

Upstate Communications & Data Services

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Product: Avaya Partner

How To: Change the system date

You will need to program the system time from extension 10 or 11. You will also need to complete this procedure with a display telephone set.

- 1 – Press the feature button 1 time and then press 0 (zero) 2 times.
- 2 – Hit the left intercom key 2 times. **** - There are 2 intercom keys on your set. They are located above the number pad and to the left. They are the only 2 buttons on this row.**
- 3 – Press the # button and then 101. Enter the date format as **MM/DD/YY.**
- 4 – Raise and lower the handset to remove from the programming mode.
- 5 – Make sure your time is correct.