

MEDLEY TELEPHONE SYSTEMS TIME CHANGE

1. FROM EXTENSION 100 OR ATTENDANT TELEPHONE.
2. PRESS THE MENU (F1) KEY.
3. PRESS PARK 3 (TO STOP THE STATION PROGRAMMING PROMPT).
4. INPUT THE ADMINISTRATOR PASSWORD. THE DEFAULT IS '456'.
5. PRESS #.

**NOTE: WHILE IN PROGRAMMING MODE, YOUR EXTENSION IS AUTOMATICALLY PLACED IN DND UNTIL YOU EXIT PROGRAMMING MODE.*

6. PRESS '14'.
7. ENTER NEW TIME IN A 12-HOUR FORMAT.
EXAMPLE: 12:33 PM IS '1233'.
8. PRESS PARK 3 KEY TO SELECT AM OR PM.
9. HANG UP THE HANDSET OR PRESS THE HF KEY TO EXIT PROGRAMMING MODE.