Ted the ☎elephone Guy

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How to Change the Date and Time on Your Atlas KSX/KDX Telephone and Voice Mail Systems

Note: The time and date are set independently for the telephone systems and the voice mail systems.

Atlas KSX-32, KSX-128 and KDX-500

From the operator's phone:

1. Do <u>not</u> lift the handset

2. Press **PROG** key

3. Dial **9**

   Enter Date (**YYMMDD**)

   *Enter the date using **YYMMDD** format. Year 00 = 2000. Months are 01-12. Days are 1-31.

4. Enter Time (**HHMM**)

   *Enter the time using **HHMM** format and 24-hour time notation. 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. Enter the Day of the Week (**0-6**)

   (0 = Sun, 1 = Mon, 2 = Tues, 3 = Wed, 4 = Thur, 5 = Fri, 6 = Sat)

6. Press **HOLD** key

7. Press **RLS** or lift and hang up the handset to exit programming

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AVM Jr Voice Mail System

Important: The AVM Jr does not process calls while it is in programming mode!

Enter Programming Mode:

1. Call the voice mail system

2. Wait until the AVM Jr answers and plays the main greeting/opening menu.

   Note: If you are calling from a system extension that has a mailbox, you must dial the mailbox password and then, from the mailbox menu, dial "9" to get to the main greeting/opening menu.

3. Dial ***900**

4. Dial the System Administrator's password (the default password is **1234**)

To Set The Time:

1. Dial ***420 + HH + MM**. Enter the time in 24-hour or "military" time.*

   *Enter the time using HHMM format and 24-hour time notation. 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.

To Set The Date:

1. Dial ***430 + DD + MM + YY**. Add leading zeros as necessary for the month and

   day. Days are 01-31. Months are 01-12. Years are 00-99. The year 00 = 2000.

Exit Programming Mode:

1. Dial *900 or wait one full minute before dialing anything to allow the system to time out.

Note: If you exited the programming mode by dialing *900, the AVM Jr. plays the opening menu. You can then test the changes made to the system.

Atlas InnFone (PC-based) System

The time and date for these is set in the Windows 2000 operating system.

1. On the PC, right-click the **time/date** in the lower right hand taskbar

2. Select **Adjust Time & Date**

3. Under the clock is a time display with up and down arrows

4. Use the up and down arrows to select the correct time

If there is no clock on your taskbar, click Start, select *Control Panel*, and select *Date & Time*. Then adjust the clock (see steps 3 and 4 above).