



TOWN OF OLD SAYBROOK
Information Technology

Fixing Day/Date Display Problem

Phone
Tips

Some of you have commented that the day/date on the upper left of the phone display is inconvenient because the day/date does not fully display.

This can be easily fixed by switching the position of the day/date and time. When the time is shown on the upper left and the date is on the upper right both will fully display.

To switch the positions of the day/date and time (try it, it is simpler than the instructions look)...

1. Hit the **Home Button** to bring up functions in the display.
2. Using the **Navigation Arrows** go RIGHT 5 times to "Settings".
3. On the keypad, **1** for "Basic".
4. On the keypad, **1** for "Preferences".
5. On the keypad, **2** for "Time & Date".
6. On the keypad, **3** for "Clock Order".
7. Use the **Navigation Arrows** to go up one line and Select "Time Before Date".
8. Hit the **Home Button** to exit "Settings".

The time should now appear in the upper left, and the full date in the upper right.

If you have difficulty working through these instructions please reply to this email or call the IT Department (ext. 5000) for assistance.

