



# Configuring Network Time and Time Zone Settings

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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.

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## Adding an NTP Server

Use this procedure to add an NTP server.

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| <b>Step 1</b> | Choose <b>System &gt; Network Time and Time Zone Settings</b> . The Network Time and Time Zone Settings window appears.    |
| <b>Step 2</b> | Click <b>Add</b> . The Add a NTP Server window appears.  |
| <b>Step 3</b> | Enter the hostname or IP address for the NTP server. To make it the primary NTP server, check the box next to “Preferred”. |
| <b>Step 4</b> | Click <b>Add</b> . 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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