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Changing the System time from your Telrad Digital Telephone

To set the Time & Date

1. You must be at the “Time Set Station” which is a programmable option in the system, usually the main operators’ extension. Press the **FEAT** button.
2. Press **82** on the dialpad.
3. Enter **2 digits for the hour** (24 Hour format) and **2 digits for the minutes**.

As an example – For 6:30Am you will enter **0630** followed by the date. If the time is 2:30PM you will enter **1430**.

4. Enter **2 digits for the day of the month** (01-31), **2 digits for the month** (01 – 12), and **2 digits for the year**.

As an example – For December 15, 2008, you will type in **15122008**

5. Press the **SAVE** button to save and exit the programming.
6. Press the **SPKR** button to go back into the idle state.