

**TOSHIBA**

**Digital Solutions Division**

## Using Your DKT Telephone to Change CTX System Date and Time

Once your telephone system software has been upgraded to MA228 or higher; and the access codes **#651** and **#652** have been programmed into your system by your installing/servicing dealer, you can change the system date and time from any DKT3000 or 2000-series LCD telephone using the following steps:

### ➤ To set the date

1. Press an idle extension (Primary Directory Number or Secondary Directory Number) on your telephone. You hear dial tone.
2. While listening to dial tone, enter **#651**. You hear a confirmation tone.  
If you hear fast busy, the feature code has been changed or is not programmed.
3. Enter the date as **YYMMDD**, where **YY** = Year, **MM** = Month and **DD** = Day.  
Example: To enter October 9, 2002, enter 021009.
4. Press **#**. You hear a confirmation tone.
5. Press **Spkr**. The telephone returns to the idle mode with your telephone LCD displaying the new set date.

### ➤ To Set the Time

1. Press an idle extension (Primary Directory Number or Secondary Directory Number) on your telephone. You hear dial tone.
2. While listening to dial tone, enter **#652**. You hear a confirmation tone.  
If you hear fast busy, the feature code has been changed or is not programmed.
3. Enter the date as **HHMMSS**, in the 24-hour clock format, where **HH** = hour, **MM** = Minutes and **SS** = seconds. Use leading zeros.  
Examples: To enter 6:05AM and 30 seconds, enter 060530; and 2:30PM and 45 seconds, enter 143045.
4. Press **#**. You hear a confirmation tone.
5. Press **Spkr**. The telephone returns to the idle mode with your telephone LCD displaying the new set date.

### NOTES:

- The day-of-week (Monday, Tuesday, etc.) is automatically set by the system.
- Contact your installing/servicing dealer if you encounter any difficulties using the above steps.