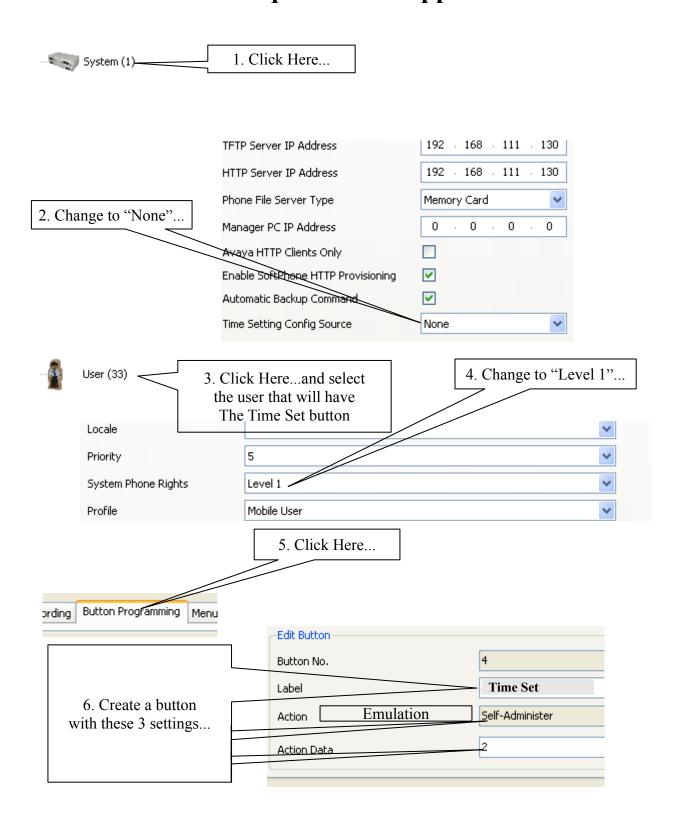
Manual Time and Date Setting Avaya IP Office Essential Telquest Tech Support



Page 2

After you Save your config. to the KSU, a Time Set button will be on the phone you selected.

Press that button and you can select "Date" or "Time"

Follow the text prompts to change and save the new Date and Time.

Enter the 4 digit time (24 Hour Time Format) on the telephones key pad.

Note:

Use the * (STAR) button on the dial to add a : (COLON) in the time.

Example: Set time to 11:34 am

Dial 1 1 * 3 4

Example: Set time to 11:34 pm

Dial 2 3 * 3 4

If you are using a 1408/1608 or 1416/1616 telephone:

Press the **Time Set Button** that you created earlier.

Press the **Down Arrow** on the Navigation Disc until you see the word **Time...**

Press Select

Enter the 4 digit time (24 Hour Time Format) on the telephones key pad.

When the time has been entered, press **Done**

Then press Exit

Note:

Use the * (STAR) button on the dial to add a : (COLON) in the time.

Example: Set time to 11:34 am

Dial 1 1 * 3 4

Example: Set time to 11:34 pm

Dial 2 3 * 3 4