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**TIME CHANGE for Telephones and Voice Mail**

**TOSHIBA CTX28 CTX 40**

- USE EXTENSION 200 TO MAKE CHANGE
- LEAVE HANDSET HUNG UP (DO NOT LIFT HANDSET)
- PRESS ITCM **#** (POUND) BUTTON
- DIAL **652** (YOU WILL HEAR 3 BEEPS)
- ENTER CURRENT TIME IN THE FOLLOWING MILITARY FORMAT: HH/MM/SS

(HH = HOUR MM = MINUTES SS = SECONDS)

EXAMPLE - 8:15:00PM WOULD BE 20 15 00

- PRESS **#** BUTTON (YOU WILL HEAR 3 MORE BEEPS)
- PRESS **SPKR** BUTTON