



Iwatsu ADIX Telephone System

Changing the time on an Iwatsu ADIX system can be done from the operator DSS console or from the attendant console.

From the Operator DSS when idle:

1. Press "ICM" + "FEAT" + "6" + "4"
2. Enter the time "HH MM" using the 24 hour military clock
3. Press "SPKR"

From the Attendant Console when idle:

1. Press "ETC" + "ETC" + "ETC" + "F1"
2. Enter the time "HH MM" using the 24 hour military clock
3. Press "RLS"

Iwatsu ZT-D Telephone System

From the operator only when idle:

1. Go off-hook and press [FEAT] + [SPKR] + [3]
2. Enter the time [HH MM] using the 24 hour military clock
3. Go on-hook

Iwatsu ZT-S Telephone System

From the Master KT only, when idle.

1. Go off-hook and press [FEAT] + [#] + [2]
2. Enter the time [HH MM] using the 24 hour military clock
3. Go on-hook

Omega-Voice VMI Voicemail System (IX-4EVMC, IX-4VML, VS-VML)

The system time is entered in the 24-hour clock format. Therefore 6:00 in the morning is entered as **0600** and 6:00 in the evening is entered as **1800**.

1. Access the designated system management mailbox.
2. Enter your pass code when prompted.
3. Press 4, 5, 2.
4. Follow directions to enter the current time of day using the 24-hour (military time) format.



Amanda@SOHO Voice Mail System

Changing the time on a Amanda@SOHO system can be done from any extension but you must log in as the administrator.

1. Dial the voice mail pilot extension number (the same number normally used to check voice mail)
2. When the voice mail system answers press "STAR"
3. Enter "999#" then enter the administration password (default = 999) and press "#"
4. Enter "883"
5. Enter the date (MMDDYY) then press "#"
6. Enter the time (HHMM) then press "#"
7. The system will prompt for AM or PM
8. Exit

Amanda@Work.Group DOS Voice Mail System

Changing the time on a Amanda@SOHO system can be done from the voicemail PC.

1. Start from the Main Screen (showing all the voicemail ports)
2. Press "Alt-D"
3. Enter password (Usually this is "MTI" in all caps if supplied by MN Telephone)
4. You must enter the time and date with all punctuation as shown on the screen.
5. After entering this correctly – you will be brought back to the main screen.
6. Verify date and time in the top right corner of the screen, if this is not correct – repeat all steps until it is correct.



Avaya/Lucent Partner Telephone System

Changing the time on a Partner system must be done from extension # 10.

1. At station/ext. # 10, press feature, 0, 0
2. Press the left intercom 2 times
3. Enter # 103
4. Enter the correct time in 24 hr. format, for example:
 - o to set the time for 09:00 A.M., enter 0900
 - o to set the time for 04:45 P.M., enter 1645
5. Press feature, 0, 0

Avaya/Lucent Legend Telephone System

To change either the Date or the Time on the Legend system, you must program it from the main System Programming console (MLX-20L). This will change the Time or Date on all the display phones throughout the system, except the ATL (Analog) display sets. These phones must be programmed on each individual set.

How to change the Date in the Legend system:

1. Press **Menu**.
2. Press **System Program**.
3. Press **Exit**.
4. Press **System**.
5. Press **Date**.
6. Enter date in following format: mmddyy (where MM is the month, DD is the day, and YY is the year).
7. Press **Enter**.
8. Press **Exit**.
9. Press **Home** to exit programming mode.



Avaya Merlin Magix Phone System

Changing the time on a Avaya Merlin Magix system is accomplished from the system programming console. The date is change separately from the time.

