

Toshiba STRATA DK Phone Systems

To change the time and date on a Toshiba DK phone systems, the change must be made at the first port on the system. This is usually the receptionist's phone; for example, extension number 200, 100, or 10. Your numbering plan may vary.

If your system is an Toshiba system, skip step 2 in each of the following procedures.

To change the date:

1. Press **INTERCOM** (or Primary DN or PDN)
2. Press **#** (skip this step for some older systems)
3. Dial **651**
4. Enter 6-digit date in the format YYMMDD (2 digit year, 2 digit month, 2 digit day)
5. Press **REDIAL**

To change the time:

1. Press **INTERCOM** (or Primary DN or PDN)
2. Press **#** (skip this step for some older systems)
3. Dial **652**
4. Enter 6-digit time in 24-hour format HHMMSS (2 digit hour, 2 digit minute, 2 digit second)
5. Press **REDIAL**

To change the day of week:

1. Press **INTERCOM** (or Primary DN or PDN)
2. Press **#** (skip this step for some older systems)
3. Dial **653**
4. Enter day of week where 1=Sunday, 2=Monday, etc.
5. Press **REDIAL**

For **Toshiba CTX100 and CTX670** systems, the change can be made at **any LCD telephone**.

To change the date:

1. Press **INTERCOM** (or Primary DN or PDN)
2. Press **#**
3. Dial **651**
4. Enter 6-digit date in the format YYMMDD (2 digit year, 2 digit month, 2 digit day)
5. Press **#**
6. Press **Spkr** to return the phone to idle

To change the time:

1. Press **INTERCOM** (or Primary DN or PDN)
2. Press **#**
3. Dial **652**
4. Enter 6-digit time in 24-hour format HHMMSS (2 digit hour, 2 digit minute, 2 digit second)
5. Press **#**
6. Press **Spkr** to return the phone to idle

The day-of-week is set automatically on the CTX systems.