

## Panasonic KX-TA624 Telephone System

Changing the time on a Panasonic KX-TA624 system must be done from extension # 101 using a display phone.

1. Press the "PROGRAM" button on the face of the phone
2. Enter programming mode by pressing "STAR" - "POUND" - "1234" (default password = 1234)
3. Enter program # 000
4. Press "SPEAKER" button
5. Press "FORWARD/DND" button to change to the hour selection
6. Press "TRANSFER" button and enter the hour
7. Press "FORWARD/DND" button to change to the minutes parameter
8. Press "TRANSFER" button and enter the minutes
9. Press "FORWARD/DND" button to change to the AM/PM parameter
10. Press "MUTE" button to select AM or PM
11. Press "STORE" button (listen for 1 tone if procedure was executed correctly / 3 tones if procedure failed)
12. Press "HOLD" button
13. Press the "PROGRAM" button on the face of the phone

## Panasonic KX-TVS Voice Mail System

Changing the time on a Panasonic KX-TVS voice mail system can be done from any phone.

1. Dial the TVS pilot number (extension 107 or 115)
2. When the voice mail system answers press "#" + "6" + "STAR"
3. Log into the message manager's mailbox (999)
4. Press "6" for other features
5. Press "3" to set the time & date
6. Press "1" to change the current time (press "0" for help)
7. Enter the hour then press "#" or enter the hour and minutes then press "#"
8. Press "1" for AM or "2" for PM
9. Press "2" to accept the new time

## Panasonic Digital Telephone System

Changing the time on a Panasonic digital system can be done from any display phone.

1. Enter programming mode by pressing "PAUSE" then "STAR" button twice, followed by 1, 2, 3, 4
2. Enter program # "000"
3. Press "SPEAKER" button
4. Press "FORWARD/DND" button to change to the hour selection
5. Press "TRANSFER" button and enter the hour
6. Press "FORWARD/DND" button to change to the minutes parameter
7. Press "TRANSFER" button and enter the minutes
8. Press "FORWARD/DND" button to change to the AM/PM parameter
9. Press "MUTE" button to select AM or PM
10. Press "STORE" button
11. Press "HOLD" button
12. Lift and replace handset