

Changing the time on your system

Twice a year the clocks change between British Summer Time and Greenwich Mean Time. Your telephone system clock may need to be changed at these times. You can find instructions on how to update the time on a wide range of telephone systems listed below.

Year	BST Begins (clocks 1hr forward)	GMT Begins (clocks 1hr backwards)
2006	March 26	October 29
2007	March 25	October 28
2008	March 30	October 26

- [Alcatel 4200](#)
- [Alcatel OmniPCX Office](#)
- [Avaya \(Formerly SDX and Lucent\) INDeX Range](#)
- [GPT PKS2 Range](#)
- [Mitel \(Formerly Phillips, TSC\) Imagination Range](#)
- [NEC Xn120](#)
- [Panasonic A-Series Range \(A309, A616, A824, A1232\)](#)
- [Panasonic DBS Range \(DBS 38, DBS68, DBS90, DBS128, DBS 158, DBS180\)](#)
- [Panasonic KXT1232](#)
- [Panasonic KXTA624](#)
- [Panasonic KXTE303](#)
- [Panasonic KXTE824](#)
- [Panasonic KXT308, KXT616](#)
- [Panasonic KXTD816, KXTD1232](#)
- [Panasonic New GX Range](#)
- [Panasonic SBS 416](#)
- [Panasonic SDBS 308, SDBS616](#)
- [Panasonic VP50, 100, 200 Voice processor](#)
- [Philips IPK Range](#)
- [Philips Sopho K Range](#)
- [Philips Sopho S Range](#)
- [Plessey \(GPT\) DXE Range](#)
- [SDX 40E](#)
- [SDX 60N, SDX420N](#)
- [Siemens Hicom 100 Range \(110, 120, 125, 130\)](#)
- [Siemens Hicom 100e Range \(112, 118\)](#)
- [Siemens Hicom Office Range v1.0](#)
- [Siemens Hicom Office Range v2.2](#)
- [Siemens Hicom 150e Range](#)
- [Siemens \(formerly GPT\) MDSS Range](#)
- [Siemens \(Formerly GPT\) NTX 6 / 8 / 24](#)
- [Toshiba DK16, DK40](#)
- [Toshiba DK24, DK24s, DK56, DK96, DK96L](#)
- [Toshiba DK280](#)

This document outlines how to change the time on the following system:

Alcatel 4200

1. The time can only be changed from extension 20 or 200, which must be a 4034 or a 4035 (You can find this number on the base of the handset).
2. Dial 800
3. Press the button with Operat above it
4. Dial 1954
5. Press Clock
6. Enter the Date and Time using the keypad and press OK
7. Press Back to finish and the new date and time will be on the display

This document outlines how to change the time on the following system:

Alcatel OmniPCX Office

1. The time can only be changed from extension 20 or 200, which must be a 4034 or a 4035 (You can find this number on the base of the handset).
2. Dial 800
3. Press the button with Operat above it
4. Dial help 1954 (help must be keyed via the integrated keyboard)
5. Press OK then Press Clock
6. Enter the Date and Time using the keypad and press OK
7. Press Back to finish and the new date and time will be on the display

This document outlines how to change the time on the following system:

Lucent / SDX INDeX

1. The time can only be changed from a telephone that has been assigned 'System Manager' status.
2. Press the SETUP key. You may first have to press the Scroll key in order for setup to be displayed.
3. Take a note of the time format your system uses, is it 12 or 24hour format?
4. Press Time
5. Enter the new time HH:MM:SS
6. Press Done.

This document outlines how to change the time on the following system:

GPT PKS2

1. The time can only be changed from extension 10, which must be a display phone.
2. Lift up the handset, press the save button, followed by the clock button.
3. Enter the current year using all 4 digits, followed by *
4. Enter the four digits for the month and date in this order, followed by *
5. Enter a single digit for the days, Sunday being a 0 through to Saturday being a 6.
6. Press * and enter the time in 24 hour format followed by *
7. Replace the handset to finish.

This document outlines how to change the time on the following system:

Mitel iMAGINATION

1. From the main programming extension, which must be a display telephone, keep the handset on hook
2. Press * 000 *
3. Dial 710
4. Press the monitor key.
5. Press the left hand key (on some phones this key is purple in colour) at the top of the telephone and enter 2 digits for the hour (in 24 hour format)
6. Press the middle key at the top and enter 2 digits for the minutes.
7. Press the monitor key and press the line 1 key three times. Line one is the key directly above the monitor key.
8. Press the monitor key to return the phone to normal operation.

