

Mitel

Mitel phone systems and voice mail systems time change instructions:

If you have a 3300 ICP, 200 ICP, SX-200, SX-2000, and you have an Attendant Console attached to the system, change the time by pressing the Function Key and the following:

3300 ICP:

1. **3300 ICP** Open a web browser session with the URL of " <http://X.X.X.X> ", where. "X.X.X.X" is the IP address of your 3300 ICP controller.
2. When the "Security Alert" window is presented click on the "Yes" button to access the login page.
3. Enter "system" for the Login and "password" for the Password fields.
Select "Group Administration Tool".
4. Select "Change Date and Time", when the dialog window opens adjust the hour according to the season and then click on "OK".
5. From the "Manage System Options" drop down box select "Exit" and then "OK" to continue, then select "Exit" from the 3300 ICP Tool Page, after which the browser session may be ended.

SX2000:

TIME CHANGE NEEDS TO BE COMPLETED AT THE ATTENDANT CONSOLE.

1. Press **FUNCTION** .
2. Press **ATT FUNCTION** softkey. Press **DATE/TIME** softkey.
3. Press **12 HOUR** softkey.
4. Press **SET TIME**.
5. -----(Enter the current time using four digits)
6. Press **AM** or **PM** softkey.
7. Press **EXIT** softkey.

200 ICP or SX200 :

TIME CHANGE NEEDS TO BE COMPLETED AT THE ATTENDANT CONSOLE. (If customer does not have an Attendant Console at their site, we need to schedule a technician to change the time using one of our consoles.)

To Set the Time on the Console:

1. Press **FUNCTION**
2. Press **ATT FUNCTION**
3. Press **SET TIME**

4. The time (which can be in either the 12 or 24 hour format, depending on system programming), is entered as **HH:MM** , where the **HH** is hours and the **MM** is minutes. This example uses a 12 hour format: 15:30
When two digits have been entered for the hours, the “ : ” will automatically be displayed.
5. **Options:** Press **PM** to register the time as after 12:00 PM, in 12 hour format
6. Press **SET** to enter the time as shown
7. Press **EXIT**

Mitel SX-50

TIME CHANGE NEEDS TO BE COMPLETED AT THE ATTENDANT CONSOLE.

To set date using a twelve hour clock

1. Press the FUNCTION key.
2. Dial 14.
3. ----"HHMM" flashes in display, asking you to enter the time.
4. Dial the time using a 24 hour format.
5. ----Example: 1:00 PM = 1300
6. Idle display sets should now show the time as set.

If you do not have an Attendant Console and need your time changed, contact Buffalo Communications Support at 303-573-8647 or support@buffcomm.com.

If you have Ops Manager, then it should be scheduled to change the time for all systems,

You must verify the machine that Ops Manager is on has the correct time when changes are scheduled for.

For Mitel Voice Mail Systems

Embedded Voice Mail

If you are managing the voice mail system through the same interface as the phone system, then you have embedded voice mail.

When you make the change to for your phone system time, the voice mail clock will automatically change.

EXPRESS MESSENGER

1. Access the System Administrator mailbox.
2. Press 3 for DATE/BUSINESS HOURS menu. Press 1 to set system date and time.
3. Press # to skip date setting.

4. Enter current time HHMM. -----(Use a 24 hour format)
5. Press the * key twice to exit mailbox.

NEC

NEC phone systems and voice mail systems time change instructions:

NEC Aspire:

1. From the System Administrator's telephone (normally extension 301), press CALL1 and dial 828.
2. Dial two digits for the hour (24 hour)
For example, 13=1:00 PM.
3. Dial two digits for the minutes.
You hear confirmation beeps.
4. Press SPK to hang up.

i-Series (28i/124i/124ie/384i/704i)

1. From the System Administrator's telephone (normally extension 301), press CALL1 and dial 828.
2. Dial the Time and Date password.
The password is normally 0000.
3. Dial two digits for the year (e.g., 05).
4. Dial two digits for the month (01-12).
5. Dial two digits for the day (01-31).
6. Dial the day of the week (0-6).
0=Sunday, 6=Saturday
7. Dial two digits for the hour (24 hour).
For example, 13=1:00 PM.
8. Dial two digits for the minutes (00-60).
You hear confirmation beeps.
9. Press SPK to hang up.

DS1000/2000

1. From extension 300, dial #TD (#83).
Do this without lifting the handset or pressing any other keys first.
2. Enter the time in 24-hour clock using hours (2 digits), minutes (2 digits) and seconds (2 digits).
3. Press HOLD.
4. Enter the date using month (2 digits), day (2 digits), and year (4 digits).
5. Press HOLD, then SPK to exit.