



## **Avaya IP Office System Time Change via Manager or Voicemail**

If you have the Voicemail Lite or Voicemail Pro application running, the IP Office will take the time from the PC that the application is running on. Firstly make sure that the time on the PC is correct if it is then the IP Office will update automatically.

If you do not have Voicemail Lite or Voicemail Pro then follow the instructions below. **THESE INSTRUCTIONS WILL REBOOT THE SYSTEM.**

Firstly locate where you have the IP Office Manager application installed, this is normally on the server or the users PC that deals with telephony:

- Make sure the time on the PC that Manager is installed on is correct
- Run the Manager application either from a shortcut on the desktop or from Start/Programs/IP Office/Manager
- Once the Manager application has opened click File from the menu at the top then select Advanced then Reboot.
- A new window will appear and your system name should be listed after a few seconds.
- Select the your system by ticking the box then click OK.
- It will then ask for username/password.
- Enter Administrator for both (case sensitive).
- Click OK.
- It will then ask you when do you want to reboot the system choose the relevant option (Immediate is default, this will cut anyone off who is on the phone, the safest option is When free which will only reboot when the system is not being used)
- Click OK.
- The system will reboot dependant on the option selected.
- Leave the Manager software open until the system has rebooted, the system should take the time from the PC you have just used to connect with the Manager software.

**Note: You may need to leave the Manager application open for 10 minutes or so for the time to change.**