

# How to Set the Time and Date on a Partner Phone System

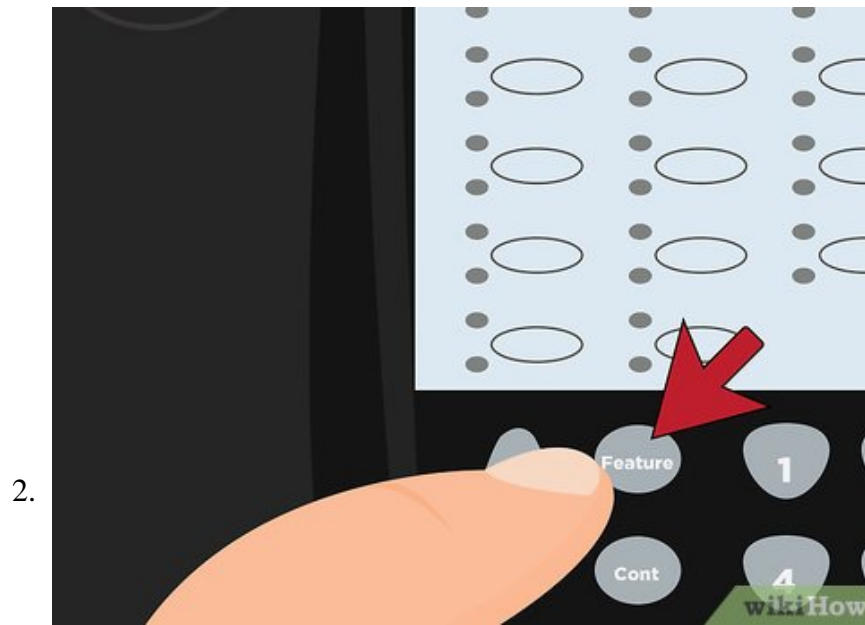
Changing the date and time on an Avaya/Lucent Partner ACS telephone system can be confusing. The menus aren't very descriptive, and it's easy to get lost. Luckily, changing the date and time only takes a few button presses, and you can...

Part 1 of 4:

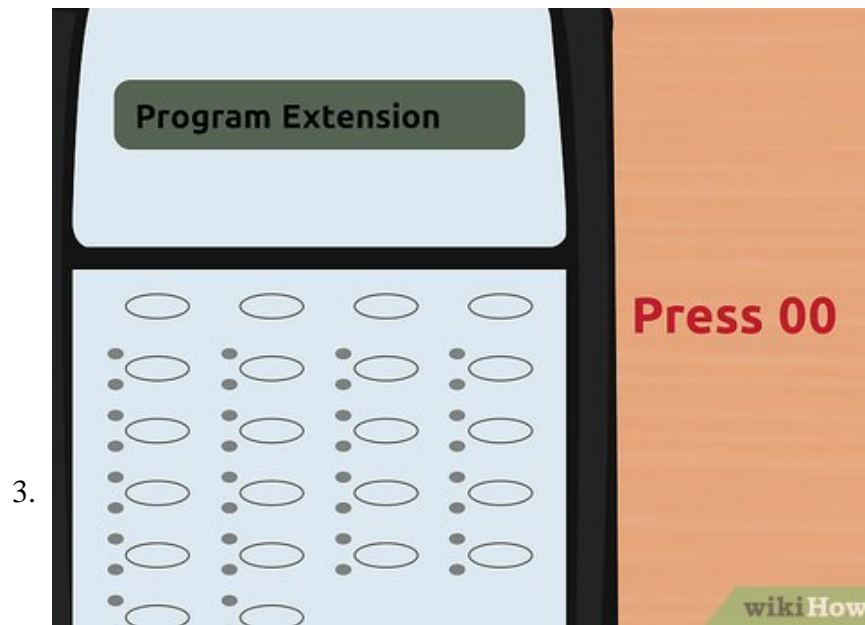
## Accessing the Menu



**Select extension x10 or x11.** The correct extension will display the time and date. Older models require you to use extension x10.

