

## NEC Electra Telephone System

Changing the time on a Electra Elite & Professional system must be done from the "main" or primary phone. It is usually extension # 100.

1. Press "FEATURE"
2. Dial "9#"
3. Enter hour and minute
4. Press "RECALL" to change AM/PM setting
5. Press "HOLD" to change the calendar setting
6. Press "RECALL" to change the day of week
7. Dial "#" to move the cursor to day of month field
8. Enter day of month
9. Press "RECALL" to select month
10. Dial "#"to move the cursor to year field
11. Enter last 2 digits of year
12. Press "FEATURE"