

To program the system date on a Basic Partner Release 4.1

This System Programming procedure sets the month, day, and year. The system displays only the month and day on display phones when the phone is idle. The month, day and year print on Station Message Detail Recording (SMDR) call reports.

To change the System Date using a display phone at extension 10 or 11:

1. Press **Feature 00**.
2. Press **System Program** (Left Intercom button).
3. Press **System Program** (Left Intercom button).
4. Press **# 101**.
5. Enter today's date in the form **mmddy**, where mm = the two-digit month, dd = the two-digit day and yy = the last two-digits of the year. For example, to enter April 26, 2002, press **04 26 02**.

After you enter the new information, a display similar to the following appears:

- System Date
- Data 042602

6. Select another procedure or press **Feature 00** to exit programming mode.