

# AVAYA PARTNER

## To change the System Date:

1. Press feature +(00)+(left intercom)+(left intercom)+#101 at extension 10 or 11.
2. Enter today's date in the form "mmddy" (month, day, and year), including leading zeros for single-digit months or days. For example, to enter April 26, 2001, press 042601. A display similar to the following appears:  
System Date  
Data 042601
3. Select another procedure, or exit programming mode.

**System Date (#101)**  
**System Time (#103)**

Use this feature to set the time that appears on system display telephones.

- Enter the time in 24-hour notation. In this scheme, the hours of the day are 0000 (12 midnight) to 2359 (11:59 p.m.). Since each time must have four digits, use leading zeros when necessary.
- The time appears on system display phones as a.m. or p.m. (not in 24-hour notation).

## To change the System Time:

1. Press feature +(00)+(left intercom)+(left intercom)+#103 at extension 10 or 11.
2. Enter a new time in 24-hour notation. For example, to set the time to 2:15 p.m., press  
1415.  
A display similar to the following appears:  
**System Time**  
**Data 1415**  
This time appears on system display phones as 2:15 p.
3. Select another procedure, or exit programming mode