



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.

DX-120 Systems

Must be done with handset down

From any telephone:

1. Press *Feature # ** and enter in your password. (Default Password #####) (# 8 times).
2. Press *Show* and enter *0814*.
3. Press *Save* then *Show*.
4. The option to change the *Year* will appear. If you do not need to change the year, press *Next*. If you need to change this value, press *Chg*, enter in two digits for the year and press *Save* then *Next*.
5. The option to change the *Month* will appear. If you do not need to change the month, press *Next*. If you need to change this value, press *Chg*, enter in two digits for the month and press *Save* then *Next*.
6. The option to change the *Day* will appear. If you do not need to change the date, press *Next*. If you need to change this value, press *Chg*, enter in two digits for the date and press *Save* then *Next*.
7. The option to change the *Weekday* will appear. If you do not need to change the weekday, press *Next*. If you need to change this value, press *Chg*, to select the weekday, and press *Next*.
8. The option to change the *Hour* will appear. Press *Chg* and enter in two digits for the hour in military format. Press *Save* then *Next*.
9. The option to change the *Minutes* will appear. Press *Chg* and enter in two digits for the minutes and press *Save*.
10. Press the *On/Off* button to take the phone out of programming mode.

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