

## **TO CHANGE THE SYSTEM TIME AND DATE**

1. From ext \_\_\_\_\_ press the program key or the icon that looks like a pad of paper and a pen.
2. Press the key next to the word time or press the key under the icon that looks like a clock.
3. Enter 2 digits for the hour (military or 24 hour clock), 2 digits for the minutes, 2 digits for the day, 2 digits for the month and 2 digits for the year.

Press the key next to the word save or the key under the check mark