

## **HOW TO CHANGE THE TIME ON YOUR STRATA TELEPHONE SYSTEM**

### **COVERING STRATA CIX, CTX AND DK SYSTEMS**

The following instructions will allow you to change the date and time on your Toshiba Strata telephone system. If you are at all unsure of the process, please contact your maintenance service provider who will be able to assist you.

The process for changing the time on your Strata system depends on which Strata system you have installed. Please check your documentation to ensure you follow the correct procedure.

### **CHANGING THE DATE/TIME ON A STRATA CIX OR CTX**

The following procedure can be conducted from any phone attached to a Strata CIX or CTX system:

#### **To set the date:**

1. Dial #651 with the handset on-hook. You will hear a confirmation tone.
2. Enter the date in the following format – YYMMDD (Y=year, M=month, D=day). For example:
  - 25<sup>th</sup> April 2008 = 080425
  - 5<sup>th</sup> August 2007 = 070805
3. Press #. You hear another confirmation tone.
4. Press the speaker key (Spkr) and the telephone returns to idle mode.

#### **To set the time:**

1. Dial #652 with the handset on-hook. You will hear a confirmation tone.
2. Enter the time in 24 hour clock format as follows – HHMMSS (H=hour, M=minute, S=seconds) and use lead zero's if required. For example:
  - 6:05 and 30 seconds AM = 060530.
  - 2:30 and 45 seconds PM = 143045.
3. Press #. You hear another confirmation tone.
4. Press the speaker key (Spkr) and the telephone returns to idle mode.

### **CHANGING THE DATE/TIME ON A STRATA CT OR DK SYSTEM (EXCLUDING DK16)**

For Strata CT and DK systems, the procedure above must be conducted on the lowest extension from the system (usually 200).

As Strata CT and DK systems were pre-2000 systems, the day of the week is not automatically set as it is on Strata CTX or CIX systems. To change the day of the week that is displayed, please complete the following, again on the lowest extension from the system:

#### **To set the day:**

1. Dial #653 with the handset on-hook. You will hear a confirmation tone.
2. Enter the number for the relevant day where 1=Sunday, 2=Monday, 3=Tuesday, etc.
3. Press #. You will hear another confirmation tone.
4. Press the speaker key (Spkr) and the telephone returns to idle.

## **CHANGING THE TIME/DATE ON A STRATA DK16 SYSTEM**

### **To set the date:**

1. Dial 651 with the handset on-hook. You will hear a confirmation tone.
2. Enter the date in the following format – YYMMDD (Y=year, M=month, D=Day). For example:
  - 25<sup>th</sup> April 2008 = 080425
  - 5<sup>th</sup> August 2007 = 070805
3. Press #. You hear another confirmation tone.
4. Press the speaker key (Spkr) and the telephone returns to idle mode.

### **To set the time:**

1. Dial 652 with the handset on-hook. You will hear a confirmation tone.
2. Enter the time in 24 hour clock format as follows – HHMMSS (H=hour, M=minute, S=seconds) and use lead zero's if required. For example:
  - 6:05 and 30 seconds AM = 060530.
  - 2:30 and 45 seconds PM = 143045.
3. Press #. You hear another confirmation tone.
4. Press the speaker key (Spkr) and the telephone returns to idle mode.