This document outlines how to change the time on the following system:

NEC Xn120

1. The date must be set in system programming (10-01).
2. Press a SPK key.
3. Dial 828.
4. Dial two digits for the hour (24 hour clock, 13 - 1:00PM).
5. Dial two digits for the minutes (00-60).
6. Press SPK to hang up.

This document outlines how to change the time on the following system:

PANASONIC A-SERIES

1. The time must be changed from extension 10.
2. So from extension 10, with the handset down, press the on/off key, followed by * and 5
3. Enter the time in 24 hour format and press on/off to finish.

This document outlines how to change the time on the following system:

PANASONIC DBS

1. The time must be changed from extension 200
2. Leaving the handset down, press the on/off key, followed by recall, followed by the # key.
3. Dial 3, then enter 4 digits for the current date and month, followed by four digits for the year.
4. Having entered the date, now enter the time in 24 hour format, pressing the on/off key to finish.

This document outlines how to change the time on the following system:

PANASONIC KXT1232

1. The time must be set from the first extension on the system. This is usually extension 201.
2. So from extn 201, leaving the handset down, set the memory switch on the rear of the phone to the program position and dial 0
3. Enter the last two digits of the year, then the two digits for the month, two digits for the date, then one digit for the day (with Sunday being 0 through to Saturday being a 6)
4. Enter the two digits for the hour of the current time, followed by two digits for the minutes.
5. Enter 0 to indicate AM or a 1 to indicate PM. Press the AUTODIAL (or the AUTO MEMORY key) and set the switch on the rear of the phone back to the set position.

This document outlines how to change the time on the following system:

PANASONIC KXTA624

1. The time and date can only be set from the first display telephone on the system.
2. Keeping the handset on hook, press Program Dial 0
3. Now enter 2 digits for the year (00-99)
4. Enter 2 digits for the month (01-12)
5. Enter 2 digits for the date (01-31)
6. Enter 1 digit for the day of the week (0-6, where 0 is Sunday)
7. Enter 2 digits for the hour (01-12)
8. Enter 2 digits for the minutes (00-59)
9. Now press 0 for AM or 1 for PM
10. Press the Auto Dial store key to save the programming
11. Press program to return the telephone to normal operation.

This document outlines how to change the time on the following system:

PANASONIC KXTE303

1. The time and date can only be set from the first display telephone on the system.
2. Keeping the handset on hook, press Program Dial 0
3. Now enter 2 digits for the year (00-99)
4. Enter 2 digits for the month (01-12)
5. Enter 2 digits for the date (01-31)
6. Enter 1 digit for the day of the week (0-6, where 0 is Sunday)
7. Enter 2 digits for the hour (01-12)
8. Enter 2 digits for the minutes (00-59)
9. Now press 0 for AM or 1 for PM
10. Press the Auto Dial store key to save the programming
11. Press program to return the telephone to normal operation.

This document outlines how to change the time on the following system:

PANASONIC KXTA824

1. The time and date can only be set from the first display telephone on the system.
2. Keeping the handset on hook, press Program Dial 0
3. Now enter 2 digits for the year (00-99)
4. Enter 2 digits for the month (01-12)
5. Enter 2 digits for the date (01-31)
6. Enter 1 digit for the day of the week (0-6, where 0 is Sunday)
7. Enter 2 digits for the hour (01-12)
8. Enter 2 digits for the minutes (00-59)
9. Now press 0 for AM or 1 for PM
10. Press the Auto Dial store key to save the programming
11. Press program to return the telephone to normal operation.

This document outlines how to change the time on the following system:

PANASONIC KXT308 / 616

1. The time must be changed from extension 21 only.
2. So from extn 21, leaving the handset down, press the key marked intercom or ICM depending on the model of your phone and then dial 77.
3. Enter the time in 12 hour format, followed by either 0 for AM or 1 for PM
4. Press the # key to finish.

This document outlines how to change the time on the following system:

PANASONIC KXT-D RANGE

1. The time can be changed from the first extension, usually extension 201. This must be a display type telephone.
2. Press the program key (or pause), followed by the * key twice, followed by 1234
3. Enter 000 and press the 'Sp-phone' key twice.
4. Enter the hour (2 digits), followed by the FWD/DND key, enter minutes (2 digits), followed by the FWD/DND key
5. Press the AUTO ANSWER key to select between AM or PM.
6. Press the AUTO DIAL key, followed by HOLD and then Program (or Pause) to exit.