Changing the date:

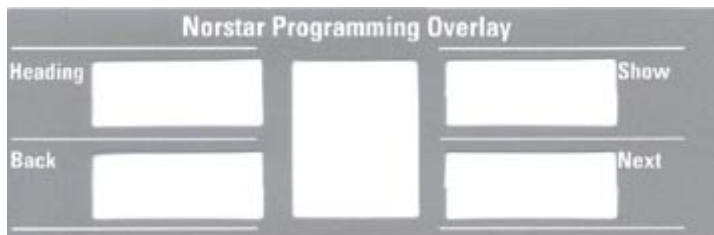
1. Press Menu
2. Press System Program
3. Press Exit or Start
4. Press System
5. Press Date
6. Enter the date as mmddy where mm = month, dd = day, yy = year
7. Press Enter
8. Press Exit or Back
9. Press Home or Exit

Changing the time:

1. Press Menu
2. Press System Program
3. Press Exit or Start
4. Press System
5. Press Time
6. Enter the date as hhmm where hh = hours & mm = minutes
7. Press Enter
8. Press Exit or Back
9. Press Home or Exit

Nortel Norstar Telephone Systems

Changing the time on a Norstar system must be done using a display phone. Using a M7310 or T7316 the right 2 buttons under the display are "NEXT" and "SHOW" respectively.



1. To enter programming mode press "FEATURE" and "* * 2 6 6 3 4 4"
2. Enter password (default = 266344) - display should read "Terminals & Sets"
3. Press "NEXT" 5 times - display should read "Time and Date"
4. Press "SHOW" - display should read "Hour:___"
5. Press softkey "CHANGE"
6. Enter hour - display should read "AM OK or Change"
7. Select AM or PM
8. Press "NEXT" - display should read "Minutes:___"
9. Press softkey "CHANGE"
10. Enter minutes
11. Press "NEXT" - display should read "Year:___"
12. Press softkey "CHANGE"
13. Enter year
14. Press "NEXT" - display should read "Month:___"
15. Press softkey "CHANGE"
16. Enter month
17. Press "NEXT" - display should read "Day:___"
18. Press softkey "CHANGE"
19. Enter day
20. Press "NEXT"

Panasonic KX-TA624 Telephone System

Changing the time on a Panasonic KX-TA624 system must be done from extension # 101 using a display phone.

1. Press the "PROGRAM" button on the face of the phone
2. Enter programming mode by pressing "STAR" - "POUND" - "1234" (default password = 1234)
3. Enter program # 000
4. Press "SPEAKER" button
5. Press "FORWARD/DND" button to change to the hour selection
6. Press "TRANSFER" button and enter the hour
7. Press "FORWARD/DND" button to change to the minutes parameter
8. Press "TRANSFER" button and enter the minutes
9. Press "FORWARD/DND" button to change to the AM/PM parameter
10. Press "MUTE" button to select AM or PM
11. Press "STORE" button (listen for 1 tone if procedure was executed correctly / 3 tones if failed)
12. Press "HOLD" button
13. Press the "PROGRAM" button on the face of the phone

Panasonic KX-TVS Voice Mail System

Changing the time on a Panasonic KX-TVS voice mail system can be done from any phone.

1. Dial the TVS pilot number (extension 107 or 115)
2. When the voice mail system answers press "#" + "6" + "STAR"
3. Log into the message manager's mailbox (999)
4. Press "6" for other features
5. Press "3" to set the time & date
6. Press "1" to change the current time (press "0" for help)
7. Enter the hour then press "#" or enter the hour and minutes then press "#"
8. Press "1" for AM or "2" for PM
9. Press "2" to accept the new time

Panasonic Digital Telephone System

Changing the time on a Panasonic digital system can be done from any display phone.

1. Enter programming mode by pressing "PAUSE" then "STAR" button twice, followed by 1, 2, 3, 4
2. Enter program # "000"
3. Press "SPEAKER" button
4. Press "FORWARD/DND" button to change to the hour selection
5. Press "TRANSFER" button and enter the hour
6. Press "FORWARD/DND" button to change to the minutes parameter
7. Press "TRANSFER" button and enter the minutes
8. Press "FORWARD/DND" button to change to the AM/PM parameter
9. Press "MUTE" button to select AM or PM
10. Press "STORE" button
11. Press "HOLD" button
12. Lift and replace handset



Toshiba Strata DK8e,DK14,DK16e,DK40,DK40i,DK280 and DK424

TO SET DATE: (Settings must take place from port 00, which is usually extension 200)

1. Leave the handset on-hook.
2. Press the INT (intercom) or primary DN extension button and press # then dial 651.
3. Dial in the date in the format YYMMDD.
4. Press the REDIAL button to save the settings. Confirmation tone should be provided.
5. Press SPKR.

