



Instructions to Update Date & Time on Toshiba DK Telephone Systems

TOSHIBA DK16, DK40, DK424, or DK280 Telephone Systems

To update your telephone system with the proper time, please use the following steps:

1. At the programming station, (the telephone station designated to make telephone system changes, usually Ext. 200 or Ext. 10).
2. Press Intercom.
3. Dial #652.
4. Please enter the date in this order using military time: hhmmss (hour, minutes, seconds – each requires two digits).
5. Press redial.

To update your telephone system with the proper date, please use the following steps:

1. At the programming station, (the telephone station designated to make telephone system changes, usually Ext. 200 or Ext. 10).
2. With the handset down, press your extension key.
3. Dial #651.
4. Please enter the date in this order: yymmdd (year, month, and day – each requires two digits).
5. Press redial to save.

Thank you for your continued business.

Please call 763-797-7900 for assistance with any of your telecommunication needs, questions, or services.