



# Time and Date Change on Avaya IP Office v6 & v7

There are a number of options to set time and date.

1. Manually (from handset or manager software)
2. SNTP
3. Sync with Voicemail Pro / Manager

With the last 2 options the IP address needs to be defined.

To set the Time and date from a current phone model (14xx, 16xx, 95xx and 96xx series phones with user phone rights as level 1 or 2).

1. Press the features (soft) key
2. Scroll down to Phone User then press Select or the OK key
3. Scroll down to System Admin and press Select or the OK key
4. Scroll down to Time and press Select or the OK key
5. Enter the time in 24 hr format (with the hours and minutes separated by the \* key
6. Press the Done softkey, then Phone/ Exit

Setting the time and date from the manager software is as per the screen shot below.

