



## Changing The System Time On Iwatsu Phones

The system time can be changed from a telephone set, but the set must be the Attendant set.

The Attendant set is usually the phone that has been designated to be the main phone where incoming calls or operator calls are answered.

From the Attendant set, leave the handset in the cradle and press the SPKR (Speaker) button. Then press the FEAT (Feature) button and the digits 64.

The screen will show "Set Time hh:mm" The time must be entered using 24 hour format. For example, 4:05 pm would be entered as 1605. 4:05 am would be entered as 0405. Once the time has been entered, the phone will beep twice and continue to do so until the SPKR button is pressed. The correct time will then be displayed on all phones.

**Note: This procedure only changes the time displayed on the telephones. The Time used by Auto Attendant and Voicemail is separate and must be changed accordingly. Please use the additional list of instructions entitled "Changing Voicemail Time" to set the correct time in voicemail.**

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