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## Setting the Date and Time for the Cisco Unified MeetingPlace 8100 Series

Use the **date** command to set the date and time for the Cisco Unified MeetingPlace 8100 series. You can set any portion of the date and time without specifying the higher parameters. For example, you can set the hour without setting the day or the month, but you must specify the minutes when setting the hour.

**Note:** You must set the time zone for the Cisco Unified MeetingPlace Audio Server before you set the date and time. If you have not set the time zone yet, complete the steps in the [Configuring the Time Zone for the Cisco Unified MeetingPlace 8100 Series](#).

### To Set the Date and Time

1. At the tech\$ prompt, shut down the Cisco Unified MeetingPlace Audio Server software by entering **down**.
2. Verify that you want to shut down the Cisco Unified MeetingPlace system by entering **y**. The third and fourth lines in the following example appear:

```
meetingplace:tech$ down
Are you sure (y/n)? y
Checking to see if the system is loaded...OK
System DOWN procedure has been initiated.
The system is DOWN.
meetingplace:tech$
```

3. Wait about a minute. The fifth and sixth lines of the preceding example appear.
4. If you do not already have terminal logging turned on, turn it on. For information, see [Logging Your HyperTerminal Session](#).
5. Enter **date**. The display shows the current date, time, and abbreviated time zone as shown on the second line of the following example.

```
meetingplace:tech$ date
Mon Aug 21 15:07:32 PST 2006
meetingplace:tech$ date 0408291508
Sun Aug 27 15:08:00 PST 2006
```

6. Enter **date** followed by a space and then enter a date or time in any of the following formats:
  - ◆ **yyyymmddhhmm**-Year, month, day, hour, minute
  - ◆ **yymmddhhmm**-Year, month, day, hour, minute
  - ◆ **mmddhhmm**-Month, day, hour, minute
  - ◆ **hhmm**-Hour, minute

The display shows the new date and time as in the last line of the preceding example. The month, day, hour, and minute values are all two digits, with a zero prefix for values less than 10. For the year, you can either use all four digits of the year (for example, 1998) or just the last two digits (for example, 02 for the year 2002). The hour is in 24-hour format (00 to 23). You can append seconds to any format by adding a period and two digits (for example, .34 means 34 seconds).

7. Restart the Cisco Unified MeetingPlace system so the date and time changes can take affect. To restart the Cisco Unified MeetingPlace system, enter **restart** .
8. Verify that you want to restart the Cisco Unified MeetingPlace system by entering **y** .