



How to make a time change....

We wanted to send you a reminder that on Sunday, the clocks are to be changed. Spring ahead one hour or Fall back one hour. That means you will need to change the time on your phone system. If you are closed on Sunday, we recommend changing the time on Monday. For your convenience....here are the instructions.

SBX IP 320 Systems

From Main Console phone (24 button phone) using military time:

1. Press **Trans/PGM** button on your phone.
2. Enter **0 4** using your dial pad keys.
3. Enter **1** using your dial pad keys.
4. Enter the date: **MM/DD/YY**
5. Press **Hold/Save** button on your phone.
6. Enter time using military format: **HH:MM**
7. Press **Hold/Save** button on your phone.
8. Hang up or press **Speaker** to exit programming.

Ex: Date and Time is November 4, 2008 2:04pm

Press: **Trans/PGM, 0 4, 1, 110408, HOLD/Save, 1404, Hold/Save** then hang up.

That's it – you're done. It's that easy!