



Configuring Network Time and Time Zone Settings

Use these procedures to ensure that voice messages and system processes are identified with the correct day and time.

Configure the following features from this window:

- [Adding an NTP Server](#)
- [Deleting an NTP Server](#)
- [Changing the Time Zone](#)

Before You Begin

These parameters are required to ensure that voice messages and system processes are identified with the correct day and time:

- Current day and time
- Time zone for your company or branch
- [Network time protocol \(NTP\)](#) server address



Note

Reload the Cisco Unity Express software after any NTP changes to ensure that the server information is updated.

Adding an NTP Server

Use this procedure to add an NTP server.

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- Step 1** Choose **System > Network Time and Time Zone Settings**. The Network Time and Time Zone Settings window appears.
 - Step 2** Click **Add**. The Add a NTP Server window appears.
 - Step 3** Enter the hostname or IP address for the NTP server. To make it the primary NTP server, check the box next to “Preferred”.
 - Step 4** Click **Add**. The Network Time and Time Zone Settings screen appears with the new server listed in the table.
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Deleting an NTP Server

Use this procedure to delete an NTP server.

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- Step 1** Choose **System > Network Time and Time Zone Settings**. The Network Time and Time Zone Settings window appears.
 - Step 2** To delete an NTP server, click the box next to the server to be removed and click **Delete**.
 - Step 3** Click **Ok** at the prompt. The window appears without the server listed.
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Changing the Time Zone

Use this procedure to change the time zone.

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- Step 1** Choose **System > Network Time and Time Zone Settings**. The Network Time and Time Zone Settings window appears.
 - Step 2** Use the drop-down menu to select the correct country.
 - Step 3** Use the drop-down menu to select the correct time zone.
 - Step 4** To activate the changes, click **Apply**.
 - Step 5** Click **Ok** at the information prompt.
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