

Programming Forced/Verified Account Codes Authorisation Code

- Lift handset.
- Dial Forced Account Programming access code _____.
Hear second dial tone.
- Dial the Forced Account Number **(001-500)**.
- Dial the Forced Account Code _____. Hear confirmation tone.
- Press **Transfer**.
- Then next Forced Account Number **(001-500)** is displayed. Dial additional Forced Account Codes as desired.
- Replace handset.

NOTE 1: A maximum of 500 Account Codes may be entered. Each Forced Account Code must be assigned a number **(001-500)**.

NOTE 2: The length of the Forced Account Code can be up to 13 digits as assigned in system programming. The default is 10 digits.

Clock/Calendar Settings

- Press **Feature**.
 - Dial **9#**.
 - Enter hour and minute via dialpad.
 - Press **Recall** to change AM/PM setting.
 - Press **Hold** to change to calendar setting.
- OR**
- Press **Feature** to exit this feature.
 - Press **Recall** to select day of week.
 - Dial **#** to move the cursor to day of month field.
 - Enter day of month via dialpad.
 - Press **Recall** to select month.
 - Dial **#** to move the cursor to year field.
 - Enter last two digits of year via dialpad.
 - Press **Feature**.