



Time Change for Daylight Saving

NEC – DK616, DK824, NDK9000, Xen Alpha, Axis, Master, IPK

To set the Clock/Calendar from a Multiline Terminal with an LCD connected to Port 01 or 02.

To be done from extension 100 or Port 01 or 02. To find these Ports, press Feature 4 on an idle handset.

1. Press **FEATURE**
2. Dial **9**
3. Dial **#**
4. Dial current time eg: **02:25**

*Note: If only setting the time, Press **FEATURE** after making the changes*

5. Press **RECALL** to toggle AM/PM
6. Press **HOLD** to advance to the calendar
7. Press **RECALL** to select the day of the week
8. Press **#** to move the cursor to the day of month setting
9. Enter the day by using the dial pad
10. Press **RECALL** to select the month
11. Press **#** to move cursor to the year setting
12. Enter the year by using the dial pad (only the last two digits are entered)
13. Press **FEATURE**

Voicemail Time & Date Change:

The following applies only to an extension that is assigned the Voicemail System Manager (generally the reception phone)

Note: Soft keys are found under LCD screen – triangle in shape

1. Call voicemail (eg dial extn 200)
2. Select **MORE** options (Soft key 4)
3. Select **MGR** Options (Soft key 2)
4. Select **SCHED** Option (Soft key 3)
5. Follow voice prompts