

Ted the Telephone Guy

Ted Woods, LLC • P. O. Box 231 • Centerville, MA 02632 • 508-419-7225

How to Change the Date and Time on Your Panasonic KX-TA 624 or KX-TA 824 Telephone system

Programming Mode

User programming can only be done from the first extension in the system. Normally this is extension 101. This must be a display phone.

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 AND TIME

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

1. Press the **PROGRAM** key
2. Dial * # 1234. This puts the phone in programming mode.
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 or skip this step if the date is correct.
6. Press the **FWD/DND** key. This goes to the hour selection
Enter the correct day by **dialing the numbers** on the dialpad
7. Press the **FWD/DND** key again to set a.m. or p.m.
8. Use the **MUTE** key to select a.m. (morning) or p.m. (evening).
9. Press the **STORE** key to store the time ****Do NOT Forget this Step****

Listen for tones. If you hear one tone, the time has changed correctly. If you hear 3 tones, the procedure failed. Repeat the procedure.

(Continued on next page)

10. Press the **HOLD** key
11. Press the **PROGRAM** key and then hang up to exit programming mode.