

How to change the time on your telephone system

You will need to know which telephone system you have as this will determine the method for changing the time on your system. Most telephone systems will have their model number on the system case.

e.g.



System model number - GDK100

Manufacturer

Once you have discovered the type of telephone system and model number you will be able to choose the correct programming method from the list of systems on the following pages.

Virtually all systems will need to be programmed from the main reception handset, if you do not have a reception handset the programming handset is always the one with the most buttons.

If you have difficulty please don't hesitate to contact our office on +44 (0) 1228 516 500.

Goldstar LG / GDK (Models 34i, 70, 100, 186)

From the Main Telephone (this will be a 30 button handset and will ring if 0 is dialled from any extension)

- 1) Press Trans/Prog button
- 2) Dial #1
- 3) Dial * + Hour Hour Min Min
- 4) Press Hold Save to store
- 5) Press Speaker to return to normal

or

- 1) Press Trans/Prog button
- 2) Dial * #
- 3) Press Trans/Prog
- 4) Dial 59
- 5) Over-write text
- 6) Press Hold Save
- 7) Press Speaker to return to normal

IPLDK 20 / 100

From the Main Telephone (this will be a 30 button handset and will ring if 0 is dialled from any extension)

- 1) Press Trans/Prog button
- 2) Dial 041
- 3) Over write text
- 4) Press Hold Save to store
- 5) Press Speaker to return to normal

GDK 16

From the Main Telephone (this will be a 30 button handset and will ring if 0 is dialled from any extension)

- 1) Press Trans/Prog button
- 2) Enter Date in following format MM/DD/YY
- 3) Dial #1
- 4) Dial date in following format MM/DD/YY
- 5) Press Hold Save
- 6) Enter Time in 24 hour clock
- 7) Press Hold Save



Panasonic KXT 308 / 616

From Ext 21

- 1) Lift Handset
- 2) Dial 77
- 3) Dial Hour (00 – 12)
- 4) Dial Mins (1 – 59)
- 5) Dial 0 For AM or 1 For PM
- 6) Dial #
- 7) Replace Handset

Panasonic SDBS / DBS

From Operator Ext

- 1) Press On/Off
- 2) Press Recall
- 3) Dial # 4
- 4) Dial the time in 4 digits i.e. 0930
- 5) Press On/Off

Panasonic “A” Series

From Ext 10

- 1) Press On/Off
- 2) Dial * 5
- 3) Dial the Hrs (09)
- 4) Dial the Mins (15)
- 5) Press On/Off

Panasonic KXT 1232

From Operator Ext

- 1) Set memory switch on back of phone to “Program”
- 2) Dial 0
- 3) Enter Year, Last 2 digits i.e. 99
- 4) Enter month (01 – 12)
- 5) Enter day of the week i.e. 0 = Sunday, 1 = Monday, 2 = Tuesday etc
- 6) Enter the hour (00 – 12)
- 7) Enter the min (1 – 59)
- 8) Dial 0 for AM or 1 for PM
- 9) Press Autodial Button
- 10) Return memory switch to original position

Toshiba DK280

From Your Telephone

- 1) Lift Handsets
- 2) Dial #652
- 3) Enter time in HH / MM/ SS
- 4) Press Redial
- 5) Replace Handset

Siemens Hicom Office Range

At System Manager Ext (Normally ext 201 or 21)

- 1) Dial *95
- 2) Display should read "Enter User"
- 3) Dial *95 & tick
- 4) Scroll to TIME & tick
- 5) Tick to alter the time
- 6) Dial in the time in HHMM
- 7) Press tick & lift the handset & release

Siemens Hicom 100e Range (112,118)

At System Manager Ext (Normally ext 200 or 11)

- 1) Dial * 94
- 2) Press tick to enter
- 3) Scroll to TIME & tick
- 4) Tick to alter the time
- 5) Dial in the time in HHMM
- 6) Press tick & lift the handset & release

Siemens Hicom 100 Series (110, 120, 125, 130)

With a Display Handset Plugged Into The 1st Ext (Normally ext 20 or 200)

- 1) Press Service
- 2) Press Hold
- 3) Dial 756
- 4) Press Service
- 5) Dial 9 * 04 *
- 6) Dial the Hours (00 – 23) Followed By *
- 7) Dial the Mins (00 – 59) Followed By *
- 8) Lift & Replace the handset

BT Meridian

Print the following page, then cut out the template for your particular model of handset.

After cutting, place the template over the top 2 rows of your M7310/ M7324 telephone or the 8 rows on your M7208 telephone.

- 1) Press Feature * * ADMIN 23646
- 2) The screen should display password:- then enter 23646 again
- 3) The display should show – 1) Sys speed dial
- 4) Press Next.
- 5) The Display should show 2) Names
- 6) Press Next
- 7) The Display should show 3) Time & Date
- 8) Press Show
- 9) The Display should show 4) Time 16.24
- 10) On the softkey under the display it says Change
- 11) If you want to change the time, press Change, if not press Next
- 12) Once you have pressed the Change button the hour displays
- 13) If you wish to change the hour press Change, if not press Next
- 14) Once you have pressed Change the hour button is erased allowing you to enter the new time in 24 hour format, then press Next
- 15) Once you press Next the minutes are the displayed
- 16) If you wish to change the minutes, press Change if not press Next.
- 17) Once you have pressed Change the minutes button is erased allowing you to enter the new minutes, then press Next
- 18) Once the time has been changed press release to update & exit

Follow the same procedure for changing the Date

Norstar Programming Overlay

Heading	<input type="text"/>	<input type="text"/>	<input type="text"/>	Show
Back	<input type="text"/>	<input type="text"/>	<input type="text"/>	Next

P03046 Issue 02
Printed in Canada

M7208 Programming Overlay

<input type="text"/>	Copy Yes
<input type="text"/>	Backspace No
<input type="text"/>	Change Remove
<input type="text"/>	Add Default
<input type="text"/>	Heading Retry
<input type="text"/>	Show <-- View -->
<input type="text"/>	Back
<input type="text"/>	Next OK

P0714755 01