TO SET TIME: (Settings must take place from port 00, which is usually extension 200)

1. Leave the handset on-hook.
2. Press the INT (intercom) or primary DN extension button and press # then dial 652.
3. Dial in the time in 24-hour clock format HHMMSS. Enter a leading 0 for single digits.
4. Press the REDIAL button to save the settings. Confirmation tone should be provided.
5. Press SPKR.

TO SET DAY: (Settings must take place from port 00, which is usually extension 200)

1. Leave the handset on-hook.
2. Press the INT (intercom) or primary DN extension button and press # then dial 653.
3. Dial in the day of week (1=Sun, 2=Mon, 3=Tue, 4=Wed, 5= Thur, 6= Fri, 7=Sat).
4. Press the REDIAL button to save the settings. Confirmation tone should be provided.
5. Press SPKR.

Toshiba CTX / CIX - w/Software Release 1.02 MA228 or Higher

TO SET THE DATE: (Settings may take place from any DKT3000 or DKT2000-series Telephone.)

(Note: The day of the week (Mon, Tue, etc.) is automatically set by the system once the date has been entered.)

1. Leave the handset on-hook and press an idle extension (Either the Primary Directory Number or a Secondary Directory Number) on your telephone. Dial tone is heard.
2. Dial #651. You will hear a confirmation tone. If you hear a fast busy signal, you either have older software or the feature codes necessary to set the date without TriTel assistance has not be set up.
3. Enter the date as YYMMDD where YY = Year, MM = Month and DD = Day.
Example: to enter October 30, 2006, enter 061030.
4. Press #. You hear a confirmation tone.
5. Press Spkr. The telephone returns to an idle mode and the display on the telephone should display the new date entry.

TO SET THE TIME: (Settings may take place from any DKT3000 or DKT2000-series Telephone.)

1. Press an idle extension (Primary Directory Number or Secondary Directory Number) on your telephone. You will hear dial tone.
2. Dial #652. You will hear a confirmation tone. If you hear a fast busy signal, you either have older software or the feature codes necessary to set the date without TriTel assistance has not be set up.
3. Enter the time as HHMMSS in the 24-hour clock format, where HH = hour, MM = minute and SS = seconds. Use leading zeros so that all 6 digits are entered. Example: To enter 6:05 AM and 30 seconds, enter 060530. To enter 2:30 PM and 45 seconds, enter 143045.
4. Press #. You hear a confirmation tone.
5. Press Spkr. The telephone returns to an idle mode and the display on the telephone should display the new date entry.



Toshiba Strata Se, Vle, Xlle, and XXe Systems

TO SET DATE:

(Settings must take place at Extension 10)

1. Leave the handset on-hook.
2. Press # * 51 (If your telephone has RDL (Redial) and REP (Reperatory Dial) keys, press RDL REP 51).
3. Dial in the date in the format YYMMDD.
4. Press # (or RDL) to save the settings.

TO SET TIME:

(Settings must take place at Extension 10)

1. Leave the handset on-hook.
2. Press # * 52 (If your telephone has RDL (Redial) and REP (Reperatory Dial) keys, press RDL REP 52).
3. Dial in the time in 24-hour clock format HHMMSS. Enter a leading 0 for single digits.
4. Press # (or RDL) to save the settings.

TO SET DAY:

(Settings must take place at Extension 10)

1. Leave the handset on-hook.
2. Press # * 53 (If your telephone has RDL (Redial) and REP (Reperatory Dial) keys, press RDL REP 53).
3. Dial in the day of week (1=Sun, 2=Mon, 3=Tue, 4=Wed, 5= Thur, 6= Fri, 7=Sat).
4. Press # (or RDL) to save the settings.



