

## TIME & DATE CHANGE INSTRUCTIONS FOR:

TOUCHtime 1100

TOUCHtime 1200

Soprano

**The time and date change must be done at the terminal.**

1. Press the 'Menu' Key
2. Enter your Administrator ID – the default is 999
3. Enter your Administrator Password – the default is 999
4. Select 'System Options'
5. Select 'Date and Time'
6. Using the keypad and arrows you can now change the date and time.
7. Press Clear or ESC key and select Yes/OK if prompted to save the changes.