## 24-hour Time Format for Poly Extension

Use this guide to set individual Poly extensions to display the current time in 24-hour format.

## How to change a Poly extension to a 24-hour time format:

- 1. In the web portal, click Extensions. Search or locate the extension you want to modify from the list and click on it to open its options page.
- 2. Expand the **Preference for Poly Phone** section by clicking the arrow (>).
- 3. Check the 24-Hour Time checkbox located under the time zone drop-down box. Click the arrow or outside the widget to close it.

| Preferences for Poly Phone |                        |
|----------------------------|------------------------|
| Device Type                | Poly Remove            |
| Display<br>Intensity:      | *                      |
| Idle<br>Intensity:         | *                      |
| Line Keys:                 | 2 for this Extension 🗸 |
| d                          | 12 on Phone 🗸          |
|                            | No Expansion Module 🗸  |
| 1                          | with 28 keys 🗸         |
| Calls per<br>Line Key:     | 2 🗸                    |
| Headset<br>Type:           | None 🗸                 |
| Hotline<br>Destination     | Extension or Number    |
| Time Zone                  | Account Default 🗸 🗸    |
| 4                          | 24-Hour Time           |

## **Related articles**

- Using a Algo Paging Speaker as a Ringer
- Headset Recommendations for Poly VVX
- Ring Tones for Poly Desk Phones
- 24-hour Time Format for Poly Extension
- Factory Resetting a Poly Trio Conference Phone