



## **To change the Time and Date on your Vodavi phone system use the following steps:**

**STEP 1 Dial 692 from Extention 100 ( Some customers may need to do this from X 201 or the reception phone) Display should read Time And Date.  
yy/mm/dd:hh/mm**

**STEP 2 YY = year MM = Month DD = Day  
hh = Hour(24h format) mm = Minute**

**STEP 3 Press hold**

**STEP 4 After the confirmation tone all phones will update, and your finished !!!!!**

### **Other Stuff !**

**To program a single key press the speed button 2 times (it will flash) then press the key to program (it will flash) then :**

**Dial extention for extention button or  
Dial user code found at rear of user guide for a special feature.**

**You cannot program phone line buttons or loop keys.**

[Recipient Name]  
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