

## Getting Started

### Setting the Date and Time

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The WorkCentre shows the date and time in the display when in the Standby Mode. The date and time information is used by the internal clock to start delayed jobs and record data on faxes and reports. In addition, you can program the WorkCentre to print the date and time on documents that you send and receive.

For more information on printing the date and time on your documents see “Setting the Send Header” and “Setting the Receive Footer” later in this chapter.

To set the Date & Time:

1. Press:



#### Time format

1. 24 hour
2. 12 hour

2. Select the Time format:

To select 24 hour format, press **1**.

To select 12 hour format, press **2**.

#### Date & time

DD-MM-YY	HH:MM	DAY
00-00-00	00:00	

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- Using the Numeric Keypad and the arrow keys, enter the date, time and day, then press **Enter**.

### Date format

- MM-DD-YY
- DD-MM-YY
- YY-MM-DD

- Select the Date format.

To display the date in the order of Month/Day/Year, press **1**.

To display the date in the order of Day/Month/Year, press **2**.

To display the date in the order of Year/Month/Day, press **3**.

### Month format

- Numeric
- Name

- Select the Month format.

To display the Month number, press **1**.

To display the abbreviated Month name, press **2**.

The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.