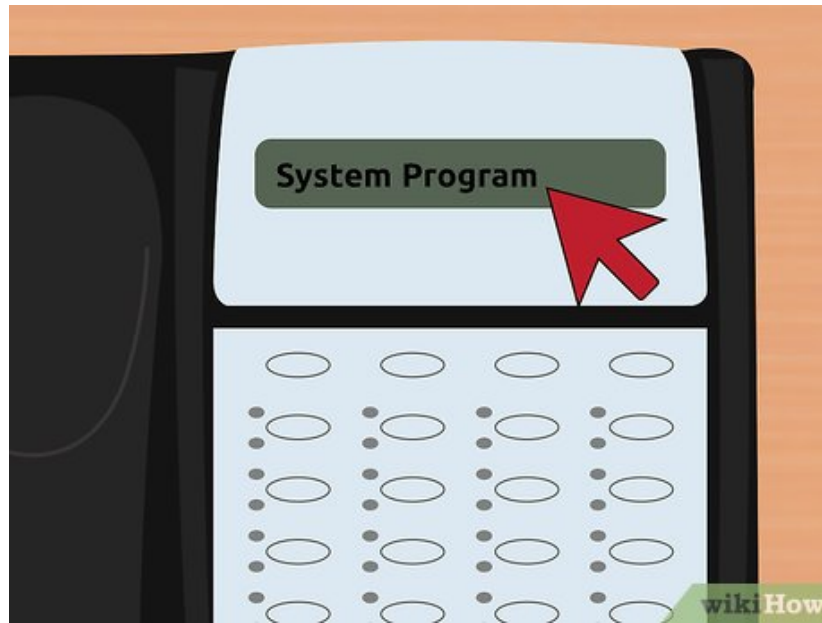


Press the "Feature" button. The date will disappear on the display.



Press 00. "Program Extension" will appear on the display.

4.

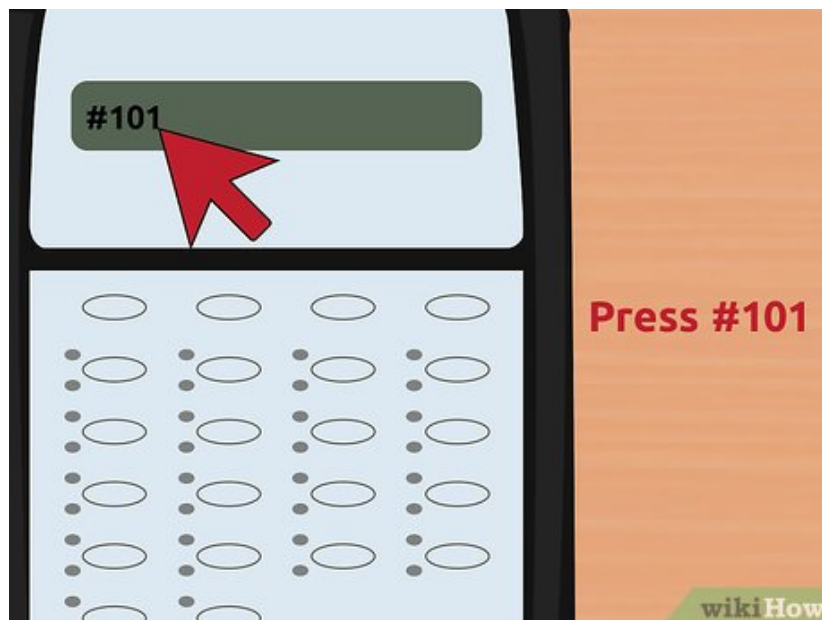


Press the left Intercom button twice. "System Program" will appear on the display.

