Dial **4** on the dialpad
6. Dial **1** to change the time
7. Enter the time on the dialpad (use the examples below for how to enter time)
 - Dial **8#** for 8:00:
 - Dial **915#** for 9:15
 - Dial **10#** for 10:00
 - Dial **1127#** for 11:27
6. Dial **1** for AM or **2** for PM
7. Dial **2** to "Accept"
8. Dial *** * * *** and hang up to exit programming mode