



# Configure 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.

## 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.

- [Add an NTP Server, on page 1](#)
- [Delete an NTP Server, on page 2](#)
- [Change the Time Zone, on page 2](#)

## Add an NTP Server

Use this procedure to add an NTP server.

- 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.

## Delete an NTP Server

Use this procedure to delete an NTP server.

- 
- 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.
- 

## Change the Time Zone

Use this procedure to change the time zone.

- 
- 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.
-