



STEP BY STEP GUIDE

How to
manage
phone
system time
modes

1

To select a
time mode for
your phone
system

2

Enter ***21** on
the keypad of
your
extension /
handset

3

Enter the
number of the
time mode
you wish to
activate

e.g. to activate night mode
(option 2) dial ***212** into your
keypad

4

Press **enter** or
dial to
activate
chosen mode

Default mode codes:

1. Day
2. Night
3. Lunch
4. Break

To **modify**
your time
modes,
contact us on
01233 527100

For further
support contact
our team on:
01233 527 100
Or visit our
website