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SPRING FORWARD......FALL BACK

## How to change the time on your Aspire or UX5000 phone system

From any display phone, with the handset in the cradle:

**Press CALL1** 

**Dial 828** 

Dial two digits for the hour (24-hour clock, 13=1:00)

Dial two digits for the minutes (00-59)

You will hear confirmation tones

Press SPK to hang up

## PLEASE SAVE THESE INSTRUCTIONS FOR THE NEXT TIME CHANGE