



Changing the time and date on The Samsung phone system

To change the time and date you must first log into admin programming:

1. Leave the handset down and press Transfer 800
2. Enter the pass code (4321 by default)
3. Press 1 to enable
4. Press Speaker
5. Dial 505

Once you are in programming mode follow these steps to change your time and date:

1. Enter the day of the week (Monday is 1, Tuesday is 2, Wednesday is 3, etc.)
2. Enter 2 digits for the Month
3. Enter 2 digits for the Day of the Month
4. Enter 2 digits for the Year
5. Enter the hour in 24-hour format
6. Enter the minutes
7. Press Transfer to exit