

Time Change Instructions for Partner

Description

- This system option sets the time that appears on system display phones.

Considerations

- Enter the time in 24-hour notation using HHMM format. In this scheme, the hours of the day are 0000 (12 midnight) to 2359 (1159 p.m.). Since each time must have four digits, use leading zeros when necessary. For example, to set the time to 9:00 a.m., enter 0 9 0 0. To set the time to 4:45 p.m. enter 1 6 4 5.
- The time appears on system display phones as a.m. or p.m. (no 24-hour notation).

Changing Settings

To change the system Time, follow these steps from extension 10.

1. Press Feature 0 0.

The Phone beeps once, and the light next to Spkr is green and flutters.

2. Press left intercom twice.

The light next to left intercom is steady green.

3. Press # 1 0 3.

4. Enter a new time in HHMM 24-hour format. For example, to set time to 2:15 p.m.,press 1 4 1 5.

This time will appear on a system display phone as 2:15 p.

5. When you are finished, press # and a three-digit code for an option or press Feature 0 0.