## How to manually set the Time on the Avaya IP Office Partner

Go to extension 10 or 11

Leave the handset in the cradle

Press the button below the word Admin in the LCD

Press the OK button twice

Press the Down Arrow below the OK button once LCD will say System Time

Press the OK button

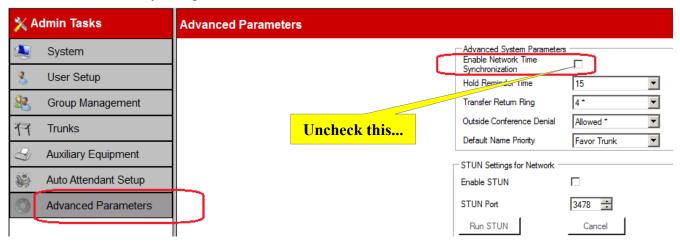
Enter the correct time in Military Hours and then Minutes

Press the Phone/Exit button

The time will be changed on all phones.

In some cases, the Telephone Service Provider may be sending the incorrect time for your area via the Caller ID on CO Line 1.

This can be disabled by doing this:



## From the Manual:

**Enable Network Time Synchronization:** Default = On.

When selected, the system will use the time included in the CID on incoming calls as its system time. Note that this feature uses the first analog trunk on the card installed in slot 1 of the system control unit.

## Page 2

## Also:

