

# Avaya

## To Change Time on all Partner System

### Avaya/Lucent/Partner/AT&T

Changing the time on a Partner system must be done from extension # 10.

- 1.- At station/ext. # 10, press feature, 0, 0
- 2.- Press the left intercom 2 times
- 3.- Enter # 103
- 4.- Enter the correct time in 24 hr. format, for example:
  - to set the time for 09:00 A.M., enter 0900
  - to set the time for 04:45 P.M., enter 1645
- 5.- Press feature, 0, 0

### Avaya/Lucent/Partner/AT&T

Program From Extension 10.

#### Action

With Handset Down

- 1.- Press Feature Button
- 2.- Enter 00 (Zero Zero on The Dial)
- 3.- Press Left Intercom Button Twice
- 4.- Enter #103 (Number Sign 103)
- 5.- Enter Time 24 Hour Format (HHMM Where HH= Hour & MM= Minute)
- 6.- Press Feature Button
- 7.- Enter 00 (Zero Zero On The Dial).

## **To change all Merlin Legend / Merlin Magix system**

The time and date is a system feature rather than an individual telephone feature.

To change the date in the Legend Magix system, from the System Programming console:

- 1.- Press Menu
- 2.- Press System Program.
- 3.- Press Exit or Start.
- 4.- Press System.
- 5.- Press Date.
- 6.- Enter date in following format: mmddy (where MM is the month, DD is the day, and YY is the year).
- 7.- Press Enter.
- 8.- Press Exit or Back.
- 9.- Press Home or Exit to exit programming mode.

To change the time in the Legend Magix system, from the System Programming console:

- 1.- Press Menu.
- 2.- Press System Program.
- 3.- Press Exit or Start
- 4.- Press System.
- 5.- Press Time.
- 6.- Enter the time in military/24 hour format: HH:MM (where HH is the hour, 01-24, and MM is minutes, 00-60).
- 7.- Press Enter.
- 8.- Press Exit or Back.
- 9.- Press Home or Exit to exit programming mode.

## **Avaya IP Office 500 Time Change**

The Avaya Office 500 System automatically changes the time from the caller ID information. If the system is connected to a network it would get the time from the server.