Atlantic Communications Team

How to make a Temporary Time Change

- ➤ *From the System Administrator's Phone (Normally 101)
- ➤ Press **SPEAKER** Key
- ➤ Dial **7 2 8**
- ➤ Dial 2 Digits for the Hour (24 hour format where 13:00 = 1:00PM)
- ➤ Dial 2 Digits for the Minutes (00-59)
  - o You will hear confirmation beeps
- ➤ Pres **SPEAKER** to hang up

CONNECTING YOU WITH EVERYONE ELSE

386-677-4040

407-830-5993

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