



## Avaya IP Office System Time Change manually via a key on the Phone

This feature may NOT be available on the type of phone you have or on the software version you have on the system. Contact Ocean Telecom for clarification and also for us to program the button onto the relevant extension.

If you already have a button programmed you can do the following:

1. Press the programmed button. If the user has a Login Code set it is requested
2. The options Date and Time are displayed
3. To set the date press Date
  - a. The current date is displayed
  - b. Enter the new date, using two digits for day and month. Use the \* or # keys to insert the / separators. The format for date enter matches the locale of the IP Office system.
  - c. During entry the key labelled <<< can be used to backspace
  - d. When the full date has been entered as required, press **Next**
  - e. **Press Done**
  - f. The phone will return to idle
4. To set the time press Time
  - a. The current system time is displayed
  - b. Enter the new time using 24-hour clock format. Use the \* or # keys to insert the : separator.
  - c. When the full time has been entered as required, press Done
  - d. The phone will return to idle