DX-80 Time Change Instructions

Software Revision F32 and later

From the attendant station or an phone with attendant password:

1. Press **Feature #0** from the telephone dialpad. You will be prompted to enter the **Tenant Group** number. This is typically **1**, however it can be set for Tenant Group 1-3.
2. Press **Save** and enter in the attendant password (default is 9999), then press **Show**.
3. Press the **Next** option until the display prompts you for the System Time. Press **Show**.
4. The last 2 digits of the year will be displayed. If you do not need to change the year, press **Next**. If you need to change this value, press **Chg**, enter in two digits for the year and press **Save** then **Next**.
5. The current month setting will be displayed. If you do not need to change the month, press **Next**. If you need to change this value, press **Chg** to cycle through the 12 months. When you reach the appropriate setting, press **Next**.
6. The display will show the currently programmed day of the month. If you do not need to change the date, press **Next**. If you need to change this value, press **Chg**, enter in two digits for the date and press **Save** then **Next**.
7. The day of the week (Sat – Sun) will now be displayed. If you do not need to change the day, press **Next**. If you need to change this value, press **Chg** to cycle through the days of the week. When you reach the appropriate setting, press **Next**.
8. The current hour will be displayed. Press **Chg** and enter in two digits for the hour in military format. Press **Save** and **Next**.
9. The display will now show the programmed minutes. If you do not need to change the minutes, press **Next.**   If you need to change this value, press **Chg** and enter in two digits for the minutes (01-59). Press **Save** then **Next**.
10. You will be returned to the top level off System Time. To exit Attendant Administration, pres **On/Off** button twice.

Software Revision F2*x*

From any telephone:

1. Press **Feature # *** and enter in your password. (Default password ########).
2. Press **Show** and enter **08 14.**
3. Press **Save** then **Show**.
4. The option to change the **Year** will appear. If you do not need to change the year, press **Next**. If you need to change this value, press **Chg**, enter in two digits for the year and press **Save** then **Next**.
5. The option to change the **Month** will appear. If you do not need to change the month, press **Next**. If you need to change this value, press **Chg**, enter in two digits for the month and press **Save** then **Next**.
6. The option to change the **Day** will appear. If you do not need to change the date, press **Next**. If you need to change this value, press **Chg**, enter in two digits for the date and press **Save** then **Next**.

7. The option to change the **Weekday** will appear. If you do not need to change the weekday, press **Next**. If you need to change this value, press **Chg**, to select the weekday, and press **Next**.
8. The option to change the **Hour** will appear. Press **Chg** and enter in two digits for the hour in military format. Press **Save** then **Next**.
9. The option to change the **Minutes** will appear. Press **Chg** and enter in two digits for the minutes and press **Save**.
10. Press the **On/Off** button to take the phone out of programming mode.