



### **Axxess and 5000 Date and Time Change**

This must be done from an Administrator handset, an Administrator will have ADMIN or ADMINISTRATOR as an option in the LCD

- Select ADMINISTRATOR or ADMIN from the LCD (if you have a small
- LCD handset dial either 8800 or 9800)
- Press >> then select
- Set the Date in the format DD-MM-YY (if you want to keep as is press #)
- Set the Time in the format HH:MM (set this in 24 hour clock format, if you want to keep as is press #)
- It will then update if you have made a change