

## How to Change the Time on your Toshiba Strata Telephone System

The following instructions will allow you to change the time on your Toshiba Strata telephone system. If you are at all unsure of the process, please contact your maintenance service provider who will be able to assist you with changing the time.

The process for changing the time on your system depends on which Strata telephone system you have installed. Please check your documentation to ensure you follow the correct procedure.

### **For Strata CIX and CTX**

The following procedure can be conducted from any phone attached to the Strata CIX system:

#### **To set the date**

1. Dial #651, with the handset on-hook. You hear a confirmation tone.
2. Enter the date (YYMMDD).
3. Press #. You hear a confirmation tone.
4. Press Spkr. The telephone returns to the idle mode.

#### **To set the time**

1. Dial #652, with the handset on-hook. You hear a confirmation tone.
2. Enter the time (HHMMSS) in the 24-hour clock format (H=hour, M=minutes and S=seconds), using leading zero's. For example:
  - 6:05 and 30 seconds AM = 060530
  - 2:30 and 45 seconds PM = 143045
3. Press #. You hear a confirmation tone.
4. Press Spkr. The telephone returns to the idle mode.

### **For Strata CT and DK (excluding DK16) systems**

For Strata CT and DK systems, the procedure above must be conducted on the lowest extension from the system (usually 200).

### **For Strata DK16 systems**

For Strata DK16 systems, the following procedure must be performed on the lowest extension from the system (usually 200):

#### **To set the date**

5. Dial 651, with the handset on-hook. You hear a confirmation tone.
6. Enter the date (YYMMDD).
7. Press #. You hear a confirmation tone.
8. Press Spkr. The telephone returns to the idle mode.

#### **To set the time**

5. Dial 652, with the handset on-hook. You hear a confirmation tone.
6. Enter the time (HHMMSS) in the 24-hour clock format (H=hour, M=minutes and S=seconds), using leading zero's. For example:
  - 6:05 and 30 seconds AM = 060530
  - 2:30 and 45 seconds PM = 143045
7. Press #. You hear a confirmation tone.
8. Press Spkr. The telephone returns to the idle mode.