

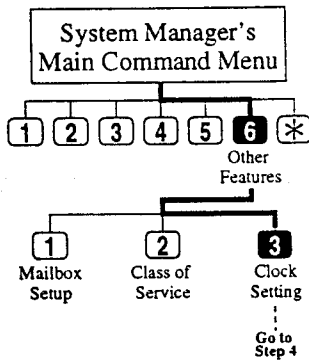
## 5.5

# Setting the System Clock



You can set the clock of the VPS from your own telephone. It is important to set the exact time as Message Waiting Notification, External Message Delivery, redialing and re-scheduling of External Message Delivery or automatic message deletion are scheduled according to this setting. The System Administrator or the Message Manager can also set the clock.

The system automatically adjusts the time as appropriate when daylight saving time begins and when it ends. See **Daylight Saving Time** in Chapter 4.



- 1 Login the main command menu.
- 2 Press **6** for Other Features.
- 3 Press **3** to set the time and date.
- 4 Press **1** to change the current time.
- 5 Enter the current **time** and press **#** .
- 6 Press **1** for 'AM' or for **2** 'PM'.
- 7 Press **2** to accept the time.
- 8 Press **1** to change the current date.
- 9 Enter the current **month** and press **#** .
- 10 Enter the **day** and press **#** .
- 11 Enter the last two digits of the **year** and press **#** .
- 12 Press **2** to accept the date.

### Tip:

#### Step 3 -

You cannot access the clock setting menu if the System Administrator or the Message Manager is editing the time.

#### Step 5 -

If you press [0] for help here:

*"For example, to enter 5 o'clock, press [5] and [#] or to enter 5:15, press [5], [1], [5] and [#]"*.

#### Step 9 -

If you press [0] for help with this setting:

*"For example, to enter January, press [1] and [#]"*.