

To change the time or date on your Partner Phone System

**THIS CAN ONLY BE DONE AT EXTENSION 10 OR 11!**

The quotes “” indicate which buttons on the phone to press

On the phone press:

The “Feature” “0” “0” buttons

*The display will indicate PROGRAM EXTENSION 10 or 11*

The left “Intercom” button

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*The display will indicate SYSTEM PROGRAM*

“#” “1” “0” “1” buttons

*The display will indicate SYSTEM DATE*

**Enter the date** MMDDYY with the appropriate number keys

“#” “1” “0” “3” buttons

*The display will indicate SYSTEM TIME*

**Enter the time** in a 24 hour format (*it display on all the phones as AM or PM*), therefore 1:15 PM would be entered as “1” “3” “1” “5”

The “Feature” “0” “0” buttons

*The phone will go back to its normal state*

DONE!