

Ted the Telephone Guy

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Avaya Partner, Partner Plus, Partner II, Partner Endeavor and Partner ACS

This procedure sets the time that appears on system display phones.

If you have a Partner Mail System, when you change the time on your Partner phone system, it will also change the time on the voice mail system.

Access the system programming from the phones connected to the first or second port in the system. Usually these are extensions 10 and 11. Extension 10 is usually assigned to the attendant.

From extension 10 or 11:

1. Press the **FEATURE** key.
2. Dial **00**
The phone beeps once, the light next to the **SPKR** key flutters green.
3. Press the **left INTERCOM** key twice.
The light next to the **left INTERCOM** key is steady green.
4. Dial **#103**
5. Dial the appropriate 4 digits for the time (enter the time in 24-hour or “military” time)*
6. Press the **FEATURE** key again.
7. Dial **00** to exit from programming mode.

*Enter the time using **HHMM** format and 24-hour time notation. Time is from 0000 (midnight) to 2359 (11:59 p.m.). Since each time must have 4 digits, use leading zeros when necessary. For example, dial 0900 for 9:00 a.m. For 9:00 p.m. dial 2100. For 2:15 a.m. dial 0215. For 2:15 p.m. dial 1415. For 4:45 p.m. dial 1645.

Note that the time does not display in 24-hour or “military” time format, but as 3:00 a.m., 3:00 p.m. and so on.