

Adjusting the Mitel SX-200 EL/ML For Daylight Savings Time

To program the system to automatically make Daylight Savings Time Adjustments:

From the Console

- 1.- Press FUNCTION
- 2.- Press [ATT FUNCTION]
- 3.- Press [SET TIME]
- 4.- Press [PM] if you wish to register the time as after 12:00 PM, in 12 hour format.
- 5.- Press [SET] to enter the time.
- 6.- Press [EXIT] when done.

Adjusting the Mitel SX-2000 LIGHT For Daylight Savings Time

To program the system to automatically make Daylight Savings Time Adjustments:

From the Console

- 1.- Press FUNCTION
- 2.- Press [FUNCTION]
- 3.- Press [DATE/TIME]
- 4.- Press [SET TIME]
- 5.- Press [PM] if you wish to register the time as after 12:00 PM, in 12 hour format.
- 6.- Press [SET] to enter the time.
- 7.- Press [EXIT] when done.

SX-2000 and SX-2000 MicroLight

Setting the System Time:

To set the time from the main Console...

- 1.- Press FUNCTION
- 2.- Press [ATT FUNCTION]
- 3.- Press [SET TIME]

The display will ask you to enter the time. The time (which can be in either the 12 or 24 hour format, depending on system programming), is entered as HH:MM, where HH is hours and MM is minutes. When two digits have been entered for the hours, the ':' will automatically be displayed. After you enter four valid digits, the display will give you the option to SET or choose for the hour you entered to be PM.

You may:

- 1.- Press [PM] if you wish to register the time as after 12:00 PM, in 12 hour format.
- 2.- OR Press [SET] to enter the time as shown.
- 3.- Press [EXIT]

Note: [PM] will appear only if the 12 hour clock is programmed in the system, and the hour entered is 01-12. [SET] will appear only if the same time has been entered correctly. The < Key can be used to back up and correct an incorrect digit.

SX-200 DIGITAL, SX-200 ML & EL, 200ICP

To change the TIME on the System:

- 1.- Press FUNCTION
- 2.- Press [ATT FUNCTION]
- 3.- Press [SET TIME]
- 4.- Enter HOUR and MINUTE, TWO Digits each (i.e. 12:01)
- 5.- IF 12 Hour Format, enter PM
- 6.- Press SET
- 7.- Press [EXIT]

To Change the DATE on the System:

- 1.- Press FUNCTION
- 2.- Press ATT FUNCTION
- 3.- Press SET DATE
- 4.- Enter DATE, DAY, MONTH, YEAR
- 5.- Press SET
- 6.- Press EXIT

SX-50 (Analog)

- 1.- Dial ATTENDANT FUNCTION ACCESS CODE (71 OR *) OR PRESS FUNCTION KEY
- 2.- Dial ATTENDANT FUNCTION ACCESS CODE (14) PLUS TWO DIGIT HOUR AND MINUTE
- 3.- EXAMPLE FOR 11:00AM: ENTER 14 PLUS 1100.

SX-200 (Analog)

To set the TIME:

- 1.- Dial *5
- 2.- The ANSWER lamp lights... the DESTINATION lamp lights
- 3.- Dial Hours
- 3.- Dial Minutes
- 3.- Dial * if time is PM (not required if 24 hour clock is used)
- 3.- DESTINATION Display shows: Hours, minutes (and P if PM and 12-hour clock)
- 3.- ATT lamp is lit
- 3.- Press RELEASE Key
- 3.- ANSWER and DESTINATION lamps go out
- 3.- Time is now displayed