

Amanda@SOHO Voice Mail System

Changing the time on a Amanda@SOHO system can be done from any extension but you must log in as the administrator.

1. Dial the voice mail pilot extension number (the same number normally used to check voice mail)
2. When the voice mail system answers press "STAR"
3. Enter "999#" then enter the administration password (default = 999) and press "#"
4. Enter "883"
5. Enter the date (MMDDYY) then press "#"
6. Enter the time (HHMM) then press "#"
7. The system will prompt for AM or PM
8. Exit

Avaya/Lucent Partner Telephone System

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:
 - o to set the time for 09:00 A.M., enter 0900
 - o to set the time for 04:45 P.M., enter 1645
5. Press feature, 0, 0

Iwatsu ADIX Telephone System

Changing the time on an Iwatsu ADIX system can be done from the operator DSS console or from the attendant console.

From the Operator DSS when idle:

1. Press "ICM" + "FEAT" + "6" + "4"
2. Enter the time "HH MM" using the 24 hour military clock
3. Press "SPKR"

From the Attendant Console when idle:

1. Press "ETC" + "ETC" + "ETC" + "F1"
2. Enter the time "HH MM" using the 24 hour military clock
3. Press "RLS"

Key Systems Atlas 32 / 64 / 128

Changing the time on a Atlas 32, 64 or 128 system can be done from any display phone.

1. Enter programming mode by pressing "PROG - PROG - 1 - 2 - 3 - HOLD"
2. Enter mode 09
3. Enter date "YYMMDD"
4. Enter time "HHMM" (in 24 Hour format)
5. Enter day of week 0 - 6 (4 for Thursday)
6. Press "HOLD" at any stage to save a change

NEC Electra Telephone System

Changing the time on a Electra Elite & Professional system must be done from the "main" or primary phone. It is usually extension # 100.

1. Press "FEATURE"
2. Dial "9#"
3. Enter hour and minute
4. Press "RECALL" to change AM/PM setting
5. Press "HOLD" to change the calendar setting
6. Press "RECALL" to change the day of week
7. Dial "#" to move the cursor to day of month field
8. Enter day of month
9. Press "RECALL" to select month
10. Dial "#" to move the cursor to year field
11. Enter last 2 digits of year
12. Press "FEATURE"

Nortel Norstar Telephone Systems

Changing the time on a Norstar system must be done using a display phone. Using a M7310 or T7316 the right 2 buttons under the display are "NEXT" and "SHOW" respectively.

1. To enter programming mode press "FEATURE" and "* * 2 6 6 3 4 4"
2. Enter password (default = 266344) - display should read "Terminals & Sets"
3. Press "NEXT" 5 times - display should read "Time and Date"
4. Press "SHOW" - display should read "Hour:___"
5. Press softkey "CHANGE"
6. Enter hour - display should read "AM OK or Change"
7. Select AM or PM
8. Press "NEXT" - display should read "Minutes:___"
9. Press softkey "CHANGE"
10. Enter minutes
11. Press "NEXT" - display should read "Year:___"
12. Press softkey "CHANGE"
13. Enter year
14. Press "NEXT" - display should read "Month:___"
15. Press softkey "CHANGE"
16. Enter month
17. Press "NEXT" - display should read "Day:___"

18. Press softkey "CHANGE"
19. Enter day
20. Press "NEXT"

Panasonic KX-TA624 Telephone System

Changing the time on a Panasonic KX-TA624 system must be done from extension # 101 using a display phone.

1. Press the "PROGRAM" button on the face of the phone
2. Enter programming mode by pressing "STAR" - "POUND" - "1234" (default password = 1234)
3. Enter program # 000
4. Press "SPEAKER" button
5. Press "FORWARD/DND" button to change to the hour selection
6. Press "TRANSFER" button and enter the hour
7. Press "FORWARD/DND" button to change to the minutes parameter
8. Press "TRANSFER" button and enter the minutes
9. Press "FORWARD/DND" button to change to the AM/PM parameter
10. Press "MUTE" button to select AM or PM
11. Press "STORE" button (listen for 1 tone if procedure was executed correctly / 3 tones if procedure failed)
12. Press "HOLD" button
13. Press the "PROGRAM" button on the face of the phone

Panasonic KX-TVS Voice Mail System

Changing the time on a Panasonic KX-TVS voice mail system can be done from any phone.

1. Dial the TVS pilot number (extension 107 or 115)
2. When the voice mail system answers press "#" + "6" + "STAR"
3. Log into the message manager's mailbox (999)
4. Press "6" for other features
5. Press "3" to set the time & date
6. Press "1" to change the current time (press "0" for help)
7. Enter the hour then press "#" or enter the hour and minutes then press "#"
8. Press "1" for AM or "2" for PM
9. Press "2" to accept the new time

Panasonic Digital Telephone System

Changing the time on a Panasonic digital system can be done from any display phone.

1. Enter programming mode by pressing "PAUSE" then "STAR" button twice, followed by 1, 2, 3, 4
2. Enter program # "000"
3. Press "SPEAKER" button
4. Press "FORWARD/DND" button to change to the hour selection
5. Press "TRANSFER" button and enter the hour
6. Press "FORWARD/DND" button to change to the minutes

- parameter
- 7. Press "TRANSFER" button and enter the minutes
- 8. Press "FORWARD/DND" button to change to the AM/PM parameter
- 9. Press "MUTE" button to select AM or PM
- 10. Press "STORE" button
- 11. Press "HOLD" button
- 12. Lift and replace handset

Toshiba Strata DK Telephone System

Changing the time on a Strata DK system must be done from the "main" or primary phone. It is usually extension # 10, or # 200.

1. With the phone on-hook, dial intercom, #, 652 (depending on the system type, the # may or may not apply)
2. Enter the correct time using HH/MM/SS, like 07:24:00
3. Press redial

Vodavi Starplus STS System

System Time/Date must be set by the first programmed Attendant via admin programming or using feature code 692.

To set using the feature code:

1. Dial [692] on the dial pad. A confirmation tone will sound.
2. Enter date and time as follows: YYMMDDHHMM
3. YY = Year (00-99)
4. MM = Month (01-12)
5. DD = Day (01-31)
6. HH = Hour (00-23)
7. MM = Minute (00-59)
8. When the correct number of digits are entered, a confirmation tone will sound.
9. Press the ON/OFF button to OFF to update the display.

Comdial DX-80 System

Changing the time on a Comdial DX-80 system can be done from any display phone.

1. Press Feature # * and enter in your password (Default password #####)
2. Press Show and enter 0803
3. Press Save then Show
4. The option to change the Year will appear - if you do not need to change the year, press Next - if you need to change this value, press Chg, enter in two digits for the year and press Save then Next
5. The option to change the Month will appear - if you do not need to change the month, press Next - if you need to change this value, press Chg, enter in two digits for the month and press Save then Next
6. The option to change the Day will appear - if you do not need to

change the date, press Next - if you need to change this value, press Chg, enter in two digits for the date and press Save then Next

7. The option to change the Weekday will appear - if you do not need to change the weekday, press Next - if you need to change this value, press Chg, to select the weekday, and press Next
8. The option to change the Hour will appear - press Chg and enter in two digits for the hour in military format - press Save then Next
9. The option to change the Minutes will appear - press Chg and enter in two digits for the minutes and press Save
10. Press the Hold button to exit programming mode