

SAMSUNG OFFICESERV TIME AND DATE CHANGE PROGRAMMING GUIDE

To Change the Time and Date on the Samsung Handsets:

- From any handset press the **Transfer Key** and dial [2][0][0]
- The display will show **ENABLE CUS. PROG. & PASSCODE :**
- Enter customer passcode *which is [1][2][3][4] as a factory default*
- Press [1] to **ENABLE CUS. PROG**, then press the **Speaker Key**
- Enter the time & date program by pressing the **Transfer Key** dialing [5][0][5]

The Time and Date format is as follows:

W	(Day of the week, 0-6)	<i>e.g., enter 0 for Sunday and 6 for Saturday.</i>
MM	(Month, 01-12)	<i>e.g., enter 01 for January and 12 for December.</i>
DD	(Day of the month)	<i>enter a number in the range 01–31.</i>
YY	(Year)	<i>enter the last two digits of the year, e.g. 07.</i>
HH	(Hours)	<i>24-hour clock enter a number in the range 00–24.</i>
MM	(Minutes)	<i>enter a number in the range of 00–59.</i>

- ENTER THE DATE AND TIME AND THEN PRESS **TRANSFER KEY** TO EXIT