

**To: - Telephone System Customers**

Ref: LG IPECS

Please follow the below steps to change the time on your LG IPECS telephone system:-

**Setting the Time:**

1. Time changes can only be made at the main attendant handset (usually a 24 button display handset) – if your unsure of your main attendant, dial 0 from any handset to locate.
2. Once handset is located, press MENU,
3. Dial 0 to reach the attendant screen (if you receive invalid – you are not at the main attendant)
4. Dial 1 to reach the time screen
5. Enter the date in the following format – mm/dd/yy (i.e. for 1st November 2010, Dial 110110)
6. Press OK
7. Enter the time in the following format – hh/mm (i.e. for 09.53am – dial 0953)
8. Press OK

Once completed, note time change on the screen.

Note: Please remember to use 24 hour times.

Note: The system time can also be set using the PC-based administration access.  
If you have any difficulties following the above information or require any additional changes made to your telephone system, please call us on 08456 789 884 to arrange a service call.

Kind Regards,  
DataKom Support