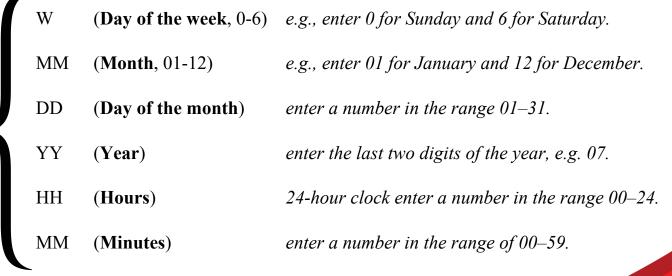# SAMSUNG OFFICESERV TIME AND DATE CHANGE PROGRAMMING GUIDE

To Change the Time and Date on the Samsung Handsets:

- From any handset press the **Transfer key** and dial **[2][0][0]**

- The display will show **ENABLE CUS. PROG. & PASSCODE :**

- Enter customer passcode *which is [1][2][3][4] as a factory default*

- Press [**1**] to **ENABLE CUS. PROG**, then press the **Speaker Key**

- Enter the time & date program by dialing **[5][0][5]**

The Time and Date format is as follows:

W	(**Day of the week**, 0-6)	*e.g., enter 0 for Sunday and 6 for Saturday.*
MM	(**Month**, 01-12)	*e.g., enter 01 for January and 12 for December.*
DD	(**Day of the month**)	*enter a number in the range 01–31.*
YY	(**Year**)	*enter the last two digits of the year, e.g. 07.*
HH	(**Hours**)	*24-hour clock enter a number in the range 00–24.*
MM	(**Minutes**)	*enter a number in the range of 00–59.*

- ENTER THE DATE AND TIME AND THEN
  PRESS **TRANSFER KEY** TO EXIT