## 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 $\mathbf{2 4}$-Hour Time checkbox located under the time zone drop-down box. Click the arrow or outside the widget to close it.


## Related articles

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- Ring Tones for Poly Desk Phones
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