

Vodavi DHS System

1. From any Executive Display Phone: Press the **FEATURE** + # + 0.
 - *The LCD will update to "CHK PSWD"*
2. Enter the system attendant password (usually "0000").
3. Press **SAVE**
 - *The LCD will update to "SELECT FUNCTION"*
4. Press **TIME**
 - *The LCD will update to "SYSTEM TIME"*
5. Press **SHOW**
 - *The LCD will update to "YEAR : yy"*
 - If the year displayed is correct, press **NEXT**. Otherwise press **CHG**. This places the cursor at the first year digit position. **Enter the current year** and press **SAVE**.
 - The newly entered year is displayed. Press **NEXT** if more Date and Time information must be entered. Follow the same entry format as prompted by the display for the data fields MONTH, DAY, WEEKDAY, HOUR and MINUTE.
 - From the "SYSTEM TIME" prompt press **BACK** or **NEXT** to return to the main Attendant Administration menu.
 - Press the **CLEAR** button to exit.