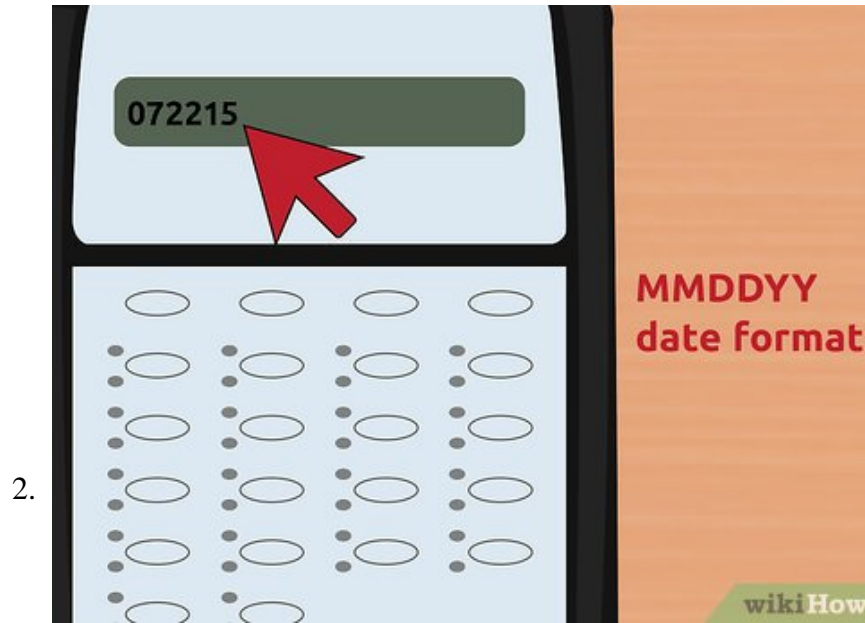
Part 2 of 4:

## Setting the Date

1.



Press **# 1 0 1** on the "System Program" screen. This will allow you to set the date.



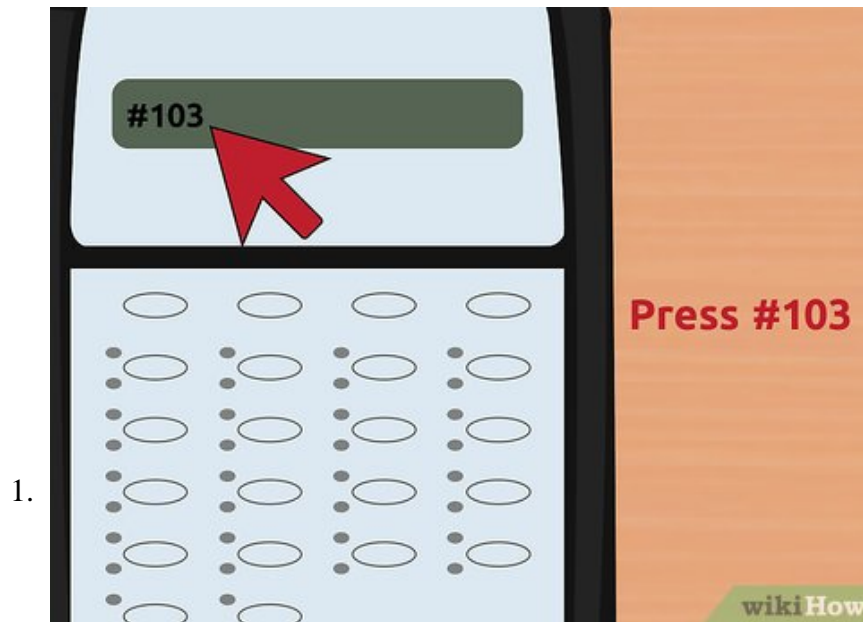
**Enter the date in MMDDYY format.** Include leading zeros for the month and day if necessary. For example, to set the date as July 22, 2015, you would press 0 7 2 2 1 5.



