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Administrator Instructions for Changing the Time and Date on a Samsung Phone System



**Enter System Administration Programming**

1. Press the transfer button > [**TRSF**] (All telephones usually have one).

The LCD Screen will show:

PROGRAMMING MODE  
ENTER PGM ID:

Dial 200, the LCD will show:

ENABLE CUS.PROG.  
PASSCODE:

Enter default password – [1][2][3][4] (unless changed). If this has been changed, you will have to contact a Samsung certified installer for assistance.

You should see that the screen has now changed and should read:

ENABLE CUS.PROG.  
DISABLE

Press [1] and the DISABLE turns into ENABLE.

Press transfer.

**\*\* You have now entered programming.**

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Complete Administration guides can be downloaded at the following link:

[http://www.myipsystem.com/PDF/DCS\\_100si\\_admin.pdf](http://www.myipsystem.com/PDF/DCS_100si_admin.pdf)

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## Administrator Instructions for Changing the Time and Date on a Samsung Phone System

### Changing the Time & Date

Press Transfer and then enter [5][0][5], the screen will show:

OLD: [DAY, MONTH, YEAR: HOURS, MIN  
NEW: WMMDDYY:HHMM

Enter the correct information. NOTE: If you are only changing the time because of Daylight Savings Time, then enter the same digits except the HH.

Press Transfer

NOTES:

“W” represents, day of week. When entering the day of the week, 1 represents Monday, 2 represents Tuesday, etc.

“M” represents Month. Enter the month 01 – 12, where 01 is January.

“Y” represents Year. Enter 09 for 2009

“H” represents Hour. Enter the HH in military time. 8 am is entered as 08, 9 am is 09, etc. Afternoon time is entered as 1 pm is entered as 13 and 2 pm is entered as 14, etc.

**Press transfer when done, you now should have changed the time, date or other data in program 505**

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