This document outlines how to change the time on the following system:

PANASONIC NEW GX

1. The phone that programs the system speed dial must change the time, typically this is extension 10.
2. Having found this phone, leaving the handset down press the SP key, the F key then 0 followed by the time in 24 hour format then press * followed by SP key.

This document outlines how to change the time on the following system:

PANASONIC SBS

1. The time must be changed from extension 10, which should be a display type telephone.
2. Press on/off followed by memory, then #, followed by 4.
3. Enter the hour (01-23).
4. Enter minutes (00-59).
5. Press hold, followed by on/off to complete the time change.

This document outlines how to change the time on the following system:

PANASONIC SDBS

1. The time must be changed from extension 20 or 21, which should be a display telephone.
2. Leaving the handset down on either of these phones, press the on/off key followed by the Recall key and #
3. Press 4 followed by the time in 24 hour format.
4. Press the on/off key to finish.

This document outlines how to change the time on the following system:

Panasonic VP50, 100 200 Voice Processor

1. The time within the Voice Processing System can be reprogrammed from any extension.
2. Firstly access the voicemail, for example on the KXTD you would dial 265.
3. Dial #6, followed by *998
4. Dial 4 to set the time and date
5. Dial 1 to change the current setting
6. Enter the current time and press #
7. Enter 1 for AM or 2 for PM
8. Press 2 to accept
9. Press 1 to change the current setting. This will change the date.
10. Enter the month and press #
11. Enter the day and press #
12. Enter the last 2 digits of the year and press #
13. Press 2 to accept

This document outlines how to change the time on the following system:

Philips IPK Range

1. From an attendant telephone press Feature key
2. Dial 9 followed by #
3. Enter the time in 12 hour format, e.g 1029
4. Press Recall to toggle between AM/PM
5. Press Feature to end the procedure.

This document outlines how to change the time on the following system:

PHILIPS SOPHO K

1. The time can only be set from extension 10, which must be a display terminal.
2. Leaving the handset down, press monitor.
3. Press and hold down the program button. Press * and then release the program button.
4. Press the bottom key on the top set of 8 keys on the right hand side of the telephone.
5. Press the bottom key on the top set of 8 keys on the right hand side of the telephone.
6. Dial 2 digits for the hour, 2 digits for the minutes and 2 digits for seconds.
7. Press the bottom key on the top set of 8 keys on the right hand side of the telephone
8. Press the monitor key.

This document outlines how to change the time on the following system:

PHILIPS SOPHO S

1. The time can only be set from extension 100, which must be a display phone.
2. Leaving the handset down, press monitor, followed by * 000 *
3. Dial 810, followed by the monitor key
4. Press the left hand purple key at the top of the telephone.
5. Enter the hours in 24 hour format.
6. Press monitor
7. Press line 1 key (or key above monitor) 3 times. Press monitor.

This document outlines how to change the time on the following system:

Plessey GPT DXE

1. The time must be set from the first extension on the system. This will usually be extension number 10 or 100.
2. Lift up the handset and press the set key.
3. Then press shift * 7, followed by the time in 24 hour format.
4. Press the set key and replace the handset.

This document outlines how to change the time on the following system:

SDX 40E

1. The time can either be set from extension 20 or 22.
2. With the handset down, press * and then the P key.
3. The display should show PCD. If it does not then press E to return to normal, then press 8 then P
4. Enter the passcode, which is four zeros, then enter the time with 2 digits for the hour and 2 digits for the minutes. Press the H key followed by P to finish.

This document outlines how to change the time on the following system:

SDX 60/180/420

1. The time can be changed from any FT4 type telephone. The FT4 has 2 displays, one showing the time, the other the date. If in any doubt, the exact model number is written on the base of the phone.
2. Having located an FT4 and leaving the handset down, press * followed by the P key.
3. The display will request you for a password. This will be either 222222 or 9999. If you have entered the wrong one, the small display will show invalid password. If this is the case press P and start again.
4. Having entered the password press the E key.
5. The display will now show a star followed by your software level.
6. Press the group key, followed by the E key. Press the A key repeatedly until the word clock is displayed.
7. Press the E key and then the A key. Enter 2 digits for the hour followed by #, then 2 digits for the minutes followed by #, then 2 digits for seconds.
8. Press E followed by P to finish.