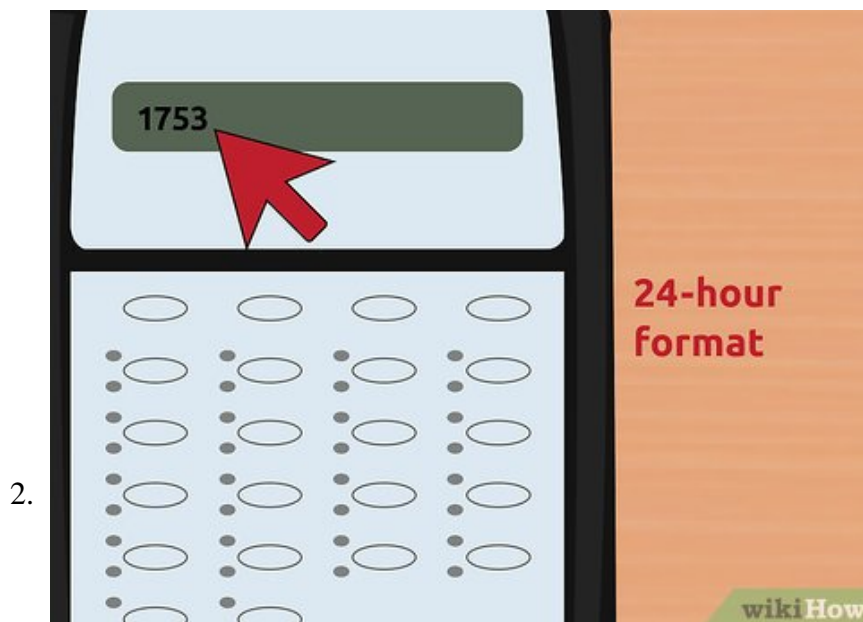
**Exit the Date menu.** You can press the left Intercom button to return to "System Program," or press "Feature" then 0 0 to completely exit.<sup>[1]</sup>

Part 3 of 4:

## Setting the Time



Press **# 1 0 3** on the "System Program" screen. This will allow you to set the time for the phone.



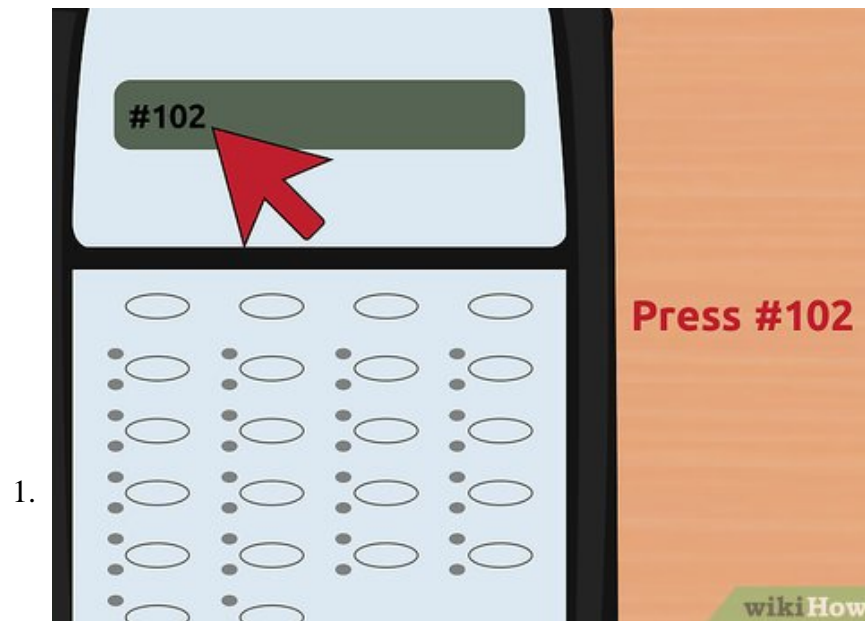
**Enter the time in 24-hour (Military) format.** For example, to set the time to 9:45 AM, press **0 9 4 5**. To set the time to 5:53 PM, press **1 7 5 3**.



