

Inter-tel Phone System

Date and Time Change

While phone is on hook (telephone is hung up), enter the Set Date/Time feature code (press SPCL key and then enter 9800). Your display shows Date. If you do not need to change the date, press # to skip to the Time prompt.

To change the date, enter mmddyy (month as 2 digits, day using 2 digits, and year using 2 digits) (021207) then the Time prompt appears.

To change the time enter hhmm (hours as 2 digits, minutes as 2 digits) (0224 for 2:24) if the system is set for 12 hour display format it will prompt AM or PM. Press 1 for AM and press 2 for PM.

The display shows System Date and Time Updated.

Pick up handset and hang back up.

This all needs to be done from an administration phone. (usually office manager or receptionist phone)

Inter-Tel Axxent - From the attendant telephone

- While the phone is idle, enter "9800". Display shows "DATE:"
- Enter Date MM:DD:YY. Press "#" to skip date entry.
- The display will show "TIME". Enter the time in 12-hour format.
- The display will then show: "Press 1 for AM, press 2 for PM". Select one.
- Press "#" to exit.

Inter-Tel Axxess - *Networked Systems Only* - From the attendant telephone

- While on hook, enter the Set Network Date and Time feature code (9810). Your displays the current date.
- If you do not need to change the date, press "#" or ACCEPT to skip to the time prompt.

- Use the dialpads to enter month day and year mm-dd-yy format.
- If you make a mistake, press "MUTE" to backspace or "*" to start over.
- Use the dialpad buttons to enter the time in hours and minutes "0900" for 9:00.
- If 12-hour display is used, the display shows AM or PM. Press "1" for AM and "2" for PM.

Inter-Tel Axxess - Non-Networked Systems - From the attendant telephone

- While on-hook, enter "9800" for Set Date/Time feature. The current date will display.
- Press "#" to skip. To change, use keypad to enter the month, day and year (010305=January 3, 2005). The new date will display.
- Use keypad keys to enter the time in hours and minutes (0900=9:00).
- If the system is set for 12-hour format, the display will show SELECT AM OR PM (AM=1 PM=2). Select 1 or 2.
- The display reads, "SYSTEM DATE AND TIME UPDATED".

Inter-Tel GLX-PLUS

Time

- While on-hook, press "SPCL" and enter the Program Time/Date feature code (4)
- Enter the Program Time feature code (1). Display will show TIME XX:XX
- Enter the 2-digit number for hour (00-24) and 2-digit for minutes (00-59).
- Lift and replace the handset.

Date

- While on-hook, press "SPCL" and enter the Program Time/Date feature code (4).
- Enter the Program Date feature code (2). Display will show DATE DAY MON XX
- Press "*" until the correct day is displayed. Press "#". Repeat for month and date.

- Lift and replace the handset.

Year

- While on-hook, press "SPCL" and enter the Program Time/Date feature code (4).
- Enter the Program Date feature code (3). Display will show YEAR:XXXX.
- Enter 4 digits for the year (0000-9999).
- Lift and replace the handset.

Inter-Tel IMX 1224/2460

- While on-hook, press the "SPCL" key and enter the set time of day feature code (021). Display will show "SET TIME OF DAY".
- Use the keypad to enter the time in hours and minutes. Then press "*" for AM or "#" for PM. Display will show "SET DATE MM:DD:YYYY".
- Use the keypad to enter the month, day and year. Backspace to correct mistakes by using the "MUTE" key. Display will show "SET DAY OF WEEK SUN".
- Select the day of the week by scrolling through the selections. Press "#" to go forward and "*" to go back. When the desired day is displayed, press the "SPKR" key to end.