

CHANGING TIME INSTRUCTIONS

CHANGE TIME ON NEC ELECTRA ELITE PHONE SYSTEM

At extension 100 or 101 – be sure and leave phone hung up....

TO CHANGE HOUR – I.E. DAYLIGHT SAVINGS TIME:

Press **Feature**

Dial 9

Dial #

See time flashing on display and enter correct time from dial pad

Press **Feature** to save.

TO CHANGE HOUR, MINUTE, AM/PM, CALENDAR DATE:

Press **Feature** button

Dial 9

Dial #

Enter hour and minute via dial-pad

Press **Recall** button to change AM/PM setting

Press **Hold** button to change to calendar setting

OR Press **Feature** button to exit this feature

Press **Recall** button to select day of week

Dial # to move the cursor to day of month field

Enter day of month via dial-pad

Press **Recall** button to select month

Dial # to move the cursor to year field

Enter last two digits of year via dial-pad

Press **Feature** button.