Comdial DX-80 System

Changing the time on a Comdial DX-80 system can be done from any display phone.

1. Press Feature # * and enter in your password (Default password #####)
2. Press Show and enter 0803
3. Press Save then Show
4. The option to change the Year will appear - if you do not need to change the year, press Next - if you need to change this value, press Chg, enter in two digits for the year and press Save then Next
5. The option to change the Month will appear - if you do not need to change the month, press Next - if you need to change this value, press Chg, enter in two digits for the month and press Save then Next
6. The option to change the Day will appear - if you do not need to change the date, press Next - if you need to change this value, press Chg, enter in two digits for the date and press Save then Next
7. The option to change the Weekday will appear - if you do not need to change the weekday, press Next - if you need to change this value, press Chg, to select the weekday, and press Next
8. The option to change the Hour will appear - press Chg and enter in two digits for the hour in military format - press Save then Next
9. The option to change the Minutes will appear - press Chg and enter in two digits for the minutes and press Save
10. Press the Hold button to exit programming mode

Other Comdial Systems - All Changes Must be Made from the Attendant's Station Phone

DXP, DXP Plus, FX series (Impact Classic and Impact SCS Phones):

- ITCM, *, #, 0, *, 01, MM, DD, YY, HH, MM, #, SPKR to end

Executech, Executech II, or Centratch:

- ITCM, *, #, YY, MM, DD, HH, MM

Executech XE:

- ITCM, *, #, 01, YY, MM, DD, HH, MM, (Dial 1-7 for day of the week, where Sunday=1 and Saturday=7), MNTR or SPKR to end.

Executech 2000, Unisyn, DSU, DSUII, Americom, Express:

- ITCM, *, #, 01, YY, MM, DD, HH, MM, SPKR to end



Samsung -- DCS, DCS Compact, DCS 50si, DCS 400si, iDCS 500, iDCS 100, DS 616 and voicemail systems (including SVMi-4, SVMi-8, and Cadence)

This is a multi-step process which involves entering administrator level programming and then setting the date and time. Programming can only be done from a 12 or 24 button display telephone.

1. With your handset on-hook, press **TRSF** and then dial **200**. Your display then shows **ENABLE CUS. PROG. PASSCODE:**
2. Dial your 4-digit pass code **1234** (which is the default pass code). The display then shows **ENABLE CUS. PROG. DISABLE**. If the pass code 1234 does not work as stated, please see [Samsung DCS Notes below](#).
3. Dial **1** to enable. The display now shows **ENABLE CUS. PROG. ENABLE**.
4. Press **TRSF** and the display will return to its idle condition. Now that you have entered administrative level programming, you must begin programming within 30 seconds. Any delay of more than 30 seconds between keystrokes will cause the system to automatically exit the programming mode.
5. Next enter the new date and time as follows:
Press **TRSF** and then dial **505**. The display then shows the current date and time setting on your system. The example below shows Monday, April 7, 2003, 9:30 AM.
6. **OLD: 0 04 07 03 : 09 30**
NEW:WMMDDYY:HHMM.
7. Enter the correct date using the dial pad as follows:
W= Day of the week (0-6; Week begins on Monday and ends on Sunday)
MM= Month (01-12)
DD= Day of the month (01-31)
YY= Last two digits of the year (01)
HH= Hour (Use 24 hour clock and enter the range of 00-23)
MM= Minutes (00-59)
Press **TRSF** to store and exit programming. If you have entered invalid data, you will receive an **INVALID ENTRY** message for three seconds. Reenter the date and time.

The new date and time will now be updated for all LCD phones on the system. Some internal voice mail systems use this time and date setting. These include SVMi-4, SVMi-8, and Cadence voice mail systems. Other voice mail systems must be set independently from the telephone system. We have listed instructions for several popular [voice mail systems](#) above.

