

Setting the Time & Date Using a Phone on the NEC SL2100 or SL1100

This Tech Tip demonstrates how to set the time and date on the **NEC SL2100** or **NEC SL1100** phone system, using the phone keypad. Any MLT phone can be used to complete these steps, including the 12 or 24 button digital or IP phones.

Setting the Time

- 1. Using extension 101 phone, select enter (circle button in the middle).
- 2. Using the bottom toggle button down, toggle down until you see **00:Admin**.
- 3. Select enter and when you see **01:Time** select enter.
- 4. Enter time using a 24-hour format and select save.
- 5. Press Exit on the top left hand portion of the phone.

Setting the Date

- 1. Using extension 101 phone, select enter (circle button in the middle).
- 2. Using the bottom toggle button down, toggle down until you see **00:Admin**.
- 3. Select enter and scroll right to **02:Date** select enter.
- 4. Enter two-digit month, two-digit day, two-digit year and select save.
- 5. Press Exit on the top left hand portion of the phone.

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