

PO Box 3246
Valdosta, GA 31604-3246
(229) 247-4037 (Office)
(229) 247-8875 (Fax)



Business Phone Systems
Voice and Data Networks
Certified Cabling Services
Repairs and Service

Southern Telephone Service, Inc.

www.stsnetworks.com

INSTRUCTIONS FOR CHANGING THE TIME AND DATE (newer NORTEL equipment)

PRESS: FEATURE **8463 (which is the same as **time)

PASSWORD: **call STS for your system password**

HOUR APPEARS ON DISPLAY

NEXT CHANGE

PRESS CHANGE (press the dial pad buttons to enter the hour... use two digits for the hours)

AM APPEARS ON DISPLAY

OK CHANGE (the display prompts you to choose am or pm)

PRESS CHANGE AND OK TO SELECT

PRESS NEXT

MINUTES APPEARS ON DISPLAY

NEXT CHANGE

PRESS CHANGE (press the dial pad buttons to enter the minutes)

PRESS NEXT

YEAR APPEARS ON DISPLAY

NEXT CHANGE

PRESS CHANGE (press the dial pad buttons to enter the year)

PRESS NEXT

MONTH APPEARS ON DISPLAY

NEXT CHANGE

PRESS CHANGE (press the dial pad buttons to enter the month...use two digits for months)

PRESS NEXT

DAY APPEARS ON DISPLAY

NEXT CHANGE

PRESS CHANGE (press the dial pad buttons to enter the day)

PRESS RLS TO END YOUR SESSION