



Please follow these instructions to change the time and date on the EPRO II, ELITE 48/192 and Electra Elite IPK phone systems:

1. Locate Extension 100 or 101 (must be a display phone)
 - If extensions 100 or 101 do not exist, press the Feature or FNC key followed by the digit 3 on the dial pad
 - Once port 01 or 02 has been located, either of these two terminals can be used to change the system time and date
2. Once the correct telephone has been located perform the following:
 - Press the Feature or FNC key
 - Press the digit 9 on the dial pad
 - Press the # key
3. The current time will be displayed and the cursor will be flashing under the first digit in the hour field.
 - Use the dial pad to enter the correct time, use the Recall or
 - LNR/Speed key to toggle between AM/PM
 - After the required changes have been made, press the Feature or
 - LNR/Speed key
 - **To change the date, proceed to step 5**
4. The time is now current for the entire system
5. After entering the correct time press the Hold key.
 - Use the Recall key to toggle between days of the week and months of the year, use the dial pad to change the day of the month and the year
 - Use the # and * key to move the cursor to the field that needs to be changed
6. When all required fields have been set, press the Feature or FNC key