This document outlines how to change the time on the following system:

SIEMENS HICOM 100 Range (110, 120, 125, 130)

1. With a display handset plugged into the first extension (usually 20 or 200).
2. Press service.
3. Press hold.
4. Dial 746.
5. Press service.
6. Dial 9*04*.
7. Dial the hours in 24-hour format (00-23) followed by *.
8. Dial the minutes (00-59) followed by *.
9. Lift and replace the handset.

This document outlines how to change the time on the following system:

SIEMENS HICOM 100E RANGE

1. The time can only be set from extension 11 or 100, which must be an 'Optiset' display terminal.
2. Leaving the handset down, press * and dial 95.
3. Press the TICK button, followed by 2, followed by the TICK button.
4. Enter the time in 24 hour format, 2 digits for the hour, 2 digits for the minutes.
5. Press the TICK key, followed by speaker.

This document outlines how to change the time on the following system:

SIEMENS HICOM OFFICE RANGE (v1.0, v2.2)

1. The time can only be set from extension 11 or 100, which must be an 'Optiset' display terminal.
2. Leaving the handset down, press * and dial 95.
3. Press the TICK button, followed by 2, followed by the TICK button.
4. Enter the time in 24 hour format, 2 digits for the hour, 2 digits for the minutes.
5. Press the TICK key, followed by speaker.

This document outlines how to change the time on the following system:

SIEMENS HICOM OFFICE RANGE V2.2

This must be done from either of the first two keyphones on the system, which must be "Optiset" display phones.

1. With the handset down, dial *95.
2. At user prompt dial *95 and press the tick key.
3. At the "Ident/password" prompt, press the tick key.
4. At system admin user screen, dial 12 and press the tick key.
5. Now dial the new time in 24-hour (hhmm) format and press the tick key.
6. Press the speaker key to go back to normal operation.

This document outlines how to change the time on the following system:

Hicom 150e

1. The time can only be changed from a telephone that has been given system manager status
2. Press the service key
3. Press the arrow keys until the display shows administration. If the phone does not show this, it is not a system manager telephone
4. Press the tick key
5. Use the arrow keys until the display says system clock and press tick
6. Enter the time and date

This document outlines how to change the time on the following system:

GPT MDSS

1. The time must be changed from a 24 key display terminal (usually extn 601).
2. You will need to firstly check the system software level. Do this by pressing PROGRAM then HOLD. The display will show either Key 17 F501 (version 3.11) or Key 17 F*9 (version 4.1.1.4).
3. If you have version 3.11 Press RELEASE, followed by FACILITY, then enter 599 2 0123456789 **OR**
4. If you have version 4.1.1.4 Press RELEASE, followed by FACILITY, then enter *84 2 0123456789.
5. The display will show READY.
6. Press FACILITY 012, enter 2 digits for the hour, followed by 2 digits for the minutes, then 0 for AM or 1 for PM **OR**
7. Press FACILITY 012, then enter 2 digits for the hours, followed by 2 digits for the minutes (in 24 hour mode).
8. Press PROGRAM to store (display shows READY), then press RELEASE to exit programming.
9. Unplug and plug the phone back in to check that clock change has been saved or system will take upto 1 hour before refreshing the clock in the display.

This document outlines how to change the time on the following system:

GPT NTX 6 / 8 / 24

1. The time must be changed from the first extension, usually extension 20
2. Press the Speaker key, followed by the set key.
3. Press the clock key and enter two digits for the year, 2 digits for the month, and 2 digits for the day.
4. Enter 2 digits for the hour and 2 digits for the minutes.
5. Hang up the phone

This document outlines how to change the time on the following system:

TOSHIBA DK16 / 40

1. The time can only be set from extension 10.
2. Leaving the handset down, press the INT key and dial 652.
3. Enter the correct time, 2 digits for the hour, 2 digits for the minutes and 2 digits for the seconds.
4. Press redial to finish.

This document outlines how to change the time on the following system:

TOSHIBA DK 24/56/96

1. The time must be set from extension 200.
2. Leaving the handset down, press the INT key and dial 652.
3. Enter the correct time with 2 digits for the hour, 2 digits for the minutes and 2 digits for the seconds.
4. Press LNR key if you have one, or the # key if not.
5. Press the SP key.

This document outlines how to change the time on the following system:

TOSHIBA DK 280

1. The time can only be set from extension 200
2. Leaving the handset down, press the INT key and dial 652.
3. Enter the correct time, 2 digits for the hour, 2 for the minutes and 2 for the seconds
4. Press redial, followed by speaker to finish.