

When the Fax24 Kiosk is off power, it may be required to reset the date and time. Please follow the simple instructions below.

Set Date and Time

Please refer to the fax cover illustration below for the location of the **Function & Set** buttons

1. Bend a standard size paper clip at one end to use as your date/time reset tool
2. Press **Function**, 1, 2. (you *may* have to slightly angle your paper clip downward in the pin hole to make contact with the function button)
3. Enter the last two digits of the year and press **Set**.
4. Enter two digits for the month and press **Set**.
5. Enter two digits for the day and press **Set**.
6. Enter the time in 24 hour format and press **Set**.
7. Press **Stop** to exit.

