Quick Reference Guide
Changing Date and Time

This guide will explain how to correct the date and time on the Alcatel PABX using a handset. This must be done from the operator phone, which is an Alcatel *039 series phone.

Update date and time

1. Scroll left to "**Menu**".

2. Press button next to "**Operator**".

3. Enter your password. This will either be your Main Business Number, or "**help1954**".

4. Press the button to the left of where you see "**Clock**" on the screen.

5. Use the "**Left**" or "**Right**" arrow keys to select what you would like to change on the date and time. Use the **dial pad** to change the number and press "**OK**" when you are happy with your changes.

6. Press "**C**" once to return to the main screen.

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