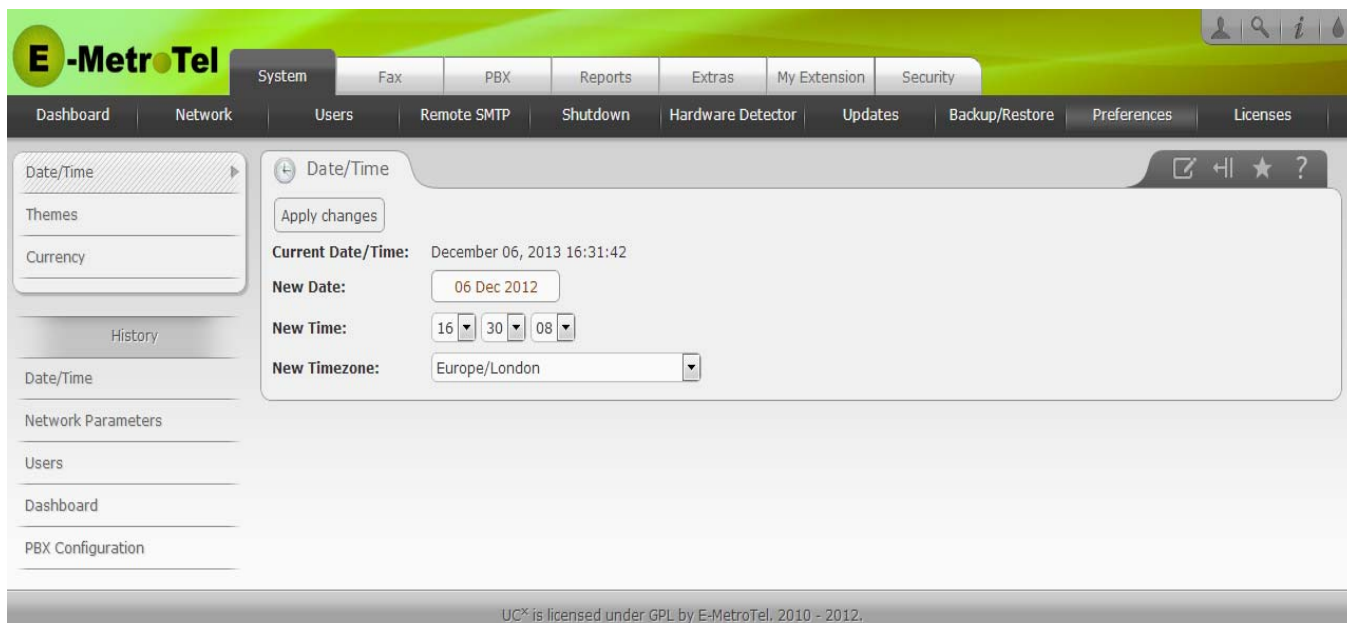


UCx – Setting the Time and Date

To set the date, time and time zone, perform the following steps:

1. Login to the Web Based Configuration Utility
2. From the **System** tab, select **Preferences**
3. From the left side column, select **Date/Time**
4. Use the drop-down list boxes beside the **New Date** label to set the current date
5. Use the drop-down list boxes beside the **New Time** label to set the current time
6. Use the drop-down list box beside the **New Time Zone** label to set your time zone
7. Press the **Apply Changes** button



The screenshot displays the E-MetroTel web-based configuration utility interface. The top navigation bar includes the E-MetroTel logo and several tabs: System, Fax, PBX, Reports, Extras, My Extension, and Security. Below this, a secondary navigation bar contains various system settings: Dashboard, Network, Users, Remote SMTP, Shutdown, Hardware Detector, Updates, Backup/Restore, Preferences, and Licenses. The main content area is titled 'Date/Time' and features an 'Apply changes' button at the top left. The current date and time are shown as 'December 06, 2013 16:31:42'. The 'New Date' field is set to '06 Dec 2012'. The 'New Time' field is set to '16:30:08'. The 'New Timezone' field is set to 'Europe/London'. A left sidebar contains a menu with options: Date/Time, Themes, Currency, History, Date/Time, Network Parameters, Users, Dashboard, and PBX Configuration. At the bottom of the page, a footer note states: 'UCx is licensed under GPL by E-MetroTel, 2010 - 2012.'