



## **Xen Alpha - Daylight Savings Time Fast Track Instructions**

Important note: Please leave the handset sitting in its cradle while you are pressing keys to make the time or date change.

- 1. Press the FEATURE key, then press 9#
- 2. To enter Daylight Saving Time, use the number keys on your dial pad to advance the time displayed by one hour. To remove Daylight Saving Time, use the number keys on your dial pad to reduce the time displayed by one hour.
- 3. To save your changed time, press the FEATURE key.

## **Xen Alpha - Full Instructions**

- 1. To enter the Time programming mode, press the FEATURE key, then press 9#
- 2. **To change the hours and minutes** on the handset screen, press the number keys on your dial pad
- 3. To change the AM/PM setting, press the FLASH key
- 4. To enter the Date programming mode, press the HOLD key
- 5. **To change the day and month**, press the FLASH key
- 6. To change the date and year, press the number key on your dial pad
- 7. To save your changed settings, press the FEATURE key.





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