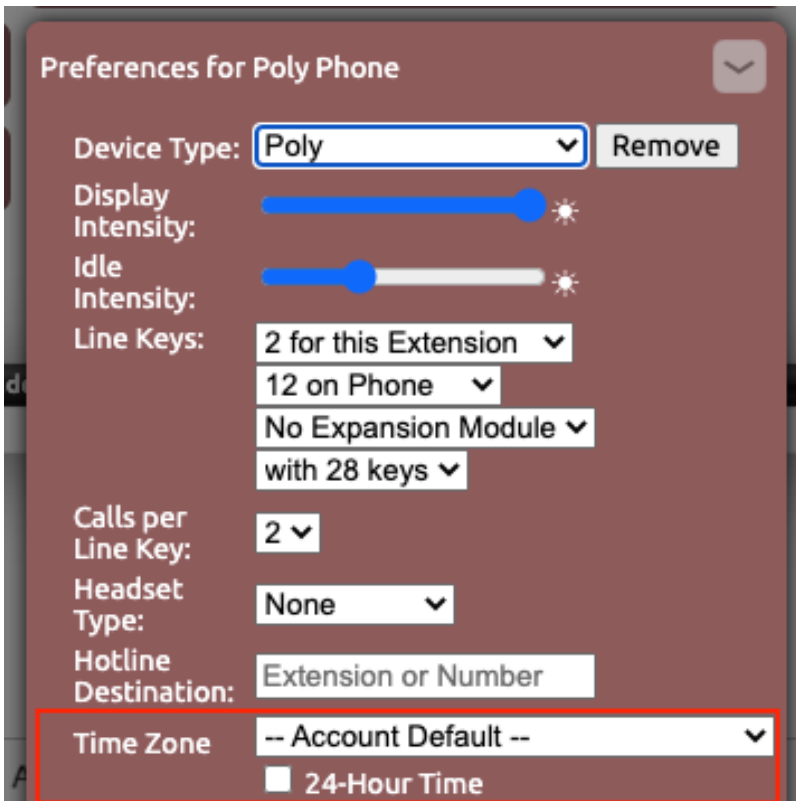# 24-hour Time Format for Poly Extension

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.

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](#)