

CHANGE TIME ON PANASONIC TELEPHONE SYSTEM: KXTVA

LOGGING INTO THE SYSTEM

1. Go off-hook
2. Enter the extension number of the VPS.
3. Press # (pound key) 6 (six) key
4. Press * (star key) and your mailbox number.
5. The system manager's mailbox number is: 998 (nine, nine, eight)
6. Enter # (pound key) and your (password)

SETTING THE SYSTEM CLOCK

1. Log in to the main menu
2. Press 4 (four) key
3. Press 1 (one) to change the current setting.
4. Enter the current time, then press # (pound key)
For Example: To enter 5:00, press 5 (five) # (pound key)

5. Press 1 (one) for AM
6. Press 2 (two) for PM
This may not be available if the VPS is programmed to use 24-hour time.
7. Press 2 (two) to accept the change.
8. Press 1 (one) to change.
9. Enter the current month, then # (pound key).

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For example: To enter January, press 1 (one), # (pound key)

10. Enter the day, then # (pound key).
11. Enter the last 2 digits of the year, then # (pound key)
12. Press 2 (two) to accept.

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