

Programming Avaya (Lucent/AT&T) Phone Systems: Setting the time and date

Avaya/Lucent Partner ACS Phone System

Must be done from extension 10 or 11.

1. Press Feature and dial 00.
 2. Press the left intercom button twice.
 3. To set the time, press # and dial 103. Enter the correct time using a 24-hour format.
 4. To set the date, press # and dial 101. Enter the correct date using MM/DD/YY format.
 5. Press feature and dial 00 to save.
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Avaya/Lucent Partner Phone 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:
 5. to set the time for 09:00 A.M., enter 0900
 6. to set the time for 04:45 P.M., enter 1645
 7. Press feature, 0, 0
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Avaya Merlin Magix Phone System

Changing the time on an Avaya Merlin Magix system is accomplished from the system programming console. The date is change separately from the time.

Changing the date:

1. Press Menu
2. Press System Program
3. Press Exit or Start
4. Press System
5. Press Date
6. Enter the date as mm/dd/yy where
 - mm = month,
 - dd = day
 - yy = year
7. Press Enter
8. Press Exit or Back
9. Press Home or Exit

Changing the time:

1. Press Menu
2. Press System Program
3. Press Exit or Start
4. Press System
5. Press Time
6. Enter the date as hh/mm where
 - hh = hours
 - mm = minutes
7. Press Enter
8. Press Exit or Back
9. Press Home or Exit