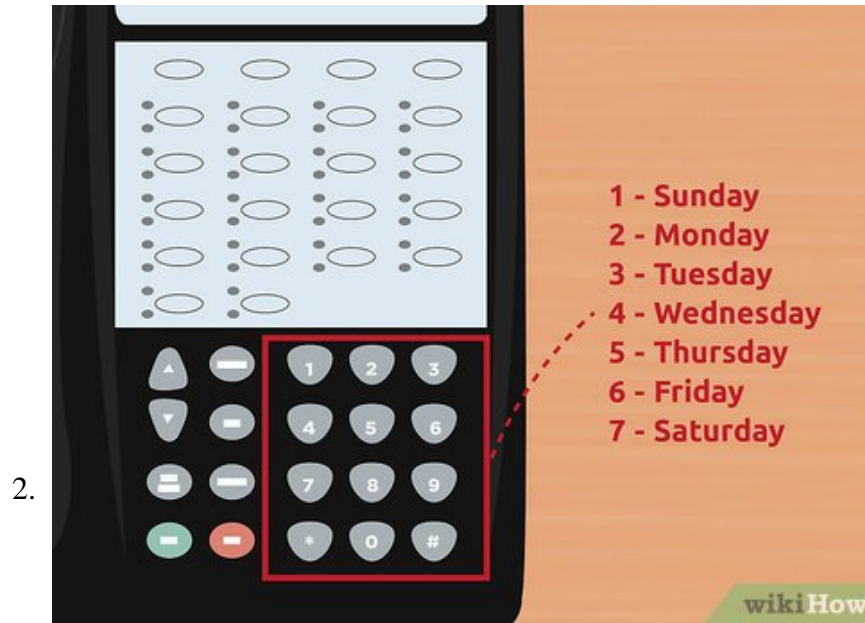
**Exit the Time menu.** You can press the left Intercom button to return to "System Program," or press "Feature" then 00 to completely exit the "System Program" menu. This will save your changes. [2]

Part 4 of 4:

### Setting the Day of the Week

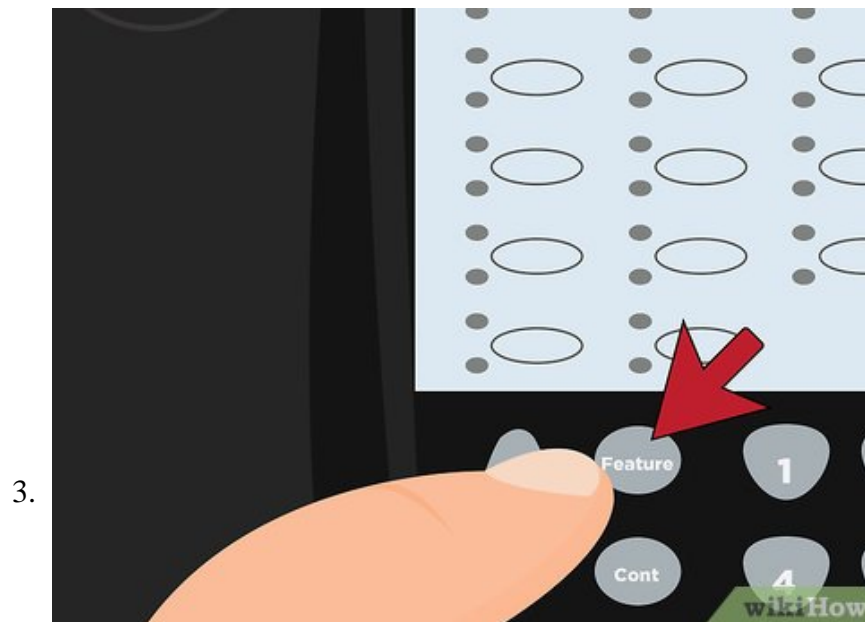


**Press #102 on the "System Program" screen.** This will allow you to set the day of the week. You only need to do this for older Avaya Partner phones (Release 2.0 and earlier), as newer phones automatically determine the correct day of the week based on the date. [3]



**Press the button for the corresponding day.** Each day has a corresponding number that you can press to choose that day:

1. 1 - Sunday
2. 2 - Monday
3. 3 - Tuesday
4. 4 - Wednesday
5. 5 - Thursday
6. 6 - Friday
7. 7 - Saturday



**Exit the Day of the Week menu.** Press "Feature" then 00 to completely exit "System Program" and save your changes.

You finished reading the article "**How to Set the Time and Date on a Partner Phone System**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

---