

AVAYA

Partner Communications System
Setting Time and Date

mtel systems
Self Service Support

This document will instruct you on how to set the time and date on your system. All Partner phones in your system will update once you follow the procedure below.

To Set the Time

NOTE: This procedure must be performed from extension 10 or 11 using a Partner 18D or 34D LCD Display phone.

1. At extension 10 or 11, leave the phone hung up. Press FEATURE and then dial 0 0.
2. Press the LEFT intercom button TWICE. (LCD reads: "System Program").
3. Press # and then enter 1 0 3 (The current time is displayed in 24 hour format).
4. Enter the time 24 hour format using 2 digits for hour and 2 digits for minutes. For example, 9:30 am would be entered as 0930. 2:15 PM would be entered as 1415.
5. Press FEATURE and dial 0 0 to exit

To Set the Date

1. At extension 10 or 11, leave the phone hung up. Press FEATURE and then dial 0 0.
2. Press the LEFT intercom button TWICE. (LCD reads: "System Program").
3. Press # and then enter 1 0 1 (The current date is displayed).
4. Enter the date using 2 digits for month and 2 digits for year. For example, March 16 would be entered as 0316. December 9 would be entered as 1209.
5. Press FEATURE and dial 0 0 to exit