

Toshiba Time and Date Change

To set the Time:

(without lifting handset)

1. Dial **#652**
2. Enter the time as HHMMSS (use military time, eg 1:30pm = 133000)
3. Press the **#** key.
4. Press the **Spkr** button (may be a picture of a microphone).

To set the Date:

(without lifting handset)

5. Dial **#651**
6. Enter the date as YYMMDD (eg July 4th, 2008 = 080704)
7. Press the **#** button.
8. Press the **Spkr** button (may be a picture of a microphone).

To set the Time of a single phone for a different time zone:

(at the phone you want to change without lifting handset)

1. Dial **#654**
2. Enter the time as HHMMSS (use military time, eg 1:30pm = 133000)
3. Press the **#** key.
4. Press the **Spkr** button (may be a picture of a microphone).

Note: the local time will only override the hours, not the minutes. The minutes are kept in sync with the system time.