

## Upstate Communications & Data Services

P. O. BOX 26254  
GREENVILLE, SC 29616  
(864) 978-7196  
(864) 630-5608

**Product:** Avaya Partner

**How To:** Change the system time

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 pad number and to the left. They are the only 2 buttons on this row.**
- 3 – Press the # button and then 103. Enter the time in military time only.
- 4 – Raise and lower the handset to remove from the programming mode.
- 5 – Make sure your time is correct.