Samsung DCS Notes: 1234 is the default pass code for entering customer programming. The system administrator can change this code if desired. If the code has been changed, please input the new code instead of 1234.



Samsung Prostar 816 System

Changing the time on a Samsung Prostar 816 system can be done from any display phone with the handset on-hook. (Do not lift handset off hook while programming.)

1. Enable technician programming mode
 - Press "*" - "PROGRAMMING" is displayed
 - Dial "20" - "MMC ENABLED" or "MMC DISABLED" is displayed
 - Dial the password (default - 1234) - if wrong password is enter "ERROR" is displayed
 - Dial "1" to enter program mode
 - Press "#"
2. Press "*" key - "PROGRAMMING" is displayed
3. Dial "55" - the display shows "YY MM DD W HH MM" and then the current date is displayed
4. Enter the new date
 - YY = Last two digits of the year
 - MM = Month (01 - 12)
 - DD = Day of the month (01 - 31)
 - W = Day of the week (1 -7 day of the week begins on Monday & ends on Sunday)
 - HH = Hour (Use 24 hour clock)
 - MM = Minutes (0-59)
5. Press "*" - new date is saved

Samsung Prostar 56, 56EX, or 1224

This is a multi-step process which involves entering administrator programming and then setting the date and time. Programming can be done from any display telephone.

1. Enter administrator level programming with your handset on-hook, press **#20**. Your display then shows **(OPEN SYSTEM PGM- ENTER CODE:)**.
2. Dial your 4-digit pass code **4321** (which is the default pass code), the display then shows **(OPEN SYSTEM PGM- CLOSED)**. If the pass code 4321 does not work as stated, please see [Prostar 56/1224 Notes](#).
3. Press the **MUTE** key and the display will show **(OPEN SYSTEM PGM- OPEN)**.
4. Press **#** and your phone returns to idle condition. You must begin programming within 60 seconds. Once in programming, any delay of more than 60 seconds between keystrokes will cause the system to automatically close programming.
5. Dial **#70** and the display shows **(YY MM/DD HH:MM)**.
6. Enter the current date and time as follows:
YY= Last two digits of the year
MM= Month (01 for January through 12 for December)
DD= Day of the month (01-31)
W= Day of the week (1-7; Week begins on Monday and ends on Sunday)
HH= Hour (Use 24 hour clock--Failure to enter time in 24 hour clock will cause the date to change at 12:00 noon.)
MM= Minutes (00-59)
7. Dial **#** to store and exit. The phone now returns to normal use and all display phones have been updated to the correct date and time by this action. If invalid data is entered, you will receive the **(INVALID ENTRY)** message for three seconds. Reenter the correct date and time. Should the information entered be incorrect, please repeat the procedure.

Prostar 5EX/1224 Notes: 4321 is the default code for entering administrator programming. Some systems have reversed this to 1234. Please try this if 4321 does not work. What's more, the system Administrator can change this code if desired. If the code has changed, please input the new code here instead of 4321.

Samsung Starmail Voicemail

1. Press the **Voicemail** button on your phone. This is normally labeled Voicemail or VM.
2. Press **8** to return to the main greeting.
3. Dial ****456#** to enter Administrative Programming.
4. At the "Enter Function" prompt, dial **320#**.
5. After playing the current time, the system will prompt you through entering the new time. Be sure to enter 1 for AM or 2 for PM.
6. Press **#** to confirm.
7. Press **#** again until the prompt says "Enter Function".
8. At the "Enter Function" prompt, dial **111#** to exit programming.



Toshiba CTX 100 Phone System

Any display phone can be used to change the time on Toshiba CTX 100 system. Do not lift the handset.

