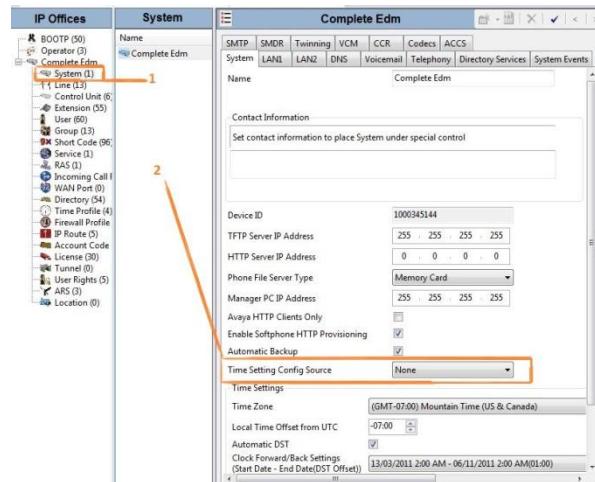


# Time Change on the Avaya IP Office

In most cases the Avaya IP Office is configured for automatic Daylight Savings Time changes. If you have a need to adjust the time, either because of DST or should the system clock be running either fast or slow and need a tweak, the following steps can be followed. Remember, the system clock is a single clock that is adjusted once and affects all telephones. This document makes the assumption that the changes will be made from an Avaya 1400/1600 or 9500/9600 series telephone.

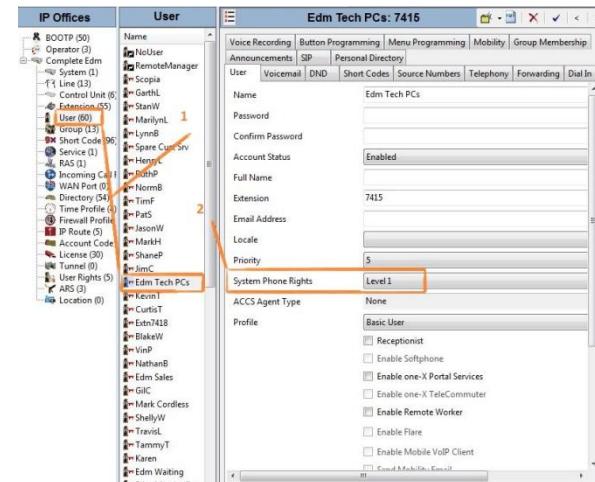
## Verify the system time settings

1. With the administration software, access the system settings. Use user ID “Manager” and password “Manager” to connect if your usual user name and password does not provide access to the system settings.
2. If the Time Setting Config Source is NOT set to none, change it to none.



## Verify which user has the permissions to adjust the system clock

1. Still within the administration software, check the various users. Typically the reception phone and the onsite system administrator have been given access to adjust the clock at time of install.
2. Change the System Phone Rights to level 1 for each user that you want to have the ability to change the system time.



Save any changes made to system programming in the above steps.

Once the above steps have been performed, you can change the time from the phone itself at one of the extensions with level 1 phone rights.

1. Press the Features softkey on the phone.
2. Select the option for Phone User.
3. Select the option for System Administration (not Self Administer, they are two different things).
4. If prompted for a PIN, it is likely to be the extension number of the phone you are using.
5. Select the option for Time
6. Enter the time using a 24 hour clock in the HH#MM format (ie 14#45 for 2:45pm) and press Set
7. Press the Phone button below the display to exit the menu.