EASTMAN
TECHNOLOGIES

IP Office 4400, 4600 & 6400 Series
Changing System Time & Date

One phone with a Menu key can be allocated as a "System Phone" by the System Administrator. The user of that phone can then change the date and time displayed on all phones.

Note: There will be a short delay before some telephones will update their displayed date and time.

To change the date/time:
1. Press **Menu**
2. Select **Func**.
3. Press and select **Setup**.
4. Select either **Date** or **Time**.
5. Enter the new value. Use the ***** key to enter a **:** in times. Use the **#** key to enter a **/** in dates.
6. After entering the new date or time, select **Done**.
7. Press **Exit** .