Enter programming mode:

1. Press "Hold"
2. Press * # * # 1 * 2 * 3 *
3. Display shows "Password ="
4. Enter 0 0 0 0 (or applicable system programming password)
5. Press "Hold"
6. Display shows "Prog ="
7. Enter 9 0 2
8. Press "Hold"
9. Display shows "Select Param"

Change the date:

1. Press "Intercom" button
2. Enter yymmdd where yy = year, mm = month, dd = day
3. Press "Hold"
4. Press "Hold" (again)
5. List handset and hang up again

Change the time:

1. Press "Line 1" button (should be button directly above intercom button)
2. Enter hhmmss where hh = hours, mm = minutes, ss = seconds (military time)
3. Press "Hold"
4. Press "Hold" (again)
5. List handset and hang up again



Vodavi Digital Systems including Mach I, Starplus Digital, DVX, XTS, and STS.

Please Note! The Time and date are to be set from the first attendant station. (The default for this station is extension 100).

1. Dial **692** on the dial pad
2. Enter Time and Date in the following format: **YY MM DD HH MM**
YY= Year (01)
MM= Month (01-12)
DD= Day (01-31)
HH= Hour (00-23)
MM= Minute (00-59)
3. When the correct number of digits are entered, confirmation tone will be heard.

Performing this operation will adjust the time setting on all display phones.

Note: Beginning in 2007 the daylight saving time schedule has changed; consequently your telephone system may automatically adjust the time on the wrong date. If your system has this problem please call Minnesota Telephone to schedule a service call.



Vodavi Talkpath Voicemail

1. First access or enter your voice mailbox
2. Dial **7** to enter Administrative Options
3. Enter the administrator password **2275** is the default password for administrator access
4. Dial **8** - System Administration
5. Dial **4** - Set Time / Date, system then plays current system date and time
6. **Enter the two-digit month**, 01 through 12. Press * to go back or # to cancel
Type in the two-digit month. (01=January, 02=February, 03=March, etc.)
If you press # the system will re-ask for the month
If you press * the system will send you to the Setup Lines menu
7. **Please enter the two-digit day**, 01 through 31. Press * to go back or # to cancel
Type in the two-digit day
If you press # the system will re-ask for the month
If you press * the system will send you to the Setup Lines menu.
8. **Please enter the four-digit year.** Press * to go back or # to cancel
Enter the four digit year
If you press # the system will re-ask for the day
If you press * the system will send you to the Setup Lines menu.
9. **Please enter the two-digit hour**, 00 through 23. Press # to go back or * to cancel
Enter the time in a 24 hour clock format (13=1:00pm)
If you press # the system will re-ask for the year
If you press * the system will send you to the Setup Lines menu.
10. **Please enter the two-digit minute**, 00 through 59. Press * to go back or # to cancel". 13) Enter the minute of the hour. If you press # the system will re-ask for the hour. If you press * the system will send you to the Setup Lines menu.
11. **Press # to confirm or * to cancel.**
The system will now tell you the new date and time set and ask you to confirm what you have entered. If you press # the system's date and time will be saved and the system will reset itself. If you press * then the system will send you to the Setup Lines menu.

Vodavi MiniVoice Voicemail Systems

1. Dial into voice mail.
2. Dial # followed by the System Administrator Mailbox number:
+ 0 = 2 Digit mailbox system
+ 00 = 3 Digit mailbox system
+ 000 = 4 Digit mailbox system
The system will announce: "Mailbox 15-0", which is the System Administrator Mailbox number.
3. When requested, enter Administrator password. 9#56 is the default password for administrator access.
4. Dial 4 - Set Time / Date.
5. Dial 2 to change data.
6. After the first prompt, enter the time in four-digit military time format e.g., 0930 for 9:30 A.M. or 1830 for 6:30 P.M.
7. After the second prompt, enter the date as a six-digit number in MMDDYY format. You are then returned to the prompt that asks if you want to review data, change data, or exit.
8. Press ** to exit system.



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Note: The time can only be set from an assigned display phone or Station 10. On a WIN 100D, time is to be set from the Receptionist phone. Performing this operation will adjust the time setting on all display phones.

1. Press **FEAT** button
2. Dial **32**
3. Dial **4 Digit Hour**
4. Dial ***** for AM or Dial **#** for PM
5. Press **FEAT** button
6. Press **HF** button